

**UNITED STATES  
AIR FORCE**

# **OCCUPATIONAL SURVEY REPORT**

**OPERATIONS RESOURCE MANAGEMENT**

**AFSC 1C0X2**

**OSSN: 2387**

**MAY 2000**

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

**APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED**

**DTIC QUALITY INSPECTED**

**20000615 032**

**DISTRIBUTION FOR AFSC 1C0X2 OSR**

	<u>OSR</u>	<u>AD</u> <u>ANL</u> <u>EXT</u>	<u>ANG/</u> <u>AFRC</u> <u>ANL</u> <u>EXT</u>	<u>AD</u> <u>TNG</u> <u>EXT</u>	<u>ANG/</u> <u>AFRC</u> <u>TNG</u> <u>EXT</u>
AFOMS/OMDQ	1				
AFOMS/OMYXI	15			8	8
HQ AFRC/DOTSF (155 2 <sup>ND</sup> ST., ROBBINS AFB, GA 31098-1635, ATTN: SMS MARK AYERS)	2			2	2
HQ ANG/DOO ( 1411 JEFFERSON DAVIS HWY ARLINGTON, VA. 2202-3231)	2			2	2
CCAF/AYX	1				
CCAF/DPAOS-3	1				
DEFENSE TECHNICAL INFORMATION CENTER	2				
HQ AETC/DOO	1				
HQ ACC/DPPT	3			3	
HQ AETC/DPSE	3			3	
HQ AFMC/DPPET	3			3	
HQ AFPC/DPPAC	1				
HQ AFSOC/DPPMT	3			3	
HQ AMC/DPPET	3			3	
HQ AIA/DPT	3			3	
HQ PACAF/DPPET	3			3	
86 MSS/DPMAT	3			3	
HQ USAFE/DPATTJ	1				
HQ USMC/STANDARDS BRANCH	1				
HQ AFRC/DPTS (155 2 <sup>ND</sup> ST, ROBINS AFB GA, 31098)	3				3
81 TRG/CCVT (825 HERCULES ST, STE 101, KEESLER AFB MS, 39534-2037)	1			1	1
12 OSS/OSOF (501 I STREET E STE 1, RANDOLPH AFB, TX 78150, ATTN: MSGT SILSBEE)	1				
334 TRS/TRR (700 HANGAR RD, KEESLER AFB MS 39534, ATTN: MR. FULLAM )	3	1	1	3	3
HQ USAF/X00T (1480 AIR FORCE PENTAGON RM 5C 1000, WASHINGTON DC 20330-1480, ATTN: CMS LORENZO TIBBETT)	2			1	1

## TABLE OF CONTENTS

	<b><u>PAGE NUMBER</u></b>
<b>PREFACE</b> .....	ix
<b>SUMMARY OF RESULTS</b> .....	xi
<b>INTRODUCTION</b> .....	1
Background.....	1
<b>SURVEY METHODOLOGY</b> .....	2
Inventory Development .....	2
Survey Administration .....	2
Survey Sample.....	3
Task Factor Administration.....	3
<b>SPECIALTY JOBS</b> .....	6
Overview of Specialty Jobs.....	6
Group Descriptions .....	7
Summary.....	15
<b>COMPARISON OF CURRENT JOB STRUCTURE TO PREVIOUS STUDY</b> .....	15
<b>ANALYSIS OF DAFSC GROUPS</b> .....	21
Skill-Level Descriptions (Active Duty) .....	21
Summary (Active Duty) .....	22
Skill-Level Descriptions (Air National Guard).....	23
Summary (Air National Guard).....	23
Skill-Level Descriptions (Air Force Reserve Command) .....	23
Summary (Air Force Reserve Command).....	24
<b>ANALYSIS OF MAJOR COMMANDS</b> .....	24
<b>TRAINING ANALYSIS</b> .....	47
First-Enlistment Personnel (Active Duty).....	47
Training Emphasis (TE) and Task Difficulty (TD) Data .....	51
Specialty Training Standard (STS) .....	54
Utilization and Training Workshop (U&TW) March 2000 .....	54
<b>JOB SATISFACTION ANALYSIS</b> .....	56
<b>IMPLICATIONS</b> .....	67

**THIS PAGE INTENTIONALLY LEFT BLANK**

**TABLE OF CONTENTS**  
(Tables, Figures, Appendices)

	<u>PAGE NUMBER</u>
<b>TABLE 1</b> MAJCOM DISTRIBUTION OF AFSC 1C0X2 PERSONNEL .....	4
<b>TABLE 2</b> PAYGRADE DISTRIBUTION OF SURVEY SAMPLE .....	5
<b>TABLE 3</b> AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOB .....	16
<b>TABLE 4</b> SELECTED BACKGROUND DATA FOR SPECIALTY JOBS .....	18
<b>TABLE 5</b> SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1996 SURVEY.....	20
<b>TABLE 6</b> DISTRIBUTION OF DAFSC 1C0X2 GROUP MEMBERS ACROSS SPECIALTY JOBS (PERCENT RESPONDING) (TOTAL SAMPLE AND AD) .....	25
<b>TABLE 7</b> DISTRIBUTION OF DAFSC 1C0X2 GROUP MEMBERS ACROSS SPECIALTY JOBS (PERCENT RESPONDING) (ANG AND AFRC).....	26
<b>TABLE 8</b> RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS (AD).....	27
<b>TABLE 9</b> RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS (ANG AND AFRC) .....	28
<b>TABLE 10</b> REPRESENTATIVE TASKS PERFORMED BY AD 1C032 PERSONNEL.....	29
<b>TABLE 11</b> REPRESENTATIVE TASKS PERFORMED BY AD 1C052 PERSONNEL.....	30
<b>TABLE 12</b> TASK WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 1C032 AND 1C052 PERSONNEL (PERCENT MEMBERS PERFORMING).....	31
<b>TABLE 13</b> REPRESENTATIVE TASKS PERFORMED BY AD 1C072 PERSONNEL.....	32
<b>TABLE 14</b> TASK WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 1C052 AND 1C072 PERSONNEL .....	33
<b>TABLE 15</b> REPRESENTATIVE TASKS PERFORMED BY AD 1C092 PERSONNEL.....	34
<b>TABLE 16</b> TASK WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 1C072 AND 1C092 PERSONNEL .....	35

**TABLE OF CONTENTS (CONTINUED)**  
(Tables, Figures, Appendices)

	<b><u>PAGE NUMBER</u></b>
<b>TABLE 17</b> RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS (ANG) .....	36
<b>TABLE 18</b> REPRESENTATIVE TASKS PERFORMED BY ANG 1C052 PERSONNEL .....	37
<b>TABLE 19</b> REPRESENTATIVE TASKS PERFORMED BY ANG 1C072 PERSONNEL .....	38
<b>TABLE 20</b> TASK WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 1C052 AND 1C072 PERSONNEL (PERCENT MEMBERS PERFORMING).....	39
<b>TABLE 21</b> RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS (AFRC) .....	40
<b>TABLE 22</b> REPRESENTATIVE TASKS PERFORMED BY AFRC 1C052 PERSONNEL .....	41
<b>TABLE 23</b> REPRESENTATIVE TASKS PERFORMED BY AFRC 1C072 PERSONNEL .....	42
<b>TABLE 24</b> TASK WHICH BEST DIFFERENTIATE BETWEEN AFRC DAFSC 1C052 AND 1C072 PERSONNEL .....	43
<b>TABLE 25</b> REPRESENTATIVE TASKS PERFORMED BY AFRC 1C092 PERSONNEL .....	44
<b>TABLE 26</b> TASKS WHICH BEST DIFFERENTIATE BETWEEN AFRC DAFSC 1C072 AND 1C092 PERSONNEL.....	45
<b>TABLE 27</b> PERCENTAGE OF TIME SPENT ON DUTIES BY MAJCOM GROUPS .....	46
<b>TABLE 28</b> RELATIVE PERCENT TIME SPENT ON DUTIES BY AD FIRST- ENLISTMENT PERSONNEL.....	49
<b>TABLE 29</b> REPRESENTATIVE TASKS PERFORMED BY AD FIRST- ENLISTMENT PERSONNEL.....	50
<b>TABLE 30</b> AFSC 1C0X2 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS .....	52
<b>TABLE 31</b> AFSC 1C0X2 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS .....	53
<b>TABLE 32</b> EXAMPLES OF 1C0X2 STS ELEMENTS NOT SUPPORTED BY SURVEY DATA (LESS THAN 20 PERCENT MEMBERS PERFORMING) (AD) .....	55
<b>TABLE 33</b> CURRENT JOB SATISFACTION INDICATORS FOR AFSC 1C0X2 TAFMS GROUPS (PERCENT MEMBERS RESPONDING) (AD) .....	58

**TABLE OF CONTENTS (CONTINUED)**  
(Tables, Figures, Appendices)

	<b><u>PAGE NUMBER</u></b>
<b>TABLE 34</b> COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 1C0X2 TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS RESPONDING) (AD) .....	59
<b>TABLE 35</b> COMPARISON OF JOB SATISFACTION INDICATORS OF CURRENT STUDY TO PREVIOUS STUDY (PERCENT MEMBERS RESPONDING) .....	60
<b>TABLE 36</b> JOB SATISFACTION INDICATORS FOR AFSC 1C0X2 ANG AND AFRC DAFSC GROUPS .....	61
<b>TABLE 37</b> COMPARISON OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS .....	62
<b>TABLE 38</b> COMPARISON OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS (AD).....	64
<b>TABLE 39</b> COMPARISON OF JOB SATISFACTION INDICATORS BY AD, ANG AND AFRC (PERCENT MEMBERS RESPONDING) .....	66
<b>FIGURE 1</b> AFSC 1C0X2 CAREER LADDER SPECIALTY JOBS .....	7
<b>FIGURE 2</b> DISTRIBUTION OF 1C0X2 FIRST-ENLISTMENT PERSONNEL ACROSS SPECIALTY JOBS .....	48
<b>APPENDIX A</b> REPRESENTATIVE TASKS PERFORMED BY MEMBERS OF CAREER LADDER JOBS.....	69
<b>APPENDIX B</b> REPRESENTATIVE TASKS AND DUTIES PERFORMED BY TOTAL AFSC 1C0X2 SURVEY SAMPLE .....	71

**THIS PAGE INTENTIONALLY LEFT BLANK**

## PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Operations Resource Management career ladder, Air Force Specialty Code (AFSC) 1C0X2. Authority for conducting occupational surveys is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Functional Manager, the technical training locations, all major using commands, and other interested operations and training officials.

First Lieutenant Tyson Frerking, Inventory Development Specialist developed the survey instrument, with computer programming support furnished by Mrs. Jeanne Guesman and administrative support provided by Ms. Dolores Navarro. Mrs. Christine G. "Chris" Garcia, Occupational Analyst, analyzed the data and wrote the final report. This report has been reviewed and approved by Lt Col Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Additional copies of this report can be obtained by writing AFOMS/OMYXI, 1550 5th Street East, Randolph AFB Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

JAMES M. COLLINS, Lt Col, USAF  
Commander  
Air Force Occupational Measurement Sq

JOSEPH S. TARTELL  
Chief, Occupational Analysis Flight  
Air Force Occupational Measurement Sq

**THIS PAGE INTENTIONALLY LEFT BLANK**

## SUMMARY OF RESULTS

1. **Survey Coverage:** The Operations Resource Management career ladder was surveyed to provide current job and task data for use in updating career ladder documents and training programs. Survey results are based on responses from 1,048 respondents, accounting for 42 percent of the total assigned AFSC 1C0X2 population. Total survey responses include 812 Active Duty (AD), 109 Air National Guard (ANG) and 127 Air Force Reserve Command (AFRC). All major using commands were well represented in the survey.

2. **Specialty Jobs:** Structure analysis identified 2 clusters and 8 independent jobs within the specialty. The core work performed by the Operations Resource Management career ladder is the Squadron Operations Job, accounting for 48 percent of the specialty. Two entry-level jobs were identified, the Duty Desk Technician Job and Resource Management Job. Smaller numbers of respondents were identified in jobs with specific functions such as: the Classified Materials Job, Standardization and Evaluation Job, Current Operations and Scheduling Job, and Aircrew Training Records Job. The remaining jobs support the mission by training and supervising operation resource personnel in positions identified within the Supervisor and Training Cluster as well as the NCOIC Operations and Mobility Job.

3. **Career Ladder Progression:** Normal career ladder progression within the Operations Resource Management career ladder is evident. The AD 3-skill level personnel spend the vast majority of their job time performing technical tasks involved in duty desk type activities. Five skill level personnel are heavily involved with all the technical aspects of the specialty, with some supervisory duties. At the 7-skill level, although members still perform a substantial amount of technical tasks, a shift toward supervisory functions is evident. Personnel at the 9-skill level spend the majority of their relative job time managing and supervising.

4. **Training Analysis:** The Specialty Training Standard (STS) was well supported by survey data, with only a few line items requiring review for appropriateness. This data, along with other training documentation were evaluated at the Operations Resource Management Utilization and Training Workshop (U&TW) held 6-14 March 2000 at 334 TRS Keesler AFB, Mississippi for adequacy and compliance using OSR findings. Several training areas were changed based on the OSR data.

5. **Job Satisfaction:** Overall, AFSC 1C0X2 members are satisfied with their jobs, but slightly less so than members of a comparative sample, except in the area of reenlistment intentions. In this area, satisfaction indicators for the Operations Resource Management specialty had higher reenlistment intentions in the three comparative groups. However, these ratings were still slightly lower than the previous OSR survey (1996). Guardsmen and reservists had higher job satisfaction ratings than their AD counterparts.

6. **Implications:** Survey results indicate over 48 percent of the surveyed sample work in the core job of the specialty "Squadron Operations Job". Career ladder progression for the specialty is normal, showing a movement away from the technical tasks common at the lower skill levels as the incumbents move towards the higher skill levels. Job satisfaction is good, with some

decrease in job retention rates from the last survey. The STS was well supported by survey data, with only a few line items requiring review by SMEs and training officials. The STS and other training documents were evaluated and revised at the Operations Resource Management U&TW (March 2000) using OSR data.

**OPERATIONS RESOURCE MANAGEMENT  
(AFSC 1C0X2)**

**INTRODUCTION**

This is a report of an occupational survey report (OSR) of the Operations Resource Management career ladder completed by the Air Force Occupational Measurement Squadron (AFOMS). This survey was conducted to collect current data for use in validating career ladder documents and training programs.

Background

According to *Airman Classification*, 31 October 1999, *Specialty Description*, dated 31 October 1996, Operations Resource personnel are responsible for performing and managing operations systems management activities and functions, including planning and scheduling, standardization and evaluation, flying and ground training, flight records, and squadron operations. They also operate and maintain the Air Force Operations Resource Management System (AFORMS).

Entry into the AFSC 1C0X2 career ladder currently requires an Armed Services Vocational Aptitude Battery Score of Administrative - 45, and the strength factor of "G" (weight lift 40 pounds).

**APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED**

## SURVEY METHODOLOGY

### Inventory Development

This survey instrument was developed to include the tasks performed by AFSC 1C0X2, Operations Resource Management personnel. The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2387, dated May 1999. A tentative task list was prepared for the 1C0X2 AFSC after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 28 subject-matter experts (SMEs) representing four operational bases, plus 1 training unit. The following bases were visited upon recommendation from the Career Field Manager (CFM).

<u>BASE</u>	<u>UNIT VISITED</u>	<u>REASON FOR VISIT</u>
Randolph AFB TX	AFOMS/OMD	Presence of 1C0X2 SMEs capable of contributing to JI without making a special site visit
Travis AFB CA	60 OSS	Representative of operations common to AMC composite wings
Moody AFB GA	347 OSS	Representative of operations common to ACC composite wings
Sheppard AFB TX	80 FTW	Involvement with the training of international students
Keesler AFB MS	81TRG	Home to the 1C0X2 technical training school

The resulting JI contains a comprehensive listing of 383 tasks grouped under 11 duty headings, and a background section requesting such information as grade, base, MAJCOM assigned, organizational level, component status, job title, functional area, courses completed and computer systems used.

### Survey Administration

From May - August 1999, base-training offices at operational units worldwide administered the inventory to eligible AFSC 1C0X2 personnel. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX. Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent). To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task.

This procedure provides a basis for comparing tasks in terms of both percent members performing and averages for percent time spent.

### Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across MAJCOMs and paygrade groups. MAJCOM distribution of eligible and sampled AFSC 1C0X2 personnel are reflected in Table 1. Table 2 reflects the paygrade distribution for personnel. The 1,048 respondents in the final sample represent 42 percent of the total assigned personnel and 47 percent of the total personnel surveyed. As reflected in this Table 1, the survey sample is a good representation of the career ladder population.

### Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. While most participants in the survey process completed an USAF JI, selected senior AFSC 1C0X2 personnel were asked to complete a second disk for either training emphasis (TE) or task difficulty (TD) surveys. The TE and TD surveys were processed separately from the JIs. The information gained from task factor data is used in various analyses and is a valuable part of the training decision process.

**Training Emphasis (TE):** TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 25 senior AFSC 1C0X2 NCOs who completed a TE survey were asked to select tasks they felt required some sort of structured training for entry-level personnel and then indicate how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident technical schools, field training detachments (FTDs), mobile training teams (MTTs), formal on-the-job training (OJT), or any other organized training method. There was agreement among the 25 NCOs as to which tasks require some form of structured training and which do not. The average TE rating was 2.41 with a standard deviation of 1.79. Any task with a TE rating of 4.20 or above is considered to have high TE.

**Task Difficulty (TD):** TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 34 senior AFSC 1C0X2 NCOs who completed the TD survey were asked to rate the difficulty of each task using a 9-point scale (i.e., extremely low to extremely high). Interrater reliability was good, indicating very strong agreement among raters. Ratings were standardized so tasks have an average difficulty of 5.00, with a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into first-job or assignment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

TABLE 1

MAJCOM DISTRIBUTION OF AFSC 1C0X2 PERSONNEL

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
USAFE	5	3
AETC	10	14
PACAF	7	7
AFSOC	6	8
ACC	23	26
AMC	15	15
AFMC	3	3
AFSPC	**	1
ANG	14	10
AFRC	16	12
OTHER	1	1

TOTAL SAMPLE

Total AFSC 1C0X2 assigned - 2,502\*  
 Total AFSC 1C0X2 surveyed - 2,230\*  
 Total in survey sample - 1,048  
 Percentage of assigned population - 42%  
 Percentage of surveyed population - 47%

BREAKOUT OF SAMPLE BY COMPONENT

	<b>ACTIVE DUTY (AD)</b>	<b>AIR NATIONAL GUARD (ANG)</b>	<b>AIR FORCE RESERVES (AFRC)</b>
<i>*Assigned</i>	1,765	346	391
<i>Surveyed</i>	1,554	322	354
<i>Survey Sample</i>	812	109	127
<i>Percentage of all assigned</i>	46%	32%	32%
<i>Percentage of surveyed population</i>	52%	34%	39%

\* Assigned manning as of April 1999

\*\* Indicates less than 1 percent

TABLE 2  
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

<u>PAYGRADE</u>	<u>TOTAL SAMPLE PERCENT OF ELIGIBLE*</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	14	12
E-4	22	24
E-5	26	27
E-6	19	20
E-7	15	14
E-8	3	3
E-9	**	0

<u>PAYGRADE</u>	<u>AD PERCENT OF ELIGIBLE*</u>	<u>PERCENT OF AD SAMPLE</u>
E-1 to E-3	20	16
E-4	26	28
E-5	26	29
E-6	14	17
E-7	11	9
E-8	2	1
E-9	**	0

<u>PAYGRADE</u>	<u>ANG PERCENT OF ELIGIBLE*</u>	<u>PERCENT OF ANG SAMPLE</u>
E-1 to E-3	2	1
E-4	14	13
E-5	22	18
E-6	32	31
E-7	27	35
E-8	2	2
E-9	**	0

<u>PAYGRADE</u>	<u>AFRC PERCENT OF ELIGIBLE*</u>	<u>PERCENT OF AFRC SAMPLE</u>
E-1 to E-3	4	2
E-4	9	7
E-5	26	23
E-6	27	33
E-7	22	22
E-8	11	13
E-9	1	0

\* Eligible strength as of April 1999

\*\* Indicates less than 1 percent

## **SPECIALTY JOBS**

(Career Ladder Structure)

The occupational analysis process begins with an examination of the career ladder structure. The structure of jobs within the Operations Resource Management career ladder were examined on the basis of similarity of tasks performed and the relative percent of time spent ratings provided by job incumbents, independent of other specialty background factors.

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by respondents. The Comprehensive Occupational Data Analysis Programs (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and the 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 then 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 this 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 the career ladder is then defined in terms of jobs and clusters of jobs. The resulting job structure information can be used to evaluate the accuracy of career ladder documents (i.e., AFMAN 36-2108 *Specialty Descriptions*, the Career Field Education and Training Plan (CFETP) and STSs) and to gain a better understanding of current utilization patterns. The above terminology will be used in the discussion of the AFSC 1C0X2 career ladder structure.

### Overview of Specialty Jobs

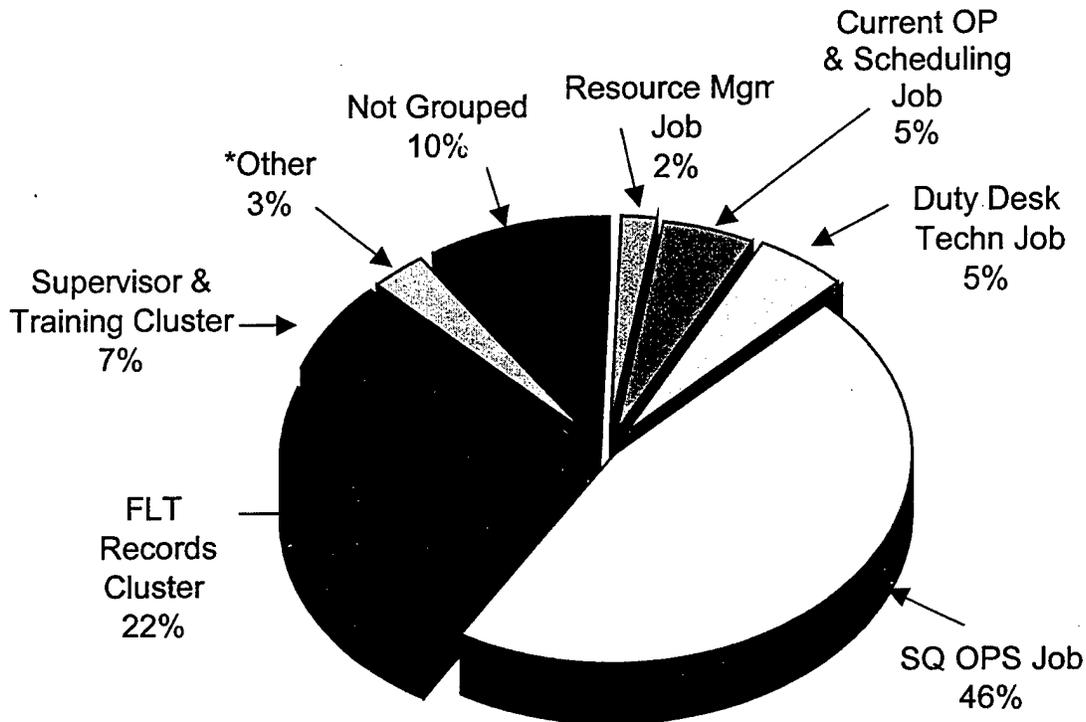
Structure analysis identified two clusters and eight independent jobs within the survey sample. Based on task similarity and relative time spent, the jobs performed by AFSC 1C0X2 personnel are illustrated in Figure 1. A listing of those jobs is provided below. The stage (ST) number shown beside each title is a reference to computer-printed information; the letter "N" represents the number of personnel in each group. The respondents forming these stages account for 90 percent of the survey sample.

- I. SQUADRON OPERATIONS JOB (ST93, N=480)
- II. FLIGHT RECORDS CLUSTER (ST80, N=228)
- III. SUPERVISOR AND TRAINING CLUSTER (ST47, N=78)
- IV. CURRENT OPERATIONS AND SCHEDULING JOB (ST66, N=56)
- V. DUTY DESK TECHNICIAN JOB (ST84, N=52)
- VI. RESOURCE MANAGEMENT JOB (ST86, N=20)
- VII. NCOIC OPERATIONS AND MOBILITY JOB (ST77, N=12)
- VIII. AIRCREW TRAINING RECORDS JOB (ST107, N=7)
- IX. CLASSIFIED MATERIALS JOB (ST82, N=5)
- X. STANDARDIZATION AND EVALUATION (STAN EVAL) JOB (ST85, N=5)

## AFSC 1C0X2 CAREER LADDER SPECIALTY JOBS

FIGURE 1

(N=1,048)



\*Other = Aircrew Training Records Job, NCOIC Operations & Mobility Job, Classified Materials Job, Standardization & Evaluation Job

### Group Descriptions

The following paragraphs contain brief descriptions of the clusters and jobs identified through the career ladder structure analysis. Table 3 presents the average relative percent time spent on duties by members of these specialty jobs. Selected background data for these jobs are provided in Table 4. Representative tasks for all the jobs, clusters and jobs within clusters are contained in Appendix A.

I. SQUADRON OPERATIONS JOB (ST0093). The 480 members of this job comprise the core job of the career ladder. These job incumbents constitute 46 percent of the survey sample and 51 percent of the AD survey sample. These airmen spend 44 percent of their job time performing squadron operations center and resource management activities. They spend an additional 20 percent of their time performing current operations or scheduling, and management and supervisory activities (see Table 3). These airmen maintain, prepare, review and audit various reports, logs and products such as Air Force Operations Resource Management System (AFORMS), Mission Accomplishment Reports (MARs), Training Accomplishment Reports

(TARs), AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document), and flight authorizations. Forty-nine percent of these members hold a direct supervisor position and 92 percent are assigned to the functional area of squadron operations. They perform an average of 92 tasks. Representative tasks for this job include:

- Audit AFORMS training inputs
- Audit MARS or TARS
- Audit AFTO Forms 781
- Print and distribute AFORMS products
- Audit aircrew training products
- Update AFTO Forms 781 data in AFORMS
- Run AFORMS products
- Maintain AFORMS
- Maintain flight authorizations
- Prepare flight authorizations

Eighty-six percent of the members in this job are AD with 11 percent assigned to the AFRC and 3 percent to the ANG. The primary paygrades are E-4 and E-5 with 51 percent holding the 5-skill level.

The 416 AD members holding this job average 9 years TAFMS, with 32 percent in their first enlistment. The primary AD MAJCOM represented in this job is ACC (36 percent).

II. FLIGHT RECORDS CLUSTER (ST80). The 228 airmen in this cluster represent 22 percent of the total survey sample. This cluster has the second largest number of members in the survey sample. These incumbents perform work related to maintaining flight records. They spend 60 percent of their time on resource management activities with smaller amounts of time in the other duties (see Table 3). Forty-five percent of these members are assigned to the Host Operations System Management (HOSM) functional area. They report the largest average of tasks performed in the survey, 121 tasks. The following are examples of the work performed by these airmen:

- Maintain FRFs
- Update record reviews
- Audit FRFs
- Conduct flight record reviews such as FRF certification
- Review AFORMS products
- Run AFORMS products
- Audit individual flight records (IFRs)
- Update physical qualification status in AFORMS
- Audit individual data summaries (IDSs)
- Audit AFTO Forms 781
- Update physiological training dates or codes in AFORMS

Two jobs were identified within this cluster; the "Flight Records Technician Job" and the "HOSM Flight Records Job" (N= 16). In both jobs, members spend the majority of their job time on performing resource management activities. These jobs are divided by the level of experience, depth of focus of tasks, and job time spent on management and supervisory duties.

Sixty-seven percent of the members holding the "Flight Records Technician Job" functional area is HOSM, with an additional 18 percent working within a squadron. They spend only 58 percent of their job time performing resource management activities in comparison to 89 percent job time spent on this duty by the HOSM Flight Records Job. Flight Record Technicians spend more job time on performing data base management and processing activities than the members of the HOSM Flight Record Job. These airmen perform an average of 127 tasks in comparison to 46 tasks averaged by the members of the HOSM Flight Record Job. Sixty-eight percent of the Flight Records Technician job members identified are AD with 32 assigned to the ANG.

The HOSM Flight Records Job members spend more of their job time than the Flight Records Technician Job members performing management and supervisory activities. Eighty-one percent of these members work in HOSM and all are stationed in CONUS. Eight of the members holding this job are AD with 4 assigned to the ANG.

The Flight Records Cluster is composed of 62 percent AD, 31 percent ANG and 7 percent AFRC. The members of this cluster hold paygrades ranging from E-5 to E-6 (see Table 4). The primary skill levels are 5- and 7-skill level (43 and 45 percent, respectively).

The AD members of this cluster average 10 years. Twenty-five percent of these airmen are in their first enlistment. The primary AD MAJCOM represented in this cluster is ACC (26 percent) and AMC (21 percent).

III. SUPERVISOR AND TRAINING CLUSTER (ST047). The 78 members of this cluster represent 7 percent of the survey sample and 10 percent of the AD sample. These airmen perform various jobs, most of which are supervisory or training in nature. They perform an average of 87 tasks. Representative tasks performed by members of this cluster include:

- Counsel trainees on training progress
- Conduct on the job training (OJT)
- Evaluate progress of trainees
- Inspect personnel for compliance with military standards
- Evaluate personnel for compliance with performance standards
- Brief personnel concerning training programs or matters
- Maintain training records of files, other than for aircrew
- Interpret policies, directives, or procedures for subordinate
- Conduct supervisory performance feedback sessions
- Evaluate personnel to determine need for training

Four jobs were identified within this cluster: Technical Instructor Job, AFRC Scheduling and Training Job, Operations Superintendent Job, and Current Operations and Scheduling NCOIC Job. These jobs separated according to the amount of job time spent training and supervising, as well as the focus of the technical tasks performed.

The first job "Technical Instructor Job" is composed of 10 AD members. These airmen conduct formal technical school training, seven of these members are assigned to Keesler AFB MS. This group of instructors spends an average of 68 percent of their relative job time in performing training activities. They spend an additional 25 percent of their relative job time performing supervisory duties.

The second job, "AFRC Scheduling and Training Job" is composed of 6 members all assigned to the AFRC. They perform basic duty desk tasks, as well as training and supervising other AFSC 1C0X2 reservist. These airmen spend 28 percent of their job time training, with an additional 22 percent of their job time performing management and supervisory activities. They are all assigned to the Current Operations/Scheduling functional area.

The third job "Operation Superintendent Job" is composed of 28 members assigned to the 3 components (AD = 64 percent, AFRC = 32 percent, and ANG = 4 percent). Members holding this job spend the largest average of relative job time spent performing management and supervisory activities in the survey (44 percent). An additional 25 percent of their job time is spent performing training and resource management activities. Their additional job time is spread out performing the other operation resource duties. Fifty-nine percent of these members are assigned to a wing or group.

The final job identified within this cluster is "Current Operations and Scheduling NCOIC Job". The 34 members of this job are also assigned to the 3 components (AD = 82 percent, ANG = 12 percent, and AFRC = 6 percent). Approximately 49 percent of their job time is spent performing management, supervisory, and training activities. Thirty-three percent of their relative job time is spent performing current operations or scheduling activities. These members perform work in scheduling airspace and special-use airspace, which distinguishes them from their counterparts working at the squadron level. Forty-one percent of these respondents are assigned to wing level or higher.

The members of this cluster primarily hold the 7-skill level (58 percent), with the primary paygrades of E-6 and E-7 (29 percent, each). Only fourteen percent are assigned overseas (see Table 4).

Active duty personnel in this cluster average 15 years TAFMS, with no airman in his/her first enlistment. The primary MAJCOMs represented in this cluster are ACC (34 percent) and AETC (25 percent).

IV. CURRENT OPERATIONS AND SCHEDULING JOB (ST84). The 56 members of this job represent 5 percent of the total survey sample, and 6 percent of the AD survey sample.

This job is characterized by the highest average of job time spent performing current operations or scheduling activities (74 percent). These airmen primarily performing tasks dealing with flight schedules, air-to-air refueling mission, and use of airspace (see Table 3). They perform an average of 25 tasks. Representative tasks for this job include:

- Coordinate flight schedule changes with supporting agencies
- Coordinate air-to-air refueling missions with supporting agencies
- Coordinate airspace with supporting agencies, other than special-use airspace
- Prepare daily flight schedules
- Schedule special-use airspace with appropriate agencies
- Coordinate special-use airspace with supporting agencies
- Coordinate flight schedules with maintenance
- Schedule range time with appropriate agencies
- Prepare monthly flight schedules

Eighty-one percent of these members are AD, with 19 percent assigned to the AFRC or ANG (14 and 5 percent, respectively). Eighty percent of these airmen hold the 5-skill level and the primary paygrades are E-5 (39 percent) and E-4 (38 percent). This cluster has the largest number of airmen stationed overseas for the speciality (27 percent). These airmen are primarily assigned to a wing (40 percent), squadron (40 percent) or a group (20 percent). Only 27 percent of these members hold a direct supervisory position (see Table 4).

The average TAFMS for the 45 AD airmen holding this job is 8 years, with 27 percent within their first enlistment. The AD members of this job are primarily assigned to AMC, ACC, and AFMC (33 percent, each).

V. DUTY DESK TECHNICIAN JOB (ST84). The 52 members of this job represent 5 percent of the total survey sample, and 5 percent of the AD survey sample. Eighty-two percent of these members are AD, with 18 percent assigned to the ANG or AFRC (10 and 8 percent, respectively). This job is an entry-level job and is characterized by the highest average of job time spent performing squadron operations center activities (see Table 3). These airmen primarily perform tasks dealing with the duty desk such as opening and closing checklists, posting and updating aircraft takeoff or landing times, monitoring and performing go/no-go procedures. They perform an average of 36 tasks. Representative tasks for this job include:

- Perform operations center opening or closing checklist procedures
- Post or update aircraft takeoff or landing times
- Perform go/no-go procedures
- Maintain squadron operations center duty desk areas
- Monitor go/no-go items
- Post or update daily flight schedules

- Operate UHF or VHF radios
- Post or maintain flight crew information files (FCIFs) or mission crew information files (MCIFs)

The primary skill levels held by airmen performing this job are the 3- and 5-skill levels (44 percent each). The average paygrades held by these incumbents are E-3 and E-4 (31 percent and 41 percent, respectively). Eighty-eight percent of these airmen report working within a squadron and only 12 percent hold a direct supervisory position.

The average TAFMS for the 48 AD airmen holding this job is 4 years, with 68 percent within their first enlistment. The AD members of this job are primarily assigned to AETC (51 percent).

VI. RESOURCE MANAGEMENT JOB (ST86). The 20 members of this job comprise less than 2 percent of the total survey sample and 2 percent of the AD survey sample. This is a narrowly focused job with members spending 73 percent of their job time performing resource management and aircrew training activities (see Table 3). This is an entry-level job with airmen performing specific duty desk tasking such as auditing AFTO Forms 781, and updating this information in AFORMS. They also update, post and monitor flight authorizations, and operations resource management products. They perform an average of only 21 tasks, the smallest average number of tasks performed in the survey. Representative tasks for this job include:

- Update AFTO Forms 781 data in AFORMS
- Audit AFTO Forms 781
- Maintain files of completed AFTO Forms 781 or AF Forms 3520
- Update flying hour data in AFORMS
- Audit flying hour products
- Audit AFORMS training inputs
- Print operations resource management products
- Maintain AFORMS

Members of the three components perform this job (AD = 65 percent, AFRC = 25 percent and ANG = 10 percent). Fifty-five percent of the airmen working in this job are in either E-3 or E-4 paygrade; and hold the 5-skill level (55 percent) or 3-skill level (40 percent). Ninety-five percent of these airmen work within a squadron (see Table 4).

The primary AD MAJCOMS represented in this job are AMC and ACC (33 percent each). Sixty-nine percent of the AD airmen performing this job are in their first enlistment, and the average AD TAFMS is 4 years.

VII. NCOIC OPERATIONS AND MOBILITY JOB (ST077). The 12 members of this job make up 1 percent of the total survey sample and less than 1 percent of the AD sample. The

distinguishing factor between this job and the other jobs identified is the amount of job time spent on mobility and contingency activities (21 percent). These airmen spend 59 percent of their time performing squadron operations, data base activities, management and supervisory activities (see Table 3). These members perform an average of 87 tasks. Representative tasks performed by members of this cluster include:

- Post or update daily flight schedules
- Distribute flying schedules
- Process classified materials or documents at deployed locations
- Coordinate mission changes with supporting agencies
- Prepare equipment for deployments
- Destroy classified materials or documents
- Post or update aircraft takeoff or landing times
- Perform pallet buildup activities
- Pack or palletize mobility or contingency equipment for shipment or movement
- Develop inputs to mobility, contingency disaster preparedness, or unit emergency or alert plans

This cluster is composed of the three components (AD = 50 percent, AFRC = 33 percent, and ANG = 17 percent). These airmen primarily hold a 7-skill level (58 percent) and their primary paygrades are E-6 (42 percent) and E-5 (33 percent). Only 67 percent of these airmen hold a direct supervisory position (see Table 4).

The average TAFMS for the AD members within this cluster is 15 years, 5 mos with no members in their first enlistment. The primary MAJCOMs represented by these AD airmen are ACC (50 percent), AMC (33 percent) and PACAF (17 percent).

**VIII. AIRCREW TRAINING RECORDS JOB (ST0107).** The 7 members of this job make up less than 1 percent of the survey sample. This job is distinguished from the other jobs by the large amount of job time spent performing aircrew training activities (48 percent)(see Table 3). They perform an average of 54 tasks primarily, dealing with developing, maintaining, reviewing, and auditing aircrew training profiles, reports, and products. Airmen performing this job are primarily assigned to a wing or group level. The following are typical tasks performed by members holding this job:

- Develop and update aircrew training profiles and programs
- Develop base training profiles in Air Force aircrew training program
- Develop, and review aircrew training reports
- Maintain aircrew training information in AFORMS
- Audit aircrew training products
- Develop and implement procedures for aircrew training
- Create program codes for Air Force aircrew training program

This small group of airmen are AD with the exception of one airmen assigned to the AFRC. Five of these members are 5-skill level with the additional 3 individuals holding either a 7- or 9-skill level. The primary paygrade is E-5 with two airmen holding the E-6 or E-8 paygrade (see Table 4).

The average TAFMS for the AD members is 10 years, with none in their first enlistment. The MAJCOMS represented by this AD group are ACC (66 percent), AFSOC and AMC (both 17 percent). The primary AD paygrade is E-5 (83 percent).

IX. CLASSIFIED MATERIALS JOB (ST082). The 5 AD members of this job consist of less than 1 percent of the survey sample. These airmen spend 74 percent of their job time performing general administrative, management and supervisory activities. They primarily work with classified materials. They initiate, establish, maintain, inventory, and destroy classified materials or documents. Members of this job perform an average of 26 tasks. Representative tasks performed by members of this job include:

- Develop or establish work methods or procedures
- Inventory classified materials or documents
- Maintain publications libraries
- Establish or maintain accountability records for classified materials or documents
- Implement safety or security programs,
- Destroy classified materials or documents
- Initiate classified reports, messages, or documents
- Identify and report suspected security compromises

The average TAFMS for these the AD airmen is 11 years, 4 months, with no members in their first enlistment. Sixty percent of these incumbents hold the 7-skill level and their primary paygrade is E-5 (40 percent). Sixty percent are assigned to the JOINT COM, Number AF or HQUSAF. None of these members hold a direct supervisory position.

X. STANDARDIZATION AND EVALUATION JOB (STAN EVAL) (ST85). The 5 members of this job comprise less than 1 percent of the total survey sample. This is a narrowly focused job with members spending 47 percent of their job time performing STAN EVAL activities (see Table 3). They administer, score and monitor aircrew STAN EVAL testings, as well as post, maintain, and audit such files as Flight Crew Information Files (FCIFs), Mission Crew Information files (MCIFs), and Record of Evaluation (AF Forms 942). They perform an average of only 21 tasks. Representative tasks for this job include:

- Maintain, audit, and distribute Flight Evaluation Folders (FEFs)
- Initiate AF Forms 8 (Certificate of Aircrew Qualification)
- Post or maintain FCIFs
- Initiate AF Forms 942 (Record of Evaluation)
- Administer or score tests
- Distribute checkride dates to appropriate agencies

- Maintain publication library
- Review drafts or supplements or changes to directives, such as policy directives, instructions, or manuals

Three of the members holding this job are AD, and two are assigned to the ANG. The primary paygrades held by these respondents are E-4 and E-5 (40 percent, each). Forty percent are assigned to either wing or squadron level, and none are assigned overseas.

The three AD personnel holding this job average 7 years TAFMS, with none in their first enlistment. These individuals are assigned to AMC, ACC and AFMC.

### Summary

In summary, structure analysis identified 2 clusters and 8 independent jobs. The core work performed by the Operations Resource Management career ladder is the Squadron Operations job, accounting for 48 percent of the specialty. Two entry-level jobs were identified Duty Desk Technician Job and Resource Management Job. The other remaining jobs support this mission in such areas as training and supervising operations resource personnel, documenting and tracking the various data requirements.

## **COMPARISON OF CURRENT JOB STRUCTURE TO PREVIOUS STUDY**

The current job structure was compared with the previous OSR (AFPT 90-1CO-066, June 1996). Table 5 displays the major jobs reported in the current survey and their equivalents in the previous survey. For the most part, the jobs themselves have remained very similar, but whether they appear as a job or as part of a cluster has changed somewhat. For example, in the current survey, there was one cluster of jobs identified for the supervisor and training cluster. The previous OSR identified three jobs dealing with supervision and training. Another factor influencing the differences in jobs identified is the inclusion of the ANG and AFRES in the current survey such as the NCOIC Operation and Mobility Job and the AFRC Scheduling and Training job identified within the Supervisor and Training Cluster.

TABLE 3

## AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOB

	Squadron Operations Job ST93 (N=480)	Flight Record Cluster ST80 (N=228)	Supervisor & Training Cluster ST47 (N=78)	Current Operations & Scheduling Cluster ST66 (N=56)	Duty Desk Technician Job ST84 (N=52)
A	20	60	6	3	22
B	8	10	3	1	5
C	24	6	6	10	48
D	10	3	16	74	13
E	*	*	*	*	*
F	17	8	2	1	7
G	2	1	3	1	1
H	10	7	36	6	2
I	4	3	22	2	1
J	3	1	3	2	2
K	3	1	3	1	2

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

	Resource Management Job ST 86 (N=20)	NCOIC Operations & Mobility Job ST77 (N=12)	Aircrew Training Records Jobs ST107 (N=7)	Classified Materials Job ST82 (N=5)	Stan Eval Job ST85 (N=5)
A	57	3	12	1	3
B	8	2	18	0	4
C	14	23	2	4	13
D	2	14	2	5	7
E	0	*	0	0	47
F	16	2	44	0	0
G	1	21	1	2	0
H	1	22	15	39	10
I	1	3	3	6	10
J	1	6	1	35	3
K	*	4	1	8	3

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	SQUADRON OPERATIONS JOB (ST93)	FLIGHT RECORDS CLUSTER (ST80)	SUPERVISOR AND TRAINING CLUSTER (ST47)	CURRENT OPS AND SCHEDULING JOB (ST66)	DUTY DESK TECHNICIAN JOB (ST84)
NUMBER IN GROUP	480	228	78	56	52
<u>PERCENT TOTAL SAMPLE</u>	46%	22%	7%	5%	5%
PERCENT AD	86%	62%	72%	81%	82%
PERCENT ANG	3%	31%	6%	5%	10%
PERCENT AFRC	11%	7%	22%	14%	8%
PERCENT IN CONUS	81%	88%	86%	73	88%
<u>DAFSC DISTRIBUTION:</u>					
1C032	18%	10%	0%	5%	44%
1C052	51%	43%	27%	80%	44%
1C072	29%	45%	58%	14%	12%
1C092	2	2%	15%	0	0
<u>PREDOMINANT GRADE(S)</u>					
E-1 to E-3	15%	11%	0%	4%	41%
E-4	27%	21%	5%	38%	37%
E-5	27%	25%	20%	38%	11%
E-6	20%	19%	29%	13%	11%
E-7	10%	22%	29%	7%	0
E-8	1%	2%	17%	0	0
AD-AVG MOS IN CAREER FIELD	82	94	116	81	44
AD-AVG MOS IN SERVICE	109	119	179	95	48
AD-PERCENT IN FIRST ENLISTMENT	32%	25%	0	27%	68%
PERCENT SUPERVISING	49%	48%	87%	27%	12%
AVG NUMBER OF TASKS PERFORMED	92	121	68	25	36

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	RESOURCE MGMT JOB (ST86)	NCOIC OPS & MOBILITY JOB (ST77)	AIRCREW TRAINING RECORDS JOB (ST107)	CLASSIFIED MATERIALS JOB (ST82)	STAN EVAL (ST85)
NUMBER IN GROUP	20	12	7	5	5
<u>PERCENT OF TOTAL SAMPLE</u>	2%	1%	1%	*	*
PERCENT AD	65%	50%	86%	100%	60%
PERCENT ANG	10%	17%	0	0	40%
PERCENT AFRC	25%	33%	14%	0	0
PERCENT IN CONUS	90%	83%	86%	80%	100%
<u>DAFSC DISTRIBUTION:</u>					
1C032	40%	0	0	0	0
1C052	55%	34%	57%	40%	60%
1C072	0	58%	29%	60%	40%
1C092	5%	8%	14%	0	0
<u>PREDOMINANT GRADE(S)</u>					
E-1 to E-3	45%	0	0	0	
E-4	30%	0	0	20%	40%
E-5	20%	33%	71%	40%	40%
E-6	0	42%	15%	20%	0
E-7	0	17%	0%	20%	20%
E-8	5%	8%	14%	0	0
AD-AVG MOS IN CAREER FIELD	26	66	119	115	63
AD-AVG MOS IN SERVICE	47	186	119	137	85
AD-PERCENT IN FIRST ENLISTMENT	69%	0	0	0	0
PERCENT SUPERVISING	10%	67%	29%	0	20%
AVG NUMBER OF TASKS PERFORMED	21	87	54	26	21

TABLE 5

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1996 SURVEY

CURRENT SURVEY (N=1,048)	1996 SURVEY (N=1,123)
SQUADRON OPERATIONS JOB	SQUADRON OPERATIONS JOB
FLIGHT RECORD CLUSTER	FLIGHT RECORDS JOB
SUPERVISOR AND TRAINING CLUSTER	SQUADRON OPERATIONS SUPERVISOR JOB SQUADRON OPERATIONS MANAGER JOB TECHNICAL TRAINING SCHOOL INSTRUCTOR JOB
CURRENT OPERATIONS AND SCHEDULING JOB CLASSIFIED MATERIALS JOB	CURRENT OPERATIONS AND SCHEDULING MANAGER JOB WING SCHEDULING JOB
DUTY DESK TECHNICIAN JOB	DUTY DESK JOB
RESOURCE MANAGEMENT JOB	ENTRY-LEVEL SQUADRON OPERATIONS CLUSTER
AIRCREW TRAINING RECORDS JOB	AIRCREW TRAINING RECORDS JOB
NCOIC OPERATIONS AND MOBILITY JOB	NOT IDENTIFIED
STANDARDIZATION AND EVALUATION (STAN EVAL) JOB	NOT IDENTIFIED

NOTE: 1996 OSR survey did not include ANG or AFRC.

## ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Specialty Descriptions* and the Specialty Training Standard (STS) reflect what career ladder personnel are actually doing in the field and what is required of their members.

The distribution of skill-level groups across the career ladder specialty jobs for the total survey sample, AD, ANG and AFRC are displayed in Tables 6 and 7. Tables 8 and 9 offers another perspective by displaying the average time spent on each duty across the skill-level groups for the 3 components (AD, ANG, and AFRC). Tables 10-27 display representative tasks performed by the specific component DAFSC groups. Tables displaying representative tasks performed by the total survey sample (AD, ANG, and AFRC) by skill-level are included in Appendix B.

### Skill-Level Descriptions (AD)

**DAFSC 1C032.** The 157 airmen in the 3-skill level group represent 15 percent of the survey sample and 19 percent of the AD sample. These AD 3-skill level members primarily work in the Squadron Operations Job (55 percent), with smaller percentages working in the Duty Desk Technician Job, Flight Record Cluster, and the Resource Management Job (see Table 6).

These members spend 61 percent of their job time performing resource management and squadron operations center activities. These duties involve tasks such as auditing AFTO Forms 781, maintaining AFORMS, auditing AFORMS training inputs, updating AFTO Forms 781 in AFORMS, printing and distributing AFORMS (see Table 8).

These 3-skill level airmen perform an average of 53 tasks. This is the second smallest number of tasks performed by any skill level group in the survey, indicating a narrow focus of specialization. Representative tasks performed by these AD 3-skill level airmen are displayed in Table 10

**DAFSC 1C052.** The 425 airmen in the 5-skill level group represent 41 percent of the survey sample and 52 percent of the AD sample. These airmen, like their 3-skill level counterparts, work primarily in the core job of the speciality, the Squadron Operations Job (51 percent) with 17 percent in the Flight Record Cluster. Smaller percentages of 5-skill level airmen work in all the identified jobs and clusters (see Table 6).

These 5-skill level airmen report performing more tasks than their 3-skill level counterparts (3-skill level=53 tasks vs. 5-skill level=73 tasks). As one would expect, 5-skill level personnel report spending more job time performing management and supervisory activities (5-skill level=10 percent vs. 3-skill level=1 percent). Like the 3-skill level airmen they too spend the majority of their job time performing resource management and squadron operations center

activities (3-skill level=61 percent vs. 5-skill level=44 percent). Their additional job time is spread-out performing all the other duties (see Table 8).

Representative tasks performed by the 5-skill level airmen are displayed in Table 11. Tasks that reflect differences between the AD 3- and 5-skill level groups are displayed in Table 12.

**DAFSC 1C072.** The 221 members in the 7-skill level group constitute 27 percent of the survey sample and over 21 percent of the AD sample. These senior NCOs work primarily in the Squadron Operations Job (50 percent) with an additional 34 percent working in the Flight Record Cluster and the Supervisor and Training Cluster (see Table 6).

A 13 percent increase in supervisory responsibilities is seen for the 7-skill level airmen vs. the 5-skill level airmen. Yet, these experienced airmen also report spending a high percentage of job time performing technical duties such as performing squadron operations center activities and current operations and scheduling activities. These experienced airmen report performing an average of 102 tasks. Representative tasks performed by these seniors NCOs are displayed in Table 13. Tasks differentiating between the AD 5- and 7-skill level groups are displayed in Table 14.

**DAFSC 1C092.** The 9 members in the 9-skill level represents less than 1 percent of the survey sample and 1 percent of the AD survey sample. Eight of these members work in either the Supervisor or Training Cluster or Flight Record Cluster with one working in the Squadron Operations Job (see Table 6).

These members spend 67 percent of their job time performing resource management, or management and supervisory activities. These respondents also spend more job time performing data base management and processing activities than any other skill level group (see Table 8). Table 15 lists representative tasks performed by DAFSC 1C092 and Table 16 differentiates between AD 7- and 9- skill level.

#### Summary (AD)

A typical career ladder progression within AD AFSC 1C0X2 career ladder is evident, with personnel at the 3-skill level spending the vast majority of their job time performing technical tasks. A slight shift towards supervisory functions occurs at the 5-skill level, with members still spending more than 82 percent of their duty time performing technical functions. Personnel at the 7-skill level perform both technical and supervisory functions, with a relatively higher percentage of their time spent on supervisory duties, as compared to the more junior personnel. Nine-skill level members are basically managers and supervisors performing predominantly supervisory and managerial tasks.

### Skill-Level Descriptions (ANG)

**DAFSC 1C052.** The 31 airmen in the 5-skill level group represent 3 percent of the survey sample and 28 percent of the ANG sample. These incumbents primarily work in the Flight Record Cluster (58 percent) with an additional 13 percent in the Squadron Operations Job (see Table 7).

These 5-skill level guardsmen report performing an average of 65 tasks and spend 46 percent of their job time performing resource management activities (see Table 17). They spend an additional 28 percent of their job time performing center and current operations or scheduling activities (see Table 9). Representative tasks performed by 5-skill level ANG members are listed in Table 18.

**DAFSC 1C072.** The 77 members in the 7-skill level group constitute 7 percent of the survey sample and 71 percent of the ANG sample. Like their 5-skill level counterparts, they too primarily work in the Flight Record Cluster (69 percent) and the Squadron Operations Job (12 percent) (see Table 7).

These 7-skill level guardsmen report performing an average of 131 tasks. An increase in general management and supervisory activities is reflected from the 5-skill level (see Table 9). Representative tasks performed by 7-skill level ANG members are listed in Table 19. Task differentiating between the ANG 5- and 7-skill level groups is displayed in Table 20.

### Summary (ANG)

Distinctions between the ANG skill-level groups are evident, with personnel at the 5-skill levels spending the vast majority of their job time performing basic technical tasks of the specialty. At the 7-skill level, a shift towards supervisory tasks is clear.

### Skill-Level Descriptions (AFRC)

**DAFSC 1C052.** Fifty-one airmen in the 5-skill level group represent 5 percent of the survey sample and 40 percent of the AFRC sample. Thirty-nine percent of these reservists work in the Flight Records Cluster Job with an additional 13 percent working in the Squadron Operations Job. These reserves spend more relative job time on data base management and processing and STAN EVAL than any other skill level group in the survey. Nineteen percent of these reservists were not grouped with an identified job. This is the largest number of airmen within a skill level group not identified in a job within the survey, indicating a much broader utilization within the career ladder.

AFRC 5-skill level airmen report performs an average of 59 tasks. This is the second smallest number of tasks performed by any skill level group in the survey. These 5-skill level airmen spend 28 percent of their job time performing squadron operations, current operations or scheduling activities (see Table 21). Representative tasks performed by 5-skill level AFRC members are listed in Table 22.

**DAFSC 1C072.** The 54 members in the 7-skill level group constitute 5 percent of the survey sample and 43 percent of the AFRC sample. Like their 5-skill level counterparts, they too primarily work in the Squadron Operations Job (39 percent) and have a large number of reservists not grouped with an identified job. (see Table 7).

These 7-skill level reservists perform an average of 80 tasks. Unlike their ANG counterparts, 5- and 7-skill level reservist primarily work in the Squadron Operations Job, where as 5- and 7- skill level guardsmen primarily work in the Flight Record Cluster. These 7-skill reservists spend less time performing resource management activities than 5-skill level reservist and more time on management and supervisory duties. Representative tasks performed by 7-skill level AFRC members are listed in Table 23. Tasks differentiating between the AFRC 5- and 7-skill level groups are displayed in Table 24.

**DAFSC 1C092.** The 22 members in the 9-skill level represent 2 percent of the survey sample and 17 percent of the AFRC survey sample. Forty-six percent of these members work in the Squadron Operation Job with an additional 36 percent identified in the Supervisor and Training Cluster (see Table 7).

These experience members perform the largest average number of tasks for the AFRC skill level groups. Representative tasks performed by 9-skill level AFRC members are listed in Table 25. Tasks differentiating between the AFRC 7- and 9-skill level groups are displayed in Table 26.

#### Summary (AFRC)

Progression in the AFRC Resources Operation Management career ladder follows a pattern of technical job focus at the 5-skill level with higher emphasis on management and supervision at the 7- and 9-skill levels. Like their AD and ANG counterparts the average number of tasks performed increases with skill level advancement.

### **ANALYSIS OF MAJOR COMMANDS**

Tasks and background data for the 10 MAJCOMs or field operating agencies with the larger AFSC 1C0X2 populations were compared to determine whether job content varied as a function of command assignment (see Table 27). Generally, all MAJCOMS showed high relative job time spent performing resource management and squadron operations center activities. The major differences were driven by MAJCOM missions.

A difference was noted between the 3 components (AD, ANG, and AFRC) in the amount of relative job time spent performing supervisory duties. AD members spend more relative job time performing supervisory and managerial tasks than the other two components. The ANG spends less job time performing general management and supervisory activities than the AFRC.

TABLE 6

DISTRIBUTION OF DAFSC 1C0X2 GROUP MEMBERS ACROSS SPECIALTY JOBS  
(PERCENT RESPONDING)  
TOTAL SAMPLE AND AD

	TOTAL SURVEY SAMPLE				AD			
	1C032 (N=157)	1C052 (N=507)	1C072 (N=352)	1C092 (N=32)	1C032 (N=157)	1C052 (N=425)	1C072 (N=221)	1C092 (N=9)
I. SQUADRON OPERATIONS JOB	55	48	40	34	55	51	50	11
II. FLIGHT RECORD CLUSTER	15	19	29	16	15	17	19	44
III. SUPERVISOR AND TRAINING CLUSTER	0	4	13	38	0	5	15	44
IV. CURRENT OPERATIONS AND SCHEDULING JOB	2	9	2	0	2	9	1	0
V. DUTY DESK TECHNICIAN JOB	15	5	2	0	15	5	1	0
VI. RESOURCE MANAGEMENT JOB	5	2	0	3	5	1	0	0
VII. NCOIC OPERATIONS AND MOBILITY JOB	0	1	2	3	0	1	2	0
VIII. AIRCREW TRAINING RECORDS JOB	0	1	1	3	0	1	1	0
IX. CLASSIFIED MATERIALS JOB	0	*	1	0	0	1	1	0
X. STAN EVAL JOB	0	1	1	0	0	1	1	0
XI. NOT GROUPED	8	10	9	3	8	8	9	1

TABLE 7  
 DISTRIBUTION OF DAFSC 1C0X2 GROUP MEMBERS ACROSS SPECIALTY JOBS  
 (PERCENT RESPONDING)  
 ANG AND AFRC

	<u>ANG</u>		<u>AFRC</u>	
	1C052 (N=31)	1C072 (N=77)	1C052 (N=51)	1C092 (N=22)
I. SQUADRON OPERATIONS JOB	13	12	39	46
II. FLIGHT RECORD CLUSTER JOB	58	69	14	5
III. SUPERVISOR AND TRAINING CLUSTER	0	7	4	36
IV. CURRENT OPERATIONS AND SCHEDULING JOB	3	3	8	0
V. DUTY DESK TECHNICIAN JOB	3	5	6	0
VI. RESOURCE MANAGEMENT JOB	7	0	8	5
VII. NCOIC OPERATIONS AND MOBILITY JOB	3	0	2	0
VIII. AIRCREW TRAINING RECORDS JOB	0	0	0	5
IX. CLASSIFIED MATERIALS JOB	0	0	0	0
X. STAN EVAL JOB	3	1	0	0
XI. NOT GROUPED	10	3	19	3

TABLE 8

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS  
AD

	DUTIES	1C032 (N=157)	1C052 (N=425)	1C072 (N=221)	1C092 (N=9)
A	PERFORMING RESOURCE MANAGEMENT ACTIVITIES	36	24	21	35
B	PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	8	6	7	14
C	PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	25	19	13	3
D	PERFORMING CURRENT OPERATIONS OR SCHEDULING ACTIVITIES	11	17	11	1
E	PERFORMING STANDARDIZATION AND EVALUATION (STAN EVAL) ACTIVITIES	*	1	*	*
F	PERFORMING AIRCREW TRAINING ACTIVITIES	14	12	11	5
G	PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	1	2	2	1
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1	10	23	31
I	PERFORMING TRAINING ACTIVITIES	1	5	8	9
J	PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	2	3	3	1
K	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	1	1	*

\* = Denotes less than 1 percent

TABLE 9

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS  
ANG AND AFRC

DUTIES	ANG		AFRC	
	1C052 (N=31)	1C072 (N=77)	1C052 (N=51)	1C072 (N=54)
A PERFORMING RESOURCE MANAGEMENT ACTIVITIES	46	39	35	21
B PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	7	8	23	6
C PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	17	13	12	18
D PERFORMING CURRENT OPERATIONS OR SCHEDULING ACTIVITIES	11	11	11	14
E PERFORMING STANDARDIZATION AND EVALUATION (STAN EVAL) ACTIVITIES	2	1	7	*
F PERFORMING AIRCREW TRAINING ACTIVITIES	9	10	4	10
G PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	3	3	3	4
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2	8	2	14
I PERFORMING TRAINING ACTIVITIES	1	4	2	6
J PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	1	2	1	5
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	*	2
				15

\* = Denotes less than 1 percent

TABLE 10

## REPRESENTATIVE TASKS PERFORMED BY AD 1C032 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=157)
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	87
F0216 Audit AFORMS training inputs	77
B0121 Run AFORMS products	76
C0163 Print and distribute AFORMS products	76
A0043 Maintain AFORMS	75
A0081 Update AFTO Forms 781 data in AFORMS	75
A0083 Update flying hour data in AFORMS	73
A0013 Audit flying hour products	72
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	72
C0160 Prepare flight authorizations	69
B0120 Review AFORMS products	69
A0066 Print operations resource management products	68
A0014 Audit flying time update summaries	66
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	63
C0136 Maintain flight authorizations	62
F0217 Audit aircrew training products	61
C0144 Monitor go/no-go items	61
F0228 Maintain aircrew training information in AFORMS	61
A0065 Prepare operations resource management products	60
A0071 Request AFORMS flying currency listings	57
A0073 Request operations resource management products	55
A0021 Audit operations resource management products	54
C0149 Perform operations center opening or closing checklist procedures	52
C0153 Post or update daily flight schedules	52
C0152 Post or update aircraft takeoff or landing times	52
B0099 Audit AFORMS operations	52
C0148 Perform go/no-go procedures	51

AVERAGE TASKS PERFORMED - 53

TABLE 11

## REPRESENTATIVE TASKS PERFORMED BY AD 1C052 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=425)
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	72
A0043 Maintain AFORMS	67
B0121 Run AFORMS products	67
A0081 Update AFTO Forms 781 data in AFORMS	66
B0120 Review AFORMS products	65
F0216 Audit AFORMS training inputs	64
A0083 Update flying hour data in AFORMS	62
C0163 Print and distribute AFORMS products	62
A0014 Audit flying time update summaries	60
F0217 Audit aircrew training products	59
A0013 Audit flying hour products	59
A0066 Print operations resource management products	59
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	58
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	57
C0136 Maintain flight authorizations	55
C0144 Monitor go/no-go items	54
F0228 Maintain aircrew training information in AFORMS	54
C0153 Post or update daily flight schedules	52
C0160 Prepare flight authorizations	51
F0241 Update aircrew ground or flight training accomplishments in AFORMS	50
C0148 Perform go/no-go procedures	48
C0149 Perform operations center opening or closing checklist procedures	48
C0139 Maintain squadron operations center duty desk areas	47
D0177 Coordinate flight schedule changes with supporting agencies	42

AVERAGE TASKS PERFORMED - 73

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 1C032 AND 1C052 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 1C032 (N=157)	DAFSC 1C052 (N=425)	DIFFERENCE
I0346	6	38	-32
H0314	1	29	-29
H0291	1	30	-29
H0338	*	28	-28
H0309	6	33	-28
H0333	1	28	-27
H0333	1	28	-27
H0339	1	28	-27
H0320	1	28	-27
I0355	4	30	-26
H0293	1	25	-25
H0289	10	34	-25
H0296	3	28	-25
H0326	2	26	-24
I0354	1	25	-24
H0327	3	26	-23
F0235	14	37	-23
H0308	10	31	-22
H0324	*	20	-20
H0299	3	22	-20
H0321	1	20	-20
I0342	6	26	-20

TABLE 13

## REPRESENTATIVE TASKS PERFORMED BY AD 1C072 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=221)	
H0289	Conduct self-inspections or self-assessments	75
H0294	Counsel subordinates concerning personal matters	73
H0291	Conduct supervisory performance feedback sessions	69
H0339	Write recommendations for awards or decorations	69
A0007	Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	69
H0320	Evaluate personnel for compliance with performance standards	68
H0333	Schedule personnel for TDY assignments, leaves, or passes	68
I0345	Conduct on-the-job training (OJT)	67
H0338	Write or indorse military performance reports	67
H0296	Determine or establish work assignments or priorities	67
B0121	Run AFORMS products	66
H0327	Interpret policies, directives, or procedures for subordinates	65
H0321	Evaluate personnel for promotion, demotion, reclassification, or special awards	65
H0326	Inspect personnel for compliance with military standards	65
B0120	Review AFORMS products	65
A0081	Update AFTO Forms 781 data in AFORMS	65
A0043	Maintain AFORMS	64
I0346	Counsel trainees on training progress	63
H0293	Conduct supervisory orientations for newly assigned personnel	63
H0309	Develop or establish work schedules	62
H0314	Establish performance standards for subordinates	61
A0083	Update flying hour data in AFORMS	61
I0355	Evaluate progress of trainees	61
F0216	Audit AFORMS training inputs	59
A0071	Request AFORMS flying currency listings	61
I0354	Evaluate personnel to determine need for training	60

AVERAGE TASKS PERFORMED - 102

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 1C052 AND 1C072 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 1C052 (N=425)	DAFSC 1C072 (N=221)	DIFFERENCE
H0321 Evaluate personnel for promotion, demotion, reclassification, or special awards	20	65	-45
H0339 Write recommendations for awards or decorations	28	69	-42
H0289 Conduct self-inspections or self-assessments	34	75	-41
H0327 Interpret policies, directives, or procedures for subordinates	26	65	-40
H0326 Inspect personnel for compliance with military standards	26	65	-40
H0333 Schedule personnel for TDY assignments, leaves, or passes	28	68	-40
H0320 Evaluate personnel for compliance with performance standards	28	68	-40
H0296 Determine or establish work assignments or priorities	28	67	-40
H0287 Assign sponsors for newly assigned personnel	11	51	-40
H0294 Counsel subordinates concerning personal matters	34	73	-39
H0338 Write or indorse military performance reports	28	67	-39
H0291 Conduct supervisory performance feedback sessions	30	69	-39
H0293 Conduct supervisory orientations for newly assigned personnel	25	63	-38
H0286 Assign personnel to work areas or duty positions	14	51	-37
H0324 Initiate actions required due to substandard performance of personnel	20	57	-37

TABLE 15

## REPRESENTATIVE TASKS PERFORMED BY AD 1C092 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=9)
H0293 Conduct supervisory orientations for newly assigned personnel	100
H0287 Assign sponsors for newly assigned personnel	100
I0345 Conduct on-the-job training (OJT)	100
I0346 Counsel trainees on training progress	100
I0355 Evaluate progress of trainees	100
H0333 Schedule personnel for TDY assignments, leaves, or passes	100
H0291 Conduct supervisory performance feedback sessions	100
A0025 Compute conditional aviation career incentive pay (ACIP) or hazardous duty incentive pay (HDIP) requirements	89
H0331 Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	89
A0075 Review aircrew position identifier (API) or rated position identifier (RPI) codes	89
A0021 Audit operations resource management products	89
B0111 Navigate software support group (SSG) home page	89
A0034 Determine suspension or disqualification actions	89
H0295 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	89
H0309 Develop or establish work schedules	89
I0347 Determine training requirements, other than for aircrew	89
B0109 Monitor security of AFORMS	78
A0012 Audit flight pay control documents	78
A0019 Audit monthly flight pay control documents	78
A0058 Perform management actions for operations resource management products	78
A0097 Verify rated, nonrated, or parachutist eligibility for basic or advanced ratings or badges	78
B0118 Request data base queries	78
B0121 Run AFORMS products	78

AVERAGE TASKS PERFORMED - 131

TABLE 16

TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 1C072 AND 1C092 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 1C072 (N=221)	DAFSC 1C092 (N=9)	DIFFERENCE
C0136	55	11	44
C0148	43	*	43
A0081	65	22	43
F0241	52	11	41
F0218	52	11	41
F0234	52	11	41
-----			
B0119	27	100	-73
H0290	27	100	-73
A0077	17	89	-72
A0037	19	89	-70
A0025	19	89	-70
A0076	19	89	-70
A0034	23	89	-66
A0075	26	89	-63

TABLE 17

## RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

		<u>ANG</u>	
<u>DUTIES</u>		1C052 (N=31)	1C072 (N=77)
A	PERFORMING RESOURCE MANAGEMENT ACTIVITIES	46	40
B	PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	7	8
C	PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	17	13
D	PERFORMING CURRENT OPERATIONS OR SCHEDULING ACTIVITIES	11	10
E	PERFORMING STANDARDIZATION AND EVALUATION (STAN EVAL) ACTIVITIES	2	1
F	PERFORMING AIRCREW TRAINING ACTIVITIES	9	10
G	PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	3	3
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2	8
I	PERFORMING TRAINING ACTIVITIES	1	4
J	PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	1	2
K	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1

TABLE 18

## REPRESENTATIVE TASKS PERFORMED BY ANG 1C052 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=31)
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	81
A0013 Audit flying hour products	81
A0081 Update AFTO Forms 781 data in AFORMS	77
A0083 Update flying hour data in AFORMS	74
A0014 Audit flying time update summaries	74
A0003 Audit AF Forms 702 (Individual Physiological Training Record)	74
A0043 Maintain AFORMS	71
A0048 Maintain FRFs	71
A0089 Update record reviews	71
B0121 Run AFORMS products	71
A0001 Assemble flight record folder packages for permanent change of station, retiring, separating, or temporary duty personnel	70
A0088 Update rated or nonrated personnel data in AFORMS	69
F0216 Audit AFORMS training inputs	68
B0120 Review AFORMS products	68
A0005 Audit AF Forms 1042 (Medical Recommendations for Flying or Special Operational Duty)	68
A0027 Conduct flight record reviews, such as FRF certifications	68
A0086 Update physical qualification status in AFORMS	68
A0087 Update physiological training dates or codes in AFORMS	68
A0042 Maintain AF Forms 1042 subsense file	67
A0032 Correct and update career totals or aircraft totals	67
A0011 Audit FRFs	65
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	61
C0163 Print and distribute AFORMS products	61
F0217 Audit aircrew training products	61
A0017 Audit individual flight records (IFRs)	61
A0071 Request AFORMS flying currency listings	58
F0228 Maintain aircrew training information in AFORMS	58

AVERAGE TASKS PERFORMED - 65

TABLE 19

## REPRESENTATIVE TASKS PERFORMED BY ANG 1C072 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=77)
A0083 Update flying hour data in AFORMS	86
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	84
A0013 Audit flying hour products	84
A0043 Maintain AFORMS	83
A0014 Audit flying time update summaries	83
A0066 Print operations resource management products	82
B0120 Review AFORMS products	81
B0121 Run AFORMS products	81
C0163 Print and distribute AFORMS products	81
A0021 Audit operations resource management products	81
A0086 Update physical qualification status in AFORMS	81
A0087 Update physiological training dates or codes in AFORMS	81
A0081 Update AFTO Forms 781 data in AFORMS	79
A0089 Update record reviews	79
A0027 Conduct flight record reviews, such as FRF certifications	79
A0065 Prepare operations resource management products	79
A0011 Audit FRFs	78
A0073 Request operations resource management products	77
A0071 Request AFORMS flying currency listings	75
A0017 Audit individual flight records (IFRs)	75
A0048 Maintain FRFs	74
F0216 Audit AFORMS training inputs	74
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	74
A0088 Update rated or nonrated personnel data in AFORMS	74
A0044 Maintain background materials	73
F0228 Maintain aircrew training information in AFORMS	71
F0217 Audit aircrew training products	70
B0099 Audit AFORMS operations	68

AVERAGE TASKS PERFORMED - 131

TABLE 20

TASKS WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 1C052 AND 1C072 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	ANG DAFSC 1C052 (N=31)		ANG DAFSC 1C072 (N=77)		DIFFERENCE
H0289	6	64			-57
H0306	*	55			-55
H0308	3	53			-50
F0223	3	52			-49
B0111	6	52			-46
F0225	10	55			-45
A0012	16	61			-45
B0106	3	48			-45
I0355	3	47			-44
I0346	10	53			-44
B0103	23	66			-44
A0060	6	49			-43
F0226	13	56			-43
A0062	6	48			-42
A0058	19	61			-42
A0015	26	68			-42
B0107	10	52			-42

TABLE 21

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

AFRC

DUTIES	1C052 (N=51)	1C072 (N=54)	1C092 (N=22)
A PERFORMING RESOURCE MANAGEMENT ACTIVITIES	35	21	15
B PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	7	6	4
C PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	23	18	11
D PERFORMING CURRENT OPERATIONS OR SCHEDULING ACTIVITIES	12	14	4
E PERFORMING STANDARDIZATION AND EVALUATION (STAN EVAL) ACTIVITIES	*	*	1
F PERFORMING AIRCREW TRAINING ACTIVITIES	11	10	7
G PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	2	4	5
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	4	14	33
I PERFORMING TRAINING ACTIVITIES	3	6	9
J PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	2	5	6
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	2	5

TABLE 22

## REPRESENTATIVE TASKS PERFORMED BY AFRC 1C052 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=51)
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	84
C0160 Prepare flight authorizations	71
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	71
A0043 Maintain AFORMS	71
A0013 Audit flying hour products	71
A0081 Update AFTO Forms 781 data in AFORMS	69
A0083 Update flying hour data in AFORMS	69
C0136 Maintain flight authorizations	69
F0216 Audit AFORMS training inputs	67
B0121 Run AFORMS products	61
A0066 Print operations resource management products	59
A0014 Audit flying time update summaries	59
F0241 Update aircrew ground or flight training accomplishments in AFORMS	57
A0065 Prepare operations resource management products	57
A0073 Request operations resource management products	57
A0071 Request AFORMS flying currency listings	57
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	55
A0021 Audit operations resource management products	55
C0163 Print and distribute AFORMS products	55
C0134 Maintain aircrew mission or deployment kits	53
F0217 Audit aircrew training products	53
B0120 Review AFORMS products	51
C0153 Post or update daily flight schedules	49
B0099 Audit AFORMS operations	49
C0139 Maintain squadron operations center duty desk areas	47

AVERAGE TASKS PERFORMED - 59

TABLE 23

## REPRESENTATIVE TASKS PERFORMED BY AFRC 1C072 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=54)
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	69
C0160 Prepare flight authorizations	61
A0013 Audit flying hour products	61
C0163 Print and distribute AFORMS products	61
C0165 Verify aircraft sortie hours or data	59
C0136 Maintain flight authorizations	57
B0120 Review AFORMS products	57
A0066 Print operations resource management products	57
J0364 Destroy classified materials or documents	57
F0216 Audit AFORMS training inputs	56
H0289 Conduct self-inspections or self-assessments	56
I0345 Conduct on-the-job training (OJT)	54
A0043 Maintain AFORMS	54
A0021 Audit operations resource management products	54
F0228 Maintain aircrew training information in AFORMS	52
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	52
A0073 Request operations resource management products	52
F0217 Audit aircrew training products	52
B0121 Run AFORMS products	50
C0153 Post or update daily flight schedules	48
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	48
D0177 Coordinate flight schedule changes with supporting agencies	46
C0152 Post or update aircraft takeoff or landing times	44
D0173 Coordinate aircraft tail numbers with maintenance or command post	44
J0369 Initiate requests for TDY orders	43

AVERAGE TASKS PERFORMED - 80

TABLE 24

TASKS WHICH BEST DIFFERENTIATE BETWEEN AFRC DAFSC 1C052 AND 1C072 PERSONNEL  
(PERCENT MEMBER PERFORMING)

TASKS	AFRC DAFSC 1C052 (N=51)		AFRC DAFSC 1C072 (N=54)		DIFFERENCE
A0081	69	37	32		
A0083	69	39	30		
A0045	71	48	22		
C0139	47	28	19		
A0043	71	54	17		
-----					
I0342	10	44	-35		
J0369	10	43	-33		
H0289	24	56	-32		
H0327	12	43	-31		
H0338	4	35	-31		
H0308	12	41	-29		
H0339	4	31	-28		
H0313	2	30	-28		
J0364	29	57	-28		
H0294	12	39	-27		

TABLE 25

## REPRESENTATIVE TASKS PERFORMED BY AFRC 1C092 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=22)
H0338 Write or indorse military performance reports	95
H0289 Conduct self-inspections or self-assessments	91
I0345 Conduct on-the-job training (OJT)	91
H0321 Evaluate personnel for promotion, demotion, reclassification, or special awards	91
H0325 Initiate personnel action requests	86
J0369 Initiate requests for TDY orders	86
I0346 Counsel trainees on training progress	86
H0320 Evaluate personnel for compliance with performance standards	86
H0314 Establish performance standards for subordinates	86
H0339 Write recommendations for awards or decorations	86
H0330 Review budget requirements	82
H0296 Determine or establish work assignments or priorities	82
H0295 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	82
H0291 Conduct supervisory performance feedback sessions	82
C0140 Maintain status of resources and training system (SORTS) reports	77
H0308 Develop or establish work methods or procedures	77
J0373 Write minutes of briefings, conferences, or meetings	77
H0331 Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	77
H0286 Assign personnel to work areas or duty positions	77
I0342 Brief personnel concerning training programs or matters	73
C0162 Prepare SORTS reports	73
H0310 Draft budget requirements	68
H0288 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	68
H0285 Annotate time and attendance sheets for civilian employees	64

AVERAGE TASKS PERFORMED - 129

TABLE 26

TASKS WHICH BEST DIFFERENTIATE BETWEEN AFRC DAFSC 1C072 AND 1C092 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	AFRC DAFSC 1C072 (N=54)		AFRC DAFSC 1C092 (N=22)		DIFFERENCE
D0178	39	14	14	25	25
A0032	26	5	5	21	21
C0164	39	18	18	21	21
<hr/>					
H0330	9	82	82	-73	-73
H0325	15	86	86	-72	-72
H0337	4	73	73	-69	-69
H0321	24	91	91	-67	-67
<hr/>					
H0324	22	86	86	-64	-64
H0340	19	82	82	-63	-63
H0338	35	95	95	-60	-60
H0320	26	86	86	-60	-60
H0331	19	77	77	-59	-59
<hr/>					
H0291	24	82	82	-58	-58
H0310	11	68	68	-57	-57
H0335	13	68	68	-55	-55

TABLE 27

## PERCENTAGE OF TIME SPENT ON DUTIES BY MAJCOM GROUPS

	USAFE (N=30)	AETC (N=147)	PACAF (N=78)	AFSOC (N=83)	ACC (N=271)	AMC (N=153)	AFMC (N=34)	AFSPC (N=10)	ANG (N=109)	AFRC (N=127)
<b>A</b> PERFORMING RESOURCE MANAGEMENT ACTIVITIES	24	27	22	26	23	30	33	62	41	26
<b>B</b> PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	7	7	6	8	7	8	8	9	8	6
<b>C</b> PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	21	20	20	15	21	14	17	8	14	19
<b>D</b> PERFORMING CURRENT OPERATIONS OR SCHEDULING ACTIVITIES	19	11	15	13	15	15	7	3	11	11
<b>E</b> PERFORMING STAN EVAL ACTIVITIES	*	*	1	*	1	1	1	*	1	1
<b>F</b> PERFORMING AIRCREW TRAINING ACTIVITIES	10	11	9	13	13	13	12	10	10	10
<b>G</b> PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	1	*	3	2	2	2	*	*	3	3
<b>H</b> PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	11	12	14	13	12	10	13	4	6	13
<b>I</b> PERFORMING TRAINING ACTIVITIES	3	8	5	4	4	4	5	2	3	5
<b>J</b> PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	2	2	3	4	3	2	2	1	2	4
<b>K</b> PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	1	1	1	1	2	*	1	2

\* Denotes less than 1 percent

## TRAINING ANALYSIS

One of the many sources of information that can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment is the OSR. Factors which may be used in evaluating training include: the overall description of the job being performed by first-job or first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-job (1-24 months TICF) or first-assignment (1-48 months TICF) members performing specific tasks or using certain equipment or tools, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

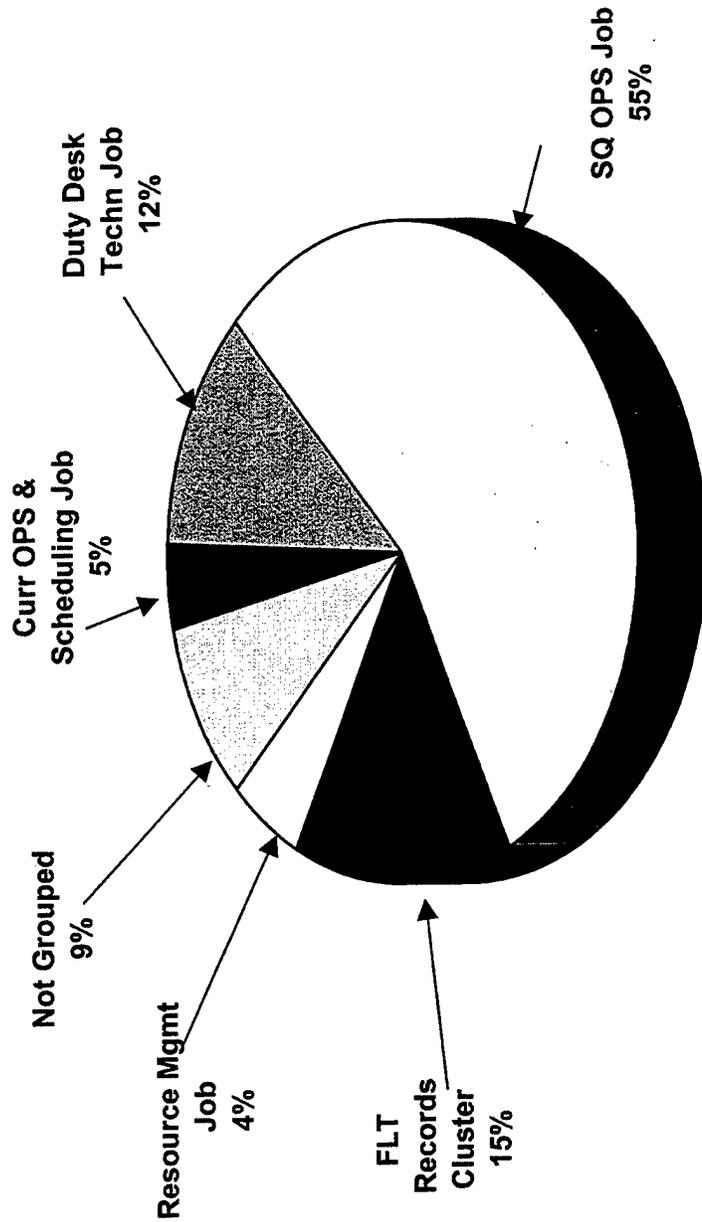
To assist specifically in evaluation of the STS, three SMEs and one career development course (CDC) writer matched JI tasks to appropriate sections and subsections of the Operations Resource Management STS. It was this matching upon which comparison to those documents was based. A complete computer listing displaying the percent members performing tasks, TE and TD ratings for each task, along with the STS matching, has been forwarded to the technical school for their use in further detailed reviews of appropriate training documents. A summary of this information is presented below.

### First-Enlistment Personnel (AD)

In the AFSC 1C0X2 sample, there are 243 members in their first enlistment (1-48 months TAFMS), representing 23 percent of the survey sample and 30 percent of the AD sample. These airmen work in five of the job groups identified (Squadron Operations Job, Flight Records Cluster, Duty Desk Technician Job, Current Operations and Scheduling Job, and Resource Management Job) (See Figure 2). These airmen spend 58 percent of their job time performing resource management and squadron operations center activities. As displayed in Table 28, approximately 83 percent of their job time is devoted to performing technical tasks of the specialty. Additional background data reflects that 73 percent of these airmen work in Squadron Operations. Sixty-six percent of these airmen hold the job title of Squadron Operations Technician (42 percent) or Duty Desk Technician (24 percent).

Common tasks performed by these first enlistment airmen are generic to the Operations Resource Management career ladder such as updating, maintaining, auditing AFTO Forms 781 and AFORMS as well as printing and distributing these products. Table 29 displays some of the representative tasks performed by members in their first enlistment.

**DISTRIBUTION OF 1C0X2 FIRST-ENLISTMENT PERSONNEL  
ACROSS SPECIALTY JOBS  
(N = 243)**



**FIGURE 2**

TABLE 28

RELATIVE PERCENT TIME SPENT ON DUTIES BY AD  
FIRST-ENLISTMENT PERSONNEL

<u>DUTIES</u>		PERCENT TIME SPENT (N=243)
A	PERFORMING RESOURCE MANAGEMENT ACTIVITIES	32
B	PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	7
C	PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	26
D	PERFORMING CURRENT OPERATION OR SCHEDULING ACTIVITIES	14
E	PERFORMING STANDARDIZATION AND EVALUATION (STAN EVAL) ACTIVITIES	*
F	PERFORMING AIRCREW TRAINING ACTIVITIES	13
G	PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	2
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2
I	PERFORMING TRAINING ACTIVITIES	1
J	PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	2
K	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*

\* INDICATES LESS THAN 1 PERCENT

TABLE 29

REPRESENTATIVE TASKS PERFORMED BY AD  
FIRST-ENLISTMENT PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=243)
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	83
F0216 Audit AFORMS training inputs	76
B0121 Run AFORMS products	75
C0163 Print and distribute AFORMS products	75
A0081 Update AFTO Forms 781 data in AFORMS	74
A0043 Maintain AFORMS	73
A0083 Update flying hour data in AFORMS	73
A0013 Audit flying hour products	71
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	70
B0120 Review AFORMS products	70
A0014 Audit flying time update summaries	67
C0160 Prepare flight authorizations	66
A0066 Print operations resource management products	65
C0136 Maintain flight authorizations	64
F0217 Audit aircrew training products	64
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	64
C0144 Monitor go/no-go items	62
F0228 Maintain aircrew training information in AFORMS	60
A0065 Prepare operations resource management products	58
C0153 Post or update daily flight schedules	58
C0152 Post or update aircraft takeoff or landing times	56
C0140 Maintain status of resources and training system (SORTS) reports	53
C0148 Perform go/no-go procedures	51
C0139 Maintain squadron operations center duty desk areas	50

### Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank ordering of those tasks in the JI considered important for first-enlistment assignment training (TE), along with a measure of the difficulty (TD) of the JI tasks.

A total of 71 tasks were rated high in TE, having a rating of over 4.20. Table 30 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. Tasks having a high TE rating deal with a variety of different tasks such as; auditing AFTO Forms 781 (6.95 TE rating), updating flying hour data in AFORMS (6.71 TE rating), preparing flight authorizations (6.19 TE rating), assembling flight record folder packages for permanent change of station, retiring, separating, or temporary duty personnel (5.52 TE rating), and prorating aircrew training requirements (5.29 TE rating). The highest rated TE tasks deal with auditing and updating AFORM Aircrew/Mission Light Data Document (ATO Forms 781), flying hour data and MARs or TARs tasks.

Fifty-six tasks had a high TD rating. These tasks like the higher rated TE tasks, were also associated to variety of applications such as: designing data base queries (8.70 TD rating), reconstructing lost or destroyed flight records folders (7.21 TD rating), preparing SORTS reports (7.21 TD rating), preparing program modification requests (6.69 TD rating), and drafting host-tenant or interservice agreements (6.54 TD rating). These tasks are listed in Table 31.

When combined with data on the percentages of first-assignment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

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 ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.)

TABLE 30

## AFSC 1C0X2 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

<u>TASK</u>	<u>TNG EMP</u>	<u>1ST JOB</u>	<u>PERCENT MEMBERS</u>		<u>TSK DIF</u>
			<u>PERFORMING</u>	<u>1ST ENL</u>	
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	6.95	85	83		4.66
A0083 Update flying hour data in AFORMS	6.71	75	73		4.10
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	6.57	62	64		4.56
F0216 Audit AFORMS training inputs	6.38	82	76		4.63
A0081 Update AFTO Forms 781 data in AFORMS	6.33	76	74		3.88
F0217 Audit aircrew training products	6.29	68	64		4.77
A0013 Audit flying hour products	6.24	80	71		4.36
A0014 Audit flying time update summaries	6.19	66	67		3.78
C0160 Prepare flight authorizations	6.19	65	66		4.51
A0087 Update physiological training dates or codes in AFORMS	6.00	31	23		3.54
F0241 Update aircrew ground or flight training accomplishments in AFORMS	6.00	45	46		3.99
A0088 Update rated or nonrated personnel data in AFORMS	5.95	26	19		4.20
C0144 Monitor go/no-go items	5.95	56	62		4.59
F0231 Monitor aircrew currency flying requirements	5.95	39	41		5.18
A0086 Update physical qualification status in AFORMS	5.90	28	19		3.70
A0017 Audit individual flight records (IFRs)	5.90	26	23		4.71
C0143 Monitor flight physical status of aircrew members	5.90	52	55		4.20

\* TE MEAN = 2.41, S.D. = 1.79 (HIGH TE&gt;4.20)

\*\* TD MEAN = 5.00, S.D. = 1.00 (HIGH TE&gt;6.00)

TABLE 31

## AFSC 1C0X2 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASK	TD	1 <sup>ST</sup> JOB		1 <sup>ST</sup> ENL		3- SKILL LVL		5- SKILL LVL		7- SKILL LVL		9- SKILL LVL		TE
		16	13	13	17	17	25	25	43	43	78	78	78	
B102 Design data base queries	8.70	16	13	13	17	17	25	25	43	43	78	78	78	3.48
B0108 Modify data base queries	7.56	13	12	12	15	15	24	24	39	39	78	78	78	4.33
A0070 Reconstruct lost or destroyed FRFs	7.21	12	8	8	8	8	13	13	15	15	44	44	44	3.33
C0162 Prepare SORTS reports	7.21	22	30	30	27	27	31	31	33	33	11	11	11	3.24
A0015 Audit HORI reports	7.12	9	7	7	8	8	13	13	20	20	78	78	78	2.10
B0115 Prepare Difficulty Reports (DIREPs)	6.98	1	0	0	1	1	2	2	7	7	33	33	33	1.29
C0142 Monitor COMSEC accounts	6.85	15	22	22	21	21	22	22	21	21	0	0	0	2.05
H0313 Establish organization policies, such as operating instructions or standards operating procedures (SORTs)	6.78	2	3	3	4	4	14	14	45	45	78	78	78	1.10
H0312 Draft supplements or changes to directives, such as policy directives, instructions or manuals	6.71	0	0	0	1	1	4	4	16	16	33	33	33	.81
B0116 Prepare program modification requests	6.69	2	1	1	1	1	2	2	6	6	44	44	44	1.05

\* TE MEAN = 2.41, S.D. = 1.79 (HIGH TE&gt;4.20)

\*\* TD MEAN = 5.00, S.D. = 1.00 (HIGH TE&gt;6.00)

### Specialty Training Standard (STS)

A comprehensive review of STS 1C0X2, dated August 1998, compared STS items to survey data based on the previously mentioned match of tasks to STS elements. STS paragraphs containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Typically, STS elements matched to tasks which have sufficiently high TE and TD ratings and are performed by at least 20 percent of a criterion group (i.e., 1-48 months TAFMS, and 5- and 7-skill level groups), should be considered for inclusion in the STS. Likewise, elements matched to tasks with less than 20 percent performing in all of these groups should be considered for deletion from the STS.

Overall, the STS provides comprehensive coverage of the work performed by personnel in this career ladder, with survey data supporting most of the essential paragraphs or subparagraphs. Even though some elements did not have high percentages of personnel performing matched tasks, the fact the supporting tasks were a part of an identifiable job being performed in the career ladder supports the retention of the STS element involving those tasks.

A few elements of the 1C0X2 STS were not supported by occupational survey data. Table 32 displays selected examples of these elements with survey data related to tasks matched to them. Even though some tasks reflect high TE ratings and above average TD ratings, the low group member task performance figures raise questions as to whether retention in the STS is warranted. These STS elements were reviewed and evaluated for compliance at the 1C0X2 Utilization and Training Workshop (U&TW).

### Utilization and Training Workshop (U&TW)

6-14 March 2000

As mentioned earlier, data from this occupation survey were used to support an Operation Resources Management U&TW in March 2000. The purpose of the U&TW was to discuss career field training need for the operations resource specialty. Representatives from every major command reviewed the STS for AFSC 1C0X2 and data from this occupational survey (see table 32). Survey data compiled in the form of an analysis and training extract for the three components were provided to workshop participants and included information relating to survey sample, job structure, skill level progression, first-job and first-enlistment personnel utilization, and job satisfaction.

Using these pre-established criterion groups discussed in the **Specialty Training Standard** section, members of the U&TW reviewed and evaluated the STS and other training documents and made the necessary changes.

TABLE 32

EXAMPLES OF 1C0X2 STS ELEMENTS NOT SUPPORTED BY SURVEY DATA  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)  
AD

	3-SKILL LVL	PERCENT MEMBERS PERFORMING				** TASK DIFF	
		* TNG EMP	1ST JOB (N=110)	1ST ENL (N=243)	DAFSC 1C032 (N=157)		
14.6. Maintain AFORMS system management	-	5.38	18	78	73	75	5.77
-----							
A0043 Maintain AFORMS							
16.3. Prepare flight authorization	b	6.19	18	65	66	69	4.51
C0160 Prepare flight authorization							
-----							
16.6.1. Maintain Flight Crew Information File	a	4.33	12	42	47	39	4.06
C0150 Post or maintain flight crew information files or mission crew Information files							
-----							

\* TE MEAN = 2.41 S.D. = 1.79 (High TE >= 4.20)  
 \*\* TD MEAN = 5.00 S.D. = 1.00 (High TD >= 6.00)

## JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. Therefore, the survey included attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current survey sample were analyzed by making several comparisons: (1) among AD TAFMS groups of the AFSC career ladder and a comparative sample of personnel from other Command Control Group AFSCs surveyed in 1999, (2) between current and previous survey AD TAFMS groups, and (3) job satisfaction indicators for ANG and AFRC across DAFSC groups, (4) across specialty groups identified in the **SPECIALTY JOBS** section of the report for the Total Sample as well as for AD, (5) job satisfaction comparison between the three Air Force components (AD, ANG and AFRC).

Table 33 displays the job satisfaction responses from AD AFSC 1C0X2 TAFMS groups. Table 34 compares AD first-enlistment (1-48 months TAFMS), second-enlistment (49-96 months TAFMS), and career (97+ months TAFMS) group data to corresponding enlistment groups from other Command Control Systems surveyed in 1999. The comparative sample of Command Control career ladders surveyed in 1999 includes: Airfield Management, Air Traffic Control, Combat Control, Tactical Air Command and Control, Warning Systems and Space Systems Operations. This table reflects a slight drop in satisfaction ratings, except in the area of reenlistment intentions. The first enlistment group (1-48 months TAFMS) reported a 5 point increase in reenlistment intentions, the 49-96 months TAFMS group had a 2 point increase, and the career group (97+ months TAFMS) had a 8 point increase (see Table 34).

Table 35 displays job satisfaction indicators for AD TAFMS groups in the current study vs. the previous OSR (dated 1996). This table reflects a decrease in job satisfaction ratings in the current study. The 49-96 months TAFMS group had a slight decrease in satisfaction ratings while the 1-48 months had an increase in 4 of the 5 indicators. Reenlistment intentions dropped in the three TAFMS groups.

Table 36 displays job satisfaction indicators for ANG and AFRC DAFSC groups. This table displays DAFSC for the 5- and 7-skill level for the ANG, and 5-,7-, and 9-skill level for the AFRC. The ANG and the AFRC had overall good satisfaction ratings. The higher satisfaction ratings for the ANG were in the 7-skill level; and the higher satisfaction ratings for the AFRC were in the 9-skill level group.

Table 37 presents job satisfaction responses from personnel in the specialty jobs discussed in the **SPECIALTY JOBS** section of this report for the total survey sample. Table 38 displays job satisfaction for the AD personnel in the specialty jobs. An examination of these data can show how the type of job performed may influence overall job satisfaction.

Like the TAFMS satisfaction rating discussed earlier, this information also reflects a good satisfaction rating for the Operations Resource Management career ladder. The two jobs with the highest satisfaction rating were Aircrew Training Records and Classified Materials. Operations groups reflecting the lower satisfaction ratings work in the Standardization and Evaluation Job, Current Operations and Scheduling Job and Duty Desk Technician Job

Table 39 displays a comparison of job satisfaction indicators for the AD, ANG and AFRC. Job satisfaction indicators for the ANG reflect a higher satisfaction rating than the AD or AFRC.

TABLE 33

CURRENT JOB SATISFACTION INDICATORS FOR AFSC 1C0X2 TAFMS GROUP  
(PERCENT MEMBERS RESPONDING)

AD

	1-48 MONTHS TAFMS (N=243)	49-96 MONTHS TAFMS (N=137)	97+ MONTHS TAFMS (N=432)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	56	47	64
SO-SO	22	33	18
DULL	22	20	18
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	90	68	74
LITTLE OR NOT AT ALL	10	32	26
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	83	72	72
LITTLE OR NOT AT ALL	17	28	28
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>			
SATISFIED	64	54	65
NEUTRAL	16	12	13
DISSATISFIED	20	34	22
<u>REENLISTMENT INTENTIONS:</u>			
YES OR PROBABLY YES	50	52	68
NO OR PROBABLY NO	50	47	10
WILL RETIRE	0	1	22

TABLE 34

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 1C0X2 TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS RESPONDING)

AD

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	1999 1C0X2	COMP SAMPLE	1999 1C0X2	COMP SAMPLE	1999 1C0X2	COMP SAMPLE
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	56	72	47	73	64	78
SO-SO	22	15	33	16	18	13
DULL	22	13	20	11	18	9
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	90	75	68	77	74	83
LITTLE OR NOT AT ALL	10	25	32	23	26	17
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	83	88	72	87	72	86
LITTLE OR NOT AT ALL	17	12	28	13	28	14
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	64	68	54	64	65	69
NEUTRAL	16	14	12	13	13	10
DISSATISFIED	20	18	34	23	22	21
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	50	45	52	50	68	60
NO OR PROBABLY NO	50	54	47	50	10	16
WILL RETIRE	0	1	1	0	22	24

Comparative sample of Command Control Systems Operations career ladders surveyed in 1998 (includes Airfield Management, Air Traffic Control, Combat Control, Tactical Air Command & Control, and Warning Systems & Space Systems Operations).

TABLE 35

COMPARISON OF JOB SATISFACTION INDICATORS OF CURRENT STUDY TO PREVIOUS STUDY  
(PERCENT MEMBERS RESPONDING)

AD

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	1999 (N=243)	1996 (N=164)	1999 (N=137)	1996 (N=57)	1999 (N=432)	1996 (N=110)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	56	51	47	63	64	65
SO-SO	22	30	33	20	18	19
DULL	22	19	20	17	18	16
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	90	63	68	70	74	74
LITTLE OR NOT AT ALL	10	37	32	30	26	26
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	83	75	72	67	72	66
LITTLE OR NOT AT ALL	17	25	28	33	28	34
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	64	55	54	58	65	66
NEUTRAL	16	26	12	18	13	12
DISSATISFIED	20	19	34	24	22	22
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	50	58	52	72	68	72
NO OR PROBABLY NO	50	42	47	27	10	6
WILL RETIRE	0	0	1	1	22	22

TABLE 36

JOB SATISFACTION INDICATORS FOR AFSC 1C0X2 ANG AND AFRC DAFSC GROUPS  
(PERCENT MEMBERS RESPONDING)

ANG/AFRC

	ANG 5-SKILL LEVEL (N=31)	ANG 7-SKILL LEVEL (N=77)	AFRC 5-SKILL LEVEL (N=51)	AFRC 7-SKILL LEVEL (N=54)	AFRC 9-SKILL LEVEL (N=22)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	77	91	75	85	91
SO-SO	16	8	22	9	4
DULL	6	1	4	6	5
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	87	95	73	87	91
LITTLE OR NOT AT ALL	13	5	27	13	9
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	90	84	76	81	86
LITTLE OR NOT AT ALL	10	16	24	19	14
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>					
SATISFIED	74	87	67	78	82
NEUTRAL	16	7	18	5	5
DISSATISFIED	10	6	16	17	14

TABLE 37

COMPARISON OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	TOTAL SAMPLE				
	RESOURCE MGT (N=20)	DUTY DESK TECH (N=52)	SQ OPS CLUSTER (N=480)	FLT REC CLUSTER (N=228)	AIRCREW TRNG REC (N=7)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	65	46	61	73	86
SO-SO	10	27	23	15	0
DULL	25	27	16	12	14
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	65	67	77	84	86
LITTLE OR NOT AT ALL	35	33	23	16	14
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	85	79	81	91	100
LITTLE TO NOT AT ALL	15	21	19	9	0
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	60	54	64	74	86
NEUTRAL	15	19	13	12	14
DISSATISFIED	25	27	23	14	0
<u>REENLISTMENT INTENTIONS:</u>					
YES OR PROBABLY YES	70	48	65	74	86
NO OR PROBABLY NO	25	50	24	18	14
WILL RETIRE	5	2	11	8	0

TABLE 37 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	TOTAL SAMPLE				
	SUPV & TRNG (N=9)	NCOIC OPS & MOBILITY (N=12)	CLASSIFIED MATERIALS (N=5)	CURRENT OPS & SCHL (N=56)	STAN EVAL (N=5)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	74	58	100	57	80
SO-SO	16	25	0	25	20
DULL	10	17	0	18	0
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	82	67	80	66	80
LITTLE OR NOT AT ALL	18	33	20	34	20
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	58	58	60	43	20
LITTLE TO NOT AT ALL	42	42	40	57	80
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	76	75	100	66	60
NEUTRAL	7	8	0	11	20
DISSATISFIED	17	17	0	23	20
<u>REENLISTMENT INTENTIONS:</u>					
YES OR PROBABLY YES	58	75	100	63	80
NO OR PROBABLY NO	17	8	0	34	20
WILL RETIRE	26	17	0	4	0

TABLE 38

COMPARISON OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	AD					
	RESOURCE MGT (N=13)	DUTY DESK TECH (N=43)	SQ OPS CLUSTER (N=416)	FLT REC CLUSTER (N=141)	AIRCREW TRNG REC (N=6)	
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	54	37	58	64	83	
SO-SO	15	30	23	17	17	
DULL	31	33	19	19	0	
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	62	63	74	79	83	
LITTLE OR NOT AT ALL	38	37	26	21	17	
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	85	74	79	91	100	
LITTLE TO NOT AT ALL	15	26	21	9	0	
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	54	49	62	67	83	
NEUTRAL	15	21	13	15	17	
DISSATISFIED	31	31	25	18	0	
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	54	42	62	68	83	
NO OR PROBABLY NO	38	56	27	23	17	
WILL RETIRE	8	2	11	9	0	

TABLE 38 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	AD				
	SUPV & TRNG (N=56)	NCOIC OPS & MOBILITY (N=6)	CLASSIFIED MATLS (N=5)	CURRENT OPS & SCHL (N=45)	STAN EVAL (N=3)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	70	50	100	47	67
SO-SO	21	17	0	31	33
DULL	9	33	0	22	0
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	80	50	80	60	67
LITTLE OR NOT AT ALL	20	50	20	40	33
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	57	67	60	38	0
LITTLE TO NOT AT ALL	43	33	40	62	100
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	73	66	100	58	33
NEUTRAL	11	17	0	13	34
DISSATISFIED	16	17	0	29	33
<u>REENLISTMENT INTENTIONS:</u>					
YES OR PROBABLY YES	50	66	100	56	67
NO OR PROBABLY NO	20	17	0	40	33
WILL RETIRE	30	17	0	4	0

TABLE 39

COMPARISON OF JOB SATISFACTION INDICATORS BY AD, ANG, AND AFRC  
(PERCENT MEMBERS RESPONDING)

	AD TOTAL SAMPLE (N=812)	ANG TOTAL SAMPLE (N=109)	AFRC TOTAL SAMPLE (N=127)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	59	87	82
SO-SO	21	10	13
DULL	20	3	5
<u>PERCEIVED UTILIZATION OF TALENTS:</u>			
FAIRLY WELL TO PERFECTLY	72	93	82
LITTLE OR NOT AT ALL	28	7	18
<u>PERCEIVED UTILIZATION OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	75	86	80
LITTLE OR NOT AT ALL	25	14	20
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>			
SATISFIED	63	83	74
NEUTRAL	13	10	10
DISSATISFIED	24	7	16

## IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108 *Specialty Description* and appropriate training documents. Results indicate that the jobs have changed little since the last survey in 1996, and members follow a typical career progression pattern.

Analysis of the STS revealed that the STS accurately reflects the work being performed within the career field and only a few line items were not supported by OSR data. Training school personnel, MAJCOM representatives, and SMEs at the AFSC 1C0X2 U&TW reviewed the STS and especially the items not supported by the OSR data. The STS was revised to reflect the necessary changes.

Job satisfaction ratings for Operations Resource Management specialty is good with indicators slightly lower than that of the comparative sample, except in the area of reenlistment intentions. In this area, there was a slight increase in the three comparative groups. However, these indicators were still slightly lower than those of the previous survey. The ANG and AFRC had higher satisfaction ratings than that of their AD counterpart.

The information from this OSR comes directly from survey data collected from Operation Resource Management career ladder personnel worldwide. These data are readily available to training personnel, functional managers, and any interested parties having a need for such information. More detailed information is compiled and presented in training and analysis extracts. These extracts provide an excellent resource tool for managers in making decisions affecting their career fields.

**THIS PAGE INTENTIONALLY LEFT BLANK**

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY  
MEMBERS OF CAREER LADDER JOBS

**THIS PAGE INTENTIONALLY LEFT BLANK**

TABLE A1  
SQUADRON OPERATIONS JOB  
(ST93)

TASKS	PERCENT MEMBERS PERFORMING (N=480)
F0216 Audit AFORMS training inputs	96
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	95
C0163 Print and distribute AFORMS products	94
C0136 Maintain flight authorizations	90
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	89
F0217 Audit aircrew training products	89
B0121 Run AFORMS products	87
A0081 Update AFTO Forms 781 data in AFORMS	86
C0160 Prepare flight authorizations	86
B0120 Review AFORMS products	85
F0228 Maintain aircrew training information in AFORMS	85
A0043 Maintain AFORMS	83
A0083 Update flying hour data in AFORMS	81
A0014 Audit flying time update summaries	79
C0144 Monitor go/no-go items	78
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	78
C0143 Monitor flight physical status of aircrew members	77
A0013 Audit flying hour products	76
F0241 Update aircrew ground or flight training accomplishments in AFORMS	75
A0071 Request AFORMS flying currency listings	75
F0231 Monitor aircrew currency flying requirements	74
A0066 Print operations resource management products	74
C0165 Verify aircraft sortie hours or data	72
C0153 Post or update daily flight schedules	71
C0139 Maintain squadron operations center duty desk areas	69
C0148 Perform go/no-go procedures	69
C0149 Perform operations center opening or closing checklist procedures	69
A0073 Request operations resource management products	69
C0152 Post or update aircraft takeoff or landing times	68

Average number of tasks performed = 92

TABLE A2  
FLIGHT RECORDS CLUSTER  
(ST80)

TASKS	PERCENT MEMBERS PERFORMING (N=228)	
A0043	Maintain AFORMS	96
A0089	Update record reviews	96
A0087	Update physiological training dates or codes in AFORMS	96
A0027	Conduct flight record reviews, such as FRF certifications	95
A0086	Update physical qualification status in AFORMS	95
A0016	Audit individual data summaries (IDSs)	95
A0017	Audit individual flight records (IFRs)	94
A0005	Audit AF Forms 1042 (Medical Recommendations for Flying or Special Operational Duty)	94
A0003	Audit AF Forms 702 (Individual Physiological Training Record)	94
A0048	Maintain FRFs	93
A0011	Audit FRFs	93
A0028	Conduct FRF in- or out-processing procedures	93
B0121	Run AFORMS products	92
A0001	Assemble flight record folder (FRF) packages for permanent change of station (PCS), retiring, separating, or temporary duty (TDY) personnel	92
B0120	Review AFORMS products	91
A0007	Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	91
A0088	Update rated or nonrated personnel data in AFORMS	90
A0039	Distribute aeronautical orders (AOs)	90
A0083	Update flying hour data in AFORMS	89
A0021	Audit operations resource management products	89
A0073	Request operations resource management products	89
A0013	Audit flying hour products	88
A0066	Print operations resource management products	88
A0014	Audit flying time update summaries	88
A0045	Maintain files of completed AFTO Forms 781 or AF Forms 3520	88
A0068	Publish AOs	86
A0081	Update AFTO Forms 781 data in AFORMS	85

Average number of tasks performed = 121

TABLE A3

FLIGHT RECORD TECHNICIAN JOB  
(ST96)

TASKS	PERCENT MEMBERS PERFORMING (N=212)	
A0043	Maintain AFORMS	98
A0089	Update record reviews	98
A0087	Update physiological training dates or codes in AFORMS	97
A0027	Conduct flight record reviews, such as FRF certifications	96
A0016	Audit individual data summaries (IDSs)	96
A0086	Update physical qualification status in AFORMS	96
B0120	Review AFORMS products	95
B0121	Run AFORMS products	95
A0017	Audit individual flight records (IFRs)	95
A0048	Maintain FRFs	94
A0011	Audit FRFs	93
A0028	Conduct FRF in- or out-processing procedures	93
A0005	Audit AF Forms 1042 (Medical Recommendations for Flying or Special Operational Duty)	93
A0066	Print operations resource management products	92
A0021	Audit operations resource management products	92
A0007	Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	92
A0073	Request operations resource management products	92
A0088	Update rated or nonrated personnel data in AFORMS	92
A0039	Distribute aeronautical orders (AOs)	92
A0042	Maintain AF Forms 1042 suspense files	92
A0083	Update flying hour data in AFORMS	91
A0072	Request in-processing or out-processing products	90
A0013	Audit flying hour products	89
A0065	Prepare operations resource management products	89
A0045	Maintain files of completed AFTO Forms 781 or AF Forms 3520	89
A0014	Audit flying time update summaries	89
A0081	Update AFTO Forms 781 data in AFORMS	88
A0068	Publish AOs	88
A0044	Maintain background materials	87
B0099	Audit AFORMS operations	79

Average number of tasks performed = 127

TABLE A4

HOSM FLIGHT RECORDS JOB  
(ST102)

TASKS	PERCENT MEMBERS PERFORMING (N=16)
A0005 Audit AF Forms 1042 (Medical Recommendations for Flying or Special Operational Duty)	100
A0003 Audit AF Forms 702 (Individual Physiological Training Record)	100
A0001 Assemble flight record folder (FRF) packages for permanent change of station (PCS), retiring, separating, or temporary duty (TDY) personnel	100
A0048 Maintain FRFs	88
A0011 Audit FRFs	88
A0027 Conduct flight record reviews, such as FRF certifications	88
A0017 Audit individual flight records (IFRs)	81
A0028 Conduct FRF in- or out-processing procedures	81
A0086 Update physical qualification status in AFORMS	81
A0087 Update physiological training dates or codes in AFORMS	81
A0016 Audit individual data summaries (IDSs)	81
A0042 Maintain AF Forms 1042 suspense files	81
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	81
A0039 Distribute aeronautical orders (AOs)	75
A0089 Update record reviews	75
A0043 Maintain AFORMS	75
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	75
A0040 Establish procedures for collection or distribution of AF Forms 1042	75
A0013 Audit flying hour products	69
A0014 Audit flying time update summaries	69
A0053 Maintain PCS products	69
A0044 Maintain background materials	63
A0026 Compute operational flying duty accumulator (OFDA) credits	63
A0008 Audit aviation service audit worksheets (ASAWs)	56
A0068 Publish AOs	56

Average number of tasks performed = 46

TABLE A5  
SUPERVISOR AND TRAINING CLUSTER  
(ST047)

TASKS	PERCENT MEMBERS PERFORMING (N=78)
I0346	88
I0345	88
H0294	86
H0326	84
I0355	82
H0320	81
H0291	79
H0338	76
H0327	74
H0296	74
I0354	73
H0314	73
H0321	73
H0339	73
H0324	72
H0293	71
H0333	69
I0342	67
H0309	67
I0358	64
H0308	63
I0347	63
I0361	60
H0286	56
H0335	56
I0353	55

Average number of tasks performed = 68

TABLE A6  
AFRC NCOIC SCHEDULING AND TRAINING JOB  
(ST95)

TASKS	PERCENT MEMBERS PERFORMING (N=6)	
I0345	Conduct on-the-job training (OJT)	100
I0358	Maintain training records or files, other than for aircrew	100
I0346	Counsel trainees on training progress	100
C0152	Post or update aircraft takeoff or landing times	83
I0355	Evaluate progress of trainees	83
C0153	Post or update daily flight schedules	83
I0342	Brief personnel concerning training programs or matters	83
H0326	Inspect personnel for compliance with military standards	83
C0134	Maintain aircrew mission or deployment kits	67
I0347	Determine training requirements, other than for aircrew	67
I0354	Evaluate personnel to determine need for training	67
D0185	Distribute flying schedules	67
D0179	Coordinate mission changes with supporting agencies	67
D0173	Coordinate aircraft tail numbers with maintenance or command post	67
H0327	Interpret policies, directives, or procedures for subordinates	67
H0294	Counsel subordinates concerning personal matters	67
H0291	Conduct supervisory performance feedback sessions	67
H0321	Evaluate personnel for promotion, demotion, reclassification, or special awards	67
C0165	Verify aircraft sortie hours or data	67
C0164	Request flightline aircrew transportation	67
H0314	Establish performance standards for subordinates	67
C0160	Prepare flight authorizations	50
I0361	Recommend personnel for training	50
I0353	Evaluate effectiveness of training programs, plans, or procedures	50
C0136	Maintain flight authorizations	33
D0191	Prepare daily flight schedules	33

Average number of tasks performed = 43

TABLE A7  
TECHNICAL INSTRUCTOR JOB  
(ST88)

TASKS	PERCENT MEMBERS PERFORMING (N=10)
I0355 Evaluate progress of trainees	100
I0341 Administer or score tests	100
I0344 Conduct formal course classroom training	90
I0346 Counsel trainees on training progress	90
I0359 Personalize lesson plans	90
I0349 Develop or procure training materials or aids, other than for aircrew	90
I0342 Brief personnel concerning training programs or matters	80
I0343 Complete student entry or withdrawal forms	80
H0326 Inspect personnel for compliance with military standards	80
I0361 Recommend personnel for training	80
I0351 Develop written tests	80
I0358 Maintain training records or files, other than for aircrew	80
I0350 Develop training programs, plans, or procedures, other than for aircrew	70
H0294 Counsel subordinates concerning personal matters	70
I0354 Evaluate personnel to determine need for training	70
I0353 Evaluate effectiveness of training programs, plans, or procedures	70
H0320 Evaluate personnel for compliance with performance standards	70
I0348 Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	70
H0314 Establish performance standards for subordinates	60
I0356 Evaluate training methods or techniques of instructors	60
I0357 Inspect training materials or aids for operation or suitability	60
I0345 Conduct on-the-job training (OJT)	60
H0324 Initiate actions required due to substandard performance of personnel	60
I0352 Establish or maintain study reference files	50

Average number of tasks performed = 32

TABLE A8  
OPERATIONS SUPERINTENDENT JOB  
(ST116)

TASKS	PERCENT MEMBERS PERFORMING (N=28)	
H0294	Counsel subordinates concerning personal matters	100
I0345	Conduct on-the-job training (OJT)	96
H0291	Conduct supervisory performance feedback sessions	96
H0326	Inspect personnel for compliance with military standards	93
H0296	Determine or establish work assignments or priorities	93
H0338	Write or indorse military performance reports	93
I0346	Counsel trainees on training progress	93
H0339	Write recommendations for awards or decorations	93
H0289	Conduct self-inspections or self-assessments	93
H0327	Interpret policies, directives, or procedures for subordinates	89
H0308	Develop or establish work methods or procedures	89
H0320	Evaluate personnel for compliance with performance standards	89
H0333	Schedule personnel for TDY assignments, leaves, or passes	89
H0309	Develop or establish work schedules	89
I0355	Evaluate progress of trainees	86
H0321	Evaluate personnel for promotion, demotion, reclassification, or special awards	86
H0286	Assign personnel to work areas or duty positions	86
H0314	Establish performance standards for subordinates	86
I0342	Brief personnel concerning training programs or matters	82
I0347	Determine training requirements, other than for aircrew	82
I0354	Evaluate personnel to determine need for training	79
H0288	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	75
H0310	Draft budget requirements	68
H0330	Review budget requirements	68
I0353	Evaluate effectiveness of training programs, plans, or procedures	68

Average number of tasks performed = 87

TABLE A9  
CURRENT OPERATIONS AND SCHEDULING NCOIC JOB  
(ST83)

TASKS	PERCENT MEMBERS PERFORMING (N=34)
I0345	88
D0177	85
D0203	82
H0302	82
I0346	82
H0294	82
H0320	82
D0174	79
D0181	79
H0326	79
D0175	76
H0303	76
H0291	76
D0185	76
H0327	76
H0296	76
H0293	76
D0201	74
H0338	74
I0355	74
D0191	71
D0171	71
H0339	71
H0321	71
I0354	71
H0333	71
D0202	68
D0195	68
H0314	68
H0309	68

Average number of tasks performed = 67

TABLE A10

CURRENT OPERATIONS AND SCHEDULING JOB  
(ST66)

TASKS		PERCENT MEMBERS PERFORMING (N=56)
D0185	Distribute flying schedules	84
D0177	Coordinate flight schedule changes with supporting agencies	82
D0171	Coordinate air-to-air refueling missions with supporting agencies	80
D0174	Coordinate airspace with supporting agencies, other than special-use airspace	77
D0195	Prepare weekly flight schedules	71
D0178	Coordinate flight schedules with maintenance	70
D0181	Coordinate special-use airspace with supporting agencies	66
D0191	Prepare daily flight schedules	64
D0201	Schedule airspace with appropriate agencies, other than special-use airspace	64
D0203	Schedule special-use airspace with appropriate agencies	63
D0179	Coordinate mission changes with supporting agencies	59
D0193	Prepare monthly flight schedules	54
D0202	Schedule range time with appropriate agencies	48
C0153	Post or update daily flight schedules	48
D0172	Coordinate aircraft clearance information with command post or base operations	48
D0173	Coordinate aircraft tail numbers with maintenance or command post	46
D0169	Calculate air-to-air refueling requirements	41
D0180	Coordinate prior permission required (PPR) numbers for aircrews landing at destination stations	41
D0175	Coordinate combat targets or range time with supporting agencies	39
D0194	Prepare quarterly flight schedules	38
D0176	Coordinate diplomatic clearances	38
D0190	Monitor utilization of flying hours	36
D0189	Monitor static display programs	27

Average number of tasks performed = 25

TABLE A11

DUTY DESK TECHNICIAN JOB  
(ST 84)

TASKS	PERCENT MEMBERS PERFORMING (N=52)
C0152 Post or update aircraft takeoff or landing times	96
C0153 Post or update daily flight schedules	94
C0149 Perform operations center opening or closing checklist procedures	90
C0148 Perform go/no-go procedures	87
C0144 Monitor go/no-go items	83
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	83
C0150 Post or maintain flight crew information files (FCIFs) or mission crew information files (MCIFs)	79
C0147 Operate UHF or VHF radios	77
C0139 Maintain squadron operations center duty desk areas	75
A0081 Update AFTO Forms 781 data in AFORMS	69
C0163 Print and distribute AFORMS products	65
A0013 Audit flying hour products	65
A0083 Update flying hour data in AFORMS	63
B0121 Run AFORMS products	63
C0151 Post or maintain notice to airmen (NOTAM) information	63
D0173 Coordinate aircraft tail numbers with maintenance or command post	62
A0043 Maintain AFORMS	60
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	60
C0160 Prepare flight authorizations	58
C0136 Maintain flight authorizations	58
A0014 Audit flying time update summaries	58
C0141 Monitor aircrew sign-in or sign-out procedures	56
F0216 Audit AFORMS training inputs	56
B0120 Review AFORMS products	52
C0157 Post or update voice call-sign lists, divert codes, or airfield status information	50
C0158 Post or update weather status information	48
D0178 Coordinate flight schedules with maintenance	40
C0166 Verify flight deviations with supporting agencies	37

Average number of tasks performed = 36

TABLE A12

RESOURCE MANAGEMENT JOB  
(ST86)

TASKS	PERCENT MEMBERS PERFORMING (N=20)	
A0007	Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	100
A0081	Update AFTO Forms 781 data in AFORMS	95
A0045	Maintain files of completed AFTO Forms 781 or AF Forms 3520	85
A0083	Update flying hour data in AFORMS	70
A0013	Audit flying hour products	70
F0216	Audit AFORMS training inputs	70
A0066	Print operations resource management products	70
A0043	Maintain AFORMS	55
A0014	Audit flying time update summaries	55
B0121	Run AFORMS products	55
A0065	Prepare operations resource management products	50
A0021	Audit operations resource management products	50
F0217	Audit aircrew training products	50
C0160	Prepare flight authorizations	45
F0218	Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	45
F0228	Maintain aircrew training information in AFORMS	45
F0241	Update aircrew ground or flight training accomplishments in AFORMS	40
C0136	Maintain flight authorizations	40
C0163	Print and distribute AFORMS products	40
A0087	Update physiological training dates or codes in AFORMS	35
A0089	Update record reviews	30
A0071	Request AFORMS flying currency listings	30
C0144	Monitor go/no-go items	30
B0099	Audit AFORMS operations	30
B0120	Review AFORMS products	25
A0073	Request operations resource management products	25
B0103	Execute data base queries	25
A0055	Monitor flying currency of flight surgeons	25
C0143	Monitor flight physical status of aircrew members	25
A0042	Maintain AF Forms 1042 suspense files	25

Average number of tasks performed = 21

TABLE A13

NCOIC OPERATIONS AND MOBILITY JOB  
(ST77)

TASKS	PERCENT MEMBERS PERFORMING (N=12)	
G0280	Process classified materials or documents at deployed locations	83
D0179	Coordinate mission changes with supporting agencies	83
G0278	Prepare equipment for deployments	83
G0258	Don or doff chemical warfare personal protective clothing	83
G0274	Perform pallet buildup activities	83
D0185	Distribute flying schedules	75
J0364	Destroy classified materials or documents	75
G0267	Pack or palletize mobility or contingency equipment for shipment or movement	75
D0173	Coordinate aircraft tail numbers with maintenance or command post	75
G0259	Draft or write mobility or deployment after-action reports	75
G0261	Inspect mobility bags or kits	75
H0289	Conduct self-inspections or self-assessments	75
C0152	Post or update aircraft takeoff or landing times	67
D0177	Coordinate flight schedule changes with supporting agencies	67
J0365	Establish or maintain accountability records for classified materials or documents	67
C0141	Monitor aircrew sign-in or sign-out procedures	67
H0307	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	67
J0372	Prepare administrative or classified materials or documents for mailing, transporting, or issue	67
H0304	Develop and implement procedures for mobility operations	67
G0262	Inspect packed or palletized mobility or contingency equipment prior to transport	67
H0305	Develop and implement procedures for squadron operations	67
G0251	Coordinate mobility or contingency requirements with appropriate agencies	67
C0151	Post or maintain notice to airmen (NOTAM) information	67
H0296	Determine or establish work assignments or priorities	67
H0294	Counsel subordinates concerning personal matters	67
G0284	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	67
H0295	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	67

Average number of tasks performed = 87

TABLE A14

AIRCREW TRAINING RECORDS JOB  
(ST107)

TASKS	PERCENT MEMBERS PERFORMING (N=7)	
F0242	Update aircrew training profiles and programs	100
F0227	Develop base training profiles in Air Force aircrew training program	100
F0226	Develop aircrew training reports	100
F0228	Maintain aircrew training information in AFORMS	100
F0225	Develop aircrew training profiles and programs	100
F0236	Review aircrew training reports	100
F0223	Create and modify training tasks	100
F0221	Create base task identifiers for Air Force aircrew training program	100
F0230	Manage aircrew training products	86
F0217	Audit aircrew training products	86
H0301	Develop and implement procedures for aircrew training	86
B0121	Run AFORMS products	86
F0224	Develop MARs or TARs	86
F0222	Create program codes for Air Force aircrew training program	71
B0120	Review AFORMS products	71
F0235	Request aircrew on-line training products	71
B0102	Design data base queries	71
A0043	Maintain AFORMS	71
B0103	Execute data base queries	71
F0231	Monitor aircrew currency flying requirements	71
B0099	Audit AFORMS operations	71
B0104	Install AFORMS on personal computers (PCs)	71
A0055	Monitor flying currency of flight surgeons	57
F0237	Review monthly wing training plans	57
A0071	Request AFORMS flying currency listings	57
H0288	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	43
B0110	Navigate AFORMS	43

Average number of tasks performed = 54

TABLE A15  
CLASSIFIED MATERIALS JOB  
(ST82)

TASKS	PERCENT MEMBERS PERFORMING (N=5)
J0365 Establish or maintain accountability records for classified materials or documents	100
J0372 Prepare administrative or classified materials or documents for mailing, transporting, or issue	100
J0366 Identify and report suspected security compromises	100
J0370 Inventory classified materials or documents	80
J0371 Maintain publications libraries	80
J0373 Write minutes of briefings, conferences, or meetings	80
J0364 Destroy classified materials or documents	80
J0367 Initiate classified reports, messages, or documents	80
H0289 Conduct self-inspections or self-assessments	80
H0299 Develop self-inspection or self-assessment program checklists	80
H0308 Develop or establish work methods or procedures	60
H0323 Implement safety or security programs	60
K0383 Pick up, deliver, or store equipment, tools, parts, or supplies	60
H0303 Develop and implement procedures for current operations	60
H0288 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	60
I0350 Develop training programs, plans, or procedures, other than for aircrew	60
I0347 Determine training requirements, other than for aircrew	40
K0374 Coordinate maintenance of equipment with appropriate agencies	40
D0179 Coordinate mission changes with supporting agencies	40
D0177 Coordinate flight schedule changes with supporting agencies	40
H0327 Interpret policies, directives, or procedures for subordinates	20
C0146 Operate automatic secure telephone	

Average number of tasks performed = 26

TABLE A16

STANDARDIZATION AND EVALUATION JOB  
(ST85)

TASKS	PERCENT MEMBERS PERFORMING (N=5)	
E0211	Maintain FEFs	100
C0150	Post or maintain flight crew information files (FCIFs) or mission crew information files (MCIFs)	100
E0205	Audit flight evaluation folders (FEFs)	100
E0207	Distribute checkride dates to appropriate agencies	100
E0208	Distribute FEFs to gaining units, host operations systems managers, or aircrew members	100
E0209	Initiate AF Forms 8 (Certificate of Aircrew Qualification)	80
E0210	Initiate AF Forms 942 (Record of Evaluation)	80
E0214	Monitor aircrew STAN EVAL testings	80
I0341	Administer or score tests	60
E0212	Maintain mission briefing rooms	60
D0187	Maintain letters of X, qualification, or upgrade	60
J0371	Maintain publications libraries	40
H0331	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	40
I0352	Establish or maintain study reference files	40
E0206	Construct grade folders	40
C0137	Maintain flight information publications (FLIPs)	20
D0202	Schedule range time with appropriate agencies	20
D0201	Schedule airspace with appropriate agencies, other than special-use airspace	20
E0213	Maintain mission planning rooms	20
C0148	Perform go/no-go procedures	20
C0154	Post or update foreign clearance guides	20
C0155	Post or update interim or planning change notices	20
D0188	Manage wing orientation programs	20
A0072	Request in-processing or out-processing products	20
H0312	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	20
H0295	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	20

Average number of tasks performed = 21

APPENDIX B

REPRESENTATIVE TASKS PERFORMED BY  
TOTAL AFSC 1C0X2 SURVEY SAMPLE

**THIS PAGE INTENTIONALLY LEFT BLANK**

TABLE B1

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS  
TOTAL SURVEY SAMPLE

<u>DUTIES</u>	1C0X2 (N=1048)	1C032 (N=157)	1C052 (N=507)	1C072 (N=352)	1C092 (N=32)
A PERFORMING RESOURCE MANAGEMENT ACTIVITIES	28	36	27	25	21
B PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	7	8	7	7	7
C PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	18	25	19	14	9
D PERFORMING CURRENT OPERATIONS OR SCHEDULING ACTIVITIES	13	11	16	11	4
E PERFORMING STANDARDIZATION AND EVALUATION (STAN EVAL) ACTIVITIES	1	*	1	*	*
F PERFORMING AIRCREW TRAINING ACTIVITIES	11	14	12	11	6
G PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	2	1	2	2	4
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	11	1	8	18	32
I PERFORMING TRAINING ACTIVITIES	5	1	4	7	9
J PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	3	2	3	3	5
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	*	1	1	3

TABLE B2

## REPRESENTATIVE TASKS PERFORMED BY ALL DAFSC 1C0X2 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=1048)	
A0007	Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	75
A0043	Maintain AFORMS	68
B0121	Run AFORMS products	68
A0081	Update AFTO Forms 781 data in AFORMS	66
B0120	Review AFORMS products	66
F0216	Audit AFORMS training inputs	65
A0083	Update flying hour data in AFORMS	64
C0163	Print and distribute AFORMS products	64
A0013	Audit flying hour products	63
A0014	Audit flying time update summaries	62
A0045	Maintain files of completed AFTO Forms 781 or AF Forms 3520	61
A0066	Print operations resource management products	61
F0217	Audit aircrew training products	58
C0136	Maintain flight authorizations	57
A0073	Request operations resource management products	57
C0160	Prepare flight authorizations	56
F0228	Maintain aircrew training information in AFORMS	56
A0071	Request AFORMS flying currency listings	56
F0218	Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	55
A0065	Prepare operations resource management products	54
C0143	Monitor flight physical status of aircrew members	54
C0153	Post or update daily flight schedules	51
F0241	Update aircrew ground or flight training accomplishments in AFORMS	51
C0144	Monitor go/no-go items	50
I0345	Conduct on-the-job training (OJT)	50
B0099	Audit AFORMS operations	48
C0165	Verify aircraft sortie hours or data	48
C0152	Post or update aircraft takeoff or landing times	46
F0231	Monitor aircrew currency flying requirements	46

AVERAGE TASKS PERFORMED - 81

TABLE B3

## REPRESENTATIVE TASKS PERFORMED BY ALL DAFSC 1C032 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=157)
A0007 Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	87
F0216 Audit AFORMS training inputs	77
B0121 Run AFORMS products	76
C0163 Print and distribute AFORMS products	76
A0043 Maintain AFORMS	75
A0081 Update AFTO Forms 781 data in AFORMS	75
A0083 Update flying hour data in AFORMS	73
A0013 Audit flying hour products	72
A0045 Maintain files of completed AFTO Forms 781 or AF Forms 3520	72
C0160 Prepare flight authorizations	69
B0120 Review AFORMS products	69
A0066 Print operations resource management products	68
A0014 Audit flying time update summaries	66
F0218 Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	63
C0136 Maintain flight authorizations	62
F0217 Audit aircrew training products	61
C0144 Monitor go/no-go items	61
F0228 Maintain aircrew training information in AFORMS	61
A0065 Prepare operations resource management products	60
A0071 Request AFORMS flying currency listings	57
A0073 Request operations resource management products	55
A0021 Audit operations resource management products	54
C0143 Monitor flight physical status of aircrew members	54
C0149 Perform operations center opening or closing checklist procedures	52
C0153 Post or update daily flight schedules	52
C0152 Post or update aircraft takeoff or landing times	52
B0099 Audit AFORMS operations	52

AVERAGE TASKS PERFORMED - 53

TABLE B4

## REPRESENTATIVE TASKS PERFORMED BY ALL DAFSC 1C052 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=507)
A0007	Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	74
A0081	Update AFTO Forms 781 data in AFORMS	67
A0043	Maintain AFORMS	67
B0121	Run AFORMS products	67
F0216	Audit AFORMS training inputs	64
A0083	Update flying hour data in AFORMS	64
B0120	Review AFORMS products	64
A0013	Audit flying hour products	61
C0163	Print and distribute AFORMS products	61
A0014	Audit flying time update summaries	61
A0045	Maintain files of completed AFTO Forms 781 or AF Forms 3520	60
F0217	Audit aircrew training products	58
A0066	Print operations resource management products	58
C0136	Maintain flight authorizations	56
F0218	Audit mission accomplishment reports (MARs) or training accomplishment reports (TARs)	55
F0228	Maintain aircrew training information in AFORMS	53
A0065	Prepare operations resource management products	53
C0153	Post or update daily flight schedules	52
C0160	Prepare flight authorizations	52
C0144	Monitor go/no-go items	51
F0241	Update aircrew ground or flight training accomplishments in AFORMS	51
C0139	Maintain squadron operations center duty desk areas	46
C0152	Post or update aircraft takeoff or landing times	46
C0149	Perform operations center opening or closing checklist procedures	45
C0148	Perform go/no-go procedures	45
D0177	Coordinate flight schedule changes with supporting agencies	41
D0185	Distribute flying schedules	38

AVERAGE TASKS PERFORMED - 71

TABLE B5

## REPRESENTATIVE TASKS PERFORMED BY ALL DAFSC 1C072 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=352)
A0007	Audit AFTO Forms 781 (AFORM Aircrew/Mission Flight Data Document)	72
H0289	Conduct self-inspections or self-assessments	70
B0121	Run AFORMS products	67
B0120	Review AFORMS products	67
A0043	Maintain AFORMS	66
I0345	Conduct on-the-job training (OJT)	64
A0081	Update AFTO Forms 781 data in AFORMS	64
C0163	Print and distribute AFORMS products	64
A0014	Audit flying time update summaries	64
A0083	Update flying hour data in AFORMS	63
A0013	Audit flying hour products	63
F0216	Audit AFORMS training inputs	62
A0071	Request AFORMS flying currency listings	62
A0066	Print operations resource management products	61
A0073	Request operations resource management products	61
A0045	Maintain files of completed AFTO Forms 781 or AF Forms 3520	60
H0294	Counsel subordinates concerning personal matters	59
F0217	Audit aircrew training products	59
F0228	Maintain aircrew training information in AFORMS	58
I0346	Counsel trainees on training progress	58
H0296	Determine or establish work assignments or priorities	58
H0327	Interpret policies, directives, or procedures for subordinates	57
C0136	Maintain flight authorizations	56
C0160	Prepare flight authorizations	55
H0326	Inspect personnel for compliance with military standards	55
B0110	Navigate AFORMS	55
H0320	Evaluate personnel for compliance with performance standards	54

AVERAGE TASKS PERFORMED - 105

TABLE B6

## REPRESENTATIVE TASKS PERFORMED BY ALL DAFSC 1C092 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=32)	
H0289	Conduct self-inspections or self-assessments	94
H0321	Evaluate personnel for promotion, demotion, reclassification, or special awards	94
H0338	Write or indorse military performance reports	94
H0294	Counsel subordinates concerning personal matters	94
I0345	Conduct on-the-job training (OJT)	91
H0320	Evaluate personnel for compliance with performance standards	91
H0339	Write recommendations for awards or decorations	91
H0296	Determine or establish work assignments or priorities	88
I0346	Counsel trainees on training progress	88
H0314	Establish performance standards for subordinates	88
H0291	Conduct supervisory performance feedback sessions	88
H0308	Develop or establish work methods or procedures	84
H0326	Inspect personnel for compliance with military standards	84
H0295	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	84
H0293	Conduct supervisory orientations for newly assigned personnel	84
H0327	Interpret policies, directives, or procedures for subordinates	81
H0286	Assign personnel to work areas or duty positions	81
I0354	Evaluate personnel to determine need for training	81
I0355	Evaluate progress of trainees	81
I0342	Brief personnel concerning training programs or matters	78
H0325	Initiate personnel action requests	78
H0331	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	78

AVERAGE TASKS PERFORMED - 128

TABLE B7

RELATIVE PERCENT TIME SPENT ON DUTIES BY COMPONENTS  
TOTAL SAMPLE  
(N=1,048)

DUTIES	AD (N=812)	ANG (N=109)	AFRC (N=127)
A PERFORMING RESOURCE MANAGEMENT ACTIVITIES	26	41	26
B PERFORMING DATA BASE MANAGEMENT AND PROCESSING ACTIVITIES	7	8	6
C PERFORMING SQUADRON OPERATIONS CENTER ACTIVITIES	18	14	19
D PERFORMING CURRENT OPERATIONS OR SCHEDULING ACTIVITIES	13	11	11
E PERFORMING STANDARDIZATION AND EVALUATION (STAN EVAL) ACTIVITIES	*	1	1
F PERFORMING AIRCREW TRAINING ACTIVITIES	12	10	10
G PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	2	3	3
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	12	6	13
I PERFORMING TRAINING ACTIVITIES	5	3	5
J PERFORMING GENERAL ADMINISTRATIVE AND SYSTEM ACTIVITIES	3	2	4
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	2

**THIS PAGE INTENTIONALLY LEFT BLANK**