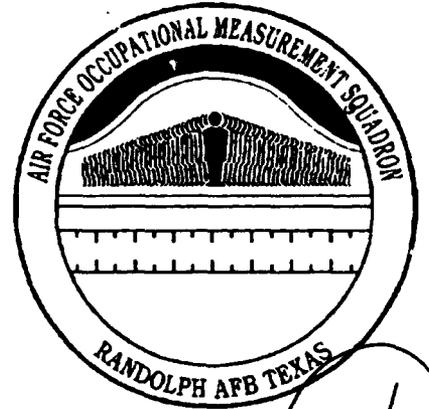


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UNITED STATES  
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# OCCUPATIONAL SURVEY REPORT

94-29121



609

OPTOMETRY/OPHTHALMOLOGY ASSISTANTS

AFSC 4V0X1/A

AFPT 90-912-005

JULY 1994

OCCUPATIONAL ANALYSIS PROGRAM  
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON  
AIR EDUCATION and TRAINING COMMAND  
1550 5th STREET EAST  
RANDOLPH AFB, TEXAS 78150-4449

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## PREFACE

This report presents the results of an occupational survey of the Optometry/Ophthalmology career ladder, AFSC 4V0X1/A. Authority for conducting occupational surveys is found in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

Mr. Don Cochran, Occupational Analyst, developed the survey instrument. Second Lieutenant Sheon H. Mendoza analyzed the data and wrote the final report. Ms. Olga Velez provided computer programming support, and Ms. Tamme Lambert provided administrative support. This report has been reviewed and approved for release by Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies may be requested from the AFOMS, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph AFB, Texas 78150-4449.

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## SUMMARY OF RESULTS

1. **Survey Coverage:** The Optometry/Ophthalmology career ladder was surveyed to provide current data on the career field for use in the evaluation and development of career ladder training programs. Survey results are based on the responses from 215 respondents (72 percent of the total assigned personnel).

2. **Specialty Jobs:** Two clusters and one job were identified in the sample. Seventy-four percent of the sample fell within the Optometry cluster. This cluster contained three jobs which varied primarily by the depth of Optometry functions performed. The Ophthalmology cluster contained two jobs which differed in the supervisory responsibilities performed in the NCOIC Ophthalmology job.

3. **Career Ladder Progression:** Optometry assistants at the 3- and 5-skill levels perform many tasks in common; both groups spend the majority of their relative job time performing spectacle ordering and optometry support activities. Five-skill level personnel perform more administrative and visual testing functions than do the 3-skill level personnel. At the 7-skill level, Optometry assistants perform more managerial, supervisory, administrative, and supply-related functions. Ophthalmology assistants at the 3- and 5-level spend a large portion of their job time performing ophthalmic support activities. Ophthalmology personnel at the 7-skill level, in addition to the ophthalmic activities performed at the 3- and 5-skill levels, perform many managerial and supply functions.

4. **AFMAN 36-2108 Specialty Descriptions:** Career ladder specialty summaries do not delineate clearly the differences between the Optometry and Ophthalmology assistant personnel.

5. **Training Analysis:** The Specialty Training Standard (STS) is generally supported by survey data. However, 12 tasks were not matched to the STS. These tasks involved the correlation of case histories, reviewing patient records, and supply related functions. The Plan of Instruction (POI) for the 3-skill level awarding course was well supported by OSR data.

6. **Job Satisfaction:** Respondents working in the Ophthalmology cluster show distinctly higher perceptions on the utilization of training and job interest than others in the career field. Also, members of this cluster report lower reenlistment intentions.

7. **Implications:** Career ladder specialty descriptions and the STS had some areas that required review. These areas have been examined and revised by subject-matter experts (SMEs) attending the Utilization and Training Workshop (U&TW) for the career ladder.

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**OCCUPATIONAL SURVEY REPORT (OSR)  
OPTOMETRY/OPHTHALMOLOGY CAREER LADDER  
AFSC 4V0X1/A**

**INTRODUCTION**

This occupational survey was initiated in accordance with the 5-year plan to maintain currency of survey data on enlisted specialties and to verify equipment changes within the career ladder, technical training, and Career Development Courses (CDCs). The last survey pertaining to this career ladder was published in October 1987 as AFSC 912X5/A.

Background

According to AFMAN 36-2108 *Specialty Descriptions*, 3- and 5-skill level personnel in this career field are responsible for assisting in patient treatment, fitting eyewear, and processing eyewear prescriptions. They are also responsible for performing tests, conducting orthoptic therapy, and performing other administrative duties. Persons possessing the A-shred must also possess knowledge of ocular instruments, equipment, medications, anesthetic solutions, and ocular first aid.

In addition, the 7-skill level personnel are responsible for supervising optometry activities. Seven-skill level personnel also supervise, assist in patient treatment, fit eyewear, process eyewear prescriptions, and perform and supervise visual screening tests.

Throughout this report, the term "assistant" will be used when referring to the entire career ladder. The term "Technician" will be used only when referring to the jobs within the career ladder.

Optometry assistants enter the career ladder by completing the 9-week J3ABR4V0X1 000 course taught at Sheppard AFB. Ophthalmology assistants enter the career field by attending the 22-week naval Ophthalmology Technicians training course taught at the Naval School of Health Sciences, San Diego CA. After 6 months' experience, they enter into a minimum 6-month on-the-job training (OJT) program and enroll in the 5-skill level career development course. After upgrade, and after serving a minimum 18 months as a 5-skill level, members are eligible to enter 7-skill level upgrade training. That training consists of appropriate Professional Military Education, mandatory 24 months' OJT, and concludes with completion of a 7-skill level CDC.

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## **SURVEY METHODOLOGY**

### **Inventory Development**

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Air Force Personnel Test (AFPT) 90-912-005, dated June 1993. A tentative task list was created using pertinent career ladder regulations, publications, and directives. Tasks were also taken from the previous JI. This tentative task list was then reviewed, refined, and validated through personal interviews with 17 subject-matter experts (SMEs). These SMEs were selected to cover a variety of major commands (MAJCOMs) and optometry and ophthalmology assisting functions at the following locations:

<b><u>BASE</u></b>	<b><u>REASON FOR VISIT</u></b>
Sheppard AFB TX	Technical School
Randolph AFB TX	Representative of clinic level health care facilities
Keesler AFB MS	Representative of large medical facilities
Eglin AFB FL	Representative of regional hospitals
Lackland AFB TX	Represents a large scale health facility with several exclusive functions

These locations were identified by career field advisors and the Air Force Military Personnel Center (AFMPC) functional representative to include all major functions of the career field.

The final survey contained a comprehensive listing of 362 tasks grouped under 11 duty headings, with a background section requesting information such as grade, job title, time in present job, time in service, job satisfaction, equipment/tools used, and number of spectacles ordered.

### **Survey Administration**

From June through September 1993, Military Personnel Flights at operational bases worldwide administered the inventory to all eligible AFSC 4V0X1/A personnel. All AFSC 4V0X1/A personnel were considered eligible unless they were in one of the following categories: (1) hospitalized during administration period; (2) in transition for a permanent change of station;

(3) personnel retiring during administration period; (4) personnel in their job for less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by AFMPC.

Each individual completing an inventory was required to complete an identification and biographical information section. They were also required to check each task on the inventory they performed in their current job. Once they had identified the tasks they performed, they were instructed to go back through the inventory and rate each of the tasks they perform on a 9-point scale showing the relative time spent performing that task as compared to other tasks they performed. These ratings ranged from one (1) for a very small amount of time spent to nine (9) for a very large amount.

Using the ratings provided by the respondents, relative time spent for each task was computed by summing up all the ratings given by the respondent and assuming this sum represented the respondent's total time spent. Each rating was then divided by this sum and multiplied by 100 to get a relative percent time spent rating for each task.

TABLE 1		
MAJCOM AND PAYGRADE REPRESENTATION IN SAMPLE		
COMMAND	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
ACC	27%	22%
AETC	20%	24%
AMC	18%	14%
AFMC	17%	16%
PACAF	7%	8%
USAF	7%	7%
SPCOM	2%	3%
USAF	2%	3%
Other	0%	3%
PAYGRADE		
E-1 to E-3	14%	15%
E-4	33%	33%
E-5	28%	28%
E-6	14%	13%
E-7	9%	10%
E-8	1%	1%
E-9	1%	0%
Number of Assigned		299
Number Surveyed =		281
Number in Sample =		215
Percent of Assigned in Sample =		72%
Percent of Survey in Sample =		77%

### Survey Sample

The sample used for this study was examined to ensure an accurate representation across MAJCOMs and paygrades. Table 1 reflects the distribution, by MAJCOM and paygrade, of the assigned and sample AFSC 4V0X1/A personnel as of June 1993. The figures in Table 1 show the sample is representative of the population. The 215 respondents in the final sample represent 77 percent of the eligible population of AFSC 4V0X1/A personnel.

### Task Factor Administration

Because job descriptions alone will not provide sufficient data to make decisions about career ladder documents or training programs, task factor information is needed. Senior AFSC 4V0X1/A personnel completed a second task factor booklet for either Training Emphasis (TE) or Task Difficulty (TD). These TE and TD booklets were processed independently from the JIs. The information obtained from these booklets is used in a variety of analyses discussed in more detail throughout the report.

***Task Difficulty (TD).*** TD is defined as an estimate of how much time the average airman needs to learn to perform a task. Forty-four experienced NCOs rated tasks in the inventory on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Interrater agreement for these 47 raters was acceptable. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Any task with a difficulty of 6.00 or greater is considered to be difficult to learn.

***Training Emphasis (TE).*** TE is defined as how important it is for first-enlistment personnel to receive structured training on a task. Structured training is defined as training provided by resident training schools, mobile training teams, formal OJT, or any other organized training method. Twenty-two senior AFSC 4V0X1 and nine AFSC 4V0X1A NCOs rated tasks in the inventory on a 10-point scale ranging from 0 (no training required) to 9 (extremely important to train). The average TE rating obtained from the 22 AFSC 4V0X1 raters was 2.59, with a standard deviation of 1.87. Thus, for AFSC 4V0X1 personnel, tasks with a TE rating of 4.46 or higher are considered to be important to train to incoming optometry specialists. For the nine AFSC 4V0X1A raters, the mean TE rating was 2.70 with a standard deviation of 1.75. Tasks with a rating of 4.45 or higher are considered high for training purposes. Overall agreement among all raters was acceptable.

Using TD, TE, and percent members performing data can provide insight into first-enlistment personnel training requirements. Such insights may suggest the need for lengthening, shortening, including, or deleting of tasks from formal training or instruction.

## **CAREER LADDER STRUCTURE**

The first step in the occupational analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. Comprehensive Occupational Data Analysis Programs (CODAP) assist by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, new members are added to this initial group, or new groups are formed based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. The structure of a career ladder is defined in terms of jobs and clusters of jobs.

## Overview of Specialty Jobs

Based on the similarity of JI responses, two clusters and one job were identified--the Optometry cluster, the Ophthalmology cluster, and the Personnel Training job. The respondents in the Optometry cluster represent 74 percent of the survey sample. Table 2 presents some background information about the members in identified jobs within this structure.

	Entry Level Opt	Opt Tech	NCOIC Opt	Personnel Training	Opht Tech	NCOIC Opht
<b>Number in Group</b>	38	66	42	7	17	16
<b>Percent of Sample</b>	18%	31%	20%	3%	8%	7%
<b>DAFSC Distribution</b>						
4V031	18%	14%	5%	0%	0%	0%
4V051	66%	59%	31%	57%	12%	6%
4V071	16%	26%	57%	43%	0%	6%
4V031A	0%	0%	0%	0%	6%	6%
4V051A	0%	1%	5%	0%	53%	12%
4V071A	0%	0%	2%	0%	29%	69%
<b>Paygrade Distribution</b>						
E-1 to E-3	29%	15%	0%	0%	11%	6%
E-4	45%	34%	21%	14%	53%	6%
E-5	18%	31%	39%	43%	18%	38%
E-6	8%	12%	21%	14%	18%	13%
E-7	0%	8%	17%	29%	0%	38%
E-8	0%	0%	2%	0%	0%	0%
<b>Average number of Tasks</b>	64	105	164	117	101	160
<b>Average months TAFMS</b>	66	106	149	131	88	154
<b>Percent in First-Enlistment</b>	50%	24%	2%	0%	24%	6%
<b>Percent Supervising</b>	13%	21%	79%	71%	12%	62%

Below is an outline of the clusters and jobs identified through the job structure analysis. The stage (ST) or group (GP) number shown beside the title is a reference number assigned to the group by the CODAP. The symbol "N" denotes the number of respondents performing the job. The respondents forming these jobs account for 93 percent of the survey sample. The remaining 7 percent of the respondents perform tasks or series of tasks that did not allow the program to group them with members of these jobs. Figure 1 shows the distribution of the sample within career ladder jobs.

- I. OPTOMETRY CLUSTER (ST16, N=159)
  - A. Entry-Level Optometry Technicians Job (ST36, N=38)
  - B. Optometry Technicians Job (ST32, N=66)
  - C. NCOIC Optometry Job (ST33, N=42)
- II. PERSONNEL TRAINING JOB (ST15, N=7)
- III. OPHTHALMOLOGY CLUSTER (ST14, N=36)
  - A. Ophthalmology Technicians Job (ST25, N=17)
  - B. NCOIC Ophthalmology Job (ST27, N=16)

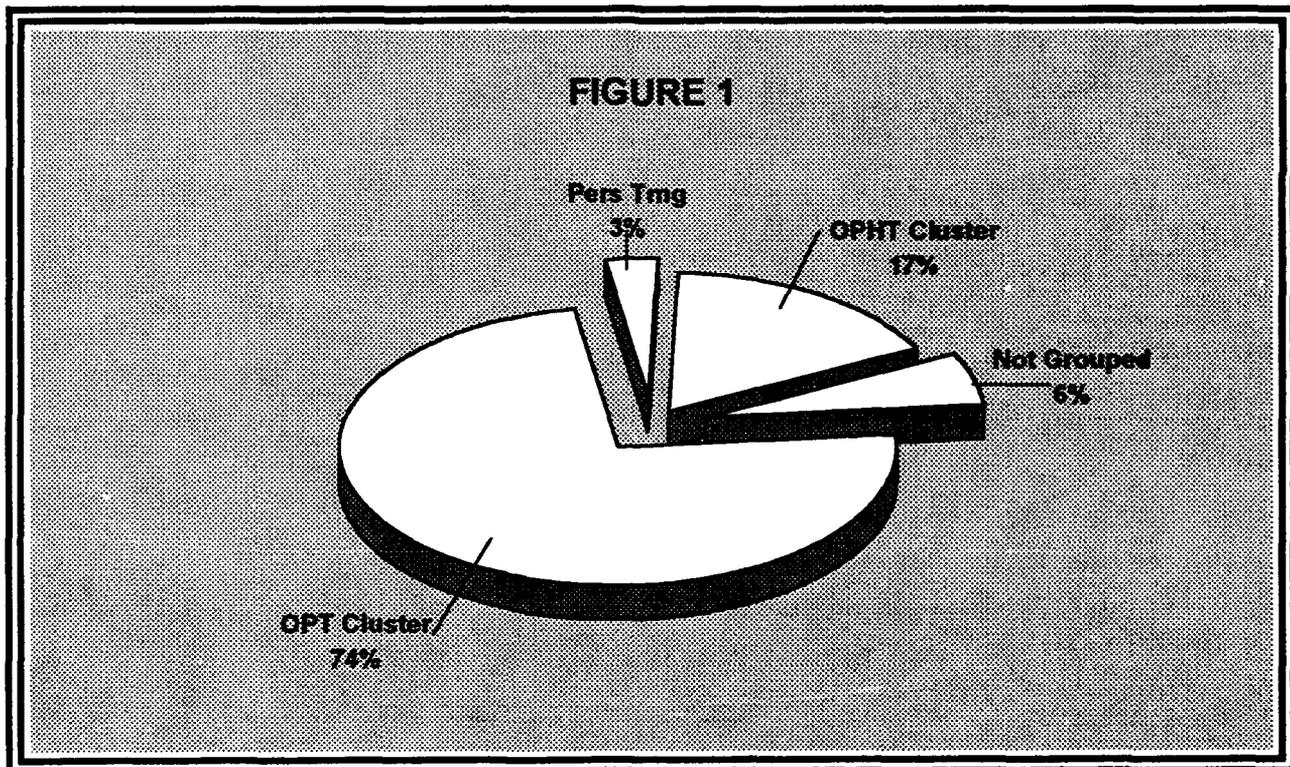


Table 3 presents the relative time spent on duties by respondents in career ladder jobs. Some of the differences among the identified jobs are outlined by the differences in duty performance shown in the table below. As shown, a substantial difference in time spent on spectacle ordering and dispensing exists between the Optometric and Ophthalmic jobs.

**TABLE 3**

**AVERAGE TIME SPENT ON DUTIES BY SPECIALTY JOB**

	Optometry Cluster			Ophthalmology Cluster		
	Ent Lvl	Opt	NCOIC	Pers	Opht	NCOIC
	<u>Opt</u>	<u>Tech</u>	<u>Opt</u>	<u>Trng</u>	<u>Tech</u>	<u>Opht</u>
A. Organizing and Planning	1	3	8	8	2	8
B. Directing and Implementing	1	2	8	8	2	7
C. Inspecting and Evaluating	1	4	11	10	1	9
D. Training	-	1	5	21	1	4
E. Performing General and Administrative and Supply Functions	20	26	25	17	17	20
F. Performing Optometry and Ophthalmology Support Activities	28	27	19	20	40	31
G. Ordering and Dispensing Spectacles	43	29	17	13	7	2
H. Performing Contact Lens Activities	4	6	4	3	2	1
I. Performing Ophthalmologic Activities	-	-	1	-	26	16
J. Performing Eye Donor Activities	-	-	-	-	-	1
K. Performing Medical Readiness Activities	2	2	2	1	3	2

Examples of unique jobs performed by the "not grouped" respondents included Supervisor Ophthalmology Survival Training, Supervisor Medical Plans and Readiness, and personnel performing lens fabrication and research-related activities at Armstrong Laboratories.

## Group Descriptions

The succeeding paragraphs contain descriptions of the clusters and jobs. Representative tasks for each of the identified clusters and jobs are contained in Appendix A.

An additional way of illustrating these jobs and clusters is to summarize tasks performed into groups of tasks (task modules) (TMs). These TMs are formed on the basis of the copformance of tasks and can be useful in displaying where job incumbents spend most of their time. The display used shows the number of tasks included in the module, the average of the percent members performing all the tasks within the module, the average percent time spent in the module, and the cumulative time spent (Cum) by the group as each module is listed. Representative TMs are listed as part of the job description. A complete listing of tasks associated with each TM is listed for reference in Appendix B. A complete, detailed listing of the TMs performed by each job, the percent members performing, and time spent data is contained in the Training Extract accompanying this OSR.

I. OPTOMETRY CLUSTER (ST16). The work performed in the Optometry cluster is the core work of the career ladder. The commonality of the jobs in this cluster is the performance of spectacle ordering, optometry and ophthalmology support activities, administrative, and supply functions. As a whole, the jobs within this cluster perform an average of 109 tasks.

A. Entry-Level Optometry Technicians Job (ST36). Members of this job spend the majority of their job time (43 percent) performing spectacle-ordering functions. An average of 64 tasks are involved in the performance of this job. Measuring and fitting spectacles, measuring multifocal segments heights, and other spectacle preparation, ordering, and repair functions are the primary functions performed. Other common functions include scheduling appointments, obtaining and initiating patient records, and performing basic visual tests. These functions account for over 90 percent of the job time. Typical tasks include:

- measure spectacle frame sizes
- adjust spectacles
- measure interpupillary distances
- measure trifocal segment height
- schedule appointments for patients
- order gas mask inserts manually
- return patient health records to outpatient records
- measure distant visual acuity with project-o-charts
- neutralize spectacle lenses

Representative modules for the job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u># OF TASKS</u>	<u>AVG PCT PFG</u>	<u>PCT TIME SPENT</u>	<u>CUM TIME SPENT</u>
2	Spectacle Ordering	22	88	42	42
4	Records and Administrative Functions	13	47	9	51
3	Initial Patient Visual Screening	4	72	7	58
5	Visual Testing	9	58	7	65

The above TM performance data reflect the emphasis on spectacle ordering functions present in this job. These modules account for 65 percent of the relative job time of the incumbents of this job.

Entry-Level Optometry Technicians average 5 years, 6 months of service, and 51 percent are in their first enlistment. Sixty-three percent hold the 5-skill level. The predominant paygrade is E-4, with 63 percent in paygrades E-4 and E-5. Incumbents of this job represent every MAJCOM except USAFA. Nineteen percent of these respondents are located overseas.

B. Optometry Technicians Job (ST32). The Optometry Technicians job is very similar in task performance to the Entry-Level Optometry Technicians job. Functions that distinguish this job involve administering ocular tests, reviewing patient histories, conducting case histories, and preparing medical records and request forms. Ordering and dispensing of spectacles, performing support activities, and performing general administrative and supply functions account for 82 percent of the incumbents relative job time. The 66 members of this job perform an average of 109 tasks. Examples of distinguishing tasks include:

- replace or tighten spectacle temple screws
- prepare patient count statistics
- answer patient inquiries
- brief patients on clinic policies
- prepare requisitions for local purchase of supply items
- perform periodic inventories of dated medications
- store or secure equipment, tools, or supplies

Representative TMs for this job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u># OF TASKS</u>	<u>AVG PCT PFG</u>	<u>PCT TIME SPENT</u>	<u>CUM TIME SPENT</u>
2	Spectacle Ordering	22	94	27	27
4	Records and Administrative Maintenance	13	81	11	38
10	Medical Supply	16	61	8	46
5	Visual Testing	9	75	6	52
6	Contact Lens Ordering and Distribution	9	63	5	57
3	Initial Patient Visual Screening	5	78	5	62

The above table outlines the change in task performance that exists between this job and the Entry-Level Optometry Technicians job. The increase in members performing tasks in the Records and Administrative module, along with the introduction of the tasks associated with the Medical Supply module, is part of the difference between this job and the Entry-Level Optometry Technicians job.

The incumbents of this job average over 8 and 1/2 years of service, with 24 percent in their first enlistment. The predominant paygrade for the group is E-4, with 75 percent of the incumbents in paygrades E-4 through E-6. Comprised of primarily 5-skill level personnel, this job is not MAJCOM specific. Consequently, personnel in this job represent all MAJCOMs. Twenty-one percent were located overseas.

C. NCOIC Optometry Job (ST33). The 42 respondents forming the NCOIC Optometry job perform an average of 164 tasks. Most of the technical functions, such as ordering, repairing, and fitting spectacles; maintaining optometry clinic forms and medications, and performing various ocular and vision tests are common to the other jobs within the cluster. This job differs from the other jobs in this cluster, primarily in the managerial and supervisory functions performed. NCOICs perform more coordination, supervisory, and planning activities. Typical tasks for this job include:

- determine or establish work priorities
- answer patient inquiries
- assign personnel to duty position or work crews
- establish work schedules
- evaluate budget requirements
- schedule appointments for patients
- inspect equipment, tools or supplies

Representative TMs for this job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u># OF TASKS</u>	<u>AVG PCT PFG</u>	<u>PCT TIME SPENT</u>	<u>CUM TIME SPENT</u>
2	Spectacle Ordering	22	92	15	15
10	Medical Supply	16	49	9	24
12	Work Coordination	17	78	9	33
4	Records and Administrative Maintenance	13	86	8	41
11	Administrative Evaluation	11	79	6	47

The above table shows the many administrative and coordination activities that are common to this job. Other modules such as Patient Administration, Visual Testing, Initial Visual Screening, and Contact Lens Distribution and Ordering were core functions of this job, but were not listed in the above TM table as these TMs cumulatively represent only 14 percent of the relative time spent for the job.

Members of this job average 12 years and 5 months of active duty service, and 60 percent hold the 7-skill level. Only two of the incumbents in this job are in their first enlistment. Seventy-nine percent of personnel holding this job are of paygrades E-5 to E-7. Incumbents of this job represent all MAJCOMs. Seventeen percent of these incumbents are located overseas.

II. PERSONNEL TRAINING JOB (ST15). The Personnel Training job involves the performance of an average of 117 tasks. Training-related tasks encompass 21 percent of incumbents' total job time. Many of the tasks common to the Optometry cluster are also major functions of this job; however, the discriminating functions of this job relate to training. These include the maintenance of training records and files, counseling, evaluating, and supervising trainees. Managerial and inspection functions are also key functions of this job. Some typical tasks include:

- maintain training records, charts, graphs, or files
- evaluate progress of trainees
- evaluate the effectiveness of training programs
- counsel trainees on training process
- evaluate personnel for training needs
- conduct OJT
- conduct self-inspections
- evaluate quality of patient care
- determine or establish work priorities

Representative TMs for this job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u># OF TASKS</u>	<u>AVG PCT PFG</u>	<u>PCT TIME SPENT</u>	<u>CUM TIME SPENT</u>
20	Training	15	54	12	12
2	Spectacle Ordering	22	73	12	24
12	Work Coordination	17	61	11	35
13	Training Evaluation	7	76	7	42
4	Records and Administrative Maintenance	13	53	6	48

The performance of training tasks is further outlined in the TM table above. Members of this job spent almost one-fifth of their job time performing training and training evaluation functions.

Members in this job have an average of almost 11 years of service. None of the incumbents are in their first enlistment, and most are in AETC. The primary paygrade of these incumbents is E-5, and all are at CONUS locations. Fifty-nine percent hold the 5-skill level.

III. OPHTHALMOLOGY CLUSTER (ST14). This cluster of jobs is very similar in function to the Optometry cluster. Many of the primary functions of the career field, such as patient administration and other administrative and supply functions, are also core to this cluster. The primary discriminator of this cluster of jobs is the focus on ophthalmic activities. As a whole, the work performed in this cluster of jobs involves performance of an average of 130 tasks.

A. Ophthalmology Technicians Job (ST25). Optometry Technicians spend almost 65 percent of their relative job time performing ophthalmic activities and ophthalmic support activities. These activities focus on the setup and assistance in ophthalmic surgery, assembly of surgical equipment and supplies, and the administration of ophthalmic medication and tests. The 17 members of this job perform an average of 101 tasks. The discriminating tasks of this job include:

- scrub and gown for major surgery
- assist ophthalmologist in chalazion surgery
- assist ophthalmologist in removal of pterygium
- perform visual screenings of patients
- perform application tonometry tests
- brief patients concerning minor surgical procedures
- instill ophthalmic therapeutic solutions
- prepare pathology report forms

Representative TMs for this job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u># OF TASKS</u>	<u>AVG PCT PFG</u>	<u>PCT TIME SPENT</u>	<u>CUM TIME SPENT</u>
17	Ophthalmic Assisting	26	81	26	26
5	Visual Testing	9	93	10	36
4	Records and Administrative Maintenance	13	56	8	44
8	Miscellaneous Testing and Measurement	10	73	8	52
2	Spectacle Ordering	22	42	8	60
3	Initial Patient Visual Screening	5	76	5	65

These modules show this job's focus on ophthalmic activities. It also conveys this job's substantial focus on testing and other patient care-related functions as compared with the jobs within the Optometry cluster.

Sixty-five percent of respondents holding this job are qualified at the 5-skill level. Similar to the jobs within the Optometry cluster, all MAJCOMs are represented in this job. Eighty-eight percent are stationed at CONUS locations. The average time in service is just over 7 years, with 24 percent of the incumbents in their first enlistment. Incumbents of this job are primarily in the paygrade E-4.

B. NCOIC Ophthalmology Job (ST27). The NCOIC Ophthalmology job has a relatively broad focus. This job involves the performance of an average of 160 tasks. Members of the NCOIC Ophthalmology job also perform many managerial and supervisory functions, such as determining work priorities, performing inspections, and evaluating and assigning personnel evaluation and assignment. The 16 members of this job also spend a large portion of their job time performing patient assistance functions, such as scheduling appointments and briefing patients. Some typical tasks are:

- answer patient inquiries
- schedule appointments for patients
- schedule patients for surgery
- brief patients concerning minor surgical procedures
- brief patients on clinic policies
- plan or schedule work assignments
- conduct self-inspections

establish organizational priorities  
 assemble supplies and instruments for use during surgery  
 assist ophthalmologist in chalazion surgery

Representative TMs for this job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u># OF TASKS</u>	<u>AVG PCT PFG</u>	<u>PCT TIME SPENT</u>	<u>CUM TIME SPENT</u>
17	Ophthalmic Assisting	26	85	16	16
12	Work Coordination	17	67	7	23
10	Medical Supply	16	69	7	30
4	Records and Administrative Maintenance	13	70	6	36
5	Visual Testing	9	94	6	42

The job's focus on Ophthalmic Assisting and managerial functions is outlined by the above TM performance data. Similar to the NCOIC Optometry, this job involves the performance of several other modules. These modules include Administrative Evaluation, Miscellaneous Testing and Measurement, Initial Patient Testing and Evaluation, Patient Administration, and Spectacle Ordering, and cumulatively represent 20 percent of the incumbents' relative job time.

Seven-skill level personnel make up 75 percent of this job. Overall, the members have an average of almost 13 years of service. Over 69 percent of the incumbents are in paygrades E-5 and E-7. Only one of the incumbents of this job is in the first enlistment. USAFE, AETC, AMC, and AFMC are the predominant MAJCOMs. Twenty-five percent of the incumbents of this job are at CONUS locations.

### COMPARISON OF CURRENT JOB STRUCTURE TO PREVIOUS STUDY

The current job structure was compared with the previous OSR (AFPT 90-427-769, August 1987). Table 4 lists the major jobs reported in the current study and their equivalents in the previous study. The career ladder has remained relatively stable over the period between the two studies. The previous study also identified the different levels of Optometry and Ophthalmology assistants. These different levels were grouped together in Optometry Personnel.

**TABLE 4****SPECIALTY JOB COMPARISONS BETWEEN  
CURRENT AND 1987 SURVEY**

<b>Current Survey</b>		<b>1987 Survey</b>	
<b>Entry Level Optometry Technicians Job</b>	<b>19%</b>	<b>Optometry Personnel</b>	<b>-</b>
<b>Optometry Technicians</b>	<b>33%</b>	<b>Optometry Personnel</b>	<b>72%</b>
<b>NCOIC Optometry</b>	<b>21%</b>	<b>Optometry Superintendents</b>	<b>1%</b>
<b>Personnel Training</b>	<b>4%</b>	<b>Instructor Personnel</b>	<b>1%</b>
<b>Ophthalmology Technicians</b>	<b>9%</b>	<b>Ophthalmology Personnel</b>	<b>-</b>
<b>NCOIC Ophthalmology</b>	<b>8%</b>	<b>Ophthalmology Personnel</b>	<b>19%</b>
<b>Not Grouped</b>	<b>6%</b>	<b>Not Grouped</b>	<b>7%</b>

**ANALYSIS OF DAFSC GROUPS**

An analysis of DAFSC groups, along with the career ladder structure, is an integral part of an OSR. The DAFSC analysis examines the differences in tasks performed by persons of different skill levels. This information can be used to evaluate how well career ladder documents, AFMAN 36-2108 Specialty Descriptions and the STS, reflect what is being done in the field. Table 5 shows the distribution of skill-level members within identified career ladder jobs. As shown, there is limited cross utilization between Optometry and Ophthalmology personnel. This cross utilization is reflected by the number of A-shred personnel working in the Optometry cluster and Optometry assistants in the Ophthalmology cluster.

**TABLE 5**

**DISTRIBUTION OF SKILL-LEVEL MEMBERS  
ACROSS CAREER LADDER JOBS**

<b>JOB</b>	<b>4V031A/</b>				
	<b>4V031</b> <b>(N=23)</b>	<b>4V051</b> <b>(N=96)</b>	<b>4V071</b> <b>(N=58)</b>	<b>4V051A</b> <b>(N=19)</b>	<b>4V071/A</b> <b>(N=19)</b>
<b>Optometry Cluster</b>	<b>96%</b>	<b>86%</b>	<b>84%</b>	<b>16%</b>	<b>11%</b>
<b>Entry Level Optometry</b>					
<b>Technicians</b>	<b>(30%)</b>	<b>(26%)</b>	<b>(10%)</b>	<b>-</b>	<b>-</b>
<b>Optometry Technicians</b>	<b>(39%)</b>	<b>(41%)</b>	<b>(29%)</b>	<b>(5%)</b>	<b>-</b>
<b>NCOIC Optometry</b>	<b>(9%)</b>	<b>(14%)</b>	<b>(41%)</b>	<b>(11%)</b>	<b>(5%)</b>
<b>Personnel Training</b>	<b>-</b>	<b>4%</b>	<b>5%</b>	<b>-</b>	<b>-</b>
<b>Ophthalmology Cluster</b>	<b>-</b>	<b>3%</b>	<b>3%</b>	<b>79%</b>	<b>84%</b>
<b>Ophthalmology Technicians</b>	<b>-</b>	<b>(2%)</b>	<b>-</b>	<b>(53%)</b>	<b>(26%)</b>
<b>NCOIC Ophthalmology</b>	<b>-</b>	<b>(1%)</b>	<b>(2%)</b>	<b>(16%)</b>	<b>(58%)</b>
<b>Not Grouped</b>	<b>4%</b>	<b>7%</b>	<b>8%</b>	<b>5%</b>	<b>5%</b>

A typical pattern of progression exists within the AFSC 4V0X1/A career ladder. Personnel at the 3- and 5-skill levels spend more time performing the more basic tasks. Seven-skill level personnel perform more administrative and managerial tasks, along with many career ladder specific supply tasks.

Skill-Level Descriptions

**DAFSC 4V031.** As shown in Table 5, 9 of the 23 3-skill level personnel (39 percent) are working in the Optometry Technicians job, with an additional 7 percent working in the Entry Level Optometry job. The aimen in the 3-skill level group represent 11 percent of the total sample. Performing an average of 78 tasks, the 3-skill level personnel spend over 86 percent of their relative job time on the general administrative supply and support activities inherent to the career field. These tasks involve primarily the servicing, ordering, and dispensing of spectacles; performing common visual screenings; and scheduling appointments for patients. Table 6 displays TMs performed by 3-skill level personnel. These modules reflect the administrative nature of the work 3-levels perform and are quite similar to the modules common to the Optometry Technicians job.

**TABLE 6****DAFSC 4V031 TASK MODULE PERFORMANCE**

<b>Module Title</b>	<b>Number of Tasks</b>	<b>Percent Job Time</b>	<b>Cumulative Percent</b>
<b>Spectacle Ordering</b>	<b>22</b>	<b>37</b>	<b>37</b>
<b>Records and Administrative Maintenance</b>	<b>13</b>	<b>8</b>	<b>45</b>
<b>Visual Testing</b>	<b>9</b>	<b>7</b>	<b>52</b>

DAFSC 4V051. As outlined in Table 5, 39 of the 5-skill level personnel work within the Optometry Technicians job, and an additional 38 work in the other jobs within the Optometry cluster. This group of 96 members (45 percent of the total sample) performs an average of 99 tasks. Table 7 shows the representative TMs performed by the group.

**TABLE 7****DAFSC 4V051 TASK MODULE PERFORMANCE**

<b>Module Title</b>	<b>Number of Tasks</b>	<b>Percent Job Time</b>	<b>Cumulative Percent</b>
<b>Spectacle Ordering</b>	<b>22</b>	<b>29</b>	<b>29</b>
<b>Records and Administrative Maintenance</b>	<b>13</b>	<b>9</b>	<b>38</b>
<b>Medical Supply</b>	<b>16</b>	<b>6</b>	<b>44</b>
<b>Visual Testing</b>	<b>9</b>	<b>6</b>	<b>50</b>

These respondents perform a substantial number of the same tasks that are being performed by the 3-skill level personnel. However, this group of incumbents has a greater emphasis on medical supply functions. The decrease in time spent in the Spectacle Ordering module, coupled with the inclusion of the Medical Supply module, are representative of the differences between the 3- and 5-skill level personnel. Twenty-three percent of DAFSC 4V051 members report having supervisory responsibilities. Table 8 further outlines differences in task performance between the 3- and 5-skill level groups.

**TABLE 8**

**REPRESENTATIVE TASK DIFFERENCES BETWEEN  
DAFSC 4V031 AND 4V051  
(PERCENT MEMBERS PERFORMING)**

TASKS	DAFSC	DAFSC	Difference
	4V031 (N=23)	4V051 (N=96)	
E114 Coordinate standard medical supply purchases with medical material	17	54	-37
E148 Review using activity issue or turn-in lists	9	43	-34
H299 Insert or remove patient contact lenses	39	65	-26
F160 Administer Farnsworth D-15 Hue tests	17	43	-26
F242 Perform pinhole disc tests	26	47	-21
F170 Apply eye patches	52	73	-21
F228 Perform confrontation visual fields tests	13	33	-20
F234 Perform eye irrigations	17	37	-20
E137 Prepare patient count statistics	44	64	-20
E151 Turn in equipment, tools, or supplies	46	66	-20

DAFSC 4V071. A large percentage (45 percent) of this group are working in the NCOIC Optometry job. DAFSC 4V071 personnel, representing 27 percent of the sample, performed an average of 132 tasks. The members of this group perform a substantial number of supervisory

**TABLE 9**

**DAFSC 4V071 TASK MODULE PERFORMANCE**

Module Title	Number of Tasks	Percent Job Time	Cumulative Percent
Spectacle Ordering	22	19	19
Records and Administrative Maintenance	13	9	28
Medical Supply	16	9	37
Work Coordination	17	7	44
Administrative Evaluation	11	5	49
Visual Testing	9	6	53

and managerial tasks, as compared with the 3- and 5-skill level groups. These tasks primarily deal with supervising, training, and evaluating personnel; determining work priorities; and maintaining and ordering clinic medications. Seven-skill level personnel also perform many of the supply functions of the career field, including coordinating the purchase of materials, tools, and supplies; preparing requisitions for supplies; inventorying supplies; and inspecting and evaluating the reparability and servicing of equipment tools and supplies. Table 9 shows the representative TMs performed by personnel in this skill-level group. As noted, 7-skill level personnel are performing a larger number of administrative and managerial tasks. Eighty-two percent of the group report having supervisory responsibilities. As shown in Table 10, the primary differences between the 5- and 7-skill levels are the increases in managerial and supply-related tasks performed at the 7-skill level.

**TABLE 10**  
**REPRESENTATIVE TASK DIFFERENCES BETWEEN**  
**DAFSC 4V051 AND 4V071**  
**(PERCENT MEMBERS PERFORMING)**

<b>TASKS</b>	<b>DAFSC 4V051 (N=96)</b>	<b>DAFSC 4V071 (N=58)</b>	<b>Difference</b>
<b>C75 Write EPRs</b>	15	62	-47
<b>B43 Supervise Optometry Journeymen (AFSC 4V051)</b>	16	59	-43
<b>A8 Establish organizational policies, such as operating instructions (OIs) or standing operating procedures</b>	16	62	-38
<b>A9 Establish performance standards for subordinates</b>	16	53	-37
<b>E153 Write letters of justification for supply related matters</b>	34	69	-35
<b>E121 Inventory equipment, tools, or supplies</b>	47	76	-29
<b>E122 Issue or log turn-ins of equipment, tools, or supplies</b>	39	67	-28
<b>C55 Evaluate clinic requirements for personnel or equipment</b>	32	60	-28
<b>E150 Store or secure equipment, tools, or supplies</b>	64	88	-24

**DAFSCs 4V031A/51A.** This group of 19 members (9 percent of the total sample) was discussed together because there were so few of them. They perform an average of 103 tasks. Only three of the members of the group hold DAFSC 4V031A. The DAFSC 4V031A personnel are almost identical in task performance to DAFSC 4V051A.

**TABLE 11**

**DAFSC 4V031A/4V051A TASK MODULE PERFORMANCE**

Module Title	Number of Tasks	Percent Job Time	Cumulative Percent
Ophthalmic Assisting	26	23	23
Spectacle Ordering	22	9	32
Visual Testing	9	8	40
Records and Administrative Maintenance	13	8	48
Initial Patient Visual Screening	10	7	55

Unlike the Optometry personnel, spectacle-ordering functions comprise only a small portion of the work performed by the group. This group of personnel spends over 58 percent of its job time performing ophthalmic and ophthalmic support activities. Additionally, these respondents spend a larger portion of their relative job time performing patient care-related functions as compared with the DAFSC 4V0X1 personnel. Table 11 shows the primary TMs performed by the group. The decreased amount of time spent in the Spectacle Ordering module, coupled with the inclusion of the Ophthalmology Assisting module, represents the most substantial difference between this group and the AFSC 4V051 group. As outlined in Table 5, the majority of this group works within the Ophthalmology Technicians job. Twenty-five percent of these respondents report having supervisory responsibilities.

**DAFSC 4V071A.** These 19 respondents spend 50 percent of their relative job time performing 69 tasks. (DAFSC 4V071A personnel, representing 9 percent of the sample.) Fifty-eight percent of this group are working within the NCOIC jobs. The members of this group spend over 52 percent of their time performing ophthalmic and ophthalmic support activities. Unlike the DAFSC 4V031A/51A group, these respondents spend an additional 20 percent of their job time performing tasks regarding inspection, evaluation, planning, and supervision. Forty-seven percent of this group report having supervisory responsibilities.

As shown in Table 12, DAFSC 4V071A personnel also spend 12 percent of their time performing visual testing and screening. DAFSC 4V071A personnel spend very little time performing spectacle-ordering functions. The absence of the spectacle-ordering functions, along with the performance of work coordination activities, is the primary difference between this group and the combined 3- and 5-skill level group.

**TABLE 12**

**DAFSC 4V071A TASK MODULE PERFORMANCE**

Module Title	Number of Tasks	Percent Job Time	Cumulative Percent
<b>Ophthalmic Assisting</b>	26	22	22
<b>Medical Supply</b>	16	8	30
<b>Visual Testing</b>	9	7	37
<b>Records and Administrative Maintenance</b>	13	6	43
<b>Work Coordination</b>	17	6	48
<b>Initial Patient Visual Screening</b>	10	5	54

Summary

Personnel in AFSC 4V0X1/A progress typically through the career ladder. As shown in Table 5, the 3-skill level personnel spend the majority of their time performing the more common functions involving the ordering and dispensing of spectacles. Five-skill level personnel perform many of the same tasks, with the addition of several larger numbers of technical tasks with a broader focus of tasks. Seven-skill level personnel are performing primarily supervisory and managerial functions, while continuing to perform limited numbers of technical tasks.

**ANALYSIS OF AFMAN 36-2108 SPECIALTY DESCRIPTIONS**

Survey data were compared to the AFMAN 36-2108 *Specialty Descriptions* for Optometry/Ophthalmology career ladder (AFSCs 4V0X1/A) dated 15 March 1991. The descriptions of the 3-, 5-, and 7-skill levels are generally supported by the data. The descriptions accurately depict the spectacle ordering, servicing, and maintenance being performed at all levels. The descriptions also accurately outline the supervisory responsibilities performed by 7-skill level personnel. However, the specialty summary does not mention the primary functions of the Ophthalmology assistant. Since ophthalmic support functions make up a large portion of the

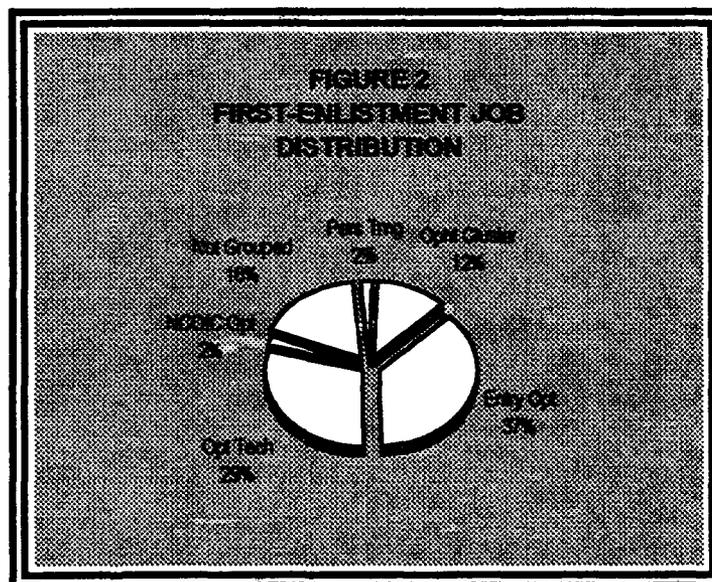
Ophthalmology Technicians job, these functions should be mentioned in the specialty summary. Additionally, the specialty descriptions do not mention which ophthalmic functions may be performed by Optometry assistants. These are areas that were reviewed and revised at the U&TW for AFSC 4V0X1/A from 9 May to 12 May 1994.

## TRAINING ANALYSIS

Occupational surveys provide a source of information that can be very useful in the development and review of training programs. Through the use of OSR data, one can more accurately determine what first-enlistment personnel are doing as a group and subsequently develop training programs more suitable to their needs. Factors used in evaluating training include the overall description of jobs performed by first-enlistment personnel, the distribution of first-enlistment personnel (1-48 months' TAFMS) among career ladder jobs, percentages of first-enlistment and first-job (1-24 months' TAFMS) personnel using certain equipment, and TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

### First-Enlistment Personnel

In the AFSC 4V0X1/A sample, there are 51 airmen in their first enlistment. They represent 24 percent of the total sample. Only four of the first-enlistment personnel in the sample are AFSC 4V0X1A. Figure 2 shows the distribution of first-enlistment members throughout career ladder jobs. As shown, 60 percent of all first-enlistment personnel are working within the Optometry Technicians and Entry Level Optometry Technicians jobs. First-enlistment respondents holding AFSC 4V0X1A work in the Ophthalmology cluster.



**TABLE 13**

**AVERAGE PERCENT TIME SPENT ON DUTIES**

	<u>Percent Time Spent</u>
A. Organizing and Planning	2
B. Directing and Implementing	2
C. Inspecting and Evaluating	3
D. Training	2
E. Performing General Administrative and Supply Activities	21
F. Performing Optometry and Ophthalmology Support Activities	27
G. Ordering and Dispensing Spectacles	35
H. Performing Contact Lens Activities	5
I. Performing Ophthalmologic Activities	1
J. Performing Eye Donor Activities	-
K. Performing Medical Readiness Activities	2

**TABLE 14**

**DIFFERENCES IN EQUIPMENT USED BY  
FIRST-ENLISTMENT PERSONNEL**

	AFSC 4V0X1 (N=47)	AFSC 4V0X1A (N=4)
Frame Warmer	94	0
Geneva Lens Clock	83	25
Spectacle Frame Repair Set	85	25
Phako Emulsifier	6	100
Ophthalmic B-Scan	9	100
Ophthalmic A-Scan	11	100
Ophthalmic Laser	2	75
Exophthalmometer	4	75
Cautery Unit	6	75
Prism Bars (Horizontal & Vertical)	9	75
Goldman Perimeter	11	75
Transilluminator	11	75
Direct Ophthalmoscope	15	75
Stethoscope	21	75

First-enlistment members perform essentially the same tasks as the 3-skill level personnel. These functions include primarily spectacle ordering, repair, and fitting tasks. First-enlistment personnel are also performing several vision tests, such as measuring visual acuity, performing visual fields testing, and performing tonometry tests. As shown in Table 13, approximately 67 percent of first-enlistment respondents' relative job time is spent performing spectacle ordering and support duties.

Optometry and Ophthalmology respondents, falling within the first-enlistment group, report using many of the same equipment items. These items include different models of occluders, lensometers, and tonometers, Titmus Stereo Fly Testers, Humphrey Field

Analyzers, Fundus Cameras, Autoprojectors, and Amsler Grid Charts.

In addition to these common equipment items, some equipment are common to only Optometry first-enlistment personnel, while others are more commonly used by Ophthalmology first-enlistment personnel. Table 14 lists these equipment items, along with the percentages of each group using them. As outlined in the table, the items more commonly used by Optometry personnel are primarily spectacle fitting and repair items. Items used more commonly by Ophthalmology personnel deal more with ophthalmic functions.

Table 15 shows some of the common tasks being performed by first-enlistment personnel. These tasks further emphasize the extent of the spectacle ordering functions performed by the first-enlistment personnel.

<b>TASKS</b>	<b>PERCENT MEMBERS PERFORMING</b>
G276 Measure bifocal segment heights	100
G273 Measure interpupillary distances	98
G263 Adjust spectacles	98
G277 Measure trifocal segment heights	98
G289 Replace or tighten spectacle temple screws	94
G281 Neutralize spectacle lenses	96
G274 Measure spectacle frame sizes	94
G292 Replace spectacle temples	91
F219 Perform central visual fields tests using Humphrey Field Analyser	91
G294 Verify spectacles against prescriptions	91
G280 Modify spectacles to fit individual patients	89
G287 Reorder spectacles to replace broken, damaged, or lost spectacles	89
G288 Replace or tighten spectacle hinge rivets	89
E149 Schedule appointments for patients	83
F204 Measure near visual acuity with near-point cards	83
G271 Maintain spectacle prescription logbooks	83
G282 Notify patients of arrival of spectacle orders	81
G172 Maintain spectacle prescription order suspense files	81
G285 Order spectacles manually	81
F190 Interpret eyewear prescriptions	79

### TE and TD Data

TE and TD data are secondary factors that can assist technical school personnel in deciding what skills should be emphasized in entry-level training. These ratings, based on the judgment of senior Optometry and Ophthalmology assistants working at operational units in the field, were collected to provide training personnel with a rank ordering of tasks operational personnel considered important for formal training (TE), along with a measure of the difficulty of those tasks (TD). These data, when combined with percent of first-enlistment personnel performing tasks, can be used to determine if training adjustments are necessary.

To assist training development personnel, AFOMS developed a computer program that uses these tasks factors and the percentage of first-enlistment personnel performing tasks to produce Automated Training Indicators (ATI). ATI correspond to training decisions listed and defined in the Training Decision Logic table found in Attachment 1, AETCR 52-22. ATI allows training developers to quickly focus attention on those tasks that are most likely to qualify for ABR course consideration.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TE and TD, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.

**TABLE 16**

**TASKS RATED HIGHEST IN TRAINING EMPHASIS**

<u>TASKS</u>	<u>TNG</u>	<u>Percent</u> <u>Members</u> <u>Performing</u>		<u>TASK</u> <u>DIFF</u>
		<u>1st</u> <u>Job</u> <u>(N=21)</u>	<u>1st</u> <u>ENL</u> <u>(N=51)</u>	
G281 Neutralize spectacle lenses	7.82	95	96	4.67
G276 Measure bifocal segment heights	7.64	100	100	3.73
G273 Measure interpupillary distances	7.64	100	98	3.62
G277 Measure trifocal segment heights	7.59	95	98	3.82
G294 Verify spectacles against prescriptions	7.55	81	91	3.72
F190 Interpret eyewear prescriptions	7.41	81	79	4.51
G274 Measure spectacle frame sizes	7.36	90	94	3.38
F236 Perform non contact tonometry (NCT) tests using Reichart NCT I or NCT II	7.23	76	66	4.61
G263 Adjust spectacles	7.09	95	98	4.23
F178 Conduct patient case histories	7.05	62	66	3.92
F188 Instill ophthalmodiagnostic solutions	7.01	48	55	4.03
F261 Transpose cylinder forms	6.91	71	55	4.03
G280 Modify spectacles to fit individual patients	6.91	81	89	4.86
F175 Calculate multifocal to near prescriptions	6.82	62	72	4.08
F253 Perform visual screenings of patients	6.82	48	53	4.64

TE MEAN = 2.59, S.D.=1.87, High TE = 4.46

TD MEAN = 5.00, S.D. =1.00

Table 16 lists the tasks rated highest in TE. Included for each task are the percentage of first-job and first-enlistment personnel performing and the TD rating. Most of these tasks are spectacle measurement and common visual testing and screening tasks.

**TABLE 17**

**TASKS RATED HIGHEST IN TASK DIFFICULTY**

<b>TASK</b>	<b>TASK DIFF</b>	<b>Percent members Performing</b>			<b>TNG EMP</b>
		<b>1st ENL (N=51)</b>	<b>5-Level (N=112)</b>	<b>7-Level (N=77)</b>	
<b>F247 Perform retinoscopy examinations</b>	<b>7.94</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>1.01</b>
<b>F246 Perform refractions</b>	<b>7.82</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>1.64</b>
<b>F235 Perform gonioscopy examinations</b>	<b>7.69</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0.73</b>
<b>F248 Perform slit lamp examinations using aspheric lens</b>	<b>7.56</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>1.05</b>
<b>J345 Draw blood from donors</b>	<b>7.38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.27</b>
<b>I311 Administer fluorescein angiograms</b>	<b>7.27</b>	<b>9</b>	<b>6</b>	<b>7</b>	<b>1.01</b>
<b>F185 Fabricate ophthalmic lenses</b>	<b>7.14</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2.23</b>
<b>D90 Develop Career Development Courses</b>	<b>7.08</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0.59</b>
<b>H304 Modify rigid gas permeable contact lenses</b>	<b>7.08</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>1.77</b>
<b>H303 Modify hard contact lenses</b>	<b>7.08</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>1.51</b>
<b>TE MEAN = 2.59, S.D. = 1.87, High TE =4.46</b>					
<b>TD MEAN = 5.00, S.D. = 1.00</b>					

Tasks having the highest TD ratings are listed in Table 17. The tasks of most concern to training are technical tasks with over 20 percent of the first-enlistment personnel performing and having high TE and TD. Note most of the tasks with high TD have low percent members performing TE and low ratings. These tasks generally regard performing medical examinations and performing modifications to rigid and hard contact lenses.

Specialty Training Standard (STS)

Technical school personnel from the 3796th Biomedical Training Squadron, Sheppard AFB TX, matched JI tasks to sections and subsections of the Optometry Assistants STS and to the ABR4V0X1 POI. Listings of the STS and POI were then produced, showing tasks matched, percent members performing the tasks, and the TE and TD ratings for each matched task. These listings are included in the TRAINING EXTRACT accompanying this report. Criteria set forth in AFI 36-2623 and ATCR 52-22, paragraph 3, were used to review the relevance of each STS

element that had a task matched to it. Any element with matched tasks performed by 20 percent or more first-job (1-24 months' TAFMS), first-enlistment (1-48 months' TAFMS), 5-, or 7-skill level AFSC 4V0X1 members, is considered to be supported and should be part of the STS.

Using these preestablished criterion groups, four STS paragraphs are unsupported. These unsupported paragraphs are listed in Table 18. SMEs, attending the U&TW for AFSC 4V0X1/A held 9-14 May 1994, reviewed these paragraphs and have since eliminated these areas from the revised STS.

**TABLE 18**

**STS PARAGRAPHS NOT SUPPORTED BY OSR DATA**

STS REFERENCE/TASKS	3-LVL Course	Percent Members Performing				TASK DIFF	
		Prof	TNG	1st	5-LVL		7-LVL
		Code	EMP	ENL	(N=96)		(N=58)
15a(3)(e). Take and record distant visual acuity using the night vision goggles	--						
F239 Perform night vision goggles tests		1.5	2	4	2	5.85	
17a(1). Polish gas permeable contact lenses	2b						
H307 Polish rigid gas permeable contact lenses		1.6	6	8	7	5.33	
17b(2). Perform Schiottz tonometry	--						
F212 Perform Schiottz tonometry tests		1.1	0	1	9	6.39	
17e. Use slit lamp	--						
F248 Perform slit lamp examinations using aspheric lenses		1.1	0	2	5	7.56	
F249 Perform slit lamp examinations, other than using aspheric lens		1.6	6	15	10	6.98	
F260 Take slit lamp photographs of eyes		2.2	13	19	7	6.12	
TE MEAN = 2.59, S.D. = 1.87, High TE = 4.46							
TD MEAN = 5.00, S.D. = 1.00							

Twelve technical tasks performed by more than 20 percent of personnel within criterion groups were not matched to the STS. They are listed in Table 19. Several of these tasks deal with supply functions performed by large percentages of the 7-skill level personnel. These tasks, reviewed by AFSC 4V0X1/A U&TW attendees, were subsequently included in the STS and will be part of the newly developed 7-level CDC.

**TABLE 19**

**TECHNICAL TASKS NOT REFERENCED TO STS**

<u>TASKS</u>	Percent Members Performing				<u>ING</u> <u>EMP</u>	<u>TSK</u> <u>DIFF</u>
	<u>1st</u>	<u>1st</u>	<u>5-</u>	<u>7-</u>		
	<u>JOB</u>	<u>ENL</u>	<u>LVL</u>	<u>LVL</u>		
E115 Establish requirements for equipment, tools, or supplies	10	30	51	71	2.36	5.13
E118 Evaluate supply problems	19	32	42	62	1.64	5.22
E146 Review health records of patients prior to appointments	43	47	69	86	4.05	3.38
E147 Review patient history forms	48	62	69	74	4.51	3.38
F160 Administer Farnsworth D-15 Hue tests	24	36	43	29	2.59	3.81
F173 Apply pressure dressings	19	30	34	47	3.41	4.11
F175 Calculate multifocal to near prescriptions	62	72	79	86	6.82	4.08
F180 Correlate case histories with diagnoses	19	19	32	40	3.59	5.75
F181 Correlate case histories with vision screenings	19	26	34	45	4.14	5.61
F182 Correlate vision screenings with patient diagnoses	14	15	26	38	3.51	5.71
F184 Evaluate results of eye tests	10	15	30	50	5.09	5.41
F257 Set up clinic equipment for use, other than ophthalmic surgical equipment	43	53	45	31	2.45	4.34

Plan of Instruction (POI)

Technical school SMEs matched JI tasks to learning objectives of the current POI. A similar method to that of the STS was employed to review the POI. The specific data examined included percent members performing data for first-job (1-24 months' TAFMS) and first-enlistment (1-48 months' TAFMS) personnel, TE, and TD ratings. ATI ratings for each task were also used.

An analysis of data matched to POI objectives for AFSC 4V031 showed that all POI blocks are supported by OSR data. Table 20 contains tasks performed by greater than 30 percent of first-enlistment personnel, but not matched directly to POI objectives. These nine tasks deal primarily with the administering or performance of visual tests and taking photographs of the eyes.

**TABLE 20**

**TECHNICAL TASKS NOT REFERENCED TO POI  
(With 1st Enlistment Percent Members Responding)**

<u>TASKS</u>	<u>TNG</u> <u>EMP</u>	<u>1ST</u> <u>ENL</u>	<u>ATI</u>	<u>TSK</u> <u>DIFF</u>
F157 Administer autorefractors	3.36	32%	5	3.89
F160 Administer Farnsworth-Munsell D-15 Hue tests	2.59	36%	5	3.81
F163 Administer ophthalmic ointments	5.32	62%	18	4.03
F173 Apply pressure dressings	3.41	30%	15	4.11
F244 Perform red lens tests	4.14	51%	17	4.03
F257 Set up clinic equipment for use, other than ophthalmic surgical equipment	2.45	53%	16	4.34
F258 Take external photographs of the eyes	3.95	36%	15	5.22
F259 Take fundus photographs of eyes	5.5	79%	18	5.81
H301 Maintain contact lens diagnostic fitting sets	3.23	32%	15	4.44

## JOB SATISFACTION ANALYSIS

Review of the job satisfaction data can give career ladder managers a better understanding of some of the factors that may affect job performance of airmen in the career ladder. In addition to background questions and task statements, the survey booklet included questions on job satisfaction. These questions covered job interest, utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the survey sample were compared to the previous survey of the career ladder, to job satisfaction data from related specialties surveyed in 1992, and across career ladder jobs identified in the (SPECIALTY JOBS) section of the OSR.

Table 21 shows the comparison of AFSCs 4V0X1 and 4V0X1A personnel to similar groups from other medical specialties surveyed during the previous year. This comparative sample included AFSC 4J0X2 (Physical Therapy) and AFSC 4P0X1 (Pharmacy). AFSC 4V0X1 personnel report a consistently lower job interest, perceived utilization of talents, and sense of accomplishment than the Ophthalmology personnel and the comparative sample of medical specialties. The reenlistment intentions of AFSC 4V0X1A personnel are particularly low in the career group.

TABLE 21

COMPARISON OF TAFMS GROUP JOB SATISFACTION INDICATORS  
(PERCENT MEMBERS RESPONDING)

	1-48 Months TAFMS			49-96 Months TAFMS			97+ Months TAFMS		
	DAFSC 4V0X1 (N=51)	DAFSC 4V0X1A (N=4)	Comp Sample (N=341)	DAFSC 4V0X1 (N=38)	DAFSC 4V0X1A (N=15)	Comp Sample (N=231)	DAFSC 4V0X1 (N=92)	DAFSC 4V0X1A (N=19)	Comp Sample (N=387)
<b>Expressed Job Interest:</b>									
Interesting	70	100	78	68	93	81	67	90	82
So-So	13	0	12	24	0	14	15	5	11
Dull	17	0	9	8	7	5	13	5	7
<b>Perceived Utilization of Talents:</b>									
Fairly Well to Perfectly	72	75	83	79	87	83	76	74	86
Very Little to Not At All	28	25	17	21	13	17	20	26	14
<b>Perceived Utilization of Training:</b>									
Fairly Well to Perfectly	83	75	89	92	93	90	76	63	89
Very Little to Not At All	17	25	11	8	7	10	22	37	11
<b>Sense of Accomplishment From Work:</b>									
Satisfied	62	75	72	71	87	72	60	58	73
Neutral	23	0	9	11	0	12	13	0	9
Dissatisfied	15	25	19	18	13	16	25	42	17
<b>Reenlistment Intentions:</b>									
Will/Probably Will Reenlist	66	50	52	55	67	67	75	52	78
Will Not/Probably Will Not	32	50	48	42	33	32	8	16	8
Reenlist	0	0	0	0	0	1	17	32	14
Will Retire									

Table 22 outlines the changes in job satisfaction indicators between the current and previous surveys. As can be seen, the responses of career field members have remained relatively stable over the 7 year period between surveys. However, in the 97+ months' TAFMS group, the perceived utilization of training and sense of accomplishment from work have substantially increased since the last survey.

**TABLE 22**

**COMPARISON OF JOB SATISFACTION DATA  
(PERCENT MEMBERS RESPONDING)**

	1-48 Months TAFMS		49-96 Months TAFMS		97+ Months TAFMS	
	1994	1987	1994	1987	1994	1987
<b>Expressed Job Interest:</b>						
Interesting	70	74	73	72	75	69
So-So	13	21	12	23	17	18
Dull	17	5	16	5	8	11
<b>Perceived Utilization of Talents:</b>						
Fairly Well to Perfectly	72	75	73	67	81	73
Very Little to Not At All	28	25	27	33	19	27
<b>Perceived Utilization of Training:</b>						
Fairly Well to Perfectly	77	78	82	82	92	73
Very Little to Not At All	23	22	18	18	8	27
<b>Sense of Accomplishment From Work:</b>						
Satisfied	53	74	63	67	75	58
Neutral	27	12	22	8	8	14
Dissatisfied	20	14	16	26	17	28
<b>Reenlistment Intentions:</b>						
Will/Probably Will Reenlist	57	59	65	69	58	70
Will Not/Probably Will Not	40	40	33	31	40	10
<b>Reenlist</b>						
Will Retire	0	0	0	0	0	19

In Table 23, job satisfaction data are listed across the identified career ladder jobs. Respondents in the Personnel Training job report substantially lower job interest, perceived utilization of talents, and job satisfaction. Conversely, respondents in the Ophthalmology cluster report higher job interest and a greater sense of accomplishment. In spite of the satisfaction indicators, the reenlistment intentions for respondents in the Personnel Training job are

substantially higher than those of the other career field clusters, while the reenlistment intentions of the Ophthalmology cluster are substantially lower. The reenlistment intentions of personnel in the Ophthalmology cluster may be affected by the marketability of the Ophthalmology assisting skills in the civilian sector.

**TABLE 23**

**JOB SATISFACTION FOR CLUSTERS AND JOBS**

	Optometry Cluster	Personnel Training	Ophthalmology Cluster
<b><u>Expressed Job Interest:</u></b>			
Interesting	71	57	85
So-So	16	14	5
Dull	12	14	11
<b><u>Perceived Utilization of Talents:</u></b>			
Fairly Well to Perfectly	79	58	78
Very Little to Not At All	21	29	22
<b><u>Perceived Utilization of Training:</u></b>			
Fairly Well to Perfectly	82	36	81
Very Little to Not At All	18	14	19
<b><u>Sense of Accomplishment From Work:</u></b>			
Satisfied	63	57	72
Neutral	15	14	0
Dissatisfied	21	29	28
<b><u>Reenlistment Intentions:</u></b>			
Will/Probably Will Reenlist	67	86	58
Will Not/Probably Will Not Reenlist	23	14	25
Will Retire	9	0	17

When there are problems or concerns that exist within a career ladder, survey respondents are free to use specially provided pages at the end of each inventory to provide comments on any issues of concern to them. Although many respondents used these pages to provide information of some kind, no trends were expressed through write-in comments.

## **IMPLICATIONS**

Analysis of the STS reveals that, for the most part, the STS accurately reflects the work being performed within the career field. The unsupported paragraphs and unmatched tasks identified were reviewed by training school personnel and SMEs at the AFSC 4V0X1/A U&TW. The POI analysis reveals the document is accurately teaching those functions commonly performed by first-enlistment personnel.

Job satisfaction ratings for Optometry personnel and senior Ophthalmology personnel in this specialty are lower than that of a comparative sample. However, they have remained relatively stable since 1987. This outlines a consistency in satisfaction among career ladder members over time. Ophthalmology assistants report substantially higher numbers in the areas of job interest and job satisfaction, while Personnel Training respondents report consistently lower numbers in these areas as well as perceived utilization of talents.

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**APPENDIX A**

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TABLE A1

ENTRY LEVEL OPTOMETRY TECHNICIANS JOB  
(ST0036)

NUMBER OF PEOPLE IN GROUP: 38  
 PERCENT OF TOTAL SAMPLE: 18%  
 AVERAGE TAFMS: 66 MONTHS  
 AVERAGE NUMBER OF TASKS PERFORMED: 64

<u>TYPICAL TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
G274	Measure spectacle frame sizes	100
G263	Adjust spectacles	100
G273	Measure interpupillary distances	100
G276	Measure bifocal segment heights	100
G277	Measure trifocal segment heights	100
G281	Neutralize spectacle lenses	97
G292	Replace spectacle temples	97
G287	Reorder spectacles to replace broken, damaged, or lost spectacles	97
G294	Verify spectacles against prescriptions	95
G289	Replace or tighten spectacle temple screws	92
E149	Schedule appointments for patients	92
F236	Perform NCT tests using Riechert NCT I or NCT II	89
G288	Replace or tighten spectacle hinge rivets	89
G264	Brief patients concerning wear of spectacles	87
G280	Modify spectacles to fit individual patients	84
G282	Notify patients of arrival of spectacle orders	84
F204	Measure near visual acuity with near point cards	84
G285	Order spectacles manually	82
F219	Perform central visual fields tests using Humphrey Field Analyzer	82
E143	Return patient health records to Outpatient Records	82
F190	Interpret eyewear prescriptions	79
G283	Order gas mask inserts	76
G272	Maintain spectacle prescription order suspense files	76
F178	Conduct patient case histories	76
G278	Measure gas mask inserts	76
F175	Calculate multifocal to near prescriptions	74
E110	Brief patients on clinic policies	71
G271	Maintain spectacle prescription logbooks	71

TABLE A2

OPTOMETRY TECHNICIANS JOB  
(ST0032)

NUMBER OF PEOPLE IN GROUP: 66  
 PERCENT OF TOTAL SAMPLE: 31%  
 AVERAGE TAFMS: 106 MONTHS  
 AVERAGE NUMBER OF TASKS PERFORMED: 86

<u>TYPICAL TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
G274	Measure spectacle frame sizes	100
G263	Adjust spectacles	100
G273	Measure interpupillary distances	100
G276	Measure bifocal segment heights	100
G277	Measure trifocal segment heights	100
G281	Neutralize spectacle lenses	98
G289	Replace or tighten spectacle temple screws	98
F190	interpret eyewear prescriptions	91
E110	Brief patients on clinic policies	89
F164	Administer Pseudo-isochromatic plates	86
F188	Instill ophthalmic diagnostic solutions	85
E147	Review patient history forms	85
E137	Prepare patient count statistics	83
E127	Maintain levels of supplies, other than medications and clinic forms	83
G291	Replace spectacle frame fronts, other than hearing aid equipped frames	83
F204	Measure near visual acuity with near point cards	83
E150	Store secure equipment, tools, or supplies	83
E124	Maintain clinic patient logs	82
G275	Measure base curves	79
E126	Maintain levels of ophthalmic medications	77
E139	Prepare requisitions for local purchase of supply items	76
E129	Perform periodic inventories of dated medications	76
H300	Instruct patients concerning procedures for inserting, removing and centering contact lenses	74
F155	Administer Amsler grid tests	74
F259	Take fundus photographs of eyes	73

TABLE A3

NCOIC OPTOMETRY JOB  
(ST0033)

NUMBER OF PEOPLE IN GROUP: 42  
 PERCENT OF TOTAL SAMPLE: 20%  
 AVERAGE TAFMS: 149 MONTHS  
 AVERAGE NUMBER OF TASKS PERFORMED: 86

<u>TYPICAL TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
E149	Schedule appointments for patients	100
G294	Verify spectacles against prescriptions	100
G292	Replace spectacle temples	100
G289	Replace or tighten spectacle temple screws	100
G281	Neutralize spectacle lenses	98
G263	Adjust spectacles	98
A13	Participate in meetings, such as staff meetings, briefings, conferences, or workshops	98
G276	Measure bifocal segment heights	98
E110	Brief patients on clinic policies	95
A3	Determine or establish work priorities	95
A1	Assign personnel to duty positions or work crews	93
E109	Answer patient inquires	93
E123	Maintain administrative files	90
E119	Inspect equipment, tools, or supplies	90
E150	Store or secure equipment, tools, or supplies	90
E117	Evaluate serviceability of equipment, tools, or supplies	90
C55	Evaluate clinic requirements for personnel or equipment	90
B23	Counsel personnel on personal or military related matters	90
E138	Prepare requests for issue or turn-in of equipment, tools, or supplies	88
A12	Establish work schedules	88
C52	Conduct self-inspections	88
C59	Evaluate maintenance or equipment, tools, supplies, or workspace	88
B24	Counsel subordinates on medical ethics	88
C61	Evaluate personnel for compliance with performance standards	86
C64	Evaluate quality of patient care	81

TABLE A4

PERSONNEL TRAINING JOB  
(ST0015)

NUMBER OF PEOPLE IN GROUP: 7  
 PERCENT OF TOTAL SAMPLE: 3%  
 AVERAGE TAFMS: 131 MONTHS  
 AVERAGE NUMBER OF TASKS PERFORMED: 86

<u>TYPICAL TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
C61	Evaluate personnel for compliance with performance standards	100
B23	Counsel personnel on personal or military-related matters	100
D103	Maintain training, records, charts, graphs or files	100
A13	Participate in meetings, such as staff meetings, briefings, conferences, or workshops	100
F236	Perform NCT tests using Riechert NCT I or NCT II	100
C64	Evaluate quality of patient care	100
F175	Calculate multifocal to near prescriptions	100
G281	Neutralize spectacle lenses	100
G273	Measure interpupillary distances	100
G274	Measure spectacle frame sizes	100
G276	Measure bifocal segment heights	100
G277	Measure trifocal segment heights	100
G263	Adjust spectacles	100
G292	Replace spectacle temples	100
F261	Transpose cylinder forms	100
G289	Replace or tighten spectacle temple screws	100
D100	Evaluate progress of trainees	86
E110	Brief patients on clinic policies	86
D97	Evaluate effectiveness of training programs	86
D88	Counsel trainees on training progress	86
A3	Determine or establish work priorities	86
E150	Store or secure equipment tools or supplies	86
F219	Perform central visual fields tests using Humphrey Field Analyzer	86
E149	Schedule appointments for patients	86
G280	Modify spectacles against prescriptions	86
C52	Conduct self-inspections	86

TABLE A5

OPHTHALMOLOGY TECHNICIANS JOB  
(ST0025)

NUMBER OF PEOPLE IN GROUP: 17  
 PERCENT OF TOTAL SAMPLE: 8%  
 AVERAGE TAFMS: 88 MONTHS  
 AVERAGE NUMBER OF TASKS PERFORMED: 86

<u>TYPICAL TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F219 Perform central visual fields tests using Humphrey Field Analyzer	100
I338 Set up surgical supplies, instruments, or equipment for use during surgery	100
I337 Scrub and gown for major surgery	100
I314 Assist Ophthalmologist in chalazion surgery	100
I318 Assist Ophthalmologist in removal of papilomas, melanomas, or small lesions	100
I312 Assemble supplies and instruments for use during surgery	100
I336 Schedule patients for surgery	100
I313 Assist Ophthalmologist in administering injectable anesthetics	100
F191 Label photographs or slides	100
F163 Administer ophthalmic ointments	100
I321 Brief patients concerning minor surgical procedures	100
F170 Apply eye patches	100
F259 Take fundus photographs of eyes	94
F188 Instill ophthalmic diagnostic solutions	94
I316 Assist Ophthalmologist in removal of pterygium	94
I335 Restock materials used during minor surgery	94
I323 Drape patients for surgery	94
I319 Assist Ophthalmologist in removal of pterygium	94
I322 Clean and sterilize surgical instruments, other than major surgical instruments	88
F240 Perform ophthalmic A-scans	88
E126 Maintain levels of ophthalmic medications	88
F164 Administer pseudo-isochromatic plates	88
F155 Administer Amsler grid tests	88

TABLE A6

NCOIC OPHTHALMOLOGY JOB  
(ST0027)

NUMBER OF PEOPLE IN GROUP: 16  
 PERCENT OF TOTAL SAMPLE: 8%  
 AVERAGE TAFMS: 154 MONTHS  
 AVERAGE NUMBER OF TASKS PERFORMED: 86

<u>TYPICAL TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
E109 Answer patient inquiries	100
I312 Assemble supplies and instruments for use during surgery	100
F209 Perform applanation tonometry tests	100
E149 Schedule appointments for patients	100
I336 Schedule patients for surgery	100
I314 Assist Ophthalmologist in chalazion surgery	100
F259 Take fundus photographs of eyes	100
A3 Determine or establish work priorities	100
I322 Clean and sterilize surgical instruments, or equipment for use during surgery	100
I321 Brief patients concerning minor surgical procedures	100
I318 Assist Ophthalmologist in removal of papilomas, melanomas, or small lesions	100
F155 Administer Amsler grid tests	100
E110 Brief patients on clinic policies	94
F189 Instill ophthalmic therapeutic solutions	94
A15 Plan or schedule work assignments	94
I335 Restock materials used during minor surgery	94
F257 Setup clinic equipment for use, other than ophthalmic surgical equipment	94
F163 Administer ophthalmic ointments	94
I313 Assist Ophthalmologist in administering injectable anesthetics	94
F193 Maintain fundus and external photographs of eyes	94
F164 Administer pseudo-isochromatic plates	94
I316 Assist Ophthalmologist in lacrimal duct irrigations	94
C52 Conduct self-inspections	94
F167 Administer Titmus Stereo Fly depth perception tests	94

**APPENDIX B**

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These task modules (TMs) were developed to organize and summarize the extensive task information for the specialty. The TMs were derived by statistical clustering of the tasks in terms of which tasks are performed by the same incumbents. For example, if an individual performs one spectacle-ordering task, the probability is very high that the individual will perform other spectacle-ordering tasks. Thus, each of the modules can be viewed as a "natural group" of associated or related tasks (see TM 0002 below). The statistical clustering generally approximates these "natural groupings."

The title of each TM is our best estimate as to the general subject content of the group of tasks. The TMs are useful for organizing the task data into meaningful units and as a way to concisely summarize the extensive job data. However, TMs are only one way to organize the information. Other strategies may also be valid.

---

0001 Patient Administration

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- 1 E109 Answer patient inquiries
- 2 E110 Brief patients on clinic policies
- 3 E143 Return patient health records to Outpatient Records
- 4 E149 Schedule appointments for patients

---

0002 Spectacle Ordering

---

- 1 F190 Interpret eyewear prescriptions
- 2 F236 Perform non contact tonometry (NCT) tests using Reichert NCT I or NCT II
- 3 G263 Adjust spectacles
- 4 G264 Brief patients concerning wear of spectacles
- 5 G271 Maintain spectacle prescription logbooks
- 6 G272 Maintain spectacle prescription order suspense files
- 7 G273 Measure interpupillary distances
- 8 G274 Measure spectacle frame sizes
- 9 G276 Measure bifocal segment heights
- 10 G277 Measure trifocal segment heights
- 11 G278 Measure gas mask inserts
- 12 G280 Modify spectacles to fit individual patients
- 13 G281 Neutralize spectacle lenses
- 14 G282 Notify patients of arrival of spectacle orders
- 15 G283 Order gas mask inserts manually
- 16 G285 Order spectacles manually

- 17 G287 Reorder spectacles to replace broken, damaged, or lost spectacles
- 18 G288 Replace or tighten spectacle hinge rivets
- 19 G289 Replace or tighten spectacle temple screws
- 20 G291 Replace spectacle frame fronts, other than in hearing aid equipped frames
- 21 G292 Replace spectacle temples
- 22 G294 Verify spectacles against prescriptions

---

0003 Eye Surgery Preparation

---

- 1 F178 Conduct patient case histories
- 2 F188 Instill ophthalmic diagnostic solutions
- 3 F200 Measure distant visual acuity with project-o-charts
- 4 F204 Measure near visual acuity with near-point cards
- 5 F253 Perform visual screenings of patients

---

0004 Records and Administrative Maintenance

---

- 1 E111 Compile information for records or reports
- 2 E120 Instruct patients in filling out patient history forms
- 3 E123 Maintain administrative files
- 4 E124 Maintain clinic patient logs
- 5 E125 Maintain levels of clinic forms
- 6 E126 Maintain levels of ophthalmic medications
- 7 E127 Maintain levels of supplies, other than medications and clinic forms
- 8 E133 Perform periodic inventories of dated medications
- 9 E136 Pick up clinic administrative distribution
- 10 E137 Prepare patient count statistics
- 11 E146 Review health records of patients prior to appointments
- 12 E147 Review patient history forms
- 13 E150 Store or secure equipment, tools, or supplies

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0005 Visual Testing

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- 1 F155 Administer Amsler grid tests
- 2 F163 Administer ophthalmic ointments
- 3 F164 Administer pseudo-isochromatic plates
- 4 F167 Administer Titmus Stereo Fly depth perception tests
- 5 F170 Apply eye patches
- 6 F191 Label photographs or slides
- 7 F219 Perform central visual fields tests using Humphrey Field Analyzer
- 8 F226 Perform peripheral visual fields tests using Humphrey Field Analyzer
- 9 F259 Take fundus photographs of eyes

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0006 Contact Lens Distribution and Ordering

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- 1 H295 Brief patients concerning contact lens care, such as hygiene or wearing time
- 2 H296 Clean and disinfect hard contact lenses
- 3 H297 Clean and disinfect rigid gas permeable contact lenses
- 4 H298 Clean and disinfect soft contact lenses
- 5 H299 Insert or remove patient contact lenses
- 6 H300 Instruct patients concerning procedures for inserting, removing, and centering contact lenses
- 7 H301 Maintain contact lens diagnostic fitting sets
- 8 H305 Order contact lenses
- 9 H308 Reorder contact lenses to replace lost or damaged contact lenses

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0007 Ocular Muscle Testing

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- 1 F203 Measure near point of convergence
- 2 F229 Perform cover tests
- 3 F232 Perform diagnostic muscle-H version tests
- 4 F245 Perform pupillary reflex tests, such as direct or consensual

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**0008 Initial Patient Visual Screening**

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- 1 F160 Administer Farnsworth D-15 Hue tests
- 2 F162 Administer keratometer tests
- 3 F166 Administer Schirmer tear tests
- 4 F192 Log names of patients into photographic logbook
- 5 F193 Maintain fundus and external photographic files
- 6 F197 Measure blood pressure
- 7 F209 Perform applanation tonometry tests
- 8 F234 Perform eye irrigations
- 9 F242 Perform pinhole disc tests
- 10 F258 Take external photographs of eyes

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**0009 Diagnosis Evaluation**

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- 1 F180 Correlate case histories with patient diagnoses
- 2 F181 Correlate case histories with vision screenings
- 3 F182 Correlate vision screenings with patient diagnoses
- 4 F184 Evaluate results of eye tests

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**0010 Medical Supply**

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- 1 E113 Coordinate local purchase of equipment or supplies, other than standard medical supplies, with medical materiel
- 2 E114 Coordinate standard medical supply purchases with medical materiel
- 3 E115 Establish requirements for equipment, tools, or supplies
- 4 E117 Evaluate serviceability of equipment, tools, or supplies
- 5 E118 Evaluate supply problems
- 6 E119 Inspect equipment, tools, or supplies
- 7 E121 Inventory equipment, tools, or supplies
- 8 E122 Issue or log turn-ins of equipment, tools, or supplies
- 9 E129 Maintain property custody authority/custody receipt listings (CA/CRLs)
- 10 E138 Prepare requests for issue or turn-in of equipment, tools, or supplies
- 11 E139 Prepare requisitions for local purchase of supply items
- 12 E140 Prepare requisitions for supplies, other than for local purchase
- 13 E142 Research supply catalogs
- 14 E148 Review using activity issue or turn-in lists
- 15 E151 Turn in equipment, tools, or supplies
- 16 E153 Write letters of justification for supply-related matters

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0011 Administrative Evaluation

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- 1 A7 Draft budget requirements
- 2 A8 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
- 3 A10 Establish procedures for accountability of equipment, tools, or supplies
- 4 A11 Establish work methods, production controls, or inspection procedures
- 5 C52 Conduct self-inspections
- 6 C54 Evaluate budget requirements
- 7 C55 Evaluate clinic requirements for personnel or equipment
- 8 C59 Evaluate maintenance of equipment, tools, supplies, or workspace
- 9 C60 Evaluate new equipment
- 10 C63 Evaluate procedures for storage, inventory, or inspection of property items
- 11 C64 Evaluate quality of patient care

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0012 Work Coordination

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- 1 A1 Assign personnel to duty positions or work crews
- 2 A9 Establish performance standards for subordinates
- 3 A12 Establish work schedules
- 4 A15 Plan or schedule work assignments
- 5 A17 Schedule personnel for leaves, passes, or temporary duty (TDY)
- 6 B21 Conduct supervisory orientations of newly assigned personnel
- 7 B23 Counsel personnel on personal or military-related matters
- 8 B24 Counsel subordinates on medical ethics
- 9 B38 Interpret policies, directives, or procedures for subordinates
- 10 B43 Supervise Optometry Journeymen (AFSC 4V051)
- 11 C49 Analyze workload requirements
- 12 C51 Conduct performance feedback worksheet (PFW) evaluation sessions
- 13 C61 Evaluate personnel for compliance with performance standards
- 14 C62 Evaluate personnel for promotion, demotion, reclassification, or special awards
- 15 C67 Evaluate work schedules
- 16 C75 Write EPRs
- 17 C77 Write recommendations for awards or decorations

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0013 Training Evaluation

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- 1 B35 Initiate actions required due to substandard performance of personnel
  - 2 D84 Conduct OJT
  - 3 D88 Counsel trainees on training progress
  - 4 D99 Evaluate personnel for training needs
  - 5 D100 Evaluate progress of trainees
  - 6 D103 Maintain training records, charts, graphs, or files
  - 7 D104 Plan or schedule training, such as OJT, qualification training, or ancillary training
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0014 Work Definition

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- 1 A18 Write job descriptions
  - 2 B27 Draft recommendations for policy changes in personnel or equipment
  - 3 B34 Implement work methods, production controls, or inspection procedures
  - 4 C57 Evaluate job descriptions
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0015 Security/Safety Inspection

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- 1 A6 Develop self-inspection program checklists
- 2 A16 Plan safety or security programs
- 3 B32 Implement safety or security programs
- 4 C56 Evaluate inspection reports
- 5 C58 Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) Program standards
- 6 C65 Evaluate safety or security programs
- 7 C76 Write inspection reports
- 8 C78 Write replies to inspection reports

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**0016 Medical Readiness**

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- 1 K351 Assemble surgical tents
- 2 K352 Assemble tents, other than surgical tents
- 3 K353 Don or doff chemical warfare personal protective clothing
- 4 K354 Identify chemical warfare agents
- 5 K355 Load or unload patients on patient transportation vehicles
- 6 K356 Maintain sanitary field environment
- 7 K357 Operate emergency vehicles, such as ambulances
- 8 K358 Participate in chemical warfare confidence exercises
- 9 K359 Perform chemical warfare decontamination procedures
- 10 K360 Perform immediate medical casualty care, such as basic cardiac life support
- 11 K362 Transfer litter patients

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**0017 Ophthalmic Testing**

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- 1 F240 Perform ophthalmic A-scans
- 2 I311 Administer fluorescein angiograms
- 3 I312 Assemble supplies and instruments for use during surgery
- 4 I313 Assist Ophthalmologist in administering injectable anesthetics
- 5 I314 Assist Ophthalmologist in chalazion surgery
- 6 I315 Assist Ophthalmologist in cryosurgery
- 7 I316 Assist Ophthalmologist in lacrimal duct irrigations
- 8 I317 Assist Ophthalmologist in laser treatment, other than surgery
- 9 I318 Assist Ophthalmologist in removal of papillomas, melanomas, or small lesions
- 10 I319 Assist Ophthalmologist in removal of pterygium
- 11 I320 Assist Ophthalmologist in removal of xanthelasma
- 12 I321 Brief patients concerning minor surgical procedures
- 13 I322 Clean and sterilize surgical instruments, other than major surgical instruments
- 14 I323 Drape patients for surgery
- 15 I324 Instruct patients on postsurgical procedures
- 16 I325 Perform first-assistant duties during laser surgery
- 17 I326 Perform first-assistant duties during major surgery, other than laser surgery
- 18 I328 Perform second-assistant duties during major surgery, other than laser surgery
- 19 I330 Perform patient admission procedures
- 20 I332 Prepare pathology report forms
- 21 I333 Prepare pathology specimens
- 22 I334 Remove eye sutures
- 23 I335 Restock materials used during minor surgery
- 24 I336 Schedule patients for surgery
- 25 I337 Scrub and gown for major surgery
- 26 I338 Set up surgical supplies, instruments, or equipment for use during surgery

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**0018 Foreign Body Location and Removal**

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- 1 F212 Perform Schiotz tonometry tests
- 2 F241 Perform ophthalmic B-scans
- 3 F255 Remove corneal foreign bodies
- 4 F256 Remove nonembedded nonmetallic ocular foreign bodies

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**0019 Training**

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- 1 D80 Administer or score training tests
- 2 D85 Conduct resident course classroom training
- 3 D87 Construct or develop training materials or aids
- 4 D89 Determine training requirements, such as OJT or resident course training requirements
- 5 D91 Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)
- 6 D93 Develop or prepare lesson plans
- 7 D94 Develop training materials, such as workbooks or study guides
- 8 D95 Direct or implement training programs
- 9 D96 Establish or maintain study reference files
- 10 D97 Evaluate effectiveness of training programs
- 11 D98 Evaluate effectiveness of training, such as career knowledge upgrade, job proficiency upgrade, or qualification training
- 12 D101 Evaluate training materials or aids for operation or suitability
- 13 D102 Evaluate training methods or techniques
- 14 D105 Prepare job qualification standards (JQSs)
- 15 D107 Write test questions

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**0020 Mobility/Emergency**

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- 1 A4 Develop inputs to mobility, disaster preparedness, or unit emergency or alert plans
- 2 B28 Implement contingency plans
- 3 B48 Supervise medical personnel with AFSCs other than AFSC 4V0X1
- 4 D83 Conduct medical disaster training
- 5 E131 Maintain security forms on safes, records, or for rooms

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0021 General Eye Testing

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- 1 F159 Administer Farnsworth Lantern (FALANT) tests
- 2 F168 Administer Verhoeff depth perception apparatus (DPA) tests
- 3 F177 Calibrate keratometers
- 4 F179 Convert focal lengths to diopters
- 5 F183 Evaluate eye hazardous areas to determine eye protective devices
- 6 F186 Identify eye hazardous areas
- 7 F187 Initiate clinic case history files
- 8 F195 Measure amount of vertical and lateral phoria with vision test apparatus-near and distant (VTA-ND)
- 9 F198 Measure depth perception with VTA-ND
- 10 F201 Measure distant visual acuity with VTA-ND
- 11 F205 Measure near visual acuity with VTA-ND
- 12 F207 Perform accommodation tests using Prince Rule devices
- 13 F221 Perform central visual fields tests using Tangent Screen
- 14 F243 Perform plus lens tests
- 15 F250 Perform swinging flashlight tests
- 16 H309 Select series of contact lenses for trial fittings

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0022 Civilian Supervision

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- 1 B19 Annotate timecards for civilian employees
- 2 B40 Supervise civilians
- 3 C68 Indorse civilian performance appraisals
- 4 C74 Write civilian performance appraisals

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0023 Tissue Acquisition

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- 1 J343 Counsel next of kin concerning donation of eye tissues
- 2 J344 Culture eye tissues
- 3 J345 Draw blood from donors
- 4 J346 Locate potential eye tissue recipients
- 5 J347 Obtain eye donation releases from next of kin
- 6 J349 Preserve eye tissues
- 7 J350 Update computer files on donors

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0031 Tasks not referenced

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- 1 A2 Assign sponsors for newly assigned personnel
- 2 A3 Determine or establish work priorities
- 3 A5 Develop organizational or functional charts
- 4 A13 Participate in meetings, such as staff meetings, briefings, conferences, or workshops
- 5 A14 Plan or prepare briefings
- 6 B20 Conduct staff meetings or briefings
- 7 B22 Coordinate intra- or interhospital appointments for outpatient consultations with other medical facilities or clinics
- 8 B25 Direct development or maintenance of status indicators, such as boards, graphs, or charts
- 9 B26 Direct maintenance of administrative files
- 10 B29 Implement cost-reduction programs
- 11 B30 Implement infection control procedures
- 12 B31 Implement procedures for distribution of reports, manuals, or directives
- 13 B33 Implement suggestion programs
- 14 B36 Initiate personnel action requests
- 15 B37 Initiate requests for personnel replacements
- 16 B39 Maintain or update contingency plans
- 17 B41 Supervise Apprentice Optometry Specialists (AFSC 4V031)
- 18 B42 Supervise Apprentice Ophthalmology Specialists (AFSC 4V031A)
- 19 B44 Supervise Ophthalmology Journeymen (AFSC 4V051A)
- 20 B45 Supervise Optometry Craftsmen (AFSC 4V071)
- 21 B46 Supervise Ophthalmology Craftsmen (AFSC 4V071A)
- 22 B47 Supervise Optometry Superintendents (AFSC 4V090)
- 23 C50 Complete USAF Graduate Evaluation Program forms or questionnaires
- 24 C53 Evaluate accident reports
- 25 C66 Evaluate suggestions
- 26 C69 Indorse enlisted performance reports (EPRs)
- 27 C70 Initiate reports on unsatisfactory equipment
- 28 C71 Inspect or evaluate adherence to established standards of sanitation, cleanliness, or neatness
- 29 C72 Investigate accidents or incidents
- 30 C73 Perform receiving inspections of incoming equipment
- 31 C79 Write staff studies, surveys, or special reports, other than training reports
- 32 D81 Assign on-the-job training (OJT) trainers or supervisors
- 33 D82 Brief unit staff personnel on training programs or matters
- 34 D86 Conduct training conferences or briefings
- 35 D90 Develop career development courses (CDCs)
- 36 D92 Develop in-service training plans
- 37 D106 Select or schedule personnel for specialized training
- 38 D108 Write training reports
- 39 E112 Complete accident or incident report forms
- 40 E116 Evaluate changes in equipment allowances or authorizations
- 41 E128 Maintain organizational equipment or supply records
- 42 E130 Maintain publication libraries

- 43 E132 Perform calibration checks on clinic diagnostic equipment
- 44 E134 Perform security checks of medical facilities
- 45 E135 Perform user maintenance on instruments, other than calibration checks
- 46 E141 Research microfiche files for supply requisition data
- 47 E144 Review CA/CRLs
- 48 E145 Review custodial receipt locator lists (CRLs)
- 49 E152 Validate supply transaction listings or rosters, such as D-04, D-18, D-19, D-23, or M-30
- 50 E154 Write minutes of briefings, meetings, or conferences
- 51 F156 Administer autokeratometer tests
- 52 F157 Administer autorefractors
- 53 F158 Administer contrast sensitivity tests
- 54 F161 Administer Farnsworth-Munsell 100 Hue tests
- 55 F165 Administer Randot Stereo depth perception tests
- 56 F169 Administer Worth 4-Dot tests
- 57 F171 Apply loose dressings
- 58 F172 Apply press-on prisms to spectacles
- 59 F173 Apply pressure dressings
- 60 F174 Assist in laser eye exams
- 61 F175 Calculate multifocal to near prescriptions
- 62 F176 Calculate spherical equivalents
- 63 F185 Fabricate ophthalmic lenses
- 64 F189 Instill ophthalmic therapeutic solutions
- 65 F194 Measure amount of vertical and lateral phoria with project-o-charts
- 66 F196 Measure amount of vertical and lateral phoria with equipment, other than project-o-charts or VTA-ND
- 67 F199 Measure depth perception with equipment, other than Titmus Stereo Fly, Verhoeff DPA, or VTA-ND
- 68 F202 Measure distant visual acuity with equipment, other than project-o-charts or VTA-ND
- 69 F206 Measure near visual acuity with equipment, other than near-point cards or VTA-ND
- 70 F208 Perform accommodation tests, other than using Prince Rule devices
- 71 F210 Perform electronic tonometry tests, such as Berkeley or Markay-Marg
- 72 F211 Perform Perkins handheld tonometry tests
- 73 F213 Perform central visual fields tests using Aimark Perimeter
- 74 F214 Perform central visual fields tests using Autoplot
- 75 F215 Perform central visual fields tests using Brombach Perimeter
- 76 F216 Perform central visual fields tests using Dicon Autoperimeter
- 77 F217 Perform central visual fields tests using Goldmann Projection Perimeter
- 78 F218 Perform central visual fields tests using Harrington-Flocks
- 79 F220 Perform central visual fields tests using Octopus
- 80 F223 Perform peripheral visual fields tests using Brombach Perimeter
- 81 F222 Perform peripheral visual fields tests using Aimark Perimeter
- 82 F224 Perform peripheral visual fields tests using Dicon Autoperimeter
- 83 F225 Perform peripheral visual fields tests using Goldmann Projection Perimeter
- 84 F227 Perform peripheral visual fields tests using Octopus
- 85 F228 Perform confrontation visual fields tests
- 86 F230 Perform darkroom provocation tests
- 87 F231 Perform water provocation tests

- 88 F233 Perform direct ophthalmoscopy examinations
- 89 F235 Perform gonioscopy examinations
- 90 F237 Perform NCT tests using Reichert XPERT
- 91 F238 Perform NCT tests using other than Reichert XPERT or Reichert NCT I or NCT II
- 92 F239 Perform night vision goggles (NVGs) tests
- 93 F244 Perform red lens tests
- 94 F246 Perform refractions
- 95 F247 Perform retinoscopy examinations
- 96 F248 Perform slit lamp examinations using aspheric lens
- 97 F249 Perform slit lamp examinations, other than using aspheric lens
- 98 F251 Perform tear breakup time tests
- 99 F252 Perform tear meniscus tests
- 100 F254 Refer patients to other clinics for evaluation or treatment
- 101 F257 Set up clinic equipment for use, other than ophthalmic surgical equipment
- 102 F260 Take slit lamp photographs of eyes
- 103 F261 Transpose cylinder forms
- 104 G262 Adjust gas mask inserts
- 105 G265 Compute decentrations
- 106 G266 Compute spectacle prismatic effects
- 107 G267 Insert gas mask inserts
- 108 G268 Install lens washers for loose fitting lenses
- 109 G269 Install or replace adjustable nose pads, other than replacing fronts
- 110 G270 Instruct patients concerning insertion of gas mask inserts
- 111 G275 Measure base curves
- 112 G279 Measure vertex distances
- 113 G284 Order gas mask inserts using computerized system
- 114 G286 Order spectacles using computerized system
- 115 G290 Replace spectacle frame fronts in hearing aid equipped frames
- 116 G293 Rotate lens axis
- 117 H302 Measure contact lens specifications, such as base curves, using radiuscopes, keratometers, or ophthalmometers
- 118 H303 Modify hard contact lenses
- 119 H304 Modify rigid gas permeable contact lenses
- 120 H306 Polish hard contact lenses
- 121 H307 Polish rigid gas permeable contact lenses
- 122 H310 Verify contact lens specifications against prescriptions
- 123 I327 Perform second-assistant duties during laser surgery
- 124 I329 Perform lacrimal duct irrigations
- 125 I331 Perform tonography tests
- 126 J339 Arrange transportation of eye tissues
- 127 J340 Assist in enucleating eyes
- 128 J341 Assist in restoring eye sockets to cosmetically acceptable appearance
- 129 J342 Contact eye banks for donor information
- 130 J348 Package eye tissues for transportation
- 131 K361 Perform visual evaluations or referrals during readiness exercises or operations