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UNITED STATES AIR FORCE

OCCUPATIONAL SURVEY REPORT

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OPERATIONS RESOURCES MANAGEMENT
CAREER LADDER

AFSC 271X2

AFPT 90-217-542

FEBRUARY 1986

OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT CENTER
AIR TRAINING COMMAND
RANDOLPH, AFB, TEXAS 78150-5000

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PREFACE

This report presents the results of an Air Force occupational survey of the Operations Resources Management career ladder (AFSC 271X2). Authority for conducting specialty surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Lieutenant William A. Carney developed the survey instrument, Mr Wayne Fruge provided computer programming support, and Mrs Raquel A. Soliz provided administrative support. Mr Daniel E. Dreher analyzed the data and wrote the final report. This report has been reviewed and approved for release by Lieutenant Colonel Charles D. Gorman, Chief, USAF Airman Analysis, Occupational Analysis Division, USAF Occupational Measurement Center.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas 78150-5000.

PAUL T. RINGENBACH, Colonel, USAF   JOSEPH S. TARTELL
Commander   Chief, Occupational Analysis Division
USAF Occupational Measurement   USAF Occupational Measurement
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SUMMARY OF RESULTS

1. <u>Survey Coverage</u>: The Operations Resources Management USAF Job Inventory was administered from December 1984 to April 1985. The analysis was based on responses from 1,630 AFSC 271X2 personnel, constituting 76 percent of the total career ladder.

2. <u>Career Ladder Structure</u>: The analysis reveals that the 271X2 career ladder is very diverse. Nine major groups, with a total of 39 job types within these groups, were identified. In addition, one independent job type was found. The largest number of personnel were found performing squadron operations functions.

3. <u>Career Ladder Progression</u>: Generally, 3- and 5-skill level 271X2 personnel perform more technical tasks, while the 7-skill level personnel perform more supervision, management, and training tasks.

4. <u>CONUS/Overseas Comparison</u>: Jobs performed by CONUS and overseas personnel are very similar. The overseas group, however, does have a slightly broader job, as they perform a slightly larger average number of tasks.

5. <u>Career Ladder Documents</u>: The AFR 39-1 Speciality Descriptions provide an accurate overview of the 271X2 career ladder. Some areas of the STS are unsupported by percent members performing data and should be reviewed by career ladder monitors. There are also tasks not matched to either the STS or CDC which should be evaluated for possible inclusion.

6. <u>Implications</u>: The career field is very diverse with members assigned to many small jobs that require them to perform very few tasks. A Category B training course has been mandated by HQ USAF/DPPT. The course curriculum will be difficult to develop as there are very few tasks performed by members of all jobs. Training emphasis data may be particularly useful to course developers since tasks listed on the job inventory have low percent members performing. Job satisfaction indicators reflect that 271X2 personnel are more satisfied than they were in 1979.

OCCUPATIONAL SURVEY REPORT
OPERATIONS RESOURCES MANAGEMENT CAREER LADDER
(AFSC 271X2)

INTRODUCTION

This is a report of an occupational survey of the Operations Resources Management career ladder completed by the USAF Occupational Measurement Center in November 1985. The career ladder was previously surveyed September 1978- January 1979. HQ USAF/XGO requested the present survey to determine if the introduction of the Air Force Operations Resources Management System (AFORMS) has created a group of common tasks which need to be included in either a resident training course or a revision of the 3-skill level CDC.

Background

The Air Operations career ladder, AFSC 271X0, was created 15 May 1951 and existed unchanged until 30 April 1977. At that time, it was broken into two career ladders, AFSC 271X1, Airfield Management, and AFSC 271X2, Operations Systems Management. In April 1984, the AFSC 271X2 career ladder was renamed Operations Resources Management and the 271X1 and 271X2 career ladders separated at the 9-skill level into AFSC 27191 and AFSC 27192. CEMs, however, remain joined for both career ladders under AFSC 27100.

As outlined in the AFR 39-1 Specialty Descriptions, AFSC 271X2 personnel record and monitor flying hours, qualification checks, medical information, training data, and flight records of aircrew members. They also prepare and process aeronautical and pay orders, flying schedules, aircrew assignments, and statistical analyses of aircraft and aircrew operations. Personnel enter the career ladder by direct duty assignment, as presently there is no basic or advanced resident course. Members progress through an OJT program where completion of the 3-, 5-, and 7-level CDCs is mandatory for upgrading to the respective skill levels. HQ USAF/DPPT has directed ATC to establish a Category B school for the 271X2 career ladder. The curriculum for the course is presently being developed and the course is scheduled to begin the first quarter FY87.

SURVEY METHODOLOGY

Inventory Development

Data for this survey were collected using USAF Job Inventory AFPT 90-217-542 (November 1984). Tasks that pertained only to the 271X2 career ladder were selected out of the previous 271X1, 271X2, and 274X0 inventory. A

number of new tasks were also added to the list. This list was then validated through personal interviews with 43 subject-matter specialists in operational units at the following 9 bases:

BASE	MAJCOM	REASON FOR VISIT
Keesler AFB MS	ATC	Technical School of Record
Bergstrom AFB TX	TAC	Has National Guard units that use AFORMS
Kelly AFB TX	AFLC	Major logistical center with high volume of traffic
Tinker AFB OK	AFLC	Has AWACs units with unique scheduling requirements
Laughlin AFB TX	ATC	Pilot training base with special scheduling requirements
Travis AFB CA	MAC	Large MAC base with many senior 271X2 personnel
Mather AFB CA	ATC	Navigator training base with unique scheduling and reporting functions
Carswell AFB TX	SAC	Has personnel that converted the SAC reporting systems to AFORMS
Randolph AFB TX	ATC	Instructor pilot training base with unique scheduling and reporting functions

The resulting inventory contained a listing of 320 tasks grouped into 11 duty headings and a number of background questions asking for information about duty title, duty organization, time in present job, and job satisfaction.

Survey Administration

From December 1984 through April 1985, Consolidated Base Personnel Offices in worldwide operational units administered the surveys to Operations Resources Management personnel. Participants were selected from a computer-generated mailing list provided by the Air Force Human Resources Laboratory.

All individuals who filled out an inventory completed an identification and biographical information section first. Next, they went through the booklet and checked each task performed in their current job. Finally, they went back and rated each task they had checked on a 9-point scale reflecting relative time spent on each task compared to all other tasks. Ratings ranged from 1 (indicating a very small amount of time spent) to 9 (indicating a very large amount of time spent). The relative percent time spent on tasks for each inventory was computed by first adding all rating values on the inventory. Then each rating was divided by this total and the result multiplied by 100. The percent time spent ratings from all inventories were combined and used with percent member performing values to describe the various groups in the career ladder.

Survey Sample

Participants in the survey were carefully selected to ensure there was a proportional representation of major commands (MAJCOM) and military paygrades in the sample. Table 1 shows how the sample compared to the actual population of the career ladder in terms of the distribution across MAJCOMs. Table 2 reflects the paygrade group distribution and Table 3 compares the distribution of the population to the sample with respect to total active federal military service (TAFMS). These data indicate a good representation of the career ladder population in the survey.

Data Processing and Analysis

Once the job inventories are received from the field, task responses and background information are optically scanned and become one computer file. Biographical data, such as name, base, and AUTOVON, are manually entered to form another data file. Both are merged to form a complete case record for each respondent. Once the complete case records are assembled for each respondent in the sample, Comprehensive Occupational Data Analysis Programs (CODAP) are used to analyze the data.

CODAP produces job descriptions for groups of respondents based on percent members performing and time spent performing specific tasks. Job descriptions are provided for DAFSC groups, TAFMS groups, and MAJCOM groups. These descriptions include information on percent members performing and average relative time spent on each task. CODAP also produces summaries that show how members of each group responded to each background item. These background items help identify characteristics of the groups by DAFSC represented, time in the career field (TICF), TAFMS, experience in the various functional areas, and equipment operated.

The CODAP automated job clustering program organizes jobs into similar units of work by comparing each individual job description in the sample to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system locates those two job descriptions with the most similar task ratings and combines them into a composite job description. In successive stages, the system

TABLE 1

COMMAND REPRESENTATION OF SURVEY SAMPLE
(AFSC 271X2)

COMMAND	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
TAC	31	31
MAC	21	21
SAC	16	17
ATC	10	11
USAFE	10	9
PACAF	5	4
AFSC	2	2
AAC	1	1
OTHER	4	4

Total Assigned - 2,160
Total Eligible for Survey - 1,892
Total in Sample - 1,630
Percent of Assigned in Sample - 76%
Percent of Eligible in Sample - 86%

Manning figures as of December 1984

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TABLE 2

PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

PAYGRADE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
E-1 thru E-3	20	16
E-4	22	22
E-5	27	28
E-6	17	18
E-7	11	12
E-8	3	3
E-9	-	-

N=2,160
- Less than 1 percent

TABLE 3

TAFMS DISTRIBUTION OF SURVEY SAMPLE

MONTHS TAFMS	NUMBER IN SAMPLE	PERCENT OF SAMPLE
1-48	427	26
49-96	331	20
97-144	285	18
145-192	245	15
193-240	231	14
241+	104	6

adds more members to the initial group or forms new groups. The resulting pattern of job groups identifies the number and characteristics of jobs within the career ladder.

The basic group that CODAP uses for the clustering process is the job type. The job type is a group of individuals who perform many of the same tasks and spend a similar amount of time performing them. The next broader grouping is the subcluster, or those individuals who perform related tasks but belong to specific job types that differ from one another in minor ways. When several job types or subclusters are similar, they form a cluster. If a job type is so different from other job types that it cannot be included in a cluster or subcluster, it is called an independent job type. These definitions were used to describe the Operations Resource Management specialty and the variations in jobs within that specialty.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected E-6 and E-7 supervisors completed either a training emphasis (TE) or task difficulty (TD) booklet. These booklets were processed separately from the job inventories and the TE and TD data were used in several analyses discussed later in this report. The distribution of these raters appears in Table 4.

Training Emphasis (TE). Fifty-seven experienced supervisors completed TE booklets. They were asked to consider the amount of structured training first-term 271X2 personnel need to successfully perform tasks. Structured training is 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 tasks were rated on a 10-point scale ranging from no training required (0) to much structured training required (9). Interrater reliability (as assessed through components of variance of standard group means) for these raters was .95, indicating good agreement among raters.

When used with other information, such as percent members performing and task difficulty, TE ratings can provide insight into training requirements and help validate the need for organized training for the career ladder.

Task Difficulty (TD). Task difficulty is defined as the length of time required for the average airman to learn to perform a task. Fifty experienced supervisors rated the difficulty of tasks on the inventory. A 9-point rating scale ranging from 1 (very easy to learn tasks) to 9 (very difficult to learn tasks) was used. Ratings were adjusted so tasks of average difficulty would have a value of 5.0. Interrater reliability (as assessed through components of variance of standard group means) was .94, indicating good agreement among raters.

TABLE 4

COMMAND DISTRIBUTION OF TASK DIFFICULTY AND
TRAINING EMPHASIS RATINGS

COMMAND	PERCENT OF ASSIGNED	PERCENT OF TD RATERS	PERCENT OF TE RATERS
TAC	31	28	25
MAC	24	16	19
SAC	16	22	23
ATC	10	6	9
USAFE	10	14	11
PACAF	5	6	5
AFSC	2	4	4
AAC	1	2	2

NOTE: Columns may not add to 100 percent due to rounding

Job Difficulty Index (JDI). The JDI provides a relative measure of job difficulty. The JDI was computed for each group identified by job analysis. using an equation which considers the number of tasks performed and the average difficulty per unit time spent (ADPUTS). The JDI may range from 1.0 for very easy jobs to 25.0 for very difficult jobs, with 13.0 as the average.


SPECIALITY JOBS
(Career Ladder Structure)

Specialty Overview

Nine clusters and one independent job type were identified in the career ladder. Within the 9 clusters, 39 smaller groups (subclusters and job types) were identified. This large number of groups indicates the career ladder is quite diversified. The clusters were clearly identified by specific tasks performed, organizational level of assignment, or supervisory responsibilities of the members. In many cases within the clusters, only the performance of one or two unique tasks separated the groups. The clusters, subclusters, and job types are listed below. Figure 1 shows the career ladder structure and what percent each cluster is of the total. Appendix A lists representative tasks performed by each group.

I.   WING LEVEL ADMINISTRATOR CLUSTER (GRP017, N=173)

    A.   Wing Level NCOIC Subcluster (GRP145, N=33)
    B.   Host Operations Resource Management (HORM) NCO
        Subcluster (GRP173, N=22)
    C.   Wing Current Operations NCOIC Subcluster (GRP102, N=25)
    D.   Wing Operations Dispatcher Subcluster (GRP044, N=38)

II. WING LEVEL SCHEDULER CLUSTER (GRP088, N=56)

    A.   Junior Scheduler Subcluster (GRP301, N=16)
    B.   Senior Scheduler Subcluster (GRP204, N=32)

III. OPERATIONS PERSONNEL CLUSTER (GRP104, N=314)

    A.   Flight Management Dispatcher Subcluster (GRP393, N=42)
    B.   Junior Operations Supervisor Subcluster (GRP429, N=28)
    C.   Squadron Operations Dispatcher Subcluster (GRP399, N=69)
    D.   Squadron Records Clerk Subcluster (GRP269, N=37)
    E.   Flight Maintenance Dispatcher Subcluster (GRP293, N=10)

FIGURE 1

AFSC 271X2 CAREER LADDER STRUCTURE
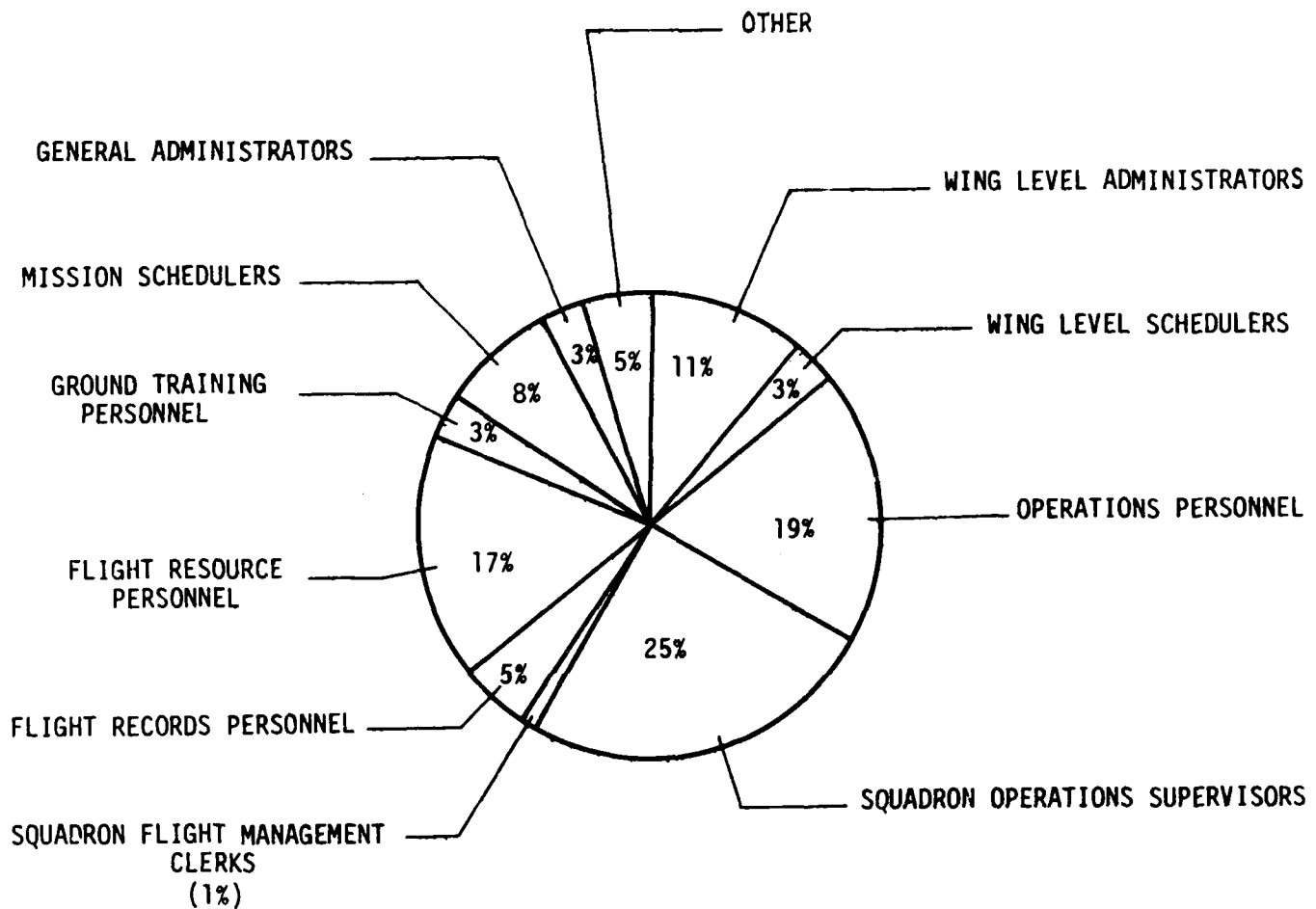
F. Operations Resources Dispatcher Subcluster
   (GRP132, N=76)

IV. SQUADRON OPERATIONS SUPERVISOR CLUSTER (GRP080, N=406)

A. Scheduling Supervisor Subcluster (GRP442, N=27)
B. Current Operations NCOIC Subcluster (GRP490,
   N=23)
C. Squadron Operations Supervisor Subcluster (GRP517,
   N=69)
D. General Operations Supervisor Subcluster (GRP313,
   N=12)
E. Tactical Operations Supervisor Subcluster (GRP855,
   N=51)
F. Training Supervisor Subcluster (GRP741, N=59)
G. Flight Management Supervisor Subcluster (GRP538,
   N=33)
H. Flight Scheduling Supervisor Subcluster (GRP466,
   N=11)
I. MAC Current Operations Supervisor Job Type
   (GRP736, N=9)
J. Flight Records Monitor Job Type (GRP721, N=9)
K. Flight Scheduling Supervisor Job Type (GRP371,
   N=5)
L. Flight Activity Supervisor Subcluster (GRP275,
   N=30)

V. SQUADRON FLIGHT MANAGEMENT CLERK INDEPENDENT JOB
   TYPE (GRP576, N=5)

VI. FLIGHT RECORDS PERSONNEL CLUSTER (GRP092, N=77)

A. Records Monitor Job Type (GRP481, N=5)
B. Squadron Level Records Clerk Subcluster (GRP116,
   N=33)

VII. FLIGHT RESOURCE PERSONNEL CLUSTER (GRP032, N=279)

A. Resource Manager Job Type (GRP520, N=90)
B. Flight Data Clerk Subcluster (GRP540, N=122)
C. Flight Management NCOIC Job Type (GRP477, N=7)
D. Flight Management Superintendent Job Type
   (GRP414, N=5)
E. Wing Level Records Clerk Job Type (GRP503,
   N=9)

VIII. GROUND TRAINING PERSONNEL CLUSTER (GRP070, N=44)

A. Ground Training Scheduler Job Type (GRP586,
   N=7)

B.   Ground Training Administrator Subcluster
(GRP457, N=24)

IX.   MISSION SCHEDULING CLUSTER (GRP024, N=135)

A.   Mission Scheduler Subcluster (GRP117, N=38)
B.   ATC Scheduler Subcluster (GRP089, N=55)
C.   MAC Scheduler Subcluster (GRP124, N=12)

X.   GENERAL ADMINISTRATOR CLUSTER (GRP040, N=44)

A.   Junior Squadron Administrator Job Type
(GRP405, N=5)

B.   Special Activities Administrator Job Type
(GRP760, N=6)
C.   Operations Administrator Job Type (GRP745,
N=5)

Ninety-five percent of the sample is included in the job structure listed above. The remaining 5 percent perform jobs different enough that they do not group with any of the speciality jobs listed above.

Job Group Descriptions

The following paragraphs contain brief descriptions of the clusters, subclusters, job types, and independent job type identified in the analysis.

I.   WING LEVEL ADMINISTRATOR CLUSTER (GRP017, N=173). These nonsupervisory NCOs are assigned primarily to wing level positions. They have a rather limited range of responsibilities performing an average of 24 tasks. The JDI is 10.9, indicating the jobs are below average in difficulty. Most tasks they perform are administrative, such as compiling data for use in reports and policies, collecting data for routine or special reports, conducting or participating in organizational meetings, drafting or typing correspondence or reports, and coordinating mission activities with other military services or civilian agencies.

Four subclusters were identified within the cluster, differing with respect to the number of tasks performed and amount of time spent performing tasks in other duties. These subclusters are described below.

A.   Wing Level NCOIC Subcluster (GRP145, N=33). Members of this group perform an average of 32 tasks. The group differs from the cluster in that members spend a higher percent of their time performing basic administrative duties.

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B. **Host Operations Resources Management (HORM) NCO Subcluster (GRP173, N=22).** Members of this group (nearly half in TAC) are the most senior of the cluster. They perform an average of 44 tasks and spend the majority of their time performing administrative and resource management duties. Tasks performed by this group are: monitoring publication requirements; conducting inspections or spot checks of air operations; drafting changes to manuals or publications; briefing personnel on changes in methods or procedures; filing or updating manuals, regulations, or other publications; and interpreting aircrew training manuals.

C. **Wing Current Operations NCOIC Subcluster (GRP102, N=25).** These junior NCOICs perform an average of 29 tasks. They spend a higher percentage of time performing squadron operations functions than other groups in the cluster. Specific tasks they perform are: justifying flying hour allocations, monitoring equipment replacement requirements, assembling information for briefings, breaking down computer products, confirming daily scheduled flight deviations, and preparing visual aids for briefings.

D. **Wing Operations Dispatcher Subcluster (GRP044, N=38).** Members of this group have the lowest job satisfaction indicators of the cluster, with 60 percent feeling their jobs do not use their training and 55 percent feeling their jobs do not use their talents effectively. Their job is very limited in that they perform only 10 tasks of the 320 included in the inventory. Members of the group coordinate mission activities, reserve special air space, collect and compile data, establish air operation schedules, and participate in meetings.

II. **WING LEVEL SCHEDULER CLUSTER (GRP088, N=56).** Members of this cluster are also assigned at the wing level. Thirty-six percent are assigned to SAC, 21 percent are assigned to MAC, and 16 percent to TAC. They perform an average of 45 tasks and their JDI is 12.8, indicating their jobs are of average difficulty relative to other jobs in the speciality. These members differ from those of the previous cluster in that they spend a great deal of time in squadron operations, flight scheduling, and flight records functions and do very little administrative work. Characteristic tasks performed by members of this group include establishing air operations schedules, justifying flying hour allocations, scheduling missions, publishing flow schedules, and developing flight schedules.

A junior and senior scheduling group exists within this cluster, differing with respect to the number and types of tasks performed. Members of the junior group perform an average of 26 tasks, most of which are scheduling in nature. The job of the senior members is broader (averaging 45 tasks) and includes a number of administrative tasks.

III. **OPERATIONS PERSONNEL CLUSTER (GRP104, N=314).** This group makes up 19 percent of the total sample and represents a broad range of jobs at wing, squadron, and flight levels. Members of this group are relatively junior E-4s. Sixty-six percent hold the 5-skill level, and 52 percent are in their

first enlistment. While they spend an average of 36 percent of their time in the squadron operations duty, they perform an average of only 48 of the 320 tasks on the inventory. The JDI for this cluster is 11.0, indicating the jobs are of average difficulty. Representative tasks include posting daily flight schedules and changes, preparing and maintaining flight authorizations, confirming flight deviations, auditing computations on AF Forms 369, delivering flight schedules, and maintaining status boards.

Six subclusters were identified, varying slightly with respect to percent time spent performing common tasks and performing tasks from other duties. The descriptions of these groups are given below.

A. Flight Management Dispatcher Subcluster (GRP393, N=42). Eighty-eight percent of the members of this group are assigned to the tactical forces (71 percent to TAC, 17 percent to USAFE). Members perform an average of 45 tasks. They are the least involved in supervising of the six subclusters included in the Operations Personnel Cluster. In addition to performing tasks specific to the cluster, these members file AF Forms 369, maintain currency of flight information publications (FLIP), and distribute FLIPs.

B. Junior Operations Supervisor Subcluster (GRP429, N=28). Members of this group perform an average of 57 tasks. Most hold the 5-skill level, the grade of E-4, and are supervisors. Besides performing basic operations tasks, these members establish work priorities and assign work; develop work methods or procedures; counsel subordinates on job progression, career development, and personal or military related problems; and establish performance standards for subordinates.

C. Squadron Operations Dispatcher Subcluster (GRP399, (N=69). Forty-nine percent of the members of this group are in their first enlistment. They perform an average of 79 tasks and spend 28 percent of their time in squadron operations duties. They are distributed proportionately among the large MAJCOMs and about half are assigned overseas. Tasks which differentiate this group are monitoring publications requirements, preparing operations reports, building or maintaining deployment kits, changing or updating operations display pertinent to aircrew operations, reporting aircraft arrival or departure times to MMICS, auditing daily flying update summary, and notifying aircrew families of flight arrival times.

D. Squadron Records Clerk Subcluster (GRP269, N=37). Sixty percent of the clerks in this group are assigned to MAC. They perform an average of 43 tasks. They are distinguished from the other groups in the cluster by the larger percent members using AFORMS to record aircrew training and flying hours and providing data for resource management.

E. Flight Maintenance Dispatcher Subcluster (GRP293, N=10). These dispatchers perform an average of 35 tasks. This group was identified separately because of the greater amount of time spent in scheduling activities. Some tasks they perform includes confirming daily scheduled flight deviations, controlling sign-in and sign-out sheets, collecting data for reports, breaking down computer products, auditing computations on AF Forms 369, and maintaining

status boards. They also are involved in updating files by on-line procedures and maintaining aircrew training information.

      F.   Operations Resources Dispatcher Subcluster (GRP132, N=76). Most of the members of this group hold the 5-skill level. Their jobs are somewhat limited in that they perform an average of 27 tasks. Characteristic tasks performed by this group of dispatchers include posting flight schedules and changes, preparing and maintaining flight authorizations, controlling sign-in and sign-out sheets, and confirming and delivering daily flight schedules.

      IV.   SQUADRON OPERATIONS SUPERVISOR CLUSTER (GRP080, N=406). This large group of squadron-level supervisors comprises 25 percent of the total sample. Members have a fairly wide range of responsibilities performing an average of 87 tasks. The JDI is 17.1, indicating the jobs are more difficult than most others in the speciality. Thirty-six percent of the members' time is devoted to the managerial activities of directing, implementing, organizing and planning. Thirteen percent of their time is spent performing squadron operation functions, 10 percent on training, and 10 percent on performing flight records and resource management functions. The supervisory tasks performed include establishing work priorities and assigning work, supervising the various skill levels, counseling, managing OJT, evaluating and rating personnel, and writing APRs. Members of this cluster also perform a number of squadron operations tasks dealing with flight schedules, flight orders, and using AFORMS to maintain flight records. The average paygrade is E-6, with 160 months in the service. Most hold the 7-skill level.

      Nine subclusters and three job types were identified within this large group. The job description for the overall cluster applies to the smaller groups within as members perform basically the same squadron operations tasks. What distinguishes the groups is the different amount of time spent on the common tasks and the performance of tasks from other duties.

      A.   Scheduling Supervisor Subcluster (GRP442, N=27). Members of this group perform an average of 57 tasks. Most are E-6s, approximately half hold the 7-skill level, half hold the 9-skill level, and 89 percent are supervisors. This group was distinguished from others in the cluster by the greater amount of time spent on scheduling duties. Specific scheduling tasks performed by a high percentage of the members of this group are establishing air operations schedules and developing flight schedules.

      B.   Current Operations NCOIC Subcluster (GRP490, N=23). This is a subcluster of senior NCOs. Eighteen hold the 7-skill level, and 17 are supervisors. They perform an average of 62 tasks and spend 28 percent of their time in supervisory, training, and managerial duties. Tasks performed by this group include interpreting aircrew manuals, performing calculations on flying hour data as required, and entering and retrieving data from files using AFORMS.

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C. Squadron Operations Supervisor Subcluster (GRP517, N=69). This is a group of senior supervisors. Forty-three hold DAFSC 27172 and 21 hold DAFSC 27192. They perform an average of 66 tasks which include evaluating training requirements for assigned airmen, analyzing inspection or operation reports, and evaluating individuals for promotion, demotion, or reclassification.

D. General Operations Supervisor Subcluster (GRP313, N=12). These supervisors perform an average of 41 tasks. Their responsibilities include taking inventories of supplies; initiating requests for supplies and equipment; evaluating procedures for storing, inventorying, and inspecting property items; supervising Operations Resource Management Helpers (AFSC 27112); operating audiovisual equipment; and collating or assembling reproductions.

E. Tactical Operations Supervisor Subcluster (GRP855, N=51). Forty-three of these NCOs are assigned to the tactical forces (35 in TAC and 8 in USAFE). Members perform an average of 98 tasks, most of which are the same supervisory tasks performed by other groups in the cluster. They spend a large amount of time performing squadron operations functions, such as auditing computations on AF Forms 369, posting flight schedules and changes, preparing and maintaining flight authorizations, and confirming daily scheduled flight deviations.

F. Training Supervisor Subcluster (GRP741, N=59). Members of this group are distinguished from other groups because they perform 147 tasks, many of which deal with training members of the career ladder. Specifically, they implement training programs, schedule personnel for briefings or orientations, evaluate operational resource management career development courses, assign on-the-job trainers or instructors, and evaluate training methods or procedures.

G. Flight Management Supervisor Subcluster (GRP538, N=33). Members of this group perform an average of 81 tasks. Besides supervising, they perform flight management activities, such as maintaining training records of flying personnel and updating flight records using terminals and AFORMS.

H. Flight Scheduling Supervisor Subcluster (GRP466, N=11). This small group of supervisors performs an average of 79 tasks. The group is distinguished by the percent members performing flight scheduling tasks, such as posting flight deviations and weather information, posting notices to airmen (NOTAM), and arranging transportation for aircrews to and from aircraft. This group has the lowest job satisfaction indicators of the cluster, with only 45 percent of the members finding their job interesting and feeling their talents are being used effectively.

I. MAC Current Operations Supervisor Job Type (GRP736, N=9). This small group of predominantly E-7 supervisors has a broader job in that they perform an average of 113 tasks. Besides supervisory tasks, they perform some current operations tasks, such as arranging for parking, maintenance, and refueling at destinations, and securing landing approvals at destinations.

J. **Flight Records Monitor Job Type** (GRP721, N=9). Members perform an average of 136 tasks and spend a greater percentage of time interpreting aircrew training reports, keeping track of aircrew qualifications, and entering data into files using AFORMS.

K. **Flight Scheduling Supervisor Job Type** (GRP371, N=5). These are essentially first-line supervisors. They perform an average of 35 tasks. In addition to supervising, they spend 28 percent of their time in scheduling functions.

L. **Flight Activity Supervisor Subcluster** (GRP275, N=30). This is a group of first line supervisors who perform an average of 49 tasks. They interpret and update flight orders, prepare unit status and identity reports, receive information and notify agencies of aircraft maintenance status, supervise 3- and 5-skill level personnel, and perform other supervisory tasks.

V. **SQUADRON FLIGHT MANAGEMENT CLERK INDEPENDENT JOB TYPE** (GRP576, N=5). This independent job type is composed of five airmen stationed at CONUS AWACS bases. They perform an average of 66 tasks with a JDI of 14.3, indicating their job is of average difficulty. Tasks that differentiate them from other groups in the cluster are inputting DNIF dates into the record system, interpreting AF Forms 1042, identifying physical qualification status for DNIF, auditing AFTO Forms 781, and arranging for receipt of AF Forms 1042.

VI. **FLIGHT RECORDS PERSONNEL CLUSTER** (GRP092, N=77). The average grade of the members of this cluster is E-4, with 62 percent holding the 5-skill level. Members perform an average of 31 tasks, concentrating mainly on data collection, auditing, and files maintenance. The JDI is 11.1, which indicates their job is below average in difficulty.

There are two job groups identified within the cluster that differed in the amount of time spent performing similar tasks.

A. **Records Monitor Job Type** (GRP481, N=5). This small group of E-4s is assigned mainly at the wing level and perform an average of 36 tasks. Besides performing flight records tasks, members file or update manuals, regulations, and other publications; complete resource management portions of in- and out-processing checklists; and research currency flying requirements for aircrew members.

B. **Squadron Level Records Clerk Subcluster** (GRP116, N=33). Nearly all the members of this group are assigned to Squadron Operations. They have a limited job in that they perform an average of only 24 tasks. While most of their time is spent performing flight records tasks, members of this group do prepare, interpret, and update flight orders. These latter tasks separate this group from the monitors previously described.

VII. FLIGHT RESOURCE PERSONNEL CLUSTER (GRP032, N=279). This group com-prises 17 percent of the total sample. The average grade is E-5, with 43 per-cent supervising. Members are assigned to nearly all MAJCOMs. Their job is somewhat limited in that they perform an average of 79 tasks out of the 320 in the inventory. The JDI for this group is 17.0, indicating they have a more difficult job than most others in the specialty. While they do some supervis-ing, they spend most of their time auditing records, handling the paperwork associated with resource management, and entering data via AFORMS.

Four job types and one subcluster were identified within the larger group and are described below.

A. Resource Manager Job Type (GRP520, N=90). The average paygrade of the members of this group is E-5. They have the broadest job in the cluster, as they perform an average of 123 tasks, including management and supervisory tasks.

B. Flight Data Clerk Subcluster (GRP540, N=122). The average grade for members of this group is E-4 and their average length of service is 82 months. Twenty-three percent are assigned to MAC, 25 percent to SAC, and 25 percent to TAC. These clerks spend 76 percent of their time involved in flight records and resource management, and are distinguished from others by the amount of time they spend performing an average of 66 tasks.

C. Flight Management NCOIC Job Type (GRP477, N=7). These seven NCOICs are assigned to wing level positions. They perform an average of 89 tasks, but spend significantly more time maintaining custodial control of air-crew management systems, performing files maintenance, and retrieving data using terminals than other groups in the cluster.

D. Flight Management Superintendent Job Type (GRP414, N=5). These senior NCOs are assigned to wing level host operations resource management positions. They perform an average of 47 tasks consisting of supervisory and resource management activities. This is the only group in the cluster that spends a significant amount of time auditing and correcting HORIS reports and publishing aeronautical orders.

E. Wing Level Records Clerk Job Type (GRP503, N=9). This is a group of mostly 5-skill level personnel assigned to wing level records func-tions. They perform an average of 35 tasks, most of which are common to the cluster. They are distinguished because they spend more time on these few tasks and more use terminals to request data displays and correct historical data.

VIII. GROUND TRAINING PERSONNEL CLUSTER (GRP070, N=44). Thirty-nine of this group of mostly 5-skill level personnel are assigned to SAC bases. They are responsible for developing and implementing schedules for altitude chamber training, life support training, and instrument check rides for aircrew mem-bers, and entering results of this training into the appropriate records. Their job is very limited as they perform an average of only 15 tasks out of the 320 in the inventory. Also, their job is not difficult as the JDI for this cluster is 9.5, well below the average.

One job type and one subcluster were identified as described below.

A. <u>Ground Training Scheduler Job Type (GRP586, N=7)</u>. Members of this group have a very limited job as they perform an average of only 13 tasks. They spend 11 percent of their time developing ground training schedules and another 10 percent of their time is updating and researching flying records to document training before crew members depart PCS or TDY.

B. <u>Ground Training Administrator Subcluster (GRP457, N=24)</u>. Members of this group perform an average of 39 tasks. They are distinguished from the schedulers because they plan workload and priorities, schedule personnel for briefings, attend training meetings, and maintain training records on AFSC 271X2 personnel.

IX. <u>MISSION SCHEDULING CLUSTER (GRP024, N=135)</u>. The average grade of the members of this group is E-4, with 64 percent holding the 5-skill level. They perform an average of 16 tasks, most of which involve scheduling activities. Members are distinguished from others by the higher percentage of time they spend on a few tasks. The JDI is 6.1, indicating the mission scheduling job is the easiest in the speciality.

Three subclusters were identified within the cluster. The differences between the groups are mainly in the amount of time members spend performing a few common tasks and one or two tasks that members of one group perform that others do not perform.

A. <u>Mission Scheduler Subcluster (GRP117, N=38)</u>. The average grade of this group is E-4. Members perform an average of 17 tasks. They are distinguished from the other two groups by the higher percentage of members compiling data for use in reports and policies, establishing air operations schedules, and developing flight schedules.

B. <u>ATC Scheduler Subcluster (GRP089, N=55)</u>. This group has the lowest job satisfaction indicators of any group in the speciality. Only 29 percent feel their job is interesting. Forty-five percent feel their job uses their talents and 40 percent feel their job uses their training. Overall, only 34 percent have a positive sense of accomplishment from their work. Their job is very limited as they perform an average of only 13 tasks. The majority of their time is spent posting flight schedules and changes, maintaining status boards, and breaking down computer products.

C. <u>MAC Scheduler Subcluster (GRP124, N=12)</u>. This group of NCOs is assigned mainly to MAC bases, and members perform an average of 25 tasks. They were identified separately because of the percent members performing and the amount of time these members spend on a few tasks unique to MAC operations. These tasks deal with securing approval for enroute and destination landings, arranging for refueling and parking at destinations, and securing diplomatic clearances.

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X. GENERAL ADMINISTRATOR CLUSTER (GRP040, N=44). Members of this group perform an average of only seven tasks, fewer tasks than any other group in the entire career ladder. The JDI is 9.4, indicating they have a very easy job. This group was identified separately from all other groups because more members spend a greater percentage of time participating in organizational meetings, developing work methods and procedures, designing status boards, and developing methods for disseminating information.

Three job types were identified within the cluster differing from each other mainly in the amount of time members spend performing the very few common tasks.

A. Junior Squadron Administrator Job Type (GRP405, N=5). Members of this small group of administrators perform an average of only six tasks. They are distinguished from the other two groups in the cluster by the percent members performing tasks common to the cluster and because they establish procedures for measuring operational readiness criteria, a task that members of the other two groups do not perform.

B. Special Activities Administrator Job Type (GRP760, N=6). These administrators perform an average of 10 tasks. What distinguishes this group from others in the cluster is that all members construct organizational or functional charts.

C. Operations Administrator Job Type (GRP745, N=5). Members of this group perform an average of six tasks. They are distinguished by the high percent members compiling data for use in reports or policies, designing status boards, and developing work methods or procedures.

Comparison of Speciality Jobs

Selected background information, percent time spent on duties, and job satisfaction data for clusters and the independent job type are presented in Tables 5, 6, and 7.

Survey data revealed that the Operations Resources Management career ladder is very diverse. Personnel are assigned to many specialized jobs that require the performance of very few tasks. There is, therefore, little overlap between jobs and AFSC 271X2 personnel tend to be rather limited in experience and have little knowledge of the overall career ladder.

The difficulty of the career ladder jobs was compared using the job difficulty index (JDI) described in the Task Factor Administration section of this report. This value provides a means of comparing jobs within the career ladder and identifying jobs having increasing responsibility. Table 5 displays the JDI values for the clusters, along with other background data. The most demanding jobs are Squadron Operations Supervisors and Flight Resource Personnel. The easiest job is Mission Scheduler, with Ground Training and General Administrator only slightly more difficult.

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TABLE 5

SELECTED BACKGROUND INFORMATION ON THE 271X2 SPECIALTY JOBS

	WING LEVEL ADMINISTRATORS	WING LEVEL SCHEDULERS	OPS PERS	SQ OPS SUPVRS	SQ FLT MGMT CLERKS	FLIGHT RECORDS PERS	FLIGHT RESOURCE PERS	GROUND TRAINERS	MISSION SCHEDULERS	GENERAL ADMINISTRATORS
NUMBER IN GROUP	173	56	314	406	5	77	279	44	135	44
PERCENT OF TOTAL	11	3	19	25	*	5	17	3	8	3
PERCENT IN CONUS	83	70	67	76	100	80	77	91	83	89
DAFSC DISTRIBUTION (% RESPONDING)										
27132	7	5	17	3	20	18	12	11	15	9
27152	40	66	66	24	80	62	43	64	64	54
27172	46	29	16	63	-	19	40	25	20	32
27192	7	-	-	9	-	-	5	-	1	4
AVERAGE MILITARY GRADE	E-5	E-5	E-4	E-6	E-4	E-4	E-5	E-5	E-4	E-5
AVG NO MONTHS IN CAREER FIELD	102	72	50	103	37	58	77	51	55	72
AVG NO MONTHS IN SERVICE	153	112	72	160	43	87	116	101	90	115
PERCENT IN FIRST ENLISTMENT	14	21	52	6	60	28	15	21	38	33
PERCENT SUPERVISING	20	7	16	80	20	14	43	23	12	18
AVG NO OF TASKS PERFORMED	24	45	48	87	66	31	79	15	16	7
JOB DIFFICULTY INDEX (JDI) (AVERAGE = 13.00)	10.9	12.8	11.0	17.1	14.3	11.1	17.0	9.5	6.1	9.4

TABLE 6

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CAREER LADDER STRUCTURE GROUPS
(RELATIVE PERCENT TIME)

DUTY	WING LEVEL ADMINISTRATORS (GRP017, N=173)	WING LEVEL SCHEDULERS (GRP088, N=56)	OPERATION PERSONNEL (GRP104, N=314)	SQUADRON OPERATIONS SUPERVISORS (GRP080, N=406)	SQUADRON FLIGHT MGMT CLERKS (GRP576, N=5)
A. ORGANIZING AND PLANNING	30	23	11	18	5
B. DIRECTING AND IMPLEMENTING	25	13	7	23	7
C. EVALUATING AND INSPECTING	5	2	2	7	-
D. TRAINING	6	3	2	10	5
E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS	4	4	5	4	4
F. PERFORMING SQUADRON OPERATIONS FUNCTIONS	10	25	36	13	13
G. PERFORMING REPORTING FUNCTIONS	3	4	5	2	3
H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS	5	8	12	8	32
I. PERFORMING DISPATCHING FUNCTIONS	-	-	2	1	3
J. PERFORMING FLIGHT SCHEDULING FUNCTIONS	8	13	9	5	9
K. PERFORMING FLIGHT PLANNING FUNCTIONS	-	-	3	1	6
L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS	3	2	5	5	9

- Less than 1 percent

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TABLE 6 (CONTINUED)

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CAREER LADDER STRUCTURE GROUPS
(RELATIVE PERCENT TIME)

DUTY	FLIGHT RECORDS PERSONNEL (GRP092, N=77)	FLIGHT RESOURCE PERSONNEL (GRP032, N=279)	GROUND TRAINING (GRP070, N=44)	MISSION SCHEDULERS (GRP024, N=135)	GENERAL ADMINISTRATORS (GRP040, N=44)
A. ORGANIZING AND PLANNING	11	7	19	22	89
B. DIRECTING AND IMPLEMENTING	10	10	13	8	4
C. EVALUATING AND INSPECTING	2	3	2	1	-
D. TRAINING	5	4	9	3	-
E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS	4	1	14	2	1
F. PERFORMING SQUADRON OPERATIONS FUNCTIONS	23	4	10	45	-
G. PERFORMING REPORTING FUNCTIONS	4	-	1	2	-
H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS	14	61	11	2	1
I. PERFORMING DISPATCHING FUNCTIONS	-	-	-	1	-
J. PERFORMING FLIGHT SCHEDULING FUNCTIONS	7	-	12	9	-
K. PERFORMING FLIGHT PLANNING FUNCTIONS	-	-	-	2	-
L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS	18	8	8	2	2

- Less than 1 percent

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Job satisfaction in the specialty generally was quite good, as indicated by the data presented in Table 7. The majority of respondents found their jobs interesting and felt their work used their talents and training. ATC Schedulers, however, had the lowest job satisfaction indicators of all respondents. This may be due to the very limited job they perform.

In summary, the career ladder is very diverse, with many distinct groups performing specialized jobs. This will affect decisions concerning the content of the training course being developed.

ANALYSIS OF DAFSC GROUPS

Comparing DAFSC groups within the AFSC 271X2 career ladder is another important part of the occupational analysis process. Such a comparison reveals similarities and differences between the skill levels with respect to tasks performed and relative percentage of time spent on particular duties.

This information is used to evaluate the accuracy and completeness of the AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS), and to determine potential training needs.

The distribution of skill level groups across the career ladder jobs is shown in Table 8. The largest proportion of 3- and 5-skill level personnel is found in the Operations cluster, with the next largest proportion found in the Flight Records cluster. These members are assigned at wing, squadron, and flight levels and perform scheduling, flight records, and dispatching tasks. Members holding 7- and 9-skill levels are found in clusters having more supervisory and administrative responsibilities.

Table 9 shows as skill level increases, the breadth of the job increases (as indicated by average number of tasks performed and JDI) and the percentage of members who supervise increases. Table 10 shows the relative percent time spent on each duty across skill levels. These data illustrate the pattern of career ladder progression in the 271X2 career ladder. There is a gradual shift from performing technical tasks to supervisory responsibilities across skill levels. Three- and 5-skill level personnel perform the technical squadron operations and flight records functions. Seven-skill level personnel also spend a large amount of time performing technical tasks as only about half their time is devoted to the administrative duties. Nine-skill level personnel, however, spend almost 75 percent of their time in the administrative duties. This gradual shift is further evidence of the specialization of jobs and diversity of the career ladder.

Skill Level Description

DAFSC 27132. Three-skill level personnel comprise 10 percent of the total sample and average 35 months in the military service. Typically, first-term airmen are assigned to either squadron operations or flight records functions.

TABLE 7

COMPARISON OF JOB SATISFACTION INDICATORS FOR 271X2 SPECIALTY JOBS

	WING LEVEL ADMINISTRATORS	WING LEVEL SCHEDULERS	OPS PERS	SQ OPS SUPVRS	SQ FLT MGMT CLERKS	FLIGHT RECORDS PERS	FLIGHT RESOURCE PERS	GROUND TRAINERS	MISSION SCHEDULERS	GENERAL ADMINISTRATORS
EXPRESSED JOB INTEREST:										
INTERESTING	63	79	61	69	40	58	75	61	50	57
SO-SO	17	14	21	16	60	25	12	20	27	11
DULL	19	5	17	14	-	16	12	16	21	23
PERCEIVED USE OF TALENTS:										
FAIRLY WELL TO PERFECTLY	68	71	60	76	60	66	80	63	57	61
LITTLE OR NOT AT ALL	31	27	39	24	40	32	20	36	42	36
PERCEIVED USE OF TRAINING:										
FAIRLY WELL TO PERFECTLY	54	57	69	70	60	70	85	41	43	59
LITTLE OR NOT AT ALL	45	41	31	30	40	29	14	59	56	36
SENSE OF ACCOMPLISHMENT FROM JOB:										
SATISFIED	61	71	61	63	80	65	73	61	58	61
DISSATISFIED	25	14	25	27	-	22	13	32	31	23
SO-SO	12	12	13	9	20	12	12	7	10	14
REENLISTMENT INTENTION:										
YES, OR PROBABLY YES	68	64	67	70	80	69	72	57	67	70
PLAN TO RETIRE	14	7	4	16	-	6	10	11	4	9
NO, OR PROBABLY NO	16	27	26	13	20	21	17	32	27	16

TABLE 8

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS CAREER LADDER GROUPS
(PERCENT MEMBERS)

JOB GROUPS	DAFSC 27132 (N=171)	DAFSC 27152 (N=779)	DAFSC 27172 (N=612)	DAFSC 27192 (N=65)
I. WING LEVEL ADMINISTRATORS	7	9	13	20
II. WING LEVEL SCHEDULERS	2	5	3	-
III. OPERATIONS PERSONNEL	32	26	8	-
IV. SQUADRON OPERATIONS SUPERVISORS	7	13	42	54
V. SQUADRON FLIGHT MANAGEMENT CLERKS	-	-	-	-
VI. FLIGHT RECORDS PERSONNEL	8	6	2	-
VII. FLIGHT RESOURCE PERSONNEL	20	15	18	20
VIII. GROUND TRAINING PERSONNEL	3	4	2	-
IX. MISSION SCHEDULERS	12	11	4	3
X. GENERAL ADMINISTRATORS	2	3	2	3
OTHER	7	8	6	-

- Indicates less than 1 percent

TABLE 9

SKILL LEVEL	PERCENT OF TOTAL SAMPLE	AVERAGE NUMBER OF TASKS PERFORMED	JDI	PERCENT SUPERVISING
27132	10%	43	10.2	5%
27152	48%	45	11.4	19%
27172	38%	66	15.2	64%
27192	4%	74	17.2	72%

TABLE 10

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS*
(RELATIVE PERCENT OF JOB TIME)

DUTY	TOTAL SAMPLE (N=1,630)	DAFSC 27132 (N=171)	DAFSC 27152 (N=779)	DAFSC 27172 (N=612)	DAFSC 27192 (N=65)
A. ORGANIZING AND PLANNING	18	16	17	20	24
B. DIRECTING AND IMPLEMENTING	15	7	11	20	29
C. EVALUATING AND INSPECTING	4	1	2	5	10
D. TRAINING	5	3	4	7	10
E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS	4	4	5	4	2
F. PERFORMING SQUADRON OPERATIONS FUNCTIONS	19	25	23	13	4
G. PERFORMING REPORTING FUNCTIONS	3	4	3	3	7
H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS	18	25	19	16	11
I. PERFORMING DISPATCHING FUNCTIONS	1	1	1	-	-
J. PERFORMING FLIGHT SCHEDULING FUNCTIONS	6	6	7	5	3
K. PERFORMING FLIGHT PLANNING FUNCTIONS	1	1	1	1	-
L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS	5	6	6	4	4

- Denotes less than 1 percent
* Columns may not add up to 100 percent

The data in Table 10 show that time of the 3-skill level respondents is con-centrated in these two duties. Table 11 lists representative tasks performed by AFSC 27132 personnel. Only 23 tasks are performed by more than 30 percent of this DAFSC group. They have a more restrictive job as apprentices.

DAFSC 27152. Nearly half the sample (48 percent) hold DAFSC 27152. As seen by the data in Table 10, 23 percent of their time is spent performing squadron operations functions, 19 percent is spent performing flight records and resource management functions, and 17 percent is spent organizing and plan-ning. Table 12 lists representative tasks performed by 5-skill level person-nel. Tasks which best differentiate between 3- and 5-skill level personnel are administrative or supervisory in nature and are performed by more 5-skill level personnel as seen in Table 13. The differences in percent members per-forming are small, which indicate the jobs of the 3- and 5-skill levels are quite similar. Twenty-five tasks are performed by more than 30 percent of 5-skill level personnel.

DAFSC 27172. The 612 7-skill level personnel comprise 38 percent of the sam-ple. Typically, 7-skill level personnel hold administrative and supervisory positions at squadron and wing levels. Forty-two percent are supervisors at the squadron level and 13 percent are supervisors at the wing level. Repre-sentative tasks performed by AFSC 27172 personnel are listed in Table 14. Twenty-eight tasks are performed by more than 30 percent of this DAFSC group. As seen by the data in Table 15, a higher percentage of 7-skill level person-nel write APRs, supervise lower skill level airmen, counsel, and perform administrative tasks when compared with 5-skill level personnel. Again, the tasks listed are those that best differentiate between the skill levels and are performed by more 7-skill levels.

DAFSC 27192. There were 65 DAFSC 27192 respondents, accounting for 4 percent of the sample. They have the broadest job in the career ladder and usually are assigned as managers at the highest levels. Seventy-nine tasks are per-formed by more than 30 percent of 9-skill level members. Representative tasks performed by 27192 personnel are listed in Table 16. They spend approximately 75 percent of their time in administrative, supervisory, and training duties (see Table 10). Tasks which differentiate between 27172 and 27192 personnel are listed in Table 17. Seven-skill level personnel perform more technical tasks than the 9-skill level members. More 27192 managers develop policies and procedures, prepare job descriptions, establish manning requirements, and initiate personnel action requests.

Progression through the skill levels is a gradual process. Three- and 5-skill level personnel perform scheduling and flight records tasks. Seven-skill level personnel are working supervisors, performing a combination of technical, supervisory, training, and administrative tasks. Nine-skill level members spend their time managing personnel, training, supervising, and per-forming administrative duties.

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY DAFSC 27132 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=171)
F136	BREAK DOWN COMPUTER PRODUCTS	64
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	56
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	51
F154	POST FLIGHT SCHEDULES	50
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	50
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	49
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	49
A23	MAINTAIN STATUS BOARDS	46
F143	DELIVER FLYING SCHEDULES	40
H206	FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	40
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	40
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	39
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	39
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	38
F144	DRIVE GOVERNMENT MOTOR VEHICLES	38
F165	UPDATE FLIGHT ORDERS	37
H208	IDENTIFY PHYSICAL QUALIFICATIONS STATUS FOR DUTY NOT TO INCLUDE FLYING (DNIF)	37
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	35
G169	PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	35
F140	CONTROL SIGN-IN AND SIGN-OUT SHEETS	34
L318	UPDATE FILES BY ONLINE PROCEDURES	33
H232	OPERATE KEYPUNCH EQUIPMENT	31
A11	DEVELOP WORK METHODS OR PROCEDURES	31
J279	PREPARE OR INTERPRET FLIGHT ORDERS	29
F155	POST WEATHER INFORMATION	28
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	27
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	25
H207	FILE ANNUAL IFRs	26
A22	JUSTIFY FLYING HOUR ALLOCATIONS	23
A13	ESTABLISH AIR OPERATIONS SCHEDULES	18

TABLE 12

REPRESENTATIVE TASKS PERFORMED BY DAFSC 27152 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=779)
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	64
F136	BREAK DOWN COMPUTER PRODUCTS	58
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	54
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	51
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	49
A23	MAINTAIN STATUS BOARDS	48
F154	POST FLIGHT SCHEDULES	47
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	44
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	43
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	42
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	42
A11	DEVELOP WORK METHODS OR PROCEDURES	41
L318	UPDATE FILES BY ONLINE PROCEDURES	38
F143	DELIVER FLYING SCHEDULES	38
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICA- TIONS	37
F144	DRIVE GOVERNMENT MOTOR VEHICLES	37
F165	UPDATE FLIGHT ORDERS	36
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	34
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS	34
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	34
L304	PERFORM FILES MAINTAIN USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	32
F140	CONTROL SIGN-IN AND SIGN-OUT SHEETS	32
J279	PREPARE OR INTERPRET FLIGHT ORDERS	32
F157	RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS	30
G169	PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	30
A13	ESTABLISH AIR OPERATIONS SCHEDULES	23
J269	DEVELOP FLIGHT SCHEDULES	15

TABLE 13

EXAMPLES OF TASKS WHICH DIFFERENTIATE BETWEEN DAFSC 27132 AND 27152
PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 27132 (N=171)	DAFSC 27152 (N=779)	DIFFERENCE
B37	ASSIGN WORK TO PERSONNEL	13	28	-15
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	8	21	-13
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	6	19	-13
C91	WRITE APRs	5	18	-13
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	20	32	-12
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	3	15	-12
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	15	25	-10
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	8	18	-10
A20	ESTABLISH WORK PRIORITIES	24	34	-10
A11	DEVELOP WORK METHODS OR PROCEDURES	32	41	-9
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	22	31	-9

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY DAFSC 27172 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=612)
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	80
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	68
A11	DEVELOP WORK METHODS OR PROCEDURES	68
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	67
B37	ASSIGN WORK TO PERSONNEL	65
A40	ESTABLISH WORK PRIORITIES	63
C91	WRITE APRs	63
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	60
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	60
B71	WRITE CORRESPONDENCE	59
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	58
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	57
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	55
B63	REVIEW CORRESPONDENCE OR REPORTS	55
D106	MAINTAIN TRAINING RECORDS	55
B38	ATTEND CONFERENCES OR POLICY MEETINGS	55
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	53
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	52
F136	BREAK DOWN COMPUTER PRODUCTS	50
A30	PLAN OR SCHEDULE WORKLOAD	49
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	46
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	43
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	42
A23	MAINTAIN STATUS BOARDS	42
L318	UPDATE FILES BY ONLINE PROCEDURES	40
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL	40
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	39
F154	POST FLIGHT SCHEDULES	38
J269	DEVELOP FLIGHT SCHEDULES	19

TABLE 15

EXAMPLES OF TASKS WHICH DIFFERENTIATE BETWEEN DAFSC 27152 AND 27172
PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 27152 (N=779)	DAFSC 27172 (N=612)	DIFFERENCE
C91	WRITE APRs	18	63	-45
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	15	57	-42
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	19	59	-40
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	21	60	-39
B71	WRITE CORRESPONDENCE	21	59	-38
B37	ASSIGN WORK TO PERSONNEL	27	65	-38
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	18	55	-37
A40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	14	51	-37
B63	REVIEW CORRESPONDENCE OR REPORTS	23	55	-32
B38	ATTEND CONFERENCES OR POLICY MEETINGS	24	55	-31
A34	SCHEDULE LEAVES, PASSES, OR TDY	15	46	-29
D106	MAINTAIN TRAINING RECORDS	25	55	-30
D100	COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	18	47	-29
A20	ESTABLISH WORK PRIORITIES	34	64	-30
B61	PREPARE RESPONSES TO INSPECTION REPORTS	11	41	-30
B60	PREPARE PERSONNEL RATING FORMS	9	37	-28
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	32	60	-28
B58	PREPARE JOB DESCRIPTION	9	37	-28
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	25	52	-27
D94	ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS OR INSTRUCTORS	7	34	-27
D98	CONDUCT OJT PROGRAMS	12	39	-27

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY DAFSC 27192 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=65)
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	95
B71	WRITE CORRESPONDENCE	94
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	81
B38	ATTEND CONFERENCES OR POLICY MEETINGS	81
B63	REVIEW CORRESPONDENCE OR REPORTS	80
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	80
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	77
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	75
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	75
A20	ESTABLISH WORK PRIORITIES	75
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	75
A11	DEVELOP WORK METHODS OR PROCEDURES	74
C91	WRITE APRs	74
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	74
B37	ASSIGN WORK TO PERSONNEL	71
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	68
B48	EDIT OR DIRECT EDITING OF REPORTS	66
B69	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SUPERVISORS (AFSC 27172)	66
B72	ANALYZE INSPECTION OR OPERATING REPORTS	65
A10	DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION	58
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	51

TABLE 17

EXAMPLES OF TASKS WHICH DIFFERENTIATE BETWEEN DAFSC 27172 AND 27192
PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 27152 (N=612)	DAFSC 27172 (N=65)	DIFFERENCE
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	37	6	+31
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	39	11	+28
F136	BREAK DOWN COMPUTER PRODUCTS	50	23	+27
H185	AUDIT COMPUTATIONS ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	46	20	+26
F165	UPDATE FLIGHT ORDERS	31	9	+26
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	35	12	+26
F154	POST FLIGHT SCHEDULES	38	6	+24
B69	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SUPERVISORS (AFSC 27172)	20	66	-46
B71	WRITE CORRESPONDENCE	59	94	-35
B54	INITIATE PERSONNEL ACTION REQUESTS	21	55	-34
C72	ANALYZE INSPECTION OR OPERATING REPORTS	31	65	-34
B57	PREPARE AWARDS AND DECORATION LETTERS	24	58	-34
A15	ESTABLISH MANNING OR PERSONNEL REQUIREMENTS	20	54	-34
B36	ASSIGN PERSONNEL TO DUTY POSITIONS	35	68	-33
C76	EVALUATE INDIVIDUALS OR RECOMMEND PROMOTION, DEMOTION, OR RECLASSIFICATIONS	35	68	-33
B58	PREPARE JOB DESCRIPTIONS	37	65	-32
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	48	77	-31
C86	INDORSE APRs	30	60	-30
A35	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	24	54	-30
A1	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	35	66	-29

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ANALYSIS OF AFR 39-1 SPECIALITY DESCRIPTIONS

Survey data were compared to the Operations Resources Management career ladder AFR 39-1 Specialty Descriptions, dated 30 April 1984. These descriptions are intended to provide a general overview of the duties and tasks performed by each skill level of the specialty.

The specialty descriptions appear to adequately reflect the responsibilities of all skill levels within the 271X2 career field. Three- and 5-skill level jobs basically are technical, 7-skill level jobs are a combination of technical and supervisory, and the 9-skill jobs are managerial. The speciality descriptions describe all jobs identified in the analysis. Data collection is a part of nearly every job identified. All other tasks listed in the AFR 39-1 descriptions are performed by members of the appropriate job groups.

ANALYSIS OF EXPERIENCE (TAFMS) GROUPS

Analysis revealed that the amount of time members spend in particular duties is directly related to length of time in service, experience, and rank. Senior members spend more time in the administrative, supervisory, and managerial duties, with less time involved in technical tasks. This relationship is clearly shown by the data in Table 18. First- and second-enlistment personnel perform tasks associated with technical duties, while members with 145-192 months TAFMS spend more time performing management duties. This trend continues until those with 20 years or more in the service spend only about one-third of their time performing technical tasks.

First-Enlistment Personnel

Figure 2 shows the distribution of first-term AFSC 271X2 personnel across career ladder jobs. The largest proportion of these airmen are found in those clusters involving the technical jobs in the career field: squadron operations personnel, flight management clerks, and mission schedulers. First-term AFSC 271X2 personnel have very diverse jobs. Only 26 of the 320 tasks in the inventory are performed by more than 30 percent of the members. Representative tasks performed are listed in Table 19.

Analyses Performed and Mathematics Used

Two other areas of use to career ladder managers are the types of statistical analyses performed and the mathematics used to perform these analyses. There has been some question concerning the level of education and the mathematical background needed for the career ladder. The data in Table 20 show that averages and percentages are the most common analyses performed, regardless of experience. Table 21 shows that all 271X2 personnel use primarily arithmetic to perform the analyses. These data will assist the training in managers determining what is to be taught in an entry-level course.

FIGURE 2

PERCENT OF FIRST-TERM AFSC 271X2 IN SPECIALTY JOBS

WING LEVEL ADMINISTRATORS

GENERAL ADMINISTRATORS

WING LEVEL SCHEDULERS

MISSION SCHEDULERS

OPERATIONS PERSONNEL

GROUND TRAINING
PERSONNEL

SQUADRON OPERATIONS
SUPERVISORS

FLIGHT RESOURCE
PERSONNEL

SQUADRON FLIGHT MANAGEMENT
CLERKS

FLIGHT RECORDS PERSONNEL

5% 7% 11% 13% 17% 7% 8% 10% 20% 2%
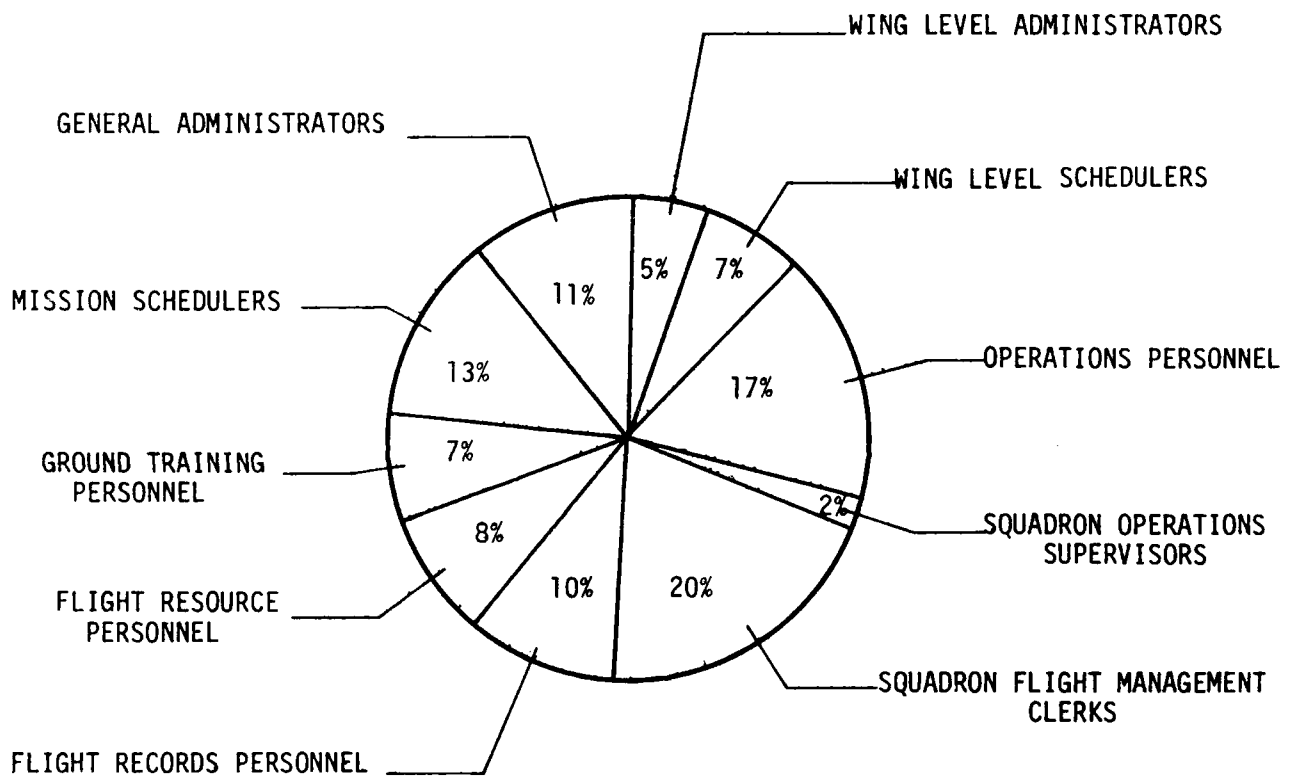
TABLE 18

RELATIVE TIME SPENT ON DUTIES BY TAFMS GROUPS

DUTY	ENLISTMENT GROUPS (MONTHS TAFMS)					
	1-48 (N=427)	49-96 (N=331)	97-144 (N=285)	145-192 (N=245)	193-240 (N=231)	241+ (N=104)
A. ORGANIZING AND PLANNING	16	14	21	19	22	23
B. DIRECTING AND IMPLEMENTING	7	12	16	18	22	28
C. EVALUATING AND INSPECTING	1	3	4	5	6	8
D. TRAINING	3	5	6	7	8	7
E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS	4	4	4	4	4	3
F. PERFORMING SQUADRON OPERATIONS FUNCTIONS	27	21	17	16	11	8
G. PERFORMING REPORTING FUNCTIONS	4	3	3	2	2	2
H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS	22	21	17	15	15	10
I. PERFORMING DISPATCHING FUNCTIONS	1	1	-	1	-	-
J. PERFORMING FLIGHT SCHEDULING FUNCTIONS	7	7	6	6	5	4
K. PERFORMING FLIGHT PLANNING FUNCTIONS	2	1	1	1	1	-
L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS	6	6	6	5	4	4

- Denotes less than 1 percent
Columns may not add up to 100 percent due to rounding

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TABLE 19

REPRESENTATIVE TASKS PERFORMED BY 271X2 FIRST-TERM PERSONNEL
(1-48 MONTHS TAFMS)

TASKS		PERCENT MEMBERS PERFORMING (N=427)
F136	BREAK DOWN COMPUTER PRODUCTS	60
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	59
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	55
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT	53
F154	POST FLIGHT SCHEDULES	52
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	49
A23	MAINTAIN STATUS BOARDS	48
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	47
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	46
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	45
F143	DELIVER FLYING SCHEDULES	41
F144	DRIVE GOVERNMENT VEHICLES	41
F140	CONTROL SIGN-IN AND SIGN-OUT SHEETS	39
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	39
L318	UPDATE FILES BY ONLINE PROCEDURES	36
H206	FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	35
J279	PREPARE OR INTERPRET FLIGHT ORDERS	33
F165	UPDATE FLIGHT ORDERS	33
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	28
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	28

TABLE 20

ANALYSES PERFORMED BY TAFMS GROUPS

ANALYSIS	1-48 MONTHS PERCENT PERFORMING	49-96 MONTHS PERCENT PERFORMING	97+ MONTHS PERCENT PERFORMING
AVERAGE	42	39	51
PERCENTAGES	37	40	49
RATES	14	12	19
TRENDS	14	10	11
RATIOS	12	15	24
OTHER	6	5	6

TABLE 21

MATHEMATICS USED BY TAFMS GROUPS

MATHEMATICS	1-48 MONTHS PERCENT PERFORMING	49-96 MONTHS PERCENT PERFORMING	97+ MONTHS PERCENT PERFORMING
ARITHMETIC	94	94	92
ALGEBRA	9	7	10
TRIGONOMETRY	-	-	-
CALCULUS	-	-	1

- Indicates less than 1 percent

Job Satisfaction

Table 22 presents data reflecting job interest, perceived use of talents and training, reenlistment intentions, and sense of accomplishment of selected TAFMS groups. They are compared to data from all career ladders surveyed in 1984. Overall, satisfaction indicators across all AFSC 271X2 TAFMS groups are only fair. The relatively low interest, perceived use of training and talents, and reenlistment intentions may be due to the limited jobs performed by personnel in the career ladder. Satisfaction indicators are somewhat higher for the career group and perhaps reflect the broader range of duties senior members have.

TRAINING ANALYSIS

Occupational survey data are a source of information which may be used to develop training programs relevant to the need of first-term personnel. The most important factors used to evaluate training are percent of first-job (1-24 months TAFMS) and percent of first-enlistment (1-48 months TAFMS) personnel performing tasks. Other factors which may be used to make decisions concerning training are training emphasis (TE) and task difficulty (TD) ratings, previously discussed. All these factors were used to evaluate the AFSC 271X2 Specialty Training Standard (STS) and the 27132 Career Development Course (CDC).

Several members of the 271X2 career ladder assigned to Randolph AFB and the CDC writer stationed at Keesler AFB matched inventory tasks to appropriate sections of the STS and 3-level CDC. A computer listing displaying the percent members performing, training emphasis rating, and task difficulty rating for each task statement, along with the STS and CDC match, was sent to training personnel at Keesler AFB for their use in reviewing these training documents. These materials were also used by the MAJCOM functional managers at the Utilization and Training Workshop held 22-24 November 1985 at Gunter AFS, to discuss the content of the HQ USAF/DPTT mandated Category B training program desired to come on line about the 1st quarter FY87.

Training Emphasis and Task Difficulty Data

TE and TD ratings can be used to assist training developers to decide what tasks should be emphasized in entry-level training. Tasks with high TE and TD ratings and moderate to high percent members performing may require inclusion in a resident course. Tasks with high TE and TD ratings, but with low percent members performing, often are more appropriately taught by OJT. Tasks with low TE or TD ratings may be omitted from formal first-term training, but this decision must be weighed against percent members performing figures, command concerns, and impact of the task in readiness, contingency planning, or safety.

TABLE 22

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS*
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	271X2 (N=427)	COMP SAMPLE (N=13,632)	271X2 (N=331)	COMP SAMPLE (N=5,360)	271X2 (N=863)	COMP SAMPLE (N=7,354)
EXPRESSED JOB INTEREST:						
INTERESTING	58	65	61	68	69	75
SO-SO	23	18	20	17	15	14
DULL	17	15	17	14	15	10
PERCEIVED UTILIZATION OF TALENTS:						
FAIRLY WELL TO PERFECTLY	64	71	65	74	72	80
LITTLE OR NOT AT ALL	35	28	34	25	28	19
PERCEIVED UTILIZATION OF TRAINING:						
FAIRLY WELL TO PERFECTLY	71	77	60	76	66	77
LITTLE OR NOT AT ALL	29	21	39	23	34	21
REENLISTMENT INTENTIONS:						
YES, OR PROBABLY YES	63	60	68	77	72	77
NO, OR PROBABLY NO	36	38	30	22	7	8
PLAN TO RETIRE	0	-	1	-	19	14
SENSE OF ACCOMPLISHMENT						
SATISFIED	65	65	64	64	63	70
SO-SO	14	14	12	13	10	9
DISSATISFIED	20	20	23	22	27	20

* Compared to all career fields surveyed in CY 1984
- Denotes less than 1 percent

The method used to collect TE and TD data is outlined in the Task Factor Administration section of this report. Fifty-seven supervisors rated the tasks on training emphasis. The average TE rating is 2.76, with a standard deviation of 1.72. Fifty supervisors rated tasks with respect to learning difficulty. Average task difficulty is 5.00, with a standard deviation of 1.00.

Table 23 lists the 25 tasks with the highest TE ratings. Percent members performing in first job (1-24 months TAFMS), in first enlistment (1-48 months TAFMS), TE, and TD ratings are included. Six tasks had both high TE ratings and are performed by more than 30 percent of the members. The high TE ratings suggest these tasks should be included in some form of structured training. Because these tasks have only average TD ratings, they might be more appropriately included in the CDC, instead of being taught in a resident training situation.

Speciality Training Standard (STS)

Performance elements of the Specialty Training Standard (STS) are fairly well supported by tasks performed by more than 20 percent of the respondents. Four performance elements, listed in Table 24, are not supported. They deal with aircrew evaluations, maintaining parachutist data, interfaces, and scheduling. The tasks matched to these elements have less than 10 percent members performing. The low percent members performing, low TE and TD, suggest these elements should be removed from the STS. Other considerations, however, such as criticality or safety, may justify their remaining in the STS.

The six STS elements listed in Table 25 have no inventory tasks matched to them for any one of several reasons. Training managers should review them to determine if they should remain in the STS. The tasks listed in Table 26 were unreferenced to the STS and have more than 20 percent of the respondents performing them. These appear to be general knowledge tasks and are not appropriate for the STS.

Career Development Course (CDC)

One further step in the analysis process is to match the tasks in the inventory with teaching objectives of resident course Plans of Instruction (POI). This is done to help training managers determine if the courses teach what is being used in the field. The 271X2 career field has no entry-level resident training course at the present time. The inventory, therefore, was matched to the 27132 CDC to determine if the CDC content is supported by OSR data.

Most performance learning objectives of the 27132 CDC are fairly well supported by inventory tasks. There were, however, a number of learning objectives that have no task statements matched to them. These objectives are concerned with AFORMS, AFOLDS, and aeronautical orders, and appear to be more knowledge than performance oriented. Knowledge objectives most often will be

TABLE 23

TASKS RATED HIGHEST IN TRAINING EMPHASIS FOR 271X2 PERSONNEL

TASKS	TNG EMP*	PERCENT MEMBERS PERFORMING		TASK DIFF**
		1ST JOB (N=146)	1ST ENL (N=427)	
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	7.23	52	53	5.17
H205 EXTRACT INFORMATION FROM IFRS	6.46	25	25	4.44
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	6.37	47	47	5.03
H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR)	6.37	30	26	5.93
L304 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR AIRCREW TRAINING	6.26	28	28	5.63
L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS	6.18	24	22	5.65
L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT	6.12	23	22	5.69
H181 ASSIGN PROFESSIONAL QUALIFICATION INDEX (PQI)	6.07	19	17	5.56
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	6.04	41	45	4.22
H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES	6.00	18	16	5.73
H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL	5.96	17	16	4.31
L318 UPDATE FILES BY ONLINE PROCEDURES	5.96	36	36	5.40
H215 INPUT NEW NONRATED PERSONNEL INTO AFORMS	5.95	19	20	5.16
H179 ASSIGN AVIATION SERVICE CODES (ASC)	5.93	19	17	5.65
H243 PUBLISH AERONAUTICAL ORDERS USING AFORMS USER DEFINED FUNCTIONS (UDF)	5.88	10	11	5.39
H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS	5.70	20	19	3.98
H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT	5.68	17	15	5.58
H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	5.68	27	24	4.05
H225 MAINTAIN AF FORM 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	5.68	18	17	3.33

TABLE 23 (CONTINUED)

TASKS RATED HIGHEST IN TRAINING EMPHASIS FOR 271X2 PERSONNEL

		PERCENT MEMBERS PERFORMING		
TASKS	TNG EMP*	1ST JOB (N=146)	1ST ENL (N=427)	TASK DIFF**
H182 AUDIT AF FORMS 1042	5.65	23	21	4.42
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	5.63	49	55	3.60
F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS	5.63	38	39	5.18
H214 INPUT DNIF DATES INTO SYSTEMS	5.61	27	23	3.49
H183 AUDIT AFTO FORMS 781 (AEROSPACE VEHICLE FLIGHT DATA DOCUMENT)	5.60	20	21	5.23
H186 AUDIT DAILY FLYING UPDATE SUMMARY	5.58	31	29	4.56

* Mean TE = 2.76, SD = 1.72
** Mean TD = 5.00, SD = 1.00

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TABLE 24

STS PERFORMANCE ELEMENTS REFLECTING LOW PERCENT MEMBERS PERFORMING TASKS
(LESS THAN 10 PERCENT FOR A CODED LEVEL)

STS ELEMENTS	TASKS	TNG EMPH*	TASK DIFF**	PERCENT MEMBERS PERFORMING		
				1ST ENL	DAFSC 27152	DAFSC 27172
4C(4)	DEVELOP/IMPLEMENT OPERATIONAL PROCEDURES FOR FRAG ORDERS					
	F146 IMPLEMENT FRAGMENTARY ORDERS (FRAG ORD)	1.61	5.90	6	7	6
6A(3)	DETERMINE COMPLETION OF REQUIREMENTS FOR INSTRUMENT CHECK					
	E132 SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS	2.49	4.24	8	8	7
9A	MAINTAIN JUMP RECORD FOLDER (JRF)					
	H229 MAINTAIN JUMP RECORD FOLDERS (JRF)	4.54	4.62	6	5	7
136(2)	MONITOR UPGRADE TRAINING PROGRAM TO INCLUDE REQUALIFICATION					
	F162 SCHEDULE STANDARD EVALUATION FLIGHT CHECKS	1.83	4.98	7	7	7

* Mean TE = 2.76, SD = 1.72
** Mean TD = 5.00, SD = 1.00

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TABLE 25

UNMATCHED STS ELEMENTS

3a   LOCATE DESIRED PUBLICATIONS USING APPLICABLE INDEX

10g(1)(b)   PUBLISH AOs USING AF FORM 1887 OR AFORMS USER
            DEFINED FUNCTIONS (UDF) TO CHANGE AVIATION SERVICE
            CODES (ASC)

13g(4)   MONITOR UPGRADE TRAINING PROGRAMS TO INCLUDE MISSION

14a(4)   OPERATE OPTICAL MARK READER (OMR)

16a(2)   PERFORM ANALYSIS USING PERCENTAGES

16a(3)   PERFORM ANALYSIS USING RATES

TABLE 26

UNREFERENCED TASKS WITH MORE THAN 20 PERCENT RESPONDENTS PERFORMING

A3   CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS

F136   BREAK DOWN COMPUTER PRODUCTS

F143   DELIVER FLYING SCHEDULES

F144   DRIVE GOVERNMENT MOTOR VEHICLES

F151   LOCATE PERSONNEL DURING EMERGENCIES

F155   POST WEATHER INFORMATION

unmatched because tasks in the job inventory are written as performance statements.

Table 27 lists several tasks performed by 20 percent or more of the first-job and first-enlistment personnel that were not matched to CDC learning objectives. A number are AFORMS and squadron operations tasks. These tasks should be reviewed to determine if they are appropriate for the CDC. Overall, the content of the 3-level CDC contains sufficient knowledge material, but can be expanded somewhat in the area denoted by unmatched tasks.

COMPARISON OF MAJCOMs

Jobs performed by AFSC 271X2 personnel were compared to determine if content varied as a function of MAJCOM assignment. Any differences noted between MAJCOM groups could have implications on how the specialty is organized or how new personnel should be trained. Overall, MAJCOM groups are similar with respect to average time spent performing duties, as shown in Table 28. The most time-consuming duties are squadron operations, flight records, organizing and planning, and directing and implementing. These four duties represent the major technical, supervisory and administrative functions of AFSC 271X2 personnel. There are some variations in specific tasks performed not indicated by the accumulated time spent on duties. One important variation is the average number of tasks performed (see Table 29). The respondents assigned to AFLC have the highest average number of tasks performed (78), while those assigned to ATC perform substantially fewer (31). Also, respondents assigned to AFLC have the fewest members supervising.

MAJCOMs were also compared to determine if there is a difference in the way personnel are assigned to duty positions. Table 30 shows the distribution of MAJCOM personnel in the career ladder areas of assignment. AFLC appears to have a higher concentration of members assigned to Host Operations Resources Management (HORM). The percentages, however, must be contrasted with the total size of the group. AFLC has only 12 members in the sample and the 42 percent in HOSM is only 5 members. ATC has a larger percentage assigned to dispatching, SAC has a large number of personnel assigned to HOSM, and both groups appear to have fewer members assigned to squadron operations. All other MAJCOMs appear quite similar with respect to areas of assignment.

Job satisfaction indicators for the MAJCOM groups are presented in Table 31. Generally, there is positive satisfaction for all MAJCOMs. ATC respondents, however, indicate their jobs are less interesting and feel their talents and training are not being used as well as other MAJCOM groups. This is probably due to the rather limited jobs that ATC members perform compared to other MAJCOM groups. Table 30 shows that 39 percent are assigned to dispatching, a job entailing very few tasks. In addition, AFORMS is only used at wing level in ATC. Squadron level personnel, therefore, do not have the opportunity to use a computer system and are more limited than their counterparts in other MAJCOMs. Functional managers need to consider the way AFSC 271X2 personnel

TABLE 27

TASKS NOT MATCHED TO AFSC 27132 CDC HAVING MORE THAN 20
PERCENT OF FIRST-ENLISTMENT MEMBERS PERFORMING

		PERCENT MEMBERS PERFORMING			
TASK		1ST JOB (N=146)	1ST ENL (N=427)	TE*	TD**
H205	EXTRACT INFORMATION FROM IFRS	25	21	6.46	4.44
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS OR PRINTERS	47	47	6.37	5.03
H188	AUDIT INDIVIDUAL FLIGHT RECORDS	30	26	6.37	5.93
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	28	28	6.26	5.63
L306	PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS	24	22	6.18	5.65
L305	PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT	23	22	6.12	5.69
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	38	39	5.63	5.18
H214	INPUT DNIF DATES INTO SYSTEMS	27	23	5.61	3.49
H206	FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	34	35	5.58	3.28
H191	COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS	25	21	5.49	4.77
F154	POST FLIGHT SCHEDULES	50	52	5.39	3.15
F150	INTERPRET FLIGHT ORDERS	28	28	4.77	4.23
F139	CONFIRM SCHEDULED FLIGHT DEVIATIONS	38	46	3.98	4.34
F144	DRIVE GOVERNMENT MOTOR VEHICLES	36	41	3.18	1.91
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	36	36	2.07	4.17

* Mean TE = 2.76, SD = 1.72
** Mean TD = 5.00, SD = 1.00

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TABLE 28

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY MAJCOM GROUPS*
(RELATIVE PERCENT TIME)

DUTY	TAC (N=502)	MAC (N=339)	SAC (N=282)	ATC (N=178)	USAFE (N=143)	PACAF (N=73)	AFSC (N=40)	AAC (N=23)	AFLC (N=12)
A. ORGANIZING AND PLANNING	18	18	18	22	17	16	17	16	10
B. DIRECTING AND IMPLEMENTING	15	15	15	14	13	15	12	16	11
C. EVALUATING AND INSPECTING	4	4	4	3	4	4	3	4	2
D. TRAINING	5	5	6	7	5	4	6	6	2
E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS	4	5	4	2	5	5	3	5	4
F. PERFORMING SQUADRON OPERATIONS FUNCTIONS	18	19	14	29	20	22	18	16	7
G. PERFORMING REPORTING FUNCTIONS	3	3	3	2	3	2	2	2	2
H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS	19	15	22	11	17	20	20	22	48
I. PERFORMING DISPATCHING FUNCTIONS	-	1	-	-	3	-	1	1	1
J. PERFORMING FLIGHT SCHEDULING FUNCTIONS	6	6	6	6	7	5	9	6	3
K. PERFORMING FLIGHT PLANNING FUNCTIONS	1	2	-	1	3	1	2	2	3
L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS	6	7	7	3	3	5	5	4	6

- Denotes less than one percent
* Columns may not add up to 100 percent due to rounding

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TABLE 29

SELECTED BACKGROUND DATA FOR AFSC 271X2 MAJCOM GROUPS*

	TAC	MAC	SAC	ATC	USAFE	PACAF	AFSC	AAC	AFLC
NUMBER IN MAJCOM	502	339	282	178	143	73	40	23	12
AVERAGE NUMBER TASKS PERFORMED	58	55	52	31	64	56	59	56	78
DAFSC DISTRIBUTION (PERCENT)									
27132	12%	11%	13%	12%	6%	1%	10%	4%	-
27152	48%	44%	45%	57%	43%	59%	37%	61%	67%
27172	35%	39%	38%	28%	46%	38%	47%	30%	33%
27192	4%	5%	4%	2%	4%	-	5%	4%	-
AVERAGE MONTHS IN SERVICE	108	121	120	105	128	120	132	121	112
AVERAGE MONTHS IN CAREER FIELD	70	79	72	71	84	83	99	83	74
PERCENT FIRST ENLISTMENT	30%	25%	25%	28%	20%	22%	20%	39%	24%
PERCENT SUPERVISING	41%	36%	35%	28%	41%	36%	35%	52%	17%
JOB DIFFICULTY INDEX (JDI)	13.4	13.3	13.1	9.1	14.0	13.4	14.0	13.3	14.3

- Denotes less than 1 percent
* Columns may not add up to 100 percent due to rounding

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TABLE 30

AREA OF ASSIGNMENT INDICATED BY AFSC 271X2 MAJCOM GROUPS*
(PERCENT MEMBERS RESPONDING)

DUTY	TAC (N=502)	MAC (N=339)	SAC (N=282)	ATC (N=178)	USAFE (N=143)	PACAF (N=73)	AFSC (N=40)	AAC (N=23)	AFLC (N=12)
BASE OPERATIONS	4	1	-	4	3	6	8	4	8
DISPATCHING	9	4	1	39	9	8	22	22	8
FLIGHT ACTIVITY SECTION	12	13	11	7	17	4	12	13	8
FLIGHT PLANNING	4	8	6	4	8	3	12	4	8
FLIGHT RECORDS	26	20	38	22	24	18	30	22	17
FLIGHT SCHEDULING	25	29	32	34	27	26	35	26	17
GROUP OPERATIONS	3	4	2	-	3	-	2	-	-
HOSM	19	18	34	12	15	19	20	17	42
MOBILITY SECTION	7	3	1	-	5	11	7	4	-
SQUADRON OPERATIONS	57	47	26	27	57	59	45	43	25
STANDARDIZATION AND EVALUATION	8	6	4	-	6	4	22	9	8
WING OPERATIONS	19	19	20	18	16	14	12	26	-
OTHER	5	10	10	8	8	7	-	9	-

* More than one area may have been indicated
- Indicates less than 1 percent

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TABLE 31

COMPARISON OF JOB SATISFACTION INDICATORS BY MAJCOM GROUPS*
(PERCENT MEMBERS RESPONDING)

	TAC (N=502)	MAC (N=339)	SAC (N=282)	ATC (N=178)	USAFE (N=143)	PACAF (N=73)	AFSC (N=40)	AAC (N=23)	AFLC (N=12)
EXPRESSED JOB INTEREST:									
INTERESTING	62	67	75	47	59	77	75	61	67
SO-SO	21	18	13	25	14	11	12	22	25
DULL	15	12	11	27	26	12	10	13	8
PERCEIVED UTILIZATION OF TALENTS:									
FAIRLY WELL TO PERFECTLY	70	73	73	57	60	69	72	70	75
LITTLE OR NOT AT ALL	30	26	27	42	39	31	27	30	25
PERCEIVED UTILIZATION OF TRAINING:									
FAIRLY WELL TO PERFECTLY	68	66	69	53	64	73	67	70	92
LITTLE OR NOT AT ALL	31	33	30	46	33	27	32	30	8
REENLISTMENT INTENTIONS:									
YES, OR PROBABLY YES	67	73	70	66	64	79	67	48	83
NO, OR PROBABLY NO	21	16	17	26	22	14	17	26	8
PLAN TO RETIRE	10	9	12	8	10	7	10	26	8

* Columns may not add up to 100 percent due to rounding

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are being used in ATC and determine if the jobs can be expanded somewhat. It is conceivable that entry-level training ATC personnel may receive would not be used, and be a waste of training resources.

ANALYSIS OF CONUS VERSUS OVERSEAS GROUPS

A comparison was made between tasks performed and background data of 571 CONUS and 184 overseas AFSC 27152 personnel. Overall, the two groups are quite similar. Table 32 shows average time spent performing duties is nearly the same for both groups. The overseas personnel, however, have a broader job as they perform more tasks (an average of 55 compared to an average of 42 by the CONUS group). Table 33 lists the specific tasks that best differentiate between the groups. Most of the tasks listed are squadron operations functions performed by a higher percentage of the overseas members. There are several other tasks performed by more CONUS personnel, but the differences in percent members performing between groups is less than 10 percent.

Background data and job satisfaction indicators are quite similar for the two groups. Overseas members have a few more months average TAFMS, do slightly less supervising, and perceive their talents being used less. Any entry-level training would be appropriate for personnel assigned either CONUS or overseas.

WRITE-IN COMMENTS

Respondents are invited to write comments related to their jobs in the back of the inventory booklets. Often this information is used to develop future inventories or document problems in the career field. In this survey, 680 respondents had additional comments.

Two hundred and six respondents wrote in the name of the computer system they use in their job. Twenty-five systems were listed, in addition to the four included in the inventory. Another 94 respondents sent in job titles or duty areas that were not on the inventory. Fifteen respondents expressed the need for a resident training school.

The next largest group was 54 respondents (3 percent of the sample) who expressed job dissatisfaction. The most common complaint was of being used for non-271X2 duties. The next most common was of being assigned to only one area and not being exposed to the total career field. The following are representative of the comments received about job satisfaction:

> ...being a 27152, I know I am extremely qualified to be a janitor, painter, taxi driver, or a grounds keeper...

TABLE 32

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY
CONUS/OVERSEAS GROUPS
(RELATIVE PERCENT TIME)

DUTY	CONUS (N=571)	OVERSEAS (N=187)
A. ORGANIZING AND PLANNING	18	15
B. DIRECTING AND IMPLEMENTING	10	11
C. EVALUATING AND INSPECTING	2	2
D. TRAINING	4	3
E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS	4	5
F. PERFORMING SQUADRON OPERATIONS FUNCTIONS	23	25
G. PERFORMING REPORTING FUNCTIONS	3	3
H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS	20	18
I. PERFORMING DISPATCHING FUNCTIONS	1	2
J. PERFORMING FLIGHT SCHEDULING FUNCTIONS	7	7
K. PERFORMING FLIGHT PLANNING FUNCTIONS	1	2
L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS	6	4

* Columns may not add to 100 percent due to rounding

TABLE 33

TASKS WHICH BEST DIFFERENTIATE BETWEEN 27152 CONUS AND OVERSEAS PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		CONUS (N=571)	OVERSEAS (N=187)	DIFF
F133	ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	17	40	-23
E120	DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	21	43	-22
F154	POST FLIGHT SCHEDULES	43	61	-18
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	39	57	-18
F155	POST WEATHER INFORMATION	23	41	-18
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	33	50	-17
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	30	47	-17
E117	BUILD OR MAINTAIN DEPLOYMENT KITS	15	32	-17
I259	NOTIFY FAMILIES OF CREWMEMBERS OF FLIGHT ARRIVAL TIME	12	28	-16
F144	DRIVE GOVERNMENT MOTOR VEHICLES	33	49	-16
K297	POST NOTICES TO AIRMEN (NOTAM)	17	32	-15
E129	PREPARE OR SIGN CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS	10	25	-15
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	38	53	-15
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	48	63	-15
A6	DESIGN STATUS BOARDS	18	33	-15

...I feel after 12 years I should be utilized in a much
better way than at present. I spend 99% of my time
outside my career field...

...I spend approximately 2/3 of my time performing
additional duties...

...about half the time my work is either sitting the
duty desk or driving aircrews to and from the
flightline...

...I've worked eight years in this career field and
finally got the job on which most of the WAPS test
is based - Flight Records...

...Most of the (inventory) items listed I've never
been exposed to nor do I ever foresee any chance of
seeing at this base...

...we at squadron level do nothing which is in rela-
tion to our WAPS tests...

These comments might suggest reasons for the low job satisfaction indicators.
Functional managers need to examine how AFSC 271X2 personnel are being used to
determine if there is any way of expanding the scope of the jobs being per-
formed and provide broader experience in the career ladder jobs. This, cou-
pled with the Category B training mandated by HQ USAF/DPPT, should hopefully
reduce the high degree of diversity and expressed dissatisfaction.

COMPARISON TO PREVIOUS SURVEY

Results of this survey were compared to those of the previous Occupa-
tional Survey Report, AFPT 90-27X-072, dated May 1979. This comparison is
useful in identifying changes in the career field such as due to new missions,
changes in management policies, and introduction of new equipment. Attention
was paid to career ladder structure (specialty jobs) and to job satisfaction
indicators for the various TAFMS groups.

The previous job inventory and Occupational Survey Report were done on
the combined 271X1, 271X2, and 274X0 career ladders. There were almost twice
as many 271X2 respondents in the current survey (1,630 respondents versus 839
in 1979). The 1,630 respondents in the present study account for 76 percent
of the assigned members, as compared to only 40 percent represented in 1979.

There was very little change in the career ladder structure between
surveys. The 271X2 career ladder was again identified as being very diverse,
with many small groups performing very few tasks. Also, there continues to be
an overall low percentage of members performing tasks. Three- and 5-skill

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level personnel were again found to do essentially the same job. Seven-skill level personnel still perform many technical duties, as well as supervisory and administrative tasks, and 9-skill level personnel continue to spend most of their time managing.

As shown in Table 34, the present analysis was able to identify more specific jobs than the last survey. The Operations Personnel and Flight Records Personnel Clusters are similar for both analyses. Other jobs identified in the current analysis are more definitive with respect to time spent in duties and tasks performed.

The AFSC 271X2 personnel assigned to TAC, MAC, SAC, and ATC in 1985 perform a higher average number of tasks than those in 1979. ATC had more 3-skill level personnel and less 5-skill levels than before. These AFSC 271X2 personnel in the MAJCOMs in 1985 had approximately 2 years more experience in the career ladder than before, and more time in the service. There were fewer first-term airmen in these MAJCOMs than in 1979. The average grade for members assigned to these MAJCOMs in 1979 was E-4, while it had increased to E-5 in TAC, MAC, and SAC in the 1985 survey.

The basic job structure has not changed in 6 years. Responsibilities of the personnel are the same, even with the introduction of AFORMS. This system has only automated the tasks previously done by hand. The career ladder continues to be very diverse, with many small groups of people performing relatively few tasks. As shown in Table 35, job satisfaction has increased somewhat with respect to use of training and talents. There has been, however, a dramatic increase in reenlistment intentions for first-term personnel.

IMPLICATIONS

This survey was conducted to determine if the advent of AFORMS has created a group of common tasks which should be included in either a resident training course or a revision of the 3-skill level CDC. Overall, the career field is very diverse, as evidenced by only 5 tasks performed by more than 50 percent of the 1-48 month TAFMS members. In addition, only 21 other tasks are performed by more than 30 percent of the 1-48 months TAFMS members, and only 68 tasks are rated high in TE. HQ USAF 'PT has mandated a category B course to begin first quarter FY87. Since AFORMS tasks are among those with low percent members performing, decisions on the development of resident course and CDC content should be based on training emphasis data, as well as percent members performing.

Jobs of AFSC 271X2 personnel need to be expanded to include more operations resources management responsibilities. Functional managers need to determine why AFSC 271X2 personnel are performing so few tasks and if training would expand the scope of the jobs. Also, efforts should be made to expose personnel to more aspects of the career ladder.

The STS should be reviewed with particular attention to the following sections to determine if they need to remain: aircrew evaluations, interfaces, parachutists data, aviation service, aircrew training, and ground training schedules. Tasks not referenced to both the STS and CDC should be reviewed as they may suggest areas of knowledge and performance that should be included. These tasks may also suggest content for an entry-level course.

TABLE 34

COMPARISON OF PREVIOUS AND CURRENT OSR JOB GROUPS

1979 CLUSTERS AND INDEPENDENT JOB TYPES - AFSC 271X2	1985 CLUSTERS AND INDEPENDENT JOB TYPES - AFSC 271X2
AIR OPERATIONS PERSONNEL	OPERATIONS PERSONNEL
FLIGHT RECORDS PERSONNEL	FLIGHT RECORDS PERSONNEL
TRAINING SCHEDULERS	GROUND TRAINING PERSONNEL
MISSION COORDINATORS	MISSION SCHEDULERS
OPERATIONS SYSTEMS MANAGEMENT CLERKS	SQUADRON FLIGHT MANAGEMENT CLERKS
AIRLIFT MISSION MONITORS	FLIGHT RESOURCE PERSONNEL
WING LEVEL ADMINISTRATORS	WING LEVEL SCHEDULERS
GENERAL AIR OPERATIONS SPECIALISTS	SQUADRON OPERATIONS SUPER-VISORS
	GENERAL ADMINISTRATORS

TABLE 35

COMPARISON OF JOB SATISFACTION DATA FOR VARIOUS 271X2
ENLISTMENT GROUPS IN THE 1979 AND 1985 SURVEYS
(PERCENT MEMBERS RESPONDING)

	1ST ENL		2D ENL		CAREER	
	1979	1985	1979	1985	1979	1985
FIND JOB INTERESTING	61	55	65	75	85	95
TALENTS USED AT LEAST FAIRLY WELL	57	64	56	65	56	72
TRAINING USED AT LEAST FAIRLY WELL	58	73	50	60	45	66
PLAN TO REENLIST	42	63	66	68	73	72

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY
CAREER LADDER STRUCTURE GROUPS

TABLE A1

GROUP ID NUMBER AND TITLE: GRP017, WING LEVEL ADMINISTRATOR CLUSTER
GROUP SIZE: 173   PERCENT OF SAMPLE: 11%
AVERAGE GRADE: E-5   AVERAGE TICF: 102 MONTHS
AVERAGE TAFMS: 153 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	82
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	73
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	57
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	55
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	52
B71	WRITE CORRESPONDENCE	50
B63	REVIEW CORRESPONDENCE OR REPORTS	45
B38	ATTEND CONFERENCES OR POLICY MEETINGS	40
A11	DEVELOP WORK METHODS OR PROCEDURES	39
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	36
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	35
B48	EDIT OR DIRECT EDITING OF REPORTS	34
A20	ESTABLISH WORK PRIORITIES	31
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	30
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	29
A23	MAINTAIN STATUS BOARDS	28
B59	PREPARE OPERATIONS REPORTS	27
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	27
A35	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	27
D107	OPERATE AUDIOVISUAL EQUIPMENT	27
B55	INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT	27
A13	ESTABLISH AIR OPERATIONS SCHEDULES	24
E120	DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	24
C72	ANALYZE INSPECTION OR OPERATING REPORTS	23
B46	DRAFT CHANGES TO MANUALS OR PUBLICATIONS	23

TABLE A2

GROUP ID NUMBER AND TITLE: GRP145, WING LEVEL NCOICs
GROUP SIZE: 33   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-6   AVERAGE TICF: 136 MONTHS
AVERAGE TAFMS: 193 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
B71	WRITE CORRESPONDENCE	97
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	94
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	88
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	88
B63	REVIEW CORRESPONDENCE OR REPORTS	82
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	79
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	73
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	70
B48	EDIT OR DIRECT EDITING OF REPORTS	67
B38	ATTEND CONFERENCES OR POLICY MEETINGS	64
A35	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	58
A20	ESTABLISH WORK PRIORITIES	55
A11	DEVELOP WORK METHODS OR PROCEDURES	55
E120	DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	52
C72	ANALYZE INSPECTION OR OPERATING REPORTS	48
B55	INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT	48
A30	PLAN OR SCHEDULE WORKLOAD	45
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	45
D107	OPERATE AUDIOVISUAL EQUIPMENT	45
B59	PREPARE OPERATION REPORTS	42
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	42
A13	ESTABLISH AIR OPERATIONS SCHEDULES	39
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	39
E129	PREPARE OR SIGN CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS	39
B43	DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS	39

TABLE A3

GROUP ID NUMBER AND TITLE: GRP173, HORM NCOs
GROUP SIZE: 22   PERCENT OF SAMPLE: 1%
AVERAGE GRADE: E-7   AVERAGE TICF: 144 MONTHS
AVERAGE TAFMS: 197 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
B71	WRITE CORRESPONDENCE	91
B38	ATTEND CONFERENCES OR POLICY MEETINGS	91
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	86
A35	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	82
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	77
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	77
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	73
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	73
B46	DRAFT CHANGES TO MANUALS OR PUBLICATIONS	73
A26	MONITOR PUBLICATION REQUIREMENTS	73
A11	DEVELOP WORK METHODS OR PROCEDURES	68
C73	CONDUCT INSPECTIONS OR SPOT CHECKS OF AIR OPERATIONS	64
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	64
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	64
C72	ANALYZE INSPECTION OR OPERATING REPORTS	59
B63	REVIEW CORRESPONDENCE OR REPORTS	59
B48	EDIT OR DIRECT EDITING OF REPORTS	59
A10	DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION	59
H219	INTERPRET AIRCREW TRAINING MANUALS	50
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	50
L318	UPDATE FILES BY ONLINE PROCEDURES	45
L305	PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT	41
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	41
D95	ATTEND OR PLAN TRAINING MEETINGS	41

TABLE A4

GROUP ID NUMBER AND TITLE: GRP102, WING CURRENT OPERATIONS NCOICs
GROUP SIZE: 25   PERCENT OF SAMPLE: 1%
AVERAGE GRADE: E-5   AVERAGE TICF: 68 MONTHS
AVERAGE TAFMS: 99 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	92
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	80
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	76
F136	BREAK DOWN COMPUTER PRODUCTS	64
B63	REVIEW CORRESPONDENCE OR REPORTS	52
F134	ASSEMBLE INFORMATION FOR BRIEFINGS	48
B59	PREPARE OPERATION REPORTS	48
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	48
A11	DEVELOP WORK METHODS OR PROCEDURES	48
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	48
E119	COLLATE OR ASSEMBLE REPRODUCTIONS	44
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	44
B55	INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT	44
A20	ESTABLISH WORK PRIORITIES	44
C90	VERIFY DATA USED IN PREPARATION OF AIR OPERATIONS REPORTS	40
B48	EDIT OR DIRECT EDITING OF REPORTS	40
F144	DRIVE GOVERNMENT MOTOR VEHICLES	40
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	36
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	36
A22	JUSTIFY FLYING HOUR ALLOCATIONS	36
F160	REVIEW MISSION ITINERARIES	36
A13	ESTABLISH AIR OPERATIONS SCHEDULES	36
D107	OPERATE AUDIOVISUAL EQUIPMENT	36
F143	DELIVER FLYING SCHEDULES	36

TABLE A5

GROUP ID NUMBER AND TITLE: GRP044, WING OPERATIONS DISPATCHERS
GROUP SIZE: 38   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-5   AVERAGE TICF: 71 MONTHS
AVERAGE TAFMS: 115 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

		PERCENT MEMBERS
TASKS		PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	79
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	79
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN SERVICES	63
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	58
J269	DEVELOP FLIGHT SCHEDULES	45
A13	ESTABLISH AIR OPERATIONS SCHEDULES	37
J283	RESERVE SPECIAL USE AIRSPACE	37
J284	REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS	37
A23	MAINTAIN STATUS BOARDS	26
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	26
A22	JUSTIFY FLYING HOUR ALLOCATIONS	24
J267	CALCULATE AIR REFUELING REQUIREMENTS	18
F161	SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	16
E119	COLLATE OR ASSEMBLE REPRODUCTIONS	16
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	16
A11	DEVELOP WORK METHODS OR PROCEDURES	16
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	13
F143	DELIVER FLYING SCHEDULES	13
F141	COORDINATE AIR-TO-AIR REFUELINGS	11
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	11
A20	ESTABLISH WORK PRIORITIES	11
H241	PROVIDE USING AGENCIES WITH FLYING-HOUR DATA	11
B71	WRITE CORRESPONDENCE	11
E120	DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	11
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	11

TABLE A6

GROUP ID NUMBER AND TITLE: GRP088, WING LEVEL SCHEDULER CLUSTER
GROUP SIZE: 56   PERCENT OF SAMPLE: 3%
AVERAGE GRADE: E-5   AVERAGE TICF: 72 MONTHS
AVERAGE TAFMS: 112 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	86
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	80
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	75
J269	DEVELOP FLIGHT SCHEDULES	73
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	73
A13	ESTABLISH AIR OPERATIONS SCHEDULES	71
F154	POST FLIGHT SCHEDULES	68
F143	DELIVER FLYING SCHEDULES	68
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	66
A23	MAINTAIN STATUS BOARDS	63
F161	SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	61
A22	JUSTIFY FLYING HOUR ALLOCATIONS	61
J284	REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS	59
A11	DEVELOP WORK METHODS OR PROCEDURES	57
B64	SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	54
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	54
F145	IDENTIFY TYPES OF MISSION DEVIATIONS	50
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	50
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	50
F141	COORDINATE AIR-TO-AIR REFUELINGS	45
B59	PREPARE OPERATION REPORTS	45
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	45
F160	REVIEW MISSION ITINERARIES	43
A20	ESTABLISH WORK PRIORITIES	43
A6	DESIGN STATUS BOARDS	43

TABLE A7

GROUP ID NUMBER AND TITLE: GRP301, JUNIOR SCHEDULERS
GROUP SIZE: 16   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-4   AVERAGE TICF: 44 MONTHS
AVERAGE TAFMS: 78 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
J269	DEVELOP FLIGHT SCHEDULES	94
A13	ESTABLISH AIR OPERATIONS SCHEDULES	88
F161	SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	88
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	81
F143	DELIVER FLYING SCHEDULES	75
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	75
F154	POST FLIGHT SCHEDULES	69
B64	SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	69
A23	MAINTAIN STATUS BOARDS	69
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	69
A22	JUSTIFY FLYING HOUR ALLOCATIONS	63
F162	SCHEDULE STANDARD EVALUATION FLIGHT CHECKS	56
J283	RESERVE SPECIAL USE AIRSPACE	56
A6	DESIGN STATUS BOARDS	56
J284	REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS	50
F141	COORDINATE AIR-TO-AIR REFUELINGS	50
J285	SCHEDULE AFR 60-1 FLIGHT CHECKS	50
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	50
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	50
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	50
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	44
J271	MAINTAIN AIRCREW TRAINING INFORMATION	44
F145	IDENTIFY TYPES OF MISSION DEVIATIONS	44
F160	REVIEW MISSION ITINERARIES	44
E132	SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS	44

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TABLE A8

GROUP ID NUMBER AND TITLE: GRP204, SENIOR SCHEDULERS
GROUP SIZE: 32   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-5   AVERAGE TICF: 84 MONTHS
AVERAGE TAFMS: 130 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	88
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	88
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	78
F154	POST FLIGHT SCHEDULES	75
A13	ESTABLISH AIR OPERATIONS SCHEDULES	75
F143	DELIVER FLYING SCHEDULES	75
A11	DEVELOP WORK METHODS OR PROCEDURES	75
J269	DEVELOP FLIGHT SCHEDULES	72
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	72
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	72
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	72
J284	REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS	63
A23	MAINTAIN STATUS BOARDS	63
A22	JUSTIFY FLYING HOUR ALLOCATIONS	63
B71	WRITE CORRESPONDENCE	63
F145	IDENTIFY TYPES OF MISSION DEVIATIONS	59
B59	PREPARE OPERATION REPORTS	59
B38	ATTEND CONFERENCES OR POLICY MEETINGS	59
F161	SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	56
B63	REVIEW CORRESPONDENCE OR REPORTS	53
A20	ESTABLISH WORK PRIORITIES	53
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	53
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	53
A10	DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION	53

TABLE A9

GROUP ID NUMBER AND TITLE: GRP104, OPERATIONS PERSONNEL CLUSTER
GROUP SIZE: 314   PERCENT OF SAMPLE: 19%
AVERAGE GRADE: E-4   AVERAGE TICF: 50 MONTHS
AVERAGE TAFMS: 72 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	92
F154 POST FLIGHT SCHEDULES	91
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	86
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	77
F136 BREAK DOWN COMPUTER PRODUCTS	72
F143 DELIVER FLYING SCHEDULES	71
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	67
A23 MAINTAIN STATUS BOARDS	67
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	67
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	66
F144 DRIVE GOVERNMENT MOTOR VEHICLES	66
F165 UPDATE FLIGHT ORDERS	65
F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS	64
F155 POST WEATHER INFORMATION	62
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINAL/PRINTERS	57
J279 PREPARE OR INTERPRET FLIGHT ORDERS	57
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	56
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	54
F145 IDENTIFY TYPES OF MISSION DEVIATIONS	54
E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	51
F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	50
J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF)	48
K297 POST NOTICES TO AIRMEN (NOTAM)	48
F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS	46
F150 INTERPRET FLIGHT ORDERS	44

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TABLE A10

GROUP ID NUMBER AND TITLE: GRP393, FLIGHT MANAGEMENT DISPATCHERS
GROUP SIZE: 42   PERCENT OF SAMPLE: 3%
AVERAGE GRADE: E-4   AVERAGE TICF: 38 MONTHS
AVERAGE TAFMS: 38 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	100
F154 POST FLIGHT SCHEDULES	98
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	93
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	93
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	90
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	88
F143 DELIVER FLYING SCHEDULES	81
J279 PREPARE OR INTERPRET FLIGHT ORDERS	79
F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS	79
F165 UPDATE FLIGHT ORDERS	76
J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF)	74
F155 POST WEATHER INFORMATION	74
F144 DRIVE GOVERNMENT MOTOR VEHICLES	71
F136 BREAK DOWN COMPUTER PRODUCTS	71
K297 POST NOTICES TO AIRMEN (NOTAM)	69
A23 MAINTAIN STATUS BOARDS	67
F145 IDENTIFY TYPES OF MISSION DEVIATIONS	67
E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	67
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	64
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	64
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	62
H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	60
E126 ISSUE CHARTS, MAPS, OR OTHER PUBLICATIONS TO AIRCREWS (EXCLUDING TECHNICAL ORDERS OR TRAINING MANUALS)	60
E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	57
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINAL/PRINTERS	57

TABLE A11

GROUP ID NUMBER AND TITLE: GRP429, JUNIOR OPERATIONS SUPERVISORS
GROUP SIZE: 28   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-4   AVERAGE TICF: 52 MONTHS
AVERAGE TAFMS: 70 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
F153	POST CHANGES TO DAILY SCHEDULES	96
F154	POST FLIGHT SCHEDULES	96
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	93
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	93
G169	PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	89
F140	CONTROL SIGN-IN AND SIGN-OUT SHEETS	89
F155	POST WEATHER INFORMATION	89
B37	ASSIGN WORK TO PERSONNEL	89
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	86
F144	DRIVE GOVERNMENT MOTOR VEHICLES	79
F136	BREAK DOWN COMPUTER PRODUCTS	79
A23	MAINTAIN STATUS BOARDS	79
F143	DELIVER FLYING SCHEDULES	75
J274	MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF)	75
A20	ESTABLISH WORK PRIORITIES	75
F133	ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	71
K297	POST NOTICES TO AIRMEN (NOTAM)	71
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	71
A11	DEVELOP WORK METHODS OR PROCEDURES	71
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	68
F157	RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS	68
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	68
F145	IDENTIFY TYPES OF MISSION DEVIATIONS	64
J272	MAINTAIN APPLICABLE NOTICE TO AIRMEN (NOTAM) INFORMATION	64
J279	PREPARE OR INTERPRET FLIGHT ORDERS	64

TABLE A12

GROUP ID NUMBER AND TITLE: GRP399, SQUADRON OPERATIONS DISPATCHERS
GROUP SIZE: 69   PERCENT OF SAMPLE: 4%
AVERAGE GRADE: E-4   AVERAGE TICF: 60 MONTHS
AVERAGE TAFMS: 52 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F154 POST FLIGHT SCHEDULES	97
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	97
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	93
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	91
F136 BREAK DOWN COMPUTER PRODUCTS	91
A23 MAINTAIN STATUS BOARDS	90
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	88
F165 UPDATE FLIGHT ORDERS	84
F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR-CRAFT MAINTENANCE STATUS	83
F143 DELIVER FLYING SCHEDULES	81
F145 IDENTIFY TYPES OF MISSION DEVIATIONS	80
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	77
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	75
J279 PREPARE OR INTERPRET FLIGHT ORDERS	74
E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	72
A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	72
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	71
G167 PREPARE AIRCREW OR AIRCRAFT STATUS REPORTS	71
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	70
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	70
F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS	70
F155 POST WEATHER INFORMATION	70
F144 DRIVE GOVERNMENT MOTOR VEHICLES	70
J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF)	68
F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	67

TABLE A13

GROUP ID NUMBER AND TITLE: GRP269, SQUADRON RECORDS CLERKS
GROUP SIZE: 37   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-4   AVERAGE TICF: 51 MONTHS
AVERAGE TAFMS: 70 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	97
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	89
L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	89
F165 UPDATE FLIGHT ORDERS	89
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	86
F154 POST FLIGHT SCHEDULES	86
F136 BREAK DOWN COMPUTER PRODUCTS	86
J279 PREPARE OR INTERPRET FLIGHT ORDERS	76
F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	73
F143 DELIVER FLYING SCHEDULES	73
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	70
F150 INTERPRET FLIGHT ORDERS	70
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	68
L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT	65
F144 DRIVE GOVERNMENT MOTOR VEHICLES	62
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	62
A23 MAINTAIN STATUS BOARDS	59
F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS	59
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	59
F160 REVIEW MISSION ITINERARIES	57
L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS	51
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	51
B151 LOCATE PERSONNEL DURING EMERGENCIES	51
F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	49
L318 UPDATE FILES BY ONLINE PROCEDURES	46

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TABLE A14

GROUP ID NUMBER AND TITLE: GRP293, FLIGHT MAINTENANCE DISPATCHERS
GROUP SIZE: 10   PERCENT OF SAMPLE: 1%
AVERAGE GRADE: E-3   AVERAGE TICF: 31
AVERAGE TAFMS: 33

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	100
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	100
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	100
F136 BREAK DOWN COMPUTER PRODUCTS	100
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	90
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	90
F154 POST FLIGHT SCHEDULES	90
A23 MAINTAIN STATUS BOARDS	80
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	80
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	80
F143 DELIVER FLYING SCHEDULES	70
F144 DRIVE GOVERNMENT MOTOR VEHICLES	70
L318 UPDATE FILES BY ONLINE PROCEDURES	60
J271 MAINTAIN AIRCREW TRAINING INFORMATION	60
H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	60
K297 POST NOTICES TO AIRMEN (NOTAM)	60
F145 IDENTIFY TYPES OF MISSION DEVIATIONS	60
F155 POST WEATHER INFORMATION	60
E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	60
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	60
L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	50
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	50
F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	50
B48 EDIT OR DIRECT EDITING OF REPORTS	40
D106 MAINTAIN TRAINING RECORDS	40

TABLE A15

GROUP ID NUMBER AND TITLE: GRP132, OPERATIONS RESOURCE DISPATCHERS
GROUP SIZE: 76   PERCENT OF SAMPLE: 5%
AVERAGE GRADE: E-4   AVERAGE TICF: 44 MONTHS
AVERAGE TAFMS: 59 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	95
F154 POST FLIGHT SCHEDULES	92
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	88
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	70
F143 DELIVER FLYING SCHEDULES	68
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	66
F144 DRIVE GOVERNMENT MOTOR VEHICLES	59
F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS	58
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	57
F136 BREAK DOWN COMPUTER PRODUCTS	55
F155 POST WEATHER INFORMATION	54
F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	51
F165 UPDATE FLIGHT ORDERS	47
A23 MAINTAIN STATUS BOARDS	43
F145 IDENTIFY TYPES OF MISSION DEVIATIONS	43
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	41
F142 COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS	39
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	37
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	37
H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	36
K297 POST NOTICES TO AIRMEN (NOTAM)	36
F151 LOCATE PERSONNEL DURING EMERGENCIES	36
F137 CHANGE OR UPDATE OPERATIONS DISPLAY PERTINENT TO AIRCREW OPERATIONS	32
J279 PREPARE OR INTERPRET FLIGHT ORDERS	29
J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF)	26

TABLE A16

GROUP ID NUMBER AND TITLE: GRP080, SQUADRON OPERATIONS SUPERVISOR CLUSTER
GROUP SIZE: 406   PERCENT OF SAMPLE: 25%
AVERAGE GRADE: E-6   AVERAGE TICF: 103 MONTHS
AVERAGE TAFMS: 160 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
B37	ASSIGN WORK TO PERSONNEL	88
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	88
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	87
A11	DEVELOP WORK METHODS OR PROCEDURES	86
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	84
C91	WRITE APRS	84
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	84
A20	ESTABLISH WORK PRIORITIES	83
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	80
D106	MAINTAIN TRAINING RECORDS	78
B40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	77
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	77
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	74
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	74
A30	PLAN OR SCHEDULE WORKLOAD	74
D100	COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	73
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	70
B38	ATTEND CONFERENCES OR POLICY MEETINGS	70
B63	REVIEW CORRESPONDENCE OR REPORTS	70
A34	SCHEDULE LEAVES, PASSES, OR TDY	70
B71	WRITE CORRESPONDENCE	67
B53	IMPLEMENT TRAINING PROGRAMS	66
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	66
F136	BREAK DOWN COMPUTER PRODUCTS	65
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	64

TABLE A17

GROUP ID NUMBER AND TITLE: GRP442, SCHEDULING SUPERVISORS
GROUP SIZE: 27   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-6   AVERAGE TICF: 132 MONTHS
AVERAGE TAFMS: 186 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	100
B37	ASSIGN WORK TO PERSONNEL	100
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	96
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	93
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	93
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	93
A13	ESTABLISH AIR OPERATIONS SCHEDULES	89
A11	DEVELOP WORK METHODS OR PROCEDURES	89
B71	WRITE CORRESPONDENCE	89
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	89
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	85
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	85
C91	WRITE APRS	85
A20	ESTABLISH WORK PRIORITIES	81
B63	REVIEW CORRESPONDENCE OR REPORTS	78
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	78
J269	DEVELOP FLIGHT SCHEDULES	74
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	74
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	74
B38	ATTEND CONFERENCES OR POLICY MEETINGS	74
A34	SCHEDULE LEAVES, PASSES, OR TDY	74
B40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	74
A30	PLAN OR SCHEDULE WORKLOAD	70
B43	DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS	70
B53	IMPLEMENT TRAINING PROGRAMS	70

TABLE A18

GROUP ID NUMBER AND TITLE: GRP490, CURRENT OPERATIONS NCOICs
GROUP SIZE: 23   PERCENT OF SAMPLE: 1%
AVERAGE GRADE: E-6   AVERAGE TICF: 106 MONTHS
AVERAGE TAFMS: 154 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	96
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	96
L304	PERFORM FILES ON CHANGES IN METHODS OR PROCEDURES (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	91
B37	ASSIGN WORK TO PERSONNEL	91
A11	DEVELOP WORK METHODS OR PROCEDURES	91
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	87
A20	ESTABLISH WORK PRIORITIES	87
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	87
B38	ATTEND CONFERENCES OR POLICY MEETINGS	87
D106	MAINTAIN TRAINING RECORDS	87
L318	UPDATE FILES BY ONLINE PROCEDURES	83
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	83
B63	REVIEW CORRESPONDENCE OR REPORTS	78
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	78
C91	WRITE APRS	78
B40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	78
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	74
B53	IMPLEMENT TRAINING PROGRAMS	74
B71	WRITE CORRESPONDENCE	74
A30	PLAN OR SCHEDULE WORKLOAD	74
L305	PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT	70
L317	PREPARE SINGLE FILE AFOLDS RETRIEVALS	70
D100	COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	70
D98	CONDUCT OJT PROGRAMS	70
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	70

TABLE A19

GROUP ID NUMBER AND TITLE: GRP517, SQUADRON OPERATIONS SUPERVISORS
GROUP SIZE: 69   PERCENT OF SAMPLE: 4%
AVERAGE GRADE: E-7   AVERAGE TICF: 126 MONTHS
AVERAGE TAFMS: 203 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	99
B37	ASSIGN WORK TO PERSONNEL	97
C91	WRITE APRS	97
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	97
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	97
A34	SCHEDULE LEAVES, PASSES, OR TDY	91
B40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	88
A20	ESTABLISH WORK PRIORITIES	87
A11	DEVELOP WORK METHODS OR PROCEDURES	87
B71	WRITE CORRESPONDENCE	86
C84	EVALUATE TRAINING REQUIREMENTS FOR ASSIGNED AIRMEN	86
B36	ASSIGN PERSONNEL TO DUTY POSITIONS	86
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	86
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	86
D106	MAINTAIN TRAINING RECORDS	86
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	86
B38	ATTEND CONFERENCES OR POLICY MEETINGS	84
B53	IMPLEMENT TRAINING PROGRAMS	83
D94	ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS OR INSTRUCTORS	81
A1	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	81
B63	REVIEW CORRESPONDENCE OR REPORTS	80
A30	PLAN OR SCHEDULE WORKLOAD	78
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	78
C76	EVALUATE INDIVIDUALS OR RECOMMEND PROMOTION, DEMOTION, OR RECLASSIFICATION	78
D100	COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	77

TABLE A20

GROUP ID NUMBER AND TITLE: GRP313, GENERAL OPERATIONS SUPERVISORS
GROUP SIZE: 12   PERCENT OF SAMPLE: 1%
AVERAGE GRADE: E-6   AVERAGE TICF: 99 MONTHS
AVERAGE TAFMS: 227 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
C91	WRITE APRS	100
A20	ESTABLISH WORK PRIORITIES	83
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	83
B37	ASSIGN WORK TO PERSONNEL	83
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	83
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	83
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	75
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	75
B65	SUPERVISE APPRENTICE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27132)	75
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	75
B55	INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT	75
B40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	75
A34	SCHEDULE LEAVES, PASSES, OR TDY	75
A30	PLAN OR SCHEDULE WORKLOAD	67
B63	REVIEW CORRESPONDENCE OR REPORTS	67
A11	DEVELOP WORK METHODS OR PROCEDURES	67
C86	INDORSE AIRMAN PERFORMANCE REPORTS (APR)	67
B56	INVENTORY SUPPLIES	67
D100	COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	67
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	58
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	58
D106	MAINTAIN TRAINING RECORDS	58
B70	SUPERVISE PERSONNEL WITH AFSCs OTHER THAN 271X2	50
B69	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SUPERVISORS (AFSC 27172)	50
B67	SUPERVISE OPERATIONS RESOURCES MANAGEMENT HELPERS (AFSC 27112)	50

TABLE A21

GROUP ID NUMBER AND TITLE: GRP855, TACTICAL OPERATIONS SUPERVISORS
GROUP SIZE: 51   PERCENT OF SAMPLE: 3%
AVERAGE GRADE: E-5   AVERAGE TICF: 88 MONTHS
AVERAGE TAFMS: 123 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	98
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	98
F154 POST FLIGHT SCHEDULES	96
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	96
F136 BREAK DOWN COMPUTER PRODUCTS	96
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	94
B37 ASSIGN WORK TO PERSONNEL	92
D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	92
A11 DEVELOP WORK METHODS OR PROCEDURES	92
A20 ESTABLISH WORK PRIORITIES	90
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	88
B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	88
B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	88
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	84
B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	84
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	84
A30 PLAN OR SCHEDULE WORKLOAD	84
D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	84
F165 UPDATE FLIGHT ORDERS	82
D106 MAINTAIN TRAINING RECORDS	82
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	82
C91 WRITE APRS	82
F143 DELIVER FLYING SCHEDULES	78
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	78
D95 ATTEND OR PLAN TRAINING MEETINGS	78

TABLE A22

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	98
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	98
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	98
A11	DEVELOP WORK METHODS OR PROCEDURES	97
B37	ASSIGN WORK TO PERSONNEL	97
B38	ATTEND CONFERENCES OR POLICY MEETINGS	97
A20	ESTABLISH WORK PRIORITIES	95
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	95
B53	IMPLEMENT TRAINING PROGRAMS	95
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	95
B63	REVIEW CORRESPONDENCE OR REPORTS	93
D100	COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	93
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	93
A30	PLAN OR SCHEDULE WORKLOAD	92
B40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	92
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	92
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	92
B71	WRITE CORRESPONDENCE	90
C91	WRITE APRS	90
D106	MAINTAIN TRAINING RECORDS	90
B61	PREPARE RESPONSES TO INSPECTION REPORTS	90
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	88
A34	SCHEDULE LEAVES, PASSES, OR TDY	88
B64	SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	88
F136	BREAK DOWN COMPUTER PRODUCTS	86

TABLE A23

GROUP ID NUMBER AND TITLE: GRP538, FLIGHT MANAGEMENT SUPERVISORS
GROUP SIZE: 33   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-6   AVERAGE TICF: 93 MONTHS
AVERAGE TAFMS: 181 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
D106 MAINTAIN TRAINING RECORDS	100
B37 ASSIGN WORK TO PERSONNEL	97
A11 DEVELOP WORK METHODS OR PROCEDURES	97
C91 WRITE APRS	97
F136 BREAK DOWN COMPUTER PRODUCTS	94
A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES	94
L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	91
B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	91
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	91
B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	91
B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	91
B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	91
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	88
B38 ATTEND CONFERENCES OR POLICY MEETINGS	88
A26 MONITOR PUBLICATION REQUIREMENTS	88
D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	88
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	85
B63 REVIEW CORRESPONDENCE OR REPORTS	85
B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS	85
D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	85
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	82
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	82
A20 ESTABLISH WORK PRIORITIES	82
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORM AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	82
A30 PLAN OR SCHEDULE WORKLOAD	82

TABLE A24

GROUP ID NUMBER AND TITLE: GRP466, FLIGHT SCHEDULING SUPERVISORS
GROUP SIZE: 11   PERCENT OF SAMPLE: 3%
AVERAGE GRADE: E-5   AVERAGE TICF: 98 MONTHS
AVERAGE TAFMS: 160 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F154 POST FLIGHT SCHEDULES	100
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	100
B37 ASSIGN WORK TO PERSONNEL	100
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	100
A11 DEVELOP WORK METHODS OR PROCEDURES	100
B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	100
B42 COUNSEL SUBORDINATES OR PERSONAL OR MILITARY-RELATED PROBLEMS	100
F155 POST WEATHER INFORMATION	91
F144 DRIVE GOVERNMENT MOTOR VEHICLES	91
A30 PLAN OR SCHEDULE WORKLOAD	91
C84 EVALUATE TRAINING REQUIREMENTS FOR ASSIGNED AIRMEN	91
C91 WRITE APRS	91
D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	91
F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR-CRAFT MAINTENANCE STATUS	82
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	82
B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	82
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	82
A20 ESTABLISH WORK PRIORITIES	82
B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	82
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	73
A23 MAINTAIN STATUS BOARDS	73
F145 IDENTIFY TYPES OF MISSION DEVIATIONS	73
F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	73
K297 POST NOTICES TO AIRMEN (NOTAM)	73
F143 DELIVER FLYING SCHEDULES	73

TABLE A25

GROUP ID NUMBER AND TITLE: GRP736, MAC CURRENT OPERATIONS SUPERVISORS
GROUP SIZE: 9   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-6   AVERAGE TICF: 179 MONTHS
AVERAGE TAFMS: 201 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	100
F160	REVIEW MISSION ITINERARIES	100
B63	REVIEW CORRESPONDENCE OR REPORTS	100
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
J287	SECURE PRIOR APPROVAL FOR LANDING AT DESTINATION STATIONS	100
A11	DEVELOP WORK METHODS OR PROCEDURES	100
J266	ARRANGE AIRCRAFT REFUELING AT DESTINATION STATIONS	100
B71	WRITE CORRESPONDENCE	100
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	100
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	100
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	100
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	89
J264	ARRANGE AIRCRAFT MAINTENANCE AT DESTINATION STATIONS	89
J265	ARRANGE AIRCRAFT PARKING AT DESTINATION STATIONS	89
F163	SECURE PRIOR APPROVAL FOR ENROUTE LANDING	89
B48	EDIT OR DIRECT EDITING OF REPORTS	89
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	89
B43	DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS	89
B59	PREPARE OPERATION REPORTS	89
A23	MAINTAIN STATUS BOARDS	89
E119	COLLATE OR ASSEMBLE REPRODUCTIONS	89
B51	IMPLEMENT SECURITY OR SAFETY PROGRAMS	89
E120	DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	89
B61	PREPARE RESPONSES TO INSPECTION REPORTS	89
C90	VERIFY DATA USED IN PREPARATION OF AIR OPERATIONS REPORTS	78

TABLE A26

GROUP ID NUMBER AND TITLE: GRP721, FLIGHT RECORDS MONITORS
GROUP SIZE: 9   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-4   AVERAGE TICF: 66 MONTHS
AVERAGE TAFMS: 86 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	100
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	100
J279 PREPARE OR INTERPRET FLIGHT ORDERS	100
F165 UPDATE FLIGHT ORDERS	100
F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS	100
H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLY- ING OR SPECIAL OPERATIONAL DUTY)	100
H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	100
H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	100
H186 AUDIT DAILY FLYING UPDATE SUMMARY	100
H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF)	100
H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR)	100
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	100
H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	100
H197 CORRECT AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS) AUDIT-ERROR LISTS	100
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	89
F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	89
L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS	89
L318 UPDATE FILES BY ON LINE PROCEDURES	89
H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	89
F136 BREAK DOWN COMPUTER PRODUCTS	89
F154 POST FLIGHT SCHEDULES	89
H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS	89
F150 INTERPRET FLIGHT ORDERS	89
H241 PROVIDE USING AGENCIES WITH FLYING-HOUR DATA	89
H214 INPUT DNIF DATES INTO SYSTEM	89

A26

TABLE A27

GROUP ID NUMBER AND TITLE: GRP371, FLIGHT SCHEDULING SUPERVISORS
GROUP SIZE: 5   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-5   AVERAGE TICF: 89 MONTHS
AVERAGE TAFMS: 101 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
B65	SUPERVISE APPRENTICE OPERATIONS RESOURCES MANAGEMENT SPECIALIST (AFSC 27132)	100
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	100
F154	POST FLIGHT SCHEDULES	100
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	100
A23	MAINTAIN STATUS BOARDS	100
B42	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	100
B41	COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	100
D100	COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	100
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	80
C91	WRITE APRS	80
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	80
B40	CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	80
F140	CONTROL SIGN-IN AND SIGN-OUT SHEETS	60
A13	ESTABLISH AIR OPERATIONS SCHEDULES	60
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	60
F145	IDENTIFY TYPES OF MISSION DEVIATIONS	60
A20	ESTABLISH WORK PRIORITIES	60
F162	SCHEDULE STANDARD EVALUATION FLIGHT CHECKS	60
B68	SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	60
J285	SCHEDULE AFR 60-1 FLIGHT CHECKS	60
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	60
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	60
J284	REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS	40
K297	POST NOTICES TO AIRMEN (NOTAM)	40
B43	DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS	40

A27

TABLE A28

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
B37 ASSIGN WORK TO PERSONNEL	93
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	90
F136 BREAK DOWN COMPUTER PRODUCTS	90
B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS	87
D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	87
D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	80
C91 WRITE APRS	80
B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	80
B65 SUPERVISE APPRENTICE OPERATIONS RESOURCES MANAGEMENT SPECIALIST (AFSC 27132)	77
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	77
F165 UPDATE FLIGHT ORDERS	77
F154 POST FLIGHT SCHEDULES	77
A11 DEVELOP WORK METHODS OR PROCEDURES	77
D106 MAINTAIN TRAINING RECORDS	73
B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	73
A20 ESTABLISH WORK PRIORITIES	73
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	70
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	67
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	63
F150 INTERPRET FLIGHT ORDERS	63
F144 DRIVE GOVERNMENT MOTOR VEHICLES	63
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	60
B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	60
A23 MAINTAIN STATUS BOARDS	57
A30 PLAN OR SCHEDULE WORKLOAD	57

TABLE A29

GROUP ID NUMBER AND TITLE: GRP576, SQUADRON FLIGHT MANAGEMENT CLERK
                                    INDEPENDENT JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-4   AVERAGE TICF: 37 MONTHS
AVERAGE TAFMS: 43 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| | | PERCENT MEMBERS |
TASKS		PERFORMING
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	100
L318	UPDATE FILES BY ONLINE PROCEDURES	100
F136	BREAK DOWN COMPUTER PRODUCTS	100
F150	INTERPRET FLIGHT ORDERS	100
H208	IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF)	100
H217	INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	100
H214	INPUT DNIF DATES INTO SYSTEMS	100
H176	ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	100
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	100
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	100
H183	AUDIT AFTO FORMS 781 (AEROSPACE VEHICLE FLIGHT DATA DOCUMENT)	100
D107	OPERATE AUDIOVISUAL EQUIPMENT	100
D95	ATTEND OR PLAN TRAINING MEETINGS	100
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	100
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
B38	ATTEND CONFERENCES OR POLICY MEETINGS	100
J282	RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS	80
F165	UPDATE FLIGHT ORDERS	80
J279	PREPARE OR INTERPRET FLIGHT ORDERS	80
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	80
H228	MAINTAIN FLIGHT EVALUATION FOLDERS (FEF)	80
J275	MAINTAIN OR PROCESS AF FORMS 8 (CERTIFICATE OF AIRCREW QUALIFICATION)	80
L319	UPDATE FILES BY PSEUDO-REMOTE PROCEDURES	80
H244	RESEARCH RECORDS TO DETERMINE COMPLETION OF TRAINING REQUIREMENTS PRIOR TO PCS OR TDY	80
G169	PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	80

TABLE A30

GROUP ID NUMBER AND TITLE: GRP092, FLIGHT RECORDS PERSONNEL CLUSTER
GROUP SIZE: 77   PERCENT OF SAMPLE: 5%
AVERAGE GRADE: E-4   AVERAGE TICF: 58 MONTHS
AVERAGE TAFMS: 87 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
F136	BREAK DOWN COMPUTER PRODUCTS	91
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	79
L318	UPDATE FILES BY ONLINE PROCEDURES	75
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	75
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	74
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	66
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	57
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	55
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	55
G169	PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	51
F165	UPDATE FLIGHT ORDERS	48
J279	PREPARE OR INTERPRET FLIGHT ORDERS	47
J282	RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS	47
L305	PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT	45
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	45
A11	DEVELOP WORK METHODS OR PROCEDURES	43
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	39
A20	ESTABLISH WORK PRIORITIES	36
L317	PREPARE SINGLE FILE AFOLDS RETRIEVALS	35
F150	INTERPRET FLIGHT ORDERS	34
L306	PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS	32
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	31
A23	MAINTAIN STATUS BOARDS	31
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	31
D106	MAINTAIN TRAINING RECORDS	29

TABLE A31

GROUP ID NUMBER AND TITLE: GRP481, RECORDS MONITORS
GROUP SIZE: 5   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-4   AVERAGE TICF: 60 MONTHS
AVERAGE TAFMS: 80 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS		PERCENT MEMBERS PERFORMING
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	100
J282	RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS	100
F136	BREAK DOWN COMPUTER PRODUCTS	100
L318	UPDATE FILES BY ONLINE PROCEDURES	100
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	100
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	100
A20	ESTABLISH WORK PRIORITIES	100
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	80
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	80
F156	PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	80
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	80
E122	FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	80
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	80
H191	COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS	80
A11	DEVELOP WORK METHODS OR PROCEDURES	80
H192	COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS	60
B38	ATTEND CONFERENCES OR POLICY MEETINGS	60
A23	MAINTAIN STATUS BOARDS	60
A26	MONITOR PUBLICATION REQUIREMENTS	60
H219	INTERPRET AIRCREW TRAINING MANUALS	60
A30	PLAN OR SCHEDULE WORKLOAD	60
B71	WRITE CORRESPONDENCE	60
B48	EDIT OR DIRECT EDITING OF REPORTS	60
H181	ASSIGN PROFESSIONAL QUALIFICATION INDEX (PQI)	60
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	60

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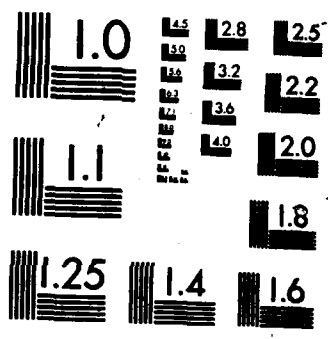
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

TABLE A32

GROUP ID NUMBER AND TITLE: GRP116, SQUADRON LEVEL RECORDS CLERKS
GROUP SIZE: 33   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-4   AVERAGE TICF: 49 MONTHS
AVERAGE TAFMS: 80 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F136 BREAK DOWN COMPUTER PRODUCTS	94
F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS	88
J279 PREPARE OR INTERPRET FLIGHT ORDERS	79
G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP)	76
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	73
F165 UPDATE FLIGHT ORDERS	70
L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	61
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	61
L318 UPDATE FILES BY ONLINE PROCEDURES	58
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	55
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	52
F150 INTERPRET FLIGHT ORDERS	48
F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	48
E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS	39
J282 RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS	33
E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	33
L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT	30
F117 BUILD OR MAINTAIN DEPLOYMENT KITS	30
B47 DRAFT OR TYPE CORRESPONDENCE REPORTS	30
J271 MAINTAIN AIRCREW TRAINING INFORMATION	27
D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	27
A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	27
F144 DRIVE GOVERNMENT MOTOR VEHICLES	24
H197 CORRECT AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS) AUDIT-ERROR LISTS	24
B59 PREPARE OPERATION REPORTS	24

TABLE A33

GROUP ID NUMBER AND TITLE: GRP032, FLIGHT RESOURCE PERSONNEL CLUSTER
GROUP SIZE: 279   PERCENT OF SAMPLE: 17%
AVERAGE GRADE: E-5   AVERAGE TICF: 77 MONTHS
AVERAGE TAFMS: 116 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR)	89
H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLY-ING OR SPECIAL OPERATIONAL DUTY)	87
H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	85
H179 ASSIGN AVIATION SERVICE CODES (ASC)	84
H205 EXTRACT INFORMATION FROM IFRs	84
H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES	82
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	82
H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATIONS FOR FLYING OR SPECIAL OPERATIONAL DUTY)	82
H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMEN-DATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	82
H214 INPUT DNIF DATES INTO SYSTEMS	81
H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL	81
H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT	81
H225 MAINTAIN AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	80
H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED	80
H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF)	79
H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	79
H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS	79
H207 FILE ANNUAL IFRs	78
H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS)	77
H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS	75
H232 OPERATE KEYPUNCH EQUIPMENT	75
H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP)	72
H187 AUDIT HEADQUARTERS OPERATIONS RESOURCES INFORMATION SYSTEMS (HORIS) REPORTS	71

TABLE A34

GROUP ID NUMBER AND TITLE: GRP520, RESOURCE MANAGERS
GROUP SIZE: 90   PERCENT OF SAMPLE: 5%
AVERAGE GRADE: E-6   AVERAGE TICF: 122 MONTHS
AVERAGE TAFMS: 169 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR)	98
H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	98
A20 ESTABLISH WORK PRIORITIES	96
H187 AUDIT HEADQUARTERS OPERATIONS RESOURCES INFORMATION SYSTEMS (HORIS) REPORTS	96
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	94
H179 ASSIGN AVIATION SERVICE CODES (ASC)	94
H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT	94
H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	94
H205 EXTRACT INFORMATION FROM IFRs	93
H190 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES	93
H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMEN-DATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	92
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	92
H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL	91
H199 CORRECT PROBLEMS IDENTIFIED BY HORIS RATED REPORT AUDIT	90
H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED	90
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	90
B37 ASSIGN WORK TO PERSONNEL	89
H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP)	89
H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS	89
H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	89
A11 DEVELOP WORK METHODS OR PROCEDURES	88
H223 INTERPRET THE FLIGHT RECORD MASTER FILE LIST	88
H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	88
H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS	88
D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	87

TABLE A35

GROUP ID NUMBER AND TITLE: GRP540, FLIGHT DATA CLERKS
GROUP SIZE: 122   PERCENT OF SAMPLE: 7%
AVERAGE GRADE: E-4   AVERAGE TICF: 49 MONTHS
AVERAGE TAFMS: 82 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR)	99
H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES	97
H214 INPUT DNIF DATES INTO SYSTEMS	97
H179 ASSIGN AVIATION SERVICE CODES (ASC)	95
H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	95
H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED	94
H207 FILE ANNUAL IFRs	94
H225 MAINTAIN AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	93
H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	93
H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL	93
H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT	92
H205 EXTRACT INFORMATION FROM IFRs	90
H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS	89
H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	89
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	88
H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF)	88
H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS	85
H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	84
H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMEN- DATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	84
H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS	83
H236 PREPARE AOS FROM AVIATION SERVICE PERIOD SUSPENSE LISTS	83
H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	83
H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP)	81
H232 OPERATE KEYPUNCH EQUIPMENT	80
H199 CORRECT PROBLEMS IDENTIFIED BY HORIS RATED REPORT AUDIT	80

TABLE A36

GROUP ID NUMBER AND TITLE: GRP477, FLIGHT MANAGEMENT NCOICs
GROUP SIZE: 7   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-5   AVERAGE TICF: 91 MONTHS
AVERAGE TAFMS: 119 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
L318	UPDATE FILES BY ONLINE PROCEDURES	100
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	100
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	100
L305	PERFORM FILES MAINTENANCE USING AT VDT OR CRT FOR RESOURCE MANAGEMENT	100
J273	MAINTAIN CUSTODIAL CONTROL OF AIRCREW RESOURCE MANAGEMENT SYSTEMS	100
J271	MAINTAIN AIRCREW TRAINING INFORMATION	100
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	100
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
L309	PERFORM FILES MAINTENANCE USING PSEUDO-REMOTE PROCEDURES FOR AIRCREW TRAINING	100
H185	AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT)	100
L317	PREPARE SINGLE FILE AFOLDS RETRIEVALS	100
L310	PERFORM FILES MAINTENANCE USING PSEUDO-REMOTE PROCEDURES FOR RESOURCE MANAGEMENT	100
H191	COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS	100
D96	BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	100
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINAL/PRINTERS	86
J282	RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS	86
L319	UPDATE FILES BY PSEUDO-REMOTE PROCEDURES	86
H251	ROUTE COPIES OF FLYING CURRENCY LISTINGS TO FLIGHT MANAGERS	86
B63	REVIEW CORRESPONDENCE OR REPORTS	86
H233	PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	86
A20	ESTABLISH WORK PRIORITIES	86
H205	EXTRACT INFORMATION FROM IFRs	86
F136	BREAK DOWN COMPUTER PRODUCTS	86
H232	OPERATE KEYPUNCH EQUIPMENT	86
H214	INPUT DNIF DATES INTO SYSTEMS	86

TABLE A37

GROUP ID NUMBER AND TITLE: GRP414, FLIGHT MANAGEMENT SUPERINTENDENTS
GROUP SIZE: 5   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-6   AVERAGE TICF: 135 MONTHS
AVERAGE TAFMS: 197 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
B37 ASSIGN WORK TO PERSONNEL	100
H243 PUBLISH AERONAUTICAL ORDERS USING AFORMS USER DEFINED FUNCTIONS (UDF)	100
A20 ESTABLISH WORK PRIORITIES	100
C91 WRITE APRS	100
H199 CORRECT PROBLEMS IDENTIFIED BY HORIS RATED REPORT AUDIT	80
H187 AUDIT HEADQUARTERS OPERATIONS RESOURCES INFORMATION SYSTEMS (HORIS) REPORTS	80
H179 ASSIGN AVIATION SERVICE CODES (ASC)	80
H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES	80
B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152)	80
B71 WRITE CORRESPONDENCE	80
B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT	80
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	80
H190 COMPLETE AVIATION SERVICE AUDIT WORKSHEETS	80
H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	80
B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RATED PROBLEMS	80
H204 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR HAZARDOUS DUTY INCENTIVE PAY (HDIP)	80
A11 DEVELOP WORK METHODS OR PROCEDURES	80
H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONS DUTY)	80
H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP)	80
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	80
H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT	80
D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES	80
H255 UPDATE HORIS REPORTS	60
H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR)	60
H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED	60

TABLE A38

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	100
H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL	100
H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	89
H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	89
H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY)	89
H225 MAINTAIN AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD)	89
H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS	89
L318 UPDATE FILES BY ONLINE PROCEDURES	78
L159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	78
H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF)	78
F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS	78
H207 FILE ANNUAL IFRs	78
H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	78
H232 OPERATE KEYPUNCH EQUIPMENT	78
H214 INPUT DNIF DATES INTO SYSTEMS	67
H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS	67
H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT)	67
H205 EXTRACT INFORMATION FROM IFRs	67
H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED	67
H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR)	67
F136 BREAK DOWN COMPUTER PRODUCTS	67
L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	56
L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS	56

A38

TABLE A39

GROUP ID NUMBER AND TITLE: GRP070, GROUND TRAINING CLUSTER
GROUP SIZE: 44   PERCENT OF SAMPLE: 3%
AVERAGE GRADE: E-5   AVERAGE TICF: 51 MONTHS
AVERAGE TAFMS: 101 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
E131	SCHEDULE AIRCREW MEMBERS FOR LIFE SUPPORT CONTINUATION TRAINING	95
J270	DEVELOP GROUND TRAINING SCHEDULES	86
E130	SCHEDULE AIRCREW MEMBERS FOR ALTITUDE CHAMBER	86
H253	SCHEDULE GROUND TRAINING REQUIREMENTS FOR AIRCREW MEMBERS OR AEROMEDICAL PERSONNEL (FLIGHT SURGEON)	77
B64	SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	77
D113	SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING	70
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	70
E132	SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS	66
J271	MAINTAIN AIRCREW TRAINING INFORMATION	61
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	55
A30	PLAN OR SCHEDULE WORKLOAD	55
L318	UPDATE FILES BY ONLINE PROCEDURES	52
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	52
A23	MAINTAIN STATUS BOARDS	50
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	50
A20	ESTABLISH WORK PRIORITIES	48
D106	MAINTAIN TRAINING RECORDS	45
D95	ATTEND OR PLAN TRAINING MEETINGS	43
A11	DEVELOP WORK METHODS OR PROCEDURES	41
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	39
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	39
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS	36
A34	SCHEDULE LEAVES, PASSES, OR TDY	34
G170	PREPARE VISUAL AIDS FOR BRIEFINGS	32
L307	PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR SCHEDULING	32

TABLE A40

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
J270 DEVELOP GROUND TRAINING SCHEDULES	100
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
H253 SCHEDULE GROUND TRAINING REQUIREMENTS FOR AIRCREW MEMBERS OR AEROMEDICAL PERSONNEL (FLIGHT SURGEON)	86
E131 SCHEDULE AIRCREW MEMBERS FOR LIFE SUPPORT CONTINUATION TRAINING	86
L318 UPDATE FILES BY ONLINE PROCEDURES	71
B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	71
D113 SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING	71
E130 SCHEDULE AIRCREW MEMBERS FOR ALTITUDE CHAMBER	71
G170 PREPARE VISUAL AIDS FOR BRIEFINGS	43
J271 MAINTAIN AIRCREW TRAINING INFORMATION	43
H244 RESEARCH RECORDS TO DETERMINE COMPLETION OF TRAINING REQUIREMENTS PRIOR TO PCS OR TDY	43
A23 MAINTAIN STATUS BOARDS	43
E132 SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS	43
A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	43
F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	29
L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	29
D95 ATTEND OR PLAN TRAINING MEETINGS	29
A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	29
L307 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR SCHEDULING	29
A34 SCHEDULE LEAVES, PASSES, OR TDY	14
B55 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT	14
F134 ASSEMBLE INFORMATION FOR BRIEFINGS	14
F143 DELIVER FLYING SCHEDULES	14
D106 MAINTAIN TRAINING RECORDS	14
A13 ESTABLISH AIR OPERATIONS SCHEDULES	14

TABLE A41

GROUP ID NUMBER AND TITLE: GRP457, GROUND TRAINING ADMINISTRATORS
GROUP SIZE: 24   PERCENT OF SAMPLE: 1%
AVERAGE GRADE: E-5   AVERAGE TICF: 57 MONTHS
AVERAGE TAFMS: 100 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
E131	SCHEDULE AIRCREW MEMBERS FOR LIFE SUPPORT CONTINUATION TRAINING	100
E130	SCHEDULE AIRCREW MEMBERS FOR ALTITUDE CHAMBER	96
B64	SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	96
J270	DEVELOP GROUND TRAINING SCHEDULES	92
H253	SCHEDULE GROUND TRAINING REQUIREMENTS FOR AIRCREW MEMBERS OR AEROMEDICAL PERSONNEL (FLIGHT SURGEON)	88
D113	SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING	88
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	88
A30	PLAN OR SCHEDULE WORKLOAD	83
A20	ESTABLISH WORK PRIORITIES	79
J271	MAINTAIN AIRCREW TRAINING INFORMATION	71
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	71
L304	PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING	71
D106	MAINTAIN TRAINING RECORDS	71
D95	ATTEND OR PLAN TRAINING MEETINGS	71
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	71
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	67
A11	DEVELOP WORK METHODS OR PROCEDURES	67
E132	SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS	63
L318	UPDATE FILES BY ONLINE PROCEDURES	63
A23	MAINTAIN STATUS BOARDS	58
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	58
B53	IMPLEMENT TRAINING PROGRAMS	54
B71	WRITE CORRESPONDENCE	54
F158	RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS	50
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	46

GROUP ID NUMBER AND TITLE: GRP024, MISSION SCHEDULING CLUSTER
GROUP SIZE: 135   PERCENT OF SAMPLE: 8%
AVERAGE GRADE: E-4   AVERAGE TICF: 55 MONTHS
AVERAGE TAFMS: 90 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	80
F154	POST FLIGHT SCHEDULES	68
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	48
A23	MAINTAIN STATUS BOARDS	46
F139	CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	44
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	41
F136	BREAK DOWN COMPUTER PRODUCTS	41
F143	DELIVER FLYING SCHEDULES	39
A13	ESTABLISH AIR OPERATIONS SCHEDULES	35
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	30
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	29
J269	DEVELOP FLIGHT SCHEDULES	27
F140	CONTROL SIGN-IN AND SIGN-OUT SHEETS	27
F144	DRIVE GOVERNMENT MOTOR VEHICLES	26
A11	DEVELOP WORK METHODS OR PROCEDURES	26
F157	RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIRCRAFT MAINTENANCE STATUS	23
F142	COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS	21
F160	REVIEW MISSION ITINERARIES	21
F155	POST WEATHER INFORMATION	20
F161	SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	19
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	17
F145	IDENTIFY TYPES OF MISSION DEVIATIONS	17
A30	PLAN OR SCHEDULE WORKLOAD	16
F137	CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS	16
B47	DRAFT OR TYPE CORRESPONDENCE OR REPORTS	15

TABLE A43

GROUP ID NUMBER AND TITLE: GRP117, MISSION SCHEDULERS
GROUP SIZE: 38   PERCENT OF SAMPLE: 2%
AVERAGE GRADE: E-4   AVERAGE TICF: 59 MONTHS
AVERAGE TAFMS: 111 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	89
F143 DELIVER FLYING SCHEDULES	82
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	74
A13 ESTABLISH AIR OPERATIONS SCHEDULES	71
A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	68
E154 POST FLIGHT SCHEDULES	66
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	55
A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	50
B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	47
J269 DEVELOP FLIGHT SCHEDULES	42
A23 MAINTAIN STATUS BOARDS	37
A11 DEVELOP WORK METHODS OR PROCEDURES	37
J283 RESERVE SPECIAL USE AIRSPACE	29
F142 COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS	29
F141 COORDINATE AIR-TO-AIR REFUELINGS	26
G170 PREPARE VISUAL AIDS FOR BRIEFINGS	24
F160 REVIEW MISSION ITINERARIES	24
F144 DRIVE GOVERNMENT MOTOR VEHICLES	24
B47 DRAFT OR TYPE CORRESPONDENCE REPORTS	24
B71 WRITE CORRESPONDENCE	24
F136 BREAK DOWN COMPUTER PRODUCTS	21
F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIRCRAFT MAINTENANCE STATUS	21
F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	18
F145 IDENTIFY TYPES OF MISSION DEVIATIONS	18
B38 ATTEND CONFERENCES OR POLICY MEETINGS	18

TABLE A44

GROUP ID NUMBER AND TITLE: GRP089, ATC SCHEDULERS
GROUP SIZE: 55   PERCENT OF SAMPLE: 3%
AVERAGE GRADE: E-4   AVERAGE TICF: 45 MONTHS
AVERAGE TAFMS: 71 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F153 POST CHANGES TO DAILY FLIGHT SCHEDULES	93
F154 POST FLIGHT SCHEDULES	89
A23 MAINTAIN STATUS BOARDS	67
F136 BREAK DOWN COMPUTER PRODUCTS	60
F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS	55
F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS	44
F155 POST WEATHER INFORMATION	29
J269 DEVELOP FLIGHT SCHEDULES	27
F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS	27
A30 PLAN OR SCHEDULE WORKLOAD	25
A157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIRCRAFT MAINTENANCE STATUS	24
A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	24
A11 DEVELOP WORK METHODS OR PROCEDURES	24
J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF)	20
A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES	20
B37 ASSIGN WORK TO PERSONNEL	20
F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT	20
F144 DRIVE GOVERNMENT MOTOR VEHICLES	20
D113 SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING	18
A13 ESTABLISH AIR OPERATIONS SCHEDULES	16
A24 MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS	16
E126 ISSUE CHARTS, MAPS, OR OTHER PUBLICATIONS TO AIRCREWS (EXCLUDING TECHNICAL ORDERS OR TRAINING MANUALS)	16
F142 COORDINATE FLIGHT SCHEDULES WITH FLIGHT PLANS	15
F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	15
B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	15

TABLE A45

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	92
J287	SECURE PRIOR APPROVAL FOR LANDING AT DESTINATION STATIONS	92
F163	SECURE PRIOR APPROVAL FOR ENROUTE LANDING	83
F153	POST CHANGES TO DAILY FLIGHT SCHEDULES	83
F160	REVIEW MISSION ITINERARIES	75
F154	POST FLIGHT SCHEDULES	67
J266	ARRANGE AIRCRAFT REFUELING AT DESTINATION STATIONS	67
F142	COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS	58
J286	SECURE DIPLOMATIC CLEARANCES	58
K289	ADVISE AIRCREW OF SPECIAL INSTRUCTIONS IN AERODROME REMARK SECTION OF ENROUTE SUPPLEMENTS	50
J265	ARRANGE AIRCRAFT PARKING AT DESTINATION STATIONS	50
F164	TYPE AIRCREW CORRESPONDENCE, MESSAGES, OR REPORTS	50
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	50
I259	NOTIFY FAMILIES OF CREWMEMBERS OF FLIGHT ARRIVAL TIME	50
F161	SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES	42
I262	RECEIVE AIRCRAFT CLEARANCE INFORMATION	42
F143	DELIVER FLYING SCHEDULES	42
I260	POST CHANGES TO FOREIGN CLEARANCE GUIDES	42
F165	UPDATE FLIGHT ORDERS	42
F157	RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIRCRAFT MAINTENANCE STATUS	33
F159	REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS	33
F149	INTERPRET AERONAUTICAL CHARTS OR FLIGHT INFORMATION PUBLICATION CATALOGUES	33
F145	IDENTIFY TYPES OF MISSION DEVIATIONS	33
J279	PREPARE OR INTERPRET FLIGHT ORDERS	33
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	33

TABLE A46

GROUP ID NUMBER AND TITLE: GRP040, GENERAL ADMINISTRATOR CLUSTER
GROUP SIZE: 44   PERCENT OF SAMPLE: 3%
AVERAGE GRADE: E-5   AVERAGE TICF: 72 MONTHS
AVERAGE TAFMS: 115 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	64
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	52
A11	DEVELOP WORK METHODS OR PROCEDURES	48
A6	DESIGN STATUS BOARDS	43
A10	DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION	34
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	32
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	32
A1	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	27
A14	ESTABLISH CLASSIFICATION OF INFORMATION	25
A4	CONSTRUCT ORGANIZATIONAL OR FUNCTIONAL CHARTS	25
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	23
A12	DEVELOP WORKING AGREEMENTS WITH USER MAINTENANCE OR COMMUNICATIONS ORGANIZATIONS	20
A7	DEVELOP OPERATION ORDERS (OPORD)	20
A13	ESTABLISH AIR OPERATIONS SCHEDULES	20
A8	DEVELOP OPERATION PLANS	18
A23	MAINTAIN STATUS BOARDS	18
A15	ESTABLISH MANNING OR PERSONNEL REQUIREMENTS	11
A20	ESTABLISH WORK PRIORITIES	11
A17	ESTABLISH PROCEDURES FOR MEASUREMENT OF OPERATIONAL READINESS CRITERIA	9
A22	JUSTIFY FLYING HOUR ALLOCATIONS	9
A19	ESTABLISH STANDING OPERATING PROCEDURE (SOP) FILES FOR OPERATIONS STATION	7
A18	ESTABLISH PUBLICATION LIBRARIES	7
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	7
A24	MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS	7
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	7

TABLE A47

GROUP ID NUMBER AND TITLE: GRP405, JUNIOR SQUADRON ADMINISTRATORS
GROUP SIZE: 5   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-4   AVERAGE TICF: 37 MONTHS
AVERAGE TAFMS: 74 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A10	DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFOR-MATION	100
A14	ESTABLISH CLASSIFICATION OF INFORMATION	80
A6	DESIGN STATUS BOARDS	80
A17	ESTABLISH PROCEDURES FOR MEASUREMENT OF OPERATIONAL READINESS CRITERIA	80
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	80
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	20
A18	ESTABLISH PUBLICATION LIBRARIES	20
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	20
B49	ESTABLISH OR MAINTAIN TECHNICAL LIBRARIES	20
A26	MONITOR PUBLICATION REQUIREMENTS	20
A32	PLAN SECURITY PROGRAMS	20
F143	DELIVER FLYING SCHEDULES	20
F144	DRIVE GOVERNMENT MOTOR VEHICLES	20

TABLE A48

GROUP ID NUMBER AND TITLE: GRP760, SPECIAL ACTIVITIES ADMINISTRATORS
GROUP SIZE: 6   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-5   AVERAGE TICF: 94 MONTHS
AVERAGE TAFMS: 125 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A4	CONSTRUCT ORGANIZATIONAL OR FUNCTIONAL CHARTS	100
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	100
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	67
A23	MAINTAIN STATUS BOARDS	67
A10	DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION	67
A13	ESTABLISH AIR OPERATIONS SCHEDULES	67
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	67
A8	DEVELOP OPERATION PLANS	50
A6	DESIGN STATUS BOARDS	33
A22	JUSTIFY FLYING HOUR ALLOCATIONS	33
A14	ESTABLISH CLASSIFICATION OF INFORMATION	33
A1	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	33
A11	DEVELOP WORK METHODS OR PROCEDURES	33
A7	DEVELOP OPERATIONS ORDERS (OPORD)	17
A15	ESTABLISH MANNING OR PERSONNEL REQUIREMENTS	17
A20	ESTABLISH WORK PRIORITIES	17
B39	COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	17
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	17
A24	MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS	17
A32	PLAN SECURITY PROGRAMS	17
A33	PREPARE UNIT EMERGENCY PLANS	17
A27	PLAN AND MONITOR SELF-INSPECTION PROCEDURES	17

TABLE A49
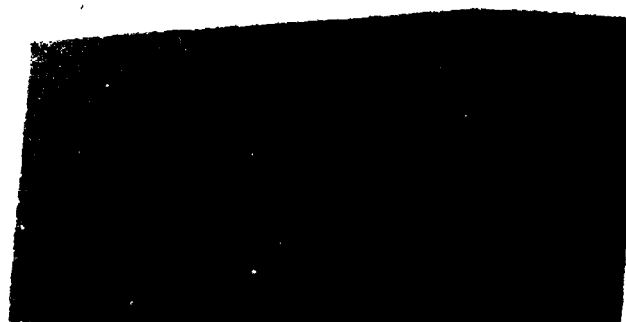
GROUP ID NUMBER AND TITLE: GRP745, OPERATIONS ADMINISTRATORS
GROUP SIZE: 5   PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE GRADE: E-4   AVERAGE TICF: 63 MONTHS
AVERAGE TAFMS: 95 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A2	COMPILE DATA FOR USE IN REPORTS OR POLICIES	100
A6	DESIGN STATUS BOARDS	100
A11	DEVELOP WORK METHODS OR PROCEDURES	80
A5	COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	60
A3	CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS	40
A4	CONSTRUCT ORGANIZATIONAL OR FUNCTIONAL CHARTS	40
A12	DEVELOP WORKING AGREEMENTS WITH USER MAINTENANCE OR COMMUNICATIONS ORGANIZATIONS	20
A15	ESTABLISH MANNING OR PERSONNEL REQUIREMENTS	20
A18	ESTABLISH PUBLICATION LIBRARIES	20
A23	MAINTAIN STATUS BOARDS	20
A24	MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS	20
A7	DEVELOP OPERATION ORDERS (OPORD)	20
A9	DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES	20
A22	JUSTIFY FLYING HOUR ALLOCATIONS	20
H213	INITIATE GROUNDING OR REMOVAL FROM GROUNDING FOR AIRCREW PERSONNEL	20

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