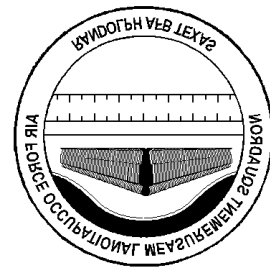




**UNITED STATES
AIR FORCE**



OCCUPATIONAL SURVEY REPORT



**PARALEGAL
AFSC 5J0X1**

OSSN: 2485

JUNE 2002

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
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TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
<u>PREFACE</u>	vi
<u>EXECUTIVE SUMMARY</u>	vii
<u>INTRODUCTION</u>	1
<u>Occupational Analysis Program</u>	1
<u>Survey Development Process</u>	1
<u>Survey Administration</u>	1
<u>Survey Analysis</u>	2
<u>Uses of Survey Data</u>	2
<u>OCCUPATIONAL SURVEY REPORT (OSR) PARALEGAL (AFSC 5J0X1)</u>	5
<u>Career Ladder Background</u>	5
<u>SURVEY METHODOLOGY</u>	6
<u>Inventory Development</u>	6
<u>5J0X1 Survey Administration</u>	6
<u>Survey Sample</u>	7
<u>5J0X1 JOB STRUCTURE</u>	9
<u>Specialty Jobs</u>	9
<u>Members Not Grouped</u>	12
<u>Comparison of Current Specialty Jobs to Previous Survey</u>	12
<u>SKILL AND EXPERIENCE ANALYSIS</u>	13
<u>Total Sample</u>	13
<u>TRAINING ANALYSIS</u>	14
<u>What Entry-Level Members Need To Know</u>	14
<u>First-Assignment Personnel</u>	14
<u>Task Factor Surveys</u>	16
<u>What Do 5J0X1 Training Documents Reflect?</u>	18
<u>Specialty Training Standard (STS) Analysis</u>	18
<u>Plan of Instruction (POI) Analysis</u>	19
<u>TECHNICAL AND ADMINISTRATIVE DUTIES ANALYSIS</u>	20

<u>LEGAL RESEARCH AND OPERATIONAL LAW DUTIES ANALYSIS</u>	20
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TABLE OF CONTENTS (Continued)

	PAGE
<u>NUMBER</u>	
<u>JOB SATISFACTION ANALYSIS</u>	20
<u>PREDICTIVE RETENTION ANALYSIS</u>	22
<u>Reenlistment</u>	22
<u>Separation</u>	22
<u>TABLE 1</u> MAJCOM REPRESENTATION OF TOTAL SAMPLE.....	7
<u>TABLE 2</u> PAYGRADE DISTRIBUTION OF SAMPLE.....	8
<u>TABLE 3</u> SKILL-LEVEL DISTRIBUTION OF SAMPLE.....	8
<u>FIGURE 1</u> IDENTIFIED JOB STRUCTURE AND PERCENTAGES OF TOTAL SURVEY SAMPLE (N=468)	11
<u>FIGURE 2</u> DISTRIBUTION OF AFSC 5J0X1 FIRST-ASSIGNMENT PERSONNEL ACROSS SPECIALTY JOBS (N=175)	15
<u>TABLES 5 - 11</u> DESCRIPTIONS OF SPECIALTY JOBS	23
<u>TABLE 12</u> AVERAGE PERCENT TIME SPENT ON DUTIES BY 5J0X1 CLUSTERS AND JOBS	30
<u>TABLE 13</u> SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1999 SURVEYS.....	32
<u>TABLE 14</u> DISTRIBUTION OF AFSC 5J0X1 SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS (PERCENT IN EACH JOB)	33
<u>TABLE 15</u> TIME SPENT ON DUTIES BY MEMBERS OF AFSC 5J0X1 SKILL-LEVEL GROUPS (PERCENT RESPONDING)	34
<u>TABLE 16</u> REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 5J031 PERSONNEL	35
<u>TABLE 17</u> REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 5J051 PERSONNEL	36
<u>TABLE 18</u> REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 5J071	

PERSONNEL	37
<u>TABLE 19</u> REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 5J091 PERSONNEL	38

TABLE OF CONTENTS (Continued)

	<u>PAGE NUMBER</u>
<u>TABLE 20</u> PERCENT TIME SPENT ON DUTIES BY FIRST-ASSIGNMENT PERSONNEL (1-48 MONTHS' TICF)	39
<u>TABLE 21</u> REPRESENTATIVE TASKS PERFORMED BY AFSC 5J0X1 FIRST- ASSIGNMENT PERSONNEL (1-48 MONTHS' TICF).....	40
<u>TABLE 22</u> AFSC 5J0X1 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS.....	41
<u>TABLE 23</u> AFSC 5J0X1 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS.....	42
<u>TABLE 24</u> EXAMPLES OF STS ELEMENTS NOT SUPPORTED BY SURVEY DATA (LESS THAN 20 PERCENT MEMBERS PERFORMING)	43
<u>TABLE 25</u> EXAMPLES OF TASKS NOT REFERENCED TO STS ELEMENTS WITH 20 PERCENT OR MORE MEMBERS PERFORMING.....	44
<u>TABLE 26</u> EXAMPLES OF STS ELEMENTS WITHOUT PROFICIENCY CODES MATCHED TO TASKS WITH 20 PERCENT OR MORE MEMBERS PERFORMING.....	45
<u>TABLE 27</u> EXAMPLES OF TASKS NOT REFERENCED TO POI OBJECTIVES WITH 30 PERCENT OR MORE MEMBERS PERFORMING.....	46
<u>TABLE 28</u> TIME SPENT ON DUTIES BY AD MEMBERS OF AFSC 5J0X1 SKILL-LEVEL GROUPS- 1999 SURVEY (PERCENT MEMBERS RESPONDING)	47
<u>TABLE 29</u> TIME SPENT ON DUTIES BY AD MEMBERS OF AFSC 5J0X1 SKILL-LEVEL GROUPS- 2002 SURVEY (PERCENT MEMBERS RESPONDING)	48
<u>TABLE 30</u> PERCENT DAFSC GROUP MEMBERS PERFORMING LEGAL RESEARCH TASKS- 1999 & 2002 SURVEY (PERCENT MEMBERS RESPONDING)	49
<u>TABLE 31</u> PERCENT DAFSC GROUP MEMBERS PERFORMING OPERATIONAL LAW TASKS- 1999 & 2002 SURVEY (PERCENT MEMBERS RESPONDING)...	50
<u>TABLE 32</u> JOB SATISFACTION INDICATORS FOR IDENTIFIED JOB GROUPS (PERCENT MEMBERS RESPONDING)	51

<u>TABLE 33</u>	COMPARISON OF JOB SATISFACTION INDICATORS BETWEEN CURRENT AND 1999 SURVEYS (PERCENT MEMBERS RESPONDING)	52
<u>TABLE 34</u>	COMPARISON OF REENLISTMENT FACTORS BY TICF GROUPS (AVERAGE RESPONSE SCORE)	53
<u>TABLE 35</u>	COMPARISON OF SEPARATION FACTORS BY TICF GROUPS (AVERAGE RESPONSE SCORE)	54

PREFACE

This report presents the results of an Air Force Occupational Survey of the Paralegal career ladder (AFSC 5J0X1). Authority for conducting an occupational survey is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Career Field Manager, technical training school, all major using commands, and other interested operations and training officials.

First Lieutenant Chad Anson, Inventory Development Specialist, developed the survey instrument. First Lieutenant Linda Alvarado, Occupational Analyst, analyzed the data and wrote the final report. Ms. Jeanie Guesman provided computer-programming support, and Ms. Dolores Navarro provided administrative support. Major Jose Caussade, Chief, Airman Analysis Section, reviewed and approved this report for release.

Additional copies of this report may be obtained by writing to AFOMS/OMYXI, 1550 5th Street East, Randolph AFB TX 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our website at <https://www.omsq.af.mil/>.

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OCCUPATIONAL SURVEY REPORT (OSR)
PARALEGAL
(AFSC 5J0X1)

EXECUTIVE SUMMARY

1. **Survey Coverage**: The Paralegal career ladder was surveyed to obtain current task data for use in evaluating current training programs. The data will also be used to support Specialty Knowledge Test (SKT) development. Surveys were sent to 777 Active Duty (AD) personnel. Survey results were based on 468 members responding.
2. **Specialty Jobs**: Structure analysis identified one cluster and six independent jobs within the specialty. This career ladder contains a wide variety of jobs, but the vast majority of the members are performing tasks within the claims and military justice arena.
3. **Career Ladder Progression**: The Paralegal career ladder progression is typical of most career ladders. There was a distinction between 3- and 5-skill levels, with the 5-skill levels performing more supervisory work. The distinction between 5-, 7-, and 9-skill level members was more apparent, with the 7-skill level members spending more than 17% of their time and 9-skill level members spending 31% of their time performing supervisory/management activities.
4. **Training Analysis**: The specialty training standard (STS) for the specialty, dated 14 July 1999, was reviewed in light of the survey data. Overall, OSR data supports the STS. A complete review of the STS has been provided to the technical school for evaluation. The plan of instruction (POI) for the 3-skill level course and 7-skill level course was also reviewed.
5. **Technical and Administrative Duty Analysis**: In both the 1999 and 2002 surveys, DAFSC groups spent a majority of their time performing technical duties compared to administrative duties.
6. **Legal Research and Operational Law Duty Analysis**: Percent members in all DAFSC groups performing legal research tasks has remained constant since 1999 survey. Operational law tasks are performed primarily by 7- and 9-skill levels.
7. **Job Satisfaction Analysis**: In general, job satisfaction among most 5J0X1 personnel was good. Reenlistment rates for respondents in the first-assignment group was relatively higher than the previous survey.
8. **Predictive Retention Analysis**: Members in all three TICF groups agreed on several factors potentially influencing their decision to reenlist or separate. Top factors for reenlistment include: retirement benefits, job security, pay and allowances, off-duty education or training opportunities. The three TICF groups rated the top factors for separation to include pay and allowances, civilian job opportunities, and promotion opportunities.

INTRODUCTION

Air Force Occupational Measurement Squadron (AFOMS)

Occupational Analysis Program

Simply put, our mission is to provide occupational data for decisionmakers, allowing them to make informed personnel, training, and education decisions based not on opinion and conjecture, but on empirical, quantitative data.

Survey Development Process

An occupational survey begins with a job inventory (JI) -- a list of all the tasks performed by members of a given Air Force Specialty Code (AFSC) as part of their actual career field work (that is, additional duties and the like are not included.) We strive to ensure that every function career field members perform is included by working very closely with technical training personnel, the Air Staff, and operational subject-matter experts (SMEs) to produce a task list that is complete and understandable to the typical job incumbent filling out the survey. The SMEs also ensure the task list is written to the same level of specificity across duty areas and that each task is mutually exclusive, that it is not covered in the task list more than once.

In addition to this comprehensive task list, job inventories include a number of background questions that deal with demographic information, job satisfaction, equipment usage, and any other area that our customers may desire to focus on.

Furthermore, the JI is only one of the surveys that AFOMS produces. The JI task list is used in creating several other surveys that are important for developing and refining career field training programs and for developing career field promotion tests; these surveys and how their results are used will be described shortly.

Survey Administration

The sample of members who receive the JI primarily depends on the size of the career ladder. We typically survey 100% of all eligible members in career ladders numbering 3,000 members or less. For career ladders larger than 3,000 assigned members, we typically select a random sample of half of the eligible members. Return rates (the percentage of surveys we receive back from the field) generally run 70% or greater. All this combines to produce very large and very representative samples in almost every study we conduct, compared for example to the samples obtained by private commercial surveying and marketing firms, and this in turn leads to highly accurate information about the work and demographics of the career field.

When the number of tasks is large, responding to the JI can be somewhat time-consuming for the Air Force member, but it is a simple process. Respondents are asked to examine each task and

indicate whether they do or do not perform that task in their current job. They are then asked to rate each task they marked on a scale of 1 to 9 based on how much relative time they spend performing that task in their present job.

Survey Analysis

Survey responses are processed using a set of computer programs called the Comprehensive Occupational Data Analysis Programs (CODAP). We are able to calculate some important basic information about each task from the information that respondents provide in the JI: the Percent Members Performing (PMP) and the Percent Time Spent (PTS). CODAP groups survey respondents according to their similarity of task performance, and our analysts study these groupings to identify distinct jobs. Further, we can provide PMP and PTS information for any subgroup. For example, we can easily determine the percent of E-5s or 3-skill-level or first-term airmen who perform each task, and estimate the average amount of job time they spend performing it. This is important because many of the applications of our data target particular subgroups within the career ladder.

Uses of Survey Data

Survey results are formally reported in an **Occupational Survey Report (OSR)** -- what you are currently reading -- but the OSR is by no means the only product of an occupational survey study. The OSR provides a high-level "snapshot" of an entire AFSC in a compact package, but it is not intended to provide the comprehensive information needed to support important decisions about a career field. That is the purpose of "data extracts", which are comprehensive, detailed sets of CODAP-generated reports designed for particular applications.

The Training Extract -- AFOMS survey data are essential to technical training professionals. The Training Extract provides information about what career ladder incumbents are actually doing in their jobs at each stage of their career, along with supporting information regarding when and how members should be trained to perform their jobs. The data found in the Training Extract regarding first-job, first-term, and 3-skill level members are the *primary source of empirical information* available to support such decisions.

In addition to the JI, AFOMS produces two other surveys that directly support the training community. Depending on the size of the career ladder, a sample of at least 50 and frequently 100 or more 7-skill-level craftsmen is selected to complete a Training Emphasis (TE) survey. A similar-sized sample of other 7-skill-level craftsmen is selected to complete a Task Difficulty (TD) survey.

The TE survey, like the JI, contains the complete career ladder task list, and, like the JI, respondents are asked to rate tasks on a 0 to 9 scale. Unlike the JI, however, respondents are asked to rate tasks based on how much emphasis they believe should be placed on that task for entry-level structured training. A "0" indicates the respondent's belief that no structured training is required for that task, while a "1" indicates the respondent's belief that very little emphasis be placed on providing structured training on that task. A rating of "9" indicates that it is essential to provide structured training

on the task. Structured training is defined as resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. The responses of the entire sample of raters are averaged for each task resulting in a TE rating for each task.

The TD survey also contains the full task list and requests that respondents rate each task on a scale of 1 to 9 (“1” is low, “9” is high), but this time respondents are asked to rate the amount of time needed to learn to perform that task satisfactorily. In other words, as the name implies, TD is an indicator of how difficult the task is to learn to do. The sample's *average* TD for each task in the inventory is standardized with a mean rating of 5.0 and a standard deviation of 1.0.

When used in conjunction with the PMP and PTS for first-assignment members, average TE and TD ratings provide insight into the appropriate training requirements for new personnel in the career ladder. These four indices (PMP, PTS, TE, and TD) are used to compute a composite index, the Automated Training Indicator (ATI), for each task. The ATI expresses in a single number between 1 and 18 (“1” is low, “18” is high) the importance of including training for that task in the initial resident technical course. ATIs allow training developers to quickly focus attention on those tasks that are most likely to qualify for resident course consideration. Further information concerning TE and TD ratings and ATIs for the entire task list can be found in the Training Extract that accompanies this OSR.

The major users of Training Extract information are attendees at Utilization and Training Workshops (U&TWs). The U&TW is a summit of representative career ladder, training, and classification leaders whose purpose is to evaluate current training efficiency and effectiveness in order to propose and approve changes to the Specialty Training Standard (STS) or Course Training Standard (CTS), particularly with regard to 3-skill-level training, and to address utilization issues. The AFSC's job description in Attachment 6 of AFMAN 36-2108, *Enlisted Classification*, is reviewed in light of the survey data and appropriately revised to reflect the jobs being performed by the career ladder members.

Part of the process of compiling the Training Extract involves the *STS matching* process, during which technical school personnel match JI tasks to STS elements; that is, they tell us what particular task or tasks correspond to each STS element when it is covered in training. This is especially useful when STS performance codes are being reviewed for the 3-skill level course. For example, the U&TW attendees might be asked to consider adding a task performance code to an STS element that has only been trained to a knowledge level previously. Occupational survey data are an important input in determining the appropriate proficiency code. Separate Training Extracts are produced for Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Component (AFRC) members.

The Specialty Knowledge Test (SKT) Extract -- AFOMS survey data are key to ensuring that SKTs are valid. SKTs are an important part of the Weighted Airman Promotion System (WAPS). Because an airman's test score is frequently the deciding factor in determining who is promoted, SKTs must be valid, fair, and credible.

In terms of SKTs, *valid* means that every question on the test is tied to a task which has been shown to be important to successful performance in the specialty. This tie is crucial to documenting the validity of SKT content.

AFOMS surveys provide test writers with information on what percentage of airmen are performing tasks (PMP), an estimate of how much job time they spend performing tasks (PTS), how difficult tasks are to master (TD), and the importance of formal training on tasks (TE). This information is combined to produce a composite index called the Predicted Testing Importance (PTI). Those tasks that are rated highest in PTI are ones that tend to be high in all four of our primary indices -- PMP, PTS, TD, and TE -- exactly the kinds of tasks that one would consider job-essential and critical for incumbents to know and thus be tested on. PTI information is used for minor test revisions; how it is used will be explained shortly.

Field-validated testing importance (FVTI) data are produced for major test revisions. Approximately 6 months before the start of test development, a sample of 100 senior career field NCOs are sent a survey containing a list of tasks rated highest in PTI. Respondents are asked to provide a 1-7 rating ("1" is low, "7" is high) of how important they believe it is to include a question concerning that task on the SKT. The responses are averaged for each task, yielding the FVTI index -- a direct measure of the opinions of career field experts as to what constitutes "job-essential" knowledge.

PTI and FVTI information is included in the SKT Extract, which is specifically tailored for use by the SKT teams who come to AFOMS to write the promotion examinations. Two sets of reports are prepared -- one set uses only data for E-5s and the other uses combined data for E-6s and E-7s. Each report gives the SKT team information on every task's PMP, PTS, and PTI, and, for major test revisions, FVTI data. Occupational survey data are thus the only objective source of information available to the team regarding how to make the test they write meet legal requirements for validity and fairness.

The Analysis Extract -- The Analysis Extract is an archive of all the data collected in the course of a study that are not incorporated in one of the other extracts. We typically produce separate Analysis Extracts for AD and ANG/AFRC members. The Analysis Extract is usually an enormous document, a compilation of the many reports that "slice and dice" the data in virtually every potentially useful way. Just about any question anyone has regarding career ladder work, personnel, or training and utilization issues can be answered by consulting one or another of the reports in the Analysis Extract.

The Occupational Survey Report -- This document, the Occupational Survey Report (OSR), captures survey data and analysis both in breadth and depth. For ease of reading, the first half of the OSR concentrates on breadth with compelling factors and implications across the specialty. The ensuing appendices show depth with regard to these factors and implications, primarily in tabular format. Where appropriate, highlights of the tables are contained in the body. The reader will find tables in their entirety in the appendices.

OCCUPATIONAL SURVEY REPORT (OSR)
PARALEGAL
(AFSC 5J0X1)

This is a report of an occupational survey of the Paralegal career ladder, conducted by the Occupational Analysis Flight, AFOMS. The OSR reports the findings of current data that are available for use in guiding the development and evaluation of training and support planned changes within this career ladder. In addition, the data are used to support SKT development. The previous OSR was completed in November 1999.

Career Ladder Background

According to the Specialty Description in AFMAN 36-2108, *Enlisted Classification*, dated 31 October 2001, personnel in this career ladder manage and perform legal functions not prohibited by statute and the Lawyer's Manual on Professional Conduct. These personnel perform paraprofessional and legal research functions under the supervision of a judge advocate in connection with civil law, military justice, and claims activities. Personnel may also be responsible for supervising the administration of legal services and court-reporting procedures.

The initial technical training school for this AFSC is located at Maxwell AFB AL. The 45-day course M3ALR5J031 Paralegal Apprentice course provides graduates with the knowledge and skills to process and maintain correspondence relating to military justice, claims, civil law programs, legal assistance, preventive law, and office administration.

Primary entry into the 5J0X1 career field is lateral, requiring the following: (1) prior qualification in any AFSC at the 5-skill level (3-skill if no 5-skill level exists) or higher; (2) ability to type at a minimum of 25 words per minute (WPM); and (3) no previous convictions by courts-martial; punishment under the provisions of Article 15, UCJM, or convictions by a civilian court except for minor traffic violations or similar infractions. Entry into AFSC 5J0X1 requires an Armed Forces Vocational Aptitude Battery (ASVAB) "General" score of 50 and a Strength requirement of "G" (weight lift of 40 lb).

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2485, dated September 2001. During the development of the comprehensive task list, 28 subject-matter experts were interviewed from five operational bases, one training unit, and one Specialty Knowledge Test team. In addition to the standard background questions, the survey requested the following information: base of assignment; command of assignment; standard background questions, including job satisfaction and reenlistment intentions; number of deployments and days TDY; job title; work or functional area; paygrade at which you entered this AFSC if retrained from another specialty. The inventory listed 557 tasks grouped under 12 duty headings and a background section. (The complete task list is available on the CD-ROM containing the products from this study.)

<u>BASE</u>	<u>REASON FOR VISIT</u>
Maxwell AFB AL	Air Force Judge Advocate General School (AFJAGS)
Luke AFB AZ	Involved in aircraft investigation boards, environmental issues, and juvenile correction boards
Travis AFB, CA	Large Legal office; one of the leading mobility wings
Wright-Patterson AFB, OH	Legal mission providing legal support for Aeronautical System Center
Pope AFB, NC	Unique operational mission as a Lead Air Expeditionary Wing
Mountain Home AFB, ID	Involved in unique tasks such as discharge reviews, discharge boards, and expanded areas in claims

5J0X1 Survey Administration

From September to March 2001, the survey control monitor at the technical training school and operational bases administered the inventory to all eligible DAFSC 5J031, 5J051, 5J071, and 5J091 AD personnel. Members ineligible to take the survey included the following: (1) hospitalized members; (2) members in transition for a permanent change of station; (3) members retiring within the time the inventories were administered to the field; and (4) members who had been in their present jobs for less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from data tapes maintained by the Air Force Personnel Center, Randolph AFB TX.

Survey Sample

The data on survey returns were examined to ensure that the final sample reflected an accurate representation across major commands (MAJCOMs), paygrades, and skill levels. [Table 1](#) shows the distribution of the survey sample by MAJCOM, while [Table 2](#) reflects the survey distribution by paygrade groups. [Table 3](#) reveals the final sample distribution by skill level.

TABLE 1

MAJCOM REPRESENTATION OF TOTAL SAMPLE		
COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
ACC	20	16
USAFE	11	10
PACAF	12	13
AMC	10	11
AETC	15	17
AIA	1	1
AFMC	8	9
AFSPC	6	7
AFLSA	12	12
USAF A	1	1
AFSOC	2	1
OTHER**	2	2
TOTAL ASSIGNED*		911
TOTAL ELIGIBLE		775
TOTAL SURVEYS MAILED		775
TOTAL IN SAMPLE		468
PERCENT OF ASSIGNED IN SAMPLE		51
PERCENT OF ELIGIBLE IN SAMPLE		60
PERCENT OF MAILED IN SAMPLE		60

* As of Oct 01

** Highest percentages in "Other" include AFDW, AFOSI, AIA, CENTCOM, and STRATCOM.

TABLE 2

PAYGRADE DISTRIBUTION OF SAMPLE		
PAYGRADE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
E-1 - E-2	0	0
E-3	0	0
E-4	8	4
E-5	45	45
E-6	29	30
E-7	15	18
E-8	3	3

TABLE 3

SKILL-LEVEL DISTRIBUTION OF SAMPLE		
SKILL LEVEL	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
5J031	8	7
5J051	52	52
5J071	36	36
5J091	4	5

The Command, Paygrade, and Skill-Level distributions of the survey sample are close to the percent assigned, indicating that the sample is a true representation of the career ladder population assigned to the MAJCOMs.

5J0X1 JOB STRUCTURE

The first step in the analysis process is to identify the career ladder structure in terms of the jobs performed by the respondents. CODAP creates 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. Human analysis of the final output, aided by additional measures of similarities and differences between groups, determines the final job structure of the career field as described here.

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**. Jobs not falling within any cluster are identified as **Independent Jobs**. The structure of the career ladder is then defined in terms of clusters, jobs, and independent jobs. The job structure resulting from this grouping process (the various jobs within the AFSC) can be used to evaluate the changes that have occurred in the AFSC since the previous OSR. It can also be used to guide future changes in the AFSC. The above terminology will be used in the discussion of the AFSC 5J0X1 career ladder.

Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, two clusters and eleven independent jobs were identified within the Communications-Computer Systems Operations career ladder. [Figure 1](#) shows this job structure. A written outline of the job structure follows. The stage (STG) number shown beside each title refers to computer-generated tracking information and is of no importance to the reader. The letter “N” represents the number of members in each group. [Tables 5-11](#) provide detailed descriptions of the clusters and independent jobs listed below, including demographic information and representative tasks that members perform. In addition, some distinguishing tasks performed for jobs identified within clusters are shown.

- I. INSTRUCTOR INDEPENDENT JOB (STG 31, N=9)
- II. CIVIL LAW INDEPENDENT JOB (STG 22, N=55)
- III. OPERATIONAL LAW INDEPENDENT JOB (STG 42, N=7)
- IV. LAW OFFICE MANAGER INDEPENDENT JOB (STG 21, N=77)
- V. DEFENSE PARALEGAL INDEPENDENT JOB (STG 44, N=29)

- VI. MILITARY JUSTICE CLUSTER
 - A. MILITARY JUSTICE-ARTICLE 15 JOB (STG 37, N=11)
 - B. MILITARY JUSTICE-COURT MARTIAL JOB (STG 36, N=120)
- VI. CLAIMS INDEPENDENT JOB (STG 24, N=129)

[Table 12](#) displays time spent on duties by the members within these clusters and jobs.

**IDENTIFIED JOB STRUCTURE AND PERCENTAGES OF
TOTAL SURVEY SAMPLE
(N =468)**

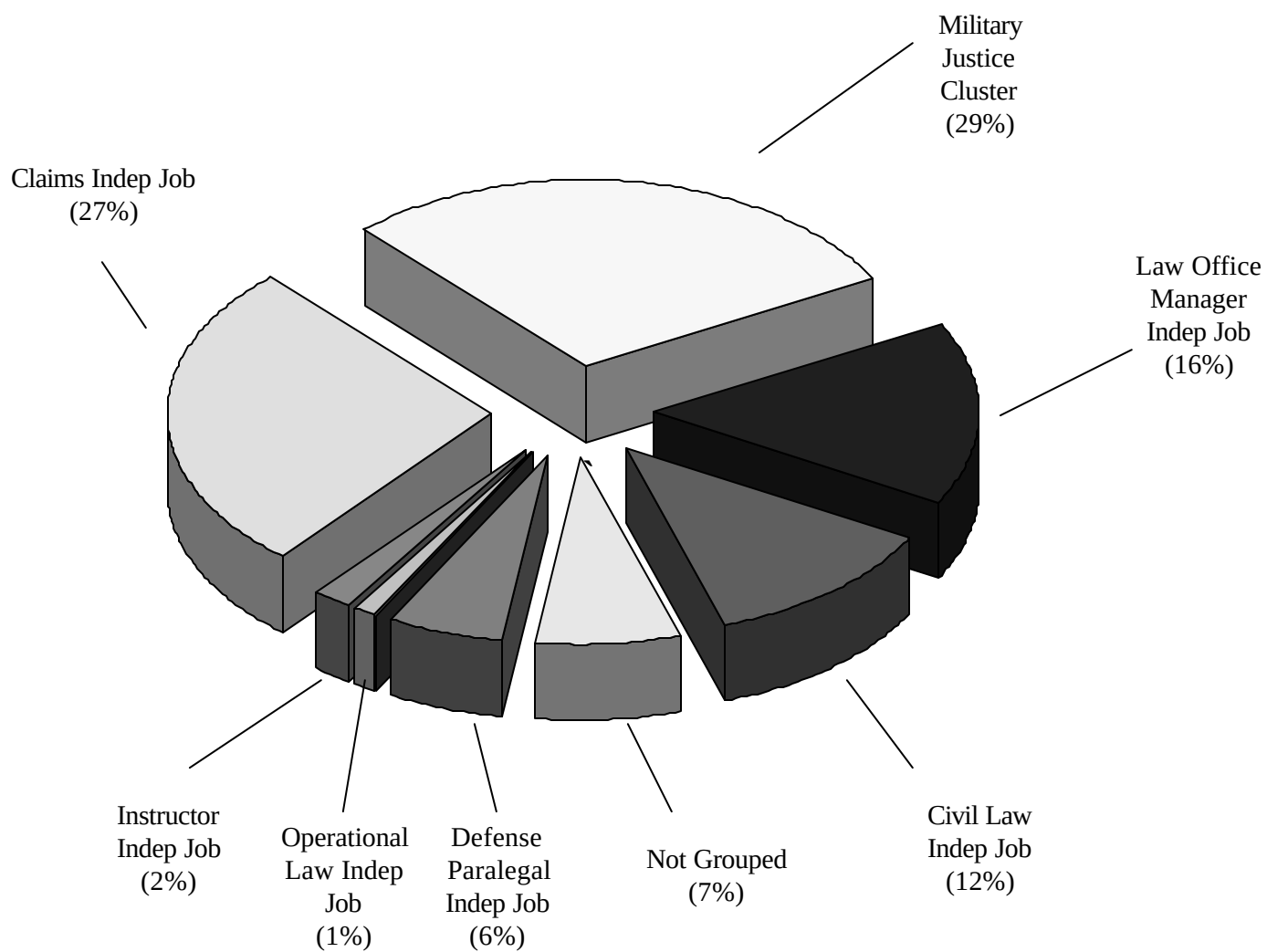


FIGURE 1

Members Not Grouped

- Remaining 7% of survey sample did not group with any cluster or independent job
 - Survey respondents sometimes do not fall into an identified job because they perform fewer tasks or mark the same tasks but give considerably different time spent ratings for those tasks
 - In addition, there may not have been enough individuals performing the same combination of tasks to warrant identification of a job
 - Members not grouped into any cluster or job were holding a variety of jobs, such as Auditor, Discharge Clerk, and Medical Law Consultant Paralegal
 - Important point to note is that all major AFSC functions are covered in identified clusters and independent jobs

Comparison of Current Specialty Jobs to Previous Survey

- Majority of jobs in which 5J0X1 members were identified in 1999 study were also identified in current study
 - Overall nature of the 5J0X1 career ladder has not changed much since the previous study; still a very heterogeneous career ladder with small pockets of members performing jobs that are more focused

[Table 13](#) shows the clusters and jobs identified in this study compared to the previous study conducted in 1999.

SKILL AND EXPERIENCE ANALYSIS

An analysis of DAFSC groups in conjunction with the analysis of the career ladder structure is an important part of each OSR. This information may be used to evaluate how well career ladder documents, such as AFMAN 36-2108, *Enlisted Classification*, reflect what career ladder personnel are actually doing in the field.

TOTAL SAMPLE

Jobs

[Table 14](#) - Distribution of skill-level members across career ladder clusters and jobs

- Majority of 3- and 5-skill level members in Military Justice Cluster
- Second highest percentage in Claims Independent Job
- Most 7- and 9-skill members in Law Office Manager Independent Job

Duties

[Table 15](#) - Time spent on duties by members of skill-level groups

- 3- and 5-skill level members spending more time Performing Military Justice Activities (Duty C) and Air Force Claims Activities (Duty F) than 7- and 9-skill level members
- 7- and 9-skill level members spending significantly more time performing Management and Supervisory Activities (Duty L) than 3- and 5-skill level members

Tasks

[Table 16](#) – Tasks performed by AD 5J031 members

- Tasks being performed by highest percentages of 3-skill level members (79% and below) indicate that career ladder is rather heterogeneous at this skill level

[Table 17](#) – Tasks performed by AD 5J051 members

- Tasks being performed by highest percentages of 5-skill level members similar to tasks being performed by 3-skill level members with same degree of heterogeneity

[Table 18](#) – Tasks performed by AD 5J071 members

- Larger emphasis on training, along with supervisory and managerial activities at this skill level
- Majority of time still; however, spent on technical paralegal duties

[Table 19](#) – Tasks performed by AD 5J091 members

- Heavy emphasis on supervisory and managerial activities at this skill level

TRAINING ANALYSIS

Occupational survey data are a source of information that can assist in the development or evaluation of training programs for both entry-level and advanced members. In particular, the factors used to evaluate entry-level member training include the jobs being performed by first-assignment personnel (1-48 months' TICF), the overall distribution of first-assignment personnel across career ladder jobs, the percent of first-assignment members who perform specific tasks, and ratings of relative training emphasis (TE) and task difficulty (TD). Training Emphasis and TD ratings are discussed in the Task Factor Administration section of this OSR.

WHAT ENTRY-LEVEL MEMBERS NEED TO KNOW

First-Assignment Personnel (1–48 months' TICF)

N=175 (37% of sample)

Jobs

[Figure 2](#) - Distribution of first-assignment personnel across specialty clusters and jobs

- Increases of 13% in Military Justice Cluster and 10% in Claims Independent Job versus jobs for total sample (Figure 1)

Duties

[Table 20](#) - Relative time spent on duties

Tasks

[Table 21](#) - Representative tasks performed

**DISTRIBUTION OF AFSC 5J0X1 FIRST-ASSIGNMENT
PERSONNEL ACROSS SPECIALTY JOBS
(N=175)**

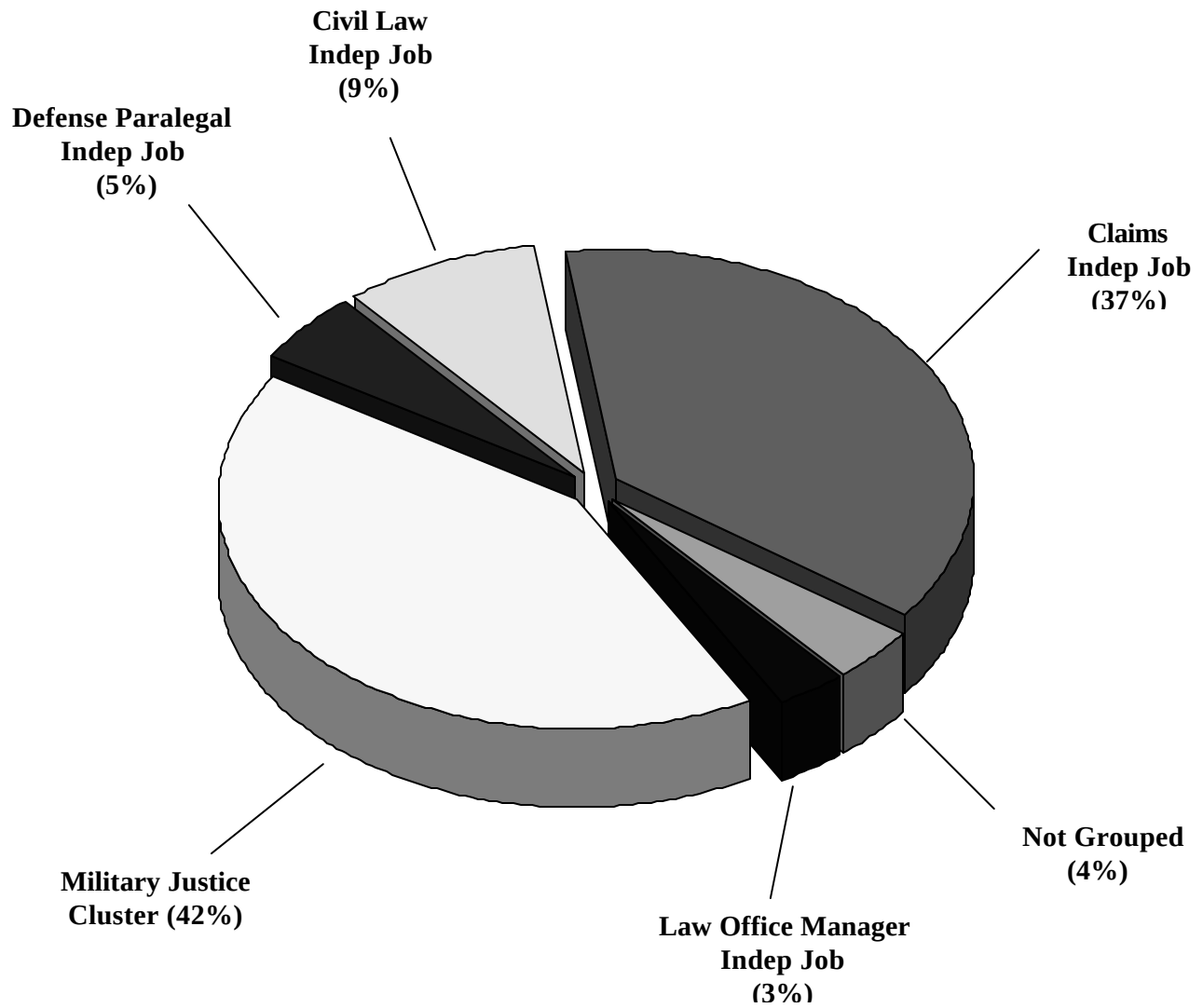


FIGURE 2

TASK FACTOR SURVEYS

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information, along with data from the Specialty Training Standard (STS), Course Training Standard (CTS), and Plan of Instruction (POI), is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected DAFSC 5J0X1 members (generally E-6 or E-7 craftsmen) completed either a training emphasis (TE) or task difficulty (TD) survey. To obtain the needed STS, CTS, and POI data, STS 5J0X1 was reviewed by comparing survey data to STS elements.

Task Factor Administration

TE and TD data can help training development personnel decide which tasks to emphasize for entry-level, structured training (resident technical schools, field training detachments, mobile training teams, formal OJT, or any other organized training method). For example, tasks receiving high TE and TD ratings generally warrant resident training if they are also performed by a moderate-to-high percentage of first-assignment members. Tasks receiving high TE and/or TD ratings but being performed by relatively low percentages of first-assignment members may be more appropriately planned for structured OJT programs within the career ladder. Low TE and/or TD ratings may highlight tasks best omitted from training for new personnel. These task factors are, of course, not the only ones to weigh in making training decisions; the percentages of personnel performing the tasks, command concerns, the criticality of the tasks, and other important factors must also be carefully considered.

Training Emphasis (TE) — degree of emphasis that should be placed on each task for structured training of entry-level members:

- Thirty-six DAFSC 5J0X1 senior noncommissioned officers (NCOs) rated tasks in inventory on a scale from 0 (no training required) to 9 (extremely high training emphasis)
- Average TE rating was 3.33 with a standard deviation of 1.62
 - If a task has a TE rating at least one standard deviation above the mean, that is, of at least 4.95, it is probably important to provide new personnel with formal training on that task

Table 22 - Tasks with highest TE ratings

- Most tasks with high TE ratings are from Duty C (Performing Military Justice Activities) and Duty F (Performing Air Force Claims Activities) and involve tasks such as preparing or reviewing Article 15 actions and adjudicating or processing claims

Task Difficulty (TD) — amount of time needed to learn to perform that task satisfactorily:

- Thirty-nine DAFSC 5J0X1 senior NCOs rated difficulty of tasks in inventory using a scale from 1 (extremely low difficulty) to 9 (extremely high difficulty)
- TD ratings are normally adjusted so that tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00
- Any task with a difficulty of 6.00 or greater is therefore considered difficult to learn

[Table 23](#) - Tasks with highest TD ratings:

- Also lists percent members performing these tasks by groups of 1-24 months' and 1-48 months' TICF, as well as members of the 3-, 5-, and 7-skill-level groups
- Tasks within Duties B (Performing Civil Law Activities) and H (Performing Operational Law Activities) received among the highest TD ratings
- Unlike the listing of tasks with highest TE ratings, however, many tasks with highest TD ratings have low percent members performing
- This pattern is typical across many career fields because relatively few members perform the most difficult tasks

WHAT DO 5J0X1 TRAINING DOCUMENTS REFLECT?

Specialty Training Standard (STS) Analysis

Technical school personnel from AFJAGS, Maxwell AFB AL, matched JI tasks to STS items. Per AETCI 36-2601, dated 14 July 1999, STS elements that are performed by at least 20% of members in appropriate skill-level groups [particularly first-job (1-24 months' TICF) members and first-assignment (1-48 months' TICF) members] should be included in the STS. Of course, these are not the only criteria for inclusion in the STS, and other rational considerations may argue against inclusion. Likewise, proficiency-coded elements matched to tasks with less than 20% performing in first-job and first-assignment groups should be closely reviewed by subject-matter experts, unless other considerations (such as mission criticality or criticality to a particular MAJCOM) argue for inclusion of these "unsupported items." Tasks not referenced to the STS with at least 20% of the first-job or first-assignment members performing should be reviewed by training personnel for possible addition to the STS. Finally, several tasks with 20% or more members performing were matched to STS elements without proficiency codes. These STS elements should be reviewed for possible proficiency code revision.

- Tasks matched to STS elements with "2b" proficiency codes were being performed by less than 20% of job incumbents in their first job or first enlistment

[Table 24](#) – Examples of STS elements along with the tasks matched to those items

- These unsupported items should be reviewed for continuing inclusion in STS
- Complete listing of STS elements with tasks matched to those elements located in STS report in Training Extract; these STS elements should be reviewed for possible proficiency code revision

[Table 25](#) - Examples of tasks not referenced to STS elements with 20% or more members performing:

- Two candidate tasks for inclusion deal with military justice activities
- Complete listing of tasks not referenced to STS located at end of STS report in Training Extract; tasks should be reviewed for possible addition to STS

[Table 26](#) – Examples of tasks with 20% or more members performing matched to STS elements without proficiency codes:

- Complete listing of tasks matched to STS elements is found within STS report in Training Extract; STS elements should be reviewed for possible proficiency code revision

Overall, the STS is very well supported by the survey data.

Plan of Instruction (POI) Analysis

In addition to the STS, the POI for a course may also have unsupported objectives (included in the course but performed by few first-assignment airmen.) Personnel from the AFJAGS also matched JI tasks to related training objectives in the M3ALR5J031 POI for the entry-level course. POI blocks, units of instruction, and learning objectives were then compared to the standard set forth in AETCI 36-2601. This document indicates that tasks trained in the course but not performed by at least 30% of first-assignment members should be considered for elimination from the course, unless other rational considerations argue for inclusion. This is especially so if TE ratings for the task are not particularly high. In addition, AFJAGS personnel requested a match be done on JI tasks related to training objectives in the M3ACR5J071 POI for the 7-skill level course. The complete match of JI tasks to the 7-skill- level course POI is located at the end of the POI report in the Training Extract. Training personnel are encouraged to review this match to ensure the POI is representative of the work performed by 7-skill-level incumbents.

- All tasks matched to M3ALR5J031 POI objectives performed by 30% or more of job incumbents in their first job or first assignment

[Table 27](#) – Examples of tasks not referenced to POI objectives with 30% or more members performing

- Complete listing of tasks not referenced to POI located at end of POI report in the Training Extract; tasks should be reviewed for possible addition to POI

Overall, the POI is highly supported by the survey data.

TECHNICAL AND ADMINISTRATIVE DUTIES ANALYSIS

An analysis of percent time spent on technical and administrative duties performed in the current survey compared to the 1999 survey sample was done at the request of the Air Force Career Field Manager (AFCFM).

[Table 28](#) - Percent time spent on technical and administrative tasks by DAFSC groups in 1999 survey

[Table 29](#) - Percent time spent on technical and administrative tasks by DAFSC groups in 2002 survey:

- Overall, more percent time spent on technical duties by all DAFSC groups as compared to percent time spent on administrative duties in both 1999 and 2002 surveys
- Percent time spent on technical and administrative duties remain fairly constant since previous survey

LEGAL RESEARCH AND OPERATIONAL LAW DUTIES ANALYSIS

The AFCFM also requested an analysis on legal research tasks performed among the current survey respondents compared to 1999 survey. Data was also requested on the percent of current incumbents performing operational law tasks.

[Table 30](#)- Percent members performing legal research tasks by DAFSC groups in current survey compared to 1999 survey

[Table 31](#)- Percent members performing operational law tasks by DAFSC groups in current survey

JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. The survey included attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions.

Job Satisfaction

Overall = Very good

[Table 32](#) - Job satisfaction data by job groups identified in **5J0X1 JOB STRUCTURE** section of this report:

- All jobs and cluster – very high job interest ratings
- Very high sense of accomplishment for all jobs and cluster
- Reenlistment intentions for majority of sample very high

[Table 33](#) displays job satisfaction data between the current 5J0X1 OSR data and the 1999 5J0X1 survey. The results from the comparison data are summarized below:

- Overall, job satisfaction ratings for the 5J0X1 members in the current study have remained fairly consistent compared to the 5J0X1 members in the previous study
- Reenlistment intentions for 5J0X1 airmen in first-assignment in the current study are higher compared to their reenlistment intentions in 1999

PREDICTIVE RETENTION ANALYSIS

JIs also routinely collect information about factors that affect reenlistment and separation decisions. That is, respondents who say that they are likely to reenlist at the end of their present term (and those not eligible for retirement) are asked to indicate whether each of 31 different factors will have any effect on their intended decision and, if so, the degree to which each factor may influence their decision to reenlist. Respondents who indicate that they are likely to separate at the end of their present term (and those not eligible for retirement) are asked to indicate whether each of 31 different factors will have any effect on their intended decision and, if so, the degree to which each factor may influence their decision to separate. The degree is indicated on a 3-point scale ranging from “slight influence” to “strong influence”.

Reenlistment

[Table 34](#) - Lists the 31 factors in the order they appeared in the survey. The percent selecting each factor and the average rating for each factor by TICF group based on how much each factor may influence their decision to reenlist are also shown:

- Top 5 reasons members may choose to reenlist based on the highest percentages selecting each factor are listed below Table 34:
 - Retirement benefits appeared for each of the three TICF groups as top reason for reenlisting
 - Job security, pay and allowances, off-duty education or training opportunities, and military lifestyle were major influences on reenlistment for all three TICF groups

Separation

[Table 35](#) - Displays the percentage of members for each TICF group indicating which of the 31 factors most influence their plans to separate as the average ratings by TICF group for these 31 factors:

- Top 5 reasons members in each TICF group may choose to separate based on the highest percentages selecting each factor are listed below Table 35:
 - Pay and allowances and military lifestyle are the top two factors that may influence the respondents’ decisions to separate for 1-48 TICF group
 - Civilian job opportunities top factor influencing respondents’ decision to separate for 49-96 TICF group
 - Respondents in 97+ months TICF group report promotion opportunities as top reason to separate

TABLE 5

**INSTRUCTOR INDEPENDENT JOB (STG 31)
N=9 (2% of TOTAL SAMPLE)**

DEMOGRAPHICS		
Average Time in Present Job	19 months	
Average TICF	109 months	
Predominant Paygrades	E-5	22%
	E-6	67%
Skill Levels	5J051	56%
	5J071	44%

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	39	PERCENT MEMBERS PERFORMING
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)		100
K0488	Counsel trainees on training progress		100
K0493	Develop or procure training materials or aids		100
K0500	Personalize lesson plans		89
K0497	Evaluate progress of trainees		89
K0498	Inspect training materials or aids for operation or suitability		89
K0499	Maintain training records or files		89
K0491	Develop training programs, plans, or procedures		89
K0483	Administer or score tests		89
K0494	Establish or maintain study reference files		89
K0492	Develop written tests		89
K0486	Conduct formal course classroom training		78
K0503	Write training reports		78
A0044	Retrieve data using computers		78
K0496	Evaluate effectiveness of training programs, plans, or procedures		78
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)		78
L0549	Safeguard written tests		78
K0489	Determine training requirements		78

TABLE 6

**CIVIL LAW INDEPENDENT JOB (STG 22)
N=55 (12% of TOTAL SAMPLE)**

DEMOGRAPHICS		
Average Time in Present Job	21 months	
Average TICF	81 months	
Predominant Paygrades	E-5	45%
	E-6	44%
Skill Levels	5J051	56%
	5J071	40%

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	67	PERCENT MEMBERS PERFORMING
B0065	Notarize documents		100
B0064	Maintain notary logs		100
B0086	Prepare or review powers of attorney		98
B0053	Brief clients on powers of attorney		96
A0002	Answer customer service telephone calls		93
B0110	Witness execution of wills		89
B0111	Witness signing of legal documents		89
B0109	Verify eligibility of clients for legal assistance		87
A0007	Compose or type administrative correspondence		85
A0041	Refer clients to other supportive agencies		85
B0051	Assist in preparation of legal assistance cards		84
B0052	Assist in preparation of Legal Information Online System (LIONS)		80
A0044	Retrieve data using computers		80
B0063	Maintain legal assistance records		80
A0006	Compile statistical data		80
B0059	Conduct will executions		76
A0045	Review suspense dates		71
A0049	Sort and distribute incoming mail		69
B0066	Prepare miscellaneous legal reviews		67
A0038	Process incoming or outgoing electronic mail		67
A0024	Log or suspense incoming correspondence		67
A0047	Schedule office appointments		67
B0058	Conduct will briefings		65
A0048	Search directives, files, or legal references for information, such as opinions or decisions		64
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system		64
B0076	Prepare or review legal assistance reports		64
B0071	Prepare documentation for off-duty employment applications		60
B0105	Review legal reviews of off-duty employment		56
A0001	Administer client questionnaires		56
A0030	Prepare briefings, other than professional military education (PME) briefings		56
I0471	Maintain administrative files		53
B0078	Prepare or review legal reviews of reports of survey		53
B0080	Prepare or review legal reviews of fundraising activities		51
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA)		51

TABLE 7

OPERATIONAL LAW INDEPENDENT JOB (STG 42)
N=7 (1% of TOTAL SAMPLE)

DEMOGRAPHICS		
Average Time in Present Job	13 months	
Average TICS	85 months	
Predominant Paygrades	E-5	42%
	E-6	29%
	E-7	29%
Skill Levels	5J051	43%
	5J071	57%

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	68	PERCENT MEMBERS PERFORMING
H0426	Assign personnel to mobility or contingency positions		100
H0425	Analyze issues, such as deployment, contracting, or fiscal law		100
H0427	Assign personnel to Unit Type Code (UTC) taskings		100
H0460	Review UTC requirements		100
H0435	Coordinate mobility or contingency requirements with appropriate agencies		100
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)		100
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)		100
H0449	Prepare equipment for deployments		100
H0453	Prepare mobility equipment or supplies for transport		100
A0044	Retrieve data using computers		86
A0002	Answer customer service telephone calls		86
H0437	Coordinate specific source of personnel requirements with appropriate agencies		86
H0429	Complete operations plan (OPLAN) sourcing requirements		86
H0459	Request or distribute mobility requirements documents		86
H0434	Coordinate exercise sourcing requirements with functional managers		86
H0444	Maintain accountability of personnel selected to fill OPLAN requirements		86
H0446	Participate in wing operations or exercise planning meetings		86
H0452	Prepare LOAC reports		86
H0445	Maintain base OPLAN files		86
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands		71
H0430	Compute OPLAN requirements status listings		71
A0038	Process incoming or outgoing electronic mail		71
A0048	Search directives, files, or legal references for information, such as opinions or decisions		71
H0438	Determine specific source of personnel requirements for deployment manning documents		71
A0006	Compile statistical data		71
B0111	Witness signing of legal documents		71
B0086	Prepare or review powers of attorney		71
H0441	Evaluate compliance with LOAC		71
I0464	Destroy classified materials or documents		71
I0470	Inventory classified materials or documents		71

TABLE 8

**LAW OFFICE MANAGER INDEPENDENT JOB (STG 21)
N=77 (16% of TOTAL SAMPLE)**

DEMOGRAPHICS		
Average Time in Present Job	21 months	
Average TICF	139 months	
Predominant Paygrade	E-7	70%
Skill Levels	5J071	71%
	5J091	26%

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	115	PERCENT MEMBERS PERFORMING
A0044	Retrieve data using computers		94
L0556	Write recommendations for awards or decorations		92
A0045	Review suspense dates		88
L0555	Write or indorse military performance reports		88
L0516	Determine or establish work assignments or priorities		88
A0038	Process incoming or outgoing electronic mail		87
A0007	Compose or type administrative correspondence		87
L0514	Counsel subordinates concerning personal matters		87
L0550	Schedule personnel TDY assignments, leaves, or passes		86
L0511	Conduct supervisory performance feedback sessions		84
K0489	Determine training requirements		84
L0505	Assign personnel to work areas or duty positions		84
L0513	Conduct supervisory orientations for newly assigned personnel		84
L0541	Manage IMPAC card programs		83
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops		83
A0006	Compile statistical data		83
L0538	Interpret policies, directives, or procedures for subordinates		83
K0487	Conduct on-the-job training (OJT)		82
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards		82
K0499	Maintain training records or files		82
A0030	Prepare briefings, other than professional military education (PME) briefings		81
L0524	Draft or review budget requirements		79
A0044	Retrieve data using computers		94
L0556	Write recommendations for awards or decorations		92
A0045	Review suspense dates		88
L0555	Write or indorse military performance reports		88
L0516	Determine or establish work assignments or priorities		88
A0038	Process incoming or outgoing electronic mail		87
A0007	Compose or type administrative correspondence		87
L0514	Counsel subordinates concerning personal matters		87
L0550	Schedule personnel TDY assignments, leaves, or passes		86
L0511	Conduct supervisory performance feedback sessions		84
K0489	Determine training requirements		84
L0505	Assign personnel to work areas or duty positions		84

TABLE 9

**DEFENSE PARALEGAL INDEPENDENT JOB (STG 44)
N=29 (6% of TOTAL SAMPLE)**

DEMOGRAPHICS

Average Time in Present Job	14 months
Average TICF	68 months
Predominant Paygrade	E-5 79%
Skill Levels	5J051 97%

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	93	PERCENT MEMBERS PERFORMING
D0265	Prepare or review client responses for discharge actions		97
D0258	Establish eligibility of clients for defense services		97
A0044	Retrieve data using computers		97
A0026	Maintain office computer systems		97
A0023	Inventory network resource allocation management system (NetRAMS)		97
D0290	Schedule client appointments		93
A0010	Conduct witness interviews		93
A0041	Refer clients to other supportive agencies		93
A0030	Prepare briefings, other than professional military education (PME) briefings		93
A0006	Compile statistical data		93
A0020	Initiate requisitions for equipment, supplies, forms, or publications		93
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)		90
C0123	Conduct First Term Airman Course (FTAC) briefings		90
D0281	Prepare or review requests for delay actions		90
A0018	Follow up on submitted travel vouchers		90
A0001	Administer client questionnaires		86
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)		79
A0048	Search directives, files, or legal references for information, such as opinions or decisions		79
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system		79
E0301	Mark exhibits		79
D0264	Prepare or review client assistance records		76
I0471	Maintain administrative files		76
D0259	Maintain defense counsel case dockets		76
D0263	Prepare or review case witness statements		72
D0272	Prepare or review office activity reports		72
D0255	Conduct initial reviews of adverse actions		69
I0469	Initiate requests for temporary duty (TDY) orders		69
D0254	Compile investigative materials		69

TABLE 10

**MILITARY JUSTICE CLUSTER (STG 9)
N=134 (29% of TOTAL SAMPLE)**

DEMOGRAPHICS		
Average Time in Present Job	21 months	
Average TICF	54 months	
Predominant Paygrades	E-5	57%
	E-6	25%
Skill Levels	5J051	57%
	5J071	25%

JOBS IDENTIFIED WITHIN MILITARY JUSTICE CLUSTER

**MILITARY JUSTICE-ARTICLE 15 JOB (STG 37)
N=11 (8% OF CLUSTER)**

DEMOGRAPHICS		
Average Time in Present Job	13 months	
Average TICF	37 months	
Predominant Paygrade	E-5	64%
Predominant Skill Level	5J051	

DISTINGUISHING TASKS

C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions
C0119	Compile Article 15, UCMJ, supportive evidence
C0120	Complete Article 15, UCMJ, processing checklist procedures
C0237	Review completed Article 15, UCMJ, AMJAMS inputs

**MILITARY JUSTICE-COURT MARTIAL JOB (STG 36)
N=120 (90% OF CLUSTER)**

DEMOGRAPHICS		
Average Time in Present Job	22 months	
Average TICF	55 months	
Predominant Paygrades	E-5	56%
	E-6	36%
Predominant Skill Levels	5J051 & 5J071	

DISTINGUISHING TASKS

C0121	Complete court-martial processing checklist procedures
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C0135 Distribute court-martial orders
C0121 Prepare/review court-martial promulgating orders

TABLE 11

**CLAIMS INDEPENDENT JOB (STG 24)
N=129 (27% of TOTAL SAMPLE)**

DEMOGRAPHICS

Average Time in Present Job	18 months
Average TICS	58 months
Predominant Paygrade	E-5 53%
	E-6 29%
Skill Levels	5J051 57%
	5J071 32%

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	106	PERCENT MEMBERS PERFORMING
F0325	Determine claims jurisdiction		98
F0310	Adjudicate claims		97
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)		97
A0002	Answer customer service telephone calls		96
F0320	Close out claims		96
F0314	Assemble claims files		95
F0319	Brief claimants on claims filing procedures		95
F0316	Assert carrier recovery claims		95
F0348	Prepare claims labels		95
F0384	Process reconsiderations from claimants		95
F0324	Determine chapter for claims		95
F0402	Transfer claims using AFCIMS		95
F0341	Perform follow-up actions on personnel claims		94
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)		93
F0360	Prepare vouchers for payment of claims		93
F0321	Conduct claims inspections		93
F0383	Process rebuttals from carriers		91
F0347	Prepare claims inspection memorandums		91
F0403	Verify identity of claimants		91
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft		91
F0322	Conduct claims investigations		90
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)		89
F0337	Perform follow-up actions on carrier recovery claims		88
F0363	Prepare or review demand on carrier or contractor		88
F0369	Process carrier recovery claims for settlements		87
F0372	Process claims payment vouchers		87
F0380	Process personnel claims, other than for clothing		86
F0315	Assemble investigative files on potential claims		86
F0346	Prepare claims for transmittal		86

TABLE 12

AVERAGE PERCENT TIME SPENT ON DUTIES
BY 5J0X1 CLUSTERS AND JOBS

	INSTRUCTOR	CIVIL LAW	OPERATIONAL	LAW OFFICE
	INDEP	INDEP	LAW INDEP	MANAGER
	JOB	JOB	JOB	JOB
	(N=9)	(N=3)	(N=7)	(N=77)
<u>DUTIES</u>	(STG 31)	(STG 22)	(STG 42)	(STG 21)
A PERFORMING GENERAL PARALEGAL ACTIVITIES	18	30	21	24
B PERFORMING CIVIL LAW ACTIVITIES	*	44	11	7
C PERFORMING MILITARY JUSTICE ACTIVITIES	2	5	4	9
D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	0	1	1	1
E PERFORMING COURT REPORTING ACTIVITIES	0	1	*	*
F PERFORMING AIR FORCE CLAIMS ACTIVITIES	0	1	*	3
G PERFORMING INTERNATIONAL LAW ACTIVITIES	0	1	3	3
H PERFORMING OPERATIONAL LAW ACTIVITIES	0	4	42	*
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	2	2	6	6
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	1	3	4
K PERFORMING TRAINING ACTIVITIES	53	4	2	10
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	23	6	6	32

* Indicates less than 1%

TABLE 12 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES
BY CAREER LADDER CLUSTERS AND JOBS

<u>DUTIES</u>	DEFENSE PARALEGAL	MILITARY	CLAIMS
	INDEP JOB (N=29) (STG 44)	JUSTICE CLUSTER (N=134) (STG 9)	INDEP JOB (N=129) (STG 24)
A PERFORMING GENERAL PARALEGAL ACTIVITIES	37	12	14
B PERFORMING CIVIL LAW ACTIVITIES	4	6	7
C PERFORMING MILITARY JUSTICE ACTIVITIES	14	69	3
D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	29	5	*
E PERFORMING COURT REPORTING ACTIVITIES	2	2	*
F PERFORMING AIR FORCE CLAIMS ACTIVITIES	0	*	65
G PERFORMING INTERNATIONAL LAW ACTIVITIES	*	*	*
H PERFORMING OPERATIONAL LAW ACTIVITIES	*	1	1
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	3	1	1
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	4	*	1
K PERFORMING TRAINING ACTIVITIES	1	1	2
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	6	2	5

* Indicates less than 1%

TABLE 13

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1999 SURVEYS

PRESENT SURVEY (N=468)		1999 SURVEY (COMBINED SURVEY WITH AFSC 3C2X1) (N=4,702)	
INSTRUCTOR INDEP JOB	2%	SUPERVISION AND INSTRUCTOR INDEP JOB	15%
CIVIL LAW INDEP JOB	12%	LEGAL SERVICES INDEP JOB	13%
OPERATIONAL LAW INDEP JOB	1%	*	0%
LAW OFFICE MANAGER INDEP JOB	16%	*	0%
DEFENSE PARALEGAL INDEP JOB	6%	DEFENSE SUPPORT INDEP JOB	6%
MILITARY JUSTICE CLUSTER	29%	MILITARY JUSTICE CLUSTER	27%
CLAIMS INDEP JOB	27%	CLAIMS INDEP JOB	31%
*		HQ STAFF INDEP JOB	6%
NOT GROUPED	7%	NOT GROUPED	6%

* Indicates cluster/job not found in study

TABLE 14

DISTRIBUTION OF AFSC 5J0X1 SKILL-LEVEL MEMBERS
ACROSS CAREER LADDER JOBS (PERCENT IN EACH JOB)

	5J031 (N=34)	5J051 (N=244)	5J071 (N=169)	5J091 (N=19)
INSTRUCTOR INDEP JOB	0	2	2	0
CIVIL LAW INDEP JOB	6	13	13	0
OPERATIONAL LAW INDEP JOB	0	1	2	0
LAW OFFICE MANAGER INDEP JOB	0	2	33	90
DEFENSE PARALEGAL INDEP JOB		12	1	0
MILITARY JUSTICE CLUSTER	47	34	20	0
CLAIMS INDEP JOB	41	30	24	0
NOT GROUPED	6	6	5	10

TABLE 15

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 5J0X1 SKILL-LEVEL GROUPS
(PERCENT RESPONDING)

<u>DUTIES</u>	5J031 (N=34)	5J051 (N=244)	5J071 (N=169)	5J091 (N=19)
A PERFORMING GENERAL PARALEGAL ACTIVITIES	13	20	20	26
B PERFORMING CIVIL LAW ACTIVITIES	10	12	11	4
C PERFORMING MILITARY JUSTICE ACTIVITIES	36	29	19	10
D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	2	5	2	1
E PERFORMING COURT REPORTING ACTIVITIES	1	1	1	0
F PERFORMING AIR FORCE CLAIMS ACTIVITIES	32	22	15	4
G PERFORMING INTERNATIONAL LAW ACTIVITIES	*	*	*	0
H PERFORMING OPERATIONAL LAW ACTIVITIES	1	2	4	9
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1	2	2	2
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	1	2	2
K PERFORMING TRAINING ACTIVITIES	1	3	7	11
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2	3	17	31

* Indicates less than 1%

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY DAFSC 5J031 PERSONNEL

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	PERCENT MEMBERS PERFORMING (N=34)
A0002	Answer customer service telephone calls	79
A0044	Retrieve data using computers	76
B0110	Witness execution of wills	71
B0111	Witness signing of legal documents	71
A0007	Compose or type administrative correspondence	71
A0038	Process incoming or outgoing electronic mail	59
B0065	Notarize documents	56
A0045	Review suspense dates	56
B0086	Prepare or review powers of attorney	53
B0064	Maintain notary logs	53
A0041	Refer clients to other supportive agencies	53
C0140	Input AMJAMS data	50
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	50
F0310	Adjudicate claims	47
F0314	Assemble claims files	47
C0121	Complete court-martial processing checklist procedures	47
C0148	Notify participants of courts-martial or boards	47
F0321	Conduct claims inspections	47
F0325	Determine claims jurisdiction	47
A0047	Schedule office appointments	47
A0028	Make lodging or transportation arrangements	47
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	44
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	44
F0348	Prepare claims labels	44
F0320	Close out claims	44
F0319	Brief claimants on claims filing procedures	44
F0360	Prepare vouchers for payment of claims	44
C0189	Prepare or review DD Forms 458 (Charge Sheet)	44
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	44
C0151	Prepare administrative hold or release letters	44
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	44
F0347	Prepare claims inspection memorandums	44
C0137	Draft charges and specifications for actions, other than court-martial actions	44
C0136	Distribute court-martial records of trials to reviewing authorities	44
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	44

TABLE 17

REPRESENTATIVE TASKS PERFORMED BY DAFSC 5J051 PERSONNEL

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	PERCENT MEMBERS PERFORMING (N=244)
	96	
A0007	Compose or type administrative correspondence	80
A0044	Retrieve data using computers	77
B0065	Notarize documents	77
B0064	Maintain notary logs	73
B0110	Witness execution of wills	64
B0086	Prepare or review powers of attorney	64
A0041	Refer clients to other supportive agencies	64
A0038	Process incoming or outgoing electronic mail	63
B0111	Witness signing of legal documents	63
B0053	Brief clients on powers of attorney	62
A0030	Prepare briefings, other than professional military education (PME) briefings	61
A0006	Compile statistical data	60
A0047	Schedule office appointments	59
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55
A0049	Sort and distribute incoming mail	55
A0045	Review suspense dates	52
B0109	Verify eligibility of clients for legal assistance	52
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	52
B0059	Conduct will executions	46
A0010	Conduct witness interviews	45
A0028	Make lodging or transportation arrangements	44
A0001	Administer client questionnaires	44
A0008	Conduct client interviews, other than for preparation of simple wills	43
A0032	Prepare conference areas for briefings or meetings	43
A0024	Log or suspense incoming correspondence	42
B0051	Assist in preparation of legal assistance cards	41
A0015	Dispose of unclassified files	41
A0033	Prepare letters of appointment	40
I0471	Maintain administrative files	39
C0140	Input AMJAMS data	39
A0021	Inventory equipment or supplies	37
A0011	Coordinate adverse actions with base agencies	36
C0228	Request records of prior disciplinary actions	36
C0175	Prepare or review Article 15, UCMJ, punishments	35
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	35

TABLE 18

REPRESENTATIVE TASKS PERFORMED BY DAFSC 5J071 PERSONNEL

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	PERCENT MEMBERS PERFORMING (N=169)
A0006	Compile statistical data	78
A0038	Process incoming or outgoing electronic mail	77
B0065	Notarize documents	74
A0045	Review suspense dates	73
A0030	Prepare briefings, other than professional military education (PME) briefings	72
B0064	Maintain notary logs	70
B0086	Prepare or review powers of attorney	68
B0111	Witness signing of legal documents	67
A0041	Refer clients to other supportive agencies	67
A0048	Search directives, files, or legal references for information, such as opinions or decisions	66
K0487	Conduct on-the-job training (OJT)	66
B0110	Witness execution of wills	66
B0053	Brief clients on powers of attorney	65
L0556	Write recommendations for awards or decorations	64
L0516	Determine or establish work assignments or priorities	63
L0514	Counsel subordinates concerning personal matters	63
A0049	Sort and distribute incoming mail	63
A0033	Prepare letters of appointment	62
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	61
L0555	Write or indorse military performance reports	60
A0047	Schedule office appointments	60
A0032	Prepare conference areas for briefings or meetings	60
K0489	Determine training requirements	59
K0499	Maintain training records or files	57
A0024	Log or suspense incoming correspondence	57
K0488	Counsel trainees on training progress	56
B0109	Verify eligibility of clients for legal assistance	55
L0511	Conduct supervisory performance feedback sessions	54
B0059	Conduct will executions	54
I0471	Maintain administrative files	53
L0538	Interpret policies, directives, or procedures for subordinates	53
L0537	Inspect personnel for compliance with military standards	52
K0497	Evaluate progress of trainees	51
A0020	Initiate requisitions for equipment, supplies, forms, or publications	51
A0028	Make lodging or transportation arrangements	51
A0019	Hand-carry priority communications or documents to internal action offices	50
L0513	Conduct supervisory orientations for newly assigned personnel	50
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	49
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	49

TABLE 19

REPRESENTATIVE TASKS PERFORMED BY DAFSC 5J091 PERSONNEL

TASKS	AVERAGE NUMBER OF TASKS PERFORMED	PERCENT MEMBERS PERFORMING (N=19)
	117	
A0045	Review suspense dates	89
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	89
L0516	Determine or establish work assignments or priorities	89
L0556	Write recommendations for awards or decorations	89
L0511	Conduct supervisory performance feedback sessions	89
K0489	Determine training requirements	89
A0044	Retrieve data using computers	84
L0538	Interpret policies, directives, or procedures for subordinates	84
L0541	Manage IMPAC card programs	84
L0555	Write or indorse military performance reports	84
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	84
K0488	Counsel trainees on training progress	84
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	84
L0514	Counsel subordinates concerning personal matters	84
L0531	Evaluate personnel for compliance with performance standards	84
H0427	Assign personnel to Unit Type Code (UTC) taskings	84
H0426	Assign personnel to mobility or contingency positions	84
L0527	Establish performance standards for subordinates	84
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	84
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	84
L0550	Schedule personnel TDY assignments, leaves, or passes	84
L0537	Inspect personnel for compliance with military standards	84
A0030	Prepare briefings, other than professional military education (PME) briefings	79
L0505	Assign personnel to work areas or duty positions	79
K0487	Conduct on-the-job training (OJT)	79
K0497	Evaluate progress of trainees	79
K0499	Maintain training records or files	79
L0504	Annotate time and attendance sheets for civilian employees	79
K0491	Develop training programs, plans, or procedures	79
K0496	Evaluate effectiveness of training programs, plans, or procedures	79
L0545	Prepare recommendation or non-recommendation retraining package	79
L0521	Develop or establish work methods or procedures	79
L0535	Initiate personnel action requests	79
H0460	Review UTC requirements	79
L0513	Conduct supervisory orientations for newly assigned personnel	79
L0509	Conduct self-inspections or self-assessments	79
A0048	Search directives, files, or legal references for information, such as opinions or decisions	74
A0002	Answer customer service telephone calls	74

TABLE 20

PERCENT TIME SPENT ON DUTIES BY
FIRST-ASSIGNMENT PERSONNEL (1-48 MONTHS' TICF)

<u>DUTIES</u>	<u>1-48 MONTHS' TICF (N=175)</u>
A PERFORMING GENERAL PARALEGAL ACTIVITIES	16
B PERFORMING CIVIL LAW ACTIVITIES	11
C PERFORMING MILITARY JUSTICE ACTIVITIES	32
D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	4
E PERFORMING COURT REPORTING ACTIVITIES	1
F PERFORMING AIR FORCE CLAIMS ACTIVITIES	27
G PERFORMING INTERNATIONAL LAW ACTIVITIES	*
H PERFORMING OPERATIONAL LAW ACTIVITIES	1
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1
K PERFORMING TRAINING ACTIVITIES	1
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	4

TABLE 21

REPRESENTATIVE TASKS PERFORMED BY AFSC 5J0X1
FIRST-ASSIGNMENT PERSONNEL (1–48 MONTHS' TICF)

TASKS	<i>Average number of tasks performed</i> 97	PERCENT MEMBERS PERFORMING (N=175)
A0002	Answer customer service telephone calls	80
B0065	Notarize documents	74
A0044	Retrieve data using computers	73
B0110	Witness execution of wills	73
A0007	Compose or type administrative correspondence	72
B0111	Witness signing of legal documents	70
B0064	Maintain notary logs	69
B0086	Prepare or review powers of attorney	64
B0053	Brief clients on powers of attorney	59
A0041	Refer clients to other supportive agencies	59
A0038	Process incoming or outgoing electronic mail	56
A0030	Prepare briefings, other than professional military education (PME) briefings	55
A0006	Compile statistical data	54
B0109	Verify eligibility of clients for legal assistance	53
A0047	Schedule office appointments	51
A0045	Review suspense dates	47
B0059	Conduct will executions	47
A0048	Search directives, files, or legal references for information, such as opinions or decisions	47
A0049	Sort and distribute incoming mail	47
C0140	Input AMJAMS data	45
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	43
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	43
A0010	Conduct witness interviews	42
C0189	Prepare or review DD Forms 458 (Charge Sheet)	41
F0310	Adjudicate claims	39
F0314	Assemble claims files	39
F0348	Prepare claims labels	39
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	39
F0321	Conduct claims inspections	39
C0175	Prepare or review Article 15, UCMJ, punishments	39
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	39
F0325	Determine claims jurisdiction	39
A0028	Make lodging or transportation arrangements	39

TABLE 22

AFSC 5J0X1 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS		TNG EMP	PERCENT MEMBERS PERFORMING		TSK DIF
			1-24	1-48	
			MOS TICF	MOS TICF	
F0310	Adjudicate claims	7.56	47	39	5.70
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	41	41	5.81
C0138	Draft charges and specifications for court-martial actions	7.25	35	34	6.08
C0140	Input AMJAMS data	7.22	48	45	5.29
F0316	Assert carrier recovery claims	7.17	43	38	5.06
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	43	37	4.87
C0185	Prepare or review court-martial promulgating orders	6.97	32	33	5.75
C0175	Prepare or review Article 15, UCMJ, punishments	6.89	35	39	5.11
C0176	Prepare or review Article 15, UCMJ, remission actions	6.89	32	34	5.11
C0199	Prepare or review Article 15, UCMJ, vacation actions	6.86	34	38	5.04
C0177	Prepare or review Article 15, UCMJ, set aside actions	6.86	33	33	5.10
C0174	Prepare or review Article 15, UCMJ, mitigation actions	6.86	24	29	5.03
C0178	Prepare or review Article 15, UCMJ, suspension actions	6.86	30	37	5.06
F0321	Conduct claims inspections	6.83	34	39	5.32
C0184	Prepare or review court-martial convening orders	6.83	46	33	5.38
C0120	Complete Article 15, UCMJ, processing checklist procedures	6.75	37	36	4.84
C0137	Draft charges and specifications for actions, other than court martial actions	6.64	39	34	5.85
F0314	Assemble claims files	6.61	47	39	4.12
C0119	Compile Article 15, UCMJ, supportive evidence	6.58	35	35	4.93
C0170	Prepare or review Article 15, UCMJ, appeal actions	6.58	30	37	5.22
C0165	Prepare or distribute AF Forms 1359 (Report of Results of trial	6.50	30	30	4.38
C0121	Complete court-martial processing checklist procedures	6.50	42	37	5.21
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	6.47	44	36	5.15

TE MEAN = 3.33; S.D. = 1.62; HIGH = 4.95

TABLE 23

AFSC 5J0X1 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS		TSK DIF	PERCENT MEMBERS PERFORMING					TNG EMP
			1-24 MOS TICF	1-48 MOS TICF	3- SKL LVL	5- SKL LVL	7- SKL LVL	
B0069	Prepare wills with trusts	7.38	4	3	3	3	4	1.72
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	7.22	1	2	0	2	8	1.03
B0094	Process contracts	7.12	1	1	3	1	2	1.69
F0378	Process medical malpractice claims	6.96	8	7	9	5	7	3.5
B0070	Prepare and review responses concerning environmental law issues	6.92	1	1	0	1	2	1.36
H0462	Review or update rules of engagement	6.86	3	5	3	5	7	2.03
B0055	Conduct internal investigations concerning environmental law issues	6.86	0	1	0	1	2	1.17
H0451	Prepare legal annexes to war plans	6.79	3	2	0	1	2	1.72
B0084	Prepare or review litigation reports	6.75	4	3	6	3	6	1.61
C0149	Perform military justice legal research	6.73	35	33	41	31	27	6.36
A0004	Brief or assist clients on preparation of income tax returns	6.68	3	4	3	8	15	2.03
F0357	Prepare seven-point memorandums	6.67	27	25	29	20	17	5.86
B0060	Conduct external investigations concerning environmental law issues	6.66	0	0	0	0	1	1.28
H0447	Prepare budget contracts for foreign or tax law studies	6.66	0	0	0	0	3	1.81
C0154	Prepare case briefs	6.64	5	6	9	7	4	3.92
B0093	Process civilian real estate reimbursement claims	6.59	3	2	3	4	5	1.36
H0425	Analyze issues, such as deployment, contracting, or fiscal law	6.57	8	6	6	4	14	2.50
H0430	Compute OPLAN requirements status listings	6.57	1	2	0	2	8	2.11
L0523	Draft host-tenant or interservice agreements	6.56	1	1	0	0	2	1.11
H0461	Review and analyze target folders	6.56	0	1	0	2	4	1.69
F0377	Process international agreement claims	6.56	3	3	3	3	4	2.78
G0410	Determine jurisdiction of cases under SOFAs	6.55	0	1	0	2	2	3.19
E0308	Transcribe summarized records of trials	6.50	0	0	0	2	2	2.75
B0108	Serve as assistant government representative during administrative discharge boards	6.50	3	2	0	2	2	2.56
E0307	Transcribe proceedings	6.46	0	1	0	3	4	2.97
H0429	Complete operations plan (OPLAN) sourcing requirements	6.44	1	1	0	2	7	2.08

TD MEAN = 5.00; S.D. = 1.00; HIGH = 6.00

TABLE 24

EXAMPLES OF STS ELEMENTS NOT SUPPORTED BY SURVEY DATA
(LESS THAN 20% MEMBERS PERFORMING)

UNIT	LEARNING OBJECTIVE	PROF CODE	PERCENT MEMBERS PERFORMING		TNG EMP	TSK DIF	ATI
			1ST JOB (N=79)	1ST ASSIGN (N=175)			
11.d. (5) (a) Task	Verbatim records of trial E0309. Transcribe Verbatim records of trial	2b	0	0	2.75	6.17	***
11.d. (5) (b) Task	Summarized record of trial E0308. Transcribe summarized records of trials	2b	0	0	3.83	6.50	***

* Mean TE Rating = 3.33 Standard Deviation = 1.62 High TE = 4.95

** Mean TD Rating = 5.00 Standard Deviation = 1.00 High TD = 6.00

TABLE 25

EXAMPLES OF TASKS NOT REFERENCED TO STS ELEMENTS
WITH 20% OR MORE MEMBERS PERFORMING

TASKS		TNG EMP	1ST JOB (N=79)	1ST ASSIGN (N=175)	TSK DIF	ATI
C0121	Complete court-martial processing checklist procedures	6.50	42	37	5.21	12
C0243	Review RIPs for court-martial	4.75	37	33	4.20	15

* Mean TE Rating = 3.33 Standard Deviation = 1.62 High TE = 4.95

** Mean TD Rating = 5.00 Standard Deviation = 1.00 High TD = 6.00

TABLE 26

EXAMPLES OF STS ELEMENTS WITHOUT PROFICIENCY CODES MATCHED TO TASKS
WITH 20% OR MORE MEMBERS PERFORMING

UNIT	LEARNING OBJECTIVE	PROF CODE	PERCENT MEMBERS PERFORMING		TNG EMP	TSK DIF	ATI
			1ST JOB (N=79)	1ST ASSIGN (N=175)			
10.d. (2) (e) Task	Investigation Interview A0010. Conduct witness interview	-	39	42	3.72	5.51	15

* Mean TE Rating = 3.33 Standard Deviation = 1.62 High TE = 4.95

** Mean TD Rating = 5.00 Standard Deviation = 1.00 High TD = 6.00

TABLE 27

EXAMPLES OF TASKS NOT REFERENCED TO M3ALR5J031 POI OBJECTIVES
WITH 30% OR MORE MEMBERS PERFORMING

TASKS		TNG EMP	1ST JOB (N=79)	1ST ASSIGN (N=175)	TSK DIF	ATI
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	4.92	15	44	43	5.52
C0121	Complete court-martial processing checklist procedures	6.50	12	42	37	5.21
*	Mean TE Rating = 3.33 Standard Deviation = 1.62 High TE = 4.95					
**	Mean TD Rating = 5.00 Standard Deviation = 1.00 High TD = 6.00					

TABLE 28

TIME SPENT ON DUTIES BY AD MEMBERS OF AFSC 5J0X1 SKILL-LEVEL GROUPS – 1999 SURVEY
(PERCENT RESPONDING)

	5J031 (N=57)	5J051 (N=319)	5J071 (N=172)	5J091 (N=25)
TECHNICAL DUTIES				
PERFORMING GENERAL PARALEGAL ACTIVITIES	14	22	20	23
PERFORMING CIVIL LAW ACTIVITIES	10	14	10	6
PERFORMING MILITARY JUSTICE ACTIVITIES	24	23	20	9
PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	2	4	2	*
PERFORMING COURT REPORTING ACTIVITIES	*	1	*	*
PERFORMING AIR FORCE CLAIMS ACTIVITIES	44	26	15	1
PERFORMING INTERNATIONAL LAW ACTIVITIES	*	*	*	*
PERFORMING OPERATIONAL LAW ACTIVITIES	*	*	*	*
TOTAL	94	90	67	39
ADMINISTRATIVE DUTIES				
PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	*	*	2	2
PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	*	2	3
PERFORMING TRAINING ACTIVITIES	*	3	8	14
PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2	5	20	41
TOTAL	3	9	32	60

* Indicates less than 1%

TABLE 29

TIME SPENT ON DUTIES BY AD MEMBERS OF AFSC 5J0X1 SKILL-LEVEL GROUPS – 2002 SURVEY
(PERCENT RESPONDING)

	5J031 (N=34)	5J051 (N=244)	5J071 (N=169)	5J091 (N=19)
TECHNICAL DUTIES				
PERFORMING GENERAL PARALEGAL ACTIVITIES	13	20	21	26
PERFORMING CIVIL LAW ACTIVITIES	10	12	11	4
PERFORMING MILITARY JUSTICE ACTIVITIES	36	28	19	10
PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	2	5	2	1
PERFORMING COURT REPORTING ACTIVITIES	1	1	1	0
PERFORMING AIR FORCE CLAIMS ACTIVITIES	32	22	15	4
PERFORMING INTERNATIONAL LAW ACTIVITIES	*	*	*	0
PERFORMING OPERATIONAL LAW ACTIVITIES	1	2	4	9
TOTAL	95	90	73	54
ADMINISTRATIVE DUTIES				
PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1	2	2	2
PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	1	2	2
PERFORMING TRAINING ACTIVITIES	1	3	7	11
PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2	3	17	31
TOTAL	4	9	28	46

TABLE 30

PERCENT DAFSC MEMBERS PERFORMING LEGAL RESEARCH TASKS- 1999 & 2002 SURVEY
(PERCENT MEMBERS RESPONDING)

TASKS	2002 5J031 (N=34)	1999 5J031 (N=57)	2002 5J051 (N=244)	1999 5J051 (N=319)	2002 5J071 (N=169)	1999 5J071 (N=172)	2002 5J091 (N=19)	1999 5J091 (N=25)
Perform claims legal research	29	*	27	*	23	*	0	*
Perform military justice legal research	41	*	31	8	27	*	0	*
Prepare or review legal reviews of actions such as administrative discharges	18	18	18	15	0	27	0	0
Search directives, files, or legal reference for information such as opinions or decisions	41	44	55	55	66	60	74	60

* task not found in 1999 survey

TABLE 31

PERCENT DAFSC MEMBERS PERFORMING OPERATIONAL LAW TASKS- 2002 SURVEY
(PERCENT MEMBERS RESPONDING)

TASKS	5J031 (N=34)	5J051 (N=244)	5J071 (N=169)	5J091 (N=19)
Conduct LOAC briefings	29	27	23	0
Brief deploying personnel, other than LOAC	41	0	28	42
Maintain mobility equipment and supplies	0	0	23	0
Participate in wing operations or exercise planning meetings	0	0	19	58
Review UTC requirements	0	0	0	79

TABLE 32

JOB SATISFACTION INDICATORS FOR
IDENTIFIED JOB GROUPS
(PERCENT MEMBERS RESPONDING)

	LAW OFFICE						
	INSTRUCTOR	CIVIL LAW	OPERATIONAL	MANAGER	DEFENSE	MILITARY	CLAIMS
	INDEP	INDEP	LAW	INDEP	PARALEGAL	JUSTICE	INDEP
	JOB	JOB	JOB	JOB	JOB	CLUSTER	JOB
	(N=9)	(N=22)	(N=7)	(N=77)	(N=29)	(N=134)	(N=129)
	(STG 31)	(STG 3)	(STG 42)	(STG 21)	(STG 44)	(STG 9)	(STG 24)
<u>EXPRESSED JOB INTEREST</u>							
INTERESTING	100	76	86	87	100	88	76
SO-SO	0	11	0	8	0	8	18
DULL	0	13	14	5	0	4	6
<u>PERCEIVED USE OF TALENTS</u>							
EXCELLENT TO PERFECT	44	22	39	32	45	29	22
FAIRLY WELL TO VERY WELL	56	51	71	61	55	63	64
NONE TO VERY LITTLE	0	27	0	6	0	7	14
<u>PERCEIVED USE OF TRAINING</u>							
EXCELLENT TO PERFECT	67	20	29	31	48	32	28
FAIRLY WELL TO VERY WELL	33	60	43	58	41	67	66
NONE TO VERY LITTLE	0	20	29	10	10	1	6
<u>SENSE OF ACCOMPLISHMENT FROM</u>							
<u>JOB</u>							
SATISFIED	100	64	100	83	100	79	76
NEUTRAL	0	9	0	6	0	9	9
DISSATISFIED	0	27	0	10	0	12	15
<u>REENLISTMENT INTENTIONS</u>							

YES OR PROBABLY YES	56	62	86	72	72	63	64
NO OR PROBABLY NO	22	24	0	17	17	21	22
WILL RETIRE	22	15	14	10	10	16	13

TABLE 33

COMPARISON OF JOB SATISFACTION INDICATORS
BETWEEN CURRENT AND 1999 SURVEYS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS' T1CF		49-96 MONTHS' T1CF		97+ MONTHS' T1CF	
	2002	1999	2002	1999	2002	1999
	5J0X1	5J0X1	5J0X1	5J0X1	5J0X1	5J0X1
	(N=175)	(N=300)	(N=156)	(N=120)	(N=134)	(N=146)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	86	81	78	89	85	86
SO-SO	10	13	13	6	7	11
DULL	4	6	8	5	7	3
<u>PERCEIVED USE OF TALENTS</u>						
EXCELLENT TO PERFECT	24	20	30	22	30	26
FAIRLY WELL TO VERY WELL	65	67	56	68	59	62
NONE TO VERY LITTLE	11	13	13	11	11	12
<u>PERCEIVED USE OF TRAINING</u>						
EXCELLENT TO PERFECT	29	21	32	21	29	26
FAIRLY WELL TO VERY WELL	64	70	61	70	57	58
NONE TO VERY LITTLE	7	8	7	9	13	16
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	82	79	76	84	78	75
NEUTRAL	6	9	6	7	10	8
DISSATISFIED	12	12	17	9	11	16
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	71	60	66	71	38	43
NO OR PROBABLY NO	24	36	20	21	9	10
WILL RETIRE	5	4	14	8	53	47

TABLE 34

**COMPARISON OF REENLISTMENT FACTORS BY TICF GROUPS –
PERCENT OF RESPONDENTS SELECTING EACH FACTOR AND
AVERAGE SCORE AMONG THOSE SELECTING EACH FACTOR**

31 FACTORS LISTED IN ORDER OF APPEARANCE IN SURVEY Scale: 1 = Slight Influence; 2 = Moderate Influence; 3 = Strong Influence	1-48 MONTHS' TICF (N=124)		49-96 MONTHS' TICF (N=103)		97+ MONTHS' TICF (N=51)	
	Percent		Percent		Percent	
	Selecting	Average	Selecting	Average	Selecting	Average
MILITARY LIFESTYLE	49	2.20	59	2.39	56	2.31
PAY AND ALLOWANCES	58	2.50	59	2.49	58	2.48
BONUS OR SPECIAL PAY	37	2.26	22	2.26	16	2.12
RETIREMENT BENEFITS	65	2.69	71	2.79	76	2.85
MILITARY-RELATED EDU & TRNG OPPORTUNITIES	43	2.34	50	2.35	49	2.52
OFF-DUTY EDU OR TRAINING OPPORTUNITIES	56	2.49	51	2.62	53	2.52
MEDICAL/ DENTAL CARE FOR AD MEMBER	48	2.53	50	2.56	49	2.48
MEDICAL/ DENTAL CARE FOR FAMILY MEMBERS	45	2.61	47	2.60	49	2.80
BASE HOUSING	12	2.20	11	2.45	29	2.33
BASE SERVICES	19	1.96	17	2.24	31	2.19
CHILDCARE NEEDS	15	2.56	14	2.50	18	2.78
SPOUSE'S CAREER	16	2.55	19	2.75	22	2.55
CIVILIAN JOB OPPORTUNITIES	20	2.38	13	2.46	14	2.71
EQUAL EMPLOYMENT OPPORTUNITIES	10	2.42	7	2.57	16	2.75
NUMBER OF PCS MOVES	21	2.21	18	2.11	16	2.38
LOCATION OF PRESENT ASSIGNMENT	25	2.58	6	2.59	33	2.59
NUMBER/DURATION OF TDYS OR DEPLOYMENTS	14	2.12	17	2.65	12	2.67
WORK SCHEDULE	30	2.05	38	2.44	27	2.29
ADDITIONAL DUTIES	6	1.43	9	2.33	8	1.25
JOB SECURITY	64	2.67	67	2.74	61	2.74
ENLISTED EVALUATION SYSTEM	7	2.00	6	2.50	10	2.60
PROMOTION OPPORTUNITIES	31	2.53	30	2.71	35	2.50
TRAINING/EXPERIENCE OF UNIT PERSONNEL	15	2.17	15	2.42	18	2.56
UNIT MANNING	7	2.33	7	2.29	8	2.00
UNIT RESOURCES	2	2.00	2	2.00	6	2.67
UNIT READINESS	0	0	0	0	8	2.50
RECOGNITION OF EFFORTS	20	2.16	25	2.38	25	2.46
ESPRIT DE CORPS/MORALE	37	2.39	45	2.39	43	2.59
LEADERSHIP OF IMMEDIATE SUPERVISOR	19	2.35	29	2.43	24	2.50
LEADERSHIP AT UNIT LEVEL	11	2.29	19	2.75	14	2.57
SENIOR AIR FORCE LEADERSHIP	10	2.50	17	2.50	14	2.86

TOP 5 REASONS FOR MEMBERS REENLISTING BY TICF GROUP

1-48 MONTHS' TICF (N=124)	49-96 MONTHS' TICF (N=103)	97+ MONTHS' TICF (N=51)
JOB SECURITY	RETIREMENT BENEFITS	RETIREMENT BENEFITS

RETIREMENT BENEFITS	JOB SECURITY	JOB SECURITY
PAY AND ALLOWANCES	MILITARY LIFESTYLE	PAY AND ALLOWANCES
OFF-DUTY EDUCATION OR TRAINING OPPORTUNITIES	PAY AND ALLOWANCES	MILITARY LIFESTYLE
MILITARY LIFESTLYE	OFF-DUTY EDUCATION OR TRAINING OPPORTUNITIES	OFF-DUTY EDU OR TRAINING OPPORTUNITIES

TABLE 35

COMPARISON OF SEPARATION FACTORS BY TICF GROUPS –
PERCENT OF RESPONDENTS SELECTING EACH FACTOR AND
AVERAGE SCORE AMONG THOSE SELECTING EACH FACTOR

31 FACTORS LISTED IN ORDER OF APPEARANCE IN SURVEY Scale: 1 = Slight Influence; 2 = Moderate Influence; 3 = Strong Influence	1-48 MONTHS' TICF (N=42)		49-96 MONTHS' TICF (N=32)		97+ MONTHS' TICF (N=12)	
	Percent		Percent		Percent	
	Selecting	Average	Selecting	Average	Selecting	Average
MILITARY LIFESTYLE	48	2.10	32	2.40	50	2.00
PAY AND ALLOWANCES	55	2.39	48	2.40	42	2.40
BONUS OR SPECIAL PAY	36	2.27	16	2.60	17	2.50
RETIREMENT BENEFITS	17	2.14	6	2.50	17	3.00
MILITARY-RELATED EDU & TRNG OPPORTUNITIES	14	1.67	10	2.33	33	2.00
OFF-DUTY EDU OR TRAINING OPPORTUNITIES	33	1.86	26	2.75	8	3.00
MEDICAL/ DENTAL CARE FOR AD MEMBER	21	1.44	13	2.25	33	2.00
MEDICAL/ DENTAL CARE FOR FAMILY MEMBERS	14	1.83	16	3.00	25	2.33
BASE HOUSING	17	2.29	10	2.00	25	1.33
BASE SERVICES	7	2.00	0	0	17	2.00
CHILDCARE NEEDS	19	2.88	19	3.00	33	2.50
SPOUSE'S CAREER	19	2.50	26	1.88	33	2.25
CIVILIAN JOB OPPORTUNITIES	31	2.38	55	2.47	17	3.00
EQUAL EMPLOYMENT OPPORTUNITIES	5	2.00	10	2.00	0	0
NUMBER OF PCS MOVES	14	2.50	23	2.29	25	3.00
LOCATION OF PRESENT ASSIGNMENT	36	2.47	26	2.25	33	2.25
NUMBER/DURATION OF TDYS OR DEPLOYMENTS	24	2.40	16	2.00	8	3.00
WORK SCHEDULE	19	2.25	13	2.00	8	2.00
ADDITIONAL DUTIES	21	2.00	13	2.00	17	1.50
JOB SECURITY	10	1.50	3	2.00	17	2.50
ENLISTED EVALUATION SYSTEM	29	2.42	26	2.50	17	2.50
PROMOTION OPPORTUNITIES	24	2.50	42	2.46	58	2.43
TRAINING/EXPERIENCE OF UNIT PERSONNEL	14	2.67	16	1.80	25	2.00
UNIT MANNING	29	2.42	19	2.17	25	2.33
UNIT RESOURCES	12	2.20	13	1.50	17	2.00
UNIT READINESS	7	2.33	3	2.00	0	0
RECOGNITION OF EFFORTS	31	2.23	45	2.14	33	2.75
ESPRIT DE CORPS/MORALE	43	2.17	42	2.77	42	2.80
LEADERSHIP OF IMMEDIATE SUPERVISOR	21	2.67	23	2.29	50	2.50

LEADERSHIP AT UNIT LEVEL	21	2.44	29	2.67	25	2.67
SENIOR AIR FORCE LEADERSHIP	12	2.40	16	2.60	17	3.00

TOP 5 REASONS FOR MEMBERS SEPARATING BY TICF GROUP

1-48 MONTHS' TICF (N=42)	49-96 MONTHS' TICF (N=31)	97+ MONTHS' TICF (N=12)
PAY AND ALLOWANCES	CIVILIAN JOB OPPORTUNITIES	PROMOTION OPPORTUNITIES
MILITARY LIFESTYLE	PAY AND ALLOWANCES	LEADERSHIP OF IMMEDIATE SUPERVISOR
ESPRIT DE CORPS/MORALE	RECOGNITION OF EFFORTS	MILITARY LIFESTYLE
LOCATION OF PRESENT ASSIGNMENT	ESPRIT DE CORPS/MORALE	PAY AND ALLOWANCES
BONUS OR SPECIAL PAY	PROMOTION OPPORTUNITIES	ESPRIT DE CORPS/MORALE