

Air Education and Training Command

Sustaining the Combat Capability of America's Air Force



U.S. AIR FORCE

Occupational Survey Report AFSC 4A1X1 Medical Materiel

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8 September 2003

Integrity - Service - Excellence

Report Documentation Page

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Overview



- Survey background
- Survey results
- Implications



Executive Summary



- Homogeneous job structure with two clusters and three independent jobs (IJs) identified
- Technical tasks are performed throughout all skill levels
- Career ladder document well-supported by survey data
- Job satisfaction indicators are good



Work Performed



- Performs and manages preparation and maintenance of manual and mechanized accountable medical materiel records
- Receives, stores, issues, safeguards, and accounts for supplies and equipment
- Implements and directs medical materiel activities for inventory control, accounting, financial planning and management of supplies and equipment



Current Training Program



- AFSC-awarding course
 - 382 TRS, Sheppard AFB TX
 - J3ABR4A131-002, Medical Materiel Apprentice Course, 5 weeks, 1 day
 - 9 semester hours for CCAF
 - Programmed TPR

FY03: 165 students	<u>Programmed Elimination Rate</u>
FY04: 165 students	FY02: 1.9%
	FY03: 1.9%



Survey Background



- Last occupational survey report (OSR) – August 2000
- Current survey developed – Oct - Dec 2002
 - Sheppard AFB TX (3)
 - McGuire AFB NJ (4)
 - Patrick AFB FL (6)
 - Lackland AFB TX (6)
 - Nellis AFB NV (4)
 - USAFA CO (4)
 - Peterson AFB CO (1)





Survey Background



- **Survey initiated to obtain data to:**
 - Evaluate current classification and training documents
 - Support promotion test development
- **Current survey data collected – Mar - Jun 2003**
- **Components surveyed:**
 - Active Duty: 3-, 5-, 7-, and 9-Skill Levels





Survey Sample Characteristics



	<u>AD</u>
Assigned*	978
Mailed Out	843
Sample	413

- Average time in career field for AD: 9 years 3 months
- Average time in AFMS for AD: 9 years 10 months
- Usable Returns: 49%
- Percent of AD in first enlistment: 24%

* As of Feb 2003



Skill & Paygrade Characteristics



Skill-Level Distribution

	Assigned*	Sample
4A131	25%	23%
4A151	48%	55%
4A171	25%	20%
4A191	2%	2%

Paygrade Distribution

	Assigned*	Sample
E-1-E-3	19%	17%
E-4	14%	15%
E-5	32%	36%
E-6	19%	18%
E-7	13%	11%
E-8	2%	2%
E-9	1%	0%

*As of February 2003



Command Representation



Command	Assigned %*	Sample %
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AETC	20	16
PACAF	18	18
AMC	17	25
ACC	15	11
AFMC	10	10
USAFE	9	12
AFSPC	3	2
USAFA	2	1
AFSOC	2	2
OTHER*	3	2



* Assigned as of February 2003

**Other includes AFMSA, AFDW, ELM, and WWS

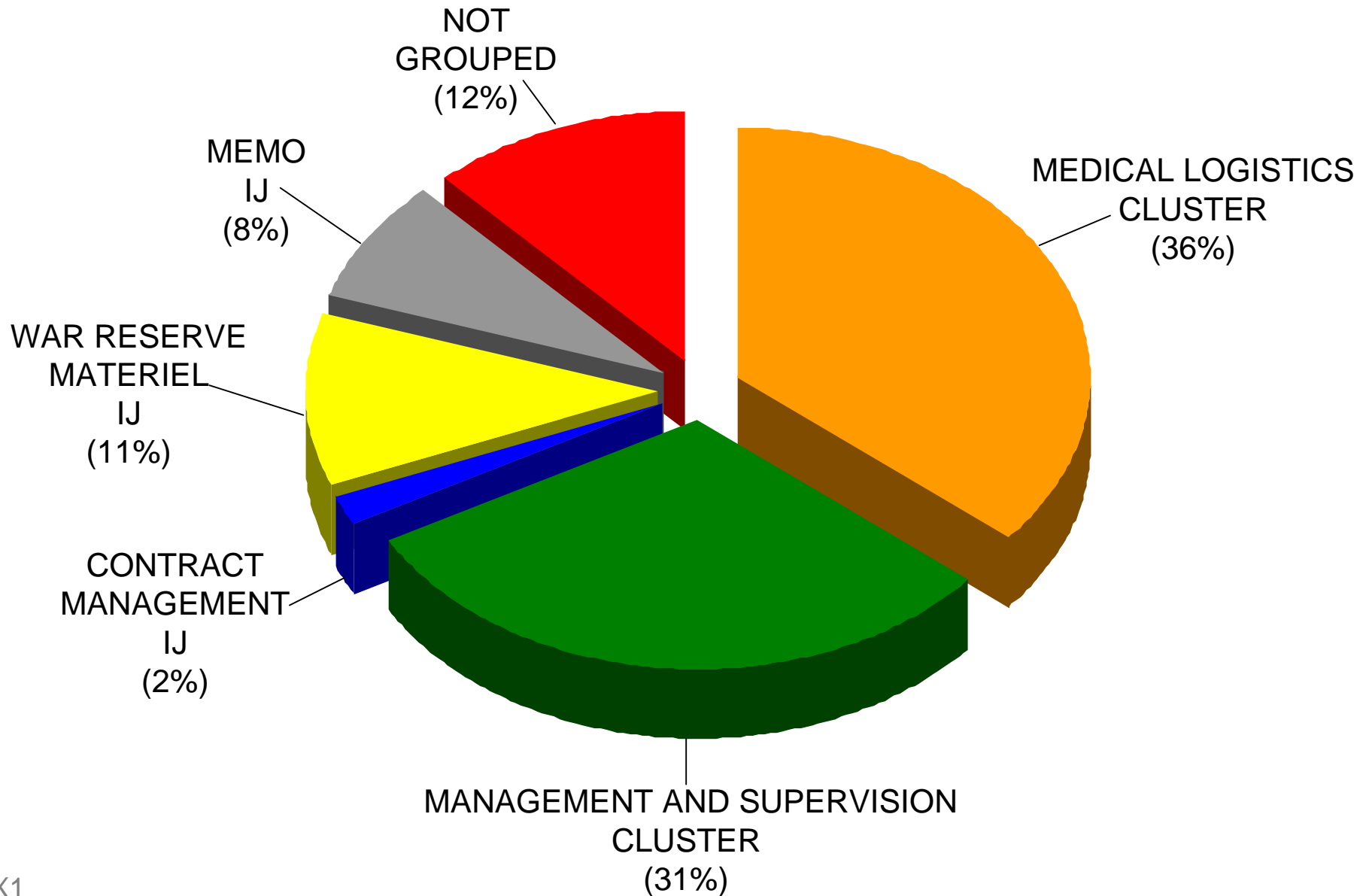
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Job Structure



(N= 413)



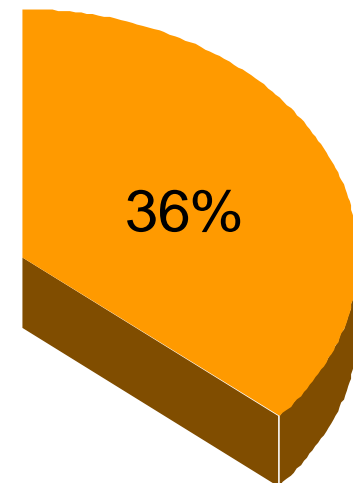


Medical Logistics Cluster (N=148)



- Perform operating balance inquiries
- Process receipt transactions
- Access MEDLOG or DMLSS user manuals
- Perform transaction history inquiries
- Annotate receipt documents

Acquisitions Management Job
Local Purchase Job
Prime Vendor Job
Customer Service Job
Systems Administration Job
Warehouse Operations Job





Jobs Within the Cluster



- Acquisitions Management Job (N=14)
 - Complete on-line requisitions
 - Request on-line requirements lists or LOG orders
 - Complete computer-generated purchase orders (POs) or receiving documents
- Local Purchase Job (N=29)
 - Annotate GPC logs or purchase card registers
 - Coordinate local purchase requests with appropriate agencies
 - Assign non-standard stock numbers



Jobs Within the Cluster



- Prime Vendor Job (N=11)
 - Process PV manual orders
 - Process PV automated orders
 - Maintain PV credit accounts

- Customer Service Job (N=7)
 - Respond to customer inquiries
 - Process issue transactions
 - Maintain using activities shopping guides or customer catalogs



Jobs Within the Cluster



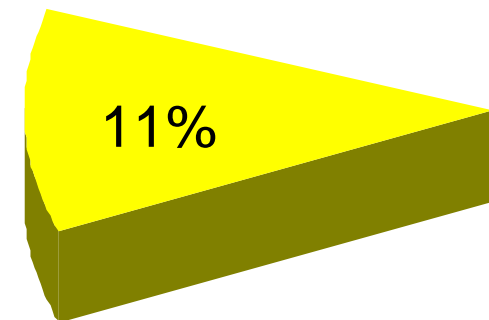
- Systems Administration Job (N=5)
 - Perform operator maintenance on computer systems
 - Process systems services administrative functions in MEDLOG or DMLSS
 - Conduct DMLSS customer ordering system administration
- Warehouse Operations Job (N=70)
 - Pull or pick stock from storage
 - Annotate receipt documents
 - Distribute receiving documents or packing lists



War Reserve Materiel (WRM) IJ (N=47)



- Inventory WRM assets
- Verify existing WRM authorizations with AS
- Perform WRM balance inquiries
- Assemble WRM packages
- Annotate, segregate, or secure WRM to prevent unauthorized movement or use
- Attach or remove cargo nets on aircraft cargo pallets





Management and Supervision Cluster (N=126)



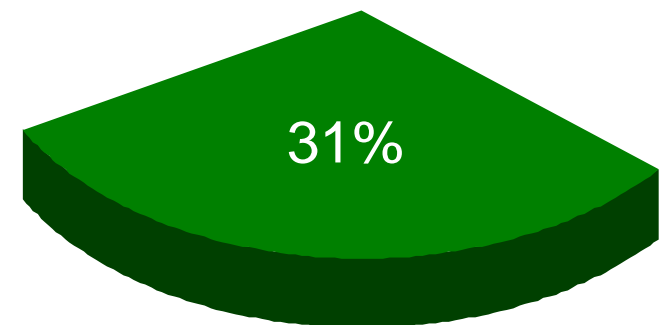
- Perform transaction history inquiries
- Perform operating balance inquiries
- Access MEDLOG or DMLSS user manuals
- Perform item master inquiries
- Write or endorse military performance reports
- Counsel subordinates concerning personal matters
- Respond to customer inquiries

Acquisitions Management NCOIC Job

WRM NCOIC Job

General Management and Supervision Job

Superintendent Job





Jobs Within the Cluster



- Acquisitions Management NCOIC Job (N=41)
 - Assign non-standard stock numbers
 - Complete on-line requisitions
 - Complete computer-generated purchase orders or receiving documents
- War Reserve Materiel NCOIC Job (N=42)
 - Compare WRM shortages to Air Force excess
 - Provide WRM status of resources and training system (SORTS) reports
 - Establish or maintain master records



Jobs Within the Cluster



- General Management and Supervision Job (N=18)
 - Write or endorse military performance reports
 - Counsel subordinates concerning personal matters
 - Conduct supervisory performance feedback sessions
- Superintendent Job (N=16)
 - Assign personnel to work areas or duty positions
 - Conduct self-inspections or self-assessments
 - Write recommendations for awards or decorations

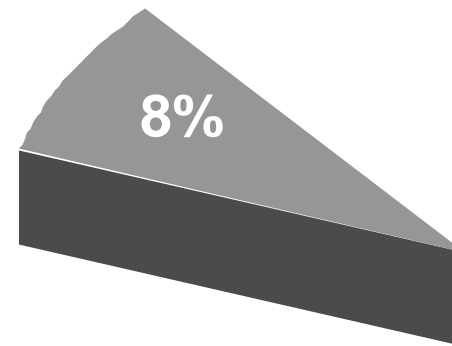


MEMO IJ

(N=35)



- Inventory MEMO property
- Validate/process AF Forms 601 (Equipment Action Requests)
- Process equipment receipts
- Maintain property custodian files
- Input requests for custody receipt or locator lists (CRLs)



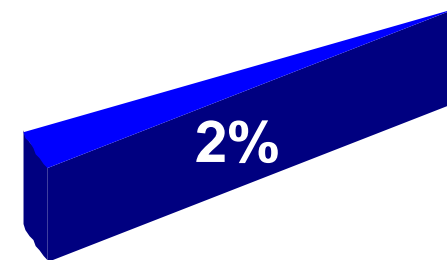


Contract Management IJ

(N=8)



- Monitor FedEx requests
- Monitor FedEx contracts
- Process AF Forms 9 (Request for Purchase)
- Initiate or review contract renewal requests
- Coordinate rental agreements or user tests with appropriate agencies
- Maintain personal or non-personal contract folders





Career Ladder Progression

Percent Time Spent on Duties



DUTY AREAS	DAFSC 4A131 (N=94)	DAFSC 4A151 (N=227)	DAFSC 4A171 (N=84)	DAFSC 4A191 (N=8)
Performing General Medical Logistics Activities	35	30	19	13
Performing Storage and Distribution Activities	15	9	5	1
Performing Inventory Management or Customer Service Activities	15	14	11	12
Performing Linen Supply Activities	*	*	*	0
Performing Medical Equipment Management Office (MEMO) Activities	3	5	6	4
Performing Document Control or Quality Control Activities	3	3	2	1
Performing Acquisitions Management Activities	8	9	4	*
Performing Contract Management Activities	1	2	2	2

* Indicates less than 1%



Career Ladder Progression Percent Time Spent on Duties



DUTY AREAS	DAFSC 4A131 (N=94)	DAFSC 4A151 (N=227)	DAFSC 4A171 (N=84)	DAFSC 4A191 (N=8)
Performing Computer Operations Activities	7	6	4	0
Performing Facilities Management or Contingency Hospital Activities	*	1	1	0
Performing War Reserve Materiel (WRM) Activities	8	7	12	4
Performing Medical Readiness Activities	2	2	3	2
Performing Training Activities	1	3	7	2
Performing General Administrative Activities	*	1	2	6
Performing Management and Supervisory Activities	1	7	24	52

* Indicates less than 1%

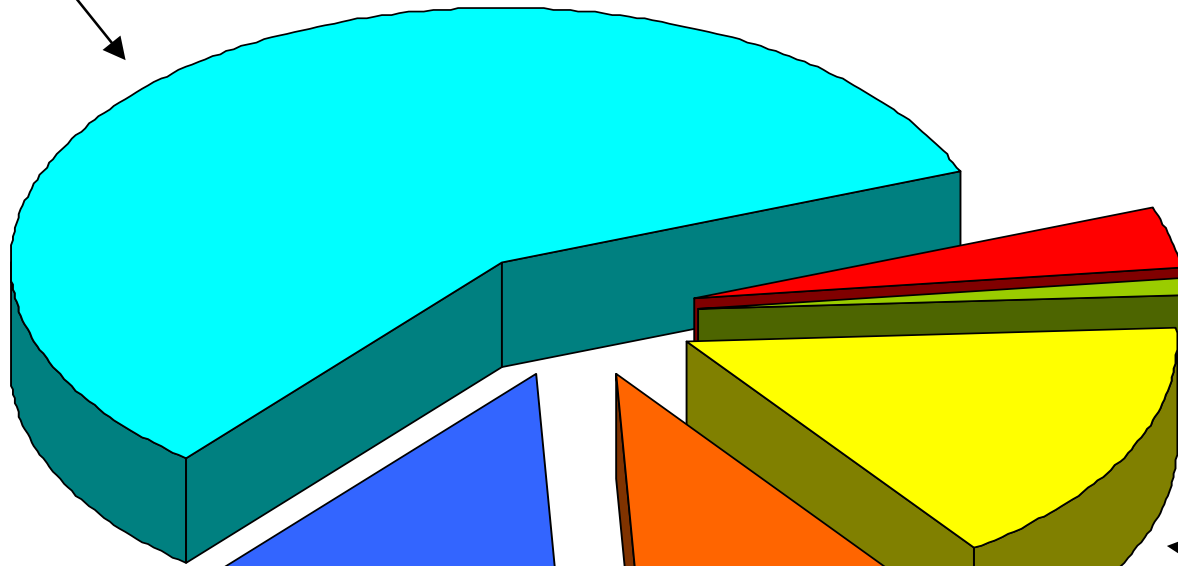


First-Enlistment Job Structure



Sample size: 99

Medical Logistics Cluster
58%



Medical Equipment Management Office (MEMO) IJ
4%

Contract Management IJ
1%

Not Grouped
16%

War Reserve Materiel (WRM) IJ
12%

Management and Supervision Cluster
9%



First-Enlistment Personnel Representative Tasks



<u>Tasks</u>	<u>Percent Members Performing (N=99)</u>
Perform on-call procedures	74
Annotate receipt documents	66
Process receipt transactions	66
Perform transaction history inquiries	66
Pull or pick stock from storage	56
Perform operating balance inquiries	55
Research existing stock numbers	55
Access MEDLOG or DMLSS user manuals	53
Load or unload materiel	52



First-Enlistment Personnel Tools & Equipment



<u>TOOLS and EQUIPMENT</u>	Percent Members Performing (N=99)
Personal Computers	79
Calculators	71
Boxcutters	69
Trucks, 1½-Ton	51
Forklifts	50
Trucks, Hand	46
Jacks, Hydraulic Pallet	45
Scanning Equipment	40
Trucks, Pick-up	36
Cargo Nets	33
Machines, Labeling	32
Jacks, Electric Pallet	31



Specialty Training Standard (STS) Analysis



- STS is generally supported by survey data
- Some STS items may need proficiency code review
 - 175 STS paragraphs/subparagraphs had tasks matched
 - 126 paragraphs/subparagraphs were supported
- One technical task performed by 20% or more of members was not referenced to STS
 - This should be reviewed for possible inclusion in STS



Task not Referenced to STS



Example

<u>Tasks</u>	Percent Members Performing		TNG	TSK	ATI***
	<u>1st</u>	<u>3-</u>			
	<u>ENL</u>	<u>LVL</u>	<u>EMP*</u>	<u>DIF**</u>	
I0297 Process EOM routines for MEDLOG or DMLSS	42	44	6.18	4.46	12

*Mean TE Rating is 2.30, Standard Deviation is 1.71 (HIGH TE= 4.01)

**Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)

***ATI= Automated Training Indicator is training decision value for resident training (18= high; 1=low)



Job Satisfaction Indicators (Current vs. Previous Study)



	1-48 Months		49-96 Months		97+ Months	
	2003 (N=99)	2000 (N=283)	2003 (N=105)	2000 (N=151)	2003 (N=209)	2000 (N=392)
Job interesting	70	77	82	83	95	94
Talents well utilized	63	65	78	75	90	88
Training well utilized	85	88	90	86	90	89
Sense of accomplishment	52	58	60	67	74	78
Plan to reenlist	53	49	73	66	67	70



Retention Dimensions First-Term Airmen (N=99)



	Percent	
	Responding	Average
Planning to Reenlist (N=52)		
Medical/Dental Care for AD Members	60	2.45
Off-duty Education and Training Opportunities	57	2.52
Military–Related Edu & Trng opportunities	52	2.70
Job Security	48	2.80
Military Lifestyle	48	2.52
Planning to Separate (N=45)		
Military Lifestyle	53	2.38
Location of Present Assignment	51	2.48
Unit Manning	45	2.30
Recognition of Efforts	42	2.58
Bonus or Special Pay	42	2.53

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence



Retention Dimensions Second-Term Airmen (N=105)



	Percent Responding	Average
Planning to Reenlist (N=77)		
Off-duty Education and Training Opportunities	63	2.63
Job Security	62	2.62
Pay and Allowances	62	2.50
Medical/Dental Care for AD Member	61	2.64
Military Lifestyle	56	2.37
Planning to Separate (N=22)		
Esprit de Corps/Morale	56	2.33
Recognition of Efforts	48	2.69
Bonus or Special Pay	45	2.58
Leadership at Unit Level	37	2.70
Military Lifestyle	37	2.30

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence



Retention Dimensions Career Airmen (N=209)



	Percent Responding	Average
Planning to Reenlist (N=141)		
Retirement Benefits	71	2.69
Pay and Allowances	60	2.53
Job Security	58	2.77
Medical/Dental Care for AD Member	58	2.52
Off-duty Education and Training Opportunities	48	2.55
Planning to Separate (N=12)		
Leadership at Unit Level	58	2.57
Unit Manning	50	3.00
Senior Air Force Leadership	40	2.67
Esprit de Corp/Morale	34	2.50
Pay and Allowances	33	3.00

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence



Summary of Results



- **Career ladder homogeneous**
 - Two job clusters and three independent jobs identified
- **Career ladder document well-supported by survey data**
 - STS provides comprehensive coverage of work
- **Job satisfaction indicators**
 - Overall, personnel are generally satisfied
 - Current job satisfaction indicators are similar to previous study



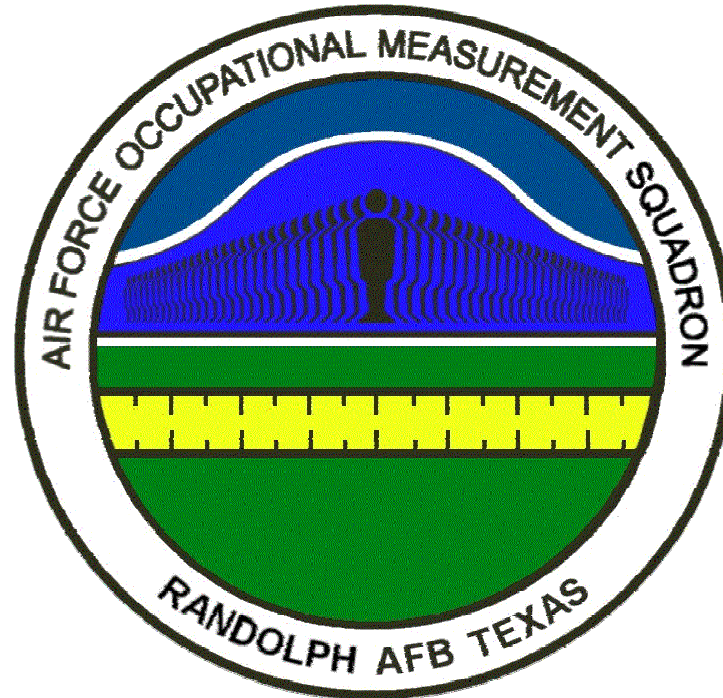
Way Ahead



- OSR Delivery Trip – scheduled for Jan 04
- Utilization and Training Workshop (U&TW) – held Sep 03 at Sheppard AFB
 - Discussed findings
- Next SKT rewrite (extended minor) – Oct 04



Questions?



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