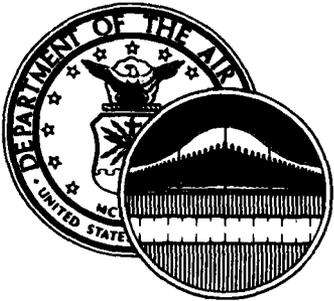


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UNITED STATES AIR FORCE

ADA 086594

# OCCUPATIONAL SURVEY REPORT



SECRET

SERVICES, MEATCUTTERS, AND SUBSISTENCE OPERATIONS  
CAREER LADDERS

AFSCs 611X0, 612X0, AND 612X1  
(PREVIOUSLY 611X0 AND 611X1)

AFPT 90-611-412

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## PREFACE

This report presents the results of a detailed Air Force occupational survey of the Services (AFS 611X0) and Meatcutter (AFS 611X1) specialties. The report was requested by Lowry Technical Training Center (LTTTC). The primary objective of the survey is to provide current data on jobs and tasks performed by career field members, with particular emphasis on tasks performed by billeting personnel who were merged into the 611X0 career field in 1978. Authority for conducting occupational surveys is contained in AFR 35-2. Computer outputs used to analyze the information for this report are available to operations and training officials.

Dr. Raymond E. Christal of the Manpower and Personnel Division, Air Force Human Resources Laboratory (AFHRL) designed the computer programs used to analyze the data. The programs were written by the Computer Programming Branch, Technical Services Division, AFHRL.

The United States Air Force occupational survey program originated in 1956 when the Air Force Human Resources Laboratory began initial research into developing the methodology for conducting occupational surveys. In 1967, Air Training Command established an occupational survey program which produced 12 enlisted career ladder surveys annually. The program was expanded in 1972 to produce surveys of 51 career ladders each year. It was expanded again in 1976 to include the survey of officer utilization fields, to permit special management application projects, and to support interservice or joint service occupational analysis.

The survey instrument used in this project was developed by Second Lieutenant Frank T. Vaccaro, Inventory Development Specialist. Captain James H. Gilbert, assisted by Dr. Henry C. Lindsey, analyzed the survey data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Jimmy L. Mitchell, Chief, Airman Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center.

Copies of this report are available to air staff sections, major commands, and other interested training and management personnel upon request to the USAF Occupational Measurement Center, attention to the Chief, Occupational Survey Branch (OMY), Randolph AFB, Texas 78148.

This report has been reviewed and is approved.

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## SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered worldwide to Services (611X0) and Meatcutter (611X1) incumbents during the fall of 1979. The 1,006 respondents in the survey represent 65 percent of all Services personnel and 53 percent of the assigned Meatcutters.
2. Career Ladder Structure: An analysis of the specialty structure revealed an extremely heterogeneous career field. Eleven job clusters and five independent job types were identified. The discrete functional job groups reported in this study include personnel who perform Billeting Operations, Mortuary Affairs, Linen Exchange, Clothing Issue, Subsistence Warehouse, Commissary Operations, or Commissary Meat Market functions. The only job groups which included personnel from more than one of these functional areas were those whose incumbents perform cashier and training tasks.
3. Career Ladder Progression: Duty AFSC data are presented separately for Services (611X0), Subsistence Operations (612X1), and Meatcutter (612X0) personnel to reflect information useful in examining the 30 April 1980 AFR 39-1 specialty description changes. The general trend for all three ladders indicates that 3- and 5-skill level incumbents perform the more routine tasks while most of the 61170 Services and 61271 Subsistence personnel perform supervisory and management functions. The 7-skill level Meatcutters perform basic meatcutting tasks in addition to their supervisory and management functions. The 9-skill level and CEM Code incumbents are primarily managerial and staff level personnel.
4. AFR 39-1 Specialty Descriptions: A comparison of survey data to the revised AFR 39-1 specialty descriptions, dated 30 April 1980, for Services (611X0), Subsistence Operations (612X1), and Meatcutter (612X0) personnel indicates the AFR 39-1 specialty descriptions provide a good overview of the respective specialty groups. However, some discrepancies were noted. Information for Clothing Issue Specialists and Site Exchange Managers were deleted from the 611X0 job descriptions. In addition, the specialty summaries for Subsistence Operations personnel (612X1) indicate that Subsistence personnel support AAFES sales store operations in peacetime and in contingency situations. However, survey data does not indicate that these incumbents perform functions involving the peacetime operation of AAFES sales stores.
5. Discussion: The 30 April 1980 AFR 39-1 changes should have minimum impact on personnel in the Services career field. In fact, the separation of Subsistence Operations (612X1) and Services (611X1) incumbents into different career ladders should reduce the criticism of CDC material since more emphasis will be placed on the respective functional areas within each ladder. However, survey data indicate that a larger percentage of Subsistence Operations personnel are in overseas assignments. This could possibly have an adverse impact on the 612X1 personnel since the large group of Services incumbents will not be available for assignment to Subsistence Operations units.

Since restructuring should have minimum impact on 61XXX incumbents, continued job dissatisfaction for some of the job groups containing mostly low experienced personnel is expected. These groups include Clothing Issue, Linen Supply, and Billeting Operations personnel in the Services ladder, and Commissary incumbents who spend much of their time stocking groceries. Survey data and conversations with 611X0 career ladder incumbents indicate that the job performed by Clothing Issue personnel might be more appropriately accomplished by personnel in the 645X1 Materiel Facilities career ladder or by civilian personnel.

Overall, data from this survey indicate the restructuring of the Services career field into three distinct specialties was a positive decision. However, even with the removal of Subsistence Operations personnel (612X1), the 611X0 career ladder will continue to be one of the most heterogeneous specialties in the Air Force.

OCCUPATIONAL SURVEY REPORT  
SERVICES AND MEATCUTTER CAREER LADDERS  
(AFSCs 611X0 AND 611X1)

INTRODUCTION

This is a report of an occupational survey of the Services (611X0) and Meatcutter (611X1) specialties completed by the Occupational Survey Branch, USAF Occupational Measurement Center, completed in May 1980. The occupational survey was conducted in response to a request from Lowry Technical Training Center (L TTC) for occupational data on jobs and tasks performed by AFSC 611X0 personnel. More specifically, Lowry personnel were interested in information concerning what jobs and tasks are performed by Billeting personnel. (Billeting operations was not a function of the Supply Services career field when the previous occupational survey was accomplished in November 1977.)

Historically, the Services career ladder (611X0) was formed in September 1964 with the merger of personnel from the Sales Store (642X0) and Laundry and Dry Cleaning (644X0) specialties. In 1978, the title of the ladder was shortened from Services Supply to Services, and billeting functions being performed by 702X0B personnel were transferred to the ladder. Presently the Services career ladder encompasses the functions of supervision and operation of sales stores, laundry and dry cleaning establishments, commissaries, troop support units, and billeting activities. Career ladder responsibilities also include merchandising of subsistence, clothing, and base exchange items, as well as administrative and operational support of mortuary affairs services.

The Meatcutter career ladder (AFSC 611X1) was also included in this survey since it presently shares common 9-skill level and CEM Code positions with AFSC 611X0 personnel. Until October 1978, Meatcutters were identified by AFSC 612X0. Since 1978, they have been designated as 611X1 under the services career field. Meatcutter responsibilities include supervision and operation of meat processing activities.

The 30 April 1980 revision to AFR 39-1 established AFS Subsistence Operations as an authorized identification in the Airmen Classification Structure. The change transferred Subsistence Operations functions and responsibilities from CEM Code 61100 and AFSCs 61199, 61170, and 61150/30/10 to the new CEM Code 61200 and AFSCs 61299 and 612X1. The AFR 39-1 revision also changed the Meatcutter specialty identifier back to AFSC 612X0. Under the new arrangement, Meatcutter and Subsistence Operations personnel have a common 9-skill level (61299) and CEM Code (61200). Both groups will continue receiving administrative and personnel support at the base level while reporting officially to their respective regional Subsistence Operations Complex as a part of the Air Force Commissary Services (AFCOMS) management structure.

There are no required formal (3ABR) training schools for airmen entering the 611X0 or 612X1 career ladders. Incumbents assigned to the 611X0 ladder are trained primarily through on-the-job training (OJT) and

Career Development Courses (CDC). Meatcutter personnel, however, are required by AFCOMS to attend the 12-week meatcutter school at Barksdale AFB upon entering the 611X1 career ladder.

This report contains information on the tasks performed by a worldwide sample of Services personnel. The survey respondents provided current data about the tasks and jobs performed by AFS 611X0 and 611X1 personnel. Because of the AFR 39-1 changes, survey data in this report are presented not only to provide information on the present career field, but also to reflect data as it relates to the 30 April 1980 career ladder changes. The major areas discussed in this report include: (1) survey methodology; (2) current job structure within the career ladder; (3) analysis of skill level groups; and (4) a comparison of the results of this survey with the previous survey.

## SURVEY METHODOLOGY

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-611-412. The survey instrument from the December 1976 Supply Services (AFSC 611X0 and 612X0) study served as the starting point for development of a new task inventory. Tasks from the 1976 inventory were reviewed for currency and updated. Billeting and other Services tasks were added after thorough research of career field publications. The updated inventory was then taken out into the field to be validated by subject-matter specialists in operational units and by Lowry Technical Training Center personnel. This review process resulted in an inventory list consisting of 551 tasks grouped under 19 duty headings and a background section which captured information, such as grade, TAFMS, duty title, and job interest, about each respondent.

### Survey Administration

During the period July through November 1979, consolidated personnel offices in operational units worldwide administered the inventory booklets to personnel holding Services DAFSCs (611X0/X1). The personnel were randomly selected from a computer-generated mailing list obtained from historical AFMPC personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL). Each individual who responded to the inventory first completed an identification and a biographical information section, then checked each task performed in his or her current job. After checking all tasks performed, the respondent rated each of these tasks on a nine-point scale indicating relative time spent on that task from one (very-small-amount time spent) through five (about-average-time spent) to nine (very-large-amount time spent). To determine relative time spent for each task checked by a respondent, all of the respondent's ratings were assumed to account for 100 percent of his or her time spent on the job. These ratings were summed and then divided by the number of total responses and the quotient multiplied by 100. This procedure provided a basis for comparing tasks not only in terms of percent members performing, but also in terms of average percent time spent on tasks and groups of tasks.

### Survey Sample

Personnel were selected to participate in this survey so as to insure proper representation across each career ladder. Tables 1 and 2 indicate the paygrade distribution of the AFSC 611X0 and 611X1 survey samples. The 1,006 respondents included in the final survey sample represent 65 percent of all Services (611X0) personnel and 53 percent of the Meatcutters (611X1). While these percentages are slightly below the ideal return rates, the final samples provide an accurate representation of all segments of both career ladders.

TABLE 1  
611X0 PAYGRADE DISTRIBUTION OF SURVEY SAMPLE\*

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	35	29
E-4	20	22
E-5	24	27
E-6	13	14
E-7	6	6
E-8	1	1
E-9	1	1

TOTAL ASSIGNED - 1,450 (MANNING FIGURES AS OF AUGUST 1979)  
TOTAL SAMPLED - 948  
PERCENT SAMPLED - 65%

\* INCLUDES DAFSCs 611X0, 61199, and CEM Code 61100 Personnel

TABLE 2

611X1 PAYGRADE DISTRIBUTION OF SURVEY SAMPLE\*

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	21	15
E-4	18	17
E-5	35	43
E-6	17	19
E-7	9	6

TOTAL ASSIGNED - 88 (MANNING FIGURES AS OF AUGUST 1979)  
 TOTAL SAMPLED - 47  
 PERCENT SAMPLED - 53%

\* INCLUDES ONLY 611X1 PERSONNEL

The total active federal military service (TAFMS) survey distribution for the two career ladders is presented in Table 3. Both distributions are representative of the respective career ladders. Over half of the DAFSC 611X0 personnel had less than eight years of TAFMS time, with 37 percent in their first enlistment. In contrast, only 15 percent of the Meatcutters were in their first enlistment. This anomaly is a result of changes in the 611X1 manning requirements during its reorganization in 1976 when AFCOMS was created. Therefore, most of the personnel in this small ladder are career airmen.

TABLE 3

TAFMS DISTRIBUTION OF SURVEY SAMPLE

<u>AFMS (MONTHS)</u>	<u>PERCENT OF SAMPLE (611X0, N=948)</u>	<u>PERCENT OF SAMPLE (611X1, N=47)</u>
1-48	37	15
49-96	20	19
97-144	14	32
145-192	10	19
193-240	13	9
241+	6	6

### Task Factor Administration

In addition to completing the job inventory, senior 611X0 and 611X1 airmen were also selected to complete a second booklet for either training emphasis or task difficulty. Information from these task difficulty and training emphasis booklets for each DAFSC group were processed separately from the job inventories. An explanation of these rating factors is provided below to enable the reader to understand their applications in this report.

Task Difficulty. The experienced NCOs who completed task difficulty booklets rated all of the inventory tasks on a nine point scale from extremely low to extremely high difficulty, with difficulty defined as the length of time it takes an average incumbent to learn to do the task. Ratings were adjusted so that tasks of average difficulty have a rating of 5.00. Task difficulty data were independently collected from 38 DAFSC 61170 and 13 DAFSC 61171 incumbents. The interrater reliability (as assessed through components of variance of standardized group means) for the 61170 raters was .93, which indicates considerable agreement among the raters. A reliability rating of .18 for the 13 experienced Meatcutters indicates little agreement on the difficulty ratings. Therefore, the 61171 data were not used in this survey.

The result of the data obtained from the 61170 raters is an ordered listing of tasks based on the relative degree of difficulty assigned each task in the inventory. Once this index of difficulty is computed for each task, it is possible to compute a Job Difficulty Index (JDI) for the groups identified in the survey analysis. The JDI provides a relative measure of job difficulty for functional job groups and can be used to identify the more or less difficult jobs. The number of tasks performed and the average task difficulty per unit time spent (ATDPUTS) are the primary variables used to compute the JDI. Therefore, groups which spend more time on difficult tasks and perform more tasks will have a higher index. The JDI value ranges from one for very easy jobs to 25 for very difficult jobs. The indices are adjusted so that the average job difficulty index is 13.00. Average tasks and JDI data are presented in the CAREER LADDER STRUCTURE section of this report.

Training Emphasis. Training emphasis data were obtained from a selected sample of 46 DAFSC 61170 and 22 DAFSC 61171 NCOs who rated inventory tasks on a ten-point scale from zero (no training required) to nine (extremely heavy training required). Training emphasis ratings provide an indication of how much emphasis should be placed on structured training for first-term personnel. Structured training is defined as training provided at resident technical schools, Field Training Detachments (FTD), Mobile Training Teams (MTT), formal OJT, Career Development Courses (CDC), or any other organized training method.

Separate interrater reliability coefficients were computed for the 61170 and 61171 respondents to determine the amount of agreement among raters within each group. The low interrater reliability (.77) for the 61170 raters indicated there is no common training policy for this group. However, when reliability coefficients were computed separately for Subsistence Operations raters and for the other 61170 Services respondents, the Subsistence incumbents had a moderate level of agreement. The experienced respondents from other Services activities, such as billeting, mortuary affairs, and linen exchange, did not agree on those tasks which first-term airmen should be

trained. In contrast, the interrater reliability for the 61171 respondents was .93, indicating substantial rater agreement on those tasks which should or should not receive some form of structured training. The training emphasis data can be used in conjunction with other factors, such as percent members performing, to refine training documents and tailor training programs to current career field requirements.

## CAREER LADDER STRUCTURE

An essential part of the USAF Occupational Analysis program is the examination of tasks performed by career ladder incumbents to capture a picture of utilization and determine if the jobs performed are accurately reflected in official career ladder documents. The Comprehensive Occupational Data Analysis Programs (CODAP) provide a proven method to analyze the job structure of a career ladder. CODAP generates a hierarchical clustering of all jobs performed in the field based upon the similarity of tasks performed and the relative time spent on these tasks. Once the major job groups are identified for a career ladder, they are examined in terms of job description and background data to determine the particular characteristics of each group.

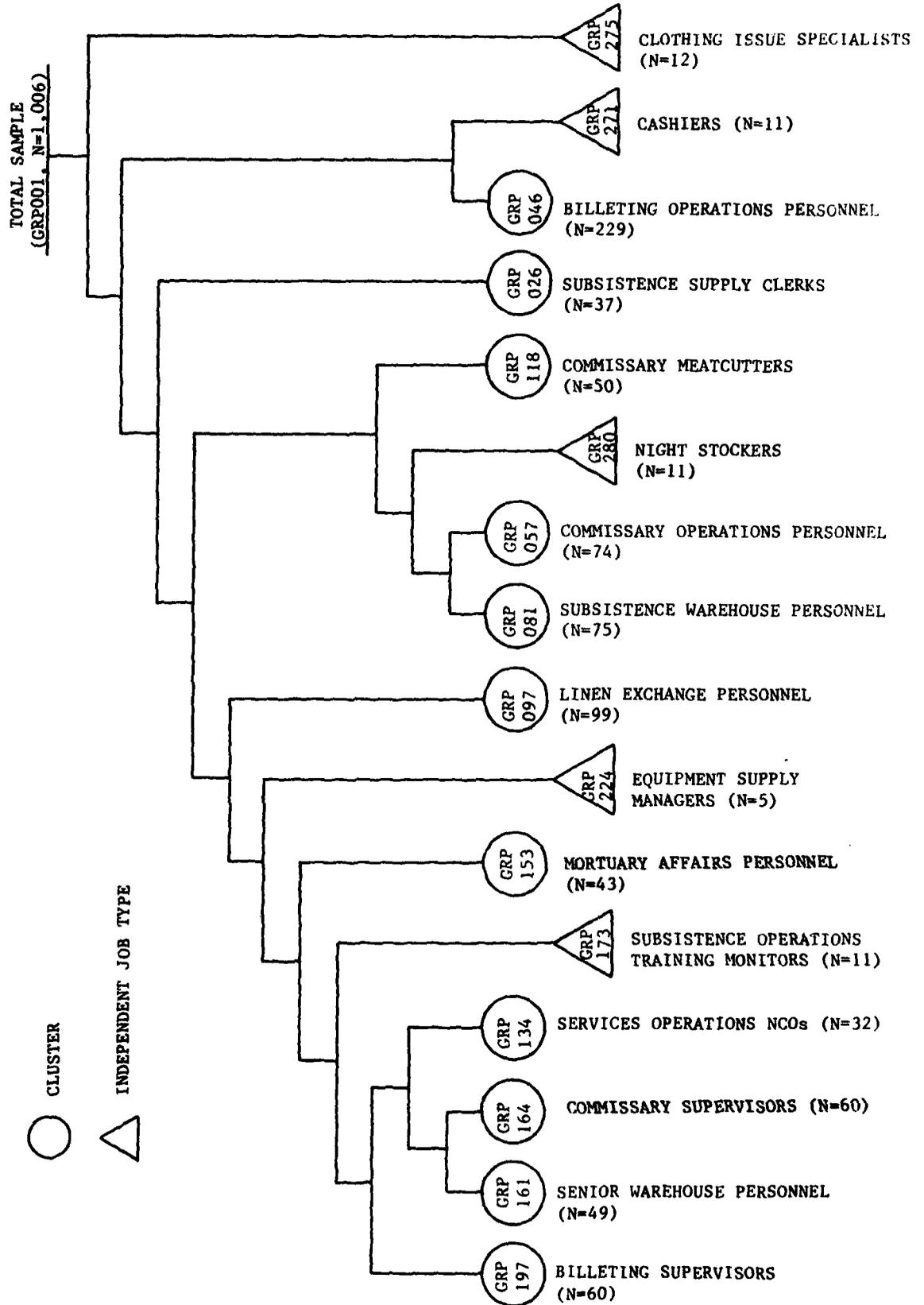
The basic identifying group used in the hierarchical job structuring process is the job type. A job type is a group of individuals who perform many of the same tasks and spend similar amounts of time performing them. When a substantial degree of similarity between different job types occurs, they are grouped together and labeled as a cluster. In many career fields, there are specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are labeled independent job types.

### Specialty Structure Overview

The nature of the Services career field is characterized by heterogeneous job groups. The discrete functional job groups identified in this study include personnel who perform either billeting operations, mortuary affairs, linen exchange, clothing issue, subsistence warehouse, commissary sales store, or commissary meat market functions. The only groups which include personnel from more than one functional area are those performing training and cashier related tasks.

Although task differences distinguish the major job groups, the task and time similarity data for cluster incumbents does not clearly differentiate job types within many cluster groups, especially those involving billeting and subsistence operations functions. Therefore, variations in some jobs are discussed within the job group descriptions below to identify the differences between personnel performing similar jobs. The jobs performed by personnel in the Services career field are illustrated in Figure 1. Based on task and time similarity, 11 cluster and 5 independent job types were identified. The groups identified include 85 percent of the survey sample. The remaining 15 percent do not group meaningfully because of their unique responses. Examples of the job titles provided by the remaining 15 percent of the respondents are: Assistant NCOIC, Trailer Court Billeting; Commissary Operations Superintendent; Surcharge Equipment Manager; Base Furnishing Manager; Remote Site Specialist; Assistant NCOIC, Cadet Laundry; MAJCOM Commissary Services Superintendent; and MAJCOM Assistant Chief of Finance Management Branch. To facilitate the reader's understanding of the career ladder structure, the specialty structure groups are discussed below by functional work areas. This not only provides a more comprehensive view of the career field, but also presents information that reflects the 30 April 1980 revision to AFR 39-1, establishing new specialties for Subsistence Operations

FIGURE 1  
 JOB STRUCTURE FOR AFSCs 611X0 AND 611X1



and Meatcutter personnel. The clusters, their respective job types, and the independent job type are listed below in the order they are discussed in the Job Group Description section.

- I. BILLETING SUPERVISORS, (GRP197, N=60)
  - a. Billeting NCOICs (GRP351, N=42)
  - b. Billeting Supply Managers (GRP332, N=5)
- II. BILLETING OPERATIONS PERSONNEL (GRP046, N=229)
  - a. Billeting Desk Supervisors (GRP503, N=11)
  - b. Billeting Clerks (GRP335, N=101)
  - c. Billeting Administrative Personnel (GRP290, N=6)
- III. MORTUARY AFFAIRS PERSONNEL (GRP153, N=43)
  - a. Mortuary Affairs NCOs (GRP188, N=11)
  - b. Services NCOICs (GRP255, N=28)
- IV. LINEN EXCHANGE PERSONNEL (GRP097, N=99)
  - a. Linen Supply Specialists (GRP278, N=21)
  - b. Senior Linen Supply Clerks (GRP195, N=42)
  - c. Linen Exchange NCOICs (GRP257, N=27)
- V. CLOTHING ISSUE SPECIALISTS (GRP275, N=12)
- VI. SERVICES OPERATIONS NCOs (GRP134, N=32)
  - a. Training NCOs (GRP242, N=10)
  - b. Services Division Chiefs (GRP265, N=7)
  - c. Subsistence Operations Superintendents (GRP240, N=12)
- VII. CASHIERS (GRP271, N=11)
- VIII. SENIOR WAREHOUSE PERSONNEL (GRP161, N=49)
  - a. Assistant Warehouse Foremen (GRP263, N=14)
  - b. Warehouse NCOICs (GRP322, N=24)
  - c. Shipping Management NCOICs (GRP302, N=5)
- IX. SUBSISTENCE WAREHOUSE PERSONNEL (GRP081, N=75)
- X. COMMISSARY SUPERVISORS (GRP164, N=60)
  - a. Commissary Operations NCOICs (GRP285, N=34)
  - b. Department Managers (GRP274, N=10)
  - c. Site Exchange Managers (GRP258, N=7)

- XI. COMMISSARY OPERATIONS PERSONNEL (GRP057, N=74)
  - a. Commissary Store Workers (GRP253, N=18)
  - b. Cash Control Monitors (GRP270, N=12)
  - c. Day Stockers (GRP185, N=18)
  - d. Produce Stockers (GRP157, N=6)
- XII. NIGHT STOCKERS (GRP280, N=11)
- XIII. SUBSISTENCE SUPPLY CLERKS (GRP026, N=37)
  - a. Troop Support Specialists (GRP228, N=6)
  - b. Subsistence Requisition Clerks (GRP101, N=14)
- XIV. SUBSISTENCE OPERATIONS TRAINING MONITORS (GRP173, N=11)
- XV. EQUIPMENT SUPPLY MANAGERS (GRP224, N=5)
- XVI. COMMISSARY MEATCUTTERS (GRP118, N=50)
  - a. Meat Department Managers (GRP361, N=20)
  - b. Meatcutters (GRP169, N=28)

#### Job Group Descriptions

The following paragraphs contain brief job descriptions of the clusters, their respective job types, and the independent job types identified through the specialty structure analysis. Selected background and job satisfaction information for the cluster and independent job type groups are presented in Tables 4 through 7. Appendix A contains the representative task lists for all of the job groups.

I. BILLETING SUPERVISORS (GRP197, N=60). Although the number and types of tasks performed by members of this group vary considerably from organization to organization, the primary job performed involves supervising billeting personnel and managing billeting activities. The list of representative tasks (see Appendix A) includes directing billeting or housing activities, establishing work priorities, and supervising civilian personnel. In addition, most incumbents also perform common billeting tasks such as confirm or deny reservations, collect billeting fees, and assign quarters.

As a group, these 60 billeting personnel perform an average of 129 tasks. Because of the large number of tasks performed and the difficult nature of many of the tasks, these billeting incumbents perform one of the three most difficult jobs (JDI = 20.9) identified in this survey. Consequently, it is not surprising that 82 percent of the members reported their job as interesting and 72 percent indicated they plan to reenlist.

Although most of these Billeting Supervisors identified themselves as billeting NCOICs or managers, there is much variance in the type and number of tasks incumbents perform.

Ia. Billeting NCOICs (GRP351, N=42). The personnel in this job type perform an average of 152 tasks. While their job involves supervision of billeting personnel and managing billeting activities as discussed above, they are also responsible for monitoring and conducting on-the-job training (OJT), inspecting billeting facilities, and evaluating suggestions and complaints.

In contrast to this job type, other personnel who identified themselves as Billeting NCOICs in this survey performed significantly fewer tasks, spending most of their time on supervisory tasks. They also perform a more limited range of common billeting tasks than personnel identified in the job type above. Contact with the personnel performing the more restricted job revealed that incumbents are responsible for most tasks listed in the Billeting NCOIC job description even if they don't actually perform them. The narrow job scope of the supervisor oriented incumbents appears to be a function of unit manning. These supervisors work in billeting units where the manning level allows incumbents to perform a more specialized job. Consequently, this situation allows the senior billeting incumbents to delegate many tasks he normally would do.

Ib. Billeting Supply Managers (GRP332, N=5). Members of this small group are all located overseas. Although incumbents manage billeting facilities, their job is more limited than the previous job type. Much of their time is spent on equipment and furniture management tasks, such as maintaining records on the location of furniture and equipment, estimating supply and equipment requirements, and planning for disposition of billeting equipment or property. All five incumbents reported supervising civilian personnel, and four of these supervisors hire personnel.

Unlike the Billeting NCOICs, the Billeting Supply Managers are not involved in training subordinates or operating cash registers. The two groups differ substantially in the average months TAFMS and time in career field. The Billeting Supply Managers have 76 months more time in the career field and 30 months more TAFMS time.

II. BILLETING OPERATIONS PERSONNEL (GRP046, N=229). The job variation found in the Billeting Supervisors cluster (I) is also characteristic of this group of Billeting operations personnel. This variation is primarily a result of a unit's manning and whether individuals work at the front desk, make reservations, or perform administrative functions. The better manning situations allow incumbents to spend more time on tasks peculiar to their work area. But, in the final analysis, most billeting personnel perform tasks in all work areas. Incumbents perform tasks such as: assigning quarters, collecting billeting fees, verifying guests eligibility, operating cash registers, and confirming or denying reservations. Only 53 percent of these billeting personnel consider their job interesting. Many of these incumbents indicated that their jobs utilize their talents (44 percent) or training (45 percent) little or not at all. Overall, only 55 percent of these airmen, who average 51 months TAFMS, indicated they plan to reenlist. This is the lowest reenlistment index of any major group.

Because of the lack of clearly distinguishable jobs performed by these incumbents, only three of the more definitive jobs are presented below. The primary difference between these job types are based on types of tasks incumbents perform and the scope of the jobs.

Ila. Billeting Desk Supervisors (GRP503, N=11). Incumbents in this group spend much of their time performing tasks related to front desk functions. However, the tasks which best distinguish this group are those involving cashier and training functions. These tasks include verifying change funds, depositing cash receipts or reimbursable funds, conducting OJT, counseling individuals on training progress, and conducting customer relations training.

The personnel in this group perform the broadest job (average 77 tasks) of any group identified in this cluster. Members average 114 months TAFMS and are among the most satisfied personnel within the cluster. Nine of the 11 members find their job interesting and eight incumbents indicated plans to reenlist.

Ilb. Billeting Clerks (GRP335, N=101). As the largest job type identified in this survey, this group's job description typifies the job performed by most billeting personnel. The average member of this group performs 35 tasks and has 41 months TAFMS. Common tasks include collecting billeting fees, assigning quarters, and confirming or denying reservations. Only half of these individuals find their job interesting, and 47 percent plan on reenlisting.

Iic. Billeting Administrative Personnel (GRP290, N=6). These individuals perform administrative tasks in addition to common billeting tasks. Some of the tasks which distinguish this group include preparing basic allowance for quarters forms (AF Form 594), inventorying controlled items forms, and preparing government quarters and mess forms (DD Form 1351-5). Although members perform an average of only 35 tasks, all six incumbents find their job interesting and plan to reenlist.

III. MORTUARY AFFAIRS PERSONNEL (GRP153, N=43). More than 70 percent of this cluster identified themselves as Services NCOICs. However, the primary emphasis of their job is related to mortuary affairs activities (26 of the top 30 tasks these incumbents perform involve mortuary affairs activities). Representative tasks include maintaining files on deceased persons, maintaining search and recovery kits, and obtaining or furnishing burial clothing, insignia, or equipment for deceased military personnel. Some of the mortuary affairs and search and recovery tasks were rated by senior subject matter experts to be among the more difficult tasks (based on time to learn a task) in the inventory. As a result of the difficulty level and the high average number of tasks incumbents perform (94), this cluster's job difficulty index (JDI=21.7) is higher than any other cluster or independent job type. This indicates that personnel in this cluster have the most difficult job of all Services personnel. Although the job is difficult, 86 percent of the incumbents find their job interesting, and 72 percent plan to reenlist.

Differences between personnel in the two job types within this cluster are based on the scope of each job and type of mortuary affairs tasks that the incumbents perform.

IIIa. Mortuary Affairs NCOs (GRP188, N=11). These incumbents perform a job almost exclusively centered on mortuary affairs tasks. Much of their job time is spent on administrative tasks, such as maintaining deceased persons files, obtaining copies of certificates of death forms, and preparing requests for travel orders for escort of human remains. Incumbents are also involved in training and briefing search and recovery teams.

IIIb. Services NCOICs (GRP255, N=28). In contrast with the previous job type, personnel in this group place less emphasis on administrative details and are more involved with directing mortuary affairs and services activities. Incumbents perform an average of 118 tasks, 68 more than the Mortuary Affairs NCOs. Representative tasks include evaluating eligibility of individuals for authorized benefits, counseling next of kin on mortuary services available or provided, and briefing honors details. Their responsibilities also include orientating newly assigned personnel, writing correspondence, estimating supplies requirements, and reviewing audits or inspection reports. Because these NCOICs perform a large number of difficult tasks related to mortuary affairs and services activities, their job was the most difficult job (JDI=23.5) identified in the survey.

IV. LINEN EXCHANGE PERSONNEL, (GRP097, N=99). Eighty-six percent of these Linen Exchange personnel are located in the CONUS. Although all incumbents spend much of their job time performing linen exchange tasks, the scope of the three job types identified within this cluster varies considerably. Because of the differences in jobs, there are only 16 tasks which are performed by more than 50 percent of the members. Some of the more common tasks are inventorying or counting linen exchange items, issuing or exchanging linens, and exchanging linen with laundry contractors. As a cluster, personnel in this group had some of the lowest job satisfaction indicators of any of the functional job groups (see Table 6). Forty-one percent of this group indicated that they do not find their job interesting. Personnel also indicated their job does not utilize their talents (60 percent) or their training (46 percent). The most surprising finding, considering the low satisfaction indices, was that 71 percent of these respondents reported they plan to reenlist.

IVa. Linen Supply Specialists, (GRP278, N=21). Personnel in this job type have a very limited job in terms of the number of tasks they perform. While members perform an average of only ten tasks, most incumbents actually spend the majority of their time performing six tasks. In addition to the three tasks listed above which typify this cluster, these specialists also maintain hand receipts or accountable records on linen exchange items, maintain reports on outgoing or incoming linen exchange items, and verify authorized users of the linen exchange.

The JDI for these supply specialists was among the lowest in this study (5.9). The majority of incumbents find their job dull (52 percent) and indicated their job does not utilize their talents (81 percent) or training (52 percent). However, 71 percent of the group said they would reenlist.

IVb. Senior Linen Supply Clerks, (GRP195, N=42). Although personnel in this job type have a broader job (average 30 tasks) and average 30 months more TAFMS time than the Linen Supply Specialists, the job satisfaction indices for both groups are very similar. The Senior Linen Supply Clerks perform the tasks which are representative of the previous job

type, but in addition spend time performing administrative and clerical tasks, such as computing stock levels on linen items and maintaining unit property records on linen exchange items.

IVc. Linen Exchange NCOICs (GRP257, N=27). Personnel in this job type perform twice as many tasks as members of the previous group and have an average of 135 months TAFMS. All 27 members direct linen exchange activities. However, the tasks which distinguish this job type are not directly related to linen exchange activities, but to supervisory and management functions, such as supervising AFSC 61150 personnel, inspecting personnel for compliance with military standards, evaluating contractor compliance with contracts, and scheduling inventories. The job satisfaction indices and job difficulty index (JDI=16.1) for this job group were considerably higher than the two other job types. Eighty-nine percent of the incumbents indicated they plan to reenlist, but their job interest was the lowest of any supervisor or managerial level group identified in the survey (only 52 percent found their job interesting).

V. CLOTHING ISSUE SPECIALISTS, (GRP275, N=12). Members of this unique group are all located at Lackland AFB. These incumbents spend nearly all their time performing clothing issue and distribution functions in support of Air Force trainees who are entering the Basic Military Training School. Representative tasks performed by all incumbents include estimating clothing or footwear sizes required for trainees, inventorying stocks of clothing items, and conducting clothing issue briefings. Other primary tasks involve stocking shelves in clothing issue facilities and fitting clothing and marking alterations.

A review of data from this study and discussions with several incumbents revealed possible morale problems among the majority of these Clothing Issue Specialists. Half of these 12 respondents indicated their job was dull, and ten members said their job used their talents little or not at all. Only three respondents indicated they plan to reenlist.

VI. SERVICES OPERATIONS NCOs (GRP134, N=32). Personnel within this cluster form three distinct job types, but group together because the jobs all involve managing or evaluating different operational programs within the Services career field. Some of the more common tasks incumbents perform include inspecting personnel for compliance with military standards; evaluating safety, fire prevention, and security practices; and writing correspondence, reports, or messages. Most of the other tasks these incumbents perform are peculiar to one or two of the job types but not all.

Via. Training NCOs, (GRP242, N=10). This is one of two jobs identified within this survey which contains both subsistence and billeting incumbents. Members of this group not only supervise personnel, but they also evaluate, plan, and manage training programs for personnel at major billeting or subsistence operations units located at installations such as Anderson AFB, McDill AFB, and Wright-Patterson AFB. Incumbents establish production or performance standards, prepare training programs, and evaluate or review specialty training standards. They also evaluate safety,

fire prevention, security, and sanitation practices. Nine members of this group supervise an average of six personnel. Incumbents average 185 months TAFMS.

Vib. Services Division Chiefs, (GRP265, N=7). The personnel in this group have an average of over 18 years experience in the Services career field. Incumbents perform a broad range of management level tasks, such as preparing replies to inspections or audits, preparing appropriated funds budgets, estimating equipment requirements, and preparing operating instructions (OI) or standard operating procedures (SOP). They also supervise military personnel in AFSCs other than 611X0 and 611X1. (See Appendix A18 for a more detailed listing of tasks.) In contrast with many jobs in the Services career field, none of these incumbents have civilian supervisors.

Vic. Subsistence Operations Superintendents (GRP240, N=12). As the most experienced group identified in this survey (incumbents average 263 months TAFMS), most of these personnel are assigned to MAJCOM Headquarters positions or subsistence complex centers. They spend much of their time making evaluations and inspections. Seventy-five percent of the members prepare commissary evaluations.

VII. CASHIERS, (GRP271, N=11). This is the only job group identified in the inventory where personnel from three different functional areas (Billeting, Commissary, and Site Exchange) perform a similar job. The 14 most representative tasks performed by these personnel all involve cash register operations. Representative tasks include operating cash registers, counting cash, depositing cash receipts or reimbursable funds, clearing cash registers, and approving personnel checks. It is interesting to note that although 73 percent of these group members said that they found their jobs interesting, almost half (45 percent) indicated that they did not plan to reenlist.

VIII. SENIOR WAREHOUSE PERSONNEL, (GRP161, N=49). Personnel in this group work in either the commissary or troop support warehouse performing tasks such as inventorying warehouse stocks, preparing tally in-out forms (AF Form 129), inspecting incoming stock, and establishing storage rotation cycles. As these tasks indicate, the Senior Warehouse personnel place greater emphasis on directing and monitoring warehouse activities than on supervisory functions. As a group, these incumbents perform an average of 61 tasks and have over 11 years TAFMS. Differences between the job types within the Senior Warehouse Personnel cluster are based on location, months TAFMS, and shifts in task emphasis.

VIIIa. Assistant Warehouse Foremen, (GRP263, N=14). As the junior members of the cluster, personnel in this job type perform common warehouse tasks, such as rotating stored items and palletizing items. They also do some of the tasks Warehouse NCOICs perform, such as inventorying warehouse stock, establishing storage rotation cycles, and evaluating sanitation practices. They do not, however, assume many of the supervisory responsibilities of their military or civilian supervisors. Incumbents average 101 months TAFMS.

VIIIb. Warehouse NCOICs, (GRP322, N=24). In addition to performing tasks typical of the Assistant Warehouse Foremen, these NCOICs also direct commissary warehouse activities, verify issue transactions, prepare airman performance reports (APR), and supervise inventory teams, as well as civilian and military personnel. Group members average 68 months more TAFMS time than the previous group.

VIIIc. Shipping Management NCOICs, (GRP302, N=5). Four of the five members in this job type are located overseas. Incumbents perform an average of only 39 tasks, approximately half as many as the Warehouse NCOICs. Although four of these incumbents supervise, the primary emphasis of their job is on managing the movement of property or equipment, planning inventories, and briefing inventory teams. Three members of this group are assigned to PACAF.

IX. SUBSISTENCE WAREHOUSE PERSONNEL (GRP081, N=75). Like the Senior Warehouse personnel, airmen in this group work in commissary or troop support warehouse activities. However, most of their job time is spent handling subsistence supplies, with very little emphasis on directing warehouse activities and supervision. As a group, members perform 39 fewer tasks and have 56 months less TAFMS time than personnel in the previous cluster. In addition, only 40 percent of this junior group is located overseas, while 61 percent of the previous cluster's membership is stationed outside the CONUS.

Although members of this group perform an average of 22 tasks, only 10 tasks are performed by 50 percent or more of the incumbents. Tasks such as palletizing items, inspecting incoming stock or property, loading or unloading vehicles or aircraft, and inventorying warehouse stock are some of the more representative tasks. In addition to these tasks, many incumbents also position stock or property in warehouses or back-up storage and rotate stored items. Other incumbents specialize in receiving and handling subsistence supplies. Some of the more senior personnel spend more time inventorying warehouse stock, inspecting incoming stock or property, and preparing and reviewing receiving reports. In contrast, a few of the least experienced airmen spend most of their time performing dockworker tasks, such as palletizing items and loading or unloading vehicles or aircraft.

Although this cluster contains a combination of troop support and commissary warehouse personnel, the jobs performed by both groups are similar. Nearly all tasks performed by this group were rated below average in difficulty by experienced 7-skill level subject-matter specialists. Consequently this job ranked as one of the least difficult jobs in the survey (JDI=8.0). These Warehouse Personnel also have low job satisfaction indices. Only 35 percent of the members indicated their job as interesting. In addition, most incumbents indicated their job does not effectively utilize their talents (58 percent) or training (53 percent). However, 66 percent of the incumbents plan to reenlist.

X. COMMISSARY SUPERVISORS (GRP164, N=60). With the exception of a small group of seven Site Exchange Managers, the supervisory and managerial oriented personnel in this cluster work in commissary sales stores. Representative tasks listed in Appendix A26 include establishing work priorities, supervising civilian personnel, establishing controls against

pilferage or misappropriation, and estimating supplies requirements. Incumbents perform an average 112 tasks, 51 more than personnel in the Senior Warehouse Personnel cluster (VIII). Because of the large number of more difficult supervisory and management oriented tasks, the JDI for this group was 20.7. It is possibly a result of the broader scope of this job that 95 percent of the group indicated their job is interesting.

Although cluster incumbents perform many common tasks, the variance in the type and number of tasks members perform differentiate the three job types within this cluster. Personnel in these job types also differ with respect to assigned work areas.

Xa. Commissary Operations NCOICs, (GRP285, N=34). Members of this job type not only supervise both military and civilian personnel, but also oversee all aspects of commissary operations. In addition to the tasks which characterize the cluster, incumbents also evaluate employee performance, verify inventories, interview personnel, estimate equipment requirements, and evaluate security practices, pricing procedures, and workloads. Incumbents may assume a broader or more limited job depending on the size of the Commissary facility and actual manning.

Xb. Department Managers, (GRP274, N=10). Personnel in this job type manage grocery or produce departments. Many of the tasks they perform are commonly performed by Commissary Operations NCOICs. But the Department Managers perform an average of 53 fewer tasks than personnel in the previous job type. In contrast to the Commissary Operations NCOICs, the Department Managers spend more time resolving customer complaints, stocking shelves or display cases, correcting errors in checkout prices, and manually pricing sales store stock.

Xc. Site Exchange Managers, (GRP258, N=7). Although members of this group do not work in commissary operations, the job they perform is similar to the previous job types. As the title indicates, these 5- and 7-skill level incumbents direct site exchange stores. They perform a variety of tasks ranging from operating the cash register to hiring personnel. Common tasks include: counting cash, estimating supplies requirements, establishing work priorities, planning displays, and issuing change funds to cashiers.

XI. COMMISSARY OPERATIONS PERSONNEL, (GRP057, N=74). Like their supervisors, most incumbents working in commissary sales stores perform a much broader job than their warehouse counterparts (store workers average 26 more tasks). The store personnel work in various jobs supporting commissary operations. Some of their more common tasks include stocking shelves or display cases, manually pricing sales store stock, rotating stored items, and checking and recording temperatures of walk-in boxes and display cases.

Commissary Operations personnel who perform more limited jobs tend to be less satisfied with their job. A noticeable trend was that incumbents who perform fewer tasks spend greater amounts of time on stocking tasks. Consequently, the people who spend more time stocking tended to be more dissatisfied with their job and less likely to reenlist.

In addition to providing an indication of job satisfaction, the number and type of tasks incumbents perform are the best discriminators of job types within this cluster. Like the job types identified in the Commissary Supervisors cluster (X), differences in these job groups can also be linked to primary work areas.

XIa. Commissary Store Workers, (GRP253, N=18). This group is characterized by the wide range of tasks which incumbents perform. Members of this group work in the sales store stocking shelves or display cases, checking identification of customers entering commissary stores, and removing spoiled items from storage. Some members also perform warehouse tasks, such as load or unload vehicles or aircraft, position stock or property in warehouses or back-up storage, and mark cases or containers. A review of the representative tasks in Appendix A31 indicates that most members of this group perform tasks in all commissary functions except control and management and cashier functions.

The variety of tasks these job incumbents perform possibly contributes to the high percentage (89 percent) of members indicating they plan to reenlist. Another positive indicator for this group is that 72 percent of the incumbents reported their job is interesting.

XIb. Cash Control Monitors, (GRP270, N=12). These incumbents perform an average of 88 tasks and spend much of their time monitoring and documenting monetary transactions in the commissary. Representative tasks include counting cash, preparing cashier credit slips and daily summaries of cash receipts, and depositing cash receipts or reimbursable funds. In addition, members of this group perform a variety of other tasks which are typical of the cluster.

XIc. Day Stockers, (GRP185, N=18). Although personnel in this group perform a limited number of warehouse or commissary cashier and in-checker functions, much of their time is spent performing tasks related to stocking grocery items. Because of the low difficulty and small average number of tasks which incumbents perform (26), this job has a very low difficulty rating (JDI=7.4). Only 17 percent of these airmen, who average 53 months TAFMS, report their job as interesting. They also indicated their job does not utilize their talents (78 percent) or training (67 percent) effectively. Although these satisfaction indicators are very low, 56 percent of the members indicated they would reenlist.

XId. Produce Stockers, (GRP157, N=6). These sales store personnel spend most of their time processing and stocking produce. Like the previous job type, incumbents perform a nonchallenging job (JDI=7.2) and have low satisfaction indices. Three of the six incumbents indicated they plan to reenlist.

XII. NIGHT STOCKERS, (GRP280, N=11). In contrast with the Day Stockers, members of this group do not normally perform tasks, such as rotating stored items, palletizing items, and cleaning display cases or containers. Incumbents in this group perform an average of only seven tasks, and spend most of their time performing two primary tasks--stocking shelves or display cases and manually price marking sales store stock. There are no

other tasks performed by more than 50 percent of the members. As expected, this job type is the least difficult job (JDI=4.90) identified in the survey. Consequently, this group, which averages 57 months TAFMS, has some very low job indices. Most members indicated their job does not utilize their talents (91 percent) or training (73 percent) effectively. Only one of these Grocery Stockers reported he is satisfied with his job, but six of the 11 members (54 percent) indicated they will reenlist.

XIII. SUBSISTENCE SUPPLY CLERKS (GRP026, N=37). As the most heterogeneous job cluster identified in this survey, this group is characterized by the fact that only four tasks are performed by greater than 50 percent of the members. These clerically-oriented tasks include receiving and preparing subsistence request forms (AF Form 287), preparing tally in-out forms (AF Form 129), and posting inventories to records. Differences in work areas and types of forms incumbents use help distinguish the two job types within this cluster.

XIIIa. Troop Support Specialists, (GRP228, N=6). The six personnel in this group work in subsistence operations complex centers. Their most representative tasks include preparing and maintaining subsistence consumption record forms (AF Form 1331), preparing military standard requisitioning and issue procedures (MILSTRIP Documents), and maintaining inventory files. Five of these specialists indicated they find their job interesting.

XIIIb. Subsistence Requisition Clerks, (GRP101, N=14). The members of this group work in commissary, troop support, and Class VI store facilities handling subsistence requests. Incumbents perform an average of 26 tasks; but only nine tasks are performed by 50 percent or more of the members. The tasks which are most representative of this heterogeneous group include processing issue requests from organizations or clubs, reviewing subsistence request forms (AF Form 287), preparing tally in-out forms (AF Form 129), and assigning or canceling commissary voucher control numbers.

XIV. SUBSISTENCE OPERATIONS TRAINING MONITORS (GRP173, N=11). Personnel in this group perform a combination of both supervisory and training related tasks. Tasks such as supervising AFSC 61130 personnel, maintaining training progress records, counseling individuals on training progress, and conducting OJT typify this job group. Differences between personnel within this group are based on whether incumbents work in subsistence warehouse facilities or in commissary sales stores. In addition to performing supervisory and training functions, warehouse personnel prepare tally in-out forms, palletize items, and inventory warehouse stock. Additional tasks performed by sales store personnel include checking identification of customers entering commissary stores, planning displays, and manually pricing sales store stock. Nine of these 11 incumbents indicated they will reenlist.

XV. EQUIPMENT SUPPLY MANAGERS, (GRP224, N=5). Four of the five individuals in this independent job type are located overseas in central commissary complexes. The group's most representative tasks involve management of commissary supply and equipment. Typical tasks include estimating supplies and equipment requirements, inventorying supply and equipment items, and planning for disposition of equipment or property. The airman who is located in the CONUS also performed these tasks in his capacity as an assistant to the civilian equipment supply manager.

XVI. COMMISSARY MEATCUTTERS, (GRP118, N=50). In contrast with other subsistence operations personnel, the Commissary Meatcutters spend the majority of their time performing tasks unique to meat processing functions. The few tasks which do overlap with subsistence personnel involve managerial and supervisory functions as well as some cleaning and stocking tasks. Some of the more common meatcutter tasks include cutting and packaging meats, sharpening hand tools, cleaning equipment, and cutting bones (see Appendix A41). Personnel in the two job types within this cluster perform technical tasks related to meat processing functions. The primary differences between the two groups are duty locations (CONUS vs overseas) and differences in types of meat cutting tasks and managerial tasks.

XVIa. Meat Department Managers, (GRP361, N=20). Ninety percent of this group reported they direct meat processing or cutting facilities. Because of the number of technical tasks this group performs, its members are more closely aligned to the working level than are personnel in the Commissary Supervisors cluster (X). Some of the unique tasks these personnel perform include planning meat department purchases, evaluating sanitation practices, scheduling daily meat production, and computing meat yields or losses. These tasks also appear to be more representative of overseas personnel since 85 percent of this group are located outside the CONUS. Most incumbents (75 percent) reported their jobs as interesting. In addition, 80 percent of this group indicated they plan to reenlist.

XVIb. Meatcutters, (GRP169, N=28). This group averages 26 months less TAFMS and performs an average of 59 fewer tasks than the Meat Department Managers. Incumbents spend most of their time performing only meat processing and maintenance functions. Tasks such as cutting meats, packaging meats by hand or machines, cleaning equipment, and sharpening hand tools are some of their more representative tasks. Although the job performed by this group is more limited in scope than the previous job type, 65 percent of these incumbents find their job interesting and plan to reenlist.

#### Summary

The specialty structure of the Services career field highlights the discrete functions performed by Services (AFSC 611X0), Subsistence Operations (AFSC 612X1, effective 30 April 1980), and Meatcutter (AFSC 612X0, effective 30 April 1980) personnel. With exception of the Services Operations cluster and the Cashiers independent job type, there are no other job groups which contain personnel from different functional areas. This specialty structure analysis clearly supports the AFR 39-1 changes which were effective 30 April 1980. The job groups (clusters and independent job types) identified in this survey which will remain in the Services career ladder include: Billeting Supervisors, Billeting Operations Personnel, Mortuary Affairs Personnel, Linen Exchange Personnel, and Clothing Issue Specialists.

Under the 30 April 1980 AFR 39-1 change, Subsistence Operations personnel (AFSC 612X1) and Meatcutters (612X0) form separate specialties. Those job groups which will be identified as Subsistence Operations personnel (612X1) are: Senior Warehouse Personnel, Subsistence Warehouse Personnel,

Commissary Supervisors, Commissary Operations Personnel, Night Stockers, Subsistence Supply Clerks, Subsistence Operations Training Monitors, and Equipment Supply Managers. Incumbents in the Commissary Meatcutters cluster (GRP118) reverted back to AFSC 612X0 effective 30 April 1980.

The Services Operations NCOs and Cashier job groups are unique in that they contain personnel working in different functional work areas. Although there are similar tasks which incumbents within each of these groups perform, the group members also perform other tasks which are peculiar to their respective work environments.

The Site Exchange Managers (DAFSC 611X0) also perform a job similar to that of sales store supervisors in the commissary. In fact, the Site Exchange Managers job type is not similar to any job performed by Services (611X0) personnel. However, site exchange stores do not fall under the auspices of AFSCOMS. Therefore, members of this job type did not move to the 612X1 career ladder following the 30 April 1980 AFR 39-1 change.

Another area of interest in the specialty structure is the variation in responses to the different job satisfaction questions by various job groups. Overall, personnel in management and supervisory positions appear more satisfied with their jobs. As expected, 611X0 personnel working in jobs which provide nonchallenging tasks tended to have the lowest job satisfaction (see Tables 6 and 7). Especially noteworthy are those individuals in the Billeting Operations, Linen Exchange, Night Stockers, and Clothing Issue job groups. However, with the exception of Clothing Issue personnel, the reenlistment percentages were higher than might be expected considering the other satisfaction indicators.

While the AFR 39-1 changes implemented 30 April 1980 will greatly clarify and define this very diverse area, some minor structural problems remain. The Services (611X0) specialty remains very diverse with some jobs (i.e., site exchange stores and clothing issue) which are seemingly unrelated to most other Services jobs. The specialty structure could be further refined by civilianizing or transferring these small functions.

TABLE 4

## SELECTED BACKGROUND DATA FOR FUNCTIONAL JOB GROUPS

	BILLETING SUPERVISORS		BILLETING OPERATIONS PERSONNEL		MORTUARY AFFAIRS PERSONNEL		LINEN EXCHANGE PERSONNEL		CLOTHING ISSUE SPECIALISTS		SERVICES OPERATIONS NCOs		CASHIERS	
	NUMBER IN GROUP	PERCENT OF SAMPLE	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
PERCENT LOCATED OVERSEAS	60	6%	229	23%	43	4%	99	10%	12	1%	32	3%	11	1%
	27%		21%		23%		13%		0%		37%		9%	
DAFSC DISTRIBUTION														
61131	-		-		-		-		-		-		-	
61151	-		-		-		-		-		-		-	
61171	-		-		-		-		-		-		-	
61130	2%		21%	5%	5%	14%	14%	100%	-		-		27%	
61150	23%		70%	26%	26%	64%	64%	-	-		3%		46%	
61170	72%		7%	58%	58%	21%	21%	-	-		47%		27%	
61199	2%		1%	9%	9%	-	-	-	-		41%		-	
CEM CODE 61100	-		-		2%		-		-		6%		-	
NOT REPORTED	1%		1%		-		1%		-		3%		-	
AVERAGE GRADE	5		4		6		4		4		7		4	
AVERAGE MONTHS IN CAREER FIELD	75		30		111		59		60		192		103	
AVERAGE MONTHS IN SERVICE (TAFMS)	148		51		173		85		77		226		119	
PERCENT IN FIRST ENLISTMENT	3%		65%		5%		40%		33%		0%		36%	
PERCENT MEMBERS SUPERVISING	88%		15%		56%		44%		0%		69%		36%	
AVERAGE NUMBER SUPERVISED	9		4		3		2		0		5		1	
AVERAGE NUMBER OF TASKS PERFORMED	129		41		94		35		25		58		29	
JOB DIFFICULTY INDEX (JDI)	20.9		10.8		21.7		11.0		9.3		16.9		10.4	

TABLE 5  
SELECTED BACKGROUND DATA FOR FUNCTIONAL JOB GROUPS

NUMBER IN GROUP	SENIOR WAREHOUSE PERSONNEL	SUBSISTENCE WAREHOUSE PERSONNEL	COMMISSARY SUPERVISORS	COMMISSARY OPERATIONS PERSONNEL	NIGHT STOCKERS	SUBSISTENCE SUPPLY CLERKS	SUBSISTENCE OPERATIONS TRAINING MONITORS	EQUIPMENT SUPPLY MANAGERS	COMMISSARY MEATCUTTERS
49	5%	75	60	74	11	37	11	5	50
5	61%	7%	6%	7%	1%	4%	1%	*	5%
61%		40%	50%	45%	27%	24%	0%	80%	50%
DAFSC DISTRIBUTION									
61131	-	-	-	-	-	-	-	-	6%
61151	-	-	-	-	-	-	-	-	54%
61171	-	-	2%	1%	-	-	9%	-	36%
61130	-	8%	2%	12%	18%	-	9%	-	-
61150	43%	79%	23%	69%	73%	81%	18%	60%	2%
61170	57%	12%	66%	18%	9%	16%	64%	40%	-
61199	-	-	7%	-	-	-	-	-	-
CEM CODE 61100	-	1%	-	-	-	-	-	-	-
NOT REPORTED	-	-	-	-	-	3	-	-	2%
AVERAGE GRADE	5	4	6	4	4	4	5	5	5
AVERAGE MONTHS IN CAREER FIELD	119	65	137	58	47	51	92	109	88
AVERAGE MONTHS IN SERVICE (TAFMS)	138	82	176	67	57	70	141	124	106
PERCENT IN FIRST ENLISTMENT	12%	44%	5%	60%	45%	57%	0%	40%	22%
PERCENT MEMBERS SUPERVISING	69%	19%	93%	24%	18%	5%	91%	40%	22%
AVERAGE NUMBER SUPERVISED	9	3	9	7	7	4	3	2	5
AVERAGE NUMBER OF TASKS PERFORMED	61	22	112	48	7	25	39	57	7
JOB DIFFICULTY INDEX (JDI)	14.7	8.0	20.7	11.1	4.9	10.8	12.5	15.6	14.2

\* LESS THAN ONE PERCENT

TABLE 6

JOB SATISFACTION DATA FOR FUNCTIONAL JOB GROUPS  
(PERCENT MEMBERS RESPONDING)

	BILLETING SUPERVISORS	BILLETING OPERATIONS PERSONNEL		MORTUARY AFFAIRS PERSONNEL		LINEN EXCHANGE PERSONNEL		CLOTHING ISSUE SPECIALISTS	SERVICES OPERATIONS NCOs		CASHIERS
<u>I FIND MY JOB:</u>											
DULL	10	22	5	41	50	3	18				
SO-SO	5	25	9	23	33	13	9				
INTERESTING	82	53	86	36	17	81	73				
NOT REPORTED	3	-	-	-	-	3	-				
<u>MY JOB UTILIZES MY TALENTS:</u>											
LITTLE OR NOT AT ALL	18	44	9	60	83	13	45				
FAIRLY WELL TO VERY WELL	50	52	77	34	17	59	45				
EXCELLENTLY TO PERFECTLY	27	4	14	6	-	22	10				
NOT REPORTED	5	-	-	-	-	6	-				
<u>MY JOB UTILIZES MY TRAINING:</u>											
LITTLE OR NOT AT ALL	28	45	26	46	67	16	36				
FAIRLY WELL TO VERY WELL	52	51	60	49	33	53	55				
EXCELLENTLY TO PERFECTLY	18	4	14	3	-	28	9				
NOT REPORTED	2	-	-	2	-	3	-				
<u>I PLAN TO REENLIST:</u>											
NO OR PROBABLY NO	27	45	28	29	75	37	45				
YES OR PROBABLY YES	72	55	72	71	25	63	45				
NOT REPORTED	1	-	-	-	-	-	10				

TABLE 7  
 JOB SATISFACTION DATA FOR FUNCTIONAL JOB GROUPS  
 (PERCENT MEMBERS RESPONDING)

	SENIOR WAREHOUSE PERSONNEL	SUBSISTENCE WAREHOUSE PERSONNEL	COMMISSARY SUPERVISORS	COMMISSARY OPERATIONS PERSONNEL	NIGHT STOCKERS	SUBSISTENCE SUPPLY CLERKS	SUBSISTENCE OPERATIONS TRAINING MONITORS	EQUIPMENT SUPPLY MANAGERS	COMMISSARY MEATCUTTERS
I FIND MY JOB:									
DULL	16	28	3	27	82	16	9	-	16
SO-SO	19	37	2	22	9	14	36	20	14
INTERESTING	65	35	95	51	9	70	55	80	70
NOT REPORTED									
MY JOB UTILIZES MY TALENTS:									
LITTLE OR NOT AT ALL	25	58	8	48	91	32	36	-	24
FAIRLY WELL TO VERY WELL	61	39	63	46	9	60	55	60	54
EXCELLENTLY TO PERFECTLY	14	3	29	6	-	8	9	40	22
NOT REPORTED	-	-	-	-	-	-	-	-	-
MY JOB UTILIZES MY TRAINING:									
LITTLE OR NOT AT ALL	27	53	15	37	73	19	36	-	16
FAIRLY WELL TO VERY WELL	57	44	60	54	27	76	55	80	66
EXCELLENTLY TO PERFECTLY	14	3	25	8	-	5	9	20	16
NOT REPORTED	2	-	-	1	-	-	-	-	2
I PLAN TO REENLIST:									
NO OR PROBABLY NO	29	33	28	31	46	38	18	20	30
YES OR PROBABLY YES	71	66	72	69	54	62	82	80	70
NOT REPORTED	-	1	-	-	-	-	-	-	-

## ANALYSIS OF DAFSC GROUPS

In conjunction with identifying the job structure of the career ladder, it is important to examine differences among survey respondents with respect to the different skill level groups. The DAFSC analysis provides information used to analyze how accurately career field documents, such as AFR 39-1 specialty descriptions and the Specialty Training Standards (STS), reflect the tasks and jobs performed by career ladder incumbents in the field.

Since changes to AFR 39-1 have been implemented, survey data for this analysis are presented separately for the new Services (611X0), Subsistence Operations (612X1), and Meatcutter (612X0) specialties to provide DAFSC information useful in examining the 30 April 1980 career ladder changes. Job group data and background information, such as unit of assignment and job title, were used to identify whether an incumbent worked in a services or subsistence operations related area. The DAFSC analysis provides a comparison of duties performed by each of the three new career ladder groups. Tasks common to each DAFSC group are examined, and the tasks which best differentiate skill level incumbents within each ladder are discussed.

Table 8 presents the relative percent time spent on major duty areas by skill level groups for the three career ladders (Duties in Table 8 are grouped by function to facilitate comparisons of both DAFSC and career ladder groups). This table reveals that DAFSC personnel within the ladders differ in the amount of time spent on management and supervision functions. As expected, 7- and 9-skill level and CEM Code incumbents spend considerably more time supervising and managing. The 9-skill level and CEM Code personnel spend more time on management related duties, while 7-level incumbents spend more time on supervisory and training related tasks. The data presented in Table 8 also distinguishes the three career ladder groups by showing that career ladder incumbents spend much of their time on duties peculiar to their major functional area. Differences between DAFSC groups within each ladder are emphasized below in the discussion of the individual skill level groups.

### DAFSC 611X0 Services Skill Level Groups

DAFSC 61130/50. Because of the similarity of tasks both 3- and 5-skill level incumbents perform, 61130 and 61150 personnel are discussed as a single group. Most of these personnel work in billeting (63 percent) or linen exchange (25 percent) operations. Other work areas include clothing issue, dormitory management, mortuary affairs, services offices, and site exchanges. Since the majority of Services personnel work in billeting, examples of the most commonly performed 3- and 5-skill level tasks are assigning quarters, collecting billeting fees, and operating cash registers. The relatively low percentages of members performing the common 61130/50 tasks listed in Appendix B1 suggest that this is still a very heterogeneous career ladder.

DAFSC 61170. The 7-skill level Services personnel perform as broad a variety of jobs as do the 61130/50 incumbents. Most 61170 personnel work in billeting (47 percent), services offices (29 percent), and linen exchanges (19

percent). However, members also work in mortuary affairs, furnishing management, dormitory management, and site exchanges. Twelve percent of this group reported working as Technical Representatives of the Contract Officer (TRCO).

Although the DAFSC 61170 incumbents work in the same functional areas as DAFSC 61130/50 personnel, there are major differences between the two groups involving the additional supervisory and managerial tasks 7-skill level incumbents perform. The 61170 group performs an average of 83 tasks or 33 more tasks than do the 3- and 5-skill level personnel. The tasks which best distinguish the two groups include inspecting personnel for compliance with military standards, assigning individuals to duty positions, preparing airman performance reports (APR), and writing correspondence, reports, or messages (see Table 9 for a more complete listing of differentiating tasks).

DAFSC 61199/CEM Code 61100. Services superintendents perform in a more limited range of work areas than do other career ladder incumbents. The jobs these senior personnel perform vary considerably, as indicated by the fact that only ten tasks are performed by more than half of this group. In contrast with the other two Services DAFSC groups, most incumbents in this group work in Services offices. Their most common tasks include reviewing audits, interpreting policies or directives for subordinates, preparing replies to inspection or audits, and evaluating security practices.

The 61199 and CEM Code 61100 Services personnel perform an average of 51 tasks, 32 less than the 7-skill level incumbents. DAFSC 61170 personnel perform mostly tasks which are peculiar to their respective work areas in addition to many supervisory tasks. In contrast, tasks which are more typical of the Services superintendents involve managerial and staff level tasks, such as reviewing audits or inspection reports, preparing publications or publication supplements, planning war reserve materiel (WRM) requirements, and researching policy directives or other job related informational material (see Table 10).

#### New 612X1 Subsistence Operations Skill Level Groups

DAFSC 61231/51. Personnel who are in this new AFSC work in a variety of jobs within commissary operations and troop support warehouses. The diversity of jobs these incumbents perform is reflected by the fact that only two tasks, palletizing items and rotating stored items, are performed by more than 50 percent of the 3- and 5-skill level Subsistence Operations personnel. All of the common tasks listed in Appendix B4 which are performed by 40 percent or more of these incumbents are related primarily to warehouse functions.

DAFSC 61271. The 7-skill level Subsistence Operations personnel perform a wide range of functions, but place greater overall emphasis on supervision and first-line management function than do 3- and 5-skill level personnel. Most of these personnel are in the Commissary Supervisors cluster. The 61271 Subsistence incumbents perform an average of 33 more tasks than the previous DAFSC group. Tasks which best distinguish the more skilled group include preparing airman performance reports, scheduling leaves or passes, maintaining progress records, and establishing work priorities (see Table 11).

The 7-skill level incumbents (72 percent) find their jobs more interesting than do the less skilled groups (46 percent). A larger proportion also indicated their job utilizes their talents and training. However, even with these discrepancies in job satisfaction indices, 68 percent of the 3- and 5-skill level Subsistence personnel indicated plans to reenlist while only 65 percent of the 7-skill level incumbents said they would reenlist.

DAFSC 61299/CEM Code 61200. Like their Services 61199 and CEM Code 61100 counterparts, the 17 senior Subsistence Superintendents also perform many managerial level tasks. However, many of the key managerial tasks performed by these personnel are related specifically to subsistence operations functions which members of the more heterogeneous Services group do not perform. Tasks which best distinguish these senior Subsistence incumbents from the Services personnel include reviewing drawings of proposed facility structures, preparing commissary evaluations, evaluating requisitions or purchase orders, and inspecting items in storage points.

Tasks like the ones above and other general managerial tasks, such as reviewing audits or inspection reports, evaluating program operating reports, and preparing operating instructions or standard operating procedures, also differentiate these senior incumbents from the 7-skill level Subsistence personnel (see Table 12). Seventy-six percent of these senior incumbents work in commissary management.

#### DAFSC 612X0 Meatcutters Skill Level Groups

DAFSC 61230/50. Three- and 5-skill level meatcutters perform almost exclusively meatcutting and meat processing tasks. Some common tasks include cutting meats using hand saws or knives, slicing meats, cutting special orders, tenderizing meats, and sharpening hand tools. Other representative tasks for these incumbents are shown in Appendix B7.

DAFSC 61270. The 7-skill level incumbents perform basically the same meatcutting tasks as 61230/50 personnel. However, the 7-skill level personnel perform only a minimum number of the more routine tasks, such as cutting bones and positioning stock or property in the warehouse or backup storage. In addition to meatcutting tasks, the 7-skill level personnel also perform supervisory and managerial tasks, such as assigning individuals to duty positions, resolving customer complaints, and directing meat processing or cutting facilities (see Table 13 for a more complete list of differentiating tasks).

#### Summary

The only common trend for the three career ladders presented above is the shift in job emphasis to supervision and management at the 7-skill level and to management and staff level functions at the 9- and CEM Code levels. There are clear differences among the three specialty groups, as indicated by the relative time spent data presented in Table 8. Even with the separation into Services and Subsistence Operations career ladders, the various skill level groups within each ladder perform a number of heterogeneous jobs. While the new arrangement helps to more clearly define the Subsistence Operations specialty, the Services career ladder is so diverse as to make any kind of career ladder training difficult.

TABLE 8  
RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC JOB GROUPS\*

DUTY	SERVICES PERSONNEL		SUBSISTENCE OPERATIONS PERSONNEL		MEATCUTTERS	
	61130/50 (N=381)	61170 (N=160)	61199/ CEM CODE 61100 (N=20)	61271 (N=113)	61230/50 (N=27)	61270 (N=20)
<b>MANAGEMENT, SUPERVISION, AND TRAINING FUNCTIONS:</b>						
PLANNING AND ORGANIZING	7	17	20	13	3	9
DIRECTING AND IMPLEMENTING	5	15	20	15	4	11
INSPECTING AND EVALUATING	2	9	14	12	3	8
TRAINING	3	7	4	7	2	6
<b>SERVICES FUNCTIONS:</b>						
MANAGING MORTUARY AFFAIRS	-	3	5	-	-	-
OPERATING BILLETING ACTIVITIES	36	16	10	-	-	-
OPERATING LINEN EXCHANGES	12	6	1	-	-	-
PERFORMING CLOTHING ISSUE AND DISTRIBUTION FUNCTIONS	3	1	-	-	-	-
PREPARING, TRANSPORTING, AND DISPOSING OF HUMAN REMAINS	1	5	6	-	-	-
RECOVERING ACCIDENT VICTIMS	-	2	2	-	-	-
<b>SUBSISTENCE OPERATIONS FUNCTION:</b>						
ISSUING, TRANSFERRING, AND DELIVERING STOCK OR PROPERTY	2	1	-	6	4	4
MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	2	2	-	3	14	10
OPERATING GROCERY, MEAT, AND PRODUCE DEPARTMENTS	-	-	-	8	11	11
PERFORMING COMMISSARY CONTROL AND MANAGEMENT FUNCTIONS	-	-	3	5	-	1
RECEIVING AND STORING STOCK AND PROPERTY	2	1	-	15	9	7
<b>MEATCUTTER FUNCTIONS:</b>						
PERFORMING MEAT PROCESSING FUNCTIONS	-	-	-	-	44	27
<b>GENERAL FUNCTIONS:</b>						
PERFORMING GENERAL INVENTORY FUNCTIONS	3	3	2	6	1	2
PERFORMING ADMINISTRATIVE FUNCTIONS	4	6	11	4	1	2
RECEIVING AND DISBURSING CASH	14	6	2	5	2	-

\* DATA FOR SERVICES AND SUBSISTENCE OPERATIONS PERSONNEL REPORTED SEPARATELY TO REFLECT THE DAFSC STRUCTURE AFTER 30 APRIL 1980

TABLE 9

TASKS WHICH BEST DISTINGUISH DAFSC 61130/50 AND 61170 SERVICES PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	AFSC 61130/50 (N=381)*	DAFSC 61170 (N=160)*	DIFFERENCE
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	21	66	-45
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	16	60	-44
A46 SCHEDULE LEAVES OR PASSES	14	58	-44
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	14	57	-43
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	18	61	-43
B48 CERTIFY TIME CARDS	9	50	-41
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	12	52	-40
A38 PREPARE OPERATING INSTRUCTIONS (OI), OR STANDARD OPERATING PROCEDURES (SOP)	15	54	-39
A41 REVIEW AUDITS OR INSPECTION REPORTS	10	49	-39
A12 ESTABLISH WORK PRIORITIES	21	60	-39
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	21	59	-38
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	13	51	-38
A43 SCHEDULE DUTY HOURS	17	54	-37
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	12	48	-36
D134 MAINTAIN OR REVIEW SPECIALTY TRAINING STANDARDS (STS)	14	49	-35

\* DOES NOT INCLUDE DAFSC 611X0 SUBSISTENCE OPERATIONS PERSONNEL

TABLE 10

TASKS WHICH BEST DISTINGUISH DAFSC 61170 AND 61199/CEM CODE 61100 SERVICES PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	DAFSC 61170 (N=160)*	DAFSC 61199 AND CEM CODE 61100 (N=20)*	DIFFERENCE
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	51	15	+36
A43 SCHEDULE DUTY HOURS	54	20	+34
E152 POST INVENTORIES TO RECORDS	33	0	+33
0403 CONDUCT DAILY SECURITY CHECK OF BILLETING FACILITIES	32	0	+32
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	61	30	+31
B89 SUPERVISE MILITARY APPRENTICE SERVICES SPECIALISTS (AFSC 61130)	36	5	+31
0402 COLLECT BILLETING FEES	35	5	+30
H236 RESEARCH POLICY DIRECTIVES OR OTHER JOB RELATED INFORMATIONAL MATERIALS	34	55	-21
C112 INSPECT FOOD SERVICE ACTIVITIES	12	35	-23
A29 PLAN WAR RESERVE MATERIEL (WRM) REQUIREMENTS	17	40	-23
C107 EVALUATE SECURITY PRACTICES	34	60	-26
A39 PREPARE PUBLICATIONS OR PUBLICATIONS SUPPLEMENTS	19	50	-31
A41 REVIEW AUDITS OR INSPECTION REPORTS	49	85	-36

\* DOES NOT INCLUDE DAFSC 611X0 SUBSISTENCE OPERATIONS PERSONNEL

TABLE 11

TASKS WHICH BEST DISTINGUISH DAFSC 61231/51 AND 61271 SUBSISTENCE OPERATIONS PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	DAFSC 61231/51 (N=246)	DAFSC 61271 (N=113)	DIFFERENCE
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	12	64	-52
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	11	63	-52
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	17	66	-49
A46 SCHEDULE LEAVES OR PASSES	13	60	-47
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE- JOB TRAINING RECORD FORMS (AF FORM 623)	12	56	-44
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	16	60	-44
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	20	62	-42
A12 ESTABLISH WORK PRIORITIES	22	63	-41
C106 EVALUATE SANITATION PRACTICES	16	57	-41
B77 ORIENT NEWLY ASSIGNED PERSONNEL	20	61	-41
A43 SCHEDULE DUTY AREAS	15	55	-40
D127 CONDUCT OJT	13	52	-39
D130 COUNSEL AIRMEN ON CAREER OR EDUCATIONAL OPPORTUNITIES	6	45	-39
B87 SUPERVISE CIVILIAN PERSONNEL	18	56	-38
B72 INITIATE INVESTIGATIVE ACTIONS WITH LEGAL OR OTHER PERSONNEL	6	44	-38

TABLE 12

TASKS WHICH BEST DISTINGUISH DAFSC 61271 AND 61299/CEM CODE 61200  
 SUBSISTENCE OPERATIONS PERSONNEL  
 (PERCENT MEMBERS PERFORMING)

TASK	DAFSC 61271 (N=113)	DAFSC 61299 AND CEM CODE 61200 (N=17)	DIFFERENCE
J246 INVENTORY WAREHOUSE STOCK	66	18	+48
J275 PREPARE TALLY IN-OUT FORMS	59	12	+47
J261 SECURE STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	51	6	+45
I250 PALLETIZE ITEMS	49	6	+43
I247 MARK CASES OR CONTAINERS	40	0	+40
E159 RECONCILE INVENTORIES	56	18	+38
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUALITY, OR CONDITION	56	18	+38
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	46	94	-48
B78 PREPARE REPLIES TO INSPECTIONS OR AUDITS	28	76	-48
A42 REVIEW AUDITS OR INSPECTION REPORTS	11	59	-48
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	39	88	-49
C115 INSPECT RECORDS, REPORTS, FILES, OR BOOKS OF ACCOUNT	21	70	-49
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	29	82	-53
C119 PREPARE COMMISSARY EVALUATIONS	5	59	-54
C102 EVALUATE PROGRAM OPERATING REPORTS	12	71	-59
A41 REVIEW AUDITS OR INSPECTION REPORTS	26	88	-62

TABLE 13

TASKS WHICH BEST DISTINGUISH 61230/50 AND 61270 MEATCUTTER PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	DAFSC 61230/50 (N=27)	DAFSC 61270 (N=20)	DIFFERENCE
K285 COUNT OR WEIGH INDIVIDUAL SERVINGS	44	10	+34
K286 CUT BONES	74	45	+29
K308 SLICE MEATS	78	50	+28
K295 PACK, STORE, RENDER, OR ISSUE RENDERED FATS	33	10	+23
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	41	20	+21
K253 CLEAN OR SHARPEN CLEAVERS	30	15	+15
B51 CONDUCT SAFETY MEETINGS	15	55	-40
B77 ORIENT NEWLY ASSIGNED PERSONNEL	15	55	-40
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	11	55	-44
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	11	55	-44
A43 SCHEDULE DUTY HOURS	15	60	-45
B64 DIRECT MEAT PROCESSING OR CUTTING FACILITIES	22	70	-48
A12 ESTABLISH WORK PRIORITIES	19	70	-51
B87 SUPERVISE CIVILIAN PERSONNEL	11	65	-54
M357 RESOLVE CUSTOMER COMPLAINTS	30	85	-55
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	22	80	-58

## COMPARISON OF SURVEY DATA TO AFR 39-1 SPECIALTY DESCRIPTIONS

By analyzing the DAFSC data separately for Services personnel, Subsistence Operations personnel, and Meatcutting incumbents, current survey data were available to assess the accuracy of the 30 April 1980 AFR 39-1 specialty descriptions for personnel in the new 611X0 (Services), 612X1 (Subsistence Operations), and 612X0 (Meatcutter) career ladders. Except for minor discrepancies, the projected job descriptions for these specialties appear accurate and comprehensive.

The job descriptions for skill level groups in the Services (611X0) career ladder provide a good discussion of the general tasks and responsibilities for Services Specialists, Supervisors, and Superintendents. However, survey data indicate that one functional area, Clothing Issue, has been completely deleted from the 61130/50 job description. None of the unique tasks performed by the Clothing Issue Specialists job group are described in the 30 April 1980 specialty descriptions. Another small group of Services personnel not specifically mentioned in the 7-skill level job description is the Site Exchange Managers. Six of these seven incumbents, who supervise site exchange operations, are 61170 personnel. Although, these Clothing Issue and Site Exchange personnel make up a very small percentage of the Services career ladder, classification personnel should consider including these distinguishable groups in the 611X0 job descriptions.

The projected job descriptions for the Subsistence Operations (612X1) and Meatcutter (612X0) career ladders are both detailed and inclusive. One possible problem area may be some confusion over the operational support Subsistence personnel provide AAFES sales stores. The specialty summaries for 612X1 and 61299/CEM Code 61200 incumbents indicate that Subsistence personnel perform functions involving AAFES sales store operations in peacetime and in wartime contingency situations. However, survey data do not indicate that Subsistence Operations personnel support the peacetime operation of AAFES stores. In addition, contact with AFMPC classification and AFCOMS personnel also indicated that Subsistence incumbents are responsible for the operation and management of AAFES sales stores only during contingency situations. Since the specialty summaries appear to be misleading, they should be reviewed for possible revision in order to clarify the role of career field incumbents.

While examining these specialty descriptions, a special attempt was made to determine if personnel in the Services career field are presently working in some duty areas referenced in the AFR 39-1 job descriptions effective 31 October 1978. These areas include Central Meat Processing Plant, Class VI Store, Furnishings Management, and Laundry and Dry Cleaning. A review of survey data indicates a very small number of 611X0 or 611X1 incumbents work in each of these areas. Only six percent of the Meatcutters (611X1) personnel indicated their primary work area was in a Central Meat Processing plant. Nine percent of the 611X0 Subsistence personnel reported they currently work in Class VI stores, but only two percent indicated it was their primary work area. Most of the individuals working in Furnishings Management and Laundry and Dry Cleaning are 611X0 Services personnel. Five percent of the senior 611X0 Services personnel indicated they currently work in Furnishings Management, while only two percent reported it was their

primary work area. In addition, three percent of the Services incumbents reported working in Laundry and Dry Cleaning Facilities. Although 611X0 and 611X1 personnel apparently work in these areas, no major job groups were identified in this survey which would align a particular job with any of these duty areas.

## ANALYSIS OF CONUS VERSUS OVERSEAS GROUPS

A comparison was made between the CONUS and overseas incumbents in the Services (3- and 5-skill level group), the Subsistence Operations (3- and 5-skill level group), and the Meatcutter specialties. The tasks that best differentiate CONUS and overseas respondents for each of these groups are listed in Tables 14, 15, and 16. Table 14 indicates there are only small task differences between the 61130/50 Services incumbents located CONUS and overseas. More CONUS personnel perform Linen Exchange tasks, such as evaluate contractor compliance with contracts, exchange linen with laundry contractors, and direct linen exchange activities. This is expected since 12 percent more of the CONUS personnel reported working in linen exchange activities. On the other hand, 19 percent more of the overseas respondents work in billeting. Therefore, some billeting tasks, such as conducting room inspections, preparing real property maintenance request forms (AF Form 1135), and establishing housekeeping standards for maids, are more typical of the overseas personnel. An unexpected finding, considering the greater percentage of billeting personnel located overseas, was that a larger percentage of CONUS billeting personnel perform tasks such as operate telephone switchboards, prepare cash refund/overring reports, and deposit cash receipts or reimbursable funds. Although little difference exists between the CONUS and overseas groups, 13 percent more of the overseas group found their job to be interesting. In addition, 68 percent of the overseas respondents plan to reenlist while only 54 percent of the CONUS group indicated plans to reenlist.

The comparison of tasks performed by Subsistence Operations personnel indicated that a greater percentage of overseas incumbents perform supervisory and management level jobs. Some tasks which best differentiate the overseas respondents include inventorying warehouse stock, establishing controls for the movement of property or equipment, and supervising civilian personnel (see Table 15). Except for differences in supervisory and managerial tasks, both groups perform similar types of tasks. The only other distinguishing factor is that 53 percent of the CONUS respondents have civilian supervisors while only 26 percent of the overseas group have civilian supervisors.

The overseas Meatcutter personnel also differ from their CONUS counterparts because of the additional supervisory and management functions they perform. The senior CONUS incumbents average 30 months more TAFMS time and perform an average of 21 more tasks. Tasks which differentiate the overseas personnel include certifying time cards, planning meat market purchases, estimating equipment requirements, and supervising civilian personnel (see Table 16). Only 38 percent of the overseas personnel reported having civilian supervisors, while civilian personnel supervised 92 percent of the CONUS meatcutters.

TABLE 14

TASKS WHICH BEST DISTINGUISH CONUS AND OVERSEAS SERVICES PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	CONUS (N=313)*	OVERSEAS (N=66)*	DIFFERENCE
0437 OPERATE TELEPHONE SWITCHBOARDS	25	8	+17
C98 EVALUATE CONTRACTOR COMPLIANCE WITH CONTRACTS	19	3	+16
G197 PREPARE CASH REFUND/OVERRING REPORTS	26	14	+12
P468 EXCHANGE LINEN WITH LAUNDRY CONTRACTORS	26	14	+12
G189 DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	35	23	+12
B61 DIRECT LINEN EXCHANGE ACTIVITIES	19	8	+11
0420 INVENTORY LIQUOR IN DISTINGUISHED VISITORS (DV) OR VERY IMPORTANT PERSON (VIP) ROOMS	24	36	-12
A5 ESTABLISH CONTROLS FOR THE MOVEMENT OF PROPERTY OR EQUIPMENT	12	24	-12
H237 TYPE CORRESPONDENCE, REPORTS, OR MESSAGES	21	33	-12
0416 ESTABLISH HOUSEKEEPING STANDARDS FOR MAIDS	7	20	-13
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	54	67	-13
0444 PREPARE BCE REAL PROPERTY MAINTENANCE REQUEST FORMS (AF FORM 1138)	8	22	-14
0404 CONDUCT DAILY, MONTHLY, OR QUARTERLY FIRE INSPECTIONS OF FACILITIES ASSIGNED TO BILLETING	8	22	-14
0405 CONDUCT INSPECTIONS OF TRANSIENT, BOQ, AND BNCOQ ROOMS	16	35	-19

\* INCLUDES ONLY 3- AND 5-SKILL LEVEL SERVICES PERSONNEL

TABLE 15

TASKS WHICH BEST DISTINGUISH CONUS AND OVERSEAS SUBSISTENCE OPERATIONS PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	CONUS (N=152)*	OVERSEAS (N=93)*	DIFFERENCE
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	36	23	+13
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	33	22	+11
G180 APPROVE PERSONAL CHECKS	32	21	+11
L333 POST OR VERIFY MONETARY TOTALS OF VENDOR'S DELIVERIES	12	2	+10
A17 ESTIMATE SUPPLIES REQUIRMENTS	18	31	-13
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	6	19	-13
E160 SUPERVISE INVENTORY TEAMS	9	23	-14
F170 PERFORM OPERATOR MAINTENANCE ON MATERIAL HANDLING EQUIPMENT (MHE), SUCH AS FORKLIFTS OR PALLET JACKS	19	34	-15
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE OR MERCHANDISE	28	43	-15
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	16	32	-16
I242 CONSTRUCT STORAGE RACKS OR DISPLAY CASES	18	36	-18
B87 SUPERVISE CIVILIAN PERSONNEL	11	29	-18
A5 ESTABLISH CONTROLS FOR THE MOVEMENT OF PROPERTY OR EQUIPMENT	14	35	-21
I246 INVENTORY WAREHOUSE STOCK	39	60	-21

\* INCLUDES ONLY 3- AND 5-SKILL LEVEL SUBSISTENCE OPERATIONS PERSONNEL

TABLE 16

TASKS WHICH BEST DISTINGUISH CONUS AND OVERSEAS MEATCUTTER PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	CONUS (N=26)	OVERSEAS (N=21)	DIFFERENCE
B88 SUPERVISE MILITARY APPRENTICE MEATCUTTERS (AFSC 61131)	31	10	+21
D132 EVALUATE COURSE MATERIALS OR TRAINING METHODS	19	0	+19
M363 TRAY, WRAP, OR SEAL PRODUCE USING PACKAGING MACHINES	19	0	+19
M367 WEIGH SALES STORE ITEMS USING AUTOMATIC OR SEMI-AUTOMATIC SCALES	19	57	-38
M350 ESTABLISH SELLING PRICES ON PRODUCTS, SUCH AS MEAT OR MEAT PRODUCTS	0	38	-38
C121 WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS	27	67	-40
K284 COMPUTE MEAT YIELDS OR LOSSES	27	67	-40
K293 INVENTORY PRIMAL CUTS	11	52	-41
C109 EVALUATE WORKLOADS	11	52	-41
M357 RESOLVE CUSTOMER COMPLAINTS	35	76	-41
B87 SUPERVISE CIVILIAN PERSONNEL	15	57	-42
J268 ISSUE TEST SAMPLES TO VETERINARIANS	15	57	-42
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	15	57	-42
K297 PLAN MEAT DEPARTMENT PURCHASES	15	57	-42
A17 ESTIMATE SUPPLIES REQUIREMENTS	15	62	-47
B48 CERTIFY TIME CARDS	4	52	-48
C111 INSPECT EQUIPMENT FOR OPERATION OR MAINTENANCE	12	67	-55

## ANALYSIS OF EXPERIENCE (TAFMS) GROUPS

Utilization patterns for survey respondents in various TAFMS groups were reviewed to determine differences in tasks incumbents perform. Table 17 contains relative percent time spent on duties information for AFMS groups within the Services, Subsistence Operations, and Meatcutter specialties. As expected, there is a trend in all three functional areas for incumbents to spend an increasing amount of their time on supervisory and managerial duties as months TAFMS increases. But even with this increase in supervisory and managerial functions, incumbents with more than eight years TAFMS still spend much of their time performing duties which are typically performed by less experienced airmen. The only other duties which are performed almost exclusively by members of a senior group involve mortuary affairs and search and recovery tasks.

### First Enlistment Personnel

For the purpose of analyzing training, the TAFMS analysis concentrated on the common tasks performed by first enlistment personnel (1-48 months TAFMS) in Services, Subsistence Operations, and Meatcutter related work areas. Tables 18, 19, and 20 list the most common tasks members of these groups perform. All of the tasks in Table 18 which are performed by 40 percent or more of the Services incumbents involve billeting functions. These tasks include collecting billeting fees, operating cash registers, and informing housekeeping personnel of checkouts. Some common linen exchange tasks are also presented in Table 18 to provide an indication of the percentage of first-term linen exchange personnel and the tasks they perform. These linen exchange tasks include issuing or exchanging linen, maintaining reports on outgoing or incoming linen exchange items, and inventoring or counting linen exchange items. Some first-term Services personnel perform mortuary affairs (four percent), services administration (three percent), and clothing issue (two percent) functions. Tasks representative of these smaller groups are excluded from Table 18 because they are not commonly performed tasks.

Typical warehouse tasks, such as palletizing items, rotating stored items, and marking cases or containers are the most common tasks performed by first-term Subsistence Operations personnel. The ten tasks performed by 40 percent or more of these respondents involve troop support and commissary warehouse functions (see Table 19). The low percent members performing figures are indicative of low overlap in jobs performed by Subsistence Warehouse (IX) and Commissary Operations (XI) personnel. While warehouse personnel perform tasks like those mentioned above, first enlistment personnel working in commissary sales stores perform tasks such as stocking shelves or display cases, manually price marking sales store stock, and approving personal checks.

The common first-term Meatcutter tasks are listed in Table 20. In contrast with the previous group, most of the Meatcutters perform a core of similar tasks, such as sharpening hand tools, cutting meats using hand saws and knives, cutting bones, and identifying and processing primal cuts. As indicated by the tasks in Table 17, the first-term incumbents spend the majority of their time performing meat processing functions and maintaining equipment, tools, and facilities.

The analysis of the first enlistment groups highlights the heterogeneity of Services and Subsistence Operations personnel in their first enlistment. As a result of these heterogeneous groups, any type of formal career ladder training, other than OJT, may not be cost effective.

TABLE 17  
RELATIVE PERCENT TIME SPENT ON DUTIES BY 611X0/X1 AFMS GROUPS\*

DUTY	SERVICES (N=219)			SUBSISTENCE OPERATIONS (N=136)			MEATCUTTERS (N=7)		
	1-48 MONTHS	49-96 MONTHS	97+ MONTHS	1-48 MONTHS	49-96 MONTHS	97+ MONTHS	1-48 MONTHS	49-96 MONTHS	97+ MONTHS
<u>DUTY</u>									
<u>MANAGEMENT, SUPERVISION, AND TRAINING FUNCTIONS:</u>									
PLANNING AND ORGANIZING	6	8	17	6	9	14	2	3	7
DIRECTING AND IMPLEMENTING	4	8	14	4	8	14	-	2	9
INSPECTING AND EVALUATING	1	4	9	3	7	12	-	5	6
TRAINING	-	3	6	-	3	6	-	4	4
<u>SERVICES FUNCTIONS</u>									
MANAGING MORTUARY AFFAIRS	-	-	3	-	-	-	-	-	-
OPERATING BILLETING ACTIVITIES	46	32	17	-	-	-	-	-	-
OPERATING LINEN EXCHANGES	11	12	7	-	-	-	-	-	-
PERFORMING CLOTHING ISSUE AND DISTRIBUTION FUNCTIONS	2	5	2	-	-	-	-	-	-
PREPARING, TRANSPORTING, AND DISPOSING OF HUMAN REMAINS	-	1	5	-	-	-	-	-	-
RECOVERING ACCIDENT VICTIMS	-	-	1	-	-	-	-	-	-
<u>SUBSISTENCE OPERATIONS FUNCTIONS</u>									
ISSUING, TRANSFERRING, AND DELIVERING STOCK OR PROPERTY	1	2	1	10	9	7	2	4	4
MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	2	3	2	8	6	3	17	12	11
OPERATING GROCERY, MEAT, AND PRODUCE DEPARTMENTS	-	-	-	16	11	9	10	12	11
PERFORMING COMMISSARY CONTROL AND MANAGEMENT FUNCTIONS	-	-	-	10	5	5	-	-	1
RECEIVING AND STORING STOCK AND PROPERTY	2	3	1	26	27	16	8	9	8
<u>MEATCUTTER FUNCTIONS</u>									
PERFORMING MEAT PROCESSING FUNCTIONS	-	-	-	-	-	-	46	45	32
<u>GENERAL FUNCTIONS</u>									
PERFORMING GENERAL INVENTORY FUNCTIONS	2	3	3	4	5	6	-	-	2
PERFORMING ADMINISTRATIVE FUNCTIONS	4	4	6	4	4	4	-	1	2
RECEIVING AND DISBURSING CASH	17	11	5	8	6	4	6	-	-

\* DATA FOR DAFSC 611X0 SERVICES AND 611X0 SUBSISTENCE PERSONNEL REPORTED SEPARATELY TO REFLECT THE AFMS STRUCTURE AFTER 30 APR 1980

TABLE 18

COMMON TASKS PERFORMED BY FIRST-TERM SERVICES PERSONNEL  
(N=219)

TASK	PERCENT MEMBERS PERFORMING
0402 COLLECT BILLETING FEES	63
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	63
0417 INFORM HOUSEKEEPING PERSONNEL OF CHECK-OUTS	61
0464 VERIFY GUEST ELIGIBILITY TO UTILIZE TRANSIENT FACILITIES, SUCH AS BY CHECKING ID CARD OR OTHERS	61
G188 COUNT CASH	61
G192 OPERATE CASH REGISTERS	60
0441 DELIVER MESSAGES TO BILLETING OCCUPANTS	58
0413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	58
0424 MAINTAIN DAILY OCCUPANCY RECORDS	55
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	53
0429 MAINTAIN LITERATURE, SUCH AS BASE MAPS, BUS SCHEDULES, OR ENTERTAINMENT BROCHURES	53
0433 MAINTAIN RESERVATION LOG BOOKS OR CARDS	51
0428 MAINTAIN LISTINGS OF OFF-BASE COMMERCIAL MOTELS AND HOTELS	49
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	49
0435 MAINTAIN SERVICE CALL WORK CONTROL LOGS	47
G187 COLLECT SERVICE CHARGES FOR HOUSING OR QUARTERS	47
0425 MAINTAIN DISPLAY OR STORAGE FOR KEYS	45
G180 APPROVE PERSONAL CHECKS	42
0456 REFER INCOMING PERSONNEL TO HOUSING REFERRAL OFFICE (HRO)	42
0421 ISSUE EQUIPMENT, SUCH AS PORTABLE CRIBS, IRONING BOARDS, IRONS, OR ROLL AWAY BEDS	40
P470 ISSUE OR EXCHANGE LINENS	24
P468 EXCHANGE LINEN WITH LAUNDRY CONTRACTORS	22
P473 MAINTAIN REPORTS ON OUTGOING OR INCOMING LINEN EXCHANGE ITEMS	22
P471 MAINTAIN HAND RECEIPTS OR ACCOUNTABLE RECORDS ON LINEN EXCHANGE ITEMS	21
P469 INVENTORY OR COUNT LINEN EXCHANGE ITEMS	21

TABLE 19

COMMON TASKS PERFORMED BY FIRST-TERM SUBSISTENCE OPERATIONS PERSONNEL  
(N=136)

TASK	PERCENT MEMBERS PERFORMING
I250 PALLETIZE ITEMS	59
I260 ROTATE STORED ITEMS	54
I247 MARK CASES OR CONTAINERS	51
I256 REMOVE SPOILED ITEMS FROM STORAGE	49
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	48
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	48
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	46
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	45
I246 INVENTORY WAREHOUSE STOCK	43
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	41
M361 STOCK SHELVES OR DISPLAY CASES	39
M354 MANUALLY PRICE MARK SALES STORE STOCK	35
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	35
I243 ESTABLISH STORAGE ROTATION CYCLE	34
F167 CLEAN OR BUFF FLOORS OTHER THAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	32
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	31
G180 APPROVE PERSONAL CHECKS	31
I241 CONDEMN ITEMS	30
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	29
L342 REVIEW SUBSISTENCE REQUEST FORMS (AF FORM 287)	29
I253 PREPARE RECEIVING REPORTS	29
I261 SECURE STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	29
I242 CONSTRUCT STORAGE RACKS OR DISPLAY CASES	27
G192 OPERATE CASH REGISTERS	25
J279 VERIFY ISSUE TRANSACTIONS	25
M358 ROTATE SALES STORE STOCKS	24
L340 PROCESS ISSUE REQUESTS FROM ORGANIZATIONS OR CLUBS	24
E152 POST INVENTORIES TO RECORDS	24

TABLE 20

COMMON TASKS PERFORMED BY FIRST-TERM MEATCUTTER PERSONNEL  
(N=7)

TASK	PERCENT MEMBERS PERFORMING
F178 SHARPEN HAND TOOLS	86
K287 CUT MEATS USING HAND SAWS AND KNIVES	86
K292 IDENTIFY AND PROCESS PRIMAL CUTS	86
K286 CUT BONES	86
K280 ANALYZE GROUND BEEF FOR FAT CONTENT	86
K310 TRAY, WRAP, OR SEAL MEATS BY HAND	86
F165 CLEAN MEAT DEPARTMENT POWER EQUIPMENT	86
K311 TRAY, WRAP, OR SEAL MEATS USING PACKING MACHINES	71
K306 PROCESS WHOLESALE PORK ITEMS, SUCH AS HAMS, LOINS, OR SHOULDERS	71
F164 CLEAN EQUIPMENT, SUCH AS PANS, RACKS, HANDS TOOLS, OR SCALES	71
K290 DISPOSE OF MEAT SCRAPS OR BONES	71
K289 CUT SPECIAL MEAT ORDERS	71
K296 PERFORM CUTTING TESTS	71
K308 SLICE MEATS	71
K303 PROCESS CARCASSES OF BEEF, VEAL, OR LAMB	71
K288 CUT MEATS USING POWER SAWS	71
M355 OPERATE AUTOMATIC PRICING MACHINES	57
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	57
K285 COUNT OR WEIGH INDIVIDUAL SERVINGS	57
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	57
K291 GRIND MEATS	57
K309 TENDERIZE MEATS	57
F162 ADJUST SCALES	57
M361 STOCK SHELVES OR DISPLAY CASES	43
I257 REPACK OR SEAL OPENED CASES OR CONTAINERS	43
M351 IDENTIFY ITEMS TO BE REWRAPPED	43
K295 PACK, STORE, RENDER, OR ISSUE RENDERED FATS	43
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	43
K283 CLEAN OR SHARPEN CLEAVERS	43
F179 VERIFY ACCURACY OF SCALES	43

## JOB SATISFACTION INDICATORS

Job interest, perceived utilization of talents and training, and reenlistment intentions for AFMS groups are presented in Table 21 along with comparative sample data compiled for all Direct Support career ladders surveyed in 1979. (The total comparative sample of 7,141 airmen included the following AFSCs: 251X0, 391X0A, 391X0B, 751X3, 753X0, 753X1, 811X0, 811X2, and 811X2A.) The job satisfaction data for the Services, Subsistence Operations, and Meatcutter TAFMS groups (see Table 21) reflect satisfaction data for the new career ladders resulting from the 30 April 1980 revision to AFR 39-1. Because there are only small numbers of Meatcutter respondents in each AFMS group, caution should be used in interpreting these data. However, the percent members performing data for Meatcutters are presented for two reasons: (1) the data are supported through contact with personnel in the field; and (2) the respondents are a representative sample of the small number of Meatcutter incumbents in the Air Force.

A number of trends indicated in the first-term groups' responses involve primarily perceived utilization of training and reenlistment intentions. Only one of the seven Meatcutters indicated his job does not utilize his training. In contrast, 43 percent or more of the Services and Subsistence Operations groups and 30 percent of the comparative sample indicated their job does not effectively utilize their training. A possible reason for the Meatcutters' more favorable perception of training utilization is that all of the first-term incumbents have attended the AFCOMS meatcutting school at Barksdale AFB enroute to their first job assignment while Services and Subsistence personnel do not attend technical school training.

Another trend indicated by first-term respondents is that career ladder groups in the present survey have more favorable reenlistment intentions than the comparative sample. However, these results seem very unusual for first-term Services and Subsistence personnel in light of the fact that their responses to the other three satisfaction questions indicate less satisfaction than do the comparative sample's responses.

The trend for more favorable reenlistment rates for the Services and Subsistence personnel and the Meatcutters continues through the second enlistment period. However, this trend appears to diminish after the incumbents have more than 97 months TAFMS.

These trends are a bit startling in the sense that we might expect much lower intent to reenlist and less job interest. These data suggest that while jobs within the functional areas are very diverse, personnel in these areas are more interested and more likely to reenlist than personnel in other Direct Support Ladders.

While data is displayed in terms of the projected new AFSCs, no information is yet available to indicate what impact the changes in AFSC structure will have on job satisfaction and job perceptions. However, the relatively positive job perceptions reported here may suggest that the change of AFSCs will probably not have a negative impact.

TABLE 21  
COMPARISON OF JOB SATISFACTION INDICES BY AFMS GROUPS  
(PERCENT MEMBERS RESPONDING)

	1-48 MONTH AFMS (N=136)			COMPARATIVE* SAMPLE (N=3,398)			49-96 MONTHS AFMS (N=73)			COMPARATIVE* SAMPLE (N=1,654)			97+ MONTHS AFMS (N=175)			COMPARATIVE* SAMPLE (N=2,089)		
	SERVICES PERSONNEL (N=219)	SUBSISTENCE PERSONNEL (N=136)	HEAT- CUTTERS (N=7)	SERVICES PERSONNEL (N=113)	COMPARATIVE* SAMPLE (N=3,398)	SERVICES PERSONNEL (N=73)	SUBSISTENCE PERSONNEL (N=73)	HEAT- CUTTERS (N=9)	SERVICES PERSONNEL (N=234)	COMPARATIVE* SAMPLE (N=1,654)	SERVICES PERSONNEL (N=175)	SUBSISTENCE PERSONNEL (N=175)	HEAT- CUTTERS (N=31)	SERVICES PERSONNEL (N=234)	COMPARATIVE* SAMPLE (N=2,089)	SERVICES PERSONNEL (N=234)	SUBSISTENCE PERSONNEL (N=234)	HEAT- CUTTERS (N=31)
<u>I FIND MY JOB:</u>	33	30	29	23	35	15	22	26	13	18	13	14	26	13	18	13	14	
DULL	24	30	14	24	20	30	11	17	15	11	15	12	17	15	11	15	12	
SO-SO	43	40	57	52	42	55	67	53	70	71	70	74	53	70	71	74	69	
INTERESTING	0	0	0	1	3	0	0	4	2	0	2	0	4	2	0	2	5	
NOT REPORTED																		
<u>MY JOB UTILIZES MY TALENTS:</u>	53	55	29	40	50	40	33	38	29	27	29	23	38	29	27	29	20	
LITTLE OR NOT AT ALL	44	40	57	53	44	52	45	54	53	56	53	52	54	53	56	52	60	
FAIRLY WELL TO VERY WELL	2	5	14	7	5	8	22	7	16	17	16	25	7	16	17	16	18	
EXCELLENTLY TO PERFECTLY	1	0	0	0	1	0	0	1	2	0	2	0	1	2	0	2	2	
NOT REPORTED																		
<u>MY JOB UTILIZES MY TRAINING:</u>	48	43	14	40	30	34	33	32	38	26	38	16	32	38	26	38	24	
LITTLE OR NOT AT ALL	48	46	72	52	61	56	33	58	49	61	49	68	58	49	61	68	58	
FAIRLY WELL TO VERY WELL	4	10	14	6	8	10	22	9	12	13	12	16	9	12	13	12	16	
EXCELLENTLY TO PERFECTLY	0	1	0	2	1	0	12	1	1	0	1	0	1	1	0	1	2	
NOT REPORTED																		
<u>I PLAN TO REENLIST:</u>	51	43	29	35	64	25	33	46	30	29	30	29	46	30	29	30	30	
NO OR PROBABLY NO	49	55	71	65	32	75	67	51	70	71	70	71	51	70	71	71	66	
YES OR PROBABLY YES	0	2	0	0	4	0	0	3	0	0	0	0	3	0	0	0	4	
NOT REPORTED																		

\*THE COMPARATIVE SAMPLE WAS TAKEN FROM ALL DIRECT SUPPORT CAREER LADDERS SURVEYED IN 1979  
(AFSCs 251X0, 391X0A, 391X0B, 751X3, 751X3, 753X0, 753X1, 811X0, 811X2, AND 811X2A; N=7,141).

## ANALYSIS OF TASK DIFFICULTY

The results of the task difficulty data obtained from the 38 senior Services and Commissary Operations NCOs is an ordered listing of tasks based on the relative degree of difficulty assigned each task in the inventory. (As explained in the Task Factor Administration section in the INTRODUCTION, ratings were adjusted so that tasks of average difficulty have a rating of 5.00 and a standard deviation of 1.0.)

Since only 13 senior Meatcutters rated tasks for difficulty and since they did not agree with other Services raters or with each other, their ratings are not considered useable and are not included in this report.

Table 22 provides a list of the 15 tasks these experienced 7-level Services and Commissary Operations respondents rated most difficult. Respondents rated managerial and mortuary affairs related tasks as some of the more difficult functions. Four of the most difficult tasks involve preparing budgets. Other difficult tasks include writing CDC and STS materials, preparing publications or publication supplements, and directing commissary sales stores or billeting activities.

Tables 23 and 24 list some tasks respondents rated as average in difficulty and the 15 tasks rated least difficult. Tasks having average difficulty ratings are peculiar to specific work areas, such as billeting, linen exchange, mortuary affairs, or commissary sales stores. The small percentages of personnel performing the tasks in this list are typical of the heterogeneous nature of the jobs performed by personnel in this survey. Most of the tasks rated least difficult by 61170 personnel are custodial or clerical type tasks, such as mowing or trimming lawns, cleaning display cases, delivering messages to billeting occupants, issuing administrative supplies, and approving personal checks. Personnel performing these types of tasks work either in commissary or billeting facilities.

TABLE 22

TASKS RATED MOST DIFFICULT BY 7-SKILL LEVEL SERVICES AND  
SUBSISTENCE OPERATIONS RESPONDENTS

<u>TASK</u>	<u>TASK DIFFICULTY INDEX</u>	<u>PERCENT MEMBERS PERFORMING</u>
A31 PREPARE BUDGETS OTHER THAN APPROPRIATED FUNDS OR COMMISSARY SURCHARGE	8.09	6
A30 PREPARE APPROPRIATED FUNDS BUDGETS	7.95	12
A37 PREPARE NONAPPROPRIATED FUNDS BUDGETS	7.95	6
B65 DIRECT MORTUARY AFFAIRS	7.95	6
A32 PREPARE COMMISSARY SURCHARGE BUDGETS	7.59	4
D144 WRITE CAREER DEVELOPMENT COURSES (CDC)	7.52	1
D145 WRITE FORMAL COURSE TRAINING MATERIALS, SUCH AS COURSE CHARTS	7.45	1
B58 DIRECT COMMISSARY SALES STORES	7.44	8
D146 WRITE STS MATERIALS	7.41	2
A34 PREPARE HOST-TENANT SUPPORT AGREEMENTS	7.39	6
B506 PREPARE DENTAL IDENTIFICATION CHART FORMS (AF FORM 697A)	7.38	1
B55 DIRECT AIR FORCE MORTUARY OR MORGUE ACTIVITIES	7.33	5
B56 DIRECT BILLETING OR HOUSING ACTIVITIES	7.32	15
A33 PREPARE DRAWINGS OF PROPOSED FACILITY STRUCTURES	7.31	4
A39 PREPARE PUBLICATIONS OR PUBLICATION SUPPLEMENTS	7.10	8

TABLE 23

TASKS RATED AVERAGE IN DIFFICULTY BY 7-SKILL LEVEL SERVICES AND  
SUBSISTENCE OPERATIONS RESPONDENTS

<u>TASK</u>	<u>TASK DIFFICULTY INDEX</u>	<u>PERCENT MEMBERS PERFORMING</u>
0454 PREPARE STATEMENTS OF CHARGES	5.04	7
A9 ESTABLISH PUBLICATIONS REQUIREMENTS	5.03	15
A25 PLAN FOR DISPOSITION OF EQUIPMENT OR PROPERTY	5.02	24
P476 PREPARE LINEN EXCHANGE OPERATIONS REPORTS	5.01	8
S520 ACCOMPANY ESCORTS AND REMAINS TO DEPARTURE POINTS	5.01	3
K293 INVENTORY PRIMAL CUTS	5.01	4
0446 PREPARE CASH RECEIPT VOUCHER FOR INTERIM PAYMENTS FORM (AF FORM 2557)	5.01	5
0458 REVIEW BACHELOR HOUSING AND TRANSIENT FACILITIES UTILITIES OCCUPANCY REPORT FORM (AF FORM 515)	5.00	9
G202 PREPARE DAILY SUMMARIES OF CASH RECEIPTS	5.00	12
0416 ESTABLISH HOUSEKEEPING STANDARDS FOR MAIDS	4.99	9
L343 VALIDATE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) INSPECTION CERTIFICATE	4.98	1
G201 PREPARE CONSOLIDATED SUMMARIES OF CASH	4.98	7
C103 EVALUATE PROPERTY HANDLING PROCEDURES	4.97	13
M349 CONDUCT PRODUCE PROCESSING TESTS	4.96	3
0459 REVIEW DD FORMS 1657	4.95	3

TABLE 24

TASKS RATED AS LEAST DIFFICULT BY 7-SKILL LEVEL SERVICES AND  
SUBSISTENCE OPERATIONS RESPONDENTS

TASK	TASK DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	3.37	15
G180 APPROVE PERSONAL CHECKS	3.35	29
F163 CLEAN DISPLAY CASES	3.31	22
H223 MAINTAIN LISTINGS OF PERSONNEL AUTHORIZED SIGNATURE CARDS	3.30	6
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	3.25	8
H213 ISSUE ADMINISTRATIVE SUPPLIES	3.22	11
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	3.21	20
I257 REPACK OR SEAL OPENED CASES OR CONTAINERS	3.17	12
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	3.07	14
O410 DELIVER MESSAGES TO BILLETING OCCUPANTS	3.03	23
F164 CLEAN EQUIPMENT, SUCH AS PANS, RACKS, HAND TOOLS, OR SCALES	2.99	10
H227 POST SIGNS OR POSTERS	2.94	17
F169 PAINT WALLS, FLOORS, FIXTURES, OR EQUIPMENT	2.93	16
F167 CLEAN OR BUFF FLOORS OTHER THAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	2.84	16
F168 MOW OR TRIM LAWNS	2.63	16

## ANALYSIS OF TRAINING EMPHASIS

As discussed in the INTRODUCTION, the 7-skill level Services and Subsistence Operations raters did not agree on what tasks first-term airmen should be trained. This lack of agreement is possibly a result of the heterogeneous nature of the career field. The fact that the senior Subsistence Operations raters had a moderate level of agreement in rating tasks for training emphasis supports the recent AFR 39-1 revision which creates the 612X1 specialty. The tasks rated highest in training emphasis by the Subsistence Operations respondents are presented in Table 25. These subsistence sales store and warehouse related tasks include removing spoiled items from storage, inventorying warehouse stock, evaluating sanitation and security practices, and preparing Tally In-Out forms (AF Form 129). Although some tasks, such as evaluating pricing procedures and establishing controls against pilferage or misappropriations are performed by a very small percentage of the first-term Subsistence Operations personnel, communication with Subsistence Operations training personnel indicated that tasks such as these should be trained to make incumbents aware of the responsibilities of all Subsistence personnel.

Table 26 presents the 15 tasks rated highest in training emphasis by 611X1 respondents. (Because of the low number of first-term personnel in this survey, percent members performing data is based on combined 3- and 5-skill level responses to provide information on types of tasks performed by less experienced Meatcutters.) As expected, all the tasks rated high in training emphasis are those typically performed by Meatcutter personnel. Generally, tasks involve cutting and processing various types of meat products. The first-term Meatcutter should be able to perform tasks such as cut meats using power saws and hand saws, identify and process primal cuts, clean meat department power equipment, and analyze ground beef for fat content. A review of the training emphasis values for tasks in Table 20 revealed that these tasks commonly performed by first-term Meatcutters were all rated above average in training emphasis.

TABLE 25

## TASKS RATED HIGHEST IN TRAINING EMPHASIS BY SUBSISTENCE OPERATIONS PERSONNEL

TASKS	TRAINING EMPHASIS RATING	PERCENT MEMBERS PERFORMING (N=136)*
I256 REMOVE SPOILED ITEMS FROM STORAGE	6.91	43
C106 EVALUATE SANITATION PRACTICES	6.64	11
I246 INVENTORY WAREHOUSE STOCK	6.64	43
C101 EVALUATE PRICING PROCEDURES	6.46	13
C107 EVALUATE SECURITY PRACTICES	6.36	7
I260 ROTATE STORED ITEMS	6.36	54
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	6.36	41
I261 SECURE STOCK OR PROPERTY IN WAREHOUSE OR BACKUP STORAGE	6.27	29
M352 INSPECT SECURITY OF COMMISSARY BUILDINGS OR FACILITIES	6.18	16
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATIONS	6.09	12
I253 PREPARE RECEIVING REPORTS	6.09	29
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	6.09	48
G192 OPERATE CASH REGISTERS	6.00	25

\* SAMPLE INCLUDES ONLY FIRST-TERM SUBSISTENCE OPERATIONS PERSONNEL

TABLE 26

## TASKS RATED HIGHEST IN TRAINING EMPHASIS BY MEATCUTTER PERSONNEL

TASK	TRAINING EMPHASIS RATING	PERCENT MEMBERS PERFORMING (N=27)
K303 PROCESS CARCASSES OF BEEF, VEAL, OR LAMB	7.91	59
K288 CUT MEATS USING POWER SAWS	7.77	78
K287 CUT MEATS USING HAND SAWS OR KNIVES	7.18	85
K306 PROCESS WHOLESALE PORK ITEMS, SUCH AS HAMS, LOINS, OR SHOULDERS	7.18	59
K292 IDENTIFY AND PROCESS PRIMAL CUTS	7.00	74
F165 CLEAN MEAT DEPARTMENT POWER EQUIPMENT	6.73	70
K289 CUT SPECIAL MEAT ORDERS	6.73	78
K291 GRIND MEATS	6.68	67
K296 PERFORM MEAT CUTTING TESTS	6.55	70
F178 SHARPEN HAND TOOLS	6.36	70
K280 ANALYZE GROUND BEEF FOR FAT CONTENT	6.23	67
K308 SLICE MEATS	6.23	78
K311 TRAY, WRAP, OR SEAL MEATS USING PACKAGING MACHINES	6.14	81
K309 TENDERIZE MEATS	6.00	70
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	5.95	67

## ANALYSIS OF TRAINING DOCUMENTS

Survey and task factor data provide information which are used to examine key training documents, such as the specialty training standard (STS). Since the AFR 39-1 revisions were effective on 30 April 1980, training personnel at Lowry Technical Training Center (LTTC) were asked to match survey tasks to related areas of the tentative specialty training standards for duty groups within the 611X0, 612X0, and 612X1 AFSCs. A computerized matching for each STS was then made, pairing task data such as training emphasis or task difficulty ratings and percent members performing data for selected career ladder groups to the respective items in the training documents. Data from these computer printouts provide information useful in evaluating the tentative STSs and in making decisions concerning what type of training incumbents should receive. Therefore, computer matchings for the STSs were furnished to the Technical Training School at Lowry to assist training personnel as they assess the accuracy and completeness of the new specialty training standards.

## COMPARISON OF CURRENT SURVEY TO PREVIOUS SURVEYS

The results of this study were compared to the findings of the November 1977 survey (AFPT 90-611-212) of the Supply Services career field and to survey data for billeting personnel contained in the Airman Administrative career ladder OSR (AFPT 90-702-055), dated August 1972. Although the number of job groups reported in these studies varied somewhat, the major groups identified in the previous two surveys differ little from those reported in this study. The most noticeable difference between the 1977 Services study and current data is that the previous survey did not report a job group similar to the Commissary Operations cluster. The 1977 study only identified In-Store Commissary Stockers who spent most of their time performing stocking and custodial tasks. Although most of the less experienced commissary store personnel perform these type tasks, the current survey indicates Commissary Operations personnel also inventory stock, perform cash control functions, work at the front check-in desk, and operate cash registers. Other job type groups not reported in the previous 611X0 survey which were identified in this study include Assistant Warehouse Foremen, Shipping Management NCOICs, Site Exchange Managers, Equipment Supply Managers, and Subsistence Operations Training Monitors. In contrast, the only group reported in the 1977 survey that was not identified in this study was Commissary Managers. No distinct differences were found between personnel who identified themselves as Commissary NCOICs or Commissary Managers in this survey.

Billeting personnel were not surveyed in the 1977 study, but were reported in the 1972 Administrative career ladder study. The 1972 survey identified small groups of Billeting NCOICs and Billeting Clerks whose job descriptions are similar to the Billeting NCOIC and Billeting Clerk descriptions reported in this survey. However, the previous survey did not report personnel who performed jobs similar to the Billeting Supply Managers or Billeting Desk Supervisors identified in this study.

A comparison of the job satisfaction for 611X0 personnel in the 1977 and 1980 studies indicated very few differences in job interest and reenlistment intentions for Services personnel in the two surveys. First- and second-term Services personnel in the current survey responded more favorably to job interest and utilization of talents and training questions than respondents in the previous survey. However, the percentage of incumbents indicating positive reenlistment intention was the same for first- and second-term respondents in both surveys. The most disturbing results found in this comparison of job satisfaction was that 58 percent of the 1977 respondents with 193-240 months TAFMS indicated plans to reenlist while only 42 percent of their counterparts in the present study reported they will reenlist.

## DISCUSSION

Personnel in the Services career field work in distinct functional work areas. Because of the discrete differences in functional areas, the 30 April 1980 AFR 39-1 revision, which removes Subsistence Operations (AFSC 612X1) personnel from the Services career ladder, should have minimum impact on personnel within this restructured career field. An advantage of the 30 April change is that it should simplify career development for personnel remaining in the 611X0 career ladder as well as for Subsistence Operations (612X1) incumbents. In the past, a larger part of the career development course (CDC) was devoted to Subsistence functions than to any other functional area. Many personnel contacted during this survey indicated they were at a disadvantage since they never worked in Subsistence activities. Whether the problem was perceived or real, the revised Services and Subsistence career development courses should be viewed as more equitable by incumbents in both career ladders because the CDC curriculum will place greater emphasis on the incumbents' respective functional work area. In contrast to this advantage, the only foreseeable adverse impact of restructuring the career field may involve problems associated with more frequent overseas assignments for Subsistence personnel since the 612X1 career ladder will not have the large pool of Services (611X0) personnel available for assignment purposes. (Forty-two percent of the 611X0 Subsistence personnel surveyed are located overseas while only 23 percent of the Services incumbents are overseas.)

A problem area reported in the 1977 Supply Services survey which will continue to plague personnel in the career field involves poor job satisfaction indicators among some job groups. Survey data indicate incumbents who perform clothing issue, billeting operations, linen exchange, and grocery stocker tasks are among the most dissatisfied respondents.

Perhaps the most serious problem area involves the Clothing Issue specialists located at Lackland AFB. The job is easily learned and is very repetitive. Therefore, it is not surprising that 83 percent of these specialists indicated their job does not utilize their talents. The job itself is so unique to the career field that it is not covered in the 611X0 STS, AFR 39-1 specialty descriptions, or in CDC material for Services incumbents. Because of the limited nature of this job, there is practically no opportunity for supervisors to use job enrichment or other managerial techniques to increase job satisfaction. Because of these problems, AFMPC classification and AFMEA personnel should consider possible alternatives for supporting this unique functional job. One possible solution might be to place these incumbents in the 645X1 Materiel Facilities career ladder. Assigning the Clothing Issue airmen to the Materiel Facilities career ladder appears to be a plausible alternative because one of the primary functions of Materiel Facilities incumbents is the storing and issuing of warehouse supply items (reference the July 1978 OSR, AFPT 90-645-277, on the Supply career field). Since AFSC 645X1 personnel currently provide warehouse support for clothing issue items at Lackland AFB, merging Clothing Issue personnel with Supply personnel offers supervisors opportunity to expand the responsibilities of Clothing Issue personnel. This would also place the Clothing Issue Specialist in a career field which is more compatible with their current job description.

In addition to the possibility of merging the 611X0 Clothing Issue personnel with 645X1 incumbents, another alternative would be to replace these specialists with civilian personnel. This approach should be considered as a possible cost effective method to support Air Force recruits while allowing the 611X0 personnel to be utilized elsewhere.

Another area of concern in the Services career field involves training programs for first-term 611X0 Services and 612X1 Subsistence Operations incumbents. Survey data clearly indicate that career ladder managers and training personnel should continue to train first enlistment personnel using OJT and CDC material. Because of the heterogeneity of jobs in these career ladders and the nontechnical nature of tasks performed by first-term personnel, any other type of training would not be cost effective. Another factor which makes other training approaches impractical is the failure of subject matter specialists to agree as to which tasks first-term Services personnel should be trained on. The senior Subsistence raters, however, did agree on the commissary sales store and warehouse tasks which should be emphasized in training. AFCOMs personnel have already incorporated these tasks in an effective OJT program. This provides a positive indication that Subsistence Operations personnel may possibly be managed more efficiently in a separate career ladder.

**APPENDIX A**

**REPRESENTATIVE TASKS PERFORMED BY  
CAREER LADDER STRUCTURE GROUPS**

REPRESENTATIVE TASKS PERFORMED BY BILLETING SUPERVISORS  
(GRP197, N=60)

TASK	PERCENT MEMBERS PERFORMING
B56 DIRECT BILLETING OR HOUSING ACTIVITIES	93
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	93
O400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	92
O405 CONDUCT INSPECTIONS OF TRANSIENT, BOQ, AND BNCOQ ROOMS	92
A12 ESTABLISH WORK PRIORITIES	88
B87 SUPERVISE CIVILIAN PERSONNEL	87
A43 SCHEDULE DUTY HOURS	87
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	87
O406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	87
O402 COLLECT BILLETING FEES	87
A46 SCHEDULE LEAVES OR PASSES	85
O416 ESTABLISH HOUSEKEEPING STANDARDS FOR MAIDS	85
O404 CONDUCT DAILY, MONTHLY, OR QUARTERLY FIRE INSPECTIONS OF FACILITIES ASSIGNED TO BILLETING	85
B48 CERTIFY TIME CARDS	83
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	82
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	82
O413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	82
B77 ORIENT NEWLY ASSIGNED PERSONNEL	82
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	80
G188 COUNT CASH	80
O445 PREPARE BCE WORK REQUEST FORMS (AF FORM 332)	78
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	77
B74 INTERVIEW PERSONNEL	77
O419 INVENTORY LIQUOR AND SUNDRY ITEMS	77
O443 PREPARE BACHELOR HOUSING AND TRANSIENT FACILITIES UTILITIES/OCCUPANCY REPORT FORMS (AF FORM 515)	75
O464 VERIFY GUEST ELIGIBILITY TO UTILIZE TRANSIENT FACILITIES, SUCH AS BY CHECKING ID CARD OR OTHERS	75
O403 CONDUCT DAILY SECURITY CHECKS OF BILLETING FACILITIES	75
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	73
C117 PERFORM SURPRISE CASH COUNTS	73

REPRESENTATIVE TASKS PERFORMED BY BILLETING NCOICs  
(GRP351, N=42)

TASK	PERCENT MEMBERS PERFORMING
0416 ESTABLISH HOUSEKEEPING STANDARDS FOR MAIDS	98
A46 SCHEDULE LEAVES OR PASSES	98
B56 DIRECT BILLETING OR HOUSING ACTIVITIES	95
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	95
0405 CONDUCT INSPECTIONS OF TRANSIENT, BOQ, AND NCOQ ROOMS	95
A43 SCHEDULE DUTY HOURS	93
A12 ESTABLISH WORK PRIORITIES	93
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	93
B87 SUPERVISE CIVILIAN PERSONNEL	90
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	90
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	90
0413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	90
B77 ORIENT NEWLY ASSIGNED PERSONNEL	90
0404 CONDUCT DAILY, MONTHLY, OR QUARTERLY FIRE INSPECTIONS OF FACILITIES ASSIGNED TO BILLETING	90
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	90
0402 COLLECT BILLETING FEES	90
G188 COUNT CASH	90
0420 INVENTORY LIQUOR IN DISTINGUISHED VISITORS (DV) OR VERY IMPORTANT PERSON (VIP) ROOMS	88
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	88
0403 CONDUCT DAILY SECURITY CHECKS OF BILLETING FACILITIES	88
C109 EVALUATE WORKLOADS	86
A4 ESTABLISH CONTROL AGAINST PILFERAGE OR MISAPPROPRIATION	86
0445 PREPARE BCE WORK REQUEST FORMS (AF FORM 332)	86
0429 MAINTAIN LITERATURE, SUCH AS BASE MAPS, BUS SCHEDULES, OR ENTERTAINMENT BROCHURES	86
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	83
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	83
C108 EVALUATE SUGGESTIONS AND COMPLAINTS	81
D131 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	79
D127 CONDUCT OJT	76

REPRESENTATIVE TASK PERFORMED BY BILLETING SUPPLY MANAGERS  
(GRP332, N=5)

TASK	PERCENT MEMBERS PERFORMING
B56 DIRECT BILLETING OR HOUSING ACTIVITIES	100
0443 PREPARE BACHELOR HOUSING AND TRANSIENT FACILITIES UTILITIES/OCCUPANCY REPORT FORMS (AF FORM 515)	100
B87 SUPERVISE CIVILIAN PERSONNEL	100
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	100
0405 CONDUCT INSPECTIONS OF TRANSIENT, BOQ, AND BNCOQ ROOMS	100
0402 COLLECT BILLETING FEES	100
0404 CONDUCT DAILY, MONTHLY, OR QUARTERLY FIRE INSPECTIONS OF FACILITIES ASSIGNED TO BILLETING	100
0416 ESTABLISH HOUSEKEEPING STANDARDS FOR MAIDS	100
0432 MAINTAIN RECORDS ON THE LOCATION OF FURNITURE OR EQUIPMENT	100
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	100
0435 MAINTAIN SERVICE CALL WORK CONTROL LOGS	100
A17 ESTIMATE SUPPLIES REQUIREMENTS	100
A13 ESTIMATE EQUIPMENT REQUIREMENTS	100
B48 CERTIFY TIME CARDS	100
A3 DETERMINE WHICH TYPE EMPLOYEES TO HIRE, SUCH AS TEMPORARY OR PART TIME	100
A25 PLAN FOR DISPOSITION OF EQUIPMENT OR PROPERTY	100
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	80
0403 CONDUCT DAILY SECURITY CHECKS OF BILLETING FACILITIES	80
G190 DISBURSE CASH FOR PURCHASES, SUCH AS PETTY CASH	80
B67 HIRE PERSONNEL	80
0407 COORDINATE FURNISHING REQUIREMENTS WITH EQUIPMENT MANAGEMENT OFFICE (EMO)	80
0442 PREPARE AUTHORIZED START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS FORMS (AF FORM 594)	80
0441 PREPARE AND ISSUE RECEIPTS FOR BILLETING FEES	80
A5 ESTABLISH CONTROLS FOR THE MOVEMENT OF PROPERTY OR EQUIPMENT	80
C121 WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS	80
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	80
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	80
0458 REVIEW BACHELOR HOUSING AND TRANSIENT FACILITIES UTILITIES/OCCUPANCY REPORT FORMS (AF FORM 515)	80
A12 ESTABLISH WORK PRIORITIES	80
0424 MAINTAIN DAILY OCCUPANCY RECORDS	80

REPRESENTATIVE TASKS PERFORMED BY BILLETING OPERATIONS PERSONNEL  
(GRP046, N=229)

TASK	PERCENT MEMBERS PERFORMING
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	89
0402 COLLECT BILLETING FEES	87
0417 INFORM HOUSEKEEPING PERSONNEL OF CHECK-OUTS	86
0464 VERIFY GUEST ELIGIBILITY TO UTILIZE TRANSIENT FACILITIES, SUCH AS BY CHECKING ID CARD OR OTHERS	84
0441 PREPARE AND ISSUE RECEIPTS FOR BILLETING FEES	84
0410 DELIVER MESSAGES TO BILLETING OCCUPANTS	79
0413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	79
G192 OPERATE CASH REGISTERS	78
G188 COUNT CASH	77
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	76
0429 MAINTAIN LITERATURE, SUCH AS BASE MAPS, BUS SCHEDULES, OR ENTERTAINMENT BROCHURES	72
0424 MAINTAIN DAILY OCCUPANCY RECORDS	72
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	69
0433 MAINTAIN RESERVATION LOG BOOKS OR CARDS	68
0428 MAINTAIN LISTINGS OF OFF-BASE COMMERCIAL MOTELS AND HOTELS	66
0435 MAINTAIN SERVICE CALL WORK CONTROL LOGS	63
0425 MAINTAIN DISPLAY OR STORAGE FOR KEYS	62
0456 REFER INCOMING PERSONNEL TO HOUSING REFERRAL OFFICE (HRO)	62
G187 COLLECT SERVICE CHARGES FOR HOUSING OR QUARTERS	59
0460 STOCK LIQUOR AND SUNDRY DISPLAY CASE	59
G180 APPROVE PERSONAL CHECKS	54
0436 OPERATE BASE LOCATOR SERVICE AFTER NORMAL DUTY HOURS	52
0421 ISSUE EQUIPMENT, SUCH AS PORTABLE CRIBS, IRONING BOARDS, IRONS, OR ROLL AWAY BEDS	51
0426 MAINTAIN GUEST HOUSING REGISTERS	50
G183 CLEAR CASH REGISTERS	48
G211 WITHDRAW CASH FROM CASH REGISTERS	46
0418 INVENTORY CONTROLLED ITEM FORMS	46
0403 CONDUCT DAILY SECURITY CHECKS OF BILLETING FACILITIES	46
G189 DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	46
G206 VERIFY AND SIGN CHANGE FUND RECEIPTS	43

REPRESENTATIVE TASKS PERFORMED BY BILLETING DESK SUPERVISORS  
(GRP503, N=11)

TASK	PERCENT MEMBERS PERFORMING
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	100
0402 COLLECT BILLETING FEES	100
0441 PREPARE AND ISSUE RECEIPTS FOR BILLETING FEES	100
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	100
G188 COUNT CASH	100
G192 OPERATE CASH REGISTERS	100
0464 VERIFY GUEST ELIGIBILITY TO UTILIZE TRANSIENT FACILITIES, SUCH AS BY CHECKING ID CARD OR OTHERS	100
G208 VERIFY CHANGE FUNDS	91
0456 REFER INCOMING PERSONNEL TO HOUSING REFERRAL OFFICE (HRO)	91
0460 STOCK LIQUOR AND SUNDRY DISPLAY CASE	91
D127 CONDUCT OJT	91
0413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	91
G180 APPROVE PERSONAL CHECKS	91
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	91
0417 INFORM HOUSEKEEPING PERSONNEL OF CHECK-OUTS	91
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	91
G187 COLLECT SERVICE CHARGES FOR HOUSING OR QUARTERS	82
G189 DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	82
G183 CLEAR CASH REGISTERS	82
0424 MAINTAIN DAILY OCCUPANCY RECORDS	82
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	82
D131 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	82
0429 MAINTAIN LITERATURE, SUCH AS BASE MAPS, BUS SCHEDULES, OR ENTERTAINMENT BROCHURES	82
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	82
0403 CONDUCT DAILY SECURITY CHECKS OF BILLETING FACILITIES	82
A46 SCHEDULE LEAVES OR PASSES	32
0433 MAINTAIN RESERVATION LOG BOOKS OR CARDS	73
G206 VERIFY AND SIGN CHANGE FUND RECEIPTS	73
G203 PREPARE REPORTS OF DEPOSITS	73
G205 READ AND RECORD READINGS ON CASH REGISTERS	73
D127 CONDUCT CUSTOMER RELATION TRAINING	73
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	73
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	64

REPRESENTATIVE TASKS PERFORMED BY BILLETING CLERKS  
(GRP335, N=101)

TASK	PERCENT MEMBERS PERFORMING
0402 COLLECT BILLETING FEES	98
G188 COUNT CASH	98
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	94
0417 INFORM HOUSEKEEPING PERSONNEL OF CHECK-OUTS	94
0410 DELIVER MESSAGES TO BILLETING OCCUPANTS	94
G192 OPERATE CASH REGISTERS	91
0464 VERIFY GUEST ELIGIBILITY TO UTILIZE TRANSIENT FACILITIES, SUCH AS BY CHECKING ID CARD OR OTHERS	88
0441 PREPARE AND ISSUE RECEIPTS FOR BILLETING FEES	87
0413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	87
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	81
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	80
0424 MAINTAIN DAILY OCCUPANCY RECORDS	78
0429 MAINTAIN LITERATURE, SUCH AS BASE MAPS, BUS SCHEDULES, OR ENTERTAINMENT BROCHURES	77
0428 MAINTAIN LISTINGS OF OFF-BASE COMMERCIAL MOTELS AND HOTELS	76
G187 COLLECT SERVICE CHARGES FOR HOUSING OR QUARTERS	71
0433 MAINTAIN RESERVATION LOG BOOKS OR CARDS	69
0435 MAINTAIN SERVICE CALL WORK CONTROL LOGS	68
0460 STOCK LIQUOR AND SUNDRY DISPLAY CASE	65
0425 MAINTAIN DISPLAY OR STORAGE FOR KEYS	63
G180 APPROVE PERSONAL CHECKS	63
0456 REFER INCOMING PERSONNEL TO HOUSING REFERRAL OFFICE (HRO)	61
0436 OPERATE BASE LOCATOR SERVICE AFTER NORMAL DUTY HOURS	59
0426 MAINTAIN GUEST HOUSING REGISTERS	56
G183 CLEAR CASH REGISTERS	56
0421 ISSUE EQUIPMENT, SUCH AS PORTABLE CRIBS, IRONING BOARDS, IRONS, OR ROLL AWAY BEDS	56
G211 WITHDRAW CASH FROM CASH REGISTERS	53
G189 DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	50
0401 ASSIGN PUBLIC QUARTERS OR RENTAL UNITS	50
0418 INVENTORY CONTROLLED ITEM FORMS	50
G206 VERIFY AND SIGN CHANGE FUND RECEIPTS	50

REPRESENTATIVE TASKS PERFORMED BY BILLETING ADMINISTRATIVE PERSONNEL  
(GRP290, N=6)

TASK	PERCENT MEMBERS PERFORMING
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	100
0442 PREPARE AUTHORIZED START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS FORMS (AF FORM 594)	100
0401 ASSIGN PUBLIC QUARTERS OR RENTAL UNITS	100
0402 COLLECT BILLETING FEES	100
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	100
0418 INVENTORY CONTROLLED ITEM FORMS	100
0441 PREPARE AND ISSUE RECEIPTS FOR BILLETING FEES	100
0460 STOCK LIQUOR AND SUNDRY DISPLAY CASE	100
0450 PREPARE GOVERNMENT QUARTERS AND MESS (ACCOUNTABLE FORM) FORMS (DD FORM 1351-5)	83
0464 VERIFY GUEST ELIGIBILITY TO UTILIZE TRANSIENT FACILITIES, SUCH AS BY CHECKING ID CARD OR OTHERS	83
0456 REFER INCOMING PERSONNEL TO HOUSING REFERRAL OFFICE (HRO)	83
0413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	83
0424 MAINTAIN DAILY OCCUPANCY RECORDS	83
0417 INFORM HOUSEKEEPING PERSONNEL OF CHECK-OUTS	83
0403 CONDUCT DAILY SECURITY CHECKS OF BILLETING FACILITIES	83
0433 MAINTAIN RESERVATION LOG BOOKS OR CARDS	83
0408 CUT ROOM KEYS FROM BLANKS	83
0410 DELIVER MESSAGES TO BILLETING OCCUPANTS	83
0422 MAIL LOST-AND-FOUND ITEMS TO OWNERS	83
0443 PREPARE BACHELOR HOUSING AND TRANSIENT FACILITIES UTILITIES/OCCUPANCY REPORT FORMS (AF FORM 515)	67
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	67
0436 OPERATE BASE LOCATOR SERVICE AFTER NORMAL DUTY HOURS	67
0412 DETERMINE ADEQUACY STANDARDS FOR CONTRACT QUARTERS	67
0420 INVENTORY LIQUOR IN DISTINGUISHED VISITORS (DV) OR VERY IMPORTANT PERSON (VIP) ROOMS	67
0421 ISSUE EQUIPMENT, SUCH AS PORTABLE CRIBS, IRONING BOARDS, IRONS, OR ROLL AWAY BEDS	67
0415 DRAFT CHANGES TO AFR 35-9, DIRECTORY OF FACILITIES: GOVERNMENT QUARTERS AND MESS, OR OFFICERS OPEN MESS	67
0423 MAINTAIN ACTIVE ACCOUNTS FILE	50
0405 CONDUCT INSPECTIONS OF TRANSIENT, BOQ, AND BNCOQ ROOMS	50
0416 ESTABLISH HOUSEKEEPING STANDARDS FOR MAIDS	50
0425 MAINTAIN DISPLAY OR STORAGE FOR KEYS	50

REPRESENTATIVE TASKS PERFORMED BY MORTUARY AFFAIRS PERSONNEL  
(GRP153, N=43)

TASK	PERCENT MEMBERS PERFORMING
S536 MAINTAIN FILES ON DECEASED PERSONS	98
R504 MAINTAIN SEARCH AND RECOVERY KITS	95
S539 OBTAIN OR FURNISH BURIAL CLOTHING, INSIGNIA, OR EQUIPMENT FOR DECEASED MILITARY PERSONNEL	88
S526 BRIEF SUMMARY COURT OFFICERS OR ESCORTS ON RESPONSIBILITIES	88
Q481 BRIEF SEARCH AND RECOVERY TEAMS	86
Q489 EVALUATE ELIGIBILITY OF INDIVIDUALS FOR AUTHORIZED MORTUARY BENEFITS	86
B65 DIRECT MORTUARY AFFAIRS	84
S546 PREPARE REQUESTS FOR MILITARY HONORS DETAILS OR OTHER FUNERAL PARTY MEMBERS	84
Q502 TRAIN SEARCH AND RECOVERY TEAMS	84
S538 OBTAIN COPIES OF CERTIFICATE OF DEATH FORMS	84
S535 INSPECT HUMAN REMAINS AFTER PREPARATION	84
S544 PREPARE REQUESTS FOR APPOINTMENTS OF ESCORTS OR SUMMARY COURTS	84
S525 BRIEF HONORS DETAILS	81
Q483 COUNSEL NEXT-OF-KIN ON MORTUARY SERVICES AVAILABLE OR PROVIDED	81
Q488 DEVELOP MORTUARY AFFAIRS INPUTS TO OPERATIONS PLANS	81
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	79
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	79
S527 COMPLETE CURRENT DEATHS CHECKLIST FORMS	79
Q485 COUNSEL OR ASSIST SPONSORS IN COMPLETING DISPOSITION OF REMAINS-REIMBURSABLE BASIS FORMS (AF FORM 375)	79
Q498 PREPARE REQUESTS FOR DISPOSITION INSTRUCTIONS ON REMAINS	79
R514 PREPARE REQUESTS FOR TRAVEL ORDERS FOR ESCORT OF HUMAN REMAINS	79
Q495 PREPARE MORTUARY OPERATIONS PLANS	77
Q494 PREPARE INFORMATION FURNISHED TO NEXT-OF-KIN	77
S534 INSPECT CASKETS, SEALED PLASTIC SHEETS, OR SHIPPING CASES	77
Q484 COUNSEL NEXT-OF-KIN ON INTERMENT OR RESERVATION OF GRAVE SITES	74
S549 REVIEW AND PROCESS PREPARATION OF REMAINS AND INSPECTION RECORD FORM (AF FORM 715)	70
B77 ORIENT NEWLY ASSIGNED PERSONNEL	70
Q501 REVIEW OR PROCESS REQUEST FOR PAYMENT OF FUNERAL AND/OR INTERMENT EXPENSES FORMS (DD FORM 1375)	67
Q497 PREPARE REPORTS ON STATUS OF REMAINS	67
A41 REVIEW AUDITS OR INSPECTION REPORTS	67

REPRESENTATIVE TASKS PERFORMED BY MORTUARY AFFAIRS NCOs  
(GRP188, N=11)

TASK	PERCENT MEMBERS PERFORMING
S536 MAINTAIN FILES ON DECEASED PERSONS	100
S538 OBTAIN COPIES OF CERTIFICATE OF DEATH FORMS	100
R504 MAINTAIN SEARCH AND RECOVERY KITS	91
S539 OBTAIN OR FURNISH BURIAL CLOTHING, INSIGNIA, OR EQUIPMENT FOR DECEASED MILITARY PERSONNEL	91
S546 PREPARE REQUESTS FOR MILITARY HONORS DETAILS OR OTHER FUNERAL PARTY MEMBERS	82
R514 PREPARE REQUESTS FOR TRAVEL ORDERS FOR ESCORT OF HUMAN REMAINS	82
S544 PREPARE REQUESTS FOR APPOINTMENTS OF ESCORTS OR SUMMARY COURTS	82
S549 REVIEW AND PROCESS PREPARATION OF REMAINS AND INSPECTION RECORD FORMS (AF FORM 715)	73
S527 COMPLETE CURRENT DEATHS CHECKLIST FORMS	73
S526 BRIEF SUMMARY COURT OFFICERS OR ESCORTS ON RESPONSIBILITIES	73
S535 INSPECT HUMAN REMAINS AFTER PREPARATION	73
Q502 TRAIN SEARCH AND RECOVERY TEAMS	73
Q488 DEVELOP MORTUARY AFFAIRS INPUTS TO OPERATIONS PLANS	73
Q481 BRIEF SEARCH AND RECOVERY TEAMS	73
Q489 EVALUATE ELIGIBILITY OF INDIVIDUALS FOR AUTHORIZED MORTUARY BENEFITS	73
B65 DIRECT MORTUARY AFFAIRS	64
S534 INSPECT CASKETS, SEALED PLASTIC SHEETS, OR SHIPPING CASES	64
Q485 COUNSEL OR ASSIST SPONSORS IN COMPLETING DISPOSITION OF REMAINS-REIMBURSABLE BASIS FORMS (AF FORM 375)	64
A9 ESTABLISH PUBLICATIONS REQUIREMENTS	64
R518 SEARCH ACCIDENT AREAS FOR HUMAN REMAINS	64

REPRESENTATIVE TASKS PERFORMED BY SERVICES NCOICs  
(GRP255, N=28)

TASK	PERCENT MEMBERS PERFORMING
B65 DIRECT MORTUARY AFFAIRS	96
S536 MAINTAIN FILES ON DECEASED PERSONS	96
Q489 EVALUATE ELIGIBILITY OF INDIVIDUALS FOR AUTHORIZED MORTUARY BENEFITS	96
S526 BRIEF SUMMARY COURT OFFICERS OR ESCORTS ON RESPONSIBILITIES	96
Q498 PREPARE REQUESTS FOR DISPOSITION INSTRUCTIONS ON REMAINS	96
R504 MAINTAIN SEARCH AND RECOVERY KITS	96
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	93
Q483 COUNSEL NEXT-OF-KIN ON MORTUARY SERVICES AVAILABLE OR PROVIDED	93
S539 OBTAIN OR FURNISH BURIAL CLOTHING, INSIGNIA, OR EQUIPMENT FOR DECEASED MILITARY PERSONNEL	93
B77 ORIENT NEWLY ASSIGNED PERSONNEL	93
S525 BRIEF HONORS DETAILS	93
Q481 BRIEF SEARCH AND RECOVERY TEAMS	93
S544 PREPARE REQUESTS FOR APPOINTMENTS OF ESCORTS OR SUMMARY COURTS	93
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	89
S527 COMPLETE CURRENT DEATHS CHECKLIST FORMS	89
S546 PREPARE REQUESTS FOR MILITARY HONORS DETAILS OR OTHER FUNERAL PARTY MEMBERS	89
Q494 PREPARE INFORMATION FURNISHED TO NEXT-OF-KIN	89
Q495 PREPARE MORTUARY OPERATIONS PLANS	89
Q502 TRAIN SEARCH AND RECOVERY TEAMS	89
S538 OBTAIN COPIES OF CERTIFICATE OF DEATH FORMS	89
S535 INSPECT HUMAN REMAINS AFTER PREPARATION	89
Q488 DEVELOP MORTUARY AFFAIRS INPUTS TO OPERATIONS PLANS	86
R514 PREPARE REQUESTS FOR TRAVEL ORDERS FOR ESCORT OF HUMAN REMAINS	86
Q501 REVIEW OR PROCESS REQUEST FOR PAYMENT OF FUNERAL AND/OR INTERMENT EXPENSES FORMS (DD FORM 1375)	82
Q484 COUNSEL NEXT-OF-KIN ON INTERMENT OR RESERVATION OF GRAVE SITES	82
Q485 COUNSEL OR ASSIST SPONSORS IN COMPLETING DISPOSITION OF REMAINS-REIMBURSABLE BASIS FORMS (AF FORM 375)	82
S534 INSPECT CASKETS, SEALED PLASTIC SHEETS, OR SHIPPING CASES	82
Q487 DEVELOP DISPOSITION OF PERSONAL PROPERTY ACTIONS OR DOCUMENTS	82
S549 REVIEW AND PROCESS PREPARATION OF REMAINS AND INSPECTION RECORD FORMS (AF FORM 715)	79
A17 ESTIMATE SUPPLIES REQUIREMENTS	79
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	79
A41 REVIEW AUDITS OR INSPECTION REPORTS	79
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	79

REPRESENTATIVE TASKS PERFORMED BY LINEN EXCHANGE PERSONNEL  
(GRP097, N=99)

TASK	PERCENT MEMBERS PERFORMING
P469 INVENTORY OR COUNT LINEN EXCHANGE ITEMS	96
P470 ISSUE OR EXCHANGE LINENS	95
P471 MAINTAIN HAND RECEIPTS OR ACCOUNTABLE RECORDS ON LINEN EXCHANGE ITEMS	93
P473 MAINTAIN REPORTS ON OUTGOING OR INCOMING LINEN EXCHANGE ITEMS	91
P468 EXCHANGE LINEN WITH LAUNDRY CONTRACTORS	89
P480 VERIFY AUTHORIZED USERS OF LINEN EXCHANGE	81
P466 COMPUTE STOCK LEVELS ON LINEN ITEMS	72
P474 MAINTAIN UNIT PROPERTY RECORDS ON LINEN EXCHANGE ITEMS	66
P467 ESTABLISH PICK UP OR DELIVERY DATES	63
B61 DIRECT LINEN EXCHANGE ACTIVITIES	61
P465 COMPUTE OR RECONCILE DAILY COSTS OF LAUNDRY OR DRY CLEANING WITH CONTRACTORS	57
P478 PREPARE REQUISITIONS FOR LINEN EXCHANGE ITEMS	57
P479 REVIEW OR EVALUATE LAUNDRY OR CLEANING CONTRACTS	54
E152 POST INVENTORIES TO RECORDS	53
P475 PREPARE LINEN EXCHANGE EXPENDITURE REPORTS	53
P476 PREPARE LINEN EXCHANGE OPERATIONS REPORTS	51
P472 MAINTAIN LISTINGS OF LAUNDRY TECHNICAL REPRESENTATIVES	47
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	47
C98 EVALUATE CONTRACTOR COMPLIANCE WITH CONTRACTS	38
P477 PREPARE REQUESTS FOR SUPPLEMENTAL FUNDS FOR LINEN EXCHANGE OPERATIONS, SUCH AS REPLACEMENTS	39
A45 SCHEDULE INVENTORIES	38
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	38
H222 MAINTAIN INVENTORY FILES	38
E156 PREPARE INVENTORY ADJUSTMENT VOUCHERS	34
J272 PREPARE DOD SINGLE LINE ITEM RELEASE/RECLIP. DOCUMENT FORMS (DD FORM 1348-1)	33

REPRESENTATIVE TASKS PERFORMED BY LINEN SUPPLY SPECIALISTS  
(GRP278, N=21)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
P470 ISSUE OR EXCHANGE LINENS	95
P468 EXCHANGE LINEN WITH LAUNDRY CONTRACTORS	95
P469 INVENTORY OR COUNT LINEN EXCHANGE ITEMS	95
P471 MAINTAIN HAND RECEIPTS OR ACCOUNTABLE RECORDS ON LINEN EXCHANGE ITEMS	90
P473 MAINTAIN REPORTS ON OUTGOING OR INCOMING LINEN EXCHANGE ITEMS	81
P480 VERIFY AUTHORIZED USERS OF LINEN EXCHANGE	48

REPRESENTATIVE TASKS PERFORMED BY SENIOR LINEN SUPPLY CLERKS  
(GRP195, N=42)

TASK	PERCENT MEMBERS PERFORMING
P469 INVENTORY OR COUNT LINEN EXCHANGE ITEMS	98
P473 MAINTAIN REPORTS ON OUTGOING OR INCOMING LINEN EXCHANGE ITEMS	98
P470 ISSUE OR EXCHANGE LINENS	95
P471 MAINTAIN HAND RECEIPTS OR ACCOUNTABLE RECORDS ON LINEN EXCHANGE ITEMS	95
P466 COMPUTE STOCK LEVELS ON LINEN ITEMS	95
P480 VERIFY AUTHORIZED USERS OF LINEN EXCHANGE	95
P468 EXCHANGE LINEN WITH LAUNDRY CONTRACTORS	93
P474 MAINTAIN UNIT PROPERTY RECORDS ON LINEN EXCHANGE ITEMS	79
P467 ESTABLISH PICK UP OR DELIVERY DATES	79
P465 COMPUTE OR RECONCILE DAILY COSTS OF LAUNDRY OR DRY CLEANING WITH CONTRACTORS	69
P478 PREPARE REQUISITIONS FOR LINEN EXCHANGE ITEMS	69
P479 REVIEW OR EVALUATE LAUNDRY OR CLEANING CONTRACTS	67
P475 PREPARE LINEN EXCHANGE EXPENDITURE REPORTS	67
P476 PREPARE LINEN EXCHANGE OPERATIONS REPORTS	67
P472 MAINTAIN LISTINGS OF LAUNDRY TECHNICAL REPRESENTATIVES	64
B61 DIRECT LINEN EXCHANGE ACTIVITIES	62
E152 POST INVENTORIES TO RECORDS	57
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	55
P477 PREPARE REQUESTS FOR SUPPLEMENTAL FUNDS FOR LINEN EXCHANGE OPERATIONS, SUCH AS REPLACEMENTS	50
H222 MAINTAIN INVENTORY FILES	40

REPRESENTATIVE TASKS PERFORMED BY LINEN EXCHANGE NCOICs  
(GRP257, N=27)

TASK	PERCENT MEMBERS PERFORMING
B61 DIRECT LINEN EXCHANGE ACTIVITIES	100
P469 INVENTORY OR COUNT LINEN EXCHANGE ITEMS	100
P470 ISSUE OR EXCHANGE LINENS	96
P473 MAINTAIN REPORTS ON OUTGOING OR INCOMING LINEN EXCHANGE ITEMS	96
P474 MAINTAIN UNIT PROPERTY RECORDS ON LINEN EXCHANGE ITEMS	93
P471 MAINTAIN HAND RECEIPTS OR ACCOUNTABLE RECORDS ON LINEN EXCHANGE ITEMS	93
P466 COMPUTE STOCK LEVELS ON LINEN ITEMS	93
P478 PREPARE REQUISITIONS FOR LINEN EXCHANGE ITEMS	89
P467 ESTABLISH PICK UP OR DELIVERY DATES	89
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	85
P480 VERIFY AUTHORIZED USERS OF LINEN EXCHANGE	85
C98 EVALUATE CONTRACTOR COMPLIANCE WITH CONTRACTS	81
P468 EXCHANGE LINEN WITH LAUNDRY CONTRACTORS	81
P465 COMPUTE OR RECONCILE DAILY COSTS OF LAUNDRY OR DRY CLEANING WITH CONTRACTORS	81
P479 REVIEW OR EVALUATE LAUNDRY OR CLEANING CONTRACTS	81
E152 POST INVENTORIES TO RECORDS	81
A45 SCHEDULE INVENTORIES	81
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	78
P476 PREPARE LINEN EXCHANGE OPERATIONS REPORTS	74
P475 PREPARE LINEN EXCHANGE EXPENDITURE REPORTS	74
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	70
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	70
A17 ESTIMATE SUPPLIES REQUIREMENTS	70
A25 PLAN FOR DISPOSITION OF EQUIPMENT OR PROPERTY	67
P477 PREPARE REQUESTS FOR SUPPLEMENTAL FUNDS FOR LINEN EXCHANGE OPERATIONS, SUCH AS REPLACEMENTS	67
A46 SCHEDULE LEAVES OR PASSES	67
P472 MAINTAIN LISTINGS OF LAUNDRY TECHNICAL REPRESENTATIVES	63
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	63
B51 CONDUCT SAFETY MEETINGS	63
E151 PLAN INVENTORIES	63

REPRESENTATIVE TASKS PERFORMED BY CLOTHING ISSUE SPECIALISTS  
(GRP275, N=12)

TASK	PERCENT MEMBERS PERFORMING
N376 ESTIMATE CLOTHING OR FOOTWEAR SIZES REQUIRED FOR TRAINEES	100
N383 INVENTORY STOCKS OF CLOTHING ITEMS	100
N369 CONDUCT CLOTHING ISSUE BRIEFINGS	100
N370 CONDUCT INVENTORIES OF CLOTHING ITEMS ISSUED TO TRAINEES PRIOR TO DEPARTURE FROM ISSUE CENTER	100
N398 STOCK SHELVES, BINS, OR RACKS IN CLOTHING ISSUE FACILITIES	92
N380 INSPECT CLOTHING OR FOOTWEAR FOR FLAWS OR DEFECTS	92
N372 DISTRIBUTE AND CHECK FIT OF FOOTWEAR	83
N371 COORDINATE WITH WAREHOUSES OR BACKUP WAREHOUSES ON CLOTHING ISSUE STOCKS	83
N373 DISTRIBUTE AND CHECK FIT OF HEADGEAR	83
N377 FIT COATS, SHIRTS, OR BLOUSES AND MARK ALTERATIONS	75
N382 INTERVIEW TRAINEES TO DETERMINE STATUS, SUCH AS GUARD, RESERVE, OR OTS	75
N384 ISSUE INSIGNIA, CHEVRONS, OR BRASS	75
N379 FIT TROUSERS OR SLACKS AND MARK ALTERATIONS	67
N386 POST CLOTHING ISSUE DATA, SUCH AS STATISTICS, REDLINES, OR ALTERATIONS, ONTO FLIGHTS ROSTERS	58
N396 REVIEW CLOTHING ISSUE FORMS, SUCH AS CLOTHING REQUEST AND RECEIPT FORMS (AF FORM 656)	50
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	50
N392 PREPARE REPAIR TAG FORMS (DD FORM 754)	50
N374 DISTRIBUTE INITIAL CLOTHING ISSUE ITEMS, SUCH AS UNDERWEAR, SOCKS, OR BELTS	50
N381 INSPECT CLOTHING REQUEST AND RECEIPT FORMS FOR ACCURACY AND COMPLETENESS	50
I241 CONDEMN ITEMS	50
N390 PREPARE CLOTHING ISSUE FORMS, SUCH AS CLOTHING REQUEST AND RECEIPT-MALE FORMS (AF FORM 656)	50
N389 PREPARE CLOTHING EXCHANGE LOGS	50
N399 TAKE SPECIAL MEASUREMENTS FOR CLOTHING OR SPECIAL UNIFORMS	50
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	50

REPRESENTATIVE TASKS PERFORMED BY SERVICES OPERATIONS NCOs  
(GRP134, N=32)

TASK	PERCENT MEMBERS PERFORMING
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	91
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	84
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	81
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	81
C107 EVALUATE SECURITY PRACTICES	81
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	72
C106 EVALUATE SANITATION PRACTICES	69
A12 ESTABLISH WORK PRIORITIES	69
D130 COUNSEL AIRMEN ON CAREER OR EDUCATIONAL OPPORTUNITIES	69
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	69
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	69
A46 SCHEDULE LEAVES OR PASSES	69
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	69
A41 REVIEW AUDITS OR INSPECTION REPORTS	66
C115 INSPECT RECORDS, REPORTS, FILES, OR BOOKS OF ACCOUNT	66
B78 PREPARE REPLIES TO INSPECTIONS OR AUDITS	66
B77 ORIENT NEWLY ASSIGNED PERSONNEL	66
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	63
C100 EVALUATE PILFERAGE OR BREAKAGE PRECAUTIONS	63
A19 MAINTAIN STATUS BOARDS, CHARTS, OR GRAPHS	63
A13 ESTIMATE EQUIPMENT REQUIREMENTS	63
H236 RESEARCH POLICY DIRECTIVES OR OTHER JOB RELATED INFORMATIONAL MATERIALS	59
C109 EVALUATE WORKLOADS	59
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	59
C113 INSPECT ITEMS IN STORAGE POINTS	56
B51 CONDUCT SAFETY MEETINGS	56
D131 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	56
B72 INITIATE MILITARY PERSONNEL ACTIONS	56
D127 CONDUCT OJT	53
D133 EVALUATE OR REVIEW SPECIALTY TRAINING STANDARDS (STS)	53

REPRESENTATIVE TASKS PERFORMED BY TRAINING NCOs  
(GRP242, N=10)

TASK	PERCENT MEMBERS PERFORMING
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	100
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	100
B77 ORIENT NEWLY ASSIGNED PERSONNEL	100
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	100
A46 SCHEDULE LEAVES OR PASSES	100
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	100
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	90
D127 CONDUCT OJT	90
B51 CONDUCT SAFETY MEETINGS	90
D131 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	90
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	90
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	90
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	90
A12 ESTABLISH WORK PRIORITIES	90
A43 SCHEDULE DUTY HOURS	90
B89 SUPERVISE MILITARY APPRENTICE SERVICES SPECIALISTS (AFSC 61130)	80
D130 COUNSEL AIRMEN ON CAREER OR EDUCATIONAL OPPORTUNITIES	80
C109 EVALUATE WORKLOADS	80
D136 PREPARE JOB PROFICIENCY GUIDES (JPGs)	80
D139 PREPARE TRAINING PROGRAMS	70
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	70
D124 ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS	70
C107 EVALUATE SECURITY PRACTICES	70
A13 ESTIMATE EQUIPMENT REQUIREMENTS	70
C106 EVALUATE SANITATION PRACTICES	60
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	60
D133 EVALUATE OR REVIEW SPECIALTY TRAINING STANDARDS (STS)	60
B72 INITIATE MILITARY PERSONNEL ACTIONS	60
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	60
B74 INTERVIEW PERSONNEL	60

REPRESENTATIVE TASKS PERFORMED BY SERVICES DIVISION CHIEFS  
(GRP265, N=7)

TASK	PERCENT MEMBERS PERFORMING
A41 REVIEW AUDITS OR INSPECTION REPORTS	100
B78 PREPARE REPLIES TO INSPECTIONS OR AUDITS	100
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	100
A30 PREPARE APPROPRIATED FUNDS BUDGETS	100
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	100
D130 COUNSEL AIRMEN ON CAREER OR EDUCATIONAL OPPORTUNITIES	100
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	100
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	100
A46 SCHEDULE LEAVES OR PASSES	100
A13 ESTIMATE EQUIPMENT REQUIREMENTS	86
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	86
C107 EVALUATE SECURITY PRACTICES	86
B92 SUPERVISE MILITARY PERSONNEL IN AFSCs OTHER THAN 611X0 AND 611X1	86
D133 EVALUATE OR REVIEW SPECIALTY TRAINING STANDARDS (STS)	86
A12 ESTABLISH WORK PRIORITIES	86
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	86
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	86
B48 CERTIFY TIME CARDS	86
A35 PREPARE JOB DESCRIPTIONS	86
B72 INITIATE MILITARY PERSONNEL ACTIONS	86
A19 MAINTAIN STATUS BOARDS, CHARTS, OR GRAPHS	86
B82 REVIEW ACCIDENT REPORTS	86
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	71
A7 ESTABLISH ORGANIZATIONAL STRUCTURE	71
C112 INSPECT FOOD SERVICE ACTIVITIES	71
A14 ESTIMATE PERSONNEL REQUIREMENTS	71
B51 CONDUCT SAFETY MEETINGS	71
H236 RESEARCH POLICY DIRECTIVES OR OTHER JOB RELATED INFORMATIONAL MATERIALS	71
B74 INTERVIEW PERSONNEL	71
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	71
A9 ESTABLISH PUBLICATIONS REQUIREMENTS	71

REPRESENTATIVE TASKS PERFORMED BY SUBSISTENCE OPERATIONS SUPERINTENDENTS  
(GRP240, N=12)

TASK	PERCENT MEMBERS PERFORMING
C107 EVALUATE SECURITY PRACTICES	100
C100 EVALUATE PILFERAGE OR BREAKAGE PRECAUTIONS	100
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	92
A41 REVIEW AUDITS OR INSPECTION REPORTS	92
C106 EVALUATE SANITATION PRACTICES	92
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	92
C115 INSPECT RECORDS, REPORTS, FILES, OR BOOKS OF ACCOUNT	83
C101 EVALUATE PRICING PROCEDURES	83
C113 INSPECT ITEMS IN STORAGE POINTS	83
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	83
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	83
H236 RESEARCH POLICY DIRECTIVES OR OTHER JOB RELATED INFORMATIONAL MATERIALS	75
C119 PREPARE COMMISSARY EVALUATIONS	75
B78 PREPARE REPLIES TO INSPECTIONS OR AUDITS	75
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	75
C102 EVALUATE PROGRAM OPERATING REPORTS	67
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	67
C104 EVALUATE REQUISITIONS OR PURCHASE ORDERS	67
C116 INSPECT WRM PROPERTY	58
C109 EVALUATE WORKLOADS	58
C103 EVALUATE PROPERTY HANDLING PROCEDURES	58
B84 REVIEW DISCREPANCY REPORTS	58
A19 MAINTAIN STATUS BOARDS, CHARTS, OR GRAPHS	58

REPRESENTATIVE TASKS PERFORMED BY CASHIERS  
(GRP271, N=11)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
G192 OPERATE CASH REGISTERS	100
G188 COUNT CASH	100
G189 DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	100
G183 CLEAR CASH REGISTERS	91
G211 WITHDRAW CASH FROM CASH REGISTERS	91
G180 APPROVE PERSONAL CHECKS	82
G205 READ AND RECORD READINGS ON CASH REGISTERS	82
G199 PREPARE CASHIER CREDIT SLIPS	82
G197 PREPARE CASH REFUND/OVERRING REPORTS	73
G208 VERIFY CHANGE FUNDS	73
G203 PREPARE REPORTS OF DEPOSITS	64
G198 PREPARE CASH REGISTER ADJUSTMENT VOUCHERS	64
G209 VERIFY DAILY SUMMARIES OF CASH RECEIPTS	55
G196 PREPARE CASH RECEIPT VOUCHERS	55
G163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	55

REPRESENTATIVE TASKS PERFORMED BY SENIOR WAREHOUSE PERSONNEL  
(GRP161, N=49)

TASK	PERCENT MEMBERS PERFORMING
I246 INVENTORY WAREHOUSE STOCK	90
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	86
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	84
I260 ROTATE STORED ITEMS	78
I243 ESTABLISH STORAGE ROTATION CYCLES	78
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	76
I250 PALLETIZE ITEMS	76
C106 EVALUATE SANITATION PRACTICES	73
A12 ESTABLISH WORK PRIORITIES	73
I261 SECURE STOCK OR PROPERTY IN WAREHOUSE OR BACKUP STORAGE	71
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	69
C109 EVALUATE WORKLOADS	69
C111 INSPECT EQUIPMENT FOR OPERATION OR MAINTENANCE	69
E159 RECONCILE INVENTORIES	69
I256 REMOVE SPOILED ITEMS FROM STORAGE	69
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	67
E160 SUPERVISE INVENTORY TEAMS	67
B59 DIRECT COMMISSARY WAREHOUSES	65
A5 ESTABLISH CONTROLS FOR THE MOVEMENT OF PROPERTY OR EQUIPMENT	65
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	65
C113 INSPECT ITEMS IN STORAGE POINTS	63
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	63
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	63
E161 VERIFY INVENTORIES	63
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	61
J279 VERIFY ISSUE TRANSACTIONS	61
F170 PERFORM OPERATOR MAINTENANCE ON MATERIEL HANDLING EQUIPMENT (MHE), SUCH AS FORKLIFTS OR PALLET JACKS	61
B77 ORIENT NEWLY ASSIGNED PERSONNEL	61
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	59
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	59

REPRESENTATIVE TASKS PERFORMED BY ASSISTANT WAREHOUSE FOREMEN  
(GRP263, N=14)

TASK	PERCENT MEMBERS PERFORMING
I260 ROTATE STORED ITEMS	100
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	100
I250 PALLETIZE ITEMS	100
I261 SECURE STOCK OR PROPERTY IN WAREHOUSE OR BACKUP STORAGE	100
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	93
I246 INVENTORY WAREHOUSE STOCK	93
I243 ESTABLISH STORAGE ROTATION CYCLES	93
C106 EVALUATE SANITATION PRACTICES	86
I256 REMOVE SPOILED ITEMS FROM STORAGE	86
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	86
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	79
A12 ESTABLISH WORK PRIORITIES	79
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	79
F170 PERFORM OPERATOR MAINTENANCE ON MATERIEL HANDLING EQUIPMENT (MHE), SUCH AS FORKLIFTS OR PALLET JACKS	79
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	71
I258 REVIEW RECEIVING REPORTS	71
I254 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENTS	71
J268 ISSUE TEST SAMPLES TO VETERINARIANS	71
C113 INSPECT ITEMS IN STORAGE POINTS	64
C107 EVALUATE SECURITY PRACTICES	64
C111 INSPECT EQUIPMENT FOR OPERATION OR MAINTENANCE	64

REPRESENTATIVE TASKS PERFORMED BY WAREHOUSE NCOICs  
(GRP322, N=24)

TASK	PERCENT MEMBERS PERFORMING
I246 INVENTORY WAREHOUSE STOCK	100
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	96
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	92
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	88
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	88
E159 RECONCILE INVENTORIES	88
I261 SECURE STOCK OR PROPERTY IN WAREHOUSE OR BACKUP STORAGE	83
C109 EVALUATE WORKLOADS	83
E160 SUPERVISE INVENTORY TEAMS	83
B77 ORIENT NEWLY ASSIGNED PERSONNEL	83
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	79
B59 DIRECT COMMISSARY WAREHOUSES	79
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	79
J279 VERIFY ISSUE TRANSACTIONS	79
I260 ROTATE STORED ITEMS	79
E161 VERIFY INVENTORIES	79
C111 INSPECT EQUIPMENT FOR OPERATION OR MAINTENANCE	79
I256 REMOVE SPOILED ITEMS FROM STORAGE	79
B87 SUPERVISE CIVILIAN PERSONNEL	75
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	75
I243 ESTABLISH STORAGE ROTATION CYCLES	75
A46 SCHEDULE LEAVES OR PASSES	75
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	75
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	75
A43 SCHEDULE DUTY HOURS	75
C113 INSPECT ITEMS IN STORAGE POINTS	71
A5 ESTABLISH CONTROLS FOR THE MOVEMENT OF PROPERTY OR EQUIPMENT	71
C107 EVALUATE SECURITY PRACTICES	71
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	71
C106 EVALUATE SANITATION PRACTICES	71

REPRESENTATIVE TASKS PERFORMED BY SHIPPING MANAGEMENT NCOICs  
(GRP302, N=5)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
C111 INSPECT EQUIPMENT FOR OPERATION OR MAINTENANCE	100
A5 ESTABLISH CONTROLS FOR THE MOVEMENT OF PROPERTY OR EQUIPMENT	100
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	100
B51 CONDUCT SAFETY MEETINGS	100
E147 BRIEF INVENTORY TEAMS	100
C113 INSPECT ITEMS IN STORAGE POINTS	80
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	80
A12 ESTABLISH WORK PRIORITIES	80
A18 ESTIMATE TRANSPORTATION REQUIREMENTS	80
E151 PLAN INVENTORIES	80
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	80
E160 SUPERVISE INVENTORY TEAMS	80
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	80
B87 SUPERVISE CIVILIAN PERSONNEL	60
B59 DIRECT COMMISSARY WAREHOUSES	60
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	60
C106 EVALUATE SANITATION PRACTICES	60
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	60
A10 ESTABLISH RECORDS OR REPORTS PROCEDURES	60
J270 OPEN AND INSPECT SEALED CONTAINERS	60

REPRESENTATIVE TASKS PERFORMED BY SUBSISTENCE WAREHOUSE PERSONNEL  
(GRP081, N=75)

TASK	PERCENT MEMBERS PERFORMING
I250 PALLETIZE ITEMS	93
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	81
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	80
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	76
I246 INVENTORY WAREHOUSE STOCK	75
I260 ROTATE STORED ITEMS	73
I247 MARK CASES OR CONTAINERS	61
I261 SECURE STOCK OR PROPERTY IN WAREHOUSE OR BACKUP STORAGE	57
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	57
I256 REMOVE SPOILED ITEMS FROM STORAGE	56
I243 ESTABLISH STORAGE ROTATION CYCLES	47
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	41
I254 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENTS	41
J268 ISSUE TEST SAMPLES TO VETERINARIANS	40

REPRESENTATIVE TASKS PERFORMED BY COMMISSARY SUPERVISORS  
(GRP164, N=60)

TASK	PERCENT MEMBERS PERFORMING
A12 ESTABLISH WORK PRIORITIES	95
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	95
B87 SUPERVISE CIVILIAN PERSONNEL	90
A43 SCHEDULE DUTY HOURS	87
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	87
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	87
A17 ESTIMATE SUPPLIES REQUIREMENTS	87
B77 ORIENT NEWLY ASSIGNED PERSONNEL	87
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	83
A46 SCHEDULE LEAVES OR PASSES	82
A23 PLAN DISPLAYS	80
C106 EVALUATE SANITATION PRACTICES	80
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	80
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	78
C101 EVALUATE PRICING PROCEDURES	77
C100 EVALUATE PILFERAGE OR BREAKAGE PRECAUTIONS	77
B48 CERTIFY TIME CARDS	77
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	77
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	77
E147 BRIEF INVENTORY TEAMS	77
C107 EVALUATE SECURITY PRACTICES	75
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	75
E161 VERIFY INVENTORIES	75
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	73
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	73
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	73
B74 INTERVIEW PERSONNEL	73
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	72
C109 EVALUATE WORKLOADS	72
E160 SUPERVISE INVENTORY TEAMS	72

REPRESENTATIVE TASKS PERFORMED BY COMMISSARY OPERATIONS NCOICs  
(GRP285, N=34)

TASK	PERCENT MEMBERS PERFORMING
A12 ESTABLISH WORK PRIORITIES	100
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	97
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	97
A17 ESTIMATE SUPPLIES REQUIREMENTS	97
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	97
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	97
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	94
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	94
B87 SUPERVISE CIVILIAN PERSONNEL	91
E161 VERIFY INVENTORIES	91
A43 SCHEDULE DUTY HOURS	91
E147 BRIEF INVENTORY TEAMS	91
B72 INITIATE MILITARY PERSONNEL ACTIONS	91
B74 INTERVIEW PERSONNEL	91
C106 EVALUATE SANITATION PRACTICES	88
E151 PLAN INVENTORIES	88
B77 ORIENT NEWLY ASSIGNED PERSONNEL	88
A13 ESTIMATE EQUIPMENT REQUIREMENTS	88
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	85
A16 ESTIMATE SUBSISTENCE OR GENERAL MERCHANDISE REQUIREMENTS	85
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	85
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	85
A46 SCHEDULE LEAVES OR PASSES	85
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	85
C107 EVALUATE SECURITY PRACTICES	82
C101 EVALUATE PRICING PROCEDURES	82
C109 EVALUATE WORKLOADS	82
E160 SUPERVISE INVENTORY TEAMS	82
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	82
C121 WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS	82

REPRESENTATIVE TASKS PERFORMED BY DEPARTMENT MANAGERS  
(GRP274, N=10)

TASK	PERCENT MEMBERS PERFORMING
C106 EVALUATE SANITATION PRACTICES	100
A43 SCHEDULE DUTY HOURS	100
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	100
A23 PLAN DISPLAYS	90
M357 RESOLVE CUSTOMER COMPLAINTS	90
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	90
A46 SCHEDULE LEAVES OR PASSES	90
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	90
B77 ORIENT NEWLY ASSIGNED PERSONNEL	90
A12 ESTABLISH WORK PRIORITIES	80
M352 INSPECT SECURITY OF COMMISSARY BUILDINGS OR FACILITIES	80
B87 SUPERVISE CIVILIAN PERSONNEL	80
G180 APPROVE PERSONAL CHECKS	80
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	80
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	80
M361 STOCK SHELVES OR DISPLAY CASES	80
B51 CONDUCT SAFETY MEETINGS	80
C107 EVALUATE SECURITY PRACTICES	80
C100 EVALUATE PILFERAGE OR BREAKAGE PRECAUTIONS	80
I241 CONDEMN ITEMS	80
M348 CORRECT ERRORS IN CHECK-OUT PRICES	80
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	80
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	80
D124 ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS	80
M354 MANUALLY PRICE MARK SALES STORE STOCK	80
C105 EVALUATE SAFETY OR FIRE PREVENTION PRACTICES	70
A17 ESTIMATE SUPPLIES REQUIREMENTS	70
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	70
M366 VERIFY PRICE CHANGES FOR NEW MONTH PRICES	70
D127 CONDUCT OJT	70

REPRESENTATIVE TASKS PERFORMED BY SITE EXCHANGE MANAGERS  
(GRP258, N=7)

TASK	PERCENT MEMBERS PERFORMING
G188 COUNT CASH	100
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	100
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	100
G191 ISSUE CHANGE FUNDS TO CASHIERS	100
A17 ESTIMATE SUPPLIES REQUIREMENTS	100
G180 APPROVE PERSONAL CHECKS	100
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	100
A12 ESTABLISH WORK PRIORITIES	100
G197 PREPARE CASH REFUND/OVERRING REPORTS	100
A23 PLAN DISPLAYS	100
B67 HIRE PERSONNEL	100
B66 DIRECT SITE EXCHANGES	86
B87 SUPERVISE CIVILIAN PERSONNEL	86
G183 CLEAR CASH REGISTERS	86
C101 EVALUATE PRICING PROCEDURES	86
G208 VERIFY CHANGE FUNDS	86
G202 PREPARE DAILY SUMMARIES OF CASH RECEIPTS	86
G192 OPERATE CASH REGISTERS	86
G206 VERIFY AND SIGN CHANGE FUND RECEIPTS	86
B48 CERTIFY TIME CARDS	86
A4 ESTABLISH CONTROLS AGAINST PILFERAGE OR MISAPPROPRIATION	86
C117 PERFORM SURPRISE CASH COUNTS	86
G181 CHANGE SAFE OR LOCK COMBINATIONS	86
B74 INTERVIEW PERSONNEL	86
E147 BRIEF INVENTORY TEAMS	86
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	86
H227 POST SIGNS OR POSTERS	86
A3 DETERMINE WHICH TYPE EMPLOYEES TO HIRE, SUCH AS TEMPORARY OR PART TIME	86
J276 PREPARE TRANSFER VOUCHERS ON ISSUE OR RETURNS AT FACILITIES, SUCH AS SITE EXCHANGES	71
B97 VERIFY STOCK CONTROL LEVELS	71

REPRESENTATIVE TASKS PERFORMED BY COMMISSARY OPERATIONS PERSONNEL  
(GRP057, N=74)

TASK	PERCENT MEMBERS PERFORMING
M361 STOCK SHELVES OR DISPLAY CASES	88
M354 MANUALLY PRICE MARK SALES STORE STOCK	78
I260 ROTATE STORED ITEMS	72
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	69
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	68
I256 REMOVE SPOILED ITEMS FROM STORAGE	66
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	65
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	64
I250 PALLETIZE ITEMS	64
I247 MARK CASES OR CONTAINERS	62
M358 ROTATE SALES STORE STOCKS	62
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	58
G180 APPROVE PERSONAL CHECKS	58
M357 RESOLVE CUSTOMER COMPLAINTS	58
M348 CORRECT ERRORS IN CHECK-OUT PRICES	57
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	57
M353 INVENTORY SALES STORE STOCK	53
I246 INVENTORY WAREHOUSE STOCK	53
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	51
G192 OPERATE CASH REGISTERS	47
M352 INSPECT SECURITY OF COMMISSARY BUILDINGS OR FACILITIES	46
I261 SECURE STOCK OR PROPERTY IN WAREHOUSE OR BACKUP STORAGE	45
M351 IDENTIFY ITEMS TO BE REWRAPPED	45
M364 TRIM BULK PRODUCE	43
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	43
M362 TRAY, WRAP, OR SEAL PRODUCE BY HAND	42
M355 OPERATE AUTOMATIC PRICING MACHINES	41
G188 COUNT CASH	41
I241 CONDEMN ITEMS	41
F167 CLEAN OR BUFF FLOORS OTHER THAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	39

REPRESENTATIVE TASKS PERFORMED BY COMMISSARY STORE WORKERS  
(GRP253, N=18)

TASK	PERCENT MEMBERS PERFORMING
M361 STOCK SHELVES OR DISPLAY CASES	100
M354 MANUALLY PRICE MARK SALES STORE STOCK	89
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	89
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	83
I260 ROTATE STORED ITEMS	83
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	83
I256 REMOVE SPOILED ITEMS FROM STORAGE	83
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	83
I247 MARK CASES OR CONTAINERS	83
M358 ROTATE SALES STORE STOCKS	78
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY OR CONDITION	78
M357 RESOLVE CUSTOMER COMPLAINTS	78
I250 PALLETIZE ITEMS	78
G180 APPROVE PERSONAL CHECKS	78
M353 INVENTORY SALES STORE STOCK	78
M362 TRAY, WRAP, OR SEAL PRODUCE BY HAND	72
M364 TRIM BULK PRODUCE	72
I246 INVENTORY WAREHOUSE STOCK	72
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	72
M356 REPROCESS WRAPPED PRODUCE	67
M351 IDENTIFY ITEMS TO BE REWRAPPED	67
M348 CORRECT ERRORS IN CHECK-OUT PRICES	67
A23 PLAN DISPLAYS	67
I242 CONSTRUCT STORAGE RACKS OR DISPLAY CASES	67
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	67
M352 INSPECT SECURITY OF COMMISSARY BUILDINGS OR FACILITIES	61
M349 ESTABLISH SELLING PRICES ON PROCESSED PRODUCE	61
M366 VERIFY PRICE CHANGES FOR NEW MONTH PRICES	56
I241 CONDEMN ITEMS	56
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	50

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SERVICES, MEATCUTTERS, AND SUBSISTENCE OPERATIONS CAREER LADDER--ETC(U)  
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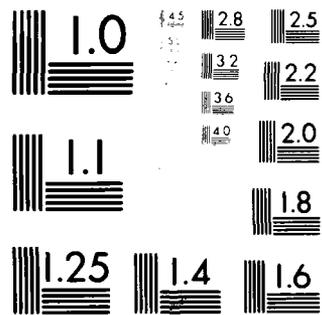
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REPRESENTATIVE TASKS PERFORMED BY CASH CONTROL MONITORS  
(GRP270, N=12)

TASK	PERCENT MEMBERS PERFORMING	
G188	COUNT CASH	100
G211	WITHDRAW CASH FROM CASH REGISTERS	100
M346	CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	92
G192	OPERATE CASH REGISTERS	92
G199	PREPARE CASHIER CREDIT SLIPS	92
M361	STOCK SHELVES OR DISPLAY CASES	92
G191	ISSUE CHANGE FUNDS TO CASHIERS	92
M354	MANUALLY PRICE MARK SALES STORE STOCK	92
G180	APPROVE PERSONAL CHECKS	92
G209	VERIFY DAILY SUMMARIES OF CASH RECEIPTS	92
G202	PREPARE DAILY SUMMARIES OF CASH RECEIPTS	92
M348	CORRECT ERRORS IN CHECK-OUT PRICES	92
M357	RESOLVE CUSTOMER COMPLAINTS	83
G208	VERIFY CHANGE FUNDS	83
G189	DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	83
G205	READ AND RECORD READINGS ON CASH REGISTERS	83
G182	CHECK OR IDENTIFY FOOD STAMPS OR MERCHANDISE COUPONS	83
M358	ROTATE SALES STORE STOCKS	83
I260	ROTATE STORED ITEMS	83
M345	CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	83
G185	COLLECT DISHONORED CHECKS	83
G183	CLEAR CASH REGISTERS	75
G206	VERIFY AND SIGN CHANGE FUND RECEIPTS	75
G197	PREPARE CASH REFUND/OVERRING REPORTS	75
M352	INSPECT SECURITY OF COMMISSARY BUILDINGS OR FACILITIES	75
G203	PREPARE REPORTS OF DEPOSITS	75
I247	MARK CASES OR CONTAINERS	75
G207	VERIFY AUTHORITY OF PERSONNEL TO ENTER CONTROLLED AREAS	75
I250	PALLETIZE ITEMS	75
G194	PREPARE ADDING MACHINE TAPES FOR COUPONS	75

REPRESENTATIVE TASKS PERFORMED BY DAY STOCKERS  
(GRP185, N=18)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
I260 ROTATE STORED ITEMS	94
M354 MANUALLY PRICE MARK SALES STORE STOCK	83
M361 STOCK SHELVES OR DISPLAY CASES	83
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	83
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	78
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	72
I247 MARK CASES OR CONTAINERS	72
I250 PALLETIZE ITEMS	67
M358 ROTATE SALES STORE STOCKS	61
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	56
F167 CLEAN OR BUFF FLOORS OTHER THAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	56
I256 REMOVE SPOILED ITEMS FROM STORAGE	56
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	50
G192 OPERATE CASH REGISTERS	50
G180 APPROVE PERSONAL CHECKS	50

REPRESENTATIVE TASKS PERFORMED BY PRODUCE STOCKERS  
(GRP157, N=6)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
M356 REPROCESS WRAPPED PRODUCE	100
M364 TRIM BULK PRODUCE	100
M355 OPERATE AUTOMATIC PRICING MACHINES	83
M361 STOCK SHELVES OR DISPLAY CASES	83
M362 TRAY, WRAP, OR SEAL PRODUCE BY HAND	83
M351 IDENTIFY ITEMS TO BE REWRAPPED	83
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	83
M363 TRAY, WRAP, OR SEAL PRODUCE USING PACKAGING MACHINES	67
M357 RESOLVE CUSTOMER COMPLAINTS	67
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	50
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	50
G192 OPERATE CASH REGISTERS	50
M349 ESTABLISH SELLING PRICES ON PROCESSED PRODUCE	50

REPRESENTATIVE TASKS PERFORMED BY NIGHT STOCKERS  
(GRP280, N=11)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
M361 STOCK SHELVES OR DISPLAY CASES	100
M354 MANUALLY PRICE MARK SALES STORE STOCK	91
M358 ROTATE SALES STORE STOCKS	45
I247 MARK CASES OR CONTAINERS	36
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	36
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	36
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	27
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	27
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	27
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	27
M348 CORRECT ERRORS IN CHECK-OUT PRICES	27

**REPRESENTATIVE TASKS PERFORMED BY SUBSISTENCE SUPPLY CLERKS  
(GRP026, N=37)**

<b>TASK</b>	<b>PERCENT MEMBERS PERFORMING</b>
L342 REVIEW SUBSISTENCE REQUEST FORMS (AF FORM 287)	68
L339 PREPARE SUBSISTENCE REQUEST FORMS (AF FORM 287)	62
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	57
E152 POST INVENTORIES TO RECORDS	51
L340 PROCESS ISSUE REQUESTS FROM ORGANIZATIONS OR CLUBS	49
L312 ASSIGN OR CANCEL COMMISSARY VOUCHER CONTROL NUMBERS	49
L341 REVIEW ISSUE REQUESTS FROM ORGANIZATIONS OR CLUBS	46
J279 VERIFY ISSUE TRANSACTIONS	43
L319 COMPUTE TROOP SUPPORT RECORDS, SUCH AS REQUIREMENTS, ALLOWANCES, OR COSTS	41
L330 MAINTAIN SUBSISTENCE CONSUMPTION RECORD FORMS (AF FORM 1331)	41
H237 TYPE CORRESPONDENCE, FORMS, OR REPORTS	41
L326 MAINTAIN COMMISSARY VOUCHER AND CONTROL RECORD FORMS	38
H222 MAINTAIN INVENTORY FILES	35
A16 ESTIMATE SUBSISTENCE OR GENERAL MERCHANDISE REQUIREMENTS	35
J272 PREPARE DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT FORMS (DD FORM 1348-1)	32
E158 PREPARE SUBSISTENCE CONSUMPTION RECORD FORMS (AF FORM 1331)	30
J273 PREPARE OR MAINTAIN ABSTRACTS OF ITEMS TRANSFERRED, ISSUED, OR SOLD	30
L313 COMPUTE CONSUMPTION DATA	30
H229 PREPARE MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) DOCUMENTS	30
I253 PREPARE RECEIVING REPORTS	30
L317 COMPUTE MASTER MENUS FOR TROOP SUPPORT REQUIREMENTS	30
E161 VERIFY INVENTORIES	30
C104 EVALUATE REQUISITIONS OR PURCHASE ORDERS	30

**REPRESENTATIVE TASKS PERFORMED BY TROOP SUPPORT SPECIALISTS  
(GRP228, N=6)**

<b>TASK</b>	<b>PERCENT MEMBERS PERFORMING</b>
E158 PREPARE SUBSISTENCE CONSUMPTION RECORD FORMS (AF FORM 1331)	100
E152 POST INVENTORIES TO RECORDS	100
L330 MAINTAIN SUBSISTENCE CONSUMPTION RECORD FORMS (AF FORM 1331)	83
H229 PREPARE MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) DOCUMENTS	83
H222 MAINTAIN INVENTORY FILES	83
L313 COMPUTE CONSUMPTION DATA	67
C104 EVALUATE REQUISITIONS OR PURCHASE ORDERS	67
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	67
E155 PREPARE COMPUTER CARDS FOR MECHANIZED INVENTORIES	50
E157 PREPARE REPORTS ON MONETARY VALUES OF INVENTORIES	50
L319 COMPUTE TROOP SUPPORT RECORDS, SUCH AS REQUIREMENTS, ALLOWANCES, OR COSTS	50
L317 COMPUTE MASTER MENUS FOR TROOP SUPPORT REQUIREMENTS	50
I253 PREPARE RECEIVING REPORTS	50
E156 PREPARE INVENTORY ADJUSTMENT VOUCHERS	50
B76 MAINTAIN RECORDS ON MEALS CONTROL ACTIVITIES	50
I254 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENTS	50

REPRESENTATIVE TASKS PERFORMED BY SUBSISTENCE REQUISITION CLERKS  
(GRP101, N=14)

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
L340 PROCESS ISSUE REQUESTS FROM ORGANIZATIONS OR CLUBS	100
L342 REVIEW SUBSISTENCE REQUEST FORMS (AF FORM 287)	100
L341 REVIEW ISSUE REQUESTS FROM ORGANIZATIONS OR CLUBS	93
L339 PREPARE SUBSISTENCE REQUEST FORMS (AF FORM 287)	86
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	79
L312 ASSIGN OR CANCEL COMMISSARY VOUCHER CONTROL NUMBERS	71
J279 VERIFY ISSUE TRANSACTIONS	71
J278 SCHEDULE DATES FOR SUBSISTENCE ISSUES OR REQUESTS	50
L326 MAINTAIN COMMISSARY VOUCHER AND CONTROL RECORD FORMS	50

REPRESENTATIVE TASKS PERFORMED BY SUBSISTENCE OPERATIONS TRAINING MONITORS  
(GRP173, N=11)

TASK	PERCENT MEMBERS PERFORMING
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	100
D131 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	100
D127 CONDUCT OJT	100
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	91
B89 SUPERVISE MILITARY APPRENTICE SERVICES SPECIALISTS (AFSC 61130)	82
A46 SCHEDULE LEAVES OR PASSES	82
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	82
B77 ORIENT NEWLY ASSIGNED PERSONNEL	82
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	73
A43 SCHEDULE DUTY HOURS	73
I246 INVENTORY WAREHOUSE STOCK	64
D130 COUNSEL AIRMEN ON CAREER OR EDUCATIONAL OPPORTUNITIES	64
D133 EVALUATE OR REVIEW SPECIALTY TRAINING STANDARDS (STS)	64
I260 ROTATE STORED ITEMS	64
I250 PALLETIZE ITEMS	64
I256 REMOVE SPOILED ITEMS FROM STORAGE	64
D135 PLAN TRAINING REQUIREMENTS	55
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	55
D136 PREPARE JOB PROFICIENCY GUIDES (JPGs)	55
B51 CONDUCT SAFETY MEETINGS	55
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	45
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	45
M346 CHECK IDENTIFICATION OF CUSTOMERS ENTERING COMMISSARY STORES	45
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	45
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	45
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	45
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	36
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	36
C113 INSPECT ITEMS IN STORAGE POINTS	36

**REPRESENTATIVE TASKS PERFORMED BY EQUIPMENT SUPPLY MANAGERS  
(GRP224, N=5)**

<u>TASK</u>	<u>PERCENT MEMBERS PERFORMING</u>
A17 ESTIMATE SUPPLIES REQUIREMENTS	100
A15 ESTIMATE SPARE PARTS REQUIREMENTS	100
A13 ESTIMATE EQUIPMENT REQUIREMENTS	100
A24 PLAN EQUIPMENT MAINTENANCE REQUIREMENTS	100
F174 PREPARE REQUESTS FOR EQUIPMENT MAINTENANCE	100
E150 INVENTORY SUPPLY OR EQUIPMENT ITEMS	100
C98 EVALUATE CONTRACTOR COMPLIANCE WITH CONTRACTS	100
A25 PLAN FOR DISPOSITION OF EQUIPMENT OR PROPERTY	100
F173 PREPARE EQUIPMENT TURN-IN DOCUMENTS	100
E149 INVENTORY FIXED ASSETS	100
J274 PREPARE REQUESTS FOR ISSUES OR TURN-INS	100
I253 PREPARE RECEIVING REPORTS	80
L336 PREPARE PURCHASE DESCRIPTIONS FOR COMMISSARY EQUIPMENT	80
C111 INSPECT EQUIPMENT FOR OPERATION OR MAINTENANCE	80
E152 POST INVENTORIES TO RECORDS	80
J266 DELIVER SUBSISTENCE, MERCHANDISE, OR PROPERTY	80
E161 VERIFY INVENTORIES	80
J273 PREPARE OR MAINTAIN ABSTRACTS OF ITEMS TRANSFERRED, ISSUED, OR SOLD	80
A40 PREPARE REQUESTS FOR OPERATIONAL CONTRACTS OR AGREEMENTS	60
H218 MAINTAIN EQUIPMENT RECORDS OR REPORTS FILES	60
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	60
E154 PREPARE COMMISSARY EQUIPMENT RECORD FORMS (AF FORM 1197)	60
E159 RECONCILE INVENTORIES	60
J272 PREPARE DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT FORMS (DD FORM 1348-1)	60
H213 ISSUE ADMINISTRATIVE SUPPLIES	60
I254 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENTS	60
E148 COMPUTE EQUIPMENT ALLOWANCE DROPPAGE	60
F177 PREPARE UNSATISFACTORY REPORTS ON EQUIPMENT OR SUPPLIES	60
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	60
I246 INVENTORY WAREHOUSE STOCK	60

REPRESENTATIVE TASKS PERFORMED BY COMMISSARY MEATCUTTERS  
(GRP118, N=50)

TASK	PERCENT MEMBERS PERFORMING
K287 CUT MEATS USING HAND SAWS OR KNIVES	94
K310 TRAY, WRAP, OR SEAL MEATS BY HAND	92
K292 IDENTIFY AND PROCESS PRIMAL CUTS	88
K311 TRAY, WRAP, OR SEAL MEATS USING PACKAGING MACHINES	86
K288 CUT MEATS USING POWER SAWS	86
K289 CUT SPECIAL MEAT ORDERS	86
F164 CLEAN EQUIPMENT, SUCH AS PANS, RACKS, HAND TOOLS, OR SCALES	84
K290 DISPOSE OF MEAT SCRAPS OR BONES	84
K291 GRIND MEATS	82
F178 SHARPEN HAND TOOLS	80
K308 SLICE MEATS	80
F165 CLEAN MEAT DEPARTMENT POWER EQUIPMENT	80
K296 PERFORM CUTTING TEST	78
K309 TENDERIZE MEATS	76
K286 CUT BONES	76
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	76
K280 ANALYZE GROUND BEEF FOR FAT CONTENT	76
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	74
M355 OPERATE AUTOMATIC PRICING MACHINES	70
K303 PROCESS CARCASSES OF BEEF, VEAL, OR LAMB	68
M351 IDENTIFY ITEMS TO BE REWRAPPED	64
K306 PROCESS WHOLESALE PORK ITEMS, SUCH AS HAMS, LOINS, OR SHOULDERS	62
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	58
M361 STOCK SHELVES OR DISPLAY CASES	54
K293 INVENTORY PRIMAL CUTS	54
M357 RESOLVE CUSTOMER COMPLAINTS	54
K284 COMPUTE MEAT YIELDS OR LOSSES	52

REPRESENTATIVE TASKS PERFORMED BY MEAT DEPARTMENT MANAGERS  
(GRP361, N=20)

TASK	PERCENT MEMBERS PERFORMING
K280 ANALYZE GROUND BEEF FOR FAT CONTENT	100
K289 CUT SPECIAL MEAT ORDERS	95
K291 GRIND MEATS	95
K296 PERFORM CUTTING TESTS	95
K292 IDENTIFY AND PROCESS PRIMAL CUTS	95
K284 COMPUTE MEAT YIELDS OR LOSSES	95
M351 IDENTIFY ITEMS TO BE REWRAPPED	95
L287 CUT MEATS USING HAND SAWS OR KNIVES	90
K288 CUT MEATS USING POWER SAWS	90
C106 EVALUATE SANITATION PRACTICES	90
K307 SCHEDULE DAILY MEAT PRODUCTION	90
K293 INVENTORY PRIMAL CUTS	90
B64 DIRECT MEAT PROCESSING OR CUTTING FACILITIES	90
M357 RESOLVE CUSTOMER COMPLAINTS	90
K290 DISPOSE OF MEAT SCRAPS OR BONES	90
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	90
K297 PLAN MEAT DEPARTMENT PURCHASES	90
K308 SLICE MEATS	90
F164 CLEAN EQUIPMENT, SUCH AS PANS, RACKS, HAND TOOLS, OR SCALES	85
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	85
K310 TRAY, WRAP, OR SEAL MEATS BY HAND	85
K309 TENDERIZE MEATS	85
J268 ISSUE TEST SAMPLES TO VETERINARIANS	85
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	85
A17 ESTIMATE SUPPLIES REQUIREMENTS	85
M355 OPERATE AUTOMATIC PRICING MACHINES	80
K311 TRAY, WRAP, OR SEAL MEATS USING PACKAGING MACHINES	80
C111 INSPECT EQUIPMENT FOR OPERATION OR MAINTENANCE	80
F165 CLEAN MEAT DEPARTMENT POWER EQUIPMENT	80
M350 ESTABLISH SELLING PRICES ON PRODUCTS, SUCH AS MEAT OR MEAT PRODUCTS	80

REPRESENTATIVE TASKS PERFORMED BY MEATCUTTERS  
(GRP169, N=28)

TASK	PERCENT MEMBERS PERFORMING
K287 CUT MEATS USING HAND SAWS OR KNIVES	96
K310 TRAY, WRAP, OR SEAL MEATS BY HAND	96
K311 TRAY, WRAP, OR SEAL MEATS USING PACKAGING MACHINES	93
F164 CLEAN EQUIPMENT, SUCH AS PANS, RACKS, HAND TOOLS, OR SCALES	89
F178 SHARPEN HAND TOOLS	89
K292 IDENTIFY AND PROCESS PRIMAL CUTS	82
F165 CLEAN MEAT DEPARTMENT POWER EQUIPMENT	82
K288 CUT MEATS USING POWER SAWS	82
K289 CUT SPECIAL MEAT ORDERS	79
K290 DISPOSE OF MEAT SCRAPS OR BONES	79
K286 CUT BONES	79
K303 PROCESS CARCASSES OF BEEF, VEAL, OR LAMB	75
K308 SLICE MEATS	71
K309 TENDERIZE MEATS	71
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	71
K291 GRIND MEATS	71
M355 OPERATE AUTOMATIC PRICING MACHINES	68
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	68
K296 PERFORM CUTTING TESTS	64
K280 ANALYZE GROUND BEEF FOR FAT CONTENT	57
K306 PROCESS WHOLESALE PORK ITEMS, SUCH AS HAMS, LOINS, OR SHOULDERS	54

**APPENDIX B**  
**COMMON TASKS PERFORMED BY DAFSC GROUPS**

COMMON TASKS PERFORMED BY DAFSC 61130/50 SERVICES PERSONNEL

TASK	PERCENT MEMBERS PERFORMING (N=381)*
0400 ASSIGN BACHELOR, TRANSIENT, OR OTHER QUARTERS	56
0402 COLLECT BILLETING FEES	54
0417 INFORM HOUSEKEEPING PERSONNEL OF CHECK-OUTS	53
0441 PREPARE AND ISSUE RECEIPTS FOR BILLETING FEES	51
0464 VERIFY GUEST ELIGIBILITY TO UTILIZE TRANSIENT FACILITIES, SUCH AS BY CHECKING ID CARD OR OTHERS	51
G188 COUNT CASH	51
G192 OPERATE CASH REGISTERS	51
0410 DELIVER MESSAGES TO BILLETING OCCUPANTS	49
0413 DETERMINE GUESTS DUTY STATUS AND SPACE AUTHORIZED	49
0406 CONFIRM OR DENY RESERVATIONS BY MAIL, MESSAGE, OR TELEPHONE	48
0419 INVENTORY LIQUOR AND SUNDRY ITEMS	45
0424 MAINTAIN DAILY OCCUPANCY RECORDS	45
0429 MAINTAIN LITERATURE, SUCH AS BASE MAPS, BUS SCHEDULES, OR ENTERTAINMENT BROCHURES	44
0425 MAINTAIN DISPLAY OR STORAGE FOR KEYS	41

\* DOES NOT INCLUDE DAFSC 611X0 SUBSISTENCE OPERATIONS PERSONNEL

**COMMON TASKS PERFORMED BY DAFSC 61170 SERVICES PERSONNEL**

<b>TASK</b>	<b>PERCENT MEMBERS PERFORMING (N=160)*</b>
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	66
B47 BRIEF EMPLOYEES ON STANDARDS OF CONDUCT	61
A12 ESTABLISH WORK PRIORITIES	60
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	60
B77 ORIENT NEWLY ASSIGNED PERSONNEL	59
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	57
A43 SCHEDULE DUTY HOURS	54
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	54
A17 ESTIMATE SUPPLIES REQUIREMENTS	52
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	52
B93 SUPERVISE MILITARY SERVICES SPECIALISTS (AFSC 61150)	51
B48 CERTIFY TIME CARDS	50
D134 MAINTAIN TRAINING PROGRESS RECORDS, SUCH AS ON-THE-JOB TRAINING RECORD FORMS (AF FORM 623)	49
A41 REVIEW AUDITS OR INSPECTION REPORTS	49
A8 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS	48

\* DOES NOT INCLUDE DAFSC 611X0 SUBSISTENCE OPERATIONS PERSONNEL

COMMON TASKS PERFORMED BY DAFSC 61199 AND CEM CODE 61100  
SERVICES PERSONNEL

TASK	PERCENT MEMBERS PERFORMING (N=20)*
A41 REVIEW AUDITS OR INSPECTION REPORTS	85
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	70
B78 PREPARE REPLIES TO INSPECTIONS OR AUDITS	65
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	60
C107 EVALUATE SECURITY PRACTICES	60
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	60
H236 RESEARCH POLICY DIRECTIVES OR OTHER JOB RELATED INFORMATIONAL MATERIALS	55
A30 PREPARE APPROPRIATED FUNDS BUDGETS	55
A19 MAINTAIN STATUS BOARDS, CHARTS, OR GRAPHS	55
A9 ESTABLISH PUBLICATIONS REQUIREMENTS	55
A39 PREPARE PUBLICATIONS OR PUBLICATION SUPPLEMENTS	50
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	50
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	45
A12 ESTABLISH WORK PRIORITIES	45
A10 ESTABLISH RECORDS OR REPORTS PROCEDURES	40

\* DOES NOT INCLUDE DAFSC 611X0 SUBSISTENCE OPERATIONS PERSONNEL

**COMMON TASKS PERFORMED BY DAFSC 61231/51  
SUBSISTENCE OPERATIONS PERSONNEL**

<b>TASK</b>	<b>PERCENT MEMBERS PERFORMING (N=246)</b>
I250 PALLETIZE ITEMS	56
I260 ROTATE STORED ITEMS	51
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	50
I251 POSITION STOCK OR PROPERTY IN WAREHOUSES OR BACKUP STORAGE	48
J269 LOAD OR UNLOAD VEHICLES OR AIRCRAFT	48
I246 INVENTORY WAREHOUSE STOCK	47
I247 MARK CASES OR CONTAINERS	46
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	46
I256 REMOVE SPOILED ITEMS FROM STORAGE	45
M345 CHECK AND RECORD TEMPERATURES OF WALK-IN BOXES OR DISPLAY CASES	38
M361 STOCK SHELVES OR DISPLAY CASES	37
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	34
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE, OR MERCHANDISE	33
M354 MANUALLY PRICE MARK SALES STORE STOCK	33
I239 BALE, SCRAP, SHRED, OR PRESS CARDBOARD OR PAPERS	31

COMMON TASKS PERFORMED BY DAFSC 61271 SUBSISTENCE OPERATIONS PERSONNEL

TASK	PERCENT MEMBERS PERFORMING (N=113)
I246 INVENTORY WAREHOUSE STOCK	65
C114 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	65
C118 PREPARE AIRMAN PERFORMANCE REPORTS (APR)	64
A12 ESTABLISH WORK PRIORITIES	63
A1 ASSIGN INDIVIDUALS TO DUTY POSITIONS	62
B77 ORIENT NEWLY ASSIGNED PERSONNEL	61
A46 SCHEDULE LEAVES OR PASSES	60
J275 PREPARE TALLY IN-OUT FORMS (AF FORM 129)	59
I245 INSPECT INCOMING STOCK OR PROPERTY FOR IDENTITY, QUANTITY, OR CONDITION	56
B87 SUPERVISE CIVILIAN PERSONNEL	56
E159 RECONCILE INVENTORIES	56
B62 DIRECT LOADING OR UNLOADING OF PROPERTY, SUBSISTENCE OR MERCHANDISE	55
I250 PALLETIZE ITEMS	49

COMMON TASKS PERFORMED BY DAFSC 61299 AND CEM CODE 61200  
SUBSISTENCE OPERATIONS PERSONNEL

TASK	PERCENT MEMBERS PERFORMING (N=17)
B73 INTERPRET POLICIES OR DIRECTIVES FOR SUBORDINATES	94
A41 REVIEW AUDITS OR INSPECTION REPORTS	88
H238 WRITE CORRESPONDENCE, REPORTS, OR MESSAGES	88
C108 EVALUATE SUGGESTIONS OR COMPLAINTS	82
C107 EVALUATE SECURITY PRACTICES	82
A38 PREPARE OPERATING INSTRUCTIONS (OI) OR STANDARD OPERATING PROCEDURES (SOP)	82
C113 INSPECT ITEMS IN STORAGE POINTS	76
B78 PREPARE REPLIES TO INSPECTIONS OR AUDITS	76
C106 EVALUATE SANITATION PRACTICES	76
C115 INSPECT RECORDS, REPORTS, FILES, OR BOOKS OF ACCOUNT	71
H236 RESEARCH POLICY DIRECTIVES OR OTHER JOB RELATED INFORMATIONAL MATERIALS	71
C102 EVALUATE PROGRAM OPERATING REPORTS	71
C101 EVALUATE PRICING PROCEDURES	71
C100 EVALUATE PILFERAGE OR BREAKAGE PRECAUTIONS	71
C104 EVALUATE REQUISITIONS OR PURCHASE ORDERS	71

COMMON TASKS PERFORMED BY DAFSC 61230/50 MEATCUTTER PERSONNEL

TASK	PERCENT MEMBERS PERFORMING (N=27)
K287 CUT MEATS USING HAND SAWS OR KNIVES	85
K310 TRAY, WRAP, OR SEAL MEATS BY HAND	85
K311 TRAY, WRAP, OR SEAL MEATS USING PACKAGING MACHINES	81
K288 CUT MEATS USING POWER SAWS	78
K308 SLICE MEATS	78
K289 CUT SPECIAL MEAT ORDERS	78
K292 IDENTIFY AND PROCESS PRIMAL CUTS	74
F164 CLEAN EQUIPMENT, SUCH AS PANS, RACKS, HAND TOOLS, OR SCALES	74
K286 CUT BONES	74
F178 SHARPEN HAND TOOLS	70
K309 TENDERIZE MEATS	70
F165 CLEAN MEAT DEPARTMENT POWER EQUIPMENT	70
K296 PERFORM CUTTING TESTS	70
K290 DISPOSE OF MEAT SCRAPS OR BONES	67
F166 CLEAN MEAT OR PRODUCE DEPARTMENT PROCESSING AREAS	67

COMMON TASKS PERFORMED BY DAFSC 61270 MEATCUTTER PERSONNEL

TASK	PERCENT MEMBERS PERFORMING (N=20)
K311 TRAY, WRAP, OR SEAL MEATS USING PACKAGING MACHINES	80
K287 CUT MEATS USING HAND SAWS OR KNIVES	80
K310 TRAY, WRAP, OR SEAL MEATS BY HAND	80
K292 IDENTIFY AND PROCESS PRIMAL CUTS	80
F178 SHARPEN HAND TOOLS	80
M351 IDENTIFY ITEMS TO BE REWRAPPED	75
K296 PERFORM CUTTING TESTS	75
K288 CUT MEATS USING POWER SAWS	75
F164 CLEAN EQUIPMENT, SUCH AS PANS, RACKS, HAND TOOLS, OR SCALES	70
B64 DIRECT MEAT PROCESSING OR CUTTING FACILITIES	70
K289 CUT SPECIAL MEAT ORDERS	70
K303 PROCESS CARCASSES OF BEEF, VEAL, OR LAMB	65
E165 CLEAN MEAT DEPARTMENT POWER EQUIPMENT	65
F163 CLEAN DISPLAY CASES, WALK-IN BOXES, FURNITURE, OR FIXTURES	65
M355 OPERATE AUTOMATIC PRICING MACHINES	60

