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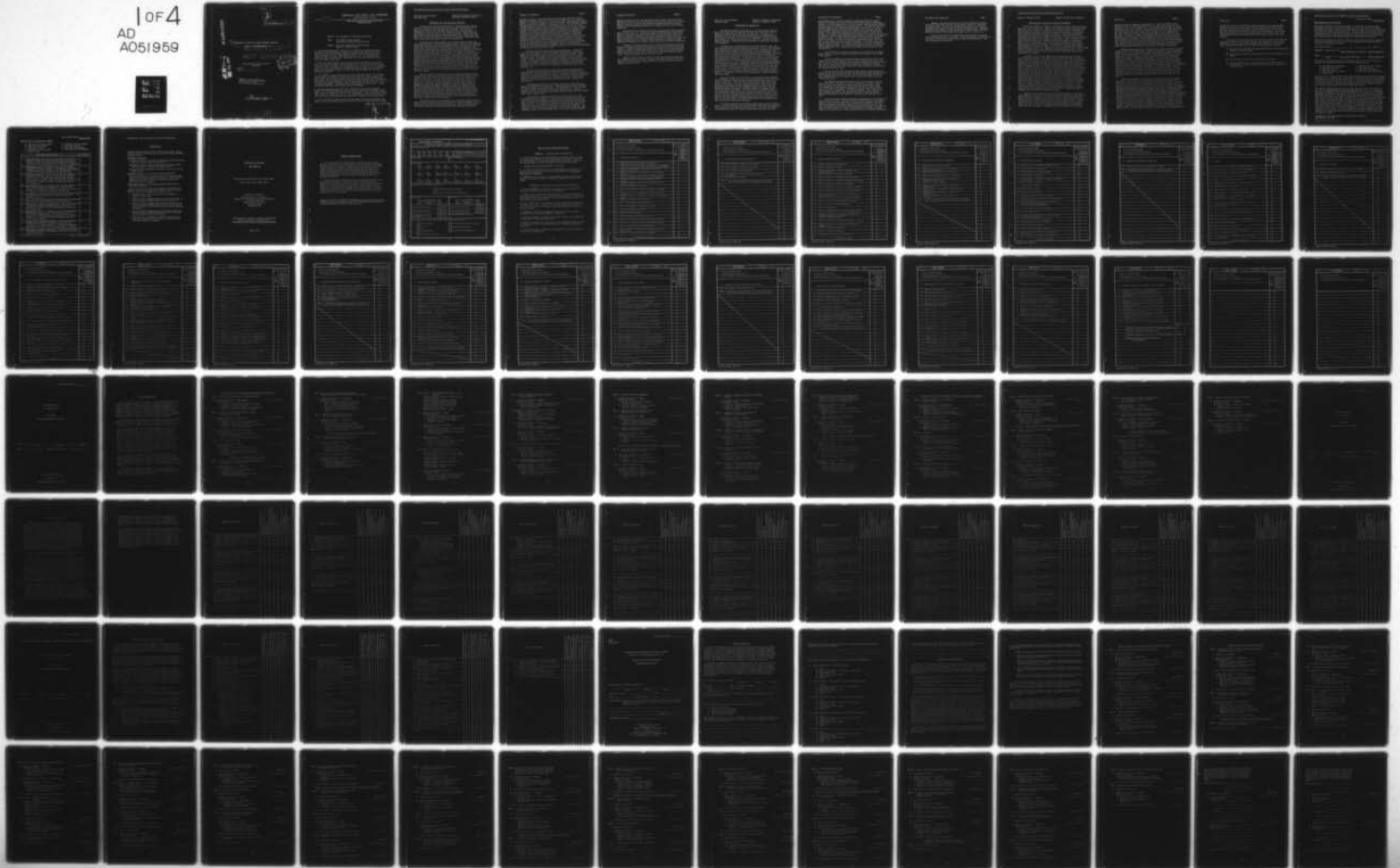
AMERICAN INSTITUTES FOR RESEARCH SILVER SPRING MD  
DEVELOPMENT OF TASK LEVEL JOB PERFORMANCE CRITERIA. APPENDIX A.--ETC(U)  
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6 DEVELOPMENT OF TASK LEVEL JOB PERFORMANCE CRITERIA,  
Appendix A, to Final Report Survey Materials  
Used to Collect Field Data.

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Survey Materials Used to Collect  
Field Data

9 Final rept.

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For  
AMERICAN INSTITUTES OF RESEARCH  
8555 Sixteenth Street  
Silver Spring, Maryland 20910

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Contract F41609-71-C-0010 *rw*

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AMERICAN INSTITUTES FOR RESEARCH  
WASHINGTON OFFICES

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MEMO TO: Job Incumbents for Job Performance Study

FROM: Cliff Hahn, Project Director  
Joan Wallace, Administrative Associate

SUBJECT: Task Level Performance Criterion Study  
Contract F 41609-71-C-0010

1. You have been selected to take part in a study we are conducting because according to the UAR listing we used to select our sample at that time you carried an AFSC of either 29150, 30454, or 43151-C and we had the name of a local coordinator for this study who was at your base. Or, you have been selected by your local base as a replacement for an airman originally chosen who is no longer at your base.
2. We wish we could welcome each of you personally and describe to you fully what the study is all about. Unfortunately, we can't so we are taking this way of saying "Hello" and asking for your cooperation in what we feel is an important study. You will be getting more instructions about what your part will be from your local coordinator, from us via audio tape, and of course, in the form of written instructions.
3. In a nutshell, we are asking you and about 6,000 other airmen in 3 different career ladders to complete the forms you will be getting. We also hope to get some ratings of your job performance from some of your co-workers and from your supervisors. All of these data are for project needs only and will be sent directly to us in Silver Spring, Maryland. We shall send data to the Air Force in terms of coded case numbers. As another part of the project, we hope to follow you up and collect additional data from you in about ten months.
4. We think the project can make a real impact on some Air Force personnel policies and programs although it will not directly affect your individual career except as it is affected by those policies and programs. But, the results will be only as good as the data you give us. If the objectives of this Air Force project are to be met, we need your help and cooperation. We hope we can count on you.
5. If you have any questions about the project that your local coordinator can't answer, let us hear from you and we'll try to fill you in on what you want to know.

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THIS ORIENTATION SHEET WAS GIVEN TO BOTH INCUMBENTS AND PEERS.

Task Level Job Performance  
Criterion Study

American Institutes for Research  
Contract F 41609-71-C-0010

Orientation for Job Incumbents and Peers

You are being asked to participate in a research project aimed at devising reliable ways to judge how well airmen at the 5-skill level do many of the separate tasks that make up their jobs. The project is attempting to do this by collecting information from trained people who are located at the work sites of the airmen concerned. These people are airmen such as yourself who have been selected for the project, and other NCO's who are direct supervisors of the airmen included. Observation and rating forms are being used to collect the information.

So that you may understand why you are being asked for help, the long range objectives of the project are presented. The Air Force continues to be concerned with improving its programs for (1) selection and classification tests and procedures, (2) proficiency tests and procedures, (3) both resident and on-the-job training programs, and (4) assignment procedures. To do this, the Air Force needs to know how well airmen are doing the different parts of their jobs. For example, to find out if selection Test A is better than selection Test B, the Air Force needs to know if airmen selected with Test A do their jobs better, the same, or worse than those selected with Test B. Or, in comparing groups of airmen assigned according to one pattern of aptitudes, experience, and personal desires with another group assigned according to a different pattern, the Air Force needs to know how well each group actually performs on the various tasks included in their jobs. The Air Force is also interested in which job tasks can be trained on the job and which should be learned in a resident course so that it is interested in the actual job performance of airmen trained by different methods.

You can see that if the Air Force is to evaluate existing methods for selecting, classifying, assigning, and training airmen they must have reliable information about how well individual airmen do on different parts of their jobs. This will allow them to compare the results from groups of airmen that have been treated differently. Most of you know why present performance ratings procedures such as the WAPS cannot be counted on to give the kind of information needed to evaluate present Air Force personnel procedures. Since so much of the careers of both the airmen being rated and the NCO's making the ratings are closely tied to such official ratings, unbiased, objective ratings are seldom given. Besides, such ratings usually deal with the total job or with very large parts of the job so even if unbiased ratings were given they wouldn't give the Air Force much information on which parts of the present system work well and which parts need changing.

The present project is an attempt to get around the normal biases in official rating systems by collecting information about job performance on a whole variety of tasks that make up airman jobs. This will allow raters to indicate which parts of the job are done relatively well and which

are done less well. While the project is being done under the sponsorship of the Personnel Division of the Air Force Human Resources Laboratory (AFHRL) it is being conducted by a civilian research and development organization, the American Institutes for Research (A.I.R.). The personnel Division of AFHRL happens to be located at the Lackland AF Base but it is a part of the AF Systems Command. The mission of the AFHRL is to research, develop and evaluate AF personnel systems rather than to operate or maintain such systems. The ratings collected during the project and the results are to be used for "research and development only" purposes in evaluating the operation of personnel programs rather than to evaluate individual airmen for possible personnel actions. To help make sure that the ratings will not become a part of any airman's record, all individual ratings collected in the field will be sent directly to the civilian contractor. A.I.R. will process the data collected and submit the results to the AFHRL in the form of coded case numbers instead of names. It is hoped that the nature of the project and the procedures used will convince all participants in the project to "tell it like it is."

You may be asked to participate in one of two ways. If you are a 5-skill level airman in one of the career ladders being studied, you may be asked to complete certain forms based upon your own job. If you hold such a job and have been included in the sample you will be called a job incumbent. "Incumbent" means a person holding a given position or job. All job incumbents will be asked to complete the USAF Job Inventory for his career ladder. The AF has done a lot of previous work with Job Inventory data and completion of the inventory at this time will allow for direct comparisons to be made between data from this project and the previous work.

All job incumbents will also be asked to rate themselves on how well they think they perform many of the tasks that are included as part of their jobs. All incumbents will also be asked to indicate what characteristics about tasks they do motivate them in a positive or negative direction. These data will be compared with the performance ratings. The combined task ratings will thus cover both the "can do" and "will do" aspects of the job tasks.

Job incumbents will also be asked to indicate the main source of their own training for the job tasks. Separate indications will be asked for job knowledge and job proficiency. Job incumbents will also be asked to indicate normal skill retention for the separate tasks. They will also be asked to rate ten work requirement factors in terms of their involvement in their overall jobs.

You may also be asked to participate in this project as a peer or colleague of a job incumbent. Many studies have shown that peers who work close together enough to observe each others performance often can give as good or better information about typical performance as the first line supervisor. An attempt is being made to get two peer ratings for each incumbent, as well as one rating from a first line supervisor. The coordinator for this project at your base will tell you if you are a job incumbent, a peer rater, or perhaps both. He will see that you have the

appropriate forms and will indicate who you are to rate. As a peer rater you will be asked to rate the performance and motivational level of a 5-skill level airman, and if you have not completed training and skill retention ratings or work requirement ratings as an incumbent you will also be asked to do that.

Giving the kind of detailed information requested will mean a considerable effort on your part. Unless this kind of detailed data is collected, however, there can be no good way of finding out how different kinds of Air Force-wide personnel procedures affect how well different parts of airmen jobs are performed or how airmen feel about different parts of their jobs and their Air Force careers as a whole. Such information is needed if changes required for transition to a total voluntary force are to be made effectively.

Remember, the data you give will be used to develop and evaluate the effect of personnel policies and procedures and not for individual personnel actions. It will be collected and processed by the civilian contractor and reported to AFHRL as coded cases numbers only. Objective, unbiased ratings cannot directly affect the careers of either the airman making the rating or the airman being rated, so "tell it like it is."

Specific instructions for completing each observation or rating form are included as part of the form. Since some details of administering the forms will differ from base to base, follow the instructions of the local coordinator at your base.

Orientation for Supervisors

You are being asked to participate in a research project aimed at devising reliable ways to judge how well airmen at the 5-skill level do many of the separate tasks that make up their jobs. The project is attempting to do this by collecting information from trained people who are located at the work sites of the airmen concerned. These people are supervisors of the airmen selected such as yourself, co-workers, and the airmen themselves. Observation and rating forms are being used to collect the information.

So that you may understand why you are being asked for help, the long range objectives of the project are presented. The Air Force continues to be concerned with improving its programs for (1) selection and classification tests and procedures, (2) proficiency tests and procedures, (3) both resident and on-the-job training programs, and (4) assignment procedures. To do this, the Air Force needs to know how well airmen are doing the different parts of their jobs. For example, to find out if selection Test A is better than selection Test B, the Air Force needs to know if airmen selected with Test A do their jobs better, the same, or worse than those selected with Test B. Or, in comparing groups of airmen assigned according to one pattern of aptitudes, experience, and personal desires with another group assigned according to a different pattern, the Air Force needs to know how well each group actually performs on the various tasks included in their jobs. The Air Force is also interested in which job tasks can be trained on the job and which should be learned in a resident course so that it is interested in the actual job performance of airmen trained by different methods.

You can see that if the Air Force is to evaluate existing methods for selecting, classifying, assigning, and training airmen they must have reliable information about how well individual airmen do on different parts of their jobs. This will allow them to compare the results from groups of airmen that have been treated differently. Most of you know why present performance ratings procedures such as the WAPS cannot be counted on to give the kind of information needed to evaluate present Air Force personnel procedures. Since so much of the careers of both the airmen being rated and the NCO's making the ratings are closely tied to such official ratings, unbiased, objective ratings are seldom given. Besides, such ratings usually deal with the total job or with very large parts of the job so even if unbiased ratings were given they wouldn't give the Air Force much information on which parts of the present system work well and which parts need changing.

The present project is an attempt to get around the normal biases in official rating systems by collecting information about job performance on a whole variety of tasks that make up airman jobs. This will allow raters to indicate which parts of the job are done relatively well and which

are done less well. While the project is being done under the sponsorship of the Personnel Division of the Air Force Human Resources Laboratory (AFHRL) it is being conducted by a civilian research and development organization, the American Institutes for Research (A.I.R.). The personnel Division of AFHRL happens to be located at the Lackland AF Base but it is a part of the AF Systems Command. The mission of the AFHRL is to research, develop and evaluate AF personnel systems rather than to operate or maintain such systems. The ratings collected during the project and the results are to be used for "research and development only" purposes in evaluating the operation of personnel programs rather than to evaluate individual airmen for possible personnel actions. To help make sure that the ratings will not become a part of any airman's record, all individual ratings collected in the field will be sent directly to the civilian contractor. A.I.R. will process the data collected and submit the results to the AFHRL in the form of coded case numbers instead of names. It is hoped that the nature of the project and the procedures used will convince all participants in the project to "tell it like it is."

As a supervisor of 5-skill level airmen in one of the career ladders being studied, you will be asked to complete several forms for each airman in the sample.

You will be asked to rate the performance level of the 5-skill level airman on a variety of separate tasks that are included as part of his job. You will also be asked to indicate your judgment regarding the degree to which the airman's typical performance level matches his potential capability for each task and the part that motivational factors may play in determining his typical performance level.

You will also be asked to indicate your judgment regarding the best method for training each job task and the degree to which the necessary skills are maintained over a period of time. You will also be asked to rate ten work requirement factors in terms of their involvement in the job of the airmen being rated.

The sampling procedure may require that you rate several airmen in your career field. The general plan of the project is to obtain ratings from the first line supervisor of the airman and from two peers. When it is impossible to get two peer ratings for the airman, a second supervisor's rating will be sought. Therefore you may be asked to rate a man for whom you are a second level or back-up supervisor. The procedure will vary somewhat from base to base and from one career ladder to another. The local coordinator at your base will indicate which airmen you are to rate.

Giving the kind of detailed information requested will mean a considerable effort on your part. Unless this kind of detailed data is collected, however, there can be no good way of finding out how different kinds of Air Force-wide personnel procedures affect how well different parts of airmen jobs are performed or how airmen feel about different parts of their jobs and their Air Force careers as a whole. Such information is needed if changes required for transition to a total voluntary force are to be made effectively.

Remember, the data you give will be used to develop and evaluate the effect of personnel policies and procedures and not for individual personnel actions. It will be collected and processed by the civilian contractor and reported to AFHRL as coded cases numbers only. Objective, unbiased ratings cannot directly affect the careers of either the airman making the rating or the airman being rated so "tell it like it is."

Specific instructions for completing each observation or rating form are included as part of the form. Since some details of administering the forms will differ from base to base, follow the instructions of the local coordinator at your base.

THESE TIPS WERE GIVEN TO BOTH SUPERVISORS AND PEERS.

Contract F 41609-71-C-0010

American Institutes for Research

Tips About Observing and Rating Job Performance

The task of judging how well an airman carries out his job on a day-to-day basis is not an easy one. Ideally, you should be given a carefully worded check list and told to observe the man for a period of time rating how well he does the tasks listed as they occur in the normal routine. The time and money needed for this approach was not available. Nor were they available to develop and administer job sample tests for the many tasks included in the jobs of the 6000 airmen included in this study. It is necessary, therefore, to depend upon ratings made by the airmen themselves, their co-workers, and their first-line supervisors. Working closely with groups of experienced NCO's in your career ladder, A.I.R. has tried to provide you with as good rating forms as could be developed. If you follow the directions carefully and complete the forms to the best of your ability, the data should allow project objectives to be met. There are a number of intentional or unintentional human inclinations that can and often do bias performance ratings. These are pointed out below so that you can keep them in mind when you make your ratings for this project.

Probably the most common occurrence in performance rating is what is known as "Halo error." This error usually occurs when the rater has had only a limited chance to observe the person he is rating. What often happens is that the rater who has seen only one or at best a few of the ratee's performances, or performance in only a few areas of the job then rates the man's total job performance on the basis of those few incidents or in those few areas. The forms used in this project should help you to avoid this tendency. First, because you are to rate many job tasks rather than the job as a whole. You can rate the man's performance only for those tasks for which you have a good basis and indicate for the other tasks either that they aren't a part of his job or that you personally had not had the opportunity to observe him doing it enough to make an unbiased rating. Second, descriptions of specific behaviors are given that illustrate the low and high end of the performance scale you are to use to rate each task. If you rate only those tasks for which you have a good basis and if you keep in mind the behaviors described as good or bad, you will avoid the common "halo error" in your ratings. Remember that even the best performing airmen do some parts of their jobs less well than others and even the poorer performing airmen do some parts of their jobs as well as the best of them. Each task rating is a separate one and you are to treat it as such.

Another common rating error is known as leniency error. This too often happens when the rater has had only limited chances to directly observe the performance of the man he is rating. Often the rater who is not sure whether the man's performance was typically good or bad is tempted to give the man the benefit of the doubt and give him a favorable rating. This is especially true if the ratings are expected to be used in a way that will affect the man's chances for promotion, his job assignment, or otherwise affect his personal career. The opposite side of the coin is also fairly

frequent and this is known as tough rater bias. Let's say there are two airmen being rated by different supervisors and that both perform the same job equally well. If one supervisor is a "hard nose" who does not give anyone in his unit higher than a 5 on a seven-point scale while the other supervisor uses the entire range of the scale from 1 through 7 as he is supposed to, the two men might get different ratings even though their performance was the same. The forms for this project should help you avoid this error also. Rate only the tasks for which you are fairly sure and rate them according to the behaviors described. Don't be afraid to use the entire range of the scale listed, giving the best man the top rating and the worst man the bottom one. Remember that these data will be analyzed by A.I.R. to develop criteria to evaluate Air Force programs and will not be submitted to the AFHRL by name so they cannot directly affect the careers of the airmen involved.

Another tendency, sometimes present, results in what is known as "central tendency error". This happens when a rater is reluctant to rate performance either as very good or very poor and goes right down the middle of the rating scale. This often happens if the rater is unsure of the performance being rated or is afraid to express extremes because of the effect it may have on the man's career. If middle of the scale ratings are routinely given for either of these reasons rather than because the man really does perform each task at a mediocre level, one of the basic objectives of the project will not be met. The task level rating approach used is specifically designed to allow raters to express the normal kind of variation in task level performance that is expected of most airmen. Consider each task separately. Look at the behavioral descriptions for each end of the performance scale and rate accordingly. Don't be afraid to use the entire range on the scale for any one task, but don't be afraid to use the middle if you feel that it most correctly describes the airman's typical performance on that specific job task.

One of the things that often makes it difficult to rate an airman's performance is the conflict in the rater's mind over what the man can do and what he typically does do in the actual on-the-job situation. The forms used in this project attempt to help you handle this by asking you to make two ratings for each task that you rate. One rating is strictly a performance rating for each appropriate rated task dimension. This rating should reflect how well you feel the man typically performs that task on a day-to-day basis regardless of what his best performance on a single special occasion may be. The other rating which is shown as a "Skills and Abilities Versus Motivation" rating allows you to indicate the degree to which you feel his usual performance matches his potentially best performance. This gives you a chance to indicate your judgment whether less than maximum performance on each task is due to a lack of skill and knowledge or to motivational factors. While asking you to make two ratings for each task increases the number of ratings you have to make, it should help you to make objective ratings of performance because you can separate out the "can do" factors from the "will do" factors and report on both. Also if the Air Force is to make changes in present personnel

programs that will most benefit the airmen involved, it must know whether to put the emphasis on skill acquisition and retention or on motivational factors, or perhaps equally on both. At the present time, the Air Force has only limited data to guide its actions on these problems. That is why the present project is being carried out at the level of detail that it is even though this calls for considerable effort on your part to make these ratings.

It is hoped that the above tips will help you to provide the objective and unbiased ratings needed if the project is to accomplish its objectives. Each of the forms has been designed to help you avoid some of the common rater tendencies that often bias ratings of job performance. Remember:

- 1) Rate only those job tasks for which you have had enough observations to make a reliable judgment
- (2) Read the descriptions of the behaviors for each task dimension to be rated
- (3) Use the entire range of the scale from top to bottom
- (4) The data will be used to evaluate Air Force personnel programs and procedures. They will not directly affect the careers of the airmen involved.

THIS SHEET WAS FILLED OUT BY INCUMBENTS, PEERS, AND SUPERVISORS.

Case Control Number \_\_\_\_\_  
(Leave Blank)

WORK REQUIREMENT FACTOR RATINGS

While major emphasis of the current project is concerned with the individual performance of 5-skill level job incumbents, there is also interest in general work requirement factors that apply to the job itself--NOT to the person performing the job or the manner in which he does it. These are the types of factors that are considered during job evaluation procedures designed to establish an appropriate grade and pay level. During this project, the data concerning performance levels will be compared with the data concerning these work requirement factors.

Please indicate below the title of the duty position to which you are assigned (or if you are a supervisor rating a 5-skill level incumbent, the duty position to which he is assigned and his name).

DUTY POSITION TITLE: \_\_\_\_\_ DAFSC: \_\_\_\_\_

INCUMBENT: (Supervisors only) \_\_\_\_\_  
(Rank) (Last name, first name) Social Security No.

RATER: \_\_\_\_\_  
(Rank) (Last name, first name) Social Security No.

Use the following 9-point scale to indicate how much of each of the factors is required for successful performance in the duty position listed.

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 9 = Very much more than average | 4 = Slightly less than average  |
| 8 = Much more than average      | 3 = Less than average           |
| 7 = More than average           | 2 = Much less than average      |
| 6 = Slightly more than average  | 1 = Very much less than average |
| 5 = About average               |                                 |

Since the scale is based on the average and deviations from average, you must know what base to use. For purposes of these work requirement factor ratings, consider the base to be all enlisted jobs within the Air Force, regardless of career field, skill level, or grade. You will, of course, be more familiar with certain groups of jobs than others. In making these ratings, use your best judgment based on your personal experience of what the Air Force-wide base is.

Rate the ten factors shown on the back of this sheet in terms of the amount of each that is required for the job or duty position being rated. You are NOT to rate your own characteristics or personal qualities (or if you are a supervisor, NOT those of the man you are rating). For each factor, compare the requirements of the job with those of all other enlisted jobs throughout the Air Force with which you are familiar regardless of career field, skill level, or grade, and make your rating using the above scale. You are to rate this job against all other jobs so that even though this job may require a high degree of a factor, if you feel all other jobs also require a high degree of the same factor you would rate that factor around the middle of the scale. The same would be true if you felt that this job and most enlisted jobs required very little of any factor. The purpose of these ratings is to indicate your opinion of the amount of the factor required by the job you are rating as compared to all other enlisted jobs with which you are acquainted, not as compared to some arbitrary scale of how much of the factor is needed.

REMEMBER--RATE THE REQUIREMENTS OF THE JOB OR DUTY POSITION,  
NOT THE MAN IN THE JOB.

Case Control Number                       
 (Leave Blank)

Use this scale in making your ratings:

- 9 = Very much more than average
- 8 = Much more than average
- 7 = More than average
- 6 = Slightly more than average
- 5 = About average

- 4 = Slightly less than average
- 3 = Less than average
- 2 = Much less than average
- 1 = Very much less than average

WORK REQUIREMENT FACTORS	RATING
1. <u>FORMAL EDUCATION</u> The amount of formal education required by the job. Consider education obtained prior to service in high school, civilian vocational and trade school, technical institute, junior or community college, college or university.	
2. <u>WORKING CONDITIONS</u> The extent to which the job involves uncomfortable working conditions. Consider such conditions as isolation, prolonged vigilance, extreme temperatures or noise levels, excessive TDY, and pressure to meet deadlines.	
3. <u>INDEPENDENT ACTION</u> The extent to which the job incumbent controls what is done, when it is done, and the manner in which it is done. Consider the kind and amount of supervision normally required, within Technical Data specifications the amount of flexibility allowed, and the scheduling of work assignments.	
4. <u>COMMUNICATION SKILLS</u> The extent to which the job requires skill in oral and written communication. Consider the complexity and variety of information communicated as well as the level of the individuals and agencies involved.	
5. <u>SUPERVISION</u> The extent to which the job requires supervising the work of others. Consider the number and level of personnel supervised.	
6. <u>RISK</u> The extent to which the job requires exposure to risk of death or severe injury during peace-time operations.	
7. <u>ORIGINALITY, INGENUITY, AND CREATIVENESS</u> The extent to which the job requires new and unique methods, approaches, and solutions to problems. Consider the demand for novel ideas and inventiveness.	
8. <u>INTERPERSONAL SKILLS</u> The extent to which the job requires skill in dealing with people. Consider the need for sensitiveness, responsiveness, persuasiveness, self-control, and tact, as well as the possible consequences when such skills are not employed.	
9. <u>SPECIAL TRAINING AND WORK EXPERIENCE</u> The extent to which knowledge and skills must be acquired through special training courses (service schools or in some cases contract manufacturer courses) or on-the-job experience is required.	
10. <u>THOROUGHNESS, ACCURACY, AND NEATNESS</u> The extent to which the job requires initiative and control of these factors without prodding from others.	

RATING SCALE SHEETS WERE GIVEN TO PEERS AND SUPERVISORS.

### RATING SCALES

Keep this sheet available as you rate the 5-skill level airman. It will remind you what the scales are as you rate the individual job tasks listed.

#### Opportunity to Observe

PO means the task is a part of the airman's job and you have had a chance to observe how well he does it.

NO means the task is a part of the airman's job but you have not had a chance to observe how well he does it.

NA means Not Applicable because that task is not a part of the airman's job.

#### Performance Scale (Rate only those tasks you marked PO)

Look at the performance scale definition for each rated dimension and rate the man according to that scale. The low end of the performance scale is always 1 and the high end of the performance scale is always 7.

#### Skills and Abilities versus Motivation Scale (Rate only the tasks you marked PO)

Your ratings should reflect your judgment of the difference between the best performance level possible by the airman and his usual day-to-day performance level on the task.

- 5 = Usually performs close to the limit of his potential capacity on the task.
- 4 = Usually performs somewhat below his potential capacity on the task mainly because he needs more training on it.
- 3 = Usually performs somewhat below his potential capacity on the task because he needs more training on it and because he usually doesn't put forth the care and effort needed to do his best.
- 2 = Usually performs somewhat below his potential capacity on the task mainly because he usually doesn't put forth the care and effort needed to do his best.
- 1 = Often performs well below his potential capacity on the task mainly because he often doesn't put forth the care and effort needed to do better.

UNITED STATES AIR FORCE

JOB INVENTORY

Communications Center Operations Career Ladder

AFSCs 29130, 29150, 29170, 29190

Originally Prepared by

Job Specialty Survey Division  
Headquarters Lackland Military Training Center  
Air Training Command  
Lackland AFB, Texas 78236  
AFPT 90-291-031  
15 February 1970

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Development of Task-level Job Performance Criteria

August 1972

## GENERAL INSTRUCTIONS

You are being asked to complete this inventory of job tasks as part of a research project being carried out by the American Institutes for Research for the Personnel Research Division of the Air Force Human Resources Laboratory (AFHRL). A major product of the study will be survey forms and procedures that will furnish AFHRL with measures of actual job performance at the task level which they can use in the Air Force's continuing efforts to improve procedures for selection and classification devices, proficiency tests, training programs, and assignment procedures.

Completion of this inventory by airmen holding AFSC 29150 is only one part of the project. You will also be asked to complete other survey forms in connection with this project. The Air Force has already done a lot of work during the past ten years using the job inventory approach for describing and analyzing airman career ladders. You are being asked to complete the inventory at this time so that the updated current data from the present study may be directly compared with data produced by this previous work.

Complete each item of the BACKGROUND INFORMATION, page iii, except the Case Control Number in the extreme upper, right-hand corner. Then read the instructions on page iv and complete the inventory in accordance with these instructions.

<b>BACKGROUND INFORMATION</b>	DATE	CASE CONTROL NUMBER
PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BLANKS		
NAME (Last, First, Middle Initial)		
GRADE <input type="checkbox"/> E3 A1C <input type="checkbox"/> E4 SGT <input type="checkbox"/> E5 SSGT <input type="checkbox"/> E6 TSGT <input type="checkbox"/> E7 MSGT <input type="checkbox"/> E8 SMSGT <input type="checkbox"/> E9 CMSGT	SOCIAL SECURITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	
ORGANIZATION	BASE OR INSTALLATION	
MAJOR COMMAND  <input type="checkbox"/> A AAC <input type="checkbox"/> G ACIC <input type="checkbox"/> C ADC <input type="checkbox"/> E AFAFC <input type="checkbox"/> Y AFCS <input type="checkbox"/> F AFLC <input type="checkbox"/> H AFSC  <input type="checkbox"/> J ATC <input type="checkbox"/> K AU <input type="checkbox"/> M CONAC <input type="checkbox"/> P HQ COMD <input type="checkbox"/> N HQ USAF <input type="checkbox"/> O MAC <input type="checkbox"/> X OTHER  <input type="checkbox"/> R PACAF <input type="checkbox"/> S SAC <input type="checkbox"/> T TAC <input type="checkbox"/> B USAFA <input type="checkbox"/> D USAFE <input type="checkbox"/> L USAFSO <input type="checkbox"/> U USAFSS		
MY JOB IS LOCATED AT AN INSTALLATION WHICH IS:  <input type="checkbox"/> Inside the continental U.S. (Zone of the Interior). <input type="checkbox"/> Outside the continental U.S. (including Alaska and Hawaii)		
PRIMARY AFSC <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> Prefix                      Number                      Suffix	DUTY AFSC <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> Prefix                      Number                      Suffix	
TOTAL MONTHS IN PRESENT JOB <input type="text"/> <input type="text"/> <input type="text"/>	TOTAL MONTHS AT PRESENT BASE <input type="text"/> <input type="text"/> <input type="text"/>	
TOTAL MONTHS IN DUTY AFSC <input type="text"/> <input type="text"/> <input type="text"/>	TOTAL MONTHS IN CAREER FIELD <input type="text"/> <input type="text"/> <input type="text"/>	
TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE <input type="text"/> <input type="text"/> <input type="text"/>	PRESENT WORK ASSIGNMENT (Job Title)	
CHECK THE METHOD BY WHICH YOU WERE ASSIGNED TO YOUR PRESENT CAREER LADDER:  <input type="checkbox"/> A directed duty assignment <input type="checkbox"/> Conversion from obsolete AFSC in same career field <input type="checkbox"/> A bypass test <input type="checkbox"/> Retraining from another career field <input type="checkbox"/> Classification Board action <input type="checkbox"/> Reenlistment from another branch of service. <input type="checkbox"/> Completion of basic technical course		

READ THIS PAGE BEFORE GOING FURTHER

PROCEDURE A. CHECKING TASKS OF PRESENT JOB

1. As you read each task in the Duty-Task List section, pages 1 through 20, place a check beside each task that you perform in your present job. Put your checkmark in the column headed "Check-If Done Now." When you have reached page 20, follow the arrow for your next instructions.
2. DO NOT COMPLETE THE OTHER COLUMN AT THIS TIME.
3. If a task that you perform is not listed anywhere in the entire list, write it on the blank page at the end of the booklet, but do not add tasks that are classified.
4. Remember, at this time, you are to complete only the column headed "Check-If Done Now" for pages 1 through 20. Now, turn to page 1 and BEGIN.

PROCEDURE B. RATING TIME SPENT ON TASKS OF PRESENT JOB

1. Have you CHECKED each task that you perform in your present job? Make sure, before you continue with this procedure.
2. Now you are to rate the relative amount of time you spend performing each task in your present job. Relative time spent means the total time you spend doing the task compared with the time you spend on each of the other tasks of your present job.
3. Use a rating of "1" if you spend a very-much-below-average amount of time on a task. Use a rating of "2" for below average time; and so on, up to a rating of "7" if you spend a very-much-above-average amount of time on the task.
4. Remember, you are to rate only each task that you have already checked in the first column of pages 1 through 20.
5. Place your rating, according to the 7-point scale, in the right-hand column, headed "Time Spent Current Job."
6. When you have made all your ratings in the right-hand column of pages 1 through 20, you will have completed this job inventory, and you may turn it in.
7. Now, turn to page 1 and BEGIN your ratings for the checked tasks by using the right-hand column.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		CHECK	TIME SPENT Current Job
A. ORGANIZING AND PLANNING		<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. Above average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Categorize information as top secret, secret, confidential, or for official use only			
2. Coordinate circuit activations, deactivations, or changes with primary technical control facilities and maintenance			
3. Coordinate communications operational priorities with traffic control			
4. Coordinate communications procedures with Net Control Stations			
5. Coordinate equipment installation or relocation with Ground Electronics Engineering Installation (GEEIA)			
6. Coordinate message handling procedures with MARS stations			
7. Coordinate special message handling procedures with customer agencies			
8. Determine personnel requirements			
9. Develop organizational or functional charts or graphs			
10. Develop policies for management of Common Long Haul Circuits			
11. Develop policies for management of Weather Communications System			
12. Develop work methods and procedures			
13. Draft communications budget estimates			
14. Draft communications operating instructions			
15. Establish emergency action plans			
16. Establish safety standards			
17. Estimate communications traffic loads			
18. Formulate or establish communication center policies			
19. Formulate or establish message distribution policies			
20. Plan or conduct briefings or conferences			
21. Plan or establish procedures for document security and control			
22. Plan or establish quality control programs			
(continued next page)			

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 291X0

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

A. ORGANIZING AND PLANNING (CONTINUED)

23. Plan or establish teleconference service

24. Plan or prepare status boards or charts

25. Plan or schedule work assignments

26. Plan section record maintenance and dispersal procedures

27. Schedule leaves or passes

NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.			✓  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. Above average. 4. Slightly above average. 6. Above average. 7. Very much above average.
B. DIRECTING AND IMPLEMENTING				
1. Assign personnel to duty positions				
2. Conduct retention interviews				
3. Counsel subordinates on career development and job progression				
4. Counsel subordinates on personal problems				
5. Determine supply or office equipment requirements				
6. Devise procedures for reporting equipment malfunctions				
7. Direct COMSEC material handling procedures				
8. Direct implementation of line load control program				
9. Direct maintenance of message routing information				
10. Direct maintenance of publications, records, or correspondence files				
11. Direct personnel in maintaining security standards				
12. Direct personnel in observing safety standards				
13. Draft, edit, or review correspondence				
14. Draft job descriptions				
15. Draft recommended changes to operating publications				
16. Establish procedures for care and utilization of workspace, equipment, or supplies				
17. Implement minimize procedures				
18. Implement procedures for document security and control				
19. Implement procedures for maintaining performance standards				
20. Initiate traffic backlog reports				
21. Maintain inventory of equipment				
22. Perform staff technical assistance visits				
(continued next page)				

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

<p>1. Check tasks you perform now ( ✓ ).</p> <p>2. Add any tasks you do now which are not listed.</p> <p>3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.</p>	CHECK	TIME SPENT Current Job
<p>B. DIRECTING AND IMPLEMENTING (CONTINUED)</p>	<p>✓</p> <p>IF DONE NOW</p>	<p>1. Very much below average.</p> <p>2. Below average.</p> <p>3. Slightly below average.</p> <p>4. About average.</p> <p>5. Slightly above average.</p> <p>6. Above average.</p> <p>7. Very much above average.</p>
23. Prepare graphs, charts, or reports		
24. Provide technical communications guidance to host units or commands		
25. Resolve technical problems of subordinates		
26. Stamp classified material with classification		
27. Supervise Apprentice Communications Center Specialists (AFSC 29130)		
28. Supervise civilian personnel		
29. Supervise Communications Center Specialists (AFSC 29150)		
30. Supervise Communications Center Superintendents (AFSC 29190)		
31. Supervise Communications Center Supervisors (AFSC 29170)		
32. Supervise personnel with AFSCs other than AFS 291X0		
<p>NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.</p>		

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		CHECK	TIME SPENT Current Job
C. INSPECTING AND EVALUATING		<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Analyze circuit and equipment outage reports			
2. Analyze equipment test results			
3. Analyze inspection or survey reports			
4. Analyze network utilization			
5. Analyze reports or records of message transmission and receipt			
6. Analyze service messages			
7. Analyze tracer actions			
8. Analyze traffic reports			
9. Conduct self inspections			
10. Evaluate compliance with work standards			
11. Evaluate individuals for promotion, demotion, or reclassification			
12. Evaluate procedures for storage, inspection, or inventory of property items			
13. Evaluate section safety practices			
14. Evaluate section security procedures			
15. Evaluate suggestions			
16. Evaluate the maintenance and use of work space, equipment, or supplies			
17. Inspect telecommunications facilities			
18. Investigate accidents or incidents			
19. Review discrepancy reports			
20. Review operational logs or reports			
21. Review or evaluate technical publications or directives			
22. Write or indorse airman performance reports			
(continued next page)			

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

C. INSPECTING AND EVALUATING (CONTINUED)

23. Write or indorse civilian performance ratings

NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.

/			

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓  
IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

D. TRAINING

1. Administer written, oral or performance tests
2. Arrange for training aids, space, or equipment
3. Attend training conferences or briefings
4. Conduct communications security education programs
5. Conduct formal classroom instruction
6. Conduct on-the-job training for communications personnel
7. Conduct supervisory orientations
8. Conduct training conferences or briefings
9. Demonstrate how to locate or interpret technical information
10. Demonstrate methods and techniques of operating communication equipment
11. Develop on-the-job training material
12. Develop or revise resident training or Career Development Courses (CDCs)
13. Develop tests
14. Evaluate resident course training instruction
15. Evaluate section on-the-job training programs
16. Evaluate training
17. Explain policies or directives to subordinates
18. Maintain training records
19. Review section training status
20. Review training progress of individuals
21. Schedule on-the-job training
22. Schedule rotation of individuals for training and job progression

(continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

<p>1. Check tasks you perform now ( ✓ ).</p> <p>2. Add any tasks you do now which are not listed.</p> <p>3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.</p>	CHECK	TIME SPENT Current Job
<p>D. TRAINING (CONTINUED)</p>	<p>✓</p> <p>IF DONE NOW</p>	<p>1. Very much below average.</p> <p>2. Below average.</p> <p>3. Slightly below average.</p> <p>4. About average.</p> <p>5. Slightly above average.</p> <p>6. Above average.</p> <p>7. Very much above average.</p>
<p>23. Select individuals for specialized training courses</p>		
<p>24. Select or assign instructors</p>		
<p>NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.</p>		

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	
		CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.			1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
E. PROCESSING MESSAGES FOR TRANSMISSION OR DELIVERY		<input checked="" type="checkbox"/> IF DONE NOW	
1. Account for classified messages by use of hand receipt or delivery register			
2. Collect and account for tariff receipts or Western Union money order receipts			
3. Complete Message Correction Notices			
4. Determine and assign routing indicators			
5. Initiate electrical tracer actions			
6. Initiate follow-up action on service messages held in suspense			
7. Maintain Channel Number Sheets (AF Form 1035)			
8. Maintain communication center message registers (AF Form 1022)			
9. Maintain Facsimile Logs (AF Form 1024)			
10. Maintain files of letters of authorization for receiving or releasing messages			
11. Maintain General Message Handling Logs (AF Form 1015)			
12. Maintain High Precedence Message Logs (AF Form 1021)			
13. Maintain Incoming Service Messages Logs (AF Form 1016) or files			
14. Maintain Manual Control Data Logs (AF Form 207)			
15. Maintain Master Station Logs (AF Form 1019)			
16. Maintain Message Delivery Registers (AF Form 1014) or files			
17. Maintain operational files of publications, records, or correspondence			
18. Maintain Outgoing Service Message Logs (AF Form 1018) or files			
19. Maintain Rerun Registers (AF Form 1025) or files			
20. Maintain Teletypewriter (TWX) Number Sheets (AF Form 1012)			
21. Notify addressee or distribution center of message receipt			
22. Perforate message tapes			
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.			✓	1. Very much below average 2. Below average 3. Slightly below average. 4. About average 5. Slightly above average. 6. Above average 7. Very much above average
E. PROCESSING MESSAGES FOR TRANSMISSION OR DELIVERY (CONTINUED)			IF DONE NOW	
23. Prepare channel number tabs or rolls				
24. Prepare circuit or equipment outage reports				
25. Prepare header and end of transmission cards for data transmission				
26. Prepare service messages				
27. Prepare start of message (SOM) and end of message (EOM) for narrative transmission				
28. Process limited distribution or special category messages				
29. Proofread or correct teletype tapes, page copies, or header and trailer cards				
30. Review messages for mishandling				
31. Review original joint message forms (DD Form 173) or (DD Form 1392)				
32. Segregate incoming messages for distribution or refile				
33. Select means of message transmission, such as AIROP, AUTODIN, AIRCOMNET, or commercial cable companies				
34. Stamp filing times on outgoing messages				
35. Stamp messages with special handling, precedence, or classification instructions				
36. Stamp time of receipt on incoming messages				
37. Stamp time of transmission on outgoing messages				
38. Transfer publications or documents from storage facilities				
39. Verify card count on card counting machine				
40. Verify charges from commercial cable companies				
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.				

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		CHECK	TIME SPENT Current Job
F. RECEIVING OR TRANSMITTING MESSAGES		<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Check daily traffic logs to insure all traffic has been transmitted			
2. Check operational status of spare equipment			
3. Initiate channel checks			
4. Initiate disregard notices or cancellation notices			
5. Maintain magnetic tape library			
6. Manually call for message statistics computer printouts			
7. Monitor control units and respond to audible or visual signals			
8. Originate or answer service actions			
9. Perform operator maintenance on communications equipment, such as replacing teletype ribbon			
10. Perform quality control tests on local position			
11. Reload computer after power failures or fluctuations			
12. Report circuit difficulties or equipment malfunctions			
13. Reroute traffic on traffic routing boards			
14. Retrieve message tapes or cards for analysis, service action, or refile			
15. Send or receive AUTODIN system messages using low speed terminal equipment, such as mode V, or transceiver			
16. Send or receive AUTODIN system messages using magnetic tape terminal station equipment, such as UNIVAC 1004			
17. Send or receive AUTODIN system message using high speed terminal equipment, such as UNIVAC 1004			
18. Send or receive messages by AIRCOMNET			
19. Send or receive messages by AIROPNET			
20. Send or receive messages by commercial cable systems			
21. Send or receive messages by facsimile system			
22. Send or receive messages by use of special purpose networks			
(continued next page)			

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

F. RECEIVING OR TRANSMITTING MESSAGES (CONTINUED)

23. Switch tape drives to maintain circuit continuity

24. Test and evaluate circuit operational status

25. Update computer patches and program cards

26. Verify circuit security according to message classification

27. Wire program boards

Note: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.				1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
G. OPERATING RELAY CENTERS			<input checked="" type="checkbox"/>	
1. Disseminate procedure and routing changes to operating agencies				
2. Establish connect-through circuits or conference services				
3. Initiate airmail tracer actions (AF Form 543)				
4. Maintain Tape Multiple Distribution Logs (AF Form 1023)				
5. Mark or file transmit monitor reels				
6. Notify tributary stations of Communication Service Advisories				
7. Operate traffic control boards				
8. Originate and disseminate reports for traffic or system analyses				
9. Perform circuit patching functions				
10. Perform message number checks				
11. Perform tape monitor functions				
12. Relay messages according to precedence				
13. Reproduce tapes for multiple onward transmission				
14. Reroute misrouted messages				
15. Reroute traffic on traffic routing boards				
16. Review or correct messages which fail to process automatically				
17. Take action to maintain circuit continuity				
18. Transmit multiple address message by tape recovery				
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.				

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

H. OPERATING WEATHER RELAY CENTERS

1. Analyze weather traffic for management control of connected weather stations
2. Coordinate circuit transmission and weather broadcast schedules with Air Weather Service personnel
3. Maintain logs, records, or schedules for the transmission and receipt of weather messages
4. Perform time checks
5. Post manual amendments (MANAMs)
6. Prepare weather information message tapes
7. Relay weather charts using automatic facsimile equipment
8. Relay weather charts using manual facsimile equipment
9. Transmit No Content Indicators (NCIs)
10. Transmit weather messages tapes

NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 291X0	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.				1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. OPERATING TELEPHONE SWITCHBOARDS			<input checked="" type="checkbox"/> IF DONE NOW	
1. Accept and connect calls according to their precedence				
2. Answer supervisory lights				
3. Book calls				
4. Compile information for switchboard traffic routing diagrams				
5. Compile, maintain, or distribute telephone directories				
6. Coordinate switchboard circuit or equipment problems with maintenance or support agencies				
7. Give call progress information				
8. Maintain log of control numbers used by customers placing precedence calls				
9. Maintain master telephone information files for information services				
10. Maintain status board on location of commanders radio net				
11. Maintain switchboard instructions for emergencies, such as fire, crash, or attack				
12. Maintain switchboard station logs, such as Master Station Logs (AF Form 1019)				
13. Maintain time and toll charge tickets (DD Form 1194)				
14. Monitor precedence or emergency calls				
15. Operate line load control equipment to free circuits for emergency use				
16. Perform bookkeeping of accounts for telephone customer or toll services				
17. Perform operator maintenance of switchboard equipment				
18. Place local or long distance calls on manual or automatic switchboards				
19. Process telephone conference calls				
20. Reroute calls in event of circuit failure				
21. Take peg counts				
22. Test switchboard circuits				
(Continued next page)				

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

1. OPERATING TELEPHONE SWITCHBOARDS (CONTINUED)

23. Use ring down trunk in placing calls

NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

J. ENCRYPTING AND DECRYPTING MESSAGES

1. Assign crypto routing for off-line encrypted messages
2. Configure cryptographic equipment for operation
3. Maintain Cryptographic Service Logs (AF Form 1031)
4. Operate on-line cryptographic devices
5. Perform operator maintenance on cryptographic equipment
6. Prepare messages for encryption
7. Process incoming encrypted messages for local delivery
8. Record incoming off-line encrypted messages on incoming Cryptographic Registers (AFCOMSEC Form 5)
9. Record outgoing off-line encrypted messages on outgoing Cryptographic Registers (AFCOMSEC Form 5A)
10. Test performance of cryptographic equipment in local position
11. Use off-line cryptographic devices to encrypt, decrypt or check decrypt messages

NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.

**JOB INVENTORY**  
(DUTY - TASK LIST)

AF 5C  
291X0

	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.		
K. MAINTAINING PHYSICAL AND CRYPTOGRAPHIC SECURITY	✓ IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Destroy classified waste		
2. Escort visitors through facilities		
3. Inventory accountable cryptographic materials		
4. Maintain authorized entrance list		
5. Maintain security of facilities and classified material during emergencies		
6. Maintain visitor registers		
7. Make page checks		
8. Monitor destruction of classified materials		
9. Perform emergency procedure drills		
10. Perform inventory of classified accountable items		
11. Perform physical security inspection of facilities		
12. Prepare and package classified material for courier transfer		
13. Prepare classified documents for mailing		
14. Prepare destruction reports for classified materials		
15. Prepare technical, special, or administrative security reports		
16. Review documents or other materials to determine disposition		
17. Review messages for security violations		
18. Verify entry authorization of visitors		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

<p>1. Check tasks you perform now ( ✓ ).</p> <p>2. Add any tasks you do now which are not listed.</p> <p>3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.</p>	CHECK	TIME SPENT Current Job
<p>L. OPERATING MOBILE COMMUNICATIONS UNIT</p>	<p>✓</p> <p>IF DONE NOW</p>	<p>1. Very much below average.</p> <p>2. Below average.</p> <p>3. Slightly below average.</p> <p>4. About average.</p> <p>5. Slightly above average.</p> <p>6. Above average.</p> <p>7. Very much above average.</p>
<p>1. Determine antenna direction</p>		
<p>2. Erect and direct antennas</p>		
<p>3. Erect tactical air base facilities</p>		
<p>4. Load or unload mobile communication equipment, publications, directives, or supplies</p>		
<p>5. Operate mobile communication convoy equipment</p>		
<p>6. Operate mobile communication equipment</p>		
<p>7. Perform operational checks of mobile communication equipment</p>		
<p>8. Serve on site evaluation teams for erection of communication tactical air base</p>		
<p>9. Set up mobile telecommunications equipment</p>		
<p>NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.</p>		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

PAGE

<p>1. Check tasks you perform now ( ✓ ).</p> <p>2. Add any tasks you do now which are not listed.</p> <p>3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.</p>	CHECK	TIME SPENT Current Job
<p>M. OPERATING AIRBORNE CRYPTOGRAPHIC TELETYPE EQUIPMENT</p>	<p>✓</p> <p>IF DONE NOW</p>	<p>1. Very much below average.</p> <p>2. Below average.</p> <p>3. Slightly below average.</p> <p>4. About average.</p> <p>5. Slightly above average.</p> <p>6. Above average.</p> <p>7. Very much above average.</p>
<p>1. Coordinate with other operators on teletype transmission by radio voice procedures</p>		
<p>2. Adjust airborne radio equipment to establish communications</p>		
<p>3. Place calls using airborne switchboard equipment</p>		
<p>4. Operate trailing wire antenna systems to establish frequency</p>		
<p>5. Perform or practice aircraft crew member emergency procedure functions</p>		
<p>6. Perform communication crew coordination checklist functions</p>		
<p>7. Send or receive messages using airborne worldwide secure digital data equipment</p>		
<p>8. Send or receive messages using airborne worldwide survival low frequency equipment</p>		
<p>9. Transfer publications, directives, or supplies between aircraft and fixed stations</p>		
<p>NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.</p>		
<p>Go to page iv and follow procedure "B".</p>		
<p>When finished with ratings in this column, turn in the inventory.</p>		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
291X0

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓  
IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

	CHECK	TIME SPENT Current Job
	✓	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK  
  
  
IF  
DONE  
NOW

TIME SPENT  
Current Job

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

Case Control Number \_\_\_\_\_

PERFORMANCE RATINGS

FOR JOB TASKS OF

AFSC 29150

COMMUNICATIONS CENTER OPERATIONS

Rater Name: \_\_\_\_\_  
  (Last)  (First)  (M.I.)

Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Contract F41609-71-C-0010

Conducted by

American Institutes for Research

## GENERAL INSTRUCTIONS

You are being asked to complete this self rating of the performance levels for various job tasks as a part of a research project being carried out by the American Institutes for Research (AIR) under contract to the Personnel Research Division of the Air Force Human Resources Laboratory (AFHRL). Data from these ratings will be compared by AIR with other data collected about the actual job performance at the task level. The overall project is but one part of the Air Force's continuing efforts to improve procedures for selection and classification devices, proficiency tests, training programs and assignment procedures.

The tasks listed in this booklet are ones which groups of experienced NCO's have indicated are important for the 5-skill level airman in your AFSC. First, look through the tasks listed and circle the numbers of those tasks or task clusters which are a part of your current job.

Then go back and for those tasks which you circled rate your own typical performance level. Look at the performance scale definition for each rated dimension and rate yourself according to that scale. The low end of the performance scale is always 1 and the high end is always 7. Do not be reluctant to use the extreme ends of the scales for a given task. Even the best performing airman does some parts of his job less well than others, and even the poorest performing airman does some parts of his job as well as the best of them. Be sure to read the definition of the performance scale for each dimension and then rate yourself according to that scale. Sometimes there is only one dimension covering a task and it may not cover all aspects of how the task is performed. Nevertheless, rate only the dimension listed. For other tasks there are several dimensions for the same task. For such tasks, rate each dimension separately.

These data will be processed by AIR and will not affect your Air Force career directly. These data will be used along with other data collected during the project to evaluate Air Force personnel programs. If the long term objectives of the project are achieved, such evaluations may result in changes in personnel programs and procedures which are designed to make your stay in the Air Force a more rewarding and satisfying experience.

Remember--first look over the list of tasks and circle those you do as a part of your current job. Second, go back and rate your own typical performance level. Rate each task in accordance with the performance scale definition provided for that task.

TASKS 1 THROUGH 3 ARE CONCERNED WITH ADMINISTRATIVE FUNCTIONS

TASK 1. STAMP CLASSIFIED MATERIALS WITH CLASSIFICATION

- A. Rated Task Dimension: Thoroughness 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not perform complete job, does not meet standards of accuracy  
7 = High end = Completely accomplishes all aspects of the task, with high degree of accuracy

TASK 2. SUPERVISE APPRENTICE COMMUNICATIONS CENTER SPECIALISTS (AFSC 29130)

- A. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Takes no interest in subordinates except to see work is accomplished  
7 = High end = Takes a keen interest in subordinates' performance and personal well-being

- B. Rated Task Dimension: Self-Initiation 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not take on task without being asked by supervisor  
7 = High end = Takes on task without being asked

TASK 3. REVIEW OPERATIONAL LOGS

- A. Rated Task Dimension: Review 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Seldom reviews operational logs or reports  
2 = High end = Diligently reviews operational logs or reports to insure traffic is being handled properly

TASKS 4 AND 5 ARE CONCERNED WITH TRAINING

TASK 4. CONDUCT ON-THE-JOB TRAINING (UPGRADE/QUALIFICATION) FOR COMMUNICATIONS PERSONNEL

- A. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not conduct any training unless prompted constantly  
7 = High end = Follows OJT guidelines, gives clear instructions to trainees

TASK 4 (continued) CONDUCT ON-THE-JOB TRAINING  
(UPGRADE/QUALIFICATION) FOR COMMUNICATIONS PERSONNEL

B. Rated Task Dimension: Thoroughness 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Does not perform complete job,  
misses aspects of the task consistently,  
does not meet standards of accuracy

7 = High end = Completely accomplishes all  
aspects of the task, with high degree of  
accuracy

TASK 5. DEMONSTRATE METHODS AND TECHNIQUES OF  
OPERATING COMMUNICATION EQUIPMENT

A. Rated Task Dimension: Demonstration 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Does not clearly demonstrate  
equipment and leaves trainee confused

7 = High end = Clearly and concisely demonstrates  
equipment operation step by step, answering  
questions as he goes along

TASKS 6 THROUGH 16 ARE CONCERNED WITH PROCESSING MESSAGES

TASK 6. ACCOUNT FOR CLASSIFIED MESSAGES BY USE OF  
HAND RECEIPT OR DELIVERY REGISTER

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Fails to check for proper  
signature or complete entries

7 = High end = Verifies form for complete entries  
and special instructions

TASK 7. DETERMINE AND ASSIGN ROUTING INDICATORS

A. Rated Task Dimension: Assignments 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Misroutes messages and fails to  
use proper procedures

7 = High end = Assigns correct routing codes for  
routine and special destinations

TASK CLUSTER 8. SERVICE MESSAGE PROCESSING - This includes:

Initiate follow-up action on service messages held in suspense  
Maintain incoming service message logs (AF Form 1016/DD Form 1765) or files  
Maintain outgoing service message logs (AF Form 1018/DD Form 1766) or files  
Prepare service messages  
Originate or answer service actions

- A. Rated Task Dimension: Errors 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Makes many entry mistakes such as not logging service message number  
7 = High end = Makes very few mistakes in answering a request
- B. Rated Task Dimension: Requests 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not handle even some routine requests without problems  
7 = High end = Handles even unusual situations with little problem
- C. Rated Task Dimension: Suspenses 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Frequently does not complete work on time, causes serious delays  
7 = High end = Consistently completes work on time in effective manner

TASK CLUSTER 9. MAINTAIN OPERATION LOGS - This includes:

Maintain channel number sheets (AF Form 1035)  
Maintain communication center message registers (AF Form 1022)  
Maintain high precedence message logs (AF Form 1021)  
Maintain master station logs (AF Form 1019/DD Form 1753)  
Maintain message delivery registers (AF Form 1014) or files

- A. Rated Task Dimension: Entries 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Makes incomplete entries such as not providing correct routing indicators  
7 = High end = Makes entries with complete descriptor information

TASK 10. NOTIFY ADDRESS OR DISTRIBUTION CENTER  
OF MESSAGE RECEIPT

- A. Rated Task Dimension: Response 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to notify addressee promptly  
7 = High end = Notifies addressee as soon as  
message is processed

TASK CLUSTER 11. PREPARE MESSAGES - This includes:  
Perforate message tapes  
Prepare header and end of transmission cards  
for data transmission  
Prepare start of message (SOM) and end of  
message (EOM) for narrative transmission

- A. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Makes minor and a few major errors  
7 = High end = Performs rapidly with few errors

- B. Rated Task Dimension: Endurance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Frequently quits tasks before  
completing them  
7 = High end = Completes all tasks even when they  
are long and complex

TASK 12. IDENTIFY AND PROCESS SPECIAL CATEGORY MESSAGES

- A. Rated Task Dimension: Response 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not readily identify and  
process special category messages  
7 = High end = Readily identifies and processes  
special category messages

TASK 13. PROOFREAD OR CORRECT TELETYPE TAPES, PAGE  
COPIES, OR HEADER AND TRAILER CARDS

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Tends only to spot check and  
misses errors  
7 = High end = During heavy traffic, still reads  
entire message and header

TASK 14. REVIEW MESSAGES FOR MISHANDLING

- A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check complete  
message identification  
7 = High end = Checks for correct routing  
indicator and right addressee

TASK 15. REVIEW ORIGINAL JOINT MESSAGE FORMS  
(DD FORM 173) or (DD FORM 1392)

- A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check for completeness,  
classification and special instructions  
7 = High end = Checks for completeness,  
classification and special instructions

TASK 16. SEGREGATE INCOMING MESSAGES FOR  
DISTRIBUTION OR REFILE

- A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check message for  
garbling  
7 = High end = Checks for correct addressee  
station

TASKS 17 THROUGH 24 ARE CONCERNED WITH RECEIVING OR TRANSMITTING MESSAGES

TASK 17. CHECK DAILY TRAFFIC LOGS TO INSURE ALL  
TRAFFIC HAS BEEN TRANSMITTED

- A. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to perform checks as  
required  
7 = High end = Performs checks as required

TASK 18. INITIATE CHANNEL CHECKS

- A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to conduct checks  
7 = High end = Conducts checks as required  
by appropriate directives

TASK 19. INITIATE DISREGARD NOTICES OR CANCELLATIONS  
NOTICES

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Sends incorrect operating signals  
or message identification  
7 = High end = Commits few, if any errors  
in sending codes

TASK 20. MONITOR CONTROL UNITS AND RESPOND TO  
AUDIBLE OR VISUAL SIGNALS

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not determine which audible  
or visual signal needs attention  
7 = High end = Determines which audible or  
visual signal needs attention

TASK 21. PERFORM OPERATOR MAINTENANCE ON COMMUNICATIONS  
EQUIPMENT, SUCH AS REPLACING TELETYPE RIBBON

- A. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to perform operator  
maintenance  
7 = High end = Performs maintenance as  
required

TASK 22. REPORT CIRCUIT DIFFICULTIES OR EQUIPMENT  
MALFUNCTIONS

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to identify problems  
7 = High end = Accurately identifies and  
describes problem

TASK 23. SERVICE OR RECEIVE AUTODIN SYSTEM MESSAGES  
USING LOW SPEED TERMINAL EQUIPMENT SUCH AS  
MODE V, OR TRANSCEIVER AND HIGH SPEED  
TERMINAL EQUIPMENT SUCH AS UNIVAC 1004

- A. Rated Task Dimension: Volume 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Allows messages to stack up  
7 = High end = Almost never has a backlog  
of messages that can be attributed to  
the operator

TASK 23 (continued) SERVICE OR RECEIVE AUTODIN SYSTEM  
MESSAGES USING LOW SPEED TERMINAL EQUIPMENT  
SUCH AS MODE V, OR TRANSCEIVER AND HIGH SPEED  
TERMINAL EQUIPMENT SUCH AS UNIVAC 1004

- B. Rated Task Dimension: Response 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Sometimes is slow in responding  
to equipment  
7 = High end = Responds quickly to all conditions  
and situations

TASK 24. VERIFY CIRCUIT SECURITY ACCORDING TO  
MESSAGE CLASSIFICATION

- A. Rated Task Dimension: Delays 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Causes delays and commits  
security violations because incorrect  
circuits are used  
7 = High end = Transmits messages properly  
without delay or security violation

TASKS 25 AND 26 ARE CONCERNED WITH OPERATING RELAY CENTERS

TASK 25. RELAY MESSAGES ACCORDING TO PRECEDENCE

- A. Rated Task Dimension: Relays 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Relays messages out of order of  
precedence even during slow traffic periods  
7 = High end = Relays messages according to  
precedence even during peak traffic periods

TASK 26. REVIEW OR CORRECT MESSAGES WHICH FAIL TO  
PROCESS AUTOMATICALLY

- A. Rated Task Dimension: Problems 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Takes no action to determine  
trouble and will make several attempts to  
transmit without isolating the problem  
7 = High end = Quickly determines cause of  
failure and takes corrective action

TASKS 27 THROUGH 33 ARE CONCERNED WITH OPERATING TELEPHONE SWITCHBOARDS

TASK 27. ACCEPT AND CONNECT CALLS ACCORDING TO THEIR PRECEDENCE

- A. Rated Task Dimension: Handling Calls 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not handle calls promptly and properly at all  
7 = High end = Handles calls promptly and properly even during heavy traffic conditions

TASK 28. ANSWER SUPERVISORY LIGHTS

- A. Rated Task Dimension: Responding 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not respond effectively under any type of condition  
7 = High end = Responds efficiently during all types of traffic conditions

TASK 29. BOOK CALLS

- A. Rated Task Dimension: Records 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not maintain accurate notes (omits time or people to be called)  
7 = High end = Maintains good, accurate notes

TASK 30. MAINTAIN SWITCHBOARD INSTRUCTIONS FOR EMERGENCIES, SUCH AS FIRE, CRASH, OR ATTACK

- A. Rated Task Dimension: Procedures 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Pays little attention to keeping instructions up to date  
7 = High end = Insures instructions are accurate and current

TASK 31. MONITOR PRECEDENCE OR EMERGENCY CALLS

- A. Rated Task Dimension: Monitoring 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to monitor precedence or emergency calls even during slow periods  
7 = High end = Monitors precedence or emergency calls even during heavy traffic

TASK 32. REROUTE CALLS IN EVENT OF CIRCUIT FAILURE

- A. Rated Task Dimension: Rerouting 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Reroutes calls inefficiently  
7 = High end = Reroutes all calls efficiently,  
picking the best means

TASK 33. TEST SWITCHBOARD CIRCUITS

- A. Rated Task Dimension: Test 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Never makes circuit test  
7 = High end = Always makes circuit test of all  
required circuits and notifies maintenance  
when trouble is encountered

TASKS 34 THROUGH 39 ARE CONCERNED WITH ENCRYPTING AND DECRYPTING MESSAGES

TASK 34. ARRANGE OFF-LINE CRYPTOGRAPHIC EQUIPMENT FOR OPERATION

- A. Rated Task Dimension: Arrangement 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not arrange equipment properly  
7 = High end = Arranges equipment properly

TASK 35. OPERATE ON-LINE CRYPTOGRAPHIC DEVICES

- A. Rated Task Dimension: Operating 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Requires considerable assistance to operate on-line cryptographic devices  
7 = High end = Operates on-line cryptographic devices without assistance

TASK 36. PREPARE MESSAGES FOR ENCRYPTION

- A. Rated Task Dimension: Messages 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Has difficulty even with assistance  
7 = High end = Utilizes publications and equipment to properly prepare messages

TASK 37. PROCESS INCOMING ENCRYPTED MESSAGES FOR DELIVERY

- A. Rated Task Dimension: Processing 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Processes incoming encrypted messages for local delivery with many errors  
7 = High end = Processes incoming encrypted messages for local delivery with no errors

TASK 38. RECORD INCOMING OFF-LINE ENCRYPTED MESSAGES  
ON INCOMING CRYPTOGRAPHIC REGISTERS  
(AFCOMSEC FORM 5)

A. Rated Task Dimension: Recording 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Makes entries with errors  
7 = High end = Makes entries without errors

TASK 39. USE OFF-LINE CRYPTOGRAPHIC DEVICES TO ENCRYPT,  
DECRYPT, OR CHECK DECRYPT MESSAGES

A. Rated Task Dimension: Off-Line Devices 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Requires considerable assistance  
to use off-line cryptographic devices  
7 = High end = Uses off-line cryptographic  
devices without assistance

TASKS 40 THROUGH 44 ARE CONCERNED WITH  
MAINTAINING PHYSICAL AND CRYPTOGRAPHIC SECURITY

TASK 40. DESTROY CLASSIFIED WASTE

A. Rated Task Dimension: Checking 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Leaves some small pieces of  
classified waste unburned  
7 = High end = Makes sure all classified  
waste is burned

TASK 41. INVENTORY ACCOUNTABLE CRYPTOGRAPHIC MATERIALS  
AND CLASSIFIED ITEMS

A. Rated Task Dimension: Checking 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Checks off inventory sheet  
without visually checking each item  
7 = High end = Checks each register number  
against inventory, making sure all items  
are accounted for

TASK 42. MAINTAIN SECURITY OF FACILITIES AND  
CLASSIFIED MATERIAL DURING EMERGENCIES

A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not perform duties effectively  
in emergency situations  
7 = High end = Performs duties effectively in  
emergency situations

TASK 43. REVIEW MESSAGES FOR SECURITY VIOLATIONS

A. Rated Task Dimension: Frequency 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not check or only checks  
sporadically  
7 = High end = Checks all messages

B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses obvious security violations  
7 = High end = Catches unusual security violations

TASK 44. VERIFY ENTRY AUTHORIZATION OF VISITORS

A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Allows some unauthorized  
individuals in secure areas  
7 = High end = Checks all visitors for  
authorization



## TASK MOTIVATION RATINGS

There are many factors that help explain why individuals differ in their interest in their jobs and in the performance of their jobs. Certainly one of these factors is the person's skill and ability to perform the job. Another is his motivation or willingness to expend effort to perform the job. It is expected that motivation will vary between tasks for the individual airman and between airmen on the same task. We are interested in finding out what aspects of a particular task tend to influence you to be positively motivated toward the task and those which tend to influence you to be negatively motivated. By positive motivation we mean the kind of tasks that leads to a willingness to start on your own and to exert the kind of effort that will ensure that a good job gets done, and more importantly, gives you a feeling of satisfaction with your work. By negative motivation we mean the kind of tasks that leads to a tendency to avoid doing the task if possible or to expend only the minimal amount necessary to get by, and more importantly, gives you a feeling of dissatisfaction with your work.

First, read through the list of tasks on the following pages and circle the numbers of the tasks with which you are familiar.

Then, for each of the tasks you circled, we want you first to tell us what characteristics of the task tend to influence you personally in either a positive or negative direction. Do this by ranking the factors listed in the columns at the right side of the page. Six factors that have been found to be important are listed at the top, and space has been provided for a write-in. Assign a rank of 1 to the characteristic which most affects your level of motivation toward the task, a rank of 2 to the next most important, etc. If you feel that only one characteristic is important for you, then assign only one rank and leave the rest blank. If you feel that all six listed, plus your own write-in, are important, assign ranks from 1-7 accordingly. If you feel that several, but not all, are important, assign only as many ranks as you feel are important. If you write in a characteristic of your own, write it in the space provided in the left-hand column but rate it on lines A and B.

After you have gone over the tasks and ranked those characteristics which tend to influence your motivational level, go back and tell us which direction the influence is. Do this by writing in either a P, N, or P/N for only those characteristics you ranked. P means the characteristic tends to motivate you in a positive direction. N means the characteristic tends to motivate you in a negative direction. P/N means the characteristic may motivate you either positively or negatively depending upon whether it is present or absent. For example, opportunity for praise and recognition may have a largely positive influence if it is usually given in the

work situation, in which case you would mark P. It could also have a largely negative influence if it is usually not given in the work situation, in which case you would mark N. It can also have both a positive and a negative influence if the giving or not giving of it usually fluctuates in the work situation, in which case you would mark P/N.

Remember, first rank the characteristics of the tasks which tend to have an important influence on your personal motivational level toward the task in your normal work situation. If any characteristic of a task that influences you is not listed, write it in. These rankings will tell us what kinds of characteristics have an important influence on your motivational level. Then go back and indicate the direction of the influence only for those characteristics that you ranked. These rankings will tell us whether remedial actions should emphasize increasing or decreasing the characteristic in the normal job situation. These data will also be compared with data on rated performance level by task provided by other ratings.

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
1. STAMP CLASSIFIED MATERIALS WITH CLASSIFICATION							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
2. SUPERVISE APPRENTICE COMMUNICATIONS CENTER SPECIALISTS (AFSC 29130)							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
3. REVIEW OPERATIONAL LOGS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
4. CONDUCT ON-THE-JOB TRAINING (UPGRADE/QUALIFICATION) FOR COMMUNICATIONS PERSONNEL							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
5. DEMONSTRATE METHODS AND TECHNIQUES OF OPERATING COMMUNICATION EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
6. ACCOUNT FOR CLASSIFIED MESSAGES BY USE OF HAND RECEIPT OR DELIVERY REGISTER A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
7. DETERMINE AND ASSIGN ROUTING INDICATORS A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

8. SERVICE MESSAGE PROCESSING--This includes  
 Initiate follow-up action on service messages held in suspense  
 Maintain incoming service message logs (AF Form 1016/DD Form 1765) or files  
 Maintain outgoing service message logs (AF Form 1018/DD Form 1766) or files  
 Prepare service messages  
 Originate or answer service actions

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

9. MAINTAIN OPERATION LOGS--This includes  
 Maintain channel number sheets (AF Form 1035)  
 Maintain communication center message registers (AF Form 1022)  
 Maintain high precedence message logs (AF Form 1021)  
 Maintain master delivery registers (AF Form 1041) or files

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

10. NOTIFY ADDRESSEE OR DISTRIBUTION CENTER OF MESSAGE RECEIPT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
11. PREPARE MESSAGES--This includes Perforate message tapes Prepare header and end of transmission cards for data transmission Prepare start of message (SOM) and end of message (EOM) for narrative transmission							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
12. IDENTIFY AND PROCESS SPECIAL CATEGORY MESSAGES							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
13. PROOFREAD OR CORRECT TELETYPE TAPES, PAGE COPIES, OR HEADER AND TRAILER CARDS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
14. REVIEW MESSAGES FOR MISHANDLING A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
15. REVIEW ORIGINAL JOINT MESSAGE FORMS (DD FORM 173) OR (DD FORM 1392) A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
16. SEGREGATE INCOMING MESSAGES FOR DISTRIBUTION OR REFILE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
17. CHECK DAILY TRAFFIC LOGS TO INSURE ALL TRAFFIC HAS BEEN TRANSMITTED A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

18. INITIATE CHANNEL CHECKS

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

19. INITIATE DISREGARD NOTICES OR CANCELLATIONS NOTICES

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

20. MONITOR CONTROL UNITS AND RESPOND TO AUDIBLE OR VISUAL SIGNALS

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

21. PERFORM OPERATOR MAINTENANCE ON COMMUNICATIONS EQUIPMENT, SUCH AS REPLACING TELETYPE RIBBON

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

Actual work you do on the task  
 Importance of the task  
 Match between task difficulty and your capabilities  
 Opportunity for praise and recognition  
 Supervision-- Amount and quality  
 Kind and amount of personal relationships  
 Other (write in the column on the left)

TASK OR TASK CLUSTER

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

22. REPORT CIRCUIT DIFFICULTIES OR EQUIPMENT MALFUNCTIONS

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

23. SERVICE OR RECEIVE AUTODIN SYSTEM MESSAGES USING LOW SPEED TERMINAL EQUIPMENT SUCH AS MODE V, OR TRANSCEIVER AND HIGH SPEED TERMINAL EQUIPMENT SUCH AS UNIVAC 1004

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

24. VERIFY CIRCUIT SECURITY ACCORDING TO MESSAGE CLASSIFICATION

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
25. RELAY MESSAGES ACCORDING TO PRECEDENCE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
26. REVIEW OR CORRECT MESSAGES WHICH FAIL TO PROCESS AUTOMATICALLY A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
27. ACCEPT AND CONNECT CALLS ACCORDING TO THEIR PRECEDENCE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
28. ANSWER SUPERVISORY LIGHTS A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
29. BOOK CALLS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
30. MAINTAIN SWITCHBOARD INSTRUCTIONS FOR EMERGENCIES, SUCH AS FIRES, CRASH, OR ATTACK							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
31. MONITOR PRECEDENCE OR EMERGENCY CALLS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
32. REROUTE CALLS IN EVENT OF CIRCUIT FAILURE							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
<p>33. TEST SWITCHBOARD CIRCUITS</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p>							
<p>34. ARRANGE OFF-LINE CRYPTOGRAPHIC EQUIPMENT FOR OPERATION</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p>							
<p>35. OPERATE ON-LINE CRYPTOGRAPHIC DEVICES</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p>							
<p>36. PREPARE MESSAGES FOR ENCRYPTION</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p>							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
37. PROCESS INCOMING ENCRYPTED MESSAGES FOR DELIVERY A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
38. RECORD INCOMING OFF-LINE ENCRYPTED MESSAGES ON INCOMING CRYPTOGRAPHIC REGISTERS (AFCOMSEC FORM 5) A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
39. USE OFF-LINE CRYPTOGRAPHIC DEVICES TO ENCRYPT, DECRYPT, OR CHECK DECRYPT MESSAGES A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
40. DESTROY CLASSIFIED WASTE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
41. INVENTORY ACCOUNTABLE CRYPTOGRAPHIC MATERIALS AND CLASSIFIED ITEMS A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
42. MAINTAIN SECURITY OF FACILITIES AND CLASSIFIED MATERIAL DURING EMERGENCIES A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
43. REVIEW MESSAGES FOR SECURITY VIOLATIONS A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
44. VERIFY ENTRY AUTHORIZATION OF VISITORS A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							

Case Control Number \_\_\_\_\_

THIS SAME BOOKLET (YELLOW) WAS USED BY PEERS AND SUPERVISORS, AS WELL AS INCUMBENTS.

TRAINING AND SKILL RETENTION RATINGS  
FOR JOB TASKS OF

AFSC 29150

COMMUNICATIONS CENTER OPERATIONS

Rater Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Contract F41609-71-C-0010

Conducted by

American Institutes for Research

## TRAINING AND SKILL RETENTION RATINGS

You undoubtedly acquired the skills and knowledge needed to carry out your present job tasks from a number of different sources. Since the Air Force is interested in the relative effectiveness of different types of training activities, we want your opinion of the training source which you personally feel was most effective in getting you to be able to perform the job tasks required by a 5-skill level airman in your specialty.

We want you to give separate ratings for Job Knowledge and Job Proficiency. By Job Knowledge we mean the information needed to do the task such as facts, what tools to use, and knowing what should be done and the order in which it should be done. By Job Proficiency we mean being able to actually carry out the task by combining the required knowledge with whatever manual dexterity and judgmental processes are needed to get the task done right.

For each task, indicate which of the three sources listed you feel was or would be the most effective for getting you to the 5-skill level by placing a check mark in the appropriate column under Job Knowledge and under Job Proficiency. While all three sources, plus sources prior to service, undoubtedly played a part, we want you to mark one source from your Air Force experience that you personally feel was most effective. If you feel very strongly that more than one source was equally effective for some tasks, you may check more than one column in each section. Try, however, to make a relative judgment and check only one source for Job Knowledge and one for Job Proficiency if at all possible. Keep in mind--

Technical Training School means a resident course,

OJT means Career Development Courses and other local unit activities carried out specifically for training purposes, and

Job Experience means performing operational duties under the guidance of a more experienced supervisor or colleague--learning by doing, using only the references and materials usually found at the actual work location.

After completing the training source ratings, go back over the tasks and give us your judgment of how frequently you have to do or be retrained on a task you once could do in order to maintain an acceptable level of proficiency. Do this by placing a check mark in the appropriate column under Skill Retention. Use the following scale:

- 4 = High retention--after initial proficiency is reached, an acceptable level can be maintained even though the task is seldom done
- 3 = Moderate retention--after initial proficiency is reached, an acceptable level can be maintained even though the task is done infrequently
- 2 = Moderate loss--after initial proficiency is reached, an acceptable level can be maintained only if the task is done with some frequency or if periodic retraining is taken
- 1 = High loss--after initial proficiency is reached, an acceptable level can be maintained only if the task is done frequently or if retraining is taken frequently

Task or Task Cluster

Task or Task Cluster	Job Knowledge		Job Proficiency		Skill Retention					
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
1. STAMP CLASSIFIED MATERIALS WITH CLASSIFICATION										
2. SUPERVISE APPRENTICE COMMUNICATIONS CENTER SPECIALISTS (AFSC 29130)										
3. REVIEW OPERATIONAL LOGS										
4. CONDUCT ON-THE-JOB TRAINING (UPGRADE/QUALIFICATION) FOR COMMUNICATIONS PERSONNEL										
5. DEMONSTRATE METHODS AND TECHNIQUES OF OPERATING COMMUNICATION EQUIPMENT										
6. ACCOUNT FOR CLASSIFIED MESSAGES BY USE OF HAND RECEIPT OR DELIVERY REGISTER										
7. DETERMINE AND ASSIGN ROUTING INDICATORS										
8. SERVICE MESSAGE PROCESSING--This includes Initiate follow-up action on service messages held in suspense Maintain incoming service message logs (AF Form 1016/DD Form 1765) or files Maintain outgoing service message logs (AF Form 1018/DD Form 1766) or files Prepare service messages Originate or answer service actions										
9. MAINTAIN OPERATION LOGS--This includes Maintain channel number sheets (AF Form 1035) Maintain communication center message registers (AF Form 1022) Maintain high precedence message logs (AF Form 1021) Maintain master delivery registers (AF Form 1041) or files										
10. NOTIFY ADDRESSEE OR DISTRIBUTION CENTER OF MESSAGE RECEIPT										

Task or Task Cluster

Task or Task Cluster	Job Knowledge		Job Proficiency		Skill Retention		
	Tech. Trng. School	OJT	Tech. Trng. School	OJT	4 High Retention	3 Moderate Retention	2 Moderate Loss
11. PREPARE MESSAGES--This includes Perforate message tapes Prepare header and end of transmission cards for data transmission Prepare start of message (SOM) and end of message (EOM) for narrative transmission							
12. IDENTIFY AND PROCESS SPECIAL CATEGORY MESSAGES							
13. PROOFREAD OR CORRECT TELETYPE TAPES, PAGE COPIES, OR HEADER AND TRAILER CARDS							
14. REVIEW MESSAGES FOR MISHANDLING							
15. REVIEW ORIGINAL JOINT MESSAGE FORMS (DD FORM 173) OR (DD FORM 1392)							
16. SEGREGATE INCOMING MESSAGES FOR DISTRIBUTION OR REFILE							
17. CHECK DAILY TRAFFIC LOGS TO INSURE ALL TRAFFIC HAS BEEN TRANSMITTED							
18. INITIATE CHANNEL CHECKS							
19. INITIATE DISREGARD NOTICES OR CANCELLATIONS NOTICES							
20. MONITOR CONTROL UNITS AND RESPOND TO AUDIBLE OR VISUAL SIGNALS							
21. PERFORM OPERATOR MAINTENANCE ON COMMUNICATIONS EQUIPMENT, SUCH AS REPLACING TELETYPE RIBBON							
22. REPORT CIRCUIT DIFFICULTIES OR EQUIPMENT MALFUNCTIONS							
23. SERVICE OR RECEIVE AUTODIN SYSTEM MESSAGES USING LOW SPEED TERMINAL EQUIPMENT SUCH AS MODE V, OR TRANSCEIVER AND HIGH SPEED TERMINAL EQUIPMENT SUCH AS UNIVAC 1004							

Task or Task Cluster

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
24. VERIFY CIRCUIT SECURITY ACCORDING TO MESSAGE CLASSIFICATION										
25. RELAY MESSAGES ACCORDING TO PRECEDENCE										
26. REVIEW OR CORRECT MESSAGES WHICH FAIL TO PROCESS AUTOMATICALLY										
27. ACCEPT AND CONNECT CALLS ACCORDING TO THEIR PRECEDENCE										
28. ANSWER SUPERVISORY LIGHTS										
29. BOOK CALLS										
30. MAINTAIN SWITCHBOARD INSTRUCTIONS FOR EMERGENCIES, SUCH AS FIRES, CRASH, OR ATTACK										
31. MONITOR PRECEDENCE OR EMERGENCY CALLS										
32. REROUTE CALLS IN EVENT OF CIRCUIT FAILURE										
33. TEST SWITCHBOARD CIRCUITS										
34. ARRANGE OFF-LINE CRYPTOGRAPHIC EQUIPMENT FOR OPERATION										
35. OPERATE ON-LINE CRYPTOGRAPHIC DEVICES										
36. PREPARE MESSAGES FOR ENCRYPTION										
37. PROCESS INCOMING ENCRYPTED MESSAGES FOR DELIVERY										
38. RECORD INCOMING OFF-LINE ENCRYPTED MESSAGES ON INCOMING CRYPTOGRAPHIC REGISTERS (AFCOMSEC FORM 5)										
39. USE OFF-LINE CRYPTOGRAPHIC DEVICES TO ENCRYPT, DECRYPT, OR CHECK DECRYPT MESSAGES										
40. DESTROY CLASSIFIED WASTE										

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
41. INVENTORY ACCOUNTABLE CRYPTOGRAPHIC MATERIALS AND CLASSIFIED ITEMS										
42. MAINTAIN SECURITY OF FACILITIES AND CLASSIFIED MATERIAL DURING EMERGENCIES										
43. REVIEW MESSAGES FOR SECURITY VIOLATIONS										
44. VERIFY ENTRY AUTHORIZATION OF VISITORS										

CASE CONTROL NUMBER \_\_\_\_\_

USAF  
SCN 73-77

PERFORMANCE AND SKILLS/ABILITIES VERSUS MOTIVATION  
RATINGS FOR THE JOB TASKS OF AFSC 29150

COMMUNICATIONS CENTER OPERATIONS

SUPERVISOR'S RATING FORM

Name of Supervisor Making the Ratings:

\_\_\_\_\_

(Last)

(First)

(M.I.)

Supervisor's Grade: \_\_\_\_\_ SSN \_\_\_\_\_

DAFSC: \_\_\_\_\_ Duty Position: \_\_\_\_\_

Organization: (Please give a mailing address so that you may be contacted directly  
by the American Institutes for Research if there are any questions  
about your ratings.)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ AUTOVON Number: \_\_\_\_\_

Date Ratings Were Made: \_\_\_\_\_

CONTRACT F41609-71-C-0010  
Conducted by the  
AMERICAN INSTITUTES FOR RESEARCH  
for the  
OCCUPATIONAL RESEARCH DIVISION  
AIR FORCE HUMAN RESOURCES LABORATORY (AFSC)  
LACKLAND AFB, TEXAS 78236

GENERAL INSTRUCTIONS

You are being asked to rate the performance level of an airman in your AFSC because as a supervisory NCO you will have had opportunities to observe how well he performs various tasks which are a part of his job. The collection of these ratings is a part of a research project being done by the American Institutes for Research (AIR) under contract to the Air Force Human Resources Laboratory's (AFHRL) Occupational Research Division. The overall project is but one part of the Air Force's continuing effort to improve procedures for selection and classification devices, proficiency tests, training programs and assignment procedures.

We need two ratings on each airman included in the study. One rating will be obtained from the NCO who is the airman's immediate job supervisor. A second supervisor rating is to be obtained from a person who is in a position to observe the airman's job performance. Since the same form is being used for both supervisors, we need to have a clear understanding of the opportunities for direct and close observation of the ratee's performance by the person making the rating. Please complete the following section before going on with further instructions and the ratings.

Name of the airman you are rating: \_\_\_\_\_  
(Last) (First) (M.I.)

His grade: \_\_\_\_\_ His Social Security Number: \_\_\_\_\_  
His DAFSC: \_\_\_\_\_ His skill level: \_\_\_\_\_

His duty position: \_\_\_\_\_

What is your present official organizational line or staff relationship, if any, with the airman being rated?

\_\_\_\_\_  
\_\_\_\_\_

Approximately how long has this relationship existed? (Circle one)

- a. Less than one month
- b. Between one and three months
- c. Between three and six months
- d. Between six and nine months
- e. Longer than nine months

What other official line or staff relationships, if any, have you had with this airman that allowed you to observe his job performance? Indicate the approximate length of time of any such relationship.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well do you know the airman personally from contacts with him outside of his normal duty assignment activities?

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What opportunities do you usually have to evaluate his job performance?

1. Direct observation of him doing the job.
  - a. Daily
  - b. Two or three times a week, but less than daily
  - c. About once a week
  - d. About once or twice a month
  - e. Almost never
  - f. Never
  
2. Direct checking of jobs done by him after he completes them.
  - a. Daily
  - b. Two or three times a week, but less than daily
  - c. About once a week
  - d. About once or twice a month
  - e. Almost never
  - f. Never
  
3. Working with him as part of a work team to get a job done.
  - a. Daily
  - b. Two or three times a week, but less than daily
  - c. About once a week
  - d. About once or twice a month
  - e. Almost never
  - f. Never
  
4. Formal inspection, standardization, or certification checks.
  - a. Daily
  - b. Two or three times a week, but less than daily
  - c. About once a week
  - d. About once or twice a month
  - e. Almost never
  - f. Never
  
5. Other (write in) \_\_\_\_\_
  - a. Daily
  - b. Two or three times a week, but less than daily
  - c. About once a week
  - d. About once or twice a month
  - e. Almost never
  - f. Never

Describe any conditions which make it either very easy or very difficult for you to observe and rate the actual on-the-job performance of this airman.

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#### INSTRUCTIONS FOR TASK RATING

The tasks listed in this booklet are ones which experienced NCO's have indicated are important for the 5-skill level airman in your AFSC. First, look through the tasks and task clusters listed and indicate whether or not the task is a part of the job of the airman you are rating by circling the appropriate letters. This is shown as A. Opportunity to observe under each numbered task or task cluster. Use the following scale.

PO means the task is a part of the airman's job and you have had a chance to observe how well he does it.

NO means the task is a part of the airman's job but you have not had a chance to observe how well he does it.

NA means Not Applicable because that task is not a part of the airman's job.

Second, go back and for those tasks or task clusters which you circled PO, rate the typical performance level of the airman and indicate your judgment of how close to his potential capacity the airman usually works on that task.

In making your performance ratings for a task dimension, look at the performance scale definition for each dimension and rate according to that scale by circling the appropriate number after Rated Task Dimension. Rate only those tasks you circled PO. The low end of the performance scale is always 1 and the high end of the performance scale is always 7. Do not be reluctant to use the extreme ends of the scale if they are appropriate for any given task. Even the best performing airman does some parts of his job less well than others, and even the poorest performing airman does some parts of his job as well as the best of them. Remember that these data will be processed by AIR and will not directly affect the Air Force career of the man being rated or yourself. Only honest reporting of your true judgment of performance levels will allow the project objectives to be met. Be sure to read the definition of the performance scale for each dimension and rate the airman according to that scale. For some tasks there is only one dimension and it may cover only one aspect of how the task is performed. Nevertheless, rate only the dimension listed. For other tasks, there are several dimensions. For such tasks, rate each dimension separately.

In making your ratings concerning how close to his potential capacity the airman usually works on a given task, use the following scale and circle the appropriate number after Rated Skills and Abilities versus Motivation. Rate only those tasks you circled PO.

Your ratings should reflect your judgment of the difference between the best performance level possible by the airman and his usual day-to-day performance level on the task.

- 5 = Usually performs close to the limit of his potential capacity on the task.
- 4 = Usually performs somewhat below his potential capacity on the task mainly because he needs more training on it.
- 3 = Usually performs somewhat below his potential capacity on the task because he needs more training on it and because he usually doesn't put forth the care and effort needed to do his best.
- 2 = Usually performs somewhat below his potential capacity on the task mainly because he usually doesn't put forth the care and effort needed to do his best.
- 1 = Often performs well below his potential capacity on the task mainly because he often doesn't put forth the care and effort needed to do better.

Space has been provided at the end of the listing of tasks for you to write in any tasks that have been omitted that you feel are important for the job of the airman you are rating. After writing in the task and the definition of the performance scale, you should rate these tasks using the same scales as above.

After completing the Opportunity to Observe, Rated Task Dimension, and Skills and Abilities versus Motivation ratings, complete the General Ratings at the back of the booklet.

REMEMBER -- first look over the list of tasks and task clusters and indicate if each is a part of the airman's job and if you have had a chance to observe how well he does it. Second, go back over the tasks and for those you circled PO, rate the Task Dimensions and the Skills and Abilities versus Motivation using the appropriate scales. For your convenience, a separate sheet summarizing the rating scales has been included on the back page of the orientation booklet.

TASKS 1 THROUGH 3 ARE CONCERNED WITH ADMINISTRATIVE FUNCTIONS

TASK 1. STAMP CLASSIFIED MATERIALS WITH CLASSIFICATION

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Thoroughness 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not perform complete job, does not meet standards of accuracy  
7 = High end = Completely accomplishes all aspects of the task, with high degree of accuracy
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 2. SUPERVISE APPRENTICE COMMUNICATIONS CENTER SPECIALISTS (AFSC 29130)

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Takes no interest in subordinates except to see work is accomplished  
7 = High end = Takes a keen interest in subordinates' performance and personal well-being
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Self-Initiation 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not take on task without being asked by supervisor  
7 = High end = Takes on task without being asked
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 3. REVIEW OPERATIONAL LOGS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Review 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Seldom reviews operational logs or reports  
7 = High end = Diligently reviews operational logs or reports to insure traffic is being handled properly
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 4 AND 5 ARE CONCERNED WITH TRAINING

TASK 4. CONDUCT ON-THE-JOB TRAINING (UPGRADE/QUALIFICATION)  
FOR COMMUNICATIONS PERSONNEL

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not conduct any training  
unless prompted constantly  
7 = High end = Follows OJT guidelines, gives  
clear instructions to trainees
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Thoroughness 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not perform complete job,  
misses aspects of the task consistently,  
does not meet standards of accuracy  
7 = High end = Completely accomplishes all  
aspects of the task, with high degree of  
accuracy
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 5. DEMONSTRATE METHODS AND TECHNIQUES OF  
OPERATING COMMUNICATION EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Demonstration 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not clearly demonstrate  
equipment and leaves trainee confused  
7 = High end = Clearly and concisely demonstrates  
equipment operation step by step, answering  
questions as he goes along
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 6 THROUGH 16 ARE CONCERNED WITH PROCESSING MESSAGES

TASK 6. ACCOUNT FOR CLASSIFIED MESSAGES BY USE OF  
HAND RECEIPT OR DELIVERY REGISTER

- A. Opportunity to observe PO NO NA

TASK 6 (continued) ACCOUNT FOR CLASSIFIED MESSAGES BY  
USE OF HAND RECEIPT OR DELIVERY REGISTER

- B. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check for proper  
signature or complete entries  
7 = High end = Verifies form for complete entries  
and special instructions
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 7. DETERMINE AND ASSIGN ROUTING INDICATORS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Assignments 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misroutes messages and fails to  
use proper procedures  
7 = High end = Assigns correct routing codes for  
routine and special destinations
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 8. SERVICE MESSAGE PROCESSING - This  
includes:

- Initiate follow-up action on service messages  
held in suspense
  - Maintain incoming service message logs  
(AF Form 1016/DD Form 1765) or files
  - Maintain outgoing service message logs  
(AF Form 1018/DD Form 1766) or files
  - Prepare service messages
  - Originate or answer service actions
- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Errors 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Makes many entry mistakes such as  
not logging service message number  
7 = High end = Makes very few mistakes in  
answering a request
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 8 (continued) SERVICE MESSAGE PROCESSING

- D. Rated Task Dimension: Requests 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not handle even some routine requests without problems  
 7 = High end = Handles even unusual situations with little problem
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- F. Rated Task Dimension: Suspenses 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Frequently does not complete work on time, causes serious delays  
 7 = High end = Consistently completes work on time in effective manner
- G. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 9. MAINTAIN OPERATION LOGS - This includes:

- Maintain channel number sheets (AF Form 1035)
- Maintain communication center message registers (AF Form 1022)
- Maintain high precedence message logs (AF Form 1021)
- Maintain master station logs (AF Form 1019/ DD Form 1753)
- Maintain message delivery registers (AF Form 1014) or files

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Entries 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Makes incomplete entries such as not providing correct routing indicators  
 7 = High end = Makes entries with complete descriptor information
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 10. NOTIFY ADDRESSEE OR DISTRIBUTION CENTER OF MESSAGE RECEIPT

- A. Opportunity to observe PO NO NA

TASK 10 (continued) NOTIFY ADDRESS OR DISTRIBUTION CENTER.  
OF MESSAGE RECEIPT

B. Rated Task Dimension: Response 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to notify addressee promptly  
7 = High end = Notifies addressee as soon as  
message is processed

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 11. PREPARE MESSAGES - This includes:

Perforate message tapes  
Prepare header and end of transmission cards  
for data transmission  
Prepare start of message (SOM) and end of  
message (EOM) for narrative transmission

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Makes minor and a few major errors  
7 = High end = Performs rapidly with few errors

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

D. Rated Task Dimension: Endurance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Frequently quits tasks before  
completing them  
7 = High end = Completes all tasks even when they  
are long and complex

E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 12. IDENTIFY AND PROCESS SPECIAL CATEGORY MESSAGES

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Response 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not readily identify and  
process special category messages  
7 = High end = Readily identifies and processes  
special category messages

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 13. PROOFREAD OR CORRECT TELETYPE TAPES, PAGE COPIES, OR HEADER AND TRAILER CARDS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Tends only to spot check and misses errors  
7 = High end = During heavy traffic, still reads entire message and header
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 14. REVIEW MESSAGES FOR MISHANDLING

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check complete message identification  
7 = High end = Checks for correct routing indicator and right addressee
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 15. REVIEW ORIGINAL JOINT MESSAGE FORMS (DD FORM 173) or (DD FORM 1392)

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check for completeness, classification and special instructions  
7 = High end = Checks for completeness, classification and special instructions
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 16. SEGREGATE INCOMING MESSAGES FOR DISTRIBUTION OR REFILE

- A. Opportunity to observe PO NO NA

TASK 16 (continued) SEGREGATE INCOMING MESSAGES FOR DISTRIBUTION OR REFILE

B. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check message for garbling  
7 = High end = Checks for correct addressee station

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 17 THROUGH 24 ARE CONCERNED WITH RECEIVING OR TRANSMITTING MESSAGES

TASK 17. CHECK DAILY TRAFFIC LOGS TO INSURE ALL TRAFFIC HAS BEEN TRANSMITTED

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to perform checks as required  
7 = High end = Performs checks as required

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 18. INITIATE CHANNEL CHECKS

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to conduct checks  
7 = High end = Conducts checks as required by appropriate directives

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 19. INITIATE DISREGARD NOTICES OR CANCELLATIONS NOTICES

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Sends incorrect operating signals or message identification  
7 = High end = Commits few, if any errors in sending codes

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 20. MONITOR CONTROL UNITS AND RESPOND TO  
AUDIBLE OR VISUAL SIGNALS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not determine which audible  
or visual signal needs attention  
7 = High end = Determines which audible or  
visual signal needs attention
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 21. PERFORM OPERATOR MAINTENANCE ON COMMUNICATIONS  
EQUIPMENT, SUCH AS REPLACING TELETYPE RIBBON

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Performance 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to perform operator  
maintenance  
7 = High end = Performs maintenance as  
required
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 22. REPORT CIRCUIT DIFFICULTIES OR EQUIPMENT  
MALFUNCTIONS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to identify problems  
7 = High end = Accurately identifies and  
describes problem
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 23. SERVICE OR RECEIVE AUTODIN SYSTEM MESSAGES  
USING LOW SPEED TERMINAL EQUIPMENT SUCH AS  
MODE V, OR TRANSCEIVER AND HIGH SPEED  
TERMINAL EQUIPMENT SUCH AS UNIVAC 1004

- A. Opportunity to observe PO NO NA

TASK 23 (continued) SERVICE OR RECEIVE AUTODIN SYSTEM  
 MESSAGES USING LOW SPEED TERMINAL EQUIPMENT  
 SUCH AS MODE V, OR TRANSCEIVER AND HIGH SPEED  
 TERMINAL EQUIPMENT SUCH AS UNIVAC 1004

- B. Rated Task Dimension: Volume 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Allows messages to stack up  
 7 = High end = Almost never has a backlog  
 of messages that can be attributed to  
 the operator
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Response 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Sometimes is slow in responding  
 to equipment  
 7 = High end = Responds quickly to all conditions  
 and situations
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 24. VERIFY CIRCUIT SECURITY ACCORDING TO  
 MESSAGE CLASSIFICATION

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Delays 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Causes delays and commits  
 security violations because incorrect  
 circuits are used  
 7 = High end = Transmits messages properly  
 without delay or security violation
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 25 AND 26 ARE CONCERNED WITH OPERATING RELAY CENTERS

TASK 25. RELAY MESSAGES ACCORDING TO PRECEDENCE

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Relays 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Relays messages out of order of  
 precedence even during slow traffic periods  
 7 = High end = Relays messages according to  
 precedence even during peak traffic periods
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 26. REVIEW OR CORRECT MESSAGES WHICH FAIL TO  
PROCESS AUTOMATICALLY

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Problems 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Takes no action to determine  
trouble and will make several attempts to  
transmit without isolating the problem  
7 = High end = Quickly determines cause of  
failure and takes corrective action
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 27 THROUGH 33 ARE CONCERNED WITH OPERATING TELEPHONE SWITCHBOARDS

TASK 27. ACCEPT AND CONNECT CALLS ACCORDING TO  
THEIR PRECEDENCE

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Handling Calls 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not handle calls promptly  
and properly at all  
7 = High end = Handles calls promptly and  
properly even during heavy traffic conditions
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 28. ANSWER SUPERVISORY LIGHTS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Responding 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not respond effectively  
under any type of condition  
7 = High end = Responds efficiently during all  
types of traffic conditions
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 29. BOOK CALLS

- A. Opportunity to observe PO NO NA

TASK 29 (continued) BOOK CALLS

B. Rated Task Dimension: Records 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not maintain accurate notes  
 (omits time or people to be called)  
 7 = High end = Maintains good, accurate notes

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 30. MAINTAIN SWITCHBOARD INSTRUCTIONS FOR  
 EMERGENCIES, SUCH AS FIRE, CRASH, OR ATTACK

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Procedures 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Pays little attention to keeping  
 instructions up to date  
 7 = High end = Insures instructions are accurate  
 and current

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 31. MONITOR PRECEDENCE OR EMERGENCY CALLS

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Monitoring 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Fails to monitor precedence or  
 emergency calls even during slow periods  
 7 = High end = Monitors precedence or emergency  
 calls even during heavy traffic

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 32. REROUTE CALLS IN EVENT OF CIRCUIT FAILURE

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Rerouting 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Reroutes calls inefficiently  
 7 = High end = Reroutes all calls efficiently,  
 picking the best means

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 33. TEST SWITCHBOARD CIRCUITS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Test 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Never makes circuit test  
 7 = High end = Always makes circuit test of all  
 required circuits and notifies maintenance  
 when trouble is encountered
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 34 THROUGH 39 ARE CONCERNED WITH ENCRYPTING AND DECRYPTING MESSAGES

TASK 34. ARRANGE OFF-LINE CRYPTOGRAPHIC EQUIPMENT  
FOR OPERATION

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Arrangement 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not arrange equipment  
 properly  
 7 = High end = Arranges equipment properly
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 35. OPERATE ON-LINE CRYPTOGRAPHIC DEVICES

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Operating 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Requires considerable assistance  
 to operate on-line cryptographic devices  
 7 = High end = Operates on-line cryptographic  
 devices without assistance
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 36. PREPARE MESSAGES FOR ENCRYPTION

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Messages 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Has difficulty even with assistance  
 7 = High end = Utilizes publications and  
 equipment to properly prepare messages
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 37. PROCESS INCOMING ENCRYPTED MESSAGES FOR DELIVERY

- |   |   |   |   |   |   |   |   |    |    |    |   |   |
|---|---|---|---|---|---|---|---|----|----|----|---|---|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |   |   |
| B. Rated Task Dimension: <u>Processing</u>  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |   |   |
| Performance Scale   |   |   |   |   |   |   |   |    |    |    |   |   |
| 1 = Low end = Processes incoming encrypted messages for local delivery with many errors |   |   |   |   |   |   |   |    |    |    |   |   |
| 7 = High end = Processes incoming encrypted messages for local delivery with no errors  |   |   |   |   |   |   |   |    |    |    |   |   |
| C. Rated Skills and Abilities versus Motivation   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4 | 5 |

TASK 38. RECORD INCOMING OFF-LINE ENCRYPTED MESSAGES ON INCOMING CRYPTOGRAPHIC REGISTERS (AFCOMSEC FORM 5)

- |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A. Opportunity to observe                       |   |   |   |   |   |   |   |   |   |   |   |   |
| B. Rated Task Dimension: <u>Recording</u>       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |   |   |   |   |   |
| Performance Scale                               |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 = Low end = Makes entries with errors         |   |   |   |   |   |   |   |   |   |   |   |   |
| 7 = High end = Makes entries without errors     |   |   |   |   |   |   |   |   |   |   |   |   |
| C. Rated Skills and Abilities versus Motivation |   |   |   |   |   |   |   | 1 | 2 | 3 | 4 | 5 |

TASK 39. USE OFF-LINE CRYPTOGRAPHIC DEVICES TO ENCRYPT, DECRYPT, OR CHECK DECRYPT MESSAGES

- |  |   |   |   |   |   |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|---|---|---|---|---|
| A. Opportunity to observe  |   |   |   |   |   |   |   |   |   |   |   |   |
| B. Rated Task Dimension: <u>Off-Line Devices</u>                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |   |   |   |   |   |
| Performance Scale  |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 = Low end = Requires considerable assistance to use off-line cryptographic devices |   |   |   |   |   |   |   |   |   |   |   |   |
| 7 = High end = Uses off-line cryptographic devices without assistance                |   |   |   |   |   |   |   |   |   |   |   |   |
| C. Rated Skills and Abilities versus Motivation                                      |   |   |   |   |   |   |   | 1 | 2 | 3 | 4 | 5 |

TASKS 40 THROUGH 44 ARE CONCERNED WITH MAINTAINING PHYSICAL AND CRYPTOGRAPHIC SECURITY

TASK 40. DESTROY CLASSIFIED WASTE

- |                           |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| A. Opportunity to observe |  |  |  |  |  |  |  |  |  |  |  |  |
|                           |  |  |  |  |  |  |  |  |  |  |  |  |

TASK 40 (continued) DESTROY CLASSIFIED WASTE

B. Rated Task Dimension: Checking 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Leaves some small pieces of  
 classified waste unburned  
 7 = High end = Makes sure all classified  
 waste is burned

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 41. INVENTORY ACCOUNTABLE CRYPTOGRAPHIC MATERIALS  
 AND CLASSIFIED ITEMS

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Checking 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Checks off inventory sheet  
 without visually checking each item  
 7 = High end = Checks each register number  
 against inventory, making sure all items  
 are accounted for

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 42. MAINTAIN SECURITY OF FACILITIES AND  
 CLASSIFIED MATERIAL DURING EMERGENCIES

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not perform duties effectively  
 in emergency situations  
 7 = High end = Performs duties effectively in  
 emergency situations

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 43. REVIEW MESSAGES FOR SECURITY VIOLATIONS

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Frequency 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not check or only checks  
 sporadically  
 7 = High end = Checks all messages

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 43 (continued) REVIEW MESSAGES FOR SECURITY VIOLATIONS

D. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses obvious security violations  
7 = High end = Catches unusual security violations

E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 44. VERIFY ENTRY AUTHORIZATION OF VISITORS

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Allows some unauthorized individuals in secure areas  
7 = High end = Checks all visitors for authorization

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

WRITE IN ANY IMPORTANT TASK OR TASK CLUSTER PERFORMED BY THE INCUMBENT THAT HAS BEEN OMITTED. THEN WRITE IN THE TASK DIMENSION OR DIMENSIONS THAT SHOULD BE RATED FOR THAT TASK OR TASK CLUSTER PROVIDING THE LOW AND HIGH ENDS OF AN APPROPRIATE PERFORMANCE SCALE TO USE FOR RATING THE DIMENSION. THEN MAKE THE APPROPRIATE RATING.

TASK (OR CLUSTER) 45. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: \_\_\_\_\_  
 Performance Scale  
 1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

7 = High end = \_\_\_\_\_

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

D. Rated Task Dimension: \_\_\_\_\_  
 Performance Scale  
 1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

7 = High end = \_\_\_\_\_

E. Rated Skills and Abilities versus Motivation

1 2 3 4 5

WRITE IN ANY IMPORTANT TASK OR TASK CLUSTER PERFORMED BY THE INCUMBENT THAT HAS BEEN OMITTED. THEN WRITE IN THE TASK DIMENSION OR DIMENSIONS THAT SHOULD BE RATED FOR THAT TASK OR TASK CLUSTER PROVIDING THE LOW AND HIGH ENDS OF AN APPROPRIATE PERFORMANCE SCALE TO USE FOR RATING THE DIMENSION. THEN MAKE THE APPROPRIATE RATING.

TASK (OR CLUSTER) 46. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

\_\_\_\_\_  
\_\_\_\_\_

7 = High end = \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

D. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

\_\_\_\_\_  
\_\_\_\_\_

7 = High end = \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E. Rated Skills and Abilities versus Motivation

1 2 3 4 5

AD-A051 959

AMERICAN INSTITUTES FOR RESEARCH SILVER SPRING MD  
DEVELOPMENT OF TASK LEVEL JOB PERFORMANCE CRITERIA. APPENDIX A.--ETC(U)  
1975

F/G 5/9

F41609-71-C-0010

NL

UNCLASSIFIED

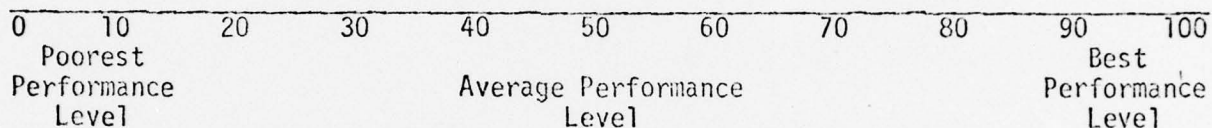
AIR-24300-6/75-FR-APP-A

2 of 4  
AD  
A051959



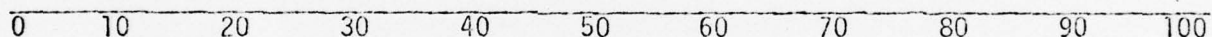
## GENERAL RATINGS

Now that you have had a chance to rate the incumbent on specific tasks and dimensions within tasks, you are to make a rating on his overall performance as an AFSC 29150. Do this by making a check on the percentile scale presented below which represents your judgment about the overall performance of the man you rated. On this scale the poorest present Air Force-wide airman performance level would be rated 0 since no percent of 29150s' performance would be poorer than his. The best present Air Force-wide airman performance level would be 100 since his performance would be better than that of all other 29150s. More than likely, the performance level of the man you rated would fall somewhere between. Indicate your overall rating by placing a check mark on the scale which best reflects your judgment.

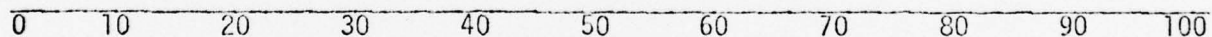


Now, using the same general percentile scale based on Air Force-wide airman performance, rate the following general characteristics based on your overall impression of the man you rated.

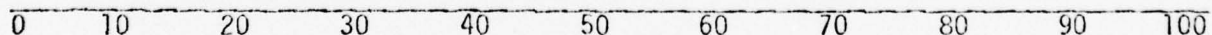
### Amount of Work Produced



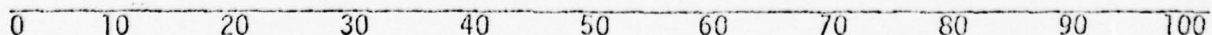
### Quality of Work Produced



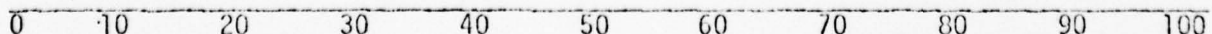
### Willingness to Do More than His Share of the Work



### Willingness to Start and Continue Work on His Own Without the Need for Prodding



### Willingness to Share His Skill and Knowledge with Peers and Subordinates





UNITED STATES AIR FORCE

JOB INVENTORY

Ground Radio Communications Equipment  
Maintenance Career Ladder

AFSCs 30434, 30454, 30474, 30495

Originally Prepared by  
Job Specialty Survey Division  
Headquarters Lackland Military Training Center  
Air Training Command  
Lackland AFB, Texas 78236  
AFPT 90-304-026  
1 July 1970

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For Use on Contract F41609-71-C-0010  
Development of Task-level Job Performance Criteria

August 1972

## GENERAL INSTRUCTIONS

You are being asked to complete this inventory of job tasks as part of a research project being carried out by the American Institutes for Research for the Personnel Research Division of the Air Force Human Resources Laboratory (AFHRL). A major product of the study will be survey forms and procedures that will furnish AFHRL with measures of actual job performance at the task level which they can use in the Air Force's continuing efforts to improve procedures for selection and classification devices, proficiency tests, training programs, and assignment procedures.

Completion of this inventory by airmen holding AFSC 30454 is only one part of the project. You will also be asked to complete other survey forms in connection with this project. The Air Force has already done a lot of work during the past ten years using the job inventory approach for describing and analyzing airman career ladders. You are being asked to complete the inventory at this time so that the updated current data from the present study may be directly compared with data produced by this previous work.

Complete each item of the BACKGROUND INFORMATION, page iii, except the Case Control Number in the extreme upper, right-hand corner. Then read the instructions on page iv and complete the inventory in accordance with these instructions.

<b>BACKGROUND INFORMATION</b>	DATE	CASE CONTROL NUMBER
PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BLANKS		
NAME (Last, First, Middle Initial)		
GRADE <input type="checkbox"/> E3 A1C <input type="checkbox"/> E4 SGT <input type="checkbox"/> E5 SSGT <input type="checkbox"/> E6 TSGT <input type="checkbox"/> E7 MSGT <input type="checkbox"/> E8 SMSGT <input type="checkbox"/> E9 CMSGT	SOCIAL SECURITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
ORGANIZATION	BASE OR INSTALLATION	
MAJOR COMMAND		
<input type="checkbox"/> A AAC	<input type="checkbox"/> G ACIC	<input type="checkbox"/> C ADC
<input type="checkbox"/> E AFAFC	<input type="checkbox"/> Y AFCS	<input type="checkbox"/> F AFLC
<input type="checkbox"/> H AFSC	<input type="checkbox"/> J ATC	<input type="checkbox"/> K AU
<input type="checkbox"/> M CONAC	<input type="checkbox"/> P HQ COMD	<input type="checkbox"/> N HQ USAF
<input type="checkbox"/> Q MAC	<input type="checkbox"/> X OTHER	<input type="checkbox"/> R PACAF
<input type="checkbox"/> S SAC	<input type="checkbox"/> T TAC	<input type="checkbox"/> B USAFA
<input type="checkbox"/> D USAFE	<input type="checkbox"/> L USAFSSO	<input type="checkbox"/> U USAFSS
MY JOB IS LOCATED AT AN INSTALLATION WHICH IS:		
<input type="checkbox"/> Inside the continental U.S. (Zone of the Interior). <input type="checkbox"/> Outside the continental U.S. (including Alaska and Hawaii)		
PRIMARY AFSC	DUTY AFSC	
<input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	
Prefix                      Number                      Suffix	Prefix                      Number                      Suffix	
TOTAL MONTHS IN PRESENT JOB	<input type="text"/> <input type="text"/> <input type="text"/>	TOTAL MONTHS AT PRESENT BASE
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	TOTAL MONTHS IN CAREER FIELD
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	PRESENT WORK ASSIGNMENT (Job Title)
TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE	<input type="text"/> <input type="text"/> <input type="text"/>	
CHECK THE METHOD BY WHICH YOU WERE ASSIGNED TO YOUR PRESENT CAREER LADDER:		
<input type="checkbox"/> A directed duty assignment	<input type="checkbox"/> Commission from obsolete AFSC in same career field	
<input type="checkbox"/> A bypass test	<input type="checkbox"/> Retraining from another career field	
<input type="checkbox"/> Classification Board action	<input type="checkbox"/> Reenlistment from another branch of service.	
<input type="checkbox"/> Completion of basic technical course		

READ THIS PAGE BEFORE GOING FURTHER

PROCEDURE A. CHECKING TASKS OF PRESENT JOB

1. As you read each task in the Duty-Task List section, pages 1 through 24, place a check beside each task that you perform in your present job. Put your checkmark in the column headed "Check-If Done Now." When you have reached page 24, follow the arrow for your next instructions.
2. DO NOT COMPLETE THE OTHER COLUMN AT THIS TIME.
3. If a task that you perform is not listed anywhere in the entire list, write it on the blank page at the end of the booklet, but do not add tasks that are classified.
4. Remember, at this time, you are to complete only the column headed "Check-If Done Now" for pages 1 through 24. Now, turn to page 1 and BEGIN.

PROCEDURE B. RATING TIME SPENT ON TASKS OF PRESENT JOB

1. Have you CHECKED each task that you perform in your present job? Make sure, before you continue with this procedure.
2. Now you are to rate the relative amount of time you spend performing each task in your present job. Relative time spent means the total time you spend doing the task compared with the time you spend on each of the other tasks of your present job.
3. Use a rating of "1" if you spend a very-much-below-average amount of time on a task. Use a rating of "2" for below average time; and so on, up to a rating of "7" if you spend a very-much-above-average amount of time on the task.
4. Remember, you are to rate only each task that you have already checked in the first column of pages 1 through 24.
5. Place your rating, according to the 7-point scale, in the right-hand column, headed "Time Spent Current Job."
6. When you have made all your ratings in the right-hand column of pages 1 through 24, you will have completed this job inventory, and you may turn it in.
7. Now, turn to page 1 and BEGIN your ratings for the checked tasks by using the right-hand column.

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
A. PLANNING AND ORGANIZING	IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Conduct surveys for installation of public address systems		
2. Determine budgeting and financial requirements		
3. Determine unit requirements for space, personnel, support equipment, and supplies		
4. Determine unit training needs		
5. Plan advanced or special technical training (AF Form 315)		
6. Plan and schedule unit work load		
7. Plan inventories of equipment		
8. Plan inventories of supplies and materials		
9. Plan maintenance and inspection of ground radio systems		
10. Plan physical layout of support equipment and materials		
11. Plan procurement and replacement of personnel		
12. Plan on-the-job training (OJT) programs		
13. Plan safety training programs		
14. Plan security training programs		
15. Plan work center inspections of facilities and equipment		
16. Schedule leaves and passes		
17. Update facilities maintenance standards		
18. Update functional organizational charts to meet mission requirements		
19. Update job descriptions for civilian personnel		
20. Update job descriptions for military personnel		
21. Update local policy directives, office instructions (OIs) or standing operating procedures (SOPs)		
(Continued next page)		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	✓	1. Very much below average. 2. Below average. 3. Slightly below average.
A. PLANNING AND ORGANIZING (CONTINUED)	IF DONE NOW	4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
22. Update work performance standards for military or civilian personnel		
23. Update work progress charts and status boards		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
B. DIRECTING AND IMPLEMENTING	<input checked="" type="checkbox"/> IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Assign and control space for support equipment and supplies		
2. Assign personnel to duty positions		
3. Assign personnel to specific maintenance tasks		
4. Conduct policy meetings		
5. Conduct supervisory orientation and briefings		
6. Develop techniques for spotting unfavorable trends in work methods		
7. Direct administrative and supply functions		
8. Direct ground radio communications equipment (GRCE) repair activities		
9. Implement and follow-up improvements in methods, procedures, and techniques		
10. Implement and follow-up on-the-job training (OJT) programs		
11. Implement and follow-up quality control standards		
12. Implement and follow-up safety training programs		
13. Implement and follow-up security training programs		
14. Plan and request depot level maintenance		
15. Plan and request maintenance documentation assistance		
16. Plan and schedule deployment of mobile communications systems		
17. Supervise administrative functions		
18. Supervise installation of GRC and associated systems		
19. Supervise installation of music systems		
20. Supervise installation of public address systems		
21. Supervise maintenance of facilities or work areas		

(Continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

<p>1. Check tasks you perform now ( ✓ ).</p> <p>2. Add any tasks you do now which are not listed.</p> <p>3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.</p>	CHECK	TIME SPENT Current Job
<p>B. DIRECTING AND IMPLEMENTING (CONTINUED)</p>	<p>✓</p> <p>IF DONE NOW</p>	<p>1. Very much below average.</p> <p>2. Below average.</p> <p>3. Slightly below average.</p> <p>4. About average.</p> <p>5. Slightly above average.</p> <p>6. Above average.</p> <p>7. Very much above average.</p>
<p>22. Supervise routine and corrective maintenance of installed GRCE</p>		
<p>23. Supervise routine and corrective maintenance of support equipment</p>		
<p>24. Supervise routine and corrective maintenance of built-in test equipment</p>		
<p>25. Supervise shop maintenance of GRCE</p>		
<p>26. Supervise supply functions</p>		
<p>27. Supervise training or training support functions</p>		
<p>NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.</p>		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
C. EVALUATING	<input checked="" type="checkbox"/> IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Evaluate performance of airmen and initiate Airman Performance Reports and personnel actions		
2. Evaluate performance of civilians and prepare annual ratings and personnel actions		
3. Evaluate suggestions		
4. Evaluate unit efficiency in work accomplishment		
5. Evaluate unit for compliance with work standards		
6. Extract and analyze data for manpower utilization		
7. Inspect administrative and supply activities		
8. Inspect facilities, equipment utilization, and housekeeping		
9. Inspect publications filing system		
10. Resolve administrative problems		
11. Resolve materiel problems		
12. Resolve personal problems of subordinates		
13. Resolve personnel and manning problems		
14. Resolve technical problems in installation, maintenance, and repair of ground radio equipment		
15. Resolve technical problems in use and maintenance of test or support equipment		
16. Review Air Force Historical Data		
17. Review and follow-up inspection reports		
18. Review and indorse Airman Performance ratings, special awards, or personnel actions		
19. Review and indorse civilian performance and personnel actions		
20. Review correspondence and reports		
21. Review manpower and personnel change requests		

(Continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( ✓ ).	CHECK	TIME SPENT Current Job
2. Add any tasks you do now which are not listed.	✓ IF DONE NOW	1. Very much below average.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.		2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
C. EVALUATING (CONTINUED)		
22. Review requisitions for support equipment or supplies		
23. Review unit plant in place records		
24. Review work order requests		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
D. TRAINING	✓	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Administer oral or written tests		
2. Arrange for training aids or training materials		
3. Arrange for training space, equipment, and supplies		
4. Assign specific training tasks to trainees		
5. Conduct formal technical courses in technical AFSC		
6. Conduct OJT for civilians working in 304X4 equivalent specialty areas		
7. Conduct OJT for civilians working in other than 304X4 specialty areas		
8. Conduct OJT for DAFSC 30434, Apprentice Ground Radio Communications Equipment Repairman		
9. Conduct OJT for DAFSC 30454, Ground Radio Communications Technician		
10. Conduct OJT for DAFSC 30474, Ground Radio Communications Technician		
11. Conduct safety training		
12. Conduct security training		
13. Conduct skill performance tests		
14. Construct training aids		
15. Counsel trainers and trainees		
16. Determine individual training needs		
17. Develop Career Development Course (CDC) materials		
18. Develop formal technical training course materials		
19. Develop Job Proficiency Guides (JPGs)		
20. Develop OJT materials other than CDCs or JPGs		
21. Develop skill knowledge tests (SKTs)		
(Continued next page)		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( ✓ ).	CHECK	TIME SPENT Current Job
2. Add any tasks you do now which are not listed.		1. Very much below average.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	✓	2. Below average.
D. TRAINING (CONTINUED)	IF DONE NOW	3. Slightly below average.
22. Distribute and control CDC materials		4. About average.
23. Evaluate upgrade training progress of individuals		5. Slightly above average.
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		6. Above average.
/		7. Very much above average.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 304X4, 30495	
		CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		<input checked="" type="checkbox"/>  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
E. PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS			
1.	Draft correspondence or reports		
2.	Inventory supplies or materials		
3.	Inventory support equipment		
4.	Maintain correspondence files		
5.	Maintain Individual Consolidated Training Record (AF Form 623)		
6.	Maintain levels of office forms and supplies		
7.	Maintain technical publication files ,		
8.	Maintain regulation files		
9.	Maintain work records or work order files		
10.	Order and receive stock, bench items, or materials		
11.	Prepare cost estimates for replacement of support equipment		
12.	Prepare cost estimates for supplies and materials		
13.	Prepare cost estimates for TDY and travel orders		
14.	Prepare duty rosters		
15.	Prepare manpower change requests		
16.	Prepare requests for civilian personnel actions		
17.	Prepare requests for issue or turn-in of surplus materiel		
18.	Prepare requests for military personnel actions (AF Form 1098)		
19.	Prepare requests for Special Technical Training (AF Form 403)		
20.	Prepare work order requests for repair of facilities and support equipment		
21.	Process work orders		

(Continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
E. PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS (CONTINUED)	✓	1. Very much below average. 2. Below average. 3. Slightly below average.
	IF DONE NOW	4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
22. Receive materiel and turn-in excess property		
23. Supply historical data		
24. Type correspondence, records, reports, forms, or other official matter		
25. Update and maintain unit master plant in place records		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

<p>1. Check tasks you perform now ( <input checked="" type="checkbox"/> ).</p> <p>2. Add any tasks you do now which are not listed.</p> <p>3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.</p>	CHECK	TIME SPENT Current Job
F. INSTALLING GROUND RADIO AND AUXILIARY EQUIPMENT	<input checked="" type="checkbox"/>	<p>1. Very much below average.</p> <p>2. Below average.</p> <p>3. Slightly below average.</p> <p>4. About average.</p> <p>5. Slightly above average.</p> <p>6. Above average.</p> <p>7. Very much above average.</p>
1. Accomplish visual inspection of components prior to assembly or installation	<input type="checkbox"/>	
2. Adjust or align equipment after initial installation	<input type="checkbox"/>	
3. Assemble and wire components for installation	<input type="checkbox"/>	
4. Bench check equipment prior to initial installation	<input type="checkbox"/>	
5. Install antenna systems	<input type="checkbox"/>	
6. Install automatic keying equipment	<input type="checkbox"/>	
7. Install automatic recording equipment	<input type="checkbox"/>	
8. Install broadcasting systems	<input type="checkbox"/>	
9. Install closed circuit television (CCTV) and commercial TV broadcast systems (remote areas)	<input type="checkbox"/>	
10. Install data link systems	<input type="checkbox"/>	
11. Install directional finding (DF) equipment	<input type="checkbox"/>	
12. Install high frequency (HF) equipment	<input type="checkbox"/>	
13. Install independent side band (ISB) equipment	<input type="checkbox"/>	
14. Install low frequency (LF) equipment	<input type="checkbox"/>	
15. Install line conditioning equipment	<input type="checkbox"/>	
16. Install multiple frequency (MF) equipment	<input type="checkbox"/>	
17. Install single-side band (SSB) equipment	<input type="checkbox"/>	
18. Install ultra-high frequency (UHF) equipment	<input type="checkbox"/>	
19. Install very high frequency (VHF) equipment	<input type="checkbox"/>	
20. Install frequency shift converters	<input type="checkbox"/>	
21. Install hand keys	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

(Continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.		
F. INSTALLING GROUND RADIO AND AUXILIARY EQUIPMENT (CONTINUED)	✓  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
22. Install intercommunication systems		
23. Install microphones		
24. Install microwave equipment		
25. Install mobile equipment		
26. Install multicouplers		
27. Install multiplex equipment		
28. Install operator consoles		
29. Install perforator-transmitters		
30. Install phone patch equipment		
31. Install power supply equipment		
32. Install radio relay equipment		
33. Install radio-telegraph equipment		
34. Install radio-telephone equipment		
35. Install radio-teletype equipment		
36. Install recorders and reproducers		
37. Install remote control units		
38. Install semiautomatic keys		
39. Install shift exciters		
40. Install signal restorers		
41. Install signal shifters		
42. Install speakers and public address systems		
(Continued next page)		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.		1. Very much below average. 2. Below average. 3. Slightly below average.
F. INSTALLING GROUND RADIO AND AUXILIARY EQUIPMENT (CONTINUED)	✓ IF DONE NOW	4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
43. Install target transmitters		
44. Install tone keyers and converters		
45. Install weather facsimile equipment		
46. Inspect equipment installations (visual power-off)		
47. Interconnect or wire equipment for installation		
48. Prepare installation records		
49. Survey communication sites		
50. Test or trace circuitry of GRC System or Subsystem installations		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

JOB INVENTORY (DUTY - TASK LIST)		AFSC 304X4, 30495
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ).	CHECK	TIME SPENT Current Job
2. Add any tasks you do now which are not listed.		
3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
6. MAINTAINING INSTALLED GROUND RADIO EQUIPMENT		
1. Inspect and service anti-intrusion equipment, power-off		
2. Inspect and service auxiliary equipment, power-off		
3. Inspect and service DF equipment, power-off		
4. Inspect and service HF equipment, power-off		
5. Inspect and service ISB equipment		
6. Inspect and service LF equipment, power-off		
7. Inspect and service MF equipment, power-off		
8. Inspect and service microwave equipment, power-off		
9. Inspect and service radio relay equipment, power-off		
10. Inspect and service radio-telegraph equipment, power-off		
11. Inspect and service radio-telephone equipment, power-off		
12. Inspect and service SSB equipment, power-off		
13. Inspect and service UHF equipment, power-off		
14. Inspect and service VHF equipment, power-off		
15. Inspect, clean, or apply materials for prevention of corrosion of installed GRCE, power-off		
16. Monitor and tune DF equipment		
17. Monitor and tune HF equipment		
18. Monitor and tune LF equipment		
19. Monitor and tune MF equipment		
20. Monitor and tune VHF equipment		
21. Monitor commercial telecommunication circuits		
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		AFSC 304X4, 30495
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		CHECK
6. MAINTAINING INSTALLED GROUND RADIO EQUIPMENT (CONTINUED)		<input checked="" type="checkbox"/> IF DONE NOW
22. Monitor DF equipment		
23. Monitor HF equipment		
24. Monitor LF equipment		
25. Monitor MF equipment		
26. Monitor microwave equipment		
27. Monitor radio relay equipment		
28. Monitor UHF equipment		
29. Monitor VHF equipment		
30. Remove and replace DF equipment components		
31. Remove and replace HF equipment components		
32. Remove and replace ISB equipment components		
33. Remove and replace LF equipment components		
34. Remove and replace MF equipment components		
35. Remove and replace SSB equipment components		
36. Remove and replace UHF equipment components		
37. Remove and replace VHF equipment components		
38. Remove and replace microwave equipment components		
39. Remove and replace radio relay equipment components		
40. Remove and replace radio-telegraph equipment components		
41. Remove and replace radio-telephone equipment components		
42. Remove and replace radio-teletype equipment		

(Continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

<p>1. Check tasks you perform now ( ✓ ).</p> <p>2. Add any tasks you do now which are not listed.</p> <p>3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.</p>	CHECK	TIME SPENT Current Job
<p>6. MAINTAINING INSTALLED GROUND RADIO EQUIPMENT (CONTINUED)</p>	✓	<p>1. Very much below average.</p> <p>2. Below average.</p> <p>3. Slightly below average.</p> <p>4. About average.</p> <p>5. Slightly above average.</p> <p>6. Above average.</p> <p>7. Very much above average.</p>
<p>43. Troubleshoot local ground radio communications systems and identify defective equipment</p>	IF DONE NOW	
<p>44. Tune SSB equipment</p>		
<p>45. Tune UHF equipment</p>		
<p>NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.</p>		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ).	CHECK	TIME SPENT Current Job
2. Add any tasks you do now which are not listed.		1. Very much below average.
3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	<input checked="" type="checkbox"/>	2. Below average.
H. MAINTAINING INSTALLED AUXILIARY EQUIPMENT	<input type="checkbox"/>	3. Slightly below average.
1. Adjust antenna tuning units	<input type="checkbox"/>	4. About average.
2. Monitor and service antenna systems	<input type="checkbox"/>	5. Slightly above average.
3. Monitor and service automatic keying equipment	<input type="checkbox"/>	6. Above average.
4. Monitor and service automatic recording equipment	<input type="checkbox"/>	7. Very much above average.
5. Monitor and service intercom and broadcasting equipment	<input type="checkbox"/>	
6. Monitor and service multiplex and broadcasting equipment	<input type="checkbox"/>	
7. Monitor and service battery chargers,	<input type="checkbox"/>	
8. Monitor and service closed circuit TV (CCTV)	<input type="checkbox"/>	
9. Monitor and service commercial TV equipment	<input type="checkbox"/>	
10. Monitor and service data link systems	<input type="checkbox"/>	
11. Monitor and service electro writers	<input type="checkbox"/>	
12. Monitor and service emergency power equipment	<input type="checkbox"/>	
13. Monitor and service facsimile equipment	<input type="checkbox"/>	
14. Monitor and service phone patch equipment	<input type="checkbox"/>	
15. Monitor and service recorder and reproducer equipment	<input type="checkbox"/>	
16. Monitor and service rotating antenna equipment	<input type="checkbox"/>	
17. Monitor operation of frequency shift exciters	<input type="checkbox"/>	
18. Monitor operation of frequency shift converters	<input type="checkbox"/>	
19. Monitor operation of perforator-transmitters	<input type="checkbox"/>	
20. Monitor signal shifters	<input type="checkbox"/>	
21. Monitor signal restorers	<input type="checkbox"/>	
(Continued next page)		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
H. MAINTAINING INSTALLED AUXILIARY EQUIPMENT (CONTINUED)	<input checked="" type="checkbox"/>  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
22. Monitor target transmitters		
23. Perform visual (power-off) inspections of auxiliary equipment		
24. Remove and replace auxiliary ground radio communications equipment components		
25. Service weather facsimile equipment		
26. Troubleshoot auxiliary equipment and identify defective components		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
1. PERFORMING SHOP MAINTENANCE OF GROUND RADIO EQUIPMENT	<input checked="" type="checkbox"/> IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Adjust, align, or tune components in shop		
2. Apply materials for corrosion prevention		
3. Clean or service ground radio communication equipment components		
4. Inspect and bench test components		
5. Modify components or parts		
6. Remove and replace anti-intrusion equipment component parts		
7. Remove and replace DF equipment components parts		
8. Remove and replace HF equipment component parts		
9. Remove and replace ISB equipment component parts		
10. Remove and replace LF equipment component parts		
11. Remove and replace MF equipment component parts		
12. Remove and replace microwave equipment component parts		
13. Remove and replace power supply equipment component parts		
14. Remove and replace radio relay equipment component parts		
15. Remove and replace radio-telegraph equipment component parts		
16. Remove and replace radio-telephone equipment component parts		
17. Remove and replace radio-teletype equipment component parts		
18. Remove and replace SSB equipment component parts		
19. Remove and replace TV equipment component parts		
20. Remove and replace UHF equipment component parts		
21. Remove and replace VHF equipment component parts		

(Continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		1. Very much below average. 2. Below average. 3. Slightly below average.
1. PERFORMING SHOP MAINTENANCE OF GROUND RADIO EQUIPMENT (CONTINUED)	<input checked="" type="checkbox"/> IF DONE NOW	4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
22. Solder, wire, and connect component parts		
23. Troubleshoot GRCE components and identify defective parts, wiring, or connectors		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

JOB INVENTORY (DUTY - TASK LIST)		AFSC 304X4, 30495 /	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.			<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
J. PERFORMING SHOP MAINTENANCE OF AUXILIARY EQUIPMENT			IF DONE NOW	
1. Design, assemble, or build phone patch systems				
2. Modify auxiliary ground radio equipment or components				
3. Remove and replace antenna system component parts				
4. Remove and replace antenna tuning unit parts				
5. Remove and replace automatic keying equipment component parts				
6. Remove and replace automatic recording equipment component parts				
7. Remove and replace auxiliary equipment power supply unit parts				
8. Remove and replace battery charger component parts				
9. Remove and replace data link system component parts				
10. Remove and replace emergency power equipment components or parts				
11. Remove and replace frequency shift converter parts				
12. Remove and replace intercom and broadcasting equipment component parts				
13. Remove and replace microphone parts				
14. Remove and replace mobile equipment component parts				
15. Remove and replace multicoupler parts				
16. Remove and replace multiplex equipment component parts				
17. Remove and replace operator console parts				
18. Remove and replace perforator-transmitter parts				
19. Remove and replace phone patch equipment parts				
20. Remove and replace public address system component parts				
21. Remove and replace recorder/reproducer parts				

(Continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	✓  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
J. PERFORMING SHOP MAINTENANCE OF AUXILIARY EQUIPMENT (CONTINUED)		
22. Remove and replace remote control unit parts		
23. Remove and replace rotating antenna equipment parts		
24. Remove and replace semiautomatic key component parts		
25. Remove and replace shift exciter parts		
26. Remove and replace signal restorer parts		
27. Remove and replace signal shifter parts		
28. Remove and replace target transmitter parts		
29. Remove and replace tone keyer and converter parts		
30. Remove and replace weather facsimile equipment component parts		
31. Test auxiliary equipment component parts		
32. Troubleshoot auxiliary GRCE components and identify defective parts or wiring		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 304X4, 30495

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
K. MAINTAINING TEST EQUIPMENT AND GROUND SUPPORT EQUIPMENT	<input checked="" type="checkbox"/>  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Adjust or align built-in or special test equipment		
2. Calibrate and check built-in or special test equipment		
3. Check out and turn-in equipment		
4. Clean or service test equipment		
5. Inspect for corrosion, clean, or apply materials for corrosion prevention		
6. Inspect, maintain, or control site vehicles		
7. Inspect test equipment		
8. Obtain and turn-in tools and supplies		
9. Remove and replace support equipment components or parts for inspection and servicing purposes		
10. Remove and replace built-in or special test equipment components		
11. Remove and replace built-in or special test equipment components parts		
12. Remove and replace dummy load antennas		
13. Remove and replace dummy load antenna parts		
14. Remove and replace mobile van components other than those removed for user inspection and servicing purposes		
15. Remove and replace ohmmeters in special or built-in test equipment		
16. Remove and replace oscilloscopes in special or built-in test equipment		
17. Remove and replace radio relay test equipment wiring or connectors		
18. Remove and replace tube testers		
19. Remove and replace voltmeters		
20. Solder connections to parts of built-in or special test equipment		
21. Store and secure tools, materials, and equipment		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
304X4, 30495

	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	<input checked="" type="checkbox"/>  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
L. MAINTAINING FACILITIES AND WORK AREAS		
1. Clean facilities, latrines, or washrooms		
2. Clean work areas, tools, or storage areas		
3. Paint facilities		
4. Perform routine inspections of housekeeping, safety, or working environment		
5. Perform special inspections of safety, security of classified information, and work environment		
6. Prepare inspection reports of facilities and work areas		
7. Secure facilities or work areas		
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;">                         Go to page iv and follow procedure "B".                     </div>		
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;">                         When finished with ratings in this column, turn in the inventory.                     </div>		
NOTE: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓  
IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

Case Control Number \_\_\_\_\_

PERFORMANCE RATINGS

FOR JOB TASKS OF

AFSC 30454

GROUND RADIO COMMUNICATIONS EQUIPMENT

Rater Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.)

Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Contract F41609-71-C-0010

Conducted by

American Institutes for Research

## GENERAL INSTRUCTIONS

You are being asked to complete this self rating of the performance levels for various job tasks as a part of a research project being carried out by the American Institutes for Research (AIR) under contract to the Personnel Research Division of the Air Force Human Resources Laboratory (AFHRL). Data from these ratings will be compared by AIR with other data collected about the actual job performance at the task level. The overall project is but one part of the Air Force's continuing efforts to improve procedures for selection and classification devices, proficiency tests, training programs and assignment procedures.

The tasks listed in this booklet are ones which groups of experienced NCO's have indicated are important for the 5-skill level airman in your AFSC. First, look through the tasks listed and circle the numbers of those tasks or task clusters which are a part of your current job.

Then go back and for those tasks which you circled rate your own typical performance level. Look at the performance scale definition for each rated dimension and rate yourself according to that scale. The low end of the performance scale is always 1 and the high end is always 7. Do not be reluctant to use the extreme ends of the scales for a given task. Even the best performing airman does some parts of his job less well than others, and even the poorest performing airman does some parts of his job as well as the best of them. Be sure to read the definition of the performance scale for each dimension and then rate yourself according to that scale. Sometimes there is only one dimension covering a task and it may not cover all aspects of how the task is performed. Nevertheless, rate only the dimension listed. For other tasks there are several dimensions for the same task. For such tasks, rate each dimension separately.

These data will be processed by AIR and will not affect your Air Force career directly. These data will be used along with other data collected during the project to evaluate Air Force personnel programs. If the long term objectives of the project are achieved, such evaluations may result in changes in personnel programs and procedures which are designed to make your stay in the Air Force a more rewarding and satisfying experience.

Remember--first look over the list of tasks and circle those you do as a part of your current job. Second, go back and rate your own typical performance level. Rate each task in accordance with the performance scale definition provided for that task.

TASKS 1 THROUGH 5 ARE ALL CONCERNED WITH ADMINISTRATIVE DUTIES

TASK 1. SUPERVISE ROUTINE AND CORRECTIVE MAINTENANCE OF  
INSTALLED GRCE

A. Rated Task Dimension: Supervise 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Never checks work of subordinates

7 = High end = Keeps close watch of work to see  
that performance meets specifications ,

B. Rated Task Dimension: Self-Initiation 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Fails to supervise subordinates'  
work unless requested to do so

7 = High end = Supervises work of subordinates  
without being asked

TASK 2. RESOLVE TECHNICAL PROBLEMS IN INSTALLATION,  
MAINTENANCE, AND REPAIR OF GRCE

A. Rated Task Dimension: Problems 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Needs assistance in helping others  
solve problems (Suggests solutions which are  
frequently vague)

7 = High end = Helps others arrive at correct  
solution faster than if he did not help  
(Suggests good solution)

TASK 3. CONDUCT OJT FOR DAFSC 30434, APPRENTICE  
GRCE REPAIRMAN

A. Rated Task Dimension: Demonstrate 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Provides poor demonstration, leaving  
a lot of questions unanswered

7 = High end = Provides an effective demonstration  
of tasks to be performed and accurately  
answers questions

TASK 4. ORDER AND RECEIVE STOCK, BENCH ITEMS,  
OR MATERIALS

A. Rated Task Dimension: Forms 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Omits information from  
order blanks

7 = High end = Fills out order blanks  
completely and accurately

TASK 5. PROCESS WORK ORDERS

- A. Rated Task Dimension: Forms 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fills out work orders  
incorrectly, omits items  
7 = High end = Completes work orders  
quickly and accurately
- B. Rated Task Dimension: Action 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check on action and does  
not close out order with maintenance control  
7 = High end = Checks to see if action was  
accomplished

TASKS 6 THROUGH 17 ARE ALL CONCERNED WITH  
INSTALLING CRCE AND AUXILIARY EQUIPMENT

TASK 6. ACCOMPLISH VISUAL INSPECTION OF COMPONENTS  
PRIOR TO ASSEMBLY OR INSTALLATION

- A. Rated Task Dimension: Inspection 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses obvious damage and  
misses most missing components  
7 = High end = Spots all damage and  
missing components

TASK 7. ADJUST OR ALIGN EQUIPMENT AFTER  
INITIAL INSTALLATION

- A. Rated Task Dimension: Test Equipment 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses equipment ineffectively  
7 = High end = Uses test equipment in a  
highly effective manner
- B. Rated Task Dimension: Alignment 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misadjusts or misaligns  
equipment (Does not meet Air Force or  
company specifications)  
7 = High end = Adjusts or aligns all equipment  
to technical order specifications

TASK 8. ASSEMBLE AND WIRE COMPONENTS FOR INSTALLATION

- A. Rated Task Dimension: Wiring and Soldering Performance Scale 1 2 3 4 5 6 7  
1 = Low end = Performs improper wiring and soldering, burns adjacent components and wires  
7 = High end = Wires and solders well (Does not use too hot soldering iron)

(Tasks 9 through 16 all deal with the installation of specific types of equipment)

TASK 9. INSTALL SSB EQUIPMENT

- A. Rated Task Dimension: Install Performance Scale 1 2 3 4 5 6 7  
Note: This same performance scale is to be used with Tasks 9-12  
1 = Low end = Makes some installation errors  
7 = High end = Installs all equipment properly

TASK 10. INSTALL UHF EQUIPMENT

- A. Rated Task Dimension: Install Performance Scale (See Task 9) 1 2 3 4 5 6 7

TASK 11. INSTALL VHF EQUIPMENT

- A. Rated Task Dimension: Install Performance Scale (See Task 9) 1 2 3 4 5 6 7

TASK 12. INSTALL OTHER GRC EQUIPMENT

- A. Rated Task Dimension: Install Performance Scale (See Task 9) 1 2 3 4 5 6 7

TASK 13. CHECK SSB EQUIPMENT

- A. Rated Task Dimension: Check Performance Scale 1 2 3 4 5 6 7  
Note: This same performance scale is to be used with Tasks 13-16  
1 = Low end = Performs operational check but fails to spot problem  
7 = High end = Performs complete operational check in accordance with technical data

TASK 14. CHECK UHF EQUIPMENT

A. Rated Task Dimension: Check 1 2 3 4 5 6 7  
Performance Scale (See Task 13)

TASK 15. CHECK VHF EQUIPMENT

A. Rated Task Dimension: Check 1 2 3 4 5 6 7  
Performance Scale (See Task 13)

TASK 16. CHECK OTHER GRC EQUIPMENT

A. Rated Task Dimension: Check 1 2 3 4 5 6 7  
Performance Scale (See Task 13)

TASK 17. TEST OR TRACE CIRCUITRY OF GRC SYSTEM  
OR SUBSYSTEM INSTALLATIONS

A. Rated Task Dimension: Test or Trace 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Has difficulty in system  
troubleshooting, does not correlate  
equipment components and the  
overall system

7 = High end = Quickly identifies defective  
subassembly components and effectively  
troubleshoots all system malfunctions

TASKS 18 THROUGH 57 ARE CONCERNED WITH MAINTAINING INSTALLED GRCE

(Tasks 18 through 33 all deal with  
inspecting and servicing GRC Equipment)

TASK 18. CLEAN AUXILIARY EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale

Note: This same performance scale is  
to be used with Tasks 18-25

1 = Low end = Performs a sloppy job of cleaning

7 = High end = Performs a thorough cleaning of  
equipment

TASK 19. CLEAN HF EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale (See Task 18)

TASK 20. CLEAN LF EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale (See Task 18)

TASK 21. CLEAN MF EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale (See Task 18)

TASK 22. CLEAN SSB EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale (See Task 18)

TASK 23. CLEAN UHF EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale (See Task 18)

TASK 24. CLEAN VHF EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale (See Task 18)

TASK 25. CLEAN OTHER GRC EQUIPMENT

A. Rated Task Dimension: Clean 1 2 3 4 5 6 7  
Performance Scale (See Task 18)

TASK 26. VISUALLY CHECK AUXILIARY EQUIPMENT

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale

Note: This same performance scale is  
to be used with Tasks 26-33

1 = Low end = Performs only superficial check  
and occasionally omits checking equipment

7 = High end = Checks equipment carefully  
and completely

TASK 27. VISUALLY CHECK HF EQUIPMENT

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale (See Task 26)

TASK 28. VISUALLY CHECK LF EQUIPMENT

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale (See Task 26)

TASK 29. VISUALLY CHECK MF EQUIPMENT

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale (See Task 26)

TASK 30. VISUALLY CHECK SSB EQUIPMENT

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale (See Task 26)

TASK 31. VISUALLY CHECK UHF EQUIPMENT

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale (See Task 26)

TASK 32. VISUALLY CHECK VHF EQUIPMENT

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale (See Task 26)

TASK 33. VISUALLY CHECK OTHER GRCE

A. Rated Task Dimension: Visual Check 1 2 3 4 5 6 7  
Performance Scale (See Task 26)

TASK 34. INSPECT, CLEAN, OR APPLY MATERIALS FOR  
PREVENTION OF CORROSION OF INSTALLED GRCE

A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does inadequate job,  
misses several points of corrosion  
7 = High end = Does thorough job, missing  
no points of corrosion

(Tasks 35-39 all deal with  
monitoring and tuning equipment)

TASK 35. MONITOR AND TUNE HF EQUIPMENT

A. Rated Task Dimension: Monitor and Tune 1 2 3 4 5 6 7  
Performance Scale  
Note: This same performance scale is  
to be used with Tasks 35-39  
1 = Low end = Seldom tunes equipment to standards  
in accordance with technical data;  
7 = High end = Tunes equipment to standards in  
accordance with technical data

TASK 36. MONITOR AND TUNE LF EQUIPMENT

A. Rated Task Dimension: Monitor and Tune Performance Scale (See Task 35) 1 2 3 4 5 6 7

TASK 37. MONITOR AND TUNE MF EQUIPMENT

A. Rated Task Dimension: Monitor and Tune Performance Scale (See Task 35) 1 2 3 4 5 6 7

TASK 38. MONITOR AND TUNE VHF EQUIPMENT

A. Rated Task Dimension: Monitor and Tune Performance Scale (See Task 35) 1 2 3 4 5 6 7

TASK 39. MONITOR AND TUNE OTHER GRCE

A. Rated Task Dimension: Monitor and Tune Performance Scale (See Task 35) 1 2 3 4 5 6 7

(Tasks 40-53 all deal with removing and replacing equipment components)

TASK 40. IDENTIFY DEFECTS IN HF EQUIPMENT

A. Rated Task Dimension: Defect Identification Performance Scale 1 2 3 4 5 6 7

Note: This same performance scale is to be used with Tasks 40-46  
1 = Low end = Does not identify defective parts  
7 = High end = Identifies defective parts effectively

TASK 41. IDENTIFY DEFECTS IN SSB EQUIPMENT

A. Rated Task Dimension: Defect Identification Performance Scale (See Task 40) 1 2 3 4 5 6 7

TASK 42. IDENTIFY DEFECTS IN LF EQUIPMENT

A. Rated Task Dimension: Defect Identification Performance Scale (See Task 40) 1 2 3 4 5 6 7

TASK 43. IDENTIFY DEFECTS IN MF EQUIPMENT

A. Rated Task Dimension: Defect Identification Performance Scale (See Task 40) 1 2 3 4 5 6 7

TASK 44. IDENTIFY DEFECTS IN UHF EQUIPMENT

A. Rated Task Dimension: Defect Identification Performance Scale (See Task 40) 1 2 3 4 5 6 7

TASK 45. IDENTIFY DEFECTS IN VHF EQUIPMENT

A. Rated Task Dimension: Defect Identification 1 2 3 4 5 6 7  
Performance Scale (See Task 40)

TASK 46. IDENTIFY DEFECTS IN OTHER GRCE

A. Rated Task Dimension: Defect Identification 1 2 3 4 5 6 7  
Performance Scale (See Task 40)

TASK 47. CHECK COMPONENTS IN HF EQUIPMENT

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale

Note: This same performance scale is  
to be used with Tasks 47-53

1 = Low end = Fails to check equipment operation  
in accordance with technical data

7 = High end = Checks all equipment functions in  
accordance with technical data

TASK 48. CHECK COMPONENTS IN SSB EQUIPMENT

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale (See Task 47)

TASK 49. CHECK COMPONENTS IN LF EQUIPMENT

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale (See Task 47)

TASK 50. CHECK COMPONENTS IN MF EQUIPMENT

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale (See Task 47)

TASK 51. CHECK COMPONENTS IN UHF EQUIPMENT

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale (See Task 47)

TASK 52. CHECK COMPONENTS IN VHF EQUIPMENT

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale (See Task 47)

TASK 53. CHECK COMPONENTS IN OTHER GRCE

A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale (See Task 47)

TASK 54. TROUBLESHOOT LOCAL GROUND RADIO COMMUNICATION SYSTEMS AND IDENTIFY DEFECTIVE EQUIPMENT

A. Rated Task Dimension: Identification of Defective System Component 1 2 3 4 5 6 7

Performance Scale

1 = Low end = Has difficulty in system troubleshooting, does not correlate equipment component and the overall system

7 = High end = Quickly identifies defective subassembly components and troubleshoots all system malfunctions

B. Rated Task Dimension: Difficulty 1 2 3 4 5 6 7

Performance Scale

1 = Low end = Does not take on difficult troubleshooting procedures and fails to perform many routine ones

7 = High end = Takes on difficult troubleshooting procedures

(Tasks 55-57 all deal with tuning equipment)

TASK 55. TUNE SIDEBAND EQUIPMENT

A. Rated Task Dimension: Tunes 1 2 3 4 5 6 7

Performance Scale

Note: This same performance scale is to be used with Tasks 55-57

1 = Low end = Seldom tunes equipment to standards in accordance with technical data

7 = High end = Tunes equipment to standards in accordance with technical data

TASK 56. TUNE UHF EQUIPMENT

A. Rated Task Dimension: Tunes 1 2 3 4 5 6 7

Performance Scale (See Task 55)

TASK 57. TUNE OTHER GRCE

A. Rated Task Dimension: Tunes 1 2 3 4 5 6 7

Performance Scale (See Task 55)

(Tasks 58-60 all deal with  
monitoring and servicing auxiliary equipment)

TASK 58. MONITOR AND SERVICE  
FACSIMILE EQUIPMENT

A. Rated Task Dimension: Monitor and Service 1 2 3 4 5 6 7  
Performance Scale

Note: This same performance scale is  
to be used with Tasks 58-60

- 1 = Low end = Performs sloppy job when  
servicing equipment, such as skipping  
some of the servicing requirements  
7 = High end = Services equipment completely  
including cleaning and treatment if  
corrosion is present

TASK 59. MONITOR AND SERVICE RECORDERS

A. Rated Task Dimension: Monitor and Service 1 2 3 4 5 6 7  
Performance Scale (See Task 58)

TASK 60. MONITOR AND SERVICE OTHER GRCE

A. Rated Task Dimension: Monitor and Service 1 2 3 4 5 6 7  
Performance Scale (See Task 58)

TASK 61. REMOVE AND REPLACE AUXILIARY GRCE COMPONENTS

A. Rated Task Dimension: Replacement 1 2 3 4 5 6 7  
Performance Scale

- 1 = Low end = Fails to use proper part  
for replacement, or breaks a wire  
during operation  
7 = High end = Replaces proper components and  
will make good contact with connectors

B. Rated Task Dimension: Operational Check 1 2 3 4 5 6 7  
Performance Scale

- 1 = Low end = Performs operational check,  
but fails to spot problems  
7 = High end = Performs complete operational  
check in accordance with technical data

TASKS 62 THROUGH 74 ARE CONCERNED WITH PERFORMING SHOP MAINTENANCE OF GRCE

TASK 62. ADJUST, ALIGN OR TUNE COMPONENTS IN SHOP

- A. Rated Task Dimension: Test Equipment 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses test equipment very ineffectively  
7 = High end = Uses test equipment in a highly effective manner
- B. Rated Task Dimension: Aligning 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misadjusts or misaligns equipment (Does not meet any specifications)  
7 = High end = Adjusts or aligns all equipment to technical order specifications

TASK 63. APPLY MATERIALS FOR CORROSION PREVENTION IN SHOP

- A. Rated Task Dimension: Covering 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not cover entire area or equipment, and that which is done is uneven  
7 = High end = Covers entire area or equipment evenly

TASK 64. CLEAN OR SERVICE GRCE COMPONENTS IN SHOP

- A. Rated Task Dimension: Servicing 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Services only areas noted and does not check over equipment  
7 = High end = Services equipment as needed in accordance with technical orders or commercial manual

TASK 65. INSPECT AND BENCH TEST COMPONENTS

- A. Rated Task Dimension: Test Equipment 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses test equipment ineffectively  
7 = High end = Uses test equipment effectively by selecting proper test equipment and test methods
- B. Rated Task Dimension: Operational Check 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Performs operational check, but fails to spot problems  
7 = High end = Performs complete operational check in accordance with technical data

(Tasks 66-73 all deal with  
removing and replacing GRCE component parts in shop)

TASK 66. MEET SPECIFICATIONS FOR HF EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Rated Task Dimension: Meeting Specifications Performance Scale 1 2 3 4 5 6 7

Note: This same performance scale is  
to be used with Tasks 66-73

- 1 = Low end = Does not even compare  
equipment operation with operational requirements
- 7 = High end = Makes sure that equipment meets  
operational specifications

TASK 67. MEET SPECIFICATIONS FOR ISB EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 66) 1 2 3 4 5 6 7

TASK 68. MEET SPECIFICATIONS FOR  
LF EQUIPMENT COMPONENT PARTS IN SHOP

A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 66) 1 2 3 4 5 6 7

TASK 69. MEET SPECIFICATIONS FOR MF EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 66) 1 2 3 4 5 6 7

TASK 70. MEET SPECIFICATIONS FOR POWER SUPPLY  
COMPONENT PARTS IN SHOP

A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 66) 1 2 3 4 5 6 7

TASK 71. MEET SPECIFICATIONS FOR UHF EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 66) 1 2 3 4 5 6 7

TASK 72. MEET SPECIFICATIONS FOR VHF EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 66) 1 2 3 4 5 6 7

TASK 73. MEET SPECIFICATIONS FOR OTHER GRCE  
COMPONENT PARTS IN SHOP

- A. Rated Task Dimension: Meeting Specifications 1 2 3 4 5 6 7  
Performance Scale (See Task 66)

TASK 74. TROUBLESHOOT GRCE COMPONENTS AND  
IDENTIFY DEFECTIVE PARTS, WIRING,  
OR CONNECTORS IN SHOP

- A. Rated Task Dimension: Test Equipment 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not use test equipment effectively  
7 = High end = Uses test equipment effectively to identify defective parts

- B. Rated Task Dimension: Troubleshooting in Shop 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not use systematic procedures, does not identify problem readily  
7 = High end = Uses systematic troubleshooting procedures to identify all defects

TASKS 75 THROUGH 81 ARE CONCERNED WITH  
PERFORMING SHOP MAINTENANCE OF AUXILIARY EQUIPMENT

(Tasks 75-80 all deal with  
removing and replacing parts of equipments in shop)

TASK 75. FOLLOW PROCEDURES FOR RECORDERS IN SHOP

- A. Rated Task Dimension: Following Procedures 1 2 3 4 5 6 7  
Performance Scale  
Note: This same performance scale is to be used with Tasks 75-77  
1 = Low end = Assembles and disassembles equipment, but improperly or incompletely  
7 = High end = Assembles and disassembles equipment in accordance with technical orders

TASK 76. FOLLOW PROCEDURES FOR  
WEATHER FACSIMILE IN SHOP

- A. Rated Task Dimension: Following Procedures 1 2 3 4 5 6 7  
Performance Scale (See Task 75)

TASK 77. FOLLOW PROCEDURES FOR OTHER EQUIPMENT

- A. Rated Task Dimension: Following Procedures Performance Scale (See Task 75) 1 2 3 4 5 6 7

TASK 78. FOLLOW SPECIFICATIONS FOR RECORDERS IN SHOP

- A. Rated Task Dimension: Meeting Specifications Performance Scale 1 2 3 4 5 6 7

Note: This same performance scale is to be used with Tasks 78-80

- 1 = Low end = Does not compare equipment operation with operational specifications  
7 = High end = Makes sure that equipment meets operational specifications

TASK 79. FOLLOW SPECIFICATIONS FOR WEATHER FACSIMILE IN SHOP

- A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 78) 1 2 3 4 5 6 7

TASK 80. FOLLOW SPECIFICATIONS FOR OTHER EQUIPMENT

- A. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 78) 1 2 3 4 5 6 7

TASK 81. TROUBLESHOOT AUXILIARY GRCE COMPONENTS AND IDENTIFY DEFECTIVE PARTS OR WIRING IN SHOP

- A. Rated Task Dimension: Test Equipment in Shop Performance Scale 1 2 3 4 5 6 7

- 1 = Low end = Does not use test equipment effectively  
7 = High end = Uses test equipment effectively to identify defective parts

- B. Rated Task Dimension: Troubleshooting in Shop Performance Scale 1 2 3 4 5 6 7

- 1 = Low end = Does not use systematic procedures, does not identify problems readily  
7 = High end = Uses systematic troubleshooting procedures to identify all defects (checks for broken wires)

TASK 82 CONCERNS MAINTAINING TEST EQUIPMENT AND GROUND SUPPORT EQUIPMENT

TASK 82. ADJUST OR ALIGN BUILT-IN OR  
SPECIAL TEST EQUIPMENT

A. Rated Task Dimension: Adjust  
Performance Scale

1 2 3 4 5 6 7

- 1 = Low end = Fails to align or adjust properly (In poor operating condition)  
7 = High end = Adjusts and aligns test equipment so that it operates to meet technical order specifications

TASK 83 CONCERNS MAINTAINING FACILITIES AND WORK AREAS

TASK 83. PERFORM ROUTINE INSPECTIONS OF HOUSEKEEPING,  
SAFETY, OR WORKING ENVIRONMENT

A. Rated Task Dimension: Inspection  
Performance Scale

1 2 3 4 5 6 7

- 1 = Low end = Fails to check safety hazards  
7 = High end = Checks all safety hazards, including electrical outlets



## TASK MOTIVATION RATINGS

There are many factors that help explain why individuals differ in their interest in their jobs and in the performance of their jobs. Certainly one of these factors is the person's skill and ability to perform the job. Another is his motivation or willingness to expend effort to perform the job. It is expected that motivation will vary between tasks for the individual airman and between airmen on the same task. We are interested in finding out what aspects of a particular task tend to influence you to be positively motivated toward the task and those which tend to influence you to be negatively motivated. By positive motivation we mean the kind of tasks that leads to a willingness to start on your own and to exert the kind of effort that will ensure that a good job gets done, and more importantly, gives you a feeling of satisfaction with your work. By negative motivation we mean the kind of tasks that leads to a tendency to avoid doing the task if possible or to expend only the minimal amount necessary to get by, and more importantly, gives you a feeling of dissatisfaction with your work.

First, read through the list of tasks on the following pages and circle the numbers of the tasks with which you are familiar.

Then, for each of the tasks you circled, we want you first to tell us what characteristics of the task tend to influence you personally in either a positive or negative direction. Do this by ranking the factors listed in the columns at the right side of the page. Six factors that have been found to be important are listed at the top, and space has been provided for a write-in. Assign a rank of 1 to the characteristic which most affects your level of motivation toward the task, a rank of 2 to the next most important, etc. If you feel that only one characteristic is important for you, then assign only one rank and leave the rest blank. If you feel that all six listed, plus your own write-in, are important, assign ranks from 1-7 accordingly. If you feel that several, but not all, are important, assign only as many ranks as you feel are important. If you write in a characteristic of your own, write it in the space provided in the left-hand column but rate it on lines A and B.

After you have gone over the tasks and ranked those characteristics which tend to influence your motivational level, go back and tell us which direction the influence is. Do this by writing in either a P, N, or P/N for only those characteristics you ranked. P means the characteristic tends to motivate you in a positive direction. N means the characteristic tends to motivate you in a negative direction. P/N means the characteristic may motivate you either positively or negatively depending upon whether it is present or absent. For example, opportunity for praise and recognition may have a largely positive influence if it is usually given in the

work situation, in which case you would mark P. It could also have a largely negative influence if it is usually not given in the work situation, in which case you would mark N. It can also have both a positive and a negative influence if the giving or not giving of it usually fluctuates in the work situation, in which case you would mark P/N.

Remember, first rank the characteristics of the tasks which tend to have an important influence on your personal motivational level toward the task in your normal work situation. If any characteristic of a task that influences you is not listed, write it in. These rankings will tell us what kinds of characteristics have an important influence on your motivational level. Then go back and indicate the direction of the influence only for those characteristics that you ranked. These rankings will tell us whether remedial actions should emphasize increasing or decreasing the characteristic in the normal job situation. These data will also be compared with data on rated performance level by task provided by other ratings.

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
1. SUPERVISE ROUTINE AND CORRECTIVE MAINTENANCE OF INSTALLED GRCE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
2. RESOLVE TECHNICAL PROBLEMS IN INSTALLATION, MAINTENANCE, AND REPAIR OF GRCE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
3. CONDUCT OJT FOR DAFSC 30434, APPRENTICE GRCE REPAIRMAN A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							
4. ORDER AND RECEIVE STOCK, BENCH ITEMS, OR MATERIALS A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)							

TASK OR TASK CLUSTER

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

5. PROCESS WORK ORDERS

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

6. ACCOMPLISH VISUAL INSPECTION OF COMPONENTS PRIOR TO ASSEMBLY OR INSTALLATION

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

7. ADJUST OR ALIGN EQUIPMENT AFTER INITIAL INSTALLATION

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

8. ASSEMBLE AND WIRE COMPONENTS FOR INSTALLATION

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)



TASK OR TASK CLUSTER

Actual work you do on the task  
 Importance of the task  
 Match between task difficulty and your capabilities  
 Opportunity for praise and recognition  
 Supervision-- Amount and quality  
 Kind and amount of personal relationships  
 Other (write in the column on the left)

13. CHECK SSB EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

14. CHECK UHF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

15. CHECK VHF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

16. CHECK OTHER GRC EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
17. TEST OR TRACE CIRCUITRY OF GRC SYSTEM OR SUBSYSTEM INSTALLATIONS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
18. CLEAN AUXILIARY EQUIPMENT							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
19. CLEAN HF EQUIPMENT							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
20. CLEAN LF EQUIPMENT							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

21. CLEAN MF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

22. CLEAN SSB EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

23. CLEAN UHF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

24. CLEAN VHF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

TASK OR TASK CLUSTER

25. CLEAN OTHER GRC EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

26. VISUALLY CHECK AUXILIARY EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

27. VISUALLY CHECK HF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

28. VISUALLY CHECK LF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)

TASK OR TASK CLUSTER

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

29. VISUALLY CHECK MF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

30. VISUALLY CHECK SSD EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

31. VISUALLY CHECK UHF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

32. VISUALLY CHECK VHF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

TASK OR TASK CLUSTER

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

33. VISUALLY CHECK OTHER GRCE

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

34. INSPECT, CLEAN, OR APPLY MATERIALS FOR PREVENTION OF CORROSION OF INSTALLED GRCE

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

35. MONITOR AND TUNE HF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

36. MONITOR AND TUNE LF EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

TASK OR TASK CLUSTER

Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
37. MONITOR AND TUNE MF EQUIPMENT						
A. Ranked importance (if any) - - - - -						
B. Motivational Influence (P, N, or P/N) - - - - -						
Other (write in, if ranked)						
38. MONITOR AND TUNE VHF EQUIPMENT						
A. Ranked importance (if any) - - - - -						
B. Motivational Influence (P, N, or P/N) - - - - -						
Other (write in, if ranked)						
39. MONITOR AND TUNE OTHER GRCE						
A. Ranked importance (if any) - - - - -						
B. Motivational Influence (P, N, or P/N) - - - - -						
Other (write in, if ranked)						
40. IDENTIFY DEFECTS IN MF EQUIPMENT						
A. Ranked importance (if any) - - - - -						
B. Motivational Influence (P, N, or P/N) - - - - -						
Other (write in, if ranked)						

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
41. IDENTIFY DEFECTS IN SSB EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
42. IDENTIFY DEFECTS IN LF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
43. IDENTIFY DEFECTS IN MF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
44. IDENTIFY DEFECTS IN UHF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
45. IDENTIFY DEFECTS IN VHF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
46. IDENTIFY DEFECTS IN OTHER CRCE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
47. CHECK COMPONENTS IN HF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
48. CHECK COMPONENTS IN SSB EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
49. CHECK COMPONENTS IN LF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
50. CHECK COMPONENTS IN MF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
51. CHECK COMPONENTS IN UHF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
52. CHECK COMPONENTS IN VHF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
53. CHECK COMPONENTS IN OTHER GRCE A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
54. TROUBLESHOOT LOCAL GROUND RADIO COMMUNICATION SYSTEMS AND IDENTIFY DEFECTIVE EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
55. TUNE SIDEBAND EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
56. TUNE UHF EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
<p>57. TUNE OTHER GRCE</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p> <p>_____</p>							
<p>58. MONITOR AND SERVICE FACSIMILE EQUIPMENT</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p> <p>_____</p>							
<p>59. MONITOR AND SERVICE RECORDERS</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p> <p>_____</p>							
<p>60. MONITOR AND SERVICE OTHER GRCE</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p> <p>_____</p>							

TASK OR TASK CLUSTER

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

61. REMOVE AND REPLACE AUXILIARY GRCE COMPONENTS

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

62. ADJUST, ALIGN OR TUNE COMPONENTS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

63. APPLY MATERIALS FOR CORROSION PREVENTION IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

64. CLEAN OR SERVICE GRCE COMPONENTS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

TASK OR TASK CLUSTER

65. INSPECT AND BENCH TEST COMPONENTS

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

66. MEET SPECIFICATIONS FOR HF EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

67. MEET SPECIFICATIONS FOR ISB EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

68. MEET SPECIFICATIONS FOR LF EQUIPMENT  
COMPONENT PARTS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
65. INSPECT AND BENCH TEST COMPONENTS A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)						
66. MEET SPECIFICATIONS FOR HF EQUIPMENT COMPONENT PARTS IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)						
67. MEET SPECIFICATIONS FOR ISB EQUIPMENT COMPONENT PARTS IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)						
68. MEET SPECIFICATIONS FOR LF EQUIPMENT COMPONENT PARTS IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked)						

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
69. MEET SPECIFICATIONS FOR MF EQUIPMENT COMPONENT PARTS IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
70. MEET SPECIFICATIONS FOR POWER SUPPLY COMPONENT PARTS IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
71. MEET SPECIFICATIONS FOR UHF EQUIPMENT COMPONENT PARTS IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
72. MEET SPECIFICATIONS FOR VHF EQUIPMENT COMPONENT PARTS IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

73. MEET SPECIFICATIONS FOR OTHER GRCE COMPONENT PARTS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

74. TROUBLESHOOT GRCE COMPONENTS AND IDENTIFY DEFECTIVE PARTS, WIRING, OR CONNECTORS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

75. FOLLOW PROCEDURES FOR RECORDERS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

76. FOLLOW PROCEDURES FOR WEATHER FACSIMILE IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)

TASK OR TASK CLUSTER

77. FOLLOW PROCEDURES FOR OTHER EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

78. FOLLOW SPECIFICATIONS FOR RECORDERS IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

79. FOLLOW SPECIFICATIONS FOR WEATHER FACSIMILE IN SHOP

A. Ranked importance (if any) - - - - -

B. Motivational Influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

80. FOLLOW SPECIFICATIONS FOR OTHER EQUIPMENT

A. Ranked importance (if any) - - - - -

B. Motivational influence (P, N, or P/N) - - - - -

Other (write in, if ranked)

Actual work you do on the task

Importance of the task

Match between task difficulty and your capabilities

Opportunity for praise and recognition

Supervision-- Amount and quality

Kind and amount of personal relationships

Other (write in the column on the left)

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
81. TROUBLESHOOT AUXILIARY GRCE COMPONENTS AND IDENTIFY DEFECTIVE PARTS OR WIRING IN SHOP A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
82. ADJUST OR ALIGN BUILT-IN OR SPECIAL TEST EQUIPMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							
83. PERFORM ROUTINE INSPECTIONS OF HOUSEKEEPING, SAFETY, OR WORKING ENVIRONMENT A. Ranked importance (if any) - - - - - B. Motivational Influence (P, N, or P/N) - - - - - Other (write in, if ranked) _____ _____							

Case Control Number \_\_\_\_\_

THIS SAME BOOKLET (ANOTHER COLOR) WAS FILLED OUT BY PEERS AND SUPERVISORS.

TRAINING AND SKILL RETENTION RATINGS  
FOR JOB TASKS OF

AFSC 30454

GROUND RADIO COMMUNICATIONS EQUIPMENT

Rater Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Contract F41609-71-C-0010

Conducted by

American Institutes for Research

## TRAINING AND SKILL RETENTION RATINGS

You undoubtedly acquired the skills and knowledge needed to carry out your present job tasks from a number of different sources. Since the Air Force is interested in the relative effectiveness of different types of training activities, we want your opinion of the training source which you personally feel was most effective in getting you to be able to perform the job tasks required by a 5-skill level airman in your specialty.

We want you to give separate ratings for Job Knowledge and Job Proficiency. By Job Knowledge we mean the information needed to do the task such as facts, what tools to use, and knowing what should be done and the order in which it should be done. By Job Proficiency we mean being able to actually carry out the task by combining the required knowledge with whatever manual dexterity and judgmental processes are needed to get the task done right.

For each task, indicate which of the three sources listed you feel was or would be the most effective for getting you to the 5-skill level by placing a check mark in the appropriate column under Job Knowledge and under Job Proficiency. While all three sources, plus sources prior to service, undoubtedly played a part, we want you to mark one source from your Air Force experience that you personally feel was most effective. If you feel very strongly that more than one source was equally effective for some tasks, you may check more than one column in each section. Try, however, to make a relative judgment and check only one source for Job Knowledge and one for Job Proficiency if at all possible. Keep in mind--

Technical Training School means a resident course,

OJT means Career Development Courses and other local unit activities carried out specifically for training purposes, and

Job Experience means performing operational duties under the guidance of a more experienced supervisor or colleague--learning by doing, using only the references and materials usually found at the actual work location.

After completing the training source ratings, go back over the tasks and give us your judgment of how frequently you have to do or be retrained on a task you once could do in order to maintain an acceptable level of proficiency. Do this by placing a check mark in the appropriate column under Skill Retention. Use the following scale:

- 4 = High retention--after initial proficiency is reached, an acceptable level can be maintained even though the task is seldom done
- 3 = Moderate retention--after initial proficiency is reached, an acceptable level can be maintained even though the task is done infrequently
- 2 = Moderate loss--after initial proficiency is reached, an acceptable level can be maintained only if the task is done with some frequency or if periodic retraining is taken
- 1 = High loss--after initial proficiency is reached, an acceptable level can be maintained only if the task is done frequently or if retraining is taken frequently

Task or Task Cluster

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention		
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	High Retention	Moderate Retention	Moderate Loss
1. SUPERVISE ROUTINE AND CORRECTIVE MAINTENANCE OF INSTALLED GRCE									
2. RESOLVE TECHNICAL PROBLEMS IN INSTALLATION, MAINTENANCE, AND REPAIR OF GRCE									
3. CONDUCT OJT FOR DAFSC 30434, APPRENTICE GRCE REPAIRMAN									
4. ORDER AND RECEIVE STOCK, BENCH ITEMS, OR MATERIALS									
5. PROCESS WORK ORDERS									
6. ACCOMPLISH VISUAL INSPECTION OF COMPONENTS PRIOR TO ASSEMBLY OR INSTALLATION									
7. ADJUST OR ALIGN EQUIPMENT AFTER INITIAL INSTALLATION									
8. ASSEMBLE AND WIRE COMPONENTS FOR INSTALLATION									
9. INSTALL SSB EQUIPMENT									
10. INSTALL UHF EQUIPMENT									
11. INSTALL VHF EQUIPMENT									
12. INSTALL OTHER GRC EQUIPMENT									
13. CHECK SSB EQUIPMENT									
14. CHECK UHF EQUIPMENT									
15. CHECK VHF EQUIPMENT									
16. CHECK OTHER GRC EQUIPMENT									
17. TEST OR TRACE CIRCUITRY OF GRC SYSTEM OR SUBSYSTEM INSTALLATIONS									
18. CLEAN AUXILIARY EQUIPMENT									

Task or Task Cluster

	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	High Retention	Moderate Retention	Moderate Loss	High Loss
19. CLEAN HF EQUIPMENT										
20. CLEAN LF EQUIPMENT										
21. CLEAN MF EQUIPMENT										
22. CLEAN SSB EQUIPMENT										
23. CLEAN UHF EQUIPMENT										
24. CLEAN VHF EQUIPMENT										
25. CLEAN OTHER GRC EQUIPMENT										
26. VISUALLY CHECK AUXILIARY EQUIPMENT										
27. VISUALLY CHECK HF EQUIPMENT										
28. VISUALLY CHECK LF EQUIPMENT										
29. VISUALLY CHECK MF EQUIPMENT										
30. VISUALLY CHECK SSB EQUIPMENT										
31. VISUALLY CHECK UHF EQUIPMENT										
32. VISUALLY CHECK VHF EQUIPMENT										
33. VISUALLY CHECK OTHER GRCE										
34. INSPECT, CLEAN, OR APPLY MATERIALS FOR PREVENTION OF CORROSION OF INSTALLED GRCE										
35. MONITOR AND TUNE HF EQUIPMENT										
36. MONITOR AND TUNE LF EQUIPMENT										
37. MONITOR AND TUNE MF EQUIPMENT										
38. MONITOR AND TUNE VHF EQUIPMENT										

Task or Task Cluster

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
39. MONITOR AND TUNE OTHER GRCE										
40. IDENTIFY DEFECTS IN HF EQUIPMENT										
41. IDENTIFY DEFECTS IN SSB EQUIPMENT										
42. IDENTIFY DEFECTS IN LF EQUIPMENT										
43. IDENTIFY DEFECTS IN MF EQUIPMENT										
44. IDENTIFY DEFECTS IN UHF EQUIPMENT										
45. IDENTIFY DEFECTS IN VHF EQUIPMENT										
46. IDENTIFY DEFECTS IN OTHER GRCE										
47. CHECK COMPONENTS IN HF EQUIPMENT										
48. CHECK COMPONENTS IN SSB EQUIPMENT										
49. CHECK COMPONENTS IN LF EQUIPMENT										
50. CHECK COMPONENTS IN MF EQUIPMENT										
51. CHECK COMPONENTS IN UHF EQUIPMENT										
52. CHECK COMPONENTS IN VHF EQUIPMENT										
53. CHECK COMPONENTS IN OTHER GRCE										
54. TROUBLESHOOT LOCAL GROUND RADIO COMMUNICATION SYSTEMS AND IDENTIFY DEFECTIVE EQUIPMENT										
55. TUNE SIDEBAND EQUIPMENT										
56. TUNE UHF EQUIPMENT										
57. TUNE OTHER GRCE										
58. MONITOR AND SERVICE FACSIMILE EQUIPMENT										

Task or Task Cluster

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
59. MONITOR AND SERVICE RECORDERS										
60. MONITOR AND SERVICE OTHER GRCE										
61. REMOVE AND REPLACE AUXILIARY GRCE COMPONENTS										
62. ADJUST, ALIGN OR TUNE COMPONENTS IN SHOP										
63. APPLY MATERIALS FOR CORROSION PREVENTION IN SHOP										
64. CLEAN OR SERVICE GRCE COMPONENTS IN SHOP										
65. INSPECT AND BENCH TEST COMPONENTS										
66. MEET SPECIFICATIONS FOR HF EQUIPMENT COMPONENT PARTS IN SHOP										
67. MEET SPECIFICATIONS FOR ISB EQUIPMENT COMPONENT PARTS IN SHOP										
68. MEET SPECIFICATIONS FOR LF EQUIPMENT COMPONENT PARTS IN SHOP										
69. MEET SPECIFICATIONS FOR MF EQUIPMENT COMPONENT PARTS IN SHOP										
70. MEET SPECIFICATIONS FOR POWER SUPPLY COMPONENT PARTS IN SHOP										
71. MEET SPECIFICATIONS FOR UHF EQUIPMENT COMPONENT PARTS IN SHOP										
72. MEET SPECIFICATIONS FOR VHF EQUIPMENT COMPONENT PARTS IN SHOP										
73. MEET SPECIFICATIONS FOR OTHER GRCE COMPONENT PARTS IN SHOP										
74. TROUBLESHOOT GRCE COMPONENTS AND IDENTIFY DEFECTIVE PARTS, WIRING, OR CONNECTORS IN SHOP										



CASE CONTROL NUMBER \_\_\_\_\_

PERFORMANCE AND SKILLS/ABILITIES  
VERSUS MOTIVATION RATINGS

FOR JOB TASKS OF

AFSC 30454

GROUND RADIO COMMUNICATIONS EQUIPMENT

Rater's Name: \_\_\_\_\_  
(last) (First) (M.I.)

Rater's Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

DAFSC: \_\_\_\_\_ Skill Level: \_\_\_\_\_

Duty Position: \_\_\_\_\_

Organization: (Please give a mailing address so that you may be contacted directly  
by the American Institutes for Research if there are any questions  
about your ratings.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENERAL INSTRUCTIONS

You are being asked to rate the performance level of a 5-skill level airman in your AFSC either because you are his supervisor or because you work closely enough with him to observe how he performs various tasks which are a part of his job. The collection of these ratings is a part of a research project being done by the American Institutes for Research (AIR) under contract to the Personnel Research Division of the Air Force Human Resources Laboratory (AFHRL). The overall project is but one part of the Air Force's continuing effort to improve procedures for selection and classification devices, proficiency tests, training programs and assignment procedures.

Attempts are being made by AIR to get three ratings on each airman included in the study. One rating will be obtained from the NCO who is the airman's immediate job supervisor. Hopefully, two additional ratings will be obtained from two peers or colleagues of each airman rated who are in a position to observe his job performance. If two peer ratings cannot be obtained, a second supervisor rating will be obtained. Since the same form is being used for both supervisor and peer ratings, we need to have a clear understanding of the opportunities for direct and close observation of the ratee's performance by the NCO making the rating. Please complete the following section before going on with further instructions and the ratings.

Name of the airman you are rating: \_\_\_\_\_  
(Last) (First) (M.I.)

His grade: \_\_\_\_\_ His Social Security Number: \_\_\_\_\_

His DAFSC: \_\_\_\_\_ His skill level: \_\_\_\_\_

His duty position: \_\_\_\_\_

What is your present official organizational line or staff relationship, if any, with the airman being rated?

\_\_\_\_\_  
\_\_\_\_\_

Approximately how long has this relationship existed? (Circle one)

- a. Less than one month
- b. Between one and three months
- c. Between three and six months
- d. Between six and nine months
- e. Longer than nine months

What other official line or staff relationships, if any, have you had with this airman that allowed you to observe his job performance at the 5-skill level? Indicate the approximate length of time of any such relationship.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well do you know the airman personally from contacts with him outside of his normal duty assignment activities?

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What opportunities do you usually have to evaluate his job performance? (Circle as many as apply.)

- |   |     |    |
|---|-----|----|
| 1. Direct observation of him doing the job.                     | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 2. Direct checking of jobs done by him after he completes them. | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 3. Working with him as part of a work team to get a job done.   | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 4. Formal inspection, standardization, or certification checks. | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 5. Other (write in) _____                                       | YES | NO |

If yes, on the average, how frequently?

- a. Daily
- b. Two or three times a week, but less than daily
- c. About once a week
- d. About once or twice a month
- e. Almost never

Describe any conditions which make it either very easy or very difficult for you to observe and rate the actual on-the-job performance of this airman.

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The tasks listed in this booklet are ones which experienced NCO's have indicated are important for the 5-skill level airman in your AFSC. First, look through the tasks and task clusters listed and indicate whether or not the task is a part of the job of the airman you are rating by circling the appropriate letters. This is shown as A. Opportunity to observe under each numbered task or task cluster. Use the following scale.

PO means the task is a part of the airman's job and you have had a chance to observe how well he does it.

NO means the task is a part of the airman's job but you have not had a chance to observe how well he does it.

NA means Not Applicable because that task is not a part of the airman's job.

Second, go back and for those tasks or task clusters which you circled PO, rate the typical performance level of the airman and indicate your judgment of how close to his potential capacity the airman usually works on that task.

In making your performance ratings for a task dimension, look at the performance scale definition for each dimension and rate according to that scale by circling the appropriate number after Rated Task Dimension. Rate only those tasks you circled PO. The low end of the performance scale is always 1 and the high end of the performance scale is always 7. Do not be reluctant to use the extreme ends of the scale if they are appropriate for any given task. Even the best performing airman does some parts of his job less well than others, and even the poorest performing airman does some parts of his job as well as the best of them. Remember that these data will be processed by AIR and will not directly affect the Air Force career of the man being rated or yourself. Only honest reporting of your true judgment of performance levels will allow the project objectives to be met. Be sure to read the definition of the performance scale for each dimension and rate the airman according to that scale. For some tasks there is only one dimension and it may cover only one aspect of how the task is performed. Nevertheless, rate only the dimension listed. For other tasks, there are several dimensions. For such tasks, rate each dimension separately.

In making your ratings concerning how close to his potential capacity the airman usually works on a given task, use the following scale and circle the appropriate number after Rated Skills and Abilities versus Motivation. Rate only those tasks you circled PO.

Your ratings should reflect your judgment of the difference between the best performance level possible by the airman and his usual day-to-day performance level on the task.

- 5 = Usually performs close to the limit of his potential capacity on the task.
- 4 = Usually performs somewhat below his potential capacity on the task mainly because he needs more training on it.
- 3 = Usually performs somewhat below his potential capacity on the task because he needs more training on it and because he usually doesn't put forth the care and effort needed to do his best.
- 2 = Usually performs somewhat below his potential capacity on the task mainly because he usually doesn't put forth the care and effort needed to do his best.
- 1 = Often performs well below his potential capacity on the task mainly because he often doesn't put forth the care and effort needed to do better.

Space has been provided at the end of the listing of tasks for you to write in any tasks that have been omitted that you feel are important for the job of the airman you are rating. After writing in the task and the definition of the performance scale, you should rate these tasks using the same scales as above.

After completing the Opportunity to Observe, Rated Task Dimension, and Skills and Abilities versus Motivation ratings, complete the General Ratings at the back of the booklet.

Remember -- first look over the list of tasks and task clusters and indicate if each is a part of the airman's job and if you have had a chance to observe how well he does it. Second, go back over the tasks and for those you circled PO, rate the Task Dimensions and the Skills and Abilities versus Motivation using the appropriate scales. For your convenience, a separate sheet summarizing the rating scales is included for you to use in making your ratings.

TASKS 1 THROUGH 5 ARE ALL CONCERNED WITH ADMINISTRATIVE DUTIES

TASK 1. SUPERVISE ROUTINE AND CORRECTIVE MAINTENANCE OF  
INSTALLED GRCE

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Supervise</u><br>Performance Scale                           | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| 1 = Low end = Never checks work of subordinates  |   |   |   |   |    |    |       |
| 7 = High end = Keeps close watch of work to see<br>that performance meets specifications |   |   |   |   |    |    |       |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   | 1  | 2  | 3 4 5 |
| D. Rated Task Dimension: <u>Self-Initiation</u><br>Performance Scale                     | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| 1 = Low end = Fails to supervise subordinates'<br>work unless requested to do so         |   |   |   |   |    |    |       |
| 7 = High end = Supervises work of subordinates<br>without being asked                    |   |   |   |   |    |    |       |
| E. Rated Skills and Abilities versus Motivation  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 2. RESOLVE TECHNICAL PROBLEMS IN INSTALLATION,  
MAINTENANCE, AND REPAIR OF GRCE

- |   |   |   |   |   |    |    |       |
|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Problems</u><br>Performance Scale   | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| 1 = Low end = Needs assistance in helping others<br>solve problems (Suggests solutions which are<br>frequently vague) |   |   |   |   |    |    |       |
| 7 = High end = Helps others arrive at correct<br>solution faster than if he did not help<br>(Suggests good solution)  |   |   |   |   |    |    |       |
| C. Rated Skills and Abilities versus Motivation   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 3. CONDUCT OJT FOR DAFSC 30434, APPRENTICE  
GRCE REPAIRMAN

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Demonstrate</u><br>Performance Scale   | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| 1 = Low end = Provides poor demonstration, leaving<br>a lot of questions unanswered                                |   |   |   |   |    |    |       |
| 7 = High end = Provides an effective demonstration<br>of tasks to be performed and accurately<br>answers questions |   |   |   |   |    |    |       |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 4. ORDER AND RECEIVE STOCK, BENCH ITEMS,  
OR MATERIALS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Forms 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Omits information from  
order blanks  
7 = High end = Fills out order blanks  
completely and accurately
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 5. PROCESS WORK ORDERS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Forms 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fills out work orders  
incorrectly, omits items  
7 = High end = Completes work orders  
quickly and accurately
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Action 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check on action and does  
not close out order with maintenance control  
7 = High end = Checks to see if action was  
accomplished
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 6 THROUGH 17 ARE ALL CONCERNED WITH  
INSTALLING GRCE AND AUXILIARY EQUIPMENT

TASK 6. ACCOMPLISH VISUAL INSPECTION OF COMPONENTS  
PRIOR TO ASSEMBLY OR INSTALLATION

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Inspection 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses obvious damage and  
misses most missing components  
7 = High end = Spots all damage and  
missing components
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 7. ADJUST OR ALIGN EQUIPMENT AFTER INITIAL INSTALLATION

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Test Equipment</u><br>Performance Scale                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| 1 = Low end = Uses equipment ineffectively  |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Uses test equipment in a highly effective manner                                     |   |   |   |   |   |   |   |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |
| D. Rated Task Dimension: <u>Alignment</u><br>Performance Scale                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| 1 = Low end = Misadjusts or misaligns equipment (Does not meet Air Force or company specifications) |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Adjusts or aligns all equipment to technical order specifications                    |   |   |   |   |   |   |   |    |    |    |
| E. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

TASK 8. ASSEMBLE AND WIRE COMPONENTS FOR INSTALLATION

- |   |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Wiring and Soldering</u><br>Performance Scale                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |   |    |    |    |
| 1 = Low end = Performs improper wiring and soldering, burns adjacent components and wires |   |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Wires and solders well (Does not use too hot soldering iron)               |   |   |   |   |   |   |   |   |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5 |    |    |    |

(Tasks 9 through 16 all deal with the installation of specific types of equipment)

TASK 9. INSTALL SSB EQUIPMENT

- |  |   |   |   |   |   |   |   |   |    |    |    |
|--|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe  |   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Install</u><br>Performance Scale           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |   |    |    |    |
| <u>Note:</u> This same performance scale is to be used with Tasks 9-12 |   |   |   |   |   |   |   |   |    |    |    |
| 1 = Low end = Makes some installation errors                           |   |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Installs all equipment properly                         |   |   |   |   |   |   |   |   |    |    |    |
| C. Rated Skills and Abilities versus Motivation                        |   |   |   | 1 | 2 | 3 | 4 | 5 |    |    |    |

TASK 10. INSTALL UHF EQUIPMENT

- |                           |  |  |  |  |  |  |  |  |    |    |    |
|---------------------------|--|--|--|--|--|--|--|--|----|----|----|
| A. Opportunity to observe |  |  |  |  |  |  |  |  | PO | NO | NA |
|---------------------------|--|--|--|--|--|--|--|--|----|----|----|

TASK 10 (continued) INSTALL UHF EQUIPMENT

- B. Rated Task Dimension: Install  
Performance Scale (See Task 9) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 11. INSTALL VHF EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Install  
Performance Scale (See Task 9) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 12. INSTALL OTHER GRC EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Install  
Performance Scale (See Task 9) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 13. CHECK SSB EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Check  
Performance Scale 1 2 3 4 5 6 7
- Note: This same performance scale is  
to be used with Tasks 13-15  
1 = Low end = Performs operational check  
but fails to spot problem  
7 = High end = Performs complete operational  
check in accordance with technical data
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 14. CHECK UHF EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Check  
Performance Scale (See Task 13) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 15. CHECK VHF EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Check  
Performance Scale (See Task 13) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 16. CHECK OTHER GRC EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Check</u><br>Performance Scale (See Task 13) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                          |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 17. TEST OR TRACE CIRCUITRY OF GRC SYSTEM OR SUBSYSTEM INSTALLATIONS

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Test or Trace</u><br>Performance Scale<br>1 = Low end = Has difficulty in system troubleshooting, does not correlate equipment components and the overall system<br>7 = High end = Quickly identifies defective subassembly components and effectively troubleshoots all system malfunctions | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   | 1  | 2  | 3 4 5 |

TASKS 18 THROUGH 57 ARE CONCERNED WITH MAINTAINING INSTALLED GRCE

(Tasks 18 through 33 all deal with inspecting and servicing GRC Equipment)

TASK 18. CLEAN AUXILIARY EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale<br><u>Note:</u> This same performance scale is to be used with Tasks 18-25<br>1 = Low end = Performs a sloppy job of cleaning<br>7 = High end = Performs a thorough cleaning of equipment | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 19. CLEAN HF EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale (See Task 18) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                          |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 20. CLEAN LF EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale (See <u>Task 18</u> ) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                                  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 21. CLEAN MF EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale (See <u>Task 18</u> ) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                                  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 22. CLEAN SSB EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale (See <u>Task 18</u> ) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                                  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 23. CLEAN UHF EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale (See <u>Task 18</u> ) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                                  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 24. CLEAN VHF EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale (See <u>Task 18</u> ) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                                  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 25. CLEAN OTHER GRC EQUIPMENT

- |  |   |   |   |   |    |    |       |
|--|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Clean</u><br>Performance Scale (See <u>Task 18</u> ) | 1 | 2 | 3 | 4 | 5  | 6  | 7     |
| C. Rated Skills and Abilities versus Motivation                                  |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 26. VISUALLY CHECK AUXILIARY EQUIPMENT

- |                           |  |  |  |  |    |    |    |
|---------------------------|--|--|--|--|----|----|----|
| A. Opportunity to observe |  |  |  |  | PO | NO | NA |
|---------------------------|--|--|--|--|----|----|----|

TASK 26 (continued) VISUALLY CHECK AUXILIARY EQUIPMENT

B. Rated Task Dimension: Visual Check  
Performance Scale

1 2 3 4 5 6 7

Note: This same performance scale is  
to be used with Tasks 26-33

1 = Low end = Performs only superficial check  
and occasionally omits checking equipment  
7 = High end = Checks equipment carefully  
and completely

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

TASK 27. VISUALLY CHECK HF EQUIPMENT

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: Visual Check  
Performance Scale (See Task 26)

1 2 3 4 5 6 7

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

TASK 28. VISUALLY CHECK LF EQUIPMENT

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: Visual Check  
Performance Scale (See Task 26)

1 2 3 4 5 6 7

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

TASK 29. VISUALLY CHECK MF EQUIPMENT

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: Visual Check  
Performance Scale (See Task 26)

1 2 3 4 5 6 7

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

TASK 30. VISUALLY CHECK SSB EQUIPMENT

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: Visual Check  
Performance Scale (See Task 26)

1 2 3 4 5 6 7

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

TASK 31. VISUALLY CHECK UHF EQUIPMENT

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: Visual Check  
Performance Scale (See Task 26)

1 2 3 4 5 6 7

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

TASK 32. VISUALLY CHECK VHF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Visual Check</u><br>Performance Scale (See <u>Task 26</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

TASK 33. VISUALLY CHECK OTHER GRCE

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Visual Check</u><br>Performance Scale (See <u>Task 26</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

TASK 34. INSPECT, CLEAN, OR APPLY MATERIALS FOR PREVENTION OF CORROSION OF INSTALLED GRCE

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Procedure</u><br>Performance Scale<br>1 = Low end = Does inadequate job,<br>misses several points of corrosion<br>7 = High end = Does thorough job, missing<br>no points of corrosion | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

(Tasks 35-39 all deal with monitoring and tuning equipment)

TASK 35. MONITOR AND TUNE HF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Monitor and Tune</u><br>Performance Scale<br><u>Note:</u> This same performance scale is<br>to be used with Tasks 35-39<br>1 = Low end = Seldom tunes equipment to standards<br>in accordance with technical data<br>7 = High end = Tunes equipment to standards in<br>accordance with technical data | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

TASK 36. MONITOR AND TUNE LF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Monitor and Tune</u><br>Performance Scale (See <u>Task 35</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

TASK 37. MONITOR AND TUNE MF EQUIPMENT

- |   |   |   |   |   |    |    |    |   |
|---|---|---|---|---|----|----|----|---|
| A. Opportunity to observe   |   |   |   |   | PO | NO | NA |   |
| B. Rated Task Dimension: <u>Monitor and Tune</u><br>Performance Scale (See Task 35) | 1 | 2 | 3 | 4 | 5  | 6  | 7  |   |
| C. Rated Skills and Abilities versus Motivation                                     |   |   |   | 1 | 2  | 3  | 4  | 5 |

TASK 38. MONITOR AND TUNE VHF EQUIPMENT

- |   |   |   |   |   |    |    |    |   |
|---|---|---|---|---|----|----|----|---|
| A. Opportunity to observe   |   |   |   |   | PO | NO | NA |   |
| B. Rated Task Dimension: <u>Monitor and Tune</u><br>Performance Scale (See Task 35) | 1 | 2 | 3 | 4 | 5  | 6  | 7  |   |
| C. Rated Skills and Abilities versus Motivation                                     |   |   |   | 1 | 2  | 3  | 4  | 5 |

TASK 39. MONITOR AND TUNE OTHER GRCE

- |   |   |   |   |   |    |    |    |   |
|---|---|---|---|---|----|----|----|---|
| A. Opportunity to observe   |   |   |   |   | PO | NO | NA |   |
| B. Rated Task Dimension: <u>Monitor and Tune</u><br>Performance Scale (See Task 35) | 1 | 2 | 3 | 4 | 5  | 6  | 7  |   |
| C. Rated Skills and Abilities versus Motivation                                     |   |   |   | 1 | 2  | 3  | 4  | 5 |

(Tasks 40-53 all deal with removing and replacing equipment components)

TASK 40. IDENTIFY DEFECTS IN HF EQUIPMENT

- |   |   |   |   |   |    |    |    |   |
|---|---|---|---|---|----|----|----|---|
| A. Opportunity to observe   |   |   |   |   | PO | NO | NA |   |
| B. Rated Task Dimension: <u>Defect Identification</u><br>Performance Scale  | 1 | 2 | 3 | 4 | 5  | 6  | 7  |   |
| <p>Note: This same performance scale is to be used with Tasks 40-46</p> <p>1 = Low end = Does not identify defective parts</p> <p>7 = High end = Identifies defective parts effectively</p> |   |   |   |   |    |    |    |   |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2  | 3  | 4  | 5 |

TASK 41. IDENTIFY DEFECTS IN SSB EQUIPMENT

- |  |   |   |   |   |    |    |    |   |
|--|---|---|---|---|----|----|----|---|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA |   |
| B. Rated Task Dimension: <u>Defect Identification</u><br>Performance Scale (See Task 40) | 1 | 2 | 3 | 4 | 5  | 6  | 7  |   |
| C. Rated Skills and Abilities versus Motivation  |   |   |   | 1 | 2  | 3  | 4  | 5 |

TASK 42. IDENTIFY DEFECTS IN LF EQUIPMENT

- |  |   |   |   |   |    |    |    |   |
|--|---|---|---|---|----|----|----|---|
| A. Opportunity to observe  |   |   |   |   | PO | NO | NA |   |
| B. Rated Task Dimension: <u>Defect Identification</u><br>Performance Scale (See Task 40) | 1 | 2 | 3 | 4 | 5  | 6  | 7  |   |
| C. Rated Skills and Abilities versus Motivation  |   |   |   | 1 | 2  | 3  | 4  | 5 |

TASK 43. IDENTIFY DEFECTS IN MF EQUIPMENT

- |  |   |   |   |   |   |   |   |    |    |       |
|--|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Defect Identification</u><br>Performance Scale (See Task 40) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 44. IDENTIFY DEFECTS IN UHF EQUIPMENT

- |  |   |   |   |   |   |   |   |    |    |       |
|--|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Defect Identification</u><br>Performance Scale (See Task 40) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 45. IDENTIFY DEFECTS IN VHF EQUIPMENT

- |  |   |   |   |   |   |   |   |    |    |       |
|--|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Defect Identification</u><br>Performance Scale (See Task 40) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 46. IDENTIFY DEFECTS IN OTHER GRCE

- |  |   |   |   |   |   |   |   |    |    |       |
|--|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe  |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Defect Identification</u><br>Performance Scale (See Task 40) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation  |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 47. CHECK COMPONENTS IN HF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe                                   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Checks</u><br>Performance Scale | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |

Note: This same performance scale is  
to be used with Tasks 47-53

1 = Low end = Fails to check equipment operation  
in accordance with technical data  
7 = High end = Checks all equipment functions in  
accordance with technical data

- |   |  |  |  |  |  |  |  |   |   |       |
|---|--|--|--|--|--|--|--|---|---|-------|
| C. Rated Skills and Abilities versus Motivation |  |  |  |  |  |  |  | 1 | 2 | 3 4 5 |
|---|--|--|--|--|--|--|--|---|---|-------|

TASK 48. CHECK COMPONENTS IN SSB EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |       |
|---|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Checks</u><br>Performance Scale (See Task 47) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation                           |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 49. CHECK COMPONENTS IN LF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |       |
|---|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Checks</u><br>Performance Scale (See <u>Task 47</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation                                   |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 50. CHECK COMPONENTS IN MF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |       |
|---|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Checks</u><br>Performance Scale (See <u>Task 47</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation                                   |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 51. CHECK COMPONENTS IN UHF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |       |
|---|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Checks</u><br>Performance Scale (See <u>Task 47</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation                                   |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 52. CHECK COMPONENTS IN VHF EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |       |
|---|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Checks</u><br>Performance Scale (See <u>Task 47</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation                                   |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 53. CHECK COMPONENTS IN OTHER GRCE

- |   |   |   |   |   |   |   |   |    |    |       |
|---|---|---|---|---|---|---|---|----|----|-------|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA    |
| B. Rated Task Dimension: <u>Checks</u><br>Performance Scale (See <u>Task 47</u> ) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |       |
| C. Rated Skills and Abilities versus Motivation                                   |   |   |   |   |   |   |   | 1  | 2  | 3 4 5 |

TASK 54. TROUBLESHOOT LOCAL GROUND RADIO COMMUNICATION SYSTEMS AND IDENTIFY DEFECTIVE EQUIPMENT

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Identification of Defective System Component</u><br>Performance Scale | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |

1 = Low end = Has difficulty in system troubleshooting, does not correlate equipment component and the overall system

7 = High end = Quickly identifies defective subassembly components and troubleshoots all system malfunctions

- |   |  |  |  |  |  |  |  |   |   |       |
|---|--|--|--|--|--|--|--|---|---|-------|
| C. Rated Skills and Abilities versus Motivation |  |  |  |  |  |  |  | 1 | 2 | 3 4 5 |
|---|--|--|--|--|--|--|--|---|---|-------|

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DEVELOPMENT OF TASK LEVEL JOB PERFORMANCE CRITERIA. APPENDIX A.--ETC(U)

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TASK 54 (continued) TROUBLESHOOT LOCAL GROUND RADIO  
COMMUNICATION SYSTEMS AND IDENTIFY DEFECTIVE EQUIPMENT

D. Rated Task Dimension: Difficulty 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Does not take on difficult  
troubleshooting procedures and  
fails to perform many routine ones

7 = High end = Takes on difficult  
troubleshooting procedures

E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

(Tasks 55-57 all deal with tuning equipment)

TASK 55. TUNE SIDEBAND EQUIPMENT

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Tunes 1 2 3 4 5 6 7  
Performance Scale

Note: This same performance scale is  
to be used with Tasks 55-57

1 = Low end = Seldom tunes equipment to  
standards in accordance with technical data

7 = High end = Tunes equipment to standards  
in accordance with technical data

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 56. TUNE UHF EQUIPMENT

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Tunes 1 2 3 4 5 6 7  
Performance Scale (See Task 55)

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 57. TUNE OTHER GRCE

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Tunes 1 2 3 4 5 6 7  
Performance Scale (See Task 55)

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

(Tasks 58-60 all deal with  
monitoring and servicing auxiliary equipment)

TASK 58. MONITOR AND SERVICE FACSIMILE EQUIPMENT

A. Opportunity to observe PO NO NA

TASK 58 (continued) MONITOR AND SERVICE  
FACSIMILE EQUIPMENT

- B. Rated Task Dimension: Monitor and Service 1 2 3 4 5 6 7  
Performance Scale  
Note: This same performance scale is  
to be used with Tasks 58-60  
1 = Low end = Performs sloppy job when  
servicing equipment, such as skipping  
some of the servicing requirements  
7 = High end = Services equipment completely  
including cleaning and treatment if  
corrosion is present

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 59. MONITOR AND SERVICE RECORDERS

- A. Opportunity to observe PO NO NA  
B. Rated Task Dimension: Monitor and Service 1 2 3 4 5 6 7  
Performance Scale (See Task 58)  
C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 60. MONITOR AND SERVICE OTHER GRCE

- A. Opportunity to observe PO NO NA  
B. Rated Task Dimension: Monitor and Service 1 2 3 4 5 6 7  
Performance Scale (See Task 58)  
C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 61. REMOVE AND REPLACE AUXILIARY GRCE COMPONENTS

- A. Opportunity to observe PO NO NA  
B. Rated Task Dimension: Replacement 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use proper part  
for replacement, or breaks a wire  
during operation  
7 = High end = Replaces proper components and  
will make good contact with connectors  
C. Rated Skills and Abilities versus Motivation 1 2 3 4 5  
D. Rated Task Dimension: Operational Check 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Performs operational check,  
but fails to spot problems  
7 = High end = Performs complete operational  
check in accordance with technical data  
E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 62 THROUGH 74 ARE CONCERNED WITH PERFORMING SHOP MAINTENANCE OF GRCE

TASK 62. ADJUST, ALIGN OR TUNE COMPONENTS IN SHOP

- |  |   |   |   |   |   |   |   |    |    |    |
|--|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe  |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Test Equipment</u>                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| Performance Scale  |   |   |   |   |   |   |   |    |    |    |
| 1 = Low end = Uses test equipment very ineffectively                               |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Uses test equipment in a highly effective manner                    |   |   |   |   |   |   |   |    |    |    |
| C. Rated Skills and Abilities versus Motivation                                    |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |
| D. Rated Task Dimension: <u>Aligning</u>   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| Performance Scale  |   |   |   |   |   |   |   |    |    |    |
| 1 = Low end = Misadjusts or misaligns equipment (Does not meet any specifications) |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Adjusts or aligns all equipment to technical order specifications   |   |   |   |   |   |   |   |    |    |    |
| E. Rated Skills and Abilities versus Motivation                                    |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

TASK 63. APPLY MATERIALS FOR CORROSION PREVENTION IN SHOP

- |   |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Covering</u>  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |   |    |    |    |
| Performance Scale   |   |   |   |   |   |   |   |   |    |    |    |
| 1 = Low end = Does not cover entire area or equipment, and that which is done is uneven |   |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Covers entire area or equipment evenly                                   |   |   |   |   |   |   |   |   |    |    |    |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5 |    |    |    |

TASK 64. CLEAN OR SERVICE GRCE COMPONENTS IN SHOP

- |  |   |   |   |   |   |   |   |   |    |    |    |
|--|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe  |   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Servicing</u>  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |   |    |    |    |
| Performance Scale  |   |   |   |   |   |   |   |   |    |    |    |
| 1 = Low end = Services only areas noted and does not check over equipment                            |   |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Services equipment as needed in accordance with technical orders or commercial manual |   |   |   |   |   |   |   |   |    |    |    |
| C. Rated Skills and Abilities versus Motivation  |   |   |   | 1 | 2 | 3 | 4 | 5 |    |    |    |

TASK 65. INSPECT AND BENCH TEST COMPONENTS

- |                           |  |  |  |  |  |  |  |  |    |    |    |
|---------------------------|--|--|--|--|--|--|--|--|----|----|----|
| A. Opportunity to observe |  |  |  |  |  |  |  |  | PO | NO | NA |
|---------------------------|--|--|--|--|--|--|--|--|----|----|----|

TASK 65 (continued) INSPECT AND BENCH TEST COMPONENTS

- B. Rated Task Dimension: Test Equipment Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Uses test equipment ineffectively  
 7 = High end = Uses test equipment effectively by selecting proper test equipment and test methods
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Operational Check Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Performs operational check, but fails to spot problems  
 7 = High end = Performs complete operational check in accordance with technical data
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

(Tasks 66-73 all deal with removing and replacing GRCE component parts in shop)

TASK 66. MEET SPECIFICATIONS FOR HF EQUIPMENT COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications Performance Scale 1 2 3 4 5 6 7  
Note: This same performance scale is to be used with Tasks 66-73  
 1 = Low end = Does not even compare equipment operation with operational requirements  
 7 = High end = Makes sure that equipment meets operational specifications
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 67. MEET SPECIFICATIONS FOR ISB EQUIPMENT COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 66) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 68. MEET SPECIFICATIONS FOR LF EQUIPMENT COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA

TASK 68 (continued) MEET SPECIFICATIONS FOR  
LF EQUIPMENT COMPONENT PARTS IN SHOP

- B. Rated Task Dimension: Meeting Specifications  
Performance Scale (See Task 66) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 69. MEET SPECIFICATIONS FOR MF EQUIPMENT  
COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications  
Performance Scale (See Task 66) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 70. MEET SPECIFICATIONS FOR POWER SUPPLY  
COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications  
Performance Scale (See Task 66) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 71. MEET SPECIFICATIONS FOR UHF EQUIPMENT  
COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications  
Performance Scale (See Task 66) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 72. MEET SPECIFICATIONS FOR VHF EQUIPMENT  
COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications  
Performance Scale (See Task 66) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 73. MEET SPECIFICATIONS FOR OTHER GRCE  
COMPONENT PARTS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications  
Performance Scale (See Task 66) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 74. TROUBLESHOOT GRCE COMPONENTS AND IDENTIFY DEFECTIVE PARTS, WIRING, OR CONNECTORS IN SHOP

- |   |   |   |   |   |   |   |   |    |    |    |
|---|---|---|---|---|---|---|---|----|----|----|
| A. Opportunity to observe   |   |   |   |   |   |   |   | PO | NO | NA |
| B. Rated Task Dimension: <u>Test Equipment</u>                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| Performance Scale   |   |   |   |   |   |   |   |    |    |    |
| 1 = Low end = Does not use test equipment effectively                               |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Uses test equipment effectively to identify defective parts          |   |   |   |   |   |   |   |    |    |    |
| C. Rated Skills and Abilities versus Motivation                                     |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |
| D. Rated Task Dimension: <u>Troubleshooting in Shop</u>                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |    |    |    |
| Performance Scale   |   |   |   |   |   |   |   |    |    |    |
| 1 = Low end = Does not use systematic procedures, does not identify problem readily |   |   |   |   |   |   |   |    |    |    |
| 7 = High end = Uses systematic troubleshooting procedures to identify all defects   |   |   |   |   |   |   |   |    |    |    |
| E. Rated Skills and Abilities versus Motivation                                     |   |   |   | 1 | 2 | 3 | 4 | 5  |    |    |

TASKS 75 THROUGH 81 ARE CONCERNED WITH PERFORMING SHOP MAINTENANCE OF AUXILIARY EQUIPMENT

(Tasks 75-80 all deal with removing and replacing parts of equipments in shop)

TASK 75. FOLLOW PROCEDURES FOR RECORDERS IN SHOP

- |   |   |   |   |   |   |   |   |   |  |  |
|---|---|---|---|---|---|---|---|---|--|--|
| A. Opportunity to observe   |   |   |   |   |   |   |   |   |  |  |
| B. Rated Task Dimension: <u>Following Procedures</u>                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |   |  |  |
| Performance Scale   |   |   |   |   |   |   |   |   |  |  |
| <u>Note:</u> This same performance scale is to be used with Tasks 75-77                 |   |   |   |   |   |   |   |   |  |  |
| 1 = Low end = Assembles and disassembles equipment, but improperly or incompletely      |   |   |   |   |   |   |   |   |  |  |
| 7 = High end = Assembles and disassembles equipment in accordance with technical orders |   |   |   |   |   |   |   |   |  |  |
| C. Rated Skills and Abilities versus Motivation   |   |   |   | 1 | 2 | 3 | 4 | 5 |  |  |

TASK 76. FOLLOW PROCEDURES FOR WEATHER FACSIMILE IN SHOP

- |                           |  |  |  |  |  |  |  |  |    |    |    |
|---------------------------|--|--|--|--|--|--|--|--|----|----|----|
| A. Opportunity to observe |  |  |  |  |  |  |  |  |    |    |    |
|                           |  |  |  |  |  |  |  |  | PO | NO | NA |

TASK 76 (continued) FOLLOW PROCEDURES FOR WEATHER FACSIMILE IN SHOP

- B. Rated Task Dimension: Following Procedures Performance Scale (See Task 75) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 77. FOLLOW PROCEDURES FOR OTHER EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Following Procedures Performance Scale (See Task 75) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 78. FOLLOW SPECIFICATIONS FOR RECORDERS IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications Performance Scale 1 2 3 4 5 6 7  
 Note: This same performance scale is to be used with Tasks 78-80  
 1 = Low end = Does not compare equipment operation with operational specifications  
 7 = High end = Makes sure that equipment meets operational specifications
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 79. FOLLOW SPECIFICATIONS FOR WEATHER FACSIMILE IN SHOP

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 78) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 80. FOLLOW SPECIFICATIONS FOR OTHER EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Meeting Specifications Performance Scale (See Task 78) 1 2 3 4 5 6 7
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 81. TROUBLESHOOT AUXILIARY GRCE COMPONENTS AND IDENTIFY DEFECTIVE PARTS OR WIRING IN SHOP

- A. Opportunity to observe PO NO NA

TASK 81 (continued) TROUBLESHOOT AUXILIARY GRCE COMPONENTS AND IDENTIFY DEFECTIVE PARTS OR WIRING IN SHOP

- B. Rated Task Dimension: Test Equipment in Shop Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Does not use test equipment effectively  
 7 = High end = Uses test equipment effectively to identify defective parts
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Troubleshooting in Shop Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Does not use systematic procedures, does not identify problems readily  
 7 = High end = Uses systematic troubleshooting procedures to identify all defects (checks for broken wires)
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 82 CONCERNS MAINTAINING TEST EQUIPMENT AND GROUND SUPPORT EQUIPMENT

TASK 82. ADJUST OR ALIGN BUILT-IN OR SPECIAL TEST EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Adjust Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Fails to align or adjust properly (In poor operating condition)  
 7 = High end = Adjusts and aligns test equipment so that it operates to meet technical order specifications
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 83 CONCERNS MAINTAINING FACILITIES AND WORK AREAS

TASK 83. PERFORM ROUTINE INSPECTIONS OF HOUSEKEEPING, SAFETY, OR WORKING ENVIRONMENT

- A. Opportunity to observe PO NO NA

TASK 83 (continued) PERFORM ROUTINE INSPECTIONS OF HOUSEKEEPING,  
SAFETY, OR WORKING ENVIRONMENT

B. Rated Task Dimension: Inspection 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check safety hazards  
2 = High end = Checks all safety hazards  
including electrical outlets

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

WRITE IN ANY IMPORTANT TASK PERFORMED BY THE INCUMBENT THAT HAS BEEN OMITTED. THEN WRITE IN THE TASK DIMENSION OR DIMENSIONS THAT SHOULD BE RATED FOR THAT TASK, PROVIDING THE LOW AND HIGH ENDS OF AN APPROPRIATE PERFORMANCE SCALE TO USE FOR RATING THE DIMENSION. THEN MAKE THE APPROPRIATE RATING.

TASK 84. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

7 = High end = \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

D. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

7 = High end = \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Rated Skills and Abilities versus Motivation

1 2 3 4 5

WRITE IN ANY IMPORTANT TASK PERFORMED BY THE INCUMBENT THAT HAS BEEN OMITTED. THEN WRITE IN THE TASK DIMENSION OR DIMENSIONS THAT SHOULD BE RATED FOR THAT TASK, PROVIDING THE LOW AND HIGH ENDS OF AN APPROPRIATE PERFORMANCE SCALE TO USE FOR RATING THE DIMENSION. THEN MAKE THE APPROPRIATE RATING.

TASK 85. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

7 = High end = \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

D. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

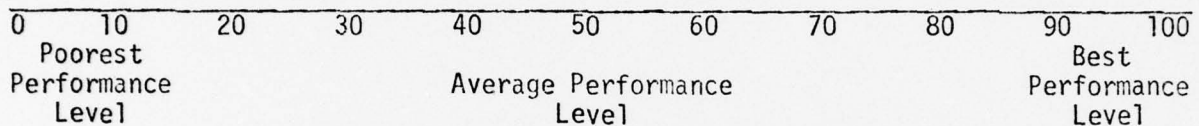
7 = High end = \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Rated Skills and Abilities versus Motivation

1 2 3 4 5

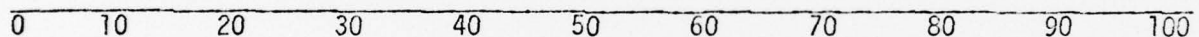
## GENERAL RATINGS

Now that you have had a chance to rate the incumbent on specific tasks and dimensions within tasks, you are to make a rating on his overall performance as an AFSC 30454. Do this by making a check on the percentile scale presented below which represents your judgment about the overall performance of the man you rated. On this scale the poorest present Air Force-wide airman performance level would be rated 0 since no percent of 30454s' performance would be poorer than his. The best present Air Force-wide airman performance level would be 100 since his performance would be better than that of all other 30454s. More than likely, the performance level of the man you rated would fall somewhere between. Indicate your overall rating by placing a check mark on the scale which best reflects your judgment.

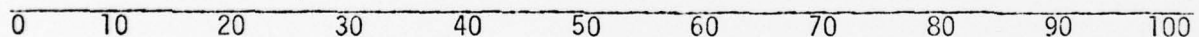


Now, using the same general percentile scale based on Air Force-wide airman performance, rate the following general characteristics based on your overall impression of the man you rated.

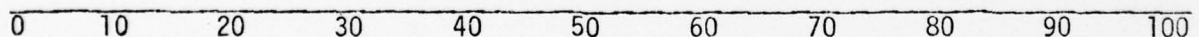
### Amount of Work Produced



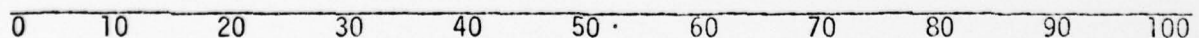
### Quality of Work Produced



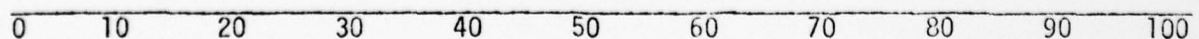
### Willingness to Do More than His Share of the Work



### Willingness to Start and Continue Work on His Own Without the Need for Prodding



### Willingness to Share His Skill and Knowledge with Peers and Subordinates





UNITED STATES AIR FORCE

JOB INVENTORY

Aircraft Maintenance Career Ladder

AFSCs 43131A, 43151A, 43171A, 43131C, 43151C, 43171C,  
43131E, 43151E, 43171E, 43131F, 43151F, 43171F, 43191

Originally Prepared by

Job Specialty Survey Division  
Headquarters Lackland Military Training Center  
Air Training Command  
Lackland AFB, Texas 78236  
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1 February 1969

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Development of Task-level Job Performance Criteria

August 1972

## GENERAL INSTRUCTIONS

You are being asked to complete this inventory of job tasks as part of a research project being carried out by the American Institutes for Research for the Personnel Research Division of the Air Force Human Resources Laboratory (AFHRL). A major product of the study will be survey forms and procedures that will furnish AFHRL with measures of actual job performance at the task level which they can use in the Air Force's continuing efforts to improve procedures for selection and classification devices, proficiency tests, training programs, and assignment procedures.

Completion of this inventory by airmen holding AFSC 43151-C is only one part of the project. You will also be asked to complete other survey forms in connection with this project. The Air Force has already done a lot of work during the past ten years using the job inventory approach for describing and analyzing airman career ladders. You are being asked to complete the inventory at this time so that the updated current data from the present study may be directly compared with data produced by this previous work.

Complete each item of the BACKGROUND INFORMATION, page iii, except the Case Control Number in the extreme upper, right-hand corner. Then read the instructions on page iv and complete the inventory in accordance with these instructions.

<b>BACKGROUND INFORMATION</b>	DATE	CASE CONTROL NUMBER																					
PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BLANKS																							
NAME (Last, First, Middle Initial)																							
GRADE <input type="checkbox"/> E3 A1C <input type="checkbox"/> E4 SGT <input type="checkbox"/> E5 SSGT <input type="checkbox"/> E6 TSGT <input type="checkbox"/> E7 MSGT <input type="checkbox"/> E8 SMSGT <input type="checkbox"/> E9 CMSGT	SOCIAL SECURITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>																						
ORGANIZATION	BASE OR INSTALLATION																						
MAJOR COMMAND <table style="width:100%; text-align: center;"> <tr> <td><input type="checkbox"/> A AAC</td> <td><input type="checkbox"/> G ACIC</td> <td><input type="checkbox"/> C ADC</td> <td><input type="checkbox"/> E AFAFC</td> <td><input type="checkbox"/> Y AFCS</td> <td><input type="checkbox"/> F AFLC</td> <td><input type="checkbox"/> H AFSC</td> </tr> <tr> <td><input type="checkbox"/> J ATC</td> <td><input type="checkbox"/> K AU</td> <td><input type="checkbox"/> M CONAC</td> <td><input type="checkbox"/> P HQ COMD</td> <td><input type="checkbox"/> N HQ USAF</td> <td><input type="checkbox"/> Q MAC</td> <td><input type="checkbox"/> X OTHER</td> </tr> <tr> <td><input type="checkbox"/> P PACAF</td> <td><input type="checkbox"/> S SAC</td> <td><input type="checkbox"/> T TAC</td> <td><input type="checkbox"/> B USAFA</td> <td><input type="checkbox"/> D USAFE</td> <td><input type="checkbox"/> L USAFSS</td> <td><input type="checkbox"/> U USAFSS</td> </tr> </table>			<input type="checkbox"/> A AAC	<input type="checkbox"/> G ACIC	<input type="checkbox"/> C ADC	<input type="checkbox"/> E AFAFC	<input type="checkbox"/> Y AFCS	<input type="checkbox"/> F AFLC	<input type="checkbox"/> H AFSC	<input type="checkbox"/> J ATC	<input type="checkbox"/> K AU	<input type="checkbox"/> M CONAC	<input type="checkbox"/> P HQ COMD	<input type="checkbox"/> N HQ USAF	<input type="checkbox"/> Q MAC	<input type="checkbox"/> X OTHER	<input type="checkbox"/> P PACAF	<input type="checkbox"/> S SAC	<input type="checkbox"/> T TAC	<input type="checkbox"/> B USAFA	<input type="checkbox"/> D USAFE	<input type="checkbox"/> L USAFSS	<input type="checkbox"/> U USAFSS
<input type="checkbox"/> A AAC	<input type="checkbox"/> G ACIC	<input type="checkbox"/> C ADC	<input type="checkbox"/> E AFAFC	<input type="checkbox"/> Y AFCS	<input type="checkbox"/> F AFLC	<input type="checkbox"/> H AFSC																	
<input type="checkbox"/> J ATC	<input type="checkbox"/> K AU	<input type="checkbox"/> M CONAC	<input type="checkbox"/> P HQ COMD	<input type="checkbox"/> N HQ USAF	<input type="checkbox"/> Q MAC	<input type="checkbox"/> X OTHER																	
<input type="checkbox"/> P PACAF	<input type="checkbox"/> S SAC	<input type="checkbox"/> T TAC	<input type="checkbox"/> B USAFA	<input type="checkbox"/> D USAFE	<input type="checkbox"/> L USAFSS	<input type="checkbox"/> U USAFSS																	
MY JOB IS LOCATED AT AN INSTALLATION WHICH IS:  <input type="checkbox"/> Inside the continental U.S. (Zone of the Interior). <input type="checkbox"/> Outside the continental U.S. (including Alaska and Hawaii)																							
PRIMARY AFSC <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> Prefix                      Number                      Suffix	DUTY AFSC <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> Prefix                      Number                      Suffix																						
TOTAL MONTHS IN PRESENT JOB	<input type="text"/> <input type="text"/> <input type="text"/>	TOTAL MONTHS AT PRESENT BASE	<input type="text"/> <input type="text"/> <input type="text"/>																				
TOTAL MONTHS IN DUTY AFSC	<input type="text"/> <input type="text"/> <input type="text"/>	TOTAL MONTHS IN CAREER FIELD	<input type="text"/> <input type="text"/> <input type="text"/>																				
TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE	<input type="text"/> <input type="text"/> <input type="text"/>	PRESENT WORK ASSIGNMENT (Job Title)																					
CHECK THE METHOD BY WHICH YOU WERE ASSIGNED TO YOUR PRESENT CAREER LADDER:																							
<input type="checkbox"/> A directed duty assignment	<input type="checkbox"/> Conversion from obsolete AFSC in same career field																						
<input type="checkbox"/> A bypass test	<input type="checkbox"/> Retraining from another career field																						
<input type="checkbox"/> Classification Board action	<input type="checkbox"/> Reenlistment from another branch of service.																						
<input type="checkbox"/> Completion of basic technical course																							

READ THIS PAGE BEFORE GOING FURTHER

PROCEDURE A. CHECKING TASKS OF PRESENT JOB

1. As you read each task in the Duty-Task List section, pages 1 through 27, place a check beside each task that you perform in your present job. Put your checkmark in the column headed "Check-If Done Now." When you have reached page 27, follow the arrow for your next instructions.
2. DO NOT COMPLETE THE OTHER COLUMN AT THIS TIME.
3. If a task that you perform is not listed anywhere in the entire list, write it on the blank page at the end of the booklet, but do not add tasks that are classified.
4. Remember, at this time, you are to complete only the column headed "Check-If Done Now" for pages 1 through 27. Now, turn to page 1 and BEGIN.

PROCEDURE B. RATING TIME SPENT ON TASKS OF PRESENT JOB

1. Have you CHECKED each task that you perform in your present job? Make sure, before you continue with this procedure.
2. Now you are to rate the relative amount of time you spend performing each task in your present job. Relative time spent means the total time you spend doing the task compared with the time you spend on each of the other tasks of your present job.
3. Use a rating of "1" if you spend a very-much-below-average amount of time on a task. Use a rating of "2" for below average time; and so on, up to a rating of "7" if you spend a very-much-above-average amount of time on the task.
4. Remember, you are to rate only each task that you have already checked in the first column of pages 1 through 27.
5. Place your rating, according to the 7-point scale, in the right-hand column, headed "Time Spent Current Job."
6. When you have made all your ratings in the right-hand column of pages 1 through 27, you will have completed this job inventory, and you may turn it in.
7. Now, turn to page 1 and BEGIN your ratings for the checked tasks by using the right-hand column.

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431X1X

1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
	✓	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
A. ORGANIZING AND PLANNING	IF DONE NOW	
1. Assign personnel to duty positions		
2. Assign space for equipment or supplies		
3. Coordinate work activities with maintenance specialists or other personnel or agencies		
4. Determine requirements for facilities, equipment, or supplies		
5. Develop mobility plan		
6. Develop or improve work methods and procedures		
7. Establish corrosion control programs		
8. Establish publication files		
9. Establish work methods, maintenance controls, or performance standards		
10. Justify test equipment, special tools, or bench stock		
11. Maintain property custodianship		
12. Plan and prepare functional charts		
13. Plan and prepare status boards		
14. Plan and schedule work assignments		
15. Plan contingency programs		
16. Plan leaves and passes		
17. Plan maintenance and inspection of aircraft		
18. Plan personnel requirements		
(continued next page)		

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431XIX

1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
A. ORGANIZING AND PLANNING (CONTINUED)	✓  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
19. Plan safety programs		
20. Plan security programs		
21. Plan unit training program		
22. Plan utilization of personnel or equipment		
23. Preplan aircraft maintenance		
24. Requisition supplies, special tools, test equipment, or spare parts		
25. Review and update section directives, office instructions, or standing operating procedures		
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet		



**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431X1X

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓  
IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

B. DIRECTING AND IMPLEMENTING (CONTINUED)

19. Supervise Aircraft Maintenance Technicians (43171)

20. Supervise Aircraft Specialists (43151)

21. Supervise Apprentice Aircraft Specialists (43131)

22. Supervise civilian personnel

23. Supervise facility maintenance

24. Supervise inspection program

25. Supervise maintenance data collection program

26. Supervise submission of man-hour accounting reports

NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet

JOB INVENTORY (DUTY - TASK LIST)	AFSC 431XIX		
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job	
C. INSPECTING AND EVALUATING	<input checked="" type="checkbox"/>  IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.	
1. Analyze maintenance inspection reports or charts			
2. Edit and review correspondence and reports			
3. Evaluate aircraft maintenance program			
4. Evaluate and recommend changes to training programs			
5. Evaluate and submit Technical Order System Publication Deficiency Reports (AFTO 22)			
6. Evaluate corrosion control programs			
7. Evaluate suggestions			
8. Evaluate unit safety practices and procedures			
9. Evaluate unit security practices and procedures			
10. Evaluate use of work space, equipment, or supplies			
11. Evaluate work performance of Aircraft Maintenance Technicians (43171)			
12. Evaluate work performance of Aircraft Maintenance Specialists (43151)			
13. Evaluate work performance of Apprentice Aircraft Maintenance Specialists (43131)			
14. Evaluate work performance of personnel in other AFSCs			
15. Perform inspection of work areas or equipment			
16. Prepare Airman Performance Reports			
17. Prepare Civilian Performance Ratings			
18. Recommend individuals for personnel actions			

(continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431X1X

PAGE

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

C. INSPECTING AND EVALUATING (CONTINUED)

19. Review maintenance data collection reports

20. Review man-hour accounting reports

CHECK

TIME SPENT  
Current Job

✓

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet

JOB INVENTORY (DUTY - TASK LIST)		AFSC 431X1X	
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.		CHECK	TIME SPENT Current Job
D. TRAINING		✓ IF DONE NOW	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Administer oral, written, or performance tests			
2. Arrange for training aids, space, or equipment			
3. Conduct classroom instruction			
4. Conduct lectures or briefings			
5. Conduct on-the-job training (OJT) for aircraft maintenance personnel			
6. Conduct or attend conferences			
7. Conduct training on the use of technical publications			
8. Develop OJT materials such as CDCs			
9. Develop proficiency tests			
10. Explain policies or directives			
11. Maintain training records, such as AF Form 623			
12. Prepare or evaluate specialty training standards (STSS)			
13. Prepare training materials			
14. Recommend individuals for specialized training courses			
15. Request CDC materials			
16. Review training progress of individuals			
17. Review training status of the section			
18. Schedule and monitor OJT			
19. Select or assign instructors or trainers			
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 431XIX	
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		CHECK	TIME SPENT Current Job
E. MAINTAINING FORMS AND RECORDS		<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Edit maintenance data collection forms			
2. Initiate or maintain aircraft historical records			
3. Initiate or maintain aircraft maintenance records AFTO Form 781 series			
4. Initiate Technical Order System Publication Deficiency Reports AFTO Form 22			
5. Initiate work orders, such as AF Form 48			
6. Log time submitted on AFTO Form 349			
7. Maintain regulation files			
8. Maintain technical publication files			
9. Maintain Weight and Balance DD Form 365 series			
10. Prepare aircraft maintenance checksheets			
11. Prepare daily exception cards such as AF Form 1457			
12. Prepare maintenance data collection forms (AFTO 349 or 350)			
13. Prepare Naval Aircraft Flight Records OPNAV Form 3760-2			
14. Prepare Operation Assignment AFLC Form 600CN			
15. Prepare or maintain Aircraft Inventory Records DD Form 780 series			
16. Prepare status tags			
17. Prepare unsatisfactory reports (URs) AFTO Form 29			
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
431X1X

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
F. PERFORMING GENERAL AIRCRAFT MAINTENANCE	<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Adjust canopy latch mechanisms	<input type="checkbox"/>	
2. Apply sealing compounds	<input type="checkbox"/>	
3. Assist in loading and unloading ECM components	<input type="checkbox"/>	
4. Assist photo technicians in loading and unloading cameras	<input type="checkbox"/>	
5. Assist structural repair specialists in repairing aircraft structures	<input type="checkbox"/>	
6. Assist weapons personnel in onloading and offloading ordnance	<input type="checkbox"/>	
7. Brighten aircraft surfaces	<input type="checkbox"/>	
8. Check alignment of aircraft structure	<input type="checkbox"/>	
9. Check operation of aircraft instrument systems	<input type="checkbox"/>	
10. Check operation of cargo doors	<input type="checkbox"/>	
11. Clean aircraft	<input type="checkbox"/>	
12. Clean or remove scratches from transparent surfaces	<input type="checkbox"/>	
13. Coordinate maintenance on assigned aircraft	<input type="checkbox"/>	
14. Drain water from pitot static systems	<input type="checkbox"/>	
15. Identify fuel, oil, and lubricants used to service aircraft	<input type="checkbox"/>	
16. Inspect aircraft for structural damage	<input type="checkbox"/>	
17. Inspect airframe and components	<input type="checkbox"/>	
18. Inspect and inventory 780 equipment	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
(continued next page)	<input type="checkbox"/>	

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431XIX

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

F. PERFORMING GENERAL AIRCRAFT MAINTENANCE (CONTINUED)

19. Inspect and perform operational checks on autopilot systems
20. Inspect and service installed 463L aerial delivery equipment
21. Inspect ejection seats for proper positions of safety pins
22. Inspect first aid kits for availability and security
23. Inspect for and identify corrosion
24. Inspect hatches and bailout systems
25. Inspect instruments for markings
26. Inspect life raft stowage
27. Inspect portable fire extinguishers
28. Inspect, rig, and install drag parachutes
29. Inspect seats, seatbelts, and shoulder harnesses
30. Inspect survival equipment
31. Install engine struts or pylons
32. Load drag chutes
33. Load or unload cargo
34. Maintain assist take off (ATO) racks
35. Maintain, remove, and replace crew member seats
36. Perform aircraft phase inspections

(continued next page)



**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431XIX

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

F. PERFORMING GENERAL AIRCRAFT MAINTENANCE (CONTINUED)

55. Rig and inspect drag chute systems
56. Run-up aircraft engines
57. Service relief facilities
58. Treat aircraft for corrosion
59. Troubleshoot instrument systems
60. Visually inspect ejection systems

NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet



**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431XIX

1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
G. PERFORMING GROUND HANDLING OF AIRCRAFT (CONTINUED)	<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
19. Remove disabled aircraft from runway		
20. Remove ground frost from aircraft		
21. Secure aircraft		
22. Tandem tow aircraft		
23. Tow aircraft		
24. Weigh aircraft		
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet		



**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC  
431X1X

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

H. MAINTAINING LANDING GEAR SYSTEMS (CONTINUED)

19. Remove, install, or adjust mechanical components of landing gear systems
20. Remove or replace landing gear
21. Remove, replace, and troubleshoot landing gear arresting hook system components
22. Service shock struts
23. Troubleshoot landing gear system malfunctions

NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet

**JOB INVENTORY**  
DUTY - TASK LIST

AFSC 431XIX

1. Check tasks you perform now (  ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked (  ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

1. MAINTAINING UTILITY SYSTEMS

1. Drain and purge liquid oxygen systems
2. Inspect and perform operational checks of air conditioning and pressurization systems
3. Inspect and perform operational checks of anti-icing systems
4. Inspect and perform operational checks of deicing or defogging systems
5. Perform operational checks of fire detection, fire extinguishing, or overheat warning systems
6. Inspect and perform operational checks of windshield wiper systems
7. Inspect and service gaseous oxygen systems
8. Inspect and service liquid oxygen systems
9. Inspect ram air ducting systems
10. Perform operational checks of oxygen systems
11. Perform operational checks of rain repellent systems
12. Perform visual inspections and operational checks of rain removing systems
13. Perform visual inspections of fire detection, fire extinguishing, or overheat warning systems
14. Remove and install liquid oxygen system components
15. Remove and replace anti-icing system components
16. Remove and replace defogging system components
17. Remove and replace deicing system components
18. Remove and replace fire extinguishing system components

(continued next page)

**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC 431XIX

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓  
IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.

1. MAINTAINING UTILITY SYSTEMS (CONTINUED)

19. Remove and replace gaseous oxygen system components
20. Remove and replace windshield wiper system components
21. Remove or replace air conditioning and pressurization system components
22. Service rain repellant systems
23. Troubleshoot air conditioning and pressurization systems

NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet

JOB INVENTORY (DUTY - TASK LIST)		AFSC 431X1X	
1. Check tasks you perform now ( <input checked="" type="checkbox"/> ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( <input checked="" type="checkbox"/> ) tasks on time spent in your present job.		CHECK	TIME SPENT Current Job
J. MAINTAINING FLIGHT CONTROL SYSTEMS		<input checked="" type="checkbox"/>	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
1. Adjust or replace regulators on flight control balance panels			
2. Check control surface travel and rig flight control systems			
3. Inspect and perform operational checks of artificial feel systems			
4. Inspect and perform operational checks of boundary layer control systems (BOC)			
5. Inspect and perform operational checks on all weather landing systems			
6. Inspect flight control systems			
7. Inspect, remove and replace static dischargers			
8. Inspect spoiler and speed brake control systems			
9. Perform operational checks of aileron, rudder, and elevator trim systems			
10. Perform operational checks of flight control systems			
11. Perform operational checks of speed brake systems			
12. Perform operational checks of spoiler systems			
13. Perform operational checks of stabilizer trim mechanisms			
14. Perform operational checks of wing flap and slat systems			
15. Remove and replace artificial feel system components			
16. Remove and replace flight control surfaces and components			
17. Service and lubricate flight control system components			
18. Troubleshoot flight control systems			
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			









JOB INVENTORY (DUTY - TASK LIST)		AFSC 431XIX	CHECK	TIME SPENT Current Job
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.			✓	1. Very much below average. 2. Below average. 3. Slightly below average. 4. About average. 5. Slightly above average. 6. Above average. 7. Very much above average.
L. MAINTAINING ENGINE SYSTEMS (CONTINUED)			IF DONE NOW	
37. Remove and replace magnetos				
38. Remove and replace pneumatic starters				
39. Remove and replace propellers				
40. Remove and replace spark plugs				
41. Remove and replace thrust augmentation system components				
42. Remove and replace thrust system components				
43. Remove and replace turbo superchargers				
44. Remove and replace water regulators				
45. Remove, replace, adjust, and perform operational check of variramp systems				
46. Rig throttle control systems				
47. Service and perform operational checks of propeller controlled systems				
48. Service engine oil systems				
49. Service pneumatic starters				
50. Take engine oil samples (SOAP)				
51. Troubleshoot engines				
52. Troubleshoot variramp systems				
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet				





JOB INVENTORY (DUTY - TASK LIST)		AFSC 431XIX
1. Check tasks you perform now ( ✓ ). 2. Add any tasks you do now which are not listed. 3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.	CHECK	TIME SPENT Current Job
	N. MAINTAINING ELECTRICAL SYSTEMS	✓ IF DONE NOW
1. Diagnose malfunctions of electrical systems		
2. Inspect and perform operational checks of aircraft lighting systems		
3. Inspect and service batteries		
4. Inspect electrical systems		
5. Inspect micro switch operation and adjustment		
6. Perform operational checks of air driven generators		
7. Perform operational checks of electrical systems		
8. Perform operational checks of generator systems		
9. Remove and replace batteries		
10. Remove and replace CSD units		
11. Replace aircraft lighting system components		
12. Service constant speed drives (CSD)		
Note: If any task you perform under this duty is not listed, write it on the blank page at the end of the booklet.		
Go to page iv and follow procedure "B".		
When finished with ratings in this column, turn in the inventory.		





**JOB INVENTORY**  
(DUTY - TASK LIST)

AFSC

1. Check tasks you perform now ( ✓ ).
2. Add any tasks you do now which are not listed.
3. In the "TIME SPENT" column, rate checked ( ✓ ) tasks on time spent in your present job.

CHECK

TIME SPENT  
Current Job

✓  
IF  
DONE  
NOW

1. Very much below average.
2. Below average.
3. Slightly below average.
4. About average.
5. Slightly above average.
6. Above average.
7. Very much above average.



## GENERAL INSTRUCTIONS

You are being asked to complete this self rating of the performance levels for various job tasks as a part of a research project being carried out by the American Institutes for Research (AIR) under contract to the Personnel Research Division of the Air Force Human Resources Laboratory (AFHRL). Data from these ratings will be compared by AIR with other data collected about the actual job performance at the task level. The overall project is but one part of the Air Force's continuing efforts to improve procedures for selection and classification devices, proficiency tests, training programs and assignment procedures.

The tasks listed in this booklet are ones which groups of experienced NCO's have indicated are important for the 5-skill level airman in your AFSC. First, look through the tasks listed and circle the numbers of those tasks or task clusters which are a part of your current job.

Then go back and for those tasks which you circled rate your own typical performance level. Look at the performance scale definition for each rated dimension and rate yourself according to that scale. The low end of the performance scale is always 1 and the high end is always 7. Do not be reluctant to use the extreme ends of the scales for a given task. Even the best performing airman does some parts of his job less well than others, and even the poorest performing airman does some parts of his job as well as the best of them. Be sure to read the definition of the performance scale for each dimension and then rate yourself according to that scale. Sometimes there is only one dimension covering a task and it may not cover all aspects of how the task is performed. Nevertheless, rate only the dimension listed. For other tasks there are several dimensions for the same task. For such tasks, rate each dimension separately.

These data will be processed by AIR and will not affect your Air Force career directly. These data will be used along with other data collected during the project to evaluate Air Force personnel programs. If the long term objectives of the project are achieved, such evaluations may result in changes in personnel programs and procedures which are designed to make your stay in the Air Force a more rewarding and satisfying experience.

Remember--first look over the list of tasks and circle those you do as a part of your current job. Second, go back and rate your own typical performance level. Rate each task in accordance with the performance scale definition provided for that task.

TASKS 1 THROUGH 5 ARE CONCERNED WITH ADMINISTRATIVE FUNCTIONS

TASK 1. REQUISITION SUPPLIES, SPECIAL TOOLS,  
TEST EQUIPMENT, OR SPARE PARTS

- A. Rated Task Dimension: Ordering 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to find parts, special tools  
or test equipment using technical order system  
7 = High end = Uses technical order system to  
look up parts, tools or equipment

TASK 2. DIRECT SUBORDINATES IN THE  
OBSERVANCE OF SAFETY PRACTICES

- A. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not show correct safety  
procedures, does not stop unsafe acts  
7 = High end = Shows subordinates correct  
procedures, prevents all unsafe acts

TASK 3. PERFORM INSPECTION OF WORK AREAS OR EQUIPMENT

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Visually inspects areas and  
equipment, but fails to recommend changes  
7 = High end = Visually checks areas or equipment for  
malfunctions, recommending changes as required

TASK 4. MAINTAIN TRAINING RECORDS, SUCH AS FORM 623

- A. Rated Task Dimension: Records 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to make appropriate entries  
correctly or promptly  
7 = High end = Makes all appropriate entries  
correctly and promptly

TASK CLUSTER 5. MAINTAIN FORMS AND RECORDS - This Includes:

Initiate or maintain aircraft maintenance records  
(AFTO Form 781 series)

Monitor time submitted on AFT Form 349

Prepare maintenance data collection forms  
(AFTO 349 or 350)

- A. Rated Task Dimension: Records 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to make appropriate entries  
correctly or promptly  
7 = High end = Makes all appropriate entries  
correctly and promptly

TASKS 6 THROUGH 20 ARE CONCERNED WITH GENERAL AIRCRAFT MAINTENANCE

TASK 6. CLEAN AIRCRAFT

- A. Rated Task Dimension: Exterior 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not clean thoroughly, misses corrosion and carbon, leaves hydraulic and engine oil on fuselage  
7 = High end = Cleans aircraft thoroughly, removes all corrosion, removing carbon from exhaust areas
- B. Rated Task Dimension: Interior 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Leaves foreign objects inside aircraft and does not clean instrument panel  
7 = High end = Cleans thoroughly, leaving no foreign objects inside the aircraft

TASK 7. CHECK OPERATION OF AIRCRAFT INSTRUMENT SYSTEMS

- A. Rated Task Dimension: Monitor 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not check required instruments carefully for proper operation  
7 = High end = Double checks plugs for security after draining. Checks technical data for location of system drains and checks all drains for moisture

TASK 8. DRAIN WATER FROM PITOT STATIC SYSTEMS

- A. Rated Task Dimension: Draining 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Checks only system drains that are most accessible and only refers to technical data if moisture is found  
7 = High end = Double checks plugs for security after draining. Checks technical data for location of system drains and checks all drains for moisture

TASK 9. IDENTIFY FUEL, OIL AND LUBRICANTS USED TO SERVICE AIRCRAFT

- A. Rated Task Dimension: Reference 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not refer to proper technical or other information  
7 = High end = Refers to available proper technical data to identify proper oils and lubricants

TASK CLUSTER 10. INSPECT AIRCRAFT FOR DAMAGE - This Includes:

Inspect aircraft for structural damage  
Inspect airframes and components for damage

A. Rated Task Dimension: Inspect 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Misses numerous obvious problems such as cracks, most minor damage and even some major damage  
7 = High end = Finds all damage, both major and minor, including problems such as cracks, corrosion, popped or chipped rivets and streaking

TASK CLUSTER 11. INSPECT EJECTION SYSTEM - This Includes:

Inspect ejection seats for proper position of safety pins  
Inspect seats, seatbelts, and shoulder harnesses  
Visually inspect ejection system

A. Rated Task Dimension: Inspection 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Misses many minor defects and sometimes a major defect  
7 = High end = Detects all defects, both major and minor, and takes appropriate action

TASK 12. INSPECT FOR AND IDENTIFY CORROSION

A. Rated Task Dimension: Detection 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Misses or fails to identify different types of corrosion in major and minor areas  
7 = High end = Detects and correctly identifies all types of corrosion in major and minor areas

TASK CLUSTER 13. INSPECT AND RIG DRAG CHUTES - This Includes:

Inspect, rig, and install drag parachutes  
Load drag parachutes

A. Rated Task Dimension: Inspection 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Performs incomplete inspection and fails to perform necessary operational checks  
7 = High end = Performs thorough inspection and operational checks where indicated

B. Rated Task Dimension: Installation 1 2 3 4 5 6 7  
Performance Scale

1 = Low end = Installs improperly (does not hook D ring on aircraft properly)  
7 = High end = Installs properly

TASK 14. PERFORM AIRCRAFT PHASE INSPECTIONS

- A. Rated Task Dimension: Phase Cards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses phase cards only when closely supervised and misses some items on cards  
7 = High end = Uses phase work cards effectively, quickly locating work items
- B. Rated Task Dimension: Checking 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check area in vicinity of item being inspected for problems  
7 = High end = Checks area in vicinity of items inspected for problems and takes appropriate action

TASK 15. PERFORM OPERATIONAL INSPECTIONS OF CANOPY SYSTEMS

- A. Rated Task Dimension: Detection 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses a major or minor malfunction  
7 = High end = Detects all major and minor malfunctions (locking mechanisms out of adjustment). Checks for maladjustments

TASK 16. PERFORM PREFLIGHT, POSTFLIGHT, OR THRUFLIGHT INSPECTIONS

- A. Rated Task Dimension: Inspections 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Performs inspection by memory and may make mistakes  
7 = High end = Performs inspections in accordance with work cards, in sequence. Does not overlook any steps

TASK CLUSTER 17. PREOPERATIONAL CHECK OF POWERED AND NON-POWERED AGE - This Includes:  
Perform preoperational check of non-powered AGE  
Perform preoperational inspection of powered AGE  
Perform preoperational check of powered AGE

- A. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses many minor and some major defects or uses equipment assuming someone else has checked it before him  
7 = High end = Always checks forms, performs all inspections on equipment before use and detects all defects and takes proper corrective action

TASK 18. READ TECHNICAL PUBLICATIONS TO  
DETERMINE MAINTENANCE PROCEDURES

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not use or research data  
properly in technical order system  
7 = High end = Correctly uses and researches data in  
technical order system

TASK 19. REMOVE AND REPLACE SAFETY DEVICES,  
PROTECTIVE COVERINGS, ACCESS DOORS,  
INSPECTION PLATES, PANELS OR HATCHES

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to consult technical data  
7 = High end = Refers to technical data as needed  
when removing and replacing safety devices

TASK 20. RUN UP AIRCRAFT ENGINES

- A. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Commits some safety violations  
7 = High end = Commits no safety violations
- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
7 = High end = Uses and complies with all  
technical data when running up engines

TASKS 21 THROUGH 23 ARE CONCERNED WITH GROUND HANDLING OF AIRCRAFT

TASK CLUSTER 21. GROUND MOVEMENT OF AIRCRAFT - This Includes:

Brief aircraft towing teams  
Direct ground moving of aircraft  
Hangar aircraft  
Operate tow vehicles  
Tow aircraft

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Often fails to use standard  
procedure or technical data  
7 = High end = Always follows standard procedures  
in accordance with relevant technical data

TASK CLUSTER 21 (continued) GROUND MOVEMENT OF AIRCRAFT

- B. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Commits safety violations  
7 = High end = Commits no safety violations
- C. Rated Task Dimension: Thoroughness 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not perform complete job, misses aspects of the task consistently, does not meet standards for accuracy  
7 = High end = Completely accomplishes all aspects of the task, with high degree of accuracy

TASK 22. JACK AND LEVEL AIRCRAFT

- A. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not observe proper safety standards  
7 = High end = Commits no safety violations (keeps all people clear of aircraft)
- B. Rated Task Dimension: Jacking 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses incorrect procedure to jack aircraft  
7 = High end = Jacks aircraft properly

TASK 23. LAUNCH AND RECOVER AIRCRAFT

- A. Rated Task Dimension: Launching and Recovering 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Never has all the needed items. Does not follow checklist  
7 = High end = All equipment is on hand and follows checklist

TASKS 24 THROUGH 30 ARE CONCERNED WITH LANDING GEAR SYSTEMS MAINTENANCE

TASK CLUSTER 24. INSPECTS AND SERVICES LANDING GEAR COMPONENTS -

This Includes:

Bleed, adjust, and service brake system  
Inspect brake system  
Inspect brakes for wear  
Inspect wheels

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses some items and fails to use technical data  
7 = High end = Checks all items accurately and uses and complies with all technical data

TASK 25. INSPECT AND PERFORM OPERATIONAL CHECKS OF LANDING GEAR SYSTEMS

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses such items as a slow reacting indicator and fails to use technical data  
7 = High end = Checks all items accurately and uses and complies with all technical data

TASK 26. LUBRICATE LANDING GEAR COMPONENTS

- A. Rated Task Dimension: Lubricate 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses wrong type of grease and applicator  
7 = High end = Uses correct lubricant and grease applicator

TASK CLUSTER 27. CHECK AND SERVICE BRAKES AND WHEELS -

This Includes:

- Perform operational check of brakes
- Remove and replace brakes
- Remove and replace wheels

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses improper procedures or tools  
7 = High end = Correctly follows proper procedures and uses proper tools

- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
7 = High end = Uses and complies with all technical data

TASK 28. REMOVE, INSTALL OR ADJUST MECHANICAL COMPONENTS OF LANDING GEAR SYSTEM

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Removes, installs and adjusts improperly, failing to use technical data  
7 = High end = Properly removes, installs and adjusts using and complying with all technical data

TASK 29. REMOVE, REPLACE, AND TROUBLESHOOT LANDING  
GEAR ARRESTING HOOK SYSTEMS COMPONENTS

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses malfunctions and fails to  
correct hardware problems  
7 = High end = Detects and corrects all malfunctions

- B. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Commits safety violations  
7 = High end = Commits no safety violations

TASK 30. SERVICE SHOCK STRUTS

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Over or under inflates struts  
7 = High end = Properly inflates struts

TASK 31 IS CONCERNED WITH UTILITY SYSTEMS MAINTENANCE

TASK CLUSTER 31. INSPECT AND SERVICE LIQUID AND GASEOUS  
OXYGEN SYSTEMS - This Includes:

Drain and purge liquid oxygen systems  
Inspect and service gaseous oxygen systems  
Inspect and service liquid oxygen systems  
Perform operational checks of oxygen systems

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
7 = High end = Uses and complies with all  
technical data

- B. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Commits safety violations  
7 = High end = Commits no safety violations

- C. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to fully inspect and service  
system and does not document information  
7 = High end = Inspects and services system  
fully and documents information

TASKS 32 AND 33 ARE CONCERNED WITH FLIGHT CONTROL SYSTEMS MAINTENANCE

TASK CLUSTER 32. CHECK FLIGHT CONTROL SYSTEMS -

This Includes:

- Check control surface travel and rig flight control system
- Inspect flight control systems
- Perform operational checks of aileron, rudder, and elevator trim systems
- Perform operational checks of stabilizer trim mechanisms
- Perform operational checks of wing flap and slat systems

- A. Rated Task Dimension: Detects 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses minor and some major problems  
7 = High end = Detects all system malfunctions
- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
7 = High end = Uses and complies with all technical data concerning flight control systems
- C. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Commits safety violations  
7 = High end = Commits no safety violations

TASK CLUSTER 33. CHECKS SPOILER AND SPEED BRAKE SYSTEM -

This Includes:

- Inspect spoiler and speed brake control systems
- Perform operational check of speed brake system
- Perform operational check of spoiler system

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Performs inspections and operational checks without technical data, takes short cuts, and fails to detect and correct malfunctions  
7 = High end = Performs inspections and operational checks in full accordance with technical data and detects and corrects malfunctions

TASK 34 IS CONCERNED WITH PNEUDRAULIC SYSTEMS MAINTENANCE

TASK 34. ADJUST DOOR LINKAGE MECHANISMS

- A. Rated Task Dimension: Detects 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to detect malfunctions with  
the system which directly affect its operation  
7 = High end = Detects all malfunctions and  
corrects them

TASKS 35 THROUGH 38 ARE CONCERNED WITH ENGINE SYSTEMS MAINTENANCE

TASK 35. INSPECT FUEL, HYDRAULIC, AND AIR LINES AND FITTINGS

- A. Rated Task Dimension: Detection 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to detect malfunctions which  
directly affect operation of system  
7 = High end = Detects all malfunctions  
and corrects them

TASK 36. INSTALL STARTER CARTRIDGES

- A. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
when installing  
7 = High end = Installs starter cartridge in  
accordance with technical data

TASK 37. SERVICE ENGINE OIL SYSTEM

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Sometimes fails to use  
correct technical data, fails to  
check on type of oil used  
7 = High end = Uses correct technical data  
and checks that proper oil is used

TASK 38. TAKE ENGINE OIL SAMPLES (SOAP)

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
(Sometimes does not drain enough oil,  
does not use proper equipment)  
7 = High end = Uses and complies with all  
technical data

TASKS 39 AND 40 ARE CONCERNED WITH FUEL SYSTEMS MAINTENANCE

TASK CLUSTER 39. FUEL AIRCRAFT - This Includes:

Defuel and fuel aircraft  
Operate fuel control panels

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
7 = High end = Uses and complies with all technical data

TASK CLUSTER 40. SERVICE EXTERNAL FUEL TANKS -

This Includes:  
Perform operational check of external fuel tank systems  
Remove and install external tanks

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
7 = High end = Uses and complies with all technical data

TASKS 41 AND 42 ARE CONCERNED WITH ELECTRICAL SYSTEMS MAINTENANCE

TASK 41. INSPECT AND PERFORM OPERATIONAL CHECKS OF AIRCRAFT LIGHTING SYSTEMS

- A. Rated Task Dimension: Inspects 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses major and minor malfunctions  
7 = High end = Checks lighting system for full operation. Detects and attempts to correct any malfunction such as a burnt out bulb or loose connection

TASK 42. REMOVE AND REPLACE BATTERIES

- A. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not follow technical data  
7 = High end = Follows appropriate technical data in removing and replacing batteries

Case Control Number \_\_\_\_\_

MOTIVATION RATINGS  
FOR JOB TASKS OF

AFSC 43151-C  
AIRCRAFT MAINTENANCE

Rater Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Contract F41609-71-C-0010

Conducted by

American Institutes for Research

## TASK MOTIVATION RATINGS

There are many factors that help explain why individuals differ in their interest in their jobs and in the performance of their jobs. Certainly one of these factors is the person's skill and ability to perform the job. Another is his motivation or willingness to expend effort to perform the job. It is expected that motivation will vary between tasks for the individual airman and between airmen on the same task. We are interested in finding out what aspects of a particular task tend to influence you to be positively motivated toward the task and those which tend to influence you to be negatively motivated. By positive motivation we mean the kind of tasks that leads to a willingness to start on your own and to exert the kind of effort that will ensure that a good job gets done, and more importantly, gives you a feeling of satisfaction with your work. By negative motivation we mean the kind of tasks that leads to a tendency to avoid doing the task if possible or to expend only the minimal amount necessary to get by, and more importantly, gives you a feeling of dissatisfaction with your work.

First, read through the list of tasks on the following pages and circle the numbers of the tasks with which you are familiar.

Then, for each of the tasks you circled, we want you first to tell us what characteristics of the task tend to influence you personally in either a positive or negative direction. Do this by ranking the factors listed in the columns at the right side of the page. Six factors that have been found to be important are listed at the top, and space has been provided for a write-in. Assign a rank of 1 to the characteristic which most affects your level of motivation toward the task, a rank of 2 to the next most important, etc. If you feel that only one characteristic is important for you, then assign only one rank and leave the rest blank. If you feel that all six listed, plus your own write-in, are important, assign ranks from 1-7 accordingly. If you feel that several, but not all, are important, assign only as many ranks as you feel are important. If you write in a characteristic of your own, write it in the space provided in the left-hand column but rate it on lines A and B.

After you have gone over the tasks and ranked those characteristics which tend to influence your motivational level, go back and tell us which direction the influence is. Do this by writing in either a P, N, or P/N for only those characteristics you ranked. P means the characteristic tends to motivate you in a positive direction. N means the characteristic tends to motivate you in a negative direction. P/N means the characteristic may motivate you either positively or negatively depending upon whether it is present or absent. For example, opportunity for praise and recognition may have a largely positive influence if it is usually given in the

work situation, in which case you would mark P. It could also have a largely negative influence if it is usually not given in the work situation, in which case you would mark N. It can also have both a positive and a negative influence if the giving or not giving of it usually fluctuates in the work situation, in which case you would mark P/N.

Remember, first rank the characteristics of the tasks which tend to have an important influence on your personal motivational level toward the task in your normal work situation. If any characteristic of a task that influences you is not listed, write it in. These rankings will tell us what kinds of characteristics have an important influence on your motivational level. Then go back and indicate the direction of the influence only for those characteristics that you ranked. These rankings will tell us whether remedial actions should emphasize increasing or decreasing the characteristic in the normal job situation. These data will also be compared with data on rated performance level by task provided by other ratings.

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
1. REQUISITION SUPPLIES, SPECIAL TOOLS, TEST EQUIPMENT, OR SPARE PARTS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
2. DIRECT SUBORDINATES IN THE OBSERVANCE OF SAFETY PRACTICES							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
3. PERFORM INSPECTION OF WORK AREAS OR EQUIPMENT							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
4. MAINTAIN TRAINING RECORDS, SUCH AS FORM 623							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
5. MAINTAIN FORMS AND RECORDS--This includes Initiate or maintain aircraft maintenance records (AFTO Form 781 series) Monitor time submitted on AFT Form 349 Prepare maintenance data collection forms (AFTO 349 or 350)							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
6. CLEAN AIRCRAFT							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
7. CHECK OPERATION OF AIRCRAFT INSTRUMENT SYSTEMS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
<p>8. DRAIN WATER FROM PITOT STATIC SYSTEMS</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p>							
<p>9. IDENTIFY FUEL, OIL AND LUBRICANTS USED TO SERVICE AIRCRAFT</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p>							
<p>10. INSPECT AIRCRAFT FOR DAMAGE--This includes Inspect aircraft for structural damage Inspect airframes and components for damage</p> <p>A. Ranked importance (if any) - - - - -</p> <p>B. Motivational Influence (P, N, or P/N) - - - - -</p> <p>Other (write in, if ranked)</p>							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
11. INSPECT EJECTION SYSTEM--This includes Inspect ejection seats for proper position of safety pins Inspect seats, seatbelts, and shoulder harnesses Visually inspect ejection system							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							
12. INSPECT FOR AND IDENTIFY CORROSION							
A: Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							
13. INSPECT AND RIG DRAG CHUTES--This includes Inspect, rig, and install drag parachutes Load drag parachutes							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							

TASK OR TASK CLUSTER

	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
14. PERFORM AIRCRAFT PHASE INSPECTIONS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
15. PERFORM OPERATIONAL INSPECTIONS OF CANOPY SYSTEMS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
16. PERFORM PREFLIGHT, POSTFLIGHT, OR THRUFLIGHT INSPECTIONS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
17. PERFORM PREOPERATIONAL CHECK OF POWERED AND NON-POWERED AGE--This includes Perform preoperational check of non-powered AGE Perform preoperational inspection of powered AGE Perform preoperational check of powered AGE							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							
18. READ TECHNICAL PUBLICATIONS TO DETERMINE MAINTENANCE PROCEDURES							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							
19. REMOVE AND REPLACE SAFETY DEVICES, PROTECTIVE COVERINGS, ACCESS DOORS, INSPECTION PLATES, PANELS OR HATCHES							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
20. RUN UP AIRCRAFT ENGINES							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)  							
21. DIRECT GROUND MOVEMENT OF AIRCRAFT--This includes Brief aircraft towing teams Direct ground moving of aircraft Hangar aircraft Operate tow vehicles Tow aircraft							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)  							
22. JACK AND LEVEL AIRCRAFT							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)  							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
23. LAUNCH AND RECOVER AIRCRAFT							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
24. INSPECT AND SERVICE LANDING GEAR COMPONENTS-- This includes Bleed, adjust, and service brake system Inspect brake system Inspect brakes for wear Inspect wheels							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
25. INSPECT AND PERFORM OPERATIONAL CHECKS OF LANDING GEAR SYSTEMS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
26. LUBRICATE LANDING GEAR COMPONENTS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
27. CHECK AND SERVICE BRAKES AND WHEELS-- This includes Perform operational check of brakes Remove and replace brakes Remove and replace wheels							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
_____							
_____							
28. REMOVE, INSTALL OR ADJUST MECHANICAL COMPONENTS OF LANDING GEAR SYSTEM							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
_____							
_____							
29. REMOVE, REPLACE, AND TROUBLESHOOT LANDING GEAR ARRESTING HOOK SYSTEMS COMPONENTS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
_____							
_____							
30. SERVICE SHOCK STRUTS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
_____							
_____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision--Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
31. INSPECT AND SERVICE LIQUID AND GASEOUS OXYGEN SYSTEMS--This includes Drain and purge liquid oxygen systems Inspect and service gaseous oxygen systems Inspect and service liquid oxygen systems Perform operational checks of oxygen systems							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							
32. CHECK FLIGHT CONTROL SYSTEMS--This includes Check control surface travel and rig flight control system Inspect flight control systems Perform operational checks of aileron, rudder, and elevator trim systems Perform operational checks of stablizer trim mechanisms Perform operational checks of wing flap and slat systems							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) <hr/> <hr/>							

TASK OR TASK CLUSTER

Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
33. CHECK SPOILER AND SPEED BRAKE SYSTEM-- This includes Inspect spoiler and speed brake control systems Perform operational check of speed brake system Perform operational check of spoiler system						
A. Ranked importance (if any) - - - - -						
B. Motivational Influence (P, N, or P/N) - - - - -						
Other (write in, if ranked)   						
34. ADJUST DOOR LINKAGE MECHANISMS						
A. Ranked importance (if any) - - - - -						
B. Motivational Influence (P, N, or P/N) - - - - -						
Other (write in, if ranked)   						
35. INSPECT FUEL, HYDRAULIC, AND AIR LINES AND FITTINGS						
A. Ranked importance (if any) - - - - -						
B. Motivational Influence (P, N, or P/N) - - - - -						
Other (write in, if ranked)   						

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
36. INSTALL STARTER CARTRIDGES							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
37. SERVICE ENGINE OIL SYSTEM							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
38. TAKE ENGINE OIL SAMPLES (SOAP)							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							
39. FUEL AIRCRAFT--This includes Refuel and fuel aircraft Operate fuel control panels							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked) _____ _____							

TASK OR TASK CLUSTER

TASK OR TASK CLUSTER	Actual work you do on the task	Importance of the task	Match between task difficulty and your capabilities	Opportunity for praise and recognition	Supervision-- Amount and quality	Kind and amount of personal relationships	Other (write in the column on the left)
40. SERVICE EXTERNAL FUEL TANKS--This includes Perform operational check of external fuel tank systems Remove and install external tanks							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
41. INSPECT AND PERFORM OPERATIONAL CHECKS OF AIRCRAFT LIGHTING SYSTEMS							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							
42. REMOVE AND REPLACE BATTERIES							
A. Ranked importance (if any) - - - - -							
B. Motivational Influence (P, N, or P/N) - - - - -							
Other (write in, if ranked)							

Case Control Number \_\_\_\_\_

THIS SAME BOOKLET (GRAY) WAS FILLED OUT BY PEERS AND SUPERVISORS, AS WELL AS INCUMBENTS.

TRAINING AND SKILL RETENTION RATINGS  
FOR JOB TASKS OF ,

AFSC 43151-C  
AIRCRAFT MAINTENANCE

Rater Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Contract F41609-71-C-0010

Conducted by

American Institutes for Research

## TRAINING AND SKILL RETENTION RATINGS

You undoubtedly acquired the skills and knowledge needed to carry out your present job tasks from a number of different sources. Since the Air Force is interested in the relative effectiveness of different types of training activities, we want your opinion of the training source which you personally feel was most effective in getting you to be able to perform the job tasks required by a 5-skill level airman in your specialty.

We want you to give separate ratings for Job Knowledge and Job Proficiency. By Job Knowledge we mean the information needed to do the task such as facts, what tools to use, and knowing what should be done and the order in which it should be done. By Job Proficiency we mean being able to actually carry out the task by combining the required knowledge with whatever manual dexterity and judgmental processes are needed to get the task done right.

For each task, indicate which of the three sources listed you feel was or would be the most effective for getting you to the 5-skill level by placing a check mark in the appropriate column under Job Knowledge and under Job Proficiency. While all three sources, plus sources prior to service, undoubtedly played a part, we want you to mark one source from your Air Force experience that you personally feel was most effective. If you feel very strongly that more than one source was equally effective for some tasks, you may check more than one column in each section. Try, however, to make a relative judgment and check only one source for Job Knowledge and one for Job Proficiency if at all possible. Keep in mind--

Technical Training School means a resident course,  
OJT means Career Development Courses and other local unit activities carried out specifically for training purposes, and  
Job Experience means performing operational duties under the guidance of a more experienced supervisor or colleague--learning by doing, using only the references and materials usually found at the actual work location.

After completing the training source ratings, go back over the tasks and give us your judgment of how frequently you have to do or be retrained on a task you once could do in order to maintain an acceptable level of proficiency. Do this by placing a check mark in the appropriate column under Skill Retention. Use the following scale:

- 4 = High retention--after initial proficiency is reached, an acceptable level can be maintained even though the task is seldom done
- 3 = Moderate retention--after initial proficiency is reached, an acceptable level can be maintained even though the task is done infrequently
- 2 = Moderate loss--after initial proficiency is reached, an acceptable level can be maintained only if the task is done with some frequency or if periodic retraining is taken
- 1 = High loss--after initial proficiency is reached, an acceptable level can be maintained only if the task is done frequently or if retraining is taken frequently

Task or Task Cluster

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
1. REQUISITION SUPPLIES, SPECIAL TOOLS, TEST EQUIPMENT, OR SPARE PARTS										
2. DIRECT SUBORDINATES IN THE OBSERVANCE OF SAFETY PRACTICES										
3. PERFORM INSPECTION OF WORK AREAS OR EQUIPMENT										
4. MAINTAIN TRAINING RECORDS, SUCH AS FORM 623										
5. MAINTAIN FORMS AND RECORDS--This includes Initiate or maintain aircraft maintenance records (AFTO Form 781 series) Monitor time submitted on AFT Form 349 Prepare maintenance data collection forms (AFTO 349 or 350)										
6. CLEAN AIRCRAFT										
7. CHECK OPERATION OF AIRCRAFT INSTRUMENT SYSTEMS										
8. DRAIN WATER FROM PITOT STATIC SYSTEMS										
9. IDENTIFY FUEL, OIL AND LUBRICANTS USED TO SERVICE AIRCRAFT										
10. INSPECT AIRCRAFT FOR DAMAGE--This includes Inspect aircraft for structural damage Inspect airframes and components for damage										
11. INSPECT EJECTION SYSTEM--This includes Inspect ejection seats for proper position of safety pins Inspect seats, seatbelts, and shoulder harnesses Visually inspect ejection system										
12. INSPECT FOR AND IDENTIFY CORROSION										

Task or Task Cluster

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
13. INSPECT AND RIG DRAG CHUTES--This includes Inspect, rig, and install drag parachutes Load drag parachutes										
14. PERFORM AIRCRAFT PHASE INSPECTIONS										
15. PERFORM OPERATIONAL INSPECTIONS OF CANOPY SYSTEMS										
16. PERFORM PREFLIGHT, POSTFLIGHT, OR THRUFLIGHT INSPECTIONS										
17. PERFORM PREOPERATIONAL CHECK OF POWERED AND NON-POWERED AGE--This includes Perform preoperational check of non-powered AGE Perform preoperational inspection of powered AGE Perform preoperational check of powered AGE										
18. READ TECHNICAL PUBLICATIONS TO DETERMINE MAINTENANCE PROCEDURES										
19. REMOVE AND REPLACE SAFETY DEVICES, PROTECTIVE COVERINGS, ACCESS DOORS, INSPECTION PLATES, PANELS OR HATCHES										
20. RUN UP AIRCRAFT ENGINES										
21. DIRECT GROUND MOVEMENT OF AIRCRAFT--This includes Brief aircraft towing teams Direct ground moving of aircraft Hangar aircraft Operate tow vehicles Tow aircraft										
22. JACK AND LEVEL AIRCRAFT										
23. LAUNCH AND RECOVER AIRCRAFT										
24. INSPECT AND SERVICE LANDING GEAR COMPONENTS-- This includes Bleed, adjust, and service brake system Inspect brake system Inspect brakes for wear Inspect wheels										

Task or Task Cluster	Job Knowledge			Job Proficiency			Skill Retention			
	Tech. Trng. School	OJT	Job Experience	Tech. Trng. School	OJT	Job Experience	4 High Retention	3 Moderate Retention	2 Moderate Loss	1 High Loss
25. INSPECT AND PERFORM OPERATIONAL CHECKS OF LANDING GEAR SYSTEMS										
26. LUBRICATE LANDING GEAR COMPONENTS										
27. CHECK AND SERVICE BRAKES AND WHEELS--This includes Perform operational check of brakes Remove and replace brakes Remove and replace wheels										
28. REMOVE, INSTALL OR ADJUST MECHANICAL COMPONENTS OF LANDING GEAR SYSTEM										
29. REMOVE, REPLACE, AND TROUBLESHOOT LANDING GEAR ARRESTING HOOK SYSTEMS COMPONENTS										
30. SERVICE SHOCK STRUTS										
31. INSPECT AND SERVICE LIQUID AND GASEOUS OXYGEN SYSTEMS--This includes Drain and purge liquid oxygen systems Inspect and service gaseous oxygen systems Inspect and service liquid oxygen systems Perform operational checks of oxygen systems										
32. CHECK FLIGHT CONTROL SYSTEMS--This includes Check control surface travel and rig flight control system Inspect flight control systems Perform operational checks of aileron, rudder, and elevator trim systems Perform operational checks of stabilizer trim mechanisms Perform operational checks of wing flap and slat systems										
33. CHECK SPOILER AND SPEED BRAKE SYSTEM--This includes Inspect spoiler and speed brake control systems Perform operational check of speed brake system Perform operational check of spoiler system										



CASE CONTROL NUMBER \_\_\_\_\_

PERFORMANCE AND SKILLS/ABILITIES  
VERSUS MOTIVATION RATINGS

FOR JOB TASKS OF

AFSC 43151-C

AIRCRAFT MAINTENANCE

Rater's Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Rater's Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

DAFSC: \_\_\_\_\_ Skill Level: \_\_\_\_\_

Duty Position: \_\_\_\_\_

Organization: (Please give a mailing address so that you may be contacted directly  
by the American Institutes for Research if there are any questions  
about your ratings.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



How well do you know the airman personally from contacts with him outside of his normal duty assignment activities?

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What opportunities do you usually have to evaluate his job performance? (Circle as many as apply.)

- |   |     |    |
|---|-----|----|
| 1. Direct observation of him doing the job.                     | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 2. Direct checking of jobs done by him after he completes them. | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 3. Working with him as part of a work team to get a job done.   | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 4. Formal inspection, standardization, or certification checks. | YES | NO |
| If yes, on the average how frequently?                          |     |    |
| a. Daily  |     |    |
| b. Two or three times a week, but less than daily               |     |    |
| c. About once a week  |     |    |
| d. About once or twice a month                                  |     |    |
| e. Almost never   |     |    |
| 5. Other (write in) _____                                       | YES | NO |

---

If yes, on the average, how frequently?

- a. Daily
- b. Two or three times a week, but less than daily
- c. About once a week
- d. About once or twice a month
- e. Almost never

Describe any conditions which make it either very easy or very difficult for you to observe and rate the actual on-the-job performance of this airman.

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The tasks listed in this booklet are ones which experienced NCO's have indicated are important for the 5-skill level airman in your AFSC. First, look through the tasks and task clusters listed and indicate whether or not the task is a part of the job of the airman you are rating by circling the appropriate letters. This is shown as A. Opportunity to observe under each numbered task or task cluster. Use the following scale.

PO means the task is a part of the airman's job and you have had a chance to observe how well he does it.

NO means the task is a part of the airman's job but you have not had a chance to observe how well he does it.

NA means Not Applicable because that task is not a part of the airman's job.

Second, go back and for those tasks or task clusters which you circled PO, rate the typical performance level of the airman and indicate your judgment of how close to his potential capacity the airman usually works on that task.

In making your performance ratings for a task dimension, look at the performance scale definition for each dimension and rate according to that scale by circling the appropriate number after Rated Task Dimension. Rate only those tasks you circled PO. The low end of the performance scale is always 1 and the high end of the performance scale is always 7. Do not be reluctant to use the extreme ends of the scale if they are appropriate for any given task. Even the best performing airman does some parts of his job less well than others, and even the poorest performing airman does some parts of his job as well as the best of them. Remember that these data will be processed by AIR and will not directly affect the Air Force career of the man being rated or yourself. Only honest reporting of your true judgment of performance levels will allow the project objectives to be met. Be sure to read the definition of the performance scale for each dimension and rate the airman according to that scale. For some tasks there is only one dimension and it may cover only one aspect of how the task is performed. Nevertheless, rate only the dimension listed. For other tasks, there are several dimensions. For such tasks, rate each dimension separately.

In making your ratings concerning how close to his potential capacity the airman usually works on a given task, use the following scale and circle the appropriate number after Rated Skills and Abilities versus Motivation. Rate only those tasks you circled PO.

Your ratings should reflect your judgment of the difference between the best performance level possible by the airman and his usual day-to-day performance level on the task.

- 5 = Usually performs close to the limit of his potential capacity on the task.
- 4 = Usually performs somewhat below his potential capacity on the task mainly because he needs more training on it.
- 3 = Usually performs somewhat below his potential capacity on the task because he needs more training on it and because he usually doesn't put forth the care and effort needed to do his best.
- 2 = Usually performs somewhat below his potential capacity on the task mainly because he usually doesn't put forth the care and effort needed to do his best.
- 1 = Often performs well below his potential capacity on the task mainly because he often doesn't put forth the care and effort needed to do better.

Space has been provided at the end of the listing of tasks for you to write in any tasks that have been omitted that you feel are important for the job of the airman you are rating. After writing in the task and the definition of the performance scale, you should rate these tasks using the same scales as above.

After completing the Opportunity to Observe, Rated Task Dimension, and Skills and Abilities versus Motivation ratings, complete the General Ratings at the back of the booklet.

Remember -- first look over the list of tasks and task clusters and indicate if each is a part of the airman's job and if you have had a chance to observe how well he does it. Second, go back over the tasks and for those you circled PO, rate the Task Dimensions and the Skills and Abilities versus Motivation using the appropriate scales. For your convenience, a separate sheet summarizing the rating scales is included for you to use in making your ratings.

TASKS 1 THROUGH 5 ARE CONCERNED WITH ADMINISTRATIVE FUNCTIONS

TASK 1. REQUISITION SUPPLIES, SPECIAL TOOLS, TEST EQUIPMENT, OR SPARE PARTS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Ordering 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Fails to find parts, special tools or test equipment using technical order system  
 7 = High end = Uses technical order system to look up parts, tools or equipment

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 2. DIRECT SUBORDINATES IN THE OBSERVANCE OF SAFETY PRACTICES

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not show correct safety procedures, does not stop unsafe acts  
 7 = High end - Shows subordinates correct procedures, prevents all unsafe acts

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 3. PERFORM INSPECTION OF WORK AREAS OR EQUIPMENT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Visually inspects areas and equipment but fails to recommend changes  
 7 = High end = Visually checks areas or equipment for malfunctions, recommending changes as required

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 4. MAINTAIN TRAINING RECORDS, SUCH AS FORM 623

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Records 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Fails to make appropriate entries correctly or promptly  
 7 = High end = Makes all appropriate entries correctly and promptly

TASK 4. (continued) MAINTAIN TRAINING RECORDS, SUCH AS FORM 623

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 5. MAINTAIN FORMS AND RECORDS - This Includes:

Initiate or maintain aircraft maintenance records (AFTO Form 781 series)

Monitor time submitted on AFT Form 349

Prepare maintenance data collection forms (AFTO 349 or 350)

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Records Performance Scale 1 2 3 4 5 6 7

1 = Low end = Fails to make appropriate entries correctly or promptly

7 = High end = Makes all appropriate entries correctly and promptly

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 6 THROUGH 20 ARE CONCERNED WITH GENERAL AIRCRAFT MAINTENANCE

TASK 6. CLEAN AIRCRAFT

A: Opportunity to observe PO NO NA

B. Rated Task Dimension: Exterior Performance Scale 1 2 3 4 5 6 7

1 = Low end = Does not clear thoroughly, misses corrosion and carbon, leaves hydraulic and engine oil on fuselage

7 = High end = Cleans aircraft thoroughly, removes all corrosion, removing carbon from exhaust areas

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

D. Rated Task Dimension: Interior Performance Scale 1 2 3 4 5 6 7

1 = Low end = Leaves foreign objects inside aircraft and does not clean instrument panel

7 = High end = Cleans thoroughly leaving no foreign objects inside the aircraft

E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 7. CHECK OPERATION OF AIRCRAFT INSTRUMENT SYSTEMS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Monitor 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not check required instruments carefully for proper operation  
 7 = High end = Double checks plugs for security after draining. Checks technical data for location of system drains and checks all drains for moisture
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 8. DRAIN WATER FROM PITOT STATIC SYSTEMS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Draining 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Checks only system drains that are most accessible and only refers to technical data if moisture is found  
 7 = High end = Double checks plugs for security after draining. Checks technical data for location of system drains and checks all drains for moisture
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 9. IDENTIFY FUEL, OIL AND LUBRICANTS USED TO SERVICE AIRCRAFT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Reference 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not refer to proper technical or other information  
 7 = High end = Refers to available proper technical data to identify proper oils and lubricants
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 10. INSPECT AIRCRAFT FOR DAMAGE - This Includes:

Inspect aircraft for structural damage  
 Inspect airframes and components for damage

- A. Opportunity to observe PO NO NA

TASK CLUSTER 10. (continued) INSPECT AIRCRAFT FOR DAMAGE

- B. Rated Task Dimension: Inspect 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Misses numerous obvious problems such as cracks, most minor damage and even some major damage  
 7 = High end = Finds all damage, both major and minor, including problems such as cracks, corrosion, popped or chipped rivets and streaking
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 11. INSPECT EJECTION SYSTEM - This Includes:

Inspect ejection seats for proper position of safety pins  
 Inspect seats, seatbelts, and shoulder harnesses  
 Visually inspect ejection system

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Inspection 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Misses many minor defects and sometimes a major defect  
 7 = High end = Detects all defects, both major and minor, and takes appropriate action
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 12. INSPECT FOR AND IDENTIFY CORROSION

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Detection 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Misses or fails to identify different types of corrosion in major and minor areas  
 7 = High end = Detects and correctly identifies all types of corrosion in major and minor areas
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 13. INSPECT AND RIG DRAG CHUTES - This Includes:

Inspect, rig, and install drag parachutes  
 Load drag parachutes

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Inspection 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Performs incomplete inspection and fails to perform necessary operational checks  
 7 = High end = Performs thorough inspection and operational checks where indicated

TASK CLUSTER 13. (continued) INSPECT AND RIG DRAG CHUTES.

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Installation 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Installs improperly (does not hook D ring on aircraft properly)  
7 = High end = Installs properly
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 14. PERFORM AIRCRAFT PHASE INSPECTIONS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Phase Cards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Uses phase cards only when closely supervised and misses some items on cards  
7 = High end = Uses phase work cards effectively, quickly locating work items
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Checking 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to check area in vicinity of item being inspected for problems  
7 = High end = Checks area in vicinity of items inspected for problems and takes appropriate action
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 15. PERFORM OPERATIONAL INSPECTIONS OF CANOPY SYSTEMS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Detection 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses a major or minor malfunction  
7 = High end = Detects all major and minor malfunctions (Locking mechanisms out of adjustment). Checks for maladjustments
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 16. PERFORMS PREFLIGHT, POSTFLIGHT, OR THRUFLIGHT INSPECTIONS

- A. Opportunity to observe PO NO NA

TASK 16. (continued) PERFORMS PREFLIGHT, POSTFLIGHT, OR THRUFLIGHT INSPECTIONS

- B. Rated Task Dimension: Inspections 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Performs inspections by memory and may make mistakes  
7 = High end = Performs inspections in accordance with work cards, in sequence. Does not overlook any steps

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 17. PREOPERATIONAL CHECK OF POWERED AND NON-POWERED AGE - This Includes:  
Perform preoperational check of non-powered AGE  
Perform preoperational inspection of powered AGE  
Perform preoperational check of powered AGE

- A. Opportunity to observe PO NO NA

- B. Rated Task Dimension: Checks 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Misses many minor and some major defects or uses equipment assuming someone else has checked it before him  
7 = High end = Always checks forms, performs all inspections on equipment before use and detects all defects and takes proper corrective action

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 18. READ TECHNICAL PUBLICATIONS TO DETERMINE MAINTENANCE PROCEDURES

- A. Opportunity to observe PO NO NA

- B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Does not use or research data properly in technical order system  
7 = High end = Correctly uses and researches data in technical order system

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 19. REMOVE AND REPLACE SAFETY DEVICES, PROTECTIVE COVERINGS, ACCESS DOORS, INSPECTION PLATES, PANELS OR HATCHES

- A. Opportunity to observe PO NO NA

TASK 19. (continued) REMOVE AND REPLACE SAFETY DEVICES, PROTECTIVE COVERINGS, ACCESS DOORS, INSPECTION PLATES, PANELS OR HATCHES

- B. Rated Task Dimension: Standards Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Fails to consult technical data  
 7 = High end = Refers to technical data as needed when removing and replacing safety devices
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 20. RUN UP AIRCRAFT ENGINES

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Safety Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Commits some safety violations  
 7 = High end = Commits no safety violations
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Standards Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Fails to use technical data  
 7 = High end = Uses and complies with all technical data when running up engines
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 21 THROUGH 23 ARE CONCERNED WITH GROUND HANDLING OF AIRCRAFT

TASK CLUSTER 21 . GROUND MOVEMENT OF AIRCRAFT - This Includes:

Brief aircraft towing teams  
 Direct ground moving of aircraft  
 Hangar aircraft  
 Operate tow vehicles  
 Tow aircraft

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Procedure Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Often fails to use standard procedure or technical data  
 7 = High end = Always follows standard procedures in accordance with relevant technical data
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 21. (Continued) GROUND MOVEMENT OF AIRCRAFT

- D. Rated Task Dimension: Safety Performance Scale 1 2 3 4 5 6 7  
 1 = Low end - Commits safety violations  
 7 = High end = Commits no safety violations
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- F. Rated Task Dimension: Thoroughness Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Does not perform complete job, misses aspects of the task consistently, does not meet standards for accuracy  
 7 = High end = Completely accomplishes all aspects of the task, with high degree of accuracy
- G. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 22. JACK AND LEVEL AIRCRAFT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Safety Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Does not observe proper safety standards  
 7 = High end = Commits no safety violations (keeps all people clear of aircraft)
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5
- D. Rated Task Dimension: Jacking Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Uses incorrect procedure to jack aircraft  
 7 = High end = Jacks aircraft properly
- E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 23. LAUNCH AND RECOVER AIRCRAFT

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Launching and Recovering Performance Scale 1 2 3 4 5 6 7  
 1 = Low end = Never has all the needed items. Does not follow checklist  
 7 = High end = All equipment is on hand and follows checklist
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5



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DEVELOPMENT OF TASK LEVEL JOB PERFORMANCE CRITERIA. APPENDIX A.--ETC(U)  
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TASK 29. (continued) REMOVE, REPLACE, AND TROUBLESHOOT LANDING GEAR ARRESTING HOOK SYSTEMS COMPONENTS

D. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Commits safety violations  
 7 = High end = Commits no safety violations

E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 30. SERVICE SHOCK STRUTS

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Over or under inflates struts  
 7 = High end = Properly inflates struts

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 31 IS CONCERNED WITH UTILITY SYSTEMS MAINTENANCE

TASK CLUSTER 31. INSPECT AND SERVICE LIQUID AND GASEOUS OXYGEN SYSTEMS - This Includes:

- Drain and purge liquid oxygen systems
- Inspect and service gaseous oxygen systems
- Inspect and service liquid oxygen systems
- Perform operational checks of oxygen systems

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Fails to use technical data  
 7 = High end = Uses and complies with all technical data

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

D. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Commits safety violations  
 7 = High end = Commits no safety violations

E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

F. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Fails to fully inspect and service system and does not document information  
 7 = High end = Inspects and services system fully and documents information

TASK CLUSTER 31 (continued) INSPECT AND SERVICE LIQUID AND GASEOUS OXYGEN SYSTEMS

G. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 32 AND 33 ARE CONCERNED WITH FLIGHT CONTROL SYSTEMS MAINTENANCE

TASK CLUSTER 32. CHECK FLIGHT CONTROL SYSTEMS - This

Includes:

- Check control surface travel and rig flight control system
- Inspect flight control systems
- Perform operational checks of aileron, rudder, and elevator trim systems
- Perform operational checks of stabilizer trim mechanisms
- Perform operational checks of wing flap and slat systems

A. Opportunity to observe PO NO NA

B. Rated Task Dimension: Detects 1 2 3 4 5 6 7  
Performance Scale

- 1 = Low end = Misses minor and some major problems
- 7 = High end = Detects all system malfunctions

C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

D. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale

- 1 = Low end = Fails to use technical data
- 7 = High end = Uses and complies with all technical data concerning flight control systems

E. Rated Skills and Abilities versus Motivation 1 2 3 4 5

F. Rated Task Dimension: Safety 1 2 3 4 5 6 7  
Performance Scale

- 1 = Low end = Commits safety violations
- 7 = High end = Commits no safety violations

G. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK CLUSTER 33. CHECKS SPOILER AND SPEED BRAKE SYSTEM -

This Includes:

- Inspect spoiler and speed brake control systems
- Perform operational check of speed brake system
- Perform operational check of spoiler system

A. Opportunity to observe PO NO NA

TASK CLUSTER 33 (continued) CHECKS SPOILER AND SPEED BRAKE SYSTEM

- B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Performs inspections and operational checks without technical data, takes short cuts, and fails to detect and correct malfunctions  
 7 = High end = Performs inspections and operational checks in full accordance with technical data and detects and corrects malfunctions
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 34 IS CONCERNED WITH PNEUDRAULIC SYSTEMS MAINTENANCE

TASK 34. ADJUST DOOR LINKAGE MECHANISMS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Detects 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end - Fails to detect malfunctions with the system which directly affect its operation  
 7 = High end = Detects all malfunctions and corrects them
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 35 THROUGH 38 ARE CONCERNED WITH ENGINE SYSTEMS MAINTENANCE

TASK 35. INSPECT FUEL, HYDRAULIC, AND AIR LINES AND FITTINGS

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Detection 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Fails to detect malfunctions which directly affect operation of system  
 7 = High end = Detects all malfunctions and corrects them
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 36. INSTALL STARTER CARTRIDGES

- A. Opportunity to observe PO NO NA

TASK 36. (continued) INSTALL STARTER CARTRIDGES

- B. Rated Task Dimension: Procedure 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data when installing  
7 = High end = Installs starter cartridge in accordance with technical data
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 37. SERVICE ENGINE OIL SYSTEM

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Sometimes fails to use correct technical data, fails to check on type of oil used  
7 = High end = Uses correct technical data and checks that proper oil is used
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASK 38. TAKE ENGINE OIL SAMPLES (SOAP)

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data (Sometimes does not drain enough oil, does not use proper equipment)  
7 = High end = Uses and complies with all technical data
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 39 AND 40 ARE CONCERNED WITH FUEL SYSTEMS MAINTENANCE

TASK CLUSTER 39. FUEL AIRCRAFT - This Includes:

Defuel and fuel aircraft  
Operate fuel control panels

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
Performance Scale  
1 = Low end = Fails to use technical data  
7 = High end = Uses and complies with all technical data
- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

**TASK CLUSTER 40. SERVICE EXTERNAL FUEL TANKS - This**  
**Includes:**

Perform operational check of external fuel  
 tank systems  
 Remove and install external tanks

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Fails to use technical data  
 7 = High end = Uses and complies with all  
 technical data

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

TASKS 41 AND 42 ARE CONCERNED WITH ELECTRICAL SYSTEMS MAINTENANCE

**TASK 41. INSPECT AND PERFORM OPERATIONAL CHECKS OF AIRCRAFT  
 LIGHTING SYSTEMS**

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Inspects 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Misses major and minor malfunctions  
 7 = High end = Checks lighting system for full  
 operation. Detects, and attempts to correct  
 any malfunction such as a burnt out bulb or  
 loose connection

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

**TASK 42. REMOVE AND REPLACE BATTERIES**

- A. Opportunity to observe PO NO NA
- B. Rated Task Dimension: Standards 1 2 3 4 5 6 7  
 Performance Scale  
 1 = Low end = Does not follow technical data  
 7 = High end = Follows appropriate technical  
 data in removing and replacing batteries

- C. Rated Skills and Abilities versus Motivation 1 2 3 4 5

WRITE IN ANY IMPORTANT TASK OR TASK CLUSTER PERFORMED BY THE INCUMBENT THAT HAS BEEN OMITTED. THEN WRITE IN THE TASK DIMENSION OR DIMENSIONS THAT SHOULD BE RATED FOR THAT TASK OR TASK CLUSTER PROVIDING THE LOW AND HIGH ENDS OF AN APPROPRIATE PERFORMANCE SCALE TO USE FOR RATING THE DIMENSION. THEN MAKE THE APPROPRIATE RATING.

TASK (OR CLUSTER) 43. \_\_\_\_\_  
 \_\_\_\_\_

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: \_\_\_\_\_  
 Performance Scale

1 2 3 4 5 6 7

1 = Low end = \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7 = High end = \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

D. Rated Task Dimension: \_\_\_\_\_  
 Performance Scale

1 2 3 4 5 6 7

1 = Low end = \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7 = High end = \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E. Rated Skills and Abilities versus Motivation

1 2 3 4 5

WRITE IN ANY IMPORTANT TASK OR TASK CLUSTER PERFORMED BY THE INCUMBENT THAT HAS BEEN OMITTED. THEN WRITE IN THE TASK DIMENSION OR DIMENSIONS THAT SHOULD BE RATED FOR THAT TASK OR TASK CLUSTER PROVIDING THE LOW AND HIGH ENDS OF AN APPROPRIATE PERFORMANCE SCALE TO USE FOR RATING THE DIMENSION. THEN MAKE THE APPROPRIATE RATING.

TASK (OR CLUSTER) 44. \_\_\_\_\_  
\_\_\_\_\_

A. Opportunity to observe

PO NO NA

B. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

7 = High end = \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Rated Skills and Abilities versus Motivation

1 2 3 4 5

D. Rated Task Dimension: \_\_\_\_\_  
Performance Scale  
1 = Low end = \_\_\_\_\_

1 2 3 4 5 6 7

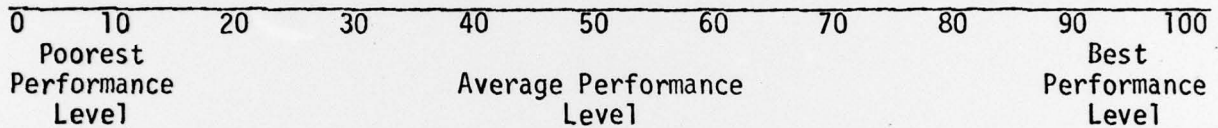
7 = High end = \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Rated Skills and Abilities versus Motivation

1 2 3 4 5

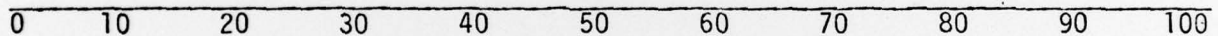
## GENERAL RATINGS

Now that you have had a chance to rate the incumbent on specific tasks and dimensions within tasks, you are to make a rating on his overall performance as an AFSC 43151-C. Do this by making a check on the percentile scale presented below which represents your judgment about the overall performance of the man you rated. On this scale the poorest present Air Force-wide airman performance level would be rated 0 since no percent of 43151-Cs' performance would be poorer than his. The best present Air Force-wide airman performance level would be 100 since his performance would be better than that of all other 43151-Cs. More than likely, the performance level of the man you rated would fall somewhere between. Indicate your overall rating by placing a check mark on the scale which best reflects your judgment.

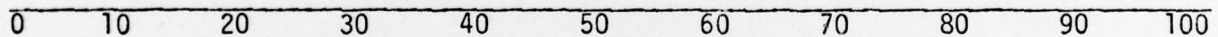


Now, using the same general percentile scale based on Air Force-wide airman performance, rate the following general characteristics based on your overall impression of the man you rated.

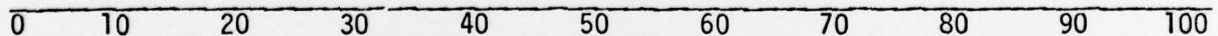
### Amount of Work Produced



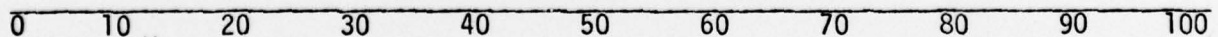
### Quality of Work Produced



### Willingness to Do More than His Share of the Work



### Willingness to Start and Continue Work on His Own Without the Need for Prodding



### Willingness to Share His Skill and Knowledge with Peers and Subordinates

