

AD 691352

UNITED STATES AIR FORCE JOB INVENTORY



AIRMEN SUPPLY SERVICES CAREER FIELD
AFSCs 61130, 61150, 61170
61230, 61250, 61270, 61290

JOB SPECIALTY SURVEY DIVISION
HEADQUARTERS LACKLAND MILITARY TRAINING CENTER
AIR TRAINING COMMAND
LACKLAND AFB, TEXAS 78236

AFPT 90-611-808

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INSTRUCTIONS

1. To qualify for this survey you must have a Duty AFSC of 61130, 61150, 61170, 61230, 61250, 61270, or 61290; you must have held your duty AFSC for at least six weeks; and you must have been working in your present job assignment for at least six weeks.
2. First, fill in the items in the BACKGROUND INFORMATION section, pages ii through viii. Be sure to complete each item.
3. Then, turn to page 1 of the inventory booklet.
 - a. READ all the tasks listed in Duties A through J. As you read the tasks in Duties A through J, place a CHECK beside each task you perform in your present job.
 - b. NEXT, follow the INSTRUCTIONS which begin on page 26 for the remaining Duties K through Z. As you will see, tasks in Duties K through Z are based on specific job functions. Duty K (on page 26) for example, lists tasks that would be performed in a central meat processing facility. Duty L (on page 29) lists redistribution and marketing tasks.
 - c. Follow the instructions to locate the duties which lists the tasks you perform in your present job and read through these tasks as you did for the tasks in Duties A through J. As you read the tasks, place a CHECK beside the tasks you perform in your present job.
4. In checking the tasks, do not confuse work you do yourself with work you supervise. If you supervise certain tasks and also perform the task yourself, you will check both kinds of tasks. If you only supervise the task, check only the supervising task.
5. If any task you perform is not listed under any of the duties in the booklet, write it on the blank page at the end of the booklet. Do not add classified tasks.
6. After you have checked ALL the tasks you now perform, TURN BACK TO PAGE 1 AGAIN. You are now to make TIME SPENT ratings on the tasks that you perform in your CURRENT JOB. TIME SPENT means the total time you spend doing the task compared with the time you spend on each of the other tasks that you do in your current job. Using the 7-point scale at the top of the column entitled "TIME SPENT CURRENT JOB," place your ratings for each task you perform in your current job in that column. You use the rating of "1" if you spend a very much below average amount of time on a task; you use the rating of "2" for below average time; and so on up to a rating of "7" if you spend a very much above average amount of time on the task.
7. Remember that you are to make a check and then a rating. First, check the tasks you perform in your current job. Second, rate these tasks. Third, check the Background Information Section to make sure you have answered each item.

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BACKGROUND INFORMATION					DATE		CASE CONTROL NUMBER												
PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BLANKS							1-4												
LAST NAME			FIRST NAME			MIDDLE INITIAL													
5-22																			
GRADE		1 <input type="checkbox"/> AB	2 <input type="checkbox"/> AMN	3 <input type="checkbox"/> A1C	4 <input type="checkbox"/> SGT	5 <input type="checkbox"/> SSGT	6 <input type="checkbox"/> TSGT	7 <input type="checkbox"/> MSGT	8 <input type="checkbox"/> SMSGT	9 <input type="checkbox"/> CMSGT	(23)		MAJOR COMMAND						
AIR FORCE SERVICE NUMBER <input type="text"/> <input type="text"/>					PRIMARY AFSC <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/>					AAC <input type="checkbox"/> A		ACIC <input type="checkbox"/> G		ADC <input type="checkbox"/> C					
PREFIX (24-25)					NUMBER (26-33)					PREFIX (34)		NUMBER (35-39)		SUFFIX (40)					
ORGANIZATION (CARD 99: 5-69)					DUTY AFSC					AFAPC <input type="checkbox"/> E		AFCS <input type="checkbox"/> Y		AFLC <input type="checkbox"/> F					
<input type="checkbox"/> <input type="text"/>					<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/>					AFSC <input type="checkbox"/> H		ATC <input type="checkbox"/> J		AU <input type="checkbox"/> K					
BASE OR INSTALLATION (CARD 99: 70-73)					TOTAL MONTHS IN DUTY AFSC					<input type="text"/> <input type="text"/> <input type="text"/>		CONAC <input type="checkbox"/> M		HQ COMD <input type="checkbox"/> P					
<input type="text"/>					<input type="text"/>					HQ USAF <input type="checkbox"/> N		MAC <input type="checkbox"/> Q		OAR <input type="checkbox"/> X					
TOTAL MONTHS AT PRESENT BASE					TOTAL MONTHS IN PRESENT WORK ASSIGNMENT					<input type="text"/> <input type="text"/> <input type="text"/>		PACAF <input type="checkbox"/> R		SAC <input type="checkbox"/> S					
<input type="text"/>					<input type="text"/>					TAC <input type="checkbox"/> T		USAFA <input type="checkbox"/> B		USAFE <input type="checkbox"/> D					
TOTAL MONTHS IN CAREER FIELD					TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE					<input type="text"/> <input type="text"/> <input type="text"/>		USAFSO <input type="checkbox"/> L		USAFSS <input type="checkbox"/> U					
<input type="text"/>					<input type="text"/>					IF YOU CROSS-TRAINED INTO YOUR PRESENT AFSC, WHAT WAS YOUR PREVIOUS AFSC?		<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/>		PREFIX (65)		NUMBER (66-70)		SUFFIX (71)	
<input type="text"/>					<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/>					IF YOU WERE CONVERTED INTO YOUR AFSC, WHAT WAS YOUR PREVIOUS AFSC _____		<input type="checkbox"/> (10)		<input type="checkbox"/> (11)					
NUMBER OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION					<input type="text"/>					DUTY TELEPHONE EXTENSION		<input type="text"/>		<input type="checkbox"/> (12)		<input type="checkbox"/> (13)			
<input type="text"/>					<input type="checkbox"/> (63-64)					<input type="checkbox"/> (72)									
PRESENT WORK ASSIGNMENT (JOB TITLE) (CARD 02: 5-73)					<input type="text"/>														
CHECK BELOW THE METHOD BY WHICH YOU WERE ASSIGNED TO YOUR PRESENT CAREER LADDER: (CARD 03)																			
A BYPASSED SPECIALIST					<input type="checkbox"/> (5)					RECOMMENDED DUTY ASSIGNMENT FROM BASIC MILITARY TRAINING					<input type="checkbox"/> (10)				
CLASSIFICATION BOARD ACTION					<input type="checkbox"/> (6)					REENLISTMENT FROM ANOTHER BRANCH OF SERVICE					<input type="checkbox"/> (11)				
COMPLETION OF BASIC TECHNICAL COURSE					<input type="checkbox"/> (7)					RETRAINING FROM ANOTHER CAREER FIELD					<input type="checkbox"/> (12)				
CONVERSION FROM OBSOLETE AFSC IN SAME CAREER FIELD					<input type="checkbox"/> (8)					IF YOU WERE CONVERTED INTO YOUR AFSC, WHAT WAS YOUR PREVIOUS AFSC _____					<input type="checkbox"/> (13)				
DIRECTED DUTY ASSIGNMENT FROM BASIC MILITARY TRAINING					<input type="checkbox"/> (9)														

BACKGROUND INFORMATION (Continued)

CIRCLE THE HIGHEST EDUCATION LEVEL (OR GED EQUIVALENT) YOU HAVE COMPLETED: (CARD 03: 14-15)

ELEMENTARY				HIGH SCHOOL				COLLEGE				GRADUATE	
05	06	07	08	09	10	11	12	13	14	15	16	17	18

YOUR RESPONSES TO THE FOLLOWING THREE ITEMS WILL BE HELD IN STRICT CONFIDENCE AND WILL BE USED FOR RESEARCH PURPOSES ONLY. (CARD 03: 16-18)

<p>I PLAN TO REENLIST: (16)</p> <p>NO, I PLAN TO RETIRE <input type="checkbox"/> 1</p> <p>NO, I PLAN TO SEPARATE WITHOUT RETIREMENT BENEFITS <input type="checkbox"/> 2</p> <p>UNCERTAIN, PROBABLY NO <input type="checkbox"/> 3</p> <p>UNCERTAIN, PROBABLY YES <input type="checkbox"/> 4</p> <p>YES <input type="checkbox"/> 5</p>	<p>I FIND MY JOB: (17)</p> <p>EXTREMELY DULL <input type="checkbox"/> 1</p> <p>VERY DULL <input type="checkbox"/> 2</p> <p>FAIRLY DULL <input type="checkbox"/> 3</p> <p>SO-SO <input type="checkbox"/> 4</p> <p>FAIRLY INTERESTING <input type="checkbox"/> 5</p> <p>VERY INTERESTING <input type="checkbox"/> 6</p> <p>EXTREMELY INTERESTING <input type="checkbox"/> 7</p>	<p>MY JOB UTILIZES MY TALENTS AND TRAINING: (18)</p> <p>NOT AT ALL <input type="checkbox"/> 1</p> <p>VERY LITTLE <input type="checkbox"/> 2</p> <p>FAIRLY WELL <input type="checkbox"/> 3</p> <p>QUITE WELL <input type="checkbox"/> 4</p> <p>VERY WELL <input type="checkbox"/> 5</p> <p>EXCELLENTLY <input type="checkbox"/> 6</p> <p>PERFECTLY <input type="checkbox"/> 7</p>
--	---	--

MY JOB IS LOCATED AT AN INSTALLATION WHICH IS: (CARD 03: 19-20)

INSIDE THE CONTINENTAL U. S. (ZONE OF THE INTERIOR) (19)

OUTSIDE THE CONTINENTAL U. S. (INCLUDING ALASKA AND HAWAII) (20)

MY JOB IS LOCATED: (CARD 03: 21-23)

(21) Isolated site

(22) Remote site

(23) Non-remote or Non-isolated

HAVE YOU BEEN CROSS-TRAINED FROM AFSC 611X0 INTO ANOTHER CAREER FIELD? (CARD 03:24)

YES NO (24)

IF YOU WERE CROSS-TRAINED FROM AFSC 611X0 INTO ANOTHER CAREER FIELD, LIST AFSC:

HAVE YOU COMPLETED ANY TRAINING COURSES RELATED TO YOUR CAREER FIELD? (CARD 03: 25-31)

YES NO (25)

IF SO, CHECK COURSES YOU HAVE COMPLETED:

<p>(26) <input type="checkbox"/> AAR61170 or AAR61170-1 or 3AAR61170-1, Supply Services Supervisor</p> <p>(27) <input type="checkbox"/> AJF75000-24 or 4AJF75000-24, OJT Trainer/Supervisor Course</p> <p>(28) <input type="checkbox"/> AJF75000-40 or 4AJF75000-40, OJT Administrator Course</p>	<p>(29) <input type="checkbox"/> AZA61150-1 or 5AZA61150, Defense Metals Identification</p> <p>(30) <input type="checkbox"/> AZR61150 or AZR61150-1 or 3AZR61150-1, Defense Metals Identification</p> <p>(31) <input type="checkbox"/> AZR61170-1 or AZR61170-2 or 3AZR61170-2, Redistribution and Marketing</p>
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(continued next page)

BACKGROUND INFORMATION (Continued)

(CARD 03: 32-45)

- | | |
|---|---|
| (32) <input type="checkbox"/> AZR65170-8 Technical Representatives of Contracting Officer | (39) <input type="checkbox"/> ECI6423, Warehousing |
| (33) <input type="checkbox"/> ATS64270 or SS64270-1 Commissary NCOIC Course | (40) <input type="checkbox"/> ECI Supply Specialist |
| (34) <input type="checkbox"/> CDC61150, Supply Services | (41) <input type="checkbox"/> American Institute of Laundry |
| (35) <input type="checkbox"/> CDC61170, Supply Services Supervisor | (42) <input type="checkbox"/> Army Quartermaster Laundry Course |
| (36) <input type="checkbox"/> CDC61250, Meatcutter | (43) <input type="checkbox"/> National Institute of Dry Cleaning |
| (37) <input type="checkbox"/> ECI6220, Supply Services Operations Officer | (44) <input type="checkbox"/> Navy Laundry Handbook Course |
| (38) <input type="checkbox"/> ECI6230, Supply Services Sales Officer | (45) <input type="checkbox"/> Thormac Prepacking Institute for Meat and Produce |

CHECK THE FUNCTION TO WHICH YOU WERE ASSIGNED DURING UPGRADE TRAINING: CHECK MORE THAN ONE FUNCTION IF YOU CHANGED ASSIGNMENT DURING UPGRADE TRAINING:

(CARD 03: 46-57)

- | <u>3 TO 5-SKILL LEVEL</u> | <u>5 TO 7-SKILL LEVEL</u> |
|--|--|
| (46) <input type="checkbox"/> Central Meat Plant | (52) <input type="checkbox"/> Central Meat Plant |
| (47) <input type="checkbox"/> Clothing Sales | (53) <input type="checkbox"/> Clothing Sales |
| (48) <input type="checkbox"/> Commissary | (54) <input type="checkbox"/> Commissary |
| (49) <input type="checkbox"/> Laundry and Dry Cleaning | (55) <input type="checkbox"/> Laundry and Dry Cleaning |
| (50) <input type="checkbox"/> Redistribution and Marketing | (56) <input type="checkbox"/> Redistribution and Marketing |
| (51) <input type="checkbox"/> Other (specify)

_____ | (57) <input type="checkbox"/> Other (specify)

_____ |

BACKGROUND INFORMATION (Continued)

CHECK ALL AREAS IN WHICH YOU HAVE HAD
AT LEAST SIX MONTHS EXPERIENCE:

(CARD 03: 58-73)
(CARD 04: 05-17)

- | | |
|---|--|
| (58) <input type="checkbox"/> Book Store | (73) <input type="checkbox"/> Linen Exchange |
| (59) <input type="checkbox"/> Clothing Sales | (05) <input type="checkbox"/> Meat Processing Plant |
| (60) <input type="checkbox"/> Clothing Sales Backup Store | (06) <input type="checkbox"/> Mortuary Affairs (CONUS) |
| (61) <input type="checkbox"/> Commissary Annex) | (07) <input type="checkbox"/> Mortuary Affairs (OVERSEAS) |
| (62) <input type="checkbox"/> Commissary Meat Department | (08) <input type="checkbox"/> NCO Club Management |
| (63) <input type="checkbox"/> Commissary Sales (exclude meat) | (09) <input type="checkbox"/> Off-Base Housing Referral |
| (64) <input type="checkbox"/> Data Processing or PCAM | (10) <input type="checkbox"/> Office Records |
| (65) <input type="checkbox"/> Exchange (CONUS) | (11) <input type="checkbox"/> OJT Monitor |
| (66) <input type="checkbox"/> Exchange (OVERSEAS) | (12) <input type="checkbox"/> Redistribution and Marketing |
| (67) <input type="checkbox"/> Exchange (SITE) | (13) <input type="checkbox"/> Services Inspector |
| (68) <input type="checkbox"/> Housing and Billeting | (14) <input type="checkbox"/> Staff Level Assignment |
| (69) <input type="checkbox"/> Laundry Collection Point | (15) <input type="checkbox"/> Warehousing - Cold Storage |
| (70) <input type="checkbox"/> Laundry-Dry Cleaning Plant (CONUS) | (16) <input type="checkbox"/> Warehousing - Commissary |
| (71) <input type="checkbox"/> Laundry-Dry Cleaning Plant (OVERSEAS) | (17) <input type="checkbox"/> Other (specify) |
| (72) <input type="checkbox"/> Laundry or Dry Cleaning Activity | _____ |
| | _____ |
| | _____ |

CHECK WORK AREAS IN WHICH YOU SPEND
MOST OF YOUR TIME IN YOUR PRESENT
ASSIGNMENT:

(CARD 04: 18-24)

- | | |
|---|---|
| (18) <input type="checkbox"/> Staff Level (Check areas in which most time is spent) | (22) <input type="checkbox"/> Clothing Sales Backup Storage |
| (19) <input type="checkbox"/> Billeting | (23) <input type="checkbox"/> Commissary Annex |
| (20) <input type="checkbox"/> Central Meat Plant | (24) <input type="checkbox"/> Commissary Sales Store (include meat) |
| (21) <input type="checkbox"/> Clothing Sales Store | |

(continued next page)

BACKGROUND INFORMATION (Continued)

(CARD 04: 25-45)

- | | |
|--|--|
| (25) <input type="checkbox"/> Commissary Sales Store - Stocking | (36) <input type="checkbox"/> Laundry-Dry Cleaning Plant (OVERSEAS) |
| (26) <input type="checkbox"/> Commissary Warehouse | (37) <input type="checkbox"/> Laundry or Dry Cleaning Activity |
| (27) <input type="checkbox"/> Consolidated Area Exchange | (38) <input type="checkbox"/> Linen Exchange |
| (28) <input type="checkbox"/> Exchange (CONUS) | (39) <input type="checkbox"/> Mortuary Affairs (CONUS) |
| (29) <input type="checkbox"/> Exchange (OVERSEAS) | (40) <input type="checkbox"/> Mortuary Affairs (OVERSEAS) |
| (30) <input type="checkbox"/> Exchange (SITE) | (41) <input type="checkbox"/> Office Records, Reports, or Accounting Section |
| (31) <input type="checkbox"/> Housing | (42) <input type="checkbox"/> OJT Monitor |
| (32) <input type="checkbox"/> Housing Supply | (43) <input type="checkbox"/> Redistribution and Marketing |
| (33) <input type="checkbox"/> Instructing Technical Course | (44) <input type="checkbox"/> Services Inspector |
| (34) <input type="checkbox"/> Laundry Collection Point | (45) <input type="checkbox"/> Other (specify) |
| (35) <input type="checkbox"/> Laundry-Dry Cleaning Plant (CONUS) | _____ |

CHECK ITEMS THAT ARE MECHANIZED IN YOUR ACTIVITY:

(CARD 04: 46-54)

- | | |
|--|---|
| (46) <input type="checkbox"/> Inventories | (52) <input type="checkbox"/> Requisitions - Troop Issue |
| (47) <input type="checkbox"/> Price Lists | (53) <input type="checkbox"/> Subsistence Consumption Records |
| (48) <input type="checkbox"/> Requisitions - Clothing | (54) <input type="checkbox"/> Other (specify) |
| (49) <input type="checkbox"/> Requisitions - Equipment | _____ |
| (50) <input type="checkbox"/> Requisitions - Subsistence | _____ |
| (51) <input type="checkbox"/> Requisitions - Supplies | |

CHECK THE ITEMS OF EQUIPMENT YOU USE ON YOUR PRESENT JOB:

(CARD 04: 55-59)

GENERAL EQUIPMENT

- | | |
|---|---|
| (55) <input type="checkbox"/> Adding Machines | (58) <input type="checkbox"/> Conveyors |
| (56) <input type="checkbox"/> Calculators | (59) <input type="checkbox"/> Display boards or cases |
| (57) <input type="checkbox"/> Cash Registers | |

(continued next page)

BACKGROUND INFORMATION (Continued)

(CARD 04: 60-73)

(CARD 05: 05-12)

(60) Floor buffers and scrubbers

(72) Pry bar and dolly

(61) Forklift trucks

(73) Public address system

(62) Handlift trucks

(05) Radio, two-way

(63) Vacuum Cleaners

(06) Scales (dial and beam indicating)

(64) Warehouse tugs

(07) Sewing Machines

(65) Hand tools (pliers, cleavers, hammers, etc)

(08) Sign making equipment

(66) Key punch or verifier

(09) Skid platforms

(67) Lawn Mowers

(10) Typewriters

(68) Mimeograph or other duplicating machines

(11) Tying Machines

(69) Pallets

(12) Other (specify)

(70) Pick-up or Panel Trucks (exclude refrigerated)

(71) Portable electric sealers

(CARD 05: 13-16)

CLOTHING SALES EQUIPMENT

(13) Air Dryer

(16) Other (specify)

(14) Mannequins

(15) Measuring Devices

(CARD 05: 17-20)

EXCHANGE EQUIPMENT

(17) Sedans

(18) Station Wagons

(20) Other (specify)

(19) Trucks, Stake or Van

BACKGROUND INFORMATION (Continued)

COMMISSARY AND MEAT PROCESSING EQUIPMENT

(CARD 05: 21-38)

- | | |
|--|---|
| (21) <input type="checkbox"/> Bacon Slicers | (31) <input type="checkbox"/> Produce Trimmers |
| (22) <input type="checkbox"/> Bone Dusters | (32) <input type="checkbox"/> Refrigerated Trucks |
| (23) <input type="checkbox"/> Coin-counters and Sorters | (33) <input type="checkbox"/> Scale, Computer and Labeler |
| (24) <input type="checkbox"/> Hamburger Molding Machines | (34) <input type="checkbox"/> Scale, Printing and Labelling Machine |
| (25) <input type="checkbox"/> Meat Cutting Saws | (35) <input type="checkbox"/> Scales, Produce |
| (26) <input type="checkbox"/> Meat Grinding Machines | (36) <input type="checkbox"/> Steam-jacketed Kettles |
| (27) <input type="checkbox"/> Meat Slicing Machines | (37) <input type="checkbox"/> Wrapping Machines |
| (28) <input type="checkbox"/> Meat Tenderizing Machines | (38) <input type="checkbox"/> Other (specify) |
| (29) <input type="checkbox"/> Pot and Pan Washing Machines | _____ |
| (30) <input type="checkbox"/> Pricing Machines | |

LAUNDRY AND DRY CLEANING EQUIPMENT

(CARD 05: 39-52)

- | | |
|--|---|
| (39) <input type="checkbox"/> Assembly Reel, Sorting | (46) <input type="checkbox"/> Tanks, Mixing |
| (40) <input type="checkbox"/> Carts, Trucks and Liners | (47) <input type="checkbox"/> Tagging or Marking Machines |
| (41) <input type="checkbox"/> Flatwork Ironers | (48) <input type="checkbox"/> Tumblers |
| (42) <input type="checkbox"/> Garment Baggers | (49) <input type="checkbox"/> Vacuum Distillation Units |
| (43) <input type="checkbox"/> Listing-Pricing Machines | (50) <input type="checkbox"/> Washers and Extractors |
| (44) <input type="checkbox"/> Paper Measuring Machines | (51) <input type="checkbox"/> Washroom Control Kits |
| (45) <input type="checkbox"/> Pressing Units | (52) <input type="checkbox"/> Other (specify) |
| | _____ |

MORTUARY EQUIPMENT

(CARD 05: 53-57)

- | |
|--|
| (53) <input type="checkbox"/> Embalming Equipment |
| (54) <input type="checkbox"/> Human-Remains Pouches |
| (55) <input type="checkbox"/> Military Honors Equipment |
| (56) <input type="checkbox"/> Transfer or Shipping Cases |
| (57) <input type="checkbox"/> Other (specify) |
| _____ |

REDISTRIBUTION AND MARKETING EQUIPMENT

(CARD 05: 58-63)

- | |
|---|
| (58) <input type="checkbox"/> Bailers |
| (59) <input type="checkbox"/> Bench Grinders |
| (60) <input type="checkbox"/> Paper Shredders |
| (61) <input type="checkbox"/> Silver Recovery Units |
| (62) <input type="checkbox"/> Truck Scales |
| (63) <input type="checkbox"/> Other (specify) |
| _____ |

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JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 2 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
A. PLANNING AND ORGANIZING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19.	Negotiate local contracts for concessions, vending machines, or other exchange services		23
20.	Plan buildings maintenance requirements		24
21.	Plan displays		25
22.	Plan equipment maintenance requirements		26
23.	Plan for disposition of equipment or property		27
24.	Plan for disposition of scrap, salvage, waste, or cooked fat		28
25.	Plan for legal advice or services support		29
26.	Plan for receipt and storage of merchandise, property, frozen items, or beef carcasses		30
27.	Plan layout of facilities		31
28.	Plan recruitment programs		32
29.	Plan schedules for police escorts in transferring funds for deposit		33
30.	Plan training requirements		34
31.	Plan War Readiness Materiel (WRM) requirements		35
32.	Prepare Clothing Sales Store Operating Program (CSOP)		36
33.	Prepare Commissary Operating Program (COP)		37
34.	Prepare Exchange Operating Statements (AAFES Form OXF 133)		38
35.	Prepare financial programs or budgets		39
36.	Prepare merchandising plans		40
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 4 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
B. DIRECTING AND IMPLEMENTING		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Assign individuals to duty positions			50
2. Brief employees on Standards of Conduct (AFR 30-30)			51
3. Certify time cards			52
4. Compute stock control levels			53
5. Conduct cost surveys to adjust prices or service charges			54
6. Conduct security or safety meetings			55
7. Coordinate investigative actions with legal or other personnel			56
8. Coordinate linen exchange policies and procedures between exchange points and squadrons			57
9. Coordinate overseas donation programs with Department of State representatives			58
10. Coordinate publicity with local information media			59
11. Coordinate security clearances for nonappropriated fund employees with clearance authority			60
12. Coordinate War Readiness Materiel (WRM) standby levels with subordinate activities			61
13. Establish production or performance standards			62
14. Establish work priorities			63
15. Execute or initiate bond applications			64
16. Interpret policies and directives			65
17. Interview or hire personnel			66
18. Manage Air Force laundry and dry cleaning plant			67
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 6 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
B. DIRECTING AND IMPLEMENTING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
37.	Manage records office		17
38.	Manage site exchange		18
39.	Monitor audits or inspections programs		19
40.	Monitor cost reduction or zero defects programs		20
41.	Monitor On-the-Job Training (OJT) programs		21
42.	Orient newly-assigned personnel		22
43.	Prepare accident reports		23
44.	Prepare airmen performance reports (AF Forms 909 910, 911)		24
45.	Prepare discrepancy reports		25
46.	Prepare equipment requisitions		26
47.	Prepare forms or publications requisitions		27
48.	Prepare job or position descriptions		28
49.	Prepare Notice of Annual Performance Ratings on Civilian employees (AF Form 671)		29
50.	Prepare or initiate airmen personnel actions, such as AF Form 1098		30
51.	Prepare or initiate civilian personnel actions, such as promotions or reassignments		31
52.	Prepare replies to inspections or audits		32
53.	Prepare requests for drivers test		33
54.	Prepare requests for personnel or organizational changes		34
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 7 OF 61 PAGES	
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job	
B. DIRECTING AND IMPLEMENTING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE	
55. Prepare requests for transportation vehicles	35			
56. Prepare tools or supplies requisitions	36			
57. Prepare written justifications for amendments to or renewals of contracts	37			
58. Provide staff assistance to subordinate organizations	38			
59. Retain or hire professional auctioneers	39			
60. Schedule flow of accounting records or documents	40			
61. Schedule leaves and passes	41			
62. Supervise concessionaires, service stations, or other exchange services activity	42			
63. Supervise loading or unloading of property, subsistence, or merchandise	43			
64. Supervise military Administrative Specialists or Supervisors, AFSC 70230, 70250, 70270	44			
65. Supervise military Apprentice Meatcutters, AFSC 61230	45			
66. Supervise military Apprentice Supply Service Specialists, AFSC 61130	46			
67. Supervise military Materiel Facilities Specialists or Supervisors, AFSC 64730, 64750, or 64770	47			
68. Supervise military Meatcutters, AFSC 61250	48			
69. Supervise military Meat Processing Supervisors, AFSC 61270	49			
70. Supervise military Supply Services Specialists, AFSC 61150	50			
71. Supervise military Supply Services Supervisors, AFSC 61170	51			
72. Supervise military truck drivers	52			
(continued next page)				

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 9 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
C. INSPECTING AND EVALUATING		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1.	Estimate cost of care and handling of excess property		60
2.	Evaluate and analyze workloads		61
3.	Evaluate COPS and prepare Commissary Operating Program, RCS: HAF C-28		62
4.	Evaluate CSOPs and Prepare Clothing Sales Operating Program, RCS: HAF C-28		63
5.	Evaluate displays		64
6.	Evaluate exchanges requests for exceptions to activity and item limitations		65
7.	Evaluate financial programs or budgets		66
8.	Evaluate fire prevention practices		67
9.	Evaluate meatcutting or processing procedures		68
10.	Evaluate misappropriation precautions		69
11.	Evaluate or prepare Analysis of Reports and Program Progress, Clothing Division, RCS: AF-C160		70
12.	Evaluate pilferage and breakage precautions		71
13.	Evaluate pricing and markup procedures		72
14.	Evaluate produce processing procedures		07:73
15.	Evaluate property handling procedures		5
16.	Evaluate quality of mortuary services		6
17.	Evaluate reports, such as inspection, survey or auditing		7
18.	Evaluate requisitions or purchase orders		8
(continued next page)			

JOB INVENTORY
(DUTY - TASK LIST)

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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.	Check	TIME SPENT Current Job
C. INSPECTING AND EVALUATING (CONTINUED)	✓ IF DONE NOW	1. VERY MUCH BELOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BELOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.
19. Evaluate safety practices		9
20. Evaluate sanitation practices		10
21. Evaluate security practices		11
22. Evaluate stock levels procedures		12
23. Evaluate suggestions or complaints		13
24. Inspect and record refrigerator temperatures		14
25. Inspect and road test exchange vehicles (AAFES Form XA 3)		15
26. Inspect concessionaires activities		16
27. Inspect contract funeral homes		17
28. Inspect dry cleaning facilities		18
29. Inspect equipment for operation and maintenance		19
30. Inspect food service activities		20
31. Inspect food waste segregation at generating activities		21
32. Inspect handtools or operating supplies		22
33. Inspect housing or billeting quarters		23
34. Inspect human remains shipping or transfer cases		24
35. Inspect items in storage		25
36. Inspect laundry facilities		26
(continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 11 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
C. INSPECTING AND EVALUATING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
37. Inspect linen exchange points			27
38. Inspect personnel			28
39. Inspect records, reports, files, or books of account			29
40. Inspect retail departments of exchanges			30
41. Inspect site exchange activities			31
42. Inspect stain identification and prespotting process			32
43. Inspect War Readiness Materiel (WRM) functions			33
44. Prepare and perform annual commissary evaluations (AFR 145-20)			34
45. Prepare requests for inspections			35
46. Write investigations reports			36
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY
(DUTY - TASK LIST)

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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.	Check	TIME SPENT Current Job
D. CONDUCTING FORMAL AND JOB PROFICIENCY TRAINING	✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Assign OJT trainers		37
2. Conduct customer relations training		38
3. Conduct formal OJT training sessions off the job		39
4. Conduct group training on the job		40
5. Conduct individual training on the job		41
6. Conduct resident technical course training		42
7. Counsel airmen on career and educational opportunities		43
8. Counsel individuals on training progress		44
9. Evaluate course materials or training methods		45
10. Evaluate individuals for specialty knowledge tests (SKTs)		46
11. Evaluate Specialty Training Standards (STs)		47
12. Maintain training progress records, such as AF Form 623		48
13. Prepare, administer, or score tests		49
14. Prepare job proficiency guides (JPGs)		50
15. Prepare lesson plans		51
16. Prepare OJT programs for individual trainees		52
17. Rotate position assignments		53
18. Schedule training		54
(continued next page)		

JOB INVENTORY
(DUTY - TASK LIST)

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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.	Check	TIME SPENT Current Job
E. PERFORMING INVENTORY FUNCTIONS	✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Brief disinterested inventory teams		60
2. Inventory containers		61
3. Inventory decedent's personal property (AF Form 1122 and 1122a)		62
4. Inventory equipment, handtools, or vehicles		63
5. Inventory expendable supply items		64
6. Inventory fixed assets		65
7. Inventory furniture and accessories		66
8. Inventory human remains transfer or shipping cases		67
9. Inventory laundry work-in-process		68
10. Inventory linen exchange items		69
11. Inventory money		70
12. Inventory sales store stocks		71
13. Inventory warehouse stocks		72
14. Plan and schedule independent inventories		08:73
15. Post inventories to stock or other records		5
16. Prepare cards for mechanized inventories		6
17. Prepare Category II equipment allowance droppage		7
18. Prepare Certificate of Gains, Losses, and Discrepancies (AF Form 51)		8

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0 611X0	PAGE 15 OF 61 PAGES	
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job	
E. PERFORMING INVENTORY FUNCTIONS (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE	
19. Prepare excess stock or property lists				9
20. Prepare inventory adjustment vouchers				10
21. Prepare inventory instructions, location charts, or preinventory sheets				11
22. Prepare Reports of Survey on inventories (DD Form 200)				12
23. Prepare reports on monetary values of inventories				13
24. Prepare requests for inventory teams or auditors				14
25. Supervise disinterested inventory teams				15
26. Verify or reconcile inventories				16
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet				

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 16 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
F. MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Clean and adjust scales			17
2. Clean display cases, furniture, or fixtures			18
3. Clean or repair human remains transfer cases			19
4. Lubricate excess equipment			20
5. Maintain handtools			21
6. Paint equipment			22
7. Perform minor repairs on vehicles or trucks			23
8. Perform routine preventive maintenance on food preparation equipment			24
9. Perform routine preventive maintenance on Materials Handling Equipment (MHE)			25
10. Perform routine preventive maintenance on meat processing equipment			26
11. Prepare or post signs and posters			27
12. Prepare requests for equipment maintenance			28
13. Prepare request for vermin or rodent exterminations			29
14. Prepare unsatisfactory reports on equipment or supplies			30
15. Prepare USAF Excess and Surplus Turn-In Documents (AF Form 695-7) on excess property or waste materials			31
16. Prepare work orders for buildings maintenance			32
17. Repair pallets and skid platforms			33
18. Schedule maintenance of grounds or buildings			34
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 18 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
G. RECEIVING AND DISBURSING CASH		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Approve personal checks			38
2. Change safe combinations			39
3. Clear cash registers and withdraw cash for deposits			40
4. Collect dishonored checks or delinquent accounts			41
5. Collect money for laundry or dry cleaning services			42
6. Collect money for surplus property sales			43
7. Collect reimbursements for mortuary services			44
8. Collect service charges for housing or quarters			45
9. Count change funds			46
10. Deliver cash receipts and backup records to laundry plant			47
11. Deposit cash receipts or reimbursable funds			48
12. Disburse cash for purchases			49
13. Issue change funds to cashiers			50
14. Maintain petty cash funds			51
15. Operate cash registers			52
16. Prepare and sign pay vouchers			53
17. Prepare Cash Collection-Reconciliation and Receipt (AF Form 331)			54
18. Prepare Cash Collection Vouchers (DD Form 1131)			55
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 19 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check ✓ IF DONE NOW	TIME SPENT Current Job 1. VERY MUCH BE LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
G. RECEIVING AND DISBURSING CASH (CONTINUED)			
19. Prepare Cashiers Credit Slips (AF Form 461)			56
20. Prepare cash receipts vouchers			57
21. Prepare cash register adjustment vouchers			58
22. Prepare Cash Report-Site Exchange Activity (AAFES Form XF-203)			59
23. Prepare Cash Sale Refund Certificates (AF Form 664)			60
24. Prepare consolidated financial reports			61
25. Prepare consolidated summary of cash receipts			62
26. Prepare or verify daily summary of cash receipts			63
27. Prepare reports of deposits			64
28. Prepare requests for changes in safe combinations			65
29. Read and record readings on concession cash registers			66
30. Safeguard cash receipts and change funds			67
31. Verify and sign change fund receipts			68
32. Verify authority of personnel to enter money area			69
33. Verify surcharge totals against sales totals			70
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 20 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
H. PERFORMING ADMINISTRATIVE FUNCTIONS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Dispose of records or reports (AFM 181-5)			71
2. Issue administrative supplies			72
3. Maintain and review authorized signature cards			09:73
4. Maintain correspondence files			5
5. Maintain current file on exchange services activities, such as agreements and insurance			6
6. Maintain dishonored checks lists			7
7. Maintain effectiveness files on exchange services activities			8
8. Maintain equipment records or reports files			9
9. Maintain facility planning files			10
10. Maintain food allowances issues or ration files			11
11. Maintain food handlers or health certificates files			12
12. Maintain inspection suspense files			13
13. Maintain inventory files			14
14. Maintain operating equipment inspection records			15
15. Maintain publications files			16
16. Post price lists			17
17. Prepare duty rosters			18
18. Prepare MILSTRIP requisitions			19
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 21 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
H. PERFORMING ADMINISTRATIVE FUNCTIONS (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
19.	Prepare Non-MILSTRIP requisitions		20
20.	Prepare payroll checks		21
21.	Prepare price lists of unmarked items for cashiers		22
22.	Prepare price lists or price list worksheets		23
23.	Prepare reports on sanitary, security, or safety conditions		24
24.	Prepare requests for legal assistance		25
25.	Prepare requests for printing		26
26.	Prepare requests for purchases		27
27.	Prepare time and attendance or other civilian personnel records		28
28.	Schedule health examinations		29
29.	Type correspondence, forms, or reports		30
30.	Verify customer's authority to purchase		31
31.	Write correspondence, reports, or messages		32
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0	611X0	PAGE 22 OF 61 PAGES	
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.			Check	TIME SPENT Current Job	
I. RECEIVING AND STORING STOCKS AND PROPERTY			<input checked="" type="checkbox"/> IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE	
1. Bail scrap metals, rags, or papers					33
2. Build storage racks or ground supports					34
3. Classify property					35
4. Compute tolerance allowances					36
5. Condemn clothing items					37
6. Coordinate shipment rejections or acceptances with procurement officer					38
7. Correct errors in receiving reports					39
8. Demilitarize property, such as lift rafts, parachutes, and outer clothing					40
9. Determine special protection requirements for stored items					41
10. Dispose of rubbish materials					42
11. Establish storage rotation cycles					43
12. Identify items containing precious or critical metals					44
13. Identify metals					45
14. Inspect incoming stocks or property for identity, quantity, and condition					46
15. Load or unload stocks or property					47
16. Mark cases or containers					48
17. Mark, tag, or label excess property received					49
18. Pack items requiring special storage					50
(continued next page)					

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 23 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check ✓ IF DONE NOW	TIME SPENT Current Job 1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
I. RECEIVING AND STORING STOCKS AND PROPERTY (CONTINUED)			
19.	Palletize items for storage		51
20.	Perform chemical or spectographic analyses of metals		52
21.	Prepare receiving reports		53
22.	Prepare Reports of Damaged or Improper Shipments (DD Form 6)		54
23.	Prepare requests for cleaning or repair of clothing received		55
24.	Prepare requests for metal analyses		56
25.	Prepare requests for repair costs on excess property received		57
26.	Price and date food items		58
27.	Pull and price mark subsistence for resale store		59
28.	Receive and record turn-ins to commissary		60
29.	Remove spoiled items from storage		61
30.	Repack opened cases or containers		62
31.	Rotate stored items		63
32.	Segregate scrap, salvage, and waste		64
33.	Shred waste paper products		65
34.	Store stocks or property in warehouse or backup storage		66
35.	Test-weigh perishable items		67
36.	Treat items to prevent mildew, fungus, or moth damage		68
(continued next page)			

JOB INVENTORY
(DUTY - TASK LIST)

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed.
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check	TIME SPENT Current Job
✓	1. VERY MUCH BE- LOW AVERAGE.
	2. BELOW AVERAGE
	3. SLIGHTLY BE- LOW AVERAGE
	4. ABOUT AVERAGE
	5. SLIGHTLY ABOVE AVERAGE
	6. ABOVE AVERAGE
	7. VERY MUCH ABOVE AVERAGE

I. RECEIVING AND STORING STOCKS AND PROPERTY (CONTINUED)

37. Weigh and mark or tag carcass meats

69

38. Weigh excess property received

70

39. Weigh incoming exchange food shipments

71

NOTE: If any task you perform under this duty is not listed
write it on the blank page at the end of the booklet

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 25 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
J. ISSUING, TRANSFERRING, AND DELIVERING STOCKS AND PROPERTY		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Complete and sign Subsistence Requests (AF Form 287)			72
2. Compute monetary values of turn-ins			10:73
3. Deliver or transport property			5
4. Deliver or transport subsistence or merchandise			6
5. Issue safety equipment			7
-6. Issue test samples to veterinarians			8
7. Maintain abstracts of items transferred or issued (DD Form 743)			9
8. Open and inspect sealed containers			10
9. Pack, wrap, and label stock or property shipments			11
10. Prepare Abstract of Reimbursable Sales/Issues (AF Form 363)			12
11. Prepare DOD Single Line Item Release/Receipt Documents on shipments (DD Form 1348-1)			13
12. Prepare Requests for Issues or Turn-Ins (DD Form 1150)			14
13. Prepare Tally-In-Out (AF Form 129) for transfers, issues, or turn-ins			15
14. Prepare Transfer Voucher on Issues>Returns (AAFES Form XF-6)			16
15. Reconcile Abstract of Reimbursable Sales/Issues with Statements of Account (AF Form 1329)			17
16. Schedule dates for subsistence issues and requests			18
17. Verify issue transactions			19
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY
(DUTY - TASK LIST)

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed.
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check	TIME SPENT Current Job
✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE

SPECIAL INSTRUCTIONS FOR SECTION K

SECTION K CONTAINS TASKS PERFORMED BY PERSONNEL WHO WORK IN
CENTRAL MEAT PROCESSING PLANTS. IF YOU ALSO PERFORM COMMISSARY
MEAT MARKET TASKS, TURN TO PAGE 32. AFTER CHECKING THE TASKS
YOU PERFORM, TURN TO THE INSTRUCTIONS IN FRONT OF BOOKLET AND
ACCOMPLISH PARAGRAPHS 6 AND 7. IF YOU DO NOT WORK IN A CENTRAL
MEAT PLANT, TURN TO PAGE 29.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 27 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
K. PERFORMING CENTRAL MEAT PROCESSING FACILITY FUNCTIONS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Adjust saws for individual portion controlled servings			20
2. Compute authorized monetary allowances for issues to dining halls			21
3. Compute edible meat yields and losses			22
4. Coordinate laundry of frocks with linen exchange or supply			23
5. Count and weigh individual servings issued to dining halls			24
6. Cut bones for soup stocks or gravies			25
7. Cut whole carcasses of beef, veal, pork, or lamb			26
8. Deliver block ice to food service facilities			27
9. Grind meat			28
10. Identify and process primal cuts into roasts, steaks, chops, stew, or ground meats for dining halls			29
11. Issue rendered fats to dining halls			30
12. Line pans with paper			31
13. Pack and store rendered fats			32
14. Prepare daily control processing sheets			33
15. Prepare monthly plant operations reports			34
16. Process poultry for dining hall issues			35
17. Process variety meats, such as livers			36
18. Receive and deliver subsistence supplies to food service facilities			37
(continued next page)			

JOB INVENTORY
(DUTY - TASK LIST)

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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.	Check	TIME SPENT Current Job
K. PERFORMING CENTRAL MEAT PROCESSING FACILITY FUNCTIONS (CONTINUED)	✓ IF DONE NOW	1. VERY MUCH BELOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BELOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.
19. Render fats		38
20. Schedule daily production for meat issues		39
21. Slice bacon		40
22. Slice hams, shoulders, butts, or loins		41
23. Wash pans		42
24. Weigh and dispose of salvable scraps or bones		43
25. Weigh and tag rendered fats		44
26. Weigh, tag, and store processed meats		45
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet		

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 31 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
L. REDISTRIBUTING AND MARKETING EXCESS AND SURPLUS PROPERTY (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
19. Prepare Excess Property List Followups (AF Form 1567)			64
20. Prepare invitations to visit disposal activities			65
21. Prepare Report of Excess Personal Property records (SF 120)			66
22. Prepare Requisition and Invoice Documents (DD Form 1149)			67
23. Prepare schedules for removal of property			68
24. Prepare Scrap and Waste Records (AF Form 486)			69
25. Prepare Scrap and Waste Data Reports (AF Form 488)			70
26. Screen reportable property lists			71
27. Verify eligibility of spot bidders			72
28. Verify Health, Education, and Welfare reports (SF Form 123)			11:73
29. Verify or approve applications for donations			5
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY
(DUTY - TASK LIST)

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed.
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check	TIME SPENT Current Job
✓	1. VERY MUCH BE- LOW AVERAGE
	2. BELOW AVERAGE
	3. SLIGHTLY BE- LOW AVERAGE
	4. ABOUT AVERAGE
	5. SLIGHTLY ABOVE AVERAGE
	6. ABOVE AVERAGE
	7. VERY MUCH ABOVE AVERAGE

SPECIAL INSTRUCTIONS FOR SECTIONS M AND N

SECTIONS M AND N CONTAIN TASKS PERFORMED BY COMMISSARY
SALES PERSONNEL. IF YOU PERFORM COMMISSARY TASKS, CHECK
THEM IN SECTIONS M AND N. THEN TURN TO THE INSTRUCTIONS IN
FRONT OF BOOKLET AND ACCOMPLISH PARAGRAPHS 6 AND 7. IF YOU
DO NOT PERFORM COMMISSARY TASKS, TURN TO PAGE 37.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 33 OF 61 PAGES	
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job	
M. PERFORMING COMMISSARY MANAGEMENT FUNCTIONS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE	
1. Assign or cancel voucher numbers				6
2. Compute consumption data				7
3. Compute gains or losses for grocery department				8
4. Compute gains or losses for meat department				9
5. Compute gains or losses for produce department				10
6. Compute gains or losses for warehouse division				11
7. Compute monetary value of daily food allowances				12
8. Compute monetary value of food cost index				13
9. Compute resale requirements				14
10. Compute troop feeding requirements				15
11. Conduct on-site produce purchases				16
12. Coordinate laundry services with contractors				17
13. Coordinate master menu revisions with food service				18
14. Establish resale prices on government-baked bakery products				19
15. Maintain Commissary Distribution Journal and Control Record (AF Form 1230)				20
16. Maintain Controlled Multiple Address Letters (CMAL)				21
17. Maintain Purchase Request Register (AF Form 460)				22
18. Maintain requisitions due-in files				23
(continued next page)				

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 35 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
N. OPERATING COMMISSARY SALES STORE		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Analyze ground beef for fat content			37
2. Check and identify rewrapped items			38
3. Check and rotate sales store stocks			39
4. Compute selling prices on meat and meat products			40
5. Compute selling prices on processed produce			41
6. Coordinate distribution of sample products with medical authorities			42
7. Coordinate issues or transfer of fat trimmings with food service activities			43
8. Correct errors in check-out prices			44
9. Cut primal meat cuts into retail cuts			45
10. Identify fat and meat trimmings			46
11. Identify, label price, and weigh retail meat cuts using packaging machine			47
12. Plan and conduct meat cutting tests			48
13. Plan and conduct produce processing tests			49
14. Prepare adding machine tapes on coupons			50
15. Prepare invoices on salvable meat or waste items			51
16. Prepare luncheon meats and cheeses for resale			52
17. Prepare poultry for resale			53
18. Prepare Processed Item Test records (AF Form 400)			54
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0	611X0	PAGE 39	OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.			Check	TIME SPENT Current Job	
0. OPERATING CLOTHING SALES STORE (CONTINUED)			✓ IF DONE NOW	1. VERY MUCH BELOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BELOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.	
19.	Prepare DOD Single Line Item Requisition System Documents (DD Form 1348 or 1348m)				18
20.	Prepare Record of Daily Sales (AF Form 663)				19
21.	Prepare requests for cost estimates on repairs or alterations				20
22.	Prepare requisitions for special measurement female clothing (DD Form 1111)				21
23.	Prepare requisitions for special measurement footwear (DD Form 150)				22
24.	Prepare requisition work sheets or punch card transcripts				23
25.	Reconcile outstanding requisitions with Defense Personnel Support Center (DPSC)				24
26.	Reconcile store records with stock fund accountant records				25
27.	Repack clothing for storage				26
28.	Request or receive and interpret shipping and supply status from DPSC				27
29.	Sell clothing				28
30.	Stock shelves or racks in sales store				29
31.	Transmit or submit requisitions by transceiver				30
32.	Verify accounting and finance certificates				31
33.	Verify and correct sales document errors				32
34.	Void cash sales slips				33
35.	Weigh personnel				34
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet					

JOB INVENTORY
(DUTY - TASK LIST)

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612X0

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed.
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check	TIME SPENT Current Job
✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.

SPECIAL INSTRUCTIONS FOR SECTIONS P AND Q

SECTIONS P AND Q CONTAIN TASKS PERFORMED BY HOUSING AND
 BILLETING (P) AND LINEN EXCHANGE PERSONNEL (Q). IF YOU
 WORK IN EITHER DUTY, CHECK THE TASKS YOU DO. THEN TURN
 TO THE INSTRUCTIONS IN FRONT OF BOOKLET, AND ACCOMPLISH
 PARAGRAPHS 6 AND 7. IF YOU ARE NOT ASSIGNED TO HOUSING,
BILLETING, OR LINEN EXCHANGE, TURN TO PAGE 44.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 41 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
P. OPERATING HOUSING AND BILLETING ACTIVITIES			
1. Assign bachelor or transient quarters to personnel			35
2. Assign public quarters or rental units to personnel			36
3. Coordinate housing property requirements with Equipment Management Office (EMO)			37
4. Deliver mail or messages to occupants			38
5. Deliver or transport employees and equipment to work areas			39
6. Issue certificates of nonavailability of quarters			40
7. Maintain file of applications for housing or trailer spaces			41
8. Maintain Guest House Register			42
9. Maintain listing of house cleaning firms			43
10. Maintain listings of Off Base Housing (AF Form 1644)			44
11. Maintain records on locations of furniture or equipment			45
12. Maintain reservations log books			46
13. Prepare Bachelor Housing and Guest House Utilization/Occupancy Reports (AF Form 515)			47
14. Prepare Guest House statements			48
15. Prepare justifications for construction, allocation, or utilization of quarters			49
16. Prepare reports of Inventory and Occupancy of Military Owned and Controlled Family Housing Units (DD Form 1410)			50
17. Prepare Statement of Facilities and Assignments (DD Form 1411)			51
18. Prepare World-Wide Housing Availability Reports (AF Form 557)			52
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0 611X0	PAGE 43 OF 61 PAGES	
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job	
Q. OPERATING LINEN EXCHANGES		<input checked="" type="checkbox"/> IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE	
1. Coordinate daily cost of laundry or dry cleaning with contractors				54
2. Issue and exchange linens				55
3. Issue cleaning cloths				56
4. Maintain accountable records on bedding and cooks work uniforms				57
5. Maintain file of Air Force laundry technical representatives				58
6. Maintain hand receipts on linen exchange items				59
7. Maintain reports on outgoing and incoming linen exchange items				60
8. Maintain Unit Property record on linen exchange items (AF Form 1120-1)				61
9. Prepare linen exchange expenditure reports				62
10. Prepare linen exchange operations reports				63
11. Prepare requests for supplemental funds				64
12. Prepare requisitions for bedding or cooks uniforms				65
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet				

JOB INVENTORY
(DUTY - TASK LIST)

AFSC 611X0
612X0

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check	TIME SPENT Current Job
✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE

SPECIAL INSTRUCTIONS FOR SECTIONS R, S, T, AND U

SECTIONS R, S, T, AND U CONTAINS TASKS PERFORMED BY
 PERSONNEL WHO WORK IN MORTUARY AFFAIRS. IF YOU PERFORM
 MORTUARY TASKS, CHECK THEM IN SECTIONS R, S, T, AND U.
 THEN TURN TO THE INSTRUCTIONS IN FRONT OF BOOKLET AND
 ACCOMPLISH PARAGRAPHS 6 AND 7. IF YOU DO NOT PERFORM
MORTUARY TASKS, TURN TO PAGE 50.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 45	OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.			Check	TIME SPENT Current Job
R. MANAGING MORTUARY AFFAIRS			✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
1. Confer with civil authorities on the development of procedures for moving remains				66
2. Coordinate award of contracts or agreements with procurement officer				67
3. Coordinate changes in reimbursable contract prices				68
4. Coordinate disposition of personal property actions and documents				69
5. Coordinate information furnished next of kin (NOK) with decedent's home installation				70
6. Counsel and help sponsors complete Disposition of Remains-Reimbursable Basis (AF Form 375)				71
7. Counsel NOK on mortuary services				72
8. Determine eligibility of individuals for authorized mortuary benefits				13:73
9. Identify persons entitled to direct disposition of human remains				5
10. Negotiate one-time purchases on mortuary services				6
11. Prepare records and followup actions on transfer cases				7
12. Prepare reports on status of remains				8
13. Prepare requests for disposition instructions on deceased persons				9
14. Prepare requests for other Armed Forces to prepare and ship Air Force human remains				10
15. Resolve problems on reimbursements for interment				11
16. Review and process Requests for Payment of Funeral and/or Interment Expenses (DD Form 1375)				12
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet				

JOB INVENTORY
(DUTY - TASK LIST)

AFSC 611X0
612X0

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed.
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check	TIME SPENT Current Job
✓	1. VERY MUCH BE- LOW AVERAGE.
	2. BELOW AVERAGE
	3. SLIGHTLY BE- LOW AVERAGE.
	4. ABOUT AVERAGE
	5. SLIGHTLY ABOVE AVERAGE
	6. ABOVE AVERAGE
	7. VERY MUCH ABOVE AVERAGE

S. RECOVERING ACCIDENT VICTIMS

1. Collect and tag personal effects of accident victims		13
2. Coordinate completed Identification Findings and Conclusions (AF Form 697 and 697a)		14
3. Obtain facilities for processing human remains at accident sites		15
4. Obtain services required to search areas and recover human remains		16
5. Prepare requests for arrangement of transportation of relatives to group burials		17
6. Prepare requests for designation of national cemetery for group interments		18
7. Prepare requests for identification specialists		19
8. Prepare requests for issuance of invitational travel orders		20
9. Prepare requests for photographs of disaster areas		21
10. Prepare requests for records needed in identification processing		22
11. Prepare search, recovery, or identification progress reports		23
12. Prepare sketches of accident areas		24
13. Review or coordinate cost of recovery expenditures		25
14. Search accident areas for human remains		26

NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 47 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
T. PREPARING AND TRANSPORTING HUMAN REMAINS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Brief next of kin on Application for Headstone or Marker (DD Form 1330)			27
2. Brief summary court and escorts			28
3. Coordinate arrangements for relatives or friends to travel as attendants when remains are shipped by rail			29
4. Coordinate funeral services with superintendent of national cemetery			30
5. Coordinate issues of death certificates with civil authorities			31
6. Coordinate transportation charges for transfer cases with traffic representatives			32
7. Counsel next of kin on interment and reservation of grave sites in base cemeteries			33
8. Identify uniforms authorized for burials			34
9. Inspect caskets, sealed plastic sheets, or shipping cases			35
10. Inspect human remains after preparation			36
11. Instruct funeral directors on procedures for obtaining shipping permits for human remains			37
12. Issue Report of Casualty to next of kin (DD Form 1300)			38
13. Obtain copies of Certificate of Death (Overseas) AF Form 716			39
14. Place remains and clothing in transfer cases			40
15. Prepare requests for appointments of escorts or summary court			41
16. Prepare requests for disposition instructions on unclaimed human remains			42
17. Purchase burial clothing, accoutrements, or insignia for deceased military personnel			43
18. Reinspect remains at Aerial Port of Entry			44
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0 ^{611X0}	PAGE 49 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
U. DISPOSING OF HUMAN REMAINS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
1.	Arrange for aircraft to scatter ashes		48
2.	Arrange for burials at sea		49
3.	Arrange for shipment of cremated remains		50
4.	Brief funeral party		51
5.	Complete Checklist, Current Deaths Occurring Inside CONUS (AF Form 592)		52
6.	Complete Checklist, Current Deaths Occurring Outside CONUS (AF Form 591)		53
7.	Coordinate arrangements for cremations with funeral directors		54
8.	Coordinate disposition of remains of other Armed Forces personnel with area commanders		55
9.	Coordinate participation of fraternal or patriotic organizations with funeral directors		56
10.	Plan military funerals		57
11.	Prepare human remains releases for signatures		58
12.	Prepare personal letters on the disposition of remains		59
13.	Prepare requests for military honors		60
14.	Prepare requests for personnel to act as funeral party		61
15.	Secure equipment for military funeral ceremonies		62
16.	Supervise military honors		63
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY
(DUTY - TASK LIST)

AFSC 611X0
612X0

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed.
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check

TIME SPENT
Current Job

✓
IF
DONE
NOW

1. VERY MUCH BELOW AVERAGE.
2. BELOW AVERAGE.
3. SLIGHTLY BELOW AVERAGE.
4. ABOUT AVERAGE.
5. SLIGHTLY ABOVE AVERAGE.
6. ABOVE AVERAGE.
7. VERY MUCH ABOVE AVERAGE.

SPECIAL INSTRUCTIONS FOR SECTIONS V AND W

SECTIONS V AND W CONTAIN LAUNDRY AND DRY CLEANING TASKS.

IF YOU PERFORM LAUNDRY OR DRY CLEANING TASKS, CHECK THEM

IN SECTIONS V AND W. THEN TURN TO THE INSTRUCTIONS IN FRONT

OF BOOKLET AND ACCOMPLISH PARAGRAPHS 6 AND 7. IF YOU DO

NOT PERFORM LAUNDRY AND DRY CLEANING TASKS, TURN TO PAGE 55.

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 53 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
V. OPERATING LAUNDRY AND DRY CLEANING ACTIVITIES (CONTINUED)		<input checked="" type="checkbox"/> IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
37. Select locations for field laundry or dry cleaning equipment			31
38. Select washing or dry cleaning formulas			32
39. Test and record pH values, hardness of water, and strength of bleaches			33
40. Test dry cleaning solvents			34
41. Verify counts of bundles received			35
42. Verify dry cleaning lot tickets (AF Form 339)			36
43. Verify sales tickets with finished items			37
44. Weigh washing or dry cleaning loads			38
45. Wrap finished bundles			39
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 54 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
W. PREPARING AND MAINTAINING LAUNDRY AND DRY CLEANING RECORDS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Assign bundle numbers to sales tickets			40
2. Assign code designators to collections points or organizations			41
3. Authorize cash settlements on lost or damaged items (SF 1034)			42
4. Determine gains or losses			43
5. Prenumber laundry or dry cleaning sales tickets			44
6. Prepare Abstract of Bulkwork (AF Form 291)			45
7. Prepare affidavits necessary to initiate reports of survey			46
8. Prepare balance sheets and statements of revenues and expenses			47
9. Prepare Daily Time and Production Record for laundry or dry cleaning departments (AF Form 881)			48
10. Prepare individual daily performance records			49
11. Prepare Laundry and Dry Cleaning Operation reports (AF Form 318)			50
12. Prepare requests for standby equipment			51
13. Prepare summary of daily production and manhour data on AF Form 882			52
14. Prepare summary reports on revenue, costs, and aged accounts receivable, RC: XBB C-19			53
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 56 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
X. OPERATING EXCHANGE SERVICES ACTIVITIES			
1. Compute selling prices on food concessions, such as ice cream and popcorn machines			54
2. Compute yields, portion sizes, selling prices, or planned gross profits for food service activities			55
3. Coordinate master menus with dining hall menus			56
4. Explain operational discrepancies to defaulting operators			57
5. Maintain Activity Card files (AAFES Form XS-1)			58
6. Maintain Amusement and Service Machine Record Cards (AAFES Form XS-2)			59
7. Maintain forms records of concessions			60
8. Maintain garage or service station records			61
9. Maintain Insurance Records Cards (AAFES Form XS-5)			62
10. Maintain open applications files (AAFES Form XS-3)			63
11. Maintain Pump Island Cash Control Records (AAFES Form XS-16)			64
12. Maintain Utility Card Files on meters (AAFES Form XS-13)			65
13. Maintain Vending Machine Record cards (AAFES Form XS-14)			66
14. Post food prices in feeding activities			67
15. Post lists of automotive service jobs and gasoline prices			68
16. Prepare applications for State Tax rebate allowance for gasoline shrinkage			69
17. Prepare Charge or Credit Vouchers (AAFES Form XF-5 or OXF-5)			70
18. Prepare Daily Food Activity Reports (AAFES Form XS-8)			71
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0 611X0	PAGE 58 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
Y. OPERATING EXCHANGE SERVICES RETAIL ACTIVITIES		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1.	Affix AAFES vehicle license plates or other tags on equipment		13
2.	Coordinate shipments with postal, airlift, or other transportation authority		14
3.	Maintain exchange vehicle maintenance and service books		15
4.	Maintain stock assortment listings		16
5.	Maintain vendors experience lists		17
6.	Maintain vendors registers		18
7.	Prepare applications for AAFES motor vehicle license plates (AAFES Form SA-4)		19
8.	Prepare Deferred Payment Plan Tickets (AAFES Form XF-32)		20
9.	Prepare merchandise requisitions		21
10.	Prepare operating statements		22
11.	Prepare Price Change Vouchers (AAFES Form XF-7)		23
12.	Prepare procurement records		24
13.	Prepare Requests for Disposal of Excess Equipment (DD Form 1328)		25
14.	Prepare requests for medical approval of food and beverage vending machines		26
15.	Prepare Sales Slips (AAFES Form XF-11)		27
16.	Prepare Want Slips (AAFES Form XM-17)		28
17.	Replenish retail stock shelves		29
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0 611X0	PAGE 59	OF 61	PAGE
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.			Check	TIME SPENT Current Job	
2. MAINTAINING EXCHANGE SERVICES ACCOUNTS			✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.	
1. Maintain one or more accounts, such as Assets Accounts, Liability Accounts, and Income and Expense Accounts				30	
2. Prepare Exchange Retail Accountability Reports (AAFES Form 144)				31	
3. Prepare monthly Overseas Operating Statements, RCS: AAFES-25				32	
4. Prepare Receiving Reports (AAFES Form OXF-4)				33	
5. Prepare Retail Merchandise Reports (AAFES Form OXF-8)				34	
6. Prepare Schedules of Concession Operations				35	
7. Prepare Statement of Direct Operating Profit (AAFES Form OXF-132)				36	
8. Prepare Statements of Departmental Operations (AAFES Form OXF-131)				37	
9. Prepare Trial Balances of General Ledger (AAFES Form OXF-141)				38	
10. Prepare Working Fund Reports (AAFES Form OXF-9)				16:39	
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the book.					

JOB INVENTORY
(DUTY - TASK LIST)

AFSC

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1. Check tasks you perform now (✓).
2. Add any tasks you do now which are not listed.
3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.

Check	TIME SPENT Current Job
✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE