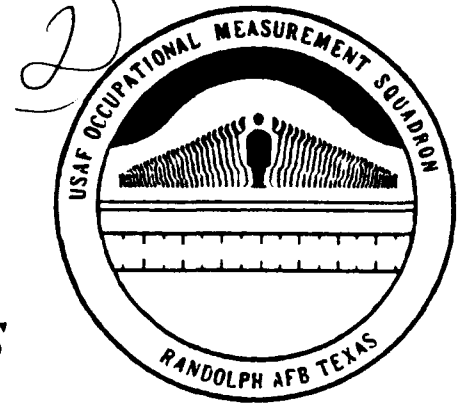


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UNITED STATES  
AIR FORCE

*SPECIAL  
REPORT*

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MILITARY TRAINING STANDARD  
FIELD EVALUATION

AFPT 90-MTS-994

SEPTEMBER 1993

OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT SQUADRON  
AIR EDUCATION and TRAINING COMMAND  
1550 5th STREET EAST  
RANDOLPH AFB, TEXAS 78150-4449

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## **PREFACE**

This report presents the results of a special Air Force survey on the Military Training Standard (MTS) System. Authority for conducting occupational surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Captain Lisa Boyce developed the survey instrument, Ms Becky Hernandez provided computer programming support, and Ms Linda McDonald provided administrative support. Mr Ted Wilcox analyzed the data and wrote the final report. Mr Jerry Clow, Chief, Management Applications Section, Occupational Analysis Flight, 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 Flight (OMY), 1550 5th Street East, Randolph AFB, Texas 78150-4449.

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## SUMMARY OF RESULTS

1. Paygrade Analysis of Topics Need Emphasis: The majority of survey topic item ratings were closely aligned across paygrades.
2. Analysis of Military Training Standard System, Volume I, Promotion Fitness Examination Study Guide, dated 1 November 1992: A total of seven subject-knowledge items were rated low by one or more paygrades. These items should be reviewed to determine whether they should be retained in Volume I. Further, a number of survey topic items that were not matched to subject-knowledge items were rated average or above. These survey topic items should be reviewed to determine whether they should be incorporated into Volume I as a subject-knowledge item.
3. Analysis of Military Training Standard System, Volume II, USAF Supervisory Examination Study Guide, dated 1 March 1993: A total of 18 subject-knowledge items were rated low by both E-8 and E-9 paygrade personnel. These items should be reviewed to determine whether they should be retained in Volume II. A number of survey topic items not referenced to the subject-knowledge items of Volume II were rated average or above. These survey topic items should be reviewed to determine whether they should be incorporated into Volume II as subject-knowledge items.
4. Job Satisfaction Indicators: When compared with job satisfaction data collected by the USAF Occupational Measurement Squadron in 1992, the job satisfaction indicators for the MTS sample were high.

# **SPECIAL SURVEY REPORT MILITARY TRAINING STANDARD (MTS)**

## **INTRODUCTION**

This is a special report of a survey conducted on the Military Training Standard (MTS) System completed by the Occupational Analysis Flight, USAF Occupational Measurement Squadron. This survey focused on Air Force enlisted personnel in paygrades E-5 through E-9.

## **BACKGROUND**

The MTS System, AFR 50-44, supports a self-initiated program of individual study and effort. It determines the content of AFP 50-34, Volume I, Promotion Fitness Examination (PFE) study guide and AFP 50-34, Volume 2, USAF Supervisory Examination (USAFSE) study guide. The MTS describes the military knowledge measured by the PFE and USAFSE.

There have been three previous MTS surveys conducted, with the last survey being conducted in 1989. The current survey was requested by the Professional Development Flight of the USAF Occupational Measurement Squadron. The survey data will be used to (1) Provide data for rewrite of AFR 50-44, (2) Provide data for rewrite of AFP 50-34, Volumes I and II, and (3) Provide data for PFE/USAFSE test development.

## **SURVEY METHODOLOGY**

### **Inventory Development**

The data collection instrument for this special survey was USAF Job Inventory AFPT 90-MTS-994, dated August 1992. The data collection instrument was developed by MAJCOM subject-matter experts (SME) who met at Randolph AFB TX for two MTS Workshops in June 1992. The attendees at the second workshop were different from the first workshop attendees. The members of the second workshop validated the work accomplished by the first workshop and added their own input to the survey instrument. The work of the two workshops resulted in a survey instrument consisting of a biographical section, a background section consisting of 30 questions, and topics section consisting of 311 topics.

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### Survey Administration

From September 1992 through February 1993, Military Personnel Flights administered the survey instrument to those personnel selected for the survey sample. Survey participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Armstrong Laboratory, Human Resources Directorate (AL/HRD).

Survey respondents were asked to complete the biographical and background sections prior to rating the topics in the topics need section of the survey instrument. Respondents were asked to rate each of the MTS topics according to the need for knowledge or skill in that topic area based on their present rank. Ratings were based on a 9 point scale ranging from (9) extremely high need to (5) average need to (1) extremely low need.

### Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across military paygrades E-5 through E-9. Table 1 reflects the E-5 through E-9 paygrade distribution. Although sample percentages for paygrades E-5 through E-7 were slightly lower than the percentage of assigned, and the percentages of E-8 and E-9 personnel were higher than percentage of assigned, the confidence levels in the survey sample were high.

## **PAYGRADE ANALYSIS OF TOPICS NEED EMPHASIS**

As stated in the Survey Administration section of this report, survey respondents were asked to rate each of the topics according to the need for knowledge or skill in that topic area based on their present rank. Topics were rated on a 9-point scale, ranging from (9) extremely high need, to (5) average need (1) extremely low need. If there was no need for a particular topic, respondents were asked to leave that item blank.

Ratings of 6.00 or higher are considered high in need emphasis. Ratings 4.00 or lower are considered low in need emphasis.

For the entire sample (E-5 through E-9) (N=5,063) a total of 53 of 311 topics were rated high in emphasis. A representative sample of these topics is shown on Table 2. In addition, a total of 49 topics were rated low in emphasis by all survey respondents. Table 3 provides a representation of these.

TABLE 1

PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

<u>GRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-5	46	42
E-6	28	25
E-7	20	17
E-8	4	8
E-9	2	8
TOTAL	100	100

**TABLE 2**

**REPRESENTATIVE TOPICS RATED HIGH  
BY ENTIRE SAMPLE (N=5,063)**

**SURVEY TOPIC**

<b>G64</b>	<b>Authority of NCOs</b>
<b>H103</b>	<b>Writing EPRs</b>
<b>G73</b>	<b>NCO'S responsibility to subordinates</b>
<b>G66</b>	<b>General NCO responsibilities</b>
<b>G77</b>	<b>Specific NCO responsibilities</b>
<b>M172</b>	<b>Motivational techniques</b>
<b>H90</b>	<b>Enlisted evaluation system</b>
<b>G74</b>	<b>NCO's responsibility to unit</b>
<b>H95</b>	<b>Performance evaluation feedback</b>
<b>G72</b>	<b>NCO's responsibility to mission</b>
<b>M168</b>	<b>How to develop yourself as a leader</b>
<b>G65</b>	<b>Chain of command</b>
<b>M174</b>	<b>Problems affecting job performance</b>
<b>M175</b>	<b>Setting goals and standards</b>
<b>R240</b>	<b>Stress management</b>
<b>F59</b>	<b>Standards of conduct</b>
<b>I114</b>	<b>Personal appearance</b>
<b>Q233</b>	<b>NCO's role in counseling</b>
<b>H94</b>	<b>NCO promotion program</b>
<b>G76</b>	<b>Role of the NCO</b>
<b>M169</b>	<b>Leadership principles</b>
<b>M176</b>	<b>Situational leadership</b>
<b>Q231</b>	<b>Counseling techniques, including followup</b>
<b>I125</b>	<b>Wear of the uniform</b>

TABLE 3

REPRESENTATIVE SURVEY TOPICS RATED  
LOW BY ENTIRE SAMPLE (N=5,063)

SURVEY TOPIC

W295	Labor Union History
D17	History of the National Guard
D16	History of the Air Force Reserve
D32	The Mayaquez
D20	Military aviation from 1900-1913
W297	Objectives and key players of labor unions and management
W287	Arbitration procedures
W298	The labor agreement (union contract)
W292	Foreign nationals
W286	Administration of labor contract
W294	Hiring process
D37	World War I
D35	USS Pueblo Incident
D18	Iran Hostage Rescue Attempt
W289	Civilian Personnel Office
W299	Unfair labor practices
W290	Employee adverse actions
D19	Military aviation between World War I and World War II
D38	World War II
D31	The Korean Conflict

In addition to the ratings for the entire sample, ratings were also analyzed for each of the paygrades included in the sample (E-5 through E-9). Table 4 shows a breakdown of the raw ratings into rank order for the entire sample and each of the paygrades for the top 20 topics (based on entire sample). Using the rank order ratings of the entire sample as the focal point, you can see that the rank order ratings for each of the paygrades bear a close relationship with each other. Generally, the ratings for topics by one grade were closely aligned with the ratings for each of the other paygrades. In terms of the 9-point topic need rating system described earlier, the vast majority of ratings were separated by less than one point across paygrades E-5 through E-9.

## MILITARY TRAINING STANDARD ANALYSIS

Occupational survey data are one of the many sources of information that can be used to assist in the development of the Military Training Standard System, Volumes I and II. To assist in the review of the Military Training Standard System, Volumes I and II, the Professional Development Staff, USAF Occupational Measurement Squadron, matched topics from the MTS survey to the various required subject-knowledge items for each of the volumes. This matching and data showing topic need ratings by paygrade for each of the survey topics matched form the basis for this analysis.

### Analysis of Military Training Standard System, Volume I Promotion Fitness Examination Study Guide, dated 1 November 1992

Analysis of the MTS System, Volume I, included the following areas: (1) subject knowledge items with survey topic items matched that were rated low by all paygrades (i.e., one standard deviation below the mean (ratings of 4.00 or less) for all survey topics matched), (2) subject-knowledge items with survey topic items matched that were rated low by any of the paygrades, (3) subject-knowledge items with survey topic items matched that were rated high by all paygrades (i.e., one standard deviation above the mean (ratings of 6.00 or higher) for all survey topics matched), (4) subject-knowledge items with survey topic items matched that were rated high by any of the paygrades, and (5) survey topics not referenced to subject-knowledge items.

There was a total of 130 subject-knowledge items with proficiency codes assigned for Volume I. Of these 130 subject-knowledge items, survey topics were assigned to 117, leaving only 13 Volume I subject-knowledge items without survey data.

Only two subject-knowledge items were rated low by all paygrades (see Table 5) and five subject-knowledge items were rated low by one or more paygrades (see Table 6). In addition 16 subject-knowledge items were rated high by all paygrades (see Table 7). Also, Table 8 shows that eight subject-knowledge items were rated high by one or more paygrades. Finally, there are a number of survey topic items not referenced to Volume I that were rated average or higher (see Table 9).

TABLE 4

## RANK ORDER OF RATINGS FOR TOPICS\*

TOPIC	ENTIRE SAMPLE (N=5,063)	E-5 (N=1,968)	E-6 (N=1,350)	E-7 (N=925)	E-8 (N=417)	E-9 (N=403)
G64 Authority of NCOs	1	1	1	1	1	1
H103 Writing EPRs	2	3	2	1	2	3
G73 NCO's Responsibility to Subordinates	3	2	4	2	9	3
G66 General NCO Responsibilities	4	2	3	3	8	5
G77 Specific NCO Responsibilities	5	4	5	5	11	4
M172 Motivational Techniques	6	8	6	4	6	6
H90 Enlisted Evaluation System	7	12	10	2	3	2
G74 NCO's Responsibility to Unit	8	5	8	7	14	9
H95 Performance Evaluation Feedback	9	9	7	4	10	13
G72 NCO's Responsibility to Mission	9	6	11	6	18	8
M168 How to Develop Yourself as a Leader	9	8	9	5	10	10
G65 Chain of Command	10	6	14	11	20	17
M174 Problems Affecting Job Performance	11	12	12	8	9	9
M175 Setting Goals and Standards	12	13	13	9	7	7
R240 Stress Management	13	17	9	13	5	15
F59 Standards of Conduct	14	11	15	12	18	20
I114 Personal Appearance	15	7	21	26	24	21
Q233 NCO's Role in Counseling	16	13	17	15	20	18
H94 NCO Promotion Program	17	15	23	17	19	16
G76 Role of the NCO	17	14	20	19	23	8
M169 Leadership Principles	18	20	16	14	13	14
M176 Situational Leadership	18	23	18	12	12	11
Q231 Counseling Techniques, Including Followup	19	19	19	16	16	19
I125 Wear of the Uniform	20	10	25	32	42	32

\* Duplicate numbers indicate rank order tie

TABLE 5

MILITARY TRAINING STANDARD SYSTEM VOLUME I  
SUBJECT-KNOWLEDGE ITEMS RATED LOW BY ALL PAYGRADES

<u>CHAPTER NUMBER AND TITLE</u>	<u>SUBJECT-KNOWLEDGE ITEM</u>
Chapter 3, Air Force History	The Berlin Airlift
Chapter 3, Air Force History	The Korean Conflict

TABLE 6

MILITARY TRAINING STANDARD SYSTEM VOLUME I  
SUBJECT-KNOWLEDGE ITEMS RATED LOW BY AT LEAST ONE PAYGRADE

<u>CHAPTER NUMBER AND TITLE</u>	<u>SUBJECT-KNOWLEDGE ITEM</u>	<u>PAYGRADE(s)</u>
Chapter 3, Air Force History	The Vietnam Era	E-6 thru E-9
Chapter 3, Air Force History	The Post-Vietnam Era	E-7,E-8, E-9
Chapter 6, Standards of Customs and Courtesies	Drill	E-8 and E-9
Chapter 15, Resource Management and the Environment	Financial Management	E-5
Chapter 16, Security et al	Protection of the President	E-9

TABLE 7

MILITARY TRAINING STANDARD SYSTEM VOLUME I  
SUBJECT-KNOWLEDGE ITEMS RATED HIGH BY ALL PAYGRADES

<u>CHAPTER NUMBER AND TITLE</u>	<u>SUBJECT-KNOWLEDGE ITEM</u>
Chapter 4, Career NCO	Chain of Command
Chapter 4, Career NCO	NCO Professional Military Education
Chapter 4, Career NCO	Enlisted Evaluation System
Chapter 4, Career NCO	Awards and Decorations Program
Chapter 6, Standards of Customs and Courtesies	Rank, Recognition, and Respect
Chapter 7, Standards of Conduct	Public Statements
Chapter 10, Leadership	The Air Force Leadership Concept
Chapter 10, Leadership	Understanding the Leader
Chapter 10, Leadership	Understanding Followers
Chapter 10, Leadership	Developing Leadership Skills
Chapter 12, Counseling	Counseling Techniques
Chapter 12, Counseling	Followup After the Interview
Chapter 12, Counseling	Making Referrals
Chapter 12, Counseling	Procedures for Making Referrals
Chapter 12, Counseling	Referral Agencies
Chapter 12, Counseling	Suicide

TABLE 8

MILITARY TRAINING STANDARD SYSTEM VOLUME I  
SUBJECT-KNOWLEDGE ITEMS RATED HIGH BY AT LEAST ONE PAYGRADE

<u>CHAPTER NUMBER AND TITLE</u>	<u>SUBJECT-KNOWLEDGE ITEM</u>	<u>PAYGRADE</u>
Chapter 1, The Mission	Introduction	E-5
Chapter 4, Career NCO	NCO Rank and Precedence	E-5 thru E-7 and E-9
Chapter 4, Career NCO	Reenlistment Opportunities	E-7 thru E-9
Chapter 12, Counseling	Benefits of Counseling	E-8
Chapter 13, Quality Air Force	Introduction to Quality Air Force	E-7 thru E-9
Chapter 13, Quality Air Force	General Strategy for Getting Started	E-8
Chapter 14, The Human Resource	Manpower Management	E-9
Chapter 14, The Human Resource	Effective Use of Personnel Resources	E-7 thru E-9

**TABLE 9**

**SURVEY TOPICS RATED AVERAGE NOT REFERENCED  
TO AFP 50-34, VOLUME I**

- F61 The Freedom of Information Act**
- F62 The Privacy Act**
- H85 Air Force publications (procurement and use)**
- H96 Personal Information Files**
- K149 Retired pay and survivor benefit plan**
- L165 The punitive articles of the UCMJ**
- O190 Functions of management (planning, organizing, directing, coordinating, and controlling)**
- O191 Job enrichment and job enlargement**
- O195 Problem-solving techniques**
- O199 Time management**
- R237 Group interactions**

Subject-knowledge items rated low should be reviewed to determine whether they should be retained in Volume I. In addition, the topics not referenced to Volume I should be reviewed to determine whether any should be incorporated as a subject knowledge item into Volume I.

Analysis of Military Training Standard System, Volume II  
United States Air Force Supervisory Examination Study Guide, 1 March 1993

Analysis of the MTS System, Volume II, included the following areas: (1) subject-knowledge items with survey topic items matched that were rated low by both E-8s and E-9s (i.e., one standard deviation below the mean (ratings of 4.00 or less) for all survey topics matched), (2) subject-knowledge items with survey topic items matched that were rated low by either E-8s or E-9s, (3) subject-knowledge items with survey topic items matched that were rated high by both paygrades (i.e., one standard deviation above the mean (ratings of 6.00 or higher) for all survey topics matched), (4) subject-knowledge items with survey topic items matched that were rated high by either E-8s or E-9s, and (5) survey topics not referenced to subject-knowledge items.

There were a total of 114 subject-knowledge items with proficiency codes assigned for Volume II. Of these 114 subject-knowledge items, survey topics were matched to 94, leaving 20 Volume II subject-knowledge items without survey data.

Eighteen subject-knowledge items were rated low by both E-8 and E-9 grades (see Table 10), and two subject-knowledge items were rated low by just one of the paygrades (see Table 11). In addition, seven subject-knowledge items were rated high by both E-8 and E-9 paygrades (see Table 12). Only one subject-knowledge item, the bullet background paper, was rated high by E-8s, but not E-9s. Finally, a number of survey topic items rated average or above were not matched to Volume II (see Table 13).

Subject-knowledge items rated low should be reviewed to determine the need to be retained in Volume II. In addition, survey topics not referenced to Volume II should be reviewed to determine whether they should be incorporated into Volume II as subject-knowledge items.

TABLE 10

MILITARY TRAINING STANDARD VOLUME II  
SUBJECT-KNOWLEDGE ITEMS RATED LOW  
BY BOTH E-8 AND E-9 PAYGRADES

<u>CHAPTER NUMBER AND TITLE</u>	<u>SUBJECT-KNOWLEDGE ITEM</u>
Chapter 2, The Military Departments	The Other Services
Chapter 2, The Military Departments	The United States Army
Chapter 2, The Military Departments	The United States Navy
Chapter 2, The Military Departments	The United States Marine Corps
Chapter 2, The Military Departments	The United States Coast Guard
Chapter 2, The Military Departments	USS Pueblo Incident
Chapter 2, The Military Departments	The Iran Hostage Rescue Attempt
Chapter 2, The Military Departments	Grenada
Chapter 2, The Military Departments	Summary
Chapter 8, Legal Issues	Sources of Military Law
Chapter 13, Management of Civilian Personnel	Staffing
Chapter 13, Management of Civilian Personnel	Civilian Career Program
Chapter 13, Management of Civilian Personnel	Conduct and Discipline
Chapter 13, Management of Civilian Personnel	The Labor Union
Chapter 13, Management of Civilian Personnel	Objectives
Chapter 13, Management of Civilian Personnel	Key Players
Chapter 13, Management of Civilian Personnel	Unfair Labor Practices
Chapter 13, Management of Civilian Personnel	Foreign Nationals

TABLE 11

MILITARY TRAINING STANDARD VOLUME II  
SUBJECT-KNOWLEDGE ITEMS RATED LOW BY EITHER  
E-8 OR E-9 PAYGRADES

<u>CHAPTER NUMBER AND TITLE</u>	<u>SUBJECT-KNOWLEDGE ITEM</u>	<u>PAYGRADE</u>
Chapter 1, Aerospace Doctrine	Employing Aerospace Forces: The Operational Art	E-8
Chapter 13, Civilian Programs	The Labor Contract	E-8

TABLE 12

MILITARY TRAINING STANDARD SYSTEM VOLUME II  
SUBJECT-KNOWLEDGE ITEMS RATED HIGH BY BOTH  
E-8 AND E-9 PAYGRADES

<u>CHAPTER NUMBER AND TITLE</u>	<u>SUBJECT-KNOWLEDGE ITEM</u>
Chapter 4, Career Information	SMSgt and CMSgt Promotions
Chapter 4, Career Information	Senior NCO PME
Chapter 9, Leadership	Introduction
Chapter 9, Leadership	Leadership Styles
Chapter 9, Leadership	Situational Approach to Leadership
Chapter 9, Leadership	Evaluation
Chapter 9, Leadership	Taking Corrective Action

TABLE 13

SAMPLE SURVEY TOPICS RATED AVERAGE OR ABOVE  
NOT REFERENCED TO MILITARY TRAINING STANDARD  
SYSTEM VOLUME II

E41	Department of the Air Force
F56	Professional relationships and fraternization
F57	Protection of personal liberties
F58	Rights and responsibilities
G80	The position of first sergeant
G81	The position of senior enlisted advisor
O187	Effective use of personnel
O191	Job enrichment and job enlargement
O193	Manpower management
O195	Problem solving techniques
P202	Elements of AF writing
P210	Preparing visual aids for oral presentations
P211	Presenting a speech
P215	The military briefing
P224	Writing an operating instruction

## **JOB SATISFACTION ANALYSIS**

The MTS survey sample was asked attitude questions covering the areas of job interest, perceived utilization of talents and training, and sense of accomplishment from work. Compared to a total of 25,809 enlisted personnel surveyed by the USAF Occupational Measurement Squadron in 1992, the job satisfaction indicators for the MTS sample were quite high. For example, 69 percent of the comparative sample found their job interesting, while the MTS sample ranged from a low of 77 percent for E-6 respondents to a high of 90 percent for E-8 respondents. In terms of talent utilization, 73 percent of the comparative sample thought that their talents were well utilized, while the MTS sample for E-5s through E-9s ranged from a low of 82 percent to a high of 92 percent. From a training utilization perspective, MTS respondents indicated that their training was well utilized, ranging from a low of 79 percent for E-6 personnel to a high of 89 percent for E-9s. Seventy-nine percent of the comparative sample thought that their training was well utilized. In terms of sense of accomplishment from work, 67 percent of the comparative sample were satisfied. The MTS sample indicated they were satisfied with their sense of accomplishment from work, ranging from a low of 70 percent for E-6 personnel to a high of 86 percent for E-9 respondents (see Table 14).

TABLE 14

MILITARY TRAINING STANDARD  
JOB SATISFACTION DATA  
(PERCENT MEMBERS)

	E-5 (N=1,268)	E-6 (N=1,350)	E-7 (N=925)	E-8 (N=417)	E-9 (N=403)	Comparative Sample* (N=25,809)
JOB INTERESTING	78	77	79	90	89	69
TALENTS WELL UTILIZED	82	82	84	89	92	73
TRAINING WELL UTILIZED	81	79	80	86	89	79
SATISFIED WITH SENSE OF ACCOMPLISHMENT FROM WORK	72	70	73	82	86	67

\* All enlisted E-1 thru E-9 personnel surveyed by Occupational Measurement Squadron in calendar year 1992