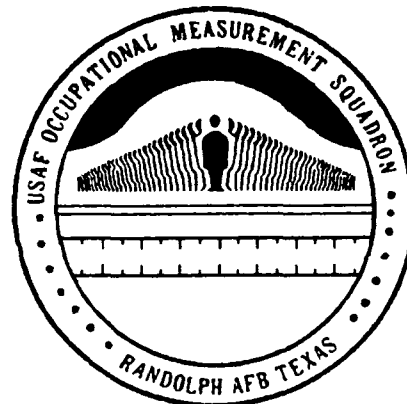


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OCCUPATIONAL SURVEY REPORT

ACQUISITION, CONTRACTING/MANUFACTURING

AFSC 65XX

AFPT 90-65X-862

JANUARY 1992

92-15192



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

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PREFACE

This report presents the results of an Air Force Occupational Survey of the Acquisition Contracting/Manufacturing (AFSC 65XX) utilization field. 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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SUMMARY OF RESULTS

1. Survey Coverage: The Acquisition Contracting/Manufacturing utilization field was surveyed to obtain data to use in making training decisions. Survey results are based on responses of 1,013 DAFSC 65XX officers (64 percent of all assigned 651X, 652X, 653X, 654X, and 659X officers). All major using commands are well represented in the officer sample.
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). Twelve of the clusters and two of the independent jobs identified included officer personnel. Among the officer DAFSCs, the specialty job structure for the DAFSC 653X officers was the most diverse. DAFSC 653X group members appeared in all of the clusters and independent jobs that included officer personnel.
3. Analysis of DAFSC 65XX Groups: Task performance differences occur across the five officer DAFSCs included in the survey. DAFSC 652X, 653X, and 654X group members spend most of their time in the performance of technical tasks; however, the technical nature of the tasks varied for each AFSC. Members of the DAFSC 651X and 659X groups spend most of their time on command, management, and supervision tasks, but substantial percent members performing differences occur between these two AFSCs on a number of tasks. Further, DAFSC 651X and 659X group members perform broader jobs than DAFSC 652X, 653X, or 654X survey respondents.
4. Utilization Field Progression: Progression occurs across the Acquisition, Contracting, and Manufacturing utilization field as time in utilization field (TIUF) increases. This progression occurs in terms of an increase in the average number of tasks performed and shifts in task performance from technical tasks to tasks dealing with command, management, or supervisory activities, or a combination of the two.
5. AFR 36-1 Specialty Descriptions: The AFR 36-1 Specialty Descriptions for DAFSCs 6516, 6524, 6534, 6544, and 6596 were generally supported by survey data. However, survey data provide support for the recognition of responsibilities related to personnel activities and the review and evaluation of contractual documentation prepared by other contracting personnel for DAFSC 6516. In addition, much of the content in paragraph b. of the DAFSC 6534 specialty description appears redundant to what is stated in paragraph d. Finally, paragraph c. of the DAFSC 6534 specialty description does not address coordination activities that occur with the Defense Contract Audit Agency.
6. Analysis of DAFSC 65XX MAJCOM and SOA Groups: Within DAFSC 651X, occupational survey data reveal task performance differences across a number of commands. A number of differences also occur across MAJCOMs in DAFSC 653X.

7. Training Analysis: Analysis of the Course Training Standards (CTS) and Plans of Instruction (POIs) for the G30BR6531 Central/Systems Level and the G30BR6531 Base-Level Contracting officer courses conducted at Lowry AFB CO, compared with occupational survey data, revealed that the CTSs and POIs for both courses were in need of review.

8. Job Satisfaction: Review of job satisfaction indicators revealed that job satisfaction is high for DAFSCs 651X, 653X, and 659X. Comparisons of other DAFSCs included in this survey, with a comparative sample of other command support officer utilization fields and survey data from 1984, revealed that job satisfaction for DAFSC 652X officers was considerably lower. In addition, career intentions for DAFSC 654X officers are considerably lower than all other DAFSCs included in this survey.

9. Implications: Suggested changes to AFR 36-1 descriptions for AFSCs 6516 and 6534 should be considered for adoption. In addition, the CTSs and POIs for OBR courses G30BR6531, Central/Systems Level and Base-Level Contracting officer courses conducted at Lowry AFB CO, should be reviewed along with occupational survey data. Finally, job satisfaction indicators for DAFSC 652X officers are considerably lower than other DAFSCs included in the survey and career intentions for DAFSC 654X officers are lower than all other DAFSCs included in this survey.

OCCUPATIONAL SURVEY REPORT
ACQUISITION, CONTRACTING/MANUFACTURING UTILIZATION FIELDS
(AFSC 65XX)

INTRODUCTION

This is a report of an occupational survey of the Acquisition, Contracting, and Manufacturing utilization fields completed by the Occupational Analysis Branch, USAF Occupational Measurement Squadron. This survey was conducted jointly with the enlisted Contracting career ladder, DAFSC 651X0, 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 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 that civilians are performing tasks not done by military personnel.

This report will concentrate on data relating to DAFSC 65XX and, where applicable, comparisons will be made with data obtained from enlisted personnel or civilians who were included in the survey. Separate reports are available covering enlisted personnel and civilians.

BACKGROUND

As described in AFR 36-1 Specialty Descriptions, personnel in the AFSC 651X specialty direct acquisition, contracting, and manufacturing programs, including developing and administering contracts for the acquisition of weapons systems, supplies, and services. Personnel in the AFSC 652X specialty manage production and manufacturing quality assurance surveillance activities, develop and implement industrial plans, and monitor contracts for weapons systems, supplies, and services secured through contracting programs. Those personnel in the AFSC 653X specialty manage contracting activities, prepare solicitations, negotiate awards, and administer contracts to acquire systems supplies and services through central, systems, and operational contracting programs. Those officers in the AFSC 654X specialty conduct and manage industrial and manufacturing engineering activities, as they pertain to the design, development, and modification of Air Force weapons systems. Officers in AFSC 659X direct and monitor development, implementation, and operation of acquisition contracting programs, including acquisition planning, cost fore-

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casting, production readiness, contract formulation, producibility analysis, cost and price analysis, production surveillance and monitoring, and contract program completion. They also integrate aspects of system program management, manufacturing engineering, management engineering, management analysis, cost analysis, and legal and contractual review. In addition, they supervise major contracting activities and serve as acquisition contracting advisor to commanders and officials in joint agencies, Air Staff, and Air Force Secretariat.

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:

<u>LOCATION</u>	<u>REASON FOR VISIT</u>
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 staff.
Norton AFB CA	Obtain input from operational contracting personnel.

Hughes Aircraft and 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. Prior to mailing, the survey instrument was coordinated with national level unions representing civilian employees.

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 651X, 652X, 653X, 654X, and 659X. 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 65XX as of October 1989. The 1,013 military officer AFSC 65XX respondents represent 64 percent of the total assigned AFSC 65XX personnel. Table 2 reflects the paygrade distribution for officer members. Accurate representation was achieved for the major MAJCOM users of AFSC 65XX officers and for the officer paygrade groups.

TABLE 1
COMMAND REPRESENTATION OF AFSC 65XX SURVEY SAMPLE
(MILITARY OFFICER)

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
AFSC	46	46
AFLC	10	12
SAC	5	4
TAC	5	5
AU	4	1
USAFE	3	4
AFCC	3	3
ATC	3	2
MAC	2	3
HQ USAF	2	1
PACAF	1	2
AFSPACECOM	1	2
AAC	1	1
OTHER	14	14
TOTAL	100	100

Total Assigned - 1,579

Total Eligible for Survey** - 1,385

Total in Sample - 1,013

Percent of Assigned in Sample - 64%

Percent of Eligible in Sample - 73%

* 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>
O-1	7	6
O-2	7	8
O-3	45	43
O-4	21	23
O-5	13	14
O-6	6	6

* Assigned strength as of October 1989

Task Factor Administration

In addition to completing the job inventory, selected captains also completed a second book asking for training emphasis (TE) ratings. The TE 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.

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-assignment 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 85 DAFSC 6534 captains stationed worldwide. If all raters were in complete accord on which tasks are important for first-assignment 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 holding AFSCs other than 653X and by civilians or enlisted personnel, there were a number of tasks with minimal response (less than 10 percent) by DAFSC 653X personnel criterion groups. Tasks that were performed by less than 10 percent of any DAFSC 653X TIUF group and were below average in initial TE computations were eliminated in the final TE computation. Accordingly, DAFSC 653X TE ratings were based on 699 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 DAFSC 653X personnel. For the DAFSC 653X utilization field, tasks rated high in TE have ratings of 2.46 and above, with an average rating of 1.31. TE rating data may also be used to rank order those tasks which DAFSC 6534 captains consider the most important for the first-assignment DAFSC 653X officer to know. TE data were also collected from 45 DAFSC 652X officers; however, agreement among the raters was not achieved to the extent that an acceptable interrater reliability value could be obtained.

When used in conjunction with the primary criterion of percent members performing, TE ratings can provide insight into first-assignment 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 utilization field structure. The structure of jobs within the Acquisition, Contracting, and Manufacturing utilization fields was examined on the basis of similarity of tasks performed and the percent of 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 job types too dissimilar to fit within a cluster are labeled Independent Jobs (IJ) types. The job structure information resulting from this grouping process (the various jobs within the utilization field) can be used to evaluate the accuracy of utilization field documents (AFR 36-1 Specialty Descriptions and Course Training Standards) and to gain a better understanding of current utilization patterns. The above terminology will be used in the discussion of the AFSC 65XX utilization field structure.

Overview of Specialty Jobs

As previously mentioned in the INTRODUCTION section of this report, this survey included AFSC 651X0 enlisted personnel and eight civilian job series, along with AFSC 65XX personnel. Accordingly, the job structure is reflective of the task similarity and relative time spent by all of the people included in the study. The division of jobs performed by AFSC 65XX personnel is illustrated in Figure 1, and a listing of those jobs is provided below. Structure analysis identified DAFSC 65XX personnel in 12 clusters and 2 independent jobs. 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 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 65XX personnel identified through structure analysis. Selected background data for these groups are provided in Table 4.

DISTRIBUTION OF AFSC 65XX PERSONNEL ACROSS SPECIALTY JOBS

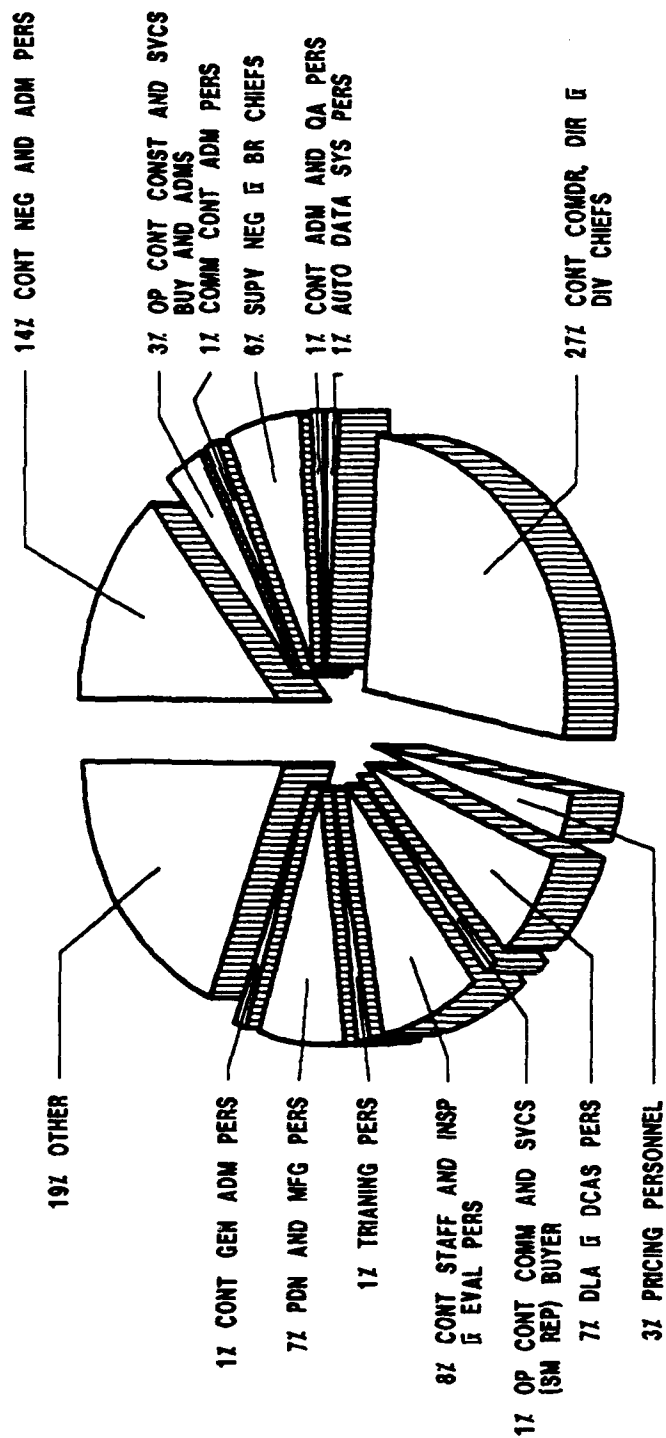


Figure 1

TABLE 3

JOB STRUCTURE TABLE

- 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 TABLE

- 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 TABLE

- X. CONTRACTING COMMANDERS, DIRECTORS, AND DIVISION CHIEFS CLUSTER (ST456, 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 TABLE

XVII. AUTOMATED DATA SYSTEMS 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)

TABLE 4

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT COMMODITY AND SVS (SMALL PURCHASE) BUYERS (ST0179)	PRICING PERSONNEL (ST0155)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (ST0618)
GROUP SIZE:			
PERCENT IN SAMPLE	436	156	684
PERCENT MILITARY	9	3	14
PERCENT OFFICERS	68	23	33
PERCENT ENLISTED	3	22	21
PERCENT CIVILIANS	66	1	12
PERCENT IN CONUS	32	78	67
	92	98	95
DAFSC OR JOB SERIES DISTRIBUTION (PERCENT)			
65130	6	--	--
65150	42	--	4
65170	17	1	7
65190	--	--	--
65100	--	--	--
6511	--	1	--
6516	--	2	1
6521	--	--	--
6524	--	--	--
6531	2	4	3
6534	1	15	16
6541	--	--	--
6544	--	--	--
6591	--	--	--
6596	--	--	--
0801	1	1	--
0896	--	2	--
1102	14	74	67
1103	--	--	--
1105	17	--	--
1106	2	--	--
1150	--	--	--
1910	--	1	--

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT COMMODITY AND SVS (SMALL PURCHASE) BUYERS (ST0179)	PRICING PERSONNEL (ST0155)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (ST0618)
AVERAGE ENLISTED GRADE	E-4	E-5	E-5
AVERAGE OFFICER GRADE	O-2	O-3	O-3
CIVILIAN GRADE DISTRIBUTION (PERCENT)			
GS-02	--	--	--
GS-03	--	1	--
GS-04	1	--	--
GS-05	10	--	1
GS-06	4	--	--
GS-07	11	1	6
GS-08	--	--	--
GS-09	4	6	14
GS-10	--	--	--
GS-11	1	12	17
GS-12	--	47	26
G -13	--	6	2
GM-13	--	3	2
GS-14	--	--	--
GM-14	--	1	--
GS-15	--	--	--
GM-15	--	--	--
AVERAGE NUMBER OF TASKS PERFORMED	50	40	149
PERCENT SUPERVISING	9	6	7
PERCENT POSSESSING CONTRACTING WARRANTS	11	5	35

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

TYPE ORGANIZATION WORKING IN (PERCENT)	OP CONT COMMODITY AND SVS (SMALL PURCHASE) BUYERS (ST0179)		PRICING PERSONNEL (ST0155)		CONTRACT NEGOTIATORS AND ADMINISTRATORS (ST0618)	
OPERATIONAL (BASE)	87	3	23			
CENTRAL	7	22	33			
RESEARCH & DEVELOPMENT	0	10	11			
MAJOR SYSTEMS	1	28	25			
DLA, OTHER THAN DCAS	0	1	0			
DEFENSE CONTRACT AUDIT AGENCY	0	0	0			
CONTRACT MANAGEMENT CENTER	0	1	0			
AF CONTRACT MANAGEMENT DIVISION	0	29	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 (ST0171)	COMMODITY CONTRACT ADMINISTRATORS (ST0132)
GROUP SIZE:	431	95	86
PERCENT IN SAMPLE	9	2	2
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
DAFSC OR JOB SERIES DISTRIBUTION (PERCENT)			
65130	1	1	3
65150	26	14	9
65170	36	36	6
65190	--	--	--
65100	--	--	--
6511	--	--	--
6516	--	--	--
6521	--	--	1
6524	--	--	--
6531	1	2	2
6534	6	6	8
6541	--	--	1
6544	--	--	--
6591	--	--	--
6596	--	--	--
0801	--	--	--
0896	--	--	--
1102	29	35	38
1103	--	--	--
1105	--	--	5
1106	--	1	26
1150	--	--	--
1910	--	4	--

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

AVERAGE ENLISTED GRADE AVERAGE OFFICER GRADE	OP CONT CONST AND SVCS BUYERS AND ADMINISTRATORS (ST0487)		CONTRACT ADMIN & QA (ST0171)		COMMODITY CONTRACT ADMINISTRATORS (ST0132)	
	E-5 O-2		E-5 O-2		E-4 O-2	
CIVILIAN GRADE DISTRIBUTION (PERCENT)						
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	

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

TYPE ORGANIZATION WORKING IN (PERCENT)	OP CONT CONST AND SVCS BUYERS AND ADMINISTRATORS (ST0487)			CONTRACT ADMIN & QA (ST0171)		COMMODITY CONTRACT ADMINISTRATORS (ST0132)	
OPERATIONAL (BASE)	88			81		23	
CENTRAL	6			5		33	
RESEARCH & DEVELOPMENT	0			0		11	
MAJOR SYSTEMS	1			5		25	
DLA, OTHER THAN DCAS	0			0		0	
DEFENSE CONTRACT AUDIT AGENCY	0			0		0	
CONTRACT MANAGEMENT CENTER	0			0		0	
AF CONTRACT MANAGEMENT DIVISION	1			3		1	

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	SUPV NEGOTIATOR DIVISION AND BRANCH CHIEFS (ST0576)	CONTRACTING COMDRS, DIRECTORS, AND DIV CHIEFS (ST0456)
GROUP SIZE:	178	531
PERCENT IN SAMPLE	4	11%
PERCENT MILITARY	59	53%
PERCENT OFFICERS	33	51%
PERCENT ENLISTED	25	2%
PERCENT CIVILIANS	41	47%
PERCENT IN CONUS	76	89%
DAFSC OR JOB SERIES DISTRIBUTION (PERCENT)		
65130	--	--
65150	1	--
65170	21	1
65190	2	1
65100	1	--
6511	2	5
6516	12	27
6521	--	--
6524	--	1
6531	--	--
6534	20	5
6541	--	--
6544	--	--
6591	--	1
6596	--	13
0801	--	20
0896	--	2
1102	--	19
1103	40	--
1105	--	--
1106	--	--
1150	--	--
1910	1	1
		4

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	SUPV NEGOTIATOR DIVISION AND BRANCH CHIEFS (ST0576)	CONTRACTING COMDRS, DIRECTORS, AND DIV CHIEFS (ST0456)
AVERAGE ENLISTED GRADE	E-7	E-8
AVERAGE OFFICER GRADE	O-3	O-5
CIVILIAN GRADE DISTRIBUTION (PERCENT)		
GS-02	--	--
GS-03	--	--
GS-04	--	--
GS-05	--	--
GS-06	--	--
GS-07	--	--
GS-08	--	--
GS-09	2	--

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	SUPV NEGOTIATOR DIVISION AND BRANCH CHIEFS (ST0576)	CONTRACTING COMDRS, DIRECTORS, AND DIV CHIEFS (ST0456)
GS-10	1	--
GS-11	11	2
GS-12	8	9
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
PERCENT SUPERVISING	86	92
PERCENT POSSESSING CONTRACTING WARRANTS	92	32
TYPE ORGANIZATION WORKING IN (PERCENT)		
OPERATIONAL (BASE)	52	27
CENTRAL	16	15
RESEARCH & DEVELOPMENT	6	7
MAJOR SYSTEMS	19	20
DLA, OTHER THAN DCAS	1	2
DEFENSE CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	0	2
AF CONTRACT MANAGEMENT DIVISION	2	11

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	DLA AND DCAS PERSONNEL (ST0588)	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (ST0168)
GROUP SIZE:		
PERCENT IN SAMPLE	71	318
PERCENT MILITARY	1	7
PERCENT OFFICERS	100	35
PERCENT ENLISTED	94	28
PERCENT CIVILIANS	6	7
PERCENT IN CONUS	--	66
	94	90
DAFSC OR JOB SERIES DISTRIBUTION (PERCENT)		
65130	--	--
65150	--	1
65170	3	4
65190	--	1
65100	3	1
6511	18	3
6516	51	14
6521	--	--
6524	--	1
6531	--	--
6534	14	8
6541	--	--
6544	--	--
6591	--	--
6596	11	1
0801	--	16
0896	--	5
1102	--	28
1103	--	1
1105	--	--
1106	--	--
1150	--	3
1910	--	13

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	DLA AND DCAS PERSONNEL (ST0588)	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (ST0168)
AVERAGE ENLISTED GRADE	E-8	E-7
AVERAGE OFFICER GRADE	O-4	O-4
CIVILIAN GRADE DISTRIBUTION (PERCENT)		
GS-02	--	--
GS-03	--	--
GS-04	--	--
GS-05	--	--
GS-06	--	--
GS-07	--	--
GS-08	--	--
GS-09	--	6
GS-10	--	--
GS-11	--	10
GS-12	--	28
GS-13	--	9
GM-13	--	4
GS-14	--	2
GM-14	--	4
GS-15	--	1
GM-15	--	1
AVERAGE NUMBER OF TASKS PERFORMED	315	53
PERCENT SUPERVISING	69	13
PERCENT POSSESSING CONTRACTING WARRANTS	29	10

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	DLA AND DCAS PERSONNEL (ST0588)	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (ST0168)
TYPE ORGANIZATION WORKING IN (PERCENT)		
OPERATIONAL (BASE)	7	12
CENTRAL	13	10
RESEARCH & DEVELOPMENT	0	7
MAJOR SYSTEMS	4	24
DLA, OTHER THAN DCAS	37	3
DEFENSE CONTRACT AUDIT AGENCY	18	0
CONTRACT MANAGEMENT CENTER	1	2
AF CONTRACT MANAGEMENT DIVISION	1	3

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	PRODUCTION AND MANUFACTURING PERSONNEL (ST0113)	AUTOMATED DATA SYS (ST0119)
GROUP SIZE:		
PERCENT IN SAMPLE	141	218
PERCENT MILITARY	3	4
PERCENT OFFICERS	49	38
PERCENT ENLISTED	49	4
PERCENT CIVILIANS	--	34
PERCENT IN CONUS	50	62
	97	89
DAFSC OR JOB SERIES DISTRIBUTION (PERCENT)		
65130	--	2
65150	--	12
65170	--	17
65190	--	1
65100	--	1
6511	1	--
6516	11	--
6521	1	--
6524	23	--
6531	1	1
6534	1	3
6541	2	--
6544	6	--
6591	1	--
6596	1	--
0801	11	--
0896	24	7
1102	--	19
1103	--	--
1105	--	1
1106	--	33
1150	13	--
1910	1	1

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

AVERAGE ENLISTED GRADE AVERAGE OFFICER GRADE CIVILIAN GRADE DISTRIBUTION (PERCENT)	PRODUCTION AND MANUFACTURING PERSONNEL (ST0113)		AUTOMATED DATA SYS (ST0119)	
GS-02	--	E-5		
GS-03	0-3	0-3		
GS-04	--	--		
GS-05	--	--	6	
GS-06	--	--	18	
GS-07	--	--	5	
GS-08	1	--	8	
GS-09	--	--	--	
GS-10	--	--	9	
GS-11	--	--	--	
GS-12	11	--	5	
GS-13	23	--	9	
GM-13	6	--	1	
GS-14	7	--	1	
GM-14	1	--	--	
GM-15	1	--	--	
GS-15	--	--	--	
GM-15	1	--	--	
AVERAGE NUMBER OF TASKS PERFORMED	104		58	
PERCENT SUPERVISING	27		24	
PERCENT POSSESSING CONTRACTING WARRANTS	1		11	

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

TYPE ORGANIZATION WORKING IN (PERCENT)	PRODUCTION AND MANUFACTURING PERSONNEL (ST0113)		AUTOMATED DATA SYS (ST0119)	
OPERATIONAL (BASE)	0		57	
CENTRAL	2		17	
RESEARCH & DEVELOPMENT	6		2	
MAJOR SYSTEMS	50		6	
DLA, OTHER THAN DCAS	0		2	
DEFENSE CONTRACT AUDIT AGENCY	0		0	
CONTRACT MANAGEMENT CENTER	1		2	
AF CONTRACT MANAGEMENT DIVISION	38		3	

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

GROUP SIZE:	CONTRACT		TRAINING PERSONNEL (ST0183)
	GEN ADM PERSONNEL (ST0093)		
PERCENT IN SAMPLE	250		27
PERCENT MILITARY	5		1
PERCENT OFFICERS	12		74
PERCENT ENLISTED	6		56
PERCENT CIVILIANS	6		18
PERCENT IN CONUS	89		26
	94		85
DAFSC OR JOB SERIES DISTRIBUTION (PERCENT)			
65130	--	--	--
65150	3	7	7
65170	2	11	11
65190	--	--	--
65100	--	--	--
6511	1	4	4
6516	--	15	15
6521	--	--	--
6524	--	--	--
6531	1	--	--
6534	3	37	37
6541	--	--	--
6544	--	--	--
6591	--	--	--
6596	--	--	--
0801	2	--	--
0896	1	--	--
1102	4	11	11
1103	--	--	--
1105	2	--	--
1106	76	--	--
1150	--	--	--
1910	4	15	15

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACT GEN ADM PERSONNEL (ST0093)	TRAINING PERSONNEL (ST0183)
AVERAGE ENLISTED GRADE	E-5	E-5
AVERAGE OFFICER GRADE	O-3	O-3
CIVILIAN GRADE DISTRIBUTION (PERCENT)		
GS-02	--	--
GS-03	--	--
GS-04	24	--
GS-05	45	--
GS-06	6	--
GS-07	5	--
GS-08	--	--
GS-09	4	7
GS-10	--	--
GS-11	2	4
GS-12	2	11
GS-13	--	4
GM-13	--	--
GS-14	--	--
GM-14	--	--
GS-15	--	--
GM-15	--	--
AVERAGE NUMBER OF TASKS PERFORMED	17	32
PERCENT SUPERVISING	1	26
PERCENT POSSESSING CONTRACTING WARRANTS	1	4

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACT GEN ADM PERSONNEL (ST0093)	TRAINING PERSONNEL (ST0183)
TYPE ORGANIZATION WORKING IN (PERCENT)		
OPERATIONAL (BASE)	20	7
CENTRAL	21	11
RESEARCH & DEVELOPMENT	9	0
MAJOR SYSTEMS	15	4
DLA, OTHER THAN DCAS	2	4
DEFENSE CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	2	0
AF CONTRACT MANAGEMENT DIVISION	12	4

Table 5 displays time spent on duties for the clusters and independent jobs that included officer 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 1 percent of the officer DAFSC 65XX sample and are characterized by the large amount of time spent performing tasks within the Acquisition duty (74 percent) (Table 5). Table 5 also shows that 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. Of the members performing jobs within this cluster, 65 percent are enlisted, 3 percent are officers, and 32 percent are civilians. In addition, 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 Purchase Orders (POs)
- Request oral bids or quotations
- Prepare Delivery Orders (DOs)
- Prepare Request for Quotations (RFQs)
- Cancel Purchase Requests (PRs)
- Draft or write modifications to POs or DOs

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 acquisition. In other cases, the members of the job groups were performing both commodity and service acquisition. 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 tasks, and time spent on tasks.

Two of the ten jobs identified in this cluster were fairly narrow in that the incumbents of 1 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 jobs was involved in small purchase acquisitions for both commodities and contract repair services. In addition, both of these jobs consisted of personnel who were predominately military 5-skill level (69 percent and 80 percent). None of the members of either job possessed contracting warrants.

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)	PRICING PERSONNEL (N=156)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (N=684)
A COMMAND AND MANAGEMENT	1	3	2
B INSPECTION AND EVALUATION	1	1	1
C GENERAL ADMINISTRATION	6	6	7
D RESOURCE MANAGEMENT	*	*	*
E CONTINGENCY AND DEPLOYMENT	1	*	*
F PERSONNEL	1	1	*
G TRAINING	1	1	1
H AUTOMATED DATA SYSTEMS OPERATION	4	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	*	1	*
J PRICING	2	64	16
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	2	3
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	1
M QUALITY ASSURANCE	*	*	1
N ACQUISITION	74	13	53
O CONTRACT ADMINISTRATION	7	6	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 (N=95)	COMMODITY CONTRACT ADMINISTRATORS (N=86)
A COMMAND AND MANAGEMENT	1	4	2
B INSPECTION AND EVALUATION	1	2	*
C GENERAL ADMINISTRATION	8	12	14
D RESOURCE MANAGEMENT	*	*	*
E CONTINGENCY AND DEPLOYMENT	1	1	*
F PERSONNEL	1	2	1
G TRAINING	1	4	1
H AUTOMATED DATA SYSTEMS OPERATION	1	1	2
I AUTOMATED DATA SYSTEMS MAINTENANCE	*	*	*
J PRICING	6	5	3
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	1	3
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	1
M QUALITY ASSURANCE	4	17	*
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 DIVISION (N=178)	CONTRACTING COMDRS, DIRECTORS, AND DIV CHIEFS (N=531)	DLA AND DCAS PERSONNEL (N=71)	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (N=318)
A COMMAND AND MANAGEMENT	8	24	15	30
B INSPECTION AND EVALUATION	4	7	2	10
C GENERAL ADMINISTRATION	6	10	6	22
D RESOURCE MANAGEMENT	3	11	10	4
E CONTINGENCY AND DEPLOYMENT	1	1	3	1
F PERSONNEL	10	20	11	3
G TRAINING	3	3	5	3
H AUTOMATED DATA SYSTEMS OPERATION	2	1	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	4	1
J PRICING	8	2	3	2
K PRODUCTION AND MANUFACTURING SURVEILLANCE	2	2	8	3
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	*	1	1
M QUALITY ASSURANCE	2	1	4	3
N ACQUISITION	35	10	11	12
O CONTRACT ADMINISTRATION	13	4	14	3
P GENERAL ACQUISITION	3	2	2	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	PRODUCTION AND MANUFACTURING PERSONNEL (N=141)	AUTOMATED DATA SYS (N=218)	CONTRACT		TRAINING PERSONNEL (N=27)
			GEN ADM PERSONNEL (N=250)		
A COMMAND AND MANAGEMENT	8	7	5		11
B INSPECTION AND EVALUATION	3	3	1		2
C GENERAL ADMINISTRATION	10	11	61		10
D RESOURCE MANAGEMENT	2	2	*		2
E CONTINGENCY AND DEPLOYMENT	1	1	1		*
F PERSONNEL	4	4	1		4
G TRAINING	1	4	1		66
H AUTOMATED DATA SYSTEMS OPERATION	1	35	9		*
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	19	2		1
J PRICING	2	*	1		-
K PRODUCTION AND MANUFACTURING SURVEILLANCE	48	1	2		-
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	*	*		-
M QUALITY ASSURANCE	4	*	1		1
N ACQUISITION	7	9	8		1
O CONTRACT ADMINISTRATION	7	3	6		*
P GENERAL ACQUISITION	1	2	2		-

* Less than .5 percent

Although the members of each job spent similar amounts of time in performing Acquisition tasks (87 percent versus 85 percent), one job group spent 12 percent of their time performing Automated Data Systems Operation tasks, while the other job 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 job performing an average of 27 tasks, while the members of the other job performed an average of 28 tasks. The majority of the people performing these jobs were military (77 percent and 59 percent). The jobs performed by the incumbents of each group were different in the respect that 63 percent of one job group prepared contracts, compared to 38 percent of the other job group. In addition, the members of one job spent more of their time performing tasks related to the 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 1 job performing an average of 83 tasks, while members of the other job group 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 spend more of their time performing contract administration tasks than the other (18 percent versus 8 percent). Meanwhile, members forming the other job spend considerably more of their time performing acquisition tasks (76 percent versus 53 percent). Three additional 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 forming 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 that 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.

PRICING PERSONNEL INDEPENDENT JOB TYPE. Members forming this independent job (Table 3 and Appendix A, Table 11) account for 3 percent of the total sample and 3 percent of the DAFSC 65XX sample and are differentiated from other clusters and independent job types based on the large amount of time (64

percent) they spend performing pricing tasks (Table 5). Table 4 shows that members of this job perform an average of 40 tasks, with 78 percent being civilians. All but 4 percent of the civilians are in Job Series 1102, Contract and Procurement. Twenty-two percent of this job group are officers, with most (13 percent) holding the rank of captain. Sixty-three percent of the incumbents forming this job are in Air Force Systems Command (57 percent are in Major Systems or AF Contract Management Division environments). An additional 22 percent are working in Central Contracting environments (Table 4).

CONTRACT NEGOTIATORS AND ADMINISTRATORS CLUSTER. This is the largest cluster identified in the survey analysis, accounting for 14 percent of the total survey sample and 14 percent of the DAFSC 65XX survey sample. Personnel within this cluster separate themselves from other clusters and independent job types by the amount of time distributed on acquisition, pricing, and contract administration tasks (Table 5). 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 (Table 3 and 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 Price Negotiation Memoranda (PNMs)
- Evaluate proposals
- Draft or write Requests for Proposal (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 identified were dominated by personnel performing central contracting. The incumbents forming one job consisted almost entirely of contract negotiators from Air Logistic Centers. They 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 job 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. Seventy-two percent of this job's members possessed contracting warrants. Both jobs 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 on 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 1 job spending 14 percent of their time, while those in the other job spend only 3 percent. Each job group contained a mixture of civilian and military incumbents, with the majority in each case being civilian. The military members of each job 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 on service acquisitions. The members of this job spent proportionately more of their time on contract administration tasks (20 percent), and this was the only job identified within this cluster where the members spent more than 2 percent of their time in performing quality assurance tasks (7 percent). The incumbents of this job also had a broad job in that they performed an average of 238 tasks. Fifty-one percent of this job'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 job perform an average of 95 tasks, with 44 percent of this time spent on acquisition tasks, 24 percent of the time on pricing tasks, and 12 percent of their time on contract administration tasks. Forty-eight percent of this job's members prepare contracting actions or modifications averaging more than 1 million dollars. Fifty-seven percent are working in Major System acquisitions, and 28 percent are working in Research and Development acquisitions. Fifty-two percent of the incumbents in this job 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 job'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 less 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 job (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 job are all captains, and 20 percent are working in DAFSC 653X positions. Sixty-eight percent of the personnel in this job 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 and also in the amount of time spent on general administration tasks (17 percent), such as correspondence preparation, maintenance of classified and unclassified files, presentation of briefings, etc. This job group is mostly military (71 percent), with 57 percent in company officer grades. None of the members forming this job 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 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. Members performing the jobs within this cluster account for 9 percent of the total survey sample and 3 percent of the DAFSC 65XX 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 (Table 3 and 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 acquisition and administration. One large job 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 jobs, 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 job (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 members of the two remaining construction jobs (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 2 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 performs 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 job 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 jobs. The incumbents of this job 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 4 services jobs is the most narrow with incumbents performing an average of 76 tasks. Compared with the previously described job, 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 job'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 job group (16 percent vs 8 percent), but less than the second job group (16 percent vs 23 percent). The incumbents of this job show larger numbers of percent members performing 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 job'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 job 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 job 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 job's members prepared services contracts for the maintenance, repair, and rebuilding of equipment. When compared with the other services jobs 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, show-cause notices, contractor's claim requests, negotiation of modifications to purchase orders or delivery orders, establishing delivery dates, and coordination of contract termination procedures. This job group is comprised of 66 percent civilians, all of whom were working in Job Series 1102, Contract and Procurement. Fifty percent are in grades GS-11 or GS-12. The remaining members of this job are all enlisted personnel equally divided between DAFSC 65170 and 65150 personnel.

The final job identified in this cluster was the only one not dominated by those working in an operational contracting environment. The membership of this job group is divided among operational contracting, central contracting, major systems, and AF Contract Management Division environments. This job group prepares both services (100 percent) and commodity (73 percent) type contracts. This is the only job group in the cluster that spends equal amounts of time on acquisition tasks (29 percent) and contract administration tasks (29 percent). This job 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 (Table 3, and Appendix A, Tables 29 and 30) accounts for 2 percent of the total survey sample and 1 percent of the DAFSC 65XX 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 job spend far more of their time on training and general administration tasks. This job 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 (Table 4). Members of the other job spend larger percentages of their time on contract administration and acquisition tasks. The members of this job 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 jobs 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 65XX 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 job 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 those forming this job, 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 job work primarily in operational contracting environments. The membership of this job 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 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 (Table 3 and Appendix A, Tables 33 through 37) and account for 4 percent of the total survey sample and 6 percent of the DAFSC 65XX 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 is 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 grade 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 job'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 job were performing an average of 150 tasks. Forty-seven percent of the incumbents were civilian GS-11s or GS-12s 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 job's members possessed contracting warrants.

The third job consisted mainly of military members (83 percent), with 71 percent enlisted personnel, and 54 percent 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 forming this job 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 job's members are captains, and 19 percent are majors. Compared to the three previously described jobs within this cluster, the members of this job group are involved in large dollar value contracts. For 52 percent of the members of this job group, the average dollar value of contracting actions prepared during the past year ranged between 1 million and 25 million dollars plus. Eighty-eight percent 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 job's 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 job are supervisors. Members of this job 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 27 percent of the DAFSC 65XX 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). 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 job'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 grade 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 jobs). The members forming these jobs consist of 86 percent officers and 14 percent civilians, and they perform an average of 77 tasks. The officers in this job 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 job 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).

Members of the final job identified in this cluster perform almost twice the number of tasks performed by members of the other 2 jobs (142 versus 77 and 78). The members of this job also spend more of their time on resource management tasks (12 percent versus 4 or 5 percent). Members of this job also show larger percent members performing on a number of personnel tasks. Job membership is 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. Forty-one percent of the civilians are in grades GM-14 (14 percent), GM-13 (17 percent), or GS-12 (10 percent).

DEFENSE LOGISTICS AGENCY AND DEFENSE CONTRACT AUDIT SERVICE PERSONNEL CLUSTER.

The 3 jobs forming this cluster (Table 3 and Appendix A, Tables 41-43) are very broad, with members of each job performing an average of more than 300 tasks. The incumbents are assigned to various Defense Logistics Agency/Defense Contract Audit Service organization levels. This cluster accounts for 1 percent of the total survey sample and 7 percent of the DAFSC 65XX survey sample, and time spent by members is fairly evenly distributed across a number of supervisory, command and management, and technical tasks. More than two-thirds of the members are supervisors, and all of this cluster's members are military, with 94 percent being officers. Fifty-seven percent of the officers hold the rank of captain or major, with 25 percent being lieutenant colonels and 11 percent being colonels. Sixty-nine percent of the officers are working in DAFSC 651X positions. Representative tasks performed by members of this cluster follow below:

- Advise subordinates on unit policies or procedures
- Certify civilian timecards
- Approve or disapprove leaves or passes
- Review DD Forms 250
- Review contract monitoring and surveillance reports
- Request oral bids or quotations
- Evaluate contractors' training systems

The three jobs identified in this cluster vary from one another in terms of time spent on various command and management and technical tasks. For example, one job group spends most of their time on technical tasks in contract administration, acquisition, pricing, and production and manufacturing. Members forming the other two jobs spend proportionately more of their time on command and management and supervisory tasks than the job first described, but vary from each other in the respect that one group concentrates more of their time on technical tasks than the other group.

CONTRACTING STAFF AND INSPECTION AND EVALUATION PERSONNEL CLUSTER. This cluster of six jobs (Appendix A, Tables 44-49) accounts for 7 percent of the entire survey sample and 8 percent of the DAFSC 65XX 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 predominantly civilian (66 percent), and 28 percent are officers (Table 4). 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 ranges from an average of 25 tasks performed to 78 (Table 4). 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 grades 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 grades from GS-11 through GS-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 job'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 job 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 job 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 job 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 jobs spend 31 percent of their time performing inspection and evaluation tasks. Members are 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 job are majors. The final job in this cluster spends 44 percent of its time on inspection and

evaluation tasks. The members of this job 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.

PRODUCTION AND MANUFACTURING PERSONNEL CLUSTER. Accounting for 3 percent of the total survey sample and 7 percent of the DAFSC 65XX survey sample, this cluster of four jobs (Table 3 and Appendix A, Tables 50-53) is set apart from other clusters and independent job types based on the amount of time spent in performing production and manufacturing tasks. The members of this cluster are evenly divided between civilians and officers, and 93 percent of the incumbents are assigned to Air Force Systems Command. Of the 50 percent who are civilians, 34 percent are in grades GS-11 or GS-12, and 35 percent are working in Job Series 0801, General Engineer, or Job Series 0896, Industrial Engineer. Almost half of the officers (24 percent) are in DAFSC 652X, and 12 percent are in DAFSC 651X. Only 27 percent of the members are supervisors. Typical tasks performed by members of this cluster are as follows:

- Evaluate contractors' manufacturing or production management systems
- Coordinate production problems with contractors or SPO
- Evaluate contractors' production plans
- Determine impact of production problems on delivery schedules
- Participate in production management reviews (PMRs)

The four separate jobs identified within this cluster are similar in that production and manufacturing tasks are dominant in terms of time spent for each job. Differences between the four jobs are based on percent members performing and time spent variations on individual production and manufacturing tasks, as well as time spent on other kinds of tasks, such as contract administration, general administration, command and management, etc. The first of the four jobs is differentiated from the others based on percent members performing and time spent differences on a number of production and manufacturing and contract administration tasks. Incumbents for this job group are typically working in Air Force Contract Management Division environments, and 93 percent are working at detachments or operating locations. Seventy-three percent of this job's members are civilians, with 53 percent working in Job Series 1150, Industrial Specialist, and 20 percent working in Job Series 0896, Industrial Engineer. All of the officers are working in DAFSC 6524. Incumbents of the second job spend less of their job time on production and manufacturing tasks than other jobs within this cluster (29 percent), but more of their time on personnel tasks, since 88 percent of this job's members are supervisors. This job is dominated by officers (71 percent), with 53 percent holding the rank of major or lieutenant colonel. The officer incumbents of this job work in various DAFSCs, with most working in DAFSC 651X positions (35 percent). The 29 percent civilian members are mostly in grades GM-13 through GM-15, and 18 percent are working in Job Series 0896, Industrial Engineer. The scope of the job is fairly broad, with members performing an average of 139 tasks. The incumbents forming the third of

the four jobs perform the largest number of tasks (average of 226). Incumbents performing this job also set themselves apart, based on percent members performing and time spent differences on a number of production and manufacturing and quality assurance tasks. Fifty percent of this job's members are civilians, and the other 50 percent are officers. The civilian members are in grades GS-12 (36 percent) or GS-13 (14 percent), and 43 percent work in Job Series 0801, General Engineer, or Job Series 0896, Industrial Engineer. Of the fifty percent officers, 36 percent are in DAFSC 651X positions. Ninety-three percent of these personnel work in major systems environments. The final job in this cluster is the narrowest in terms of job scope, with members performing an average of only 86 tasks. These members also spend more of their time (62 percent) on production and manufacturing tasks than members performing other jobs in this cluster. Officers account for 62 percent of this group's job incumbents, with 53 percent holding the rank of lieutenant or captain. In addition, 37 percent are working in DAFSC 652X. Of the 38 percent civilians forming the remainder of this group, 28 percent are working in Job Series 0896, Industrial Engineer. Half of the civilians are in grades GS-11 or GS-12, with the remainder in GS-13, GS-14, or GM-13.

AUTOMATED DATA SYSTEMS PERSONNEL CLUSTER. As the name implies, members of this cluster (4 percent of entire survey sample and 1 percent of DAFSC 65XX 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 54-58) 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, 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 databases
- 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 spending 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 grade 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 job 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 forming this job 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 grades from GS-04 through GS-07, with 24 percent being in grade GS-05 and 48 percent 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. Thirty-three percent are civilians 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 in 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 job 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.

CONTRACTING, GENERAL ADMINISTRATION, PERSONNEL CLUSTER. Accounting for 5 percent of the entire survey sample and 1 percent of the DAFSC 65XX survey sample, this cluster of three jobs (Appendix A, Tables 59-61) 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 job group also perform a broader job than the other 2 (average of 34 tasks vs 13 for the other 2 groups).

TRAINING PERSONNEL INDEPENDENT JOB TYPE. Members of this independent job (Table 3 and Appendix A, Table 62) separate themselves from other clusters and independent jobs based on the large amount of time spent on training tasks (66 percent) (Table 5). These job incumbents account for 1 percent of the total survey sample and 1 percent of the DAFSC 65XX survey sample. Fifty-six percent of the group's members are officers, with 37 percent holding the rank of captain and 15 percent being majors. Of the remaining 44 percent, 26 percent are civilians, with most being in the grade GS-09 or GS-12. The 18 percent enlisted are staff sergeants or technical sergeants. This is a fairly narrow job, with members performing an average of only 32 tasks. Representative tasks performed by members of this job group are as follows:

- Conduct formal classroom training
- Administer tests
- Develop training aids
- Design training courses
- Critique tests
- Evaluate test results
- Develop formal classroom training programs

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: 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, (1 percent of sample) was identified in

TABLE 6

JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND 1984 SURVEY

<u>CURRENT (N=1013)</u>	<u>PCT OF SAMPLE</u>	<u>1984 SURVEY (N=703)</u>	<u>PCT OF SAMPLE</u>
Contracting Commanders, Directors, and Division Chief Cluster, Supervisory Negotiator and Branch Chief Cluster, and Defense Logistics Agency (DLA) and Defense Contract Audit Service (DCAS) Personnel Cluster	39%	Commanders and Directors Cluster, Major Systems-Level Branch Chiefs, and Division, Branch, and Section Chiefs	43%
Contracting Staff and Inspection and Evaluation Cluster	8%	Inspection and Evaluation Personnel Cluster and Staff Action Cluster	15%
Production and Manufacturing Personnel Cluster	7%	Production and Manufacturing Officers Cluster	7%
Pricing Personnel Independent Job Type	3%	Contract Price Analysts and Negotiators	*
Contract Negotiators and Administrators Cluster and Operational Contracting Construction and Services Buyers and Administrators	17%	Contract Negotiators and Managers Cluster Base or Central-Level Construction and Services Buyers and Contract Administrators Cluster, and Services, Construction, and Supply Specialists	27%
Training Personnel Independent Job Type	1%	Instructors	2%
Automated Data Systems Personnel Cluster	1%	Systems Management Branch Chiefs and Systems Management Personnel	1%
Commodity Contract Administrators Cluster	1%	Contract Administration and Follow-up Specialists	*

* Less than 1 percent

TABLE 6 (CONTINUED)

JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND 1984 SURVEY

<u>CURRENT (N=1013)</u>	<u>PCT OF SAMPLE</u>	<u>1984 SURVEY (N=703)</u>	<u>PCT OF SAMPLE</u>
Operational Contracting Commodity and Services (Small Repair) Buyer Cluster	1%	Small Purchase Supply and Repair Services Specialist	*
DCAS Administrative Contracting Officers	1%	Administrative Contracting Officers	2%
Contract General Administration Personnel Cluster	1%	(No equivalent job identified)	

* Less than 1 percent

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 65XX DAFSC GROUPS

An analysis of the 65XX DAFSC groups identifies differences and similarities in the tasks performed by officers within this utilization field. Information from this analysis can be used to identify areas which should be included in training and classification documents, such as the Course Training Standard (CTS) and the AFR 36-1 Specialty Descriptions.

In general, personnel with DAFSCs 6524, 6534, and 6544 spend most of their time performing technical tasks (see Table 7). As with most officer utilization fields, officers holding staff-level (DAFSC 6516) or Director-level (DAFSC 6596) DAFSCs spend most of their time performing command, management, and supervision kinds of tasks (see Table 7).

DAFSC Descriptions

Acquisition, Contracting/Manufacturing Staff Officers (DAFSC 651X), account for 8 percent of the survey sample and have much broader jobs (performing an average of 150 tasks) than officers holding DAFSCs 652X/653X and 654X (Table 8). They also spend larger portions of their time on Command and Management (23 percent), Personnel (14 percent), and Resource Management (7 percent) tasks than do those officers working in the DAFSCs 652X, 653X, and 654X (see Table 7). Sixty-eight percent of DAFSC 651X officers are supervisors of an average of five subordinates. The less technical nature of their jobs is supported by the type of jobs that were being performed by the majority of DAFSC 651X officers (Table 9) which include:

- Contracting Commanders, Directors, and Division
Chiefs Cluster
- Defense Logistics Agency and Defense Contract
Audit Service Personnel Cluster
- Contracting Staff and Inspection and Evaluation Cluster

TABLE 7

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 651X (N=400)	DAFSC 652X (N=59)	DAFSC 653X (N=447)	DAFSC 654X (N=18)	DAFSC 659X (N=89)
A COMMAND AND MANAGEMENT	23	8	9	10	29
B INSPECTION AND EVALUATION	6	3	3	2	6
C GENERAL ADMINISTRATION	11	14	11	18	8
D RESOURCE MANAGEMENT	7	2	2	1	11
E CONTINGENCY AND DEPLOYMENT	1	1	1	*	1
F PERSONNEL	14	3	4	4	18
G TRAINING	3	1	3	1	2
H AUTOMATED DATA SYSTEMS OPERATION	1	1	2	3	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	1	2	1
J PRICING	3	3	13	1	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	5	37	3	36	5
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	2	1	2	*
M QUALITY ASSURANCE	1	3	1	1	1
N ACQUISITION	14	12	29	14	10
O CONTRACT ADMINISTRATION	6	9	13	6	4
P GENERAL ACQUISITION	2	1	2	1	2

* Denotes less than .50 percent

TABLE 8

SELECTED BACKGROUND INFORMATION FOR 65XX

	DAFSC 651X (N=400)	DAFSC 652X (N=59)	DAFSC 653X (N=447)	DAFSC 654X (N=18)	DAFSC 659X (N=89)
AVERAGE NUMBER OF TASKS PERFORMED PERCENTAGE OF SUPERVISORS	150 68%	80 22%	108 26%	68 11%	150 90%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)					
OPERATIONAL (BASE)	16%	3%	23%	6%	2%
CENTRAL	11%	5%	16%	11%	18%
RESEARCH AND DEVELOPMENT	4%	2%	8%	11%	4%
MAJOR SYSTEMS	25%	64%	28%	61%	30%
DEFENSE LOGISTICS AGENCY, OTHER THAN DCAS	5%	0	1%	0	4%
DEF CONTRACT AUDIT AGENCY	2%	0	0	0	1%
CONTRACT MANAGEMENT CENTER	3%	3%	1%	0	2%
AF CONTRACT MANAGEMENT DIVISION	8%	22%	9%	6%	24%
OTHER	21%	0	13%	0	13%
PERCENTAGE POSSESSING CONTRACTING WARRANTS					
ADMINISTRATIVE CONTRACTING OFFICER	5%	2%	8%	0	0
PRINCIPAL CONTRACTING OFFICER	26%	5%	22%	0	2%
TERMINATING CONTRACTING OFFICER	0	0	1%	0	0
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)					
NONE	74%	83%	30%	78%	94%
1 TO 5	9%	8%	19%	17%	1%
6 TO 10	4%	2%	11%	6%	0
11 TO 15	3%	5%	10%	0	1%
16 TO 20	1%	2%	5%	0	0
MORE THAN 20	9%	0	24%	0	3%

TABLE 8 (CONTINUED)

SELECTED BACKGROUND INFORMATION FOR 65XX

	DAFSC 651X (N=400)	DAFSC 652X (N=59)	DAFSC 653X (N=447)	DAFSC 654X (N=18)	DAFSC 659X (N=89)
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)					
NONE	73%	83%	26%	72%	96%
\$1-25,000	2%	3%	10%	6%	0
\$25,000-100,000	4%	0	17%	0	0
\$100,001-500,000	5%	3%	17%	6%	1%
\$500,001-1,000,000	2%	7%	9%	0	1%
\$1,000,001-25 million	10%	2%	16%	17%	1%
OVER 25,000,001	2%	2%	5%	0	1%

TABLE 9

DISTRIBUTION OF OFFICER DAFSC GROUP MEMBERS ACROSS CLUSTERS AND INDEPENDENT JOBS

	DAFSC 651X (N=400) <u>Number/PCI</u>	DAFSC 652X (N=59) <u>Number/PCI</u>	DAFSC 653X (N=447) <u>Number/PCI</u>	DAFSC 654X (N=18) <u>Number/PCI</u>	DAFSC 659X (N=89) <u>Number/PCI</u>
I. Operational Contracting Commodity and Services (Small Purchase) Buyer Cluster (ST0179, N=436)	0/0	0/0	10/3	0/0	0/0
II. Pricing Personnel Independent Job Type (ST0155, N=156)	3/2	0/0	31/20	0/0	0/0
III. Contract Solicitation Personnel Independent Job Type (ST0288, N=71)	0/0	0/0	2/8	0/0	0/0
IV. Contract Negotiators and Administrators Cluster (ST0618, N=684)	14/2	3/0	129/19	0/0	0/0
V. Operational Contracting Construction and Services Buyers and Administrators Cluster (ST487, N=431)	0/0	0/0	30/7	0/0	0/0
VI. Contract Management Division Administrators Independent Job Type (ST1051, N=10)	0/0	0/0	3/30	0/0	0/0
VII. Contract Administration and Quality Assurance Cluster (ST0171, N=95)	0/0	0/0	8/8	0/0	0/0
VIII. Commodity Contract Administrators Cluster (ST0132, N=86)	0/0	1/1	9/10	1/1	0/0
IX. Supervisory Negotiator Division and Branch Chief Cluster (ST0576, N=178)	25/14	0/0	35/20	0/0	0/0
X. Contracting Commanders, Directors, and Division Chiefs Cluster (ST456, N=531)	168/32	3/1	28/5	1/0	74/14

TABLE 9 (CONTINUED)

DISTRIBUTION OF OFFICER DAFSC GROUP MEMBERS ACROSS CLUSTERS AND INDEPENDENT JOBS

	DAFSC 651X (N=400) Number/PCT	DAFSC 652X (N=59) Number/PCT	DAFSC 653X (N=447) Number/PCT	DAFSC 654X (N=18) Number/PCT	DAFSC 659X (N=89) Number/PCT
XI. Executive NCO Independent Job Type (ST0461, N=60)	3/5	0/0	2/3	0/0	0/0
XII. Defense Logistics Agency (DLA) and Defense Contract Audit Service (DCAS) Personnel Cluster (ST0586, N=71)	49/69	0/0	10/14	0/0	8/11
XIII. Air Logistics Center Contract Supervisors Independent Job Type (ST1231, N=10)	1/10	0/0	0/0	0/0	0/0
XIV. Contracting Staff and Inspection and Evaluation Cluster (ST0168, N=318)	56/17	2/1	25/8	1/0	2/1
XV. Production and Manufacturing Personnel Cluster (ST0113, N=141)	18/12	35/24	3/2	11/8	3/2
XVI. Government-Owned Property and Equipment Administrators Independent Job Type (ST0458, N=35)	0/0	0/0	1/3	0/0	0/0
XVII. Automated Data Systems Cluster (ST0119, N=218)	1/0	0/0	9/4	0/0	0/0
XVIII. Quality Assurance Personnel Cluster (ST0105, N=353)	1/0	2/1	1/0	0/0	0/0
IX. Contract General Administration Personnel Cluster (ST0093, N=258)	3/1	0/0	11/4	0/0	0/0
XX. Briefing Specialists Independent Job Type (ST0842, N=21)	1/5	0/0	1/5	0/0	0/0
XXI. Training Personnel Independent Job Type (ST0183, N=27)	5/19	0/0	10/37	0/0	0/0

Representative tasks performed by DAFSC 651X personnel may be seen at Table 10 and include the following:

- Prepare formal briefings
- Present formal briefings
- Draft or write officer performance reports
- Approve or disapprove leaves or passes
- Certify civilian timecards

Although DAFSC 651X officers were more closely related to DAFSC 659X officers than DAFSCs 652X/3X/4X, there are a number of tasks with substantial percent members performing differences (see Table 11).

DAFSC 652X officers account for 1 percent of the survey sample and spend the largest amount of their time on production and manufacturing surveillance tasks (37 percent) (see Table 7). In addition, they spend 12 percent of their time on acquisition tasks and 9 percent of their time on contract administration tasks. They perform an average of 80 tasks, and only 22 percent are supervisors. As Table 8 shows, 86 percent of DAFSC 652X officers are working in major systems (64 percent) or AF Contract Management Division (22 percent) organizations. Fifty-nine percent of DAFSC 652X incumbents are working in the Production and Manufacturing Personnel Job cluster. Tables 12 and 13 show tasks which best differentiate DAFSC 652X from DAFSCs 653X and 654X. In addition, Table 14 provides a listing of representative tasks. A sampling of these tasks is as follows:

- Evaluate contractors' manufacturing or production management systems
- Participate in program management review meetings
- Coordinate production problems with contractors or SPO
- Evaluate contractors' management of manufacturing resources

DAFSC 653X personnel perform an average of 108 tasks and account for 9 percent of the survey sample. More than half (55 percent) of their time is spent on the performance of acquisition (29 percent), contract administration (13 percent), and pricing (13 percent) tasks (Table 7). Twenty-six percent (Table 8) are supervising an average of two subordinates. Although DAFSC 653X officers are found performing both technical and supervisory jobs, the largest concentration is within the more technical job areas (see Table 9) as follows:

- Contract Negotiators and Administrators Cluster
- Operational Contracting Construction and Services
- Buyers and Administrators Cluster
- Pricing Personnel Independent Job Type

TABLE 10
REPRESENTATIVE TASKS PERFORMED BY DAFSC 651X PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	80
C168 Prepare informal briefings	79
C171 Present informal briefings	79
A72 Draft or write point, position, or talking papers	78
C172 Proofread correspondence, forms, or reports	76
F276 Approve or disapprove leaves or passes	73
C167 Prepare formal briefings	72
C170 Present formal briefings	71
F284 Certify civilian timecards	69
F274 Advise subordinates on unit policies or procedures	64
C151 Draft or write memoranda for record (MFR)	66
F303 Draft or write officer performance reports (OPRs)	61

TABLE 11

TASKS WHICH DIFFERENTIATE BETWEEN
DAFSC 651X OFFICERS AND DAFSC 659X OFFICERS
(PERCENT MEMBERS PERFORMING)

TASKS	651X (N=400)	659X (N=89)	DIFFERENCE
C172 Proofread correspondence, forms, or reports	76	55	21
C164 Perform room or area security checks	36	15	21
D204 Draft or write PDs	42	28	14
C153 Draft or write trip reports	39	26	13
C169 Prepare status boards, charts, or graphs	44	33	11
C151 Draft or write memoranda for record (MFR)	66	56	10
A58 Develop formats for correspondence, reports, or forms	37	27	10
A71 Draft or write OIs	43	34	9
A64 Develop work methods or procedures	44	36	8
B124 Conduct unit self-inspections	36	28	8

F309 Endorse OPRs	19	61	-42
A34 Approve or disapprove responses to congressional inquiries	31	66	-35
A54 Critique briefings or presentations	58	92	-34
F277 Approve or disapprove letters of appreciation or reprimand	50	83	-33
F283 Assign sponsors for newly assigned personnel	38	70	-32
D187 Approve or disapprove personnel actions	42	73	-31
F326 Review recommendations for awards or decorations	41	71	-30
A44 Assign special projects to personnel for staffing actions	53	82	-29
F278 Approve or disapprove overtime	50	78	-28
A25 Approve or disapprove point, position, or talking papers	60	86	-26
A11 Approve or disapprove correspondence for electrical transmissions, such as letters or messages	56	82	-26
A24 Approve or disapprove organizational charts, graphs, or status boards	50	76	-26

Although DAFSC 653X officers are working in a variety of contracting environments, 45 percent are working in either major systems (28 percent), AF Contract Management Division (9 percent), or research and development (8 percent). In addition, 23 percent are working in operational contracting and 16 percent in Central Contracting environments (Table 8).

Representative tasks performed by DAFSC 653X officers, as well as displays of the largest percent members performing differences between them and DAFSCs 6524 and 6544, may be found in Tables 12, 15, and 16. Some representative tasks are:

- Prepare informal briefings
- Prepare formal briefings
- Draft or write PNMs
- Analyze contractors' cost elements
- Draft or write modifications to contracts
- Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations
- Review contractors' cost and price data

In addition, as Table 8 shows, 31 percent of 653X officers possess contracting warrants, which is more than any other DAFSC included in this study, except DAFSC 651X, of whom 31 percent also possess contracting warrants.

DAFSC 654X officers account for less than 1 percent of the survey sample and have the narrowest job of DAFSCs included in this survey in that they perform an average of 68 tasks. Officers holding this DAFSC spend the largest amount of their time on production and manufacturing surveillance tasks (36 percent), followed by general administration (18 percent) and acquisition tasks (14 percent) (Table 8). Although 654X officers spend similar amounts of time on production and manufacturing tasks as DAFSC 652X officers, there are some differences in percent members performing which may be seen by reviewing Table 13. Only 11 percent of DAFSC 654X officers are supervisors, and 78 percent are working in either major systems (61 percent), research and development (11 percent), or AF Contract Management Division (6 percent) type contracting environments (see Table 8). Tables 13 and 16 show the largest differences between the members of this DAFSC and DAFSCs 6524 and 6534. Table 17 provides a list of representative tasks performed by DAFSC 654X. A few of these tasks are shown below:

- Prepare informal briefings
- Present informal briefings
- Prepare formal briefings
- Coordinate production problems with contractors or SPO
- Analyze preliminary or critical designs to evaluate producibility
- Evaluate contractors' manufacturing or production management systems

TABLE 12

TASKS WHICH DIFFERENTIATE BETWEEN
DAFSC 652X OFFICERS AND DAFSC 653X OFFICERS
(PERCENT MEMBERS PERFORMING)

TASKS	652X (N=59)	653X (N=447)	DIFFERENCE
K593 Evaluate contractors' manufacturing or production management systems	68	2	66
K595 Evaluate contractors' production plans	59	2	57
K635 Participate in program management review meetings	64	8	56
K552 Coordinate production problems with contractors or Systems Program Office (SPO)	59	7	52
K592 Evaluate contractors' management of manufacturing resources	54	2	52
K634 Participate in production management reviews	54	4	50
K560 Determine impact of production problems on delivery schedules	53	4	49
K541 Conduct manufacturing or surveillance audits	46	0	46
K633 Participate in production activity meetings with plant representatives	42	2	40
C153 Draft or write trip reports	59	25	34

J477 Draft or write PNMs	10	53	-43
N903 Draft or write modifications to contracts	15	48	-33
N1029 Request legal review of solicitations or contracts	5	37	-32
J457 Analyze contractors' cost elements	22	53	-31
J502 Review contractors' cost and price data	10	43	-30
O1250 Negotiate modifications to contracts	10	40	-30
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	14	43	-29
J490 Formulate prenegotiation price positions	12	40	-28
N801 Advise contractors of need for proposal clarification	14	41	-27
N802 Advise contractors on unacceptability of proposals	8	35	-27

TABLE 13

TASKS WHICH DIFFERENTIATE BETWEEN
DAFSC 652X OFFICERS AND DAFSC 654X OFFICERS
(PERCENT MEMBERS PERFORMING)

TASKS	652X (N=59)	654X (N=18)	DIFFERENCE
K593 Evaluate contractors' manufacturing or production management systems	68	50	18
C164 Perform room or area security checks	56	39	17
K592 Evaluate contractors' management of manufacturing resources	54	39	15
K634 Participate in production management reviews (PMRs)	54	39	15
K560 Determine impact of production problems on delivery schedules	53	39	14
K635 Participate in program management review meetings	64	50	14
A95 Interpret regulations, manuals, supplements, or procedures	39	28	11
K633 Participate in production activity meetings with plant representatives	42	33	9
C170 Present formal briefings	64	56	8

K603 Evaluate contractors work measurement systems	24	44	-20
K546 Consult with AF materials laboratory on new manufacturing developments	19	39	-20
K556 Coordinate subcontracting PO problems with SPO managers and prime contractor buyers	20	39	-19
K518 Analyze preliminary or critical designs to evaluate producibility	32	50	-18
K554 Coordinate resolutions of Production Readiness Reviews (PRR) action items with contractors' personnel	22	39	-17
C168 Prepare informal briefings	73	89	-16
C171 Prepare formal briefings	71	83	-12
K642 Conduct Production Readiness Reviews (PRRs)	27	39	-12

TABLE 14
REPRESENTATIVE TASKS PERFORMED BY DAFSC 652X PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C168 Prepare informal briefings	73
K593 Evaluate contractors' manufacturing or production management systems	68
C167 Prepare formal briefings	68
C170 Present formal briefings	64
K635 Participate in program management review meetings	64
K595 Evaluate contractors' production plans	59
K552 Coordinate production problems with contractors or SPO	59
C153 Draft or write trip reports	59
K592 Evaluate contractors' management of manufacturing resources	54
K634 Participate in production management reviews (PMRs)	54
K560 Determine impact of production problems on delivery schedules	53

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY DAFSC 653X PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C151 Draft or write memoranda for record (MFR)	67
C172 Proofread correspondence, forms, or reports	66
C171 Present informal briefings	65
C168 Prepare informal briefings	64
C167 Prepare formal briefings	55
J477 Draft or write PNMs	53
J457 Analyze contractors' cost elements	53
N903 Draft or write modifications to contracts	48
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	43
J502 Review contractors' cost and price data	43

TABLE 16

TASKS WHICH DIFFERENTIATE BETWEEN
DAFSC 653X OFFICERS AND DAFSC 654X OFFICERS
(PERCENT MEMBERS PERFORMING)

TASKS	653X (N=447)	654X (N=18)	DIFFERENCE
J477 Draft or write PNMs	53	0	53
N903 Draft or write modifications to contracts	48	6	42
J457 Analyze contractors' cost elements	53	11	42
J490 Formulate prenegotiation price positions	40	0	40
J458 Analyze contractors' direct- or indirect-rates	39	0	39
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	38	0	38
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	43	6	37
J502 Review contractors' cost and price data	43	6	37
J505 Review Government cost or price estimates	37	0	37
N1029 Request legal review of solicitations or contracts	37	6	31

K552 Coordinate production problems with contractors or SPO	7	56	-49
K518 Analyze preliminary or critical designs to evaluate producibility	2	50	-48
K593 Evaluate contractors' manufacturing or production management systems	2	50	-48
K542 Conduct Production Readiness Reviews (PRRs)	0	44	-44
C153 Draft or write trip reports	25	67	-42
K635 Participate in program management review meetings	8	50	-42
K595 Evaluate contractors' production plans	2	44	-42
K603 Evaluate contractors' work measurement systems	2	44	-42
K541 Conduct manufacturing or surveillance audits	0	39	-39
K512 Advise contractors of production evaluation results	2	39	-37

TABLE 17
REPRESENTATIVE TASKS PERFORMED BY DAFSC 654X PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C168 Prepare informal briefings	89
C171 Present informal briefings	83
C167 Prepare formal briefings	72
C153 Draft or write trip reports	67
C151 Draft or write memoranda for record (MFR)	61
K552 Coordinate production problems with contractors or SPO	56
C172 Proofread correspondence, forms, or reports	56
K518 Analyze preliminary or critical designs to evaluate producibility	50
K593 Evaluate contractors' manufacturing or production management systems	50
K635 Participate in program management review meetings	50
K542 Conduct production readiness reviews (PRRs)	44
K595 Evaluate contractors' production plans	44
K603 Evaluate contractors' work measurement systems	44

TABLE 18

REPRESENTATIVE TASKS PERFORMED BY DAFSC 659X PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A54 Critique briefings or presentations	92
A25 Approve or disapprove point, position, or talking papers	88
A2 Advise commanders or staff agency personnel on matters such as capabilities, procedures, or programs	88
F282 Assign personnel to additional duties or details	87
A63 Develop unit goals or objectives	84
F284 Certify civilian timecards	84
C171 Present informal briefings	84
A44 Assign special projects to personnel for staffing actions	82
C167 Prepare formal briefings	81
C168 Prepare informal briefings	76
D187 Approve or disapprove personnel actions	73

DAFSC 659X personnel, along with DAFSC 651X members, perform the broadest job (average of 150 tasks) of the officer AFSCs included in this survey (Table 8). The members of this DAFSC account for 2 percent of the survey sample and spend the majority of their time on command and management (29 percent), personnel (18 percent), and resource management (11 percent) tasks. Ninety percent of this group's members are supervisors with an average of eight subordinates, and the average rank of this group's members is O-6. Evidence of their time spent on supervision and management tasks is found in the type of jobs they perform, in that 83 percent of the members in this DAFSC were found in the Contracting Commanders, Directors, and Division Chiefs job cluster. Percent members performing differences between the members of this DAFSC and DAFSC 651X may be found in Table 11. In addition, representative tasks performed by members may be found in Table 18. Some of these tasks are shown below.

- Critique briefings or presentations
- Approve or disapprove point, position, or talking papers
- Advise commanders or staff agency personnel on matters, such as capabilities, procedures or programs
- Assign personnel to additional duties or details
- Certify civilian timecards
- Assign special projects to personnel for staffing actions
- Approve or disapprove personnel actions

OFFICER DAFSC TIME IN UTILIZATION FIELD ANALYSIS

Analysis of Time in Utilization Field groups helps identify the types of tasks officers typically perform as their experience within a utilization field increases. This section will deal primarily with differences in percent time spent on duty areas and differences in related background data for the DAFSC 651X, 652X, 653X, 654X, and 659X TIUF groups (1-48 months, 49-96 months, 97-144 months, 145-192 months, 193-240 months, and 241+ months). (It should be noted that not all of the TIUF groups are discussed for each DAFSC, since some DAFSCs do not have people in all of the TIUF categories.)

DAFSC 651X

All of the DAFSC 651X groups spend the majority of their time on less technical tasks, with the majority of their time spent on command and management, general administration, resource management, and personnel tasks (see Table 19). However, some differences occur among the TIUF groups in terms of time spent on these tasks. For example, although each of the TIUF groups spend relatively the largest amount of their time on command and management tasks (Table 19), the officers in the 1-48 months TIUF groups spend 18 percent

TABLE 19

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC 651X
TIME IN UTILIZATION FIELD GROUPS

DUTIES	1-48 MOS TIUF (N=54)	49-96 MOS TIUF (N=115)	97-144 MOS TIUF (N=128)	145-192 MOS TIUF (N=63)	193-240 MOS TIUF (N=26)	241 MOS+ TIUF (N=12)
A COMMAND AND MANAGEMENT	18	22	25	24	26	29
B INSPECTION AND EVALUATION	6	5	6	7	5	6
C GENERAL ADMINISTRATION	12	10	13	11	7	8
D RESOURCE MANAGEMENT	5	7	7	7	11	11
E CONTINGENCY AND DEPLOYMENT	1	1	2	1	1	1
F PERSONNEL	15	14	12	13	15	18
G TRAINING	3	3	3	3	2	2
H AUTOMATED DATA SYSTEMS OPERATION	1	1	2	2	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	2	1	2	1
J PRICING	4	4	4	2	5	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	6	6	4	4	3	5
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	1	*	*	*	*
M QUALITY ASSURANCE	1	2	1	1	1	1
N ACQUISITION	16	13	13	16	13	10
O CONTRACT ADMINISTRATION	7	7	6	6	5	4
P GENERAL ACQUISITION	2	2	2	2	4	2

* Less than .5 percent

of their time on these tasks, and the 193-240 months TIUF group spend 26 percent of their time on command and management tasks. As Table 20 shows, some differences also occur in terms of the scope of the jobs, with officers in the 1-48 months group performing an average of 119 tasks, while officers in each of the more experienced groups perform a range of 141 to 179 tasks. Tables 21 through 24 show tasks that best distinguish the TIUF groups.

DAFSC 652X

Analysis of time spent in the performance of various kinds of tasks (Table 25) indicates only slight differences between the 1-48 month TIUF group and the 49-96 month group. Table 25 does, however, reveal that officers in the 97-144 month group spend proportionately less of their time on production and manufacturing tasks and correspondingly more of their time on acquisition and contract administration tasks than either the 1-48 month or 49-96 month groups. It is also true that those in the 97-144 month group perform a slightly broader job than members of the 1-48 and 49-96 month groups. The 97-144 month group officers perform an average of 103 tasks, compared to an average of 76 tasks for the 1-48 month group and 77 for the 49-96 month group TIUF group (Table 26). Tables 27 and 28 show tasks with the largest percent members performing differences between each succeeding TIUF group.

DAFSC 653X

As Table 29 indicates, the 1-48, 49-96, and 97-144 month TIUF groups spend more than 50 percent of their time on the performance of technical tasks. However, the 1-48 month TIUF group spends relatively more of their time on technical tasks than do the 49-96 and 97-144 groups. Conversely, as Table 29 also shows, members of the latter two groups spend proportionately more of their time on command and management, resource management, and personnel tasks than do the 1-48 month group members. It is interesting to note that the job scope is broader for members of the 49-96 month group than for either the 1-48 month group or the 97-144 month group (see Table 30). The 49-96 month group performs an average of 131 tasks, while the 1-48 month group members perform an average of 96 tasks, and the 97-144 month group members perform an average of 106 tasks. Table 30 also shows that only 15 percent of 1-48 month group members are supervisors, compared with 39 percent for the 49-96 month group members and 37 percent for the 97-144 month group members. In addition, Table 30 also shows that 49 percent of the 49-96 month group members possess contracting warrants, compared to 17 percent for 1-48 month group members and 39 percent for the 97-144 month group members. Tables 31 and 32 provide listings of tasks with the largest percent members performing differences between each succeeding TIUF group.

DAFSC 654X

Comparisons of the DAFSC 654X 1-48 month and 49-96 month TIUF groups indicate that well over 50 percent of the time spent by 1-48 month officers is on technical tasks, while the 49-96 month group splits their time fairly

TABLE 20

SELECTED BACKGROUND INFORMATION FOR 651X
TIME IN UTILIZATION FIELD GROUPS

DUTIES	1-48 MOS TIUF (N=54)	49-96 MOS TIUF (N=115)	97-144 MOS TIUF (N=128)	145-192 MOS TIUF (N=63)	193-240 MOS TIUF (N=26)	241 MOS+ TIUF (N=12)
AVERAGE NUMBER OF TASKS PERFORMED	119	161	149	141	179	167
PERCENTAGE OF SUPERVISORS	70%	65%	66%	68%	69%	92%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)						
OPERATIONAL (BASE)	9%	13%	20%	25%	15%	8%
CENTRAL	13%	13%	9%	10%	15%	25%
RESEARCH AND DEVELOPMENT	0	3%	6%	5%	4%	0
MAJOR SYSTEMS	50%	25%	16%	24%	23%	33%
DEFENSE LOGISTICS AGENCY, OTHER THAN DCAS	2%	9%	8%	2%	0	0
DEF CONTRACT AUDIT AGENCY	2%	3%	1%	2%	8%	8%
CONTRACT MANAGEMENT CENTER	2%	3%	2%	2%	8%	8%
AF CONTRACT MANAGEMENT DIVISION	9%	11%	10%	2%	0	0
OTHER	13%	18%	29%	31%	27%	17%
PERCENTAGE POSSESSING CONTRACTING WARRANTS						
ADMINISTRATIVE CONTRACTING OFFICER	2%	9%	5%	2%	4%	17%
PRINCIPAL CONTRACTING OFFICER	20%	23%	32%	27%	23%	33%
TERMINATING CONTRACTING OFFICER	0	0	1%	0	0	0

TABLE 20 (CONTINUED)

SELECTED BACKGROUND INFORMATION FOR 651X
TIME IN UTILIZATION FIELD GROUPS

DUTIES	1-48 MOS TIUF (N=54)	49-96 MOS TIUF (N=115)	97-144 MOS TIUF (N=128)	145-192 MOS TIUF (N=63)	193-240 MOS TIUF (N=26)	241 MOS+ TIUF (N=12)
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)						
NONE	63%	73%	76%	76%	77%	92%
1 TO 5	17%	6%	9%	10%	4%	0
6 TO 10	4%	3%	4%	3%	12%	0
11 TO 15	7%	1%	3%	2%	0	8%
16 TO 20	2%	2%	1%	0	0	0
MORE THAN 20	6%	15%	7%	10%	8%	0
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)						
NONE	67%	73%	72%	78%	77%	92%
\$1-25,000	4%	1%	2%	2%	4%	0
\$25,000-100,000	2%	3%	6%	3%	4%	0
\$100,001-500,000	9%	5%	5%	6%	4%	0
\$500,001-1,000,000	2%	3%	2%	3%	0	0
\$1,000,001-25 million	13%	11%	10%	5%	12%	8%
OVER 25,000,001	4%	2%	2%	3%	0	0

TABLE 21

TASKS DIFFERENTIATING BETWEEN 651X 1-48 MONTHS AND 49-96 MONTHS
TIME IN UTILIZATION FIELD (TIUF)

TASKS	1-48 MONTHS	49-96 MONTHS	DIFF
B124 Conduct unit self-inspections	46	31	15
B131 Draft or write unit self-inspection reports	30	16	14
B135 Maintain self-inspection books or checklists	41	29	12
L690 Approve or disapprove contractors' use of government-furnished property (GFP) or equipment (GFE)	24	13	11
N1052 Review debarred, suspended, or ineligible lists of contractors	33	23	10
C177 Type correspondence, reports, or forms	37	27	10
N307 Advise negotiators on negotiation positions or techniques	31	23	8
F115 Analyze self-inspection reports	59	52	7

F301 Draft or write letters of appreciation or reprimand	41	59	-18
B117 Approve or disapprove inspection checklists	22	40	-18
A35 Approve or disapprove staff studies or staff summaries	20	37	-17
F316 Interview job applicants	31	48	-17
A97 Manually approve contracts within approved dollar thresholds	19	36	-17
B119 Approve or disapprove responses to self-inspection or IG discrepancy reports	20	37	-17
A47 Conduct followup on staff assistance report discrepancies	26	40	-14
N935 Evaluate changes to acquisition plans	17	31	-14
A10 Approve or disapprove contracts	19	33	-14
F277 Approve or disapprove letters of appreciation or reprimand	35	48	-13
D180 Analyze organizational structures	26	39	-13
F278 Approve or disapprove overtime	37	50	-13
F296 Draft or write civilian job descriptions	26	38	-12
A88 Evaluate OIs	43	54	-11

TABLE 22

TASKS DIFFERENTIATING BETWEEN 65IX 49-96 MONTHS AND 97-144 MONTHS
TIME IN UTILIZATION FIELD (TIUF)

TASKS	49-96 MONTHS	97-144 MONTHS	DIFF
F274 Advise subordinates on unit policies or procedures	70	57	13
N930 Evaluate award fee or incentive plans	28	15	13
N854 Coordinate availability of funds with customer, program managers, or finance personnel	30	20	10
G343 Determine training requirements	31	21	10
A88 Evaluate OIs	54	45	9
C144 Conduct unit orientation tours for new personnel	35	27	8
N1029 Request legal review of solicitations or contracts	28	20	8
O1296 Review DD Forms 250	23	15	8
A47 Conduct followup on staff assistance report discrepancies	40	33	7

A6 Advise subordinate units on changes to regulations, manuals, or supplements	29	49	-20
C169 Prepare status boards, charts, or graphs	37	55	-18
A5 Advise staff-level agency personnel on methods of handling contracting requirements	49	63	-14
A95 Interpret regulations, manuals, supplements, or procedures	54	66	-12
B139 Review responses to inspection reports	29	41	-12
G337 Conduct training conferences or briefings	23	35	-12
A75 Draft or write responses to congressional inquiries	30	42	-12
C171 Present informal briefings	73	84	-11
A76 Draft or write staff studies or staff summaries	41	52	-11
F314 Evaluate production or output of work centers	17	28	-11
A105 Resolve contracting issues at higher headquarters level	23	34	-11
C177 Type correspondence, reports, or forms	27	36	-9
A10 Approve or disapprove contracts	33	41	-8
F329 Select civilian personnel for employment	32	39	-7

TABLE 23

TASKS DIFFERENTIATING BETWEEN 651X 97-144 MONTHS AND 145-192 MONTHS
TIME IN UTILIZATION FIELD (TIUF)

TASKS	97-144 MONTHS	145-192 MONTHS	DIFF
A92 Evaluate warrants	30	14	16
A22 Approve or disapprove MOUs or MOAs	34	19	15
C164 Perform room or area security checks	39	25	14
B137 Participate in contract management reviews	30	16	14
A73 Draft or write policy or procedure messages or letters	55	43	12
A64 Develop work methods or procedures	45	33	12
J463 Approve or disapprove price negotiation memoranda (PNM)	31	19	12
A75 Draft or write responses to congressional inquiries	42	30	12
J486 Evaluate PNMs	28	19	9
J505 Review government cost or price estimates	28	19	9
F321 Review civilian job descriptions	38	29	9
D190 Approve or disapprove requisitions for equipment or supplies	36	27	9

A54 Critique briefings or presentations	55	73	-18
H380 Analyze automated procurement systems generated management reports	27	40	-13
B116 Appoint self-inspection inspectors	39	49	-10
A37 Approve or disapprove unit administrative procedures, such as office file plans or forms management programs	41	51	-10
N807 Advise negotiators on negotiation positions or techniques	21	30	-9
C170 Present formal briefings	73	81	-8
A11 Approve or disapprove correspondence for electrical transmissions, such as letters or messages	55	63	-8

TABLE 24

TASKS DIFFERENTIATING BETWEEN 651X 145-192 MONTHS AND 193-240 MONTHS
TIME IN UTILIZATION FIELD (TIUF)

TASKS	145-192 MONTHS	193-240 MONTHS	DIFF
C169 Prepare status boards, charts, or graphs	49	27	22
B116 Appoint self-inspection inspectors	49	35	14
C170 Present formal briefings	81	69	12
C167 Prepare formal briefings	79	69	10
C168 Prepare informal briefings	79	69	10
N808 Advise SPO director, program manager, or higher headquarters personnel on acquisition activities	37	27	10
A88 Evaluate OIs	43	35	8

A35 Approve or disapprove staff studies or staff summaries	35	69	-34
A26 Approve or disapprove policy letters	33	65	-32
A73 Draft or write policy or procedure messages or letters	43	73	-30
D188 Approve or disapprove position descriptions (PDs)	40	69	-29
F327 Schedule leaves or passes	43	69	-26
A14 Approve or disapprove input to memoranda of understanding (MOU) or memoranda of agreements (MOAs)	33	58	-25
D189 Approve or disapprove requests for personnel actions	44	69	-25
A44 Assign special projects to personnel for staffing actions	49	73	-24
F284 Certify civilian timecards	63	85	-22
F297 Draft or write civilian performance reports	52	73	-21
A95 Interpret regulations, manuals, supplements, or procedures	65	85	-20
A94 Implement unit policies or procedures	46	65	-19

TABLE 25

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC 652X
TIME IN UTILIZATION FIELD GROUPS

<u>DUTIES</u>	<u>1-48 MONTHS TIUF (N=36)</u>	<u>49-96 MONTHS TIUF (N=14)</u>	<u>97-144 MONTHS TIUF (N=9)</u>
A COMMAND AND MANAGEMENT	8	8	9
B INSPECTION AND EVALUATION	2	3	3
C GENERAL ADMINISTRATION	15	14	11
D RESOURCE MANAGEMENT	1	2	3
E CONTINGENCY AND DEPLOYMENT	1	1	*
F PERSONNEL	2	8	3
G TRAINING	1	1	2
H AUTOMATED DATA SYSTEMS OPERATION	1	1	2
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	*	*
J PRICING	3	2	4
K PRODUCTION AND MANUFACTURING SURVEILLANCE	41	42	17
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	3	2	*
M QUALITY ASSURANCE	3	*	7
N ACQUISITION	10	9	23
O CONTRACT ADMINISTRATION	9	7	14
P GENERAL ACQUISITION	1	*	1

* Less than .5 percent

TABLE 26

SELECTED BACKGROUND INFORMATION FOR 652X
TIME IN UTILIZATION FIELD GROUPS

	1-48 MOS MONTHS TIUF (N=36)	49-96 MONTHS TIUF (N=14)	97-144 MONTHS TIUF (N=9)
AVERAGE NUMBER OF TASKS PERFORMED	76	77	103
PERCENTAGE OF SUPERVISORS	11%	36%	44%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)			
OPERATIONAL (BASE)	0	7%	11%
CENTRAL	3%	0	22%
RESEARCH AND DEVELOPMENT	0	7%	0
MAJOR SYSTEMS	72%	43%	67%
DEFENSE LOGISTICS AGENCY, OTHER THAN DCAS	0	0	0
DEF CONTRACT AUDIT AGENCY	0	0	0
CONTRACT MANAGEMENT CENTER	0	14%	0
AF CONTRACT MANAGEMENT DIVISION	25%	29%	0
OTHER	0	0	0
PERCENTAGE POSSESSING CONTRACTING WARRANTS			
ADMINISTRATIVE CONTRACTING OFFICER	0	0	11%
PRINCIPAL CONTRACTING OFFICER	0	7%	22%
TERMINATING CONTRACTING OFFICER	0	0	0
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)			
NONE	86%	86%	67%
1 TO 5	3%	7%	33%
6 TO 10	3%	0	0
11 TO 15	6%	7%	0
16 TO 20	3%	0	0
MORE THAN 20	0	0	0
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)			
NONE	89%	86%	56%
\$1-25,000	0	7%	11%
\$25,000-100,000	0	0	0
\$100,001-500,000	6%	0	0
\$500,001-1,000,000	6%	7%	11%
\$1,000,001-25 million	0	0	11%
OVER 25,000,001	0	0	11%

TABLE 27

TASKS DIFFERENTIATING BETWEEN AFSC 652X 1-48 MONTHS AND 49-96 MONTHS TIME IN UTILIZATION FIELD (TIUF)

TASKS	1-48 MONTHS	49-96 MONTHS	DIFF
N897 Draft or write input to MOUs or MOAs	33	7	26
C153 Draft or write trip reports	67	43	24
K635 Participate in program management review meetings	72	50	22
C177 Type correspondence, reports, or forms	58	36	22
C171 Present informal briefings	78	57	21
K663 Review contractors' production delivery schedules, such as aircraft ferry schedules	33	14	19
K634 Participate in production management reviews (PMRs)	61	43	18
C164 Perform room or area security checks	58	43	15
K593 Evaluate contractors' manufacturing or production management systems	78	64	14
A2 Advise commanders or staff agency personnel on matters such as capabilities, procedures, or programs	50	36	14
A95 Interpret regulations, manuals, supplements, or procedures	42	29	13
K594 Evaluate contractors' manufacturing technology processes	47	36	11

A60 Develop organizational charts, graphs, or status boards	25	57	-32
C143 Arrange support for site-visit participants	33	57	-24
B115 Analyze self-inspection reports	22	43	-21
K567 Develop production and manufacturing surveillance milestones	31	50	-19
K560 Determine impact of production problems on delivery schedules	53	71	-18
B135 Maintain self-inspection books or checklists	19	36	-17
F304 Draft or write recommendations for decorations or awards	19	36	-17
B124 Conduct unit self-inspections	25	36	-11
K542 Conduct production readiness reviews (PRRs)	39	50	-11
K595 Evaluate contractors' production plans	61	71	-10

TABLE 28

TASKS DIFFERENTIATING BETWEEN AFSC 652X 49-96 MONTHS AND 97-144
MONTHS TIME IN UTILIZATION FIELD (TIUF)

TASKS	49-96 MONTHS	97-144 MONTHS	DIFF
K542 Conduct production readiness reviews (PRRs)	50	0	50
K560 Determine impact of production problems on delivery schedules	71	22	49
K541 Conduct manufacturing or surveillance audits	57	11	46
K552 Coordinate production problems with contractors or SPO	64	22	42
K595 Evaluate contractors' production plans	71	33	38
C143 Arrange support for site visit participants	57	22	35
A60 Develop organizational charts, graphs, or status boards	57	22	35
K593 Evaluate contractors' manufacturing or production management systems	64	33	31
K633 Participate in production activity meetings with plant representatives	50	22	28
K567 Develop production and manufacturing surveillance milestones	50	22	28
K601 Evaluate contractors' technical capabilities during production	36	11	25
K518 Analyze preliminary or critical designs to evaluate producibility	36	11	25
K592 Evaluate contractors' management of manufacturing resources	57	33	24
C170 Present formal briefings	64	44	20

A72 Draft or write point, position, or talking papers	43	78	-35
C151 Draft or write memoranda for record (MFR)	43	78	-35
A2 Advise commanders or staff agency personnel on matters such as capabilities, procedures, or programs	36	67	-31
O1145 Coordinate delivery schedules with contractors, customers, or program managers	14	44	-30
C164 Perform room or area security checks	43	67	-24
C172 Proofread correspondence, forms, or reports	43	67	-24
A5 Advise staff level agency personnel on methods of handling contracting requirements	21	44	-23
A71 Draft or write OIs	36	56	-20
B124 Conduct unit self-inspections	36	56	-20
C153 Draft or write trip reports	43	56	-13

TABLE 29

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC 653X
TIME IN UTILIZATION FIELD GROUPS

<u>DUTIES</u>	1-48 MONTHS TIUF (N=230)	49-96 MONTHS TIUF (N=142)	97-144 MONTHS TIUF (N=65)
A COMMAND AND MANAGEMENT	6	12	13
B INSPECTION AND EVALUATION	2	4	5
C GENERAL ADMINISTRATION	11	10	13
D RESOURCE MANAGEMENT	1	3	2
E CONTINGENCY AND DEPLOYMENT	1	2	3
F PERSONNEL	3	6	5
G TRAINING	1	4	6
H AUTOMATED DATA SYSTEMS OPERATION	2	2	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	1
J PRICING	15	12	11
K PRODUCTION AND MANUFACTURING SURVEILLANCE	3	3	2
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	1	1
M QUALITY ASSURANCE	1	2	1
N ACQUISITION	36	22	23
O CONTRACT ADMINISTRATION	13	14	10
P GENERAL ACQUISITION	2	2	2

TABLE 30

SELECTED BACKGROUND INFORMATION FOR 653X
TIME IN UTILIZATION FIELD GROUPS

	1-48 MONTHS TIUF (N=230)	49-96 MONTHS TIUF (N=142)	97-144 MONTHS TIUF (N=65)
AVERAGE NUMBER OF TASKS PERFORMED	96	131	106
PERCENTAGE OF SUPERVISORS	15%	39%	37%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)			
OPERATIONAL (BASE)	25%	25%	15%
CENTRAL	19%	13%	11%
RESEARCH AND DEVELOPMENT	10%	4%	11%
MAJOR SYSTEMS	31%	23%	25%
DEFENSE LOGISTICS AGENCY, OTHER THAN DCAS	1%	1%	3%
DEF CONTRACT AUDIT AGENCY	0	1%	0
CONTRACT MANAGEMENT CENTER	0	2%	0
AF CONTRACT MANAGEMENT DIVISION	8%	12%	6%
OTHER	7%	19%	29%
PERCENTAGE POSSESSING CONTRACTING WARRANTS			
ADMINISTRATIVE CONTRACTING OFFICER	3%	15%	9%
PRINCIPAL CONTRACTING OFFICER	14%	32%	28%
TERMINATING CONTRACTING OFFICER	0	2%	2%
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)			
NONE	19%	40%	46%
1 TO 5	22%	17%	14%
6 TO 10	14%	8%	8%
11 TO 15	11%	11%	5%
16 TO 20	7%	3%	3%
MORE THAN 20	27%	20%	25%
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)			
NONE	13%	37%	46%
\$1-25,000	13%	7%	5%
\$25,000-100,000	21%	13%	9%
\$100,001-500,000	23%	11%	12%
\$500,001-1,000,000	10%	9%	6%
\$1,000,001-25 million	15%	17%	20%
OVER 25,000,001	5%	6%	2%

TABLE 31

TASKS DIFFERENTIATING BETWEEN AFSC 653X 1-48 MONTHS AND
49-96 MONTHS TIME IN UTILIZATION FIELD (TIUF)

TASKS	1-48 MONTHS	49-96 MONTHS	DIFF
N1002 Prepare DD Forms 350	41	17	24
N917 Draft or write RFPs	45	23	22
N836 Assemble acquisition files, such as solicitation packages or contract files	42	21	21
N1020 Prepare synopses, such as for solicitations or contract awards	34	13	21
N892 Draft or write amendments to RFPs or IFBs	37	19	18
C177 Type correspondence, reports, or forms	59	42	17
N801 Advise contractors of need for proposal clarification	49	32	17
N864 Coordinate Small Business contracting matters with Small and Disadvantaged Business (SBA) representatives	44	28	16
N852 Coordinate amendments to solicitations with customers	36	21	15
J477 Draft or write PNMs	59	46	13
J467 Conduct proposal price analyses	47	36	11

A2 Advise commanders or staff agency personnel on matters such as capabilities, procedures, or programs	26	63	-37
A5 Advise staff-level agency personnel on methods of handling contracting requirements	17	41	-24
B115 Analyze self-inspection reports	20	43	-23
C168 Prepare informal briefings	56	74	-18
A95 Interpret regulations, manuals, supplements, or procedures	30	47	-17
C167 Prepare formal briefings	49	65	-16
A72 Draft or write point, position, or talking papers	40	54	-14
C170 Present formal briefings	45	58	-13
C172 Proofread correspondence, forms, or reports	60	70	-10
C171 Present informal briefings	60	70	-10

TABLE 32

TASKS DIFFERENTIATING BETWEEN AFSC 653X 49-96 MONTHS AND
97-144 MONTHS TIME IN UTILIZATION FIELD (TIUF)

<u>TASKS</u>	<u>49-96 MONTHS</u>	<u>97-144 MONTHS</u>	<u>DIFF</u>
G337 Conduct training conferences or briefings	27	12	15
A2 Advise commanders or staff agency personnel on matters such as capabilities, procedures, or programs	63	49	14
A64 Develop work methods or procedures	35	22	13
O1250 Negotiate modifications to contracts	43	31	12
J502 Review contractors' cost and price data	42	31	11
C143 Arrange support for site visit participants	25	14	11
J494 Prepare automated pricing spread sheets based on contractors' or DCAS' input	23	12	11
O1160 Deobligate funds	26	15	11
B140 Review results of previous IG inspections, SAVs, or audits	31	20	11
A63 Develop unit goals or objectives	32	22	10
B115 Analyze self-inspection reports	43	34	9
A94 Implement unit policies or procedures	35	26	9

C153 Draft or write trip reports	25	37	-12
N810 Analyze technical evaluation letters	20	32	-12
N922 Draft or write statements of work (SOW), PWS, or specifications	8	20	-12
A105 Resolve contracting issues at higher headquarters level	14	26	-12
C151 Draft or write memoranda for record (MFR)	63	74	-11
A95 Interpret regulations, manuals, supplements, or procedures	47	58	-11
P1333 Draft or write official responses to Freedom of Information Act (FOIA) requests	15	25	-10
C169 Prepare status boards, charts, or graphs	36	45	-9

evenly between technical and non-technical tasks (Table 33). Table 33 also shows that both the 1-48 month and 49-96 groups spend the largest amount of their time (36 percent) on the performance of production and manufacturing surveillance tasks. In addition, Table 34 shows that members of the 49-96 month group members perform an average of 10 more tasks than those members of the 1-48 month group (76 versus 66). Table 35 lists the tasks with the largest percent members performing differences between each TIUF group.

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Analysis of time spent in the performance of various kinds of tasks (Table 36) reveals that officers with 1-48 months TIUF spend more of their time on inspection and evaluation, resource management, and personnel tasks than do members of the succeeding TIUF groups. Conversely, Table 36 also shows they spend less of their time on command and management, acquisition, and contract administration tasks. The scope of the job, as measured in average number of tasks performed, indicates a large difference between the 1-48 month group (average of 129 tasks) and 49-96 month group (average of 178 tasks) (Table 37). Table 37 also shows that the average number of tasks performed for each succeeding experience group decreases from 174 tasks for the 97-144 month group to 128 tasks for the 241-plus month group. Tables 38 through 40 show tasks that best distinguish between each succeeding TIUF group.

COMPARISON OF 65XX SURVEY DATA TO AFR 36-1 SPECIALTY DESCRIPTIONS

Survey data for the 65XX utilization field personnel were compared to the AFR 36-1 Specialty Descriptions for DAFSCs 6516, 6524, 6534, 6544, and 6596, all dated 30 April 1989. These comparisons assess the comprehensiveness and accuracy of the documents in describing what career field incumbents do and can also identify ways in which the specialty descriptions might be modified.

Overall, the AFR 36-1 Specialty Descriptions for DAFSCs 6516, 6524, 6534, 6544, and 6596 were generally supported by survey data. There are, however, some areas to mention regarding the 6516 and 6534 specialty descriptions.

The DAFSC 651X respondents spent a considerable amount of their time in the performance of tasks related to personnel activities and in the review and evaluation of contractual documentation prepared by other contracting personnel. A statement in paragraph c. of the AFR 36-1 description, such as "Directs and evaluates personnel and reviews action to be taken in the preparation and review of contracts.", would improve the comprehensiveness of this specialty description.

Review of the AFR 36-1 Specialty Description for DAFSC 6534 indicates that much of the content in paragraph b. Directs contracting activities., is either redundant to what is stated in paragraph d. Performs technical functions, or more properly fits with paragraph d. In addition, paragraph c. coordinates contracting functions, does not address the coordination activities that occur with the Defense Contract Audit Agency.

TABLE 33

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC 654X
TIME IN UTILIZATION FIELD GROUPS

<u>DUTIES</u>	<u>1-48 MONTHS TIUF (N=14)</u>	<u>49-96 MONTHS TIUF (N=4)</u>
A COMMAND AND MANAGEMENT	8	16
B INSPECTION AND EVALUATION	2	4
C GENERAL ADMINISTRATION	18	15
D RESOURCE MANAGEMENT	*	2
E CONTINGENCY AND DEPLOYMENT	*	*
F PERSONNEL	1	12
G TRAINING	1	2
H AUTOMATED DATA SYSTEMS OPERATION	4	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	4
J PRICING	1	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	36	36
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	1
M QUALITY ASSURANCE	1	*
N ACQUISITION	16	4
O CONTRACT ADMINISTRATION	7	2
P GENERAL ACQUISITION	1	2

* Less than .5 percent

TABLE 34

SELECTED BACKGROUND INFORMATION FOR 654X
TIME IN UTILIZATION FIELD GROUPS

	1-48 MONTHS TIUF (N=14)	49-96 MONTHS TIUF (N=4)
AVERAGE NUMBER OF TASKS PERFORMED	66	76
PERCENTAGE OF SUPERVISORS	7%	25%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)		
OPERATIONAL (BASE)	7%	0
CENTRAL	7%	25%
RESEARCH AND DEVELOPMENT	0	50%
MAJOR SYSTEMS	79%	0
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	0
DEF CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	0	0
AF CONTRACT MANAGEMENT DIVISION	0	25%
OTHER	7%	0
PERCENTAGE POSSESSING CONTRACTING WARRANTS		
ADMINISTRATIVE CONTRACTING OFFICER	0	0
PRINCIPAL CONTRACTING OFFICER	0	0
TERMINATING CONTRACTING OFFICER	0	0
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)		
NONE	71%	100%
1 TO 5	21%	0
6 TO 10	7%	0
11 TO 15	0	0
16 TO 20	0	0
MORE THAN 20	0	0

TABLE 35

TASKS DIFFERENTIATING BETWEEN 654X 1-48 MONTHS AND 49-96 MONTHS
TIME IN UTILIZATION FIELD (TIUF)

TASKS	1-49 MONTHS (N=14)	49-96 MONTHS (N=4)	DIFF
C177 Type correspondence, reports, or forms	64	0	64
K617 Evaluate prime contractors' subcontract management procedures	50	0	50
K574 Draft or write input to requests for proposal (RFPs) or SSPs	43	0	43
N934 Evaluate CDRLs	43	0	43
K593 Evaluate contractors' manufacturing or production management systems	57	25	32
K595 Evaluate contractors' production plans	50	25	25
*****	*****	*****	*****
A54 Critique briefings or presentations	21	75	-54
K568 Develop strike recovery plans or procedures	0	50	-50
K536 Conduct component breakdown analyses	0	50	-50
J468 Conduct should-cost analyses	0	50	-50
B126 Develop inspection checklists	0	50	-50
A71 Draft or write OIs	29	75	-46

TABLE 36

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC 659X
TIME IN UTILIZATION FIELD GROUPS

DUTIES	1-48		49-96		97-144		145-192		193-240		241	
	MONTHS	TIUF	MONTHS	TIUF	MONTHS	TIUF	MONTHS	TIUF	MONTHS	TIUF	MONTHS	TIUF
	(N=3)	(N=3)	(N=9)	(N=9)	(N=14)	(N=14)	(N=18)	(N=18)	(N=19)	(N=19)	(N=26)	(N=26)
A COMMAND AND MANAGEMENT	23		29		29		25		30		32	
B INSPECTION AND EVALUATION	13		4		6		6		5		5	
C GENERAL ADMINISTRATION	8		9		9		7		9		8	
D RESOURCE MANAGEMENT	18		9		13		9		11		12	
E CONTINGENCY AND DEPLOYMENT	2		1		2		1		1		1	
F PERSONNEL	24		16		14		19		19		19	
G TRAINING	2		1		2		2		1		2	
H AUTOMATED DATA SYSTEMS OPERATION	1		1		1		1		1		1	
I AUTOMATED DATA SYSTEMS MAINTENANCE	*		1		1		1		1		1	
J PRICING	*		2		1		1		1		1	
K PRODUCTION AND MANUFACTURING SURVEILLANCE	2		6		6		8		3		4	
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*		*		*		*		*		*	
M QUALITY ASSURANCE	*		2		1		1		1		*	
N ACQUISITION	4		11		7		9		13		10	
O CONTRACT ADMINISTRATION	*		7		7		6		2		3	
P GENERAL ACQUISITION	2		1		2		3		2		2	

* Less than .5 percent

TABLE 37

SELECTED BACKGROUND INFORMATION FOR 659X
TIME IN UTILIZATION FIELD GROUPS

	1-48 MONTHS TIUF (N=3)	49-96 MONTHS TIUF (N=9)	97-144 MONTHS TIUF (N=14)	145-192 MONTHS TIUF (N=18)	193-240 MONTHS TIUF (N=19)	241 MONTHS TIUF (N=26)
AVERAGE NUMBER OF TASKS PERFORMED	129	179	174	168	133	128
PERCENTAGE OF SUPERVISORS	100%	100%	86%	89%	95%	85%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)						
OPERATIONAL (BASE)	33%	0	0	0	5%	0
CENTRAL	0	33%	21%	6%	16%	23%
RESEARCH AND DEVELOPMENT	0	0	7%	6%	5%	4%
MAJOR SYSTEMS	33%	22%	7%	56%	42%	19%
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	0	7%	0	11%	4%
DEF CONTRACT AUDIT AGENCY	0	11%	0	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	0	0	5%	4%
AF CONTRACT MANAGEMENT DIVISION	33%	22%	36%	33%	11%	19%
OTHER	0	11%	21%	0	5%	27%
PERCENTAGE POSSESSING CONTRACTING WARRANTS						
ADMINISTRATIVE CONTRACTING OFFICER	0	0	0	0	0	0
PRINCIPAL CONTRACTING OFFICER	0	0	0	0	0	8%
TERMINATING CONTRACTING OFFICER	0	0	0	0	0	0
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)						
NONE	100%	89%	79%	100%	100%	96%
1 TO 5	0	0	7%	0	0	0
6 TO 10	0	0	0	0	0	0
11 TO 15	0	11%	0	0	0	0
16 TO 20	0	0	0	0	0	0
MORE THAN 20	0	0	14%	0	0	4%

TABLE 38

TASKS DIFFERENTIATING BETWEEN AFSC 659X 97-144 MONTHS AND
145-192 MONTHS TIME IN UTILIZATION FIELD (TIUF)

TASKS	97-144 MONTHS (N=14)	145-192 MONTHS (N=18)	DIFF
A46 Chair staff working groups	64	22	42
D187 Approve or disapprove personnel actions	93	56	37
C151 Draft or write memoranda for record (MFR)	71	39	32
D190 Approve or disapprove requisitions for equipment or supplies	71	39	32
F274 Advise subordinates on unit policies or procedures	93	61	32
A33 Approve or disapprove requests for warrants	64	33	31
C172 Proofread correspondence, forms, or reports	71	44	27
A95 Interpret regulations, manuals, supplements, or procedures	86	61	25
D210 Evaluate existing or proposed manning or manpower requirements	79	56	23
B139 Review responses to inspection reports	64	44	20
A35 Approve or disapprove staff studies or staff summaries	79	61	18
A22 Approve or disapprove MOUs or MOAs	71	56	15

F297 Draft or write civilian performance reports	29	89	-60
F280 Approve or disapprove requests for personnel to attend off-duty education courses	43	78	-35
A44 Assign special projects to personnel for staffing actions	57	89	-32
F304 Draft or write recommendations for decorations or awards	64	94	-30
A29 Approve or disapprove promotions, demotions, or reclassification actions	43	72	-29
N829 Approve or disapprove prenegotiation or target price positions	36	61	-25
F329 Select civilian personnel for employment	43	67	-24
F325 Review personnel records	57	78	-21
D180 Analyze organizational structures	57	78	-21
B115 Analyze self-inspection reports	64	83	-19
A37 Approve or disapprove unit administrative procedures, such as office file plans or forms management programs	50	67	-17
A5 Advise staff-level agency personnel on methods of handling contracting requirements	57	72	-15

TABLE 39

TASKS DIFFERENTIATING BETWEEN AFSC 659X 145-192 MONTHS AND
193-240 MONTHS TIME IN UTILIZATION FIELD (TIUF)

TASKS	145-192 MONTHS (N=18)	193-240 MONTHS (N=19)	DIFF
A14 Approve or disapprove input to memoranda of understanding (MOU) or memoranda of agreements (MOAs)	67	26	41
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	72	32	40
A34 Approve or disapprove responses to congressional inquiries	78	42	36
F297 Draft or write civilian performance reports	89	58	31
D180 Analyze organizational structures	78	47	31
F304 Draft or write recommendations for decorations or awards	94	63	31
F294 Determine work priorities for subordinates	78	53	25
B132 Evaluate inspection report findings	78	53	25
A37 Approve or disapprove unit administrative procedures, such as office file plans or forms management programs	67	42	25
A25 Approve or disapprove point, position, or talking papers	89	68	21
F291 Counsel incoming personnel	94	74	20
B115 Analyze self-inspection reports	83	63	20

A55 Determine number of required contracting officer warrants	28	53	-25
A46 Chair staff working groups	22	42	-20
N812 Approve or disapprove acquisition plans	22	42	-20
D190 Approve or disapprove requisitions for equipment or supplies	39	58	-19
B140 Review results of previous IG inspections, SAVs, or audits	50	68	-18
A97 Manually approve contracts within approved dollar thresholds	33	58	-15
A10 Approve or disapprove contracts	44	58	-14
C172 Proofread correspondence, forms, or reports	44	58	-14
D200 Develop performance standards or elements	33	47	-14
F274 Advise subordinates on unit policies or procedures	61	74	-13

TABLE 40

TASKS DIFFERENTIATING BETWEEN AFSC 659X 193-240 MONTHS AND
241 PLUS MONTHS TIME IN UTILIZATION FIELD (TIUF)

TASKS	192-240 MONTHS (N=19)	241+ MONTHS (N=26)	DIFF
A55 Determine number of required contracting officer warrants	53	23	30
B116 Appoint self-inspection inspectors	58	31	27
C172 Proofread correspondence, forms, or reports	58	31	27
B117 Approve or disapprove inspection checklists	53	27	26
F311 Evaluate individuals for promotions, demotions, or reclassifications	53	35	18
F279 Approve or disapprove requests for off-duty employment	68	50	18
A23 Approve or disapprove operating instructions (OIs)	79	62	17
F280 Approve or disapprove requests for personnel to attend off-duty education courses			
D190 Approve or disapprove requisitions for equipment or supplies	74	58	16
C171 Present informal briefings	58	42	16
A97 Manually approve contracts within approved dollar thresholds	89	73	16
F326 Review recommendations for awards or decorations	58	42	16
	79	65	14

A14 Approve or disapprove input to memoranda of understanding (MOU) or memoranda of agreements (MOAs)	26	73	-47
A34 Approve or disapprove responses to congressional inquiries	42	73	-31
A35 Approve or disapprove staff studies or staff summaries	42	73	-31
A22 Approve or disapprove MOUs or MOAs	32	62	-30
A26 Approve or disapprove policy letters	53	81	-28
C151 Draft or write memoranda for record (MFR)	37	65	-28
A25 Approve or disapprove point, position, or talking papers	68	92	-24
A63 Develop unit goals or objectives	68	92	-24
A46 Chair staff working groups	42	65	-23
B119 Approve or disapprove responses to self-inspection or IG discrepancy reports			
D196 Determine manpower requirements	47	69	-22
F329 Select civilian personnel for employment	42	62	-20
F316 Interview job applicants	42	62	-20
	42	62	-20

ANALYSIS OF AFS 65XX MAJCOM AND SOA GROUPS

An analysis of MAJCOM and SOA groups helps identify variations, if any, in the job performed by officers in the various 65XX DAFSCs in different MAJCOMs. Information from this analysis is useful in determining training requirements for officers in various kinds of assignments. The data reviewed for this analysis centered around differences in time spent on tasks, tasks performed, and some background items dealing with job scope, supervisory functions, and number of contracts prepared. Each officer DAFSC will be presented separately; however, since virtually all DAFSC 652X and 654X respondents are assigned to AFSC, there will be no separate discussion for them.

DAFSC 651X

With the exception of Air University (AU) and AF Communications Command, DAFSC 651X officers across the various MAJCOMs spend relatively the largest amount of their time on Command and Management tasks (Table 41). DAFSC 651X officers in AU spend the largest amount of their time on training tasks and the least amount of time on acquisition tasks. In addition, as Table 42 shows, the scope of the job performed by AU 651X officers is slightly more narrow than those DAFSC 651X officers working in other MAJCOMs, in that they perform an average of 101 tasks, and they also have the lowest percentage of supervisors (33 percent). AFCC personnel, on the other hand, spend larger portions of their time performing acquisition tasks (Table 41). Table 42 reinforces their emphasis on acquisition activities showing that greater percentages of AFCC officers are preparing contracting actions than all except AF Element DAFSC 651X officers.

A number of other differences occur across MAJCOMs and SOAs. For example, Table 41 shows that ATC and USAFE personnel spend slightly larger amounts of their time performing personnel tasks than those officers from other MAJCOMs and SOAs. Table 41 also shows that USAFE officers spend a slightly larger amount of their time performing contingency tasks. In addition, Table 42 shows that SAC officers have broader jobs than personnel assigned to all other MAJCOMs and SOAs, except AF Elements, in that they perform an average of 206 tasks. Finally, DAFSC 651X officers in AF Elements spend less of their job time performing command and management tasks than any other MAJCOM or SOA group and more of their time performing contract administration tasks than any other group. AF Element officers also have the broadest job of all, performing an average of 348 tasks.

DAFSC 653X

With the exception of ATC, PACAF, and USAFE, DAFSC 653X officers across MAJCOMs spend the largest amount of their time performing acquisition tasks, and from a more general perspective, the majority of their time is spent in the performance of technical tasks (see Table 43). Table 44 also shows that ATC officers spend the greatest amount of their time performing training

TABLE 41

PERCENT TIME SPENT ON TASKS WITHIN DUTIES BY
DAFSC 651X MAJCOM PERSONNEL

DUTIES	AFSC (N=152)	AFLC (N=48)	ATC (N=6)	USAF (N=16)	PACAF (N=11)	AU (N=6)	HAC (N=12)	SAC (N=9)	TAC (N=18)	AFCC (N=11)	SPCOM (N=9)	AFELEM (N=8)
A COMMAND AND MANAGEMENT	21	27	25	23	23	27	27	20	28	18	24	15
B INSPECTION AND EVALUATION	5	8	7	6	7	2	9	7	6	5	6	2
C GENERAL ADMINISTRATION	12	12	3	6	8	15	9	4	8	11	11	7
D RESOURCE MANAGEMENT	6	9	11	10	5	1	7	7	7	4	9	6
E CONTINGENCY AND DEPLOYMENT	1	1	1	6	3	*	2	4	2	*	2	2
F PERSONNEL	15	16	23	20	10	6	14	17	13	11	16	7
G TRAINING	3	2	7	2	2	37	1	2	2	1	2	5
H AUTOMATED DATA SYSTEMS OPERATION	2	2	1	2	2	*	1	2	1	1	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	*	1	1	*	*	*	*	1	*	3
J PRICING	5	1	4	1	2	1	2	3	6	6	5	6
K PRODUCTION AND MANUFACTURING												
SURVEILLANCE	7	3	*	*	2	-	*	1	*	*	2	8
L GOVERNMENT OWNED PROPERTY AND EQUIPMENT												
QUALITY ASSURANCE	1	*	1	*	*	-	-	*	*	*	*	1
ACQUISITION	1	1	*	1	2	-	1	1	1	*	1	4
N ACQUISITION	14	10	11	14	18	6	14	21	18	34	15	17
O CONTRACT ADMINISTRATION	5	5	2	4	11	3	9	8	5	6	4	14
P GENERAL ACQUISITION	2	2	2	3	3	1	3	3	4	3	3	3

* Less than .5 percent

TABLE 42

SELECTED BACKGROUND INFORMATION FOR
AFSC 651X MAJCOM PERSONNEL

	AFSC (N=152)	AFLC (N=48)	ATC (N=6)	USAF (N=16)	PACAF (N=11)	AU (N=6)	MAC (N=12)	SAC (N=9)	TAC (N=18)	AFCC (N=11)	SPCOM (N=9)	AFELEM (N=8)
AVERAGE NUMBER OF TASKS PERFORMED	111	115	136	158	157	101	191	206	144	45	124	348
PERCENTAGE OF SUPERVISORS	71%	81%	67%	87%	73%	33%	75%	78%	56%	73%	67%	75%
PERCENTAGE POSSESSING CONTRACTING WARRANTS												
ADMINISTRATIVE CONTRACTING OFFICER	2%	19%	0	0	0	0	8%	0	0	0	0	13%
PRINCIPAL CONTRACTING OFFICER	13%	19%	83%	56%	45%	17%	50%	100%	72%	55%	56%	25%
TERMINATING CONTRACTING OFFICER	0	0	0	0	0	0	0	0	0	9%	0	0
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)												
NONE	70%	79%	83%	75%	82%	100%	67%	78%	78%	55%	78%	50%
1 TO 5	11%	8%	17%	6%	9%	0	8%	11%	17%	27%	0	13%
6 TO 10	5%	2%	0	6%	0	0	8%	0	0	0	0	0
11 TO 15	3%	4%	0	13%	0	0	0	0	0	9%	0	13%
16 TO 20	1%	4%	0	0	0	0	0	0	0	0	0	0
MORE THAN 20	9%	2%	0	0	9%	0	17%	11%	6%	9%	22%	25%
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)												
NONE	68%	79%	67%	81%	91%	100%	67%	76%	78%	55%	78%	50%
\$1-25,000	1%	10%	0	0	0	0	8%	0	0	0	0	0
\$25,000-100,000	3%	4%	0	0	9%	0	0	0	6%	0	11%	13%
\$100,001-500,000	5%	4%	17%	6%	0	0	17%	22%	17%	0	0	13%
\$500,001-1,000,000	3%	0	17%	3	0	0	0	0	0	0	11%	0
\$1,000,001-25 million	8%	2%	0	0	0	0	8%	0	0	27%	0	25%
OVER 25,000,001	2%	0	0	13%	0	0	0	0	0	18%	0	0

TABLE 43

PERCENT TIME SPENT ON TASKS WITHIN DUTIES BY DAFSC 653X MAJCOM PERSONNEL

DUTIES	AFSC (N=187)	AFLC (N=57)	ATC (N=18)	USAFE (N=23)	PACAF (N=6)	AU (N=7)	MAC (N=17)	SAC (N=33)	TAC (N=30)	AFCC (N=22)	SPCOM (N=8)
A COMMAND AND MANAGEMENT	6	14	4	16	26	16	10	12	5	7	11
B INSPECTION AND EVALUATION	2	4	2	8	8	2	3	6	4	3	12
C GENERAL ADMINISTRATION	13	12	8	10	8	11	11	8	9	14	11
D RESOURCE MANAGEMENT	1	2	2	5	3	1	4	4	2	*	1
E CONTINGENCY AND DEPLOYMENT	*	1	1	6	3	*	2	3	4	*	*
F PERSONNEL	2	8	4	8	13	3	6	7	3	3	2
G TRAINING	1	1	36	5	2	17	1	2	2	1	1
H AUTOMATED DATA SYSTEMS OPERATION	1	3	1	3	2	*	1	3	3	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	*	1	1	4	*	1	1	1	2
J PRICING	21	8	5	3	3	4	12	5	6	9	10
K PRODUCTION AND MANUFACTURING SURVEILLANCE	4	2	1	1	2	3	1	1	1	1	*
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	1	*	1	1	*	1	*	*	*	1
M QUALITY ASSURANCE	*	1	1	2	4	*	3	2	3	2	9
N ACQUISITION	31	31	25	15	15	27	32	32	34	36	20
O CONTRACT ADMINISTRATION	13	11	8	12	7	9	9	11	20	18	17
P GENERAL ACQUISITION	2	1	1	3	2	1	4	3	4	3	3

* Less than .5 percent

TABLE 44

SELECTED BACKGROUND INFORMATION FOR
AFSC 653X PERSONNEL

	AFSC (N=187)	AFLC (N=57)	ATC (N=18)	USAFE (N=23)	PACAF (N=6)	AU (N=7)	MAC (N=17)	SAC (N=33)	TAC (N=30)	AFCC (N=22)	SPCOM (N=8)
AVERAGE NUMBER OF TASKS PERFORMED	94	74	67	160	168	71	94	157	121	113	105
PERCENTAGE OF SUPERVISORS	14%	30%	39%	70%	83%	29%	41%	33%	20%	18%	25%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)											
OPERATIONAL (BASE)	1%	12%	50%	65%	67%	43%	76%	76%	60%	0	13%
CENTRAL	4%	61%	0	9%	0	0	0	9%	23%	23%	25%
RESEARCH AND DEVELOPMENT	18%	2%	0	0	0	0	0	0	0	0	0
MAJOR SYSTEMS	54%	9%	0	0	0	0	0	0	0	59%	13%
DEFENSE LOGISTICS AGENCY, OTHER THAN											
DCAS	0	2%	0	0	0	0	0	0	0	0	0
DEF CONTRACT AUDIT AGENCY	0	0	0	0	0	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	1%	4%	0	0	0	0	0	0	0	0	0
AF CONTRACT MANAGEMENT DIVISION	20%	0	0	0	0	14%	0	0	0	0	0
OTHER	3%	11%	50%	26%	33%	43%	24%	15%	17%	18%	50%
PERCENTAGE POSSESSING CONTRACTING WARRANTS											
ADMINISTRATIVE CONTRACTING OFFICER	6%	11%	0	4%	17%	0	6%	12%	13%	5%	13%
PRINCIPAL CONTRACTING OFFICER	12%	25%	11%	65%	33%	43%	18%	45%	27%	18%	25%
TERMINATING CONTRACTING OFFICER	1%	0	0	4%	33%	0	0	0	0	0	0

TABLE 44 (CONTINUED)

SELECTED BACKGROUND INFORMATION FOR
AFSC 653X PERSONNEL

	AFSC (N=187)	AFLC (N=57)	ATC (N=18)	USAFE (N=23)	PACAF (N=6)	AU (N=7)	MAC (N=17)	SAC (N=33)	TAC (N=30)	AFCC (N=22)	SPCOM (N=8)
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)											
NONE	18%	39%	56%	61%	50%	43%	41%	36%	30%	14%	13%
1 TO 5	17%	21%	11%	9%	17%	29%	29%	27%	23%	27%	0
6 TO 10	14%	5%	11%	0	17%	0	6%	12%	17%	18%	13%
11 TO 15	11%	2%	17%	13%	0	0	12%	9%	10%	5%	25%
16 TO 20	9%	7%	6%	9%	0	0	0	0	0	0	0
MORE THAN 20	29%	26%	0	9%	17%	29%	12%	15%	20%	36%	50%
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)											
NONE	14%	33%	56%	57%	50%	43%	41%	33%	20%	5%	13%
\$1-25,000	3%	28%	6%	9%	0	14%	18%	12%	10%	5%	13%
\$25,000-100,000	9%	19%	17%	9%	17%	43%	24%	27%	43%	27%	13%
\$100,001-500,000	24%	7%	11%	4%	17%	0	6%	18%	13%	9%	38%
\$500,001-1,000,000	14%	2%	6%	9%	17%	0	6%	3%	3%	14%	25%
\$1,000,001-25 million	27%	9%	6%	13%	0	0	0	3%	10%	27%	0
OVER 25,000,001	9%	2%	0	0	0	0	6%	3%	0	9%	0

tasks, and the scope of their job is more limited than DAFSC 653X officers from other MAJCOMs and SOAs. PACAF officers, on the other hand, spend the largest amount of their time on command and management tasks, and they also spend more time on personnel tasks than DAFSC 653X officers from other MAJCOMs or SOAs, but less time on acquisition tasks. It is also true that PACAF officers have the broadest job of all 653X officers across MAJCOM and SOA groups performing an average of 168 tasks (Table 44). Finally, PACAF officers have the largest percentage of supervisors.

A number of variations also occurred across other MAJCOMs and SOAs. For example, DAFSC 653X officers in AFSC spend considerably more of their time performing pricing tasks than personnel from other MAJCOM and SOA groups (Table 43). Table 44 also shows that AFSC officers in this DAFSC have the lowest percentage of supervisors (14 percent). It is also true that larger percentages of AFSC officers are preparing contracting actions than all, except AFCC and AFSPACECOM (Table 44). In addition, DAFSC 653X officers in TAC, AFCC, and AFSPACECOM spend slightly larger amounts of their time on contract administration tasks than personnel from other MAJCOMs or SOAs (Table 43). Further, this table also shows that AFSPACECOM officers spend relatively larger amounts of their time performing inspection and evaluation and quality assurance tasks than those officers in other MAJCOMs or SOAs, and higher percentages are involved in the preparation of contracting actions. Finally, Table 44 shows that SAC and USAFE officers have broader jobs than all, except PACAF officers.

DAFSC 659X

The vast majority of the DAFSC 659X survey sample (73 percent) are assigned to only two MAJCOMs, AFSC (61 percent of DAFSC 659X sample) and AFLC (12 percent of DAFSC 659X sample). Therefore, comparisons will be limited to only these two commands. Among DAFSC 659X officers from these two commands, Table 45 shows that there are only slight differences. AFLC officers spend 4 percent more of their time on command and management tasks and 6 percent more of their time on acquisition tasks than their AFSC counterparts, and AFSC officers spend 4 percent more of their time on production and manufacturing surveillance tasks than AFLC officers. Other than these, differences in time spent on particular kinds of tasks only amount to 1 or 2 percent.

OFFICER 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 assignment. Factors which may be used in evaluating training include the overall description of the job being performed

TABLE 45
PERCENT TIME SPENT ON TASKS WITHIN DUTIES BY DAFSC MAJCOM
PERSONNEL

<u>DUTIES</u>	659X AFSC (N=54)	659X AFLC (N=11)
A COMMAND AND MANAGEMENT	27	31
B INSPECTION AND EVALUATION	6	8
C GENERAL ADMINISTRATION	9	7
D RESOURCE MANAGEMENT	11	10
E CONTINGENCY AND DEPLOYMENT	1	2
F PERSONNEL	19	18
G TRAINING	1	1
H AUTOMATED DATA SYSTEMS OPERATION	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	*	1
J PRICING	1	2
K PRODUCTION AND MANUFACTURING SURVEILLANCE	6	2
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*
M QUALITY ASSURANCE	1	*
N ACQUISITION	9	15
O CONTRACT ADMINISTRATION	4	2
P GENERAL ACQUISITION	2	2

* Less than .5 percent

by first-assignment personnel and their overall distribution across utilization field jobs, percentages of first-assignment (1-24 month TICF) or (1-48 months TICF), members performing specific tasks as well as TE (previously explained in the SURVEY METHODOLOGY section).

To assist specifically in the evaluation of the Course Training Standards (CTS) and the Plans of Instruction (POI), technical school personnel from Lowry Technical Training Center matched job inventory tasks to appropriate sections and subsections of the CTSs and POIs for courses G30BR6531. It was this matching upon which comparison to those documents was based. A complete computer listing displaying the percent members performing tasks, TE ratings for each task, 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. A summary of this information is presented below.

TRAINING EMPHASIS DATA

Training emphasis (TE) data can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of experienced officers in the utilization field are collected to provide training personnel with a rank-ordering of those tasks in the job inventory considered important for first-assignment officer training.

When combined with data on the percentages of first-assignment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary.

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

ANALYSIS OF COURSE TRAINING STANDARD FOR CENTRAL/SYSTEMS LEVEL CONTRACTING

Review of training emphasis and percent members performing data for tasks matched to the CTS indicates support of the existing CTS task and knowledge entries. Review of the proficiency codes assigned to the various CTS elements indicates that eight elements with task performance and knowledge proficiency codes are also supported by TE and percent members performing data. (Task performance and task knowledge proficiency codes are addressed more specifically in the section of this report that addresses the Plan of Instruction for the Central/Systems Level contracting course.) Additional review of the

numerous CTS paragraphs with subject knowledge codes indicates that TE and percent members performing data for many of these elements support a possible increase in proficiency levels or a review of the course content within the present code. For example, more than 50 percent of the tasks matched to each of nine CTS elements shown on Table 47 had above average TE ratings.

Since AFSC 653X officers attending the Central/Systems course may be assigned to a number of contracting environments, review of the percent members performing task differences by one group versus another may be helpful in determining the emphasis applied to certain of the course objectives. CTS data comparisons were made for the various central and system contracting environments; i.e., those working in central, systems, research and development, or contract management divisions. For example, one comparison was that of those working in central contracting versus all those who worked in any of systems, research and development, or contract management division environments. In this comparison, all tasks matched to CTS elements with TE ratings of 1.32 (average) or higher were reviewed to determine if there were percent performing differences of 10 percent or more for officers who had 1-48 months TICF. Results of the review indicated that on 139 occasions there were differences of 10 percent or more. Of these 139, there were 97 times when the differences were on the plus side for officers working in Central Contracting versus a combination of those in Systems, Research and Development, or Contract Management Division. Table 48 provides a sample of tasks matched to some CTS elements that shows examples of the differences.

Review of the tasks not referenced to the CTS revealed 26 technical tasks with above average TE ratings. These tasks shown in Table 49 should be reviewed to determine whether they should be covered by the CTS.

POI CENTRAL/SYSTEMS

A total of eight POI objectives were coded to the task knowledge and performance proficiency code level. Subject-matter experts familiar with what is taught in those objectives were asked to match the job inventory tasks that were taught to the task knowledge and performance level for each of the eight objectives. As seen in Table 50, in seven of the eight POI objectives, there were several tasks that were below average in TE and were performed by less than 20 percent of any of the 1-48 month TICF criterion groups. These tasks should be reviewed to determine their relative training value. In addition, review of the tasks not referenced to the POI revealed 45 technical tasks that were high in TE and an additional 124 technical tasks that were above average in TE. These tasks should also be reviewed to determine their relative merit for incorporation into the course content. Table 51 shows a representative listing of the tasks that were high in TE and performed by more than 20 percent of 1-48 month TICF 653X officers who were working in environments other than operational contracting.

TABLE 46
SELECTED BACKGROUND INFORMATION FOR
AFSC 659X PERSONNEL

	659X AFSC (N=54)	659X AFLC (N=11)
AVERAGE NUMBER OF TASKS PERFORMED	131	141
PERCENTAGE OF SUPERVISORS	93%	91%
TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)		
OPERATIONAL (BASE)	2%	0
CENTRAL	6%	82%
RESEARCH AND DEVELOPMENT	6%	0
MAJOR SYSTEMS	44%	0
DEFENSE LOGISTICS AGENCY, OTHER THAN DCAS	0	0
DEF CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	2%	9%
AF CONTRACT MANAGEMENT DIVISION	39%	0
OTHER	2%	9%
NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)		
NONE	94%	100%
1 TO 5	0	0
6 TO 10	0	0
11 TO 15	2%	0
16 TO 20	0	0
MORE THAN 20	4%	0
AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)		
NONE	94%	100%
\$1-25,000	0	0
\$25,000-100,000	0	0
\$100,001-500,000	2%	0
\$500,001-1,000,000	2%	0
\$1,000,001-25 million	2%	0
OVER 25,000,001	0	0

TABLE 47

CTS CENTRAL/SYSTEMS LEVEL SUBJECT KNOWLEDGE ELEMENTS
WITH MORE THAN 50 PERCENT OF THE MATCHED TASKS RATED ABOVE AVERAGE IN TE

	NUMBER OF TASKS MATCHED TO CTS PARAGRAPH	NUMBER OF TASKS WITH ABOVE AVERAGE TE RATINGS
CTS PARAGRAPH 8, TYPES OF CONTRACTS	13	8
CTS PARAGRAPH 9, UNIFORM CONTRACT FORMAT	18	13
CTS PARAGRAPH 11a., CONTRACTING SOURCES - FULL AND OPEN COMPETITION	21	13
CTS PARAGRAPH 11b., CONTRACTING SOURCES - COMPETITION UNDER LIMITED CONDITIONS	26	16
CTS PARAGRAPH 11c., CONTRACTING SOURCES - OTHER THAN COMPETITIVE	31	19
CTS PARAGRAPH 19a., ACQUISITION PLANNING - FAR REQUIREMENTS	15	9
CTS PARAGRAPH 20a., SOLICITATION REQUIREMENTS - SOLICITATION TYPES	19	15
CTS PARAGRAPH 20c., SOLICITATION REQUIREMENTS - SOLICITATION AMENDMENTS	10	8
CTS PARAGRAPH 24, REVIEW REQUIREMENTS AND AWARD OF CONTRACT	37	19

TABLE 48

SAMPLE TASK DATA REFERENCED TO
CTS 30BR6531 CENTRAL/SYSTEMS-LEVEL CONTRACTING
BY TYPES OF CONTRACTING ENVIRONMENT

CTS PARAGRAPH REFERENCE (WITH TASKS MATCHED)		TE RATINGS	1-48 MONTHS PERCENT MBRS PERFORMING (CENTRAL)	1-48 MONTHS PERCENT MBRS PERFORMING (SYS, R&D, CMD)
CTS PARAGRAPH 11c. CONTRACTING SOURCES OTHER THAN COMPETITIVE				
N873	Determine competitive range of proposals	3.75	26	12
N931	Evaluate Best and Final Offers (BAFOs)	3.66	35	17
N879	Determine method of solicitation, such as Invitation for Bids (IFBs) or RFPs	3.22	30	13
N880	Determine negotiation authority	2.93	30	16
N810	Analyze technical evaluation letters	2.48	21	35
N914	Draft or write requests for technical proposal evaluations	2.38	33	45
N800	Advise contractors of mistaken bids	2.33	35	12
N823	Approve or disapprove justification and approvals	1.81	16	2
N910	Draft or write requests for bid verifications	1.47	16	4
CTS PARAGRAPH 12, SMALL PURCHASES				
N1018	Prepare RFQs	2.59	30	8
N798	Advise buyers on potential small or disadvantaged business procedures	2.32	30	15
N1009	Prepare POs	2.09	28	4
N1004	Prepare DOs	2.08	23	10
N991	Prepare AF Forms 3055 (Small and Disadvantaged Business Utilization Office - PCO Coordination Record)	2.02	40	22
N1031	Request oral bids or quotations	1.78	35	5
N955	Evaluate responses to RFQs	1.76	30	8
N956	Evaluate RFQs	1.62	21	4
N842	Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	1.54	33	6
N910	Draft or write requests for bid verifications	1.47	16	4

TABLE 48 (CONTINUED)

SAMPLE TASK DATA REFERENCED TO
CTS 30BR6531 CENTRAL/SYSTEMS-LEVEL CONTRACTING
BY TYPES OF CONTRACTING ENVIRONMENT

CTS PARAGRAPH REFERENCE (WITH TASKS MATCHED)	TE RATINGS	1-48 MONTHS		1-48 MONTHS	
		PERCENT MBR'S PERFORMING (CENTRAL)	PERCENT MBR'S PERFORMING (SYS, R&D, CMD)		
CTS PARAGRAPH 20a, SOLICITATION TYPES					
N931 Evlauate Best and Final Offers (BAFOs)	3.66	35	17		
N1005 Prepare IFBs	2.89	12	2		
N1018 Prepare RFQs	2.59	30	8		
N856 Coordinate changes to project specifications, SOW, or drawings with vendors or customers					
N1052 Review debarred, suspended, or ineligible lists of contractors	2.32	40	30		
N955 Evaluate responses to RFQs	1.84	53	26		
N956 Evaluate RFQs	1.76	30	8		
N986 Perform QA checks on solicitation packages	1.62	21	4		
N985 Perform QA checks on draft RFPs	1.58	26	6		
	1.48	26	8		

TABLE 49

TASKS NOT REFERENCED TO CENTRAL/SYSTEMS CTS
WITH ABOVE AVERAGE TE RATINGS

TASKS	TE RATING
J493 Negotiate pricing aspects of proposals or contracts	5.28
N802 Advise contractors on unacceptability of proposals	3.38
O1251 Negotiate modifications to POs or DOs	3.19
O1230 Evaluate RFPs	2.84
O1257 Obtain current cost and pricing certificates	2.84
O1219 Evaluate progress payment requests	2.33
O1220 Evaluate progress payment withholdings	2.06
M728 Advise QAEs of responsibilities	2.04
N943 Evaluate payment invoices	1.95
O1228 Evaluate responses to audit reports	1.76
M730 Advise QAEs on documentation requirements	1.74
N863 Coordinate review of approval of solicitations or contracts with manual approval authorities	1.67
O1283 Request contract audits	1.67
O1296 Review DD Forms 250	1.62
P1336 Evaluate FOIA Requests	1.58
P1346 Participate in preproposal conferences	1.56
A57 Develop contract review checklists	1.54
C147 Distribute contract documents to appropriate units, such as production, quality, or legal	1.52
O1260 Obtain release of claims from contractors	1.51
H380 Analyze automated procurement systems-generated management reports	1.49
N849 Conduct presolicitation site or plant visits	1.48
N965 Initiate payment for invoices	1.42
M732 Analyze QAE inspection reports	1.40
N915 Draft or write requests for waivers of solicitations or contract reviews	1.35
M739 Compare contractor invoices with QAE reports	1.34
P1354 Review contractors' cost reports	1.33

TABLE 50

TASKS MATCHED TO CENTRAL/SYSTEMS POI OBJECTIVES
IN NEED OF REVIEW

POI PARAGRAPH (WITH TASKS MATCHED)		TE RATING	DAFSC 653X 1-48 MOS PERCENT MBRS PERFORMING (EXCEPT BASE LEVEL CONTRACTING)
POI PARAGRAPH 5b PURCHASE REQUESTS			
N828	Approve or disapprove PR suspense or lead-time requests	*	3
N862	Coordinate referral PRs with originating contracting offices	*	8
N876	Determine if commodity requested is covered by existing requirements contracts	*	6
POI PARAGRAPH 7b SOLICITATION REQUIREMENTS			
N860	Coordinate nonresponse to solicitation packages with vendors	.81	8
K595	Evaluate contractors' production plans	*	3
K653	Propose modifications to military standards for manufacturing applicability	*	0
L709	Evaluate GFP rental agreements	*	3
M783	Review contractors' documentation for compliance with military standards	*	5
N878	Determine insurance requirements	*	5
NN1033	Request sample items or descriptive literature from customers	*	6
N1046	Review contractors' performance ratings	*	4

TABLE 50 (CONTINUED)

TASKS MATCHED TO CENTRAL/SYSTEMS POI OBJECTIVES
IN NEED OF REVIEW

		DAFSC 653X 1-48 MOS PERCENT MBRS PERFORMING (EXCEPT BASE LEVEL CONTRACTING
		TE RATING
<u>POI PARAGRAPH (WITH TASKS MATCHED)</u>		
<u>POI PARAGRAPH 9c CONTRACT PRICING</u>		
K535	Compare government cost estimates with project requirements	*
K553	Coordinate requirements for accelerated deliveries between local contractor and using activity	11
K560	Determine impact of production problems on delivery schedules	*
K600	Evaluate contractors' responses to requests for expedited shipping	*
K619	Evaluate requests for special tooling and test equipment	9
		6
		3
		5
<u>POI PARAGRAPH 9e CONTRACT PRICING</u>		
K535	Compare government cost estimates with project requirements	*
K553	Coordinate requirements for accelerated deliveries between local contractor and using activity	11
K560	Determine impact of production problems on delivery schedules	*
K600	Evaluate contractors' responses to requests for expedited shipping	9
K619	Evaluate requests for special tooling and test equipment	*
M783	Review contractors' documentation for compliance with military standards	6
N886	Develop government cost estimates for indefinite delivery type contracts or requirements	3
		5
		*
		5
		*
		2

TABLE 50 (CONTINUED)

TASKS MATCHED TO CENTRAL/SYSTEMS POI OBJECTIVES
IN NEED OF REVIEW

DAFSC 653X
1-48 MOS
PERCENT MBRS
PERFORMING
(EXCEPT BASE
LEVEL CONTRACTING

TE
RATING

POI PARAGRAPH (WITH TASKS MATCHED)POI PARAGRAPH 10a NEGOTIATION TECHNIQUES

M780	Perform site inspections to observe contractors' or QAEs' performance	.53	1
K553	Coordinate requirements for accelerated deliveries between local contractor and using activity	*	9
L709	Evaluate GFP rental agreements	*	3
L720	Negotiate with contractor on GOCO property or equipment provisions	*	4
M783	Review contractors' documentation for compliance with military standards	*	5
N1063	Review proposal evaluation reports	*	8
N1070	Suspend purchases in order to obtain additional information	*	4
O1139	Conduct tradeoff analyses	*	1

POI PARAGRAPH 10b NEGOTIATION TECHNIQUES

N834	Approve or disapprove SFs 26 (Award/Contract)	1.27	4
N962	Explain specifications of item requirements to vendors	1.26	11
K553	Coordinate requirements for accelerated deliveries between local contractor and using activity	*	9
L707	Evaluate contractors' facilities for capability to meet production requirements	*	1
L709	Evaluate GFP rental agreements	*	3
L720	Negotiate with contractor of GOCO property or equipment provisions	*	4
N1046	Review contractors' performance ratings	*	4
N1063	Review proposal evaluation reports	*	8

TABLE 50 (CONTINUED)

TASKS MATCHED TO CENTRAL/SYSTEMS POI OBJECTIVES
IN NEED OF REVIEWDAFSC 653X
1-48 MOS
PERCENT MBRS
PERFORMING
(EXCEPT BASE
LEVEL CONTRACTINGTE
RATINGPOI PARAGRAPH (WITH TASKS MATCHED)POI PARAGRAPH 2c - CONTRACT ADMINISTRATION

01149	Coordinate option year requirements with contractors or customers	1.08	12
K621	Evaluate specification change notices	*	2
M760	Evaluate engineering change proposals (ECPs)	*	8
N94i	Evaluate letter contracts	*	3
N1008	Prepare modifications to item descriptions	*	8
01252	Negotiate no-cost cancellation agreements	*	5
01256	Notify customers of expiration of obligations authorities	*	2
01280	Prepare settlement agreements	*	5

* TE value not computed based on low percent members performing

TABLE 51

REPRESENTATIVE TASKS HIGH IN TRAINING EMPHASIS
NOT REFERENCED TO CENTRAL/SYSTEMS POI

TASKS	TE RATING	DAFSC 653X 1-48 MOS PERCENT MBRS PERFORMING (EXCEPT OPERATIONAL CONTRACTING)
J477 Draft or write PNMs	7.05	63
J457 Analyze contractors' cost elements	5.89	66
J493 Negotiate pricing aspects of proposals or contracts	5.28	53
N892 Draft or write amendments to RFPs or IFBs	4.14	36
N891 Draft or write acquisition plans	4.01	33
J505 Review government cost or price estimates	3.81	40
N1002 Prepare DD Forms 350	3.52	42
N802 Advise contractors on unacceptability of proposals	3.38	34
N895 Draft or write D&Fs	3.36	29
N900 Draft or write J&As	3.18	25
J479 Draft or write requests for price proposal evaluations	3.15	33
J499 Review accuracy and completeness or SFs 1411 (Contract Pricing Proposal Cover Sheet)	3.11	43
C151 Draft or write memoranda for record (MFR)	2.87	66
N966 Issue amendments to solicitations	2.65	21
N1020 Prepare synopses, such as for solicitations or contract awards	2.53	32
N864 Coordinate small business contracting matters with small and disadvantaged business (SBA) representatives	2.49	41
N810 Analyze technical evaluation letters	2.48	30
N914 Draft or write requests for technical proposal evaluations	2.38	40

ANALYSIS OF COURSE TRAINING STANDARD FOR BASE LEVEL CONTRACTING

Review of TE and percent members performing data for tasks matched to the CTS indicate support for the existing CTS task knowledge entries. Further, review of the proficiency codes assigned to the various CTS elements indicates that five elements with task performance and knowledge proficiency codes are also supported by TE and percent members performing data. (CTS elements with task performance and task knowledge proficiency codes are addressed more specifically in the section of this report that addresses the Plan of Instruction for the Base-Level Contracting Course.) Additional review of the numerous CTS paragraphs with subject knowledge codes indicates that TE and percent members performing data for most of these elements support a possible increase in proficiency levels or a review of the course content within the present code. For example, more than 50 percent of the tasks matched to each of 10 CTS elements shown on Table 52 had above average TE ratings. In addition, review of the tasks not referenced to the CTS revealed a total of 12 technical tasks (in Table 53) with high TE ratings. There also were 44 additional technical tasks with above average TE ratings that were not referenced to the CTS. These and the remainder of the tasks not referenced should be reviewed to determine if substantive areas should be added to the CTS.

POI G30BR6531, Base-Level Contracting

A total of six POI objectives were coded to the task knowledge and performance level. These POI objectives are generally supported by the tasks matched to these objectives. However, two of the elements are in need of review based on the TE ratings and percent members performing data related to the tasks shown in Table 54.

Review of the tasks not referenced to the POI indicates that there are 73 technical tasks rated high in TE (2.37 or above) and an additional 160 tasks rated above average in TE (1.32 to 2.36). These tasks should be reviewed for possible incorporation in the course content. Representative tasks high in TE are shown in Table 55.

Review of the occupational survey data pertinent to both the Course Training Standard and POI for the Base-Level Contracting course indicates that a thorough review of each would be beneficial.

JOB SATISFACTION ANALYSIS

Job satisfaction is one area which can affect the performance of our personnel. Reported job interests, perceived utilization of training and talents, sense of accomplishment, and expressed career intentions help utilization field managers identify any potential impact they may have on their mission. The data presented in Table 56 display a comparison of 65XX job

TABLE 52

BASE-LEVEL OFFICER CONTRACTING CTS
SUBJECT KNOWLEDGE ELEMENTS

WITH MORE THAN 50 PERCENT OF THE MATCHED TASKS RATED ABOVE AVERAGE IN TE

CTS ELEMENT	NUMBER OF TASKS MATCHED TO CTS PARAGRAPH	NUMBER OF TASKS WITH ABOVE AVERAGE TE RATINGS
PARAGRAPH 7, TYPES OF CONTRACTS	12	9
PARAGRAPH 8, SOCIOECONOMIC PROGRAMS	12	8
PARAGRAPH 11, PURCHASE REQUESTS	30	17
PARAGRAPH 13, COMPETITION IN CONTRACTING ACT	7	4
PARAGRAPH 17, MODIFICATIONS	6	6
PARAGRAPH 20a. SEALED BIDS - PROCEDURES	15	8
PARAGRAPH 20b. INVITATION FOR BID	4	2
PARAGRAPH 23b. PRINCIPLES OF PRICE AND COST ANALYSIS	18	16
PARAGRAPH 23c. PRICE NEGOTIATION MEMORANDUM	11	10
PARAGRAPH 23e. VALUE-BASED CONTRACTING & SOURCE SELECTION PROCESS	16	16

TABLE 53

TASKS NOT REFERENCED TO BASE LEVEL CONTRACTING CTS
WITH HIGH TE RATINGS

<u>TASKS</u>	<u>TE RATING</u>
N891 Draft or write acquisition plans	4.01
N885 Devalop business strategies for acquisitions	3.34
J503 Review cost analyses reports	3.18
J479 Draft or write requests for price proposal evaluations	3.15
J470 Determine extent of assistance required from technical representatives or Defense Contract Audit Agency (DCAA)	3.12
K515 Analyze DD Forms 1547 (Record of Weighted Guidelines Application)	3.08
J494 Prepare automated pricing spread sheets based on contractors' or DCAS' input	3.04
K516 Analyze DD Forms 1861 (Contract Facilities Capital and Cost of Money)	2.88
J509 Review pricing proposal evaluations	2.61
J461 Analyze proposed cost-estimating relationships (CERs)	2.59
J464 Approve or disapprove price proposal evaluations	2.46
J480 Draft or write requests for waivers of pricing support	2.41

TABLE 54

POI OBJECTIVES FOR BASE-LEVEL CONTRACTING OFFICERS COURSE
IN NEED OF REVIEW

TASKS	TE RATING	DAFSC 653X 1-48 MOS TIUF PCT MBRs PERFORMING**
POI OBJECTIVE AND PARAGRAPH - CONTRACTING METHODS - III PARAGRAPH 2d.		
N957 Evaluate SFs 26	1.07	9
N1013 Prepare records of late proposals	*	9
POI OBJECTIVE AND PARAGRAPH - NEGOTIATIONS - V PARAGRAPH 1a.		
N1015 Prepare requests for bid or proposal withdrawals	*	12

* No TE rating computed for task. Task was eliminated from TE computation based on low percent members performing

** Officers who indicated they were working in operational contracting

TABLE 55

REPRESENTATIVE TASKS HIGH IN TRAINING EMPHASIS (TE)
NOT REFERENCED TO BASE-LEVEL CONTRACTING OFFICER'S COURSE POI

TASKS	TE RATING	1-48 MOS TIUF PERCENT MEMBERS PERFORMING*
J477 Draft or write PNMs	7.05	47
N903 Draft or write modifications to contracts	6.31	35
J457 Analyze contractors' cost elements	5.89	32
N884 Determine type of contract, such as firm-fixed price, fixed price with incentive, or cost-plus-fixed fees	4.78	30
J502 Review contractors' cost and price data	4.65	30
N873 Determine competitive range of proposals	3.75	32
N804 Advise customers or users on development of SOW, Performance Work Standards (PWS), or specifications	3.71	46
N961 Evaluate SOW, PWS, or specifications	3.53	35
N1002 Prepare DD Forms 350	3.52	40
N801 Advise contractors of need for proposal clarification	3.41	42
N802 Advise contractors on unacceptability of proposals	3.38	44
N895 Draft or write D&Fs	3.36	33
N805 Advise customers or users on pricing matters during negotiations	3.24	33
N803 Advise customers of ratification procedures	2.99	35
N875 Determine if brand name or sole source justifications are required for purchases	2.94	35
N1005 Prepare IFBs	2.89	37

* Officers who indicated they were working in an operational contracting environment

TABLE 56

COMPARISON OF JOB SATISFACTION INDICATORS BY 65XX AND COMPARATIVE
SAMPLE GROUPS
(PERCENT MEMBERS RESPONDING)*

	TOTAL SAMPLE		TOTAL SAMPLE		TOTAL SAMPLE	
	651X (N=400)	COMP SAMPLE** (N=3054)	652X (N=59)	COMP SAMPLE** (N=3054)	653X (N=447)	COMP SAMPLE** (N=3054)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	86	85	69	85	83	85
SO-SO	6	8	17	8	9	8
DULL	7	7	14	7	8	7
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	89	88	74	88	80	88
LITTLE OR NOT AT ALL	9	12	25	12	19	12
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	86	74	65	74	81	74
LITTLE OR NOT AT ALL	13	25	36	25	19	25
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	79	77	59	77	75	77
NEUTRAL	4	5	3	5	5	5
DISSATISFIED	16	17	37	17	19	17
<u>CAREER INTENTIONS:</u>						
STAY/PROBABLY STAY FOR RETIREMENT	98	88***	85	88***	87	88***
SEPARATE/PROBABLY SEPARATE BEFORE RETIREMENT	1	11	15	11	13	11

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

** Comparative Sample of Command Support career fields surveyed 1987-1990 (AFSC 74XX, 70XX, 731X/2X, 001X)

*** Career plans sample is based on 70XX only (N=1577)--Other data unavailable

TABLE 56 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS BY 65XX AND COMPARATIVE
SAMPLE GROUPS
(PERCENT MEMBERS RESPONDING)*

	<u>TOTAL SAMPLE</u>		<u>TOTAL SAMPLE</u>	
	COMP		COMP	
	654X (N=18)	SAMPLE** (N=3054)	659X (N=89)	SAMPLE** (N=3054)
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	89	85	93	85
SO-SO	6	8	3	8
DULL	6	7	3	7
<u>PERCEIVED UTILIZATION OF TALENTS:</u>				
FAIRLY WELL TO PERFECTLY	84	88	91	88
LITTLE OR NOT AT ALL	17	12	9	12
<u>PERCEIVED UTILIZATION OF TRAINING:</u>				
FAIRLY WELL TO PERFECT	67	74	95	74
LITTLE OR NOT AT ALL	33	25	6	25
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>				
SATISFIED	78	77	85	77
NEUTRAL	6	5	1	5
DISSATISFIED	17	17	13	17
<u>CAREER INTENTIONS:</u>				
STAY/PROBABLY STAY FOR RETIREMENT	56	88***	100	88***
SEPARATE/PROBABLY SEPARATE BEFORE RETIREMENT	45	11	0	11

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

** Comparative sample of Command Support career fields surveyed 1987-1990 (AFSC 74XX, 70XX, 731X/2X, 001X)

*** Career plans sample is based on 70XX only (N=1577)--Other data unavailable

satisfaction data against a comparative sample of Command Support utilization fields surveyed in 1987-1990. Table 57 shows a comparison of 65XX duty AFSCs (DAFSC), while Table 58 presents a comparison of these same data and the DAFSC group data from 1984. Another view of job satisfaction data is reflected in Tables 59-63; they present AFSC 65XX TIUF groups to identify job satisfaction changes as TIUF increases. In addition, a brief look at Table 64 provides a general view of how job satisfaction may be influenced by the type of specialty job performed. The job satisfaction of Contracting officers varies quite a bit by DAFSC. The following paragraphs illustrate that overall job satisfaction is positive; however, there are a few areas which warrant more attention than others.

The Acquisition Contracting/Manufacturing Staff Officers, DAFSC 651X, are consistently satisfied across year groups (Table 59) and in general. Tables 56 and 57 display their perceived utilization of training is notably higher than the comparative sample and is the second highest in the utilization field. Table 58 shows there is a slight decrease in job satisfaction since 1984; however, it is still very high.

Tables 56 and 57 display a significantly lower level of job satisfaction among Manufacturing Officers, DAFSC 652X, although 85 percent indicated they would stay or probably stay until retirement. As seen in Table 58, a decrease in job satisfaction has occurred since 1984. Table 60 shows the least satisfied year group is in the 1-48 TIUF group, with only 64 percent of respondents interested in their job, and 61 percent perceived their utilization of training was good or better. It is also noted that only 56 percent of the 97+ TIUF group find a satisfactory sense of accomplishment from their work.

The Acquisition Contracting Officers, DAFSC 653X, in general, have relatively high job satisfaction. Table 56 shows they have a slightly lower perceived utilization of talents than the comparative sample, but slightly higher perceived utilization of training. Table 58 displays a slight decrease in job satisfaction since 1984, with the most significant decrease in sense of accomplishment (minus 15 percent). When looking at the TIUF groups, Table 61 shows most job satisfaction indicators are high. There's a slightly higher satisfaction in the 49-96 month TIUF group, while there's a lower perceived utilization of talents and training in the 1-48 month group.

There is some indication of a potential problem in the career intentions of the Manufacturing Engineer Officers, 654X. Only 56 percent said they would remain or probably remain until retirement, which is significantly less than the comparative sample or the other 65XX utilization fields (Tables 56 and 57). Their perception of training utilization is also low. From a TIUF perspective, only 64 percent of the 1-48 month TIUF group respondents perceived their utilization of training positively, and only 36 percent indicated they would retire with full benefits (Table 62). (NOTE: The sample group is relatively small (N=18); the same with 1984 sample (N=3)). Table 58 shows that the perceived utilization of talents and the sense of accomplishment in 1990 are higher than in 1984, while 44 percent less are favorably considering staying for retirement. (Note: The 1984 sample only included three people.)

TABLE 57

COMPARISON OF JOB SATISFACTION INDICATORS BY 65XX DAFSC
(PERCENT MEMBERS RESPONDING)*

	651X (N=400)	652X (N=59)	653X (N=447)	654X (N=18)	659X (N=89)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	86	69	83	89	93
SO-SO	6	17	9	6	3
DULL	7	14	8	6	3
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	89 9	74 25	80 19	84 17	91 9
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	86 13	65 36	81 19	67 33	95 6
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>					
SATISFIED	79	59	75	78	85
NEUTRAL	4	3	5	6	1
DISSATISFIED	16	37	19	17	13
<u>CAREER INTENTIONS:</u>					
STAY/PROBABLY STAY FOR RETIREMENT SEPARATE/PROBABLY SEPARATE BEFORE RETIREMENT	98 1	85 15	87 13	56 45	100 0

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

TABLE 58

COMPARISON OF CURRENT SURVEY AND 1984 65XX DAFSC GROUPS
 JOB SATISFACTION INDICATORS
 (PERCENT MEMBERS RESPONDING POSITIVELY)

JOB SATISFACTION INDICATOR:	DAFSC 651X		DAFSC 652X		DAFSC 653X		DAFSC 654X		DAFSC 659X	
	1990 (N=400)	1984 (N=275)	1990 (N=400)	1984 (N=51)	1990 (N=447)	1984 (N=318)	1990 (N=18)	1984 (N=3)	1990 (N=89)	1984 (N=56)
JOB FAIRLY INTERESTING OR BETTER	86	91	69	92	83	87	89	100	93	95
TALENTS UTILIZED FAIRLY WELL OR BETTER	89	95	74	92	80	88	84	67	91	95
TRAINING UTILIZED FAIRLY WELL OR BETTER	86	88	65	78	81	90	67	67	95	80
WORK ACCOMPLISHMENT SLIGHTLY TO EXTREMELY SATISFIED	79	84	59	76	75	90	78	67	85	89
FAVORABLY CONSIDERING STAYING FOR RETIREMENT	98	100	85	96	87	87	56	100	100	100

TABLE 59

COMPARISON OF JOB SATISFACTION INDICATORS BY
651X TIME IN UTILIZATION FIELD (TIUF) GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TIUF (N=54)	49-96 MONTHS TIUF (N=115)	97-144 MONTHS TIUF (N=128)	145-192 MONTHS TIUF (N=63)	193-240 MONTHS TIUF (N=26)	241+ MONTHS TIUF (N=12)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	87	84	87	84	81	100
SO-SO	0	6	5	11	12	0
DULL	11	9	8	5	4	0
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	89	86	91	94	88	100
LITTLE OR NOT AT ALL	9	13	9	6	8	0
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	88	79	88	92	89	100
LITTLE OR NOT AT ALL	13	20	13	8	8	0
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	81	77	80	78	77	100
NEITHER SATISFIED OR DISSATISFIED	6	3	4	5	0	0
DISSATISFIED	13	20	16	17	19	0
<u>OFFICER CAREER PLANS:</u>						
SEPARATE WITHOUT RETIREMENT BENEFITS	0	2	1	0	0	0
DECIDE LATER, PROBABLY SEPARATE						
BEFORE RETIREMENT	2	1	0	0	0	0
DECIDE LATER, PROBABLY STAY FOR						
RETIREMENT	9	10	6	10	0	0
RETIRE WITH FULL BENEFITS	89	88	93	90	100	100

TABLE 60

COMPARISON OF JOB SATISFACTION INDICATORS BY
652X TIME IN UTILIZATION FIELD (TIUF) GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TIUF (N=36)	49-96 MONTHS TIUF (N=14)	97+ MONTHS TIUF (N=9)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	64	79	78
SO-SO	19	7	22
DULL	17	14	0
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	72	78	78
LITTLE OR NOT AT ALL	28	21	22
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	61	71	67
LITTLE OR NOT AT ALL	39	29	33
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>			
SATISFIED	56	71	56
NEITHER SATISFIED OR DISSATISFIED	6	0	0
DISSATISFIED	39	29	44
<u>OFFICER CAREER PLANS:</u>			
SEPARATE WITHOUT RETIREMENT BENEFITS	3	7	0
DECIDE LATER, PROBABLY SEPARATE BEFORE RETIREMENT	14	14	0
DECIDE LATER, PROBABLY STAY FOR RETIREMENT	28	14	22
RETIRE WITH FULL BENEFITS	56	64	78

TABLE 61

COMPARISON OF JOB SATISFACTION INDICATORS BY
653X TIME IN UTILIZATION FIELD (TIUF) GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TIUF (N=230)	49-96 MONTHS TIUF (N=142)	97-144 MONTHS TIUF (N=65)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	79	89	82
SO-SO	11	6	8
DULL	10	5	11
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	75	88	81
LITTLE OR NOT AT ALL	23	13	18
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	78	86	80
LITTLE OR NOT AT ALL	21	14	20
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>			
SATISFIED	75	77	75
NEITHER SATISFIED OR DISSATISFIED	6	6	3
DISSATISFIED	19	18	22
<u>OFFICER CAREER PLANS:</u>			
SEPARATE WITHOUT RETIREMENT BENEFITS	4	7	3
DECIDE LATER, PROBABLY SEPARATE BEFORE RETIREMENT	12	4	5
DECIDE LATER, PROBABLY STAY FOR RETIREMENT	29	22	12
RETIRE WITH FULL BENEFITS	55	67	80

TABLE 62

COMPARISON OF JOB SATISFACTION INDICATORS BY
654X TIME IN UTILIZATION FIELD (TIUF) GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TIUF (N=14)	49-96 MONTHS TIUF (N=4)
<u>EXPRESSED JOB INTEREST:</u>		
INTERESTING	93	75
SO-SO	7	0
DULL	0	25
<u>PERCEIVED UTILIZATION OF TALENTS:</u>		
FAIRLY WELL TO PERFECTLY	86	75
LITTLE OR NOT AT ALL	14	25
<u>PERCEIVED UTILIZATION OF TRAINING:</u>		
FAIRLY WELL TO PERFECTLY	64	75
LITTLE OR NOT AT ALL	36	25
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>		
SATISFIED	86	50
NEITHER SATISFIED OR DISSATISFIED	7	0
DISSATISFIED	7	50
<u>OFFICER CAREER PLANS:</u>		
SEPARATE WITHOUT RETIREMENT BENEFITS	0	25
DECIDE LATER, PROBABLY SEPARATE BEFORE RETIREMENT	43	25
DECIDE LATER, PROBABLY STAY FOR RETIREMENT	21	0
RETIRE WITH FULL BENEFITS	36	50

TABLE 63

COMPARISON OF JOB SATISFACTION INDICATORS BY
659X TIME IN UTILIZATION FIELD (TIUF) GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TIUF (N=3)	49-96 MONTHS TIUF (N=9)	97-144 MONTHS TIUF (N=14)	145-192 MONTHS TIUF (N=18)	193-240 MONTHS TIUF (N=19)	241+ MONTHS TIUF (N=26)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	67	89	100	94	95	92
SO-SO	33	0	0	6	5	0
DULL	0	11	0	0	0	8
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	66	89	85	89	100	92
LITTLE OR NOT AT ALL	33	11	14	11	0	8
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	67	100	86	94	100	96
LITTLE OR NOT AT ALL	33	0	14	6	0	4
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	33	78	79	94	89	88
NEITHER SATISFIED OR DISSATISFIED	0	0	0	0	5	0
DISSATISFIED	67	22	21	6	5	12
<u>OFFICER CAREER PLANS:</u>						
SEPARATE WITHOUT RETIREMENT BENEFITS	0	0	0	0	0	0
DECIDE LATER, PROBABLY SEPARATE BEFORE RETIREMENT	0	0	0	0	0	0
DECIDE LATER, PROBABLY STAY FOR RETIREMENT	33	11	7	6	0	0
RETIRE WITH FULL BENEFITS	67	89	93	94	100	100

TABLE 64

JOB SATISFACTION BY CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONT COMMODITY AND SVCS (SMALL PURCHASE) BUYERS (N=436)	PRICING PERSONNEL (N=156)	CONTRACT NEGOTIATORS AND ADMINISTRATORS (N=684)	OP CONT CONST AND SVCS BUYERS AND ADMINISTRATORS (N=431)	CONT ADMIN & QA PERS (N=95)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	81	86	87	91	87
SO-SO	13	7	9	6	7
DULL	5	5	4	3	5
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	81	84	89	91	85
LITTLE OR NOT AT ALL	18	17	11	10	14
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	77	84	89	92	79
LITTLE OR NOT AT ALL	21	16	10	8	21
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>					
SATISFIED	74	80	79	82	73
NEITHER SATISFIED OR DISSATISFIED	9	6	6	6	7
DISSATISFIED	16	13	15	11	19
<u>OFFICER CAREER PLANS:</u>					
SEPARATE WITHOUT RETIREMENT BENEFITS	0	3	1	0	0
DECIDE LATER, PROBABLY SEPARATE BEFORE RET	0	3	2	1	0
DECIDE LATER, PROBABLY STAY FOR RETIREMENT	1	5	6	3	5
RETIRE WITH FULL BENEFITS	2	11	12	4	5

TABLE 64 (CONTINUED)

JOB SATISFACTION BY CLUSTERS AND INDEPENDENT JOB TYPES

	COHM CONTRACT ADMINISTRATORS (N=86)	SUPV NEGOTIATOR DIVISION AND BRANCH CHIEF (N=178)	CONT COMDRS, DIRECTORS, AND DIV CHIEFS (N=531)	DLA AND DCAS PERSONNEL (N=71)
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	83	96	91	87
SO-SO	12	3	5	6
DULL	5	2	4	6
<u>PERCEIVED UTILIZATION OF TALENTS:</u>				
FAIRLY WELL TO PERFECTLY	77	96	92	87
LITTLE OR NOT AT ALL	20	4	8	11
<u>PERCEIVED UTILIZATION OF TRAINING:</u>				
FAIRLY WELL TO PERFECTLY	76	94	91	82
LITTLE OR NOT AT ALL	21	6	8	17
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>				
SATISFIED	73	81	83	83
NEITHER SATISFIED OR DISSATISFIED	12	4	4	1
DISSATISFIED	13	15	14	14
<u>OFFICER CAREER PLANS:</u>				
SEPARATE WITHOUT RETIREMENT BENEFITS	1	1	0	0
DECIDE LATER, PROBABLY SEPARATE BEFORE RETIREMENT	0	2	0	3
DECIDE LATER, PROBABLY STAY FOR RETIREMENT	5	5	4	4
RETIRE WITH FULL BENEFITS	7	25	47	87

TABLE 64 (CONTINUED)

JOB SATISFACTION BY CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (N=318)	PRODUCTION AND MANUFACTURING PERSONNEL (N=141)	AUTOMATED DATA SYS PERSONNEL (N=218)	CONTRACT GEN AVN PERSONNEL (N=250)	TRAINING PERSONNEL (N=27)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	83	76	79	68	93
SO-SO	8	12	13	15	4
DULL	9	11	8	16	4
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	84	79	79	66	92
LITTLE OR NOT AT ALL	16	20	22	33	7
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	80	75	71	65	89
LITTLE OR NOT AT ALL	19	24	29	34	11
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>					
SATISFIED	70	67	73	63	89
NEITHER SATISFIED OR DISSATISFIED	6	6	11	12	4
DISSATISFIED	23	26	16	24	7
<u>OFFICER CAREER PLANS:</u>					
SEPARATE WITHOUT RETIREMENT BENEFITS	0	3	1	0	0
DECIDE LATER, PROBABLY SEPARATE BEFORE RETIREMENT	0	5	0	0	0
DECIDE LATER, PROBABLY STAY FOR RETIREMENT	1	7	1	1	4
RETIRE WITH FULL BENEFITS	25	35	2	5	52

The most consistent positive responses are from the Acquisition Contracting/Manufacturing Directors, DAFSC 659X, which may be expected because of the higher grade structure. Their perceived utilization of training is 21 percent higher than the comparative sample (Table 56) and significantly higher than the rest of the 65XX utilization field (Table 57). Their perception of training has also increased 15 percent since 1984 (Table 58). Table 63 shows positive job satisfaction indicators across TIUF groups except for the 1-48 month TIUF group (Note: Only three people in this group.)

A review of job satisfaction indicators for the specialty jobs that included substantial numbers or percentages of officers revealed positive responses for all clusters or independent job types, except the Production and Manufacturing Personnel (see Table 64). Since 59 percent of the 652X officers are in this cluster, the job satisfaction indicators are a mirror image of those indicators previously addressed for DAFSC 652X officers (Table 56).

Overall, the job satisfaction data shown in Tables 56 through 64 demonstrate the percentages of members responding positively to the indicators were high, with the two noted exceptions in the DAFSCs 652X and the 654X.

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

TASKS	PERCENT MEMBERS PERFORMING
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

TASKS	PERCENT MEMBERS PERFORMING
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
N1052 Review debarred, suspended, or ineligible lists of contractors	72
N1004 Prepare DOs	73
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

TASKS	PERCENT MEMBERS PERFORMING
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: 1242, 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: 0155, Pricing Personnel Independent Job Type

GROUP SIZE: 156	PERCENT OF SAMPLE: 3%
PERCENT MILITARY: 23%	PERCENT CIVILIAN: 78%
PERCENT ENLISTED: 1%	
PERCENT OFFICERS: 22%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	801 - 1% 1102 - 74%
AVERAGE NUMBER OF TASKS PERFORMED: 40	896 - 2% 1910 - 1%
DAFSC DISTRIBUTION ENLISTED	
65170 - 1%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-02 - 1% GS-12 - 47%
6516 - 2%	GS-07 - 1% GS-13 - 6%
6531 - 4%	GS-09 - 6% GM-13 - 3%
6534 - 15%	GS-11 - 12% GM-14 - 1%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J457 Analyze contractors' cost elements	95
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	87
J502 Review contractors' cost and price data	85
J467 Conduct proposal price analyses	83
J477 Draft or write PNMs	81
J458 Analyze contractors' direct or indirect rates	80
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	79
J469 Conduct weighted guideline analyses	75
J470 Determine extent of assistance required from technical representatives or Defense Contract Audit Agency (DCAA)	74
J490 Formulate prenegotiation price positions	73

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

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
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

TASKS	PERCENT MEMBERS PERFORMING
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	80

* 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

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
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

TASKS	PERCENT MEMBERS PERFORMING
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

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
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

TASKS	PERCENT MEMBERS PERFORMING
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%
	GS-10 - 1%
DAFSC DISTRIBUTION OFFICER	
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	92
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%
	GS-09 - 17% GS-12 - 1%
DAFSC DISTRIBUTION OFFICER	
6531 - 1%	
6534 - 4%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
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
O1129 Draft or write notice-to-proceed letters	90
N892 Draft or write amendments to RFPs or IFBs	90
N1005 Prepare IFBs	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
N932 Evaluate bond or bid guarantees	85
O1132 Conduct labor standard interviews	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

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
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

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
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

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
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

TASKS	PERCENT MEMBERS PERFORMING
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	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%
	GS-07 - 11% GS-11 - 5%
DAFSC DISTRIBUTION OFFICER	
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
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

TASKS	PERCENT MEMBERS PERFORMING
M728 Advise QAEs of responsibilities	93
O1296 Review DD Forms 250	86
N903 Draft or write modifications to contracts	79
O1148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	79
O1258 Obtain insurance certificates from contractors	79
O1281 Prepare supplemental agreements	71
O1284 Request DD Forms 250 from customers	71
O1293 Review contract monitoring and surveillance reports	71
O1160 De-obligate funds	71
O1250 Negotiate modifications to contracts	64
O1133 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%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-09 - 8%
N/A	GS-11 - 42%
N/A	GS-12 - 17%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
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

TASKS	<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 termination 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

TASKS	PERCENT MEMBERS PERFORMING
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 subordinates 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%
DAFSC DISTRIBUTION OFFICER	GS-12 - 27%
6516 - 7%	
6534 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	<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 (IFB) 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

TASKS	PERCENT MEMBERS PERFORMING
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	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
6511 - 5% 6591 - 5%	GM-13 - 5%
6516 - 27% 6596 - 36%	GM-14 - 9%
	GM-15 - 14%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
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%	
DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
6511 - 5% 6534 - 6%	GS-11 - 2% GM-14 - 14%
6516 - 26% 6591 - 1%	GS-12 - 10% GM-15 - 5%
6524 - 1% 6596 - 10%	GM-13 - 17%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
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: 0734, DCAS Administrative Contract Officers

GROUP SIZE: 12	PERCENT OF SAMPLE: 0*
PERCENT MILITARY: 100%	PERCENT CIVILIAN: 0%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 100%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	N/A
AVERAGE NUMBER OF TASKS PERFORMED: 368	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	N/A
DAFSC DISTRIBUTION OFFICER	
6511 - 17%	
6516 - 33%	
6534 - 50%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01077 Advise PCO or program manager on contract administration problems	92
N947 Evaluate proposals	92
J470 Determine extent of assistance required from technical representatives or Defense Contract Audit Agency (DCAA)	83
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	83
01219 Evaluate progress payment requests	83
01156 Coordinate status of resolutions to contract problems with AFPRO or DCAS personnel	83
01127 Compute progress payments	83
J490 Formulate prenegotiation price positions	75
J498 Request price analyses reports	75
01183 Establish contract administration priorities	75
N868 Definitize unpriced actions	67
01250 Negotiate modifications to contracts	67
N903 Draft or write modifications to contracts	67

* Less than .5 percent

TABLE A42

GROUP ID NUMBER AND TITLE: 1224, DCAS Commanders

GROUP SIZE: 24	PERCENT OF SAMPLE: 0*
PERCENT MILITARY: 100%	PERCENT CIVILIAN: 0%
PERCENT ENLISTED: 4%	
PERCENT OFFICERS: 96%	
AVERAGE ENLISTED GRADE: E-8	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-5	N/A
AVERAGE NUMBER OF TASKS PERFORMED: 323	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65100 - 4%	N/A
DAFSC DISTRIBUTION OFFICER	
6511 - 8% 6596 - 8%	
6516 - 75%	
6534 - 4%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D190 Approve or disapprove requisitions for equipment or supplies	96
D187 Approve or disapprove personnel actions	96
A11 Approve or disapprove correspondence for electrical transmissions, such as letters or messages	88
A44 Assign special projects to personnel for staffing actions	88
D189 Approve or disapprove requests for personnel actions	88
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	88
A63 Develop unit goals or objectives	88
D209 Establish manning or manpower priorities	83
A99 Participate in staff working groups	75
D179 Allocate unit funds	71

* Less than .5 percent

TABLE A43

GROUP ID NUMBER AND TITLE: 1115, DLA and DCAS Division Chiefs

GROUP SIZE: 30	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 100%	PERCENT CIVILIAN: 0%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 100%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	N/A
AVERAGE NUMBER OF TASKS PERFORMED: 305	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
N/A	N/A
DAFSC DISTRIBUTION OFFICER	
6511 - 27%	6596 - 20%
6516 - 43%	
6534 - 10%	

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	90
F274 Advise subordinates on unit policies or procedures	87
N1031 Request oral bids or quotations	87
N1030 Request letters of offer and acceptance	83
F284 Certify civilian timecards	80
C171 Present informal briefings	77
C172 Proofread correspondence, forms, or reports	77
A24 Approve or disapprove organizational charts, graphs, or status boards	73
A95 Interpret regulations, manuals, supplements, or procedures	70
A94 Implement unit policies or procedures	66
N938 Evaluate industry responses to draft RFPs	66
N1027 Request in-country approval from Host Governments for Foreign military sales	66
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	63

TABLE A44

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 A45

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

TASKS	PERCENT MEMBERS PERFORMING
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 A46

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 A47

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

TASKS	PERCENT MEMBERS PERFORMING
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 A48

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 A49

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
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 A50

GROUP ID NUMBER AND TITLE: 1116, Air Force Plant Representative Officer (AFPRO)
Industrial Specialists and Engineers

GROUP SIZE: 15	PERCENT OF SAMPLE: 0% *
PERCENT MILITARY: 27%	PERCENT CIVILIAN: 73%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 27%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	896 - 20%
AVERAGE NUMBER OF TASKS PERFORMED: 142	1150 - 53%
DAFSC DISTRIBUTION ENLISTED N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-11 - 33%
6524 - 27%	GS-12 - 40%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
K541 Conduct manufacturing or surveillance audits	100
K552 Coordinate production problems with contractors or SPO	100
K595 Evaluate contractors' production plans	100
C170 Present formal briefings	93
C171 Present informal briefings	93
K652 Prepare production input to DD Forms 375	87
K632 Participate in multifunctional zone evaluations (MZE's)	87
K659 Review contractor-generated management reports	87
K663 Review contractors' production delivery schedules, such as aircraft ferry schedules	87
C144 Conduct unit orientation tours for new personnel	80
K553 Coordinate requirements for accelerated deliveries between local contractor and using activity	73

* Less than .5 percent

TABLE A51

GROUP ID NUMBER AND TITLE: 1063, Quality Assurance and Manufacturing
Management Directors

GROUP SIZE: 17	PERCENT OF SAMPLE: 0% *
PERCENT MILITARY: 71%	PERCENT CIVILIAN: 29%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 71%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	896 - 18%
AVERAGE NUMBER OF TASKS PERFORMED: 139	1150 - 6%
DAFSC DISTRIBUTION ENLISTED	1910 - 6%
N/A	

DAFSC DISTRIBUTION OFFICER	CIVILIAN GRADE DISTRIBUTION:
6516 - 35% 6591 - 12%	GM-13 - 18%
6524 - 12% 6596 - 6%	GM-14 - 6%
6544 - 6%	GM-15 - 6%

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
C171 Present informal briefings	100
K552 Coordinate production problems with contractors or SPO	94
K560 Determine impact of production problems on delivery schedules	94
F284 Certify civilian timecards	94
F294 Determine work priorities for subordinates	88
F282 Assign personnel to additional duties or details	88
F274 Advise subordinates on unit policies or procedures	88
F282 Assign personnel to additional duties or details	88
A88 Evaluate OIs	82
A60 Develop organizational charts, graphs, or status boards	76
F275 Approve or disapprove duty schedules	76
A63 Develop unit goals or objectives	76

TABLE A52

GROUP ID NUMBER AND TITLE: 2186, Manufacturing and Quality Assurance Managers

GROUP SIZE: 14	PERCENT OF SAMPLE: 0% *
PERCENT MILITARY: 50%	PERCENT CIVILIAN: 50%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 50%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	801 - 14% 1150 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 226	896 - 29%
DAFSC DISTRIBUTION ENLISTED	
N/A	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-12 - 36%
6511 - 7% 6524 - 7%	GS-13 - 14%
6516 - 29% 6544 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K552 Coordinate production problems with contractors or SPO	100
K592 Evaluate contractors' management of manufacturing resources	100
K596 Evaluate contractors' progress in fabricating articles during development phases	100
K617 Evaluate prime contractors' subcontract management procedures	100
K541 Conduct manufacturing or surveillance audits	93
K589 Evaluate contractors' compliance with nonconformance disposition/corrective action reports	93
K594 Evaluate contractors' manufacturing technology processes	93
K561 Determine status of milestone accomplishments during preproduction phases	86
K567 Develop production and manufacturing surveillance milestones	86
K537 Conduct critical material or long lead time analyses	86
K635 Participate in program management review meetings	86
K615 Evaluate parts status for impact on production schedules	86
K663 Review contractors' production delivery schedules, such as aircraft ferry schedules	79

TABLE A53

GROUP ID NUMBER AND TITLE: 0881, Production and Manufacturing Managers

GROUP SIZE: 32

PERCENT OF SAMPLE: 1%

PERCENT MILITARY: 62%

PERCENT CIVILIAN: 38%

PERCENT ENLISTED: 0%

PERCENT OFFICERS: 62%

AVERAGE ENLISTED GRADE: N/A

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: O-3

801 - 9%

AVERAGE NUMBER OF TASKS PERFORMED: 86

896 - 28%

DAFSC DISTRIBUTION ENLISTED

N/A

CIVILIAN GRADE DISTRIBUTION:

DAFSC DISTRIBUTION OFFICER

GS-11 - 3%

GS-14 - 3%

6516 - 9%

6531 - 3%

GS-12 - 16%

GM-13 - 9%

6521 - 6%

6541 - 3%

GS-13 - 6%

6524 - 31%

6544 - 9%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K552 Coordinate production problems with contractors or SPO	100
K595 Evaluate contractors' production plans	100
K593 Evaluate contractors' manufacturing or production management systems	97
K512 Advise contractors of production evaluation results	81
K592 Evaluate contractors' management of manufacturing resources	81
K594 Evaluate contractors' manufacturing technology processes	81
K602 Evaluate contractors' work measurement performance reports	78
K601 Evaluate contractors' technical capabilities during production	72
K572 Draft or write input to PRR plans	69

TABLE A54

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 A55

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 databases	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 A56

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%	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-04 - 10% GS-06 - 10%
N/A	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 A57

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	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 A58

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%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-05 - 6% GS-11 - 6%
N/A	GS-07 - 13% GS-12 - 56%
	GS-09 - 13%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
1411 Advise automated data processing equipment (ADPE) users of problems encountered during systems operations	100
1412 Advise ADPE users on automated systems operations	100
1420 Coordinate automated data systems requirements with data systems personnel or using activities	88
H381 Analyze software changes or updates	81
1416 Compile results of automated data systems studies	81
1456 Troubleshoot automated data systems software	81
1414 Analyze output from automated data systems modification tests	75
1426 Determine data systems automation requirements, such as replacement of software or hardware	75
1442 Evaluate requests for new products or modifications to existing data systems	75
1453 Review computer output products for prescribed formats	75
1415 Assign password or user numbers for ADPE systems entry	69
1451 Respond to automated systems inquiries	69
1422 Coordinate modifications to on-line automated data systems with design center	63

* Less than .5 percent

TABLE A59

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 A60

GROUP ID NUMBER AND TITLE: 1004, Contract Correspondence 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: C-4	1102 - 3%
AVERAGE NUMBER OF TASKS PERFORMED: 13	1105 - 2%
DAFSC DISTRIBUTION ENLISTED	1106 - 93%
65150 - 1%	

DAFSC DISTRIBUTION OFFICER
6531 - 1%

CIVILIAN GRADE DISTRIBUTION:
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 A61

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	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER	GS-04 - 13% GS-09 - 27%
N/A	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

TABLE A62

GROUP ID NUMBER AND TITLE: 0183, Training Personnel Independent Job Type

GROUP SIZE: 27	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 74	PERCENT CIVILIAN: 26%
PERCENT ENLISTED: 19	
PERCENT OFFICERS: 55	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 11%
AVERAGE NUMBER OF TASKS PERFORMED: 32	1910 - 15%
DAFSC DISTRIBUTION ENLISTED	
65150 - 7%	
65170 - 11%	
	CIVILIAN GRADE DISTRIBUTION:
	GS-09 - 7% GS-13 - 4%
DAFSC DISTRIBUTION OFFICER	
6511 - 4%	GS-11 - 4%
6516 - 15%	GS-12 - 11%
6534 - 37%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G332 Conduct formal classroom training	100
G330 Administer tests	81
G346 Develop training aids	81
G341 Design training courses	81
G340 Critique tests	78
G367 Evaluate test results	74
G374 Score tests	74
G344 Develop formal classroom training programs	70
G358 Draft or write test items	70
G366 Evaluate student critiques	67