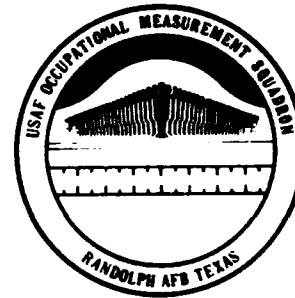




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UNITED STATES
AIR FORCE

OCCUPATIONAL SURVEY REPORT

CONTRACTING

AFSC 651X0

AFPT 90-651-862

OCTOBER 1991

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OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT SQUADRON
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-5000
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AFMPC/DPMRPQ1	2			
AFMPC/DPMRAD5	1			
AL/HRD/MODS	2	1m	1m	1
AL/HRD/ID	1	1m	1m/1h	1
ARMY OCCUPATIONAL SURVEY BRANCH	1			
CCAF/AYX	1			
DEFENSE TECHNICAL INFORMATION CENTER	2			
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HQ AFCC/DPATO	3		3	
HQ AFCC/TTA	1		1	
HQ AFISC/DAP	2			
HQ AFLC/DPMAE	3		3	
HQ AFSC/DPAL	3		3	
HQ AFSC/XRO	1		1	
HQ AFSPACECOM/MPTT	3		3	
HQ AFSPACECOM/TTA	1		1	
HQ ATC/DPAE	3		3	
HQ ATC/TTOA	2		1	
HQ ESC/DPTE	3		3	
HQ ESC/TTA	1		1	
HQ MAC/DPAT	3		3	
HQ MAC/TTA	1		1	
HQ PACAF/DPAT	3		3	
HQ PACAF/TTA	1		1	
HQ SAC/DPAT	3		3	
HQ SAC/TTA	1		1	
HQ TAC/DPATJ	3		3	
HQ TAC/TTA	1		1	
SAF/AQCO/AQCX	2		2	
HQ USAF/DPPE	1			
HQ USAFE/DPAT	3		3	
HQ USAFE/TTA	1		1	
NODAC	1			
USAFOMS/OMDQ	1			
USAFOMS/OMYXL	10	2m	5	10
USMC (CODE TE-310)	1			
3400 TCHTW/TTGX (LOWRY AFB CO)	6	3	5	5
3400 TCHTW/TTS (LOWRY AFB CO)	1		1	

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PREFACE

This report presents the results of an Air Force Occupational Survey of the Contracting (AFSC 651X0) 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.

Ms Joan Cofield developed the survey instrument, Ms Rebecca Hernandez provided computer programming support, and Ms Tamme Lambert provided administrative support. Mr Ted Wilcox analyzed the data and wrote the final report. Mr Jerry Clow, Chief, Management Applications 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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USAF Occupational Measurement
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SUMMARY OF RESULTS

1. Survey Coverage: The Contracting career ladder was surveyed to obtain current data for use in training decisions. Survey results are based on responses from 1,131 enlisted personnel (68 percent of all assigned 3-, 5-, 7-, 9-, and CEM Code DAFSC personnel). All major using commands are well represented in the enlisted sample and in the total sample of 4,866 enlisted, officer, and civilian personnel.
2. Specialty Jobs: A total of 13 clusters and 8 independent jobs were identified in the work structure analysis for all personnel included in the study (enlisted, officer, and civilian). Ten of the clusters and two of the independent jobs identified included enlisted personnel. Eight of the clusters and one independent job which included enlisted personnel were technically oriented while the remaining two clusters and one independent job were found to be oriented toward supervisory or managerial activities. The specialty structure reflects a fairly diverse career ladder.
3. Career Ladder Progression: The scope of the job increases with each succeeding skill level. The 3- through 7-skill level members perform jobs that are technically oriented; however, the 7-skill level personnel begin spending less time on technical tasks and more time on supervisory and managerial tasks than 5-skill level personnel. Both the 9-skill level and CEM Code personnel spend the vast majority of their time in the performance of supervisory and managerial tasks.
4. AFR 39-1 Specialty Descriptions: The AFR 39-1 description for the 3- and 5-skill levels accurately represents the job they are performing. The 7-skill level description is generally accurate; however, the occupational survey data indicate personnel in this skill level are performing a number of activities that are not covered in the specialty description. The 9-skill and CEM Code level specialty description is also generally accurate, but does not cover certain training activities that are performed by fairly large percentages of both 9-skill and CEM Code level personnel.
5. Major Command Groups: Except for personnel from USAFE, PACAF, and AFCC, the jobs performed by personnel from other MAJCOM groups were quite similar. USAFE, PACAF, and AFCC survey respondents spend proportionately less of their time on acquisition tasks than do members of other MAJCOM groups, but slightly more of their time on command and management tasks.
6. CONUS and Overseas DAFSC 65150: CONUS personnel spend more of their time performing acquisition tasks than overseas members, but overseas members spend more of their time performing contract administration tasks than CONUS survey respondents. Overseas group members also have broader jobs than CONUS members.

7. Training Analysis: The April 1988 Specialty Training Standard (STS) is in need of thorough review. Three-skill level proficiency codes deserve attention in the case of 27 STS elements. Some of these elements seem to warrant decreases in proficiency codes; some seem to warrant increases; and some elements are in need of review to determine whether the ABR course is the most appropriate place to train the tasks in question. In addition, 24 STS tasks did not warrant inclusion in the STS, based on guidance contained in ATC Supplement 1 to AFR 8-13. Conversely, there were numerous tasks not referenced to the STS that warrant inclusion in the STS based on the same ATC Supplement 1 to AFR 8-13 guidance. The 10 February 1989 Plan of Instruction (POI) is also in need of thorough review. Of 10 objectives coded to the task performance and task knowledge proficiency levels, 2 objectives were not supported by occupational survey data and 6 objectives were in need of review to determine whether the ABR course is the most appropriate place to provide training on the tasks in question. Finally, a number of tasks not referenced to the POI warrant consideration for inclusion as POI objectives based on percent members performing and/or training emphasis ratings. Analysis was also performed on three advanced courses conducted at Lowry Technical Training Center. Analysis of these courses revealed that tasks matched and not matched to the CTSS and POIs for courses AZR 65170, Base Contract Administration, course AZR 65170, Base Level Quality Assurance Evaluator (QAE) Coordinator, and course AZR 65170, Contract Placement, were all in need of review to determine whether changes needed to be made to the course content.

8. Job Satisfaction: Review of job satisfaction indicators revealed that job satisfaction is high for all enlisted skill levels, Total Active Military Service (TAFMS) groups, and Specialty Job Groups.

9. Implications: The training analysis revealed that the STS and POI for the ABR course are both in need of thorough review. Subsequent changes to the ABR training at Lowry AFB CO are complicated by the diversity of the career ladder which makes training decisions difficult. Analysis of three AZR 65170 courses also revealed need for review of task data to determine possible changes in course content. Some activities not presently included in the AFR 39-1 descriptions for the 7-skill level and the 9-skill/CEM Code should be considered for incorporation into these documents.

OCCUPATIONAL SURVEY REPORT
CONTRACTING CAREER LADDER
(AFSC 651X0)

INTRODUCTION

This is a report of an occupational survey of the Contracting career ladder completed by the Occupational Analysis Branch, USAF Occupational Measurement Squadron. This survey was conducted jointly with the officer Acquisition, Contracting, and Manufacturing utilization field, DAFSCs 651X, 652X, 653X, 654X, and 659X, as well as related civilian Job Series 0801, 0896, 1102, 1103, 1105, 1106, 1150, and 1910. This survey was requested by HQ ATC/TTOA, Randolph AFB TX, to obtain current task data for use in the evaluation of current training programs conducted at Lowry AFB CO.

The inclusion of civilian personnel in the survey is based on the fact that large numbers of civilians are working in acquisition functions, and some of those civilians are performing tasks not done by military personnel.

This report will concentrate on data relating to AFSC 651X0 and, where applicable, comparisons will be made with data obtained from officers or civilians who were included in the survey. Separate reports are available covering officers and civilians.

BACKGROUND

As described in AFR 39-1 Specialty Descriptions, personnel in this career ladder are responsible for purchasing equipment, supplies, services, and construction through negotiation or formal advertising methods or both. This field involves soliciting bids; preparing, processing, awarding, and administering contractual documents; maintaining records of obligations, bid deposits, and miscellaneous purchasing transactions; and providing for contract repair services. Contracting tasks also include coding, interpreting, and using automated products; providing input and making analysis of output generated by the base contracting automation system; and inspecting and evaluating contracting activities.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-651-862, dated August 1989. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, tasks from the previous survey instrument, and data from the last Occupational Survey Report (OSR). The preliminary task list was refined and validated through personal interviews with 340 enlisted, officer, and civilian subject-matter experts selected to cover a variety of major commands and varying contracting environments at the following locations:

LOCATION	REASON FOR VISIT
Lowry AFB CO	Evaluate overall currency of draft inventory and discuss training related issues.
Langley AFB VA	Obtain input from MAJCOM staff, operational contracting, and contracting squadron personnel.
General Dynamics Ft Worth TX	Obtain input from large AF Plant Representative Office (AFPRO) personnel and particularly from civilian job series incumbents.
Kirtland AFB NM	Obtain input from HQ AFCMD on unique tasks performed at their headquarters in management of AFPROs.
Wright-Patterson AFB OH	Obtain input from Central, Systems, Research and Development, and MAJCOM headquarters staff.
Offutt AFB NE	Obtain input from operational contracting and MAJCOM staffs.
Norton AFB CA	Obtain input from operational contracting personnel.
Hughes Aircraft & TRW Los Angeles CA	Obtain input from AFPRO personnel of varying organizational configurations.
Tinker AFB OK	Obtain input from personnel working in typical Air Logistics Center (ALC) central contracting environment.

The resulting job inventory contained a comprehensive listing of 1,363 tasks grouped under 16 duty headings and a background section requesting such information as grade, job series, AFSC, level of organization assigned to, and job satisfaction data.

Survey Administration

From October 1989 through January 1990, Consolidated Base Personnel Offices (CBPO) in operational units worldwide administered the inventory to military job incumbents holding DAFSCs 65130, 65150, 65170, 65190, and CEM Code 65100. Military participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Armstrong Laboratory, Human Resources Directorate (AL/HRD).

Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across MAJCOMs and military paygrade. Table 1 reflects the percentage distribution, by MAJCOM, of assigned military AFSC 651X0 as of October 1989. The 1,131 military enlisted AFSC 651X0 respondents represent 68 percent of the total assigned AFSC 651X0 personnel. Table 2 reflects the paygrade distribution for enlisted members. Accurate representation was achieved for both MAJCOM and military paygrade groups.

Task Factor Administration

In addition to completing the job inventory, selected senior DAFSC 651X0 personnel (E-6 and E-7) also completed a second book for either training emphasis (TE) or task difficulty (TD). The TE and TD booklets were processed separately from the job inventories. The information is used in a number of different analyses discussed in more detail within the report.

TABLE 1
COMMAND REPRESENTATION OF AFSC 651X0 SURVEY SAMPLE
(MILITARY ENLISTED)

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
TAC	23	22
SAC	22	23
ATC	12	10
MAC	10	10
USAFE	10	11
AFSC	6	5
PACAF	5	6
AAC	3	4
AFLC	1	1
AFCC	1	1
AFSPACECOM	1	1
AU	1	1
OTHER	5	5
TOTAL	100	100

TOTAL ASSIGNED - 1,663
TOTAL ELIGIBLE FOR SURVEY** - 1,447
TOTAL IN SAMPLE - 1,131
PERCENT OF ASSIGNED IN SAMPLE - 68%
PERCENT OF ELIGIBLE IN SAMPLE - 78%

* Assigned strength as of October 1989

** Excludes those personnel in PCS, student, or hospital status, or with less than 6 weeks on the job

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

<u>GRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	10	8
E-4	21	21
E-5	32	33
E-6	20	20
E-7	13	14
E-8	3	3
E-9	1	1
TOTAL	100	100

* Assigned strength as of October 1989

Task Difficulty (TD). Each individual completing a TD booklet was asked to rate all of the tasks on a 9-point scale (from extremely low to extremely high), as to the relative difficulty of each task in the inventory. Difficulty is defined as the length of time required by the average incumbent to learn to do the task. TD data were independently collected from 49 experienced 7-skill level personnel stationed worldwide. If raters were in complete agreement on the TD ratings for the specialty, the interrater reliability would be 1.0. The interrater reliability (as assessed through components of variance of standard group means) of .93 for these AFSC 65170 raters reflects a satisfactory agreement among the raters. Ratings were standardized, so tasks have an average difficulty rating of 5.00, with a standard deviation of 1.00. The resulting data yield essentially a rank ordering of tasks indicating the degree of difficulty for each task in the inventory.

Training Emphasis (TE). Individuals completing TE booklets were asked to rate tasks on a 10-point scale (from no training required to extremely high amount of training required). Training emphasis is a rating of which tasks require structured training for first-term personnel. Structured training is defined as training provided at resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method. TE data were independently collected from 49 experienced 7-skill level personnel stationed worldwide. As with TD ratings, if all raters were in complete accord on which tasks are important for first-enlistment training, the interrater reliability would be 1.0. The interrater reliability (as assessed through components of variance of standard group means) for these raters was .93, indicating there was satisfactory agreement among raters as to which tasks required some form of structured training and which did not. Since a large number of tasks in the occupational survey were uniquely performed by officers or civilians with minimal response (less than 10 percent) by enlisted personnel criterion groups, tasks that were performed by less than 10 percent of any skill-level group and were below average in initial TE computations were eliminated in the final TE computation. Accordingly, enlisted TE ratings were based on 818 of 1,363 tasks. This procedure allowed for more realistic TE values being assigned to tasks and were more reflective of the tasks actually performed by enlisted personnel. In this specialty, tasks rated high in TE have ratings of 2.46 and above, with an average rating of 1.31. As was discussed in the TD section above, TE rating data may also be used to rank order tasks indicating those tasks which senior NCOs in the field consider the most important for the first-term airman to receive some form of structured training on.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-term personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting AFS entry-level jobs.

SPECIALTY JOBS (Career Ladder Structure)

A USAF Occupational Analysis begins with an examination of the career ladder structure. The structure of jobs within the Contracting career ladder was examined on the basis of similarity of tasks performed and time spent ratings provided by job incumbents, independent of other specialty background factors.

Each individual in the sample performs a set of tasks called a job. For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Program (CODAP) system for job analysis. Each individual job description (all the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

The basic identifying group used in the hierarchical job structuring process is the Job. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a Cluster. Specialized jobs, too dissimilar to fit within a cluster, are labeled Independent Jobs (IJ). The job structure information resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the accuracy of career ladder documents (AFR 39-1 Specialty Descriptions and Specialty Training Standards) and to gain a better understanding of current utilization patterns. The above terminology will be used in the discussion of the AFSC 651X0 career ladder structure.

Overview of Specialty Jobs

As previously mentioned in the INTRODUCTION section of this report, this survey included four officer AFSCs and eight civilian job series, along with AFSC 651X0 personnel. Accordingly, the job structure is reflective of the task similarity and relative time spent by all of the people included in the study. A total of 13 clusters and 8 independent jobs were identified for everyone included in the survey. Of the 13 clusters, DAFSC 651X0 personnel were identified in 10 clusters, and of the 8 independent jobs, DAFSC 651X0 personnel were identified in 2 independent jobs. The division of jobs performed by AFSC 651X0 personnel is illustrated in Figure 1, and a listing of those jobs is provided below. For comparison purposes, Table 3 provides a listing of all jobs performed by enlisted, officer, and civilian personnel in the survey sample. The stage (STG) number shown beside each title in the

DISTRIBUTION OF AFSC 651X0 PERSONNEL ACROSS SPECIALTY JOBS

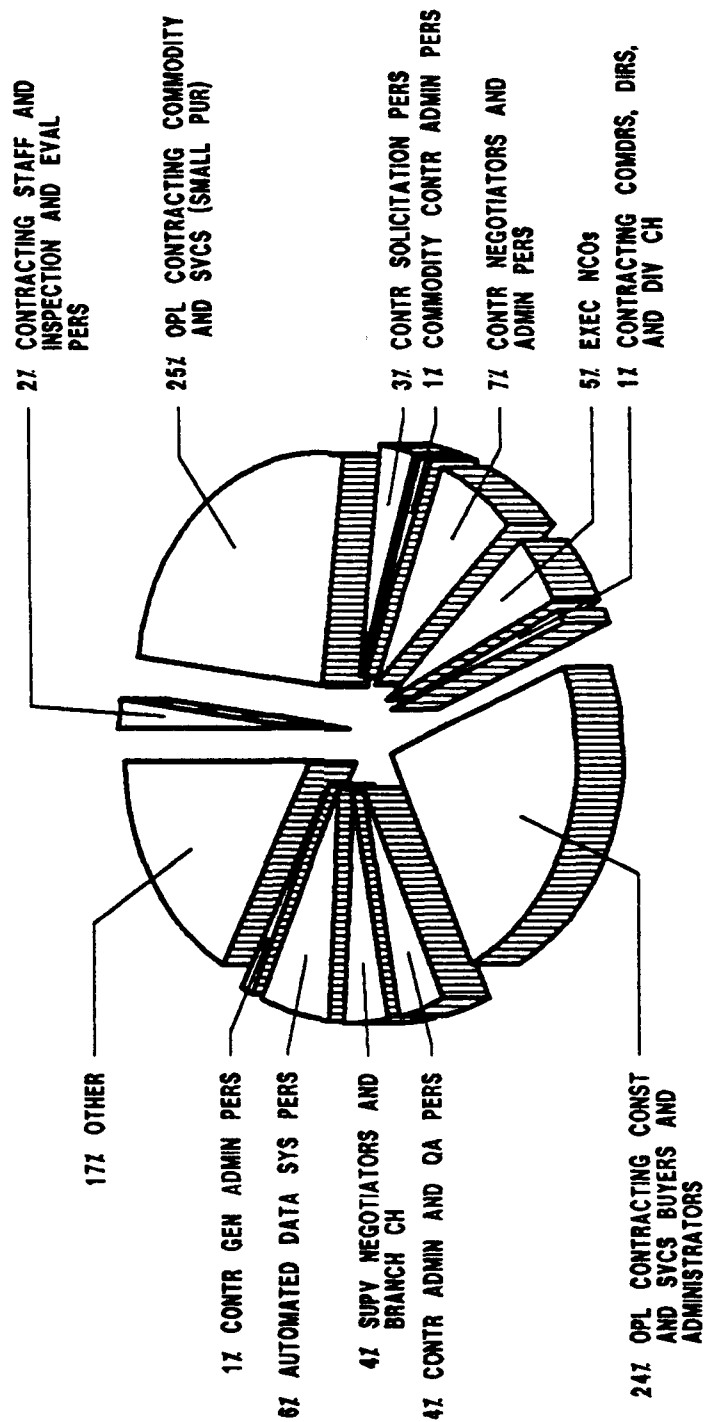


Figure 1

TABLE 3

JOB STRUCTURE

- I. OPERATIONAL CONTRACTING COMMODITY AND SERVICES (SMALL PURCHASE) BUYERS CLUSTER (ST0179, N=436)
 - A. Limited Commodity and Contract Repair Buyers (ST0711, N=35)
 - B. Limited Small Purchase Commodity and Services Buyers (ST0817, N=10)
 - C. Small Purchase Commodity Buyers (ST1191, N=46)
 - D. Commodity Buyers and Purchasing Agents (ST1410), N=13)
 - E. Commodity Buyers and Contract Negotiators (ST1194, N=113)
 - F. Contract Repair and Commodity Buyers and Administrators (ST1139, N=15)
 - G. Commodity and Services Buyers (ST1041, N=22)
 - H. Small Purchase Supply and Equipment Buyers (ST1197, N=14)
 - I. Small Purchase Services and Commodity Buyers and Administrators (ST0990, N=10)
 - J. NCOICs, Small Repair, Commodity, and Services Branches (ST1242, N=11)
- II. PRICING PERSONNEL INDEPENDENT JOB TYPE (ST0155, N=156)
- III. CONTRACT SOLICITATION PERSONNEL INDEPENDENT JOB TYPE (ST0288, N=71)
- IV. CONTRACT NEGOTIATORS AND ADMINISTRATORS CLUSTER (ST0618, N=684)
 - A. Systems Command Contract Negotiators (ST1086, N=148)
 - B. Major Air Command and Central/Systems Pricing Analysts (ST1495, N=19)
 - C. Systems/Central Contract Negotiators (ST0899, N=14)
 - D. Air Logistics Center Contract Negotiators (ST1471, N=81)
 - E. Operational Contracting Commodity/Services Contract Negotiators (ST1399, N=68)
 - F. Central/Systems Contract Negotiators (ST1732, N=167)
 - G. Major Systems and Research and Development Contract Negotiators (ST1782, N=25)
 - H. Operational Contracting Commodity and Services Contract Negotiators and Administrators (ST1938, N=37)
 - I. Operational Contracting Services Contract Negotiators and Administrators (ST1957, N=80)

TABLE 3 (CONTINUED)

JOB STRUCTURE

- V. OPERATIONAL CONTRACTING CONSTRUCTION AND SERVICES BUYERS AND ADMINISTRATORS CLUSTER (ST0487, N=431)
 - A. Construction Buyers and Administrators (ST1354, N=185)
 - B. Construction Administrators and Buyers (ST1403, N=36)
 - C. Operational Contracting Construction Administrators (ST1227, N=36)
 - D. Communications-Computer Systems Contract Administrators (ST1039, N=11)
 - E. Equipment Maintenance and Repair Contract Administrators (ST0997, N=12)
 - F. Base Level Services Administrators/Buyers and Supervisors (ST1243, N=10)
 - G. Operational Contracting Services Buyers and Administrators (ST1061, N=66)
 - H. Operational Contracting Services Administrators and Buyers (ST1161, N=19)
- VI. CONTRACT MANAGEMENT DIVISION ADMINISTRATORS INDEPENDENT JOB TYPE (ST1051, N=10)
- VII. CONTRACT ADMINISTRATION AND QUALITY ASSURANCE CLUSTER (ST0171, N=95)
 - A. Operational Contracting Services Administrators (ST1263, N=14)
 - B. Quality Assurance Evaluator Program Coordinators (ST1081, N=12)
- VIII. COMMODITY CONTRACT ADMINISTRATORS CLUSTER (ST0132, N=86)
 - A. Operational Contracting Commodity Administrators (ST1196, N=14)
 - B. Air Logistics Center Commodity Contract Administrators (ST0828, N=20)
- IX. SUPERVISORY NEGOTIATOR DIVISION, AND BRANCH CHIEF CLUSTER (ST0576, N=178)
 - A. Systems Command Supervisory Negotiators, Division and Branch Chiefs (ST1126, N=43)
 - B. Supervisory Contracting Specialists and Branch Chiefs (ST1425, N=10)
 - C. Operational Contracting Services and Construction Branch Chiefs (ST0893, N=77)
 - D. Operational Contracting Services Branch Chiefs (ST1033, N=15)
 - E. Base Level Commodity and Small Purchase Branch Chiefs (ST1150, N=24)

TABLE 3 (CONTINUED)

JOB STRUCTURE

- X. CONTRACTING COMMANDERS, DIRECTORS, AND DIVISION CHIEFS CLUSTER (ST0456, N=531)
 - A. Major Systems Contracting Directors and Division Chiefs (ST0946, N=21)
 - B. MAJCOM, SOA, and HQ USAF-Level Contracting Directors and Division Chiefs (ST0902, N=22)
 - C. Contracting Commanders, Directors, and Division Chiefs (ST0638, N=480)
- XI. EXECUTIVE NCO INDEPENDENT JOB TYPE (ST0461, N=60)
- XII. DEFENSE LOGISTICS AGENCY (DLA) AND DEFENSE CONTRACT AUDIT SERVICE (DCAS) PERSONNEL CLUSTER (ST0588, N=71)
 - A. DCAS Administrative Contract Officers (ST0734, N=12)
 - B. DCAS Commanders (ST1224, N=24)
 - C. DLA and DCAS Division Chiefs (ST1115, N=30)
- XIII. AIR LOGISTICS CENTER CONTRACT SUPERVISORS INDEPENDENT JOB TYPE (ST1231, N=10)
- XIV. CONTRACTING STAFF AND INSPECTION AND EVALUATION PERSONNEL CLUSTER (ST0168, N=318)
 - A. Procurement Analysts (ST0857, N=10)
 - B. MAJCOM and HQ USAF-Level Contracting Staff (ST0771, N=69)
 - C. Resource Managers (ST0789, N=12)
 - D. Central Systems Staff Personnel (ST0744, N=49)
 - E. Quality Assurance Inspection and Evaluation Personnel (ST0750, N=17)
 - F. Contract and Manufacturing IG Personnel (ST0962, N=10)
- XV. PRODUCTION AND MANUFACTURING PERSONNEL CLUSTER (ST0113, N=141)
 - A. Air Force Plant Representative Office (AFPRO) Industrial Specialists and Engineers (ST1116, N=15)
 - B. Quality Assurance and Manufacturing Management Directors (ST1063, N=17)
 - C. Manufacturing and Quality Assurance Managers (ST2186, N=14)
 - D. Production and Manufacturing Managers (ST0881, N=32)
- XVI. GOVERNMENT-OWNED PROPERTY AND EQUIPMENT ADMINISTRATORS INDEPENDENT JOB TYPE (ST0458, N=35)

TABLE 3 (CONTINUED)

JOB STRUCTURE

XVII. AUTOMATED DATA SYSTEMS PERSONNEL CLUSTER (ST0119, N=218)

- A. Contracting Data Systems Clerks (ST1307, N=27)
- B. Contracting Data Systems Coordinators (ST0839, N=14)
- C. Base Contracting Automated Systems Clerks and Administrators (ST0763, N=50)
- D. Systems Management Branch Chiefs (ST0551, N=45)
- E. Data Systems Maintenance Analysts (ST1584, N=16)

XVIII. QUALITY ASSURANCE PERSONNEL CLUSTER (ST0105, N=353)

- A. Quality Assurance (QA) Supervisors (ST1209, N=36)
- B. Air Force Contract Management Division and Major Systems QA and Production Specialists (ST1117, N=69)
- C. AFPRO QA Specialists (ST1118, N=116)
- D. Limited QA Specialists (ST1246, N=22)

IXX. CONTRACT GENERAL ADMINISTRATION PERSONNEL CLUSTER (ST0093, N=250)

- A. Correspondence Preparation and Contract Modification Clerks (ST0747, N=12)
- B. Contract Correspondence Preparation and Documentation Specialists (ST1004, N=128)
- C. Briefing Preparation Specialists (ST1251, N=15)

XX. BRIEFING SPECIALISTS INDEPENDENT JOB TYPE (ST0842, N=21)

XXI. TRAINING PERSONNEL INDEPENDENT JOB TYPE (ST0183, N=27)

listing is a reference to computer-printed information; the number of personnel in each group (N) is also shown. The reader should be aware that the number of personnel in the subgroups does not always equal the total number shown for a cluster. However, the jobs performed by those not included are adequately described by the cluster description.

GROUP DESCRIPTIONS

The following paragraphs contain descriptions of the clusters and independent job types for DAFSC 651X0 personnel identified through structure analysis. Selected background data for the clusters and independent jobs are provided in Table 4. Table 5 displays time spent on duties for the clusters and independent jobs containing enlisted personnel. Representative tasks for the groups forming the clusters and the independent jobs are contained in Appendix A.

OPERATIONAL CONTRACTING COMMODITY AND SERVICES (SMALL PURCHASE) BUYERS CLUSTER. Members of this cluster account for 9 percent of the total sample and 25 percent of the DAFSC 651X0 sample and are characterized by the large amount of time spent in performing tasks within the Acquisition duty (74 percent) (Table 5). The next largest amount of time is spent on tasks related to Contract Administration (7 percent). Also typical of members performing jobs within this cluster are the relatively high percentage of small purchase (\$1-25,000) contracting actions prepared and administered when compared with other clusters and independent job types. A total of 10 separate jobs were identified within this cluster (Table 3 and Appendix A Tables 1 through 10). The work being performed by the incumbents within each of these jobs centered around commodity or service-type acquisition. In some cases, the work being performed is geared toward either commodity or service acquisitions. In other cases, the members were performing both commodity and service acquisitions. There are a number of differences in the work being performed by incumbents in the various jobs identified within this cluster. These differences include, but are not limited to, the kinds of tasks performed, the number of tasks performed, percent members performing difference, and time spent on tasks differences. Of the members performing jobs within this cluster, 66 percent are enlisted, 3 percent are officers, and 32 percent are civilians. Further, 42 percent of the members within this cluster are 5-skill level enlisted personnel. For the civilian membership, approximately one-half are GS-06 and below. Of the 32 percent that are civilians, 14 percent are in Job Series 1102, Contract and Procurement, and 17 percent are in Job Series 1105, Purchasing. Typical tasks performed by members of this group include:

- Prepare POs
- Request oral bids or quotations
- Prepare DOs
- Prepare RFQs
- Cancel PRs
- Draft or write modifications to POs or delivery orders (DOs)

TABLE 4

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT COMMODITY AND SVS (SMALL PURCHASE) BUYERS (ST0179)	CONTRACT SOLICITATION PERSONNEL (ST0288)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (ST0618)
GROUP SIZE	436	71	684
PERCENT IN ENTIRE SAMPLE	9	1	14
PERCENT IN DAFSC 651X0 SAMPLE	25	3	7
PERCENT MILITARY	68	66	33
PERCENT OFFICERS	3	11	21
PERCENT ENLISTED	66	55	12
PERCENT CIVILIANS	32	34	67
PERCENT IN CONUS	92	93	95
*****	*****	*****	*****
DAFSC OR JOB SERIES DISTRIBUTION			
65130	6	4	--
65150	42	31	4
65170	17	20	7
65190	--	--	--
65100	--	--	--
6511	--	--	1
6516	--	--	1
6521	--	--	--
6524	--	--	--
6531	2	8	3
6534	1	3	16
6541	--	--	--
6544	--	--	--
6591	--	--	--
6596	--	--	--
0801	--	--	--
0896	--	--	--
1102	14	34	67
1103	--	--	--
1105	17	--	--
1106	2	--	--
1150	--	--	--
1910	--	--	--
*****	*****	*****	*****

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT COMMODITY AND SVS (SMALL PURCHASE) BUYERS (ST0179)	CONTRACT SOLICITATION PERSONNEL (ST0288)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (ST0618)
AVERAGE ENLISTED GRADE	E-4	E-5	E-5
AVERAGE OFFICER GRADE	O-2	O-2	O-3
CIVILIAN GRADE DISTRIBUTION (PERCENT)			
GS-02	--	--	--
GS-03	--	--	--
GS-04	1	--	--
GS-05	10	3	1
GS-06	4	--	--
GS-07	11	7	6
GS-08	--	--	--
GS-09	4	14	14
GS-10	--	--	--
GS-11	1	4	17
GS-12	--	6	26
*****	*****	*****	*****
CIVILIAN GRADE DISTRIBUTION (PERCENT)			
GS-13	--	--	2
GM-13	--	--	2
GS-14	--	--	--
GM-14	--	--	--
GS-15	--	--	--
GM-15	--	--	--
*****	*****	*****	*****
AVERAGE NUMBER OF TASKS PERFORMED	50	45	149
PERCENT SUPERVISING	9	0	7
PERCENT POSSESSING CONTRACTING WARRANTS	11	9	35
*****	*****	*****	*****
TYPE OF ORGANIZATION WORKING IN			
OPERATIONAL (BASE)	87	61	23
CENTRAL	7	31	33
RESEARCH & DEVELOPMENT	0	0	11
MAJOR SYSTEMS	1	4	25
DLA, OTHER THAT DCAS	0	0	0
DEFENSE CONTRACT AUDIT AGENCY	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	0
AF CONTACT MANAGEMENT DIVISION	0	0	1

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT CONST AND SVCS BUYERS AND ADMINISTRATORS (ST0487)	CONTRACT ADMIN & QA PERS (ST0171)	COMMODITY CONTRACT ADMINISTRATORS (ST0132)
GROUP SIZE	431	95	86
PERCENT IN ENTIRE SAMPLE	9	2	2
PERCENT IN DAFSC 651X0 SAMPLE	24	4	1
PERCENT MILITARY	71	59	31
PERCENT OFFICERS	7	8	12
PERCENT ENLISTED	64	51	18
PERCENT CIVILIANS	29	41	69
PERCENT IN CONUS	87	84	88
*****	*****	*****	*****
PERCENT DAFSC OR JOB SERIES DISTRIBUTION			
65130	1	1	3
65150	26	14	9
65170	36	36	6
65190	--	--	--
65100	--	--	--
6511	--	--	--
6516	--	--	--
6521	--	--	--
6524	--	--	1
6531	1	2	--
6534	6	6	2
6541	--	--	8
6544	--	--	1
6591	--	--	--
6596	--	--	--
0801	--	1	--
0896	--	--	--
1102	29	35	38
1103	--	--	--
1105	--	--	5
1106	--	1	26
1150	--	--	--
1910	--	4	4
*****	*****	*****	*****

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT CONST AND SVCS BUYERS AND ADMINISTRATORS (ST0487)	CONTRACT ADMIN & QA PERS (ST0171)	COMMODITY CONTRACT ADMINISTRATORS (ST0132)
AVERAGE ENLISTED GRADE	E-5	E-5	E-4
AVERAGE OFFICER GRADE	O-2	O-2	O-2
CIVILIAN GRADE DISTRIBUTION			
GS-02	--	--	--
GS-03	--	--	--
GS-04	--	1	1
GS-05	1	1	14
GS-06	--	1	8
GS-07	6	2	16
GS-08	--	--	--
GS-09	13	13	14
GS-10	--	--	--
GS-11	6	15	13
GS-12	3	8	2
GS-13	--	--	--
GM-13	--	--	--
GS-14	--	--	--
GM-14	--	--	--
GS-15	--	--	--
GM-15	--	--	--
*****	*****	*****	*****
AVERAGE NUMBER OF TASKS PERFORMED	130	62	42
PERCENT SUPERVISING	10	12	8
PERCENT POSSESSING CONTRACTING WARRANTS	18	18	15
*****	*****	*****	*****
TYPE OF ORGANIZATION WORKING IN			
OPERATIONAL (BASE)	88	81	27
CENTRAL	6	5	48
RESEARCH & DEVELOPMENT	0	0	0
MAJOR SYSTEMS	1	5	10
DLA, OTHER THAT DCAS	0	0	2
DEFENSE CONTRACT AUDIT AGENCY	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	1
AF CONTACT MANAGEMENT DIVISION	1	3	0

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	SUPV NEGOTIATOR AND BRANCH CHIEFS (ST0576)	COMDRS, DIRECTORS, AND DIV CHIEFS (ST0456)	EXECUTIVE NCOs (ST0461)
GROUP SIZE	178	531	60
PERCENT IN ENTIRE SAMPLE	4	11	1
PERCENT IN DAFSC 651X0 SAMPLE	4	1	5
PERCENT MILITARY	59	53	98
PERCENT OFFICERS	33	51	8
PERCENT ENLISTED	25	2	90
PERCENT CIVILIANS	41	47	2
PERCENT IN CONUS	76	89	83
*****	*****	*****	*****
DAFSC OR JOB SERIES DISTRIBUTION			
65130	--	--	--
65150	1	--	--
65170	21	1	52
65190	2	1	35
65100	1	--	3
6511	2	5	2
6516	12	27	3
6521	--	--	--
6524	--	1	--
6531	--	--	--
6534	20	5	3
6541	--	--	--
6544	--	--	--
6591	--	1	--
6596	--	13	--
0801	--	20	--
0896	--	2	--
1102	40	19	2
1103	--	--	--
1105	--	--	--
1106	--	--	--
1150	--	--	--
1910	1	--	--
*****	*****	*****	*****

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	SUPV NEGOTIATOR AND BRANCH CHIEFS (ST0576)	COMDRS, DIRECTORS, AND DIV CHIEFS (ST0456)	EXECUTIVE NCOS (ST0461)
AVERAGE ENLISTED GRADE	E-7	E-8	E-7
AVERAGE OFFICER GRADE	O-3	O-5	O-3
CIVILIAN GRADE DISTRIBUTION			
GS-02	--	--	--
GS-03	--	--	--
GS-04	--	--	--
GS-05	--	--	--
GS-06	--	--	--
GS-07	--	--	--
GS-08	--	--	--
GS-09	2	--	--
GS-10	1	--	--
GS-11	11	2	--
GS-12	8	9	2
GS-13	--	--	--
GM-13	18	16	--
GS-14	1	--	--
GM-14	1	14	--
GS-15	--	--	--
GM-15	--	5	--
*****	*****	*****	*****
AVERAGE NUMBER OF TASKS PERFORMED	224	136	119
PERCENT SUPERVISING	86	92	35
PERCENT POSSESSING CONTRACTING WARRANTS	92	32	87
*****	*****	*****	*****
TYPE OF ORGANIZATION WORKING IN			
OPERATIONAL (BASE)	52	27	95
CENTRAL	16	15	5
RESEARCH & DEVELOPMENT	6	7	0
MAJOR SYSTEMS	19	20	0
DLA, OTHER THAT DCAS	1	2	0
DEFENSE CONTRACT AUDIT AGENCY	0	0	0
CONTRACT MANAGEMENT CENTER	0	2	0
AF CONTACT MANAGEMENT DIVISION	2	11	0

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (ST0168)	AUTOMATED DATA SYST PERSONNEL (ST0119)	CONTRACT GEN ADM PERSONNEL (ST0093)
GROUP SIZE	318	218	250
PERCENT IN ENTIRE SAMPLE	7	4	5
PERCENT IN DAFSC 651X0 SAMPLE	2	6	1
PERCENT MILITARY	34	38	12
PERCENT OFFICERS	28	4	6
PERCENT ENLISTED	6	34	6
PERCENT CIVILIANS	66	62	89
PERCENT IN CONUS	90	89	94
*****	*****	*****	*****
DAFSC OR JOB SERIES DISTRIBUTION			
65130	--	2	--
65150	1	12	3
65170	4	17	2
65190	1	1	--
65100	1	1	--
6511	3	--	1
6516	14	--	--
6521	--	--	--
6524	1	--	--
6531	--	1	1
6534	8	3	3
6541	--	--	--
6544	--	--	--
6591	--	--	--
6596	1	--	--
0801	16	--	2
0896	5	7	1
1102	28	19	4
1103	1	--	--
1105	--	1	2
1106	--	33	76
1150	3	--	--
1910	13	1	4
*****	*****	*****	*****

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (ST0168)	AUTOMATED DATA SYST PERSONNEL (ST0119)	CONTRACT GEN ADM PERSONNEL (ST0093)
AVERAGE ENLISTED GRADE	E-7	E-5	E-5
AVERAGE OFFICER GRADE	O-4	O-3	O-3
CIVILIAN GRADE DISTRIBUTION			
GS-02	--	--	--
GS-03	--	--	--
GS-04	--	6	24
GS-05	--	18	45
GS-06	--	--	6
GS-07	--	8	5
GS-08	--	--	--
GS-09	6	9	4
GS-10	--	--	--
GS-11	10	5	2
GS-12	28	9	2
GS-13	9	1	--
GM-13	4	1	--
GS-14	2	--	--
GM-14	4	--	--
GS-15	1	--	--
GM-15	1	--	--
*****	*****	*****	*****
AVERAGE NUMBER OF TASKS PERFORMED	53	58	17
PERCENT SUPERVISING	13	24	1
PERCENT POSSESSING CONTRACTING WARRANTS	10	11	1
*****	*****	*****	*****
TYPE OF ORGANIZATION WORKING IN:			
OPERATIONAL (BASE)	12	57	20
CENTRAL	10	17	21
RESEARCH & DEVELOPMENT	7	2	9
MAJOR SYSTEMS	24	6	15
DLA, OTHER THAT DCAS	3	2	2
DEFENSE CONTRACT AUDIT AGENCY	0	0	0
CONTRACT MANAGEMENT CENTER	2	2	2
AF CONTACT MANAGEMENT DIVISION	3	3	12

TABLE 5

AVERAGE PERCENT TIME SPENT ON DUTIES BY RESPONDENTS
IN MAJOR GROUPS DESCRIBED IN JOB STRUCTURE ANALYSIS

DUTIES	OP CONT COMMODITY AND SVS (SMALL PURCHASE) BUYERS (N=436)	CONTRACT SOL PERSONNEL INDEP JOB TYPE (N=71)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (N=684)
A COMMAND AND MANAGEMENT	1	1	2
B INSPECTION AND EVALUATION	1	0*	1
C GENERAL ADMINISTRATION	6	6	7
D RESOURCE MANAGEMENT	0*	0	0*
E CONTINGENCY AND DEPLOYMENT	1	1	0*
F PERSONNEL	1	0*	0*
G TRAINING	1	0*	1
H AUTOMATED DATA SYSTEMS OPERATION	4	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	0*	0*	0*
J PRICING	2	9	16
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	0*	3
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	0*	0*	1
M QUALITY ASSURANCE	0*	1	1
N ACQUISITION	74	71	53
O CONTRACT ADMINISTRATION	7	9	12
P GENERAL ACQUISITION	2	1	2

* Less than .5 percent

TABLE 5 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY RESPONDENTS
IN MAJOR GROUPS DESCRIBED IN JOB STRUCTURE ANALYSIS

DUTIES	OP CONT CONST AND SVCS BUYERS AND ADMINISTRATORS (N=431)	CONTRACT ADMIN & QA PERS (N=95)	COMMODITY CONTRACT ADMINISTRATORS (N=86)
A COMMAND AND MANAGEMENT	1	4	2
B INSPECTION AND EVALUATION	1	2	0*
C GENERAL ADMINISTRATION	8	12	14
D RESOURCE MANAGEMENT	0*	0*	0*
E CONTINGENCY AND DEPLOYMENT	1	1	0*
F PERSONNEL	1	2	1
G TRAINING	1	4	1
H AUTOMATED DATA SYSTEMS OPERATION	1	1	2
I AUTOMATED DATA SYSTEMS MAINTENANCE	0*	0*	0*
J PRICING	6	5	3
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	1	3
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	0*	0*	1
M QUALITY ASSURANCE	4	17	0*
N ACQUISITION	39	19	27
O CONTRACT ADMINISTRATION	34	27	44
P GENERAL ACQUISITION	3	3	1

* Less than .5 percent

TABLE 5 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY RESPONDENTS
IN MAJOR GROUPS DESCRIBED IN JOB STRUCTURE ANALYSIS

DUTIES	SUPV NEGOTIATOR AND BRANCH CHIEFS (N=178)	COMDRS, DIRECTORS, AND DIV CHIEFS (N=531)	EXECUTIVE NCOs (N=60)
A COMMAND AND MANAGEMENT	8	24	13
B INSPECTION AND EVALUATION	4	7	16
C GENERAL ADMINISTRATION	6	10	6
D RESOURCE MANAGEMENT	3	11	6
E CONTINGENCY AND DEPLOYMENT	1	1	10
F PERSONNEL	10	20	18
G TRAINING	3	3	11
H AUTOMATED DATA SYSTEMS OPERATION	2	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	0*
J PRICING	8	2	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	2	2	0*
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	0*	0*
M QUALITY ASSURANCE	2	1	1
N ACQUISITION	35	10	10
O CONTRACT ADMINISTRATION	13	4	3
P GENERAL ACQUISITION	3	2	3

* Less than .5 percent

TABLE 5 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY RESPONDENTS
IN MAJOR GROUPS DESCRIBED IN JOB STRUCTURE ANALYSIS

DUTIES	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (N=318)	AUTOMATED DATA SYS PERSONNEL (N=218)	CONTRACT GEN ADM PERSONNEL (N=250)
A COMMAND AND MANAGEMENT	30	7	5
B INSPECTION AND EVALUATION	10	3	1
C GENERAL ADMINISTRATION	22	11	61
D RESOURCE MANAGEMENT	4	2	0*
E CONTINGENCY AND DEPLOYMENT	1	1	1
F PERSONNEL	3	4	1
G TRAINING	3	4	1
H AUTOMATED DATA SYSTEMS OPERATION	1	35	9
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	19	2
J PRICING	2	0*	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	3	1	2
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	0*	0*
M QUALITY ASSURANCE	3	0*	1
N ACQUISITION	12	9	8
O CONTRACT ADMINISTRATION	3	3	6
P GENERAL ACQUISITION	2	2	2

* Less than .5 percent

Of the 10 jobs identified in this cluster, 2 were fairly narrow in that the incumbents of one job performed an average of only 10 tasks, while the members of the other job performed an average of only 15 tasks. Each of these groups was involved in small purchase acquisitions for both commodities and contract repair services. In addition, both of these groups consisted of personnel who were predominantly military 5-skill level (69 percent and 80 percent). None of the members of either group possessed contracting warrants. Although the members of each job spent similar amounts of time in performing Acquisition tasks (87 percent versus 85 percent), one group spent 12 percent of their time performing Automated Data Systems Operation tasks while the other group spent less than 1 percent of their time performing these kinds of tasks.

Four additional jobs identified within this cluster were mainly dedicated to commodities acquisitions. Two of these jobs were similar in the respect that they performed fairly narrow jobs with the incumbents of 1 group performing an average of 27 tasks, while the members of the other group performed an average of 28 tasks. The majority of the people performing these jobs were military (59 percent and 77 percent). The jobs performed by the incumbents of each group were different in the respect that 63 percent of one group prepared contracts compared to 38 percent of the other group. In addition, one group spent more of their time performing tasks related to blanket purchase agreements, while the other spent more of their time reviewing and modifying item descriptions.

The remaining 2 commodity jobs are different from the previously described groups in the sense that their jobs are broader in scope, with the incumbents of one job performing an average of 83 tasks, while members of the other job perform an average of 72 tasks. Although these jobs are similar in the respect that they are broader in scope, they are different from each other in several ways. For example, the members of one job group spend more of their time performing contract administration tasks than the other (18 percent versus 8 percent). Meanwhile, the other group spends considerably more of their time performing acquisition tasks (76 percent versus 53 percent).

Three other jobs identified within this cluster involved combinations of commodity and services acquisitions. In two of the jobs, members were more heavily involved in services acquisitions than commodities, and in the other job, incumbents were more involved in commodity acquisitions than services. The scope of these jobs did not differ greatly, in that the average number of tasks performed ranged from 39 to 51. Differences did occur, however, in the amount of time spent on contract administration tasks, which ranged from 4 percent (for the group that performed more commodities acquisitions) to 32 percent.

The final job in this cluster was distinct from all others in several respects. It was the only job identified within this cluster that included a significant percentage of supervisors (82 percent). Supervisory and management kinds of tasks contributed to the fact that personnel performing this job performed far and away the broadest job with an average of 116 tasks being performed. Although supervisory tasks were being performed, most of the time

was spent on technical kinds of tasks with 64 percent of the time being spent on acquisition tasks and 7 percent on contract administration tasks. Also significant, is 91 percent of this group's members possess warrants. For the jobs identified within this cluster, the next highest percentage of personnel with warrants was 23 percent.

CONTRACT SOLICITATION PERSONNEL INDEPENDENT JOB TYPE. This independent job accounts for less than 1 percent of the total sample and 3 percent of the DAFSC 651X0 survey sample. The incumbents performing this job are differentiated from other clusters and independent jobs based on the amount of time they spend performing tasks related to the solicitation process (Appendix A, Table 11). Fifty-five percent of this group's members are enlisted personnel, with 31 percent working in DAFSC 65150 positions. The 34 percent who are civilians are in Job Series 1102, Contract and Procurement, and 24 percent are in grade GS-09 or below. Sixty-one percent are working in operational contracting environments (Table 4). Representative tasks performed by those members performing this job are shown below.

- Prepare DD Forms 350
- Draft or write amendments to RFPs or IFBs
- Draft or write modifications to contracts
- Establish bid-opening dates
- Prepare synopses, such as for solicitations or contract awards
- Issue amendments to solicitations

CONTRACT NEGOTIATORS AND ADMINISTRATORS CLUSTER. This is the largest cluster identified in the survey, accounting for 14 percent of the survey sample and 7 percent of the DAFSC 651X0 sample. Personnel within this cluster separate themselves from the work performed by members of other clusters and independent jobs by the amount of time distributed on acquisition, pricing, and contract administration tasks (Table 5). Table 4 shows that the members comprising this cluster work in almost all contracting environments; i.e., Central Contracting (33 percent), Major Systems (25 percent), Operational Contracting (23 percent), Research and Development (11 percent), and others (7 percent). Members of this cluster include both civilian (67 percent) and military (33 percent) personnel. Of the 33 percent military personnel, 21 percent are officers and 12 percent enlisted. Nineteen percent of the officers are in DAFSC 653X. Of the 67 percent civilians comprising this cluster, 43 percent are GS-11 or GS-12. In addition, all civilians were working in Job Series 1102, Contract and Procurement.

A total of nine separate jobs were identified within this cluster (Appendix A, Tables 12 through 20). Typical tasks performed by those performing jobs within this cluster include:

- Draft or write modifications to contracts
- Draft or write PNMs
- Evaluate proposals
- Draft or write RFPs
- Analyze contractors' cost elements
- Negotiate pricing aspects of proposals or contracts

The nine jobs identified within this cluster varied in several respects. For example, while all of the jobs are fairly broad in nature, there was a considerable range in the average number of tasks performed from a low of 54 to a high of 402. Differences also occurred in the time-spent distribution on acquisition, pricing, and contract administration tasks, as well as a number of individual tasks based on the contracting environments of the members of each job group. Two jobs were dominated by personnel performing central contracting. Members of 1 job, consisting almost entirely of contract negotiators from Air Logistic Centers, were performing an average of 87 tasks, with 67 percent of their time spent on acquisition tasks and 19 percent of their time spent on pricing tasks. Thirty-five percent of the incumbents possessed contracting warrants. The members of the other job were performing an average of 100 more tasks than the previous group (187). They were also spending 13 percent less of their time on acquisition tasks (54 percent); 5 percent less on pricing tasks (14 percent), but 7 percent more of their time (6 percent versus 13 percent) on contract administration tasks. Sixty-eight percent of this group's members possessed contracting warrants. Both groups were dominated by civilian personnel with 93 percent and 86 percent, respectively.

Three jobs identified were comprised mostly of members who were working in operational contracting environments. Two of the jobs consisted of a mixture of commodity and service buyers, with the emphasis in commodities acquisition. Differences between the incumbents of these two jobs include average number of tasks performed (147 versus 102) and time spent on contract administration tasks, with the members of one group spending 14 percent of their time, while the other group spends only 3 percent. Each group contained a mixture of civilian and military incumbents with the majority in each case being civilian. The military members of each job group are almost entirely enlisted with most holding DAFSC 65170. The third operational contracting job identified also consisted of a mixture of service and commodity buyers, but with heavy emphasis in service acquisitions. The members of this job spent proportionately more of their time on contract administration tasks (20 percent) and was the only job identified within this cluster that spent more than 2 percent of their time in performing quality assurance tasks (7 percent). The incumbents of this group also had a broad job in that they performed an average of 238 tasks. Fifty-one percent of this group's members are civilian, with 37 percent in grades GS-09 or GS-07 and all working in Job Series 1102, Contract and Procurement. Forty-one percent of the job incumbents are enlisted personnel, with 30 percent working in DAFSC 65170.

Three of the four remaining jobs identified in this cluster were dominated by incumbents working in Air Force Systems Command (AFSC). One of the jobs being performed consisted almost entirely of contract negotiators from the various AFSC Product Divisions. The members of this group perform an average of 95 tasks, with 44 percent of this time spent on acquisition tasks, 24 percent on pricing tasks, and 12 percent on contract administration tasks. Forty-eight percent of this group's members prepare contracting actions or modifications averaging more than one million dollars. Fifty-seven percent are working in Major Systems acquisitions, and 28 percent are working in Research and Development acquisitions. Fifty-two percent of the incumbents in this group are civilians, with 43 percent serving in GS-11 or GS-12 positions

and 51 percent working in Job Series 1102, Contract and Procurement. All of the military members (48 percent) performing this job are officers, with 43 percent in company officer grades. In addition, 42 percent are working in DAFSC 653X positions. Only 4 percent of this group's members possess contracting warrants.

The two remaining jobs dominated by AFSC personnel are distinct in the respect that they represent the high and low in terms of the average numbers of tasks performed (402 and 54) for those jobs identified in this cluster. The broadest job involves a fairly small group of people (N=25). Compared to the previously described AFSC group, the incumbents of this job spend 12 percent of their time on pricing tasks, but 8 percent more of their time on contract administration. The broad nature of this job is accounted for by the fact that members are involved, not only in tasks related to the preparation and administration of their own contracts, but also perform tasks related to the review and evaluation of work performed by other contracting officers. The civilians comprising this group (76 percent) are all working in Job Series 1102, Contract and Procurement, and 68 percent occupy GS-12 positions or higher. The 24 percent military comprising this group are all captains, and 20 percent are working in DAFSC 653X positions. Sixty-eight percent of the personnel in this job group possess contracting warrants.

The third job dominated by AFSC personnel is different in the respect that it is the most narrow of all jobs in this cluster. The members also spend a relatively larger amount of their time on general administration tasks (17 percent), such as correspondence preparation, maintenance of classified and unclassified files, presentation of briefings, etc. This group is mostly military (71 percent) with 57 percent in company officer grades. None of the members of this job group possess contracting warrants.

The final job in this cluster is set aside from the other jobs based on the relatively large amount of time spent on pricing tasks (34 percent) and the relatively low amount of time spent on acquisition tasks (24 percent). The personnel in this job group work in operational contracting, central contracting, systems contracting, and Air Force Contract Management Division. Several work on MAJCOM Contracting staff providing pricing expertise. Seventy-nine percent of this group's members are civilians working in Job Series 1102, Contract and Procurement, and 59 percent are in grades GS-12 or above. Only 5 percent of the incumbents in the job possess contracting warrants.

OPERATIONAL CONTRACTING CONSTRUCTION AND SERVICES BUYERS AND ADMINISTRATORS CLUSTER. Members performing the jobs within this cluster account for 9 percent of the total survey sample and 24 percent of the DAFSC 651X0 sample and are differentiated from other clusters and independent job types by their concentration of time spent in performing acquisition tasks (39 percent) and contract administration tasks (34 percent) (Table 5). The incumbents performing the jobs within this cluster are 71 percent military (64 percent enlisted and 7 percent officers) and 29 percent civilians. Of the 64 percent enlisted, 36 percent are working in DAFSC 65170. All of the civilians are working in

Job Series 1102, Contract and Procurement, and most are grade GS-09 or below. Eighty-eight percent are working in operational contracting environments, and 18 percent possess contracting warrants (Table 4). A total of eight separate jobs were identified within this cluster (Appendix A, Tables 21 through 28). Typical tasks are:

- Draft or write modifications to contracts
- Draft or write PNMs
- Prepare DD Forms 350
- Compute progress payments
- Review construction progress reports
- Obtain insurance certificates from contractors
- Obtain release of claims from contractors

Three of the jobs being performed by members within this cluster are involved in Construction acquisitions and administration. One large group (N=185) spends 79 percent of their job time divided between the performance of acquisition tasks (45 percent) and contract administration tasks (34 percent). The incumbents of this group have a fairly broad job performing an average of 154 tasks. When compared with the two remaining construction groups, the incumbents of this job show large percent members performing and time spent differences on numerous tasks associated with the solicitation, bid, and proposal process. Military members dominate the composition of this group (68 percent), and 63 percent are enlisted personnel. Thirty-eight percent of the enlisted personnel are serving in DAFSC 65170 positions, and 23 percent are in DAFSC 65150 positions. Of the 32 percent of the civilians, 26 percent are in grades GS-09 or below. Sixteen percent of the group's members possess contracting warrants.

The two remaining construction groups (N=36 for both) spend the majority of their time on contract administration tasks (58 percent and 57 percent) and considerably less time on acquisition tasks (15 percent and 14 percent). The range of these two jobs varies considerably, in that, members of 1 job perform an average of 143 tasks, while the incumbents of the other job perform an average of 67 tasks. The group with the broader job shows large percent members performing and time-spent differences on tasks related to cure or show-cause notices, contract termination, liquidated damages, stop work orders, and contractor's claim requests. Members of this broader job consist of 67 percent military personnel (58 percent enlisted), and 31 percent are working in DAFSC 65170 positions. The 33 percent civilians are all in Job Series 1102, Contract and Procurement, with 17 percent in grade GS-09 and 14 percent in grade GS-11. Also, 27 percent possess contracting warrants. Members of the narrower job are 89 percent military (86 percent enlisted), with 53 percent serving in DAFSC 65170 positions. All of the civilians are in grade GS-09 working in Job Series 1102, Contract and Procurement. Only 6 percent possess contracting warrants.

Four of the remaining five jobs performed by members of this cluster are mostly involved in services type contracting. These jobs are differentiated from each other by the amount of time spent on acquisition, contract administration, quality assurance, and general administration tasks. Differences also occur in terms of the average number of tasks performed.

The incumbents of one job (N=66) spend over half their time (53 percent) on acquisition tasks, 16 percent of their time on contract administration tasks, 9 percent on general administration tasks, and 8 percent on quality assurance tasks. This group perform an average of 113 tasks which is slightly more than 1 of the other services groups (113 vs 76), but considerably less than the other services group (113 vs 205). The incumbents of this group show larger numbers of percent members performing on tasks related to solicitation, bids, purchase order, and delivery order preparation than either of the other two groups. The incumbents within this job group are 78 percent military (73 percent enlisted) and 23 percent civilian. Thirty-eight percent are working in DAFSC 65170 positions, and 32 percent are in DAFSC 65150 positions. Of the 23 percent civilians, 21 percent are in grades GS-07 or GS-09.

The second of the four services jobs is the most narrow, with incumbents performing an average of 76 tasks. Compared with the previously described group, less time is spent on acquisition tasks (36 percent vs 53 percent), but more time is spent on quality assurance tasks (23 percent vs 8 percent). Fifty-three percent of this group's members are military personnel, with 37 percent being in DAFSC 65150 positions and 16 percent in DAFSC 65170 positions. Of the 47 percent civilians, all are in Job Series 1102, Contract and Procurement, and 42 percent are GS-09 or below.

The third services group performs by far the broadest job (205 tasks). Members performing this job spend less time on acquisition tasks (24 percent); more time on quality assurance tasks than one group (16 percent vs 8 percent), but less than the second group (16 percent vs 23 percent). The incumbents of this group show larger numbers of percent members performing on tasks related to obtaining release claims from contractors, preparation of correspondence, evaluating statements of work or specifications, presenting or preparing formal or informal briefings, conducting or participating in post-award conferences, and a number of other general administration and technically oriented tasks. Sixty percent of this group's members possess contracting warrants, and 40 percent are supervisors. Ninety percent are military with 50 percent in DAFSC 65170 positions.

Although 100 percent of the members of the last services group are involved in preparation of services contracts, 67 percent are also preparing commodity type contracts. The members perform a broad job (average of 156 tasks). The incumbents of this group spend 66 percent of their time in the performance of tasks related to contract administration (37 percent) and acquisition (29 percent). Ninety-two percent of this group's members prepared services contracts for the maintenance, repair, and rebuilding of equipment. When compared with the other services job groups within this cluster, the incumbents of this job spend more of their time on a number of contract administration, pricing, and acquisition tasks. These tasks cover areas such as establishing contract administration priorities, contractor's claim requests, negotiation of modifications to purchase orders or delivery orders, establishing delivery dates, and coordination of contract termination proce-

dures. This group is comprised of 66 percent civilians, all of whom were working in Job Series 1102, Contract and Procurement. Fifty percent are in grade GS-11 or GS-12. The remaining members of this group are all enlisted personnel, equally divided between DAFSC 65170 and 65150 personnel.

The final group identified in this cluster was the only one not dominated by those working in an operational contracting environment. The membership of this group is divided among operational contracting, central contracting, major systems, and AF Contract Management Division environments. This group prepares both services (100 percent) and commodity (73 percent) type contracts. This is the only group in the cluster that spends equal amounts of time on acquisition tasks (29 percent) and contract administration tasks (29 percent). This group also spends 12 percent of their job time on pricing tasks. This group differentiates itself from other jobs within the cluster by percent members performing or time spent on several pricing, acquisition, and contract administration tasks. Seventy-three percent of this group's members belong to AFCC units. The incumbents of this job group are predominantly civilian (73 percent). All of the civilians are in Job Series 1102, and 54 percent are in grades GS-11 or GS-12.

CONTRACT ADMINISTRATION AND QUALITY ASSURANCE CLUSTER. This small cluster, consisting of two jobs, accounts for 2 percent of the total survey sample and 4 percent of the DAFSC 651X0 sample. Incumbents performing jobs identified within this cluster are tied together by the amount of time they spend on a number of quality assurance tasks (Table 5). The jobs performed by members of these two groups (Appendix A, Tables 29 and 30), however, are different in a number of respects. For example, members of one group spend far more of their time on training and general administration tasks. This group consists of 67 percent civilians. Fifty percent work in Job Series 1102, Contract and Procurement, and 17 percent work in Job Series 1910, Quality Assurance. Forty-two percent are in grade GS-11. Members of the other group spend larger percentages of their time on contract administration and acquisition tasks. The members of this group are 50 percent civilian and 50 percent military. The military members are working in both DAFSC 65170 (29 percent) and DAFSC 65150 (21 percent) positions. Of the 50 percent civilians, 36 percent are in grade GS-09, and all are working in Job Series 1102, Contract and Procurement (Table 4). Typical tasks performed by members of these two groups include the following:

- Advise QAEs of responsibilities
- Advise QAEs on documentation requirements
- Analyze QAE inspection reports
- Advise QAEs on development of contract performance checklists
- Analyze adequacy of corrective actions to quality assurance (QA) discrepancies

COMMODITY CONTRACT ADMINISTRATORS CLUSTER. Personnel forming this cluster of two jobs (Appendix A, Tables 31 and 32) account for 2 percent of the total survey sample and 1 percent of the DAFSC 651X0 sample. They spend the largest part of their time administering commodity contracts. The scope of the job

performed by members of each group is similar in that 1 group performs an average of 49 tasks, while the other group performs an average of 54 tasks. They differ from each other in the amount of time spent on contract administration tasks (72 percent vs 44 percent) and on acquisition tasks (32 percent vs 5 percent). Incumbents performing the job with the greatest amount of time spent on contract administration tasks work mostly in central contracting environments at Air Logistic Centers. Of this group, 95 percent are civilians, and 80 percent are working in Job Series 1102, Contract and Procurement. The grades of the civilians are fairly evenly divided between GS-07 (30 percent), GS-09 (30 percent), and GS-11 (25 percent). Members of the other group work primarily in operational contracting environments. This group is evenly split between military and civilians. Of the military membership, 43 percent are enlisted personnel. Twenty-one percent hold DAFSC 65130, and 14 percent are in DAFSC 65170. The civilian members of this job group are in Job Series 1105, Purchasing (21 percent), Job Series 1106, Procurement Clerical and Assistance (21 percent), and finally, Job Series 1102, Contract and Procurement (7 percent). Typical tasks performed by members of this group are:

- Draft or write modifications to contracts
- Draft or write modifications to POs or delivery orders (DOs)
- Initiate unilateral modifications
- Negotiate modifications to POs or DOs
- Negotiate modifications to contracts

SUPERVISORY NEGOTIATOR, DIVISION, AND BRANCH CHIEF CLUSTER. Personnel within this cluster perform five separate jobs and account for 4 percent of the total survey sample and 4 percent of the DAFSC 651X0 sample. The members of this cluster perform both technical and supervisory/management tasks. Since 92 percent of the personnel within this cluster possess contracting warrants, (Table 4) many of the tasks being performed within the technical areas are of the approve or disapprove, evaluate, or review variety. It should be noted that a large percentage of personnel performing jobs within this cluster are also responsible for preparing their own contracts. This combination of factors leads to a fairly broad job, with the members of this cluster performing an average of 224 tasks (Table 4). Representative tasks performed by members of this cluster include the following:

- Proofread correspondence, forms, or reports
- Determine work priorities for subordinates
- Advise subordinates on unit policies or procedures
- Approve or disapprove leaves or passes
- Approve or disapprove price negotiation memoranda (PNM)
- Evaluate PNMs
- Advise negotiators on negotiation positions or techniques

Each of the five jobs (Appendix A, Tables 33-37) are fairly broad in nature for the reasons explained above. The jobs differ from each other in terms of time spent, variations between the more technically oriented areas, such as acquisition, contract administration, and pricing, as well as percent members performing and time spent differences on individual tasks within each of the technically oriented areas. Differences in technical task performance are driven by a number of factors, such as contracting environment; i.e., operational contracting, central/systems etc., the members are working in; types of acquisitions, such as commodity or services; numbers of contracting actions prepared or administered; whether members are buyers or contract administrators or both; and a number of other factors. Variations among the jobs also occur in terms of the supervisory and management kinds of tasks. These differences occur based on the number of personnel supervised, category of personnel being supervised; i.e., civilian, officer, or enlisted, or combinations of the categories. Certain administration and management task differences are also driven by the level of organization to which the individual is assigned. For example, members assigned to a division-level organization will often spend more of their time on certain staffing kinds of tasks than a person assigned to a squadron or detachment.

Of the five separate jobs identified within this cluster, three were dominated by members working in the operational contracting environment. The first of these jobs was comprised of a fairly even mixture of civilians (36 percent), officers (35 percent), and enlisted (29 percent). Most of the civilians worked in Job Series 1102, and most of the civilians were in grades GS-11 or GS-12. For the officers, all but 4 percent were captains or majors serving in DAFSC 651X or 6534 positions. For the enlisted, all but 4 percent were working in DAFSC 65170 positions. Ninety-five percent of this group's members possessed contracting warrants and had the broadest job of any within this cluster, performing an average of 296 tasks.

The members of the second of these jobs were performing an average of 150 tasks. Forty-seven percent of the incumbents were civilian GS-11 or GS-12 working in Job Series 1102, Contract and Procurement. Of the military members, 40 percent were enlisted working in DAFSC 65170 positions, and 13 percent were officers working in either DAFSC 6516 or 6534 positions. All of the group members possessed contracting warrants.

The third job consisted mainly of military members (83 percent) with 71 percent enlisted personnel, and 54 percent were working in DAFSC 65170 positions. The members of this job were performing an average of 195 tasks.

The fourth job identified in this cluster consisted mainly of members who were working in Systems or Research and Development (83 percent) acquisition environments. Seventy-two percent of this group indicated they were involved in Research, Development, Testing, and Evaluation category contracts. The members of this group are 58 percent civilians and 42 percent officers. Forty-nine percent of the group are in grade GM-13 and are working in Job Series 1102, Contract and Procurement. Nineteen percent of this group's members are captains, and 19 percent are majors. Compared to the three previously described jobs within this cluster, the members of this group are

involved in large dollar value contracts. For 52 percent of the members of this group, the average dollar value of contracting actions prepared during the past year ranged between 1 million and 25 million dollars plus. Eighty-eight of the members possess contracting warrants.

The final job within this cluster involves a small number of people (N=10) who perform an average of 166 tasks. Sixty percent of the group members are officers evenly divided between captains and majors. The 40 percent civilians are all GM-13s working in Job Series 1102. All of the members of this group are supervisors. Members of this group spend less than half the time on acquisition tasks, but spend twice the amount of time on command and management tasks than the other jobs identified in this cluster.

CONTRACTING COMMANDERS, DIRECTORS, AND DIVISION CHIEFS CLUSTER. This cluster of three jobs accounts for 11 percent of the total survey sample and 1 percent of the DAFSC 651X0 sample. The members forming this cluster are senior in rank and grade to all other clusters and independent job types identified in this survey. The people performing these jobs spend most of their time in command, management, and supervision activities. Ninety-two percent are supervisors. The incumbents are fairly evenly divided between officers (51 percent) and civilians (47 percent), with the remainder enlisted personnel. Officers forming this cluster are lieutenant colonels (17 percent), majors (15 percent), captains (9 percent) and colonels (10 percent). Thirty-two percent of the group are officers working in DAFSC 651X, 14 percent in DAFSC 659X, and 5 percent are in DAFSC 653X. Of the civilian members of the group, 30 percent are GM-13 or GM-14, and the remainder are in grades GM-15, GS-11, or GS-12 (Table 4). Representative tasks performed by members of this cluster include:

- Approve or disapprove leaves or passes
- Certify civilian timecards
- Develop unit goals or objectives
- Advise subordinates on unit policies or procedures
- Present informal briefings
- Prepare informal briefings

The three jobs identified in this cluster (Appendix A, Tables 38-40) differ from each other either in terms of number of tasks performed, time spent on supervision, management tasks, or time spent on technical tasks. The incumbents of one job are more senior in terms of rank or grade. This group's members spend 52 percent of their time on command and management tasks (compared to 27 percent and 22 percent for the other two jobs identified in this cluster). This senior group is comprised of 73 percent officers and 27 percent civilians. Of the officers, 36 percent are colonels, and 27 percent are lieutenant colonels. Forty-one percent of the officers are in DAFSC 659X, and 32 percent are in DAFSC 651X. The civilians are in grades GM-15 (14 percent), GM-14 (9 percent), and GM-13 (5 percent). All but 5 percent of the civilians are working in Job Series 1102, Contract and Procurement. Sixty-three percent of the members are at Major Command or higher levels.

The second of the three jobs identified in this cluster is different in the respect that the incumbents spend proportionately more of their time on acquisition tasks (21 percent versus 9 percent for each of the other groups). This group of 86 percent officers and 14 percent civilians performs an average of 77 tasks. The officers in this group are fairly evenly divided, with 24 percent each being in the grades major through colonel. Forty-eight percent are in DAFSC 6596, and 38 percent are in DAFSC 6516. The civilian members of this group are all in grade GM-14. Eighty-five percent of this group's incumbents are working in major systems (71 percent) or research and development (14 percent).

The final job identified in this cluster performs almost twice the number of tasks performed by members of the other two groups (142 versus 77 and 78). This group also spends more of their time on resource management tasks (12 percent versus 4 or 5 percent). Members of this group also show larger percent members performing on a number of personnel tasks. The members of this group are fairly evenly split between officers (50 percent) and (48 percent) civilians. Thirty-two percent of the officers are lieutenant colonels (17 percent) or majors (15 percent), and 31 percent are in DAFSC 651X. Thirty-seven percent of the civilians are in grades GM-14 (14 percent), GM-13 (17 percent), or GS-12 (10 percent).

EXECUTIVE NCO INDEPENDENT JOB TYPE. The incumbents performing this job account for 1 percent of the entire survey sample and 5 percent of the DAFSC 651X0 survey sample, and they perform an average of 119 tasks. The incumbents of this group distinguish themselves from other clusters or independent job types based on time-spent distribution on inspection and evaluation, training, contingency and deployment, and personnel tasks (Table 5). This combination of tasks accounts for 55 percent of their total job time. Relatively, a very small portion of this group's members spend time on contracting related technical tasks. Ninety-five percent of this group's members work in operational contracting environments. Of this group's members, 86 percent are in the grades of E-7 or E-8, with 87 percent in DAFSC 65170 or 65190 positions (Table 4). Some of the representative tasks performed by this group's members are:

- Maintain self-inspection books or checklists
- Conduct unit self-inspections
- Analyze self-inspection reports
- Assign personnel to additional duties or details
- Review EPRs
- Track inspection open items
- Counsel personnel on personal- or military-related matters

CONTRACTING STAFF AND INSPECTION AND EVALUATION PERSONNEL CLUSTER. This cluster of six jobs (Appendix A, Tables 42-47) accounts for 7 percent of the entire survey sample and 2 percent of the DAFSC 651X0 survey sample. It is differentiated from other clusters and independent job types based on the

distribution of time spent across command and management, general administration acquisition, and inspection and evaluation tasks (Table 5). Fifty percent of the members of this cluster are assigned to major air command (39 percent) or Headquarters Air Force level (11 percent). Personnel performing jobs in this cluster are dominantly civilian (66 percent), and 28 percent are officers with the remainder enlisted personnel. The individual jobs identified within this cluster differ from one to another based on the variances in time spent on various kinds of tasks. The scope of the jobs range from an average of 25 tasks performed to 78 tasks performed. Typical tasks performed by those performing jobs within this cluster include:

- Proofread correspondence, forms, or reports
- Prepare informal briefings
- Draft or write point, position, or talking papers
- Interpret regulations, manuals, supplements, or procedures
- Present informal briefings
- Draft or write correspondence, such as letters or messages,
for electrical transmissions
- Prepare formal briefings

The first of the six jobs is distinct in the respect that members spend far more of their time on acquisition tasks (48 percent) when compared with other jobs in this cluster. The job incumbents perform an average of 39 tasks, with 90 percent being civilians and the remaining 10 percent officers. Seventy percent of the civilians range in grade from GS-11 to GS-13, with all but 10 percent being in Job Series 1102, Contract and Procurement. In addition, 70 percent are working at Air Division level or above.

The second of the six jobs primarily differs from the others based on the amount of time spent in performing command and management tasks (46 percent). The members forming this job are typically assigned to major air command or HQ Air Force levels performing in staff contracting positions. The incumbents are comprised of civilians (55 percent), officers (38 percent), and the remainder are enlisted personnel. The civilians range in grade from GS-11 through GM-14, with 38 percent in grades GS-12 or GS-13, and 39 percent are working in Job Series 1102, Contract and Procurement. Of the 38 percent officers, 25 percent are majors, and 29 percent are in DAFSC 651X positions.

The third job distinguishes itself from the other jobs in this cluster based on time spent on resource management tasks (28 percent), with special emphasis on manning and manpower-related actions. Fifty-eight percent of this group's members are civilians with 50 percent in grade GS-12. The 25 percent enlisted members of this group are chief master sergeants. The members of this group are assigned to various organizational levels, but one-third are at major air command headquarters.

The next job identified is fairly narrow in that an average of only 34 tasks are performed by the incumbents. The members of this group are set apart from the other jobs being performed based on the amount of time spent on general administration tasks (40 percent). Incumbents performing this job are

primarily civilians (73 percent), with 49 percent in grades GS-11 or GS-12. All but 2 percent of the remaining members of this group are officers with 16 percent holding the rank of either major or lieutenant colonel.

The last two jobs in this cluster are different from others based on the time spent on inspection and evaluation tasks. The members of one of these groups spend 31 percent of their time performing inspection and evaluation tasks. This group is comprised mainly of civilians (53 percent) and officers (35 percent). Of the 53 percent civilians, 42 percent are in grades GS-11 or GS-12. In addition, 24 percent of the civilians are in Job Series 1910, Quality Assurance, and 18 percent are in Job Series 1102, Contract and Procurement. Two-thirds of the officer members of this group are majors. The final job in this cluster spends 44 percent of their time on inspection and evaluation tasks. The members of this group most often identify themselves as IG Inspectors and are assigned at major air command headquarters (70 percent) or Headquarters Air Force level (20 percent). The members are entirely military (70 percent officers and 30 percent enlisted), with 50 percent of the group holding the rank of major.

AUTOMATED DATA SYSTEMS PERSONNEL CLUSTER. As the name implies, members of this cluster (4 percent of entire survey sample and 6 percent of DAFSC 651X0 survey sample) spend most of their time performing automated systems operation or maintenance tasks. Generally, except for 1 job, the scope of the jobs in this cluster is fairly narrow, with the average number of tasks performed ranging between a low of 16 to a high of 103.

Four of the five jobs (Appendix A, Tables 48-52) identified are technically oriented, and the fifth job is performed by a group of personnel who are performing both technical and supervisory tasks. Differences between the four technical jobs are based on the number of tasks performed, time spent on automated data systems operation or maintenance tasks and percent members performing, and time spent differences on individual tasks within these areas. Representative tasks performed by members of this cluster include:

- Tear down, collate, or distribute automated products
- Make additions, changes, or deletions to data bases
- Input data using cathode ray tubes (CRTs)
- Advise automated data processing equipment (ADPE)
 - users of problems encountered during systems operations
- Coordinate systems problems with data automation personnel
- Determine corrective actions for problems identified on data systems listings

In the first job, the most narrow of all (average of 16 tasks performed), the members are performing 62 percent of their time on automated data systems operation tasks. Incumbents performing this job are fairly evenly divided between civilians (52 percent) and enlisted personnel (48 percent). All of the civilians are in grades GS-04 or GS-05, and 44 percent are working in Job Series 1106. Of the military, 37 percent are in DAFSC 65150. Seventy-four percent of this group's members work in operational contracting environments.

The members performing the second job in this cluster are spending far less of their time on automated data operations tasks than the first job (28 percent). The members of this group are spending an additional 42 percent of their time performing general administration and automated data maintenance tasks. The incumbents perform an average of 36 tasks. The members of this group are all civilians in grades GS-05 (36 percent), GS-06 (21 percent), and GS-07 (43 percent), and 86 percent are working in Job Series 1106, Procurement Clerical and Assistance.

The incumbents performing the third job in this cluster are performing an average of 42 tasks with 68 percent of their time spent on automated systems operation tasks (49 percent) and automated systems maintenance tasks (19 percent). Seventy-four percent of the members are working in operational contracting environments. Those performing this job are fairly evenly divided between civilians (52 percent) and enlisted (48 percent). The civilians range in grade from GS-04 through GS-07, with 24 percent being in grade GS-05, and almost all (48 percent) are in Job Series 1106, Procurement and Clerical Assistance. Twenty-two percent of the enlisted members are working in DAFSC 65150, and 22 percent are in DAFSC 65170.

Those incumbents performing the next job identified spend their time on a mixture of technical and supervisory tasks (82 percent are supervisors). This mixture of tasks also accounts for the fact that these incumbents are performing the broadest job (average of 103 tasks). Most are systems branch chiefs. Fifty-six percent are enlisted personnel with 40 percent working in 7-skill level positions. The 33 percent civilians are all working in Job Series 1102, Contract and Procurement, and 20 percent are GS-09s. Eighty-two percent of this group's members work in operational contracting environments.

The final job in this cluster is dominated by civilians who are more senior in grade than other jobs in this cluster. Of the 94 percent of this group who are civilians, 56 percent are GS-12s. The work performed by members of this group is different in the respect that they spend much more of their time on automated data systems maintenance tasks (56 percent) than any other group. The civilian members work in a number of different job series, but 44 percent are in Job Series 1102, Contract and Procurement.

CONTRACT GENERAL ADMINISTRATION PERSONNEL CLUSTER. Accounting for 5 percent of the entire survey sample and 1 percent of the DAFSC 651X0 survey sample, this cluster of three jobs (Appendix A, Tables 53-55) is characterized by the large amount of time spent on general administration tasks (Table 5). For the entire cluster, the members were spending 61 percent of their time on general administration tasks, with the next highest amount of time spent on automated data systems operations tasks, accounting for just 9 percent of the time. Dominated by civilians (89 percent), with 76 percent in Job Series 1106, Procurement Clerical and Assistance, the jobs being performed are fairly limited in scope (low of 13 to high of 34). Some typical tasks performed by members of this cluster include the following:

- Type correspondence, reports, or forms
- Proofread correspondence, forms, or reports
- Distribute correspondence
- Maintain unclassified files
- Maintain supply of blank forms

The members of one job differ from the two others based on the large amount of time spent in preparation of formal and informal briefings in addition to correspondence preparation tasks. Personnel performing the second of three jobs specialize in correspondence preparation and distribution, along with files and publication maintenance. The job incumbents performing the third job are spending less time on general administration tasks, with more time spent on acquisition tasks than the members of the other two groups. The members of this group also perform a broader job than the other 2 (average of 34 tasks vs 13 for the other 2 groups).

COMPARISON OF CURRENT GROUP DESCRIPTIONS TO PREVIOUS SURVEY FINDINGS

The results of the specialty job analysis were compared to those of OSR AFPT 90-65X-471, dated June 1984. Table 6 displays a comparison of the contracting specialty jobs identified in each of the studies (note that the current study includes civilians, while the previous study included only officers and enlisted personnel). Review of the tasks comprising the jobs identified in 1984 revealed that most of these groups could be linked with similar task performances in the 1990 sample groups. Only one cluster, Contract General Administration cluster (1 percent of DAFSC 651X0 sample), was identified in the current study that was not identified in the 1984 study. The appearance of differences (i.e., some of the specific job titles) is a surface difference only and can be attributed to task list modifications or to the analytical approach used.

ANALYSIS OF ENLISTED DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS), reflect what career ladder personnel are actually doing in the field.

TABLE 6

JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND 1984 SURVEY

CURRENT SURVEY (N=1,131)	SAMPLE	PCT OF 1984 SURVEY - 651X0 (N=1,060)	SAMPLE
Operational Contracting Commodity and Services (Small Purchase) Buyer Cluster	25%	Small Purchase Supply and Repair Service Specialists	17%
Operational Contracting Construction and Services Buyers and Administrators Cluster, Contract Solicitation Personnel Independent Job Type, and Contract Negotiators and Admin Personnel Cluster	34%	Base or Central Level Construction and Services Buyers and Contract Administrators Cluster, Services, Construction and Supply Buyers Cluster, and Contract Negotiators and Managers Cluster	38%
Contract Administration and Quality Assurance Cluster and Commodity Contract Administrators Cluster	5%	Contract Administration and Follow-up Specialists	6%
Supervisory Negotiator and Branch Chief Cluster	4%	Division, Branch, and Section Chiefs	3%
Executive NCO Independent Job Type	5%	Squadron and Detachment Executive NCOs	3%
Contracting Staff and Inspection and Evaluation Personnel Cluster	2%	Inspection and Evaluation Personnel (Minus Squadron and Detachment Executive NCOs)	*
Automated Data Systems Personnel Cluster	6%	Systems Management Personnel	10%
Contract General Administration Personnel Cluster	1%	(No equivalent job identified)	
Training Personnel Independent Job Type	*	Instructors	1%

* Less than .5 percent

As stated earlier in the SPECIALTY JOBS section of this report, DAFSC 651X0 personnel were identified in 10 of the 13 clusters and 2 of the 8 independent jobs. The distribution of skill-level groups across the 10 clusters and 2 independent jobs is displayed in Table 7, while Table 8 offers another perspective by displaying the relative percent time spent on each duty across the skill-level groups. In general, a typical pattern of progression is present, with personnel spending more of their relative time on duties involving supervision, management, and training, and correspondingly less time on duties associated with technical tasks as skill levels progress. In addition, as Table 14 shows, the scope of the job increases as individuals progress through the skill levels. Table 13 reveals that the majority of each skill level group are assigned to operational contracting environments. In addition, Tables 13 and 14 provide additional selected background data for each skill level showing percentages possessing contracting warrants and dollar value of contracting actions or modifications prepared.

SKILL LEVEL DESCRIPTIONS

DAFSC 65130. The 55 airmen in this DAFSC represent 1 percent of the total survey sample and perform fairly limited jobs averaging 36 tasks (Table 14). As might be expected, the work performed by the members of this DAFSC is almost entirely technical, with 61 percent of their time spent on the performance of acquisition tasks and an additional 11 percent of their time on contract administration tasks (see Table 8). Table 8 also shows that members of this group spend more time (9 percent) on the performance of Automated Data Systems Operation tasks than do members of other DAFSC groups. Compared with the 5- and 7-skill level DAFSCs, the average dollar amount of contracting actions or modifications prepared is lower for those in DAFSC 65130 (Table 14). Table 9 displays representative tasks performed by 3-skill level personnel and also provides a display of percent members performing differences between the 3-skill level and the 5-skill level.

DAFSC 65150. Five-skill level personnel account for 10 percent of the survey sample and perform a broader job than do 3-skill level personnel with an average of 65 tasks performed (Table 14). The job of 5-skill level personnel continues to be technical, with 52 percent of their time spent on acquisition tasks and 17 percent of their time on contract administration tasks (see Table 8). The technical nature of their jobs is shown in Table 7, with the majority of 5-skill level personnel being represented in the technically oriented jobs. Table 10 provides representative tasks performed by 5-skill level personnel and also expresses a sampling of percent members performing differences between them and 7-skill level personnel. Table 14 reveals that the average dollar value of contracting actions is higher for the 5-skill level than the 3-skill level, but lower than that of the 7-skill level.

DAFSC 65170. The members comprising the 7-skill level group account for 11 percent of the survey sample, and the scope of their job continues to increase with 7-skill level personnel performing an average of 44 more tasks (109 vs 65) than 5-skill level personnel (Table 14). As Table 8 shows, the majority of time continues to be spent on the performance of technical tasks, but increased amounts of time are spent on the performance of command and management, inspection and evaluation, personnel, and training tasks with 29 percent of 7-skill level personnel being supervisors (Table 14). Table 14 also shows that 42 percent of 7-skill level personnel possess contracting warrants, compared to only 3 percent for 5-skill level personnel. Table 11 provides a display of representative tasks performed by 7-skill level personnel and also displays a sampling of percent members performing differences between tasks they perform and those tasks performed by 9-skill level personnel.

DAFSC 65190. The 9-skill level respondents account for 1 percent of the survey sample. The scope of their job broadens with an average of 133 tasks (Table 14) being performed (compared to 109 for 7-skill level personnel). As Table 8 demonstrates, time spent on technical tasks is considerably reduced when compared to lower skill levels, and time spent on supervisory and managerial tasks increases significantly with members of this skill-level group spending more than half their time on these kinds of tasks. The shift away from the more technical work to that of supervision and management is reflected in Table 8, where we see that the majority of 9-skill level personnel is assigned to supervisory and managerial jobs. Table 14 also shows that 45 percent of 9-skill level personnel are supervisors and that higher percentages (70 percent) of 9-skill level personnel possess contracting than any other skill level group. Table 12 shows representative tasks performed by 9-skill level personnel, as well as tasks showing percent members performing differences between the 9-skill level and Chief Enlisted Managers. Table 8 reveals that 9-skill level personnel are less involved in the preparation of contracting actions than the 3-, 5-, or 7-skill level groups.

CEM 65100. CEM Code 65100 personnel account for less than 1 percent of the sample, but have the broadest job of all the skill levels performing an average of 160 tasks. As with DAFSC 65190, CEM Code personnel spend the majority of their time on supervision and management tasks and the least amount of time on technical tasks of all the skill levels (see Table 8). Also, as with 9-skill level personnel, the supervisory and management tasks the CEM Code personnel accomplish are reflected in the jobs the majority of them perform as shown in Table 7. Table 14 reflects that only 7 percent of CEM Code 65100 personnel prepared contracting actions during the past year. Representative tasks performed by CEM Code personnel are shown in Table 12, as are the percent members performing differences between them and 9-skill level personnel.

TABLE 7

DISTRIBUTION OF ENLISTED DAFSC GROUP MEMBERS ACROSS
CLUSTERS AND INDEPENDENT JOBS

	DAFSC 65130 (N=55) <u>Number/PCT</u>	DAFSC 65150 (N=482) <u>Number/PCT</u>	DAFSC 65170 (N=536) <u>Number/PCT</u>	DAFSC 65190 (N=44) <u>Number/PCT</u>	DAFSC 65100 (N=14) <u>Number/PCT</u>
I. Operational Contracting Commodity and Services (Small Purchase) Buyer Cluster (ST0179, N=436)	28/6	183/42	73/17	1/0	0/0
III. Contract Solicitation Personnel Independent Job Type (ST0288, N=71)	3/0	22/31	14/20	0/0	0/0
IV. Contract Negotiators and Administrators Cluster (ST0618, N=684)	0/0	26/4	51/7	1/0	0/0
V. Operational Contracting Construction and Services Buyers and Administrators Cluster (ST0487, N=431)	4/1	112/26	156/36	2/0	0/0
VII. Contract Administration and Quality Assurance Cluster (ST0171, N=95)	1/1	13/14	34/36	0/0	0/0
VIII. Commodity Contract Administrators Cluster (ST0132, N=86)	3/3	8/9	5/6	0/0	0/0
IX. Supervisory Negotiator and Branch Chief Cluster (ST0576, N=178)	0/0	1/1	38/21	4/2	2/1
X. Contracting Commanders, Directors, and Division Chiefs Cluster (ST456, N=531)	0/0	0/0	3/1	4/1	2/0
XI. Executive NCO Independent Job Type (ST0461, N=60)	0/0	0/0	31/52	21/35	2/3

TABLE 7 (CONTINUED)

DISTRIBUTION OF ENLISTED DAFSC GROUP MEMBERS ACROSS
CLUSTERS AND INDEPENDENT JOBS

	DAFSC 65130 (N=55) <u>Number/PCT</u>	DAFSC 65150 (N=482) <u>Number/PCT</u>	DAFSC 65170 (N=536) <u>Number/PCT</u>	DAFSC 65190 (N=44) <u>Number/PCT</u>	DAFSC 65100 (N=14) <u>Number/PCT</u>
XIV. Contracting Staff and Inspection and Evaluation Personnel Cluster (ST0168, N=318)	0/0	3/1	12/4	4/1	4/1
XVII. Automated Data Systems Personnel Cluster (ST0119, N=218)	4/2	27/12	38/17	2/1	2/1
IXX. Contract General Administration Personnel Cluster (ST0093, N=250)	1/0	8/3	4/2	0/0	0/0

TABLE 8

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS

<u>DUTIES</u>		<u>DAFSC</u> <u>65130</u> <u>(N=55)</u>	<u>DAFSC</u> <u>65150</u> <u>(N=482)</u>	<u>DAFSC</u> <u>65170</u> <u>(N=536)</u>	<u>DAFSC</u> <u>65190</u> <u>(N=44)</u>	<u>DAFSC</u> <u>65100</u> <u>(N=14)</u>
A	COMMAND AND MANAGEMENT	1	2	4	14	19
B	INSPECTION AND EVALUATION	*	1	4	14	10
C	GENERAL ADMINISTRATION	8	9	8	8	8
D	RESOURCE MANAGEMENT	*	*	1	5	12
E	CONTINGENCY AND DEPLOYMENT	1	1	2	6	6
F	PERSONNEL	*	1	5	14	12
G	TRAINING	*	2	4	8	7
H	AUTOMATED DATA SYSTEMS OPERATION	9	5	4	2	4
I	AUTOMATED DATA SYSTEMS MAINTENANCE	2	1	1	1	1
J	PRICING	2	3	4	2	1
K	PRODUCTION AND MANUFACTURING SURVEILLANCE	1	1	1	*	1
L	GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	*	*	*
M	QUALITY ASSURANCE	1	3	4	1	*
N	ACQUISITION	61	52	38	16	11
O	CONTRACT ADMINISTRATION	11	17	18	6	5
P	GENERAL ACQUISITION	2	2	2	3	3

* Less than .5 percent

TABLE 9

DISPLAY OF REPRESENTATIVE TASKS FOR AND DIFFERENCES BETWEEN DAFSC GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS	65130 (N=55)	65150 (N=482)	DIFF
N1008 PREPARE MODIFICATIONS TO ITEM DESCRIPTIONS	56	31	+25
N1003 PREPARE DELIVERY PICKUP SLIPS FOR WALK-THROUGHS	36	20	+16
N1004 PREPARE DOS	55	43	+12
N880 DETERMINE NEGOTIATION AUTHORITY	35	26	+9
N1031 REQUEST ORAL BIDS OR QUOTATIONS	51	43	+8
N996 PREPARE BPAs	33	26	+7
N1009 PREPARE POs	58	52	+6
N1018 PREPARE RFQs	47	44	+3

N1002 PREPARE DD FORMS 350	33	51	-18
N903 DRAFT OR WRITE MODIFICATIONS TO CONTRACTS	35	50	-15
C151 DRAFT OR WRITE MEMORANDA FOR RECORD	38	53	-15
N1052 REVIEW DEBARRED, SUSPENDED, OR INELIGIBLE LISTS OF CONTRACTORS	33	44	-11
N990 PREPARE ABSTRACTS	40	50	-10
N842 COMPARE ABSTRACTS WITH PRs, SUCH AS AF FORMS 9 (REQUEST FOR PURCHASE)	35	45	-10
C177 TYPE CORRESPONDENCE, REPORTS, OR FORMS	38	44	-6
N839 CANCEL PRs	55	61	-6

TABLE 10

DISPLAY OF REPRESENTATIVE TASKS FOR AND DIFFERENCES BETWEEN DAFSC GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS	65150 (N=482)	65170 (N=536)	DIFF
N1009 PREPARE POs	52	34	+18
N1031 REQUEST ORAL BIDS OR QUOTATIONS	43	31	+12
N1018 PREPARE RFQs	44	32	+12
N839 CANCEL PRs	61	51	+10
N1004 PREPARE DOs	43	33	+10
N904 DRAFT OR WRITE MODIFICATIONS TO POs OR DELIVERY ORDERS (DOs)	52	43	+9
N990 PREPARE ABSTRACTS	50	41	+9

C172 PROOFREAD CORRESPONDENCE, FORMS, OR REPORTS	27	48	-21
C151 DRAFT OR WRITE MEMORANDA FOR RECORD	53	71	-18
J477 DRAFT OR WRITE PNMs	30	46	-16
C148 DISTRIBUTE CORRESPONDENCE	36	50	-14
N1029 REQUEST LEGAL REVIEW OF SOLICITATIONS OR CONTRACTS	37	45	-8
C177 TYPE CORRESPONDENCE, REPORTS, OR FORMS	44	49	-5
N903 DRAFT OR WRITE MODIFICATIONS TO CONTRACTS	50	54	-4
N842 COMPARE ABSTRACTS WITH PRs, SUCH AS AF FORMS 9 (REQUEST FOR PURCHASE)	45	49	-4

TABLE 11

DISPLAY OF REPRESENTATIVE TASKS FOR AND DIFFERENCES BETWEEN DAFSC GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS	65170 (N=536)	65190 (N=44)	DIFF
N903 DRAFT OR WRITE MODIFICATIONS TO CONTRACTS	54	14	+40
N842 COMPARE ABSTRACTS WITH PRs, SUCH AS AF FORMS 9 (REQUEST FOR PURCHASE)			
J477 DRAFT OR WRITE PNMs	49	18	+31
N1029 REQUEST LEGAL REVIEW OF SOLICITATIONS OR CONTRACTS	46	16	+30
C148 DISTRIBUTE CORRESPONDENCE	45	25	+20
C177 TYPE CORRESPONDENCE, REPORTS, OR FORMS	50	36	+14
C151 DRAFT OR WR. TE MEMORANDA FOR RECORD	49	43	+6
	71	70	+1

F322 REVIEW EPRs	21	77	-56
G372 REQUEST FORMAL TRAINING SCHOOL SLOTS	10	64	-54
A71 DRAFT OR WRITE OIs	20	73	-53
F291 COUNSEL INCOMING PERSONNEL	25	77	-52
B135 MAINTAIN SELF-INSPECTION BOOKS OR CHECKLISTS	18	68	-50
A2 ADVISE COMMANDERS OR STAFF AGENCY PERSONNEL ON MATTERS, SUCH AS CAPABILITIES, PROCEDURES, OR PROGRAMS	22	68	-46
B124 CONDUCT UNIT SELF-INSPECTIONS	39	77	-38
F274 ADVISE SUBORDINATES ON UNIT POLICIES OR PROCEDURES	35	73	-38
C150 DRAFT OR WRITE CORRESPONDENCE, SUCH AS LETTERS OR MESSAGES FOR ELECTRICAL TRANSMISSION	37	64	-27
C172 PROOFREAD CORRESPONDENCE, FORMS, OR REPORTS	48	73	-25

TABLE 12

DISPLAY OF REPRESENTATIVE TASKS FOR AND DIFFERENCES BETWEEN DAFSC GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS	65190 (N=44)	65100 (N=14)	DIFF
F263 MAINTAIN EMERGENCY CONTRACTING SUPPORT KITS	64	36	+28
B135 MAINTAIN SELF-INSPECTION BOOKS OR CHECKLISTS	68	50	+18
A71 DRAFT OR WRITE OIs	73	57	+16
C151 DRAFT OR WRITE MEMORANDA FOR RECORD (MFR)	70	57	+13
B142 TRACK INSPECTION OPEN ITEMS	70	57	+13
F274 ADVISE SUBORDINATES ON UNIT POLICIES OR PROCEDURES	73	64	+9
F291 COUNSEL INCOMING PERSONNEL	77	71	+6
F282 ASSIGN PERSONNEL TO ADDITIONAL DUTIES OR DETAILS	77	71	+6

G365 EVALUATE RETRAINING REQUESTS	27	79	-52
A11 APPROVE OR DISAPPROVE CORRESPONDENCE FOR ELECTRICAL TRANSMISSIONS, SUCH AS LETTERS OR MESSAGES	41	86	-45
A60 DEVELOP ORGANIZATIONAL CHARTS, GRAPHS, OR STATUS BOARDS	34	71	-37
C150 DRAFT OR WRITE CORRESPONDENCE, SUCH AS LETTERS OR MESSAGES FOR ELECTRICAL TRANSMISSIONS	64	100	-36
E245 DEVELOP EMERGENCY CONTRACTING SUPPORT PLANS	50	86	-36
A5 ADVISE STAFF LEVEL AGENCY PERSONNEL ON METHODS OF HANDLING CONTRACTING REQUIREMENTS	45	79	-34
A95 INTERPRET REGULATIONS, MANUALS, SUPPLEMENTS, OR PROCEDURES	57	86	-29
C171 PRESENT INFORMAL BRIEFINGS	59	86	-27
F292 COUNSEL PERSONNEL ON PERSONAL- OR MILITARY-RELATED MATTERS	70	86	-16
B139 REVIEW RESPONSES TO INSPECTION REPORTS	64	79	-15

TABLE 13

TYPE OF CONTRACTING ORGANIZATION WORKING IN
(PERCENT)

TYPE OF ORGANIZATION	DAFSC	DAFSC	DAFSC	DAFSC	CEM Code
	65130 (N=55)	65150 (N=482)	65170 (N=536)	65190 (N=44)	65100 (N=14)
OPERATIONAL (BASE)	91	86	84	73	64
CENTRAL	7	9	8	7	7
RESEARCH AND DEVELOPMENT	0	0	0	0	0
MAJOR SYSTEMS	0	1	1	7	0
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	0	0	0	0
DEF CONTRACT AUDIT AGENCY	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	0	0	0
AF CONTRACT MANAGEMENT DIVISION	0	0	0	0	0
OTHER	2	3	6	13	29

TABLE 14

SELECTED BACKGROUND INFORMATION FOR ENLISTED DAFSC GROUPS

	DAFSC 65130 (N=55)	DAFSC 65150 (N=482)	DAFSC 65170 (N=536)	DAFSC 65190 (N=44)	CEM Code 65100 (N=14)
AVERAGE NUMBER OF TASKS PERFORMED	36	65	109	133	160
PERCENTAGE OF SUPERVISORS	0	4%	29%	45%	50%
PERCENTAGE POSSESSING CONTRACTING WARRANTS					
ADMINISTRATIVE CONTRACTING OFFICER	0	1%	13%	9%	7%
PRINCIPAL CONTRACTING OFFICER	0	2%	29%	61%	50%
TERMINATING CONTRACTING OFFICER	0	0	0	0	0

AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED DURING PAST YEAR (PERCENTAGES)

NONE	20%	10%	17%	59%	93%
\$1 - 25,000	49%	39%	25%	16%	7%
\$25,001 - 100,000	11%	23%	22%	16%	0
\$100,001 - 500,000	13%	18%	20%	7%	0
\$500,001 - 1,000,000	7%	5%	9%	0	0
\$1,000,001 - 25 million	0	4%	7%	2%	0
Over 25 million	0	0	0	0	0

Summary

In summary, the scope of the job broadens for each succeeding skill level with the 3-, 5-, and 7-skill levels spending most of their time in the performance of technical tasks. The 7-skill level personnel, however, spend less time on technical tasks than the 5-skill level members and begin spending more of their time on supervisory and managerial tasks. Both the 9-skill level and CEM Code personnel spend the majority of their time on supervisory and managerial tasks.

ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTIONS

Survey data were compared to the AFR 39-1 specialty descriptions for Contracting Specialists, Contracting Supervisor, and Contracting Superintendent and CEM Code, all dated 30 April 1988. Review of the 3- and 5-skill level description revealed that the overall job performed by these two skill levels is quite accurately represented.

The 7-skill level specialty description is generally accurate, but consideration should be given to the mention of establishing contract administration priorities in paragraph a., Plans and schedules contracting activities. Further, data indicate that responsibilities relating to documentation of cost and price analysis, resolution of contract disputes, processing of contractor's claim requests, presolicitation activities, and obtaining legal review of contracts would be appropriate additions to paragraph c., Performs contracting functions.

Review of the 9-level and CEM Code specialty description indicated that most duties and responsibilities are well covered. However, occupational survey data support the additional responsibility of developing contingency contracting plans to paragraph a., Plans and organizes contracting activities. In addition, occupational survey data revealed that both the 9-skill level and CEM Code personnel are engaged in training activities, such as identifying training requirements, developing training programs, justifying training quotas, and evaluating retraining requests. These responsibilities could be added to paragraph d., Performs contracting functions, or a separate paragraph could be added to the description to cover these training-related activities.

ANALYSIS OF 651X0 MAJCOM GROUPS

Tasks and background information for personnel in the 10 major commands (MAJCOM), with the largest percentages of AFSC 651X0 survey sample, were compared to determine if the jobs and tasks performed differed.

As Table 15 shows, personnel of all MAJCOM groups spend the largest amount of their time performing acquisition and contract administration tasks. However, this table also shows that personnel from USAFE, PACAF, and AFCC spend proportionately less of their time on acquisition tasks than do person-

TABLE 15

651X0 MAJCOM COMPARISONS
(PERCENT TIME SPENT)

DUTIES	AAC (N=48)	USAFE (N=121)	AFSC (N=57)	ATC (N=113)	MAC (N=116)	PACAF (N=67)
A COMMAND AND MANAGEMENT	3	7	5	3	4	6
B INSPECTION AND EVALUATION	4	4	2	2	3	2
C GENERAL ADMINISTRATION	9	9	8	7	8	11
D RESOURCE MANAGEMENT	1	2	1	1	1	2
E CONTINGENCY AND DEPLOYMENT	1	2	1	2	2	1
F PERSONNEL	3	6	4	2	3	4
G TRAINING	2	5	2	6	3	3
H AUTOMATED DATA SYSTEMS OPERATION	5	6	2	7	3	4
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	2	1	1	*	2
J PRICING	3	2	3	3	3	5
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	2	*	1	1	2
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	*	*	*	*
M QUALITY ASSURANCE	3	5	2	2	3	4
N ACQUISITION	46	30	44	43	50	32
O CONTRACT ADMINISTRATION	18	16	23	19	14	19
P GENERAL ACQUISITION	2	3	2	2	2	3

* Less than .5 percent

TABLE 15 (CONTINUED)

651X0 MAJCOM COMPARISONS
(PERCENT TIME SPENT)

DUTIES	SAC (N=264)	TAC (N=244)	AFCC (N=16)	AFSPACECOM (N=12)
A COMMAND AND MANAGEMENT	3	2	8	5
B INSPECTION AND EVALUATION	3	2	2	2
C GENERAL ADMINISTRATION	8	9	12	8
D RESOURCE MANAGEMENT	1	1	4	1
E CONTINGENCY AND DEPLOYMENT	2	2	*	1
F PERSONNEL	3	3	2	4
G TRAINING	3	2	3	2
H AUTOMATED DATA SYSTEMS OPERATION	5	5	10	2
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	9	1
J PRICING	4	3	5	3
K PRODUCTION AND MANUFACTURING SURVEILLANCE	*	1	1	*
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	*	*
M QUALITY ASSURANCE	3	3	2	*
N ACQUISITION	47	47	24	44
O CONTRACT ADMINISTRATION	16	18	15	23
P GENERAL ACQUISITION	3	2	2	2

* Less than .5 percent

nel from other MAJCOMs. USAFE, PACAF, and AFCC personnel, however, also spend slightly more of their time on command and management tasks. Table 15 also shows that AFCC personnel spend proportionately more of their time on Automated Data Systems Operation tasks than members of other MAJCOMs. In addition, as Table 16 shows, USAFE and PACAF personnel have broader jobs than do personnel from other MAJCOMs, with USAFE personnel performing an average of 128 tasks and PACAF personnel performing an average of 110 tasks. Further, Table 16 also shows that larger percentages of USAFE and PACAF personnel possessed contracting warrants, and larger percentages were supervisors. In addition, as Table 16 displays, personnel from USAFE, PACAF, and AFCC have more experience in the career ladder than personnel from other MAJCOMs.

Review of specific tasks performed by MAJCOM group members revealed that USAFE, PACAF, and AFCC had the largest differences. Differences across MAJCOMs other than these were only slight. Specific tasks performed by slightly larger percentages of PACAF, AFCC, and USAFE personnel are displayed in Tables 17 through 19. It should be noted that many of the tasks performed by larger percentages of USAFE personnel were also performed by larger percentages of PACAF and AFCC personnel when compared with other MAJCOMs.

In summary, except for personnel from USAFE, PACAF, and AFCC, the jobs performed by personnel from other MAJCOM groups were quite similar. USAFE, PACAF, and AFCC personnel are similar in that they spend less time on acquisition tasks and more time on command and management tasks, and they have more time in the career ladder than personnel from other MAJCOMs. USAFE and PACAF personnel are similar in several other aspects, as well; they have broader jobs, higher percentages have contracting warrants, and higher percentages are supervisors. AFCC personnel are the most experienced group of all the MAJCOMs, and they spend proportionately more of their time on automated data systems operations tasks than personnel from all other MAJCOMs.

ANALYSIS OF CONUS VERSUS OVERSEAS 65150 GROUPS

Comparisons were made of the tasks and background information for DAFSC 65150 personnel assigned to the continental United States (CONUS) locations versus those assigned to overseas locations. Table 20 shows that differences occur in how CONUS and overseas DAFSC 65150 personnel spend their time in the performance of acquisition, contract administration, and command and management tasks. CONUS personnel spend 17 percent more of their time on acquisition tasks (55 percent versus 38 percent) than overseas personnel. Overseas personnel, however, spend 6 percent more of their time on contract administration tasks (22 percent versus 16 percent) than CONUS personnel, and overseas personnel spend slightly more of their time (4 percent versus 1 percent) on command and management tasks. Table 21 shows tasks with the largest differences in percent performing between these two groups. Differences between these 2 groups also occur in terms of job scope with overseas personnel performing an average of 83 tasks, while CONUS personnel were performing an average of 61 tasks (Table 22).

TABLE 16

SELECTED BACKGROUND INFORMATION AFSC 651X0 MAJCOM COMPARISONS

	AAC (N=48)	USAFE (N=121)	AFSC (N=57)	ATC (N=113)	MAC (N=116)	PACAF (N=67)
AVERAGE NUMBER OF TASKS PERFORMED	86	128	93	72	76	110
PERCENTAGE OF PERSONNEL SUPERVISING	19%	39%	25%	13%	9%	37%
AVERAGE TIME (MONTHS) IN CAREER FIELD	79	102	82	76	78	99
PERCENTAGE OF PERSONNEL POSSESSING CONTRACTING WARRANTS						
ADMINISTRATIVE CONTRACTING OFFICER	8%	11%	5%	6%	9%	12%
PRINCIPAL CONTRACTING OFFICER	15%	31%	26%	15%	18%	24%
TERMINATING CONTRACTING OFFICER	--	1%	--	1%	--	--

TABLE 16 (CONTINUED)

SELECTED BACKGROUND INFORMATION AFSC 651X0 MAJCOM COMPARISONS

	SAC (N=264)	TAC (N=244)	AFCC (N=16)	AFSPACECOM (N=12)
AVERAGE NUMBER OF TASKS PERFORMED	92	75	84	72
PERCENTAGE OF PERSONNEL SUPERVISING	10%	15%	19%	8%
AVERAGE TIME (MONTHS) IN CAREER FIELD	71	69	142	80
PERCENTAGE OF PERSONNEL POSSESSING CONTRACTING WARRANTS				
ADMINISTRATIVE CONTRACTING OFFICER	6%	6%	--	8%
PRINCIPAL CONTRACTING OFFICER	14%	13%	--	17%
TERMINATING CONTRACTING OFFICER	--	--	--	--

TABLE 17
TASKS PERFORMED BY LARGER PERCENTAGES OF PACAF AFSC 651X0
PERSONNEL

<u>TASKS</u>	
C172	Proofread correspondence, forms, or reports
C171	Present informal briefings
N947	Evaluate proposals
C168	Prepare informal briefings
J457	Analyze contractors' cost elements
B124	Conduct unit self-inspections
G334	Conduct on-the-job training (OJT)
C164	Perform room or area security checks
C174	Schedule conferences or workshops
F274	Advise subordinates on unit policies or procedures
O1198	Evaluate contractor' responses to follow-up notices or letters
B115	Analyze self-inspection reports
A64	Develop work methods or procedures
C169	Prepare status boards, charts, or graphs

TABLE 18

TASKS PERFORMED BY LARGER PERCENTAGES OF AFCC AFSC 651X0 PERSONNEL

TASKS

C172	Proofread correspondence, forms, or reports
01250	Negotiate modifications to contracts
C164	Perform room or area security checks
01251	Negotiate modifications to POs or DOs
01281	Prepare supplemental agreements
01263	Participate in post-award conferences
01160	De-obligate funds
G337	Conduct training conferences or briefings
A95	Interpret regulations, manuals, supplements, or procedures
01296	Review DD Forms 250
A2	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs
B139	Review responses to inspection reports
01077	Advise PCO or program manager on contract administration problems
C169	Prepare status boards, charts, or graphs
A71	Draft or write OIs
A72	Draft or write point, position, or talking papers
C153	Draft or write trip reports
H384	Code data input for entry into automated data systems

TABLE 19
TASKS PERFORMED BY LARGER PERCENTAGES OF DAFSC 651X0 USAFE
PERSONNEL

TASKS

C171	Present informal briefings
C168	Prepare informal briefings
N1043	Review BPAs or BDOs
G334	Conduct on-the-job training
C164	Perform room or area security checks
C167	Prepare formal briefings
F274	Advise subordinates on unit policies or procedures
C170	Present formal briefings
O1290	Review call registers
F140	Review results of previous IG inspections, SAVs, or audits
P1322	Conduct customer training sessions
A2	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs
G335	Conduct proficiency training
F276	Approve or disapprove leaves or passes
F298	Draft or write enlisted performance reports (EPRs)
A64	Develop work methods or procedures
C169	Prepare status boards, charts, or graphs

TABLE 20
DAFSC 65150 CONUS/OVERSEAS COMPARISONS

<u>DUTIES</u>	<u>CONUS (N=385)</u>	<u>OVERSEAS (N=96)</u>
A COMMAND AND MANAGEMENT	1	4
B INSPECTION AND EVALUATION	1	1
C GENERAL ADMINISTRATION	8	10
D RESOURCE MANAGEMENT	*	1
E CONTINGENCY AND DEPLOYMENT	1	1
F PERSONNEL	1	1
G TRAINING	2	2
H AUTOMATED DATA SYSTEMS OPERATION	5	6
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	2
J PRICING	3	3
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	2
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*
M QUALITY ASSURANCE	2	4
N ACQUISITION	55	38
O CONTRACT ADMINISTRATION	16	22
P GENERAL ACQUISITION	2	2

* Less than .5 percent

TABLE 21

TASKS WHICH BEST DIFFERENTIATE DAFSC 65150 CONUS/OVERSEAS GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS	CONUS (N=385)	OVERSEAS (N=96)	DIFF
N1005 Prepare IFBs	42	16	+26
N1020 Prepare synopses, such as for solicitations or contract awards	35	15	+20
N991 Prepare AF Forms 3055 (Small and Disadvantaged Business Utilization Officer - PCO Coordination Record	34	15	+19
N839 Cancel PRs	65	47	+18
N1052 Review debarred, suspended, or ineligible lists of contractors	48	30	+18
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	25	9	+16
N1009 Prepare POs	56	40	+16
N904 Draft or write modifications to POs or delivery orders (DOs)	55	42	+13
N1018 Prepare RFQs	47	33	+13
N903 Draft or write modifications to contracts	52	41	+11

A3 Advise foreign contractors on contracting procedures	2	29	-27
O1200 Evaluate contractors' settlement proposals	2	18	-16
M765 Evaluate QAE qualifications	3	18	-15
O1201 Evaluate contractors' surveillance reports	2	16	-14
C177 Type correspondence, reports, or forms	42	54	-12
O1182 Draft or write responses to vendors' inquiries	17	29	-12
O1281 Prepare supplemental agreements	15	27	-12
O1290 Review call registers	11	25	-12

TABLE 22

SELECTED BACKGROUND INFORMATION FOR DAFSC 65150 CONUS AND OVERSEAS
GROUPS

	CONUS (N=385)	OVERSEAS (N=96)
AVERAGE NUMBER OF TASKS PERFORMED	61	83
PERCENTAGE OF SUPERVISORS	4%	5%
PERCENTAGE POSSESSING CONTRACTING WARRANTS		
ADMINISTRATIVE CONTRACTING OFFICER	1%	3%
PRINCIPAL CONTRACTING OFFICER	3%	1%
TERMINATING CONTRACTING OFFICER	0	0
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED DURING PAST YEAR (PERCENT RESPONDING)		
NONE	9	13
\$1 - 25,000	42	30
\$25,001 - 100,000	23	21
\$100,001 - 500,000	16	25
\$500,001 - 1,000,000	5	6
\$1,000,001 - 25 million	4	3
Over 25 million	0	0

TRAINING ANALYSIS

Occupational survey data are one of the many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in evaluating training include the overall description of the job being performed by first-enlistment personnel and their overall distribution across career ladder jobs; i.e., percentages of first-job (1-24 month TAFMS) or first-enlistment (1-48 months TAFMS) members performing specific tasks. TE and TD ratings (previously explained in the SURVEY METHODOLOGY section) are also useful.

To assist specifically in the review of the Specialty Training Standard (STS) and the Plan of Instruction (POI), technical school personnel from Lowry AFB Technical Training Center matched job inventory tasks to appropriate sections and subsections of the STS and POI for course G3ABR65130. It was this matching upon which comparison to those documents was based. A complete computer listing displaying the percent members performing tasks, TE and TD ratings for each task, along with the STS and POI matchings, has been forwarded to the technical school for their use in further detailed reviews of appropriate training documents. A summary of this information is presented below.

First-Enlistment Personnel

In this study, there are 166 members in their first enlistment (1-48, months TAFMS) representing 15 percent of the enlisted survey sample. The job performed by these personnel is highly technical in nature. As Table 23 reveals, 90 percent of their time is spent in the performance of technical tasks. Distribution of these personnel across career ladder jobs is displayed in Figure 2, which also shows first-term personnel are involved in only technical jobs. Table 24 displays some of the representative tasks performed by first-term personnel. The fact that only six tasks are performed by more than 50 percent of 1-48 MONTHS TAFMS personnel is indicative of the diverse structure of this career ladder and makes training decisions more difficult to make.

Training Emphasis and Task Difficulty Data

Training emphasis (TE) and task difficulty (TD) data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the job inventory considered important for first-term airman training (TE) (see Table 25 for top rated tasks), along with a measure of the difficulty of the job inventory tasks (TD). When combined with data on the

DISTRIBUTION OF FIRST-ENLISTMENT PERSONNEL ACROSS SPECIALTY JOBS (N= 166)

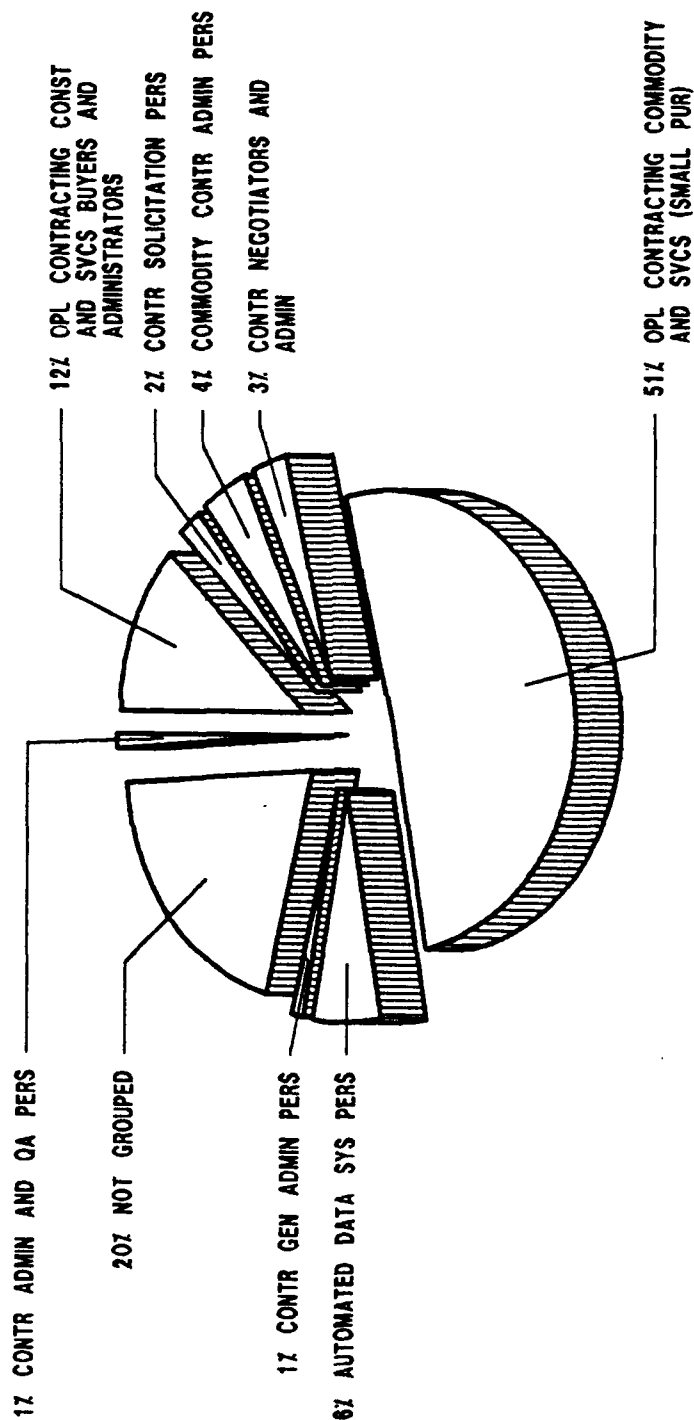


Figure 2

TABLE 23
AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY FIRST-ENLISTMENT
PERSONNEL

<u>DUTIES</u>	<u>PERCENT TIME SPENT</u>
A COMMAND AND MANAGEMENT	1
B INSPECTION AND EVALUATION	*
C GENERAL ADMINISTRATION	6
D RESOURCE MANAGEMENT	*
E CONTINGENCY AND DEPLOYMENT	2
F PERSONNEL	*
G TRAINING	1
H AUTOMATED DATA SYSTEMS OPERATION	7
I AUTOMATED DATA SYSTEMS MAINTENANCE	1
J PRICING	2
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*
M QUALITY ASSURANCE	2
N ACQUISITION	58
O CONTRACT ADMINISTRATION	18
P GENERAL ACQUISITION	2

* Less than .5 percent

TABLE 24
 REPRESENTATIVE TASKS PERFORMED
 BY 651X0 FIRST-ENLISTMENT PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=166)</u>
N839 Cancel PRs	67
N1009 Prepare POs	59
N904 Draft or write modifications to POs or delivery orders	55
N1018 Prepare RFQs	52
N1031 Request oral bids or quotations	51
N1004 Prepare DOs	50
N990 Prepare abstracts	46
N1002 Prepare DD Forms 350	45
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	44
N1008 Prepare modifications to item descriptions	42
N903 Draft or write modifications to contracts	42

TABLE 25

TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE)
BY SENIOR AFSC 651X0 NCOs

<u>TASKS</u>	<u>TE RATING</u>
N1002 Prepare DD Forms 350	6.06
N917 Draft or write RFPs	5.81
N904 Draft or write modifications to POs or delivery orders (DOs)	5.73
N1005 Prepare IFBs	5.73
N1009 Prepare POs	5.40
J477 Draft or write PNMs	5.38
N903 Draft or write modifications to contracts	5.34
N1004 Prepare DOs	5.34
N1018 Prepare RFQs	5.16
N996 Prepare BPAs	5.14
N990 Prepare abstracts	5.12
O1251 Negotiate modifications to POs or DOs	5.12
N1000 Prepare DD Forms 1784	5.08
O1250 Negotiate modifications to contracts	4.67
N991 Prepare AF Forms 3055 (Small and Disadvantaged Business Utilization Office - PCO Coordination Record)	4.65
N803 Advise customers of ratification procedures	4.57
N892 Draft or write amendments to RFPs or IFBs	4.49
N989 Place calls against BPAs or BDOs	4.44
N966 Issue amendments to solicitations	4.42
M728 Advise QAEs of responsibilities	4.32
N895 Draft or write D&Fs	4.26
N994 Prepare BDOs	4.24
C151 Draft or write memoranda for record (MFR)	4.22
N1012 Prepare ratification packages	4.14
N1020 Prepare synopses, such as for solicitations or contract awards	4.14

percentages of first-term enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-term personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist technical school personnel, USAFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task into a computed value identified as an Automated Training Indicator (ATI). These ATI values correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 1, ATCR 52-22. These values allow course personnel to quickly focus their attention on those tasks which are most likely to qualify for ABR course consideration.

Various lists of tasks, accompanied by TE and TD ratings, and where appropriate, ATI values, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.)

STS ANALYSIS

A comprehensive review of STS 651X0, dated April 1988, and change one thereto, compared survey data to STS items. STS paragraphs containing general knowledge information or supervisory responsibilities were not matched or evaluated. Task knowledge and performance elements of the STS were compared against the standard set forth in AFR 8-13, 1 August 1986, and AFR 8-13/ATC Supplement 1, 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).

Analysis of the STS included the following areas: (1) overall structure of the STS; (2) accuracy of 3-level proficiency coding; (3) STS tasks to be considered for deletion based on percent members performing data; (4) tasks not referenced to the STS with possible training implications; and (5) tasks not referenced to the STS to be considered for addition as STS tasks.

From an overall structural perspective, it would appear that a separate element should be added to cover Requests for Quotations. This area is not directly addressed in any portion of the STS, although tasks related to the area are matched to the General Policy sections for Contracting by Negotiations (Paragraph 11a), Small Purchase Method (paragraph 13a), and Contracting by Sealed Bidding (paragraph 14a). It is also noted that Requests for

Proposal (RFP) are covered under three separate STS elements, with separate elements being devoted to RFPs for supply, services, and construction. While separate line item entries may be justified in order to address the differences in the RFPs, it is also noted that the 3-skill proficiency code for supply RFPs calls for task performance and knowledge, while the codes for services and construction RFPs call for only subject-knowledge proficiency. Finally, it is observed that Determinations and Findings are covered under Competition Requirements (Paragraph 10d) with a subject-knowledge proficiency code and under Contracting by Negotiations (paragraph 11b) with the proficiency code dashed. Review of 3-skill level proficiency coding indicates that a total of 27 elements require review. In 4 cases (Table 26), occupational survey data appear to justify decreases in proficiency codes; in 9 cases (Table 27), occupational survey data indicate that increases in proficiency codes may be in order; and finally, in 14 cases (Table 28), additional review will be necessary to determine if the ABR course is the most appropriate place to provide training based on inability of the field to train and criticality of the task.

A further review of the STS was made to determine whether the percent members performing data (20 percent or more) for various experience and skill level groups supported the STS task (Column 1 of the STS) entries. This review found that 24 of the STS elements (Table 29) did not appear to warrant inclusion in the STS based on percent members performing data.

Review of the technical tasks not referenced to the STS revealed nine tasks (Table 30) that were high in TE (2.46 or more). These tasks should be reviewed for their training implications. Review of the tasks not referenced also shows that there are 18 technical tasks (Table 31) that are performed by 20 percent or more of 1 or more experience or skill-level groups. Accordingly, these tasks should be reviewed to determine whether they should be included in the STS.

POI ANALYSIS

As previously mentioned, subject-matter experts from the technical school at Lowry AFB matched job inventory tasks to the 3ABR651X0 POI, dated 10 February 1989. A computer product was generated displaying the results of the matching process. Information provided on this computer product includes percent members performing data 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.

Tasks were matched to 10 POI objectives with task performance and task knowledge proficiency requirements. Of these 10 objectives, 2 objectives were fully supported by the tasks matched, 2 objectives were not supported (Table 32), and 6 objectives were in need of review (Table 33) to determine whether the tasks are best trained at the school and are considered critical.

TABLE 26

STS ELEMENTS WITH 3-SKILL LEVEL PROFICIENCY CODES NOT SUPPORTED BY OSR DATA

STS ITEM (WITH SELECTED SAMPLE TASKS)	3 LVL PROF CODE	1ST JOB (N=53)	1ST ENL (N=166)	DAFSC 65150 (N=482)	DAFSC 65170 (N=536)	TNG EMP*	TASK DIFF**
7b. RESEARCH FEDERAL ACQUISITION REGULATIONS	2b						
A95 INTERPRET REGULATIONS, MANUALS, SUPPLEMENTS, OR PROCEDURES							
P1356 REVIEW PROFESSIONAL PUBLICATIONS, MANUALS, OR JOURNALS		2	8	9	24	1.94	5.38
		2	2	4	14	.57	4.21
13c. PRICE REASONABLENESS	2b						
N871 DETERMINE APPLICABILITY OF CATALOGUE PRICING		9	7	9	10	2.10	3.87
13e(2) BLANKET PURCHASE AGREEMENT USAGE	a						
N1043 REVIEW BPAs OR BDOs		19	22	22	33	3.29	4.23
O1151 COORDINATE PRICE LIST DISCREPANCIES WITH CONTRACTORS		11	8	8	12	2.65	3.72
O1290 REVIEW CALL REGISTERS		4	10	13	18	3.00	3.17
15a.(1) SMALL PURCHASE - FOLLOW-UP	b						
O1150 COORDINATE PO DELINQUENCIES WITH VENDORS		17	17	13	12	3.08	4.03
O1152 COORDINATE REQUESTS FOR ADDITIONAL INFORMATION WITH CONTRACTORS		15	20	22	27	2.55	3.62
O1182 DRAFT OR WRITE RESPONSES TO VENDORS' INQUIRIES		6	13	20	29	2.55	4.30

TABLE 27

STS ELEMENTS SHOWING NEED FOR 3-SKILL LEVEL PROFICIENCY CODE INCREASES

STS ITEM (WITH SELECTED SAMPLE TASKS)	3 LVL PROF CODE	1ST JOB (N=53)	1ST ENL (N=166)	DAFSC 65150 (N=482)	DAFSC 65170 (N=536)	TNG EMP*	TASK DIFF**
8a. REVIEW SPECIFICATIONS	-						
N1039 REVIEW ADEQUACY OF ITEM DESCRIPTIONS		38	30	27	31	3.98	3.93
13h. PURCHASE ORDERS	A						
N1009 PREPARE POs		62	59	52	34	5.41	3.59
13j. DELIVERY ORDERS	A						
N1004 PREPARE DOs		60	50	43	33	5.35	3.21
13k. DOCUMENTATION OF ORAL OR WRITTEN DISCUSSIONS	A						
C151 DRAFT OR WRITE MEMORANDA FOR RECORD		36	40	53	71	4.22	3.40
15a(3) MODIFY DELIVERY ORDER	b						
N904 DRAFT OR WRITE MODIFICATIONS TO POs OR DELIVERY ORDERS (DOs)		51	55	52	43	5.73	3.92
O1251 NEGOTIATE MODIFICATIONS TO POs OR DOs		19	17	17	26	5.12	4.46

TABLE 27 (CONTINUED)

STS ELEMENTS SHOWING NEED FOR 3-SKILL LEVEL PROFICIENCY CODE INCREASES

STS ITEM (WITH SELECTED SAMPLE TASKS)	3 LVL PROF CODE	1ST JOB (N=53)	1ST ENL (N=166)	DAFSC 65150 (N=482)	DAFSC 65170 (N=536)	TNG EMP*	TASK DIFF**
15e(1) PREPARE ADMINISTRATIVE CHANGES	-						
N903 DRAFT OR WRITE MODIFICATIONS TO CONTRACTS		36	42	50	54	5.35	4.57
N1008 PREPARE MODIFICATIONS TO ITEM DESCRIPTIONS		51	42	31	21	3.47	3.18
O1148 COORDINATE MODIFICATIONS TO CONTRACTS, POS, OR DOS WITH CONTRACTORS, CUSTOMERS, OR FINANCE PERSONNEL		25	28	32	36	3.06	4.18
O1238 INITIATE UNILATERAL MODIFICATION*		11	16	18	25	2.73	4.43
15e(2) PREPARE CHANGE ORDERS	-						
N903 DRAFT OR WRITE MODIFICATIONS TO CONTRACTS		36	42	50	54	5.35	4.57
N1008 PREPARE MODIFICATIONS TO ITEM DESCRIPTIONS		51	42	31	21	3.47	3.18
15e(3) PREPARE SUPPLEMENTAL AGREEMENTS	-						
N903 DRAFT OR WRITE MODIFICATIONS TO CONTRACTS		36	42	50	54	5.35	4.57
N1008 PREPARE MODIFICATIONS TO ITEM DESCRIPTIONS		51	42	31	21	3.47	3.18
O1148 COORDINATE MODIFICATIONS TO CONTRACTS, POS, OR DOS WITH CONTRACTORS, CUSTOMERS, OR FINANCE PERSONNEL		25	28	32	36	3.06	4.18
O1281 PREPARE SUPPLEMENTAL AGREEMENTS		6	13	18	25	3.06	4.46
17. PREPARATION OF DD FORM 350	A						
N1002 PREPARE DD FORMS 350		42	45	51	51	6.06	5.53

TABLE 28

STS ELEMENTS SHOWING NEED FOR REVIEW OF 3-SKILL LEVEL PROFICIENCY CODES

STS ITEM (WITH SELECTED SAMPLE TASKS)	3 LVL PROF CODE	1ST JOB (N=53)	1ST ENL (N=166)	DAFSC 65150 (N=482)	DAFSC 65170 (N=536)	TNG EMP*	TASK DIFF**
7d. MAINTAIN FEDERAL ACQUISITION REGULATIONS (FAR)	2b						
C165 POST CHANGES TO PUBLICATIONS		4	7	11	16	3.49	3.27
C160 MAINTAIN PUBLICATION FILES OR LIBRARIES		6	4	5	6	1.96	3.83
9a(3) USE GSA FEDERAL SUPPLY SCHEDULES	2b						
N1054 REVIEW FEDERAL SUPPLY SCHEDULE FOR GSA CONTRACT ITEMS		21	19	19	18	3.90	3.68
11a. GENERAL REQUIREMENTS	A						
N1018 PREPARE RFQs		58	52	44	32	5.16	3.81
N1031 REQUEST ORAL BIDS OR QUOTATIONS		58	51	43	31	3.49	3.21
N955 EVALUATE RESPONSES TO RFQs		30	31	28	29	3.31	3.70
11c. PREPARE REQUEST FOR PROPOSAL (RFP) FOR SUPPLY ITEMS	2b.						
O917 DRAFT OR WRITE RFPs		11	16	23	33	5.82	5.35
O1230 EVALUATE RFPs		4	4	17	19	2.55	5.49
11g. AMEND RFPs	2b						
N892 DRAFT OR WRITE AMENDMENTS TO RFPs or IFBs		11	20	32	37	4.49	3.95
N966 ISSUE AMENDMENTS TO SOLICITATIONS		17	15	25	34	4.43	3.84

TABLE 28 (CONTINUED)

STS ELEMENTS SHOWING NEED FOR REVIEW OF 3-SKILL LEVEL PROFICIENCY CODES

STS ITEM (WITH SELECTED SAMPLE TASKS)	3 LVL		1ST JOB		1ST ENL		DAFSC		DAFSC		TNG		TASK
	PROF	CODE	(N=53)	(N=166)	(N=166)	(N=482)	(N=536)	(N=536)	(N=482)	(N=536)	EMP*	DIFF**	
11m(2) PERFORM PRICE ANALYSIS	2b												
J467 CONDUCT PROPOSAL PRICE ANALYSES			4	7	12	24	3.16	5.73					
12b. SELECT CONTRACT TYPES													
N880 DETERMINE NEGOTIATION AUTHORITY													
N884 DETERMINE TYPE OF CONTRACT, SUCH AS FIRM-FIXED PRICE, FIXED PRICE WITH INCENTIVE, OR COST-PLUS- FIXED FEES			43	33	26	31	3.22	3.71					
13a SMALL PURCHASE METHOD - GENERAL POLICY	A		6	6	12	20	2.59	4.39					
N1018 PREPARE RFQs			58	52	44	32	5.16	3.81					
N1031 REQUEST ORAL BIDS OR QUOTATIONS			58	51	43	31	3.49	3.21					
N955 EVALUATE RESPONSES TO RFQs			30	31	28	29	3.31	3.70					
13d. PREPARE AF FORM 3055	2b												
N991 PREPARE AF FORMS 3055 (SMALL AND DISADVANTAGED BUSINESS UTILIZATION OFFICE - PCO COORDINATION RECORD)			19	25	30	30	4.65	3.71					
13e(1) BLANKET PURCHASE AGREEMENT PREPARATION	A												
N996 PREPARE BPAs			28	29	26	19	5.14	4.18					

TABLE 28 (CONTINUED)

STS ELEMENTS SHOWING NEED FOR REVIEW OF 3-SKILL LEVEL PROFICIENCY CODES

STS ITEM (WITH SELECTED SAMPLE TASKS)	3 LVL PROF CODE	1ST JOB (N=53)	1ST ENL (N=166)	DAFSC 65150 (N=482)	DAFSC 65170 (N=536)	TNG EMP*	TASK DIFF**
14a. CONTRACTING BY SEALED BIDDING - GENERAL POLICIES	A						
N1031 REQUEST ORAL BIDS OR QUOTATIONS		58	51	43	31	3.49	3.21
N1038 REVIEW ABSTRACTS OF QUOTATIONS, PROPOSALS, OR BIDS		40	33	35	43	3.47	3.89
15a(4) TERMINATE OR CANCEL PURCHASE ORDER	b						
01281 PREPARE SUPPLEMENTAL AGREEMENTS		6	13	18	25	3.06	4.46
15a(5) TERMINATING OR CANCELLING DELIVERY ORDERS	a						
01281 PREPARE SUPPLEMENTAL AGREEMENTS		6	13	18	25	3.06	4.46
22. BASE CONTRACTING AUTOMATED SYSTEMS	2b/A						
N839 CANCEL PRs		77	67	61	51	3.88	2.45
N861 COORDINATE PR DISCREPANCIES WITH APPROPRIATE PERSONNEL, SUCH AS CUSTOMERS, FINANCE, OR PROGRAM MANAGERS		32	39	38	40	2.55	3.96
N399 MAKE ADDITIONS, CHANGES, OR DELETIONS TO DATA BASES		13	12	13	13	2.53	4.12
N837 ASSIGN PROCESS CODES, SUFFIX CODES, OR VENDOR CODES		30	26	23	20	2.53	3.01
N844 COMPILE SOURCE LISTS		21	20	24	24	2.86	3.09

TABLE 29

STS TASK ENTRIES REQUIRING REVIEW

STS PARAGRAPH

5a(1), CONTRACT PLANNING
5a(5), MANAGEMENT INFORMATION SYSTEM
5e, COST COMPARISON STUDIES
6a, CONTRACTING ORGANIZATION
7d, MAINTAIN FEDERAL ACQUISITION REGULATIONS
9b.(3), LABOR SURPLUS SET-ASIDES
10e, JUSTIFICATION AND APPROVALS
11m(1), PRICE ANALYSIS - GENERAL INFORMATION
11n(1), COST ANALYSIS - GENERAL INFORMATION
11p, SOURCE SELECTION
12a, CONTRACT TYPES - GENERAL INFORMATION
13c, PRICE REASONABLENESS
13g, IMPREST FUNDS
13i, UNPRICED PURCHASE ORDERS
13l, CONTRACT REPAIR SERVICES
14r, PROTEST AGAINST AWARD
15c(4)(a), QAE's PERFORMANCE - GENERAL INFORMATION
15c(5), REVIEWING CONTRACT DISCREPANCY REPORTS
15g, TERMINATION FOR CONVENIENCE
15j, TERMINATION FOR DEFAULT
18, CONTRACT LAW's BASIC CONCEPT
20b, SERVICING CONTRACTING OFFICE RESPONSIBILITIES
23, FOREIGN ACQUISITION
24, ADP CONTRACTING

TABLE 30

TECHNICAL TASKS NOT REFERENCED TO STS
HIGH IN TRAINING EMPHASIS (TE) RATINGS

<u>TASKS</u>	<u>TE RATING</u>
N1000 PREPARE DD FORMS 1784	5.08
M739 COMPARE CONTRACTOR INVOICES WITH QAE REPORTS	3.20
N1006 PREPARE INTENT-TO-EXERCISE OPTION LETTERS	3.14
N970 MAINTAIN FEDERAL SUPPLY SCHEDULES	2.96
O1110 ASSESS LIQUIDATED DAMAGES	2.78
J506 REVIEW HISTORICAL PRICING POSITION DATA	2.71
N931 EVALUATE BEST AND FINAL OFFERS (BAFOs)	2.71
N943 EVALUATE PAYMENT INVOICES	2.67
N1049 REVIEW DD FORMS 1784	2.59

TABLE 31

TASKS NOT REFERENCED TO STS PERFORMED BY 20 PERCENT OR MORE OF
EXPERIENCE OR SKILL LEVEL GROUPS

TASKS	1-24 MOS		1-48 MOS		5-SKILL LEVEL		7-SKILL LEVEL	
	PCT	MBSRS	PCT	MBSRS	PCT	MBSRS	PCT	MBSRS
	PERFORMING		PERFORMING		PERFORMING		PERFORMING	
C177 Type correspondence, reports, or forms	21		32		44		49	
N931 Evaluate best and final offers (BAFOs)	9		9		12		24	
N943 Evaluate payment invoices	8		19		24		34	
N1000 Prepare DD Forms 1784	21		28		24		18	
N1006 Prepare intent-to exercise option letters	2		12		18		22	
N1049 Review DD Forms 1784	4		2		7		20	
N849 Conduct presolicitation site or plant visits	4		12		19		25	
N854 Coordinate availability of funds with customer, program managers, or finance personnel	15		28		30		32	
N965 Initiate payment for invoices	8		15		20		26	
O1114 Certify invoices, progress payment requests, or payment vouchers	4		5		11		22	
O1141 Coordinate changes to contract schedules with contractors or customers	4		5		15		23	
O1149 Coordinate option year requirements with contractors or customers	4		10		14		21	
O1183 Establish contract administration priorities	2		8		16		26	
O1260 Obtain release of claims from contractors	2		8		17		25	
O1296 Review DD Forms 250	0		13		17		22	
N981 Participate in contract review committees	0		1		7		22	
P1363 Vouch for contractors or vendors	19		19		27		31	

* Denotes high Training Emphasis ratings

TABLE 32

POI OBJECTIVES NOT SUPPORTED BY TASK REFERENCED DATA

POI PARAGRAPH AND OBJECTIVE (WITH SELECTED SAMPLE TASKS)	1-24 MOS		1-48 MOS		TE	TD
	PCT	MBRS	PCT	MBRS		
	PERFORMING	PERFORMING	PERFORMING	PERFORMING	RATING	RATING
PARAGRAPH 2a. RESEARCH THE FAR						
A95 INTERPRET REGULATION, MANUALS, SUPPLEMENTS, OR PROCEDURES	2		8		1.94	5.38
P1356 REVIEW PROFESSIONAL PUBLICATIONS, MANUALS, OR JOURNALS	2		2		.57	4.21
5. SMALL PURCHASE METHODS - PRICE REASONABLENESS						
N871 DETERMINE APPLICABILITY OF CATALOGUE PRICING	9		7		2.10	3.87

TABLE 33

POI OBJECTIVES REQUIRING REVIEW

POI PARAGRAPH AND OBJECTIVE (WITH TASKS MATCHED)	1-24 MOS		1-48 MOS		TE		TD	
	PCT	PERFORMING	PCT	PERFORMING	RATING	RATING	RATING	RATING
I. 2b. PUBLICATIONS - MAINTAIN AND UPDATE THE FEDERAL ACQUISITION REGULATION (FAR)								
C165 POST CHANGES TO PUBLICATIONS	4		7		3.49		3.27	
C160 MAINTAIN PUBLICATION FILES OR LIBRARIES	6		4		1.96		3.83	
II 4d. SMALL PURCHASE METHOD - GOVERNMENT AND COMMERCIAL SOURCES - IDENTIFY ELEMENTS RELATING TO GSA FEDERAL SUPPLY SCHEDULE								
N1054 REVIEW FEDERAL SUPPLY SCHEDULE FOR GSA CONTRACT ITEMS	21		19		3.90		3.68	
N876 DETERMINE IF COMMODITY REQUESTED IS COVERED BY EXISTING REQUIREMENTS CONTRACTS	28		13		2.08		3.08	
N902 DRAFT OR WRITE JUSTIFICATIONS FOR OBTAINING ITEMS ON OPEN MARKET THAT CAN BE PROCURED BY GSA CONTRACTS	15		14		2.08		4.61	
II 5c. SMALL PURCHASE METHODS - GIVEN A SITUATION AND THE FAR, PERFORM PRICE ANALYSIS WITH LIMITED INSTRUCTOR ASSISTS	4		7		3.16		5.73	
J467 CONDUCT PROPOSAL PRICE ANALYSES								
II 5g. SMALL PURCHASE METHODS - GIVEN THE FAR AND A SCENARIO, PREPARE AN AF FORM 3055 WITH LIMITED INSTRUCTOR ASSISTS.								
N991 PREPARE AF FORMS 3055 (SMALL AND DISADVANTAGED BUSINESS UTILIZATION OFFICE - PCO COORDINATION RECORD)	19		25		4.65		3.71	

TABLE 33 (CONTINUED)

POI OBJECTIVES REQUIRING REVIEW

POI PARAGRAPH AND OBJECTIVE (WITH TASKS MATCHED)	1-24 MOS		1-48 MOS		TE		TD	
	PCT	MBRS	PCT	MBRS	PERFORMING	RATING	PERFORMING	RATING
IV 1b. GIVEN THE FAR, AN SF 30, AND A SCENARIO, PREPARE AND AMEND AN RFP WITH LIMITED INSTRUCTOR ASSISTS.								
N836 ASSEMBLE ACQUISITION FILES, SUCH AS SOLICITATION PACKAGES OR CONTRACT FILES	28		28			3.82	28	4.86
N852 COORDINATE AMENDMENTS TO SOLICITATIONS WITH CUSTOMERS	13		13			2.84	27	3.85
N892 DRAFT OR WRITE AMENDMENTS TO RFPs OR IFBs	11		11			4.49	20	3.95
N966 ISSUE AMENDMENTS TO SOLICITATIONS	17		17			4.43	15	3.84
O1230 EVALUATE RFPs	4		4			2.55	4	5.49
N985 PERFORM QA CHECKS ON DRAFT RFPs	0		0			2.06	1	4.71
N889 DEVELOP SOLICITATION SCHEDULES	2		2			1.16	2	4.49
O1226 EVALUATE REQUESTS FOR DO OR DX RATINGS	4		4			.84	2	4.83
V 1f. GIVEN A SCENARIO AND AN SF 30, PREPARE A MODIFICATION TO A PURCHASE ORDER WITH LIMITED INSTRUCTOR ASSISTS								
N904 DRAFT OR WRITE MODIFICATIONS TO POs OR DELIVERY ORDERS (DOs)	51		51			5.73	55	3.92
O1251 NEGOTIATE MODIFICATIONS TO POs OR DOs	19		19			5.12	17	4.46
O1281 PREPARE SUPPLEMENTAL AGREEMENTS	6		6			3.06	13	4.46

Review of tasks not referenced to the POI revealed 14 tasks (Table 34) that were high in TE (2.46 or higher) with sufficiently high TD ratings and performed by 30 percent or more of first-job or first-enlistment personnel. This combination of factors indicates formal training may be required, and resident technical training could be supported. Further, there were 105 additional tasks not referenced that were high in TE. These tasks should also be reviewed for their training implications.

Overall, analysis indicates that both the Specialty Training Standard and the Plan of Instruction for the ABR course are in need of a thorough review.

TRAINING ANALYSIS OF ADVANCED COURSES

To assist specifically in the evaluation of the Course Training Standards (CTS) and the Plans of Instruction (POI) for advanced courses, technical school personnel from Lowry Technical Training Center matched job inventory tasks to appropriate sections and subsections of the CTSs and POIs for courses G3AZR65170, Base Contract Administration, G3AZR65170, Base Level Quality Assurance Evaluator (QAE) Program Coordinator, and G3AZR65170, Contract Placement. For the CTS, tasks were matched to CTS elements whether or not they related to subject knowledge, task knowledge, or task performance proficiency requirements. For the POI, tasks were matched to only those elements with task knowledge and task performance proficiency objectives. It was this matching upon which comparison to those documents was based. A complete computer listing displaying the percent members performing tasks, along with the CTS and POI matchings, has been forwarded to the technical school for their use in further detailed reviews of appropriate training documents.

Analysis of CTS and POI for Course AZR65170, Base Contract Administration

For the Base Contract Administration course, the criterion group for the percent members performing tasks is the specialty job group identified in the job structure analysis as the Operational Contracting and Services Buyers and Administrators cluster (ST0487) (N=431). This cluster was selected as the most appropriate criterion group based on the relatively large percent time spent on contract administration tasks when compared with other job structure groups. A total of seven CTS elements were cross-referenced to POI task knowledge and task performance proficiency-level objectives. A total of 33 tasks matched to these 7 CTS elements were not being taught to the performance level in the POI. Of these 33 tasks, 14 were being performed by more than 50 percent of the criterion group members (Table 35). Each of these 33 tasks should be reviewed to determine whether it should be taught to the task knowledge and task performance proficiency levels in the PCI. In addition, tasks matched to CTS subject knowledge and task knowledge elements should be cross-referenced to the appropriate POI objective to determine whether the course content of these objectives should be modified based on the percent

TABLE 34

TASKS NOT REFERENCED TO G3ABR65130 POI
(30 PERCENT OR MORE PERFORMING)

TASKS NOT REFERENCED	PERCENT MEMBERS PERFORMING			TNG EMP	TASK DIFF
	1ST JOB (N=53)	1ST ENL (N=166)			
N1004 PREPARE DOs	60	50		5.35	3.21
N1009 PREPARE POs	62	59		5.41	3.59
N1018 PREPARE RFQs	58	52		5.16	3.81
N1031 REQUEST ORAL BIDS OR QUOTATIONS	58	51		3.49	3.21
N861 COORDINATE PR DISCREPANCIES WITH APPROPRIATE PERSONNEL, SUCH AS CUSTOMERS, FINANCE, OR PROGRAM MANAGERS	32	39		2.55	3.96
N880 DETERMINE NEGOTIATION AUTHORITY	43	33		3.22	3.71
N903 DRAFT OR WRITE MODIFICATIONS TO CONTRACTS	36	42		5.35	4.57
N955 EVALUATE RESPONSES TO RFQs	30	31		3.31	3.70
N1002 PREPARE DD FORMS 350	42	45		6.06	5.53
N1008 PREPARE MODIFICATIONS TO ITEM DESCRIPTIONS	51	42		3.47	3.18
N1038 REVIEW ABSTRACTS OF QUOTATIONS, PROPOSALS, OR BIDS	40	33		3.47	3.89
N837 ASSIGN PROCESS CODES, SUFFIX CODES, OR VENDOR CODES	30	26		2.53	3.01
N875 DETERMINE IF BRAND NAME OR SOLE SOURCE JUSTIFICATIONS ARE REQUIRED FOR PURCHASES	32	25		3.08	4.39
N956 EVALUATE RFQs	34	29		3.84	3.72

TABLE 35

BASE CONTRACT ADMINISTRATION
CTS MATCHED TASKS TO BE REVIEWED FOR INCLUSION IN POI

<u>TASKS</u>	<u>PCT MBRS PERFORMING</u>
N903 Draft or write modifications to contracts	89
01127 Compute progress payments	63
01292 Review construction progress reports	57
01120 Compare contractors' invoices with progress reports	56
01132 Compute labor standard interviews	56
01288 Review AF Forms 3000 (Material Approval Submittal)	56
01124 Compare wage rate determinations (WRDs) with contractors' payrolls	55
01219 Evaluate progress payment requests	55
01291 Review CE responses to contractors' material submittals	55
01183 Establish contract administration priorities	54
01122 Compare progress reports with established or proposed schedules	52
01294 Review contract progress report forms	52
01123 Compare results of labor interviews with payrolls and wage administration requirements	51
01141 Coordinate changes to contract schedules with contractors or customers	50

members performing data reflected for the CTS. Further, a total of 90 tasks are being taught to the task knowledge and task performance level on 4 POI objectives. Of these 90 tasks, 38 were being performed by less than 10 percent of the criterion group members. A representative sampling of these tasks is shown on Table 36. All of these tasks should be reviewed to determine whether they should continue to be trained to the task knowledge and performance proficiency level. Finally, tasks not referenced to the CTS or POI should be reviewed to determine whether any should be considered for training in the Base Contract Administration course.

Analysis of CTS and POI for Course AZR65170,
Base Level QAE Coordinator Course

For the Base Level QAE Coordinator course, the criterion group for the percent members performing tasks are the specialty job groups identified in the job structure analysis which were performing QAE tasks. These job groups were selected as the most appropriate criterion groups based on the relatively large percent time spent on quality assurance tasks at the base level, when compared with other job structure groups. In terms of CTS-related task knowledge and task performance elements, three tasks matched to paragraphs 4c, and 4d., appear to offer more support for inclusion in the course than some of the tasks now being taught to the task knowledge and performance level in the POI. These tasks should be reviewed to determine whether they should be incorporated into the POI at the task knowledge and performance level. In addition, tasks matched to subject or task knowledge elements of the CTS should be reviewed to determine whether the proficiency levels should be changed, or whether the present emphasis for these various elements should be modified. Finally, data for tasks not referenced to the CTS should be reviewed to determine whether any instruction should be provided regarding these tasks. Review of the POI revealed that tasks were matched to five POI elements; however, the objectives of two of the POI elements do not appear to require task performance. The first of these objectives under the section pertaining to the Quality Assurance Evaluation Program Coordinator deals with updating and maintaining the program coordinator's training documents. The second of these POI objectives pertains to preparing for instruction and the development of training documents. If these POI objectives are, in fact, designed for task knowledge and task performance, then the objectives should be rewritten to indicate the performance requirement. In addition, of the 17 tasks matched to the 5 POI elements, 10 tasks were performed by less than 10 percent of the criterion group members (See Table 37). These tasks should be reviewed to determine whether they should be taught at the performance level. Further, tasks not referenced to the POI should be reviewed to determine whether any of these tasks should be incorporated into the POI based on the percent members performing data reflected.

Analysis of CTS and POI for Course AZR65170,
Contract Placement Course

In terms of CTS-related task knowledge and task performance elements, some tasks matched to paragraphs 3, 4b(3), 4c., 5b(2), and 5c., of the CTS appear to offer more support for inclusion in the course than some of the tasks now being taught to the task knowledge and performance level in the POI.

TABLE 36

BASE CONTRACT ADMINISTRATION
SAMPLING OF TASKS MATCHED TO POI OBJECTIVES IN NEED OF REVIEW

TASKS	PCT MBRS PERF	POI PARA REF
M783 Review contractors' documentation for compliance with military standards	6	Administration of Service and 8 (a) Contracts (Para 3a)
M785 Review contractors' QA reports	9	(Same as M783)
N821 Approve or disapprove determination and findings	6	(Same as M783)
O1173 Draft or write input to Interservice Support Agreements	1	(Same as M783)
O1312 Trace status of change orders	7	(Same as M783)
J459 Analyze estimating factor documentation (EFD) proposals	4	Negotiations (Para 1a)
J461 Analyze proposed cost estimating relationships (CERs)	3	(Same as J459)
J462 Approve or disapprove forward pricing rate recommendations (FPRRs) or forward pricing rate agreements (FPRAs)	1	(Same as J459)
J465 Approve or disapprove price proposal evaluations	7	(Same as J459)
J466 Conduct financial analyses of industries or corporations	5	(Same as J459)
J468 Conduct should-cost analysis	7	(Same as J459)
J472 Develop budget profiles for life of programs	0	(Same as J459)
J473 Develop cost-forecasting models	0	(Same as J459)
J492 Maintain copies of commercial price catalogues	8	(Same as J459)
J475 Develop pricing weighted guidelines	6	Negotiations (Para 1b)
K515 Analyze DD Forms 1547 (Record of Weighted Guidelines Application)	2	(Same as J475)

TABLE 37

BASE LEVEL QAE PROGRAM COORDINATOR COURSE
POI MATCHED TASKS TO BE REVIEWED FOR DELETION FROM POI

<u>TASKS</u>	<u>PCT MBRS PERFORMING</u>
M745 Draft or write QA assessment reports	6
O1127 Compute progress payments	9
G330 Administer tests	6
G355 Draft or write requests for training assistance	1
G341 Design training courses	8
G351 Draft or write input to course control documents, such as course charts or plans of instruction (POIs)	0
G358 Draft or write test items	3
G366 Evaluate student critiques	2
G367 Evaluate test results	5
G374 Score tests	6

These tasks should be reviewed to determine whether they should be incorporated into the POI at the task knowledge and performance level. In addition, tasks matched to subject or task knowledge elements of the CTS should be reviewed to determine whether the proficiency levels should be changed, or whether the present emphasis for these various elements should be modified. Finally, data for tasks not referenced to the CTS should be reviewed to determine whether any instruction should be provided regarding these tasks. For the POI, tasks were matched to only those elements with task knowledge and task performance proficiency objectives. Tasks were matched to nine POI objectives. Of these nine objectives, seven had at least one task showing extremely low percent members performing for the criterion group (less than 10 percent members performing). These tasks should be reviewed to determine whether they should continue to be trained at the task knowledge and performance levels. Of the four POI objectives dealing with sealed bidding, three of the objectives (cross referenced to paragraph 4c, of the CTS) show the same three tasks in all three objectives. This appears to indicate some level of duplication within the POI. Finally, tasks not referenced to the POI should be reviewed to determine whether any of these tasks should be incorporated into the POI.

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction. Table 38 presents job satisfaction data for AFSC 651X0 TAFMS groups, together with data for a comparative sample of Command Support career ladders surveyed in 1989. It should be noted that since no non-lateral Command Support career ladders were surveyed in 1989 or 1990, comparisons were made to lateral career ladders surveyed in 1989. Another view of job satisfaction data is reflected in Table 39, with data for the specialty jobs discussed in the SPECIALTY JOBS section of this report. An examination of these data can show how overall job satisfaction may be influenced by the type of job performed. Finally, an indication of how job satisfaction perceptions within the career ladder have changed over time is provided in Table 40, where skill-level group data for 1990 survey respondents is presented, along with data from respondents to the last occupational survey involving this career ladder, published in 1984.

From an overall perspective, the job satisfaction data shown in Tables 38 through 40 demonstrate that the percentages of members responding positively to the job satisfaction indicators were high. Although the positive responses for the AFSC 651X0 personnel are generally lower than the comparative sample (Table 38), they are still quite high. Further, a review of job satisfaction data for the specialty jobs identified in the analysis (Table 39) revealed

TABLE 38

COMPARISON OF JOB SATISFACTION INDICATORS BY 651X0 AND COMPARATIVE SAMPLE GROUPS*
(PERCENT MEMBERS RESPONDING)**

	1-48 MOS TAFMS (N=166)	1-48 MOS TICF COMP SAMPLE (N=108)	49-96 MOS TAFMS (N=213)	49-96 MOS TICF COMP SAMPLE (N=73)	97+ MOS TAFMS (N=752)	97+ MOS TICF COMP SAMPLE (N=87)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	85	90	81	90	84	90
SO-SO	8	6	12	7	11	5
DULL	7	4	7	3	5	2
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	80 20	87 13	84 16	92 8	85 15	89 9
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECT LITTLE OR NOT AT ALL	81 19	84 16	80 20	85 15	80 20	90 9
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	77	84	77	78	75	82
NEUTRAL	10	4	8	1	9	5
DISSATISFIED	13	17	15	21	15	14
<u>REENLISTMENT INTENTION:</u>						
WILL/PROBABLY WILL REENLIST	57	69	73	51	69	57
WILL NOT/PROBABLY WILL NOT REENLIST	43	19	26	15	14	13
WILL RETIRE	-	11	-	31	16	20

* Comparative sample of Command Support career ladders surveyed in 1989 (AFSC 742X0). No non-lateral Command Support ladders were surveyed in 1989 or 1990; therefore, comparison was made to lateral career ladders surveyed in 1989.

** Columns may not add to 100 percent due to nonresponse or rounding

TABLE 39

JOB SATISFACTION COMPARISON OF CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT COMMODITY AND SVS (SMALL PURCHASE) BUYERS (N=436)	CONTRACT SOLICITATION PERSONNEL (N=71)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (N=684)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	81	82	87
SO-SO	13	13	9
DULL	5	6	4
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	81	83	89
LITTLE OR NOT AT ALL	18	17	11
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	77	81	89
LITTLE OR NOT AT ALL	21	19	10
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>			
SATISFIED	74	76	79
NEITHER SATISFIED OR DISSATISFIED	9	6	6
DISSATISFIED	16	17	15
<u>REENLISTMENT INTENTIONS:</u>			
YES, OR PROBABLY YES	47	38	8
NO, OR PROBABLY NO	16	11	2
PLAN TO RETIRE	2	6	1

TABLE 39 (CONTINUED)

JOB SATISFACTION COMPARISON OF CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT CONST AND SVCS BUYERS AND ADMINISTRATORS (N=431)	CONTRACT ADMIN & QA PERS (N=95)	COMMODITY CONTRACT ADMINISTRATORS (N=86)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	91	87	83
SO-SO	6	7	12
DULL	3	5	5
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	91	87	77
LITTLE OR NOT AT ALL	10	14	20
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	92	79	76
LITTLE OR NOT AT ALL	8	21	21
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>			
SATISFIED	82	73	73
NEITHER SATISFIED OR DISSATISFIED	6	7	12
DISSATISFIED	11	19	13
<u>REENLISTMENT INTENTIONS:</u>			
YES, OR PROBABLY YES	46	26	12
NO, OR PROBABLY NO	13	14	5
PLAN TO RETIRE	5	11	2

TABLE 39 (CONTINUED)

JOB SATISFACTION COMPARISON OF CLUSTERS AND INDEPENDENT JOB TYPES

	SUPV NEGOTIATOR AND BRANCH CHIEFS (N=178)	COMDRS, DIRECTORS, AND DIV CHIEFS (N=531)	EXECUTIVE NCO (N=60)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	96	91	87
SO-SO	3	5	12
DULL	2	4	2
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	96	92	89
LITTLE OR NOT AT ALL	4	8	12
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	94	91	82
LITTLE OR NOT AT ALL	6	8	18
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>			
SATISFIED	81	83	82
NEITHER SATISFIED OR DISSATISFIED	4	4	3
DISSATISFIED	15	14	15
<u>REENLISTMENT INTENTIONS:</u>			
YES, OR PROBABLY YES	16	1	42
NO, OR PROBABLY NO	3	0	12
PLAN TO RETIRE	7	1	37

TABLE 39 (CONTINUED)

JOB SATISFACTION COMPARISON OF CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (N=318)	AUTOMATED DATA SYS PERSONNEL (N=218)	CONTRACT GEN ADM PERSONNEL (N=250)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	83	79	68
SO-SO	8	13	15
DULL	9	8	16
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	84	79	66
LITTLE OR NOT AT ALL	16	22	33
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	80	71	65
LITTLE OR NOT AT ALL	19	29	34
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>			
SATISFIED	70	73	63
NEITHER SATISFIED OR DISSATISFIED	6	11	12
DISSATISFIED	23	16	24
<u>REENLISTMENT INTENTIONS:</u>			
YES, OR PROBABLY YES	4	22	4
NO, OR PROBABLY NO	1	8	1
PLAN TO RETIRE	2	4	0

TABLE 40

COMPARISON OF CURRENT SURVEY AND 1984 651X0 SKILL-LEVEL GROUP
 JOB SATISFACTION INDICATORS
 (PERCENT MEMBERS RESPONDING POSITIVELY)

JOB SATISFACTION INDICATOR:	DAFSC 65130		DAFSC 65150		DAFSC 65170		DAFSC 65190		DAFSC 65100	
	1990	1984	1990	1984	1990	1984	1990	1984	1990	1984
	(N=55)	(N=110)	(N=482)	(N=484)	(N=536)	(N=409)	(N=44)	(N=50)	(N=14)	(N=15)
JOB FAIRLY INTERESTING OR BETTER	89	82	81	81	85	85	84	86	86	80
TALENTS UTILIZED FAIRLY WELL OR BETTER	91	88	83	85	83	85	86	92	86	87
TRAINING UTILIZED FAIRLY WELL OR BETTER	86	90	79	92	81	94	75	90	71	100
WORK ACCOMPLISHMENT SLIGHTLY TO EXTREMELY SATISFIED	82	82	77	73	74	77	73	76	86	73
FAVORABLY CONSIDERING REENLISTMENT	67	65	73	61	65	77	52	66	29	73

overall high job satisfaction for those jobs that included high percentages of enlisted personnel. Finally, review of job satisfaction indicators for the 1990 and 1984 skill-level groups (Table 40) revealed little difference in the response comparisons, except for the utilization of training indicator. In this case, the respondents from the 1990 survey reflected less favorable responses for all skill levels than the respondents from the 1984 survey.

APPENDIX A

TABLE A1

GROUP ID NUMBER AND TITLE: 0711, Limited Commodity and Contract Repair Buyers

GROUP SIZE: 35	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 86%	PERCENT CIVILIAN: 14%
PERCENT ENLISTED: 86%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 3%
AVERAGE NUMBER OF TASKS PERFORMED: 15	1105 - 11%
DAFSC DISTRIBUTION ENLISTED	
65130 - 3%	
65150 - 69%	CIVILIAN GRADE DISTRIBUTION:
65170 - 14%	GS-05 - 9%
	GS-07 - 6%
DAFSC DISTRIBUTION OFFICER	
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	97
N1004 Prepare DOs	86
N839 Cancel PRs	57
N1018 Prepare RFQs	57
N1031 Request oral bids or quotations	54
N904 Draft or write modifications to POs or delivery orders (DOs)	54
N1002 Prepare DD Forms 350	51

TABLE A2

GROUP ID NUMBER AND TITLE: 0817, Limited Small Purchase Commodity and
Services Buyers

GROUP SIZE: 10	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 80%	PERCENT CIVILIAN: 20%
PERCENT ENLISTED: 80%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 10%
AVERAGE NUMBER OF TASKS PERFORMED: 10	1105 - 10%
DAFSC DISTRIBUTION ENLISTED	
65150 - 80%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-05 - 20%
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	100
N990 Prepare abstracts	70
N1018 Prepare RFQs	70
N962 Explain specifications of item requirements to vendors	60
N989 Place calls against BPAs or BDOs	60
N1031 Request oral bids or quotations	50

* Less than .5 percent

TABLE A3

GROUP ID NUMBER AND TITLE: 1191, Small Purchase Commodity Buyers

GROUP SIZE: 46	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 59%	PERCENT CIVILIAN: 41%
PERCENT ENLISTED: 59%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 17%
AVERAGE NUMBER OF TASKS PERFORMED: 27	1105 - 24%
DAFSC DISTRIBUTION ENLISTED	
65130 - 17%	
56150 - 33%	CIVILIAN GRADE DISTRIBUTION:
65170 - 9%	GS-05 - 15%
	GS-06 - 7%
DAFSC DISTRIBUTION OFFICER	GS-07 - 20%
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	93
N1031 Request oral bids or quotations	87
N1038 Review abstracts of quotations, proposals, or bids	80
N1004 Prepare DOs	78
N1039 Review adequacy of item descriptions	76
N1003 Prepare delivery pickup slips for walk-throughs	76
N1008 Prepare modifications to item descriptions	71
N839 Cancel PRs	70
N1033 Request sample items or descriptive literature from customers	69

TABLE A4

GROUP ID NUMBER AND TITLE: 1410, Commodity Buyers and Purchasing Agents

GROUP SIZE: 13	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 77%	PERCENT CIVILIAN: 23%
PERCENT ENLISTED: 77%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1105 - 23%
AVERAGE NUMBER OF TASKS PERFORMED: 28	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65130 - 8%	GS-05 - 23%
65150 - 54%	
65170 - 15%	
DAFSC DISTRIBUTION OFFICER	
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	100
N989 Place calls against BPAs or BDOs	100
N990 Prepare abstracts	100
N811 Annotate call registers, such as for blanket purchase agreement (BPA) or blanket delivery order (BDO) calls	85
N904 Draft or write modifications to POs or delivery orders (DOs)	85
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	85
N839 Cancel PRs	85
N1031 Request oral bids or quotations	77
N1003 Prepare delivery pickup slips for walk-throughs	62
N875 Determine if brand name or sole source justifications are required for purchases	62
N1004 Prepare DOs	54

* Less than .5 percent

TABLE A5

GROUP ID NUMBER AND TITLE: 1194, Commodity Buyers and Contract Negotiators

GROUP SIZE: 113	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 58%	PERCENT CIVILIAN: 42%
PERCENT ENLISTED: 56%	
PERCENT OFFICERS: 2%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 25%
AVERAGE NUMBER OF TASKS PERFORMED: 72	1105 - 17%
DAFSC DISTRIBUTION ENLISTED	
65130 - 5%	
65150 - 36%	CIVILIAN GRADE DISTRIBUTION:
65170 - 15%	GS-04 - 1% GS-09 - 9%
	GS-05 - 8% GS-10 - 1%
DAFSC DISTRIBUTION OFFICER	GS-06 - 4% GS-11 - 2%
6531 - 1%	GS-07 - 18%
6534 - 1%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	95
N839 Cancel PRs	89
N1031 Request oral bids or quotations	88
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	87
N1004 Prepare DOs	86
N1018 Prepare RFQs	83
N1038 Review abstracts of quotations, proposals, or bids	79
N875 Determine if brand name or sole source justifications are required for purchases	79
N904 Draft or write modifications to POs or delivery orders (DOs)	78
N1039 Review adequacy of item descriptions	77
N1002 Prepare DD Forms 350	75
N1052 Review debarred, suspended, or ineligible lists of contractors	74
N1054 Review Federal Supply Schedule for GSA contract items	72
N990 Prepare abstracts	71
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	71
N955 Evaluate responses to RFQs	70
N1008 Prepare modifications to item descriptions	69
N956 Evaluate RFQs	68

TABLE A6

GROUP ID NUMBER AND TITLE: 1139, Contract Repair and Commodity Buyers and Administrators

GROUP SIZE: 15	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 67%	PERCENT CIVILIAN: 33%
PERCENT ENLISTED: 67%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 50	1105 - 20%
DAFSC DISTRIBUTION ENLISTED	1106 - 7%
65130 - 7%	
65150 - 53%	
65170 - 7%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-06 - 20%
N/A	GS-07 - 7%
	GS-11 - 7%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N839 Cancel PRs	100
N1009 Prepare POs	93
N904 Draft or write modifications to POs or delivery orders (DOs)	93
N1004 Prepare DOs	93
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	93
N1031 Request oral bids or quotations	87
N969 Maintain DO or PO files	87
C151 Draft or write memoranda for record (MFR)	80
O1148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	73
N1038 Review abstracts of quotations, proposals, or bids	73
N1018 Prepare RFQs	73
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	67
N1002 Prepare DD Forms 350	67
N1000 Prepare DD Forms 1784	67

* Less than .5 percent

TABLE A7

GROUP ID NUMBER AND TITLE: 1041, Commodity and Services Buyers

GROUP SIZE: 22	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 86%	PERCENT CIVILIAN: 14%
PERCENT ENLISTED: 82%	
PERCENT OFFICERS: 5%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-1	1102 - 5%
AVERAGE NUMBER OF TASKS PERFORMED: 51	1105 - 9%
DAFSC DISTRIBUTION ENLISTED	
65150 - 59%	
65170 - 23%	CIVILIAN GRADE DISTRIBUTION:
	GS-05 - 5%
DAFSC DISTRIBUTION OFFICER	GS-06 - 5%
6531 - 5%	GS-09 - 5%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N839 Cancel PRs	95
N1009 Prepare POs	91
N996 Prepare BPAs	91
N956 Evaluate RFQs	86
N1043 Review BPAs or BDOs	86
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	82
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	77
N990 Prepare abstracts	77
N904 Draft or write modifications to POs or delivery orders (DOs)	77
N989 Place calls against BPAs or BDOs	77
N1004 Prepare DOs	73
N1052 Review debarred, suspended, or ineligible lists of contractors	72
N811 Annotate call registers, such as for blanket purchase agreement (BPA) or blanket delivery order (BDO) calls	68
N840 Certify BPA or BDO call registers	64
N954 Evaluate requests for walk-through purchases	64
N955 Evaluate responses to RFQs	64
N1018 Prepare RFQs	64

* Less than .5 percent

TABLE A8

GROUP ID NUMBER AND TITLE: 1197, Small Purchase Supply and Equipment Buyers

GROUP SIZE: 14	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 43%	PERCENT CIVILIAN: 57%
PERCENT ENLISTED: 43%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 83	1105 - 36%
DAFSC DISTRIBUTION ENLISTED	1106 - 14%
65150 - 14%	
65170 - 29%	
	CIVILIAN GRADE DISTRIBUTION:
	GS-04 - 7%
DAFSC DISTRIBUTION OFFICER	GS-05 - 43%
N/A	GS-07 - 7%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N904 Draft or write modifications to POs or delivery orders	100
N875 Determine if brand name or sole source justifications are required for purchases	100
N990 Prepare abstracts	93
N1008 Prepare modifications to item descriptions	93
N989 Place calls against BPAs or BDOs	93
O1148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	93
N854 Coordinate availability of funds with customer, program managers or finance personnel	93
C151 Draft or write memoranda for record (MFR)	93
N811 Annotate call registers, such as for blanket purchase agreement (BPA) or blanket delivery order (BDO) calls	86
N969 Maintain DO or PO files	86
O1150 Coordinate PO delinquencies with vendors	86
N996 Prepare BPAs	86
N954 Evaluate requests for walk-through purchases	79
N1003 Prepare delivery pickup slips for walk-throughs	79

* Less than .5 percent

TABLE A9

GROUP ID NUMBER AND TITLE: 0990, Small Purchase Services and Commodity Buyers
and Administrators

GROUP SIZE: 10	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 90%	PERCENT CIVILIAN: 10%
PERCENT ENLISTED: 90%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1105 - 10%
AVERAGE NUMBER OF TASKS PERFORMED: 39	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65130 - 10%	GS-06 - 10%
65150 - 70%	
65170 - 10%	

DAFSC DISTRIBUTION OFFICER
N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	100
N839 Cancel PRs	100
N1008 Prepare modifications to item descriptions	90
O1185 Establish delivery dates	80
O1251 Negotiate modifications to POs or DOs	80
N1018 Prepare RFQs	80
N904 Draft or write modifications to POs or delivery orders (DOs)	80
N989 Place calls against BPAs or BDOs	70
N955 Evaluate responses to RFQs	70
N1004 Prepare DOs	70

* Less than .5 percent

TABLE A10

GROUP ID NUMBER AND TITLE: ST1242, NCOICs, Small Repair, Commodity, and Services Branches

GROUP SIZE: 11	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 91%	PERCENT CIVILIAN: 9%
PERCENT ENLISTED: 91%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1105 - 9%
AVERAGE NUMBER OF TASKS PERFORMED: 116	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 9%	GS-09 - 9%
65170 - 82%	
DAFSC DISTRIBUTION OFFICER	
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1043 Review BPAs or BDOs	100
N960 Evaluate sole source justifications	100
N950 Evaluate requests for BPAs or basic ordering agreements (BOAs)	100
N996 Prepare BPAs	100
N803 Advise customers of ratification procedures	100
N1053 Review DOs	91
N1049 Review DD Forms 1784	91
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	91
N819 Approve or disapprove DD Forms 1784 (Small Purchase Pricing Memorandum)	91
N984 Perform PO reviews	82
N954 Evaluate requests for walk-through purchases	82
N1038 Review abstracts of quotations, proposals, or bids	82
N840 Certify BPA or BDO call registers	82
N1051 Review DD Forms 350	82
N955 Evaluate responses to RFQs	82

* Less than .5 percent

TABLE A11

GROUP ID NUMBER AND TITLE: 0288, Contract Solicitation Personnel Independent
Job Type

GROUP SIZE: 71	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 66%	PERCENT CIVILIAN: 34%
PERCENT ENLISTED: 55%	
PERCENT OFFICERS: 11%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 34%
AVERAGE NUMBER OF TASKS PERFORMED: 45	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65130 - 4%	GS-05 - 3% GS-11 - 4%
65150 - 31%	GS-07 - 7% GS-12 - 6%
65170 - 20%	GS-09 - 14%
DAFSC DISTRIBUTION OFFICER	
653X - 11%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1002 Prepare DD Forms 350	76
N892 Draft or write amendments to RFPs or IFBs	76
N903 Draft or write modifications to contracts	73
N925 Establish bid-opening dates	70
N1020 Prepare synopses, such as for solicitations or contract awards	66
N966 Issue amendments to solicitations	62
N1005 Prepare IFBs	59
N917 Draft or write RFPs	59
N991 Prepare AF Forms 3055 (Small and Disadvantaged Business Utilization Office - PCO Coordination Record)	58

TABLE A12

GROUP ID NUMBER AND TITLE: 1086, Systems Command Contract Negotiators

GROUP SIZE: 148	PERCENT OF SAMPLE: 3%
PERCENT MILITARY: 48%	PERCENT CIVILIAN: 52%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 48%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 51%
AVERAGE NUMBER OF TASKS PERFORMED: 95	1105 - 1%
DAFSC DISTRIBUTION ENLISTED	
N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-07 - 3% GS-12 - 32%
6511 - 3% 6531 - 6%	GS-09 - 4% GM-13 - 1%
6516 - 2% 6534 - 36%	GS-11 - 11%
6524 - 1%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
N903 Draft or write modifications to contracts	97
J477 Draft or write PNMs	95
J457 Analyze contractors' cost elements	93
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	90
J469 Conduct weighted guideline analyses	88
J467 Conduct proposal price analyses	84
J499 Review accuracy and completeness of SFs 1411 (Contract Pricing Proposal Cover Sheet)	84
J493 Negotiate pricing aspects of proposals or contracts	84
J470 Determine extent of assistance required from technical representatives or Defense Contract Audit Agency (DCAA)	84
J502 Review contractors' cost and price data	84
J490 Formulate prenegotiation price positions	81
C168 Prepare informal briefings	81
N1029 Request legal review of solicitations or contracts	80
C172 Proofread correspondence, forms, or reports	78
C151 Draft or write memoranda for record (MFR)	78

TABLE A13

GROUP ID NUMBER AND TITLE: 1495, Major Air Command and Central/Systems
Pricing Analysts

GROUP SIZE: 19	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 21%	PERCENT CIVILIAN: 79%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 21%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 79%
AVERAGE NUMBER OF TASKS PERFORMED: 115	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-09 - 5% GS-13 - 11%
DAFSC DISTRIBUTION OFFICER	GS-11 - 16% GM-13 - 11%
6511 - 5%	GS-12 - 37%
6531 - 5%	
6534 - 11%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J457 Analyze contractors' cost elements	100
J467 Conduct proposal price analyses	100
J476 Develop target price positions	100
J499 Review accuracy and completeness of SFs 1411 (Contract Pricing Proposal Cover Sheet)	100
J477 Draft or write PNMs	100
J502 Review contractors' cost and price data	95
J494 Prepare automated pricing spread sheets based on contractors' or DCAS input	95
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	95
N805 Advise customers or users on pricing matters during negotiations	95
J469 Conduct weighted guideline analyses	95
J506 Review historical pricing position data	95
N801 Advise contractors of need for proposal clarification	95
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS) representatives or Defense Contract Audit Agency (DCAA)	89
N807 Advise negotiators on negotiation positions or techniques	84
N1042 Review audit reports	79

* Less than .5 percent

TABLE A14

GROUP ID NUMBER AND TITLE: 0899, Systems/Central Contract Negotiators

GROUP SIZE: 14	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 71%	PERCENT CIVILIAN: 29%
PERCENT ENLISTED: 7%	
PERCENT OFFICERS: 64%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 29%
AVERAGE NUMBER OF TASKS PERFORMED: 54	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65170 - 7%	GS-07 - 14%
	GS-12 - 14%
DAFSC DISTRIBUTION OFFICER	
6531 - 7%	
6534 - 57%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
J477 Draft or write PNMs	100
N903 Draft or write modifications to contracts	93
C177 Type correspondence, reports, or forms	93
C164 Perform room or area security checks	93
C172 Proofread correspondence, forms, or reports	86
O1250 Negotiate modifications to contracts	79
J457 Analyze contractors' cost elements	79
N978 Participate in fact-finding meetings or evaluation boards	79
J502 Review contractors' cost and price data	79
C151 Draft or write memoranda for record (MFR)	79
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	79
O1257 Obtain current cost and pricing certificates	71
J476 Develop target price positions	64

* Less than .5 percent

TABLE A15

GROUP ID NUMBER AND TITLE: 1471, Air Logistics Center Contract Negotiators

GROUP SIZE: 81	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 6%	PERCENT CIVILIAN: 93%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 6%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 93%
AVERAGE NUMBER OF TASKS PERFORMED: 87	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-05 - 1% GS-11 - 23%
DAFSC DISTRIBUTION OFFICER	GS-07 - 17% GS-12 - 5%
6531 - 4%	GS-09 - 47%
6534 - 2%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J477 Draft or write PNMs	96
N1002 Prepare DD Forms 350	96
N903 Draft or write modifications to contracts	95
N1018 Prepare RFQs	94
N955 Evaluate responses to RFQs	89
N917 Draft or write RFPs	89
N892 Draft or write amendments to RFPs or IFBs	89
N844 Compile source lists	86
J495 Prepare funding administrative commitment documents (ACDs)	85
J457 Analyze contractors' cost elements	85
N864 Coordinate Small Business contracting matters with Small and Disadvantaged Business (SBA) representatives	85
N991 Prepare AF Forms 3055 (Small and Disadvantaged Business Utilization Office - PCO Coordination Record)	84
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	84
N1031 Request oral bids or quotations	84
N947 Evaluate proposals	81
N990 Prepare abstracts	81
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	80
N873 Determine competitive range of proposals	80
N966 Issue amendments to solicitations	78
N956 Evaluate RFQs	75
J493 Negotiate pricing aspects of proposals or contracts	75

TABLE A16

GROUP ID NUMBER AND TITLE: 1399, Operational Contracting Commodity/Services
Contract Negotiators

GROUP SIZE: 68	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 46%	PERCENT CIVILIAN: 54%
PERCENT ENLISTED: 36%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 53%
AVERAGE NUMBER OF TASKS PERFORMED: 102	1106 - 1%
DAFSC DISTRIBUTION ENLISTED	
65150 - 16%	
65170 - 18%	CIVILIAN GRADE DISTRIBUTION:
65190 - 1%	GS-05 - 4% GS-11 - 26%
	GS-07 - 6% GS-12 - 4%
DAFSC DISTRIBUTION OFFICER	GS-09 - 13%
6531 - 4%	
6534 - 6%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
N1029 Request legal review of solicitations or contracts	94
N917 Draft or write RFPs	93
N892 Draft or write amendments to RFPs or IFBs	93
N925 Establish bid-opening dates	91
N975 Notify unsuccessful offerors	91
N1002 Prepare DD Forms 350	90
N1020 Prepare synopses, such as for solicitations or contract awards	87
N1052 Review debarred, suspended, or ineligible lists of contractors	84
N910 Draft or write requests for bid verifications	84
N866 Coordinate verification of low bids with bidders	84
N966 Issue amendments to solicitations	82
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	82
N852 Coordinate amendments to solicitations with customers	79
N895 Draft or write D&Fs	78
N916 Draft or write responses to solicitation or contract review comments	78

TABLE A17

GROUP ID NUMBER AND TITLE: 1732, Central/Systems Contract Negotiators

GROUP SIZE: 167

PERCENT OF SAMPLE: 3%

PERCENT MILITARY: 14%

PERCENT CIVILIAN: 86%

PERCENT ENLISTED: 1%

PERCENT OFFICERS: 13%

AVERAGE ENLISTED GRADE: E-6

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: O-3

1102 - 86%

AVERAGE NUMBER OF TASKS PERFORMED: 187

DAFSC DISTRIBUTION ENLISTED

65170 - 1%

CIVILIAN GRADE DISTRIBUTION:

GS-09 - 7%

GS-13 - 4%

DAFSC DISTRIBUTION OFFICER

GS-11 - 25%

GM-13 - 2%

6511 - 1%

6531 - 1%

GS-12 - 48%

6516 - 1%

6534 - 9%

6524 - 1%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
J499 Review accuracy and completeness of SFs 1411 (Contract Pricing Proposal Cover Sheet)	90
N1042 Review audit reports	84
J469 Conduct weighted guideline analyses	83
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	83
N863 Coordinate review or approval of solicitations or contracts with manual approval authorities	82
N912 Draft or write requests for preaward Equal Employment Opportunity (EEO) clearance letters	82
N880 Determine negotiation authority	81
N873 Determine competitive range of proposals	78
N900 Draft or write J&As	75
O1257 Obtain current cost and pricing certificates	73
P1352 Request EEO compliance certifications from U.S. Department of Labor	72
N1023 Request contractors' confirmation of negotiation statements	71

TABLE A18

GROUP ID NUMBER AND TITLE: 1782, Major Systems and Research and Development
Contract Negotiators

GROUP SIZE: 25	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 24%	PERCENT CIVILIAN: 76%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 24%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 76%
AVERAGE NUMBER OF TASKS PERFORMED: 402	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-11 - 8% GS-14 - 4%
DAFSC DISTRIBUTION OFFICER	GS-12 - 44% GM-13 - 8%
6511 - 4%	GS-13 - 12%
6534 - 20%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N935 Evaluate changes to acquisition plans	100
J509 Review pricing proposal evaluations	96
N882 Determine not-to-exceed costs	96
N934 Evaluate CDRLs	96
N978 Participate in fact-finding meetings or evaluation boards	96
J506 Review historical pricing position data	92
N810 Analyze technical evaluation letters	92
N885 Develop business strategies for acquisitions	92
N979 Participate on acquisition strategy panels or acquisition review boards	92
J480 Draft or write requests for waivers of pricing support	88
J486 Evaluate PNMs	88
N808 Advise SPO director, program manager, or higher headquarters personnel on acquisition activities	88
N915 Draft or write requests for waivers of solicitations or contract reviews	88
N1056 Review input to acquisition plans	88
J503 Review cost analyses reports	84
N938 Evaluate industry responses to draft RFPs	84

TABLE A19

GROUP ID NUMBER AND TITLE: 1938, Operational Contracting Commodity and
Services Contract Negotiators and Administrators

GROUP SIZE: 37	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 38%	PERCENT CIVILIAN: 62%
PERCENT ENLISTED: 38%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 54%
AVERAGE NUMBER OF TASKS PERFORMED: 147	1105 - 5%
DAFSC DISTRIBUTION ENLISTED	1106 - 3%
65150 - 16%	
65170 - 22%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-06 - 5% GS-11 - 19%
N/A	GS-07 - 14% GS-12 - 5%
	GS-09 - 19%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1052 Review debarred, suspended, or ineligible lists of contractors	97
N852 Coordinate amendments to solicitations with customers	97
N925 Establish bid-opening dates	95
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	95
N904 Draft or write modifications to POs or delivery orders (DOs)	92
N1002 Prepare DD Forms 350	92
N955 Evaluate responses to RFQs	89
N975 Notify unsuccessful offerors	89
N854 Coordinate availability of funds with customer, program managers, or finance personnel	89
N1018 Prepare RFQs	86
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	86
N802 Advise contractors on unacceptability of proposals	84
N844 Compile source lists	78
N800 Advise contractors of mistaken bids	76

TABLE A20

GROUP ID NUMBER AND TITLE: 1957, Operational Contracting Services Contract
Negotiators and Administrators

GROUP SIZE: 80	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 49%	PERCENT CIVILIAN: 51%
PERCENT ENLISTED: 41%	
PERCENT OFFICERS: 8%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 51%
AVERAGE NUMBER OF TASKS PERFORMED: 238	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 11%	GS-07 - 10% GS-11 - 7%
65170 - 30%	GS-09 - 27% GS-12 - 5%
DAFSC DISTRIBUTION OFFICER	GS-10 - 1%
6534 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N916 Draft or write responses to solicitation or contract review comments	93
N977 Participate in discussion conferences	91
N1006 Prepare intent-to-exercise option letters	88
O1250 Negotiate modifications to contracts	85
N881 Determine negotiation positions or techniques	81
O1136 Conduct prenegotiation meetings with customers	79
J490 Formulate prenegotiation price positions	79
N848 Conduct presolicitation conferences	79
J505 Review government cost or price estimates	77
N803 Advise customers of ratification procedures	77
O1134 Conduct post-award conferences	77
C168 Prepare informal briefings	75
N978 Participate in fact-finding meetings or evaluation boards	72

TABLE A21

GROUP ID NUMBER AND TITLE: 1354, Construction Buyers and Administrators

GROUP SIZE: 185	PERCENT OF SAMPLE: 4%
PERCENT MILITARY: 68%	PERCENT CIVILIAN: 32%
PERCENT ENLISTED: 63%	
PERCENT OFFICERS: 5%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	896 - 1%
AVERAGE NUMBER OF TASKS PERFORMED: 154	1102 - 31%
DAFSC DISTRIBUTION ENLISTED	1105 - 1%
65130 - 1%	
65150 - 23%	
65170 - 38%	CIVILIAN GRADE DISTRIBUTION:
65190 - 1%	GS-05 - 1% GS-10 - 1%
	GS-07 - 8% GS-11 - 6%
DAFSC DISTRIBUTION OFFICER	GS-09 - 17% GS-12 - 1%
6531 - 1%	
6534 - 4%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	94
N1002 Prepare DD Forms 350	94
N925 Establish bid-opening dates	92
O1127 Compute progress payments	91
N892 Draft or write amendments to RFPs or IFBs	90
N1005 Prepare IFBs	90
O1129 Draft or write notice-to-proceed letters	90
O1292 Review construction progress reports	89
N1020 Prepare synopses, such as for solicitations or contract awards	88
N975 Notify unsuccessful offerors	88
O1126 Compute final payments	86
O1132 Conduct labor standard interviews	85
N932 Evaluate bond or bid guarantees	85
N910 Draft or write requests for bid verifications	84
N866 Coordinate verification of low bids with bidders	84
O1250 Negotiate modifications to contracts	83

TABLE A22

GROUP ID NUMBER AND TITLE: 1403, Construction Administrators and Buyers

GROUP SIZE: 36	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 67%	PERCENT CIVILIAN: 33%
PERCENT ENLISTED: 58%	
PERCENT OFFICERS: 9%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 33%
AVERAGE NUMBER OF TASKS PERFORMED: 143	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 28%	GS-09 - 17%
65170 - 31%	GS-11 - 14%
	GS-12 - 3%
DAFSC DISTRIBUTION OFFICER	
6534 - 8%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
J457 Analyze contractors' cost elements	92
01177 Draft or write notice-to-proceed letters	89
01141 Coordinate changes to contract schedules with contractors or customers	89
01240 Issue cure-notices	89
01245 Issue show-cause notices	83
01276 Prepare letters of concern regarding deficient contract performances	81
J458 Analyze contractors' direct- or indirect-rates	81
01238 Initiate unilateral modifications	81
01193 Evaluate contractors' claim requests	78
01254 Notify contractors of payment suspensions or withholdings	78
01110 Assess liquidated damages	75
01281 Prepare supplemental agreements	75

TABLE A23

GROUP ID NUMBER AND TITLE: 1227, Operational Contracting Construction
Administrators

GROUP SIZE: 36	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 89%	PERCENT CIVILIAN: 11%
PERCENT ENLISTED: 86%	
PERCENT OFFICERS: 3%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-1	1102 - 11%
AVERAGE NUMBER OF TASKS PERFORMED: 67	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 33%	GS-09 - 11%
65170 - 53%	
DAFSC DISTRIBUTION OFFICER	
6534 - 3%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01127 Compute progress payments	92
01132 Conduct labor standard interviews	86
J477 Draft or write PNMs	81
01124 Compare wage rate determinations (WRDs) with contractors' payrolls	81
01126 Compute final payments	78
01250 Negotiate modifications to contracts	78
01288 Review AF Forms 3000 (Material Approval Submittal)	78
01219 Evaluate progress payment requests	78
N903 Draft or write modifications to contracts	75
01122 Compare progress reports with established or proposed schedules	75
01242 Issue notice-to-proceed letters	75
01177 Draft or write notice-to-proceed letters	72

TABLE A24

GROUP ID NUMBER AND TITLE: 1039, Communications-Computer Systems Contract Administrators

GROUP SIZE: 11	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 27%	PERCENT CIVILIAN: 73%
PERCENT ENLISTED: 18%	
PERCENT OFFICERS: 9%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 73%
AVERAGE NUMBER OF TASKS PERFORMED: 105	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65170 - 18%	GS-07 - 9% GS-12 - 27%
DAFSC DISTRIBUTION OFFICER	GS-09 - 9%
6534 - 9%	GS-11 - 27%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
N903 Draft or write modifications to contracts	100
C151 Draft or write memoranda for record (MFR)	100
J477 Draft or write PNMs	100
C172 Proofread correspondence, forms, or reports	100
J493 Negotiate pricing aspects of proposals or contracts	100
N1002 Prepare DD Forms 350	91
O1148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	91
O1077 Advise PCO or program manager on contract administration problems	91
N1029 Request legal review of solicitations or contracts	82
O1258 Obtain insurance certificates from contractors	82
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	82
O1250 Negotiate modifications to contracts	73
N977 Participate in discussions conferences	73
N854 Coordinate availability of funds with customer, program managers, or finance personnel	73
N914 Draft or write requests for technical proposal evaluations	73

* Less than .5 percent

TABLE A25

GROUP ID NUMBER AND TITLE: 0997, Equipment Maintenance and Repair Contract Administrators

GROUP SIZE: 12	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 33%	PERCENT CIVILIAN: 67%
PERCENT ENLISTED: 33%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 67%
AVERAGE NUMBER OF TASKS PERFORMED: 156	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 17%	GS-05 - 8% GS-12 - 33%
65170 - 17%	GS-09 - 8%
DAFSC DISTRIBUTION OFFICER	GS-11 - 17%
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01250 Negotiate modifications to contracts	100
N904 Draft or write modifications to POs or delivery orders (DOs)	100
01160 De-obligate funds	100
01148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	92
01149 Coordinate option year requirements with contractors or customers	92
01152 Coordinate requests for additional information with contractors	83
P1324 Coordinate base entry approval for contractors' employees with security police	83
01258 Obtain insurance certificates from contractors	83
01238 Initiate unilateral modifications	83
N1025 Request contractual funding	83
01114 Certify invoices, progress payment requests, or payment vouchers	83
P1355 Review contractors' security pass authorizations or requests	83
01142 Coordinate contract termination procedures with terminating contracting officers (TCOs), PCOs, or ACOs	83
01183 Establish contract administration priorities	75
01193 Evaluate contractors' claim requests	67

* Less than .5 percent

TABLE A26

GROUP ID NUMBER AND TITLE: 1243, Base Level Services Administrators/Buyers
and Supervisors

GROUP SIZE: 10	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 90%	PERCENT CIVILIAN: 10%
PERCENT ENLISTED: 80%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 10%
AVERAGE NUMBER OF TASKS PERFORMED: 205	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 30%	GS-11 - 10%
65170 - 50%	
DAFSC DISTRIBUTION OFFICER	
6534 - 10%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
M728 Advise QAEs of responsibilities	100
M732 Analyze QAE inspection reports	100
M729 Advise QAEs on development of contract performance checklists	100
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	100
M747 Draft or write QA letters of instruction	100
N903 Draft or write modifications to contracts	90
J477 Draft or write PNMs	90
C170 Present formal briefings	90
O1250 Negotiate modifications to contracts	80
J505 Review government cost or price estimates	80
N1025 Request contractual funding	80
M780 Perform site inspections to observe contractors' or QAEs' performance	80
N961 Evaluate SOW, PWS, or specifications	80
O1263 Participate in postaward conferences	80
C174 Schedule conferences or workshops	70

* Less than .5 percent

TABLE A27

GROUP ID NUMBER AND TITLE: 1061, Operational Contracting Services Buyers and Administrators

GROUP SIZE: 66	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 78%	PERCENT CIVILIAN: 23%
PERCENT ENLISTED: 73%	
PERCENT OFFICERS: 5%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 21%
AVERAGE NUMBER OF TASKS PERFORMED: 113	1105 - 2%
DAFSC DISTRIBUTION ENLISTED	
65130 - 3%	
65150 - 32%	CIVILIAN GRADE DISTRIBUTION:
65170 - 38%	GS-05 - 2%
	GS-07 - 9%
DAFSC DISTRIBUTION OFFICER	GS-09 - 12%
6531 - 2%	
6534 - 3%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	97
C151 Draft or write memoranda for record (MFR)	91
N904 Draft or write modifications to POs or delivery orders (DOs)	88
N1002 Prepare DD Forms 350	86
N1029 Request legal review of solicitations or contracts	86
N925 Establish bid-opening dates	85
N892 Draft or write amendments to RFPs or IFBs	80
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	76
N804 Advise customers or users on development of SOW, performance work standards (PWS), or specifications	76
N1020 Prepare synopses, such as for solicitations or contract awards	74
N852 Coordinate amendments to solicitations with customers	71

TABLE A28

GROUP ID NUMBER AND TITLE: 1161, Operational Contracting Services
Administrators and Buyers

GROUP SIZE: 19	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 53%	PERCENT CIVILIAN: 47%
PERCENT ENLISTED: 53%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 47%
AVERAGE NUMBER OF TASKS PERFORMED: 76	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 37%	GS-05 - 5% GS-08 - 5%
65170 - 16%	GS-06 - 5% GS-09 - 16%
DAFSC DISTRIBUTION OFFICER	GS-07 - 11% GS-11 - 5%
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	100
M730 Advise QAEs on documentation requirements	100
M732 Analyze QAE inspection reports	100
M728 Advise QAEs of responsibilities	95
C151 Draft or write memoranda for record (MFR)	89
O1149 Coordinate option year requirements with contractors or customers	89
M739 Compare contractor invoices with QAE reports	89
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	89
O1149 Coordinate option year requirements with contractors or customers	89
N904 Draft or write modifications to POs or delivery orders (DOs)	84
N839 Cancel PRs	84
M729 Advise QAEs on development of contract performance checklists	84
M780 Perform site inspections to observe contractors' or QAEs' performance	74

* Less than .5 percent

TABLE A29

GROUP ID NUMBER AND TITLE: 1263, Operational Contracting Services
Administrators

GROUP SIZE: 14	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 50%	PERCENT CIVILIAN: 50%
PERCENT ENLISTED: 50%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 50%
AVERAGE NUMBER OF TASKS PERFORMED: 53	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65150 - 21%	GS-06 - 7%
65170 - 29%	GS-09 - 36%
	GS-11 - 7%
DAFSC DISTRIBUTION OFFICER	
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M728 Advise QAEs of responsibilities	93
01296 Review DD Forms 25^	86
N903 Draft or write modifications to contracts	79
01148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	79
01258 Obtain insurance certificates from contractors	79
01281 Prepare supplemental agreements	71
01284 Request DD Forms 250 from customers	71
01293 Review contract monitoring and surveillance reports	71
01160 De-obligate funds	71
01250 Negotiate modifications to contracts	64
01133 Conduct meetings with QA surveillance personnel	64

* Less than .5 percent

TABLE A30

GROUP ID NUMBER AND TITLE: 1081, Quality Assurance Evaluator Program
Coordinators

GROUP SIZE: 12	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 33%	PERCENT CIVILIAN: 67%
PERCENT ENLISTED: 33%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 50%
AVERAGE NUMBER OF TASKS PERFORMED: 66	1910 - 17%
DAFSC DISTRIBUTION ENLISTED	
65170 - 33%	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-09 - 8%
N/A	GS-11 - 42%
	GS-12 - 17%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
G336 Conduct quality assurance evaluator (QAE) training	100
M730 Advise QAEs on documentation requirements	100
M728 Advise QAEs of responsibilities	100
M729 Advise QAEs on development of contract performance checklists	100
C170 Present formal briefings	92
C171 Present informal briefings	92
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	92
C167 Prepare formal briefings	83
C151 Draft or write memoranda for record (MFR)	83
M732 Analyze QAE inspection reports	83
C168 Prepare informal briefings	75
G337 Conduct training conferences or briefings	75
G338 Coordinate unit personnel training requirements or quotas with functional managers	75
G346 Develop training aids	67

* Less than .5 percent

TABLE A31

GROUP ID NUMBER AND TITLE: 1196, Operational Contracting Commodity Administrators

GROUP SIZE: 14	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 50%	PERCENT CIVILIAN: 50%
PERCENT ENLISTED: 43%	
PERCENT OFFICERS: 7%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 54	1105 - 21%
DAFSC DISTRIBUTION ENLISTED	1106 - 21%
65130 - 21%	
65150 - 7%	
65170 - 14%	
	CIVILIAN GRADE DISTRIBUTION:
	GS-05 - 14% GS-09 - 7%
DAFSC DISTRIBUTION OFFICER	GS-06 - 14%
6534 - 7%	GS-07 - 14%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	100
01251 Negotiate modifications to POs or DOs	93
01152 Coordinate requests for additional information with contractors	86
N904 Draft or write modifications to POs or delivery orders (DOs)	71
N903 Draft or write modifications to contracts	71
01198 Evaluate contractors' responses to follow-up notices or letters	71
01155 Coordinate status of deliverable items with contractors or vendors	71
01298 Review follow-up requests, such as automated listings, telephone calls, or letters	71
01151 Coordinate price list discrepancies with contractors	71

* Less than .5 percent

TABLE A32

GROUP ID NUMBER AND TITLE: 0828, Air Logistics Center Commodity Contract Administrators

GROUP SIZE: 20	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 5%	PERCENT CIVILIAN: 95%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 5%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 80%
AVERAGE NUMBER OF TASKS PERFORMED: 49	1106 - 15%
DAFSC DISTRIBUTION ENLISTED	
N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-04 - 5% GS-09 - 30%
6534 - 5%	GS-05 - 5% GS-11 - 25%
	GS-07 - 30%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01145 Coordinate delivery schedules with contractors, customers, or program managers	100
01284 Request DD Forms 250 from customers	85
01152 Coordinate requests for additional information with contractors	85
01250 Negotiate modifications to contracts	85
01141 Coordinate changes to contract schedules with contractors or customers	85
01142 Coordinate contract termination procedures with terminating contracting officers (TCOs), PCOs, or ACOs	75
01236 Identify delinquent contractors	70
01251 Negotiate modifications to POs or DOs	70
01077 Advise PCO or program manager on contract administration problems	70
01296 Review DD Forms 250	65

* Less than .5 percent

TABLE A33

GROUP ID NUMBER AND TITLE: 1126, Systems Command Supervisory Negotiators,
Division and Branch Chiefs

GROUP SIZE: 43	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 42%	PERCENT CIVILIAN: 58%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 42%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	1102 - 58%
AVERAGE NUMBER OF TASKS PERFORMED: 174	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-12 - 5% GM-14 - 2%
DAFSC DISTRIBUTION OFFICER	GS-14 - 2%
6511 - 5%	GM-13 - 49%
6516 - 16%	
6534 - 21%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J463 Approve or disapprove price negotiation memoranda (PNM)	95
C171 Present informal briefings	95
N807 Advise negotiators on negotiation positions or techniques	95
N829 Approve or disapprove prenegotiation or target price positions	93
N1042 Review audit reports	84
N821 Approve or disapprove determination and findings (D&Fs)	74
N864 Coordinate Small Business contracting matters with Small and Disadvantaged Business (SBA) representatives	74
N885 Develop business strategies for acquisitions	74
N808 Advise SPO director, program manager, or higher headquarters personnel on acquisition activities	74
N1029 Request legal review of solicitations or contracts	74
J469 Conduct weighted guideline analyses	72
N934 Evaluate CDRLs	70

TABLE A34

GROUP ID NUMBER AND TITLE: 1425, Supervisory Contracting Specialists and Branch Chiefs

GROUP SIZE: 10	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 60%	PERCENT CIVILIAN: 40%
PERCENT ENLISTED: 0	
PERCENT OFFICERS: 60%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: 0-4	1102 - 40%
AVERAGE NUMBER OF TASKS PERFORMED: 166	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	GM-13 - 40%
DAFSC DISTRIBUTION OFFICER	
6516 - 20%	
6534 - 40%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A95 Interpret regulations, manuals, supplements, or procedures	100
F274 Advise subordinates on unit policies or procedures	100
F297 Draft or write civilian performance reports	100
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	100
F301 Draft or write letters of appreciation or reprimand	100
B130 Draft or write responses to self-inspection or IG discrepancy reports	100
F305 Draft or write records of personnel counseling sessions	90
O1283 Request contract audits	80
F296 Draft or write civilian job descriptions	80
F329 Select civilian personnel for employment	80
A64 Develop work methods or procedures	70
D200 Develop performance standards or elements	70

* Less than .5 percent

TABLE A35

GROUP ID NUMBER AND TITLE: 0893, Operational Contracting Services and
Construction Branch Chiefs

GROUP SIZE: 77	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 64%	PERCENT CIVILIAN: 36%
PERCENT ENLISTED: 29%	
PERCENT OFFICERS: 35%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 35%
AVERAGE NUMBER OF TASKS PERFORMED: 296	1910 - 1%
DAFSC DISTRIBUTION ENLISTED	
65170 - 25%	
65190 - 4%	
	CIVILIAN GRADE DISTRIBUTION:
	GS-11 - 21% GM-14 - 1%
DAFSC DISTRIBUTION OFFICER	GS-12 - 9%
6511 - 1%	GM-13 - 5%
6516 - 13%	
6534 - 21%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
F276 Approve or disapprove leaves or passes	96
C171 Present informal briefings	92
G334 Conduct on-the-job training (OJT)	91
F294 Determine work priorities for subordinates	83
F284 Certify civilian timecards	83
F274 Advise subordinate on unit policies or procedures	82
F304 Draft or write recommendations for decorations or awards	81
F291 Counsel incoming personnel	79
N820 Approve or disapprove DD Forms 350 (Individual Contracting Action Report (Over \$25,000))	78
N937 Evaluate D&Fs	78
N798 Advise buyers on potential Small or Disadvantaged Business procedures	77
C167 Prepare formal briefings	68

TABLE A36

GROUP ID NUMBER AND TITLE: 1033, Operational Contracting Services Branch
Chiefs

GROUP SIZE: 15	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 53%	PERCENT CIVILIAN: 47%
PERCENT ENLISTED: 40%	
PERCENT OFFICERS: 13%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 47%
AVERAGE NUMBER OF TASKS PERFORMED: 150	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65170 - 40%	GS-11 - 20%
	GS-12 - 27%
DAFSC DISTRIBUTION OFFICER	
6516 - 7%	
6534 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	93
F274 Advise subordinates on unit policies or procedures	93
N803 Advise customers of ratification procedures	93
B124 Conduct unit self-inspections	87
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	87
F327 Schedule leaves or passes	80
N1038 Review abstracts of quotations, proposals, or bids	80
B130 Draft or write responses to self-inspection or IG discrepancy reports	73
N881 Determine negotiation positions or techniques	73
N828 Approve or disapprove PR suspense or lead-time requests	73

* Less than .5 percent

TABLE A37

GROUP ID NUMBER AND TITLE: 1150, Base Level Commodity and Small Purchase
Branch Chiefs

GROUP SIZE: 24	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 83%	PERCENT CIVILIAN: 17%
PERCENT ENLISTED: 71%	
PERCENT OFFICERS: 12%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 17%
AVERAGE NUMBER OF TASKS PERFORMED: 195	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65100 - 8% 65190 - 4%	GS-09 - 13%
65150 - 4%	GS-10 - 4%
65170 - 54%	
DAFSC DISTRIBUTION OFFICER	
6534 - 13%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	96
N960 Evaluate sole source justifications	96
N1051 Review DD Forms 350	92
C151 Draft or write memoranda for record (MFR)	92
N1053 Review DOs	92
F291 Counsel incoming personnel	92
G334 Conduct on-the-job training (OJT)	88
F297 Draft or write civilian performance reports	88
F275 Approve or disapprove duty schedules	88
F298 Draft or write enlisted performance reports (EPRs)	88
F292 Counsel personnel on personal- or military-related matters	83
G350 Document training records	75

* Less than .5 percent

TABLE A38

GROUP ID NUMBER AND TITLE: 0946, Major Systems Contracting Directors and Division Chiefs

GROUP SIZE: 21	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 86%	PERCENT CIVILIAN: 14%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 86%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-5	1102 - 14%
AVERAGE NUMBER OF TASKS PERFORMED: 77	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	GM-14 - 14%
DAFSC DISTRIBUTION OFFICER	
6516 - 38%	
6596 - 48%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	95
F284 Certify civilian timecards	95
A10 Approve or disapprove contracts	90
F282 Assign personnel to additional duties or details	90
A97 Manually approve contracts within approved dollar thresholds	86
N979 Participate on acquisition strategy panels or acquisition review boards	86
F291 Counsel incoming personnel	76
P1316 Advise program office personnel on contracting feasibility of future designs or programs	76
F292 Counsel personnel on personal- or military-related matters	71
F297 Draft or write civilian performance reports	71
F294 Determine work priorities for subordinates	67

* Less than .5 percent

TABLE A39

GROUP ID NUMBER AND TITLE: 0902, MAJCOM, SOA and HQ USAF-Level Contracting
Directors and Division Chiefs

GROUP SIZE: 22	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 73%	PERCENT CIVILIAN: 27%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 73%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-5	801 - 5%
AVERAGE NUMBER OF TASKS PERFORMED: 78	1102 - 23%
DAFSC DISTRIBUTION ENLISTED N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GM-13 - 5%
6511 - 5% 6591 - 5%	GM-14 - 9%
6516 - 27% 6596 - 36%	GM-15 - 14%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A5 Advise staff-level agency personnel on methods of handling contracting requirements	91
A25 Approve or disapprove point, position, or talking papers	91
A54 Critique briefings or presentations	86
A44 Assign special projects to personnel for staffing actions	86
F276 Approve or disapprove leaves or passes	82
A63 Develop unit goals or objectives	82
A72 Draft or write point, position, or talking papers	82
A23 Approve or disapprove operating instructions (OIs)	73
F284 Certify civilian timecards	73

* Less than .5 percent

TABLE A40

GROUP ID NUMBER AND TITLE: 0638, Contracting Commanders, Directors, and Division Chiefs

GROUP SIZE: 480	PERCENT OF SAMPLE: 10%
PERCENT MILITARY: 52%	PERCENT CIVILIAN: 48%
PERCENT ENLISTED: 2%	
PERCENT OFFICERS: 50%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 21% 1150 - 1%
AVERAGE NUMBER OF TASKS PERFORMED: 142	896 - 3% 1910 - 5%
DAFSC DISTRIBUTION ENLISTED	1102 - 18%
65170 - 1%	
65190 - 1%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-11 - 2% GM-14 - 14%
6511 - 5% 6534 - 6%	GS-12 - 10% GM-15 - 5%
6516 - 26% 6591 - 1%	GM-13 - 17%
6524 - 1% 6596 - 10%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	95
C167 Prepare formal briefings	85
A63 Develop unit goals or objectives	80
F301 Draft or write letters of appreciation or reprimand	80
F316 Interview job applicants	77
F277 Approve or disapprove letters of appreciation or reprimand	76
B115 Analyze self-inspection reports	75
F325 Review personnel records	75
F327 Schedule leaves or passes	73
A95 Interpret regulations, manuals, supplements, or procedures	71
F329 Select civilian personnel for employment	71

TABLE A41

GROUP ID NUMBER AND TITLE: 0461, Executive NCO Independent Job Type

GROUP SIZE: 60	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 98%	PERCENT CIVILIAN: 2%
PERCENT ENLISTED: 90%	
PERCENT OFFICERS: 8%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 2%
AVERAGE NUMBER OF TASKS PERFORMED: 119	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65100 - 3%	GS-12 - 2%
65170 - 52%	
65190 - 35%	
DAFSC DISTRIBUTION OFFICER	
6511 - 2%	
6516 - 3%	
6534 - 3%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F282 Assign personnel to additional duties or details	93
B124 Conduct unit self-inspections	93
F322 Review EPRs	90
B135 Maintain self-inspection books or checklists	90
B115 Analyze self-inspection reports	90
F291 Counsel incoming personnel	88
F292 Counsel personnel on personal- or military-related matters	87
F295 Develop job rotation programs	87
F326 Review recommendations for awards or decorations	85
G372 Request formal training school slots	82
B139 Review responses to inspection reports	73

TABLE A42

GROUP ID NUMBER AND TITLE: 0857, Procurement Analysts

GROUP SIZE: 10	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 10%	PERCENT CIVILIAN: 90%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 80%
AVERAGE NUMBER OF TASKS PERFORMED: 39	1106 - 10%
DAFSC DISTRIBUTION ENLISTED	
N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-07 - 10% GS-12 - 20%
6516 - 10%	GS-09 - 10% GS-13 - 40%
	GS-11 - 10%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
C164 Perform room or area security checks	90
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	90
N1051 Review DD Forms 350	90
N1055 Review IFBs	90
C167 Prepare formal briefings	80
N1065 Review source selection evaluation criteria	80
N1056 Review input to acquisition plans	80
C168 Prepare informal briefings	70
N981 Participate on contract review committees	70
A95 Interpret regulations, manuals, supplements, or procedures	70

* Less than .5 percent

TABLE A42

GROUP ID NUMBER AND TITLE: 0771, MAJCOM and HQ USAF-Level Contracting Staff

GROUP SIZE: 69	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 45%	PERCENT CIVILIAN: 55%
PERCENT ENLISTED: 7%	
PERCENT OFFICERS: 38%	
AVERAGE ENLISTED GRADE: E-8	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 3% 1150 - 6%
AVERAGE NUMBER OF TASKS PERFORMED: 55	1102 - 39% 1910 - 3%
DAFSC DISTRIBUTION ENLISTED	1103 - 4%
65100 - 1%	
65170 - 3%	
65190 - 3%	
	CIVILIAN GRADE DISTRIBUTION:
	GS-11 - 1% GS-14 - 4%
DAFSC DISTRIBUTION OFFICER	GS-12 - 28% GS-15 - 1%
6511 - 3% 6516 - 26%	GS-13 - 10% GM-13 - 6%
6534 - 9%	GM-14 - 4%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A72 Draft or write point, position, or talking papers	99
A6 Advise subordinate units on changes to regulations, manuals, or supplements	94
A99 Participate in staff working groups	90
A95 Interpret regulations, manuals, supplements, or procedures	87
A73 Draft or write policy or procedure messages or letters	87
A76 Draft or write staff studies or staff summaries	83
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	81
C151 Draft or write memoranda for record (MFR)	80
A5 Advise staff-level agency personnel on methods of handling contracting requirements	78
A52 Coordinate contracting policies or procedures with MAJCOM or Air Staff personnel	71

TABLE A44

GROUP ID NUMBER AND TITLE: 0789, Resource Managers

GROUP SIZE: 12	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 41%	PERCENT CIVILIAN: 58%
PERCENT ENLISTED: 25%	
PERCENT OFFICERS: 16%	
AVERAGE ENLISTED GRADE: E-9	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 17% 1910 - 8%
AVERAGE NUMBER OF TASKS PERFORMED: 78	896 - 25%
DAFSC DISTRIBUTION ENLISTED	1102 - 8%
65100 - 25%	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
6516 - 8%	GS-11 - 8%
6534 - 8%	GS-12 - 50%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C167 Prepare formal briefings	100
C170 Present formal briefings	100
A95 Interpret regulations, manuals, supplements, or procedures	100
C153 Draft or write trip reports	92
C168 Prepare informal briefings	92
C171 Present informal briefings	83
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	83
A60 Develop organizational charts, graphs, or status boards	83
A87 Evaluate MAJCOM publications	75

* Less than .5 percent

TABLE A45

GROUP ID NUMBER AND TITLE: 0744, Central/Systems Staff Personnel

GROUP SIZE: 49	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 26%	PERCENT CIVILIAN: 73%
PERCENT ENLISTED: 2%	
PERCENT OFFICERS: 24%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-5	801 - 33% 1150 - 2%
AVERAGE NUMBER OF TASKS PERFORMED: 34	896 - 12% 1910 - 22%
DAFSC DISTRIBUTION ENLISTED	1102 - 4%
65170 - 2%	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
6511 - 8% 6596 - 2%	GS-09 - 4% GS-13 - 8%
6516 - 10% 6524 - 4%	GS-10 - 2% GS-15 - 2%
	GS-11 - 18% GM-13 - 6%
	GS-12 - 31% GM-14 - 2%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C171 Present informal briefings	98
C170 Present formal briefings	92
C167 Prepare formal briefings	90
C172 Proofread correspondence, forms, or reports	88
C151 Draft or write memoranda for record (MFR)	76
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	71
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	69

TABLE A46

GROUP ID NUMBER AND TITLE: 0750, Quality Assurance Inspection and Evaluation Personnel

GROUP SIZE: 17	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 47%	PERCENT CIVILIAN: 53%
PERCENT ENLISTED: 12%	
PERCENT OFFICERS: 35%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 6% 1910 - 24%
AVERAGE NUMBER OF TASKS PERFORMED: 59	1102 - 18%
DAFSC DISTRIBUTION ENLISTED	1103 - 6%
65150 - 6%	
65170 - 6%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-09 - 6% GS-13 - 6%
6516 - 24%	GS-11 - 24%
6534 - 12%	GS-12 - 18%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B126 Develop inspection checklists	94
B115 Analyze self-inspection reports	94
B132 Evaluate inspection report findings	82
C168 Prepare informal briefings	82
C171 Present informal briefings	82
C170 Present formal briefings	82
B139 Review responses to inspection reports	82
B131 Draft or write unit self-inspection reports	76
B133 Evaluate unit preparations for inspections or evaluations	76
B124 Conduct unit self-inspections	71
B125 Coordinate resolutions of problems identified during inspections with subordinate unit personnel	71

* Less than .5 percent

TABLE A47

GROUP ID NUMBER AND TITLE: 0962, Contract and Manufacturing IG Personnel

GROUP SIZE: 10	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 100%	PERCENT CIVILIAN: 0%
PERCENT ENLISTED: 30%	
PERCENT OFFICERS: 70%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	N/A
AVERAGE NUMBER OF TASKS PERFORMED: 25	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65170 - 10%	N/A
65190 - 20%	
DAFSC DISTRIBUTION OFFICER	
6516 - 30%	
6534 - 40%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B121 Conduct IG inspections	100
B128 Draft or write inspection reports, such as IG or SAVs	100
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	80
K613 Evaluate modifications to contractors' Master Program Schedule	80
K599 Evaluate contractors' responses to notification of delinquent deliveries	73
B115 Analyze self-inspection reports	70
C167 Prepare formal briefings	70
C168 Prepare informal briefings	70
B127 Develop inspection standards or criteria	70
B140 Review results of previous IG inspections, SAVs, or audits	60

* Less than .5 percent

TABLE A48

GROUP ID NUMBER AND TITLE: 1307, Contracting Data Systems Clerk

GROUP SIZE: 27	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 48%	PERCENT CIVILIAN: 52%
PERCENT ENLISTED: 48%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 16	1106 - 44%
DAFSC DISTRIBUTION ENLISTED	
65130 - 4%	
65150 - 37%	CIVILIAN GRADE DISTRIBUTION:
65170 - 7%	GS-04 - 19%
	GS-05 - 33%
DAFSC DISTRIBUTION OFFICER	
N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H407 Review SFs 129 (Solicitation Mailing List Application) packages	96
H409 Tear down, collate, or distribute automated products	89
H398 Maintain bidders mailing lists	81
H389 Coordinate item descriptions or PR request clarifications with buyers or customers	67
H400 Match requests for quotations (RFQs) with abstracts	63
H404 Prepare quotation or PR folders	63
H408 Review SFs 129 amendment packages	63

TABLE A49

GROUP ID NUMBER AND TITLE: 0839, Contracting Data Systems Coordinators

GROUP SIZE: 14	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 0%	PERCENT CIVILIAN: 100%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 14%
AVERAGE NUMBER OF TASKS PERFORMED: 36	1106 - 86%
DAFSC DISTRIBUTION ENLISTED	
N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-05 - 36%
N/A	GS-06 - 21%
	GS-07 - 43%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	100
I411 Advise automated data processing equipment (ADPE) users of problems encountered during systems operations	100
I412 Advise ADPE users on automated systems operations	86
H399 Make additions, changes, or deletions to data bases	79
C148 Distribute correspondence	79
G334 Conduct on-the-job training (OJT)	79
C172 Proofread correspondence, forms, or reports	79
H384 Code data input for entry into automated data systems	71
H391 Coordinate systems problems with data automation personnel	71
H392 Determine corrective actions for problems identified on data systems listings	71

* Less than .5 percent

TABLE A50

GROUP ID NUMBER AND TITLE: 0763, Base Contracting Automated Systems Clerks
and Administrators

GROUP SIZE: 50	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 48%	PERCENT CIVILIAN: 52%
PERCENT ENLISTED: 48%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 4%
AVERAGE NUMBER OF TASKS PERFORMED: 42	1106 - 48%
DAFSC DISTRIBUTION ENLISTED	
65130 - 4%	
65150 - 22%	
65170 - 22%	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-04 - 10% GS-06 - 10%
	GS-05 - 24% GS-07 - 8%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H409 Tear down, collate, or distribute automated products	94
H395 File automated data systems listings	86
H410 Verify transaction logs	86
H391 Coordinate systems problems with data automation personnel	86
I411 Advise automated data processing equipment (ADPE) users of problems encountered during systems operations	78
H399 Make additions, changes, or deletions to databases	76
I412 Advise ADPE users on automated systems operations	76
H404 Prepare quotation or PR folders	72
H392 Determine corrective actions for problems identified on data systems listings	72
H380 Analyze automated procurement systems generated management reports	66

TABLE A51

GROUP ID NUMBER AND TITLE: 0551, Systems Management Branch Chiefs

GROUP SIZE: 45	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 67%	PERCENT CIVILIAN: 33%
PERCENT ENLISTED: 56%	
PERCENT OFFICERS: 11%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 33%
AVERAGE NUMBER OF TASKS PERFORMED: 103	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65100 - 4% 65190 - 4%	GS-07 - 4% GS-12 - 2%
65150 - 7%	GS-09 - 20% GM-13 - 4%
65170 - 40%	GS-11 - 2%
DAFSC DISTRIBUTION OFFICER	
6531 - 4%	
6534 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H380 Analyze automated procurement systems generated management reports	100
F276 Approve or disapprove leaves or passes	84
H391 Coordinate systems problems with data automation personnel	84
H394 Evaluate automated data systems products for trends	80
H379 Advise commanders on Base Contracting Automated System (BCAS) support functions	78
H392 Determine corrective actions for problems identified on data systems listings	76
I415 Assign password or user numbers for ADPE systems entry personnel	71
C171 Present informal briefings	69
A64 Develop work methods or procedures	69
C168 Prepare informal briefings	69
F296 Draft or write civilian job descriptions	69
F297 Draft or write civilian performance reports	69

TABLE A52

GROUP ID NUMBER AND TITLE: 1584, Data Systems Maintenance Analysts

GROUP SIZE: 16	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 6%	PERCENT CIVILIAN: 94%
PERCENT ENLISTED: 6%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	896 - 25% 1106 - 19%
AVERAGE NUMBER OF TASKS PERFORMED: 54	1102 - 44% 1910 - 6%
DAFSC DISTRIBUTION ENLISTED	
65170 - 6%	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-05 - 6% GS-11 - 6%
	GS-07 - 13% GS-12 - 56%
	GS-09 - 13%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I411 Advise automated data processing equipment (ADPE) users of problems encountered during systems operations	100
I412 Advise ADPE users on automated systems operations	100
I420 Coordinate automated data systems requirements with data systems personnel or using activities	88
H381 Analyze software changes or updates	81
I416 Compile results of automated data systems studies	81
I456 Troubleshoot automated data systems software	81
I414 Analyze output from automated data systems modification tests	75
I426 Determine data systems automation requirements, such as replacement of software or hardware	75
I442 Evaluate requests for new products or modifications to existing data systems	75
I453 Review computer output products for prescribed formats	75
I415 Assign password or user numbers for ADPE systems entry	69
I451 Respond to automated systems inquiries	69
I422 Coordinate modifications to on-line automated data systems with design center	63

* Less than .5 percent

TABLE A53

GROUP ID NUMBER AND TITLE: 0747, Correspondence Preparation and Contract Modification Clerks

GROUP SIZE: 12	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 25%	PERCENT CIVILIAN: 75%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 25%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	1102 - 8%
AVERAGE NUMBER OF TASKS PERFORMED: 34	1106 - 67%
DAFSC DISTRIBUTION ENLISTED	
N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-05 - 25% GS-08 - 8%
6511 - 8%	GS-06 - 8%
6534 - 17%	GS-07 - 33%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	100
C172 Proofread correspondence, forms, or reports	92
C148 Distribute correspondence	92
C146 Determine priority and disposition of correspondence or messages	83
C151 Draft or write memoranda for record (MFR)	75
C163 Maintain unclassified files	75
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	75
C147 Distribute contract documents to appropriate units, such as production, quality, or legal	75
N903 Draft or write modifications to contracts	67

* Less than .5 percent

TABLE A54

GROUP ID NUMBER AND TITLE: 1004, Contract Coorespondence Preparation and Documentation Specialists

GROUP SIZE: 128	PERCENT OF SAMPLE: 3%
PERCENT MILITARY: 2%	PERCENT CIVILIAN: 98%
PERCENT ENLISTED: 1%	
PERCENT OFFICERS: 1%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	1102 - 3%
AVERAGE NUMBER OF TASKS PERFORMED: 13	1105 - 2%
DAFSC DISTRIBUTION ENLISTED	1106 - 93%
65150 - 1%	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
6531 - 1%	GS-04 - 34% GS-07 - 3%
	GS-05 - 56% GS-12 - 1%
	GS-06 - 4%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	98
C172 Proofread correspondence, forms, or reports	93
C148 Distribute correspondence	84
C162 Maintain supply of blank forms	72
C163 Maintain unclassified files	70
C165 Post changes to publications	57

TABLE A55

GROUP ID NUMBER AND TITLE: 1251, Briefing Preparation Specialists

GROUP SIZE: 15	PERCENT OF SAMPLE: 0%*
PERCENT MILITARY: 0%	PERCENT CIVILIAN: 100%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	896 - 13% 1910 - 20%
AVERAGE NUMBER OF TASKS PERFORMED: 13	1106 - 67%
DAFSC DISTRIBUTION ENLISTED	
N/A	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
N/A	GS-04 - 13% GS-09 - 27%
	GS-05 - 47% GS-12 - 7%
	GS-06 - 7%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	93
C168 Prepare informal briefings	93
C167 Prepare formal briefings	93
C169 Prepare status boards, charts, or graphs	80
C172 Proofread correspondence, forms or reports	67

* Less than .5 percent