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SOCIAL ACTIONS DRUG/ALCOHOL CAREER LADDER AFSCS 73430B, 73470B,--ETC(U)  
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6 SOCIAL ACTIONS DRUG/ALCOHOL CAREER LADDER  
AFSCs 73430B, 73470B, 73490, 7361B, and 7364B.

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TABLE OF CONTENTS

	PAGE NUMBER
PREFACE -----	3
SUMMARY OF RESULTS -----	4
INTRODUCTION -----	5
INVENTORY DEVELOPMENT AND ADMINISTRATION -----	5
JOB ANALYSIS -----	8
CLIENT INFORMATION -----	12
SPECIALTY DESCRIPTIONS COMPARED TO SURVEY DATA -----	14
ANALYSIS OF DAFSC GROUPS -----	15
ANALYSIS OF TIME IN CAREER LADDER SPECIALTY GROUPS --	18
GEOGRAPHICAL AREA COMPARISON -----	20
COMPARISON OF SPECIALTY TRAINING STANDARD (STS) WITH SURVEY RESULTS -----	22
SUMMARY OF BACKGROUND INFORMATION -----	23
WRITE-IN COMMENTS -----	26
FINDINGS -----	27
APPENDIX A -----	28

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## PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Drug/Alcohol shredout of the Social Actions career ladder (AFSCs 73430B, 73470B, 73490, 7361B, and 7364B). The project was conducted in conjunction with an ongoing Rand Corporation study of alcoholism and its treatment. 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 Ms Polly Carpenter-Huffman, Rand Corporation, and 1Lt Helen E. Campbell, Inventory Development Specialist, USAF Occupational Measurement Center (OMC). Capt John X. Olivo analyzed the survey data and wrote the final report. This report has been reviewed and approved by Major Walter F. Kasper, Chief, 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.

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## SUMMARY OF RESULTS

1. Survey Coverage: Survey results are based on responses from 278 officer and enlisted incumbents in the drug/alcohol specialty (AFSCs 73430B, 73470B, 73490, 7361B, 7364B). This sample represents 67 percent of all assigned officer and enlisted personnel. The inventory booklets were administered to job incumbents from May 1977 to August 1977.
2. Job Analysis: Three categories of jobs were identified. The largest was those jobs performed at base level social actions offices. The second was higher headquarters personnel providing staff support for the drug/alcohol specialty. The third was that performed by tech school instructors.
3. Specialty Descriptions Compared To Survey Data: The AFR 36-1 Officer Air Force Specialty Description and AFR 39-1 Airman Air Force Specialty description reflect an accurate depiction of job performance requirements by incumbents in this specialty.
4. Skill Level Descriptions: Jobs performed by the 3- and 7-skill level personnel are very similar. Those performed by entry level and fully qualified officers are also very similar. The jobs performed by enlisted incumbents and those performed by officer incumbents are basically the same except that officer personnel have more managerial responsibilities. The job performed by superintendents (73490) is substantially different from the jobs of all other groups.
5. STS Review: Those portions of STS 734X0 relevant to the drug/alcohol specialty reflect tasks performed by AFS 734X0B personnel.
6. Job Interest: Eighty-six percent of all survey respondents, officer and enlisted, indicated that they found their job interesting. Seventy-eight percent of all respondents felt their talents and training were being utilized fairly well or better.

OCCUPATIONAL SURVEY REPORT  
SOCIAL ACTIONS DRUG/ALCOHOL CAREER LADDER  
AFSCs 73430B, 73470B, 73490, 7361B, AND 7364B

INTRODUCTION

This is a report of an occupational survey of the Social Actions Drug/Alcohol career ladder (AFSCs 73403B, 73470B, 73490, 7361B, and 7364B) completed by the Occupational Survey Branch, USAF Occupational Measurement Center during November 1977.

This report is part of a joint project by the USAF Occupational Measurement Center (OMC) and the Rand Corporation, Santa Monica, California. The Occupational Measurement Center assumed responsibility for the job analysis while the Rand Corporation made a cost analysis of the USAF alcohol counseling and rehabilitation program. Unlike the previous survey of this career ladder, published 30 April 1975 (AFPT 90-734-190), this report does not deal with each of the specialties within the Social Actions career ladder. Instead, the report deals exclusively with the "B" or drug/alcohol specialty. Task information deals with both drug and alcohol tasks, while client information deals only with alcohol substance abusers.

This report describes: (1) development and administration of the survey instrument; (2) summaries of tasks performed by survey respondents grouped by skill level, experience level, and similarity of tasks performed; (3) comparisons with career field structure documents; and (4) findings based on job survey data.

INVENTORY DEVELOPMENT AND ADMINISTRATION

The data collection instrument for the occupational survey was USAF Job Inventory AFPT 90-734-337. Thorough research of career ladder publications and directives, and personal interviews with 12 subject-matter specialists at 14 bases led to final development of the survey instrument, which consists of 297 tasks grouped under ten duty headings.

During the period May 1977 through August 1977, consolidated base personnel offices in operational units worldwide administered the inventory booklets to job incumbents holding Social Actions Drug/Alcohol DAFSCs.

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Table 1 reflects the percentage distribution, by major command, of assigned personnel, both officer and enlisted, in the career ladder as of August 1977. Also reflected is the distribution by major command of incumbents in the final survey sample. The 278 officer and enlisted respondents making up this final sample represents 67 percent of the 416 officers and enlisted personnel assigned to this specialty.

TABLE 1

COMMAND REPRESENTATION OF SURVEY SAMPLE

COMMAND	ENLISTED PERSONNEL		COMMAND	OFFICER	
	PERCENT OF ASSIGNED	PERCENT OF SAMPLE		PERCENT OF ASSIGNED	PERCENT OF SAMPLE
SAC	22	22	SAC	23	27
TAC	15	15	TAC	16	17
ATC	14	16	MAC	16	15
USAFE	12	13	ATC	16	13
MAC	12	13	PACAF	9	4
AFLC	6	4	USAFE	8	11
PACAF	6	5	AFLC	4	2
USAFSS	5	3	ADCOM	3	4
ADCOM	3	3	OTHER	5	7
AFSC	2	3			
OTHER	3	3			
	<u>100</u>	<u>100</u>		<u>100</u>	<u>100</u>

Total Enlisted Assigned - 340  
 Total Enlisted Sampled - 227  
 Percent of Assigned - 67%

Total Officers Assigned - 76  
 Total Officers Sampled - 51  
 Percent of Assigned - 67%

Total Personnel Assigned - 416  
 Total Sampled - 278  
 Percent of Assigned - 67%

## JOB ANALYSIS

The primary objective of an occupational survey is to analyze actual task performance of survey respondents to determine the jobs actually performed by incumbents in that career ladder or specialty. This analysis is done independent of job descriptions listed in prescribing directives such as the AFR 39-1 specialty description, AFSC Specialty Training Standard, or Job Performance Guide. The underlying criteria used in this analysis are the incumbents' responses to the survey instrument.

Unlike normal Occupational Survey Reports (OSR) which deal with single or multiple career ladders, this analysis deals only with a specific career ladder specialty. Consequently, what is presented are those jobs performed by drug/alcohol specialists (AFSCs 734X0B, 73490, 736XB) within the Social Actions career ladder. Prior to describing specific job types, some general findings are discussed.

### General Findings

Personnel within the specialty were found to perform jobs within three areas. The first of these areas is the base level Social Actions office. This group is by far the largest, involving 237, or 85 percent, of the survey respondents. The second area involves officers and 9-skill level personnel who are assigned as staff level personnel at the intermediate, MAJCOM, or HQ Air Force level. This group involved 26 of the survey respondents. The third and final area involves enlisted respondents who are technical school instructors

Since the survey population consisted of both officers and enlisted personnel, initially, one could expect that the jobs performed by officers would be distinct from that of the enlisted personnel. However, analysis of the data showed that this distinction does not exist. In fact, of the 12 jobs identified in the job analysis, only four jobs, performed by only 56 incumbents, were exclusively either officer or enlisted incumbents.

Office organization is driven by two factors; first, the size of the staff; and second, the fact that it is a military organization. Since the size of the staff is generally small, all personnel are technicians performing counseling and education functions. Being a military organization dictates that the commissioned officer will be in charge of managing the staff and the office, even though a subordinate may be more technically experienced in the duties. The NCOICs are also determined primarily on the basis of rank rather than experience as a drug/alcohol counselor.

In summary, personnel involved in base level drug/alcohol activities are primarily technicians. The smaller the staff the more this is

true. Supervision appears to be accomplished more on a professional level than on a foreman-worker relation.

### Job Descriptions

Brief descriptions of the primary jobs performed by this career ladder specialty are given below. Complete summaries of representative tasks, background information, and client information for these groups can be found in Appendix A.

The first eight jobs identified are all performed at base level social actions offices. All jobs are very similar and a common core of tasks exists between these groups. The common core of tasks include conducting drug or alcohol intake interviews, performing drug or alcohol rehabilitation counseling in groups or individually, and conducting drug/alcohol abuse awareness seminars. The following descriptions of these eight jobs are designed to highlight the differences between these jobs. The last two job descriptions are not performed at base level social actions offices and will be described in more detail.

I. Drug/Alcohol Technicians/OJT Trainers (GRP099). These 67 incumbents perform all the normal base level drug/alcohol functions. This group is slightly different from other groups in that some members of this group spend slightly more time performing OJT functions. These tasks include counseling trainees on training progress, scheduling training sessions, and maintaining training or instructor records, such as consolidated training record (AF Form 623).

II. Drug/Alcohol Abuse Counselors/Instructors (GRP094). This group consists also of 67 incumbents. Sixty-two percent of their available duty time is spent performing counseling and education functions (Duty E and F). Typical tasks performed by this group include documenting drug or alcohol counseling sessions, maintaining alcohol or drug abuse case files, counseling rehabilitees in alcohol programs in group or individual sessions, and conducting intake interviews for personnel entering drug or alcohol rehabilitation. This group differs from the previous in that incumbents in this group are not involved in OJT.

III. Base Level Staff Personnel (GRP088). The eight members of this group normally called themselves NCOICs of either the Drug/Alcohol Section or Substance Abuse Section; however, a review of the job they perform indicates little in the area of supervision. In addition to the normal counseling and education functions typically performed by base level personnel, these incumbents also perform several administrative tasks for the section. These tasks include recording, preparing, or publishing minutes of Drug and Alcohol Abuse Committee (DAAC) meetings; evaluating the effectiveness of group counseling techniques; and preparing agenda for DAAC meetings.

IV. Human Development Program Instructors (GRP082). The seven members of this group are assigned to either SAC or MAC. Incumbents are responsible for conducting the Human Development Programs (HDP) within their units. The HDP is a test program being conducted at approximately five MAC bases, ten SAC bases and, as of July 1977, at one ADCOM base. HDPs' unique tasks include reviewing or evaluating supervisory evaluation of personnel in HDP, interviewing personnel, and conducting first-term airmen orientations.

V. Office Manager (GRP066). Five of the six members of this group are officers. While 52 percent of the group's job time is spent performing counseling, education, and general drug/alcohol abuse functions (Duty E, F, G), these personnel are the one group of incumbents who actually perform the usual supervisory tasks as part of their daily duties. Typical tasks performed by this group include establishing work priorities or performance standards; evaluating compliance of subordinates with performance standards; and determining requirements for personnel, material, or money.

VI. Substance Abuse Counselors (GRP042). Unlike most other groups who spend approximately one-third of their time counseling, these 36 incumbents spend nearly one-half (45 percent) of their available duty time in counseling. The tasks which most typify this group are those in Performing Drug and Alcohol Abuse Rehabilitation Functions (Duty F).

VII. Drug/Alcohol Abuse Control Section NCOs (GRP025). The ten members of this group are senior members of the drug/alcohol staff within the base level social actions office. They average 14 years total active federal military service. While counseling occupies the greatest part of their work day, these incumbents also spend approximately one-fifth of their time in conducting drug/alcohol awareness training. As senior staff members, they take part in performing some of the administrative duties of the section. They differ from incumbents in GRP088 in that these respondents are still primarily technicians, while members of GRP088 are more administrative.

VIII. Apprentice Drug/Alcohol Counselors (GRO018). The six members of this group are primarily 3-skill level personnel. They average only 18 months in the career field, with three of the group members having ten months or less experience. While these incumbents spend over 40 percent of their time performing tasks in Counseling, Duty E. However, these tasks are primarily clerical in nature or involve providing information rather than performing actual counseling on an individual basis. What little counseling they do is more group oriented than individual.

IX. Higher Headquarters Staff Personnel (GRP011). This is one of the two jobs performed by survey respondents who are not located within a base social actions office. This group contains 26 incumbents and ten of the 12 9-skill level personnel represented in the survey

sample. Within this group, two subgroups were identified. The only difference between the two subgroups is that one group (GRP039) works at the MAJCOM level and the other group works at the intermediate level organization. Incumbents working as Higher Headquarters Staff Personnel provide staff support for the base level social actions offices. They are involved with long range planning for personnel, developing standardized training programs, establishing command or Air Force wide directives, and insuring that base level organizations are performing to acceptable standards.

X. Tech School Instructors (GRP005). The seven members in this group are enlisted respondents assigned to the Technical Training Center at Lackland AFB, Texas. They serve as instructors in the Drug and Alcohol Abuse Control course, 3ALR73430B/3OLR7361B/3OZR7364B. Their duties include the design and development of curricula material, as well as the actual instruction in the course. All personnel carry the "T" prefix.

## CLIENT INFORMATION

A complete description of client information for each of the job type groups reported can be found in Appendix A. However, some information is presented here to give the reader a feel for the number and type of clients with which survey respondents deal.

### Mean Alcohol Case Load

Enlisted - 8 to 9 Clients  
Officers - 7 to 8 Clients

### Mean Drug Case Load

Enlisted - 6 to 7 Clients  
Officers - 5 to 6 Clients

### Mean Number of Alcohol Intake Interviews During The Last 30 Days

Enlisted - 3 to 4 Interviews  
Officers - 2 to 3 Interviews

### Mean Number of Drug Intake Interviews During The Last 30 Days

Enlisted - 2 to 3 Interviews  
Officers - 1 to 2 Interviews

### Mean Number of Alcohol Clients Counseled Individually

Enlisted - 5 to 6 Clients  
Officers - 4 to 5 Clients

### Mean Number of Alcohol Clients Counseled in Group

Enlisted - 6 to 7 Clients  
Officers - 6 to 7 Clients

### Mean Number of Alcohol Clients Counseled by Referral Agency

Enlisted - 2 to 3 Clients  
Officers - 1 to 2 Clients

### Mean Number of Drug Clients Counseled Individually

Enlisted - 4 to 5 Clients  
Officers - 3 to 4 Clients

Mean Number of Drug Clients Counseled in Group

Enlisted - 5 to 6 Clients  
Officers - 4 to 5 Clients

Mean Number of Drug Clients Counseled by Referral Agency

Enlisted - 1 to 2 Clients  
Officers - 1 Client

## SPECIALTY DESCRIPTIONS COMPARED TO SURVEY DATA

Survey results were compared to the AFR 36-1 Officer Air Force Specialty Description for 736XB officers and the AFR 39-1 Airman Air Force Specialty Description for 734X0B and 73490 enlisted personnel. This comparison showed that all major facets of the duties and responsibilities being performed by survey incumbents were covered in the respective specialty descriptions. A minor discrepancy noted in the officer specialty description was that functions related to conducting drug/alcohol education classes were not listed as responsibilities. Typical tasks related to this responsibility include conducting drug/alcohol seminars for commanders, supervisors, and first sergeants; conducting substance abuse seminars; and evaluating critiques from standardized seminars. Consideration should be given to including this type of task in the next scheduled revision of the specialty description.

## ANALYSIS OF DAFSC GROUPS

Table 2 shows relative time spent by the DAFSC groups on tasks in the various duty functions. The information presented in this table indicates that the job performed by 3- and 7-skill level enlisted personnel is basically the same. The job performed by the entry and fully qualified level officer personnel is also fairly similar. Further, it appears that the major difference in the job performed by the enlisted personnel from that performed by officers is in supervisory functions. On the average, officer personnel spend 15 percent more time performing supervisory tasks than do their enlisted counterparts.

A review of the actual tasks performed by each skill level group confirms the facts presented in Table 2. The commonality of tasks performed between the two enlisted skill levels is very high. Between the two officer qualified levels, the commonality in tasks performed is also very high. Tasks most characteristically performed by enlisted personnel include administering critique sheets to standardized seminar participants, conducting drug/alcohol seminars for commanders/supervisors/first sergeants, conducting intake interviews for personnel entering alcohol rehabilitation programs, and making alcohol abuse referrals to other agencies. Those tasks most characteristically performed by officer personnel include clarifying policies, directives, or procedures for assigned personnel; preparing briefings for other than required educational programs; addressing local groups or organizations such as schools regarding drug or alcohol abuse; and advising commanders or first sergeants on specific drug or alcohol cases.

As might be expected the Social Actions superintendent, DAFSC 73490, performs a job significantly different from any other group of personnel. From Table 3, one can see that 9-skill level incumbents spend only ten percent of their time performing drug and alcohol education and counseling functions (Duties E and F) while on the average, all other survey respondents spend 50 percent of their available duty time in these two functions. Conversely, the 9-skill level incumbents spend 69 percent of their time performing staff/supervisory functions listed in duties A through D, while the other enlisted groups spend an average of only 20 percent of their time on these functions and the two officer groups spend an average of 37 percent of their time on these same duties.

Table 3 lists several tasks most typically performed by 9-skill level incumbents. As one can see, these tasks relate to staff level functions performed by intermediate, MAJCOM, or higher headquarters agencies. This should be expected since the 12 social actions superintendents in the sample were all assigned at the numbered air force, MAJCOM, or HQ USAF level, or to some other high level staff agency.

TABLE 2  
PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTY	TOTAL SAMPLE (N=278)	73430B (N=60)	73470B (N=146)	73490 (N=12)	7361B (N=14)	7364B (N=34)	734X0B (N=206)	736XB (N=48)
A SUPERVISING	5	2	4	10	8	11	3	10
B PLANNING AND MANAGING	11	6	10	27	12	15	9	14
C INSPECTING AND EVALUATING	8	3	8	24	10	10	7	10
D TRAINING	4	3	4	8	5	4	4	4
E PERFORMING DRUG AND ALCOHOL ABUSE EDUCATION FUNCTIONS	23	29	24	7	23	19	26	20
F PERFORMING DRUG AND ALCOHOL ABUSE REHABILITATION AND COUNSELING FUNCTIONS	28	38	29	3	23	20	32	21
G PERFORMING DRUG AND ALCOHOL ABUSE GENERAL FUNCTIONS	18	17	18	9	17	19	18	19
H PERFORMING EQUAL OPPORTUNITY FUNCTIONS	1	-*	1	8	1	1	1	1
I PERFORMING HUMAN RELATIONS EDUCATION AND SUPPORT FUNCTIONS	1	-	1	4	-	-	1	-
J PERFORMING FIRST TERM AIRMEN AND HUMAN DEVELOPMENT PROGRAMS FUNCTIONS	1	2	1	-	1	1	1	1

\* Dash represent less than one percent time spent performing that duty.

TABLE 3

## TYPICAL TASKS PERFORMED BY 73490 INCUMBENTS

	TASK	PERCENT MEMBERS PERFORMING
B21	PREPARE, DEVELOP, OR REVISE PROCEDURAL GUIDELINES SUCH AS OPERATING INSTRUCTIONS (OI), OR CHECKLISTS	100
B1	ATTEND STAFF, COMMITTEE, OR BOARD MEETINGS OTHER THAN REHABILITATION OR DRUG AND ALCOHOL ABUSE COMMITTEES (DAAC)	100
B27	WRITE, DEVELOP, OR PROVIDE INPUTS TO DIRECTIVES SUCH AS MANUALS, REGULATIONS, SUPPLEMENTS, OR OTHER PUBLICATIONS	100
C18	PERFORM OFFICIAL INSPECTIONS OR STAFF ASSISTANCE VISITS	92
B14	PERFORM ANALYSES OR SUMMARIES OF DATA, TRENDS, OR STATISTICS	92
A3	CLARIFY POLICIES, DIRECTIVES, OR PROCEDURES FOR ASSIGNED PERSONNEL	92
B2	COORDINATE WITH OR SEEK ASSISTANCE FROM HIGHER HEADQUARTERS ON MANAGEMENT, OPERATIONAL, OR FUNCTIONAL PROBLEMS	92
C13	EVALUATE SUGGESTIONS	92
B26	REVISE OR EDIT DIRECTIVES SUCH AS MANUALS, REGULATIONS, SUPPLEMENTS, OR OTHER PUBLICATIONS	92

## ANALYSIS OF TIME IN CAREER LADDER SPECIALTY GROUPS

A review of the jobs performed by survey respondents based on time in the specialty was made to see if there was a difference in tasks performed. The 9-skill level personnel were not included in this analysis since the review of DAFSC groups demonstrated that the 9-skill level job is very different from other jobs. The analysis in this section was concerned with trying to ascertain the types of technical jobs performed by the various survey respondents at different periods of time.

Percent time spent on duties by time in career ladder specialty groups is shown in Table 4. Unlike DAFSC groups, where time spent on supervisory duties remained fairly constant across all groups, time spent on supervisory duties by time in specialty groups change substantially from one group to another. Enlisted personnel with 1-48 months in the specialty spend only 21 percent of their time in supervisory duties; officers with 49-96 months in the specialty spend 46 percent of their time performing supervisory functions. Interestingly, this officer group spends the least amount of time counseling (13 percent). This occurs, possibly, because developing and maintaining the proper counselor-client relationship is very time-consuming. As an officer takes on more management or supervisory responsibilities, he gives up some of the time he spends in counseling.

TABLE 4

## PERCENT TIME SPENT ON DUTIES BY TIME IN CAREER LADDER SPECIALTY GROUPS

DUTY	ENLISTED 1-48 MOS (N=134)	ENLISTED 49-96 MOS (N=67)	OFFICERS 1-48 MOS (N=36)	OFFICERS 49-96 MOS (N=11)
A SUPERVISING	3	5	11	7
B PLANNING AND MANAGING	8	11	13	21
C INSPECTING AND EVALUATING	6	8	9	12
D TRAINING	4	4	4	6
E PERFORMING DRUG AND ALCOHOL ABUSE EDUCATION FUNCTIONS	27	23	20	20
F PERFORMING DRUG AND ALCOHOL ABUSE REHABILITATION AND COUNSELING FUNCTIONS	34	28	22	13
G PERFORMING DRUG AND ALCOHOL ABUSE GENERAL FUNCTIONS	18	18	19	18
H PERFORMING EQUAL OPPORTUNITY FUNCTIONS	1	1	-	1
I PERFORMING HUMAN RELATIONS EDUCATION AND SUPPORT FUNCTIONS	-	1	-	1
J PERFORMING FIRST TERM AIRMEN AND HUMAN DEVELOPMENT PROGRAMS FUNCTIONS	1	1	2	1

\* A dash (-) indicates less than one percent time spent.

## GEOGRAPHICAL AREA COMPARISON

Survey respondents were also grouped on the basis of area of assignment. The six CONUS assignment areas (Table 5 lists the states within each area) were identified as independent groups. In addition, groups were created for all personnel in the following areas: Germany (N=20); England, Spain, Italy (N=14); Pacific including Guam, Philippines, Okinawa, and Japan (N=13); Alaska (N=3); Hawaii (N=4); and NATO countries (N=37).

Task data reflects little or no variance between any of the groups. Interestingly, however, personnel in Alaska and in the Pacific group are involved in performing Equal Opportunity and Treatment (EOT) functions. Two-thirds of the "B" shredout personnel in Alaska spend 13 percent of their time in EOT functions. In the Pacific group, 38 percent of the personnel spend six percent of their time performing EOT functions. A plausible reason for "B" shredout personnel in the Pacific group working in EOT functions is that as of July 1977 PACAF had a shortage of nine personnel in the EOT or "A" shredout. No other significant differences between groups in tasks performed was noted.

TABLE 5  
CONUS ASSIGNMENT AREAS

<u>AREA</u>	<u>STATES</u>	<u>NUMBER OF INCUMBENTS</u>
1	FLORIDA, GEORGIA, SOUTH CAROLINA, NORTH CAROLINA, TENNESSEE, MISSISSIPPI, ALABAMA	35
2	KENTUCKY, WEST VIRGINIA, VIRGINIA, MARYLAND, DELAWARE, NEW JERSEY, NEW YORK, CONNECTICUT, MASSACHUSETTS, RHODE ISLAND, MAINE, VERMONT, NEW HAMPSHIRE, PENNSYLVANIA, OHIO, DISTRICT OF COLUMBIA	32
3	MICHIGAN, WISCONSIN, MINNESOTA, NORTH DAKOTA, SOUTH DAKOTA, NEBRASKA, IOWA, ILLINOIS, INDIANA	30
4	WYOMING, MONTANA, IDAHO, WASHINGTON, OREGON	11
5	CALIFORNIA, NEVADA, UTAH, ARIZONA, COLORADO, NEW MEXICO	54
6	TEXAS, LOUISIANA, ARKANSAS, MISSOURI, KANSAS, OKLAHOMA	54

COMPARISON OF SPECIALTY TRAINING STANDARD (STS)  
WITH SURVEY RESULTS

A comprehensive review of STS 734X0, dated March 1977, was made by comparing STS items to the survey data. Paragraphs one through three were not reviewed since they contain general information which is applicable across most career ladders. Paragraphs eight and ten were also not reviewed since they deal with personnel in other shreds of the AFSC.

STS is consistent with survey data. Virtually no "B" shredout personnel performed either equal opportunity and treatment tasks or human relations education tasks and as such need not be proficient in these areas. Those STS paragraphs related to the drug/alcohol job present a comprehensive picture of all duties and tasks performed by 734X0B personnel. No need for revision is seen at this time.

## SUMMARY OF BACKGROUND INFORMATION

Each USAF Job Inventory contains a background information section in which the respondents report information about themselves, their attitudes or perceptions concerning their job, plans concerning reenlistment, and various other background data which aids in the evaluation of the personnel system and career ladder structure. This information is summarized in the following paragraphs. Table 6 shows expression of job interest, perceived utilization of talents and training, and reenlistment intent scales for survey respondents by DAFSC groups.

### Job Interest

Eighty-six percent of all survey respondents indicated that they found their job interesting. The percentage of personnel who found the job interesting varied from a low of 75 percent for 73490 incumbents to a high of 100 percent for 7361B incumbents. The 85 percent of all enlisted personnel who found the job interesting in this survey is lower than the 93 percent average of survey respondents with the same DAFSC who found their job interesting in the previous survey, dated April 1975.

### Perceived Utilization of Talents and Training

Of all survey respondents, 86 percent felt that their talents were being used fairly well or better. Only 70 percent of the survey respondents felt that their training was being utilized fairly well or better. Among all enlisted personnel, 84 percent reported that their talents and training were utilized fairly well or better. This is only slightly below the average of 88 percent reported by drug/alcohol personnel in the 1975 survey.

### Reenlistment Intentions

The reenlistment intent scale indicated that 53 percent of all enlisted respondents planned to reenlist. This is a four percent increase from the 49 percent reported by "B" shredout incumbents in the 1975 survey. Actual reenlistment rates for FY 77 were 50 percent for first-term eligibles, and 57 percent for second-term eligibles.

### Education Level

The mean education level for all enlisted survey respondents was 14 years. The 73490 personnel had a mean education level of 15 years. This is well above the Air Force wide mean education level of 12.2

years. Among officers, 94 percent have gone beyond the bachelors degrees and 60 percent have a Masters or Masters plus education level. Air Force wide, only 63 percent of the officers have completed education beyond the baccalaureate, and 32 percent have a Masters or a Masters plus education level.

TABLE 6

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

	TOTAL SAMPLE (N=278)	73430B (N=60)	73470B (N=146)	73490 (N=12)	7361B (N=14)	7364B (N=34)	ALL ENLISTED 734X0B AND 73490 (N=206)	736X0B (N=48)
<b>I FIND MY JOB:</b>								
DULL	2	2	3	-	-	3	2	2
SO-SO	4	8	2	-	-	6	4	4
INTERESTING	86	80	88	75	100	85	85	90
OTHER	8	10	7	25	-	6	9	4
<b>MY JOB UTILIZES MY TALENTS:</b>								
NOT AT ALL OR VERY LITTLE	11	15	10	-	28	6	10	12
FAIRLY WELL TO VERY WELL	54	62	52	58	43	47	55	46
EXCELLENTLY OR PERFECTLY	32	22	34	25	29	44	30	40
OTHER	3	1	4	17	-	3	5	2
<b>MY JOB UTILIZES MY TRAINING:</b>								
NOT AT ALL OR VERY LITTLE	25	30	27	-	21	24	12	23
FAIRLY WELL TO VERY WELL	39	48	35	58	36	26	54	29
EXCELLENTLY OR PERFECTLY	31	20	34	25	36	38	29	38
OTHER	5	2	4	17	7	12	5	10
<b>DO YOU PLAN TO REENLIST:</b>								
NO, OR PROBABLY NO	27*	32	26	25	N/A	N/A	27	N/A
UNDECIDED	11	15	10	8	N/A	N/A	11	N/A
YES, OR PROBABLY YES	53	48	56	42	N/A	N/A	53	N/A
NOT APPLICABLE	5	-	-	-	N/A	N/A	5	N/A
OTHER	4	5	8	25	N/A	N/A	4	N/A

\* These percentage represent the responses by enlisted personnel only, since reenlistment is not applicable to officer survey respondents.

## WRITE-IN COMMENTS

Incumbents were encouraged, when filling out the job inventory booklet, to write in any duty or task not listed. Approximately 18 percent of those responding had additional comments relative to the career ladder, their background, or their job. Most comments were specific to a unique work situation or listing of personal background data which normally had little to do with the career ladder specialty.

An item frequently mentioned by survey respondents was that their specialty was a dead end street. One technical sergeant states "Social Actions lacks prestige that was once enjoyed. . . . Promotion in our field is poor to say the least." Another survey respondent states "The Social Actions field has turned out to be a dead end field for career progression . . . "

Closely aligned to this was a comment by several officers and senior enlisted personnel that they were recruited into this specialty on the premise of being managers or supervisors but in most cases they found their job to be one for a technician.

Another irritant identified by survey respondents was the location of this specialty within the personnel career field. Personnel felt that either this specialty should become part of the medical career field or be placed, with other social action functions, in a new career field. Several respondents suggested that the new career field be titled the Human Resources Development career field.

Other survey respondents felt that their credibility as counselors was seriously affected for two reasons. Personnel felt that there was no confidentiality. One captain states: "The absence of confidentiality between counselor-counselee is also a problem. It is difficult, nay farcial, to try and establish a workable rapport with a drug abuser when he realizes that any incriminating comments to his 'counselor' may be used against him in court."

Closely akin to this idea is the amount of detailed record keeping the counselor must accomplish. Respondents felt that this severely cut into their time available to be used for counseling.

On a positive note, a number of respondents feel that the practice of having civilian drug/alcohol abuse counselors is a positive step. Not only does it provide stability within the Social Actions offices, but it sometimes eases lines of communication not only with civilian supervisors but also with civilian referral and service agencies. However, no survey data is available for the civilian counselors.

## FINDINGS

1. Personnel within the specialty perform jobs in three areas: base level social action offices, staff level agencies at intermediate or higher level, and technical training school. All personnel were primarily technicians regardless of rank or time in service. Officers did provide some supervision and management, but primarily the job they performed was still as a technician.
2. Prescribing documents for the specialty which include AFR 36-1, Officer Specialty Description, AFR 39-1 Airman Specialty Description, and STS 734X0B, reflect an accurate depiction of job performance requirements by incumbents in this specialty.
3. Review of background data indicate that job interest, perceived utilization of talents and training are all equal or higher than similar data collected during 1976. Education level for both officer and enlisted personnel in the specialty is well above the Air Force average.

APPENDIX A

GROUP ID NUMBER AND TITLE: GRP099 - DRUG/ALCOHOL TECHNICIANS/OJT TRAINERS

NUMBER IN GROUP: 67

PERCENT OF SAMPLE: 24%

NUMBER OF OFFICERS: 24

NUMBER OF ENLISTED: 43

DAFSC DISTRIBUTION: 73430B (19%), 73470B (79%), 73490 (2%)  
7361B (33%), 7364B (67%)

AVERAGE GRADE: OFFICER: CAPTAIN ENLISTED: 5.7

AVERAGE TIME IN SPECIALTY: OFFICER: 28 MOS ENLISTED: 42 MOS

AVERAGE TIME IN SERVICE: OFFICER: 102 MOS ENLISTED: 184 MOS

AMOUNT OF SUPERVISION: OFFICERS SUPERVISE AN AVERAGE OF THREE SUBORDINATES  
ENLISTED SUPERVISE AN AVERAGE OF ONE SUBORDINATE

EXPRESSED JOB INTEREST: DULL (4%), SO-SO (8%), INTERESTING (76%), NO REPLY (12%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 16%  
FAIRLY WELL OR BETTER 81%  
NO REPLY 3%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 16%  
FAIRLY WELL OR BETTER 78%  
NO REPLY 6%

AVERAGE NUMBER OF TASKS PERFORMED: 164

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	10-11	7-8
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	7-8	5
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	7-8	5
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	3	1
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	4-5	3

GROUP DIFFERENTIATING TASKS:

TASKS

D6 COUNSEL TRAINEES ON TRAINING PROGRESS  
D14 EVALUATE PROGRESS OF TRAINEES  
D25 SCHEDULE TRAINING SESSIONS  
E16 COORDINATE SCHEDULING OF PERSONNEL FOR STANDARDIZED SEMINARS  
WITH UNITS AND CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)  
E33 PARTICIPATE IN DRUG ABUSE CONFERENCES OR SYMPOSIUMS  
F18 COUNSEL SUPERVISORS OF DRUG ABUSERS

GROUP ID NUMBER AND TITLE: GRP094 - DRUG/ALCOHOL ABUSE COUNSELORS/INSTRUCTORS

NUMBER IN GROUP: 67

PERCENT OF SAMPLE: 24%

NUMBER OF OFFICERS: 4

NUMBER OF ENLISTED: 62

NOT REPORTED: 1

DAFSC DISTRIBUTION: 73430B (29%), 73470B (69%)  
7364B (100%)

AVERAGE GRADE: OFFICER: CAPTAIN ENLISTED: 5.2

AVERAGE TIME IN SPECIALTY: OFFICER: 20 MOS ENLISTED: 36 MOS

AVERAGE TIME IN SERVICE: OFFICER: 121 MOS ENLISTED: 141 MOS

AMOUNT OF SUPERVISION: OFFICERS SUPERVISE AN AVERAGE OF TWO SUBORDINATES  
ENLISTED SUPERVISE AN AVERAGE OF LESS THAN ONE PERSON

EXPRESSED JOB INTEREST: DULL (1%), SO-SO (2%), INTERESTING (88%), NO REPLY (9%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 4%  
FAIRLY WELL OR BETTER 93%  
NO REPLY 3%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL  
FAIRLY WELL OR BETTER

AVERAGE NUMBER OF TASKS PERFORMED: 108

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	11-12	8-9
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	6-7	5
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	8-9	6
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	3	1-2
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	3-4	3-4

GROUP DIFFERENTIATING TASKS:

TASKS

E19 DISTRIBUTE FLYERS OR PAMPHLETS ON DRUG OR ALCOHOL ABUSE  
E36 PREPARE VISUAL AIDS OR SUPPORT MATERIALS FOR STANDARDIZED  
SEMINARS  
F4 COMPARE ADVANCED PERSONNEL DATA SYSTEM ROSTERS TO CASE  
FILE DATA  
F24 INFORM DRUG TESTING MONITORS OF INDIVIDUALS REQUIRED TO  
SUBMIT URINE SAMPLES

GROUP ID NUMBER AND TITLE: GRP088 - BASE LEVEL STAFF PERSONNEL

NUMBER IN GROUP: 8

PERCENT OF SAMPLE: 3%

NUMBER OF OFFICERS: 1

NUMBER OF ENLISTED: 7

DAFSC DISTRIBUTION: 73470B (100%)  
7364B (100%)

AVERAGE GRADE: OFFICER: CAPTAIN ENLISTED: 6.0

AVERAGE TIME IN SPECIALTY: OFFICER: 23 MOS ENLISTED: 37 MOS

AVERAGE TIME IN SERVICE: OFFICER: 112 MOS ENLISTED: 204 MOS

AMOUNT OF SUPERVISION: PERSONNEL IN THIS GROUP SUPERVISE AN AVERAGE OF ONE PERSON

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (0%), INTERESTING (100%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 25%  
FAIRLY WELL OR BETTER 75%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 25%  
FAIRLY WELL OR BETTER 63%  
NO REPLY 12%

AVERAGE NUMBER OF TASKS PERFORMED: 108

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	11-12	9-10
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	5-6	3-4
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	7-8	5-6
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	1	0
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	2-3	1-2

GROUP DIFFERENTIATING TASKS:

TASKS

A14 PROVIDE ORIENTATION TO NEWLY ASSIGNED PERSONNEL  
C4 EVALUATE EFFECTIVENESS OF INDIVIDUAL COUNSELING TECHNIQUES  
E24 MAINTAIN ATTENDANCE RECORDS OF SEMINAR PARTICIPANTS  
F8 COUNSEL CONCERNED DRINKERS NOT FORMALLY IDENTIFIED AS ALCOHOL ABUSERS  
G16 ESTABLISH OR MAINTAIN LIAISON WITH STAFF AGENCIES ON DRUG OR ALCOHOL ABUSE MATTERS  
G31 PREPARE AGENDA FOR DAAC MEETINGS

GROUP ID NUMBER AND TITLE: GRP082 - HUMAN DEVELOPMENT PROGRAM INSTRUCTORS

NUMBER IN GROUP: 7

PERCENT OF SAMPLE: 2%

NUMBER OF OFFICERS: 0

NUMBER OF ENLISTED: 7

DAFSC DISTRIBUTION: 73430B (57%), 73470B (43%)

AVERAGE GRADE: ENLISTED: 4.5

AVERAGE TIME IN SPECIALTY: ENLISTED: 37 MOS

AVERAGE TIME IN SERVICE: ENLISTED: 106 MOS

AMOUNT OF SUPERVISION: PERSONNEL IN THIS GROUP DO NOT SUPERVISE

EXPRESSED JOB INTEREST: DULL (-%), SO-SO (-%), INTERESTING (100%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL -  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 14%  
FAIRLY WELL OR BETTER 86%

AVERAGE NUMBER OF TASKS PERFORMED: 94

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	7-8	10-11
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	3-4	5-6
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	3-4	7-8
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	2-3	0
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	4-5	5-6

GROUP DIFFERENTIATING TASKS:

TASKS

F29 ORIENT REHABILITEES NEWLY ASSIGNED TO BASE  
G3 BRIEF COMMANDERS OR STAFF AGENCIES ON DRUG OR ALCOHOL ABUSE PROGRAMS  
J3 CONDUCT HDP ORIENTATION  
J12 PREPARE COUNSELING SUMMARIES  
J14 REVIEW OR EVALUATE SUPERVISORY EVALUATIONS OF PERSONNEL IN HDP  
J15 SCHEDULE PERSONNEL FOR EVALUATION INTERVIEWS OR COUNSELING SESSIONS

GROUP ID NUMBER AND TITLE: GRP066 - OFFICE MANAGERS

NUMBER IN GROUP: 6

PERCENT OF SAMPLE: 2%

NUMBER OF OFFICERS: 5

NUMBER OF ENLISTED: 1

DAFSC DISTRIBUTION: 73470B (100%)  
7361B (25%), 7364B (75%)

AVERAGE GRADE: OFFICER: CAPTAIN ENLISTED: 6.0

AVERAGE TIME IN SPECIALTY: OFFICER: 29 MOS ENLISTED: NOT RECORDED

AVERAGE TIME IN SERVICE: OFFICER: 119 MOS ENLISTED: NOT RECORDED

AMOUNT OF SUPERVISION: OFFICERS SUPERVISE AN AVERAGE OF TWO AND ONE HALF  
SUBORDINATES  
ENLISTED SUPERVISE AN AVERAGE OF TWO SUBORDINATES

EXPRESSED JOB INTEREST: DULL (-%), SO-SO (17%), INTERESTING (83%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL -  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL -  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 125

	ALCOHOL	DRUG
MEAN CASE LOAD	2-3	2-3
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	1-2	1
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	2-3	2-3
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	1	1
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	2-3	1

GROUP DIFFERENTIATING TASKS:

TASKS

- A3 ASSIGN ADDITIONAL DUTIES TO PERSONNEL
- A12 PREPARE OR ENDORSE AIRMAN PERFORMANCE REPORTS (APR)
- A26 SUPERVISE SOCIAL ACTIONS TECHNICIANS, DRUG AND ALCOHOL  
(AFSC 73470B)
- B22 PREPARE FINANCIAL REPORTS OR SUMMARIES SUCH AS BUDGETS,  
FINANCIAL PLANS, OR ESTIMATES OF EXPENDITURES
- C2 EVALUATE COMPLIANCE OF SUBORDINATES WITH PERFORMANCE  
STANDARDS
- C15 INSPECT FACILITIES OR WORK AREAS FOR CONDITION OR  
APPEARANCE

GROUP ID NUMBER AND TITLE: GRP042 - SUBSTANCE ABUSE COUNSELORS

NUMBER IN GROUP: 36

PERCENT OF SAMPLE: 13%

NUMBER OF OFFICERS: 0

NUMBER OF ENLISTED: 36

DAFSC DISTRIBUTION: 73430B (39%), 73470B (61%)

AVERAGE GRADE: ENLISTED: 5.0

AVERAGE TIME IN SPECIALTY: ENLISTED: 40 MOS

AVERAGE TIME IN SERVICE: ENLISTED: 128 MOS

AMOUNT OF SUPERVISION: PERSONNEL IN THIS GROUP IN THE AVERAGE DO NOT SUPERVISE

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (3%), INTERESTING (85%), NO REPLY (6%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 8%  
FAIRLY WELL OR BETTER 89%  
NO REPLY 3%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 17%  
FAIRLY WELL OR BETTER 83%

AVERAGE NUMBER OF TASKS PERFORMED: 70

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	9-10	7
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	6-7	5
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	6-7	4-5
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	2-3	1
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	4-5	2-3

GROUP DIFFERENTIATING TASKS:

TASKS

E23 MAINTAIN ALCOHOL ABUSE CASE FILES  
F9 COUNSEL PERSONNEL ON ASPECTS OF LIMITED PRIVILEGE COMMUNICATION PROGRAM (LPCP)  
F14 COUNSEL REHABILITIEES IN ALCOHOL PROGRAMS IN INDIVIDUAL SESSIONS  
F20 DOCUMENT DRUG OR ALCOHOL COUNSELING SESSIONS  
F22 EVALUATE PROGRESS OF ALCOHOL REHABILITIEES  
F26 MAKE ALCOHOL ABUSE REFERRALS TO OTHER AGENCIES

GROUP ID NUMBER AND TITLE: GRP205 - DRUG/ALCOHOL ABUSE CONTROL SECTION NCOs

NUMBER IN GROUP: 10

PERCENT OF SAMPLE: 4%

NUMBER OF OFFICERS: 2

NUMBER OF ENLISTED: 8

DAFSC DISTRIBUTION: 73430B (38%), 73470B (63%)  
7361B (100%)

AVERAGE GRADE: OFFICER: 1/LT ENLISTED: 5.7

AVERAGE TIME IN SPECIALTY: OFFICER: 11 MOS ENLISTED: 34 MOS

AVERAGE TIME IN SERVICE: OFFICER: 115 MOS ENLISTED: 158 MOS

AMOUNT OF SUPERVISION: OFFICER PERSONNEL ON THE AVERAGE DO NOT SUPERVISE ANYONE  
ENLISTED PERSONNEL ON THE AVERAGE SUPERVISE ONE PERSON

EXPRESSED JOB INTEREST: DULL (-%), SO-SO (-%), INTERESTING (100%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 30%  
FAIRLY WELL OR BETTER 60%  
NO REPLY 10%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 30%  
FAIRLY WELL OR BETTER 70%

AVERAGE NUMBER OF TASKS PERFORMED: 69

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	12-13	7-8
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	4-5	2-3
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	9-10	5-6
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	2-3	1-2
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	5-6	3-4

GROUP DIFFERENTIATING TASKS:

TASKS

A8 MAINTAIN REQUIRED RECORDS ON PERSONNEL SUPERVISED  
A21 SUPERVISE SOCIAL ACTIONS SPECIALISTS, EQUAL OPPORTUNITY (AFSC 73430A)  
B11 DRAFT, DEVELOP, OR REVISE FORMS  
F6 CONDUCT INTAKE INTERVIEWS FOR PERSONNEL ENTERING ALCOHOL REHABILITATION PROGRAMS  
F13 COUNSEL REHABILITEES IN ALCOHOL PROGRAMS IN GROUP SESSIONS  
F36 SERVE AS A MEMBER OF REHABILITATION COMMITTEES

GROUP ID NUMBER AND TITLE: GRP018 - APPRENTICE DRUG/ALCOHOL COUNSELORS

NUMBER IN GROUP: 6

PERCENT OF SAMPLE: 2%

NUMBER OF OFFICERS: 0

NUMBER OF ENLISTED: 6

DAFSC DISTRIBUTION: 73430B (67%), 73470B (33%)

AVERAGE GRADE: ENLISTED: 5.0

AVERAGE TIME IN SPECIALTY: ENLISTED: 19 MOS

AVERAGE TIME IN SERVICE: ENLISTED: 124 MOS

AMOUNT OF SUPERVISION: PERSONNEL IN THIS GROUP ON THE AVERAGE DO NOT SUPERVISE

EXPRESSED JOB INTEREST: DULL (-%), SO-SO (-%), INTERESTING (100%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL -  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 39

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	8-9	10-11
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	7-8	5-6
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	5-6	9-10
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	1-2	2-3
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	1-2	5-6

GROUP DIFFERENTIATING TASKS:

TASKS

- E41 PROVIDE INFORMATION ON DRUG OR ALCOHOL ABUSE TO RETIRED MILITARY PERSONNEL
- F7 CONDUCT INTAKE INTERVIEWS FOR PERSONNEL ENTERING DRUG REHABILITATION PROGRAMS
- F23 EVALUATE PROGRESS OF DRUG REHABILITEES
- F28 NOTIFY CBPO SPECIAL ACTIONS UNIT OF PERSONNEL ENTERED INTO REHABILITATION PROGRAMS

GROUP ID NUMBER AND TITLE: GRP011 - HIGHER HEADQUARTERS STAFF PERSONNEL

NUMBER IN GROUP: 26

PERCENT OF SAMPLE: 9%

NUMBER OF OFFICERS: 6

NUMBER OF ENLISTED: 18

NOT REPORTED: 2

DAFSC DISTRIBUTION: 73470B (44%), 73490 (56%)  
7361B (17%), 7364B (83%)

AVERAGE GRADE: OFFICER: CAPTAIN ENLISTED: 6.8

AVERAGE TIME IN SPECIALTY: ENLISTED: 63 MOS

AVERAGE TIME IN SERVICE: ENLISTED: 227 MOS

AMOUNT OF SUPERVISION: NO OFFICER SUPERVISES ANY PERSONNEL  
ENLISTED PERSONNEL ON THE AVERAGE DO NOT SUPERVISE  
ANYONE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (0%), INTERESTING (85%), NO REPLY (15%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 4%  
FAIRLY WELL OR BETTER 84%  
NO REPLY 12%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 4%  
FAIRLY WELL OR BETTER 84%  
NO REPLY 12%

AVERAGE NUMBER OF TASKS PERFORMED: 72

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	0	0
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	0	0
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	0	0
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	0	0
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	0	0

GROUP DIFFERENTIATING TASKS:

TASKS

B2 COORDINATE WITH OR SEEK ASSISTANCE FROM HIGHER HEADQUARTERS  
ON MANAGEMENT, OPERATIONAL, OR FUNCTIONAL PROBLEMS

B21 PREPARE, DEVELOP, OR REVISE PROCEDURAL GUIDELINES SUCH AS  
OPERATING INSTRUCTIONS (OI), OR CHECKLISTS

B27 WRITE, DEVELOP, OR PROVIDE INPUTS TO DIRECTIVES SUCH AS  
MANUALS, REGULATIONS, SUPPLEMENTS, OR OTHER PUBLICATIONS

C3 EVALUATE EFFECTIVENESS OF PRESENTATIONS FOR EDUCATION  
PROGRAMS

C6 EVALUATE EFFECTIVENESS OF REHABILITATION PROGRAMS

C18 PERFORM OFFICIAL INSPECTIONS OF STAFF ASSISTANCE VISITS

GROUP ID NUMBER AND TITLE: GRP039 - MAJCOM SUPERINTENDENTS AND CHIEFS  
SOCIAL ACTIONS

NUMBER IN GROUP: 14

PERCENT OF SAMPLE: 5%

NUMBER OF OFFICERS: 5

NUMBER OF ENLISTED: 8

NOT REPORTED: 1

DAFSC DISTRIBUTION: 73470B (63%), 73490 (37%)  
7361B (20%), 7364B (80%)

AVERAGE GRADE: OFFICER: CAPTAIN ENLISTED: 6.2

AVERAGE TIME IN SPECIALTY: OFFICER: 57 MOS ENLISTED: 55 MOS

AVERAGE TIME IN SERVICE: OFFICER: 119 MOS ENLISTED: 200 MOS

AMOUNT OF SUPERVISION: NO PERSONNEL IN THIS GROUP SUPERVISE ANY SUBORDINATES

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (0%), INTERESTING (93%), NO REPLY (7%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 7%  
FAIRLY WELL OR BETTER 86%  
NO REPLY 7%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 7%  
FAIRLY WELL OR BETTER 86%  
NO REPLY 7%

AVERAGE NUMBER OF TASKS PERFORMED: 65

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	0	0
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	0	0
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	0	0
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL		
AGENCY	0	0
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED		
LAST 30 DAYS	0	0

GROUP DIFFERENTIATING TASKS:

TASKS

- A3 CLARIFY POLICIES, DIRECTIVES, OR PROCEDURES FOR ASSIGNED PERSONNEL
- B10 DRAFT CORRESPONDENCE SUCH AS LETTERS, MESSAGES, OR MEMOS
- B14 PERFORM ANALYSES OR SUMMARIES OF DATA, TRENDS, OR STATISTICS
- C20 PREPARE REPLIES OR ACTION ITEMS IN RESPONSE TO INSPECTION REPORTS

GROUP ID NUMBER AND TITLE: GRP029 - INTERMEDIATE LEVEL SOCIAL ACTIONS  
SUPERINTENDENTS

NUMBER IN GROUP: 5

PERCENT OF SAMPLE: 2%

NUMBER OF ENLISTED: 5

AVERAGE GRADE: ENLISTED: 7.0

AVERAGE TIME IN SPECIALTY: ENLISTED: 63 MOS

AVERAGE TIME IN SERVICE: ENLISTED: 220 MOS

AMOUNT OF SUPERVISION: NO PERSONNEL SUPERVISE ANY SUBORDINATES

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (0%), INTERESTING (60%), NO REPLY (40%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 80%  
NO REPLY 20%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 80%  
NO REPLY 20%

AVERAGE NUMBER OF TASKS PERFORMED: 125

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	1-2	1-2
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	1	1
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	1-2	1-2
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	0	0
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	0	0

GROUP DIFFERENTIATING TASKS:

TASKS

A7 INITIATE RECOGNITION FOR COMMENDABLE PERFORMANCE  
A13 PREPARE WORK OR LEAVE SCHEDULES  
B22 PREPARE FINANCIAL REPORTS OR SUMMARIES SUCH AS BUDGETS,  
FINANCIAL PLANS, OR ESTIMATES OF EXPENDITURES  
C16 INSPECT OR EVALUATE RECORDS, ADMINISTRATIVE FILES, OR  
ACCOUNTING PROCEDURES OTHER THAN CASE FILES  
D7 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION  
D16 EVALUATE TRAINING PROGRAMS, METHODS, OR TECHNIQUES

GROUP ID NUMBER AND TITLE: GRP005 - TECH SCHOOL INSTRUCTORS

NUMBER IN GROUP: 7

PERCENT OF SAMPLE: 2%

NUMBER OF OFFICERS: 0

NUMBER OF ENLISTED: 7

DAFSC DISTRIBUTION: 73430B (14%), 73470B (71%), 73490 (14.3%)

AVERAGE GRADE: ENLISTED: 6.4

AVERAGE TIME IN SPECIALTY: ENLISTED 51 MOS

AVERAGE TIME IN SERVICE: ENLISTED: 205 MOS

AMOUNT OF SUPERVISION: PERSONNEL SUPERVISE ON AVERAGE OF ONE SUBORDINATE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (14%), INTERESTING (57%), NO REPLY (29%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 14%  
FAIRLY WELL OR BETTER 72%  
NO REPLY 14%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 14%  
FAIRLY WELL OR BETTER 86%

AVERAGE NUMBER OF TASKS PERFORMED: 34

	<u>ALCOHOL</u>	<u>DRUG</u>
MEAN CASE LOAD	0	0
MEAN NUMBER OF CLIENTS COUNSELED INDIVIDUALLY	0	0
MEAN NUMBER OF CLIENTS COUNSELED IN GROUP	0	0
MEAN NUMBER OF CLIENTS COUNSELED BY REFERRAL AGENCY	0	0
MEAN NUMBER OF INTAKE INTERVIEWS CONDUCTED LAST 30 DAYS	0	0

GROUP DIFFERENTIATING TASKS:

TASKS

C4 EVALUATE EFFECTIVENESS OF INDIVIDUAL COUNSELING TECHNIQUES  
C5 EVALUATE EFFECTIVENESS OF GROUP COUNSELING TECHNIQUES  
C14 INSPECT APPEARANCE OF PERSONNEL  
D5 CONDUCT REMEDIAL TRAINING  
D14 EVALUATE PROGRESS OF TRAINEES  
D24 RESEARCH, WRITE, OR DEVELOP LESSON PLANS OR SUPPORT MATERIALS SUCH AS STUDY GUIDES FOR TECHNICAL TRAINING