

AIR FORCE OCCUPATIONAL MEASUREMENT CENTER RANDOLPH AFB TX F/G 5/9
MEDICAL ADMINISTRATIVE CAREER LADDER, AFSC 906X0.(U)
JUL 80 M D HILL

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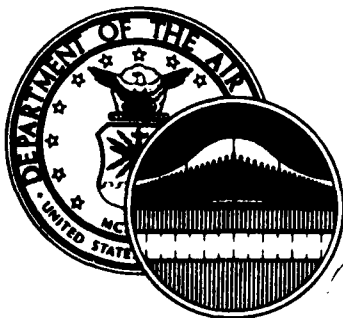
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MEDICAL ADMINISTRATIVE CAREER LADDER, AFSC 906X0. (U)

MEDICAL ADMINISTRATOR
JUL 80 M D HILL

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UNITED STATES AIR FORCE

12) 1977

10) Michael L. Hill

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OCCUPATIONAL SURVEY REPORT



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MEDICAL ADMINISTRATIVE CAREER LADDER,
AFSC 906X0,
AFPT 90-906-409 ✓
JULY 1980

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PREFACE

This report presents the results of a recently completed Air Force Occupational Survey of the Medical Administrative career ladder (AFSCs 90610, 90630, 90650, 90670, 90690, and CEM Code 90600). The project was directed by USAF Program Technical Training, Volume 2, dated June 1979. Authority for conducting occupational surveys is contained in AFR 35-2. Computer printouts from which this report was produced are available for use by operating and training officials.

The survey instrument used in the present project was developed by Second Lieutenant Andrew D. Mellors, Sr., Inventory Development Specialist. Captain Michael D. Hill 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, Manpower and Personnel Division, Air Force Human Resources Laboratory (AFHRL), and were written by the Computer Programming Branch, Technical Services 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 to 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 Medical Administrative incumbents during the fall of 1979. Responses were received from 2,444 Medical Administrative incumbents (75 percent of the total assigned population). The overall sample was representative and provided a comprehensive picture of the 906X0 population.
2. Specialty Structure: The overall job structure was found to be extremely diverse, with 16 major job groups being identified. These jobs varied greatly. They ranged from routine jobs, such as forms and publications clerk, mail clerk, outpatient records clerk, and information or appointment clerk; to medical squadron section personnel; to more difficult jobs, such as resource management/medical service account personnel, biometric clerk, and health advisor. These 16 major job groups broke out into four general job groupings: administration, resource management, patient affairs, and supervision.
3. DAFSC and TAFMS Differences: The jobs performed by 3, 5-, and 7-skill level personnel were primarily technical in nature. Even at the 9-skill level, personnel devoted a third of their time to nonsupervisory functions. Similar trends were noted in the TAFMS analysis.
4. Career Ladder Documents: Both the AFR 39-1 Specialty Descriptions and the STS adequately described the range or job functions performed by 906X0 personnel. No modifications were suggested.
5. Analysis of Secondary Factors: The analysis of task difficulty data revealed the most difficult tasks were generally supervisory in nature or involved resource management or patient affairs related functions. The job difficulty index (JDI) yielded similar results. Those jobs which reflected the highest job difficulty index entailed resource management, supervision, or patient affairs related functions. Finally, the analysis of training emphasis data revealed those tasks rated highest in training emphasis were primarily related to patient affairs.
6. Write-In Comments: Respondents were given the opportunity to list any additional tasks not covered or make comments about the inventory or their career ladder at the end of each USAF Job Inventory. The comments made by 906X0 personnel were directed at underutilization of talents, the effect of career ladder heterogeneity on promotion opportunity and career ladder supervision; and the advantages of shredding the career ladder.
7. Implications: The Medical Administrative career ladder involves a large number of distinct jobs which include very diverse functions and responsibilities. This extreme diversity might be reduced by reclassifying some types of jobs to be AFS 702X0 positions (with Resources Managers and Patient Affairs jobs remaining as 906X0 positions). A second alternative would be to create several 906X0 shredouts (Administration, Resources Management, Patient Affairs) through the 5-skill level; this should permit more effective utilization, formal training, and OJT. Either alternative should improve the 906X0 career ladder structure by reducing the present excessive heterogeneity of jobs within the specialty.

OCCUPATIONAL SURVEY REPORT
MEDICAL ADMINISTRATIVE CAREER LADDER
(AFSC 906X0)

INTRODUCTION

This is a report of an occupational survey of the Medical Administrative career ladder (AFSC 906X0) completed by the Occupational Survey Branch, USAF Occupational Measurement Center, in June 1980. A previous study of the 906X0 career ladder was published in December 1975.

Historically, the Medical Administrative specialty was created in May 1951 as AFS 906X1. At that time, Medical Administration was a companion ladder to Medical Material (906X0), with both ladders merging into a common 7-skill level. In 1954 the numerical designations of the two ladders were switched, with the Medical Administrative ladder becoming AFS 906X0. At the same time, the two ladders were separated by eliminating the merger at the 7-skill level. In August 1958 senior personnel from 14 different specialties, including the Medical Administrative career ladder, were consolidated as Medical Service Superintendents (AFSC 90080). However, in February 1960, these superintendents were broken out into separate 9-skill levels, with Senior Medical Administrative personnel being redesignated Medical Administrative Superintendents (AFSC 90690). Finally, on 31 October 1978, the position of Chief Enlisted Manager was created with the addition of the Medical Administrative Manager (AFSC 90600).

As reflected in the AFR 39-1 Specialty Descriptions, Medical Administrative personnel are responsible for the preparation and maintenance of records, reports, and correspondence involved in medical activities. Entry into the ladder is by attending the self-paced J3ABR90630 Category B medical administrative specialist course at Sheppard AFB, Texas, or by direct duty assignment. The projected 1980 annual training requirement for the course is 480 people. Four specialized courses are offered to more experienced 906X0 personnel in the areas of medical resource management, medical records management, hospital plant management, and hospital unit management.

The current project was designed to analyze the nature of the jobs 906X0 personnel perform. Topics discussed in this report include: (1) survey methodology, (2) jobs performed by career ladder incumbents, (3) comparison of job structure to career ladder documents, such as AFR 39-1 Specialty Descriptions and the Specialty Training Standard, (4) jobs and tasks performed across skill level groups, (5) comparison of the current survey with the previous survey, and (6) implications of this report.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-906-409. As a starting point, the tasks from the 1974 906X0 inventory were reviewed for currency. Then, additional tasks were developed following extensive research of specialty publications and directives. The tentative task listing was then taken to the field for validation by 906X0 subject-matter specialists at different facilities. The resulting inventory consisted of 634 tasks grouped under 19 duty headings. Also included in the inventory was a background section which requested information about each respondent, such as grade, TAFMS, duty title, job interest, and the type of equipment worked on or used.

Survey Administration

During the period August through December 1979, consolidated base personnel offices in operational units worldwide administered the job inventory booklets to personnel holding medical administrative (906X0) AFSCs. These personnel were selected from AFMPC personnel data tapes available through the Air Force Human Resources Laboratory (AFHRL).

Each individual was instructed first to complete an identification and biographical information section. Next, personnel were directed to check each task performed in their current job. After checking all tasks performed, each respondent then rated each of these tasks on a nine-point scale indicating relative time spent on the task. Relative time spent ranged from one (very-small-amount of time spent) through five (about-average time spent) to nine (very-large-amount of time spent).

To determine the relative amount of time spent for each task checked by a respondent, all of that respondent's ratings were assumed to account for 100 percent of his or her time spent on the job and were summed. Each task rating was then divided by the total task responses and the quotient multiplied by 100. This procedure provided a basis for comparing tasks not only in terms of percent members performing, but also in terms of relative percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to insure proper representation across MAJCOM and paygrade groups. Useable booklets were returned from 2,444 of the 3,270 incumbents assigned to the 906X0 career ladder, or 75 percent of the total assigned population. Table 1 reflects the percentage distribution, by command, of assigned personnel in the career ladder as of August 1979. Also listed in this table is the percent distribution, by major command, of respondents in the final survey sample. Table 2 lists paygrade distributions and Table 3 lists the sample distribution

by total active federal military service (TAFMS). It is interesting to note in Table 3 that 50 percent of this specialty are in their first enlistment. Overall, these three tables reveal the 906X0 survey sample to be both balanced and representative of the career ladder as a whole.

Task Factor Administration

In addition to completing the Job Inventory, selected senior 906X0 personnel were also asked to complete a second booklet for either Task Difficulty or Training Emphasis. The Task Difficulty and Training Emphasis rating booklets were processed separately from the job inventories. These ratings were then used in a number of different analyses discussed in more detail within the report.

Task Difficulty. Each senior NCO completing a task difficulty booklet was asked to rate all of the tasks on a nine-point scale from extremely low to extremely high difficulty, with difficulty defined as the length of time it takes an average incumbent to learn to do the task. Ratings were then adjusted so that tasks of average difficulty reflect a rating of 5.00.

Task difficulty data were independently collected from 59 experienced 7- or 9-skill level personnel stationed worldwide (see Table 4). The interrater reliability (as assessed through components of variance of standards group means) of .96 for these 906X0 raters reflected very high agreement and was considered useable by normal reliability criterion. The resulting data was a rank ordering of tasks indicating a relative degree of difficulty for each task in the inventory.

Job Difficulty Index (JDI). After computing a task difficulty value for each task item, it was then possible to compute a Job Difficulty Index (JDI) for the groups identified in the survey analysis. This index provided a relative measure of which jobs, when compared to other jobs identified, were more or less difficult. An equation using the number of tasks performed and the average difficulty per unit time spent as variables was the basis for the JDI. The index ranges from one for very easy jobs to 25 for very difficult jobs. The indices were adjusted so that the average job difficulty index was 13.00. Thus, the more time a group spends on difficult tasks, and the more tasks they perform, the higher their job difficulty index.

Training Emphasis. 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 required. Training emphasis yields a rating of tasks indicating where the emphasis should be placed on structured training for first-term personnel. Structured training was defined as training provided at resident technical schools, Field Training Detachments (FTD), Mobile Training Teams (MTT), formal OJT, or by any other organized training method.

Training emphasis data were independently collected from 47 experienced 7- or 9-skill level personnel stationed worldwide (see Table 5). The interrater reliability (as assessed through components of variance of standard group means) for these raters was .93, indicating a good agreement among raters as to which tasks required some form of structured training and which

did not. In this specialty, tasks rated highest in training emphasis show ratings of 3.52 or above (one standard deviation above the mean); the average training emphasis rating was 2.14; and those tasks with ratings less than .76 were considered as requiring very little emphasis in training.

When used in conjunction with other factors, such as percent members performing, the task difficulty and training emphasis ratings provide insight into training. The information these ratings provide can help improve both training and overall career ladder management.

TABLE 1

COMMAND REPRESENTATION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	21	21
MAC	15	14
ATC	13	14
TAC	13	15
AFSC	12	10
USAFE	11	10
PACAF	5	5
AFLC	4	4
AAC	2	2
OTHER	4	5
TOTAL ASSIGNED:	3,270	
TOTAL SAMPLED:	2,444	
PERCENT SAMPLED:	75%	

TABLE 2

PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AMN	36	35
E-4	24	24
E-5	19	19
E-6	9	10
E-7	8	8
E-8	2	2
E-9	2	2

TABLE 3

TAFMS DISTRIBUTION OF SURVEY SAMPLE

	MONTHS TAFMS					
	<u>1-48</u>	<u>49-96</u>	<u>97-144</u>	<u>145-192</u>	<u>193-240</u>	<u>241+</u>
NUMBER IN SAMPLE	1,215	408	220	203	231	161
PERCENT OF SAMPLE	50%	17%	9%	8%	9%	7%

TABLE 4

COMMAND REPRESENTATION OF TASK DIFFICULTY RATERS

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	21	22
MAC	15	16
ATC	13	11
TAC	13	11
AFSC	12	11
USAFE	11	6
PACAF	5	9
AFLC	4	2
AAC	2	3
OTHER	4	9

TABLE 5

COMMAND REPRESENTATION OF 906X0 TRAINING EMPHASIS RATERS

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	21	18
MAC	15	11
ATC	13	16
TAC	13	17
AFSC	12	11
USAFE	11	2
PACAF	5	11
AFLC	4	2
AAC	2	3
OTHER	4	9

CAREER LADDER STRUCTURE

The structure of jobs within the Medical Administrative career ladder is examined on the basis of similarity of tasks performed and the relative percent of time ratings provided by job incumbents, independent of specialty or other background factors.

For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Program (CODAP) system for job analysis. Each individual job description in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups or new groups are formed based on the similarity of tasks and percent of time ratings in each individual job description. This procedure is continued until all individuals and groups are combined to form a single composite representing the total sample. The resulting analysis of the variety of groups of jobs serves to identify: (1) the number and characteristics of the different jobs which exist within the career ladders; (2) the tasks which tend to be performed together by the same respondents; and (3) the breadth or narrowness of the jobs which exist within the Medical Administrative career ladder.

The basic identifying group used in the hierarchical job structuring process 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 them. When there is a substantial degree of similarity between different job types, they are grouped together and labeled as a Cluster. In many career fields, there are specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are labeled Independent Job Types.

Overview

The large number of groups identified suggest a highly diverse ladder. In general, the various groups can be divided into four general groupings:

- I. ADMINISTRATION
- II. RESOURCE MANAGEMENT AND MEDICAL SERVICE ACCOUNTS
- III. PATIENT AFFAIRS
- IV. SUPERVISION

In looking at each of these groupings, note the similarity in tasks performed is very small. Thus, there is considerable specialization within the ladder, as well as some specialization within the various groupings. This specialization appears to be the result of three factors: (1) the broad scope of the 906X0 AFS, (2) the size of the medical facility to which individuals are assigned, and (3) the depth of individual experience in the performance of a specific job.

Another factor which contributes to the heterogeneity of the ladder is the size of the medical facility to which incumbents are assigned. Generally, jobs at the smaller facilities are less specialized. Consequently, 906X0 personnel at smaller clinics usually perform a broader range of tasks. However, 906X0 personnel do not necessarily become more specialized at hospitals, regional hospitals, and medical center facilities. Some specialized job types appear to be unique to hospitals; others are more unique to regional hospitals or medical centers.

Depth of experience in the performance of a specific kind of 906X0 job also contributes to the heterogeneity of the ladder. The more experienced an individual becomes in the performance of a specific 906X0 job, the greater the range of tasks he is likely to perform regardless of length of TAFMS or time in the career ladder. This became apparent in the course of the analysis when many individuals with a high average TAFMS and considerable time in the 906X0 career ladder indicated they performed a very narrow range of less difficult tasks. Telephone contacts with many of these individuals revealed that the majority had recently been transferred from one functional area to another in which they had no previous experience. Consequently, they were still learning the new job and were performing only a limited range of less difficult tasks.

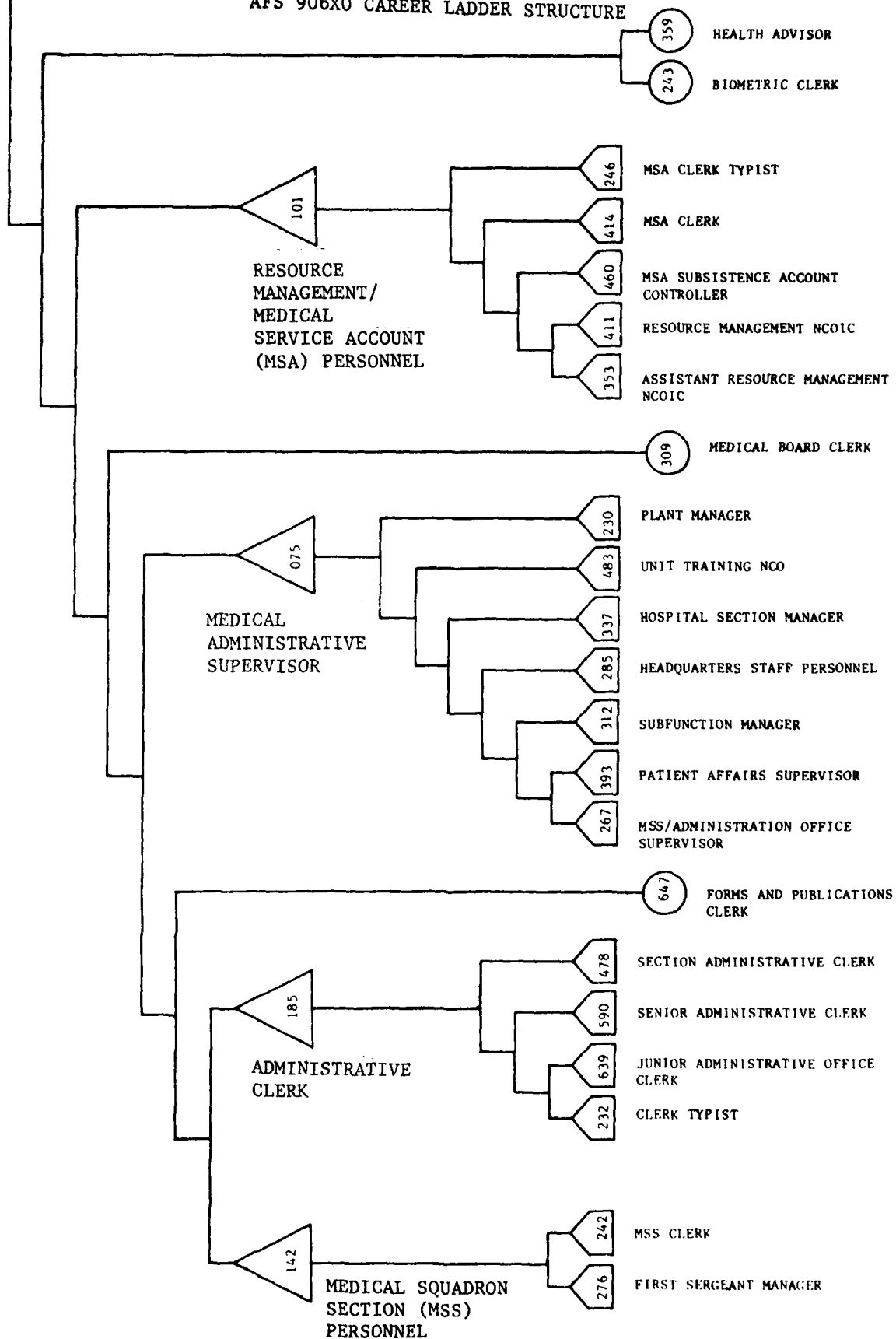
The jobs performed by Medical Administrative career ladder incumbents are illustrated in Figure 1. Based on similarity of tasks performed and the amount of time spent performing each task, nine clusters and seven independent job types were identified. These clusters and independent job types are listed below:

ADMINISTRATIVE GROUPING

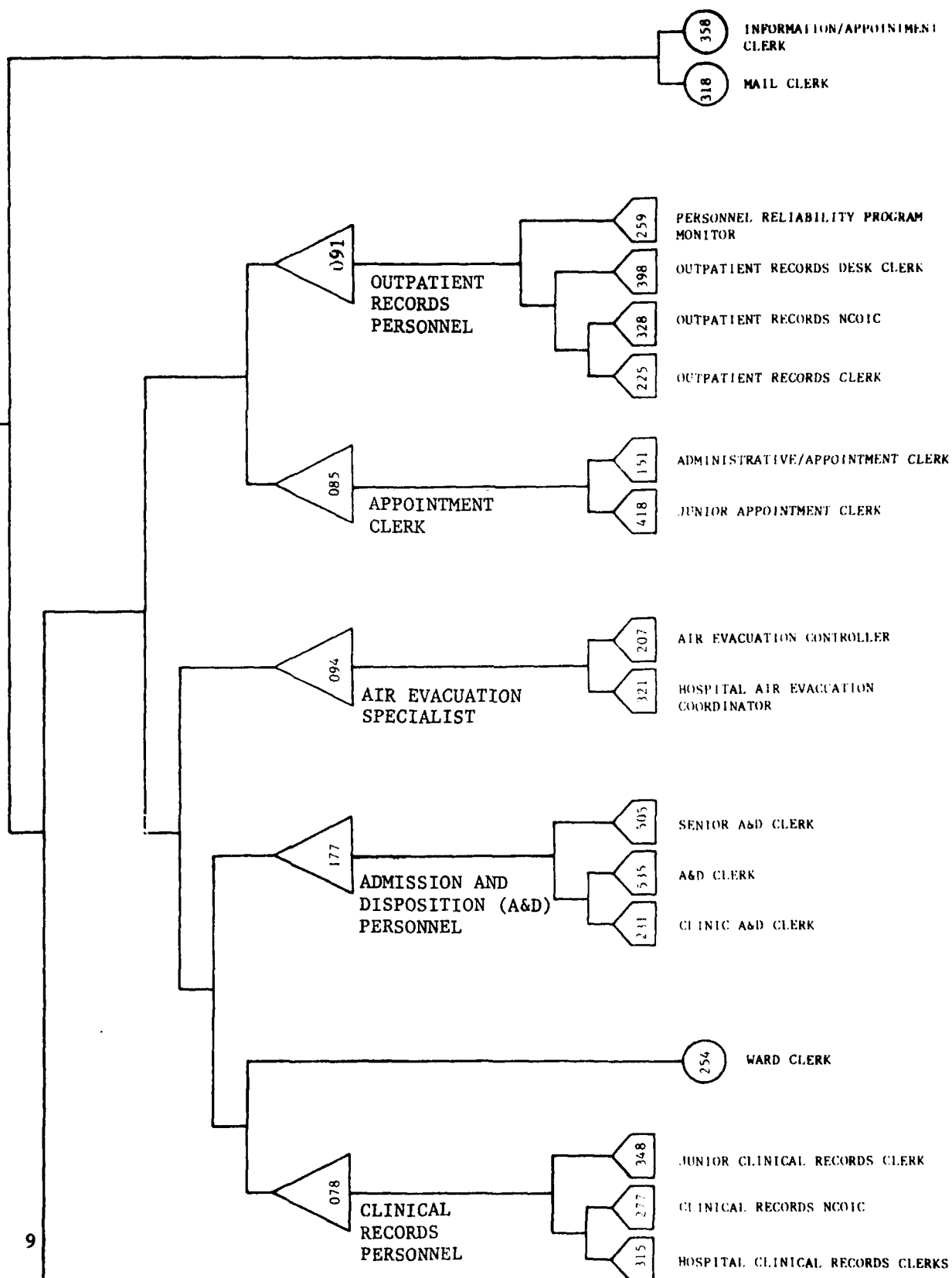
- I. MEDICAL SQUADRON SECTION (MSS) PERSONNEL CLUSTER, (GRP142, N=140)
 - A. First Sergeant Manager (GRP276, N=17)
 - B. MSS Clerk (GRP242, N=120)
- II. ADMINISTRATIVE CLERK CLUSTER (GRP185, N=221)
 - A. Clerk Typist (GRP232, N=65)
 - B. Junior Administrative Office Clerk (GRP639, N=47)
 - C. Senior Administrative Office Clerk (GRP590, N=48)
 - D. Section Administrative Clerk (GRP478, N=22)
- III. FORMS AND PUBLICATIONS CLERK INDEPENDENT JOB TYPE (GRP647, N=12)
- IV. MAIL CLERK INDEPENDENT JOB TYPE (GRP318, N=14)

FIGURE 1

AFS 906X0 CAREER LADDER STRUCTURE



TOTAL 906X0 SAMPLE



RESOURCE MANAGEMENT GROUPING

V. RESOURCE MANAGEMENT/MEDICAL SERVICE ACCOUNT (MSA) PERSONNEL CLUSTER (GRP101, N=168)

- A. Assistant Resource Management NCOIC (GRP353, N=43)
- B. Resource Management NCOIC (GRP411, N=51)
- C. MSA Subsistence Account Controller (GRP460, N=27)
- D. MSA Clerk (GRP414, N=17)
- E. MSA Clerk Typist (GRP246, N=14)

PATIENT AFFAIRS GROUPING

VI. ADMISSION AND DISPOSITION (A&D) PERSONNEL CLUSTER (GRP177, N=193)

- A. Clinic A&D Clerk (GRP231, N=43)
- B. A&D Clerk (GRP535, N=88)
- C. Senior A&D Clerk (GRP505, N=56)

VII. CLINICAL RECORDS PERSONNEL CLUSTER (GRP078, N=84)

- A. Hospital Clinical Records Clerk (GRP315, N=44)
- B. Clinical Records NCOIC (GRP277, N=12)
- C. Junior Clinical Records Clerk (GRP348, N=10)

VIII. WARD CLERK INDEPENDENT JOB TYPE (GRP254, N=85)

IX. AIR EVACUATION SPECIALIST CLUSTER (GRP094, N=90)

- A. Hospital Air Evacuation Coordinator (GRP321, N=49)
- B. Air Evacuation Controller (GRP207, N=35)

X. OUTPATIENT RECORDS PERSONNEL CLUSTER (GRP091, N=411)

- A. Outpatient Records Clerk (GRP225, N=287)
- B. Outpatient Records NCOIC (GRP328, N=67)
- C. Outpatient Records Desk Clerk (GRP398, N=17)
- D. Personnel Reliability Program Monitor (GRP259, N=12)

XI. APPOINTMENT CLERK CLUSTER (GRP085, N=54)

- A. Junior Appointment Clerk (GRP418, N=27)
- B. Administrative/Appointment Clerk (GRP151, N=22)

XII. INFORMATION OR APPOINTMENT CLERK INDEPENDENT JOB TYPE (GRP358, N=11)

XIII. BIOMETRIC CLERK INDEPENDENT JOB TYPE (GRP243, N=43)

XIV. HEALTH ADVISOR INDEPENDENT JOB TYPE (GRP359, N=11)

XV. MEDICAL BOARD CLERK INDEPENDENT JOB TYPE (GRP309, N=18)

SUPERVISION GROUPING

XVI. MEDICAL ADMINISTRATIVE SUPERVISOR CLUSTER (GRP075, N=521)

- A. MSS or Administration Office Supervisor (GRP267, N=214)
- B. Hospital Patient Affairs Supervisor (GRP393, N=127)
- C. Subfunction Manager (GRP312, N=27)
- D. Headquarters Staff Personnel (GRP285, N=24)
- E. Hospital Section Manager (GRP337, N=10)
- F. Unit Training NCO (GRP483, N=25)
- G. Plant Manager (GRP230, N=42)

The groups identified above include 85 percent of the survey sample. The remaining 15 percent did not group meaningfully because of their unique task responses. Examples of job titles provided by these respondents include: NCOIC, USAF Health Administration; Disaster Preparedness NCO; Uniform Chart of Accounts Clerk; Unit Manager; and Medical Records Maintenance Clerk.

Job Group Descriptions

Clear evidence of the tremendous breadth of the 906X0 specialty is the fact that only three tasks (listed below) are performed in common by over 40 percent of all 906X0 personnel. This is unusually low and clearly illustrates the absence of a common core of tasks across the ladder.

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
TYPE ON FORMS	54%
OPERATE REPRODUCTION MACHINES	48%
ATTEND MEETINGS	45%

Each of the nine clusters and seven independent job types are briefly described below. Additional background information concerning each cluster and independent job type is provided in the four tables at the end of this section. The job types which combine to form the clusters are discussed in more detail in Appendix A.

ADMINISTRATIVE GROUPING

I. MEDICAL SQUADRON SECTION PERSONNEL CLUSTER (GRP142). The 140 members of this cluster perform a job similar to that of AFSC 702X0C Squadron Orderly Room personnel. Routine tasks include:

- In and out process squadron personnel
- Type correspondence in draft and final
- Type on forms
- Prepare, log, issue, or collect meal card forms
(DD Form 714)
- Prepare disciplinary paperwork, such as Articles 15
- Prepare request authorization and pay order BAS-
Separate Rations Forms (AF Form 220)
- Operate reproduction machines

The cluster is diverse in nature, being composed of both senior first sergeants and a range of experienced to less experienced medical squadron section clerks.

II. ADMINISTRATIVE CLERK CLUSTER (GRP185). Unlike Medical Squadron Section Personnel, the Administrative Clerk devotes little time to medical squadron administration tasks (Duty M). These personnel are clearly administrative clerks who perform a job similar to that of 702X0B personnel. Two thirds of their total time is devoted to general administrative functions. Common tasks include:

- Type on forms
- Type drafts and final correspondence
- Maintain unit files
- Order forms or publications
- Maintain supplies of forms or office materials
- Review incoming and outgoing correspondence
- Forward mail
- Distribute correspondence, reports, or directives

Sixty-seven percent of these members are in their first enlistment. Ninety percent hold a 3- or 5-skill level.

III. FORMS AND PUBLICATIONS CLERK INDEPENDENT JOB TYPE (GRP647). All of these 12 personnel maintain military publications libraries at hospitals with 10 to 50 beds. Ninety-two percent are in their first enlistment, averaging about two years in the 906X0 career field. Some members perform other administrative functions but the only tasks performed in common by all members of the group are related to maintenance of publications or forms. Averaging only 16 tasks performed, 59 percent of the members find their job dull or so-so.

IV. MAIL CLERK INDEPENDENT JOB TYPE (GRP318). As with the Forms and Publications Clerks, 100 percent of these 14 mail clerks are in their first enlistment, average about two years in the career field, and perform a narrow range of tasks (average number of tasks performed is nine). They devote 42 percent of their total job time to three tasks:

- Forward mail
- Bundle mail
- Return mail to post office

The majority indicate they are assigned to Medical Centers (43 percent) or regional hospitals (29 percent). None indicate they are assigned to clinics. As might be expected, job satisfaction is low (see Table 7).

RESOURCE MANAGEMENT GROUPING

V. RESOURCE MANAGEMENT/MEDICAL SERVICE ACCOUNT (MSA) PERSONNEL CLUSTER (GRP101). These 168 personnel perform a variety of hospital cost accounting and bill collecting functions. Examples of tasks performed in common by all members of this cluster include:

- Collect payment for treatment furnished
- Prepare hospital invoice/receipt/account receivable record form (AF Form 1127 series)
- Prepare cash collection voucher forms (DD Form 1131)
- Prepare public voucher for purchase and services other than personal forms (SF Form 1034)
- Follow up unpaid bills
- Collect patient valuables

With an average grade of E-5, this cluster is composed of more senior personnel than many of the other clusters and independent job types identified.

PATIENT AFFAIRS GROUPING

VI. ADMISSION AND DISPOSITION (A&D) PERSONNEL CLUSTER (GRP177). The members of this cluster are responsible for the various functions associated with the admission, registration, tracking, and eventual clearance of hospital patients. The majority indicate they hold the 5-skill level, are in their first enlistment, and are assigned to USAF hospitals or larger medical facilities. The range of tasks they perform generally varies depending upon the size of the medical facility to which they are assigned. Typical tasks include:

- Assign and log register numbers on admission authorization forms (AF Form 560)
- Maintain quarters case files
- Prepare admission and disposition sheets
- Initiate clinical record cover sheet forms (AF Form 565)
- Clear patients from hospitals
- Prepare patient locator cards
- Prepare ID bands for patients
- Determine admission eligibility

VII. CLINICAL RECORDS PERSONNEL CLUSTER (GRP078). These 84 incumbents primarily function as Clinical Records Librarians. Eighty-six percent hold a 1-, 3-, or 5-skill level with 64 percent in their first enlistment. Common tasks include:

- File medical paperwork in individual clinical records
- Coordinate completion of clinical records with physicians or nursing staffs
- Assemble clinical records upon release of patients
- Retire in-patient medical records
- Type on forms
- Maintain clinical records index files

Interestingly, members expressed high job satisfaction and felt their jobs made good use of training (see Table 7).

VIII. WARD CLERK INDEPENDENT JOB TYPE (GRP254). Ward Clerks, like Clinical Records Personnel, perform a greater or lesser range of tasks based on their experience and the size and function of the ward to which they are assigned. The Ward Clerk is responsible for the maintenance of all records of personnel assigned to his or her ward. In this capacity, each incumbent functions as an administrative assistant to ward medical personnel.

Eighty-five percent of these incumbents are in their first enlistment. All hold a 3- or 5-skill level. Typical tasks include:

- Maintain patient records on wards
- Assemble patient records for forwarding
- Order patient diets
- Chart or graph temperature, pulse, or respiration
- Initiate diagnostic or consultation treatment forms
- Orient patients to wards

IX. AIR EVACUATION SPECIALIST CLUSTER (GRP094). The Air Evacuation Specialist coordinates, makes arrangements for, and processes patients for air evacuation. Two distinct types of jobs combine to form this cluster: Hospital Air Evacuation Coordinator and Air Evacuation Controller. The Air Evacuation Coordinator is generally assigned to a hospital and is responsible for making air evacuation arrangements whereas the Air Evacuation Controller is usually assigned to MAC and is primarily responsible for scheduling aircraft. A higher percentage of these personnel (38 percent) indicate they are assigned overseas than any of the other clusters and independent job types identified.

X. OUTPATIENT RECORDS PERSONNEL CLUSTER (GRP091). This rather large cluster of 411 incumbents deal primarily with outpatient records. Common tasks performed include:

- Verify the identity of patients
- Prepare outpatient records for transfer by hand carrying or mail
- Prepare outpatient records for clinics or physicians
- Pick up records from physicians and clinics to return to files
- Screen incoming medical records
- Inventory military outpatient records

Unlike other clusters, outpatient records personnel appear to perform the same kinds of functions regardless of the size of the facility to which they are assigned. The majority are junior personnel in their first enlistment.

Unlike Clinical Records personnel, job satisfaction is extremely low, with only 37 percent finding the job interesting (see Table 9).

XI. APPOINTMENT CLERK CLUSTER (GRP085). The 54 members of this cluster primarily perform tasks related to scheduling appointments. Common tasks include:

- Answer telephones
- Prepare appointment sheets
- Schedule appointments
- Maintain appointment logs
- Forward appointment sheets

Overall, Appointment Clerks indicate they devote 37 percent of their total job time to these types of tasks. Like the previous cluster, the majority of these personnel hold the 3- or 5-skill level and are in their first enlistment. However, job satisfaction is much higher (see Table 9). This higher job satisfaction is apparently due to the fact that most of these personnel are assigned to clinics within the hospital and not at a central appointment desk.

XII. INFORMATION OR APPOINTMENT CLERK INDEPENDENT JOB TYPE (GRP358). This group of 11 incumbents differs from the Appointment Clerk cluster in that they devote almost half of their total job time to two tasks: answering phones (37 percent) and scheduling appointments (12 percent). Overall, these members only perform an average of six tasks. The majority are very junior 3-skill level personnel. Forty-six percent indicate they entered the 906X0 field via direct duty assignments. As might be expected, morale for this group is exceptionally low. Only 27 percent find the job interesting and most feel that their talents and training are not being well utilized (see Table 9).

XIII. BIOMETRIC CLERK INDEPENDENT JOB TYPE (GRP243). The Biometric Clerk devotes the majority of his or her time to preparing the various Report of Patient forms (Air Force Form 235 series) and other related reports. Eighty-two percent are 5-skill level personnel in their first or second enlistment. Sixty-five percent of the personnel performing the job of biometric clerk indicate they are assigned to USAF hospitals. Job interest and perceived utilization of talents and training is high (see Table 9).

XIV. HEALTH ADVISOR INDEPENDENT JOB TYPE (GRP359). Like the Biometric Clerk, the majority of the Health Advisors (64 percent) indicate they are assigned at USAF hospitals. Their main function is to advise military personnel on Civilian Health and Medical Programs of the Uniformed Services (CHAMPUS) entitlements. Personnel in this group are more satisfied with their work than any of the other job groups identified (see Table 9). Almost half (46 percent) of these personnel are assigned to SAC, over a third hold the 7-skill level, and most are in their second or subsequent enlistments.

XV. MEDICAL BOARD CLERK INDEPENDENT JOB TYPE (GRP309). The Medical Board Clerk is responsible for making all the arrangements for medical boards. These arrangements include such things as:

- Compile case files of individuals meeting medical boards
- Arrange for personnel to meet physical evaluation board
- Counsel personnel meeting medical boards on rights and benefits
- Obtain members for medical boards
- Schedule medical boards
- Arrange for TDY orders for personnel to meet medical boards

The majority of these personnel are 5- or 7-skill level staff sergeants with an average TAFMS of 95 months. Due to the specialized nature of their work, most are assigned to hospitals (44 percent), regional hospitals (22 percent), or medical centers (22 percent). Job satisfaction is also quite high (see Table 9).

SUPERVISION GROUPING

XVI. MEDICAL ADMINISTRATIVE SUPERVISOR CLUSTER (GRP075). This group of 521 incumbents comprise the largest of the nine clusters identified in the job structure analysis. Seventy-six percent hold a 7- or 9-skill level or CEM Code 90600. Much of their job is supervisory in nature, and in addition these members perform a higher average number of tasks (97) than any of the other clusters identified. This appears to be due to the fact that many of these personnel also perform administrative functions usually performed by more experienced junior NCOs. Common tasks include:

- Determine work priorities
- Prepare APRs
- Counsel personnel
- Plan work assignments
- Interpret policies, directives, or procedures
- Schedule leaves or passes
- Direct preparation of reports, studies, or general correspondence

Summary

Medical Administrative personnel perform a variety of specialized jobs. These jobs can be loosely divided into four functional areas-administration, resource management, patient affairs, and supervision. The administration functional area contains two major job clusters and two independent job types. Medical Squadron Section personnel perform a job very similar to that of the 702X0C orderly room clerk. Administrative Clerks perform a job which closely parallels that of a 702X0B staff support administration clerk. The resource management functional area contains only one major job cluster. Consequently, it is the smallest and most homogeneous of the four. On the other hand, the patient affairs functional area is the largest and most diverse of the four functional areas identified. The five independent job types identified within this functional area indicate there are many highly specialized types of jobs which patient affairs personnel are required to perform. The majority of first job personnel in this functional area serve

initially as Outpatient Records Clerks. As would be expected, the supervision functional area includes many different kinds of jobs. The interesting aspect of this functional area is the large number of supervisors who perform both supervisory and nonsupervisory administrative tasks. This indicates many 906X0 NCOICs function more as first-line supervisors than as pure supervisors or managers.

Job interest varied among the various job groups. In the administrative functional area, Administrative Clerks, Forms and Publications Personnel, and Mail Clerks were generally less satisfied with their jobs. Within the patient affairs functional area, incumbents in the Outpatient Records Personnel Cluster, Appointment Clerk Cluster, and Information or Appointment Clerk Independent Job Type indicated they were less satisfied with their jobs. On the other hand, personnel in the other four independent job types and three clusters identified in the patient affairs functional area were generally well satisfied with their work. Finally, personnel functioning in the resource management and supervisory functional areas were well satisfied with their jobs.

Overall, the Medical Administrative career ladder was found to be extremely diverse. Sixteen major jobs comprising 50 subgroups were identified. Obviously in any ladder as heterogeneous as this, major problems can be anticipated in terms of personnel utilization, job interest, effective training and OJT programs, and career progression.

TABLE 6

BACKGROUND INFORMATION BY CLUSTERS AND INDEPENDENT JOB TYPES

	MSS		ADMIN		FORMS &		MAIL		RM/MSA		A & D		CLINICAL		WARD
	PERS	CLUSTER	CLERK	CLUSTER	PUBS	CLERK	CLERK	IJT*	PERS	CLUSTER	PERS	CLUSTER	RECORDS	PERS	CLERK
	(GRP142)	(GRP185)		(GRP647)		(GRP318)		(GRP101)		(GRP177)		(GRP254)			
NUMBER IN GROUP	140	221	12	14	168	193	84	85							
AVERAGE NUMBER OF TASKS PERFORMED	48	29	16	9	63	42	28	32							
AVERAGE PAYGRADE	4.4	3.7	3.3	3.3	4.6	3.5	3.7	3.4							

DAFSC

90610	0%	1%	0%	0%	0%	2%	4%	0%
90630	12%	17%	33%	21%	17%	19%	21%	19%
90650	64%	73%	67%	79%	48%	75%	61%	80%
90670	19%	9%	0%	0%	32%	4%	13%	1%
90690	4%	0%	0%	0%	2%	0%	0%	0%
90600	0%	0%	0%	0%	1%	0%	0%	0%
OTHER	1%	0%	0%	0%	0%	0%	1%	0%

AVERAGE MONTHS IN PRESENT JOB

AVERAGE MONTHS IN THE CAREER LADDER

AVERAGE MONTHS TAFMS

PERCENT IN FIRST ENLISTMENT

PERCENT LOCATED OVERSEAS

PERCENT WHO SUPERVISE OTHERS

* INDEPENDENT JOB TYPE (IJT)

TABLE 7

JOB INTEREST AND RELATED DATA BY CLUSTERS AND INDEPENDENT JOB TYPES
(PERCENT MEMBERS RESPONDING)

	MSS			ADMIN			PUBS			MAIL			RM/MSA			A & D			CLIN			WARD		
	PERS	CLUSTER	(GRP142)	CLERK	CIUSTER	(GRP185)	CLERK	CIJ*	(GRP647)	CLERK	IJT*	(GRP318)	PERS	CLUSTER	(GRP101)	PERS	CLUSTER	(GRP177)	RECORDS	PERS	CLUSTER	CLERK	IJT*	(GRP254)
<u>I FIND MY JOB:</u>																								
DULL	13			17			17			56			5			12			10			9		
SO-SO	12			20			42			21			13			24			19			15		
INTERESTING	75			61			41			43			82			62			71			74		
NO RESPONSE	0			2			0			0			0			2			0			2		
<u>MY JOB UTILIZES MY TALENTS:</u>																								
NOT AT ALL TO VERY LITTLE	19			34			53			64			13			22			29			18		
FAIRLY WELL TO PERFECTLY	81			65			67			36			87			77			71			81		
NO RESPONSE	0			1			0			0			0			1			0			1		
<u>MY JOB UTILIZES MY TRAINING:</u>																								
NOT AT ALL TO VERY LITTLE	27			32			42			50			18			18			14			15		
FAIRLY WELL TO PERFECTLY	72			67			58			50			82			81			85			82		
NO RESPONSE	1			1			0			0			0			1			1			3		
<u>I PLAN TO REENLIST:</u>																								
NO OR PROBABLY NO	40			45			42			72			35			46			46			49		
YES OR PROBABLY YES	56			54			58			28			64			51			50			49		
NO RESPONSE	4			1			0			0			1			3			4			2		

TABLE 8
BACKGROUND INFORMATION BY CLUSTERS AND INDEPENDENT JOB TYPES

	AIR EVAC SPEC CLUSTER (GRP094)	OUTPATIENT RECORDS PERSONNEL CLUSTER (GRP091)	APPT CLERK CLUSTER (GRP085)	INFO/ APPT CLERK IJT* (GRP358)	BIOMETRIC CLERK IJT* (GRP243)	HEALTH ADVISOR IJT* (GRP359)	MED BOARD CLERK IJT* (GRP309)	MED ADMIN SUPV CLUSTER (GRP075)
NUMBER IN GROUP	90	411	54	11	43	11	18	521
AVERAGE NUMBER OF TASKS PERFORMED	63	31	22	6	31	21	42	97
AVERAGE PAYGRADE	4.2	3.4	3.3	2.8	4.1	4	4.8	6.2
DAFSC								
90610	0%	2%	2%	0%	0%	0%	0%	0%
90630	13%	35%	31%	64%	9%	18%	6%	1%
90650	71%	53%	65%	36%	82%	46%	61%	23%
90670	16%	9%	2%	0%	9%	36%	28%	48%
90690	0%	0%	0%	0%	0%	0%	5%	19%
90600	0%	0%	0%	0%	0%	0%	0%	9%
OTHER	0%	1%	0%	0%	0%	0%	0%	0%
AVERAGE MONTHS IN PRESENT JOB								
AVERAGE MONTHS IN THE CAREER LADDER	14	11	11	10	11	8	13	18
AVERAGE MONTHS TAFMS	56	36	32	20	52	68	72	143
	73	47	36	26	69	93	95	179
PERCENT IN FIRST ENLISTMENT								
PERCENT LOCATED OVERSEAS	48%	72%	80%	82%	56%	36%	28%	6%
PERCENT WHO SUPERVISE OTHERS	38%	21%	20%	9%	16%	0%	17%	26%
	26%	21%	5%	0%	17%	9%	38%	77%

* INDEPENDENT JOB TYPE (IJT)

TABLE 9

JOB INTEREST AND RELATED DATA BY CLUSTERS AND INDEPENDENT JOB TYPES
(PERCENT MEMBERS RESPONDING)

	AIR EVAC SPEC CLUSTER (GRP094)	OUTPATIENT RECORDS PERSONNEL CLUSTER (GRP091)	APPT CLERK CLUSTER (GRP085)	INFO/ APPT CLERK IJT* (GRP358)	BIOMETRIC CLERK IJT* (GRP243)	HEALTH ADVISOR IJT* (GRP359)	MED BOARD IJT* (GRP309)	MED ADMIN SUPV CLUSTER (GRP075)
<u>I FIND MY JOB:</u>								
DULL	12	33	15	36	14	0	6	9
SO-SO	11	28	15	36	12	0	11	11
INTERESTING	76	37	70	27	74	100	83	79
NO RESPONSE	1	2	0	1	0	0	0	1
<u>MY JOB UTILIZES MY TALENTS:</u>								
NOT AT ALL TO VERY LITTLE	18	52	35	64	9	0	17	16
FAIRLY WELL TO PERFECTLY	82	46	65	36	88	100	83	84
NO RESPONSE	0	2	0	0	3		0	0
<u>MY JOB UTILIZES MY TRAINING:</u>								
NOT AT ALL TO VERY LITTLE	32	39	30	64	12	9	17	22
FAIRLY WELL TO PERFECTLY	68	58	69	36	88	91	83	77
NO RESPONSE	0	3	1	0	0	0	0	1
<u>I PLAN TO REENLIST:</u>								
NO OR PROBABLY NO	43	48	54	36	44	36	39	35
YES OR PROBABLY YES	57	48	43	64	56	64	61	64
NO RESPONSE	0	4	3	0	0	0	0	1

ANALYSIS OF DAFSC GROUPS

The analysis of DAFSC groups reinforces the findings of the career ladder structure analysis that 906X0 personnel perform a number of very different types of jobs.

The heterogeneous nature of the career ladder is readily apparent in Table 10 which lists those tasks which 30 percent or more of the total career ladder population perform. As shown, only 16 tasks are listed and these generally pertain to general administrative functions or supervision. Only three of the 16 tasks are performed by 40 percent or more of the incumbents.

Tables 11 and 12 reflect percent time spent on duties by skill level members and distribution of skill level members across jobs within the 906X0 ladder respectively. Similar trends are noted in both tables. For example, 3-skill level incumbents devote the largest percentage of time to performing outpatient records functions, which is realistic since the largest number of 3-skill level incumbents grouped in the Outpatient Records cluster. Conversely, 9-skill level and CEM Code personnel spend most of their time on supervision duties and group in the Medical Administrative Supervisor Cluster or as first sergeants in the Medical Squadron Section cluster.

Skill Level Descriptions

DAFSC 90630. The largest percentage of 3-skill level medical administrative personnel (35 percent) indicate they perform an outpatient records related job. However, the remaining 65 percent perform a broad range of medical administrative jobs ranging from Administrative Clerk and Admission and Disposition Clerk to Information or Appointment Clerk (see Table 12). Most of these jobs have little in common and often involve completely different kinds of skills and tasks. Only 12 tasks are performed by 30 percent or more of the members of this group (Table 13). The effect of this tremendous heterogeneity is most apparent in terms of resident technical training.

DAFSC 90650. The 5-skill level shows the most diversity in the types of medical administrative jobs being performed. Five-skill level individuals are found across the whole spectrum of medical administrative jobs from Medical Squadron Section Clerk to Ward Clerk (see Table 12). This diversity is further highlighted in that only 13 tasks are performed by 30 percent or more of DAFSC 90650 personnel (Table 14). All of these tasks relate to general administrative functions.

DAFSC 90670. At the 7-skill level, there is less diversity in the jobs performed by incumbents. Forty-eight percent of these personnel group in the Medical Administrative Supervisor cluster, while another 10 percent group in the Resource Management/MSA cluster. Taskwise, the more common tasks are supervisory in nature and reflect a more homogeneous nature than seen at the lower skill levels (see Table 15).

DAFSC 90690. Devoting almost two-thirds of their total time to supervisory, management, and training functions, 9-skill level personnel are clearly supervisors. Seventy-nine percent group in the Medical Administrative Supervisor cluster while another five percent were found as first sergeants in the Medical Squadron Section cluster. Table 16 lists common tasks performed by 9-skill level incumbents, and reflects the most homogeneous grouping of any skill level group.

CEM CODE 90600. Over one half of the Chief Enlisted Manager's total job time is devoted to tasks within the duties of organizing and planning and directing and implementing. Table 17 lists those tasks performed in common by the highest percentage of CEM Code personnel. Notice that a high percentage of respondents perform many of the same kinds of supervisory functions their 9-skill level counterparts perform.

Summary

The DAFSC analysis results indicate a very heterogeneous career ladder at the lower skill levels (3- and 5-skill levels) which becomes less heterogeneous and more generalized at the upper skill levels (7- and 9-skill levels and CEM Code). Many 3-skill level personnel specialize in the performance of outpatient records related tasks. A higher percentage of the 5- and 7-skill level personnel indicate they perform clerical functions including such tasks as typing on forms, operating reproduction machines, typing drafts, and typing final correspondence. The 7-skill level individual appears to function primarily as a worker-manager, whereas the majority of 9-skill personnel devote more time to management related tasks. However, only the Chief Enlisted Managers appear to function as pure managers.

TABLE 10
TASKS PERFORMED BY 30 PERCENT OR MORE OF ALL
DAFSC 906X0 PERSONNEL

TASK	PERCENT MEMBERS PERFORMING
E228 TYPE ON FORMS	54
E203 OPERATE REPRODUCTION MACHINES	48
E171 ATTEND MEETINGS	45
E227 TYPE FINAL CORRESPONDENCE	39
E229 TYPE REPORTS	37
E219 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	36
A007 DETERMINE WORK PRIORITIES	36
E226 TYPE DRAFTS OF CORRESPONDENCE	36
E200 MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	35
A032 REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	35
E204 ORDER FORMS OR PUBLICATIONS	34
E191 HAND-CARRY FORMS TO OTHER OFFICES	34
E199 MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	34
E185 DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	32
E095 WRITE CORRESPONDENCE	32
C126 PREPARE APRs	31

TABLE 11

PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS

DUTY	DAFSC 90630 (N=410)	DAFSC 90650 (N=1,315)	DAFSC 90670 (N=515)	DAFSC 90690 (N=124)	CEM CODE 90600 (N=53)
<u>MANAGEMENT, SUPERVISION, AND TRAINING FUNCTIONS</u>					
A ORGANIZING AND PLANNING	3	6	11	14	21
B DIRECTING AND IMPLEMENTING	4	9	21	28	31
C INSPECTING AND EVALUATING	1	3	10	18	19
D TRAINING	1	3	7	5	4
<u>ADMINISTRATION FUNCTIONS</u>					
E PERFORMING GENERAL ADMINISTRATION OR HOUSEKEEPING FUNCTIONS	26	29	21	19	17
<u>RESOURCE MANAGEMENT OR MEDICAL SERVICE</u>					
F PERFORMING REGISTRAR ADMINISTRATIVE FUNCTIONS	4	5	3	1	1
G PERFORMING ADMISSION AND DISPOSITION FUNCTIONS	9	9	2	*	*
H PERFORMING PATIENT AIRLIFT CENTER FUNCTIONS	2	2	2	*	*
I PERFORMING AIR EVACUATION STAGING FLIGHT OR ASMRO OPERATIONS	1	2	1	*	*
J PERFORMING BIOMETRICS FUNCTIONS	1	2	2	*	*
K PERFORMING CLINICAL RECORDS FUNCTIONS	5	3	2	*	*
L PERFORMING MEDICAL BOARD ADMINISTRATIVE FUNCTIONS	*	1	1	*	*
M PERFORMING MEDICAL SQUADRON ADMINISTRATION FUNCTIONS	4	5	7	4	*
N PERFORMING OUTPATIENT RECORDS FUNCTIONS	29	13	4	*	*
O PERFORMING PATIENT SQUADRON ADMINISTRATIVE FUNCTIONS	*	*	*	*	*
P PERFORMING WARD CLERK FUNCTIONS	5	3	2	*	*
Q PERFORMING RESOURCES MANAGEMENT OR MEDICAL SERVICE ACCOUNTS FUNCTIONS	5	4	5	2	*
R PERFORMING ADMINISTRATIVE ACTIONS AT MAJCOM LEVELS	*	*	1	2	2
S PERFORMING PLANT MANAGEMENT FUNCTIONS	*	1	2	1	*

* INDICATES LESS THAN ONE PERCENT

TABLE 12

TOTAL MEMBERS PERFORMING CAREER LADDER JOBS BY DAFSC GROUPS

JOB GROUPS	DAFSC 90630 (N=410)	DAFSC 90650 (N=1,315)	DAFSC 90670 (N=515)	DAFSC 90690 (N=124)	DAFSC 90600 (N=53)
MEDICAL SQUADRON SECTION PERSONNEL (GRP142)	17	89	26	6	0
ADMINISTRATIVE CLERK (GRP185)	37	162	19	1	0
FORMS AND PUBLICATIONS CLERK (GRP647)	4	8	0	0	0
MAIL CLERK (GRP318)	3	11	0	0	0
RESOURCE MANAGEMENT/MSA PERSONNEL (GRP101)	29	80	54	4	1
ADMISSION AND DISPOSITION PERSONNEL (GRP177)	37	145	8	0	0
CLINICAL RECORDS PERSONNEL (GRP078)	18	50	11	0	0
WARD CLERK (GRP254)	16	68	1	0	0
AIR EVACUATION SPECIALIST (GRP094)	12	64	14	0	0
OUTPATIENT RECORDS PERSONNEL (GRP091)	144	216	38	0	0
APPOINTMENT CLERK (GRP085)	17	35	1	0	0
INFORMATION OR APPOINTMENT CLERK (GRP358)	7	4	0	0	0
BIOMETRIC CLERK (GRP243)	4	35	4	0	0
HEALTH ADVISOR (GRP359)	2	5	4	0	0
MEDICAL BOARD CLERK (GRP309)	1	11	5	1	0
MEDICAL ADMINISTRATIVE SUPERVISOR (GRP075)	6	120	248	98	45
TOTAL ACCOUNTED FOR IN JOB GROUPS	354	1,103	433	110	46
PERCENT OF TOTAL SAMPLE CAPTURED IN JOB GROUPS	86%	84%	84%	89%	87%

TABLE 13

ALL TASKS PERFORMED BY 30 PERCENT OR MORE OF DAFSC 90630 PERSONNEL

TASK	PERCENT MEMBERS PERFORMING
E228 TYPE ON FORMS	44
N448 PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	39
N460 VERIFY IDENTIFICATION OF PATIENTS	37
E203 OPERATE REPRODUCTION MACHINES	37
N447 PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	37
E191 HAND-CARRY FORMS TO OTHER OFFICES	36
N443 PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	33
P493 ANSWER PHONES	31
N449 PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	31
F244 FORWARD MEDICAL RECORDS TO OTHER AGENCIES	30
N457 SCREEN INCOMING MEDICAL RECORDS	30
E200 MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	30

TABLE 14

ALL TASKS PERFORMED BY 30 PERCENT OR MORE OF DAFSC 90650 PERSONNEL

TASK	PERCENT MEMBERS PERFORMING
E228 TYPE ON FORMS	59
E203 OPERATE REPRODUCTION MACHINES	50
E229 TYPE REPORTS	41
E227 TYPE FINAL CORRESPONDENCE	40
E204 ORDER FORMS OR PUBLICATIONS	38
E200 MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	37
E226 TYPE DRAFTS OF CORRESPONDENCE	37
E199 MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	37
E171 ATTEND MEETINGS	36
E191 HAND-CARRY FORMS TO OTHER OFFICES	35
E189 FORWARD MAIL	31
E185 DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	30
E219 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	30

TABLE 15

COMMON TASKS PERFORMED BY 30 PERCENT OR MORE DAFSC 90670 PERSONNEL

TASK	PERCENT MEMBERS PERFORMING
E171 ATTEND MEETINGS	70
C126 PREPARE APRs	69
A007 DETERMINE WORK PRIORITIES	65
B091 SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	64
B037 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	64
B095 WRITE CORRESPONDENCE	62
A032 REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	58
E228 TYPE ON FORMS	57
E203 OPERATE REPRODUCTION MACHINES	55
E219 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	55
A033 SCHEDULE LEAVES OR PASSES	55
B077 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	53
B069 EDIT CORRESPONDENCE	50
A010 DEVELOP WORK METHODS OR PROCEDURES	48
A029 PLAN WORK ASSIGNMENTS	48
E227 TYPE FINAL CORRESPONDENCE	47
E226 TYPE DRAFTS OF CORRESPONDENCE	45

TABLE 16

COMMON TASKS PERFORMED BY 30 PERCENT OR MORE 90690 DAFSC PERSONNEL

TASK	PERCENT MEMBERS PERFORMING
E171 ATTEND MEETINGS	90
A032 REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	82
A007 DETERMINE WORK PRIORITIES	82
B069 EDIT CORRESPONDENCE	81
B095 WRITE CORRESPONDENCE	77
B037 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	77
C126 PREPARE APRs	75
B063 DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	73
B077 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	73
B043 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	73
E219 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	73
A002 ASSIGN PERSONNEL TO ADDITIONAL DUTIES	69
A014 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	69
B071 IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	67
B091 SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	65

TABLE 17

COMMON TASKS PERFORMED BY CEM CODE 90600 CAREER LADDER PERONNEL

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
A007 DETERMINE WORK PRIORITIES	85
E171 ATTEND MEETINGS	85
A032 REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	85
B069 EDIT CORRESPONDENCE	83
A002 ASSIGN PERSONNEL TO ADDITIONAL DUTIES	83
B037 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	79
B071 IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	79
B077 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	79
C126 PREPARE APRs	79
B095 WRITE CORRESPONDENCE	75
B043 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	75
B063 DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	72
A014 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	72
A033 SCHEDULE LEAVES OR PASSES	72
A029 PLAN WORK ASSIGNMENTS	70

ANALYSIS OF EXPERIENCE (TAFMS) GROUPS

In addition to analyzing tasks and jobs performed across skill level groups, it is also important to look at these tasks and jobs as they relate to experience in the career field. In other words, do incumbents with less than four years in service perform the same jobs or tasks that an incumbent with eight or 12 years performs? As might be expected, similar trends to those noted in the DAFSC analysis were found to exist.

Table 18 reflects the percent time spent on duties by incumbents in the various enlistment groups. Several key trends are noteworthy.

First, time spent on management, supervision, and training functions does not increase as sharply over time as in other career ladders. Even those incumbents with over 20 years service time spend only 64 percent of their time on these functions.

Second, the amount of time devoted to performing general administrative or housekeeping functions remains relatively constant across TAFMS groups. At least a third of the personnel in each enlistment group indicated they perform the following typing tasks within this duty area:

- Type drafts of correspondence
- Type final correspondence
- Type on forms

These are not generally the kinds of tasks which senior personnel in other career ladders perform.

Third, the amount of time first job (1-24 months TAFMS) and first enlistment personnel (1-48 months TAFMS) devote to performing outpatient records functions is appreciable. Since Air Force training has been focusing more and more on first job and first enlistment tasks, it is important to closely analyze the Outpatient Records Clerk job and other jobs performed by first job and first enlistment personnel. Table 19 indicates that first enlistment personnel account for the majority of the personnel performing the jobs of:

AVERAGE TAFMS

Medical Squadron Section Personnel	84
Biometric Clerk	69
Administrative Clerk	55
Clinical Records Personnel	53
Outpatient Records Personnel	47
Admission and Disposition Personnel	45
Ward Clerk	37
Appointment Clerk	36
Forms and Publications Clerk	30
Mail Clerk	29
Information or Appointment Clerk	26

However, when looked at in terms of average TAFMS, only seven jobs are performed by personnel who average less than 48 months in the career ladder. These are the kinds of jobs which Training Managers should analyze closely.

Table 20 lists those tasks performed by the greatest percentage of 906X0 first job incumbents (1-24 months TAFMS). Notice that even at this basic level, there is considerable heterogeneity as evidenced by the fact that only one very general task is performed by over 40 percent of first job personnel. Further analysis (Table 21) reveals there are only 10 tasks performed in common by 30 percent of all first enlistment personnel (1-48 months TAFMS). In other words, only 10 tasks are performed by 906X0 personnel in their first job which could be taught at the technical school cost effectively.

Job satisfaction data were also analyzed for the 906X0 incumbents with 1-24 months TAFMS (see Table 22). When compared with other nonlateral medical career ladders, 906X0 personnel were somewhat less satisfied with their jobs and a smaller percentage perceived that their jobs did not utilize their talents or training as well. This is interesting in view of the reenlistment intentions for both groups. Although somewhat less satisfied with their jobs, 906X0 first enlistment personnel indicate a higher reenlistment intent.

Overall, first job 906X0 respondents perform a wide range of less difficult jobs. Consequently, they are a very heterogeneous group with only 10 tasks performed in common by over 30 percent of all first job personnel. This tremendous diversity may contribute to a greater or lesser degree to a lower perception of job satisfaction and perceived utilization of talents and training when compared to the 1979 comparative sample.

Finally, overall job satisfaction indicators for personnel in the first enlistment (1-48 months TAFMS), second enlistment, (49-96 months TAFMS), and career (97+ months TAFMS) samples were also examined. Job interest, perceived utilization of talents and training, and reenlistment intentions are presented in Table 22, along with the comparative sample for the same personnel from all nonlateral medical career ladders surveyed in 1979. The differences are slight, but when compared with other nonlateral medical career ladders sampled, job interest and perceived utilization of talents and training is somewhat lower for first and second enlistment 906X0 personnel. Career 906X0 personnel differ from other nonlateral medical personnel surveyed in that a lower percentage felt their jobs made good use of their training and slightly higher percentages indicated they do not plan to reenlist.

TABLE 18
PERCENT TIME SPENT PERFORMING DUTIES BY AFMS GROUPS

DUTY	1-24 (N=561)	25-48 (N=654)	1-48 (N=1,215)	49-96 (N=408)	97-144 (N=220)	145-192 (N=203)	193-240 (N=231)	241+ (N=161)
<u>MANAGEMENT, SUPERVISION, AND TRAINING FUNCTIONS</u>								
A ORGANIZING AND PLANNING	4	5	4	8	8	11	13	15
B DIRECTING AND IMPLEMENTING	4	6	5	13	17	19	23	29
C INSPECTING AND EVALUATING	1	2	1	5	7	9	13	16
D TRAINING	1	1	1	5	7	7	7	4
	10	14	11	31	39	46	56	64
<u>ADMINISTRATION FUNCTIONS</u>								
E PERFORMING GENERAL ADMINISTRATION OR HOUSEKEEPING FUNCTIONS	27	31	29	24	23	22	20	19
<u>SPECIALIZED ADMINISTRATIVE FUNCTIONS</u>								
F PERFORMING REGISTRAR ADMINISTRATIVE FUNCTIONS	4	5	5	4	4	3	3	2
G PERFORMING ADMISSION AND DISPOSITION FUNCTIONS	10	9	10	6	4	3	2	1
H PERFORMING PATIENT AIRLIFT CENTER FUNCTIONS	2	2	2	2	5	3	1	*
I PERFORMING AIR EVACUATION STAGING FLIGHT OR ARMED SERVICES MEDICAL REGULATING OFFICE (ASHRO) OPERATIONS	2	2	2	1	1	1	1	*
J PERFORMING BIOMETRICS FUNCTIONS	1	2	2	2	1	1	1	*
K PERFORMING CLINICAL RECORDS FUNCTIONS	5	4	4	3	2	1	1	*
L PERFORMING MEDICAL BOARD ADMINISTRATIVE FUNCTIONS	*	1	*	1	1	*	1	1
M PERFORMING MEDICAL SQUADRON ADMINISTRATIVE FUNCTIONS	3	5	4	4	4	5	5	7
N PERFORMING OUTPATIENT RECORDS FUNCTIONS	26	16	21	10	6	4	2	1
O PERFORMING PATIENT SQUADRON ADMINISTRATIVE FUNCTIONS	*	1	*	*	*	*	*	1
P PERFORMING WARD CLERK FUNCTIONS	6	4	5	2	1	*	*	*
Q PERFORMING RESOURCES MANAGEMENT OR MEDICAL SERVICE ACCOUNTS FUNCTIONS	4	4	4	6	4	6	3	2
R PERFORMING ADMINISTRATIVE ACTIONS AT MAJOR COMMAND LEVELS	*	*	*	*	*	1	2	1
S PERFORMING PLANT MANAGEMENT FUNCTIONS	*	*	*	1	2	1	2	1

* INDICATES LESS THAN ONE PERCENT

TABLE 19

PERCENT MEMBERS PERFORMING CAREER LADDER JOBS BY TAFMS GROUPS
(IN DESCENDING ORDER OF AVERAGE TAFMS)

JOB GROUP	1-48 MOS (N=1,215)	49-96 MOS (N=408)	97-144 MOS (N=220)	145-192 MOS (N=203)	193-240 MOS (N=231)	241+ MOS (N=161)	AVERAGE TAFMS
MEDICAL ADMINISTRATIVE SUPERVISOR CLUSTER							
RESOURCE MANAGEMENT/NSA CLUSTER	6	15	13	17	26	22	179
MEDICAL BOARD CLERK IJT	36	21	13	16	10	4	98
HEALTH ADVISOR IJT	28	39	11	6	17	0	95
MEDICAL SQUADRON SECTION PERSONNEL CLUSTER	36	18	9	18	9	0	93
AIR EVACUATION SPECIALIST CLUSTER	51	20	9	6	8	6	84
BIOMETRIC CLERK IJT	48	21	20	8	2	1	73
ADMINISTRATIVE CLERK CLUSTER	56	23	7	5	7	2	69
CLINICAL RECORDS PERSONNEL CLUSTER	67	16	7	5	4	0	55
OUTPATIENT RECORDS PERSONNEL CLUSTER	64	20	6	6	4	0	53
ADMISSION AND DISPOSITION PERSONNEL CLUSTER	72	15	6	3	2	1	47
WARD CLERK IJT	72	16	6	4	2	0	45
APPOINTMENT CLERK CLUSTER	85	11	1	1	1	0	37
FORMS AND PUBLICATIONS CLERK IJT	79	17	0	4	0	0	36
MAIL CLERK IJT	92	8	0	0	0	0	30
INFORMATION OR APPOINTMENT CLERK IJT	100	0	0	0	0	0	29
	82	18	0	0	0	0	26

TABLE 20

TASKS PERFORMED IN COMMON BY THE HIGHEST PERCENTAGE OF ALL 906X0
FIRST JOB AIRMEN
(N=561)

TASK	PERCENT FIRST JOB MEMBERS PERFORMING
E228 TYPE ON FORMS	51
E203 OPERATE REPRODUCTION MACHINES	39
E191 HAND-CARRY FORMS TO OTHER OFFICES	38
N460 VERIFY IDENTIFICATION OF PATIENTS	35
E403 ANSWER PHONES	35
N447 PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	35
N448 PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	34
E200 MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	32
N443 PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	31
E189 FORWARD MAIL	30
E229 TYPE REPORTS	28
E217 TYPE FINAL CORRESPONDENCE	28
E264 FORWARD MEDICAL RECORDS TO OTHER AGENCIES	28
N449 PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	28
N417 SCREEN INCOMING MEDICAL RECORDS	27
N410 PREPARE RECORDS FOR TRANSFER TO CBPO FOR ACTIVE DUTY PERSONNEL UNDERGOING A PERMANENT CHANGE OF STATION (PCS)	27
E199 MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	26
E204 ORDER FORMS OR PUBLICATIONS	26
E205 PERFORM FATIGUE DETAILS	25
E220 SCHEDULE APPOINTMENTS	24

TABLE 21

TASKS PERFORMED IN COMMON BY THE HIGHEST PERCENTAGE OF ALL 906X0
 FIRST ENLISTMENT AIRMEN
 (N=1,215)

<u>TASK</u>	<u>PERCENT FIRST ENLISTMENT MEMBERS PERFORMING</u>
TYPE ON FORMS	53
OPERATE REPRODUCTION MACHINES	42
HAND-CARRY FORMS TO OTHER OFFICES	38
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	35
TYPE FINAL CORRESPONDENCE	33
TYPE REPORTS	33
FORWARD MAIL	32
ANSWER PHONES	31
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	30
ORDER FORMS OR PUBLICATIONS	30
TYPE DRAFTS OF CORRESPONDENCE	29
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	28
VERIFY IDENTIFICATION OF PATIENTS	28
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	28
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	27
SCHEDULE APPOINTMENTS	27
ATTEND MEETINGS	26
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	25
PERFORM FATIGUE DETAILS	25
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	24

TABLE 22

**JOB SATISFACTION INDICES FOR FIRST JOB, FIRST ENLISTMENT, SECOND ENLISTMENT, AND CAREER 906X0 GROUPS
(PERCENT MEMBERS RESPONDING)**

	FIRST JOB 906X0 (N=561)	1979 COMP* SAMPLE (N=403)	FIRST ENLIST 906X0 (N=1215)	1979 COMP* SAMPLE (N=960)	SECOND ENLIST 906X0 (N=408)	1979 COMP* SAMPLE (N=559)	CAREER 906X0 (N=815)	1979 COMP* SAMPLE (N=830)
HOW DO YOU FIND YOUR JOB:								
DULL	20	11	20	13	15	11	10	9
SO-SO	22	21	22	21	18	20	13	13
INTERESTING	57	68	57	65	65	69	77	77
NO RESPONSE	1	0	1	1	2	0	0	1
HOW DOES YOUR JOB UTILIZE YOUR TALENTS:								
NOT AT ALL TO VERY LITTLE	36	26	35	28	27	23	17	17
FAIRLY WELL OR BETTER	63	73	64	71	72	77	83	82
NO RESPONSE	1	1	1	1	1	0	0	1
HOW DOES YOUR JOB UTILIZE YOUR TRAINING:								
NOT AT ALL TO VERY LITTLE	28	18	30	22	28	22	25	17
FAIRLY WELL OR BETTER	71	81	69	77	71	78	74	83
NO RESPONSE	1	1	1	1	1	0	1	0
DO YOU PLAN TO REENLIST:								
NO OR PROBABLY NO	53	59	53	57	36	39	32	27
YES OR PROBABLY YES	45	40	45	41	61	60	67	72
NO RESPONSE	2	1	2	2	3	1	1	1

* INCLUDES ALL NONLATERAL MEDICAL CAREER FIELDS SURVEYED IN 1979
(AFSCs 902X0, 902X2, 912X5, 913X0, AND 915X0)

COMPARISON OF SURVEY DATA TO AFR 39-1 SPECIALTY DESCRIPTIONS

Survey data for the 906X0 career ladder were compared to the AFR 39-1 Specialty Descriptions, dated 31 October 1977 (for DAFSCs 90610, 90630, and 90650) and 31 October 1978 (for DAFSCs 90670 and 90690). These descriptions are intended to give a broad overview of the duties and tasks required of the various skill level personnel.

Overall, the 3-, 5-, 7-, and 9-skill level descriptions were found to provide broad, all encompassing summaries of the jobs and tasks performed by 906X0 incumbents.

ANALYSIS OF CONUS VERSUS OVERSEAS GROUPS

A comparison was made of the tasks performed and the background data for DAFSC 90650 respondents assigned within the CONUS versus those at overseas locations. Only very minor differences were noted in the tasks performed and the amount of time spent performing them. Table 23 lists those tasks which best differentiate between CONUS and overseas 906X0 personnel. Note that differences in percent members performing is less than 10 percent. Also, no major job differences were found since the career ladder structure analysis did not reveal any unique CONUS or overseas job groups.

Further comparison of background data yielded similar results. CONUS respondents averaged slightly fewer tasks (40 versus 42), and were slightly lower in average grade (3.8 versus 4.0) and time in career ladder (46 months versus 52 months). However, no major background differences were noted.

TABLE 23

TASKS BEST DISTINGUISHING DAFSC 90650 CONUS AND OVERSEAS PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	CONUS PERSONNEL (N=1007)	OVERSEAS PERSONNEL (N=299)	DIFFERENCE
PREPARE DOCUMENTS FOR ELECTRICAL TRANSMISSION	16	24	-8
PREPARE RECORDS FOR TRANSFER TO CBPO FOR ACTIVE DUTY PERSONNEL UNDERGOING PERMANENT CHANGE OF STATION (PCS)	13	21	-8
SCREEN INCOMING MEDICAL RECORDS	15	22	-7
INVENTORY MILITARY OUTPATIENT RECORDS	12	19	-7
MAKE ENTRIES ON HEALTH RECORD-CHRONOLOGICAL RECORD OF MEDICAL CARE FORMS (SF FORM 600)	13	20	-7
PREPARE OR MAKE ENTRIES ON AIR FORCE RELIABILITY PROGRAM FORMS (AF FORM 745)	5	12	-7
PREPARE MINUTES OF MEETINGS	10	16	-6
CONDUCT ADMINISTRATIVE SELF INSPECTIONS	16	22	-6
OPERATE EMBOSSING MACHINES	16	9	+7
ORDER FORMS OR PUBLICATIONS	39	32	+7
CLEAR PATIENTS FROM HOSPITALS	24	18	+6
VERIFY ELIGIBILITY OF AIR NATIONAL GUARD ADMISSIONS TO HOSPITAL	10	4	+6
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	38	32	+6
OBTAIN PATIENT CERTIFICATION OF RECEIVED CHECKS	25	19	+6
OPERATE PRINTING MACHINES	11	5	+6
SCREEN INPATIENT CLINICAL RECORDS UPON DISCHARGE OF PATIENTS	14	9	+5

ANALYSIS OF TASK DIFFICULTY

The relative difficulty of each task in the task inventory was assessed using ratings by 59 experienced 7- and 9-skill level Medical Administrative NCOs. These ratings were processed to produce an ordered listing of all tasks in terms of their relative difficulty and were standardized to reflect an average difficulty of 5.0 and a standard deviation of 1.0 (for a more complete description of these ratings, refer to the Task Factor Administration section in the INTRODUCTION).

Table 24 lists those tasks rated most difficult by senior 906X0 personnel in the field. Most of these tasks involve resource management, patient affairs, or management related functions. In fact, the two most difficult tasks in the inventory involve directing the operation of resource management and patient affairs facilities. In order to determine why these tasks were rated so difficult, an in-depth analysis of all 634 tasks was accomplished. This analysis revealed the majority of the more difficult tasks were supervisory in nature.

Those tasks involving some degree of organizing and planning, directing and implementing, inspecting and evaluating, or training were generally rated above average in difficulty. Table 25 lists 23 directing and implementing related tasks ranging from 8.21 to 4.35 in task difficulty. Notice many of the most difficult directing and implementing tasks (those rated 6.0 or higher) involve the supervision of patient affairs subfunctions. Examples of these include directing the operation of biometric, clinical record, medical board, and aeromedical evacuation activities.

Perhaps the most interesting aspect of Table 25 is the task difficulty rating for supervising administrative specialists (702X0). Supervisors in the field rate the supervision of 702X0 personnel less difficult than the supervision of 3-, 7-, and 9-skill level 906X0 individuals.

Although the majority of the more difficult tasks were supervisory in nature, there were numerous nonsupervisory tasks which were also rated above average in difficulty. As might be expected, the majority of the resource management and MSA related technical tasks were rated above average in difficulty. In addition, most of the plant management, medical board administration, biometrics, and major command level administration related tasks were ranked more difficult. Interestingly, the majority of the registrar, clinical records, and medical squadron administration tasks were rated average or below in terms of task difficulty. However, some of the tasks in these categories were rated extremely difficult.

Table 26 lists those tasks which were rated average in difficulty by senior 906X0 personnel. These tasks are representative of a wide range of 906X0 jobs including medical squadron section, administrative, supervision, resource management, medical board, and air evacuation functions.

Table 27 lists those tasks rated least difficult by senior 906X0 personnel. As with tasks of average difficulty, less difficult tasks are performed in many different types of 906X0 job settings. These are generally routine kinds of tasks which require little or no formal training.

Generally, higher percentages of most career ladders perform the less difficult tasks. However, this is not true with the 906X0 specialty. Due to the heterogeneous nature of the 906X0 ladder, few individuals perform any task regardless of its relative difficulty rating.

TABLE 24

TASKS RATED MOST DIFFICULT BY SENIOR DAFSC 906X0 PERSONNEL

TASKS	TASK DIFFICULTY	PERCENT MEMBERS PERFORMING (N=2,444)
DIRECT OPERATION OF RESOURCE MANAGEMENT FUNCTIONS	8.21	7
DIRECT OPERATION OF PATIENT AFFAIRS FACILITIES	7.77	8
DRAFT BUDGET OR FINANCIAL REQUIREMENTS	7.76	8
DRAFT CONTINGENCY OR DISASTER PREPAREDNESS PLANS	7.38	6
DEVELOP FACILITY DISASTER CASUALTY CONTROL PROGRAMS	7.35	5
WRITE MEDICAL ANNEXES TO CONTINGENCY PLANS, SUCH AS FIELD TRAINING EXERCISE PLANS	7.20	4
ADVISE PERSONNEL ON CIVILIAN HEALTH AND MEDICAL PROGRAMS OF THE UNIFORMED SERVICES (CHAMPUS) ENTITLEMENTS	7.11	12
CONDUCT MANPOWER CHANGE STUDIES	6.99	4
PLAN LAYOUT OF FACILITIES	6.98	4
TRANSCRIBE CODINGS IN INTERNATIONAL CLASSIFICATION OF DISEASES (ICDA)	6.97	5
PLAN STAFF STUDIES OR CONFERENCES	6.95	6
EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	6.94	8
PREPARE BUDGET REQUESTS	6.85	2
DRAFT SUPPLEMENT TO HIGHER HEADQUARTERS DIRECTIVES	6.80	7
PREPARE MEDICAL EXPENSE REPORT (RCS-HAF-(MQ)-7148)	6.79	4

TABLE 25

DIRECTING AND SUPERVISING 906X0 TASKS IN DESCENDING ORDER OF TASK DIFFICULTY

TASK	TASK DIFFICULTY	PERCENT MEMBERS PERFORMING (N=2,444)
DIRECT OPERATION OF RESOURCE MANAGEMENT FUNCTIONS	8.21	7
DIRECT OPERATION OF PATIENT AFFAIRS FACILITIES	7.77	8
DIRECT OPERATION OF BIOMETRIC ACTIVITIES	6.68	7
DIRECT OPERATION OF CLINICAL RECORDS ACTIVITIES	6.63	8
DIRECT OPERATION OF MEDICAL BOARD ACTIVITIES	6.53	6
DIRECT OPERATION OF MEDICAL SQUADRON ORDERLY ROOMS	6.44	9
DIRECT OPERATION OF PLANT MANAGEMENT FACILITIES	6.28	4
DIRECT OPERATION OF AEROMEDICAL EVACUATION FUNCTIONS	6.20	9
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	5.94	24
SUPERVISE APPRENTICE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90630)	5.91	18
SUPERVISE MILITARY PERSONNEL (OTHER THAN AFS 906X0 OR AFS 702X0 PERSONNEL)	5.81	4
DIRECT OPERATION OF OUTPATIENT RECORD FACILITIES	5.77	12
DIRECT OPERATION OF ADMISSIONS AND DISPOSITION FACILITIES	5.75	10
SUPERVISE MEDICAL ADMINISTRATIVE SUPERINTENDENTS (AFSC 90690)	5.51	2
SUPERVISE MEDICAL ADMINISTRATIVE SUPERVISORS (AFSC 90670)	5.51	9
SUPERVISE ADMINISTRATION SPECIALISTS (702X0)	5.48	2
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	5.27	27
DIRECT MAINTENANCE OF REFERENCE OR MEDICAL LIBRARIES	5.05	10
DIRECT OPERATION OF POSTAL SERVICE CENTERS (CONSOLIDATED MAIL ROOMS)	5.00	4
DIRECT PRODUCTION OF ADMINISTRATIVE ORDERS	4.92	14
DIRECT OPERATION OF DUPLICATING SECTIONS	4.60	8
DIRECT MEDICAL ACTIVITIES GROUPS MAINTENANCE	4.40	5
DIRECT MAINTENANCE OF MILITARY MAIL DISTRIBUTION SYSTEM	4.35	13

TABLE 26

TASKS RATED AVERAGE IN DIFFICULTY BY SENIOR DAFSC 906XO PERSONNEL

<u>TASKS</u>	<u>TASK DIFFICULTY</u>	<u>PERCENT MEMBERS PERFORMING (N=2,444)</u>
PROCESS PATIENT PAY FORMS	5.02	1
EVALUATE WORK SCHEDULES	5.02	9
COMPLETE MISSION MANAGEMENT PART I FORMS (MAC FORM 98)	5.01	2
ARRANGE TDYs FOR NONMEDICAL ATTENDANTS	5.01	7
DIRECT OPERATION OF POSTAL SERVICE CENTERS (CONSOLIDATED MAIL ROOMS)	5.00	4
VERIFY ELIGIBILITY OF CIVIL SERVICE EMPLOYEE ADMISSIONS TO HOSPITAL	5.00	8
TYPE FINAL CORRESPONDENCE	5.00	39
PERFORM CREW ALERT PROCEDURES FOR REMAINING OVERNIGHT (RON) AIRCRAFT	5.00	2
SCREEN OUTPATIENT MEDICAL RECORDS FOR PERSONNEL RELIABILITY PROGRAM	5.00	9
IMPLEMENT SUGGESTION PROGRAMS	5.00	7
ARRANGE FOR TDY ORDERS FOR PERSONNEL TO MEET MEDICAL BOARDS	5.00	6
COORDINATE WITH OTHER HOSPITAL SECTIONS CONCERNING PATIENT EQUIPMENT OR INCOMING OR OUTGOING PATIENTS	4.99	6
PREPARE DUTY ROSTERS	4.99	9
DECODE PATIENT MANIFESTS	4.98	2
COORDINATE SHIPMENTS OF HOUSEHOLD GOODS WITH TRANSPORTATION MANAGEMENT OFFICE (TMO)	4.98	1

TABLE 27

TASKS RATED BELOW AVERAGE IN DIFFICULTY BY SENIOR DAFSC 906X0 PERSONNEL

<u>TASKS</u>	<u>TASK DIFFICULTY</u>	<u>PERCENT MEMBERS PERFORMING (N=2,444)</u>
LOG IN CONTROLLED FORMS	2.90	10
PREPARE IDENTIFICATION BANDS FOR PATIENTS	2.86	13
POST MINUTES OF MEETINGS	2.79	10
FORWARD MAIL	2.77	29
OPERATE HAND IMPRINTERS	2.75	9
OPERATE EMBOSsing MACHINES	2.71	14
MAINTAIN BULLETIN BOARDS	2.55	20
PLACE PATIENT BAGGAGE IN STORAGE	2.51	5
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	2.51	18
BUNDLE MAIL	2.42	8
PERFORM FATIGUE DETAILS	2.37	17
ANSWER PHONES	2.21	20
ISSUE PARKING TICKETS	2.13	3
RETURN MAIL TO POST OFFICE	2.09	12
HAND-CARRY FORMS TO OTHER OFFICES	1.68	34

JOB DIFFICULTY INDEX (JDI)

Table 28 lists the 16 major job groups identified in the job structure analysis section. The job groups are listed in order from the most difficult to the least difficult job according to their computed job difficulty index (JDI). (See the Administration section in the INTRODUCTION for a detailed description of the job difficulty index.) Overall, there is a large degree of variation in the difficulty of jobs performed by Medical Administrative personnel. JDI values range from 20.0 for Medical Administrative Supervisors to 2.6 for Information or Appointment Clerks.

The overall spectrum of jobs within the ladder appear to be realistic and appropriate in terms of difficulty (see Table 28). It is not surprising that the supervisory and resource management jobs were found to be the most difficult. It is interesting, though, that the group of Air Evacuation Specialists is well above the average JDI of 13.0. In addition, it is noteworthy that Medical Squadron Section Personnel perform jobs which are rated more difficult than those performed by Administrative Clerks.

The five jobs rated lowest in difficulty are generally more routine, such as Information or Appointment Clerk, Outpatient Records Personnel, and Forms and Publications Clerk. Generally the scope and number of tasks involved is much more restricted in these jobs than the more difficult jobs. As would be expected, the less difficult jobs are performed by lower ranking airmen, most of whom are in their first enlistment. Furthermore, it is not surprising that the majority of these young airmen are dissatisfied and feel that their jobs do not utilize their talents well.

Thus, in light of the job difficulty data, it would appear that 906X0 airmen entering the career ladder are more likely to be given a somewhat limited job, such as Outpatient Records Clerk, Appointment Clerk, or Mail Clerk, where the scope of the job is severely limited. As 906X0 airmen progress in the ladder, they are given the opportunity to perform other more challenging jobs in terms of the scope, number, and difficulty of the tasks involved. However, in order to improve their chances for promotion, they seldom remain in one job for an extended period of time. Consequently, the supervisor must often perform his supervisory functions in addition to many nonsupervisory and training tasks which are necessitated by the constant changeover of personnel. One result is that the supervisory kinds of 906X0 jobs are significantly more difficult than nonsupervisory medical administrative jobs.

TABLE 28

MEDICAL ADMINISTRATIVE JOBS IN ORDER OF JOB DIFFICULTY INDEX (JDI)

GROUP	JDI*	AVERAGE NUMBER OF TASKS PERFORMED
MEDICAL ADMINISTRATIVE SUPERVISOR CLUSTER	20.0	97
RESOURCE MANAGEMENT/MEDICAL SERVICE ACCOUNT PERSONNEL CLUSTER	17.2	63
AIR EVACUATION SPECIALIST CLUSTER	15.1	63
MEDICAL BOARD CLERK IJT	14.0	42
MEDICAL SQUADRON SECTION PERSONNEL CLUSTER	13.4	48
BIOMETRIC CLERK IJT	13.3	31
CLINICAL RECORDS PERSONNEL CLUSTER	12.4	28
ADMISSION AND DISPOSITION PERSONNEL CLUSTER	11.7	42
HEALTH ADVISOR IJT	10.5	21
ADMINISTRATIVE CLERK CLUSTER	9.8	29
WARD CLERK IJT	9.6	32
OUTPATIENT RECORDS PERSONNEL CLUSTER	9.3	31
APPOINTMENT CLERK CLUSTER	7.5	22
FORMS AND PUBLICATIONS CLERK IJT	7.2	16
MAIL CLERK IJT	3.5	9
INFORMATION/APPOINTMENT CLERK IJT	2.6	6

* RELATIVE JOB DIFFICULTY OF SPECIALTY JOBS AS PREDICTED USING A FORMULA DEVELOPED BY RESEARCH OF THE AIR FORCE HUMAN RESOURCES LABORATORY. AVERAGE JOB DIFFICULTY (MEAN) IS SET AT 13.0.

ANALYSIS OF TRAINING EMPHASIS

The relative training emphasis of each task in the inventory was assessed using ratings of 47 experienced 7- and 9-skill level medical administrative NCOs. These ratings were processed to produce an ordered listing of all tasks in terms of their recommended emphasis in the training of first enlistment personnel. The ratings had an average of 2.1 and a standard deviation of 1.4. Results of the analysis of training emphasis are often useful when evaluating specialty training documents such as the specialty training standard (STS) and the career ladder plan of instruction (POI). (For a more complete description of these ratings, see the Task Factor Administration section in the INTRODUCTION.)

Table 29 lists those tasks rated highest in training emphasis. Notice that all are patient affairs related tasks. The majority pertain to admission and disposition or biometric functions. In addition, it is interesting to note the low percentages of first enlistment personnel who perform these tasks. None of these 15 tasks are performed by greater than 19 percent of all first enlistment personnel. In most career ladders, tasks rated high in training emphasis are performed by relatively high percentages of first enlistment personnel in the ladder. However, this is not the case with the 906X0 career ladder due to its extreme heterogeneity and the absence of a common core of tasks.

One consequence of the existing career ladder diversity is its impact on patient affairs. A close analysis of all tasks rated above 4.9 in training emphasis (two standard deviations above the mean) disclosed that almost all are patient affairs related functions. This indicates that personnel in the field feel more emphasis should be placed on patient affairs tasks.

Table 30 lists those tasks which senior 906X0 NCOs rate average in training emphasis. Generally those tasks rated average in training emphasis are either supervisory in nature or routine tasks which could be accomplished with no formal training. The percentage of 7- and 9-skill level personnel performing these tasks are included to illustrate the supervisory nature of most of these kinds of tasks.

Finally, Table 31 lists those tasks rated low in training emphasis. Again, these tasks are primarily supervisory in nature and are seldom performed by more than two percent of first enlistment personnel.

Summary

Training emphasis information is a valuable tool in terms of training development because it gives the 7- or 9-skill level supervisor in the field the opportunity to indicate which tasks should receive the most emphasis in training. However, the 906X0 ladder is so heterogeneous that the usual relationship does not exist between high training emphasis and high percentages of first enlistment personnel performing tasks. However, when the career ladder is broken down into the three nonsupervisory functional areas of administration, resource management, and patient affairs, there is a much better correlation. The advantages of this breakout are explained in further detail in the training analysis section of this report (see Appendix C).

TABLE 29

TASKS RATED ABOVE AVERAGE IN TRAINING EMPHASIS AND PERFORMED
BY DAFSC 906X0 FIRST ENLISTMENT PERSONNEL

TASKS	TRAINING EMPHASIS	FIRST ENLISTMENT PERCENT MEMBERS PERFORMING (1-48 MOS TAFMS)
PREPARE ADMISSION AND DISPOSITION (A&D) SHEETS	6.49	17
DETERMINE ADMISSION ELIGIBILITY	5.96	14
PREPARE REPORT OF PATIENTS (SEC I-VII) FORMS (AF FORM 235)	5.96	6
INITIATE LINE OF DUTY DETERMINATION FORMS (AF FORM 348)	5.89	9
PREPARE REPORT OF PATIENTS (SEC VIII-IX) FORMS (AF FORM 235A)	5.87	5
PREPARE REPORT OF PATIENTS-MANPOWER STANDARDS SUPPLEMENT FORMS (AF FORM 235E)	5.79	3
PREPARE SUPPLEMENTARY REPORTS TO AF FORM 235 SERIES REPORTS	5.77	4
PREPARE REPORT OF PATIENT-HOSPITAL SUPPLEMENT (SEC X-XV) FORMS (AF FORM 235B)	5.75	3
TRANSCRIBE CODINGS IN INTERNATIONAL CLASSIFICATION OF DISEASES (ICDA)	5.72	4
PREPARE REPORT OF PATIENTS-CLINICAL LABORATORY QUARTERLY REPORT SUPPLEMENT FORMS (AF FORM 235D)	5.66	3
TRANSCRIBE CODINGS FROM CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565) TO CODING TRANSCRIPT FOR INDIVIDUAL MEDICAL	5.62	4
SCREEN IN-PATIENT CLINICAL RECORDS UPON DISCHARGE OF PATIENTS	5.49	13
ASSEMBLE CLINICAL RECORDS UPON RELEASE OF PATIENTS	5.47	12
INITIATE CLINICAL RECORD COVER SHEET FORMS (AF FORM 565)	5.30	19
INITIATE CLINICAL RECORDS	5.21	17

TABLE 30

TASKS RATED AVERAGE IN TRAINING EMPHASIS AND PERFORMED BY DAFSC 906X0
FIRST ENLISTMENT, AND DAFSC 90670 AND 90690 PERSONNEL

TASKS	TRAINING EMPHASIS	FIRST ENLISTMENT PERCENT MEMBERS PERFORMING (1-48 MOS TAFMS)	DAFSC 90670 PERCENT MEMBERS PERFORMING	DAFSC 90690 PERCENT MEMBERS PERFORMING
PREPARE PROJECT FUNDS MANAGEMENT REPORTS	1.43	*	5	2
COORDINATE WITH MEDICAL FACILITY OR BASE GROUND SAFETY CONCERNING ACCIDENT PREVENTION PROGRAMS	1.43	*	5	2
DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	1.40	7	42	60
INDORSE AIRMEN PERFORMANCE REPORTS (APRS)	1.40	1	33	48
ESTABLISH REQUIREMENTS FOR PUBLICATIONS	1.40	9	25	36
DEVELOP ORGANIZATIONAL CHARTS	1.38	5	11	19
ANALYZE WORKLOAD REPORTING PROCEDURES	1.38	3	24	32
CONDUCT ANNUAL HOSPITAL PUBLICATIONS REVIEWS	1.38	6	17	40
COORDINATE DEVELOPMENT OF LOCAL FORMS OR REGULATIONS WITH OTHER AGENCIES	1.38	5	23	44
PREPARE NURSE CLINICAL REPORTS	1.38	1	1	0
PREPARE INSTRUCTIONS FOR USING FORM OR GUIDE LETTERS	1.36	5	23	30
PROCURE TRAINING AIDS, SPACE, OR EQUIPMENT	1.36	3	17	11
PROCESS SEPARATION OR REASSIGNMENT FORMS	1.36	4	9	12
TRANSPORT OUTGOING BAGGAGE TO AECC	1.36	3	2	1
APPROVE LEAVES FOR ASSIGNED PERSONNEL	1.36	3	20	25

TABLE 31

TASKS RATED LOW IN TRAINING EMPHASIS AND PERFORMED
BY DAFSC 906X0 FIRST JOB AND FIRST ENLISTMENT PERSONNEL

TASKS	TRAINING EMPHASIS	FIRST ENLISTMENT PERCENT MEMBERS PERFORMING (1-48 MOS TAFMS)
ESTABLISH FILING REQUIREMENTS FOR SEPARATE AGENCIES	.36	2
REVIEW PROJECT DRAWINGS OR SPECIFICATIONS FOR MEDICAL CONSTRUCTION PROJECTS	.36	*
CONDUCT STAFF MEETINGS	.34	2
INTERVIEW PROSPECTIVE CIVILIAN EMPLOYEES	.34	1
WRITE MEDICAL ANNEXES TO CONTINGENCY PLANS, SUCH AS FIELD TRAINING EXERCISE PLANS	.32	2
DETERMINE PROJECT ALTERATION REQUIREMENTS WITH MEDICAL PERSONNEL	.32	*
EVALUATE UNIT EMERGENCY PLANS	.30	1
CONDUCT TRAINING CONFERENCES	.28	1
SCHEDULE CLEANING OF FACILITIES	.25	2
PREPARE STUDIES	.21	2
REVIEW OR EVALUATE BASE LEVEL CASUALTY CONTROL PLANS OR MEDICAL ANNEXES TO BASE DISASTER PLANS	.17	*
DEVELOP RESIDENT COURSE OR CAREER DEVELOPMENT COURSE (CDC) CURRICULUM MATERIALS	.13	1
COORDINATE FUND RAISING ACTIVITIES WITH OTHER AGENCIES	.11	1
CONDUCT STAFF STUDIES	.08	*
EVALUATE PROGRESS OF RESIDENT COURSE STUDENTS	.06	1

COMPARISON TO THE PREVIOUS STUDY

The results of this survey were compared to those of the Occupational Survey Report, AFPT 90-906-192, dated 15 December 1975, to examine any changes in the ladder. Overall, the survey findings were quite similar.

The career ladder structure has remained basically unchanged since the 1975 study. All of the major job clusters and independent job types identified in the previous study were also identified in the present study. In addition, roughly the same general percentages of personnel indicated they performed the same kinds of tasks.

A comparison of job satisfaction data for incumbents in the two studies was made on the basis of TAFMS enlistment groups (see Table 32). Interestingly, 1980 first enlistment personnel perceive their jobs make somewhat better utilization of their talents and training than did 1975 first enlistment personnel. However, reenlistment intentions of the 1980 sample are lower for all but first enlistment group. The causes of these changes are difficult to isolate, as the kinds of tasks and jobs 906X0 personnel perform have not changed noticeably since the 1975 study.

Finally, both studies identified the same kinds of problems and general trends. In terms of training, the previous study observed, "while the basic course offers a general orientation for an assignment in several areas, thus providing flexibility, it does not provide specific in-depth preparation for the specialized jobs actually performed in the field." The previous study also identified three distinct (nonsupervisory) functional job groups. Almost the same job groupings were identified in the present study. In view of the fact that these three functional areas had so little in common, the previous study stated, "some consideration should be given to restructuring the specialty into separate ladders or using shredouts within the existing ladder." This quote could be applied as well to the findings of the present study.

TABLE 32

COMPARISON OF 1975 AND 1980 SURVEY DATA OF
JOB INTEREST, UTILIZATION OF TALENTS AND TRAINING,
AND REENLISTMENT INTENTION BY TAFMS GROUPS
(PERCENT RESPONDING)

JOB INTEREST	YEARS OF SERVICE													
	0-4		4-8		8-12		12-16		16-20		OVER 20		STUDY	STUDY
	1975	1980	1975	1980	1975	1980	1975	1980	1975	1980	1975	1980		
I FIND MY JOB:														
DULL	27	20	19	15	12	13	11	11	10	8	7	8		
SO-SO	19	22	16	18	12	19	10	11	10	9	7	10		
INTERESTING	54	57	65	65	76	67	79	77	80	83	86	81		
NO RESPONSE	0	1	0	2	0	1	0	1	0	0	0	1		
*PERCEIVED UTILIZATION OF TALENTS AND TRAINING:														
MY JOB UTILIZES MY TALENTS AND TRAINING:														
VERY LITTLE OR NOT AT ALL	42	32	31	27	23	27	23	23	19	17	14	18		
FAIRLY WELL OR BETTER	58	66	69	72	77	73	77	76	81	83	86	81		
NO RESPONSE	0	2	0	1	0	0	0	1	0	0	0	1		
REENLISTMENT INTENTIONS:														
NO OR PROBABLY NO	57	53	30	36	10	17	2	9	44	48	44	56		
YES OR PROBABLY YES	43	45	70	61	90	81	98	90	56	50	56	42		
NO RESPONSE	0	2	0	3	0	2	0	1	0	2	0	2		

* IN THE 1975 OSR PERCEIVED UTILIZATION OF TALENTS AND TRAINING WAS NOT DIFFERENTIATED; TO FACILITATE A COMPARISON BETWEEN THE 1975 AND 1980 GROUPS, 1980 DATA FOR TALENTS AND TRAINING WERE COMBINED (AVERAGED).

ANALYSIS OF WRITE-IN COMMENTS

Respondents are invited to write-in any comments relative to their job in the back of their job inventory booklet. In this survey, an unusually large number of write-in comments were received. The write-in comments addressed a wide range of career ladder irritants. The majority of the problems these comments discuss may be attributable to the heterogeneity of the career ladder.

Although overall morale in the 906X0 career ladder is good, a large number of 906X0 personnel indicate they are being underutilized and that they are dissatisfied as a result. Examples of this underutilization and its effect are expressed in the following comments:

"All I do is drive a Chevy carry-all truck." (E-2, Med Admin Spec, TAC)

"Presently (I am) doing nothing, compared to what I am capable of." (E-3, Clerk, ATC)

"I schedule appointments for patients. I don't direct or implement anything. I don't do anything!" (E-2, Appt Clerk, SAC)

"I do not feel that I am being used to the best of my ability. Therefore, I am going to request to cross train as soon as possible." (E-2 Outpatient Record Clerk, TAC)

"I am very disinterested in my duty and feel my talents are wasted. It would be in the best interest of the AF to discharge me." (E-3, Med Admin Spec, SAC)

These comments are indicative of the frustration many 906X0 feel when assigned to specific 906X0 positions which do not make good utilization of their talents or training.

Comments of more senior 906X0 personnel involved job rotation and promotion opportunity:

"I am a TSgt selectee with 10 years in service. I hold a 90670 DAFSC - CAFSC. Yet, for the year I have been here, I have been a clerk. I have more job experience than two other TSgts in this office.... they will not move me because I prop the others up. We have a new Lieutenant who also needs me. I am overauthorized and underused." (SSgt, Chief Clerk Admin, SAC)

"Out of 5 years and 8 months of service I have spent 5 years in outpatient records and one year in other areas. I feel this has handicapped me as far as promotions. If this is a common practice I wish the SKT would only direct at least 25 percent of their questions to their area of work. I am presently undecided on staying in. If I do I don't want to stay as a 90650. This job could be a challenge if a person doesn't stagnate." (E-4, NCOIC Plant Management, TAC)

"I suggest that the 906X0 career field be made a shred-out, similar to 702X0, for WAPs Testing purposes." (E-4, Chief Clerk Air Evacuation Duty Control, MAC)

It is obvious from these comments 906X0 personnel perceive that moves to other 906X0 functional areas are necessary in order to perform better on the 906X0 SKT. Those who do not want to or are not permitted to move to other functional areas see this lack of mobility as detrimental to their careers. One drawback to such mobility is the loss of experience which takes place each time an individual is moved to a new functional area. When a 906X0 individual is moved to a different functional area he or she must learn what amounts to a completely different job. In addition, another 906X0 must be trained to perform the job which was vacated. The end result is that many 906X0 supervisors are constantly faced with a critical shortage of experienced personnel. The impact of this lack of experience appears to be most critical in the patient affairs functional area. Because it is so broad and there are so many different jobs involved, the patient affairs NCOIC needs experienced personnel just to get the job done. When the lack of patient affairs experience is coupled with manning shortages which frequently occur at smaller hospitals and clinics, many patient affairs supervisors have to resort to crisis management. The write-in comments from patient affairs NCOICs and other supervisors make it apparent that the policy of moving 906X0 personnel to increase their promotion opportunities places serious hardships on the supervisor. Examples of supervisor write-in comments are included below.

"The reason (I perform so many tasks in) so many different areas (is because I function as) NCOIC, Patient Affairs and I also do the tasks and cover each area in Registrar due to a shortage of qualified 906X0's. I also monitor and manage the Warskill Program." (SSgt, NCOIC Patient Affairs, ADC)

"This assignment to the Patient Affairs function was my initial experience in this area of medical administration and I find (at least in this facility) that current manning authorizations are extremely inadequate. Personnel, regardless of grade must pull together at the working level to get the job done. If an NCO at the superintendent level thinks all he has to do is manage, he/she is in for a rude awakening upon assignment to the Patient Affairs section in this hospital." (SMSgt, Supt Patient Affairs, ADC)

"Registrar functions have undefined parameters - and is typically compared to a Personnel Department - where correspondence is dumped because no one wants to take the responsibility to complete the action themselves. I think that the registrar as a whole should be analyzed as two separate functions: a) in-patient registrar and b) outpatient registrar. Both should be physically separated and the responsibilities of each defined and prorated to each facilities' capabilities and patient care. This would alleviate the registrar from becoming overburdened with unnecessary administrative actions." (TSgt, NCOIC Registrar Services, PACAF)

"If anyone out there really wants to help us, please do something about the CHAMPUS situation. Most of the jobs I perform must be done quickly and with very little accuracy because 75 percent of my time is spent giving CHAMPUS briefings or trying to solve someone's CHAMPUS problem. Get us a civilian slot for HBA and you'll solve half the problems of registrar." (TSgt, NCOIC Registrar, TAC)

"Out of a total of 19 people, I don't have any rank other than an E-5 to help and he is in the Records Dept, therefore much of the burden is placed on me for organizing, directing, and implementing. There is an imbalance of middle managers in this organization, i.e., They are assigned to positions other than registrar." (TSgt, NCOIC Patient Affairs Management, SAC)

The 906X0 supervisor in the field is aware of and concerned about this lack of 906X0 experience. Many recommended shredding the ladder into the three functional areas of administration, resource management, and patient affairs. One of the better write-in comments, recommending 906X0 shredding, is presented below.

"The role of the medical administrative specialist continues to be a catch-all AFSC. The frustrations of trying to straighten-out administrative nightmares created by other than 906X0's has been a major irritant to me in trying to perform my duties. It seems the rest of the medical AFSC's continue to shred out or have specialty identifiers to identify skills while the 906X0 stays stagnant. The major areas of patient affairs, resource management, admin services and air evac are separate worlds and should be so identified. The practice of utilizing 906X0 personnel for first sergeants is a career stopper, why does the Air Force have a first sergeant AFSC if they don't intend to use them?" (MSgt, Supt Stf Educ, AFSC)

This comment is echoed by many personnel assigned to the administrative functional area who believe they could be replaced by 702X0 personnel. Three of the more interesting comments along these lines are worthy of consideration.

"Question: Why is it that the hospital squadrons are forced to use a 906X0(s) for the Medical Squadron section when other squadrons are authorized 702X0 personnel? We have many sections in the hospital here who could benefit from having my allocation. It is not the type of job I was trained for in tech school, and I would be very interested to know why money was spent for me to go to tech school when I was to receive OJT in the Orderly Room as though I hadn't gone at all. AFSC 702X0 now has shred-outs for certain job areas. Why not consider 906X0's for shreds, even if it means that we'd have more than one shred-out? Medical Squadron Section has nothing to do with "Medical Administrative" Specialist, and I'm beginning to think that 906X0 should be more and more a direct duty assignment." (Sgt, Chief Clerk Medical Squadron Section, ATC)

"Why not assign 702X0 personnel to perform Medical Admin office and orderly room functions, the 906X0 personnel could then be more effectively utilized in their career field." (SSgt, NCOIC Admin Serv, AFLC)

"At some medical treatment facilities, the Chiefs of Admin are not effectively utilized as Sergeant Majors. Out of necessity, because of manning problems, or poor executive management, the Sergeant major becomes an expensive file clerk or distribution clerk." (CMSgt, Chief of Administration, TAC)

In view of these comments it is not suprising that probably the most dissatisfied and certainly the most vocal group of write-in comments were those 906X0 personnel who perform duties in the administrative functional area. Many write-in comments indicate these personnel feel their job is no different than that of a 702X0. Consequently, many feel they are being under- or misutilized and some are bitter about it. The three following comments describe the type of job many administrative personnel perform and their resulting frustration.

"I just type unless I'm on Emergency Call." (E-3, Admin Clerk, SAC)

"I screen and monitor APRs for the Squadron leave program monitor, do all secretarial functions in squadron control unit recall roster, and design unit strength monitor." (E-4, Chief Clerk, TAC)

"My job consists of preparing APRs for CBPO, preparing TDY orders for physicians and the enlisted personnel. But my job's number one duty is that of a go-fer. My training is practically nil, and my talents and intelligence are not utilized at all. I have very low morale and a negative attitude because I am completely dissatisfied with the work(?) that I do; if running errands, answering phones, and generally being a robot is called work." (E-2, Med Admin Spec, MAC)

IMPLICATIONS

The 906X0 career ladder has changed little since 1975. The previous occupational survey report pointed out the extreme heterogeneity of the career field and concluded that, "some consideration should be given to restructuring the specialty into separate ladders or into shredouts within the existing ladder." The results of the present occupational survey reinforce this recommendation.

In view of the extreme heterogeneity of the 906X0 career ladder, overall efficiency would be improved by separating the three major functional areas of administration, patient affairs, and resource management. This could be accomplished in several different ways. Accordingly, the following alternatives are presented for consideration by 906X0 career field monitors.

Alternative I: Change all 906X0 Medical Squadron Section positions to 702X0C positions, and 906X0 Administrative Clerks to 702X0B positions. The comparison of 906X0 and 702X0 tasks reveal no major difference in the kinds of tasks either perform.

The main advantage of this approach is that it would eliminate much of the heterogeneity in the ladder. This decreased heterogeneity would then enable 906X0 technical and on-the-job training to be geared toward two functional areas rather than three. This reorientation would result in more specific training and a better qualified first job airman. With better trained 906X0 personnel the supervisor would be freed from many of the training and nonsupervisory tasks he now must perform. The obvious disadvantage of this approach is that it limits flexibility in the assignment of 906X0 personnel.

Alternative II. Shred the 906X0 AFS through the 5-skill level. By breaking the ladder into administration, resource management, and patient affairs functional shreds through the 5-skill level, all first enlistment 906X0 personnel could be trained to perform a narrower, more specific, range of tasks. Personnel who reenlist could be required to attend a resident technical training course which would provide a comprehensive familiarization with the entire range of 906X0 jobs prior to the award of the 7-level.

As with alternative I, the main advantage of this approach is that it cuts down the heterogeneity of the 906X0 career field. The advantages of decreased heterogeneity are 1) improved, more specific training, 2) increased utilization of first enlistment personnel, and 3) increased capacity for supervisors to perform management or supervisory functions.

This approach presents the same disadvantages as alternative I in that it limits flexibility in the assignment of 906X0 personnel. However, under this alternative the surgeon general would retain control of the medical administrative functional area. Another possible disadvantage would be the impact of limiting the range of jobs available to the first-term 906X0 airman. Specifically, 906X0 personnel who are locked in to the administrative shred for a four year period could be expected to become more dissatisfied with their jobs than personnel assigned to the resource management or patient affairs shreds.

There are obvious advantages and disadvantages to either alternative. However, the advantages of eliminating some of the existing career ladder heterogeneity in terms of training, personnel utilization, and supervision far outweigh any of the disadvantages which may arise.

APPENDIX A

Job Type Descriptions

Listed below are brief descriptions of the job types identified within the clusters described in the career ladder structure analysis. Generally, the job types within a given cluster are fairly similar; however, there are differences in the kinds of tasks performed and the amount of time spent on various tasks. Most of these differences are due to experience, size of facility, or manning contingencies. For additional information, the tables in Appendix A list various duty, background, and job satisfaction data for all of the job types identified. (For explanations of the clusters and independent job types, see the CAREER LADDER STRUCTURE section of this report.)

Medical Squadron Section Personnel Cluster

Two job types were identified in this cluster: First Sergeant Manager and Medical Squadron Section Clerk. Brief descriptions of each job type are presented below. For more information, reference Table A1 and A2 in Appendix A and Tables I through VII in Appendix B.

1a. First Sergeant Manager (GRP276). The majority of these personnel perform the same types of functions as line first sergeants. Most are assigned to larger installations or have the assistance of experienced chief clerks which frees them from performing many routine administrative tasks. The majority indicate they direct the operation of medical squadron orderly rooms and supervise 5- and/or 7-skill level medical administrative personnel.

b. Medical Squadron Section Clerk (GRP242). This job type was the largest in the medical squadron section cluster, accounting for 86 percent of all personnel. The majority of their time was devoted to the same kinds of tasks performed by headquarters squadron section or orderly room personnel. Four different subjob types reveal some interesting differences in the kinds of tasks incumbents indicate they performed.

(1). Medical Squadron Section Chief Clerk (GRP1285). The majority of the chief clerks are more experienced personnel with more time in service, in the career ladder, and in their present job. Consequently, they perform a higher average number of tasks than any other group in the cluster. They direct and run the orderly room for the first sergeant.

(2). First Enlistment Medical Squadron Section Clerk (GRP1236). Like the MSS Chief Clerks, First Enlistment MSS Clerks perform a high average number of tasks and both groups perform many nonsupervisory tasks in common. In addition, the majority, 61 percent, indicate they function as chief clerks. However, this group differs from the MSS Chief Clerks in that the majority are in their first enlistment. Therefore, a smaller percentage of this subjob type perform the higher level directing and implementing types of tasks, such as directing the preparation of reports, studies, or general correspondence. Phone conversations with members of this group revealed a civilian, the first sergeant, or the medical squadron section commander usually performed those directing and implementing tasks which would normally be performed by a more experienced chief clerk.

(3). Medical Squadron Section Limited Duty Clerk (GRP681). These personnel function primarily as typists; however, they do perform routine administrative functions, such as prepare Air Force Forms 219, 714, and 220. They perform these kinds of functions because they lack experience in comparison to the other medical squadron section job types. As a group, they show the highest percentage of personnel in their first enlistment and the lowest average TAFMS and months in the career ladder. Despite this lack of experience, 43 percent indicate they perform the job of chief clerk.

(4). Medical Squadron Section Intermediate Clerk (GRP270). Although 54 percent of this group indicate they function as chief clerks, these personnel are generally disciplinary action specialists in larger medical squadron sections. The majority of their time is devoted to disciplinary actions such as the preparation of Article 15s, initial notification of discharge, and summaries of disciplinary action taken. Otherwise, they perform few tasks in common with any of the other groups in this cluster.

Administrative Clerk Cluster

This cluster contains four job types: Clerk Typist, Junior Administrative Office Clerk, Senior Administrative Office Clerk, and Section Administrative Clerk. For more information reference Tables A3 and A4 in Appendix A and Tables VIII through XII in Appendix B.

IIa. Clerk Typist (GRP232). The clerk typists spend 37 percent of their total job time typing forms, reports, drafts, final correspondence, and dictated correspondence. They perform few other tasks in common, averaging only 17 tasks in all. The majority are in their first enlistment with an average of one year on the job.

b. Junior Administrative Office Clerk (GRP639). Like the clerk typist, the majority of the personnel in this group are in their first enlistment with an average of about one year on the job. However, they differ in that they devote more of their time to ordering and maintaining forms, publications, supplies, office materials, etc. In addition, although most of these personnel perform many typing functions, they do not spend a considerable amount of their time typing. The majority indicate they are assigned to the administration and support office. About one-third indicate they are assigned to the hospital postal unit and another third indicate they are Forms and Publications Clerks. Few are assigned to medical facilities larger than a USAF Hospital.

c. Senior Administrative Office Clerk (GRP590). This group is very similar to the Junior Administrative Office Clerk. However, Senior Administrative Office Clerks devote more time to supervisory tasks. Consequently they perform more tasks on the average than their junior counterparts. Most appear to supervise a wide range of functions including publication libraries, mail distribution systems, and general administration office functions. Like the junior administrative office clerks, the majority of the members of this group indicate they are assigned to clinics or hospitals.

d. Section Administrative Clerk (GRP478). Individuals within this group perform a variety of jobs including receptionist, appointment clerk, medical clerk typist and administrative clerk. The functions they perform indicate they are generally responsible for the administration of clinics or subsections within large hospitals. Few indicate they are assigned to clinics. However, 32 percent indicate they are assigned at medical centers.

Resource Management/Medical Service Account Personnel Cluster

Five job types were identified within this cluster: Assistant Resource Management NCOIC, Resource Management NCOIC, MSA Subsistence Account Controller, MSA Clerk, and MSA Clerk Typist. For additional information reference Tables A5 and A6 in Appendix A and Tables XV through XX in Appendix B.

Va. Assistant Resource Management NCOIC (GRP353). Although the majority of these personnel, 58 percent, indicate they function as resource management NCOICs, most do not function as supervisors. Evidence of this is the fact that only 33 percent indicate they supervise 5-skill level personnel. Furthermore, members of the group devote little time to supervisory related tasks. Most indicate they perform service account related functions, such as preparing AF Forms 201, 202, 1127, and following-up on unpaid bills. They also perform some manning related functions, such as assigning position numbers to assigned personnel and maintaining unit document listings.

b. Resource Management NCOIC (GRP411). Consisting primarily of more experienced 7-skill level or higher personnel, these individuals are obviously supervisors. However, they also perform all of the medical service account and manning functions performed by Assistant Resource Management NCOICs. They also devote considerable time to evaluating budget requirements and drafting budgets. In short, they perform the whole range of resource management tasks. Consequently, they perform a higher average number of tasks than any other job group identified. Conversations with some of the members of this group indicate many function as both NCOIC and assistant administrator for resource management.

c. Medical Service Account (MSA) Subsistence Account Controller (GRP460). These personnel perform many of the routine MSA functions including such tasks as prepare AF Forms 1127 and 1131, collect patient valuables, and follow-up unpaid bills. However, they specialize in accounting for the purchase and use of subsistence items. This entails such things as computing the rations served, monitoring warehouse purchases and issues, and maintaining stock records of all subsistence items purchased, stored, and consumed by the organization. Most are junior personnel in their first enlistment.

d. MSA Clerk (GRP414). These personnel function primarily as bill collectors. The majority are junior 5-skill level airmen assigned to clinics or smaller hospitals with 41 percent assigned overseas.

e. MSA Clerk Typist (GRP246). Although this group shows a relatively high average TAFMS, 43 percent indicate they are 3-skill level personnel. The majority of their total time is devoted to typing or administrative related functions.

Admission and Disposition (A&D) Personnel Cluster

The three job types identified within this cluster are listed below. For more information reference Tables A7 and A8 in Appendix A and Tables XXI through XXIV in Appendix B.

Vla. Clinic Admission and Disposition Clerk (GRP231). Two-thirds of the personnel functioning as Clinic Admission and Disposition Clerks indicate they are assigned to a USAF Clinic. Because the majority of these personnel are assigned to smaller clinics they perform a wide range of tasks. Due to the smaller facility size, they devote more time to providing information to hospital sections and other base agencies through such forms as the physical profile serial report form (AF Form 422) and the roster of persons seriously ill or very seriously ill (AF Form 1403). They also devote more time to Personnel Reliability Program (PRP) functions, such as reviewing personnel reliability program rosters.

b. Admission and Disposition Clerk (GRP535). This group consists of primarily of first enlistment personnel. Unlike Clinic A&D Clerks, they specialize in a narrow range of admission and disposition tasks (reference Table XXIII). The majority, 98 percent, indicate they are assigned to a hospital or larger medical facility.

c. Senior Admission and Disposition Clerk (GRP505). Like the A&D Clerks, the majority (98 percent) of the senior A&D Clerks indicate they are assigned to hospitals or larger Air Force Medical Facilities. Senior A&D Clerks perform the same functions as A&D Clerks plus some additional higher level tasks. Consequently, they devote less of their total job time to typical A&D clerk functions. For example, a higher percentage of Senior A&D Clerk personnel indicate they perform such tasks as determine admission eligibility, direct the operation of A&D facilities, research or extract information from medical records, and prepare death certificates.

Clinical Records Personnel Cluster

This cluster consists of three job types: Hospital Clinical Records Clerk, Clinical Records NCOIC, and Junior Clinical Records Clerk. For additional information reference Tables A7 and A8 in Appendix A and Tables XXV through XXVIII in Appendix B.

VIIa. Hospital Clinical Records Clerk (GRP315). The majority of the personnel in this group are 5-skill level personnel in their first enlistment. They devote the major portion of their time to assembling, filing, and making various annotations in clinical records. Most, 86 percent, indicate they are assigned to USAF Hospitals.

b. Clinical Records NCOIC (GRP277). Like the Hospital Clinical Records Clerks, the Clinical Records NCOICs devote considerable time to assembling, filing, and making annotations in clinical records. However, since they are responsible for the operation of clinical records activities, they also perform many supervisory functions. Two-thirds indicate they are assigned to USAF hospitals.

c. Junior Clinical Records Clerk (GRP348). Unlike the other job types within the Clinical Records Personnel Cluster, the majority of the personnel in this group (80 percent) indicate they are assigned to USAF regional hospitals or medical centers. They perform a very narrow, specialized job which involves filing information in clinical records and maintaining index files.

Air Evacuation Specialist Cluster

The two distinct jobs which combine to form this cluster, Hospital Air Evacuation Coordinator and Air Evacuation Controller, are described below. For additional information reference Tables A9 and A10 in Appendix A and Tables XXX through XXXII in Appendix B.

IXa. Hospital Air Evacuation Coordinator (GRP321). These personnel make all the arrangements for the transfer of patients to or from the hospital or air evacuation aircraft. They are usually specialists working out of the registrar's office in hospitals with 10-50 beds.

b. Air Evacuation Controller (GRP207). These personnel differ from the Hospital Air Evacuation Coordinators in that they are primarily responsible for scheduling air evacuation aircraft. This involves considerable coordination with the Scott AFB Operations Center and local hospital Air Evacuation Coordinators. Most are assigned to MAC and do not work within a hospital setting.

Outpatient Records Personnel Cluster

This cluster is the largest job type identified in the study. A large job type, Outpatient Records Clerk, and three smaller job types, Outpatient Records NCOIC, Outpatient Records Desk Clerk, and Personnel Reliability Program (PRP) Monitor were identified within the main cluster. For additional information reference Tables A9 and A10 in Appendix A and Tables XXXIII through XXXVII in Appendix B.

Xa. Outpatient Records Clerk (GRP225). These personnel devote the majority of their time to routine outpatient record related tasks. Referencing Tables XXXIII and XXXIV, notice that there is little difference in the kinds of tasks performed by either job group. The majority of these personnel hold either the 3- or 5-skill level and are in their first enlistment. It is particularly interesting to note the absence of typing tasks in this job type, especially in view of the fact the group is composed primarily of personnel right out of the 3ABR90630 course where typing is stressed.

b. Outpatient Records NCOIC (GRP328). The Outpatient Records NCOIC supervises the activities of the Outpatient Records Clerk. However, in addition to their supervisory functions, they perform the same kinds of tasks Outpatient Records Clerks perform. Consequently, they function more as worker-supervisors than as pure supervisors.

c. Outpatient Records Desk Clerk (GRP398). These personnel function primarily as desk clerks. They devote over half their total job time to verifying the identification of patients and preparing outpatient records for transfer by hand-carrying or use by physicians or clinics. With an average of only 18 months in the career ladder, they are primarily 3-skill level personnel in the process or learning the Outpatient Records Clerk job.

d. PRP Monitor (GRP259). These personnel are responsible for monitoring the records of all personnel covered by the Personnel Reliability Program. Table XXXVII lists the tasks performed by the majority of the personnel in this group. Most of these individuals are assigned to hospitals or regional hospitals within the Strategic Air Command.

Appointment Clerk Cluster

Two job types were identified within this cluster: Junior Appointment Clerk, and Administrative/Appointment Clerk. For more information reference Tables A11 and A12 in Appendix A and Tables XXXVIII through XL in Appendix B.

XIa. Junior Appointment Clerk (GRP418). With an average TAFMS of 28 months and 93 percent indicating they are in their first enlistment, this group is clearly composed of junior personnel. Junior Appointment Clerks devote over half their total relative job time to four appointment related functions: preparing appointment sheets, scheduling appointments, maintaining appointment logs, and answering phones. Most, 82 percent, indicate they have completed the 3ABR90630 Medical Administrative Specialist course. In addition, the majority indicate they are assigned to either clinics (33 percent) or hospitals (44 percent).

b. Administrative/Appointment Clerk (GRP151). Unlike the Junior Appointment Clerks, the majority of Administrative/Appointment Clerks are assigned to medical centers (55 percent). However, almost a fourth (23 percent) indicate they are assigned at clinics. This job group also differs from the Junior Appointment Clerk group in the kinds of tasks performed. The Administrative/Appointment Clerks devote less of their relative total job time scheduling appointments. They also performed a wider range of tasks many of which were administrative in nature. Interestingly, over 36 percent indicate they are assigned to the Air Force Systems Command. The majority (54 percent) indicate they are functioning as Administrative Clerks or Receptionists in outpatient clinics.

Medical Administrative Supervisor Cluster

Seven job types combine to form this, the largest of 906X0 clusters identified by the CODAP process. These are Medical Squadron Section/Administration Office (MSS/ADMIN OFC) Supervisor, Hospital Patient Affairs Supervisor, Subfunction Manager, Headquarters Staff Personnel, Hospital Section Manager, Unit Training NCO, and Plant Manager. For more information reference Tables A13 through A18 in Appendix A and Tables XLV through LIX in Appendix B.

XVIa. MSS/ADMIN OFC Supervisor (GRP267). The members of this subcluster are responsible for the supervision of the hospital administration office and/or the Medical Squadron section. The majority are 7- or 9-skill level personnel and most are assigned at a clinic (28 percent), hospital (43 percent), or regional hospital (10 percent). With the exception of the two job types consisting primarily of headquarters personnel they show the highest average grade of the job types and subjob types identified.

(1) Clinic First Sergeant/Administration Chief (GRP989). The majority of the personnel in this subjob type indicate they perform as first sergeants (55 percent) or sergeant majors (45 percent). However, most are assigned to USAF clinics (61 percent) and appear to perform the functions of both sergeant major and first sergeant. Due to their dual responsibilities, they perform a higher average number of tasks than any of the groups identified within the medical administrative supervisor subcluster. Interestingly, most indicate they are assigned to USAFE (32 percent) or SAC (24 percent). Table XLVII lists tasks performed in common by the members of this group.

(2) Expanded Duty First Sergeant (GRP1024). This group performs many of the same kinds of tasks which the First Sergeant Managers (GRP276) perform plus many of the tasks usually performed by the Medical Squadron Section Chief Clerk. They differ from the First Sergeant Manager in that they perform a higher average number of tasks (80 versus 47), average less time in the field (153 versus 196) and show a lower average TAFMS (218 versus 227). Additionally, a lower percentage of the Expanded Duty First Sergeants indicate they are assigned to SAC (19 percent versus 41 percent) and a slightly lower percentage indicate they are assigned to USAF hospitals (50 percent versus 71 percent). Telephone field contacts with members of both groups revealed the differences were due in large part to manning contingencies. These conversations further verified that the majority of the First Sergeant Managers had experienced military or civilian personnel assigned to their medical squadron sections while most Expanded Duty First Sergeants did not. Consequently, the Expanded Duty First Sergeant performed many of the tasks usually performed by an experienced Medical Squadron Section Chief Clerk.

(3) Senior Administrative Personnel (GRP543). The members of this group are responsible for the operation of the hospital administrative office. The majority indicate they function as Sergeant Major/NCOIC of Medical Administration Services (60 percent) or that they work in the administration and support office (53 percent). Only 11 percent indicate they work in the medical squadron section. Overall, they are a very diverse group in terms of skill level with a higher percentage of 9-skill level and CEM Code personnel than any of the other groups identified within the Medical Administrative Supervisor subcluster. Although 27 percent indicate they have cross trained from another AFSC, the group average 162 months in the career ladder. Telephone conversations with individuals in the field revealed many of the more Junior NCOs within this group were functioning as Hospital Administration NCOICs or Chiefs of Administration during their supervisor's absence due to rotation, TDY, or some other reason.

(4) Administrative Services NCOIC (GRP388). The members of this subjob type perform fewer and less difficult tasks in comparison to other groups within the MSS/ADMIN Office Administrative Supervisor job type. Most are 5- or 7-skill level E-5s with an average of about 13 months in their current job. They appear to be primarily responsible for the operation of the mail distribution system, and/or medical or reference libraries. They are most often assigned at hospitals (59 percent) or clinics (18 percent).

b. Hospital Patient Affairs Supervisor (GRP393). The personnel who comprise this group are responsible for the operation of registrar facilities. In this capacity they perform a large number of administrative and supervisory functions. Table LI lists some of the most common tasks performed by members of the group. The majority hold the 7-skill level and are assigned at hospitals (52 percent) or clinics (24 percent). The three different subjob types of registrar personnel which combine to form this subcluster are described below.

(1) Registrar/Patient Affairs Superintendent (GRP676). The members of this group devote the majority of their time to the management and supervision of registrar/patient affairs functions. One reason they were able to perform more management and supervision functions was because they had experienced personnel to assist them. Ninety percent indicate they supervise civilians and 74 percent indicate they supervise 7-skill level individuals. The majority are assigned to hospitals or larger facilities. Interestingly, a fourth (24 percent) indicate they are assigned to MAC Hospitals.

(2) Registrar/Patient Affairs Worker-Supervisor (GRP767). The worker-supervisor differs from the superintendent primarily in that he lacks experienced personnel. In comparison to the superintendent group only 71 percent of the worker-supervisor supervised civilians and only 61 percent supervised 90670 personnel. Phone conversations with many of the personnel in this group indicated manning shortages, size of facility, or frequent personnel changes resulted in a lack of experienced personnel to assist in the operation of the registrar function. When this happened the worker supervisor had to perform many technical registrar functions in addition to their supervisory functions. Examples of the kinds of technical tasks frequently performed by this group include the preparation of the various AF Forms 235, performing medical board functions, performing clinical records and A&D functions, monitoring outpatient records and the PRP program, and performing air evacuation functions. Due to the wide range of tasks involved, they perform an average of almost twice as many tasks as the superintendents. Most are assigned to hospitals (61 percent) or clinics (29 percent).

(3) Registrar NCOIC (GRP454). Like the Registrar/ Patient Affairs Worker Supervisors, the Registrar NCOIC performs a wide range of technical registrar functions. They perform some supervisory functions but do not devote as much time to these types of tasks as either or the other two subgroups. Most are assigned to either USAFE (32 percent) or SAC (23 percent) hospitals. Although 77 percent indicate they hold the 7-skill level, they are clearly junior to the personnel in the other two subgroups. Most are assigned to clinics (46 percent) or hospitals (46 percent).

c. Subfunction Manager (GRP312). The members of this group perform unique kinds of jobs ranging from NCOIC Manifesting Section, NCOIC Endocrinology, NCOIC Health Care Education Division, NCOIC Physical Therapy, and NCOIC Anesthesiology; to NCOIC of the Clinic Administration Office, first sergeant, NCOIC Patient Administration Center, and Dispensary Registrar. They share few nonsupervisory tasks in common. The majority indicate they are assigned to MAC (26 percent) or AFSC (26 percent). Interestingly, almost half (44 percent) indicated they were retrained from another AFSC.

d. Headquarters Staff Personnel (GRP285). Like the previous group, the Headquarters Staff Personnel group perform many different kinds of jobs. Included within this group are MAJCOM and Headquarters Air Force personnel from HQ MAC/SGAJ, HQ AFSC/SG, HQ ATC, USAFSAM, HQ ADCOM/SURG, HQ USAF/SCH, HQ ALS/SG, HQ TAC/SG, HQ PACAF/SG, HQ AAC, HQ ARPC/SG, and HQ SAMP/SG. Generally, the group performs many administrative functions in common. Chief among these is directing the preparation of reports, studies, or general correspondence.

e. Hospital Section Manager (GRP337). These personnel have experienced 7- and/or 8-skill level personnel to assist them. Consequently, they devote the majority of their time to supervisory or management functions. They perform a variety of different supervisory jobs but 50 percent indicate they are assigned to the MAC hospital's office. Half of the group indicate they are assigned to the MAC hospital. Another third indicate they are assigned to the MAC hospital. The majority of these personnel indicated they were assigned to the MAC hospital (44 percent) or regional hospitals (20 percent). The one individual who was assigned at a clinic indicated he had an experienced first sergeant and that he performed his job as first sergeant in the past and had previously worked at a large hospital.

f. Unit Training Officer (GRP453). The unit training NCO is responsible for managing the Unit Training Officer program. The majority are assigned to the MAC hospital (44 percent) or MAC hospital. Due to the specificity of their duties, they perform a narrow range of tasks and do not perform many other tasks. However, they also perform some other medical section tasks such as Administering Aerobics Testing and Weight Training programs.

g. Plant Manager (GRP 0). The Plant Manager is primarily responsible for providing work orders or requests, monitoring them, and inspecting completed work. They are responsible to all fire hazard discrepancies. They are responsible for coordination with hospital personnel, Civil Engineering, and other medical service contractors, and other medical personnel. They are 7-skill level personnel in the grade of sergeant (44 percent) at a hospital (44 percent) or clinic (26 percent). Interestingly, only 1 percent indicate they have completed the 3AZR90670-5 Hospital Plant Management Course.

TABLE A1

BACKGROUND INFORMATION FOR JOB GROUPS WITHIN THE MEDICAL SQUADRON SECTION (MSS) PERSONNEL CLUSTER

	MSS PERS (GRP142)	FIRST SGT MANAGER (GRP276)	MSS CLERK (GRP242)	MSS CHIEF CLERK (GRP1285)	FIRST ENLIST MSS CLERK (GRP1236)	MSS LTD DUTY CLERK (GRP681)	MSS INTERMEDIATE CLERK (GRP270)
NUMBER IN GROUP	140	17	120	25	18	30	13
AVERAGE NUMBER OF TASKS PERFORMED	48	47	49	71	53	34	27
AVERAGE PAY GRADE	4.4	6.8	4.0	4.3	3.8	3.6	3.7

DAFSC PERCENTAGE BREAKDOWN

90630	12%	0%	14%	8%	11%	30%	15%
90650	64%	12%	73%	80%	72%	63%	77%
90670	19%	59%	12%	12%	17%	7%	8%
90690	4%	29%	0%	0%	0%	0%	0%
OTHER	1%	0%	1%	0%	0%	0%	0%

PERCENT WHO SUPERVISE OTHERS
 AVERAGE MONTHS IN PRESENT JOB
 AVERAGE MONTHS IN THE CAREER LADDER
 AVERAGE MONTHS TAFMS
 PERCENT IN FIRST ENLISTMENT
 PERCENT LOCATED OVERSEAS

32%	82%	22%	28%	11%	10%	15%
13	15	13	16	13	11	8
71	196	51	60	45	27	36
84	232	60	74	47	43	46
51%	6%	58%	36%	72%	83%	77%
22%	29%	21%	24%	22%	20%	8%

TABLE A2

PERCENTAGE OF PERSONNEL WHO RESPONDED TO THE FOLLOWING QUESTIONS BY JOB TYPE WITHIN THE 100th AIRBORNE AIRBORNE SQUADRON (MSS) PERSONNEL CLUSTER (PERCENTAGE OF PERSONNEL RESPONDING)

	MSS PERS CLUSTER (GRP1270)	FIRST SGT MANAGER (GRP276)	S PERK (GRP242)	MSS CHIEF CLERK (GRP1285)	FIRST ENLIST MSS CLERK (GRP1236)	MSS LTD DUTY CLERK (GRP681)	MSS INTERMEDIATE CLERK (GRP270)
I FIND MY JOB:							
DULL	13	12	13	16	6	17	15
SO-SO	12	6	12	8	22	7	8
INTERESTING	75	82	75	76	72	76	77
MY JOB UTILIZES MY TRAINING:							
NOT AT ALL TO VERY LITTLE	14	18	18	20	6	17	31
FAIRLY WELL TO PERFECTLY	81	82	82	80	94	83	69
MY JOB UTILIZES MY TRAINING:							
NOT AT ALL TO VERY LITTLE	27	35	25	32	17	27	39
FAIRLY WELL TO PERFECTLY	72	65	74	68	83	73	61
NO RESPONSE	1	0	1	0	0	0	0
I PLAN TO REENLIST:							
NO OR PROBABLY NO	40	35	40	44	45	40	46
YES OR PROBABLY YES	56	65	57	48	50	60	54
NO RESPONSE	4	0	3	8	5	0	0

TABLE A3
BACKGROUND INFORMATION FOR JOB GROUPS WITHIN THE
ADMINISTRATIVE CLERK CLUSTER

	ADMIN CLERK CLUSTER (GRP185)	CLERK TYPIST (GRP232)	JR ADMIN OFFICE CLERK (GRP639)	SR ADMIN OFFICE CLERK (GRP590)	SECTION ADMIN CLERK (GRP478)
NUMBER IN GROUP	221	65	47	48	22
AVERAGE NUMBER OF TASKS PERFORMED	29	17	28	49	31
AVERAGE PAY GRADE	3.7	3.5	3.4	4.3	3.9

DAFSC PERCENTAGE BREAKDOWN

90610	1%	0%	4%	0%	0%
90630	17%	22%	17%	6%	18%
90650	73%	72%	79%	73%	73%
90670	9%	6%	0%	19%	9%
90690	0%	0%	0%	2%	0%

PERCENT WHO SUPERVISE OTHERS	9%	6%	0%	15%	18%
AVERAGE MONTHS IN PRESENT JOB	13	12	11	15	14
AVERAGE MONTHS IN THE CAREER LADDER	46	36	32	69	51
AVERAGE MONTHS TAFMS	55	44	34	75	61
PERCENT IN FIRST ENLISTMENT	67%	80%	81%	48%	64%
PERCENT LOCATED OVERSEAS	15%	6%	28%	23%	9%

TABLE A4

JOB INTEREST AND RELATED DATA BY JOB TYPES WITHIN
THE ADMINISTRATIVE CLERK CLUSTER
(PERCENT MEMBERS RESPONDING)

	ADMIN CLERK CLUSTER (GRP185)	CLERK TYPIST (GRP232)	JR ADMIN OFFICE CLERK (GRP639)	SR ADMIN OFFICE CLERK (GRP590)	SECTION ADMIN CLERK (GRP478)
<u>I FIND MY JOB:</u>					
DULL	17	17	13	25	18
SO-SO	20	14	28	17	23
INTERESTING	61	66	57	56	59
NO RESPONSE	2	3	2	2	0
<u>MY JOB UTILIZES MY TALENTS:</u>					
NOT AT ALL TO VERY LITTLE	34	31	38	29	46
FAIRLY WELL TO PERFECTLY	65	68	62	69	50
NO RESPONSE	1	1	0	2	4
<u>MY JOB UTILIZES MY TRAINING:</u>					
NOT AT ALL TO VERY LITTLE	32	35	32	29	36
FAIRLY WELL TO PERFECTLY	67	62	68	71	64
NO RESPONSE	1	3	0	0	0
<u>I PLAN TO REENLIST:</u>					
NO OR PROBABLY NO	45	52	45	29	50
YES OR PROBABLY YES	54	46	53	71	50
NO RESPONSE	1	2	2	0	0

TABLE A5

**BACKGROUND INFORMATION FOR JOB GROUPS WITHIN THE RESOURCE MANAGEMENT/
MEDICAL SERVICE ACCOUNT PERSONNEL CLUSTER**

	<u>RM MSA CLUSTER (GRP101)</u>	<u>ASST RES MGMT NCOIC (GRP353)</u>	<u>RES MGMT NCOIC (GRP411)</u>	<u>MSA SUBSISTENCE ACCT CONTROLLER (GRP460)</u>	<u>MSA CLERK (GRP414)</u>	<u>MSA CLERK TYPIST (GRP246)</u>
NUMBER IN GROUP	168	43	51	27	17	14
AVERAGE NUMBER OF TASKS PERFORMED	63	59	101	34	30	33
AVERAGE PAY GRADE	4.6	4.7	6.0	3.2	3.8	3.9
DAFSC PERCENTAGE BREAKDOWN						
90630	17%	9%	4%	37%	18%	43%
90650	48%	61%	19%	63%	76%	36%
90670	32%	30%	67%	0%	6%	21%
90690	2%	0%	8%	0%	0%	0%
90600	1%	0%	2%	0%	0%	0%
PERCENT WHO SUPERVISE OTHERS	40%	40%	88%	0%	0%	14%
AVERAGE MONTHS IN PRESENT JOB	15	13	20	11	9	11
AVERAGE MONTHS IN THE CAREER LADDER	79	77	136	28	44	41
AVERAGE MONTHS TAFMS	98	92	164	30	52	78
PERCENT IN FIRST ENLISTMENT	36%	37%	2%	82%	53%	50%
PERCENT LOCATED OVERSEAS	31%	42%	37%	7%	41%	7%

TABLE A6

JOB INTEREST AND RELATED DATA BY JOB TYPES WITHIN THE RESOURCE
MANAGEMENT/MEDICAL SERVICE ACCOUNT (MSA) CLUSTER
(PERCENT MEMBERS RESPONDING)

	RM MSA PERSONNEL CLUSTER (GRP101)	ASST RES MGMT NCOIC (GRP353)	RES MGMT NCOIC (GRP411)	MSA SUBSISTENCE ACCT CONTROLLER (GRP460)	MSA CLERK (GRP414)	MSA CLERK TYPIST (GRP246)
<u>I FIND MY JOB:</u>						
DULL	5	5	0	15	6	7
SO-SO	13	9	8	7	23	21
INTERESTING	82	86	92	78	71	64
NO RESPONSE	0	0	0	0	0	8
<u>MY JOB UTILIZES MY TALENTS:</u>						
NOT AT ALL TO VERY LITTLE	13	14	2	19	24	21
FAIRLY WELL TO PERFECTLY	87	86	98	81	76	79
<u>MY JOB UTILIZES MY TRAINING:</u>						
NOT AT ALL TO VERY LITTLE	18	12	14	33	12	21
FAIRLY WELL TO PERFECTLY	82	88	84	67	88	79
NO RESPONSE	0	0	2	0	0	0
<u>I PLAN TO REENLIST:</u>						
NO OR PROBABLY NO	35	30	24	59	41	57
YES OR PROBABLY YES	64	70	75	41	59	36
NO RESPONSE	1	0	1	0	0	7

TABLE A7

BACKGROUND INFORMATION FOR JOB GROUPS WITHIN THE ADMISSION AND
DISPOSITION AND CLINICAL RECORDS CLUSTERS

	PERS A&D CLUSTER (GRP177)	CLINIC A&D CLERK (GRP231)	A&D CLERK (GRP535)	SENIOR A&D CLERK (GRP505)	CLINICAL RECORDS PERS CLUSTER (GRP078)	HOSP CLINICAL RECORDS CLERK (GRP315)	CLINICAL RECORDS NCOIC (GRP277)	JUNIOR CLINICAL RECORDS CLERK (GRP348)
NUMBER IN GROUP	193	43	88	56	84	44	12	10
AVERAGE NUMBER OF TASKS PERFORMED	42	60	26	55	28	28	57	7
AVERAGE PAY GRADE	3.5	3.6	3.3	3.8	3.7	3.7	4.4	3.3

DAFSC PERCENTAGE BREAKDOWN

90610	2%	0%	2%	2%	4%	2%	8%	0%
90630	19%	16%	26%	11%	21%	21%	0%	40%
90650	75%	79%	72%	80%	61%	61%	59%	60%
90670	4%	5%	0%	7%	13%	14%	33%	0%
OTHER	0%	0%	0%	0%	1%	2%	0%	0%

PERCENT WHO SUPERVISE OTHERS
AVERAGE MONTHS IN PRESENT JOB
AVERAGE MONTHS IN THE CAREER LADDER
AVERAGE MONTHS TAFMS
PERCENT IN FIRST ENLISTMENT
PERCENT LOCATED OVERSEAS

PERCENT WHO SUPERVISE OTHERS	14%	9%	5%	30%	24%	23%	75%	0%
AVERAGE MONTHS IN PRESENT JOB	12	14	9	15	11	11	16	11
AVERAGE MONTHS IN THE CAREER LADDER	38	36	29	51	42	46	60	25
AVERAGE MONTHS TAFMS	45	45	34	61	53	52	100	27
PERCENT IN FIRST ENLISTMENT	72%	74%	85%	54%	64%	66%	25%	90%
PERCENT LOCATED OVERSEAS	23%	35%	25%	11%	20%	18%	42%	10%

TABLE A8
JOB INTEREST AND RELATED DATA BY JOB TYPES WITHIN THE ADMISSION
AND DISPOSITION (A&D) AND CLINICAL RECORDS CLUSTERS
(PERCENT MEMBERS RESPONDING)

	A&D PERS CLUSTER (GRP177)	CLINIC A&D CLERK (GRP231)	A&D CLERK (GRP535)	SENIOR A&D CLERK (GRP505)	CLINICAL RECORDS PERS CLUSTER (GRP078)	HOSPITAL CLINICAL RECORDS CLERK (GRP315)	CLINICAL RECORDS NCOIC (GRP277)	JUNIOR CLINICAL RECORDS CLERK (GRP348)
I FIND MY JOB:								
DULL	12	12	14	11	10	4	0	20
SO-SO	24	19	36	11	19	14	17	30
INTERESTING	62	67	48	77	71	82	83	50
NO RESPONSE	2	2	2	1	0	0	0	0
MY JOB UTILIZES MY TALENTS:								
NOT AT ALL TO VERY LITTLE	22	19	25	21	29	18	25	60
FAIRLY WELL TO PERFECTLY	77	79	75	79	71	82	75	40
NO RESPONSE	1	2	0	0	0	0	0	0
MY JOB UTILIZES MY TRAINING:								
NOT AT ALL TO VERY LITTLE	18	19	19	14	14	5	0	50
FAIRLY WELL TO PERFECTLY	81	77	81	84	85	95	100	50
NO RESPONSE	1	4	0	2	1	0	0	0
I PLAN TO REENLIST:								
NO OR PROBABLY NO	46	42	54	38	46	50	25	40
YES OR PROBABLY YES	51	56	45	57	50	50	67	50
NO RESPONSE	3	2	1	5	4	0	8	10

TABLE A9

BACKGROUND INFORMATION FOR JOB GROUPS WITHIN THE AIR EVACUATION SPECIALIST AND OUTPATIENT
RECORDS PERSONNEL CLUSTER

	AIR EVAC SPEC CLUSTER (GRP094)	HOSP AIR EVAC COORDR (GRP321)	AIR EVAC CONTROLLER (GRP207)	OUTPATIENT RECORDS PERS CLUSTER (GRP091)	OUTPATIENT RECORDS CLERK (GRP225)	OUTPATIENT RECORDS NCOIC (GRP328)	OUTPATIENT RECORDS DESK CLERK (GRP398)	PRP MONITOR (GRP259)
NUMBER IN GROUP	90	49	35	411	287	67	17	12
AVERAGE NUMBER OF TASKS PERFORMED	63	82	41	31	25	64	7	28
AVERAGE PAY GRADE	4.2	4.0	4.3	3.4	3.1	4.9	2.9	3.3

DAFSC PERCENTAGE BREAKDOWN

90610	0%	0%	0%	2%	2%	0%	6%	0%
90630	13%	16%	11%	35%	44%	2%	53%	17%
90650	71%	78%	69%	53%	50%	58%	41%	83%
90670	16%	6%	20%	9%	4%	40%	0%	0%
PERCENT WHO SUPERVISE OTHERS	26%	33%	17%	21%	8%	91%	0%	8%
AVERAGE MONTHS IN PRESENT JOB	14	12	17	11	11	12	8	8
AVERAGE MONTHS IN THE CAREER LADDER	56	44	66	36	26	79	18	30
AVERAGE MONTHS TAFMS	73	57	86	47	33	114	21	35
PERCENT IN FIRST ENLISTMENT	48%	55%	43%	72%	85%	10%	94%	83%
PERCENT LOCATED OVERSEAS	38%	31%	46%	21%	23%	16%	18%	17%

TABLE A10

JOB INTEREST AND RELATED DATA BY JOB TYPES WITHIN THE AIR EVACUATION SPECIALIST
AND OUTPATIENT RECORDS PERSONNEL CLUSTERS
(PERCENT MEMBERS RESPONDING)

	AIR EVAC SPEC CLUSTER (GRP094)	HOSP AIR EVAC COORDR (GRP321)	AIR EVAC CONTROLLER (GRP207)	OUTPATIENT RECORDS PERS CLUSTER (GRP091)	OUTPATIENT RECORDS CLERK (GRP225)	OUTPATIENT RECORDS NCOIC (GRP328)	OUTPATIENT RECORD DESK CLERK (GRP398)	PRP MONITOR (GRP259)
<u>I FIND MY JOB:</u>								
DULL	12	6	17	33	36	22	41	0
SO-SO	11	14	6	28	31	19	30	8
INTERESTING	76	78	77	37	30	57	29	92
NO RESPONSE	1	2	0	2	3	2	0	0
<u>MY JOB UTILIZES MY TALENTS:</u>								
NOT AT ALL TO VERY LITTLE	18	10	26	52	55	31	82	17
FAIRLY WELL TO PERFECTLY	82	90	74	46	41	69	18	83
NO RESPONSE	0	0	0	2	4	0	0	0
<u>MY JOB UTILIZES MY TRAINING:</u>								
NOT AT ALL TO VERY LITTLE	32	20	49	39	39	34	59	17
FAIRLY WELL TO PERFECTLY	68	80	51	58	58	66	41	83
NO RESPONSE	0	0	0	3	3	0	0	0
<u>I PLAN TO REENLIST:</u>								
NO OR PROBABLY NO	43	57	31	48	50	34	53	50
YES OR PROBABLY YES	57	43	69	48	46	63	47	42
NO RESPONSE	0	0	0	4	4	3	0	8

TABLE A11

BACKGROUND INFORMATION FOR JOB GROUPS
WITHIN THE APPOINTMENT CLERK CLUSTER

	APPOINTMENT CLERK CLUSTER (GRP085)	JUNIOR APPOINTMENT CLERK (GRP418)	ADMINISTRATIVE/ APPOINTMENT CLERK (GRP151)
NUMBER IN GROUP	54	27	22
AVERAGE NUMBER OF TASKS PERFORMED	22	11	37
AVERAGE PAY GRADE	3.3	3.1	3.5
DAFSC PERCENTAGE BREAKDOWN			
90610	2%	0%	5%
90630	31%	41%	18%
90650	65%	59%	73%
90670	2%	0%	4%
PERCENT WHO SUPERVISE OTHERS	5%	0%	9%
AVERAGE MONTHS IN PRESENT JOB	11	10	14
AVERAGE MONTHS IN THE CAREER LADDER	32	23	36
AVERAGE MONTHS TAFMS	36	28	41
PERCENT IN FIRST ENLISTMENT	80%	93%	68%
PERCENT LOCATED OVERSEAS	20%	18%	27%

TABLE A12

JOB INTEREST AND RELATED DATA FOR JOB GROUPS
 WITHIN THE APPOINTMENT CLERK CLUSTER
 (PERCENT MEMBERS RESPONDING)

	APPOINTMENT CLERK CLUSTER (GRP085)	JUNIOR APPOINTMENT CLERK (GRP418)	ADMINISTRATIVE/ APPOINTMENT CLERK (GRP151)
<u>I FIND MY JOB:</u>			
DULL	15	19	0
SO-SO	15	18	14
INTERESTING	70	63	86
<u>MY JOB UTILIZES MY TALENTS:</u>			
NOT AT ALL TO VERY LITTLE	35	44	18
FAIRLY WELL TO PERFECTLY	65	56	82
<u>MY JOB UTILIZES MY TRAINING:</u>			
NOT AT ALL TO VERY LITTLE	30	33	18
FAIRLY WELL TO PERFECTLY	69	67	77
NO RESPONSE	1	0	5
<u>I PLAN TO REENLIST:</u>			
NO OR PROBABLY NO	54	70	36
YES OR PROBABLY YES	43	26	64
NO RESPONSE	3	4	0

TABLE A13
BACKGROUND INFORMATION FOR JOB GROUPS WITHIN THE MEDICAL
ADMINISTRATIVE SUPERVISOR CLUSTER

	MED ADMINISTRATIVE SUPERVISOR CLUSTER (GRP075)	MSS/ ADMIN OFFC SUPERVISOR (GRP267)	HOSPITAL PATIENT AFFRS SUPERVISOR (GRP393)	SUB FUNCTION MANAGER (GRP312)	HQ STAFF PERSONNEL (GRP285)	HOSP SECTION MANAGER (GRP337)	UNIT TRAINING NCO (GRP483)	PLANT MANAGER (GRP230)
NUMBER IN GROUP	521	214	127	27	24	10	25	42
AVERAGE NUMBER OF TASKS PERFORMED	97	95	104	58	63	43	48	77
AVERAGE PAY GRADE	6.2	6.7	6.2	5.4	7.3	7.4	4.9	5.6
DAFSC PERCENTAGE BREAKDOWN								
90630	1%	1%	0%	0%	0%	0%	4%	2%
90650	23%	19%	10%	37%	4%	0%	76%	38%
90670	48%	35%	76%	63%	29%	40%	16%	55%
90690	19%	29%	12%	0%	46%	30%	4%	5%
90600	9%	15%	2%	0%	21%	30%	0%	0%
OTHER	0%	1%	0%	0%	0%	0%	0%	0%
PERCENT WHO SUPERVISE OTHERS								
PERCENT WHO SUPERVISE OTHERS	77%	90%	93%	100%	42%	90%	16%	31%
AVERAGE MONTHS IN PRESENT JOB								
AVERAGE MONTHS IN PRESENT JOB	18	21	17	14	23	13	9	14
AVERAGE MONTHS IN THE CAREER LADDER								
AVERAGE MONTHS IN THE CAREER LADDER	143	158	151	87	196	198	176	123
AVERAGE MONTHS TAFMS								
AVERAGE MONTHS TAFMS	179	198	184	141	226	209	120	154
PERCENT IN FIRST ENLISTMENT								
PERCENT IN FIRST ENLISTMENT	6%	5%	2%	4%	0%	10%	20%	7%
PERCENT LOCATED OVERSEAS								
PERCENT LOCATED OVERSEAS	26%	29%	28%	15%	21%	20%	12%	29%

TABLE A14

JOB INTEREST AND RELATED DATA FOR JOB GROUPS
WITHIN THE MEDICAL ADMINISTRATIVE SUPERVISOR CLUSTER
(PERCENT MEMBERS RESPONDING)

	MEDICAL ADMINISTRATIVE SUPERVISOR CLUSTER (GRP075)	MSS/ADMIN OFFICE SUPERVISOR (GRP267)	HOSPITAL PATIENT AFFAIRS SUPERVISOR (GRP393)	SUB- FUNCTION MANAGER (GRP312)	HQ STAFF PERSONNEL (GRP285)	HOSPITAL SECTION MANAGER (GRP337)	UNIT TRAINING NCO (GRP483)	PLANT MANAGER (GRP230)
<u>I FIND MY JOB:</u>								
DULL	9	11	4	7	4	0	8	14
SO-SO	11	10	8	11	13	30	8	14
INTERESTING	79	78	88	82	83	70	84	69
NO RESPONSE	1	1	0	0	0	0	0	3
<u>MY JOB UTILIZES MY TALENTS:</u>								
NOT AT ALL TO VERY LITTLE	16	15	7	19	17	30	8	29
FAIRLY WELL TO PERFECTLY	84	85	93	78	83	70	88	71
NO RESPONSE	0	0	0	3	0	0	4	0
<u>MY JOB UTILIZES MY TRAINING:</u>								
NOT AT ALL TO VERY LITTLE	22	19	5	33	33	40	36	55
FAIRLY WELL TO PERFECTLY	77	80	95	67	67	60	64	43
NO RESPONSE	1	1	0	0	0	0	0	2
<u>I PLAN TO REENLIST:</u>								
NO OR PROBABLY NO	35	40	32	22	33	20	28	41
YES OR PROBABLY YES	64	58	68	78	67	80	72	57
NO RESPONSE	1	2	0	0	0	0	0	2

TABLE A15

BACKGROUND INFORMATION FOR SUBJOB TYPES
WITHIN THE MS/ADMINISTRATION OFFICE SUPERVISOR JOB TYPE

	<u>MSS/ ADMIN OFFC SUPERVISOR (GRP267)</u>	<u>CLINIC 1ST SGT/ ADMIN CHIEF (GRP989)</u>	<u>EXPANDED DUTY FIRST SGT (GRP1024)</u>	<u>SR ADMIN PERS (GRP543)</u>	<u>ADMIN SRVCS NCOIC (GRP388)</u>
NUMBER IN GROUP	214	38	26	113	17
AVERAGE NUMBER OF TASKS PERFORMED	95	127	80	99	47
AVERAGE PAY GRADE	6.7	6.5	7.1	6.9	5.5

DAFSC PERCENTAGE BREAKDOWN

90630	1%	0%	0%	1%	0%
90650	19%	13%	4%	22%	35%
90670	35%	47%	65%	24%	47%
90690	29%	32%	15%	33%	18%
90600	15%	8%	12%	20%	0%
OTHER	1%	0%	4%	0%	0%

PERCENT WHO SUPERVISE OTHERS	90%	95%	100%	91%	94%
AVERAGE MONTHS IN PRESENT JOB	21	21	21	22	12
AVERAGE MONTHS IN THE CAREER LADDER	158	157	158	162	115
AVERAGE MONTHS TAFMS	198	188	216	206	130
PERCENT IN FIRST ENLISTMENT	5%	3%	0%	4%	6%
PERCENT LOCATED OVERSEAS	29%	47%	23%	25%	29%

TABLE A16

JOB INTEREST AND RELATED DATA FOR SUBJOB TYPES
WITHIN THE MSS/ADMINISTRATION OFFICE SUPERVISOR JOB TYPE
(PERCENT MEMBERS RESPONDING)

	MSS/ADMIN OFFICE SUPERVISOR (GRP267)	CLINIC 1ST SGT/ ADMIN CHIEF (GRP989)	EXPANDED DUTY FIRST SERGEANT (GRP1024)	SR ADMIN PERS (GRP543)	ADMIN SERVICES NCOIC (GRP388)
<u>I FIND MY JOB:</u>					
DULL	11	8	0	14	6
SO-SO	10	5	0	12	12
INTERESTING	78	84	100	74	77
NO RESPONSE	1	3	0	0	5
<u>MY JOB UTILIZES MY TALENTS:</u>					
NOT AT ALL TO VERY LITTLE	15	13	8	17	0
FAIRLY WELL TO PERFECTLY	85	87	92	83	94
NO RESPONSE	0	0	0	0	6
<u>MY JOB UTILIZES MY TRAINING:</u>					
NOT AT ALL TO VERY LITTLE	19	10	12	20	24
FAIRLY WELL TO PERFECTLY	80	90	85	80	71
NO RESPONSE	1	0	3	0	5
<u>I PLAN TO REENLIST:</u>					
NO OR PROBABLY NO	40	40	19	45	12
YES OR PROBABLY YES	58	60	77	54	82
NO RESPONSE	2	0	4	1	6

TABLE A17

BACKGROUND INFORMATION FOR SUBJOB TYPES WITHIN THE HOSPITAL PATIENT
AFFAIRS SUPERVISOR JOB TYPE

	HOSPITAL PAT AFFRS SUP (GRP393)	REG/PAT AFFRS SUPT (GRP676)	REG/PAT AFFRS WORKER SUP (GRP767)	REG NCOIC (GRP454)
NUMBER IN GROUP	127	50	31	22
AVERAGE NUMBER OF TASKS PERFORMED	104	84	162	89
AVERAGE PAY GRADE	6.2	6.7	6.2	5.5
DAFSC PERCENTAGE BREAKDOWN				
90630	0%	0%	0%	0%
90650	10%	4%	10%	23%
90670	76%	76%	74%	77%
90690	12%	16%	13%	0%
90600	2%	4%	3%	0%
OTHER	0%	0%	0%	0%
PERCENT WHO SUPERVISE OTHERS	93%	92%	97%	95%
AVERAGE MONTHS IN PRESENT JOB	17	15	22	19
AVERAGE MONTHS IN THE CAREER LADDER	151	161	156	106
AVERAGE MONTHS TAFMS	184	204	181	149
PERCENT IN FIRST ENLISTMENT	2%	0%	3%	5%
PERCENT LOCATED OVERSEAS	28%	22%	26%	50%

TABLE A18

JOB INTEREST AND RELATED DATA FOR SUBJOB TYPES WITHIN
THE HOSPITAL PATIENT AFFAIRS SUPERVISOR JOB TYPE
(PERCENT MEMBERS RESPONDING)

	HOSPITAL PATIENT AFFAIRS SUPERVISOR (GRP393)	REGISTRAR/ PATIENT AFFAIRS SUPERIN- TENDENT (GRP676)	REGISTRAR/ PATIENT AFFAIRS WORKER/ SUPERVISOR (GRP767)	REGISTRAR NCOIC (GRP454)
<u>I FIND MY JOB:</u>				
DULL	4	4	7	5
SO-SO	8	12	7	9
INTERESTING	88	84	86	86
<u>MY JOB UTILIZES MY TALENTS:</u>				
NOT AT ALL TO VERY LITTLE	7	6	13	5
FAIRLY WELL TO PERFECTLY	93	94	87	95
<u>MY JOB UTILIZES MY TRAINING:</u>				
NOT AT ALL TO VERY LITTLE	5	4	7	5
FAIRLY WELL TO PERFECTLY	95	96	93	95
<u>I PLAN TO REENLIST:</u>				
NO OR PROBABLY NO	32	38	32	23
YES OR PROBABLY YES	68	62	68	73
NO RESPONSE	0	0	0	4

APPENDIX B

TABLE I

TASKS PERFORMED BY MEDICAL SQUADRON
SECTION PERSONNEL CLUSTER (GRP142)

TASK	PERCENT MEMBERS PERFORMING
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	88
TYPE FINAL CORRESPONDENCE	76
TYPE DRAFTS OF CORRESPONDENCE	74
TYPE ON FORMS	73
PREPARE, LOG, ISSUE, OR COLLECT MEAL CARD FORMS (DD FORM 714)	72
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	71
PREPARE DISCIPLINARY PAPERWORK, SUCH AS ARTICLE 15s FOR MEDICAL SQUADRON PERSONNEL	70
PREPARE REQUEST AUTHORIZATION AND PAY ORDER BAS-SEPARATE RATIONS FORMS (AF FORM 220)	69
OPERATE REPRODUCTION MACHINES	64
PREPARE DUTY ROSTERS	64
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	64
TYPE REPORTS	62
ATTEND MEETINGS	62
MAINTAIN BULLETIN BOARDS	61
PREPARE LETTERS OF APPOINTMENT	60
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	58
REVIEW MACHINE RUN ROSTERS, SUCH AS DENTAL EXAMINATIONS OR WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) TESTING	57
DIRECT OPERATION OF MEDICAL SQUADRON ORDERLY ROOMS	54
COORDINATE LEGAL ACTION BEING TAKEN AGAINST MEDICAL SQUADRON PERSONNEL	53
MAINTAIN RECORD OF DUTY FORMS (AF FORM 219)	52

TABLE II
TASKS PERFORMED BY FIRST SERGEANT
MANAGER (GRP276)

TASK	PERCENT MEMBERS PERFORMING
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	94
INSPECT DORMITORIES	94
DIRECT OPERATION OF MEDICAL SQUADRON ORDERLY ROOMS	88
ATTEND MEETINGS	88
REVIEW UNFAVORABLE INFORMATION FOLDERS (UIF) OF MEDICAL SQUADRON ENLISTED PERSONNEL	88
WRITE CORRESPONDENCE	82
COORDINATE LEGAL ACTION BEING TAKEN AGAINST MEDICAL SQUADRON PERSONNEL	82
COORDINATE COMMANDER'S CALLS WITH COMMANDER OR OTHER AGENCIES	82
PREPARE APRs	82
ASSIGN PERSONNEL TO ADDITIONAL DUTIES	76
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	71
CONDUCT MEETINGS	71
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	71
SELECT PERSONNEL FOR COUNCIL REPRESENTATIVES	71
INITIATE CONTROL ROSTER ACTION AGAINST MEDICAL SQUADRON ENLISTED PERSONNEL	71
VISIT HOSPITALIZED PERSONNEL AND PERSONNEL IN CONFINEMENT	71
APPROVE LEAVES FOR ASSIGNED PERSONNEL	71
DIRECT OPERATION OF MEDICAL SQUADRON FACILITIES	65
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	59
SUPERVISE MEDICAL ADMINISTRATIVE SUPERVISORS (AFSC 90670)	47

TABLE III

TASKS PERFORMED BY MEDICAL SQUADRON
SECTION CLERK (GRP242)

TASK	PERCENT MEMBERS PERFORMING
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	94
TYPE FINAL CORRESPONDENCE	85
TYPE ON FORMS	82
TYPE DRAFTS OF CORRESPONDENCE	82
PREPARE, LOG, ISSUE, OR COLLECT MEAL CARD FORMS (DD FORM 714)	80
PREPARE REQUEST AUTHORIZATION AND PAY ORDER BAS-SEPARATE RATIONS FORMS (AF FORM 220)	77
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	73
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	72
PREPARE DUTY ROSTERS	71
PREPARE DISCIPLINARY PAPERWORK, SUCH AS ARTICLE 15s FOR MEDICAL SQUADRON PERSONNEL	71
TYPE REPORTS	70
PREPARE LETTERS OF APPOINTMENT	69
OPERATE REPRODUCTION MACHINES	69
MAINTAIN BULLETIN BOARDS	67
REVIEW MACHINE RUN ROSTERS, SUCH AS DENTAL EXAMINATIONS OR WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) TESTING	63
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	63
NOTIFY PERSONNEL OF APPOINTMENTS FOR MISCELLANEOUS TESTING OR MEDICAL EXAMINATIONS	62
PREPARE ORGANIZATIONAL DUTY ROSTERS	61
ATTEND MEETINGS	60
MAINTAIN RECORD OF DUTY FORMS (AF FORM 219)	58

TABLE IV

TASKS PERFORMED BY MEDICAL SQUADRON
SECTION CHIEF CLERK (GRP1285)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	100
DIRECT OPERATION OF MEDICAL SQUADRON ORDERLY ROOMS	96
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	96
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	96
TYPE ON FORMS	92
TYPE DRAFTS OF CORRESPONDENCE	92
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	92
PREPARE DISCIPLINARY PAPERWORK, SUCH AS ARTICLES 15 FOR MEDICAL SQUADRON PERSONNEL	92
PREPARE, LOG, ISSUE, OR COLLECT MEAL CARD FORMS (DD FORM 714)	92
TYPE REPORTS	88
ATTEND MEETINGS	88
PREPARE ORGANIZATIONAL DUTY ROSTERS	88
PREPARE REQUEST AUTHORIZATION AND PAY ORDER BAS-SEPARATE RATIONS FORMS (AF FORM 220)	88
PREPARE LETTERS OF APPOINTMENT	88
ORDER FORMS OR PUBLICATIONS	88
PREPARE INITIAL NOTIFICATION OF DISCHARGE FOR PERSONS BEING ADMINISTRATIVELY SEPARATED	88
TYPE FINAL CORRESPONDENCE	84
ASSIGN SPONSORS TO INCOMING PERSONNEL	84
COORDINATE LEGAL ACTION BEING TAKEN AGAINST MEDICAL SQUADRON PERSONNEL	84
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	80

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TABLE V

TASKS PERFORMED BY FIRST ENLISTMENT MEDICAL
SQUADRON SECTION CLERK (GRP1236)

TASK	PERCENT MEMBERS PERFORMING
TYPE FINAL CORRESPONDENCE	100
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	100
PREPARE, LOG, ISSUE, OR COLLECT MEAL CARD FORMS (DD FORM 714)	100
TYPE ON FORMS	94
TYPE REPORTS	94
PREPARE REQUEST AUTHORIZATION AND PAY ORDER BAS-SEPARATE RATIONS FORMS (AF FORM 220)	94
TYPE DRAFTS OF CORRESPONDENCE	89
MAINTAIN RECORD OF DUTY FORMS (AF FORM 219)	89
PREPARE DUTY ROSTERS	83
REVIEW MACHINE RUN ROSTERS, SUCH AS DENTAL EXAMINATIONS OR WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) TESTING	83
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	83
PREPARE DISCIPLINARY PAPERWORK, SUCH AS ARTICLE 15s FOR MEDICAL SQUADRON PERSONNEL	83
ADMINISTER WEIGHT CONTROL PROGRAMS FOR MEDICAL SQUADRON PERSONNEL	83
PREPARE ORGANIZATIONAL DUTY ROSTERS	83
ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	83
COORDINATE COMMANDER'S CALLS WITH COMMANDER OR OTHER AGENCIES	83
NOTIFY PERSONNEL OF APPOINTMENTS FOR MISCELLANEOUS TESTING OR MEDICAL EXAMINATIONS	78
REVIEW UNFAVORABLE INFORMATION FOLDERS (UIF) OF MEDICAL SQUADRON ENLISTED PERSONNEL	78
PREPARE LETTERS OF APPOINTMENT	78
ADMINISTER AEROBICS TESTING PROGRAMS FOR MEDICAL SQUADRON PERSONNEL	78

TABLE VI
TASKS PERFORMED BY MEDICAL SQUADRON SECTION
LIMITED DUTY CLERK (GRP681)

TASK	PERCENT MEMBERS PERFORMING
TYPE FINAL CORRESPONDENCE	97
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	97
TYPE ON FORMS	93
TYPE DRAFTS OF CORRESPONDENCE	90
PREPARE DUTY ROSTERS	87
PREPARE, LOG, ISSUE, OR COLLECT MEAL CARD FORMS (DD FORM 714)	80
MAINTAIN BULLETIN BOARDS	80
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	77
OPERATE REPRODUCTION MACHINES	77
MAINTAIN RECORD OF DUTY FORMS (AF FORM 219)	67
TYPE REPORTS	67
SCHEDULE APPOINTMENTS	67
REVIEW MACHINE RUN ROSTERS, SUCH AS DENTAL EXAMINATIONS OR WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) TESTING	67
PREPARE REQUEST AUTHORIZATION AND PAY ORDER BAS-SEPARATE RATIONS FORMS (AF FORM 220)	67
PREPARE ORGANIZATIONAL DUTY ROSTERS	63
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	63
PREPARE LETTERS OF APPOINTMENT	63
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	63
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	60
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	60

TABLE VII

TASKS PERFORMED BY MEDICAL SQUADRON SECTION
INTERMEDIATE CLERK (GRP270)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
PREPARE DISCIPLINARY PAPERWORK, SUCH AS ARTICLE 15s FOR MEDICAL SQUADRON PERSONNEL	100
PREPARE REQUEST AUTHORIZATION AND PAY ORDER BAS-SEPARATE RATIONS FORMS (AF FORM 220)	92
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	92
PREPARE LETTERS OF APPOINTMENT	85
PREPARE SUMMARIES OF DISCIPLINARY ACTION TAKEN AGAINST MEDICAL SQUADRON ENLISTED PERSONNEL	85
PREPARE INITIAL NOTIFICATION OF DISCHARGE FOR PERSONS BEING ADMINISTRATIVELY SEPARATED	85
TYPE FINAL CORRESPONDENCE	69
PREPARE, LOG, ISSUE, OR COLLECT MEAL CARD FORMS (DD FORM 714)	69
NOTIFY PERSONNEL OF APPOINTMENTS FOR MISCELLANEOUS TESTING OR MEDICAL EXAMINATIONS	69
PREPARE REQUESTS FOR PSYCHIATRIC EVALUATIONS	69
INITIATE CONTROL ROSTER ACTION AGAINST MEDICAL SQUADRON ENLISTED PERSONNEL	62
PREPARE INCIDENT REPORTS CONCERNING SQUADRON PERSONNEL	62
COORDINATE LEGAL ACTION BEING TAKEN AGAINST MEDICAL SQUADRON PERSONNEL	54
TYPE DRAFTS OF CORRESPONDENCE	54
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	54
OPERATE REPRODUCTION MACHINES	54

TABLE VIII

TASKS PERFORMED BY THE ADMINISTRATIVE
CLERK CLUSTER (GRP185)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
TYPE ON FORMS	91
TYPE FINAL CORRESPONDENCE	82
TYPE DRAFTS OF CORRESPONDENCE	78
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	74
ORDER FORMS OR PUBLICATIONS	71
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	70
TYPE REPORTS	67
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	64
FORWARD MAIL	63
OPERATE REPRODUCTION MACHINES	62
HAND-CARRY FORMS TO OTHER OFFICES	58
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	55
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	50

TABLE IX

TASKS PERFORMED BY CLERK TYPIST (GRP232)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
TYPE FINAL CORRESPONDENCE	100
TYPE DRAFTS OF CORRESPONDENCE	94
TYPE ON FORMS	94
TYPE REPORTS	92
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	66
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	52

TABLE X
TASKS PERFORMED BY JUNIOR ADMINISTRATIVE
OFFICE CLERK (GRP639)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ORDER FORMS OR PUBLICATIONS	96
TYPE ON FORMS	91
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	87
FORWARD MAIL	87
MAINTAIN MILITARY PUBLICATIONS LIBRARIES	85
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	81
OPERATE REPRODUCTION MACHINES	72
HAND-CARRY FORMS TO OTHER OFFICES	72
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	70
ESTABLISH REQUIREMENTS FOR PUBLICATIONS	70
RETURN MAIL TO POST OFFICE	68
TYPE FINAL CORRESPONDENCE	66
TYPE DRAFTS OF CORRESPONDENCE	64
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	60
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	57
CONDUCT ANNUAL HOSPITAL PUBLICATIONS REVIEWS	55
PREPARE ORDERS	53
TYPE REPORTS	53

TABLE XI

TASKS PERFORMED BY SENIOR ADMINISTRATIVE
OFFICE CLERK (GRP590)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	98
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	98
ORDER FORMS OR PUBLICATIONS	94
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	92
TYPE ON FORMS	92
FORWARD MAIL	88
ESTABLISH REQUIREMENTS FOR PUBLICATIONS	83
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	83
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	81
MAINTAIN MILITARY PUBLICATIONS LIBRARIES	81
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	79
TYPE FINAL CORRESPONDENCE	77
OPERATE REPRODUCTION MACHINES	75
TYPE DRAFTS OF CORRESPONDENCE	75
PREPARE OFFICE SUPPLIES REQUISITIONS	75
DIRECT MAINTENANCE OF MILITARY MAIL DISTRIBUTION SYSTEMS	73
ESTABLISH PUBLICATION LIBRARIES	71
DIRECT REQUISITION OF OFFICE SUPPLIES OR EQUIPMENT	69
COORDINATE DEVELOPMENT OF LOCAL FORMS OR REGULATIONS WITH OTHER AGENCIES	67

TABLE XII

TASKS PERFORMED BY SECTION ADMINISTRATION CLERK (GRP478)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
TYPE FINAL CORRESPONDENCE	100
TYPE ON FORMS	95
TYPE DRAFTS OF CORRESPONDENCE	95
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	86
TYPE REPORTS	82
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	77
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	73
HAND-CARRY FORMS TO OTHER OFFICES	73
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	68
ORDER FORMS OR PUBLICATIONS	68
MAINTAIN BULLETIN BOARDS	68
SCHEDULE APPOINTMENTS	64
FORWARD MAIL	64
GREET INCOMING VISITORS	59
OPERATE REPRODUCTION MACHINES	59
ATTEND MEETINGS	55
EDIT CORRESPONDENCE	55
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	50

TABLE XIII

TASKS PERFORMED BY FORMS AND PUBLICATION CLERK
INDEPENDENT JOB TYPE (GRP647)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
MAINTAIN MILITARY PUBLICATIONS LIBRARIES	100
ORDER FORMS OR PUBLICATIONS	100
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	92
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	75
FORWARD MAIL	75
ESTABLISH REQUIREMENTS FOR PUBLICATIONS	67
OPERATE REPRODUCTION MACHINES	67
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	50
CONDUCT ANNUAL HOSPITAL PUBLICATIONS REVIEWS	50

TABLE XIV

TASKS PERFORMED BY MAIL CLERK
INDEPENDENT JOB TYPE (GRP318)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
FORWARD MAIL	100
RETURN MAIL TO POST OFFICE	93
BUNDLE MAIL	86

TABLE XV

TASKS PERFORMED BY RESOURCE MANAGEMENT/MEDICAL
SERVICE ACCOUNT PERSONNEL CLUSTER (GRP101)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
COLLECT PAYMENT FOR TREATMENT FURNISHED	85
TYPE ON FORMS	75
PREPARE HOSPITAL INVOICE/RECEIPT/ACCOUNT RECEIVABLE RECORD FORM (AF FORM 1127 SERIES)	72
PREPARE CASH COLLECTION VOUCHER FORMS (DD FORM 1131)	72
MAKE ENTRIES IN CASH COLLECTION JOURNALS	70
COLLECT PATIENT'S VALUABLES	69
MAINTAIN CHANGE FUNDS	68
FOLLOW-UP UNPAID BILLS	68
MAINTAIN SUSPENSE FOR UNPAID BILLS	66
PREPARE PUBLIC VOUCHER FOR PURCHASE AND SERVICES OTHER THAN PERSONAL FORMS (SF FORM 1034)	64
DETERMINE CATEGORIES OF PAY PATIENTS	64
TYPE REPORTS	63
NUMBER CONTROLLED FORMS	62
TYPE FINAL CORRESPONDENCE	61
PREPARE BASE MEDICAL SERVICE STAFFING REPORT-ADDENDUM FORMS (AF FORM 202)	58
PREPARE BASE MEDICAL SERVICE STAFFING REPORT FORMS (AF FORM 201)	58
ASSIGN POSITION NUMBERS TO ASSIGNED PERSONNEL	58
TYPE DRAFTS OF CORRESPONDENCE	57

TABLE XVI

TASKS PERFORMED BY ASSISTANT RESOURCE
MANAGEMENT NCOIC (GRP353)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
TYPE ON FORMS	93
COLLECT PAYMENT FOR TREATMENT FURNISHED	91
PREPARE BASE MEDICAL SERVICE STAFFING REPORT FORMS (AF FORM 201)	86
PREPARE BASE MEDICAL SERVICE STAFFING REPORT-ADDENDUM FORMS (AF FORM 202)	86
TYPE REPORTS	84
MAINTAIN CHANGE FUNDS	81
MAKE ENTRIES IN CASH COLLECTION JOURNALS	81
COLLECT PATIENT'S VALUABLES	81
PREPARE HOSPITAL INVOICE/RECEIPT/ACCOUNT RECEIVABLE RECORD FORMS (AF FORM 1127 SERIES)	79
MAINTAIN SUSPENSE FOR UNPAID BILLS	79
TYPE FINAL CORRESPONDENCE	79
FOLLOW-UP UNPAID BILLS	79
TYPE DRAFTS OF CORRESPONDENCE	79
PREPARE CASH COLLECTION VOUCHER FORMS (DD FORM 1131)	79
NUMBER CONTROLLED FORMS	79
ASSIGN POSITION NUMBERS TO ASSIGNED PERSONNEL	77
PREPARE MEDICAL EXPENSE REPORT (RCS-HAF-(MQ)-7148)	74
DETERMINE CATEGORIES OF PAY PATIENTS	74
MAINTAIN UNIT DOCUMENT LISTINGS (UDL)	72
DIRECT OPERATION OF RESOURCES MANAGEMENT FUNCTIONS	63

TABLE XVII

TASKS PERFORMED BY RESOURCE MANAGEMENT NCOIC (GRP411)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
DIRECT OPERATION OF RESOURCES MANAGEMENT FUNCTIONS	96
PREPARE BASE MEDICAL SERVICE STAFFING REPORT-ADDENDUM FORMS (AF FORM 202)	88
PREPARE BASE MEDICAL SERVICE STAFFING REPORT FORMS (AF FORM 201)	88
APPLY WORKLOAD STANDARDS AGAINST ACTUAL MANNING	86
IMPLEMENT SUGGESTION PROGRAMS	86
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	86
DRAFT BUDGET OR FINANCIAL REQUIREMENTS	84
MAINTAIN UNIT DOCUMENT LISTINGS (UDL)	84
PREPARE EXPENSE DISTRIBUTION AND UNIT COST COMPUTATIONS	84
DETERMINE WORK PRIORITIES	84
EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	82
ATTEND MEETINGS	82
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	82
ASSIGN POSITION NUMBERS TO ASSIGNED PERSONNEL	80
ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	80
PREPARE APRs	80
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	78
ANALYZE WORKLOAD REQUIREMENTS	78
WRITE CORRESPONDENCE	76
MAINTAIN MILITARY PERSONNEL ACCOUNTING DOCUMENTS (MPAD)	76

TABLE XVIII

TASKS PERFORMED BY MEDICAL SERVICE ACCOUNT (MSA)
SUBSISTENCE ACCOUNT CONTROLLER (GRP460)

TASK	PERCENT MEMBERS PERFORMING
COMPARE DINING HALL EXPENDITURES AGAINST MONEY EARNED	100
COLLECT PAYMENT FOR TREATMENT FURNISHED	96
COMPUTE RATIONS EARNED BY DINING FACILITIES	96
POST FOOD ISSUE RECORD FORMS (AF FORM 543)	93
POST SUBSISTENCE REQUEST (AF FORM 287) TO SUBSISTENCE STOCK RECORDS	93
COMPLETE RECAPITULATION OF EARNED RATIONS FORMS (AF FORM 1091)	93
COLLECT PATIENT'S VALUABLES	93
PREPARE FOOD COST RECORD FORMS (AF FORM 546)	89
MAINTAIN CHANGE FUNDS	85
PREPARE HOSPITAL INVOICE/RECEIPT/ACCOUNT RECEIVABLE RECORD FORMS (AF FORM 1127 SERIES)	85
MAINTAIN SUBSISTENCE STOCK RECORD FORMS (AF FORM 542)	78
PREPARE RATION EARNINGS RECORD FORMS (AF FORM 544)	74
FOLLOW-UP UNPAID BILLS	74
MAKE ENTRIES IN CASH COLLECTION JOURNALS	74
PREPARE CASH COLLECTION VOUCHER FORMS (DD FORM 1131)	70
TYPE ON FORMS	70
DETERMINE CATEGORIES OF PAY PATIENTS	67
DEPOSIT MONIES COLLECTED BY REGISTRAR	67
CONFIRM TOTAL PATIENT PAY DAYS WITH REGISTRAR	63
MAINTAIN SUSPENSE FOR UNPAID BILLS	63

TABLE XIX
TASKS PERFORMED BY MSA CLERK (GRP414)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
PREPARE CASH COLLECTION VOUCHER FORMS (DD FORM 1131)	100
PREPARE PUBLIC VOUCHER FOR PURCHASE AND SERVICES OTHER THAN PERSONAL FORMS (SF FORM 1034)	94
MAKE ENTRIES IN CASH COLLECTION JOURNALS	94
FOLLOW-UP UNPAID BILLS	94
MAINTAIN SUSPENSE FOR UNPAID BILLS	94
COLLECT PAYMENT FOR TREATMENT FURNISHED	88
REIMBURSE PATIENTS FOR OVERCHARGES	76
PREPARE HOSPITAL INVOICE/RECEIPT/ACCOUNT RECEIVABLE RECORD FORMS (AF FORM 1127 SERIES)	71
MAINTAIN CHANGE FUNDS	71
DETERMINE CATEGORIES OF PAY PATIENTS	65
PREPARE MONTHLY MEDICAL SERVICE ACTIVITY REPORT FORMS (AF FORM 178)	65
TURN OVER UNCOLLECTABLE ACCOUNTS TO BAFO	65
COLLECT PATIENT'S VALUABLES	59
PREPARE BASE MEDICAL SERVICE STAFFING REPORT-ADDENDUM FORMS (AF FORM 202)	53
DEPOSIT MONIES COLLECTED BY REGISTRAR	53
PREPARE BASE MEDICAL SERVICE STAFFING REPORT FORMS (AF FORM 201)	53
ASSIGN POSITION NUMBERS TO ASSIGNED PERSONNEL	53
FORWARD TIMECARDS TO TIMEKEEPERS OR CIVILIAN PAY SECTION	53

TABLE XX
TASKS PERFORMED BY MSA CLERK TYPIST (GRP246)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
TYPE ON FORMS	93
TYPE REPORTS	86
COLLECT PAYMENT FOR TREATMENT FUNISHED	86
TYPE FINAL CORRESPONDENCE	86
TYPE DRAFTS OF CORRESPONDENCE	86
OPERATE REPRODUCTION MACHINES	71
COLLECT PATIENT'S VALUABLES	71
MAINTAIN CHANGE FUNDS	64
RESEARCH OR EXTRACT INFORMATION FROM MEDICAL RECORDS	64
VERIFY CIVILIAN MEDICAL CLAIMS	57
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	57
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	57
DEPOSIT MONIES COLLECTED BY REGISTRAR	57
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	57
DETERMINE CATEGORIES OF PAY PATIENTS	50
HANDCARRY FORMS TO OTHER OFFICES	50
PREPARE HOSPITAL INVOICE/RECEIPT/ACCOUNT RECEIVABLE RECORD FORMS (AF FORM 1127 SERIES)	50
ORDER FORMS OR PUBLICATIONS	50

TABLE XXI

TASKS PERFORMED BY ADMISSIONS AND DISPOSITION (A&D)
PERSONNEL CLUSTER (GRP177)

TASK	PERCENT MEMBERS PERFORMING
ASSIGN AND LOG REGISTER NUMBERS ON ADMISSION AUTHORIZATION FORMS (AF FORM 560)	97
MAINTAIN QUARTERS CASE FILES	89
PREPARE ADMISSION AND DISPOSITION (A&D) SHEETS	88
INITIATE CLINICAL RECORD COVER SHEET FORMS (AF FORM 565)	87
CLEAR PATIENTS FROM HOSPITALS	84
CONTACT OR LOCATE INDIVIDUALS ON QUARTERS	81
PREPARE PATIENT LOCATOR CARDS	79
PREPARE IDENTIFICATION BANDS FOR PATIENTS	72
INITIATE CLINICAL RECORDS	66
NOTIFY MEMBER'S UNIT UPON ADMISSION TO QUARTERS OR HOSPITAL	66
MAINTAIN PATIENT CONTROL FILES	65
INITIATE OR MAINTAIN ROSTER OF PERSONS SERIOUSLY ILL-VERY SERIOUSLY ILL FORMS (AF FORM 1403)	65
MAINTAIN CURRENT BED STATUS	64
DETERMINE ADMISSION ELIGIBILITY	60
NOTIFY ARMY OR NAVY UPON ADMISSION OR ARMY, NAVY, OR MARINE PERSONNEL	60
TYPE ON FORMS	59
INITIATE LINE OF DUTY DETERMINATION FORMS (AF FORM 348)	55
ASSIGN PATIENTS TO WARDS OR BEDS	52
INVENTORY PATIENTS AGAINST PATIENT CONTROL FILES	52
OPERATE REPRODUCTION MACHINES	50

TABLE XXII

TASKS PERFORMED BY CLINIC A&D CLERK (GRP231)

TASK	PERCENT MEMBERS PERFORMING
ASSIGN AND LOG REGISTER NUMBERS ON ADMISSION AUTHORIZATION FORMS (AF FORM 560)	95
MAINTAIN QUARTERS CASE FILES	91
PREPARE ADMISSION AND DISPOSITION (A&D) SHEETS	88
TYPE ON FORMS	86
INITIATE CLINICAL RECORD COVER SHEET FORMS (AF FORM 565)	86
CONTACT OR LOCATE INDIVIDUALS ON QUARTERS	84
INITIATE LINE OF DUTY DETERMINATION FORMS (AF FORM 348)	81
REPORT INJURIES TO OTHER BASE AGENCIES	77
PREPARE PHYSICAL PROFILE SERIAL REPORT FORMS (AF FORM 422)	77
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	77
NOTIFY MEMBER'S UNIT UPON ADMISSION TO QUARTERS OR HOSPITAL	70
VERIFY IDENTIFICATION OF PATIENTS	67
SCHEDULE APPOINTMENTS	65
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	65
ANNOTATE CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565)	63
OPERATE REPRODUCTION MACHINES	60
DETERMINE ADMISSION ELIGIBILITY	60
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	58
MAKE ENTRIES ON HEALTH RECORD-CHRONOLOGICAL RECORD OF MEDICAL CARE FORMS (SF FORM 600)	58
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	58

TABLE XXIII

TASKS PERFORMED BY A&D CLERK (GRP535)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ASSIGN AND LOG REGISTER NUMBERS ON ADMISSION AUTHORIZATION FORM (AF FORM 560)	99
CLEAR PATIENTS FROM HOSPITALS	95
PREPARE ADMISSION AND DISPOSITION (A&D) SHEETS	89
MAINTAIN QUARTERS CASE FILES	89
PREPARE IDENTIFICATION BANDS FOR PATIENTS	86
PREPARE PATIENT LOCATOR CARDS	86
INITIATE CLINICAL RECORD COVER SHEET FORMS (AF FORM 565)	85
MAINTAIN CURRENT BED STATUS	77
CONTACT OR LOCATE INDIVIDUALS ON QUARTERS	76
INITIATE OR MAINTAIN ROSTER OF PERSONS SERIOUSLY ILL-VERY SERIOUSLY ILL FORMS (AF FORM 1403)	73
MAINTAIN PATIENT CONTROL FILES	70
INITIATE CLINICAL RECORDS	67
ASSIGN PATIENTS TO WARDS OR BEDS	61
NOTIFY MEMBER'S UNIT UPON ADMISSION TO QUARTERS OR HOSPITAL	61
INVENTORY PATIENTS AGAINST PATIENT CONTROL FILES	57
NOTIFY ARMY OR NAVY UPON ADMISSION OF ARMY, NAVY, OR MARINE PERSONNEL	52

TABLE XXIV

TASKS PERFORMED BY SENIOR A&D CLERK (GRP505)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ASSIGN AND LOG REGISTER NUMBERS ON ADMISSION AUTHORIZATION FORMS (AF FORM 560)	100
CLEAR PATIENTS FROM HOSPITALS	95
MAINTAIN QUARTERS CASE FILES	95
INITIATE CLINICAL RECORD COVER SHEET FORMS (AF FORM 565)	93
PREPARE PATIENT LOCATOR CARDS	93
CONTACT OR LOCATE INDIVIDUALS ON QUARTERS	91
PREPARE IDENTIFICATION BANDS FOR PATIENTS	89
PREPARE ADMISSION AND DISPOSITION (A&D) SHEETS	89
DETERMINE ADMISSION ELIGIBILITY	88
MAINTAIN CURRENT BED STATUS	86
MAINTAIN PATIENT CONTROL FILES	84
NOTIFY ARMY OR NAVY UPON ADMISSION OF ARMY, NAVY, OR MARINE PERSONNEL	84
INITIATE CLINICAL RECORDS	82
INITIATE OR MAINTAIN ROSTER OF PERSONS SERIOUSLY ILL-VERY SERIOUSLY ILL FORMS (AF FORM 1403)	79
VERIFY ELIGIBILITY OF AIR FORCE RESERVE ADMISSIONS TO HOSPITAL	77
VERIFY ELIGIBILITY OF AIR NATIONAL GUARD ADMISSIONS TO HOSPITAL	73
INVENTORY PATIENTS AGAINST PATIENT CONTROL FILES	70
NOTIFY MEMBER'S UNIT UPON ADMISSION TO QUARTERS OR HOSPITAL	70
OPERATE REPRODUCTION MACHINES	70
TYPE ON FORMS	66

TABLE XXV

TASKS PERFORMED BY CLINICAL RECORDS PERSONNEL CLUSTER (GRP078)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
FILE MEDICAL PAPERWORK IN INDIVIDUAL CLINICAL RECORDS	90
COORDINATE COMPLETION OF CLINICAL RECORDS WITH PHYSICIANS OR NURSING STAFFS	75
ASSEMBLE CLINICAL RECORDS UPON RELEASE OF PATIENTS	74
ANNOTATE CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565)	69
VERIFY CODING OF DIAGNOSES OR SURGICAL PROCEDURES	61
RETIRE IN-PATIENT MEDICAL RECORDS	61
RESEARCH DISEASE CODINGS IN ICDA	60
VERIFY AF FORM 590 AGAINST A&D SHEETS	58
SCREEN IN-PATIENT CLINICAL RECORDS UPON DISCHARGE OF PATIENTS	56
TYPE ON FORMS	55
MAINTAIN CLINICAL RECORDS INDEX FILES	52
PREPARE CODING TRANSCRIPT FOR INDIVIDUAL MEDICAL RECORDS FORMS (AF FORM 590) AND KEYPUNCH CARDS FOR SHIPMENT	50

TABLE XXVI

TASKS PERFORMED BY HOSPITAL CLINICAL RECORDS CLERK (GRP315)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ANNOTATE CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565)	95
FILE MEDICAL PAPERWORK IN INDIVIDUAL CLINICAL RECORDS	91
COORDINATE COMPLETION OF CLINICAL RECORDS WITH PHYSICIANS OR NURSING STAFFS	91
ASSEMBLE CLINICAL RECORDS UPON RELEASE OF PATIENTS	86
RESEARCH DISEASE CODINGS IN ICDA	84
VERIFY CODING OF DIAGNOSES OR SURGICAL PROCEDURES	84
VERIFY AF FORM 590 AGAINST A&D SHEETS	77
TYPE ON FORMS	68
RETIRE IN-PATIENT MEDICAL RECORDS	68
PREPARE CODING TRANSCRIPT FOR INDIVIDUAL MEDICAL RECORDS FORMS (AF FORM 590) AND KEYPUNCH CARDS FOR SHIPMENT	64
SCREEN IN-PATIENT CLINICAL RECORDS UPON DISCHARGE OF PATIENTS	61
TRANSCRIBE CODINGS FROM CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565) TO CODING TRANSCRIPT FOR INDIVIDUAL MEDICAL	57
TRANSCRIBE CODINGS IN INTERNATIONAL CLASSIFICATION OF DISEASES (ICDA)	55

TABLE XXVII

TASKS PERFORMED BY CLINICAL RECORDS NCOIC (GRP277)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
DIRECT OPERATION OF CLINICAL RECORDS ACTIVITIES	92
COORDINATE COMPLETION OF CLINICAL RECORDS WITH PHYSICIANS OR NURSING STAFFS	92
FILE MEDICAL PAPERWORK IN INDIVIDUAL CLINICAL RECORDS	92
ASSEMBLE CLINICAL RECORDS UPON RELEASE OF PATIENTS	83
RETIRE IN-PATIENT MEDICAL RECORDS	83
MAINTAIN CLINICAL RECORDS INDEX FILES	75
PREPARE APRs	75
SCREEN IN-PATIENT CLINICAL RECORDS UPON DISCHARGE OF PATIENTS	75
ANNOTATE CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565)	75
VERIFY AF FORM 590 AGAINST A&D SHEETS	75
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	67
TYPE ON FORMS	67
MAINTAIN CLINICAL RECORDS INDEXES	67
DETERMINE WORK PRIORITIES	67
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	67
PREPARE CLINICAL CHARTS FOR COMMITTEE'S OR PHYSICIAN'S RESEARCH	67
PROCESS INCOMING REQUESTS FOR CLINICAL RECORDS	67
INITIATE CLINICAL RECORDS	67
RESEARCH DISEASE CODINGS IN ICDA	67
MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	58

TABLE XXVIII

TASKS PERFORMED BY JUNIOR CLINICAL RECORDS CLERK (GRP348)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
FILE MEDICAL PAPERWORK IN INDIVIDUAL CLINICAL RECORDS	100
MAINTAIN CLINICAL RECORDS INDEX FILES	80
ASSEMBLE CLINICAL RECORDS UPON RELEASE OF PATIENTS	70
MAINTAIN MASTER INDEX FILES	60
MAINTAIN CLINICAL RECORDS INDEXES	50

TABLE XXIX

TASKS PERFORMED BY WARD CLERK INDEPENDENT
JOB TYPE (GRP254)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ANSWER PHONES	100
MAINTAIN PATIENT RECORDS ON WARDS	99
ASSEMBLE PATIENT RECORDS FOR FORWARDING	91
ORDER PATIENT DIETS	91
PREPARE CLINICAL RECORD-RADIOGRAPHIC REPORT FORMS (SF FORM 519)	89
CHART OR GRAPH TEMPERATURE, PULSE, OR RESPIRATION (TPR)	78
REVIEW PATIENT CHARTS TO DETERMINE IF NEEDED APPOINTMENTS ARE SCHEDULED	78
INITIATE DIAGNOSTIC OR CONSULTATION TREATMENT FORMS	75
ASSEMBLE CLINICAL RECORDS UPON RELEASE OF PATIENTS	62
ORIENT PATIENTS TO WARDS	62
FILE MEDICAL PAPERWORK IN INDIVIDUAL CLINICAL RECORDS	59
SCREEN IN-PATIENT CLINICAL RECORDS UPON DISCHARGE OF PATIENTS	58
MAINTAIN WARD SUSPENSE FILES ON PATIENTS	56
HAND-CARRY FORMS TO OTHER OFFICES	55
CLEAR PATIENTS FROM HOSPITALS	53
ORDER FORMS OR PUBLICATIONS	51

TABLE XXX
TASKS PERFORMED BY AIR EVACUATION
SPECIALIST CLUSTER (GRP094)

TASK	PERCENT MEMBERS PERFORMING
TYPE ON FORMS	78
COORDINATE WITH APPROPRIATE AGENCIES FOR SPECIAL HANDLING OF URGENT OR PRIORITY PATIENTS	74
PREPARE PATIENT MANIFESTS	73
ARRANGE TRANSPORTATION OF PATIENTS TO OR FROM HOSPITAL OR AIRCRAFT	73
ARRANGE TRANSFER OF PATIENTS TO OTHER HOSPITALS	70
MEET INCOMING AIRCRAFT	68
OPERATE REPRODUCTION MACHINES	67
ASSEMBLE PATIENT RECORDS OR EQUIPMENT BY FLIGHT	67
BRIEF DEPARTING PATIENTS	67
CONTACT SCOTT OPERATIONS CENTER (SOC) TO ASCERTAIN AIRCRAFT ARRIVAL OR DEPARTURE TIMES	64
COORDINATE WITH OTHER HOSPITAL SECTIONS CONCERNING PATIENT EQUIPMENT OR INCOMING OR OUTGOING PATIENTS	64
COORDINATE WITH ARMED SERVICES MEDICAL REGULATING OFFICE (ASMRO) FOR PATIENT HOSPITAL DESIGNATION	63
ARRANGE FOR ACKNOWLEDGEMENT BY PHYSICIANS OF INCOMING AIR EVACUATION PATIENTS	61
DIRECT OPERATION OF AEROMEDICAL EVACUATION FUNCTIONS	60
CONFIRM FINAL OR INTERIM DESTINATION OF PATIENTS	60
RETURN LOST MEDICAL RECORDS	59
NOTIFY FINAL OR INTERIM DESTINATIONS OF PATIENTS ARRIVAL TIMES	58
CONTACT HOSPITAL IF PATIENT TRANSPORTATION, PATIENTS, OR EQUIPMENT TO BE ON-LOADED HAS NOT ARRIVED	58
ARRANGE FOR RETURN OF LOST BAGGAGE	57
INVENTORY PATIENT BAGGAGE TO BE GIVEN TO AECC	53

TABLE XXXI

TASKS PERFORMED BY HOSPITAL AIR EVACUATION COORDINATOR (GRP321)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
BRIEF DEPARTING PATIENTS	98
ARRANGE TRANSFER OF PATIENTS TO OTHER HOSPITALS	96
ARRANGE TRANSPORTATION OF PATIENTS TO OR FROM HOSPITAL OR AIRCRAFT	96
ASSEMBLE PATIENT RECORDS OR EQUIPMENT BY FLIGHT	94
COORDINATE WITH ARMED SERVICES MEDICAL REGULATING OFFICE (ASMRO) FOR PATIENT HOSPITAL DESIGNATION	94
TYPE ON FORMS	88
ARRANGE TDYs FOR NONMEDICAL ATTENDANTS	84
ARRANGE FOR ACKNOWLEDGEMENT BY PHYSICIANS OF INCOMING AIR EVACUATION PATIENTS	82
DIRECT OPERATION OF AEROMEDICAL EVACUATION FUNCTIONS	80
MEET INCOMING AIRCRAFT	80
COORDINATE WITH OTHER HOSPITAL SECTIONS CONCERNING PATIENT EQUIPMENT OR INCOMING OR OUTGOING PATIENTS	80
COORDINATE WITH APPROPRIATE AGENCIES FOR SPECIAL HANDLING OF URGENT OR PRIORITY PATIENTS	80
DETERMINE TDY REQUIREMENTS FOR NONMEDICAL ATTENDANTS	78
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	78
PREPARE ORDERS	76
SEARCH PATIENTS BOARDING AIRCRAFT	76
ASSIGN AND LOG REGISTER NUMBERS ON ADMISSION AUTHORIZATION FORMS (AF FORM 560)	76
INVENTORY PATIENT BAGGAGE TO BE GIVEN TO AECC	73
OPERATE REPRODUCTION MACHINES	73
CONTACT AECC TO OBTAIN AIRCRAFT FOR PATIENT PICK UPS	71

TABLE XXXII

TASKS PERFORMED BY AIR EVACUATION CONTROLLER (GRP207)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
MAINTAIN CONTROL CENTER STATUS BOARDS	83
OPERATE RADIO GEAR	83
CONTACT HOSPITAL IF PATIENT TRANSPORTATION, PATIENTS, OR EQUIPMENT TO BE ON-LOADED HAS NOT ARRIVED	83
PREPARE PATIENT MANIFESTS	80
NOTIFY FINAL OR INTERIM DESTINATIONS OF PATIENTS ARRIVAL TIMES	80
COORDINATE WITH APPROPRIATE AGENCIES FOR SPECIAL HANDLING OF URGENT OR PRIORITY PATIENTS	77
ARRANGE FOR RETURN OF LOST BAGGAGE	74
COMPLETE REPORT OF PATIENTS EVACUATED BY AIR FORMS (MAC FORM 155)	69
CONTACT SCOTT OPERATIONS CENTER (SOC) TO ASCERTAIN AIRCRAFT ARRIVAL OR DEPARTURE TIMES	69
TYPE ON FORMS	69
COMPLETE PATIENT MANIFEST FORMS (MAC FORM 155B)	66
RETURN LOST MEDICAL RECORDS	66
COMPLETE MISSION MANAGEMENT PART I FORMS (MAC FORM 98)	60
MEET INCOMING AIRCRAFT	60
CONFIRM FINAL OR INTERIM DESTINATION OF PATIENTS	60
OPERATE REPRODUCTION MACHINES	60
PREPARE PATIENT DATA RECORD FORMS (MAC FORM 458)	57
NOTIFY SOC AS TO AIRCRAFT ARRIVAL OR DEPARTURE TIMES	57
PERFORM BOARD CHECKS	54
INVENTORY BAGGAGE, EQUIPMENT, RECORDS, MEDICATIONS, OR OTHER ITEMS FOR INCOMING PATIENTS	51

TABLE XXXIII

TASKS PERFORMED BY OUTPATIENT RECORDS
PERSONNEL CLUSTER (GRP091)

TASK	PERCENT MEMBERS PERFORMING
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	88
VERIFY IDENTIFICATION OF PATIENTS	87
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	87
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	76
SCREEN INCOMING MEDICAL RECORDS	76
PREPARE RECORDS FOR TRANSFER TO CBPO FOR ACTIVE DUTY PERSONNEL UNDERGOING A PERMANENT CHANGE OF STATION (PCS)	74
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	74
SCREEN FORMS FOR INCLUSION INTO RECORDS	67
ANNOTATE SENSITIVITY INFORMATION ON OUTPATIENT RECORDS JACKET	66
RETIRE OUTPATIENT MEDICAL RECORDS AND INDEX CARDS	63
MAINTAIN PATIENT RECORD CROSS INDEX FILES	62
PREPARE REQUEST FOR TRANSFER OF OUTPATIENT RECORD FORMS (AF FORM 275)	62
INVENTORY MILITARY OUTPATIENT RECORDS	60
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	54
SCREEN OUTPATIENT RECORDS FOR RETIREMENT	53
PREPARE REQUESTS FOR MEDICAL OR DENTAL RECORDS OR INFORMATION FORMS	53

TABLE XXXIV

TASKS PERFORMED BY OUTPATIENT RECORDS CLERK (GRP225)

TASK	PERCENT MEMBERS PERFORMING
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	94
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	92
VERIFY IDENTIFICATION OF PATIENTS	91
SCREEN INCOMING MEDICAL RECORDS	81
PREPARE RECORDS FOR TRANSFER TO CBPO FOR ACTIVE DUTY PERSONNEL UNDERGOING A PERMANENT CHANGE OF STATION (PCS)	80
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	80
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	78
SCREEN FORMS FOR INCLUSION INTO RECORDS	71
RETIRE OUTPATIENT MEDICAL RECORDS AND INDEX CARDS	69
ANNOTATE SENSITIVITY INFORMATION ON OUTPATIENT RECORDS JACKET	68
PREPARE REQUEST FOR TRANSFER OF OUTPATIENT RECORDS FORMS (AF FORM 275)	67
MAINTAIN PATIENT RECORD CROSS INDEX FILES	66
INVENTORY MILITARY OUTPATIENT RECORDS	61
PREPARE REQUESTS FOR MEDICAL OR DENTAL RECORDS OR INFORMATION FORMS	57
SCREEN OUTPATIENT RECORDS FOR RETIREMENT	55
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	54
MAKE ENTRIES ON HEALTH RECORD-CHRONOLOGICAL RECORD OF MEDICAL CARE FORMS (SF FORM 600)	51
FORWARD APPOINTMENT SHEETS	50
IDENTIFY MILITARY INDIVIDUALS ON PERSONNEL RELIABILITY PROGRAMS	44

TABLE XXXV

TASKS PERFORMED BY OUTPATIENT RECORDS NCOIC (GRP328)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	96
DIRECT OPERATION OF OUTPATIENT RECORD FACILITIES	90
VERIFY IDENTIFICATION OF PATIENTS	88
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	88
SCREEN FORMS FOR INCLUSION INTO RECORDS	87
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	87
SCREEN INCOMING MEDICAL RECORDS	85
PREPARE RECORDS FOR TRANSFER TO CBPO FOR ACTIVE DUTY PERSONNEL UNDERGOING A PERMANENT CHANGE OF STATION (PCS)	85
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	85
INVENTORY MILITARY OUTPATIENT RECORDS	84
SUPERVISE APPRENTICE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90630)	82
ANNOTATE SENSITIVITY INFORMATION ON OUTPATIENT RECORDS JACKET	82
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	81
PLAN WORK ASSIGNMENTS	81
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	79
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	79
PREPARE APRs	79
DETERMINE WORK PRIORITIES	78

TABLE XXXVI

TASKS PERFORMED BY OUTPATIENT RECORDS DESK CLERK (GRP398)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
VERIFY IDENTIFICATION OF PATIENTS	88
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	71
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	71
SCREEN INCOMING MEDICAL RECORDS	59
ANNOTATE SENSITIVITY INFORMATION ON OUTPATIENT RECORDS JACKET	59
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	53

TABLE XXXVII

TASKS PERFORMED BY PRP MONITOR (GRP259)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
IDENTIFY MILITARY INDIVIDUALS ON PERSONNEL RELIABILITY PROGRAMS	100
CERTIFY PERSONNEL RELIABILITY SCREENING OF RECORDS	100
PREPARE OR MAKE ENTRIES ON AIR FORCE RELIABILITY PROGRAM FORMS (AF FORM 745)	100
REVIEW RELIABILITY PROGRAM ROSTERS	83
SCREEN OUTPATIENT MEDICAL RECORDS FOR PERSONNEL RELIABILITY PROGRAM	67
SCREEN INCOMING MEDICAL RECORDS	67
MAKE ENTRIES ON HEALTH RECORD-CHRONOLOGICAL RECORD OF MEDICAL CARE FORMS (SF FORM 600)	67
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	58
RESEARCH OR EXTRACT INFORMATION FROM MEDICAL RECORDS	58
PROCESS INCOMING OR OUTGOING CLEARANCES	58
INVENTORY MILITARY OUTPATIENT RECORDS	50
PREPARE PHYSICAL PROFILE SERIAL REPORT FORMS (AF FORM 422)	50
MAIL LOOSE ELEMENTS OF MEDICAL RECORDS	50
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	50
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	50

TABLE XXXVIII

TASKS PERFORMED BY APPOINTMENT
CLERK CLUSTER (GRP085)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
PREPARE APPOINTMENT SHEETS	87
SCHEDULE APPOINTMENTS	80
MAINTAIN APPOINTMENT LOGS	78
ANSWER PHONES	57
FORWARD APPOINTMENT SHEETS	52

TABLE XXXIX

TASKS PERFORMED BY JUNIOR
APPOINTMENT CLERK (GRP418)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
PREPARE APPOINTMENT SHEETS	100
SCHEDULE APPOINTMENTS	89
MAINTAIN APPOINTMENT LOGS	85
ANSWER PHONES	59
FORWARD APPOINTMENT SHEETS	56

TABLE XL

TASKS PERFORMED BY ADMINISTRATIVE/APPOINTMENT CLERK (GRP151)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
SCHEDULE APPOINTMENTS	86
MAINTAIN APPOINTMENT LOGS	77
HAND-CARRY FORMS TO OTHER OFFICES	77
TYPE ON FORMS	77
PREPARE APPOINTMENT SHEETS	73
ANSWER PHONES	68
FORWARD MAIL	68
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	64
OPERATE REPRODUCTION MACHINES	64
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	59
RESEARCH OR EXTRACT INFORMATION FROM MEDICAL RECORDS	59
PREPARE DAILY STRENGTH REPORTS	59
MAKE ENTRIES ON HEALTH RECORD-CHRONOLOGICAL RECORD OF MEDICAL CARE FORMS (SF FORM 600)	55
TYPE FINAL CORRESPONDENCE	55
MAINTAIN BULLETIN BOARDS	55
VERIFY IDENTIFICATION OF PATIENTS	50
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	50
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	50

TABLE XLI

TASKS PRFORMED BY INFORMATION/APPOINTMENT CLERK
INDEPENDENT JOB TYPE (GRP358)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ANSWER PHONES	100
SCHEDULE APPOINTMENTS	55

TABLE XLII

TASKS PERFORMED BY BIOMETRIC CLERK
INDEPENDENT JOB TYPE (GRP243)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
PREPARE REPORT OF PATIENTS (SEC I-VII) FORMS (AF FORM 235)	100
PREPARE REPORT OF PATIENTS (SEC VIII-IX) FORMS (AF FORM 235A)	100
PREPARE REPORT OF PATIENT-HOSPITAL SUPPLEMENT (SEC X-XV) FORMS (AF FORM 235B)	86
PREPARE SUPPLEMENTARY REPORTS TO AF FORM 235 SERIES REPORTS	81
TYPE ON FORMS	79
TYPE REPORTS	72
COMPILE DAILY AVERAGE IN-PATIENT WORKLOAD STATISTICS	65
PREPARE REPORT OF PATIENTS-CLINICAL LABORATORY QUARTERLY REPORT SUPPLEMENT FORMS (AF FORM 235D)	60
OPERATE REPRODUCTION MACHINES	58
TYPE FINAL CORRESPONDENCE	51

TABLE XLIII

TASKS PERFORMED BY HEALTH ADVISOR
INDEPENDENT JOB TYPE (GRP359)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ADVISE PERSONNEL ON CIVILIAN HEALTH AND MEDICAL PROGRAMS OF THE UNIFORMED SERVICES (CHAMPUS) ENTITLEMENTS	100
TYPE ON FORMS	100
ARRANGE FOR SUPPLEMENTAL TREATMENT	91
ISSUE NONAVAILABILITY STATEMENTS	91
TYPE FINAL CORRESPONDENCE	73
TYPE REPORTS	64
MAINTAIN NONAVAILABILITY STATEMENT LOGS	55
TYPE DRAFTS OF CORRESPONDENCE	55

TABLE XLIV

TASKS PERFORMED BY MEDICAL BOARD CLERK
INDEPENDENT JOB TYPE (GRP309)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
COMPILE CASE FILES OF INDIVIDUALS MEETING MEDICAL BOARDS	100
ARRANGE FOR PERSONNEL TO MEET PHYSICAL EVALUATION BOARD (PEB)	100
OBTAIN MEMBERS FOR MEDICAL BOARDS	100
COUNSEL PERSONNEL MEETING MEDICAL BOARDS ON RIGHTS OR BENEFITS	94
SCHEDULE MEDICAL BOARDS	89
ARRANGE FOR TDY ORDERS FOR PERSONNEL TO MEET MEDICAL BOARDS	83
DIRECT OPERATION OF MEDICAL BOARD ACTIVITIES	78
INITIATE REQUEST FOR MEDICAL/DENTAL RECORDS OR INFORMATION FORMS (DD FORM 877)	78
TYPE ON FORMS	78
OBTAIN PERSONNEL RECORDS OF PATIENTS MEETING MEDICAL BOARDS	67
OPERATE REPRODUCTION MACHINES	67
PREPARE PHYSICAL PROFILE SERIAL REPORT FORMS (AF FORM 422)	61
TYPE FINAL CORRESPONDENCE	61
TYPE DRAFTS OF CORRESPONDENCE	56
SCHEDULE APPOINTMENTS	56
COORDINATE INITIATION OF SEPARATION OR RETIREMENT ORDERS OF PERSONNEL MEETING MEDICAL BOARDS	50
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	50
PREPARE DOCUMENTS FOR ELECTRICAL TRANSMISSION	50
DETERMINE WORK PRIORITIES	50

TABLE XLV

TASKS PERFORMED BY MEDICAL ADMINISTRATIVE
SUPERVISOR CLUSTER (GRP075)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ATTEND MEETINGS	85
DETERMINE WORK PRIORITIES	82
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	79
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	79
WRITE CORRESPONDENCE	77
PREPARE APRs	76
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	70
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	70
SCHEDULE LEAVES OR PASSES	69
EDIT CORRESPONDENCE	68
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	68
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	67
DIRECT MAINTENANCE OR ADMINISTRATIVE FILES	66
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	66
ASSIGN PERSONNEL TO ADDITIONAL DUTIES	64
CONDUCT ADMINISTRATIVE SELF INSPECTIONS	64
PLAN WORK ASSIGNMENTS	64
ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	64
IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	63
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	62

TABLE XLVI

TASKS PERFORMED BY MEDICAL SQUADRON SECTION/ADMINISTRATION
OFFICE SUPERVISOR SUBCLUSTER (GRP267)

TASK	PERCENT MEMBERS PERFORMING
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	89
DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	89
ATTEND MEETINGS	88
DETERMINE WORK PRIORITIES	87
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	86
PREPARE APRs	86
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	85
ASSIGN PERSONNEL TO ADDITIONAL DUTIES	84
EDIT CORRESPONDENCE	83
WRITE CORRESPONDENCE	83
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	79
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	78
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	78
CONDUCT ADMINISTRATIVE SELF INSPECTIONS	78
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	77
SCHEDULE LEAVES OR PASSES	76
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	76
ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	74
IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	73
DIRECT PRODUCTION OF ADMINISTRATIVE ORDERS	72

TABLE XLVII

TASKS PERFORMED BY CLINIC FIRST SERGEANT/ADMINISTRATION
CHIEF (GRP989)

TASK	PERCENT MEMBERS PERFORMING
ORIENT INCOMING ASSIGNEES	100
DIRECT OPERATION OF MEDICAL SQUADRON ORDERLY ROOMS	97
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	97
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	97
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	97
PREPARE APRs	97
ATTEND MEETINGS	95
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	95
DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	95
ASSIGN PERSONNEL TO ADDITIONAL DUTIES	95
COORDINATE COMMANDER'S CALLS WITH COMMANDER OR OTHER AGENCIES	92
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	92
DETERMINE WORK PRIORITIES	89
COORDINATE LEGAL ACTION BEING TAKEN AGAINST MEDICAL SQUADRON PERSONNEL	89
PREPARE DISCIPLINARY PAPERWORK, SUCH AS ARTICLE 15s FOR MEDICAL SQUADRON PERSONNEL	89
PREPARE DUTY ROSTERS	89
ADMINISTER WEIGHT CONTROL PROGRAMS FOR MEDICAL SQUADRON PERSONNEL	89
ADMINISTER AEROBICS TESTING PROGRAMS FOR MEDICAL SQUADRON PERSONNEL	89
REVIEW UNFAVORABLE INFORMATION FOLDERS (UIF) OF MEDICAL SQUADRON ENLISTED PERSONNEL	89
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	87

TABLE XLVIII

TASKS PERFORMED BY EXPANDED DUTY
FIRST SERGEANT (GRP1024)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
COORDINATE LEGAL ACTION BEING TAKEN AGAINST MEDICAL SQUADRON PERSONNEL	100
REVIEW UNFAVORABLE INFORMATION FOLDERS (UIF) OF MEDICAL SQUADRON ENLISTED PERSONNEL	100
COORDINATE COMMANDER'S CALLS WITH COMMANDER OR OTHER AGENCIES	100
INITIATE CONTROL ROSTER ACTION AGAINST MEDICAL SQUADRON ENLISTED PERSONNEL	100
DIRECT OPERATION OF MEDICAL SQUADRON ORDERLY ROOMS	96
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	96
INSPECT DORMITORIES	92
ATTEND MEETINGS	92
COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	92
EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	92
CONDUCT COMMANDER'S CALLS	92
PREPARE APRs	92
SELECT PERSONNEL FOR COUNCIL REPRESENTATIVES	92
CONDUCT MEETINGS	88
DETERMINE WORK PRIORITIES	88
PREPARE DISCIPLINARY PAPERWORK, SUCH AS ARTICLE 15s FOR MEDICAL SQUADRON PERSONNEL	85
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	85
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	85
VISIT HOSPITALIZED PERSONNEL AND PERSONNEL IN CONFINEMENT	85
APPROVE LEAVES FOR ASSIGNED PERSONNEL	85

TABLE XLIL

TASKS PERFORMED BY SENIOR ADMINISTRATIVE
PERSONNEL (GRP543)

TASK	PERCENT MEMBERS PERFORMING
DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	96
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	94
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	93
WRITE CORRESPONDENCE	91
ATTEND MEETINGS	91
DETERMINE WORK PRIORITIES	91
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	90
PREPARE APFS	89
DIRECT PRODUCTION OF ADMINISTRATIVE ORDERS	88
CONDUCT DOCUMENTATION INSPECTIONS	88
WRITE CORRESPONDENCE	88
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	86
REPLY TO CORRESPONDENCE, REPORTS, OR DIRECTIVES	85
ASSIGN PERSONNEL TO ADDITIONAL DUTIES	85
COORDINATE OPERATION OF MILITARY MAIL DISTRIBUTION SYSTEMS	84
ANALYZE WORKLOAD IN MAINTAINING WORKLOAD OR WORK PERFORMANCE	82
PREPARE APFS	82
CONDUCT DOCUMENTATION SELF INSPECTIONS	82
REVIEW DISTRIBUTION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	81
MAINTAIN STOCKPILED FORMS	81
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	81

TABLE L
TASKS PERFORMED BY ADMINISTRATIVE
SERVICES NCOIC (GRP388)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	82
PREPARE REQUESTS FOR SECURITY CLEARANCES	82
DIRECT MAINTENANCE OF MILITARY MAIL DISTRIBUTION SYSTEMS	82
DIRECT PRODUCTION OF ADMINISTRATIVE ORDERS	76
WRITE CORRESPONDENCE	76
DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	76
OPERATE REPRODUCTION MACHINES	76
PREPARE APRs	76
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	71
MAINTAIN UNIT FILES OR RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	71
DIRECT MAINTENANCE OF REFERENCE OR MEDICAL LIBRARIES	71
ATTEND MEETINGS	71
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	71
PROCESS INCOMING OR OUTGOING CLEARANCES	71
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE	
STANDARDS	71
PREPARE DOCUMENTS FOR ELECTRICAL TRANSMISSION	71
PREPARE ORDERS	65
CONDUCT ADMINISTRATIVE SELF INSPECTIONS	65
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	65
IMPLEMENT SECURITY PROGRAMS	65

TABLE LI

TASKS PERFORMED BY HOSPITAL PATIENT AFFAIRS
SUPERVISOR SUBCLUSTER (GRP393)

TASK	PERCENT MEMBERS PERFORMING
PREPARE APRs	95
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	93
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	92
DETERMINE WORK PRIORITIES	90
SCHEDULE LEAVES OR PASSES	87
ATTEND MEETINGS	85
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	84
WRITE CORRESPONDENCE	83
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	83
DIRECT OPERATION OF REGISTRAR FACILITIES	80
PLAN WORK ASSIGNMENTS	79
SUPERVISE CIVILIANS	78
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	78
ADVISE PERSONNEL ON CIVILIAN HEALTH AND MEDICAL PROGRAMS OF THE UNIFORMED SERVICES (CHAMPUS) ENTITLEMENTS	77
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	75
DIRECT OPERATION OF ADMISSION AND DISPOSITION FACILITIES	73
ORIENT INCOMING ASSIGNEES	73
ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	72
SCHEDULE WORK ASSIGNMENTS	72
ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	72
DEVELOP WORK METHODS OR PROCEDURES	72
IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	71
CONDUCT OJT	71
REVIEW OJT RECORDS	71
PREPARE JOB DESCRIPTIONS	71

TABLE LII

TASKS PERFORMED BY REGISTRAR/PATIENT AFFAIRS SUPERINTENDENT
(GRP676)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
DETERMINE WORK PRIORITIES	100
PREPARE APRs	100
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	98
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	96
SCHEDULE LEAVES OR PASSES	96
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	92
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	92
SUPERVISE CIVILIANS	90
WRITE CORRESPONDENCE	88
PREPARE JOB DESCRIPTIONS	88
DIRECT OPERATION OF REGISTRAR FACILITIES	86
PLAN WORK ASSIGNMENTS	86
IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	86
ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	84
INDORSE AIRMEN PERFORMANCE REPORTS (APR)	84
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	84
ORIENT INCOMING ASSIGNEES	84
ATTEND MEETINGS	80
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	80
SCHEDULE WORK ASSIGNMENTS	80

TABLE LIII

TASKS PERFORMED BY REGISTRAR/PATIENT AFFAIRS WORKER/SUPERVISOR
(GRP767)

TASK	PERCENT MEMBERS PERFORMING
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	100
DIRECT OPERATION OF REGISTRAR FACILITIES	97
ADVISE PERSONNEL ON CIVILIAN HEALTH AND MEDICAL PROGRAMS OF THE UNIFORMED SERVICES (CHAMPUS) ENTITLEMENTS	97
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	97
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	97
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	97
PREPARE APRs	97
ATTEND MEETINGS	94
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	94
DETERMINE ADMISSION ELIGIBILITY	94
DIRECT OPERATION OF AEROMEDICAL EVACUATION FUNCTIONS	94
SCHEDULE WORK ASSIGNMENTS	94
DIRECT OPERATION OF ADMISSIONS AND DISPOSITION FACILITIES	94
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	94
ORIENT INCOMING ASSIGNEES	94
DIRECT OPERATION OF BIOMETRICS ACTIVITIES	90
IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	90
PLAN WORK ASSIGNMENTS	90
EDIT CORRESPONDENCE	90
ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	90

TABLE LIV

TASKS PERFORMED BY REGISTRAR NCOIC
(GRP454)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ADVISE PERSONNEL ON CIVILIAN HEALTH AND MEDICAL PROGRAMS OF THE UNIFORMED SERVICES (CHAMPUS) ENTITLEMENTS	86
ATTEND MEETINGS	86
DETERMINE ADMISSION ELIGIBILITY	86
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	82
PREPARE REPORT OF PATIENTS (SEC VIII-IX) FORMS (AF FORM 235A)	82
DIRECT OPERATION OF REGISTRAR FACILITIES	82
TYPE ON FORMS	82
ORDER FORMS OR PUBLICATIONS	82
PREPARE APRs	82
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	82
DETERMINE WORK PRIORITIES	82
PREPARE REPORT OF PATIENTS (SEC I-VII) FORMS (AF FORM 235)	77
DIRECT OPERATION OF ADMISSIONS AND DISPOSITION FACILITIES	77
WRITE CORRESPONDENCE	77
ASSIGN AND LOG REGISTER NUMBERS ON ADMISSION AUTHORIZATION FORMS (AF FORM 560)	77
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	73
TYPE REPORTS	73
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	68
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	68
DIRECT REQUISITION OF OFFICE SUPPLIES OR EQUIPMENT	68

TABLE LV
TASKS PERFORMED BY SUBFUNCTION MANAGER
(GRP312)

TASK	PERCENT MEMBERS PERFORMING
PREPARE APRs	96
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	93
DETERMINE WORK PRIORITIES	89
SCHEDULE LEAVES OR PASSES	89
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	89
ATTEND MEETINGS	81
ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	78
WRITE CORRESPONDENCE	78
TYPE ON FORMS	78
CONDUCT OJT	78
TYPE DRAFTS OF CORRESPONDENCE	74
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	70
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	70
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	70
OPERATE REPRODUCTION MACHINES	70
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	67
PLAN WORK ASSIGNMENTS	67
MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	67
TYPE REPORTS	67
TYPE FINAL CORRESPONDENCE	67

TABLE LVI
TASKS PERFORMED BY HEADQUARTERS STAFF PERSONNEL
(GRP285)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	92
WRITE CORRESPONDENCE	88
EDIT CORRESPONDENCE	88
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	83
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	83
ATTEND MEETINGS	83
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	83
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	83
DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	83
DETERMINE WORK PRIORITIES	79
DEVELOP WORK METHODS OR PROCEDURES	75
WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	67
PLAN TEMPORARY DUTY (TDY) TRIPS	67
EVALUATE SUGGESTIONS	67
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	63
EVALUATE RECOMMENDED POLICIES OR PROCEDURES	63
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	63
DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	63
IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	58
DRAFT SUPPLEMENT TO HIGHER HEADQUARTERS DIRECTIVES	58

TABLE LVII

TASKS PERFORMED BY HOSPITAL SECTION MANAGER
(GRP337)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ATTEND MEETINGS	100
INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	90
SUPERVISE MEDICAL ADMINISTRATIVE SUPERVISORS (AFSC 90670)	90
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	90
PREPARE APRs	90
INDORSE AIRMEN PERFORMANCE REPORTS (APR)	90
DETERMINE WORK PRIORITIES	90
COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	80
WRITE CORRESPONDENCE	80
IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	80
SCHEDULE LEAVES OR PASSES	80
SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFS 90650)	70
CONDUCT ADMINISTRATIVE SELF INSPECTIONS	70
PREPARE RECOMMENDATIONS FOR CORRECTING INSPECTION DEFICIENCIES	70
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	70
DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	70
ASSIGN PERSONNEL TO DUTY POSITIONS	70
DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	60
EDIT CORRESPONDENCE	60
PREPARE CHECKLISTS	60

TABLE LVIII
TASKS PERFORMED BY UNIT TRAINING NCO
(GRP483)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
REVIEW OJT RECORDS	100
REVIEW TRAINING PROGRESS OF INDIVIDUALS	96
REVIEW TRAINING STATUS OF SECTION	88
DETERMINE OJT TRAINING REQUIREMENTS	88
COUNSEL TRAINEES ON TRAINING PROGRESS	84
ATTEND TRAINING CONFERENCES OR BRIEFINGS	84
EVALUATE EFFECTIVENESS OF TRAINING PROGRAMS	80
DIRECT OR IMPLEMENT OJT PROGRAMS	80
CONDUCT OJT	80
MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	80
CONDUCT PHYSICAL FITNESS OR WEIGHT CONTROL PROGRAMS	80
ADMINISTER TESTS	80
ATTEND MEETINGS	80
TYPE ON FORMS	76
ADMINISTER AEROBICS TESTING PROGRAMS FOR MEDICAL SQUADRON PERSONNEL	76
EVALUATE OJT TRAINEES	72
TYPE REPORTS	72
TYPE FINAL CORRESPONDENCE	68
ESTABLISH STUDY REFERENCE FILES	68

TABLE LIX
TASKS PERFORMED BY PLANT MANAGER
(GRP230)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
ATTEND MEETINGS	98
CONDUCT FOLLOW-UP INSPECTIONS OF MAINTENANCE OR REPAIR OF MEDICAL ACTIVITIES	95
TRANSMIT SERVICE CALLS TO BCE	90
MAINTAIN STATUS LOGS ON APPROVED WORK REQUESTS	90
FOLLOW-UP SERVICE CALLS FOR COMPLETED WORK	90
COORDINATE WITH APPLICABLE AGENCIES REGARDING CORRECTION OF FIRE HAZARD DISCREPANCIES	90
INSPECT CUSTODIAL SUPPLIED SERVICES	88
MAINTAIN LOGS OF SERVICE OR MINOR CONSTRUCTION REQUESTS	88
CONDUCT FIRE DRILLS	88
PREPARE WORK ORDERS OR REQUESTS FOR ACTION BY PLANT MANAGEMENT	86
DIRECT OPERATION OF PLANT MANAGEMENT FACILITIES	81
EVALUATE MAINTENANCE OR REPAIR REQUESTS RECEIVED FROM FACILITY FOR FEASIBILITY	81
INSPECT WORK IN PROGRESS OF IN-HOUSE OR CONTRACTOR ENGINEERING FORCES	81
ADVISE COMMANDERS OR HOSPITAL ADMINISTRATORS CONCERNING NEEDED EQUIPMENT	81
DETERMINE CUSTODIAL SERVICE REQUIRED BY MEDICAL FACILITY	79
TYPE ON FORMS	76
DETERMINE WORK PRIORITIES	76
PREPARE SINGLE LINE DRAWINGS TO ACCOMPANY WORK ORDER REQUESTS	74
COORDINATE WITH MEDICAL FACILITY OR BASE GROUND SAFETY CONCERNING ACCIDENT PREVENTION PROGRAMS	74
COORDINATE MAINTENANCE OF FACILITIES WITH OTHER AGENCIES	71

APPENDIX C

TRAINING ANALYSIS

The extreme heterogeneity of this ladder has been demonstrated over and over in earlier sections of this report. In a specialty this diverse, it would be difficult to design a course which would adequately prepare entry level personnel to perform the vast array of jobs they might be required to perform during their first enlistment. Obviously, any attempt to train personnel to function in a career ladder which contains only 10 tasks out of 634 which are performed by 30 percent or more of all first enlistment personnel would be difficult if not impossible.

However, training would be simplified if the 906X0 career ladder were changed to more accurately reflect and allow for the unique characteristics of the specialty. This restructuring could be accomplished by creating separate 906X0 shreds through the 5-skill level. These shreds would include (1) Administration, (2) Resource Management, and (3) Patient Affairs. A career ladder restructuring along these lines would have the following results:

- 1) Better qualified first job airmen
- 2) Reduced on-the-job training requirements
- 3) Reduced loss of expertise due to transfer across functional areas

The career ladder structure analysis, DAFSC analysis, and write-in comments sections of this report point out that these three functional areas have little in common with each other. Instead, each area encompasses, to a greater or lesser extent, its own common core of tasks which are unique and which justify a separate 906X0 shredout.

The patient affairs functional area is so diverse that, taken as a whole, there are not a great deal of tasks which are performed in common. However, in view of the fact that the majority of personnel in this functional area are initially assigned as outpatient records clerks, it would be most cost effective to train them to function in this capacity. Following an initial assignment to outpatient records, the individual could then learn one of the other patient affairs jobs through on-the-job training.

With three 906X0 shredouts, training could be specifically tailored for each shred. This channelized approach would enable training personnel to concentrate on those tasks which are performed by 30 percent or more of the personnel in a given shredout on their first job (1-24 MOS TAFMS). For example, Table C1 lists 25 of the 40 tasks which are performed by 30 percent or more of first job Resource Management Personnel. By specifically addressing these 40 tasks and training for the first job, personnel would be better prepared to perform their jobs in the field.

The same kind of tailored approach could be applied to the training of personnel assigned to the proposed patient affairs shredout. By training these personnel to perform the 24 tasks which are performed by 30 percent or more of the first job Outpatient Records Clerks (see Table C2), no training time would be wasted on tasks which these individuals would probably never be required to perform during their first enlistment.

A separate 906X0 course could also be developed for the proposed administration shredout; however, it may be more cost effective to send these personnel to existing 702X0B or 702X0C courses. Table C3 lists those 23 tasks which are performed by 30 percent or more of first job medical administrative personnel.

A subsequent 906X0 orientation course for those 906X0 airmen who decide to reenlist would familiarize them with the broad range of 906X0 jobs within the three shreds.

The rest of this appendix presents data in the current 906X0 STS format. To accomplish this, the 906X0 training personnel were asked to match all of the 634 task items in the inventory to STS items. Those task items which were not matched appear in the "Tasks Not Referenced" section beginning on page 26 of the computer listing.

The first two columns of the printout list the computed training emphasis and task difficulty ratings for each task. The next eight columns list the percentage of personnel performing the task. The abbreviated column headings are described below:

TNG EMP - Training emphasis; mean 2.14; standard deviation 1.38. A rating of tasks indicating where emphasis should be placed on structured training for first-term personnel.

TSK DIF - Task Difficulty; mean 5.0; standard deviation 1.0. A rating of the length of time it would take an average individual to learn to do the task.

ADM 1JB - All First Job Personnel in the Administrative Functional Area. This group includes all 906X0 airmen with 1-24 months TAFMS who were identified in the Medical Squadron Section Personnel and Administrative Clerk Clusters by the CODAP process. N=89.

ADM 1EL - All first enlistment personnel in the administrative functional area. This group includes all 906X0 airmen with 1-48 months TAFMS who were identified in the Medical Squadron Section Personnel and Administrative Clerk Clusters by the CODAP process. N=230.

RM 1JB - All first job personnel in the resource management functional area. This group includes all 906X0 airmen with 1-24 months TAFMS who were identified in the Resource Management/MSA Personnel cluster by the CODAP process. N=25.

RM 1EL - All first enlistment personnel in the resource management functional area. This group includes all 906X0 airmen with 1-48 months TAFMS who were identified in the Resource Management/MSA personnel cluster by the CODAP process. N=61.

*REG 1 JB - All first job personnel in the outpatient records personnel cluster. This group includes all 906X0 airmen with 1-24 months TAFMS who were identified in the Outpatient Records Personnel Cluster by the CODAP process. N=172.

*REG 1EL - All first enlistment personnel in the outpatient records personnel cluster. This group includes all 906X0 airmen with 1-48 months TAFMS who were identified in the Outpatient Records Personnel Cluster by the CODAP process. N=296.

1ST JOB - all first job personnel in the 906X0 sample. This group includes all 906X0 airmen in the sample with 1-24 months TAFMS. N=561.

1ST ENL - All first enlistment personnel in the 906X0 Sample. This group includes all 906X0 airmen in the sample with 1-48 months TAFMS. N=1215.

* The patient affairs functional area consists of five clusters and five independent job types. Any attempt to train entry level airmen to perform all of these jobs would be difficult at best and the cost would be prohibitive. The majority of 906X0 personnel currently are assigned initially to the outpatient records section. Therefore it would be more realistic to limit the scope of training in the outpatient functional area to preparing personnel to function as outpatient records clerks.

The following is an example of how the data in this format can assist Air Force managers. Turn to page 17 and refer to task J354 under STS line item 16T(1) (Gather Data). Notice that Task J354 is well above average in terms of training emphasis with a rating of 5.96, (fully two standard deviations above the average of 2.14). This indicates 7- and 9-skill level personnel in the field feel this is a task on which first-term airmen should receive a great deal of structured training.

The next column, TSK DIF, is a rating of the relative difficulty of the tasks which is obtained from another group of 7- and 9-skill level medical administrative personnel in the field. Notice that the rating of 6.43 is over one standard deviation above the mean of 5.0. This indicates that 7- and 9-skill level personnel in the field consider this one of the more difficult tasks to learn. Therefore, if it is included in a training curriculum, the training manager will have to allow for more time to train the task.

Rather than explain the percentages in each of the next eight columns, it is easier to summarize them. Based on survey data, fewer than six percent of all first job (1ST JOB) and first enlistment (1ST ENL) 906X0 personnel perform this task. In addition, fewer than two percent of first job and first enlistment personnel in the administrative functional area (ADM 1JB and ADM 1EL) and outpatient records cluster (REG 1JB and REG 1EL) perform the task. Finally, only four percent of first job (RM 1JB) and 1.6 percent of first enlistment (RM 1EL) personnel in the resource management functional area perform the task.

This kind of situation indicates a problem which must be addressed by 906X0 career ladder managers. The training emphasis and task difficulty ratings indicate supervisors in the field feel 1) first enlistment personnel should be trained to do the task; and, 2) it is not going to be an easy task to train. However, the data indicate fewer than six percent of first job and first enlistment personnel in the total sample or any of the three functional groups within the total sample perform the task.

Such seemingly contradictory facts and ratings may reflect areas where supervisors in the field are having problems and need help. In this case, functional managers need to decide who should be doing the task. If first enlistment airmen should be performing the task, then resident training may be appropriate. If only career medical administrative personnel (post first enlistment) should be doing the task, it may be appropriate for OJT, CDC, or an advanced (7-skill level) training program.

TABLE C1

TASKS PERFORMED BY FIRST JOB RESOURCE MANAGEMENT PERSONNEL
N=25

TASKS	PERCENT MEMBERS PERFORMING
COLLECT PAYMENT FOR TREATMENT FURNISHED	92
FOLLOW-UP UNPAID BILLS	80
TYPE ON FORMS	76
COLLECT PATIENT'S VALUABLES	76
PREPARE CASH COLLECTION VOUCHER FORMS (DD FORM 1131)	72
MAINTAIN CHANGE FUNDS	68
PREPARE HOSPITAL INVOICE/RECEIPT/ACCOUNT RECEIVABLE RECORD FORMS (AF FORM 1127 SERIES)	68
MAINTAIN SUSPENSE FOR UNPAID BILLS	68
TYPE REPORTS	68
PREPARE PUBLIC VOUCHER FOR PURCHASE AND SERVICES OTHER THAN PERSONAL FORMS (SF FORM 1034)	64
DETERMINE CATEGORIES OF PAY PATIENTS	64
REIMBURSE PATIENTS FOR OVERCHARGES	64
MAKE ENTRIES IN CASH COLLECTION JOURNALS	60
CONFIRM TOTAL PATIENT PAYDAYS WITH REGISTRAR	52
TYPE FINAL CORRESPONDENCE	48
NUMBER CONTROLLED FORMS	48
DEPOSIT MONIES COLLECTED BY REGISTRAR	48
PREPARE MONTHLY MEDICAL SERVICE ACTIVITY REPORT FORMS (AF FORM 178)	48
POST FOOD ISSUE RECORD FORMS (AF FORM 543)	44
PREPARE FOOD COST RECORD FORMS (AF FORM 546)	44
COMPUTE RATIONS EARNED BY DINING FACILITIES	44
COMPARE DINING HALL EXPENDITURES AGAINST MONEY EARNED	44
OPERATE REPRODUCTION MACHINES	44
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	44
VERIFY CIVILIAN MEDICAL COSTS INCURRED BY ACTIVE DUTY MILITARY MEMBERS	40

TABLE C2

TASKS PERFORMED BY FIRST JOB OUTPATIENT RECORDS CLERKS
N=172

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS	88
VERIFY IDENTIFICATION OF PATIENTS	88
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY HAND-CARRYING	88
PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES	80
SCREEN INCOMING MEDICAL RECORDS	74
PREPARE RECORDS FOR TRANSFER TO CBPO FOR ACTIVE DUTY PERSONNEL UNDERGOING A PERMANENT CHANGE OF STATION (PCS)	73
PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	73
PREPARE REQUEST FOR TRANSFER OF OUTPATIENT RECORD FORMS (AF FORM 275)	62
ANNOTATE SENSITIVITY INFORMATION ON OUTPATIENT RECORDS JACKET	62
SCREEN FORMS FOR INCLUSION INTO RECORDS	60
RETIRE OUTPATIENT MEDICAL RECORDS AND INDEX CARDS	60
INVENTORY MILITARY OUTPATIENT RECORDS	55
MAINTAIN PATIENT RECORD CROSS INDEX FILES	52
PREPARE REQUESTS FOR MEDICAL OR DENTAL RECORDS OR INFORMATION FORMS	52
FORWARD MEDICAL RECORDS TO OTHER AGENCIES	49
MAKE ENTRIES ON HEALTH RECORD-CHRONOLOGICAL RECORD OF MEDICAL CARE FORMS (SF FORM 600)	48
SCREEN OUTPATIENT RECORDS FOR RETIREMENT	48
FORWARD APPOINTMENT SHEETS	44
IDENTIFY MILITARY INDIVIDUALS ON PERSONNEL RELIABILITY PROGRAMS	42
MAIL LOOSE ELEMENTS OF MEDICAL RECORDS	35
OPERATE HAND IMPRINTERS	34
SCREEN OUTPATIENT MEDICAL RECORDS FOR PERSONNEL RELIABILITY PROGRAM	34
ANNOTATE ALPHA ROSTERS WITH INCOMING OR OUTGOING PERSONNEL INFORMATION	34
PREPARE APPOINTMENT SHEETS	30

TABLE C3

TASKS PERFORMED BY FIRST JOB ADMINISTRATIVE PERSONNEL
(IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING)
N=89

TASKS	PERCENT MEMBERS PERFORMING
TYPE ON FORMS	90
TYPE FINAL CORRESPONDENCE	82
TYPE DRAFTS OF CORRESPONDENCE	80
MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	69
TYPE REPORTS	64
HAND-CARRY FORMS TO OTHER OFFICES	64
ORDER FORMS OR PUBLICATIONS	60
OPERATE REPRODUCTION MACHINES	60
FORWARD MAIL	56
MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	55
DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES	54
MAINTAIN BULLETIN BOARDS	48
REVIEW INCOMING OR OUTGOING CORRESPONDENCE	45
REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	40
IN PROCESS OR OUT PROCESS SQUADRON PERSONNEL	37
GREET INCOMING VISITORS	36
ATTEND MEETINGS	35
PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	34
PERFORM FATIGUE DETAILS	34
MAINTAIN MILITARY PUBLICATIONS LIBRARIES	33
SCHEDULE APPOINTMENTS	33
PREPARE OFFICE SUPPLIES REQUISITIONS	33
ANSWER PHONES	31

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

THIS REPORT ANALYZES PROPOSED 906X0 SHREDDOUTS AND THE PRESENT 906X0 STRUCTURE BY SIX L7-C ITEMS USING TRAINING EMPHASIS AND TASK DIFFICULTY VECTORS, AND 1ST JG3 (1-24 MOS TAFMS) AND 1ST ELLISTMENT (1-48 MOS TAFMS) GROUPS.

VECTOR TYPE CODES:

- (1) = 1 TIME SPENT BY ALL MEMBERS
- (N) = 2 MEMBERS PERFORMING
- (7) = TASK FACTOR
- (D) = DICHOTOMOUS SET
- (9) = 2 TIME SPENT BY MEMBERS PERFORMING
- (-) = PROGRAM GENERATED VECTOR

NO	TYPE	VECTOR	7MEMBERS/		DESCRIPTION	FACTOR
			MEAN	SD		
1	D	TAGEMP	2.14	1.38	TNG EMPHASIS (IMXAL2)	200
2	F	TSKOIF	3.00	1.00	TASK DIFFICULTY (IMXAL1)	199
3	M	ADH1JB		89	ALL PERS WITH 1-24 MOS TAFMS IN 6P0103	228
4	M	ADH1EL	230		ALL PERS WITH 1-48 MOS TAFMS IN 6P0103	230
5	M	PH1JS	25		ALL PERS WITH 1-24 MOS TAFMS IN 6P0101	232
6	M	PH1EL	61		ALL PERS WITH 1-48 MOS TAFMS IN 6P0101	234
7	M	REG1JB	172		ALL PERS WITH 1-24 MOS TAFMS IN 6P0091	235
8	M	REG1EL	296		ALL PERS WITH 1-48 MOS TAFMS IN 6P0091	237
9	M	1STJOB	561		ALL AIRMEN DAFSC 906X0 1-24 MOS TAFMS	16
10	M	1STENL	215		ALL AIRMEN DAFSC 906X0 1-48 MOS TAFMS	18

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

THIS REPORT ANALYZES PROPOSED 906XQ SHREDDOUTS AND THE PRESENT 906XQ STRUCTURE BY SYS LINE ITEMS USING TRAINING EMPHASIS AND TASK DIFFICULTY VECTORS, AND 1ST JOS (1-20 MOS TAFMS) AND 1ST ENLISTMENT (1-48 MOS TAFMS) GROUPS.

ING	TSK	ADM	ADM	RM	RM	REG	REG	1ST	1ST
EMP	DIF	1JB	1EL	1JB	1EL	1JB	1EL	JOB	ENL
00+	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)

TITLES

0 TSK

001 SYS 906XQ JUNE 1972

002 3. ENVIRONMENTAL SAFETY

003 5A. PRINCIPLES OF GENERAL SAFETY

004 5B. EXERCISE SAFETY PRECAUTIONS DURING
JOB PERFORMANCE

005 5C. ACCIDENT REPORTING

006 6. MEDICAL MATERIEL PROCEDURES

007 6A. PROPERTY ACCOUNTABILITY AND
RESPONSIBILITY

008 6B. LOCAL ISSUE AND TURN IN PROCEDURES

009 6C. REPORT OF SURVEY SYSTEM

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

	TNG	TSK	ADM	ADM	RN	REG	1ST
TITLES	EMP	DIF	JOB	TEL	TEL	JOB	ENL
	0	(F)	(M)	(M)	(M)	(M)	(M)
C TSK							

010 7. COMMUNICATIONS

C11 7A. WRITER:

612 7A(1) WRITE CLEARLY

013 7A(2) PREPARE IN PROPER FORMAT

FF 227 TYPE FINAL CORRESPONDENCE

E 229 TYPE REPORTS
E 226 TYPE DRAFTS OF CORRESPONDENCE

REF 207 PREPARE DOCUMENTS FOR ELECTRICAL TRANSMISSION

C14 17A(3) REVIEW FOR PROPER FORMAT

7B. COMMUNICATE ORALLY

016 7C. INTERPERSONAL RELATIONS

4137 7C(1) COMMUNICATION COURTESY

016 7C(2) PATIENT-CENTERED BEHAVIOR

TNG	TSK	ADM	RM	REG	JST
EMP	DIF	JJB	JEL	JEL	JOB
*D4	(F)	(M)	(M)	(M)	(M)

MC 1 3
TITLES

01' 7C(3) PUBLIC RELATIONS

3. SUPERVISION AND TRAINING

C21 6A. SUPERVISION

022 CA(1) EVALUATE PERFORMANCE OF
SUBORDINATE PERSONNEL

023 BA(2) PLAN AND SCHEDULE WORK
ASSIGNMENTS AND PRIORITIES024 8A(3) ESTABLISH WORK METHODS, CON-
TROLS AND PERFORMANCE STANDARDS025 0A(4) RESOLVE TECHNICAL PROBLEMS
ENCOUNTERED BY SUPERORDINATES

026 BA15) COUNSEL PERSONNEL AND RESOLVE
INDIVIDUAL PROBLEMS

02? 6A(6) PARTICIPATE IN USAF GRADUATE
EVALUATION PROGRAM

ANALYSIS OF PROPOSED SHREDCUT GROUPS

0	TSK	TITLES	TNG	EMP	TSK	ADM	ADM	RM	RM	REG	REG	1ST	1ST
					DIF	1JB	1EL	1JB	1EL	1JB	1EL	JOB	ENL
			0		(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)

029 89. TRAINING

029 89(1) EVALUATE PERSONNEL FOR NEED
FOR TRAINING030 89(2) PLAN, CONDUCT, AND SUPERVISE
OJT031 89(3) PREPARE JOB PROFICIENCY
GUIDES

032 89(4) MOTIVATE TRAINERS AND TRAINEES

033 89(5) COUNSEL TRAINEES ON TRAINING PROGRESS

034 89(6) MONITOR EFFECTIVENESS OF OJT

035 89(7) UPGRADE TRAINING

036 89(8) QUALIFICATION TRAINING

037 89(9) MAINTAIN TRAINING RECORDS

ANALYSIS OF PROPOSED SHREDOUT GROUPS

D	TSK	TITLES	ING	TSK	ADM	ADM	RM	RM	REG	REG	1ST	1ST
			EMP	DIF	1JB	1EL	1JB	1EL	1JB	1EL	JOB	ENL
			D	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)

038 88(8) EVALUATE EFFECTIVENESS OF
TRAINING PROGRAMS

039 88(9) RECOMMEND PERSONNEL FOR
TRAINING

040 9. OFFICE EQUIPMENT OPERATIONS

041 9A. TYPE COMMUNICATIONS

042 9B. OPERATE PLATE IMPRINTER

E 201 OPERATE EMBOSSED MACHINES

043 9C. OPERATE OFFICE COPYING AND
DUPLICATING MACHINE

E 203 OPERATE REPRODUCTION MACHINES

E 166 ADJUST OFFICE EQUIPMENT SUCH AS TYPEWRITERS, FILING
MACHINES, OR DUPLICATING MACHINES

E 202 OPERATE PRINTING MACHINES

044 9D. OPERATE OFFICE CALCULATORS

045 9E. OPERATE PAGING AND INTERCOMMUNICATIONS
SYSTEMS

2.55 2.71 6.7 5.7 12.0 6.6 9.9 9.1 11.1 11.8

2.91 2.99 59.6 62.6 44.0 45.9 22.7 25.0 39.0 42.3
2.36 4.03 27.0 33.5 20.0 18.0 7.0 7.1 14.6 17.1

2.28 3.86 15.7 8.7 4.0 3.3 9.9 7.8 12.1 10.3

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	TNG EMP	TSK DIF	ADM (M)	ADM (M)	TEL (M)	JOB (M)	RM (M)	TEL (M)	REC (M)	TEL (M)	1ST JOB (M)	1ST JOB (M)	1ST JOB (M)
046	9F. TELEPHONE SYSTEM	00*	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
047	96. OPERATOR SAFETY AND RESPONSIBILITY													
048	10. DOCUMENTATION MANAGEMENT													
6 278	PREPARE IDENTIFICATION BANDS FOR PATIENTS	3.55	2.86	1.1	.4	.0	1.6	10.5	9.8	16.0	16.0	16.0	16.0	16.0
049	10A. PREPARE FILES MAINTENANCE AND DISPOSITION PLAN													
050	10B. PREPARE FILE DISPOSITION CONTROL LABEL													
051	10C. PREPARE RECORD'S SHIPMENT LIST													
052	10D. MAINTAIN GENERAL CORRESPONDENCE AND TRANSITORY FILES													
E 200	MAINTAIN UNIT FILES OF RECORDS, FORMS, CORRESPONDENCE, OR REPORTS	3.60	4.42	68.5	71.7	28.0	42.6	26.7	24.3	31.7	35.3	35.3	35.3	35.3
053	11. PUBLICATIONS AND FORMS													
054	11A. ORDER PUBLICATIONS AND FORMS													
E 199	MAINTAIN SUPPLIES OF FORMS OR OFFICE MATERIALS	3.64	3.63	35.1	38.7	44.0	46.3	11.6	10.8	26.0	30.2	30.2	30.2	30.2
E 204	ORDER FORMS OR PUBLICATIONS	3.57	3.47	59.6	61.3	32.0	30.3	9.3	9.8	25.8	29.6	29.6	29.6	29.6

ANALYSIS OF PROPOSED SHREDOUT GROUPS

C TSK	TITLES	TNG EMP *D*	TSK DIF (F)	ADM		RM		REG		1ST	
				1JR (M)	1EL (M)	1JB (M)	1EL (M)	1JB (M)	1EL (M)	JOB (M)	ENL (M)
E 198	MAINTAIN PAMPHLET SUPPLIES	1.45	3.63	10.6	14.3	4.0	4.9	2.3	1.4	6.1	7.0

 055 117. UPDATE FILES OF PUBLICATIONS

E 197 MAINTAIN MILITARY PUBLICATIONS LIBRARIES

3.62 5.08 32.6 34.8 4.0 13.1 .6 1.0 8.7 11.5

 056 12. UNIFORMED SERVICES HEALTH BENEFITS
 PROGRAM

 057 12A. BENEFITS UNDER THE UNIFORMED SERVICES
 HEALTH BENEFITS PROGRAM

 058 12B. NONAVAILABILITY STATEMENT
 -DEPENDENTS MEDICAL CARE PROGRAM

 059 13. SPECIAL ORDERS AND PERSONNEL ACTION
 REQUESTS

 060 13A. PREPARE SPECIAL ORDERS

 061 13B. PERSONNEL ACTION REQUESTS

 062 14. OFFICIAL MAIL AND DISTRIBUTION
 (ADMINISTRATION OFFICE)

ANALYSIS OF PROPOSED SHREDCUT GROUPS

O T:4	TITLES	TSG		ADM		RM		REG		1ST	
		EMP	DIF	ADM	1JB	1EL	1JB	1EL	1JB	1EL	1ST
		(M)	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)

063 14A. ROUTE INCOMING MAIL, ELECTRICAL
MESSAGES, AND OTHER COMMUNICATIONS

E 105 DISTRIBUTE CORRESPONDENCE, REPORTS, OR DIRECTIVES 2.17 3.01 53.9 56.5 20.0 21.3 6.4 7.4 20.1 24.0

054 14B. DISPATCH OUTGOING MAIL, ELECTRICAL
MESSAGES, AND OTHER COMMUNICATIONS

E 150 FORWARD MAIL 2.02 2.77 56.2 58.7 24.0 16.4 23.3 21.6 30.3 31.9
E 173 FUNDLE MAIL 1.43 2.42 16.9 21.7 .0 3.3 4.1 4.1 6.4 8.9
E 219 RETURN MAIL TO POST OFFICE 1.17 2.09 23.6 29.6 4.0 3.3 2.3 2.4 9.4 12.8

053 15. COMMAND FUNCTIONS

056 15A. DOCUMENTATION IN SUPPORT OF ADMINISTRATIVE
AND DISCIPLINARY ACTIONS

067 15B. LEAVE AND PASS

068 15C. PREPARE RECORD OF DUTY

059 15C. LIBRARY FUNCTIONS

070 15E. MEAL CARDS

071 15F. ADMINISTRATION OF USAF PHYSICAL
FITNESS AND WEIGHT CONTROL PROGRAM

ANALYSIS OF PROPOSED SHREDOUT GROUPS

D	TSK	TITLES	TNG	EMP	ADM	ADM	ADM	RM	RM	RM	REG	REG	1ST	1ST
			TSK	DIF	1JB	1EL	1EL	1JB	1EL	1JB	1EL	1EL	JOB	ENL
			(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)

072 16. REGISTRAR SERVICE

073 16A. MAKE APPOINTMENTS FOR OUTPATIENTS

N 444 PREPARE APPOINTMENT SHEETS
E 220 SCHEDULE APPOINTMENTS

2.96	3.66	1.1	1.7	4.0	1.6	29.7	27.7	16.6	13.6
2.32	3.73	32.6	31.7	4.0	4.9	19.0	16.2	29.2	26.7

074 16B. PERFORM THE FOLLOWING FUNCTIONS ASSOCIATED WITH OUTPATIENT MEDICAL RECORDS:

075 16B(1) ESTABLISH

N 433 ANNOTATE SENSITIVITY INFORMATION ON OUTPATIENT RECORDS
JACKET

3.62	3.94	1.1	.9	4.0	1.6	61.6	63.5	22.5	19.3
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076 16B(2) UPDATE

N 447 PREPARE OUTPATIENT RECORDS FOR PHYSICIANS OR CLINICS
N 457 SCREEN INCOMING MEDICAL RECORDS
N 441 MAKE ENTRIES ON HEALTH RECORD-CHRONOLOGICAL RECORD OF MEDICAL CARE FORMS (SF FORM 600)

4.23	3.88	2.2	1.7	4.0	1.6	88.4	87.8	34.9	28.5
4.23	4.61	1.1	.9	4.0	1.6	74.4	74.3	27.5	22.6
3.32	4.47	2.2	1.7	4.0	1.6	47.7	48.0	20.9	17.1

077 16B(3) FILE

N 456 SCREEN FORMS FOR INCLUSION INTO RECORDS
N 443 PICK UP RECORDS FROM PHYSICIANS AND CLINICS TO RETURN TO FILES

3.68	4.30	.0	.0	4.0	1.6	59.9	61.1	21.9	18.8
2.30	2.51	2.2	2.2	4.0	1.6	80.2	76.0	31.4	25.3

078 16B(4) CHARGE CUT

079 16B(5) TRANSFER

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	TNS	TSK	ADM	ADM	1J8	1EL	RM	1J8	1EL	RM	1J8	1EL	REG	1ST	1ST
		EMP	DIF	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
		AD*	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
N 449	PREPARE OUTPATIENT RECORDS FOR TRANSFER BY MAIL	3.98	3.52	4.5	2.2	4.0	1.6	72.7	70.6	27.6	22.5					
N 451	PREPARE REQUEST FOR TRANSFER OF OUTPATIENT RECORD FORMS (AF FORM 275)	3.64	3.39	2.2	.9	.0	.0	62.2	59.8	23.7	18.2					
N 452	PREPARE REQUESTS FOR MEDICAL OR DENTAL RECORDS OR INFORMATION FORMS	3.47	3.53	4.5	2.2	.0	.0	52.3	51.7	19.8	16.5					
C80	169(S) RETIRE															
N 454	RETIRE OUTPATIENT MEDICAL RECORDS AND INDEX CARDS	4.19	4.78	.0	.0	4.0	1.6	59.9	59.5	23.4	18.5					
N 453	PREPARE SHIPPING MANIFESTS FOR OUTPATIENT RECORDS BEING RETIRED	4.13	4.75	1.1	.4	4.0	1.6	24.4	23.3	9.3	7.2					
N 459	SCREEN OUTPATIENT RECORDS FOR RETIREMENT	3.81	4.57	.0	.0	4.0	1.6	47.7	48.0	16.9	14.3					
C81	16C. PERFORM THE FOLLOWING FUNCTIONS ASSOCIATED WITH HEALTH RECORDS FOR MILITARY PERSONNEL:															
C82	16C(1) FILE															
C83	16C(2) UPDATE															
N 457	SCREEN INCOMING MEDICAL RECORDS	4.23	4.61	1.1	.9	4.0	1.6	74.4	74.3	27.5	22.6					
N 438	INVENTORY MILITARY OUTPATIENT RECORDS	3.68	4.46	1.1	.4	4.0	1.6	54.7	58.1	19.6	17.3					
N 456	SCREEN FORMS FOR INCLUSION INTO RECORDS	3.68	4.30	.0	.0	4.0	1.6	59.9	61.1	21.9	18.8					
C84	16C(3) CHARGEOUT															
C85	16C(4) TRANSFER															
F 244	FORWARD MEDICAL RECORDS TO OTHER AGENCIES	4.17	3.28	4.5	4.3	4.0	4.9	48.8	49.7	28.2	27.7					
N 450	PREPARE RECORDS FOR TRANSFER TO CBPO FOR ACTIVE DUTY PERSONNEL UNDERGOING A PERMANENT CHANGE OF STATION (PCS)	3.83	3.51	.0	.0	4.0	1.6	72.7	72.3	26.6	21.2					
N 440	MAINTAIN PATIENT RECORD CROSS INDEX FILES	3.45	4.17	1.1	.4	.0	.0	52.3	56.8	18.0	15.9					
F 247	MAIL LOOSE ELEMENTS OF MEDICAL RECORDS	3.23	3.17	3.4	3.0	8.0	4.9	34.9	40.2	18.9	20.6					

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	INS EMP *D*	TSK DIF (F)	ADM LJB (M)	ADM IEL (M)	RM LJB (M)	RM IEL (M)	REG LJB (M)	REG IEL (M)	1ST JOB (M)	1ST ENL (M)
N 432	ANNOTATE ALPHA ROSTERS WITH INCOMING OR OUTGOING PERSONNEL INFORMATION	2.83	3.78	2.2	2.6	.0	.0	33.7	35.8	12.8	11.0

086 150. ELIGIBILITY FOR MEDICAL CARE

F 242	DETERMINE ADMISSION ELIGIBILITY	5.96	4.44	.0	.0	4.0	3.3	5.2	6.1	11.9	13.6
N 460	VERIFY IDENTIFICATION OF PATIENTS	5.17	3.99	1.1	.4	8.0	3.3	87.8	86.5	35.3	28.1
G 283	VERIFY ELIGIBILITY OF AIR FORCE RESERVE ADMISSIONS TO HOSPITAL	4.55	4.88	.0	.0	4.0	3.3	2.9	3.4	7.8	7.8
G 285	VERIFY ELIGIBILITY OF CIVIL SERVICE EMPLOYEE ADMISSIONS TO HOSPITAL	4.53	5.00	.0	.0	4.0	4.9	2.9	3.0	7.3	6.9
G 284	VERIFY ELIGIBILITY OF AIR NATIONAL GUARD ADMISSIONS TO HOSPITAL	4.47	4.88	.0	.0	4.0	3.3	2.9	3.0	7.5	7.2

087 165. INITIATE AND DISTRIBUTE ADMISSION RECORDS FOR QUARTERS AND HOSPITAL PATIENTS

G 262	INITIATE CLINICAL RECORD COVER SHEET FORMS (AF FORM 565)	5.30	4.52	.0	.9	.0	3.3	14.0	12.8	18.5	19.3
G 263	INITIATE CLINICAL RECORDS	5.21	4.72	.0	.4	.0	3.3	16.3	12.8	16.9	16.9
G 258	ASSIGN AND LOG REGISTER NUMBERS ON ADMISSION AUTHORIZATION FORMS (AF FORM 560)	5.04	3.50	1.1	.9	.0	3.3	15.7	16.2	21.9	22.1
G 276	PLACE PATIENT BAGGAGE IN STORAGE	2.47	2.51	.0	.0	4.0	4.9	.0	.0	4.8	6.1

088 16F. NOTIFY APPROPRIATE AGENCIES AND ORGANIZATIONS OF ADMISSION OF EACH PATIENT

G 270	NOTIFY ARMY OR NAVY UPON ADMISSION OF ARMY, NAVY, OR MARINE PERSONNEL	4.23	4.34	.0	.0	.0	1.6	1.7	1.7	8.4	8.8
G 274	NOTIFY MEMBER'S UNIT UPON ADMISSION TO QUARTERS OR HOSPITAL	3.87	3.66	.0	.0	.0	1.6	6.4	6.4	11.6	11.5
G 272	NOTIFY HEADQUARTERS USAF OF ADMISSIONS OF AF LINE COLONELS, OTHER SERVICE GENERALS, OR PRESIDENTIAL APPOINTEES	3.81	4.75	.0	.0	.0	1.6	.0	.3	4.6	5.3
G 273	NOTIFY HIGHER HEADQUARTERS UPON ADMISSION OF DIRECTORS OF BASE MEDICAL SERVICES OF AF MEDICAL SERVICE COLONELS	3.81	4.58	.0	.0	.0	1.6	.0	.3	4.5	4.8
G 271	NOTIFY HEADQUARTERS UNITED STATES AIR FORCE (USAF) ON ADMISSIONS OF ACTIVE DUTY OR RETIRED AIR FORCE GENERALS	3.72	4.68	.0	.0	.0	1.6	.0	.7	5.7	5.5
G 261	CONTACT OR LOCATE INDIVIDUALS ON QUARTERS	3.19	4.20	.0	.4	.0	1.6	6.4	6.8	13.0	13.9

099 16G. DISPOSITION OF PATIENTS

ANALYSIS OF PROPOSED SHREDCUT GROUPS

D TSK	TITLES	TNG EMP	TSK DTF	ADM ADM	ADM ADM	RM RM	RM RM	REG IEL	REG IEL	1ST JOB	1ST ENL
		00*	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
G 282	SCREEN INPATIENT CLINICAL RECORDS UPON DISCHARGE OF PATIENTS	5.49	5.83	.0	.0	.0	1.6	4.1	2.7	12.8	13.1
G 260	CLEAR PATIENTS FROM HOSPITALS	4.81	3.91	.0	.4	24.0	18.0	10.5	10.6	20.7	21.7
G 269	MAINTAIN QUARTERS CASE FILES	5.04	4.52	.0	.4	.0	1.6	4.7	5.7	15.0	14.5
G 291	16I. PROCEDURES RELATING TO DECEASED PERSONNEL	3.23	3.87	.0	.0	.0	6.6	2.3	3.0	5.2	7.7
F 245	INVENTORY PHYSICAL BELONGINGS OF DECEASED MEMBERS										
G 292	16J. ACCOUNT FOR THE STATUS OF PATIENT BEDS										
G 267	MAINTAIN CURRENT BED STATUS	4.81	4.59	.0	.9	4.0	6.6	3.5	3.4	13.2	13.5
G 280	PREPARE PATIENT LOCATOR CARDS	3.83	3.26	2.2	.9	.0	1.6	13.4	11.5	16.9	15.2
G 259	ASSIGN PATIENTS TO WARDS OR BEDS	3.81	4.25	.0	.4	.0	3.3	5.8	5.4	10.9	11.8
P 496	CHECK IN PATIENT BAGGAGE ON PATIENT'S EFFECTS/CLOTHING STORAGE TAG FORMS (AF FORM 222)	2.68	3.47	.0	.0	4.0	1.6	.6	.7	3.9	5.0
G 293	16K. UPDATE PATIENT LOCATOR FILES										
G 280	PREPARE PATIENT LOCATOR CARDS	3.83	3.26	2.2	.9	.0	1.6	13.4	11.5	16.9	15.2
G 294	16L. UPDATE THE PATIENT CONTROL FILE										
G 268	MAINTAIN PATIENT CONTROL FILES	5.21	4.49	.0	.4	.0	3.3	2.9	3.4	10.3	10.2
G 266	INVENTORY PATIENTS AGAINST PATIENT CONTROL FILES	4.51	4.50	.0	.0	.0	3.3	1.2	1.0	5.7	7.1
K 371	MAINTAIN MASTER INDEX FILES	4.15	4.38	.0	.0	4.0	1.6	3.5	3.4	4.5	4.0
G 295	16M. PREPARE AND DISTRIBUTE DAILY ADMISSION AND DISPOSITION LIST										
G 277	PREPARE ADMISSION AND DISPOSITION (AGD) SHEETS	6.49	5.18	.0	.4	.0	1.6	8.7	7.8	17.1	17.1

	TNG	TSK	ADH	ADM	RH	REG	IST
EMP	DIF	LJB	TEL	JEL	JLB	REL	JOB
D	(F)	(M)	(M)	(M)	(M)	(M)	(M)

TITLES

O TSK	TNG	TSK	ADH	ADM	RH	REG	IST
	EMP	DIF	LJB	TEL	JEL	JLB	REL
	D	(F)	(M)	(M)	(M)	(M)	(M)

096 16N. LINE OF DUTY DETERMINATIONS

0097 16N(1) PREPARATION OF AF FORM 348, LINE OF DUTY DETERMINATION AND LINE OF DUTY ENTRIES IN MEDICAL RECORDS

5 264 INITIATE LINE OF DUTY DETERMINATION FORMS (AF FORM 348)

098 ISN(2) DISTRIBUTE AND INSURE RETURN OF AF FORM 348,
LINE OF DUTY DETERMINATION

099 160. THIRD PARTY LIABILITY

100-16011 CHECK AND DISTRIBUTE AF FORM 1488,
DAILY LOG OF PATIENTS TREATED FOR INJURIES

1101 16012) INITIATE AND DISTRIBUTE INITIAL TRANSFER, AND FINAL
AF FORM 432, MEDICAL CARE-THIRD PARTY LIABILITY
NOTIFICATION

1102 1603) ANNOTATE MEDICAL RECORDS TO IDENTIFY THIRD PARTY
LIABILITY CASES

103 160(4) FURNISH GROUND SAFETY DATA RELATED TO TREATMENT
OF PATIENTS INVOLVED IN ACCIDENTS

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

O	TSK	TITLES	ING ENP *D*	TSK DIF (F)	ADM 1JB (M)	ADM 1EL (M)	RM 1JB (M)	RM 1EL (M)	REG 1JB (M)	REG 1EL (M)	1ST JOB (M)	1ST ENL (M)
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104 16P. PERFORM THE FOLLOWING FUNCTIONS
ASSOCIATED WITH CLINICAL RECORDS:

105 16P(1) REVIEW

K 363 ASSEMBLE CLINICAL RECORDS UPON RELEASE OF PATIENTS	5.47	5.77	.0	.0	.0	.0	.0	.0	6.4	4.7	12.5	12.1
K 355 COORDINATE COMPLETION OF CLINICAL RECORDS WITH PHYSICIANS OR NURSING STAFFS	4.62	6.09	.0	.0	.0	.0	.0	.0	2.9	2.4	7.3	8.6
K 367 FILE MEDICAL PAPER WORK IN INDIVIDUAL CLINICAL RECORDS	4.21	4.27	2.2	2.2	.0	1.6	21.5	15.9	20.7	17.5		

106 16P(2) SAFEGUARD

107 16P(3) FILE

K 369 MAINTAIN CLINICAL RECORDS INDEX FILES

K 369 MAINTAIN CLINICAL RECORDS INDEX FILES	4.08	4.35	1.1	.4	.0	.0	.0	.0	13.4	9.5	9.3	7.4
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108 16G. CODE AND TRANSMIT AF FORM 565, CLINICAL RECORD COVER
SHEET AND AF FORM 590, CODING TRANSCRIPT FOR INDIVIDUAL
RECORDS

J 361 TRANSCRIBE CODINGS IN INTERNATIONAL CLASSIFICATION OF DISEASES (ICD)	5.72	6.97	.0	.0	.0	.0	.0	.0	.0	.7	2.7	3.7
J 360 TRANSCRIBE CODINGS FROM CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565) TO CODING TRANSCRIPT FOR INDIVIDUAL MEDICAL RECORDS	5.62	6.51	.0	.0	.0	.0	.0	.0	.0	.3	2.9	4.2
K 362 ANNOTATE CLINICAL RECORDS COVER SHEET FORMS (AF FORM 565)	5.06	5.77	.0	.0	.0	.0	.0	.0	6.4	4.7	10.5	10.3
K 380 VERIFY AF FORM 590 AGAINST AED SHEETS	4.28	4.74	.0	.0	.0	.0	.0	.0	1.7	1.0	5.0	4.8

109 16P. CLINICAL REFERENCE INDEXES OF DIAGNOSES,
OPERATIONS, AND DEATHS

110 16S. MEDICAL DATA ANALYSIS

O	TSK	TITLES	TNG EMP *DW	TSK DIF (F)	ADM 1JB (H)	ADM 1EL (H)	RM 1JB (H)	RM 1EL (H)	REG 1JB (H)	REG 1EL (H)	1ST JOB (H)	1ST ENL (H)
111	16S(1)	COMPLETE DATA RETRIEVAL FORMS										
112	16S(2)	SCREEN MEDICAL RECORDS TO DETERMINE DATA REQUIRED FOR MEDICAL AUDIT										
113	16T	REPORT OF PATIENTS										
114	16T(1)	GATHER DATA										
J	354	PREPARE REPORT OF PATIENTS (SEC I-VII) FORMS (AF FORM 235)	5.96	6.43	1.1	.9	4.0	1.6	.6	1.4	5.2	5.6
J	355	PREPARE REPORT OF PATIENTS (SEC VIII-IX) FORMS (AF FORM 235A)	5.87	6.49	.0	.0	4.0	1.6	.6	1.4	4.8	4.9
J	258	PREPARE REPORT OF PATIENT'S-MANPOWER STANDARDS SUPPLEMENT FORMS (AF FORM 235E)	5.79	6.41	.0	.9	4.0	11.5	.6	1.0	1.2	2.6
J	359	PREPARE SUPPLEMENTARY REPORTS TO AF FORM 235 SERIES REPORTS	5.77	6.23	.0	.0	4.0	1.6	.6	1.4	2.5	3.5
J	357	PREPARE REPORT OF PATIENT-HOSPITAL SUPPLEMENT (SEC X-XV) FORMS (AF FORM 235B)	5.75	6.40	1.1	.4	4.0	1.6	.0	.3	2.3	2.8
J	356	PREPARE REPORT OF PATIENTS-CLINICAL LABORATORY QUARTERLY REPORT SUPPLEMENT FORMS (AF FORM 235D)	5.66	6.47	.0	.4	.0	.0	.6	1.0	2.0	2.7
J	345	COMPILE DAILY AVERAGE INPATIENT WORKLOAD STATISTICS	4.53	5.69	1.1	1.7	.0	1.6	.6	.7	4.5	5.1
J	348	MAINTAIN NONAVAILABILITY STATEMENT LOGS	3.87	4.64	.0	.0	.0	.0	.0	.0	2.1	2.2
J	346	COMPILE FEEDER REPORT DATA FOR PREPARATION OF FORMS	3.36	5.56	1.1	.9	.0	1.6	.0	.7	1.8	2.0
115	16T(2)	CONSOLIDATE DATA AND PREPARE REPORTS										
J	354	PREPARE REPORT OF PATIENTS (SEC I-VII) FORMS (AF FORM 235)	5.96	6.43	1.1	.9	4.0	1.6	.6	1.4	5.2	5.6
J	355	PREPARE REPORT OF PATIENTS (SEC VIII-IX) FORMS (AF FORM 235A)	5.87	6.49	.0	.0	4.0	1.6	.6	1.4	4.8	4.9
J	258	PREPARE REPORT OF PATIENT'S-MANPOWER STANDARDS SUPPLEMENT FORMS (AF FORM 235E)	5.79	6.41	.0	.9	4.0	11.5	.6	1.0	1.2	2.6
J	359	PREPARE SUPPLEMENTARY REPORTS TO AF FORM 235 SERIES REPORTS	5.77	6.23	.0	.0	4.0	1.6	.6	1.4	2.5	3.5
J	357	PREPARE REPORT OF PATIENT-HOSPITAL SUPPLEMENT (SEC X-XV) FORMS (AF FORM 235B)	5.75	6.40	1.1	.4	4.0	1.6	.0	.3	2.3	2.8
J	356	PREPARE REPORT OF PATIENTS-CLINICAL LABORATORY QUARTERLY REPORT SUPPLEMENT FORMS (AF FORM 235D)	5.66	6.47	.0	.4	.0	.0	.6	1.0	2.0	2.7

ANALYSIS OF PROPOSED SHREDOUT GROUPS

D TSK	TITLES	THG EMP *D*	TSK DIF (F)	ADM 1JB (M)	ADM 1EL (M)	RM 1JB (M)	RM 1EL (M)	REG 1JB (M)	REG 1EL (M)	1ST JOB (M)	1ST ENL (M)
J 345	COMPILE FEEDER REPORT DATA FOR PREPARATION OF FORMS	3.36	5.56	1.1	.9	.0	1.6	.0	.7	1.8	2.0
116	16U. MEDICAL EVALUATION BOARDS										
117	16U(1) MEDICAL BOARD ADMINISTRATION										
118	16U(2) PHYSICAL EVALUATION FOR RETENTION, RETIREMENT, AND SEPARATION										
119	16V. PHYSICAL PROFILE SERIAL										
F 252	PREPARE PHYSICAL PROFILE SERIAL REPORT FORMS (AF FORM 422)	4.66	4.58	5.6	3.5	.0	1.6	3.5	4.7	9.4	11.7
120	16W. GATHER AND REPORT DATA REGARDING COMMUNICABLE AND OTHER "REPORTABLE" DISEASES										
121	16X. CASUALTY REPORTING										
122	16X(1) REPORTING PROCEDURES FOR DEATHS, SERIOUSLY ILL, VERY SERIOUSLY ILL, AND "INCAPITATING ILLNESS OR INJURY"										
123	16X(2) AF FORM 1403, ROSTER OF SERIOUSLY ILL VERY SERIOUSLY ILL										
G 265	INITIATE OR MAINTAIN ROSTER OF PERSONS SERIOUSLY ILL VERY SERIOUSLY ILL FORMS (AF FORM 1403)	4.98	4.58	.0	.0	.0	1.6	1.7	1.7	10.7	11.4

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	TNG	TSK	ADM	ADM	RM	RM	REG	REG	1ST	1ST
		EHP	DIF	1JB	1EL	1JB	1EL	1JB	1EL	JOB	ENL
		#D*	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)

124 16Y. PATIENT MOVEMENT BETWEEN MEDICAL FACILITIES

125 16Y(1) OBTAINING AUTHORITY TO TRANSFER PATIENTS

M 299	COORDINATE WITH APPROPRIATE AGENCIES FOR SPECIAL HANDLING OF URGENT OR PRIORITY PATIENTS	2.98	5.19	.0	.0	.0	1.6	.6	1.0	3.0	4.2
M 298	CONTACT SCOTT OPERATIONS CENTER (SOC) TO ASCERTAIN AIRCRAFT ARRIVAL OR DEPARTURE TIMES	2.51	4.40	.0	.0	.0	1.6	.6	1.0	3.6	4.9

126 16Y(2) ARRANGING AEROMEDICAL OR SURFACE TRANSPORTATION TO DESTINATION HOSPITAL

F 238	ARRANGE TRANSFER OF PATIENTS TO OTHER HOSPITALS	4.94	5.54	1.1	.4	.0	1.6	.6	1.7	9.1	11.6
F 240	CONTACT AECG TO OBTAIN AIRCRAFT FOR PATIENT PICK UPS	3.60	5.16	1.1	.4	.0	1.6	.6	.7	3.9	5.0
F 234	ARRANGE FOR ACKNOWLEDGEMENT BY PHYSICIANS OF INCOMING AIR EVACUATION PATIENTS	3.51	5.21	2.2	.9	.0	1.6	.6	1.4	5.7	7.2
I 321	ARRANGE TRANSPORTATION OF PATIENTS TO OR FROM HOSPITAL OR AIRCRAFT	3.09	4.67	.0	.0	.0	1.6	1.2	1.7	5.5	6.7
P 506	REVIEW PATIENT CHARTS TO DETERMINE IF NEEDED APPOINTMENTS ARE SCHEDULED	2.98	4.28	.0	.0	.0	.0	1.7	1.7	5.5	6.8
M 304	MEET INCOMING AIRCRAFT	2.11	3.43	.0	.0	.0	1.6	1.7	2.7	6.6	6.9
M 297	CONTACT HOSPITAL IF PATIENT TRANSPORTATION, PATIENTS, OR EQUIPMENT TO BE ON-LOADED HAS NOT ARRIVED	2.04	4.34	.0	.0	.0	1.6	.6	.3	2.7	2.6
M 300	DIRECT LOADING OR UNLOADING OF PATIENTS	2.04	4.46	1.1	.4	.0	1.6	.6	1.0	4.1	4.6
M 305	NOTIFY FINAL OR INTERIM DESTINATIONS OF PATIENTS ARRIVAL TIMES	1.72	4.06	1.1	.4	.0	1.6	.0	.3	3.0	3.5

127 16Y(3) PREPARE AND DISTRIBUTE DD FORM 602, PATIENT'S EVACUATION TAG; DD FORM 600, PATIENT'S BAGGAGE TAG, AND DD FORM 601, PATIENT EVACUATION MANIFEST, AS APPROPRIATE

I 323	BRIEF DEPARTING PATIENTS	3.77	4.51	1.1	.4	.0	1.6	.6	.7	5.2	6.3
I 322	ASSEMBLE PATIENT RECORDS OR EQUIPMENT BY FLIGHT	3.23	4.98	.0	.0	.0	1.6	2.3	1.7	5.0	5.9
M 315	PREPARE PATIENT MANIFESTS	3.17	4.67	.0	.0	.0	1.6	1.2	1.4	4.5	4.7
F 235	ARRANGE FOR DISPOSITION OF UNCLAIMED BAGGAGE	2.87	4.53	.0	.0	.0	1.6	.0	.3	2.3	4.0
P 504	PREPARE PATIENT EVACUATION TAG FORMS (DD FORM 602)	2.87	3.82	.0	.0	.0	.0	.6	.7	4.8	5.3
M 294	COMPLETE PATIENT MANIFEST FORMS (MAC FORM 1558)	2.79	5.09	.0	.0	.0	1.6	.6	.3	2.7	2.6
P 503	PREPARE PATIENT EVACUATION MANIFEST FORMS (DD FORM 601)	2.77	4.10	.0	.0	.0	.0	.0	.3	3.2	3.5
I 338	PREPARE BAGGAGE MANIFESTS	2.70	4.03	.0	.0	.0	.0	.6	.3	3.7	3.7
P 505	PREPARE PATIENT'S BAGGAGE TAG FORMS (DD FORM 600)	2.70	3.42	.0	.0	.0	.0	.6	.7	5.2	5.0
I 324	BRIEF MEDICAL CREW DIRECTORS OR OTHER ATTENDANTS AT ON-LOAD POINTS	2.57	4.96	1.1	.4	.0	1.6	.6	.3	2.9	4.2

ANALYSIS OF PROPOSED SHREDOUT GROUPS

D	TSK	TITLES	TNG EMP	TSK DIF	ADM JUB	ADM JEL	RM JUB	RM JEL	REG JUB	REG JEL	1ST JOB	1ST ENL
			(M)	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
M	318	RETURN LOST MEDICAL RECORDS	2.25	3.80	1.1	.9	4.0	3.3	12.2	14.2	10.2	10.8
I	342	SEARCH PATIENTS BOARDING AIRCRAFT	2.19	4.04	1.1	.0	.0	.0	.0	.3	4.1	5.0
I	329	DEPOSIT INCOMING AIR EVACUATION PATIENT RECORDS WITH ADMISSION CLERKS	2.15	3.23	1.1	.4	.0	.0	1.2	.7	4.6	5.3
I	333	INVENTORY PATIENTS TO BE MOVED FROM HOSPITAL	2.02	4.05	.0	.0	.0	.0	.0	.0	3.7	3.6
M	288	ANNOTATE PATIENT ORIGINATING IN AREA WORKSHEET FORMS (375 AAN FORM 45)	1.94	4.79	.0	.0	.0	1.6	.0	.0	.4	.3
M	317	REQUEST SPECIAL DIETS FOR ALL PATIENTS AT ON-LOAD POINT	1.89	4.59	.0	.0	.0	1.6	.0	.0	1.1	2.1
I	332	INVENTORY PATIENT BAGGAGE TO BE GIVEN TO AECC	1.87	3.96	.0	.0	.0	.0	.0	.0	3.2	4.3
M	320	SEND PATIENT MANIFESTS TO AECCS	1.70	3.89	.0	.0	.0	1.6	.0	.3	.7	1.2
M	290	ARRANGE FOR RETURN OF LOST BAGGAGE	1.62	4.75	.0	.0	.0	1.6	.0	.0	3.0	3.0

128	15714	OBTAIN LOCAL RESOURCES NECESSARY FOR MOVEMENT OF PATIENTS	1.53	2.91	1.1	.4	.0	1.6	.6	.3	3.6	4.0

129	15715	PREPARE NEXT-OF-KIN NOTIFICATION FOR PATIENTS ARRIVING FROM OUTSIDE CONUS										

M	296	CONFIRM FINAL OR INTERIM DESTINATION OF PATIENTS	2.43	4.76	.0	.0	.0	1.6	.6	.7	2.3	3.4

130	152	ADMINISTRATION OF PATIENT CARE UNIT										

131	15211	PERFORM ADMINISTRATIVE MAINTENANCE OF CLINICAL RECORDS	4.51	4.18	1.1	.9	4.0	1.6	15.1	11.1	13.5	11.9
P	494	ASSEMBLE PATIENT RECORDS FOR FORWARDING	3.30	4.12	.0	.0	.0	.0	1.2	.7	3.0	4.8
P	495	CHART OR GRAPH TEMPERATURE, PULSE, OR RESPIRATION (TPR)	2.81	4.27	.0	.4	.0	.0	1.2	1.0	6.4	6.8

132	15212	COORDINATE DIAGNOSTIC AND THERAPEUTIC REQUIREMENTS WITH APPROPRIATE ANCILLARY SERVICES										

P	498	MAINTAIN PATIENT RECORDS ON WARDS	4.55	4.42	1.1	.4	.0	.0	1.2	1.4	7.3	8.0
P	497	INITIATE DIAGNOSTIC OR CONSULTATION TREATMENT FORMS	2.85	4.30	.0	.0	.0	.0	1.2	1.4	5.2	6.3
P	502	PREPARE CLINICAL RECORD-RADIOGRAPHIC REPORT FORMS (SF FORM 519)	2.83	3.78	.0	.4	.0	.0	1.2	1.0	7.0	7.5

	TNG	TSK	ADM	RM	REG	IST	TST
D TSK	EMP	DIF	LJB	LJB	JLB	JOB	ENL
	#D*	(F)	(M)	(M)	(M)	(M)	(M)

133 16Z(3) RECORD, COORDINATE, AND MAINTAIN PATIENT DIET REQUIREMENTS

P 500 ORDER PATIENT DIETS	2.30	3.91	.0	.0	.0	.0	.0	.3	5.5	6.7
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134 16Z(4) ADMINISTER CONTROL OF PATIENT ABSENCES

135 162(5) DUTIES OF PATIENT TREATMENT UNIT RECEPTIONIST

	P 501 ORIENT PATIENTS TO WARDS	P 493 ANSWER PHONES
2.64	3.59	.0
2.21	2.21	31.5
24.3	28.0	21.3
19.9	35.3	30.7

136 162(6) MAINTAIN AND CONTROL PHYSICAL ENVIRONMENT

137 16Z(7) MAINTAIN AND CONTROL ADEQUATE LEVELS OF SUPPLIES AND EQUIPMENT

133 16Z(8) PREPARE UNIT ADMINISTRATIVE REPORTS139 161A. RELEASE OF MEDICAL INFORMATION

E 216 RESEARCH OR EXTRACT INFORMATION FROM MEDICAL RECORDS	4.60	5.32	10.1	10.4	28.0	29.5	18.6	22.0	22.1	22.1
N 376 PROCESS INCOMING REQUESTS FOR CLINICAL RECORDS	3.68	4.58	1.1	.9	.0	.0	7.6	6.8	5.0	4.9

140 659. ANATOMY AND PHYSIOLOGY141 16CC. MEDICAL TERMINOLOGY

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	TNG EMP *D*	TSK DIF (F)	ADM 1JB (M)	ADM 1EL (M)	RH 1JB (M)	RH 1EL (M)	REG 1JB (M)	REG 1EL (M)	1ST JOB (M)	1ST ENL (M)
142	17. MEDICAL RESOURCE MANAGEMENT										
143	17A. ACCOUNT FOR AND CONTROL COLLECTIONS ACCOUNTS RECEIVABLE, AND DEPOSITS ASSOCIATED WITH THE MEDICAL SERVICE ACCOUNT										
Q 547	PREPARE HOSPITAL INVOICE/RECEIPT/ACCOUNT RECEIVABLE RECORD FORMS (AF FORM 1127 SERIES)	4.21	5.34	.0	.0	68.0	68.9	.0	.0	3.4	3.8
Q 569	TURN OVER UNCOLLECTABLE ACCOUNTS TO BAFO	3.72	4.95	.0	.0	36.0	44.3	.0	.0	1.8	2.6
Q 533	MAINTAIN SUSPENSE FOR UNPAID BILLS	3.47	4.94	.0	.4	68.0	68.9	.0	.0	3.4	4.0
144	17B. DETERMINE RATE AND METHOD OF COLLECTION FOR MEDICAL SERVICES										
G 293	VERIFY ELIGIBILITY OF AIR FORCE RESERVE ADMISSIONS TO HOSPITAL	4.55	4.88	.0	.0	4.0	3.3	2.9	3.4	7.8	7.8
G 295	VERIFY ELIGIBILITY OF CIVIL SERVICE EMPLOYEE ADMISSIONS TO HOSPITAL	4.53	5.00	.0	.0	4.0	4.9	2.9	3.0	7.3	6.9
G 284	VERIFY ELIGIBILITY OF AIR NATIONAL GUARD ADMISSIONS TO HOSPITAL	4.47	4.88	.0	.0	4.0	3.3	2.9	3.0	7.5	7.2
145	17C. DEPOSIT FEES FOR COPYING, CERTIFYING, AND SEARCHING MEDICAL RECORDS										
J 522	DEPOSIT MONIES COLLECTED BY REGISTRAR	3.21	4.58	.0	.4	48.0	59.0	.0	.3	2.9	3.6
K 379	TURN IN RECEIVED MONIES	3.23	4.89	1.1	.9	4.0	13.1	1.7	1.4	2.1	2.6
K 366	ESTABLISH SUSPENSES FOR PAYING REPRODUCTION BILLS	2.77	4.91	1.1	.9	.0	.0	1.2	1.0	1.4	1.2
146	17D. ACCOUNT FOR THE PURCHASE AND USE OF SUBSISTENCE INVENTORY										
Q 523	DETERMINE CATEGORIES OF PAY PATIENTS	4.19	4.93	.0	.0	64.0	62.3	.0	.0	3.9	3.8
Q 532	MAINTAIN SUBSISTENCE STOCK RECORD FORMS (AF FORM 542)	3.55	5.42	.0	.4	40.0	42.6	.0	.0	2.0	2.4
Q 540	POST SUBSISTENCE REQUEST (AF FORM 287) TO SUBSISTENCE STOCK RECORDS	3.32	5.18	.0	.0	36.0	44.3	.0	.0	1.8	2.4
Q 539	POST FOOD ISSUE RECORD FORMS (AF FORM 543)	3.30	5.14	.0	.0	44.0	50.8	.0	.0	2.1	2.8

TITLES		ADM		RM		REG		1ST	
YNG	TSK	ADM	JOB	ADM	JOB	REG	JOB	1ST	JOB
EMP	DIF	TEL	TEL	TEL	TEL	TEL	TEL	ENL	ENL
D	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
0	TSK								

1107 17E. PREPARE AND SUBMIT THE MONTHLY MEDICAL SERVICE ACTIVITY
REPORT AND THE MEDICAL FOOD SERVICE COST REPORT

1108 17F. PREPARE AND SUBMIT THE BASE MEDICAL SERVICE STAFFING
REPORT AND APPENDUM

Q 542 PREPARE BASE MEDICAL SERVICE STAFFING REPORT FORMS
(AF FORM 201)

1109 176. SAFEGUARD AND TRANSFER PATIENT'S VALUABLES

Q 510 COLLECT PATIENT'S VALUABLES

Q 529 MAIL PATIENT VALUABLES

150 17H. MONITOR WORK REQUEST

151 171. VERIFY DATA, PREPARE AND FORWARD VOUCHERS FOR
MEDICAL SERVICES OBTAINED FROM CIVILIAN AGENCIES

ALL COLLECT PAYMENT FOR TREATMENT FURNISHED

Q 544 PREPARE CASH COLLECTION VOUCHER FORMS (DD FORM 1131)

559 PREPARE PUBLIC VOUCHER FOR PURCHASE AND SERVICES OTHER

THAN PERSONAL FORMS (SF FORM 1034)

00 572 VERIFY CIVILIAN MEDICAL COSTS INCURRED BY ACTIVE DUTY

MILITARY MEMBERS

Q 520 CONTACT COMMANDERS TO DETERMINE DUTY STATUS OF PATIENTS

1152 17J. CONSOLIDATE RESOURCE REQUIREMENTS, STATE IN MONETARY TERMS, AND PREPARE THE MEDICAL PORTION OF BUDGETS

153 17K. INFORM RESPONSIBILITY AND COST CENTER MANAGERS
CONCERNING STATUS OF RESOURCES

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

TNG		TSK	ADM	RH	REG	1ST
ENP		DIF	LJB	IEL	JOB	ENL
D		(F)	(M)	(M)	(M)	(M)

TITLES

D TSK

TNG		TSK	ADM	RH	REG	1ST
ENP		DIF	LJB	IEL	JOB	ENL
D		(F)	(M)	(M)	(M)	(M)

154 17L. COMPUTE AND ANALYZE WORKLOAD UNIT COSTS AND INFORM
RESPONSIBILITY AND COST CENTER MANAGERS

155 17M. MANAGEMENT IMPROVEMENT PROGRAM

156 17N. EXPENSE DISTRIBUTION AND UNIT COST COMPUTATIONS

157 170. MILITARY AND CIVILIAN SUGGESTION PROGRAMS

156 17P. MANAGEMENT ENGINEERING PROGRAM

159 17Q. MANPOWER REQUIREMENTS

160 17R. CIVILIAN PERSONNEL PROGRAM

161 18. PLANT MANAGEMENT

152 18A. WORK REQUEST CONTROL

163 108. TECHNICAL REPRESENTATIVE TO CONTRACTING OFFICER

[illegible]

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	TNS EMP	TSK DIF	ADM 1JB	ADM 1EL	RM 1JB	RM 1EL	REG 1JB	REG 1EL	1ST JOB	1ST ENL
		00*	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
TASKS NOT REFERENCED											
N 377	RESEARCH DISEASE CODINGS IN ICDA	5.11	6.64	.0	.0	.0	.0	1.2	1.0	3.9	4.9
N 381	VERIFY CODING OF DIAGNOSES OR SURGICAL PROCEDURES	4.79	6.22	.0	.0	.0	.0	1.7	1.4	5.2	5.3
F 233	ADVISE PERSONNEL ON CIVILIAN HEALTH AND MEDICAL PROGRAMS OF THE UNIFORMED SERVICES (CHAMPUS) ENTITLEMENTS	4.75	7.11	4.5	1.7	4.0	3.3	2.3	1.7	6.2	6.6
Q 535	MAKE ENTRIES IN CASH COLLECTION JOURNALS	4.34	5.31	.0	.4	60.0	70.5	.0	.0	2.9	3.8
E 228	TYPE ON FORMS	4.32	3.77	89.9	88.7	76.0	77.0	15.1	16.9	50.6	53.6
N 437	IDENTIFY MILITARY INDIVIDUALS ON PERSONNEL RELIABILITY PROGRAMS	4.30	4.22	1.1	.4	.0	.0	41.9	43.9	14.4	13.1
Q 514	COMPUTE RATIONS EARNED BY DINING FACILITIES	4.30	5.88	.0	.0	44.0	47.5	.0	.0	2.1	2.6
J 351	PREPARE DEATH CERTIFICATES	4.28	5.47	.0	.0	.0	.0	2.3	3.4	4.3	5.5
Q 513	COMPLETE RECAPITULATION OF EARNED RATIONS FORMS (AF FORM 1091)	4.28	5.79	.0	.0	36.0	47.5	.0	.0	1.8	2.6
N 458	SCREEN OUTPATIENT MEDICAL RECORDS FOR PERSONNEL RELIABILITY PROGRAM	4.08	5.00	.0	.0	4.0	1.6	34.3	32.1	11.8	10.0
N 375	PREPARE CODING TRANSCRIPT FOR INDIVIDUAL MEDICAL RECORDS FORMS (AF FORM 590) AND KEYPUNCH CARDS FOR SHIPMENT	4.06	6.32	1.1	.4	.0	.0	2.3	1.7	3.6	3.7
N 446	PREPARE OR MAKE ENTRIES ON AIR FORCE RELIABILITY PROGRAM FORMS (AF FORM 745)	4.02	4.63	1.1	.4	.0	.0	18.6	19.3	7.0	6.7
Q 515	COMPUTE UNIT COSTS FOR HOSPITAL SERVICES PERFORMED	4.02	6.39	.0	.4	32.0	42.6	.6	.3	2.1	2.6
K 370	MAINTAIN CLINICAL RECORDS INDEXES	4.00	4.31	1.1	.4	.0	.0	7.0	4.4	4.6	4.1
Q 512	COMPARE DINING HALL EXPENDITURES AGAINST MONEY EARNED	3.98	5.69	.0	.0	44.0	50.8	.0	.0	2.3	2.8
N 455	REVIEW RELIABILITY PROGRAM ROSTERS	3.85	4.90	.0	.0	.0	.0	15.1	19.6	5.9	6.5
Q 554	PREPARE MEDICAL FOOD SERVICE COST REPORT FORMS (AF FORM 541)	3.85	6.10	.0	.0	32.0	36.1	.0	.3	1.8	2.3
J 347	KEYPUNCH REPORT OF PATIENTS FORMS (AF FORM 235 SERIES)	3.81	5.80	2.2	.9	.0	.0	.6	.7	1.6	1.8
B 95	WRITE CORRESPONDENCE	3.79	5.53	20.2	25.7	16.0	18.0	4.1	6.1	7.8	11.8
K 364	BILL REQUESTERS FOR RECORDS RELEASE SERVICES	3.79	4.94	1.1	.4	.0	.0	1.7	1.7	2.3	2.5
Q 560	PREPARE RATION EARNINGS RECORD FORMS (AF FORM 544)	3.79	5.25	.0	.0	32.0	36.1	.0	.0	1.5	2.1
F 236	ARRANGE FOR SUPPLEMENTAL TREATMENT	3.75	5.39	.0	.9	32.0	19.7	.0	1.0	7.3	7.9
L 387	INITIATE REQUEST FOR MEDICAL/DENTAL RECORDS OR INFORMATION FORMS (DD FORM 877)	3.75	4.29	1.1	1.3	.0	.0	5.8	5.1	4.5	4.0
Q 541	PREPARE BASE MEDICAL SERVICE STAFFING REPORT-ADDENDUM FORMS (AF FORM 202)	3.75	6.09	.0	.4	24.0	34.4	.0	.3	1.2	2.2
J 349	PREPARE BIRTH CERTIFICATES	3.72	5.22	.0	.0	.0	.0	.6	.7	2.7	2.9
K 378	RETIRE INPATIENT MEDICAL RECORDS	3.72	5.20	.0	.0	.0	.0	8.7	6.4	6.6	6.1
A 7	DETERMINE WORK PRIORITIES	3.68	5.68	10.1	17.4	8.0	8.2	8.7	11.1	8.9	13.2
N 427	PREPARE, LOG, ISSUE, OR COLLECT MEAL CARD FORMS (DD FORM 714)	3.68	4.70	28.1	30.0	.0	.0	.6	.3	5.5	7.1
Q 525	FOLLOW-UP UNPAID BILLS	3.64	5.31	.0	.4	80.0	75.4	.6	.3	4.3	4.3
K 373	PERFORM PATIENT CARE AUDITS	3.62	6.47	.0	.0	.0	.0	1.2	1.0	2.9	2.8
Q 531	MAINTAIN MILITARY PERSONNEL ACCOUNTING DOCUMENTS (MPAD)	3.62	5.51	.0	.0	4.0	11.5	.6	.3	.9	1.2
Q 519	CONFIRM TOTAL PATIENT PAY DAYS WITH REGISTRAR	3.60	5.29	.0	.0	52.0	55.7	.0	.0	2.5	3.0
Q 556	PREPARE OUTPATIENT TREATMENT LOG FORMS (AF FORM 1090)	3.60	4.98	.0	.0	16.0	24.6	.6	.3	1.4	1.9
Q 571	VERIFY CIVILIAN MEDICAL CLAIMS	3.60	5.71	.0	.0	28.0	29.5	.0	.0	1.4	1.7
Q 553	PREPARE MEDICAL EXPENSE REPORT (RCS-HAF-1HQ)-7148)	3.57	6.79	.0	.0	8.0	29.5	.0	.3	.5	1.7
A 10	DEVELOP WORK METHODS OR PROCEDURES	3.55	5.96	9.0	15.2	20.0	14.8	4.7	7.4	8.6	12.7
B 58	DIRECT OPERATION OF OUTPATIENT RECORD FACILITIES	3.55	5.77	.0	.0	.0	1.6	16.3	17.6	7.1	7.2
B 59	DIRECT OPERATION OF REGISTRAR FACILITIES	3.55	7.77	.0	.0	.0	1.6	2.3	1.7	2.9	3.4

ANALYSIS OF PROPOSED SHREDOUT GROUPS

G TSM	TITLE	TNG EMP	TSK DIF	ADM (M)	ADM IEL	ADM (M)	RM IEL	RM (M)	REG IEL	REG (M)	1ST JOB	1ST ENL
Q 964	PREPARE VOUCHER FOR TRANSFER BETWEEN APPROPRIATIONS AND/OR FUNDS FORMS (SF FORM 1083)	3.53	5.43	.0	.4	20.0	29.5	.0	.0	.0	1.4	1.9
C 126	PREPARE APRS	3.51	6.00	11.2	13.0	.0	3.3	.0	1.4	3.0	4.6	2.3
L 382	ARRANGE FOR PERSONNEL TO MEET PHYSICAL EVALUATION BOARD (P2D)	3.51	5.61	.0	.0	.0	.0	.0	.0	.0	1.4	1.6
L 384	COMPILE CASE FILES OF INDIVIDUALS MEETING MEDICAL BOARDS	3.51	5.92	1.1	.9	.0	.0	.0	.3	1.6	2.3	
Q 562	PREPARE REPORT OF TREATMENT FURNISHED PAY PATIENTS- HOSPITALIZATION FURNISHED (PART A) FORMS (DD FORM 7)	3.51	5.29	.0	.0	24.0	27.9	.0	.0	.0	1.4	1.6
Q 563	PREPARE REPORT OF TREATMENT FURNISHED PAY PATIENTS-OUT- PATIENT TREATMENT FURNISHED (PART B) FORMS (DD FORM 7A)	3.51	5.31	.0	.0	28.0	32.8	.0	.0	.0	1.4	1.8
Q 534	MAINTAIN UNIT DOCUMENT LISTINGS (UDL)	3.49	5.12	.0	.0	4.0	19.7	.0	.0	.0	.4	1.2
F 237	ARRANGE TOYS FOR NONMEDICAL ATTENDANTS	3.47	5.01	4.5	2.6	4.0	3.3	.0	.7	4.3	5.6	
J 350	PREPARE CERTIFICATES OF STILLBORN INFANTS	3.47	5.22	.0	.0	.0	.0	.0	.7	1.8	2.2	
E 210	PREPARE ORDERS	3.43	4.68	29.2	26.1	8.0	4.9	1.2	2.4	12.1	13.6	
M 419	PREPARE DUTY ROSTERS	3.43	4.99	25.8	26.5	.0	.0	.0	.0	4.6	6.3	
L 383	ARRANGE FOR TOY ORDERS FOR PERSONNEL TO MEET MEDICAL BOARDS	3.40	5.00	1.1	1.3	.0	.0	.6	1.0	3.2	4.2	
M 418	PREPARE DISCIPLINARY PAPER WORK SUCH AS ARTICLE 15S FOR MEDICAL SQUADRON PERSONNEL	3.40	6.17	21.3	22.6	.0	.0	.0	.0	3.6	4.9	
Q 509	ASSIGN POSITION NUMBERS TO ASSIGNED PERSONNEL	3.40	4.83	1.1	1.3	32.0	37.7	.0	.0	2.0	2.6	
Q 545	PREPARE EXPENSE DISTRIBUTION AND UNIT COST COMPUTATIONS	3.40	6.17	.0	.4	8.0	26.2	.6	.3	.7	1.6	
B 47	DIRECT OPERATION OF ADMISSIONS AND DISPOSITION FACILITIES	3.38	5.75	.0	.0	.0	1.6	1.7	1.4	4.6	5.6	
B 60	DIRECT OPERATION OF RESOURCES MANAGEMENT FUNCTIONS	3.38	8.21	.0	.4	16.0	21.3	.6	.3	1.2	2.4	
B 52	DIRECT OPERATION OF CLINICAL RECORDS ACTIVITIES	3.36	6.63	.0	.4	.0	1.6	6.4	4.4	4.3	5.3	
A 32	REVIEW REGULATIONS, MANUALS, OR OTHER UNIT PUBLICATIONS	3.32	4.91	40.4	40.4	8.0	8.2	4.1	4.4	13.9	17.3	
B 43	DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	3.32	5.18	23.6	27.4	4.0	6.6	7.0	5.7	9.3	11.4	
M 435	CERTIFY PERSONNEL RELIABILITY SCREENING OF RECORDS	3.32	5.23	.0	.0	.0	.0	22.1	24.3	8.2	7.8	
Q 530	MAINTAIN CHANGE FUNDS	3.32	4.77	.0	.4	68.0	77.0	.0	.0	3.7	4.6	
Q 555	PREPARE MONTHLY MEDICAL SERVICE ACTIVITY REPORT FORMS (AF FORM 178)	3.32	5.99	.0	.0	48.0	45.9	.0	.3	2.5	2.6	
D 138	CONDUCT CJT	3.30	5.74	2.2	2.6	.0	3.3	2.9	4.7	2.9	4.3	
F 246	ISSUE NONAVAILABILITY STATEMENTS	3.28	4.74	1.1	.9	.0	1.6	4.1	3.7	5.9	6.4	
B 48	DIRECT OPERATION OF AEROMEDICAL EVACUATION FUNCTIONS	3.25	6.20	1.1	.4	.0	1.6	.6	.7	3.7	4.9	
Q 546	PREPARE FOOD COST RECORD FORMS (AF FORM 546)	3.25	5.62	.0	.0	44.0	45.9	.0	.0	2.1	2.6	
I 326	COORDINATE WITH ARMED SERVICES MEDICAL REGULATING OFFICE (ASHMO) FOR PATIENT HOSPITAL DESIGNATION	3.21	5.04	.0	.0	.0	1.6	.6	.3	3.0	4.8	
L 386	COUNSEL PERSONNEL MEETING MEDICAL BOARDS ON RIGHTS OR BENEFITS	3.21	6.48	.0	.0	.0	.0	.0	.3	1.1	1.4	
F 249	PREPARE COMMUNICABLE DISEASE REPORTS	3.17	4.65	1.1	1.3	.0	1.6	.6	1.0	5.3	6.9	
Q 536	NOTIFY AGENCIES OF COLLECTABLE SUBSISTENCE FOR MILITARY PATIENTS IN CIVILIAN HOSPITALS	3.15	5.21	.0	.0	24.0	23.0	.0	.3	1.2	1.5	
I 327	COORDINATE WITH OTHER HOSPITAL SECTIONS CONCERNING PATIENT EQUIPMENT OR INCOMING OR OUTGOING PATIENTS	3.13	4.99	.0	.0	4.0	3.3	.6	.7	4.3	5.4	
F 256	REPORT INQUIRIES TO OTHER BASE AGENCIES	3.11	4.09	.0	1.3	.0	1.6	1.7	3.7	8.6	9.9	
M 439	MAINTAIN APPOINTMENT LOGS	3.06	4.12	1.1	.9	.0	.0	25.6	25.3	13.7	11.9	
F 239	ARRANGE WITH AIR EVACUATION CONTROL CENTER (AECC) FOR INCOMING AIR EVACUATION BAGGAGE TO BE STORED AT HOSPITAL	3.02	4.91	.0	.0	.0	1.6	.0	.0	2.5	3.8	
M 423	PREPARE REQUEST AUTHORIZATION AND PAY ORDER BAS-SEPARATE RATIONS FORMS (AF FORM 22Q)	3.02	4.31	23.6	27.0	.0	.0	.0	.0	4.5	6.2	

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

O	TSK	TITLES	TNG EMP #D*	TSK DIF (F)	ADM (M)	ADM IEL (M)	RM IEL (M)	RM IEL (M)	REG 1JB (M)	REG IEL (M)	1ST JOB (M)	1ST EML (M)
Q	528	ISSUE CONTROLLED FORMS	3.02	4.35	3.4	3.5	24.0	39.3	.0	.0	1.8	3.0
L	385	COORDINATE INITIATION OF SEPARATION OR RETIREMENT ORDERS OF PERSONNEL MEETING MEDICAL BOARDS	3.00	5.49	2.2	1.3	.0	.0	.6	.3	1.2	1.2
L	389	OBTAIN PERSONNEL RECORDS OF PATIENTS MEETING MEDICAL BOARDS	3.00	4.76	.0	.0	.0	.0	2.3	1.4	2.0	2.1
K	374	PREPARE CLINICAL CHARTS FOR COMMITTEE'S OR PHYSICIAN'S RESEARCH	2.98	5.81	.0	.0	.0	.0	5.2	3.4	4.3	3.6
B	89	SUPERVISE APPRENTICE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 9C632)	2.96	5.91	.0	2.2	.0	1.6	2.3	4.4	1.6	4.6
C	225	TYPE DICTATED OR RECORDED CORRESPONDENCE	2.96	5.43	25.8	28.3	8.0	9.8	2.9	2.7	8.4	10.6
M	403	IN PROGRESS OR OUT PROCESS SQUADRON PERSONNEL	2.96	4.09	37.1	40.9	.0	1.6	1.2	.7	7.3	10.2
L	390	SCHEDULE MEDICAL BOARDS	2.94	4.62	.0	.0	.0	.0	.0	.0	.9	1.6
A	20	PLAN DISTRIBUTION OF CORRESPONDENCE, REPORTS, OR RECORDS	2.89	4.31	33.7	36.1	16.0	16.4	5.2	5.7	12.1	16.1
D	154	MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	2.89	4.78	3.4	4.3	4.0	6.6	1.7	2.4	2.0	3.4
G	279	PREPARE NOTIFICATION TO VA UPON ADMISSION OF VETERANS FILING CLAIMS	2.87	4.43	.0	.0	.0	3.3	.6	1.0	2.3	3.0
A	29	PLAN WORK ASSIGNMENTS	2.85	5.38	4.5	4.8	.0	1.6	2.9	5.4	3.2	5.0
Q	507	APPLY WORKLOAD STANDARDS AGAINST ACTUAL MANNING	2.85	6.52	.0	.4	16.0	23.0	1.2	.7	1.4	1.7
B	54	DIRECT OPERATION OF MEDICAL SQUADRON ORDERLY ROOMS	2.83	6.44	7.9	12.2	.0	1.6	.0	.7	1.8	4.0
Q	66	DIRECT SUBORDINATES IN MAINTAINING WORKLOAD OR WORK PERFORMANCE STANDARDS	2.81	5.57	1.1	1.7	.0	4.9	.6	2.4	1.2	3.0
Q	565	REIMBURSE PATIENTS FOR OVERCHARGES	2.79	5.07	.0	.4	64.0	50.8	.0	.0	3.0	2.8
L	388	OBTAIN MEMBERS FOR MEDICAL BOARDS	2.77	5.14	.0	.0	.0	.0	.6	.3	1.4	1.6
D	151	EVALUATE OUT TRAINEES	2.75	5.60	1.1	.9	.0	3.3	.6	2.0	.5	1.9
M	400	COORDINATE PERSONNEL ACTIONS CONCERNING SQUADRON ENLISTED PERSONNEL WITH CONSOLIDATED BASE PERSONNEL OFFICE (CBPO)	2.75	5.12	19.1	22.6	.0	.0	.0	.0	3.2	5.3
M	445	PREPARE DAILY STRENGTH REPORTS	2.75	4.28	2.2	3.5	4.0	1.6	11.0	8.4	7.5	6.7
A	16	ESTABLISH PUBLICATION LIBRARIES	2.70	5.30	22.5	23.0	4.0	9.8	.0	.0	6.4	8.2
B	49	DIRECT OPERATION OF BIOMETRICS ACTIVITIES	2.68	6.68	1.1	.9	.0	1.6	.0	.0	1.6	2.4
Q	527	FORWARD TIME CARDS TO TIME KEEPERS OR CIVILIAN PAY SECTION	2.68	4.38	.0	.9	28.0	41.0	.0	.0	1.8	2.8
E	196	MAINTAIN MEDICAL LIBRARIES	2.66	5.58	15.7	15.7	4.0	3.3	.0	.7	3.6	4.9
M	409	PREPARE ORGANIZATIONAL DUTY POSTERS	2.66	4.85	24.7	29.1	.0	3.3	.6	.3	5.5	7.8
F	257	VERIFY EXISTENCE OF DUTY FORMS (AF FORM 219)	2.66	4.66	18.0	20.4	.0	.0	.0	.0	3.6	4.8
F	243	CARE TO MILITARY MEMBERS	2.64	4.65	1.1	.4	8.0	6.6	1.2	1.0	5.3	5.1
F	243	DETERMINE TDY REQUIREMENTS FOR NONMEDICAL ATTENDANTS	2.62	4.74	4.5	2.2	4.0	3.3	.0	.7	2.9	4.5
E	174	CONDUCT ADMINISTRATIVE SELF INSPECTIONS	2.60	4.83	18.0	18.7	4.0	9.8	4.7	4.4	6.8	9.6
M	407	MAINTAIN JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) CONTROL DOCUMENT LOGS	2.60	4.90	7.9	11.3	.0	.0	.0	.0	1.6	3.0
Q	570	VERIFY ACCURACY OF MEDICAL EXPENSE REPORTS (RUS-HAF-IMJ)-7148)	2.57	6.06	.0	.0	4.0	19.7	.0	.0	.4	1.2
B	81	ORIENT INCOMING ASSIGNEES	2.55	4.26	21.3	28.7	.0	3.3	5.2	6.8	7.8	11.9
Q	552	PREPARE MANPOWER CHANGE REQUESTS	2.53	6.15	.0	.4	12.0	24.6	.0	.0	.7	1.7
B	76	INITIATE PERSONNEL LOANED AND BORROWED REPORTS	2.53	5.46	.0	.0	16.0	19.7	.0	.0	.9	1.2
E	217	INITIATE PERSONNEL ACTION REQUESTS	2.51	4.23	14.6	17.4	.0	6.6	.0	.7	3.4	5.8
E	217	RETRIEVE PATIENT DATA FROM COMPUTER TERMINALS	2.51	5.19	.0	1.7	.0	3.3	.6	.7	2.3	2.8
A	65	DIRECT REQUISITION OF OFFICE SUPPLIES OR EQUIPMENT	2.49	4.11	20.2	20.9	4.0	11.5	.6	2.0	6.8	9.9
F	248	OBTAIN APPROVAL SIGNATURES FOR AUTOPSIES	2.49	4.77	.0	.4	.0	1.6	2.3	2.7	4.8	7.2
F	250	PREPARE DEATH LIST FOR VITAL STATISTICS	2.47	4.94	.0	.4	.0	3.3	3.5	2.7	2.7	3.0

9 PROPOSED SHEDOUT GROUPS

14	TITLES	TNG EMP #D*	TSK DIF (F)	ADM		RM		REG		1ST JOB (M)	1ST ENL (M)
				ADM (M)	1J8 (M)	RM (M)	1EL (M)	REG (M)	1EL (M)		
4	TURN OVER DECEASED PATIENTS VALUABLES TO REGISTRAR	2.47	4.63	.0	.0	32.0	27.9	.6	.3	2.5	2.8
1	RELEASE PATIENT BAGGAGE	2.45	3.01	.0	.0	4.0	4.9	.0	.3	4.5	5.7
3	FORWARD APPOINTMENT SHEETS	2.43	3.28	1.1	.4	4.0	1.6	43.6	46.6	17.5	16.0
4	INITIATE CONTROL ROSTER ACTION AGAINST MEDICAL SQUADRON ENLISTED PERSONNEL	2.40	5.30	12.4	12.6	.0	.0	.6	.3	2.3	2.9
0	CONDUCT HANPOWER CHANGE STUDIES	2.40	6.99	.0	.4	4.0	19.7	.0	.0	.4	1.2
E	PREPARE OFFICE SUPPLIES REQUISITIONS	2.38	3.62	32.6	30.4	24.0	27.9	2.3	3.0	11.9	14.3
0	NUMBER CONTROLLED FORMS	2.38	3.86	.0	.0	48.0	55.7	.0	.0	2.9	3.5
0	REVIEW OUT RECORDS	2.36	4.96	1.1	2.6	.0	1.6	.0	1.7	.5	2.4
M	REVIEW MACHINE RUN ROSTERS SUCH AS DENTAL EXAMINATIONS OR WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) TESTING	2.36	4.30	16.9	20.4	.0	.0	.0	.0	3.0	4.8
B	DIRECT OPERATION OF MEDICAL BOARD ACTIVITIES	2.34	6.53	1.1	.9	.0	1.6	.0	.0	1.1	1.6
B	DIRECT PRODUCTION OF ADMINISTRATIVE ORDERS	2.34	4.92	12.4	9.6	.0	1.6	.6	.7	4.5	5.0
I	OBTAIN PATIENT MOVEMENT NUMBERS	2.34	4.47	.0	.0	.0	.0	.0	.0	1.6	3.1
C	PREPARE INVENTORY ADJUSTMENT REPORTS	2.34	5.64	.0	.4	16.0	23.0	.0	.0	.9	1.4
M	NOTIFY PERSONNEL OF APPOINTMENTS FOR MISCELLANEOUS TESTING OR MEDICAL EXAMINATIONS	2.32	4.04	18.0	21.3	.0	.0	.6	.7	4.6	6.0
B	IMPLEMENT DIRECTIVES FROM HIGHER HEADQUARTERS	2.30	5.43	1.1	2.2	4.0	4.9	.0	.3	1.1	2.2
B	PROCESS INCOMING OR OUTGOING CLEARANCES	2.30	3.66	22.5	26.1	.0	8.2	4.7	5.4	6.8	10.3
M	PREPARE PATIENT BAGGAGE DATA SHEET FORMS (INAC FORM 81)	2.0	4.25	.0	.0	.0	1.6	.0	.0	2.0	2.1
M	COORDINATE AMOL ACTIONS WITH CONCERNED AGENCIES	2.30	5.36	9.0	10.9	.0	.0	.0	.0	1.6	2.4
B	DIRECT MAINTENANCE OF REFERENCE OR MEDICAL LIBRARIES	2.28	5.05	11.2	10.0	.0	1.6	.6	.7	3.0	3.9
B	IMPLEMENT SAFETY PROGRAMS	2.28	4.96	1.1	.9	.0	1.6	.0	.3	.7	1.9
0	SUPERVISE MEDICAL ADMINISTRATIVE SPECIALISTS (AFSC 90650)	2.25	5.27	1.1	1.7	.0	1.6	.0	2.7	1.6	3.4
1	ASSIGN SPONSORS TO INCOMING PERSONNEL	2.25	3.41	20.2	22.2	.0	3.3	1.7	1.0	5.0	6.3
M	PERFORM CO DUTIES	2.25	3.30	9.0	11.7	.0	1.6	1.2	1.4	3.2	5.6
M	PREPARE INCIDENT REPORTS CONCERNING SQUADRON PERSONNEL	2.25	4.96	11.2	11.3	.0	.0	.0	.3	2.1	2.9
Q	PREPARE OPERATION AND MAINTENANCE (OGM) BUDGETS TO MAJCOM	2.25	5.80	.0	.0	12.0	18.0	.6	.3	.9	1.1
D	COUNSEL TRAINEES ON TRAINING PROGRESS	2.21	5.42	1.1	1.7	.0	3.3	.6	1.7	.9	2.6
M	PREPARE INITIAL NOTIFICATION OF DISCHARGE FOR PERSONS BEING ADMINISTRATIVELY SEPARATED	2.21	5.39	14.6	16.1	.0	.0	.0	.0	2.5	3.3
A	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	2.19	6.00	1.1	3.0	.0	3.3	.0	2.7	1.4	3.0
A	PLAN ACTUAL OR SIMULATED EMERGENCY EVACUATION OF PATIENTS	2.19	5.81	1.1	1.3	.0	3.3	.6	1.4	2.1	3.2
0	OUTPROCESS PATIENTS USING PATIENT'S CLEARANCE RECORD FORMS (AF FORM 577)	2.19	3.95	1.1	.4	16.0	13.1	1.2	.7	4.3	4.2
S	PREPARE REQUEST FOR PURCHASE FORMS (AF FORM 9)	2.19	5.06	1.1	.4	.0	1.6	.0	.0	.4	.7
E	ENTER PATIENT DATA INTO COMPUTER TERMINALS	2.17	5.09	.0	.9	.0	3.3	.6	1.0	2.1	2.5
P	RECEIPT FOR SUPPLIES, RECORDS, OR PATIENTS TRANSFERRING FROM ANOTHER HOSPITAL	2.17	4.37	.0	.4	.0	3.3	9.3	7.1	7.1	6.7
M	PREPARE LETTERS OF APPOINTMENT	2.17	4.27	28.1	27.4	.0	1.6	.0	.7	5.7	6.6
0	PREPARE NOTIFICATION OF NEXT OF KIN IN EVENT OF PATIENT DEATHS	2.15	5.65	.0	.4	.0	.0	1.7	1.4	1.4	1.4
B	DIRECT PREPARATION OF REPORTS, STUDIES, OR GENERAL CORRESPONDENCE	2.13	5.81	11.2	16.1	.0	8.2	1.7	2.4	3.9	7.4
M	MAINTAIN LOGS ON SIGNIFICANT ACTIONS SUCH AS TRAFFIC VIOLATIONS OR INCIDENT OR COMPLAINT REPORTS	2.13	4.43	14.6	11.7	.0	.0	.0	.0	3.0	3.0
S	TRANSMITT SERVICE CALLS TO BCE	2.13	4.23	1.1	.4	.0	.0	.0	.0	.4	.7

D TSK	TITLES	TNG EMP	*D*	TSK DIF	ADM JUB	ADM IEL	RM JUB	RM IEL	REG JUB	REG IEL	JOB REL	1ST ENL
		(M)	(H)	(F)	(M)	(H)	(M)	(M)	(M)	(M)	(M)	(M)
A 31	PREPARE WORK ORDERS OR REQUESTS FOR ACTION BY PLANT MANAGEMENT	2:11	4:47	4:5	3:5	.0	4:9	.6	.7	2:1	3:3	
B 53	DIRECT OPERATION OF MEDICAL SQUADRON FACILITIES	2:11	6:20	6:7	7:4	.0	1:6	.0	.3	1:4	2:6	
B 77	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	2:11	5:94	2:2	5:7	4:0	4:9	.6	2:4	1:6	4:8	
E 190	GREET INCOMING VISITORS	2:11	3:17	36:0	35:2	4:0	11:5	18:6	18:2	22:8	23:5	
E 193	KEYPUNCH INFORMATION	2:11	4:75	6:7	4:3	4:0	13:1	.6	.7	2:9	3:7	
H 395	COORDINATE LEGAL ACTION BEING TAKEN AGAINST MEDICAL SQUADRON PERSONNEL	2:11	6:03	13:5	13:0	.0	.0	.0	.0	2:3	2:9	
B 56	DIRECT OPERATION OF PATIENT SQUADRON ORDERLY ROOMS	2:09	5:71	2:2	2:2	.0	1:6	.0	.0	1:1	1:6	
H 195	COMPLETE REPORT OF PATIENTS EVACUATED BY AIR FORMS (MAC FORM 155)	2:09	4:89	.0	.0	.0	1:6	.0	.3	1:6	1:7	
K 142	OPERATE HAND IMPRINTERS	2:09	2:75	1:1	.4	.0	.0	34:3	32:1	14:6	11:6	
C 121	COORDINATE RESOURCES CONSERVATION (RECON) CROSSFEEDS WITH OTHER SECTIONS	2:09	5:19	.0	.0	.0	4:9	.0	.0	.2	.4	
X 301	INVENTORY BAGGAGE, EQUIPMENT, RECORDS, MEDICATIONS, OR OTHER ITEMS FOR INCOMING PATIENTS	2:06	4:41	.0	.0	.0	1:6	.0	1:0	4:3	4:5	
M 314	PREPARE PATIENT DATA REC'D FORMS (MAC FORM 458)	2:06	4:50	.0	.0	.0	1:6	.6	.3	1:1	1:6	
M 392	ADMINISTER WEIGHT CONTROL PROGRAMS FOR MEDICAL SQUADRON PERSONNEL	2:06	4:50	13:5	18:7	.0	.0	.6	.3	2:5	4:4	
A 30	PREPARE JOB DESCRIPTIONS	2:04	6:02	3:4	6:5	4:0	3:3	.6	2:0	3:0	4:7	
I 11	IMPLEMENT SUGGESTION PROGRAMS	2:04	5:00	.0	1:7	20:0	24:6	.6	.7	1:8	3:1	
D 140	DETERMINE GJT TRAINING REQUIREMENTS	2:04	5:00	1:1	.9	.0	3:3	.0	1:4	.4	1:8	
M 103	MAINTAIN CONTROL CENTER STATUS BOARDS	2:04	4:54	.0	1:3	.0	1:6	.0	.3	2:1	2:1	
O 464	ARRANGE FOR PERSONNEL AFFAIRS BRIEFINGS FOR PATIENTS SEPARATING OR RETIRING	2:04	4:75	.0	.4	.0	.0	.6	.3	.5	.6	
I 318	DECODE PATIENT MANIFESTS	2:02	4:98	.0	.0	.0	1:6	.0	.0	1:6	2:1	
M 286	ANNOUNCE AIR EVACUATION STAGING FLIGHT DAILY BED AVAILABILITY REPORT FORMS (375 AAW FORM 44)	2:00	4:89	1:1	.4	.0	1:6	.0	.3	.5	.7	
I 336	OBTAIN FLIGHT SURGEON APPROVAL FOR AIR EVACUATIONS	2:00	4:21	1:1	.4	.0	.0	.6	.3	2:1	2:7	
O 461	RELEASE FOR FORWARDING OF PERSONAL EFFECTS OF MENTALLY INCOMPETENT PATIENTS	2:00	4:87	.0	.4	.0	1:6	1:2	1:0	1:1	1:4	
M 267	ANNOUCE PATIENT DATA VERIFICATION FORMS (375 AAW FORM 43)	1:58	4:93	.0	.0	.0	1:6	.6	.3	.5	.5	
V 69	EDIT CORRESPONDENCE	1:54	4:87	10:1	15:2	8:0	8:2	1:2	2:0	4:3	6:3	
C 97	ANALYZE WORKLOAD REQUIREMENTS	1:54	6:28	1:1	1:3	4:0	4:9	1:2	1:7	1:8	3:0	
O 466	ASSIGN INDIVIDUALS TO PATIENT SQUADRON	1:54	4:66	1:1	.4	.0	.0	.0	.0	.9	.8	
B 74	IMPLEMENT SECURITY PROGRAMS	1:52	5:25	5:6	2:6	.0	.0	.0	.3	1:8	2:3	
B 79	INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	1:52	4:00	4:5	7:0	.0	3:3	1:7	3:0	5:0	6:3	
B 81	FULFILL REQUESTS FOR SECURITY CLEARANCES	1:52	3:98	12:4	15:2	.0	1:6	3:5	2:4	4:5	5:8	
N 37	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	1:89	6:41	1:1	4:8	.0	3:3	.6	4:1	1:6	4:5	
B 61	DIRECT OPERATION OF SECURITY MANAGEMENT ACTIVITIES	1:89	6:31	1:1	1:3	.0	1:6	.0	.0	.7	1:6	
B 57	SCHEDULE WORK ASSIGNMENTS	1:89	4:58	5:6	6:5	.0	1:6	1:2	3:0	2:3	4:3	
C 141	DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	1:89	4:74	3:4	5:2	.0	4:9	1:2	3:4	2:0	4:2	
M 260	ANNOUNCE WORKSHEET FOR PATIENTS HOLDING IN AIR EVACUATION STAGING FLIGHT FORMS (375 AAW FORM 0-50)	1:89	4:87	.0	.0	.0	1:6	.0	.0	.5	.5	
P 421	PREPARE SUMMARIES OF DISCIPLINARY ACTION TAKEN AGAINST MEDICAL SQUADRON ENLISTED PERSONNEL	1:89	5:71	14:6	14:3	.0	.0	.0	.3	2:5	3:1	
T 339	PREPARE PATIENT TRAVEL LOCATOR CARDS	1:87	4:11	.0	.0	.0	.0	.0	.0	.0	2:1	1:9

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	TAG EMP #	TSK DIF (F)	ADM IJB (M)	ADM IEL (M)	RM IJB (M)	RM IEL (M)	REG IJB (M)	REG IEL (M)	1ST JOB (M)	1ST ENL (M)
M 401	COORDINATE PREPARATION OF LOCAL DIRECTIVES OR SUPPLEMENTS WITH HOSPITAL ADMINISTRATION	1.87	5.23	3.4	4.8	.0	.0	.0	.3	.7	1.4
A 33	SCHEDULE LEAVES OR PASSES	1.85	3.34	28.1	26.5	.0	1.6	.6	2.0	7.0	9.1
B 62	DIRECT ORGANIZATIONAL DOCUMENTATION ACTIVITIES	1.85	5.4	5.6	5.7	.0	1.6	.0	.0	1.6	2.6
D 155	PLAN OUT	1.85	5.64	.0	.4	.0	3.3	.0	.7	.2	1.7
D 161	REVIEW TRAINING PROGRESS OF INDIVIDUALS	1.85	5.10	.0	1.3	.0	1.6	.0	.7	.4	2.1
I 325	COORDINATE BOARD CHECKS WITH AEC	1.85	4.85	.0	.0	.0	1.6	.0	.0	2.0	2.5
M 398	COORDINATE COMMANDER'S CALLS WITH COMMANDER OR OTHER AGENCIES	1.85	4.76	18.0	20.0	.0	.0	.0	.0	3.2	4.7
S 623	MAINTAIN LOGS OF SERVICE OR MINOR CONSTRUCTION REQUESTS	1.85	5.16	.0	.0	.0	.0	.0	.0	.4	.5
M 291	ADMINISTER AEROBICS TESTING PROGRAMS FOR MEDICAL SQUADRON PERSONNEL	1.83	4.25	16.9	21.3	.0	.0	.6	.3	3.4	5.3
C 98	CONDUCT DOCUMENTATION INSPECTIONS	1.91	5.70	6.7	9.6	.0	1.6	1.7	2.0	3.2	5.0
E 219	REVIEW INCOMING OR OUTGOING CORRESPONDENCE	1.81	4.52	44.9	49.1	20.0	27.9	13.4	15.9	20.0	23.5
O 479	NOTIFY FORMER MAJCOM OF ARRIVAL OF PATIENTS	1.79	4.07	.0	.0	.0	.0	.0	.0	.2	.2
S 624	MAINTAIN STATUS LOGS ON APPROVED WORK REQUESTS	1.79	4.81	.0	.0	.0	.0	.0	.0	.2	.4
O 566	REVIEW BASE ACCOUNTING AND FINANCE OFFICE (BAFO) REPORTS TO MONITOR HOSPITAL EXPENDITURES	1.77	6.16	.0	.0	.0	16.4	.0	.0	.2	1.0
E 194	LOG IN CONTROLLED FORMS	1.75	2.90	25.8	23.9	12.0	24.6	4.7	3.0	8.0	9.7
O 517	CONDUCT OPERATIONAL AUDIT STUDIES	1.5	6.50	.0	.0	.0	9.8	.0	.0	.4	.6
B 67	DIRECT UTILITIES CONSERVATION PROGRAM	1.72	4.34	1.1	.4	.0	1.5	.0	.7	.7	1.6
E 208	PREPARE MINUTES OF MEETINGS	1.72	4.96	15.7	19.6	4.0	6.6	.6	1.0	4.1	6.6
O 550	PREPARE MANAGEMENT ANALYSES SUCH AS COMPOSITE WORK UNITS (CWU) OR INTERPRETATION OF OTHER DATA FOR COMMANDERS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	1.72	6.47	.0	.0	.0	9.8	.0	.0	.2	.7
A 14	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	1.70	6.59	4.5	7.0	.0	3.3	.0	1.7	2.7	5.0
M 306	NOTIFY SOC AS TO AIRCRAFT ARRIVAL OR DEPARTURE TIMES	1.70	4.36	.0	.0	.0	1.6	.6	.3	1.8	1.8
M 394	NOTIFY CHARGE OF QUARTERS (CQ)	1.70	3.73	4.5	7.8	.0	.0	.0	.3	1.2	2.3
O 411	DISTRIBUTE PATIENT'S ABSENCE RECORD FORMS (AF FORM 569)	1.70	3.88	.0	.4	.0	.0	.0	.0	1.6	2.2
O 514	CONDUCT WORK MEASUREMENT STUDIES	1.70	6.74	.0	.0	4.0	9.8	.0	.0	.5	.7
B 39	DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	1.66	4.91	7.9	6.1	4.0	8.2	1.7	2.0	5.3	6.2
B 70	IMPLEMENT COST REDUCTION PROGRAMS	1.66	5.41	.0	.4	.0	1.6	.0	.3	.5	1.4
O 486	PREPARE ARTICLE 155 OR LETTERS OF REPRIMAND FOR PATIENT PERSONNEL	1.66	5.46	1.1	.4	.0	.0	.0	.0	.5	.4
A 543	PREPARE B3500 TRANSMITTAL REGISTER TRANSCRIPT FORMS (AF FORM 1733)	1.66	5.86	.0	.0	4.0	6.6	.0	.3	.4	.6
M 410	MAINTAIN SQUADRON AREA	1.64	4.27	5.6	9.6	.0	.0	2.9	2.4	2.5	4.2
M 417	PREPARE BCE WORK REQUEST FORMS (AF FORM 332)	1.64	4.11	2.2	2.6	.0	.0	.0	.0	.7	.9
O 490	PREPARE PERSONNEL STATUS REPORT FORMS (AF FORM 1240)	1.64	4.71	11.2	7.0	4.0	1.6	.0	.0	2.7	2.1
F 253	PREPARE REQUEST FOR PERMISSION TO PERFORM SURGERY ON FOREIGN NATIONALS	1.62	5.48	.0	.0	.0	1.6	.0	.0	.2	1.0
I 340	RECONCILE PATIENT ROSTERS LOCALLY REPORTED WITH SOC	1.62	4.79	.0	.0	.0	.0	.0	.0	.9	.8
M 411	MAINTAIN UNIT SUPPLY ACCOUNTS	1.62	4.45	5.6	5.7	.0	.0	.0	.0	1.2	1.8
S 617	FOLLOW-UP SERVICE CALLS FOR COMPLETE WORK	1.62	4.33	1.1	.4	.0	.0	.0	.0	.5	1.2
A 24	PLAN SAFETY PROGRAMS	1.60	5.75	1.1	.9	.0	3.3	.0	.3	1.4	2.0
B 44	DIRECT MAINTENANCE OF MILITARY MAIL DISTRIBUTION SYSTEMS	1.60	4.35	21.3	23.5	4.0	3.3	1.2	2.0	5.5	8.4
F 251	PREPARE OUT OR INPATIENT QUESTIONNAIRES	1.60	5.21	1.1	.4	.0	3.3	.1	3.0	4.1	4.5
A 4	ASIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	1.57	3.02	19.1	25.2	.0	3.3	.6	.3	4.8	7.2

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D	TSK	TITLES	TNG EMP	TSK DIF	ADM JTB	ADM (M)	ADM (M)	RM JTB	RM (M)	RM (M)	REG JTB	REG (M)	REG (M)	1ST JOB	1ST (M)	1ST ENL	1ST (M)
C	120	EVALUATE WORK SCHEDULES	1.57	5.02	1.1	.9	.0	.0	1.6	.0	.7	.7	.7	.7	.7	1.2	1.2
D	137	ATTEND TRAINING CONFERENCES OR BRIEFINGS	1.57	3.91	6.7	7.4	4.0	.0	6.6	7.0	6.8	6.8	6.8	6.2	6.2	6.7	6.7
E	212	PREPARE SEPARATION OR REASSIGNMENT FORMS	1.57	4.79	5.6	8.7	.0	.0	1.6	.6	.3	.3	.3	1.4	1.4	3.0	3.0
M	319	SEND MISSION WORK SHEETS TO AECIS	1.57	4.11	.0	.0	.0	.0	1.6	.0	.0	.0	.0	.7	.7	.8	.8
I	34	MAINTAIN STAGING FLIGHT STATUS BOARDS	1.57	4.22	1.1	.4	.0	.0	.0	.0	.3	.3	.3	2.5	2.5	2.2	2.2
I	341	RESOLVE DISCREPANCIES IN BAGGAGE MANIFESTS RECEIVED FROM SOC	1.57	4.88	1.1	.4	.0	.0	.0	.0	.0	.0	.0	1.6	1.6	1.6	1.6
I	343	TRANSCRIBE DECEDD PATIENT MANIFESTS ONTO LOCAL FORMAT	1.57	4.76	.0	.0	.0	.0	.0	.0	.0	.0	.0	1.2	1.2	1.2	1.2
M	424	PREPARE REQUESTS FOR PSYCHIATRIC EVALUATIONS	1.57	5.13	6.7	9.6	.0	.0	.0	.0	.0	.0	.0	1.2	1.2	2.1	2.1
A	18	PLAN ADMINISTRATIVE SUPPORT OF HOSPITAL TRIAGE AREAS	1.55	5.82	1.1	.9	.0	.0	3.3	.0	.7	.7	.7	1.6	1.6	2.1	2.1
B	51	DIRECT OPERATION OF DUPLICATING SECTIONS	1.55	4.60	14.6	10.9	.0	.0	1.6	1.2	1.0	1.0	1.0	4.5	4.5	4.9	4.9
O	473	ENTER NECESSARY INFORMATION IN REMARKS SECTION OF PATIENT'S A. SENCE RECORD FORMS (AF FORM 569)	1.55	3.96	.0	.0	.0	.0	.0	.0	.3	.3	.3	.9	.9	1.6	1.6
S	609	COORDINATE WITH APPLICABLE AGENCIES REGARDING CORRECTION FIRE HAZARD DISCREPANCIES	1.55	4.82	.0	.0	.0	.0	.0	.0	.0	.0	.0	.2	.2	.5	.5
A	25	PLAN SECURITY PROGRAMS	1.53	6.07	4.5	1.7	.0	.0	1.6	.0	.3	.3	.3	1.4	1.4	1.8	1.8
M	413	NOTIFY NEXT OF KIN OF DECEASED OR MISSING MEDICAL SQUADRON PERSONNEL	1.53	6.04	2.2	3.9	.0	.0	.0	.6	.3	.3	.3	.9	.9	1.4	1.4
D	147	DIRECT OR IMPLEMENT OJT PROGRAMS	1.51	6.06	.0	.0	.0	.0	3.3	.0	1.0	1.0	1.0	.4	.4	1.5	1.5
M	291	COMPLETE MISSION MANAGEMENT INFORMATION - PART II FORMS (MAC FORM 94)	1.51	5.04	.0	.0	.0	.0	1.6	.0	.0	.0	.0	.4	.4	.5	.5
M	292	COMPLETE MISSION MANAGEMENT PART I FORMS (MAC FORM 98)	1.51	5.01	.0	.0	.0	.0	1.6	.0	.0	.0	.0	.4	.4	.5	.5
M	293	COMPLETE MISSION MANAGEMENT WORKSHEET - III FORMS (375 AAW 148)	1.51	5.07	.0	.0	.0	.0	1.6	.0	.0	.0	.0	.4	.4	.3	.3
M	312	POSITION VEHICLES FOR PATIENT OR EQUIPMENT OFF-LOAD	1.51	4.10	.0	.0	.0	.0	1.6	.0	.7	.7	.7	2.0	2.0	2.1	2.1
I	331	INTERVIEW PATIENTS WISHING HOSPITAL CHANGES	1.51	5.38	.0	.0	.0	.0	.0	.0	.0	.0	.0	1.1	1.1	1.1	1.1
K	368	HANDCARRY CLINICAL RECORDS OFF BASE TO AGENCIES SUCH AS CIVILIAN COURTS	1.51	4.55	.0	.0	.0	.0	.0	1.7	1.0	1.0	1.0	1.2	1.2	1.0	1.0
D	135	ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS	1.49	4.31	.0	.9	.0	.0	3.3	1.2	1.7	1.7	1.7	.7	.7	1.7	1.7
E	195	MAINTAIN BULLETIN BOARDS	1.49	2.55	48.3	46.1	12.0	13.1	5.2	5.4	15.0	15.0	15.0	17.7	17.7	17.7	17.7
D	487	PREPARE AMOL NOTICES FOR PATIENT PERSONNEL	1.47	4.90	.0	.0	.0	.0	.0	.0	.0	.0	.0	.7	.7	.8	.8
O	508	ARRANGE FOR ESCORT SUPPORT FOR FUNDS	1.47	4.21	.0	.0	.0	8.0	8.2	.6	.3	.3	.3	.7	.7	.7	.7
S	507	CONDUCT FIRE DRILLS	1.47	4.07	.0	.0	.0	4.0	1.6	.6	.3	.3	.3	.5	.5	.7	.7
A	11	TRAFFIC BUDGET OF FINANCIAL REQUIREMENTS	1.45	7.76	.0	.4	8.0	11.5	.6	.7	1.1	1.1	1.1	1.1	1.1	1.7	1.7
B	90	SUPERVISE CIVILIANS	1.45	5.93	.0	.4	.0	.0	3.3	.6	2.0	2.0	2.0	1.2	1.2	2.4	2.4
C	103	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	1.45	5.87	.0	.4	.0	.0	1.6	.0	1.0	1.0	1.0	.7	.7	1.6	1.6
C	110	EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES	1.45	5.43	4.5	3.0	.0	.0	3.3	1.2	1.4	1.4	1.4	2.3	2.3	3.0	3.0
E	178	CONDUCT SECURITY INSPECTIONS	1.45	5.28	3.4	1.7	.0	.0	3.3	.0	.3	.3	.3	1.4	1.4	2.0	2.0
M	416	PLACE PERSONAL BELONGINGS OF MEDICAL ENLISTED PERSONNEL WHO ARE ABSENT WITHOUT LEAVE (AWOL) IN STORAGE	1.45	4.08	3.4	3.0	.0	.0	.0	.0	.0	.0	.0	.9	.9	1.1	1.1
O	548	PREPARE HOST-TENANT SUPPORT AGREEMENTS	1.45	6.05	.0	.4	.0	.0	4.9	.0	.0	.0	.0	.2	.2	.5	.5
S	622	MAINTAIN GROUND SAFETY STATISTICS FOR MEDICAL FACILITY	1.45	5.34	.0	.0	.0	.0	.0	.0	.0	.0	.0	.2	.2	.3	.3
S	628	PREPARE LOCAL COMMUNICATIONS SERVICE REQUEST FORMS (AF FORM 1070)	1.45	4.92	2.2	.9	4.0	1.6	.0	.0	.0	.0	.0	.7	.7	.6	.6
O	480	NOTIFY PERMANENT UNITS OF LENGTH OF HOSPITALIZATION OF PATIENTS	1.43	4.28	.0	.0	.0	.0	.0	.0	.0	.0	.0	.5	.5	.7	.7
C	551	PREPARE PROJECT FUNDS MANAGEMENT REPORTS	1.43	5.83	.0	.0	.0	4.0	4.9	.0	.0	.0	.0	.4	.4	.4	.4

ANALYSIS OF PROPOSED SHREDOUT GROUPS

D TSK	TITLES	TNG #D*	TSK DIF (F)	ADM 1JB (M)	ADM 1EL (M)	RM 1JB (M)	RM 1EL (M)	REG 1JB (M)	REG 1EL (M)	1ST JOB (M)	1ST ENL (M)
S 610	COORDINATE WITH MEDICAL FACILITY OR BASE GROUND SAFETY CONCERNING ACCIDENT PREVENTION PROGRAMS	1.43	5.16	.0	.0	.0	.0	.0	.0	.2	.4
A 6	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	1.40	5.73	5.6	9.6	.0	6.6	1.2	3.4	4.1	6.6
C 121	INDIRSE AIRMEN PERFORMANCE REPORTS (APRI)	1.40	5.38	.0	.9	.0	3.3	.0	.3	.5	1.2
E 108	ESTABLISH REQUIREMENTS FOR PUBLICATIONS	1.40	4.43	22.5	25.7	4.0	8.2	1.2	1.4	6.2	6.6
A 5	DEVELOP ORGANIZATIONAL CHARTS	1.38	5.21	4.5	6.1	8.0	11.5	1.7	1.4	4.1	4.5
C 96	ANALYZE WORKLOAD REPORTING PROCEDURES	1.38	6.09	.0	.0	8.0	9.8	.0	.0	1.6	2.6
E 171	CONDUCT ANNUAL HOSPITAL PUBLICATIONS REVIEWS	1.38	5.04	16.9	18.7	.0	3.3	.0	.0	4.1	5.8
T 184	COORDINATE DEVELOPMENT OF LOCAL FORMS OR REGULATIONS WITH OTHER AGENCIES	1.38	5.38	16.9	17.4	.0	6.6	.6	.3	3.9	5.4
J 312	PREPARE NURSE CLINICAL REPORTS	1.38	5.50	.0	.0	.0	.0	.0	.0	.4	.5
B 83	PREPARE INSTRUCTIONS FOR USING FORM OR GUIDE LETTERS	1.36	4.57	9.0	9.6	.0	4.9	.6	.7	3.6	4.9
D 158	PROCURE TRAINING AIDS, SPACE, OR EQUIPMENT	1.36	4.66	6.7	6.1	.0	3.3	1.2	.7	1.8	3.0
E 214	PROCESS SEPARATION OR REASSIGNMENT FORMS	1.36	4.73	10.1	13.5	.0	3.3	1.2	.7	2.9	4.4
T 344	TRANSPORT OUTGOING BAGGAGE TO AECG	1.36	3.48	.0	.0	.0	.0	.6	.3	2.0	2.5
Y 393	APPROVE LEAVES FOR ASSIGNED PERSONNEL	1.36	4.05	10.1	12.2	.0	.0	.6	.3	2.0	3.1
I 336	OBTAIN PATIENT INFORMATION FROM PERSONNEL, POST OFFICE, OR BANK	1.34	4.65	.0	.0	.0	.0	.6	.3	.9	1.4
H 406	INVENTORY UNIT SUPPLY ACCOUNTS	1.34	4.32	3.4	3.5	4.0	1.6	.0	.3	1.2	1.4
B 76	DIRECT ADMINISTRATIVE SUPPORT OF HOSPITAL TRIAGE AREAS	1.32	5.90	2.2	1.3	.0	1.6	1.2	1.7	2.1	2.6
J 351	PREPARE REPORT OF ADOPTION PHYSICALS	1.32	5.61	.0	.0	.0	.0	.0	.0	.2	.2
B 68	DIRECT UTILIZATION OF EQUIPMENT	1.30	4.27	5.6	5.2	.0	1.6	1.2	2.0	3.6	4.8
E 171	ATTEND MEETINGS	1.30	3.22	34.8	40.9	36.0	29.5	21.5	19.6	24.2	26.4
B 82	PREPARE CHECKLISTS	1.28	5.03	16.9	17.8	.0	6.6	2.9	2.7	6.1	8.3
E 222	SERVE ON COMMAND POST DURING DISASTER EXERCISES	1.28	5.73	16.9	18.7	16.0	14.8	1.2	3.0	5.5	8.0
D 431	PERFORM DUTY AND TRAVEL RESTRICTION BRIEFINGS FOR PATIENTS	1.28	4.44	.0	.0	.0	.0	.0	.0	.4	.2
S 630	PREPARE SINGLE LINE DRAWINGS TO ACCOMPANY WORK ORDER REQUESTS	1.28	5.43	.0	.0	.0	.0	.0	.0	.2	.4
E 72	IMPLEMENT FACILITY DISASTER CONTROL PROGRAMS	1.25	5.87	.0	.4	.0	1.6	.0	.0	.5	1.4
O 468	COORDINATE AVAILABILITY OF PATIENTS FOR TESTING WITH PHYSICIAN	1.25	4.32	.0	.0	.0	.0	.0	.3	.4	.7
O 470	MAINTAIN 90 DAY TRANSITION FILE OF PATIENT SPECIAL ORDERS	1.25	3.89	2.2	1.3	.0	.0	.6	.7	.9	1.0
O 468	PREPARE INCIDENT/COMPLAINT REPORT FORMS (DD FORM 1569)	1.25	4.97	1.1	.9	.0	.0	.0	.0	.7	.7
A 3	ASSIGN PERSONNEL TO DUTY POSITIONS	1.23	4.44	3.4	8.3	4.0	9.8	2.3	3.4	3.0	4.9
A 176	CONDUCT DOCUMENTATION ASSISTANCE VISITS	1.23	5.69	2.2	4.8	.0	3.3	.6	.7	1.2	2.5
A 412	MAKE DORMITORY ROOM ASSIGNMENTS	1.23	3.68	3.4	5.7	.0	.0	.6	.3	1.4	1.9
A 19	PLAN BRIEFINGS	1.19	5.65	4.5	5.7	.0	4.9	.0	.7	2.9	4.9
D 150	EVALUATE EFFECTIVENESS OF TRAINING PROGRAMS	1.19	5.79	1.1	.4	.0	3.3	1.0	.3	.4	1.3
K 372	OPERATE VERIFIERS	1.19	4.82	.0	.0	.0	.0	.6	.7	.5	.5
O 469	COORDINATE SHIPMENTS OF HOUSEHOLD GOODS WITH TRANSPORTATION MANAGEMENT OFFICE (TMO)	1.19	4.98	.0	.0	.0	.0	.0	.0	.4	.3
O 464	PERFORM CLASSIFIED MATERIAL TURN-IN DEBRIEFINGS FOR PATIENTS	1.19	4.71	.0	.0	.0	.0	.0	.0	.4	.2
G 551	PREPARE MANAGEMENT ANALYSIS BRIEFINGS	1.19	6.67	.0	.0	.0	6.6	.0	.0	.2	.5
S 606	CONDUCT FOLLOW-UP INSPECTIONS OF MAINTENANCE OR REPAIR OF MEDICAL ACTIVITIES	1.19	4.73	.0	.0	.0	.0	.0	.0	.4	.6
S 610	INSPECT FOR COMPLIANCE WITH MEDICAL WORK REQUIREMENTS	1.19	4.94	.0	.0	.0	.0	.0	.0	.2	.3
S 630	VERIFY ACCURACY OF CE REIMBURSABLES	1.19	6.05	.0	.0	.0	.0	.0	.0	.2	.2

ANALYSIS OF PROPOSED SHREDOUT GROUPS

D	TSK	TITLES	TNS EMP WD*	TSK DIF (F)	ADM LJB (M)	ADM TEL (M)	RM LJB (M)	RM TEL (M)	REG LJB (M)	REG TEL (M)	1ST JOB (M)	1ST EML (M)
1	M 308	OPERATE TELECOPIER	1.17	4.67	1.1	.4	.0	1.6	.0	.0	1.4	1.4
1	M 310	PERFORM CREW ALERT PROCEDURES FOR REMAINING OVERNIGHT (IRON) AIRCRAFT	1.17	5.00	1.1	.4	.0	1.6	.0	.0	.9	.9
0	470	DELIVER PATIENT PAY	1.17	3.61	.0	.0	.0	.0	.0	.0	.4	.4
0	471	DISTRIBUTE INCIDENT/COMPLAINT REPORTS FORMS (DD FORM 1569)	1.17	3.58	1.1	.9	.0	.0	.0	.0	.7	.7
0	524	DIRECT RECON PROGRAMS	1.17	5.17	.0	.0	.0	1.6	.0	.0	.2	.2
S	603	ADVISE COMMANDERS OR HOSPITAL ADMINISTRATORS CONCERNING NEEDED EQUIPMENT	1.17	5.25	.0	.4	.0	.0	.6	.3	.5	.7
B	35	CONDUCT BRIEFINGS OR DEBRIEFINGS	1.15	6.17	5.6	9.6	.0	1.6	1.7	1.7	4.1	6.3
I	330	DESIGNATE APPROPRIATE HOSPITAL FOR PATIENT TREATMENT	1.15	5.37	1.1	.4	.0	.0	.0	.3	1.2	2.4
M	425	PREPARE TAX EXEMPTION CERTIFICATES	1.15	4.48	.0	3.0	.0	.0	.0	.0	.4	1.0
O	452	ARRANGE FOR LEGAL CONSULTATIONS FOR PATIENTS	1.15	4.87	.0	.4	.0	.0	.0	.7	.2	.8
O	147	ESTABLISH STUDY REFERENCE FILES	1.13	4.97	5.6	3.0	.0	4.9	.0	.3	1.2	2.0
O	465	ARRANGE FOR QUARTERS ASSIGNMENTS FOR RELATIVES VISITING ACTIVE DUTY MILITARY PATIENTS	1.13	4.39	.0	.0	.0	.0	.0	.0	.5	.7
R	575	AUDIT REPORTS FROM SUBORDINATE MEDICAL FACILITIES	1.13	5.55	.0	.4	.0	.0	.0	.0	.2	.3
E	215	REGISTER VEHICLES	1.11	3.16	7.9	12.2	.0	1.6	.0	.0	1.8	3.9
P	254	PREPARE REQUEST FOR SECRETARY OF THE AIR FORCE APPROVAL FOR INDIVIDUALS TO AID CASES SUCH AS KIDNEY TRANSPLANTS	1.11	6.37	.0	.0	.0	1.6	.6	.3	.4	.8
-	307	OPERATE RADIO GEAR	1.11	4.53	.0	.4	.0	1.6	.0	1.7	2.1	2.3
O	412	TURN IN MILITARY ISSUE OF PATIENTS SEPARATING WITH LESS THAN SIX MONTHS OF ACTIVE DUTY	1.11	5.06	.0	.0	.0	.0	.0	.0	.4	.4
S	514	ADVISE RESOURCES MANAGEMENT OF EMERGENCY CONSTRUCTION REQUIREMENTS	1.11	5.22	.0	.0	.0	.0	.0	.0	.4	.4
C	106	EVALUATE EQUIPMENT REQUIREMENTS	1.08	5.30	1.1	1.3	.0	1.6	.6	1.0	.9	2.0
C	113	EVALUATE PROCEDURES FOR STORAGE, INVENTORY, OR INSPECTION OF PROPERTY ITEMS	1.08	4.74	1.1	1.7	.0	1.6	.0	.0	.5	1.3
S	613	INSPECT CUSTODIAL SUPPLIED SERVICES	1.08	4.75	.0	.0	.0	.0	.0	.0	.4	.8
C	113	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	1.06	6.94	2.2	.9	8.0	9.8	.6	.3	1.1	1.6
P	309	PERFORM BOARD CHECKS	1.06	4.29	.0	.0	.0	1.6	.6	.3	2.1	1.9
P	402	ESCORT PRISONERS	1.06	4.43	2.2	2.2	.0	.0	.0	.0	.7	.7
C	109	EVALUATE JOB DESCRIPTIONS	1.04	5.95	1.1	2.2	.0	1.6	.0	.0	.7	1.0
C	194	HANDCARRY FORMS TO OTHER OFFICES	1.04	1.68	64.0	60.4	36.0	34.4	27.9	25.3	38.1	37.7
G	538	PERFORM CIVILIAN ESSENTIALITY REVIEWS	1.04	5.72	.0	.0	.0	9.8	.0	.0	.4	.7
A	8	DEVELOP FACILITY DISASTER CASUALTY CONTROL PROGRAMS	1.02	7.35	.0	.9	.0	3.3	.0	.3	1.2	1.7
C	116	EVALUATE SAFETY PROGRAMS	1.02	5.50	.0	.4	.0	1.6	.0	.0	.4	1.2
E	206	POST MINUTES OF MEETINGS	1.02	2.79	21.3	20.4	4.0	6.6	1.2	2.0	6.1	7.7
C	561	PREPARE RECOMMENDATIONS FOR MANAGEMENT ACTIONS BY COMMANDERS	1.02	6.02	.0	.0	.0	4.9	.0	.0	.2	.6
S	614	DISPOSE OF PATHOLOGICAL OR CONTAMINATED WASTE	1.02	5.03	.0	.0	.0	.0	.0	.0	.2	.6
S	631	REVIEW EXPENDITURES IN CIVIL ENGINEERS (CE) REIMBURSABLES	1.02	6.09	.0	.0	.0	.0	.0	.0	.2	.2
C	417	MAINTAIN FILE OF PATIENT CHECK CERTIFICATIONS	1.00	3.94	.0	.0	.0	.0	.0	.0	.2	.2
A	139	CONDUCT PHYSICAL FITNESS OR WEIGHT CONTROL PROGRAMS	.98	4.64	10.1	12.2	.0	3.3	.0	.0	2.1	3.6
F	205	PERFORM FATIGUE DETAILS	.98	2.37	33.7	33.5	40.0	29.5	19.8	20.3	24.8	25.3
P	584	MAINTAIN MASTER PUBLICATIONS FILES AT MAJCOM LEVEL	.98	5.45	.0	.0	.0	.0	.0	.0	.2	.2
P	104	EVALUATE COMPLIANCE WITH JOINT COMMISSION ON ACCREDITATION OF HOSPITALS (JCAH) STANDARDS	.96	6.67	.0	.0	.0	3.3	.0	.3	.4	1.3
P	118	EVALUATE SUGGESTIONS	.96	5.47	1.1	1.3	12.0	13.1	.6	1.0	1.2	2.1

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSK	TITLES	TNG EMP *0*	TSK DIF (F)	ADM LJ9 (M)	ADM LJ8 (M)	RM LJ8 (M)	RM LJ8 (M)	REG LJ8 (M)	REG LJ8 (M)	1ST JOB (M)	1ST ENL (M)
M 429	REVIEW UNFAVORABLE INFORMATION FOLDERS (UIF) OF MEDICAL SQUADRON ENLISTED PERSONNEL	.96	4.78	10.1	8.7	.0	.0	.0	.0	2.0	2.3
O 567	REVIEW HOST-TENANT SUPPORT AGREEMENTS	.95	6.18	.0	.0	.0	6.6	.0	.0	.2	.5
C 232	WRITE UNIT MEDICAL HISTORIES	.94	6.29	.0	.9	.0	1.6	.6	.3	.4	1.0
S 616	EVALUATE MAINTENANCE OR REPAIR REQUESTS RECEIVED FROM FACILITY FOR FEASIBILITY	.94	5.49	.0	.0	.0	.0	.6	.3	.7	.8
C 275	OPERATE TELEX MACHINES	.91	4.41	1.1	.9	.0	1.6	1.2	1.0	1.6	1.3
M 311	PERFORM FLIGHT FOLLOWING FUNCTION	.91	5.12	.0	.0	.0	1.6	.0	.0	.4	.7
M 395	CONDUCT COMMANDER'S CALLS	.91	5.12	11.2	9.1	.0	.0	.6	.3	2.3	3.0
O 476	INVENTORY MILITARY CLOTHING ISSUE OF SEPARATING PATIENTS	.91	4.05	.0	.0	.0	.0	.0	.0	.2	.2
S 626	PREPARE BUDGET REQUESTS	.91	6.85	.0	.0	.0	3.3	.0	.0	.2	.5
F 241	COORDINATE ADOPTION PROCEDURES BETWEEN PARENTS, COURTS, AND ADOPTION AGENCIES	.89	6.54	.0	.0	.0	1.6	.0	.0	.5	.8
M 396	CONTROL DORMITORY SECURITY SUCH AS LOCK CHANGES	.89	4.80	2.2	3.0	.0	.0	.6	.3	1.2	1.2
O 153	EVALUATE TRAINING METHODS OR TECHNIQUES	.87	6.00	.0	.4	.0	3.3	.0	.0	.7	1.2
S 611	DETERMINE CUSTODIAL SERVICE REQUIRED BY MEDICAL FACILITY	.87	5.88	.0	.0	.0	.0	.0	.0	.2	.4
B 57	DIRECT OPERATION OF PLANT MANAGEMENT FACILITIES	.85	6.28	.0	.0	.0	1.6	.0	.0	.5	1.2
C 107	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	.85	6.13	1.1	1.3	.0	1.6	.0	1.0	.7	1.4
C 217	EVALUATE SECURITY PROGRAMS	.83	5.79	.0	.4	.0	1.6	.0	.0	.5	1.1
O 491	PROCESS PATIENT PAY FORMS	.83	5.02	.0	.0	12.0	8.2	.0	.0	1.1	1.1
O 134	ADMINISTER TESTS	.81	3.94	5.6	6.1	.0	3.3	.0	.3	1.4	2.4
C 132	WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS	.79	5.96	.0	.0	.0	4.9	.0	1.0	.4	1.1
E 167	ADMINISTER UNIT TRAFFIC SAFETY PROGRAMS	.79	4.77	1.1	4.3	.0	3.3	.0	.0	.5	2.1
O 467	CASH CHECKS FOR PATIENTS	.79	3.99	1.1	.4	4.0	1.6	.0	.0	.9	1.0
S 605	ASSIST BCE IN MEDICAL MILITARY CONSTRUCTION PROGRAM ITEM FORMULATION	.79	5.74	.0	.0	.0	.0	.0	.0	.2	.3
A 23	PLAN LOGISTIC SUPPORT OF HOSPITAL TRIAGE AREAS	.77	6.42	.0	.0	.0	3.3	.0	.0	.5	1.0
E 169	ASSIGN SPACE FOR OFFICE EQUIPMENT OR SUPPLIES	.77	4.39	9.0	7.8	.0	4.9	1.2	2.0	2.9	4.0
E 223	SUSPENSE REPLIES TO BE SENT TO ALL CONGRESSIONAL INQUIRIES	.77	4.84	3.4	3.5	.0	1.6	.0	.0	.9	1.3
S 589	RECEIVE OR CONSOLIDATE REPORTS FROM OTHER MAJCOM LEVELS	.77	5.79	.0	.4	.0	.0	.0	.0	.2	.5
S 606	COMPILE WORK REVISION DESCRIPTIONS OR JUSTIFICATIONS	.77	5.52	.0	.0	.0	.0	.0	.0	.2	.6
S 620	INSPECT WORK IN PROGRESS OF IN-HOUSE OR CONTRACTOR ENGINEERING FORCES	.77	5.40	.0	.0	.0	.0	.0	.0	.2	.4
A 2	ASSIGN PERSONNEL TO ADDITIONAL DUTIES	.74	4.06	12.4	21.3	.0	3.3	1.7	3.4	4.6	8.3
B 41	DIRECT INSPECTION OF ACTIVITY VEHICLES	.74	4.13	3.4	2.2	.0	1.6	.0	.3	1.6	2.1
R 598	REVIEW OFFICER EFFECTIVENESS REPORTS (OERS) OR APRS FOR ADMINISTRATIVE SUFFICIENCY	.74	5.43	2.2	2.6	.0	.0	.0	.0	.5	.8
O 157	PREPARE PLANS OF INSTRUCTION	.72	6.40	.0	2.2	.0	4.9	.0	.3	1.1	2.2
D 162	REVIEW TRAINING STATUS OF SECTION	.72	5.29	.0	.9	.0	3.3	.0	.3	.5	1.5
M 430	SELECT PERSONNEL FOR COUNCIL REPRESENTATIVES	.72	4.57	3.4	4.8	.0	.0	.0	.0	.9	1.3
S 602	ADVISE BASE CIVIL ENGINEERS (BCE) REGARDING AVAILABILITY OF PROJECT FUNDS	.72	5.56	.0	.0	.0	.0	.0	.0	.2	.3
S 627	PREPARE DRAFT SPECIFICATIONS FOR CUSTODIAL CONTRACTS	.72	6.56	.0	.0	.0	.0	.0	.0	.4	.4
C 127	PREPARE RECOMMENDATIONS FOR CORRECTING INSPECTION DEFICIENCIES	.70	6.09	.0	.4	.0	3.3	.6	.3	1.1	1.6
M 431	VISIT HOSPITALIZED PERSONNEL AND PERSONNEL IN CONFINEMENT	.70	3.90	1.1	2.2	.0	1.6	.5	.7	1.2	1.8
M 434	BALANCE AUTOMATIC FILING MACHINES	.70	3.72	.0	.0	.0	.0	5.8	5.7	2.0	1.8

ANALYSIS OF PROPOSED SHREDDOUT GROUPS

D TSM	TITLES	TNG EMP #D*	TSM DTF (F)	ADM LJR (M)	ADM TEL (M)	PH LJB (M)	RM IEL (M)	REG LJB (M)	REG TEL (M)	1ST JOB (M)	1ST ENL (M)
A 1	ARRANGE MEDICAL FACILITIES TOURS	.68	3.94	1.1	2.2	.0	3.3	.6	.7	1.2	2.3
A 12	DRAFT CONTINGENCY OR DISASTER PREPAREDNESS PLANS	.68	7.38	3.4	2.2	.0	3.3	.0	.0	1.2	1.6
C 109	EVALUATE INSPECTION REPORTS OR PROCEDURES	.68	5.95	.0	.9	.0	4.9	.0	.0	.7	1.9
C 111	EVALUATE OFFICES OF RECORDS	.68	5.46	5.6	3.0	.0	1.6	1.2	1.0	1.6	2.0
O 474	FORWARD MILITARY ISSUE OF SEPARATING AIR NATIONAL GUARD PATIENT MEMBERS TO HOME UNITS	.68	4.74	.0	.0	.0	.0	.0	.0	.4	.5
R 576	CONDUCT PERSONNEL STUDIES	.68	5.62	.0	.0	.0	.0	.0	.3	.2	.6
B 42	DIRECT LOGISTIC SUPPORT OF HOSPITAL TRIAGE AREAS	.66	5.53	1.1	.4	.0	1.6	.0	.3	.5	1.2
O 164	WRITE TEST QUESTIONS	.66	6.68	1.1	.4	.0	3.3	.0	.0	.4	.8
O 463	ARRANGE FOR PATIENT PARTICIPATION IN SOCIAL ACTIVITIES	.66	4.28	.0	.0	.0	.0	.0	.0	.2	.4
R 586	PREPARE MANPOWER STUDY REPORTS	.66	5.84	1.1	.9	.0	6.6	.0	.0	.4	.8
B 58	DIRECT OPERATION OF POSTAL SERVICE CENTERS (CONSOLIDATED MAIL ROOMS)	.64	5.00	4.5	5.2	.0	1.6	.6	.7	1.8	2.6
E 177	CONDUCT MEETINGS	.64	5.67	2.2	1.3	.0	4.9	.6	1.0	1.6	2.3
R 574	ASSESS TRAINING REQUIREMENTS FOR MEDICAL ADMINISTRATIVE PERSONNEL	.64	5.68	1.1	.4	.0	.0	.0	.0	.5	.4
R 579	COORDINATE MANPOWER STUDY REPORTS WITH OTHER AGENCIES	.64	6.16	1.1	.9	.0	1.6	.0	.0	.4	.7
C 112	EVALUATE PRINTING REQUESTS	.62	4.17	10.1	11.7	.0	1.6	.0	.0	2.9	3.9
C 114	EVALUATE RECOMMENDED FORMS	.62	5.12	13.5	12.6	.0	4.9	1.2	1.4	3.7	5.4
M 405	INSPECT DORMITORIES	.62	4.04	4.5	5.2	.0	.0	.0	.0	1.2	1.7
D 165	WRITE TRAINING REPORTS	.60	6.14	.0	.0	.0	3.3	.0	.3	.2	1.2
R 582	DISTRIBUTE REPORTS TO MAJCOM DATA AUTOMATION	.60	5.23	.0	.0	.0	.0	.0	.0	.4	.4
R 585	PERFORM MANPOWER STUDIES	.60	5.75	1.1	.4	.0	3.3	.0	.0	.4	.6
C 102	CONDUCT TRAFFIC FLOW OR COMMUNICATIONS DISCIPLINE ANALYSES ON MESSAGES	.57	5.42	4.5	2.6	.0	1.6	.0	.3	1.2	2.1
C 115	EVALUATE RECOMMENDED POLICIES OR PROCEDURES	.57	5.82	2.2	3.0	.0	3.3	.0	.7	1.4	2.6
D 148	DIRECT OR IMPLEMENT TRAINING PROGRAMS OTHER THAN OJT	.57	5.83	.0	.9	.0	3.3	.0	.7	.2	1.3
E 224	SHEEP OR MOP FLOORS	.57	1.32	7.9	7.8	4.0	3.3	4.1	4.4	5.0	5.8
R 576	CONDUCT STAFF ASSISTANCE VISITS	.57	5.98	.0	.4	.0	.0	.0	.0	.2	.4
S 621	INTERPRET CONSTRUCTION DRAWINGS	.57	6.52	.0	.0	.0	.0	.0	.0	.2	.4
C 100	CONDUCT STUDIES ON USE OR CARE OF EQUIPMENT	.55	4.95	2.2	1.3	.0	1.6	1.2	.7	1.6	1.7
C 172	AUTHENTICATE TOY ORDERS	.55	4.42	10.1	8.3	4.0	9.8	.6	.7	3.6	4.0
O 475	INSPECT PATIENT PERSONNEL FOR PROPER APPEARANCE	.55	3.96	.0	.0	.0	.0	.0	.0	.9	1.2
B 80	MAINTAIN CONTINGENCY PLANS	.53	5.06	4.5	2.6	.0	1.6	.0	.3	1.2	1.7
C 101	CONDUCT STUDIES TO IMPROVE QUALITY OF OFFICIAL COMMUNICATIONS	.51	5.72	.0	.0	.0	1.6	.0	.0	.4	.9
C 133	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	.51	6.75	3.4	2.6	.0	4.9	.6	.7	1.1	1.6
D 156	PREPARE LESSON PLANS OR LECTURES	.51	6.37	1.1	1.7	.0	4.9	.6	.3	.9	1.7
S 625	PERFORM SPACE UTILIZATION STUDIES	.51	6.06	.0	.0	.0	.0	.0	.0	.2	.3
B 40	DIRECT FACILITY COMPLAINTS PROGRAMS	.49	5.86	1.1	.9	.0	1.6	.6	1.0	.9	2.1
C 122	INSPECT HOSPITAL OR MEDICAL TREATMENT FACILITIES	.49	5.56	1.1	1.3	.0	3.3	.0	.0	.7	1.3
C 125	PERFORM STAFF ASSISTANCE VISITS	.49	6.66	.0	1.3	.0	3.3	.0	.3	.5	1.6
C 130	SCHEDULE INVENTORIES OF SUCH ITEMS AS SUPPLIES, PRECIOUS METALS, OR NARCOTICS	.49	4.23	6.7	7.0	.0	3.3	.0	.0	1.4	2.3
E 231	WASH WALLS OR WINDOWS	.49	1.21	4.5	7.0	.0	8.2	2.9	4.1	3.4	4.8
O 481	OBTAIN PATIENT CERTIFICATION OF CASHED CHECKS	.49	4.21	.0	.0	.0	.0	.0	.0	.2	.2
O 482	OBTAIN PATIENT CERTIFICATION OF RECEIVED CHECKS	.49	4.27	.0	.0	.0	.0	.0	.0	.2	.2
R 580	COORDINATE TRAINING REQUIREMENTS WITH TECHNICAL TRAINING CENTERS	.49	5.84	.0	.0	.0	.0	.0	.0	.4	.5

ANALYSIS OF PROPOSED SHREDOUT GROUPS

D	TSK	TITLE	TNG	TSK	ADM	ADM	RM	RM	REG	REG	1ST	1ST
			C	(F)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
E	160	ARRANGE UNIT SOCIAL FUNCTIONS	.47	4.69	5.6	10.0	8.0	8.2	.6	1.0	2.7	4.6
C	123	INVESTIGATE ACCIDENTS OR INCIDENTS	.45	6.22	.0	.4	.0	3.3	.6	.7	2.0	2.9
C	143	SCORE TESTS	.45	3.69	3.4	2.2	.0	3.3	.6	.3	1.6	1.7
E	163	DESIGN FORMS	.45	5.74	10.1	11.3	.0	6.6	1.2	1.0	3.7	6.2
A	12	DRAFT SUPPLEMENT TO HIGHER HEADQUARTERS DIRECTIVES	.43	6.80	.0	1.3	4.0	4.9	.0	.3	.9	1.7
A	22	PLAN LAYOUT OF FACILITIES	.43	6.08	.0	.0	.0	3.3	.6	.3	.9	1.5
C	126	REVIEW OR EVALUATE OPERATING PROCEDURES OR DIRECTIVES	.43	6.08	1.1	1.3	.0	4.9	.0	.3	.9	1.6
E	230	VACUUM FLOORS	.43	1.30	3.4	4.3	4.0	3.3	.0	1.4	2.0	3.3
B	84	PREPARE NEWS RELEASES	.40	4.77	7.9	7.0	.0	1.6	.0	.7	2.3	3.3
C	124	PERFORM INVENTORIES OF SUCH ITEMS AS SUPPLIES, PRECIOUS METALS, OR NARCOTICS	.40	5.14	4.5	3.5	.0	3.3	1.2	.7	2.3	2.6
A	21	PLAN ITINERARIES OF STAFF VISITS	.38	5.61	2.2	1.3	.0	3.3	.0	.7	1.2	1.8
A	27	PLAN SUPPORT SERVICES FOR STAFF OR OTHER ASSOCIATED ACTIVITIES	.38	5.39	2.2	3.0	4.3	3.3	.6	.7	1.6	2.5
B	94	SUPERVISE MILITARY PERSONNEL (OTHER THAN AFS 906XD OR AFS 702XD PERSONNEL)	.38	5.81	.0	.0	.0	1.6	.6	.3	.5	1.5
C	129	SCHEDULE HOSPITAL OR MEDICAL FACILITIES INSPECTIONS	.38	4.77	1.1	3.5	.0	9.8	.0	.0	.5	2.1
E	182	COORDINATE MAINTENANCE OF FACILITIES WITH OTHER AGENCIES	.38	5.24	.0	.0	.0	3.3	.0	.3	.2	.7
E	192	ISSUE PARKING TICKETS	.38	2.13	7.9	4.8	.0	1.6	.0	.3	1.6	1.7
R	587	PREPARE UNOFFICIAL PUBLICATIONS SUCH AS SURGEON'S NEWSLETTER	.38	5.76	1.1	.9	.0	.0	.0	.0	.5	.5
A	28	PLAN TEMPORARY DUTY (TDY) TRIPS	.36	5.27	11.2	7.8	4.0	3.3	.0	.3	3.6	4.3
B	46	DIRECT MEDICAL ACTIVITIES GROUNDS MAINTENANCE	.36	4.40	1.1	.9	.0	1.6	.0	.3	1.2	1.7
E	187	ESTABLISH FILING REQUIREMENTS FOR SEPARATE AGENCIES	.36	5.20	.0	2.2	.0	3.3	1.7	1.4	1.1	1.6
S	632	REVIEW PROJECT DRAWINGS OR SPECIFICATIONS FOR MEDICAL CONSTRUCTION PROJECTS	.36	6.40	.0	.0	.0	.0	.0	.0	.2	.2
B	36	CONDUCT STAFF MEETINGS	.34	6.22	.0	.4	.0	1.6	.0	.7	.7	1.6
B	78	INTERVIEW PROSPECTIVE CIVILIAN EMPLOYEES	.34	5.74	.0	.0	.0	1.6	.0	.0	.5	1.2
B	88	SUPERVISE ADMINISTRATION SPECIALIST (AFSC 702XD)	.34	5.48	1.1	.4	.0	.0	.0	.0	.5	1.1
R	573	APPROVE MEDICAL OR DENTAL COURSE CONTROL DOCUMENTS	.34	5.64	.0	.0	.0	.0	.6	.3	.4	.3
S	615	EVALUATE CONSTRUCTION REQUIREMENTS FOR FEASIBILITY	.34	6.02	.0	.0	.0	.0	.6	.3	.4	.5
A	34	WRITE MEDICAL ANNEXES TO CONTINGENCY PLANS SUCH AS FIELD TRAINING EXERCISE PLANS	.32	7.20	1.1	.4	.0	1.6	1.2	1.4	1.1	1.8
D	159	RECOMMEND INDIVIDUALS FOR SPECIALIZED OR FORMAL TRAINING	.32	4.88	1.1	1.3	.0	3.3	.6	.7	.5	2.0
E	179	CONDUCT TESTS ON NEW SUPPLIES OR EQUIPMENT	.32	5.14	3.4	3.0	.0	3.3	.6	.3	1.2	1.6
H	316	PROPOSE MISSIONS	.32	5.65	.0	.0	.0	1.6	.0	.0	.9	1.2
P	594	REVIEW MEDICAL CAREER DEVELOPMENT COURSES	.32	6.22	1.1	.4	.0	.0	.6	.3	.7	.7
S	612	DETERMINE ENGINEERING FEASIBILITY OF REQUESTED EQUIPMENT	.32	5.74	.0	.0	.0	.0	.0	.0	.2	.3
S	613	DETERMINE PROJECT ALTERATION REQUIREMENTS WITH MEDICAL PERSONNEL	.32	5.73	.0	.0	.0	.0	.0	.0	.2	.3
A	5	CONDUCT MEDICAL FACILITIES TOURS	.30	4.06	2.2	3.0	4.0	3.3	1.2	1.0	1.4	1.9
C	119	EVALUATE UNIT EMERGENCY PLANS	.30	6.29	.0	.0	.0	1.6	.0	.0	.4	1.0
C	131	SELECT INDIVIDUALS FOR SPECIALIZED TRAINING	.30	5.41	.0	1.3	.0	3.3	.0	.7	.2	1.2
D	141	CONDUCT TRAINING CONFERENCES	.28	6.20	.0	.0	.0	3.3	.6	.3	.4	1.1
R	577	CONDUCT PREACCREDITATION VISITS	.28	5.80	.0	.0	.0	.0	.0	.3	.2	.5
R	600	REVIEW PROPOSED FORMS SUBMITTED FROM SUBORDINATE MEDICAL FACILITIES FOR USE WITHIN MAJCOM	.28	5.64	2.2	.9	.0	.0	.6	.3	.7	.5
E	221	SCHEDULE CLEANING OF FACILITIES	.25	3.00	2.2	1.7	.0	1.6	.6	.7	1.1	2.0

ANALYSIS OF PROPOSED SHREDCUT GROUPS

D TSK	TITLES	TNG EMP *0*	TSK DIF (F)	ADM LJB (M)	ADM IEL (M)	RM LJB (M)	RM IEL (M)	REG LJB (M)	REG IEL (M)	1ST JOB (M)	1ST ENL (M)
R 597	REVIEW MEDICAL PUBLICATIONS SUBMITTED FROM SUBORDINATE MEDICAL FACILITIES	.23	5.86	1.1	1.3	.0	.0	.6	.3	.7	.7
A 26	PLAN STAFF STUDIES OR CONFERENCES	.21	6.05	2.2	1.3	.0	3.3	.0	.3	1.1	1.6
E 213	PREPARE STUDIES	.21	6.12	.0	1.7	.0	6.6	.0	.3	.9	1.9
R 593	REVIEW MEDICAL ANNEXES TO BASE DISASTER PREPAREDNESS PLANS	.21	6.31	1.1	.4	.0	.0	.6	.3	.5	.4
R 591	REVIEW COURSE CRITIQUES OF MEDICAL TRAINING PROGRAMS	.17	6.00	.0	.0	.0	.0	.0	.0	.2	.2
R 595	REVIEW MEDICAL OR DENTAL COURSE CONTROL DOCUMENTS	.17	5.68	.0	.0	.0	.0	.0	.0	.2	.3
R 595	REVIEW MEDICAL OR DENTAL SPECIALTY TRAINING STANDARDS	.17	6.13	1.1	.4	.0	.0	.0	.3	.5	.5
R 599	REVIEW OR EVALUATE BASE LEVEL CASUALTY CONTROL PLANS OR MEDICAL ANNEXES TO BASE DISASTER PLANS	.17	5.74	.0	.0	.0	.0	.0	.0	.4	.3
R 583	IMPLEMENT CHANGES IN TRAINING REQUIREMENTS	.15	5.94	.0	.0	.0	.0	.0	.0	.2	.2
R 590	REVIEW ARTICLES PRIOR TO PUBLICATION	.15	5.71	3.4	2.2	.0	.0	.0	.0	.7	.8
R 592	REVIEW HAJCOM LEVEL PERSONNEL ACTIONS INVOLVING MEDICAL SERVICE PERSONNEL	.15	5.96	.0	.0	.0	.0	.0	.0	.2	.3
G 146	DEVELOP RESIDENT COURSE OR CAREER DEVELOPMENT COURSE (CDC) CURRICULUM MATERIALS	.13	6.73	.0	.4	.0	3.3	.0	.0	.2	.8
D 140	CONDUCT RESIDENT COURSE CLASSROOM TRAINING	.11	5.97	.0	.0	.0	3.3	.0	.0	.2	.7
D 145	DETERMINE RESIDENT COURSE TRAINING REQUIREMENTS	.11	5.87	.0	.0	.0	3.3	.0	.3	.2	.9
E 131	COORDINATE FUND RAISING ACTIVITIES WITH OTHER AGENCIES	.11	5.06	.0	1.3	.0	3.3	.0	.3	.5	1.2
R 533	PROPOSE NEW TRAINING PROGRAMS	.11	6.25	1.1	.4	.0	.0	.0	.0	.5	.4
R 601	SECURE PROFESSIONAL APPROVAL FOR ARTICLES SUBMITTED FOR PROFESSIONAL PUBLICATIONS	.11	5.57	.0	.0	.0	.0	.0	.0	.2	.3
C 99	CONDUCT STAFF STUDIES	.08	6.36	.0	.9	.0	3.3	.0	.0	.2	1.6
D 152	EVALUATE PROGRESS OF RESIDENT COURSE STUDENTS	.06	5.71	.0	.0	.0	3.3	.0	.0	.2	.8
B 92	SUPERVISE MEDICAL ADMINISTRATIVE SUPERINTENDENTS (AFSC 90690)	.00	5.51	.0	.0	.0	1.6	.0	.3	.2	1.0
B 93	SUPERVISE MEDICAL ADMINISTRATIVE SUPERVISORS (AFSC 90670)	.00	5.51	.0	.0	.0	1.6	.0	.0	.4	1.0
D 136	ASSIGN RESIDENT COURSE INSTRUCTORS	.00	5.30	.0	.0	.0	3.3	.0	.0	.2	.7
- 184	DEVELOP HOSPITAL PARKING AREA PLANS	.00	5.19	.0	.0	.0	1.6	.0	.0	.2	.5
R 581	DESIGN PERSONNEL STUDIES	.00	6.00	.0	.0	.0	.0	.0	.0	.2	.3