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PERSONNEL CAREER LADDER AFSCS 73230, 73250, 73270, 73294.(U)
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OCCUPATIONAL SURVEY REPORT



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PERSONNEL CAREER LADDER

AFSCs 73230, 73250, 73270, 73294

AFPT-90-732-245

31 OCTOBER 1977

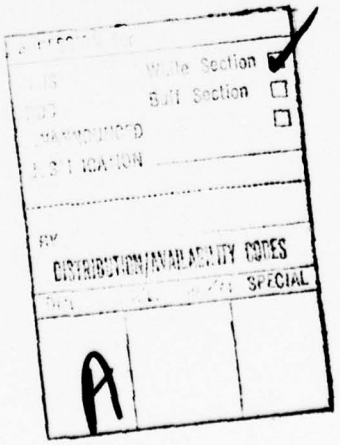
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PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Personnel career ladder (AFSCs 73230, 73250, 73270, and 73294). The project was directed by USAF Program Technical Training, Volume 2, dated April 1975. 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. First lieutenant Michael J. Kelley analyzed the survey data and wrote the final report. This report has been reviewed and approved by Major Walter F. Kasper, Chief, Airman 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., Col, USAF
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SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered to Personnel career ladder incumbents during the period January 1977 through April 1977. Survey results are based on responses from 2,021 incumbents holding DAFSCs 73230, 73250, 73270, and 73294. This represents 27 percent of all assigned personnel.

2. Career Ladder Structure: Sixteen groupings of jobs were identified within the career ladder. The majority of these groupings were directly associated with the CBPO structure or with special functions (AFROTC detachments, etc.).

3. Career Ladder Progression: Generally, the jobs of the 3-, 5-, and 7-skill level incumbents are specialized to the duty section to which they are assigned, with little overlap in task performance among the various duty sections. The 9-skill level incumbents are primary supervisors of units or sections, but continue to spend a large portion of their job time performing technical tasks.

4. AFR 39-1 Evaluation: Specialty job descriptions for all skill levels could be revised to more comprehensively describe the broad scope of jobs at each skill level. Current specialty descriptions do not list duties and responsibilities for personnel assigned to several major duty areas within the CBPO including the Manning Control Unit, the Customer Service Unit, and the Effectiveness/Performance Reports Unit.

5. STS Review: Overall, the 732X0 STS provides excellent coverage of tasks performed by 98 percent of the survey sample. However, inventory tasks performed by personnel working with personnel systems management and systems analysis could be added to the STS.

6. Job Satisfaction: Sixty-nine percent of all survey respondents indicated that they found their jobs interesting. This is below the 80 percent average for incumbents in 22 career ladders surveyed in 1976. Over 79 percent of all respondents felt their talents and training were being used fairly well or better. This is only slightly lower than the 85 percent (average) for 20 career ladders reported in 1976.

Reenlistment Rates: Fifty-six percent of survey respondents indicated plans to reenlist. Forty-three percent of first-term and 53 percent of second-term airmen planned to reenlist. Actual reenlistment rates for the first nine months of FY 77, reflect that 60 percent of first-term and 68 percent of second-term reenlisted.

8. Career Field Problem Areas: The very distinct subgroups found in the Personnel career area reflect the diverse duty sections and functional specializations found in most CBPOs. These very heterogeneous job groups suggest potential career area management problems in terms of WAPS testing and career development experience (working in more than one CBPO Section). Current initial training covers most aspects of CBPO functioning but survey data reflect that first-term airmen are somewhat specialized in four duty areas. Thus, actual utilization is not consistent with the present training philosophy. Alternative utilization and training concepts need to be examined. These might include channelizing training and subsequent assignments by CBPO function, or having only a short generalized course, or by having a generalized course followed by discrete specialization courses, etc.

OCCUPATIONAL SURVEY REPORT
PERSONNEL CAREER LADDER
AFSCs 73230, 73250, 73270, 73294

INTRODUCTION

This is a report of an occupational survey of the Personnel career ladder (AFSCs 73230, 73250, 73270 and 73294) which was completed by the Occupational Survey Branch, USAF Occupational Measurement Center, in October 1977. The previous occupational survey of this career ladder was published during April 1972.

In the 1972 Occupational Survey Report, it was reported that the Personnel career ladder had a high degree of heterogeneity. This was reflected in the many diverse jobs found. As a result of this diversity, individuals were found to have little in common with other personnel incumbents except for a common work location--the CBPO. This type of situation has the potential of creating problems in terms of training, promotions, and career progression. This present survey is intended to reflect how the career ladder has changed over the last five years and to reflect current problems which are being experienced by career ladder personnel and functional managers.

This 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 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 90-732-245. Thorough research of publications and directives, personal interviews with 49 subject-matter specialists at six bases, and written reviews from 83 experienced incumbents in the Personnel career ladder led to final development of the survey instrument, which consists of 697 tasks grouped under 19 duty headings.

During the period January 1977 through April 1977, consolidated base personnel offices in operational units worldwide administered the inventory booklets to job incumbents holding Personnel DAFSCs.

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Table 1 reflects the percentage distribution, by major command, of assigned personnel in the career ladder as of April 1977. Also reflected is the distribution by major command of incumbents in the final survey sample. The 2,021 incumbents making up this final sample represents 27 percent of the total AFSC population of 7,659 members. Since the total AFSC population numbered over 3,000, surveys were mailed to a representative sample of the total assigned population as authorized by AFR 35-2. Care was taken to insure that major functions within the career ladder were adequately sampled.

TABLE 1

COMMAND REPRESENTATION OF SURVEY SAMPLE

COMMAND	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
SAC	18	19
TAC	13	14
ATC	12	12
USAFE	12	9
MAC	11	12
AFSC	5	5
AFMPC	5	4
AU	4	3
ADC	3	3
AFLC	3	4
AAC	2	2
AFCS	2	2
USAFSS	2	3
PACAF	1	4
ARPC	1	0
USAFA	1	1
OTHER	5	3
	100	100

Total Assigned - 7,659
Total Sampled - 2,021
Percent of Assigned - 27%

CAREER LADDER STRUCTURE

A key aspect of the USAF occupational analysis program is to examine the actual structure of career fields - what people are doing in the field (rather than how official career field documents say they should be organized). This analysis is made possible by the Comprehensive Occupational Data Analysis Programs (CODAP) which generate a hierarchical clustering of all jobs based on the similarity of tasks performed and relative time-spent ratings. This process permits identification of the major types of work being performed in the occupation (career field) and is analyzed in terms of job descriptions and background data of each job group. This information is used to examine the accuracy and completeness of present career field documents (AFR 39-1 Specialty Description, STS, etc.) and to formulate an understanding of current utilization patterns. Later sections of this report will deal with each of these issues.

The job structure of the Personnel (732X0/94) career ladder was determined on the basis of similarity in tasks ACTUALLY performed by incumbents in the field. Based on task similarity, the best division of the jobs performed in the Personnel career ladder was determined to be that illustrated in Figure 1. The major job groups were identified as follows:

I. Outbound Assignments Personnel (GRP045)

II. Geographically Separated Unit (GSU) Service Personnel (GRP397)

III. Customer Service Clerks (GRP352)

IV. Military Personnel Supervisors (GRP097)

V. AFROTC Detachment Personnel (GRP406)

VI. APDS Management Personnel (GRP063)

VII. Special Actions Personnel (GRP125)

VIII. Classification and Training Personnel (GRP084)

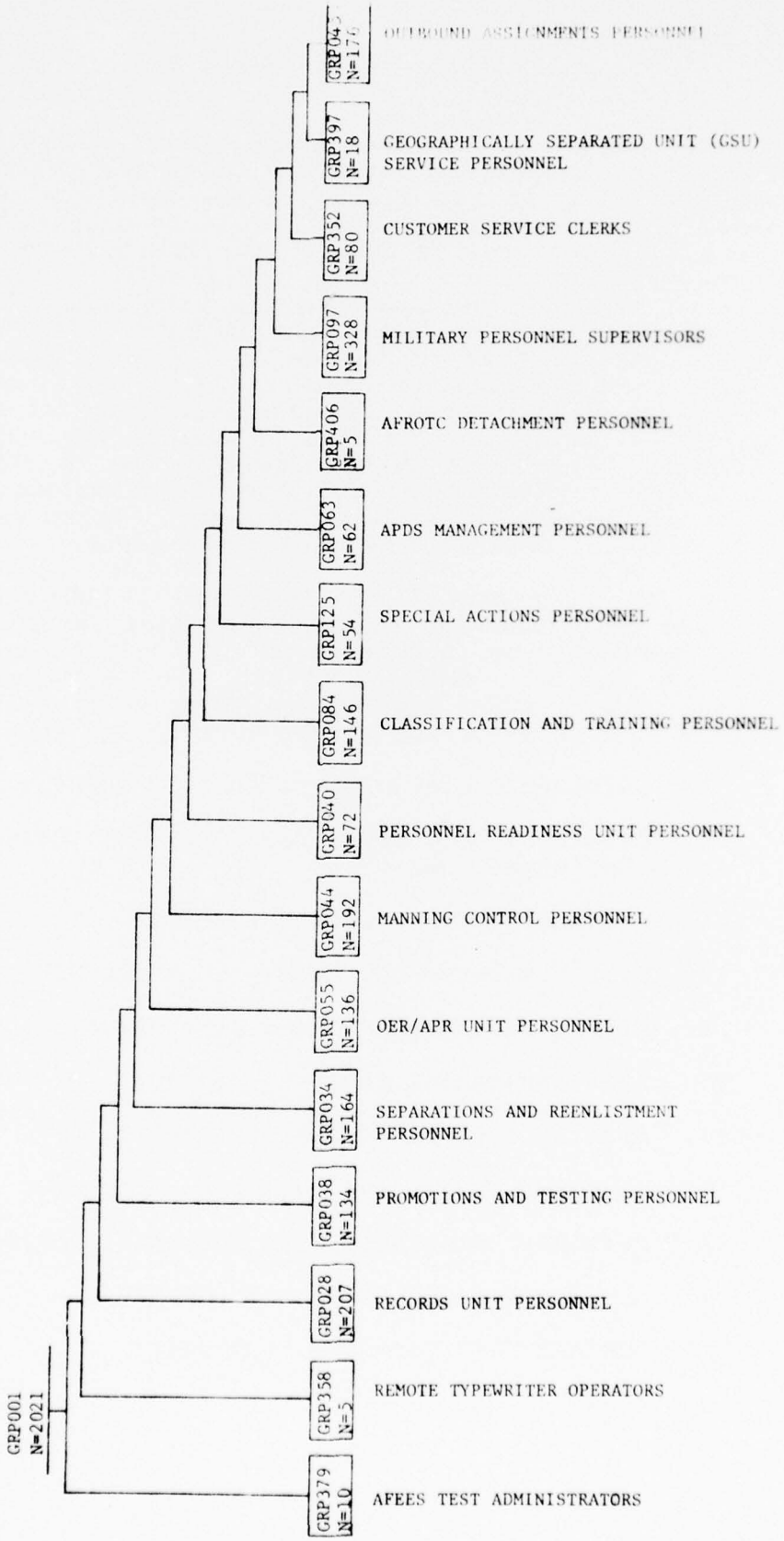
IX. Personnel Readiness Unit Personnel (GRP040)

X. Manning Control Personnel (GRP044)

XI. OER/APR Unit Personnel (GRP065)

FIGURE 1

PERSONNEL CAREER LADDER STRUCTURE, AFSCs 732X0/94



XII. Separations and Reenlistment Personnel (GRP034)

XIII. Promotions and Testing Personnel (GRP038)

XIV. Records Unit Personnel (GRP028)

XV. Remote Typewriter Operators (GRP358)

XVI. AFEES Test Administrators (GRP379)

Eighty-nine percent of the incumbents in the sample were found to perform jobs roughly equivalent to those described in the 16 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 16 groups which encompass the important functions of the Personnel career ladder are given below. Complete 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 (EXTRACT) forwarded to some users for additional analysis in support of classification or training decisions.

A majority of these groups are directly associated with the CBPO structure. The reference to other than CBPO groups is based upon common tasks or background data as identified by survey incumbents.

I. Outbound Assignments Personnel (GRP045)

These incumbents generally work in the Outbound Assignments Unit of the CBPO. Incumbents perform tasks in suppport of worldwide permanent change of station (PCS) for personnel and their dependents. Typical tasks include preparing and assembling outbound assignments relocation preparation folders; preparing or processing port of call requests; preparing or processing medical and educational clearance for dependent overseas travel forms; and preparing field personnel record (EPR) packages for mailing or handcarrying. Two subgroups identified within this overall group were Outbound Assignments Clerks (GRP357) and NCOICs Outbound Assignments (GRP558). These subgroups differed primarily on level of supervision.

II. Geographically Separated Unit (GSU) Service Personnel (GRP397)

The members of this small group work at geographically separated units (GSUs), a large number of which are radar squadrons. Task performance is varied and cuts across normal CBPO duty areas. Tasks performed include those associated with outbound assignments; customer service; manning control; effectiveness/performance reports; records; and separations and reenlistments. Tasks not commonly performed by these personnel include those tasks associated with data processing equipment.

III. Customer Service Clerks (GRP352)

These members are assigned to the customer service unit of the CBPO. As such, group members provide customer information and, when necessary, refer customers to various sections and units within the CBPO. Group members perform a wide variety of apparently unrelated tasks covering the full spectrum of CBPO activities. These tasks include preparing and verifying applications for ID cards; counseling personnel on or assisting in the preparation of airmen assignment preference statement forms; directing customer telephone inquiries to other CBPO work centers for action; and counseling personnel on or assisting in the preparation of requests for discharges such as hardship, school, or pregnancy. Group members appear to be knowledgeable of most CBPO activities, and are able to answer directly or research the answer to many base level personnel questions.

IV. Military Personnel Supervisors (GRP097)

Members of this very large group function as supervisors of various CBPO activities. Duty titles range from CBPO Sergeant Major or Section NCOIC to that of NCOIC of major work units within the CBPO. On the average, group members spend 65 percent of their job time performing supervisory tasks. These tasks include supervising personnel technicians (AFSC 73270); establishing work methods or job performance standards; and conducting self-inspections of personnel sections.

Eight subgroups were identified. These were CBPO Sergeant Majors and Section NCOICs (GRP468); NCOICs Records Unit (GRP504); NCOICs Career Assistance Unit (GRP597); Unit NCOICs (GRP469); NCOICs Manning Control Unit (GRP309); NCOICs Personnel Utilization Section (GRP314); NCOICs Formal Training (GRP610); and NCOICs Customer Assistance (GRP341). The subgroups broke

out by common technical tasks performed in addition to the supervisory tasks already identified. These technical tasks were usually related to particular CBPO units. The lone exception to this trend was that of the Unit NCOICs group (GRP469). These personnel were supervisors in various sections within the CBPO. These members grouped together on the basis of common supervisory tasks performed rather than on common technical tasks.

V. AFROTC Detachment Personnel (GRP406).

The members of this group are assigned to various AFROTC Detachments. The primary job they perform is supervising other detachment personnel,including those personnel who have other than 732X0 DAFSCs. In addition, they provide administrative and personnel action support for detachment personnel and AFROTC cadets. The tasks they perform are much more limited in scope than those performed by GSU Personnel (GRP397) discussed earlier. Typical supervisory tasks performed include reviewing correspondence, reports, or messages for accuracy; establishing suspense systems; implementing flow or control of source documents or data; and maintaining general military training records forms. Personnel action tasks performed include updating or reaccomplishing record of emergency data forms; providing technical assistance on OER or APR to reporting officials, indorsing officials, or unit monitors; and counseling personnel on or assisting in the preparation of application for Servicemen's Group Life Insurance (SGLI).

VI. APDS Management Personnel (GRP063)

These incumbents spend 56 percent of their job time performing personnel data systems functions and systems analysis functions. Incumbents are divided into two subgroups--Chiefs Personnel Systems Management Section (GRP462) and AFMPC Personnel Management Systems Technician (GRP470).

Personnel in the Chiefs Personnel Systems Management Section group (GRP462) are assigned to CBPOs where they serve as the focal point for use of the advanced personnel data systems (APDS). They control computer use and provide technical assistance to other work sections. Group members spend 54 percent of their job time performing personnel data system functions such as analyzing computer management products; researching or analyzing system rejects caused by program edits; and identifying computer time priorities among work sections or offices.

Task performance for members of this subgroup parallel that of Personnel Systems Management career ladder (DAFSC 732X3) incumbents as reported in an April 1975 OSR (AFPT 90-732-189). Since both DAFSC 732X0 and 732X3 personnel can eventually become Personnel Superintendents (DAFSC 73294), this parallelism is not unexpected, particularly when one-half of the members in this subgroup reported that their previous DAFSC was 732X0A, which was later changed to 732X3.

AFMPC Personnel Management System Technicians (GRP470) are assigned to the Air Force Military Personnel Center (AFMPC) where they process, design, or change data and data systems. Members in this subgroup can be further identified in that most have a W prefix with their DAFSC. Typical tasks performed include analyzing proposals for modification or new systems at the MAJCOMs or at AFMPC; implementing system modification changes or conversions; and evaluating existing output products for possible consolidation.

VII. Special Actions Personnel (GRP125)

The members of this group are assigned to the Special Actions Unit of the CBPO. Group members spend 45 percent of their job time performing functions which deal with Air Force people programs and the quality of Air Force life. Group members are required to perform tasks which are sensitive in nature, such as maintaining unfavorable information files. Incumbents in this group also administer the Regular Air Force Appointment program and process requests for awarding of the missileman badge or weapons controller badge. Other typical tasks performed include processing Article 15 correspondence within the CBPO; processing correspondence concerning support of dependents; and preparing or processing variable incentive pay (VIP) actions for medical corps officers. Two subgroups identified within this group were NCOICs Special Actions Unit (GRP449) and Special Actions Clerks (GRP281). Again, these two groups differed primarily on the level of supervision found among the group members.

VIII. Classification and Training Personnel (GRP084)

These members work in the classification and training unit of the CBPO. Group members are involved in the classification or reclassification of personnel and personnel processing associated with formal training requirements.

Generally, personnel in this group are divided into three subgroups: Classification and Training NCOICs (GRP445); Classification Clerks (GRP473); and Formal Training Personnel (GRP107). Classification and Training NCOICs (GRP445) and

Classification Clerks (GRP473) perform similar technical tasks, with the NCOICs performing more supervisory tasks. Typical tasks performed by these incumbents include conducting Special Experience Identifier (SEI) screenings for additions, deletions, or changes; establishing or following up on officer upgrade suspense actions for award of fully qualified AFSCs; and counseling personnel concerning AFSC conversions.

Formal Training Personnel (GRP107) are primarily concerned with processing individuals for attendance at formal training schools such as NCO academies and Squadron Officer School (SOS). Typical tasks performed are processing individuals selected for TDY school attendance; processing applications for retraining; and selecting personnel for attendance at special schools resulting from MAJCOM or HQ USAF direct quotas.

IX. Personnel Readiness Unit Personnel (GRP040)

The primary function of these incumbents is to collect, maintain, and provide data related to mobility exercises, TDY orders, availability data, and strength accounting. Typical tasks performed by this group include maintaining master files of TDY orders on personnel; processing daily strength reports; preparing or processing absentee wanted by the armed forces forms (DD Form 553); setting up or working processing line operations for activities such as mobility exercises; and collecting and reporting "not available" data from documents such as hospital admissions and dispositions sheets.

Within this overall group are four subgroups: Personnel Readiness Unit NCOs (GRP430), Personnel Readiness Unit Clerks (GRP044), NCOICs Personnel Readiness Unit (GRP316), and AWOL Monitors (GRP167). The primary difference between the Personnel Readiness Unit NCOs (GRP430) and the NCOICs Personnel Readiness Unit (GRP316) is that the NCOICs supervise more people and spend a greater amount of time performing supervisory tasks. The unit NCOs are first line supervisors and perform several more technical tasks than are performed by the NCOICs. AWOL Monitors (GRP167) spend most of their time performing tasks dealing with personnel absent without leave (AWOL).

X. Manning Control Personnel (GRP044)

The incumbents in this group work in either the manning control unit of the CBPO, at AFMPC, or at MAJCOM Headquarters. Group members spend 38 percent of their job time performing a wide variety of manning tasks. These tasks include calculating manning statistics; assigning assignment availability codes; conducting CBPO in-processing briefings; and assigning,

changing, or processing dates eligible for return from overseas (DEROS). Other tasks performed are related to the Human Reliability and Personnel Reliability Program and to the filling of manning requirements.

This group contains seven distinct subgroups based on duty location and tasks performed. These subgroups are In-Processing Clerks (GRP652); Manning Control NCOs (GRP531); Manning Clerks (GRP421); Reliability Program Monitors (GRP454); AFMPC Assignments Personnel (GRP266); and MAJCOM Assignments personnel (GRP230). Brief descriptions of these subgroups are given in Appendix A.

XI. OER/APR Unit Personnel (GRP065)

Personnel in this group work in the Effectiveness/Performance Unit of the CBPO. These incumbents spend 52 percent of their job time performing OER/APR functions required to report and record officer and airmen ratings. Typical tasks performed are reviewing or making corrections on completed OERs or APRs for accuracy and compliance; providing technical assistance on OERs or APRs to reporting officials, indorsing officials, or unit monitors; and preparing, sending, or suspensing OER or APR notices to units. Two subgroups identified within this overall group were OER/APR Clerks (GRP388) and NCOICs OER/APR Unit (GRP461). Again, level of supervision was the differentiating factor.

Job satisfaction among these group members was somewhat lower than that for other groups. Thirty percent of the members indicated that they found their job "dull" or "so-so," despite the fact that most members felt their talents and training were being utilized well.

XII. Separations and Reenlistment Personnel (GRP034)

The members of this group are assigned to either the Separations Unit or to the Career Assistance Unit in the CBPO. Group members spend 50 percent of their job time performing separation and reenlistment functions. Incumbents provide information and counseling on matters relating to reenlistments and separations. They also process separations, retirements, and discharges. Additionally, group members process reenlistments and enlistment extensions.

This group contains nine subgroups: Separations Specialists (GRP621); Retirement Specialists (GRP667); Separations Clerks I (GRP441); Separations Clerks II(GRP698); NCOICs Quality Force Section (GRP401); NCOICs Separation Unit (GRP366); Retirement Clerks (GRP520); Administrative Separations Clerks (GRP325); and Reenlistment Clerks (GRP140). A brief description of these groups can be found in Appendix A.

XIII. Promotions and Testing Personnel (GRP038)

Incumbents in this group spend 60 percent of their job time performing promotion and testing functions, with the primary emphasis being on the performance of promotion tasks. Typical promotion tasks performed include preparing and distributing rosters of officers or airmen eligible for promotion; screening personnel arriving or departing PCS or TDY to check for promotion eligibility and testing requirements; and computing E2, E3, and E4 promotion eligibility dates. Generally, testing tasks performed are those that support the promotion system. These tasks include scheduling personnel for Weighted Airmen Promotion Systen (WAPS) testing, and screening test rosters or records to verify eligibility of personnel for testing.

There are seven subgroups within this group. Subgroups are based on whether or not subgroup members concentrate task performance on officer or airmen promotions or testing and whether or not subgroup members function as clerks or as NCOICs. (Additional information on these subgroups is provided in Appendix A).

XIV. Records Unit Personnel (GRP028)

Generally, incumbents in this large group of airmen work in the records unit of the customer service section of the CBPO. Group members spend 51 percent of their job time performing tasks such as filing documents in personnel records, conducting records reviews, and signing out or releasing information from personnel records group. To maintain computerized personnel records, these incumbents also operate remote typewriters and construct immediate inquiries.

This group is divided into three subgroups: Basic Trainee Records Personnel (GRP488), Records Clerks (GRP393) and NCOIC Records (GRP324). Most members of the Basic Trainee Records Personnel (GRP488) subgroup are assigned to the 3700 Personnel Resources Group at Lackland AFB, Texas. These incumbents perform records maintenance tasks for basic trainees only. Records Clerks (GRP393) are primary 5-skill level personnel who spend 62 percent of their job time performing records unit tasks. Members of the NCOICs Records (GRP324) subgroup are 5- and 7-skill personnel who spend 39 percent of their job time performing supervisory tasks. These subgroup members spend only 25 percent of their job time performing records unit tasks.

Job satisfaction among these members is perhaps the lowest of all personnel groups, with 38 percent finding the job "dull" or "so-so." In addition, 30 percent feel their talents are not being effectively utilized, with 21 percent feeling the same about their training.

XV. Remote Typewriter Operators (GRP358)

The unique feature of this very small group is that only two tasks account for 34 percent of job time spent. These tasks are the operation of remote typewriters and the construction of immediate inquiries. While these tasks are commonly performed by most survey respondents, no other group identified in the job analysis spends as much time performing these tasks. Group members work in no particular location within the CBPO.

XVI. AFEES Test Administrators (GRP379)

The members of this group are assigned at Armed Forces Examining and Entrance Stations (AFEES). Members administer the Armed Services Vocational Aptitude Battery (ASVAB) to individuals seeking entrance into the Armed Services. Incumbents test prospective recruits either at the station or at various sites throughout the region for which they are assigned. Typical tasks include serving as test proctor during testing, reporting test results for tests scored locally, and scoring personnel tests manually. Overall, the performance of personnel testing functions accounts for over 70 percent of job time spent.

Job satisfaction of these group members is also lower than other Personnel groups, with 30 percent finding the job "dull" or "so-so." But the major problem seems to be in the effective utilization of these members' talents and training. Fifty percent indicated that their talents were being utilized very little or not at all, while 70 percent indicated that their training was being utilized in the same manner.

ANALYSIS OF DAFSC GROUPS

Task performance data and background data by DAFSC groups are also examined as part of each occupational analysis. This analysis allows for the identification of skill level differences and trends in career ladder progression. Furthermore, this data by DAFSC groups aids in the analysis of career field documents such as the AFR 39-1 specialty job descriptions and the STS.

Table 2 shows the percent time spent by skill level groups on various duties in the job inventory. As would be expected, time spent performing technical tasks is much less for the higher skill levels, and time spent performing supervisory tasks is much larger. While 3- and 5-skill level personnel spend less than one-fifth of their time on supervisory functions (Duties A-D), the amount of time spent on these duties doubles between the 5- and 7-skill level. There is again a marked difference in the time spent on supervisory functions between the 7- and 9-skill level, with the 9-skill level personnel spending much more time supervising. For the 9-skill level individual, well over half of his duty time is spent on supervisory functions.

Skill Level Descriptions

Both 3- and 5-skill level DAFSC groups are very heterogeneous. Only two percent of the 697 inventory tasks are performed by more than 35 percent of all 3- and 5-skill level incumbents. These tasks are listed in Table 3. While 5-skill level incumbents work in most sections of the CBPO, 3-skill level incumbents are usually assigned to one of four duty units: Records (25 percent), Manning Control (17 percent), Outbound Assignments (12 percent) and Effectiveness/Performance Reports (10 percent). Generally, task performance is limited and highly specialized according to the work unit in which incumbents are assigned. For 3- and 5-skill level personnel assigned to the same work unit, tasks performed are generally quite similar. But tasks performed by either the 3- or 5-skill level personnel assigned to different work units are very dissimilar.

This difference in tasks performed between 5-skill level respondents in different functional groups is clearly illustrated in Table 4. This table compares the percent time spent by DAFSC 73250 personnel identified in four functional groups on tasks in four inventory duties. For example, the table shows that DAFSC 73250 incumbents in the Outbound Assignments Personnel (GRP045) group spend 62 percent of

TABLE 2

PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

	DUTY	DAFSC 732X0 (N=2021)	DAFSC 73230 (N=117)	DAFSC 73250 (N=961)	DAFSC 73270 (N=662)	DAFSC 73294 (N=268)
A	ORGANIZING AND PLANNING	12	5	7	14	23
B	DIRECTING AND IMPLEMENTING	9	5	7	11	15
C	INSPECTING AND EVALUATING	7	1	3	9	17
D	TRAINING	3	1	2	4	5
E	PERFORMING GENERAL PERSONNEL FUNCTIONS	9	10	9	9	10
F	PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12	13	14	11	9
G	PERFORMING SYSTEMS ANALYSIS FUNCTIONS	1	1	1	2	1
H	PERFORMING CLASSIFICATION AND TRAINING FUNCTIONS	5	2	6	5	1
I	PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	7	7	10	5	2
J	PERFORMING MANNING CONTROL UNIT FUNCTIONS	6	9	6	5	3
K	PERFORMING OFFICER EFFECTIVENESS REPORT (OER) AND AIRMAN PERFORMANCE REPORT (APR) FUNCTIONS	4	9	5	3	2
L	PERFORMING CUSTOMER SERVICE FUNCTIONS	4	5	5	4	4
M	PERFORMING PERSONNEL READINESS CENTER (PRC) FUNCTIONS	2	2	3	1	1
N	PERFORMING PERSONNEL TESTING FUNCTIONS	2	-	2	3	3
O	PERFORMING PROMOTIONS FUNCTIONS	3	2	3	4	2
P	PERFORMING RECORDS UNIT FUNCTIONS	6	19	9	3	1
Q	PERFORMING RESERVE PERSONNEL FUNCTIONS	-*	-	-	1	-
R	PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	5	8	6	4	1
S	PERFORMING SPECIAL ACTIONS FUNCTIONS	2	1	2	2	1

* A dash (-) indicates less than one percent time spent performing tasks in this duty.

TABLE 3

TASKS PERFORMED BY 35 PERCENT OF DAFSC 73250 PERSONNEL

	TASK	PERCENT MEMBERS PERFORMING
E21	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	67
F42	OPERATE REMOTE TYPEWRITERS	65
B7	DRAFT WRITTEN COMMUNICATIONS	58
E22	RESEARCH DIRECTIVES OR PUBLICATIONS FOR GUIDANCE	50
F13	CONSTRUCT IMMEDIATE INQUIRIES	50
A12	ESTABLISH SUSPENSE SYSTEMS	50
F4	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	46
F40	OPERATE KEYPUNCH MACHINES	46
B4	DESIGN OR COMPOSE FORM LETTERS	45
E6	DISTRIBUTE CORRESPONDENCE TO ADDRESSEES	41
A27	PREPARE OR PRESENT BRIEFINGS	39
A5	DETERMINE OFFICE SUPPLIES REQUIREMENTS	37
F6	CLEAR REJECT ROSTERS	35

TABLE 4

PERCENT TIME SPENT ON FOUR DUTIES BY DAFSC 73250 INCUMBENTS IN SELECTED FUNCTIONAL GROUPS

	DUTY	OUTBOUND ASSIGNMENTS PERSONNEL GRP045 (N=124)	CLASSIFICATION AND TRAINING PERSONNEL GRP084 (N=95)	SEPARATIONS AND REENLISTMENT PERSONNEL GRP034 (N=97)	OER/APR UNIT PERSONNEL GRP065 (N=78)
N	PERFORMING PERSONNEL TESTING FUNCTIONS	1	48	-*	-
I	PERFORM OUTBOUND ASSIGNMENTS FUNCTIONS	62	5	1	-
K	PERFORMING OFFICER EFFECTIVENESS REPORT (OER) AND AIRMAN PERFORMANCE REPORT (APR) FUNCTIONS	-	0	-	56
R	PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	-	-	54	1

* The dash (-) indicates less than one percent time spent

their job time Performing Outbound Assignments Functions (Duty I), while spending little or no time performing tasks in the other three duties. The table also shows that DAFSC 73250 members of the other functional groups spend very little time performing outbound assignments tasks. Similar comparisons hold true for other functional groups identified in the CAREER LADDER STRUCTURE section of this report.

This task specialization by work unit also holds true for the DAFSC 73270 incumbents. As noted earlier, 7-skill level incumbents spend twice as much time performing supervisory duties as do 5-skill level personnel. This is due primarily in that DAFSC 73270 personnel can serve as CBPO unit and section NCOICs and that over 64 percent supervise other personnel. Table 5, which lists tasks performed by 55 percent or more of DAFSC 73270 survey respondents, further illustrates this supervisory role by containing only supervisory tasks. However, group incumbents continue to spend most of their duty time performing technical tasks. The primary difference between 5- and 7-skill level incumbents is the performance of supervisory tasks. This is illustrated in Table 6, which lists tasks that most clearly differentiate between 5- and 7-skill level incumbents. Generally, 7-skill level incumbents are equally distributed throughout the CBPO.

Personnel with DAFSC 73294 generally serve as section NCOICs or as CBPO Sergeant Majors. As such, group members function primarily as supervisors. Reviewing Table 7, which lists tasks performed by at least 74 percent of DAFSC 73294 personnel, clarifies this role by listing only supervisory tasks. Over 80 percent of the 9-skill level personnel surveyed supervise other personnel. While their primary role is that of a supervisor, 9-skill level incumbents continue to spend approximately 40 percent of their job time performing technical tasks. Unlike the commonly performed supervisory tasks listed in Table 7, technical tasks performed are diversified in accordance to which CBPO section group members are assigned.

Generally, the difference between 7- and 9-skill level incumbents is the higher concentration on the performance of supervisory tasks by the 9-skill personnel. Table 8 is a listing of those supervisory tasks which most clearly differentiate between the two skill levels.

In summary, DAFSC 732X0 personnel are very heterogeneous. Task specialization is based on section, not skill level. Three-, 5-, and 7-skill level incumbents generally perform the same tasks within a particular work unit, with the 7-skill level providing most first line supervision. The 9-skill level incumbents differ from the other DAFSC groups in percent time spent on supervisory tasks and level of responsibility but may continue to perform technical tasks.

TABLE 5

TASKS PERFORMED BY 55 PERCENT OF DAFSC 73270 PERSONNEL

	TASK	PERCENT MEMBERS PERFORMING
B7	DRAFT WRITTEN COMMUNICATIONS	89
C27	REVIEW CORRESPONDENCE, REPORTS, OR MESSAGES FOR ACCURACY	76
A12	ESTABLISH SUSPENSE SYSTEMS	73
E21	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	73
B4	DESIGN OR COMPOSE FORM LETTERS	71
B11	INTERPRET DIRECTIVES FOR SUBORDINATES	67
A2	ATTEND STAFF MEETINGS	66
E22	RESEARCH DIRECTIVES OR PUBLICATIONS FOR GUIDANCE	64
A5	DETERMINE OFFICE SUPPLIES REQUIREMENTS	63
A32	SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	58
A27	PREPARE OR PRESENT BRIEFINGS	58
B12	ORIENT NEWLY ASSIGNED PERSONNEL	55

TABLE 6

TASKS WHICH MOST CLEARLY DIFFERENTIATE BETWEEN DAFSC 73250 AND 73270 GROUPS
(PERCENT MEMBERS PERFORMING)

	TASK	DAFSC 73250	DAFSC 73270	DIFFERENCE
C27	REVIEW CORRESPONDENCE, REPORTS, OR MESSAGES FOR ACCURACY	33	76	-43
A32	SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	16	58	-42
A29	SCHEDULE LEAVES OR PASSES	10	51	-41
B11	INTERPRET DIRECTIVES FOR SUBORDINATES	27	67	-40
D19	MAINTAIN OR REVIEW ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	14	53	-39
A3	CONDUCT BRANCH, SECTION, OR UNIT MEETINGS	13	52	-39
A2	ATTEND STAFF MEETINGS	27	66	-39
B7	DRAFT WRITTEN COMMUNICATIONS	57	89	-32
C8	CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	11	43	-32
C13	EVALUATE AIR FORCE SUGGESTIONS	11	42	-31
A4	DETERMINE EQUIPMENT REQUIREMENTS	14	43	-29
B8	ESTABLISH WORK METHODS OR JOB PERFORMANCE STANDARDS	19	47	-28
A5	DETERMINE OFFICE SUPPLIES REQUIREMENTS	37	63	-26

TABLE 7

TASKS PERFORMED BY AT LEAST 74 PERCENT OF DAFSC 73294 PERSONNEL

	TASK	PERCENT MEMBERS PERFORMING
B7	DRAFT WRITTEN COMMUNICATIONS	95
B11	INTERPRET DIRECTIVES FOR SUBORDINATES	93
A2	ATTEND STAFF MEETINGS	93
C27	REVIEW CORRESPONDENCE, REPORTS, OR MESSAGES FOR ACCURACY	92
A3	CONDUCT BRANCH, SECTION, OR UNIT MEETINGS	87
B4	DESIGN OR COMPOSE FORM LETTERS	83
A27	PREPARE OR PRESENT BRIEFINGS	81
B12	ORIENT NEWLY ASSIGNED PERSONNEL	79
B18	SERVE ON BOARDS, COUNCILS, OR COMMITTEES	79
A29	SCHEDULE LEAVES OR PASSES	78
A4	DETERMINE EQUIPMENT REQUIREMENTS	76
A12	ESTABLISH SUSPENSE SYSTEMS	75
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	74

TABLE 8

TASKS WHICH MOST CLEARLY DIFFERENTIATE BETWEEN DAFSC 73270 AND 73294 GROUPS

	TASK	DAFSC 73270	DAFSC 73294	DIFFERENCE
A33	SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)	23	69	-46
B18	SERVE ON BOARDS, COUNCILS, OR COMMITTEES	36	79	-41
A3	CONDUCT BRANCH, SECTION, OR UNIT MEETINGS	52	87	-35
A6	DETERMINE PERSONNEL REQUIREMENTS	34	67	-33
A4	DETERMINE EQUIPMENT REQUIREMENTS	43	76	-33
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	41	74	-33
A13	FORMULATE POLICY OR PUBLISH DIRECTIVES	28	61	-33
E17	PREPARE RECOMMENDATIONS FOR MILITARY OR CIVILIAN AWARDS OR DECORATIONS	22	54	-32
C13	EVALUATE AIR FORCE SUGGESTIONS	42	73	-31
D12	EVALUATE IN-HOUSE TRAINING PROGRAMS	14	44	-30
A23	PLAN SPACE OR FACILITY REQUIREMENTS	13	42	-29
A2	ATTEND STAFF MEETINGS	65	93	-28
C8	CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	43	70	-27
A29	SCHEDULE LEAVES OR PASSES	51	78	-27
C24	EVALUATE SUGGESTED CHANGES TO PERSONNEL SYSTEMS	21	48	-27

AFR 39-1 COMPARISON TO SURVEY DATA

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

As discussed in earlier sections of the report, DAFSC 732X0 personnel are very heterogeneous and tend to perform only those tasks directly associated with the duty unit or section in which they work. Therefore, to accurately describe major duties and tasks at each skill level, job descriptions should briefly address tasks in each major duty area.

The 5-skill level description provides a good overview of most major duties performed by personnel surveyed. However, duties and responsibilities covering personnel working in four major duty areas of the CBPO are not included. These survey duty areas are Manning Control Unit (Duty J), the Effectiveness/Performance Reports Unit (Duty K), the Customer Service Unit (Duty L), and the Personnel Readiness Unit (Duty M). Incumbents working in these areas comprise 25 percent of all survey respondents. Omitting reference to these duty areas has effectively eliminated the job descriptions for a large portion of this skill level.

The AFSC 73270 specialty job description does not list the primary duties and responsibilities for approximately 39 percent of 7-skill level incumbents surveyed. These incumbents are assigned to six major groups identified in the career ladder section of the report: Outbound Assignments, Manning Control, Customer Service, Promotion and Testing, Separations and Reenlistments, and Special Actions. The supervisory tasks listed in the specialty job description describe the supervisory role of the 7-skill level.

The job specialty description for AFSC 73294 personnel provides an overview of major tasks and duties for approximately 75 percent of incumbents' job time. However, 9-skill level personnel use the remaining 25 percent of their job time to perform technical tasks associated with the various CBPO duty sections in which they are assigned. Data show that tasks in four duty areas of the inventory warrant coverage in the specialty description. These survey duty areas are Manning Control (Duty J), Personnel Testing (Duty N), Customer Service (Duty L), and Promotions (Duty O).

Overall, the job specialty descriptions for 5-, 7-, and 9-skill level personnel do not provide a comprehensive overview of major duties and tasks performed by 732X0 personnel. The descriptions could be revised to provide a more comprehensive description of the total range of tasks performed at each skill level.

COMPARISON OF THE SPECIALTY TRAINING STANDARD (STS) TO THE SURVEY DATA

A review of STS 732X0 was made by comparing STS items to survey data. Subject matter experts at the Technical Training School matched inventory tasks with STS tasks. Overall, the STS provides excellent coverage of tasks performed by approximately 98 percent of the survey sample.

There were, however, several inventory tasks which could not be matched to any specific STS item. Some of these inventory tasks, such as "evaluate Air Force suggestions", were of a general nature and do not necessarily require inclusion in the STS. However, a number of items related to personnel data systems operations should be reviewed for inclusion in the STS. Tasks related to performing systems analysis functions (Duty G), as well as a large number of tasks related to performing personnel data systems functions (Duty F), are not listed in the STS. These tasks represent a large portion of the job of Personnel Systems Management Personnel (GRP063) discussed in the CAREER LADDER STRUCTURE section of this report. These inventory tasks should be reviewed for possible inclusion in the STS.

Several additional unmatched inventory tasks are listed on Table 9. The percent members performing these unmatched tasks is consistent with the percent members performing other tasks which are listed in the STS. These tasks should also be reviewed for possible inclusion in the STS.

TABLE 9

INVENTORY TASKS NOT MATCHED WITH STS TASKS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 73230 (N=117)	DAFSC 73250 (N=961)	DAFSC 73270 (N=662)
J24	PREPARE OR ASSEMBLE INCOMING PCS PROCESSING FOLDERS	12	9	8
J37	PREPARE TEMPORARY LODGING ALLOWANCE (TLA) REPORTS	1	1	2
R3	CLOSE OUT LEAVE RECORDS FOR PERSONNEL SEPARATING	3	2	2
R15	OBTAIN LEAVE BALANCES FOR AFO FOR MEMBERS SEPARATING	8	5	5
S2	ADMINISTER THE REGULAR AIR FORCE APPOINTMENT PROGRAM	2	2	6
S10	PREPARE OR PROCESS APPLICATIONS FOR APPOINTMENT AS AIR FORCE RESERVE OFFICERS	2	2	5
S17	PREPARE OR PROCESS VARIABLE INCENTIVE PAY (VIP) ACTIONS FOR MEDICAL CORPS OFFICERS	1	2	6
S19	PROCESS APPLICATIONS FROM RESERVE OFFICERS FOR EXTENDED ACTIVE DUTY (EAD)	1	1	3
S21	PROCESS APPOINTMENT OF OFFICERS IN USAF RESERVES OF THE AIR FORCE PROGRAM	2	1	3
S30	REQUEST ORDERS APPOINTING SPECIAL BOARDS, COMMITTEES, EVALUATING OFFICERS, OR INVESTIGATING OFFICERS	1	2	5

ANALYSIS OF TASK DIFFICULTY

From a listing of airmen identified for the 732X0 job survey, 120 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 72 raters who returned booklets was .93. Rating were adjusted so that tasks of average difficulty have ratings of 5.00.

A listing of representative tasks rated above average in difficulty is given in Table 10. Generally, tasks rated as most difficult are supervisory tasks and systems analysis tasks (Duty G) such as developing equipment specifications during systems studies. Other tasks rated above average in difficulty were normally those that require the developing, planning, analyzing, evaluating, counseling, coordinating and/or directing of systems, work methods, programs, or personnel.

Table 11 provides a listing of representative tasks rated below average in difficulty. These tasks are generally clerical tasks and are clustered in several duty areas. These areas are records, effectiveness/ performance reports, customer service, manning control, separation and reenlistment, promotions, and testing.

TABLE 10

REPRESENTATIVE TASKS RATED ABOVE AVERAGE IN DIFFICULTY

	TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
A7	DEVELOP COMPUTER LOGIC CHARTS	8.27	5
G16	DEVELOP EQUIPMENT SPECIFICATIONS DURING SYSTEMS STUDIES	7.85	2
A20	PLAN OR REVISE BUDGET ALLOCATIONS	7.32	8
A13	FORMULATE POLICY OR PUBLISH DIRECTIVES	7.24	21
S31	RESEARCH OR REPLY TO CONGRESSIONAL INQUIRIES	6.94	5
G7	COMPILE OR EVALUATE RESULTS OF SYSTEMS STUDIES OF PRESENT SYSTEMS	6.69	3
K1	AID PERSONNEL IN PREPARATION OF REQUESTS FOR REVIEW OR APPEAL OF OER OR APR	6.36	10
F1	ANALYZE COMPUTER MANAGEMENT PRODUCTS SUCH AS ON-LINE REPORTS	6.12	12
P10	CONDUCT SENIOR NCO PROMOTION VERIFICATION REVIEWS	5.89	9
C8	CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	5.74	29
A26	PLAN WORK CENTER SUPPORT PROCEDURES OR TRAINING	5.64	24
I30	PROCESS OFFICER CAREER OBJECTIVE STATEMENT FORMS (AF FORM 90)	5.58	9
H10	COUNSEL AIRMEN BEING RECLASSIFIED INTO OR OUT OF CONTINENTAL US (CONUS)/OVERSEAS IMBALANCE SKILLS	5.37	7
R35	PREPARE OR PROCESS REQUESTS FOR EARLY RELEASE TO ATTEND SCHOOL	5.19	7
E24	REVIEW OR PROCESS ACTIONS DIRECTED BY THE PRIVACY ACT	5.11	32
J30	PREPARE OR PROCESS HUMAN/PERSONNEL RELIABILITY CERTIFICATE FORMS (AF FORM 286)	5.02	8

TABLE 11

REPRESENTATIVE TASKS RATED BELOW AVERAGE IN TASK DIFFICULTY

	TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
J3	ASSIGN, CHANGE, OR PROCESS DATES ELIGIBLE FOR RETURN FROM OVERSEAS (DEROS)	4.97	9
I13	PREPARE FIELD PERSONNEL RECORD (FPR) PACKAGES FOR MAILING OR HANDCARRYING	4.71	10
E22	RESEARCH DIRECTIVES OR PUBLICATIONS FOR GUIDANCE	4.64	56
K9	PREPARE, SEND, OR SUSPENSE OER OR APR NOTICES TO UNITS	4.41	9
P4	ASSEMBLE OR MAINTAIN E-4 BELOW-THE-ZONE PROMOTION FOLDERS	4.18	5
F13	CONSTRUCT IMMEDIATE INQUIRIES	4.10	45
J16	INITIATE OR MAINTAIN INCOMING TDY PERSONNEL RECORDS FOLDERS	3.99	3
N11	CODE INDIVIDUALS INELIGIBLE FOR PROMOTION CONSIDERATION BASED ON DECLINATION OR NO-SHOW	3.74	4
S32	SCHEDULE PERSONNEL FOR PHYSICAL EXAMINATIONS	3.49	4
P12	FILE DOCUMENTS IN PERSONNEL RECORDS	3.06	16
E18	PREPARE REQUISITION FOR LOCAL DUPLICATING SERVICE FORMS (DD FORM 844)	2.49	35
E10	MAINTAIN CHANGE OUT RECORD FORMS (AF FORM 614) ON RECORDS OR DOCUMENTS REMOVED FROM FILES	2.01	20
E21	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	1.11	68

SUMMARY OF BACKGROUND INFORMATION

Each USAF Job Inventory contains a background information section in which the respondent reports information about himself and his job. This information for the personnel respondents surveyed is summarized in the following paragraphs.

Table 12 summarizes job interest, perceived utilization of talents and training, and reenlistment intention scales for survey respondents. Generally, the findings discussed below are consistent across all job groups identified in the career ladder structure analysis.

Sixty-nine percent of all survey respondents indicated that they found their jobs interesting. This is well below the 80 percent for incumbents in 22 career ladders surveyed in 1976. Job interest varied from a low of 64 percent for the first enlistment group (1-48 months AFMS) to a high of 79 percent for the sixth enlistment group (240+ months AFMS).

Seventy-nine percent of all survey respondents indicated that their talents were being used fairly well or better. This is slightly below the 85 percent for 20 career ladders reported in 1976. The perceived utilization of talents for the first enlistment group (71 percent fairly well or better) was noticeably lower than for other enlistment groups. Eighty-one percent of all respondents indicated that their training was being used fairly well or better. The percentage is only slightly lower than the 85 percent for incumbents in 20 career ladders surveyed in 1976. Perceived utilization of training varied little between enlistment groups. The first enlistment group had a low of 79 percent and the sixth enlistment group had a high of 85 percent.

The reenlistment intent scale indicated that 56 percent of all respondents planned to reenlist. Forty-four percent of first-term airmen and 53 percent of second-term airmen indicated plans to reenlist. Actual FY 76 reenlistment rates for these two groups were 50 percent for first-term and 73 percent for second term airmen. For the first nine months of FY 77, the reenlistment rates were 60 percent for first-term and 68 percent for second-term airmen. The reenlistment rate for personnel in their third enlistment or later was 91 percent for FY 76 and 94 percent for the first nine months of FY 77.

Survey respondents also indicated how they entered the career ladder. Table 13 shows, by enlistment group, how these incumbents entered the Personnel career ladder. On the average, 56 percent completed resident technical training.

For members of the first enlistment group, 88 percent indicated they completed resident technical training. However, for other enlistment groups, fewer members have completed resident technical training.

TABLE 12

EXPRESSION OF JOB INTEREST, PERCEIVED UTILIZATION OF TALENTS AND TRAINING, AND CAREER INTENT BY TOTAL SAMPLE AND AFMS GROUPS
(PERCENT MEMBERS RESPONDING)

	TOTAL SAMPLE N=2,021	MONTHS ACTIVE FEDERAL MILITARY SERVICE					
		1-48 N=526*	49-96 N=422*	97-144 N=314*	145-192 N=249*	193-240 N=208*	240+ N=300*
I FIND MY JOB:							
DULL	9	11	9	11	8	8	6
SO-SO	12	18	15	9	8	9	6
INTERESTING	69	64	66	71	70	72	79
NO REPLY	10	7	10	9	14	11	9
MY JOB UTILIZES MY TALENTS:							
NOT AT ALL OR VERY LITTLE	19	27	19	17	16	16	11
FAIRLY WELL TO VERY WELL	61	62	71	64	57	50	53
EXCELLENTLY TO PERFECTLY	18	9	9	16	25	32	34
NO REPLY	2	2	1	3	2	2	2
MY JOB UTILIZES MY TRAINING:							
NOT AT ALL OR VERY LITTLE	18	20	18	20	17	18	12
FAIRLY WELL TO VERY WELL	62	68	70	62	58	49	53
EXCELLENTLY TO PERFECTLY	19	11	11	17	23	32	32
NO REPLY	1	1	1	1	2	1	3
DO YOU PLAN TO REENLIST?							
NO, OR PROBABLY NO	31	46	33	9	5	29	47
YES, OR PROBABLY YES	56	44	53	74	78	63	38
NOT REPORTED	13	10	14	17	17	8	15

* Two respondents did not indicate their months active federal military service.

TABLE 13

METHOD OF ASSIGNMENT TO DAFSC 732X0 CAREER LADDER
(PERCENT MEMBERS RESPONDING)

	TOTAL SAMPLE	MONTHS ACTIVE FEDERAL MILITARY SERVICE					
		1-48	49-96	97-144	145-192	193-240	240+
COMPLETED RESIDENT TECHNICAL TRAINING	56	88	63	45	31	40	34
RECLASSIFIED WITHOUT COMPLETING TECHNICAL TRAINING OR OJT	2	-*	0	1	2	5	4
DIRECT DUTY ASSIGNMENT (DDA) FROM BASIC TRAINING TO OJT WITHOUT BYPASS TEST	7	-	-	13	15	9	14
DDA FROM BASIC TRAINING BY BYPASS TEST	1	1	1	1	-	1	1
CONVERTING FROM ANOTHER AIR FORCE SPECIALTY WITHOUT TRAINING BY CLASSIFICATION BOARD ACTION	2	-	-	1	2	2	6
BEING RETRAINED FROM ANOTHER AIR FORCE SPECIALTY	14	2	18	14	25	25	16
REENLISTING AFTER PRIOR SERVICE IN USAF, OR FROM ANOTHER BRANCH OF SERVICE	5	0	6	12	8	4	5
OTHER METHODS THAN LISTED ABOVE	5	4	5	5	6	4	6
NO REPLY	8	4	7	8	10	10	15

* The dash (-) indicates less than one percent

COMPARISON OF CURRENT SURVEY TO 1972 SURVEY

The results of this survey were compared to those of Occupational Survey Report (OSR) 90-732-056, dated 26 June 1972. Although the number of groups reported in these two studies varied greatly, the job groups discussed in this report are very similar to those reported earlier. Both surveys showed the career ladder to be very heterogeneous. Also, jobs performed by the various skill levels have changed very little since the last report. However, there does appear to have been an increase in the number of personnel involved in the use of data processing equipment. This change appears to be the result of the military personnel system going to the Advanced Personnel Data System (APDS) in April 1974.

DISCUSSION OF SURVEY FINDINGS

As discussed in this current Occupational Survey Report, the personnel career ladder is still a very heterogeneous job structure with task performance specialized according to assigned work area. As illustrated earlier, there are at least sixteen diverse types of jobs being performed by members of this career ladder. Generally, the task overlap based on similarity between these jobs is low. Except for a common work location, which is generally the CBPO, incumbents in the personnel career ladder may have little in common in terms of task performance.

The combination of the very heterogeneous job structure and homogeneous subgroups presents several potential problems. One significant problem is that technical training based on the present training scheme is not consistent with actual utilization. For instance, individuals are trained as generalists, but apply only a limited portion of their training to their job.

Another problem relates to promotion testing. The broad nature of the career ladder makes construction of Specialty Knowledge Tests (SKTs) very difficult. Career ladder incumbents are tested over the entire personnel career ladder, but may have job experience limited to only one or two duty areas. This problem will be further aggravated by the merging of Personnel Systems Management (732X3) personnel into the basic 732X0 Specialty.

Survey data also show that the 5-, 7-, and 9-skill level specialty descriptions in AFR 39-1 lack major duties and responsibilities needed to describe the total job of these skill groups. These descriptions should be rewritten to include tasks associated with all the major duty areas in the CBPO. Survey data also show that the Specialty Training Standard (STS) provides excellent coverage of most tasks performed by personnel career ladder incumbents. However, it was recommended that tasks related to performing personnel data systems functions (Duty F) and performing systems analysis functions (Duty G) be reviewed for possible inclusion in the STS.

The results of this survey parallel the results of the previous survey of this career ladder. The only noted difference is that present career ladder incumbents appear to be somewhat more involved in the use of automatic data processing.

Considering the results of this survey and its implication on training and promotion testing, it appears that the Personnel

career ladder is a logical candidate for a career utilization conference (Technical Systems Training Review) where alternative utilization patterns could be discussed and some resolution found for training and testing problems.

APPENDIX A

GROUP ID NUMBER AND TITLE: GRP045 - Outbound Assignments Personnel

PERCENT OF SAMPLE: 8%

MAJOR COMMAND DISTRIBUTION: ATC (18%), SAC (18%), TAC (18%), MAC (12%), USAFE (11%)

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

DAFSC DISTRIBUTION: 73230 (7%), 73250 (70%), 73270 (22%), 73294 (1%)

AVERAGE GRADE: 4.2

AMOUNT OF SUPERVISION: 31% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 39%

EXPRESSED JOB INTEREST: Dull (3%), So-So (9%), Interesting (78%), No Reply (10%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 12%
Fairly Well Or Better 86%
No Reply 2%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 10%
Fairly Well Or Better 88%
No Reply 2%

AVERAGE NUMBER OF TASKS PERFORMED: 57

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	58
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
A ORGANIZING AND PLANNING	7
B DIRECTING AND IMPLEMENTING	6
E PERFORMING GENERAL PERSONNEL FUNCTIONS	6

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
I7 PREPARE AND ASSEMBLE OUTBOUND ASSIGNMENT RELOCATION PREPARATION FOLDERS	92
I9 PREPARE ASSIGNMENT RELOCATION PREPARATION CHECKLIST FORMS (AF FROM 907)	91
I2 CONDUCT OUT-PROCESSING BRIEFINGS	88
I24 PREPARE OR PROCESS PCS ORDERS, REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY FORMS (AF FORM 899)	86
I41 VERIFY COMPLETION OF ASSIGNMENT RELOCATION PROCESSING	83

GROUP ID NUMBER AND TITLE: GRP357 - Outbound Assignments Clerks

PERCENT OF SAMPLE: 6%

MAJOR COMMAND DISTRIBUTION: TAC (19%), SAC (17%), MAC (15%), ATC (11%), USAFE (10%), AFSC (6%), PACAF (6%)

LOCATION: CONUS (78%), Overseas (22%)

DAFSC DISTRIBUTION: 73230 (8%), 73250 (81%), 73270 (10%), 73294 (1%)

AVERAGE GRADE: 4

AMOUNT OF SUPERVISION: 20% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 44%

EXPRESSED JOB INTEREST: Dull (4%), So-So (10%), Interesting (76%), No Reply (2%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 12%
Fairly Well Or Better 86%
No Reply 2%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 8%
Fairly Well Or Better 90%
No Reply 2%

AVERAGE NUMBER OF TASKS PERFORMED: 52

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	66
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	9
A ORGANIZING AND PLANNING	5
E PERFORMING GENERAL PERSONNEL FUNCTIONS	5

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
I6 NOTIFY UNITS OF SPECIAL SECURITY INVESTIGATION REQUIRED (SSIR) FOR PERSONNEL SELECTED FOR ASSIGNMENTS	97
I17 PREPARE OR PROCESS APPLICATIONS FOR CONCURRENT TRAVEL	94
I22 PREPARE OR PROCESS MEDICAL AND EDUCATIONAL CLEARANCE FOR DEPENDENT OVERSEAS TRAVEL FORMS (AF FORM 1466)	94
I31 PROCESS OR DISTRIBUTE SSIR NOMINATION DOCUMENTS	90
I37 SCREEN PERSONNEL RECORDS TO VERIFY ELIGIBILITY FOR ASSIGNMENTS	86

GROUP ID NUMBER AND TITLE: GRP558 - NCOICs Outbound Assignments

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: ATC (28%), SAC (24%), TAC (16%), USAFE (16%), AFSC (12%)

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

DAFSC DISTRIBUTION: 73250 (20%), 73270 (76%), 73294 (4%)

AVERAGE GRADE: 5.6

AMOUNT OF SUPERVISION: 92% supervise an average of four subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 8%

EXPRESSED JOB INTEREST: Interesting (88%), No Reply (12%)

PERCEIVED UTILIZATION OF TALENTS: Fairly Well Or Better 100%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 4%
Fairly Well Or Better 96%

AVERAGE NUMBER OF TASKS PERFORMED: 89

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	31
A ORGANIZING AND PLANNING	14
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12
C INSPECTING AND EVALUATING	11
B DIRECTING AND IMPLEMENTING	11

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
I41 VERIFY COMPLETION OF ASSIGNMENT RELOCATION PROCESSING	92
C14 EVALUATE APPLICATIONS FOR REASSIGNMENTS, DEFERMENTS, OR OTHER ASSIGNMENT ACTIONS	92
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	92
I20 PREPARE OR PROCESS DEFERMENT REQUESTS SUCH AS HUMANITARIAN OR PREGNANCY ASSIGNMENT DEFERMENTS	92
B8 ESTABLISH WORK METHODS OR JOB PERFORMANCE STANDARDS	88
I33 PROCESS REQUESTS FOR BASE OF PREFERENCE (BOP), JOIN SPOUSE, OR SWAP ASSIGNMENTS	84

GROUP ID NUMBER AND TITLE: GRP397 - Geographically Separated Unit (GSU) Service Personnel

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: ADC (50%), USAFA (17%), AAC (6%), SAC (6%)

LOCATION: CONUS (67%), Overseas (33%)

DAFSC DISTRIBUTION: 73250 (17%), 73270 (83%)

AVERAGE GRADE: 5.2

AMOUNT OF SUPERVISION: 22% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 6%

EXPRESSED JOB INTEREST: So-So (11%), Interesting (78%), No Reply (11%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	6%
Fairly Well Or Better	88%
No Reply	6%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	22%
Fairly Well Or Better	78%

AVERAGE NUMBER OF TASKS PERFORMED: 142

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	17
L PERFORMING CUSTOMER SERVICE FUNCTIONS	13
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	12
K PERFORMING OFFICER EFFECTIVENESS REPORT (OER) AND AIRMAN PERFORMANCE REPORT (APR) FUNCTIONS	9
E PERFORMING GENERAL PERSONNEL FUNCTIONS	8
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
I23 PREPARE OR PROCESS MILITARY SPONSOR PROGRAM INFORMATION FORMS (AF FORM 60) ON OUTBOUND PERSONNEL	100
L34 UPDATE OR REACCOMPLISH RECORD OF EMERGENCY DATA FORMS (DD FORM 93)	94
K19 REVIEW SPECIAL ORDERS TO DETERMINE CHANGE OF REPORTING OFFICIAL (CRO) REPORT REQUIREMENTS	94
J24 PREPARE OR ASSEMBLE INCOMING PCS PROCESSING FORMS	89
E13 MAINTAIN LEAVE PROGRAM LOGS OR FILES	78

GROUP ID NUMBER AND TITLE: GRP352 - Customer Services Clerks

PERCENT OF SAMPLE: 4%

MAJOR COMMAND DISTRIBUTION: SAC (18%), MAC (18%), TAC (16%), USAFE (10%), ATC (9%)

LOCATION: CONUS (81%), Overseas (17%)

DAFSC DISTRIBUTION: 73230 (5%), 73250 (58%), 73270 (31%), 73294 (6%)

AVERAGE GRADE: 5

AMOUNT OF SUPERVISION: 40% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 21%

EXPRESSED JOB INTEREST: Dull (6%), So-So (5%), Interesting (85%), No Reply (4%)

PERCEIVED UTILIZATION OF TALENTS:
Not At All Or Very Little 9%
Fairly Well Or Better 90%
No Reply 1%

PERCEIVED UTILIZATION OF TRAINING:
Not At All Or Very Little 11%
Fairly Well Or Better 89%

AVERAGE NUMBER OF TASKS PERFORMED: 55

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
L PERFORMING CUSTOMER SERVICE FUNCTIONS	61
E PERFORMING GENERAL PERSONNEL FUNCTIONS	10
B DIRECTING AND IMPLEMENTING	7
A ORGANIZING AND PLANNING	5
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	5

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
L28 PREPARE OR VERIFY APPLICATIONS FOR ID CARDS	100
L34 UPDATE OR REACCOMPLISH RECORD OF EMERGENCY DATA FORMS (DD FORM 93)	100
L5 COUNSEL PERSONNEL ON OR ASSIST IN PREPARATION OF AIRMAN ASSIGNMENT PREFERENCE STATEMENTS FORMS (AF FORM 392)	99
L13 COUNSEL PERSONNEL ON OR ASSIST IN PREPARATION OF REQUESTS FOR SPECIAL DUTY ASSIGNMENTS	99
L17 DIRECT CUSTOMER TELEPHONE INQUIRIES TO OTHER CBPO WORK CENTERS FOR ACTION	96
L23 MAINTAIN PALACE FLICKS FILMS AND PROJECTORS	94

GROUP ID NUMBER AND TITLE: GRP097 - Military Personnel Supervisors

PERCENT OF SAMPLE: 16%

MAJOR COMMAND DISTRIBUTION: SAC (17%), TAC (12%), MAC (11%), USAFE (8%), PACAF (6%), AFLC (6%)

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

DAFSC DISTRIBUTION: 73250 (7%), 73270 (38%), 73294 (55%)

AVERAGE GRADE: 7

AMOUNT OF SUPERVISION: 77% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 1%

EXPRESSED JOB INTEREST: Dull (5%), So-So (7%), Interesting (79%), No Reply (9%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	11%
Fairly Well Or Better	87%
No Reply	2%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	12%
Fairly Well Or Better	86%
No Reply	2%

AVERAGE NUMBER OF TASKS PERFORMED: 58

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	25
C INSPECTING AND EVALUATING	17
B DIRECTING AND IMPLEMENTING	17
E PERFORMING GENERAL PERSONNEL FUNCTIONS	11
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
A2 ATTEND STAFF MEETINGS	88
B18 SERVE ON BOARDS, COUNCILS, OR COMMITTEES	69
C8 CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	67
A13 FORMULATE POLICY OR PUBLISH DIRECTIVES	64
A33 SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)	54
C10 CONDUCT STUDIES TO IMPROVE WORK METHODS OR PERFORMANCE STANDARDS	53

GROUP ID NUMBER AND TITLE: GRP468 - CBPO Sergeant Majors and Section NCOICs

PERCENT OF SAMPLE: 4%

MAJOR COMMAND DISTRIBUTION: SAC (18%), MAC (12%), TAC (12%), ATC (9%), USAFE (8%), PACAF (6%)

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

DAFSC DISTRIBUTION: 73270 (23%), 73294 (77%)

AVERAGE GRADE: 7.7

AMOUNT OF SUPERVISION: 82% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0%

EXPRESSED JOB INTEREST: Dull (2%), So-So (2%), Interesting (89%), No Reply (7%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	5%
Fairly Well Or Better	93
No Reply	2%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	4%
Fairly Well Or Better	95%
No Reply	1%

AVERAGE NUMBER OF TASKS PERFORMED: 71

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	29
C INSPECTING AND EVALUATING	20
E PERFORMING GENERAL PERSONNEL FUNCTIONS	17
B DIRECTING AND IMPLEMENTING	11
D TRAINING	7

REPRESENTATIVE TASKS:

TASKS		PERCENT MEMBERS PERFORMING
C8	CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	95
A6	DETERMINE PERSONNEL REQUIREMENTS	91
B8	ESTABLISH WORK METHODS OR JOB PERFORMANCE STANDARDS	84
A33	SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)	72
E17	PREPARE RECOMMENDATIONS FOR MILITARY OR CIVILIAN AWARDS OR DECORATIONS	67
D4	CONDUCT INDIVIDUAL OJT	58

GROUP ID NUMBER AND TITLE: GRP504 - NCOICs Record Unit

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (18%), SAC (18%), PACAF (12%), TAC (12%), USAFE (12%)

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

DAFSC DISTRIBUTION: 73270 (53%), 73294 (47%)

AVERAGE GRADE: 6.8

AMOUNT OF SUPERVISION: 94% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (12%), Interesting (70%), No Reply (18%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 18%
Fairly Well Or Better 82%

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

AVERAGE NUMBER OF TASKS PERFORMED: 60

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	23
B DIRECTING AND IMPLEMENTING	16
E PERFORMING GENERAL PERSONNEL FUNCTIONS	15
C INSPECTING AND EVALUATING	13
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12
P PERFORMING RECORDS UNIT FUNCTIONS	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
E24 REVIEW OR PROCESS ACTIONS DIRECTED BY THE PRIVACY ACT	94
A11 ESTABLISH OPERATING PROCEDURES FOR MAINTAINING OR CONTROLLING RECORDS, REPORTS, OR FILES	88
B4 DESIGN OR COMPOSE FORM LETTERS	88
B9 IMPLEMENT FLOW OR CONTROL OF SOURCE DOCUMENTS OR DATA	82
A26 PLAN WORK CENTER SUPPORT PROCEDURES OR TRAINING	70
P10 CONDUCT SENIOR NCO PROMOTION VERIFICATION REVIEWS	53

GROUP ID NUMBER AND TITLE: GRP597 - NCOICs Career Assistance Unit

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: SAC (20%), MAC (20%), ADC (10%), AFLC (10%), AFSC (10%), ATC (10%), PACAF (10%), TAC (10%)

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

DAFSC DISTRIBUTION: 73294 (90%), No Reply (10%)

AVERAGE GRADE: 7.1

AMOUNT OF SUPERVISION: 90% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: So-So (20%), Interesting (60%), No Reply (20%)

PERCEIVED UTILIZATION OF TALENTS: Fairly Well Or Better 90%
No Reply 10%

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 90%
No Reply 10%

AVERAGE NUMBER OF TASKS PERFORMED: 65

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	24
C INSPECTING AND EVALUATING	20
B DIRECTING AND IMPLEMENTING	14
E PERFORMING GENERAL PERSONNEL FUNCTIONS	11
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
C9 CONDUCT STAFF ASSISTANCE VISITS OR INSPECTIONS	100
A14 PLAN COUNSELING, CAREER GUIDANCE, OR BRIEFING PROGRAMS	100
R23 PREPARE OR PROCESS ENLISTMENT EXTENSIONS OR CANCELLATIONS OF ENLISTMENT EXTENSIONS	100
C15 EVALUATE APPOINTMENT OF CAREER ADVISORS	100
B12 ORIENT NEWLY ASSIGNED PERSONNEL	90
E15 MAINTAIN RECORDS OF PUBLICITY MATERIALS RECEIVED	90
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	80

GROUP ID NUMBER AND TITLE: GRP469 - Unit NCOICs

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: ATC (21%), AFSC (11%), MAC (11%), SAC (11%), USAFE (11%)

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

DAFSC DISTRIBUTION: 73250 (5%), 73270 (42%), 73294 (53%)

AVERAGE GRADE: 7.0

AMOUNT OF SUPERVISION: 90% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (11%), So-So (11%), Interesting (73%), No Reply (5%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 32%
Fairly Well Or Better 68%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 16%
Fairly Well Or Better 84%

AVERAGE NUMBER OF TASKS PERFORMED: 41

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	36
B DIRECTING AND IMPLEMENTING	24
C INSPECTING AND EVALUATING	13
E PERFORMING GENERAL PERSONNEL FUNCTIONS	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
A5 DETERMINE OFFICE SUPPLIES REQUIREMENTS	100
A29 SCHEDULE LEAVES OR PASSES	95
B11 INTERPRET DIRECTIVES FOR SUBORDINATES	95
A4 DETERMINE EQUIPMENT REQUIREMENTS	84
B8 ESTABLISH WORK METHODS OR JOB PERFORMANCE	79
C8 CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	58

GROUP ID NUMBER AND TITLE: GRP309 - NCOICs Manning Control Unit

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: TAC (23%), ATC (20%), SAC (17%), USAFE (10%), MAC (10%)

LOCATION: CONUS (87%), Overseas (13%)

DAFSC DISTRIBUTION: 73250 (7%), 73270 (60%), 73294 (33%)

AVERAGE GRADE: 6.1

AMOUNT OF SUPERVISION: 93% supervise an average of four subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: So-So (10%), Interesting (87%), No Reply (3%)

PERCEIVED UTILIZATION OF TALENTS:
Not At All Or Very Little 10%
Fairly Well Or Better 87%
No Reply 3%

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

AVERAGE NUMBER OF TASKS PERFORMED: 67

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	23
A ORGANIZING AND PLANNING	16
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	16
C INSPECTING AND EVALUATING	14
B DIRECTING AND IMPLEMENTING	13

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
A23 PLAN SPACE OR FACILITY REQUIREMENTS	93
J36 PREPARE OR PROCESS REQUESTS FOR MANNING ASSISTANCE	90
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	87
J2 ASSEMBLE OR CALCULATE MANNING STATISTICS OR MANNING SUMMARIES	87
J11 COMPUTE END ASSIGNMENTS ON PROJECTED GAINS	67
C20 EVALUATE QUALITY OF COMPUTER OUTPUT PRODUCTS	60

GROUP ID NUMBER AND TITLE: GRP314 - NCOICs Personnel Utilization Section

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: AFLC (25%), SAC (25%), PACAF (13%), TAC (13%)
USAFE (12%), USAFSS (12%)

LOCATION: CONUS (63%), Overseas (27%)

DAFSC DISTRIBUTION: 73270 (13%), 73294 (87%)

AVERAGE GRADE: 7.9

AMOUNT OF SUPERVISION: 100% supervise an average of five subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (13%), Interesting (87%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 13%
Fairly Well Or Better 87%

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 100%

AVERAGE NUMBER OF TASKS PERFORMED: 63

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	19
C INSPECTING AND EVALUATING	17
A ORGANIZING AND PLANNING	14
B DIRECTING AND IMPLEMENTING	11
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	9
L PERFORMING CUSTOMER SERVICE FUNCTIONS	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
B11 INTERPRET DIRECTIVES FOR SUBORDINATES	100
C14 EVALUATE APPLICATIONS FOR REASSIGNMENTS, DEFERMENTS, OR OTHER ASSIGNMENT ACTIONS	100
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	88
A33 SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)	88
I20 PREPARE OR PROCESS DEFERMENT REQUESTS SUCH AS HUMANITARIAN OR PREGNANCY ASSIGNMENT DEFERMENTS	75
L8 COUNSEL PERSONNEL ON OR ASSIST IN PREPARATION OF REQUESTS FOR BOP, JOIN SPOUSE, OR SWAP ASSIGNMENTS	50
J36 PREPARE OR PROCESS REQUESTS FOR MANNING ASSISTANCE	50

GROUP ID NUMBER AND TITLE: GRP610 - NCOICs Formal Training

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: SAC (43%), USAFE (29%), AFLC (14%), AFSC (14%)

LOCATION: CONUS (71%), Overseas (19%)

DAFSC DISTRIBUTION: 73250 (43%), 73270 (43%), 73294 (14%)

AVERAGE GRADE: 6.1

AMOUNT OF SUPERVISION: 86% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (14%), So-So (29%), Interesting (57%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 29%
Fairly Well Or Better 71%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 29%
Fairly Well Or Better 71%

AVERAGE NUMBER OF TASKS PERFORMED: 163

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	18
H PERFORMING CLASSIFICATION AND TRAINING FUNCTIONS	17
C INSPECTING AND EVALUATING	14
B DIRECTING AND IMPLEMENTING	11
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	11
D TRAINING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
H7 COMPLETE TEMPORARY DUTY (TDY) RELOCATION ACTIONS	100
A26 PLAN WORK CENTER SUPPORT PROCEDURES OR TRAINING	100
B8 ESTABLISH WORK METHODS OR JOB PERFORMANCE STANDARDS	100
C8 CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	86
H26 PROCESS APPLICATIONS FOR RETRAINING	86
D18 MAINTAIN GENERAL MILITARY TRAINING RECORD FORMS (AF FORM 572)	86

GROUP ID NUMBER AND TITLE: GRP341 - NCOICs Customer Assistance

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: SAC (29%), MAC (14%), PACAF (14%), USAFA (14%)

LOCATION: CONUS (57%), Overseas (43%)

DAFSC DISTRIBUTION: 73270 (43%), 73294 (57%)

AVERAGE GRADE: 6.6

AMOUNT OF SUPERVISION: 57% supervise an average of four subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: So-So (14%), Interesting (86%)

PERCEIVED UTILIZATION OF TALENTS: Fairly Well Or Better 100%

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

AVERAGE NUMBER OF TASKS PERFORMED: 108

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	14
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12
L PERFORMING CUSTOMER SERVICE FUNCTIONS	12
C INSPECTING AND EVALUATING	12
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	9
E PERFORMING GENERAL PERSONNEL FUNCTIONS	9
J PERFORMING MANNING CONTROL UNIT PERSONNEL	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
C14 EVALUATE APPLICATIONS FOR REASSIGNMENTS, DEFERMENTS, OR OTHER ASSIGNMENT ACTIONS	100
I33 PROCESS REQUESTS FOR BASE OF PREFERENCE (BOP), JOIN SPOUSE, OR SWAP ASSIGNMENTS	100
A13 FORMULATE POLICY OR PUBLISH DIRECTIVES	100
L10 COUNSEL PERSONNEL ON OR ASSIST IN PREPARATION OF REQUESTS FOR HUMANITARIAN, CHAP, OR PERMISSIVE DEFERMENTS	86
E24 REVIEW OR PROCESS ACTIONS DIRECTED BY THE PRIVACY ACT	86
L31 RESEARCH AND FURNISH INDIVIDUAL ASSIGNMENT STATUS INFORMATION TO CUSTOMER	71

GROUP ID NUMBER AND TITLE: GRP406 - AFROTC Detachment Personnel

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: AU (100%)

LOCATION: Conus (100%)

DAFSC DISTRIBUTION: 73270 (100%)

AVERAGE GRADE: 6.4

AMOUNT OF SUPERVISION: 100% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (20%), Interesting (60%), No Reply (20%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 40%
Fairly Well Or Better 60%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 40%
Fairly Well Or Better 60%

AVERAGE NUMBER OF TASKS PERFORMED: 66

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
B DIRECTING AND IMPLEMENTING	21
A ORGANIZING AND PLANNING	16
E PERFORMING GENERAL PERSONNEL FUNCTIONS	15
C INSPECTING AND EVALUATING	12
D TRAINING	7
P PERFORMING RECORDS UNIT FUNCTIONS	6

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
C8 CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	100
B5 DESIGN PROPOSED FORM FORMATS	100
A12 ESTABLISH SUSPENSE SYSTEMS	100
E23 REVIEW OR PROCESS ACTIONS DIRECTED BY THE FREEDOM OF INFORMATION ACT	100
D19 MAINTAIN OR REVIEW ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	100

GROUP ID NUMBER AND TITLE: GRP063 - APDS Systems Management Personnel

PERCENT OF SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: SAC (15%), TAC (11%), MAC (8%), ATC (8%), HQ USAF (7%)

LOCATION: CONUS (94%), Overseas (6%)

DAFSC DISTRIBUTION: 73250 (18%), 73270 (42%), 73294 (34%), No Reply (7%)

AVERAGE GRADE: 6.2

AMOUNT OF SUPERVISION: 56% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 5%

EXPRESSED JOB INTEREST: Dull (8%), So-So (7%), Interesting (74%), No Reply (11%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 23%
Fairly Well Or Better 77%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 23%
Fairly Well Or Better 77%

AVERAGE NUMBER OF TASKS PERFORMED: 70

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	39
G PERFORMING SYSTEMS ANALYSIS FUNCTIONS	17
C INSPECTING AND EVALUATING	13
A ORGANIZING AND PLANNING	12

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
F19 DOCUMENT REQUESTS FOR SYSTEM CHANGES	87
C21 EVALUATE REQUIREMENTS FOR NEW SYSTEM PRODUCTS OR MODIFICATIONS TO EXISTING PRODUCTS	85
F1 ANALYZE COMPUTER MANAGEMENT PRODUCTS SUCH AS ON-LINE REPORTS	82
F20 EVALUATE EXISTING OUTPUT PRODUCTS FOR POSSIBLE CONSOLIDATION	77
C24 EVALUATE SUGGESTED CHANGES TO PERSONNEL SYSTEMS	69
F28 INTRODUCE TRANSACTIONS TO UPDATE DATA OR COMPUTER RECORDS	68
G22 EVALUATE REQUESTS FOR NEW PRODUCTS OR MODIFICATIONS TO EXISTING PRODUCTS	67
G23 IMPLEMENT SYSTEM MODIFICATION, CHANGES, OR CONVERSIONS	53

GROUP ID NUMBER AND TITLE: GRP462 - Chiefs Personnel Systems Management Section

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (24%), MAC (20%), TAC (16%), PACAF (12%), AFSC (8%)

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

DAFSC DISTRIBUTION: 73250 (12%), 73270 (12%), 73294 (64%), No Reply (12%)

AVERAGE GRADE: 6.3

AMOUNT OF SUPERVISION: 80% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 8%

EXPRESSED JOB INTEREST: Dull (8%), So-So (8%), Interesting (76%), No Reply (8%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 28%
Fairly Well Or Better 72%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 28%
Fairly Well Or Better 72%

AVERAGE NUMBER OF TASKS PERFORMED: 80

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	54
C INSPECTING AND EVALUATING	12
A ORGANIZING AND PLANNING	12
B DIRECTING AND IMPLEMENTING	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
F1 ANALYZE COMPUTER MANAGEMENT PRODUCTS SUCH AS ON-LINE REPORTS	100
F25 IDENTIFY PERSONNEL TRANSACTION IDENTIFIERS (PTI) FOR ADVANCED PERSONNEL DATA SYSTEM (APDS) ACTIONS	96
F26 IDENTIFY RECOVERY PROCEDURES OR SYSTEM PROBLEMS WITH DPI	88
C21 EVALUATE REQUIREMENTS FOR NEW SYSTEM PRODUCTS OR MODIFICATIONS TO EXISTING PRODUCTS	88
F15 CORRECT OR REVIEW CORRECTIONS OF DEFICIENCIES DUE TO PURGES, REJECTS, RECONCILIATIONS, OR TREND ANALYSES	80
A26 PLAN WORK CENTER SUPPORT PROCEDURES OR TRAINING	72
C8 CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	64

GROUP ID NUMBER AND TITLE: GRP470 - AFMPC Personnel Management System Technicians

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: AFMPC (71%), HQ USAF (17%), SAC (6%), ATC (6%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (22%), 73270 (61%), 73294 (11%), No Reply (6%)

AVERAGE GRADE: 6.3

AMOUNT OF SUPERVISION: 56% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 6%

EXPRESSED JOB INTEREST: Dull (11%), Interesting (67%), No Reply (22%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 22%
Fairly Well Or Better 78%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 28%
Fairly Well Or Better 72%

AVERAGE NUMBER OF TASKS PERFORMED: 71

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
G PERFORMING SYSTEMS ANALYSIS FUNCTIONS	38
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	28
C INSPECTING AND EVALUATING	14
A ORGANIZING AND PLANNING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
G8 COORDINATE SYSTEMS DEVELOPMENT WITH COMPUTER PROGRAMMERS	100
G9 COORDINATE SYSTEMS DEVELOPMENT WITH OTHER PERSONNEL FUNCTIONAL MANAGERS	100
G3 ANALYZE PROPOSALS FOR MODIFICATIONS OR NEW SYSTEMS AT MAJOR AIR COMMAND (MAJCOM) OR MILITARY PERSONNEL CENTER (MPC)	94
C21 EVALUATE REQUIREMENT FOR NEW SYSTEM PRODUCTS OR MODIFICATIONS TO EXISTING PRODUCTS	94
G35 REVIEW IMPLEMENTATION OF SYSTEM MODIFICATIONS, CHANGES, OR CONVERSIONS	89
F38 OPERATE CATHODE RAY TUBES	83
A8 DEVELOP DECISION LOGIC TABLES (DLT)	78

GROUP ID NUMBER AND TITLE: GRP125 - Special Actions Personnel

PERCENT OF SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: SAC (35%), TAC (20%), MAC (13%), ATC (9%)

LOCATION: CONUS (87%), Overseas (13%)

DAFSC DISTRIBUTION: 73230 (4%), 73250 (46%), 73270 (50%)

AVERAGE GRADE: 4.5

AMOUNT OF SUPERVISION: 48% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 31%

EXPRESSED JOB INTEREST: So-So (13%), Interesting (78%), No Reply (9%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	19%
Fairly Well Or Better	77%
No Reply	4%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	9%
Fairly Well Or Better	91%

AVERAGE NUMBER OF TASKS PERFORMED: 46

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
S PERFORMING SPECIAL ACTIONS FUNCTIONS	45
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12
E PERFORMING GENERAL PERSONNEL FUNCTIONS	12
A ORGANIZING AND PLANNING	10
B DIRECTING AND IMPLEMENTING	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
S9 MAINTAIN OFFICER UIFs	83
S6 MAINTAIN AIRMAN UNFAVORABLE INFORMATION FILES (UIF)	81
S22 PROCESS ARTICLE 15 CORRESPONDENCE WITHIN THE CBPO	80
S5 MAINTAIN AIRMAN CONTROL ROSTERS OR AIRMAN CONTROL PROCEDURES	78
S27 PROCESS PARACHUTE JUMP STATUS ACTIONS	76

GROUP ID NUMBER AND TITLE: GRP449 - NCOICs Special Actions

PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: SAC (36%), TAC (22%), MAC (17%), ATC (8%)

LOCATION: CONUS (92%), Overseas (8%)

DAFSC DISTRIBUTION: 73230 (6%), 73250 (25%), 73270 (69%)

AVERAGE GRADE: 4.7

AMOUNT OF SUPERVISION: 64% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 25%

EXPRESSED JOB INTEREST: So-So (8%), Interesting (84%), No Reply (8%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 14%
Fairly Well Or Better 80%
No Reply 6%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 8%
Fairly Well Or Better 92%

AVERAGE NUMBER OF TASKS PERFORMED: 57

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
S PERFORMING SPECIAL ACTIONS FUNCTIONS	38
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	14
E PERFORMING GENERAL PERSONNEL FUNCTIONS	13
A ORGANIZING AND PLANNING	11
B DIRECTING AND IMPLEMENTING	10
C INSPECTING AND EVALUATING	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
S24 PROCESS CORRESPONDENCE CONCERNING PRIVATE INDEBTEDNESS	97
S2 ADMINISTER THE REGULAR AIR FORCE APPOINTMENT PROGRAM	92
S25 PROCESS CORRESPONDENCE CONCERNING SUPPORT OF DEPENDENTS	89
S14 PREPARE OR PROCESS REQUESTS FOR STATEMENT OF SERVICE FORMS (DD FORM 13)	89
E24 REVIEW OR PROCESS ACTIONS DIRECTED BY THE PRIVACY ACT	64
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	56

GROUP ID NUMBER AND TITLE: GRP281 - Special Actions Clerks

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (36%), TAC (18%), AAC (9%), AFSC (9%), ATC (9%), MAC (9%), USAFE (9%)

LOCATION: CONUS (73%), Overseas (27%)

DAFSC DISTRIBUTION: 73250 (100%)

AVERAGE GRADE: 3.8

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 55%

EXPRESSED JOB INTEREST: So-So (27%), Interesting (55%), No Reply (18%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 36%
Fairly Well Or Better 64%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 9%
Fairly Well Or Better 91%

AVERAGE NUMBER OF TASKS PERFORMED: 18

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
S PERFORMING SPECIAL ACTIONS FUNCTIONS	62
E PERFORMING GENERAL PERSONNEL FUNCTIONS	12
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	11

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
S6 MAINTAIN AIRMAN UNFAVORABLE INFORMATION FILES (UIF)	100
S22 PROCESS ARTICLE 15 CORRESPONDENCE WITHIN THE CBPO	100
S9 MAINTAIN OFFICER UIFs	91
S5 MAINTAIN AIRMAN CONTROL ROSTERS OR AIRMAN CONTROL PROCEDURES	91
S28 PROCESS QUALITY FORCE ROSTERS	64

GROUP ID NUMBER AND TITLE: GRP084 - Classification and Training Personnel

PERCENT OF SAMPLE: 7%

MAJOR COMMAND DISTRIBUTION: SAC (24%), TAC (16%), MAC (14%), ATC (12%), USAFE (10%)

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

DAFSC DISTRIBUTION: 73230 (2%), 73250 (65%), 73270 (32%), 73294 (1%), No Reply (1%)

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: 37% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 28%

EXPRESSED JOB INTEREST: Dull (8%), So-So (12%), Interesting (65%), No Reply (15%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	21%
Fairly Well Or Better	78%
No Reply	1%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	21%
Fairly Well Or Better	78%
No Reply	1%

AVERAGE NUMBER OF TASKS PERFORMED: 45

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
H PERFORMING CLASSIFICATION AND TRAINING FUNCTIONS	48
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12
B DIRECTING AND IMPLEMENTING	10
E PERFORMING GENERAL PERSONNEL FUNCTIONS	9
A ORGANIZING AND PLANNING	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
H29 PROCESS INDIVIDUALS SELECTED FOR TDY SCHOOL ATTENDANCE	72
H7 COMPLETE TEMPORARY DUTY (TDY) RELOCATION ACTIONS	69
B4 DESIGN OR COMPOSE FORM LETTERS	68
H17 NOTIFY INDIVIDUALS OF SCHOOL OR TRAINING SELECTION AND OBLIGATIONS	67
H8 CONDUCT CLASSIFICATION INTERVIEWS	67

GROUP ID NUMBER AND TITLE: GRP445 - Classification and Training NCOICs

PERCENT OF SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: SAC (21%), USAFE (19%), MAC (14%), ATC (11%), TAC (11%)

LOCATION: CONUS (72%), Overseas (28%)

DAFSC DISTRIBUTION: 73250 (40%), 73270 (58%), 73294 (2%)

AVERAGE GRADE: 5.4

AMOUNT OF SUPERVISION: 63% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 11%

EXPRESSED JOB INTEREST: Dull (9%), So-So (9%), Interesting (70%), No Reply (12%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	18%
Fairly Well Or Better	80%
No Reply	2%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	21%
Fairly Well Or Better	77%
No Reply	2%

AVERAGE NUMBER OF TASKS PERFORMED: 69

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
H PERFORMING CLASSIFICATION AND TRAINING FUNCTIONS	43
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	14
A ORGANIZING AND PLANNING	11
B DIRECTING AND IMPLEMENTING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
H9 CONDUCT SPECIAL EXPERIENCE IDENTIFIER (SEI) SCREENINGS FOR ADDITIONS, DELETIONS, OR CHANGES	98
H14 ESTABLISH OR FOLLOW UP ON OFFICER UPGRADE SUSPENSE ACTIONS FOR AWARD OF FULLY QUALIFIED AFSCs	95
H6 BRIEF CLASSIFICATION BOARD MEMBERS AS TO PROCEDURES AND RESPONSIBILITIES	91
B11 INTERPRET DIRECTIVES FOR SUBORDINATES	82
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	67

GROUP ID NUMBER AND TITLE: GRP473 - Classification Clerks

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: TAC (26%), SAC (21%), PACAF (11%), MAC (11%), ATC (11%), AFLC (11%)

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

DAFSC DISTRIBUTION: 73250 (79%), 73270 (21%)

AVERAGE GRADE: 4.4

AMOUNT OF SUPERVISION: 21% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 26%

EXPRESSED JOB INTEREST: So-So (11%), Interesting (67%), No Reply (21%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 26%
Fairly Well Or Better 74%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 11%
Fairly Well Or Better 89%

AVERAGE NUMBER OF TASKS PERFORMED: 34

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
H PERFORMING CLASSIFICATION AND TRAINING FUNCTIONS	60
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	14
E PERFORMING GENERAL PERSONNEL FUNCTIONS	8
B DIRECTING AND IMPLEMENTING	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
H12 COUNSEL PERSONNEL CONCERNING AFSC CONVERSIONS	100
H16 MAINTAIN RECORDS OF DUTY PERFORMED BY PERSONNEL OUTSIDE THEIR AFSCs	95
H21 PREPARE ORDERS REQUESTS FOR GROUP ACTIONS TO EFFECT AFSC CONVERSIONS	95
H13 ESTABLISH OR DELETE SEI	89
H9 CONDUCT SPECIAL EXPERIENCE IDENTIFIER (SEI) SCREENINGS FOR ADDITIONS, DELETIONS, OR CHANGES	89

GROUP ID NUMBER AND TITLE: GRP107 - Formal Training Personnel

PERCENT OF SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: SAC (28%), TAC (16%), MAC (16%), ATC (13%), AFLC (7%)

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

DAFSC DISTRIBUTION: 73230 (3%), 73250 (82%), 73270 (13%), No Reply (2%)

AVERAGE GRADE: 4.1

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

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 53%

EXPRESSED JOB INTEREST: Dull (10%), So-So (15%), Interesting (59%), No Reply (15%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	23%
Fairly Well Or Better	75%
No Reply	2%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	23%
Fairly Well Or Better	75%
No Reply	2%

AVERAGE NUMBER OF TASKS PERFORMED: 29

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
H PERFORMING CLASSIFICATION AND TRAINING FUNCTIONS	47
B DIRECTING AND IMPLEMENTING	11
E PERFORMING GENERAL PERSONNEL FUNCTIONS	10
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	9
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
H29 PROCESS INDIVIDUALS SELECTED FOR TDY SCHOOL ATTENDANCE	95
H17 NOTIFY INDIVIDUALS OF SCHOOL OR TRAINING SELECTION AND OBLIGATIONS	89
H7 COMPLETE TEMPORARY DUTY (TDY) RELOCATION ACTIONS	89
H26 PROCESS APPLICATIONS FOR RETRAINING	59
H22 PREPARE OR PROCESS APPLICATIONS FOR AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) COURSES OF INSTRUCTION	54

GROUP ID NUMBER AND TITLE: GRP040 - Personnel Readiness Unit Personnel

PERCENT OF SAMPLE: 4%

MAJOR COMMAND DISTRIBUTION: USAFE (24%), SAC (19%), MAC (18%), TAC (15%), ATC (8%)

LOCATION: CONUS (71%), Overseas (29%)

DAFSC DISTRIBUTION: 73230 (8%), 73250 (72%), 73270 (15%), 73294 (3%), No Reply (2%)

AVERAGE GRADE: 4.5

AMOUNT OF SUPERVISION: 33% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 33%

EXPRESSED JOB INTEREST: Dull (11%), So-So (14%), Interesting (63%), No Reply (12%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	28%
Fairly Well Or Better	68%
No Reply	4%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	25%
Fairly Well Or Better	74%
No Reply	1%

AVERAGE NUMBER OF TASKS PERFORMED: 48

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
M PERFORMING PERSONNEL READINESS CENTER (PRC) FUNCTIONS	37
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	17
E PERFORMING GENERAL PERSONNEL FUNCTIONS	10
A ORGANIZING AND PLANNING	10
B DIRECTING AND IMPLEMENTING	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
M33 SET UP OR WORK PROCESSING LINE OPERATIONS FOR ACTIVITIES SUCH AS MOBILITY EXERCISES	69
M11 DEVELOP CENTRALIZED IN AND OUT PROCESSING PROCEDURES TO SUPPORT MOBILITY, CONTINGENCY, OR EXERCISE REQUIREMENTS	68
M28 PREPARE OR PROCESS REPORT OF RETURN OF ABSENTEE WANTED BY THE ARMED FORCES FORMS (DD FORM 616)	65
F13 CONSTRUCT IMMEDIATE INQUIRIES	60

GROUP ID NUMBER AND TITLE: GRP430 - Personnel Readiness Unit NCOs

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (31%), USAFE (31%), MAC (10%), ATC (10%), TAC (7%)

LOCATION: CONUS (66%), Overseas (34%)

DAFSC DISTRIBUTION: 73250 (79%), 73270 (21%)

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: 48% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 28%

EXPRESSED JOB INTEREST: Dull (10%), So-So (10%), Interesting (70%) No Reply (10%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 28%
Fairly Well Or Better 72%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 28%
Fairly Well Or Better 72%

AVERAGE NUMBER OF TASKS PERFORMED: 69

TIME SPENT ON DUTIES:

	DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
M	PERFORMING PERSONNEL READINESS CENTER (PRC) FUNCTIONS	39
F	PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	14
A	ORGANIZING AND PLANNING	10
E	PERFORMING GENERAL PERSONNEL FUNCTIONS	9
C	INSPECTING AND EVALUATING	8

REPRESENTATIVE TASKS:

	TASKS	PERCENT MEMBERS PERFORMING
M23	PREPARE OR DISTRIBUTE AVERAGE STRENGTH DATA FORMS (AF FORM 380)	100
M7	CALCULATE DAILY STRENGTH TOTALS OF TDY AND ATTACHED PERSONNEL	90
M3	ACT AS PERSONNEL CONTROL POINT DURING OPERATIONS SUCH AS BATTLE STAFF EXERCISES OR DISASTER CONTROL EXERCISES	83
M26	PREPARE OR PROCESS CONTINGENCY, EXERCISE, OR ROTATION TDY REPORTS SUCH AS RCS: HAF/DPM (AR) 7150	83
C4	AUDIT MILITARY STRENGTH ACCOUNTING RECORDS	66

GROUP ID NUMBER AND TITLE: GRP400 - Personnel Readiness Unit Clerks

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: TAC (38%), SAC (25%), AFLC (12%), ATC (12%), MAC (12%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (100%)

AVERAGE GRADE: 4.5

AMOUNT OF SUPERVISION: One member supervises three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (25%), So-So (13%), Interesting (50%), No Reply (12%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 38%
Fairly Well Or Better 62%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 13%
Fairly Well Or Better 87%

AVERAGE NUMBER OF TASKS PERFORMED: 32

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
M PERFORMING PERSONNEL READINESS CENTER (PRC) FUNCTIONS	54
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	19
A ORGANIZING AND PLANNING	6

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
M31 PROCESS DAILY STRENGTH REPORTS	100
M16 MAINTAIN MASTER FILES OF TDY ORDERS ON PERSONNEL	100
M10 COLLECT AND REPORT "NOT AVAILABLE" DATA FROM DOCUMENTS SUCH AS HOSPITAL ADMISSIONS AND DISPOSITIONS SHEETS	88
A19 PLAN OR MAINTAIN STATUS BOARDS OR CHARTS	63
F28 INTRODUCE TRANSACTIONS TO UPDATE DATA OR COMPUTER RECORDS	50

GROUP ID NUMBER AND TITLE: GRP316 - NCOICs Personnel Readiness Unit

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: MAC (40%), TAC (20%), USAFE (40%)

LOCATION: CONUS (60%), Overseas (40%)

DAFSC DISTRIBUTION: 73250 (40%), 73270 (60%)

AVERAGE GRADE: 5.6

AMOUNT OF SUPERVISION: 60% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

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

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 20%
Fairly Well Or Better 60%
No Reply 20%

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

AVERAGE NUMBER OF TASKS PERFORMED: 42

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
M PERFORMING PERSONNEL READINESS CENTER (PRC) FUNCTIONS	35
A ORGANIZING AND PLANNING	19
B DIRECTING AND IMPLEMENTING	13
C INSPECTING AND EVALUATING	10
E PERFORMING GENERAL PERSONNEL FUNCTIONS	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
M26 PREPARE OR PROCESS CONTINGENCY, EXERCISE, OR ROTATION TDY REPORTS SUCH AS RCS: HAF/DPM (AR) 7150	100
B12 ORIENT NEWLY ASSIGNED PERSONNEL	100
M32 REVIEW OPLAN TASKED TO BASE TO DETERMINE CBPO RESPONSIBILITIES	80
C28 REVIEW PERSONNEL STATUS REPORTS	80
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	80

GROUP ID NUMBER AND TITLE: GRP167 - AWOL Monitors

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: MAC (29%), TAC (29%), USAFE (29%), SAC (13%)

LOCATION: CONUS (71%), Overseas (29%)

DAFSC DISTRIBUTION: 73230 (29%), 73250 (71%)

AVERAGE GRADE: 3.9

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 55%

EXPRESSED JOB INTEREST: Dull (29%), So-So (43%), Interesting (28%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 57%
Fairly Well Or Better 43%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 57%
Fairly Well Or Better 43%

AVERAGE NUMBER OF TASKS PERFORMED: 18

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
M PERFORMING PERSONNEL READINESS CENTER (PRC) FUNCTIONS	64
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
A ORGANIZING AND PLANNING	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
M28 PREPARE OR PROCESS REPORT OF RETURN OF ABSENTEE WANTED BY THE ARMED FORCES FORMS (DD FORM 616)	100
M27 PREPARE OR PROCESS RECORDS OF COURT-MARTIAL CONVICTIONS AND TIME LOST FORMS (AF FORM 1226)	100
M25 PREPARE OF PROCESS ABSENTEE WANTED BY THE ARMED FORCES FORMS (DD FORM 553)	100
M4 ADJUST SERVICE DATES TO REFLECT TIME LOST	86
M8 CHANGE DUTY STATUS SUCH AS TO OR FROM ABSENT WITHOUT LEAVE (AWOL) OR CONFINEMENT STATUS	86

GROUP ID NUMBER AND TITLE: GRP044 - Manning Control Personnel

PERCENT OF SAMPLE: 10%

MAJOR COMMAND DISTRIBUTION: SAC (23%), TAC (12%), MAC (10%), ATC (8%), USAFE (7%), AFSC (7%)

LOCATION: CONUS (83%), Overseas (17%)

DAFSC DISTRIBUTION: 73230 (8%), 73250 (56%), 73270 (34%), 73294 (1%), No Reply (1%)

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: 20% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 32%

EXPRESSED JOB INTEREST: Dull (10%), So-So (10%), Interesting (75%), No Reply (5%)

PERCEIVED UTILIZATION OF TALENTS:
Not At All Or Very Little 14%
Fairly Well Or Better 84%
No Reply 2%

PERCEIVED UTILIZATION OF TRAINING:
Not At All Or Very Little 15%
Fairly Well Or Better 82%
No Reply 3%

AVERAGE NUMBER OF TASKS PERFORMED: 39

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	38
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	21
A ORGANIZING AND PLANNING	10
B DIRECTING AND IMPLEMENTING	9
E PERFORMING GENERAL PERSONNEL FUNCTIONS	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
F42 OPERATE REMOTE TYPEWRITERS	64
J7 ASSIGN, UPDATE, OR PROCESS ASSIGNMENT AVAILABILITY CODES, DATES, OR LIMITATIONS OF AVAILABILITY	61
F13 CONSTRUCT IMMEDIATE INQUIRIES	59
J28 PREPARE OR PROCESS ACTIONS EFFECTING INTRABASE ASSIGNMENTS OR DUTY ASSIGNMENT CHANGES	57
J23 POST PERSONNEL DATA CHANGES OR ASSIGNMENTS TO MANNING ROSTERS	56
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	51
B9 IMPLEMENT FLOW OR CONTROL OF SOURCE DOCUMENTS OR DATA	46

GROUP ID NUMBER AND TITLE: GRP531 - Manning Control NCOs

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (23%), SAC (18%), TAC (14%), USAFE (14%), AFSC (9%)

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

DAFSC DISTRIBUTION: 73230 (5%), 73250 (59%), 73270 (32%), 73294 (4%)

AVERAGE GRADE: 5.0

AMOUNT OF SUPERVISION: 83% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 18%

EXPRESSED JOB INTEREST: Dull (5%), Interesting (86%), No Reply (9%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 5%
Fairly Well Or Better 90%
No Reply 5%

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 91%
No Reply 9%

AVERAGE NUMBER OF TASKS PERFORMED: 78

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	44
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	13
A ORGANIZING AND PLANNING	11
B DIRECTING AND IMPLEMENTING	9
E PERFORMING GENERAL PERSONNEL FUNCTIONS	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
J14 CORRECT OR POST INDIVIDUAL DUTY HISTORIES RELATING TO DUTY ASSIGNMENTS, FOREIGN SERVICE, OR TDY	95
J25 PREPARE OR DISPATCH INQUIRIES TO LOSING CBPOs REQUESTING INCOMING RECORDS, MISSING COMPONENTS, OR DOCUMENTS	95
J11 COMPUTE END ASSIGNMENTS TO PROJECTED GAINS	91
J28 PREPARE OR PROCESS ACTIONS EFFECTING INTRABASE ASSIGNMENTS FOR DUTY ASSIGNMENT CHANGES	91
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	77

GRP531 (CONTINUED)

Manning Control NCOs

The 22 members of this subgroup are first line supervisors. They clearly differ from the NCOIC Manning Control Unit (GRP309) discussed earlier. Incumbents in this group (GRP531) spend a much larger percent of their job time performing manning control unit functions (Duty J) than is spent by the NCOICs discussed earlier. Further comparisons of these two groups shows that members of this group supervise fewer people, have a lower average skill level, and have a lower average grade than the NCOICs of GRP309.

GROUP ID NUMBER AND TITLE: GRP652 - In-Processing Clerks

PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: SAC (32%), AFSC (16%), ATC (9%), TAC (9%), MAC (7%)

LOCATION: CONUS (91%), Overseas (9%)

DAFSC DISTRIBUTION: 73230 (11%), 73250 (84%), 73270 (5%)

AVERAGE GRADE: 3.9

AMOUNT OF SUPERVISION: 11% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 50%

EXPRESSED JOB INTEREST: Dull (11%), So-So (16%), Interesting (68%), No Reply (5%)

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 11%
Fairly Well Or Better 89%

AVERAGE NUMBER OF TASKS PERFORMED: 44

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	57
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	16
A ORGANIZING AND PLANNING	8
B DIRECTING AND IMPLEMENTING	7
E PERFORMING GENERAL PERSONNEL FUNCTIONS	6

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
J31 PREPARE OR PROCESS INITIAL DUTY ASSIGNMENT (IDA) ASSIGNMENT/PERSONNEL ACTION FORMS (AF FORM 2095)	100
J24 PREPARE OR ASSEMBLE INCOMING PCS PROCESSING FOLDERS	93
J5 ASSIGN, CONTROL, OR PROCESS ACTIVE DUTY SERVICE COMMITMENTS (ADSC)	91
J8 AUDIT INCOMING RECORDS FOR RECEIPT OF ITEMS REFLECTED ON RECORDS TRANSMITTAL/REQUEST FORMS (AF FROM 330)	84
F4 CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	73

GRP652 (CONTINUED)

In-Processing Clerks

Most of the 44 members of this group listed their duty title as In-Processing Clerk. Group members spend 57 percent of their job time performing manning control functions (Duty J), with a large part of their time used performing in-processing tasks. Group members also perform a wide variety of other manning control tasks.

GROUP ID NUMBER AND TITLE: GRP421 - Manning Clerks

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: TAC (29%), USAFE (21%), ATC (14%), MAC (14%)

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

DAFSC DISTRIBUTION: 73230 (21%), 73250 (64%), 73270 (14%)

AVERAGE GRADE: 3.7

AMOUNT OF SUPERVISION: One member supervises one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 57%

EXPRESSED JOB INTEREST: Dull (14%), So-So (7%), Interesting (72%), No Reply (7%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 21%
Fairly Well Or Better 72%
No Reply 7%

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 93%
No Reply 7%

AVERAGE NUMBER OF TASKS PERFORMED: 29

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	55
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	20
A ORGANIZING AND PLANNING	6

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
J28 PREPARE OR PROCESS ACTIONS EFFECTING INTRABASE ASSIGNMENTS OR DUTY ASSIGNMENT CHANGES	100
J4 ASSIGN, CHANGE, OR PROCESS OVERSEAS DUTY SELECTION SERVICE DATES (ODSD)	100
J23 POST PERSONNEL DATA CHANGES OR ASSIGNMENTS TO MANNING ROSTERS	79
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	79
J2 ASSEMBLE OR CALCULATE MANNING STATISTICS OR MANNING SUMMARIES	71

GRP421 (CONTINUED)

Manning Clerks

This highly specialized group of 14 manning clerks spends 54 percent of their job time performing manning control functions (Duty J). These tasks are similar to those performed by the In-Processing Clerks (GRP652) but Manning Clerks do not spend as much of their job time performing in-processing tasks. Instead, subgroup members equally distribute time spent on a variety of manning tasks.

GROUP ID NUMBER AND TITLE: GRP454 - Reliability Programs Monitors

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: SAC (45%), MAC (22%), PACAF (11%), TAC (11%), USAFE (11%)

LOCATION: CONUS (67%), Overseas (33%)

DAFSC DISTRIBUTION: 73230 (56%), 73250 (44%)

AVERAGE GRADE: 4.8

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

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 11%

EXPRESSED JOB INTEREST: So-So (33%), Interesting (67%)

PERCEIVED UTILIZATION OF TALENTS: Fairly Well Or Better 100%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 11%
Fairly Well Or Better 89%

AVERAGE NUMBER OF TASKS PERFORMED: 37

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	32
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	18
B DIRECTING AND IMPLEMENTING	14
A ORGANIZING AND PLANNING	12
E PERFORMING GENERAL PERSONNEL FUNCTIONS	12

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
J21 PERFORM MONTHLY HUMAN RELIABILITY PROGRAM (HRP) OR PERSONNEL RELIABILITY PROGRAM (PRP) CERTIFICATION PROCEDURES	100
J30 PREPARE OR PROCESS HUMAN/PERSONNEL RELIABILITY CERTIFICATE FORMS (AF FORM 286)	100
J33 PREPARE OR PROCESS QUARTERLY HRP OR PRP REPORTS	100
J27 PREPARE OR MAINTAIN RECORDS OF DISQUALIFICATIONS UNDER THE HRP OR PRP PROGRAMS	89
F4 CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	78

GRP454 (CONTINUED)

Reliability Programs Monitors

The nine members of this subgroup use 32 percent of their job time performing manning control functions (Duty J); over half of this time is used to perform four tasks related to the human reliability program (HRP) and the personnel reliability program (PRP) as listed under AFRs 35-98 and 35-99. Personnel collect and disseminate information on personnel in either the HRP or PRP and perform certification procedures.

GROUP ID NUMBER AND TITLE: GRP266 - AFMPC Assignments Personnel

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: HQ USAF (29%), AFSC (14%), No Reply (57%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (14%), 73270 (86%)

AVERAGE GRADE: 6.0

AMOUNT OF SUPERVISION: One member supervises one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 14%

EXPRESSED JOB INTEREST: Dull (29%), Interesting (57%), No Reply (14%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 29%
Fairly Well Or Better 71%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 29%
Fairly Well Or Better 71%

AVERAGE NUMBER OF TASKS PERFORMED: 22

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
A ORGANIZING AND PLANNING	20
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	16
B DIRECTING AND IMPLEMENTING	16
C INSPECTING AND EVALUATING	16
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
C14 EVALUATE APPLICATIONS FOR REASSIGNMENTS, DEFERMENTS, OR OTHER ASSIGNMENT ACTIONS	100
B7 DRAFT WRITTEN COMMUNICATIONS	100
A6 DETERMINE PERSONNEL REQUIREMENTS	86
J2 ASSEMBLE OR CALCULATE MANNING STATISTICS OR MANNING SUMMARIES	71
J35 PREPARE OR PROCESS REQUESTS FOR EXTENSIONS OR CURTAILMENTS OF OVERSEAS TOURS	57
I33 PROCESS REQUESTS FOR BASE OF PREFERENCE (BOP), JOIN SPOUSE, OR SWAP ASSIGNMENTS	43

GRP266 (CONTINUED)

AFMPC Assignments Personnel

Most of the seven members of this subgroup are assigned to AFMPC. As such, group members are involved in the assignment of personnel worldwide. Group members evaluate applications for reassignment, process requests for joint spouse assignments, and process request for extensions or curtailments of controlled tours in addition to other necessary manning tasks.

GROUP ID NUMBER AND TITLE: GRP230 - MAJCOM Assignments Personnel

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (36%), AFLC (11%), ATC (7%), PACAF (7%), MAC (7%)

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

DAFSC DISTRIBUTION: 73250 (7%), 73270 (89%), 73294 (4%)

AVERAGE GRADE: 6.0

AMOUNT OF SUPERVISION: 21% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: So-So (11%), Interesting (78%), No Reply (11%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	14%
Fairly Well Or Better	82%
No Reply	4%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	14%
Fairly Well Or Better	86%

AVERAGE NUMBER OF TASKS PERFORMED: 40

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	25
A ORGANIZING AND PLANNING	14
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	13
C INSPECTING AND EVALUATING	11
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	11

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
J2 ASSEMBLE OR CALCULATE MANNING STATISTICS OR MANNING SUMMARIES	89
C14 EVALUATE APPLICATIONS FOR REASSIGNMENTS, DEFERMENTS, OR OTHER ASSIGNMENT ACTIONS	78
A6 DETERMINE PERSONNEL REQUIREMENTS	68
J35 PREPARE OR PROCESS REQUESTS FOR EXTENSIONS OR CURTAILMENTS OF OVERSEAS TOURS	68
I38 SELECT OR IDENTIFY PERSONNEL TO FILL NO-NAME PCS ASSIGNMENT LEVIES	43

GRP230 (CONTINUED)

MAJCOM Assignments Personnel

Task performance for the 28 members of this group is similar to that of the AFMPC Assignments Personnel (GRP266) discussed previously. These incumbents, however, work at MAJCOM Headquarters where they process manning assignments to meet needs of the MAJCOM and to fulfill levies from AFMPC. Group members perform a variety of non-manning control tasks that clearly reflect their role. These support tasks include determining personnel requirements; assigning personnel to duty assignments; screening personnel records to verify eligibility for assignments; and selecting or identifying personnel to fill no-name PCS assignment levies.

GROUP ID NUMBER AND TITLE: GRP065 - OER/APR Unit Personnel

PERCENT OF SAMPLE: 7%

MAJOR COMMAND DISTRIBUTION: TAC (20%), SAC (19%), MAC (12%), AFSC (9%), USAFSS (7%), ATC (7%), USAFE (6%)

LOCATION: CONUS (81%), Overseas (17%), No Reply (2%)

DAFSC DISTRIBUTION: 73230 (12%), 73250 (57%), 73270 (28%), 73294 (2%), No Reply (1%)

AVERAGE GRADE: 4.4

AMOUNT OF SUPERVISION: 35% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 37%

EXPRESSED JOB INTEREST: Dull (10%), So-So (20%), Interesting (63%), No Reply (7%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	18%
Fairly Well Or Better	79%
No Reply	3%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	13%
Fairly Well Or Better	85%
No Reply	2%

AVERAGE NUMBER OF TASKS PERFORMED: 42

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
K PERFORMING OFFICER EFFECTIVENESS REPORT (OER) AND AIRMAN PERFORMANCE REPORT (APR) FUNCTIONS	52
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12
A ORGANIZING AND PLANNING	9
E PERFORMING GENERAL PERSONNEL FUNCTIONS	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
K4 CONTROL ACCESS TO OER, APR, OR RELATED CORRESPONDENCE	95
K18 REVIEW OR MAKE CORRECTIONS ON COMPLETED OER OR APR FOR ACCURACY AND COMPLIANCE	95
K15 PROCESS REQUESTS FOR REVIEW OR APPEAL OF OER OR APR	94
K7 INITIATE FOLLOW-UP ON STATUS OF LATE OER OR APR	91
A12 ESTABLISH SUSPENSE SYSTEMS	66
F42 OPERATE REMOTE TYPEWRITERS	64

GROUP ID NUMBER AND TITLE: GRP388 - OER/APR Clerks

PERCENT OF SAMPLE: 5%

MAJOR COMMAND DISTRIBUTION: TAC (22%), SAC (20%), MAC (13%), USAFE (8%), ATC (8%), AFSC (7%)

LOCATION: CONUS (78%), Overseas (20%), No Reply (2%)

DAFSC DISTRIBUTION: 73230 (16%), 73250 (66%), 73270 (17%), No Reply (1%)

AVERAGE GRADE: 4.0

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

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 49%

EXPRESSED JOB INTEREST: Dull (12%), So-So (26%), Interesting (58%), No Reply (6%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 23%
Fairly Well Or Better 74%
No Reply 3%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 15%
Fairly Well Or Better 74%
No Reply 1%

AVERAGE NUMBER OF TASKS PERFORMED: 33

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
K PERFORMING OFFICER EFFECTIVENESS REPORT (OER) AND AIRMAN PERFORMANCE REPORT (APR) FUNCTIONS	60
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	14
E PERFORMING GENERAL PERSONNEL FUNCTIONS	7
A ORGANIZING AND PLANNING	5

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
K6 FILE OR PROCESS FAVORABLE COMMUNICATIONS OR LETTERS OF EVALUATION (LOE) FILES	95
K9 PREPARE, SEND, OR SUSPENSE OER OR APR NOTICES TO UNITS	93
K19 REVIEW SPECIAL ORDERS TO DETERMINE CHANGE OF REPORTING OFFICIAL (CRO) REPORT REQUIREMENTS	92
K3 ASSEMBLE OR PREPARE OER OR APR HAVING INDORSEMENTS FOR FORWARDING TO HIGHER LEVELS	91
E21 REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	64
F13 CONSTRUCT IMMEDIATE INQUIRIES	51

GROUP ID NUMBER AND TITLE: GRP461 - NCOICs OER/APR Unit

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (16%), TAC (16%), AFSC (13%), MAC (13%), AU (10%), USAFSS (10%)

LOCATION: CONUS (87%), Overseas (13%)

DAFSC DISTRIBUTION: 73250 (23%), 73270 (68%), 73294 (7%), No Reply (2%)

AVERAGE GRADE: 5.5

AMOUNT OF SUPERVISION: 81% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (6%) So-So (3%), Interesting (88%), No Reply (3%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 3%
Fairly Well Or Better 97%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 10%
Fairly Well Or Better 90%

AVERAGE NUMBER OF TASKS PERFORMED: 65

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
K PERFORMING OFFICER EFFECTIVENESS REPORT (OER) AND AIRMAN PERFORMANCE REPORT (APR) FUNCTIONS	32
A ORGANIZING AND PLANNING	18
B DIRECTING AND IMPLEMENTING	11
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
C INSPECTING AND EVALUATING	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
K12 PREPARE REPORTS OF OER OR APR TRENDS AND UNIT STATISTICS	90
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	84
K1 AID PERSONNEL IN PREPARATION OF REQUESTS FOR REVIEW OR APPEAL OF OER OR APR	81
K20 SCREEN OER CONTROLLED RATING DISTRIBUTIONS FOR COMPLIANCE WITH QUOTAS	81
B9 IMPLEMENT FLOW OR CONTROL OF SOURCE DOCUMENTS OR DATA	71

GROUP ID NUMBER AND TITLE: GRP034 - Separations and Reenlistment Personnel

PERCENT OF SAMPLE: 8%

MAJOR COMMAND DISTRIBUTION: SAC (24%), TAC (17%), MAC (15%), USAFE (12%), ATC (10%)

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

DAFSC DISTRIBUTION: 73230 (8%), 73250 (59%), 73270 (28%), 73294 (5%)

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: 36% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 39%

EXPRESSED JOB INTEREST: Dull (5%), So-So (13%), Interesting (69%), No Reply (13%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	13%
Fairly Well Or Better	85%
No Reply	2%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	12%
Fairly Well Or Better	86%
No Reply	2%

AVERAGE NUMBER OF TASKS PERFORMED: 51

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	50
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	12
E PERFORMING GENERAL PERSONNEL FUNCTIONS	9
A ORGANIZING AND PLANNING	9

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R31 PREPARE OR PROCESS REPORT OF SEPARATION FROM ACTIVE DUTY FORMS (DD FORM 214)	82
R11 IDENTIFY PERSONNEL PENDING DATE OF SEPARATION (DOS) FOR REENLISTMENT, SEPARATION, OR RETIREMENT	69
R17 PREPARE DISCHARGE CERTIFICATES SUCH AS HONORABLE DISCHARGE FORMS (DD FORM 256AF)	66
F42 OPERATE REMOTE TYPEWRITERS	64
A27 PREPARE OR PRESENT BRIEFINGS	62

GROUP ID NUMBER AND TITLE: GRP621 - Separations Specialists

PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: SAC (36%), USAFE (17%), TAC (15%), MAC (9%)

LOCATION: CONUS (70%), Overseas (30%)

DAFSC DISTRIBUTION: 73230 (2%), 73250 (57%), 73270 (41%)

AVERAGE GRADE: 4.7

AMOUNT OF SUPERVISION: 47% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 17%

EXPRESSED JOB INTEREST: Dull (2%), So-So (15%), Interesting (66%), No Reply (17%)

PERCEIVED UTILIZATION OF TALENTS:
Not At All Or Very Little 9%
Fairly Well Or Better 87%
No Reply 4%

PERCEIVED UTILIZATION OF TRAINING:
Not At All Or Very Little 9%
Fairly Well Or Better 87%
No Reply 4%

AVERAGE NUMBER OF TASKS PERFORMED: 76

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	57
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
E PERFORMING GENERAL PERSONNEL FUNCTIONS	9
A ORGANIZING AND PLANNING	8
B DIRECTING AND IMPLEMENTING	6

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R19 PREPARE OR PROCESS AIRMAN ADMINISTRATIVE DISCHARGE CASES UNDER AFM 39-10 OR AFM 39-12	96
R35 PREPARE OR PROCESS REQUESTS FOR EARLY RELEASE TO ATTEND SCHOOL	94
R4 COLLECT IDENTIFICATION CARDS OR PASSPORTS FROM SEPARATEES OR RETIREES	91
F4 CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	81
E18 PREPARE REQUISITION FOR LOCAL DUPLICATING SERVICE FORMS (DD FORM 844)	68

GRP621 (CONTINUED)

Separations Specialists

The 47 members of this subgroup concentrate task performance on separations functions. As compared to the Separation Clerks I (GRP441) and Separations Clerks II (GRP698) [discussed later], these specialists have a higher average grade and perform an average of 76 tasks versus an average of 37 tasks performed by the clerks. However, all three subgroups perform the same general personnel tasks.

GROUP ID NUMBER AND TITLE: GRP667 - Retirement Specialists

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (29%), SAC (29%), AFSC (14%), ATC (14%)

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

DAFSC DISTRIBUTION: 73230 (7%), 73250 (64%), 73270 (29%)

AVERAGE GRADE: 4.5

AMOUNT OF SUPERVISION: 29% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 29%

EXPRESSED JOB INTEREST: Dull (7%), So-So (14%), Interesting (78%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 21%
Fairly Well Or Better 79%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 21%
Fairly Well Or Better 79%

AVERAGE NUMBER OF TASKS PERFORMED: 46

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	50
E PERFORMING GENERAL PERSONNEL FUNCTIONS	13
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	11
A ORGANIZING AND PLANNING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R6 CONDUCT RETIREMENT BRIEFINGS OR INTERVIEWS FOR PENDING RETIREES	100
R16 PREPARE CERTIFICATE OF RETIREMENT FORMS (DD FORM 363AF)	100
R36 PREPARE OR PROCESS RETIRED PAY ALLOTMENT AUTHORIZATION FORMS (AF FORM 836)	93
E2 ARRANGE CEREMONIES SUCH AS AWARDS AND DECORATIONS CEREMONIES OR RETIREMENT CEREMONIES WITH OTHER AGENCIES	79
F13 CONSTRUCT IMMEDIATE INQUIRIES	64

Retirement Specialists

The performance of retirement tasks (Duty R) is similar for this subgroup and for the Retirement Clerks (GRP520) subgroups discussed later. However, the 14 members of this subgroup are more diversified, performing an average of 46 tasks as compared to an average of 26 tasks performed by the clerks.

GROUP ID NUMBER AND TITLE: GRP441 - Separations Clerks I

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: TAC (25%), SAC (20%), MAC (20%), PACAF (10%)

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

DAFSC DISTRIBUTION: 73230 (20%), 73250 (70%), 73270 (10%)

AVERAGE GRADE: 3.8

AMOUNT OF SUPERVISION: One member supervises one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 60%

EXPRESSED JOB INTEREST: Dull (15%), So-So (15%), Interesting (65%), No Reply (5%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 25%
Fairly Well Or Better 75%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 5%
Fairly Well Or Better 95%

AVERAGE NUMBER OF TASKS PERFORMED: 36

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	80
E PERFORMING GENERAL PERSONNEL FUNCTIONS	4
A ORGANIZING AND PLANNING	4
B DIRECTING AND IMPLEMENTING	4

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R18 PREPARE OR MAINTAIN SEPARATION PREPARATION PROJECT FOLDERS	100
R7 CONDUCT SEPARATION BRIEFINGS OR INTERVIEWS FOR PENDING SEPARATEES	95
R45 PREPARE SEPARATION RELOCATION PREPARATION CHECKLIST FORMS (AF FORM 908)	95
R17 PREPARE DISCHARGE CERTIFICATES SUCH AS HONORABLE DISCHARGE FORMS (DD FORM 256AF)	95
R10 DISTRIBUTE OR PROCESS VETERANS ADMINISTRATION (VA) FORMS AND NOTICES	90
R19 PREPARE OR PROCESS AIRMAN ADMINISTRATIVE DISCHARGE CASES UNDER AFM 39-10 OR AFM 39-12	85

GRP441 (CONTINUED)

Separations Clerks I

On the average, 80 percent of the job time for the 20 incumbents in this subgroup is spent performing separations functions (Duty R). These subgroup members are highly specialized and spend very little time performing other general personnel tasks common to other group members.

GROUP ID NUMBER AND TITLE: GRP698 - Separation Clerks II

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: AFSC (20%), ATC (20%), MAC (20%), SAC (20%), TAC (20%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73230 (40%), 73250 (60%)

AVERAGE GRADE: 3

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 80%

EXPRESSED JOB INTEREST: Interesting (80%), No Reply (20%)

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

PERCEIVED UTILIZATION OF TRAINING: Fairly Well of Better 100%

AVERAGE NUMBER OF TASKS PERFORMED: 37

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	51
E PERFORMING GENERAL PERSONNEL FUNCTIONS	16
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	15
A ORGANIZING AND PLANNING	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R31 PREPARE OR PROCESS REPORT OF SEPARATION FROM ACTIVE DUTY FORMS (DD FORM 214)	100
R39 PREPARE OR PROCESS SEPARATION ORDERS	100
R14 NOTIFY ACCOUNTING AND FINANCE OFFICE (AFO) OF PERSONNEL SCHEDULED FOR SEPARATION OR RETIREMENT	100
R50 PROCESS REEMPLOYMENT RIGHTS AND EMPLOYMENT DATA FORMS (US DEPARTMENT OF LABOR FORM OVRR-2)	100
F42 OPERATE REMOTE TYPEWRITERS	80
E24 REVIEW OR PROCESS ACTIONS DIRECTED BY THE PRIVACY ACT	80

GRP698 (CONTINUED)

Separation Clerks II

The five members of this subgroup perform the same separations tasks performed by Separations Clerks I (GRP441) but spend only 51 percent of their job time performing these tasks. A large portion of the remaining job time is spent performing general personnel tasks (Duty E) and personnel data system tasks (Duty F), not normally performed by Separations Clerks I (GRP441). Subgroup members do not supervise others.

AD-A047 990 AIR FORCE OCCUPATIONAL MEASUREMENT CENTER LACKLAND A--ETC F/G 5/9
PERSONNEL CAREER LADDER AFSCS 73230, 73250, 73270, 73294.(U)
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GROUP ID NUMBER AND TITLE: GRP401 - NCOICs Quality Force Section

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: USAFE (30%), TAC (30%), SAC (10%), PACAF (10%), AFSC (10%), AFLC (10%)

LOCATION: CONUS (60%), Overseas (40%)

DAFSC DISTRIBUTION: 73270 (30%), 73294 (70%)

AVERAGE GRADE: 7.7

AMOUNT OF SUPERVISION: 90% supervise an average of four subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: So-So (10%), Interesting (90%)

PERCEIVED UTILIZATION OF TALENTS: Fairly Well Or Better 100%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 10%
Fairly Well Or Better 90%

AVERAGE NUMBER OF TASKS PERFORMED: 85

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	18
A ORGANIZING AND PLANNING	15
S PERFORMING SPECIAL ACTIONS FUNCTIONS	14
C INSPECTING AND EVALUATING	14
B DIRECTING AND IMPLEMENTING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
C8 CONDUCT SELF-INSPECTIONS OF PERSONNEL SECTIONS	100
B11 INTERPRET DIRECTIVES FOR SUBORDINATES	100
A33 SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)	90
R34 PREPARE OR PROCESS REQUESTS FOR DISCHARGE UNDER AFM 39-10, PARA 3-80, MISCELLANEOUS REASONS	90
R19 PREPARE OR PROCESS AIRMAN ADMINISTRATIVE DISCHARGE CASES UNDER AFM 39-10 OR AFM 39-12	90
A11 ESTABLISH OPERATING PROCEDURES FOR MAINTAINING OR CONTROLLING RECORDS, REPORTS, OR FILES	80
S33 SUSPENSE OR PROCESS LINE OF DUTY DETERMINATIONS OR INVESTIGATIONS	70

GRP401 (CONTINUED)

NCOICs Quality Force Section

The ten members of this subgroup serve as the NCOIC of the Quality Force Section in the CBPO. This section contains the Career Assistance Unit and the Separations Unit to which members of the larger group (GRP034) are assigned. These NCOICs spend 44 percent of their job time performing supervisory tasks. They also spend 37 percent of their job time performing tasks associated with the work units under the Quality Force Section. These functions are separation and reenlistment functions (Duty R), special action functions (Duty S), and effectiveness/performance report functions (Duty K).

GROUP ID NUMBER AND TITLE: GRP366 - NCOIC Separations Unit

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (27%), TAC (27%), MAC (9%), AU (9%), ATC (9%), AFLC (9%)

LOCATION: CONUS (91%), Overseas (9%)

DAFSC DISTRIBUTION: 73270 (100%)

AVERAGE GRADE: 6.2

AMOUNT OF SUPERVISION: 91% supervise an average of four subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: So-So (9%), Interesting (91%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 9%
Fairly Well Or Better 91%

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 100%

AVERAGE NUMBER OF TASKS PERFORMED: 60

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	33
A ORGANIZING AND PLANNING	15
B DIRECTING AND IMPLEMENTING	11
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
E PERFORMING GENERAL PERSONNEL FUNCTIONS	10
C INSPECTING AND EVALUATING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
B4 DESIGN OR COMPOSE FORM LETTERS	100
R34 PREPARE OR PROCESS REQUESTS FOR DISCHARGE UNDER AFM 39-10, PARA 3-80, MISCELLANEOUS REASONS	91
R29 PREPARE OR PROCESS OFFICERS' REQUESTS FOR SEPARATION UPON COMPLETION OF OBLIGATED SERVICE	82
E22 RESEARCH DIRECTIVES OR PUBLICATIONS FOR GUIDANCE	82
A11 ESTABLISH OPERATING PROCEDURES FOR MAINTAINING OR CONTROLLING RECORDS, REPORTS, OR FILES	73
C12 EVALUATE ADHERENCE TO WORK STANDARDS OR SCHEDULES	73
F4 CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	64

GRP366 (CONTINUED)

NCOICs Separations Unit

While the 11 members of the subgroup spend one-third of their job time performing separations functions (Duty R), they spend 42 percent of their time performing supervisory tasks.

GROUP ID NUMBER AND TITLE: GRP520 - Retirement Clerks

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: TAC (40%), SAC (20%), MAC (20%), AFLC (20%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (80%), 73270 (20%)

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 20%

EXPRESSED JOB INTEREST: Interesting (40%), No Reply (60%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 20%
Fairly Well Or Better 60%
No Reply 20%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 40%
Fairly Well Or Better 40%
No Reply 20%

AVERAGE NUMBER OF TASKS PERFORMED: 24

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	72
A ORGANIZING AND PLANNING	6
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	5
E PERFORMING GENERAL PERSONNEL FUNCTIONS	5

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R16 PREPARE CERTIFICATE OF RETIREMENT FORMS (DD FORM 363AF)	100
R21 PREPARE OR PROCESS DATA FOR PAYMENT OF RETIRED ARMED FORCES PERSONNEL FORMS (DD FORM 418)	100
R41 PREPARE OR PROCESS WAIVERS FOR RETIREMENT	100
R6 CONDUCT RETIREMENT BRIEFINGS OR INTERVIEWS FOR PENDING RETIREES	100
R11 IDENTIFY PERSONNEL PENDING DATE OF SEPARATIONS (DOS) FOR REENLISTMENT, SEPARATION, OR RETIREMENT	80

GRP520 (CONTINUED)

Retirement Clerks

The five members of this subgroup spend 72 percent of their job time performing separation and reenlistment functions (Duty R). These functions are primarily retirement tasks.

GROUP ID NUMBER AND TITLE: GRP325 - Administration Separations Clerks

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: AFLC (20%), AFSC (20%), MAC (20%), SAC (20%), USAFSS (20%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73230 (20%), 73250 (80%)

AVERAGE GRADE: 3.8

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 20%

EXPRESSED JOB INTEREST: Interesting (80%), No Reply (20%)

PERCEIVED UTILIZATION OF TALENTS: Fairly Well Or Better 100%

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 100%

AVERAGE NUMBER OF TASKS PERFORMED: 21

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	53
E PERFORMING GENERAL PERSONNEL FUNCTIONS	19
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
B DIRECTING AND IMPLEMENTING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R19 PREPARE OR PROCESS AIRMAN ADMINISTRATIVE DISCHARGE CASES UNDER AFM 39-10 OR AFM 39-12	100
R34 PREPARE OR PROCESS REQUESTS FOR DISCHARGE UNDER AFM 39-10 PARA 3080, MISCELLANEOUS REASONS	100
R25 PREPARE OR PROCESS HARDSHIP DISCHARGE REQUESTS	80
R30 PREPARE OR PROCESS PREGNANCY DISCHARGE REQUESTS	80
E22 RESEARCH DIRECTIVES OR PUBLICATIONS FOR GUIDANCE	80
F28 INTRODUCE TRANSACTIONS TO UPDATE DATA OR COMPUTER RECORDS	60

GRP325 (CONTINUED)

Administrative Separation Clerks

The five members of this group specialize in performing separation tasks related to other than normal estimated time of separation and retirement separation. Separation clerks in GRP441 performed the wide range of separation tasks and did not specialize in any one particular type of separation. Subgroup members process administrative discharges under AFM 39-10 or AFM 39-12; and requests for hardship discharges, early release to attend school, and other administrative separations.

GROUP ID NUMBER AND TITLE: GRP140 - Reenlistment Clerks

PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: MAC (24%), ATC (19%), SAC (14%), TAC (11%), AU (8%), USAFE (8%)

LOCATION: CONUS (87%), Overseas (13%)

DAFSC DISTRIBUTION: 73230 (5%), 73250 (81%), 73270 (11%), 73294 (3%)

AVERAGE GRADE: 4.1

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

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 20%

EXPRESSED JOB INTEREST: Dull (8%), So-So (16%), Interesting (62%), No Reply (14%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	8%
Fairly Well Or Better	89%
No Reply	3%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	11%
Fairly Well Or Better	86%
No Reply	3%

AVERAGE NUMBER OF TASKS PERFORMED:

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
R PERFORMING SEPARATION AND REENLISTMENT FUNCTIONS	38
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	22
A ORGANIZING AND PLANNING	11
E PERFORMING GENERAL PERSONNEL FUNCTIONS	10
B DIRECTING AND IMPLEMENTING	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
R23 PREPARE OR PROCESS ENLISTMENT EXTENSIONS OR CANCELLATIONS OF ENLISTMENT EXTENTIONS	97
R24 PREPARE OR PROCESS ENLISTMENT OR REENLISTMENT AGREEMENT-ARMED FORCES OF THE UNITED STATES FORMS (DD FORM 4)	95
R12 INITIATE JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) ACTIONS VIA INPUTS INTO PERSONNEL SYSTEM	84
F42 OPERATE REMOTE TYPEWRITERS	73
F28 INTRODUCE TRANSACTIONS TO UPDATE DATA OR COMPUTER RECORDS	54

GRP140 (CONTINUED)

Reenlistment Clerks

Unlike the other members of this group who are assigned to the Separations Unit, the 37 members of this group are assigned to the Career Assistance Unit. The primary function of these incumbents is to prepare and process enlistments, reenlistments, and enlistment extensions. Task performance is in support of the Career Advisory Personnel (DAFSC 732X4) also assigned to the Career Assistance Unit. Telephone conversations with several members of this subgroup revealed that subgroup members do some reenlistment counseling. However, information provided is really limited to general topics or is information not normally provided by Career Advisory Personnel (AFSC 732X4).

GROUP ID NUMBER AND TITLE: GRP038 - Promotions and Testing Personnel

PERCENT OF SAMPLE: 7%

MAJOR COMMAND DISTRIBUTION: TAC (19%), SAC (17%), MAC (15%), ATC (13%), USAFE (10%)

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

DAFSC DISTRIBUTION: 73230 (2%), 73250 (45%), 73270 (40%), 73294 (13%)

AVERAGE GRADE: 5.3

AMOUNT OF SUPERVISION: 45% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 22%

EXPRESSED JOB INTEREST: Dull (7%), So-So (8%), Interesting (78%), No Reply (7%)

PERCEIVED UTILIZATION OF TALENTS:

Not At All Or Very Little	13%
Fairly Well Or Better	85%
No Reply	2%

PERCEIVED UTILIZATION OF TRAINING:

Not At All Or Very Little	11%
Fairly Well Or Better	88%
No Reply	1%

AVERAGE NUMBER OF TASKS PERFORMED: 58

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
O PERFORMING PROMOTIONS FUNCTIONS	39
N PERFORMING PERSONNEL TESTING FUNCTIONS	19
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
E PERFORMING GENERAL PERSONNEL FUNCTIONS	7
A ORGANIZING AND PLANNING	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
O15 PREPARE AND DISTRIBUTE ROSTERS OF OFFICERS OR AIRMEN ELIGIBLE FOR PROMOTION TO UNITS	71
O46 SCREEN PERSONNEL ARRIVING OR DEPARTING PCS OR TDY TO CHECK FOR PROMOTION ELIGIBILITY AND REQUIRED TESTING	66
O31 PROCESS NON-RECOMMENDATIONS OR WITHHOLDING ACTIONS FOR AIRMAN PROMOTIONS	59
N36 SCREEN TEST ROSTERS OR RECORDS TO VERIFY ELIGIBILITY OF PERSONNEL FOR TESTING	50
N33 SCHEDULE PERSONNEL FOR WAPS TESTING	46

GROUP ID NUMBER AND TITLE: GRP440 - Officer Promotions Clerks

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (31%), TAC (31%), ATC (13%), SAC (13%)

LOCATION: CONUS (88%), Overseas (12%)

DAFSC DISTRIBUTION: 73230 (6%), 73250 (63%), 73270 (31%)

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: 12% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 19%

EXPRESSED JOB INTEREST: Dull (6%), So-So (6%), Interesting (82%), No Reply (6%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 13%
Fairly Well Or Better 87%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 6%
Fairly Well Or Better 94%

AVERAGE NUMBER OF TASKS PERFORMED: 36

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
O PERFORMING PROMOTIONS FUNCTIONS	56
E PERFORMING GENERAL PERSONNEL FUNCTIONS	11
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	11
S DIRECTING AND IMPLEMENTING	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
O16 PREPARE LETTERS OF SELECTION OR NONSELECTION FOR OFFICER PROMOTIONS	100
O15 PREPARE AND DISTRIBUTE ROSTERS OF OFFICERS OR AIRMAN ELIGIBLE FOR PROMOTION TO UNITS	100
O30 PROCESS MONTHLY OFFICER PROMOTION INCREMENT ANNOUNCEMENTS	100
O6 DISTRIBUTE OFFICER PROMOTION BRIEFS FOR INDIVIDUALS' REVIEW	94
O8 IDENTIFY OFFICERS ELIGIBLE FOR PROMOTION CONSIDERATION BASED ON PROMOTION ELIGIBILITY CRITERIA	88
F13 CONSTRUCT IMMEDIATE INQUIRIES	63

GROUP ID NUMBER AND TITLE: GRP595 - Promotions Team Leaders

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (30%), MAC (20%), TAC (10%), USAFE (10%), AFLC (7%)

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

DAFSC DISTRIBUTION: 73250 (37%), 73270 (47%), 73294 (17%)

AVERAGE GRADE: 5.5

AMOUNT OF SUPERVISION: 60% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 17%

EXPRESSED JOB INTEREST: Dull (7%), So-So (7%), Interesting (83%), No Reply (3%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 13%
Fairly Well Or Better 87%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 7%
Fairly Well Or Better 90%
No Reply 3%

AVERAGE NUMBER OF TASKS PERFORMED: 77

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
D TRAINING	53
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10
A ORGANIZING AND PLANNING	8
E PERFORMING GENERAL PERSONNEL FUNCTIONS	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
015 PREPARE AND DISTRIBUTE ROSTERS OF OFFICERS OR AIRMEN ELIGIBLE FOR PROMOTION TO UNITS	97
023 PROCESS AIRMAN INELIGIBILITY FOR PROMOTION ROSTERS	97
020 PREPARE OR PROCESS STATEMENTS OF INTENT TO ACCEPT OR DECLINE OFFICER PROMOTIONS	97
01 COMPUTE E-2, E-3, OR E-4 PROMOTION ELIGIBILITY DATES	93
038 PROCESS WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) DATA VERIFICATION RECORDS	87

GROUP ID NUMBER AND TITLE: GRP495 - NCOICs Airmen Promotions

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (18%), TAC (18%), AFLC (14%), ATC (14%), USAFE (14%), MAC (9%)

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

DAFSC DISTRIBUTION: 73250 (73%), 73270 (27%)

AVERAGE GRADE: 4.9

AMOUNT OF SUPERVISION: 18% supervise an average of one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 23%

EXPRESSED JOB INTEREST: Interesting (86%), No Reply (14%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 9%
Fairly Well Or Better 86%
No Reply 5%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 9%
Fairly Well Or Better 91%

AVERAGE NUMBER OF TASKS PERFORMED: 50

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
O PERFORMING PROMOTIONS FUNCTIONS	47
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	15
N PERFORMING PERSONNEL TESTING FUNCTIONS	10
E PERFORMING GENERAL PERSONNEL FUNCTIONS	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
023 PROCESS AIRMAN INELIGIBILITY FOR PROMOTION ROSTERS	100
015 PREPARE AND DISTRIBUTE ROSTERS OF OFFICERS OR AIRMEN ELIGIBLE FOR PROMOTION TO UNITS	91
047 VERIFY AIRMAN PROMOTION SELECTION DATA USING PROMOTION DATA VERIFICATION LISTS	91
039 PROCESS WAPS SCORE NOTICES	86
01 COMPUTE E-2, E-3, OR E-4 PROMOTION ELIGIBILITY DATES	82

GROUP ID NUMBER AND TITLE: GRP500 - NCOICs Testing and Promotions

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (19%), SAC (19%), TAC (14%), AFSC (14%), AFLC (10%), USAFE (10%)

LOCATION: CONUS (71%), Overseas (29%)

DAFSC DISTRIBUTION: 73270 (76%), 73294 (24%)

AVERAGE GRADE: 7.0

AMOUNT OF SUPERVISION: 100% supervise an average of three subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: So-So (14%), Interesting (81%), No Reply (5%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 10%
Fairly Well Or Better 90%

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

AVERAGE NUMBER OF TASKS PERFORMED: 103

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
N PERFORMING PERSONNEL TESTING FUNCTIONS	32
O PERFORMING PROMOTIONS FUNCTIONS	28
A ORGANIZING AND PLANNING	10
B DIRECTING AND IMPLEMENTING	8
C INSPECTING AND EVALUATING	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
N10 ADMINISTER WAPS TESTS	95
N36 SCREEN TEST ROSTERS OR RECORDS TO VERIFY ELIGIBILITY OF PERSONNEL FOR TESTING	95
B11 INTERPRET DIRECTIVES FOR SUBORDINATES	90
O47 VERIFY AIRMAN PROMOTION SELECTION DATA USING PROMOTION DATA VERIFICATION LISTS	90
O45 SCREEN OFFICER PROMOTION SELECTION LISTS TO IDENTIFY SELECTEES	95
A32 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	67

GROUP ID NUMBER AND TITLE: GRP480 - NCOICs Testing

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: USAFE (31%), TAC (23%), ATC (15%), AU (8%), MAC (8%), PACAF (8%), USAFSS (7%)

LOCATION: CONUS (54%), Overseas (46%)

DAFSC DISTRIBUTION: 73270 (46%), 73294 (54%)

AVERAGE GRADE: 7.2

AMOUNT OF SUPERVISION: 85% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 0

EXPRESSED JOB INTEREST: Dull (23%), So-So (8%), Interesting (61%), No Reply (8%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 31%
Fairly Well Or Better 69%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 23%
Fairly Well Or Better 77%

AVERAGE NUMBER OF TASKS PERFORMED: 52

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
N PERFORMING PERSONNEL TESTING FUNCTIONS	62
A ORGANIZING AND PLANNING	11
B DIRECTING AND IMPLEMENTING	7
C INSPECTING AND EVALUATING	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
N10 ADMINISTER WAPS TESTS	92
N20 MAKE ENTRIES ON OR CERTIFY WAPS TEST VERIFICATION FORMS (AF FORM 1566)	92
N2 ADMINISTER AIR FORCE OFFICER QUALIFICATION TESTS (AFOQT)	92
B11 INTERPRET DIRECTIVES FOR SUBORDINATES	77
C27 REVIEW CORRESPONDENCE, REPORTS, OR MESSAGES FOR ACCURACY	77
A33 SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)	62

GROUP ID NUMBER AND TITLE: GRP246 - Airmen Promotions Clerks

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: TAC (50%), SAC (25%), ATC (25%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73230 (25%), 73250 (75%)

AVERAGE GRADE: 3.3

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 63%

EXPRESSED JOB INTEREST: Dull (13%), So-So (13%), Interesting (61%), No Reply (13%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 13%
Fairly Well Or Better 74%
No Reply 13%

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 100%

AVERAGE NUMBER OF TASKS PERFORMED: 18

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
O PERFORMING PROMOTIONS FUNCTIONS	75
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	11
E PERFORMING GENERAL PERSONNEL FUNCTIONS	5

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
01 COMPUTE E-2, E-3, OR E-4 PROMOTION ELIGIBILITY DATES	88
029 PROCESS MONTHLY AIRMAN PROMOTION INCREMENT LISTINGS	88
023 PROCESS AIRMAN INELIGIBILITY FOR PROMOTION ROSTERS	88
09 IDENTIFY PERSONNEL OMITTED FROM AIRMAN PROMOTION ELIGIBILITY LISTINGS AND TAKE CORRECTIVE ACTION	88
026 PROCESS E-4 DATE OF RANK (DOR) PROMOTIONS	75
022 PROCESS AIRMAN DEMOTIONS GENERATED BY ACTIONS SUCH AS ARTICLES 15 OR COURTS-MARTIAL	63

GROUP ID NUMBER AND TITLE: GRP722 - Testing Clerks

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: AAC (20%), ATC (20%), MAC (20%), PACAF (20%), TAC (20%)

LOCATION: CONUS (60%), Overseas (40%)

DAFSC DISTRIBUTION: 73250 (100%)

AVERAGE GRADE: 3.0

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 100%

EXPRESSED JOB INTEREST: Interesting (100%)

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

PERCEIVED UTILIZATION OF TRAINING: Fairly Well Or Better 100%

AVERAGE NUMBER OF TASKS PERFORMED: 30

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
N PERFORMING PERSONNEL TESTING FUNCTIONS	38
O PERFORMING PROMOTIONS FUNCTIONS	17
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	14
E PERFORMING GENERAL PERSONNEL FUNCTIONS	11

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
N33 SCHEDULE PERSONNEL FOR WAPS TESTING	100
N14 DISTRIBUTE TEST ROSTERS OR NOTIFICATION LETTERS ANNOUNCING TEST APPOINTMENTS	100
N32 SCHEDULE PERSONNEL FOR PERSONNEL TESTING OTHER THAN WAPS TESTING	100
F42 OPERATE REMOTE TYPEWRITERS	80
O46 SCREEN PERSONNEL ARRIVING OR DEPARTING PCS OR TDY TO CHECK FOR PROMOTION ELIGIBILITY AND REQUIRED TESTING	80

GROUP ID NUMBER AND TITLE: GRP028 - Records Unit Personnel

PERCENT OF SAMPLE: 10%

MAJOR COMMAND DISTRIBUTION: SAC (27%), ATC (16%), MAC (16%), TAC (11%), USAFE (10%)

LOCATION: CONUS (82%), Overseas (17%), No Reply (1%)

DAFSC DISTRIBUTION: 73230 (16%), 73250 (66%), 73270 (17%), 73294 (1%)

AVERAGE GRADE: 3.8

AMOUNT OF SUPERVISION: 29% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 55%

EXPRESSED JOB INTEREST: Dull (16%), So-So (22%), Interesting (55%), No Reply (7%)

PERCEIVED UTILIZATION OF TALENTS:
Not At All Or Very Little 30%
Fairly Well Or Better 68%
No Reply 2%

PERCEIVED UTILIZATION OF TRAINING:
Not At All Or Very Little 21%
Fairly Well Or Better 78%
No Reply 1%

AVERAGE NUMBER OF TASKS PERFORMED: 35

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
P PERFORMING RECORDS UNIT FUNCTIONS	51
E PERFORMING GENERAL PERSONNEL FUNCTIONS	12
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	11
B DIRECTING AND IMPLEMENTING	7
A ORGANIZING AND PLANNING	7

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
P12 FILE DOCUMENTS IN PERSONNEL RECORDS	92
P20 SIGN OUT PERSONNEL RECORDS	91
P9 CONDUCT RECORDS REVIEWS	85
P13 PERFORM PERIODIC RECORDS INVENTORIES	84
P6 AUDIT RECORDS REVIEW LISTING (RRL), REQUESTS ON INDIVIDUAL PERSONNEL (RIP) PRODUCTS, OR CAREER BRIEFS	80
E26 SEARCH FOR MISSING OR DISPLACED RECORDS	74

GROUP ID NUMBER AND TITLE: GRP488 - Basic Trainees Records Clerks

PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: ATC (54%), MAC (23%), TAC (15%), AU (8%)

LOCATION: CONUS (92%), No Reply (8%)

DAFSC DISTRIBUTION: 73230 (31%), 73250 (61%), 73270 (8%)

AVERAGE GRADE: 2.8

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 77%

EXPRESSED JOB INTEREST: Dull (15%), So-So (15%), Interesting (47%), No Reply (23%)

PERCEIVED UTILIZATION OF TALENTS:
Not At All Or Very Little 31%
Fairly Well Or Better 61%
No Reply 8%

PERCEIVED UTILIZATION OF TRAINING:
Not At All Or Very Little 31%
Fairly Well Or Better 61%
No Reply 8%

AVERAGE NUMBER OF TASKS PERFORMED: 18

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
P PERFORMING RECORDS UNIT FUNCTIONS	47
E PERFORMING GENERAL PERSONNEL FUNCTIONS	22
L PERFORMING CUSTOMER SERVICE FUNCTIONS	7
B DIRECTING AND IMPLEMENTING	5

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
P12 FILE DOCUMENTS IN PERSONNEL RECORDS	100
P20 SIGN OUT PERSONNEL RECORDS	92
E10 MAINTAIN CHANGE OUT RECORD FORMS (AF FORM 614) ON RECORDS OR DOCUMENTS REMOVED FROM FILES	92
P21 VERIFY NAMES OR SOCIAL SECURITY ACCOUNT NUMBERS ON FORMS OR DOCUMENTS	85
E26 SEARCH FOR MISSING OR DISPLACED RECORDS	85

GROUP ID NUMBER AND TITLE: GRP393 - Records Clerks

PERCENT OF SAMPLE: 6%

MAJOR COMMAND DISTRIBUTION: SAC (31%), MAC (15%), USAFE (12%), ATC (11%), TAC (10%)

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

DAFSC DISTRIBUTION: 73230 (20%), 73250 (73%), 73270 (7%)

AVERAGE GRADE: 3.5

AMOUNT OF SUPERVISION: 18% supervise an average of two subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 67%

EXPRESSED JOB INTEREST: Dull (17%), So-So (24%), Interesting (54%), No Reply (5%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 32%
Fairly Well Or Better 66%
No Reply 2%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 20%
Fairly Well Or Better 79%
No Reply 1%

AVERAGE NUMBER OF TASKS PERFORMED: 27

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
P PERFORMING RECORDS UNIT FUNCTIONS	62
E PERFORMING GENERAL PERSONNEL FUNCTIONS	11
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	10

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
P9 CONDUCT RECORDS REVIEWS	96
P20 SIGN OUT PERSONNEL RECORDS	95
P6 AUDIT RECORDS REVIEW LISTINGS (RRL), REQUESTS ON INDIVIDUAL PERSONNEL (RIP) PRODUCTS, OR CAREER BRIEFS	94
P3 ASSEMBLE OR DISTRIBUTE OBSOLETE DOCUMENTS FROM RECORDS TO MEMBERS	89
P18 SCHEDULE RECORDS REVIEWS OR PROMOTION BRIEF VERIFICATION REVIEWS	74

GROUP ID NUMBER AND TITLE: GRP324 - Records NCOICs

PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: SAC (30%), TAC (14%), ATC (14%), USAFE (11%), MAC (9%), AFSC (7%)

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

DAFSC DISTRIBUTION: 73250 (48%), 73270 (48%), 73294 (2%)

AVERAGE GRADE: 5.1

AMOUNT OF SUPERVISION: 30% supervise an average of four subordinates

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 16%

EXPRESSED JOB INTEREST: Dull (11%), So-So (11%), Interesting (69%), No Reply (9%)

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 86%

AVERAGE NUMBER OF TASKS PERFORMED: 68

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
P PERFORMING RECORDS UNIT FUNCTIONS	25
A ORGANIZING AND PLANNING	15
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	14
E PERFORMING GENERAL PERSONNEL FUNCTIONS	13
B DIRECTING AND IMPLEMENTING	12

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
P19 SIGN OUT OR RELEASE INFORMATION FROM PERSONNEL RECORDS GROUP	95
B12 ORIENT NEWLY ASSIGNED PERSONNEL	89
E24 REVIEW OR PROCESS ACTIONS DIRECTED BY THE PRIVACY ACT	84
P5 ASSEMBLE OR MAINTAIN SENIOR NCO PROMOTION SELECTION FOLDERS	82
A11 ESTABLISH OPERATING PROCEDURES FOR MAINTAINING OR CONTROLLING RECORDS, REPORTS, OR FILES	77

GROUP ID NUMBER AND TITLE: GRP358 - Remote Typewriter Operators

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: ATC (60%), AFCS (20%), TAC (20%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (80%), 73270 (20%)

AVERAGE GRADE: 2.8

AMOUNT OF SUPERVISION: None

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 80%

EXPRESSED JOB INTEREST: Interesting (80%), No Reply (20%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 40%
Fairly Well Or Better 60%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 60%
Fairly Well Or Better 40%

AVERAGE NUMBER OF TASKS PERFORMED: 8

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	61
E PERFORMING GENERAL PERSONNEL FUNCTIONS	17
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	8

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
F42 OPERATE REMOTE TYPEWRITERS	100
F13 CONSTRUCT IMMEDIATE INQUIRIES	100
E21 REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	100
F40 OPERATE KEYPUNCH MACHINES	60

GROUP ID NUMBER AND TITLE: GRP379 - AFEES Test Administrators

PERCENT OF SAMPLE: Less than 1%

MAJOR COMMAND DISTRIBUTION: ATC (20%), HQ USAF (20%), No Reply (60%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (80%), 73270 (20%)

AVERAGE GRADE: 4.9

AMOUNT OF SUPERVISION: One member supervises one subordinate

PERCENT MEMBERS IN FIRST ENLISTMENT GROUP: 10%

EXPRESSED JOB INTEREST: Dull (10%), So-So (20%), Interesting (60%), No Reply (10%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 50%
Fairly Well Or Better 40%
No Reply 10%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 70%
Fairly Well Or Better 30%

AVERAGE NUMBER OF TASKS PERFORMED: 22

TIME SPENT ON DUTIES:

DUTY	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS
N PERFORMING PERSONNEL TESTING FUNCTIONS	10
A ORGANIZING AND PLANNING	9
E PERFORMING GENERAL PERSONNEL FUNCTIONS	8
D TRAINING	4

REPRESENTATIVE TASKS:

TASKS	PERCENT MEMBERS PERFORMING
N28 REPORT TEST RESULTS FOR TESTS SCORED LOCALLY	100
N34 SCORE PERSONNEL TESTS MANUALLY	90
N18 LOG AND VERIFY ACCOUNTABILITY OF TEST MATERIAL SUCH AS BOOKLETS, CARDS, OR SCORING KEYS	90
N30 REVIEW TEST ANSWER CARDS OR ANSWER SHEETS FOR NEATNESS, ACCURACY, OR FORMAT	90
N17 INVENTORY TEST MATERIALS	70