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UNITED STATES AIR FORCE

AD-A169 537

# OCCUPATIONAL SURVEY REPORT



**YOUR SAFETY STAFF**

SAFETY CAREER LADDER

AFSC 241X0

AFPT 90-241-759

MAY 1986

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HQ SAC/TTGT	1		1	
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HQ TAC/TTGT	1		1	
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HQ USAFE/DPAT	3		3	
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NODAC	1			
3400 TCHTW/TTGX (LOWRY AFB CO 80230-5000)	5	2	2	9
3400 TCHTW/TTS (LOWRY AFB CO 80230-5000)	1		1	
DET 5, USAFOMC (LOWRY AFB CO 80230-5000)	1	1	1	1
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## PREFACE

This report presents the results of an Air Force occupational survey of the Safety career ladder (AFSC 241X0). Authority for conducting occupational surveys is contained in AFR 35-2. Computer printouts from which this report was produced are available for use by operations and training officials upon request.

The survey instrument was developed by First Lieutenant William A. Carney, Inventory Development Specialist. Dr. David E. Williams, Occupational Analyst, analyzed the data and wrote the final report. Mr. Wayne J. Fruge provided computer programming support for the project. Administrative support was provided by Mr. Richard G. Ramos. This report has been reviewed and approved by Lieutenant Colonel Charles D. Gorman, Chief, Airman Analysis Branch, Occupational Analysis Division, USAF Occupational Measurement Center.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the USAF Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas 78150-5000.

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## SUMMARY OF RESULTS

1. Survey Coverage. A total of 490 members of the Safety career ladder, representing 76 percent of assigned strength, was surveyed to obtain current data for use in the occupational analysis of the Safety career ladder. All major commands with Safety personnel assigned were represented.
2. Specialty Jobs. Most of the Safety personnel perform jobs which primarily involve ground safety, other general safety inspections, and mishap investigations. There are a few other job groups related to management, supervision, and other more specific functions such as missiles or explosive surety. Overall, the Safety career ladder is very homogeneous.
3. Career Ladder Progression. The AFS 241X0 career ladder follows an unusual pattern of career progression through skill levels. Although the Safety career is a lateral ladder, personnel still progress through the 3-, 5-, 7-, 9-skill levels and CEM Code 24100. The 3- and 5-skill level personnel perform mostly technical tasks, while 7-skill level personnel perform technical tasks as well as supervisory functions, with 9-skill and CEM Codes performing primarily management and supervisory functions.
4. AFR 39-1 Specialty Descriptions. The skill level descriptions accurately reflect the jobs performed by career ladder personnel.
5. Training Analysis. The POI and STS are well supported by data and adequately matched to the duties of Air Force Safety personnel. The POI and STS have several nonreferenced tasks and nonreferenced subparagraphs. Both non-referenced tasks and subparagraphs should be evaluated by training personnel. Overall, training provided by the basic course is adequate.
6. Comparison to Previous Survey. The results of the current and previous occupational analyses are relatively similar. The minor distinctions are the results of the members of the current study performing slightly broader jobs than those of the previous study. As a whole, the career ladder appears fairly stable.

OCCUPATIONAL SURVEY REPORT  
SAFETY CAREER LADDER  
(AFSC 241X0)

INTRODUCTION

This is a report of an occupational survey of the Safety career ladder (AFSC 241X0) completed by the Occupational Analysis Division, USAF Occupational Measurement Center, in May 1986. This specialty was last surveyed in 1979. The present survey was requested by 3400 TCHTW/TTGX, Lowry AFB, Colorado to identify training considerations due to proposed changes to the Specialty Training Standard (STS) and Specialty Description (AFR 39-1).

Background

AFSC 241X0 was created in 1960 as the Safety career ladder, with three shreds: A - General, B - Missile, and C - Disaster Control. Although the functions of the Safety career ladder have remained essentially stable, there were several changes in the career ladder structure over the years, including the deletion of the A-, B-, and C-shreds.

Personnel entering the Safety career ladder prior to 1976 were accepted only after achieving a 5-skill level in another field. In 1979, the Air Force began to accept personnel directly from basic training for entry into the Safety career ladder. In 1981, the AF converted the Safety ladder back to a lateral AFSC and it has remained a lateral since that time. Currently, primary entry into the career ladder is from personnel who have achieved 5-skill level in other career fields through a Category A, 8-week formal training course (G3ALR 24130) conducted at Lowry AFB, Colorado. Personnel entering the 3-level Safety training course must have a Secret clearance by class start date.

The primary responsibilities of the Safety career ladder, as described in AFR 39-1 Specialty Descriptions, vary slightly by skill levels. For the 3- and 5-skill level personnel, duties involve conducting safety programs, assisting in performing inspections and surveys of base areas and activities to eliminate accident potentials, operating safety education equipment, and providing safety staff supervision during hazardous operations and in accident investigations. For 7-skill level personnel, duties involve conducting and assisting in the supervision of safety programs, analyzing accident causes and trends, and performing inspections and surveys of areas and activities to eliminate accident potentials. Duties also include performing accident investigations, providing safety staff supervision during hazardous operations, operating safety education equipment, and supervising safety activities. For the 9-skill and CEM Code 24100, duties involve superintending and conducting safety programs; planning, organizing, directing, and controlling safety activities; performing technical safety functions; and supervising Safety personnel.

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## SURVEY METHODOLOGY

### Inventory Development

Data were collected for this occupational survey using USAF Job Inventory AFPT 90-241-759, dated November 1984. A tentative task list was prepared after reviewing current career ladder documents, tasks from previous job inventories, and data from the previous occupational survey report (OSR). The tentative task list was then evaluated through personal interviews with 28 subject-matter specialists from 7 bases. A background section contained questions regarding grade, duty title, total time in career field, time in present job, total active federal military service, and job satisfaction data. Bases visited to validate the task list were determined primarily by the recommendations of technical training managers and functional managers. Bases in order of visit were:

Lowry AFB CO (ATC)	Technical Training
Lackland AFB TX (ATC)	Utilize weapons and explosives
Bergstrom AFB TX (TAC)	Has flying mission and ANG unit
Edwards AFB CA (AFSC)	Has test facilities and a wide variety of aircraft
Castle AFB CA (SAC)	Typical SAC base
Langley AFB VA (TAC)	Headquarters wing and squadron level
McGuire AFB NJ (MAC)	Provide MAC input

These bases were chosen to include representative commands and missions. A final inventory consisting of 373 tasks grouped under 11 headings was developed.

### Survey Administration

Consolidated Base Personnel Offices (CBPO) in operational units worldwide administered the inventory to AFSC 241X0 personnel holding 3-, 5-, 7-, and 9-skill levels and CEM Code 24100 from January to June 1985. These individuals were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL).

### Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across major commands (MAJCOM) and paygrade groups. There were 559 eligible 3-, 5-, 7-, and 9-skill level and 24100 CEM Code personnel who were mailed inventory booklets. Table 1 shows the percentage distribution by MAJCOM of assigned personnel in the career ladder as of January 1985. Also listed by MAJCOM is the percent distribution of respondents in the final

TABLE 1  
COMMAND REPRESENTATION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
TAC	17	17
SAC	17	17
USAFE	13	13
ATC	12	13
MAC	10	10
AFSC	10	10
PACAF	7	6
AFCC	5	6
AAC	2	3
OTHER	7	5

Total Assigned\* - 644  
 Total Eligible for Survey\*\* - 559  
 Total in Sample - 490  
 Percent of Assigned in Sample - 76%  
 Percent of Eligible in Sample - 88%

\* Manning figures as of January 1985  
 \*\* Excludes personnel retiring, PCS status, in hospital,  
 or less than 6 weeks on the job

sample. The 490 respondents included in the final sample represent 76 percent of the personnel assigned to the Safety career ladder. Table 2 reflects the paygrade distribution.

### Data Processing and Analysis

Once Job Inventories are returned from the field, the responses to background information and tasks are checked for completeness and the data are then entered into a computer. Specialized computer analysis programs, called Comprehensive Occupational Data Analysis Program (CODAP), are then applied to the data and various computer products are generated to aid in analysis. The resulting CODAP computer products identify groups of survey respondents based on specific factors such as percent members performing and percent time spent on tasks.

Computer-generated job descriptions are available for DAFSC, Time In Career Field (TICF), career ladder, MAJCOM, and CONUS/overseas groups and include such information as percent MAJCOM performing each task, the average percent time spent performing tasks, and the cumulative average percent time spent by all members for each task in the inventory.

### Task Factor Administration

In addition to completing a job inventory, selected senior AFSC 241X0 personnel were asked to complete a second booklet designed to collect either training emphasis (TE) or task difficulty (TD) ratings. The TE and TD booklets are processed separately from the job inventories. Rating information is discussed in more detail in the training section of this report.

Task Difficulty (TD). Each person completing a TD booklet was asked to rate all inventory tasks on a 9-point scale (from extremely low to extremely high) as to the relative difficulty of those tasks. Difficulty is defined as the length of time required by an average individual to learn to do a particular task. Task difficulty data were independently collected from 45 senior personnel in the Safety career ladder stationed worldwide. Interrater reliability (as assessed through components of variance of standardized group means) is .94, which indicates a high degree of agreement among the 45 raters as to which tasks are the most difficult to learn to perform. Ratings are adjusted so that tasks of average difficulty have ratings of 5.00 and a standard deviation of 1.00. The resulting data are essentially a rank ordering of tasks, indicating the degree of difficulty for each task in the inventory.

Training Emphasis (TE). Another group of senior technicians were selected to complete TE booklets which involve rating tasks on a 10-point scale from 0 (no training required) to 9 (extremely high training emphasis). Training emphasis data were independently collected from 45 senior AFSC 241X0 personnel assigned worldwide. Training emphasis is a rating of which tasks require more emphasis in structured training for first-term personnel.

TABLE 2  
PAYGRADE REPRESENTATION OF SURVEY SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-4	9	8
E-5	40	44
E-6	26	26
E-7	19	16
E-8	4	4
E-9	2	2

\* As of January 1985

Structured training is defined as training provided at the resident technical schools, field training detachments (FTD), mobile training teams, formal OJT, or any other organized training method.

When used in conjunction with other factors, such as percent members performing and TD ratings, TE data can provide an insight into the level of structured training at which a particular task should be taught, whether courses of instruction should be lengthened or shortened, and other training requirements. The interrater reliability (as assessed through components of variance of standard group means) for the 45 raters surveyed was .95, indicating a very high level of agreement among raters as to which tasks require some form of structured training and the relative amount of emphasis that should be placed on those tasks. In this specialty, the average TE rating is 3.04, and the standard deviation is 1.58. Tasks rated 4.62 or higher are considered to have high TE ratings.

### SPECIALTY JOBS (Career Ladder Structure)

An important part of an Occupational Survey Report is to identify the functional structure within the career ladder on the basis of what incumbents are actually doing. The analysis of actual jobs performed is made possible by the use of the Comprehensive Occupational Data Analysis Program (CODAP). By using CODAP, the tasks performed by career ladder personnel are examined and job groups are formed based on similarity of tasks performed, and relative time spent performing tasks. Using career ladder structure data as a starting point, a thorough examination of the accuracy and completeness of career ladder documents (AFR 39-1 Specialty Descriptions and Specialty Training Standards) is conducted and an understanding of current utilization patterns is formulated.

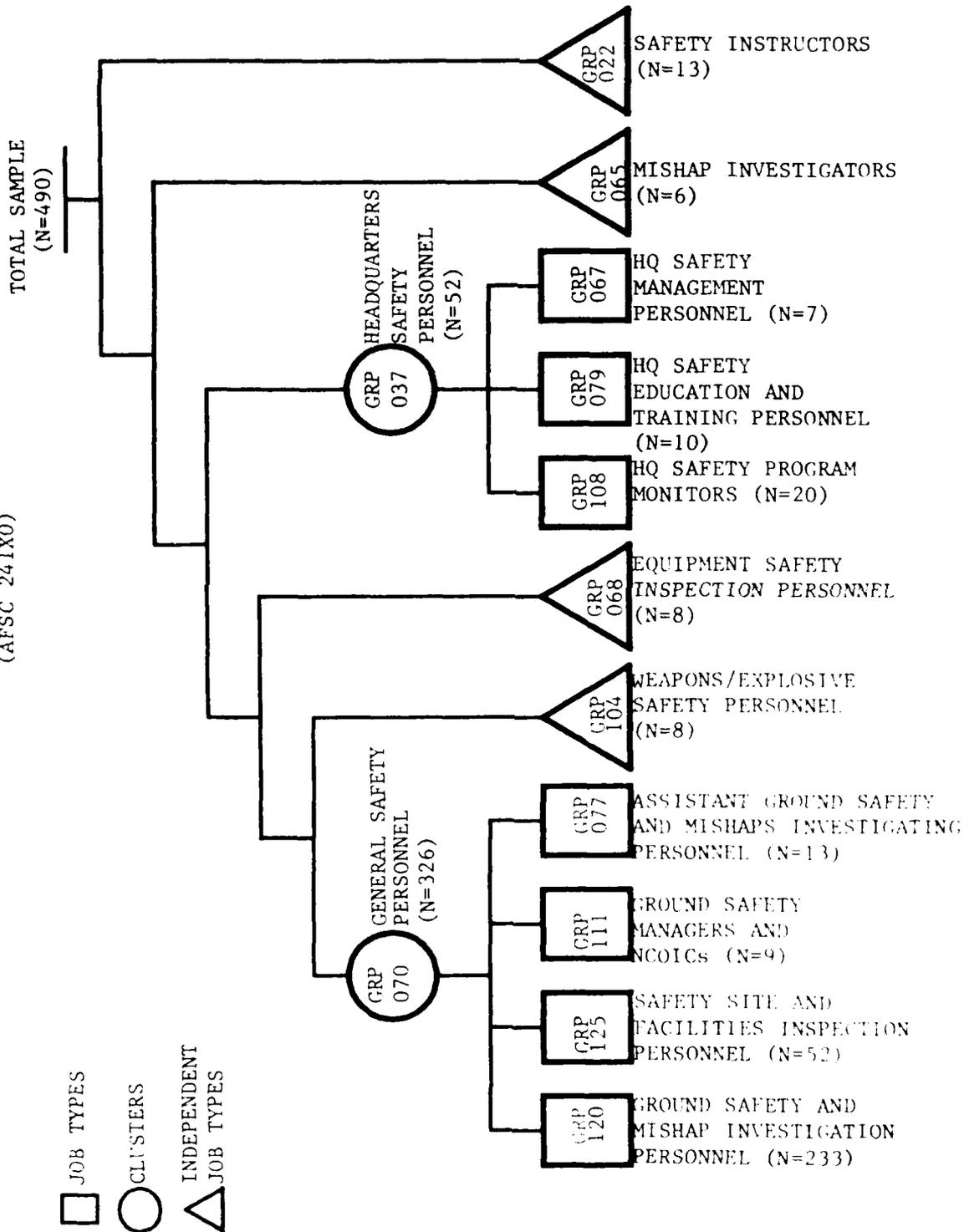
The career ladder analysis process consists of determining the functional job structure of career ladder personnel in terms of job types, clusters, and independent job types. A job type is a group of individuals who perform many of the same tasks and also spend similar amounts of time performing them. When there is a substantial degree of similarity between different job types they are grouped together and labeled clusters. Finally, there are often cases of specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are labeled independent job types.

#### Overview of Specialty Jobs

The job structure of the Safety career ladder was determined by a job type analysis of the data from 490 respondents. A thorough analysis identified two clusters, seven job types, and four independent job types. The division of jobs performed by AFSC 241X0 personnel is based on task similarities and differences and relative amount of time spent performing each task. The jobs performed are illustrated in Figure 1. These clusters, job types, and

FIGURE 1

CAREER LADDER STRUCTURE FOR THE SAFETY CAREER LADDER  
(AFSC 241X0)



independent job types are listed below. The group (GRP) number shown beside each title is a reference to computer-printed information; the number of personnel in the group (N) is also shown. The number of personnel in job types included in each cluster does not always equal the number of personnel shown for that cluster. The jobs of those not included are adequately described by the cluster description.

#### Specialty Jobs

- I. GENERAL SAFETY PERSONNEL CLUSTER (GRP070, N=326)
  - A. Ground Safety and Mishap Investigation Personnel Job Type (GRP120, N=233)
  - B. Safety Site and Facilities Inspection Personnel Job Type (GRP125, N=52)
  - C. Ground Safety Managers and NCOICs Job Type (GRP111, N=9)
  - D. Assistant Ground Safety and Mishap Investigation Personnel Job Type (GRP077, N=13)
- II. WEAPONS/EXPLOSIVE SAFETY PERSONNEL INDEPENDENT JOB TYPE (GRP104, N=18)
- III. EQUIPMENT SAFETY INSPECTION PERSONNEL INDEPENDENT JOB TYPE (GRP068, N=12)
- IV. HEADQUARTERS SAFETY PERSONNEL CLUSTER (GRP037, N=52)
  - A. Headquarters Safety Program Monitors Job Type (GRP108, N=20)
  - B. Headquarters Safety Education and Training Personnel Job Type (GRP079, N=10)
  - C. Headquarters Safety Management Personnel Job Type (GRP067, N=7)
- V. MISHAP INVESTIGATORS INDEPENDENT JOB TYPE (GRP065, N=6)
- VI. SAFETY INSTRUCTORS INDEPENDENT JOB TYPE (GRP022, N=13)

The respondents forming these groups account for 87 percent of the survey sample. The remaining 13 percent, though reporting similar job titles, are personnel whose responsibilities differ enough that they do not group with any of the identified specialty jobs.

#### Group Descriptions

The following paragraphs contain brief descriptions of the job types, clusters, and independent job types identified in the career ladder structure analysis. Relative percent time spent on duties, selected background data,

and job satisfaction data are provided for these groups in Tables 3 thru 5. Extensive lists of representative tasks performed by each specialty group discussed below are provided in Appendix A.

I. GENERAL SAFETY PERSONNEL CLUSTER (GRP070, N=326). The 326 members of this cluster comprise 67 percent of the sample. These personnel are primarily responsible for conducting the day-to-day Safety program activities. Sixty-four percent of these cluster members' job time is spent performing tasks related to safety inspections, administrative functions, and mishap investigations. The large number represented in this group reflects the high degree of similarity of jobs performed by safety personnel, with only minor variations. Although 57 percent of these members hold a 7-skill level or higher, they are not primarily supervisory personnel as would normally be expected. Members of this cluster perform an average of 156 tasks which is the second highest of all groups reported and involve a variety of functions and responsibilities. Common tasks include:

- drive military vehicles
- inspect administrative areas
- interview injured person or persons directly involved in mishaps
- inspect machinery for proper machine guarding
- inspect aircraft batteries
- inspect sites or facilities for slipping hazards
- write safety related articles
- review inspections schedules and follow-up activities
- review mishap findings to determine causative factors

No members of this cluster are in their first enlistment (TAFMS); however, 48 percent are in the 1-48 months Time In Career Field (TICF) group. These personnel hold an average paygrade of E-6, have an average of 60 months in the military, 30 percent are assigned to overseas locations, and they indicate a high degree of job satisfaction. This cluster consists of four job types which are discussed below.

A. Ground Safety and Mishap Investigation Personnel Job Type (GRP120, N=233). These members perform primarily ground safety and mishap investigation functions, with 65 percent of their job time devoted to tasks related to three duties: general safety inspections, mishap investigation, and administrative functions. These personnel are assigned throughout the Air Force and perform the broadest job of all identified jobs. They perform an average of 175 tasks. Common tasks include:

- inspect sites or facilities for electrical hazards
- prepare safety inspection reports

TABLE 3  
SELECTED BACKGROUND DATA FOR CAREER LADDER CLUSTERS AND SUBCLUSTERS

	GENERAL SAFETY PERS CLUSTER (GRP070, N=326)		WEAPONS/ EXPLOSIVE SAFETY PERS IJT (GRP104, N=18)		EQUIPMENT SAFETY INSPECTION PERS IJT (GRP068, N=12)		HQ SAFETY PERS CLUSTER (GRP037, N=52)		MISHAP INVESTIGATORS IJT (GRP065, N=6)		SAFETY INSTRUCTORS IJT (GRP022, N=13)	
NUMBER IN GROUP	326		18		12		52		6		13	
PERCENT OF TOTAL SAMPLE	67%		4%		3%		11%		1%		3%	
PERCENT IN CONUS	66%		82%		87%		77%		83%		77%	
PERCENT OVERSEAS	34%		18%		17%		24%		17%		23%	
DAFSC DISTRIBUTION:												
24130	4%		-		17%		-		17%		-	
24150	39%		22%		33%		10%		50%		77%	
24170	52%		61%		42%		65%		33%		23%	
24190	4%		17%		-		14%		-		-	
24100	1%		-		8%		11%		-		-	
AVERAGE GRADE												
AVERAGE TICF	63		86		41		105		37		53	
AVERAGE TAFMS	156		153		147		196		116		130	
PERCENT IN FIRST-ENLISTMENT (TAFMS)												
	-		-		-		-		-		-	
PERCENT IN FIRST-ENLISTMENT (TICF)												
	48%		34%		67%		21%		67%		62%	
AVERAGE NUMBER OF TASKS PERFORMED												
	156		134		62		66		40		28	

TABLE 4  
RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOB GROUPS

DUTIES	GENERAL	WEAPONS/ EXPLOSIVE	EQUIPMENT	HO SAFETY	MISHAP	SAFETY
	SAFETY PERSONNEL CLUSTER	SAFETY PERS IJT	SAFETY INSPECTION PERS IJT	PERS CLUSTER	INVESTIGATORS IJT	INSTRUCTORS IJT
A ORGANIZING AND PLANNING	7	7	4	15	3	7
B DIRECTING AND IMPLEMENTING	6	7	4	12	2	7
C INSPECTING AND EVALUATING	3	4	2	5	1	2
D TRAINING	2	3	*	4	1	6
E PERFORMING ADMINISTRATIVE FUNCTIONS	11	7	10	20	13	20
F PERFORMING MISHAP INVESTIGATIONS	15	10	11	18	55	4
G PERFORMING GENERAL SAFETY INSPECTIONS	40	31	60	13	3	4
H PERFORMING MISSILE SAFETY INSPECTIONS	*	18	-	*	-	-
I CONDUCTING SAFETY EDUCATION	2	*	2	*	4	41
J COORDINATING AND MAINTAINING LIAISON	9	6	3	9	14	3
K PERFORMING GENERAL SAFETY FUNCTIONS	3	4	3	4	3	6
L MANAGING NUCLEAR SURETY PROGRAM	*	2	*	*	-	-

NOTE: Total time spent may not equal 100 percent due to rounding.

TABLE 5

COMPARISON OF JOB SATISFACTION INDICATORS FOR CAREER LADDER SPECIALTY JOB GROUPS

	GENERAL SAFETY PERSONNEL CLUSTER	WEAPONS/ EXPLOSIVE SAFETY PERS IJT	EQUIPMENT SAFETY INSPECTION PERS IJT	HO SAFETY PERS CLUSTER	MISHAP INVESTIGATORS IJT	SAFETY INSTRUCTORS IJT
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	87	87	87	90	67	67
SO-SO	8	6	8	6	-	8
DULL	5	7	5	4	33	25
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	90	89	90	91	50	69
LITTLE OR NOT AT ALL	10	11	10	9	50	31
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	89	94	89	91	83	75
LITTLE OR NOT AT ALL	11	6	11	9	17	25
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	74	55	74	74	67	84
NO, OR PROBABLY NO	12	28	12	11	33	8
PLAN TO RETIRE	14	17	14	15	-	3

- inspect sites or facilities for utilization of personal protective equipment or clothing
- prepare AF Form 711 series (USAF Mishap Report)
- interview witnesses
- inspect sites or facilities for operational status
- evaluate hazard reports
- inspect material handling or lifting devices
- inspect battery shops
- inspect compressed gas storage areas

Thirty-eight percent of these personnel are assigned to overseas locations, 63 percent hold the 7-skill level or higher, and 43 percent are in the 1-48 month TICF group.

B. Site and Facilities Safety Inspection Personnel Job Type (GRP125, N=52). These personnel are inspectors who are primarily responsible for inspecting a variety of sites and facilities including service and recreational facilities such as base child care centers, bowling alleys, gymnasiums, commissary areas, recreation centers, club facilities, hospital facilities, carpentry shops, and vehicle maintenance shops. The three duties which consume a majority (78 percent) of these incumbents' job time are general safety inspections, administrative functions, and mishap investigations. They perform an average of 119 tasks. Common tasks include:

- inspect machinery for proper machine guarding
- inspect athletic fields
- inspect carpenter shops
- inspect gymnasiums
- inspect motor vehicle maintenance shops
- inspect base child care center

Slightly more than half of these members hold DAFSC 24150; 64 percent are in the 1-48 month TICF group.

C. Ground Safety Managers and NCOICs Job Type (GRP111, N=9). This small job type includes nine individuals whose primary responsibilities are management and supervision of safety activities. Although they perform some routine safety tasks, a majority of their job time is spent on management and supervisory related task. Approximately 50 percent of their job time is devoted to five categories of tasks: general safety inspections, mishap investigation, administrative functions, organizing and planning, and directing and implementing. They perform an average of 114 tasks. Common tasks include:

- prepare AF Form 711 series (USAF Mishap Report)
- determine work priorities
- plan unit safety officer and NCO training programs

- research technical publications or manuals
- evaluate hazard reports
- develop or improve work methods or procedures
- prepare drafts of general correspondence
- review inspection schedules and follow-up actions
- develop or publish safety education materials
- evaluate safety-related suggestions

Sixty-seven percent of these personnel hold DAFSC 24170. The average grade for this job type is E-6.

D. Assistant Ground Safety and Mishap Investigation Personnel Job Type (GRP077, N=13). These personnel perform tasks related to ground safety and mishap investigation functions similar to the Ground Safety and Mishap Investigation (GRP 120) group described above; however, they perform a less technical job which involves less detail. They spend a majority of their job time on three duties that are common to this cluster (general safety inspections, mishap investigations, and administrative functions). They perform an average of 81 tasks. Common tasks include:

- interview injured persons or persons involved in mishaps
- review hospital emergency treatment logs
- review hospital admission or disposition logs
- drive military vehicles
- prepare AF Form 740
- interview witnesses
- inspect arts and craft centers
- inspect hospital facilities
- inspect swimming facilities
- maintain reportable accident statistics

Sixty-nine percent of these personnel are in the 1-48 month TICF group, 67 percent hold DAFSC 24150, and their average grade is E-5.

II. WEAPONS/EXPLOSIVE SAFETY PERSONNEL INDEPENDENT JOB TYPE (GRP104, N=18). This group of 18 individuals perform safety functions primarily within strategic missile or bomb wings or at the space or missile testing center. The safety programs in which they work are heavily oriented toward maintenance, storage, and handling of missiles. They perform an average of 134 tasks. Common tasks include:

- monitor missile hazardous situations
- provide safety staff supervision during hazardous operations
- verify positive control of smoking materials or areas

- verify positive control of flame producing devices
- inspect sites or facilities for slipping hazards
- inspect sites or facilities for environmental health hazards
- inspect installation, removal or transportation of weapons or space systems
- inspect personnel access areas
- inspect sites and facilities for the color coding of physical hazards
- verify minimum number of qualified personnel are present during hazardous operations

These personnel have an average grade of e-6, 34 percent are in the 1-48 month TICF group, and 61 percent hold DAFSC 24170.

III. EQUIPMENT SAFETY INSPECTION PERSONNEL INDEPENDENT JOB TYPE (GRP068, N=12). These personnel perform many of the routine tasks related to the safety career ladder; however, they are more involved with tasks involving the inspection of equipment and equipment facilities such as welding shops, motor vehicle maintenance shops, motor pool service areas, machine shops, materials or lifting devices, etc. They perform an average of 62 tasks. Common tasks include:

- inspect motor vehicle maintenance shops
- inspect machinery for proper machine guarding
- inspect sites or facilities for electrical hazards
- inspect motor pool servicing areas
- prepare safety inspection reports
- inspect sites or facilities for operational status of emergency lighting systems
- prepare safety inspection reports
- inspect paint shops
- inspect auto hobby shops
- inspect material handling or lifting devices

The average grade of this group is E-6, and approximately 67 percent are in the 1-48 month TICF group.

IV. HEADQUARTERS SAFETY PERSONNEL CLUSTER (GRP037, N=52). This group of personnel perform safety functions mainly at HQ MAJCOM level. They are primarily responsible for advising on, managing, or supervising safety programs. Their titles include chiefs, assistant chiefs, NCOICs, and superintendents. As would be expected, they are experienced personnel having an average grade of E-7, with an average of 106 months in the career field. Approximately 78 percent of their job time is devoted to tasks related to five duties:

administrative functions, directing and implementing, organizing and planning, mishap investigations, and general safety inspections. They perform an average of 66 tasks. Common tasks include:

- develop or publish safety education materials
- write safety related articles
- participate in staff meetings
- prepare drafts of general correspondence-related matters
- develop safety checklists
- interpret policies, directives, or procedures
- distribute mishap briefs or safety bulletins
- evaluate safety-related suggestions
- serve as advisor to commander on safety-related topics
- develop safety incentive programs

Ninety percent of these personnel hold DAFSC 24170 or higher. This cluster contains three job types, which are listed and described below.

A. Headquarters Safety Program Monitors Job Type (GRP108, N=20). This job type includes 20 individuals having an average paygrade of E-6. Approximately 25 percent hold DAFSC 24150 and the remaining 75 percent hold DAFSC 24170. Their primary responsibility involves monitoring various safety programs, and approximately 70 percent of their job time is spent on four duties: administrative functions, mishap investigations, general inspections, and directing and implementing. They perform an average of 76 tasks. Common tasks include:

- maintain AF Form 740 (Ground Mishap and Safety Education Summary)
- prepare safety inspection reports
- distribute mishap briefs or safety bulletins
- maintain AF Forms 457 (USAF Hazard Report)
- prepare mishap summaries
- develop safety checklists
- prepare inspection schedules
- develop or publish safety education materials
- write safety-related articles
- evaluate hazard reports

B. Headquarters Safety Education and Training Personnel Job Type (GRP079, N=10). This is a small group of safety personnel working mainly at headquarters level who are primarily involved with safety education and training function. While they perform some routine tasks, they are more involved with tasks related to training and education. They spend approximately 67 percent of their job time on management tasks related to four duties:

administrative functions, mishap investigation, organizing and planning, and coordinating and maintaining liaison. They perform an average of 61 tasks. Common tasks include:

- write safety-related articles
- develop or publish safety education materials
- evaluate safety related suggestions
- prepare drafts of general correspondence or reports
- prepare mishap summaries
- establish coordination of mishap or incident reports
- prepare mishap analysis reports
- coordinate with staff agencies on management safety effectiveness
- review all incoming CAT-1 and safety related CAT-2 material efficiency reports
- prepare historical data representative tasks

Sixty percent of these members hold DAFSC 24170 and the remaining 40 percent hold DAFSC 24190.

C. Headquarters Safety Management Personnel Job Type (GRP067, N=7). These personnel are assigned to various Headquarters MAJCOMs throughout the Air Force. These are well experienced personnel, with 57 percent holding CEM Code 24100, 14 percent holding DAFSC 24190, and 29 percent holding DAFSC 24170. They have the highest average paygrade (E-8) of all groups reported. Primarily responsible for high level management functions, these members devote 52 percent of their job time to performing tasks related to three duties: directing and implementing, organizing and planning, and coordinating and maintaining liaison. They perform an average of 79 tasks. Common tasks include:

- interpret policies, directives or procedures
- develop or improve work methods or procedures
- review drawings' layouts, or specifications of work areas
- develop or publish safety education materials
- supervise safety Technician AFSC 24170 personnel
- participate in staff meeting
- determine work priorities
- plan or schedule work assignments
- develop safety incentive programs
- establish mishap notification procedures

These members average 156 months in the career field. Only one of the seven incumbents has less than 4 years in the Safety career ladder.

V. MISHAP INVESTIGATORS INDEPENDENT JOB TYPE (GRP065, N=6). These personnel are primarily involved with mishap investigations. While they perform some routine functions, they are more involved with mishap investigating. Approximately 82 percent of these members job time is spent on three duties: mishap investigating (55 percent), coordinating and maintaining liaison (14 percent), and administrative functions (13 percent). They perform an average of 40 tasks. Common tasks include:

- prepare AF 711 series (USAF Mishap Reports)
- review hospital admission or disposition logs
- review hospital emergency treatment logs
- initial mishap findings to establish causative factors
- review SF Form 91 (Operator's Report of Motor Vehicle Accident)
- coordinate with security police on mishap traffic records or surveys
- maintain reportable accident statistics
- review Federal employees' Notice of Injury or Occupational Illness forms
- coordinate with fire department on accident investigations
- coordinate mishap notifications with appropriate agencies
- coordinate with state or local law enforcement agencies

Sixty-seven percent of these members are in the 1-48 month TICF group, and their average grade is E-5.

VI. SAFETY INSTRUCTORS INDEPENDENT JOB TYPE (GRP022, N=13). This group of individuals work primarily as Safety Education and Training course instructors. Courses of instruction include local condition traffic safety, supervisory safety, standard traffic safety, advanced traffic safety, and government motor vehicle courses. Sixty-one percent of their job time is spent conducting safety education and performing administrative functions. They perform an average of 28 tasks. Common tasks include:

- conduct local condition traffic safety courses (Course II)
- conduct supervisors safety courses (Course VIII)
- prepare classroom rosters
- conduct standard traffic safety courses (Course I)
- conduct motorcycle traffic safety courses (Course VII)
- develop safety education courses
- prepare monthly safety course schedules
- monitor training records
- administer or score test
- maintain safety education libraries

These members have an average grade of E-5, and 62 percent are in the 1-48 month TICF group.

### Comparison of Specialty Jobs

Analysis of the AFSC 241X0 career ladder structure indicates that the Safety career ladder is very homogeneous. There are 120 tasks performed by 63 percent or more of the career ladder members. There were two clusters, seven job types, and four independent job types identified within the Safety career ladder structure. Selected background data, percent time spent on duties, and job satisfaction data for clusters, job types, and independent job types identified in this study are displayed in Tables 3, 4, and 5. Additionally, more complete task lists related to each job group are presented in Appendix A. Generally, Safety personnel perform jobs related to the prescribed mission.

Job satisfaction indicators among Safety personnel are generally high (see Table 5). A majority of survey respondents find their jobs interesting and feel they are making good use of their talents and training. Reenlistment intentions among career ladder personnel are also good, with a clear majority indicating their intent to reenlist.

In summary, the career ladder structure indicates that members of the Safety career ladder as a whole perform jobs which cover the total spectrum of Safety functions. These personnel seem to be satisfied with their present assignments and the jobs they perform are organized into a structure that seems to be working well for the career ladder. The interrelation of the current jobs performed supports the present classification structure.

### ANALYSIS OF DAFSC GROUPS

In addition to examining the job structure of the Safety specialty (as discussed in the CAREER LADDER STRUCTURE section), this report also includes an analysis of tasks performed at each skill level. The DAFSC analysis compares the skill levels to identify any differences in jobs performed at various skill levels. This information can be used to evaluate whether personnel are utilized in the manner specified by the Specialty Descriptions (AFR 39-1) and can serve as one basis for considering changes to current utilization policies and training programs.

A comparison of duty and task performance between 3- and 5-skill level personnel indicates the jobs they perform are essentially the same; therefore, they are discussed as one group (24130/24150). The distribution of skill level groups across the career ladder specialty jobs is shown in Table 6. To give some indications of how skill level groups are working within these ladders, the relative time spent on each duty by skill level groups is presented in Table 7.

TABLE 6

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS  
CAREER LADDER JOBS (PERCENT MEMBERS)

JOB GROUPS	DAFSC 24130/50 (N=200)	DAFSC 24170 (N=252)	DAFSC 24190/ 24100 (N=38)
I. GENERAL SAFETY PERSONNEL CLUSTER (GRP070, N=326)	70	67	42
II. WEAPONS/EXPLOSIVE SAFETY PERSONNEL INDEPENDENT JOB TYPE (GRP104, N=18)	2	4	8
III. EQUIPMENT SAFETY INSPECTION PERSONNEL INDEPENDENT JOB TYPE (GRP068, N=8)	3	3	1
IV. HEADQUARTERS SAFETY PERSONNEL CLUSTER (GRP037, N=52)	3	13	34
V. MISHAP INVESTIGATORS JOB TYPE (GRP065, N=67)	2	*	*
VI. SAFETY INSTRUCTORS (GRP022, N=137)	5	1	*
NONGROUPED	<u>15</u>	<u>12</u>	<u>15</u>
TOTAL	100	100	100

\* Denotes less than 1 percent

TABLE 7  
AVERAGE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 24130/50 (N=200)	DAFSC 24170 (N=252)	DAFSC 24190/ 24100 (N=38)
A ORGANIZING AND PLANNING	6	9	12
B DIRECTING AND IMPLEMENTING	5	8	12
C INSPECTING AND EVALUATING	3	4	6
D TRAINING	1	3	6
E PERFORMING ADMINISTRATIVE FUNCTIONS	12	13	12
F PERFORMING HISHAP INVESTIGATIONS	16	15	11
G PERFORMING GENERAL SAFETY INSPECTIONS	38	32	22
H PERFORMING MISSILE SAFETY INSPECTIONS	2	1	1
I CONDUCTING SAFETY EDUCATION	5	2	*
J COORDINATING AND MAINTAINING LIAISON	8	8	12
K PERFORMING GENERAL SAFETY FUNCTIONS	4	4	5
L MANAGING NUCLEAR SURETY PROGRAMS	*	*	*

NOTE: Total time spent may not equal 100 percent due to rounding  
\* Less than 1 percent

As can be seen from the tables, as an individual progresses through the skill levels, slightly more supervisory and administrative responsibilities are assumed. Also, in this progression there is a slight decline in the amount of time spent performing technical duties. More detailed descriptions relative to how skill-level groups are working and the differences, if any, between jobs they perform are presented below.

### Skill-Level Descriptions

DAFSCs 24130/24150. The 200 3- and 5-skill level personnel (41 percent of the total sample) perform an average of 115 tasks. Seventy percent (140 members) of the 3- and 5-skill level groups are working in the cluster identified as General Safety personnel. These members perform primarily a technical job, spending most of their work time (66 percent) on tasks related to mishap investigations, general safety inspections, and administrative functions. About 10 percent of this group hold a 3-skill level, while the remainder hold a 5-skill level. Sixty percent are in the 1-48 months TICF group, while less than 1 percent are in the 1-48 TAFMS group. The average time in career field for these DAFSC members is 44 months, with an average of 117 months in the military. Table 8 provides examples of tasks representative of this skill level group to further illustrate the kind of tasks performed by a majority of the 3- and 5-skill level group.

DAFSC 24170. Approximately 51 percent (252 members) of the total sample hold a 7-skill level. They perform an average of 131 tasks, the highest average number of tasks of all skill level groups reported. Supervisory responsibilities also expand for these senior personnel, although not as dramatic as normally found in most career ladders. While the group still performs many technical aspects of the job, they spend more time supervising, administering, directing, and training than AFSC 24130/24150 personnel. These personnel have an average of 177 months in the military, with an average of 77 months in the career field. Even at the 7-skill level, a majority of job time is spent on technical aspects of the job (See Table 7). Examples of tasks commonly performed by 7-skill level group are presented in Table 9. There is an increase in supervisory tasks performed when compared to the previous AFSC 24130/50 skill level group. Tasks which best distinguish the 7-skill level group from the previously described 3-/5-skill level group are presented in Table 10. Those tasks are also related to supervision. Sixty-seven percent of these members are working in the General Safety Personnel Cluster.

DAFSC 24190/CEM 24100. Due to the similarity of tasks performed, percent time spent on duties, and level of tasks performed, these two skill levels are difficult to distinguish and are, therefore, described together. These highly skilled personnel comprise approximately 8 percent of the survey sample. Respondents at these two skill levels spend more of their time performing management, supervisory, and staff level functions than other skill level groups and a majority are assigned at HQ/MAJCOM levels. They work throughout all the identified jobs except as Mishap Investigators Technical Instructors. Although they perform many of the HQ MAJCOM functions, they also indicate performing technically related functions. Approximately 48 percent of their job time is spent on supervisory, management, and administrative tasks, while the

TABLE 8

## EXAMPLES OF TASKS PERFORMED BY DAFSC 24130/24150 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=200)
K348 DRIVE MILITARY VEHICLES	88
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	85
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	83
G182 INSPECT ADMINISTRATIVE AREAS	83
E129 PREPARE SAFETY INSPECTION REPORTS	80
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	79
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	78
G203 INSPECT FACILITIES FOR CURRENCY OF SAFETY BULLETIN BOARDS	78
F149 INTERVIEW WITNESSES	77
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	76
J347 WRITE SAFETY-RELATED ARTICLES	76
G215 INSPECT MACHINERY FOR PROPER MACHINE GUARDING	76
G190 INSPECT BATTERY SHOPS	74
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	73
G214 INSPECT MACHINE SHOPS	72
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	71
G192 INSPECT CARPENTRY SHOPS	71
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	70
G244 INSPECT SITES OR FACILITIES FOR OPERATIONAL STATUS OF EMERGENCY LIGHTING SYSTEMS	70
G210 INSPECT HANGAR FACILITIES	68
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	67
G194 INSPECT CLUB FACILITIES	67
F169 REVIEW HOSPITAL ADMISSION OR DISPOSITION LOGS	66
F174 REVIEW MISHAP OR INCIDENT REPORTS	65
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	65
C61 EVALUATE HAZARD REPORTS	65
F170 REVIEW HOSPITAL EMERGENCY TREATMENT LOGS	64
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	62
G205 INSPECT FLIGHTLINE SERVICING AREAS	61
A7 DEVELOP OR PUBLISH SAFETY EDUCATIONL MATERIALS	59
E118 MAINTAIN SAFETY INSPECTION REPORTS	59
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	58
I303 CONDUCT LOCAL CONDITION TRAFFIC SAFETY COURSES (COURSE II)	57
E126 PREPARE AF FORMS 740	53
E112 MAINTAIN AF FORMS 1285 (AIR FORCE SAFETY EDUCATION RECORD)	50
I311 PREPARE CLASSROOM ROSTERS	40

TABLE 9

## EXAMPLES OF TASKS PERFORMED BY DAFSC 24170 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=252)
K348 DRIVE MILITARY VEHICLES	84
E129 PREPARE SAFETY INSPECTION REPORTS	82
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	80
J347 WRITE SAFETY-RELATED ARTICLES	80
F174 REVIEW MISHAP OR INCIDENT REPORTS	79
G182 INSPECT ADMINISTRATIVE AREAS	79
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	79
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	78
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	77
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	77
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	76
B48 PARTICIPATE IN STAFF MEETINGS	76
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	76
C61 EVALUATE HAZARD REPORTS	76
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	76
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	73
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	73
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	73
G203 INSPECT FACILITIES FOR CURRENCY OF SAFETY BULLETIN BOARDS	73
A9 DEVELOP SAFETY CHECKLISTS	71
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	71
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	70
G268 REVIEW INSPECTION SCHEDULES AND FOLLOW-UP ACTIONS	70
F159 PREPARE MISHAP BRIEFS OR SAFETY BULLETINS	70
B43 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	69
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	69
F145 COORDINATE MISHAP NOTIFICATION INFORMATION WITH APPROPRIATE AGENCIES	69
E118 MAINTAIN SAFETY INSPECTION REPORTS	68
A4 DETERMINE WORK PRIORITIES	67
G266 REVIEW CURRENCY OF MISHAP PREVENTION PROGRAMS	66
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	64
F160 PREPARE MISHAP SUMMARIES	63
E115 MAINTAIN AF FORMS 740 (GROUND MISHAP AND SAFETY EDUCATION SUMMARY)	62
C59 EVALUATE COMPLIANCE WITH WORK STANDARDS	62
E126 PREPARE AF FORMS 740	61
E104 FILE CORRESPONDENCE	53

TABLE 10

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN  
3-/5-SKILL LEVEL PERSONNEL AND 7-SKILL LEVEL PERSONNEL

TASKS	DAFSC 24170 (N=252)	DAFSC 24130/50 (N=200)	DIFFERENCE
C70 PREPARE APRs	32	2	-30
A4 DETERMINE WORK PRIORITIES	67	37	-30
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	38	11	-27
B50 PROVIDE SAFETY STAFF SUPERVISION DURING HAZARDOUS OPERATIONS	60	33	-27
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS	42	15	-27
D96 MAINTAIN TRAINING RECORDS	38	13	-25
A12 ESTABLISH MISHAP NOTIFICATION PROCEDURES	55	32	-23
B43 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	69	46	-23
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	64	41	-23
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	27	4	-23
B33 DEVELOP MISHAP NOTIFICATION PROCEDURES	51	29	-22
B40 IMPLEMENT HAZARD REPORTING SYSTEMS	56	34	-22
A5 DEVELOP HAZARD REPORTING SYSTEMS	48	26	-22
E143 REVIEW SAFETY AWARDS IN ACCORDANCE WITH AFR 900-26	39	17	-22
A24 REVIEW UNIT EMERGENCY OR DISASTER PLANS	46	24	-22
G194 INSPECT CLUB FACILITIES	51	67	-16
*****			
I305 CONDUCT STANDARD TRAFFIC SAFETY COURSES (COURSE I)	15	31	+16
G251 INSPECT SWIMMING FACILITIES	38	55	+17
E112 MAINTAIN AF FORMS 1285 (AIR FORCE SAFETY EDUCATION RECORD)	33	50	+17
G209 INSPECT GYMNASIUMS	49	66	+17
I311 PREPARE CLASSROOM ROSTERS	23	40	+17
G192 INSPECT CARPENTRY SHOPS	53	71	+17
I306 CONDUCT SUPERVISOR SAFETY COURSES (COURSE VIII)	21	38	+17
I304 CONDUCT MOTORCYCLE TRAFFIC SAFETY COURSES	14	34	+20
I303 CONDUCT LOCAL CONDITION TRAFFIC SAFETY COURSES (COURSE II)	35	57	+22

remaining 52 percent involve tasks related to the technical aspects of this career ladder. DAFSC 24170 personnel indicated performing some of the same tasks; however, the differences are in the level of performance as these members are high level managers and supervisors and are often supervisors of 7-skill level personnel. Table 11 provides those tasks commonly performed by these AFSC 24190 and CEM 24100 personnel. As previously mentioned, they are more involved with management functions. Table 12 provides those tasks which distinguish between these personnel and 7-skill level personnel.

### Summary

Career ladder progression through the skill levels is well defined, with the 3- and 5-skill level personnel spending the majority of their job time performing the general safety duties of the career ladder. The 7-skill level personnel spend more time doing supervisory functions than the 3- and 5-skill group; however, even at the 7-skill level, technical tasks are dominant. DAFSC 24190 and CEM 24100 personnel spend 48 percent of their job time on supervisory, management, and administrative tasks, with the remainder being spent on various other technically-oriented safety functions.

### ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTIONS

The foregoing skill level descriptions and survey data were compared to the AFR 39-1 Specialty Descriptions for the Safety Specialist (DAFSCs 24130/24150/24170/24190 and CEM Code 24100), dated 1 January 1982. These descriptions are intended to give a broad overview of the duties and tasks performed by each skill level of the career ladder.

Based on the preceding DAFSC analysis, the 3-/5-skill level description appears complete and accurately reflects the broad range of duties and responsibilities of Safety personnel. The 7-skill level and 9-skill level and CEM Code 24100 also appears complete and accurate, with 7-skill level indicating involvement with not only the supervisory responsibilities, but the regular Safety duties as well. While 9-skill level and CEM Code personnel are primarily involved with management and supervisory functions. Specialty qualifications, in terms of knowledge, experience, and training, also appear appropriate and complete in these descriptions.

### ANALYSIS OF EXPERIENCE GROUPS (TICF)

By reviewing the utilization patterns, based on Time in Career Field (TICF), we can see how responsibilities, jobs, and tasks change over the course of time. Generally, a pattern of work similar to that described for the DAFSC groups are performed by TICF groups. As individuals increase in experience, there is a slight increase in supervisory and managerial

TABLE 11

## EXAMPLES OF TASKS PERFORMED BY DAFSC 24190 AND CEM CODE 24100 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=38)
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	86
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	86
B48 PARTICIPATE IN STAFF MEETINGS	86
B43 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	81
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	78
C66 EVALUATE SAFETY-RELATED SUGGESTIONS	78
A4 DETERMINE WORK PRIORITIES	76
F174 REVIEW MISHAP OR INCIDENT REPORTS	76
A26 SERVE AS ADVISOR TO COMMANDER ON SAFETY-RELATED TOPICS	76
A9 DEVELOP SAFETY CHECKLISTS	76
E142 REVIEW CATEGORY I MATERIEL DEFICIENCY REPORTS (MDR) OR SERVICE REPORTS (SR)	76
E141 REVIEW ALL INCOMING CAT-I AND SAFETY-RELATED CAT-II MATERIEL DEFICIENCY REPORTS	76
J347 WRITE SAFETY-RELATED ARTICLES	73
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	73
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	71
G216 INSPECT MATERIAL HANDLING OR LIFTING DEVICES	69
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	68
C59 EVALUATE COMPLIANCE WITH WORK STANDARDS	68
G266 REVIEW CURRENCY OF MISHAP PREVENTION PROGRAMS	68
E143 REVIEW SAFETY AWARDS IN ACCORDANCE WITH AFR 900-26	68
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	65
B35 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	65
J345 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF FACILITIES	63
J344 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF BUILDINGS	63
G268 REVIEW INSPECTION SCHEDULES AND FOLLOW-UP ACTIONS	63
A17 PREPARE HISTORICAL DATA	63
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS	60
E137 REVIEW AF FORMS 740	60
J346 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF WORK AREAS	60
D80 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	60
F145 COORDINATE MISHAP NOTIFICATION INFORMATION WITH APPROPRIATE AGENCIES	60
J337 COORDINATE WITH STAFF AGENCIES ON MANAGEMENT SAFETY EFFECTIVENESS	55
F159 PREPARE MISHAP BRIEFS OR SAFETY BULLETING	55
F147 ESTABLISH COORDINATION OF MISHAP OR INCIDENT REPORTS	55
B55 SUPERVISE 24170, SAFETY TECHNICIAN PERSONNEL	52
K349 MONITOR AREA SECURITY	52
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	42

TABLE 12

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN 7-SKILL LEVEL  
PERSONNEL AND 9-SKILL LEVEL AND CEM CODE 24100 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING		
	DAFSC 24170 (N=252)	DAFSC 24190/00 (N=200)	DIFFERENCE
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	69	29	-40
E135 REVIEW AF FORMS 332 (BCE WORK REQUEST)	63	26	-37
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	76	39	-37
F149 INTERVIEW WITNESSES	72	39	-33
E129 PREPARE SAFETY INSPECTION REPORTS	82	52	-30
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	75	47	-29
G203 INSPECT FACILITIES FOR CURRENCY OF SAFETY BULLETIN BOARDS	73	44	-29
B41 IMPLEMENT UNIT SAFETY OFFICER AND NCO TRAINING PROGRAMS	57	28	-29
E115 MAINTAIN AF FORMS 740 (GROUND MISHAP AND SAFETY EDUCATION SUMMARY)	62	34	-29
E132 PROCESS AF FORMS 457	67	39	-28
E130 PROCESS AF FORMS 1118 (NOTICE OF HAZARD)	51	23	-28
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	69	42	-27
E114 MAINTAIN AF FORMS 457 (USAF HAZARD REPORT)	61	34	-27
E126 PREPARE AF FORMS 740	61	34	-27
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	79	52	-27
*****			
D94 EVALUATE TRAINING METHODS, TECHNIQUES, OR PROGRAMS	23	50	+27
C63 EVALUATE JOB DESCRIPTIONS	17	44	+27
C62 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	14	42	+28
E140 REVIEW AFTO FORMS 22	16	44	+28
A11 DRAFT BUDGET AND FINANCIAL REQUIREMENTS	28	57	+29
E143 REVIEW SAFETY AWARDS IN ACCORDANCE WITH AFR 900-26	39	68	+29
D80 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	31	60	+29
B29 COMPLETE PERSONNEL ACTION REQUESTS	20	50	+30
B39 IMPLEMENT COST-REDUCTION PROGRAMS	9	39	+30
B55 SUPERVISE 24170, SAFETY TECHNICIAN PERSONNEL	21	52	+31
E139 REVIEW AF FORMS 9 (REQUEST FOR PURCHASE)	26	57	+31
A25 SCHEDULE LEAVES OR PASSES	32	63	+31
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	38	71	+33
E141 REVIEW ALL INCOMING CAT-I AND SAFETY-RELATED CAT-II MATERIEL DEFICIENCY REPORTS	37	76	+39
E142 REVIEW CATEGORY I MATERIEL DEFICIENCY REPORTS (MDR) OR SERVICE REPORTS (SR)	34	76	+42

TABLE 13  
RELATIVE PERCENT TIME SPENT ON DUTIES BY TICF GROUPS

DUTIES	TICF (MONTHS)					
	1-48 (N=219)	49-96 (N=133)	97-144 (N=97)	145-192 (N=28)	193-240 (N=10)	241+ (N=3)
A ORGANIZING AND PLANNING	7	8	10	10	15	17
B DIRECTING AND IMPLEMENTING	6	7	9	9	13	15
C INSPECTING AND EVALUATING	3	3	4	4	7	6
D TRAINING	2	4	5	3	9	8
E PERFORMING ADMINISTRATIVE FUNCTIONS	8	13	14	14	10	11
F PERFORMING MISHAP INVESTIGATIONS	16	15	14	13	12	13
G PERFORMING GENERAL SAFETY INSPECTIONS	37	35	33	17	18	13
H PERFORMING MISSILE SAFETY INSPECTIONS	2	1	12	1	1	-
I CONDUCTING SAFETY EDUCATION	4	3	3	3	*	-
J COORDINATING AND MAINTAINING LIAISON	8	8	9	9	10	14
K PERFORMING GENERAL SAFETY FUNCTIONS	4	4	4	3	4	6
L MANAGING NUCLEAR SURETY PROGRAMS	*	*	5	-	1	-

NOTE: Total time spent may not equal 100 percent due to rounding

FIGURE 2  
DISTRIBUTION OF AIRMEN  
IN 1-48 MONTH TICF GROUP  
ACROSS SPECIALTY JOBS

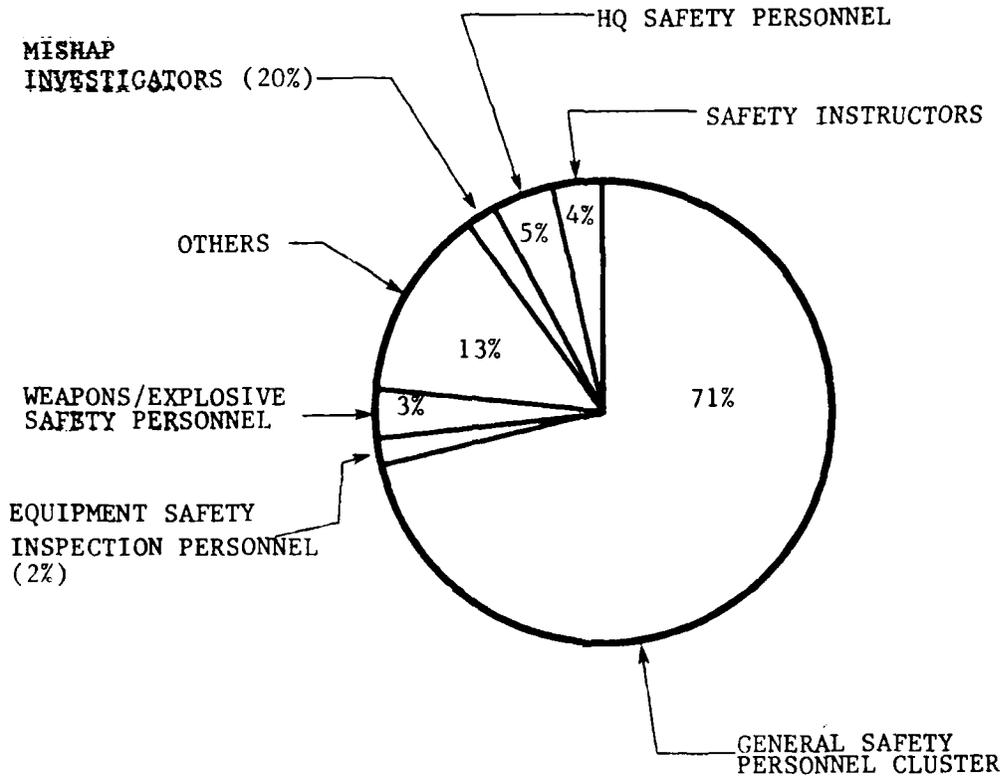


TABLE 14

## EXAMPLES OF TASKS PERFORMED BY DAFSC 1-48 MONTHS TICF GROUP

TASKS	PERCENT MEMBERS PERFORMING (N=219)
K348 DRIVE MILITARY VEHICLES	90
E124 PREPARE AF FORM 711 (SERIES USAF MISHAP REPORT)	83
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	83
G182 INSPECT ADMINISTRATIVE AREAS	82
E129 PREPARE SAFETY INSPECTION REPORTS	80
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	79
F149 INTERVIEW WITNESSES	79
G203 INSPECT FACILITIES FOR CURRENCY OF SAFETY BULLETIN BOARDS	79
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	78
J347 WRITE SAFETY-RELATED ARTICLES	78
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	75
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	74
G215 INSPECT MACHINERY FOR PROPER MACHINE GUARDING	74
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	73
F174 REVIEW MISHAP OR INCIDENT REPORTS	72
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	72
G190 INSPECT BATTERY SHOPS	72
F169 REVIEW HOSPITAL ADMISSION OR DISPOSITION LOGS	70
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	70
G244 INSPECT SITES OR FACILITIES FOR OPERATIONAL STATUS OF EMERGENCY LIGHTING SYSTEMS	70
G216 INSPECT MATERIAL HANDLING OR LIFTING DEVICES	69
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	67
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	67
G210 INSPECT HANGAR FACILITIES	67
C61 EVALUATE HAZARD REPORTS	67
F170 REVIEW HOSPITAL EMERGENCY TREATMENT LOGS	66
B48 PARTICIPATE IN STAFF MEETINGS	66
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	65
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	62
E118 MAINTAIN SAFETY INSPECTION REPORTS	61
G205 INSPECT FLIGHTLINE SERVICING AREAS	60
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	59
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	58
A9 DEVELOP SAFETY CHECKLISTS	58
E126 PREPARE AF FORMS 740	56
I303 CONDUCT LOCAL CONDITION TRAFFIC SAFETY COURSES (COURSE II)	53
E112 MAINTAIN AF FORMS 1285 (AIR FORCE SAFETY EDUCATION RECORD)	43

TABLE 15

COMPARISON OF JOB SATISFACTION INDICATORS BY T1CF GROUPS  
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS T1CF		49-96 MONTHS T1CF		97+ MONTHS T1CF	
	241X0 (N=219)	COMPARATIVE SAMPLE** (N=50)	241X0 (N=133)	COMPARATIVE SAMPLE** (N=31)	241X0 (N=138)	COMPARATIVE SAMPLE** (N=19)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	82	80	85	81	80	89
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	87	88	86	86	85	90
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	86	70	84	71	83	95
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES PLAN TO RETIRE	75 -	72	75 -	87 -	57 27	84 16

\*\* 1985 comparative sample taken from command support specialties: AFSC 791X2 (N=100)

responsibilities; however, even at the 241+ month TICF period, approximately 57 percent of the job time is spent on administrative and technically related functions (see Table 13).

#### 1-48 Months TICF Group

There are 219 respondents in the 1-48 months TICF group, or 45 percent of the surveyed personnel. They spend the majority (74 percent) of their time performing general Safety functions. Approximately 53 percent of their job time is spent on two broad responsibilities--performing mishap investigations and performing safety inspections. They perform an average of 68 tasks. Note that members of the 1-48 months TICF group are found throughout all identified jobs, but the majority (71 percent) are in the General Safety Personnel cluster. Table 14 provides a listing of representative tasks performed by these personnel. The tasks and jobs performed by these personnel are of primary importance to this analysis because their jobs serve as a basis for determining training requirements for personnel entering the Safety career ladder. The distribution of 1-48 months TICF airmen across specialty job groups is illustrated in Figure 2.

#### Job Satisfaction

An important part of analyzing experience groups of a career ladder is the examination of job satisfaction responses of incumbents. The results of this analysis may provide career ladder training personnel and managers with a better understanding of some of the factors which may affect the job performance of the AFSC 241X0 airmen. These data were gathered through the use of four inventory questions covering job interest, perceived utilization of talents and training, and reenlistment intentions. Table 15 presents data for TICF groups and compares the results to groups of a comparative sample of personnel assigned to a lateral Command Support career ladder surveyed in 1985 (N=100). As illustrated in Table 15, for most TICF groups reported, job satisfaction indicators are equal to or slightly higher than those for similar groups of the comparative sample with one exception; a slightly smaller percentage of the career (97+) group indicate they would reenlist than similar members of the comparative sample. These individuals feel their jobs provide a high degree of job satisfaction and involvement, as indicated by the high ratings assigned to the job satisfaction questions.

Overall, the AFSC 241X0 personnel reflect a positive attitude toward their jobs (as revealed by job satisfaction indicators relative to identified TICF groups). Generally, job satisfaction indicators for TICF groups are relatively high, indicating a positive attitude toward their jobs.

## TRAINING ANALYSIS

Occupational survey data are used to assist in the development or evaluation of training programs that are relevant for personnel working in their first assignments. Some factors which may be used in the analysis include percent of first assignment (1-48 months TICF) personnel performing tasks, along with training emphasis (TE) and task difficulty (TD) ratings (as explained in the Task Factor Administration section). These factors were used in evaluating the AFSC 241X0 STS and the POI for Course G3ALR24130 based on the matching of inventory tasks to appropriate sections of the STS and POI by experienced technical school personnel from the Lowry Technical Training Center. A complete computer listing displaying the percent members performing, TE, and TD ratings for each task, along with STS and POI matchings, has been forwarded to the technical school for use in further reviews of training documents. A summary of that information is given below.

### Training Emphasis

Training emphasis (TE) for each task in the inventory was assessed through ratings by 45 experienced Safety NCOs. Data were processed to produce ordered listings of tasks in terms of recommended emphasis in training for first-term enlisted personnel. The average rating for all tasks included in the job inventory was 3.04, with a standard deviation of 1.58. Tasks receiving ratings of 4.62 or higher may be considered to have relatively high training emphasis. For a more complete description of these ratings, see the Task Factor Administration section in the INTRODUCTION of this report. Examples of tasks rated highest in TE are listed in Table 16 to show the types of tasks which should have priority in training programs. As can be seen, tasks with the highest TE rating are related to safety inspections, administrative functions, mishaps investigations, and coordinating and maintaining liaison duties. All tasks in Table 16 with high TE ratings are performed by 30 percent or more of the AFSC 241X0 1-48 month TICF sample; this condition is also true for the first-job (1-24 months) TICF group.

### Task Difficulty

The relative difficulty of each task in the inventory was assessed through ratings of 45 experienced AFSC 241X0 NCOs. These tasks were processed to produce an ordered listing of all tasks in terms of their relative difficulty. Ratings were standardized to have an average of 5.0, with a standard deviation 1. Those tasks listed in Table 17, rated the most difficult by AFSC 241X0 task difficulty (TD) raters, are related to a variety of safety functions and involve mishaps investigation, safety inspections, nuclear surety programs, missile inspections, and organizing and planning functions. The difficult tasks listed in Table 17 are performed by only a few first-term Safety members. Such difficult tasks may require specialized OJT, but are not performed by enough first-enlistment personnel to warrant training in initial skills training programs. They are displayed simply to illustrate the type of tasks which are perceived to be difficult.

TABLE 16

## TASKS RATED HIGHEST FOR TRAINING EMPHASIS

TASKS	TRAINING EMPHASIS	PERCENT PERFORMING 1-48 MOS T1CF
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	7.19	93
E129 PREPARE SAFETY INSPECTION REPORTS	6.81	80
G214 INSPECT MACHINE SHOPS	6.43	69
G215 INSPECT MACHINERY FOR PROPER MACHINE GUARDING	6.35	74
G193 INSPECT CHEMICAL STORAGE AREAS	6.23	63
G226 INSPECT PETROLEUM, OILS, AND LUBRICANTS (POL) FACILITIES	6.23	53
G210 INSPECT HANGAR FACILITIES	6.21	67
G220 INSPECT MOTOR VEHICLE MAINTENANCE SHOPS	6.20	61
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	6.19	82
G192 INSPECT CARPENTRY SHOPS	6.18	64
G190 INSPECT BATTERY SHOPS	6.11	72
F149 INTERVIEW WITNESSES	6.07	78
G205 INSPECT FLIGHTLINE SERVICING AREAS	6.05	59
G196 INSPECT COMPRESSED GAS STORAGE AREAS	6.02	66
G216 INSPECT MATERIAL HANDLING OR LIFTING DEVICES	6.00	69
G207 INSPECT FUEL CELL FACILITIES	5.98	52
G212 INSPECT HOSPITAL FACILITIES	5.98	54
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	5.96	74
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	5.95	79
G197 INSPECT CONSTRUCTION OPERATIONS	5.89	59
E132 PROCESS AF FORMS 457	5.87	60
G256 INSPECT WELDING OPERATIONS	5.87	60
F156 PREPARE FORMAL PRELIMINARY OR PROGRESS REPORTS	5.79	59
G199 INSPECT ENGINE SHOPS	5.79	60
G224 INSPECT PAINT SHOPS	5.75	63
G188 INSPECT AUTO HOBBY SHOPS	5.64	63
G241 INSPECT SITES OR FACILITIES FOR HANDLING OR STORAGE OF HAZARDOUS MATERIALS	5.60	67
C219 INSPECT MOTOR POOL SERVICING AREAS	5.56	60
E113 MAINTAIN AF FORMS 3 (USAF HAZARD ABATEMENT LOG)	5.55	42
G184 INSPECT AEROSPACE GROUND EQUIPMENT (AGE) SHOPS	5.55	58

TABLE 17

EXAMPLE OF TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TASK DIFFICULTY	PERCENT PERFORMING 1-48 MOS TICF
H278	EVALUATE MISSILE PRESSURIZATION OPERATIONS ABOVE ONE-FOURTH BURST PRESSURE	2
G242	INSPECT SITES OR FACILITIES FOR OPERATIONAL USE OF LASERS	13
H281	EVALUATE PROCEDURES FOR TOXIC CHEMICAL DISPOSAL	5
D87	DEVELOP RESIDENT COURSE CURRICULUM MATERIALS	1
A11	DRAFT BUDGET AND FINANCIAL REQUIREMENTS	17
L362	DETERMINE CONTENT OF NUCLEAR SAFETY PLANS	1
H283	EVALUATE STATIC FIRING OF MISSILE PROPULSION SYSTEMS	1
H276	EVALUATE COMBINED SYSTEM TESTS ON MISSILE SYSTEMS	3
H277	EVALUATE HAZARDOUS PHASES OF MISSILE COUNTDOWN PROCEDURES	2
A23	REVIEW FACILITIES LAYOUT PLANS TO ENSURE COMPLIANCE WITH SAFETY STANDARDS	47
G201	INSPECT EXPLOSIVE HANDLING OR STORAGE AREAS	40
G197	INSPECT CONSTRUCTION OPERATIONS	59
H282	EVALUATE PROCEDURES FOR UPLOADING, DOWNLOADING, OR PAYLOAD EXCHANGE OF MISSILE OR WEAPON SYSTEMS	6
D83	DEVELOP COURSE CURRICULA	7
G193	INSPECT CHEMICAL STORAGE AREAS	62
A14	PLAN BASE SAFETY PROGRAMS	32
D84	DEVELOP JOB QUALIFICATION STANDARDS (JQS)	5
H284	EVALUATE TOXIC PROPELLANT PLUME AREAS FOR PROPELLANT OPERATIONS	2
D86	DEVELOP PLANS OF INSTRUCTION (POI)	7
H280	EVALUATE PROCEDURES FOR PROPELLANT TRANSFER OR SERVICING OPERATIONS	5
H291	INSPECT PROPELLANT STORAGE AND TRANSFER AREAS	5
J344	REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF BUILDINGS	42
G207	INSPECT FUEL CELL FACILITIES	52
H285	INSPECT INSTALLATION, REMOVAL, OR TRANSPORTATION OF WEAPON OR SPACE SYSTEMS	8
F154	PARTICIPATE AS AN ADVISOR ON MISHAP INVESTIGATION BOARDS	13
H296	PLOT TOXIC PROPELLANT PLUME AREAS FOR PROPELLANT OPERATIONS	1
J345	REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF FACILITIES	42
B43	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	53
C60	EVALUATE EXPLOSIVE SITING REQUESTS	6

## Specialty Training Standard (STS)

A review of STS 241X0, dated September 1982, includes comparing STS sections to survey data. The 241X0 STS organizes career ladder duties into subdivisions by specific activities (i.e., mishap investigations, safety inspections, and nuclear surety). Survey data supported the present STS. There are 85 tasks not referenced to the STS. None of those nonreferenced tasks are rated high in TE--only six are rated average or above, and only six are performed by 30 percent or more first-enlistment members. Examples of nonreferenced tasks and their TE and TD ratings and percent members performing are displayed in Table 18. A majority of these tasks are related to management, supervisory, and administrative functional duties. The remaining tasks are related to general safety and nuclear surety. With a majority of these unreferenced tasks being related to management and supervisory functions, they are probably not intended to be covered in the current STS. Other nonreferenced tasks performed by 20 percent or more should be reviewed by training management personnel and a decision made as to whether or not they should be covered by the STS.

## Plan of Instruction

This 8-week Safety course is a basic course intended to train 5-skill level personnel new to the Safety career ladder. Course instruction includes organization and philosophy, instructor fundamentals, safety program management, safety engineering, flight and weapon safety, mishap investigations/analysis, and traffic safety education. As Safety personnel progress in experience, other advanced courses are available to train them on more advanced functions.

The current Plan Of Instruction (POI) for Course G3ALR24130 (dated May 1985) was examined, using tasks matched by experienced personnel from Lowry Technical Training Center to criterion objectives (CO), TD ratings, TE ratings, and percent of 1-48 month TICF personnel performing information. The course was reviewed for appropriateness of instruction as evidenced by tasks performed by survey respondents. The complete results of matching tasks to POI objectives are presented in a separate computer printout (FACPRT3A) within the training extract. These matchings provide data which can be used as a basis for considering what items should be taught in the basic course, based on tasks performed by personnel during their first job (first 2 years in the career field) and first assignment (1-48 months TICF) or their first 4 years in the career field.

The occupational survey data basically supported all technical or performance related major COs. Several subobjectives have no tasks identified as being related to them. Training management personnel should review nonreferenced subobjectives to determine relevancy.

Eighty-two tasks, covering a variety of duties, are not referenced to any section of the POI G3ALR24130 basic course. A careful review of these nonreferenced tasks reveals some of these tasks are management supervisory functions, while others are related to missile safety, nuclear surety, and general

TABLE 18

## EXAMPLE OF TASKS NOT REFERENCED TO STS

TASKS	TNG EMPH	PERCENT PERFORMING			TASK DIFF
		1-24	1-48	MONTHS	
		MONTHS TICF	MONTHS TICF	TICF	
F157	4.90	22.5	24.7	5.87	PREPARE HIGH ACCIDENT POTENTIAL (HAP) REPORTS
C66	4.29	60.4	65.8	4.69	EVALUATE SAFETY-RELATED SUGGESTIONS
A7	4.02	51.4	62.1	5.27	DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS
A5	3.51	18.9	29.7	5.16	DEVELOP HAZARD REPORTING SYSTEMS
A4	3.24	39.6	46.1	5.22	DETERMINE WORK PRIORITIES
A6	3.21	30.6	42.5	6.09	DEVELOP LOCAL SAFETY PUBLICATIONS
B34	3.14	41.4	47.9	5.70	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES
E112	3.14	42.3	43.4	2.75	MAINTAIN AF FORMS 1285 (AIR FORCE SAFETY EDUCATION RECORD)
A22	2.61	28.8	32.9	4.80	PREPARE SAFETY EXHIBITS FOR BASE OR LOCAL EVENTS
E104	2.54	41.4	43.8	3.28	FILE CORRESPONDENCE
D76	2.41	14.4	26.9	5.35	CONDUCT OJT
B53	2.22	6.3	11.9	5.42	SUPERVISE 24130, APPRENTICE SAFETY SPECIALIST PERSONNEL
D96	2.09	12.6	24.2	4.72	MAINTAIN TRAINING RECORDS
K358	2.01	22.5	23.3	4.05	SERVE ON ATHLETIC BOARDS
C70	1.94	9.0	15.5	6.03	PREPARE APRS
L366	1.92	1.8	1.8	6.18	MONITOR COMPLIANCE WITH NUCLEAR WEAPON SYSTEM SAFETY RULES (NWSSR)
L367	1.89	2.7	2.3	5.69	MONITOR NUCLEAR CONVOY PROCEDURES
L373	1.89	.9	1.4	5.90	REVIEW SITE OR FACILITY PERSONNEL RELIABILITY PROGRAMS (PRP)
E140	1.86	8.1	12.8	4.17	REVIEW AFTO FORMS 22
B36	1.79	8.1	15.5	4.32	DIRECT MAINTENANCE OF ADMINISTRATIVE FILES
L370	1.79	1.8	1.8	5.68	MONITOR NUCLEAR SAFETY EDUCATION AND TRAINING
B27	1.72	3.6	5.5	6.22	APPROVE EXPLOSIVES FACILITIES LICENSES
B54	1.70	7.2	11.9	4.91	SUPERVISE 24150, SAFETY SPECIALIST PERSONNEL
K359	1.69	9.9	14.2	4.89	SERVE ON DRUG AND ALCOHOL ABUSE CONTROL COMMITTEE (DAACC)
L368	1.65	1.8	1.8	5.34	MONITOR NUCLEAR CONVOY ROUTES
E109	1.61	1.8	2.7	5.21	INITIATE AFTO FORMS 22 (TECHNICAL ORDER SYSTEM PUBLICATION IMPROVEMENT REPORT AND REPLY)
E139	1.60	13.5	19.6	3.87	REVIEW AF FORMS 9 (REQUEST FOR PURCHASE)
A15	1.59	17.1	27.4	4.63	PLAN OR SCHEDULE WORK ASSIGNMENTS

safety functions. Examples of nonreferenced tasks are presented in Table 19. Only 1 of the nonreferenced tasks is rated high in training emphasis, 10 are rated average or above, while the remainder have below average TE ratings. Of those tasks rated average or above, 7 are performed by 30 percent or more of the first-enlistment personnel. Training personnel are encouraged to review those tasks not referenced to POI G3ALR24130 to determine whether it is most appropriate to cover those tasks in the basic course or in some other form of training.

### Summary

Overall, the STS is supported by survey data; however, there are some tasks not referenced to the STS which should be evaluated. The POI is well supported in those modules that have tasks referenced to them; however, there are some tasks that not referenced to the POI that should be reviewed and considered for inclusion in Course G3ALR24130 where appropriate. Finally, the AFSC 241X0 personnel appear adequately trained and indicate their training is being well utilized on the job.

### MAJCOM ANALYSIS

Another area of analysis involves examining duty and task performance across major commands (MAJCOMs). Safety personnel are represented throughout just about all MAJCOMs. The difference in jobs performed are relatively minor and are primarily the results of differences in work environment.

The tasks and duties common across most commands are very similar with few exceptions. Space Command has greater responsibility for explosive functions. SAC functions involve both big missiles and aircraft armaments, while TAC is primarily involved with aircraft armaments. One other minor difference as discussed by senior level personnel, is the abundance of pencil and paper work required of ATC personnel.

An analysis of 1-48 month TICF personnel across the MAJCOMs was also conducted. Personnel in their first assignment are assigned throughout the majority of the user commands. This analysis revealed that differences parallel the minor variations mentioned above.

In summary, there are only minor differences in the way Safety personnel are working across MAJCOMs. Although there is a common group of tasks performed across the Safety career ladder, there are minor differences due to environmental conditions and organizational missions.

TABLE 19

EXAMPLE OF TASKS NOT REFERENCED TO POI  
(PERCENT MEMBERS PERFORMING)

TASKS	TRAINING EMPHASIS	1-24 MOS TICF FIRST JOB	1-48 MOS TICF FIRST ASSIGNMENT	TASK DIFFICULTY
F157 PREPARE HIGH ACCIDENT POTENTIAL (HAP) REPORTS	4.90	22	24	5.87
C66 EVALUATE SAFETY-RELATED SUGGESTIONS	4.29	60	65	4.69
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	4.02	51	62	5.27
K348 DRIVE MILITARY VEHICLES	3.84	91	89	3.19
A5 DEVELOP HAZARD REPORTING SYSTEMS	3.51	18	29	5.16
A4 DETERMINE WORK PRIORITIES	3.24	39	46	5.22
A6 DEVELOP LOCAL SAFETY PUBLICATIONS	3.21	30	42	6.09
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	3.14	41	47	5.70
E112 MAINTAIN AF FORMS 1285 (AIR FORCE SAFETY EDUCATION RECORD)	3.14	42	43	2.75
I314 SCHEDULE SUPERVISOR SAFETY COURSES (COURSE VIII)	3.07	17	16	3.46
G274 VERIFY POSITIVE CONTROL OF SMOKING MATERIALS OR AREAS	3.06	45	47	3.75
G273 VERIFY POSITIVE CONTROL OF FLAME PRODUCING DEVICES	3.00	29	35	4.09
A22 PREPARE SAFETY EXHIBITS FOR BASE OR LOCAL EVENTS	2.61	28	32	4.80
E104 FILE CORRESPONDENCE	2.54	41	43	3.28
H282 EVALUATE PROCEDURES FOR UPLOADING, DOWNLOADING, OR PAYLOAD EXCHANGE OF MISSILE OR WEAPON SYSTEMS	2.49	6	6	6.73
I313 RECORD INDIVIDUAL STUDENT SCORES ON CLASSROOM TEST SCORE SHEETS	2.49	10	9	2.51
H292 INSPECT WORKCAGES OR MAN LIFT SYSTEMS	2.47	6	6	6.11
D76 CONDUCT OJT	2.41	14	26	5.35
H287 INSPECT MISSILE MAINTENANCE OR SUPPORT FACILITIES	2.41	10	10	6.15
H285 INSPECT INSTALLATION, REMOVAL, OR TRANSPORTATION OF WEAPON OR SPACE SYSTEMS	2.39	9	8	6.57
H281 EVALUATE PROCEDURES FOR TOXIC CHEMICAL DISPOSAL	2.36	3	5	6.98
H280 EVALUATE PROCEDURES FOR PROPELLANT TRANSFER OR SERVICING OPERATIONS	2.32	2	5	6.61
H302 VERIFY USE OF SAFETY BELTS, HARNESES, AND LANYARDS DURING LAUNCHING TUBE (DUCT) OPERATIONS	2.21	8	6	4.92
H293 MONITOR MISSILE HAZARDOUS OPERATIONS	2.28	9	7	6.21
H290 EVALUATE PROCEDURES FOR PROPELLANT TANK ENTRIES	2.25		3	6.51

## COMPARISON TO PREVIOUS OSR

The results of this survey report were compared with the previous Occupational Survey Report (OSR) of the Safety career ladder, dated July 1979, to determine if significant changes have occurred in the way Safety personnel have been working since the last report. Sample size for the current survey is slightly larger (490 versus 422) than the 1979 survey. Since the 1979 survey, there was a major change in the classification structure. This change resulted in converting the Safety career ladder from a nonlateral to a lateral ladder with 3-, 5-, 7-, and 9-skill levels and CEM Code 24100.

The results of the current job structure analysis is compared to the results of the job structure analysis of the previous OSR (see Table 20). It should be noted that the 1979 survey indicated Safety personnel to be performing more specialized jobs than personnel in the current study.

Other than minor job variations, there were no significant differences between the two OSRs. The Safety career ladder appears relatively stable at present, and there is no evidence in the current survey data to suggest this career ladder is undergoing major shifts in emphasis.

## IMPLICATIONS

The results of this occupational survey indicate the Safety career ladder is highly homogeneous. The main specialty jobs group primarily around technical functions (general safety inspections, mishap investigations, supervisory duties, and managerial responsibilities). First-assignment airmen are utilized in virtually all technical jobs, and some perform some supervisory duties as well. The commonality of tasks performed by Safety personnel, coupled with the wide usage of first-assignment personnel across specialty jobs, suggests the present 3-skill level course is accurate and relevant to the responsibilities of entry-level Safety personnel. Other more advanced Safety courses are available as incumbents' levels of experience increase and arrive at the need for such training. The current training structure appears to support the needs of the career ladder.

Specialty documents were evaluated and some portions were recommended for review by training management personnel. The AFR 39-1 Specialty Descriptions generally are descriptive of the career ladder. The current (3-, 5-, 7-, and 9-skill level and CEM Code 24100) classification structure is supported by survey data. A majority of the STS items are supported by OSR data; however, some tasks are not referenced to any STS item. The POI for the basic Safety course generally is supported by survey data; however, 82 tasks are not referenced to any area of the POI. A majority of the technically-related major course objectives have tasks matched to them, however, several subparagraphs have no tasks referenced to them. Nonreferenced tasks and unsupported

TABLE 20

COMPARISON OF 1979 JOB GROUPS TO THOSE OF CURRENT STUDY (1986)  
(JOB GROUPS IDENTIFIED)

<u>1986 STUDY (N=490)</u>	<u>1979 STUDY (N=422)</u>
General Safety Personnel Cluster (GRP070, N=326)	General Safety Personnel (GRP045, N=272)
Weapons/Explosive Safety Personnel Independent Job Type (GRP104, N=18)	Missile Safety Personnel (GRP046, N=8)
Headquarters/MAJCOM Safety Personnel Cluster (GRP037, N=52)	Special Unit Safety Personnel (GRP049, N=8)
Mishap Investigators Job Type (GRP065, N=68)	Mishaps Investigation And Reports Personnel (GRP021, N=27)
Equipment Safety Inspection Personnel Independent Job Type (GRP068, N=8)	Safety Course Instructors (GRP022, N=34)
Safety Instructors (GRP022, N=13)	Safety Program Inspectors (GRP020, N=13)
	Ground Safety Superintendents (GRP049, N=8)
	Nuclear Safety NCOs (GRP114, N=8)

objectives should be examined in detail to determine the status of course objectives and whether nonreferenced tasks should be covered by the respective documents.

APPENDIX A

TABLE A1

GROUP ID NUMBER AND TITLE: GRP070, GENERAL SAFETY PERSONNEL CLUSTER  
 GROUP SIZE: 326 PERCENT OF SAMPLE: 67  
 AVERAGE GRADE: E-6 AVERAGE TAFMS: 156 MONTHS  
 AVERAGE TICF: 63 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=326)
K348 DRIVE MILITARY VEHICLES	94
G182 INSPECT ADMINISTRATIVE AREAS	94
F148 INTERVIEW INJURED PERSONS OR PERSON DIRECTLY INVOLVED IN MISHAPS	94
G215 INSPECT MACHINERY FOR PROPER MACHINE GUARDING	94
F129 PREPARE SAFETY INSPECTION REPORTS	93
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	93
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	93
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	93
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	92
G203 INSPECT FACILITIES FOR CURRENTCY OF SAFETY BULLETIN BOARDS	92
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	90
G190 INSPECT BATTERY SHOPS	90
F149 INTERVIEW WITNESSES	90
J347 WRITE SAFETY-RELATED ARTICLES	89
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	88
G214 INSPECT MACHINE SHOPS	88
G216 INSPECT MATERIAL HANDLING OR LIFTING DEVICES	87
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	86
G244 INSPECT SITES OR FACILITIES FOR OPERATIONAL STATUS OF EMERGENCY LIGHTING SYSTEMS	86
F174 REVIEW MISHAP OR INCIDENT REPORTS	86
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	86
G196 INSPECT COMPRESSED GAS STORAGE AREAS	85
G210 INSPECT HANGAR FACILITIES	83
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	83
F169 REVIEW HOSPITAL ADMISSION OR DISPOSITION LOGS	83
C61 EVALUATE HAZARD REPORTS	83
G192 INSPECT CARPENTRY SHOPS	83
G241 INSPECT SITES OR FACILITIES FOR HANDLING OR STORAGE OF HAZARDOUS MATERIALS	82
G256 INSPECT WELDING OPERATIONS	82
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	81
G268 REVIEW INSPECTION SCHEDULES AND FOLLOW-UP ACTIONS	81

TABLE A2

GROUP ID NUMBER AND TITLE: GRP120, GROUND SAFETY AND MISHAP INVESTIGATION  
PERSONNEL JOB TYPE

GROUP SIZE: 233

PERCENT OF SAMPLE: 47

AVERAGE GRADE: E-6

AVERAGE TAFMS: 160 MONTHS

AVERAGE TICF: 68 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=233)
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	99
E129 PREPARE SAFETY INSPECTION REPORTS	97
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	97
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	97
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	96
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	96
G215 INSPECT MACHINERY FOR PROPER MACHINE GUARDING	96
G182 INSPECT ADMINISTRATIVE AREAS	96
F149 INTERVIEW WITNESSES	95
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	94
J347 WRITE SAFETY-RELATED ARTICLES	94
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	94
G202 INSPECT FACILITIES FOR CURRENCY OF SAFETY BULLETIN BOARDS	94
K348 DRIVE MILITARY VEHICLES	94
G244 INSPECT SITES OR FACILITIES FOR OPERATIONAL STATUS OF EMERGENCY LIGHTING SYSTEMS	94
G190 INSPECT BATTERY SHOPS	93
G216 INSPECT MATERIAL HANDLING OR LIFTING DEVICES	92
F174 REVIEW MISHAP OR INCIDENT REPORTS	91
G236 INSPECT SITES FOR VISUAL HAZARDS	91
C61 EVALUATE HAZARD REPORTS	91
G214 INSPECT MACHINE SHOPS	91
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	90
G241 INSPECT SITES OR FACILITIES FOR HANDLING OR STORAGE OF HAZARDOUS MATERIALS	90
G196 INSPECT COMPRESSED GAS STORAGE AREAS	90
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	90
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	89
F145 COORDINATE MISHAP NOTIFICATION INFORMATION WITH APPROPRI- ATE AGENCIES	88
E132 PROCESS AF FORMS 457	88
E136 REVIEW AF FORMS 457	88

TABLE A3

GROUP ID NUMBER AND TITLE: GRP125, SAFETY SITE AND FACILITIES INSPECTION  
 PERSONNEL JOB TYPE  
 GROUP SIZE: 52 PERCENT OF SAMPLE: 11  
 AVERAGE GRADE: E-5 AVERAGE TAFMS: 143 MONTHS  
 AVERAGE TICF: 48 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=52)
G215 INSPECT MACHINERY FOR PROPER MACHINE GUARDING	98
G187 INSPECT ATHLETIC FIELDS	98
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	96
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	96
G192 INSPECT CARPENTRY SHOPS	96
G188 INSPECT AUTO HOBBY SHOPS	96
G209 INSPECT GYMNASIUMS	96
G231 INSPECT RECREATION CENTERS	96
G182 INSPECT ADMINISTRATIVE AREAS	94
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	94
G220 INSPECT MOTOR VEHICLE MAINTENANCE SHOPS	94
G219 INSPECT MOTOR POOL SERVICING AREAS	94
G206 INSPECT FOOD SERVICE ESTABLISHMENTS	94
G186 INSPECT ARTS AND CRAFTS CENTERS	94
G194 INSPECT CLUB FACILITIES	94
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	92
G203 INSPECT FACILITIES FOR CURRENCY OF SAFETY BULLETIN BOARDS	92
K348 DRIVE MILITARY VEHICLES	92
G214 INSPECT MACHINE SHOPS	92
G216 INSPECT MATERIAL HANDLING OR LIFTING DEVICES	92
G190 INSPECT BATTERY SHOPS	92
G189 INSPECT BASE CHILD CARE CENTERS	92
G191 INSPECT BOWLING ALLEYS	92
G224 INSPECT PAINT SHOPS	90
G228 INSPECT PLAYGROUNDS OR PICNIC AREAS	90
E129 PREPARE SAFETY INSPECTION REPORTS	88
G210 INSPECT HANGAR FACILITIES	88
G196 INSPECT COMPRESSED GAS STORAGE AREAS	88
G253 INSPECT TIRE SHOPS	88
G193 INSPECT CHEMICAL STORAGE AREAS	87
G195 INSPECT COMMISSARY AREAS	87
G200 INSPECT EXCHANGE FACILITIES	88
G212 INSPECT HOSPITAL FACILITIES	85
G227 INSPECT PHOTO FACILITIES	85

TABLE A4

GROUP ID NUMBER AND TITLE: GRP111, GROUND SAFETY MANAGERS AND NCOICs JOB TYPE  
 GROUP SIZE: 9 PERCENT OF SAMPLE: 2  
 AVERAGE GRADE: E-5 AVERAGE TAFMS: 202 MONTHS  
 AVERAGE TICF: 80 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=9)
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	100
A4 DETERMINE WORK PRIORITIES	100
A16 PLAN UNIT SAFETY OFFICER AND NCO TRAINING PROGRAMS	100
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	100
C61 EVALUATE HAZARD REPORTS	100
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	100
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	100
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	100
B41 IMPLEMENT UNIT SAFETY OFFICER AND NCO TRAINING PROGRAMS	100
C66 EVALUATE SAFETY-RELATED SUGGESTIONS	100
E136 REVIEW AF FORMS 457	100
K348 DRIVE MILITARY VEHICLES	100
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	89
A23 REVIEW FACILITIES LAYOUT PLANS TO ENSURE COMPLIANCE WITH SAFETY STANDARDS	89
C59 EVALUATE COMPLIANCE WITH WORK STANDARDS	89
E129 PREPARE SAFETY INSPECTION REPORTS	89
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	89
G268 REVIEW INSPECTION SCHEDULES AND FOLLOW-UP ACTIONS	89
J347 WRITE SAFETY-RELATED ARTICLES	89
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	89
F174 REVIEW MISHAP OR INCIDENT REPORTS	89
F159 PREPARE MISHAP BRIEFS OR SAFETY BULLETINS	89
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	89
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	89
G182 INSPECT ADMINISTRATIVE AREAS	89
B28 BRIEF CONTRACTORS AT PREWORK CONFERENCES REGARDING SAFETY REQUIREMENTS	89
J345 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF FACILITIES	78
J344 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF BUILDINGS	78
E135 REVIEW AF FORMS 332 (BCE WORK REQUEST)	78
F166 REVIEW CIVIL ENGINEERING WORK ORDERS	78
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	78
G266 REVIEW CURRENCY OF MISHAP PREVENTION PROGRAMS	78
K352 PARTICIPATE IN COMBINED SAFETY COUNCIL MEETINGS	78

TABLE A5

GROUP ID NUMBER AND TITLE: GRP077, ASSISTANT GROUND SAFETY AND MISHAP  
 INVESTIGATION PERSONNEL JOB TYPE  
 GROUP SIZE: 13 PERCENT OF SAMPLE: 3  
 AVERAGE GRADE: E-6 AVERAGE TAFMS: 121 MONTHS  
 AVERAGE TICF: 36 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=13)
F169 REVIEW HOSPITAL ADMISSION OR DISPOSITION LOGS	100
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	100
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	100
K348 DRIVE MILITARY VEHICLES	100
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	92
F170 REVIEW HOSPITAL EMERGENCY TREATMENT LOGS	85
F149 INTERVIEW WITNESSES	85
F174 REVIEW MISHAP OR INCIDENT REPORTS	85
E126 PREPARE AF FORMS 740	85
G210 INSPECT HANGAR FACILITIES	85
G188 INSPECT AUTO HOBBY SHOPS	85
G187 INSPECT ATHLETIC FIELDS	85
G186 INSPECT ARTS AND CRAFTS CENTERS	85
G190 INSPECT BATTERY SHOPS	85
G195 INSPECT COMMISSARY AREAS	85
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	77
F168 REVIEW FEDERAL EMPLOYEE'S NOTICE OF INJURY OR OCCUPA- TIONAL ILLNESSES FORMS (CURRENT CA OR L.S. FORMS)	77
F150 LOG CIVILIAN INJURY DATA ON OSHA FORMS 200 (LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES)	77
G251 INSPECT SWIMMING FACILITIES	77
F156 PREPARE FORMAL PRELIMINARY OR PROGRESS REPORTS	77
1303 CONDUCT LOCAL CONDITION TRAFFIC SAFETY COURSES (COURSE II)	77
G214 INSPECT MACHINE SHOPS	77
G212 INSPECT HOSPITAL FACILITIES	77
G189 INSPECT BASE CHILD CARE CENTERS	77
G194 INSPECT CLUB FACILITIES	77
G206 INSPECT FOOD SERVICE ESTABLISHMENTS	77
F145 COORDINATE MISHAP NOTIFICATION INFORMATION WITH APPROPRI- ATE AGENCIES	69
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	69
J316 COORDINATE WITH BASE CPO ON CIVILIAN INJURIES	69
F147 ESTABLISH COORDINATION OF MISHAP OR INCIDENT REPORTS	69
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	69

TABLE A6

GROUP ID NUMBER AND TITLE: GRP104, WEAPONS/EXPLOSIVE SAFETY PERSONNEL JOB TYPE

GROUP SIZE: 18

PERCENT OF SAMPLE: 4

AVERAGE GRADE: E-6

AVERAGE TAFMS: 153 MONTHS

AVERAGE TICF: 86 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=18)
H293 MONITOR MISSILE HAZARDOUS OPERATIONS	100
B50 PROVIDE SAFETY STAFF SUPERVISION DURING HAZARDOUS OPERATIONS	100
G274 VERIFY POSITIVE CONTROL OF SMOKING MATERIALS OR AREAS	100
G273 VERIFY POSITIVE CONTROL OF FLAME PRODUCING DEVICES	100
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	100
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	100
G272 VERIFY MINIMUM NUMBER OF QUALIFIED PERSONNEL ARE PRESENT DURING HAZARDOUS OPERATIONS	94
H285 INSPECT INSTALLATION, REMOVAL, OR TRANSPORTATION OF WEAPON OR SPACE SYSTEMS	94
H290 INSPECT PERSONNEL ACCESS AREAS	94
G248 INSPECT SITES OR FACILITIES FOR THE PRESENCE OF LEAKS	94
E129 PREPARE SAFETY INSPECTION REPORTS	94
H292 INSPECT WORKCAGES OR MAN LIFT SYSTEMS	94
G240 INSPECT SITES OR FACILITIES FOR ENVIRONMENTAL HEALTH HAZARDS	94
H282 EVALUATE PROCEDURES FOR UPLOADING, DOWNLOADING, OR PAYLOAD EXCHANGE OF MISSILE OR WEAPON SYSTEMS	89
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	89
G237 INSPECT SITES OR FACILITIES FOR COLOR CODING OF PHYSICAL HAZARDS	89
G265 REVIEW CURRENCY OF LOAD TEST DATES, CALIBRATION DATES, OR INSPECTION DATES	89
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	89
C61 EVALUATE HAZARD REPORTS	89
H289 INSPECT MISSILE SUPPORT EQUIPMENT	89
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	83
K348 DRIVE MILITARY VEHICLES	83
H301 VERIFY TERMINATION OF HAZARDOUS OPERATIONS DURING FOUL WEATHER CONDITIONS	83
G201 INSPECT EXPLOSIVE HANDLING OR STORAGE AREAS	83
G241 INSPECT SITES OR FACILITIES FOR HANDLING OR STORAGE OF HAZARDOUS MATERIALS	83

TABLE A7

GROUP ID NUMBER AND TITLE: GRP068, EQUIPMENT SAFETY INSPECTION PERSONNEL  
 INDEPENDENT JOB TYPE  
 GROUP SIZE: 12 PERCENT OF SAMPLE: 3  
 AVERAGE GRADE: E-6 AVERAGE TAFMS: 147 MONTHS  
 AVERAGE TICF: 41 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=12)
G220 INSPECT MOTOR VEHICLE MAINTENANCE SHOPS	100
G215 INSPECT MACHINERY FOR PROPER MACHINE GUARDING	92
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	92
K348 DRIVE MILITARY VEHICLES	92
G219 INSPECT MOTOR POOL SERVICING AREAS	92
G192 INSPECT CARPENTRY SHOPS	92
G203 INSPECT FACILITIES FOR CURRENCY OF SAFETY BULLETIN BOARDS	83
G247 INSPECT SITES OR FACILITIES FOR SLIPPING HAZARDS	83
G182 INSPECT ADMINISTRATIVE AREAS	83
G244 INSPECT SITES OR FACILITIES FOR OPERATIONAL STATUS OF EMERGENCY LIGHTING SYSTEMS	75
E129 PREPARE SAFETY INSPECTION REPORTS	75
G214 INSPECT MACHINE SHOPS	75
G224 INSPECT PAINT SHOPS	75
G188 INSPECT AUTO HOBBY SHOPS	75
G186 INSPECT ARTS AND CRAFTS CENTERS	75
G194 INSPECT CLUB FACILITIES	75
F169 REVIEW HOSPITAL ADMISSION OR DISPOSITION LOGS	67
G246 INSPECT SITES OR FACILITIES FOR SAFETY PRACTICES EMPLOYED IN USE OF TOOLS OR EQUIPMENT	67
G216 INSPECT MATERIAL HANDLING OR LIFTING DEVICES	67
G187 INSPECT ATHLETIC FIELDS	67
G251 INSPECT SWIMMING FACILITIES	67
F170 REVIEW HOSPITAL EMERGENCY TREATMENT LOGS	58
G249 INSPECT SITES OR FACILITIES FOR UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT OR CLOTHING	58
G236 INSPECT SITES FOR VISUAL HAZARDS	58
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	58
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	58
G256 INSPECT WELDING OPERATIONS	58
G196 INSPECT COMPRESSED GAS STORAGE AREAS	58
B28 BRIEF CONTRACTORS AT PREWORK CONFERENCES REGARDING SAFETY REQUIREMENTS	58
G212 INSPECT HOSPITAL FACILITIES	58
G206 INSPECT FOOD SERVICE ESTABLISHMENTS	58

TABLE A8

GROUP ID NUMBER AND TITLE: GRP037, HEADQUARTERS SAFETY PERSONNEL CLUSTER  
 GROUP SIZE: 52 PERCENT OF SAMPLE: 11  
 AVERAGE GRADE: E-7 AVERAGE TAFMS: 196 MONTHS  
 AVERAGE TICF: 105 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=52)
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	90
J347 WRITE SAFETY-RELATED ARTICLES	87
B48 PARTICIPATE IN STAFF MEETINGS	85
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	81
A9 DEVELOP SAFETY CHECKLISTS	79
B43 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	77
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	77
C66 EVALUATE SAFETY-RELATED SUGGESTIONS	73
C61 EVALUATE HAZARD REPORTS	73
E104 FILE CORRESPONDENCE	71
F159 PREPARE MISHAP BRIEFS OR SAFETY BULLETINS	71
A6 DEVELOP LOCAL SAFETY PUBLICATIONS	71
F174 REVIEW MISHAP OR INCIDENT REPORTS	69
E126 PREPARE AF FORMS 740	69
A10 DEVELOP SAFETY INCENTIVE PROGRAMS	69
F160 PREPARE MISHAP SUMMARIES	67
E115 MAINTAIN AF FORMS 740 (GROUND MISHAP AND SAFETY EDUCATION SUMMARY)	67
A26 SERVE AS ADVISER TO COMMANDER ON SAFETY-RELATED TOPICS	67
F147 ESTABLISH COORDINATION OF MISHAP OR INCIDENT REPORTS	67
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	65
A4 DETERMINE WORK PRIORITIES	65
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	65
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	63
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	60
E137 REVIEW AF FORMS 740	60
A17 PREPARE HISTORICAL DATA	60
B38 ESTABLISH OR MAINTAIN PUBLICATIONS LIBRARY	60
E136 REVIEW AF FORMS 457	60
E143 REVIEW SAFETY AWARDS IN ACCORDANCE WITH AFR 900-26	58
G266 REVIEW CURRENCY OF MISHAP PREVENTION PROGRAMS	56
E118 MAINTAIN SAFETY INSPECTION REPORTS	56
A12 ESTABLISH MISHAP NOTIFICATION PROCEDURES	56
K348 DRIVE MILITARY VEHICLES	56
F158 PREPARE MISHAP ANALYSIS REPORTS	54
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	54

TABLE A9

GROUP ID NUMBER AND TITLE: GRP108, HEADQUARTERS SAFETY PROGRAM MONITORS JOB TYPE

GROUP SIZE: 20

AVERAGE GRADE: E-6

AVERAGE TICF: 79 MONTHS

PERCENT OF SAMPLE: 4

AVERAGE TAFMS: 176 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=20)
E115 MAINTAIN AF FORMS 740 (GROUND MISHAP AND SAFETY EDUCATION SUMMARY)	100
E126 PREPARE AF FORMS 740	100
E129 PREPARE SAFETY INSPECTION REPORTS	95
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	95
E118 MAINTAIN SAFETY INSPECTION REPORTS	95
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	95
E114 MAINTAIN AF FORMS 457 (USAF HAZARD REPORT)	95
F159 PREPARE MISHAP BRIEFS OR SAFETY BULLETINS	90
F160 PREPARE MISHAP SUMMARIES	90
A9 DEVELOP SAFETY CHECKLISTS	90
A18 PREPARE INSPECTION SCHEDULES	90
F147 ESTABLISH COORDINATION OF MISHAP OR INCIDENT REPORTS	85
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	85
J347 WRITE SAFETY-RELATED ARTICLES	85
B48 PARTICIPATE IN STAFF MEETINGS	85
A6 DEVELOP LOCAL SAFETY PUBLICATIONS	85
A12 ESTABLISH MISHAP NOTIFICATION PROCEDURES	85
E132 PROCESS AF FORMS 457	85
G182 INSPECT ADMINISTRATIVE AREAS	80
E104 FILE CORRESPONDENCE	80
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	80
G271 REVIEW UNIT SAFETY TRAINING PROGRAMS	80
A10 DEVELOP SAFETY INCENTIVE PROGRAMS	80
E136 REVIEW AF FORMS 457	80
C61 EVALUATE HAZARD REPORTS	80
G239 INSPECT SITES OR FACILITIES FOR ELECTRICAL HAZARDS	75
A26 SERVE AS ADVISER TO COMMANDER ON SAFETY-RELATED TOPICS	75
B38 ESTABLISH OR MAINTAIN PUBLICATIONS LIBRARY	75
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	75
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	75
F113 MAINTAIN AF FORMS 3 (USAF HAZARD ABATEMENT LOG)	75
C66 EVALUATE SAFETY-RELATED SUGGESTIONS	75
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	70
G266 REVIEW CURRENCY OF MISHAP PREVENTION PROGRAMS	70

TABLE A10

GROUP ID NUMBER AND TITLE: GRPC79, HEADQUARTERS SAFETY EDUCATION AND  
 TRAINING PERSONNEL JOB TYPE  
 GROUP SIZE: 10 PERCENT OF SAMPLE: 2  
 AVERAGE GRADE: E-7 AVERAGE TAFMS: 192 MONTHS  
 AVERAGE TICF: 106 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=10)
J347 WRITE SAFETY-RELATED ARTICLES	100
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	100
C66 EVALUATE SAFETY-RELATED SUGGESTIONS	100
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	90
F160 PREPARE MISHAP SUMMARIES	90
F147 ESTABLISH COORDINATION OF MISHAP OR INCIDENT REPORTS	90
A4 DETERMINE WORK PRIORITIES	90
B35 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	90
E105 FILE OR UPDATE SAFETY HISTORICAL RECORDS	90
F159 PREPARE MISHAP BRIEFS OR SAFETY BULLETINS	90
E143 REVIEW SAFETY AWARDS IN ACCORDANCE WITH AFR 900-26	90
C61 EVALUATE HAZARD REPORTS	90
B48 PARTICIPATE IN STAFF MEETINGS	90
F174 REVIEW MISHAP OR INCIDENT REPORTS	80
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	80
B43 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	80
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	80
E137 REVIEW AF FORMS 740	80
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	80
J342 PROCURE AND ASSEMBLE SAFETY PROMOTIONAL OR REFERENCE MATERIALS FROM OTHER SAFETY ORGANIZATIONS	80
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	80
E104 FILE CORRESPONDENCE	80
A9 DEVELOP SAFETY CHECKLISTS	80
F158 PREPARE MISHAP ANALYSIS REPORTS	70
E142 REVIEW CATEGORY I MATERIEL DEFICIENCY REPORTS (MDR) OR SERVICE REPORTS (SR)	70
J337 COORDINATE WITH STAFF AGENCIES ON MANAGEMENT SAFETY EFFECTIVENESS	70
E141 REVIEW ALL INCOMING CAT-I AND SAFETY-RELATED CAT-II MATERIEL DEFICIENCY REPORTS	70
E126 PREPARE AF FORMS 740	70
E115 MAINTAIN AF FORMS 740 (GROUND MISHAP AND SAFETY EDUCATION SUMMARY)	70
E128 PREPARE SAFETY AWARDS IN ACCORDANCE WITH AFR 900-26	70

TABLE A11

GROUP ID NUMBER AND TITLE: GRP067, HEADQUARTERS MANAGEMENT PERSONNEL JOB TYPE  
 GROUP SIZE: 7 PERCENT OF SAMPLE: 7  
 AVERAGE GRADE: E-8 AVERAGE TAFMS: 264 MONTHS  
 AVERAGE TICF: 156 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=7)
B43 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES	100
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	100
B34 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	100
J346 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF WORK AREAS	100
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	100
B55 SUPERVISE 24170, SAFETY TECHNICIAN PERSONNEL	100
B48 PARTICIPATE IN STAFF MEETINGS	100
A4 DETERMINE WORK PRIORITIES	100
E143 REVIEW SAFETY AWARDS IN ACCORDANCE WITH AFR 900-26	100
C70 PREPARE APRs	100
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	100
A25 SCHEDULE LEAVES OR PASSES	100
J345 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF FACILITIES	86
J347 WRITE SAFETY-RELATED ARTICLES	86
J344 REVIEW DRAWINGS, LAYOUTS, OR SPECIFICATIONS OF BUILDINGS	86
A26 SERVE AS ADVISER TO COMMANDER ON SAFETY-RELATED TOPICS	86
E142 REVIEW CATEGORY I MATERIEL DEFICIENCY REPORTS (MDR) OR SERVICE REPORTS (SR)	86
B35 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	86
E141 REVIEW ALL INCOMING CAT-I AND SAFETY-RELATED CAT-II MATERIEL DEFICIENCY REPORTS	86
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS	86
C86 EVALUATE SAFETY-RELATED SUGGESTIONS	86
A10 DEVELOP SAFETY INCENTIVE PROGRAMS	86
K32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	86
B42 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	86
K353 RESEARCH TECHNICAL PUBLICATIONS OR MANUALS	71
F146 DISTRIBUTE MISHAP BRIEFS OR SAFETY BULLETINS	71
A23 REVIEW FACILITIES LAYOUT PLANS TO ENSURE COMPLIANCE WITH SAFETY STANDARDS	71
A17 PREPARE HISTORICAL DATA	71
A20 PREPARE OR UPDATE OFFICE OPERATING INSTRUCTIONS	71
A6 DEVELOP LOCAL SAFETY PUBLICATIONS	71
A3 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	71

TABLE A12

GROUP ID NUMBER AND TITLE: GRP065, MISHAP INVESTIGATORS JOB TYPE  
 GROUP SIZE: 6 PERCENT OF SAMPLE: 1  
 AVERAGE GRADE: E-6 AVERAGE TAFMS: 116 MONTHS  
 AVERAGE TICF: 37 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=7)
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	100
F169 REVIEW HOSPITAL ADMISSION OR DISPOSITION LOGS	100
F172 REVIEW INITIAL MISHAP FINDINGS TO DETERMINE REPORTABILITY	100
F170 REVIEW HOSPITAL EMERGENCY TREATMENT LOGS	100
F173 REVIEW INITIAL MISHAP FINDINGS TO ESTABLISH CAUSATIVE FACTORS	100
F177 REVIEW SF FORMS 91 (OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENTS)	100
J336 COORDINATE WITH SECURITY POLICE ON MISHAPS, TRAFFIC RECORDS, OR SURVEYS	100
F151 MAINTAIN REPORTABLE ACCIDENT STATISTICS	83
F168 REVIEW FEDERAL EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL ILLNESSES FORMS (CURRENT CA OR L.S. FORMS)	83
F148 INTERVIEW INJURED PERSONS OR PERSONS DIRECTLY INVOLVED IN MISHAPS	83
F152 OBTAIN ESTIMATED MONETARY PROPERTY DAMAGE LOSSES	83
F149 INTERVIEW WITNESSES	83
K348 DRIVE MILITARY VEHICLES	83
J325 COORDINATE WITH FIRE DEPARTMENT ON ACCIDENT INVESTIGATIONS	83
F145 COORDINATE MISHAP NOTIFICATION INFORMATION WITH APPROPRIATE AGENCIES	67
F150 LOG CIVILIAN INJURY DATA ON OSHA FORMS 200 (LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES)	67
F156 PREPARE FORMAL PRELIMINARY OR PROGRESS REPORTS	67
J340 COORDINATE WITH TRANSPORTATION ON MISHAPS, TRAFFIC RECORDS, OR SURVEYS	67
F147 ESTABLISH COORDINATION OF MISHAP OR INCIDENT REPORTS	67
F174 REVIEW MISHAP OR INCIDENT REPORTS	67
J338 COORDINATE WITH STATE OR LOCAL LAW ENFORCEMENT AGENCIES ON ACCIDENT INVESTIGATIONS	67
J333 COORDINATE WITH OTHER MILITARY SERVICES ON COURTESY REPORTS	67
F175 REVIEW REPORT OF LOSS CLAIMS	67
F178 REVIEW STATEMENT OF CHARGES OR REPORTS OF SURVEY	67
F160 PREPARE MISHAP SUMMARIES	50
J329 COORDINATE WITH LATERAL AGENCIES ON COURTESY REPORTS	50
J316 COORDINATE WITH BASE CPO ON CIVILIAN INJURIES	50

TABLE A13

GROUP ID NUMBER AND TITLE: GRPO22, SAFETY INSTRUCTORS JOB TYPE  
 GROUP SIZE: 13 PERCENT OF SAMPLE: 3  
 AVERAGE GRADE: E-5 AVERAGE TAFMS: 130 MONTHS  
 AVERAGE TICF: 53 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING (N=13)
I303 CONDUCT LOCAL CONDITION TRAFFIC SAFETY COURSES (COURSE II)	100
E112 MAINTAIN AF FORMS 1285 (AIR FORCE SAFETY EDUCATION RECORD)	85
I306 CONDUCT SUPERVISOR SAFETY COURSES (COURSE VIII)	77
I311 PREPARE CLASSROOM ROSTERS	77
I305 CONDUCT STANDARD TRAFFIC SAFETY COURSES (COURSE I)	69
I308 COORDINATE WITH FILM LIBRARY ON MAINTENANCE OR PROCUREMENT OF SOFTWARE	69
I304 CONDUCT MOTORCYCLE TRAFFIC SAFETY COURSE (COURSE VII)	69
K348 DRIVE MILITARY VEHICLES	69
I309 DEVELOP SAFETY EDUCATION COURSES	62
I310 MAINTAIN SAFETY EDUCATION LIBRARIES	54
B44 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	46
I314 SCHEDULE SUPERVISOR SAFETY COURSES (COURSE VIII)	38
I312 PREPARE MONTHLY SAFETY COURSE SCHEDULES	38
C65 EVALUATE OFF-DUTY EMPLOYMENT REQUESTS	38
E124 PREPARE AF FORM 711 SERIES (USAF MISHAP REPORT)	31
A3 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	31
D73 ADMINISTER OR SCORE TESTS	31
D96 MAINTAIN TRAINING RECORDS	31
K350 MONITOR PROCUREMENT OF SAFETY EQUIPMENT	31
E127 PREPARE DRAFTS OF GENERAL CORRESPONDENCE OR REPORTS	31
E106 INITIATE AF FORMS 1530 (PUNCH CARD TRANSCRIPT)	31
B48 PARTICIPATE IN STAFF MEETINGS	31
I313 RECORD INDIVIDUAL SCORES ON CLASSROOM TEST SCORE SHEETS	31
B49 PREPARE REQUISITIONS FOR SUPPLIES OR EQUIPMENT	31
B42 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	23
E111 KEYPUNCH IBM CARDS	23
A13 MONITOR GOVERNMENT MOTOR VEHICLE (GMV) OPERATIONS TRAINING PROGRAMS	23
E126 PREPARE AF FORMS 740	23
E131 PROCESS AF FORMS 1256 (CERTIFICATE OF TRAINING)	23
F176 REVIEW SECURITY POLICE BLOTTERS	23
E122 MAKE ENTRIES ON AF FORMS 1530	23
E104 FILE CORRESPONDENCE	23
A22 PREPARE SAFETY EXHIBITS FOR BASE OR LOCAL EVENTS	23
A7 DEVELOP OR PUBLISH SAFETY EDUCATION MATERIALS	23

END

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