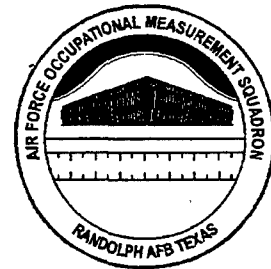


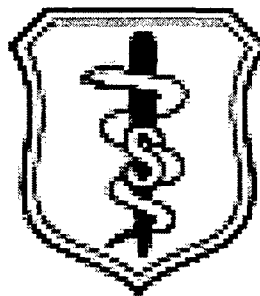
DTIC



**UNITED STATES
AIR FORCE**



OCCUPATIONAL SURVEY REPORT



**DIET THERAPY
AFSC 4D0X1**

OSSN: 2337

MARCH 1999

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

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

DTIC QUALITY INSPECTED 4

19990505 105

DISTRIBUTION FOR AFSC 4D0X1 OSR

Organization	OSR	ANL EXT	AD TNG EXT	RES TNG EXT	JOB INV
AFOMS/OMDQ	1				
AFOMS/OMYXL	10		5		10
ARMY OCCUPATIONAL SURVEY BRANCH	1				
CCAF/AYX	1				
DEFENSE TECHNICAL INFORMATION CENTER	2				
HQ ACC/DPPEE	3		3		
HQ AETC/DPSE	1		1		
HQ AFMC/DPEE	3		3		
HQ AFSPC/DPAE	3		3		
HQ AFPC/DPDXE	3		3		
HQ AETC/SGAE	1		1		
HQ AFPC/DPPAC	1				
HQ AFRC/LGMM (155 2ND STREET, ROBINS AFB,GA 31098-6001)	2		2	2	
HQ AMC/DPPET	1				
HQ USAFE/DPATTJ	1				
HQ PACAF/DPPET	2		2		
86 MSS/DPMAT (HQ USAFE)	3		3		
HQ USMC/STANDARDS BRANCH	1				
NAVMAC	1				
60 MDSS/SGSD (TRAVIS, AFB, CA)	1		1		
382 TRS/TRR (SHEPPARD AFB, TX)	5	1	5	5	5
882 TRG/TGE (SHEPPARD AFB, TX)	1		1		

TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
PREFACE	ix
SUMMARY OF RESULTS	xi
INTRODUCTION	1
Background.....	1
SURVEY METHODOLOGY	2
Inventory Development.....	2
Survey Administration	2
Survey Sample.....	3
Task Factor Administration.....	5
SPECIALTY JOBS	6
Overview of Specialty Jobs.....	6
Group Descriptions.....	8
ANALYSIS OF DAFSC GROUPS	17
Skill-Level Descriptions.....	17
Summary.....	18
TRAINING ANALYSIS	37
First-Enlistment Personnel	37
Training Emphasis (TE) and Task Difficulty (TD) Data	41
Specialty Training Standard (STS).....	44
Plans of Instructions	44
JOB SATISFACTION ANALYSIS	51
IMPLICATIONS.....	55

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

(Tables, Figures, Appendices)

	<u>PAGE NUMBER</u>
TABLE 1 DAFSC DISTRIBUTION OF SURVEYED PERSONNEL.....	3
TABLE 2 PAYGRADE/COMMAND DISTRIBUTION OF SURVEY SAMPLE	4
TABLE 3 AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS...	9
TABLE 4 SELECTED BACKGROUND DATA FOR SPECIALITY JOBS	11
TABLE 5 SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1994	16
SURVEYS	
TABLE 6 DISTRIBUTION OF 3-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS	19
SPECIALTY JOBS (PERCENT RESPONDING)	
TABLE 7 DISTRIBUTION OF 5-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS	20
SPECIALTY JOBS (PERCENT RESPONDING)	
TABLE 8 DISTRIBUTION OF 7-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS	21
SPECIALTY JOBS (PERCENT RESPONDING)	
TABLE 9 RELATIVE PERCENT TIME SPENT ON DUTIES BY 3-SKILL LEVEL DAFSC ..	22
GROUPS	
TABLE 10 RELATIVE PERCENT TIME SPENT ON DUTIES BY 5-SKILL LEVEL DAFSC ..	23
GROUPS	
TABLE 11 RELATIVE PERCENT TIME SPENT ON DUTIES BY 7-SKILL LEVEL DAFSC ..	24
GROUPS	
TABLE 12 REPRESENTATIVE TASKS PERFORMED BY <u>ACTIVE DUTY</u> 4D031	25
PERSONNEL	
TABLE 13 REPRESENTATIVE TASKS PERFORMED BY <u>ALL</u> 4D051 PERSONNEL.....	26
TABLE 14 REPRESENTATIVE TASKS PERFORMED BY <u>ACTIVE DUTY</u> 4D051	27
PERSONNEL	
TABLE 15 REPRESENTATIVE TASKS PERFORMED BY <u>AFRC</u> 4D051 PERSONNEL.....	28

TABLE OF CONTENTS (CONTINUED)

(Tables, Figures, Appendices)

	<u>PAGE NUMBER</u>
TABLE 16 TASKS WHICH BEST DIFFERENTIATE BETWEEN ACTIVE DUTY DAFSCs.....29 4D031 AND 4D051 PERSONNEL (PERCENT MEMBERS PERFORMING)	
TABLE 17 TASKS WHICH BEST DIFFERENTIATE BETWEEN ACTIVE DUTY AND 30 AFRC DAFSC D4051 PERSONNEL (PERCENT MEMBERS PERFORMING)	
TABLE 18 REPRESENTATIVE TASKS PERFORMED BY <u>ALL</u> 4D071 PERSONNEL.....31	
TABLE 19 REPRESENTATIVE TASKS PERFORMED BY <u>ACTIVE DUTY</u> 4D071 32 PERSONNEL	
TABLE 20 REPRESENTATIVE TASKS PERFORMED BY <u>AFRC</u> 4D071 PERSONNEL 33	
TABLE 21 TASKS WHICH BEST DIFFERENTIATE BETWEEN ACTIVE DUTY DAFSCs....34 4D051 AND 4D071 PERSONNEL (PERCENT MEMBERS PERFORMING)	
TABLE 22 TASKS WHICH BEST DIFFERENTIATE BETWEEN AFRC DAFSCs 35 4D051 AND 4D071 PERSONNEL (PERCENT MEMBERS PERFORMING)	
TABLE 23 TASKS WHICH BEST DIFFERENTIATE BETWEEN ACTIVE DUTY 36 AND AFRC DAFSC 4D071 PERSONNEL (PERCENT MEMBERS PERFORMING)	
TABLE 24 RELATIVE PERCENT TIME SPENT ON DUTIES BY ACTIVE DUTY 39 FIRST-ENLISTMENT PERSONNEL	
TABLE 25 REPRESENTATIVE TASKS PERFORMED BY AFSC 4D0X1 40 ACTIVE DUTY FIRST-ENLISTMENT PERSONNEL	
TABLE 26 TASKS RATED HIGHEST IN TASK DIFFICULTY 42	
TABLE 27 TASKS RATED HIGHEST IN TRAINING EMPHASIS 43	
TABLE 28 EXAMPLES OF TECHNICAL TASKS PERFORMED BY AFSC 4D0X1 46 GROUP MEMBERS SUGGESTED FOR PROFICIENCY CODE REVIEW TO PERFORMANCE CODING (PERCENT MEMBERS PERFORMING)	
TABLE 29 EXAMPLES OF STS ITEMS NOT SUPPORTED BY ACITVE DUTY 47 SURVEY DATA (LESS THAN 20 PERCENT MEMBERS PERFORMING)	

TABLE OF CONTENTS (CONTINUED)

(Tables, Figures, Appendices)

	<u>PAGE NUMBER</u>
TABLE 30 EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR.....48 MORE GROUP MEMBERS AND NOT REFERENCED TO THE STS	
TABLE 31 APPRENTICE SERVICES SPECIALIST/APPRENTICE DIET THERAPY..... 49 SPECIALIST (FUNDAMENTALS) COURSE: UNSUPPORTED POI LEARNING OBJECTIVES	
TABLE 32 APRENTICE DIET THERAPY SPECIALIST COURSE UNSUPPORTED.....50 POI LEARNING OBJECTIVES	
TABLE 33 COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS ...52 (PERCENT MEMBERS RESPONDING)	
TABLE 34 COMPARISON OF CURRENT SURVEY AND PREVIOUS SURVEY BY.....53 TAFMS GROUPS (PERCENT MEMBERS RESPONDING)	
TABLE 35 COMPARISON OF JOB SATISFACTION INDICATORS BY ACTIVE.....54 DUTY SPECIALTY JOBS (PERCENT MEMBERS RESPONDING)	
FIGURE 1 AFSC 4D0X1 CAREER LADDER SPECIALTY JOBS 7	
FIGURE 2 DISTRIBUTION OF 4D0X1 FIRST-ENLISTMENT PERSONNEL.....38 ACROSS SPECIALTY JOBS	
APPENDIX A SELECTED REPRESENTATIVE TASKS PERFORMED BY SPECIALTY 57 JOB GROUPS	

THIS PAGE INTENTIONALLY LEFT BLANK

PREFACE

This report presents the results of an Air Force Occupational Survey of the Diet Therapy, Air Force Specialty Code (AFSC) 4D0X1. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

Second Lieutenant Todd Osgood built the survey instrument. Mr. Tyrone Hill provided programming support. Dr. Burke Burright analyzed the data and wrote the final report. This report was reviewed and approved by Lt Col Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS/OMYXI, 1550 5th Street East, Randolph Air Force Base, Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, please visit our web site at <http://www.omsq.af.mil>.

GEORGE KAILIWAI III, Lt Col, USAF
Commander
Air Force Occupational Measurement Sq

JOSEPH S. TARTELL
Chief, Occupational Analysis Flight
Air Force Occupational Measurement Sq

THIS PAGE INTENTIONALLY LEFT BLANK

SUMMARY OF RESULTS

Survey Coverage: AFSC 4D0X1 was surveyed to provide current job and task data for use in updating career ladder documents and training programs. Survey results are based on responses from 378 Active Duty (AD) and Air Force Reserve Command (AFRC) respondents across both career ladders, accounting for 64 percent of the total population surveyed. An insufficient number of usable responses precluded the inclusion of the Air National Guard (ANG) in this study.

Specialty Jobs: Two jobs and 4 clusters were identified, accounting for 92 percent of the total sample. The remaining 8 percent, for one reason or another, did not group into one of these jobs or clusters. The Food Preparation Cluster is the predominant job or cluster, representing 52 percent of the survey population.

Diet Therapy has a highly stable career ladder, which has changed only marginally during the last five years. This report identified the same six areas within the Diet Therapy career ladder as did the 1994 report. Indeed, many of the jobs within similar clusters also turned out also to be very similar. The Diet Therapists' new role in Health and Wellness Centers (HAWCs) might have led to the most noteworthy change, the emergence of Preventive Medicine as a third distinct job within the Community/Outpatient Cluster.

Career Ladder Progression: The AFSC 4D0X1 career ladder continues to demonstrate a clear pattern of progression :

- Personnel at the 3-skill level are highly concentrated in food preparation, serving, and cleaning tasks.
- At the 5-skill level, the concentration in food preparation and related activities diminishes; airmen at the 5-skill level have moved into storeroom, community and outpatient, and supervisory activities.
- As Diet Therapists move up to the 7-skill level, they spend even more time performing supervisory tasks, while remaining involved in food preparation and community/outpatient work.

Training Analysis: Career ladder training documents appear, on the whole, to be well supported by survey data, but require review to ensure appropriate proficiency coding. Overall, the STS provides very comprehensive coverage of the work performed by personnel in this career ladder. The survey data did fail to support the proficiency coding of only a few STS elements. Most of the unsupported STS elements fall into one of three areas: medical readiness, therapeutic food preparation, and Nutritional Management Information System (NMIS) applications.

Survey data do not support some learning objectives of the Diet Therapist Apprentice (Fundamentals) course taught at Lackland AFB and the Diet Therapist Apprentice course taught

at Sheppard AFB. Tasks performed by more than 30 percent of first-term airmen could be associated with 59 percent of the instructional hours in the first course. They could be associated with 41 percent of the instructional hours in the second course. Many of the unsupported hours in the first course are in the Deployment Practicum. In the second course, many of the unsupported objectives fall in two areas: professional and patient relationships and administrative and control functions.

Job Satisfaction: Diet Therapists are not a happy group. When compared to airmen in similar specialties and Diet Therapists surveyed 5 years ago, today's Diet Therapists have low and falling levels of job satisfaction. The low job satisfaction appears concentrated among those airmen working in food preparation and in diet offices.

Implications: Career ladder training documents appear, on the whole, to be well supported by survey data, but require review to ensure appropriate proficiency coding. Job satisfaction is fairly low for all TAFMS groups when compared to both the comparative sample of like AFSCs and the previous survey.

OCCUPATIONAL SURVEY REPORT (OSR)

Diet Therapy

(AFSC 4D0X1)

INTRODUCTION

This is an Occupational Survey Report (OSR) for Air Force Specialty Code (AFSC) 4D0X1. Diet Therapy, career ladder conducted by the Air Force Occupational Measurement Squadron (AFOMS). Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The current Diet Therapy career ladder was created in October 1993 with the conversion from AFSC 926X1 to AFSC 4D0X1. Survey data will be used to identify current utilization patterns among career ladder personnel and evaluate career ladder documents and training programs. The last OSR published for the Diet Therapy career ladder was December 1994.

Background

As described in AFMAN 36-2108, *Airman Classification*, dated 31 October 1998, members of the 4D0X1 career field procure, store, prepare, cook, bake, and serve food for regular and therapeutic diets. They perform clinical dietetic tasks, including receiving and processing diet orders, conducting dietary rounds, and evaluating dietary history. They also carry out supply and subsistence management control, including collecting monies and drawing supplies.

Enlisted personnel entering the Diet Therapy career field attend the Apprentice Diet Therapy Specialist (Fundamentals) course (L3AQR4D0X1- 001) at Lackland AFB, TX, for 6 weeks. Then, they complete their initial training by attending the Diet Therapy Apprentice course (J3ABR4DO31-002) at Sheppard AFB, TX, for 5 weeks. The first course focuses on general cooking topics while the second focuses on nutrition, therapeutic diets, and nutritional medicine service administration.

Entry into this career ladder currently requires an Armed Forces Vocational Aptitude Test Battery (ASVAB) score of General - 43; a strength factor of "G" (Weight lift of 40 lbs.) is also required.

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

SURVEY METHODOLOGY

Inventory Development

This survey instrument was developed to include the tasks performed by AFSC 4D0X1, Diet Therapy. The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2337, dated June 1998. After reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR, AFOMS prepared a tentative task list. It was refined and validated through personal interviews with 26 subject-matter experts (SMEs) at the following training location and operational installations:

<u>BASE</u>	<u>UNIT VISITED</u>
Sheppard AFB, TX	382 TRS 82 MDSS
Dyess AFB, TX	7 MDSS
Lackland AFB, TX	59 MW
Langley AFB , VA	1 MDSS

The resulting Job Inventory contains a comprehensive listing of 469 tasks grouped under 17 duty headings. It also includes a background section requesting such information as grade, base, MAJCOM assigned, organizational level, job title, medical facility size, functional area, diet preparation experience, and equipment used.

Survey Administration

From June 1998 through September 1998, base training offices at operational units worldwide administered the inventory to eligible AFSC 4D0X1. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX. 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

Table 1 reflects the distribution, by Duty AFSC (DAFSC), of assigned AFSC 4D0X1 personnel as of April 1998. The 378 respondents in the final sample represent 57 percent of the total assigned personnel and 64 percent of the total personnel surveyed. Table 2 reflects the paygrade and MAJCOM distribution for this study.

Table 1

DAFSC DISTRIBUTION OF SURVEYED PERSONNEL

DAFSC	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
4D000	1	1
4D031	25	26
4D051	58	55
4D071	15	17
4D091	1	1

TOTAL ASSIGNED* = 668

TOTAL SURVEYED** = 588

TOTAL IN SURVEY SAMPLE = 378

PERCENT OF ASSIGNED IN SAMPLE = 57%

PERCENT OF SURVEYED IN SAMPLE = 64%

* Assigned strength as of April 1998.

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

Table 2

PAYGRADE/COMMAND DISTRIBUTION OF SURVEY SAMPLE

PAYGRADE	4D0X1	
	Percent of Assigned	Percent of Sample
E-1 – E-3	26	31
E-4	24	23
E-5	27	25
E-6	15	15
E-7	6	4
E-8	1	1
E-9	1	1
COMMAND	4D0X1	
	Percent of Assigned	Percent of Sample
AMC	17	16
AFSPC	2	2
ACC	14	15
AETC	26	36
AFMC	12	10
USAFE	4	5
PACAF	5	6
USAFA	2	2
AFRC	15	7
ANG	3	1

As can be seen from Tables 1 and 2, the DAFSC, Paygrade, and Command distributions of the survey sample are extremely close to the percent assigned. This indicates a high probability that the survey is an accurate representation of the respective populations for these career ladders.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 4D0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second survey for either task difficulty (TD) or training emphasis (TE). They were processed separately from the Job Inventories. This information is used in a number of different analyses discussed in more detail within the report.

Task Difficulty (TD): TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 66 senior NCOs who completed TD booklets were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high). Interrater reliability was acceptable. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

Training Emphasis (TE): TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 66 senior NCOs who completed a TE booklet were asked to select tasks they felt require some sort of structured training for entry-level personnel and then indicate how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident training schools, field training detachments (FTD), mobile training teams (MTT), formal on-the-job-training (OJT), or any other organized training method. Interrater reliability was acceptable. Training emphases rating had a mean value of 2.69 and a standard deviation of 0.99. Tasks with a rating greater than 3.68 are considered to have high TE. Tasks identified as deserving a great deal of emphases in training includes many involved with interacting with patients and preparing food for special diets.

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

SPECIALTY JOBS

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

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, two independent jobs and four clusters were identified within the career ladder. Figure 1 illustrates the jobs and clusters performed by AFSC 4DOX1.

A listing of these jobs and clusters is provided below. The stage (ST) number shown beside each title references computer printed information, the letter "N" indicates the number of personnel in each group.

- I. FOOD PREPARATION CLUSTER (ST023, N= 195)
- II. DIET OFFICE CLUSTER (ST027, N=22)
- III. STOREROOM CLERK JOB (ST47, N=30)
- IV. COMMUNITY/OUTPATIENT CLUSTER (ST041, N=40)
- V. SUPERVISORY JOB (ST022, N=53)
- VI. TRAINER JOB (ST49, N=6)

The respondents forming these jobs and clusters account for 92 percent of the survey sample. The remaining 8 percent, for one reason or another, did not group into one of these jobs or clusters. Examples of job titles for these personnel include Accountant, Floor Supervisor, Support Supervisor, and Training Manager.

AFSC 4D0X1 CAREER LADDER SPECIALTY JOBS

(N = 378)

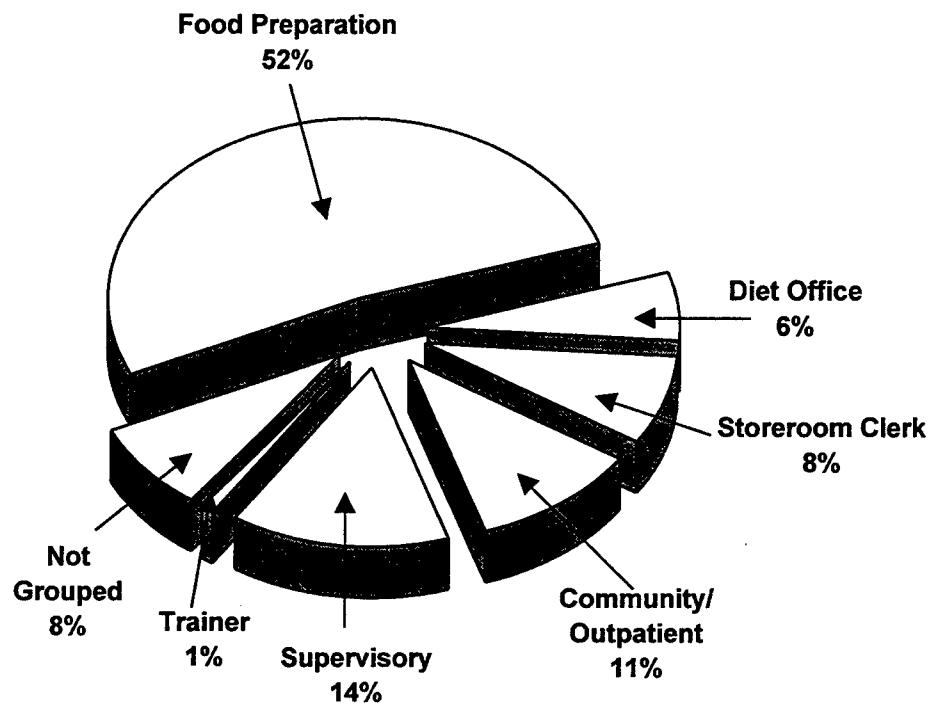


FIGURE 1

Group Descriptions

The following paragraphs contain brief descriptions of the jobs and clusters identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs and clusters. Selected background data for these jobs and clusters are provided in Table 4. Representative tasks for all the groups are contained in Appendix A. Table 5 shows a job comparison between the current and 1994 surveys.

I. FOOD PREPARATION CLUSTER (ST023). The 195 airmen performing within this cluster (52 percent of the survey sample) represent the core of the career ladder. They spend 61 percent of their time performing the Menu Production Activities, Serving Food, and Cleaning and Maintaining Food Service Facilities tasks of Duties A, C, and D (Table 3). This involves not only cooking and serving food but also dealing with leftovers and maintaining basic sanitation. These airmen average 139 tasks performed, the highest of any other job or cluster, indicating their diversity in performing the core Diet Therapy duties. Distinctive tasks performed include:

- Cover, date, and store leftover food items
- Sample food by taste or smell
- Clear, clean, and sanitize work tables or areas
- Clean floors, walls, and ceilings
- Make coffee, tea, and cocoa
- Dispose of food wastes
- Prepare frozen food for cooking or serving
- Clean refrigerators or freezers
- Serve foods on serving lines or patient tray assembly lines
- Clear, clean, and sanitize serving lines or patient tray assembly lines
- Transport food to serving lines
- Verify food or beverage serving temperatures
- Steam food
- Deep fat fry food
- Prepare sandwiches

The predominant paygrades of this cluster are E-3 through E-5 (Table 4). Ninety-two percent of airmen are AD, averaging nearly 5.4 years in the career field and 5.8 years in the service. Forty-one percent report holding the 3-skill level and 51 percent the 5-skill level. Furthermore, seven percent of these members are assigned overseas.

The dominant job within this cluster involves standard food preparation and kitchen cleaning. Smaller numbers specialize in setting up the serving lines and serving and in preparing special diet and more complex menu items. This cluster also includes kitchen shift leaders and food production supervisors.

Table 3

Average Percent Time Spent on Duties by Career Ladder Jobs

Duties	Food Preparing Cluster (STG 23)	Diet Office Cluster (STG 27)	Storeroom Manager (STG 47)	Community/ Outpatient Cluster (STG 41)
A. Performing Menu Production Activities	22	4	4	2
B. Performing Therapeutic Food Preparation Activities	9	5	0	0
C. Preparing Serving Lines or Serving Food	16	12	1	1
D. Cleaning and Maintaining Food Service Facilities	23	1	10	1
E. Applying Diet Therapy and Clinical Nutrition	6	46	0	44
F. Performing NMIS Activities	1	6	11	0
G. Performing Preventive Medicine Activities	1	1	1	18
H. Maintaining Storerooms	4	0	52	1
I. Managing Dining Facilities	3	1	5	1
J. Preparing Cooked Therapeutic Inflight Meals	1	3	1	0
K. Supporting Field Conditions	1	0	1	0
L. Performing Medical Readiness Activities	1	1	0	2
M. Performing Mobility and Contingency Activities	1	1	0	1
N. Performing Management and Supervisory Activities	5	4	9	17
O. Performing Training Activities	2	2	2	5
P. Performing General Administrative Activities	3	13	1	6
Q. Performing General Supply and Equipment Activities	1	0	2	1

Table 3 (Continued)

Average Percent Time Spent on Duties by Career Ladder Jobs

Duties	Supervisory Cluster (STG22)	Trainer Job (STG49)
A. Performing Menu Production Activities	3	0
B. Therapeutic Food Preparation Activities	1	0
C. Preparing Serving Lines or Serving Food	3	0
D. Cleaning and Maintaining Food Service Facilities	2	0
E. Applying Diet Therapy and Clinical Nutrition	6	0
F. Performing NMIS Activities	3	0
G. Performing Preventive Medicine Activities	2	1
H. Maintaining Storerooms	2	2
I. Managing Dining Facilities	4	0
J. Preparing Cooked Therapeutic Inflight Meals	0	0
K. Supporting Field Conditions	1	1
L. Performing Medical Readiness Activities	3	1
M. Performing Mobility and Contingency Activities	3	0
N. Performing Management and Supervisory Activities	43	27
O. Performing Training Activities	9	53
P. Performing General Administrative Activities	8	11
Q. Performing General Supply and Equipment Activities	7	4

Table 4

Selected Background Data for Specialty Jobs

	Food Preparing Cluster (STG 23)	Diet Office Cluster (STG 27)	Storeroom Manager (STG 47)	Community/ Outpatient Cluster (STG 41)	Supervisory Cluster (ST22)	Trainer Job (ST49)
Average Number of Tasks Performed:	139	35	44	51	86	36
DAFSC Distribution:						
4D031	41%	27%	23%	3%	0%	0%
4D051	51%	73%	67%	73%	47%	17%
4D071	8%	0%	10%	25%	42%	83%
4D091	0%	0%	0%	0%	6%	0%
4D001	0%	0%	0%	0%	6%	0%
Component Status:						
Active Duty	92%	100%	100%	97%	94%	100%
Air Force Reserve	8%	0%	0%	3%	6%	0%
Paygrade Distribution:						
E-1 to E-3	46%	50%	23%	5%	0%	0%
E-4	24%	27%	43%	28%	8%	0%
E-5	23%	23%	23%	35%	34%	17%
E-6	9%	0%	10%	30%	30%	33%
E-7	1%	0%	0%	3%	17%	50%
E-8	0%	0%	0%	0%	8%	0%
E-9	0%	0%	0%	0%	4%	0%
Average Months TAFMS	70	67	88	130	175	154

II. **DIET OFFICE CLUSTER (ST027).** The 22 airmen forming this cluster (6 percent of the survey sample) perform an average of 35 tasks and are distinguished by the 46 percent of their time spent performing Applying Diet Therapy and Clinical Nutrition tasks of Duty E (Table 3). Although most of the airmen in this Cluster have a good deal of interaction with patients and hospital staff, a few, less experienced airmen appear to focus on activities within the diet offices.

Typical diet office tasks performed include:

- Make inpatient unit rounds or visits
- Write menus using dietary kardex files
- Collect inpatient units' diet order changes and provide information to food production personnel
- Modify or review diets or meal patterns for individual patients
- Advise patients in selecting food items for their diets
- Inspect completed patient trays
- Interview patients to determine food habits or preferences
- Inspect completed patient trays
- Interview patients to determine food habits or preferences
- Create nourishment labels using the Nutritional Management Information System (NMIS)
- Adapt dietary allowances to patients' menus
- Select substitute foods having equivalent nutritive values
- Complete diet order sheets (Diet Order)

The predominant paygrade of this job is E-3 (Table 4). All of these airmen are AD, averaging a little more than 5½ years in the service. Seventy-three percent of this cluster report holding the 5-skill level.

III. **STOREROOM CLERK JOB (ST047).** The 47 airmen forming this job (8 percent of the survey sample) are distinguished by the 52 percent of their time spent performing tasks related to Maintaining Storerooms--Duty N. Their work involves ordering food items, receiving and storing them, maintaining the food inventory, and issuing food items from the inventory. They average 44 tasks performed. Representative tasks include:

- Maintain security of storage areas
- Store food items
- Prepare for inventories of subsistence as required
- Perform inventories of subsistence as required
- Rotate stock using first-in/first-out principles
- Receive or inspect food items from vendors
- Issue food items
- Pull food items for thawing
- Order food items from prime vendors

- Return excess subsistence to stock
- Receive Nutritional Management Information System (NMIS) subsistence
- Make inventory adjustments
- Determine subsistence purchase requirements in accordance with local directives
- Receive food items from commissaries

All of these airmen are active duty (AD), averaging 7.3 years in the service. Their predominant paygrade is E-4. Sixty-seven percent hold the 5-skill level and 23 percent the 3-skill level (Table 4).

IV. COMMUNITY/OUTPATIENT CLUSTER (ST041). The 40 airmen forming this cluster (11 percent of the survey sample) perform an average of 51 tasks and are distinguished by the 44 percent of their time spent performing the Applied Diet Therapy and Clinical Nutrition tasks of Duty E (Table 3). They also spend 18 percent of their time performing the preventive medicine activities of Duty G and 17 percent of their time performing Management and Supervisory activities of Duty N. These duties include assisting individuals in planning their diets and teaching groups about good nutrition. Typical of the tasks performed by are in this cluster are the following:

- Conduct group nutritional counseling
- Conduct individual nutritional counseling
- Calculate requirements for body weights
- Interview patients to determine food habits and preferences
- Prepare diet handout materials
- Conduct behavioral modification programs, such as smoking cessation or weight management
- Advise patients in selecting food items for their diets
- Recommend dietary allowances
- Plan diabetic diets using food choice or exchange lists
- Conduct base-level nutritional screenings or assessments
- Recommend appropriate educational programs to health and wellness center (HAWC) clients
- Conduct cooking demonstrations, including recipe modifications

Ninety-seven percent of the Community/Outpatient Cluster is on AD while the remaining three-percent is in the AFRC. Airmen in paygrades E-4 to E-6 hold jobs in this Cluster in roughly equal proportions. The AD members average nearly 11 years in the service.

One group of airmen with this cluster focuses on providing nutritional counseling to outpatients. Another combines nutritional counseling with management and supervisory activities within the outpatient setting. A third, emerging group focuses on health promotion and works with Health and Wellness Centers (HAWCs).

V. **SUPERVISORY CLUSTER (ST022)**. Most career ladders include a group of senior people who do non-technical tasks like managing work, supervising, training, and counseling. The 53 members of this cluster (14 percent of the survey sample) are distinguished by their focus on management and supervisory activities (Duties N in Table 3). Representative tasks include:

Counsel subordinates concerning personal matters

- Write or indorse military performance reports
- Write recommendations for awards or decorations
- Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- Conduct supervisory performance feedback sessions
- Inspect personnel for compliance with military standards
- Interpret policies, directives, or procedures for subordinates
- Perform quality control or QI activities
- Evaluate personnel for promotion, demotion, reclassification, or special awards
- Conduct sanitation inspections
- Consul trainees on training progress
- Initiate actions required due to substandard performance of personnel

Forty-seven percent of the members of this cluster hold a 5 skill-level while 42 percent hold a 7 skill-level. Ninety-four percent are AD, while the remaining 6 percent are AFRC. The predominant paygrades are E-5 to E-7. The AD members of this cluster average 14½ years in the service (Table 4).

One group within this cluster focuses on dining facility management; it combines supervisory tasks with cash control tasks. Another group mixes supervisory tasks with diet therapy tasks. The members of the third, most senior group focuses almost exclusively on administrative and supervisory activities.

VI. **TRAINER JOB (ST049)**. Comprising 1 percent of the survey sample, these 6 airmen report spending 53% of their time performing the Training Activities of Duty Q. They also spend 27 percent of their time performing the Management and Supervisory activities of Duty N and 11 percent performing the General Administrative activities of Duty P (Table 3). The members of this job perform an average of only 36 tasks, indicating their specialization in instructional duties. Representative of these tasks are:

- Develop formal course curricula, plans of instruction (POIs), and specialty training standards (STSs)
- Evaluate progress of trainees
- Develop training programs, plans, or procedures
- Maintain training programs, plans, or files
- Inspect training materials or aids for operation or suitability
- Develop or procure training materials or aids
- Develop written tests

- Evaluate effectiveness of training programs, plans, or procedures
- Conduct formal course classroom training
- Establish or maintain study reference files

Eighty-three percent of these members hold a 7-skill level. The average time in the service for these AD airmen is almost 13 years. Half the members are in paygrade E-7 while a third are in E-6.

Comparison to Previous Study

Table 5 lists the jobs and clusters identified in this report and compares them to the jobs and clusters of the 1994 report. This report identified the same six areas as did the 1994 report. Indeed, many of the jobs within similar clusters turned out also to be very similar. This comparison suggests great stability in the Diet Therapy career ladder.

This report did identify five distinct jobs within the Food Preparation Cluster while the 1994 report lumped all airmen working in this area into a single job---Menu Production and Service. The growing importance of Health and Wellness Centers (HAWCs) is reflected by the emergence of a third job--Preventive Medicine--within the Community/Outpatient Cluster.

Table 5

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1994 SURVEYS

CURRENT SURVEY (N=378)	1994 SURVEY (N= 529)
I. Food Preparation Cluster	II. Menu Production and Service Job
II. Diet Office Cluster	III. Patient Tray Service Cluster
III. Storeroom Clerk Job	IV. Subsistence and Supply Control Job
IV. Community/Outpatient Cluster	I. Clinical Dietetics Cluster
V. Supervisory Cluster	V. Supervisory/Managerial/Administrative Cluster
VI. Instructor Job	VI. Technical Training Instructor Job

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Airman Classification*, Specialty Description and the Career Field Education and Training Plan (CFETP), reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs and clusters are displayed in Tables 6-8, while Tables 9-11 offer another perspective by displaying the relative percent time spent on each duty across skill-level groups. These tables also reflect the distribution of AD and AFRC personnel. A somewhat typical pattern of progression is noted within the AFSC 4D0X1 career ladder.

- Personnel at the 3-skill level are highly concentrated in food preparation, serving, and cleaning tasks.
- At the 5-skill level, the concentration in food preparation and related activities diminishes; airmen at the 5-skill level have moved into storeroom, community and outpatient, and supervisory activities.
- As incumbents move up to the 7-skill level, they spend even more time performing supervisory tasks, while remaining involved in food preparation and community/outpatient work.

Skill-Level Descriptions

DAFSC 4D031. Representing 26 percent of the survey sample, these 99 AD airmen perform an average of 102 tasks. Eighty percent of this group work in the Food Preparation Cluster (Table 6), with the remainder about equally divided between the Diet Office Cluster and the Storeroom Clerk Job.

Table 9 reflects the percent time spent on duties by DAFSC 4D031 personnel. At the 3-skill level, they devote most of their time to menu production activities (Duty A), preparing service lines or serving food (Duty C), and cleaning and maintaining food service facilities (Duty D). Table 12 lists representative tasks performed by these members..

DAFSC 4D051 The 209 members of this group account for 55 percent of the survey sample. Forty-eight percent of members at the 5-skill level still work in the Food Preparation Cluster (Table 7). However, substantial numbers of AD 5-skill level members have moved into storeroom and community/outpatient, supervisory jobs. In contrast, AFRC 5-skill level members remain more highly concentrated in food preparation activities.

Table 10 provides a comparison of the relative time spent on duties for the AD and the AFRC forces at the 5-skill level. This table shows that the AFRC personnel spend a somewhat

larger proportion of their time in serving line activities (Duty C) and in cleaning and maintenance activities (Duty D)

Tables 13-15 list representative tasks performed by these DAFSC 2A152 personnel. Table 16 reflects those tasks which best differentiate the AD 3-skill levels from the 5-skill levels. This table shows the 3-skill levels perform some food preparation, serving, and cleaning tasks more than 5-skill levels, while the 5-skill levels perform supervisory tasks not performed at the 3-skill level.

Table 17 compares the tasks performed by AD and AFRC 5-skill levels. The differences point to the greater involvement of AFRC 5-skill level personnel in mobility and medical readiness activities.

DAFSC 2A172 These 91 members perform an average of 91 tasks and represent 24 percent of the survey sample. Table 8 shows the highest percentage of members are in the Supervisory Cluster.

Table 11 reflects the percent time spent on duties by DAFSC members. The main point of this table is that AFRC members devote a larger portion of their time to performing mobility and contingency activities (Duty M), serving line activities (Duty C), menu production activities (Duty A), and medical readiness activities (Duty L). In contrast, AD 7-skill levels tend to be more focused on supervision (Duty N) and diet therapy and clinical nutrition (Duty E).

Representative tasks performed by 7-skill level members are reflected in Tables 18-20. Table 21 reflects tasks which best differentiate between AD 5- and 7-skill levels. This table clearly shows the much greater focus on management and supervisory tasks at the 7-skill level than at the 5-skill level. Table 22 reflects the tasks which best differentiate between AFRC 5- and 7-skill levels. Like their AD counterparts, the AFRC 7-skill levels devote much larger fractions of their time to training and supervisory tasks than do AFRC 5-skill levels.

Table 23 reflects the differences between AD and AFRC members at the 7-skill level. The table shows the much heavier involvement in applied diet therapy and clinical nutrition and general supply and equipment activities of AD 7-skill level members than their AFRC counterparts. On the other hand, the AFSC 7-skill level members are more focused on medical readiness and training activities.

Summary

Progression in the Diet Therapy career ladder follows a regular pattern. Airmen at the lower skill levels focus their efforts on production activities (Duty A), preparing service lines or serving food (Duty C), and cleaning and maintaining food service facilities (Duty D). At the 5-skill level, airmen broaden their activities to include storeroom and community/outpatient, supervisory tasks. Progression to the 5-skill level sees a more pronounced focus on management and supervisory tasks. The AFRC members at the 5- and 7-skill levels spend a higher percentage of their time performing mobility and medical readiness activities.

Table 6

DISTRIBUTION OF 3-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	ACTIVE DUTY 4D031 (N=99)
I. FOOD PREPARATION CLUSTER	80
II. DIET OFFICE CLUSTER	6
III. STOREROOM CLERK JOB	7
IV. COMMUNITY/OUTPATIENT CLUSTER	1
V. SUPERVISORY CLUSTER	0
VI. TRAINERS JOB	0
NOT GROUPED	6

Table 7

DISTRIBUTION OF 5-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	TOTAL 4D051 (N=209)	ACTIVE	
		DUTY 4D051 (N=194)	AFRC 4D051 (N=15)
I. FOOD PREPARATION CLUSTER	48	46	67
II. DIET OFFICE CLUSTER	8	8	0
III. STOREROOM CLERK JOB	10	10	0
IV. COMMUNITY/OUTPATIENT CLUSTER	14	14	7
V. SUPERVISORY CLUSTER	12	13	0
VI. TRAINER JOB	1	1	0
NOT GROUPED	7	8	26

Table 8

DISTRIBUTION OF 7-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	TOTAL 4D071 (N=63)	ACTIVE		AFRC 4D071 (N=11)
		DUTY 4D071 (N=50)		
I. FOOD PREPARATION CLUSTER	24	22		36
II. DIET OFFICE CLUSTER	0	8		0
III. STOREROOM CLERK JOB	5	6		0
IV. COMMUNITY/OUTPATIENT CLUSTER	16	20		0
V. SUPERVISORY CLUSTER	35	36		27
VI. TRAINER JOB	8	8		9
NOT GROUPED	12	0		28

Table 9

RELATIVE PERCENT TIME SPENT ON DUTIES BY 3-SKILL LEVEL DAFSC GROUPS

DUTIES		ACTIVE DUTY 4DO31 (N=99)
A	PERFORMING MENU PRODUCTION ACTIVITIES	22
B	PERFORMING THERAPEUTIC FOOD PREPARATION ACTIVITIES	8
C	PREPARING SERVING LINES OR SERVING FOOD	17
D	CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	22
E	APPLYING DIET THERAPY AND CLINICAL NUTRITION	9
F	PERFORMING NMIS ACTIVITIES	1
G	PERFORMING PREVENTIVE MEDICINE ACTIVITIES	1
H	MAINTAINING STOREROOMS	7
I	MANAGING DINING FACILITIES	3
J	PREPARING COOKED THERAPEUTIC INFLIGHT MEALS (CTIMS)	1
K	SUPPORTING FIELD CONDITIONS	*
L	PERFORMING MEDICAL READINESS ACTIVITIES	*
M	PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	*
N	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1
O	PERFORMING TRAINING ACTIVITIES	*
P	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	3
Q	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*

* less than 1 percent

Table 10

RELATIVE PERCENT TIME SPENT ON DUTIES BY 5-SKILL LEVEL DAFSC GROUPS

DUTIES	TOTAL 4D0X1 (N=209)	ACTIVE	
		DUTY 4D0X1 (N=194)	AFRC 4D0X1 (N=15)
A PERFORMING MENU PRODUCTION ACTIVITIES	12	12	11
B PERFORMING THERAPEUTIC FOOD PREPARATION ACTIVITIES	5	4	7
C PREPARING SERVING LINES OR SERVING FOOD	9	9	12
D CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	13	12	27
E APPLYING DIET THERAPY AND CLINICAL NUTRITION	14	14	6
F PERFORMING NMIS ACTIVITIES	3	4	*
G PERFORMING PREVENTIVE MEDICINE ACTIVITIES	4	4	2
H MAINTAINING STOREROOMS	7	7	2
I MANAGING DINING FACILITIES	4	4	*
J PREPARING COOKED THERAPEUTIC INFLIGHT MEALS (CTIMS)	*	*	*
K SUPPORTING FIELD CONDITIONS	*	*	2
L PERFORMING MEDICAL READINESS ACTIVITIES	1	1	4
M PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	2	*	11
N PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	13	13	10
O PERFORMING TRAINING ACTIVITIES	4	4	3
P PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	6	6	3
Q PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	2	2	*

* less than 1 percent

Table 11

RELATIVE PERCENT TIME SPENT ON DUTIES BY 7-SKILL LEVEL DAFSC GROUPS

DUTIES	TOTAL 4DO71 (N=63)	ACTIVE DUTY		AFRC 4DO71 (N=11)
		4DO71 (N=50)	4DO71 (N=50)	
A PERFORMING MENU PRODUCTION ACTIVITIES	5	4		9
B PERFORMING THERAPEUTIC FOOD PREPARATION ACTIVITIES	2	2		6
C PREPARING SERVING LINES OR SERVING FOOD	4	3		9
D CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	4	4		6
E APPLYING DIET THERAPY AND CLINICAL NUTRITION	11	12		3
F PERFORMING NMIS ACTIVITIES	3	3		*
G PERFORMING PREVENTIVE MEDICINE ACTIVITIES	6	7		*
H MAINTAINING STOREROOMS	4	5		1
I MANAGING DINING FACILITIES	1	2		1
J PREPARING COOKED THERAPEUTIC INFLIGHT MEALS (CTIMS)	*	*		1
K SUPPORTING FIELD CONDITIONS	1	*		3
L PERFORMING MEDICAL READINESS ACTIVITIES	3	2		9
M PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	3	2		7
N PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	30	32		23
O PERFORMING TRAINING ACTIVITIES	11	10		15
P PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	6	7		4
Q PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	3	4		*

* less than 1 percent

Table 12

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 4D031 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=99)	
A005	Cover, date, and store leftover food items	82
D109	Clean refrigerators or freezers	71
A041	Sample foods by taste or smell	71
D107	Clean floors, walls, and ceilings	70
D148	Dispose of food wastes	70
C083	Portion individual servings of foods	68
A012	Make gelatin desserts	68
A011	Make coffee, tea, or cocoa	68
C076	Break down serving lines or patient tray assembly lines	67
C096	Serve foods on serving lines or patient tray assembly lines	66
D145	Clear, clean, and sanitize worktables or areas	65
B048	Prepare foods for blenderize liquid diets	65
C073	Arrange and garnish foods	65
C080	Load patients' trays onto food carts	64
C074	Arrange patients' trays to enhance appearance	64
A038	Prepare snack nourishments	64
D146	Clear, clean, and sanitize serving lines or patient tray assembly lines	64
A026	Prepare sandwiches	64
A021	Prepare garnishes	64
D115	Clean and sanitize mixers or blenders	63
A035	Prepare frozen foods for cooking or serving	63
C101	Verify good or beverage serving temperatures	62
B051	Prepare food for diabetic diets	62
B057	Prepare goods for mechanical soft diets	62
A014	Make salads, other than gelatin salads	61
D126	Clean and sanitize patient food carts	60
A033	Prepare fresh poultry for cooking	59
C099	Transport food to serving lines	59
A020	Prepare fruits	59
A044	Steam foods	58
A015	Make menu item substitutions	57
A022	Prepare gravies for cooking	56

* Average Number of Tasks Performed - 94

Table 13

REPRESENTATIVE TASKS PERFORMED BY ALL 4D051 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=209)	
A0041	Sample foods by taste or smell	55
D0109	Clean refrigerators or freezers	55
A0015	Make menu item substitutions	55
A0005	Cover, date, and store leftover food items	53
C0101	Verify food or beverage serving temperatures	52
O0389	Conduct on-the-job training (OJT)	51
C0078	Inspect completed patient trays	50
D0107	Clean floors, walls, or ceilings	50
D0145	Clear, clean, and sanitize worktables or areas	49
C0080	Load patients' trays onto food carts	48
C0074	Arrange patients' trays to enhance appearance	48
D0148	Dispose of food wastes	48
E0165	Interview patients to determine food habits or preferences	47
E0166	Make inpatient unit rounds or visits	47
A0007	Determine leftover food utilization	46
D0104	Clean microwaves, ranges, or ovens, other than combination ovens	45
D0116	Clean and sanitize utensils or utensil racks	45
D0110	Clean toasters	45
C0083	Portion individual servings of foods	45
A0038	Prepare snack nourishments	45
E0155	Calculate requirements for body weights, such as increasing, decreasing, or maintaining body weights	44
E0153	Advise patients in selecting food items for their diets	44
A0035	Prepare frozen foods for cooking or serving	44
D0115	Clean and sanitize mixers or blenders	44
A0029	Prepare canned foods for cooking or serving	44

* Average Number of Tasks Performed - 101

Table 14

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 4D051 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=194)	
A0015	Make menu item substitutions	57
A0011	Make coffee, tea, or cocoa	56
A0041	Sample foods by taste or smell	55
D0109	Clean refrigerators or freezers	54
A0005	Cover, date, and store leftover food items	53
O0389	Conduct on-the-job training (OJT)	52
C0101	Verify food or beverage serving temperatures	50
C0078	Inspect completed patient trays	49
D0107	Clean floors, walls, or ceilings	48
E0166	Make inpatient unit rounds or visits	48
E0165	Interview patients to determine food habits or preferences	47
D0145	Clear, clean, and sanitize worktables or areas	47
C0074	Arrange patients' trays to enhance appearance	47
D0148	Dispose of food wastes	47
C0080	Load patients' trays onto food carts	46
A0007	Determine leftover food utilization	46
E0153	Advise patients in selecting food items for their diets	45
E0155	Calculate requirements for body weights, such as increasing, decreasing, or maintaining body weights	44
D0104	Clean microwaves, ranges, or ovens, other than combination ovens	44
A0038	Prepare snack nourishments	44
N0338	Counsel subordinates concerning personal matters	44
D0110	Clean toasters	44
C0083	Portion individual servings of foods	44
A0035	Prepare frozen foods for cooking or serving	43
D0116	Clean and sanitize utensils or utensil racks	43
A0026	Prepare sandwiches	43
D0142	Clean storage racks	42
A0006	Deep fat fry foods	42
A0002	Bake foods	42
A0029	Prepare canned foods for cooking or serving	42
D0115	Clean and sanitize mixers or blenders	42
A0014	Make salads, other than gelatin salads	42

* Average Number of Tasks Performed - 102

Table 15

REPRESENTATIVE TASKS PERFORMED BY AFRC 4D051

TASKS	PERCENT MEMBERS PERFORMING (N=15)
C0101 Verify food or beverage serving temperatures	80
D0107 Clean floors, walls, or ceilings	73
D0145 Clear, clean, and sanitize worktables or areas	67
D0111 Clean trashcans	67
D0116 Clean and sanitize utensils or utensil racks	67
D0109 Clean refrigerators or freezers	67
C0100 Transport food carts to inpatient units	67
C0080 Load patients' trays onto food carts	67
D0150 Wash and sanitize cookware	60
D0134 Clean dish machine rooms or dish machines, such as clippers	60
D0136 Clean nonperishable storage areas	60
D0115 Clean and sanitize mixers or blenders	60
D0104 Clean microwaves, ranges, or ovens, other than combination ovens	60
D0110 Clean toasters	60
D0146 Clear, clean, and sanitize serving lines or patient tray assembly lines	60
C0082 Portion individual servings of beverages	60
C0083 Portion individual servings of foods	60
C0077 Initiate patients' tray preparation by setting up trays or calling out requirements	60
C0078 Inspect completed patient trays	60
A0029 Prepare canned foods for cooking or serving	60
A0041 Sample foods by taste or smell	60
C0073 Arrange or garnish foods	60
D0151 Wash and sanitize service ware	53
D0126 Clean and sanitize patient food carts	53
D0148 Dispose of food wastes	53
D0117 Clean and sanitize combination ovens	53
C0096 Serve foods on serving lines or patient tray assembly lines	53
D0147 Control insects or rodents in food service facilities	53
B0051 Prepare foods for diabetic diets	53
C0092 Prepare therapeutic diet kits	53

* Average Number of Tasks Performed – 99

Table 16

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSCs 4D031 AND 4D051 PERSONNEL**
(PERCENT MEMBERS PERFORMING)

TASKS		ACTIVE DAFSC		ACTIVE DAFSC		DIFFERENCE
		4D031 (N=99)	4D051 (N=194)	4D031 (N=99)	4D051 (N=194)	
B0048	Prepare foods for blenderize liquid diets	65	34	65	34	31
C0076	Break down serving lines or patient tray assembly lines	67	38	67	38	29
A0005	Cover, date, and store leftover food items	82	53	82	53	29
C0096	Serve foods on serving lines or patient tray assembly lines	66	38	66	38	28
A0012	Make gelatin desserts	68	41	68	41	26
D0146	Clear, clean, and sanitize serving lines or patient tray assembly lines	64	38	64	38	26
B0057	Prepare foods for mechanical soft diets	62	37	62	37	25
C0083	Portion individual servings of foods	68	44	68	44	24
O0389	Conduct on-the-job training (OJT)	11	52	11	52	-41
N0338	Counsel subordinates concerning personal matters	4	44	4	44	-40
N0332	Conduct supervisory performance feedback sessions	3	38	3	38	-35
O0390	Counsel trainees on training progress	5	40	5	40	-35
N0360	Evaluate personnel for compliance with performance standards	3	36	3	36	-33
N0366	Inspect personnel for compliance with military standards	7	40	7	40	-33
N0367	Interpret policies, directives, or procedures for subordinates	5	35	5	35	-30
N0382	Write or indorse military performance reports	4	34	4	34	-29

Table 17

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY AND AFRC DAFSC 4D051 PERSONNEL**
(PERCENT MEMBERS PERFORMING)

TASKS	Active DAFSC 4D051 (N=194)	AFRC DAFSC 4D051 (N=15)	DIFFERENCE
A0015 Make menu item substitutions	57	27	30
N0383 Write recommendations for awards or decorations	28	*	28
N0382 Write or indorse military performance reports	34	7	27
E0153 Advise patients in selecting food items for their diets	45	20	25
N0377 Use Medical Expense Performance Reporting System (MEPRS)	31	7	25
N0332 Conduct supervisory performance feedback sessions	38	13	24
I0234 Issue change funds or controlled forms	30	7	24
Q0433 Identify and report equipment or supply problems	30	7	24
C0101 Verify food or beverage serving temperatures	50	80	-30
M0305 Inspect mobility bags and kits	10	40	-30
L0287 Transfer litter patients	18	47	-29
D0134 Clean dish machine rooms or dish machines	32	60	-28
D0117 Clean and sanitize combination ovens	26	53	-27
M0325 Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	13	40	-27

Table 18

REPRESENTATIVE TASKS PERFORMED BY ALL 4D071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=63)
N0366 Inspect personnel for compliance with military standards	79
N0338 Counsel subordinates concerning personal matters	71
N0360 Evaluate personnel for compliance with performance standards	68
N0332 Conduct supervisory performance feedback sessions	67
N0333 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	63
N0383 Write recommendations for awards or decorations	63
O0390 Counsel trainees on training progress	60
N0337 Conduct supervisory orientations for newly assigned personnel	60
O0389 Conduct on-the-job training (OJT)	59
N0335 Conduct sanitation inspections	59
N0367 Interpret policies, directives, or procedures for subordinates	57
N0361 Evaluate personnel for promotion, demotion, reclassification, or special awards	56
N0356 Establish performance standards for subordinates	56
N0382 Write or indorse military performance reports	54
N0369 Perform quality control or QI activities	54
L0274 Administer or practice cardiopulmonary resuscitation (CPR)	54
O0401 Maintain training records or files	52
N0349 Develop or establish work schedules	52
N0331 Conduct self-inspections or self-assessments, other than sanitation	52
N0365 Initiate actions required due to substandard performance of personnel	52
N0341 Determine or establish work assignments or priorities	49
O0386 Brief personnel concerning training programs or matters	49
N0359 Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	49
O0391 Determine training requirements	48
O0393 Develop training programs, plans, or procedures	48
N0355 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	48
N0378 Write job or position descriptions	48

* Average Number of Tasks Performed - 92

Table 19

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 4D071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=50)
N0366 Inspect personnel for compliance with military standards	84
N0338 Counsel subordinates concerning personal matters	74
N0332 Conduct supervisory performance feedback sessions	74
N0333 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	70
N0360 Evaluate personnel for compliance with performance standards	66
N0383 Write recommendations for awards or decorations	66
N0382 Write or indorse military performance reports	60
N0367 Interpret policies, directives, or procedures for subordinates	60
N0335 Conduct sanitation inspections	60
N0369 Perform quality control or QI activities	60
N0337 Conduct supervisory orientations for newly assigned personnel	60
O0390 Counsel trainees on training progress	58
O0389 Conduct on-the-job training (OJT)	58
N0365 Initiate actions required due to substandard performance of personnel	56
N0356 Establish performance standards for subordinates	56
N0349 Develop or establish work schedules	54
N0361 Evaluate personnel for promotion, demotion, reclassification, or special awards	54
L0274 Administer or practice cardiopulmonary resuscitation (CPR)	54
N0355 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	52
N0378 Write job or position descriptions	52
O0401 Maintain training records or files	50
O0393 Develop training programs, plans, or procedures	50
N0341 Determine or establish work assignments or priorities	50
N0328 Assign personnel to work areas or duty positions	50
N0331 Conduct self-inspections or self-assessments, other than sanitation	50
O0386 Brief personnel concerning training programs or matters	50
N0377 Use Medical Expense Performance Reporting System (MEPRS)	48
O0391 Determine training requirements	48

* Average Number of Tasks Performed - 92

Table 20

REPRESENTATIVE TASKS PERFORMED BY AFRC 4D071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=11)
M0303	Don or doff chemical warfare personal protective clothing	82
O0390	Counsel trainees on training progress	73
O0389	Conduct on-the-job training (OJT)	64
N0337	Conduct supervisory orientations for newly assigned personnel	64
O0401	Maintain training records or files	64
L0287	Transfer litter patients	64
N0338	Counsel subordinates concerning personal matters	64
L0284	Perform patient carries using hand or litter method	64
L0283	Load or unload patients on patient transportation vehicles	64
N0361	Evaluate personnel for promotion, demotion, reclassification, or special awards	64
N0331	Conduct self-inspections or self-assessments, other than sanitation	64
N0366	Inspect personnel for compliance with military standards	64
N0359	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	64
L0274	Administer or practice cardiopulmonary resuscitation (CPR)	55
N0356	Establish performance standards for subordinates	55
O0399	Evaluate progress of trainees	55
N0383	Write recommendations for awards or decorations	55
N0341	Determine or establish work assignments or priorities	55
N0367	Interpret policies, directives, or procedures for subordinates	55
O0386	Brief personnel concerning training programs or matters	55
L0285	Set up or tear down isoshelters	55
N0334	Conduct safety inspections of equipment or facilities	55
N0335	Conduct sanitation inspections	55
N0363	Implement safety or security programs	55
E0154	Assemble therapeutic food menus for patients' use	55
B0057	Prepare foods for mechanical soft diets	55
C0085	Prepare coffee for self-service	55
E0157	Collect inpatient units' diet order changes and provide information to food production personnel	55
A0011	Make coffee, tea, or cocoa	55

* Average Number of Tasks Performed – 94

Table 21

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSCs 4D051 AND 4D071 PERSONNEL**
(PERCENT MEMBERS PERFORMING)

TASKS	Active DAFSC 4D051 (N=194)		Active DAFSC 4D071 (N=50)		DIFFERENCE
I0237	Print reports from cash registers after meals	32	4	28	
A0044	Steam foods	40	12	28	
D0116	Clean and sanitize utensils or utensil racks	43	16	27	
A0015	Make menu item substitutions	57	30	27	
C0080	Load patients' trays onto food carts	46	20	26	
D0115	Clean and sanitize mixers or blenders	42	16	26	
A0006	Deep fat fry foods	42	16	26	
D0121	Clean and sanitize meat slicers	34	8	26	
C0090	Prepare or set up condiments for self-service	34	8	26	
I0238	Program cash register keys for new food items prior to meals	30	4	26	
N0366	Inspect personnel for compliance with military standards	40	84	-44	
N0337	Conduct supervisory orientations for newly assigned personnel	21	60	-39	
N0333	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	31	70	-39	
N0383	Write recommendations for awards or decorations	28	66	-38	
O0393	Develop training programs, plans, or procedures	13	50	-37	
N0332	Conduct supervisory performance feedback sessions	38	74	-36	

Table 22

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
AFRC DAFSCs 4D051 AND 4D071 PERSONNEL**
(PERCENT MEMBERS PERFORMING)

TASKS	AFRC DAFSC 4D051 (N=15)		AFRC DAFSC 4D071 (N=11)		DIFFERENCE
D0111	Clean trashcans	67	9	58	
D0107	Clean floors, walls, or ceilings	73	18	55	
D0150	Wash and sanitize cookware	60	9	51	
D0136	Clean nonperishable storage areas	60	9	51	
D0116	Clean and sanitize utensils or utensil racks	67	18	48	
D0117	Clean and sanitize combination ovens	53	9	44	
D0151	Wash and sanitize serviceware	53	9	44	
C0101	Verify food or beverage serving temperatures	80	36	44	
N0360	Evaluate personnel for compliance with performance standards	13	82	-69	
N0359	Evaluate job hazards or compliance with AFOSH program	7	64	-57	
N0337	Conduct supervisory orientations for newly assigned personnel	7	64	-57	
N0383	Write recommendations for rewards or decorations	0	55	-55	
N0361	Evaluate personnel for promotion, demotion, reclassification, or special awards	13	63	-50	

Table 23

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY AND AFRC DAFSC 4D071 PERSONNEL**
(PERCENT MEMBERS PERFORMING)

TASKS	Active DAFSC 4D071 (N=50)	AFRC DAFSC 4D071 (N=11)	DIFFERENCE
Q0430	46	*	46
G0194	40	*	40
N0377	48	9	39
Q0438	38	*	38
E0160	46	9	37
E0161	44	9	35
Q0433	44	9	35
N0327	34	*	34
M0303	22	82	-60
L0285	6	55	-49
L0283	16	64	-48
L0287	16	64	-48
L0284	20	64	-44
C0085	16	55	-39

TRAINING ANALYSIS

Data from occupational surveys are one of many sources of information that can be used to assist in the development of a training program. The surveys provide several kinds of relevant data:

- Broad description of the work being performed by first-enlistment personnel (1-48 months TAFMS)
- Overall distribution of first-enlistment personnel across career ladder jobs
- Percentages of first-enlistment members performing specific tasks
- Task Difficult (TD) ratings
- Training Emphases (TE)

First-Enlistment Personnel

In this study, there are 143 members in their first-enlistment (1-48 months TAFMS), representing 28 percent of the total survey sample. Figure 2 reflects the distribution of first-enlistment personnel within the career ladder. Seventy-three percent of first-enlistment personnel perform food preparation jobs. In contrast, less than 10 percent work in diet office, storeroom, and community/ outpatient jobs.

Table 24 displays the relative percent of time spent on duties by first-enlistment personnel. Reviewing the table, first-enlistment personnel spend 78 percent of their time performing the technical tasks of Duties A-E. They spend another 7 percent of their time maintaining storerooms in Duty H.

Table 25 lists representative tasks performed by first-enlistment personnel. It reinforces the conclusion of the last paragraph. All the listed tasks fall under Duties A-E.

Figure 2

**DISTRIBUTION OF 4D0X1 FIRST-ENLISTMENT PERSONNEL
ACROSS SPECIALTY JOBS**

(N=143)

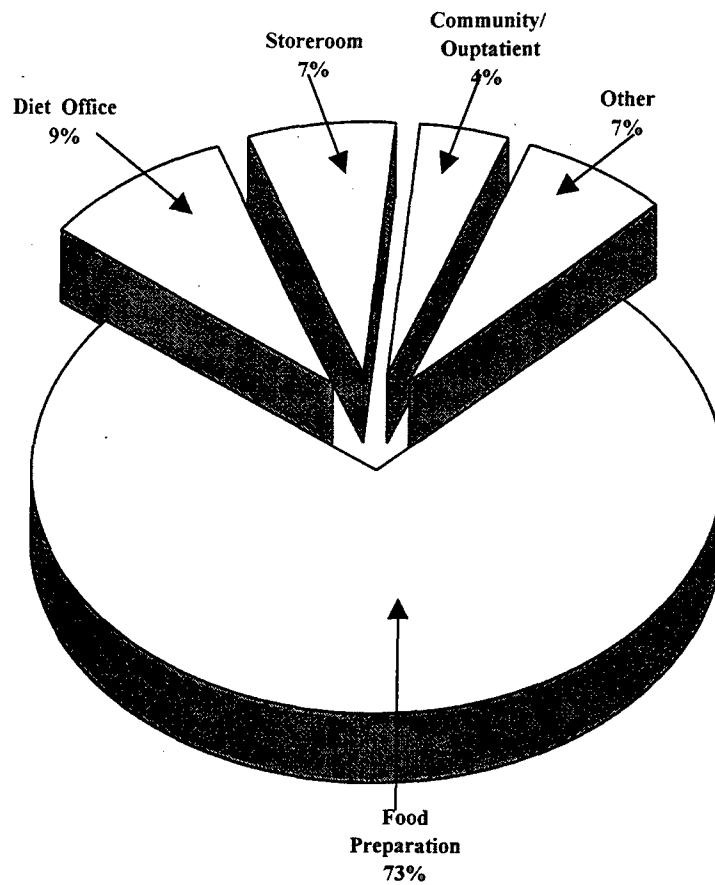


Table 24

**RELATIVE PERCENT TIME SPENT ON DUTIES BY
ACTIVE DUTY FIRST-ENLISTMENT PERSONNEL
(N=143)**

DUTIES		PERCENT TIME SPENT
A	PERFORMING MENU PRODUCTION ACTIVITIES	21
B	PERFORMING THERAPEUTIC FOOD PREPARATION ACTIVITIES	8
C	PREPARING SERVING LINES OR SERVING FOODS	16
D	CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	21
E	APPLYING DIET THERAPY AND CLINICAL NUTRITION	12
F	PERFORMING NUTRITIONAL MANAGEMENT INFORMATION SYSTEM (NMIS) ACTIVITIES	2
G	PERFORMING PREVENTIVE MEDICINE ACTIVITIES	1
H	MAINTAINING STOREROOMS	7
I	MANAGING DINING FACILITIES	2
J	PREPARING COOKED THERAPEUTIC INFLIGHT MEALS (CTIMS)	1
K	SUPPORTING FIELD CONDITIONS	1
L	PERFORMING MEDICAL READINESS ACTIVITIES	1
M	PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	1
N	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2
O	PERFORMING TRAINING ACTIVITIES	*
P	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	4
Q	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*

* Rounds to zero percent.

Table 25

**REPRESENTATIVE TASKS PERFORMED BY AFSC 4D0X1
ACTIVE DUTY FIRST-ENLISTMENT PERSONNEL**

TASKS		PERCENT MEMBERS PERFORMING (N=143)
A0005	Cover, date, and store leftover food items	74
D0109	Clean refrigerators or freezers	68
C0083	Portion individual servings of foods	67
A0041	Sample foods by taste or smell	67
A0012	Make gelatin desserts	67
D0148	Dispose of food wastes	65
D0145	Clear, clean, and sanitize worktables or areas	64
D0107	Clean floors, walls, or ceilings	64
A0011	Make coffee, tea, or cocoa	64
B0048	Prepare foods for blenderize liquid diets	63
A0026	Prepare sandwiches	63
C0074	Arrange patients' trays to enhance appearance	62
C0080	Load patients' trays onto food carts	62
C0096	Serve foods on serving lines or patient tray assembly lines	62
A0021	Prepare garnishes	62
C0076	Break down serving lines or patient tray assembly lines	61
B0051	Prepare foods for diabetic diets	61
D0115	Clean and sanitize mixers or blenders	60
C0101	Verify food or beverage serving temperatures	60
D0146	Clear, clean, and sanitize serving lines or patient tray assembly lines	59
A0038	Prepare snack nourishments	59
A0035	Prepare frozen foods for cooking or serving	59
C0073	Arrange or garnish foods	59
A0033	Prepare fresh poultry for cooking	57
A0014	Make salads, other than gelatin salads	57
A0022	Prepare gravies for cooking	56
A0044	Steam foods	55
C0077	Initiate patients' tray preparation by setting up trays or calling out requirements	55
A0015	Make menu item substitutions	55
D0126	Clean and sanitize patient food carts	55
A0032	Prepare fresh meats for cooking	53

* Average Number of Tasks Performed - 97

Task Difficulty (TD) and Training Emphasis (TE)Data

Task Difficulty (TD) and Training Emphasis (TD) ratings also can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings reflect the judgments of senior career ladder NCOs working at operational units in the field. They provide training personnel with a rank ordering of those tasks in the job inventory (JI) considered important for first-enlistment personnel, along with a measure of the difficulty of the JI tasks. See Table 26 for tasks rated high for difficulty and Table 27 for tasks rated high for training emphasis.

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

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 2, AETCI 36-2601. They allow course personnel to quickly focus their attention on those tasks that are most likely to qualify for initial resident course consideration.

Table 26 shows task difficulty raters reported drafting host-tenant or interservice agreements and drafting supplements or changes to directives to be among the most difficult tasks to learn. However, due to the low numbers of individuals performing these types of tasks, they would be inappropriate for inclusion in a resident curriculum and are more appropriately taught as OJT items. Table 27 shows these raters reported interviewing patients to determine food habits or preferences and making inpatient unit rounds or visits to be among the task most deserving emphasis in entry-level training.

Various lists of tasks, accompanied by their task difficulty and training emphasis ratings, and where appropriate, ATI information, are contained in the TRAINING EXTRACT package. Training school personnel should review it. (The Task Factor Administration part of the SURVEY METHODOLOGY section of this report provides a more detailed explanation of task difficulty and training emphasis ratings.)

Table 26

TASKS RATED HIGHEST IN TASK DIFFICULTY (PERCENT MEMBERS PERFORMING)

TASKS	TASK DIFF	4D0X1				4D031				4D051				4D0X7			
		1ST		JOB		1ST		ENL		1ST		ENL		1ST		ENL	
		(N=68)		(N=143)		(N=99)		(N=194)		(N=50)		(N=50)		(N=50)		(N=50)	
N0353	Draft host-tenant or interservice agreements	6.50	3	2	3	3	3	3	3	10							
N0354	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	6.45	0	1	1	1	1	9	32								
O0392	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	6.44	3	4	4	4	5	20									
M0298	Determine cost factors for support agreements	6.42	3	2	2	4	4	8									
E0163	Consult with physicians or nurses about diet modifications or prescriptions	6.41	13	23	19	32	38										
E0156	Calculate nonstandard diets	6.41	13	20	14	32	32										
N0355	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	6.40	3	4	3	20	52										
G0208	Use algorithms to make nutritional recommendations	6.38	3	6	3	8	8										
N0372	Plan or revise physical layouts of medical food services facilities	6.37	4	3	4	4	18										
M0300	Develop contingency exercise mobility (CEM) orders	6.34	4	3	4	1	4										

* Average Task Difficult (TD) Rating is 5.00

Table 27

TASKS RATED HIGHEST IN TRAINING EMPHASES (PERCENT MEMBERS PERFORMING)

TASKS	TNG EMP	4D0X1 1ST JOB (N=68)	4D0X1 1ST ENL (N=143)
E0166 Interview patients to determine food habits or preferences	5.56	29	40
E0166 Make inpatient unit rounds or visits	5.31	38	47
B0051 Prepare foods for diabetic diets	5.15	63	61
A0038 Prepare snack nourishments	4.92	50	50
E0157 Collect inpatient units' diet order changes and provide information to food production personnel	4.92	43	48
B0048 Prepare foods for blenderize liquid diets	4.83	68	63
B0067 Prepare foods for cardiac diets	4.81	60	53
E0155 Calculate requirements for body weights, such as increasing, decreasing, or maintaining body weights	4.75	38	40
B0050 Prepare foods for cholesterol or triglyceride-lowering diets, such as step I or step II	4.75	38	40
B0057 Prepare foods for mechanical soft diets	4.69	68	60
E0154 Assemble therapeutic food menus for patients' use	4.67	35	43
L0274 Administer or practice cardiopulmonary resuscitation (CPR)	4.60	26	26
B0049 Prepare foods for calorie-restricted diets	4.48	51	51
A0032 Prepare fresh meats for cooking	4.42	47	53
P0428 Tally patients' menus	4.40	35	34

* Average Training Emphasis (TD) Rating is 2.69

Specialty Training Standard (STS)

A comprehensive review of STS 4D0X1 was based on the previously mentioned assistance from subject-matter experts in matching JI tasks to STS elements. STS elements containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined.

The remaining task knowledge and performance elements of the STS were compared against the standard set forth in AETCI 36-2601 and AFI 36-2623. The standards say to include tasks performed or knowledge required by 20 percent or more of the personnel in a skill level criterion group of the AFS.

Overall, the STS provides very comprehensive coverage of the work performed by personnel in this career ladder, with survey data supporting all of the essential elements. However, our review identified very few elements for which a mismatch might exist between the performance coding and the percentages of personnel performing matched tasks. They should be reviewed by training personnel. (Please see Table 28).

Most STS elements currently coded with proficiency codes but not supported by survey data fall into one of three areas: medical readiness, therapeutic food preparation, and NMIS applications. Table 29 provides examples of each area. These elements warrant review by training personnel to ensure continued inclusion in the basic course is warranted.

Tasks not referenced to any element of the STS are listed at the end of the STS computer listing. These tasks were reviewed to determine if there were any tasks concentrated around any particular function or job. Those technical tasks performed by 20 percent or more respondents of the STS target groups, but which were not referenced to any STS element, are displayed in Table 30. Training personnel and SMEs should review these non-referenced tasks to determine if they warrant inclusion in the STS.

Plans of Instructions (POIs)

The Air Force accomplishes apprentice level training for Diet Therapy with two successive courses. New members of the career field first attend the Apprentice Services Specialist/ Apprentice Diet Therapy Specialist (Fundamentals) taught at Lackland AFB, TX. This course is covered by POI L3ABR3M031-000/L3AQRrD031-001, dated October 1996. The Diet Therapy Apprentice course at Sheppard AFB, TX, provides the second part of the training. It is covered by POI J3ABR4D031 002, dated 11 June 1997.

Both POIs were reviewed using survey data in order to validate the initial technical training for Diet Therapy. POI elements containing general knowledge information, subject-matter-knowledge-only requirements, or basic responsibilities were not examined. Technical and performance areas were matched with tasks actually taught during the courses. Any area with a

task performed by less than 30 percent of the first enlistment (1-48 month TAFMS) members was identified for review. Table 31 contains some examples from the first course while Table 32 contains some from the second course.

Table 28

**EXAMPLES OF TECHNICAL TASKS PERFORMED BY AFSC 4D0X1 GROUP MEMBERS
SUGGESTED FOR PROFICIENCY CODE REVIEW TO PERFORMANCE CODING
(PERCENT MEMBERS PERFORMING)**

TASKS	3-SKL LVL (N=99)	5-SKL LVL (N=194)	7-SKL LVL (N=50)	TASK DIFF
6. Sanitation and Personnel Hygiene				
6.3 Disease control measures				
D0143 Clean using isolation techniques for reverse isolation patients	19	15	2	3.93
14. Patient Tray Service				
14.2.3 Pediatric				
B0061 Prepare food for pediatric diet	54	37	20	5.21
20 Bakery and salad preparation				
20.3 Desserts				
A0024 Prepare puddings for cooking or serving	29	23	16	4.00
A0012 Make gelatin desserts	68	41	20	3.15

* Average TD Rating is 5.00

Table 29

EXAMPLES OF STS ITEMS NOT SUPPORTED BY ACTIVE DUTY SURVEY DATA
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

TASKS	3-SKL LVL (N=99)	5-SKL LVL (N=194)	7-SKL LVL (N=50)	TASK DIFF
2 Medical Readiness				
2.1 Operate field feeding equipment				
K0254 Construct, assemble, or improvise kitchen equipment or utensils	9	9	9	5.38
K0258 Improvise emergency or temporary lighting, such as with candles or flashlights	4	6	8	4.98
K0268 Set up mobile kitchens	8	9	4	5.64
16 Diet Clerks				
16.1.7 Test Diets				
B0066 Prepare foods for test diets, such as carbohydrate	12	12	8	5.29
16.1.9.1 Renal				
B0068 Prepare food for hepatic diets	13	13	4	5.86
16.1.11 Food sensitivity diets				
B0047 Prepare food for allergy diets	15	12	10	5.79
28 NMIS Applications				
28.8.2.1 Maintain patient data				
F0187 Maintain patient data in NMIS	12	15	8	5.63
28.8.2.3 Nourishment roster				
F0184 Generate NMIS nourishment rosters	9	9	4	5.60

* Average TD Rating is 5.00

Table 30

**EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE
ACTIVE DUTY GROUP MEMBERS NOT REFERENCED TO THE STS
(PERCENT MEMBERS PERFORMING)**

TASKS	3-SKL LVL (N=193)	5-SKL LVL (N=996)	7-SKL LVL (N=608)	TASK DIFF
A0005 Cover, date, and store leftover food items	82	53	32	2.88
A0017 Prepare batter, such as pancake or cake, for cooking	49	36	18	4.01
A0035 Prepare frozen foods for cooking or serving	63	43	22	3.99
E0157 Collect inpatient units' diet order changes and provide information to food production personnel	45	38	28	4.80
H0213 Maintain security of storage area	31	41	34	4.63
H0215 Monitor temperature of storage area	31	41	30	4.33
L0274 Administer or practice CPR	23	37	54	5.52

* Average TD Rating is 5.00

Table 31

**APPRENTICE SERVICES SPECIALIST/
APPRENTICE DIET THERAPY SPECIALIST (FUNDAMENTALS) COURSE
UNSUPPORTED POI LEARNING OBJECTIVES
(PERCENT MEMBERS PERFORMING)**

TASKS	FIRST ENLISTMENT (1-48 Month TAFMS)	TASK		TNG		ATI
		DIFF*	EMP**	EMP**	ATI	
II.2.a Identify sources of income and sources of funding I0234 Issue change funds or controlled forms	14	4.97	2.42	2		
III.1.f Complete an AF Form 287 H0223 Process food recalls	10	5.15	2.10	2		
VI.4 Deployment Practicum						
K0254 Construct, assemble, or improvise kitchen equipment of utensils	9	5.38	3.27	7		
K0359 Maintain fire units, such as M-2 burners or immersion heaters	10	5.56	4.06	11		
K0261 Perform operator or preventive maintenance on field kitchen equipment under field conditions	6	5.51	3.10	7		
K0269 Set up or maintain mess kit cleaning and sanitizing facilities	10	5.15	3.71	11		

* Average TD Rating is 5.00

** Average TE Rating is 2.69

Table 32

APPRENTICE DIET THERAPY SPECIALIST COURSE
UNSUPPORTED POI LEARNING OBJECTIVES
(PERCENT MEMBERS PERFORMING)

TASKS	FIRST ENLISTMENT (1-48 Month TAFMS)	TASK DIFF*	TNG EMP**	ATI
I.2.e E0175 Identify facts concerning the recommended dietary allowances Recommend dietary allowances	18	5.73	2.92	7
I.3.d E0156 Adjust calories for a nonstandard diabetic diet Calculate nonstandard diets	20	6.41	3.0	7
II.1.a.(2) E0163 Coordinate prescription with provider Consult with physicians or nurses about diet modifications or prescriptions	23	6.41	2.58	2
II.1.e P0408 Identify facts concerning patient consultations Council patients and complete consultation sheets	13	5.80	3.38	7
III.1.f H0214 Perform inventory adjustments Make inventory adjustments	19	5.39	2.75	7
H0220 Perform inventories of subsistence as required	18	5.24	4.19	11

* Average TD Rating is 5.00

** Average TE Rating is 2.69

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors that could impact the job performance. So, the survey disks included questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions.

Table 33 presents job satisfaction data for AFSC 4D0X1 by TAFMS groups. It also includes TAFMS data for a comparative sample of Medical career ladders surveyed in 1997. By-and-large, diet therapists are not a happy group. All TAFMS groups rated perception of job interest, utilization of talents, utilization of training, and sense of accomplishment gained from work much lower than the comparative sample. However, their unhappiness has not impacted their intentions to reenlist after 4 years and after 8 years. Their intentions differ little from the intentions of individuals in the comparative sample.

An indication of how job satisfaction perceptions have changed over time is provided in Table 34. There TAFMS data for the current survey respondents are again presented, along with data from the last occupational survey report. A review of this table shows that satisfaction indicators for job interest, perceived utilization of talents, perceived utilization of training, and sense of accomplishment from work have all declined since 1994. Moreover, reenlistment intentions for all TAFMS groups are much lower than in 1994 survey.

A review of Table 35 suggest that low job satisfaction is centered in the core Food Preparation Cluster and, to a lesser extend, in the Diet Office Cluster. Airmen working in Storeroom, Community/Outpatient, Supervisory, and Training jobs appear to be much happier.

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS (PERCENT MEMBERS RESPONDING)

Table 33

1-48 MOs TAFMS		49-96 MOs TAFMS		97+ MOs TAFMS	
1998 4DOX1 (N=143)	COMP SAMPLE* (N=711)	1998 4DOX1 (N=51)	COMP SAMPLE* (N=446)	1998 4DOX1 (N=155)	COMP SAMPLE* (N=1018)
17	70	45	76	65	81
28	18	25	15	17	13
55	12	29	9	18	6
34	78	65	85	77	88
66	22	35	15	23	12
62	93	76	92	81	89
38	7	24	8	19	11
29	70	51	75	63	78
19	14	14	14	9	8
52	16	35	11	28	14
49	51	63	64	63	71
50	49	37	36	10	10
1	0	0	0	27	19

EXPRESSED JOB INTEREST:

INTERESTING
SO-SO
DULL

PERCEIVED UTILIZATION OF TALENTS:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

PERCEIVED UTILIZATION OF TRAINING:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

SENSE OF ACCOMPLISHMENT GAINED FROM WORK:

SATISFIED
NEUTRAL
DISSATISFIED

REENLISTMENT INTENTIONS:

YES, OR PROBABLY YES
NO, OR PROBABLY NO
PLAN TO RETIRE

* Comparative sample of Medical career ladders surveyed in 1997 include the 4A0X1, 4A1X1, 4A2X1, 4B0X1, 4C0X1, 4DOX1, 4E0X1, AF0X1, 4H0X1, 4J0X2, 4M0X1, 4N0X1A/B, 4N1X1B/C/D, 4P0X1, 4R0X1, 4R0X2, 4T0X1, 4T0X2, 4T0X3, 4VOX1, 4V0X1A, 4Y0X1, and 4Y0X2 AFSCs.

Table 34

COMPARISON OF CURRENT SURVEY AND PREVIOUS SURVEY BY TAFMS GROUPS (PERCENT MEMBERS RESPONDING)

	1-48 Mos TAFMS		49-96 Mos TAFMS		97+ Mos TAFMS	
	1998 4D0X1 (N=143)	1994 4D)X1 (N=193)	1998 4D0X1 (N=51)	1994 4D0X1 (N=114)	1998 4D0X1 (N=155)	1994 4D0X1 (N=219)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	17	28	45	55	65	63
SO-SO	28	35	25	26	17	22
DULL	55	22	29	18	18	19
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	34	42	65	64	77	78
LITTLE OR NOT AT ALL	66	58	35	35	23	22
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	62	81	76	82	81	84
LITTLE OR NOT AT ALL	38	19	24	18	19	16
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	29	42	51	60	63	60
NEUTRAL	19	21	14	13	9	13
DISSATISFIED	52	37	35	27	28	26
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	49	56	63	75	63	73
NO, OR PROBABLY NO	50	44	37	25	10	9
PLAN TO RETIRE	1	0	0	0	27	15

Table 35

COMPARISON OF JOB SATISFACTION INDICATORS BY ACTIVE DUTY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	Food Prep Cluster (N=195)	Diet Office Cluster (N=22)	Storeroom (N=30)	Community/ Outpatient Cluster (N=40)	Supervisor Cluster (N=53)	Trainer Job (N=6)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	29%	27%	50%	75%	77%	83%
SO-SO	24	36	20	20	11	17
DULL	47	36	30	5	11	0
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	49	46	60	75	87	100
LITTLE OR NOT AT ALL	51	55	40	25	13	0
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	69	73	80	78	87	83
LITTLE OR NOT AT ALL	31	27	20	23	13	17
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	37	45	50	78	72	83
NEUTRAL	15	18	17	8	9	0
DISSATISFIED	48	36	33	15	19	17
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	56	59	57	60	58	67
NO, OR PROBABLY NO	38	36	37	18	6	17
WILL RETIRE	5	5	7	23	36	17

* Some groups do not add to 100% due to rounding.

IMPLICATIONS

This report identified the same six areas within the Diet Therapy career ladder as did the 1994 report. Indeed, many of the jobs within similar clusters turned out also to be very similar. This result suggests much stability in the Diet Therapy career ladder.

The report did uncover some marginal changes. For example, the growing importance of Health and Wellness Centers (HAWCs) is reflected by the emergence of a third job--Preventive Medicine--within the Community/Outpatient Cluster.

The AFSC 4D0X1 career ladder continues to demonstrate a clear pattern of progression :

- Personnel at the 3-skill level are highly concentrated in food preparation, serving, and cleaning tasks.
- At the 5-skill level, the concentration in food preparation and related activities diminishes; airmen at the 5-skill level have moved into storeroom, community and outpatient, and supervisory activities.
- As incumbents move up to the 7-skill level, they spend even more time performing supervisory tasks, while remaining involved in food preparation and community/outpatient work.

Career ladder training documents appear, on the whole, to be well supported by survey data, but require review to ensure appropriate proficiency coding. Overall, the STS provides very comprehensive coverage of the work performed by personnel in this career ladder. The survey data did fail to support the proficiency coding of a few STS elements. Most of the unsupported STS elements fall into one of three areas: medical readiness, therapeutic food preparation, and NMIS applications.

Survey data do not support some learning objectives of the Diet Therapist Apprentice course taught at Sheppard AFB, TX. Many of the unsupported objectives fall in two areas: professional and patient relationships and administrative and control functions.

Job satisfaction is low for all TAFMS groups with Diet Therapy, when compared to both the comparative sample of like AFSCs and the previous survey. Low job satisfaction appears concentrated among those airmen working in food preparation and in diet offices.

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY SPECIALTY JOB GROUPS

Table A1

Food Preparation Cluster

TASKS		PERCENT MEMBERS PERFORMING (N=195)
A0005	Cover, date, and store leftover food items	93
A0041	Sample foods by taste or smell	88
A0011	Make coffee, tea, or cocoa	87
D0109	Clean refrigerators or freezers	85
D0148	Dispose of food wastes	84
C0083	Portion individual servings of foods	84
D0145	Clear, clean, and sanitize worktables or areas	83
C0101	Verify food or beverage serving temperatures	82
D0107	Clean floors, walls, or ceilings	82
A0021	Prepare garnishes	81
A0035	Prepare frozen foods for cooking or serving	81
A0026	Prepare sandwiches	81
A0029	Prepare canned foods for cooking or serving	81
B0051	Prepare foods for diabetic diets	81
D0104	Clean microwaves, ranges, or ovens, other than combination ovens	81
A0006	Deep fat fry foods	80
C0073	Arrange or garnish foods	79
C0074	Arrange patients' trays to enhance appearance	79
D0150	Wash and sanitize cookware	79
A0038	Prepare snack nourishments	79
D0116	Clean and sanitize utensils or utensil racks	78
D0115	Clean and sanitize mixers or blenders	78
D0151	Wash and sanitize serviceware	77
D0110	Clean toasters	77
A0012	Make gelatin desserts	77
A0020	Prepare fruits	77
D0146	Clear, clean, and sanitize serving lines or patient tray assembly lines	76
D0126	Clean and sanitize patient food carts	76
C0080	Load patients' trays onto food carts	76
B0057	Prepare foods for mechanical soft diets	76
C0096	Serve foods on serving lines or patient tray assembly lines	75
C0076	Break down serving lines or patient tray assembly lines	75

Table A2

Diet Office Cluster

TASKS		PERCENT MEMBERS PERFORMING (N=22)
E0166	Make inpatient unit rounds or visits	100
E0176	Write menus using dietary kardex files	91
E0157	Collect inpatient units' diet order changes and provide information to food production personnel	91
E0167	Modify or review diets or meal patterns for individual patients	86
E0153	Advise patients in selecting food items for their diets	82
E0152	Adapt dietary allowances to patients' menus using appropriate documentation	82
C0078	Inspect completed patient trays	77
B0072	Select substitute foods having equivalent nutritive values	73
E0165	Interview patients to determine food habits or preferences	68
P0407	Complete diet census	68
E0154	Assemble therapeutic food menus for patients' use	68
B0045	Evaluate bulk nourishment requests to determine appropriateness of requests	68
P0428	Tally patients' menus	64
P0417	Maintain diet order sheets, such as AF Forms 1094 (Diet Order)	64
P0423	Prepare daily worksheets for regular or therapeutic diets	59
C0080	Load patients' trays onto food carts	59
E0169	Observe patients' acceptance of food	59
F0180	Create nourishment labels using NMIS	55
C0077	Initiate patients' tray preparation by setting up trays or calling out requirements	55
C0074	Arrange patients' trays to enhance appearance	55
E0173	Plan diabetic diets using food choice or exchange lists	50
A0015	Make menu item substitutions	45

Table A3

Storeroom Clerk Job

TASKS		PERCENT MEMBERS PERFORMING (N=30)
H0213	Maintain security of storage areas	100
H0229	Store food items	100
H0222	Prepare for inventories of subsistence as required	100
H0220	Perform inventories of subsistence as required	100
H0228	Rotate stock using first-in/first-out (FIFO) principles	100
H0226	Receive or inspect food items from vendors, other than commissaries	100
H0227	Return excess subsistence to stock	100
H0224	Pull food items for thawing	97
H0215	Monitor temperatures of storage areas	93
H0219	Order food items from prime vendors	87
H0214	Make inventory adjustments	87
H0225	Receive food items from commissaries	87
H0216	Order food items from commissaries	87
H0212	Issue food items, other than using NMIS	83
H0218	Order food items from local vendors	83
H0211	Determine subsistence purchase requirements in accordance with local directives	80
F0192	Use inventory worksheets	80
D0140	Clean perishable storage areas, such as produce or bread	77
F0191	Receive NMIS subsistence	73
H0210	Date stamp food items in storage areas	67
D0142	Clean storage racks	67
F0185	Issue NMIS subsistence	63
D0109	Clean refrigerators or freezers	63
D0138	Clean or mop storage rooms	63
F0186	Maintain inventory using NMIS	57
D0107	Clean floors, walls, or ceilings	57
H0221	Perform subsistence accounting procedures, other than using NMIS	50
H0223	Process food recalls	50
I0230	Determine or evaluate causes of food waste	50

Table A4

Community/Outpatient Cluster

TASKS	PERCENT MEMBERS PERFORMING (N=41)
E0160 Conduct group nutritional counselings	95
E0161 Conduct individualized nutritional counselings	93
E0155 Calculate requirements for body weights, such as increasing, decreasing, or maintaining body weights	93
E0171 Perform follow-up appointments	93
E0174 Prepare or aid in preparation of diet handout materials	88
E0172 Plan calorie-restricted diets using food lists	85
E0165 Interview patients to determine food habits or preferences	83
G0194 Conduct behavioral modification programs, such as smoking cessation or weight management	83
E0168 Monitor patients' diets on outpatient basis	78
E0175 Recommend dietary allowances	75
E0153 Advise patients in selecting food items for their diets	70
E0173 Plan diabetic diets using food choice or exchange lists	68
P0408 Counsel patients and complete consultation sheets, such as SFs 513 (Medical Record-Consultation Sheet)	68
E0162 Conduct base-level nutritional screenings or assessments	68
E0163 Consult with physicians or nurses about diet modifications or prescriptions	68
E0167 Modify or review diets or meal patterns for individual patients	65
G0203 Evaluate nutrition educational materials or programs	63
E0158 Complete calorie counts	63
G0201 Evaluate Check-It-Out programs	58
E0156 Calculate nonstandard diets	58
G0195 Conduct cooking demonstrations, including recipe modifications	53
G0205 Perform individual follow up care in health promotion	53

Table A5

Supervisory Cluster

TASKS		PERCENT MEMBERS PERFORMING (N=53)
N0338	Counsel subordinates concerning personal matters	91
N0383	Write recommendations for awards or decorations	87
N0382	Write or indorse military performance reports	85
N0360	Evaluate personnel for compliance with performance standards	85
N0366	Inspect personnel for compliance with military standards	83
N0333	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	81
N0332	Conduct supervisory performance feedback sessions	81
N0369	Perform quality control or QI activities	79
N0367	Interpret policies, directives, or procedures for subordinates	75
N0361	Evaluate personnel for promotion, demotion, reclassification, or special awards	75
N0335	Conduct sanitation inspections	72
O0390	Counsel trainees on training progress	72
N0356	Establish performance standards for subordinates	72
O0389	Conduct on-the-job training (OJT)	72
N0365	Initiate actions required due to substandard performance of personnel	70
N0331	Conduct self-inspections or self-assessments, other than sanitation	70
N0349	Develop or establish work schedules	68
N0378	Write job or position descriptions	66
N0368	Investigate accidents or incidents	66
N0328	Assign personnel to work areas or duty positions	64
N0337	Conduct supervisory orientations for newly assigned personnel	64
N0341	Determine or establish work assignments or priorities	64
N0355	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	64
O0401	Maintain training records or files	62
N0363	Implement safety or security programs	60
O0386	Brief personnel concerning training programs or matters	60
P0406	Complete accident or incident reports	60
N0348	Develop or establish work methods or procedures	60
N0334	Conduct safety inspections of equipment or facilities	58
N0377	Use Medical Expense Performance Reporting System (MEPRS)	58

Table A6

Trainer Job

TASKS	PERCENT MEMBERS PERFORMING (N=6)
O0399 Evaluate progress of trainees	100
O0393 Develop training programs, plans, or procedures	100
O0400 Inspect training materials or aids for operation or suitability	100
O0395 Develop or procure training materials or aids	100
O0394 Develop written tests	100
O0391 Determine training requirements	83
O0398 Evaluate effectiveness of training programs, plans, or procedures	83
O0390 Counsel trainees on training progress	83
O0388 Conduct formal course classroom training	83
O0396 Establish or maintain study reference files	83
O0401 Maintain training records or files	67
O0389 Conduct on-the-job training (OJT)	67
N0366 Inspect personnel for compliance with military standards	67
O0402 Personalize lesson plans	67
N0368 Investigate accidents or incidents	67
O0386 Brief personnel concerning training programs or matters	67
L0274 Administer or practice cardiopulmonary resuscitation (CPR)	67
P0405 Compile data for records, reports, logs, or trend analyses, other than diet census	50
P0416 Maintain administrative files	50
N0360 Evaluate personnel for compliance with performance standards	50
O0387 Complete student entry or withdrawal forms	50
N0367 Interpret policies, directives, or procedures for subordinates	50
P0406 Complete accident or incident reports	50
N0369 Perform quality control or QI activities	50

THIS PAGE INTENTIONALLY LEFT BLANK