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# TRAINING REQUIREMENTS ANALYSIS 915X0



## MARCH 1992
## VOL. I

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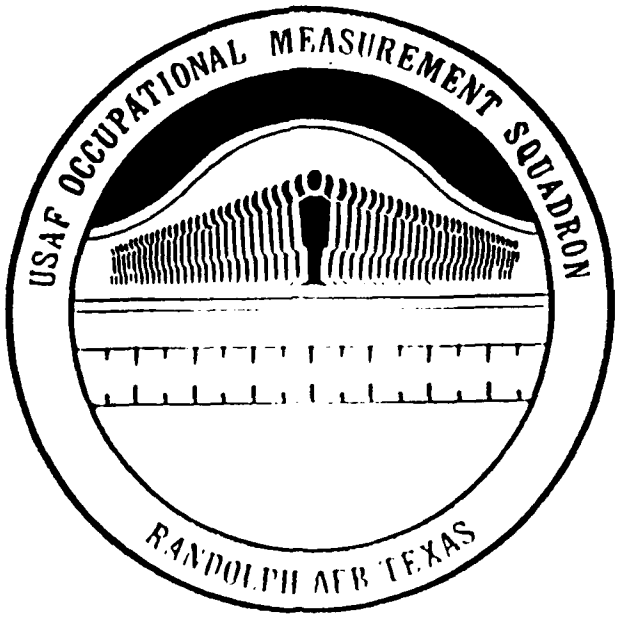


# AFSC 915X0 MEDICAL MATERIEL TRAINING REQUIREMENTS ANALYSIS

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A SPECIAL THANKS TO THE MANY HARD-WORKING MEDICAL MATERIEL PERSONNEL AND SUPERVISORS FOR THEIR EXPERTISE AND OUTSTANDING SUPPORT ON THIS PROJECT.

## Preface

The United States Air Force Occupational Measurement Squadron (USAFOMS), Occupational Analysis Flight (OMY), is assigned primary responsibility for developing occupational survey reports (OSRs) and training requirements analyses (TRAs) for Air Force specialties. OSRs summarize the results of occupational surveys and identify the structure of a career ladder in terms of jobs performed. TRAs identify the activities, skills, and knowledge needed to perform those jobs as well as specific training needs for each specialty. Together, OSRs and TRAs provide a basis for revision or development of specialty training standards (STSs), course training standards (CTSs), initial skills training, on-the-job training (OJT), and career development courses (CDCs). They fulfill most requirements of steps 1 and 2 of the Instructional System Development (ISD) model prescribed in AFR 50-8, Policy and Guidance for ISD.

HQ 3790th Medical Services Training Group (MSTG/MSOX) at Sheppard AFB TX requested this TRA to identify changes to training requirements resulting from the complete automation of the specialty and implementation of the Medical Logistics (Medlog) computer system Air Force wide. Copies of this report are available to Air Staff sections, MAJCOMS, the OJT community, and other interested training and management officials upon request. Address requests to USAFOMS/OMY, Randolph AFB, TX 78150-5000 or 3400 TSS/OMS, Lowry AFB, CO 80230-5000.

This volume consists of three sections: Specialty Overview, TRA Development Procedures, and Results. In addition, a task analysis volume, published separately, contains a detailed examination of all AFSC 915X0 specialty-unique tasks.

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## EXECUTIVE SUMMARY

### Purpose

The purpose of this TRA is to assist in determining training requirements for Medical Materiel personnel. The information may be used to evaluate the adequacy, feasibility, and efficiency of the training provided within this rapidly changing specialty.

### Procedures

A TRA task list was developed using task statements from the November 1989 USAF Job Inventory (JI) for AFSC 915X0. A total of 67 subject-matter experts (SMEs) were interviewed at 10 Air Force bases, including the Sheppard Training Center, where a TRA workshop was conducted. Interviews were conducted to gather task data and other training decision data. Telephone interviews were also used to clarify information gathered.

### Results

Based on supervisor and SME interviews conducted during the project, several major concerns were identified. These concerns related to: (1) better rotation of personnel within the various sections of the Medical Materiel arena; (2) need for basic computer instruction; (3) need for training on various computerized reports and listings; and (4) inclusion of problem-solving scenarios dealing with Medical Materiel management reports and listings in a 7-skill level supplementary course.

This report contains general training recommendations, common skills and knowledge requirements, and specific training recommendations that can be used for updating Medical Materiel training. These recommendations should be considered during the next revision to the 915X0 STS.

## SPECIALTY OVERVIEW

### Mission Description and Qualifications

Medical Materiel personnel are responsible for preparing and maintaining manual and automated property accounting records. They requisition, receive, inspect, deliver, safeguard, and inventory medical materiel. They process the issue and turn-in of supplies and equipment used by support activities, process and maintain requests for contracts, and make disposition of supplies and equipment. Medical Materiel personnel also operate motor vehicles and materiel-handling equipment. Prior to 1989, Medical Materiel personnel used a computerized batch system, where punch cards were used to update the system. In 1989, a new computer system was installed throughout the career ladder. This new system, called the Medical Logistics (MEDLOG) computer system, implemented newer, more efficient methods for processing information and eliminated the use of punch cards.

AFR 39-1, Airman Classification, requirements are as follows:

**Armed Services Vocational Aptitude Battery:** A general score of 43.

**Strength Requirements:** Must be able to lift 50 pounds.

**Knowledge:** Knowledge of Air Force property accounting based on automated data processing systems, supply regulations, medical materiel procedures, general characteristics of medical materiel sections, and organization of medical units is mandatory for entry into AFSC 915X0.

Knowledge of business accounting, typing, operating data processing equipment, microfiche equipment, computer terminals, materiel distribution and management, and data automation is desirable.

**Education:** Completion of high school with courses in management, basic electronic data processing, bookkeeping and accounting, and business administration is desirable.

**Training:** Completion of the G3ABR91530 Medical Materiel course is mandatory for award of the semiskilled AFSC.

Completion of a Computer-Directed Training System Course for computer operators is desirable.

**Other:** Qualification to operate government vehicles according to AFM 77-310, Volume 1, Vehicle Operations, Acquisition, Management, and Use of Motor Vehicles, is mandatory for entry into this AFSC.

According to the January 1991 Occupational Survey Report (OSR) for AFSC 915X0, the following jobs are performed by Medical Materiel personnel:

1. Automated Data Processing (ADP) Operations
2. ADP Systems Administration (Manage)
3. Customer Service
4. Linen Management
6. Materiel Handling Equipment (MHE)
7. Medical Equipment Management Office (MEMO)
8. Stock Records
9. Supervisory
10 Training
12. War Readiness Materiel (WRM)
13. Warehouse Operations

**Training Currently Available**

Formal courses currently offered to 915X0 personnel are listed in Appendix C. The location of the courses and a brief description of each is included. For a complete description of course prerequisites and content, consult AFR 50-5, USAF Formal Schools. All enlisted personnel assigned to the Medical Materiel specialty must complete the Apprentice Medical Materiel course and the Basic Medical Readiness course after graduation from Basic Military Training School. They are then assigned to Medical Materiel units throughout the Air Force.

**Specialty Concerns**

Several concerns were identified during task analysis. Most dealt with training issues. These concerns were consolidated during months of interviews with supervisors and technicians at all levels and are included in this report for decisionmakers to consider when reviewing the effectiveness of career ladder training. Those concerns related to training are addressed in the General Training Recommendations section.

Supervisors and SMEs voiced their concern that personnel are not being rotated to the various positions within their career ladder. They pointed out that once individuals are assigned to a certain duty position, they generally remain there for the rest of their tour. This also holds true in follow-along assignments. This can cause stagnation and paint a distorted picture of how the other sections work together to accomplish the overall mission. Those interviewed feel that rotating personnel twice a year will help instill personal motivation and improve job satisfaction.

Supervisors stated that, overall, technical school graduates lack competent computer skills. There are a variety of small computer systems in use in the Medical Materiel career ladder (i.e., Sperry PC, Z-248, and Wang). Prior to entering the Air Force, most airmen have had little to no hands-on experience. While the 3-skill-level course provides only minimal hands-on exposure to the computer, OSR data indicate technical school graduates spend much of their time processing transactions on the computer. Airmen appear to lack confidence in using the computer as demonstrated by their lack of speed and accuracy in processing transactions. Supervisors suggested that additional hands-on training in the basic course would enable airmen to become proficient quicker, thus improving job performance in a field that has minimal tolerance for error.

Supervisors expressed concern that graduates are arriving at their first assignment lacking in skills and knowledge required to interpret data contained in reports and listings. Our analysis showed that 20 of the tasks performed by 3-skill-level personnel involve interpreting data from reports and listings. Supervisors and SMEs feel that by incorporating more training associated with reports and listings in the basic course, airmen will be better equipped to deal with the tasks upon arrival at their first assignment. Some of the listings suggested for inclusion in the course are:

Status Action List (X22)
Status Edit List (X20)
Requisition Trouble List (X17)
Monthly Action List Part II/Excess List (X21)
Monthly Medical Transaction Register (Y24)
Dated Item Reconciliation List (X07)

Supervisors expressed concern that the current 7-skill-level supplementary courses offered at Sheppard Training Center focus on computer processing. During the course, students spend most of their time processing transactions associated with medical materiel. On the job, supervisors spend more time solving problems associated with transactions than actually processing them. Therefore, it was identified that the focus of training needs to be changed from computer processing to solving problems associated with Medical Materiel management reports and listings. Supervisors suggested replacing the current 7-level supplementary courses and developing a symposium using real-life problem-solving scenarios similar to those used in the SAC Workshop. They feel this would better prepare students for supervisory or management positions.

## Future Plans

The Design Center, with assistance from personnel in the field, is constantly making modifications to support any upcoming MEDLOG computer software changes. These modifications assist in speeding up processing time, deleting paperwork, and interfacing with new systems more effectively as they come on line.

Federal Logistics (FEDLOG) software is used by many bases and is currently available throughout the Air Force. This software takes the place of numerous microfiche files used to find stock numbers, part numbers, and manufacturer's codes. Eventually, all microfiche files will be integrated into this software, and the need for microfiche and its associated equipment will be eliminated.

## TRA DEVELOPMENT PROCEDURES

### Planning

The project team for this TRA consisted of training analysts from the 3400 Training Support Squadron, Occupational Analysis Section. Work began with a thorough review of duties outlined in AFR 39-1, the course descriptions in AFR 50-5, current CDCs, the STS, Job Qualification Standards (JQSs), available course documents, the USAF JI for Medical Materiel, and related occupational survey data. The analysts interviewed functional managers, shop chiefs, and course management personnel to help in determining bases to visit and existing training issues. This information gave the project team a solid foundation for planning the project.

### TRA Task List Development

Analysis of any career ladder starts with a good task list which describes each separate work function performed by technicians in the career ladder. The project team used the USAF JI for Medical Materiel, dated November 1989, as a starting point for the TRA task list. Since TRAs only address tasks that are unique to a specialty, all administrative and supervisory tasks were excluded from the list. The project team further refined the task list based on inputs from SMEs during subsequent task analysis interviews. This process resulted in 116 TRA tasks.

### Data Collection

The data-collection process involved gathering information through SME interviews on each TRA task. Interviews were conducted face to face with well-qualified specialists and technicians selected by their section or branch chiefs. Interview schedules were set up to match qualified personnel with the tasks identified for analysis. The interviews were also used to solicit opinions on training and future changes in the Medical Materiel career ladder. A TRA workshop was conducted at the Sheppard Training Center to validate the task list and conduct initial analysis. Representative MAJCOMS attending this workshop included ATC, AFLC, AU, MAC, SAC, TAC, and USAFE, as well as USAFA. On-site interviews were conducted at F.E. Warren, Lackland, Maxwell, Offutt, Peterson, Shaw, Sheppard, and Wright-Patterson Air Force Bases. The information gathered in these interviews was recorded on task analysis worksheets (TAWs). The following areas are included in the task analysis:

1. **Task Number:** A sequential number assigned to each TRA task.

2. **Task Statement:** A meaningful unit of work. TRA tasks may be the same as JI task statements or may include several closely related tasks from the JI. In some cases, TRA task statements do not correspond to JI tasks. Numbers in parentheses that follow a TRA task statement are equivalent JI task numbers.

3. **Task Notes:** This section is optional. If used, it includes a brief explanation to enhance understanding of the task statement.

4. **Training Recommendations:** This section recommends where the task should be trained. Recommended training includes OJT, resident training, CDCs, or any combination.

5. **Equipment, Tools, and Supplies:** This section not only lists significant equipment, tools, and supplies required to perform the TRA task, but also forms, listings, and reports. Common items, such as pens, are not listed.

6. **References:** This section lists the governing directives required to perform the task.

7. **Conditions:** Environment in which a task must be performed. An example of a condition is "temperature controlled environment."

8. **Cues:** Cues are what prompt the task to be performed; for example, "customer requests" or "receipt of equipment."

9. **Constraints:** Any factors that may hinder or prevent the accomplishment of a task are listed in this section.

10. **Standards:** This section identifies the criteria a supervisor, trainer, or task evaluator uses to decide if the task was adequately accomplished. For this analysis, the task is performed in accordance with the references listed for the task, i.e., "IAW REFERENCES."

11. **Activities:** Significant steps in performing the TRA task are listed here. Activity statements are preceded by an "A."

12. **Skills:** Skills involve physical or manipulative activities often having special requirements for speed, accuracy, or coordination for task execution. Skill statements are preceded by an "S."

13. **Knowledge:** Knowledge is a mental process that involves the recall and application of information. As defined in this analysis, knowledge items may not produce an observable result, but enable an individual to accomplish an activity or apply a skill. Knowledge statements are preceded by a "K."

Those activities, skills, or knowledge which are the same as a JI task statement (just as printed in the JI or slightly reworded) have the JI designation following them in parentheses.

14. **Related Occupational Survey Data:** This section gives the numbers of JI tasks which relate to the TRA task as well as numerical data about them, which will prove useful for training decisions.

a. Training Emphasis is a relative measure of the amount of structured training that first-enlistment personnel need to perform tasks successfully. These ratings are assigned by supervisors who are experienced members of the career ladder. For this specialty, tasks rated above 3.08 are considered high in training emphasis.

b. The next four numbers are the percentages of all members of the categories indicated (1st job, 1st enlistment, all 5-levels, and all 7-levels) who perform the JI task.

c. Task Difficulty is a relative measure of the length of time that the average airman takes to learn how to perform a task. These ratings are also assigned by career ladder supervisors. Tasks of average difficulty have a value of 5.0 and a standard deviation of 1.0, which means that a task with a rating of 6.0 or higher is considered difficult for first-term airman to learn how to perform.

d. Automated Training Indicator (ATI) is a computer-generated index calculated for each JI task that considers training emphasis, task difficulty, and percentage of 1st term members performing. The ATI is most useful for determining first-enlistment training requirements. TRA project analysts used ATI training decision logic and interpretation guidelines in ATCR 52-22, Occupational Analysis Program, when making training recommendations in this TRA.

**15. USAF Job Inventory Task Statements:** The JI task numbers and statements associated with each TAW are listed here. The statements in this section are those most closely related to the TRA task analyzed. Unlike JI tasks referenced with A, S, K, in this section, JI tasks are listed in Duty/Task numerical sequence.

## RESULTS

Once task analysis data were collected on each task, the project team used these data, as well as information from the OSR, to prepare this section of the TRA. General training recommendations resulted from interviews with supervisors and SMEs during the entire analysis process. Team members also identified a set of common skills and knowledge for the career ladder (Appendix A). Specific recommendations for the STS are based upon task analysis data, guidelines set forth in AFR 8-13, Air Force Specialty Training Standards and Air Force Job Qualification Standards, and ATCR 52-22. The priority and feasibility for implementation of proposed changes will be determined by HQ ATC personnel and the participants of an upcoming Utilization and Training Workshop (U&TW).

### General Training Recommendations

The recommendations listed below are based on supervisor and SME inputs. The rationale for these recommendations are addressed in the Specialty Concerns section above.

1. Due to the volume of tasks accomplished on the computer, consider implementing basic computer instruction, to include hands-on training, in the 3-skill-level course.

2. Review the content of the current 3-skill-level course and consider placing more emphasis on computer-generated reports and listings and interpretation of the data.

3. Due to the fact that supervisors spend much of their time dealing with problems associated with Medical Materiel management reports and listings, consider replacing the current Medical Materiel 7-level supplementary courses with a symposium based on the content of the SAC Workshop.

### Common Skills and Knowledge Requirements

These requirements are prerequisites which support task performance, but are not necessarily part of the step-by-step procedures for accomplishing a task. They are behaviors a job incumbent must possess in order to accomplish a task or a task activity. Many skills and knowledge requirements are not specifically identified in regulations or manuals. On the job they are considered as "given," and it is assumed the person has the required abilities to perform the task.

To build a successful training program, these common requirements must be considered for skill-level-awarding training and for entry into the STS. Those skills and knowledge which were identified in three or more tasks during analysis are considered common to the Medical Materiel career ladder and are listed in Appendix A.

## Specific Training Recommendations

The proposed STS is provided to assist managers and training developers in revising the 915X0 STS. In recently published TRAs, only proposed changes to the STS have been included. However, in this case, the 3790th Medical Services Training Group (MSTG/MSOX) requested the entire STS be included with changes. The proposed STS and rationale for changes can be found in Appendix B.

## APPENDIX A

## COMMON SKILLS AND KNOWLEDGE FOR THE 915X0 CAREER LADDER

### Knowledge

1. Annotate AF Form 9
2. Annotate AF Form 2005
3. Annotate DD Form 1348-1
4. Annotate Forms
5. Annotate Source Documents
6. Apply Basic Inventory Procedures
7. Apply Contracting Procedures
8. Apply Customer Relations Techniques
9. Apply Distribution Procedures
10. Apply Filing Techniques
11. Apply Inventory Control Procedures
12. Apply Mathematical Skills
13. Apply QA Procedures
14. Apply Safety Procedures
15. Apply Shelving Techniques
16. Apply Technical Data
17. Ensure All Work Stations Are Signed Off
18. Interpret AFMLL
19. Interpret DD Form 1348-6
20. Interpret DLA Customer Assistance Handbook
21. Interpret Historical Data
22. Interpret Listings
23. Interpret Messages
24. Interpret Microfiche
25. Interpret Reports
26. Interpret Shopping Guides
27. Interpret Source Documents
28. Interpret Status Codes
29. Interpret TAs
30. Interpret X12

### Skills

1. Operate Calculator
2. Operate Computer
3. Operate CPD Computer
4. Operate FAX Machine
4. Operate Government Vehicle
5. Operate MEDLOG Computer System
6. Operate Materiel Handling Equipment (MHE)
7. Operate Microfiche Viewer
8. Operate Scale
9. Operate Typewriter
10. Use Applicable Listings
11. Use BCAS
12. Use FEDLOG Computer Software

13. Use Filing Cabinets
14. Use Floppy Diskettes
15. Use Hand Tools

## APPENDIX B

## PROPOSED STS FOR AFSC 915X0

The specific recommendations are indicated in the STS below and the training codes assigned to each STS element. The elements represent the task training requirements, and the training codes indicate where, when, and to what level training should be provided. The training codes designate the recommended knowledge and performance levels IAW the Proficiency Code Key contained in front of the present STS.

The format of the proposed STS is similar to the current STS, dated May 1988, including change 1, dated November 1989. Because changes have been made to the 3-skill-level course and the 5-skill-level CDC only, the 7-skill level column, usually seen in STSs, has been deleted. A column has been added to cross-reference STS elements with TRA tasks. Several TRA task references are too lengthy to include in the body of the STS and are provided as notes following the STS. Specific STS elements have been added, moved, deleted, or wording has been changed to reflect the essential tasks performed in the career ladder. Also, training codes on many STS elements were revised to indicate the recommended level of training. These changed areas are identified with two asterisks (**). STS element number 5, PARTICIPATE IN USAF GRADUATE EVALUATION PROGRAM, will no longer be included in future STSs (per HQ ATC/TTI letter, dated 20 Apr 90). These changed areas are incorporated into the proposed STS. Rationale for these changes are in the Summary of Proposed Changes. These changes are based upon task analysis data, OSR data, and information provided by supervisors on what is required knowledge in order to perform in the field.

The proposed STS was developed with assistance from the 3790th Medical Services Training Group, MSTG/MSOX.

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| 1. | CAREER LADDER PROGRESSION | | | |
| | TR: AFMs 67-1, Vol V; 167-230, 171-230, Vol I; AFRs 35-1, 39-1, (Vol II, atch 50), 50-23; AFVA 39-1 | | | |
| | a. The airman career ladder and educational opportunities | | - | - |
| | b. Progression in career ladder 915X0 | | A | - |
| | c. Duties of AFS 91530/50/70 | | A | - |
| | d. USAF Medical Service | | | |
| | (1) Mission | | A | - |
| | (2) Organization | | A | - |
| | (3) Function | | A | - |
| 2. | MEDICAL READINESS | | - | - |
| | (Initial Medical Readiness Training, directed by AFR 160-25, is provided in the Basic Medical Readiness Course conducted at the School of Health Care Sciences, USAF, Sheppard AFB Texas. Completed training is documented on AF Form 1098 for each course graduate. Continuing/on-going medical readiness training for the individual is the responsibility of each medical facility.) | | | |
| 3. | SPECIFIC OPSEC VULNERABILITIES OF AFSC 915X0 | | A | B |
| | TR: AFR 55-30 | | | |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| 4. | AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM | | | |
| | TR: AFR 127-12; AFOSH 127-8 | | | |
| | a. Implement safety programs or procedures | | - | - |
| | b. Evaluate safety programs | | - | - |
| | c. Investigate accidents or incidents | | - | - |
| | d. AFOSH standards for AFSC 915X0 | | A | B |
| ** | e. Hazardous and Toxic Waste Management | | | |
| | (1) Functional responsibilities | | A | B |
| | (2) Sources and characteristics | | | |
| | (a) Identification | | A | B |
| | (b) Disposal | | A | B |
| 5. | PROPERTY RESPONSIBILITY AND SUPPLY DISCIPLINE | | | |
| | TR: AFR 20-14 | | | |
| | a. Categories of property management responsibility | | A | B |
| | b. Relief from property management responsibility | | A | B |
| | c. Principles of supply discipline | | A | B |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| 6. | MEDICAL MATERIEL PUBLICATIONS | | | |
| | TR: AFMs 67-1, Vol V, 167-230, 171-110, Vol XII, 171-230, Vol I; AFRs 0-2, 8-11, 12-50, 67-43, 700-20; MEDCAT Medical Items; Index of USAF Catalogs S-2A-1; National Drug Code (NDC) Directory; Drug Topics; USAF Non-Stocklisted Directory of Medical Materiel; AFMLO Master Record Management Data List (AMDL), Tables of Allowance; Medical Cross Reference List, Master Cross Reference List | | | |
| | a. Research publications for policies and procedures | | | |
| | (1) AFM 67-1, Vol V | | 2b | B |
| | (2) AFM 167-230 | | 2b | B |
| | (3) AFM 171-230, Vol I | | 2b | B |
| | b. Research publications for management data or item identification | | | |
| | (1) MEDCAT Medical Items | 00001 | 2b | B |
| | (2) AMDL | 00001 | 2b | B |
| | (3) NDC | 00001 | 2b | B |
| | (4) MCRL | 00001 | 2b | B |
| | (5) AFMLL | 00001<br>00003 | a | B |
| ** | (6) Federal Logistics (FEDLOG) | 00001 | - | B |
| | c. Maintain publication reference files | | | |
| | (1) Maintain publication reference or functional files | 00001 | - | b |
| | (2) Establish or maintain publication libraries | 00001 | - | - |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | (3) Maintain current file of Table of Allowance (TAs) | 00002 | - | b |
| 7. | SUPERVISION | | | |
| | TR: AFP 50-34; AFRs 39-1, 39-6, 39-30, 39-62, 50-23 | | | |
| | a. Orient new personnel | | - | - |
| | b. Assign personnel to work areas | | - | - |
| | c. Plan work assignments and priorities | | - | - |
| | d. Schedule work assignments and priorities | | - | - |
| | e. Establish | | | |
| | (1) Work methods | | - | - |
| | (2) Controls | | - | - |
| | (3) Performance standards | | - | - |
| | f. Evaluate work performance of subordinate personnel | | - | - |
| | g. Resolve technical problems for subordinate personnel | | - | - |
| | h. Counsel personnel and resolve individual problems | | - | - |
| | i. Initiate action to correct sub-standard personnel performance | | - | - |
| 8. | TRAINING | | | |
| | TR: AFRs 35-1, 39-1, 50-5, 50-23, 50-37, 50-39 | | | |
| | a. Evaluate personnel to determine need for training | | - | - |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| 8. | TRAINING (Continued) | | | |
| | b. Plan supervised OJT | | | |
| | (1) Prepare job proficiency guides | | - | - |
| | (2) Conduct training | | - | - |
| | (3) Qualification | | - | - |
| | c. Maintain training records | | - | - |
| | d. Evaluate effectiveness of training programs | | - | - |
| | e. Recommend personnel for training | | - | - |
| 9. | ADMINISTRATION | | | |
| | TR: AFP 13-2; AFRs 10-1, 12-20, 12-50, Vol I | | | |
| | a. Maintain administrative files | | - | - |
| | b. Dispose of administrative files | | - | - |
| | c. Evaluate administrative forms, files or procedures | | - | - |
| | d. Dispose of inactive or staged documents | | - | - |
| | e. Prepare official correspondence | | - | - |
| 10. | WAREHOUSE OPERATIONS | | | |
| | TR: AFMs 67-1, Vol V, 167-230; AFOSH 127-8; AFRs 67-12, 67-43, 71-4, 400-14; MEDCAT Medical Items; TOs 00-35A-39, 42B5-1-2; DOD 4145.19-R-1 | | | |
| | a. Receipts | | | |
| | (1) Verify shipments | 00007<br>00010<br>00039 | 2b | B |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 10. WAREHOUSE OPERATIONS (Continued) | | | |
| ** | (2) Load and unload materiel | 00007<br>00008<br>00039 | b | B |
| | (3) Segregate in-shipment prior to verification of count | 00007 | - | - |
| ** | (4) Pick-up in-shipments | 00008 | B | - |
| | (5) Annotate receipt documents | 00007<br>00009 | a | b |
| ** | (6) Place materiel in proper warehouse location | 00005<br>00010 | 2b | B |
| | b. Issues | | | |
| | (1) Pull stock from storage | 00005<br>00015<br>00017 | 1a | - |
| | (2) Make deliveries to using activities | 00005<br>00016<br>00017 | - | - |
| ** | (3) Research warehouse refusals | 00011 | a | B |
| ** | c. Receive turn-ins from using activities | 00006<br>00018<br>00021 | - | b |
| | d. Out-shipments | | | |
| ** | (1) Pack and crate materiel for shipment | 00019 | b | - |
| ** | (2) Mark shipping containers | 00019 | b | - |
| | e. Ensure quality and serviceability of materiel | | | |
| | (1) Inspect condition of items | 00007<br>00021<br>00029 | 1a | b |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| 10. | WAREHOUSE OPERATIONS (Continued) | | | |
| ** | (2) Rotate items to ensure oldest stock is issued first | 00010<br>00029<br>00043 | b | B |
| ** | (3) Enter reinspection dates on medical supplies | 00021<br>00029<br>00043 | a | b |
| | (4) Prepare condition tags | 00007<br>00029 | 1a | - |
| | f. Controlled medical items | | | |
| ** | (1) Identify controlled medical items | 00017<br>00018 | - | - |
| | (2) Receive controlled medical items | 00007<br>00017<br>00018<br>00026 | - | b |
| | (3) Store and safeguard controlled medical items | 00017<br>00018 | - | b |
| | (4) Research controlled medical item discrepancies | 00004<br>00017<br>00018<br>00065 | - | A |
| ** | (5) Process issues of controlled medical items | 00017<br>00018 | - | - |
| | g. Principles of storage and warehousing | | | |
| | (1) Protect stock from fire, theft, and deterioration | 00022 | a | b |
| | (2) Space utilization | 00023 | A | B |
| | h. Maintain medical kits/sets | | | |
| | (1) Inspect and repack first aid and survival kits | 00025 | a | b |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 10. WAREHOUSE OPERATIONS (Continued) | | | |
| | (2) Issue and receive first aid and survival kits | 00025 | a | b |
| | (3) Enter reinspection dates on first aid and survival kits | 00025 | a | b |
| | (4) Prepare and affix AFTO Forms 104 | 00025 | a | b |
| | (5) Order component parts for first aid and survival kits | 00025 | a | b |
| | i. Medicinal gases | | | |
| ** | (1) Identify medicinal gases | 00026 | - | b |
| ** | (2) Place medicinal gases in storage | 00026 | - | b |
| | 11. MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) | | | |
| | TR: AFMs 67-1, Vol IV and V, 167-230; AFRs 0-10, 20-14, 67-23, 167-11 | | | |
| | a. Responsibilities of the medical service equipment management functions | note 1 | - | B |
| | b. Process AF Forms 601 | 00031<br>00032<br>00033 | - | B |
| | c. Process MEMO transactions | 00036<br>00037 | - | B |
| | d. Coordinate relocation of property | 00042 | - | B |
| | e. Inventory MEMO property | 00041 | - | B |
| | f. Interpret and reconcile MEMO computer products | 00030<br>00031<br>00032<br>00040 | - | B |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 12. STOCK RECORDS<br><br>TR: AFMs 67-1, Vol V, 167-230; AFRs 67-23, 67-43, 167-11, 700-20; National Drug Code (NDC) Directory; Drug Topics; H-series Handbooks | | | |
| | a. Establish master records | 00048 | 2b | B |
| | b. Revise master records | 00048 | | |
| | (1) Revisions | 00048 | 2b | B |
| | (2) Catalog changes | 00048 | 2b | B |
| | c. Maintain source documents | | | |
| | (1) Assign/Cancel document numbers | 00069 | 1a | b |
| | (2) Maintain manual document registers | 00020<br>00069<br>00101 | 1a | b |
| | (3) Review source documents for completeness | 00069 | 2b | B |
| | (4) Identify delinquent documents | 00069 | - | - |
| | (5) File correspondence associated with documents | 00069 | - | - |
| | (6) Prepare facsimiles and certificates of lost documents | 00069 | - | b |
| | d. Interpret Daily Balance Register | 00103 | 1a | b |
| ** | e. Interpret Monthly Transaction Register | 00103 | a | b |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 12. STOCK RECORDS (Continued) | | | |
| | f. Inventory control | | | |
| | (1) Items requiring stratification | 00075 | - | A |
| | (2) Compute stock control levels | 00005<br>00068 | - | b |
| ** | (3) Establish and revise stock control levels | 00068 | - | b |
| | (4) Process gains and losses | 00027<br>00042<br>00051 | 1a | b |
| | (5) Process condition changes | 00003<br>00021<br>00029 | a | b |
| | (6) Maintain suspended item file | 00003<br>00021<br>00029 | a | b |
| | g. Requirements | | | |
| | (1) Review requirements lists | 00053 | - | b |
| | (2) Determine priorities | 00053 | - | b |
| | h. Military Standard Requisitioning and Issue Procedures (MILSTRIP) | | | |
| | (1) Complete computer-generated requisitions | 00052<br>00062 | b | B |
| ** | (2) Complete off-line requisitions | 00053<br>00062 | - | B |
| ** | (3) Transmission methods | 00052<br>00053 | - | B |
| | i. Local Purchase (LP) | | | |
| | (1) Validate requests for LP | 00054<br>00055 | - | B |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 12. STOCK RECORDS (Continued) | | | |
| ** | (2) Prepare purchase requests | 00054<br>00056<br>00057 | - | B |
| | (3) Maintain BPAs/BDOs | 00058<br>00059 | - | B |
| | j. Due-in files | | | |
| | (1) Perform follow-up actions | 00061<br>00071<br>00072 | b | B |
| | (2) Process cancellations | 00061<br>00071<br>00072 | b | B |
| | (3) Correct due-in/due-out reconciliation listings | 00061<br>00071<br>00072 | - | A |
| | (4) Maintain due-in files | 00061<br>00071<br>00072 | b | B |
| | k. Receipts | | | |
| | (1) Process receipt transactions | 00009 | 2b | B |
| | (2) Prepare Standard Forms 364 | 00004 | | |
| ** | (a) Process | 00004 | - | b |
| ** | (b) Perform follow-up | 00004 | - | b |
| | l. Issues | | | |
| | (1) Interpret Cost Center Master List | 00013 | a | b |
| ** | (2) Maintain shopping guides | 00014<br>00005 | - | B |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 12. STOCK RECORDS (Continued) | | | |
| | (3) Process issue transactions | | | |
| ** | (a) on-line | 00012 | 1a | b |
| ** | (b) off-line | 00013<br>00012 | - | b |
| | m. Maintain informal ledgers of issues and receipts of nonmedical items | 00020 | - | B |
| | n. Turn-ins | | | |
| | (1) Make credit determinations | 00006 | - | b |
| | (2) Process transactions | 00006<br>00021 | - | b |
| | o. Excess | | | |
| ** | (1) Establish excess records | 00063 | - | b |
| ** | (2) Maintain excess records | 00063 | - | b |
| ** | (3) Process excess | 00062<br>00063 | - | b |
| ** | (4) Request excess | 00064 | - | b |
| | p. Inventory | | | |
| ** | (1) Perform inventory counts | 00065 | - | - |
| | (2) Compare and reconcile warehouse count to balance records | 00065<br>00067<br>00080 | - | b |
| | (3) Adjust discrepancies in inventory balances | 00065<br>00067 | - | b |
| | (4) Maintain supporting documents | 00065 | - | b |
| | (5) Freeze transactions | 00065<br>00067 | - | B |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 12. STOCK RECORDS (Continued) | | | |
| ** | (6) Prepare certifications for inventory adjustment documents | 00065<br>00067 | - | B |
| | q. Manage War Reserve Materiel (WRM) programs | | | |
| ** | (1) Medical service WRM programs | 00044<br>00045 | - | B |
| | (2) Maintain WRM records | | | |
| | (a) WRM balance | 00045<br>00066 | - | B |
| | (b) WRM Quality Assurance Records | 00066 | - | B |
| | (3) Requirements for WRM programs | 00044<br>00045<br>00046 | - | B |
| | (4) Requisition WRM assets | 00047 | - | B |
| | (5) Utilize WRM products | 00047 | - | b |
| ** | r. Manage expiration dated items | 00043<br>00029 | - | b |
| ** | s. Perform Quality Control of Source Documents against the Document Register | 00070 | - | b |
| ** | 13. MEDICAL MATERIEL REPORTS AND LISTINGS | | | |
| | TR: AFMs 67-1, Vol V, 167-230 | | | |
| ** | a. Interpret | NOTE 2 | b | B |
| ** | b. Resolve | NOTE 3 | - | b |
| ** | 14. DISTRIBUTE COMPUTER OUTPUT PRODUCTS | 00095 | b | B |
| | TR: AFMs 67-1, Vol V, 167-230 | | | |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 15. MANAGE FINANCIAL ACTIONS ASSOCIATED WITH THE MEDICAL DENTAL STOCK FUND<br><br>TR: AFMs 67-1, Vol V, 167-230, 177-375 | 00077<br>00078<br>00095 | - | A |
| ** | 16. PROCESS MEDICAL MATERIEL COMPLAINTS<br><br>TR: AFMs 67-1, Vol V, 167-11, 167-230; AFR 67-23 | 00079 | - | - |
| | 17. COORDINATE WITH SUPPORT ACTIVITIES<br><br>TR: AFMs 67-1, VOL V, 167-11, 167-230 171-230, Vol I, 77-375; AFRs 67-23, 168-4 | 00016<br>00081<br>00082 | - | - |
| ** | 18. RESPOND TO CUSTOMER INQUIRY | 00103 | a | b |
| ** | 19. PROCESS INQUIRIES | NOTE 4 | 1a | B |
| | 20. OPERATE SUPPORT EQUIPMENT<br><br>TR: AFMs 67-1, Vol V, 167-230; AFR 168-4, AFM 177-310 | | | |
| | a. Microfiche reader | NOTE 5 | 1a | - |
| | b. Government vehicles | NOTE 6 | - | - |
| | c. Materiel handling equipment | NOTE 7 | - | A |
| | d. Office machines | NOTE 8 | - | - |
| ** | 21. OPERATE ADP EQUIPMENT<br><br>TR: AFMs 167-230, 171-110, Vol XII, 171-230, Vol I | | | |
| ** | a. Mainframe | NOTE 9 | | |
| | (1) Processor | | 1a | B |
| | (2) Tape drive | | 1a | B |
| | (3) Disk drive | | 1a | B |
| | (4) Printer | | 2b | B |

| STS # | STS ITEM | TRA TASK | 3-LVL CRS | 5-LVL CDC |
|---|---|---|---|---|
| | 21. OPERATE ADP EQUIPMENT (Continued) | | | |
| ** | b. Work station | NOTE10 | | |
| | (1) Central Processing Unit (CPU) | | 2b | B |
| | (2) Floppy Drive | | 2b | B |
| | (3) Printer | | 2b | B |
| ** | 22. PERFORM PREVENTIVE MAINTENANCE OF ADP EQUIPMENT | | 2b | - |
| | 23. MANAGE ADP SYSTEMS ADMINISTRATION | | | |
| | TR: AFMs 167-230, 171-110, Vol X11, AFM 171-230, Vol 1 | | | |
| | a. Update control files | 00107 | - | b |
| | b. System release | 00088 | - | A |
| | c. Data base restoration | 00096<br>00097 | - | A |
| | d. Documentation | 00095 | - | A |
| | 24. PERFORM BATCH PROCESSING | | | |
| | TR: AFM 171-230, VOL I, 167-230 | | | |
| | a. EOD | 00091 | a | b |
| | b. EOM | 00092 | a | b |
| | c. On-line recovery | 00096 | a | b |
| | d. Product recovery | 00097 | a | b |
| | e. End of fiscal year (EOFY) | 00093 | - | b |
| | f. AFMLO Validation | 00094 | - | b |
| ** | g. War Readiness Mode | 00098 | - | - |

**STS Notes for TRA Task Correlation**

note 1: 00030, 00031, 00032, 00033, 00034, 00035, 00036, 00037, 00038, 00042

note 2: 00011, 00012, 00013, 00014, 00015, 00021, 00023, 00024, 00025, 00029, 00043, 00052, 00053, 00061, 00063, 00064, 00065, 00066, 00067, 00068, 00069, 00101, 00103, 00104 00105, 00106, 00108

note 3: 00071, 00072, 00073, 00074, 00075, 00076, 00078, 00104 00105, 00106, 00107, 00109, 00110

note 4: 00003, 00014, 00042, 00043, 00048, 00050, 00052, 00057, 00061, 00073, 00103

note 5: 00001, 00002, 00006, 00031, 00048, 00058, 00071

note 6: 00008, 00019, 00028, 00035, 00042, 00046, 00047, 00062, 00063, 00082, 00095, 00099, 00102,

note 7: 00005, 00007, 00008, 00010, 00015, 00019, 00023, 00024, 00027, 00028, 00035, 00039, 00042, 00046, 00047, 00062, 00063, 00066, 00068, 00079

note 8: 00004, 00016, 00018, 00024, 00035, 00037, 00038, 00047, 00053, 00056, 00059, 00060, 00063, 00065, 00069, 00078, 00081, 00082, 00102

note 9: 00050, 00057, 00083, 00084, 00085, 00089, 00090

note 10: 00050, 00057, 00083, 00084, 00085, 00086, 00089, 00090

**Summary of Proposed Changes**

1. 4.e. (Added "Hazardous and Toxic Waste Management.") Graduates may come in contact with hazardous and toxic waste materiels. In order to protect the environment and Air Force personnel, graduates must be familiar with the identification and disposal of these materials.

2. 5. Deleted per HQ ATC/TTI letter dated 20 April 1990. Renumbered remainder of STS paragraphs to reflect this deletion.

3. 6.b.(6) (Added "Federal Logistics (FEDLOG).") FEDLOG software is being used at a number of bases and will be implemented Air Force wide in the near future. FEDLOG is replacing several of the microfiche presently being used for identification of property.

4. 10.a.(2) (Changed proficiency code from "-" to "b" for the 3-skill-level course and from "-" to "B" for the 5-skill-level CDC.) Safety is very important in this task. Ensuring proper lifting techniques and the use of proper equipment, as well as proper handling to ensure no harm or injury comes to the personnel moving property, equipment being used, or property being moved, is essential. OSR data indicate that 49 percent of 3-skill-level personnel perform this task at their first job. It also has an automated training indicator (ATI) of 15.

5. 10.a.(4) (Changed proficiency code from "-" to "B" for the 3-skill level course.) More emphasis should be placed on picking up shipments to ensure that the property belongs to account, ensure documentation and property match, and that it is in serviceable condition. OSR data indicate that 49 percent of 3-skill level personnel perform this task at their first job. It also has an ATI of 15.

6. 10.a.(6) (Changed proficiency code from "a" to "2b" for the 3-skill level course and from "b" to "B" for the 5-skill level CDC.) More emphasis should be placed on placing property in proper warehouse location. Practice should be allowed on reading the location and placing the property in the correct place. This is important because mislocated property can cause warehouse refusals, and if located in the wrong area, it could also cause deterioration of items. OSR data indicate that 46 percent of 3-skill-level personnel perform this task at their first job. It also has an ATI of 15.

7. 10.b.(3) (Moved "Process issues of controlled medical items" to 10.f.(5) to align controlled medical item tasks.)

8. 10.b.(3) (Added "Research warehouse refusals.") The analysis showed that this task was being performed by personnel in the field, and specific steps must be taken to ensure property is accounted for. OSR data indicate high training emphasis (3.97-4.10) and high task difficulty (5.74-6.12) ratings. The difficulty and complexity of this task justify some training in the 3-skill-level course.

9. 10.c. (Changed proficiency code from "a" to "-" for the 3-skill-level course.) OSR data indicate that only 5-14 percent of 3-skill-level personnel perform this task at their first job. Training emphasis and task difficulty are 2.27-3.40 and 4.94-5.07, respectively. ATIs are 7. Therefore, no training is required in the 3-skill level course.

10. 10.d.(1) (Changed proficiency code from "a" to "b" for the 3-skill level course.) More emphasis should be placed on how to pack materiel due to safety reasons and the cost of replacing materiel, if breakage occurs during shipment because of improper packaging.

11. 10.d.(2) (Changed proficiency code from "a" to "b" for the 3-skill level course.) More emphasis should be placed on this task because of the importance of ensuring shipments are appropriately marked. Improper marking causes the government excessive moneys in misrouted shipments and reshipments to the proper destination. OSR data indicate that 22 percent of the 3-skill level perform this task at their first job.

12. 10.e. (Moved "Perform Inventory Counts" to 12.p.(1) to adequately align inventory tasks.) Renumbered remainder of STS elements in paragraph 10 to reflect this move.

13. 10.e.(2) (Changed proficiency code from "a" to "b" for 3-skill-level course and from "-" to "B" for the 5-skill-level CDC.) Analysis showed that personnel were having difficulty remembering to rotate property because they didn't understand the importance or impact of it. OSR data indicate that 46 percent of the 3-skill level personnel perform this task at their first job, and 32 percent at the 5-skill level. The ATI for this task is 15.

14. 10.e.(3) (Changed proficiency code from "-" to "b" for the 5-skill level CDC.) OSR data indicate that 23-24 percent perform this task with a training emphasis of 4.34 and an ATI of 11.

15. 10.f.(1) (Changed proficiency code from "1a" to "-" for the 3-skill level course.) OSR data indicate that only 7-level personnel deal with controlled medical items. The percentages of 3- and 5-skill level personnel working with controlled medical items are so small that they don't justify training at the 3-skill-level school.

16. 10.f.(5) See 10.b.(3) for rationale.

17. 10.i.(1) and (2) (Changed proficiency code from "a" to "-" for the 3-skill level course.) OSR data indicate low percentages perform these tasks at their first job. The training emphasis and task difficulty ratings are low as well. Therefore, no training is recommended for the 3-skill-level course.

18. 12.e. (Changed wording from "Monthly Transaction Register" to "Interpret Monthly Transaction Register." Changed the proficiency code from "-" to "a" for the 3-skill-level course and from "A" to "b" for the 5-skill level CDC.) OSR data indicate that 59 percent of 3-skill-level personnel perform this task at their first job. The ATI for this task is 18.

[illegible] and revise stock control levels" and

12. 10.e. (Moved "Perform Inventory Counts" to 12.p.(1) to adequately align inventory tasks.) Renumbered remainder of STS elements in paragraph 10 to reflect this move.

13. 10.e.(2) (Changed proficiency code from "a" to "b" for 3-skill-level course and from "-" to "B" for the 5-skill-level CDC.) Analysis showed that personnel were having difficulty remembering to rotate property because they didn't understand the importance or impact of it. OSR data indicate that 46 percent of the 3-skill level personnel perform this task at their first job, and 32 percent at the 5-skill level. The ATI for this task is 15.

14. 10.e.(3) (Changed proficiency code from "-" to "b" for the 5-skill level CDC.) OSR data indicate that 23-24 percent perform this task with a training emphasis of 4.34 and an ATI of 11.

15. 10.f.(1) (Changed proficiency code from "1a" to "-" for the 3-skill level course.) OSR data indicate that only 7-level personnel deal with control perform this task are civilians and military personnel with a 5- and 7-skill level. The ATIs for these tasks are 2 through 11. Personnel arriving at their first duty station will not be working with Local Purchase.

23. 12.k.(2)(a) (Added "Process.") During this step the distribution of the Standard Form 364 is accomplished. The distribution will vary depending on where the materiel comes from. Percentages of 3-skill level personnel performing this task at their first job do not justify training in the 3-skill-level course. The ATIs are 7 through 11.

24. 12.k.(2)(b) ( Added "Perform follow-up.") This is important to maintain control of discrepancies. Different criteria are given to different types of discrepancies. Therefore, training is important to ensure important time frames are met. Percentages of 3-skill-level personnel performing this task at their first job do not justify training in the 3-skill-level course. ATIs are 7 through 11.

25. 12.l.(2) (Changed proficiency code from "2b" to "-" for the 3-skill-level course.) OSR data indicate that only 18 percent of 3-skill-level personnel perform this task at their first job. The training emphasis and task difficulty are 3.80 and 3.70, respectively. The ATI is 11. Therefore, no training is required in the 3-skill-level course.

26. 12.l.(3).(a) and (b) (Added "On-line" and "Off-line.") During analysis, it was determined that there are significant differences between off-line and on-line issues. They should be two separate elements of training.

27. 12.o.(1) through (4) (Changed proficiency code from "a" to "-" for the 3-skill-level course.) OSR data indicate that only 4-6 percent of 3-skill-level personnel perform this task. The ATIs are 2-11. Therefore, no training is required in the 3-skill-level course.

28. 12.p.(1) see rationale for move in 10.e. (Changed proficiency code from "1a" to "-" for the 3-skill-level course.) OSR data indicate that only 12 percent of 3-skill-level personnel perform this task at their first job. The ATI for this task is 2. Therefore, no training is required in the 3-skill-level course.

29. 12.p.(6) (Changed wording from "Certifications for inventory adjustment documents" to "Prepare certifications for inventory adjustment documents.") This more accurately describes the task.

30. 12.q.(1) (Changed proficiency code from "A" to "-" for the 3-skill-level course.) OSR data indicate that only 1-7 percent of 3-skill-level personnel perform this task. The ATIs for this task are 2 and 7. Therefore, no training is required in the 3-skill-level course.

31. 12.r. (Changed proficiency code from "1a" to "-" for the 3-skill-level course.) OSR data indicate that only 1-7 percent of 3-skill-level personnel perform this task. The ATIs for this task are 2 and 7. Therefore, no training is required in the 3-skill-level course.

32. 12.s. (Changed proficiency code from "1a" to "-" for the 3-skill-level course.) Medical Materiel personnel require experience in their specialty prior to accomplishing this task. OSR data show 12 percent of 3-skill-level personnel perform this task at their first job. The ATI for this task is 11. Therefore, no training is required in the 3-skill-level course.

33. 13. (Changed "Interpret and Reconcile Medical Materiel Reports and Listings" to "Medical Materiel Reports and Listings.") Provides for subtask breakdown since 3-skill-level personnel need to be able to interpret reports and listings, but not reconcile them.

34. 13.a. (Changed "Routine" to "Interpret" and changed the proficiency code from "-" to "b" for the 3-skill-level course and from "b" to "B" for the 5-skill-level CDC.) 3-skill-level personnel perform several tasks which require them to interpret reports and listings. OSR data indicate that over 40 percent of 3-skill-level personnel perform this in several tasks at their first job. In most related tasks, the ATI is 11 or higher.

35. 13.b. (Changed "As required" to "Resolve.") This more accurately indicates the task being performed.

36. 14. (Changed proficiency code from "-" to "b" for the 3-skill-level course and from "b" to "B" for the 5-skill-level CDC.) The proper distribution of documents is very important to ensure processing is accomplished correctly and in required time frames. Improper distribution could result in materiel being held up or lost as well as the paperwork becoming delinquent. OSR data indicate 45 percent of 3-skill-level personnel perform this task at their first job. The ATI for this task is 17.

37. 16. (Changed proficiency code from "a" to "-" for the 3-skill-level course and from "b" to "-" for the 5-skill-level CDC.) Analysis showed that primarily only 7-skill-level personnel process Medical Materiel complaints. OSR data indicate that only 1 percent of 3-skill-level and 7 percent of 5-skill-level personnel perform this task. The training emphasis for this task is also low (2.90). Therefore, no training is required for the 3-skill-level course or the 5-skill-level CDC.

38. 18. (Added "Respond to Customer Inquiry.") All personnel should be able to respond to customer inquiries, and if they don't know the answer, they should be able to research applicable listings and publications to find the answer. OSR data indicate that 30-59 percent of 3-skill-level personnel perform activities associated with this task at their first duty station. ATIs for associated tasks are 18, 18, and 12. All remaining STS paragraphs were renumbered to reflect this addition.

39. 19. (Added "Process Inquiries.") Processing inquiries is a task that all personnel need to be able to do. OSR data indicate 56-59 percent of 3-skill-level personnel process different types of inquiries at their first job. ATIs for associated tasks are 18. All remaining STS paragraphs were renumbered to reflect this addition.

40. 21. (Changed the wording from "ADP Equipment" to "Operate ADP Equipment.") This more accurately indicates the task being performed.

41. 21.a. and b. (Changed "Operate MMMS On-Line Computer System" to "Mainframe" and "Operate uninterrupted power supply (UPS)" to "Work Station.") The subparagraphs of a. and b. were changed to show a a better operational breakdown of ADP equipment. The new breakdown highlights the distinct difference between the mainframe and the work stations and indicates the basic computer skills required to perform AD2 operations. This breakdown is identified in the proposed STS.

42. 22.c. (Changed old subparagraph 20.c. to paragraph number 22.) Changed the wording from "Preventive Maintenance of MMMS-OL Computer System" to "Perform Preventive Maintenance of ADP Equipment.") Changed the proficiency code from "A" to "2b" for the 3-skill-level course and from "B" to "-" for the 5-skill-level CDC ) Although this STS item is not matched to a particular TRA task, it is accomplished each workday to ensure smooth operations. All personnel should be able to perform preventive maintenance on ADP equipment.

43. 24.g. (Changed proficiency code from "a" to "-" for the 5-skill-level CDC.) According to regulation, this task can only be initiated by an officer. Once initiated, the task will be performed by 7-skill-level personnel.

44. 25. (Deleted "MANAGE LINEN" from STS.) The majority of Medical facilities visited did not manage linen. In most cases, it was contracted out. OSR data verify this finding, reflecting low percentages performing, with low training emphasis and task difficulty. For those few actually performing the task, recommend OJT.

## APPENDIX C

### Available Training

Formal courses offered in the Medical Materiel career ladder are listed below. All courses are offered at Sheppard Training Center. For a complete description of course prerequisites and course content, consult AFR 50-5, USAF Formal Schools.

J3ABR91530 000 - Apprentice Medical Materiel Specialist, PDS Code EMU-DOD551 - Sheppard AFB/5 weeks. Category A school.

Provides training in computer operations and related procedures needed for operating an Air Force medical materiel account.

J3AQR90030 001 - Basic Medical Readiness, PDS Code 80K - Sheppard AFB/1 week.

Provides all active duty, Air Force Reserves, and Air National Guard students an overview of their role in providing combat medical support and provides generalized training in the skills and knowledge required to perform basic medical tasks during field operations.

J3AZR91570 001 - Medical Materiel Supervisor Stock Records/Reports, PDS code M22 - Sheppard AFB/3 weeks.

Provides emphasis on procedures for validating requests, record maintenance, asset management, procurement, local purchase, and stock records. Reports, financial management, annual budgets, and manpower requirements are also included.

J3AZR91570 002 - Medical Materiel Supervisor War Reserve Materiel (WRM), Medical Materiel Equipment Office (MEMO), PDS Code MZ5 - Sheppard AFB/2 weeks.

Provides emphasis on directives, requirements, procurement management, War Reserve Materiel Quality Assurance (WRM/QA), allowance/ authorization changes, equipment acquisition, contract administration, inventory control, and output products.