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UNITED STATES AIR FORCE

11/11/88

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# OCCUPATIONAL SURVEY REPORT

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JUN 14 1988  
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PRODUCTION CONTROL CAREER LADDER

AFSC 555X0

AFPT 90-555-753

MAY 1988

OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT CENTER  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78153-5000

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DISTRIBUTION FOR  
AFSC 555X0 OSR AND SUPPORTING DOCUMENTS

	<u>OSR</u>	<u>ANL EXT</u>	<u>TNG EXT</u>	<u>JOB INV</u>
AFHRL/MODS	2	1m	1m	
AFHRL/ID	1	1m	1m/1h	
AFMPC/DPMRPQ1	2			
ARMY OCCUPATIONAL SURVEY BRANCH	1			
CCAF/AYX	1			
DEFENSE TECHNICAL INFORMATION CENTER	2			
HQ AAC/DPAT	3		3	
HQ AFCC/DPATO	3		3	
HQ AFCC/TTGT	3		3	
HQ AFESC/DEMG	1		1	
HQ AFISC/DAP	2			
HQ AFLC/MPCA	3		3	
HQ AFSC/DEMD	1		1	
HQ AFSC/MPAT	3		3	
HQ AFSPACECOM/MPTT	2		2	
HQ AFSPACECOM/TTGT	1		1	
HQ ATC/DPAE	1		1	
HQ ATC/TTOC	2		1	
HQ ESC/TTGT	1		1	
HQ ESC/DPTE	2		2	
HQ MAC/DPAT	3		3	
HQ MAC/TTGT	1		1	
HQ PACAF/TTGT	1		1	
HQ PACAF/DPAT	3		3	
HQ SAC/DPAT	3		3	
HQ SAC/TTGT	1		1	
HQ TAC/DPATJ	3		3	
HQ TAC/TTGT	1		1	
HQ USAF/DPPE	1			
HQ USAFE/DPAT	3		3	
HQ USAFE/TTGT	1		1	
HQ USMC (CODE TPI)	1			
NODAC	1			
3700 TCHTW/TTGX (SHEPPARD AFB TX)	5	3	9	3
3700 TCHTW/TTS (SHEPPARD AFB TX)	1		1	
DET 4, USAFOMC (SHEPPARD AFB TX)	1	1	1	1
USAFOMC/OMYXL	10	2m	5	10
3507 ACS/DPKI	1			

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PREFACE

\*This report presents the results of an Air Force occupational survey of the Production Control career ladder (AFSC 555X0). This survey was requested by the Air Force Engineering and Services Center (AFESC). 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 Mr Donald Cochran, 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. This report has been reviewed and approved by Lieutenant Colonel Thomas E. Ulrich, Chief, Airman Analysis Branch, Occupational Analysis Division, USAF Occupational Measurement Center, Randolph AFB, Texas 78150-5000.

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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Accession For	
NTIS GRA&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
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## SUMMARY OF RESULTS

1. Survey Coverage. This survey includes both military and civilians. A combined total of 1,274 members of the Production Control career ladder (1,028 military and 246 civilians) were in the final survey sample, representing 69 percent of the assigned military strength and 61 percent of the civilians surveyed. Personnel were surveyed worldwide across all user commands. The military sample included 3-, 5-, 7-, and 9-skill levels and CEM Code 55500 and was representative in terms of MAJCOMs and paygrade groups. Civilians sampled included those in Occupational Series 1601, 1152, 802, 303, and 4206.

2. Specialty Jobs. Six major job clusters and eight independent job types were identified in this analysis. Military and civilian personnel are working jointly in five of the six job clusters and two of the eight independent job types. Of the remaining job groups, one cluster was composed entirely of civilians and six independent job types were comprised totally of military personnel.

3. Career Ladder Progression. The AFSC 555X0 career ladder follows the usual pattern of career progression. At the 3- and 5-skill levels, personnel are performing mostly technical tasks, while at the 7-skill level, personnel perform both technical and supervisory tasks. The 9-skill level and CEM code personnel are performing primarily management and supervisory functions. The AFR 39-1 Specialty Descriptions for the career ladder accurately reflect the jobs and tasks performed by personnel at each skill level.

4. Training Analysis. The STS for AFSC 555X0 is generally supported by OSR data. There are, however, several nonsupported paragraphs which need to be reviewed. In addition, several tasks not referenced to the STS need review for possible inclusion. The POI for the basic E3ABR course is also basically supported by OSR data. Again, several nonsupported objectives and unreferenced tasks were noted.

5. Comparison to Previous Survey. The results of this OSR were compared with those from the 1981 study. Results of both studies were similar. One minor difference noted between the two surveys was that members of the current study perform slightly broader jobs than those of the previous study.

6. Implications. The AFSC 555X0 career ladder has remained relatively stable over the past several years as far as functional responsibilities are concerned, although it changed from a lateral to a nonlateral ladder. Personnel are relatively satisfied with their jobs and for the most part perceive their talents and training to be adequately utilized. Good career ladder progression is noted. No major differences were noted in utilization of military and civilian personnel. The STS is basically supported, although some paragraphs should be reviewed, as well as a number of unreferenced tasks. The basic ABR course at Sheppard AFB is adequate in meeting training needs of first-enlistment personnel. As with the STS, a review is recommended.

OCCUPATIONAL SURVEY REPORT  
PRODUCTION CONTROL CAREER LADDER (AFSC 555X0)  
AND RELATED CIVILIAN OCCUPATIONAL SERIES  
(SERIES 1601, 1152, 802, 303, AND 4206)

INTRODUCTION

This is a report of an occupational survey of the Production Control career ladder (AFSC 555X0) and related civilian Occupational series (Series 1601-General Facilities and Equipment, 1152-Production Controller, 802-Engineering Technicians, 303-General Administrative, and 4206-Plumber) completed by the Occupational Analysis Division, USAF Occupational Measurement Center, in March 1988. This specialty was last surveyed in 1981. *Keywords:*

*Job analysis, personnel management, career ladder, (sbw)*

Background

This survey was requested by the Air Force Engineering and Services Center (AFESC) to secure current job and task data to be used in updating career ladder documents (AFR 39-1 Specialty Descriptions, STS, POI, and CDCs). In addition, the technical school wanted to identify tasks being performed under the new Work Information Management System (WIMS) so they could validate those blocks of instruction in the basic course dealing with WIMS. Civilians were included in the survey at the request of AFESC. The inclusion of civilians was deemed necessary to ensure complete coverage of career ladder jobs, since civilian personnel may be performing tasks or jobs not performed by their military counterparts or vice versa.

The primary responsibilities of Production Control personnel, as described in AFR 39-1 Specialty Descriptions, are to "review, approve, schedule, and control work requirements for maintenance, repair, and minor construction work performed by Base Civil Engineering (BCE) work forces; review work requirements and identify and recommend those suitable for contract accomplishment; prepare for and operate computer systems equipment; process and control data flow; maintain civil engineering readiness and contingency plans; and supervise Production Control personnel."

Entry into the career ladder is from Basic Military Training School (BMTS) through a Category B 8-week, 3-day course conducted at Sheppard AFB, TX; by directed duty assignment (DDA) from BMTS; or by retraining. The 555X0 ladder was initially a lateral-entry career ladder but was changed to a direct-entry ladder in November 1984. For career ladders with Category B training, the desired goal is that 50 percent of the nonprior service personnel attend resident training.

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Once initial training is completed and 555X0 personnel are assigned to operating bases, they receive more job-related training through the OJT program and other advance courses as needed.

## SURVEY METHODOLOGY

### Inventory Development

The data collection for this occupational survey was accomplished by using USAF Job Inventory AFPT 90-555-753, dated November 1986. A tentative task list was prepared after reviewing current career ladder documents, tasks from previous AFSC 555X0 job inventories, and data from the previous occupational survey report (OSR). The tentative task list was then validated through personal interviews with 50 subject-matter specialists at 13 bases, both military and civilian. A background section was constructed containing questions regarding incumbents' grade, duty title, total time in the career field, time in present job, total active federal military service, job satisfaction data, and other career ladder related items. Bases visited to validate the task list were determined primarily from recommendations by career ladder functional managers and training personnel. These locations were chosen to ensure that representative missions performed within the AFSC 555X0 career ladder were adequately covered. Bases visited were:

Sheppard AFB TX	(Tech School)
Barksdale AFB LA	(SAC)
Tinker AFB OK	(AFLC)
Eglin AFB FL	(AFSC)
Tyndall AFB FL	(TAC)
Robins AFB GA	(AFLC)
Kirtland AFB NM	(MAC)
Fairchild AFB WA	(SAC)
McChord AFB WA	(MAC)
Altus AFB OK	(MAC)
George AFB CA	(TAC)
Edwards AFB CA	(AFSC)
McClellan AFB CA	(AFLC)
Travis AFB CA	(MAC)

A final inventory consisting of 582 tasks grouped under 14 headings was developed and validated for use in this survey.

### Survey Administration

Consolidated Base Personnel Offices (CBPO) at operational bases worldwide administered the inventory to DAFSC 555X0 personnel holding 3-, 5-, 7-, and 9-skill levels and CEM Code 55500. Similarly, survey booklets for civilians

holding Occupational Series 1601, 1152, 802, 303, and 4206 were distributed through local civilian personnel offices (CPO). Administration occurred from January to June 1987. Military individuals were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL). Computer listings of civilian personnel to be surveyed were provided by the Air Force Civilian Personnel Management Center (AFCPMC).

### Survey Sample

Personnel were selected for this survey to ensure an accurate representation across major commands (MAJCOM) and paygrade groups. Of the 1,500 assigned military personnel, 1,287 were mailed inventory booklets. Similarly, all of the 402 assigned civilians in the occupational series described earlier were mailed inventory booklets. Table 1 displays the percent of assigned distribution, by MAJCOM, of military personnel in the career ladder as of November 1986. Also listed, by MAJCOM, is the percent distribution of military respondents in the final sample. Table 2 lists the command distribution of the 246 civilians in the final survey sample. The 1,028 military respondents in the final sample represent 69 percent of the military personnel assigned to the Production Control career ladder. The 246 civilian respondents represent 61 percent of those civilians surveyed. Table 3 reflects the military sample distribution by paygrade groups. From these tables, it can be seen that the final sample was representative of the career ladder.

### Data Processing and Analysis

Once job inventories are returned from the field, the responses to both background and task information are checked for completeness and the data are then entered into the computer. Specialized computer analysis programs, called Comprehensive Occupational Data Analysis Programs (CODAP), are then applied to the data and various computer products are generated to aid in data analysis.

Computer-generated job descriptions are produced for groups of respondents including civilians, DAFSC, time in service (TAFMS), MAJCOM, and CONUS/overseas groups, as well as for job groups. These descriptions include such information as percent members performing each task and the average percent time spent on each task.

### Task Factor Administration

In addition to completing a job inventory, selected senior 555X0 personnel were asked to complete a second booklet for either training emphasis (TE) or task difficulty (TD). 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.

TABLE 1

## COMMAND REPRESENTATION OF SURVEY SAMPLE (MILITARY)

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	22	22
TAC	16	15
USAFE	13	13
MAC	12	10
ATC	9	8
PACAF	8	8
AFSC	6	5
AFLC	4	3
AAC	3	4
OTHERS	3	8
SPCMD	2	2
AFCC	1	1
ELC	1	1

Total 555X0 Personnel Assigned: 1,500  
Total 555X0 Personnel Eligible for Survey: 1,287  
Total in Sample: 1,028  
Percent Assigned in Sample: 69%  
Percent of Eligible in Sample: 80%

TABLE 2  
COMMAND REPRESENTATION OF SURVEY SAMPLE (CIVILIAN)

<u>COMMAND</u>	<u>PERCENT OF SAMPLE</u>
ATC	37
SAC	21
TAC	15
AFLC	8
MAC	8
AFSC	5
AAC	3
OTHERS	3

Total Civilian Personnel Surveyed: 402  
Total Personnel in Sample: 246  
Percent of Surveyed in Sample: 61%

TABLE 3  
PAYGRADE REPRESENTATION OF SURVEY SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	13	14
E-4	11	10
E-5	29	29
E-6	22	21
E-7	17	17
E-8	5	5
E-9	3	4

As of 18 Dec 86

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 incumbent to learn to do a particular task. Task difficulty data were independently collected from 43 senior level AFSC 555X0 personnel stationed worldwide. Interrater reliability (as assessed through components of variance of standard group means) was .93, which indicates high agreement among the 43 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, with a standard deviation of 1.00. The resulting data is essentially a rank ordering of tasks, indicating the degree of difficulty for each task in the inventory.

Training Emphasis (TE). Another group of 43 senior technicians were selected to complete a TE booklet. This involved rating the inventory tasks on a 10-point scale from 0 (no training required) to 9 (extremely high training emphasis). The interrater reliability (as assessed through components of variance of standard group means) for the 43 raters surveyed was .94, indicating a 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. Training emphasis is a rating of which tasks in the opinion of the raters require structured training for first-term personnel. Structured training is defined as training provided at the resident technical school, field training detachment (FTD), mobile training teams, formal OJT, or any other organized training methods.

When used in conjunction with other factors, such as percent members performing and TD ratings, TE data provide insight into what the training requirements of the career field are. For the AFSC 555X0 career ladder, the average TE rating is 2.56, and the standard deviation is 2.64. Tasks rated 5.20 or higher are considered to be the primary tasks to be considered for formal training programs for the career ladder.

#### SPECIALTY JOBS (Career Ladder Structure)

An important part of each occupational survey is to examine the overall job structure that exists within a career ladder, as well as how these jobs relate to each other. This is accomplished by examining what job incumbents indicate they are actually doing, rather than what the official career field documents dictate they should be doing. The automated job clustering program inherent in the CODAP system plays an integral part in the analysis of the actual job structure for a career ladder. Job groups are formed based on similarity of tasks performed and relative time spent performing those tasks. Starting with career ladder structure data, 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 occupational analysis process consists of determining the functional job structure of career ladder personnel in terms of clusters, job types, 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 as clusters. Finally, there are often cases of specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are called independent job types.

#### Overview of Specialty Jobs

This is a joint survey containing both military and civilian members. While the two populations are discussed separately in some instances, they are combined for the purpose of discussion of the specialty job description section. This is because jobs are formed based upon task performance rather than background characteristics. The titles given to these jobs are based upon composite job descriptions for group members and background information. Military and civilian members are working jointly within five of the six major job clusters and two of the eight independent job types. Of the remaining job groups, one cluster was composed entirely of military personnel, one independent job type was comprised of all civilians, and five independent job types were comprised of all military (see Table 4).

The job structure of the Production Control career ladder was determined by a job type analysis of survey data from 1,274 combined military and civilian respondents. This analysis identified six clusters and eight independent job types. These jobs are illustrated in Figure 1 and listed below. The stage (STG) number shown beside each title is a reference to computer-printed information. The number of personnel in each job group (N) is also shown.

- I. CUSTOMER SERVICE PERSONNEL CLUSTER (STG141, N=308)
- II. SERVICE CALL PERSONNEL CLUSTER (STG121, N=123)
- III. PROGRAMMER/SCHEDULER PERSONNEL CLUSTER (STG140, N=217)
- IV. MANAGEMENT AND SUPERVISORY PERSONNEL CLUSTER (STG098, N=146)
- V. SARPMA CIVIL ENGINEERING PERSONNEL IJT (STG067, N=12)
- VI. INSERVICE WORK PLANNING (IWP) PROGRAMMERS IJT (STG055, N=32)
- VII. MAINTENANCE SCHEDULERS/CONTROLLERS CLUSTER (STG047, N=65)
- VIII. PRIME BEEF AND READINESS PERSONNEL CLUSTER (STG088, N=87)
- IX. CONTINGENCY PERSONNEL IJT (STG068, N=22)
- X. GENERAL SUPPLY PERSONNEL IJT (STG147, N=5)

TABLE 4  
 SELECTED BACKGROUND DATA FOR CAREER LADDER CLUSTERS AND INDEPENDENT JOB TYPES

	CUST SVS PERSONNEL CLUSTER (STG141)	SVS CALL PERSONNEL CLUSTER (STG121)	PROG/SCHED PERSONNEL CLUSTER (STG140)	MGMT & SUPV PERSONNEL CLUSTER (STG098)
NUMBER IN GROUP	308	123	217	146
PERCENT OF TOTAL SAMPLE	24%	10%	17%	11%
PERCENT OVERSEAS	26%	26%	13%	30%
DAFSC DISTRIBUTION				
55510/30	11%	26%	6%	2%
55550	42%	52%	33%	10%
55570	33%	10%	18%	45%
55590	2%	0%	0%	23%
55500	0%	0%	0%	8%
CIVILIAN	12%	12%	43%	13%
AVERAGE TICF - CIV & MIL (MONTHS)				
	63	44	69	131
AVERAGE TAFMS - MILITARY (MONTHS)				
	121	98	112	221
AVERAGE NUMBER SUPERVISED				
	2	0	1	7
PERCENT IN FIRST ENLISTMENT				
	21%	27%	11%	0%
AVG NUMBER OF TASKS PERFORMED				
	85	49	98	191

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CAREER LADDER CLUSTERS AND INDEPENDENT JOB TYPES

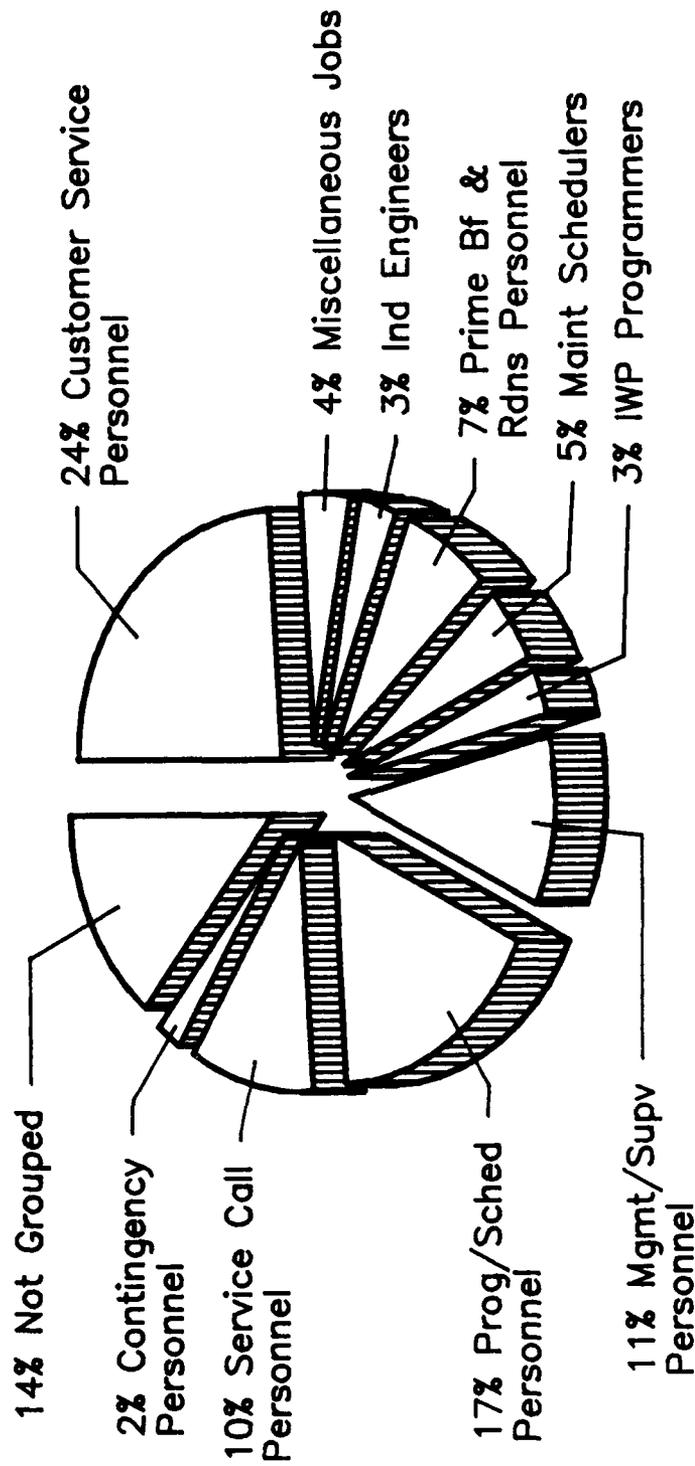
	SARMA CE PERS IJT (STG067)	IWP PROG IJT (STG055)	MAINT SCHED/ CONTROLLERS CLUSTER (STG047)	PRIME BEEF & READINESS PERS CLUSTER (STG088)
NUMBER IN GROUP	12	32	65	87
PERCENT OF TOTAL SAMPLE	1%	3%	5%	7%
PERCENT OVERSEAS	0%	16%	15%	26%
DAFSC DISTRIBUTION				
55510/30	0%	6%	6%	6%
55550	0%	31%	35%	24%
55570	0%	16%	8%	60%
55590	0%	0%	0%	3%
55500	0%	0%	0%	7%
CIVILIAN	100%	47%	51%	0%
AVERAGE TICF - CIV & MIL (MONTHS)				
	41	96	55	89
AVERAGE TAFMS (MONTHS)				
	0	102	81	188
AVERAGE NUMBER SUPERVISED				
	0	1	0	1
PERCENT IN FIRST ENLISTMENT				
	0%	12%	19%	0%
AVG NUMBER OF TASKS PERFORMED				
	45	39	26	113

TABLE 4 (CONTINUED)  
 SELECTED BACKGROUND DATA FOR CAREER LADDER CLUSTERS AND INDEPENDENT JOB TYPES

	CONTIN- GENY PERS IJT (STG068)	GENERAL SUPPLY PERS IJT (STG147)	INDUS ENGRS IJT (STG082)	WTMS MONITORS IJT (STG116)	QUALITY ASSURANCE PERS IJT (STG054)	TRNG PERS IJT (STG446)
NUMBER IN GROUP	22	5	35	12	23	7
PERCENT OF TOTAL SAMPLE	2%	*	3%	1%	2%	1%
PERCENT OVERSEAS	27%	80%	23%	25%	63%	14%
DAFSC DISTRIBUTION						
55510/30	5%	0%	3%	0%	4%	0%
55550	59%	20%	8%	17%	13%	71%
55570	36%	80%	74%	67%	87%	29%
55590	0%	0%	9%	16%	0%	0%
55500	0%	0%	3%	0%	0%	0%
CIVILIAN	0%	0%	3%	0%	0%	0%
AVERAGE TICF - CIV & MIL (MONTHS)						
	64	106	78	76	113	85
AVERAGE TAFMS (MONTHS)						
	143	198	191	180	213	141
AVERAGE NUMBER SUPERVISED						
	0	1	0	0	0	0
PERCENT IN FIRST ENLISTMENT						
	19%	0%	3%	0%	0%	0%
AVG NUMBER OF TASKS PERFORMED						
	44	58	63	45	36	27

\* Less than 1 percent

# PRODUCTION CONTROL SPECIALTY STRUCTURE (PERCENT MEMBERS RESPONDING)



\* Miscellaneous Jobs include General Supply Personnel, SARPMA Civil Engineering Personnel, WIMS Monitors, Quality Assurance Personnel, Training Instructors

Figure 1

- XI. INDUSTRIAL ENGINEERS IJT (STG082, N=35)
- XII. WIMS MONITORS IJT (STG116, N=12)
- XIII. QUALITY ASSURANCE PERSONNEL IJT (STG054, N=23)
- XIV. TRAINING PERSONNEL IJT (STG446, N=7)

The respondents forming these groups account for 86 percent of the survey sample. The remaining 14 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 clusters and independent job types identified within the AFSC 555X0 career ladder. Relative percent time spent on duties for each group is presented in Table 5, while Table 4 reflects selected background data for each group. The discussion presented is limited to a brief description of the respondents who comprise the jobs and examples of tasks performed. Extensive lists of representative tasks performed by each specialty job discussed below are provided in Appendix A.

I. CUSTOMER SERVICE PERSONNEL CLUSTER (STG141, N=308). This large cluster of individuals represents the main hub of the Civil Engineering Branches throughout the Air Force. Eighty-eight percent of these personnel are military and 12 percent are civilians. They are primarily responsible for the receipt, processing, and controlling of work requests submitted to CE until the jobs are accomplished or in a firm program for accomplishment. As part of their jobs, they may be required to operate computer terminals and review and analyze computer products. This cluster represents the largest group identified in this study, comprising 24 percent of the survey sample. Military personnel average 121 months in service (TAFMS). Twenty-one percent of them are in their first enlistment. Sixty-four percent of these customer service members' job time was spent on tasks related to two broad duty categories--performing administrative and general tasks (24 percent) and performing customer service functions (40 percent). They perform an average of 85 tasks. Common tasks include:

- Assign control numbers to work requests, such as work orders and job orders
- Advise customers on work requirements
- Assist customers in completing AF Forms 332 (BCE Work Request)
- Provide status of requested work to customers
- Prepare job orders
- Research status of requested work

TABLE 5  
RELATIVE PERCENT TIME SPENT ON DUTIES ACROSS JOB GROUPS

DUTIES	CUST SVS PERS CLUS (STG147, N=308)	SVS CALL PERS CLUS (STG127, N=123)	PROG/SCHED PERS CLUS (STG140, N=217)	MGMT & SUPV PERS CLUS (STG098, N=146)	SARPMA CIVIL ENG PERS IJT (STG067, N=12)
A. ORGANIZING AND PLANNING	6	4	6	16	21
B. DIRECTING AND IMPLEMENTING	7	6	4	13	3
C. INSPECTING AND EVALUATING	2	1	3	12	8
D. TRAINING	2	1	2	8	3
E. PERFORMING ADMINISTRATIVE AND GENERAL TASKS	24	13	20	14	27
F. PERFORMING GENERAL SUPPLY TASKS	2	2	2	4	3
G. PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) FUNCTIONS	*	*	1	2	*
H. PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) FUNCTION	1	*	2	1	*
I. PERFORMING CUSTOMER SERVICE UNIT FUNCTIONS	40	28	18	11	22
J. PERFORMING SERVICE CALL FUNCTIONS	7	34	4	3	1
K. PERFORMING PROGRAMMING AND SCHEDULING FUNCTIONS	3	1	34	6	8
L. PERFORMING INDUSTRIAL ENGINEERING FUNCTIONS	*	*	1	2	4
M. PERFORMING READINESS MANAGEMENT FUNCTIONS	*	1	*	2	C
N. PERFORMING CONTINGENCY FUNCTIONS	6	7	4	6	*

\* Less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 5 (CONTINUED)

## RELATIVE PERCENT TIME SPENT ON DUTIES ACROSS JOB GROUPS

DUTIES	IMP PROG IJT (STG055, N=32)	MAINT SCHED/CONTR CLUS (STG047, N=65)	PRIME BEEF & READINESS CLUS (STG088, N=87)	CONT PERS IJT (STG068, N=22)	GENERAL SUPPLY PERS IJT (STG147, N=5)
A. ORGANIZING AND PLANNING	3	5	9	5	12
B. DIRECTING AND IMPLEMENTING	2	1	4	4	4
C. INSPECTING AND EVALUATING	2	2	5	4	9
D. TRAINING	1	1	10	4	*
E. PERFORMING ADMINISTRATIVE AND GENERAL TASKS	24	21	4	9	10
F. PERFORMING GENERAL SUPPLY TASKS	1	*	10	8	42
G. PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) FUNCTIONS	2	*	*	1	0
H. PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) FUNCTION	1	2	*	1	0
I. PERFORMING CUSTOMER SERVICE UNIT FUNCTIONS	8	9	*	5	8
J. PERFORMING SERVICE CALL FUNCTIONS	*	2	1	1	2
K. PERFORMING PROGRAMMING AND SCHEDULING FUNCTIONS	52	52	*	1	4
L. PERFORMING INDUSTRIAL ENGINEERING FUNCTIONS	*	*	*	5	*
M. PERFORMING READINESS MANAGEMENT FUNCTIONS	*	*	41	1	0
N. PERFORMING CONTINGENCY FUNCTIONS	4	5	15	51	8

\* Less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 5 (CONTINUED)

## RELATIVE PERCENT TIME SPENT ON DUTIES ACROSS JOB GROUPS

DUTIES	INDUSTRIAL ENGINEERS IJT (STG082, N=35)	WIMS MONITORS IJT (STG116, N=12)	QUALITY ASSURANCE PERSONNEL IJT (STG054, N=23)	TRNG PERSONNEL (STG446, N=7)
A. ORGANIZING AND PLANNING	10	7	12	1
B. DIRECTING AND IMPLEMENTING	6	4	6	4
C. INSPECTING AND EVALUATING	7	4	28	4
D. TRAINING	3	10	1	73
E. PERFORMING ADMINISTRATIVE AND GENERAL TASKS	13	9	30	4
F. PERFORMING GENERAL SUPPLY TASKS	5	6	4	3
G. PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) FUNCTIONS	25	4	*	10
H. PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) FUNCTION	1	20	0	0
I. PERFORMING CUSTOMER SERVICE UNIT FUNCTIONS	1	0	6	0
J. PERFORMING SERVICE CALL FUNCTIONS	1	0	1	1
K. PERFORMING PROGRAMMING AND SCHEDULING FUNCTIONS	1	*	5	*
L. PERFORMING INDUSTRIAL ENGINEERING FUNCTIONS	18	30	2	0
M. PERFORMING READINESS MANAGEMENT FUNCTIONS	1	0	1	0
N. PERFORMING CONTINGENCY FUNCTIONS	8	6	5	0

\* Less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

Initiate AF Forms 1879 (BCE Job Order Record)  
Assist customers in completing AF Forms 1135 (BCE Real  
Property Maintenance Request)  
Assign job orders to workcenters

Within this cluster, three variations were noted. These variations included Customer Service Clerks, Customer Service Job/Work Order Coordinators, and their Supervisors.

II. SERVICE CALL PERSONNEL CLUSTER (STG121, N=123). This cluster of individuals is primarily responsible for handling urgent and emergency requests that cannot be handled by routine paper work transactions. They all function as do-it-now (DIN) craft workers. They represent 10 percent of the survey sample. Within the service call cluster, three variations were noted. These variations included Service Call Job/Work Order Controllers, Dispatchers, and Service Call Work Order Coordinators. Seventy-five percent of these cluster members' job time was spent on three broad duty categories--performing service functions (34 percent), performing customer service unit functions (28 percent), and performing administrative and general tasks (13 percent). A majority of these personnel are 3- and 5-skill levels (26 and 52 percent, respectively). Eighty-eight percent of these members are military and 12 percent are civilians. They perform an average of 49 tasks. Common tasks include:

Determine category of service calls  
Assign service calls to Do-It-Now (DIN) vehicles  
Dispatch DIN trucks  
Assign service calls to cost centers  
Prepare job orders

Military personnel within this cluster average 98 months TAFMS, while the average time in the career field for both military and civilians is slightly less than 4 years (44 months).

III. PROGRAMMER/SCHEDULER PERSONNEL CLUSTER (STG140, N=217). These personnel concentrate primarily on scheduling and program planning. While others may also perform these functions, they are not involved to as great an extent as these personnel are. This cluster consists of both military and civilians (57 and 43 percent, respectively). Within this cluster, several job variations were noted. These variations included Service Call Schedulers, Planners, Senior Schedulers, and Schedule Control Coordinators. These personnel represent 17 percent of the survey sample and perform an average of 98 tasks. Common tasks include:

- Review work order folders
- Monitor scheduled work
- Coordinate scheduled work with customers
- Identify carry over work
- Assign work orders to workcenters
- Prepare weekly work schedules
- Conduct weekly scheduling meetings
- Initiate AF Forms 561 (Base Civil Engineering Weekly Schedule)
- Develop BCE work schedules
- Monitor work flow
- Initiate change orders for work orders

Military personnel average 112 months TAFMS, and 11 percent are in their first enlistment.

IV. MANAGEMENT AND SUPERVISORY PERSONNEL CLUSTER (STG098, N=146). Forming this cluster are production personnel who are primarily responsible for management and supervisory functions. Their duties involve the day-to-day management and supervision of production control units, sections, or organizations throughout the United State Air Force. This cluster represents the most experienced of all groups identified, with military personnel having an average of 221 months in the military. The average time in the career field for the total group (military and civilians) is 131 months. Several variations were noted within this cluster--Section Supervisors and NCOICs, Section Chiefs, Customer Service Monitors, Resource Managers, and Chief Production Controllers. Fifty-four percent of their duty time was spent on four duty categories--directing and implementing, inspecting and evaluating, organizing and planning, and performing administrative and general tasks. They also perform the highest average number of tasks of all groups in the study (191). Common tasks performed include:

- Participate in briefings
- Counsel subordinates on military-related matters
- Schedule leaves
- Write APR
- Counsel subordinates on personal matters
- Interpret directives for subordinates
- Assign personnel to duty positions

As expected, a majority (76 percent) of the military personnel in this cluster are 7-skill level or higher.

V. SARPMA CIVIL ENGINEERING PERSONNEL IJT (STG067, N=12). This small group of civilians are assigned to the San Antonio Real Property Management Agency (SARPMA) located in San Antonio, Texas. SARPMA is generally responsible for the performance of property maintenance for all military bases in

the San Antonio area. This organization is composed primarily of civilian employees and is designed to perform many of the functions previously having been the responsibility of base CE. These personnel spend a majority (70 percent) of their job time performing tasks related to three broad duty categories--performing administrative and general tasks, performing customer service unit functions, and organizing and planning. They perform an average of 45 tasks. Common tasks include:

- Input material requirements into supply system
- Determine equipment requirements
- Perform job site checks
- Participate in briefings
- Determine personnel manning requirements
- Estimate simple single craft job orders using other than Engineered Performance Standards (EPS)
- Review work order folders

VI. IWP PROGRAMMERS IJT (STG055, N=32). These personnel perform the specialized job of Inservice Work Planning (IWP). They are primarily responsible for planning, updating, and monitoring in-service work plans. Six percent of these personnel hold DAFSC 55510/55530, 31 percent hold DAFSC 55550, 16 percent hold DAFSC 55570, and 47 percent are civilians. Military have an average of 102 months TAFMS. They perform an average of 39 tasks. Common tasks include:

- Develop In-Service Work Plans
- Establish start dates for work orders
- Perform file maintenance on Work Order Master (WCM) files
- Perform file maintenance on Work Order Shop (WON) files
- Review work order folders
- Establish completion dates for work orders
- Maintain In-Service Work Plans
- Maintain work order programming files
- Prepare In-Service Work Plans

Twelve percent of the military are in their first enlistment.

VII. MAINTENANCE SCHEDULERS/CONTROLLERS CLUSTER (STG047, N=65). These personnel are primarily responsible for maintaining and managing maintenance scheduling. The military members of this group have an average of 81 months in the military, and the group performs an average of 26 tasks. Common tasks include:

- Input labor man-hours into computer system
- Maintain AF Forms 561 (Base Civil Engineering Weekly Schedule)

- Maintain AF Forms 1734 (BCE Daily Work Schedule)
- Make entries on AF Forms 561 (Base Civil Engineering Weekly Schedule)
- Make entries on AF Forms 1879 (BCE Job Order Record)
- Initiate AF Forms 561 (Base Civil Engineering Weekly Schedule)
- Prepare weekly work schedules
- Identify carry over work
- Monitor scheduled work
- Downgrade job orders

Fifty-one percent of these personnel are civilians, 6 percent hold DAFSC 55510/55530, 35 percent hold DAFSC 55550, and 8 percent hold DAFSC 55570.

VIII. PRIME BEEF AND READINESS PERSONNEL CLUSTER (STG088, N=87). Members of this group are primarily involved with PRIME BEEF and readiness functions. While other respondents may perform some PRIME BEEF and readiness functions, these personnel are considerably more involved with these functions. They spend 76 percent of their duty time on tasks related to four duty categories--performing readiness functions (41 percent), performing contingency functions (15 percent), training (10 percent), and performing general supply tasks (10 percent). This group is comprised of all military personnel; 6 percent hold DAFSC 55510/55530, 24 percent hold DAFSC 55550, 60 percent hold DAFSC 55570, 3 percent hold 55590, and 7 percent hold DAFSC 55500. They perform an average of 113 tasks. Common tasks include:

- Brief CE personnel on PRIME BEEF Programs
- Coordinate contingency training with appropriate agencies
- Schedule training for PRIME BEEF members
- Fire M-16 rifles
- Evaluate Base Engineer Emergency Force (PRIME BEEF) operations
- Identify personnel requirements for deployments
- Participate in briefings
- Coordinate training for PRIME BEEF and Recovery Force personnel with other BCE and base agencies
- Identify equipment requirements for deployments
- Identify personnel requirements for mobility operations
- Develop CE mobility inspection checklists
- Coordinate mobility exercise or contingency requirements with participating units
- Coordinate on leave requests
- Monitor PRIME BEEF Team Chief responsibilities and requirements

None of these personnel are in their first enlistment. Average TAFMS is 188 months.

IX. CONTINGENCY PERSONNEL IJT (STG068, N=22). This group is comprised totally of military personnel who are primarily responsible for the performance of contingency-related functions. These functions involve tasks performed under emergency conditions. These tasks are not directly AFSC related. While other personnel in this survey may perform some of these tasks, their routine jobs do not center around contingency functions as is the case with this group of individuals. Sixty-eight percent of these members' job time was spent on three broad duty categories--performing contingency functions, performing administrative and general tasks, and performing general supply tasks. They perform an average of 44 tasks. Common tasks include:

- Operate portable radios
- Tear down, inspect, clean, and reassemble M-16 rifles
- Don or doff chemical warfare personal protective clothing
- Practice OPSEC during contingency exercises or operations
- Practice COMSEC during contingency exercises or operations
- Prepare personal clothing for deployments
- Plot damage assessments
- Identify chemical warfare agents
- Erect tents
- Perform damage control command and control functions
- Assemble AM-2 matting for rapid runway repairs
- Perform personal hygiene techniques under field conditions

Fifty-nine percent of this group hold DAFSC 55550 and 36 percent hold AFSC 55570. They average 143 months in the military (TAFMS). Nineteen percent are in their first enlistment.

X. GENERAL SUPPLY PERSONNEL IJT (STG147, N=5). This small group of supply personnel is comprised of all military members, most of whom are stationed overseas. Eighty percent hold DAFSC 55570. They are responsible for general supply functions to include issuing supply and maintaining supply records. Sixty-five percent of these airmen's job time was spent on three broad duty categories--performing general supply functions (42 percent), organizing and planning (12 percent), and performing administrative and general tasks (10 percent). They perform an average of 58 tasks. Common tasks include:

- prepare letters of justification for supply-related matters
- maintain organizational equipment records
- prepare sole source letters for local purchases
- prepare requisitions for local purchases of equipment
- prepare documents to return excess equipment
- identify supply problems
- establish supply requirements

perform job site checks  
issue supplies  
evaluate work orders

These supply personnel have an average of 198 months in the military (TAFMS) and none are in their first enlistment.

XI. INDUSTRIAL ENGINEERS IJT (STG082, N=35). This group of Industrial Engineers are primarily responsible for the base civil engineering functions. These responsibilities involve the broad aspects of civil engineering, to include planning and developing solutions to a variety of base civil engineering problems. They spend 66 percent of their job time on tasks related to four duties--performing base engineering automated management systems (BEAMS) functions (25 percent), performing administrative and general tasks (13 percent), performing industrial engineering functions (18 percent), and organizing and planning (10 percent). They perform an average of 63 tasks. Common tasks include:

Develop solutions to problems identified within BEAMS  
Analyze impact of BEAMS changes  
Develop Air Force On-Line Data System (AFOLDS) retrievals  
Participate in briefings  
Perform BEAMS management functions  
Monitor BEAMS schedules  
Analyze impact of BEAMS conversions  
Interpret computer output products  
Schedule frequency of automated products  
Develop self-inspection programs  
Analyze impact of BEAMS modifications  
Conduct training on BEAMS operations

This group is comprised of 97 percent military and only 3 percent civilian. They have an average of 191 months in the military (TAFMS), with very few members (3 percent) in their first enlistment.

XII. WORK INFORMATION MANAGEMENT SYSTEM (WIMS) MONITORS IJT (STG116, N=12). The Work Information Management System (WIMS) is a relatively new computer system added to the Production Control career ladder since the last survey. Their jobs involve tasks related to utilizing computer software designed to maintain and control work flow to include job work order scheduling and maintenance. While they may perform other tasks, they are distinguished by their performance of the WIMS tasks. They spend 60 percent of their duty time on tasks related to three broad duty categories--performing industrial engineering functions (30 percent), work information management systems functions (20 percent), and training (10 percent). They perform an average of 45 tasks. Common tasks include:

- Perform WIMS data base management functions
- Monitor WIMS hardware equipment
- Perform computer restore functions
- Develop WIMS management reports
- Control passwords for WIMS
- Develop WIMS software programs
- Prepare WIMS management reports
- Perform computer backup functions
- Interpret computer output products
- Modify WIMS software programs
- Maintain WIMS completed job order tape files
- Monitor WIMS hardware maintenance contracts

This group is all military, with 17 percent holding DAFSC 55550, 67 percent holding DAFSC 55570, and 16 percent holding DAFSC 55590. They have an average of 180 months in the military (TAFMS).

XIII. QUALITY ASSURANCE PERSONNEL IJT (STG054, N=23). Personnel within this independent job type are primarily responsible for ensuring the quality and conditions of production control services (conditions and work of CE maintenance). This is a highly experienced group of airmen, having an average of 213 months in the military, with 87 percent holding DAFSC 55570. This is an all-military group, with 63 percent assigned to overseas locations. They spend 58 percent of their job time on tasks related to two broad duty categories--inspecting and evaluating (28 percent) and performing administrative and general tasks (30 percent). They perform a rather specialized job involving an average of only 36 tasks. Common tasks include:

- Evaluate contractor performance
- Evaluate personnel for compliance with performance standards
- Perform job site checks
- Evaluate work schedules
- Conduct final inspections of completed work
- Evaluate work orders
- Evaluate job orders
- Evaluate inspection report findings
- Evaluate proposed publications
- Evaluate maintenance of equipment
- Evaluate quality control procedures
- Conduct informal inspections of assigned shops
- Monitor AF Forms 1879 (BCE Job Order Record)
- Analyze workload requirements
- Review facility jacket files

These personnel are nonsupervisory and none are in their first enlistment.

XIV. TRAINING PERSONNEL IJT (STG446, N=7). This group of personnel works primarily as course instructors. Courses of instruction may involve classroom instruction as well as hands-on training. These instructors are all military members, with 71 percent holding DAFSC 55550 and 29 percent holding DAFSC 55570. Seventy-three percent of these personnel's job time is spent on tasks related to the broad duty category of training. They performed an average of 27 tasks. Common tasks included:

- Evaluate progress of resident course students
- Score tests
- Administer tests
- Prepare lesson plans
- Maintain training aids
- Conduct resident course classroom training
- Counsel trainees on training progress
- Conduct training on BEAMS utilization
- Conduct training on BEAMS operations
- Demonstrate how to locate technical information
- Write test questions
- Conduct local classroom training

These personnel average 141 months in the military (TAFMS) and all are beyond the first enlistment.

#### Comparison to Previous OSR

The results of this survey report were compared with those of the previous occupational survey report of the Production Control career ladder, dated January 1981, to determine what, if any, changes have occurred since that time. Overall, the career ladder has remained fairly stable, with the exception of changing from a lateral to a nonlateral career ladder and the addition of the Work Information Management System (WIMS) responsibilities. Other specialty jobs appear to generally parallel those found in 1981 (see Table 6). Perhaps the only minor difference seen between the two studies involved the scope of jobs. In 1988, AFSC 555X0 personnel are found to be performing a broader job encompassing a variety of civil engineering functions. In 1981, AFSC 555X0 personnel were performing more specialized jobs. As an example, a job such as missile coordinator was distinctively described in the 1981 survey. However, in the current study, tasks related to missiles are still being performed, but are subsumed within other identified jobs.

#### Comparison of Military and Civilian Specialty Job Incumbents

The military and civilian mix across specialty jobs was also examined. Both military and civilians are represented in five of the six clusters and two of the independent job types (see Table 7). One job, SARPMA Civil Engineers, is comprised of all civilians. The remaining independent job types are comprised of all military personnel and include Contingency Personnel, PRIME

TABLE 6

COMPARISON OF CURRENT AND PREVIOUS JOB GROUPS

1988 OSR	1981 OSR
I. CUSTOMER SERVICE PERSONNEL CLUSTER (STG141, N=308)	I. CUSTOMER SERVICE PERSONNEL CLUSTER (GRP235, N=135)
II. SERVICE CALL PERSONNEL CLUSTER (STG121, N=123)	II. WORK CONTROL SUPERVISORS (GRP184, N=15)
III. PROGRAMMER/SCHEDULER PERSONNEL CLUSTER (STG140, N=217)	III. MISSILE COORDINATORS (GRP201, N=8)
IV. MANAGEMENT AND SUPERVISORY PERSONNEL CLUSTER (STG098, N=146)	IV. CUSTOMER EVALUATION PROGRAM (GRP314, N=5)
V. SARPMA CIVIL ENGINEERING PERSONNEL IJT (STG067, N=3)	V. SERVICE CALL PERSONNEL CLUSTER (GRP272, N=151)
VI. IWP PROGRAMMERS IJT (STG055, N=32)	VI. CONTROLLERS (GRP093, N=22)
VII. MAINTENANCE SCHEDULERS CONTROLLER CLUSTER (STG047, N=65)	VII. SCHEDULERS (GRP120, N=78)
VIII. PRIME BEEF AND READINESS PERSONNEL CLUSTER (STG088, N=87)	VIII. PLANNING PERSONNEL CLUSTER (GRP074, N=69)
IX. CONTINGENCY PERSONNEL CLUSTER (STG068, N=22)	IX. PROGRAM DEVELOPMENT PERSONNEL (GRP446, N=6)
X. GENERAL SUPPLY PERSONNEL IJT (STG147, N=5)	X. MANAGEMENT PERSONNEL CLUSTER (GRP096, N=222)
XI. INDUSTRIAL ENGINEERING CLUSTER (STG082, N=35)	
XII. WIMS MONITORS IJT (STG116, N=12)	XI. PRIME BEEF AND READINESS PERSONNEL (GRP062, N=38)
XIII. QUALITY ASSURANCE PERSONNEL IJT (STG054, N=23)	
XIV. TRAINING PERSONNEL IJT (STG446, N=7)	XII. INDUSTRIAL ENGINEERING ANALYSTS (GRP528, N=11)
	XIII. QUALITY ASSURANCE PERSONNEL (GRP373, N=5)
	XIV. CONTRACT MONITORS (GRP182, N=10)
	XV. CIVIL ENGINEERING INSPECTORS (GRP408, N=7)
	XVI. SAFETY PERSONNEL (GRP264, N=5)

TABLE 7

MILITARY/CIVILIAN DISTRIBUTION ACROSS SPECIALTY JOBS  
(PERCENT RESPONDING)

	<u>CIVILIANS</u>	<u>MILITARY</u>
I. CUSTOMER SERVICE PERSONNEL CLUSTER (STG141, N=308)	13	87
II. SERVICE CALL PERSONNEL CLUSTER (STG121, N=123)	12	88
III. PROGRAMMER/SCHEDULER PERSONNEL CLUSTER (STG140, N=217)	43	57
IV. MANAGEMENT AND SUPERVISORY PERSONNEL CLUSTER (STG098, N=146)	13	87
V. SARPMA CIVIL ENGINEERING PERSONNEL IJT (STG067, N=13)	100	0
VI. IWP PROGRAMMERS IJT (STG055, N=32)	47	53
VII. MAINTENANCE SCHEDULERS/CONTROLLERS CLUSTER (STG047, N=65)	51	49
VIII. PRIME BEEF AND READINESS PERSONNEL CLUSTER (STG088, N=87)	0	100
IX. CONTINGENCY PERSONNEL IJT (STG068, N=22)	0	100
X. GENERAL SUPPLY PERSONNEL IJT (STG147, N=5)	0	100
XI. INDUSTRIAL ENGINEERS IJT (STG082, N=35)	3	97
XII. WIMS MONITORS IJT (STG116, N=12)	0	100
XIII. QUALITY ASSURANCE PERSONNEL IJT (STG054, N=23)	0	100
XIV. TRAINING PERSONNEL IJT (STG446, N=7)	0	100

BEEF and Readiness Personnel, General Supply Personnel, Quality Assurance Personnel, WIMS Monitors, and Training Instructors.

Job groups having both military and civilian members were examined to determine military-civilian differences. In the seven jobs containing fairly large percentages of both military and civilian personnel, both groups of people are performing primarily the same tasks. Overall, the military members were found to be performing a slightly higher average number of tasks than their civilian counterparts. This finding, however, is not totally unexpected since many of the military members are assigned to overseas locations where they usually perform a much broader job than their CONUS counterparts.

#### Summary

Both military and civilians were included in this specialty job analysis. Six job clusters and eight independent job types were identified, indicating that the Production Control career ladder is somewhat heterogeneous. All of the major cluster groups performed interrelated tasks usually associated with production control center functions. These groups account for the bulk of AFSC 555X0 respondents. The eight independent job type groups perform specialized functions--SARPMA CE personnel, PRIME BEEF and Readiness Personnel, Contingency Personnel, General Supply Personnel, Industrial Engineers, WIMS Monitors, Quality Assurance Personnel, and Training Instructors.

#### ANALYSIS OF DAFSC GROUPS

In addition to examining the job structure of the Production Control specialty (as discussed in the SPECIALTY JOBS section), this report also includes an analysis of tasks performed at each skill level. 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 duties and tasks performed between 3- and 5-skill level personnel indicates the jobs they perform are essentially the same; therefore, they are discussed as one group (55530/55550). The distribution of skill level members across the career ladder specialty jobs is shown in Table 8. To give some indications of how skill-level groups are working within this ladder, the relative time spent on each duty by skill-level groups is presented in Table 9.

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 as skill levels increase. More detailed descriptions relative to how skill-level groups are working and the differences, if any, between jobs they perform are presented below.

TABLE 8

DAFSC DISTRIBUTION ACROSS SPECIALTY JOBS  
(PERCENT RESPONDING)

	DAFSC 55510/30/50 (N=521)	DAFSC 55570 (N=421)	DAFSC 55590/00 (N=86)
I. CUSTOMER SERVICE PERSONNEL CLUSTER (STG141, N=308)	31	24	7
II. SERVICE CALL PERSONNEL CLUSTER (STG121, N=123)	18	3	0
III. PROGRAMMER/SCHEDULER PERSONNEL CLUSTER (STG140, N=217)	16	9	0
IV. MANAGEMENT AND SUPERVISORY PERSONNEL CLUSTER (STG098, N=146)	3	16	53
V. SARPMA CIVIL ENGINEERING PERSONNEL IJT (STG067, N=13)	0	0	0
VI. IWP PROGRAMMERS IJT (STG055, N=32)	2	1	0
VII. MAINTENANCE SCHEDULERS/CONTROLLERS CLUSTER (STG047, N=65)	5	1	0
VIII. PRIME BEEF AND READINESS PERSONNEL CLUSTER (STG088, N=87)	5	12	10
IX. CONTINGENCY PERSONNEL IJT (STG068, N=22)	3	2	0
X. GENERAL SUPPLY PERSONNEL IJT (STG147, N=5)	*	1	0
XI. INDUSTRIAL ENGINEERS IJT (STG082, N=35)	1	6	5
XII. WIMS MONITORS IJT (STG116, N=12)	*	2	2
XIII. QUALITY ASSURANCE PERSONNEL IJT (STG054, N=23)	1	5	0
XIV. TRAINING PERSONNEL IJT (STG446, N=7)	1	*	0
NOT GROUPED	14	17	23

\* Less than 1 percent

TABLE 9

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 55530/50 (N=507)	DAFSC 55570 (N=421)	DAFSC 55590/00 (N=86)
A. ORGANIZING AND PLANNING	5	11	20
B. DIRECTING AND IMPLEMENTING	5	8	13
C. INSPECTING AND EVALUATING	2	9	15
D. TRAINING	3	6	7
E. PERFORMING ADMINISTRATIVE AND GENERAL TASKS	18	15	14
F. PERFORMING GENERAL SUPPLY TASKS	3	5	3
G. PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) FUNCTIONS	1	3	1
H. PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) FUNCTIONS	1	1	1
I. PERFORMING CUSTOMER SERVICE UNIT FUNCTIONS	25	14	8
J. PERFORMING SERVICE CALL FUNCTIONS	11	4	1
K. PERFORMING PROGRAMMING AND SCHEDULING FUNCTIONS	11	6	4
L. PERFORMING INDUSTRIAL ENGINEERING FUNCTIONS	1	3	2
M. PERFORMING READINESS MANAGEMENT FUNCTIONS	3	6	6
N. PERFORMING CONTINGENCY FUNCTIONS	11	9	5

### Skill-Level Descriptions

DAFSC 55530/55550. The 3- and 5-skill level personnel (49 percent of the military sample) perform an average of 72 tasks. Sixty-five percent of the 3- and 5-skill level group are working in three jobs--Customer Service Personnel Cluster (31 percent), Service Call Personnel Cluster (18 percent), and Programmer/Scheduler Personnel Cluster (16 percent) (see Table 8). These members perform primarily a technical job, and represent the main hub of the career ladder, spending most of their work time (76 percent) on tasks related to performing administrative and general tasks, performing customer service unit functions, performing service call functions, performing programming and scheduling functions, and performing contingency functions (see Table 9). The average time in career field for these members is 41 months, with their average TAFMS being 47 months. Table 10 lists representative tasks performed by these personnel. As mentioned in the career ladder structure discussion, this is a diverse career ladder. Examples of most common tasks performed by these personnel, as presented in Table 10, clearly document the fragmented jobs performed by these personnel. Tasks from the job inventory pertaining to contingency functions appear high on the listing of common tasks performed.

DAFSC 55570. Approximately 41 percent (421 members) of the military sample hold a 7-skill level. They are primarily supervisory personnel. Although they perform some of the technical aspects of the job, there is an increase in supervisory responsibilities from the 3-/5-skill level to the 7-skill level (see Table 9). These personnel have an average of 194 months in the military, with an average of 121 months in the career field. They perform an average of 93 tasks. Examples of tasks commonly performed by 7-skill level members are presented in Table 11. Tasks which best distinguish the 7-skill level group from the previously described 3-/5-skill level group are presented in Table 12. Those tasks are primarily related to supervision. As mentioned earlier, this table clearly indicate a decrease in the technical aspects of the 7-skill level job and an increase in supervisory responsibilities. These members are working in most of the identified jobs and are spending more job time on supervisory-related tasks than the previously described group (see Tables 8 and 9).

DAFSC 55590/CEM 55500. 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 military sample. Respondents at these two skill levels spend more of their time performing management, supervisory, and staff-level functions than other skill-level groups previously discussed. They work primarily within jobs identified as management, supervision, and administrative. Sixty-two percent of these members' job time was devoted to four supervisory-related duties--organizing and planning, directing and implementing, inspecting and evaluation, and performing administrative and general tasks. The main differences between these highly experienced personnel and those previously discussed 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 13 provides those tasks

TABLE 10

EXAMPLES OF TASKS PERFORMED BY DAFSC 55530/50 PERSONNEL  
(N=507)

TASKS	PERCENT MEMBERS PERFORMING
N535 FIRE M-16 RIFLES	63
I325 PREPARE JOB ORDERS	61
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	61
I289 ASSIGN CONTROL NUMBERS TO WORK REQUESTS, SUCH AS WORK ORDERS AND JOB ORDERS	57
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD) OTHER THAN WHEN INITIATING	57
I302 DOWNGRADE JOB ORDERS	57
I291 ASSIGN JOB ORDERS TO WORKCENTERS	55
I288 ADVISE CUSTOMERS ON WORK REQUIREMENTS	55
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	54
N580 TEAR DOWN, INSPECT, CLEAN, AND REASSEMBLE M-16 RIFLES	53
I295 DETERMINE CATEGORY OF JOB ORDERS	53
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS	52
I335 UPGRADE JOB ORDERS	50
I292 ASSIST CUSTOMERS IN COMPLETING AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	49
I303 ESTABLISH COMPLETION DATES FOR JOB ORDERS	49
I332 RESEARCH STATUS OF REQUESTED WORK	48
J337 ASSIGN SERVICE CALLS TO COST CENTERS	47
I321 MAINTAIN BCE JOB ORDER LOGS	47
J341 DETERMINE CATEGORY OF SERVICE CALLS	46
J338 ASSIGN SERVICE CALLS TO DO-IT-NOW (DIN) VEHICLES	46
I293 ASSIST CUSTOMERS IN COMPLETING AF FORMS 332 (BCE WORK REQUEST)	46
E161 EVALUATE JOB ORDERS	46
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	46
J346 DISPATCH DIN TRUCKS	45
I306 ESTIMATE SIMPLE SINGLE CRAFT JOB ORDERS USING ENGINEERED PERFORMANCE STANDARDS (EPS)	44
N575 PREPARE PERSONAL CLOTHING FOR DEPLOYMENTS	42
E211 REVIEW WORK ORDER FOLDERS	41
B40 AUTHORIZE WORK	40
I321 MAKE ENTRIES ON AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	40
I313 MAINTAIN COMPLETED JOB ORDER FILES	40
J351 ISSUE AND CONTROL PORTABLE RADIOS	38

TABLE 11  
 EXAMPLES OF TASKS PERFORMED BY DAFSC 55570 PERSONNEL  
 (N=421)

TASKS	PERCENT MEMBERS PERFORMING
A23 PARTICIPATE IN BRIEFINGS	72
N535 FIRE M-16 RIFLES	57
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	54
A30 PREPARE BRIEFINGS	52
B43 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	50
C95 WRITE APR	47
B59 ORIENT NEWLY ASSIGNED PERSONNEL	46
B42 CONDUCT BRIEFINGS	46
N528 DON OR DOFF CHEMICAL WARFARE PERSONAL PROTECTIVE CLOTHING	45
E197 PREPARE BRIEFING SLIDES	44
I288 ADVISE CUSTOMERS ON WORK REQUIREMENTS	44
B40 AUTHORIZE WORK	43
E161 EVALUATE JOB ORDERS	42
A8 DETERMINE WORK PRIORITIES	42
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	42
E211 REVIEW WORK ORDER FOLDERS	42
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS	41
A24 PLAN BRIEFINGS	41
C88 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	41
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	41
I293 ASSIST CUSTOMERS IN COMPLETING AF FORMS 332 (BCE WORK REQUEST)	40
E163 EVALUATE WORK ORDERS	40
I308 EVALUATE WRITTEN WORK REQUESTS	40
I332 RESEARCH STATUS OF REQUESTED WORK	40
E190 MONITOR AF FORMS 332 (BCE WORK REQUEST)	38
I289 ASSIGN CONTROL NUMBERS TO WORK REQUESTS, SUCH AS WORK ORDERS AND JOB ORDERS	38
I333 REVIEW WORK REQUESTS FOR ADEQUACY, JUSTIFICATION, B39 APPROVE WORK	37
I325 PREPARE JOB ORDERS AND VALIDITY	36
E167 INITIATE AF FORMS 332 (BCE WORK REQUEST)	35
C91 PERFORM JOB SITE CHECKS	32
C97 WRITE INSPECTION REPORTS	25
C73 EVALUATE CONTRACTOR PERFORMANCE	19
	16

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 55570 AND 55530/50 PERSONNEL

TASKS	DAFSC 55570	DAFSC 55530/50	DIFFERENCE
J338 ASSIGN SERVICE CALLS TO DO-IT-NOW (DIN VEHICLES)	20	46	26
I325 PREPARE JOB ORDERS	36	61	24
J346 DISPATCH DIN TRUCKS	20	45	24
J337 ASSIGN SERVICE CALLS TO COST CENTERS	23	47	24
J341 DETERMINE CATEGORY OF SERVICE CALLS	23	46	23
I302 DOWNGRADE JOB ORDERS	36	57	21
I291 ASSIGN JOB ORDERS TO WORKCENTERS	34	55	20
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD)	36	57	20
I335 UPGRADE JOB ORDERS	30	50	20
-----			
A23 PARTICIPATE IN BRIEFINGS	72	43	28
A30 PREPARE BRIEFINGS	52	25	27
B43 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	50	23	27
C95 WRITE APR	47	20	27
A13 DEVELOP SELF-INSPECTION PROGRAMS	35	9	26
B42 CONDUCT BRIEFINGS	46	20	25
C88 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	41	15	25
B44 COUNSEL SUBORDINATES ON PERSONAL MATTERS	44	20	23
A24 PLAN BRIEFINGS	41	18	22
A35 SCHEDULE LEAVES	33	10	22
C98 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	28	5	22
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	30	8	21
B63 SUPERVISE PRODUCTION CONTROL SPECIALISTS (AFSC 55550)	33	12	20
D135 MAKE ENTRIES ON AF FORMS 623 AND 623A (ON-THE-JOB-TRAINING RECORD AND CONTINUATION SHEET)	38	17	20
B58 INTERPRET DIRECTIVES FOR SUBORDINATES	34	13	20
B61 SUPERVISE CIVILIANS	29	8	20

TABLE 13  
 EXAMPLES OF TASKS PERFORMED BY DAFSC 55590/00 PERSONNEL  
 (N=36)

TASKS	PERCENT MEMBERS PERFORMING	
A23	PARTICIPATE IN BRIEFINGS	95
A30	PREPARE BRIEFINGS	83
B42	CONDUCT BRIEFINGS	80
A24	PLAN BRIEFINGS	79
B58	INTERPRET DIRECTIVES FOR SUBORDINATES	73
B43	COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	69
A16	DRAFT DIRECTIVES	68
B44	COUNSEL SUBORDINATES ON PERSONAL MATTERS	66
C98	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	65
B59	ORIENT NEWLY ASSIGNED PERSONNEL	65
C88	INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	63
C95	WRITE APR	62
B39	APPROVE WORK	60
A19	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	59
A7	DETERMINE PERSONNEL MANNING REQUIREMENTS	59
B40	AUTHORIZE WORK	58
A8	DETERMINE WORK PRIORITIES	58
C94	REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS OR DECORATIONS	58
C99	WRITE SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	56
B41	COMPILE DATA FOR STAFF STUDIES	54
E170	INTERPRET COMPUTER OUTPUT PRODUCTS	55
E197	PREPARE BRIEFING SLIDES	55
B64	SUPERVISE PRODUCTION CONTROL TECHNICIANS (AFSC 55570)	52
E211	REVIEW WORK ORDER FOLDERS	52
A18	ESTABLISH ORGANIZATIONAL POLICIES	52
C79	EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	51
E205	REVIEW BEAMS AUTOMATED SCHEDULING PRODUCTS	50
E167	INITIATE AF FORMS 332 (BCE WORK REQUEST)	48
C76	EVALUATE INSPECTION REPORT FINDINGS	47
C80	EVALUATE PROPOSED PUBLICATIONS	47
C66	ANALYZE WORKLOAD REQUIREMENTS	46
A11	DEVELOP OPERATIONAL PLANS	46
C85	EVALUATE WORK SCHEDULES	40
D138	PARTICIPATE IN TRAINING CONFERENCES	27
C70	EVALUATE BASE ENGINEER EMERGENCY FORCE (PRIME BEEF) OPERATIONS	26

commonly performed by these AFSC 55590 and CEM 55500 personnel. Table 14 provides those tasks which distinguish between these personnel and 7-skill level personnel. The main difference is the increased management responsibilities common at the 9-skill and CEM Code levels.

#### Summary

Career ladder progression through the AFSC 555X0 skill levels is well defined, with 3- and 5-skill level personnel spending the majority of their job time performing general Production Control duties. 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 performed. DAFSC 55590 and CEM 55500 personnel spend 62 percent of their job time on supervisory, management, and administrative tasks, with the remainder being spent on various other functions.

### ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTIONS

Occupational survey data for each of the AFSC 555X0 skill levels were compared to the AFR 39-1 Specialty Descriptions for the production Control career ladder (DAFSCs 55530/55550/55570/55590 and CEM Code 55500), dated 31 Oct 1984. 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 Production Control personnel. The 7-skill level, 9-skill level, and CEM Code descriptions also appear complete and accurate. The 7-skill level description clearly indicates involvement with not only the supervisory responsibilities, but some regular Production Control duties as well, while the 9-skill level and CEM code description accurately covers the management and supervisory functions performed by these personnel.

### TRAINING ANALYSIS

Occupational survey data are used to assist in the development, planning, evaluating, and reviewing of various training programs and documents, such as the STS and POI. These training efforts are relevant to personnel working in their first assignment. Some factors which may be used in the analysis include percent of first enlistment (1-48 months TAFMS) 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 555X0 STS and POI for Course 3ABR55530 based on the matching of inventory tasks to the appropriate sections of the POI and STS by

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 55570 AND 55590/00 PERSONNEL

TASKS	DAFSC 55570 AIRMEN	DAFSC 55590/ 55500 AIRMEN	DIFFERENCE
A16 DRAFT DIRECTIVES	27	68	40
C94 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS OR DECORATIONS	17	58	40
B58 INTERPRET DIRECTIVES FOR SUBORDINATES	34	73	38
A7 DETERMINE PERSONNEL MANNING REQUIREMENTS	21	59	38
A24 PLAN BRIEFINGS	41	79	37
C98 WRITE RECOMMENDATIONS	28	65	36
B57 INITIATE PERSONNEL ACTION REQUESTS, SUCH AS AF FORMS 2095 (ASSIGNMENT/PERSONNEL ACTION)	24	59	34
B42 CONDUCT BRIEFINGS	46	80	34
A37 WRITE CIVILIAN POSITION DESCRIPTIONS	15	47	32
C99 WRITE SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	25	56	31
A38 WRITE MILITARY JOB DESCRIPTIONS	14	45	31
C80 EVALUATE PROPOSED PUBLICATIONS	16	47	30
A30 PREPARE BRIEFINGS	52	83	30
A35 SCHEDULE LEAVES	33	63	30
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	23	54	30
A15 DRAFT BUDGET REQUIREMENTS	21	52	30
C86 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	28	58	30
B64 SUPERVISE PRODUCTION CONTROL TECHNICIANS (AFSC 55570)	22	52	30
A18 ESTABLISH ORGANIZATIONAL POLICIES	22	52	29
A26 PLAN PHYSICAL LAYOUT OF PRODUCTION CONTROL CENTER (PCC)	19	48	29
C72 EVALUATE CIVILIAN POSITION DESCRIPTIONS	13	43	29
A19 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	30	59	29
D101 ASSIGN OJT TRAINERS	12	41	29
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	30	58	27
C96 WRITE CIVILIAN PERFORMANCE APPRAISALS	17	45	27
A11 DEVELOP OPERATIONAL PLANS	19	46	27
C87 INDORSE CIVILIAN PERFORMANCE APPRAISALS	13	38	25
E206 REVIEW BEAMS EXECUTIVE MANAGEMENT PRODUCTS	18	43	24
E205 REVIEW BEAMS AUTOMATED SCHEDULING PRODUCTS	25	50	24
D137 MAKE ENTRIES ON AF FORMS 971 (SUPERVISOR'S RECORD OF EMPLOYEE)	14	38	24

experienced technical school personnel from Sheppard Technical Training Center. A complete computer list displaying 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 presented below.

### Training Emphasis

Training emphasis (TE) for each task in the inventory was assessed through ratings by 43 experienced Production Control 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 is 2.56, with a standard deviation of 2.64. Tasks receiving ratings of 5.20 or higher may be considered to have relatively high training emphasis. For a more complete description of these ratings, see the section on Task Factor Administration in the INTRODUCTION to this report. Examples of tasks rated highest in training emphasis are listed in Table 15. As can be seen, these tasks are related to customer service and service call functions.

### Task Difficulty

The relative difficulty of each task in the inventory is assessed through ratings of 43 experienced 555X0 NCOs. These ratings 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 equal to 1.0. Tasks rated the most difficult by AFSC 555X0 personnel are listed in Table 16 and are related to a variety of production control functions. Many of these tasks seem to be high-level functions and relate to supervisory and managerial duties, such as directing and implementing, training, inspecting and evaluating, organizing and planning, and information management systems, industrial engineering functions, readiness management, and contingency functions. Most of the tasks listed are performed by very few first-job and first-enlistment personnel.

### First-Enlistment Personnel

In addition to the analysis of tasks and jobs across skill-level groups, it is also important to analyze jobs and tasks as they relate to experience in the career ladder. First-enlistment personnel are of particular interest in terms of training implications. The distribution of first-enlistment personnel across job groups is displayed in Figure 2.

As illustrated in Figure 2, first-enlistment personnel participated in an expected range of activities related to 555X0 functions and are members of all of the major job clusters. Thirty-nine percent of these first-enlistment personnel are performing customer service functions; 21 percent are working as Service Call Personnel, and 10 percent are working as Programmers/Schedulers.

TABLE 15

## EXAMPLES OF TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	TNG EMP	1ST JOB	1ST ENL	TSK DIF
I332 RESEARCH STATUS OF REQUESTED WORK	6.79	53	54	4.58
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	6.77	71	72	3.25
J338 ASSIGN SERVICE CALLS TO DO-IT-NOW (DIN) VEHICLES	6.65	59	58	3.40
I292 ASSIST CUSTOMERS IN COMPLETING AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	6.63	56	54	3.14
E201 PROCESS AF FORMS 332 (BCE WORK REQUEST)	6.60	35	33	4.04
E189 MONITOR AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER)	6.56	24	24	4.49
I295 DETERMINE CATEGORY OF JOB ORDERS	6.56	63	64	3.60
I325 PREPARE JOB ORDERS	6.56	74	73	3.35
J341 DETERMINE CATEGORY OF SERVICE CALLS	6.53	59	58	3.95
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	6.51	66	65	3.95
I328 PREPARE WORK ORDERS	6.51	31	28	4.54
I293 ASSIST CUSTOMERS IN COMPLETING AF FORMS 332 (BCE WORK REQUEST)	6.49	48	46	3.50
E190 MONITOR AF FORMS 332 (BCE WORK REQUEST)	6.37	36	33	4.43
E200 PROCESS AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER)	6.37	21	22	4.19
I291 ASSIGN JOB ORDER TO WORKCENTERS	6.37	63	64	3.25
I311 MAINTAIN BCE JOB ORDER LOGS	6.37	59	58	3.06
E166 INITIATE AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER)	6.33	28	26	4.31
E167 INITIATE AF FORMS 332 (BCE WORK REQUEST)	6.33	37	33	4.08
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS	6.30	58	56	3.92
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD) OTHER THAN WHEN INITIATING	6.21	67	69	3.15
I310 LOG ENTRIES IN WORK ORDER REGISTERS	6.21	36	32	3.05
I323 MONITOR DELINQUENT JOB ORDERS	6.21	38	37	4.06
J337 ASSIGN SERVICE CALLS TO COST CENTERS	6.21	59	58	3.39
E199 PROCESS AF FORMS 1219 (BCE MULTI-CRAFT JOB ORDER)	6.19	27	29	3.57
I289 ASSIGN CONTROL NUMBERS TO WORK REQUESTS, SUCH AS WORK ORDERS AND JOB ORDERS	6.14	63	63	2.82
E210 REVIEW JOB ORDER PACKAGES	6.09	31	32	4.04
I314 MAINTAIN FACILITY JACKET FILES	6.05	40	40	4.10
E211 REVIEW WORK ORDER FOLDERS	6.00	34	33	5.18
I313 MAINTAIN COMPLETED JOB ORDER FILES	6.00	52	52	3.26
K390 MAINTAIN AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE)	6.00	26	27	4.47
E209 REVIEW FACILITY JACKET FILES	5.95	31	30	4.29
I296 DETERMINE CLASSIFICATION OF WORK ORDERS	5.95	23	25	4.34

TABLE 16

## EXAMPLES OF TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TSK DIF	1ST JOB	1ST ENL	TNG EMP
B43 DIRECT INDUSTRIAL ENGINEERING BRANCH OPERATIONS	8.24	1	1	.40
A25 PLAN EMERGENCY WAR ORDER (EWO) PROCEDURES	8.15	2	1	.51
B47 DIRECT INDUSTRIAL ENGINEERING ANALYSIS SECTION OPERATIONS	7.80	1	1	.58
D152 WRITE CDC	7.65	0	0	.16
H378 MODIFY WIMS SOFTWARE PROGRAMS	7.51	2	2	1.51
A37 WRITE CIVILIAN POSITION DESCRIPTIONS	7.46	1	1	.60
H272 DEVELOP WIMS SOFTWARE PROGRAMS	7.32	1	1	1.58
A11 DEVELOP OPERATIONAL PLANS	7.14	1	3	.42
G260 DEVELOP SOLUTIONS TO PROBLEMS IDENTIFIED WITHIN BEAMS	7.09	1	2	1.19
L445 PERFORM ANALYTICAL STUDIES ON OPERATING DATA TO DETERMINE EFFICIENCY OF WORK FORCE	7.07	1	1	.88
N540 LOAD PLAN AIRCRAFT FOR DEPLOYMENTS	7.06	0	1	1.21
A15 DRAFT BUDGET REQUIREMENTS	7.06	1	1	.63
A9 DEVELOP COST-REDUCTION PROGRAMS	7.05	1	1	.56
L446 PERFORM ANALYTICAL STUDIES ON OPERATING DATA TO DETERMINE PROGRESS	7.04	0	0	.84
M475 DEVELOP CE DISASTER PREPAREDNESS ANNEXES FOR OPERATIONS PLANS	7.02	0	0	1.28
M474 DEVELOP CE DISASTER PREPAREDNESS ANNEXES FOR BASE WAR SUPPORT	7.00	0	0	1.28
D116 DEVELOP RESIDENT COURSE CURRICULUM MATERIALS	6.96	1	1	.53
G255 DEVELOP AIR FORCE ON-LINE DATA SYSTEM (AFOLDS) RETRIEVALS	6.94	2	3	2.14
D153 WRITE TEST QUESTIONS	6.94	1	1	.70
A16 DRAFT DIRECTIVES	6.93	1	1	.67
L451 PERFORM COST ANALYTICAL STUDIES	6.85	0	0	.77
M477 DEVELOP CONTINGENCY RESPONSE PLANS	6.84	0	0	1.49
L456 PERFORM WIMS DATA BASE MANAGEMENT FUNCTIONS	6.84	0	0	1.26
L447 PERFORM ANALYTICAL STUDIES ON OPERATING DATA TO DETERMINE TRENDS	6.82	1	1	
C96 WRITE CIVILIAN PERFORMANCE APPRAISALS	6.82	1	1	.84
G248 ANALYZE IMPACT OF BEAMS MODIFICATIONS	6.81	1	1	1.19
C72 EVALUATE CIVILIAN POSITION DESCRIPTIONS	6.79	1	1	1.30
C73 EVALUATE CONTRACTOR PERFORMANCE	6.79	0	0	.14
C70 EVALUATE BASE ENGINEER EMERGENCY FORCE (PRIME BEEF) OPERATIONS	6.79	2	1	.74
D114 DEVELOP CAREER DEVELOPMENT COURSE (CDC) MATERIALS	6.77	1	1	.86
C74 EVALUATE DISASTER PREPAREDNESS PLANS	6.72	0	0	.81
L453 PERFORM PERFORMANCE ANALYTICAL STUDIES	6.72	1	1	1.02
L457 PREPARE METHOD IMPROVEMENT STUDIES	6.69	0	0	.44

DISTRIBUTION OF FIRST ENLISTMENT PERSONNEL  
ACROSS CAREER LADDER JOBS  
(PERCENT MEMBERS RESPONDING)  
N=156

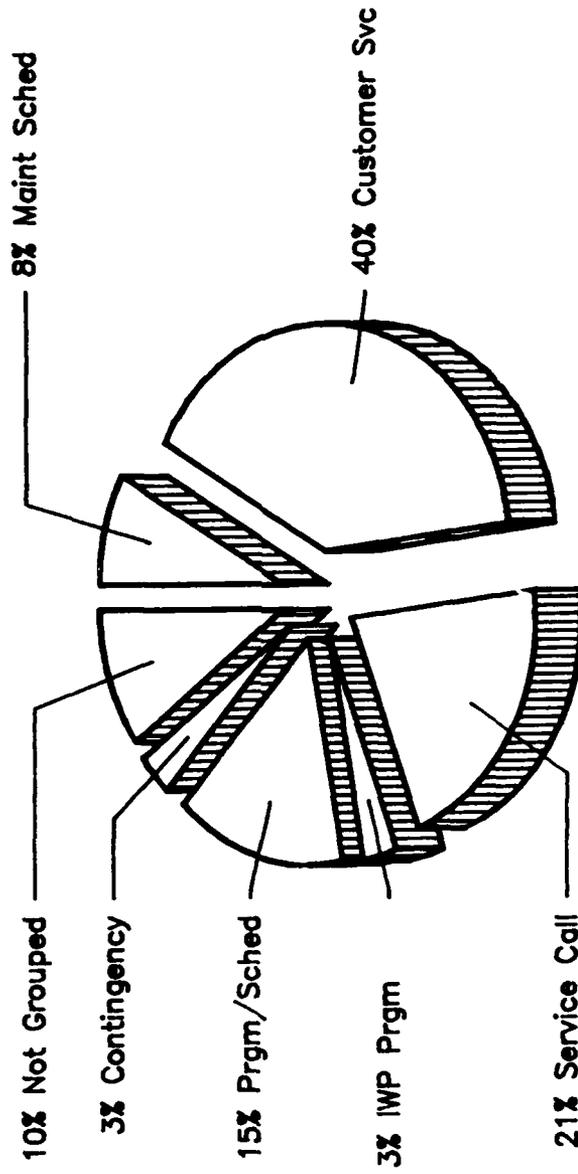


Figure 2

Since the first-enlistment group is the target population for initial skill training, determining the tasks they perform is most important. Table 17 provides tasks commonly performed by airman within their first enlistment (1-48 months TAFMS). Common tasks include preparing job orders, initiating and making entries on Air Force forms, assigning control numbers, determining category of service calls, and assigning service calls to do-it-now (DIN) vehicles.

### Specialty Training Standard (STS)

During the course of this analysis, technical school personnel from Sheppard AFB matched inventory tasks to the current STS. Utilizing the results of the matched data, a review of STS 555X0, dated November 1984, was conducted.

Overall, many areas of the STS are well supported by survey data. There are, however, quite a few areas on the STS which, on the surface, do not appear to be supported due to less than 20 percent members of the criterion groups (1st term, 5-, and 7-skill levels) performing matched tasks. Closer examination of these nonsupported areas reveals that several (those dealing with SMART functions, Readiness functions, mobility, contingency, Prime BEEF, and Industrial Engineering) are indeed jobs being performed by personnel in the 555X0 career ladder. Low percent members performing matched tasks, in this case, is a function of the diversity of jobs within the career ladder. Therefore, these areas are appropriate for inclusion in the STS.

There are, however, several subelements under major headings of the STS which need to be reviewed for appropriateness. These involve STS paragraph 3, Publications and Forms; and Paragraph 6, Customer Service functions (see Table 18). A full listing of all STS elements having less than 20 percent members performing matched tasks is presented in Appendix B.

In addition to reviewing those STS paragraphs which are not supported, training development personnel should also review tasks not referenced to the STS, but which have more than 20 percent members performing and relatively high TE or TD ratings (see Table 19). A majority of these nonreferenced tasks are related to WIMS, performing contingency functions, readiness management, and programming and scheduling duties. All nonreferenced tasks should be reviewed by training managers and a decision made as to whether they should be covered by this STS.

### Plan of Instruction (POI)

This 8-week, 3-day Production Control course E3ABR555X0 covers the various aspects of the Production Control ladder, to include work control, programming resources, automated management systems, and working information management systems (WIMS). The current Plan of Instruction (POI) for course 3ABR55530 (dated November 1987) was examined using tasks matched by personnel from Sheppard Technical Training Center to criterion objectives (CO), task difficulty ratings, training emphasis ratings, and percent of first-enlistment

TABLE 17

EXAMPLES OF TASKS PERFORMED BY FIRST ENLISTMENT  
(1-48 MONTHS TAFMS) PERSONNEL

TASKS	PERCENT OF MEMBERS PERFORMING
I325 PREPARE JOB ORDERS	73
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	71
I302 DOWNGRADE JOB ORDERS	69
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD) OTHER THAN WHEN INITIATING	68
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	65
I295 DETERMINE CATEGORY OF JOB ORDERS	64
I291 ASSIGN JOB ORDERS TO WORKCENTERS	64
I289 ASSIGN CONTROL NUMBERS TO WORK REQUESTS, SUCH AS WORK	62
I335 UPGRADE JOB ORDERS	61
J341 DETERMINE CATEGORY OF SERVICE CALLS	58
J338 ASSIGN SERVICE CALLS TO DO-IT-NOW (DIN) VEHICLES	58
J337 ASSIGN SERVICE CALLS TO COST CENTERS	58
I311 MAINTAIN BCE JOB ORDER LOGS	58
I303 ESTABLISH COMPLETION DATES FOR JOB ORDERS	58
J346 DISPATCH DIN TRUCKS	57
I288 ADVISE CUSTOMERS ON WORK REQUIREMENTS	56
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS PERFORMANCE STANDARDS (EPS)	56
I292 ASSIST CUSTOMERS IN COMPLETING AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	53
I332 RESEARCH STATUS OF REQUESTED WORK	53
E161 EVALUATE JOB ORDERS	51
I306 ESTIMATE SIMPLE SINGLE CRAFT JOB ORDER USING ENGINEERED	
I313 MAINTAIN COMPLETED JOB ORDER FILES	51
I321 MAKE ENTRIES ON AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	49
I304 ESTABLISH START DATES FOR JOB ORDERS	48
I293 ASSIST CUSTOMERS IN COMPLETING AF FORMS 332 (BCE WORK REQUEST)	46
J349 ISSUE AND CONTROL BCE KEYS	42
J351 ISSUE AND CONTROL PORTABLE RADIOS	40

TABLE 18

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
 LOW PERCENT MEMBERS PERFORMING TASKS  
 (LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	PERCENT MEMBERS PERFORMING					TASK DIFF
		TNG EMP	1ST JOB	1ST ENL	5- LEV	7- LEV	
3. PUBLICATIONS AND FORMS 3D. MAINTAIN PUBLICATIONS	2B/B 3C 3C						
E174 MAINTAIN PUBLICATION FILES, OTHER THAN TECHNICAL ORDERS		3.07	4	7	13	18	4.09
6V. MANAGE WARRANTY AND GUARANTEE PROGRAM E187 MANAGE WARRANTY AND GUARANTEE PROGRAM	1A/A 2B 3C	3.14	5	5	8	14	5.62
6Y. MONITOR APPLIANCE AND FOOD SERVICE EQUIPMENT I316 MAINTAIN MASTER APPLIANCE LISTING	1A/A 2B 3C	3.95	10	9	10	12	4.88
6Z. MAINTAIN AUTOMATED RECURRING PROGRAMS K396 MAINTAIN RECURRING WORK PROGRAMS	A 2B 3C	4.26	12	13	15	10	5.24

TABLE 19  
 EXAMPLES OF TASKS NOT REFERENCED TO STS

TASKS	TNG EMP	PERCENT PERFORMING			TSK DIF
		1ST ENL	5- LEV	7- LEV	
N535 FIRE M-16 RIFLES	5.07	62	65	57	3.33
N580 TEAR DOWN, INSPECT, CLEAN, AND REASSEMBLE M-16 RIFLES	4.33	53	55	41	4.12
N533 ERECT TENTS	4.21	41	44	34	4.66
N575 PREPARE PERSONAL CLOTHING FOR DEPLOYMENTS	3.98	41	43	33	3.45
I323 MONITOR DELINQUENT JOB ORDERS	6.21	37	32	30	4.06
N528 DON OR DOFF CHEMICAL WARFARE PERSONAL PROTECTIVE CLOTHING	5.28	42	49	46	4.13
4 E198 PROCESS AF FORMS 103 (BASE CIVIL ENGINEERING WORK CLEARANCE REQUEST)	4.79	11	17	21	3.73
N537 IDENTIFY CHEMICAL WARFARE AGENTS	4.74	27	31	27	5.74
N570 PRACTICE COMSEC DURING CONTINGENCY EXERCISES OR OPERATIONS	4.67	26	37	35	4.35
J345 DISPATCH BCE TAXI VEHICLES	4.77	29	23	11	2.67
E169 INPUT MATERIAL REQUIREMENTS INTO SUPPLY SYSTEM	2.98	6	12	22	5.30
E172 MAINTAIN CORRESPONDENCE FILES	2.93	6	13	28	3.44
J356 MAINTAIN PORTABLE RADIOS	4.02	24	26	14	4.13
N534 FIRE .38 CALIBER PISTOLS	3.12	12	19	24	3.34
N554 PERFORM DAMAGE CONTROL COMMAND AND CONTROL FUNCTIONS	3.70	22	33	36	5.72
N568 PLOT DAMAGE ASSESSMENTS	3.77	17	26	26	5.02
N572 PRACTICE OPSEC DURING CONTINGENCY EXERCISES OR OPERATIONS	4.19	24	36	32	4.32

personnel performing information. The course was reviewed for appropriateness of instruction based on the jobs and tasks performed by survey respondents. The complete results of the matching of tasks to POI objectives are presented in a separate computer printout (PRTMOD) within the training extract.

Overall, the basic course is well supported by survey data. Training is provided on all major jobs being performed in the field. However, within several blocks of instruction, there were behavioral objectives which are not supported by the data. Most of these unsupported objectives are found in Blocks II-Warranty and Guarantee/Appliances, V-Scheduling, and VI-Inservice Work Plan. Examples of unsupported objectives are presented in Table 20. A complete listing of all unsupported objectives can be found in Appendix C.

In addition to the unsupported objectives, there are several tasks which are not being trained in the basic course but which have more than 30 percent of first-enlistment personnel performing and high TE or TD ratings. Examples of those tasks are presented in Table 21. Training personnel are encouraged to review those tasks not referenced to POI 555X0 to determine whether it is most appropriate to cover those tasks in the basic course or in some other form of training.

#### JOB SATISFACTION

To provide functional managers within the AFSC 555X0 career ladder with a better understanding of factors which may affect the job performance of 555X0 airmen, an analysis of job satisfaction data was conducted. These data were gathered through the use of four inventory questions covering job interest, perceived utilization of talents and training, and reenlistment intentions.

Table 22 presents job satisfaction data for TAFMS groups. Overall, job satisfaction indicators are satisfactory. When compared to a comparative sample of similar personnel surveyed in 1986, job satisfaction data were, in most cases, equal to or slightly higher for AFSC 555X0 personnel in most categories.

Job satisfaction indicators for the specialty job groups were also generally good, with Service Call Personnel and Contingency Personnel showing the lowest job interest of all the job groups (see Table 23). Only 50 percent of these personnel perceived their job as interesting. This low perception about their job appears to be the result of performing a job which makes use of only routine production control skills and does not involve the more challenging and desirable production control tasks.

TABLE 20

EXAMPLES OF POI (E3ABR55530) ELEMENTS REFLECTING  
 LOW PERCENT MEMBERS PERFORMING TASKS  
 (LESS THAN 30 PERCENT MEMBERS PERFORMING)

POI ELEMENTS	TNG EMPH	1ST JOB	1ST ENL	TASK DIFF
II 5. WARRANTY AND GUARANTEE/APPLIANCES 1/3				
II 5A. GIVEN WRITTEN STATEMENTS IDENTIFY PROCEDURES FOR MANAGING THE WARRANTY AND GUARANTEE PROGRAM BY CORRECTLY SELECTING 6 OUT OF 8 ANSWERS. STS: 6V MEAS: PC/W (.5/2)				
E187	3.14	5	5	5.62
A26	1.19	3	3	5.13
E187 MANAGE WARRANTY AND GUARANTEE PROGRAM A26 PLAN PHYSICAL LAYOUT OF PRODUCTION CONTROL CENTER (PCC)				
II 7A. USING A WANG TERMINAL, PREPARE, UPDATE, AND TRACT A JOB ORDER WITH NO MORE THAN 2 ERRORS. STS: 8C MEAS: PC				
E192	5.30	18	19	4.85
E193	5.67	19	20	5.00
E194	5.79	14	16	5.03
E192 PERFORM FILE MAINTENANCE ON MULTI-FACILITY (MFT) FILES E193 PERFORM FILE MAINTENANCE ON WORK ORDER MASTER (WCM) FILES E194 PERFORM FILE MAINTENANCE ON WORK ORDER SHOP (WCN) FILES				
IV 2. WIMS WORK ORDERS 30				
IV 2B. GIVEN A WANG TERMINAL, REVIEW A LIST OF WORK ORDERS AND PROVIDE STATUS WITH NO MORE THAN ONE ERROR. STS: 8C, 8F. MEAS: PC (12)				
E192	5.30	18	19	4.85
E193	5.67	19	20	5.00
E194	5.79	14	16	5.03
E192 PERFORM FILE MAINTENANCE ON MULTI-FACILITY (MFT) FILES E193 PERFORM FILE MAINTENANCE ON WORK ORDER MASTER (WCM) FILES E194 PERFORM FILE MAINTENANCE ON WORK ORDER SHOP (WCN) FILES				

TABLE 20 (CONTINUED)

EXAMPLES OF POI (E3ABR5530) ELEMENTS REFLECTING  
 LOW PERCENT MEMBERS PERFORMING TASKS  
 (LESS THAN 30 PERCENT MEMBERS PERFORMING)

POI ELEMENTS	TNG EMPH	1ST JOB	1ST ENL	TASK DIFF
V. SCHEDULING V 2. DAILY SCHEDULE				
				8.5/4
V 2A. GIVEN AF FORM 17374, BCE DAILY WORK SCHEDULE AND A SCENERIO, PREPARE AND MAINTAIN THE DAILY WORK SCHEDULE WITH NO MORE THAN 6 ERRORS.				
K389 MAINTAIN AF FORMS 1734 (BCE DAILY WORK SCHEDULE)	5.81	22	23	4.46
A22 ESTABLISH WORK SCHEDULES	3.65	16	15	4.76
H276 MAINTAIN WIMS AUTOMATED DAILY WORK SCHEDULES	3.72	2	3	5.55
V 2B. GIVEN WRITTEN STATEMENTS, IDENTIFY PROCEDURES USED IN ACCOUNTING FOR LABOR BY CORRECTLY SELECTING 7 OUT OF 10 ANSWERS. STS: 76. MEAS: PC/W (.5/2)				
K372 COORDINATE IDENTIFIED WORK CHARGES WITH OTHER BCE BASE AGENCIES	3.53	7	6	5.06

TABLE 21

EXAMPLES OF TASKS NOT REFERENCED TO POI

TASKS	TNG EMP	PERCENT PERFORMING		TSK DIF
		1ST JOB	1ST ENL	
I288 ADVISE CUSTOMERS ON WORK REQUIREMENTS	5.56	57	56	3.84
I291 ASSIGN JOB ORDERS TO WORKCENTERS	6.37	63	64	3.25
I292 ASSIST CUSTOMERS IN COMPLETING AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	6.63	56	54	3.14
I311 MAINTAIN BCE JOB ORDER LOGS	6.37	59	58	3.06
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS	6.30	58	56	3.92
I332 RESEARCH STATUS OF REQUESTED WORK	6.79	53	54	4.58
N535 FIRE M-16 RIFLES	5.07	58	62	3.33
N580 TEAR DOWN, INSPECT, CLEAN, AND REASSEMBLE M-16 RIFLES	4.33	49	53	4.12
A3 DETERMINE APPROVAL LEVELS FOR JOB ORDERS	3.77	29	30	3.69
J349 ISSUE AND CONTROL BCE KEYS	3.86	42	42	3.41
N524 ASSEMBLE AM-2 MATTING FOR RAPID RUNWAY REPAIRS	4.21	28	31	5.26
N533 ERECT TENTS	4.21	38	40	4.66
N546 OPERATE PORTABLE RADIOS	3.86	34	35	3.10
N562 PERFORM PERSONAL HYGIENE TECHNIQUES UNDER FIELD CONDITIONS	3.60	29	31	4.47
N575 PREPARE PERSONAL CLOTHING OR DEPLOYMENTS	3.93	27	41	3.45
E167 INITIATE AF FORMS 332 (BCE WORK REQUEST)	6.33	37	38	4.08
E201 PROCESS AF FORMS 332 (BCE WORK REQUEST)	6.60	35	33	4.04
I293 ASSIST CUSTOMERS IN COMPLETING AF FORMS 332 (BCE WORK REQUEST)	6.49	48	46	3.50
I321 MAKE ENTRIES ON AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	5.58	50	49	3.20
I323 MONITOR DELINQUENT JOB ORDERS	6.21	38	37	4.06
J340 COORDINATE EMERGENCIES WITH OTHER BCE AND BASE AGENCIES	5.79	37	38	4.91
J351 ISSUE AND CONTROL PORTABLE RADIOS	4.58	38	40	4.05
J364 RECALL STANDBY PERSONNEL	4.86	27	30	3.72
N528 DON OR DOFF CHEMICAL WARFARE PERSONAL PROTECTIVE CLOTHING	5.28	39	42	4.13

TABLE 22

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS  
(PERCENT RESPONDING)

	<u>(1-48 MOS TAFMS)</u>		<u>(49-96 MOS TAFMS)</u>		<u>(97+ MOS TAFMS)</u>	
	<u>555X0</u> <u>(N=156)</u>	<u>COMP**</u> <u>(N=997)</u>	<u>555X0</u> <u>(N=140)</u>	<u>COMP**</u> <u>(N=413)</u>	<u>555X0</u> <u>(N=734)</u>	<u>COMP**</u> <u>(N=750)</u>
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	51	57	63	58	73	69
SO SO	27	22	22	22	15	17
DULL	22	20	15	20	12	13
<u>MY JOB UTILIZES MY TALENTS:</u>						
FAIRLY WELL OR BETTER	62	62	75	66	77	75
VERY LITTLE OR NOT ALL	38	36	25	33	22	24
<u>MY JOB UTILIZES MY TRAINING:</u>						
FAIRLY WELL OR BETTER	79	79	68	68	70	70
VERY LITTLE OR NOT ALL	21	20	31	32	29	29
<u>REENLISTMENT INTENTIONS:</u>						
I WILL RETIRE	0	0	1	1	20	17
YES, OR PROBABLY YES	59	64	77	72	69	74
NO OR PROBABLY NO	41	34	21	26	10	8

\* Responses may not add to 100% due to rounding or no response

\*\* 1986 Comparative Sample taken from Direct Support Specialities:  
AFSC 552X2 and 611X0 (N=2,140)

TABLE 23

JOB SATISFACTION DATA FOR AFSC 555XO SPECIALTY JOB GROUPS  
(PERCENT RESPONDING)\*

	CUST SVS PERSONNEL (STG141, N=308)	SVS CALL PERS (STG121, N=123)	PROG/SCHED PERS (STG140, N=217)	MGMT & SUPV PERS (STG098, N=146)	SARPMA CIVIL ENG PERS (STG067, N=13)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	68	50	74	84	77
SO SO	19	25	18	6	15
BULL	12	24	7	9	7
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	77	60	83	85	85
VERY LITTLE OR NOT AT ALL	23	40	17	14	15
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	77	67	81	84	93
VERY LITTLE OR NOT AT ALL	22	31	19	15	7
<u>REENLISTMENT INTENTIONS:</u>					
I WILL RETIRE	7	10	3	20	0
YES, OR PROBABLY YES	64	59	47	57	0
NO OR PROBABLY NO	16	20	6	10	0

\* Responses may not add to 100% due to rounding or no responses.

TABLE 23 (CONTINUED)  
 JOB SATISFACTION DATA FOR AFSC 555XO SPECIALTY JOB GROUPS  
 (PERCENT RESPONDING)

	IWP PROG (STG055, N=32)	MAINT SCHED (STG047, N=65)	PRIME BEEF & READINESS (STG088, N=87)	CONT PERS (STG068, N=22)	GENERAL SUPPLY (STG147, N=5)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	66	63	84	50	60
SO SO	19	26	9	18	0
DULL	16	11	5	32	40
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	78	74	89	50	60
VERY LITTLE OR NOT AT ALL	19	26	11	45	40
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	81	75	63	46	40
VERY LITTLE OR NOT AT ALL	19	25	37	50	60
<u>REENLISTMENT INTENTIONS:</u>					
I WILL RETIRE	3	5	29	9	20
YES, OR PROBABLY YES	38	35	60	68	40
NO OR PROBABLY NO	12	9	10	23	20

TABLE 23 (CONTINUED)  
 JOB SATISFACTION DATA FOR AFSC 555XO SPECIALTY JOB GROUPS  
 (PERCENT RESPONDING)

	INDUS ENGR (STG082, N=35)	WIMS MONITORS IJT (STG176, N=12)	QUALITY ASSURANCE PERSONNEL (STG054, N=23)	TRNG PERSONNEL IJT (STG446, N=7)
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	91	100	61	86
SO SO	9	0	17	0
DULL	0	0	22	0
<u>PERCEIVED UTILIZATION OF TALENTS:</u>				
FAIRLY WELL TO PERFECTLY	94	100	65	85
VERY LITTLE OR NOT AT ALL	6	0	35	0
<u>PERCEIVED UTILIZATION OF TRAINING:</u>				
FAIRLY WELL TO PERFECTLY	97	75	61	86
VERY LITTLE OR NOT AT ALL	3	25	39	0
<u>REENLISTMENT INTENTIONS:</u>				
I WILL RETIRE	14	8	30	14
YES, OR PROBABLY YES	71	50	65	86
NO OR PROBABLY NO	11	33	0	0

## IMPLICATIONS

The results of this occupational survey report indicate that, overall, the Production Control career ladder is relatively stable. Although this career ladder changed from lateral to nonlateral, the basic duties and responsibilities did not change drastically.

The job structure analysis identified a heterogeneous specialty. The six major job clusters (74 percent) contain many of the same tasks. The eight smaller independent job types encompass specialized functions and personnel in those IJTs perform only those tasks related to that specialized function. Civilian and military personnel are performing essentially the same jobs. Job satisfaction indicators generally are satisfactory, and the AFR 39-1 Specialty Descriptions are broad, accurate, and complete.

Survey data generally support the current STS; however, several areas are not supported by OSR data and several unreferenced task need to be reviewed for possible inclusion. The POI was also generally supported by OSR data. There were however, several unsupported areas and a large number of unreferenced tasks. Unreferenced tasks for the POI should also be examined to determine if they should be included in this documents.

APPENDIX A

TABLE A1  
 REPRESENTATIVE TASKS PERFORMED BY  
 CUSTOMER SERVICE PERSONNEL CLUSTER  
 (STG141, N=308)

TASKS	PERCENT MEMBERS PERFORMING
I289 ASSIGN CONTROL NUMBERS TO WORK REQUESTS, SUCH AS WORK ORDERS AND JOB ORDERS	92
I288 ADVISE CUSTOMERS ON WORK REQUIREMENTS	91
I293 ASSIST CUSTOMERS IN COMPLETING AF FORMS 332 (BCE WORK REQUEST)	89
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS	88
I325 PREPARE JOB ORDERS	88
I332 RESEARCH STATUS OF REQUESTED WORK	87
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	86
I292 ASSIST CUSTOMERS IN COMPLETING AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	85
I291 ASSIGN JOB ORDERS TO WORKCENTERS	83
I295 DETERMINE CATEGORY OF JOB ORDERS	83
I302 DOWNGRADE JOB ORDERS	82
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	79
I308 EVALUATE WRITTEN WORK REQUESTS	78
I335 UPGRADE JOB ORDERS	78
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD)	77
I303 ESTABLISH COMPLETION DATES FOR JOB ORDERS	75
I333 REVIEW WORK REQUESTS FOR ADEQUACY, JUSTIFICATION, AND VALIDITY	75
I311 MAINTAIN BCE JOB ORDER LOGS	75
E190 MONITOR AF FORMS 332 (BCE WORK REQUEST)	73
I306 ESTIMATE SIMPLE SINGLE CRAFT JOB ORDERS USING ENGINEERED PERFORMANCE STANDARDS (EPS)	72
E161 EVALUATE JOB ORDERS	71
I321 MAKE ENTRIES ON AF FORMS 1135 (BCE REAL PROPERTY MAINTENANCE REQUEST)	71
E201 PROCESS AF FORMS 332 (BCE WORK REQUEST)	71
I310 LOG ENTRIES IN WORK ORDER REGISTERS	71
I297 DETERMINE LEGALITY OF BCE PERFORMING REQUESTED WORK	68
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	67
E211 REVIEW WORK ORDER FOLDERS	65
B40 AUTHORIZE WORK	65
I328 PREPARE WORK ORDERS	65
I313 MAINTAIN COMPLETED JOB ORDER FILES	64
I296 DETERMINE CLASSIFICATION OF WORK ORDERS	63
I314 MAINTAIN FACILITY JACKET FILES	62
E167 INITIATE AF FORMS 332 (BCE WORK REQUEST)	62
E163 EVALUATE WORK ORDERS	61
E209 REVIEW FACILITY JACKET FILES	61

TABLE A2  
 REPRESENTATIVE TASKS PERFORMED BY  
 SERVICE CALL PERSONNEL CLUSTER  
 (STG121, N=123)

TASKS	PERCENT MEMBERS PERFORMING
J341 DETERMINE CATEGORY OF SERVICE CALLS	96
J338 ASSIGN SERVICE CALLS TO DO-IT-NOW (DIN) VEHICLES	92
J346 DISPATCH DIN TRUCKS	91
J337 ASSIGN SERVICE CALLS TO COST CENTERS	87
I325 PREPARE JOB ORDERS	84
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	83
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	74
J351 ISSUE AND CONTROL PORTABLE RADIOS	74
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD) OTHER THAN WHEN INITIATING	73
J349 ISSUE AND CONTROL BCE KEYS	73
I302 DOWNGRADE JOB ORDERS	73
J340 COORDINATE EMERGENCIES WITH OTHER BCE AND BASE AGENCIES	72
I295 DETERMINE CATEGORY OF JOB ORDERS	67
I291 ASSIGN JOB ORDERS TO WORKCENTERS	66
B49 DIRECT SERVICE CALL OPERATIONS	64
J364 RECALL STANDBY PERSONNEL	63
I335 UPGRADE JOB ORDERS	60
J354 MAINTAIN CONTROL OF EMERGENCY WORK REQUIREMENTS	59
B40 AUTHORIZE WORK	58
I289 ASSIGN CONTROL NUMBERS TO WORK REQUESTS, SUCH AS WORK ORDERS AND JOB ORDERS	57
I311 MAINTAIN BCE JOB ORDER LOGS	57
E161 EVALUATE JOB ORDERS	55
I303 ESTABLISH COMPLETION DATES FOR JOB ORDERS	53
A8 DETERMINE WORK PRIORITIES	52
J345 DISPATCH BCE TAXI VEHICLES	51
J356 MAINTAIN PORTABLE RADIOS	51
J359 OPERATE BCE NONTACTICAL RADIOS	50
I306 ESTIMATE SIMPLE SINGLE CRAFT JOB ORDERS USING ENGINEERED PERFORMANCE STANDARDS (EPS)	49
J355 MAINTAIN NIGHT SERVICE CALL EVENT LOGS	49
I313 MAINTAIN COMPLETED JOB ORDER FILES	47
I304 ESTABLISH START DATES FOR JOB ORDERS	43

TABLE A3

REPRESENTATIVE TASKS PERFORMED BY  
PROGRAMMER/SCHEDULER PERSONNEL CLUSTER  
(STG140, N=217)

TASKS	PERCENT MEMBERS PERFORMING
E211 REVIEW WORK ORDER FOLDERS	93
K401 MONITOR SCHEDULED WORK	91
K373 COORDINATE SCHEDULED WORK WITH CUSTOMERS	89
K383 IDENTIFY CARRY OVER WORK	85
K367 ASSIGN WORK ORDERS TO WORKCENTERS	82
A23 PARTICIPATE IN BRIEFINGS	82
K407 PREPARE WEEKLY WORK SCHEDULES	79
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS	79
K368 CONDUCT WEEKLY SCHEDULING MEETINGS	78
K384 INITIATE AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE)	77
K378 DEVELOP BCE WORK SCHEDULES	76
K402 MONITOR WORK FLOW	76
K385 INITIATE CHANGE ORDERS FOR WORK ORDERS	76
E197 PREPARE BRIEFING SLIDES	75
K410 REVIEW JOB STOPPAGE REPORTS	75
K413 SCHEDULE INITIAL RELEASE OF WORK ORDERS	74
I332 RESEARCH STATUS OF REQUESTED WORK	74
E210 REVIEW JOB ORDER PACKAGES	73
A22 ESTABLISH WORK SCHEDULES	72
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	72
K419 UPDATE WORK STATUS	72
K374 COORDINATE SHOP WORK REQUIREMENTS WITH OTHER BCE AND BASE AGENCIES	72
K370 CONSOLIDATE WORK REQUIREMENTS BY WORKCENTERS	72
E205 REVIEW BEAMS AUTOMATED SCHEDULING PRODUCTS	71
K390 MAINTAIN AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE)	67
E185 MAKE ENTRIES ON AF FORMS 561 (BASE CIVIL ENGINEERING SCHEDULE)	67
K412 SCHEDULE INITIAL RELEASE OF JOB ORDERS	67
K372 COORDINATE IDENTIFIED WORK CHANGES WITH OTHER BCE AND BASE AGENCIES	67
I288 ADVISE CUSTOMERS ON WORK REQUIREMENTS	67
K386 INPUT LABOR MAN-HOURS INTO COMPUTER SYSTEM	66
K393 MAINTAIN FILE OF COMPLETED AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE)	66
K396 MAINTAIN RECURRING WORK PROGRAMS	66
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD)	65
E163 EVALUATE WORK ORDERS	64
I330 PROCESS CHANGE ORDERS FOR WORK ORDERS	64
E189 MONITOR AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER)	62

TABLE A4  
 REPRESENTATIVE TASKS PERFORMED BY  
 MANAGEMENT AND SUPERVISORY PERSONNEL CLUSTER  
 (STG098, N=146)

TASKS	PERCENT MEMBERS PERFORMING
A23 PARTICIPATE IN BRIEFINGS	95
B43 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	93
A35 SCHEDULE LEAVES	92
C95 WRITE APR	91
B44 COUNSEL SUBORDINATES ON PERSONAL MATTERS	91
B58 INTERPRET DIRECTIVES FOR SUBORDINATES	88
B39 APPROVE WORK	87
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	85
B40 AUTHORIZE WORK	84
A30 PREPARE BRIEFINGS	84
B59 ORIENT NEWLY ASSIGNED PERSONNEL	84
A8 DETERMINE WORK PRIORITIES	83
C88 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	83
B42 CONDUCT BRIEFINGS	83
A19 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	83
C98 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	82
C86 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	81
B61 SUPERVISE CIVILIANS	80
A24 PLAN BRIEFINGS	80
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	79
C79 EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	78
B57 INITIATE PERSONNEL ACTION REQUESTS, SUCH AS AF FORMS 2095 (ASSIGNMENT/PERSONNEL ACTION)	78
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	78
E163 EVALUATE WORK ORDERS	77
A29 PLAN WORK ASSIGNMENTS	76
C94 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS OR DECORATIONS	74
E161 EVALUATE JOB ORDERS	73
E173 MAINTAIN COUNSELING FORMS	73
B64 SUPERVISE PRODUCTION CONTROL TECHNICIANS (AFSC 55570)	72
C66 ANALYZE WORKLOAD REQUIREMENTS	72
B63 SUPERVISE PRODUCTION CONTROL SPECIALISTS (AFSC 55550)	72
A13 DEVELOP SELF-INSPECTION PROGRAMS	72
C96 WRITE CIVILIAN PERFORMANCE APPRAISALS	71
A3 DETERMINE APPROVAL LEVELS FOR JOB ORDERS	71
A37 WRITE CIVILIAN POSITION DESCRIPTIONS	71
A26 PLAN PHYSICAL LAYOUT OF PRODUCTION CONTROL CENTER (PCC)	71
E211 REVIEW WORK ORDER FOLDERS	70
A16 DRAFT DIRECTIVES	69
E167 INITIATE AF FORMS 332 (BCE WORK REQUEST)	69

TABLE A5

REPRESENTATIVE TASKS PERFORMED BY  
SARPMA CIVIL ENGINEERING PERSONNEL IJT  
(STG067, N=12)

TASKS	PERCENT MEMBERS PERFORMING
E169 INPUT MATERIAL REQUIREMENTS INTO SUPPLY SYSTEM	100
A5 DETERMINE EQUIPMENT REQUIREMENTS	100
C91 PERFORM JOB SITE CHECKS	92
A23 PARTICIPATE IN BRIEFINGS	84
A7 DETERMINE PERSONNEL MANNING REQUIREMENTS	76
E164 INITIATE AF FORMS 103 (BASE CIVIL ENGINEERING WORK CLEARANCE REQUEST)	76
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	76
I307 ESTIMATE SIMPLE SINGLE CRAFT JOB ORDERS USING OTHER THAN EPS	76
E211 REVIEW WORK ORDER FOLDERS	69
E210 REVIEW JOB ORDER PACKAGES	69
I332 RESEARCH STATUS OF REQUESTED WORK	69
K374 COORDINATE SHOP WORK REQUIREMENTS WITH OTHER BCE AND BASE AGENCIES	69
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	61
I331 PROVIDE STATUS OF REQUESTED WORK TO CUSTOMERS	61
A29 PLAN WORK ASSIGNMENTS	53
A14 DEVELOP WORK METHODS	53
I288 ADVISE CUSTOMERS ON WORK REQUIREMENTS	53
I308 EVALUATE WRITTEN WORK REQUESTS	53
E154 ANNOTATE AF FORMS 103 (BASE CIVIL ENGINEERING WORK CLEARANCE REQUEST)	53
E163 EVALUATE WORK ORDERS	46
C97 WRITE INSPECTION REPORTS	46
L428 ANALYZE WORK PLANS	46
E161 EVALUATE JOB ORDERS	46
K386 INPUT LABOR MAN-HOURS INTO COMPUTER SYSTEM	46
A15 DRAFT BUDGET REQUIREMENTS	38
C66 ANALYZE WORKLOAD REQUIREMENTS	38
E209 REVIEW FACILITY JACKET FILES	38

TABLE A6  
 REPRESENTATIVE TASKS PERFORMED BY  
 IWP PROGRAMMERS  
 (STG55, N=32)

TASKS	PERCENT MEMBERS PERFORMING
K379 DEVELOP IN-SERVICE WORK PLANS	81
K381 ESTABLISH START DATES FOR WORK ORDERS	81
E193 PERFORM FILE MAINTENANCE ON WORK ORDER MASTER (WCM) FILES	81
E194 PERFORM FILE MAINTENANCE ON WORK ORDER SHOP (WCM) FILES	81
E211 REVIEW WORK ORDER FOLDERS	81
K380 ESTABLISH COMPLETION DATES FOR WORK ORDERS	78
K398 MAKE ENTRIES ON AF FORMS 919 (BCE IN-SERVICE WORK PLAN WORKSHEET)	78
K394 MAINTAIN IN-SERVICE WORK PLANS	75
K397 MAINTAIN WORK ORDER PROGRAMMING FILES	71
K406 PREPARE IN-SERVICE WORK PLANS	68
K391 MAINTAIN BEAMS MONTHLY IN-SERVICE WORK PLAN REPORTS	68
K387 INPUT MONTHLY LABOR ESTIMATES INTO COMPUTER SYSTEM	65
K366 ANALYZE WORK STATUS REPORTS, SUCH AS AF FORM 919 (BCE IN-SERVICE WORK PLAN WORKSHEET)	59
K383 IDENTIFY CARRY OVER WORK	59
K409 REVIEW BCE IN-SERVICE WORK PLANS	59
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	59
E205 REVIEW BEAMS AUTOMATED SCHEDULING PRODUCTS	56
E189 MONITOR AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER)	53
E183 MAKE ENTRIES ON AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER) OTHER THAN WHEN INITIATING	53
K419 UPDATE WORK STATUS	50
E200 PROCESS AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER)	50
K401 MONITOR SCHEDULED WORK	50
K402 MONITOR WORK FLOW	50
K408 PREPARE WORK ORDER STRIPS	43
K418 UPDATE WORK ORDER STRIPS	43
E192 PERFORM FILE MAINTENANCE ON MULTI-FACILITY (MFT) FILES	43
K385 INITIATE CHANGE ORDERS FOR WORK ORDERS	43
E204 REVIEW BEAMS AUTOMATED COST CENTER RECURRING WORK LISTS	40
K386 INPUT LABOR MAN-HOURS INTO COMPUTER SYSTEM	34
I332 RESEARCH STATUS OF REQUESTED WORK	34

TABLE A7

REPRESENTATIVE TASKS PERFORMED BY  
 MAINTENANCE SCHEDULERS/CONTROLLERS CLUSTER  
 (STG047, N=65)

TASKS	PERCENT MEMBERS PERFORMING
K386 INPUT LABOR MAN-HOURS INTO COMPUTER SYSTEM	72
K390 MAINTAIN AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE)	70
K389 MAINTAIN AF FORMS 1734 (BCE DAILY WORK SCHEDULE)	67
E185 MAKE ENTRIES ON AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE) OTHER THAN WHEN INITIATING	66
E182 MAKE ENTRIES ON AF FORMS 1879 (BCE JOB ORDER RECORD)	61
K384 INITIATE AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE)	52
K407 PREPARE WEEKLY WORK SCHEDULES	52
K383 IDENTIFY CARRY OVER WORK	52
K401 MONITOR SCHEDULED WORK	49
K373 COORDINATE SCHEDULED WORK WITH CUSTOMERS	47
K405 PREPARE DAILY WORK SCHEDULES	46
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	44
K392 MAINTAIN FILE OF COMPLETED AF FORMS 1734 (BCE DAILY WORK SCHEDULE)	44
K378 DEVELOP BCE WORK SCHEDULES	43
I302 DOWNGRADE JOB ORDERS	43
E165 INITIATE AF FORMS 1879 (BCE JOB ORDER RECORD)	43
K422 VERIFY ACCURACY OF AF FORMS 1734 (BCE DAILY WORK SCHEDULE)	41
A22 ESTABLISH WORK SCHEDULES	41
K393 MAINTAIN FILE OF COMPLETED AF FORMS 561 (BASE CIVIL ENGINEERING WEEKLY SCHEDULE)	29
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	29
E211 REVIEW WORK ORDER FOLDERS	29
K368 CONDUCT WEEKLY SCHEDULING MEETINGS	26
E210 REVIEW JOB ORDER PACKAGES	24
K396 MAINTAIN RECURRING WORK PROGRAMS	23
K402 MONITOR WORK FLOW	23

TABLE A8  
 REPRESENTATIVE TASKS PERFORMED BY  
 PRIME BEEF AND READINESS PERSONNEL CLUSTER  
 (STG088, N=87)

TASKS	PERCENT MEMBERS PERFORMING
M463 BRIEF CE PERSONNEL ON PRIME BEEF PROGRAMS	88
M467 COORDINATE CONTINGENCY TRAINING WITH APPROPRIATE AGENCIES	82
M521 SCHEDULE TRAINING FOR PRIME BEEF MEMBERS	80
N535 FIRE M-16 RIFLES	80
C70 EVALUATE BASE ENGINEER EMERGENCY FORCE (PRIME BEEF) OPERATIONS	79
M485 IDENTIFY PERSONNEL REQUIREMENTS FOR DEPLOYMENTS	79
A23 PARTICIPATE IN BRIEFINGS	79
M473 COORDINATE TRAINING FOR PRIME BEEF AND RECOVERY FORCE PERSONNEL WITH OTHER BCE AND BASE AGENCIES	77
M484 IDENTIFY EQUIPMENT REQUIREMENTS FOR DEPLOYMENTS	75
M486 IDENTIFY PERSONNEL REQUIREMENTS FOR MOBILITY OPERATIONS	74
M476 DEVELOP CE MOBILITY INSPECTION CHECKLISTS	74
M470 COORDINATE MOBILITY EXERCISE OR CONTINGENCY REQUIREMENTS WITH PARTICIPATING UNITS	74
M471 COORDINATE ON LEAVE REQUESTS	73
M511 MONITOR PRIME BEEF TEAM CHIEF RESPONSIBILITIES AND REQUIREMENTS	73
D104 CONDUCT MOBILITY TRAINING	72
M505 MAINTAIN RECALL ROSTERS	72
M491 MAINTAIN CONTINGENCY STORAGE WAREHOUSES	72
M517 PREPARE UNITREP REPORTS	72
M483 IDENTIFY CONTINGENCY SHORT FALLS	72
M465 CONDUCT UNIT MOBILITY SELF-INSPECTIONS	72
M459 ANALYZE CIVIL ENGINEERING PART OF MOBILITY EXERCISE OR DEPLOYMENT AFTER ACTION REPORTS	70
M462 BRIEF CE PERSONNEL ON BASE DISASTER PREPAREDNESS PROGRAMS	70
M513 PERFORM ANNUAL INSPECTION OF TEAM KITS	70
F233 MAKE ENTRIES ON AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	70
M504 MAINTAIN PRIME BEEF MANAGEMENT FILES	68
M516 PREPARE RECALL ROSTERS	68
M510 MONITOR PRIME BEEF PROJECTS	68
A32 REVIEW DISASTER PREPAREDNESS PLANS	68
N528 DON OR DOFF CHEMICAL WARFARE PERSONAL PROTECTIVE CLOTHING	68
M472 COORDINATE RECOVERY PLANS WITH OTHER BCE AND BASE	68
M496 MAINTAIN FILE OF UNIT REPRESENTATIVE (UNITREP) REPORTS	67
B65 UPDATE CONTINGENCY PLANS	67
B59 ORIENT NEWLY ASSIGNED PERSONNEL	67
M482 IDENTIFY CONTINGENCY LIMITING FACTORS (LIMFAC)	67
M464 CONDUCT MOBILITY EXERCISE OR DEPLOYMENT SITE SURVEYS	67
M492 MAINTAIN CONTINGENCY TOOL KITS	66

TABLE A9

REPRESENTATIVE TASKS PERFORMED BY  
CONTINGENCY PERSONNEL CLUSTER  
(STG068, N=22)

TASKS	PERCENT MEMBERS PERFORMING
N546 OPERATE PORTABLE RADIOS	100
N580 TEAR DOWN, INSPECT, CLEAN, AND REASSEMBLE M-16 RIFLES	95
N528 DON OR DOFF CHEMICAL WARFARE PERSONAL PROTECTIVE CLOTHING	90
N572 PRACTICE OPSEC DURING CONTINGENCY EXERCISES OR OPERATIONS	72
N570 PRACTICE COMSEC DURING CONTINGENCY EXERCISES OR OPERATIONS	72
N575 PREPARE PERSONAL CLOTHING FOR DEPLOYMENTS	68
N568 PLOT DAMAGE ASSESSMENTS	63
N537 IDENTIFY CHEMICAL WARFARE AGENTS	59
N533 ERECT TENTS	59
N554 PERFORM DAMAGE CONTROL COMMAND AND CONTROL FUNCTIONS	54
N524 ASSEMBLE AM-2 MATTING FOR RAPID RUNWAY REPAIRS	54
N562 PERFORM PERSONAL HYGIENE TECHNIQUES UNDER FIELD CONDITIONS	54
N561 PERFORM MILITARY FIELD SANITATION TECHNIQUES	54
N573 PRACTICE SELF-PROTECTION FROM EXTREME WEATHER	50
N559 PERFORM FIRST AID LIFESAVING TECHNIQUES	50
A23 PARTICIPATE IN BRIEFINGS	50
N569 PRACTICE BASE DENIAL TECHNIQUES	45
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	40
N574 PREPARE EQUIPMENT FOR DEPLOYMENTS	40
N571 PRACTICE CONVOY TECHNIQUES FOR WORK PARTY SECURITY	40
N556 PERFORM DECONTAMINATION PROCEDURES FOR CHEMICAL WARFARE AGENTS	36
N558 PERFORM EXPLOSIVE ORDNANCE RECONNAISSANCE	36
N560 PERFORM INDIVIDUAL MOVEMENT TECHNIQUES FOR WORK PARTY SECURITY	36
N534 FIRE .38 CALIBER PISTOLS	36
B41 COMPILE DATA FOR STAFF STUDIES	31
N555 PERFORM DAMAGE CONTROL DUTIES, OTHER THAN COMMAND AND CONTROL FUNCTIONS	31
N552 PERFORM COVER AND CONCEALMENT TECHNIQUES FOR WORK PARTY SECURITY	31
N579 TEAR DOWN, INSPECT, CLEAN, AND REASSEMBLE .38 CALIBER PISTOLS	31
N548 PACK CONTINGENCY EQUIPMENT	27
N553 PERFORM DAMAGE ASSESSMENTS	27
N538 LAY AM-2 MATTING FOR AIRCRAFT PARKING REVETMENTS	27
E172 MAINTAIN CORRESPONDENCE FILES	22
C99 WRITE SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	22
E174 MAINTAIN PUBLICATION FILES, OTHER THAN TECHNICAL ORDERS	18

TABLE A10  
 REPRESENTATIVE TASKS PERFORMED BY  
 GENERAL SUPPLY PERSONNEL  
 (STG147, N=5)

TASKS	PERCENT MEMBERS PERFORMING
F240 PREPARE LETTERS OF JUSTIFICATION FOR SUPPLY-RELATED MATTERS	100
F229 MAINTAIN ORGANIZATIONAL EQUIPMENT RECORDS	100
F242 PREPARE SOLE-SOURCE LETTERS FOR LOCAL PURCHASE	100
F237 MAKE ENTRIES ON DD FORMS 1348-6 (DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM))	80
F241 PREPARE REQUISITIONS FOR LOCAL PURCHASE OF EQUIPMENT	80
F239 PREPARE DOCUMENTATION TO TURN IN EXCESS PROPERTY	80
F230 MAINTAIN ORGANIZATIONAL SUPPLY RECORDS	80
F223 IDENTIFY SUPPLY PROBLEMS	80
F231 MAINTAIN PROPERTY CUSTODY AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRL)	80
F234 MAKE ENTRIES ON AF FORMS 601 (EQUIPMENT ACTION REQUEST)	80
F218 ESTABLISH SUPPLY REQUIREMENTS	80
F232 MAKE ENTRIES ON AF FORMS 126 (CUSTODIAN REQUEST LOG)	80
F224 INVENTORY ORGANIZATIONAL EQUIPMENT	80
F233 MAKE ENTRIES ON AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	80
F226 ISSUE SUPPLIES	80
E163 EVALUATE WORK ORDERS	80
F215 COMPLETE AF FORMS 2005 (ISSUE/TURN IN REQUEST)	60
C91 PERFORM JOB SITE CHECKS	60
F236 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/ RECEIPT DOCUMENT)	60
A30 PREPARE BRIEFINGS	60
E176 MAINTAIN STOCK LEVELS OF OFFICE SUPPLIES	60
F244 REQUISITION TOOLS	60
F243 REQUISITION EQUIPMENT, OTHER THAN FOR READINESS AND CONTINGENCY TEAMS	60
F222 EVALUATE SUPPLY PROBLEMS	60
F227 LOG TURN-IN OF EQUIPMENT	60
F238 PREPARE DOCUMENTATION TO TRANSFER ORGANIZATIONAL EQUIPMENT TO OTHER UNITS	60
C67 CONDUCT FINAL INSPECTIONS OF COMPLETED WORK	60
C73 EVALUATE CONTRACTOR PERFORMANCE	60

TABLE A11  
 REPRESENTATIVE TASKS PERFORMED BY  
 INDUSTRIAL ENGINEERS IJT  
 (STG082, N=35)

TASKS	PERCENT MEMBERS PERFORMING
G260 DEVELOP SOLUTIONS TO PROBLEMS IDENTIFIED WITHIN BEAMS	85
G245 ANALYZE IMPACT OF BEAMS CHANGES	85
G255 DEVELOP AIR FORCE ON-LINE DATA SYSTEM (AFOLDS) RETRIEVALS	82
A23 PARTICIPATE IN BRIEFINGS	77
L448 PERFORM BEAMS MANAGEMENT FUNCTIONS	74
G262 MONITOR BEAMS SCHEDULES	74
G247 ANALYZE IMPACT OF BEAMS CONVERSIONS	74
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	71
G264 SCHEDULE FREQUENCY OF AUTOMATED PRODUCTS	71
A13 DEVELOP SELF-INSPECTION PROGRAMS	68
G248 ANALYZE IMPACT OF BEAMS MODIFICATIONS	68
G250 CONDUCT TRAINING ON BEAMS OPERATIONS	68
E207 REVIEW END-OF-DAY VALIDATION COMPUTER LISTINGS	65
L442 MONITOR SELF-INSPECTION PROGRAMS	65
G261 INSPECT ASSIGNED BCE AUTOMATED DATA PROCESSING EQUIPMENT	65
G252 CONTROL NONSTANDARD CORRECTION TRANSACTIONS, SUCH AS DIRK AND FIX	65
G249 ASSIGN BEAMS PASSWORDS TO USERS	65
G251 CONDUCT TRAINING ON BEAMS UTILIZATION	65
B42 CONDUCT BRIEFINGS	62
G265 VERIFY INTEGRITY OF BEAMS DATA BASE, SUCH AS AFTER DOWN TIMES OR CONVERSIONS	62
G263 PERFORM MINOR MAINTENANCE ON PRINTERS	62
N535 FIRE M-16 RIFLES	62
B41 COMPILE DATA FOR STAFF STUDIES	60
A30 PREPARE BRIEFINGS	57
G246 ANALYZE IMPACT OF BEAMS COMPUTER DIRECTED TRAINING SYSTEM (CDTS) TENTS	57
E205 REVIEW BEAMS AUTOMATED SCHEDULING PRODUCTS	54
G257 DEVELOP SCHEDULES FOR BEAMS CHANGES	54
N580 TEAR DOWN, INSPECT, CLEAN, AND REASSEMBLE M-16 RIFLES	54
G258 DEVELOP SCHEDULES FOR BEAMS CONVERSIONS	51
A24 PLAN BRIEFINGS	51
G254 COORDINATE AF FORMS 1815 (B3500/B263/H800/200 DIFFICULTY REPORT (DIREP) WITH OTHER BCE AND BASE AGENCIES	51
E206 REVIEW BEAMS EXECUTIVE MANAGEMENT PRODUCTS	48
A16 DRAFT DIRECTIVES	48
L445 PERFORM ANALYTICAL STUDIES ON OPERATING DATA TO DETERMINE EFFICIENCY OF WORK FORCE	45
L449 PERFORM COMPUTER BACKUP FUNCTIONS	42

TABLE A12  
 REPRESENTATIVE TASKS PERFORMED BY  
 WIMS MONITORS IJT  
 (STG116, N=12)

TASKS	PERCENT MEMBERS PERFORMING
L456 PERFORM WIMS DATA BASE MANAGEMENT FUNCTIONS	100
L443 MONITOR WIMS HARDWARE EQUIPMENT	100
L450 PERFORM COMPUTER RESTORE FUNCTIONS	91
H271 DEVELOP WIMS MANAGEMENT REPORTS	91
L431 CONTROL PASSWORDS FOR WIMS	91
H272 DEVELOP WIMS SOFTWARE PROGRAMS	91
H283 PREPARE WIMS MANAGEMENT REPORTS	83
L449 PERFORM COMPUTER BACKUP FUNCTIONS	75
E170 INTERPRET COMPUTER OUTPUT PRODUCTS	75
H278 MODIFY WIMS SOFTWARE PROGRAMS	75
L440 MAINTAIN WIMS COMPLETED JOB ORDER TAPE FILES	66
L444 MONITOR WIMS HARDWARE MAINTENANCE CONTRACTS	66
H273 DISTRIBUTE WIMS MANAGEMENT REPORTS	66
A23 PARTICIPATE IN BRIEFINGS	66
D140 PLAN TRAINING, OTHER THAN OJT	58
A30 PREPARE BRIEFINGS	50
D110 CONDUCT TRAINING BRIEFINGS	50
D103 CONDUCT LOCAL CLASSROOM TRAINING	50
B42 CONDUCT BRIEFINGS	50
G263 PERFORM MINOR MAINTENANCE ON PRINTERS	41
A24 PLAN BRIEFINGS	41
B59 ORIENT NEWLY ASSIGNED PERSONNEL	41
D141 PREPARE LESSON PLANS	41
E207 REVIEW END-OF-DAY VALIDATION COMPUTER LISTINGS	41
D130 IMPLEMENT TRAINING PROGRAMS, OTHER THAN OJT	33
F224 INVENTORY ORGANIZATIONAL EQUIPMENT	33
N554 PERFORM DAMAGE CONTROL COMMAND AND CONTROL FUNCTIONS	33
D115 DEVELOP NEW EQUIPMENT TRAINING PROGRAMS	33
E195 PERFORM OPERATOR MAINTENANCE ON GENERAL OFFICE EQUIPMENT	25
H275 IDENTIFY WIMS IN-SERVICE WORK PLAN IMBALANCES	25
L446 PERFORM ANALYTICAL STUDIES ON OPERATING DATA TO DETERMINE PROGRESS	25
D133 MAINTAIN TRAINING AIDS	16
C71 EVALUATE BUDGET REQUIREMENTS	16

TABLE A13  
 REPRESENTATIVE TASKS PERFORMED BY  
 QUALITY ASSURANCE PERSONNEL  
 (STG054, N=23)

TASKS	PERCENT MEMBERS PERFORMING
C73 EVALUATE CONTRACTOR PERFORMANCE	100
C79 EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	100
C91 PERFORM JOB SITE CHECKS	87
C85 EVALUATE WORK SCHEDULES	87
C67 CONDUCT FINAL INSPECTIONS OF COMPLETED WORK	87
E163 EVALUATE WORK ORDERS	75
E161 EVALUATE JOB ORDERS	75
C76 EVALUATE INSPECTION REPORT FINDINGS	75
C80 EVALUATE PROPOSED PUBLICATIONS	75
C77 EVALUATE MAINTENANCE OF EQUIPMENT	75
E190 MONITOR AF FORMS 332 (BCE WORK REQUEST)	75
A23 PARTICIPATE IN BRIEFINGS	75
C81 EVALUATE QUALITY CONTROL PROCEDURES	62
C68 CONDUCT INFORMAL INSPECTIONS OF ASSIGNED SHOPS	62
E188 MONITOR AF FORMS 1879 (BCE JOB ORDER RECORD)	62
C66 ANALYZE WORKLOAD REQUIREMENTS	62
E209 REVIEW FACILITY JACKET FILES	62
E211 REVIEW WORK ORDER FOLDERS	62
C99 WRITE SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	62
E210 REVIEW JOB ORDER PACKAGES	62
F221 EVALUATE SERVICEABILITY OF EQUIPMENT	62
E203 REVIEW AUTOMATED SCHEDULING PRODUCTS, OTHER THAN BEAMS	62
E162 EVALUATE QUALITY CONTROL EVALUATION DATA	50
C97 WRITE INSPECTION REPORTS	50
I308 EVALUATE WRITTEN WORK REQUESTS	50
E189 MONITOR AF FORMS 327 (BASE CIVIL ENGINEER WORK ORDER)	50
C82 EVALUATE SAFETY PROGRAMS	50
F220 EVALUATE EQUIPMENT AUTHORIZATION CHANGES	50
F222 EVALUATE SUPPLY PROBLEMS	50
E155 COMPILE QUALITY CONTROL EVALUATION DATA	37
E202 REVIEW AUTOMATED COST CENTER RECURRING WORK LISTS, OTHER THAN BEAMS	37
E191 MONITOR RECEIPT OF BCE QUALITY CONTROL EVALUATION FORMS	37

TABLE A14  
 REPRESENTATIVE TASKS PERFORMED BY  
 TRAINING PERSONNEL IJT  
 (STG446, N=7)

TASKS	PERCENT MEMBERS PERFORMING
D124 EVALUATE PROGRESS OF RESIDENT COURSE STUDENTS	100
D150 SCORE TESTS	100
D100 ADMINISTER TESTS	100
D141 PREPARE LESSON PLANS	100
D133 MAINTAIN TRAINING AIDS	100
D106 CONDUCT RESIDENT COURSE CLASSROOM TRAINING	85
D111 COUNSEL TRAINEES ON TRAINING PROGRESS	85
G251 CONDUCT TRAINING ON BEAMS UTILIZATION	85
G250 CONDUCT TRAINING ON BEAMS OPERATIONS	85
D112 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	85
D153 WRITE TEST QUESTIONS	85
D103 CONDUCT LOCAL CLASSROOM TRAINING	71
D131 INSPECT TRAINING AIDS FOR OPERATION	71
D132 MAINTAIN STUDY REFERENCE FILES	71
D127 EVALUATE TRAINING METHODS OR TECHNIQUES	71
D126 EVALUATE TRAINING AIDS FOR SUITABILITY	71
D134 MAINTAIN TRAINING RECORDS	71
D116 DEVELOP RESIDENT COURSE CURRICULUM MATERIALS	71
E173 MAINTAIN COUNSELING FORMS	71
D128 EVALUATE TRAINING PROGRAM EFFECTIVENESS	57
D118 DEVELOP TRAINING AIDS	57
C88 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	42
D142 PREPARE TRAINING EVALUATION FORMS	42
D140 PLAN TRAINING, OTHER THAN OJT	42
F224 INVENTORY ORGANIZATIONAL EQUIPMENT	42
B58 INTERPRET DIRECTIVES FOR SUBORDINATES	28
B43 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	28
C79 EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	28
G265 VERIFY INTEGRITY OF BEAMS DATA BASE, SUCH AS AFTER DOWN TIMES OR CONVERSIONS	28
D110 CONDUCT TRAINING BRIEFINGS	28
D109 CONDUCT SPECIALIZED TRAINING	28
J349 ISSUE AND CONTROL BCE KEYS	14

APPENDIX B

TABLE B1

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING							TASK DIFF
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL			
3. PUBLICATIONS AND FORMS											
3a. Identify publications using index	2b 3c 3c	1.56	2	2	1	7	11	9	5.46		
A20 Establish publication libraries											
3b. Identify forms using index	2b 3c 3c	1.56	2	2	1	7	11	9	5.46		
A20 Establish publication libraries											
3c. Locate desired information in publications	2b 3c 3c										
D112 Demonstrate how to locate technical information		3.19	7	3	5	14	19	16	4.24		
A20 Establish publication libraries		1.56	2	2	1	7	11	9	5.46		
3d. Maintain publications	2b/b 3c 3c										
E174 Maintain publication files, other than Technical Orders		3.07	7	4	7	13	18	15	4.09		
6p. Prepare structural maintenance and repair team (SMART) facility scheduler	- 3c 3c	3.47	7	4	6	7	9	9	4.57		
I327 Prepare SMART facility survey schedules		1.67	2	1	1	5	10	7	4.19		
C85 Evaluate work schedules											
6q. Maintain SMART facility survey schedules	- 3c 3c	4.07	7	14	15	10	13	12	4.15		
XXXX Maintain SMART facility survey schedules											

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING							TASK DIFF
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL			
6v. Manage warranty and guarantee program	1a/a 2b 3c	3.14	7	5	5	8	14	12	12	5.62	
E187 Manage warranty and guarantee program											
6y. Monitor appliance and food service equipment	1a/a 2b 3c	3.95	7	10	9	10	12	10	10	4.81	
I316 Maintain master appliance listing											
6z. Maintain automated recurring programs	A 2b 3c	4.26	7	12	13	15	10	12	12	5.24	
K396 Maintain recurring work programs											
9. READINESS FUNCTIONS											
E179 Make entries on AF Forms 1445 (Material and Equipment)		4.47	11	27	27	33	29	29	29	3.96	
H283 Prepare WIMS management reports		2.72	7	1	2	3	5	4	4	6.28	
A16 Draft directives		.67	2	1	1	9	28	21	21	6.93	
A33 Schedule equipment inspections		.79	2	1	1	7	10	8	8	4.00	
D110 Conduct training briefings		1.37	2	2	3	9	19	14	14	5.22	
E186 Make entries on SF Forms 701 (Activity Security Checklist)		1.58	2	0	0	2	6	4	4	3.63	
9a. Develop mobility plans											
M476 Develop CE mobility inspection checklists		1.58	2	0	0	5	12	8	8	5.95	
M478 Develop mobility plans for PRIME BEEF mobile teams		1.26	2	0	0	4	9	7	7	6.65	

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING							TASK DIFF	
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL				
9b. Maintain mobility plans	- 2b 3c											
B65 Update contingency plans		1.00	2	2	3	10	19	16			6.65	
M490 Maintain Contingency Response Plans		1.58	2	0	0	5	11	8			6.02	
M502 Maintain mobility plans for PRIME BEEF mobile teams		1.84	2	0	0	4	11	7			5.12	
9c. Develop base recovery plan	- - 3c											
AT6 Draft directives		.67	2	1	1	9	28	21			6.93	
J344 Develop Base Recovery Checklists		2.49	2	3	3	8	10	9			6.55	
M468 Coordinate Disaster Plans with other BCE and base activities		1.72	2	0	0	5	14	9			6.38	
M474 Coordinate recovery Plans with other BCE and base activities		1.88	2	0	0	5	14	9			5.92	
9d. Maintain base recovery plan	- - 3c											
B65 Update contingency plans		1.00	2	2	3	10	19	16			6.65	
M472 Coordinate recovery Plans with other BCE and base activities		1.88	2	0	0	5	14	9			5.92	
9e. Develop data reference library	- 2b 3c											
A20 Establish publication libraries		1.56	2	2	1	7	11	9			5.46	
M481 Establish data reference libraries		1.14	2	0	0	3	10	6			5.05	
M493 Maintain data reference libraries		1.81	2	0	0	4	10	6			4.73	
9f. Maintain data reference library	- 2b 3c											
M496 Maintain file of Unit Representative (UNITREP) Reports		2.05	2	0	0	3	13	7			5.37	

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING							TASK DIFF	
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL				
9g. Develop CE disaster preparedness annexes for base war support	- - 3c											
A16 Draft directives		.67	2	1	1	9	28	21			6.93	
M474 Develop CE Disaster Preparedness Annexes for Base War Support		1.28	2	0	0	3	11	7			7.00	
9h. Monitor CE disaster preparedness annexes for base war support	- 2b 3c											
A32 Review disaster preparedness plans		2.47	2	7	8	15	28	23			5.28	
C74 Evaluate disaster preparedness plans		1.02	2	1	1	7	18	13			6.72	
M494 Maintain Disaster Preparedness Annexes for Base War Support		1.74	2	0	0	3	10	6			5.62	
M507 Monitor CE Disaster Preparedness Annexes for Base War Support		1.67	2	0	0	4	11	7			5.72	
9i. Develop CE disaster preparedness annexes for operations plan	- - 3c											
A11 Develop operational plans		.42	2	1	3	9	19	16			7.14	
A16 Draft directives		.67	2	1	1	9	28	21			6.93	
M475 Develop CE Disaster Preparedness Annexes for Operations Plans		1.28	2	0	0	3	12	7			7.02	
M495 Maintain Disaster Preparedness Annexes for Operations Plans		1.74	2	0	0	4	11	7			5.60	
9j. Monitor CE disaster preparedness annexes for operations plan	- 2b 3c											
A32 Review disaster preparedness plans		2.47	2	7	8	15	28	23			5.28	
C74 Evaluate disaster preparedness plans		1.02	2	1	1	7	18	13			6.72	
M508 Monitor CE Disaster Preparedness Annexes for Operations Plans		1.70	2	0	0	4	11	7			5.61	

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING					TASK DIFF
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL	
9k. Manage training for D102 Conduct ancillary training		.98	2	1	1	8	12	10	5.02
D103 Conduct local classroom training		1.00	2	2	2	10	18	13	5.17
D120 Direct training programs, other than OJT		.77	2	0	0	6	13	10	5.79
D122 Establish unit training requirements		.49	2	2	1	5	8	6	5.77
N539 Lay AM-2 matting for surface, other than runways or aircraft parkings		2.47	2	7	6	7	9	7	5.52
9k(2). Recovery force	- 2b - 3c								
M467 Coordinate contingency training with appropriate agencies		1.42	2	0	0	6	14	9	5.80
M522 Schedule training for Recovery Force members		1.72	2	0	0	3	10	6	4.82
9l. Develop prime BEEF team operation	- - 3c								
M460 Analyze Time Phase Force Development Listings (TPFDL) for Civil Engineering feasibility		.67	2	0	0	2	10	6	6.42
M482 Identify contingency limiting factors (LIMFAC)		1.30	2	0	0	5	13	9	5.78
M483 Identify contingency short falls		1.30	2	0	0	5	14	9	5.62
9m. Maintain prime BEEF team operation	- 2b - 3c								
M511 Monitor PRIME BEEF Team Chief responsibilities and requirements		1.51	2	0	0	5	12	8	5.01

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING					TASK DIFF	
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL		
9n. Develop status reports for prime BEEF analysis	- - 3c									
M459 Analyze Civil Engineering part of mobility exercise or deployment after action reports		1.00	2	0	0	5	12	9	5.91	
M475 Develop CE Disaster Preparedness Annexes for Operations Plans		1.28	2	0	0	3	12	7	7.02	
M479 Develop status reports for PRIME BEEF analysis		1.23	2	0	0	4	9	6	6.14	
9o. Maintain status reports for prime BEEF analysis	- 2b 3c									
M503 Maintain PRIME BEEF analysis and status report data		2.00	2	0	0	3	9	6	5.26	
M506 Maintain status reports for PRIME BEEF analysis		1.53	2	0	0	3	9	6	4.93	
9p. Identify potential problem areas	- 2b 3c									
C69 Evaluate alert procedures		1.00	2	2	1	7	22	16	5.84	
C70 Evaluate Base Engineer Emergency Force (PRIME BEEF) operations		.86	2	1	1	9	16	13	6.77	
F223 Identify supply problems		1.42	2	5	6	13	23	18	4.77	
M465 Conduct unit mobility self-inspections		1.49	2	1	1	5	13	8	5.21	
9q. Recommend corrective action for problem areas	- 2b 3c									
F222 Evaluate supply problems		.98	2	1	1	10	17	14	5.30	

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING						TASK DIFF
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL		
9r. Identify budget requirements	- - 3c	.63	2	1	1	6	22	16	7.06	
AT5 Draft budget requirements		1.00	2	0	1	10	22	15	4.36	
F218 Establish supply requirements		1.07	2	0	0	3	10	6	6.18	
M480 Establish budget requirements for Readiness and Contingency teams		1.12	2	0	0	2	9	6	5.90	
M489 Maintain budget requirements for Readiness and Contingency teams										
9t. Maintain budget requirements	- 2b 3c	.23	2	2	2	5	15	11	6.63	
C71 Evaluate budget requirements		1.12	2	0	0	2	9	6	5.90	
M489 Maintain budget requirements for Readiness and Contingency teams										
10. PRODUCTION CONTROL AND INDUSTRIAL ENGINEERING ANALYSIS										
H273 Distribute WIMS management reports		2.77	7	2	3	4	5	5	4.40	
C88 Inspect personnel for compliance with military standards		2.40	2	1	1	18	41	30	3.54	
E162 Evaluate quality control evaluation data		1.40	2	6	5	8	14	12	4.76	
G245 Analyze impact of BEAMS changes		1.49	2	1	2	6	13	10	6.38	
G247 Analyze impact of BEAMS conversions		1.30	2	1	2	5	10	8	6.55	
10a. Perform analytical studies on operating data to determine										
10a(1). Trends	- 2b 3c	1.72	2	0	0	2	6	4	4.40	
L423 Analyze BCE taxi use trends										

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING							TASK DIFF	
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL				
10a(3). Efficiency of work force	- 2b 3c											
C79 Evaluate personnel for compliance with performance standards		1.51	2	2	1	12	28	21			5.10	
C85 Evaluate work schedules		2.33	2	6	6	16	24	20			4.95	
<hr/>												
10d. Perform analytical studies of												
L424 Analyze costs		1.33	2	1	3	5	8	7			5.59	
<hr/>												
10d(1). Cost	- 2b 3c											
L451 Perform cost analytical studies		.77	2	0	0	2	5	3			6.85	
<hr/>												
10d(2). Performance	- 2b 3c											
C91 Perform job site checks		1.23	2	2	2	10	26	18			3.95	
L453 Perform performance analytical studies		.44	2	0	0	1	4	3			6.69	
<hr/>												
10e. Using analytical studies determine												
<hr/>												
10e(1). Trends	- 3c											
L447 Perform analytical studies on operating data to determine trends		.84	2	1	1	3	6	5			6.82	
L454 Perform semi-annual trend analysis on job orders		1.05	2	2	1	2	4	3			5.91	

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING							TASK DIFF
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL			
10e(3). Efficiency of work force	- 3c	1.23	2	2	1	2	4	3	6.59		
L436 Develop work load factors for manpower requirements											
L445 Perform analytical studies on operating data to determine efficiency of work force		.88	2	1	1	2	7	5	7.07		
10e(4). Compliance with directives	- 2b 3c	.44	2	0	0	6	17	14	5.34		
C80 Evaluate proposed publications		.79	2	2	1	4	13	10	5.30		
C81 Evaluate quality control procedures		1.23	2	1	1	4	13	9	4.87		
C82 Evaluate safety programs		1.23	2	0	0	4	11	8	5.09		
C83 Evaluate security programs		.77	2	2	3	6	17	13	4.86		
C84 Evaluate suggestions											
10f(1). Deviations from standards	- 3c	1.40	2	2	2	3	5	5	5.70		
L439 Evaluate deviations from standards											
10f(2). Plans	- 3c										
L446 Perform analytical studies on operating data to determine progress		.84	2	0	0	2	6	4	7.04		
10g. Using evaluations to determine											
10g(1). Causes on CE functions	- 2b 3c	.88	2	1	1	8	25	18	5.72		
C76 Evaluate inspection report findings											

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING							TASK DIFF
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL			
10g(2). Effects on CE functions	- 2b 3c	.88	2	1	1	8	25	18		5.72	
C76 Evaluate inspection report findings											
10h. Prepare methods improvement studies	- 3c	.49	2	0	0	1	4	3		6.67	
L457 Prepare method improvement studies											
10i. Identify potential problem areas	- 2b 3c	2.30	2	1	2	11	36	24		5.84	
A13 Develop self-inspection programs											
E181 Make entries on AF Forms 1815 (B3500/B263/H800/200 Difficulty Report (DIREP))		1.02	2	0	0	2	6	4		4.75	
F223 Identify supply problems		1.42	2	5	6	13	23	18		4.77	
10j. Identify deficiencies	- 3c	2.30	2	1	2	11	36	24		5.84	
A13 Develop self-inspection programs											
E181 Make entries on AF Forms 1815 (B3500/B263/H800/200 Difficulty Report (DIREP))		1.02	2	0	0	2	6	4		4.75	
F223 Identify supply problems		1.42	2	5	6	13	23	18		4.77	
10k. Perform data collection functions	- 3c	3.42	7	11	12	19	27	23		4.53	
A4 Determine approval levels for work orders											
E155 Compile quality control evaluation data		1.23	2	7	6	6	10	9		4.58	

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING					TASK DIFF	
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL		
101. Analyze										
L427 101(1). Standards	- - - 3c	1.40	2	0	0	2	7	5	5.89	
L427 Analyze standards										
101(2). Work load estimates	- - - 3c									
K366 Analyze work status reports, such as AF Form 919 (BCE In-Service Work Plan Worksheet)		3.42	7	2	4	11	11	13	6.29	
C66 Analyze workload requirements		1.81	2	5	6	17	29	23	5.51	
L429 Analyze workload estimates		1.77	2	0	1	3	5	5	5.92	
101(4). Work plans	- - - 3c									
L428 Analyze work plans		1.42	2	0	1	3	6	5	5.90	
10n. Analyze performance data to develop factors determining										
10n(2). Manpower	- - - 3c	.33	2	1	1	2	6	5	6.34	
C75 Evaluate individuals for reclassification										
10n(3). Facility requirements	- - - 3c	1.00	2	0	0	2	4	3	5.36	
L425 Analyze maintenance trends for equipment										

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING					TASK DIFF	
				1ST JOB	1ST ENL	5- LVL	7- LVL	TOT SPL		
11. GENERAL CONTINGENCY RESPONSIBILITIES										
11b(2). Disease and pestilence counter-measures A/- B C										
N552	Perform cover and concealment techniques for work party security	2.44	2	9	8	13	13	12	5.09	
N557	Perform disease and pestilence countermeasures	1.67	2	6	6	7	7	7	5.52	
11b(3). Military field sanitation A/- B C										
N561	Perform military field sanitation techniques	3.47	7	18	18	23	21	20	4.73	
11c. Self-protection from extreme weather A/- B C										
N573	Practice self-protection from extreme weather	3.23	7	18	19	27	23	24	3.99	
11d. Work party security										
11d(1). Cover and concealment A/- B C										
N531	Erect camouflage nettings	2.37	2	2	2	7	10	8	5.02	
N552	Perform cover and concealment techniques for work party security	2.44	2	9	8	13	13	12	5.09	
11d(2). Individual movement A/- B C										
N560	Perform individual movement techniques for work party security	2.93	7	5	5	13	15	13	5.15	

TABLE B1 (CONTINUED)

EXAMPLES OF STS PERFORMANCE ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ELEMENTS	CODES	TNG EMP	ATI	PERCENT MEMBERS PERFORMING						TASK DIFF
				1ST JOB	5- LVL	7- LVL	TOT SPL			
11d(4). Field fortification N527 Construct field fortifications	A/- B C	2.30	2	2	2	7	8	7	5.45	
11d(5). Convoy techniques N571 Practice convoy techniques for work party security	A/- B C	2.93	7	8	10	17	17	16	4.63	
11e. Vehicle qualification N543 Operate dump trucks for contingency exercises or operations N545 Operate M-series vehicles for contingency exercises or operations N544 Operate forklifts for contingency exercises or operations		2.72 3.00 2.49	7 7 2	2 2 0	3 2 0	8 10 7	10 14 10	8 11 7	3.99 4.05 4.10	
11e(3). Cargo trucks N541 Operate cargo trucks for contingency exercises or operations	2b/- 3c 4d	2.86	7	2	3	10	14	11	4.08	

APPENDIX C

TABLE C1

EXAMPLES OF POI (E3ABR55530) ELEMENTS REFLECTING  
LOW PERCENT MEMBERS PERFORMING TASKS  
(LESS THAN 30 PERCENT MEMBERS PERFORMING

POI ELEMENTS	TNG EMP	ATI	1ST JOB	1ST ENL	TSK DIFF
II 5. Warranty and Guarantee/Appliances					
					1/3
II 5a. Given written statements identify procedures for managing the Warranty and Guarantee program by correctly selecting 6 out of 8 answers. STS: 6v Meas: PC/M (.5/2)					
A26 Plan physical layout of Production Control Center (PCC)	1.19	2	3	3	5.13
C90 Participate in USAF Graduate Evaluation Program	.37	2	0	0	5.33
II 7a. Using a WANG terminal, prepare, update, and tract a job order with no more than 2 errors. STS: 8c Meas: PC					
E192 Perform file maintenance on Multi-Facility (MFT) files	5.30	11	18	19	4.85
E193 Perform file maintenance on Work Order Master (WCM) files	5.67	11	19	20	5.00
E194 Perform file maintenance on Work Order Shop (WCS) files	5.79	11	14	16	5.03
IV 2. WIMS Work Orders					
					30
IV 2b. Given a WANG terminal, review a list of work orders and provide status with no more than one error. STS: 8c, 8f. Meas: PC					(12)
E192 Perform file maintenance on Multi-Facility (MFT) files	5.30	18	19	19	4.85
E193 Perform file maintenance on Work Order Master (WCM) files	5.67	19	20	20	5.00
E194 Perform file maintenance on Work Order Shop (WCS) files	5.79	14	16	16	5.03

TABLE C1 (CONTINUED)

EXAMPLES OF POI (E3ABR55530) ELEMENTS REFLECTING  
 LOW PERCENT MEMBERS PERFORMING TASKS  
 (LESS THAN 30 PERCENT MEMBERS PERFORMING

POI ELEMENTS	TNG EMP	ATI	1ST JOB	1ST ENL	TSK DIFF
V. Scheduling					
V 2a. Daily Schedule					8.5/4
K389 Maintain AF Forms 1734 (BCE Daily Work Schedule)	5.81	11	22	23	4.46
A22 Establish work schedules	3.65	7	16	15	4.76
H276 Maintain WIMS automated daily work schedules	3.72	7	2	3	5.55
V 2b. Given written statements, identify procedures used in accounting for labor by correctly selecting 7 out of 10 answers. STS: 7g. Meas: PC/W (.5/2)					
K372 Coordinate identified work changes with other BCE and base agencies	3.53	7	7	6	5.06