

UNITED STATES AIR FORCE

AD A117434

# OCCUPATIONAL SURVEY REPORT

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DISASTER PREPAREDNESS CAREER LADDER  
 (AFS 242X0)

DISASTER PREPAREDNESS UTILIZATION FIELD  
 (AFS 05XX)

AFPT 90-242-446  
 JULY 1982

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OCCUPATIONAL ANALYSIS PROGRAM  
 USAF OCCUPATIONAL MEASUREMENT CENTER  
 AIR TRAINING COMMAND  
 RANDOLPH AFB, TEXAS 78150

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AFSC 242X0, 05XX OSR AND SUPPORTING DOCUMENTS

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AFHRL/MODS	2	6	1m	1m
AFMEA/MEMD	1	1	1h	1
AFMPC/MPCHS	1	1		
AFMPC/MPCRQ	2			
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HQ ESC/DPTATC	1	1		1
HQ ESC/DPTE	3	3		3
HQ MAC/DPAT	3	3		3
HQ PACAF/DPAL	1	1		1
HQ PACAF/DPAT	3	3		3
HQ SAC/DPAT	3	3		3
HQ SAC/LGMQ (ATCLO)	1	1		1
HQ TAC/DPAT	3	3		3
HQ TAC/DPLATC	1	1		1
HQ USAF/XOORB	1	1		1
HQ USAF/MPPT	1	1		1
HQ USAFE/DPAT	3	3		3
HQ USAFE/DPATC	1	1		1
LMDC/AN	1			
NODAC	1	1		
TAWC (EGLIN AFB FL)	1	1		1
3400 TCHTW/TTGX (LOWRY AFB CO)	5	2	2	9
3507 ACS/DPUI	1	1		

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## PREFACE

This report represents the results of a detailed Air Force Occupational Survey of the Disaster Preparedness officer (AFSCs 051X and 052X) and enlisted (AFSC 242X0) career areas. The report was prepared in response to a request by personnel at the Lowry Technical Training Center. The survey was requested to gather data which would help assess the impact on training requirements of new equipment items and the increased emphasis on chemical warfare defense and nuclear accident response capability. Authority for conducting occupational surveys is contained in AFR 35-2. Computer products from which this report was produced are available for use by operating and training officials.

The survey instrument was developed by Capt Gary Patterson, Inventory Development Specialist. Mr Bill Feltner, Computer Programmer, executed all computer runs for the data analysis. Mr Joseph A. Bergmann and Capt Robert M. Worley II, analyzed the data and wrote the final report. This report has been reviewed and approved by Mr Paul N. DiTullio, Chief, Management Applications Section, Occupational Analysis Branch, USAF Occupational Measurement Center, Randolph AFB, Texas 78150.

The Air Force Occupational Analysis Program has been in existence since 1956 when initial research was undertaken by the Air Force Human Resources Laboratory to develop the methodology for conducting occupational surveys. In 1967, an operational survey program was established within Air Training Command and surveys were produced annually on 12 enlisted specialties. In 1972, the program was expanded to conduct occupational surveys covering 51 career ladders annually. Finally, in 1976, the program was again expanded to include surveys of officer utilization fields, support interservice or joint service occupational analyses, and accomplish special management applications projects.

Copies of this report have been distributed to those agencies listed on page i. Other interested training and management personnel may request copies by writing to the USAF Occupational Measurement Center, attention of the Chief, Occupational Analysis Branch (OMY), Randolph AFB, Texas 78150.

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## SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered to 05XX and 242X0 Disaster Preparedness incumbents worldwide. Survey results are based on responses from 488 incumbents or 77 percent of eligible assigned members.
2. Job Structure: There was considerable similarity among jobs in the disaster preparedness field and substantial overlap in officer and enlisted jobs. Twelve job types were identified. They divided into two clusters of four job types each and four independent job types. There were few tasks uniquely performed by members of any of the job groups.
3. Enlisted DAFSC Comparison: Three- and five-skill level personnel performed mostly technical tasks. The seven-skill level through CEM code personnel reflected decreasing emphasis on technical tasks and increasing emphasis on supervisory and managerial tasks. Of particular interest was the large amount of time spent on training by most enlisted disaster preparedness personnel.
4. Officer Paygrade Comparison: Disaster Preparedness officers showed a common progression of increasing levels of assignment with increasing grade. Captains performed the largest number of tasks and were typically assigned to both base-level and higher level positions. Majors and lieutenant colonels had jobs which were more limited in scope and were found at higher organizational levels.
5. Training Review: The most recent STS and POI for the disaster preparedness technical training course were analyzed. In general, first-assignment personnel are being trained to perform the types of tasks they will encounter in their first disaster preparedness jobs, and those tasks judged high in training emphasis by senior specialists in AFSCs 242X0 and 05XX. AFR 36-1 and AFR 39-1 specialty descriptions were consistent with survey results.
6. Analysis of CONUS versus Overseas Groups: Only slight task performance differences were found between CONUS and overseas personnel. A general emphasis on chemical attack related tasks was found for overseas groups, while the emphasis for CONUS personnel was on civil defense activities.
7. Analysis of Time-In-Career-Field (TICF) Groups: As TICF increased, enlisted survey respondents performed more supervisory, managerial and administrative tasks, and fewer technical and training tasks. This trend was not as readily identifiable among officers.
8. Comparison to Previous Survey: Comparisons with the 1977 Disaster Preparedness OSR were limited, because the previous survey included only 242X0 personnel. Those comparisons that were possible revealed the stable nature of the jobs performed by enlisted disaster preparedness personnel, but also identified an increase in emphasis on chemical defense training and major accident response capability.

9. Comparison of Officer and Enlisted Groups: Considerable overlap existed between officer and enlisted jobs. Tasks more frequently performed by officers were usually supervisory, managerial or administrative in nature, but involved the types of skills normally developed through PME: thus, these differences should have little impact on technical training.

## OCCUPATIONAL SURVEY REPORT

### DISASTER PREPAREDNESS CAREER LADDER (AFS 242X0)

### DISASTER PREPAREDNESS UTILIZATION FIELD (AFS 05XX)

## INTRODUCTION

### History and Background

Several classification changes have occurred in the Disaster Preparedness field for both officer and enlisted members. The officer utilization field began in September 1966 as the 0105, Disaster Control specialty. In July 1967, the specialty was renamed Disaster Preparedness. The AFSC was redesignated 0515 in January 1969 and in October 1979 was broken out into its current structure, 0511, 0516, 0521, and 0524. The 051X was named Disaster Preparedness Staff Officer, and the 052X was named Disaster Preparedness Officer.

The enlisted career ladder began in March 1962 as the 241X0, Disaster Control specialty. In February 1970, the AFSC was redesignated 242X0 and renamed Disaster Preparedness. Then, in October 1978, the Chief Enlisted Manager (CEM) code 24200 was created.

Both the 242X0 and 05XX AFSCs are lateral entry specialties.

This is the first survey of the 05XX utilization field. The 242X0 ladder was surveyed in 1976-1977, and the final report was published in June 1977.

### Objectives

One major purpose of this survey was to provide data which training managers can use to assist in determining training requirements for new equipment and procedures, particularly with respect to chemical warfare defense and nuclear accident response capability. A second purpose was to provide data for career development course (CDC) and technical training course modifications. Finally, the data presented here may serve as a basis for other classification and assignment decisions.

Topics discussed in this report include: (1) survey methodology; (2) structure of jobs in the field; (3) analysis of experience groups; (4) analysis of enlisted skill level, officer paygrade, and MAJCOM groups; (5) comparison of survey data with AFR 39-1 and AFR 36-1 specialty descriptions; and (6) comparison of the results of the 1977 Disaster Preparedness occupational survey report with this report.

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## SURVEY METHODOLOGY

### Survey Sample

A large percentage of the Disaster Preparedness (DP) officer and enlisted personnel were requested to participate in this survey to ensure a representative sample across all segments of these relatively small fields. Table 1 shows major command and paygrade distributions of assigned and sampled personnel in the 05XX utilization field. Table 2 depicts major command and DAFSC distribution for personnel in the 242X0 career field. A total of 488 inventories were received out of the 637 total mailed out for a 77 percent return rate. The 488 respondents included in the analysis represent 63 percent of all personnel assigned to the Disaster Preparedness career area.

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-242-446. A working group of personnel representing each MAJCOM, HQ ATC/TT (DCS/Technical Training), and the USAF Disaster Preparedness Resource Center (AFDPRC) developed the initial inventory. During the workshop, this select group expanded the previous 242X0 job inventory (1977) considerably to include new equipment items, current procedure and tasks, and tasks performed by officers. The updated and modified inventory was then validated by interviews with 41 subject-matter specialists at 12 locations, who represented all major stateside functions in the specialties. Two sections made up the final version of the job inventory. The first was a background section used to gather such information as DAFSC, organization, time in the career field, and an extensive list of Disaster Preparedness equipment items. The second section was the task list, a collection of 558 task statements grouped under 11 duty headings.

### Survey Administration

From August 1981 until January 1982, local consolidated base personnel office (CBPOs) administered job inventories to DAFSC 05XX and 242X0 personnel at 177 bases and duty locations worldwide. Personnel were identified from Uniform Officer Record (UOR) and Uniform Airman Record (UAR) data tapes generated by the Air Force Manpower and Personnel Center (AFMPC) and maintained by the Air Force Human Resources Laboratory (AFHRL). Job incumbents first completed the background section, then checked each task performed in his or her current job and, finally, used a nine-point scale to indicate the relative time spent on each task compared to all other tasks performed. The rating scale ranged from one (very small amount time spent) through five (about average time spent) to nine (very large amount time spent). All of a respondent's ratings were assumed to account for 100 percent of his or her work time.

### Task Factor Administration

In addition to completing a job inventory booklet, some officer and enlisted personnel were asked to complete a second booklet to provide recommended training emphasis ratings on each task in the job inventory. Selected senior 242X0 members were asked to complete a third booklet designed to gather ratings as to the difficulty of each task. These additional task factor booklets were processed separately from the job inventories. Training emphasis and task difficulty were used in several analyses discussed in more detail within this report.

### Data Processing and Analysis

Booklets were keypunched and optically scanned, and the data were merged to form complete case records. Comprehensive Occupational Data Analysis Program (CODAP) techniques were used to accomplish the analysis. CODAP is capable of producing job descriptions for any group of persons defined by their responses to specific job inventory items. For example, in this analysis, special composite job descriptions were computed for MAJCOM, time-in-career-field (TICF) and paygrade groups. These groups were then compared to determine similarities and differences in performed tasks, then background characteristics of each group were summarized and compared.

TABLE 1  
AFSC 05XX SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
TAC	24	20
USAFE	20	22
ATC	15	13
SAC	11	12
PACAF	8	7
AFLC	5	6
MAC	5	6
OTHER	12	14
 <u>PAY GRADE</u>		
0-1/0-2	42	39
0-3	35	39
0-4	20	19
0-5	3	3

TABLE 2  
AFSC 242X0 SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
USAFE	22	22
TAC	18	17
SAC	15	15
ATC	13	12
MAC	10	12
PACAF	5	7
AFLC	4	4
AFSC	3	3
OTHER	10	8
 <u>DAFSC</u>		
24230	1	4
24250	49	39
24270	45	50
24290	4	5
24200	1	2

## JOB STRUCTURE ANALYSIS

### Job Structure Overview

An important function of the USAF Occupational Analysis Program is to examine the structure of occupations and determine what people are actually doing in the work environment. A cluster analysis procedure was used to group disaster preparedness personnel who performed similar jobs, independent of traditional personnel categories, such as paygrade or DAFSC. One of the CODAP programs forms groups of respondents based on similar amounts of time spent on common tasks. Each group is identified by a unique number, e.g., GRP049 - Training Section NCOIC. A group is called a job type if its members perform many of the same tasks and spend similar amounts of time performing them. When there is substantial similarity between two or more job types, they are grouped together into a cluster. Finally, specialized job types too dissimilar to be grouped into any cluster are referred to as independent job types.

Analysis of the resulting disaster preparedness groups identified: 1) number and characteristics of the different jobs which existed across disaster preparedness occupation; 2) the tasks which tended to be performed together by the same respondents; and 3) tasks and incumbent characteristics which may be peculiar to specific functional requirements as they existed at time of the survey.

This analysis identified 12 job types representing 85% of the total sample. Eight of the groups combined to form two clusters of jobs, the four remaining groups were independent job types. These groups are listed below:

- I. Specific Cluster
  - A. Supply and Equipment NCOs
  - B. Training NCOs
  - C. Equipment Monitors
  - D. Shelter Inspection Specialists
- II. General Cluster
  - A. Disaster Preparedness Specialists
  - B. Exercise Response Trainers
  - C. Branch and Division Chiefs
  - D. Operations Planners and Programmers

### III. Independent Job Types

- A. Training Section NCOICs
- B. MAJCOM Staff Personnel
- C. Support Requirements NCOs
- D. Instructors

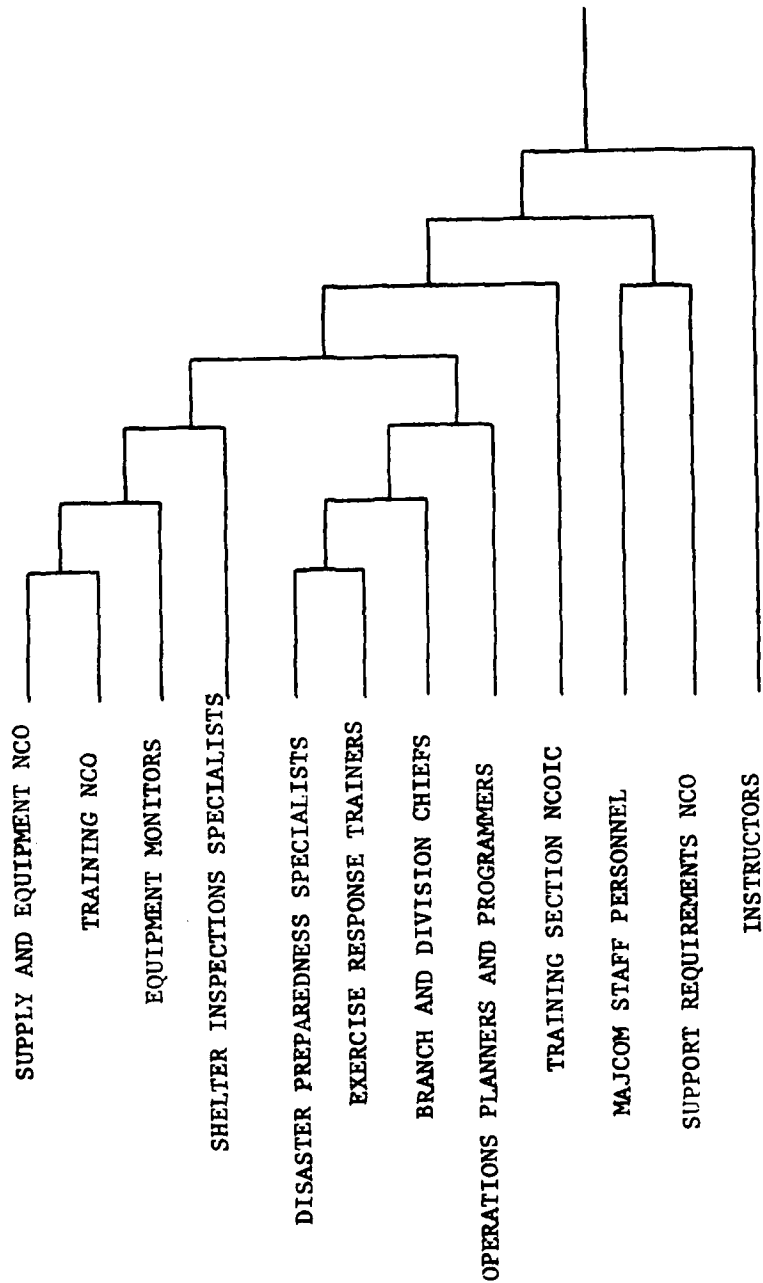
An additional 15 percent of respondents joined these clusters in successive stages after job types were formed. No group of less than five individuals is addressed in this report.

Figure 1 illustrates the clustering sequence of these job types. There are three tables at the end of this section. Table 3 displays job satisfaction indices for members of each job type. Officer and enlisted distributions for job type groups are shown in Table 4, and Table 5 summarizes distributions of officer paygrades and enlisted DAFSCs.

Only two job types contained significant numbers of officers, the Branch and Division Chiefs and MAJCOM Staff Personnel. Overall, work performed by officers and enlisted personnel in the second cluster (General) representing nearly 60 percent of the total sample showed considerable overlap among the tasks performed.

Some tasks were performed by nearly two-thirds of the total survey sample, e.g., conducting chemical warfare defense training, and conducting mask confidence chamber exercises. These tasks are not addressed in the following section which briefly discusses the 12 jobs resulting from the clustering analysis. The tasks listed for each group are ones that helped identify the special characteristics of the jobs performed.

FIGURE 1: DISASTER PREPAREDNESS JOB STRUCTURE



## Job Group Descriptions

### I. Specific Cluster

Ia. Supply and Equipment NCOs (GRP087, N=33). Respondents comprising this group of 33 represented seven percent of the survey sample. Most were assigned to base-level DP offices, except for one at HQ USAF and two at Lowry TTC. The average grade of group members was E-5, and they averaged 44 months in the career field.

These incumbents performed an average of 90 tasks. They spent 40 percent of their job time inspecting, maintaining and storing DP equipment. The following tasks were typical of this group:

- Periodically inspect M17 series masks
- Periodically inspect PAC-1S radiac equipment
- Perform organizational maintenance on PAC-1S radiac equipment
- Maintain equipment storage or supply areas
- Periodically inspect CDV 750 dosimeter chargers
- Inventory equipment

Group members reported relatively low ratings on perceived utilization measures and expressed the next to lowest job interest of any group in the study. Thirty-six percent of the group planned to reenlist, 18 percent planned not to reenlist, and 42 percent indicated they would retire at the end of their current enlistment.

Ib. Training NCOs (GRP070, N=15). Nearly one-half of these NCOs were assigned to overseas bases. All were assigned to base level jobs. Members of this group represented three percent of the survey sample. Nearly three-quarters of the incumbents reported a 24250 DAFSC, indicating a lower experience level than most groups. Their average grade was E-5, and they had been DP specialists for an average of 42 months.

Respondents performed an average of 84 tasks involving DP training and maintenance of training equipment. Examples of the tasks performed are:

- Conduct disaster preparedness support team (DPST) training
- Maintain training records, charts, and graphs, such as Disaster Preparedness Training Record forms (AF Form 1470)
- Prepare training schedules
- Coordinate disaster preparedness training attendance with other agencies
- Conduct decontamination team training
- Conduct shelter team training

Ratings on job satisfaction measures were uniformly low, with felt utilization of talents and training responses being among the lowest of any reported groups. One-third of the group planned to reenlist, while 47 percent planned to retire, and seven percent indicated they would definitely not reenlist.

Ic. Equipment Monitors (GRP052, N=7). The seven DP specialists in this group held only 3- or 5-skill levels. They averaged only 22 months in the career field and had the lowest average TAFMS (75 months) of any group in the analysis. Their average grade of E-4 was the lowest for any exclusively enlisted group reported. Two specialists were assigned to MAJCOMs and five to base-level DP offices.

Forty percent of the total group work time was spent inspecting and maintaining DP equipment. Members performed an average of only 37 tasks, with ten tasks accounting for over one-fourth of the group's time spent. Typical tasks performed by group members included:

- Periodically inspect AN/PDR27 radiac equipment
- Periodically inspect AN/PDR43 radiac sets
- Inspect or replace equipment batteries
- Perform organizational maintenance on M17 series masks
- Deliver or pickup equipment scheduled for calibration at PMEL or civil defense agencies
- Periodically inspect CDV750 dosimeter chargers

Despite the restricted nature of their jobs, incumbents expressed the highest average job interest of any of the analysis groups with 100 percent indicating they found their jobs interesting. Perceived utilization of talents and training were about average for this field. One member was seeking a commission, five indicated they probably would reenlist, and one indicated he probably would not reenlist.

Id. Shelter Inspection Specialists (GRP043, N=5). Members of this small group of 5 NCOs were mostly assigned to CONUS base-level offices. These 5- and 7-skill level incumbents had an average grade of E-5 with an average of 41 months of DP experience.

Group members performed an average of 95 tasks involving shelter-related activities including the following:

- Conduct disaster preparedness support team (DPST) training
- Verify shelter inspection results
- Direct the inspection of shelters
- Inspect shelters
- Verify shelter operating procedures
- Maintain shelter management guides

Two in this group (40%) reported they found their jobs uninteresting. This expressed job interest was the lowest of any group in the survey. Perceived utilization of talents and training were moderate. Two members intended to retire, two indicated they would not reenlist, and one planned to reenlist.

## II. General Cluster

IIa. Disaster Preparedness Specialists (GRP124, N=149). This was the core group of the job structure analysis. The 149 group members represented 31 percent of the total sample. A little more than 96 percent of the group members were enlisted, with an average grade of E-6. The remainder were officers whose average grade was O-3. All members combined had an average of 56 months in the DP field. Forty-four percent of the members of this group indicated they supervised, with an average of two subordinates. Most (83 percent) of the survey respondents in this group were at base level with four percent at MAJCOMs and one percent at Lowry TTC.

Personnel in this group performed an average of 253 tasks. Virtually every group member reported dual or multiple position titles. Tasks performed were fairly evenly spread across several job inventory duties, including training, equipment maintenance, supply, and maintaining attack and major accident response capability. Their jobs typically involved the following tasks:

- Periodically inspect M17 series masks
- Perform organizational maintenance on M17 series masks
- Conduct disaster preparedness support team (DPST) training
- Periodically inspect AN/PDR43 radiac sets.
- Operate nontactical (intrabase) radios during major accident responses
- Prepare or update lesson plans

Reported job interest and perceived utilization was about average, despite the apparent richness of the jobs performed by members of this group. Over half the enlisted members indicated they would retire, while 25 percent planned to reenlist, and five percent were seeking a commission. All four officers planned to stay in the AF but only one indicated wanting to stay in the 05XX utilization field.

IIb. Exercise Response Trainers (GRP085, N=25). Respondents who comprised this group represented 5 percent of the survey sample. All 25 were NCOs with an average grade of E-5 and an average of 50 months in the career field. Forty percent of these base-level incumbents indicated they were supervisors with two persons working for them.

Group members performed an average of 129 tasks. The tasks composing the main portion of these jobs concentrated on major accident response exercises, and training DP support teams to respond to all types of emergency situations. Examples of the tasks performed were:

Conduct disaster preparedness support team (DPST) training  
Operate nontactical (intrabase) radios during major  
accident responses  
Operate mobile command posts during major accident  
responses  
Supervise disaster preparedness support teams (DPST)  
during major accident responses  
Operate disaster preparedness control centers (DPCC)  
during major accident responses  
Select required equipment for disaster preparedness  
support teams (DPST) during major accident responses

Responses to perceived satisfaction measures were moderately high (see Table 3). Over half the group planned to retire, 12 percent planned not to reenlist, 32 percent planned to reenlist, and four percent were seeking commissions.

IIC. Branch and Division Chiefs (GRP074, N=103). This large group of incumbents (21 percent of the total sample) was 68 percent officers with an average grade of O-2 and 32 percent enlisted members with an average grade of E-7. Ninety-three percent of these survey respondents were in base-level DP offices, three percent were at MAJCOM level and one percent at the intermediate command level. Eighty-eight percent of the group members reported being supervisors with an average of three subordinates.

The most time consuming tasks involved in these jobs were of the traditional managerial and supervisory type, with additional emphasis placed on the coordination and direction of major accident response exercises. These respondents performed an average of 201 tasks, second only to the DP NCO group. Typical tasks performed by group members included:

Advise commanders, staff agencies, and tenant units on  
disaster preparedness matters  
Prepare administrative correspondence  
Advise on-scene commanders of on-scene disaster control  
group (DCG) composition during major accident responses  
Determine work priorities  
Conduct self-inspections of disaster preparedness programs  
Conduct informal briefings

Group members felt well utilized and indicated high job interest. Eighty-four percent of the officers were career motivated; but only 20 percent intended to stay in 05XX field; 32 percent planned to crosstrain out of the specialty; 19 percent indicated they would crosstrain but return; 18 percent were undecided and six percent planned to separate. Of the enlisted group members, 78 percent planned to retire while 16 percent intended to remain in the career ladder. The remainder planned to separate.

IId. Operations Planners and Programmers (GRP042, N=6). Sixty-six percent of this small specialized group were assigned to overseas base-level DP offices. This is a reversal of the figure for the total sample. Officers and enlisted members each comprise 50 percent of the group. Average grades were O-1 and E-6, respectively. The DP experience level of 37 months was the second lowest of the groups reported in this study.

Primary task emphasis of the group members was on developing operations plans, assisting other organizations in developing their plans and reviewing the products, and directing and assisting organizations in implementing DP procedures. An average of 103 tasks were performed by members of the group, including:

- Conduct staff assistance visits to subordinate units
- Prepare drafts of base disaster preparedness operations plans
- Prepare guidance to other organizations for their disaster preparedness planning
- Direct development of subordinate unit implementing procedures
- Review local contingency plans for consistency with operations plan (OPLAN) 355-1
- Direct development of Base Disaster Preparedness operations plans (OPLAN)

Although reported job interest and perceived utilization of training ranged from average to just below average for the group, perceived utilization of talents was the lowest reported by members of any group. Among the three officers, two planned to crosstrain out of the specialty and the third planned to separate. The three NCOs indicated they would retire at the end of their present tours.

### III. Independent Job Types

IIIa. Training Section NCOICs (GRP040, N=5). These five respondents had an average grade of E-6 and had served in the career field an average of 62 months. All were assigned to base level disaster preparedness offices, but these offices were slightly larger than average, as represented by number of DP personnel assigned. Each office had three to eight enlisted personnel and two or three officers, compared with a survey average of three or four and one or two, respectively. Three of these DP offices were at MAC bases.

The primary emphasis of the tasks performed by these NCOs was upon determining work and training priorities and requirements. Other tasks indicated the training provided by the DP offices to which group members were assigned was directed toward maintenance of major accident response capability. The incumbents performed an average of 79 tasks, including the following:

- Determine training requirements
- Review work priorities
- Prepare training schedules
- Determine work priorities
- Supervise Disaster Preparedness Specialists (AFSC 24250)
- Analyze workload requirements

Group members expressed moderate to high job interest and perceived utilization of talents, but indicated their jobs utilized their training less well than most other groups in this survey. All five members planned to retire at the end of their present tour of duty.

IIIb. MAJCOM Staff Personnel (GRP081, N=52). The 52 members who constitute this group represented 11 percent of the total DP respondents. The officers, who comprised 56 percent of the group, had an average grade of O-3. The 44 percent enlisted incumbents had an average grade of E-7. Both of these averages were the highest of any reported group. All but one of the 051X staff officers in the survey sample were in this group. Enlisted 7- and 9-skill level personnel and Chief Enlisted Managers were all represented about equally in the group. Survey respondents in this group had an average of 105 months experience in the career field, the largest amount reported for any group in this survey. Forty-eight percent of these job incumbents were at MAJCOMs, 27 percent at intermediate commands (ICOMs), 10 percent at HQ USAF, and two percent each at Bases, ANG DP Offices, and Air Divisions.

Work performed by group members involved tasks typically associated with staff level personnel. The average of 192 tasks performed by these incumbents represented very few specific technical DP tasks. A small group of three readiness inspectors who were performing technical tasks, e. g., equipment inspection, eventually joined this group, but only after this job type was formed. The following tasks are typical of members of this group:

- Analyze command disaster preparedness programs
- Manage MAJCOM or other higher level disaster preparedness programs
- Interpret policies, directives, procedures for subordinates
- Review MAJCOM regulations or supplements to determine management actions
- Develop inputs to MAJCOM regulations or directives other than 355-1
- Write staff studies

The overall satisfaction measures for this group were the highest of any group in the study. Of the officers, 34 percent intended to stay in the 05XX utilization field, 27 percent planned to crosstrain out of it, 11 percent reported they would crosstrain, but return, 11 percent were undecided, and four percent planned to leave the Air Force. Of the NCOs, 70 percent intended to retire, 13 percent planned not to reenlist, and 18 percent were career motivated.

IIIc. Support Requirements NCOs (GRP039, N=7). This group of seven NCOs was the second most experienced in the DP survey and had more service time than any other group with an average of 212 months TAFMS. The average grade for these survey respondents was E-7 with 57 percent of the members reporting they supervised, having an average of three people working for them. Fifty-seven percent of the group members were in base-level offices, 14 percent at intermediate commands, and 29 percent at HQ USAF. All jobs were in organizations with one to four DP NCOs and one or two DP officers assigned; this was smaller than most offices identified in this survey.

Group members uniformly performed tasks related to developing budgets and determining other equipment, supply and support requirements. Average number of tasks performed by group members was 98. Tasks characteristically performed by group members are listed below:

- Determine equipment requirements
- Determine supply requirements
- Maintain budget reports, such as D-11 reports
- Coordinate support requirements, such as logistics, mobility, budget or personnel with other organizations
- Prepare letters of funds availability
- Develop budget inputs

Job satisfaction measures for the group were average. Five members reported they would retire at the end of their present enlistment, and one indicated planning to reenlist.

III d. Instructors (GRP064, N=10). All ten of the NCOs in this group were assigned to base-level DP offices. Their average grade was E-5 and they had an average of only 36 months of DP experience, the second lowest among all reported groups.

Major task emphasis of this group was on structured classroom training, with group members spending 44 percent of their time on tasks in this area. These incumbents performed an average of 61 tasks, but spent 25 percent of their work time on only 11 training tasks. Interestingly, no personnel from the Lowry TTC were in this group. Examples of tasks performed by group members are:

- Maintain training records, charts, or graphs, such as Disaster Preparedness Training Record forms (AF Form 1470)
- Prepare or update lesson plans
- Develop training materials, including disaster preparedness information program materials
- Administer tests
- Develop training aids
- Score tests

Expressed job interest and perceived utilization for the group were moderate to high. Four members reported they would retire upon completion of their current tour of duty; one member planned not to reenlist; but 50 percent of the group indicated they intended to reenlist--the highest percentage of any group.

## Job Structure Analysis Summary

Work performed within the Disaster Preparedness field is relatively homogeneous. Throughout the analysis, few jobs involved uniquely performed tasks. Many jobs, including all those in the first cluster, were specialized or restricted subsets of tasks performed by larger groups of general DP specialists. Members of these restricted job types in the first cluster exclusively reported having a single job title, while virtually all members of the second cluster reported multiple position titles (e.g., DP Supplies and Equipment NCO, DP Training Section NCO and Control Shelter Requirements NCO), which apparently reflected their diverse responsibilities. The tasks performed by MAJCOM staff personnel were truly unique. The tasks performed by members of the other three Independent Job Types were unique combinations of tasks, but the same tasks were also performed by personnel in the other two clusters.

The analysis indicated there was considerable overlap among jobs performed by officer and enlisted personnel, but the clustering of jobs showed a rather sharp distinction between officer and more junior DP enlisted members. Some job groups also showed clear differentiation between enlisted skill levels, but the majority of larger groups did not.

Disaster Preparedness personnel assigned to Lowry TTC, AF Disaster Preparedness Resource Center (AFDPRC), and Tactical Air Warfare Center (TAWC) did not form unique job types, but were dispersed throughout the various job groups identified in the sample.

Overall, training and utilization were reported as being adequate, and morale was generally good.

TABLE 3

PERCEIVED SATISFACTION FOR JOB STRUCTURE ANALYSIS GROUPS  
(PERCENT MEMBERS RESPONDING)

<u>JOB TYPE TITLE</u>	<u>FOUND JOB INTERESTING</u>	<u>TALENTS UTILIZED WELL</u>	<u>TRAINING UTILIZED WELL</u>
<u>CLUSTER I</u>			
SUPPLY AND EQUIPMENT NCOs	58	62	61
TRAINING NCOs	60	53	73
EQUIPMENT MONITORS	100	86	86
SHELTER INSPECTION SPECIALISTS	60	60	60
<u>CLUSTER II</u>			
DISASTER PREPAREDNESS SPECIALISTS	78	81	80
EXERCISE RESPONSE TRAINERS	84	88	88
BRANCH AND DIVISION CHIEFS	88	83	77
OPERATIONS PLANNERS AND PROGRAMMERS	67	50	83
<u>INDEPENDENT JOB TYPES</u>			
TRAINING SECTION NCOICs	60	80	60
MAJCOM STAFF PERSONNEL	80	86	73
SUPPORT REQUIREMENTS NCOs	71	71	71
INSTRUCTORS	80	90	90

TABLE 4  
JOB TYPES COMPOSITION

<u>JOB TYPE TITLE</u>	<u>PERCENT OF SAMPLE</u>	<u>PERCENT OFFICER</u>	<u>PERCENT ENLISTED</u>
<u>CLUSTER I</u>			
SUPPLY AND EQUIPMENT NCOs	7	-	100
TRAINING NCOs	3	-	100
EQUIPMENT MONITORS	1	-	100
SHELTER INSPECTION SPECIALISTS	1	-	100
<u>CLUSTER II</u>			
DISASTER PREPAREDNESS SPECIALISTS	31	3	97
EXERCISE RESPONSE TRAINERS	5	-	100
BRANCH AND DIVISION CHIEFS	21	68	32
OPERATIONS PLANNERS AND PROGRAMMERS	1	50	50
<u>INDEPENDENT JOB TYPES</u>			
TRAINING SECTION NCOICs	1	-	100
MAJCOM STAFF PERSONNEL	11	56	44
SUPPORT REQUIREMENTS NCOs	1	-	100
INSTRUCTORS	2	-	100

TABLE 5

OFFICER PAYGRADE AND ENLISTED DAFSC DISTRIBUTIONS  
FOR JOB STRUCTURE ANALYSIS GROUPS

JOB TYPE TITLE	PERCENT MEMBERS								
	OFFICER PAYGRADE			ENLISTED DAFSC					
	0-1/0-2 (N=49)	0-3 (N=48)	0-4 (N=23)	0-5 (N=4)	24230 (N=14)	24250 (N=140)	24270 (N=180)	24290 (N=19)	24200 (N=8)
<u>CLUSTER I</u>									
SUPPLY AND EQUIPMENT NCOs	-	-	-	-	6	64	30	-	-
TRAINING NCOs	-	-	-	-	7	73	20	-	-
EQUIPMENT MONITORS	-	-	-	-	29	71	-	-	-
SHELTER INSPECTION SPECIALISTS	-	-	-	-	-	60	40	-	-
<u>CLUSTER II</u>									
DISASTER PREPAREDNESS SPECIALISTS	1	2	1	-	2	41	51	2	-
EXERCISE RESPONSE TRAINERS	-	-	-	-	4	48	44	-	-
BRANCH AND DIVISION CHIEFS	30	29	7	3	-	4	21	6	-
OPERATIONS PLANNERS AND PROGRAMMERS	33	17	-	-	-	33	17	-	-
<u>INDEPENDENT JOB TYPES</u>									
TRAINING SECTION NCOICs	-	-	-	-	-	20	80	-	12
MAJCOM STAFF PERSONNEL	6	21	25	2	-	-	17	-	-
SUPPORT REQUIREMENTS NCOs	-	-	-	-	-	86	14	-	-
INSTRUCTORS	-	-	-	-	20	50	30	-	-

## SPECIAL GROUP ANALYSES

### Enlisted DAFSC Group and Officer Paygrade Group Comparisons

In addition to the identification and discussion of the 242X0 and 05XX field structure, 242X0 DAFSC groups and 05XX paygrade groups were analyzed. These analyses identified activities performed by survey respondents in groups and focused on differences in tasks performed. Tables 6 and 7 display relative time spent on duties by enlisted skill level and officer paygrade, respectively.

### Enlisted Skill Level Comparisons

The analysis of enlisted skill level (3, 5, 7, 9, and CEM) groups revealed the common progression from the 3- and 5-skill levels where the jobs were technically oriented, to successive levels where the jobs became more supervisory and management oriented. Of particular importance was the unusually large amount of time spent conducting training by 3-, 5-, and 7-skill level personnel (see Table 6). Also of interest was that members of all DAFSC groups spent the smallest amount of time on tasks related to maintaining natural disaster response capability.

### DAFSC 24230

The fourteen 3-skill level members in the survey sample reported spending most of their time (61 percent) performing technical type tasks. They spent 50 percent of their time performing 51 tasks relating to maintaining disaster preparedness equipment and performing supply functions. Interestingly, these members spent the most time of any DAFSC group on training tasks (19 percent). Representative tasks performed by a large percentage of 3-skill level personnel were as follows:

- Conduct chemical warfare defense training
- Periodically inspect AN/PDR 43 radiac sets
- Periodically inspect M17 series masks
- Periodically inspect CDV 750 dosimeter chargers
- Periodically inspect AN/PDR 27 radiac equipment

### DAFSC 24250

As with the 3-skill level personnel, the 140 DAFSC 24250 survey respondents performed jobs with largely technically-related tasks accounting for 60 percent of their duty time. For members of this group, 91 tasks accounted for 50 percent of their work time. While personnel in the 5-skill level group on the average performed more tasks than 3-skill level respondents, there were no practical differences between the groups. Table 6 shows the biggest difference between the groups was that 5-level group members spent less time maintaining DP equipment. The following are representative tasks performed by 5-skill level personnel:

- Conduct chemical warfare defense training
- Perform organizational maintenance on M17 series masks
- Conduct mask confidence chamber exercises
- Periodically inspect M17 series masks
- Clean personal protective equipment

In relation to the job groups detailed in the job structure analysis section of this report, there were no 3- or 5-skill level personnel in the MAJCOM staff or Support Requirements NCO job types.

#### DAFSC 24270

This group was the largest DAFSC group with 180 members. They spent 50 percent of their time performing 127 tasks. As would be expected, there was a definite shift in work performance at this skill level toward supervisory and managerial types of tasks, with a corresponding decrease in time spent on technically related tasks. Significantly larger percentages of 5-skill levels performed technical tasks such as:

- Maintain PMEL or FEMA equipment calibration schedules
- Perform organizational maintenance on M17 series masks
- Clean personal protective equipment
- Deliver or pick up equipment scheduled for calibration at PMEL or civil defense agencies
- Don or doff M-2 chemical aprons

The more significant differences between 5- and 7-skill level personnel were found in larger percentages of 7-level personnel performing supervisory and personnel management related tasks such as:

- Prepare APRs
- Approve or disapprove leave requests
- Assign additional duties
- Supervise Disaster Preparedness specialists (AFSC 24250)
- Counsel personnel on personal or military related matters

Seven-skill level survey respondents were found in all job groups described in the job structure analysis section, except the small Equipment Monitors job type.

#### DAFSC 24290

The 19 members of this group spent most of their time performing staff level work in areas such as directing, implementing, supervising, organizing, and planning. Significantly larger percentages of 7-skill level members than 9-level members performed technical tasks such as:

- Periodically inspect M17 series masks
- Inspect or replace equipment batteries
- Inventory supplies
- Inventory equipment
- Perform organizational maintenance on mobile command post vehicles

In contrast larger percentages of 9-skill level members performed staff-level tasks such as:

- Develop criteria or checklists for disaster preparedness inspector general (IG) team inspections
- Write staff studies
- Conduct program analyses of disaster preparedness programs
- Approve or disapprove disaster preparedness support agreements at MAJCOM or higher levels

The 9-level members were found only in DP NCO, Branch and Division Chief and MAJCOM Staff personnel job types.

#### DAFSC 24200

The eight members of this group were performing high-level staff and management activities such as analyzing command disaster preparedness programs. The scope of this job was limited compared to the 24290 personnel so significant differences in tasks performed were weighted toward the 9-skill level personnel. Larger percentages of 9-levels performed such tasks as:

- Approve or disapprove requisitions for equipment or supplies
- Conduct self-inspections of disaster preparedness programs
- Allocate funds
- Conduct mask confidence chamber exercises

The significant tasks performed by larger percentages of 24200 personnel related to higher level activities such as:

- Manage MAJCOM or other higher level disaster preparedness programs
- Coordinate formal training quotas with personnel representatives or MAJCOM managers
- Develop criteria for disaster preparedness exercises at command or higher levels

The 24200 personnel were found in only two job types, MAJCOM Staff Personnel and Support Requirements NCO.

#### Officer Paygrade Comparison

Tasks performed by officer survey respondents were generally less technical than those performed by enlisted survey respondents in the sample. Officers reported performing more tasks dealing with supervising, directing, planning and managing activities. Generally, Disaster Preparedness officers found their jobs interesting, and most felt their talents were being utilized fairly well or better. Likewise, most officers reported their technical training was at least fairly well utilized. On the other hand, 37 percent of the 0-1/0-2 group members felt their jobs utilized their training very little.

### Lieutenants and Captains

Personnel in the 0-1/0-2 and the 0-3 groups had very similar jobs, both in scope and in actual tasks performed. Typical tasks performed by large percentages of lieutenants and captains were:

- Prepare briefings
- Prepare memos for record
- Advise commanders, staff agencies, and tenant units on disaster preparedness matters
- Conduct informal briefings

There were, however, some differences between lieutenants and captains worth noting. A significantly larger percentage of lieutenants performed the following tasks:

- Conduct disaster preparedness support team (DPST) training
- Conduct chemical warfare defense training
- Conduct shelter team training
- Operate disaster preparedness control centers (DPCC) during major accident responses

Tasks performed by a significantly larger percentage of captains related to staff and management activities such as:

- Write staff studies
- Approve or disapprove status or trend analysis displays
- Develop inputs to wartime or contingency plans other than for disaster preparedness
- Prepare office job descriptions
- Develop inputs to MAJCOM regulations or directives other than AFR 355-1
- Coordinate manning assignments of disaster preparedness personnel with personnel managers

Among the lieutenants surveyed, only 12 percent were in USAFE and two percent PACAF. A significant jump occurred when looking at captains, among whom 35 percent were in USAFE and 15 percent in PACAF. The major command breakdowns indicated these increases corresponded to decreases in ATC, SAC, and TAC.

Finally, 0-3s made up 59 percent of the Branch and Division Chiefs job type, while lieutenants made up 31 percent of this group. Lieutenants were also found in the Operations Planners and Programmers job type.

### Captains and Majors

Two thirds of the 0-4s in the survey sample were in the MAJCOM Staff Personnel job type and, predictably, they performed staff and management-related tasks such as:

- Prepare memos for record
- Prepare point, position, talking papers, or reviews
- Conduct informal briefings
- Conduct working group meetings or conferences
- Prepare briefings

Majors spent 50 percent of their time performing 63 tasks compared with the captains' 93 tasks. The captains performed many of the same staff and management tasks as the majors, but also performed a number of base and lower level management tasks, such as:

- Review fallout shelter surveys and analyses
- Direct development of base disaster preparedness operations plans (OPLAN)
- Coordinate designation of emergency war operations shelters with civil engineering (CE) and base staff
- Conduct on-scene disaster control group training
- Operate nontactical (intrabase) radios during major accident responses

Finally, the percentage of personnel reporting they did not train others on equipment was significantly larger for majors (74 percent) than any other paygrade group.

#### Majors and Lieutenant Colonels

Comparison of these groups is of limited value because of the small number of lieutenant colonels (N=4, representing 67 percent of assigned lieutenant colonels). Generally, O-4s and O-5s performed many of the same types of command and management tasks with lieutenant colonels appearing to be more heavily involved in such tasks as:

- Coordinate requests for responses to natural disasters with higher headquarters
- Review fallout shelter surveys and analyses
- Direct cost reduction or energy conservation programs
- Coordinate disaster preparedness requirements with disaster preparedness planning board or commander's staff
- Submit tempest rapid reports

TABLE 6

PERCENT TIME SPENT ON DUTIES BY MEMBERS OF  
ENLISTED DAFSC GROUPS

DUTIES	PERCENT TIME SPENT				
	DAFSC 24230 GROUP (N=14)	DAFSC 24250 GROUP (N=140)	DAFSC 24270 GROUP (N=180)	DAFSC 24290 GROUP (N=19)	DAFSC 24200 GROUP (N=8)
A SUPERVISORY ORGANIZING AND PLANNING	4	5	9	16	20
B DIRECTING AND IMPLEMENTING	5	6	11	18	29
C INSPECTING AND EVALUATING	4	4	9	14	16
D TRAINING	19	17	14	8	7
E PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	4	5	6	8	10
F PERFORMING SUPPLY FUNCTIONS	12	10	9	4	6
G PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	1	4	6	11	8
H MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	30	22	13	4	1
I MAINTAINING ATTACK RESPONSE CAPABILITY	12	15	11	8	1
J MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	8	10	9	6	1
K MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	1	2	3	3	1

TABLE 7  
 PERCENT TIME SPENT ON DUTIES BY MEMBERS OF  
 OFFICER PAYGRADE GROUPS

DUTIES	PERCENT TIME SPENT			
	0-1/0-2 GROUP (N=49)	0-3 GROUP (N=48)	0-4 GROUP (N=23)	0-5 GROUP (N=4)
A SUPERVISORY ORGANIZING AND PLANNING	16	15	19	14
B DIRECTING AND IMPLEMENTING	18	20	25	18
C INSPECTING AND EVALUATION	12	15	14	18
D TRAINING	11	8	5	7
E PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	5	5	5	2
F PERFORMING SUPPLY FUNCTIONS	2	2	2	1
G PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	12	12	11	14
H MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	4	3	1	2
I MAINTAINING ATTACK RESPONSE CAPABILITY	7	8	7	6
J MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	10	9	7	11
K MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	3	3	4	7

## Experience Group (TICF) Comparisons

Tasks performed by Disaster Preparedness personnel were also examined by time-in-the-career-field (TICF) groups to see if personnel utilization patterns changed as DP experience increased. Groups were formed in 48-month increments of time in the career field.

Table 8 provides a list of the relative amount of time spent on duties by various officer and enlisted TICF groups. In general, as number of months of experience increased, both enlisted and officer respondents reported spending greater percentages of their time performing supervisory, managerial, and administrative functions. Correspondingly, less time was spent on more technical aspects of the jobs, e.g., participating in exercises, maintaining equipment, training personnel, and on supply functions. This shift in emphasis was only a general trend and not as dramatic as one would expect. Even the most experienced incumbents performed many of the same types of technical tasks as less experienced personnel.

The following description of first-assignment officer and enlisted groups, and brief comparisons of the tasks performed by all nine TICF groups, are included for use in determining training requirements.

### Officer Groups

#### First Assignment Officers (1-48 Months TICF)

Members of this group accounted for 65 percent of all officers in the survey sample. They had been in the Disaster Preparedness field an average of just under two years, but had an average of eight years Total Active Federal Military Service (TAFMS); all officer respondents, as a group, averaged four years TICF and 10 years TAFMS.

Figure 2 shows the distribution of first-assignment officers across the job groups discussed in the job structure analysis section of this report. Seventy percent of all first-assignment officers were in the Branch and Division Chief group, which accounted for 56 percent of all officers in the survey. Table 9 at the end of this section lists twenty-three equipment items which at least 30 percent of the group members reported training others to use or operate. The table also lists 19 equipment items used by 30 percent or more of these officers.

Primary tasks performed by first-assignment officers dealt with advising others on DP matters, preparing MFRs and administrative correspondence, preparing and conducting briefings, coordinating staff assistance visits, and supervising 24270 personnel. When compared to officers in the 49-96 months TICF group, more time-consuming tasks performed by these members involved planning board activities, planning and conducting exercises, DP operations plans, and shelter-related functions.

### 49-96 Months TICF Officers

The most time-consuming tasks performed by members of this group involved preparing reports, papers, correspondence, messages and briefings, and reviewing documents prepared by others. Group members differed from officers in the next group (97-144 months TICF) by spending more time on coordination, e.g., coordinating plans, procedures, exercises, area and building markings and shelter spaces with CE, base personnel, other DOD and Government agencies, and civil authorities.

### 97-144 Months TICF Officers

These officers managed personnel and facilities, directed local DP programs, determined requirements for and managed resources, and spent a large amount of time in various meetings and conferences. They spent more time reviewing products and procedures in a managerial capacity and on administrative functions in general when compared with the previous group.

### 145-192 Months TICF Officers

As the most experienced DP officer group, these officers managed MAJCOM or higher HQ DP programs, prepared briefings and correspondence, analyzed programs and identified factors that might have impacted current DP program policies. They spent less time on office and facilities management than members of the previous group, and more time coordinating with MAJCOMs, other government agencies, and civil authorities.

## Enlisted Groups

### First-Assignment Enlisted Personnel (1-48 Months TICF)

These incumbents represented 40 percent of the enlisted DP respondents. They averaged over 2 years in the specialty and 11 years TAFMS, compared with respective figures of 5 years and 14 years for all enlisted personnel in the sample.

Figure 3 shows the percentage of these first-assignment enlisted personnel in each job identified in the field structure analysis section. Forty-six percent of these individuals clustered within the DP Specialists job type, while that same job type accounted for 40 percent of all enlisted persons.

At the end of this section, Table 9 lists 33 equipment items these airmen trained others to use and 34 items which they themselves used. These lists include all items reported by the members of the 1-48 months TICF officer group and are probably more extensive because only six percent of this group's members reported not training anyone to use equipment, while 32 percent of the first-assignment officers indicated they did not train others to use equipment.

The most time-consuming tasks performed by 1-48 months TICF group members were conducting chemical warfare defense and mask confidence exercises, inspecting and maintaining masks and radiac sets and equipment, participating in major accident response exercises, and other equipment maintenance and training tasks. There were no tasks uniquely performed by this group's members. It seemed to be a restricted subset of the following second-assignment group, with slightly different emphasis in time spent on specific tasks.

#### 49-96 Months TICF NCOs

To the list of top tasks performed by members of the previous group, these NCOs were also involved in conducting staff assistance visits, preparing administrative correspondence and MFRs, and providing advice to others on DP matters. They differed from the first-assignment group in the areas of increased planning, management, supervision and determining support requirements, but these differences were small.

#### 97-144 Months TICF NCOs

These NCOs were involved with preparing briefings and correspondence, participating in various types of inspections (e.g., readiness and IG), and determining and coordinating support and other requirements. With this group began a de-emphasis in equipment inspection and maintenance, and diminished participation in exercises; conversely, there was an increase in managerial, supervisory and training tasks over the previous groups. Once again, these differences were not dramatic.

#### 145-192 Months TICF NCOs

Survey respondents in this group were basically serving in staff-level positions performing monitoring, reviewing and inspecting type tasks. Compared with members of the previous group, the trend here was less on direct supervision of personnel and office management and more on the management of programs. Survey respondents in this group were involved in reviewing, verifying, coordinating, monitoring, preparing, and developing activities.

#### 193+ Months TICF NCOs

This was a very small group of five respondents who analyzed, developed, evaluated, and managed programs.

### Summary Of Selected Background Information On TICF Groups

Indices of job satisfaction were examined for members DP officer and enlisted TICF groups and are reported in Table 10. These figures should be interpreted with caution because of the variety of jobs held by personnel in each of the DP TICF groups, especially the Officer groups. For example, first lieutenants were found in all but the highest 145-192 months TICF officer group, while O-5s were members of all officer TICF groups. Further, the 97-144 months officer group actually had a lower mean grade and less average TAFMS than the 49-96 months officer TICF group.

One rather obvious fact from Table 10 is the noticeably higher figures on all three reported job satisfaction measures for the enlisted 97-144 months TICF group compared with the groups which precede and follow it. This may have been due in part to the increased supervisory responsibility given these NCOs at that point within their careers. This responsibility typically declined after that point.

Overall, job satisfaction indices were high, with the average ranging from fairly interesting to very interesting on the job interest measure and from fairly well to very well on both utilization of talents and utilization of training measures for all officer and enlisted TICF groups.

TABLE 8  
PERCENT TIME SPENT ON DUTIES BY MEMBERS OF TICF GROUPS

DUTY	PERCENT TIME SPENT											
	OFFICER						ENLISTED					
	1-48 MOS TICF (N=81)	49-96 MOS TICF (N=18)	97-144 MOS TICF (N=16)	145-192 MOS TICF (N=9)	1-48 MOS TICF (N=145)	49-96 MOS TICF (N=162)	97-144 MOS TICF (N=36)	145-192 MOS TICF (N=16)	193-240 MOS TICF (N=5)			
A SUPERVISORY ORGANIZING AND PLANNING	16	14	18	21	6	7	13	11	17			
B DIRECTING AND IMPLEMENTING	19	20	20	31	7	9	14	13	28			
C INSPECTING AND EVALUATING	13	14	15	18	6	7	10	15	18			
D TRAINING	9	6	8	5	16	16	13	10	7			
E PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	4	6	8	6	5	5	7	9	14			
F PERFORMING SUPPLY FUNCTIONS	2	2	3	2	10	9	9	8	3			
G PLANNING AND MANAGING DP OPERATIONS	12	13	10	10	4	6	7	7	13			
H MAINTAINING DP EQUIPMENT	3	5	3	1	20	16	8	8	*			
I MAINTAINING ATTACK RESPONSE CAPABILITY	8	10	6	1	13	13	9	11	1			
J MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	11	7	5	4	10	9	7	6	*			
K MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	4	3	4	1	3	2	3	2	*			

\* LESS THAN 1% TIME SPENT

FIGURE 2

DISTRIBUTION OF FIRST ASSIGNMENT OFFICERS ACROSS FUNCTIONAL JOB GROUPS

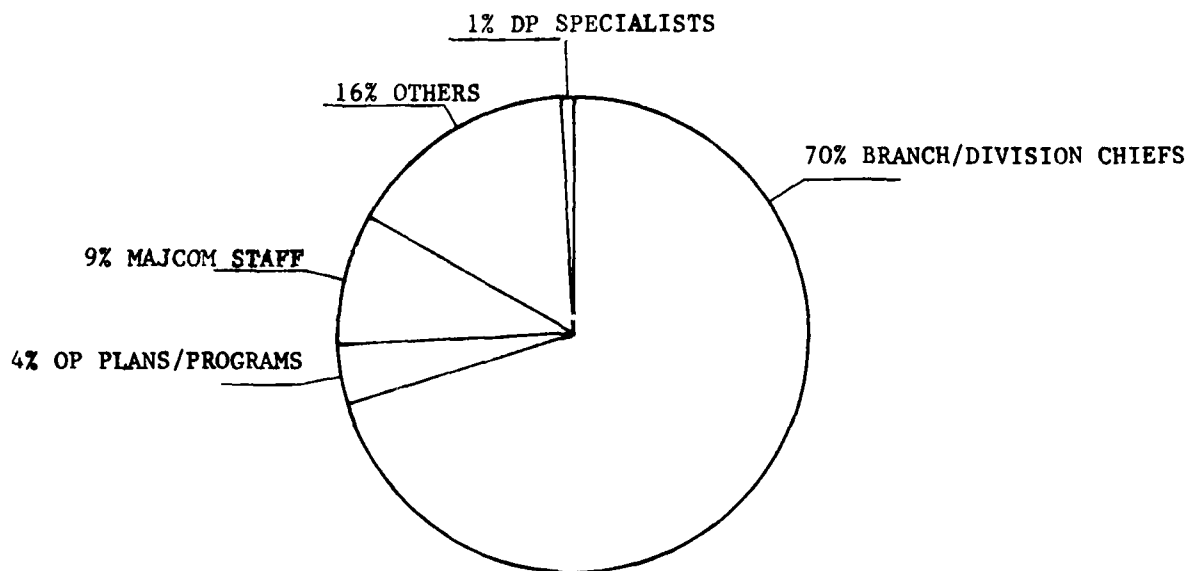


FIGURE 3

DISTRIBUTION OF FIRST ASSIGNMENT ENLISTED PERSONNEL ACROSS FUNCTIONAL JOB GROUPS

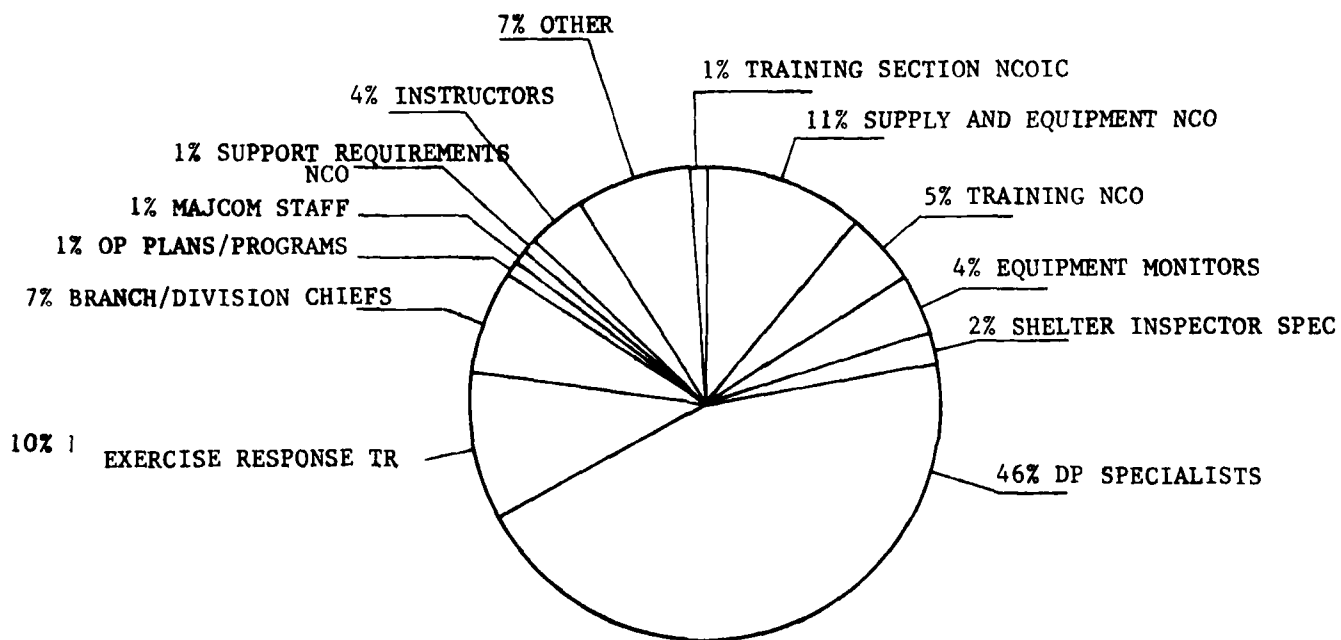


TABLE 9

EQUIPMENT TRAINED OR USED BY A MODERATE TO HIGH PERCENTAGE OF  
FIRST ASSIGNMENT PERSONNEL

EQUIPMENT ITEMS	PERCENT RESPONDING			
	EQUIPMENT TRAINED		EQUIPMENT USED	
	OFFICER	ENLISTED	OFFICER	ENLISTED
BINOCULARS			43	58
CALCULATORS				40
CHEMICAL AGENT DETECT PAPER, M8	43	88		49
CHEMICAL DETECTION KITS, M18A2	42	71		47
CHEMICAL DETECTION KITS, M256	37	57		35
CHEMICAL DETECTION CRAYONS		40		
CIVIL DEF ROLL MONIT KITS, CDU-777	40	65		41
DECONTAMINATING AGENTS		57		
DECONTAMINATING APPARATUS, M-11		62		32
DECONTAMINATING KITS, SKIN, M258	49	88	30	49
DECONTAMINATING KITS, M258A1		31		
DECONTAMINATING KITS, TNG Kit		45		
DOSIMETERS, CDV742	42	66	36	50
DOSIMETERS, 1M98/135/143	32	76	37	65
DOSIMETERS CHARGER, CDV750	37	81	40	74
FILM BADGES				30
FIRST-AID EQUIPMENT				36
GROUND CREW ENSEMBLES	50	90	41	55
INDIV DECON REIMPREG KIT, M-13	38	84		45
LENSATIC COMPASSES	31	61	33	57
MAPS AND CHARTS	44	69	73	81
MOBILE COMMAND POST VEHICLES	40	53	80	86
NERVE AGENT ANTIDOTES	48	91		37
PLOTTING BOARDS		42	57	55
PROTECTIVE CLOTHING, CURLS, RADIO POT	38	76	35	65
PROTECTIVE CLOTHING, M-2 APRONS	30	70		47
PROTECTIVE CLOTHING, M-3 SUITS	31	65		45
PROTECTIVE MASKS, M9/M9A1	32	66	79	48
PROTECTIVE MASKS, M17/M17A1	54	92		91
PUBLIC ADDRESS SYSTEMS		33	51	56
RADIAC SETS, AN/PDR27	43	84	43	80
RADIAC SETS, AN/PDR43	43	85	43	80
RADIAC SETS, PAC-15	41	83	38	79
RADIO BATTERY CHARGERS		34	44	60
RADIOS, INTRABASE	35	63		83
SHELTER MODIFICATION KITS, KMU/450		33	69	
SIRENS				34
TRAINING MUNITIONS, CN/CS PELLETS		39	40	67



## CONUS-Overseas Comparisons

### Enlisted Comparison

The most time-consuming tasks performed by 24250 members of both the CONUS and Overseas groups were similar, involving equipment maintenance and training-related tasks. Some differences in task performance were evident but these differences were anticipated. Disaster Preparedness Specialists in CONUS performed more tasks related to Federal Emergency Management Agency (FEMA) and Civil Defense equipment items (see Table B-1, Appendix B). Their counterparts overseas spent more time on tasks related to maintaining chemical warfare and attack response capability. These differences were not as large as expected, indicating considerable emphasis was being placed on chemical warfare and attack response training even in stateside locations.

Table 11 indicates expressed job interest and utilization of talents and training were similar for both groups, and that the average experience level was greater for overseas 24250 personnel.

### Officer Comparison

A number of variations existed in the tasks performed by paygrade 0-3 personnel assigned to CONUS and overseas locations (Table B-2, Appendix B); but, again, these were predictable. Overseas officers were more involved with chemical protection and decontamination, wartime contingency planning, and managing constant shelter accounts. CONUS officers spent more time working with or supervising civilians, Air Force Reserve and National Guard personnel, and first-assignment officers, preparing for natural disasters, and coordinating with other DOD and civil agencies on various aspects of Disaster Preparedness.

As with DAFSC 24250 personnel, Disaster Preparedness 0-3 officers assigned overseas were much more experienced in the DP field than CONUS officers (see Table 11). But, unlike the enlisted group members, there were noticeable differences in perceived satisfaction between officer CONUS-Overseas groups. Table 11 shows CONUS 0-3 officers expressed more interest in their jobs, better utilization of their talents, and considerably more positive perceptions of the utilization of their training than did overseas officers. Causes for these differences are not apparent from task performance data.

TABLE 11  
BACKGROUND DATA FOR CONUS-OVERSEAS GROUPS

	PAYGRADE 0-3		DAFSC 24250	
	CONUS (N=22)	OVERSEAS (N=25)	CONUS (N=85)	OVERSEAS (N=51)
JOB INTERESTING	100%	76%	76%	81%
TALENTS UTILIZED WELL OR BETTER	86%	72%	74%	69%
TRAINING UTILIZED WELL OR BETTER	86%	52%	77%	80%
AVERAGE TIME IN CAREER FIELD	48 MOS	61 MOS	37 MOS	51 MOS

#### Major Command Comparisons

Another dimension along which the jobs performed by individuals may vary is major command (MAJCOM) of assignment. Consequently, an examination of duties and tasks performed by incumbents in each MAJCOM is necessary to see if differences do exist. Nine MAJCOMs, comprising 94 percent of the sample, were examined.

Surprisingly, few differences were discovered among the tasks performed by personnel in different major commands. The differences that did exist and the underlying reasons for them are very obvious (e.g., PACAF incumbents are spending more time preparing for typhoons and seismic seawaves than personnel assigned to other MAJCOMs). These differences then paralleled those discussed in the previous CONUS-Overseas section of this report (i.e., increased chemical-biological attack response training in USAFE and PACAF). Anticipated differences, such as more MAC or AFLC personnel preparing for chemical spills because of the large quantities of caustic and volatile materials they store and transport, were not supported by the data.

The implication of the lack of major differences is that virtually all DP offices are preparing for practically every contingency.

## TRAINING ANALYSIS

### Task Difficulty and Training Emphasis Comparisons

#### Task Difficulty Ratings

Task difficulty data were independently collected from 46 experienced 7-skill level NCOs assigned to a number of different major commands. Each rater 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. Difficulty was defined as the length of time needed for an average incumbent to learn to perform the task. Ratings were adjusted so a value of 5.00 equalled tasks of average difficulty (mean=5.00, standard deviation=1.00). The interrater reliability value of .95 among these NCOs reflected high rater agreement. The resulting data were a rank ordering of tasks indicating the relative degree of difficulty for each task in the inventory. (Task difficulty ratings were not collected from officers.)

Table C-1, Appendix C, lists those tasks rated most difficult by the senior enlisted raters. The tasks were generally managerial, supervisory, and administrative, such as planning, directing and managing, developing (e.g., developing criteria), writing staff studies, justifying budgets, and answering Congressional inquiries. Importantly for training, these tasks generally were not performed by large numbers of first assignment personnel, although one, managing constant shelter accounts, was performed by over one-third of the 1-48 months TICF group. This task was judged the most difficult to learn of any task in the job inventory. Among the difficult tasks were two training tasks performed by nearly three-fourths of the members of the first-assignment group (prepare lesson plans, and conduct DP support team training).

Most of the tasks rated average in difficulty were technical in nature and covered a wide spectrum of 242X0 jobs. These tasks generally were performed by slightly larger percentages of first-assignment personnel than the most difficult tasks. Examples of average difficulty tasks included: prepare messages for transmission, validate training requirements, and verify shelter operating procedures.

Tasks rated least difficult by experienced NCOs are also displayed in Table C-1. These tasks almost exclusively involved periodic inspection of various equipment items and were performed by large percentages of the enlisted 1-48 months TICF group.

#### Officer Training Emphasis

A select group of experienced Disaster Preparedness officers were asked to rate all of the job inventory tasks on a ten-point scale which ranged from "no training required" to "extremely heavy training required." Training emphasis ratings indicated where the emphasis should be placed in structured training for personnel in their first assignment. Structured training was

defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method. The training emphasis data were collected from 37 officers. The interrater agreement for these raters was .89, which indicated a reasonably good consensus among raters as to which tasks required some form of structured training for first-assignment officers and which did not. Tasks rated 3.98 and above were considered high in training emphasis for first assignment officers, while the average rating was 2.61. Tasks with ratings of 1.24 and below were considered to require very little emphasis in structured training.

Those tasks which received the highest average training emphasis ratings included analyzing, planning, developing, coordinating and directing activities, and preparing reports (Table C-2). An average of 49-96 percent of first assignment officers performed these tasks.

Monitoring various safety programs, preparing specific forms and tags, and certain technical tasks (e.g., maintaining battery chargers, or inspecting smoke generators) were among those tasks rated lowest in training emphasis for new Disaster Preparedness officers. Nearly all of these tasks were performed by less than one-third of target officer group, and many of the tasks were not performed by first-assignment officers.

#### Enlisted Training Emphasis

Recommended training emphasis ratings were also collected from 51 experienced 242X0 personnel by the same method used for officers. Interrater agreement among these NCOs was .95. The average training emphasis rating was 3.43, with 5.14 or more being considered high recommended training emphasis for first-assignment enlisted DP personnel, and 1.72 or less indicating very low recommended training emphasis.

As shown in Table C-3, all five tasks rated highest in training emphasis for first-assignment enlisted persons involve training. These include chemical warfare defense, support and shelter and decontamination team training, and mask confidence chamber exercises. These five tasks were performed by 63 to 88 percent of first-assignment airmen. Other tasks for which high training emphasis was recommended involved equipment inspection and maintenance (e.g., on M17 masks and radiac sets and equipment) and several tasks related to participation in disaster response exercises. Most of these were also performed by a majority of 1-48 months TIFC enlisted members.

Only one to thirteen percent of the 1-48 months TIFC enlisted groups performed those tasks rated lowest in training emphasis. Predictably, these tasks typically would be performed by supervisors or MAJCOM staff personnel.

Specialty Training Standard (STS) and  
Plan of Instruction (POI) Analyses

To analyze the contents of STS 242X0, January 1979, and POI G30LR0511 001/G3ALR24230 001, 29 May 81, disaster preparedness technicians at Lowry Technical Training Center matched tasks in the job inventory to specific paragraphs and block references in the STS and POI.

Specialty Training Standard - Job inventory tasks matched to STS 242X0 were examined in terms of training emphasis ratings and percent members performing for enlisted personnel in their first DP assignment (1-48 months TICF). In general, the STS provided good guidance for training requirements. There were, however, a few tasks not referenced to the STS which had average or above average training emphasis ratings and a moderate percentage of new 242X0 personnel performing. These tasks dealt with nuclear attack response to include:

Analyze nuclear fallout data (36 percent 1-48 months TICF members performing)

Issue protective equipment for nuclear warfare operations (35 percent 1-48 months TICF members performing)

While these tasks were not referenced to any STS paragraph, it appears they could be included under paragraph 8D, Nuclear Warfare Defense.

The proficiency codes assigned to STS paragraphs appeared to accurately reflect the level of training required based on training emphasis and task performance data.

Plan of Instruction - Inventory tasks matched to POI G30LR0511 001/G3ALR24230 001 were examined on relative training emphasis ratings and percent of first-assignment (1-48 months TICF) officer and enlisted respondents performing. While the POI reflected good training coverage on tasks performed by large percentages of both first-assignment officers and airmen, two areas appeared to warrant consideration for possible increases in training time for both 0511 and 24230 personnel. These areas were installation disaster preparedness planning and management and disaster preparedness training programs. Both areas had numerous associated tasks with high training emphasis ratings and large percentages of personnel performing.

Another area for possible review, unique to the enlisted members, was management of disaster preparedness equipment, especially as it related to inspection scheduling. Conversely, there were several paragraphs dealing with chemical and biological warfare defense for which the percent of new officers performing was very low (less than 10 percent). In this same category were paragraphs on initial reconnaissance team and contamination control line. These paragraphs may warrant decreases in training time.

High training emphasis ratings and task performance data were found among some tasks not referenced for both officer and enlisted personnel. A review of these tasks appears warranted to determine if additional training is required.

### Write-In Comments

In addition to responding to the direct questions in the job inventory, incumbents were also encouraged to write in any additional information they felt was relevant to an analysis of the disaster preparedness field. This included such items as problems they felt existed in the field, or tasks and equipment items they believed should be added to the job inventory.

The most frequently mentioned areas not addressed by the job inventory which were either being trained or which required a response by DP personnel both in CONUS and overseas were (a) bomb threats and (b) terrorist activities. Bomb threats received 19 comments, and terrorist activities were mentioned by 12 survey respondents. Most other comments consisted of unique tasks performed and job titles held by some incumbents that were not listed in the job inventory. These latter omissions should have no significant impact on training first-assignment personnel. Finally, no specific problems were identified from write-in comments regarding training or career management.

### Comparison to Previous Survey

The results of this survey were compared to those of the previous Disaster Preparedness Occupational Survey Report, AFPT 90-242-259, June 1977. Only DAFSC 242X0 personnel were included in the previous survey, so direct comparisons with the present data, which includes officers, must be interpreted with care.

Five major groups and two subgroups were identified in the 1977 clustering analysis. Job descriptions from these groups were compared with job descriptions from the field structure analysis in the present study to determine if comparable work was being performed. The results are displayed in Table 12.

TABLE 12  
COMPARISON OF JOB GROUPS IDENTIFIED IN 1977 AND 1982 SURVEYS

<u>PRESENT SURVEY</u>	<u>1977 SURVEY</u>
TRAINING SECTION NCOICs*	
SUPPLY AND EQUIPMENT NCO	BASE LEVEL SUBGROUP 1 - SUPPLY AND ADMINISTRATION
TRAINING NCOs	BASE LEVEL SUBGROUP 2 - TRAINING NCOs
EQUIPMENT MONITORS	DP EQUIPMENT PERSONNEL
SHELTER INSPECTION SPECIALISTS*	
DISASTER PREPAREDNESS SPECIALISTS	
EXERCISE RESPONSE TRAINERS	BASE LEVEL DP PERSONNEL
BRANCH AND DIVISION CHIEFS	
OPERATIONS PLANNERS AND PROGRAMMERS	
MAJCOM STAFF PERSONNEL	DP SUPERINTENDENTS
SUPPORT REQUIREMENTS NCOs*	
INSTRUCTORS	DP INSTRUCTORS
	APPRENTICE DP PERSONNEL**

\* GROUPS WITH NO 1977 COUNTERPARTS

\*\* GROUP WITH NO 1982 COUNTERPART

The similarity between the career ladder structures indicates the types of jobs which existed in 1977 have remained relatively unchanged. Three small groups from the present analysis did not have direct counterparts in the previous analysis. (This does not mean the jobs were not being performed in 1977.) These groups were Training Section NCOICs, Shelter Inspection Specialists and Support Requirement NCOs, which are described in the job structure analysis section. Only one group from the earlier study was not identified in the current analysis--Apprentice DP Personnel. The five members of this group were described as spending much of their time performing tasks involved with facilities and vehicle maintenance.

The absence of the Apprentice group may indicate better personnel utilization of talents and training by experience groups. Table 13 shows higher perceived job satisfaction indices in 1977 for all except the 97-144 and 145-192 months TICF groups. Interestingly, both sets of data show an increase on all measures for members of the 97-144 months TICF group when compared to the groups which precede and follow it.

Job description comparisons of 1977 and 1982 TICF groups indicated the 242X0 field was quite stable during that period of time. The across time comparisons of tasks performed reflected only the recent increased emphasis on chemical defense training and maintaining nuclear accident response capability.

TABLE 13

COMPARISON OF JOB INTEREST AND PERCEIVED UTILIZATION OF TALENTS AND TRAINING BY TIME IN CAREER FIELD  
(PERCENT MEMBERS RESPONDING)

	MONTHS IN CAREER FIELD									
	1-48		49-96		97-144		145-192		193-240	
	1977 (N=119)	1982 (N=145)	1977 (N=69)	1982 (N=162)	1977 (N=26)	1982 (N=36)	1977 (N=17)	1982 (N=16)	1977 (N=5)	1982 (N=5)
<u>I FIND MY JOB</u>										
INTERESTING	83	76	78	72	88	92	76	69	80	80
<u>MY JOB UTILIZES MY TALENTS</u>										
FAIRLY WELL OR BETTER	88	76	87	79	96	94	76	87	100	80
<u>MY JOB UTILIZES MY TRAINING</u>										
FAIRLY WELL OR BETTER	86	81	85	75	96	89	76	87	100	80

### Training Implications

The AFR 36-1 and AFR 39-1 specialty descriptions generally were accurate representations of jobs performed by officer and enlisted personnel surveyed. No major changes were recommended. Analysis of the 242X0 Specialty Training Standard (STS) dated January 1979 revealed that document was generally supported by survey data. The Plan of Instruction (POI) for Courses G3OLR0511 001 and G3ALR24230 dated 29 May 1981 was also analyzed and found to provide training on the tasks performed by course graduates in their first assignment after training. Only minor changes to the POI were suggested.

Considerable overlap existed between officer and enlisted jobs. Tasks more frequently performed by officers were usually supervisory, managerial, or administrative in nature, but involved the types of skills normally developed through pre-commissioning training or PME; thus, these differences should have little impact on technical training.

APPENDIX A

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
ENLISTED DAFSC AND OFFICER PAYGRADE GROUPS

TABLE A-1

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
5- AND 7-SKILL LEVEL PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING		
	DAFSC 24250 (N=140)	DAFSC 24270 (N=180)	DIFF
H323 MAINTAIN PMEL OR FEMA EQUIPMENT	64	38	26
H320 DELIVER OR PICK UP EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL OR CIVIL DEFENSE AGENCIES	74	52	22
H336 PERFORM ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	90	69	21
H321 DELIVER OR PICK UP M3 ENSEMBLES OR M2 APRONS SCHEDULED FOR TESTING AT FABRIC SHOP	66	47	19
H318 CLEAN PERSONAL PROTECTIVE EQUIPMENT	83	64	19
D134 CONDUCT CHEMICAL WARFARE DEFENSE TRAINING	92	74	18
D157 DEVELOP TRAINING AIDS	71	53	18
D178 SCORE TESTS	78	61	17
I417 DON OR DOFF M-2 CHEMICAL APRONS	48	31	17
H319 DELIVER OR PICK UP AUDIOVISUAL EQUIPMENT SCHEDULED FOR REPAIR	66	51	15
G312 REVIEW DISASTER PREPAREDNESS SUPPORT AGREEMENTS	22	53	-31
C91 ANALYZE WORKLOAD REQUIREMENTS	13	44	-31
A39 REVIEW UNIT ADMINISTRATIVE PROCEDURES, SUCH AS OFFICE FILE PLANS	24	56	-32
A7 ATTEND COMMANDER'S STAFF MEETINGS	25	57	-32
A22 DEVELOP SELF-INSPECTION PROGRAMS	26	58	-32
B58 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	15	49	-34
B86 SUPERVISE DISASTER PREPAREDNESS SPECIALISTS (AFSC 24250)	9	45	-36
A3 ASSIGN ADDITIONAL DUTIES	11	47	-36
A1 APPROVE OR DISAPPROVE LEAVE REQUESTS	6	44	-38
C118 PREPARE APRs	9	51	-42

TABLE A-2

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
7- AND 9- SKILL LEVEL PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING		
	DAFSC 24270 (N=180)	DAFSC 24290 (N=19)	DIFF
H370 PERIODICALLY INSPECT M17 SERIES MASKS	77	32	45
H322 INSPECT OR REPLACE EQUIPMENT BATTERIES	63	21	42
F227 INVENTORY SUPPLIES	60	21	39
F226 INVENTORY EQUIPMENT	64	26	38
H335 PERFORM ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	58	21	37
H320 DELIVER OR PICK UP EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL OR CIVIL DEFENSE AGENCIES	52	16	36
H371 PERIODICALLY INSPECT M18A2 CHEMICAL DETECTOR KITS	61	26	35
D169 PREPARE OR UPDATE LESSON PLANS	71	37	34
H336 PERFORM ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	69	37	32
F234 MAINTAIN EQUIPMENT STORAGE OR SUPPLY AREAS	53	21	32
A19 DEVELOP INPUTS TO WARTIME OR CONTINGENCY PLANS OTHER THAN FOR DISASTER PREPAREDNESS	27	74	-47
B72 MANAGE MAJCOM OR OTHER HIGHER LEVEL DISASTER PREPAREDNESS PROGRAMS	6	53	-47
B50 APPROVE OR DISAPPROVE REQUISITIONS FOR EQUIPMENT OR SUPPLIES	37	84	-47
B55 CONDUCT WORKING GROUP MEETINGS OR CONFERENCES	36	84	-48
A23 DRAFT SUPPORTING DIRECTIVES TO AIR FORCE, DOD, OR CIVILIAN PUBLICATIONS OTHER THAN FOR DISASTER PREPAREDNESS	13	63	-50
B77 PREPARE POINT, POSITION, TALKING PAPERS, OR REVIEWS	39	89	-50
G268 APPROVE OR DISSAPPROVE DISASTER PREPAREDNESS SUPPORT AGREEMENTS AT MAJCOM OR HIGHER LEVELS	2	53	-51
C94 CONDUCT PROGRAM ANALYSES OF DISASTER PREPAREDNESS PROGRAMS	39	90	-51
A42 WRITE STAFF STUDIES	28	79	-51
C99 DEVELOP CRITERIA OR CHECKLISTS FOR DISASTER PREPAREDNESS INSPECTOR GENERAL (IG) TEAM INSPECTIONS	8	63	-55

TABLE A-3

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
9-SKILL LEVEL AND CEM PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING		
	DAFSC 24290 (N=19)	CEM 24200 (N=8)	DIFF
B50 APPROVE OR DISAPPROVE REQUISITIONS FOR EQUIPMENT OR SUPPLIES	84	25	59
C95 CONDUCT SELF INSPECTIONS OF DISASTER PREPAREDNESS PROGRAMS	79	25	54
B44 ALLOCATE FUNDS	53	0	53
D146 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	53	0	53
E220 TYPE CORRESPONDENCE, REPORTS, OR RECORDS	53	0	53
G283 COORDINATE PREHARDENING OF FACILITIES WITH CE	53	0	53
G286 COORDINATE STORAGE AND ISSUE OF CHEMICAL WARFARE DEFENSE CONSTANT SHELTER EQUIPMENT WITH OTHER AGENCIES	53	0	53
I392 COORDINATE ALERT SIGNALS FOR ATTACK RESPONSES	53	0	53
B53 CONDUCT LOCAL STAFF MEETINGS	63	12	51
C93 CONDUCT IN-HOUSE EXERCISES TO EVALUATE SPECIALIZED TEAM CAPABILITIES	13	12	51
A11 COORDINATE MANNING ASSIGNMENTS OF DISASTER PREPAREDNESS PERSONNEL WITH PERSONNEL MANAGERS	68	87	-19
G313 REVIEW DOD, JSC, USAF, CIVIL, NATO, OR OTHER DOCUMENTS FOR IMPACT ON EXISTING DISASTER PREPAREDNESS PROGRAMS	68	87	-19
B89 SUPERVISE DISASTER PREPAREDNESS SUPERINTENDENTS (AFSC 24290)	5	25	-20
E211 PREPARE FOR TEMPORARY DUTY (TDY) TRAVEL	79	100	-21
G268 APPROVE OR DISAPPROVE DISASTER PREPAREDNESS SUPPORT AGREEMENTS AT MAJCOM OR HIGHER LEVELS	53	75	-22
F265 RESEARCH NUMBERS FOR LOCAL PURCHASE ITEMS, SUCH AS FSNs, NSNs, OR PNs	26	50	-24
C99 DEVELOP CRITERIA OR CHECKLISTS FOR DISASTER PREPAREDNESS INSPECTOR GENERAL (IG) TEAM INSPECTIONS	63	87	-25
C98 DEVELOP CRITERIA FOR DISASTER PREPAREDNESS EXERCISES AT COMMAND OR HIGHER LEVELS	37	63	-26
D152 COORDINATE FORMAL TRAINING QUOTOS WITH PERSONNEL REPRESENTATIVES OR MAJCOM MANAGERS	32	63	-31
B72 MANAGE MAJCOM OR OTHER HIGHER LEVEL DISASTER PREPAREDNESS PROGRAMS	53	88	-35

TABLE A-4

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
0-1/0-2 AND 0-3 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING		
	0-1/0-2 (N=49)	0-3 (N=48)	DIFF
D140 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	39	10	29
D134 CONDUCT CHEMICAL WARFARE DEFENSE TRAINING	47	23	24
D149 CONDUCT SHELTER TEAM TRAINING	35	13	22
J513 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	37	15	22
J521 PERFORM MAJOR ACCIDENT PLOTTING	53	31	22
H338 PERFORM ORGANIZATIONAL MAINTENANCE ON PAC-1S RADIAC EQUIPMENT	24	8	16
F227 INVENTORY SUPPLIES	31	15	16
H351 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	37	21	16
G270 COORDINATE ADDITIONAL SHELTER SPACES WITH CIVIL AUTHORITIES	39	23	16
H335 PERFORM ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	22	8	14
B77 PREPARE POINT, POSITION, TALKING PAPERS, OR REVIEWS	53	85	-32
C121 PREPARE OERs	14	48	-34
E213 PREPARE MESSAGES FOR TRANSMISSION	35	69	-34
A11 COORDINATE MANNING ASSIGNMENTS OF DISASTER PREPAREDNESS PERSONNEL WITH PERSONNEL MANAGERS	37	71	-34
A18 DEVELOP INPUTS TO MAJCOM REGULATIONS OR DIRECTIVES OTHER THAN AFR 355-1	20	56	-36
A33 PREPARE OFFICE JOB DESCRIPTIONS	29	65	-36
A19 DEVELOP INPUTS TO WARTIME OR CONTINGENCY PLANS OTHER THAN FOR DISASTER PREPAREDNESS	33	71	-38
C92 APPROVE OR DISAPPROVE STATUS OR TREND ANALYSIS DISPLAYS	29	69	-40
B79 PREPARE TDY TRIP REPORTS	20	62	-42
A42 WRITE STAFF STUDIES	27	69	-42

TABLE A-5

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
0-3 AND 0-4 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING		
	0-3 (N=49)	0-4 (N=48)	DIFF
G314 REVIEW FALLOUT SHELTER SURVEYS AND ANALYSES	52	9	43
B61 DIRECT DEVELOPMENT OF BASE DISASTER PREPAREDNESS OPERATIONS PLANS (OPLAN)	81	39	42
G275 COORDINATE DESIGNATION OF EMERGENCY WAR OPERATIONS SHELTERS WITH CIVIL ENGINEERING (CE) AND BASE STAFF	54	13	41
D148 CONDUCT ON-SCENE DISASTER CONTROL GROUP TRAINING	63	22	41
J515 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	67	26	41
I400 COORDINATE MARKING OF SHELTERS WITH CE	48	9	39
C93 CONDUCT IN-HOUSE EXERCISES TO EVALUATE SPECIALIZED TEAM CAPABILITIES	60	22	38
G289 DEVELOP CHECKLISTS FOR CHEMICAL ACCIDENT RESPONSE PROCEDURES	60	22	38
B57 COORDINATE OPERATIONAL REQUIREMENTS WITH DISASTER RESPONSE FORCE MEMBERS	69	30	39
I403 COORDINATE SHELTER ANALYSES WITH CE	50	13	37
A24 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	65	78	-13
B83 SUPERVISE DISASTER PREPAREDNESS MANAGERS (AFSC 24200)	17	30	-13
C98 DEVELOP CRITERIA FOR DISASTER PREPAREDNESS EXERCISES AT COMMAND OR HIGHER LEVELS	21	35	-14
C100 EVALUATE AF RESERVE DISASTER PREPAREDNESS PROGRAMS	15	30	-15
G269 CHAIR CHEMICAL WARFARE DEFENSE WORKING GROUP MEETINGS	31	48	-17
B72 MANAGE MAJCOM OR OTHER HIGHER LEVEL DISASTER PREPAREDNESS PROGRAMS	29	48	-19
G313 REVIEW DOD, JCS, USAF, CIVIL, NATO, OR OTHER DOCUMENTS FOR IMPACT ON EXISTING DISASTER PREPAREDNESS PROGRAMS	60	83	-23
G296 DEVELOP NUMBERED AIR FORCE OR HIGHER LEVEL PLANS FOR EVALUATING DISASTER PREPAREDNESS PROGRAMS	15	39	-24
B75 PREPARE INPUTS FOR TECHNICAL PUBLICATIONS	29	57	-28
D167 PARTICIPATE IN SPECIALTY TRAINING STANDARD (STS) OR CAREER DEVELOPMENT COURSE (CDC) REVIEWS	15	43	-28

TABLE A-6

TASKS WHICH BEST DIFFERENTIATE BETWEEN OFFICER AND ENLISTED PERSONNEL

TITLES	PERCENT MEMBERS PERFORMING		
	05XX (N=124)	242X0 (N=364)	DIFF
A1 APPROVE OR DISAPPROVE LEAVE REQUESTS	77	29	48
C112 INDORSE APRs	59	12	47
B90 SUPERVISE DISASTER PREPAREDNESS TECHNICIANS (AFSC 24270)	65	20	45
B61 DIRECT DEVELOPMENT OF BASE DISASTER PREPAREDNESS OPERATIONS PLANS (OPLAN)	71	29	42
B47 APPROVE OR DISAPPROVE OFFICIAL CORRESPONDENCE, SUCH AS LETTERS OF REPRIMAND OR APPRECIATION	55	13	42
A2 APPROVE OR DISAPPROVE TDY REQUESTS	52	12	40
A3 ASSIGN ADDITIONAL DUTIES	71	31	40
B77 PREPARE POINT, POSITION, TALKING PAPERS, OR REVIEWS	73	34	39
A4 ASSIGN PERSONNEL TO DUTY POSITIONS	63	24	39
C127 REVIEW OUTGOING MESSAGES OR CORRESPONDENCE FOR ACCURACY AND CONTENT	78	40	38
H337 PERFORM ORGANIZATIONAL MAINTENANCE ON M9A1 MASKS	10	56	-46
H335 PERFORM ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	13	59	-46
D137 CONDUCT DECONTAMINATION TEAM TRAINING	16	63	-47
H319 DELIVER OR PICK UP AUDIOVISUAL EQUIPMENT SCHEDULED FOR REPAIR	6	54	-48
F228 ISSUE OR RECEIVE EQUIPMENT	14	62	-48
H321 DELIVER OR PICK UP M3 ENSEMBLES OR M2 APRONS SCHEDULED FOR TESTING AT FABRIC SHOP	4	52	-48
D134 CONDUCT CHEMICAL WARFARE DEFENSE TRAINING	31	79	-48
H320 DELIVER OR PICK UP EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL OR CIVIL DEFENSE AGENCIES	9	57	-48
H336 PERFORM ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	22	74	-52
H322 INSPECT OR REPLACE EQUIPMENT BATTERIES	13	65	-52

APPENDIX B  
TASKS WHICH BEST DIFFERENTIATE BETWEEN  
CONUS AND OVERSEAS GROUPS

TABLE B-1

TASKS WHICH BEST DIFFERENTIATE BETWEEN 24250 SPECIALISTS IN CONUS AND OVERSEAS

TITLES	PERCENT MEMBERS PERFORMING		
	24250 CONUS (N=82)	24250 OVERSEAS (N=51)	DIFF
H355 PERIODICALLY INSPECT FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) RADIAC KITS	58	2	56
I471 VERIFY CONDITION OF CIVIL DEFENSE RADIATION DETECTION EQUIPMENT	56	14	42
I416 DIRECT THE ISSUE OF FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) EQUIPMENT AND SUPPLIES FOR SHELTERS	44	4	40
I428 ISSUE SHELTER SUPPLIES AVAILABLE FROM FEMA	34	4	40
H360 PERIODICALLY INSPECT INTRABASE RADIOS	61	33	28
K552 OPERATE NONTACTICAL RADIOS DURING NATURAL DISASTER RESPONSES	58	33	25
D144 CONDUCT INITIAL OR REFRESHER AIR FORCE RESERVE DISASTER PREPAREDNESS TRAINING	26	4	22
B78 PREPARE REPORTS OF STAFF ASSISTANCE VISITS	67	47	20
D139 CONDUCT DISASTER PREPAREDNESS MOBILITY TEAM (DPMT) TRAINING	49	29	20
H326 OPERATIONALLY CHECK PUBLIC ADDRESS SYSTEMS	64	45	19
I420 IDENTIFY AGENTS USING M18A2 CHEMICAL DETECTION KITS	39	63	-24
I443 PERFORM FIRST-AID DURING ATTACK RESPONSES	16	41	-25
I466 REVIEW FINDINGS OF CHEMICAL DETECTION TEAMS	13	39	-26
D138 CONDUCT DISASTER PREPAREDNESS BASE ORIENTATION TRAINING	38	69	-31
I447 PLOT PATTERNS OF CHEMICAL CONTAMINATION	13	45	-32
I440 PERFORM CHEMICAL AGENT SELF-AID MEASURES	20	53	-33
I445 PLOT ATTACK DAMAGE	18	53	-35
I463 RECORD CHEMICAL CONTAMINATION REPORTS FROM MONITORS	6	41	-35
I452 PREPARE AE/2303 AUTOMATIC CHEMICAL ALARM DETECTORS FOR USE	2	51	-49
H343 PERIODICALLY INSPECT AE/2303 AUTOMATIC CHEMICAL ALARM DETECTORS	6	59	-53

TABLE B-2

TASKS WHICH BEST DIFFERENTIATE BETWEEN PAYGRADE O-3 OFFICERS IN CONUS AND OVERSEAS

TITLES	PERCENT MEMBERS PERFORMING			DIFF
	O-3 CONUS (N=22)	O-3 OVERSEAS (N=25)		
G274 COORDINATE CRISIS AREA RELOCATION PLANS WITH CIVIL AGENCIES	55	12	43	
K538 COORDINATE COMMUNICATIONS REQUIREMENTS DURING NATURAL DISASTER RESPONSES WITH OTHER AGENCIES	68	28	40	
D152 COORDINATE FORMAL TRAINING QUOTAS WITH PERSONNEL REPRESENTATIVES OR MAJCOM MANAGERS	64	24	40	
K543 COORDINATE REQUIREMENTS FOR RESPONSES TO NATURAL DISASTERS WITH CIVIL AUTHORITIES	55	16	39	
C121 PREPARE OERS	68	32	36	
J493 COORDINATE NUCLEAR ACCIDENT RESPONSE PROCEDURES WITH JOINT NUCLEAR ACCIDENT COORDINATING CENTER (JNACC)	45	12	33	
K542 COORDINATE REQUESTS FOR RESPONSE TO NATURAL DISASTERS WITH NUMBERED AIR FORCE RESERVE (NAFR)	45	12	33	
G270 COORDINATE ADDITIONAL SHELTER SPACES WITH CIVIL AUTHORITIES	41	8	33	
I416 DIRECT THE ISSUE OF FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) EQUIPMENT AND SUPPLIES FOR SHELTERS	41	8	33	
J489 COORDINATE MAJOR ACCIDENT RESPONSES WITH CHEMICAL TRANSPORTATION EMERGENCY CENTER (CHEMTREC)	41	8	33	
H324 OPERATIONALLY CHECK COMMUNICATIONS EQUIPMENT	18	44	-26	
I405 COORDINATE STORAGE LOCATIONS FOR CHEMICAL DECONTAMINANTS WITH OTHER AGENCIES	18	44	-26	
I466 REVIEW FINDINGS OF CHEMICAL DETECTION TEAMS	18	44	-26	
E184 MAINTAIN ADMINISTRATIVE CLASSIFIED FILES	9	36	-27	
I440 PERFORM CHEMICAL AGENT SELF-AID MEASURES	5	32	-27	
F242 MANAGE CONSTANT SHELTER ACCOUNTS	18	48	-30	
E220 TYPE CORRESPONDENCE, REPORTS, OR RECORDS	14	44	-30	
G285 COORDINATE PROCEDURES FOR ISSUING CHEMICAL DECONTAMINANTS WITH SUPPLY	18	56	-38	
A19 DEVELOP INPUTS TO WARTIME OR CONTINGENCY PLANS OTHER THAN FOR DISASTER PREPAREDNESS	50	88	-38	
I447 PLOT PATTERNS OF CHEMICAL CONTAMINATION	9	48	-39	

APPENDIX C

TASK FACTORS RATED HIGHEST AND LOWEST BY  
OFFICER AND ENLISTED GROUPS

TABLE C-1

## TASKS RATED MOST AND LEAST DIFFICULT BY 242X0 PERSONNEL

TITLES	TASK DIFFICULTY RATING
F242 MANAGE CONSTANT SHELTER ACCOUNTS	7.40
B61 DIRECT DEVELOPMENT OF BASE DISASTER PREPAREDNESS OPERATIONS PLANS (OPLAN)	7.39
C99 DEVELOP CRITERIA OR CHECKLISTS FOR DISASTER PREPAREDNESS INSPECTOR GENERAL (IG) TEAM INSPECTIONS	7.14
C122 PREPARE RESPONSES TO HIGHER LEVEL OR CONGRESSIONAL INQUIRIES	7.07
A42 WRITE STAFF STUDIES	7.05
B72 MANAGE MAJCOM OR OTHER HIGHER LEVEL DISASTER PREPAREDNESS PROGRAMS	6.99
C98 DEVELOP CRITERIA FOR DISASTER PREPAREDNESS EXERCISES AT COMMAND OR HIGHER LEVELS	6.91
A30 JUSTIFY BUDGETS WITH HIGHER LEVEL INQUIRY COMMITTEES	6.81
G307 PREPARE DRAFTS OF BASE DISASTER PREPAREDNESS OPERATIONS PLANS	6.75
G301 PLAN EMERGENCY DISPERSAL OF FORCES AND SUPPORT MATERIALS	6.72
H319 DELIVER OR PICK UP AUDIOVISUAL EQUIPMENT SCHEDULES FOR REPAIR	2.71
H363 PERIODICALLY INSPECT LENSATIC COMPASSES	2.60
H382 PERIODICALLY INSPECT SIRENS	2.50
H369 PERIODICALLY INSPECT M13 DECONTAMINATION REIMPREGNATING KITS	2.49
H368 PERIODICALLY INSPECT MSA DUST RESPIRATORS	2.47
A5 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	2.46
H351 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	2.45
H362 PERIODICALLY INSPECT LANTERNS	2.29
H350 PERIODICALLY INSPECT BINOCULARS	2.19
A1 APPROVE OR DISAPPROVE LEAVE REQUESTS	2.11

TABLE C-2

## TASKS RATED HIGHEST AND LOWEST IN TRAINING EMPHASIS BY 05XX OFFICERS

TITLES	TRAINING EMPHASIS RATING
B61 DIRECT DEVELOPMENT OF BASE DISASTER PREPAREDNESS OPERATIONS PLANS (OPLAN)	6.89
G307 PREPARE DRAFTS OF BASE DISASTER PREPAREDNESS OPERATIONS PLANS	6.51
C95 CONDUCT SELF-INSPECTIONS OF DISASTER PREPAREDNESS PROGRAMS	6.38
J475 ADVISE ON-SCENE COMMANDERS OF ON-SCENE DISASTER CONTROL GROUP (DCG) COMPOSITION DURING MAJOR ACCIDENT RESPONSES	6.27
B54 CONDUCT STAFF ASSISTANCE VISITS TO SUBORDINATE UNITS	6.22
J477 BRIEF DISASTER RESPONSE FORCE (DRF) MEMBERS DURING MAJOR ACCIDENT RESPONSES	6.16
A22 DEVELOP SELF-INSPECTION PROGRAMS	6.13
B78 PREPARE REPORTS OF STAFF ASSISTANCE VISITS	6.00
C94 CONDUCT PROGRAM ANALYSES OF DISASTER PREPAREDNESS PROGRAMS	5.76
B51 CONDUCT FORMAL BRIEFINGS	5.73
F225 ESTABLISH WAR CONSUMABLE DISTRIBUTION ORDERS (WCDO)	.38
H342 PERFORM ORGANIZATIONAL MAINTENANCE ON SMOKE GENERATORS	.38
D168 PREPARE CAREER DEVELOPMENT CURRICULUM MATERIALS	.35
F261 PREPARE SUPPLY CONTROL LOG FORMS (AF FORM 2413)	.35
B67 IMPLEMENT FIRE PROTECTION PROGRAMS	.32
H331 PERFORM ORGANIZATIONAL MAINTENANCE ON GENERAL PURPOSE TENTS	.32
F253 PREPARE INTRANSIT DATA CARD FORMS (DD FORM 1384-1)	.30
E181 CONDUCT FIRE PROTECTION PROGRAMS	.22
F263 PREPARE TEST/MODIFICATION TAG MATERIEL FORMS (DD FORM 1576)	.16
F247 PREPARE ADP GENERAL PURPOSE CARD FORMS (RQ) (AF FORM 1500)	.13

TABLE C-3

## TASKS RATED HIGHEST AND LOWEST IN TRAINING EMPHASIS BY 242XO PERSONNEL

TITLES	TRAINING EMPHASIS RATING
D134 CONDUCT CHEMICAL WARFARE DEFENSE TRAINING	7.84
D140 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	7.78
D149 CONDUCT SHELTER TEAM TRAINING	7.41
D137 CONDUCT DECONTAMINATION TEAM TRAINING	7.31
D146 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	7.27
I421 IDENTIFY AGENTS USING M256 CHEMICAL DETECTION KITS	6.86
H336 PERFORM ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	6.82
H345 PERIODICALLY INSPECT AN/PDR 27 RADIAC EQUIPMENT	6.82
H370 PERIODICALLY INSPECT M17 SERIES MASKS	6.82
J512 OPERATE CONTAMINATION CONTROL LINES DURING MAJOR ACCIDENT RESPONSES	6.76
F263 PREPARE TEST/MODIFICATION TAG MATERIEL FORMS (DD FORM 1576)	.65
A2 APPROVE OR DISAPPROVE TDY REQUESTS	.61
G296 DEVELOP NUMBERED AIR FORCE OR HIGHER LEVEL PLANS FOR EVALUATING DISASTER PREPAREDNESS PROGRAMS	.61
F225 ESTABLISH WAR CONSUMABLE DISTRIBUTION ORDERS (WCDO)	.43
G268 APPROVE OR DISAPPROVE DISASTER PREPAREDNESS SUPPORT AGREEMENTS AT MAJCOM OR HIGHER LEVELS	.43
E214 PREPARE REQUESTS FOR AIRLIFT	.37
F247 PREPARE ADP GENERAL PURPOSE CARD FORMS (RQ) (AF FORM 1500)	.37
F245 MONITOR REDISTRIBUTION ORDERS (RDO)	.33
C122 PREPARE RESPONSES TO HIGHER LEVEL OR CONGRESSIONAL INQUIRIES	.29
F244 MONITOR JOINT LATERAL SUPPORT (JLS) ORDERS	.16

