



## **UNITED STATES AIR FORCE**

### **JOB INVENTORY**

(MANUSCRIPT FOR DISK SURVEY)

**TELEPHONE SYSTEMS**

**AFSC 2E6X3**

**OSSN 2495**

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

**20031105 028**

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BASE TO WHICH ASSIGNED

Read the list of bases and installations. Indicate the base or installation to which you are assigned.

- |  |                                   |                                |
|--|-----------------------------------|--------------------------------|
| 101 Andersen AFB GU                        | 153 Forbes Field KS               | 206 Little Rock AFB AR         |
| 102 Andrews AFB MD                         | 154 Fort Wayne IAP IN             | 207 Los Angeles AFB CA         |
| 103 Atlantic City IAP NJ                   | 155 Four Lakes WA                 | 208 Luke AFB AZ                |
| 104 Aviano AB IT                           | 156 Francis S. Gabreski IAP NY    | 209 MacDill AFB FL             |
| 105 Badin NC                               | 157 Fresno Air Terminal CA        | 210 Madrid SP                  |
| 106 Bangor IAP ME                          | 158 Ft Bliss TX                   | 211 Malmstrom AFB MT           |
| 107 Barbers Point NAS HI                   | 159 Ft Indiantown Gap AIN PA      | 212 Mansfield Lahm Aprt OH     |
| 108 Barksdale AFB LA                       | 160 Ft Smith Municipal Aprt AR    | 213 March ARB CA               |
| 109 Barnes Municipal Aprt MA               | 161 Garland AGS TX                | 214 Martin State Aprt MD       |
| 110 Beale AFB CA                           | 162 General Mitchell IAP/ARS WI   | 215 Maxwell AFB AL             |
| 111 Bellingham IAP WA                      | 163 Goodfellow AFB TX             | 216 McChord AFB WA             |
| 112 Birmingham Aprt AL                     | 164 Grand Forks AFB ND            | 217 McConnell AFB KS           |
| 113 Boise Air Field ID                     | 165 Great Falls IAP MT            | 218 McEntire ANGB SC           |
| 114 Bolling AFB DC                         | 166 Greater Peoria Aprt IL        | 219 McGhee-Tyson ANGB TN       |
| 115 Bradley IAP CT                         | 167 Greater Pittsburgh IAP/ARS PA | 220 McGuire AFB NJ             |
| 116 Brooks AFB TX                          | 168 Grissom ARB IN                | 221 Memphis IAP TN             |
| 117 Brunswick GA                           | 169 Hall AGS AL                   | 222 Mildenhall RAF UK          |
| 118 Buckley AFB CO                         | 170 Hammond LA                    | 223 Minn-St Paul IAP/ARS MN    |
| 119 Burlington IAP VT                      | 171 Hancock Field NY              | 224 Minot AFB ND               |
| 120 Camp Smith HI                          | 172 Harrisburg IAP PA             | 225 Misawa AB JA               |
| 121 Camp Zama JA                           | 173 Hayward Municipal Aprt CA     | 226 Moffett NAS CA             |
| 122 Cannon AFB NM                          | 174 Hector IAP ND                 | 227 Molesworth RAK UK          |
| 123 Capital Municipal Aprt IL              | 175 Hickam AFB HI                 | 228 Montgomery AGS AL          |
| 124 Carswell ARB TX                        | 176 Hill AFB UT                   | 229 Moody AFB GA               |
| 125 Channel Islands AGS CA                 | 177 Holloman AFB NM               | 230 Mountain Home AFB ID       |
| 126 Charleston AFB SC                      | 178 Homestead ARB FL              | 231 Naples IT                  |
| 127 Charlotte/Douglas IAP NC               | 179 Hot Springs Aprt AR           | 232 Nashville IAP TN           |
| 128 Cheyenne Mountain AFS CO               | 180 Hulman Regional Aprt IN       | 233 Nellis AFB NV              |
| 129 Cheyenne Municipal Aprt WY             | 181 Hurlburt Field FL             | 234 New Castle County Aprt DE  |
| 130 Christiansted VI                       | 182 Incirlik AB TU                | 235 New Orleans NAS JRB LA     |
| 131 Columbus AFB MS                        | 183 Jackson Barracks AGS LA       | 236 Niagara Falls IAP/ARS NY   |
| 132 Coventry RI                            | 184 Jackson IAP MS                | 237 North Highlands CA         |
| 133 Costa Mesa AGS CA                      | 185 Jacksonville IAP FL           | 238 Offutt AFB NE              |
| 134 Croughton RAF UK                       | 186 Joe Foss Field SD             | 239 Osan AB KOR                |
| 135 Dallas IAP TX                          | 187 Kadena AB JA                  | 240 Otis ANGB MA               |
| 136 Dane County Regional Aprt WI           | 188 Kahului HI                    | 241 Patrick AFB FL             |
| 137 Dannelly Field AL                      | 189 Keesler AFB MS                | 242 Pease ANGS NH              |
| 138 Davis-Monthan AFB AZ                   | 190 Keflavik AS IC                | 243 Pentagon Wash DC           |
| 139 Des Moines IAP IA                      | 191 Kelly AFB TX                  | 244 Peterson AFB CO            |
| 140 Dobbins ARB GA                         | 192 Key Field MS                  | 245 Pope AFB NC                |
| 141 Dover AFB DE                           | 193 Kirtland AFB NM               | 246 Portland IAP OR            |
| 142 Duluth IAP MN                          | 194 Klamath Falls IAP OR          | 247 Punta Salinas PR           |
| 143 Dyess AFB TX                           | 195 Kulis ANGB AK                 | 248 Quonset State Aprt RI      |
| 144 Eastern WV Reg Aprt/Shepherd<br>Fld WV | 196 Kunsan AB KOR                 | 249 Ramstein AB GE             |
| 145 Eglin AFB FL                           | 197 Lackland AFB TX               | 250 Randolph AFB TX            |
| 146 Eielson AFB AK                         | 198 Lajes Field PO                | 251 Reno-Tahoe IAP NV          |
| 147 Einsiedlerhof GE                       | 199 Lakenheath RAF UK             | 252 Rhein-Main AB GE           |
| 148 Ellington Field TX                     | 200 Lambert-St Louis IAP MO       | 253 Richard E. Byrd Field VA   |
| 149 Ellsworth AFB SD                       | 201 Langley AFB VA                | 254 Rickenbacker ANGB OH       |
| 150 Elmendorf AFB AK                       | 202 Larisa Aprt GR                | 255 Robins AFB GA              |
| 151 Fairchild AFB WA                       | 203 Latina Airfield IT            | 256 Rosecrans Memorial Aprt MO |
| 152 Fairfax VA                             | 204 Laughlin AFB TX               | 257 Ruppertsweiler GE          |
|  | 205 Lincoln Municipal Aprt NE     | 258 Salt Lake City IAP GA      |

259 San Diego CA  
260 Savannah IAP GA  
261 Schenectady Aprt NY  
262 Schriever AFB CO  
263 Scott AFB IL  
264 Seattle WA  
265 Selfridge ANGB MI  
266 Sembach AB GE  
267 Sepulveda AGS CA  
268 Seymour Johnson AFB NC  
269 Shape BE  
270 Shaw AFB SC  
271 Sheppard AFB TX  
272 Sioux City IA  
273 Sky Harbor IAP AZ  
274 South Portland AGS ME  
275 Spangdahlem AB GE  
276 Spokane IAP WA  
277 Springfield-Beckley Municipal  
Aprt OH  
278 Standiford Field KY  
279 Stavanger NO  
280 Stewart IAP NV  
281 Stuttgart-Vaihing GE  
282 Thule AB GL  
283 Tinker AFB OK  
284 Toledo Express Aprt OH  
285 Travis AFB CA  
286 Tucson IAP AZ  
287 Tulsa IAP OK  
288 Tyndall AFB FL  
289 US Air Force Academy CO  
290 Vandenberg AFB CA  
291 Verona IT  
292 Volk Field WI  
293 W.K. Kellogg Aprt MI  
294 Wheeler AAF HI  
295 Whiteman AFB MO  
296 Will Rogers World Aprt OK  
297 Willow Grove ARS PA  
298 Wright-Patterson AFB OH  
299 Yeager Aprt WV  
300 Yokota AB JA  
301 Youngstown ARS OH  
900 Other

COMMAND TO WHICH ASSIGNED

Read the list of MAJCOMs/agencies. Indicate the MAJCOM/agency to which you are assigned. (Air National Guard and Reserve Unit personnel should indicate such.)

- 100 Air Combat Command
- 101 Air Education and Training Command
- 109 Air Force Communications Agency
- 115 Air Force Elements Defense Information System Agency
- 120 Air Force Elements Europe
- 125 Air Force Elements United States Atlantic Command
- 127 Air Force Elements United States Pacific Command
- 112 Air Force Elements (other)
- 138 Air Force Materiel Command
- 140 Air Force News Agency
- 144 Air Force Pentagon Communications Agency
- 150 Air Force Reserve Unit
- 142 Air Force Special Operations Command
- 155 Air Force Space Command
- 135 Air Intelligence Agency
- 159 Air Mobility Command
- 160 Air National Guard Readiness Center
- 139 Air National Guard Unit
- 164 Headquarters 11th Wing
- 175 Pacific Air Forces
- 177 United States Air Force Academy
- 179 United States Air Forces, Europe
- 200 Other (Specify on blank page at end of booklet.)



1. Are you assigned to a base or installation which is located outside the continental U.S.?

- Yes
- No

2. How do you find your job? Choose only one.

- Extremely Dull
- Very Dull
- Fairly Dull
- So-So
- Fairly Interesting
- Very Interesting
- Extremely Interesting

3. How does your job utilize your talents? Choose only one.

- Not At All
- Very Little
- Fairly Well
- Quite Well
- Very Well
- Excellently
- Perfectly

4. How does your job utilize your training? Choose only one.

- Not At All
- Very Little
- Fairly Well
- Quite Well
- Very Well
- Excellently
- Perfectly

5. How satisfied are you with the sense of accomplishment you gain from your work? Choose only one.

- Extremely Dissatisfied
- Very Dissatisfied
- Slightly Dissatisfied
- Neither Satisfied Nor Dissatisfied
- Slightly Satisfied
- Very Satisfied
- Extremely Satisfied

6. Do you plan to reenlist at the end of your current enlistment? Choose only one.

- Will Retire (I will have completed at least 20 years' service)
- Definitely Will Not Reenlist
- Probably Will Not Reenlist
- Probably Will Reenlist
- Definitely Will Reenlist

7. Examine each factor and determine whether it influenced your decision to separate. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

- Military lifestyle
- Pay and allowances
- Bonus or special pay
- Retirement benefits
- Military related education and training opportunities
- Off-duty education and training opportunities
- Medical or dental care for AD member
- Medical care or dental care for family members
- Base housing
- Base services
- Childcare needs
- Spouse's career
- Civilian job opportunities
- Equal employment opportunities
- Number of PCS moves
- Location of present assignment
- Number/duration of TDYs or deployments
- Work schedule
- Additional duties
- Job security
- Enlisted evaluation system
- Promotion opportunities
- Training/experience of unit personnel
- Unit manning
- Unit resources
- Unit readiness
- Recognition of efforts
- Esprit de corps/morale
- Leadership of immediate supervisor
- Leadership at unit level
- Senior Air Force leadership

8. Examine each factor and determine whether it influenced your decision to reenlist. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

- Military lifestyle
- Pay and allowances
- Bonus or special pay
- Retirement benefits
- Military related education and training opportunities
- Off-duty education and training opportunities
- Medical or dental care for AD member
- Medical care or dental care for family members
- Base housing
- Base services
- Childcare needs
- Spouse's career
- Civilian job opportunities
- Equal employment opportunities
- Number of PCS moves
- Location of present assignment
- Number/duration of TDYs or deployments
- Work schedule
- Additional duties
- Job security
- Enlisted evaluation system
- Promotion opportunities
- Training/experience of unit personnel
- Unit manning
- Unit resources
- Unit readiness
- Recognition of efforts
- Esprit de corps/morale
- Leadership of immediate supervisor
- Leadership at unit level
- Senior Air Force leadership

9. Indicate the number of deployments you completed in support of contingencies or exercises during the past 12 months. Choose only one.

- None, I did not complete any deployments in support of contingencies or exercises during the past 12 months
- 1 deployment
- 2 deployments
- 3 deployments
- 4 deployments
- 5 deployments
- 6 deployments or more

10. Indicate the number of days during the past 12 months you have spent on temporary duty (TDY) in support of contingencies or exercises. Choose only one.

- 30 days or less
- 31 - 59 days
- 60 - 89 days
- 90 - 119 days
- 120 - 149 days
- 150 - 179 days
- 180 days or more

11. Indicate the job title which best describes your present job. Choose only one.

- Career Development Course (CDC) Writer
- Combat Communications Team Member
- Command and Control Switching Technician
- Customer Service, Test and Records, or Base Centralized Testing Facility (BCTF) Technician
- Data Base Administrator
- Data Maintenance Technician
- Dial Service Administrator
- Digital Switch Administrator
- Digital Switch Technician
- Engineering and Installation Team Member
- Job Controller
- Leased Equipment Technician
- Noncommissioned Officer-in-Charge (NCOIC), Command and Control Switching
- NCOIC, Telephone Systems
- Training Instructor
- Training Instructor Supervisor
- Plans and Scheduling Technician
- Quality Assurance Evaluator (QAE)
- Shift Supervisor
- Supply Monitor
- Team Chief
- Telephone Surveyor
- Telephone Systems Installer
- Telephone Systems Maintainer
- Other

12. Indicate the work or functional area which best describes where you spend most of your time in your present job. Choose only one.

- Base Centralized Testing Facility (BCTF)
- Central Office Maintenance
- Combat Communications
- Command and Control Switch Maintenance
- Communications Site
- Control Tower
- Data Maintenance
- Engineering and Installation
- Field Installation
- Ground Control Approach (GCA)

Job or Maintenance Control  
 Leased Communications  
 Network Control Center (NCC)  
 Organizational Maintenance  
 Plans and Programs  
 Plans and Scheduling  
 Quality Assurance (QA) or Quality Control (QC)  
 Receiver Site  
 Satellite Terminal or Exchange  
 Supervision  
 Supply  
 Tactical Telephone Switching Site  
 Technical Control  
 Technical Publications  
 Telephone Survey  
 Telephone Systems Installation  
 Telephone Systems Maintenance  
 Training  
 Transceiver Site  
 Transmitter Site  
 Other

13. Indicate which telephone systems you install or maintain in your present job. Choose all that apply.

None, I do not install or maintain telephone systems in my present job

1A2 Key Telephone Systems  
 Alcatel 4400s  
 Definity G3s  
 Definity Prologix  
 Digital Multiplexing Systems (DMSs)-100/200  
 Digital Switching Systems (DSSs)  
 ESS-1/5s  
 Executone  
 Freedom  
 Fujitso  
 Hitachi  
 ITT 3100s  
 ITT ECS 56s  
 ITT ECS 136s  
 KN-101 Systems  
 KNS-4100 Systems  
 Lucent Switch  
 Merlin  
 Millenium  
 Mitel  
 ML 8000s  
 MSL-100/200s  
 MSL-1000s  
 Norstar  
 Nortel Call Center Management Information Systems  
 Nortel Voice Over Internet Protocols  
 Onyx  
 Remote Switching Units (RSUs)  
 SB-3614s  
 SB-3865s

Siemens Hicom 300s  
 SL-1s  
 Solid-State Intercommunications Systems  
 SYS 85s  
 Tele Communications Management Systems  
 Theater Deployable Communications Integrated  
 Communication Access Packages (TDC/ICAPs)  
 TIE Businesscom Plus Systems  
 TTC-39/A(V)4s  
 Other

14. Indicate which telephone systems-associated equipment you install or maintain in your present job. Choose all that apply.

None, I do not install or maintain telephone systems-associated equipment in my present job

Amphenol Makers  
 Analog Telephones, Singleline or Multiline  
 Attendant Consoles  
 Attenuation Equipment  
 Batteries  
 Battery Chargers  
 Cables, CAT 3  
 Cables, CAT 5  
 Cables, Coaxial  
 Cables, Fiber  
 Cables, Tactical Telephone  
 Channel Banks  
 Channel Service Units  
 Charger and Power Boards  
 Command and Control Switching System (CCSS)  
 Processors, such as Alpha Processors  
 Common Battery (CB) Lines  
 Conference Units  
 Control and Status Panels (CSPs)  
 Crash Conference Nets  
 Cross Connect Blocks  
 Cryptographic Equipment, such as KG 84s, KG 194s, or KIV-7s  
 Data Interface Units  
 Digit Senders  
 Digital Absorbing Connectors  
 Digital Absorbing Selectors  
 Digital Audio Tapes (DATs)  
 Digital Cross-Connects  
 Digital Echo Suppressors  
 Digital Telephones, Singleline or Multiline  
 Distributing Terminal Assemblies (DTAs)  
 Distribution Boxes  
 Distribution Frames  
 End Cell Chargers  
 Equipment Line Cards  
 Ethernets  
 Hard Disk Drives  
 Input/Output Device (IOD) Areas  
 Integrated Systems Digital Network (ISDN)  
 Integrated Digital Network Exchange (IDNX) Systems

Interface and Control Card Cage Assemblies  
 Jumpers  
 Key Units  
 Line Conditioning Equipment  
 Local Area Networks (LANs)  
 Magnetic Tape Drive Units  
 Modems  
 Modular Connecting Blocks  
 Multiplexer Systems  
 Networks  
 Patch Bays  
 Patch Panels  
 Peripheral Modules (PMs)  
 Power and Interrupter Units  
 Power Converters  
 Power Distribution Centers  
 Power Inverters  
 Printed Wiring Assemblies (PWAs)  
 Printers  
 Recorders  
 Repeaters  
 Ringing Generators  
 Speaker Phones  
 SuperNodes  
 Telephone Communications Management Systems  
 Telephones, Secure  
 Telephones, Tactical  
 Tellab Cards  
 Touch Screen Consoles  
 Transceivers  
 Trunks  
 Universal In-Dial/Out-Dial Equipment  
 Video Teleconferencing (VTC)  
 Voice Mail Systems  
 Other

Fiber Optic Tracers  
 Hydrometers  
 Impedance Bridges  
 Induction Amplifiers  
 Maintenance Administration Positions (MAPs) or Equivalent  
 Megohmmeters  
 Multimeters  
 Noise Generators  
 Oscilloscopes  
 Resistance Decade Boxes  
 Ringer Units  
 Signal Generators, Audio  
 Signal Generators, Visual  
 Test Access Units  
 Test Benches  
 Test Interface Units  
 Test Lamps  
 Test Receiver Sets, such as Click Sets  
 Test Sets, 26600  
 Test Sets, 3550-B  
 Test Sets, Bit Error Rate  
 Test Sets, Circuit Unit  
 Test Sets, Electronic Halcyon 520-B  
 Test Sets, Handheld Telephone  
 Test Sets (HATS-II), Handheld Analog  
 Test Sets, Hekimian  
 Test Sets, Impulse Noise  
 Test Sets, Insulation  
 Test Sets, ISDN Handheld Telephones  
 Test Sets, Noise Measurement  
 Test Sets, Pulsing Limits  
 Test Sets, Sage  
 Test Sets, Signal  
 Test Sets, Span Repeater  
 Test Sets, Station Ground  
 Test Sets, Tautron Repeater  
 Test Sets, Transmission and Delay Measuring  
 Testers, Cable  
 Testers, LAN Cable, such as CAT 5  
 Testers, Line Card  
 Testers, Slot  
 Time Domain Reflectometers, other than Optical  
 Time Domain Reflectometers (OTDRs), Optical  
 Tone Generators  
 Transmission Impairment Measurement Sets (TIMSs)  
 TTC Firebird Communications Analyzers  
 Variable Transformers  
 VEN-CATs  
 Voltmeters  
 WILTRON Test Boards  
 Other

15. Indicate which test equipment you use or operate in your present job. Choose all that apply.

None, I do not use or operate test equipment in my present job

Audio Oscillators  
 Channel Alignment Units  
 Chart Recorders  
 Counters, Frequency  
 Counters, Impulse Noise  
 Decibel Meters  
 Digital Probes  
 Distortion Analyzers  
 Dummy Loads or Plugs  
 Fiber Optic Power Meters  
 Fiber Optic Splice Kits

## A. PERFORMING GENERAL TELEPHONE SYSTEMS ACTIVITIES

1. Analyze equipment installation instructions or specifications
2. Analyze equipment outage or malfunction reports
3. Apply corrosion preventive materials to equipment or supplies
4. Assemble or disassemble command and control switching system (CCSS) processors
5. Assemble or disassemble conference systems
6. Assemble or disassemble control and status panels (CSPs)
7. Assign job control numbers
8. Attach equipment mountings
9. Attach identification tags to station cable ends
10. Connect or disconnect inside cables to or from connecting blocks or junction boxes
11. Connect or disconnect inside wiring to or from line protectors or electrical surge arrestors (ESAs)
12. Coordinate circuit or trunk outages with appropriate agencies
13. Coordinate leased equipment repairs with appropriate agencies
14. Coordinate troubleshooting with appropriate agencies
15. Cross-connect intermediate or main distribution frames
16. Escort personnel in secure areas
17. Install or remove amphenol connectors
18. Install or remove batteries, other than for switches
19. Install or remove cannon plugs
20. Install or remove circuit cards or electrical card assemblies
21. Install or remove CSPs
22. Install or remove dial lines
23. Install or remove direct lines
24. Install or remove external signaling devices
25. Install or remove fuses
26. Install or remove intercommunications systems
27. Install or remove jackboxes
28. Install or remove light indicators
29. Install or remove modems
30. Install or remove modular connecting blocks
31. Install or remove multiple-pair terminals
32. Install or remove patch panels
33. Install or remove private branch exchange (PBX) multiline instruments
34. Install or remove receivers
35. Install or remove repeaters
36. Install or remove ringer units
37. Install or remove single-pair terminals
38. Install or remove singleline instruments, other than field telephones
39. Install or remove spade-tipped connecting blocks
40. Install or remove telephone cable moldings
41. Install or remove transceivers
42. Install or remove transformers
43. Install or remove transmitters
44. Interpret drawings, diagrams, or schematics
45. Isolate malfunctions to cannon plugs
46. Isolate malfunctions to data transmission media or special circuits
47. Pack or tag components or spare parts
48. Perform corrosion control inspections
49. Perform preventive maintenance inspections (PMIs) on intermediate or main distribution frames
50. Perform site survey evaluations
51. Plan locations of equipment or supplies with subscribers
52. Review traffic management surveys
53. Solder or desolder terminals
54. Straighten terminal block terminals
55. Trace calls

56. Troubleshoot basic electronic circuitry
57. Wrap or unwrap terminals

#### B. PERFORMING SURVEY ACTIVITIES

58. Assign due dates
59. Coordinate government-owned equipment charges with appropriate agencies
60. Coordinate lease requirements with base procurement offices
61. Coordinate leased equipment charges with appropriate agencies
62. Coordinate telephone installation activities with appropriate agencies
63. Create lists of materials (LOMs) for workorders
64. Determine modes of transport of materials
65. Determine precedence of workorders
66. Evaluate subscriber requests for equipment or supplies
67. Evaluate telephone equipment service charges
68. Evaluate telephone equipment workorder discrepancies
69. Evaluate telephone service request sites
70. Interpret communications service reports
71. Log requirements for telephone installations
72. Perform quality assurance (QA) evaluations on contracts
73. Prepare summaries of authorized equipment or services
74. Review communications service authorization forms
75. Review materiel control logs
76. Review subscriber-requested communications layouts
77. Review supply publications for availability of equipment or supplies
78. Review telephone workorder logs
79. Sketch installation designs
80. Sketch modification designs
81. Update government-owned telephone workorder registers
82. Update leased telephone work order logs
83. Write communications service reports
84. Write mission impairment reports

#### C. MAINTAINING CABLES, WIRING, AND ASSOCIATED EQUIPMENT

85. Connect or disconnect drop wires to or from terminals
86. Construct equipment backboards
87. Install or remove audible alarms
88. Install or remove base siren circuits
89. Install or remove bridging clips on connecting blocks
90. Install or remove cable runs, other than CAT 5
91. Install or remove cable troughs or conduits
92. Install or remove cables in underfloor conduit systems
93. Install or remove CAT 5 twisted-pair cables
94. Install or remove cross-connect panels
95. Install or remove distribution cables
96. Install or remove external wiring
97. Install or remove feeder cables
98. Install or remove ground rods
99. Install or remove ground wires
100. Install or remove grounding clamps
101. Install or remove inside wiring
102. Install or remove jumpers
103. Install or remove line protectors
104. Install or remove modular clips
105. Install or remove multi-pair cables, shielded or unshielded
106. Install or remove plenum cables

107. Install or remove ribbon cables
108. Install or remove single-pair cables, shielded or unshielded
109. Install or remove telephone system terminal cans
110. Isolate malfunctions to key telephone cabinet wiring
111. Isolate malfunctions to line protectors
112. Isolate malfunctions to telephone system terminal cans
113. Mark, cut, strip, butt, or fan cables, other than CAT 5 twisted-pair
114. Mark, cut, strip, butt, or fan CAT 5 twisted-pair cables
115. Perform amplitude response tests
116. Perform bit error rate tests
117. Perform cable pairs tests prior to installation
118. Perform CAT 5 twisted pair cables tests
119. Perform frequency response tests
120. Perform idle channel noise tests
121. Perform impulse noise transmission tests
122. Perform loop resistance or insulation tests
123. Perform station ground resistance tests
124. Perform system corrective maintenance on intercommunication systems
125. Perform transmission-level tests
126. Tie-wrap, lace, or clamp cables or wires
127. Visually inspect telephone-associated equipment
128. Visually inspect wiring

#### D. MAINTAINING HANDSETS, HEADSETS, AND TELEPHONES

129. Bench check explosion-proof telephones
130. Bench check headsets
131. Bench check multiline telephones
132. Bench check push-to-talk handsets
133. Bench check weatherproof telephones
134. Install or remove headsets
135. Install or remove push-to-talk handsets
136. Isolate malfunctions to headsets
137. Isolate malfunctions to multiline telephones
138. Isolate malfunctions to push-to-talk handsets
139. Isolate malfunctions to singleline telephones, other than field telephones
140. Isolate malfunctions to speaker phones
141. Perform corrective maintenance on substations
142. Perform operational test on substations

#### E. MAINTAINING KEY TELEPHONE SYSTEMS

143. Assign station codes in telephone sets
144. Connect or disconnect panels to or from satellite boards
145. Connect or disconnect terminal blocks to or from satellite boards
146. Install or remove 1A2 key system components
147. Install or remove electronic key system components
148. Install or remove key telephone units (KTUs)
149. Install or remove lamp extenders
150. Install or remove power supplies
151. Install or remove surge protectors
152. Isolate malfunctions to lamp extenders
153. Isolate malfunctions within 1A2 key systems
154. Isolate malfunctions within electronic key systems
155. Isolate malfunctions within intercommunications systems
156. Prepare strapping sheets for installations or modifications
157. Program telephones and electronic key systems

- 158. Restore wiring in key telephone cabinets
- 159. Wire telephones for 1A2 key systems

#### F. PERFORMING SWITCH ADMINISTRATION ACTIVITIES

- 160. Analyze operational measurement (OM) or traffic management data
- 161. Analyze or interpret switch performance monitoring systems (SPMSs) or equivalent
- 162. Annotate automatic message accounting (AMA) requests
- 163. Assign line assignments
- 164. Assign personal identification number (PIN) for long distance call processing
- 165. Assign trunk assignments
- 166. Establish ring down circuits
- 167. Establish or evaluate switch security
- 168. Establish or modify call routings
- 169. Initiate service orders for integrated business networks (IBNs) and business sets
- 170. Initiate thresholds on system logs
- 171. Interpret structure of translation data tables
- 172. Maintain call accounting software
- 173. Maintain trunks
- 174. Maintain voice mail systems
- 175. Perform modifications to data tables
- 176. Perform translation verifications (TRAVERs) or equivalent
- 177. Program distributed call systems between public switches (PBXs)
- 178. Program trunks
- 179. Route or interpret log utility (LOGUTIL) reports
- 180. Update office images

#### G. MAINTAINING DIGITAL SWITCHING SYSTEMS

- 181. Access lines or trunks from maintenance administration positions (MAPs) or equivalent
- 182. Adjust or align circuit cards or electrical card assemblies
- 183. Adjust or align receivers
- 184. Adjust or align transceivers
- 185. Adjust or align transmitters
- 186. Check diagnostic failures using trouble locating procedures
- 187. Create OM reports
- 188. Create software images or database backups
- 189. Install or remove analog or digital station cards
- 190. Install or remove attendant consoles
- 191. Install or remove cards in input/output controllers (IOCs)
- 192. Install or remove cards in long-haul service networks, such as DSNs or defense red switch networks (DRSNs)
- 193. Install or remove cards in networks, other than long-haul service
- 194. Install or remove cards in peripheral modules (PMs)
- 195. Install or remove cards in super node signal engineering (SNSE) systems
- 196. Install or remove cards in T-spans
- 197. Install or remove carrier modules
- 198. Install or remove channel bank cards
- 199. Install or remove defense switch networks (DSNs) equipment
- 200. Install or remove digital audio tape (DAT) drives
- 201. Install or remove digital echo suppressors
- 202. Install or remove digital recording announcement machines (DRAMs)
- 203. Install or remove ground straps
- 204. Install or remove hard disk drives, such as system load modules (SLMs)
- 205. Install or remove land mobile radio nets
- 206. Install or remove line interface equipment
- 207. Install or remove magnetic tape drive units
- 208. Install or remove power converters

209. Install or remove power inverters
210. Install or remove processor equipment
211. Install or remove rectifiers
212. Install or remove signal generators
213. Install or remove visual display units (VDUs)
214. Isolate malfunctions to analog or digital station cards
215. Isolate malfunctions to attendant consoles
216. Isolate malfunctions to DAT drives
217. Isolate malfunctions to digital switching system alarm systems
218. Isolate malfunctions to hard disk drives, such as SLMs
219. Isolate malfunctions to IOCs
220. Isolate malfunctions to land mobile radio nets
221. Isolate malfunctions to line interface equipment
222. Isolate malfunctions to long-haul service networks, such as DSNs or DRSNs
223. Isolate malfunctions to magnetic tape drive units
224. Isolate malfunctions to networks or matrices, other than long-haul service
225. Isolate malfunctions to or on card cage assemblies
226. Isolate malfunctions to or on carrier modules
227. Isolate malfunctions to or on channel banks
228. Isolate malfunctions to or on conference equipment
229. Isolate malfunctions to or on digital echo suppressors
230. Isolate malfunctions to or on DRAMs
231. Isolate malfunctions to or on multiplexers
232. Isolate malfunctions to or on optic T-carriers
233. Isolate malfunctions to or on printed wiring assemblies (PWAs)
234. Isolate malfunctions to or on T-spans
235. Isolate malfunctions to PMs
236. Isolate malfunctions to processor equipment
237. Isolate malfunctions to VDUs
238. Maintain patch panels
239. Mount device independent recording package subsystems (DIRPS)
240. Mount system tapes
241. Perform busy-out or out-of-service procedures
242. Perform PMIs on air filters or blower motors
243. Perform PMIs on attendant consoles
244. Perform PMIs on batteries
245. Perform PMIs on channel banks
246. Perform PMIs on digital switching system alarm systems
247. Perform PMIs on digital trunk interface equipment
248. Perform PMIs on DSN or DRSN equipment
249. Perform PMIs on ground straps
250. Perform PMIs on input/output devices (IODs), such as VDUs, printers, or drives
251. Perform PMIs on line interface equipment
252. Perform PMIs on magnetic tape drive units
253. Perform PMIs on power converters
254. Perform PMIs on power inverters
255. Perform PMIs on power supplies
256. Perform PMIs on processor equipment
257. Perform PMIs on T-spans
258. Prepare cut sheets
259. Remove or replace air filters or blower motors
260. Remove or replace PWAs
261. Restore permanent lock outs (PLOs)
262. Review patch applications
263. Review software updates
264. Review system logs
265. Set up circuit paths for data transmission systems

266. Set up circuit paths for special circuit systems
267. Update program data
268. Update route records
269. Update trunking or circuit diagrams
270. Verify call routings after software updates
271. Verify circuits using jackfields on MAPs
272. Verify integrity of software images

#### H. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES

273. Annotate customer service request (CSR) logs
274. Annotate distributing terminal assembly (DTA) records
275. Annotate equipment repair logs
276. Annotate workorders
277. Compile data for records, reports, logs, or trend analyses
278. Complete accident or incident reports
279. Complete intermediate crossconnect sheets
280. Complete telephone/data trouble tickets
281. Coordinate communications-computer systems installation records (CSIRs) with appropriate agencies
282. Destroy classified materials or documents
283. Establish or maintain accountability records for classified materials or documents
284. Establish or maintain automated technical order management system (ATOMS) accounts
285. Identify and report suspected security compromises
286. Initiate classified reports, messages, or documents
287. Initiate requests for temporary duty (TDY) orders
288. Initiate or maintain standby rosters or workcenter pyramid recall rosters
289. Inventory classified materials or documents
290. Maintain administrative files
291. Maintain key systems records
292. Maintain publications libraries, other than technical order (TO) libraries
293. Maintain time compliance technical orders (TCTOs)
294. Maintain TO libraries
295. Maintain or update status indicators, such as boards, graphs, or charts
296. Participate in TCTO meetings
297. Prepare administrative or classified materials for mailing, transporting, or issue
298. Prepare cost estimates
299. Prepare dispatch schedules
300. Review engineered project directives
301. Review man-hour accounting forms or summaries
302. Update man-hour accounting forms or summaries
303. Update site-unique strapping data records
304. Update telephone system records
305. Update trunking assignment records
306. Write minutes of briefings, conferences, or meetings

#### I. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

307. Assign workorder numbers to equipment and LOMs
308. Coordinate installation of equipment with contract personnel or associated system personnel
309. Coordinate maintenance of equipment with appropriate agencies
310. Develop equipment checklists
311. Evaluate serviceability of equipment, tools, parts, or supplies
312. Identify and report equipment or supply problems
313. Initiate requisitions for equipment, tools, parts, or supplies
314. Inventory equipment, tools, parts, or supplies
315. Issue or log turn-ins of equipment, tools, parts, or supplies
316. Label equipment

317. Maintain documentation on items requiring periodic inspections or calibrations
318. Maintain organizational equipment or supply records
319. Pick up or deliver equipment, tools, parts, or supplies
320. Process LOMs for workorders

#### J. PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES

321. Assemble or disassemble cantonment facilities
322. Assign personnel to mobility or contingency positions
323. Brief deploying personnel
324. Complete operations plan (OPLAN) sourcing requirements
325. Compute OPLAN requirements status listings
326. Conduct contingency operation/mobility planning and execution system (COMPES) programs
327. Conduct mobility or deployment site surveys
328. Connect or disconnect fieldwire to communication junction boxes
329. Coordinate circuit activations with technical control and telephone switching
330. Coordinate mobility exercise or contingency requirements with appropriate agencies
331. Coordinate specific source of personnel requirements with appropriate agencies
332. Determine cost factors for support agreements
333. Determine specific source of personnel requirements for deployment manning documents
334. Develop centralized in- and out-processing procedures to support mobility, contingency, or exercise requirements
335. Develop contingency exercise mobility (CEM) orders
336. Develop mobility inspection checklists
337. Develop personnel recall and accounting procedures
338. Dig trenches
339. Don or doff chemical warfare personal protective clothing
340. Draft or write mobility exercise or deployment after-action reports
341. Erect tents
342. Inspect mobility bags or kits
343. Inspect packed or palletized mobility or contingency equipment prior to transport
344. Install telephones to remote multiplexer combiner (RMC) circuit cards
345. Install telephones to line termination units (LTUs)
346. Install or remove 407L cables
347. Install or remove field telephones
348. Install or remove JK4 wires
349. Install or remove quad wires
350. Install or remove tactical switchboards
351. Install or remove WD1 wires
352. Isolate malfunctions to field telephones
353. Isolate malfunctions to tactical switchboards
354. Maintain 407L cables
355. Maintain CX cables
356. Maintain disaster preparedness checklists
357. Maintain JK4 wires
358. Maintain quad wires
359. Maintain WD1 wires
360. Operate M-series vehicles during contingency exercises or operations
361. Operate manual cable reeling units
362. Pack or palletize mobility or contingency equipment for shipment or movement
363. Perform camouflage procedures
364. Perform camp security
365. Perform chemical warfare agent decontamination procedures
366. Perform cover and concealment techniques for work party security
367. Perform explosive ordnance reconnaissance
368. Perform pallet buildup activities
369. Perform plans file and mobility file matches
370. Perform PMIs on field telephones

- 371. Perform predeployment reconnaissance surveys
- 372. Plan locations of field cable runs
- 373. Prepare equipment for deployments
- 374. Prepare sites at deployed locations, such as cutting grass or removing snow
- 375. Provide OPLAN requirements status listings to unit commanders
- 376. Repair triax cables
- 377. Request or distribute mobility requirements documents
- 378. Set up or tear down shelters
- 379. Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles

#### K. PERFORMING TRAINING ACTIVITIES

- 380. Administer or score tests
- 381. Brief personnel concerning training programs or matters
- 382. Complete student entry or withdrawal forms
- 383. Conduct formal course classroom training
- 384. Conduct on-the-job training (OJT)
- 385. Counsel trainees on training progress
- 386. Determine training requirements
- 387. Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)
- 388. Develop training programs, plans, or procedures
- 389. Develop written tests
- 390. Develop or procure training materials or aids
- 391. Establish or maintain study reference files
- 392. Evaluate effectiveness of training programs, plans, or procedures
- 393. Evaluate training methods or techniques of instructors
- 394. Evaluate progress of trainees
- 395. Inspect training materials or aids for operation or suitability
- 396. Maintain training records or files
- 397. Personalize lesson plans
- 398. Prepare job qualification standards (JQSs)
- 399. Write training reports

#### L. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

- 400. Annotate time and attendance sheets for civilian employees
- 401. Assign personnel to work areas or duty positions
- 402. Assign sponsors for newly assigned personnel
- 403. Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- 404. Conduct safety inspections of equipment or facilities
- 405. Conduct self-inspections or self-assessments
- 406. Conduct staff assistance visits, inspections, or audits
- 407. Conduct supervisory orientations for newly assigned personnel
- 408. Conduct supervisory performance feedback sessions
- 409. Coordinate modification of parts or equipment with appropriate agencies
- 410. Coordinate QA evaluations or quality control (QC) inspections with inspectors
- 411. Counsel subordinates concerning personal matters
- 412. Determine telephone installation or maintenance requirements
- 413. Determine or establish work assignments or priorities
- 414. Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans
- 415. Develop organizational or functional charts
- 416. Develop resource protection programs
- 417. Develop self-inspection or self-assessment program checklists
- 418. Develop or establish work methods or procedures
- 419. Develop or establish work schedules
- 420. Direct installation of telephone equipment
- 421. Draft budget requirements

422. Draft host-tenant or interservice agreements
423. Draft supplements or changes to directives, such as policy directives, instructions, or manuals
424. Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
425. Establish performance standards for subordinates
426. Establish procedures for accountability of equipment, tools, parts, or supplies
427. Evaluate inspection report findings or inspection procedures
428. Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) standards
429. Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace
430. Evaluate personnel for compliance with performance standards
431. Evaluate personnel for promotion, demotion, reclassification, or special awards
432. Evaluate telephone system damage incidents
433. Implement corrosion control programs
434. Implement cost reduction programs
435. Implement emergency or disaster preparedness plans
436. Implement man-hour accountability procedures
437. Implement QA or QC programs
438. Implement safety or security programs
439. Initiate actions required due to substandard performance of personnel
440. Initiate personnel action requests
441. Inspect personnel for compliance with military standards
442. Interpret policies, directives, or procedures for subordinates
443. Investigate accidents or incidents
444. Plan layouts of facilities
445. Review budget requirements
446. Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
447. Review mobility, contingency, disaster preparedness, or unit emergency or alert plans
448. Review personnel reliability program (PRP) requirements for workcenter personnel
449. Schedule personnel for TDY assignments, leaves, or passes
450. Write inspection reports
451. Write job or position descriptions
452. Write recommendations for awards or decorations
453. Write replies to inspection reports
454. Write staff studies, surveys, or routine reports, other than training or inspection reports
455. Write or indorse civilian performance appraisals
456. Write or indorse military performance reports