UNITED STATES AIR FORCE

JOB INVENTORY

(MANUSCRIPT FOR DISK SURVEY)

TELEPHONE SYSTEMS

AFSC 2E6X3

OSSN 2495

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APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

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

20031105 028
BASE TO WHICH ASSIGNED

Read the list of bases and installations. Indicate the base or installation to which you are assigned.

101 Andersen AFB GU 153 Forbes Field KS 206 Little Rock AFB AR
102 Andrews AFB MD 154 Fort Wayne IAP IN 207 Los Angeles AFB CA
103 Atlantic City IAP NJ 155 Four Lakes WA 208 Luke AFB AZ
104 Aviano AB IT 156 Francis S. Gabreski IAP NY 209 MacDill AFB FL
105 Badin NC 157 Fresno Air Terminal CA 210 Madrid SP
106 Bangor IAP ME 158 Ft Bliss TX 211 Malmstrom AFB MT
107 Barbers Point NAS HI 159 Ft Indiantown Gap AIN PA 212 Mansfield Lahm Aprt OH
108 Barksdale AFB LA 160 Ft Smith Municipal Aprt AR 213 March AFB CA
109 Barnes Municipal Aprt MA 161 Garland AGS TX 214 Martin State Aprt MD
110 Beale AFB CA 162 General Mitchell IAP/ARS WI 215 Maxwell AFB AL
111 Bellingham IAP WA 163 Goodfellow AFB TX 216 McChord AFB WA
112 Birmingham Aprt AL 164 Grand Forks AFB ND 217 McConnell AFB KS
113 Boise Air Field ID 165 Great Falls IAP MT 218 McEntire ANGB SC
114 Rolls AFB DC 166 Greater Peoria Aprt IL 219 McGhee-Tyson ANGB TN
115 Bradley IAP CT 167 Greater Pittsburgh IAP/ARS PA 220 McGuire AFB NJ
116 Brooks AFB TX 168 Grissom ARB IN 221 Memphis IAP TN
117 Brunswick GA 169 Hall AGS AL 222 Mildenhall RAF UK
118 Buckley AFB CO 170 Hammond LA 223 Minn-St Paul IAP/ARS MN
119 Burlington IAP VT 171 Hancock Field NY 224 Minot AFB ND
120 Camp Smith HI 172 Harrisburg IAP PA 225 Miesaw AFB JA
121 Camp Zama JA 173 Hayward Municipal Aprt CA 226 Moffett NAS CA
122 Cannon AFB NM 174 Hector IAP ND 227 Motesworth RAK UK
123 Capital Municipal Aprt IL 175 Hickam AFB HI 228 Montgomery AGS AL
124 Carswell AFB TX 176 Hill AFB UT 229 Moody AFB GA
125 Channel Islands AGS CA 177 Holoman AFB NM 230 Mountain Home AFB ID
126 Charleston AFB SC 178 Homestead AFB FL 231 Naples IT
127 Charlotte/Douglas IAP NC 179 Hot Springs Aprt AR 232 Nashville IAP TN
128 Cheyenne Mountain AFS CO 180 Hulman Regional Aprt IN 233 Nellis AFB NV
129 Cheyenne Municipal Aprt WY 181 Hurburt Field FL 234 New Castle County Aprt DE
130 Christiansted VI 182 Incirlik AB TU 235 New Orleans NAS JRB LA
131 Columbus AFB MS 183 Jackson Barracks AGS LA 236 Niagara Falls IAP/ARS NY
132 Coventry RI 184 Jackson AFB MS 237 North Highlands CA
133 Costa Mesa AGS CA 185 Jacksonville IAP FL 238 Offutt AFB NE
134 Croughton RAF UK 186 Joe Foss Field SD 239 Osan AB KOR
135 Dallas IAP TX 187 Kadena AB JA 240 Otis ANGB MA
136 Dane County Regional Aprt WI 188 Kahului HI 241 Patrick AFB FL
137 Dannelly Field AL 189 Keesler AFB MS 242 Pease ANGS NH
138 Davis-Monthan AFB AZ 190 Keflavik AS IC 243 Pentagon Wash DC
139 Des Moines IAP IA 191 Kelly AFB TX 244 Peterson AFB CO
140 Dobbsins ARB GA 192 Key Field MS 245 Pope AFB NC
141 Dover AFB DE 193 Kirtland AFB NM 246 Portland IAP OR
142 Duluth IAP MN 194 Klamath Falls IAP OR 247 Punta Salinas PR
143 Dyess AFB TX 195 Kulis ANGB AK 248 Quonset State Aprt RI
144 Eastern Wv Reg Aprt/Shepherd Fid Ww 196 Kunsan AB KOR 249 Ramstein AB GE
145 Eglin AFB FL 197 Lackland AFB TX 250 Randolph AFB TX
146 Ellsionton AFB AK 198 Lajes Field PO 251 Reno-Tahoe IAP NV
147 Einsiedlerhof GE 199 Lakenheath RAF UK 252 Rhein-Main AB GE
148 Ellington Field TX 200 Lambert-St Louis IAP MO 253 Richard E. Byrd Field VA
149 Ellsworth AFB SD 201 Langley AFB VA 254 Rickenbacker ANGB OH
150 Elmendorf AFB AK 202 Larisa Aprt GR 255 Robins AFB GA
151 Fairchild AFB WA 203 Latina Airfield IT 256 Rosecrans Memorial Aprt MO
152 Fairfax VA 204 Laughlin AFB TX 257 Ruppertswiller GE
205 Lincoln Municipal Aprt NE 258 Salt Lake City IAP GA
259 San Diego CA
260 Savannah IAP GA
261 Schenectady Aprt NY
262 Schriever AFB CO
263 Scott AFB IL
264 Seattle WA
265 Selfridge ANGB MI
266 Sembach AB GE
267 Sepulveda AGS CA
268 Seymour Johnson AFB NC
269 Shape BE
270 Shaw AFB SC
271 Sheppard AFB TX
272 Sioux City IA
273 Sky Harbor IAP AZ
274 South Portland AGS ME
275 Spangdahlem AB GE
276 Spokane IAP WA
277 Springfield-Beckley Municipal Apt OH
278 Standiford Field KY
279 Stavanger NO
280 Stewart IAP NV
281 Stuttgart-Valbing GE
282 Thule AB GL
283 Tinker AFB OK
284 Toledo Express Aprt OH
285 Travis AFB CA
286 Tucson IAP AZ
287 Tulsa IAP OK
288 Tyndall AFB FL
289 US Air Force Academy CO
290 Vandenberg AFB CA
291 Verona IT
292 Volk Field WI
293 W.K. Kellogg Aprt MI
294 Wheeler AAF HI
295 Whiteman AFB MO
296 Will Rogers World Aprt OK
297 Willow Grove ARS PA
298 Wright-Patterson AFB OH
299 Yeager Aprt WV
300 Yokota AB JA
301 Youngstown ARS OH
900 Other
COMMAND TO WHICH ASSIGNED

Read the list of MAJCOMs/agencies. Indicate the MAJCOM/agency to which you are assigned. (Air National Guard and Reserve Unit personnel should indicate such.)

100 Air Combat Command
101 Air Education and Training Command
109 Air Force Communications Agency
115 Air Force Elements Defense Information System Agency
120 Air Force Elements Europe
125 Air Force Elements United States Atlantic Command
127 Air Force Elements United States Pacific Command
112 Air Force Elements (other)
138 Air Force Materiel Command
140 Air Force News Agency
144 Air Force Pentagon Communications Agency
150 Air Force Reserve Unit
142 Air Force Special Operations Command
155 Air Force Space Command
135 Air Intelligence Agency
159 Air Mobility Command
160 Air National Guard Readiness Center
139 Air National Guard Unit
164 Headquarters 11th Wing
175 Pacific Air Forces
177 United States Air Force Academy
179 United States Air Forces, Europe
200 Other (Specify on blank page at end of booklet.)
1. Are you assigned to a base or installation which is located outside the continental U.S.?
   
   Yes
   No

2. How do you find your job?  Choose only one.
   
   Extremely Dull
   Very Dull
   Fairly Dull
   So-So
   Fairly Interesting
   Very Interesting
   Extremely Interesting

3. How does your job utilize your talents?  Choose only one.
   
   Not At All
   Very Little
   Fairly Well
   Quite Well
   Very Well
   Excellently
   Perfectly

4. How does your job utilize your training?  Choose only one.
   
   Not At All
   Very Little
   Fairly Well
   Quite Well
   Very Well
   Excellently
   Perfectly

5. How satisfied are you with the sense of accomplishment you gain from your work?  Choose only one.
   
   Extremely Dissatisfied
   Very Dissatisfied
   Slightly Dissatisfied
   Neither Satisfied Nor Dissatisfied
   Slightly Satisfied
   Very Satisfied
   Extremely Satisfied

6. Do you plan to reenlist at the end of your current enlistment?  Choose only one.
   
   Will Retire (I will have completed at least 20 years' service)
   Definitely Will Not Reenlist
   Probably Will Not Reenlist
   Probably Will Reenlist
   Definitely Will Reenlist

7. Examine each factor and determine whether it influenced your decision to separate.  Choose all that apply.  After you have selected all of the appropriate items, you will be asked to rate their relative importance.

   Military lifestyle
   Pay and allowances
   Bonus or special pay
   Retirement benefits
   Military related education and training opportunities
   Off-duty education and training opportunities
   Medical or dental care for AD member
   Medical care or dental care for family members
   Base housing
   Base services
   Childcare needs
   Spouse's career
   Civilian job opportunities
   Equal employment opportunities
   Number of PCS moves
   Location of present assignment
   Number/duration of TDYs or deployments
   Work schedule
   Additional duties
   Job security
   Enlisted evaluation system
   Promotion opportunities
   Training/experience of unit personnel
   Unit manning
   Unit resources
   Unit readiness
   Recognition of efforts
   Esprit de corps/morale
   Leadership of immediate supervisor
   Leadership at unit level
   Senior Air Force leadership
8. Examine each factor and determine whether it influenced your decision to reenlist. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

- Military lifestyle
- Pay and allowances
- Bonus or special pay
- Retirement benefits
- Military related education and training opportunities
- Off-duty education and training opportunities
- Medical or dental care for AD member
- Medical care or dental care for family members
- Base housing
- Base services
- Childcare needs
- Spouse's career
- Civilian job opportunities
- Equal employment opportunities
- Number of PCS moves
- Location of present assignment
- Number/duration of TDYs or deployments
- Work schedule
- Additional duties
- Job security
- Enlisted evaluation system
- Promotion opportunities
- Training/experience of unit personnel
- Unit manning
- Unit resources
- Unit readiness
- Recognition of efforts
- Esprit de corps/morale
- Leadership of immediate supervisor
- Leadership at unit level
- Senior Air Force leadership

9. Indicate the number of deployments you completed in support of contingencies or exercises during the past 12 months. Choose only one.

None, I did not complete any deployments in support of contingencies or exercises during the past 12 months
- 1 deployment
- 2 deployments
- 3 deployments
- 4 deployments
- 5 deployments
- 6 deployments or more

10. Indicate the number of days during the past 12 months you have spent on temporary duty (TDY) in support of contingencies or exercises. Choose only one.

- 30 days or less
- 31 - 59 days
- 60 - 89 days
- 90 - 119 days
- 120 - 149 days
- 150 - 179 days
- 180 days or more

11. Indicate the job title which best describes your present job. Choose only one.

- Career Development Course (CDC) Writer
- Combat Communications Team Member
- Command and Control Switching Technician
- Customer Service, Test and Records, or Base Centralized Testing Facility (BCTF) Technician
- Data Base Administrator
- Data Maintenance Technician
- Dial Service Administrator
- Digital Switch Administrator
- Digital Switch Technician
- Engineering and Installation Group Member
- Job Controller
- Leased Equipment Technician
- Noncommissioned Officer-in-Charge (NCOIC), Command and Control Switching
- NCOIC, Telephone Systems
- Training Instructor
- Training Instructor Supervisor
- Plans and Scheduling Technician
- Quality Assurance Evaluator (QAE)
- Shift Supervisor
- Supply Monitor
- Team Chief
- Telephone Surveyor
- Telephone Systems Installer
- Telephone Systems Maintainer
- Other

12. Indicate the work or functional area which best describes where you spend most of your time in your present job. Choose only one.

- Base Centralized Testing Facility (BCTF)
- Central Office Maintenance
- Combat Communications
- Command and Control Switching Maintenance
- Communications Site
- Control Tower
- Data Maintenance
- Engineering and Installation
- Field Installation
- Ground Control Approach (GCA)
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<td>Other</td>
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13. Indicate which telephone systems you install or maintain in your present job. Choose all that apply.

None, I do not install or maintain telephone systems in my present job
1A2 Key Telephone Systems
Alcatel 4400s
Definity G3s
Definity Prologix
Digital Multiplexing Systems (DMSs)-100/200
Digital Switching Systems (DSSs)
ESS-1/5s
Executone
Freedom
Fujitsu
Hitachi
ITT 3100s
ITT ECS 56s
ITT ECS 136s
KN-101 Systems
KNS-4100 Systems
Lucent Switch
Merlin
Millennium
Mitel
ML 8000s
MSL-100/200s
MSL-1000s
Norstar
Nortel Call Center Management Information Systems
Nortel Voice Over Internet Protocols
Onyx
Remote Switching Units (RSUs)
SB-3614s
SB-3865s

14. Indicate which telephone systems-associated equipment you install or maintain in your present job. Choose all that apply.

None, I do not install or maintain telephone systems-associated equipment in my present job
Amphenol Makers
Analog Telephones, Singleline or Multiline
Attendant Consoles
Attenuation Equipment
Batteries
Battery Chargers
Cables, CAT 3
Cables, CAT 5
Cables, Coaxial
Cables, Fiber
Cables, Tactical Telephone
Channel Banks
Channel Service Units
Charger and Power Boards
Command and Control Switching System (CCSS)
  Processors, such as Alpha Processors
Common Battery (CB) Lines
Conference Units
Control and Status Panels (CSPs)
Crash Conference Nets
Cross Connect Blocks
Cryptographic Equipment, such as KG 84s, KG 194s, or KIV-7s
Data Interface Units
Digit Senders
Digital Absorbing Connectors
Digital Absorbing Selectors
Digital Audio Tapes (DATs)
Digital Cross-Connects
Digital Echo Suppressors
Digital Telephones, Singleline or Multiline
Distributing Terminal Assemblies (DTAs)
Distribution Boxes
Distribution Frames
End Cell Chargers
Equipment Line Cards
Ethertones
Hard Disk Drives
Input/Output Device (IOD) Areas
Integrated Systems Digital Network (ISDN)
Integrated Digital Network Exchange (IDNX) Systems
Interface and Control Card Cage Assemblies
Jumpers
Key Units
Line Conditioning Equipment
Local Area Networks (LANs)
Magnetic Tape Drive Units
Modems
Modular Connecting Blocks
Multiplexer Systems
Networks
Patch Bays
Patch Panels
Peripheral Modules (PMs)
Power and Interrupter Units
Power Converters
Power Distribution Centers
Power Inverters
Printed Wiring Assemblies (PWAs)
Printers
Recorders
Repeaters
Ringing Generators
Speaker Phones
SuperNodes
Telephone Communications Management Systems
Telephones, Secure
Telephones, Tactical
Teletap Cards
Touch Screen Consoles
Transceivers
Trunks
Universal In-Dial/Out-Dial Equipment
Video Teleconferencing (VTC)
Voice Mail Systems
Other

Fiber Optic Tracers
Hydrometers
Impedance Bridges
Induction Amplifiers
Maintenance Administration Positions (MAPs) or Equivalent
Megalometers
Multimeters
Noise Generators
Oscilloscopes
Resistance Decade Boxes
Ringer Units
Signal Generators, Audio
Signal Generators, Visual
Test Access Units
Test Benches
Test Interface Units
Test Lamps
Test Receiver Sets, such as Click Sets
Test Sets, 26600
Test Sets, 3550-B
Test Sets, Bit Error Rate
Test Sets, Circuit Unit
Test Sets, Electronic Halcyon 520-B
Test Sets, Handheld Telephone
Test Sets (HATS-II), Handheld Analog
Test Sets, Hekimian
Test Sets, Impulse Noise
Test Sets, Insulation
Test Sets, ISDN Handheld Telephones
Test Sets, Noise Measurement
Test Sets, Pulsing Limits
Test Sets, Sage
Test Sets, Signal
Test Sets, Span Repeater
Test Sets, Station Ground
Test Sets, Tautron Repeater
Test Sets, Transmission and Delay Measuring
Testers, Cable
Testers, LAN Cable, such as CAT 5
Testers, Line Card
Testers, Slot
Time Domain Reflectometers, other than Optical
Time Domain Reflectometers (OTDRs), Optical
Tone Generators
Transmission Impairment Measurement Sets (TIMSe)
TTC Firebird Communications Analyzers
Variable Transformers
VEN-CATs
Voltmeters
WILTRON Test Boards
Other

15. Indicate which test equipment you use or operate in your present job. Choose all that apply.

None, I do not use or operate test equipment in my present job
Audio Oscillators
Channel Alignment Units
Chart Recorders
Counters, Frequency
Counters, Impulse Noise
Decibel Meters
Digital Probes
Distortion Analyzers
Dummy Loads or Plugs
Fiber Optic Power Meters
Fiber Optic Splice Kits

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8
A. PERFORMING GENERAL TELEPHONE SYSTEMS ACTIVITIES

1. Analyze equipment installation instructions or specifications
2. Analyze equipment outage or malfunction reports
3. Apply corrosion preventive materials to equipment or supplies
4. Assemble or disassemble command and control switching system (CCSS) processors
5. Assemble or disassemble conference systems
6. Assemble or disassemble control and status panels (CSPs)
7. Assign job control numbers
8. Attach equipment mountings
9. Attach identification tags to station cable ends
10. Connect or disconnect inside cables to or from connecting blocks or junction boxes
11. Connect or disconnect inside wiring to or from line protectors or electrical surge arrestors (ESAs)
12. Coordinate circuit or trunk outages with appropriate agencies
13. Coordinate leased equipment repairs with appropriate agencies
14. Coordinate troubleshooting with appropriate agencies
15. Cross-connect intermediate or main distribution frames
16. Escort personnel in secure areas
17. Install or remove amphenol connectors
18. Install or remove batteries, other than for switches
19. Install or remove cannon plugs
20. Install or remove circuit cards or electrical card assemblies
21. Install or remove CSPs
22. Install or remove dial lines
23. Install or remove direct lines
24. Install or remove external signaling devices
25. Install or remove fuses
26. Install or remove intercommunications systems
27. Install or remove jackboxes
28. Install or remove light indicators
29. Install or remove modems
30. Install or remove modular connecting blocks
31. Install or remove multiple-pair terminals
32. Install or remove patch panels
33. Install or remove private branch exchange (PBX) multiline instruments
34. Install or remove receivers
35. Install or remove repeaters
36. Install or remove ringer units
37. Install or remove single-pair terminals
38. Install or remove singline instruments, other than field telephones
39. Install or remove spade-tipped connecting blocks
40. Install or remove telephone cable moldings
41. Install or remove transceivers
42. Install or remove transformers
43. Install or remove transmitters
44. Interpret drawings, diagrams, or schematics
45. Isolate malfunctions to cannon plugs
46. Isolate malfunctions to data transmission media or special circuits
47. Pack or tag components or spare parts
48. Perform corrosion control inspections
49. Perform preventive maintenance inspections (PMIs) on intermediate or main distribution frames
50. Perform site survey evaluations
51. Plan locations of equipment or supplies with subscribers
52. Review traffic management surveys
53. Solder or desolder terminals
54. Straighten terminal block terminals
55. Trace calls
56. Troubleshoot basic electronic circuitry
57. Wrap or unwrap terminals

B. PERFORMING SURVEY ACTIVITIES

58. Assign due dates
59. Coordinate government-owned equipment charges with appropriate agencies
60. Coordinate lease requirements with base procurement offices
61. Coordinate leased equipment charges with appropriate agencies
62. Coordinate telephone installation activities with appropriate agencies
63. Create lists of materials (LOMs) for workorders
64. Determine modes of transport of materials
65. Determine precedence of workorders
66. Evaluate subscriber requests for equipment or supplies
67. Evaluate telephone equipment service charges
68. Evaluate telephone equipment workorder discrepancies
69. Evaluate telephone service request sites
70. Interpret communications service reports
71. Log requirements for telephone installations
72. Perform quality assurance (QA) evaluations on contracts
73. Prepare summaries of authorized equipment or services
74. Review communications service authorization forms
75. Review materiel control logs
76. Review subscriber-requested communications layouts
77. Review supply publications for availability of equipment or supplies
78. Review telephone workorder logs
79. Sketch installation designs
80. Sketch modification designs
81. Update government-owned telephone workorder registers
82. Update leased telephone work order logs
83. Write communications service reports
84. Write mission impairment reports

C. MAINTAINING CABLES, WIRING, AND ASSOCIATED EQUIPMENT

85. Connect or disconnect drop wires to or from terminals
86. Construct equipment backboards
87. Install or remove audible alarms
88. Install or remove base siren circuits
89. Install or remove bridging clips on connecting blocks
90. Install or remove cable runs, other than CAT 5
91. Install or remove cable troughs or conduits
92. Install or remove cables in underfloor conduit systems
93. Install or remove CAT 5 twisted-pair cables
94. Install or remove cross-connect panels
95. Install or remove distribution cables
96. Install or remove external wiring
97. Install or remove feeder cables
98. Install or remove ground rods
99. Install or remove ground wires
100. Install or remove grounding clamps
101. Install or remove inside wiring
102. Install or remove jumpers
103. Install or remove line protectors
104. Install or remove modular clips
105. Install or remove multi-pair cables, shielded or unshielded
106. Install or remove plenum cables
107. Install or remove ribbon cables
108. Install or remove single-pair cables, shielded or unshielded
109. Install or remove telephone system terminal cans
110. Isolate malfunctions to key telephone cabinet wiring
111. Isolate malfunctions to line protectors
112. Isolate malfunctions to telephone system terminal cans
113. Mark, cut, strip, butt, or fan cables, other than CAT 5 twisted-pair
114. Mark, cut, strip, butt, or fan CAT 5 twisted-pair cables
115. Perform amplitude response tests
116. Perform bit error rate tests
117. Perform cable pairs tests prior to installation
118. Perform CAT 5 twisted pair cables tests
119. Perform frequency response tests
120. Perform idle channel noise tests
121. Perform impulse noise transmission tests
122. Perform loop resistance or insulation tests
123. Perform station ground resistance tests
124. Perform system corrective maintenance on intercommunication systems
125. Perform transmission-level tests
126. Tie-wrap, lace, or clamp cables or wires
127. Visually inspect telephone-associated equipment
128. Visually inspect wiring

D. MAINTAINING HANDSETS, HEADSETS, AND TELEPHONES

129. Bench check explosion-proof telephones
130. Bench check headsets
131. Bench check multiline telephones
132. Bench check push-to-talk handsets
133. Bench check weatherproof telephones
134. Install or remove headsets
135. Install or remove push-to-talk handsets
136. Isolate malfunctions to headsets
137. Isolate malfunctions to multiline telephones
138. Isolate malfunctions to push-to-talk handsets
139. Isolate malfunctions to singlenline telephones, other than field telephones
140. Isolate malfunctions to speaker phones
141. Perform corrective maintenance on substations
142. Perform operational test on substations

E. MAINTAINING KEY TELEPHONE SYSTEMS

143. Assign station codes in telephone sets
144. Connect or disconnect panels to or from satellite boards
145. Connect or disconnect terminal blocks to or from satellite boards
146. Install or remove 1A2 key system components
147. Install or remove electronic key system components
148. Install or remove key telephone units (KTUs)
149. Install or remove lamp extenders
150. Install or remove power supplies
151. Install or remove surge protectors
152. Isolate malfunctions to lamp extenders
153. Isolate malfunctions within 1A2 key systems
154. Isolate malfunctions within electronic key systems
155. Isolate malfunctions within intercommunications systems
156. Prepare strapping sheets for installations or modifications
157. Program telephones and electronic key systems
F. PERFORMING SWITCH ADMINISTRATION ACTIVITIES

160. Analyze operational measurement (OM) or traffic management data
161. Analyze or interpret switch performance monitoring systems (SPMSs) or equivalent
162. Annotate automatic message accounting (AMA) requests
163. Assign line assignments
164. Assign personal identification number (PIN) for long distance call processing
165. Assign trunk assignments
166. Establish ring down circuits
167. Establish or evaluate switch security
168. Establish or modify call routings
169. Initiate service orders for integrated business networks (IBNs) and business sets
170. Initiate thresholds on system logs
171. Interpret structure of translation data tables
172. Maintain call accounting software
173. Maintain trunks
174. Maintain voice mail systems
175. Perform modifications to data tables
176. Perform translation verifications (TRAVERs) or equivalent
177. Program distributed call systems between public switches (PBXs)
178. Program trunks
179. Route or interpret log utility (LOGUTIL) reports
180. Update office images

G. MAINTAINING DIGITAL SWITCHING SYSTEMS

181. Access lines or trunks from maintenance administration positions (MAPs) or equivalent
182. Adjust or align circuit cards or electrical card assemblies
183. Adjust or align receivers
184. Adjust or align transceivers
185. Adjust or align transmitters
186. Check diagnostic failures using trouble locating procedures
187. Create OM reports
188. Create software images or database backups
189. Install or remove analog or digital station cards
190. Install or remove attendant consoles
191. Install or remove cards in input/output controllers (IOCs)
192. Install or remove cards in long-haul service networks, such as DSNs or defense red switch networks (DRSNs)
193. Install or remove cards in networks, other than long-haul service
194. Install or remove cards in peripheral modules (PMs)
195. Install or remove cards in super node signal engineering (SNSE) systems
196. Install or remove cards in T-spans
197. Install or remove carrier modules
198. Install or remove channel bank cards
199. Install or remove defense switch networks (DSNs) equipment
200. Install or remove digital audio tape (DAT) drives
201. Install or remove digital echo suppressors
202. Install or remove digital recording announcement machines (DRAMs)
203. Install or remove ground straps
204. Install or remove hard disk drives, such as system load modules (SLMs)
205. Install or remove land mobile radio nets
206. Install or remove line interface equipment
207. Install or remove magnetic tape drive units
208. Install or remove power converters
209. Install or remove power inverters
210. Install or remove processor equipment
211. Install or remove rectifiers
212. Install or remove signal generators
213. Install or remove visual display units (VDUs)
214. Isolate malfunctions to analog or digital station cards
215. Isolate malfunctions to attendant consoles
216. Isolate malfunctions to DAT drives
217. Isolate malfunctions to digital switching system alarm systems
218. Isolate malfunctions to hard disk drives, such as SLMs
219. Isolate malfunctions to IOCs
220. Isolate malfunctions to land mobile radio nets
221. Isolate malfunctions to line interface equipment
222. Isolate malfunctions to long-haul service networks, such as DSNs or DRSNs
223. Isolate malfunctions to magnetic tape drive units
224. Isolate malfunctions to networks or matrices, other than long-haul service
225. Isolate malfunctions to or on card cage assemblies
226. Isolate malfunctions to or on carrier modules
227. Isolate malfunctions to or on channel banks
228. Isolate malfunctions to or on conference equipment
229. Isolate malfunctions to or on digital echo suppressors
230. Isolate malfunctions to or on DRAMs
231. Isolate malfunctions to or on multiplexers
232. Isolate malfunctions to or on optic T-carriers
233. Isolate malfunctions to or on printed wiring assemblies (PWAs)
234. Isolate malfunctions to or on T-spans
235. Isolate malfunctions to PMs
236. Isolate malfunctions to processor equipment
237. Isolate malfunctions to VDUs
238. Maintain patch panels
239. Mount device independent recording package subsystems (DIRPS)
240. Mount system tapes
241. Perform busy-out or out-of-service procedures
242. Perform PMIs on air filters or blower motors
243. Perform PMIs on attendant consoles
244. Perform PMIs on batteries
245. Perform PMIs on channel banks
246. Perform PMIs on digital switching system alarm systems
247. Perform PMIs on digital trunk interface equipment
248. Perform PMIs on DSN or DRSN equipment
249. Perform PMIs on ground straps
250. Perform PMIs on input/output devices (IODs), such as VDUs, printers, or drives
251. Perform PMIs on line interface equipment
252. Perform PMIs on magnetic tape drive units
253. Perform PMIs on power converters
254. Perform PMIs on power inverters
255. Perform PMIs on power supplies
256. Perform PMIs on processor equipment
257. Perform PMIs on T-spans
258. Prepare cut sheets
259. Remove or replace air filters or blower motors
260. Remove or replace PWAs
261. Restore permanent lock outs (PLOs)
262. Review patch applications
263. Review software updates
264. Review system logs
265. Set up circuit paths for data transmission systems
266. Set up circuit paths for special circuit systems
267. Update program data
268. Update route records
269. Update trunking or circuit diagrams
270. Verify call routings after software updates
271. Verify circuits using jackfields on MAPs
272. Verify integrity of software images

H. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES

273. Annotate customer service request (CSR) logs
274. Annotate distributing terminal assembly (DTA) records
275. Annotate equipment repair logs
276. Annotate work orders
277. Compile data for records, reports, logs, or trend analyses
278. Complete accident or incident reports
279. Complete intermediate crossconnect sheets
280. Complete telephone/data trouble tickets
281. Coordinate communications-computer systems installation records (CSIRs) with appropriate agencies
282. Destroy classified materials or documents
283. Establish or maintain accountability records for classified materials or documents
284. Establish or maintain automated technical order management system (ATOMS) accounts
285. Identify and report suspected security compromises
286. Initiate classified reports, messages, or documents
287. Initiate requests for temporary duty (TDY) orders
288. Initiate or maintain standby rosters or workcenter pyramid recall rosters
289. Inventory classified materials or documents
290. Maintain administrative files
291. Maintain key systems records
292. Maintain publications libraries, other than technical order (TO) libraries
293. Maintain time compliance technical orders (TCTOs)
294. Maintain TO libraries
295. Maintain or update status indicators, such as boards, graphs, or charts
296. Participate in TCTO meetings
297. Prepare administrative or classified materials for mailing, transporting, or issue
298. Prepare cost estimates
299. Prepare dispatch schedules
300. Review engineered project directives
301. Review man-hour accounting forms or summaries
302. Update man-hour accounting forms or summaries
303. Update site-unique strapping data records
304. Update telephone system records
305. Update trunking assignment records
306. Write minutes of briefings, conferences, or meetings

I. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

307. Assign workorder numbers to equipment and LOMs
308. Coordinate installation of equipment with contract personnel or associated system personnel
309. Coordinate maintenance of equipment with appropriate agencies
310. Develop equipment checklists
311. Evaluate serviceability of equipment, tools, parts, or supplies
312. Identify and report equipment or supply problems
313. Initiate requisitions for equipment, tools, parts, or supplies
314. Inventory equipment, tools, parts, or supplies
315. Issue or log turn-ins of equipment, tools, parts, or supplies
316. Label equipment
317. Maintain documentation on items requiring periodic inspections or calibrations
318. Maintain organizational equipment or supply records
319. Pick up or deliver equipment, tools, parts, or supplies
320. Process LOMs for work orders

J. PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES

321. Assemble or disassemble cantonment facilities
322. Assign personnel to mobility or contingency positions
323. Brief deploying personnel
324. Complete operations plan (OPLAN) sourcing requirements
325. Compute OPLAN requirements status listings
326. Conduct contingency operation/mobility planning and execution system (COMPES) programs
327. Conduct mobility or deployment site surveys
328. Connect or disconnect fieldwire to communication junction boxes
329. Coordinate circuit activations with technical control and telephone switching
330. Coordinate mobility exercise or contingency requirements with appropriate agencies
331. Coordinate specific source of personnel requirements with appropriate agencies
332. Determine cost factors for support agreements
333. Determine specific source of personnel requirements for deployment manning documents
334. Develop centralized in- and out-processing procedures to support mobility, contingency, or exercise requirements
335. Develop contingency exercise mobility (CEM) orders
336. Develop mobility inspection checklists
337. Develop personnel recall and accounting procedures
338. Dig trenches
339. Don or doff chemical warfare personal protective clothing
340. Draft or write mobility exercise or deployment after-action reports
341. Erect tents
342. Inspect mobility bags or kits
343. Inspect packed or palletized mobility or contingency equipment prior to transport
344. Install telephones to remote multiplexer combiner (RMC) circuit cards
345. Install telephones to line termination units (LTUs)
346. Install or remove 407L cables
347. Install or remove field telephones
348. Install or remove JK4 wires
349. Install or remove quad wires
350. Install or remove tactical switchboards
351. Install or remove WD1 wires
352. Isolate malfunctions to field telephones
353. Isolate malfunctions to tactical switchboards
354. Maintain 407L cables
355. Maintain CX cables
356. Maintain disaster preparedness checklists
357. Maintain JK4 wires
358. Maintain quad wires
359. Maintain WD1 wires
360. Operate M-series vehicles during contingency exercises or operations
361. Operate manual cable reeling units
362. Pack or palletize mobility or contingency equipment for shipment or movement
363. Perform camouflage procedures
364. Perform camp security
365. Perform chemical warfare agent decontamination procedures
366. Perform cover and concealment techniques for work party security
367. Perform explosive ordnance reconnaissance
368. Perform pallet buildup activities
369. Perform plans file and mobility file matches
370. Perform PMIs on field telephones
371. Perform predeployment reconnaissance surveys
372. Plan locations of field cable runs
373. Prepare equipment for deployments
374. Prepare sites at deployed locations, such as cutting grass or removing snow
375. Provide OPLAN requirements status listings to unit commanders
376. Repair triax cables
377. Request or distribute mobility requirements documents
378. Set up or tear down shelters
379. Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles

K. PERFORMING TRAINING ACTIVITIES

380. Administer or score tests
381. Brief personnel concerning training programs or matters
382. Complete student entry or withdrawal forms
383. Conduct formal course classroom training
384. Conduct on-the-job training (OJT)
385. Counsel trainees on training progress
386. Determine training requirements
387. Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSSs)
388. Develop training programs, plans, or procedures
389. Develop written tests
390. Develop or procure training materials or aids
391. Establish or maintain study reference files
392. Evaluate effectiveness of training programs, plans, or procedures
393. Evaluate training methods or techniques of instructors
394. Evaluate progress of trainees
395. Inspect training materials or aids for operation or suitability
396. Maintain training records or files
397. Personalize lesson plans
398. Prepare job qualification standards (JQSs)
399. Write training reports

L. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

400. Annotate time and attendance sheets for civilian employees
401. Assign personnel to work areas or duty positions
402. Assign sponsors for newly assigned personnel
403. Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
404. Conduct safety inspections of equipment or facilities
405. Conduct self-inspections or self-assessments
406. Conduct staff assistance visits, inspections, or audits
407. Conduct supervisory orientations for newly assigned personnel
408. Conduct supervisory performance feedback sessions
409. Coordinate modification of parts or equipment with appropriate agencies
410. Coordinate QA evaluations or quality control (QC) inspections with inspectors
411. Counsel subordinates concerning personal matters
412. Determine telephone installation or maintenance requirements
413. Determine or establish work assignments or priorities
414. Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans
415. Develop organizational or functional charts
416. Develop resource protection programs
417. Develop self-inspection or self-assessment program checklists
418. Develop or establish work methods or procedures
419. Develop or establish work schedules
420. Direct installation of telephone equipment
421. Draft budget requirements
422. Draft host-tenant or interservice agreements
423. Draft supplements or changes to directives, such as policy directives, instructions, or manuals
424. Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
425. Establish performance standards for subordinates
426. Establish procedures for accountability of equipment, tools, parts, or supplies
427. Evaluate inspection report findings or inspection procedures
428. Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) standards
429. Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace
430. Evaluate personnel for compliance with performance standards
431. Evaluate personnel for promotion, demotion, reclassification, or special awards
432. Evaluate telephone system damage incidents
433. Implement corrosion control programs
434. Implement cost reduction programs
435. Implement emergency or disaster preparedness plans
436. Implement man-hour accountability procedures
437. Implement QA or QC programs
438. Implement safety or security programs
439. Initiate actions required due to substandard performance of personnel
440. Initiate personnel action requests
441. Inspect personnel for compliance with military standards
442. Interpret policies, directives, or procedures for subordinates
443. Investigate accidents or incidents
444. Plan layouts of facilities
445. Review budget requirements
446. Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
447. Review mobility, contingency, disaster preparedness, or unit emergency or alert plans
448. Review personnel reliability program (PRP) requirements for workcenter personnel
449. Schedule personnel for TDY assignments, leaves, or passes
450. Write inspection reports
451. Write job or position descriptions
452. Write recommendations for awards or decorations
453. Write replies to inspection reports
454. Write staff studies, surveys, or routine reports, other than training or inspection reports
455. Write or indorse civilian performance appraisals
456. Write or indorse military performance reports