

AIR FORCE



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HUMAN RESOURCES

**OCCUPATIONAL RESEARCH DATA BANK
USER'S MANUAL**

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 ↳ The Occupational Research Data Bank (ORDB) is an on-line, data repository that provides the user immediate access to a wide variety of occupational information about Air Force specialties and the people who perform duty in them. The ORDB is housed on a UNISYS 1100/82 computer system at the Air Force Human Resources Laboratory, Brooks Air Force Base, Texas. The basic design of the ORDB was to create a user-friendly tutorial environment where the most naive of users would be guided through simple interface routines. The user can, without extensive training, access the ORDB information and statistics and be easily guided in generating the desired screen displays or printed hardcopy output. This publication is a version of the User's Manual available to all ORDB users via use of Option 8 on the main system screen. (SFCW)

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This publication is primarily a working paper. It is published solely to document work performed.

SUMMARY

The intention of the Occupational Research Data Bank (ORDB) was to provide research scientists quick and easy access to much needed Air Force occupational information. Since its inception in 1978, ORDB has grown in application and continues to serve a variety of users. The recent attention on Manpower, Personnel, and Training (MPT) issues has prompted the Air Force Human Resources Laboratory to increase its application in the MPT arena. The underlying format of several subsystems is evolving toward weapon system specific applications, while still retaining information by Air Force Specialty Code (AFSC). This publication is the most recent version of the ORDB User's Manual and is designed to guide the novice, as well as the more experienced ORDB user through various applications of the data bank.



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OCCUPATIONAL RESEARCH DATA BANK (ORDB)
USER'S MANUAL

1. INTRODUCTION

The Occupational Research Data Bank (ORDB) is an on-line, data repository that provides the user immediate access to a wide variety of occupational information about Air Force specialties and the people who perform duty in them. The ORDB is housed on a UNISYS 1100/82 computer system at the Air Force Human Resources Laboratory (AFHRL), Brooks Air Force Base, Texas. The basic design of the ORDB was created to be a user friendly, tutorial environment where even the most inexperienced of users would be guided through the simple interface routines. The user can, without extensive training, access the ORDB information and statistics and be easily guided in generating the desired screen displays or printed hard copy output. Current efforts are underway within ORDB to strengthen its application in the Manpower, Personnel, and Training (MPT) arena. The largest and foremost change is in data file storage. Individual records will soon be accessible so as to better generate weapon system information, as well as the currently available Air Force Specialty Code (AFSC) information.

1.1. Background

The development of ORDB began in 1978 following the realization that while vast quantities of information were available about Air Force occupations, the data were widely dispersed among various organizations, with many different formats and degrees of coverage. At that time, AFHRL alone maintained 29 different types of computer files generated by many different sources. Also, other organizations (Headquarters United States Air Force, Air Training Command, Air Force Military Personnel Center, etc.) had their own data bases and generated numerous recurring reports, regulations, and studies. Additionally, AFHRL housed Air Force technical reports dating back to 1943 and was the official repository of all occupational study data files generated by the USAF Occupational Measurement Center (USAFOMC). Occupational researchers needed a way to consolidate this information and make it rapidly and easily accessible. The on-going enhancements go beyond the original scope of ORDB's development to focus on ways to make the data bank more useful to a variety of users; e.g., researchers, OMC analysts, and manpower, personnel, and training (MPT) managers who determine MPT requirements for already existing weapon systems and who must forecast similar requirements early in the planning stages of new weapon system acquisitions.

1.2. Types of Information Available

The ORDB consists of eight major subsystems from which the various types of occupational information and statistics are accessed.

1.2.1. Computer Assisted Reference Locator (CARL)

This subsystem contains listings of occupational studies, technical reports, films and other documents related to Air Force jobs. Each reference stored in the CARL Subsystem includes such information as author/Office of Primary Responsibility, name or title of the reference, type of reference, a brief narrative description and an associated list of keywords for each reference. The keywords, input by the user, are the basis for searching and accessing routines which display or print the desired references. See description of USER OPTION '1' in Paragraph 3.1.

1.2.2. Enlisted AFSC Information Subsystem (EAIS)

This subsystem is an automated version of Air Force Regulation 39-1, Enlisted Classification. It contains Air Force Specialty Code (AFSC) descriptions (for ladder and career field), progression ladders, and prerequisites for all enlisted specialties for the years 1978 to the present. Also, the EAIS has an AFSC number change history file which tracks all changes from March 1965 through the present. In addition, aptitude requirements information for each AFSC is stored and accessible. Updates to this subsystem occur twice a year following the receipt of the April and October AFSC Conversion Guides. See USER OPTION '2' in paragraph 3.2 for a detailed description of specific access and output of EAIS information.

1.2.3. Statistical Variable Subsystem

This subsystem contains statistical information on the enlisted force by AFSC, population group, and year on a total of 125 different variables. Currently 5 years of data are stored. Access and retrieval of the statistics in the Statistical Variable Subsystem are fully explained in Paragraph 3.3 - USER OPTION '3.'

1.2.4. CODAP Reports Subsystem

This subsystem contains selected reports from Air Force occupational studies which have been conducted by the USAFOMC, Randolph AFB, Texas, using the Comprehensive Occupational Data Analysis Programs (CODAP) software system. Information includes actual text and data from the reports. Access, retrieval, and varying output formats are discussed in Paragraph 3.4 - USER OPTION "4."

1.2.5. Custom Reports Subsystem

This ORDB feature presents several unique custom report options to include CODAP-Stat interface output or large volume statistical retrieval. Specific details are fully described in Para 3.5 - USER OPTION "5."

1.2.6. ORDB-SPSS-X Interface Subsystem

This subsystem allows the user to tutorially enter AFSCs, Population Groups, Years, and an ORDB variable which then results in a batch run to retrieve ORDB statistics and create a runstream of SPSS-X control cards. Four different SPSS-X procedures may be chosen by the user: ANOVA, BREAKDOWN, T-TEST, and CROSSTABS. A full explanation can be found in Paragraph 3.6 - USER OPTION "6."

1.2.7. Officer AFSC Information Subsystem (OAIS)

This subsystem provides the user with officer AFSC information by calendar year, beginning with a base year of 1983. The subsystem includes information such as AFSC Title, shredouts, specialty summary, education, experience, training, and other requirements as listed in AFR 36-1, Officer Classification, for the given year. A more detailed explanation of the OAIS can be found in Paragraph 3.7 - USER OPTION "7."

1.2.8. Weapon System Information Subsystem (WSIS)

This ORDB subsystem allows the user to obtain cross reference of weapon systems, special experience identifiers (SEIs), and enlisted AFSCs. See Paragraph 3.8 - USER OPTION "8" for a detailed explanation of this subsystem.

2. HOW TO USE THE ORDB

2.1. General Description of the System

The ORDB is an interactive, tutorial system which assists the user in phrasing inquiries by offering options to choose from each time the system needs an input from the user. In general, the user needs to know only two things in order to use the system:

- The execute statement, '@LK*ORDB.ORDB'
- The AFSC or weapon system about which information is desired.

2.2. Steps in Accessing the Data Base

(Step 1) Sign on the Unisys 1100/82 as usual.

(Step 2) Enter: @LK*ORDB.ORDB.

The system will respond by displaying a welcome message, describing the types of information available, and then offering the following user options:

- "1" - CARL (Computer Assisted Reference Locator)
--to retrieve references by entering keywords or authors.
- "2" - EAIS (Enlisted AFSC Information Subsystem)
--to retrieve AFSC historical, prerequisite, narrative, or descriptive information.
- "3" - STATISTICAL VARIABLES
--to retrieve statistical data on the enlisted force.
- "4" - CODAP STUDY REPORTS
--to retrieve narrative task information and statistics.
- "5" - CUSTOM REPORTS SUBSYSTEM
--for unique custom reports from the ORDB Subsystems.
- "6" - ORDB-SPSS-X INTERFACE
--to generate SPSS-X batch runs and runstreams.
- "7" - OAIS (Officer AFSC Information Subsystem)
-- to retrieve officer AFSC information.
- "8" - WSIS (Weapon System Information Subsystem)
-- matches weapon systems, SEIs, and AFSCs.

- "C" - COMMENTS
-- to review or enter any comments regarding the ORDB.
- "D" - DOCUMENTATION
-- to obtain hard copy of the user's manual.
- "E" - EXIT
--to exit the ORDB.

(Step 3) Enter: 1, 2, 3, 4, 5, 6, 7, 8, C, D or E to choose an option.

For options 1 through 8, the system will respond with an introductory description of the option selected.

(Step 4) Respond to each of the system's requests for input until the desired information has been displayed. After each inquiry, the system will ask if another inquiry of the same type is to be made. If so, the user will respond with a "Y," and the system will assist the user in forming the next inquiry. When done, the user will answer the question with "EXIT," and the system will return to the basic eight options presented in Step 2.

More detailed discussions of the separate messages and responses within each subsystem are presented in Paragraph 3.

(Step 5) When the user has completed all desired inquiries, and the system has returned to the display of the eight basic options, the user will select "E." The system will respond with "ORDB SESSION ENDED - USER IN CONTROL MODE," and the user can sign off the terminal.

3. DETAILED DESCRIPTIONS OF THE ORDB USER OPTIONS

In this section, each of the main user options is discussed in greater detail than in the previous section. Most of the information that follows is contained in the ORDB option descriptions that can be displayed at the terminal.

3.1. OPTION '1' - Computer Assisted Reference Locator (CARL)

CARL contains references to occupational studies, technical reports, films, and other documents related to Air Force jobs. The CARL query program allows interactive on-line retrieval of references by keyterms, which include authors, AFSCs, and descriptive keywords. Note that if an AFSC is used as a keyword to a reference, three levels of detail are provided. For example, if the ladder AFSC 732X0 is listed as a keyword, then the numbers

732XX and 73XXX are also included as keywords for that reference.

Most questions displayed to the user can be answered by the following responses:

- Y = Yes
- N = No
- B = Backup to previous question
- E = Exit from CARL
- H = HELP - Return to CARL Introductory Display
- D = HELPD - Return to ORDB Introductory Display

If the user begins in the CARL option, he or she is given an opportunity to view a CARL system description. More experienced users will not have to refer to this system description and can proceed with the inquiry process.

The next question posed to the user asks if a hardcopy alphabetic listing of the keyterms is desired. This feature provides not only an alpha listing of the keyterms, but also shows the number of references in CARL for each keyterm.

CARL provides two types of retrieval, "QUICK" and "SMART." Output can be displayed at the terminal, printed in hard copy, or both.

3.1.1. "QUICK" Retrieval

If the user knows the exact keyterms to be referenced, then the "QUICK" option is used to retrieve references for either a single keyterm or multiple keyterms combined using "AND/OR" logic. For example, references may be retrieved for a single keyterm, for keyterms A and B, for keyterms A or B, or for keyterms (A and B) or C or D.

Keyterms are entered in two lists, first the keyterms to be "AND-ed," then those to be "OR-ed." Keyterms should be not more than 18 characters and should be separated by commas. Blanks, other than those embedded within a keyterm, are ignored. Each list may contain any number of keyterms but may not exceed 80 characters, including commas and spaces. Either list may be omitted by entering a space. If only one keyterm is to be used, it may be entered as either the "AND" or the "OR" list.

After keyterms are entered, the user is allowed to review them and correct errors before proceeding with retrieval of references.

3.1.2. "SMART" Retrieval

If the user is uncertain of the exact keyterms to be used, "SMART" retrieval may be chosen. A target string of up to 10 characters is entered, and a list of all keyterms containing it is displayed, along with the number of references for each. For example, if the target string is "TEST," keyterms such as "APTITUDE TESTS," "PERFORMANCE TESTS," and "TESTING" will be listed, up to a maximum of 99 keyterms.

"SMART" retrieval is somewhat slow, due to the sequential search of the keyterm file. Also, only alpha keyterms (that is, no AFSCs) may be input.

Once the list of keyterms is displayed, the user can select which of them are to be retained for retrieval of references. The selected keyterms will then be processed exactly as if they had been entered in an "OR" list.

3.1.3. Expansion and Reduction of References

After determining the keyterms to be used, either with "QUICK" or with "SMART," the number of references located will be displayed. The user may then elect to expand this number by entering additional keyterms as an "OR" list, or to reduce it by using an "AND" list.

3.1.4. Output

Once the references have been located, the user is asked if he or she wishes that only reference titles be output. This option is ideal for those situations where a large number of references have been located and the user desires only to scan the selected references. If the user elects to output titles only, an opportunity to reduce the number of references is provided. The user may then input additional keyterms using the "AND" logic.

If the user does not elect the "titles only" output option, he or she is asked if the keyterms for the selected references are to be included in the output. Then the user is asked if it is desired to display the output at the terminal. Whether the output is displayed or not, the user is then asked if the output should be printed in hard copy.

This step concludes the CARL output interface, and the user is now provided the opportunity to return to the beginning of CARL for another query. If the user does not desire to make

another query, then he or she is returned to the ORDB options screen to select a new ORDB option or exit from the ORDB system.

3.2. OPTION '2' - Enlisted AFSC Information Subsystem (EAIS)

The Enlisted AFSC Information Subsystem (EAIS) was established to allow ORDB users the capability of retrieving specific information on enlisted Air Force Specialty Codes (AFSCs). A user may choose to view the information on the screen or receive a hard copy print-out, or both.

3.2.1. Available Information

The EAIS contains information on AFSCs as found in Air Force Regulation 39-1, Enlisted Classification. All information is updated twice a year.

3.2.1.1. AFSC Information

Four year-dependent areas of AFSC information are available which include (a) a narrative description of the ladder AFSC (i.e. disregards skill level - 732X0, 811X0, etc.); (b) a narrative description of the career field (i.e. a career area - 73XXX, 81XXX, etc.); (c) a listing of the AFSC prerequisites; and (d) AFSC progression ladders.

When the user is requesting these types of information, the year must be specified (multiple or all years can also be chosen). The AFSC information has been collected from AFR 39-1 and changes from year to year. The EAIS currently contains AFSC information from 1978 to the present.

Another component is an AFSC number history tracking file beginning with all AFSCs existing in 1965. This option tracks all changes to the AFSCs to include deletions, newly created, lost personnel to another AFSC, gained personnel from another AFSC, and skill level changes.

3.2.2. EAIS Reports Available

When the user chooses ORDB OPTION '3' and enters the EAIS, he or she is provided a brief introductory paragraph with a numbered listing of the five different reports available. The user is then asked to input the numbers (separated by commas) of the reports

desired or 'ALL,' if all reports are needed. The following is a brief description of the five available reports:

1. DESCRIPTION-LADDER

Provides the ladder title with a narrative description of the major duties within the AFSC. NOTE: This report, along with report numbers 2, 4, and 5 below are 'year dependent.' A user will be asked for which year reports are desired. The user has the option of choosing 1 year, multiple years (separated by commas), or all available years.

2. DESCRIPTION-CAREER FIELD

Gives the user the actual narrative description of the career field. This report is also year dependent. The user will be asked which report years are desired.

3. AFSC HISTORY (All AFSCs - 1965 to the present)

Provides a complete number change history of each AFSC with 6 types of coded changes: 'E' Existed in 1965; 'A' Absorbed personnel from another AFSC; 'D' was deleted; 'C' was created; 'S' skill level change; and 'L' lost personnel to another AFSC. The user is provided clear text code interpretations in the output report. The changes are indicated chronologically with date converted, to/from AFSCs, and remarks when necessary.

4. PROGRESSION LADDER

Gives the complete AFSC progression ladder as it appears in AFR 39-1. This report is year dependent. The user will be asked which year or years are desired.

5. AFSC PREREQUISITE INFORMATION

This report, which is also year dependent, provides the user the input AFSC, title of the AFSC, and the specified year. This information is followed by a listing of the prerequisite information which includes aptitude scores, physical profile, whether or not women are authorized, physical work capacity, certification or license requirements, mandatory training courses, input AFSC, Specialty Training Standard (STS) center, and other miscellaneous prerequisites (i.e. security clearance, color vision, etc.).

3.2.3. How to Access the EAIS Information

When the user logs on and initially accesses the ORDB, he or she can enter (OPTION) "2" at which time the EAIS introductory screen appears. The user is informed that the EAIS can generate a set of five reports and that the user can tutorially choose to receive output on the screen, in printed hardcopy, or both. The five reports are:

- 1 Description - ladder
- 2 Description - career field
- 3 AFSC History
- 4 Progression Ladder
- 5 Prerequisites

The user is asked to input the number of the desired reports separated by a comma (i.e. 1, 3, 5) or, if the user desires all reports, then "ALL" can be entered.

Once the user designates the reports needed, the screen will display:

"ENTER AFSC-->"

The user then enters a ladder AFSC (i.e. 272X0, 811X0, 732X0, etc.). Only one AFSC can be entered at a time.

If the user requests report numbers 1, 2, 4, or 5, he or she will be asked to input the years desired. The available years are displayed for the user's convenience. One or more or all can be input. At this point, the user is queried on the type of output desired.

3.2.4. User Output Options

It is possible for the user to receive output via screen display, printed hard copy, or both.

The user is asked the question, "Would you like hard copy only? (Y/N)." If "Y" is returned, then no screen display of output appears, but a hard copy is printed. If the user answers "N," then the following question is displayed:

"WOULD YOU LIKE A HARD COPY IN ADDITION TO THE SCREEN OUTPUT?
(Y/N)"

Whether "Y" or "N" is answered, a screen display of output will appear. In addition to the screen display, a hard copy printout will be produced if "Y" is entered.

This completes the user input/output procedures for any single AFSC. At this point, the user is asked if he or she desires

to receive the same reports for another AFSC. If 'Y' is answered, the 'ENTER AFSC-->' appears on the screen. If 'N' is entered, the EAIS Report Menu appears, and the user can choose a new set of reports or enter 'E' to exit the EAIS.

3.3. OPTION '3' - Statistical Variable Subsystem

The statistical variable subsystem contains basic population statistics that are extracted from individual case records in the Uniform Airman Record (UAR), Airman Gain-Loss (AGL), and Pipeline Management System (PMS) files. Frequency distributions, means, and standard deviations are generated for 125 variables and are summarized by Duty AFSC, with further breakdowns by calendar year and population groups. The data are summarized at three levels:

1. Career Field (i.e. 81XXX, 73XXX, etc.).
2. Ladder (i.e. 811X0, 732X0, etc.).
3. Skill Level (i.e. 81130, 73270, etc.).

The 'MENU' contains names of the 125 variables and also indicates whether information is available by Ladder, Career, or Skill Level. In some cases, all are available, while in other cases (i.e. PMS variables), only the skill level AFSC applies. 'X' type variables apply to those with which cross-specialty information is available. The user should review the Statistical Variable Usage Table, Paragraph 4.0.

3.3.1. Accessing Statistical Data

As the user enters a '3' from the ORDB options screen, the Statistical Variable Subsystem introductory screen is displayed. The user is informed that in this subsystem, he or she may enter:

| | |
|-------------------------------|----------------------------------|
| H[ELP] | - Information about this program |
| E[XIT] | - Return to ORDB options |
| M[ENU][=KEYWORD] | - Menu of available variables |
| POP,VAR,YR,AFSC | - Statistical variable retrieval |
| POP,VAR,YR,AFSC-1,...,AFSC-10 | - Cross-Specialty retrieval |

The 'H' and 'E' inputs are relatively straight forward. The MENU, STATISTICAL VARIABLE RETRIEVAL, and CROSS-SPECIALTY are more complex and are therefore discussed in greater detail in the following paragraphs.

3.3.1.1. 'M' - MENU

If the user enters 'M,' the 125 variables are displayed on the screen in alphabetical order by variable name. After each variable are one or more of the letters L, C, S, or X. When requesting information on a specific variable, the correct AFSC form must be entered in order to have a valid request. For example, a skill level AFSC (i.e. 73230) cannot be used with the variable ACAD-EDUC-LEVEL. Only AFSCs in the form 732X0 (ladder) or 73XXX (career) are available for this variable. Note that all PMS variables (numbers 85 - 110) are 'S' - skill level only variables, while all other variables have at least an 'L' (ladder) with some containing both 'L' and 'C' (career). Still others are available at all levels types - ladder, career and skill. Type 'X' indicates that the variable can be used with the cross-specialty retrieval feature.

Users are advised to view the menu to see which variables contain which types of AFSCs.

An edit feature exists which allows the user to input a keyword in search of variables containing the keyword. For example, by inputting 'M=SEX,' the program will search the menu and display all those variable names which contain the character string 'SEX.' Keywords input by the user may not exceed 12 characters.

3.3.1.2. Statistical Variable Retrieval

***** SPECIAL NOTICE *****

When retrieving statistics for ladder AFSCs, it is crucial to recognize that the group selected includes all '9' and '0' levels, which may skew the statistics. For example, if ladder AFSC 316X0F is input, the group of individuals includes all those with the 'progression' ladder 31630F, 31650F, 31670F, 31699 and 31600. The 31699 and 31600 are comprised of superintendents and CEMs (chief enlisted managers) not just from 316X0F, but from all the 316XX ladder AFSCs. This inclusion of 31699 and 31600 for 316XX ladder AFSCs results in a larger number of Senior non-commissioned officers (NCOs) that are actually in the population group for 316X0F.

Inquiries for skill level or career field contain statistical data which is pure and not skewed in any way.

The items that follow are not AFSCs. They are course identifiers that correspond to training courses which provide information on large or commonly sought populations. Therefore, these are not valid as AFSCs, but rather as training courses with

information available within the PMS variables of the ORDB.

| AFSC (CRS-ID) | NAME |
|---------------|--|
| 00066 | CEM QUAL CONTROL PROCEDURES |
| 11000 | AIRBORNE PARACHUTIST |
| 20070 | NCO OPERATIONAL MANAGEMENT |
| 20830 | VOICE PROCESSING SPECIALIST |
| 30000 | SOLDERING TECHNIQUES |
| 30331 | AIR TRAFFIC CONTROL RADAR SPECIALIST |
| 30379 | GROUND COMMUNICATIONS CAREER COURSE |
| 30436 | SPACE COMMUNICATIONS EQUIPMENT |
| 30479 | GROUND COMMUNICATIONS CAREER TECHNICIAN |
| 30524 | COMPUTER PRINCIPLES |
| 30534 | ANALEX PRINTER (SACCS) |
| 32636 | INTEGRATED AVIONICS ATTACK CONTROL SYSTEM SPECIALIST |
| 32637 | INTEGRATED AVIONICS INSTRUMENT AND FLIGHT CONTROL SYSTEM |
| 32638 | INTEGRATED AVIONICS COM/NAV PEN AIDS SYSTEM SPECIALIST |
| 43131 | TACTICAL AIRCRAFT MAINTENANCE SPECIALIST |
| 43132 | STRATEGIC AIRCRAFT MAINTENANCE SPECIALIST |
| 43133 | AIRLIFT AIRCRAFT MAINTENANCE SPECIALIST |
| 43170 | HELICOPTER MAINTENANCE |
| 46230 | AIRCRAFT ARMAMENT SYSTEMS |
| 47000 | VEHICLE MAINTENANCE |
| 54070 | SOLID STATE APPLICATIONS (CE) |
| 55000 | CONTRACT CONSTRUCTION INSPECTOR (CE) |
| 55050 | TACTICAL SHELTER MAINTENANCE |
| 60000 | AIRLIFT HAZARD MATERIALS |
| 70270* | ADMINISTRATIVE SYSTEMS (FOR CY 1980-1984) |
| 75100* | TECHNICAL TRAINING INSTRUCTOR (FOR CY 1980-1984) |
| 75102 | TECHNICAL TRAINING INSTRUCTOR (FOR CY 1985-PRES) |
| 75000 | AUDIO VISUAL METHODS |
| 98000 | DENTAL PLANS AND PROGRAMS (SENIOR NCOs) |
| 99999 | UNKNOWN |

* became valid AFSCs in CY 1985

If the user enters POP,VAR,YR,AFSC, the system will provide the requested variable statistics for the population, AFSC, and calendar year specified.

The available population groups are as follows:

- 1 - First termers (0-4 years)
- 2 - Second termers (5-8 years)
- 3 - Career (8+ years)
- 4 - Total population
- 5 - Current year input

Initially, the 5 five available years in the ORDB were 1978-1982. As the 1983 and outyears are loaded to the data base, the

earliest years are dropped from on-line access, since the ORDB can only store 5 years of data for immediate retrieval.

Variable numbers are taken directly from the statistical variable menu. If the user transmitted the following request "4,1,82,732X0," he or she would receive a screen display of academic education statistics (variable # 1) for all (pop group 4) personnel technicians (732X0) for calendar year 1982. When inputting AFSCs, it is important that the format of the AFSC matches the "type" of variable (ladder, career field, or skill level). The following are input parameter requirements for AFSCs:

1. AFSCs are available at three levels of detail: skill level (27230, 51199, 44550G), ladder (732X0, 113X0C), and career field (81XXX).

2. An AFSC must include a shredout, if applicable (702X0A,43150C); however, for those LADDER AFSCs having shredouts, a "?" may be substituted for the shred. This input will retrieve a summary of all authorized shredouts for the AFSC. (702X0? retrieves 702X0A, 702X0B, and 702X0C, while 811X2? retrieves 811X2 and 811X2A.)

3. An AFSC must never include a prefix (i.e. T732X0).

4. An AFSC must have been valid as of the end of the year for which data is being requested. A complete history of all AFSCs from 1965 to present is available in the EAIS, ORDB OPTION 2.

5. Some valid AFSCs are not available:

--No 1-level AFSCs are available (1-levels are combined with 3-levels).

--Shredouts are not available for 208X1, 208X2, 208X3, 208X4, 208X5, and 871X0. These ladders, and the corresponding skill levels, should be accessed as if they have no shredouts.

Three additional features to the user request format should be noted:

1. All Years - The user may input "ALL" or "a" to get the requested information for all calendar years currently available in the data bank (i.e. "4,1,ALL,732X0").

2. Shortcut - For related inquiries, those where only one or two qualifiers are changed, a shortcut is available. The system temporarily stores the last set of qualifiers, so only those which change need to be input in the next query. For example, to retrieve variables #23 and #24 for 111X0, total population, the first inquiry is:

"4,23,79,111X0"

The second inquiry need only be:

`,24,,`

Or, to change the population group and variable:

`,3,24,,` could be input.

Or, the AFSC alone could be changed:

`,,,,511X0`

After the system has retrieved and displayed the requested data, it will assume another request of the same kind is needed.

3. Summary AFSCs - This feature allows the user to input the following AFSC formats:

AF333 - to get all '3' level data
AF555 - to get all '5' level data
AF777 - to get all '7' level data
AF999 - to get all '9' level data
AF000 - to get all '0' level data
AFXXX - to get Air Force total

3.3.1.3. Cross-Specialty Retrieval

The Cross-Specialty feature allows a user to enter variables in the following format in order to retrieve statistical data for up to 10 AFSCs: `POP,VAR,YR,AFSC-1,AFSC-2,...,AFSC-10.` This feature only applies for certain variables shown in the Statistical Variable Usage Table in Paragraph 4.0. The AFSC input must match the variable type available. However, AFSCs can be mixed in the same inquiry. For example, AFSCs 732X0, 73XXX, 81130, 811X0, 60550 all can be used if the variable type allows ladder, career, and skill level (LCS). Also `ALL` can be substituted for the year. AFSCs AF333, AF555, AF777, AF999, AF000 and AFXXX can also be used.

3.4. OPTION '4' - CODAP Study Reports Subsystem

The CODAP Study Reports Subsystem contains selected reports from Air Force Occupational Studies which have been conducted by the USAF Occupational Measurement Center (USAFOMC). The basis of data produced by the OMC is a structured Job Inventory developed for each occupational area or set of occupations. Job Inventories

contain a detailed listing of all tasks which might be performed in the occupation as well as a background section for information about the job incumbent (job title, duty AFSC, equipment operated or maintained, education, training, etc.). Inventories are mailed to a representative sampling of personnel in each career ladder who check which tasks they perform and then rate these tasks in terms of the relative amount of time spent on each. Additional data is also collected from subsamples of senior-level subject matter experts (SMEs) who rate each task on its task learning difficulty (TD) and task training emphasis (TE).

When the occupational survey data has been collected, it is processed through the Comprehensive Occupational Data Analysis Programs (CODAP) software system, a series of advanced computer software and statistical routines developed and maintained by AFHRL. CODAP generates a series of analysis reports which are used by analysts to determine the natural structure of work being performed in an occupation. This analysis permits examination of how personnel in the career field are being utilized, the relationship to the formal occupational structure, and the requirements for training. Upon completion of a formal analysis study, AFHRL receives a detailed listing of reports generated during the course of a study. Report titles are screened, and selected reports are loaded to the on-line ORDB.

It is important for the user to note that report titles will differ based on whether a study was analyzed using the FIELDDATA or ASCII version of CODAP. Early in 1983, AFHRL initiated an effort to rewrite the CODAP system to bring it in line with the most recent standards for software development. There was a need to convert the general-purpose CODAP programs from FIELDDATA FORTRAN, which was no longer being supported by the AFHRL programmers, to FORTRAN 77 Standards (ASCII FORTRAN) as well as to incorporate new analytic capabilities in the areas of non-hierarchical clustering, module technology, and automated job typing. As of 1988, the revised CODAP system (known as ASCII CODAP) was implemented at USAFOMC; after the beginning of the year, every new study was processed under ASCII CODAP.

Program names under ASCII CODAP have been changed to improve and standardize analyst-technician communications, as well as to facilitate the identification of programs used in non-standard analysis. Listings of the most common reports loaded into the ORDB from an OMC study are provided in 3.4.2.1 (CODAP Report Display). Both the FIELDDATA and ASCII report titles are provided in the Study Table of Contents (TOC).

3.4.1. Types of CODAP Information in the ORDB

A USAF occupational analysis begins with an examination of

the career ladder structure of jobs performed by personnel of the AFSC. Each individual in the sample performs a set of tasks called a "job." For the purpose of organizing individual jobs into similar units of work, an automated hierarchical grouping program is used. Each individual job description (all the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system locates the two job descriptions with the most similar tasks and percent time ratings and combines them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similar time ratings in the individual job descriptions. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a "job cluster."

Along with reports showing the identification of significant job clusters, a number of different types of reports are available within the CODAP Study Reports Subsystem. One basic type of report is a group job description, based on the selection of similar groups of individuals based on their background information. For example, job descriptions containing ordered lists of tasks and duty statements together with data on the percentage of members in the group who perform each task/duty and an average percentage reflecting the time spent performing a task/duty are produced for various skill-level groups (i.e. 3, 5, 7, and 9 levels), total active federal military service (TAFMS) groups, and major commands (MAJCOMs). Variable summary reports containing frequency distributions, total frequency counts, means, and standard deviations are likewise produced on selected background and computed variables. An additional type of report provides task-level ratings of factors including task learning difficulty (TD) and training emphasis (TE). Special task factor reports also show tasks (along with appropriate data) mapped under areas of the Specialty Training Standard (STS), a document produced by HQ Air Training Command (ATC) which outlines all functions within an AFSC for the purpose of training personnel in those skills.

The following is a listing of reports that are routinely selected and loaded to the on-line ORDB:

1. "Job descriptions" for the total sample as well as all airmen in skill levels 3, 5, 7, and 9; all airmen with 1-24, 25-48, 49-96, and 97+ months TAFMS; and all airmen in CONUS, OVERSEAS, TAC, MAC, SAC, ATC, etc. Job descriptions contain ordered listings of task and duties along with their associated percent members performing (PMP) and percent time spent (PTS) data. Under the FIELDATA CODAP system, job descriptions are titled as "job specials" or SPCXXX. In the ASCII system, these reports are PRTJOBS.

2. "Group summary reports" which provide percent members performing data on tasks and duties by selected background variables (e.g. TAFMS groups, paygrade groups, etc.) or by specialty job groups selected by the occupational analyst. Summarized data are presented in job inventory order. In FIELDATA CODAP, these reports are titled as Group Sums or GPSMXXs. ASCII CODAP group summary reports are PRTMODs.

3. "Variable distribution summary reports" which summarize the percentages of personnel within specified groups responding to job inventory background questions, such as MAJCOM, Total Active Federal Military Service (TAFMS), grade, job interest, career intentions, systems maintained, and types of equipment used. Data are summarized as percentages or total frequency counts, means, and standard deviations. FIELDATA CODAP reports are titled as Varsums (VRSUMXXs) or Varpercents (VPCXXXs). ASCII CODAP distribution summary reports are PRTDISs.

4. "Task factor reports" which provide task-level ratings of task learning difficulty and training emphasis relative to all other tasks in the inventory. Relative difficulty ratings, defined in terms of how long it takes a person to learn to do the task, are collected from 30 to 50 senior-level NCOs, as are training emphasis ratings, defined as importance to be placed in first-term training programs. FIELDATA CODAP reports are titled as Facprints (FCPXXXs), whereas reports under the ASCII system are PRTFACs. Certain FIELDATA Facprint reports also show tasks mapped under areas of the STS or under the Plan of Instruction (POI) for the AFSC. Under the ASCII CODAP system, these reports are run as PRTMODs.

3.4.2. CODAP Subsystem User Options

When the user selects OPTION "4" from the ORDB Introductory Screen, he or she enters the CODAP Subsystem and is provided a choice of five different CODAP retrieval features including:

1. CODAP Report Display - allows user to view the text of individual reports and print hard copy if desired.

2. CODAP Edit Feature - uses editing commands to select lines from one or more reports from one or more studies and sorts them into a customized hard copy output.

3. Task-level Cross-Study - retrieves tasks containing keywords from multiple studies and prints hard copy if desired.

4. Background Cross-Study Analysis - retrieves 15 background variables from multiple studies and prints hard copy, if

desired.

5. Title Decks/STS Items - creates a file containing STS items for an AFSC in the format of a title deck.

The user is asked to enter a number from 1 to 5 to select the feature or an 'E' to exit the CODAP Subsystem. A more comprehensive description of each of the five features follows.

3.4.2.1. CODAP Report Display ('1')

This first retrieval option within the CODAP Subsystem allows the user to view selected reports. After each screen of output, the user has a choice of stopping, getting the next screen, or sending the report to a print file.

At the outset, the user is informed that any time a reply is requested, he or she may enter:

- 'EXIT' - terminates retrieval
- 'S' - to select another report
- 'D' - to return to ORDB Introduction
- 'H' - to return to beginning of this retrieval introduction.

To begin, the user can enter an enlisted ladder AFSC (i.e. 732X0, 811X0, etc.), or an officer AFSC (i.e. 732X, 812X, etc.), a civilian AFSC (i.e. CV0343, CV0560, etc.), or an AFHRL study number (4 digit numeric). Enlisted AFSCs may also be input in the form 732XX or 811XX and officer AFSCs in the form 73XX or 81XX. These input formats will provide display of all AFSCs in that group with associated study numbers available in the CODAP Subsystem. The program will either display a table of contents showing available reports or a message that input was not valid or available. If the user wishes to view a list of available AFSCs or study numbers, a '?' can be input. The user will then be tutorially aided in viewing a list of available study numbers (with associated AFSCs) or a list of available AFSCs (with associated study numbers).

After the user inputs a valid study number or AFSC, the TOC is displayed, and he or she is then asked to input the number of the report-identification desired. For FIELDATA CODAP reports, the input will be in the form of the program name along with a sequenced number (e.g. SPCXXX, GPSUMXX, FPRTXXX). For studies under the ASCII system, the user inputs the appropriate report number (RPXXX) which corresponds to the report desired. The program will then retrieve the report, display it on the screen,

and query the user to respond with 'P' to save the report in the print file, 'T' to return to the Study TOC, or 'A' to access another study or AFSC. Input of an 'A' also provides the user another opportunity to view listings of available AFSCs and Studies.

When the user has completed the retrieval processes and 'exits,' he or she can, at this point, respond with 'L' to get a hard copy of the print file and return to the CODAP Report Subsystem Introductory screen; 'V' to view the print file using the UNISYS System Editor (NOTE: This option exits the user not only out of the CODAP subsystem, but completely out of the ORDB); or 'G' to view the print file using the CODAP Edit Feature.

If the user has created a print file while in CODAP Display, the file is named 'LK*ORDBPRTLK83.' where LK is user group identification (ID) and LK83 is user ID.

3.4.2.2. CODAP Edit Feature ('2')

This feature of the CODAP Subsystem allows the user to edit a print file created while in the CODAP Display Option or one created while in the CODAP Edit Feature.

At any time, the user can enter 'H' to retrieve more detailed information about the CODAP Edit Feature or 'D' to return to the start of the CODAP Edit Feature.

The user is asked if he or she wants to edit a print file from the CODAP Display Option. If the user answers 'N,' then it is assumed that a print file is to be created while in the Edit Feature, and he or she is asked to input an AFSC, a study number, or a '?' to retrieve a list of available AFSCs or study numbers. If the user enters 'Y,' it is assumed that a print file has been created while in the CODAP Display.

As the user edits a print file while in the Edit Feature, he or she is guided in the use of the following built-in edit commands:

- L <String> - will locate and display the first task statement which contains the input string.
- LC <String> - will locate and display all task statements which contain the input string.
- F <String> - will locate and display the first task statement which begins with the input string.
- FC <String> - will locate and display all task statements which begin with the input string.
- P <XX> - will display the first <XX> lines of the print file.

<XX> - will display line <XX> of the print file.
STOP - leaves the edit mode either to select a new AFSC/
Study or print/sort the file.

Records in the file can be selected by entering the appropriate line numbers separated by commas or a range of line numbers separated by a dash. Those lines selected are automatically written to an output file. When the user has completed editing/viewing/selecting records from the print file, he or she is given the opportunity to create individualized headers. This routine tutorially guides the user in an easy step by step process. The user is then given an option of sorting the records in the output file in one of the following ways:

1. First 50 characters of each record
2. Percent Members Performing (for job specials)
3. Average Time Spent by Members Performing (for job specials)
4. Average percent time spent by all members performing (for job specials)
5. Cumulative Sum of Average percent time spent by all members (for job specials)
6. Descending percentage within a group (for group sums)

The output file generated in the CODAP Edit Option is labeled automatically as "LK*EDITLK83" where LK is the user group ID and LK83 is the individual's user ID.

A hard copy of the selected records in the output file is then created through a batch run with the user ID provided. At this point, the program automatically transfers to the CODAP Report Subsystem introductory screen.

3.4.2.3. Task-Level Cross-Study Subsystem ('3')

This suboption of the CODAP Subsystem is an interactive program which allows the user to locate tasks from several studies by specifying keywords contained in the task descriptions.

The introductory screen explains to the user that he or she may elect a default action where the program automatically selects a group sum report from each study requested, or the user may select any job special from each study. At any time in this CODAP suboption, an 'E' can be entered to terminate, an 'H' to display information about this suboption, a 'D' to return to the ORDB introductory screen, or a 'B' to return to this suboption's introductory screen.

The user is allowed to input up to 10 AFSCs and/or studies (separated by commas) or a '?' for lists of available

AFSCs/studies. When the user inputs AFSCs/study numbers, the program responds by informing the user whether the study numbers for input AFSCs/study numbers are valid and/or available within the ORDB.

Next, the user is asked if he or she wants to choose specific reports from the selected studies or to utilize the default routine which automatically selects reports. If the user elects to choose the reports, the system will display the TOC for each study selected.

Once appropriate reports have been identified, the user is given the opportunity to input keywords, up to 24 characters long, one at a time. When all desired keywords have been input, a blank is entered, and the program responds with a list of the input keywords.

Upon viewing the displayed tasks, the user is provided an opportunity to make another search where he or she is asked to again input AFSCs or study numbers. If the user elects not to make a further inquiry, the program asks if a hard copy report is desired after which the user is returned to the CODAP Subsystem introductory screen.

3.4.2.4. Background Cross-Study ('4')

The CODAP cross-study option provides for comparison of variables from FIELDDATA CODAP studies which are resident on-line. The user can select from 15 variables and can review those variables for up to eight population groups for any or all resident studies. The system allows the user to view variables for up to 10 studies on the terminal. A hard copy of information viewed on the terminal may be requested. Also, a hard copy of requested information will be produced by initiating a batch run if no information is viewed on the terminal or when variables for more than 10 studies are requested.

User responses to the system questions include:

- Y Yes
- N No
- C Continue viewing displayed information
- S Stop viewing displayed information
- EXIT Leave the subsystem at any time
- 1-15 Variable numbers
- 1-8 Population group numbers
study numbers and AFSCs as requested by the system

After a brief description of the cross-study system, the first information displayed is a list of the 15 background

variables that can be selected. The user is given the option of viewing a clear text listing of range values for a number of the variables. The user then enters the number(s) of the variable(s) to be selected.

The user is then provided with a clear text display of the eight available population groups and is asked to enter the number(s) of the group(s) to be selected. Note that the population groups available within this option are not the same five found in the ORDB's Statistical Variable Subsystem.

The user is then asked, "Do you want to select by AFSC?" If the answer is "No," the user is asked, "Do you want to select by study?" If the answer is again "No," the user is asked if the cross-study should be continued and, if so, is returned to the variable list. If the user wants to select by AFSC, he or she is asked if all AFSCs on file are to be selected. If so, a batch job is automatically initiated; if not, the user may see a list of enlisted and/or officer AFSCs and may then enter the AFSCs to be selected. If the user decides to select by study number, all studies on file may be selected (in which case a batch job is started), or specific study numbers may be entered.

Information on the selected variables may be obtained in various ways. If no more than 10 AFSCs or studies have been selected, the variable information for all groups for the selected AFSCs or studies may be viewed on the terminal. At the end of each screen of information, the user is given the option of continuing the display or exiting. When as much of the requested information as desired has been viewed on the terminal and the user exits, the user has the option of obtaining a hard copy of that information which has been displayed on the screen. If only part of the requested information has been displayed, the user may obtain a hard copy of all the requested information by initiating a batch run. If more than ten studies or AFSCs are requested or if the user does not wish to view any information on the terminal, a batch run will be started.

After a batch run has been started or all desired information has been displayed at the terminal, the user is given the option of continuing the Cross-Study feature. If this feature is continued, the user can start additional batch jobs or simply view additional variable information. Upon completing the retrieval/output process, the user is then returned to the CODAP Subsystem introductory screen.

3.4.2.5. Specialty Training Standard (STS) Title Decks

This special feature is designed primarily for use by USAFOMC. Prior to conducting an occupational survey, OMC prepares

a Specialty Training Standard Title Deck, which lists job functions within an AFSC. When the OMC study is completed, the Title Deck is discarded. In the future, a need may arise to produce a list of STS paragraphs linked with their pertinent tasks (if any) prior to conducting a new study. For this purpose, a list of STS paragraphs is available in a file within the CODAP Report Display Subsystem.

As the user enters this suboption, he or she is able to review a list of available CODAP study numbers, enlisted AFSCs, or officer AFSCs. If more than one study exists for the input AFSC, the user is asked to indicate which one he or she wants. Conversely, if the user inputs a valid CODAP study number which includes more than one AFSC, he or she is asked to indicate which AFSC is desired. In some cases, a CODAP study may not contain a FIELDATA FACPRT or ASCII PRTFAC report which contains the STS paragraphs. At that point, the user is notified that 'No report is available' and is asked if he or she wants to initiate another request.

If a valid request has been made, the STS Title Deck is prepared for the user and written to an output file labeled LK*LK99STS1 where LK99 is the user ID and where STS1 identifies this as the first request. Should subsequent requests be made at the same sitting, the last numeric digit is increased by one (i.e. second request would be LK*LK99STS2). Future requests (not at the same sitting) will begin the process over, and the original files will be written over. Therefore, the user must copy to a personal file or print a hard copy.

When the user has completed requesting STS Title Decks and answers negative to the query whether or not he wants to make another request, then the routine continues with the CODAP edit feature within Option '4.'

3.5. OPTION '5' - Custom Reports Subsystem

This ORDB option allows the user to generate various reports which are not available in other ORDB Options or to retrieve data from more than one of the ORDB Subsystems in a single request. Each of the various custom reports available are described individually.

3.5.1. Custom Report 1 - CODAP-STAT Interface

This custom report allows the user to select up to 11 FIELDATA CODAP background variables and 15 statistical variables and display or print the output as one unique product. Please

note that this feature is not on-line retrieval and is run only in batch mode. It is important for the user to realize that while these statistics are representative of personnel in a given AFSC, they are not drawn from the same population. For example, if a study is keying on AFSC 732X0, then ideally the same group must be selected from the S2K data bank and CODAP. However, CODAP variables are derived from OMC Studies, where a statistically valid sample of the population is used. The ORDB-S2K variables are essentially a 100% sample of the population and are extracted from the end-of-year Uniform Airman Records.

3.5.1.1. Available Information

The statistics are retrieved from two sources - the CODAP Subsystem variables and the Statistical Variable Subsystem.

3.5.1.1.1. CODAP Variables

The available FIELDATA CODAP variables from the OMC studies are listed as follows:

- 1 Number of tasks
- 2 ATDPUTS (Average Task Difficulty per Unit Time Spent)
- 3 Job Difficulty Index
- 4 Grade
- 6 Time in Career Field
- 7 TAFMS (Total Active Federal Military Service)
- 10 Job Interest
- 11 Talent Utilization
- 12 Training Utilization
- 13 Sense of Accomplishment
- 14 Plan to Re-enlist

3.5.1.1.2. S2K - Statistical Variables

Of the 125 variables in ORDB Option '3,' only 15 are used in this ORDB option. These 15 were chosen because each has a computed mean and standard deviation, a percentage, or a whole number. The available variables are displayed to the user on the terminal and are shown in the Statistical Variable Usage Table in Paragraph 4.0.

3.5.1.2. User Input/Interface

If the user selects Custom Report 1, a brief explanation of the CODAP-STAT interface is provided at which point the user is tutorially guided in the input of ladder AFSC(s), years, population groups, statistical variables, and the CODAP variables. Upon input of all these parameters, the user is informed which AFSCs (if any) do not have CODAP reports available in the ORDB.

At this point, all the requested data is displayed for the user, as well as the number of pages of output. He or she may make alterations to the requested data or can run the report as is. If the user elects to start the run, he or she is informed that a batch run has been started with the run ID LK83CS, where LK83 is the user ID.

3.5.1.3. Output

The hard copy is then printed with the following information provided on each page of output:

- Current date
- Ladder AFSC
- Population Group
- CODAP Study number and date
- Mean and standard deviation for each listed CODAP variable
- Mean and standard deviation (or single number) for each S2K-Statistical variable for each year requested.

When the AFSC or population group changes, a new page with the same format is created. Once the user starts the batch run, he or she is automatically returned to the Custom Reports Menu.

3.5.2. Custom Report 2 - Large Volume Statistics

This particular Custom Report is merely an extension of the ORDB Option "3" - Statistical Variable Subsystem. The user may enter multiple AFSCs, population groups, years, variables, or any combination thereof, and receive output in the same format as generated by ORDB Option "3."

The user is guided through the inputting of the AFSC(s), year(s), population group(s), and/or variables. When these parameters have all been input by the user, they are displayed, at which point the batch job may be started, or the user may change the parameters. The user is also informed of the expected number of pages of output.

When the user initiates the job, the run ID is provided in

the form LK83ST where LK83 is the user ID. The user is then returned to the Customs Reports Menu Screen.

3.5.3. Custom Report 3 - Off-loaded Statistics

This Custom Report feature accesses off-loaded ORDB statistics. The on-line ORDB Statistical Variable Subsystem (ORDB Option '3') houses only the most current 5 years of enlisted statistics. Earlier calendar years are off-loaded to tape files and are available to the user through this Custom Report feature.

Upon entering this Custom Report sub-option 3, the user is tutorially guided in the input of multiple AFSCs, population groups, available years, or variables. When these requested parameters are all input, they are reflected back to the user on the screen, at which time changes can be made to one or more of these parameters or batch runs may be started to produce the requested statistics. The user is informed of the number of pages of output to expect. Batch runs (one per calendar year) will have a run ID of LK83YY, where LK83 is the user ID and YY is the year.

After starting the batch run, the user is returned to the Custom Reports Menu screen.

3.6. OPTION '6' - ORDB-SPSS-X Interface

The ORDB Statistical Variable Subsystem contains a great deal of information which can be subjected to formal statistical analyses. The statistical package chosen for this purpose is the Statistical Package for the Social Sciences, Version X (SPSS-X), a system of computer programs designed for analysis of social science data. SPSS-X provides a unified and comprehensive package which enables the user to perform many types of statistical analyses including descriptive statistics, simple frequency distributions, analysis of variance, crosstabulations, etc.

A total of four SPSS-X procedures are interfaced with the ORDB: ANOVA, BREAKDOWN, T-TEST, and CROSSTABS. ORDB OPTION 6 allows the user to conduct statistical analysis on ORDB variables without requiring him or her to be familiar with formatting SPSS-X run cards. The interface program provides easy to follow instructions for user inputs.

The user may initiate a batch run which, when started, will automatically retrieve the ORDB statistics and create a runstream of SPSS-X control cards. The user has the choice of having the file containing the runstream retained for additional

modification.

For more detailed information concerning SPSS-X, the user is referred to 'SPSS-X USER'S GUIDE' Copyright 1983, McGraw-Hill Publishers.

3.6.1. SPSS-X Procedures Available

There are four SPSS-X procedures available to the user: ANOVA (Analysis of Variance), BREAKDOWN, T-TEST, and CROSSTABS. Within each of these procedures, a user will be asked to choose one of four analysis types:

1. YEARS (within 1 population group and one AFSC)
2. POPULATIONS (within 1 year and one AFSC)
3. AFSCs (within 1 year and one population group)
4. CATEGORICAL (within 1 year, one population group and one AFSC where the variable is a two-way categorical variable (i.e. AFQT by SEX))

For the procedures ANOVA, BREAKDOWN and CROSSTABS, up to 5 years can be entered for YEARS analysis type, up to 5 population groups for POPULATIONS analysis type, and up to 10 AFSCs for the AFSC analysis type. For the T-TEST procedure, 'exactly' 2 years, population groups, or AFSCs must be entered for the corresponding analysis type.

3.6.1.1. Analysis of Variance (ANOVA)

ANOVA performs analysis of variance and covariance and produces a multiple classification analysis (MCA) table. The F-value and associated significance level indicate whether there is a significant mean difference for the effects and interaction. Note that when a user requests an ANOVA procedure, the SPSS-X ONEWAY procedure will be run if the user input meets the criteria for an ANOVA one-way analysis.

When the user elects to use ANOVA, he or she will be asked to input the desired analysis type after which the year(s), population group(s), AFSC(s), and ORDB variable number will be input. For example, a user may wish to request ANOVA for AFSC 811X0 (Security Police) for CY 1981, across all five population groups for ORDB variable #6 (AFQT SCORE). In this case, the user is tutorially prompted in the input of the year, AFSC, population

groups, and the ORDB variable number. The interface program has been edited sufficiently to accept only the correct number of entries depending on the analysis type.

A listing of all ORDB variables which can be used with ANOVA can be found in the Statistical Variable Usage Table, Paragraph 4.0.

3.6.1.2. BREAKDOWN

The BREAKDOWN procedure produces means, standard deviations, and variances for a dependent variable for the total sample and subgroups broken down by up to two independent variables. BREAKDOWN, like ANOVA, can be run using one of four analysis types (AFSCs, Years, Populations, or Categorical).

The user is tutorially guided in the input of data. The menu of variables which can be used with BREAKDOWN can be found in Paragraph 4.0.

3.6.1.3. T-TEST

The T-TEST procedure provides computations of the Student's t-distribution and probability levels for testing whether or not the difference between two sample means is significant. The four analysis types which can be used require input of 'exactly' two AFSCs, population groups, or years along with the ORDB variable number. For example, if the user elects to use the YEARS analysis type, the exact two years, one population group, and one AFSC should be entered.

The ORDB variables available for use with the T-TEST procedure can be found in the Statistical Variable Usage Table, Paragraph 4.0.

3.6.1.4. CROSSTABS

The CROSSTABS procedure computes two-way to n-way joint frequency distribution tables. Each of the tables produced provide counts, row percentages, column percentages, and total percent as well as associated statistics including raw chi-square, minimum expected cell frequency, contingency coefficient, Pearson's correlation, etc.

The user may analyze for differences between year(s), population group(s), AFSC(s), or a categorical variable. The ORDB

variables available for use with the CROSSTABS procedure can be found in Paragraph 4.0.

3.6.2. User Input

In order to generate an SPSS-X run, the user needs to enter AFSC(s), year(s), population group(s), and an ORDB variable number. The number of years, population groups, or AFSCs depends on the particular analysis type chosen. The user is, however, tutorially prompted in the input of data.

3.6.2.1. Ladder, Career Field, Skill Level AFSCs

All three levels of specialty classification may be used; however, they may not be mixed for any given SPSS-X run. An AFSC must have been valid as of the end of the year for which data is being requested. A complete history of all AFSCs from 1965 to the present can be viewed from ORDB OPTION '2,' the Enlisted AFSC Information Subsystem.

Ladder AFSCs are found in the form 732X0, 811X0, 316X0F, etc. where an X is placed in the skill level position. Shredouts are allowed as shown in the example 316X0F. If the slick ladder AFSC (i.e. 316X0) is not authorized then the shredout must be used. Also, for those AFSCs having shredouts, a '?' may be substituted for the shred. This will retrieve a summary of all shredouts for the AFSC, and the slick if authorized. For example, 702X0? retrieves 702X0A, 702X0B, and 702X0C. Shredouts are not available for AFSCs 208X1, 208X2, 208X3, 208X4, 208X5, and 871X0. These exception AFSCs should be accessed as if no shredout exists. Additionally, an AFSC should never contain a prefix (i.e. T732X0).

The user may also use AFSC AFXXX which will get an Air Force-wide total for the population group and year input.

Career Field AFSCs are in the form 81XXX, 73XXX, or 31XXX. Shredouts are never used with Career Field AFSCs.

Skill Level AFSCs are in the form 81130, 73270, 31650F, etc. For PMS variables, the skill level AFSCs are the only ones available.

The SPSS-X Menu shows the types of AFSCs that can be used with each variable and indicates which SPSS-X procedure is available for that variable.

3.6.2.2. Population Groups

There are five population groups from which to choose:

| Code | Group |
|------|-----------------------------------|
| 1 | First Termers (0-4 years service) |
| 2 | 2nd Termers (5-8 years service) |
| 3 | Career (over 8 years service) |
| 4 | Total enlisted force |
| 5 | Current year input |

The user is only required to input the above codes for the population groups desired.

3.6.2.3. Data Source Years

The ORDB-SPSS-X interface subsystem allows for input of up to 5 years of statistical data. Presently available within the ORDB are data for calendar years 1982-1986. While using the ORDB-SPSS-X interface subsystem, the user enters a year or years in two digit form (i.e. 79, 82, etc.).

3.6.2.4. Variables

The Statistical Variable Usage Table (Paragraph 4.0) shows which SPSS-X routines are available for each variable. Only one ORDB variable can be entered for each SPSS-X run. Edits have been built into the user interface program to insure the variable number input can be used with the particular SPSS-X procedure being utilized.

3.6.3. Other Features

3.6.3.1. Input Corrections

A feature has been built into the user interface program which allows for correction of data prior to initiating the SPSS-X run. For example, if the user chooses to run SPSS-X ANOVA using the YEARS analysis type for AFSC 811X0 and population group 4 for AFQT score, the parameters are input in order of AFSC, years, population group, and ORDB variable number. The user is prompted for each input, and the input parameters are then redisplayed on the subsequent screen.

If the user had input AFSC 811X0; Years 80, 81 and 82; Population Group 4; and ORDB Variable Number 6 (AFQT Score), then upon completion of each of these parameters, the user is afforded the opportunity to change the original input by entering one of the following:

| Code | Description |
|------|---|
| A | Repeat AFSC(s) for correctional purpose |
| Y | Repeat Years for correctional purposes |
| P | Repeat Pops for correctional purposes |
| V | Repeat Vars for correctional purposes |

This will allow the user to change previously input parameters. If, for example, the user decided to use AFSC 732X0 instead of 811X0, he or she could enter "A," input the AFSC 732X0, and then be automatically prompted for the next input.

The prompt screens also have exit and quit features. If a user enters an "E," he or she is returned to the ORDB Options Screen. If a "Q" is entered, the user is returned to the SPSS-X Options screen.

3.6.3.2. SPSS-X Run

After all the parameters have been input, the user will be offered a choice of:

- 1 - Run SPSS-X automatically, at which time the user is informed that a batch run has been started. The user is also provided with the Run-ID.
- 2 - Produce an SPSS-X run stream where a file-ID is provided to the user, who may wish to make modifications prior to running SPSS-X.

3.7. OPTION '7' - Officer AFSC Information Subsystem (OAIS)

This subsystem is designed to provide the user with information regarding officer AFSCs, Special Duty Identifiers, Reporting Identifiers, and Commander and Director Specialties found in AFR 36-1, Officer Classification. A base year of 1983 was used as a beginning point of gathering Officer AFSC information which includes AFSC Number, AFSC Title, Shredout Titles (if applicable), Specialty Summary, Education Requirements, Experience Requirements, Training Requirements, and other pertinent occupational information. This information will be updated on a yearly basis taking changes directly from the April

and October changes to AFR 36-1.

3.7.1. Officer AFSC Structure

Discussion of the officer AFSC structure will include explanation of Utilization Fields, actual AFSCs within these Utilization Fields, Special Duty Identifiers (SDIs), Reporting Identifiers (RIs), and Command/Director Specialties.

3.7.1.1. Utilization Fields

A utilization field is typically all the AFSCs within a two digit representation. For example, the 80XX (Intelligence Utilization Field) contains the following AFSCs: 801X, 802X, 803X, 804X, 807X, 808X, and 809X. Most utilization fields hold to this pattern; however, there are four exceptions where more than one two digit representation exists:

1. The Pilot Utilization Field contains all AFSCs in the 10XX, 11XX, 12XX, 13XX, and 14XX areas.
2. The Navigator Utilization Field contains all AFSCs in the 15XX and 22XX areas.
3. The Biomedical Sciences Utilization Field contains all AFSCs in the 91XX, 92XX, and 99XX areas.
4. The Physician Utilization Field contains all AFSCs in the 93XX, 94XX, 95XX and 96XX areas.

3.7.1.2. Officer AFSCs

Officer AFSCs will be in the form nnnX (i.e. 801X, 732X, 135X, etc.). The last actual digit of a four digit AFSC represents the skill level; however, AFR 36-1 does not normally distinguish between skill levels in the title or other information.

3.7.1.3. Special Duty Identifiers (SDIs)

Special Duty Identifiers (SDIs) are four digit numbers used for certain duties and responsibilities which are not clearly in a specific utilization field. Some examples include: 0920 - Recruiting Services Officer, 0940 - Instructor, etc. Since no

skill levels are associated with SDIs, the actual four digit number will be input by a user to obtain information concerning a particular SDI.

3.7.1.4. Reporting Identifiers (RIs)

Reporting Identifiers (RIs) identify authorizations and individual officers not otherwise identifiable in the classification structure. RIs are four digit numbers and range from 0001 to 0116. Some examples include 0007-Navigator Trainee, 0008-Unclassified Officer, etc. Like SDIs, RIs will be entered in their four digit form to obtain information about them.

3.7.1.5. Commander/Director Specialties

There are a total of nine Commander and Director Specialties which are four digit numbers beginning with "00." The third digit identifies a particular work area, and the fourth digit is a skill level. Some examples include 003X-Director of Operations, 008X-Missile Commander, etc. This "00" grouping of specialties is not a Utilization Field, but the user can get general information on this group of specialties by inputting "00XX." The user can obtain information on each individual Commander/Director Specialty inputting in the form 003X, 006X, etc.

3.7.2. User Interface

Upon entering this subsystem, the user is asked to enter an officer AFSC, which should be in one of the forms described above. With the input of a valid officer AFSC, SDI, Reporting Identifier, etc., the user will then be asked to enter a year (available years are displayed for the user). The user is then provided with a menu of the available information:

- 1 Authorized Shredouts (if any)
- 2 Specialty Summary
- 3 Knowledge Requirements
- 4 Education Requirements
- 5 Experience Requirements
- 6 Training Requirements
- 7 Other Requirements

A user can then enter any one or more of the reports or enter "A" for all. After selecting the requested reports, the user can select one of three output options:

- 1 Display Only
- 2 Hardcopy Only
- 3 Both Display and Hardcopy

After the requested information is displayed or printed, the user is then asked to enter another AFSC (or 'E' to exit).

3.8. OPTION '8' - Weapon System Information Subsystem (WSIS)

This subsystem allows users to obtain information cross referenced between a specific Air Force weapon system, SEIs, and enlisted AFSCs, or any combination thereof. This subsystem retrieves information by calendar year beginning with a base year of 1987. The WSIS allows a user to enter a WS and obtain all the related enlisted AFSCs and SEIs; enter an SEI and obtain all related weapon systems and enlisted AFSCs; or enter a valid enlisted ladder AFSC and obtain all related SEIs and weapon systems.

3.8.1. User Interface

As the user enters the WSIS, he or she is asked whether the request will be by weapon system, SEI, or enlisted ladder AFSC. Regardless of which is selected, the user will have the opportunity to select method of output (screen display, hard copy only, or both screen display and hard copy).

3.8.1.1. Selection by Weapon System (WS)

Weapon system identification was derived from the 1988 Air Force Magazine Almanac with the intention of creating a comprehensive listing of existing/active USAF Weapon Systems including all airplanes, helicopters, missiles, etc. The data is arranged by mission type (i.e. Strategic Bombers, Trainers, Helicopters, Strategic Missiles, etc.) with the actual weapon systems listed for each mission type.

When the user elects to retrieve data by weapon system, a choice of 10 mission types will appear on the screen:

- 1 Strategic Bombers
- 2 Trainers
- 3 Transport and Tanker Aircraft
- 4 Helicopters
- 5 Fighter/Intercept Aircraft
- 6 Attack and Observation Aircraft

- 7 Recon and Special Aircraft
- 8 Strategic Missiles
- 9 Tactical/Defensive Missiles
- 10 Launch Vehicles

Upon selection of one of the above, the user will be provided with a listing of all weapon systems within the chosen mission type. For example, if the user had chosen (1) Strategic Bomber, the following choice of weapon systems would be displayed:

1. B-2 ATB
2. B1-B, A
3. B-52 G,H,D (ret)
4. FB-111A

The user chooses one of the above weapon systems and is asked to indicate which available year of data is desired. Output is then generated to show the user all associated SEIs and AFSCs for the selected weapon system.

3.8.1.2. Selection by Enlisted AFSC

The WSIS also links or associates enlisted AFSCs to appropriate SEIs and Weapon Systems. An enlisted AFSC is a six character field (i.e. 41131C) including suffix. Prefixes are not used. This six character field can be input in a variety of ways using the following guidelines:

- | | |
|----------|--|
| char 1-2 | Must be numeric. These two characters represent the career field. |
| char 3-5 | Can be numeric or 'X.' An 'X' will indicate any value found. For example, 411X1 will retrieve all skill levels. 411XX will retrieve all AFSCs which begin with 411. |
| char 6 | This character is a shredout and must be alpha or blank. Any alpha character used except 'X' will retrieve information only for that shredout (i.e. 41131C - only the 'C' shred). If an 'X' or blank is used, all shredouts, including the slick (no shredout identifiers), will be retrieved. |

When the user enters a valid AFSC and selects one of the available years, data will be retrieved and displayed, printed in hard copy only, or both. This information will include the input AFSC and a listing of all associated SEIs and Weapon Systems.

3.8.1.3. Selection by SEI

Special Experience Identifiers (SEIs) are three digit numeric codes which identify special experience not otherwise reflected in the USAF enlisted classification structure. SEIs are used to achieve greater flexibility in the management of personnel, particularly in the quick identification of specially qualified resources to support contingency operations or situations. All SEI information was derived from AFR 39-1, Airman Classification, and within the WSIS has been linked to appropriate weapon systems and AFSCs.

A user will initially be asked to enter the desired SEI and then the year. Output will be provided showing the SEI name and a listing of all the associated weapon systems and enlisted AFSCs.

3.9. OPTIONS C, D, E

3.9.1. Option 'C' - Comments

The user may read or add comments to the ORDB. This relatively straight forward option allows the user or management to enter any comments they choose concerning the ORDB or any of the data.

To read/write comments, the user merely needs to select OPTION 'C' from the ORDB introductory screen, and the system will automatically display comments currently on file. Following the screen display of existing comments, the system will ask the user if he or she wishes to add any comments. If the user answers 'N,' the system will automatically return to the ORDB option screen. If the user answers 'Y,' then a comment may be added to the file. The user should keep line lengths at 80 characters or less and press the return key to begin a new line. Please include user name, telephone number, and date along with the desired remarks.

3.9.2. Option 'D' - User's Manual

This option allows the user to automatically receive a hard copy of this User's Manual. After entering 'D,' the user is informed that a hard copy of the User's Manual has been created at the AFHRL printer, and the ORDB option screen is again displayed.

3.9.3. Option 'E' - Exit

This option allows the user to exit from the ORDB.

4. STATISTICAL VARIABLE USAGE TABLE

| | VALID FOR SPSS CROSSTABS | VALID FOR SPSS T-TEST | VALID FOR SPSS BREAKDOWN | VALID FOR SPSS ANOVA | VALID FOR CROSS SPECIALTY | VALID FOR CODAP/STAT INTERFACE | VALID FOR SKILL LEVEL AFSCS | VALID FOR CAREER FIELD AFSCS | VALID FOR LADDER AFSCS |
|----|--------------------------|-----------------------|--------------------------|----------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|------------------------|
| 1 | AC-EDUCATION-LEVEL | Y | Y | - | Y | Y | Y | Y | Y |
| 2 | AC-EDUC-BY-ETHNIC | Y | Y | - | - | - | Y | Y | - |
| 3 | AC-EDUC-BY-RACE | Y | - | - | - | - | Y | Y | - |
| 4 | AC-EDUC-BY-SEX | Y | - | - | - | - | Y | Y | Y |
| 5 | ACCOMPANIED-STATUS | Y | - | - | - | - | - | - | Y |
| 6 | AFQT-SCORE | Y | Y | Y | Y | Y | Y | Y | Y |
| 7 | AFQT-BY-ETHNIC | Y | - | - | - | - | Y | Y | Y |
| 8 | AFQT-BY-MAJCOM | Y | - | - | - | - | Y | Y | - |
| 9 | AFQT-BY-MARITAL | Y | - | - | - | - | Y | Y | - |
| 10 | AFQT-BY-RACE | Y | - | - | - | - | Y | Y | - |
| 11 | AFQT-BY-SEX | Y | - | - | - | - | Y | Y | Y |
| 12 | AFSC-PREFIX | Y | - | Y | - | - | - | - | Y |
| 13 | AFSC-SKILL-LEVEL | Y | Y | - | - | - | - | - | Y |
| 14 | AFSC-CONTROL | Y | - | Y | - | - | - | - | - |
| 15 | AFSC-PRIMARY | Y | - | Y | - | - | - | - | - |
| 16 | AFSC-2ND | Y | - | Y | - | - | - | - | - |
| 17 | AFSC-WARSKILL | Y | - | Y | - | - | - | - | - |
| 18 | AGE-DISTRIBUTION | Y | - | - | - | - | Y | Y | Y |
| 19 | APR-LAST-TEN | Y | - | - | Y | Y | - | - | - |
| 20 | APR-MOST-RECENT | Y | - | - | Y | Y | Y | Y | Y |
| 21 | ASSIGNED-STRENGTH | Y | Y | Y | Y | - | - | - | - |
| 22 | ASVAB-ADMIN | Y | Y | Y | Y | Y | Y | Y | Y |
| 23 | ADMIN-BY-ETHNIC | Y | Y | - | - | - | Y | Y | - |
| 24 | ADMIN-BY-MAJCOM | Y | - | - | - | - | Y | Y | - |
| 25 | ADMIN-BY-MARITAL | Y | Y | - | - | - | Y | Y | - |
| 26 | ADMIN-BY-RACE | Y | Y | - | - | - | Y | Y | - |
| 27 | ADMIN-BY-SEX | Y | Y | - | - | - | Y | Y | Y |
| 28 | ASVAB-ELECT | Y | Y | Y | Y | Y | Y | Y | Y |
| 29 | ELECT-BY-ETHNIC | Y | Y | - | - | - | Y | Y | - |
| 30 | ELECT-BY-MAJCOM | Y | - | - | - | - | Y | Y | - |
| 31 | ELECT-BY-MARITAL | Y | Y | - | - | - | Y | Y | - |
| 32 | ELECT-BY-RACE | Y | Y | - | - | - | Y | Y | - |
| 33 | ELECT-BY-SEX | Y | Y | - | - | - | Y | Y | Y |
| 34 | ASVAB-GEN | Y | Y | Y | Y | Y | Y | Y | Y |
| 35 | GEN-BY-ETHNIC | Y | Y | - | - | - | Y | Y | - |
| 36 | GEN-BY-MAJCOM | Y | - | - | - | - | Y | Y | - |

VALID FOR SPSS CROSSTABS _____
 VALID FOR SPSS T-TEST _____
 VALID FOR SPSS BREAKDOWN _____
 VALID FOR SPSS ANOVA _____
 VALID FOR CROSS SPECIALTY _____
 VALID FOR CODAP/STAT INTERFACE _____
 VALID FOR SKILL LEVEL AFSCS _____
 VALID FOR CAREER FIELD AFSCS _____
 VALID FOR LADDER AFSCS _____

| | | | | | | | | | | |
|----|--------------------|---|---|---|---|---|---|---|---|---|
| 37 | GEN-BY-MARITAL | Y | Y | - | - | - | Y | Y | - | Y |
| 38 | GEN-BY-RACE | Y | Y | - | - | - | Y | Y | - | Y |
| 39 | GEN-BY-SEX | Y | Y | - | - | - | Y | Y | Y | - |
| 40 | ASVAB-MECH | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 41 | MECH-BY-ETHNIC | Y | Y | - | - | - | Y | Y | - | - |
| 42 | MECH-BY-MAJCOM | Y | - | - | - | - | Y | Y | - | - |
| 43 | MECH-BY-MARITAL | Y | Y | - | - | - | Y | Y | - | Y |
| 44 | MECH-BY-RACE | Y | Y | - | - | - | Y | Y | - | Y |
| 45 | MECH-BY-SEX | Y | Y | - | - | - | Y | Y | Y | - |
| 46 | AVIATION-STATUS | Y | - | - | - | - | - | - | - | - |
| 47 | BASE-OF-ASSIGNMENT | Y | - | - | - | - | - | - | - | - |
| 48 | BASIC-TNG-DISPOSN | Y | - | Y | - | - | - | - | - | Y |
| 49 | CHAR-OF-DISCHARGE | Y | - | - | - | - | - | - | - | Y |
| 50 | ENL-RECRUIT-REGION | Y | - | - | - | - | - | - | - | Y |
| 51 | ETHNIC-GROUP | Y | Y | - | - | - | - | - | - | Y |
| 52 | FUNCTIONAL-ACCT | Y | - | - | - | - | - | - | - | - |
| 53 | GAIN-RATE-PERCENT | Y | Y | - | Y | - | - | - | - | - |
| 54 | GAINS-BY-MAJCOM | Y | Y | - | - | - | - | - | - | Y |
| 55 | GAINS-BY-RACE | Y | Y | - | - | - | - | - | - | Y |
| 56 | GAINS-BY-SEX | Y | Y | - | - | - | - | - | - | Y |
| 57 | GAINS-CURR-YEAR | Y | Y | - | Y | - | - | - | - | - |
| 58 | GRADE | Y | Y | - | Y | Y | Y | Y | Y | Y |
| 59 | DUTY-LOCATION | Y | - | - | - | - | - | - | - | Y |
| 60 | LOSS-RATE-PERCENT | Y | Y | - | Y | - | - | - | - | - |
| 61 | LOSS-REASONS | Y | - | - | - | - | - | - | - | Y |
| 62 | LOSSES-BY-MAJCOM | Y | Y | - | - | - | - | - | - | Y |
| 63 | LOSSES-BY-RACE | Y | Y | - | - | - | - | - | - | Y |
| 64 | LOSSES-BY-SEX | Y | Y | - | - | - | - | - | - | Y |
| 65 | LOSSES-BY-TAFMS-GP | Y | Y | - | - | - | - | - | - | Y |
| 66 | LOSSES-CURR-YEAR | Y | Y | - | Y | - | - | - | - | - |
| 67 | MAJCOM-ASGMT-AREA | Y | Y | - | - | - | - | - | - | Y |
| 68 | MAJCOM-BY-RACE | Y | Y | - | - | - | - | - | - | Y |
| 69 | MAJCOM-BY-SEX | Y | Y | - | - | - | - | - | - | Y |
| 70 | MAJCOM | Y | Y | - | - | - | - | - | - | Y |
| 71 | MARITAL-STATUS | Y | - | - | - | - | - | - | - | Y |
| 72 | MARITAL-BY-RACE | Y | - | - | - | - | - | - | - | Y |
| 73 | MARITAL-BY-SEX | Y | - | - | - | - | - | - | - | Y |
| 74 | MENTAL-CATEGORY | Y | Y | Y | - | - | - | - | - | Y |
| 75 | MENTAL-BY-ETHNIC | Y | - | - | - | - | - | - | - | Y |

VALID FOR SPSS CROSSTABS _____
 VALID FOR SPSS T-TEST _____
 VALID FOR SPSS BREAKDOWN _____
 VALID FOR SPSS ANOVA _____
 VALID FOR CROSS SPECIALTY _____
 VALID FOR CODAP/STAT INTERFACE _____
 VALID FOR SKILL LEVEL AFSCS _____
 VALID FOR CAREER FIELD AFSCS _____
 VALID FOR LADDER AFSCS _____

| | | | | | | | | | | |
|-----|---------------------|---|---|---|---|---|---|---|---|---|
| 76 | MENTAL-BY-MAJCOM | Y | - | - | - | - | - | - | - | Y |
| 77 | MENTAL-BY-MARITAL | Y | - | - | - | - | - | - | - | Y |
| 78 | MENTAL-BY-RACE | Y | Y | - | - | - | - | - | - | Y |
| 79 | MENTAL-BY-SEX | Y | Y | - | - | - | - | - | - | Y |
| 80 | PROF-MIL-EDUC | Y | - | - | - | - | - | - | - | Y |
| 81 | NUMBER-DEPENDENTS | Y | - | - | Y | Y | - | - | - | Y |
| 82 | DEPENDENTS-BY-GRADE | Y | - | - | - | - | - | - | - | - |
| 83 | OS-UNACCOMP-REASON | Y | - | - | - | - | - | - | - | Y |
| 84 | SECURITY-CLEARANCE | Y | - | - | - | - | - | - | - | Y |
| 85 | PMS-ACAD-EDUC-LVL | - | - | Y | - | Y | Y | Y | Y | Y |
| 86 | PMS-AFQT-SCORE | - | - | Y | - | Y | Y | Y | Y | - |
| 87 | PMS-ASVAB-ADMIN | - | - | Y | - | Y | Y | Y | Y | - |
| 88 | PMS-ASVAB-ELECT | - | - | Y | - | Y | Y | Y | Y | - |
| 89 | PMS-ASVAB-GEN | - | - | Y | - | Y | Y | Y | Y | - |
| 90 | PMS-ASVAB-MECH | - | - | Y | - | Y | Y | Y | Y | - |
| 91 | PMS-FINAL-RATE | - | - | Y | - | Y | Y | Y | Y | Y |
| 92 | PMS-FINAL-BY-ADMIN | - | - | Y | - | - | Y | Y | - | - |
| 93 | PMS-FINAL-BY-ELECT | - | - | Y | - | - | Y | Y | - | - |
| 94 | PMS-FINAL-BY-GEN | - | - | Y | - | - | Y | Y | - | - |
| 95 | PMS-FINAL-BY-MECH | - | - | Y | - | - | Y | Y | - | - |
| 96 | PMS-FINAL-BY-AFQT | - | - | Y | - | - | Y | Y | - | - |
| 97 | PMS-FINAL-BY-EDUC | - | - | Y | - | - | Y | Y | - | - |
| 98 | PMS-FINAL-BY-SEX | - | - | Y | - | - | - | - | - | Y |
| 99 | PMS-GRADE | - | - | Y | - | - | - | - | - | Y |
| 100 | PMS-NBR-STUDENTS | - | - | Y | - | - | - | - | - | - |
| 101 | PMS-SEX | - | - | Y | - | - | - | - | - | Y |
| 102 | PMS-TERMINATE-RSN | - | - | Y | - | - | - | - | - | Y |
| 103 | PMS-TERM-BY-ADMIN | - | - | Y | - | - | Y | Y | - | - |
| 104 | PMS-TERM-BY-ELECT | - | - | Y | - | - | Y | Y | - | - |
| 105 | PMS-TERM-BY-GEN | - | - | Y | - | - | Y | Y | - | - |
| 106 | PMS-TERM-BY-MECH | - | - | Y | - | - | Y | Y | - | - |
| 107 | PMS-TERM-BY-AFQT | - | - | Y | - | - | Y | Y | - | - |
| 108 | PMS-TERM-BY-EDUC | - | - | Y | - | - | Y | Y | - | - |
| 109 | PMS-TERM-BY-LENGTH | - | - | Y | - | - | Y | Y | - | - |
| 110 | PMS-TERM-BY-SEX | - | - | Y | - | - | - | - | - | Y |
| 111 | PROGRAM-ELEMENT | Y | - | - | - | - | - | - | - | Y |
| 112 | RACE | Y | Y | - | - | - | - | - | - | Y |
| 113 | RACIAL-ETHNIC | Y | - | - | - | - | - | - | - | Y |
| 114 | SEI | Y | - | - | - | - | - | - | - | - |

| | | VALID FOR SPSS CROSSTABS | VALID FOR SPSS T-TEST | VALID FOR SPSS BREAKDOWN | VALID FOR SPSS ANOVA | VALID FOR CROSS SPECIALTY | VALID FOR CODAP/STAT INTERFACE | VALID FOR SKILL LEVEL AFSCS | VALID FOR CAREER FIELD AFSCS | VALID FOR LADDER AFSCS |
|-----|--------------------|--------------------------|-----------------------|--------------------------|----------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|------------------------|
| 115 | SEX | Y | Y | - | - | - | - | - | - | Y |
| 116 | SPOUSE-STATUS-MIL | Y | - | - | - | - | - | - | - | Y |
| 117 | TAFMS-YEAR-GROUP | Y | Y | - | - | - | Y | Y | Y | Y |
| 118 | TAFMS-BY-RACE | Y | Y | - | - | - | Y | Y | - | Y |
| 119 | TAFMS-BY-SEX | Y | Y | - | - | - | Y | Y | Y | Y |
| 120 | TERM-OF ENLISTMENT | Y | Y | - | - | - | - | - | - | Y |
| 121 | TIME-IN-GRADE-MOS | Y | - | - | - | - | Y | Y | - | - |
| 122 | TRAINING-STATUS | Y | - | Y | - | - | - | - | - | Y |
| 123 | UIF-BY-MARITAL | Y | - | - | - | - | - | - | - | Y |
| 124 | UIF-BY-RACE | Y | - | - | - | - | - | - | - | Y |
| 125 | UIF-BY-SEX | Y | - | - | - | - | - | - | - | Y |

5. ORDB GLOSSARY

Accompanied Status

The sponsored status of an individual's dependents when one or more dependents reside with him or her in the local area of member's duty station during the current or last overseas tour.

AFM 300-4

Air Force Manual 300-4, Data Elements and Related Features (DoD Standard Data Elements), contains all the data elements used throughout the Air Force to include titles, data names, definitions, and all data codes with their corresponding clear text meaning. (OPR: Air Force Data Systems Design Center, Gunter Air Force Base, Alabama)

AFMPC

The Air Force Military Personnel Center (AFMPC), located at Randolph AFB, Texas, is the organization which provides the annual Uniform Airmen Records and the Airman Gain Loss files from which the ORDB statistics are generated. AFMPC is also the OPR for AFSC/classification policy as well as the management of Air Force human resources in regard to assignments, promotions, training, accessions/separations, personnel systems support, and other personnel functions.

AFQT

The Armed Forces Qualification Test (AFQT) is formed from selected subtests of the Armed Services Vocational Aptitude Battery (ASVAB). The AFQT is used by the United States military services as the primary means of determining qualification for military service. Scores on the ASVAB Word Knowledge, Arithmetic Reasoning, Paragraph Comprehension, and Numerical Operations subtests are used to calculate the AFQT percentile score (01 to 99). See ASVAB.

AFR 36-1

Air Force Regulation 36-1, Officer Classification, establishes the Air Force officer occupational structure. Specialty descriptions and other identifiers in this regulation depict the degree of specialization required to accomplish essential Air Force managerial, technical, and professional duties. The occupational structure and specialties provide a planned pattern of officer

abilities, allowing flexibility for full development of the person and skill transferability to meet continually changing mission requirements. (OPR: HQ AFMPC/DPMRPQ1, Randolph AFB, Texas 78150)

AFR 39-1

Air Force Regulation 39-1, Airman Classification, establishes the occupational structure of the airman force. This regulation describes all AFSCs, SEIs, SDIs, CEMs, and Reporting Identifiers and provides all duties, required training, and prerequisites for each. The regulation is primarily used by personnel officials and agencies involved in procurement, classification and training of Air Force members. (OPR: AFMPC/MPCRPO, Randolph AFB, Texas 78150)

AFSC

The Air Force Specialty Code (AFSC) is a five digit numeric representation of an occupational specialty within the Air Force. The first two digits represent a given career field. For example, 43XXX represents the Aircraft Maintenance Career Field. The third digit is normally a more refined functional breakdown within the Career Field. The fourth digit is very significant since it represents the skill level. Some AFSCs have an alphabetic suffix or prefix. To gain more insight into AFSCs, the following terms in this glossary should be reviewed: Career Field, CEM codes, Control AFSC, Duty AFSC, Ladder AFSC, Prefix, Primary AFSC, Second AFSC, and Shredout.

AFSC Conversion Guide

The AFSC Change Summary and Conversion Guide is published in April and October of each year by AFMPC/MCPRPQ. This document is a part of AFR 39-1, Airman Classification, and lists all the changes for AFSCs, prefixes, and SEIs. The Conversion Guide is in a table format and lists Former AFSC, Former Title, New AFSC, New Title, Summary of Change, and Conversion Instructions. The Conversion Guide is used in updating the files in the Enlisted and Officer AFSC Information Subsystems of the ORDB.

AFSC Prerequisites

AFSC Prerequisites are requirements for an individual to be classified into a given AFSC. For example, all AFSCs require minimum scores on one or more ASVAB test composites (administrative, electronic, mechanical, general) usually within the particular functional area. Other types of prerequisites may include requirements for a driver's license, eyesight requirements, typing, etc. The EAIS can be utilized to determine

the prerequisites for any enlisted AFSC, by year, from 1978 to the present.

AGL

The Airmen Gain/Loss file contains transaction information on all enlisted personnel who are a gain or loss to the Air Force. This file is provided by AFMPC and is used to generate gain/loss type information in the Statistical Variable Subsystem of the ORDB.

Airman Classification Structure Chart

This visual aid is used in conjunction with AFR 39-1, Airman Classification. It displays all AFSCs in the inventory by skill level showing the title or name. In addition, Reporting Identifiers, SDIs, and a listing of authorized AFSC prefixes are shown. The chart is updated by AFMPC/MPCRQ in April and October of each year.

ANOVA

Analysis of variance (ANOVA) is an SPSS-X procedure which performs one to five-way analysis of variance and covariance and has the capacity to produce a multiple classification analysis (MCA) table.

APR

Airman Performance Report (APR) is an evaluation of the airmen's performance for a given period of time. The ratings range from zero to nine, with nine being the highest rating.

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is used by all the military services for initial qualification and classification decisions for enlisted applicants. The battery consists of 10 tests: eight power tests and two speeded tests. Each service has developed its own set of aptitude composites, based on combinations of various subsets, to classify enlistees for job training programs. The Air Force uses four composites - mechanical, administrative, general, and electronic (MAGE). Percentile scores within each composite are used as prerequisites for entry into particular occupations.

ATC

Air Training Command (ATC) is that command within the USAF which has the responsibility for all technical training, officer flying and non-flying training, as well as the recruitment of officers and enlisted personnel.

ATDPUTS

The Average Task Difficulty Per Unit Time Spent is calculated using the task difficulty ratings and the percent time spent estimates from occupational surveys.

BREAKDOWN

BREAKDOWN is an SPSS-X procedure which calculates and prints the sums, means, standard deviations, and variances of a dependent variable among subgroups of cases in the file. In its simplest form, for example, the mean level of education may be determined for each category of race.

Career Field

A major occupational category within the Air Force. There are approximately 50 different career fields which are usually denoted by 43XXX, 81XXX, 73XXX, etc. (Aircraft Maintenance, Security Police, Personnel, respectively). Each career field contains one or more further breakdowns known as ladder AFSCs. Within the ORDB Statistical Variable Subsystem, requests for career field statistics provide information on all personnel holding the AFSCs in a given career field.

CEM Codes

Chief enlisted manager (CEM) codes identify all Chief Master Sergeants and the positions they fill. CEM codes are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded utilization of resources. The CEM codes follow the basic AFSC structure with the last two positions ending in '00' (i.e. 51100, 73200, 81100, etc.).

CODAP

The Comprehensive Occupational Data Analysis Programs (CODAP) is a package of computer programs used to input, process, organize, and report occupational data from job inventories. CODAP was developed by the Air Force Human Resources Laboratory in the early

1960's as a software package of some 15 general-purpose occupational analysis programs. To keep pace with the rapidly expanding needs of Air Force occupational researchers and analysts, the system has since then grown in sophistication and capacity. The current AFHRL package has the capability of processing 20,000 cases, 7,000 task ratings per case, and 2,000 items of background information per case. Traditional hierarchical clustering can be performed on up to 7,000 cases. CODAP manipulates and reports task-level and biographical survey data gathered from job incumbents and expert raters for the purpose of evaluating and updating Air Force officer and enlisted classification structures, providing data to be used in pinpointing training requirements, and determining entry-level aptitude requirements.

Control AFSC

The AFSC established to effect enlisted assignments and to assist in the identification and control of training requirements. The CAFSC identifies the airman's highest usable skill in terms of the total Air Force requirement.

CROSSTABS

CROSSTABS is an SPSS-X procedure which enables the user to compute 2-way to n-way joint frequency distribution tables with associated significance and dependency measures.

Duty AFSC

The AFSC in which the member is assigned. The ORDB statistics are based on the DAFSC which enlisted personnel hold.

EAIS

The Enlisted AFSC Information Subsystem (EAIS) within the ORDB, accessible to the user in an on-line capacity, provides descriptive and prerequisite enlisted AFSC information as found in AFR 39-1.

Ethnic Group

Basic division or groups of mankind as distinguished by customs, characteristics, language, etc.

Facprint

A FIELDATA CODAP report which contains differences between vectors, maximum or minimum set vectors, cumulative percentages, and task categories. Tasks are sorted, and sequentially numbered reports are produced by task, by task within duty, or by task within module.

FIDO

File Item Data Organizer (FIDO) is an AFHRL in-house system of computer programs and data files which provide an automated method of accessing the definition of data codes. When a code is changed, added, or deleted, this information is included in the file and allows the user on-line access to code definitions at any given point in time.

Functional Account Code

A code which identifies homogeneous grouping of tasks used to describe very specific duties for each manpower position in the Air Force. It is primarily a four position code, but two additional characters are authorized by major command for shredout.

Group Sums

A FIELDATA CODAP report of either the percent of members performing each task in the job inventory or the average percent time spent on each task by all members. Summarized data are presented in task inventory order.

Input AFSC

Each airman is required to hold an "input" AFSC prior to award or entry of a Ladder AFSC. The vast majority of required input AFSCs is "99000," Basic Airman, however, there are a few ladder AFSCs which require a different input AFSC. Input AFSCs are displayed on the Career Field Progression chart, which are accessible in the Enlisted AFSC Information Subsystem (EAIS) of the ORDB or AFR 39-1.

Job Specials

A FIELDATA CODAP report that gives the membership criteria in terms of computed or background variables which identifies all cases meeting these requirements on a composite job description for that group.

Ladder AFSC

An AFSC where the skill level is not indicated. For example, 732X0 is the ladder AFSC for "Personnel" and within the ORDB, includes all those members in AFSCs 73210, 73230, 73250, 73270, 73290 and 73200. It is important to recognize that the "ladder" may not always be so straight forward. For example, 316X0F includes AFSCs 31630F, 31650F, 31670F, 31699 and 31600, the last two of which are not restricted to F-shreds. AFSC progression charts should be viewed to determine which skill level AFSCs are contained in the AFSC ladder.

MAJCOM

An acronym meaning Major Air Command, a subcomponent of the USAF (i.e. Strategic Air Command (SAC), Air Force Systems Command (AFSC), etc.).

MAJCOM Assignment Area

A single numeric digit (1 or 2) which indicates whether an Air Force member is assigned in the continental U.S. or at an overseas location.

Mental Category

A classification of enlisted personnel derived from the AFQT percentile score (01 - 99). The classification or categories are labeled 1, 2, 3, 4a, 4b, 4c, and 5. Members with AFQT scores between 93 - 99 are classified in Mental Category 1. Category 2 scores are between 65 - 92, Category 3 between 31 - 64, Category 4 between 10 - 30, and Category 5 between 1 - 9.

Menu

Within the Statistical Variable Subsystem, the Menu is a user-accessible, alpha listing of all variables available. The menu also shows which AFSC type applies to each variable.

OAIS

The Officer AFSC Information Subsystem is a subsystem within the ORDB, accessible to the user on-line, which provides descriptive and prerequisite officer AFSC information as found in AFR 36-1.

OMC

Occupational Measurement Center (OMC), located at Randolph AFB, Texas, conducts occupational studies for the Air Force enlisted, officer, and civilian work forces.

OSR

Occupational Survey Reports (OSRs) present the results of Air Force occupational surveys of enlisted, officer, and civilian career ladders. Surveys are administered to a representative sampling of job incumbents who provide information on 100 or more descriptive job and personal background information variables as well as between 500 - 1500 separate job tasks. The OSR provides the occupational analyst's interpretation of survey data, including identification of the career ladder structure of jobs performed by personnel within each AFSC, as well as an analysis of DAFSC groups, AFR 39-1 Specialty Descriptions, Training Requirements, and Job Satisfaction results.

Percent Members Performing (PMP)

The proportion of survey respondents in a designated group who indicate they perform a task. The data also indicate the probability of performance of any given task by members of a specialty or any subgroup (for example, first-enlistment personnel).

Percent Time Spent (PTS)

An estimate of relative time spent by a person or group of persons on a task or group of tasks. USAFOMC Job Survey respondents rate each task on a relative time spent scale ranging from '1' (very small amount of time spent) to '9' (very large amount of time spent). In making this rating, each respondent compares relative time spent on the task being rated with relative time spent on each of the other tasks performed. Assuming that all tasks checked represent 100% of a person's time, the ratings of all tasks checked are summed and this total is divided back into the numerical rating given each task response. The quotient is multiplied by 100 to give a percentage of relative time spent on each task.

Physical Profile

The physical profile serial is a 6 position numeric code used to

communicate the general condition of an individual to non-medical personnel. The physical profile codes advise whether an individual has a medical defect that requires a temporary or permanent occupational restriction. Certain AFSCs have medical qualifications or physical profile requirements. These requirements may be reviewed in AFR 39-1.

Physical Work Capacity

A single digit code which indicates overall strength, stamina, and muscular coordination as they relate to a person's ability to work a prolonged work period under varying environments. Some AFSCs have a minimum requirement for award. These AFSCs can be reviewed in AFR 39-1.

PME

Professional Military Education (PME) is a general type of training aimed at all Air Force personnel regardless of AFSC. For example, the PME Courses (leadership, writing skills, speaking ability, etc.) for the enlisted force include NCO/Leadership School, NCO Academy, and Senior NCO Academy. Normally some PME is required to advance in grade or to the '7' skill level within the AFSC structure.

PMS

Pipeline Management System (PMS) contains records of all individuals who attend formal training courses in the Air Force. These individual records contain data elements that are collected on a yearly basis and of which PMS variable statistics within the ORDB are generated. Only those records on Air Force enlisted personnel are selected.

Population Groups

A major categorical breakdown indicated by a single numeric code. The codes 1 through 5 respectively indicate first termers, 2nd termers, career personnel (over 8 years), total force, and current year input. The population group code is specified by the user when requesting data from the Statistical Variable Subsystem of the ORDB.

Prefix

A single alpha code preceding an AFSC to identify certain essential skills and abilities not restricted to a single career

field.

Primary AFSC

The AFSC in which the member is most highly qualified to perform.

Program Element Code

A subdivision of programmed cost data, related to a weapon system or support function as shown in the USAF Force and Financial Program. This code is a six-position alpha-numeric with the first five positions the same as the first five positions of the associated DoD code. At DoD level, the last (sixth) character position is always assumed to be 'F' for Air Force. The sixth position of the AF code is established by the Air Force to array and subdivide the DoD code for manpower and personnel management reporting.

Progression ladder

This term refers to the actual skill level upgrading within an individual's primary AFSC. For example, a personnel technician at the entry level has a 73210 AFSC, but as he or she becomes more skilled, he or she is upgraded to a 73230, 73250, 73270, 73290, and finally to a 73200. '1,' '3,' '5,' '7,' '9,' and '00' is the general progression ladder for all AFSCs.

PTT

Program Technical Training (PTT) is a USAF publication issued in February, June, and October of each year. It provides assigned responsibilities within Air Training Command and is used for planning the management of technical training programs at all levels. The October PTT, Section VII, is used to update the Specialty Training Standard Center for each AFSC which is stored in the Enlisted AFSC Information Subsystem of the ORDB.

Race

A major biological division of mankind, distinguished by color and texture of hair, color of skin and eyes, stature, bodily proportions, etc. For the generation of the ORDB statistics, race is categorized into three main groups: Negroid, caucasian, and other.

Racial-Ethnic

This single digit code is a special breakdown combining race and ethnic classifications and includes white, black, oriental, American Indian, Hispanic, and all others. Each individual has one and only one racial-ethnic classification.

Reporting Identifier (RI)

A five character, numeric code which identifies position authorizations and/or individual airmen not otherwise identified in the classification system. RIs are primarily intended to identify conditions for which specific job descriptions are not practical, such as patient or prisoner.

S2K (System 2000)

System 2000 (S2K) is a general purpose data base management system on the UNISYS 1100/82 at AFHRL. S2K provides the user with a comprehensive set of data base management capabilities including defining new data bases, modifying the definition of existing data bases, and retrieving and updating values in these data bases. S2K Version 4.00 is currently used for the storage, update, and access of the ORDB statistics.

Second AFSC

This code is not an awarded AFSC but is used to indicate a skill possessed by an individual other than his or her Primary AFSC. For example, if a security policeman (811X0) retrain into personnel (732X0), the Primary AFSC would become 732X0, while 811X0 would be retained as a second AFSC. This secondary coding provides the Air Force with a more explicit accounting of skilled resources.

SEI

Special Experience Identifier (SEI) codes are three numeric characters (three alphanumeric for the Electronic Security Command) which identify special experience and training not otherwise reflected in the classification system. SEIs are used to achieve greater flexibility in the management of personnel, particularly in the quick identification of specially qualified resources to support a contingency situation.

SF-46

The SF-46, the USAF drivers license, is often a prerequisite for

award of an AFSC.

Shredout

A single alpha code following a basic AFSC to identify specific equipment or functions within that specialty, such as 431X1C, where the 'C' shredout indicates the RF-4/F-4 aircraft within the tactical aircraft maintenance specialty, 431X1.

Skill Level

A level of proficiency identified by the fourth digit of an AFSC. The '1' level indicates the helper-level, '3' level - semi-skilled, '5' level - specialist, '7' level - supervisory technician, '9' level - superintendent, and '0' level as indicated by CEM codes.

Slick

This term refers to an AFSC which does not have a shred or alphabetic suffix. The term 'slick-authorized' refers to an AFSC which has shreds and for which the slick is also authorized. Some AFSCs with shreds are not authorized a slick form. These conditions (slick-authorized or not authorized) are identified for each AFSC on the Airman Classification Structure Chart.

Special Duty Identifier

A five character numeric code which identifies positions, or individual airmen, whose duties include a group of tasks unrelated to any specific career field, such as recruiter or courier.

Spouse Status

In order to track Air Force personnel whose spouse is also on active military service, a code is established. Each active duty individual has his or her record coded to indicate if the spouse is enlisted USAF, Officer USAF, or a member of another uniformed service. If the spouse is non-military or the individual is not married, this element is left blank.

SPSS-X

Statistical Package for the Social Sciences, Version X (SPSS-X), is a series of computer programs designed to analyze social science data. It provides descriptive statistics, simple

frequency distributions, crosstabulations, simple and partial correlations, means, variances, n-way analysis of variance, multiple regression, discriminant analysis, scattergrams, factor analysis canonical correlations, and Gutman scaling. At present, the ORDB-SPSS-X interface utilizes the ANOVA, BREAKDOWN, T-TEST, and CROSSTABS procedures.

STS

Specialty Training Standard (STS) is a published document which outlines all functions within an AFSC for the purposes of training personnel in that skill. The STS listing can be found in the USAF Program Technical Training, Vol II, Section 7. This publication is produced in February, June, and October of each year by HQ ATC and shows the STS publication date, responsible technical training center, and specific AFSC by skill level covered by each STS.

T-TEST

T-TEST is an SPSS-X procedure which provides the capability of computing the Student's T distribution and probability levels for testing whether or not the difference between two samples is significant.

TAFMS

Total Active Federal Military Service (TAFMS) is the total amount of time an individual has been credited with active military duty. This time is adjusted for breaks in service, lost time, AWOL, etc.

Task Difficulty (TD)

A rating scale which measures the relative difficulty of tasks in a job inventory, where difficulty is defined as the length of time required by an average incumbent to learn to do a task. Experienced personnel in each career ladder or utilization field or special group surveyed are asked to rate each task in their job inventory on a 9-point scale as to its relative difficulty, using "1" to indicate extremely low difficulty and "9" to indicate extremely high difficulty. Ratings are adjusted so tasks of average difficulty have a mean rating of 5.00.

Training Emphasis (TE)

A rating scale for tasks which measures perceptions as to which tasks should be emphasized in structured training for entry-level personnel. Structured training includes basic resident technical

training courses, formal on-the-job training (OJT), and career development courses (CDC). Experienced NCOs or officers in each AFS surveyed are asked to rate job inventory tasks on a 10-point scale, with "0" meaning no training required and "9" indicating and extremely high training emphasis.

UAR

The Uniform Airman Record (UAR) file contains personal data on active duty enlisted personnel. This data includes military service dates, grade, AFSCs, education level, current and projected duty assignments, overall APR ratings, and dependent information. AFHRL receives this file from AFMPC each June, September, and December. The UAR is the prime source for generating the yearly ORDB variable statistics.

UIF

This code identifies members with an Unfavorable Information File (UIF). The codes 1, 2, and blank respectively identify an individual who has an UIF but is not on the control roster, an individual who has a UIF and is on the control roster, or an individual who has no UIF and is not on the control roster.

UNISYS Text Editor

A UNISYS feature (@ED) which allows the user to create or edit a symbolic file or element conversationally. Insertion, deletion, and replacement of text are allowed. Both ASCII and FIELDATA text can be edited. See UNISYS publication "Text Editor (ED Processor) Programmer Reference."

Varsum

A FIELDATA CODAP variable summary report which contains frequency distribution for specified intervals, total frequency counts, and means and standard deviations on selected background and computed variables.

Varpct

A FIELDATA CODAP report which is similar to varsum, except that percentages are in place of frequency counts.

Warskill AFSC

This AFSC, in the enlisted personnel file, identifies which function or job will be performed in times of war or national emergency by the member. Most personnel will perform the same job, however, some support jobs could be realigned to skills more urgently required in wartime conditions.

Women Authorized

This term is used in relation to enlisted AFSCs within the Air Force. AFR 39-1, Airman Classification, Atch 54, contains a list of AFSCs currently not authorized for award to enlisted women. This information is also available by AFSC in the Enlisted AFSC Information Subsystem of the ORDB.

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