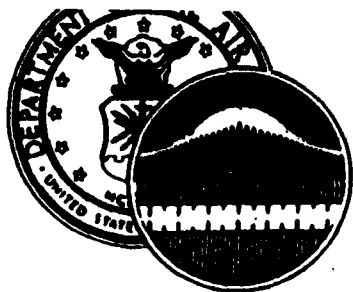


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UNITED STATES AIR FORCE

OCCUPATIONAL SURVEY REPORT

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MEDICAL MATERIEL

AFSC 915X0

AFPT 90-915-880

JANUARY 1991

OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT SQUADRON
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 Medical Materiel (AFSC 915X0) career ladder. Authority for conducting occupational surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Captain Ken TeBrink developed the survey instrument, Ms Olga Velez provided computer programming support, and Mr Richard Ramos provided administrative support. Captain Doug Ketch analyzed the data and wrote the final report. Lieutenant Colonel Charles D. Gorman, Chief, Airman Analysis Section, Occupational Analysis Branch, USAF Occupational Measurement Squadron, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections and other interested training and management personnel. Additional copies may be requested from the Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Branch (OMY), Randolph AFB, Texas 78150-5000.

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SUMMARY OF RESULTS

1. Survey Coverage: This report is based on data collected from 1,056 respondents constituting 75 percent of all assigned AFSC 915X0 personnel.
2. Career Ladder Structure: Survey data show there are six clusters and three independent job types in this career ladder. The clusters are Stock Records and Local Purchase, Medical Equipment Management Office, NCOIC/Supervisory, Warehouse, War Reserve Materiel, and Central Processing and Distribution. The three independent jobs are Computer Operations, Resident Training Instructor, and Contract Management.
3. Career Ladder Progression: This career ladder is typical in that 3- and 5-skill level members spend most of their job time performing technical tasks related to one of the various specialty jobs identified. Seven-skill level members are first-line supervisors, performing a mixture of technical and supervisory tasks, while 9-skill level members and CEMs perform tasks related to managing the career ladder.
4. Specialty Descriptions: The AFR 39-1 Specialty Descriptions accurately describe jobs and tasks performed by AFSC 915X0 personnel in the career ladder.
5. Training Analysis: Most of the Specialty Training Standard (STS) and two of the three blocks of the Plan of Instruction (POI) are supported by survey data when reviewed using criteria set forth in AFR 8-13/ATC Supplement 1 and ATCR 52-22. Block three of the POI has several objectives that were unsupported by survey data and need to be reviewed by training personnel.
6. Job Satisfaction: Job satisfaction for respondents in the present study is somewhat higher than reported for members of comparative AFSCs surveyed in 1989. Overall satisfaction has decreased slightly over the last 5 years. Members of most jobs report they find their job interesting and feel their talents and training are being used. Members in the Contract Management, Computer Operations, and CPD jobs, however, have the lowest satisfaction indicators.
7. Implications: Survey data show the career ladder structure is the same as it was 5 years ago. Members progress typically through the specialty, and current AFR 39-1 Specialty Descriptions are supported. Job satisfaction has not changed significantly over the last 5 years, with only a slight decrease in overall job satisfaction. Survey data support the current training documents, with minor review of part of the POI needed.

OCCUPATIONAL SURVEY REPORT
MEDICAL MATERIEL CAREER LADDER
(AFSC 915X0)

INTRODUCTION

This is a report of an occupational survey of the Medical Materiel (AFSC 915X0) career ladder completed by the USAF Occupational Measurement Squadron in October 1990. This career ladder was last surveyed in October 1985. The present survey was requested by the 3790th Medical Service Training Wing/MOXB to update the Specialty Training Standard (STS), Career Development Course (CDC), Specialty Knowledge Test (SKT), and resident course.

Background

The AFR 39-1 Specialty Descriptions state that AFSC 915X0 personnel are responsible for preparing and maintaining manual and automated property accounting records. Duties also include requisitioning, receiving, inspecting, warehousing, delivering, safeguarding, and inventorying medical and non-medical materiel; processing issues and turn-ins of supplies and equipment; making dispositions of supplies and equipment; processing and maintaining requests for local purchases and services contracts; performing administrative functions; and providing supervision and training for Medical Materiel personnel.

Training for AFSC 915X0 personnel is a 5-week, 2-day Cat A course conducted at Sheppard AFB TX. Training includes introduction to the Medical Materiel field, introduction to the MEDLOG system, Stock Records Functions, and Warehouse Operations.

SURVEY METHODOLOGY

Data for this survey were collected using USAF Job Inventory AFPT 90-915-880 (November 1989). The Inventory Developer reviewed pertinent career ladder documents, the previous OSR and job inventory, and then prepared a tentative task list. The task list was validated through personal interviews with 49 subject-matter experts at the following bases:

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| <u>BASE</u> | <u>REASON FOR VISIT</u> |
|-----------------------------|--|
| Sheppard AFB TX | Technical school |
| Keesler AFB MS | Extensive local purchase and contracting functions |
| Gunter AFS AL | Standard System Center (MEDLOG) |
| Eglin AFB FL | Most experience on MEDLOG system |
| Wilford Hall Medical Center | Largest medical facility in CONUS |
| Shaw AFB SC | Numerous War Readiness Materiel (WRM) programs |
| Scott AFB IL | MAC air evacuation mission |
| Randolph AFB TX | Small clinic |
| Kelly AFB TX | FY account and O/S experience |
| Dyess AFB TX | Strategic Air Recon Team WRM |
| Brooks AFB TX | Unique local purchase requirements |

The final inventory contains 659 tasks grouped under 16 duty headings, standard background questions asking for DAFSC, organization of assignment, MAJCOM, duty title, TAFMS, time in career ladder, and additional questions asking respondents to indicate job title, functional area, handling of hazardous or dangerous materiel, and equipment used. Training personnel will use responses to these questions to evaluate training and determine how AFSC 915X0 personnel are being used.

Survey Administration

From November 1989 through May 1990, Consolidated Base Personnel Offices at operational bases worldwide administered the surveys to AFSC 915X0 personnel selected from a computer-generated mailing list provided by the Air Force Human Resources Laboratory. Respondents were asked to complete the identification and biographical information section first, go through the booklet and mark all tasks they perform in their current job, and then go back and rate each task they marked on a 9-point scale reflecting the relative amount of time spent on each task. Time spent ratings range from 1 (indicating a very small amount of time spent) to 9 (indicating a very large amount of time spent).

The computer calculated the relative percent time spent on all tasks for each respondent by first totaling ratings on all tasks, dividing the rating for each task by this total, and multiplying by 100. The percent time spent ratings from all inventories were then combined and used with percent member performing values to describe various groups in the career ladder.

Survey Sample

The final sample included responses from 1,056 DAFSC 91530, 91550, 91570, 91590, and 91500 members. As shown in Tables 1 and 2, the MAJCOM and DAFSC representation in the sample is very close to that of the total AFSC 915X0 population.

Task Factor Administration

Personnel who make decisions about career ladder documents and training programs need task factor data (training emphasis (TE) and task difficulty (TD) ratings), as well as job descriptions. The survey process provides these data by asking selected E-6 and E-7 supervisors to complete either a TE or TD booklet. These booklets are processed separately from the job inventories, and TE and TD data are used in several analyses discussed later in this report.

Training Emphasis (TE). Training emphasis is defined as the amount of structured training that first-enlistment personnel need to perform tasks successfully. Structured training is defined as training provided by resident technical schools, field training detachments, mobile training teams, formal OJT, or any other organized training method. Seventy experienced AFSC 91570 supervisors rated the tasks in the inventory on a 10-point TE scale ranging from 0 (no training required) to 9 (much structured training required). The interrater agreement for these 70 raters is acceptable.

TE ratings, when used with percent members performing values and TD ratings, can help validate the need for organized training and provide insight into the 3-skill level training codes needed on individual STS elements.

Task Difficulty (TD). Task difficulty is defined as an estimate of the length of time the average airman takes to learn how to perform each task listed in the inventory. Seventy-three experienced AFSC 91570 supervisors rated the difficulty of the tasks in the inventory on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Ratings are adjusted so tasks of average difficulty have a value of 5.0. Interrater agreement for these 73 raters is also acceptable.

Automated Training Indicators (ATI). The computer uses TE and TD ratings for each task in the inventory, the percent of first-enlistment respondents performing, and the training decision table found in ATCR 52-22 to compute an Automated Training Indicator (ATI) value for each task. ATI numbers correspond to training decisions found on the Course Training Decision Table in

TABLE 1
MAJCOM REPRESENTATION

| <u>COMMAND</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|----------------|--------------------------------|------------------------------|
| USAFE | 22 | 22 |
| ATC | 16 | 16 |
| SAC | 15 | 14 |
| TAC | 14 | 14 |
| MAC | 12 | 12 |
| PACAF | 7 | 8 |
| AFLC | 5 | 5 |
| AFSC | 4 | 4 |
| AAC | 2 | 2 |
| OTHER | 3 | 3 |

TOTAL ASSIGNED = 1,403
 TOTAL ELIGIBLE = 1,226
 TOTAL IN FINAL SAMPLE = 1,056
 PERCENT OF ASSIGNED IN SAMPLE = 75%
 PERCENT OF ELIGIBLE IN SAMPLE = 86%

TABLE 2
PAYGRADE DISTRIBUTION

| <u>PAYGRADE</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|-----------------|--------------------------------|------------------------------|
| E-1 to E-3 | 21 | 19 |
| E-4 | 38 | 37 |
| E-5 | 22 | 25 |
| E-6 | 10 | 10 |
| E-7 | 8 | 7 |
| E-8 | * | 1 |
| E-9 | 1 | 1 |

* Denotes less than 1 percent

ATCR 52-22. ATI, TE and TD values, and percent of various groups of respondents performing tasks are the data used to make decisions about training requirements. These data are discussed later in the Training Analysis section of this report.

SPECIALTY JOBS (Career Ladder Structure)

The first step in the analysis process is to identify the structure of the career ladder in terms of jobs performed. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. The CODAP automated job-clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, new members are added to this initial group, or new groups are formed based on the similarity of tasks and time spent ratings. This process continues until all respondents have been included in a group.

The basic group that CODAP uses in the clustering process is a job, or those individuals who perform many of the same tasks and spend a similar amount of time performing them. When several jobs are similar, they form a cluster. If members of a job perform tasks so different they cannot be included in a cluster, they are referred to as being an independent job. These definitions are used to describe the Medical Materiel specialty and the variations of jobs within the specialty. In addition, this information is used to evaluate the accuracy and completeness of AFR 39-1 Specialty Descriptions, the STS, and the Plan of Instruction (POI) for the entry-level course.

Overview

Survey data show members of the career ladder perform in several distinct jobs (Figure 1) within the specialty. Relative time members of the jobs spend on duties is presented in Table 3, and selected background information on these members is presented in Table 4. A listing of the clusters and independent jobs follows. The Stage (STG) number beside the job title is a group reference number assigned by CODAP, and the letter "N" refers to the number of respondents in each job.

- I. COMPUTER OPERATIONS INDEPENDENT JOB (STG214, N=12)
- II. RESIDENT TRAINING INSTRUCTOR INDEPENDENT JOB (STG188, N=7)
- III. STOCK RECORDS AND LOCAL PURCHASE CLUSTER (STG114, N=310)
- IV. MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) CLUSTER (STG113, N=121)

AFSC 915XO SPECIALTY JOBS (N= 1,056)

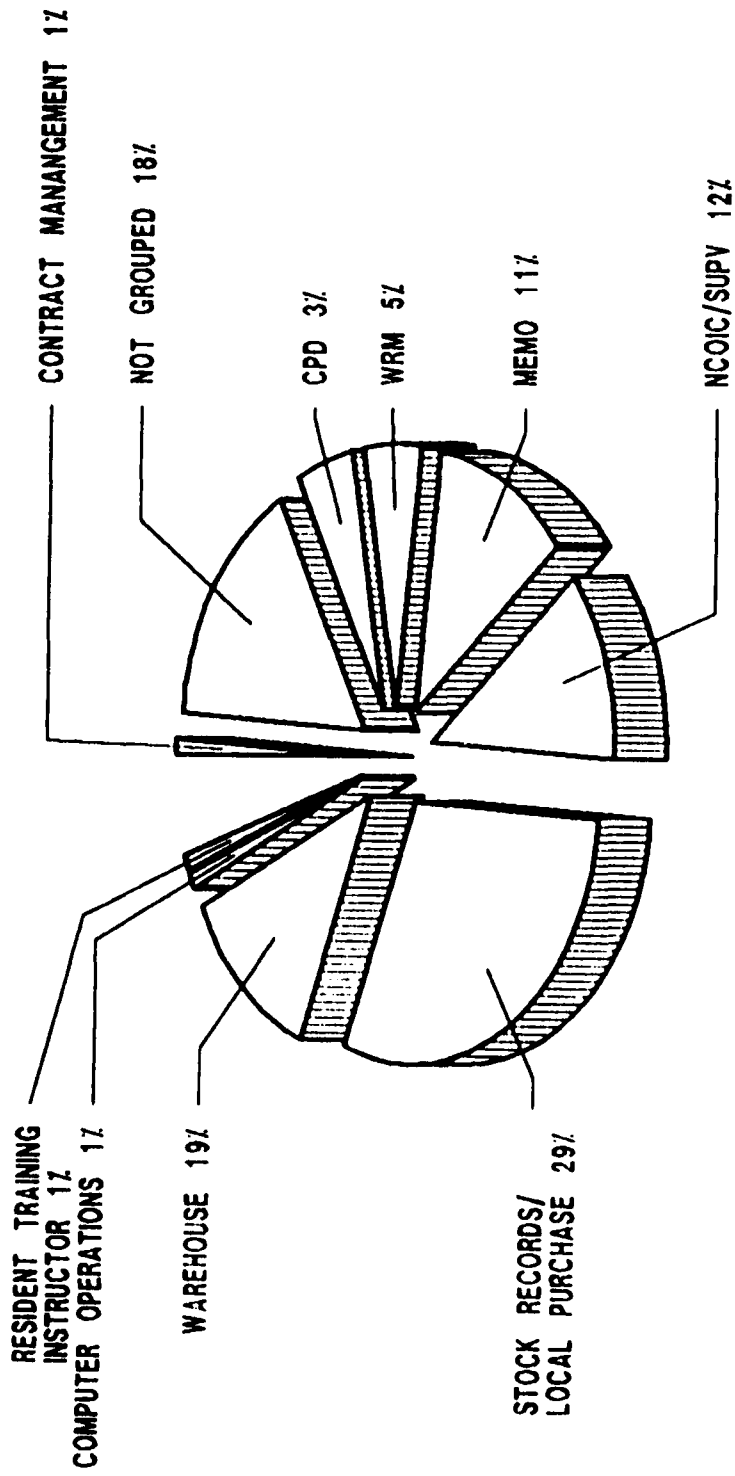


FIGURE 1

TABLE 3
 DISTRIBUTION OF DUTY TIME SPENT BY MEMBERS OF CAREER LADDER JOBS
 (RELATIVE PERCENT OF JOB TIME SPENT)

| DUTIES | COMP OPER (N=12) | RES TRNRS (N=7) | LP & STK RECORDS (N=310) | MEMO (N=121) | NCOIC/ SUPV (N=127) | W/H (N=198) |
|---|------------------------|-----------------------|--------------------------------|-----------------|---------------------------|----------------|
| A ORGANIZING AND PLANNING | 1 | 5 | 2 | 3 | 12 | 2 |
| B DIRECTING AND IMPLEMENTING | 1 | 8 | 3 | 4 | 13 | 3 |
| C INSPECTING AND EVALUATING | * | 9 | 3 | 3 | 14 | 3 |
| D TRAINING | 1 | 30 | 2 | 2 | 7 | 1 |
| E PERFORMING ADMINISTRATIVE | 1 | 4 | 3 | 4 | 3 | 2 |
| F PERFORMING GENERAL MEDICAL LOGISTICS | 18 | 7 | 37 | 31 | 16 | 22 |
| G PERFORMING WAREHOUSE OR INTERNAL DISTRIBUTION OPERATION (IDO)/PARS RESUPPLY SYSTEM | 8 | 1 | 5 | 7 | 6 | 48 |
| H PERFORMING STOCK RECORDS OR CUSTOMER SERVICE TASKS | 6 | * | 11 | 3 | 8 | 3 |
| I PERFORMING LINEN SUPPLY TASKS | 1 | * | * | 1 | * | 1 |
| J PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE TASKS | * | * | * | 25 | 2 | * |
| K PERFORMING WAR RESERVE MATERIEL OR MEDICAL READINESS TASKS | 2 | * | 1 | 1 | 8 | 2 |
| L PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL TASKS | 2 | * | 8 | 4 | 2 | 1 |
| M PERFORMING CENTRAL PROCESSING AND DISTRIBUTION | * | * | * | * | 1 | 1 |
| N PERFORMING CONTRACT MANAGEMENT OR LOCAL PURCHASE | 3 | * | 10 | * | * | * |
| O PERFORMING COMPUTER OPERATIONS TASKS | 54 | 36 | 15 | 8 | 5 | 11 |
| P PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL TASKS | * | * | * | * | 1 | * |

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

DISTRIBUTION OF DUTY TIME SPENT BY MEMBERS OF CAREER LADDER JOBS
(RELATIVE PERCENT OF JOB TIME SPENT)

| DUTIES | WRM (N=53) | CONT MGMT (N=6) | CPD (N=26) |
|---|---------------|-----------------------|---------------|
| A ORGANIZING AND PLANNING | 2 | 1 | 3 |
| B DIRECTING AND IMPLEMENTING | 3 | * | 3 |
| C INSPECTING AND EVALUATING | 2 | * | 3 |
| D TRAINING | 1 | * | 2 |
| E PERFORMING ADMINISTRATIVE | 2 | * | * |
| F PERFORMING GENERAL MEDICAL LOGISTICS | 19 | 29 | 6 |
| G PERFORMING WAREHOUSE OR INTERNAL DISTRIBUTION OPERATION (IDO)/PARS RESUPPLY SYSTEM | 13 | 2 | 15 |
| H PERFORMING STOCK RECORDS OR CUSTOMER SERVICE TASKS | 4 | 1 | 1 |
| I PERFORMING LINEN SUPPLY TASKS | * | * | * |
| J PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE TASKS | * | * | * |
| K PERFORMING WAR RESERVE MATERIEL OR MEDICAL READINESS TASKS | 33 | * | 1 |
| L PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL TASKS | 5 | 2 | * |
| M PERFORMING CENTRAL PROCESSING AND DISTRIBUTION | * | * | 63 |
| N PERFORMING CONTRACT MANAGEMENT OR LOCAL PURCHASE | * | 57 | * |
| O PERFORMING COMPUTER OPERATIONS TASKS | 14 | 6 | 3 |
| P PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL TASKS | * | * | * |

* Denotes less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

| | COMP OPER (STG214) | RES TRNRS (STG188) | LP & STK RECORDS (STG114) | MEMO (STG113) | NCOIC/ SUPV (STG95) | W/H (STG72) | WRM (STG89) | CONT MGMT (STG193) | CPD (STG106) |
|-----------------------------------|--------------------------|--------------------------|---------------------------------|------------------|---------------------------|----------------|----------------|--------------------------|-----------------|
| NUMBER IN GROUP | 12 | 7 | 310 | 121 | 127 | 208 | 53 | 6 | 26 |
| PERCENT OF SAMPLE | 1% | 1% | 29% | 11% | 12% | 19% | 5% | 1% | 3% |
| DAFSC DISTRIBUTION | | | | | | | | | |
| 91530 | 0 | 0 | 9% | 5% | 1% | 28% | 11% | 33% | 31% |
| 91550 | 17% | 43% | 70% | 57% | 14% | 60% | 68% | 67% | 65% |
| 91570 | 83% | 57% | 20% | 38% | 75% | 12% | 21% | 0% | 4% |
| 91590 | 0 | 0 | 0 | 0 | 6% | 0 | 0 | 0 | 0 |
| 91500 | 0 | 0 | 0 | 0 | 5% | 0 | 0 | 0 | 0 |
| AVERAGE TAFMS (MOS) | | | | | | | | | |
| AVERAGE NUMBER OF TASKS PERFORMED | 38 | 129 | 76 | 121 | 127 | 63 | 82 | 46 | 55 |
| PERCENT IN FIRST ENLISTMENT | 34 | 44 | 121 | 133 | 168 | 81 | 79 | 37 | 28 |
| PERCENT SUPERVISING | 85% | 0 | 40% | 21% | 5% | 55% | 40% | 50% | 57% |
| | 17% | 43% | 40% | 43% | 89% | 29% | 26% | 0 | 23% |

* Denotes less than 1 percent

NOTE: DAFSC distribution percentages may not total to exactly 100 percent due to rounding

- V. NCOIC/SUPERVISORY CLUSTER (STG095, N=127)
- VI. WAREHOUSE CLUSTER (STG072, N=198)
- VII. WAR RESERVE MATERIELS (WRM) CLUSTER (STG089, N=53)
- VIII. CONTRACT MANAGEMENT INDEPENDENT JOB (STG193, N=6)
- IX. CENTRAL PROCESSING AND DISTRIBUTION (CPD) CLUSTER (STG106, N=26)

I. COMPUTER OPERATIONS INDEPENDENT JOB (STG214, N=12). Twelve respondents, or 1 percent of the sample, perform tasks involved with this job. While all personnel within this career ladder perform tasks related to computer operations, this group of personnel indicate they spend over 50 percent of their time performing computer operations tasks. This is about 30 percent more than any other group in the sample. Personnel within this group are fairly junior, with 75 percent of them in their first enlistment. On the average, they perform 34 tasks, with the majority of them in computer operations:

- initiate on-line sessions
- transfer system files to floppy diskettes
- process end-of-day (EOD) routines
- perform cold starts
- perform warm starts
- process end-of-month (EOM) routines
- decollate and tear down computer runs
- perform warm terminations
- perform cold terminations
- distribute computer products

II. RESIDENT TRAINING INSTRUCTOR INDEPENDENT JOB (STG188, N=7). Seven respondents indicated they perform tasks related to training. Members of this job are one of the more senior groups, averaging 129 months TAFMS. Sixty percent of this group's job is made up from two of the duties, training and computer operations. The high amount of time they spend on training tasks sets them apart from the computer operations group. Some of the tasks they perform are:

- conduct resident course classroom training
- evaluate training progress of students
- initiate on-line sessions
- develop lesson plans
- administer tests
- perform warm terminations
- perform warm starts

develop course curricula, POIs, or STSs
maintain training records, charts, or graphs
counsel trainees on training progress

III. STOCK RECORDS AND LOCAL PURCHASE CLUSTER (STG114, N=310). This group of 310 respondents is the largest group within the survey and represent 29 percent of the sample. As the title of this cluster implies, it is made up of two major jobs, Stock Records and Local Purchase, which work closely together. Personnel in this cluster spend 11 percent of their time on stock records or customer service tasks, 10 percent of their time on contract management or local purchase tasks, and 8 percent of their time on document control or quality control tasks. Ninety percent of the personnel in this cluster hold a 5- or 7-skill level and average 76 months TAFMS. These personnel perform tasks from various duty areas and are distinguished by the time they spend on the following tasks:

- perform operating balance inquiries
- process cancellation requests
- perform item master inquiries
- perform transaction history inquiries
- establish or maintain master records
- process nonrecurring issue (NRI) transactions
- perform due-in file inquiries
- research overdue shipments
- research existing stock numbers

IV. MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) CLUSTER (STG113, N=121). One hundred and twenty-one respondents indicated they perform tasks that involved managing medical equipment. This cluster represents 11 percent of the sample, with personnel spending 25 percent of their time on MEMO tasks. The personnel in this cluster are more experienced, with only 5 percent of them holding a 3-skill level and 22 percent in their first enlistment. They distinguish themselves by the time they spend on the following tasks:

- annotate or complete AF Forms 601 (Equipment Action Request)
- process AF Forms 601 (Equipment Action Request)
- validate equipment requirements
- coordinate new equipment requests with MER activities
- inventory MEMO property
- annotate or complete AF Forms 9 (Request for Purchase)
- input request for property custody authorization/receipt locator listings (CA/CRL)
- complete nonmedical supply or equipment requisitions
- coordinate new equipment requests with facility managers
- annotate or complete turn-in documents for turn-in of excess serviceable equipment

V. NCOIC/SUPERVISORY CLUSTER (STG095, N=127). One hundred and twenty-seven respondents, or 12 percent of the sample, indicate they perform a supervisory job. This cluster is made up of 7- and 9-skill levels, along with Chief Enlisted Managers (CEM). Most are NCOICs, Superintendents, or Managers. This group is more experienced than others and averages 177 months TAFMS. Personnel in this cluster spend the largest portion of their time in their role as supervisor, spending 14 percent of their time on inspecting and evaluating, 13 percent of their time on directing and implementing, and 12 percent of their time organizing and planning. Some of the supervisory tasks they perform are:

- determine work priorities
- conduct or participate in staff meetings
- interpret policies, directives, or procedures for subordinates
- supervise Medical Materiel Specialists (AFSC 91550)
- counsel personnel on personal or military-related matters
- analyze management records or reports
- complete self-inspection reports
- plan or schedule work assignments
- establish organizational policies, office instructions (OI), or standard operating procedures (SOP)
- assign personnel to duty positions
- write EPRs

VI. WAREHOUSE CLUSTER (STG072, N=198). One hundred and ninety-eight respondents, or 19 percent of the sample, indicate they perform the Warehouse job. This is the second largest job identified within the sample. Personnel in this job are relatively junior compared to the other groups in the sample, with 55 percent in their first enlistment and 28 percent holding a 3-skill level. These personnel perform tasks required for inventorying and storing medical materiel when received at various medical facilities. They spend 48 percent of their time performing Warehouse or Internal Distribution Operations/Periodic Automatic Resupply System tasks. They vary from other personnel by the time they spend performing the following tasks:

- locate and pull issues, other than linens, controlled, or security medical items
- deliver issues, other than linens, controlled, or security medical items
- place items in warehouse locations, other than compressed gas, controlled or security items
- load or unload materiel, other than WRM rotate items
- annotate issue listings
- pick up shipments
- operate materiel-handling equipment, such as tugs and forklifts
- distribute copies of issue listings
- conduct rewarehousing operations

VII. WAR RESERVE MATERIELS (WRM) CLUSTER (STG089, N=53). Fifty-three respondents indicated they perform tasks related to this area. The personnel in this cluster spend 33 percent of their duty time on tasks pertaining to WRM, 19 percent on general medical logistics tasks, 14 percent on computer operations tasks, and 13 percent on warehouse tasks. These members average 81 months TAFMS, with USAFE being the major command with the most members assigned, about 50 percent. While this cluster performs tasks in many areas, they spend the most time on the following WRM tasks:

- inventory WRM assets
- load WRM quality assurance transactions
- process WRM quality assurance transactions
- perform WRM balance inquiries
- compare WRM assets to quality assurance WRM listings
- maintain work copies of WRM computer output listings
- perform quality control checks of WRM quality assurance listings
- operate materiel-handling equipment, such as tugs and forklifts
- palletize ATC, ATH, or SART supplies
- pull dated items from WRM programs
- review WRM readiness reports

VIII. CONTRACT MANAGEMENT INDEPENDENT JOB (STG193, N=6). Six respondents indicated they perform tasks pertaining to contract management. The personnel in this job spend over 50 percent of their time performing tasks within Duty N, Contract Management and Local Purchase Tasks, and their functional work area is Blanket Purchase Order/Blanket Delivery Order. They vary from other personnel by the amount of time they spend on the following tasks:

- place calls against BPAs or BDOs
- print BPA or BDO purchase order files
- maintain BPA or BDO call registers
- maintain BPA or BDO contract files
- complete EOM BPA or EOM blanket delivery order (BDO) reports
- distribute DPSC BPA or BDO purchase orders to Base Contracting Office or BAFO
- establish BPA or BDO contract files
- establish BPA or BDO order call registers

IX. CENTRAL PROCESSING AND DISTRIBUTION (CPD) CLUSTER (STG106, N=26). Twenty-six respondents indicated they perform tasks within the Central Processing and Distribution cluster, which represents 3 percent of the sample. They spend 63 percent of their time within the CPD area and another 15 percent of their time doing tasks within the warehouse area. Almost 60 percent of these personnel are in their first enlistment, and the majority (96 percent)

hold a 3- or 5-skill level. The CPD personnel have a specialized job and, therefore, a majority of their time is spent performing a small number of tasks. Some of these tasks are:

- issue CPD common-use supplies
- restock carts from using activities
- fill patient nondrug item prescriptions
- break down items by adjusted units of issue
- place items in CPD storage locations
- process routine over-the-counter medical CPD supply requests
- perform inventory of CPD supplies to determine materiel restock requirements
- exchange supply carts from using activities
- perform daily inventory of supplies in using activities, other than surgical stores
- maintain nondrug item prescription files

Comparison to Previous Survey

Jobs identified in the present survey were compared to those reported in the 1985 OSR (see Table 5). There has been very little change in the career ladder structure over the last 5 years. The slight differences in job names or percentages in jobs shown in Table 5 are a result of the way tasks were grouped in the latest job inventory and use of the CODAP task clustering process, which identified groups of co-performed tasks which, in turn, helped identify the jobs performed in the career ladder.

Summary

The analysis of the jobs performed by AFSC 915X0 personnel accounts for 82 percent of the total sample. This career ladder is fairly diverse, and the remaining 18 percent (196 respondents) either perform such a variety of tasks or have such an unusual emphasis on certain tasks that the CODAP programs could not include them in any groups of meaningful size. The jobs identified above support the current classification structure of the career ladder.

CAREER LADDER PROGRESSION

Analysis of DAFSC groups, together with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed by members of the various skill level groups, which in turn may be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the STS, reflect what members of the various skill level groups are doing.

TABLE 5
 COMPARISON OF CAREER LADDER STRUCTURE FOR
 CURRENT AND PREVIOUS SURVEY

| <u>JOBS IDENTIFIED IN 1990</u> | <u>JOBS IDENTIFIED IN 1985</u> |
|--|--|
| WAREHOUSE CLUSTER | WAREHOUSE CLUSTER |
| | INTERNAL DISTRIBUTION OPERATION (IDO) INDEPENDENT JOB |
| WAR RESERVE MATERIEL (WRM) CLUSTER | WAR RESERVE MATERIEL (WRM) INDEPENDENT JOB |
| NCOIC/SUPERVISORY CLUSTER | SUPERVISORY CLUSTER |
| MEMO CLUSTER | MEMO CLUSTER |
| | USAFE CLINIC PERSONNEL INDEPENDENT JOB |
| STOCK RECORDS AND LOCAL PURCHASE CLUSTER | STOCK RECORDS AND LOCAL PURCHASE CLUSTER |
| CENTRAL PROCESSING AND DISTRIBUTION (CPD) CLUSTER | CENTRAL PROCESSING AND DISTRIBUTION (CPD) CLUSTER |
| RESIDENT TRAINING INSTRUCTOR INDEPENDENT JOB | NOT IDENTIFIED AS A DISTINCT JOB |
| COMPUTER OPERATIONS INDEPENDENT JOB | NOT IDENTIFIED AS A DISTINCT JOB |
| CONTRACT MANAGEMENT INDEPENDENT JOB | NOT IDENTIFIED AS A DISTINCT JOB |

The distribution of skill level members across the specialty jobs is displayed in Table 6, while relative amounts of time members of the various skill level groups spend on duties is shown in Table 7. These data show 56 percent of 3- and 5-skill level members are assigned to either the Warehouse job or to the Stock Records and Local Purchase job. The remaining 3- and 5-skill levels are assigned to the other various jobs identified. Seven-skill level members are also assigned to the various jobs, with 34 percent of them in the Supervisory job. Descriptions of the skill levels follow.

Skill-Level Descriptions

DAFSC 91530/50. DAFSC 91530/50 respondents constitute 71 percent of the sample and have a 78 percent-time-spent overlap on common tasks, indicating they perform essentially the same job. Because of the high overlap, a combined job description was created and used in further analyses. As shown in Table 6, 56 percent of the 3- and 5-skill level members work in one of two areas, Warehouse or Stock Records and Local Purchase, with smaller percentages working in MEMO, WRM, CPD, and Computer Operations. There were 19 percent of the 146 3- and 5-skill level members not grouped into any cluster or independent job because of the diversity of tasks they perform. Representative tasks DAFSC 91530/50 members perform are listed in Table 8.

DAFSC 91570. Seven-skill level personnel constitute 19 percent of the sample and are involved in most of the jobs identified by survey data. Representative tasks performed by 7-skill level members are listed in Table 9 and include a mixture of technical and supervisory tasks. Table 10 lists examples of tasks that best differentiate between AFSC 91530/50 and 91570 personnel. Figures show a greater percentage of 7-skill level personnel perform the supervisory and administrative tasks. No tasks are listed that favor the AFSC 91530/50 personnel, indicating AFSC 91570 personnel spend a considerable amount of time on similar technical tasks with the AFSC 91530/50 personnel.

DAFSC 91590/00. Nine-skill level and CEM personnel constitute 2 percent of the sample and, as shown in Table 6, are involved primarily in the NCOIC/Supervisory job only. Representative tasks performed by 9-skill level members and CEMs are listed in Table 11 and include mostly supervisory tasks performed to manage this career ladder. Table 12 lists examples of tasks that best differentiate between AFSC 91570 and 91590/00 personnel. Figures show a greater percentage of 7-skill level personnel perform technical tasks along with their supervisory roles, while 9-skill levels and CEMs are involved almost exclusively with tasks of supervising and managing the AFSC 915X0 career ladder.

Summary

Survey data show Medical Materiel personnel progress typically through the skill levels. Three- and 5-skill level personnel typically have the warehouse job or the stock records and local purchase job, 7-skill level members are supervisors in the various jobs performing a mixture of technical and supervisory tasks, and 9-skill level and CEMs are strictly in supervisor or manager jobs.

TABLE 6
 DISTRIBUTION OF SKILL LEVEL MEMBERS IN
 CAREER LADDER JOBS
 (PERCENT)

| <u>JOBS</u> | <u>91530/50</u> <u>(N=750)</u> | <u>91570</u> <u>(N=283)</u> | <u>91590/00</u> <u>(N=23)</u> |
|--------------------------------|-----------------------------------|--------------------------------|----------------------------------|
| COMPUTER OPERATIONS | 2 | 0 | 0 |
| RESIDENT TRAINING INSTRUCTOR | * | 1 | 0 |
| STOCK RECORDS & LOCAL PURCHASE | 33 | 22 | 0 |
| MEMO | 10 | 17 | 0 |
| NCOIC/SUPERVISORY | 3 | 34 | 57 |
| WAREHOUSE | 23 | 8 | 0 |
| WRM | 6 | 4 | 0 |
| CONTRACT MANAGEMENT | 1 | 0 | 0 |
| CPD | 3 | * | 0 |
| NOT GROUPED | 19 | 14 | 43 |

* Denotes less than 1 percent

TABLE 7

TIME SPENT ON DUTIES BY MEMBERS OF SKILL LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

| DUTIES | 91530/50 (N=750) | 91570 (N=283) | 91590/00 (N=23) |
|--|---------------------|------------------|--------------------|
| A ORGANIZING AND PLANNING | 1 | 7 | 20 |
| B DIRECTING AND IMPLEMENTING | 3 | 9 | 18 |
| C INSPECTING AND EVALUATING | 3 | 9 | 22 |
| D TRAINING | 1 | 5 | 7 |
| E PERFORMING ADMINISTRATIVE TASKS | 2 | 3 | 6 |
| F PERFORMING GENERAL MEDICAL LOGISTICS | 29 | 23 | 8 |
| G PERFORMING WAREHOUSE OR INTERNAL DISTRIBUTION OPERATION (IDO)/PARS RESUPPLY SYSTEM | 20 | 8 | 1 |
| H PERFORMING STOCK RECORDS OR CUSTOMER SERVICE TASKS | 6 | 7 | 4 |
| I PERFORMING LINEN SUPPLY TASKS | 1 | * | * |
| J PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE TASKS | 3 | 5 | 3 |
| K PERFORMING WAR RESERVE MATERIEL OR MEDICAL READINESS TASKS | 4 | 5 | 4 |
| L PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL TASKS | 5 | 3 | 1 |
| M PERFORMING CENTRAL PROCESSING AND DISTRIBUTION | 3 | * | * |
| N PERFORMING CONTRACT MANAGEMENT OR LOCAL PURCHASE | 5 | 5 | 1 |
| O PERFORMING COMPUTER OPERATIONS TASKS | 12 | 7 | 3 |
| P PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL TASKS | * | 1 | 2 |

* Denotes less than 1 percent

TABLE 8
 REPRESENTATIVE TASKS PERFORMED BY 91530/50 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=750) |
|--|---|
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 68 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 68 |
| F210 PERFORM ITEM MASTER INQUIRIES | 68 |
| O620 PROCESS END-OF-DAY (EOD) ROUTINES | 61 |
| F147 ANNOTATE OR COMPLETE DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT) | 56 |
| O597 INITIATE ON-LINE SESSIONS | 56 |
| O593 DECOLLATE AND TEAR DOWN COMPUTER RUNS | 55 |
| O611 PERFORM COLD STARTS | 55 |
| O612 PERFORM COLD TERMINATIONS | 55 |
| O594 DISTRIBUTE COMPUTER PRODUCTS | 55 |
| O616 PERFORM WARM TERMINATIONS | 54 |
| F232 RESEARCH EXISTING STOCK NUMBERS | 54 |
| O624 TRANSFER SYSTEM FILES TO FLOPPY DISKETTES | 53 |
| O615 PERFORM WARM STARTS | 53 |
| F181 ESTABLISH OR MAINTAIN MASTER RECORDS | 51 |
| O622 PROCESS END-OF-MONTH (EOM) ROUTINES | 49 |
| O596 INITIATE ON-LINE RECOVERIES | 48 |
| F207 PERFORM DUE-IN FILE INQUIRIES | 47 |
| O603 INPUT ISSUES | 47 |
| F227 PROCESS NON-RECURRING ISSUE (NRI) TRANSACTIONS | 46 |
| O601 INPUT DUE-INS, RECEIPTS, OR BALANCE RECORD ADJUSTMENTS | 45 |
| F233 RESEARCH FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 44 |
| O608 MAINTAIN BACKUP FLOPPY DISKETTES OF SYSTEM FILE TRANSFERS | 43 |

TABLE 9
 REPRESENTATIVE TASKS PERFORMED BY 91570 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=197) |
|--|---|
| A7 DETERMINE WORK PRIORITIES | 75 |
| C98 WRITE EPRs | 73 |
| B56 SUPERVISE MEDICAL MATERIEL SPECIALISTS (AFSC 91550) | 71 |
| B32 CONDUCT OR PARTICIPATE IN STAFF MEETINGS | 71 |
| F210 PERFORM ITEM MASTER INQUIRIES | 70 |
| B34 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS | 69 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 68 |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 68 |
| C89 INSPECT WORK AREA CLEANLINESS | 63 |
| B48 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES | 62 |
| A22 PLAN OR SCHEDULE WORK ASSIGNMENTS | 61 |
| A12 DRAFT OR AMEND LOCAL OPERATING INSTRUCTIONS | 61 |
| A14 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP) | 60 |
| D106 CONDUCT OJT | 58 |
| A25 SCHEDULE LEAVES OR PASSES | 58 |
| D104 CONDUCT IN-HOUSE TRAINING CONFERENCES OR BRIEFINGS | 57 |
| F207 PERFORM DUE-IN FILE INQUIRIES | 55 |
| F237 RESPOND TO CUSTOMER INQUIRIES, OTHER THAN DUE-IN INQUIRIES OR ITEM CANCELLATIONS | 55 |
| C61 COMPLETE SELF-INSPECTION REPORTS | 55 |
| F209 PERFORM FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 54 |
| F232 RESEARCH EXISTING STOCK NUMBERS | 54 |
| F233 RESEARCH FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 51 |
| B41 DIRECT OFFICIAL CORRESPONDENCE PREPARATION | 51 |
| F175 DETERMINE REQUISITION PRIORITIES | 48 |
| B31 ANALYZE MANAGEMENT RECORDS OR REPORTS | 45 |
| A1 ASSIGN PERSONNEL TO DUTY POSITIONS | 45 |
| C60 ANALYZE WORKLOAD REQUIREMENTS | 45 |
| D105 CONDUCT INITIAL CUSTOMER TRAINING CONFERENCES OR BRIEFINGS | 42 |

TABLE 10

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
91530/50 AND DAFSC 91570 PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | 91530/50 (N=750) | 91570 (N=283) | DIFFERENCE |
|--|---------------------|------------------|------------|
| C98 WRITE EPRs | 18 | 73 | -55 |
| B56 SUPERVISE MEDICAL MATERIEL SPECIALISTS (AFSC 91550) | 16 | 71 | -55 |
| B34 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS | 21 | 69 | -48 |
| B48 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES | 14 | 62 | -48 |
| A25 SCHEDULE LEAVES OR PASSES | 11 | 58 | -47 |
| A22 PLAN OR SCHEDULE WORK ASSIGNMENTS | 15 | 62 | -47 |
| A12 DRAFT OR AMEND LOCAL OPERATING INSTRUCTIONS | 17 | 61 | -44 |
| B41 DIRECT OFFICIAL CORRESPONDENCE PREPARATION | 8 | 50 | -42 |
| C61 COMPLETE SELF-INSPECTION REPORTS | 13 | 55 | -42 |
| B32 CONDUCT OR PARTICIPATE IN STAFF MEETINGS | 30 | 71 | -41 |
| A1 ASSIGN PERSONNEL TO DUTY POSITIONS | 10 | 50 | -40 |
| A7 DETERMINE WORK PRIORITIES | 38 | 75 | -37 |

TABLE 11
 REPRESENTATIVE TASKS PERFORMED BY 91590 AND CEM PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=237) |
|--|---|
| B32 CONDUCT OR PARTICIPATE IN STAFF MEETINGS | 87 |
| B41 DIRECT OFFICIAL CORRESPONDENCE PREPARATION | 83 |
| A21 PLAN OR PREPARE BRIEFINGS | 83 |
| B48 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES | 83 |
| A12 DRAFT OR AMEND LOCAL OPERATING INSTRUCTIONS | 78 |
| B31 ANALYZE MANAGEMENT RECORDS OR REPORTS | 78 |
| B34 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS | 78 |
| C61 COMPLETE SELF-INSPECTION REPORTS | 74 |
| A7 DETERMINE WORK PRIORITIES | 74 |
| C83 EVALUATE SUGGESTIONS | 70 |
| A21 PLAN OR PREPARE BRIEFINGS | 70 |
| A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES | 70 |
| A14 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP) | 65 |
| A4 COORDINATE POLICIES AND PROCEDURES WITH BASE ACCOUNTING AND FINANCE OFFICES (BAFO) | 65 |
| C92 REVIEW MEDICAL DENTAL STOCK FUND (MDSF) OPERATING PROGRAM STATUS | 65 |
| A26 SCHEDULE PERSONNEL FOR SCHOOLS, TEMPORARY DUTY (TDY), OR NONTECHNICAL TRAINING | 61 |
| E137 RECONCILE MEDICAL MATERIEL REPORTS | 61 |
| C64 CONDUCT SAVs | 61 |
| A24 REVIEW UNIT EMERGENCY OR DISASTER PLANS | 61 |
| C60 ANALYZE WORKLOAD REQUIREMENTS | 57 |
| C62 COMPLETE STAFF ASSISTANCE VISIT (SAV) INSPECTION REPORTS | 57 |
| A8 DEVELOP MEDICAL DENTAL STOCK FUND (MDSF) OPERATING BUDGET OR REVISION PROGRAMS | 52 |
| C65 EVALUATE ADMINISTRATIVE FORMS, FILES, OR PROCEDURES | 52 |

TABLE 12

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
91570 AND DAFSC 91590/00 PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | 91570 (N=283) | 91590/00 (N=23) | DIFFERENCE |
|--|------------------|--------------------|------------|
| B56 SUPERVISE MEDICAL MATERIEL SPECIALISTS (AFSC 91550) | 71 | 13 | 58 |
| O601 INPUT DUE-INS, RECEIPTS, OR BALANCE RECORD ADJUSTMENTS | 46 | 0 | 46 |
| F181 ESTABLISH OR MAINTAIN MASTER RECORDS | 49 | 4 | 45 |
| F187 INITIATE OR ANNOTATE DD FORMS 1348-6 (DOD SINGLE LINE ITEM REQUISITION SYSTEM DOC) | 42 | 0 | 42 |
| O594 DISTRIBUTE COMPUTER PRODUCTS | 42 | 0 | 42 |
| O602 INPUT GAINS, LOSSES, OR CATALOG CHANGES | 45 | 4 | 41 |
| B57 SUPERVISE MEDICAL MATERIEL SUPERVISORS (AFSC 91570) | 30 | 65 | -35 |
| A17 INTERVIEW EMPLOYMENT APPLICANTS | 17 | 52 | -35 |
| C92 REVIEW MEDICAL DENTAL STOCK FUND (MDSF) OPERATING PROGRAM STATUS | 27 | 65 | -38 |
| C64 CONDUCT SAVS | 22 | 61 | -39 |
| C99 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS | 20 | 61 | -41 |
| A9 DEVELOP ORGANIZATIONAL CHARTS | 20 | 61 | -41 |
| C83 EVALUATE SUGGESTIONS | 22 | 70 | -48 |

AFR 39-1 SPECIALTY JOB DESCRIPTION ANALYSIS

The current AFR 39-1 Specialty Descriptions for the career ladder were compared to job descriptions for each job identified and for each DAFSC group. The current AFR 39-1 Specialty Descriptions accurately portray the jobs and tasks being performed by airmen in the field.

CONUS/OVERSEAS ANALYSIS

Comparisons were made of background data and tasks performed between 400 5-skill level personnel assigned within the continental United States (CONUS) and 211 assigned overseas. For the most part, these two groups perform the same within the career ladder. The one difference that was noted was the percentage of time spent within the duty for performing WRM or medical readiness tasks. The 5-skill levels overseas spent about 8 percent of their time in this duty, as compared to just over 2 percent for those in the CONUS. The only other differences were slight, if at all.

TRAINING ANALYSIS

Occupational survey data are a source of information used to review training documents for the specialty. The three most commonly used types of data are: (1) percent of first-enlistment personnel performing tasks, (2) ratings of how much training emphasis tasks should receive, and (3) ratings of relative difficulty of tasks. These data were used to review the STS and the POI for the basic course taught at Sheppard AFB. To assist in the review of the STS and POI, technical school personnel from Sheppard Technical Training Center matched job inventory tasks to appropriate sections and subsections of the STS and POI for course J3ABR91530 000.

Secondary factors (TE and TD) may be used in conjunction with percent members performing figures to determine what tasks should be emphasized in entry-level training. Tasks with high TE and TD ratings and performed by moderate to high percentages of first-enlistment personnel normally are taught in resident courses, while tasks with high TE and TD ratings and low percentages of first-enlistment personnel performing may be more appropriate for OJT. Tasks rated low in TE and TD generally are not included in any formal training unless their inclusion can be justified by percent members performing, command concerns, or criticality. Products in the Training Extract contain several listings of tasks with accompanying TE and TD ratings, ATI (discussed previously), and percent members performing figures. Training personnel will find these listings extremely helpful for reviewing training requirements for the AFSC 915X0 career ladder. Table 13 lists tasks with the highest TE ratings,

TABLE 13

SAMPLE OF TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

| TASKS | TNG EMP | PERCENT MEMBERS PERFORMING | | TSK DIF |
|---|------------|-------------------------------|---------------|------------|
| | | 1-24 IAFMS | 1-48 IAFMS | |
| 0620 PROCESS END-OF-DAY (EOD) ROUTINES | 6.33 | 57 | 61 | 5.30 |
| 0622 PROCESS END-OF-MONTH (EOM) ROUTINES | 6.07 | 37 | 48 | 5.57 |
| 0611 PERFORM COLD STARTS | 5.84 | 50 | 54 | 4.75 |
| 0612 PERFORM COLD TERMINATIONS | 5.81 | 50 | 52 | 4.71 |
| 0616 PERFORM WARM TERMINATIONS | 5.79 | 50 | 54 | 4.29 |
| 0597 INITIATE ON-LINE SESSIONS | 5.73 | 49 | 54 | 4.67 |
| F209 PERFORM FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 5.70 | 33 | 42 | 5.19 |
| 0615 PERFORM WARM STARTS | 5.70 | 48 | 53 | 4.36 |
| F190 INPUT MEDICAL MATERIEL REQUIREMENTS LISTS | 5.60 | 17 | 23 | 4.17 |
| 0598 INITIATE PRODUCT RECOVERIES | 5.59 | 35 | 39 | 5.25 |
| 0596 INITIATE ON-LINE RECOVERIES | 5.54 | 36 | 45 | 5.31 |
| F226 PROCESS LOCAL PURCHASE RECEIPTS | 5.53 | 47 | 43 | 4.59 |
| F232 RESEARCH EXISTING STOCK NUMBERS | 5.53 | 46 | 52 | 4.49 |
| L490 COMPARE RECEIVING DOCUMENTS WITH DOCUMENT REGISTERS | 5.49 | 16 | 23 | 4.55 |
| F181 ESTABLISH OR MAINTAIN MASTER RECORDS | 5.46 | 41 | 48 | 3.78 |
| F168 COMPLETE ON-LINE REQUISITIONS FOR OTHER THAN WAR READINESS MATERIEL (WRM) | 5.44 | 19 | 24 | 4.91 |
| 0603 INPUT ISSUES | 5.39 | 41 | 47 | 4.33 |
| 0624 TRANSFER SYSTEM FILES TO FLOPPY DISKETTES | 5.31 | 48 | 53 | 5.26 |
| F167 COMPLETE MEDICAL MATERIEL REQUIREMENTS LISTS | 5.30 | 24 | 29 | 5.66 |
| F236 RESEARCH PUBLICATIONS FOR NATIONAL STOCK NUMBERS OR DEPOT AVAILABILITY | 5.27 | 18 | 25 | 5.12 |

TE MEAN = 2.09; S.D. = 1.48

TD MEAN = 5.00; S.D. = 1.00

with accompanying first job (1-24 months TAFMS), first enlistment (1-48 months TAFMS), and TD ratings shown. These tasks are not core to any particular specialty job, but are common to many if not all of the jobs identified.

Tasks rated highest in TD are listed in Table 14. A large number of these tasks deal with supervisory positions, therefore, they are performed by 7-skill levels and higher, have low TE ratings, and are not matched to the STS and POI.

The Training Extract contains complete listings of all tasks in descending TE and TD order, percent first-enlistment personnel performing the tasks, and TE and TD ratings for matched tasks. Copies of this extract have been forwarded to technical school personnel for their use in reviewing training documents for the career ladder. A summary of that information is presented below.

First-Enlistment Medical Materiel Personnel

Three hundred and three survey respondents indicated they are in their first enlistment. As shown by Figure 2, the largest percentage of first-enlistment AFSC 915X0 personnel have the Local Purchase and Stock Records job or the Warehouse job, with smaller percentages in the other jobs. The relative amount of time spent by first-enlistment AFSC 915X0 personnel on the duties is presented in Table 15, while representative tasks performed are listed in Table 16. These data confirm that most first-enlistment personnel are involved in all of the areas within the career ladder.

Specialty Training Standard (STS)

A comprehensive review of STS 915X0, dated May 1988, compared STS items with survey data based on the previously mentioned assistance from technical school personnel in matching job inventory tasks to STS elements. STS paragraphs containing general knowledge information, subject matter knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AFR 8-13 (dated 1 August 1986) and AFR 8-13/ATC Supplement 1 (dated 2 March 1987), Attachment 1, paragraph A1-3c(4) (i.e., include tasks performed or knowledge required by 20 percent or more of the personnel in a skill level (criterion group) of the AFS).

Overall, the STS provides comprehensive coverage of the work performed by AFSC 915X0 personnel, with survey data supporting most of the essential paragraphs or subparagraphs. There were, however, some paragraphs that were not supported by percentages of personnel performing matched tasks. Table 17 provides a list of the paragraphs that are not supported by the data. Training personnel and subject-matter experts should review these paragraphs for any changes that may be needed.

TABLE 14

SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

| TASKS | TSK DIF | PERCENT MEMBERS PERFORMING | | | TNG EMP |
|---|------------|-------------------------------|-------|-------|------------|
| | | 1-48 TAFMS | 91550 | 91570 | |
| A8 DEVELOP MEDICAL DENTAL STOCK FUND (MDSF) OPERATING BUDGET OR REVISION PROGRAMS | 8.24 | 2 | 3 | 23 | .70 |
| D124 WRITE CAREER DEVELOPMENT COURSES (CDC) | 8.23 | 1 | 1 | 2 | 0.00 |
| B31 ANALYZE MANAGEMENT RECORDS OR REPORTS | 7.82 | 8 | 12 | 45 | 1.39 |
| A20 PLAN FACILITY LAYOUTS | 7.58 | 4 | 5 | 12 | .06 |
| P647 EVALUATE CONSTRUCTION REQUIREMENTS | 7.55 | 1 | 1 | 1 | .09 |
| E137 RECONCILE MEDICAL MATERIEL REPORTS | 7.43 | 10 | 13 | 40 | 1.69 |
| P658 REVIEW PROJECT DRAWINGS OR SPECIFICATIONS FOR MEDICAL CONSTRUCTION PROJECTS | 7.40 | 1 | 1 | 1 | .11 |
| C99 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS | 7.36 | 2 | 4 | 20 | .49 |
| P628 COMPLETE DD FORMS 1391 (MILITARY CONSTRUCTION PROJECT DATA) | 7.23 | 1 | 0 | 0 | .17 |
| C92 REVIEW MEDICAL DENTAL STOCK FUND (MDSF) OPERATING PROGRAM STATUS | 7.17 | 2 | 3 | 27 | .74 |
| K446 CONSTRUCT GROUND LAYOUTS FOR FIELD HOSPITAL SITES | 7.15 | 2 | 2 | 3 | .27 |
| P643 DETERMINE SERVICE CONTRACT SPECIFICATIONS | 7.14 | 1 | 2 | 2 | .17 |
| P629 COMPLETE SPACE UTILIZATION STUDIES | 7.12 | 1 | 1 | 3 | .19 |
| A29 WRITE JOB DESCRIPTIONS | 7.09 | 4 | 8 | 31 | .39 |
| A11 DRAFT BUDGET REQUIREMENTS OTHER THAN MDSF BUDGETS | 7.01 | 3 | 4 | 21 | .63 |
| C67 EVALUATE BUDGETING REQUIREMENTS | 6.99 | 2 | 3 | 23 | .41 |
| C97 WRITE CIVILIAN PERFORMANCE APPRAISALS OR SUPERVISORY APPRAISALS | 6.95 | 2 | 3 | 29 | .63 |
| N549 COMPLETE STATEMENTS OF WORK (SOW) | 6.94 | 2 | 3 | 11 | 1.50 |
| D125 WRITE TEST QUESTIONS | 6.91 | 3 | 3 | 8 | .04 |
| H319 COMPLETE STOCK STATUS REPORTS | 6.83 | 6 | 10 | 30 | 2.54 |

TD MEAN = 5.00; S.D. = 1.00
TE MEAN = 2.09; S.D. = 1.48

FIRST ENLISTMENT AFSC 915XO CAREER LADDER JOBS

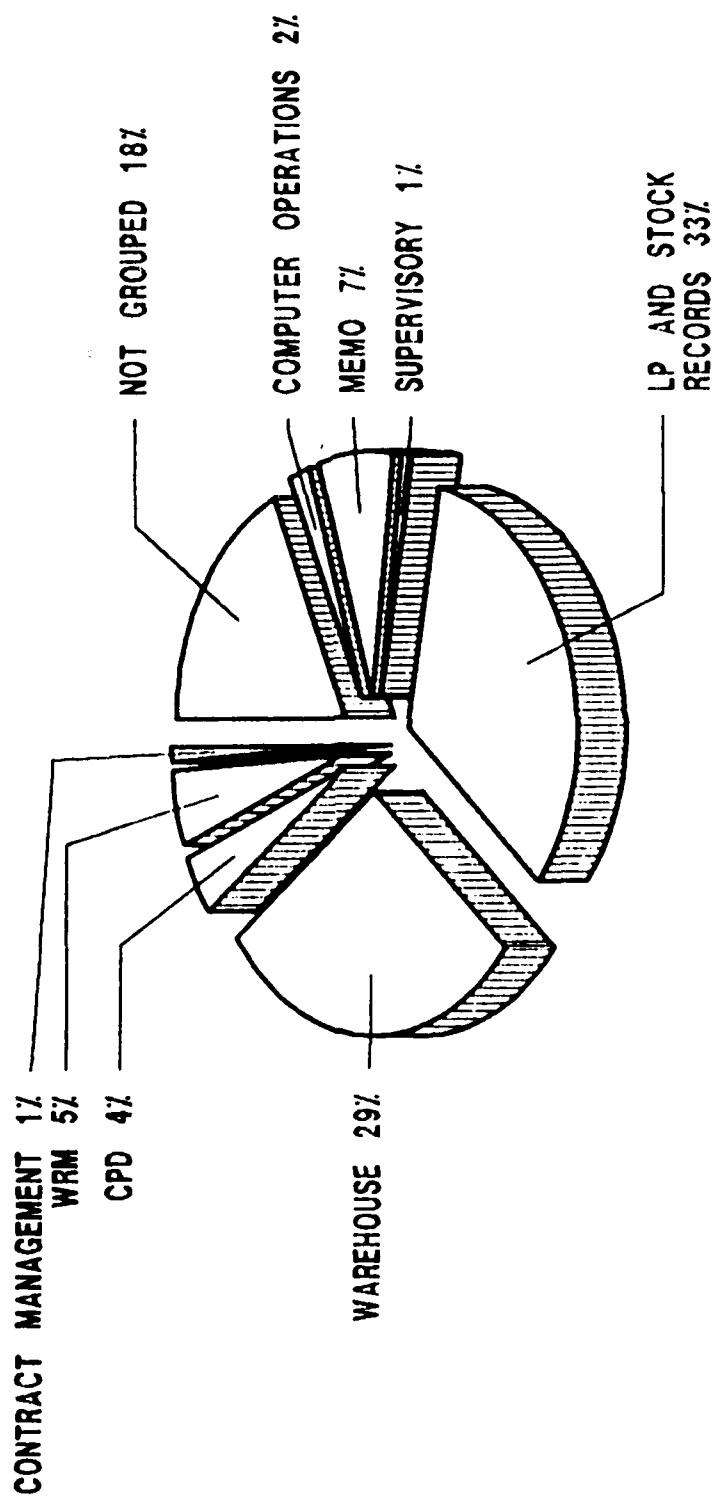


FIGURE 2

TABLE 15

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES
BY FIRST-ENLISTMENT PERSONNEL

| <u>DUTIES</u> | <u>1-48 MOS TAFMS (N=380)</u> |
|---|---------------------------------------|
| A ORGANIZING AND PLANNING | 2 |
| B DIRECTING AND IMPLEMENTING | 2 |
| C INSPECTING AND EVALUATING | 2 |
| D TRAINING | * |
| E PERFORMING ADMINISTRATIVE OR SUPPLY TASKS | 3 |
| F PERFORMING GENERAL MEDICAL LOGISTICS TASKS | 28 |
| G PERFORMING WAREHOUSE OR INTERNAL DISTRIBUTION OPERATION (IDO)/PARS RESUPPLY SYSTEM | 23 |
| H PERFORMING STOCK RECORDS OR CUSTOMER SERVICE TASKS | 6 |
| I PERFORMING LINEN SUPPLY TASKS | * |
| J PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE TASKS | 2 |
| K PERFORMING WAR RESERVE MATERIEL OR MEDICAL READINESS TASKS | 3 |
| L PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL TASKS | 5 |
| M PERFORMING CENTRAL PROCESSING AND DISTRIBUTION | 4 |
| N PERFORMING CONTRACT MANAGEMENT OR LOCAL PURCHASE | 5 |
| O PERFORMING COMPUTER OPERATIONS TASKS | 13 |
| P PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL TASKS | * |

TABLE 16
 REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT
 AFSC 915X0 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=380) |
|--|---|
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 67 |
| F210 PERFORM ITEM MASTER INQUIRIES | 66 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 64 |
| 0620 PROCESS END-OF-DAY (EOD) ROUTINES | 61 |
| 0593 DECOLLATE AND TEAR DOWN COMPUTER RUNS | 56 |
| 0594 DISTRIBUTE COMPUTER PRODUCTS | 55 |
| 0597 INITIATE ON-LINE SESSIONS | 54 |
| 0616 PERFORM WARM TERMINATIONS | 54 |
| 0624 TRANSFER SYSTEM FILES TO FLOPPY DISKETTES | 53 |
| F147 ANNOTATE OR COMPLETE DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT) | 53 |
| F232 RESEARCH EXISTING STOCK NUMBERS | 52 |
| F181 ESTABLISH OR MAINTAIN MASTER RECORDS | 48 |
| 0603 INPUT ISSUES | 47 |
| F222 PROCESS DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/ RECEIPT DOCUMENT) | 46 |
| G285 LOCATE AND PULL ISSUES, OTHER THAN LINENS, CONTROLLED, OR SECURITY MEDICAL ITEMS | 46 |
| F227 PROCESS NONRECURRING ISSUE (NRI) TRANSACTIONS | 46 |
| 0601 INPUT DUE-INS, RECEIPTS, OR BALANCE RECORD ADJUSTMENTS | 44 |
| G255 ANNOTATE ISSUE LISTINGS | 43 |
| G299 PICK UP SHIPMENTS | 43 |
| F226 PROCESS LOCAL PURCHASE RECEIPTS | 43 |
| F207 PERFORM DUE-IN FILE INQUIRIES | 43 |

TABLE 17

UNSUPPORTED AFSC 915X0 STS ELEMENTS

| | TNG EMP | PERCENT MEMBERS PERFORMING | | | | TSK DIF |
|--|------------|----------------------------|------------|-----------|-----------|------------|
| | | 1ST JOB | 1ST ENL | 5- LVL | 7- LVL | |
| 11A(3). SEGREGATE IN-SHIPMENT PRIOR TO VERIFICATION OF COUNT | | | | | | |
| G313 SEGREGATE SHIPMENTS PRIOR TO VERIFICATION OF COUNT | 2.16 | 15 | 15 | 13 | 9 | 3.64 |
| 11F. ENSURE QUALITY AND SERVICEABILITY OF MATERIEL | | | | | | |
| P637 COORDINATE DATED ITEM SHELF LIFE EXTENSION TESTING WITH FEDERAL DRUG ADMINISTRATION (FDA) | .70 | 1 | 2 | 2 | 10 | 5.91 |
| 131(3). MAINTAIN BPAs/BDOs | | | | | | |
| N572 MAINTAIN BPA OR BDO CALL REGISTERS | 4.33 | 12 | 12 | 15 | 12 | 4.44 |
| N573 MAINTAIN BPA OR BDO CONTRACT FILES | 4.19 | 11 | 11 | 15 | 12 | 4.58 |
| N574 MAINTAIN CONTRACT FOLDERS | 3.94 | 12 | 12 | 15 | 13 | 4.60 |
| N543 COMPLETE END-OF-MONTH (EOM) BPA OR BDO REPORTS | 2.99 | 9 | 9 | 12 | 9 | 5.36 |
| N544 COMPLETE END-OF-YEAR (EOY) BPA OR EOY BDO REPORTS | 2.40 | 4 | 6 | 8 | 6 | 5.72 |
| N562 DISTRIBUTE DPSC BPA OR BDO PURCHASE ORDERS TO BASE | 2.24 | 12 | 11 | 12 | 10 | 4.32 |
| N566 DOCUMENT BPA OR BDO COMPETITION | 2.60 | 3 | 5 | 7 | 6 | 5.58 |
| N567 ESTABLISH BPA OR BDO CONTRACT FILES | 3.33 | 9 | 9 | 13 | 9 | 5.36 |
| N585 REVIEW DPSC NEGOTIATED BPAs OR BDOs | 2.16 | 6 | 7 | 8 | 14 | 5.32 |
| F160 COMPLETE AF FORMS 3062 (ABSTRACTS OF PROPOSALS) | .53 | 3 | 3 | 3 | 2 | 5.37 |
| N563 DISTRIBUTE EOM BPA OR BDO REPORTS TO BASE | 1.99 | 7 | 7 | 10 | 7 | 4.42 |
| N564 DISTRIBUTE EOY BPA OR BDO REPORTS TO AFMLO | 1.79 | 4 | 3 | 7 | 5 | 4.63 |
| N576 MAINTAIN SOLE SOURCE OR BRAND NAME JUSTIFICATION | 1.96 | 3 | 3 | 5 | 5 | 4.45 |
| N582 PROCURE LOCAL BPAs OR BDOs FROM BASE CONTRACTING | 2.03 | 5 | 8 | 9 | 7 | 5.99 |

TABLE 17 (CONTINUED)
 UNSUPPORTED AFSC 915X0 STS ELEMENTS

| | TNG EMP | PERCENT MEMBERS PERFORMING | | | | TSK DIF |
|---|------------|----------------------------|-----------|-----------|-----------|------------|
| | | 1ST JOB | 5- ENL | 7- LVL | 7- LVL | |
| 13M. MAINTAIN INFORMAL LEDGERS OF ISSUES AND RECEIPTS OF NONMEDICAL ITEMS | 2.29 | 12 | 13 | 6 | 4.11 | |
| G287 MAINTAIN NONMEDICAL ITEM ISSUE AND RECEIPT INFORMAL LEDGERS | | | | | | |
| 13P(3). MAINTAIN SUPPORTING DOCUMENTS | | | | | | |
| H347 MAINTAIN INVENTORY ADJUSTMENT DOCUMENT FILES | 2.89 | 3 | 7 | 11 | 3.90 | |
| L494 FILE SUPPORTING DOCUMENTS OF PHYSICAL INVENTORIES | 2.89 | 5 | 13 | 14 | 4.18 | |
| 13Q(1). MEDICAL SERVICE WRM PROGRAMS | | | | | | |
| G283 LIST COMPONENT PART SHORTAGES OF ITEMS CONTAINED IN ASSEMBLIES, SUCH AS SECOND ECHELON OR BUDDY CARE KITS | .86 | 1 | 3 | 4 | 5.10 | |
| 13Q(2). WRM BALANCE | | | | | | |
| G283 LIST COMPONENT PART SHORTAGES OF ITEMS CONTAINED IN ASSEMBLIES, SUCH AS SECOND ECHELON OR BUDDY CARE KITS | .86 | 1 | 3 | 4 | 5.10 | |

TABLE 17 (CONTINUED)

UNSUPPORTED AFSC 915X0 STS ELEMENTS

| | TNG EMP | PERCENT MEMBERS PERFORMING | | | | TSK DIF |
|---|------------|----------------------------|------------|-----------|-----------|------------|
| | | 1ST JOB | 1ST ENL | 5- LVL | 7- LVL | |
| 23. MANAGE LINEN | | | | | | |
| F156 COMPLETE AF FORMS 581 (MEDICAL LINEN SUPPLY RECORD) | 1.83 | 8 | 6 | 4 | 5 | 3.73 |
| I373 COMPLETE FORMS FOR LINEN LAUNDERING | 1.40 | 7 | 6 | 6 | 5 | 3.78 |
| I374 COMPLETE LINEN ISSUE REQUESTS | 1.43 | 8 | 8 | 8 | 5 | 3.67 |
| I375 COMPLETE RECEIVING REPORTS OF MONTHLY BUSINESS | 1.49 | 5 | 4 | 5 | 8 | 4.81 |
| I376 COMPUTE AND PROCESS LAUNDRY BILLINGS | 1.14 | 3 | 3 | 5 | 6 | 5.17 |
| I377 COORDINATE LINEN LAUNDERING CONTRACT REQUIREMENTS WITH ACTION AGENCIES | | | | | | |
| I378 COUNT OR WEIGH LINEN | 1.03 | 5 | 3 | 5 | 5 | 6.03 |
| I379 DISINFECT LINEN CARTS | 1.29 | 7 | 6 | 7 | 4 | 3.48 |
| I380 DISTRIBUTE MONTHLY BUSINESS RECEIVING REPORTS TO CONTRACTING CENTER | 1.29 | 1 | 2 | 2 | 2 | 3.17 |
| I382 ESTABLISH CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN | .90 | 3 | 3 | 4 | 5 | 4.31 |
| I383 ESTABLISH LINEN LEVELS | 1.67 | 3 | 3 | 4 | 5 | 4.37 |
| I384 EXCHANGE HOSPITAL PERSONNEL CLOTHING ITEMS | 1.66 | 2 | 2 | 4 | 6 | 4.73 |
| I385 INSPECT LINEN FOR SERVICEABILITY | 1.40 | 5 | 7 | 8 | 4 | 3.49 |
| I386 INVENTORY LINEN ITEMS | 1.41 | 4 | 4 | 5 | 5 | 3.42 |
| I387 ISSUE OR SALVAGE HOSPITAL UNIFORMS | 1.43 | 5 | 4 | 4 | 4 | 3.77 |
| I389 MAINTAIN LINEN EQUIPMENT | 1.16 | 7 | 7 | 6 | 4 | 3.52 |
| I390 MARK LINEN OR INDIVIDUAL CLOTHING ITEMS | .80 | 3 | 2 | 2 | 4 | 3.67 |
| I391 PICK UP OR DELIVER LINEN TO LAUNDRY | 1.21 | 5 | 3 | 3 | 2 | 3.27 |
| I392 PICK UP OR DELIVER LINEN TO USING ACTIVITIES | 1.00 | 6 | 4 | 3 | 1 | 3.22 |
| I393 SEGREGATE CONTAMINATED LINEN | 1.16 | 7 | 6 | 5 | 3 | 3.26 |
| I394 SORT NONLAUNDRY ITEMS IN LAUNDRY RECEIVED FROM USING ACTIVITIES | 1.34 | 3 | 3 | 3 | 1 | 3.87 |
| I381 DYE UNSERVICEABLE LINEN | .83 | 1 | 2 | 2 | 1 | 3.33 |
| I388 ISSUE RAGS | 1.03 | 1 | 2 | 2 | 2 | 2.93 |
| | .90 | 3 | 3 | 2 | 2 | 2.95 |

Table 18 lists those tasks with high TE ratings and performed by more than 20 percent of criterion group members, but not matched to STS elements. The tasks were reviewed to determine if they were related to a particular function or related to a specific job. In this case, many of these tasks are from various areas of the career ladder, but several of them are associated with the area of computer operations. Training personnel and subject-matter experts need to review these and other unmatched tasks to determine if they should be added to the STS.

Plan of Instruction (POI)

Training personnel from the Technical Training School at Sheppard AFB also matched inventory tasks to learning objectives of the Medical Materiel POI, dated July 1990. A computer product was generated displaying results of the matching process, which includes percent members performing for first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) personnel, as well as TE and TD ratings for individual tasks.

Each learning objective with tasks matched to it was reviewed using criteria found in ATCR 55-22, Attachment 1 (Feb 89). Any objective matched to tasks performed by less than 30 percent of either first-job or first-enlistment personnel is considered unsupported and should be taught by OJT, not in the entry-level course, unless there is sufficient justification to keep it in the course.

Using the criteria in the above regulation, several learning objectives were found to be unsupported by the survey data. These unsupported objectives are listed in Table 19, and training personnel need to review these to determine if course content should be modified. Additionally, several tasks having high TE ratings, more than 30 percent members performing, and moderate TD were not matched to the POI (see Table 20). This combination of factors may indicate some form of formal training may be justified. Many of these tasks deal with computer operations, which may indicate the need for expansion in this area. Subject-matter experts and training personnel should review these tasks to determine if there is a need for training, and if so, what would be the best method to accomplish it.

Summary

For the most part, the STS and POI are supported by the survey data using criteria set forth in AFR 8-13/ATC Sup 1 and ATCR 52-22, Atch 1. There are, however, several areas in both the STS and POI that training personnel need to review to see if this material should be retained, as well as to determine if currently unreferenced tasks support additions to the document.

TABLE 18

TASKS WITH HIGH TE NOT MATCHED TO AFSC 915X0 STS

| TASKS NOT REFERENCED | TNG EMP | ATI | 1ST JOB | 1ST ENL | PERCENT MEMBERS PERFORMING | | | TSK DIF |
|---|------------|-----|------------|------------|----------------------------|-----------|------|------------|
| | | | | | 5- LVL | 7- LVL | | |
| F210 PERFORM ITEM MASTER INQUIRIES | 4.79 | 18 | 55 | 66 | 72 | 70 | 3.32 | |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 4.74 | 18 | 56 | 64 | 69 | 68 | 3.03 | |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 4.89 | 18 | 59 | 67 | 70 | 68 | 3.31 | |
| 0597 INITIATE ON-LINE SESSIONS | 5.73 | 18 | 49 | 54 | 58 | 45 | 4.67 | |
| 0611 PERFORM COLD STARTS | 5.84 | 18 | 50 | 54 | 56 | 46 | 4.75 | |
| 0612 PERFORM COLD TERMINATIONS | 5.81 | 18 | 50 | 52 | 56 | 42 | 4.71 | |
| 0615 PERFORM WARM STARTS | 5.70 | 18 | 48 | 43 | 53 | 44 | 4.36 | |
| 0616 PERFORM WARM TERMINATIONS | 5.79 | 18 | 50 | 54 | 54 | 41 | 4.29 | |
| F207 PERFORM DUE-IN FILE INQUIRIES | 4.74 | 12 | 33 | 43 | 49 | 55 | 3.68 | |
| F233 RESEARCH FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 5.23 | 12 | 35 | 40 | 47 | 51 | 5.05 | |
| 0608 MAINTAIN BACKUP FLOPPY DISKETTES OF SYSTEM FILE | 5.14 | 12 | 43 | 42 | 43 | 29 | 4.72 | |
| E127 COMPLETE NONMEDICAL SUPPLY OR EQUIPMENT REQUISITIONS | 4.06 | 11 | 22 | 24 | 25 | 30 | 4.49 | |
| F208 PERFORM EXCESS DETAIL INQUIRIES | 3.99 | 11 | 10 | 17 | 20 | 34 | 4.07 | |
| F217 PROCESS AFMLL QUALITY ASSURANCE MESSAGES | 5.26 | 11 | 6 | 13 | 18 | 30 | 5.48 | |
| F218 PROCESS AFMLO QUALITY ASSURANCE MESSAGES | 5.11 | 11 | 5 | 12 | 17 | 31 | 5.47 | |
| F229 PROCESS SF FORMS 364 (REPORT OF DISCREPANCY) | 3.59 | 11 | 12 | 19 | 24 | 25 | 5.50 | |
| F247 VERIFY FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 3.71 | 11 | 22 | 27 | 31 | 37 | 4.80 | |
| G263 CORRECT WAREHOUSE REFUSALS | 3.97 | 11 | 26 | 29 | 31 | 28 | 6.12 | |
| G306 REMOVE SUSPENDED ITEMS FROM STOCK | 3.66 | 11 | 26 | 28 | 28 | 26 | 4.01 | |
| G307 RESEARCH WAREHOUSE REFUSALS | 4.10 | 11 | 27 | 29 | 29 | 27 | 5.74 | |
| H334 INFORM USING ACTIVITIES OF SUSPENDED ITEMS | 3.89 | 11 | 10 | 15 | 19 | 25 | 4.41 | |
| H364 RESEARCH DUE-IN OR DUE-OUT LISTINGS | 4.11 | 11 | 17 | 25 | 25 | 39 | 5.21 | |
| N570 INQUIRE B-CAS FILES | 4.90 | 11 | 18 | 21 | 25 | 27 | 4.63 | |
| N571 LOAD ITEM DESCRIPTIONS INTO B-CAS | 4.86 | 11 | 12 | 17 | 21 | 20 | 4.80 | |
| 0618 PREPARE COMPUTER INPUTS FOR PROCESSING | 3.76 | 11 | 23 | 27 | 33 | 27 | 4.62 | |

TABLE 19

UNSUPPORTED AFSC J3ABR91530 PCI OBJECTIVES

| TASK TITLE | TNG EMP | ATI | PERCENT MBRS PERFORMING | | TSK DIF |
|--|------------|-----|----------------------------|------------|------------|
| | | | 1ST JOB | 1ST ENL | |
| I 4b. Given medical materiel publications, research policies, and procedures with no more than two errors per publication. STS: 7a(1), 7a(2), 7a(3), Meas: PC, W (6.5 hours) | | | | | |
| E138 Research publications for policies or procedures other than for handling of hazardous dangerous materiel | 2.73 | 7 | 12 | 11 | 5.60 |
| I 5b. Indicate preventative maintenance requirements for the MEDLOG computer system. STS: 20c; Meas: V (1 hour) | | | | | |
| O613 Perform operator maintenance on computer system | 4.26 | 11 | 14 | 15 | 5.37 |
| O614 Perform preventative maintenance on computer system | 3.81 | 11 | 21 | 18 | 5.26 |
| 0044 II 7a. Indicate facts about excess materiel. STS: 13o(1), 13o(2), 13o(3); Meas: W (5 hours) | | | | | |
| G270 Destroy nonreportable medical excess or unserviceable | 2.14 | 7 | 16 | 20 | 4.13 |
| H327 Determine disposition of items, other than items identified on nonrotatable dated item listings part I or II | 2.70 | 7 | 1 | 3 | 5.62 |
| H332 Identify materiel as reportable or nonreportable excess | 3.27 | 7 | 5 | 7 | 4.96 |
| H354 Process daily excess reconciliation lists | 2.66 | 7 | 5 | 7 | 5.03 |

TABLE 19 (CONTINUED)

UNSUPPORTED AFSC J3ABR91530 POI OBJECTIVES

| TASK TITLE | TNG EMP | ATI | PERCENT MBRS PERFORMING | | | TSK DIF |
|--|------------|-----|----------------------------|------------|------|------------|
| | | | 1ST JOB | 1ST ENL | | |
| II 8a. Given an annotated Dated Item Reconciliation List and a work station, process transactions to manage expiration dated items with no more than two errors. STS: 13r; Meas: W (2.5 hours) | | | | | | |
| G259 Conduct dated item inventory counts | 3.96 | 11 | 24 | 27 | 4.22 | |
| H369 Update dated item records | 3.99 | 11 | 9 | 14 | 4.67 | |
| 0049 II 9a. Given source documents and a Medical Materiel Document Register, perform quality control with no more than one error per document. STS: 13s; Meas: PC, W (3 hours) | | | | | | |
| L490 Compare receiving documents with document registers | 5.49 | 11 | 16 | 23 | 4.55 | |
| L503 Perform quality control checks of requirements list | 4.56 | 11 | 12 | 18 | 4.65 | |
| L504 Perform quality control checks of source documents, other than requirements lists, against document registers | 5.04 | 11 | 14 | 22 | 4.76 | |
| II 9b. Review source documents for completeness with no more than two errors. STS: 13c(3); Meas: PC, W (2 hours) | | | | | | |
| L509 Review destruction documents | 2.26 | 7 | 5 | 8 | 4.43 | |
| L511 Review source documents | 3.87 | 11 | 12 | 20 | 4.42 | |
| L512 Review supply documents other than issues, requisitions, or receipts | 2.67 | 7 | 5 | 11 | 4.74 | |

TABLE 19 (CONTINUED)

UNSUPPORTED AFSC J3ABR91530 POI OBJECTIVES

| TASK TITLE | TNG EMP | ATI | PERCENT MBRs PERFORMING | | TSK DIF |
|--|------------|-----|----------------------------|------------|------------|
| | | | 1ST JOB | 1ST ENL | |
| III 1a. Given transportation documents and shipping containers, verify a shipment with no more than one error. STS: 11a(1); Meas: PC, W (1.5 hours) | | | | | |
| F248 Verify shipments prior to acceptance | 3.83 | 11 | 22 | 25 | 4.23 |
| III 1g. Given a Physical Inventory Count List, perform inventory counts with errors on no more than two stock numbers. STS: 11e; Meas: PC, W (5 hours) | | | | | |
| F246 Verify discrepancies by recounts | 3.01 | 7 | 22 | 23 | 4.06 |
| G260 Conduct inventory counts, other than linen, Med Equip Mgm Office (MEMO), or War Reserve Materiel | 3.70 | 11 | 23 | 26 | 4.41 |
| K457 Inventory WRM assets | 2.79 | 7 | 14 | 13 | 5.60 |
| III 1h. Given AFR 67-43, inspect condition of medical items with no more than one error. STS: 11f(1); Meas: PC, W (3 hours) | | | | | |
| F191 Inspect turn-ins for serviceability | 3.90 | 11 | 14 | 20 | 4.77 |
| G280 Inspect items contained in assemblies, such as second echelon or buddy care kits | 1.90 | 2 | 8 | 8 | 5.13 |
| G281 Inspect items for serviceability, other than turn-ins | 3.79 | 11 | 24 | 25 | 4.66 |

TABLE 19 (CONTINUED)

UNSUPPORTED AFSC J3ABR91530 POI OBJECTIVES

| TASK TITLE | TNG EMP | ATI | PERCENT MBRS PERFORMING | | | |
|--|------------|-----|----------------------------|------------|------------|------|
| | | | 1ST JOB | 1ST ENL | TSK DIF | |
| III 1i. Identify procedures to enter reinspection dates on medical items. STS: 11f(3); Meas: W (1.5 hours) | | | | | | |
| G256 Annotate reinspection dates on medical supplies | 4.34 | 11 | 18 | 23 | | 3.94 |
| III 2a. Indicate facts about processing medical materiel complaints. STS: 17; Meas: W (1 hour) | | | | | | |
| G306 Remove suspended items from stock | 3.66 | 11 | 26 | 28 | | 4.01 |
| G314 Segregate suspended items | 3.09 | 7 | 13 | 18 | | 3.70 |
| H337 Initiate medical materiel complaints | 2.97 | 7 | 4 | 5 | | 5.80 |
| H357 Process medical materiel complaints | 2.90 | 7 | 1 | 4 | | 5.81 |
| III 2b. Identify facts about processing condition changes. STS: 13f(4); Meas: W (1 hour) | | | | | | |
| F189 Input inventory transfer transactions | 2.93 | 7 | 18 | 24 | | 4.25 |
| K442 Complete transactions to support condition code changes | 2.60 | 7 | 5 | 4 | | 5.16 |
| III 2c. Indicate facts about maintaining a suspended item file. STS: 13f(5); Meas: W (2 hours) | | | | | | |
| H370 Update suspended item files | 3.80 | 11 | 10 | 10 | | 4.99 |

TABLE 19 (CONTINUED)
 UNSUPPORTED AFSC J3ABR91530 POI OBJECTIVES

| TASK TITLE | TNG EMP | ATI | PERCENT MBRS PERFORMING | | TSK DIF |
|---|------------|-----|----------------------------|------------|------------|
| | | | 1ST JOB | 1ST ENL | |
| III 2d. Prepare condition forms with no more than one error. STS: 11f(4); Meas: PC, W (1.5 hours) | | | | | |
| F140 Annotate or attach equipment status labels or tags, such as DD Forms 1574 (Serviceable Tag-Materiel) | 2.61 | 7 | 13 | 15 | 3.59 |
| F225 Process equipment status labels or tags, such as DD Forms 1575 (Suspended Tag-Materiel) | 2.20 | 7 | 10 | 12 | 4.06 |
| III 5c. Indicate procedures to prepare Standard Form 364. STS: 13k(2); Meas: W (1.5 hours) | | | | | |
| F188 Initiate or annotate SF Forms 364 (Report of Discrepancy) | 4.49 | 11 | 20 | 24 | 5.29 |
| III 8a. Indicate facts about packing, crating, and marking materiel for outshipments. STS: 11d(1), 11d(2); Meas: W (1.5 hours) | | | | | |
| G289 Mark shipping containers | 2.09 | 2 | 22 | 19 | 3.98 |
| G293 Pack or Crate materiel for outshipments | 2.10 | 7 | 22 | 28 | 4.24 |

TABLE 20

TASKS WITH HIGH TE NOT MATCHED TO J3ABR91530 POI

| TASKS | TNG EMP | ATI | PERCENT MBRS PERFORMING | | TSK DIF |
|--|------------|-----|----------------------------|------------|------------|
| | | | 1ST JOB | 1ST ENL | |
| F210 PERFORM ITEM MASTER INQUIRIES | 4.79 | 18 | 55 | 66 | 3.32 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 4.74 | 18 | 56 | 64 | 3.03 |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 4.89 | 18 | 59 | 67 | 3.31 |
| F233 RESEARCH FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 5.23 | 12 | 35 | 40 | 5.05 |
| F234 RESEARCH OVERDUE SHIPMENTS | 5.10 | 12 | 35 | 37 | 5.27 |
| F237 RESPOND TO CUSTOMER INQUIRIES, OTHER THAN DUE-IN INQUIRIES OR ITEM CANCELLATIONS | 3.86 | 12 | 30 | 37 | 5.35 |
| L493 FILE SOURCE DOCUMENTS | 4.06 | 12 | 20 | 31 | 3.71 |
| 0595 DISTRIBUTE OUTGOING MEDIA | 3.71 | 12 | 34 | 43 | 3.75 |
| 0597 INITIATE ON-LINE SESSIONS | 5.73 | 18 | 49 | 54 | 4.67 |
| 0611 PERFORM COLD STARTS | 5.84 | 18 | 50 | 54 | 4.75 |
| 0612 PERFORM COLD TERMINATIONS | 5.81 | 18 | 50 | 52 | 4.71 |
| 0615 PERFORM WARM STARTS | 5.70 | 18 | 48 | 53 | 4.36 |
| 0616 PERFORM WARM TERMINATIONS | 5.79 | 18 | 50 | 54 | 4.29 |
| 0617 PICK UP OR DISTRIBUTE COMPUTER MEDIA | 3.57 | 15 | 36 | 43 | 3.94 |

JOB SATISFACTION

Respondents were asked to indicate how interested they are in their jobs, if they feel their talents and training are being used, and if they intend to reenlist. Satisfaction indicators for TAFMS groups in the present study were compared to those of members of three related AFSCs surveyed in 1989 (Table 21). Overall indicators are about the same for AFSC 915X0 personnel as those expressed by members of related medical specialties. Career AFSC 915X0 personnel expressed a slightly higher job interest and perceived use of talents compared to counterparts in the related specialties.

Satisfaction indicators for TAFMS groups in the present study were also compared to figures reported in the 1985 OSR (Table 22). While overall indicators for both studies are quite similar, a slightly higher percentage of first-enlistment personnel in the present study feel their talents are being used better than the previous study. Reenlistment intentions, on the other hand, are somewhat lower for members in the current study. Overall, satisfaction indicators have remained quite stable for the last 5 years.

Satisfaction indicators for members of the clusters and independent jobs are shown in Table 23. Most respondents find their work interesting, except those in the Central Processing and Distribution job, Contract Management job, and the Computer Operations job, who find their job least interesting and feel their talents are used the least. Respondents with the Warehouse job and War Reserve Materiel job also feel their talents are not being used as well as they could. Reenlistment intentions for all groups, except for the Computer Operations job and the Contract Management job, are fairly high.

Summary

Satisfaction of AFSC 915X0 personnel and members of similar AFSCs surveyed in 1989 were compared, and data show AFSC 915X0 personnel have about the same satisfaction indicators as their counterparts in other AFSCs. Overall, satisfaction has remained fairly constant for the last 5 years. Members of most clusters and jobs find their work interesting, feel their talents and training are used, and plan to reenlist, with the exception of those in the CPD job, Computer Operations job, and the Contract Management job, who have the lowest satisfaction indicators.

IMPLICATIONS

This survey was requested by the 3790th Medical Service Training Wing/MSOXB to update the STS, CDC, SKT, and resident course.

The STS and POI for this specialty were both reviewed for comprehensiveness and accuracy for first-term personnel and the career ladder as a whole. While the STS provided good coverage, there were a few elements

TABLE 21

COMPARISON OF JOB SATISFACTION INDICATORS FOR 915XO TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS RESPONDING)

| | 1-48 MONTHS TAFMS (N=380) | | 49-96 MONTHS TAFMS (N=289) | | 97+ MONTHS TAFMS (N=380) | | COMP SAMPLE (N=1,513) | |
|-----------------------------------|------------------------------|-------------|-------------------------------|-------------|-----------------------------|-------------|--------------------------|-------------|
| | 915XO | COMP SAMPLE | 915XO | COMP SAMPLE | 915XO | COMP SAMPLE | 915XO | COMP SAMPLE |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | | | |
| INTERESTING | 59 | 70 | 63 | 69 | 81 | 74 | 81 | 74 |
| SO-SO | 23 | 17 | 25 | 18 | 12 | 16 | 12 | 16 |
| DULL | 18 | 13 | 12 | 12 | 7 | 10 | 7 | 10 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | | | |
| FAIRLY WELL TO GOOD | 72 | 75 | 70 | 79 | 86 | 80 | 86 | 80 |
| LITTLE OR NOT AT ALL | 28 | 24 | 29 | 20 | 14 | 19 | 14 | 19 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | | | |
| FAIRLY WELL TO GOOD | 80 | 84 | 78 | 81 | 81 | 80 | 81 | 80 |
| LITTLE OR NOT AT ALL | 19 | 15 | 21 | 18 | 18 | 20 | 18 | 20 |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | | | | |
| WILL REENLIST | 56 | 58 | 68 | 66 | 77 | 73 | 77 | 73 |
| WILL NOT REENLIST | 44 | 40 | 31 | 32 | 7 | 9 | 7 | 9 |
| WILL RETIRE | 0 | * | 0 | * | 16 | 17 | 16 | 17 |

* Denotes less than 1 percent

Comparative data were from three Medical AFSCs surveyed in 1989

TABLE 22

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 915XO
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

| | <u>1-48 MONTHS TAFMS</u> | | <u>49-96 MONTHS TAFMS</u> | | <u>97+ MONTHS TAFMS</u> | |
|-----------------------------------|--------------------------|-----------------|---------------------------|-----------------|-------------------------|-----------------|
| | 1990 (N=380) | 1985 (N=293) | 1990 (N=190) | 1981 (N=169) | 1989 (N=249) | 1981 (N=264) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 59 | 64 | 63 | 68 | 81 | 78 |
| SO-SO | 23 | 20 | 25 | 18 | 12 | 12 |
| DULL | 18 | 16 | 12 | 12 | 7 | 9 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 72 | 63 | 70 | 77 | 86 | 84 |
| LITTLE OR NOT AT ALL | 28 | 37 | 29 | 22 | 14 | 16 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 80 | 81 | 78 | 76 | 81 | 84 |
| LITTLE OR NOT AT ALL | 19 | 19 | 21 | 22 | 18 | 16 |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | | |
| WILL REENLIST | 56 | 65 | 68 | 80 | 77 | 72 |
| WILL NOT REENLIST | 44 | 35 | 31 | 20 | 7 | 28* |
| WILL RETIRE | 0 | 0 | 0 | 0 | 16 | 0 |

* Includes those who plan to retire

TABLE 23

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF 915X0 SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

| | NCOIC/ SUPV (N=127) | WRM (N=53) | MEMO (N=121) | W/H (N=198) | CPD (N=26) | LP & STK RECORDS (N=310) | RESID TRAINING (N=7) | COMP OPER (N=12) | CONT MGMT (N=6) |
|-----------------------------------|---------------------------|---------------|-----------------|----------------|---------------|--------------------------------|----------------------------|------------------------|-----------------------|
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | | | | |
| INTERESTING | 87 | 62 | 79 | 59 | 38 | 75 | 100 | 42 | 38 |
| SO-SO | 8 | 25 | 13 | 27 | 35 | 17 | 0 | 33 | 35 |
| DULL | 6 | 13 | 8 | 14 | 27 | 8 | 0 | 25 | 27 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | | | | |
| FAIRLY WELL TO GOOD | 90 | 64 | 90 | 68 | 54 | 82 | 100 | 50 | 67 |
| LITTLE OR NOT AT ALL | 10 | 34 | 9 | 32 | 46 | 17 | 0 | 50 | 33 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | | | | |
| FAIRLY WELL TO GOOD | 88 | 72 | 84 | 82 | 46 | 89 | 100 | 91 | 84 |
| LITTLE TO NOT AT ALL | 12 | 28 | 16 | 18 | 54 | 11 | 0 | 8 | 16 |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | | | | | |
| WILL REENLIST | 72 | 79 | 71 | 59 | 65 | 67 | 71 | 42 | 50 |
| WILL NOT REENLIST | 7 | 17 | 23 | 38 | 31 | 30 | 14 | 48 | 50 |
| WILL RETIRE | 21 | 4 | 6 | 3 | 4 | 3 | 14 | 0 | 0 |

that were not supported and need to be reviewed by training personnel. The POI was generally the same as the STS; it provided good coverage but has a few areas that need to be reviewed also. Overall, the training area seems sufficient with a few minor reviews needed.

This career ladder has remained stable since the last OSR 5 years ago. Survey data show that this career ladder has a variety of jobs performed by members of the specialty, with about 50 percent of the personnel performing in two of these jobs. Job satisfaction for the Medical Materiel personnel is relatively good across most of the jobs and about the same as other comparative AFSCs.

APPENDIX A
SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS

TABLE A1
 COMPUTER OPERATIONS INDEPENDENT JOB
 STG214

NUMBER IN GROUP: 12
 PERCENT OF SAMPLE: 1%

AVERAGE TIME IN JOB: 11 MONTHS
 AVERAGE TAFMS: 38 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| 0597 INITIATE ON-LINE SESSIONS | 100 |
| 0624 TRANSFER SYSTEM FILES TO FLOPPY DISKETTES | 100 |
| 0620 PROCESS END-OF-DAY (EOD) ROUTINES | 100 |
| 0611 PERFORM COLD STARTS | 100 |
| 0615 PERFORM WARM STARTS | 92 |
| 0622 PROCESS END-OF-MONTH (EOM) ROUTINES | 92 |
| 0616 PERFORM WARM TERMINATIONS | 92 |
| 0612 PERFORM COLD TERMINATIONS | 92 |
| 0596 INITIATE ON-LINE RECOVERIES | 92 |
| 0598 INITIATE PRODUCT RECOVERIES | 92 |
| 0593 DECOLLATE AND TEAR DOWN COMPUTER RUNS | 83 |
| 0617 PICK UP OR DISTRIBUTE COMPUTER MEDIA | 83 |
| 0594 DISTRIBUTE COMPUTER PRODUCTS | 83 |
| 0595 DISTRIBUTE OUTGOING MEDIA | 83 |
| 0608 MAINTAIN BACKUP FLOPPY DISKETTES OF SYSTEM FILE TRANSFERS | 68 |
| 0621 PROCESS END-OF-FISCAL YEAR ROUTINES | 68 |
| H355 PROCESS EMERGENCY ISSUE TRANSACTIONS | 42 |
| 0592 COORDINATE COMPUTER SYSTEM CORRECTIVE ACTIONS WITH AF STANDARD SYSTEMS CENTER PERSONNEL | 42 |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 33 |
| 0623 PROCESS PROGRAMS, OTHER THAN EOD AND EOM ROUTINES | 33 |
| F210 PERFORM ITEM MASTER INQUIRIES | 33 |
| F233 RESEARCH FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 33 |
| G255 ANNOTATE ISSUE LISTINGS | 33 |
| 0602 INPUT GAINS, LOSSES, OR CATALOG CHANGES | 33 |

TABLE A2

RESIDENT TRAINING INSTRUCTOR INDEPENDENT JOB
STG188NUMBER IN GROUP: 7
PERCENT OF SAMPLE: 1%AVERAGE TIME IN JOB: 37 MONTHS
AVERAGE TAFMS: 125 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| 0620 PROCESS END-OF-DAY (EOD) ROUTINES | 100 |
| 0611 PERFORM COLD STARTS | 100 |
| 0615 PERFORM WARM STARTS | 100 |
| 0616 PERFORM WARM TERMINATIONS | 100 |
| 0597 INITIATE ON-LINE SESSIONS | 100 |
| 0612 PERFORM COLD TERMINATIONS | 86 |
| B34 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS | 86 |
| 0598 INITIATE PRODUCT RECOVERIES | 86 |
| D118 EVALUATE TRAINING PROGRESS OF STUDENTS | 71 |
| D122 PROCURE TRAINING AIDS, SPACE, OR EQUIPMENT | 71 |
| D120 MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS | 71 |
| D109 COUNSEL TRAINEES ON TRAINING PROGRESS | 71 |
| B48 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES | 71 |
| D100 ADMINISTER TESTS | 71 |
| D113 DEVELOP LESSON PLANS | 71 |
| D108 CONDUCT RESIDENT COURSE CLASSROOM TRAINING | 71 |
| 0607 LOAD SYSTEM RELEASES | 71 |
| 0623 PROCESS PROGRAMS, OTHER THAN EOD AND EOM ROUTINES | 71 |
| 0596 INITIATE ON-LINE RECOVERIES | 71 |
| B34 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS | 71 |
| D123 SCORE TESTS | 57 |
| D125 WRITE TEST QUESTIONS | 57 |
| D112 DEVELOP COURSE CURRICULA, PLANS OF INSTRUCTION (POI), OR SPECIALTY TRAINING STANDARDS (STS) | 57 |
| F210 PERFORM ITEM MASTER INQUIRIES | 57 |
| F207 PERFORM DUE-IN FILE INQUIRIES | 57 |
| E138 RESEARCH PUBLICATIONS FOR POLICIES OR PROCEDURES, OTHER THAN FOR HANDLING OF HAZARDOUS OR DANGEROUS MATERIEL | 57 |

TABLE A3
 STOCK RECORDS AND LOCAL PURCHASE CLUSTER
 STG114

NUMBER IN GROUP: 310
 PERCENT OF SAMPLE: 29%

AVERAGE TIME IN JOB: 20 MONTHS
 AVERAGE TAFMS: 70 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F210 PERFORM ITEM MASTER INQUIRIES | 95 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 93 |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 91 |
| F232 RESEARCH EXISTING STOCK NUMBERS | 84 |
| F233 RESEARCH FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 83 |
| F181 ESTABLISH OR MAINTAIN MASTER RECORDS | 83 |
| F209 PERFORM FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 82 |
| F227 PROCESS NON-RECURRING ISSUE (NRI) TRANSACTIONS | 81 |
| F219 PROCESS CANCELLATION REQUESTS | 81 |
| 0597 INITIATE ON-LINE SESSIONS | 80 |
| 0603 INPUT ISSUES | 80 |
| F224 PROCESS DUE-IN ITEM CANCELLATIONS | 79 |
| 0611 PERFORM COLD STARTS | 79 |
| 0620 PROCESS END-OF-DAY (EOD) ROUTINES | 78 |
| F207 PERFORM DUE-IN FILE INQUIRIES | 77 |
| F234 RESEARCH OVERDUE SHIPMENTS | 76 |
| F237 RESPOND TO CUSTOMER INQUIRIES, OTHER THAN DUE-IN INQUIRIES OR ITEM CANCELLATIONS | 75 |
| 0593 DECOLLATE AND TEAR DOWN COMPUTER RUNS | 74 |
| 0601 INPUT DUE-INS, RECEIPTS, OR BALANCE RECORD ADJUSTMENTS | 74 |
| 0616 PERFORM WARM TERMINATIONS | 73 |
| F167 COMPLETE MEDICAL MATERIEL REQUIREMENTS LISTS | 73 |
| F175 DETERMINE REQUISITION PRIORITIES | 68 |
| F151 ASSIGN MANUAL TRANSACTION DOCUMENT NUMBERS | 68 |
| F226 PROCESS LOCAL PURCHASE RECEIPTS | 67 |

TABLE A4

MEDICAL EQUIPMENT MANAGEMENT OFFICE CLUSTER
STG113

NUMBER IN GROUP: 121
PERCENT OF SAMPLE: 11%

AVERAGE TIME IN JOB: 18 MONTHS
AVERAGE TAFMS: 97 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| J423 MAINTAIN EQUIPMENT CUSTODIAN FILES | 93 |
| F143 ANNOTATE OR COMPLETE AF FORMS 601 (EQUIPMENT ACTION REQUEST) | 93 |
| J405 COORDINATE NEW EQUIPMENT REQUESTS WITH MER ACTIVITIES | 88 |
| F216 PROCESS AF FORMS 601 (EQUIPMENT ACTION REQUEST) | 88 |
| J422 INVENTORY MEMO PROPERTY | 87 |
| J421 INPUT REQUEST FOR PROPERTY CUSTODY AUTHORIZATION/RECEIPT LOCATOR LISTINGS (CA/CRL) | 86 |
| J396 ANNOTATE OR COMPLETE TURN-IN DOCUMENTS FOR TURN-IN OF EXCESS SERVICEABLE EQUIPMENT | 85 |
| J404 COORDINATE NEW EQUIPMENT REQUESTS WITH FACILITY MANAGERS | 83 |
| J416 INITIATE OR COMPLETE TRANSACTIONS FOR TURN IN OF EXCESS SERVICEABLE EQUIPMENT | 81 |
| F147 ANNOTATE OR COMPLETE DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT) | 79 |
| F146 ANNOTATE OR COMPLETE DD FORMS 1155 (ORDER FOR SUPPLIES OR SERVICES) | 79 |
| J406 COORDINATE RELOCATION OF PROPERTY WITH PROPERTY CUSTODIANS | 79 |
| F181 ESTABLISH OR MAINTAIN MASTER RECORDS | 79 |
| F209 PERFORM FOLLOWUP ACTIONS ON PAST DUE REQUISITIONS | 78 |
| J410 DELIVER EQUIPMENT ITEMS TO USERS | 78 |
| J395 ANNOTATE OR COMPLETE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) INVENTORY ADJUSTMENT TRANSACTION DOCUMENTS | 78 |
| F180 DISTRIBUTE INVESTMENT AF FORMS 601 (EQUIPMENT ACTION REQUEST) TO MAJOR COMMANDS | 77 |
| J432 UPDATE EQUIPMENT RECORDS | 76 |
| J431 REVIEW REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS | 76 |
| J402 COORDINATE INSPECTION AND CONDITION CODING WITH MEDICAL EQUIPMENT REPAIR (MER) ACTIVITIES | 73 |
| E127 COMPLETE NONMEDICAL SUPPLY OR EQUIPMENT REQUISITIONS | 72 |
| J428 PERFORM QUALITY CONTROL CHECKS OF MEMO DOCUMENT REGISTER | 71 |

TABLE A5

NCOIC/SUPERVISORY CLUSTER
STG095NUMBER IN GROUP: 127
PERCENT OF SAMPLE: 12%AVERAGE TIME IN JOB: 30 MONTHS
AVERAGE TAFMS: 170 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| A7 DETERMINE WORK PRIORITIES | 94 |
| B34 COUNSEL PERSONNEL ON PERSONAL/MILITARY-RELATED MATTERS | 91 |
| C98 WRITE EPRs | 91 |
| B48 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES | 90 |
| B32 CONDUCT OR PARTICIPATE IN STAFF MEETINGS | 89 |
| C61 COMPLETE SELF-INSPECTION REPORTS | 88 |
| A12 DRAFT OR AMEND LOCAL OPERATING INSTRUCTIONS | 87 |
| A1 ASSIGN PERSONNEL TO DUTY POSITIONS | 87 |
| D104 CONDUCT IN-HOUSE TRAINING CONFERENCES OR BRIEFINGS | 86 |
| A25 SCHEDULE LEAVES OR PASSES | 86 |
| C89 INSPECT WORK AREA CLEANLINESS | 86 |
| A14 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP) | 85 |
| A22 PLAN OR SCHEDULE WORK ASSIGNMENTS | 83 |
| A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES | 83 |
| B31 ANALYZE MANAGEMENT RECORDS OR REPORTS | 80 |
| B41 DIRECT OFFICIAL CORRESPONDENCE PREPARATION | 79 |
| B42 DIRECT SPECIAL PROJECTS OR SPECIAL DUTY ACTIVITIES, SUCH AS REWAREHOUSING OR RELOCATING MATERIEL | 79 |
| A4 COORDINATE POLICIES AND PROCEDURES WITH BASE ACCOUNTING AND FINANCE OFFICES (BAFO) | 77 |
| B36 DEVELOP WORK METHODS | 77 |
| D106 CONDUCT OJT | 77 |
| B51 ORIENT NEWLY ASSIGNED PERSONNEL | 76 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 75 |
| C78 EVALUATE PERSONNEL FOR PROMOTION, DEMOTION, OR RECLASSIFICATION | 74 |

TABLE A6
 WAREHOUSE CLUSTER
 STG072

NUMBER IN GROUP: 198
 PERCENT OF SAMPLE: 20%

AVERAGE TIME IN JOB: 16 MONTHS
 AVERAGE TAFMS: 52 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| G285 LOCATE AND PULL ISSUES, OTHER THAN LINENS, CONTROLLED, OR SECURITY MEDICAL ITEMS | 96 |
| G265 DELIVER ISSUES, OTHER THAN LINENS, CONTROLLED, OR SECURITY MEDICAL ITEMS | 89 |
| G312 ROTATE ITEMS | 84 |
| G302 PLACE ITEMS IN WAREHOUSE LOCATIONS, OTHER THAN COMPRESSED GAS, CONTROLLED OR SECURITY ITEMS | 83 |
| G284 LOAD OR UNLOAD MATERIEL, OTHER THAN WAR READINESS MATERIEL (WRM) | 81 |
| G255 ANNOTATE ISSUE LISTINGS | 80 |
| G299 PICK UP SHIPMENTS | 77 |
| G295 PERFORM LOCATION CODE UPDATES | 70 |
| G271 DISTRIBUTE COPIES OF ISSUE LISTINGS | 70 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 70 |
| G279 INSPECT AND REPACK FIRST AID OR SURVIVAL KITS | 69 |
| G310 REVIEW ISSUE LISTINGS | 68 |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 66 |
| O620 PROCESS END-OF-DAY (EOD) ROUTINES | 65 |
| G261 CONDUCT REWAREHOUSING OPERATIONS | 65 |
| F242 SECURE VEHICLES WHEN NOT IN USE | 64 |
| G307 RESEARCH WAREHOUSE REFUSALS | 64 |
| G306 REMOVE SUSPENDED ITEMS FROM STOCK | 63 |
| G259 CONDUCT DATED ITEM INVENTORY COUNTS | 63 |
| G263 CORRECT WAREHOUSE REFUSALS | 62 |
| G267 DELIVER OUTSHIPMENTS TO SHIPPING ACTIVITIES | 62 |
| G286 LOCATE AND REMOVE STOCK FROM STORAGE, FOR OTHER THAN ISSUES | 62 |
| G274 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR LEGIBILITY | 60 |
| F210 PERFORM ITEM MASTER INQUIRIES | 60 |

TABLE A7

WAR RESERVE MATERIELS (WRM) CLUSTER
STG089

NUMBER IN GROUP: 53
PERCENT OF SAMPLE: 5%

AVERAGE TIME IN JOB: 16 MONTHS
AVERAGE TAFMS: 82 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|---|---|
| K460 LOAD WRM QUALITY ASSURANCE TRANSACTIONS | 91 |
| K457 INVENTORY WRM ASSETS | 89 |
| K473 PROCESS WRM QUALITY ASSURANCE TRANSACTIONS | 87 |
| K464 MAINTAIN WORK COPIES OF WRM COMPUTER OUTPUT LISTINGS | 87 |
| K440 COMPARE WRM ASSETS TO QUALITY ASSURANCE WRM LISTINGS | 85 |
| K471 PERFORM WRM BALANCE INQUIRIES | 81 |
| K470 PERFORM QUALITY CONTROL CHECKS OF WRM QUALITY ASSURANCE LISTINGS | 70 |
| 0620 PROCESS END-OF-DAY (EOD) ROUTINES | 70 |
| F147 ANNOTATE OR COMPLETE DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT) | 68 |
| F210 PERFORM ITEM MASTER INQUIRIES | 68 |
| 0612 PERFORM COLD TERMINATIONS | 68 |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 66 |
| G291 OPERATE MATERIEL-HANDLING EQUIPMENT, SUCH AS TUGS AND FORKLIFTS | 66 |
| 0594 DISTRIBUTE COMPUTER PRODUCTS | 64 |
| 0597 INITIATE ON-LINE SESSIONS | 62 |
| 0611 PERFORM COLD STARTS | 60 |
| 0593 DECOLLATE AND TEAR DOWN COMPUTER RUNS | 58 |
| 0624 TRANSFER SYSTEM FILES TO FLOPPY DISKETTES | 58 |
| K476 REQUISITION WRM ASSETS | 57 |
| F222 PROCESS DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT) | 55 |
| K466 PALLETIZE ATC, ATH, OR SART SUPPLIES | 55 |
| K474 PULL DATED ITEMS FROM WRM PROGRAMS | 55 |
| K481 SECURE OR REMOVE CARGO NETS ON AIRCRAFT CARGO PALLETS | 53 |
| K439 COMINGLE DATED WAR RESERVE MATERIEL (WRM) ASSETS WITH OPERATING ASSETS | 51 |
| G302 PLACE ITEMS IN WAREHOUSE LOCATIONS, OTHER THAN COMPRESSED GAS, CONTROLLED, OR SECURITY ITEMS | 51 |

TABLE A8

CONTRACT MANAGEMENT INDEPENDENT JOB
STG193

NUMBER IN GROUP: 6
PERCENT OF SAMPLE: 1%

AVERAGE TIME IN JOB: 17 MONTHS
AVERAGE TAFMS: 43 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| N578 PLACE CALLS AGAINST BPAs OR BDOs | 100 |
| N579 PRINT BPA OR BDO PURCHASE ORDER FILES | 83 |
| N572 MAINTAIN BPA OR BDO CALL REGISTERS | 83 |
| N573 MAINTAIN BPA OR BDO CONTRACT FILES | 83 |
| N543 COMPLETE END-OF-MONTH (EOM) BPA OR EOM BLANKET DELIVERY ORDER (BDO) REPORTS | 83 |
| N562 DISTRIBUTE DPSC BPA OR BDO PURCHASE ORDERS TO BASE CONTRACTING OFFICE OR BAFO | 67 |
| N567 ESTABLISH BPA OR BDO CONTRACT FILES | 67 |
| N568 ESTABLISH BPA OR BDO ORDER CALL REGISTERS | 67 |
| F210 PERFORM ITEM MASTER INQUIRIES | 67 |
| N538 ASSIGN STOCK NUMBERS TO NEW ITEMS OBTAINED FROM BLANKET PURCHASE AGREEMENTS (BPA) | 67 |
| N563 DISTRIBUTE EOM BPA OR BDO REPORTS TO BASE CONTRACTING OFFICE | 67 |
| N574 MAINTAIN CONTRACT FOLDERS | 50 |
| F167 COMPLETE MEDICAL MATERIEL REQUIREMENTS LISTS | 50 |
| F220 PROCESS DD FORMS 250 (MATERIAL INSPECTION AND RECEIVING REPORT) | 50 |
| F145 ANNOTATE OR COMPLETE DD FORMS 250 (MATERIAL INSPECTION AND RECEIVING REPORT) | 50 |
| F213 PERFORM TRANSACTION HISTORY INQUIRIES | 50 |
| F211 PERFORM OPERATING BALANCE INQUIRIES | 50 |
| N571 LOAD ITEM DESCRIPTIONS INTO B-CAS | 50 |
| N564 DISTRIBUTE EOY BPA OR BDO REPORTS TO AIMLO | 50 |
| N544 COMPLETE END-OF-YEAR (EOY) BPA OR EOY BDO REPORTS | 50 |
| F226 PROCESS LOCAL PURCHASE RECEIPTS | 50 |

TABLE A9

CENTRAL PROCESSING AND DISTRIBUTION CLUSTER
STG106NUMBER IN GROUP: 26
PERCENT OF SAMPLE: 2%AVERAGE TIME IN JOB: 11 MONTHS
AVERAGE TAFMS: 41 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|---|---|
| M519 FILL PATIENT NONDRUG ITEM PRESCRIPTIONS | 96 |
| M515 BREAK DOWN ITEMS BY ADJUSTED UNITS OF ISSUE | 88 |
| M522 ISSUE CPD COMMON-USE SUPPLIES | 84 |
| M532 RESTOCK CARTS FROM USING ACTIVITIES | 77 |
| M529 PLACE ITEMS IN CPD STORAGE LOCATIONS | 73 |
| M527 PERFORM INVENTORY OF CPD SUPPLIES TO DETERMINE MATERIEL RESTOCK REQUIREMENTS | 73 |
| M530 PROCESS ROUTINE OVER-THE-COUNTER MEDICAL CPD SUPPLY REQUESTS | 69 |
| M535 REVIEW EXPIRATION DATES ON CPD DISPOSABLE SUPPLIES | 65 |
| M526 PERFORM DAILY INVENTORY OF SUPPLIES IN USING ACTIVITIES, OTHER THAN SURGICAL STORES | 62 |
| M523 MAINTAIN NONDRUG ITEM PRESCRIPTION FILES | 58 |
| M518 EXCHANGE SUPPLY CARTS FROM USING ACTIVITIES | 58 |
| M528 PERFORM WALKTHROUGH REQUISITIONS | 58 |
| M534 REVIEW DATES ON CPD LOCALLY PROCESSED DATED ITEMS | 50 |
| M520 INITIATE REQUESTS IN SUPPORT OF EMERGENCY PATIENT CARE | 46 |
| M524 ORDER CPD SUPPLIES | 38 |
| M531 PROCESS ROUTINE OVER-THE-COUNTER NONMEDICAL CPD SUPPLY REQUESTS | 38 |
| G285 LOCATE AND PULL ISSUES, OTHER THAN LINENS, CONTROLLED, OR SECURITY MEDICAL ITEMS | 31 |
| G315 SET UP BINS, RACKS, OR BAYS | 31 |