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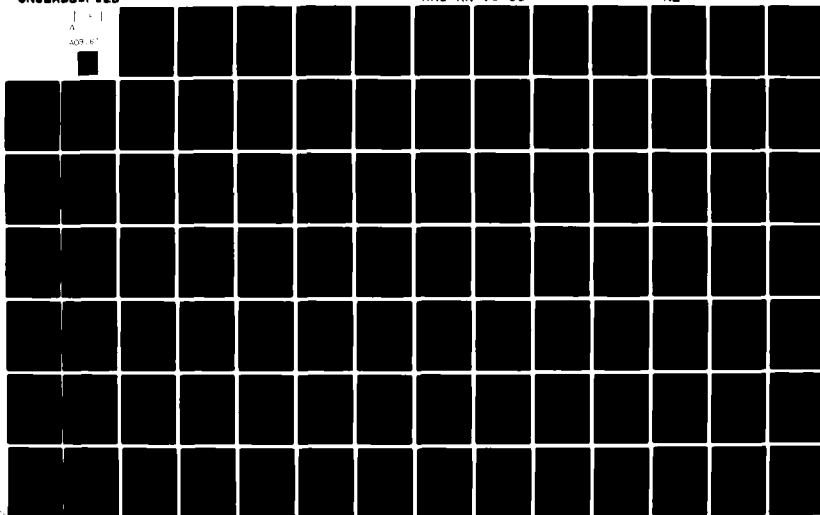
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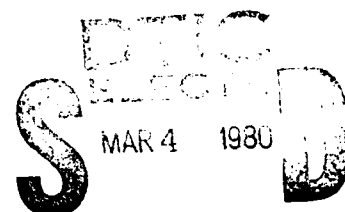
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DUTY MODULE METHODOLOGY FOR OFFICER
MANAGEMENT SYSTEM DEVELOPMENT
(Task Data Bank Index)

American Institutes for Research

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U. S. Army
Research Institute for the Behavioral and Social Sciences

November 1975

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) A unique personnel management system concept, the duty module, clusters tasks statistically and logically in order to represent jobs in a more specific manner than an MOS and with greater simplicity than task descriptions. This document provides an index to the tasks that make up the duty modules described in companion volumes.		

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A complete set of Duty Module and Job Description material assembled by the Army Research Institute for the Behavioral and Social Sciences (ARI) to support a number of R&D efforts consists of the following nine volumes:

1. Army Officer Duty Module Manual. ARI Research Note 79-31, October 1975.
2. Duty Module Methodology for Officer Career Management System Development: Catalogue of Army Officer Duty Modules. ARI Research Note 79-32, October 1975.
3. Duty Module Methodology for Officer Career Management System Development: Task Data Bank Index. ARI Research Note 79-33, November 1975.
4. Duty Module Methodology for Officer Career Management System Development: Task Data Bank, Task List. ARI Research Note 79-34, October 1975.
5. Results of Field Survey to Evaluate an Experimental Set of Officer Duty Modules. ARI Research Note 79-35, January 1974.
6. Development of Criteria Dimensions for Evaluation of Performance and Career Development of Entry-Level Officers, ARI Research Note 79-36, November 1974.
7. Duty Module Relationship to Training and Experience Requirements in Career Development and Alternate Specialty Selections. ARI Research Note 79-37, February 1975.
8. Design and Validation of Additional Duty Modules for Engineer and Ordnance Officer Positions, ARI Research Note 79-38, February 1975.
9. Duty Module Methodology for Officer Career Management System Development, ARI Research Note 79-39, January 1976.

The set of duty modules and job descriptions contained in these nine volumes was developed by the American Institutes for Research (AIR) to meet a requirement for job information in an ARI research contract being executed by Educational Testing Service (ETS). This contract was part of the ARI research program on Career Progression (Information) Systems. These duty modules, developed for use in a career information system, have proved to be highly valuable for meeting a number of other research and developmental objectives.

The duty module concept evolved from interactions between the American Institutes for Research (AIR) and U. S. Army Research Institute for the Behavioral and Social Sciences (ARI). These interactions emerged from the AIR "Taxonomy" contract which was originally initiated and supported

by the Defense Advanced Research Projects Agency (DARPA). At the time monitorship of that contract was transferred from Air Force to Army, ARI was given the responsibility for redirecting the effort from an emphasis on experimental psychology principles to the field of personnel psychology. ARI proposed the development of a job taxonomy, based on a component of a duty position assignable to a single individual. This component could be considered as a building block for job re-engineering, useful for constructing TDA's or TO&E's, for tracking career progression of individuals, and for providing career information to Army personnel. It was hoped that such a job component would provide a common language as a basis for combining manpower requirements and resources, with the integration of training and career progression, into a single self-consistent operating system. AIR, continuing under contract supervision by ARI, developed this concept further and began referring to these job components as duty modules.

The reader is particularly urged to note that these duty modules were not specifically developed for use in developing or evaluating either school programs of instruction (POI) or the achievement of OJT objectives.

Current ARI research efforts are modifying and evaluating the duty module concept in order to provide a job component measure that is appropriate for use as a data element of a Training Information Feedback System (TIFS). The final form of this data element will reflect a greater concern for criticality of tasks and for the feasibility of defining criterion referenced standards corresponding to these tasks.

GUIDE TO THE USE OF THE DUTY MODULE TASK DATA BANK INDEX

This Index has been constructed so that the tasks for the current Duty Modules are accessible as new officer positions are analyzed. The use, where appropriate, of existing Task Statements will insure standardization and facilitate the future application of the Duty Modules.

1. Determine the object of the Task Statement in question.
2. Find the object (in caps) in the Index, then follow down the entries in the object category until you find the modifiers (also in caps) which are the same as, or similar to, those of the Task Statement in question.
3. Be certain that the verb (in lower case) in the Index is the same as that in the Task Statement.
4. Once all of the potential entries and their task numbers have been identified, the Task Statement in question may be checked against the Task Data Bank. The Data Bank contains complete Task Statements of all of the current Duty Module tasks in numerical order. Tasks can be found from the task numbers obtained from the index.

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