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OCCUPATIONAL SURVEY REPORT



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PERSONNEL CAREER FIELD

AFSCs 732X0, 732X1, AND 732X4

AFPT 90-732-350

JULY 1979

OCCUPATIONAL SURVEY BRANCH
USAF OCCUPATIONAL MEASUREMENT CENTER
RANDOLPH AFB TEXAS 78148

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PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Personnel Specialty (AFSCs 732X0, 732X1, and 732X4). The project was directed by USAF Program Technical Training, Volume 2, dated July 1978. Authority for conducting occupational surveys is contained in AFR 35-2. Computer outputs from which this report was produced are available for use by operating and training officials.

The occupational survey program within the Air Force has been in existence since 1956 when initial research was undertaken by the Air Force Human Resources Laboratory to develop the methodology for conducting occupational surveys. By 1967, an operational survey program was established within Air Training Command and surveys were produced annually on 12 enlisted specialties. The program has expanded to annually produce occupational surveys on 51 career ladders.

The survey instrument was developed by CMSgt Theodore R. Wilcox, Inventory Development Specialist. First Lieutenant Linda A. Wiekhorst and Second Lieutenant Kenneth J. Kramer analyzed the survey data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Jimmy L. Mitchell, Chief, Airman Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center, Randolph AFB, Texas, 78148.

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

Copies of this report are available to air staff sections, major commands, and other interested training and management personnel upon request to the USAF Occupational Measurement Center, attention of the Chief, Occupational Survey Branch (OMY), Randolph AFB, Texas 78148.

This report has been reviewed and is approved.

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SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered to members of the Personnel (AFS 732X0), Personal Affairs (AFS 732X1), and Career Advisor (AFS 732X4) specialties during the period November 1978 through February 1979. Survey results are based on responses from 1,580 incumbents holding DAFSCs of 732X0 (852), 732X1 (339), 732X4 (139), or 73299/00 (240). This represents 11 percent of the 732X0s, 62 percent of the 732X1s, 54 percent of the 732X4s, and 20 percent of the 73299/00s assigned.

2. Specialty Structure: Thirty job groups were identified within the two primary functional areas and the various independent job types, encompassing the entire sample. The majority of these groupings were directly associated with the CBPO structure or with special functions (HQ, MAJCOM, MPC, etc.). The Personal Affairs respondents formed a separate and distinct functional area. The Personnel and Career Advisory respondents grouped into a separate and distinct functional area.

3. Consolidation Implications: Should the need to change the existing 732X0, 732X1, and 732X4 classification structure arise, several possible merger options are available. Of the possible merger options, the option with the strongest arguments for adoption is a merger of the 732X0 and 732X4 specialties.

4. Specialty Progression: Generally, the jobs of the 3-, 5-, and 7-skill level incumbents are specialized to the duty section to which they are assigned, with little overlap in tasks performed among the various duty sections. The 9-skill level and chief enlisted manager (CEM) incumbents focus their duties on managerial functions spending little time on technical functions.

5. First Enlistment Groups: Personnel (AFS 732X0) incumbents in their first enlistment are evident in a majority of the job groups associated with the personnel functional area, with the Outbound Assignment, Manning Control Unit, and Records Clerks job groups having the highest percentage of first term members. Concentrated primarily in the Awards and Decorations job group AFS 732X1 first enlistees perform more technically oriented tasks than the AFS 732X0 first termer. The AFS 732X4 incumbents with 1-48 months time in career field (lateral AFS) are found in one job group performing a very homogeneous functions dealing with Career Advising.

6. Specialty Documents: The current AFR 39-1 specialty description, STS, and related POIs for the Personnel (AFS 732X0) specialty were found to be accurate with the changes recommended at the recent Training and Utilization Conference. The current AFR 39-1 specialty description and STS for the Personal Affairs (AFS 732X1) specialty were also accurate and complete. The POI and task comparison for

course 3ABR73231 indicated some areas concerning Awards and Decorations and Casualty Assistance which should be reviewed. An addition of AFRAP-related responsibilities was recommended for the Career Advisor (AFS 732X4) specialty AFR 39-1 specialty description and STS.

7. Comparison of Current Surveys to Previous Surveys: Each survey administration of the Personnel, Personal Affairs, and Career Adivsory related inventories has led to a progressively more complex job structure. Advances in technology have led to different types of jobs performed over the years, from a clerical nature to that of the present computer based system. The overall mission of the specialties has remained very stable and primarily related to the structure of CBPOs and specialized organizations.

OCCUPATIONAL ANALYSIS OF THE PERSONNEL, PERSONAL AFFAIRS, AND CAREER ADVISORY SPECIALTIES (AFSCs 732X0, 732X1, AND 732X4)

I. INTRODUCTION

This is a report of an occupational survey of the Personnel (AFS 732X0), Personal Affairs (AFS 732X1) and Career Advisory (AFS 732X4) specialties which was completed by the Occupational Survey Branch, USAF Occupational Measurement Center during June 1979. The survey was initiated at the request of the Classification Branch of the Air Force Manpower and Personnel Center (AFMPC/MPCRPQ) to provide them with current occupational survey data on the classification structure of the three personnel specialties covered in the report. The involvement of 732X0, 732X1, and 732X4 personnel in manpower activities made these three specialties logical candidates for possible consolidation. Previous surveys of the 732X0 career ladder were completed in April 1965, June 1972, and October 1977. A previous 732X1 specialty survey analysis was published in May 1975. This was the initial analysis of the 732X4 specialty.

Background

Members of the Personnel specialty (AFS 732X0) perform a wide range of activities from processing personnel actions and records to managing the personnel data system. Members of the Personal Affairs specialty (AFS 732X1) administer and manage the varied personal affairs programs available for all Air Force personnel including the Casualty Assistance, Survivor Benefits, and Family Services programs. Incumbents of the Career Advisory specialty (AFS 732X4) conduct career advisory, advertising, and publicity programs to assist all Air Force members in making career decisions.

Since 1954, specialties within the Personnel area have had a closely intermingled history as both the Personal Affairs (AFS 732X1) and the Career Advisory (AFS 732X4) specialties have at times been part of the Personnel specialty (AFS 732X0). The Personal Affairs specialty has been an autonomous career ladder since 1951 except for a nine-year span from March 1954 to March 1963 when it was consolidated with the basic Personnel (AFS 732X0) specialty. The Career Advisory specialty emerged rather recently, in 1972, from the 732X0 specialty. In addition, in April 1978, the Personnel specialty absorbed the Personnel Systems Management specialty (formerly AFS 732X3).

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Members of the Personnel and Personal Affairs specialties receive formal training in courses 3ABR73230 and 3ABR73231 at Keesler AFB MS. The 73230 and 73231 courses are each eight weeks in length. All Career Advisory (AFS 732X4) training is accomplished through career development courses (CDCs) or on-the-job training (OJT).

Objectives

This report will examine the Personnel, Personal Affairs, and Career Advisory specialties on the basis of tasks performed by the survey respondents. Using occupational survey data along with other sources, Air Force managers can determine the most efficient way to classify and manage these manpower resources. Topics discussed in the report include: (1) development and administration of the survey instrument; (2) the job structures of the career fields and their relationships to skill level groupings; (3) comparison of job structures to AFR 39-1 *Specialty Descriptions* and Specialty Training Standards (STSs); and (4) job satisfaction and other related data.

II. SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-732-350. A task list for Career Advisory specialists (AFS 732X4) was developed by interviewing personnel who worked in that specialty at Lackland, Laughlin, and Randolph AFBs. Subsequently the previous Personnel and Personal Affairs task lists were updated and combined with the 732X4 task list into a single task list. A review of this combined task list by subject matter specialists at Keesler, Carswell, Bergstrom, and Langley AFBs indicated that the tasks included were representative of those performed by 732XX personnel worldwide. This final task list was composed of 1,195 tasks grouped under 26 duty headings and a background section that included information about the respondents such as grade, TAFMS, duty title, and job interest.

Survey Administration

During the period November 1978 through February 1979, consolidated base personnel offices in operational units worldwide administered the inventory to job incumbents holding a DAFSC of 732X0, 732X1, 732X4, 73299, or 73200. These job incumbents were selected from a computer generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL).

Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in their current job. After checking all tasks performed, each member then rated each of these tasks on a nine-point scale showing relative time spent on that task as compared to all other tasks checked. The ratings ranged from one (very small amount time spent) through five (about average time spent) to nine (very large amount time spent).

To determine relative time spent for each task checked by a respondent, all an incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

In addition to completing the job inventory, selected 7-skill level personnel were also asked to complete a second booklet for either task difficulty or training emphasis data. Each individual completing a task difficulty booklet was asked to rate all of the tasks on a nine-point scale from extremely low to extremely high as to the relative difficulty of that task. Difficulty is defined as the length of time it requires an average member to learn to do the task. Individuals completing training emphasis booklets were asked to rate all of the tasks on a ten-point scale from no training required to extremely heavy training. Training emphasis is a rating of tasks indicating where emphasis should be placed in structured training for first-term personnel. Structured training is defined as training provided at resident technical schools, formal OJT, or any other organized training method.

The task difficulty and training emphasis booklets are processed separately from the job inventories. The data are used in a number of different analyses discussed in more detail within the report.

Survey Sample

Personnel are normally selected to participate in an occupational survey so as to insure a balanced representation across all MAJCOM and DAFSC groups. In this special study, however, in view of the large number of incumbents assigned to the Personnel Specialty (approximately 7,546) and a very recent (1977) occupational survey report of this AFSC, it was decided that a smaller AFS 732X0 sample would be an adequate basis for comparing tasks performed by Personnel Specialists to those performed by Personal Affairs and Career Advisor Specialists. Thus, a 15 percent sample (1,132) of the entire Personnel Specialty was selected for the survey. Survey booklets were administered to 100 percent of all Personal Affairs (AFS 732X1) and Career Advisory (AFS 732X4) personnel. Additionally, 25 percent of the 73299/00 DAFSC incumbents were surveyed to gain an insight into the high level supervision and senior enlisted management of the Personnel career field.

The 1,580 respondents making up the final sample represents 11 percent of all 732X0 personnel, 62 percent of all 732X1 personnel, 54 percent of all 732X4 personnel, and 20 percent of all 73299 and 73200 personnel. Tables 1 through 4 show the command, DAFSC, and AFMS distribution of the survey sample. The percentages sampled generally provided an adequate and representative sample of each AFS involved. The somewhat unbalanced DAFSC sampling of 73274 versus 73234 personnel (see Table 4) occurs frequently in lateral career fields, where there is a relatively short time required to upgrade into the 7-skill level. This imbalance should have no major impact on the survey results.

TABLE 1

COMMAND REPRESENTATION OF SURVEY SAMPLE

COMMAND	732X0		732X1		732X4		73299/00	
	PERCENT OF ASSIGNED	PERCENT OF SAMPLE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
SAC	18%	21%	23%	22%	21%	23%	13%	15%
MAC	13%	15%	13%	11%	12%	12%	12%	16%
TAC	13%	12%	20%	18%	16%	12%	11%	11%
USAFE	12%	13%	12%	16%	15%	19%	12%	12%
ATC	11%	12%	8%	9%	12%	13%	10%	13%
PACAF	5%	3%	4%	5%	5%	4%	6%	5%
AFSC	4%	4%	5%	5%	3%	4%	5%	2%
AU	3%	0%	1%	1%	2%	1%	2%	0%
ADCOM	3%	4%	4%	4%	4%	3%	4%	5%
AFLC	3%	4%	1%	2%	4%	4%	4%	3%
AAC	2%	2%	2%	2%	2%	3%	2%	2%
USAFSS	2%	1%	2%	0%	2%	0%	3%	1%
ARPC	1%	0%	0%	0%	0%	0%	1%	0%
AFCS	1%	0%	1%	1%	1%	1%	1%	1%
USAFA	1%	1%	1%	1%	1%	1%	1%	0%
AFR	0%	0%	1%	1%	0%	0%	1%	2%
OTHER	8%	8%	2%	2%	0%	0%	12%	12%

TOTAL 732X0 ASSIGNED - 7,546
TOTAL 732X0 SAMPLED - 852
PERCENT OF 732X0 SAMPLED - 11%

TOTAL 732X1 ASSIGNED - 552
TOTAL 732X1 SAMPLED - 339
PERCENT OF 732X1 SAMPLED - 62%

TOTAL 732X4 ASSIGNED - 259
TOTAL 732X4 SAMPLED - 139
PERCENT OF 732X4 SAMPLED - 54%

TOTAL 73299/00 ASSIGNED - 1,193
TOTAL 73299/00 SAMPLED - 240
PERCENT OF 73299/00 SAMPLED - 20%

TOTAL SAMPLE = 1,580

TABLE 2

DAFSC DISTRIBUTION OF SURVEY SAMPLE

DAFSC		PERCENT OF ASSIGNED	PERCENT OF SAMPLE
73230		8%	4%
73250		54%	46%
73270		38%	50%
	TOTAL 732X0	100%	100%
73231		9%	3%
73251		48%	42%
73271		43%	55%
	TOTAL 732X1	100%	100%
73234		42%	17%
73274		58%	83%
	TOTAL 732X4	100%	100%
73299		74%	89%
73200		26%	11%
		100%	100%

TABLE 3

TAFMS DISTRIBUTION OF SURVEY SAMPLE

	MONTHS TIME IN SERVICE						
	1-48	49-96	97-144	145-192	193-240	241+	TOTAL
732X0							
NUMBER IN SAMPLE	214	206	160	115	120	37	852
PERCENT OF 732X0 SAMPLED	25%	24%	19%	14%	14%	4%	100%
732X1							
NUMBER IN SAMPLE	58	86	65	61	56	13	339
PERCENT OF 732X1 SAMPLED	17%	25%	19%	18%	17%	4%	100%
73294/99/00							
NUMBER IN SAMPLE	12	8	19	38	60	103	240
PERCENT OF 73294/99/00 SAMPLED	5%	3%	8%	16%	25%	43%	100%

TABLE 4

TIME IN CAREER FIELD DISTRIBUTION OF 732XX SURVEY SAMPLE

	MONTHS TIME IN CAREER FIELD						
	1-48	49-96	97-144	145-192	193-240	241+	TOTAL
732X4							
NUMBER IN SAMPLE	47	68	13	4	3	4	139
PERCENT OF 732X4 SAMPLED	34%	49%	9%	3%	2%	3%	100%

III. RESULTS

SPECIALTY STRUCTURE ANALYSIS

A key aspect of the USAF occupational analysis program is to examine the actual structure of career fields--what people are doing in the field rather than how official career field documents say they are organized. This analysis is made possible by the Comprehensive Occupational Data Analysis Programs (CODAP). These programs generate a number of statistical products used in the analysis of a specialty. The primary product used to analyze the specialty structure is a hierarchical clustering of all jobs based on the similarity of tasks performed and the time spent performing these tasks. This process permits the identification of the major types of work performed in the occupation (specialty) which are then analyzed in terms of job descriptions and background data. The information is then used to examine the accuracy and completeness of present career field documents (AFR 39-1 Specialty Descriptions, Specialty Training Standards, etc.), and to formulate an understanding of current utilization patterns.

The basic identifying group used in the hierarchical job structure is the Job Type. A job type is a group of individuals who perform many of the same tasks and spend similar amounts of time performing these tasks. When there is a substantial degree of similarity between different job types, they are grouped together in a Cluster. Finally, there are often specialized jobs that are too dissimilar to be grouped into any cluster. These unique groups are labeled Independent Job Types.

Specialty Structure Overview

The specialty structure analysis of the Personnel, Personal Affairs, and Career Advisor career ladders distinctly differentiated many of the varied functions within these specialties. The Personal Affairs respondents formed a separate and distinct functional area involving the various Air Force personal affairs programs. Personnel and Career Advisory respondents grouped into a second separate and distinct functional area affecting the differing workcenter jobs contained within the CBPO. Figure 1 gives a schematic picture of the clusters and independent job types identified in the specialty structure analysis.

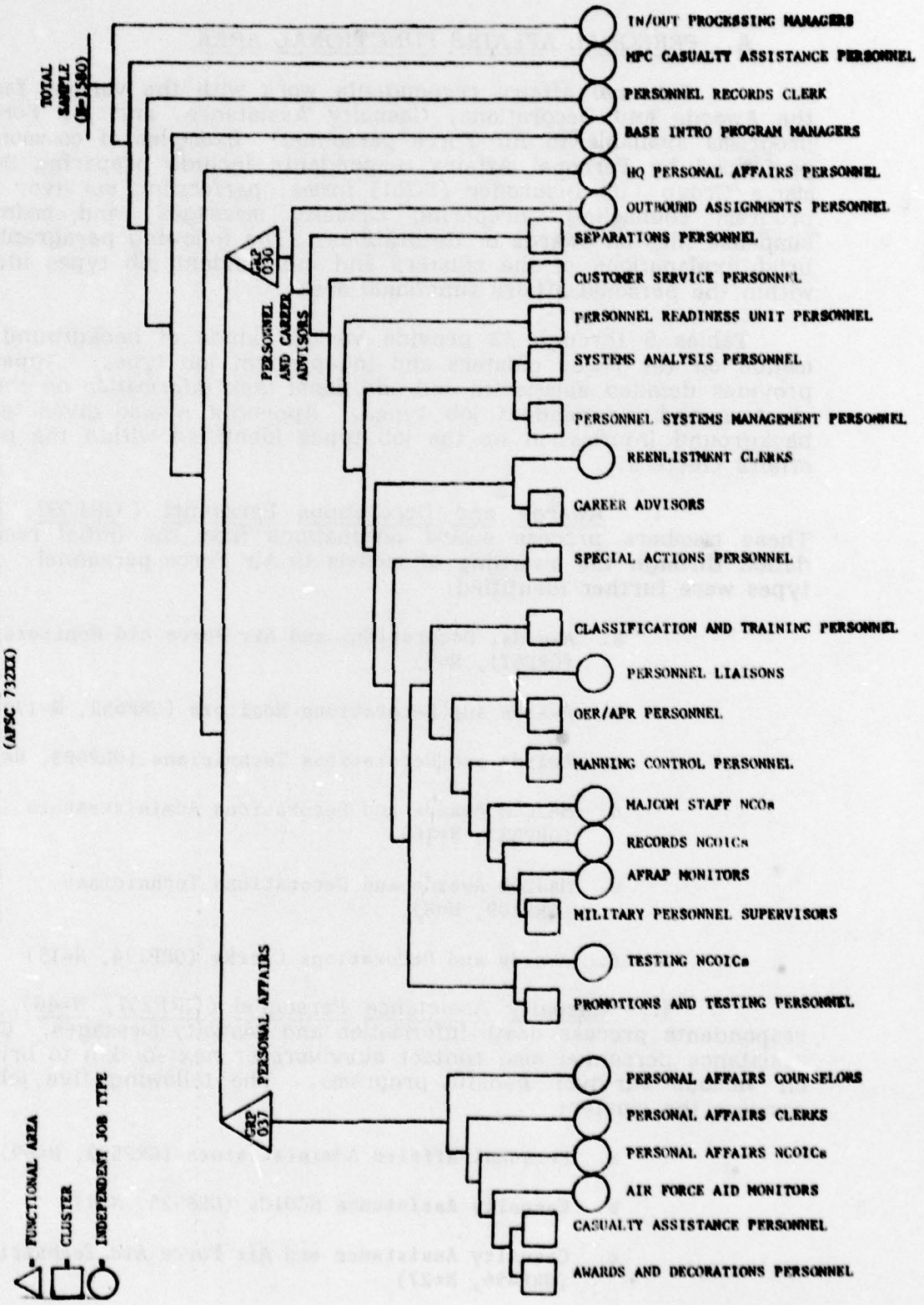


FIGURE 1

PERSONAL AFFAIRS, PERSONNEL, CAREER ADVISOR SPECIALTIES (AFSC 73220)

A. PERSONAL AFFAIRS FUNCTIONAL AREA

Personal affairs respondents work with the various facets of the Awards and Decorations, Casualty Assistance, and Air Force Aid programs available to Air Force personnel. Examples of common tasks performed by Personal Affairs respondents include preparing Serviceman's Group Life Insurance (SGLI) forms, performing survivor benefit program counseling, preparing casualty messages, and maintaining suspense files on awards or decorations. The following paragraphs give brief explanations of the clusters and independent job types identified within the personal affairs functional area.

Tables 5 through 12 provide various kinds of background information on the major clusters and independent job types. Appendix A provides detailed summaries and additional task information on the major clusters and independent job types. Appendix A also gives task and background information on the job types identified within the personal affairs clusters.

I. Awards and Decorations Personnel (GRP092, N=88). These members process award nominations from the initial recommendation through the awarding of medals to Air Force personnel. Six job types were further identified:

a. Awards, Decorations and Air Force Aid Monitors (GRP671, N=7)

b. Awards and Decorations Monitors (GRP652, N=17)

c. Awards and Decorations Technicians (GRP403, N=14)

d. MAJCOM Awards and Decorations Administrators (GRP333, N=16)

e. MAJCOM Awards and Decorations Technicians (GRP169, N=8)

f. Awards and Decorations Clerks (GRP194, N=15)

II. Casualty Assistance Personnel (GRP257, N=46). These respondents process death information and casualty messages. Casualty assistance personnel also contact survivors or next-of-kin to brief them on various survivor benefit programs. The following five job types compose the cluster:

a. Personal Affairs Administrators (GRP592, N=69)

b. Casualty Assistance NCOICs (GRP525, N=7)

c. Casualty Assistance and Air Force Aid Technicians (GRP496, N=27)

d. Personal Affairs Monitors (GRP395, N=6)

e. Casualty Assistance Technicians (GRP332, N=24)

III. Air Force Aid Monitors (GRP190, N=25). These members counsel personnel on the various Air Force Aid (AFA) programs, determine personnel eligibility for such programs, and then process applications for financial assistance through AFA programs.

IV. Personal Affairs NCOICs (GRP202, N=18). The members of this independent job type supervise AFS 732X1 personnel involved in various personal affairs programs. The supervisors also perform many of the technical activities over which they supervise.

V. Personal Affairs Clerks (GRP133, N=25). These clerks spend a very large amount of time typing the various pieces of correspondence (i.e., forms, messages, and bulletins) associated with the personal affairs programs available to Air Force personnel. The clerks also perform limited life insurance and survivor benefit counseling.

VI. Personal Affairs Counselors (GRP249, N=12). The counselors schedule, coordinate, and present individual and group briefings concerning survivor benefits, emergency data, arrivals on station, and other actions concerning personal affairs programs. In addition, the counselors prepare the forms associated with the topics they brief on.

B. PERSONNEL FUNCTIONAL AREAS

The personnel functional area reflects the diversity of the 732X0 specialty. This functional area includes clusters centering around specific workcenter functions like Promotions and Testing, AFRAP, Records, Manning Control, OER/APR, Classification and Training, Special Actions, Reenlistments, Personnel Readiness, Customer Service, Separations, and Outbound Assignments. Only supervisory tasks and administrative tasks concerning the Personnel Data System were common across the personnel specialty.

Also clustering within the personnel functional area were AFSC 732X4 respondents. The 732X4 incumbents primarily clustered together as Career Advisors. Tasks common to the 732X4 specialty include briefing personnel on enlistment extensions and on the career enlistment and reservation system (CAREERS).

Again, Tables 5 through 12 give additional background information on the major clusters and independent job types. Appendix A provides additional detailed summaries and task information on the major clusters and independent job types within the Personnel Functional Area. Appendix A gives task and background information on the job types identified within the personnel functional area clusters.

I. Promotions and Testing Personnel (GRP099, N=62). Besides interfacing with the Personnel Data System (PDS), the members of this cluster perform the full range of promotion and testing functions from preparing test rosters and distributing WAPS records to determining promotion eligibility dates and screening promotion lists. The following four job types compose the cluster:

a. Promotion Monitors (GRP561, N=22)

b. Enlisted Promotion Monitors (GRP469, N=12)

c. Promotions and WAPS Testing NCOICs (GRP264, N=15)

d. Officer Promotion Monitors (GRP161, N=11)

II. Testing NCOICs (GRP176, N=17). This group's responsibilities include administering various types of tests such as the Weighted Airman Promotion System (WAPS) tests and the Air Force Officer Qualification Tests (AFOQT). The group also orders, inventories, mails, and disposes of test materials.

III. Military Personnel Supervisors (GRP146, N=111). Supervising an average of three subordinates, these supervisors interpret policies, determine work priorities, plan work assignments, schedule leaves and passes, and establish organizational policies. The following six distinct job types compose the military personnel supervisor cluster:

a. CBPO Sgt Majors (GRP282, N=58)

b. HQ CBPO Management Branch Personnel (GRP365, N=8)

c. Separations Administrators (GRP373, N=12)

d. Outbound Assignment NCOICs (GRP509, N=8)

e. Passport Administrators (GRP277, N=5)

f. Geographically Separated Unit NCOICs (GRP280, N=6)

IV. AFRAP Monitors (GRP240, N=5). These monitors perform the wide range of Air Force Recruiter Assistance Program (AFRAP) tasks such as maintaining contact with USAF Recruiting Service, preparing AFRAP reports and arranging associated AFRAP activities.

V. Records NCOICs (GRO152, N=28). These NCOICs supervise an average of four subordinates and perform a substantial number of supervisory tasks. However, these incumbents also perform technical tasks like advising officers on official photographs, scheduling records reviews, and filing personnel record folders.

VI. MAJCOM Staff NCOs (GRP102, N=51). The highly experienced people in this group perform supervisory and general personnel functions like formulating and interpreting policies, preparing briefings, and preparing replies to IG, congressional, or high level inquiries.

VII. Manning Control Personnel (GRP081, N=124). Interfacing heavily with the PDS, these members perform a wide range of manning and assignment activities, such as assembling manning statistics; determining end assignments on projected gains, and allocating command resources. The following eight job types compose the manning control cluster:

a. Manning Control NCOICs (GRP383, N=28)

b. In-Processing Monitors (GRP460, N=18)

c. MAJCOM Manning Control NCOICs (GRP327, N=16)

d. MPC Resource Managers (GRP236, N=10)

e. HQ Resource Managers (GRP121, N=14)

f. Personnel Reliability Program Monitors (GRP112, N=12)

g. Assignment Clerks (GRP105, N=12)

h. MPC Personnel Data System Managers (GRP112, N=12)

VIII. OER/APR Personnel (GRP147, N=68). These incumbents perform a number of OER/APR functions ranging from very technical advice on OER/APR/LOE preparation to returning OERs, APRs, and LOEs for corrections, reviewing completed OERs, APRs, and LOEs. The following two job types compose the OER/APR personnel cluster:

a. OER/APR Monitors (GRP212, N=57)

b. MAJCOM OER/APR Supervisors (GRP164, N=9)

IX. Personnel Liaisons (GRP088, N=17). These members perform liaison between geographically separated units (GSUs) or reserve units and the servicing CBPOs.

X. Classification and Training Personnel (GRP089, (N=83). The members of this cluster perform activities concerning classification changes and training or retraining applications. They also interface heavily with the PDS. The following three job types compose the cluster:

a. Classification Monitors (GRP316, N=36)

b. Classification and Training Supervisors (GRP287, N=13)

c. Formal Training Clerks (GRP110, N=32)

XI. Special Actions Personnel (GRP080, N=40). These members maintain airman and officer unfavorable information files and control rosters. The cluster incumbents also route derogatory information and various line of duty determinations or investigations. The following two clusters compose the cluster:

a. Special Actions Monitors (GRP371, N=19)

b. Special Actions Supervisors (GRP398, N=6)

XII. Career Advisory Personnel (GRP114, N=148). The career advisors cluster contains 96 percent of all 732X4 incumbents in the survey. Members of this homogeneous cluster focus on briefing personnel within the Air Force on various reenlistment and career options. The following two job types compose the career advisor cluster:

a. Career Advisors (GRP244, N=135)

b. MAJCOM Career Advisors (GRP200, N=9)

XIII. Reenlistment Clerks (GRP201, N=7). The clerks, performing more typing than any other group in the survey, prepare reenlistment documents and compile reenlistment statistics. The clerks also brief personnel on enlistment extensions or bonus eligibility.

XIV. Personnel Systems Management Personnel (GRP109, N=58). These respondents provide assistance to various CBPO workcenters on computer difficulties while managing the personnel data system. The following two job types compose the cluster:

a. PSM Analysts (GRP256, N=53)

b. PSM Operators (GRP129, N=5)

XV. Systems Analysis Personnel (GRP222, N=16). Stationed primarily at AFMPC, these members analyze and revise the personnel data system. The cluster has two job types within it:

a. Systems Analyst Managers (GRP310, N=9)

b. Systems Analysts (GRP255, N=7)

XVI. Personnel Readiness Unit Personnel (GRP103, N=36). These members complete various personnel strength reports and documents and prepare forms relating to absentees wanted by the Armed Forces.

XVII. Customer Service Personnel (GRP054, N=57). Besides accomplishing emergency data forms and I.D. card applications, customer service incumbents route personnel and telephone inquiries to appropriate CBPO workcenters. Incumbents also aid in setting up PLACE FLICKS and preparation of a number of personnel actions. The following three job types comprise the customer service cluster:

a. Customer Service Supervisors (GRP580, N=13)

b. Customer Service Monitors (GRP618, N=32)

c. Customer Service Clerks (GRP281, N=6)

XVIII. Separations Personnel (GRP056, N=61). These members process various types of discharge and retirements through a range of activities. They prepare separation orders, distribute field personnel records, collect I.D. cards, and conduct separation briefings. The following two job groups compose the separations cluster:

a. Separations NCOICs (GRP186, N=40)

b. Separations Clerks (GRP321, N=14)

XIX. Outbound Assignments Personnel (GRP172, N=81). These incumbents perform a wide variety of assignment functions ranging from verifying eligibility for assignments to processing applications for concurrent travel and preparing outbound assignments preparation folders.

C. MISCELLANEOUS FUNCTIONAL AREAS (INDEPENDENT JOB TYPES)

Several 732X0 or 732X1 independent job types were also identified. Brief summaries for the five independent job types are listed below. Again, Tables 5 through 12 give additional background information, while Appendix A provides further narrative and task information.

I. HQ Personnal Affairs Personnel (GRP057, N=9). These incumbents, predominantly 73271s, serve as a high level source of interpretation and guidance on Air Force policy and the various personal affairs programs.

II. Base INTRO Program Managers (GRP035, N=9). The incumbents of this independent job type manage the base level INTRO program for incoming base arrivals. The INTRO program activities range from mailing sponsorship kits to conducting base orientations.

III. Personnel Records Clerks (GRP188, N=52). These clerks specialize in filing personnel records, conducting records reviews, and maintaining military personnel records. The records clerks are the least satisfied group identified in the survey analysis.

IV. MPC Casualty Assistance Personnel (GRP055, N=7). These incumbents primarily review casualty reports, request notification of next of kin, and assign bases to assist survivors. Other casualty functions occupy the remainder of their time.

V. In/Out Processing Managers (GRP013, N=9). These incumbents perform a very narrow job in that they perform only 19 tasks, concerning conducting in or out processing briefings and auditing or finding incoming personnel records.

Consolidation Implications

The major purpose for conducting this occupational survey was to provide AFMPC classification personnel with current data which they could use in examining various possibilities for merging the Personal Affairs, Personnel, and Career Advisory specialties. From the analysis of the specialty structure just discussed, it was concluded that there were two major functional groupings operating within these three specialties. Personal Affairs incumbents clearly formed their own separately distinct functional area. Personnel incumbents formed many varied and heterogeneous groups, with the jobs centering quite naturally around specific CBPO workcenters. Grouping with the Personnel incumbents were the Career Advisors, appearing as a subgroup within the Personnel functions. In this context, Career Advisors could be viewed as one more CBPO workcenter rather than a distinct and separate specialty.

Based on the results of this specialty structure analysis, it appears plausible to merge the Personnel (732X0) and Career Advisory (732X4) ladders, keeping the Personal Affairs function a separate ladder. This alternative appears to have less serious implications than other possibilities such as merging all three ladders into one large Personnel specialty. Because of the tasks Career Advisors perform, more senior personnel (i.e., senior first term or later enlistment groups) would be expected to perform the advisory tasks. In this

case, a merger of the Career Advisors with Personnel incumbents should have little impact on first term job incumbents. It would appear to be unrealistic to add career advising to the job requirements of first term airmen since they must cope with an already complex specialty.

The one disadvantage to such a merger is the loss of a cadre of personnel who focus on "in-service recruiting". If the Career Advisor job is meant to be further developed toward recruiting of career personnel, then the merger will hinder the recruiting process.

Retention of the present three specialty structures could be defended in terms of there being distinguishable jobs. However, the Career Advisor is really no more distinct than are other CBPO workcenters. Thus, unless the career advisor function is programmed for an increased "recruiter" role to increase Air Force retention, it probably should be merged with the Personnel specialty.

TABLE 5

BACKGROUND INFORMATION FOR MAJOR SPECIALTY STRUCTURE GROUPS

	NUMBER IN GROUP	PERCENT OF SAMPLE	PERCENT OF SAMPLE IN CONUS	AVERAGE GRADE	AVERAGE TIME IN SPECIALTY	AVERAGE TIME IN SERVICE	PERCENT SUPER-VISING	AVERAGE NUMBER TASKS PERFORMED
A. PERSONAL AFFAIRS								
I. AWARDS & DECORATIONS PERSONNEL	88	6%	81%	4.8	63	107	33%	79
II. CASUALTY ASSISTANCE PERSONNEL	146	9%	73%	5.4	83	144	59%	154
III. AIR FORCE AID MONITORS	25	2%	68%	4.8	54	96	20%	84
IV. PERSONAL AFFAIRS NCOICs	18	1%	89%	6.3	110	184	89%	91
V. PERSONAL AFFAIRS CLERKS	25	2%	48%	4.3	56	93	16%	78
VI. PERSONAL AFFAIRS COUNSELORS	12	1%	92%	4.6	53	111	17%	46
C. ASSORTED INDEPENDENT JOB TYPES								
I. HQ PERSONAL AFFAIRS PERSONNEL	9	1%	67%	6.3	125	197	22%	40
II. BASE INTRO PROGRAM MANAGERS	9	1%	56%	5.3	122	149	22%	31
III. PERSONNEL RECORDS CLERKS	52	3%	75%	3.7	40	51	10%	31
IV. MPC CASUALTY ASSISTANCE PERSONNEL	7	*	100%	4.9	71	101	*	23
V. IN/OUT PROCESSING MANAGERS	9	1%	67%	4.1	89	95	*	19

* LESS THAN ONE PERCENT OF SURVEY SAMPLE

TABLE 6

BACKGROUND INFORMATION FOR MAJOR SPECIALTY STRUCTURE GROUPS

B. PERSONNEL & CAREER ADVISORS	NUMBER IN GROUP	PERCENT OF TOTAL SAMPLE	PERCENT OF SAMPLE IN CONUS	AVERAGE GRADE	AVERAGE TIME IN SPECIALTY	AVERAGE TIME IN SERVICE	PERCENT SUPER-VISING	AVERAGE NUMBER TASKS PERFORMED
I. PROMOTIONS & TESTING PERSONNEL	62	4%	81%	5.7	139	164	60%	75
II. TESTING NCOICs	17	1%	71%	7.2	182	243	65%	53
III. MILITARY PERSONNEL SUPERVISORS	111	7%	77%	7.3	202	233	85%	76
IV. AFRAP MONITORS	5	*	80%	6.8	145	245	40%	72
V. RECORDS NCOICs	28	2%	79%	6.0	140	178	89%	87
VI. MAJCOM STAFF NCOs	51	3%	92%	7.2	196	231	51%	29
VII. MANNING CONTROL PERSONNEL	124	8%	80%	5.5	111	134	42%	55
VIII. OER/APR PERSONNEL	68	4%	75%	5.1	105	123	54%	50
IX. PERSONNEL LIAISONS	17	1%	71%	5.7	133	140	35%	124
X. CLASSIFICATION & TRAINING PERSONNEL	83	5%	76%	4.9	82	116	49%	59
XI. SPECIAL ACTIONS PERSONNEL	40	3%	78%	4.5	77	90	40%	63
XII. CAREER ADVISORS	148	9%	71%	5.8	82	170	67%	121
XIII. REENLISTMENT CLERKS	7	*%	86%	4.7	50	116	0%	23
XIV. PERSONNEL SYSTEMS MANAGEMENT	58	4%	88%	5.9	151	173	45%	87
XV. SYSTEMS ANALYSIS PERSONNEL	16	1%	100%	7.2	206	216	44%	72
XVI. PERSONNEL READINESS UNIT PERSONNEL	36	2%	75%	4.3	67	83	44%	72
XVII. CUSTOMER SERVICE PERSONNEL	57	4%	79%	5.3	103	132	46%	73
XVIII. SEPARATIONS PERSONNEL	61	4%	85%	4.7	79	105	49%	65
XIV. OUTBOUND ASSIGNMENTS PERSONNEL	81	5%	83%	4.3	76	87	30%	72

* LESS THAN ONE PERCENT OF SURVEY SAMPLE

TABLE 7

BACKGROUND INFORMATION FOR MAJOR SPECIALTY STRUCTURE GROUPS
(PERCENT MEMBERS RESPONDING)

	CLASS CBPO ASSIGNED				AMOUNT OF TYPING REQUIRED		
	CLASS I	CLASS II	CLASS III	OTHER	0-1 HRS A DAY	1-4 HRS A DAY	5-8 HRS A DAY
A. PERSONAL AFFAIRS							
I. AWARDS & DECORATIONS PERSONNEL	28	38	10	24	27	64	9
II. CASUALTY ASSISTANCE PERSONNEL	30	49	17	4	25	71	4
III. AIR FORCE AID MONITORS	40	40	12	8	32	64	4
IV. PERSONAL AFFAIRS NCOICs	44	39	6	11	67	33	0
V. PERSONAL AFFAIRS CLERKS	28	28	24	20	20	68	12
VI. PERSONAL AFFAIRS COUNSELORS	42	50	0	8	25	67	8
C. ASSORTED INDEPENDENT JOB TYPES							
I. HQ PERSONAL AFFAIRS PERSONNEL	0	11	0	89	67	33	0
II. BASE INTRO PROGRAM MANAGERS	11	0	78	11	89	11	0
III. PERSONNEL RECORDS CLERKS	29	48	12	11	77	23	0
IV. MPC CASUALTY ASSISTANCE PERSONNEL	14	0	0	86	86	14	0
V. IN/OUT PROCESSING MANAGERS	22	44	11	22	32	57	11

TABLE 8

BACKGROUND INFORMATION FOR MAJOR SPECIALTY STRUCTURE GROUPS
(PERCENT MEMBERS RESPONDING)

B. PERSONNEL AND CAREER ADVISORS	CLASS CBPO ASSIGNED				AMOUNT OF TYPING REQUIRED		
	CLASS I	CLASS II	CLASS III	OTHER	0-1 HRS A DAY	1-4 HRS A DAY	5-8 HRS A DAY
I. PROMOTIONS & TESTING PERSONNEL	36	39	11	14	48	52	0
II. TESTING NCOICs	29	35	6	30	88	12	0
III. MILITARY PERSONNEL SUPERVISORS	36	30	5	9	85	12	3
IV. AFRAP MONITORS	0	60	20	20	80	20	0
V. RECORDS NCOICs	37	33	19	11	75	25	0
VI. MAJCOM STAFF NCOs	20	12	0	68	90	10	0
VII. MANNING CONTROL PERSONNEL	26	23	9	42	61	36	3
VIII. OER/APR PERSONNEL	25	38	4	33	69	31	0
IX. PERSONNEL LIAISONS	0	0	0	100	47	47	6
X. CLASSIFICATION & TRAINING PERSONNEL	42	31	16	11	29	61	10
XI. SPECIAL ACTIONS PERSONNEL	40	52	8	0	23	65	12
XII. CAREER ADVISORS	29	45	16	10	45	52	3
XIII. REENLISTMENT CLERKS	43	14	43	0	0	71	29
XIV. PERSONNEL SYSTEMS MANAGEMENT	16	36	40	8	85	13	2
XV. SYSTEMS ANALYSIS PERSONNEL	0	0	0	100	100	0	0
XVI. PERSONNEL READINESS UNIT PERSONNEL	40	45	3	12	53	47	0
XVII. CUSTOMER SERVICE PERSONNEL	33	46	10	11	30	52	18
XVIII. SEPARATIONS PERSONNEL	52	35	10	3	17	68	15
XIX. OUTBOUND ASSIGNMENTS PERSONNEL	41	43	12	4	16	75	9

TABLE 9

JOB SATISFACTION FOR MAJOR SPECIALTY STRUCTURE GROUPS
(PERCENT MEMBERS RESPONDING)

	JOB INTEREST			UTILIZATION OF TALENTS		UTILIZATION OF TRAINING	
	DULL	SO-SO	INTERESTING	NOT AT ALL VERY LITTLE	FAIRLY WELL OR BETTER	NOT AT ALL VERY LITTLE	FAIRLY WELL OR BETTER
A. PERSONAL AFFAIRS							
I. AWARDS & DECORATIONS PERSONNEL	11	17	72	21	79	25	75
II. CASUALTY ASSISTANCE PERSONNEL	4	6	90	8	92	7	93
III. AIR FORCE AID MONITORS	20	20	60	28	72	20	80
IV. PERSONAL AFFAIRS NCOICs	6	6	88	6	94	11	89
V. PERSONAL AFFAIRS CLERKS	8	28	64	32	68	16	84
VI. PERSONAL AFFAIRS COUNSELORS	8	0	92	25	75	0	100
C. ASSORTED INDEPENDENT JOB TYPES							
I. HQ PERSONAL AFFAIRS PERSONNEL	0	56	44	22	78	44	56
II. BASE INTRO PROGRAM MANAGERS	0	11	89	33	67	22	78
III. PERSONNEL RECORDS CLERKS	25	23	52	35	65	25	75
IV. MPC CASUALTY ASSISTANCE PERSONNEL	14	0	86	43	57	43	57
V. IN/OUT PROCESSING MANAGERS	33	11	56	56	44	56	44

TABLE 10

JOB SATISFACTION FOR MAJOR SPECIALTY STRUCTURE GROUPS
(PERCENT MEMBERS RESPONDING)

B. PERSONNEL AND CAREER ADVISORS	JOB INTEREST			UTILIZATION OF TALENTS		UTILIZATION OF TRAINING	
	DULL	SO-SO	INTERESTING	NOT AT ALL VERY LITTLE	FAIRLY WELL OR BETTER	NOT AT ALL VERY LITTLE	FAIRLY WELL OR BETTER
I. PROMOTIONS & TESTING PERSONNEL	15	13	72	16	84	19	81
II. TESTING NCOICs	24	12	64	35	65	29	71
III. MILITARY PERSONNEL SUPERVISORS	3	9	88	10	90	8	92
IV. AFRAP MONITORS	0	0	100	0	100	20	80
V. RECORDS NCOICs	14	18	68	18	82	14	86
VI. MAJCOM STAFF NCOs	14	6	80	18	82	20	80
VII. MANNING CONTROL PERSONNEL	9	10	81	11	89	14	86
VIII. OER/APR PERSONNEL	19	16	65	32	68	28	72
IX. PERSONNEL LIAISONS	6	18	76	24	76	41	59
X. CLASSIFICATION & TRAINING PERSONNEL	12	15	73	23	77	25	75
XI. SPECIAL ACTIONS PERSONNEL	8	23	69	25	75	25	75
XII. CAREER ADVISORS	8	11	81	8	92	9	91
XIII. REENLISTMENT CLERKS	29	29	42	29	71	29	71
XIV. PERSONNEL SYSTEMS MANAGEMENT	7	3	90	12	88	14	86
XV. SYSTEMS ANALYSIS PERSONNEL	0	13	87	13	87	25	75
XVI. PERSONNEL READINESS UNIT PERSONNEL	11	17	72	22	78	25	75
XVII. CUSTOMER SERVICE PERSONNEL	5	16	79	11	89	14	86
XVIII. SEPARATIONS PERSONNEL	5	25	70	15	85	21	79
XIX. OUTBOUND ASSIGNMENTS PERSONNEL	10	11	79	15	85	9	91

TABLE 11

JOB GROUP DISTRIBUTION FOR DAFSC GROUPS
(PERCENT MEMBERS RESPONDING)

	DAFSC 73230 (N=33)	DAFSC 73250 (N=392)	DAFSC 73270 (N=431)	DAFSC 73231 (N=10)	DAFSC 73251 (N=142)	DAFSC 73271 (N=190)	DAFSC 73234 (N=24)	DAFSC 73274 (N=115)	DAFSC 73299 (N=214)	DAFSC 73200 (N=26)
A. PERSONAL AFFAIRS										
I. AWARDS & DECORATIONS PERSONNEL	1	2	0	6	52	33	0	0	0	0
II. CASUALTY ASSISTANCE PERSONNEL	1	1	0	0	30	65	0	0	0	0
III. AIR FORCE AID MONITORS	0	0	0	0	44	56	0	0	0	0
IV. PERSONAL AFFAIRS NCOICs	0	0	0	0	6	77	0	0	0	0
V. PERSONAL AFFAIRS CLERKS	0	4	0	12	44	40	0	0	0	0
VI. PERSONAL AFFAIRS COUNSELORS	0	0	0	17	50	33	0	0	0	0
C. ASSORTED INDEPENDENT JOB TYPES										
I. HQ PERSONAL AFFAIRS PERSONNEL	0	0	11	0	0	78	0	0	11	0
II. BASE INTRO PROGRAM MANAGERS	0	33	56	0	0	0	0	0	11	0
III. PERSONNEL RECORDS CLERKS	19	77	4	0	0	0	0	0	0	0
IV. MPC CASUALTY ASSISTANCE PERSONNEL	0	0	0	0	57	43	0	0	0	0
V. IN/OUT PROCESSING MANAGERS	22	45	22	0	0	0	0	0	11	0

TABLE 12

JOB GROUP DISTRIBUTION FOR DAFSC GROUPS
(PERCENT MEMBERS RESPONDING)

B. PERSONNEL AND CAREER ADVISORS	DAFSC 73230 (N=33)	DAFSC 73250 (N=392)	DAFSC 73270 (N=431)	DAFSC 73231 (N=10)	DAFSC 73251 (N=142)	DAFSC 73271 (N=190)	DAFSC 73234 (N=24)	DAFSC 73274 (N=115)	DAFSC 73299 (N=214)	DAFSC 73200 (N=26)
I. PROMOTIONS & TESTING PERSONNEL	2	30	30	0	0	0	0	0	36	2
II. TESTING NCOICs	0	6	41	0	0	0	0	0	41	12
III. MILITARY PERSONNEL SUPERVISORS	0	4	26	0	0	2	0	0	63	7
IV. AFRAP MONITORS	0	0	40	0	0	0	0	20	40	0
V. RECORDS NCOICs	0	15	66	0	0	0	0	0	19	0
VI. MAJCOM STAFF NCOs	2	2	33	0	0	2	0	2	41	18
VII. MANNING CONTROL PERSONNEL	1	34	48	0	1	0	0	0	14	2
VIII. OER/APR PERSONNEL	4	46	38	0	0	0	0	0	9	3
IX. PERSONNEL LIAISONS	0	6	76	0	0	0	0	0	18	0
X. CLASSIFICATION & TRAINING PERSONNEL	5	37	55	0	0	0	0	0	3	0
XI. SPECIAL ACTIONS PERSONNEL	5	45	43	0	0	0	0	0	7	0
XII. CAREER ADVISORS	0	1	2	0	0	0	16	74	7	0
XIII. REENLISTMENT CLERKS	14	57	0	0	0	0	0	29	0	0
XIV. PERSONNEL SYSTEMS MANAGEMENT	2	14	64	0	0	0	0	0	20	0
XV. SYSTEMS ANALYSIS PERSONNEL	0	0	44	0	0	0	0	0	38	18
XVI. PERSONNEL READINESS UNIT PERSONNEL	6	64	28	0	0	0	0	0	2	0
XVII. CUSTOMER SERVICE PERSONNEL	0	30	49	0	14	3	0	0	4	0
XVIII. SEPARATIONS PERSONNEL	7	44	46	0	0	0	0	0	3	0
XIX. OUTBOUND ASSIGNMENTS PERSONNEL	3	78	17	0	0	0	0	0	2	0

DAFSC GROUP ANALYSIS

In addition to examining the job structures of the Personnel, Personal Affairs, and Career Advisory Specialties, the tasks performed and background data of DAFSC groups are also examined as part of each occupational analysis. The DAFSC analysis allows for the identification of differences between specialties and skill levels within each specialty. DAFSC data also aids in the analysis of career field documents such as the AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS).

AFS 732X0 Skill Level Groups

DAFSC 73230. Incumbents at the 3-skill level have the narrowest job of any 732X0 DAFSC group, performing an average of only 27 tasks. By and large, their job is technical in nature. Thirty percent of all 3-skill level personnel were found in the Records Clerks job group, while an additional 33 percent were found in the OER/APR, Separations, and Classification and Training groups (see Tables 13 and 14). Table 16 lists common tasks performed by these incumbents.

DAFSC 73250. The 5-skill level incumbents perform a much broader technical job than their 3-skill level counterparts, performing an average of 57 tasks. These incumbents were found in almost every personnel job group identified in the Specialty Structure section (see Tables 13 and 14). However, the largest share of 5-levels were found in Outbound Assignments (16 percent), Manning Control (11 percent), and Records (10 percent). Tasks best differentiating between 3- and 5-skill level respondents are listed in Table 17.

DAFSC 73270. At the 7-skill level, incumbents were also found in almost every Personnel job type identified. While 34 percent of 7-levels were found in the Manning Control, Classification and Training, and Personnel Systems Management Clusters, the remaining 66 percent were spread somewhat uniformly among the remaining Personnel job types (see Tables 13 and 14). The overall job is the broadest of all skill levels, averaging 67 tasks, and encompassing some supervisory functions. Tasks best differentiating between 5- and 7-skill level respondents are listed in Table 18.

732X0 Summary. Skill level differentiation follows the normal progression found in most career ladders, with 3-skill level personnel performing a limited number of the most routine and less difficult tasks while 5-skill level personnel perform these same tasks and also some of the more complex tasks of the ladder. At the 7-skill level, personnel are performing many of the more complex personnel tasks while becoming involved more with supervisory functions.

However, a major factor in examining skill levels within this specialty is the wide diversity of jobs performed and the lack of overlap among these jobs. There were very few tasks being performed in common by high percentages of personnel at each skill level (see Table 15). Thus, a "representative" job description for all 5-skill level incumbents or all 7-skill level incumbents is difficult to arrive at. Rather, it is more valid to describe the job of a 5-level or a 7-level in terms of the function within which an incumbent is working.

AFS 732X1 Skill Level Groups

DAFSC 73231. These incumbents perform an average of 45 tasks and spend almost 28 percent of their time performing awards and decorations tasks. (Table 21 lists representative tasks for 73231 personnel.) In fact, 50 percent of the 73231 population is found in the Awards and Decorations cluster. The remaining 50 percent function as clerks (30 percent) or as counselors (20 percent).

DAFSC 73251. At the 5-skill level, personal affairs personnel tend to shift dramatically away from being clerks and counselors to assuming casualty assistance or awards and decorations functions (see Table 22). In fact, 64 percent of all 5-skill levels were found in the Awards and Decorations and Casualty Assistance clusters. Interestingly, small percentages of 732X1 personnel were found to be performing functions normally performed by personnel (732X0) incumbents such as customer service (eight percent) and outbound assignments (two percent) (see Table 19).

DAFSC 73271. These incumbents have the broadest job of any Personnel Affairs personnel, performing an average of 125 tasks. Fifty percent of all 7-skill levels were identified within the Casualty Assistance cluster, with 16 percent being in the Awards and Decorations cluster. Other 7-skill level members primarily were found as Air Force Aid Monitors, Personal Affairs NCOICs, and Headquarters Personal Affairs personnel.

AFS 732X1 Summary. Compared to the Personnel ladder, the Personal Affairs career ladder is considerably more homogeneous in terms of the number of functions performed by career ladder incumbents. Progression moves from a narrow job involving primarily awards and decorations functions at the 3-skill level to a somewhat broader job involving casualty assistance, awards and decorations, Air Force Aid, and supervisory functions at the 5- and 7-skill levels. Very little overlap was found between the Personnel and Personal Affairs ladders in terms of functions performed, although some personnel areas did have small percentages of personal affairs personnel performing the functions.

AFS 732X4 Skill Level Groups

The 24 3-skill level 732X4 incumbents all fall into the career advisors cluster. Performing an average of 105 tasks, 73234 personnel spend over 59 percent of their time on specialized career advisor or reenlistment tasks. 73234s perform tasks like preparing career job reservations forms, briefing personnel on enlistment extensions, and maintaining career job applicant files. Table 25 further highlights tasks representative of 73234 jobs.

The 73274 incumbent has a slightly broader job than his 73234 counterpart, as a 73274 performs an average of 119 tasks. 73274 personnel still spend 50 percent of their time in career advisor and reenlistment functions, but take on additional supervisory functions. 73274 personnel still brief personnel on enlistment extensions and bonus entitlements and prepare career job reservation forms. In addition, 73274 incumbents take on supervisory tasks like drafting correspondence, reviewing correspondence, training unit career advisors, and counseling personnel. Table 26 highlights tasks best differentiating between 73234 and 73274 personnel. Ninety-six percent of the 73274 population is found in the career advisor cluster. The reenlistment clerks job type contains an additional two percent of the 73274 population.

AFS 732X4 Summary. In summary, the 732X4 career field is very homogeneous, with 732X4 incumbents performing primarily career advisor and reenlistment functions. Both the 73234 incumbent and the 73274 incumbent are involved in career advisor functions (see Table 24). The major difference between the two skill level groups is the 73274 incumbent takes on some supervisory tasks. Other than the additional supervisory tasks performed by 73274 incumbents, there is no major progression from DAFSC 73234 to DAFSC 73274.

AFS 73299 and 73200 Skill Level Groups

For the most part, the 73299 and 73200 incumbents involve themselves in various supervisory duties. DAFSC 73299 and 73200 incumbents spend over 48 percent of their time in planning, directing and evaluating functions. Table 27 shows tasks best differentiating between 73270s, 73271s, 73274s, and 73299/00s, and highlights the 73299/00 incumbents shift from technical to supervisory tasks. Table 28 lists tasks common to 73299 and 73200 incumbents. Such tasks include determining work priorities and interpreting policies. Some small differences exist between 73299 and 73200 incumbents. For example, 73299s perform an average of 91 tasks while 73200s average only 68 tasks. Table 29 highlights tasks best differentiating between 73299 and 73200 personnel. Table 29 shows DAFSC 73299 incumbents are more involved with the PDS and maintaining files and equipment while 73200 personnel are more involved in interpreting Air Force policies, evaluating budgets, and other supervisory tasks.

Summary

The DAFSC analyses for the 732X0 DAFSC groups reflects two major findings. One, there is a normal pattern of progression from apprentice to technician as is found in most specialties. The second finding is the only common tasks across the 732X0 DAFSC duty groups are administrative tasks many of which represent interaction with the PDS. The diversity of the DAFSC groups, in terms of the lack of common technical tasks, is consistent with the diversity found in the specialty structure analysis.

The DAFSC analysis for the personal affairs specialty also reflects a typical progression pattern from the 3- to the 7-skill level.

The 73234 and 73274 incumbents perform somewhat similiar jobs, with the 7-skill level incumbents assuming some supervisory duties. However, there is basically no job progression as one moves from the 3- to 7-skill level.

The 73299 and 73200 incumbents concern themselves with predominantly supervisory tasks although 73299 personnel perform a few more technical tasks.

TABLE 13

DAFSC DISTRIBUTION FOR SPECIALTY STRUCTURE JOB GROUPS
(PERCENT MEMBERS RESPONDING)

	DAFSC 73230 (N=33)	DAFSC 73250 (N=392)	DAFSC 73270 (N=431)	DAFSC 73231 (N=10)	DAFSC 73251 (N=142)	DAFSC 73271 (N=190)	DAFSC 73234 (N=24)	DAFSC 73274 (N=115)	DAFSC 73299 (N=214)	DAFSC 73200 (N=26)
A. PERSONAL AFFAIRS										
I. AWARDS AND DECORATIONS PERSONNEL	0	1	*	50	33	16	0	0	0	0
II. CASUALTY ASSISTANCE PERSONNEL	0	*	0	0	31	50	0	0	0	0
III. AIR FORCE AID MONITORS	0	0	0	0	8	8	0	0	0	0
IV. PERSONAL AFFAIRS NCOICs	0	0	0	0	1	8	0	0	2	0
V. PERSONAL AFFAIRS CLERKS	0	*	0	30	8	6	0	0	0	0
VI. PERSONAL AFFAIRS COUNSELORS	0	0	0	20	5	2	0	0	0	0
C. ASSORTED INDEPENDENT JOB TYPES										
I. HQ PERSONAL AFFAIRS PERSONNEL	0	0	*	0	0	4	0	0	1	0
II. BASE INTRO PROGRAM MANAGERS	0	1	2	0	0	0	0	0	1	0
III. RECORDS CLERKS	30	10	1	0	0	0	0	0	0	0
IV. MPC CASUALTY ASSISTANCE PERSONNEL	0	0	0	0	3	2	0	0	0	0
V. IN/OUT PROCESSING MANAGERS	6	1	1	0	0	0	0	0	1	0

* LESS THAN ONE PERCENT

TABLE 14

DAFSC DISTRIBUTION FOR SPECIALTY STRUCTURE JOB GROUPS
(PERCENT MEMBERS RESPONDING)

B. PERSONNEL AND CAREER ADVISORS	DAFSC 73230 (N=33)	DAFSC 73250 (N=392)	DAFSC 73270 (N=431)	DAFSC 73231 (N=10)	DAFSC 73251 (N=142)	DAFSC 73271 (N=190)	DAFSC 73234 (N=24)	DAFSC 73274 (N=115)	DAFSC 73299 (N=214)	DAFSC 73200 (N=26)
I. PROMOTIONS & TESTING PERSONNEL	3	6	5	0	0	0	0	0	11	5
II. TESTING NCOICs	0	*	2	0	0	0	0	0	4	8
III. MILITARY PERSONNEL SUPERVISORS	0	2	6	0	0	2	0	0	33	30
IV. AFRAP MONITORS	0	0	1	0	0	0	0	*	1	0
V. RECORDS NCOICs	0	1	5	0	0	0	0	0	3	0
VI. MAJCOM STAFF NCOs	0	*	4	0	0	1	0	1	10	35
VII. MANNING CONTROL PERSONNEL	3	11	14	0	1	0	0	0	9	6
VIII. OER/APR PERSONNEL	8	8	6	0	0	0	0	0	3	8
IX. PERSONNEL LIAISONS	0	*	3	0	0	0	0	0	2	0
X. CLASSIFICATION & TRAINING PERSONNEL	12	8	11	0	0	0	0	0	2	0
XI. SPECIAL ACTIONS PERSONNEL	6	5	4	0	0	0	0	0	2	0
XII. CAREER ADVISORS	0	*	1	0	0	0	100	96	5	0
XIII. REENLISTMENT CLERKS	3	1	0	0	0	0	0	2	0	0
XIV. PERSONNEL SYSTEMS MANAGEMENT	3	2	9	0	0	0	0	0	6	0
XV. SYSTEMS ANALYSIS PERSONNEL	0	0	2	0	0	0	0	0	2	8
XVI. PERSONNEL READINESS UNIT PERSONNEL	6	6	3	0	0	0	0	0	*	0
XVII. CUSTOMER SERVICE PERSONNEL	0	5	7	0	8	1	0	0	*	0
XVIII. SEPARATIONS PERSONNEL	13	7	7	0	0	0	0	0	1	0
XIX. OUTBOUND ASSIGNMENTS PERSONNEL	7	16	4	0	0	0	0	0	1	0

TABLE 15

TASKS MOST COMMON TO 732X0 RESPONDENTS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 73230	DAFSC 73250	DAFSC 73270
A10	ESTABLISH SUSPENSE SYSTEMS	24	48	66
B35	DRAFT CORRESPONDENCE	30	55	81
E108	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	48	21	52
E116	CONSTRUCT IMMEDIATE INQUIRIES	53	61	57
E117	CONSTRUCT UPDATE MESSAGES	62	67	67
E121	DISPOSE OF PERSONNEL DATA SYSTEM (PDS) PRODUCTS	42	12	42
E122	DISTRIBUTE CORRESPONDENCE	51	30	47
E139	OPEN OR CLOSE DEVICES FOR PERSONNEL TRANSACTIONS	39	45	43
E140	OPERATE CATHODE RAY TUBES	27	26	33
E141	OPERATE KEYPUNCH MACHINES	39	46	35
E142	OPERATE REMOTE TYPEWRITERS	76	66	49
E165	RECEIVE COMPUTER PRODUCTS	58	66	66
E166	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	64	65	63
E168	RESEARCH DIRECTIVES OR PUBLICATIONS	21	38	48
E174	REVIEW DAILY PDS TRANSACTION REGISTERS	27	39	47

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY DAFSC 73230 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING
E117	CONSTRUCT UPDATE MESSAGES	67
E142	OPERATE REMOTE TYPEWRITERS	76
E166	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	64
E116	CONSTRUCT IMMEDIATE INQUIRIES	61
P719	FILE DOCUMENTS IN PERSONNEL RECORDS	30
E165	RECEIVE COMPUTER PRODUCTS	58
P731	PROVIDE DOCUMENTS FOR SENIOR NCO PROMOTION SELECTION FOLDERS	30
P720	FILE PERSONNEL RECORDS FOLDERS	30
P733	RELEASE INFORMATION FROM PERSONNEL RECORDS GROUP (PRG)	30
P713	CONDUCT RECORDS REVIEWS	27

TABLE 17

TASKS BEST DIFFERENTIATING BETWEEN DAFSC 73230 AND DAFSC 73250 PERSONNEL
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73230	DAFSC 73250	DIFFERENCE
P740	VERIFY NAMES OR SOCIAL SECURITY ACCOUNT NUMBERS	33	10	+23
P733	RELEASE INFORMATION FROM PERSONNEL RECORDS GROUP (PRG)	30	11	+19
P734	REMOVE OBSOLETE DOCUMENTS FROM RECORDS	30	12	+18
P720	FILE PERSONNEL RECORDS FOLDERS	30	14	+16
P719	FILE DOCUMENTS IN PERSONNEL RECORDS	30	15	+15
E110	CLEAR REJECT ROSTERS	3	38	-35
E108	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	21	52	-31
E121	DISPOSE OF PERSONNEL DATA SYSTEM (PDS) PRODUCTS	12	42	-30
B30	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	9	39	-30
E109	CLEAR PURGE ROSTERS	3	30	-27

TABLE 18

TASKS BEST DIFFERENTIATING BETWEEN DAFSC 73250 AND DAFSC 73270 PERSONNEL
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73250	DAFSC 73270	DIFFERENCE
E142	OPERATE REMOTE TYPEWRITERS	66	49	+17
I357	CONDUCT OUT-PROCESSING BRIEFINGS	19	7	+12
I388	PREPARE MEDICAL AND EDUCATIONAL CLEARANCE FOR DEPENDENT OVERSEAS TRAVEL FORMS (AF FORM 1466)	18	4	+12
E141	OPERATE KEYPUNCH MACHINES	46	35	+11
E117	CONSTRUCT UPDATE MESSAGES	46	35	+11
A23	SCHEDULE LEAVES OR PASSES	8	45	-37
C74	SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	11	48	-37
B26	ATTEND STAFF MEETINGS	24	61	-37
B41	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	30	63	-33
A4	DETERMINE WORK PRIORITIES	41	73	-32

TABLE 19

TIME SPENT ON DUTIES BY 732X1 DAFSC GROUPS

DUTY	DAFSC 73231 (N=10)	DAFSC 73251 (N=142)	DAFSC 73271 (N=190)
A ORGANIZING AND PLANNING	1	2	7
B DIRECTING AND IMPLEMENTING	3	5	8
C INSPECTING AND EVALUATING	*	1	5
D TRAINING	0	1	3
E PERFORMING GENERAL PERSONNEL, PERSONAL AFFAIRS, CAREER ADVISOR OR AIR FORCE RECRUITER ASSISTANCE PROGRAM (AFRAP) FUNCTIONS	14	13	11
F PERFORMING PERSONNEL DATA SYSTEM FUNCTIONS	*	*	1
G PERFORMING SYSTEMS ANALYSIS FUNCTIONS	*	0	*
H PERFORMING CLASSIFICATION AND TRAINING FUNCTIONS	0	*	*
I PERFORMING OUTBOUND ASSIGNMENTS FUNCTIONS	2	2	1
J PERFORMING MANNING CONTROL UNIT FUNCTIONS	1	*	*
K PERFORMING OFFICER EFFECTIVENESS REPORT (OER) OR AIRMAN PERFORMANCE REPORT (APR) FUNCTIONS	0	*	*
L PERFORMING CUSTOMER SERVICE FUNCTIONS	8	8	4
M PERFORMING PERSONNEL READINESS UNIT OR CENTER PR FUNCTIONS	1	*	*
N PERFORMING PERSONNEL TESTING FUNCTIONS	0	0	*
O PERFORMING PROMOTIONS FUNCTIONS	0	*	*
P PERFORMING RECORDS UNIT FUNCTIONS	*	*	*
Q PERFORMING RESERVE PERSONNEL FUNCTIONS	0	*	*
R PERFORMING SEPARATION AND RETIREMENT FUNCTIONS	1	*	*
S PERFORMING SPECIAL ACTIONS FUNCTIONS	0	*	*
T PERFORMING CAREER ADVISOR OR REENLISTMENT FUNCTIONS	0	*	*
U PERFORMING CASUALTY ASSISTANCE FUNCTIONS	4	16	17
V PERFORMING MISCELLANEOUS PERSONAL AFFAIRS FUNCTIONS	15	14	15
W PERFORMING PERSONAL AFFAIRS COUNSELING OR PREPARING RELATED FORMS	15	13	10
X PERFORMING AWARDS OR DECORATIONS FUNCTIONS	27	14	9
Y PERFORMING AIR FORCE AID FUNCTIONS	6	9	10
Z PERFORMING INDIVIDUALIZED NEWCOMER TREATMENT AND ORIENTATION (INTRO) PROGRAM FUNCTIONS	*	*	*

* LESS THAN 1 PERCENT

TABLE 20

TASKS MOST COMMON TO 732X1 RESPONDENTS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 73231	DAFSC 73251	DAFSC 73271
E117	CONSTRUCT UPDATE MESSAGES	50	55	53
E142	OPERATE REMOTE TYPEWRITERS	40	63	47
E166	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	60	56	59
U1012	DISTRIBUTE CASUALTY MESSAGES	30	55	59
U1023	OBTAIN DEATH INFORMATION	30	54	64
U1029	PREPARE CASUALTY MESSAGES	40	67	67
V1050	ADVISE PERSONNEL CONCERNING COMMERCIAL ON-BASE SOLICITATIONS	70	68	74
V1052	ADVISE PERSONNEL CONCERNING FAMILY SERVICES PROGRAMS	70	73	70
V1070	INTERPRET AF POLICY REGARDING PERSONAL GROOMING	50	56	71
V1071	INTERPRET AF POLICY REGARDING WEAR OF MILITARY UNIFORMS	50	58	74
V1085	PREPARE SERVICEMAN'S GROUP LIFE INSURANCE ELECTION CERTIFICATE FORMS (VA 29-8286)	90	75	73
W1103	PERFORM DISCHARGE OR RELEASE FROM ACTIVE DUTY INDIVIDUAL BRIEFINGS	60	64	67
W1108	PERFORM INDIVIDUAL SGLI ELECTION COUNSELING	80	75	74
W1111	PERFORM OVERSEAS ASSIGNMENT BRIEFINGS	60	49	51
W1113	PERFORM SBP INDIVIDUAL COUNSELING	40	57	56
W1119	PREPARE SURVIVOR BENEFIT PLAN FORMS	40	64	71
Y1150	EXPLAIN AIR FORCE AID APPLICATION PROCEDURES	40	50	64

TABLE 21

REPRESENTATIVE TASKS PERFORMED BY DAFSC 73231 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING
V1085	PREPARE SERVICEMAN'S GROUP LIFE INSURANCE ELECTION CERTIFICATE FORMS (VA 29-8286)	90
X1127	DISTRIBUTE SPECIAL ORDERS AND CITATIONS FOR AWARDS OR DECORATIONS	60
X1126	DISTRIBUTE DECORATIONS ELEMENTS TO INDIVIDUALS WHO ARE SEPARATING OR RETIRING	60
X1132	NOTIFY UNIT AWARDS MONITORS OF APPROVED AWARDS OR DECORATIONS	50
X1137	PREPARE LETTERS REQUESTING CORRECTION OF AWARD ELEMENTS	60
L553	REACCOMPLISH RECORD OF EMERGENCY DATA FORMS (DD FORM 93)	60
E117	CONSTRUCT UPDATE MESSAGES	50
X1130	MAINTAIN STOCK OF SERVICE MEDALS FOR ISSUE	60
X1122	ASSEMBLE AWARD ELEMENTS FOR DISTRIBUTION TO UNIT AWARDS MONITORS	50
W1108	PERFORM INDIVIDUAL SGLI ELECTION COUNSELING	80

TABLE 22

TASKS BEST DIFFERENTIATING BETWEEN DAFSC 73231 AND DAFSC 73251 PERSONNEL
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73231	DAFSC 73251	DIFFERENCE
X1141	PREPARE REQUESTS FOR SPECIAL ORDERS DESIGNATING APPROVED AWARDS OR DECORATIONS	40	13	+27
X1127	DISTRIBUTE SPECIAL ORDERS AND CITATIONS FOR AWARDS OR DECORATIONS	60	37	+23
B36	ESTABLISH PUBLICATIONS LIBRARIES	30	8	+22
X1137	PREPARE LETTERS REQUESTING CORRECTION OF AWARD ELEMENTS	60	42	+18
X1126	DISTRIBUTE DECORATIONS ELEMENTS TO INDIVIDUALS WHO ARE SEPARATING OR RETIRING	60	44	+16
B30	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	10	65	-55
B35	DRAFT CORRESPONDENCE	10	59	-49
A20	PREPARE BRIEFINGS	20	63	-43
U1030	PREPARE CASUALTY REPORTS	10	51	-41
U1011	CONTACT CASUALTY PRIMARY NEXT OF KIN TO OFFER ASSISTANCE	0	39	-39

TABLE 23

TASKS BEST DIFFERENTIATING BETWEEN DAFSC 73251 AND DAFSC 73271 PERSONNEL
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73251	DAFSC 73271	DIFFERENCE
L553	REACCOMPLISH RECORD OF EMERGENCY DATA FORMS (DD FORM 93)	49	32	+17
E142	OPERATE REMOTE TYPEWRITERS	66	49	+16
L558	UPDATE RECORD OF EMERGENCY DATA FORMS (DD FORM 93)	39	25	+14
L517	ADVISE PERSONNEL IN PREPARATION OF APPLICATIONS FOR SERVICEMAN'S GROUP LIFE INSURANCE (SGLI)	39	29	+10
E110	CLEAR REJECT ROSTERS	42	32	+10
A7	DRAFT SUPPLEMENTS TO DIRECTIVES	19	65	-46
A4	DETERMINE WORK PRIORITIES	27	71	-44
A8	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	11	53	-42
B26	ATTEND STAFF MEETINGS	16	57	-41
A23	SCHEDULE LEAVES OR PASSES	7	48	-41

TABLE 24

TASKS MOST COMMON TO 732X4 RESPONDENTS
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73234	DAFSC 73274
T937	BRIEF PERSONNEL ON ENLISTMENT EXTENSIONS	100	92
T935	BRIEF PERSONNEL ON CAREER ENLISTMENT AND RESERVATION SYSTEM (CAREERS)	92	87
T938	BRIEF PERSONNEL ON REGULAR OR SELECTIVE REENLISTMENT BONUS (SRB) ENTITLEMENTS	100	93
T940	BRIEF PERSONNEL ON TRANSACTION REPORTING AND CONTROL (TRAC) PROGRAM	92	87
T995	REVIEW RECORD OF CAREER COUNSELING FORMS (AF FORM 173)	92	90
T968	MAINTAIN CAREERS JOB APPLICANT FILES	96	86
T943	CONDUCT MONTHLY UNIT CAREER ADVISOR MEETINGS	83	83
T961	EVALUATE TIMELINESS OF SRP INTERVIEWS OR SELECTIONS	96	84
C50	CONDUCT STAFF VISITS, INSPECTIONS, OR AUDITS	83	85
T939	BRIEF PERSONNEL ON TOPCAP HIGH YEAR TENURE (HYT) OR E-9 EXTENSION PROGRAM	96	92

TABLE 25

REPRESENTATIVE TASKS PERFORMED BY DAFSC 73234 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING
T976	PREPARE APPLICATION FOR CAREER JOB RESERVATION (CJR) FORMS (AF FORM 545)	100
T937	BRIEF PERSONNEL ON ENLISTMENT EXTENSIONS	100
T938	BRIEF PERSONNEL ON REGULAR OR SELECTIVE REENLISTMENT BONUS (SRB) ENTITLEMENTS	100
T941	BRIEF PERSONNEL SELECTED UNDER THE SRP	100
T935	BRIEF PERSONNEL ON CAREER ENLISTMENT AND RESERVATION SYSTEM (CAREERS)	92
T968	MAINTAIN CAREERS JOB APPLICANT FILES	96
T940	BRIEF PERSONNEL ON TRANSACTION REPORTING AND CONTROL (TRAC) PROGRAM	92
T961	EVALUATE TIMELINESS OF SRP INTERVIEWS OR SELECTIONS	96
T994	REVIEW CAREERS JOB REQUIREMENTS FILE	92
T1006	VERIFY CJR CANCELLATIONS	96

TABLE 26

TASKS BEST DIFFERENTIATING BETWEEN DAFSC 73234 AND DAFSC 73274 PERSONNEL
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73234	DAFSC 73274	DIFFERENCE
T970	MAINTAIN INTERVIEW SUSPENSE CONTROL FILES	86	69	+17
E162	PROCESS ACTIONS DIRECTED BY THE FREEDOM OF INFORMATION ACT	21	4	+17
T941	BRIEF PERSONNEL SELECTED UNDER THE SRP	100	84	+16
T972	MAINTAIN REENLISTMENT OR RETENTION ADVERTISING OR PUBLICITY MATERIAL STOCK LEVELS	92	76	+16
T976	PREPARE APPLICATION FOR CAREER JOB RESERVATION (CJR) FORMS (AF FORM 545)	100	85	+15
A9	ESTABLISH PERFORMANCE STANDARDS	17	53	-36
C61	EVALUATE SUGGESTIONS	13	44	-31
A4	DETERMINE WORK PRIORITIES	46	77	-31
E119	CORRECT DEFICIENCIES DUE TO PURGES, REJECTS, RECONCILIATIONS, OR TREND ANALYSES	21	52	-31
A23	SCHEDULE LEAVES OR PASSES	25	56	-31

TABLE 27

TASKS BEST DIFFERENTIATING DAFSC 7327X AND DAFSC 73299/00 PERSONNEL
(PERCENT MEMBERS RESPONDING)

	TASKS	DAFSC 73270	DAFSC 73271	DAFSC 73274	DAFSC 73299/00
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	29	40	37	65
A3	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	44	48	54	75
A23	SCHEDULE LEAVES OR PASSES	45	48	56	77
B44	ORIENT NEWLY ASSIGNED PERSONNEL	45	56	54	72
C48	SERVE ON BOARDS, COUNCILS, OR COMMITTEES	42	44	54	78
C49	ANALYZE WORK LOAD REQUIREMENTS	35	39	44	60
C55	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	23	17	20	51
C57	EVALUATE JOB DESCRIPTIONS	15	23	19	35
C60	EVALUATE SAFETY OR SECURITY PROGRAMS	8	14	8	28
C75	SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)	21	6	9	57

TABLE 28

TASKS MOST COMMON TO 73299 OR 73200 RESPONDENTS
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73299	DAFSC 73200
B47	REVIEW CORRESPONDENCE, REPORTS, OR MESSAGES	94	88
B35	DRAFT CORRESPONDENCE	93	96
B41	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	85	92
A4	DETERMINE WORK PRIORITIES	87	77
B26	ATTEND STAFF MEETINGS	90	100
B30	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	83	88
B31	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	79	81
A20	PREPARE BRIEFINGS	78	77
A11	FORMULATE POLICY	75	65
C65	PREPARE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	57	65

TABLE 29

TASKS BEST DIFFERENTIATING BETWEEN DAFSC 73299 AND DAFSC 73200 PERSONNEL
(PERCENT MEMBERS RESPONDING)

TASKS		DAFSC 73299	DAFSC 73200	DIFFERENCE
E174	REVIEW DAILY PDS TRANSACTION REGISTERS	38	8	+30
E142	OPERATE REMOTE TYPEWRITERS	35	9	+26
D97	MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	52	27	+25
B42	INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	25	4	+21
B36	ESTABLISH PUBLICATIONS LIBRARIES	24	4	+20
V1070	INTERPRET AF POLICY REGARDING PERSONAL GROOMING	9	30	-21
V1071	INTERPRET AF POLICY REGARDING WEAR OF MILITARY UNIFORMS	10	31	-21
B48	IMPLEMENT SUGGESTION PROGRAMS	76	96	-20
I425	PROVIDE INDIVIDUAL GUIDANCE TO PERSONNEL ON ASSIGNMENT POLICIES	12	31	-19
C53	EVALUATE BUDGETING OR FINANCIAL REQUIREMENTS	24	42	-18

AFR 39-1 ANALYSIS

An analysis of AFR 39-1 Specialty Descriptions forms a part of each occupational survey report. The specialty descriptions are compared to survey data in order to determine if the descriptions cover the major tasks and jobs identified during the analysis. For this survey, survey data were compared with the 732X0 specialty descriptions dated March 1978, the 732X1 specialty descriptions dated September 1977, and the 732X4 specialty descriptions dated June 1977.

AFS 732X0

An analysis of the 732X0 3-, 5-, and 7-skill level specialty descriptions in terms of the survey data indicated the descriptions are a good comprehensive overview of the jobs performed by different 732X0 skill level personnel. The 732X0 specialty descriptions had also been reviewed by MAJCOM and training personnel at the 732X0 Training and Utilization Conference held at Keesler Air Force Base on 13-16 May 1979. While a major typing change was made based on the conference's results, the conference found no major discrepancies with the 732X0 AFR 39-1 Specialty Descriptions.

AFS 732X1/732X4

The AFR 39-1 Specialty Descriptions for the 732X1 3-, 5-, and 7-skill levels, as well as the 3- and 7-skill level descriptions of 732X4 personnel, were found to provide good, very complete overviews of the jobs performed by personnel holding the different skill levels within the two career ladders. However, the AFR 39-1 description for the 732X4 specialty might be more complete if a specific reference to Air Force Recruiter Assistance Program (AFRAP) duties was included in paragraph 2e. Table 30 presents the AFRAP tasks performed by 732X4 respondents. Since a substantial percentage of 732X4s perform a number of AFRAP related tasks, a more specific response may be necessary than the general references found in paragraph 2e.

TABLE 30

AFRAP TASKS PERFORMED BY 732X4 RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING (N=139)
E128	INTERPRET AFRAP ACTION PLAN	45
E163	PROCESS AFRAP LEAD REFERRAL CARDS	45
E152	PREPARE AFRAP REPORTS	45
E130	INTERVIEW AFRAP RECRUITER HELPER NOMINEES	42
E106	ARRANGE AFRAP ASSOCIATED ACTIVITIES SUCH AS CAREER DAYS OR SPEAKING ENGAGEMENTS	39
E151	PREPARE AFRAP OR AFRAP RECRUITER HELPER BRIEFINGS	37
E164	PROCESS AFRAP RECRUITER HELPER CORRESPONDENCE	35
E133	MAINTAIN CONTACT WITH AFRAP UNIT REPRESENTATIVES	33
E126	INITIATE AFRAP RECRUITER HELPER ORDERS	30
T969	MAINTAIN CONTACT WITH LOCAL COMMUNITY ACTIVITIES OR INSTITUTIONS OTHER THAN IN DIRECT SUPPORT OF AFRAP	34
E161	PRESENT AFRAP OR AFRAP RECRUITER HELPER BRIEFINGS	35
E177	SCREEN RECORDS OF AFRAP RECRUITER HELPER NOMINEES	30

TRAINING ANALYSIS

Occupational survey data is just one of many sources of information which can be used to help make training curriculums more meaningful and relevant to students. Factors provided in occupational surveys which may be used in evaluating training are percent of first enlistment or 1-48 months TICF members performing task(s); task difficulty ratings and training emphasis ratings. These factors were used in evaluating the Specialty Training Standard (STS) and Plans of Instruction (POI) for each specialty.

PERCENT FIRST ENLISTMENT/1-48 MONTHS TICF MEMBERS PERFORMING TASKS: An analysis of jobs and tasks performed by personnel with 1-48 months TAFMS (first enlistment) was made to determine the basic task(s) a person just entering the 732X0 and 732X1 specialty performs. Since AFS 732X4 is a lateral specialty, requiring prior experience in another AFS, 1-48 months time in the career field (TICF) was used to evaluate the training needs of entry level career advisors.

DAFSC 732X0-These first term incumbents perform an average of only 49 tasks. A listing of representative tasks is given in Table 32. Only five tasks are performed by more than 50 percent of the members, further illustrating the heterogeneity of the personnel specialty. Most tasks listed are general tasks which are applicable to most functional areas, with the various job specific tasks being performed by a smaller percentage of the entire specialty. As can be seen on Table 31, DAFSC 732X0 first term respondents are evident in a majority of the job groups associated with the personnel functional area. The Outbound Assignments, Manning Control Unit, and Personnel Records Clerks have the highest percentage of first term members.

DAFSC 732X1-First term personnel in Personnel Affairs reported performing an average of 69 tasks, with only 24 tasks being performed by over 50 percent of the members. Table 33 lists representative tasks of 732X1 first enlistment personnel. In contrast to the 732X0 specialty, first term Personal Affairs incumbents perform more technically-oriented tasks. Concentrated primarily in the various job groups within the Personal Affairs functional area, most first term personnel work with awards and decorations. (See Table 19).

DAFSC 732X4-Thirty-two percent of the career advisor job group had 48 months or less TICF. Representative tasks for these incumbents are listed on Table 34. Performing an average of 111 tasks, these people also perform a very homogeneous function, with over 90 tasks performed by over 50 percent of the incumbents.

Analysis of Task Difficulty: Seventy-five people in each of the 732X0, 732X1, and 732X4 specialties with 7-skill level DAFSCs were queried as to the difficulty of each task in the job inventory. Tasks were rated on a nine-point scale from extremely low to extremely high

difficulty, with difficulty defined as the length of time it takes an average person to learn to do the task. Since the interrater reliabilities (as assessed through components of standardized group means) for the 29 DAFSC 732X0 raters, 46 DAFSC 732X1 raters, and 51 DAFSC 732X4 raters who returned booklets were all less than .90 (.81, .81, and .82 respectively), the reliabilities were not acceptable for use in computing a difficulty index of tasks in the job inventory or a job difficulty index for each functional group. The task difficulty data for the 732X0, 732X1 and 732X4 specialties have been forwarded to the Air Force Human Resources Laboratory at Brooks Air Force Base for their continuing research into the causes of low rater agreement.

ANALYSIS OF TRAINING EMPHASIS: Training emphasis data is a rating of tasks indicating the relative emphasis which should be placed in structured training for first-term personnel. Structured training is defined as training provided at resident technical schools, field training detachments (FTD), Mobile Training Teams (MTT), formal OJT, Career Development Courses (CDC), or any other organized training method. Training emphasis data was solicited independently from 225 respondents holding 7-skill level DAFSCs. Seventy-five people in each specialty (732X0, 732X1 732X4) were asked to rate the tasks on a ten-point scale from zero (no training emphasis) to nine (extremely heavy training emphasis). The interrater reliability for the 145 raters who returned booklets was above .90 (.91, .97, .98 respectively for the 732X0, 732X1, and 732X4 AFSCs). Tasks rated by the 40 raters in Personnel had an average training emphasis rating of 1.4 and standard deviation of 2.5. Tasks rated by the 48 Personnal Affairs raters had an average training emphasis rating of 1.0 and a standard deviation of 1.2. The 50 Career Advisor raters produced an average training emphasis rating of 1.0 and a standard deviation of 1.8. The somewhat low means (average ratings) and larger standard deviations indicates a wide variance in ratings by all respondents. The extremely high number of tasks (1,195) in the job inventory lends itself to a wide variance in ratings.

Tables 35 through 37 list the 10 highest rated tasks for training in the 732X0, 732X1, and 732X4 AFSCs respectively. Shown on Tables 38 through 40 are representative of tasks receiving average training emphasis ratings. The 10 least emphasized tasks for training in each AFSC are illustrated on Tables 41 through 43.

Training Documents: Technical School personnel at Keesler Technical Training Center, Keesler AFB matched survey tasks to areas of instruction outlined in the POI and STS appropriate for each specialty. It is important while analyzing training documents to realize there may be several causes for items in an STS or POI not to be matched with inventory tasks. These unmatched tasks usually deal with general military duties, introductory material, or subject matter knowledge, as it is difficult to match skill-related tasks to these knowledge items. Ideally, the purpose of acquiring knowledge on a particular subject is to eventually perform a related skill.

AFS-732X0 Personnel Specialty

The STS dated August 1978, 3ABR73230 (eight week) POI dated September 1978, and 3AZR73250 (three week) POI dated June 1978 were reviewed in terms of tasks performed and factors described above, including percent of first enlistment personnel performing tasks, and training emphasis. At a Training and Utilization Conference in May 1979 for 732X0 incumbents, revisions to the technical courses and STS were discussed and are in the process of implementation.

AFS-732X1 Personal Affairs Specialty

The 732X1 STS dated October 1977 appears to be well constructed and covered all areas within the scope of the job inventory. The 3ABR73231 POI dated September 1978 and task matching suggested some questionable minor areas. As shown in the analysis of first enlistment respondents, most first termers are assigned to Awards and Decorations, but many of these tasks are not referenced to the POI (see Table 44), and there is no specific block or unit of instruction in this area. However, many awards and decorations tasks have average or above average training emphasis ratings. The casualty services portion of the course (14 hours) has only 4 of 35 tasks annotated (and an additional two tasks that are not referenced) that are performed by more than 30 percent of the first term respondents (see Table 44). As may be seen on Table 44, several tasks relating to various briefings or counseling performed by 732X1 personnel were also not reference to the POI. Counseling and briefing is an area of instruction in the course (10 hours) but was not referenced to these tasks.

AFS-732X4 Career Advisor Specialty

The STS dated October 1977 was reviewed in terms of tasks performed and factors described previously. In this specialty, since there is no technical school course available, incumbents are upgraded through the use of Career Development Courses (CDCs). Several AFRAP related tasks performed by 732X4 respondents were not referenced to the STS, and may possibly be candidates for inclusion into future STSs (see Table 45). Use of the PDS is widespread in the Career Advisor Specialty, while most of these tasks are referenced in the STS, they are not categorized in a common module, as is evident in other 732XX specialties. Overall, the 732X4 STS is very well organized and covers the primary function of Career Advisors.

Computer products displaying the task statements matched to the various STSs and POIs have been forwarded to the technical school for their use in constructing training documents.

TABLE 31

PERCENTAGE OF FIRST TERM RESPONDENTS IN THE SPECIALTY STRUCTURE GROUPS

	732X0 (N=216)	732X1 (N=60)	732X4 (N=1)
A. PERSONAL AFFAIRS			
AWARDS & DECORATIONS PERSONNEL	0	38	0
CASUALTY ASSISTANCE PERSONNEL	0	19	0
AIR FORCE AID MONITORS	0	13	0
PERSONAL AFFAIRS NCOICs	0	0	0
PERSONAL AFFAIRS CLERKS	0	15	0
PERSONAL AFFAIRS COUNSELORS	0	2	0
B. PERSONNEL & CAREER ADVISORS			
PROMOTIONS & TESTING PERSONNEL	4	0	0
TESTING NCOICs	0	0	0
MILITARY PERSONNEL SUPERVISORS	2	0	0
AFRAP MONITORS	0	0	0
RECORDS NCOICs	-	0	0
MAJCOM STAFF NCOs	-	0	0
MANNING CONTROL PERSONNEL	10	0	0
OER/APR PERSONNEL	7	0	0
PERSONNEL LIAISONS	1	0	0
CLASSIFICATION & TRAINING PERSONNEL	8	0	0
SPECIAL ACTIONS PERSONNEL	7	0	0
CAREER ADVISORS*	0	0	100*
REENLISTMENT CLERKS	-	0	0
PERSONNEL SYSTEMS MANAGEMENT	2	0	0
SYSTEMS ANALYSIS PERSONNEL	0	0	0
PERSONNEL READINESS UNIT PERSONNEL	5	0	0
CUSTOMER SERVICE PERSONNEL	5	0	0
SEPARATIONS PERSONNEL	9	0	0
OUTBOUND ASSIGNMENTS PERSONNEL	14	0	0
C. ASSORTED INDEPENDENT JOB TYPES			
HQ PERSONAL AFFAIRS PERSONNEL	0	0	0
MPC CASUALTY ASSISTANCE PERSONNEL	0	5	0
BASE INTRO PROGRAM MANAGERS	-	0	0
PERSONNEL RECORDS CLERKS	10	0	0
IN/OUT PROCESSING PERSONNEL	3	0	0
DID NOT INDICATE	11	8	0
TOTAL	100	100	100

* PERSONNEL MUST HOLD 5-SKILL LEVEL IN ANOTHER DAFSC BEFORE ENTERING THE CAREER ADVISORY AREA, TIME IN CAREER FIELD IS A MORE REALISTIC INDICATOR OF ENTRY LEVEL PERFORMANCE. THIRTY-FOUR PERCENT OF THE CAREER ADVISORY HAVE 48 MONTHS OR LESS TICF

\- LESS THAN ONE PERCENT

TABLE 32

REPRESENTATIVE TASKS PERFORMED BY FIRST TERM 732X0 INCUMBENTS

TASKS		PERCENT MEMBERS PERFORMING
E117	CONSTRUCT UPDATE MESSAGES	64
E142	OPERATE REMOTE TYPEWRITERS	67
E165	RECEIVE COMPUTER PRODUCTS	62
E166	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	61
E116	CONSTRUCT IMMEDIATE INQUIRIES	57
E140	OPERATE CATHODE RAY TUBES	30
P719	FILE DOCUMENTS IN PERSONNEL RECORDS	21
B35	DRAFT CORRESPONDENCE	42
P720	FILE PERSONNEL RECORDS FOLDERS	19
P713	CONDUCT RECORDS REVIEWS	18
P734	REMOVE OBSOLETE DOCUMENTS FROM RECORDS	18
A10	ESTABLISH SUSPENSE SYSTEMS	38

TABLE 33

REPRESENTATIVE TASKS PERFORMED BY FIRST TERM 732X1 INCUMBENTS

TASKS		PERCENT MEMBERS PERFORMING
X1143	REVIEW RECOMMENDATIONS FOR DECORATION PRINTOUTS	55
X1126	DISTRIBUTE DECORATIONS ELEMENTS TO INDIVIDUALS WHO ARE SEPARATING OR RETIRING	53
X1122	ASSEMBLE AWARD ELEMENTS FOR DISTRIBUTION TO UNIT AWARDS MONITORS	55
V1085	PREPARE SERVICEMAN'S GROUP LIFE INSURANCE ELECTION CERTIFICATE FORMS (VA 29-8286)	74
W1108	PERFORM INDIVIDUAL SGLI ELECTION COUNSELING	76
X1142	RETURN RECOMMENDATIONS FOR DECORATIONS TO UNIT AWARDS MONITORS FOR CORRECTIONS	50
W1103	PERFORM DISCHARGE OR RELEASE FROM ACTIVE DUTY INDIVIDUAL BRIEFINGS	64
V1071	INTERPRET AF POLICY REGARDING WEAR OF MILITARY UNIFORMS	64
V1070	INTERPRET AF POLICY REGARDING PERSONAL GROOMING	62
X1137	PREPARE LETTERS REQUESTING CORRECTION OF AWARD ELEMENTS	52
W1105	PERFORM FIRST PERMANENT DUTY STATION BRIEFINGS	50
W1102	PERFORM DISCHARGE OR RELEASE FROM ACTIVE DUTY GROUP BRIEFINGS	50

TABLE 34

REPRESENTATIVE TASKS PERFORMED BY 732X4 INCUMBENTS
WITH 1-48 MONTHS IN THE CAREER FIELD

TASKS		PERCENT MEMBERS PERFORMING
T976	PREPARE APPLICATION FOR CAREER JOB RESERVATION (CJR) FORMS (AF FORM 545)	94
T940	BRIEF PERSONNEL ON TRANSACTION REPORTING AND CONTROL (TRAC) PROGRAM	96
T937	BRIEF PERSONNEL ON ENLISTMENT EXTENSIONS	98
T1001	SCHEDULE PERSONNEL FOR ENLISTMENT OR REENLISTMENT PROCESSING	87
T938	BRIEF PERSONNEL ON REGULAR OR SELECTIVE REENLISTMENT BONUS (SRB) ENTITLEMENTS	94
T941	BRIEF PERSONNEL SELECTED UNDER THE SRP	91
T935	BRIEF PERSONNEL ON CAREER ENLISTMENT AND RESERVATION SYSTEM (CAREERS)	81
T995	REVIEW RECORD OF CAREER COUNSELING FORMS (AF FORM 173)	94
C50	CONDUCT STAFF VISITS, INSPECTIONS, OR AUDITS	91
B30	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	77

TABLE 35

TASKS RATED HIGHEST IN EMPHASIS FOR
TRAINING FIRST TERM 732X0 PERSONNEL

TASKS --		TRAINING EMPHASIS	FIRST TERM PERCENT MEMBERS PERFORMING
E108	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	6.5	44%
E109	CLEAR PURGE ROSTERS	6.4	22%
E110	CLEAR REJECT ROSTERS	6.4	26%
E116	CONSTRUCT IMMEDIATE INQUIRIES	6.3	57%
E117	CONSTRUCT UPDATE MESSAGES	6.2	64%
E142	OPERATE REMOTE TYPEWRITERS	6.2	69%
E115	CONSTRUCT DESIRES MESSAGES	5.5	14%
E127	INPUT DESIRE MESSAGES FOR STANDARD DEFERRED RETRIEVAL PRODUCTS	5.3	15%
E174	REVIEW DAILY PDS TRANSACTION REGISTERS	5.0	31%
E141	OPERATE KEYPUNCH MACHINES	5.0	45%

TABLE 37

TASKS RATED HIGHEST IN EMPHASIS FOR
TRAINING 1-48 TICF 732X4 PERSONNEL

TASKS		TRAINING EMPHASIS	1-48 TICF PERCENT MEMBERS PERFORMING
T937	BRIEF PERSONNEL ON ENLISTMENT EXTENSIONS	6.8	98
T938	BRIEF PERSONNEL ON REGULAR OR SELECTIVE REENLISTMENT BONUS (SRB) ENTITLEMENTS	6.7	94
E143	PERFORM JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) ACTIONS	6.5	55
T979	PREPARE REENLISTMENT DOCUMENTS SUCH AS REENLISTMENT AGREEMENT ARMED FORCES OF THE UNITED STATES FORMS (DD FORM 4)	6.5	60
T976	PREPARE APPLICATION FOR CAREER JOB RESERVATION (CJR) FORMS (AF FORM 545)	6.5	94
T940	BRIEF PERSONNEL ON TRANSACTION REPORTING AND CONTROL (TRAC) PROGRAM	6.2	96
T941	BRIEF PERSONNEL SELECTED UNDER THE SRP	6.2	91
E117	CONSTRUCT UPDATE MESSAGES	6.1	81
T995	REVIEW RECORD OF CAREER COUNSELING FORMS (AF FORM 173)	6.0	94
E108	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	6.0	77

TABLE 38

REPRESENTATIVE TASKS WITH AVERAGE RATINGS
OF TRAINING EMPHASIS AS
RATED BY 732X0 RESPONDENTS

TASKS		TRAINING EMPHASIS	FIRST TERM PERCENT MEMBERS PERFORMING
F221	OPERATE REMOTE CARD READERS	2.9	15%
L528	ADVISE PERSONNEL ON RETIREMENT ELIGIBILITY OR APPLICATION PROCEDURES	2.8	3%
B33	DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	2.6	21%
I410	PROCESS E-7, E-8, OR E-9 PREFERENCE STATEMENTS	2.6	5%
E166	REPRODUCE MATERIAL USING COPY OR REPRODUCTION EQUIPMENT	2.6	61%
K500	MAKE CORRECTIONS ON COMPLETED OERs, APRs, OR LOEs	2.6	9%
R840	CONDUCT SEPARATION BRIEFINGS OR INTERVIEWS FOR PENDING SEPARATEES	2.6	7%
I465	NOTIFY UNITS AND LOSING CBPOs OF OVERDUE PERSONNEL	2.6	8%
M563	ADJUST SERVICE DATES OF ENLISTED PERSONNEL TO REFLECT TIME LOST	2.6	6%
P720	FILE PERSONNEL RECORDS FOLDERS	2.5	19%

TABLE 39

REPRESENTATIVE TASKS WITH AVERAGE RATINGS
OF TRAINING EMPHASIS AS
RATED BY 732X1 RESPONDENTS

TASKS		TRAINING EMPHASIS	FIRST TERM PERCENT MEMBERS PERFORMING
W1116	PREPARE FORMS OR LETTERS RELATED TO COMMERCIAL LIFE INSURANCE BRIEFINGS	2.6	38%
V1076	MAINTAIN SUSPENSE FILES ON NOMINATIONS FOR SPECIAL TROPHIES AND AWARDS	2.5	24%
X1129	MAINTAIN AWARDS AND DECORATIONS STATISTICAL DATA	2.5	41%
V1093	REVIEW PROPOSED SUPPLEMENTS OR CHANGES TO AFR 35-10	2.5	29%
V1057	ADVISE PERSONNEL CONCERNING US SOLDIERS HOMES	2.4	28%
E165	RECEIVE COMPUTER PRODUCTS	2.3	47%
V1082	PREPARE LETTERS REQUESTING NOMINATIONS FOR SPECIAL TROPHIES OR AWARDS	2.2	26%
B44	ORIENT NEWLY ASSIGNED PERSONNEL	2.2	43%
E166	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	2.1	57%
V1066	DISTRIBUTE VOTING MATERIALS OR FORMS TO UNIT VOTING OFFICERS	2.0	29%

TABLE 40

REPRESENTATIVE TASKS WITH AVERAGE RATINGS
OF TRAINING EMPHASIS AS
RATED BY 732X4 RESPONDENTS

TASKS		TRAINING EMPHASIS	1-48 TICF PERCENT MEMBERS PERFORMING
E173	REVIEW CORRECTIONS OR DEFICIENCIES DUE TO PURGES, REJECTS, RECONCILIATIONS, OR TREND ANALYSES	2.6	49
E150	PREPARE AFRAP ARTICLES FOR BASE DAILY BULLETINS OR BASE NEWSPAPERS	2.5	34
E130	INTERVIEW AFRAP RECRUITER HELPER NOMINEES	2.3	36
T963	EVALUATE UTILIZATION OF AFSC 732X4 CAREER ADVISOR PERSONNEL	2.2	55
B33	DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	2.1	32
E106	ARRANGE AFRAP ASSOCIATED ACTIVITIES SUCH AS CAREER DAYS OR SPEAKING ENGAGEMENTS	2.1	60
T992	REQUISITION REENLISTMENT OR RETENTION ADVERTISING OR PUBLICITY MATERIALS	2.1	61
T931	BRIEF NON-PRIOR SERVICE PERSONNEL ON AIR FORCE ENLISTMENT OPPORTUNITIES	2.1	62
B48	SERVE ON BOARDS, COUNCILS, OR COMMITTEES	2.0	49
B29	CONDUCT WORKSHOPS, SEMINARS, OR CONFERENCES	2.0	57
T999	SCHEDULE ENLISTMENT OR REENLISTMENT MEDICAL EXAMINATIONS	1.9	43

TABLE 41

REPRESENTATIVE TASKS WITH LOW TRAINING EMPHASIS RATINGS AS RATED BY 732X0 RESPONDENTS

TASKS		TRAINING EMPHASIS	FIRST TERM PERCENT MEMBERS PERFORMING
U1008	CLOSE CASUALTY ASSISTANCE CASES	.13	.5
W1105	PERFORM FIRST PERMANENT DUTY STATION BRIEFINGS	.13	.9
E155	PREPARE OTS PRODUCTION SUMMARIES	.10	1.4
C73	SUPERVISE PERSONAL AFFAIRS TECHNICIANS (AFSC 73271)	.05	2.3
T1004	SPEAK AT LOCAL COMMUNITY FUNCTIONS OTHER THAN IN DIRECT SUPPORT OF AFRAP	.05	.5
V1064	DEVELOP PLANS FOR FUND RAISING ACTIVITIES	.05	.5
E148	PREPARE ACADEMIC INFORMATION FORMS (AFROTC FORM 53)	.00	.9
Q821	REVIEW RESERVE PHYSICAL CERTIFICATES OR MEDICAL EXAMINATIONS	.00	.5
X1128	EVALUATE RECOMMENDATIONS FOR DECORATIONS SUBMITTED BY OTHER SERVICES OR DOD ON AF PERSONNEL	.00	.5
Y1177	REVIEW AFAS APPLICATIONS	.00	.5

TABLE 42

REPRESENTATIVE TASKS WITH LOW TRAINING EMPHASIS RATINGS AS RATED BY 732X1 RESPONDENTS

TASKS		TRAINING EMPHASIS	FIRST TERM PERCENT MEMBERS PERFORMING
Q803	PROCESS REQUESTS FOR AWARD OF INSIGNIA SUCH AS MEDICAL, LEGAL, OR CHAPLAIN BADGES FOR RESERVE MEMBERS	.10	1.7
G265	EVALUATE DATA AUTOMATION PROPOSALS	.08	1.7
I386	PREPARE HUMANITARIAN ASSIGNMENT OR DEFERMENT REQUESTS	.06	3.5
L547	PREPARE AIRMAN INSTRUCTOR DUTY APPLICATION/CHECKLIST FORMS (AF FORM 415)	.06	3.5
R855	EVALUATE REQUESTS FOR DISCHARGE FOR MISCELLANEOUS REASONS	.06	1.7
M567	CERTIFY DUTY STATUS CHANGE FORMS (AF FORM 2098)	.04	1.7
E124	EVALUATE REQUESTS FOR WAIVER OF MAXIMUM AF WEIGHT STANDARDS	.00	1.7
E126	INITIATE AFRAP RECRUITER HELPER ORDERS	.00	1.7
I381	PREPARE CHAP ASSIGNMENT OR DEFERMENT REQUESTS	.00	3.5
R841	COORDINATE RETIREMENT CEREMONIES WITH RETIREES	.00	3.5

TABLE 43

REPRESENTATIVE TASKS WITH LOW TRAINING EMPHASIS RATINGS AS RATED BY 732X4 RESPONDENTS

TASKS		TRAINING EMPHASIS	1-48 TICF PERCENT MEMBERS PERFORMING
F206	INITIATE CHANGES OF PAS CODES	.04	2.1
F211	MAINTAIN LOGS OF STORED OR DEFERRED INQUIRIES	.04	2.1
H345	SUSPENSE CLASSIFICATION APPEAL BOARD ACTIONS	.04	2.1
C71	SUPERVISE CIVILIAN PERSONNEL	.02	7.9
E148	PREPARE ACADEMIC INFORMATION FORMS (AFROTC FORM 53)	.02	4.3
E154	PREPARE DUTY ROSTERS	.02	6.4
I351	ASSEMBLE COMPLETED FORMS FOR PASSPORT APPLICATIONS	.00	2.1
I353	ASSIGN ASSIGNMENT AVAILABILITY CODES	.00	2.1
J484	PROVIDE INPUTS PROGRAM ACTION DIRECTIVES (PAD)	.00	2.1
Q793	PROCESS APPLICATION FOR RESERVE ASSIGNMENT FORMS (AF FORM 1288)	.00	2.1

TABLE 44

AWARDS & DECORATIONS TASKS NOT REFERENCED TO 3ABR73231 COURSE

TASKS		TRAINING EMPHASIS RATING	PERCENT FIRST ENL. PERFORMING
X1133	PERFORM FOLLOW-UPS ON LATE SUSPENSES OF AWARDS OR DECORATIONS	3.9	48%
X1122	ASSEMBLE AWARD ELEMENTS FOR DISTRIBUTION TO UNIT AWARDS MONITORS	3.9	55%
X1142	RETURN RECOMMENDATIONS FOR DECORATIONS TO UNIT AWARDS MONITORS FOR CORRECTIONS	3.7	50%
X1134	PERFORM RECORDS CHECKS TO DETERMINE CORRECTNESS OF AWARDS OR DECORATIONS	3.7	41%
X1131	MAINTAIN SUSPENSE FILES ON AWARDS OR DECORATIONS	3.5	52%
X1137	PREPARE LETTERS REQUESTING CORRECTION OF AWARD ELEMENTS	3.1	48%
X1126	DISTRIBUTE DECORATIONS ELEMENTS TO INDIVIDUALS WHO ARE SEPARATING OR RETIRING	3.2	53%
X1132	NOTIFY UNIT AWARDS MONITORS OF APPROVED AWARDS OR DECORATIONS	3.1	48%

CASUALTY ASSISTANCE TASKS NOT REFERENCED TO 3ABR73231 COURSE

U1016	MAINTAIN CASUALTY ASSISTANCE CASE FILES	5.8	33%
U1012	DISTRIBUTE CASUALTY MESSAGES	4.6	55%

BRIEFING AND COUSELING TASKS NOT REFERENCED TO 3ABR73231 COURSE

W1108	PERFORM INDIVIDUAL SGLI ELECTION COUNSELING	4.9	76%
W1102	PERFORM DISCHARGE OR RELEASE FROM ACTIVE DUTY GROUP BRIEFINGS	4.4	50%
W1103	PERFORM DISCHARGE OR RELEASE FROM ACTIVE DUTY INDIVIDUAL BRIEFINGS	4.3	64%
W1101	PERFORM OVERSEAS ASSIGNMENT BRIEFINGS	4.2	35%
W1105	PERFORM FIRST PERMANENT DUTY STATION BRIEFINGS	3.8	50%
W1111	PERFORM OVERSEAS ASSIGNMENT BRIEFINGS	3.7	52%
W1120	SCHEDULE PERSONNEL FOR RETIREMENT AND SBP BRIEFINGS	3.5	36%
W1098	COORDINATE SEPARATION OR RETIREMENT BRIEFING SCHEDULES WITH OTHER FEDERAL AND STATE AGENCIES	3.4	40%
W1107	PERFORM INDIVIDUAL MARRIAGE BRIEFINGS	3.3	55%

TABLE 45

AFRAP TASKS NOT REFERENCED
TO 732X4 STS

TASKS		TRAINING EMPHASIS RATING	PERCENT MEMBERS PERFORMING
E150	PREPARE AFRAP ARTICLES FOR BASE DAILY BULLETINS OR BASE NEWSPAPERS	2.5	41%
E163	PROCESS AFRAP LEAD REFERRAL CARDS	2.4	45%
E130	INTERVIEW AFRAP RECRUITER HELPER NOMINEES	2.3	42%
E164	PROCESS AFRAP RECRUITER HELPER CORRESPONDENCE	2.2	35%
E106	ARRANGE AFRAP ASSOCIATED ACTIVITIES SUCH AS CAREER DAYS OR SPEAKING ENGAGEMENTS	2.1	39%
E152	PREPARE AFRAP REPORTS	2.1	45%
E151	PREPARE AFRAP OR AFRAP RECRUITER HELPER BRIEFINGS	2.0	37%
E126	INITIATE AFRAP RECRUITER HELPER ORDERS	1.9	30%
E128	INTERPRET AFRAP ACTION PLAN	1.9	45%
E177	SCREEN RECORDS OF AFRAP RECRUITER HELPER NOMINEES	1,8	30%
E160	PREPARE SPEECHES IN SUPPORT OF AFRAP	1.7	30%
E133	MAINTAIN CONTACT WITH AFRAP UNIT REPRESENTATIVES	1.7	33%
E132	MAINTAIN CONTACT WITH AFRAP ACTION OFFICERS	1.5	40%

OTHER ANALYSES

Survey data was used to analyze other areas related to the Personal Affairs, Personnel, and Career Advisory specialties. These analyses included the amount of typing required, the functional area rotations of AFS 732X0 incumbents, and a comparison of present survey data to the previous survey data. Brief summaries of these analysis are presented below.

Analysis of Typing Requirements

A background question in the job inventory concerns the amount of typing required by Personnel incumbents. The classification branch of the Air Force Manpower and Personnel Center requested the information in conjunction with career field concern for the amount of time they spend typing.

Table 46 illustrates the relative percent members performing different amounts of typing in each AFSC (732X0, 732X1, and 732X4). Personal Affairs respondents seem to perform more typing than members of the other AFSCs in the survey, spending eight percent of their time preparing letters, requests, or reports, and nine percent of their time preparing forms or applications. Comparably, the Career Advisors spend five percent of their time on preparing letters, reports, or requests and only two percent of their time on preparing forms or applications. Performing less typing than the other AFSCs in the survey, Personnel incumbents spend six percent of their time preparing letters, requests or reports, and four percent of their time on preparing forms or applications. The substantial amount of time spent typing forms is in line with the recommendation at the 732X0 Training and Utilization Conference to realign the typing areas within the 3ABR73230 course from pure manuscript typing to include typing forms. As expected within each AFS, as the skill level increases, the amount of typing performed decreases.

Within the specialty structure, respondents in the Personnel Systems Management, Customer Service, Separations, Special Actions, and Personal Affairs Clerks job groups reported spending more hours a day typing (5-8) than other specialty groups (see Tables 7 and 8). Job groups where members perform the least amount of typing are Systems Analysis Personnel, MAJCOM Staff NCOs, Base INTRO Program Managers, Testing NCOICs, and Military Personnel Supervisors.

Overall, a majority of the personnel within the three specialties type the forms and correspondence associated with personnel, personal affairs and career advisor specialties. Personal Affairs incumbents report spending more time on typing than Career Advisors or Personnel incumbents.

TABLE 46

AMOUNT OF TYPING REQUIRED FOR DAFSC RESPONDENTS
(PERCENT MEMBERS PERFORMING)

	DAFSC 732X0	DAFSC 732X1	DAFSC 732X4
DOES NOT TYPE	12	5	7
TYPES LESS THAN 1 HOUR A DAY	35	24	35
TYPES 1-2 HOURS A DAY	30	40	42
TYPES 3-4 HOURS A DAY	17	24	13
TYPES 5-6 HOURS A DAY	5	6	2
TYPES 7-8 HOURS A DAY	1	1	1

Analysis of 732X0 Functional Area Rotations

An analysis of the amount of specialization occurring within the 732X0 career field was also performed on the data. In general, 732X0 personnel should gain a broad knowledge of the personnel system throughout their career by being rotated to different workcenters within the CBPOs. However, field comments to AFMPC reflect the opinion that substantial numbers of 732X0 personnel do not rotate among the different workcenters of the CBPO. Thus, the main focus of this analysis was whether or not incumbents holding either 73250 or 73270 DAFSCs rotate among the various workcenters of the CBPO.

Table 47 highlights the number of workcenters 73250 and 73270 personnel have been assigned to, other than their present workcenter, in the last five years. Forty-one percent of the 73250 personnel reported that other than their present job, they have not been rotated or rotated only once in the last five years. Of course, some 73250 incumbents may have less than five years TAFMS so such a high percentage is expected. Interestingly, however, 31 percent of all 73270 incumbents report similar rotation patterns. Despite these somewhat high figures for nonrotation or rotation only once, it would appear that a majority of incumbents within the Personnel specialty do indeed rotate among the various CBPO workcenters over a five-year period.

Comparison of Current Survey to Previous Surveys

The results of this survey were compared to those of Occupational Survey Reports (OSRs) AFPT 90-732-189, dated 30 April 1975, and AFPT 90-732-245 dated 31 October 1977. Since this is the initial survey for Career Advisors (732X4) as a specialty, a comparison of previous data is not possible. However in the 1972 732X0 OSR administered before Career Advisors were separated from Personnel, those respondents performing career advising and counseling functions formed approximately the same type of groupings (job types forming a cluster) as in the present survey.

The organization of the Personnel specialty has historically been very diverse. Previous and present surveys indicate similar heterogenous specialty organizations with some deviations. As shown in Table 48, some specialized clusters were not identified in both recent survey adminstrations. The variance in the job groups identified in the two surveys can be explained in that some groups in the 1977 survey performed similar tasks to groups in the 1979 survey but were not identifiable by the same background factors, such being assigned to GSU and AFROTC. Top tasks performed by DAFSC 732X0 respondents for the 1977 and 1979 surveys are displayed on Table 49. As can be seen from the data displayed, there has been some variance in types of tasks commonly performed within the Personnel specialty. The earlier study (1977) indicated greater time spent on administrative-managerial tasks, while the more recent survey indicated greater time spent on

administrative-computer tasks. The advances in PDS technology accounted for the additional time spent in computer related areas. Overall, except for the computer related tasks the top tasks performed by respondents in both studies remained relatively consistent.

The specialty structure of DAFSC 732X1 has also changed since the previous administration in 1975. As shown on Table 50, a majority of the job groups have remained stable. However the Passport, BLMPS, and MPC groups have seen some changes. The passport functions previously performed by personal affairs have been transferred to the Personnel specialty. Tasks performed by BLMPs specialists dealt primarily with operation of the automated data system, and are now performed by personnel incumbents. In the current survey, the sample included a specialized group of respondents in MPC Casualty Assistance, which due to their extremely small localized population may have easily been included in MAJCOM Personal Affairs group of the previous survey. Top tasks performed in both survey administrations are displayed in Table 51. Many of the tasks show definite increases or decreases in the percent members performing during the last four years. These changes are evident over many of the different types of work areas or functions involving Personal Affairs incumbents.

Overall, the comparison revealed that the mission of each AFSC (732X0, 732X1, and 732X4) has basically remained the same, with a few changes in specialty structures over the last few years. Each survey revealed overall job interest utilization of training and talents to be satisfactory. Other background data from the present and previous surveys like DAFSC, TAFMS and average number of tasks performed were similar.

TABLE 47

NUMBER OF FUNCTIONAL AREAS TO WHICH 732X0
PERSONNEL HAVE ROTATED WITHIN THE LAST FIVE YEARS
(PERCENT MEMBERS RESPONDING)

NUMBER OF FUNCTIONAL AREAS ASSIGNED TO (OTHER THAN PRESENT) IN LAST FIVE YEARS	DAFSC 73250 (N=392)	DAFSC 73270 (N=431)
0	18	14
1	21	17
2-3	41	39
4+	19	30

TABLE 48

COMPARISON OF 732X0 FUNCTIONAL JOB STRUCTURE BETWEEN PREVIOUS AND CURRENT SURVEYS

PREVIOUS SURVEY (1977) SPECIALTY STRUCTURE	CURRENT SURVEY (1979) SPECIALTY STRUCTURE
OUTBOUND ASSIGNMENTS PERSONNEL	OUTBOUND ASSIGNMENTS PERSONNEL
MILITARY PERSONNEL SUPERVISORS	MILITARY PERSONNEL SUPERVISORS
GEOGRAPHICALLY SEPARATED UNIT (GSU) SERVICE PERSONNEL	
AFROTC DETACHMENT PERSONNEL	
CUSTOMER SERVICE CLERKS	CUSTOMER SERVICE PERSONNEL
APDS MANAGEMENT PERSONNEL	PERSONNEL SYSTEMS MANAGEMENT PERSONNEL
REMOTE TYPEWRITER OPERATORS	
SPECIAL ACTIONS PERSONNEL	SPECIAL ACTIONS PERSONNEL
CLASSIFICATION & TRAINING PERSONNEL	CLASSIFICATION & TRAINING PERSONNEL
PERSONNEL READINESS UNIT PERSONNEL	PERSONNEL READINESS UNIT PERSONNEL
MANNING CONTROL PERSONNEL	MANNING CONTROL UNIT PERSONNEL
OER/APR UNIT PERSONNEL	OER/APR PERSONNEL
SEPARATIONS AND REENLISTMENT PERSONNEL	REENLISTMENT PERSONNEL
	SEPARATIONS PERSONNEL
PROMOTIONS & TESTING PERSONNEL	PROMOTIONS & TESTING PERSONNEL
RECORDS UNIT PERSONNEL	PERSONNEL RECORDS UNIT PERSONNEL
	NCOICS RECORDS UNIT
AFEES TEST ADMINISTRATORS	
	NCOIC TESTING
	AFRAP MONITORS
	MAJCOM STAFF NCOs
	PERSONNEL LIAISONS
	SYSTEMS ANALYSTS
	BASE INTRO PROGRAM MANAGERS
	IN/OUT PROCESSING PERSONNEL

TOTAL SAMPLED IN 1975 - 2,021
TOTAL SAMPLED IN 1979 - 856

TABLE 49

COMPARISON OF TOP TASKS PERFORMED BY DAFSC 732X0 PERSONNEL FOR BOTH THE 1977 AND 1979 SURVEYS

TASKS		PERCENT MEMBERS PERFORMING 1977	1979	DIFFERENCE
E165	RECEIVE COMPUTER PRODUCTS	30	66	-36
E139	OPEN OR CLOSE DEVICES FOR PERSONNEL TRANSACTIONS	26	44	-18
E108	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	39	48	- 9
E116	CONSTRUCT DIRECT ENGLISH STATEMENT INFORMATION RETRIEVAL SYSTEM (DESIRES) MESSAGES	45	53	- 8
E110	CLEAR REJECT ROSTERS	33	38	- 5
B47	REVIEW CORRESPONDENCE, REPORTS OR MESSAGES	56	59	- 3
E168	RESEARCH DIRECTIVES OR PUBLICATIONS	56	43	+13
A20	PREPARE BRIEFINGS	50	44	+ 6
B35	DRAFT CORRESPONDENCE	71	67	+ 4
E166	REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT	68	64	+ 4
A10	ESTABLISH SUSPENSE SYSTEMS	60	56	+ 4
C74	SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)	33	30	+ 3
B41	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	48	46	+ 2
E142	OPERATE REMOTE TYPEWRITERS	59	58	+ 1

TABLE 50

COMPARISON OF 732X1 FUNCTIONAL JOB STRUCTURE BETWEEN PREVIOUS AND CURRENT SURVEYS

PREVIOUS SURVEY (1975) SPECIALTY STRUCTURE	CURRENT SURVEY (1979) SPECIALTY STRUCTURE
AIR FORCE AID SPECIALIST	AIR FORCE AID MONITORS
BASE LEVEL SUPERVISOR PERSONNEL SUPERINTENDENT	PERSONAL AFFAIRS NCOICs
CASUALTY SERVICES NCO	CASUALTY ASSISTANCE PERSONNEL
AWARDS AND DECORATIONS SPECIALIST I AWARDS AND DECORATIONS SPECIALIST II	AWARDS AND DECORATIONS PERSONNEL
PERSONAL AFFAIRS COUNSELOR	PERSONAL AFFAIRS COUNSELORS
ADMINISTRATIVE SPECIALIST	PERSONAL AFFAIRS CLERKS
MAJCOM PERSONAL AFFAIRS DIVISION NCOIC	HQ PERSONAL AFFAIRS PERSONNEL
BASE LEVEL MILITARY PERSONNEL SYSTEMS (BLMPS) SPECIALIST	
PASSPORT CLERK	
	MPC CASUALTY ASSISTANCE

TOTAL SAMPLED IN 1975 - 410
TOTAL SAMPLED IN 1979 - 342

TABLE 51

COMPARISON OF TOP TASKS PERFORMED BY DAFSC 732X1
FOR BOTH THE 1975 AND 1979 SURVEYS

TASKS	PERCENT MEMBERS PERFORMING 1975	1979	DIFFERENCE
V1050 ADVISE PERSONNEL CONCERNING COMMERCIAL ON-BASE SOLICITATIONS	52	72	-20
W1108 PERFORM INDIVIDUAL SGLI ELECTION COUNSELING	70	75	- 5
V1071 INTERPRET AF POLICY REGARDING WEAR OF MILITARY UNIFORMS	61	67	- 5
V1085 PREPARE SERVICEMAN'S GROUP LIFE INSURANCE ELECTION CERTIFICATE FORMS (VA 29-8286)	72	74	- 2
I368 EXPLAIN PROCEDURES FOR OBTAINING PASSPORTS	71	8	+63
L553 ANSWER RETIRED PAY INQUIRIES	79	40	+39
W1099 PERFORM COMMERCIAL LIFE INSURANCE GROUP BRIEFINGS	62	32	+30
B31 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	69	47	+22
W1113 PERFORM SBP INDIVIDUAL COUNSELING	73	67	+ 6
B35 DRAFT CORRESPONDENCE	77	73	+ 4
W1102 PERFORM DISCHARGE OR RELEASE FROM ACTIVE DUTY GROUP BRIEFINGS	69	66	+ 3
W1119 PREPARE SURVIVOR BENEFIT PLAN FORMS	69	67	+ 2
U1023 OBTAIN DEATH INFORMATION	61	59	+ 2
U1029 PREPARE CASUALTY MESSAGES	67	66	+ 1

APPENDIX A

A. I. AWARDS AND DECORATIONS PERSONNEL (GRP092)

This group of 88 individuals perform a variety of awards and decorations tasks in common. Ninety-seven percent of the members of the group hold a 732X1 DAFSC which accounts for 25 percent of all Personal Affairs (732X1) incumbents in the survey sample. The remaining three percent of these people had a DAFSC of 732X0 (Personnel). A common core of tasks are performed by large percentages of the members of the group although they are located at all types of CBPOs and several specialized organizations. The common tasks relate to assembling award elements; notifying units of approved awards; requesting corrections to awards; returning awards for correction; maintaining a stock of service medals; and maintaining suspense files or statistical data for awards. Over half (55 percent) of the group are in their second enlistment (49-96 months). As a group, they do not feel their training is as well utilized as do members of other job groups associated with Personal Affairs. However, incumbents feel their talents are being utilized fairly well or better and find their job interesting.

Within the cluster, six distinct job types can be identified which differ primarily in the amounts of supervisory duties they performed. In terms of job type membership, those individuals (three percent) holding a Personnel (732X0) DAFSC were either MAJCOM Awards and Decorations Technicians or Awards and Decorations Monitors at base level. This implies some malassignment of Personnel (DAFSC 732X0) incumbents.

A. Ia. AWARDS, DECORATIONS AND AIR FORCE AID MONITORS (GRP671)

NUMBER IN GROUP: 7 PERCENT OF SAMPLE: .4%

MAJCOM DISTRIBUTION: TAC (43%), PACAF (29%), SAC (14%), ATC (14%)

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

DAFSC DISTRIBUTION: 73251 (71%), 73271 (29%)

AVERAGE GRADE: 4.3

AVERAGE TIME IN CAREER FIELD: 33 MOS

AVERAGE TIME IN SERVICE: 71 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 43%

AMOUNT OF SUPERVISION: 14% SUPERVISE 1 PERSON

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

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	14%
	FAIRLY WELL OR BETTER	86%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 109

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	0%
	2-4 HOURS A DAY	100%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	29%
	CLASS II	29%
	CLASS III	29%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

E116	CONSTRUCT IMMEDIATE INQUIRIES
E142	OPERATE REMOTE TYPEWRITERS
E158	PREPARE REQUISITION FOR LOCAL DUPLICATING SERVICE FORMS (DD FORM 844)
E117	CONSTRUCT UPDATE MESSAGES
Y1160	PREPARE AFAS FORMS 1

A. Ib. AWARDS AND DECORATIONS MONITORS (GRP652)

NUMBER IN GROUP: 17 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: SAC (47%), TAC (29%), ATC (12%), MAC (6%), AFSC (6%)

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

DAFSC DISTRIBUTION: 73270 (6%), 73251 (41%), 73271 (47%), 73299 (6%)

AVERAGE GRADE: 5.3

AVERAGE TIME IN CAREER FIELD: 72 MOS

AVERAGE TIME IN SERVICE: 142 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 12%

AMOUNT OF SUPERVISION: 71% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (12%), SO-SO (29%), INTERESTING (59%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	24%
	FAIRLY WELL OR BETTER	70%
	NOT REPORTED	6%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	29%
	FAIRLY WELL OR BETTER	65%
	NOT REPORTED	6%

AVERAGE NUMBER OF TASKS PERFORMED: 108

AMOUNT OF TYPING PERMORMED:	1 HOUR OR LESS A DAY	24%
	2-4 HOURS A DAY	65%
	5-8 HOURS A DAY	11%

CLASS CBPO ASSIGNED:	CLASS I	29%
	CLASS II	53%
	CLASS III	12%
	OTHER	6%

GROUP DIFFERENTIATING TASKS:

E108	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS
E110	CLEAR REJECT REGISTERS
W1105	PERFORM FIRST PERMANENT DUTY STATION BRIEFINGS
W1113	PERFORM SBP INDIVIDUAL COUNSELING
W1119	PREPARE SURVIVOR BENEFIT PLAN FORMS

A. Ic. AWARDS AND DECORATIONS TECHNICIANS (GRP403)

NUMBER IN GROUP: 14 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: TAC (50%), MAC (21%), USAFE (7%), SAC (7%), ATC (7%), AFSC (7%), OTHER (1%)

LOCATION: CONUS (93%), OVERSEAS (7%)

DAFSC DISTRIBUTION: 73231 (7%), 73251 (86%), 73271 (7%)

AVERAGE GRADE: 4.0

AVERAGE TIME IN CAREER FIELD: 38 MOS

AVERAGE TIME IN SERVICE: 56 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 57%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (14%), SO-SO (21%), INTERESTING (65%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	21%
	FAIRLY WELL OR BETTER	79%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	14%
	FAIRLY WELL OR BETTER	86%

AVERAGE NUMBER OF TASKS PERFORMED: 63

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	21%
	2-4 HOURS A DAY	64%
	5-8 HOURS A DAY	15%

CLASS CBPO ASSIGNED:	CLASS I	21%
	CLASS II	71%
	CLASS III	8%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

V1050 ADVISE PERSONNEL CONCERNING COMMERIAL ON-BASE SOLICITATIONS
V1077 PERFORM GROUP BRIEFINGS REGARDING RECORD OF EMERGENCY DATA FORMS (DD FORM 93)
X1125 DETERMINE APPROPRIATENESS OF AWARDS ACTIONS
X1134 PERFORM RECORDS CHECKS TO DETERMINE CORRECTNESS OF AWARDS OR DECORATIONS
X1139 PREPARE REPORTS ON AWARDS OR DECORATION TRENDS

A. Id. MAJCOM AWARDS AND DECORATIONS ADMINISTRATORS (GRP333)

NUMBER IN GROUP: 16 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: ATC (25%), USAFE (13%), MAC (13%), SAC (13%), AFRES (13%), OTHER (23%)

LOCATION: CONUS (81%), OVERSEAS (13%), NOT REPORTED (6%)

DAFSC DISTRIBUTION: 73251 (13%), 73271 (75%), 73299 (12%)

AVERAGE GRADE: 6.0

AVERAGE TIME IN CAREER FIELD: 101 MOS

AVERAGE TIME IN SERVICE: 160 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 6%

AMOUNT OF SUPERVISION: 62% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (13%), INTERESTING (87%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	13%
	FAIRLY WELL OR BETTER	81%
	NOT REPORTED	6%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	25%
	FAIRLY WELL OR BETTER	69%
	NOT REPORTED	6%

AVERAGE NUMBER OF TASKS PERFORMED: 117

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	56%
	2-4 HOURS A DAY	44%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	13%
	CLASS II	0%
	CLASS III	6%
	OTHER	81%

GROUP DIFFERENTIATING TASKS:

A8	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)
A11	FORMULATE POLICY
C65	PREPARE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS
V1083	PREPARE MINUTES OF SPECIAL TROPHY AND AWARDS BOARDS
X1121	ANALYZE DECORATION APPROVAL RATE TRENDS

A. Ie. MAJCOM AWARDS AND DECORATIONS TECHNICIANS (GRP169)

NUMBER IN GROUP: 8 PERCENT OF SAMPLE: .5%

MAJCOM DISTRIBUTION: AFSC (25%), AAC (13%), ADCOM (13%), AFCS (13%), AFLC (12%), USAFE (12%), OTHER (12%)

LOCATION: CONUS (63%), OVERSEAS (37%)

DAFSC DISTRIBUTION: 73250 (13%), 73270 (37%), 73251 (25%), 73271 (25%)

AVERAGE GRADE: 5.0

AVERAGE TIME IN CAREER FIELD: 95 MOS

AVERAGE TIME IN SERVICE: 140 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 37% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (25%), SO-SO (13%), INTERESTING (62%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	25%
	FAIRLY WELL OR BETTER	75%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	38%
	FAIRLY WELL OR BETTER	62%

AVERAGE NUMBER OF TASKS PERFORMED: 41

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	13%
	2-4 HOURS A DAY	62%
	5-8 HOURS A DAY	25%

CLASS CBPO ASSIGNED:	CLASS I	25%
	CLASS II	12%
	CLASS III	0%
	OTHER	63%

GROUP DIFFERENTIATING TASKS:

X1135 PREPARE AWARD OR DECORATION CERTIFICATES
X1138 PREPARE NOMINATION LETTERS TO HIGHER HEADQUARTERS FOR AWARDS OR DECORATIONS
X1123 ASSEMBLE RECOMMENDATIONS FOR DECORATIONS FOR COMMITTEE MEETINGS
X1136 PREPARE AWARDS OR DECORATIONS APPROVAL OR DISAPPROVAL LETTERS
X1142 RETURN RECOMMENDATIONS FOR DECORATIONS TO UNIT AWARDS MONITORS FOR CORRECTIONS

A. If. AWARDS AND DECORATIONS CLERKS (GRP194)

NUMBER IN GROUP: 15 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: SAC (40%), MAC (13%), ADCOM (13%), OTHER (34%)

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

DAFSC DISTRIBUTION: 73231 (27%), 73251 (53%), 73271 (20%)

AVERAGE GRADE: 3.7

AVERAGE TIME IN CAREER FIELD: 27 MOS

AVERAGE TIME IN SERVICE: 62 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 53%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (20%), SO-SO (13%), INTERESTING (67%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	28%
	FAIRLY WELL OR BETTER	72%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	40%
	FAIRLY WELL OR BETTER	60%

AVERAGE NUMBER OF TASKS PERFORMED: 36

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	7%
	2-4 HOURS A DAY	93%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	47%
	CLASS II	33%
	CLASS III	13%
	OTHER	7%

GROUP DIFFERENTIATING TASKS:

X1122 ASSEMBLE AWARD ELEMENTS FOR DISTRIBUTION TO UNIT AWARDS MONITORS
X1126 DISTRIBUTE DECORATIONS ELEMENTS TO INDIVIDUALS WHO ARE SEPARATING OR RETIRING
X1133 PERFORM FOLLOW-UPS ON LATE SUSPENSES OF AWARDS OR DECORATIONS
X1137 PREPARE LETTERS REQUESTING CORRECTION OF AWARD ELEMENTS
X1143 REVIEW RECOMMENDATIONS FOR DECORATION PRINTOUTS

A. II. CASUALTY ASSISTANCE PERSONNEL (GRP257)

This group of 146 persons is composed of 98 percent Personal Affairs incumbents (DAFSC 732X1) and two percent Personnel (DAFSC 732X0) incumbents. The largest concentration of 732X1 personnel are found in this group (41 percent of all 732X1 personnel). Tasks such as administer the Air Force Casualty Assistance Program, preparation or distribution of casualty messages; preparation of supplemental or original casualty reports; obtaining death information, preparation of letters to next of kin; and maintaining suspense files of casualty cases and reports are representative of the responsibilities performed by members of this cluster. Being one of the largest clusters identified in the survey sample, these incumbents are further divided into five distinct job types.

While incumbents in all five job types perform casualty assistance functions, they differ further because of varying emphasis in other personal affairs areas such as Air Force Aid (AFA), customer service and Servicemans Group Life Insurance (SGLI) counseling. The two percent of the cluster possessing a 732X0 DAFSC are all members of the Personal Affairs Administrators job type. Overall, the members of this cluster had very high job interest and felt their talents and training were well utilized. Performing an average of 154 tasks, incumbents also average 143 months TAFMS and possess 5- or 7-skill level DAFSCs. In addition, 59 percent of the cluster indicate they supervise one or more subordinates.

A. IIa. PERSONAL AFFAIRS ADMINISTRATORS (GRP592)

NUMBER IN GROUP: 69 PERCENT OF SAMPLE: 4%

MAJCOM DISTRIBUTION: SAC (29%), USAFE (28%), TAC (15%), MAC (13%), OTHER (15%)

LOCATION: CONUS (61%), OVERSEAS (39%)

DAFSC DISTRIBUTION: 73250 (1%), 73270 (1%), 73251 (15%), 73271 (80%), 73299 (3%)

AVERAGE GRADE: 5.8

AVERAGE TIME IN CAREER FIELD: 89 MOS

AVERAGE TIME IN SERVICE: 161 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 4%

AMOUNT OF SUPERVISION: 78% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (7%), INTERESTING (87%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	9%
	FAIRLY WELL OR BETTER	90%
	NOT REPORTED	1%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	12%
	FAIRLY WELL OR BETTER	88%

AVERAGE NUMBER OF TASKS PERFORMED: 194

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	29%
	2-4 HOURS A DAY	64%
	5-8 HOURS A DAY	7%

CLASS CHO ASSIGNED:	CLASS I	22%
	CLASS II	54%
	CLASS III	21%
	OTHER	3%

GROUP DIFFERENTIATING TASKS:

V1093 REVIEW PROPOSED SUPPLEMENTS OR CHANGES TO AFR 35-10
U1039 REQUEST PREPARATION OF CONDOLENCE AND FACTS AND CIRCUMSTANCES LETTERS
U1049 SUSPENSE REPORTS OF FACTS AND CIRCUMSTANCES FOR MISSING DOCUMENTS
V1080 PREPARE FAMILY SERVICES SEMIANNUAL REPORTS
C72 SUPERVISE PERSONAL AFFAIRS SPECIALISTS (AFSC 73251)
U1038 REQUEST NOTIFICATION BE MADE TO PRIMARY NEXT OF KIN OF DECEASED ACTIVE DUTY MEMBERS

A. IIb. CASUALTY ASSISTANCE NCOICs (GRP525)

NUMBER IN GROUP: 17 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: SAC (29%), MAC (23%), ATC (18%), TAC (12%), OTHER (18%)

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

DAFSC DISTRIBUTION: 73251 (47%), 73271 (53%)

AVERAGE GRADE: 5.3

AVERAGE TIME IN CAREER FIELD: 84 MOS

AVERAGE TIME IN SERVICE: 143 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 12%

AMOUNT OF SUPERVISION: 41% SUPERVISE 1 PERSON

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

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	6%
	FAIRLY WELL OR BETTER	94%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	12%
	FAIRLY WELL OR BETTER	88%

AVERAGE NUMBER OF TASKS PERFORMED: 115

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	29%
	2-4 HOURS A DAY	71%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	35%
	CLASS II	35%
	CLASS III	24%
	OTHER	6%

GROUP DIFFERENTIATING TASKS:

U1048 REVIEW REPORTS OF FACTS AND CIRCUMSTANCES OR DEATH FORMS (AF FORM 25)
B35 DRAFT CORRESPONDENCE
U1040 REQUEST SPECIAL ORDERS APPOINTING FACTS AND CIRCUMSTANCES OFFICERS
V1071 INTERPRET AF POLICY REGARDING WEAR OF MILITARY UNIFORMS
V1078 PERFORM GROUP BRIEFINGS REGARDING SERVICEMAN'S GROUP LIFE INSURANCE (SGLI) ELECTION FORMS (VA FORM 29-8286)

A. IIc. CASUALTY ASSISTANCE AND AIR FORCE AID TECHNICIANS (GRP496)

NUMBER IN GROUP: 27 PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: TAC (41%), SAC (34%), USAFE (11%), AFSC (7%), ADCOM (7%)

LOCATION: CONUS (85%), OVERSEAS (15%)

DAFSC DISTRIBUTION: 73251 (44%), 73271 (56%)

AVERAGE GRADE: 5.1

AVERAGE TIME IN CAREER FIELD: 69 MOS

AVERAGE TIME IN SERVICE: 120 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 15%

AMOUNT OF SUPERVISION: 52% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (4%), SO-SO (4%), INTERESTING (92%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	11%
	FAIRLY WELL OR BETTER	89%

PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 109

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	22%
	2-4 HOURS A DAY	78%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	41%
	CLASS II	48%
	CLASS III	7%
	OTHER	4%

GROUP DIFFERENTIATING TASKS:

U1015 INITIATE INVESTIGATIONS ON ALLEGED DEATHS OF RETIREES
Y1168 PREPARE COLLECTION LETTERS TO DISCHARGE OR RETIREE FORMS (AFAS FORM 12B)
Y1171 PREPARE LOAN TRANSFER FORMS (AFAS FORM 11)
Y1175 PREPARE REQUEST AND AUTHORITY TO DECLARE LOAN UNCOLLECTABLE OR CONVERT TO A GRANT FORMS (AFAS FORM 5)
Y1146 DISTRIBUTE RECORD OF LOAN REPAYMENT RECEIVED FORMS (AFAS FORM 4)

A. IId. PERSONAL AFFAIRS MONITORS (GRP395)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: .4%

MAJCOM DISTRIBUTION: ADCOM (33%), AFSC (17%), MAC (17%), PACAF (17%), USAFE (16%)

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

DAFSC DISTRIBUTION: 73251 (33%), 73271 (50%), 73299 (17%)

AVERAGE GRADE: 5.5

AVERAGE TIME IN CAREER FIELD: 90 MOS

AVERAGE TIME IN SERVICE: 142 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 17%

AMOUNT OF SUPERVISION: 67% SUPERVISE AN AVERAGE OF 2 PEOPLE

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

PERCEIVED UTILIZATION OF TALENTS:

LITTLE OR NOT AT ALL	0%
FAIRLY WELL OR BETTER	100%

PERCEIVED UTILIZATION OF TRAINING:

LITTLE OR NOT AT ALL	0%
FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 183

AMOUNT OF TYPING PERFORMED:

1 HOUR OR LESS A DAY	17%
2-4 HOURS A DAY	83%
5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:

CLASS I	33%
CLASS II	33%
CLASS III	17%
OTHER	17%

GROUP DIFFERENTIATING TASKS:

L537 DIRECT CUSTOMER TELEPHONE INQUIRIES TO OTHER CBPO WORK-CENTERS FOR ACTION
L558 UPDATE RECORD OF EMERGENCY DATA FORMS (DD FORM 93)
L559 VERIFY APPLICATIONS FOR ID CARDS
W1098 COORDINATE SEPARATION OR RETIREMENT BRIEFING SCHEDULES WITH OTHER FEDERAL AND STATE AGENCIES
W1112 PERFORM SURVIVOR BENEFIT PLAN (SBP) GROUP BRIEFINGS

A. IIe. CASUALTY ASSISTANCE TECHNICIANS (GRP332)

NUMBER IN GROUP: 24 PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: MAC (25%), ATC (21%), SAC (13%), TAC(13%), AFSC (8%), OTHER (20%)

LOCATION: CONUS (88%), OVERSEAS (8%), NOT REPORTED (4%)

DAFSC DISTRIBUTION: 73251 (50%), 73271 (46%), 73299 (4%)

AVERAGE GRADE: 5.0

AVERAGE TIME IN CAREER FIELD: 81 MOS

AVERAGE TIME IN SERVICE: 115 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 4%

AMOUNT OF SUPERVISION: 17% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (4%), SO-SO (13%), INTERESTING (83%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	4%
	FAIRLY WELL OR BETTER	96%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 73

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	12%
	2-4 HOURS A DAY	84%
	5-8 HOURS A DAY	4%

CLASS CBPO ASSIGNED:	CLASS I	29%
	CLASS II	58%
	CLASS III	13%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

U1016 MAINTAIN CASUALTY ASSISTANCE CASE FILES
U1018 MAINTAIN LIAISON WITH OTHER FEDERAL AGENCIES ON CASUALTY MATTERS
U1027 PERFORM INDIVIDUAL NEXT OF KIN COUNSELING ON SURVIVOR BENEFITS
U1028 PREPARE CASUALTY ASSISTANCE SUMMARY FORMS (AF FORM 58)
U1025 PERFORM FOLLOW-UPS ON SURVIVOR BENEFIT APPLICATIONS

A. III. AIR FORCE AID MONITORS (GRP190)

The 25 members of the Air Force Aid Monitors job type spend over fifty percent of their time performing Air Force Aid (AFA) functions or personal affairs counseling. Common tasks performed by Air Force Aid Monitors include explaining AFA application procedures, establishing Air Force Aid Society (AFAS) case files, performing Survivor Benefit Program (SBP) counseling, preparing SBP forms, interviewing applicants to determine AFA eligibility, preparing various AFAS forms and closing AFAS case files. The incumbents, performing an average of 84 tasks, hold 5- and 7-skill level DAFSCs and average 96 months TAFMS. Only 20 percent of the group indicate they supervise one or more subordinates while 32 percent indicate they are in their first enlistment. Of the Personal Affairs job types, the Air Force Aid Monitors have the lowest job interest (60 percent) although they do feel their talents and training are well utilized.

A. IV. PERSONAL AFFAIRS NCOICs (GRP202)

The 18 people in this job type are assigned to various types of CBPOs or special organizations. The main distinguishing factor for this group is that 89 percent of the incumbents supervise 732X1 personnel. With 94 percent of the NCOICs having a 73271 or 73299 DAFSC, they supervise an average of three subordinates. Personnel in this group are mainly responsible for directing and implementing various personal affairs programs and interpreting policies, directives, or procedures. Incumbents are also responsible for technically-related tasks concerning individual counseling or briefings on retirements or discharges, interviewing AFA applicants, reviewing AFA applications, and interpreting Air Force policy regarding AFR 35-10 and personal grooming. Most of these people (88 percent) are satisified with their job and feel their talents and training are being well utilized (94 and 89 percent respectively).

A. V. PERSONAL AFFAIRS CLERKS (GRP133)

Thirty-six percent of the group are in their first enlistment and this job type is characterized by having the lowest average grade (4.3) of any other group within the Personal Affairs functional area. Four percent of this group hold a 73250 DAFSC, with a majority of the group (96 percent) possessing a 732X1 DAFSC of various skill levels. Typing functions are performed more by members of this group than by any other personal affairs job group. Sixty-eight percent of the group type 1-4 hours a day and 12 percent type 5-8 hours a day. The clerks perform tasks concerning the preparation, updating and reaccomplishment of numerous VA or DD forms, construction of update messages; and preparation of casualty messages and articles for base newspapers, daily bulletins, or information bulletins. Technical responsibilities also assumed by these people involve individual SGLI or SBP counseling, interpreting AF policy regarding wear of military uniforms or personal grooming, and advising personnel. In addition to being assigned to various types of organizations, incumbents are also assigned to various work areas associated with personal affairs programs. More are assigned overseas (52 percent) than any other group in the survey sample. Sixty-four percent find their job interesting, and they feel their training is better utilized (84 percent) than their talents (68 percent).

A. VI. PERSONAL AFFAIRS COUNSELORS (GRP249)

The dozen incumbents of the Personal Affairs Counselors job type spend 58 percent of their time performing counseling on various personal affairs programs and preparing related program forms. Personal affairs counselors present individual and group briefings centering on SBP benefits, overseas assignments, discharges, emergency data, marriages, and arrivals on station. In addition, members of the group prepare forms concerning the SBP and SGLI programs and emergency data. The counselors prepare briefings as well as schedule briefings and coordinate briefings with other agencies. Job incumbents hold 73231, 73251 and 73271 DAFSCs and average 111 months TAFMS. Seventeen percent of the job type supervises one or more subordinates while only eight percent are in their first enlistment. The counselors perform an average of only 46 tasks and are found only in Class I and Class II CBPOs (the two larger of the three classes of CBPOs). Job interest and felt utilization of training are extremely high (92 percent and 100 percent respectively) while utilization of talents approximates that of the other Personal Affairs groups identified in the survey.

B. I. PROMOTIONS AND TESTING PERSONNEL (GRP099)

The 62 members of the Promotions and Testing group, comprising four percent of the survey sample, spend over 74 percent of their time in promotion, testing and other general personnel functions. Promotion tasks performed include determining promotion eligibility dates, screening officer promotion selection lists, identifying rosters of officers or airmen eligible for promotion, distributing WAPS data verification records, and verifying airman promotion selection data. Personnel perform testing tasks like screening test rosters, scheduling personnel for WAPS testing and preparing test rosters. Incumbents perform general personnel tasks including receiving computer products, receiving daily PDS transaction registers, constructing immediate inquiries, researching directives or publications, and operating remote typewriters. Incumbents perform an average of 75 tasks and average 164 months TAFMS with 13 percent of the group in their first enlistment. Also, 60 percent of the group indicate they supervise one or more subordinates. Seventy-two percent of the members indicate their job is interesting while over 80 percent feel their talents and training are well utilized.

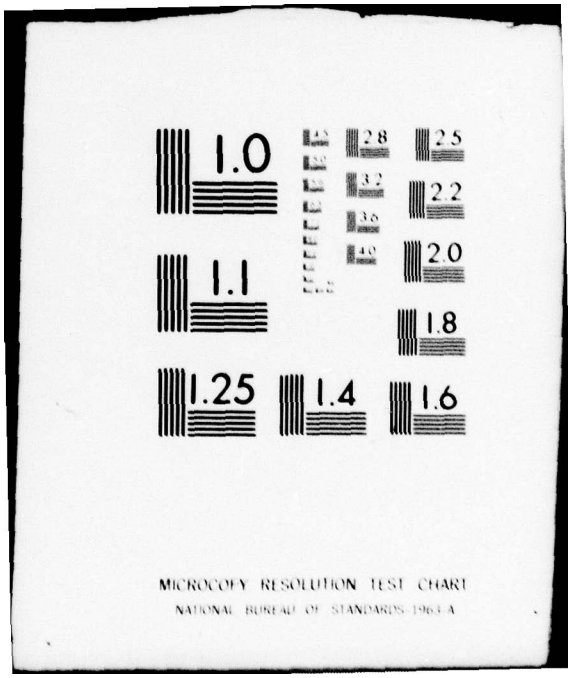
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PERSONNEL CAREER FIELD, AFSCS 732X0, 732X1, AND 732X4.(U)
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NATIONAL BUREAU OF STANDARDS 1963-A

B. Ia. PROMOTION MONITORS (GRP561)

NUMBER IN GROUP: 22 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: SAC (27%), TAC (23%), MAC (14%), USAFE (14%), ATC (9%), ADCOM (9%), AFLC (4%)

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

DAFSC DISTRIBUTION: 73230 (5%), 73250 (32%), 73270 (36%), 73299 (27%)

AVERAGE GRADE: 5.3

AVERAGE TIME IN CAREER FIELD: 107 MOS

AVERAGE TIME IN SERVICE: 140 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 14%

AMOUNT OF SUPERVISION: 68% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (14%), SO-SO (14%), INTERESTING (72%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	20%
	FAIRLY WELL OR BETTER	7%
	NOT REPORTED	73%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	23%
	FAIRLY WELL OR BETTER	77%

AVERAGE NUMBER OF TASKS PERFORMED: 71

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	36%
	2-4 HOURS A DAY	64%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	50%
	CLASS II	32%
	CLASS III	14%
	OTHER	4%

GROUP DIFFERENTIATING TASKS:

0662 DISTRIBUTE OFFICER PROMOTION BRIEFS FOR REVIEW
0684 PREPARE REQUESTS FOR PERMANENT PROMOTIONS OF RESERVE OFFICERS
0685 PREPARE ROSTERS OF OFFICERS AND AIRMEN ELIGIBLE FOR PROMOTION
0686 PREPARE STATEMENTS OF INTENT TO ACCEPT OR DECLINE OFFICER PROMOTIONS
0697 PROCESS STATEMENTS OF INTENT TO ACCEPT OR DECLINE OFFICER PROMOTIONS

B. Ib. ENLISTED PROMOTION MONITORS (GRP469)

NUMBER IN GROUP: 12 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: ATC (25%), TAC (25%), AFLC (17%), TAC (17%), USAFE (8%), MAC (8%)

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

DAFSC DISTRIBUTION: 73250 (58%), 73270 (42%)

AVERAGE GRADE: 5.0

AVERAGE TIME IN CAREER FIELD: 83 MOS

AVERAGE TIME IN SERVICE: 116 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 25%

AMOUNT OF SUPERVISION: 42% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (8%), SO-SO (0%), INTERESTING (83%)
NOT REPORTED (9%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	8%
	FAIRLY WELL OR BETTER	92%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	8%
	FAIRLY WELL OR BETTER	84%
	NOT REPORTED	8%

AVERAGE NUMBER OF TASKS PERFORMED: 58

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	50%
	2-4 HOURS A DAY	50%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	33%
	CLASS II	50%
	CLASS III	0%
	OTHER	17%

GROUP DIFFERENTIATING TASKS:

E116 CONSTRUCT IMMEDIATE INQUIRIES
E139 OPEN OR CLOSE DEVICES FOR PERSONNEL TRANSACTIONS
0699 PROJECT E-4 DATE OF RANK (DOR) PROMOTIONS
0692 PROCESS INELIGIBILTY FOR PROMOTION ROSTERS FOR AIRMEN
0689 PROCESS AIRMEN DEMOTIONS GENERATED BY ACTIONS SUCH AS ARTICLES 15 OR COURTS-MARTIAL

B. Ic. PROMOTIONS AND WAPS TESTING NCOICs (GRP264)

NUMBER IN GROUP: 15 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: USAFE (20%), TAC (13%), SAC (13%), ATC (13%), PACAF (13%), ADCOM (7%), MAC (7%), AFSC (7%), HQ USAF (7%)

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

DAFSC DISTRIBUTION: 73299 (93%), 73200 (7%)

AVERAGE GRADE: 7.3

AVERAGE TIME IN CAREER FIELD: 227 MOS

AVERAGE TIME IN SERVICE: 248 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 100% SUPERVISE AN AVERAGE OF 4 PEOPLE

EXPRESSED JOB INTEREST: DULL (7%), SO-SO (20%), INTERESTING (73%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	7%
	FAIRLY WELL OR BETTER	93%

AVERAGE NUMBER OF TASKS PERFORMED: 128

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	73%
	2-4 HOURS A DAY	27%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	40%
	CLASS II	40%
	CLASS III	13%
	OTHER	7%

GROUP DIFFERENTIATING TASKS:

A25	SCHEDULE WORK ASSIGNMENTS
C74	SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)
D76	ADMINISTER OR SCORE TESTS
N653	REVIEW UNIT COMMANDERS' REQUESTS FOR TEST ADMINISTRATION
N707	VERIFY AIRMAN PROMOTION SELECTION DATA

B. Id. OFFICER PROMOTION MONITORS (GRP161)

NUMBER IN GROUP: 11 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: TAC (27%), HQ USAF (27%), MAC (18%), USAFE (18%), SAC (9%), OTHER (1%)

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

DAFSC DISTRIBUTION: 73250 (27%), 73270 (55%), 73299 (18%)

AVERAGE GRADE: 5.6

AVERAGE TIME IN CAREER FIELD: 165 MOS

AVERAGE TIME IN SERVICE: 173 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 18% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (27%), SO-SO (18%), INTERESTING (55%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	27%
	FAIRLY WELL OR BETTER	73%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	36%
	FAIRLY WELL OR BETTER	64%

AVERAGE NUMBER OF TASKS PERFORMED: 37

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	36%
	2-4 HOURS A DAY	64%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	9%
	CLASS II	36%
	CLASS III	18%
	OTHER	37%

GROUP DIFFERENTIATING TASKS:

0663 DISTRIBUTE OFFICER PROMOTION SELECTION LISTS
0673 IDENTIFY OFFICERS ELIGIBLE FOR PROMOTION CONSIDERATION
0702 REVIEW OFFICER PROMOTION ELIGIBILITY LISTINGS
0705 SCREEN OFFICER PROMOTION SELECTION LISTS
0683 PREPARE OFFICER PROMOTION SELECTION LISTS

B. II. TESTING NCOICs (GRP176)

The 17 members of the Testing NCOIC job type spend 55 percent of their time performing personnel testing functions. The group's responsibilities include administering various types of tests such as Weighted Airmen Promotion System tests (WAPS), electronic data processing tests (EDP), Air Force Officer Qualification Tests (AFOQT), airman classification tests (ACT), defense language proficiency tests (DLPT), and apprentice knowledge (AKT) tests. Other technical duties involve ordering, maintaining, inventorying, verifying, or disposing of test materials and reviewing, packaging or mailing test answer cards or sheets. Having an average grade of 7.2, averaging 243 months in the service, 53 percent of the group have a 73299 or 73200 DAFSC. The remaining 47 percent have either a 73250 or 73270 DAFSC. Sixty-five percent of the group indicate they supervise one or more subordinates. Compared to other Personnel Functional area groups, these people have one of the lowest job interest and perceive their talents and training as not being very well utilized.

B. III. MILITARY PERSONNEL SUPERVISORS (GRP146)

The 111 Military Personnel Supervisors, comprising seven percent of the survey sample, spend the majority of their time performing supervisory duties. Eighty-five percent of the cluster supervise an average of three subordinates. The supervisors perform supervisory tasks such as reviewing correspondence; interpreting policies, directives, or procedures; determining work priorities, attending staff meetings; formulating policy; planning work assignments; analyzing work load requirements; establishing organizational policies; preparing staff studies; scheduling leaves or passes; supervising personnel technicians or specialists (73250 or 73230); evaluating inspection reports or procedures; and developing work methods. The cluster's incumbents perform an average of 75 tasks and average 233 months TAFMS. Also the cluster has the highest average grade (7.3) of any cluster or independent job type identified in the survey. Eighty-eight percent of the cluster find their job interesting and over 90 percent feel their talents and training are well utilized.

The six distinct job types identified within the Military Personnel Supervisors group are differentiated by the varied work areas in which the supervisors are found. For example, members of job types such as CBPO Sergeant Majors, Outbound Assignments NCOICs and Separations NCOICs all supervise personnel but they supervise them in different personnel work centers. Ninety-eight percent of the members in this cluster hold 732X0, 73299 or 73200 DAFSCs. The remaining two percent of the cluster hold a 73271 DAFSC and are found in the CBPO Sergeant Major job type.

B. IIIa. CBPO SERGEANT MAJORS (GRP282)

NUMBER IN GROUP: 58 PERCENT OF SAMPLE: 4%

MAJCOM DISTRIBUTION: SAC (19%), USAFE (19%), TAC (16%), MAC (12%), ATC (9%), AFLC (9%), HQ USAF (5%), OTHER (11%)

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

DAFSC DISTRIBUTION: 73250 (5%), 73270 (7%), 73271 (3%), 73299 (74%), 73200 (11%)

AVERAGE GRADE: 7.7

AVERAGE TIME IN CAREER FIELD: 227 MOS

AVERAGE TIME IN SERVICE: 259 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 3%

AMOUNT OF SUPERVISION: 79% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (3%), SO-SO (10%), INTERESTING (86%) NOT REPORTED (1%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	14%
	FAIRLY WELL OR BETTER	86%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	12%
	FAIRLY WELL OR BETTER	86%
	NOT REPORTED	2%

AVERAGE NUMBER OF TASKS PERFORMED: 74

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	93%
	2-4 HOURS A DAY	2%
	5-8 HOURS A DAY	5%

CLASS CBPO ASSIGNED:	CLASS I	38%
	CLASS II	34%
	CLASS III	2%
	OTHER	26%

GROUP DIFFERENTIATING TASKS:

A1 ASSIGN PERSONNEL TO DUTY POSITIONS
A3 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES
A9 ESTABLISH PERFORMANCE STANDARDS
B32 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS
B48 SERVE ON BOARDS, COUNCILS, OR COMMITTEES

B. IIIb. HQ CBPO MANAGEMENT BRANCH PERSONNEL (GRP365)

NUMBER IN GROUP: 8 PERCENT OF SAMPLE: .5%

MAJCOM DISTRIBUTION: MAC (25%), USAFE (25%), TAC (13%), PACAF (13%), ATC (12%), ADCOM (12%)

LOCATION: CONUS (63%), OVERSEAS (37%)

DAFSC DISTRIBUTION: 73270 (25%), 73299 (75%)

AVERAGE GRADE: 7.4

AVERAGE TIME IN CAREER FIELD: 191 MOS

AVERAGE TIME IN SERVICE: 219 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 87% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (13%), INTERESTING (87%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	18%
	FAIRLY WELL OR BETTER	82%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 53

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	100%
	2-4 HOURS A DAY	0%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	25%
	CLASS II	0%
	CLASS III	12%
	OTHER	63%

GROUP DIFFERENTIATING TASKS:

F202 EVALUATE CBPO TRAINING PROGRAMS TO ENSURE PDS ORIENTATION
A11 FORMULATE POLICY
A24 SCHEDULE STAFF VISITS, AUDITS, OR INSPECTIONS
C56 EVALUATE INSPECTION REPORTS OR PROCEDURES
C65 PREPARE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS

B. IIIc. SEPARATIONS ADMINISTRATORS (GRP373)

NUMBER IN GROUP: 12 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: SAC (17%), MAC (17%), PACAF (17%), ATC (17%), AFSC (8%), USAFE (8%) HQ (8%), AAC (8%)

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

DAFSC DISTRIBUTION: 73270 (58%), 73299 (33%), 73200 (9%)

AVERAGE GRADE: 6.7

AVERAGE TIME IN CAREER FIELD: 183 MOS

AVERAGE TIME IN SERVICE: 208 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 100% SUPERVISE AN AVERAGE OF 4 PEOPLE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (17%), INTERESTING (83%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 8%
FAIRLY WELL OR BETTER 92%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 8%
FAIRLY WELL OR BETTER 92%

AVERAGE NUMBER OF TASKS PERFORMED: 79

AMOUNT OF TYPING PERFORMED: 1 HOUR OR LESS A DAY 92%
2-4 HOURS A DAY 8%
5-8 HOURS A DAY 0%

CLASS CBPO ASSIGNED: CLASS I 25%
CLASS II 50%
CLASS III 25%
OTHER 0%

GROUP DIFFERENTIATING TASKS:

E173 REVIEW CORRECTIONS OR DEFICIENCIES DUE TO PURGES, REJECTS, RECONCILIATIONS, OR TREND ANALYSES
E174 REVIEW DAILY PDS TRANSACTION REGISTERS
E105 ANALYZE SYSTEM PURGES SUCH AS UNKNOWN, EXPIRED, OR INCOMPATIBLE DATA
B33 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES
C54 EVALUATE COMPLIANCE WITH WORK STANDARDS

B. IIId. OUTBOUND ASSIGNMENTS NCOICs (GRP509)

NUMBER IN GROUP: 8 PERCENT OF SAMPLE: .5%

MAJCOM DISTRIBUTION: TAC (25%), USAFE (25%), SAC (13%), MAC (13%), ATC (12%), ADCOM (12%)

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

DAFSC DISTRIBUTION: 73270 (25%), 73299 (75%)

AVERAGE GRADE: 6.8

AVERAGE TIME IN CAREER FIELD: 217 MOS

AVERAGE TIME IN SERVICE: 231 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 100% SUPERVISE AN AVERAGE OF 5 PEOPLE

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

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	87%
	NOT REPORTED	13%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 93

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	88%
	2-4 HOURS A DAY	12%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	50%
	CLASS II	50%
	CLASS III	0%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

D85 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION
E166 REPRODUCE MATERIALS USING COPY OR REPRODUCTION MATERIALS
I353 ASSIGN ASSIGNMENT AVAILABILITY CODES
I364 EVALUATE HUMANITARIAN ASSIGNMENT OR DEFERMENT REQUESTS
I366 EVALUATE REQUESTS FOR WITHDRAWALS OF PCS OR TDY DECLINATION STATEMENTS

B. IIIe. PASSPORT ADMINISTRATORS (GRP277)

NUMBER IN GROUP: 5 PERCENT OF SAMPLE: .3%

MAJCOM DISTRIBUTION: MAC (40%), USAFE (20%), AFSC (20%), AAC (20%)

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

DAFSC DISTRIBUTION: 73270 (40%), 73299 (60%)

AVERAGE GRADE: 7

AVERAGE TIME IN CAREER FIELD: 147 MOS

AVERAGE TIME IN SERVICE: 193 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 100% SUPERVISE AN AVERAGE OF 3 PEOPLE

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

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 50

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	80%
	2-4 HOURS A DAY	20%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	60%
	CLASS II	20%
	CLASS III	20%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

D82 CONDUCT TRAINING CONFERENCES OR BRIEFINGS
A8 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)
I375 NOTIFY PASSPORT APPLICANTS OF RECEIPT OF PASSPORTS
I427 REVIEW COMPLETED DSP-11 FORMS
C74 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)

B. IIIf. GEOGRAPHICALLY SEPARATED UNIT NCOICs (GRP280)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: .4%

MAJCOM DISTRIBUTION: TAC (33%), SAC (17%), USAFE (17%), ATC (17%), AFRES (16%)

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

DAFSC DISTRIBUTION: 73270 (100%)

AVERAGE GRADE: 7.7

AVERAGE TIME IN CAREER FIELD: 189 MOS

AVERAGE TIME IN SERVICE: 241 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 83% SUPERVISE AN AVERAGE OF 3 PEOPLE

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

PERCEIVED UTILIZATION OF TALENTS:

LITTLE OR NOT AT ALL	0%
FAIRLY WELL OR BETTER	100%

PERCEIVED UTILIZATION OF TRAINING:

LITTLE OR NOT AT ALL	0%
FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 146

AMOUNT OF TYPING PERFORMED:

1 HOUR OR LESS A DAY	67%
2-4 HOURS A DAY	33%
5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:

CLASS I	0%
CLASS II	50%
CLASS III	0%
OTHER	50%

GROUP DIFFERENTIATING TASKS:

N13 PLAN FACILITY MAINTENANCE PROCEDURES
C57 EVALUATE JOB DESCRIPTIONS
C62 EVALUATE WORK SCHEDULES
D87 DETERMINE OJT TRAINING REQUIREMENTS
D95 EVALUATE TRAINING METHODS OR TECHNIQUES

B. IV. AFRAP MONITORS (GRP240)

This independent job type is highly specialized in performing Air Force Recruiter Assistance Program (AFRAP) functions. Incumbents seem to be highly motivated, satisfied with their job, and feel their training is well utilized. The five people in this group tend to be very experienced (245 mos. TAFMS) and have 73270, 73299 and 73274 DAFSCs. As 40 percent of these people indicated they supervise, responsibilities of this group are managerial and technical in nature. Representative tasks performed include maintaining contact with USAF Recruiting Service; preparing articles for base newspapers or daily bulletins; arranging AFRAP associated activities; processing AFRAP lead referral cards; preparing AFRAP reports; planning, scheduling, and conducting staff visits, workshops, or seminars; drafting, distributing and reviewing correspondence, reports or messages; counseling personnel on problems; and interpreting policies, directives or procedures.

B. V. RECORDS NCOICs (GRP152)

The 28 members of the Records NCOICs independent job type perform an average of 87 tasks and work in or supervise personnel in records workcenters. While 89 percent supervise an average of four subordinates, the NCOICs still perform the technical tasks associated with records unit functions. Such technical tasks include advising officers of requirements for official photographs, scheduling records reviews, filing personnel records folders, performing periodic records inventories and removing obsolete documents from records. The NCOICs also perform supervisory tasks including supervising personnel specialists (AFSC 73250), determining work priorities, interpreting policies, scheduling work assignments, and evaluating compliance with work standards. The Records NCOICs technical involvement sets the job type apart from the military personnel supervisor cluster.

Records NCOICs average 178 months TAFMS and four percent are in their first enlistment. While over eighty percent of members of the job type feels their talents and training are well utilized, only 68 percent feel their job is interesting. The job interest figure is lower for Records NCOICs than it is for most supervisor job groups.

Ninety-six percent of the job group hold 732X0, 73299, or 73200 DAFSCs. Two percent of the job group hold a 73271 DAFSC while the remaining two percent hold a 73274 DAFSC.

B. VI. MAJCOM STAFF NCOs (GRP102)

This group of 51 people is distinguished by their assignment to HQ or center-level organizations and their spending the major part of their time (82 percent) on supervisory and general personnel tasks. Ninety-two percent of the group are located in CONUS at organizations such as HQ MAC, HQ TAC, ARPC, AFMPC, HQ ATC and HQ AF. Being one of the most experienced groups (average grade 7.2; 231 mos. average time in service) 51 percent indicate they supervise at least one subordinate with a 732X0 DAFSC but perform the lowest average number of tasks (29) for any job group. The group's supervisory functions relate to reviewing, drafting and distributing correspondence, reports, or messages; formulating and interpreting polices, directives or procedures; preparing briefings and attending staff meetings. Tasks representative of general personnel functions are researching directives, or publications; researching information and preparing replies in response to IG, congressional, or high level inquiries; reproducing materials; and receiving computer products. The incumbents of the job type hold primarily 73299/00 (59 percent) and 73270 (33 percent) skill levels. These members generally find their job interesting (80 percent), and feel their talents (82 percent) and training (80 percent) are being utilized fairly well or better (82 and 80 respectively).

B. VII. MANNING CONTROL PERSONNEL (GRP081)

The large Manning Control cluster, whose 124 members comprise eight percent of the survey sample, handle manning functions at CBPO and major command levels. In addition, the group interfaces substantially with the personnel data system. Members of the Manning Control group perform manning tasks such as assembling manning statistics or manning summaries, determining end assignments on projected gains, allocating command resources, preparing actions affecting intrabase assignments or duty changes, and distributing surplus personnel. Personnel data system tasks performed include receiving computer products, operating remote typewriters, constructing computer inquiries, and opening or closing devices for personnel transactions. In addition, incumbents perform planning and implementing tasks like assigning personnel to duty positions, completing personnel action requests and reviewing correspondence, reports, or messages.

The cluster performs an average of 55 tasks and averages 134 months TAFMS. Seventeen percent of the cluster indicate they are in their first enlistment. Only 42 percent of members of the cluster indicate they supervise subordinates. Over eighty percent of the incumbents find their job interesting and feel their talents and training are well utilized.

The Manning Control cluster contains eight job types which differ from one another in several ways. The amount of involvement with the personnel data systems; whether assigned to the Manpower and Personnel Center (MPC), headquarters units, or CBPOs; experience levels; and the amount of supervision performed all serve to differentiate the eight job types. Ninety-nine percent of the members of the cluster hold a 732X0, 73299 or 73200 DAFSC. The remaining one percent hold a 73251 DAFSC and partially comprise the MPC Personnel Data System Managers job type.

B. VIIa. MANNING CONTROL NCOICs (GRP383)

NUMBER IN GROUP: 28 PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: MAC (21%), USAFE (18%), SAC (18%), ATC (14%), TAC (11%), AFLC (7%), OTHER (11%)

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

DAFSC DISTRIBUTION: 73250 (13%), 73270 (13%), 73299 (62%), 73200 (12%)

AVERAGE GRADE: 6.0

AVERAGE TIME IN CAREER FIELD: 130 MOS

AVERAGE TIME IN SERVICE: 163 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 11%

AMOUNT OF SUPERVISION: 86 SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (7%), SO-SO (11%), INTERESTING (82%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	17%
	FAIRLY WELL OR BETTER	83%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	11%
	FAIRLY WELL OR BETTER	89%

AVERAGE NUMBER OF TASKS PERFORMED: 82

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	54%
	2-4 HOURS A DAY	46%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	46%
	CLASS II	32%
	CLASS III	11%
	OTHER	11%

GROUP DIFFERENTIATING TASKS:

C74 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)
D79 CONDUCT OJT
E105 ANALYZE SYSTEM PURGES SUCH AS UNKNOWN, EXPIRED, OR INCOMPATIBLE DATA
J450 EVALUATE ACTIONS EFFECTING INTRABASE ASSIGNMENTS OR DUTY CHANGES
J477 PREPARE MANNING DATA STUDIES

B. VIIb. INPROCESSING MONITORS (GRP460)

NUMBER IN GROUP: 18 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: SAC (44%), MAC (17%), ATC (11%), ADCOM (6%), AFLC (6%), TAC (6%), USAFE (6%), HQ USAF (4%)

LOCATION: CONUS (89%), OVERSEAS (11%)

DAFSC DISTRIBUTION: 73250 (89%), 73270 (11%)

AVERAGE GRADE: 4.3

AVERAGE TIME IN CAREER FIELD: 56 MOS

AVERAGE TIME IN SERVICE: 70 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 28%

AMOUNT OF SUPERVISION: 6% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (17%), SO-SO (6%), INTERESTING (77%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	17%
	FAIRLY WELL OR BETTER	77%
	NOT REPORTED	6%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	78%

AVERAGE NUMBER OF TASKS PERFORMED: 50

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	17%
	2-4 HOURS A DAY	78%
	5-8 HOURS A DAY	5%

CLASS CBPO ASSIGNED:	CLASS I	33%
	CLASS II	39%
	CLASS III	28%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

J447 DISTRIBUTE ALLOCATION BRIEFS
J472 PREPARE ACTIONS EFFECTING INTRABASE ASSIGNMENTS OR DUTY CHANGES
J475 PREPARE INCOMING PCS PROCESSING FOLDERS
J440 CHECK PERSONNEL REPORTING DATES FOR OVERDUE PERSONNEL
J471 POST PERSONNEL DATA CHANGES OR ASSIGNMENTS TO MANNING ROSTERS

B. VIIc. MAJCOM MANNING CONTROL NCOICs (GRP327)

NUMBER IN GROUP: 16 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: MAC (19%), ATC (13%), PACAF (13%), TAC (13%), USAFSS (13%), AAC (6%), ADCOM (6%), AFLC (6%), SAC (6%), USAFE (5%)

LOCATION: CONUS (69%), OVERSEAS (31%)

DAFSC DISTRIBUTION: 73230 (4%), 73250 (14%), 73270 (64%), 73299 (18%)

AVERAGE GRADE: 7.5

AVERAGE TIME IN CAREER FIELD: 200 MOS

AVERAGE TIME IN SERVICE: 220 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 87% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (0%), INTERESTING (88%), NOT REPORTED (6%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	6%
	FAIRLY WELL OR BETTER	94%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	6%
	FAIRLY WELL OR BETTER	94%

AVERAGE NUMBER OF TASKS PERFORMED: 69

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	81%
	2-4 HOURS A DAY	19%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	19%
	CLASS II	19%
	CLASS III	0%
	OTHER	62%

GROUP DIFFERENTIATING TASKS:

A9 ESTABLISH PERFORMANCE STANDARDS
A23 SCHEDULE LEAVES OR PASSES
A25 SCHEDULE WORK ASSIGNMENTS
C49 ANALYZE WORK LOAD REQUIREMENTS
C75 SUPERVISE PERSONNEL TECHNICIANS (AFSC 73270)

B. VIId. MPC RESOURCE MANAGERS (GRP236)

NUMBER IN GROUP: 10 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: HQ USAF (60%), ATC (10%), MAC (10%), TAC (10%), USAFE (10%)

LOCATION: CONUS (90%), OVERSEAS (10%)

DAFSC DISTRIBUTION: 73270 (50%), 73299 (50%)

AVERAGE GRADE: 5.8

AVERAGE TIME IN CAREER FIELD: 144 MOS

AVERAGE TIME IN SERVICE: 156 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 20% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (10%), SO-SO (0%), INTERESTING (90%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 56

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	90%
	2-4 HOURS A DAY	10%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	0%
	CLASS II	0%
	CLASS III	0%
	OTHER	100%

GROUP DIFFERENTIATING TASKS:

A20 PREPARE BRIEFINGS
E169 RESEARCH INFORMATION FOR RESPONSE TO IG, CONGRESSIONAL, OR HIGH LEVEL INQUIRIES
I379 PREPARE ASSIGNMENT MESSAGES FOR E-7, E-8, OR E-9 PERSONNEL
J445 DETERMINE REQUIREMENT FOR INTER-COMMAND REASSIGNMENTS
I367 EVALUATE TIME ON STATION WAIVER REQUESTS

B. VIIe. HQ RESOURCE MANAGERS (GRP121)

NUMBER IN GROUP: 14 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: MAC (29%), SAC (21%), TAC (14%), ADCOM (14%), AFLC (8%), AFROTC (7%), USAFE (7%)

LOCATION: CONUS (93%), OVERSEAS (7%)

DAFSC DISTRIBUTION: 73250 (7%), 73270 (79%), 73299 (14%)

AVERAGE GRADE: 5.7

AVERAGE TIME IN CAREER FIELD: 113 MOS

AVERAGE TIME IN SERVICE: 140 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 7% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (7%), SO-SO (29%), INTERESTING (64%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	21%
	FAIRLY WELL OR BETTER	79%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	14%
	FAIRLY WELL OR BETTER	86%

AVERAGE NUMBER OF TASKS PERFORMED: 30

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	100%
	2-4 HOURS A DAY	0%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	7%
	CLASS II	0%
	CLASS III	0%
	OTHER	93%

GROUP DIFFERENTIATING TASKS:

J446 DETERMINE REQUIREMENT FOR TDY OR PCS MANNING ASSISTANCE
J449 DISTRIBUTE SURPLUS PERSONNEL
J435 ALLOCATE COMMAND PERSONNEL RESOURCES
A4 DETERMINE WORK PRIORITIES
J443 DETERMINE END ASSIGNMENTS ON PROJECTED GAINS

B. VIIf. PERSONNEL RELIABILITY PROGRAM MONITORS (GRP231)

NUMBER IN GROUP: 9 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: SAC (56%), USAFE (22%), TAC (11%), AFLC (11%)

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

DAFSC DISTRIBUTION: 73250 (89%), 73270 (11%)

AVERAGE GRADE: 4.7

AVERAGE TIME IN CAREER FIELD: 69 MOS

AVERAGE TIME IN SERVICE: 80 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 11%

AMOUNT OF SUPERVISION: 33% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (11%), SO-SO (0%), INTERESTING (89%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	11%
	FAIRLY WELL OR BETTER	89%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	67%
	NOT REPORTED	11%

AVERAGE NUMBER OF TASKS PERFORMED: 36

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	56%
	2-4 HOURS A DAY	22%
	5-8 HOURS A DAY	22%

CLASS CBPO ASSIGNED:	CLASS I	56%
	CLASS II	22%
	CLASS III	11%
	OTHER	11%

GROUP DIFFERENTIATING TASKS:

J454 EVALUATE PERMANENT PRP DISQUALIFICATION APPEALS
J478 PREPARE PRP REPORTS
J483 PROCESS HUMAN/PERSONNEL RELIABILITY CERTIFICATE FORMS (AF FORM 286)
J488 ROUTE PRP DISQUALIFICATION DOCUMENTATION TO COORDINATING OR APPROVING AGENCIES
J489 SCREEN RECORDS OF INCOMING PRP PERSONNEL

B. VIIg. ASSIGNMENT CLERKS (GRP105)

NUMBER IN GROUP: 12 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: MAC (25%), PACAF (18%), USAFE (17%), ADCOM (8%), AFLC (8%), HQ USAF (8%), SAC (8%), TAC (8%)

LOCATION: CONUS (50%), OVERSEAS (50%)

DAFSC DISTRIBUTION: 73250 (50%), 73270 (50%)

AVERAGE GRADE: 4.6

AVERAGE TIME IN CAREER FIELD: 61 MOS

AVERAGE TIME IN SERVICE: 98 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 42%

AMOUNT OF SUPERVISION: 25% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (8%), SO-SO (33%), INTERESTING (59%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	16%
	FAIRLY WELL OR BETTER	84%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	16%
	FAIRLY WELL OR BETTER	84%

AVERAGE NUMBER OF TASKS PERFORMED: 30

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	42%
	2-4 HOURS A DAY	58%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	17%
	CLASS II	50%
	CLASS III	16%
	OTHER	17%

GROUP DIFFERENTIATING TASKS:

E142 OPERATE REMOTE TYPEWRITERS
E166 REPRODUCE MATERIALS USING COPY OR REPRODUCTION EQUIPMENT
E116 CONSTRUCT IMMEDIATE INQUIRIES
E117 CONSTRUCT UPDATE MESSAGES
E165 RECEIVE COMPUTER PRODUCTS

B. VIIh. MPC PERSONNEL DATA SYSTEM MANAGERS (GRP112)

NUMBER IN GROUP: 12 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: HQ USAF (75%), ATC (8%), TAC (8%), OTHER (9%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (42%), 73270 (50%), 73251 (8%)

AVERAGE GRADE: 4.8

AVERAGE TIME IN CAREER FIELD: 87 MOS

AVERAGE TIME IN SERVICE: 100 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 25%

AMOUNT OF SUPERVISION: 8% SUPERVISE 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (8%), INTERESTING (92%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	25%
	FAIRLY WELL OR BETTER	75%

AVERAGE NUMBER OF TASKS PERFORMED: 43

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	83%
	2-4 HOURS A DAY	17%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	8%
	CLASS II	0%
	CLASS III	0%
	OTHER	92%

GROUP DIFFERENTIATING TASKS:

E121	DISPOSE OF PERSONNEL DATA SYSTEM (PDS) PRODUCTS
E110	CLEAR REJECT ROSTERS
B47	REVIEW CORRESPONDENCE, REPORTS, OR MESSAGES
B35	DRAFT CORRESPONDENCE
B31	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES

B. VIII. OER/APR PERSONNEL (GRP147)

The 68 individuals represent four percent of the survey sample and spend a majority of their time (66 percent) performing Officer Effectiveness Report (OER) or Airman Performance Report (APR) functions and utilizing the personnel data system (PDS). An additional 28 percent of their time is occupied with supervisory tasks. The cluster contains two distinct job types, OER/APR monitors (84 percent) and MAJCOM OER/APR supervisors (16 percent). Tasks most representative of both job types involve reviewing and making corrections on completed OERs, APRs, or LOEs; providing technical assistance on preparation of OERs, APRs or LOEs, returning completed OERs, APRs, or LOEs for necessary corrections, distributing completed OERs or APRs; and assemblying data identifying late or erroneous OERs or APRs. Utilization of the PDS involves constructing update messages or immediate inquiries receiving computer products and operating remote typewriters. With only 22 percent of these people in their first enlistment, 88 percent hold a 732X0 DAFSC and 12 percent have 73299/00 DAFSCs. Members of this group perform an average of 50 tasks and rate job satisfaction lower than many other job groups within the Personnel Specialty.

B. VIIIa. OER/APR MONITORS (GRP212)

NUMBER IN GROUP: 57 PERCENT OF SAMPLE: 4%

MAJCOM DISTRIBUTION: SAC (26%), USAFE (18%), ATC (12%), MAC (11%), ADCOM (7%), HQ AF (5%), OTHER (21%)

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

DAFSC DISTRIBUTION: 73230 (5%), 73250 (53%), 73270 (37%), 73299 (5%)

AVERAGE GRADE: 4.8

AVERAGE TIME IN CAREER FIELD: 86 MOS

AVERAGE TIME IN SERVICE: 107 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 26%

AMOUNT OF SUPERVISION: 51% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (21%), SO-SO (18%), INTERESTING (61%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	33%
	FAIRLY WELL OR BETTER	67%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	28%
	FAIRLY WELL OR BETTER	72%

AVERAGE NUMBER OF TASKS PERFORMED: 48

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	68%
	2-4 HOURS A DAY	32%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	30%
	CLASS II	42%
	CLASS III	5%
	OTHER	23%

GROUP DIFFERENTIATING TASKS:

K493 BRIEF PERSONNEL IN PREPARATION OF REQUESTS FOR APPEAL OF OERs, APRs, OR TRAINING REPORTS
K494 BRIEF PERSONNEL ON PROCESS OF RESPONDING TO REFERRAL OERs OR APRs
k507 PROCESS REFERRAL OERs, APRs, LOEs, OR TRAINING REPORTS
K511 REVIEW MACHINE ROSTERS TO DETERMINE DUE DATES FOR OERs, APRs, LOEs, OR TRAINING REPORTS
K513 REVIEW SPECIAL ORDERS TO DETERMINE CHANGE OF REPORTING OFFICIAL (CRO) REPORT REQUIREMENTS

B. VIIIb. MAJCOM OER/APR SUPERVISORS (GRP164)

NUMBER IN GROUP: 9 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: ADCOM (11%), ATC (11%), PACAF (11%), SAC (11%), USAFE (11%), USAFSS (11%), AFCS (11%), OTHER (23%)

LOCATION: CONUS (56%), OVERSEAS (44%)

DAFSC DISTRIBUTION: 73270 (44%), 73299 (22%), 73200 (22%), OTHER (12%)

AVERAGE GRADE: 7.3

AVERAGE TIME IN CAREER FIELD: 230 MOS

AVERAGE TIME IN SERVICE: 230 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 89% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (11%), SO-SO (11%), INTERESTING (78%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	67%
	NOT REPORTED	11%

PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	78%

AVERAGE NUMBER OF TASKS PERFORMED: 54

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	89%
	2-4 HOURS A DAY	11%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	0%
	CLASS II	11%
	CLASS III	0%
	OTHER	89%

GROUP DIFFERENTIATING TASKS:

A4	DETERMINE WORK PRIORITIES
A7	DRAFT SUPPLEMENTS TO DIRECTIVES
B27	COMPLETE PERSONNEL ACTION REQUESTS
E168	RESEARCH DIRECTIVES OR PUBLICATIONS
K510	REVIEW COMPLETED OERs, APRs, OR LOEs

B. IX. PERSONNEL LIAISONS (GRP088)

The 17 members of the Personnel Liaisons independent job type perform the most diverse job of any group identified in the survey. Performing as liaison between geographically separated units (GSUs) or reserve personnel units and the mainstream personnel system, incumbents perform tasks in every personnel function. Personnel liaisons spend their largest amounts of time in implementing, performance report monitoring, and general personnel functions. Liaison personnel perform implementing tasks like counseling personnel; drafting correspondence; reviewing correspondence, reports, or messages; and completing personnel action requests. Incumbents also process performance report (OER, APR, LOE and training reports) notices, review rosters to determine due dates for performance reports, and return performance reports for corrections. Personnel liaison specialists also perform such tasks as distributing correspondence, reviewing research publications and receiving computer printouts. Personnel liaison incumbents perform more tasks (average: 124) than any other personnel or career advisor job groups.

Personnel liaison NCOs are not found in CBPOs as they are stationed at either headquarters units or GSUs. All personnel liaison NCOs hold a 73250, 73270, or 73299 DAFSC. Only 33 percent indicate they supervise one or more subordinates. The liaison incumbents average 140 months TAFMS with 12 percent in their first enlistment. Seventy-six percent of the members of job type feel their job interesting and feel their talents are well utilized. However, only 59 percent of the personnel liaison NCOs feel their training is well-utilized. The felt uilization of talents is among the lowest in all the job groups identified in the survey sample.

B. X. CLASSIFICATION AND TRAINING PERSONNEL (GRP089)

The 83 members of this cluster represent five percent of the survey sample. Performing a relatively low average number of tasks (59), these people spend most of their time on classification or training functions (47 percent) and interacting with the personnel data system. Characteristic of these personnel specialty incumbents are tasks associated with conducting classification interviews; evaluating or preparing applications for retraining; constructing update messages; receiving computer products; reproducing materials; and operating remote typewriters. The cluster is further delineated by the amount of experience, average number of tasks performed, and amount of supervision performed. Career field respondents for all specialties serve as the data base source for occupational analysis through their responses in the occupational survey inventory booklets processed by the classification monitors within this cluster. Other job types serve primarily supervisory or clerical roles. Overall, the cluster has about average job satisfaction, with 73 percent of the group finding their job interesting, 77 percent feeling their talents are well utilized, and 75 percent feeling their training is utilized fairly well or better.

B. Xa. CLASSIFICATION MONITORS (GRP316)

NUMBER IN GROUP: 36 PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: USAFE (19%), SAC (19%), ATC (14%), MAC (11%), TAC (11%), AFSC (8%), OTHER (18%)

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

DAFSC DISTRIBUTION: 73250 (39%), 73270 (61%)

AVERAGE GRADE: 5.0

AVERAGE TIME IN CAREER FIELD: 82 MOS

AVERAGE TIME IN SERVICE: 116 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 11%

AMOUNT OF SUPERVISION: 56% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (11%), SO-SO (17%), INTERESTING (72%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	78%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	19%
	FAIRLY WELL OR BETTER	81%

AVERAGE NUMBER OF TASKS PERFORMED: 65

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	22%
	2-4 HOURS A DAY	64%
	5-8 HOURS A DAY	14%

CLASS CBPO ASSIGNED:	CLASS I	31%
	CLASS II	47%
	CLASS III	17%
	OTHER	5%

GROUP DIFFERENTIATING TASKS:

H290 ADVISE PERSONNEL CONCERNING AFSC CONVERSIONS
H293 AWARD OFFICER AFSCs
H303 ESTABLISH OFFICER UPGRADE SUSPENSE ACTIONS FOR AWARD OF FULL QUALIFIED AFSCs
H311 EVALUATE REQUIREMENTS FOR SEIs, PREFIXES, OR REPORTING IDENTIFIERS
H334 PROCESS AFSC WITHDRAWAL ACTIONS

B. Xb. CLASSIFICATION AND TRAINING SUPERVISORS (GRP287)

NUMBER IN GROUP: 13 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: ATC (31%), SAC (23%), AAC (8%), AFSC (8%), MAC (8%), TAC (8%), HQ AF (7%), USAFE (7%)

LOCATION: CONUS (85%), OVERSEAS (15%)

DAFSC DISTRIBUTION: 73270 (85%), 73299 (15%)

AVERAGE GRADE: 6.6

AVERAGE TIME IN CAREER FIELD: 151 MOS

AVERAGE TIME IN SERVICE: 206 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 93% SUPERVISE AN AVERAGE OF 3 PEOPLE

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

PERCEIVED UTILIZATION OF TALENTS:

LITTLE OR NOT AT ALL	8%
FAIRLY WELL OR BETTER	92%

PERCEIVED UTILIZATION OF TRAINING:

LITTLE OR NOT AT ALL	15%
FAIRLY WELL OR BETTER	85%

AVERAGE NUMBER OF TASKS PERFORMED: 106

AMOUNT OF TYPING PERFORMED:

1 HOUR OR LESS A DAY	69%
2-4 HOURS A DAY	31%
5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:

CLASS I	62%
CLASS II	15%
CLASS III	15%
OTHER	8%

GROUP DIFFERENTIATING TASKS:

H292 ALLOCATE FORMAL TRAINING SCHOOL QUOTAS
H306 EVALUATE APPLICATIONS FOR RETRAINING
H310 EVALUATE REQUESTS FOR WAIVERS OF MANDATORY REQUIREMENTS FOR AWARD OF AFSCs
H314 ISSUE QUOTAS OF ATTENDANCE AT NCO ACADEMIES OR LEADERSHIP SCHOOLS
H343 REVIEW SELECTION OF PERSONNEL FOR ATTENDANCE AT NCO ACADEMIES OR LEADERSHIP SCHOOLS

B. Xc. FORMAL TRAINING MONITORS (GRP110)

NUMBER IN GROUP: 32 PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: SAC (28%), MAC (19%), USAFE (13%), ADCOM (9%), AAC (6%), AFLC (6%), ATC (6%), OTHER (13%)

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

DAFSC DISTRIBUTION: 73230 (13%), 73250 (47%), 73270 (40%)

AVERAGE GRADE: 4.3

AVERAGE TIME IN CAREER FIELD: 57 MOS

AVERAGE TIME IN SERVICE: 83 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 38%

AMOUNT OF SUPERVISION: 28% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (16%), SO-SO (9%), INTERESTING (75%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	28%
	FAIRLY WELL OR BETTER	72%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	78%

AVERAGE NUMBER OF TASKS PERFORMED: 34

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	22%
	2-4 HOURS A DAY	69%
	5-8 HOURS A DAY	9%

CLASS CBPO ASSIGNED:	CLASS I	47%
	CLASS II	22%
	CLASS III	13%
	OTHER	18%

GROUP DIFFERENTIATING TASKS:

H324 PREPARE APPLICATIONS FOR RETRAINING
H295 BRIEF INDIVIDUALS SELECTED FOR SCHOOL ATTENDANCE
H335 PROCESS RETRAINING DECLINATION STATEMENTS
H320 PREPARE APPLICATION FOR TRAINING LEADING TO A COMMISSION IN THE U.S. AIR FORCE FORMS (AF FORM 56)
H323 PREPARE APPLICATIONS FOR NAVIGATOR OR PILOT TRAINING

B. XI. SPECIAL ACTIONS PERSONNEL (GRP080)

The 40 members of this cluster spend almost three-quarters of their time performing special actions functions and interacting with the personnel data system. Special Actions personnel perform tasks like maintaining airman and officer unfavorable information files, maintaining airman and officer control rosters, routing derogatory information correspondence within the CBPO, and reviewing line of duty determinations or investigations. Incumbents also perform data system tasks such as constructing update messages, operating remote typewriters, receiving computer products, and constructing immediate inquiries.

Members of the cluster average 90 months TAFMS and 38 percent indicate they are in their first enlistment. The special actions cluster has one of the higher percentages of first term incumbents of any of the groups identified in the survey sample. All incumbents hold a 732X0 or 73299 DAFSC. The special actions cluster had one of the lower job interest percentages as only 69 percent of the incumbents felt their job was interesting. However, 75 percent of the incumbents did feel their talents and training were well utilized.

The cluster contains two job types which differ because of a variance in the amount of supervision each group performs.

B. XIa. SPECIAL ACTIONS MONITORS (GRP371)

NUMBER IN GROUP: 19 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: MAC (37%), ATC (16%), AFSC (11%), SAC (11%), TAC (11%), OTHER (14%)

LOCATION: CONUS (90%), OVERSEAS (10%)

DAFSC DISTRIBUTION: 73250 (37%), 73270 (63%)

AVERAGE GRADE: 4.7

AVERAGE TIME IN CAREER FIELD: 67 MOS

AVERAGE TIME IN SERVICE: 88 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 32%

AMOUNT OF SUPERVISION: 47% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (32%), INTERESTING (68%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	26%
	FAIRLY WELL OR BETTER	74%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	32%
	FAIRLY WELL OR BETTER	68%

AVERAGE NUMBER OF TASKS PERFORMED: 57

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	21%
	2-4 HOURS A DAY	74%
	5-8 HOURS A DAY	5%

CLASS CBPO ASSIGNED:	CLASS I	37%
	CLASS II	58%
	CLASS III	5%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

S897 DISTRIBUTE NCO STATUS ELIGIBILITY OR INELIGIBILITY ROSTERS TO UNITS
S906 PREPARE APPLICATIONS FOR CAREER INDEFINITE RESERVE STATUS
S919 REVIEW CORRESPONDENCE CONCERNING PATERNITY CLAIMS
S923 REVIEW PERSONNEL SURVEYS SENT TO MILITARY PERSONNEL TO INSURE PROPER AUTHORIZATION
S924 ROUTE DEROGATORY INFORMATION CORRESPONDENCE WITHIN THE CBPO

B. XIb. SPECIAL ACTIONS SUPERVISORS (GRP398)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: .4%

MAJCOM DISTRIBUTION: SAC (33%), HQ USAF (33%), TAC (17%), PACAF (17%)

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

DAFSC DISTRIBUTION: 73270 (67%), 73299 (33%)

AVERAGE GRADE: 5.8

AVERAGE TIME IN CAREER FIELD: 127 MOS

AVERAGE TIME IN SERVICE: 138 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 100% SUPERVISE AN AVERAGE OF 2 PEOPLE

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

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%

AVERAGE NUMBER OF TASKS PERFORMED: 97

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	50%
	2-4 HOURS A DAY	50%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	33%
	CLASS II	67%
	CLASS III	0%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

S908 PREPARE CONTINUATION PAY AGREEMENTS
S914 PREPARE SPTC APPLICATIONS
S017 PROCESS OFFICERS FOR REGULAR AF APPOINTMENT SUCH AS PREPARE OFFICERS COMMISSION FORMS (DD FORM 1AF)
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS
C74 SUPERVISE PERSONNEL SPECIALISTS (AFSC 73250)

B. XII. CAREER ADVISORS (GRP244)

The 148 people in the largest single cluster (9 percent) in the survey sample perform an average of 121 tasks. Ninety percent of the group have a career advisor DAFSC (732X4) which represents a majority (96 percent) of all 732X4 incumbents in the survey. An additional seven percent have a 9-level (73299) and three percent indicated a 732X0 DAFSC. Having an average grade of 5.8, 67 percent of the cluster supervises an average of two people. The primary focus of this highly motivated homogeneous AFSC is related to briefing personnel on assorted enlistment or reenlistment options; analyzing or evaluating reenlistment trends or statistics; preparing and maintaining related forms or reports; and scheduling or conducting staff visits, audits, or inspections. 732X4s are closely affiliated with Personnel (AFS 732X0) incumbents at the CBPO level as over 50 percent of their time is spent on "personnel" functions.

Within the cluster itself, two groups are differentiated on the basis of level of assignment and job emphasis. MAJCOM level incumbents evaluate waivers and enlistments, while CBPO level incumbents spend more relative time briefing enlistment options.

B. XIIa. CAREER ADVISORS (GRP244)

NUMBER IN GROUP: 135 PERCENT OF SAMPLE: 9%

MAJCOM DISTRIBUTION: SAC (24%), USAFE (19%), ATC (13%), TAC (12%), MAC (11%), AAC (4%), OTHER (7%)

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

DAFSC DISTRIBUTION: 73250 (1%), 73270 (2%), 73234 (18%), 73274 (76%), 73299 (3%)

AVERAGE GRADE: 5.7

AVERAGE TIME IN CAREER FIELD: 75 MOS

AVERAGE TIME IN SERVICE: 165 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 12%

AMOUNT OF SUPERVISION: 70% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (8%), SO-SO (9%), INTERESTING (82%), NOT REPORTED (1%)

PERCEIVED UTILIZATION OF TALENTS:

LITTLE OR NOT AT ALL	7%
FAIRLY WELL OR BETTER	93%

PERCEIVED UTILIZATION OF TRAINING:

LITTLE OR NOT AT ALL	9%
FAIRLY WELL OR BETTER	91%

AVERAGE NUMBER OF TASKS PERFORMED: 124

AMOUNT OF TYPING PERFORMED:

1 HOUR OR LESS A DAY	39%
2-4 HOURS A DAY	58%
5-8 HOURS A DAY	3%

CLASS CBPO ASSIGNED:

CLASS I	30%
CLASS II	49%
CLASS III	18%
OTHER	3%

GROUP DIFFERENTIATING TASKS:

T933 BRIEF PERSONNEL ON AIR FORCE RESERVE OPPORTUNITIES
T941 BRIEF PERSONNEL SELECTED UNDER THE SRP
T993 REVIEW ANNOTATED PDS LISTINGS RETURNED FROM UNITS
T1005 TRAIN UNIT CAREER ADVISORS
T976 PREPARE APPLICATION FOR CAREER JOB RESERVATION (CJR) FORMS (AF FORM 545)

B. XIIb. MAJCOM CAREER ADVISORS (GRP200)

NUMBER IN GROUP: 9 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: ATC (22%), MAC (22%), AFSC (11%), PACAF (11%), SAC (11%), TAC (11%), USAFE (11%), OTHER (1%)

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

DAFSC DISTRIBUTION: 73274 (78%), 73299 (22%)

AVERAGE GRADE: 6.4

AVERAGE TIME IN CAREER FIELD: 102 MOS

AVERAGE TIME IN SERVICE: 197 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 0%

AMOUNT OF SUPERVISION: 22% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (11%), SO-SO (33%), INTERESTING (56%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	67%
	NOT REPORTED	11%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	11%
	FAIRLY WELL OR BETTER	78%
	NOT REPORTED	11%

AVERAGE NUMBER OF TASKS PERFORMED: 62

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	100%
	2-4 HOURS A DAY	0%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	11%
	CLASS II	0%
	CLASS III	0%
	OTHER	89%

GROUP DIFFERENTIATING TASKS:

T952 EVALUATE AGE 55 WAIVER APPLICATIONS
T955 EVALUATE HYT WAIVER APPLICATIONS
T956 EVALUATE POLICY AND PROGRAMS OF OTHER AGENCIES FOR IMPACT ON REENLISTMENT OR RETENTION PROGRAMS
T963 EVALUATE UTILIZATION OF AFSC 732X4 CAREER ADVISOR PERSONNEL
A19 PLAN WORKSHOPS, SEMINARS, OR CONFERENCES

B. XIII. REENLISTMENT CLERKS (GRP201)

The seven Reenlistment Clerks spend over ninety percent of their time in career advisor or general personnel functions. Reenlistment clerks perform tasks such as preparing reenlistment documents, scheduling personnel for enlistment processing, briefing personnel on enlistment extensions, briefing personnel on reenlistment bonus eligibility, and compiling reenlistment or extension statistics. The clerks also perform general personnel task such as operating remote typerwriters, constructing update messages, clearing reject rosters, distributing correspondence, and clearing overdue data on transaction registers. The clerks perform an average of only 23 tasks which is the lowest number of any of the groups identified in the survey analysis.

Members of the group have an average of 116 months TAFMS with 14 percent of the clerks in their first enlistment. The average grade of the group is 4.7. While 71 percent of the clerks feel their talents and training are well utilized, only 42 percent feel their job interesting which is the lowest job interest figure reported in the survey. The group performs more typing than any other group. Interestingly, 71 percent of the group hold 73230 or 73250 DAFSCs while the remaining 29 percent hold a 73274 DAFSC.

B. XIV. PERSONNEL SYSTEM MANAGEMENT PERSONNEL (GRP109)

The individuals in this cluster are 732X0 personnel who have more direct contact with the automated personnel data system (APDS) than any other group. The 58 people in this group represents four percent of the survey sample. Characteristic of this cluster is an average grade of 5.9 and above average job satisfaction. Eighty percent of the cluster indicated a 732X0 DAFSC, with a majority of them (64 percent) having a 7-level DAFSC. The remaining 20 percent have a 73299 DAFSC. Representative tasks performed by the cluster incumbents center around providing assistance to CBPO work centers on constructing deferred inquiries; obtaining and receiving computer products; and operating remote typewriters and keypunch machines. The analysts and operators within this cluster set themselves apart by the amount of supervision (analysts supervise operators) and types of tasks performed.

B. XIVa. PSM ANALYSTS (GRP256)

NUMBER IN GROUP: 53 PERCENT OF SAMPLE: 3%

MAJCOM DISTRIBUTION: MAC (25%), SAC (23%), TAC (19%), AFRES (13%), USAFE (8%), AFLC (6%), HQ USAF (6%)

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

DAFSC DISTRIBUTION: 72330 (2%), 73250 (13%), 73270 (62%), 73299 (23%)

AVERAGE GRADE: 6.0

AVERAGE TIME IN CAREER FIELD: 156 MOS

AVERAGE TIME IN SERVICE: 177 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 7%

AMOUNT OF SUPERVISION: 49% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (4%), SO-SO (4%), INTERESTING (90%), NOT REPORTED (2%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	9%
	FAIRLY WELL OR BETTER	87%
	NOT REPORTED	4%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	9%
	FAIRLY WELL OR BETTER	85%
	NOT REPORTED	6%

AVERAGE NUMBER OF TASKS PERFORMED: 93

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	85%
	2-4 HOURS A DAY	15%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	36%
	CLASS II	43%
	CLASS III	9%
	OTHER	12%

GROUP DIFFERENTIATING TASKS:

F187 ANALYZE FLOW OF PERSONNEL TRANSACTIONS
F188 ANALYZE TREND ANALYSES SUCH AS ON-LINE TIME OR PURGES
F212 MAINTAIN MASTER FILE COPIES OF LISTINGS SUCH AS TRS, PURGES, OR STRENGTH REPORTS
F214 MONITOR CORRECTIONS OF DEFICIENCIES DUE TO REJECTS, PURGES, RECONCILIATIONS, OR TREND ANALYSIS
F234 RESEARCH PERSONNEL TRANSACTION FLOW

B. XIVb. PSM OPERATORS (GRP129)

NUMBER IN GROUP: 5 PERCENT OF SAMPLE: .3%

MAJCOM DISTRIBUTION: ATC (40%), AFSC (20%), HQ USAF (20%), MAC (20%)

LOCATION: CONUS (100%)

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

AVERAGE GRADE: 5.2

AVERAGE TIME IN CAREER FIELD: 99 MOS

AVERAGE TIME IN SERVICE: 128 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 20%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (40%), SO-SO (0%), INTERESTING (60%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	40%
	FAIRLY WELL OR BETTER	60%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	60%
	FAIRLY WELL OR BETTER	40%

AVERAGE NUMBER OF TASKS PERFORMED: 29

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	80%
	2-4 HOURS A DAY	0%
	5-8 HOURS A DAY	20%

CLASS CBPO ASSIGNED:	CLASS I	40%
	CLASS II	0%
	CLASS III	0%
	OTHER	60%

GROUP DIFFERENTIATING TASKS:

E116 CONSTRUCT IMMEDIATE INQUIRIES
E168 RESEARCH DIRECTIVES OR PUBLICATIONS
E111 CODE PERSONNEL DATA CARDS
E115 CONSTRUCT DIRECT ENGLISH STATEMENT INFORMATION RETRIEVAL SYSTEM (DESIRES) MESSAGES
E139 OPEN OR CLOSE DEVICES FOR PERSONNEL TRANSACTIONS

B. XV. SYSTEMS ANALYSIS PERSONNEL (GRP222)

Stationed primarily at MPC (with one each at Headquarters TAC and Air Force Reserve), the 16 members of the Systems Analysis cluster manage, analyze and revise the personnel data systems (PDS). Over 65 percent of the clusters member's time is spent in systems analysis and PDS functions. Incumbents perform tasks like implementing system modifications; coordinating systems development; analyzing output from systems tests; and updating system operating directives. PDS functions performed by members of the cluster include operating cathode ray tubes, requesting system changes, receiving computer products, and analyzing computer management products. Systems analysts perform an average of 72 tasks.

The group averages 216 months TAFMS and 206 months in the career field. The cluster does not have anyone in their first enlistment and the average grade of the cluster is 7.2. Forty-four percent of the cluster hold a 73270 DAFSC while the remainder of the cluster hold 73299 or 73200 DAFSCs. Eighty-seven percent of the cluster feel their job is interesting and that their talents are well utilized. However, only three-quarters of the incumbents feel their training is well utilized. Only 44 percent of the cluster indicated they supervise subordinates.

The cluster contains two job types which differ because one group performs more supervisory and evaluative tasks.

B. XVa. SYSTEMS ANALYST MANAGERS (GRP310)

NUMBER IN GROUP: 9 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: HQ AF (78%), AFRES (11%), TAC (11%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73270 (22%), 73299 (56%), 73200 (22%)

AVERAGE GRADE: 7.9

AVERAGE TIME IN CAREER FIELD: 229 MOS

AVERAGE TIME IN SERVICE: 244 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 78% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (11%), INTERESTING (89%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	11%
	FAIRLY WELL OR BETTER	89%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	78%

AVERAGE NUMBER OF TASKS PERFORMED: 100

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	100%
	2-4 HOURS A DAY	0%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	0%
	CLASS II	0%
	CLASS III	0%
	OTHER	100%

GROUP DIFFERENTIATING TASKS:

A4 DETERMINE WORK PRIORITIES
A25 SCHEDULE WORK ASSIGNMENTS
G246 ANALYZE FLOW CHARTS OR DECISION LOGIC TABLES (DLT) FOR SYSTEM APPLICATIONS DURING SYSTEM STUDIES
G280 PREPARE SYSTEM DOCUMENTATION DURING SYSTEMS STUDIES
G254 DEFINE MEDIA TO BE UTILIZED DURING SYSTEMS STUDIES

B. XVb. SYSTEMS ANALYSTS (GRP255)

NUMBER IN GROUP: 7 PERCENT OF SAMPLE: .4%

MAJCOM DISTRIBUTION: HQ USAF (86%), SAC (14%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73270 (71%), 73299 (14%), OTHER (15%)

AVERAGE GRADE: 6.3

AVERAGE TIME IN CAREER FIELD: 176 MOS

AVERAGE TIME IN SERVICE: 181 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (14%), INTERESTING (86%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	14%
	FAIRLY WELL OR BETTER	86%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	29%
	FAIRLY WELL OR BETTER	71%

AVERAGE NUMBER OF TASKS PERFORMED: 36

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	100%
	2-4 HOURS A DAY	0%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	0%
	CLASS II	0%
	CLASS III	0%
	OTHER	100%

GROUP DIFFERENTIATING TASKS:

G283 REVIEW IMPLEMENTATION OF SYSTEM MODIFICATIONS, CHANGES, OR CONVERSIONS
G265 EVALUATE DATA AUTOMATION PROPOSALS
G266 EVALUATE DATA AUTOMATION REQUIREMENTS
G286 UPDATE SYSTEMS OPERATING DIRECTIVES
G252 COORDINATE SYSTEMS DEVELOPMENT WITH COMPUTER PROGRAMMERS

B. XVI. PERSONNEL READINESS UNIT PERSONNEL (GRP103)

The 36 people in this cluster utilize the personnel data system to perform various personnel readiness operations. Chiefly assigned to larger (class I and II) CBPOs, these individuals have various 732X0 DAFSCs, with a high concentration at the 5-skill level DAFSC (64 percent). Seventy-two percent report their job interesting, seventy-eight percent feel their talents are well utilized, and seventy-five percent of the cluster feel their training is utilized fairly well or better. Having the lowest average grade (4.3) in the personnel, these individuals average 83 months time in service. The cluster performs common tasks such as preparing or distributing average strength data forms, distributing daily strength reports, preparing forms related to absentees wanted by the Armed Forces, clearing overdue data on transaction registers, constructing update messages, and receiving computer products.

B. XVIa. PERSONNEL READINESS UNIT MANAGERS (GRP156)

NUMBER IN GROUP: 24 PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: SAC (32%), TAC (15%), USAFE (15%), PACAF (8%), ATC (5%), AFSC (5%), AFLC (5%), AAC (5%)

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

DAFSC DISTRIBUTION: 73250 (58%), 73270 (38%), 73299 (4%)

AVERAGE GRADE: 4.7

AVERAGE TIME IN CAREER FIELD: 82 MOS

AVERAGE TIME IN SERVICE: 103 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 17%

AMOUNT OF SUPERVISION: 67% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (8%), SO-SO (17%), INTERESTING (75%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	17%
	FAIRLY WELL OR BETTER	83%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	29%
	FAIRLY WELL OR BETTER	71%

AVERAGE NUMBER OF TASKS PERFORMED: 88

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	46%
	2-4 HOURS A DAY	54%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	43%
	CLASS II	44%
	CLASS III	0%
	OTHER	13%

GROUP DIFFERENTIATING TASKS:

B43 MAINTAIN CONTINGENCY PLANS
M586 ESTABLISH EQUIPMENT OR SUPPLY REQUIREMENTS FOR PERSCO CONTROL TEAMS
M590 MAINTAIN ACCOUNTABILITY OF PERSONNEL SELECTED TO FILL OPLAN REQUIREMENTS
M595 MAINTAIN PERSONNEL DEPLOYMENT INFORMATION PACKAGES (PDIP) FOR CONTINGENCY OPERATIONS
M603 PREPARE CONTINGENCY, EXERCISE, OR ROTATION REPORTS

B. XVIb. PERSONNEL READINESS UNIT CLERKS (GRP183)

NUMBER IN GROUP: 9 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: TAC (44%), MAC (22%), PACAF (12%), SAC (11%), USAFE (11%)

LOCATION: CONUS (89%), OVERSEAS (11%)

DAFSC DISTRIBUTION: 73230 (22%), 73250 (78%)

AVERAGE GRADE: 3.1

AVERAGE TIME IN CAREER FIELD: 25 MOS

AVERAGE TIME IN SERVICE: 33 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 67%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (22%), SO-SO (22%), INTERESTING (45%)
NOT REPORTED (11%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	44%
	FAIRLY WELL OR BETTER	56%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	22%
	FAIRLY WELL OR BETTER	78%

AVERAGE NUMBER OF TASKS PERFORMED: 35

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	78%
	2-4 HOURS A DAY	22%
	5-8 HOURS A DAY	0%

CLASS CBPO ASSIGNED:	CLASS I	33%
	CLASS II	67%
	CLASS III	0%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

E142 OPERATE REMOTE TYPEWRITERS
M563 ADJUST SERVICE DATES OF ENLISTED PERSONNEL TO REFLECT TIME LOST
M564 ADVISE OPERATIONAL UNITS IN PREPARATION OF REPORTS SUCH AS PERSONNEL STATUS REPORT (AF FORM 1240)
M565 ATTACH PATIENTS TO HOSPITALS
M569 COLLECT AND REPORT NOT AVAILABLE DATA FROM DOCUMENTS SUCH AS HOSPITAL ADMISSIONS AND DISPOSITION SHEETS

B. XVII. CUSTOMER SERVICE CLUSTER (GRP054)

The 57 members of the Customer Service cluster spend over fifty percent of their time performing strictly customer service functions in CBPOs or at various major command headquarters. Customer service incumbents perform tasks such as reaccomplishing or updating emergency data forms, verifying applications for ID cards, recording address changes, directing customer telephone inquiries to other CBPO work centers, advising personnel in preparing personnel action requests, and setting up palace flicks or other promotional films. Customer service incumbents also spend time on general personnel tasks like preparing articles for base newspapers, operating remote typewriters, researching publications and directives, and distributing correspondence. The cluster's incumbents perform an average of 73 tasks. Only 46 percent of the cluster indicate they supervise subordinates. Incumbents average 132 months TAFMS with 20 percent of the cluster in their first enlistment. Almost all incumbents feel their job is interesting (97 percent) while over 85 percent feel their talents and training are well utilized.

Eighty-three percent of the cluster hold 732X0 or 73299 DAFSCs; the remaining 17 percent of the cluster hold 732X1 DAFSCs. The cluster contains three job types which differ because of varying amounts of supervisory and customer service tasks. The 732X1 personnel are found in the customer service NCOICs and customer service monitors. Both job types perform some supervisory tasks. The remaining job type, customer service clerks contain no 732X1s, perform little supervisory duties and spend over eighty-two percent of their time in customer service functions.

B. XVIIa. CUSTOMER SERVICE SUPERVISORS (GRP580)

NUMBER IN GROUP: 13 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: TAC (31%), SAC (15%), USAFE (15%), USAFSS (15%), ADCOM (8%), PACAF (8%), MAC (8%)

LOCATION: CONUS (69%), OVERSEAS (31%)

DAFSC DISTRIBUTION: 73250 (23%), 73270 (62%), 73271 (8%), 73299 (7%)

AVERAGE GRADE: 5.8

AVERAGE TIME IN CAREER FIELD: 142 MOS

AVERAGE TIME IN SERVICE: 169 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 77% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (8%), SO-SO (23%), INTERESTING (69%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	8%
	FAIRLY WELL OR BETTER	92%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	8%
	FAIRLY WELL OR BETTER	92%

AVERAGE NUMBER OF TASKS PERFORMED: 100

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	54%
	2-4 HOURS A DAY	15%
	5-8 HOURS A DAY	31%

CLASS CBPO ASSIGNED:	CLASS I	31%
	CLASS II	54%
	CLASS III	7%
	OTHER	8%

GROUP DIFFERENTIATING TASKS:

B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS
B35 DRAFT CORRESPONDENCE
L528 ADVISE PERSONNEL ON RETIREMENT ELIGIBILITY OR APPLICATION PROCEDURES
L516 ADVISE PERSONNEL IN PREPARATION OF AIRMAN ASSIGNMENT PREFERENCE STATEMENT FORMS (AF FORM 293)
L547 PREPARE AIRMAN INSTRUCTOR APPLICATION/CHECKLIST FORMS (AF FORM 415)

B. XVIIb. CUSTOMER SERVICE MONITORS (GRP618)

NUMBER IN GROUP: 32 PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: SAC (19%), USAFE (16%), MAC (16%), AFSC (13%), TAC (9%), ATC (9%), ADCOM (6%), AFLC (6%), OTHER (6%)

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

DAFSC DISTRIBUTION: 73250 (34%), 73270 (41%), 73251 (19%), 73271 (3%), 73299 (3%)

AVERAGE GRADE: 5.1

AVERAGE TIME IN CAREER FIELD: 94 MOS

AVERAGE TIME IN SERVICE: 124 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 22%

AMOUNT OF SUPERVISION: 40% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (6%), INTERESTING (88%)

PERCEIVED UTILIZATION OF TALENTS:	
LITTLE OR NOT AT ALL	13%
FAIRLY WELL OR BETTER	81%
NOT REPORTED	6%

PERCEIVED UTILIZATION OF TRAINING:	
LITTLE OR NOT AT ALL	12%
FAIRLY WELL OR BETTER	85%
NOT REPORTED	3%

AVERAGE NUMBER OF TASKS PERFORMED: 67

AMOUNT OF TYPING PERFORMED:	
1 HOUR OR LESS A DAY	19%
2-4 HOURS A DAY	66%
5-8 HOURS A DAY	15%

CLASS CBPO ASSIGNED:	
CLASS I	36%
CLASS II	50%
CLASS III	14%
OTHER	0%

GROUP DIFFERENTIATING TASKS:

L522 ADVISE PERSONNEL IN PREPARATION OF REQUESTS FOR PALACE CHASE SEPARATIONS
L535 CONFISCATE ID CARDS
L552 PROVIDE INDIVIDUAL ASSIGNMENT STATUS INFORMATION
L550 PREPARE ID CARD CERTIFICATES OF DESTRUCTION
L543 MAINTAIN PALACE FLICK FILMS AND PROJECTORS

B. XVIIc. CUSTOMER SERVICE CLERKS (GRP281)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: .4%

MAJCOM DISTRIBUTION: SAC (50%), TAC (17%), AFLC (17%), ADCOM (16%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 73250 (50%), 73270 (17%), 73251 (33%)

AVERAGE GRADE: 4.3

AVERAGE TIME IN CAREER FIELD: 69 MOS

AVERAGE TIME IN SERVICE: 74 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 50%

AMOUNT OF SUPERVISION: 17% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (33%), INTERESTING (67%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	0%
	FAIRLY WELL OR BETTER	100%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	33%
	FAIRLY WELL OR BETTER	67%

AVERAGE NUMBER OF TASKS PERFORMED: 25

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	0%
	2-4 HOURS A DAY	83%
	5-8 HOURS A DAY	17%

CLASS CBPO ASSIGNED:	CLASS I	50%
	CLASS II	33%
	CLASS III	17%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

L556 SCHEDULE REFERRAL APPOINTMENTS FOR CBPO WORK CENTERS
L553 REACCOMPLISH RECORD OF EMERGENCY DATA FORMS (DD FORM 93)
L534 CERTIFY EMPLOYMENT VERIFICATION REQUESTS
L546 PERFORM ANNUAL RECONCILIATIONS OF FEDERAL HOUSING AUTHORITY (FHA) IN-SERVICE LOANS
L549 PREPARE CERTIFICATES OF ELIGIBILITY OR TERMINATION OF IN-SERVICE LOANS

B. XVIII. SEPARATIONS PERSONNEL (GRP056)

The primary job of members of this cluster involves processing various types of discharges and retirements. The Separations personnel group account for four percent of the survey sample and consists of 61 people. With a relatively low average grade (4.7) these individuals perform an average of 65 tasks and hold a 732X0 DAFSC. Most members held 73250 (44 percent) or 73270 (46 percent) skill-levels, with three percent reporting a 73299 DAFSC and seven percent 73230 dafsc. Individuals in this cluster reported doing substantially more typing than most other job groups. Representative tasks include preparing separation orders, project folders, or reports of separation from active duty forms; collecting ID cards or passports; conducting separation briefings; coordinating with accounting and finance; and distributing field personnel records. The cluster tends to perform mainly at a worker level and is more specialized with job types focusing on retirement/discharge cases and processing separation actions. The NCOICs in this case supervise 732X0 personnel at a middle management level, with Separations Administrators (see military personnel supervisory cluster) performing a higher level of management.

B. XVIIIa. SEPARATIONS NCOICs (GRP186)

NUMBER IN GROUP: 40 PERCENT OF SAMPLE: 3%

MAJCOM DISTRIBUTION: SAC (35%), MAC (20%), TAC (20%), USAFE (13%), OTHER (12%)

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

DAFSC DISTRIBUTION: 73230 (3%), 73250 (35%), 73270 (58%), 73299 (4%)

AVERAGE GRADE: 5.1

AVERAGE TIME IN CAREER FIELD: 94 MOS

AVERAGE TIME IN SERVICE: 124 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 18%

AMOUNT OF SUPERVISION: 67% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (5%), SO-SO (20%), INTERESTING (75%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	10%
	FAIRLY WELL OR BETTER	87%
	NOT REPORTED	3%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	18%
	FAIRLY WELL OR BETTER	82%

AVERAGE NUMBER OF TASKS PERFORMED: 81

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	13%
	2-4 HOURS A DAY	75%
	5-8 HOURS A DAY	12%

CLASS CBPO ASSIGNED:	CLASS I	53%
	CLASS II	38%
	CLASS III	9%
	OTHER	0%

GROUP DIFFERENTIATING TASKS:

R837 ADVISE PERSONNEL ON RETIREMENT PROCESSING REQUIREMENTS
R856 EVALUATE RETIREMENT APPLICATIONS
R851 EVALUATE OFFICERS REQUESTS FOR SEPARATION
R849 EVALUATE HARDSHIP DISCHARGE REQUESTS
R834 ADVISE COMMANDERS ON REQUIRED DOCUMENTATION AND FORMAT FOR ADMINISTRATIVE DISCHARGE CASES

B. XVIIIb. SEPARATION CLERKS (GRP321)

NUMBER IN GROUP: 14 PERCENT OF SAMPLE: 1%

MAJCOM DISTRIBUTION: TAC (21%), MAC (21%), ADCOM (14%), ATC (14%), SAC (14%), AFSC (8%), AAC (8%)

LOCATION: CONUS (93%), OVERSEAS (7%)

DAFSC DISTRIBUTION: 73230 (7%), 73250 (57%), 73270 (36%)

AVERAGE GRADE: 4.4

AVERAGE TIME IN CAREER FIELD: 62 MOS

AVERAGE TIME IN SERVICE: 89 MOS

PERCENT MEMBERS IN FIRST ENLISTMENT: 50%

AMOUNT OF SUPERVISION: 21% SUPERVISE 1 PERSON

EXPRESSED JOB INTEREST: DULL (7%), SO-SO (36%), INTERESTING (57%)

PERCEIVED UTILIZATION OF TALENTS:	LITTLE OR NOT AT ALL	29%
	FAIRLY WELL OR BETTER	71%
PERCEIVED UTILIZATION OF TRAINING:	LITTLE OR NOT AT ALL	29%
	FAIRLY WELL OR BETTER	71%

AVERAGE NUMBER OF TASKS PERFORMED: 39

AMOUNT OF TYPING PERFORMED:	1 HOUR OR LESS A DAY	29%
	2-4 HOURS A DAY	50%
	5-8 HOURS A DAY	21%

CLASS CBPO ASSIGNED:	CLASS I	50%
	CLASS II	21%
	CLASS III	15%
	OTHER	14%

GROUP DIFFERENTIATING TASKS:

R835 ADVISE FIRST-TERM FOUR YEAR ENLISTEES ON MILITARY SERVICE OBLIGATION
R840 CONDUCT SEPARATION BRIEFINGS OR INTERVIEWS FOR PENDING SEPARATEES
R885 PREPARE SEPARATION PREPARATION PROJECT FOLDERS
R845 DISTRIBUTE FIELD PERSONNEL RECORDS (FPR) GROUPS FOR SEPARATEES OR RETIREES
R844 DISTRIBUTE COMPLETED ENLISTMENT, REENLISTMENT, EXTENSION, OR SEPARATION DOCUMENTATION

B. XIX. OUTBOUND ASSIGNMENTS PERSONNEL (GRP172)

The large Outbound Assignments independent job type consists of 81 members and comprises five percent of the survey sample. Outbound assignments personnel spend 68 percent of their time performing only outbound assignment functions. Incumbents perform tasks such as preparing outbound assignments preparation folders, conducting and processing briefings, processing applications for concurrent travel, screening personnel records to verify eligibility for assignment, preparing or processing assignment reclamas, and processing acknowledgements of assignment levies. Members of the job type perform an average of 72 tasks and 84 percent of the incumbents spend one or more hours a day typing. Only 30 percent of the incumbents indicate they supervise. The supervision figure is among the lowest of any of the job groups identified in the survey but it is expected as the higher level outbound assignment supervisors group in the military personnel supervisors cluster. The cluster averages 87 months TAFMS while 37 percent are in their first enlistment. The outbound assignments job type has one the higher percentages of first term incumbents. Seventy-nine percent of incumbents feel their job is interesting while a very large portion (85 and 91 percent respectively) feel their talents and training are well utilized.

C. I. PERSONAL AFFAIRS (GRP057)

Stationed exclusively at Headquarters level orqanizations, (HQ USAF, AFMPC, major commands), these 7- and 9-level individuals serve as a resource for advice on numerous personal affairs related topics, to lower level (i.e., CBPO) orqanizations. The nine people in this independent job type indicated a somewhat lower sense of job satisfaction than other job groups identified in the survey. Tasks such as interpreting Air Force policy regarding wear of military uniforms or personal grooming; reviewing correspondence; formulating policy; researching informations for response to IG, congressional, or high level inquiries; providing technical guidance on casualty matters; and consolidating family services semiannual reports from bases are representative of their primary functions. Having an average of 197 months TAFMS, these NCOs (average grade 6.3) hold prmarily 73271 DAFSCs (78 percent). An additional eleven percent is accounted for in each of the 73270 and 73299 DAFSCs. Performs an average of 40 tasks.

C. II. BASE INTRO PROGRAM MANAGERS (GRP035)

Performing an average of 31 tasks, the nine members of the Base INTRO Program Managers independent job type manage base level INTRO programs. Incumbents spend 54 percent of their time performing tasks like evaluating INTRO program effectiveness, maintaining liaison with family services on INTRO programs, providing 24-hour reception centers, analyzing newcomer questionnaires, conducting base orientations, and mailing sponsorship kits. Incumbents also perform tasks such as constructing update messages, receiving computer products, operating remote typewriters and operating keypunch machines. Only 22 percent of the group indicate they supervise and this figure is low when compared to other supervisory job groups identified in the survey. The group averages 149 months TAFMS and 11 percent of the incumbents are in their first enlistment. Eighty-nine percent of the members of the job type feel their job is interesting and 78 percent feel their training is utilized fairly well or better. Only 69 percent of the cluster feel their talents are utilized fairly well or better.

C. III. PERSONNEL RECORDS CLERKS (GRP188)

The 52 members of this independent job type perform an average of only 31 tasks, as they specialize in the maintenance of military personnel records. All group incumbents indicated a 732X0 DAFSC, with the majority (77 percent) holding a 5-skill level DAFSC. Typical tasks include filing personnel records or folders, conducting records reviews, processing records review RIPS, removing obsolete documents, reaccomplishing records folders, and signing out personnel records. Essentially the records clerks are the least satisfied group identified in the survey sample, with only 52 percent finding their job interesting and 65 percent feeling their talents are utilized. However, 75 percent do feel their training is utilized fairly well or better. With the lowest average grade (3.7) and an average of only 51 months in the service, this is the least experienced group identified in the survey sample, and is most likely to be where a first-termer (64 percent) is assigned.

C. IV. MPC CASUALTY ASSISTANCE PERSONNEL (GRP055)

The seven incumbents in the MPC Casualty Assistance Personnel independent job type perform an average of only 23 tasks while spending over 84 percent of their time performing casualty assistance tasks. Three tasks, requesting notification to be made to next of kin for deceased active duty military, reviewing casualty reports, and assigning bases to render assistance to next of kin, occupy over 20 percent of the incumbent's time. Other tasks performed by members of the job type include maintaining liaison with other government agencies in casualty matters, providing technical guidance on casualty matters and maintaining suspenses on incomplete casualty reports.

Incumbents do not supervise. Forty-three percent of the group are in their first enlistment and the group averages 101 months TAFMS. Eighty-six percent of the job type feel their job is interesting while only 57 percent feel their talents and training are well utilized. All incumbents hold either a 73251 or 73271 DAFSC.

C. V. IN/OUT PROCESSING MANAGERS (GRP013)

Performing an unusually low average number of tasks (19) these people perform a very limited mission. The independent job type is made up of 732X0 DAFSC incumbents, 56 percent of whom are in their first enlistment. Most incumbents possess a 73250 (44 percent) DAFSC. The group has an average grade of 4.1. Overall, the group does not supervise anyone. In/out processing managers have one of the lowest job satisfaction indices, with only 56 percent finding their job interesting, and only 44 percent feeling their talents or training are being utilized. Types of tasks performed by the group relate to conducting in-or out-processing briefings; initiating or distributing allocation briefs; auditing incoming records; and finding incoming or missing personnel records.