

**UNITED STATES
AIR FORCE**

OCCUPATIONAL SURVEY REPORT



**TRAFFIC MANAGEMENT
2T0X1**

OSSN: 2396

JUNE 2000

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
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PREFACE

This report presents the results of an Air Force Occupational Survey of the Traffic Management career ladder, Air Force Specialty Code (AFSC) 2T0X1. 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 survey instrument was developed by First Lieutenant Joe McAmis. Computer programming support was provided by Ms. Karen Tilghman and administrative support was provided by Ms. Dolores Navarro. Second Lieutenant Jean Callaghan analyzed the data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Roger 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 487-6811. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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SUMMARY OF RESULTS

1. **Survey Coverage:** AFSC 2T0X1 personnel were 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 1,357 Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Command (AFRC) members, accounting for 58 percent of the total population surveyed.
2. **Specialty Jobs:** The specialty job analysis associated with this report includes respondents from the 2T0X1 career ladder. Ten jobs and 2 clusters were identified, accounting for 91 percent of the total sample. The remaining 9 percent did not group into one of these jobs or clusters. The Freight Management Cluster is the predominant cluster accounting for 46 percent of the survey population.
3. **Career Ladder Progression:** Skill-level progression for members of this AFSC is typical, with a move from technical work at the 3- and 5-skill levels to supervisory and management work beginning at the 7-skill level. Members spend less time on technical tasks as they progress through the skill levels. ANG and AFRC respondents at the 5- and 7-skill levels spend a higher percentage of their time performing technical tasks than their AD counterparts.
4. **Training Analysis:** Overall the POI data supports the training document. The STS data requires review for proficiency coding.
5. **Job Satisfaction:** Job satisfaction overall is higher for the 2T0X1 career field compared to the comparative sample. In addition, satisfaction indicators are similar for the current OSR data when compared to the 1996 OSR data. Members of the Container Fabrication Job, indicated lower job satisfaction ratings across all areas, with the exception of reenlistment intentions. The Senior Management and Deployment Operations Jobs have the highest overall job satisfaction.
6. **Implications:** Survey results indicate that the present classification structure, as described in the latest specialty description, accurately portrays the jobs performed by members of this career ladder. Training documents need some review for proficiency coding. Overall job satisfaction for both the comparative sample and current OSR data are similar if not higher.

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**OCCUPATIONAL SURVEY REPORT (OSR)
TRAFFIC MANAGEMENT
(AFSC 2T0X1)**

INTRODUCTION

This is an Occupational Survey Report (OSR) of the Air Force Specialty Code (AFSC) 2T0X1, Traffic Management, 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.

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 Traffic Management career ladder was in December 1996.

Background

As described in the AFMAN 36-2108, *Airman Classification*, 31 October 1999, *Specialty Description*, dated 31 October 1998, Traffic Management personnel plan and direct traffic management activities, use military and commercial transportation to move personnel, dependents, material, property, and packages, classifies, and arranges personal property and cargo for shipment or storage.

Personnel entering the AFSC 2T0X1 career ladder must attend the L3ABR2T031, Traffic Management Apprentice course, located at Lackland AFB. This course lasts 13 weeks and students must possess a valid driving license prior to attending. Upon completion of this AFSC awarding course, the graduate is awarded the 3-skill level.

Entry into this career ladder currently requires an Armed Forces Vocational Aptitude Test Battery (ASVAB) administration score of 40; a strength factor of "J" (weight lift of 60 lbs) is also required.

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SURVEY METHODOLOGY

Inventory Development

This survey instrument was developed to include the tasks performed by AFSC 2T0X1, Traffic Management personnel. The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2396, dated August 1999. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 21 subject-matter experts (SMEs) at the following training location and operational installations:

<u>BASE</u>	<u>UNIT VISITED</u>
Lackland AFB TX	345 TRS
Dyess AFB TX	7 TRNS
Luke AFB AZ	56 TRNS
San Antonio TX	JPPSO
Charleston AFB SC	437 APS
MacDill AFB FL	6 LG

The resulting JI contains a comprehensive listing of 655 tasks grouped under 12 duty headings. A background section is also encompassed in the JI requesting such information as base of assignment, command of assignment, organizational level of assignment, job title, work schedule, work area, and vehicles/equipment used or operated.

Survey Administration

From September - December 1999, base training offices at operational units worldwide administered the inventory to eligible AFSC 2T0X1 personnel. 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 percentage of distribution, by Duty AFSC (DAFSC), of assigned AFSC 2T0X1 personnel as of August 1999. The 1,357 respondents in the final sample represent 50 percent of the total assigned personnel and 58 percent of the total surveyed personnel. The survey sample is comprised of 1,017 AD members (75 percent), 242 ANG members (18 percent), and 98 AFRC members (7 percent). 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
2T031	22	27
2T051	51	49
2T071	25	23
2T091	2	1

TOTAL ASSIGNED* = 2,715

TOTAL SURVEYED** = 2,329

TOTAL IN SURVEY SAMPLE = 1,357

PERCENT OF ASSIGNED IN SAMPLE = 50%

PERCENT OF SURVEYED IN SAMPLE = 58%

* Assigned strength as of August 1999

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

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

PAYGRADE	Percent of Assigned	Percent of Sample
E-1 - E-2	6	6
E-3	13	14
E-4	26	26
E-5	26	26
E-6	17	16
E-7	10	10
E-8 - E-9	2	2

TABLE 3
MAJOR COMMAND DISTRIBUTION OF SURVEY SAMPLE

COMMAND	Percent of Assigned	Percent of Sample
ACC	16	17
AMC	14	17
PACAF	10	12
USAFE	8	8
AETC	6	8
AFMC	6	6
AFSPC	4	3
AFSOC	1	1
ANG	21	18
AFRC	11	7
OTHER	3	3

As can be seen from Tables 1 and 3, 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 this career ladder.

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 2T0X1 personnel (generally E-6 or E-7 craftsmen) complete a second disk for either training emphasis (TE) or task difficulty (TD). These disks were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

Training Emphasis (TE): TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 29 senior NCOs who completed a TE disk 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 agreement for these 29 raters was acceptable. The average TE rating was 3.11, with a standard deviation of 1.66. Any task with a TE rating of 4.77 or above is considered to have high TE. Tasks rated below 3.11 generally are more appropriately trained by OJT rather than formal tech school.

Task Difficulty (TD): TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 36 senior NCOs who completed TD disks 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.

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, ten independent jobs and two clusters were identified within the career ladder. Figure 1 illustrates the jobs and clusters performed by AFSC 2T0X1 personnel.

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. FREIGHT MANAGEMENT CLUSTER (ST47, N=618)
 - A. FREIGHT SHIPMENT JOB (ST246, N=231)
 - B. PACKING AND CRATING JOB (ST154, N=195)
 - C. INBOUND FREIGHT JOB (ST196, N=16)
 - D. NCOIC FREIGHT SHIPMENT JOB (ST260, N=16)
 - E. HAZARDOUS MATERIAL/PACKING AND CRATING JOB (ST244, N=6)
 - F. INBOUND FREIGHT DOCUMENTATION JOB (ST162, N=5)

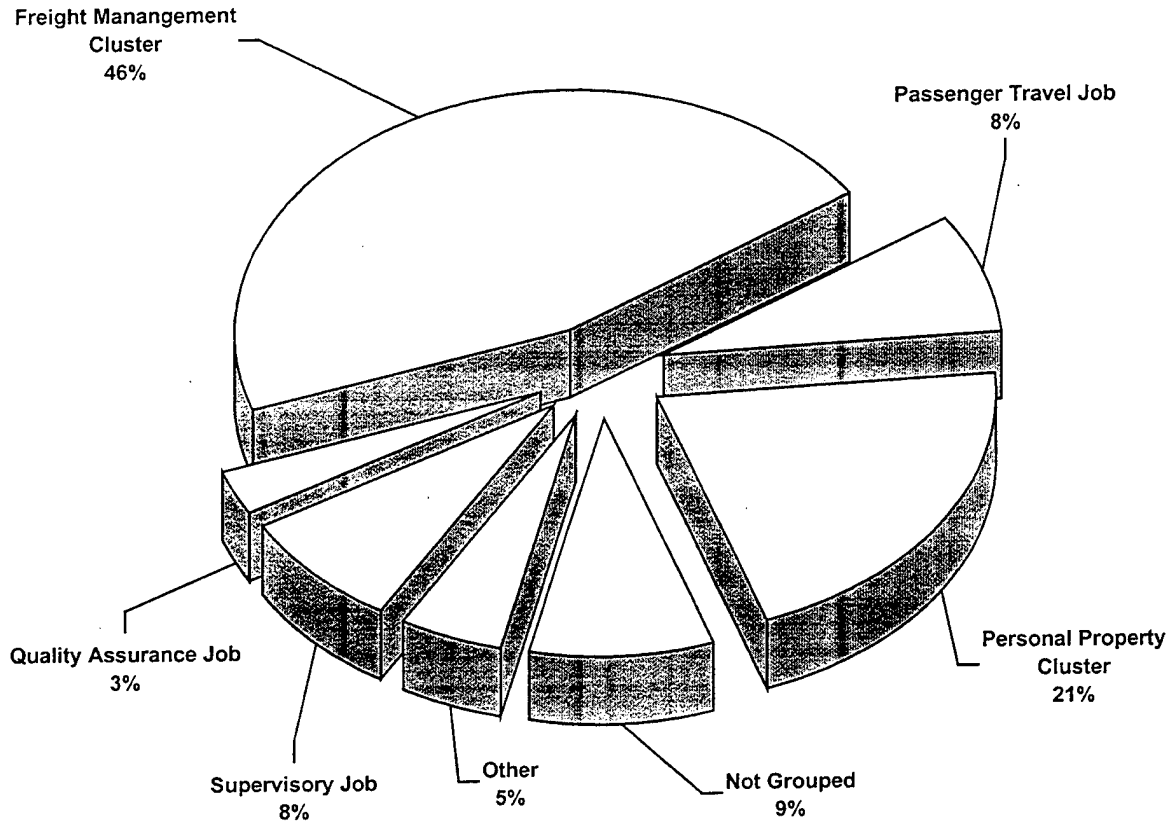
- II. PERSONAL PROPERTY CLUSTER (ST52, N=287)
 - A. PERSONAL PROPERTY SUPERVISORY JOB (ST220, N=58)
 - B. PERSONAL PROPERTY INBOUND JOB (ST236, N=52)
 - C. PERSONAL PROPERTY OUTBOUND JOB (ST189, N=18)
 - D. PERSONAL PROPERTY QUALITY CONTROL JOB (ST230, N=14)
 - E. HOUSEHOLD GOODS COUNSELING JOB (ST181, N=5)

- III. SUPERVISORY JOB (ST156, N=110)

- IV. PASSENGER TRAVEL JOB (ST166, N=105)
- V. QUALITY ASSURANCE JOB (ST155, N=34)
- VI. CONTAINER FABRICATION JOB (ST188, N=17)
- VII. GOVERNMENT BILL OF LADING (GBL) JOB (ST143, N=17)
- VIII. NON-TEMPORARY STORAGE (NTS) JOB (ST206, N=9)
- IX. TRAINING JOB (ST209, N=8)
- X. SURFACE CARGO JOB (ST221, N=6)
- XI. SENIOR MANAGEMENT JOB (ST169, N=5)
- XII. DEPLOYMENT OPERATIONS JOB (ST191, N=5)

The respondents forming these jobs and clusters account for 91 percent of the survey sample. The remaining 9 percent, for various reasons, did not group into one of these jobs or clusters. Examples of not grouped job titles for these personnel include "CDC Writer", "Security Manager", "Quality Manager", "LAN Manager", and "Resource Manager".

**AFSC 2T0X1 CAREER LADDER SPECIALTY
JOBS
(N =1,357)**



***Other:** Jobs that are one percent or less of the total survey sample: Container Fabrication Job, Government Bill of Lading (GBL) Job, Non-Temporary Storage (NTS) Job, Training Job, Surface Cargo Job, Senior Management Job, and Deployment Operations Job.

FIGURE 1

Group Descriptions

The following paragraphs contain brief descriptions of the jobs and clusters identified through the career ladder structure analysis. Table 4 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 5. Representative tasks for all the groups are contained in Appendix A. Table 6 shows a job comparison between the current and 1996 surveys.

I. FREIGHT MANAGEMENT CLUSTER (ST47): The 618 airmen in this cluster (46 percent of the survey sample) represent the largest portion of the career ladder. They spend 45 percent of their time performing the duty of Military Freight Activities and 36 percent of their time is spent performing Packing and Crating Activities (Table 4). They perform an average number of 125 tasks. Distinctive tasks performed include:

- Package small parcels for shipment
- Package general freight for shipment
- Verify shipment weights
- Attach cargo packing lists
- Prepare military shipment labels
- Verify shipment sizes
- Verify shipment dimensions
- Label shipments, other than classified, hazardous, or special shipment
- Crate cargo for shipment
- Select shipments for consolidation
- Strap cargo to pallets
- Palletize surface freight for shipment

As shown in Table 5, 54 percent of the members in this cluster are on AD, averaging 6 years in the career field and nearly 6½ years in the service. Fifty-one percent hold the 5-skill level, and the predominant paygrades are E-4, E-5, and E-6.

There are six different jobs within this cluster. The jobs separate into (a) Freight Shipment Job, (b) Packing and Crating Job, (c) Inbound Freight Job, (d) NCOIC Freight Shipment Job, (e) Hazardous Material/Packing and Crating Job, and (f) Inbound Freight Documentation Job. These jobs are differentiated within the freight management cluster by the specific tasks associated with each job.

A. Freight Shipment Job (ST246): This job contains the largest amount of airmen within the cluster with 231 members. Of these individuals, 51 percent of them are ANG and 41 percent are AD. The majority of members are 5- and 7-skill level. The principle paygrades are E-5 and E-6. This job differs from the Inbound Freight Job in that these members' primary work area is in outbound freight activities. The average number of tasks performed is 217.

B. Packing and Crating Job (ST154): Fifty-four percent of the 195 members within this job are AD. The majority of members hold a 3- and 5-skill level. Most of the members within this job are E-4 and E-5. The top duties performed in this job are Packing and Crating Activities along with Military Freight Activities. These individuals are performing not only freight management tasks listed under the cluster, but also a high percentage of packing and crating activities. Some examples of packing and crating activities are packaging small parcels for shipment, packaging general freight for shipment, and crating cargo for shipment.

C. Inbound Freight Job (ST196): There are 16 members within this job, and 81 percent of them are AD. These individuals spend 79 percent of their time performing the duty of military freight activities. The average number of tasks performed by these members is 62, highlighted by wide variety of tasks dealing with inbound freight activities. Some examples of these inbound tasks are inspecting cargo for suspected damage, verifying shipments against manifests, and unloading general cargo from surface vehicles, other than during deployment. The predominant paygrades in this job are E-3 and E-4. The majority of this job is made up of 3- and 5-skill level members.

D. NCOIC Freight Shipment Job (ST260): Sixteen airmen make up this job with 83 percent of them as AD members. The predominant paygrades are E-5 and E-6. All members of the NCOIC Freight Shipment Job hold either a 5- or 7-skill level (81 and 19 percent, respectively). This job differs from the Freight Management Job in that 100 percent of these members are supervising. This explains why their top duties are Military Freight Activities and Management and Supervisory Activities. These individuals are the NCOICs of the Freight Management Cluster.

E. Hazardous Material/Packing and Crating Job (ST244): There are 6 respondents within this specific job, three of which are ANG or AFRC members. The 5-skill level comprises of 83 percent of the individuals within this job, and the predominant paygrade is E-4. Eighty-five percent of these members are performing Packing and Crating Activities along with Military Freight Activities at 15 percent. These individuals are performing an average of only 24 tasks, such as attaching cargo packing lists, labeling hazardous shipments, certifying hazardous surface cargo shipments, and packaging hazardous materials for shipment. As these tasks show, these individuals are not only performing freight management tasks, but also performing tasks associated with hazardous materials.

F. Inbound Freight Documentation Job (ST162): There are five AD members within the cluster performing this job. These individuals perform inbound freight activities too but, when compared to the inbound freight job, these airmen are focusing more on the documentation that accompanies inbound freight shipments. Some examples of these tasks are:

- Maintain Government Bill of Lading (GBLS)
- Maintain obligation authorities files
- Maintain accountable form files
- Prepare reports of shipment

Members of this job perform a low average of 38 tasks, which shows they specialize in documentation activities within inbound freight. Eighty percent of these members possess the 3-skill level, with the predominant paygrades being E-2 and E-3.

II. PERSONAL PROPERTY CLUSTER (ST57): This cluster is the second largest portion of the survey sample, containing 287 members (21 percent of the survey sample). They spend 79 percent of their time in Personal Property Activities, which include determining personal property entitlements and counseling personnel on movements (Table 4). The average number of tasks these individuals perform is 42. The main tasks that are performed are:

- Input or retrieve data using TOPS
- Determine personal property movement entitlements for household goods
- Determine personal property movement entitlements for Non-Temporary Storage (NTS), Storage in Transit (SIT), or additional temporary storage
- Determine personal property movement entitlements for unaccompanied bags
- Determine personal property movement entitlements for professional books, papers, or equipment
- Counsel personnel on storage entitlements
- Counsel personnel on personal property movements
- Counsel personnel on liability for loss or damage
- Determine personal property movement entitlements for Do It Yourself (DITY) moves
- Counsel personnel on unauthorized items
- Determine personal property movement entitlements for dependents or eligible heirs of deceased personnel
- Prepare applications for shipments

This cluster contains 100 percent AD members who are mostly 3- and 5-skill level. The paygrades that primarily make up this cluster are E-3, E-4, and E-5. The average amount of time in the career field by AD members is about 6 years, and about 7 total years in the military (Table 5).

This cluster is comprised of five jobs. These jobs are (a) Personal Property Supervisory Job, (b) Personal Property Inbound Job, (c) Personal Property Outbound Job, (d) Personal Property Quality Control Job, and (e) Household Goods Counseling Job. The similarity between all of these jobs is that they all perform a high percentage of their time in Duty A, Personal Property Activities, but each job focuses on different tasks within Duty A.

A. Personal Property Supervisory Job (ST220): This job contains 58 members performing not only personal property tasks but also supervisory tasks, consistent with a first-line supervisor. Some examples of these supervisory tasks are:

- Conduct OJT
- Inspect personnel for compliance with military standards
- Write recommendations for awards or decorations

All of the members within this job are AD, with the majority possessing the 5-skill level. The dominant paygrade is E-5.

B. Personal Property Inbound Job (ST236): Ninety-eight percent of the 52 members in this job are AD. The primary work area for these predominantly 3- and 5-skill level individuals is inbound personal property. These airmen are mostly E-3 to E-5. Some of the tasks they perform are:

- Clear inbound personal property shipments
- Coordinate incoming personal property shipment with property owners
- Determine disposition of incoming personal property shipments

C. Personal Property Outbound Job (ST189): All of the members 18 within this job are AD, possessing the 3- and 5-skill level. The predominant paygrades are E-3 and E-4. Once again the main duty these individuals perform is Personal Property Activities with a heavy emphasis in outbound shipments. The main outbound tasks these airmen perform are:

- Schedule outbound personal property shipments
- Prepare GBLs for personal property
- Prepare GBL correction notices for personal property

D. Personal Property Quality Control Job (ST230): The 14 members in this job are all AD with the majority of members at a 5-skill level. The predominant paygrade is E-4. In addition to personal property tasks, these members focus heavily on quality assurance/control tasks, to include:

- Inspect personal property shipments at destination
- Inspect personal property shipments at origin
- Prepare inspection records

E. Household Goods Counseling Job (ST181): The 5 individuals in this area are mostly 3- and 5-skill level, with paygrades ranging from E-2 to E-4. Four out of the five members are AD. They perform many tasks within Duty A, with a clear focus on household good tasks. Some examples of these tasks include:

- Counsel personnel on liability for loss or damage
- Counsel personnel on personal property movements
- Counsel personnel on unauthorized items
- Determine authority for shipment

III. SUPERVISORY JOB (ST156): This area contains 110 individuals (8 percent of the survey sample), with 91 percent on AD. Table 4 states that 47, 16 and 11 percent of their time spent is in Duty I (Management and Supervisory Activities), Duty J (Training Activities), and Duty C (Military Freight Activities) respectively. The average number of tasks that are

performed in this job is 72. For the most part, these job incumbents are evaluating and counseling personnel on performance, policies, or training progress. Distinctive tasks performed include:

- Evaluate personnel for compliance with performance standards
- Interpret policies, directives, or procedures for subordinates
- Counsel subordinates concerning personal matters
- Evaluate personnel for promotions, demotions, reclassification, or special awards
- Determine or establish work assignments or priorities
- Conduct supervisory performance feedback sessions
- Inspect personnel for compliance with military standards
- Write or indorse military performance reports
- Write recommendations for awards or decorations
- Brief personnel concerning training
- Counsel trainees on training progress
- Evaluate progress of trainees

Table 5 shows that 66 percent hold the 7-skill level, while an additional 26 percent of these airmen hold the 5-skill level. The predominant paygrades are E-5 to E-7. Ninety-seven percent of the members are supervising. The AD members have been in the career field for about 14 years and have been in the service for nearly 15½ years.

IV. PASSENGER TRAVEL JOB (ST166): The 105 members in this cluster make up 8 percent of the survey sample. Table 4 reveals that the main work performed is in Duty B, Passenger Travel Activities. Job incumbents are briefing passengers on travel and determining passenger eligibility for movement and entitlements. The average number of tasks that these members perform is 58. Representative tasks for Passenger Travel Job members include:

- Brief passengers on flight itineraries
- Confirm passenger reservations
- Review passenger travel orders
- Determine modes for passenger travel
- Maintain government transportation requests (GTR) registers
- Brief passengers on travel restrictions
- Prepare GTRs
- Determine passenger movement entitlements
- Process group travel requests
- Determine passenger eligibility for movement
- Process emergency leave travel requests
- Brief passengers on transportation entitlements

Eighty-seven percent of the individuals are AD, holding principally the 5-skill level. The predominant paygrades are E-4 and E-5. These members have spent 5½ years in the career field and about 8 years in service (Table 5).

V. QUALITY ASSURANCE JOB (ST155): This job also makes up 3 percent of the survey sample. All of the 34 members in this job are AD. The top duties performed in this job are Personal Property Activities along with Management and Supervisory Activities (Table 4). The members primary work areas are quality assurance and quality assurance evaluation. Common job titles include “Quality Control NCOICs”, “Quality Assurance Clerk”, and “Quality Assurance Evaluator”. The average number of tasks that these members perform is 26. Representative tasks include:

- Input or retrieve data using transportation personal property standard system (TOPS)
- Maintain carrier performance files
- Inspect personal property shipments at origin
- Inspect personal property shipments at destination
- Issue letter of warning against commercial carriers
- Inspect commercial packers for compliance with contractual specifications
- Inspect approved carrier’s warehouse, storage facilities, or equipment for physical capability to handle DOD shipments
- Issue letters of suspension against commercial carriers
- Prepare total quality assurance program (TQAP) inputs, such as personal property discrepancy reports
- Inspect commercial packers for compliance with purchase order specifications
- Review personal property claim documents
- Prepare inspection records

These individuals have about 7 years in the career field and around 8 years in the military. Seventy percent hold the 5-skill level. The majority of members are E-4 and E-5 (Table 5).

VI. CONTAINER FABRICATION JOB (ST188): This job represents 1 percent of the survey sample. These 17 members spend 78 percent of their time performing Packing and Crating Activities and 15 percent of their time is spent performing Military Freight Activities (Table 4). In addition they build and construct containers. They perform an average of 34 tasks, including:

- Fabricate shipping containers
- Crate cargo for shipment
- Operate saws
- Fabricate skids
- Fabricate pallets
- Design skids
- Design shipping containers

- Identify special packaging instructions (SPIs)
- Maintain power tools
- Package general freight for shipment
- Palletize surface freight for shipment
- Interpret SPIs

This job is made up of 53 percent AFRC and 47 percent AD. These members are mostly at the 5-skill level, with E-4s and E-5s representing the majority. These individuals average about 4 years in the career field and about 5 years in the service (Table 5).

VII. GOVERNMENT BILL OF LADING (GBL) JOB (ST143): The 17 members in this job represent one percent of the total survey sample. Members spend 81 percent of their time performing Duty C, Military Freight Activities (Table 4). Duty A, Personal Property Activities, is the other main duty where they spend their time. These airmen are preparing and maintaining documents within Military Freight Activities. The average number of tasks that these airmen perform is 25. The tasks that are performed in this job are:

- Prepare GBLs for freight
- Determine freight charges
- Prepare GBL correction notices for freight
- Maintain GBLs
- Trace surface cargo shipments
- Review GBLs
- Compute shipment transportation costs
- Verify shipment weights
- Prepare GBLs for personal property
- Verify shipment dimensions
- Prepare GBLs for personal property

Table 5 shows that all of the 17 members in this job are all AD and possess either a 3- or 5-skill level. This is the most inexperienced job identified, on average these members have spent only 2½ years in the career field and about 3 years in the service. The main paygrades within this job are E-1 through E-3.

VIII. NON-TEMPORARY STORAGE (NTS) JOB (ST206): This job is made up of 9 AD members (1 percent of the survey sample). The main duty that these individuals perform is Personal Property Activities (Table 4). They spend a large amount of time doing non-temporary storage (NTS) tasks. The primary work area of these individuals is personal property NTS and their primary job title is "NTS Clerk". This reflects that they are doing NTS activities within personal property. The average number of tasks performed is 10. Some examples of these tasks that are performed in this job are:

- Determine personal property movement entitlements for NTS, SIT or additional temporary storage
- Input or retrieve data using TOPS
- Process shipments for placement in NTS
- Maintain NTS and SIT
- Audit or certify NTS invoices
- Prepare cash collection vouchers or pay adjustment authorizations
- Prepare application for shipments
- Determine excess shipment costs
- Maintain basic ordering agreements
- Edit personalize property computer products
- Prepare service orders
- Counsel personnel on storage entitlements

The average time spent in the career field is nearly 6½ years with nearly 7 years in the service. These individuals are E-2s, E-4s, and E-5s with a 3- and 5- skill level (Table 5).

IX. TRAINING JOB (ST209): This job makes up 1 percent of the survey sample. Eighty-two percent of these individuals perform Training Activities (Table 4). For the most part, these individuals are instructors in the technical schools who evaluate and brief trainees. They also develop, evaluate, and determine training methods and materials. The average number of tasks that these airmen perform is 16. Examples of these tasks are:

- Evaluate progress of trainees
- Maintain training records or files
- Develop training programs, plans, or procedures
- Establish or maintain study reference files
- Personalize lesson plans
- Develop or procure training materials or aids
- Counsel trainees on training progress
- Inspect training materials or aids for operation or suitability
- Brief personnel concerning training
- Evaluate training methods or techniques of instructors
- Determine training requirements
- Administer or score tests

These 8 individuals are all AD members who have about 9½ years in the career field and 10½ years in the service. The majority of the members are E-5s and possess a 5-skill level (Table 5).

X. SURFACE CARGO JOB (ST221): The 6 members in this job make up less than 1 percent of the survey sample. The top duty that these members perform is Military Freight

Activities, spending 66 percent of their time on this duty (Table 4). These individuals perform tasks that relate to surface cargo shipments within military freight. The average number of tasks performed is 21. These tasks can be seen below:

- Load general cargo onto surface vehicle, other than during deployments
- Verify shipment destinations
- Verify shipment weights
- Verify shipment sizes
- Trace surface cargo shipments
- Verify shipment dimensions
- Segregate shipments for loading
- Load hazardous cargo onto surface vehicle, other than during deployments
- Unload general cargo from surface vehicle, other than during deployments
- Load or unload carrier equipment
- Verify shipments against manifests
- Trace air cargo shipments

These individuals are all AD who average 3 years in the military and 2½ years in the career field. The majority of these individuals are 3- and 5-skill levels and most of them are E-3 and E-4 (Table 5).

XI. SENIOR MANAGEMENT JOB (ST169): These members make up less than one percent of the survey sample. The major duties that these members perform are Management and Supervisory Activities along with Deployment Plans and Personal Property Activities (Table 4). The primary work areas are higher HQ staff and transportation staff. Common job titles are “MAJCOM Functional Manager”, “MAJCOM Functional Manager Assistants”, and “MAJCOM Staff NCO.” The average number of tasks that this cluster performs is 45. Representative tasks can be seen below:

- Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
- Write staff studies, surveys, or routine reports, other than training or inspection reports
- Review staff assistance visits results
- Review unit responses to staff assistance visit findings
- Interpret policies, directives, or procedures for subordinates
- Draft supplements or changes to directives, such as policy directives, instructions, or manuals
- Review budget requirements
- Evaluate inspection report findings or inspection procedures
- Review unit responses to inspection report findings
- Review inspector general (IG) inspection results
- Develop self-inspection or self-assessment program checklists
- Draft budget requirements

All of the 5 individuals in this job are AD. They average 17 years in the career field and nearly 20 years in the service. They are E-7s and E-8s, possessing either a 7- or 9-skill level (Table 5).

XII. DEPLOYMENT OPERATIONS JOB (ST191): These 5 members make up less than 1 percent of the survey sample. They perform an average of 70 tasks. Their top duties are Deployment Plans Activities and Deployment Operations Activities (Table 4). Analysis of these duties reveal that these individuals are performing deployment tasks, such as developing transportation deployment plans and procedures, and conducting training and mobility inspections. Some examples of these tasks are listed below:

- Conduct deployment training
- Determine personnel requirements for deployments
- Conduct unit mobility self-inspections
- Participate in exercise planning meetings
- Develop unit procedures for deployment or personnel
- Schedule personnel for deployment training
- Establish mobility workcenters during mobility exercises or deployments
- Inspect deployment bags or kits
- Develop transportation deployment plan inputs to base deployment plans
- Assign personnel to transportation deployment positions
- Develop transportation deployment procedures
- Schedule personnel for deployments

Table 5 reflects that these individuals are all 5-skill levels with members concentrated in grades E-4 through E-6. All of the individuals in this job are AD. They average a little over 10½ years in the career field while being in the military for nearly 11 years.

Comparison to Previous Study

On the whole table 6 lists the jobs and clusters identified in this OSR and compares them to the jobs and clusters of the 1996 OSR. The Mobility Readiness Trainer (MRT) job from the 1996 survey was not identified as a specific job within the current report. In addition the Container Fabrication Job, Surface Cargo Job, Senior Management Job and Deployment Operations Job identified in this report were not identified in the 1996 OSR. Therefore the differences affect a very small percentage of the survey respondents and have little effect on the career ladder structure.

TABLE 4

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	Freight	Personal	Suprvsry	Passenger	Quality	Container
	Mngmnt Cluster (ST47) (N=618)	Property Cluster (ST52) (N=287)	Job (ST156) (N=110)	Travel Job (ST166) (N=105)	Assrnc Job (ST155) (N=34)	Fabrication Job (ST188) (N=17)
A PERFORMING PERSONAL PROPERTY ACTIVITIES	1	79	5	5	81	1
B PERFORMING PASSENGER TRAVEL ACTIVITIES	2	4	1	77	*	0
C PERFORMING MILITARY FREIGHT ACTIVITIES	45	3	11	4	*	15
D PERFORMING PACKING AND CRATING ACTIVITIES	36	*	2	1	0	78
E PERFORMING BORDER CLEARANCE, CUSTOMS AND RELATED ACTIVITIES	*	*	*	*	1	0
F PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) ACTIVITIES	*	*	*	*	0	0
G PERFORMING DEPLOYMENT PLANS ACTIVITIES	2	*	8	1	1	1
H PERFORMING DEPLOYMENT OPERATIONS ACTIVITIES	3	*	3	1	0	2
I PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	5	7	47	5	10	0
J PERFORMING TRAINING ACTIVITIES	3	3	16	3	4	1
K PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	1	1	4	1	1	0
L PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	*	2	1	1	2

* less than 1 percent

TABLE 4 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	GBL Job (ST143) (N=17)	NTS Job (ST206) (N=9)	Training Job (ST209) (N=8)	Surface Cargo Job (ST221) (N=6)	Senior Mngmnt Job (ST169) (N=5)	Deploy Ops Job (ST191) (N=5)
A PERFORMING PERSONAL PROPERTY ACTIVITIES	11	94	0	3	10	0
B PERFORMING PASSENGER TRAVEL ACTIVITIES	0	1	0	0	6	0
C PERFORMING MILITARY FREIGHT ACTIVITIES	81	3	2	92	4	6
D PERFORMING PACKING AND CRATING ACTIVITIES	5	0	2	5	0	1
E PERFORMING BORDER CLEARANCE, CUSTOMS AND RELATED ACTIVITIES	0	0	0	0	0	0
F PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) ACTIVITIES	1	0	0	0	0	0
G PERFORMING DEPLOYMENT PLANS ACTIVITIES	0	0	1	0	22	48
H PERFORMING DEPLOYMENT OPERATIONS ACTIVITIES	0	0	1	0	2	20
I PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	0	0	6	0	50	12
J PERFORMING TRAINING ACTIVITIES	1	0	82	0	2	5
K PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	*	2	4	0	3	4
L PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	0	2	0	1	4

* less than 1 percent

TABLE 5

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	Freight Mgt Cluster (ST47) (N=618)	Personal Property Cluster (ST52) (N=287)	Suprvsry Job (ST156) (N=110)	Passenger Travel Job (ST166) (N=105)	Quality Assurance Job (ST155) (N=34)	Container Fabrication Job (ST188) (N=17)
PERCENT OF SAMPLE	46%	21%	8%	8%	3%	1%
PERCENT IN CONUS	81%	72%	65%	65%	65%	88%
DAFSC DISTRIBUTION:						
2T031	23%	42%	0	34%	21%	6%
2T051	51%	48%	26%	47%	70%	82%
2T071	26%	10%	66%	19%	6%	12%
2T091	0	0	8%	0	3%	0
COMPONENT STATUS:						
ACTIVE DUTY	54%	100%	91%	87%	100%	47%
AIR NATIONAL GUARD	35%	0	3%	13%	0	0
AIR FORCE RESERVE	11%	0	6%	0	0	53%
PAYGRADE DISTRIBUTION:						
E-1 - E-2	6%	7%	0	9%	3%	6%
E-3	13%	21%	0	17%	6%	0
E-4	25%	32%	1%	32%	47%	24%
E-5	26%	30%	20%	20%	38%	52%
E-6	21%	6%	33%	18%	3%	18%
E-7	9%	4%	36%	4%	3%	0
E-8 - E-9	0	0	10%	0	0	0
AVERAGE MONTHS IN CAREER FIELD *	73	76	180	69	83	70
AVERAGE MONTHS IN SERVICE *	79	82	199	81	93	76
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS) *	46%	44%	0%	43%	18%	13%
PERCENT SUPERVISING	44%	36%	97%	40%	44%	18%
AVERAGE NUMBER OF TASKS PERFORMED	125	42	72	58	26	34

*Active Duty Only

TABLE 5 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	GBL Job (ST143) (N=17)	NTS Job (ST206) (N=9)	Training Job (ST209) (N=8)	Surface Cargo Job (ST221) (N=6)	Senior Mngmnt Job (ST169) (N=5)	Deploy Ops Job (ST191) (N=5)
PERCENT OF SAMPLE	1%	1%	1%	<1	<1	<1
PERCENT IN CONUS	100%	100%	100%	67%	60%	80%
DAFSC DISTRIBUTION:						
2T031	76%	44%	13%	50%	0	0
2T051	24%	56%	75%	50%	0	100%
2T071	0	0	12%	0	80%	0
2T091	0	0	0	0	20%	0
COMPONENT STATUS:						
ACTIVE DUTY	100%	100%	87%	100%	100%	100%
AIR NATIONAL GUARD	0	0	0	0	0	0
AIR FORCE RESERVE	0	0	13%	0	0	0
PAYGRADE DISTRIBUTION:						
E-1 - E-2	35%	33%	0	0	0	0
E-3	41%	0	0	50%	0	0
E-4	18%	23%	25%	50%	0	20%
E-5	6%	44%	62%	0	0	60%
E-6	0	0	13%	0	0	20%
E-7	0	0	0	0	60%	0
E-8	0	0	0	0	40%	0
AVERAGE MONTHS IN CAREER FIELD *	30	78	116	29	204	128
AVERAGE MONTHS IN SERVICE *	35	79	126	37	239	129
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS) *	83%	55%	0	67%	0	0
PERCENT SUPERVISING	6%	0	37%	0	60%	0
AVERAGE NUMBER OF TASKS PERFORMED	25	10	16	21	45	70

* Active Duty Only

TABLE 6

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1996 SURVEY

CURRENT SURVEY (N=1,357)	1996 SURVEY (N=1,561)
Freight Management Cluster	Traffic Management Cluster Packing and Crating Cluster Outbound Surface Freight Cluster Inbound Freight Cluster
Personal Property Cluster	Outbound Personal Property Cluster Inbound Personal Property Cluster
Supervisory Job	Supervisory Cluster
Passenger Travel Job	Passenger Clerk
Quality Assurance Job	Quality Control Cluster
Container Fabrication Job	<i>No Similar Job Identified</i>
GBL Job	Outbound Freight Traffic Clerk
Non-Temporary Storage Job	Non-Temporary Storage Clerk
Training Job	Instructor
Surface Cargo Job	<i>No Similar Job Identified</i>
Senior Management Job	<i>No Similar Job Identified</i>
Deployment Operations Job	<i>No Similar Job Identified</i>
<i>No Similar Job Identified</i>	Mobility Readiness Trainer (MRT)

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 is displayed in Tables 7-10, while Tables 11-14 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, ANG, and AFRC personnel. A somewhat typical pattern of progression is noted within the AFSC 2T0X1 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks. As incumbents move up to the 7-skill level, they begin to perform supervisory tasks, but still spend time performing the technical tasks of the career ladder.

Skill-Level Descriptions

DAFSC 2T031: Representing 27 percent of the survey sample, these 368 airmen perform an average of 45 tasks. These AD members are primarily performing in the Freight Management Cluster (39 percent) and the Personal Property Cluster (32 percent). A smaller group of these entry-level personnel (10 percent) are found in the Passenger Travel Job (Table 7).

Table 11 reflects the percent time spent on duties by DAFSC 2T031 personnel. As shown, their time is concentrated on Personal Property Activities, Duty A, and Military Freight Activities, Duty C. Representative tasks performed by these members are listed in Table 15.

DAFSC 2T051: The 660 members of this group account for 49 percent of the survey sample. Forty-eight percent work in the Freight Management Cluster, while 21 percent are in the Personal Property Cluster (Table 8). This table also reflects the differences in the job distribution of AD, ANG and AFRC forces. AD members are mainly working in the Freight Management Cluster and Personal Property Cluster, with a small percentage working in the Passenger Travel Job. The ANG has the highest percent performing in the Freight Management Cluster at 93 percent. The AFRC employs 75 percent of their 5-skill level personnel in the Freight Management Cluster and 10 percent in the Container Fabrication Job.

Table 12 provides a comparison of the relative time spent on duties for the AD, ANG, AFRC forces at the 5-skill level. When viewed as a total group (AD, ANG, AFRC), the 5-skill levels perform three top duties: Military Freight Activities, Packing and Crating Activities, and Personal Property Activities. This table also reflects that AD members devote time to four different duties: Personal Property Activities, Military Freight Activities, Packing and Crating

Activities, and Passenger Travel Activities. Their ANG and AFRC counterparts spend more time performing Packing and Crating Activities and Military Freight Activities.

Tables 16-19 list representative tasks performed by these DAFSC 2T051 personnel. Table 20 reflects those tasks which best differentiate AD 3-skill levels from 5-skill levels. As might be expected, this table shows 5-skill levels perform more supervisory and training tasks than 3-skill levels.

Table 21 shows the tasks, which best differentiate between AD 5-skill levels and their ANG 5-skill level counterparts. This table clearly shows AD forces performing more supervisory and training tasks than the ANG. The ANG are more focused on the technical tasks of Military Freight Activities than the AD.

Table 22 compares the tasks that differentiate AD and AFRC 5-skill levels. The differences reflected in this table are heavily weighted toward the personal property tasks performed by AD members, compared to AFRC 5-skill levels who are much more focused on Packing and Crating Activities.

Table 23 compares the 5-skill levels of the Reserve Forces. This table shows more ANG members performing Military Freight Activities and Passenger Travel Activities than their AFRC counterparts.

DAFSC 2T071: These 317 members perform an average of 133 tasks and represent 23 percent of the survey sample. Table 9 shows the highest percentage of members is in the Freight Management Cluster, with the second highest percentage performing in the Supervisory Job (predominantly AD). It also reflects that the ANG and AFRC focus much more on the Freight Management Cluster than their AD counterparts. AD members have more individuals performing in the Supervisory Job than any other job or cluster.

Table 13 reflects the percent time spent on duties by DAFSC 2T071 members. The main point of this table is the large amount of time spent by ANG and AFRC members performing the tasks of Duty C, Military Freight Activities, and Duty D, Packing and Crating Activities. Some differences between ANG and AFRC are that ANG members perform more in Passenger Travel Activities than AFRC members, who perform more in the Management and Supervisory Activities and Training Activities. At the same time, the AD is more heavily involved in the Management and Supervisory Activities of Duty I, and the Personal Property Activities of Duty A than the Reserve Forces. This table clearly shows a much higher involvement of the Reserve Forces in Military Freight Activities and Packing and Crating Activities than AD 7-skill levels.

Representative tasks performed by 7-skill level members are reflected in Tables 24-27. Table 28 reflects tasks which best differentiate between AD 5- and 7-skill levels. This table clearly shows that the 7-skill level members performing the Management and Supervisory Activities and Training tasks at a much higher level. Table 29 compares the ANG 5- and 7-skill levels. This table reveals that the 7-skill levels perform a variety of tasks such as deployment tasks, packing and crating tasks, and military freight tasks at a much higher percentage than the

5-skill levels. In Table 30, it shows that 7-skill level AFRC members are performing a greater amount of supervisory and training tasks than 5-skill level members.

Table 31 presents tasks that best differentiate between AD 7-skill level members and ANG 7-skill level members. The table reveals the AD members are performing more personal property tasks and supervisory tasks than the ANG, but the ANG are performing more deployment, mobility, and passenger travel tasks. Table 32 shows the difference between the 7-skill level AD and AFRC members. The AD individuals are spending more time in supervisory tasks, while AFRC is more involved in surface cargo and freight activities than AD.

Table 33 compares the ANG and AFRC 7-skill levels. The ANG are spending more time performing passenger travel tasks and freight tasks than AFRC. At the same time AFRC have a higher percentage of people doing supervisory tasks.

DAFSC 2T091: The 11 members within the 9-skill level make up one percent of the survey sample. Table 10 shows that 73 percent of AD personnel are performing in the Supervisory Job. Table 14 reflects the AD performing the majority of their time in four different duty areas: Management and Supervisory Activities, Deployment Plans Activities, Personal Property Activities and Training Activities.

Table 34 lists representative tasks performed by AD DAFSC 2T091 personnel. Table 35 reflects those tasks that differentiate AD 7-skill levels from AD 9-skill levels. As shown 7-skill levels perform some freight tasks that 9-skill levels do not perform. The table also shows that the 9-skill levels are spending more time doing supervisory and deployment tasks.

Summary

Progression in the Traffic Management career ladder follows a typical pattern of highly technical job focus at the lower skill levels, with a broadening into supervision and management at the 7- and 9-skill level. AD members at the 7-skill level begin to shift to supervisory jobs, the ANG and AFRC members at the 5- and 7-skill levels spend a higher percentage of their time performing technical tasks versus supervisory tasks. In the 9-skill level, the main duty and job is supervisory.

TABLE 7

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

<u>SPECIALTY JOBS</u>	ACTIVE 2T031 (N=368)
I FREIGHT MANAGEMENT CLUSTER	39
II PERSONAL PROPERTY CLUSTER	32
III SUPERVISORY JOB	0
IV PASSENGER TRAVEL JOB	10
V QUALITY ASSURANCE JOB	2
VI CONTAINER FABRICATION JOB	*
VII GBL JOB	4
VIII NON-TEMPORARY STORAGE JOB	1
IX TRAINING JOB	*
X SURFACE CARGO JOB	1
XI SENIOR MANAGEMENT JOB	0
XII DEPLOYMENT OPERATIONS JOB	0
XIII NOT GROUPED	10

* less than 1 percent

TABLE 8

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

SPECIALTY JOBS	TOTAL 2T051 (N=660)		ACTIVE 2T051 (N=473)		ANG 2T051 (N=120)		AFRC 2T051 (N=67)	
I FREIGHT MANAGEMENT CLUSTER	48	33	93	75				
II PERSONAL PROPERTY CLUSTER	21	29	1	2				
III SUPERVISORY JOB	4	6	0	3				
IV PASSENGER TRAVEL JOB	7	10	1	0				
V QUALITY ASSURANCE JOB	4	5	0	0				
VI CONTAINER FABRICATION JOB	2	2	0	10				
VII GBL JOB	1	1	0	0				
VIII NON-TEMPORARY STORAGE JOB	1	1	0	0				
IX TRAINING JOB	1	1	0	2				
X SURFACE CARGO JOB	1	1	0	0				
XI SENIOR MANAGEMENT JOB	0	0	0	0				
XII DEPLOYMENT OPERATIONS JOB	1	1	0	0				
XIII NOT GROUPED	9	10	5	8				

TABLE 9

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

SPECIALTY JOBS	TOTAL	ACTIVE	ANG	AFRC
	2T071 (N=317)	2T071 (N=165)	2T071 (N=122)	2T071 (N=30)
I FREIGHT MANAGEMENT CLUSTER	50	21	84	70
II PERSONAL PROPERTY CLUSTER	10	18	0	0
III SUPERVISORY JOB	23	40	3	13
IV PASSENGER TRAVEL JOB	6	4	11	0
V QUALITY ASSURANCE JOB	1	1	0	0
VI CONTAINER FABRICATION JOB	1	0	0	7
VII GBL JOB	0	0	0	0
VIII NON-TEMPORARY STORAGE JOB	0	0	0	0
IX TRAINING JOB	0	1	0	0
X SURFACE CARGO JOB	0	0	0	0
XI SENIOR MANAGEMENT JOB	1	2	0	0
XII DEPLOYMENT OPERATIONS JOB	0	0	0	0
XIII NOT GROUPED	8	13	2	10

TABLE 10

DISTRIBUTION OF 9-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	TOTAL	ACTIVE
	2T091 (N=12)	2T091 (N=11)
I FREIGHT MANAGEMENT CLUSTER	0	0
II PERSONAL PROPERTY CLUSTER	8	9
III SUPERVISORY JOB	75	73
IV PASSENGER TRAVEL JOB	0	0
V QUALITY ASSURANCE JOB	8	9
VI CONTAINER FABRICATION JOB	0	0
VII GBL JOB	0	0
VIII NON-TEMPORARY STORAGE JOB	0	0
IX TRAINING JOB	0	0
X SURFACE CARGO JOB	0	0
XI SENIOR MANAGEMENT JOB	8	9
XII DEPLOYMENT OPERATIONS JOB	0	0
XIII NOT GROUPED	1	0

TABLE 11

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

DUTIES	ACTIVE 2T031 (N=368)
A PERFORMING PERSONAL PROPERTY ACTIVITIES	36
B PERFORMING PASSENGER TRAVEL ACTIVITIES	11
C PERFORMING MILITARY FREIGHT ACTIVITIES	31
D PERFORMING PACKING AND CRATING ACTIVITIES	18
E PERFORMING BORDER CLEARANCE, CUSTOMS AND RELATED ACTIVITIES	1
F PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) ACTIVITIES	1
G PERFORMING DEPLOYMENT PLANS ACTIVITIES	0
H PERFORMING DEPLOYMENT OPERATIONS ACTIVITIES	1
I PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	0
J PERFORMING TRAINING ACTIVITIES	1
K PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	0
L PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	0

* less than 1 percent

TABLE 12

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

DUTIES	TOTAL	ACTIVE	ANG	AFRC
	2T051 (N=660)	2T051 (N=473)	2T051 (N=120)	2T051 (N=67)
A PERFORMING PERSONAL PROPERTY ACTIVITIES	22	30	2	4
B PERFORMING PASSENGER TRAVEL ACTIVITIES	8	10	6	1
C PERFORMING MILITARY FREIGHT ACTIVITIES	29	25	44	30
D PERFORMING PACKING AND CRATING ACTIVITIES	22	14	39	50
E PERFORMING BORDER CLEARANCE, CUSTOMS AND RELATED ACTIVITIES	1	1	0	*
F PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) ACTIVITIES	1	1	1	*
G PERFORMING DEPLOYMENT PLANS ACTIVITIES	1	1	1	1
H PERFORMING DEPLOYMENT OPERATIONS ACTIVITIES	2	1	3	4
I PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	7	9	1	4
J PERFORMING TRAINING ACTIVITIES	5	6	1	4
K PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	1	1	1	0
L PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	1	1

* less than 1 percent

TABLE 13

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

DUTIES	TOTAL	ACTIVE	ANG	AFRC
	2T071 (N=317)	2T071 (N=165)	2T071 (N=122)	2T071 (N=30)
A PERFORMING PERSONAL PROPERTY ACTIVITIES	8	13	1	2
B PERFORMING PASSENGER TRAVEL ACTIVITIES	8	6	12	1
C PERFORMING MILITARY FREIGHT ACTIVITIES	23	13	35	26
D PERFORMING PACKING AND CRATING ACTIVITIES	15	5	25	30
E PERFORMING BORDER CLEARANCE, CUSTOMS AND RELATED ACTIVITIES	0	1	0	1
F PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) ACTIVITIES	1	1	0	*
G PERFORMING DEPLOYMENT PLANS ACTIVITIES	5	7	5	2
H PERFORMING DEPLOYMENT OPERATIONS ACTIVITIES	4	2	5	4
I PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	23	35	9	18
J PERFORMING TRAINING ACTIVITIES	9	11	5	13
K PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	3	4	2	2
L PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	2	1	1

* less than 1 percent

TABLE 14

RELATIVE PERCENT TIME SPENT ON DUTIES BY 9-SKILL LEVEL DAFSC GROUPS

<u>DUTIES</u>	ACTIVE 2T091 (N=11)
A PERFORMING PERSONAL PROPERTY ACTIVITIES	11
B PERFORMING PASSENGER TRAVEL ACTIVITIES	3
C PERFORMING MILITARY FREIGHT ACTIVITIES	3
D PERFORMING PACKING AND CRATING ACTIVITIES	0
E PERFORMING BORDER CLEARANCE, CUSTOMS AND RELATED ACTIVITIES	0
F PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) ACTIVITIES	1
G PERFORMING DEPLOYMENT PLANS ACTIVITIES	16
H PERFORMING DEPLOYMENT OPERATIONS ACTIVITIES	3
I PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	46
J PERFORMING TRAINING ACTIVITIES	11
K PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	5
L PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1

* less than 1 percent

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY AD 2T031 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=368)
C0309	Verify shipment weights	38
C0308	Verify shipment sizes	36
C0307	Verify shipment dimensions	35
A0035	Input or retrieve data using transportation personal property standard system (TOPS)	31
D0369	Prepare military shipment labels	31
D0314	Attach cargo packing lists	31
D0357	Package general freight for shipment	30
D0361	Package small parcels for shipment	30
D0381	Sign for shipments received	29
C0152	Consolidate shipments	28
C0187	Frustrate improper shipments	28
C0298	Trace surface cargo shipments	27
C0173	Determine modes for transporting shipments	27
D0343	Label shipments, other than classified, hazardous, or special shipments	27
D0378	Select shipments for consolidation	27
D0322	Crate cargo for shipment	27
D0382	Strap cargo to pallets	27
D0372	Reject improper shipments	27
C0231	Perform blocking and bracing activities for carrier equipment	27
A0025	Determine personal property movement entitlements for household goods	25
A0031	Determine personal property movement entitlements for unaccompanied baggage	25
C0193	Input or retrieve data using cargo movement operational system (CMOS)	25
C0134	Annotate actual weights on shipping documents	25
C0230	Perform as spotter during loading or unloading operations	25
D0353	Package classified materials for shipment	25
D0365	Place protective wraps around items	25
A0030	Determine personal property movement entitlements for NTS, storage-in-transit (SIT), or additional temporary storage	24
D0384	Verify movement priorities	24
D0341	Label classified shipments	24
D0355	Package electrostatic sensitive discharge (ESD) items for shipment	24
C0177	Determine transportation priorities	23
D0379	Select shipments for palletizing	23
D0380	Select types of containers for packing items	23
D0338	Identify special packaging instructions (SPIs)	23
C0296	Select items for consolidation	23
D0363	Palletize surface freight for shipment	23
A0029	Determine personal property movement entitlements for professional books, papers, or equipment	22
A0016	Determine authority for shipments	22
C0218	Maintain GBLs	22
C0297	Trace air cargo shipments	22

*Average Number of Tasks Performed - 45

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY TOTAL 2T051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=660)
D0361	Package small parcels for shipment	42
D0357	Package general freight for shipment	41
D0314	Attach cargo packing lists	41
C0309	Verify shipment weights	41
C0308	Verify shipment sizes	39
D0369	Prepare military shipment labels	38
D0322	Crate cargo for shipment	38
D0343	Label shipments, other than classified, hazardous, or special shipments	38
C0307	Verify shipment dimensions	38
J0616	Conduct on-the-job training (OJT)	37
D0352	Operate saws	37
D0382	Strap cargo to pallets	37
C0152	Consolidate shipments	37
D0363	Palletize surface freight for shipment	36
C0173	Determine modes for transporting shipments	36
D0378	Select shipments for consolidation	35
D0365	Place protective wraps around items	34
D0339	Inspect items for packaging	33
D0384	Verify movement priorities	33
D0380	Select types of containers for packing items	32
D0342	Label hazardous shipments	32
C0177	Determine transportation priorities	32
C0296	Select items for consolidation	32
D0379	Select shipments for palletizing	32
C0230	Perform as spotter during loading or unloading operations	32
C0231	Perform blocking and bracing activities for carrier equipment	32
D0381	Sign for shipments received	31
C0134	Annotate actual weights on shipping documents	31
C0206	Load general cargo onto surface vehicles, other than during deployments	31
D0338	Identify special packaging instructions (SPIs)	31
C0195	Inspect cargo for proper stability	31
C0194	Inspect cargo for proper restraint	31
C0193	Input or retrieve data using cargo movement operational system (CMOS)	30
J0611	Counsel trainees on training progress	30
D0359	Package hazardous materials for shipment	30
D0353	Package classified materials for shipment	30
D0377	Segregate items for packaging	30
D0355	Package electrostatic sensitive discharge (ESD) items for shipment	30
D0341	Label classified shipments	30
J0626	Maintain training records or files	29
C0298	Trace surface cargo shipments	29
D0383	Strap containers for shipment or storage	29
D0340	Interpret SPIs	29
C0196	Inspect cargo for suspected damage	29

* Average Number of Tasks Performed - 75

TABLE 17

REPRESENTATIVE TASKS PERFORMED BY AD 2T051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=473)
J0616	Conduct on-the-job training (OJT)	41
A0035	Input or retrieve data using transportation personal property standard system (TOPS)	36
J0611	Counsel trainees on training progress	36
I0576	Counsel subordinates concerning personal matters	35
J0623	Evaluate progress of trainees	33
J0626	Maintain training records or files	33
J0613	Brief personnel concerning training	33
I0577	Determine or establish work assignments or priorities	32
I0597	Inspect personnel for compliance with military standards	32
I0608	Write or indorse military performance reports	30
I0598	Interpret policies, directives, or procedures for subordinates	30
I0574	Conduct supervisory performance feedback sessions	30
I0591	Evaluate personnel for compliance with performance standards	30
I0609	Write recommendations for awards or decorations	30
J0617	Determine training requirements	29
C0309	Verify shipment weights	29
A0030	Determine personal property movement entitlements for NTS, storage-in-transit (SIT), or additional temporary storage	27
C0298	Trace surface cargo shipments	27
I0587	Establish performance standards for subordinates	27
C0308	Verify shipment sizes	27
C0173	Determine modes for transporting shipments	27
C0307	Verify shipment dimensions	27
I0581	Develop or establish work methods or procedures	27
C0152	Consolidate shipments	26
I0592	Evaluate personnel for promotion, demotion, reclassification, or special awards	26
D0384	Verify movement priorities	26
I0575	Conduct supervisory orientations for newly assigned personnel	26
C0230	Perform as spotter during loading or unloading operations	26
C0231	Perform blocking and bracing activities for carrier equipment	26
A0025	Determine personal property movement entitlements for household goods	25
D0322	Crate cargo for shipment	25
C0206	Load general cargo onto surface vehicles, other than during deployments	25
D0369	Prepare military shipment labels	25
D0314	Attach cargo packing lists	25
C0232	Perform MHE operations	25
D0382	Strap cargo to pallets	25
C0177	Determine transportation priorities	25
D0361	Package small parcels for shipment	25
D0343	Label shipments, other than classified, hazardous, or special shipments	25
A0031	Determine personal property movement entitlements for unaccompanied baggage	24
A0029	Determine personal property movement entitlements for professional books, papers, or equipment	24

* Average Number of Tasks Performed - 67

TABLE 18

REPRESENTATIVE TASKS PERFORMED BY ANG 2T051 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=120)	
D0361	Package small parcels for shipment	93
D0357	Package general freight for shipment	85
D0314	Attach cargo packing lists	85
D0369	Prepare military shipment labels	83
D0378	Select shipments for consolidation	78
C0173	Determine modes for transporting shipments	76
C0152	Consolidate shipments	75
D0322	Crate cargo for shipment	74
D0343	Label shipments, other than classified, hazardous, or special shipments	73
C0309	Verify shipment weights	73
D0365	Place protective wraps around items	73
D0352	Operate saws	73
D0363	Palletize surface freight for shipment	72
C0308	Verify shipment sizes	71
C0296	Select items for consolidation	71
C0307	Verify shipment dimensions	70
D0380	Select types of containers for packing items	69
D0382	Strap cargo to pallets	68
D0379	Select shipments for palletizing	64
C0134	Annotate actual weights on shipping documents	63
D0339	Inspect items for packaging	63
C0177	Determine transportation priorities	63
D0342	Label hazardous shipments	63
D0384	Verify movement priorities	62
C0193	Input or retrieve data using cargo movement operational system (CMOS)	60
D0359	Package hazardous materials for shipment	60
D0355	Package electrostatic sensitive discharge (ESD) items for shipment	59
D0377	Segregate items for packaging	59
D0381	Sign for shipments received	58
D0338	Identify special packaging instructions (SPIs)	58
C0195	Inspect cargo for proper stability	58
D0383	Strap containers for shipment or storage	58
C0245	Prepare GBLs for freight	56
D0371	Prepare shipping tags	56
D0353	Package classified materials for shipment	56
C0206	Load general cargo onto surface vehicles, other than during deployments	54
C0196	Inspect cargo for suspected damage	54
C0194	Inspect cargo for proper restraint	54
D0347	Maintain power tools	54
D0341	Label classified shipments	53
C0230	Perform as spotter during loading or unloading operations	53
D0346	Maintain handtools	53
C0295	Select commercial carriers for shipment movement	51

* Average Number of Tasks Performed - 108

TABLE 19

REPRESENTATIVE TASKS PERFORMED BY AFRC 2T051 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=67)	
D0357	Package general freight for shipment	79
D0361	Package small parcels for shipment	73
D0352	Operate saws	72
D0314	Attach cargo packing lists	69
D0343	Label shipments, other than classified, hazardous, or special shipments	67
D0322	Crate cargo for shipment	67
D0363	Palletize surface freight for shipment	66
D0382	Strap cargo to pallets	64
D0365	Place protective wraps around items	63
D0339	Inspect items for packaging	61
D0380	Select types of containers for packing items	61
C0309	Verify shipment weights	61
C0308	Verify shipment sizes	61
C0307	Verify shipment dimensions	60
D0364	Perform heat sealing to preserve items	57
D0338	Identify special packaging instructions (SPIs)	57
D0379	Select shipments for palletizing	57
D0369	Prepare military shipment labels	54
D0383	Strap containers for shipment or storage	54
D0355	Package electrostatic sensitive discharge (ESD) items for shipment	54
D0378	Select shipments for consolidation	52
D0340	Interpret SPIs	52
D0377	Segregate items for packaging	51
D0342	Label hazardous shipments	51
D0358	Package general freight for storage	49
D0341	Label classified shipments	49
D0334	Fabricate shipping containers	48
D0319	Consolidate shipments into specified units	48
D0353	Package classified materials for shipment	46
D0332	Fabricate pallets	46
C0231	Perform blocking and bracing activities for carrier equipment	45
D0335	Fabricate skids	43
C0152	Consolidate shipments	43
D0318	Consolidate line items into specified units	42
D0376	Restore reuseable containers	42
D0359	Package hazardous materials for shipment	42
C0195	Inspect cargo for proper stability	40
C0194	Inspect cargo for proper restraint	40
D0328	Design skids	39
D0362	Package small parcels for storage	39
C0230	Perform as spotter during loading or unloading operations	39
D0347	Maintain power tools	37
D0346	Maintain handtools	37
C0134	Annotate actual weights on shipping documents	37

* Average Number of Tasks Performed - 75

TABLE 20

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSCs 2T031 AND 2T051 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DAFSC 2T031 (N=368)		ACTIVE DAFSC 2T051 (N=473)		DIFF
I0576					
	Counsel subordinates concerning personal matters	2	35	-33	
J0611	Counsel trainees on training progress	3	36	-32	
J0626	Maintain training records or files	2	33	-31	
J0613	Brief personnel concerning training	2	33	-31	
J0623	Evaluate progress of trainees	2	33	-31	
J0616	Conduct on-the-job training (OJT)	12	41	-30	
I0577	Determine or establish work assignments or priorities	2	32	-30	
I0597	Inspect personnel for compliance with military standards	2	32	-30	
I0574	Conduct supervisory performance feedback sessions	1	30	-29	
I0609	Write recommendations for awards or decorations	1	30	-29	
I0608	Write or indorse military performance reports	1	30	-29	
I0598	Interpret policies, directives, or procedures for subordinates	1	30	-29	
J0617	Determine training requirements	1	29	-28	
I0591	Evaluate personnel for compliance with performance standards	1	30	-28	
I0587	Establish performance standards for subordinates	*	27	-27	
I0592	Evaluate personnel for promotion, demotion, reclassification, or special awards	1	26	-26	
I0596	Initiate actions required due to substandard performance of personnel	*	24	-24	
I0575	Conduct supervisory orientations for newly assigned personnel	1	26	-24	
I0581	Develop or establish work methods or procedures	4	27	-23	
I0573	Conduct self-inspections or self-assessments	2	23	-22	

TABLE 23

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ANG AND AFRC DAFSC 2T051 PERSONNEL
 (PERCENT MEMBERS PERFORMING)

TASKS	ANG DAFSC 2T051 (N=120)	AFRC DAFSC 2T051 (N=67)	DIFF
C0173 Determine modes for transporting shipments	76	27	49
C0298 Trace surface cargo shipments	48	10	37
B0091 Confirm passenger reservations	38	1	37
C0245 Prepare GBLs for freight	56	19	36
C0295 Select commercial carriers for shipment movement	51	15	36
C0177 Determine transportation priorities	63	27	36
C0296 Select items for consolidation	71	36	35
B0086 Brief passengers on flight itineraries	36	1	34
C0152 Consolidate shipments	75	43	32
C0297 Trace air cargo shipments	42	10	31
B0130 Review passenger travel orders	38	7	31
B0114 Prepare travel itineraries	35	4	31
D0384 Verify movement priorities	62	31	30
B0109 Prepare GTRs	34	4	30
D0369 Prepare military shipment labels	83	54	30
B0096 Determine costs of commercial air transportation	40	10	30
C0255 Prepare reports of shipment (REPSHIPS)	37	7	29
C0170 Determine freight charges	48	19	29
C0193 Input or retrieve data using cargo movement operational system (CMOS)	60	31	29
C0292 Segregate shipments for loading	46	18	28
C0206 Load general cargo onto surface vehicles, other than during deployments	54	27	27
C0218 Maintain GBLs	47	19	27
C0134 Annotate actual weights on shipping documents	63	37	26
D0371 Prepare shipping tags	56	30	26

TABLE 24

REPRESENTATIVE TASKS PERFORMED BY TOTAL 2T071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=317)	
J0613	Brief personnel concerning training	70
J0611	Counsel trainees on training progress	68
J0616	Conduct on-the-job training (OJT)	68
J0623	Evaluate progress of trainees	66
J0626	Maintain training records or files	66
I0577	Determine or establish work assignments or priorities	64
J0617	Determine training requirements	64
I0598	Interpret policies, directives, or procedures for subordinates	63
I0576	Counsel subordinates concerning personal matters	63
I0591	Evaluate personnel for compliance with performance standards	62
I0597	Inspect personnel for compliance with military standards	62
I0609	Write recommendations for awards or decorations	62
I0573	Conduct self-inspections or self-assessments	62
I0592	Evaluate personnel for promotion, demotion, reclassification, or special awards	59
I0575	Conduct supervisory orientations for newly assigned personnel	59
I0574	Conduct supervisory performance feedback sessions	58
I0581	Develop or establish work methods or procedures	58
I0571	Assign personnel to work areas or duty positions	57
I0608	Write or indorse military performance reports	55
I0587	Establish performance standards for subordinates	55
I0582	Develop or establish work schedules	54
I0594	Implement safety or security programs	52
I0604	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	50
D0357	Package general freight for shipment	50
D0361	Package small parcels for shipment	50
C0173	Determine modes for transporting shipments	50
I0596	Initiate actions required due to substandard performance of personnel	48
I0590	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	48
D0314	Attach cargo packing lists	48
I0610	Write replies to inspection reports	46
C0152	Consolidate shipments	46
D0369	Prepare military shipment labels	46
C0309	Verify shipment weights	46
J0619	Develop training programs, plans, or procedures	45
D0380	Select types of containers for packing items	45
D0352	Operate saws	45
D0382	Strap cargo to pallets	45
D0365	Place protective wraps around items	45
I0580	Develop self-inspection or self-assessment program checklists	44
I0572	Assign sponsors for newly assigned personnel	44
D0322	Crate cargo for shipment	44
D0363	Palletize surface freight for shipment	44
D0378	Select shipments for consolidation	44

* Average Number of Tasks Performed - 133

TABLE 25

REPRESENTATIVE TASKS PERFORMED BY AD 2T071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=165)	
I0609	Write recommendations for awards or decorations	76
I0608	Write or indorse military performance reports	75
I0598	Interpret policies, directives, or procedures for subordinates	73
I0591	Evaluate personnel for compliance with performance standards	73
J0613	Brief personnel concerning training	73
I0576	Counsel subordinates concerning personal matters	72
I0597	Inspect personnel for compliance with military standards	71
J0611	Counsel trainees on training progress	71
I0574	Conduct supervisory performance feedback sessions	71
I0577	Determine or establish work assignments or priorities	70
I0592	Evaluate personnel for promotion, demotion, reclassification, or special awards	68
I0587	Establish performance standards for subordinates	67
J0617	Determine training requirements	67
J0623	Evaluate progress of trainees	67
I0575	Conduct supervisory orientations for newly assigned personnel	67
J0626	Maintain training records or files	65
I0573	Conduct self-inspections or self-assessments	64
I0581	Develop or establish work methods or procedures	63
I0604	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	63
J0616	Conduct on-the-job training (OJT)	62
I0582	Develop or establish work schedules	62
I0571	Assign personnel to work areas or duty positions	61
I0610	Write replies to inspection reports	58
I0596	Initiate actions required due to substandard performance of personnel	58
I0572	Assign sponsors for newly assigned personnel	57
I0594	Implement safety or security programs	52
I0589	Evaluate inspection report findings or inspection procedures	51
I0590	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	51
I0603	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	49
I0580	Develop self-inspection or self-assessment program checklists	48
I0601	Review budget requirements	47
J0619	Develop training programs, plans, or procedures	47
I0595	Initiate personnel action requests	47
I0605	Write job or position descriptions	47
I0599	Investigate accidents or incidents	47
K0638	Initiate or maintain standby rosters or workcenter pyramid recall rosters	45
I0578	Develop organizational or functional charts	45
I0607	Write or indorse civilian performance appraisals	44

*Average Number of Tasks Performed - 90

TABLE 26

REPRESENTATIVE TASKS PERFORMED BY ANG 2T071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=122)
D0361	Package small parcels for shipment	89
D0357	Package general freight for shipment	85
C0173	Determine modes for transporting shipments	85
D0314	Attach cargo packing lists	85
C0152	Consolidate shipments	82
D0363	Palletize surface freight for shipment	81
D0382	Strap cargo to pallets	81
D0380	Select types of containers for packing items	80
D0378	Select shipments for consolidation	80
D0369	Prepare military shipment labels	80
D0343	Label shipments, other than classified, hazardous, or special shipments	80
D0322	Crate cargo for shipment	78
J0616	Conduct on-the-job training (OJT)	77
C0309	Verify shipment weights	77
D0365	Place protective wraps around items	77
D0359	Package hazardous materials for shipment	77
D0342	Label hazardous shipments	76
D0381	Sign for shipments received	75
D0384	Verify movement priorities	75
C0177	Determine transportation priorities	75
C0134	Annotate actual weights on shipping documents	75
D0352	Operate saws	75
C0206	Load general cargo onto surface vehicles, other than during deployments	75
C0296	Select items for consolidation	75
C0308	Verify shipment sizes	75
D0316	Certify hazardous air cargo shipments	75
D0353	Package classified materials for shipment	74
C0307	Verify shipment dimensions	74
D0317	Certify hazardous surface cargo shipments	74
C0193	Input or retrieve data using cargo movement operational system (CMOS)	73
D0339	Inspect items for packaging	72
D0379	Select shipments for palletizing	72
C0231	Perform blocking and bracing activities for carrier equipment	72
D0355	Package electrostatic sensitive discharge (ESD) items for shipment	70
C0245	Prepare GBLs for freight	70
C0218	Maintain GBLs	70
C0196	Inspect cargo for suspected damage	70
C0194	Inspect cargo for proper restraint	70
B0096	Determine costs of commercial air transportation	69
C0282	Review GBLs	69
C0230	Perform as spotter during loading or unloading operations	69
D0383	Strap containers for shipment or storage	68
D0366	Prepare documents for hand-to-hand receipt of sensitive or classified materials, such as traffic transfer receipts	68

* Average Number of Tasks Performed - 196

TABLE 27

REPRESENTATIVE TASKS PERFORMED BY AFRC 2T071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=30)	
D0357	Package general freight for shipment	87
D0361	Package small parcels for shipment	83
J0623	Evaluate progress of trainees	80
J0611	Counsel trainees on training progress	80
J0626	Maintain training records or files	77
D0365	Place protective wraps around items	77
J0613	Brief personnel concerning training	73
J0616	Conduct on-the-job training (OJT)	67
I0574	Conduct supervisory performance feedback sessions	67
J0617	Determine training requirements	67
D0314	Attach cargo packing lists	67
I0597	Inspect personnel for compliance with military standards	67
D0352	Operate saws	67
D0339	Inspect items for packaging	67
I0576	Counsel subordinates concerning personal matters	63
D0322	Crate cargo for shipment	63
D0380	Select types of containers for packing items	63
I0598	Interpret policies, directives, or procedures for subordinates	63
I0573	Conduct self-inspections or self-assessments	63
D0363	Palletize surface freight for shipment	63
D0338	Identify special packaging instructions (SPIs)	63
D0340	Interpret SPIs	63
D0343	Label shipments, other than classified, hazardous, or special shipments	63
I0575	Conduct supervisory orientations for newly assigned personnel	60
I0571	Assign personnel to work areas or duty positions	60
C0309	Verify shipment weights	60
D0378	Select shipments for consolidation	60
D0369	Prepare military shipment labels	60
I0591	Evaluate personnel for compliance with performance standards	60
D0382	Strap cargo to pallets	60
C0308	Verify shipment sizes	60
C0307	Verify shipment dimensions	60
D0342	Label hazardous shipments	60
D0334	Fabricate shipping containers	57
I0609	Write recommendations for awards or decorations	57
D0384	Verify movement priorities	57
I0592	Evaluate personnel for promotion, demotion, reclassification, or special awards	57
D0381	Sign for shipments received	53
C0173	Determine modes for transporting shipments	53
I0608	Write or indorse military performance reports	53
C0152	Consolidate shipments	53
C0134	Annotate actual weights on shipping documents	53
I0577	Determine or establish work assignments or priorities	53
D0383	Strap containers for shipment or storage	53

* Average Number of Tasks Performed - 114

TABLE 28

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSCs 2T051 AND 2T071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DAFSC 2T051 (N=473)		ACTIVE DAFSC 2T071 (N=165)		DIFF
I0604	15	63	-48		
I0572	10	57	-47		
I0609	30	76	-46		
I0571	16	61	-45		
I0608	30	75	-45		
I0610	13	58	-44		
I0591	30	73	-43		
I0598	30	73	-43		
I0575	26	67	-42		
I0592	26	68	-42		
I0573	23	64	-41		
I0582	21	62	-41		
I0601	5	47	-41		
I0605	8	47	-40		
I0587	27	67	-40		
J0613	33	73	-40		
I0574	30	71	-40		
I0603	11	49	-39		
I0597	32	71	-39		
I0607	5	44	-39		
I0589	11	51	-39		
I0578	8	45	-38		
J0617	29	67	-38		

TABLE 29

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ANG DAFSCs 2T051 AND 2T071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ANG DAFSC 2T051 (N=120)	ANG DAFSC 2T071 (N=122)	DIFF
L0651 Inventory equipment, tools, parts, or supplies	32	53	-22
C0232 Perform MHE operations	30	52	-22
C0178 Dispose of accountable forms or seals	18	39	-22
C0158 Coordinate final shipment instructions with appropriate agencies	16	38	-22
L0653 Maintain documentation on items requiring periodic inspections or calibrations	14	36	-22
G0447 Conduct unit mobility self-inspections	13	34	-22
J0624 Evaluate training methods or techniques of instructors	7	29	-22
H0527 Inspect movement readiness of planned cargo loads	5	27	-22
H0515 Develop transportation deployment inspection checklists	4	26	-22
C0236 Prepare cargo document packets	42	62	-21
C0266 Remove blocks	41	61	-21
C0172 Determine general routing requirements	41	61	-21
C0166 Determine cargo compatibilities	32	52	-21
D0327 Design shipping containers	32	52	-21
C0169 Determine equipment requirements for special handling shipments	31	52	-21
C0210 Load special handling cargo onto surface vehicles, other than during deployments	30	51	-21
C0200 Inspect planned loads for compatibility with carrier equipment	29	50	-21
C0198 Inspect load distributions	23	44	-21
C0168 Determine configuration requirements for special handling shipments	22	43	-21
C0184 Document tonnage distribution	15	36	-21
K0638 Initiate or maintain standby rosters or workcenter pyramid recall rosters	7	28	-21
G0458 Develop transportation deployment exercises or policies	6	27	-21
B0112 Prepare requests for movement control numbers on routings for chartered transportation	3	24	-21
C0208 Load or unload carrier equipment	46	67	-21
C0138 Arrange cargo pickup with consignees	39	61	-21

TABLE 30

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AFRC DAFSCs 2T051 AND 2T071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	AFRC DAFSC 2T051 (N=67)	AFRC DAFSC 2T071 (N=30)	DIFF
J0611	21	80	-59
J0623	21	80	-59
J0613	19	73	-54
I0574	13	67	-53
J0617	15	67	-52
I0598	12	63	-51
J0626	27	77	-50
I0597	16	67	-50
I0571	13	60	-47
I0575	13	60	-47
I0576	16	63	-47
I0609	10	57	-46
I0573	19	63	-44
I0592	13	57	-43
I0591	18	60	-42
J0616	25	67	-41
I0608	13	53	-40
J0629	7	47	-39
I0577	16	53	-37
I0582	10	47	-36
I0590	10	47	-36
I0599	9	43	-34
J0624	9	43	-34
I0604	7	40	-33
I0596	13	47	-33

TABLE 32

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD AND AFRC DAFSC 2T071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DAFSC 2T071 (N=165)		AFRC DAFSC 2T071 (N=30)		DIFF
I0607	44	3	40		
I0601	47	7	40		
I0570	37	*	37		
I0610	58	30	28		
I0586	38	10	28		
I0605	47	20	27		
I0583	40	13	27		
A0076	30	3	26		
I0603	49	23	26		
<hr/>					
C0195	18	43	-26		
C0194	18	43	-26		
C0310	18	43	-26		
L0655	10	37	-26		
C0206	19	43	-25		
D0317	15	40	-25		
C0203	15	40	-25		
D0316	15	40	-25		
J0629	21	47	-25		
D0360	10	33	-24		
C0230	16	40	-24		
C0196	16	40	-24		

TABLE 33

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ANG AND AFRC DAFSC 2T071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ANG DAFSC 2T071 (N=122)	AFRC DAFSC 2T071 (N=30)	DIFF
B0096	69	10	59
B0109	65	10	55
B0094	60	7	53
B0091	63	10	53
B0130	66	13	52
B0098	61	10	51
B0086	61	10	51
C0174	57	7	51
C0193	73	23	50
C0298	67	20	47
C0222	47	*	47
B0099	53	7	47
C0177	75	30	45
C0228	60	17	43
C0218	70	27	43
C0249	46	3	43
C0154	46	3	43
B0102	59	17	42
C0295	66	23	42
J0611	60	80	-20
I0574	39	67	-27
I0608	28	53	-25
J0629	23	47	-24

TABLE 34

REPRESENTATIVE TASKS PERFORMED BY AD 2T091 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=11)
I0608	91
I0609	91
I0598	91
I0592	91
I0591	91
I0604	91
J0613	91
I0605	91
J0617	91
I0596	91
I0601	82
I0575	82
I0606	82
I0574	82
I0577	82
I0576	82
I0610	82
I0597	82
I0587	82
J0611	82
J0626	82
I0603	73
I0585	73
I0602	73
I0589	73
I0583	73
I0594	73
K0637	73
I0593	73
I0590	73
I0595	73
I0573	73
I0571	73
J0623	73
I0586	73
J0616	73
K0630	73

*Average Number of Tasks Performed - 76

TABLE 35

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSC 2T071 AND DAFSC 2T091 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	AD DAFSC 2T071 (N=165)		AD DAFSC 2T091 (N=11)		DIFF
C0170	Determine freight charges	21	*		21
C0232	Perform MHE operations	21	*		21
C0309	Verify shipment weights	20	*		20
G0464	Develop wartime manpower requirements	5	55		-50
I0606	Write staff studies, surveys, or routine reports, other than training or inspection reports	32	82		-50
I0585	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	28	73		-45
G0493	Review unit responses to staff assistance visit findings	27	73		-45
I0605	Write job or position descriptions	47	91		-44
G0492	Review unit responses to inspection report findings	29	73		-44
G0467	Establish personnel tasking requirements for deployments	11	55		-44
G0491	Review staff assistance visit results	32	73		-41
G0456	Determine personnel requirements for deployments	17	55		-38
G0490	Review inspector general (IG) inspection results	27	64		-37
I0586	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	38	73		-35
I0601	Review budget requirements	47	82		-35
I0602	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	39	73		-34
K0637	Initiate requests for TDY orders	39	73		-34
H0508	Assign personnel to transportation deployment positions	21	55		-34
I0596	Initiate actions required due to substandard performance of personnel	58	91		-33
K0631	Complete accident or incident reports	31	64		-33
I0583	Draft budget requirements	40	73		-33

TRAINING ANALYSIS

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

First-Enlistment Personnel

In this study, there are 392 members in their first-enlistment (1-48 months TAFMS), representing 29 percent of the total survey sample. Figure 2 reflects the distribution of first-enlistment personnel within the career ladder. Thirty-nine percent of these airmen are performing in the Freight Management Cluster. Table 36 displays the relative percent of time spent on duties by first-enlistment personnel. Reviewing the table, first-enlistment personnel spend 36 percent of their time performing the tasks of Duty A, Personal Property Activities, and 31 percent on Duty D, Military Freight Activities.

Table 37 lists representative tasks performed by first-enlistment personnel. The most representative tasks are those activities within in military freight, personal property, and packing and crating.

Table 38 reflects the equipment and vehicles used by AD first-enlistment respondents. General office equipment and computer systems are the most used equipment by first-enlistment members. The top vehicles used are trucks, pickups, warehouse tugs, and passenger vehicles.

**DISTRIBUTION OF 2T031 FIRST-ENLISTMENT PERSONNEL
ACROSS SPECIALTY JOBS
(N = 392)**

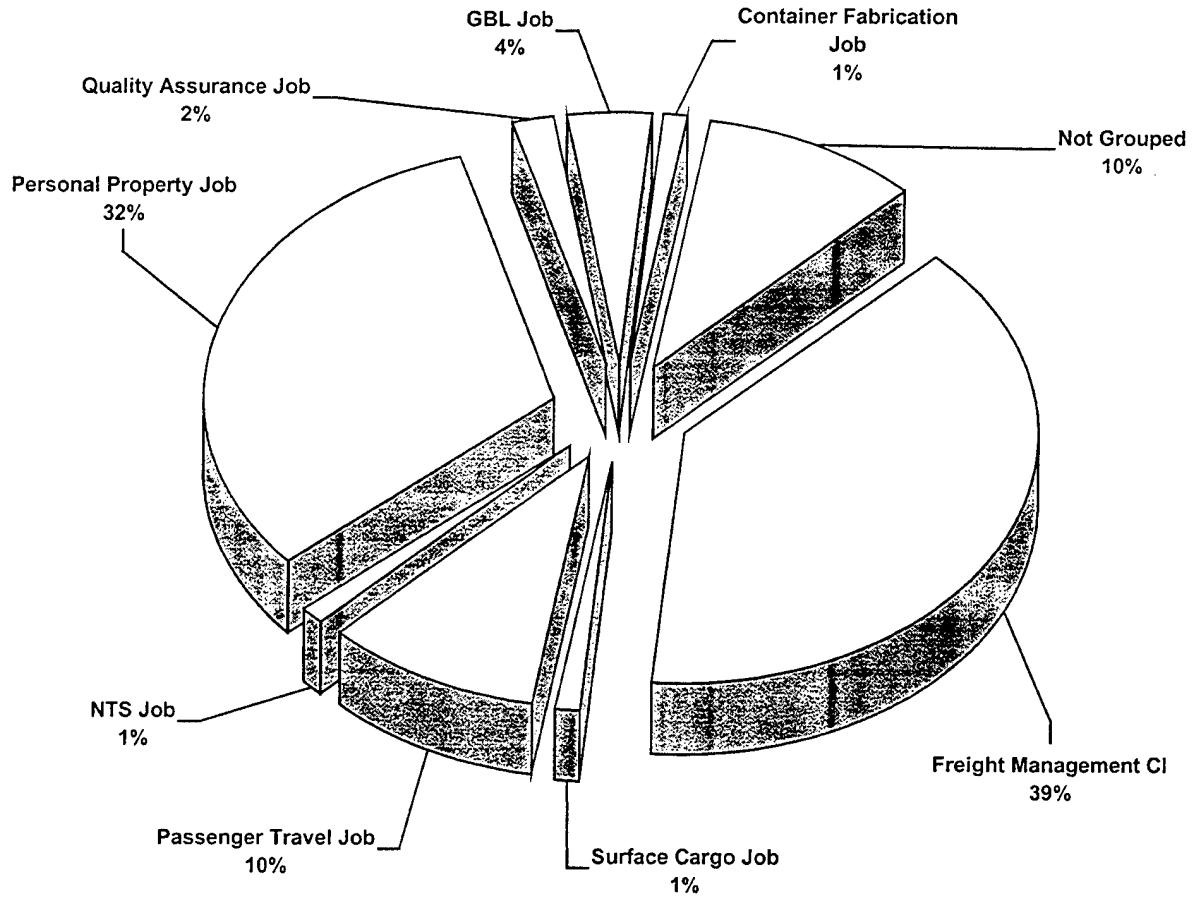


FIGURE 2

TABLE 36

RELATIVE PERCENT TIME SPENT ON DUTIES BY AFSC 2T0X1
AD FIRST-ENLISTMENT PERSONNEL
(N=392)

DUTIES		PERCENT TIME SPENT
A	PERFORMING PERSONAL PROPERTY ACTIVITIES	36
B	PERFORMING PASSENGER TRAVEL ACTIVITIES	11
C	PERFORMING MILITARY FREIGHT ACTIVITIES	31
D	PERFORMING PACKING AND CRATING ACTIVITIES	18
E	PERFORMING BORDER CLEARANCE, CUSTOMS AND RELATED ACTIVITIES	*
F	PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) ACTIVITIES	0
G	PERFORMING DEPLOYMENT PLANS ACTIVITIES	*
H	PERFORMING DEPLOYMENT OPERATIONS ACTIVITIES	1
I	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	0
J	PERFORMING TRAINING ACTIVITIES	1
K	PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	*
L	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*

TABLE 37

REPRESENTATIVE TASKS PERFORMED BY AFSC 2T0X1
AD FIRST-ENLISTMENT PERSONNEL
(N=392)

TASKS	PERCENT MEMBERS PERFORMING	
C0309	Verify shipment weights	38
C0308	Verify shipment sizes	36
C0307	Verify shipment dimensions	35
A0035	Input or retrieve data using transportation personal property standard system (TOPS)	31
D0314	Attach cargo packing lists	30
D0369	Prepare military shipment labels	30
D0381	Sign for shipments received	30
D0361	Package small parcels for shipment	30
D0357	Package general freight for shipment	30
C0298	Trace surface cargo shipments	28
C0173	Determine modes for transporting shipments	28
D0343	Label shipments, other than classified, hazardous, or special shipments	27
C0152	Consolidate shipments	27
D0382	Strap cargo to pallets	27
D0322	Crate cargo for shipment	27
D0378	Select shipments for consolidation	27
D0372	Reject improper shipments	27
A0030	Determine personal property movement entitlements for NTS, storage-in-transit (SIT), or additional temporary storage	26
A0025	Determine personal property movement entitlements for household goods	26
A0031	Determine personal property movement entitlements for unaccompanied baggage	26
C0231	Perform blocking and bracing activities for carrier equipment	26
D0365	Place protective wraps around items	26
C0187	Frustrate improper shipments	26
C0134	Annotate actual weights on shipping documents	24
D0384	Verify movement priorities	24
D0341	Label classified shipments	24
C0230	Perform as spotter during loading or unloading operations	24
D0353	Package classified materials for shipment	24
D0363	Palletize surface freight for shipment	24
A0029	Determine personal property movement entitlements for professional books, papers, or equipment	23
A0016	Determine authority for shipments	23
C0218	Maintain GBLs	23
C0193	Input or retrieve data using cargo movement operational system (CMOS)	23
C0296	Select items for consolidation	23
D0380	Select types of containers for packing items	23
D0355	Package electrostatic sensitive discharge (ESD) items for shipment	23
D0338	Identify special packaging instructions (SPIs)	23
C0297	Trace air cargo shipments	22

* Average Number of Tasks Performed - 45

TABLE 38

EQUIPMENT/VEHICLES USED BY AD FIRST-ENLISTMENT AFSC 2T0X1 PERSONNEL
(PERCENT MEMBERS OPERATING)

EQUIPMENT	1ST ENL (N=392)
General Office Equipment, (Copiers, Phones, Typewriters)	69
Computer Systems (PCs) not CMOS, GATES, CAPS II, TOPS	42
CMOS	40
Pallet Jacks	35
Trucks, Pickup (½ - Ton, ¾ - Ton, 1 - Ton, 1½ - Ton)	35
Forklifts, other than AT or RT	33
Scales, other than Baggage Scales	32
Power Tools, Hand-Held	27
Forklifts, Adverse Terrain (AT)	25
Heat Sealers	24
Steel Strapping Equipment	22

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

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment personnel training (see Table 40 for the top rated tasks), along with a measure of the difficulty of the JI tasks (see high rated tasks presented in Table 41). 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 Automate Testing 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, and allow course personnel to quickly focus their attention on those tasks which are most likely to qualify for initial resident course consideration.

Table 39 presents tasks with the highest TE ratings for AFSC 2T0X1 first-enlistment airmen, while Table 41 displays those tasks AFSC 2T0X1 raters judged to be most difficult to learn. For example, TE raters (refer to Table 39) reported that tasks such as determining entitlements for household goods and unaccompanied baggage require a high degree of training emphasis. As shown, airmen in their first job and first enlistment are performing these tasks. Table 40 shows TD raters reported supervisory activities and deployment activities are the most difficult tasks to perform. However, due to the low numbers of individuals performing these types of tasks coupled with low TE rating, they would likely be inappropriate for inclusion in an entry-level resident curriculum.

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

TABLE 39

TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING			TASK DIFF
		2T0X1 IST JOB (N=191)	2T0X1 1ST ENL (N=392)	2T0X1	
A0025	7.24	20	26	5.18	
A0035	6.79	30	31	5.41	
A0031	6.69	21	26	4.42	
A0012	6.66	14	21	5.87	
A0024	6.62	15	21	4.84	
A0030	6.48	20	26	5.23	
B0130	6.41	12	13	4.64	
A0016	6.41	19	23	4.95	
A0056	6.41	17	21	4.54	
A0013	6.38	13	21	5.20	
A0014	6.38	15	21	4.10	
C0173	6.34	29	28	4.77	
B0109	6.34	14	14	4.84	
C0193	6.31	25	23	4.87	
C0177	6.31	23	22	4.27	
D0357	6.28	32	30	4.29	
A0061	6.28	18	19	5.17	
B0120	6.24	12	14	5.36	
A0029	6.24	18	23	4.32	
D0352	6.21	25	22	5.43	
A0009	6.21	19	19	2.84	

* Mean TE Rating is 3.11, and Standard Deviation is 1.66 (High TE =4.77)

** Average TD Rating is 5.00

TABLE 40

TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TASK DIFF	IST JOB (N=191)	1ST ENL (N=392)	PERCENT MEMBERS PERFORMING			TNG EMP
				3-SKL LVL (N=368)	5-SKL LVL (N=473)	7-SKL LVL (N=165)	
G0458	7.56	2	1	1	3	9	.76
I0584	7.52	0	0	0	1	24	.62
G0464	7.52	1	1	1	1	5	.52
I0606	7.42	1	0	0	5	32	1.17
I0586	7.36	0	0	0	10	38	1.10
G0459	7.31	1	1	0	4	12	.90
I0585	7.26	0	0	0	3	28	1.07
J0618	7.26	1	1	0	5	15	.34
G0460	7.26	0	0	0	2	7	.55
I0583	7.26	0	0	0	3	40	.79
I0605	7.25	1	0	1	8	47	1.03
J0620	7.11	1	1	1	9	20	.72
D0316	7.08	6	10	10	20	15	4.34
G0462	7.06	0	0	0	2	7	.52
J0619	7.02	1	1	1	18	47	1.86
G0461	6.99	2	1	1	3	6	.55
G0455	6.98	1	1	1	2	6	.62
J0628	6.94	1	0	1	10	31	2.03
G0470	6.94	0	0	0	3	8	.34
I0609	6.93	1	0	1	30	76	1.86
G0467	6.91	0	0	0	4	11	.66
D0317	6.91	6	11	11	19	15	4.24
I0610	6.90	0	0	0	13	58	1.41

* Mean TE Rating is 3.11, and Standard Deviation is 1.66 (High TE = 4.77)

** Average TD Rating is 5.00

Specialty Training Standard (STS)

A comprehensive review of STS 2T0X1, dated January 1999, compared STS items to survey data (based on the 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. Task knowledge and performance elements of the STS were compared against the standard set forth in AFI 36-2623 (i.e., include tasks performed or knowledge required by 20 percent or more of the personnel in a skill level (criterion group) of the AFS).

Table 41 lists several examples of STS paragraphs which need to be reviewed by SMEs. For example, paragraphs 7.5, 12.4.2, 15.1, 15.8, and 22.3 are a few examples that need to be reviewed for proficiency coding in future revisions due to small percentages (less than 20 percent) performing related tasks.

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. Table 42 shows some of the tasks that may require review for proficiency coding.

TABLE 41

EXAMPLES OF TECHNICAL TASKS PERFORMED BY FEWER THAN 20 PERCENT AND REFERENCED IN THE STS

TASKS	TNG EMP	ATI	1 ST JOB (N=191)	PERCENT MEMBERS PERFORMING			TASK DIFF
				1 ST ENL (N=392)	3-SKL LVL	(N=368)	
7							
7.5							
<i>E0403</i>	3.07	2	2	3	4	4.30	
<i>E0404</i>	3.66	3	3	2	2	3.98	
<i>E0405</i>	3.79	7	7	10	10	4.01	
12.4							
12.4.2							
<i>B0110</i>	3.21	3	7	7	6	3.68	
<i>B0113</i>	4.79	11	10	11	11	4.02	
15							
15.1							
<i>A0061</i>	6.28	11	18	19	17	5.17	
15.8							
<i>A0052</i>	3.90	7	2	4	4	4.30	
22							
22.3							
<i>C0232</i>	5.62	11	6	7	7	4.03	

* Mean TE Rating is 3.11, and Standard Deviation is 1.66 (High TE = 4.77)

** Average TD Rating is 5.00

TABLE 42

EXAMPLES OF TECHNICAL TASKS NOT REFERENCED IN THE STS BUT PERFORMED BY MORE THAN 20 PERCENT

TASKS	TNG EMP	ATI	PERCENT MEMBERS PERFORMING			TASK DIFF
			1 ST JOB (N=191)	1 ST ENL (N=392)	3-SKL LVL (N=368)	
A0016 Determine authority for shipments	6.41	11	19	23	22	4.95
C0187 Frustrate improper shipments	5.21	11	32	26	28	4.63
C0196 Inspect cargo for suspected damage	5.14	11	20	22	21	4.51
C0230 Perform as a spotter during loading or unloading operations	5.10	9	27	24	25	3.20
D0357 Package general freight for shipment	6.28	12	32	30	30	4.29
D0361 Package small parcels for shipment	5.29	10	32	30	30	3.91

* Mean TE Rating is 3.11, and Standard Deviation is 1.66 (High TE = 4.77)

** Average TD Rating is 5.00

Plan of Instruction (POI) Analysis

Technical school SMEs matched JI tasks to POI L3ABR2T031, dated 11 January 1999, training objectives. Objectives were evaluated in a method similar to the STS analysis, as percent members performing data for first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) personnel, ATI, TE, and TD ratings were examined.

POI blocks, units of instruction, and criterion objectives were compared against guidance provided by AETCR 52-22 (30 percent or more criterion first-enlistment group performing trained tasks). In accordance with this guidance, tasks trained in the course that do not meet these criteria should be considered for elimination from formal course training, if not justified on some other acceptable basis (safety item, etc).

The POI analysis reveals very comprehensive coverage of essential objectives. A few tasks not referenced to the POI (Table 43) may warrant review for inclusion based on the percentage of first-job and first-enlistment personnel performing these tasks.

TABLE 43

EXAMPLES OF AFSC 2T0X1 POI ITEMS
 NOT REFERENCED AND PERFORMED BY MORE THAN 30 PERCENT
 (PERCENT MEMBERS PERFORMING)

TASKS	TNG EMP	ATI	1 st JOB	1 st ENL	TASK DIFF
C0187 Frustrate improper shipments	5.21	11	32	26	4.63
D0357 Package general freight for shipment	6.28	12	32	30	4.29
D0361 Package small parcels for shipment	5.59	10	32	30	3.91
D0378 Select shipments for consolidation	5.72	9	30	27	3.73
D0382 Strap cargo to pallets	5.00	9	30	27	3.54

* Mean TE Rating is 3.11, and Standard Deviation is 1.66 (High TE = 4.77)

** Average TD Rating is 5.00

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 may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction.

Table 44 presents job satisfaction data for AD AFSC 2T0X1 TAFMS groups, together with TAFMS data for a comparative sample of Logistics career ladders surveyed in 1999. In general, most AFSC 2T0X1 ratings are higher than the comparative sample ratings. First-enlistment AFSC 2T0X1 airmen (1-48 months TAFMS) indicated lower ratings regarding the expressed job interest.

An indication of how job satisfaction perceptions have changed over time is provided in Table 45, where TAFMS data for the current survey respondents are presented, along with data from the last occupational survey report. Reviewing this table, current survey satisfaction ratings for job interest, perceived utilization of talents, perceived utilization of training, and sense of accomplishment from work are rated about the same from the previous survey for all TAFMS groups. Reenlistment intentions for all TAFMS groups are lower than the 1996 survey. One area to note is that current members show an increase in their satisfaction of perceived utilization of training.

In Table 46, a review of the job satisfaction ratings for the specialty jobs and clusters identified, reveal that the Container Fabrication Job has much lower job satisfaction ratings across all indicators. There is also a low percentage of job interest in the Surface Cargo Job. There is a low percentage of reenlistment intentions in the Training Job. The Senior Management Job and Deployment Operations Job show high percentages of job satisfaction.

Table 47 presents job satisfaction indicators for ANG and AFRC 5 and 7-skill level personnel. Overall job satisfaction for 5- and 7-skill level of both ANG and AFRC is high, with slightly lower indicators for sense of accomplishment gained from work by 5-skill level personnel of both components.

TABLE 44

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

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	2000 2T0X1 (N=392)	COMP SAMPLE* (N=13,806)	2000 2T0X1 (N=227)	COMP SAMPLE* (N=13,806)	2000 2T0X1 (N=398)	COMP SAMPLE* (N=13,806)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	50	53	57	56	76	71
SO-SO	31	27	26	25	15	18
DULL	19	20	17	19	9	11
<u>PERCEIVED UTILIZATION OF TALENTS</u>						
FAIRLY WELL TO PERFECTLY	68	64	76	70	83	83
LITTLE OR NOT AT ALL	32	36	24	30	17	17
<u>PERCEIVED UTILIZATION OF TRAINING</u>						
FAIRLY WELL TO PERFECTLY	88	85	86	81	86	83
LITTLE OR NOT AT ALL	12	15	14	19	14	17
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>						
SATISFIED	61	58	64	60	73	72
NEUTRAL	22	21	16	17	11	12
DISSATISFIED	17	21	20	23	16	16
<u>REENLISTMENT INTENTIONS</u>						
YES, OR PROBABLY YES	54	51	65	61	68	69
NO, OR PROBABLY NO	46	49	34	39	10	10
PLAN TO RETIRE	0	0	0	0	22	21

* Comparative sample of Logistics career ladders surveyed in 1999 include 2A5X2/A/B/C, 2A7X4, 2E1X2, 2E1X3, 2F0X1, 2M0X3/A, 2S0X1, 2S0X2, 2T1X1, and 2W1X1/C/D/E/H/K/L/Z AFSCs.

TABLE 45

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

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	2000 2T0X1 (N=392)	1996 2T0X1 (N=687)	2000 2T0X1 (N=227)	1996 2T0X1 (N=312)	2000 2T0X1 (N=398)	1996 2T0X1 (N=562)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	50	52	57	58	76	78
SO-SO	31	27	26	26	15	15
DULL	19	22	17	16	9	6
<u>PERCEIVED UTILIZATION OF TALENTS</u>						
FAIRLY WELL TO PERFECTLY	68	67	76	72	83	83
LITTLE OR NOT AT ALL	32	33	24	28	17	17
<u>PERCEIVED UTILIZATION OF TRAINING</u>						
FAIRLY WELL TO PERFECTLY	88	80	86	84	86	83
LITTLE OR NOT AT ALL	12	19	14	16	14	17
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>						
SATISFIED	61	60	64	66	73	75
NEUTRAL	22	20	16	15	11	11
DISSATISFIED	17	20	20	19	16	14
<u>REENLISTMENT INTENTIONS</u>						
YES, OR PROBABLY YES	54	60	65	74	68	78
NO, OR PROBABLY NO	46	40	35	26	10	6
PLAN TO RETIRE	0	0	0	0	22	16

TABLE 46

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

	Freight Mngmnt Cluster (N=618)	Personal Property Cluster (N=287)	Suprvsry Job (N=110)	Passenger Travel Job (N=105)	Quality Assmnc Job (N=34)	Container Fabrication Job (N=17)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	59	58	78	69	71	38
SO-SO	26	27	14	21	21	24
DULL	15	15	8	10	8	38
<u>PERCEIVED UTILIZATION OF TALENTS</u>						
FAIRLY WELL TO PERFECTLY	75	76	83	85	76	25
LITTLE OR NOT AT ALL	25	24	17	15	24	75
<u>PERCEIVED UTILIZATION OF TRAINING</u>						
FAIRLY WELL TO PERFECTLY	90	89	86	90	89	25
LITTLE OR NOT AT ALL	10	11	14	10	11	75
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>						
SATISFIED	67	63	73	66	74	50
NEUTRAL	16	19	10	18	8	0
DISSATISFIED	17	18	17	16	18	50
<u>*REENLISTMENT INTENTIONS</u>						
YES, OR PROBABLY YES	62	63	62	62	76	75
NO, OR PROBABLY NO	33	32	7	30	24	25
WILL RETIRE	5	5	31	8	0	0

* AD only

TABLE 46 (CONTINUED)

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

	GBL Job (N=17)	NTS Job (N=9)	Training Job (N=8)	Surface Cargo Job (N=6)	Senior Mngmnt Job (N=5)	Deploy Ops Job (N=5)
INTERESTING	65	67	57	17	100	100
SO-SO	29	11	14	50	0	0
DULL	6	22	29	33	0	0
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	82 18	56 44	71 29	50 50	80 20	100 0
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	100 0	89 11	71 29	67 33	80 20	100 0
SATISFIED	75	67	72	50	80	80
NEUTRAL	0	11	14	33	20	0
DISSATISFIED	25	22	14	17	0	20
YES, OR PROBABLY YES	82	67	29	83	40	80
NO, OR PROBABLY NO	18	22	42	17	0	0
WILL RETIRE	0	11	29	0	60	20

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
WILL RETIRE

* AD only

TABLE 47

JOB SATISFACTION INDICATORS BETWEEN 5 AND 7-SKILL LEVEL OF
ANG AND AFRC (PERCENT MEMBERS RESPONDING)

	5-SKILL LEVEL		7-SKILL LEVEL	
	ANG 2T051 (N=120)	AFRC 2T051 (N=67)	ANG 2T071 (N=122)	AFRC 2T071 (N=30)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	70	63	87	87
SO-SO	20	25	6	10
DULL	10	12	7	3
<u>PERCEIVED UTILIZATION OF TALENTS</u>				
FAIRLY WELL TO PERFECTLY	83	81	90	83
LITTLE OR NOT AT ALL	17	19	10	17
<u>PERCEIVED UTILIZATION OF TRAINING</u>				
FAIRLY WELL TO PERFECTLY	86	80	94	83
LITTLE OR NOT AT ALL	14	20	6	17
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>				
SATISFIED	68	58	85	73
NEUTRAL	17	26	9	14
DISSATISFIED	15	16	6	13

IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108 *Specialty Description* and appropriate training documents.

Survey results indicate that the present classification structure, as described in the latest specialty description, accurately portrays the jobs performed. One area that the specialty description does not mention is deployment operations tasks.

The STS requires review in proficiency coding of performance and knowledge based levels. Even though there are some items in the POI that require some review, the data overall supports the POI training documents.

Job satisfaction overall is higher for this career field than the comparative sample. In addition, satisfaction indicators are similar for the current OSR data compared to the 1996 OSR data. Members of the Container Fabrication Job indicated lower job satisfaction ratings across all areas, with the exception of reenlistment intentions. The Senior Management Job and Deployment Operations Job have the highest overall satisfaction rate. The job satisfaction rates for the ANG and AFRC overall is fairly high.

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APPENDIX A
SELECTED REPRESENTATIVE TASKS PERFORMED
BY SPECIALTY JOB GROUPS

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TABLE A1

FREIGHT MANAGEMENT CLUSTER

TASKS	PERCENT MEMBERS PERFORMING (N=618)	
D0361	Package small parcels for shipment	81
D0357	Package general freight for shipment	80
D0314	Attach cargo packing lists	78
C0309	Verify shipment weights	78
D0369	Prepare military shipment labels	76
C0308	Verify shipment sizes	76
D0343	Label shipments, other than classified, hazardous, or special shipments	74
C0307	Verify shipment dimensions	74
D0378	Select shipments for consolidation	73
D0322	Crate cargo for shipment	73
D0382	Strap cargo to pallets	71
D0363	Palletize surface freight for shipment	70
C0152	Consolidate shipments	70
D0365	Place protective wraps around items	70
D0352	Operate saws	70
C0173	Determine modes for transporting shipments	69
D0380	Select types of containers for packing items	68
D0381	Sign for shipments received	67
D0339	Inspect items for packaging	65
D0384	Verify movement priorities	65
D0379	Select shipments for palletizing	65
C0296	Select items for consolidation	65
D0353	Package classified materials for shipment	65
D0355	Package electrostatic sensitive discharge (ESD) items for shipment	64
D0341	Label classified shipments	63
C0231	Perform blocking and bracing activities for carrier equipment	63
C0177	Determine transportation priorities	62
D0342	Label hazardous shipments	62
D0377	Segregate items for packaging	60
C0195	Inspect cargo for proper stability	60
C0194	Inspect cargo for proper restraint	60
C0230	Perform as spotter during loading or unloading operations	60
C0206	Load general cargo onto surface vehicles, other than during deployments	59
D0383	Strap containers for shipment or storage	59
C0193	Input or retrieve data using cargo movement operational system (CMOS)	58
C0134	Annotate actual weights on shipping documents	58
C0196	Inspect cargo for suspected damage	58
D0359	Package hazardous materials for shipment	57
D0340	Interpret SPIs	57
D0364	Perform heat sealing to preserve items	56
D0319	Consolidate shipments into specified units	55
C0310	Verify shipments against manifests	54
D0372	Reject improper shipments	54

TABLE A2

PERSONAL PROPERTY CLUSTER

TASKS	PERCENT MEMBERS PERFORMING (N=287)	
A0035	Input or retrieve data using transportation personal property standard system (TOPS)	84
A0025	Determine personal property movement entitlements for household goods	76
A0030	Determine personal property movement entitlements for NTS, storage-in-transit (SIT), or additional temporary storage	76
A0031	Determine personal property movement entitlements for unaccompanied baggage	74
A0029	Determine personal property movement entitlements for professional books, papers, or equipment	71
A0013	Counsel personnel on storage entitlements	67
A0012	Counsel personnel on personal property movements	63
A0011	Counsel personnel on liability for loss or damage	63
A0024	Determine personal property movement entitlements for do-it-yourself (DITY) moves	62
A0014	Counsel personnel on unauthorized items	61
A0056	Prepare applications for shipments	58
A0023	Determine personal property movement entitlements for dependents or eligible heirs of deceased personnel	57
A0017	Determine consignment instructions	56
A0027	Determine personal property movement entitlements for privately-owned firearms	56
A0028	Determine personal property movement entitlements for privately-owned vehicles	54
A0058	Prepare documentation for local moves	53
A0016	Determine authority for shipments	53
A0033	Determine transit time allowances	51
A0082	Trace personal property shipments	50
A0032	Determine privately-owned vehicle (POV) storage requirements	50
A0009	Coordinate incoming personal property shipments with property owners	49
A0010	Counsel personnel on customs requirements	49
A0020	Determine excess shipment costs	48
A0008	Coordinate diversion of personal property shipments with appropriate agencies	48
A0005	Clear inbound personal property shipments	47
A0007	Compute chargeable net weight of personal property shipments	46
A0057	Prepare cash collection vouchers or pay adjustment authorizations	46
A0081	Schedule outbound personal property shipments	45
A0059	Prepare documents for additional temporary storage	45
A0001	Audit or certify contractor invoices, such as direct procurement method (DPM), local moves, or one-time contracts	44
A0060	Prepare government bill of lading (GBL) correction notices for personal property	43
A0022	Determine modes or codes of personal property movements using carrier tariffs, government rate printouts, or required delivery dates	43
A0061	Prepare GBLs for personal property	42
A0019	Determine disposition of incoming personal property shipments	40
A0026	Determine personal property movement entitlements for mobile homes	37
A0078	Review personal property shipment forms	36
A0002	Audit or certify costs of accessorial services	34
A0018	Determine cost of commercial movement of household goods using carrier tariffs or government rate printouts	34

TABLE A3
SUPERVISORY JOB

TASKS	PERCENT MEMBERS PERFORMING (N=110)	
I0591	Evaluate personnel for compliance with performance standards	96
I0598	Interpret policies, directives, or procedures for subordinates	95
I0592	Evaluate personnel for promotion, demotion, reclassification, or special awards	95
I0577	Determine or establish work assignments or priorities	95
I0576	Counsel subordinates concerning personal matters	95
I0574	Conduct supervisory performance feedback sessions	94
I0597	Inspect personnel for compliance with military standards	93
I0608	Write or indorse military performance reports	92
I0609	Write recommendations for awards or decorations	92
J0613	Brief personnel concerning training	91
J0611	Counsel trainees on training progress	90
J0623	Evaluate progress of trainees	89
I0575	Conduct supervisory orientations for newly assigned personnel	88
J0617	Determine training requirements	86
J0626	Maintain training records or files	85
I0587	Establish performance standards for subordinates	84
I0596	Initiate actions required due to substandard performance of personnel	83
J0616	Conduct on-the-job training (OJT)	81
I0581	Develop or establish work methods or procedures	79
I0573	Conduct self-inspections or self-assessments	79
I0582	Develop or establish work schedules	77
I0571	Assign personnel to work areas or duty positions	77
I0604	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	74
I0590	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	71
I0610	Write replies to inspection reports	67
I0572	Assign sponsors for newly assigned personnel	66
I0594	Implement safety or security programs	64
I0589	Evaluate inspection report findings or inspection procedures	64
I0595	Initiate personnel action requests	63
K0630	Compile data for records, reports, logs, or trend analyses	61
I0599	Investigate accidents or incidents	60
K0638	Initiate or maintain standby rosters or workcenter pyramid recall rosters	56
I0603	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	55
J0619	Develop training programs, plans, or procedures	55
I0580	Develop self-inspection or self-assessment program checklists	55
I0605	Write job or position descriptions	55
I0601	Review budget requirements	54
I0593	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	53
I0578	Develop organizational or functional charts	53
I0602	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	51

TABLE A4
PASSENGER TRAVEL JOB

TASKS	PERCENT MEMBERS PERFORMING (N=105)	
B0086	Brief passengers on flight itineraries	98
B0091	Confirm passenger reservations	98
B0130	Review passenger travel orders	97
B0098	Determine modes for passenger travel	95
B0102	Maintain government transportation request (GTR) registers	95
B0089	Brief passengers on travel restrictions	94
B0109	Prepare GTRs	93
B0100	Determine passenger movement entitlements	91
B0088	Brief passengers on transportation entitlements	90
B0114	Prepare travel itineraries	90
B0122	Process group travel requests	90
B0099	Determine passenger eligibility for movement	90
B0120	Process emergency leave travel requests	90
B0127	Request, audit, or verify passenger name reservations (PNRs)	88
B0094	Coordinate travel movements with reservation agencies	88
B0097	Determine costs of military air transportation	87
B0108	Prepare documentation for unused transportation	87
B0129	Review passenger billings	86
B0087	Brief passengers on pet arrangements for permanent changes of station (PCSs)	86
B0096	Determine costs of commercial air transportation	85
B0104	Maintain transportation authorization or unique control number registers	84
B0103	Maintain passenger reservation messages	82
B0085	Adjust passenger movements to schedules	81
B0113	Prepare transportation authorization or unique control numbers	80
B0118	Process circuitous travel requests	78
B0131	Select travel routings using routing guides	75
B0125	Provide passenger schedules or rate information	74
B0115	Process airline refund applications	74
B0090	Complete reports of lost tickets	72
B0105	Perform quality assurance procedures for commercial travel office (CTO) agencies	71
B0119	Process delay-enroute travel requests	64
B0095	Deliver passenger documentation	64
B0126	Request commercial capabilities	61
B0132	Turn in cash collection vouchers	60
B0093	Coordinate movement of special category passengers with appropriate agencies	60
B0117	Process carrier initiated refund checks	58
B0124	Process travel orders for military working dogs	58
B0128	Review applications for travel exceptions	57
B0111	Prepare portcall notification change letters	56
B0112	Prepare requests for movement control numbers on routings for chartered transportation	55
B0107	Pick up passenger documentation	53
B0110	Prepare passenger boarding passes	52

TABLE A5
QUALITY ASSURANCE JOB

TASKS	PERCENT MEMBERS PERFORMING (N=34)
A0035	91
A0049	91
A0041	88
A0040	88
A0046	85
A0037	82
A0036	82
A0045	74
A0072	65
A0038	62
A0077	59
A0062	59
A0015	59
A0055	56
A0050	44
A0076	41
A0011	38
J0616	38
A0042	35
A0078	29
A0083	29
A0080	29
I0576	29
J0611	29
A0014	26
I0574	26
I0597	24
I0598	24
I0608	24
A0082	18
A0012	18
E0399	6

TABLE A6
CONTAINER FABRICATION JOB

TASKS	PERCENT MEMBERS PERFORMING (N=17)	
D0334	Fabricate shipping containers	94
D0322	Crate cargo for shipment	88
D0352	Operate saws	88
D0335	Fabricate skids	88
D0332	Fabricate pallets	88
D0328	Design skids	88
D0327	Design shipping containers	82
D0338	Identify special packaging instructions (SPIs)	76
D0347	Maintain power tools	71
D0357	Package general freight for shipment	71
D0363	Palletize surface freight for shipment	71
D0340	Interpret SPIs	71
D0323	Crate cargo for storage	65
D0346	Maintain handtools	65
D0331	Fabricate braces	65
D0382	Strap cargo to pallets	65
D0383	Strap containers for shipment or storage	59
D0361	Package small parcels for shipment	59
D0324	Design braces	59
D0358	Package general freight for storage	53
D0339	Inspect items for packaging	53
D0365	Place protective wraps around items	53
D0314	Attach cargo packing lists	53
C0231	Perform blocking and bracing activities for carrier equipment	47
D0336	Fabricate slotted-angle crates	47
C0230	Perform as spotter during loading or unloading operations	41
D0313	Apply preservatives	41
C0232	Perform MHE operations	35
C0271	Remove tie down devices	35
D0333	Fabricate props	35
C0307	Verify shipment dimensions	35
C0308	Verify shipment sizes	35
D0325	Design loading spacers	29
D0362	Package small parcels for storage	29
D0343	Label shipments, other than classified, hazardous, or special shipments	29
D0353	Package classified materials for shipment	24
D0329	Design slotted-angle crates	24
D0376	Restore reuseable containers	24
D0359	Package hazardous materials for shipment	24
D0364	Perform heat sealing to preserve items	24
L0655	Pick up, deliver, or store equipment, tools, parts, or supplies	24
A0056	Prepare applications for shipments	12

TABLE A7

GBL JOB

TASKS	PERCENT MEMBERS PERFORMING (N=17)	
C0245	Prepare GBLs for freight	100
C0170	Determine freight charges	94
C0244	Prepare GBL correction notices for freight	94
C0218	Maintain GBLs	88
C0298	Trace surface cargo shipments	71
C0282	Review GBLs	65
C0151	Compute shipment transportation costs	65
C0309	Verify shipment weights	65
C0173	Determine modes for transporting shipments	65
C0307	Verify shipment dimensions	65
A0061	Prepare GBLs for personal property	59
C0308	Verify shipment sizes	59
C0152	Consolidate shipments	53
C0297	Trace air cargo shipments	47
A0060	Prepare government bill of lading (GBL) correction notices for personal property	47
C0228	Match carrier freight way bills with memorandum copies of GBLs	41
C0306	Verify shipment destinations	41
C0211	Maintain accountable form files	35
C0153	Control accountable forms or seals	35
C0171	Determine freight nomenclatures	29
C0187	Frustrate improper shipments	29
A0082	Trace personal property shipments	29
C0162	Coordinate special handling shipments with carriers, consignees, consignors, or controlling authorities	29
C0295	Select commercial carriers for shipment movement	24
C0217	Maintain freight manifest control logs	24
C0289	Secure classified, sensitive, or mail shipments	24
D0369	Prepare military shipment labels	24
C0161	Coordinate shipments, other than special handling, with carriers, consignees, consignors, or controlling authorities	24
A0006	Complete transportation and control movement documents (TCMDs) for personal property shipments	24
C0255	Prepare reports of shipment (REPSHIPS)	24
C0239	Prepare CBLs for freight	24
C0213	Maintain CBLs	24
C0212	Maintain cargo manifest control logs	24
C0174	Determine requirements for route orders	24
A0018	Determine cost of commercial movement of household goods using carrier tariffs or government rate printouts	24
F0421	File memorandum copies of outbound GBLs for linehaul import Air Force cargo	18
C0145	Clear outbound surface freight shipments	18
C0281	Review CBLs	18
A0016	Determine authority for shipments	18

TABLE A8

NON-TEMPORARY STORAGE JOB

TASKS	PERCENT MEMBERS PERFORMING (N=9)
A0030 Determine personal property movement entitlements for NTS, storage-in-transit (SIT), or additional temporary storage	89
A0035 Input or retrieve data using transportation personal property standard system (TOPS)	78
A0073 Process shipments for placement in NTS	78
A0053 Maintain NTS or SIT reports	78
A0003 Audit or certify nontemporary storage (NTS) invoices	67
A0057 Prepare cash collection vouchers or pay adjustment authorizations	56
A0056 Prepare applications for shipments	44
A0020 Determine excess shipment costs	44
A0048 Maintain basic ordering agreements	44
A0071 Prepare service orders	33
A0034 Edit personal property computer products	33
A0013 Counsel personnel on storage entitlements	33
A0004 Certify contractor invoices for services performed	33
A0032 Determine privately-owned vehicle (POV) storage requirements	22
A0018 Determine cost of commercial movement of household goods using carrier tariffs or government rate printouts	22
A0022 Determine modes or codes of personal property movements using carrier tariffs, government rate printouts, or required delivery dates	22
A0015 Determine adequacy of carrier's warehouse or storage facilities or equipment to handle Department of Defense (DOD) shipments	22
A0016 Determine authority for shipments	22
K0640 Maintain publications libraries, other than technical order (TO) libraries	11
C0173 Determine modes for transporting shipments	11
C0134 Annotate actual weights on shipping documents	11
A0052 Maintain document registers	11

TABLE A9
TRAINING JOB

TASKS	PERCENT MEMBERS PERFORMING (N=8)	
J0623	Evaluate progress of trainees	100
J0626	Maintain training records or files	88
J0619	Develop training programs, plans, or procedures	88
J0622	Establish or maintain study reference files	75
J0627	Personalize lesson plans	75
J0621	Develop or procure training materials or aids	75
J0611	Counsel trainees on training progress	63
J0625	Inspect training materials or aids for operation or suitability	63
J0613	Brief personnel concerning training	50
J0624	Evaluate training methods or techniques of instructors	50
J0617	Determine training requirements	50
J0612	Administer or score tests	50
J0620	Develop written tests	50
J0615	Conduct formal course classroom training	38
J0618	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	38
K0630	Compile data for records, reports, logs, or trend analyses	38
J0616	Conduct on-the-job training (OJT)	38
J0629	Write training reports	25
I0594	Implement safety or security programs	25
I0576	Counsel subordinates concerning personal matters	25
L0652	Issue or log turn-ins of equipment, tools, parts, or supplies	25
J0628	Prepare job qualification standards (JQSs)	13
G0499	Schedule personnel for deployment training	13
J0614	Complete student entry or withdrawal forms	13
K0633	Establish or maintain accountability records for classified materials or documents	13
D0352	Operate saws	13
L0650	Initiate requisitions for equipment, tools, parts, or supplies	13
H0521	Direct mobility workcenters during deployments	13

TABLE A10
SURFACE CARGO JOB

TASKS	PERCENT MEMBERS PERFORMING (N=6)	
C0206	Load general cargo onto surface vehicles, other than during deployments	100
C0306	Verify shipment destinations	100
C0309	Verify shipment weights	100
C0308	Verify shipment sizes	100
C0298	Trace surface cargo shipments	83
C0307	Verify shipment dimensions	83
C0292	Segregate shipments for loading	67
C0207	Load hazardous cargo onto surface vehicles, other than during deployments	67
C0299	Unload general cargo from surface vehicles, other than during deployments	67
C0208	Load or unload carrier equipment	67
C0310	Verify shipments against manifests	50
C0297	Trace air cargo shipments	50
C0231	Perform blocking and bracing activities for carrier equipment	50
C0248	Prepare mechanized cargo manifests	33
C0138	Arrange cargo pickup with consignees	33
C0188	Identify shipments for loading or unloading	33
C0134	Annotate actual weights on shipping documents	33
C0282	Review GBLs	33
C0230	Perform as spotter during loading or unloading operations	33
C0197	Inspect carrier equipment before loading or unloading	33
A0005	Clear inbound personal property shipments	17
D0384	Verify movement priorities	17
C0161	Coordinate shipments, other than special handling, with carriers, consignees, consignors, or controlling authorities	17
C0289	Secure classified, sensitive, or mail shipments	17
C0291	Segregate shipments for distribution	17
C0283	Review manifests	17
C0305	Verify shipment centers of balance	17

TABLE A11

SENIOR MANAGEMENT JOB

TASKS		PERCENT MEMBERS PERFORMING (N=5)
I0603	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	100
I0606	Write staff studies, surveys, or routine reports, other than training or inspection reports	100
G0491	Review staff assistance visit results	100
G0493	Review unit responses to staff assistance visit findings	100
I0598	Interpret policies, directives, or procedures for subordinates	80
I0585	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	80
I0601	Review budget requirements	80
I0589	Evaluate inspection report findings or inspection procedures	80
G0492	Review unit responses to inspection report findings	80
G0490	Review inspector general (IG) inspection results	80
I0580	Develop self-inspection or self-assessment program checklists	80
I0583	Draft budget requirements	80
I0604	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	80
I0576	Counsel subordinates concerning personal matters	80
I0577	Determine or establish work assignments or priorities	80
I0605	Write job or position descriptions	80
I0610	Write replies to inspection reports	60
I0573	Conduct self-inspections or self-assessments	60
I0581	Develop or establish work methods or procedures	60
G0440	Analyze feasibility of transportation operation plans (OPLANs)	60
I0578	Develop organizational or functional charts	60
A0031	Determine personal property movement entitlements for unaccompanied baggage	60
I0586	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	60
I0608	Write or indorse military performance reports	60
I0609	Write recommendations for awards or decorations	60
A0023	Determine personal property movement entitlements for dependents or eligible heirs of deceased personnel	60
I0592	Evaluate personnel for promotion, demotion, reclassification, or special awards	60
C0297	Trace air cargo shipments	40
A0025	Determine personal property movement entitlements for household goods	40
C0298	Trace surface cargo shipments	40
B0100	Determine passenger movement entitlements	40
B0099	Determine passenger eligibility for movement	40
A0032	Determine privately-owned vehicle (POV) storage requirements	40
I0574	Conduct supervisory performance feedback sessions	40
I0575	Conduct supervisory orientations for newly assigned personnel	40
G0441	Analyze feasibility of transportation time-phased force and deployment lists (TPFDLs)	40
I0587	Establish performance standards for subordinates	40

TABLE A12

DEPLOYMENT OPERATIONS JOB

TASKS	PERCENT MEMBERS PERFORMING (N=5)	
G0446	Conduct deployment training	100
G0456	Determine personnel requirements for deployments	100
G0447	Conduct unit mobility self-inspections	100
H0541	Participate in exercise planning meetings	100
G0462	Develop unit procedures for deployment of personnel	100
G0499	Schedule personnel for deployment training	100
G0466	Establish mobility workcenters during mobility exercises or deployments	100
H0526	Inspect deployment bags or kits	100
G0459	Develop transportation deployment plan inputs to base deployment plans	100
H0508	Assign personnel to transportation deployment positions	100
H0516	Develop transportation deployment procedures	100
G0498	Schedule personnel for deployments	100
I0602	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	80
G0465	Direct movement of unit personnel during deployments	80
H0521	Direct mobility workcenters during deployments	80
G0501	Validate deployment inspection findings	80
G0476	Participate in mobility deployment planning meetings	80
G0473	Maintain or update contingency or mobility plans	80
H0539	Maintain workcenter pyramid recall plans	80
G0478	Plan deployment training requirements	80
G0458	Develop transportation deployment exercises or policies	80
G0452	Coordinate deployment exercise or contingency plans with appropriate agencies	80
G0467	Establish personnel tasking requirements for deployments	80
H0524	Evaluate deployment training lesson plans	80
G0469	Evaluate inputs to deployment after-action reports	80
G0497	Schedule movement of deploying units	80
G0496	Schedule movement of deploying equipment	80
G0506	Write transportation deployment checklists	80
G0470	Evaluate inputs to deployment plans	80
G0445	Conduct deployment exercises or site surveys	80
G0495	Schedule deployment inspections	80
K0638	Initiate or maintain standby rosters or workcenter pyramid recall rosters	60
H0522	Direct movement of cargo during deployments	60
I0603	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	60
G0493	Review unit responses to staff assistance visit findings	60
G0491	Review staff assistance visit results	60
G0468	Establish transportation mobility workcenters	60
G0461	Develop unit procedures for deployment of equipment	60
G0457	Determine transportation equipment requirements for deployments	60
H0546	Prepare baggage tag forms	60
G0477	Participate in mobility redeployment planning meetings	60
H0515	Develop transportation deployment inspection checklists	60