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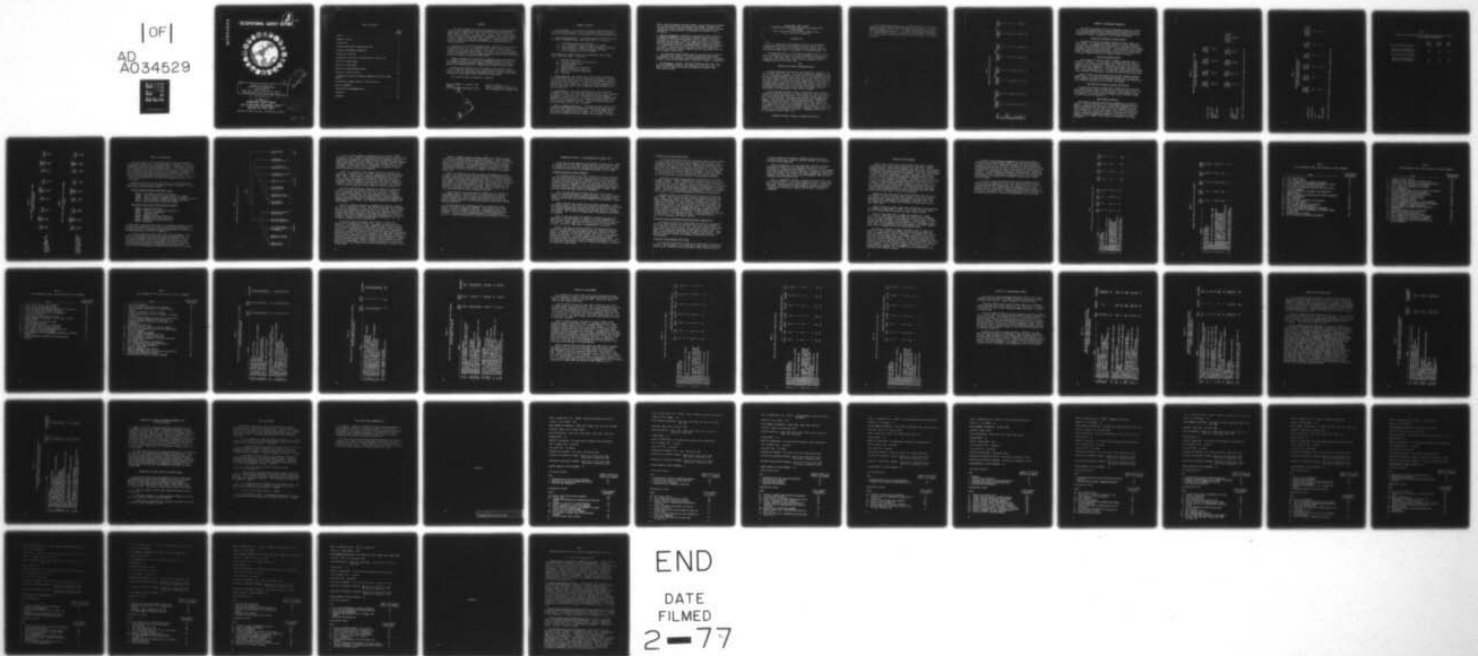
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INFORMATION/HISTORIAN AND RADIO/TELEVISION BROADCASTING CAREER --ETC(U)
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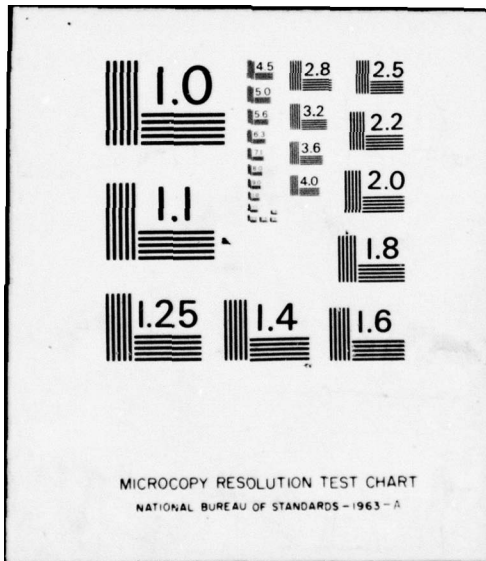
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OCCUPATIONAL SURVEY REPORT,



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INFORMATION/HISTORIAN AND
RADIO/TELEVISION BROADCASTING
CAREER LADDERS
AFSCs 79130, 79150, 79170, 79130A, 79150A,
79170A, 79131, 79151, 79171, and 79191

14 AFPT-90-791-279 ✓

11 15 DECEMBER 1976

OCCUPATIONAL SURVEY BRANCH
USAF OCCUPATIONAL MEASUREMENT CENTER
LACKLAND AFB TEXAS 78236

10 *Reginald D. Nolte*
James B. Keeth
12 *62p.*

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PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Information/Historian and Radio/Television Broadcasting career ladders, AFSCs 79130, 79150, 79170, 79130A, 79150A, 79170A, 79131, 79151, 79171, and 79191. The project was directed by USAF Program Technical Training, Volume 2, dated October 1975. Authority for conducting specialty surveys is contained in AFM 35-2, paragraph 2-1. Computer outputs from which this report was produced are available for use by operating and training officials.

The survey instrument was developed by Mr. Reginald G. Nolte, Inventory Development Specialist. Mr. Reginald G. Nolte and Mr. James B. Keeth analyzed the survey data and wrote the final report. This report has been reviewed and approved by Major Thomas J. O'Connor, Chief, Operations/Support Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center, Lackland AFB, Texas, 78236.

Computer programs for analyzing the occupational data were designed by Dr. Raymond E. Christal, Occupational and Manpower Research Division, Air Force Human Resources Laboratory (AFHRL), and were written by the Project Analysis and Programming Branch, Computational Sciences Division, AFHRL.

Because volume reproduction of this report is not feasible, distribution is made on a loan basis to air staff sections and major commands upon request to the USAF Occupational Measurement Center, attention of the Chief, Occupational Survey Branch (OMY), Lackland AFB, Texas 78236.

This report has been reviewed and is approved.

JAMES A. TURNER, JR., Colonel, USAF
Commander
USAF Occupational Measurement Center

WALTER E. DRISKILL, Ph.D.
Chief, Occupational Survey Branch
USAF Occupational Measurement Center

SUMMARY OF RESULTS

1. Survey Coverage: Survey results are based on responses from 74 percent of the assigned personnel holding DAFSC 791X0, 66 percent of those holding DAFSC 791X0A, and 66 percent of those holding DAFSC 791X1.

2. Career Ladder Structure: Five major groups were identified within the radio/TV broadcast career ladder (AFSC 791X1). These were:

- I. TV Broadcast Specialists (Overseas)
- II. Public Information Broadcast Specialists (CONUS)
- III. Station Managers, Program Directors, and NCOICs (Overseas)
- IV. Staff Announcers and News Broadcasters (Overseas)
- V. Radio/TV Broadcast Instructors (CONUS)

Eight groups were identified within the information career ladder (AFSCs 791X0 and 791X0A). These were:

- I. Newspaper Specialists
- II. Office of Information (OI) Specialists
- III. Information Supervisors
- IV. Feature Writers
- V. Community Relations Specialists
- VI. Hometown News Release Specialists
- VII. MAJCOM OI Evaluation Technicians
- VIII. Historians

3. Job Satisfaction: Job interest for all three AFSCs surveyed was quite high, with 78 percent of the information specialists, 77 percent of the historians, and 83 percent of the radio/TV broadcast specialists finding their jobs interesting. In terms of perceived utilization of talents and training, better than 75 percent of the incumbents in each AFSC felt that their talents and training were being utilized fairly well to perfectly.

4. Job Progression: Only minor differences were found in the job performance in each of the three AFSCs surveyed as skill level increased, with many of the same tasks being performed by high percentages of respondents at each skill level. At the 9-skill level, incumbents were found to be involved primarily with information-oriented tasks, as well as some radio/TV broadcast functions. Historical functions were not being performed by 9-skill level incumbents.

5. CONUS vs Overseas Differences: Information personnel (DAFSC 791X0) showed only small differences between the CONUS and overseas groups in terms of percent members performing tasks. Historians (DAFSC 791X0A) and radio/TV broadcast specialists (DAFSC 791X1), on the other hand, showed more pronounced differences between the two groups. Of these two

AFSCs, radio/TV broadcast personnel showed a clearer distinction between the job performance of the two groups, with overseas incumbents more involved with actual broadcast functions while CONUS personnel were more involved with interacting with the news media for release of public information.

6. AFM 39-1 Evaluation: Comparison of the specialty descriptions for information incumbents (AFSCs 791X0 and 791X0A) with the survey data indicated that inclusion of additional tasks in several of the subparagraphs was warranted in order for these descriptions to adequately cover the functions described. These additional tasks are discussed in the COMPARISON OF AFM 39-1 JOB DESCRIPTIONS TO SURVEY DATA section of this report. Specialty descriptions for the radio/TV broadcasting personnel were found to be well supported by the survey data, with only minor exceptions being noted.

The Information Superintendent specialty description was found to be inadequate, with several of the tasks grouped under questionable categories and other important tasks being omitted entirely. A proposed revision to the current description is reflected in Table I of Appendix B.

7. STS Evaluation: Overall, the 791X0, 791X0A, and 791X1 STSs were found to be adequate documents when compared to the survey data. All major functions identified during the occupational analysis were sufficiently covered.

OCCUPATIONAL SURVEY REPORT
INFORMATION/HISTORIAN AND RADIO/TELEVISION BROADCASTING
CAREER LADDERS
AFSCs 79130, 79150, 79170, 79130A, 79150A, 79170A,
79131, 79151, 79171, AND 79191

INTRODUCTION

This is a report of an occupational survey of the Information/Historian and Radio/Television Broadcasting career ladders, AFSCs 791X0/X0A/X1, conducted by the Occupational Survey Branch, USAF Occupational Measurement Center, from October 1975 through November 1976.

The report describes: (1) development and administration of the survey instrument; (2) summaries of tasks performed by airmen grouped by skill level, experience level, and similarity of tasks performed; (3) comparisons with current career field structure documents; and (4) recommended actions for further study.

INVENTORY DEVELOPMENT AND ADMINISTRATION

The data collection instrument for the occupational survey was USAF Job Inventory AFPT 90-791-279. The inventory booklet was composed of two parts: a background information section in which job incumbents provided information about themselves; and a duty-task list section which assessed the relative amount of time spent on tasks performed in their current jobs. The latter section consisted of 392 tasks grouped under 13 duty headings. Thorough research of publications and directives, personal interviews with 12 subject-matter specialists at four bases, and written reviews from 50 experienced information, historian, and radio/TV broadcast personnel contributed to the development of the survey instrument.

Consolidated base personnel offices in operational units worldwide received the inventory booklets for administration to 1,128 job incumbents holding the DAFSCs identified above. Survey administration occurred from April 1976 through August 1976 based upon the March 1976 Uniform Airman Record. After supplying identification and biographical information, incumbents checked and rated the tasks performed in their current job. Tasks were rated on a 9-point scale showing relative time spent on each task compared to all other tasks performed in the current job. The ratings ranged from 1 (very-small-amount time spent) through 5 (about-average time spent) to 9 (very-large-amount time spent). Respondents did not rate tasks not performed in their current job.

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Table 1 gives the distribution of assigned personnel in the career ladder as of March 1976 and the percentage, by major command, of inventory booklets returned from the field. The number of booklets returned from the field represents 74 percent of all DAFSC 791X0 personnel, 66 percent of all DAFSC 791X0A incumbents, and 66 percent of all DAFSC 791X1 members, and are considered to be adequate samples of the information career field population.

SUMMARY OF BACKGROUND INFORMATION

Each USAF Job Inventory contains a background information section in which the respondent reports information about himself and his job. This information for the Information/Historian and Radio/TV Broadcast incumbents surveyed is summarized in the following paragraphs.

Method of Assignment To Career Ladders

Information specialists generally entered the career ladder via three routes: (1) completing resident technical training (30 percent); (2) retraining from another AFS (27 percent); or (3) entering directly from basic training to OJT (20 percent). Seventy percent of the historian incumbents retrained from another AFS. As for radio/TV broadcast incumbents, 39 percent retrained from another specialty, while an additional 27 percent completed some type of resident technical training.

Relative Job Satisfaction

Job interest of 791X0 and 791X0A incumbents grouped by DAFSC is reflected in Table 2. In both groups, job interest was high, with 78 percent of the information specialists and 77 percent of the historians finding their jobs interesting. These figures are well above the 69 percent figure for incumbents in 35 other career ladders surveyed during 1975. It is interesting to note a slight drop in job interest for 5-skill level incumbents in both groups. No reason for the drop was ascertained.

Table 3 reflects the job interest for radio/TV broadcast personnel (DAFSC 791X1). As with the 791X0 and 791X0A groups, job interest for these incumbents was high, with 83 percent finding their job interesting. This trend was reflected across all skill level groups.

Perceived Utilization of Talents And Training

As with job satisfaction, DAFSC 791X0, 791X0A, and 791X1 personnel also indicated fairly high utilization of both talents and training. As reflected in Table 4, better than 75 percent of the incumbents in each AFSC expressed the feeling that their talents and training were being utilized fairly well to perfectly.

Reenlistment Intentions

Reenlistment intentions among survey respondents are detailed in Table 5. First term personnel in all three groups expressed definite negative intentions, with 66 percent of the 791X0, 68 percent of the 791X0A, and 63 percent of the 791X1 first term incumbents responding "no or probably no." Actual reenlistment rates for FY 76 are given in Table 6. The actual reenlistment rates for 791X0 and 791X1 personnel closely matched the expressed intentions of the respective survey samples, but were somewhat higher than the intentions of the 791X0A respondents.

TABLE 2
 JOB INTEREST OF 791X0 AND 791X0A DAFSC GROUPS
 (PERCENT MEMBERS RESPONDING)

I FIND MY JOB:	791X0 (N=517)				791X0A (N=84)				
	TOTAL	DAFSC 79130 (N=53)	DAFSC 79150 (N=267)	DAFSC 79170 (N=197)	TOTAL	DAFSC 79130A (N=5)	DAFSC 79150A (N=43)	DAFSC 79170A (N=36)	OTHER AF SPECIALTIES* (N=21,107)
INTERESTING	78	81	76	83	77	80	70	86	69
SO-SO	9	13	11	6	11	-	14	8	15
DULL	11	6	12	11	6	20	16	6	16
NOT REPORTED	2	-	1	-	6	-	-	-	-

* Based on responses from incumbents in 35 career ladders surveyed during 1975

TABLE 3
 JOB INTEREST OF 791X1 DAFSC GROUPS
 (PERCENT MEMBERS RESPONDING)

I FIND MY JOB:	TOTAL 791X1 (N=240)	DAFSC 79131 (N=14)	DAFSC 79151 (N=99)	DAFSC 79171 (N=83)	DAFSC 79191 (N=44)	OTHER AF SPECIALTIES* (N=21,107)
INTERESTING	83	93	81	85	80	69
S0-S0	7	7	7	5	9	15
DULL	10	-	10	10	11	16
NOT REPORTED	-	-	2	-	-	-

* Based on responses from incumbents in 35 career ladders surveyed during 1975

TABLE 4

PERCEIVED UTILIZATION OF TALENTS AND TRAINING FOR DAFSC GROUPS
(PERCENT MEMBERS RESPONDING)

	<u>DAFSC 791X0</u>	<u>DAFSC 791X0A</u>	<u>DAFSC 791X1</u>
MY JOB UTILIZES MY TALENTS:			
VERY LITTLE OR NOT AT ALL	19	14	18
FAIRLY WELL TO PERFECTLY	81	84	81
MY JOB UTILIZES MY TRAINING:			
VERY LITTLE OR NOT AT ALL	19	19	21
FAIRLY WELL TO PERFECTLY	81	78	79

CAREER FIELD STRUCTURE

The job structure of the Information career field was determined on the basis of similarity in tasks performed by incumbents in the field, independent of DAFSC or other background factors. The computer printouts used in this part of the analysis helped identify: (1) tasks which tend to be performed by the same incumbents; (2) the breadth or narrowness of jobs performed in the field; and (3) tasks and background characteristics used in distinguishing among different jobs within the career field. Structure analysis therefore provided an objective indication of the amount of task overlap among the various groups of incumbents included in the survey sample.

Based on task similarity, the best division of the jobs performed in the 791XX career field was determined to be that illustrated in Figure 1. These groups are identified as follows:

Radio/TV Broadcast Career Ladder (AFSC 791X1)

- GRP100 - TV Broadcast Specialists (Overseas)
- GRP065 - Public Information Broadcast Specialists (CONUS)
- GRP073 - Station Managers, Program Directors, and NCOICs (Overseas)
- GRP101 - Staff Announcers and News Broadcasters (Overseas)
- GRP110 - Radio/TV Broadcast Instructors (CONUS)

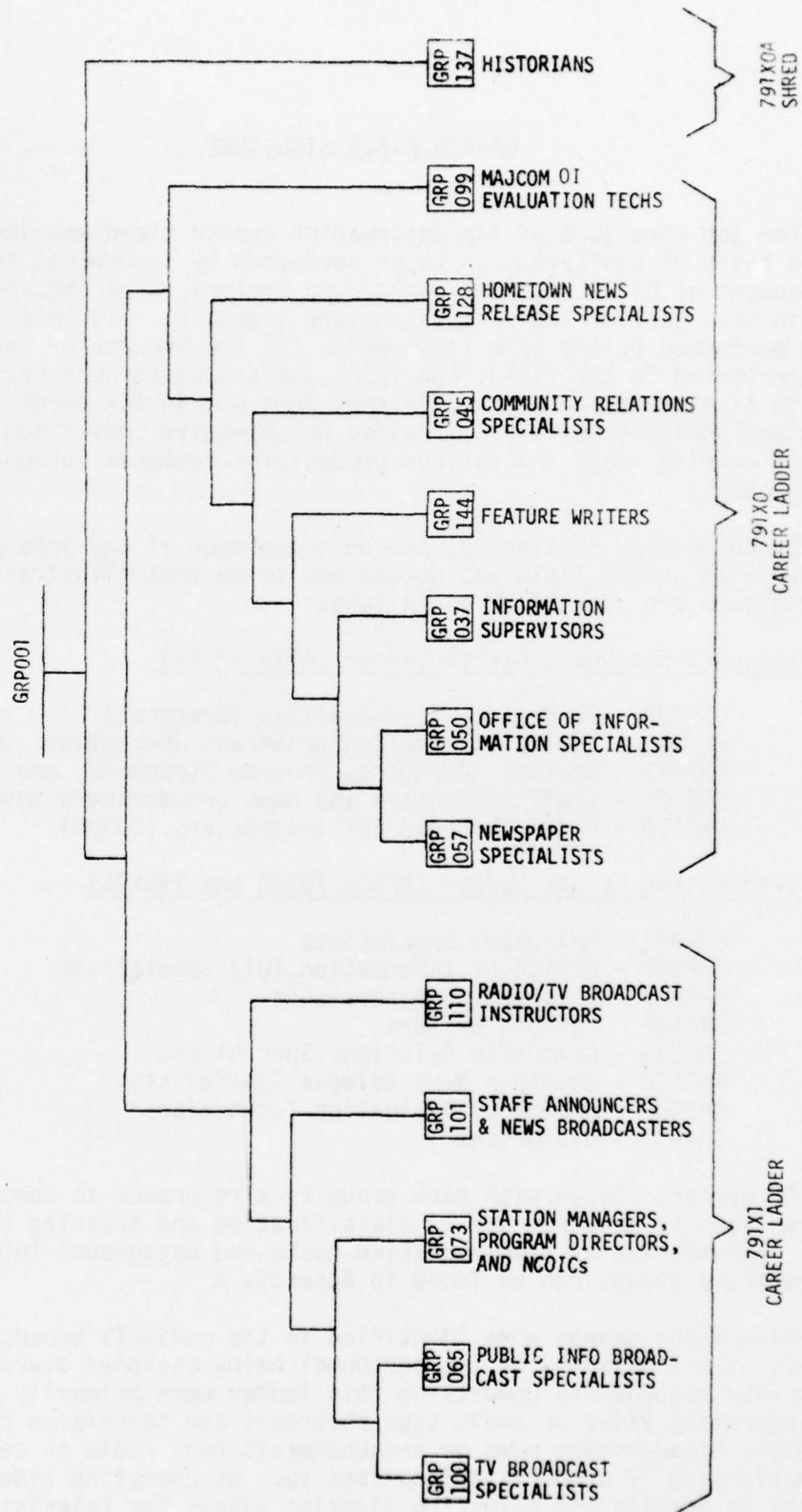
Information Career Ladder (AFSCs 791X0 and 791X0A)

- GRP057 - Newspaper Specialists
- GRP050 - Office of Information (OI) Specialists
- GRP037 - Information Supervisors
- GRP144 - Feature Writers
- GRP045 - Community Relations Specialists
- GRP128 - Hometown News Release Specialists
- GRP099 - MAJCOM OI Evaluation Technicians
- GRP137 - Historians

The GRP numbers listed with each group is a reference to computer printed information included for use by classification and training officials. Complete summaries of representative tasks and background information for all reported groups can be found in Appendix A.

Five major groups were identified in the radio/TV broadcast career ladder, with a majority of the personnel being assigned overseas. The 197 survey respondents comprising this ladder were primarily involved with operating video or audio tape recorders and television or radio consoles, broadcasting news or announcements over radio or television, and performing TV production functions such as operating video or film cameras or setting and adjusting lighting levels for television programs.

FIGURE 1
 INFORMATION CAREER FIELD STRUCTURE, AFS 791X0/791X1



Of those radio/TV broadcast personnel who were assigned to CONUS locations (primarily GRP065), many performed similar tasks as their overseas counterparts, but were more involved with public information functions. Common tasks performed by these CONUS radio/TV broadcast personnel included tape-recording news interviews or events; compiling news items for local broadcasts; releasing news stories, photographs, or feature stories to news media; writing radio scripts; and assisting television or motion picture personnel in obtaining information.

Within the Information career ladder, eight major groupings were identified. Included as one of the eight groups were historians holding DAFSC 791XOA. These personnel, however, performed very few information tasks. Most of their tasks involved drafting historical narratives, selecting supporting documents for histories, interviewing personnel to supplement historical materials acquired from other sources, answering historical queries, and maintaining historical archives. Also included in this historian group were a small number of microfilm specialists.

The seven remaining groups comprising the information ladder were primarily involved with the major functions of internal information, public information, community relations, and supervision. As part of the internal information function, the newspaper specialists (GRP057) were primarily involved with writing news articles, designing newspaper layouts, conducting interviews in conjunction with story assignments, and proofreading galley or pages. Most considered themselves as editors or staff writers.

Office of Information Specialists (GRP050) were primarily involved with public information functions. Most of their time was spent releasing news stories, photographs, or feature stories to news media; writing news articles; maintaining news release logs or files; releasing materials to hometown news centers; selecting local newsworthy events for release to commercial news media; accompanying news media representatives in covering on-base activities; and maintaining news media distribution lists, such as names or addresses of press associations.

Information Supervisors (GRP037) were primarily involved with supervision of information activities. Six groups of supervisors were identified. These were Base OI NCOICs, MAJCOM OI NCOICs, Advertising and Publicity NCOICs, Community Relations NCOICs, Internal Information NCOICs, and OJT NCOs. Common supervision tasks included drafting correspondence; planning or coordinating information activities with other base organizations; interpreting policies, directives or procedures for subordinates; determining work priorities; conducting or participating in staff meetings; evaluating information programs; and planning or scheduling work assignments. Technical tasks performed by these incumbents included reviewing written information materials for completeness, style, or accuracy; writing news articles and feature stories; and releasing news stories, photographs, or feature stories to news media.

Members of GRP045, Community Relations Specialists, spent 38 percent of their time performing community relations functions. These incumbents were primarily involved with escorting or conducting base tours for visiting groups or distinguished visitors, coordinating civilian tours with base agencies, evaluating civilian requests for base tours, making arrangements for furnishing personnel, equipment, or materials requested by civilian organizations, evaluating requests for speakers, and maintaining speakers bureau files.

Members of GRP128 were primarily involved with hometown news center releases. Their tasks included releasing materials to hometown news centers, reviewing hometown news release data forms (AF Form 175), editing hometown news releases, and designating hometown news releases of national importance. While members in the other information groups also performed these same tasks, they spent a relatively small amount of their time on these tasks in comparison to their other information functions. Members of GRP128, on the other hand, spend most of their time on these tasks, with very little of their time being spent on other information functions.

A small group of five feature writers (GRP144) was also identified. These members spent 57 percent of their time preparing and releasing information materials. Their primary tasks included writing feature stories, researching files or libraries to obtain or verify data, and preparing feature stories for national publication by direction of SAF/OI/Magazine Book Branch.

The last group in the information field to be discussed are the MAJCOM OI Evaluation Technicians (GRP099). Their primary job involves evaluating internal information activities, information programs, and procedures used in collecting, evaluating, or disseminating information materials; reviewing written information materials for completeness, style, or accuracy; and developing or improving work methods or procedures.

COMPARISON OF AFM 39-1 JOB DESCRIPTIONS TO SURVEY DATA

Survey results were compared to the AFM 39-1 job descriptions, dated 31 October 1976, for the 791X0, 791X0A, and 791X1 career ladders. With the exceptions discussed below, the job descriptions generally reflected an accurate picture of the job performed by personnel in each ladder.

Information Specialist (AFSC 79130/50)

This job description covers tasks pertaining to writing and editing news for internal and public media use; assisting in military-community relations activities; assisting in relations with civilian news media; developing informational and news material for guides, base newspapers, bulletin boards, and Commanders Calls; and performing administrative and supervisory duties. Analysis of the data showed adequate percentages of personnel performing tasks related to these functions. However, there were four areas which were found to be inadequate.

First, the job description reflects very little in the way of historical functions performed by 791X0A personnel. This problem, however, appears to be resolved, since telephone conversations with career field monitors indicate that the historical paragraph will be expanded in future revisions.

Second, hometown news releases are not directly referenced. Survey data indicate that 3- and 5-skill level information specialists are involved in maintaining hometown news release data forms (AF Form 175); editing and reviewing hometown news releases; and releasing materials to hometown news centers. Thus, inclusion of these tasks in the specialty description is warranted.

Third, in the area of military-community relations, two tasks were identified as being performed by 3- and 5- skill level incumbents but which were not listed. These are evaluate civilian requests for base tours and escorts or conduct base tours for visiting groups or distinguished visitors. Addition of these tasks in paragraph 2b is justified.

Finally, inclusion of the task related to "writing and maintaining accident and other emergency contingency plans and information annexes to plans" in paragraph 2c is questionable since none of the 3-skill level members are involved and only three percent of the 5-skill level personnel perform related tasks. In addition, several tasks should be added to paragraph 2c, based on the percent members performing related tasks. These are determine work priorities, plan or coordinate information activities with other base organizations, develop or improve work methods or procedures, and review ad-to-copy ratios.

Information Technician (AFSC 79170)

The specialty description for the Information Technician (AFSC 79170) basically covers the same duties and responsibilities as listed in the Information Specialist job description. However, the technician specialty description lacks much of the clarity of the specialist description and was found to be inadequate in many areas when compared to the survey data. Mention of historical functions again was limited to only one sentence, and the reference to historical duties in paragraph 1, Specialty Summary, is completely omitted. As mentioned earlier, this problem apparently will be resolved with the next revision of the specialty description.

As written, paragraph 2b only concerns the supervision of the base newspaper program. It omits completely the technical tasks being performed by these personnel. These technical tasks include conducting interviews in conjunction with story assignments, covering on-scene events, writing feature stories and news articles, preparing requests for photographers or graphic support, and scheduling photographic assignments and arranging for transportation. Inclusion of these tasks in this paragraph is fully justified if this function is to be covered adequately by the specialty description.

Paragraph 2c deals with maintaining liaison with civilian press and civic groups. Most of the functions listed are supported by the survey data. However, clarification on several of the areas is warranted. For example, the hometown news center program is mentioned only in terms of supporting the program. No mention is made of maintaining hometown news release data forms (AF Form 175), editing and reviewing these forms, and releasing these forms to the hometown news center. In regards to base tours, no mention is made of accompanying news media representatives in covering on-base activities and escorting or conducting base tours for visiting groups or distinguished visitors. As with paragraph 2b, inclusion of these tasks is fully warranted in terms of having the specialty description adequately cover these functions.

Radio and Television Broadcasting Job Descriptions (AFSCs 791X1)

The specialty descriptions for the Radio and Television Broadcasting Specialist (AFSC 79131/51) and Technician (AFSC 79171) were found to be well supported by the survey data. Only a few minor exceptions were noted. Several additional tasks pertaining to supervisory functions should be added to the appropriate paragraphs on each specialty description. These tasks include determine work priorities, conduct or participate in staff meetings, develop or improve work methods or procedures, and draft correspondence.

Information Superintendent (AFSC 79191)

This specialty description reflects those duties which are performed by 9-skill level personnel who are selected to superintend the three AFSCs comprising the Information career field (AFSCs 791X0, 791X0A, and 791X1).

It covers managerial and technical functions related primarily to information activities, community relations programs, and television and radio station operations.

Based on comparisons with the survey data, the 79191 specialty description was found to be an inadequate description of the job performance of Information Superintendents. While many of the statements listed were supported by the data, the overall document was found to be poorly constructed, with several of the tasks grouped under questionable categories and other tasks showing high performance by 9-skill level incumbents being omitted entirely.

Table I in Appendix B reflects a proposed revision to the current specialty description. A more logical grouping of tasks is shown, with those tasks omitted from the current document included in appropriate paragraphs. Consideration of these changes by appropriate personnel in conjunction with the next review of the AFM 39-1 is strongly recommended.

ANALYSIS OF DAFSC GROUPS

Tables 7 and 8 reflect the relative percent time spent by members of the various skill level groups on tasks within each duty. Several trends were noted. DAFSC 791X0 incumbents spend most of the time performing newspaper publication and distribution functions (25 percent) and preparing and releasing information materials (23 percent). Very little time is spent on historical tasks (one percent) or radio/TV broadcast functions (two percent). Similarly, DAFSC 791X0A personnel concentrate most of their time on historical functions (60 percent). Only three to five percent of their time is spent preparing and releasing information materials, with none of their time being spent on broadcast functions. As for DAFSC 791X1 respondents, radio/TV broadcast tasks consume the largest percent of their time (36 percent), with an additional 18 percent being spent preparing and releasing information materials. This trend among the three career ladders surveyed characteristically points up the fact that these three groups differ significantly in their job performance.

Comparisons were also made of the job performance across the skill level groups in each of the three AFSCs surveyed. Very little difference was found as skill level increased, with many of the same tasks being performed by high percentages of respondents at each skill level. The only change that could be found was an increase in supervisory tasks at the 7-skill level.

Tables 9 through 12 reflect those tasks performed by a high percentage of incumbents in each ladder or shred. In all cases, the tasks listed follow the trends noted for percent time spent (Tables 7 and 8).

Since all three AFSCs being surveyed come together at a common 9-skill level, comparisons were also made as to job differences between the 7-skill level incumbents in each AFSC and the 9-skill level incumbents. Tables 13 through 15 reflect these differences. From the tables, it can be seen that the 79170 group shows the least amount of difference from the DAFSC 79191 in job performance, while the historian group (DAFSC 79170A) shows almost no commonality with the superintendent level.

The findings reflected in Tables 13 through 15 tend to support the contention of many career field members that the merging of these three AFSCs at a common 9-skill level is impractical. As currently written, the 79191 specialty description does not include historical activities, thus creating a situation where senior NCO's in the historian field MUST cross-train over into the information function. With almost no commonality found between the historian and information areas, most of these senior NCO's elect to leave the service at the 20-year point or crosstrain out of the career field altogether. From a practical standpoint, this lack of career progression and subsequent loss of manpower has to be detrimental to the historian career ladder as a whole.

In addition to the problems encountered by historian personnel, information and radio/TV broadcast members also face serious problems at the 9-skill level. While information incumbents can easily handle the information-oriented tasks outlined in the AFM 39-1 specialty description, the low degree of task overlap found in the survey data reflects that these incumbents will have great difficulty superintending radio/TV broadcast activities. Radio/TV broadcast personnel, on the other hand, should have somewhat of an easier time handling information activities since most of these personnel are involved with information functions when assigned within the CONUS.

As a result of the survey data and the problems discussed above, a closer look at the common 9-skill level for these three AFSCs by classification personnel seems appropriate. Some thought should be given to assigning SEI's to aid in making effective assignments at this level. In addition, serious consideration should be given to including historian activities at the 9-skill level. Continued omission of this function from the specialty description is clearly not supported by the survey data.

TABLE 7
PERCENT TIME SPENT ON DUTIES BY 791X0 AND 791X0A DAFSC GROUPS

DUTIES	TOTAL		DAFSC		DAFSC		DAFSC		TOTAL		DAFSC		DAFSC	
	791X0	791X0A	79130	79150	79170	79130A	79150A	79170A	791X0	791X0A	79130A	79150A	79170A	79170A
A ORGANIZING AND PLANNING	6	4	4	4	9	2	3	4	3	2	3	3	4	4
B DIRECTING AND IMPLEMENTING	11	8	8	9	15	11	11	12	11	11	11	11	12	12
C INSPECTING AND EVALUATING	6	2	2	3	10	5	9	6	9	5	9	9	6	6
D TRAINING	2	1	1	1	4	-	-	1	-	-	-	-	1	1
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	9	7	7	9	9	13	9	8	9	13	13	9	8	8
F PREPARING AND RELEASING INFORMATION MATERIALS	23	27	27	25	19	4	4	4	5	4	4	5	3	3
G PERFORMING INTERNAL INFORMATION FUNCTIONS	5	6	6	5	6	2	2	2	2	2	2	2	2	2
H PERFORMING COMMUNITY RELATIONS FUNCTIONS	5	5	5	5	5	1	1	1	1	1	1	1	1	1
I PERFORMING PUBLIC INFORMATION FUNCTIONS	5	4	4	6	5	1	1	1	1	1	1	1	1	1
J PERFORMING RADIO AND TELEVISION FUNCTIONS	2	2	2	2	2	-	-	-	-	-	-	-	-	-
K PERFORMING NEWSPAPER PUBLICATION AND DISTRIBUTION FUNCTIONS	25	34	34	31	14	-	2	-	2	-	2	2	-	-
L COLLECTING AND PREPARING HISTORICAL MATERIALS	1	1	1	1	1	43	39	45	42	43	39	45	45	45
M COLLECTING AND MAINTAINING HISTORICAL MATERIALS	-	-	-	-	-	17	19	18	18	17	19	18	18	18

TABLE 8
PERCENT TIME SPENT ON DUTIES BY 791X1 DAFSC GROUPS

DUTIES	TOTAL 791X1	DAFSC 79131	DAFSC 79151	DAFSC 79171	DAFSC 79191
A ORGANIZING AND PLANNING	7	-	4	10	12
B DIRECTING AND IMPLEMENTING	14	4	7	18	21
C INSPECTING AND EVALUATING	7	1	3	9	16
D TRAINING	4	-	2	8	5
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	4	3	3	4	7
F PREPARING AND RELEASING INFORMATION MATERIALS	18	29	21	15	14
G PERFORMING INTERNAL INFORMATION FUNCTIONS	3	1	3	2	5
H PERFORMING COMMUNITY RELATION FUNCTIONS	2	1	2	1	4
I PERFORMING PUBLIC INFORMATION FUNCTIONS	3	2	3	2	5
J PERFORMING RADIO AND TELEVISION FUNCTIONS	36	59	50	29	7
K PERFORMING NEWSPAPER PUBLICATION AND DISTRIBUTION FUNCTIONS	1	-	1	-	3
L COLLECTING AND PREPARING HISTORICAL MATERIALS	1	-	1	-	1
M COLLECTING AND MAINTAINING HISTORICAL MATERIALS	-	-	-	-	-

TABLE 9
TASKS PERFORMED BY MORE THAN 50 PERCENT OF 791X0 INCUMBENTS

TASKS	PERCENT MEMBERS PERFORMING
F35 WRITE NEWS ARTICLES	83
F29 WRITE FEATURE STORIES	75
B2 BRIEF PHOTOGRAPHERS ON ASSIGNED REQUIREMENTS	74
B29 PREPARE REQUESTS FOR PHOTOGRAPHERS OR GRAPHIC SUPPORT	70
F38 WRITE PHOTO CAPTIONS FOR BASE NEWSPAPERS	69
F18 REVIEW WRITTEN INFORMATION MATERIAL FOR COMPLETENESS, STYLE, OR ACCURACY	64
K30 SCHEDULE PHOTOGRAPHIC ASSIGNMENTS AND ARRANGE FOR TRANSPORTATION	61
K4 CONDUCT INTERVIEWS IN CONJUNCTION WITH STORY ASSIGNMENTS	60
B12 DRAFT CORRESPONDENCE	60
F32 WRITE HEADLINES	58
K32 SELECT OR CROP PHOTOGRAPHS FOR PUBLICATION	58
K8 COVER ON-SCENE EVENTS	57
K31 SELECT OR CROP NEGATIVES FOR PRINTING	56
F5 EDIT INTERNAL NEWSPAPER MATERIALS	56
B6 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	54
F14 RELEASE NEWS STORIES, PHOTOGRAPHS, OR FEATURE STORIES TO NEWS MEDIA	52
K27 PROOFREAD GALLEY OR PAGES	51
K33 SELECT OR LOCALIZE NEWS SERVICE MATERIALS	51

TABLE 10
 TASKS PERFORMED BY MORE THAN 85 PERCENT OF 791XOA INCUMBENTS

TASKS	PERCENT MEMBERS PERFORMING
G1 ANSWER HISTORICAL QUERIES	92
L16 REPRODUCE OR COPY HISTORICAL SUPPORTING DATA	90
M1 ANSWER INDIVIDUAL REQUESTS FOR HISTORICAL INFORMATION	90
L18 SCREEN READ FILES FOR SIGNIFICANT DOCUMENTS	90
L21 SELECT SUPPORTING DOCUMENTS FOR HISTORIES	89
L28 WRITE CHRONOLOGIES	89
L17 RESEARCH ORGANIZATIONAL FILES FOR SIGNIFICANT DOCUMENTS	89
L5 DRAFT HISTORICAL NARRATIVES OR FOOTNOTES	88
L9 INTERVIEW PERSONNEL TO SUPPLEMENT HISTORICAL MATERIALS ACQUIRED FROM OTHER SOURCES	88
L27 WRITE APPENDICES FOR HISTORY VOLUMES	88
E17 MAINTAIN HISTORICAL ARCHIVES	88
M5 DISPOSE OF DOCUMENTS NOT KEPT IN HISTORY ARCHIVES	88
L1 COLLECT DOCUMENTS OR PHOTOGRAPHS FOR HISTORY REPORTS	87
L8 EDIT OR PROOFREAD HISTORICAL MATERIALS	87
M2 BIND OR ARRANGE FOR BINDING HISTORY REPORTS OR MONOGRAPHS	87
L20 SELECT PHOTOGRAPHS FOR USE IN HISTORIES	87
L15 PREPARE TITLE PAGES FOR HISTORIES	87
L26 WRITE ABSTRACTS FOR HISTORICAL REPORTS	86
L19 SELECT BIOGRAPHICAL DATA FOR USE IN HISTORIES	86
L25 VERIFY AUTHENTICITY OF HISTORICAL DOCUMENTS	85
L32 WRITE GLOSSARIES OF TERMS OR ABBREVIATIONS FOR HISTORY NARRATIVES	85

TABLE 11
 TASKS PERFORMED BY MORE THAN 40 PERCENT OF 791X1 INCUMBENTS

TASKS	PERCENT MEMBERS PERFORMING
J20 OPERATE VIDEO OR AUDIO TAPE RECORDERS	70
J19 OPERATE TELEVISION OR RADIO CONSOLES	67
J3 BROADCAST NEWS OR ANNOUNCEMENTS OVER RADIO OR TELEVISION	60
B4 CONDUCT OR PARTICIPATE IN STAFF MEETINGS	55
B6 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	53
F17 REVIEW OR EDIT TAPES	50
J5 CONDUCT RADIO OR TELEVISION INTERVIEWS	50
J14 MAINTAIN BROADCAST RECORDINGS, SUCH AS TAPES OR OTHER TRANSCRIPTIONS	47
F21 TAPE-RECORD NEWS INTERVIEW OR EVENTS	47
A5 DETERMINE WORK PRIORITIES	47
B4 CONDUCT OR PARTICIPATE IN STAFF MEETINGS	45
J4 COMPILE NEWS ITEMS FOR LOCAL BROADCASTS	43
B11 DIRECT RADIO OR TELEVISION OPERATION ACTIVITIES	41
J29 REVIEW RADIO OR TELEVISION PROGRAMS	41
J2 BRIEF PERSONNEL PRIOR TO APPEARANCE ON RADIO OR TELEVISION PROGRAMS	40
B5 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	40

TABLE 12

TASKS PERFORMED BY MORE THAN 50 PERCENT OF 79191 INCUMBENTS

TASKS	PERCENT MEMBERS PERFORMING
B12 DRAFT CORRESPONDENCE	93
B6 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	84
B5 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	84
B4 CONDUCT OR PARTICIPATE IN STAFF MEETINGS	77
A4 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	75
A8 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	73
B25 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	73
A5 DETERMINE WORK PRIORITIES	70
C33 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	66
F18 REVIEW WRITTEN INFORMATION MATERIALS FOR COMPLETENESS, STYLE, OR ACCURACY	59
C10 EVALUATE INFORMATION PROGRAMS	59
C12 EVALUATE INTERNAL INFORMATION ACTIVITIES	55
B15 DRAFT SUPPLEMENTS TO EXISTING DIRECTIVES	55
A12 PLAN OR COORDINATE INFORMATION ACTIVITIES WITH OTHER BASE ORGANIZATIONS	55
A7 DRAFT BUDGET OR FINANCIAL REQUIREMENTS	55
B2 BRIEF PHOTOGRAPHERS ON ASSIGNED REQUIREMENTS	55
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS	52
C21 EVALUATE SUGGESTIONS	52
B3 COMPLETE PERSONNEL ACTION REQUESTS	52
C17 EVALUATE PROCEDURES USED IN COLLECTING, EVALUATING, OR DISSEMINATING INFORMATION MATERIALS	50
A3 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	50

TABLE 13

TASKS WHICH BEST DISTINGUISH BETWEEN 79170 AND 79191 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 79170	DAFSC 79191	DIFFERENCE
F35 WRITE NEWS ARTICLES	83	41	+42
K31 SELECT OR CROP NEGATIVES FOR PRINTING	52	14	+38
F29 WRITE FEATURE STORIES	70	32	+38
K4 CONDUCT INTERVIEWS IN CONJUNCTION WITH STORY ASSIGNMENTS	48	11	+37
K8 COVER ON-SCENE EVENTS	49	14	+35
F38 WRITE PHOTO CAPTIONS FOR BASE NEWSPAPERS	57	22	+35
K32 SELECT OR CROP PHOTOGRAPHS FOR PUBLICATION	48	13	+35
F32 WRITE HEADLINES	43	9	+34
K33 SELECT OR LOCALIZE NEWS SERVICE MATERIALS	43	11	+32
C33 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	28	65	-37
A4 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	47	75	-28
B5 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	59	84	-25
J20 OPERATE VIDEO OR AUDIO TAPE RECORDERS	8	32	-24
B15 DRAFT SUPPLEMENTS TO EXISTING DIRECTIVES	31	55	-24
B38 SUPERVISE INFORMATION TECHNICIANS (AFSC 79170)	13	36	-23
A23 SERVE ON AIRMAN CLASSIFICATION BOARDS	4	27	-23
C13 EVALUATE JOB DESCRIPTIONS	23	45	-22
C2 CONDUCT STAFF ASSISTANCE VISITS	23	45	-22

TABLE 14
 TASKS WHICH BEST DISTINGUISH BETWEEN 79170A AND 79191 PERSONNEL
 (PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 79170A	DAFSC 79191	DIFFERENCE
L16 REPRODUCE OR COPY HISTORICAL SUPPORTING DATA	97	5	+92
L17 RESEARCH ORGANIZATIONAL FILES FOR SIGNIFICANT DOCUMENTS	97	5	+92
L18 SCREEN READ FILES FOR SIGNIFICANT DOCUMENTS	97	5	+92
L19 SELECT BIOGRAPHICAL DATA FOR USE IN HISTORIES	97	5	+92
L26 WRITE ABSTRACTS FOR HISTORICAL REPORTS	94	2	+92
M2 BIND OR ARRANGE FOR BINDING HISTORY REPORTS OR MONOGRAPHS	94	2	+92
L5 DRAFT HISTORICAL NARRATIVES OR FOOTNOTES	97	7	+90
L21 SELECT SUPPORTING DOCUMENTS FOR HISTORIES	97	7	+90
E17 MAINTAIN HISTORICAL ARCHIVES	94	5	+89
C10 EVALUATE INFORMATION PROGRAMS	0	59	-59
C12 EVALUATE INTERNAL INFORMATION ACTIVITIES	0	55	-55

TABLE 15

TASKS WHICH BEST DISTINGUISH BETWEEN 79171 AND 79191 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 79171	DAFSC 79191	DIFFERENCE
J19 OPERATE TELEVISION OR RADIO CONSOLES	68	18	+50
J3 BROADCAST NEWS OR ANNOUNCEMENTS OVER RADIO OR TELEVISION	63	16	+47
J14 MAINTAIN BROADCAST RECORDINGS, SUCH AS TAPES OR OTHER TRANSCRIPTIONS	54	7	+47
J5 CONDUCT RADIO OR TELEVISION INTERVIEWS	66	20	+46
J20 OPERATE VIDEO OR AUDIO TAPE RECORDERS	72	32	+40
B11 DIRECT RADIO OR TELEVISION OPERATION ACTIVITIES	59	25	+34
J15 MAINTAIN LOGS ON BROADCASTS	36	2	+34
B39 SUPERVISE RADIO AND TV BROADCASTING SPECIALISTS (AFSC 79151)	40	7	+33
J4 COMPILER NEWS ITEMS FOR LOCAL BROADCASTS	42	11	+31
C10 EVALUATE INFORMATION PROGRAMS	8	59	-51
C12 EVALUATE INTERNAL INFORMATION ACTIVITIES	10	55	-45
C33 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	23	66	-43
B15 DRAFT SUPPLEMENTS TO EXISTING DIRECTIVES	14	54	-40
C17 EVALUATE PROCEDURES USED IN COLLECTING, EVALUATING, OR DISSEMINATING INFORMATION MATERIALS	11	50	-39
A8 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (01), OR STANDING OPERATING PROCEDURES (SOP)	35	73	-38
B3 COMPLETE PERSONNEL ACTION REQUESTS	17	52	-35
A7 DRAFT BUDGET OR FINANCIAL REQUIREMENTS	20	54	-34
B38 SUPERVISE INFORMATION TECHNICIANS (AFSC 79170)	2	36	-34

ANALYSIS OF AFMS GROUPS

As a comparison to trends noted in the tasks performed with DAFSC or skill upgrading, an analysis was made comparing job differences among groups of individuals grouped by service time. Conclusions similar to those for DAFSC groups were noted.

Table 16 reflects the percent time spent on duties by DAFSC 791X0 personnel grouped by enlistment period. Very little difference across the groups was noted. Newspaper publication and information functions were the most time consuming duties during the first four enlistment periods, with information and supervisory tasks being predominant during the fifth and sixth periods. For the most part, time spent figures were fairly consistent across all enlistment groups, with only slight decreases occurring as experience increased.

Table 17 reflects percent time spent on duties by DAFSC 791X0A personnel grouped by enlistment period. As expected, historical duties showed the highest figures across all enlistment periods. It is interesting to note that the time spent on supervisory functions by historian incumbents remained relatively consistent across all enlistment groups instead of increasing as experience increased. In comparison to the other enlistment groups, incumbents in the 4-24 months AFMS group spent the least amount of time collecting and preparing historical materials, and the most time collecting and maintaining historical materials. In addition, they spent nine percent of their time preparing and releasing information materials. Time spent on this duty dropped off to five percent or less during second and subsequent enlistment periods.

Table 18 reflects the time spent figures for DAFSC 791X1 respondents. As expected, radio and television functions showed the highest percent time spent during the first four enlistment periods (33-62 percent), with information functions consuming an additional 15-24 percent of the time. During the fifth and sixth enlistment periods, time spent on broadcast functions dropped off to 15-16 percent. These figures closely parallel the 13-17 percent spent on information functions during these periods. This is in line with trends reported earlier in the COMPARISON OF AFM 39-1 SPECIALTY DESCRIPTIONS TO SURVEY DATA and ANALYSIS OF DAFSC GROUPS sections.

TABLE 16
PERCENT TIME SPENT ON DUTIES BY 791X0 AFMS GROUPS

	MONTHS ACTIVE FEDERAL MILITARY SERVICE						
	4-24	1-48	49-96	97-144	145-192	193-240	241+
A ORGANIZING AND PLANNING	2	3	4	6	9	10	11
B DIRECTING AND IMPLEMENTING	7	8	10	13	15	17	17
C INSPECTING AND EVALUATING	2	2	5	8	9	11	13
D TRAINING	1	1	2	4	5	4	4
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	8	9	10	10	8	9	8
F PREPARING AND RELEASING INFORMATION MATERIALS	29	26	25	23	19	15	17
G PERFORMING INTERNAL INFORMATION FUNCTIONS	4	4	6	6	6	6	6
H PERFORMING COMMUNITY RELATIONS FUNCTIONS	4	5	5	3	4	8	6
I PERFORMING PUBLIC INFORMATION FUNCTIONS	5	5	6	5	5	5	6
J PERFORMING RADIO AND TELEVISION FUNCTIONS	2	2	2	2	1	1	3
K PERFORMING NEWSPAPER PUBLICATION AND DISTRIBUTION FUNCTIONS	36	34	26	20	16	10	7
L COLLECTING AND PREPARING HISTORICAL MATERIALS	1	1	-	-	2	1	-
M COLLECTING AND MAINTAINING HISTORICAL MATERIALS	-	-	-	-	1	1	-

TABLE 17

PERCENT TIME SPENT ON DUTIES BY 791X0A AFMS GROUPS

	MONTHS ACTIVE FEDERAL MILITARY SERVICE							
	4-24	1-48	49-96	97-144	145-192	193-240	241+	
A ORGANIZING AND PLANNING	1	3	2	3	4	5	5	
B DIRECTING AND IMPLEMENTING	14	11	14	11	11	11	14	
C INSPECTING AND EVALUATING	7	9	7	5	5	5	8	
D TRAINING	-	-	1	-	-	2	3	
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	6	9	13	8	9	6	7	
F PREPARING AND RELEASING INFORMATION MATERIALS	9	5	4	2	4	1	2	
G PERFORMING INTERNAL INFORMATION FUNCTIONS	3	2	2	2	2	1	3	
H PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	-	-	-	-	-	1	
I PERFORMING PUBLIC INFORMATION FUNCTIONS	-	-	-	-	-	-	-	
J PERFORMING RADIO AND TELEVISION FUNCTIONS	-	-	-	-	-	-	-	
K PERFORMING NEWSPAPER PUBLICATION AND DISTRIBUTION FUNCTIONS	5	2	-	-	-	-	-	
L COLLECTING AND PREPARING HISTORICAL MATERIALS	29	39	41	48	45	51	39	
M COLLECTING AND MAINTAINING HISTORICAL MATERIALS	24	19	16	20	18	18	18	

TABLE 18
PERCENT TIME SPENT ON DUTIES BY 791X1 AFMS GROUPS

	MONTHS ACTIVE FEDERAL MILITARY SERVICE						
	4-24	1-48	49-96	97-144	145-192	193-240	241+
A ORGANIZING AND PLANNING	1	2	4	7	9	11	11
B DIRECTING AND IMPLEMENTING	5	5	6	10	15	23	20
C INSPECTING AND EVALUATING	2	2	3	4	8	14	12
D TRAINING	-	1	1	2	9	6	5
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	3	3	2	3	3	7	4
F PREPARING AND RELEASING INFORMATION MATERIALS	21	24	20	20	15	13	17
G PERFORMING INTERNAL INFORMATION FUNCTIONS	2	3	2	2	2	3	4
H PERFORMING COMMUNITY RELATIONS FUNCTIONS	1	2	3	1	2	2	3
I PERFORMING PUBLIC INFORMATION FUNCTIONS	2	3	2	3	1	3	6
J PERFORMING RADIO AND TELEVISION FUNCTIONS	62	52	53	47	33	16	15
K PERFORMING NEWSPAPER PUBLICATION AND DISTRIBUTION FUNCTIONS	1	2	-	1	1	2	2
L COLLECTING AND PREPARING HISTORICAL MATERIALS	-	-	2	-	-	-	1
M COLLECTING AND MAINTAINING HISTORICAL MATERIALS	-	-	-	-	-	-	-

ANALYSIS OF CONUS/OVERSEAS GROUPS

An analysis of task performance differences between 5-skill level incumbents stationed within the CONUS and overseas was made for each of the three AFSCs surveyed. Several noteworthy trends were found.

Information (DAFSC 791X0) personnel showed only small differences between the CONUS and overseas groups, with all tasks having a difference of 22 percent or less in terms of percent members performing. No major trends were seen.

Historians (DAFSC 791X0A) and radio/TV broadcast specialists (DAFSC 791X1), on the other hand, showed more pronounced differences between CONUS and overseas groups. As reflected in Table 19, historians within the CONUS were more involved with implementing security programs, inspecting microfilm products, and performing evaluation functions, while incumbents overseas were more involved with critiquing monographs, history reports, and special reports; or maintaining files of stock photographs, biography and picture files of general officers or staff personnel, and data files of information materials.

In regards to radio/TV broadcast personnel, Table 20 lists those tasks which show the greatest differences in percent members performing. As shown, CONUS personnel are more involved with interacting with news media personnel for release of public information, while overseas personnel are more involved with operating TV or radio consoles and performing as video or film camera operators. This trend is in line with the findings reported earlier in the CAREER FIELD STRUCTURE section of this report.

TABLE 19

TASKS WHICH MOST CLEARLY DIFFERENTIATE BETWEEN
CONUS AND OVERSEAS PERSONNEL HOLDING DAFSC 79150A
(PERCENT MEMBERS PERFORMING)

TASKS	CONUS	OVERSEAS	DIFFERENCE
B3 COMPLETE PERSONNEL ACTION REQUESTS	37	-	+37
C24 INSPECT MICROFILM PRODUCTS	34	-	+34
C33 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	53	20	+33
C11 EVALUATE INSPECTION REPORTS OR PROCEDURES	29	-	+29
M9 INSPECT MICROFILM TO INSURE IT IS RETRIEVABLE	29	-	+29
C14 EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES	24	-	+24
F26 WRITE CRITIQUES ON MONOGRAPHS, SPECIAL REPORTS, OR HISTORY REPORTS	18	80	-62
E14 MAINTAIN FILES OF STOCK PHOTOGRAPHS	26	80	-54
E4 MAINTAIN BIOGRAPHY AND PICTURE FILES ON GENERAL OFFICERS OR STAFF PERSONNEL	47	100	-53
B7 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	34	80	-46
B30 PREPARE REQUISITIONS FOR SUPPLIES OR EQUIPMENT	34	80	-46
B20 ESTABLISH PROCEDURES OR INSTRUCTIONS FOR PREPARING OR SUBMITTING LOCAL UNIT HISTORIES	55	100	-45
L11 PREPARE BIBLIOGRAPHY CARDS OR RECORDS OF SOURCE MATERIALS	37	80	-43
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS	18	60	-42
E5 MAINTAIN DATA FILES OF INFORMATION MATERIALS	18	60	-42
L6 DRAFT OR FINALIZE BIBLIOGRAPHIES OR BIBLIOGRAPHICAL NOTES FOR HISTORIES	61	100	-39

TABLE 20

TASKS WHICH MOST CLEARLY DIFFERENTIATE BETWEEN
CONUS AND OVERSEAS PERSONNEL HOLDING DAFSC 79151
(PERCENT MEMBERS PERFORMING)

TASKS	CONUS	OVERSEAS	DIFFERENCE
F36 WRITE NEWS COPY FOR TELEPHONE RELEASES	65	1	+64
F12 PREPARE TAPE-RECORDED NEWS RELEASES FOR MAILING TO NEWS MEDIA	58	1	+57
I1 ACCOMPANY NEWS MEDIA REPRESENTATIVES IN COVERING ON-BASE ACTIVITIES	54	3	+51
F14 RELEASE NEWS STORIES, PHOTOGRAPHS, OR FEATURE STORIES TO NEWS MEDIA	50	2	+48
I7 MAINTAIN NEWS MEDIA DISTRIBUTION LISTS, SUCH AS NAMES OR ADDRESSES OF PRESS ASSOCIATIONS	46	-	+46
I2 ASSIST TELEVISION OR MOTION PICTURE PERSONNEL IN OBTAINING INFORMATION	54	8	+46
F13 RELEASE MATERIALS TO HOMETOWN NEWS CENTERS	42	1	+41
H7 ESCORT OR CONDUCT BASE TOURS FOR VISITING GROUPS OR DISTINGUISHED VISITORS	46	7	+39
I24 SELECT LOCAL NEWSWORTHY EVENTS FOR RELEASE TO COMMERCIAL NEWS MEDIA	38	-	+38
F39 WRITE RADIO SCRIPTS	69	37	+32
B12 DRAFT CORRESPONDENCE	58	26	+32
H5 COORDINATE CIVILIAN TOURS WITH BASE AGENCIES	35	4	+31
F6 EDIT RADIO SCRIPTS	69	40	+29
I19 REVIEW HOME TOWN NEWS RELEASE DATA FORMS (AF FORM 175)	50	97	-47
J22 PERFORM AS VIDEO OR FILM CAMERA OPERATOR	8	38	-30

ANALYSIS OF TASK DIFFICULTY

From a listing of airmen identified for the AFSC 791X0, 791X0A, and 791X1 job survey, 99 incumbents in the 7- and 9-skill levels from various commands and locations were selected to rate task difficulty. Tasks were rated on a nine-point scale from extremely low to extremely high difficulty, with difficulty defined as the length of time it takes an average incumbent to learn to do the task. Interrater agreement among the 49 raters who returned booklets was .95. Ratings were adjusted so that tasks of average difficulty have ratings of 5.00.

Of the 217 tasks rated above average in difficulty, only 12 tasks were performed by 30 percent or more of the survey respondents. These tasks are listed in Table 21. As for those tasks rated below average in difficulty, only 14 out of 175 tasks were performed by 35 percent or more of the respondents. These tasks are listed in Table 22.

Several interesting trends were noted in the overall difficulty of various functions performed by information, historian, and radio/TV broadcast personnel. Of the 25 tasks relating to maintaining files, records, or reports, all were rated below average in difficulty. Newspaper oriented tasks showed a split between preparation and distribution functions. Generally, those tasks involving designing newspaper layouts, preparing contracts for printing of base newspapers, handdrawing or tracing artworks for reproduction, covering on-scene events, and proofreading galley or pages were rated above average, while tasks involving the delivery and distribution of newspapers, conducting interviews, and selecting negatives, photographs, or materials for publication were all below average in difficulty. Radio and TV broadcast tasks, on the other hand, were rated above average in difficulty, with 27 out of 36 tasks being so rated. Those few tasks rated below average involved maintaining logs on broadcasts, maintaining broadcast recordings, such as tapes or other transcriptions, and storing films. Community relations tasks were generally found to be below average in difficulty, with 16 of the 22 tasks being rated as such. In regards to historical tasks, those involving the collecting and preparing of historical materials were generally above average in difficulty, while the maintaining of historical materials reflected below average difficulty.

TABLE 21

TASKS ABOVE AVERAGE IN DIFFICULTY WHICH ARE PERFORMED BY
30 PERCENT OR MORE OF THE SURVEY RESPONDENTS

TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
A8 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	6.5	31
B6 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	6.0	54
G25 TAKE STILL PICTURES FOR NEWS RELEASES	6.0	31
F19 REVIEW WRITTEN INFORMATION MATERIALS FOR SECURITY, POLICY, OR PROPRIETY	5.8	33
K13 DESIGN NEWSPAPER LAYOUTS	5.7	30
F29 WRITE FEATURE STORIES	5.7	51
F18 REVIEW WRITTEN INFORMATION MATERIALS FOR COMPLETENESS, STYLE, OR ACCURACY	5.6	51
A5 DETERMINE WORK PRIORITIES	5.2	49
K8 COVER ON-SCENE EVENTS	5.2	38
F32 WRITE HEADLINES	5.1	40
K27 PROOFREAD GALLEY OR PAGES	5.0	33
B12 DRAFT CORRESPONDENCE	5.0	60

TABLE 22

TASKS BELOW AVERAGE IN DIFFICULTY WHICH ARE PERFORMED BY
35 PERCENT OR MORE OF THE SURVEY RESPONDENTS

TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
F35 WRITE NEWS ARTICLES	4.9	57
B4 CONDUCT OR PARTICIPATE IN STAFF MEETINGS	4.9	49
F5 EDIT INTERNAL NEWSPAPER MATERIALS	4.9	36
K4 CONDUCT INTERVIEWS IN CONJUNCTION WITH STORY ASSIGNMENTS	4.8	39
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS	4.8	37
F38 WRITE PHOTO CAPTIONS FOR BASE NEWSPAPERS	4.7	45
K33 SELECT OR LOCALIZE NEWS SERVICE MATERIALS	4.7	33
K32 SELECT OR CROP PHOTOGRAPHS FOR PUBLICATION	4.6	37
F14 RELEASE NEWS STORIES, PHOTOGRAPHS, OR FEATURE STORIES TO NEWS MEDIA	4.6	37
K31 SELECT OR CROP NEGATIVES FOR PRINTING	4.6	37
I1 ACCOMPANY NEWS MEDIA REPRESENTATIVES IN COVERING ON-BASE ACTIVITIES	4.4	36
B2 BRIEF PHOTOGRAPHERS ON ASSIGNED REQUIREMENTS	4.4	56
K30 SCHEDULE PHOTOGRAPHIC ASSIGNMENTS AND ARRANGE FOR TRANSPORTATION	4.0	40
B29 PREPARE REQUESTS FOR PHOTOGRAPHERS OR GRAPHIC SUPPORT	3.4	56

COMPARISON OF SPECIALTY TRAINING STANDARDS (STSS) WITH SURVEY RESULTS

Overall, STS 791X0, Information Specialist and Technician, and STS 791X0A, Historian, were found to be adequate documents, based on comparisons with the survey data. The 791X0 STS sufficiently covered the major information functions identified by the occupational analysis, primarily supervision, administration, internal information, public information, and community relations. Similar results were found for the 791X0A STS, with the functions dealing with the assembly of historical data, compilation of histories, and maintenance of historical archives being well covered. Proficiency levels also seemed to be appropriate with only slight changes being shown across skill levels. This is in line with results reported earlier in the ANALYSIS OF DAFSC GROUPS section of this report.

STS 791X1, Radio and Television Broadcasting Specialist and Technician, was also found to be adequate when compared to the survey data. The functions of supervision and training, station administration, producing and directing radio and TV broadcasts, writing radio and TV materials, preparing newscasts, announcing and performing in broadcasts, operating radio and TV station equipment, and providing broadcast resources within CONUS information offices were well supported by the analysis of the career ladder structure and by the percentage of personnel performing related tasks.

COMPARISON OF CURRENT SURVEY TO PREVIOUS SURVEYS

The results of this survey were compared to those of Occupational Survey Report 90-791-029, Airmen Information Career Field, AFS 791X0 and 79191, dated 15 March 1971, and Occupational Survey Report 90-791-118, TV and Radio Production Specialist Career Ladder, AFSC 79131/71 and 79191, dated 15 May 1974. Similar results were found in all three studies. The comparison revealed the following conclusions:

1. The job groupings in both career ladders were highly similar in each study.
2. Each study reported only small differences between the various skill level groups in terms of task performance.
3. CONUS/overseas differences for information personnel were found to be minor in both information surveys.

WRITE-IN COMMENTS

Incumbents were encouraged, when filling out the job inventory booklet, to write in any duty or task not listed. In this survey, no significant write-in tasks or duties were made. However, many incumbents took the time to express personal opinions regarding their job and/or their career ladder. A representative sampling of these comments are given below:

1. "I am a historian (so they say) being held captive in a microfilm factory. The training is useless and there seems to be no desire to make us qualified for historical duties." (791X0A)

2. "... We need more photo-journalism training, access to a darkroom, and camera equipment in order to get effective pictures for on-base newspaper and public releases. Relying on photo lab not in our chain of command and not interested in a quality product is insanity." (791X0)

3. "The stateside duty for 791X1s is very limited. The job that I am doing right now is just narration of technical school scripts for slide and tape presentations, with a few film narrations. I and many others are not being used to their fullest capacity and the USAF seems to be wasting much manpower and money." (791X1)

4. "... 75% of this job has nothing to do with my AFSC." (791X0 in Recruiting Service)

5. "I believe that a 702X0 should be assigned to each information office, in addition to the secretary, to take care of administrative and paper work. The information types get involved too much with added paper-work which takes away from our mission. This also means extra hours for the reporters." (791X0)

6. "... I spent 13 years as a historian, not one doing OI work. As a 79191, all my experience is for nought--no A-shred at the 9-level. I literally have to learn a totally new job." (791X0A)

7. "History is not a 791X0 function." (791X0A)

8. "As a historian trainee, I was completely astounded at the lack of training materials associated with the 79130A career field." (791X0A)

CONCLUSIONS AND RECOMMENDATIONS

1. The AFM 39-1 Specialty Descriptions for the Information Specialist (AFSC 79130/50), Information Technician (79170), and Information Superintendent (AFSC 79191) should be reviewed by appropriate personnel. Consideration of the changes discussed in the COMPARISON OF AFM 39-1 JOB DESCRIPTIONS TO SURVEY DATA section of this report is strongly recommended during the next review of the AFM 39-1.
2. As a result of the survey data and the many problems associated with a common 9-skill level for these three AFSCs, some thought should be given to assigning SEI's to these incumbents to aid in making effective assignments at this level. In addition, serious consideration should be given to including historian activities at the 9-skill level.

APPENDIX A

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GROUP ID NUMBER AND TITLE: GRP100 - Television Broadcast Specialists
 PERCENT OF 791X1 SAMPLE: 20%
 MAJOR COMMAND DISTRIBUTION: USAFE (47%), PACAF (19%), ATC (6%), TAC (6%)
 LOCATION: CONUS (19%), Overseas (81%)
 DAFSC DISTRIBUTION: 79131 (3%), 79151 (67%), 79171 (22%), 79191 (8%)
 AVERAGE GRADE: 4.8
 AMOUNT OF SUPERVISION: 14% supervised an average of one subordinate
 TIME IN CAREER FIELD: 66 months
 TOTAL AFMS TIME: 102 months
 EXPRESSED JOB INTEREST: So-So (6%), Interesting (94%)
 PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (8%)
 Fairly well to perfectly (92%)
 PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (8%)
 Fairly well to perfectly (92%)
 AVERAGE NUMBER OF TASKS PERFORMED: 37

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
J PERFORMING RADIO AND TELEVISION FUNCTIONS	56
F PREPARING AND RELEASING INFORMATION MATERIALS	21
B DIRECTING AND IMPLEMENTING	5

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J19 OPERATE TELEVISION OR RADIO CONSOLES	100
F20 SPLICE FILMS	86
J1 ARRANGE FOR PREPARATION OF GRAPHICS FOR TELEVISION SLIDES	83
J22 PERFORM AS VIDEO OR FILM CAMERA OPERATOR	81
J7 CONDUCT REHEARSALS OF TELEVISION PROGRAMS	78
J17 OBTAIN CONTRACT CLEARANCES FOR PERSONNEL TO APPEAR ON RADIO OR TELEVISION PROGRAMS	75
J10 DIRECT RADIO OR TELEVISION PROGRAMS	75
J30 SET OR ADJUST LIGHTING LEVELS FOR TELEVISION PROGRAMS	69
J8 DESIGN OR BUILD STAGE SETTINGS	58

GROUP ID NUMBER AND TITLE: GRP065 - Public Information Broadcast Specialists

PERCENT OF 791X1 SAMPLE: 15%

MAJOR COMMAND DISTRIBUTION: ADC (15%), AFLC (15%), ATC (15%), TAC (15%),
SAC (11%)

LOCATION: CONUS (82%), Overseas (18%)

DAFSC DISTRIBUTION: 79151 (52%), 79171 (30%), 79191 (4%), 79130 (4%),
79150 (4%), 79170 (6%)

AVERAGE GRADE: 5.0

AMOUNT OF SUPERVISION: 30% supervised an average of one subordinate

TIME IN CAREER FIELD: 76 months

TOTAL AFMS TIME: 135 months

EXPRESSED JOB INTEREST: Dull (18%), Interesting (82%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (18%)
Fairly well to perfectly (82%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (22%)
Fairly well to perfectly (78%)

AVERAGE NUMBER OF TASKS PERFORMED: 51

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
F PREPARING AND RELEASING INFORMATION MATERIALS	28
J PERFORMING RADIO AND TELEVISION FUNCTIONS	25
B DIRECTING AND IMPLEMENTING	12
I PERFORMING PUBLIC INFORMATION FUNCTIONS	8

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F39 WRITE RADIO SCRIPTS	93
F21 TAPE-RECORD NEWS INTERVIEW OR EVENTS	89
J5 CONDUCT RADIO OR TELEVISION INTERVIEWS	89
J3 BROADCAST NEWS OR ANNOUNCEMENTS OVER RADIO OR TELEVISION	81
J16 OBTAIN CLEARANCES FOR RELEASES OF RADIO OR TELEVISION SCRIPTS	78
F12 PREPARE TAPE-RECORDED NEWS RELEASES FOR MAILING TO NEWS MEDIA	63
I2 ASSIST TELEVISION OR MOTION PICTURE PERSONNEL IN OBTAINING INFORMATION	59
I19 REVIEW HOME TOWN NEWS RELEASE DATA FORMS (AF FORM 175)	41

GROUP ID NUMBER AND TITLE: GRP073 - Station Managers, Program Directors,
and NCOICs

PERCENT OF 791X1 SAMPLE: 34%

MAJOR COMMAND DISTRIBUTION: PACAF (30%), USAFE (30%), ADC (7%)

LOCATION: CONUS (13%), Overseas (87%)

DAFSC DISTRIBUTION: 79151 (18%), 79171 (61%), 79191 (14%), 79130 (2%),
79150 (3%), 79170 (2%)

AVERAGE GRADE: 6.3

AMOUNT OF SUPERVISION: 73% supervised an average of four subordinates

TIME IN CAREER FIELD: 116 months

TOTAL AFMS TIME: 187 months

EXPRESSED JOB INTEREST: Dull (8%), So-So (3%), Interesting (89%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (12%)
Fairly well to perfectly (88%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (10%)
Fairly well to perfectly (90%)

AVERAGE NUMBER OF TASKS PERFORMED: 66

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
J PERFORMING RADIO AND TELEVISION FUNCTIONS	24
B DIRECTING AND IMPLEMENTING	23
A ORGANIZING AND PLANNING	16
C INSPECTING AND EVALUATING	13

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B6 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	90
A5 DETERMINE WORK PRIORITIES	87
B11 DIRECT RADIO OR TELEVISION OPERATION ACTIVITIES	85
J19 OPERATE TELEVISION OR RADIO CONSOLES	82
C5 EVALUATE BROADCAST OR TELEVISION ACTIVITIES	77
J3 BROADCAST NEWS OR ANNOUNCEMENTS OVER RADIO OR TELEVISION	70
J29 REVIEW RADIO OR TELEVISION PROGRAMS	68
B39 SUPERVISE RADIO AND TV BROADCASTING SPECIALISTS (AFSC 79151)	65
B40 SUPERVISE RADIO AND TV BROADCASTING TECHNICIANS (AFSC 79171)	52

GROUP ID NUMBER AND TITLE: GRP101 - Staff Announcers and News Broadcasters

PERCENT OF 791X1 SAMPLE: 27%

MAJOR COMMAND DISTRIBUTION: USAFE (34%), PACAF (26%), AAC (13%), ADC (13%)

LOCATION: CONUS (6%), Overseas (94%)

DAFSC DISTRIBUTION: 79131 (15%), 79151 (74%), 79171 (11%)

AVERAGE GRADE: 4.3

AMOUNT OF SUPERVISION: 2% supervised an average of one subordinate

TIME IN CAREER FIELD: 43 months

TOTAL AFMS TIME: 84 months

EXPRESSED JOB INTEREST: Dull (8%), So-So (6%), Interesting (86%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (19%)
Fairly well to perfectly (81%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (23%)
Fairly well to perfectly (77%)

AVERAGE NUMBER OF TASKS PERFORMED: 15

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
J PERFORMING RADIO AND TELEVISION FUNCTIONS	71
F PREPARING AND RELEASING INFORMATION MATERIALS	20

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J19 OPERATE TELEVISION OR RADIO CONSOLES	98
J3 BROADCAST NEWS OR ANNOUNCEMENTS OVER RADIO OR TELEVISION	85
J20 OPERATE VIDEO OR AUDIO TAPE RECORDERS	85
J15 MAINTAIN LOGS ON BROADCASTS	68
J4 COMPILE NEWS ITEMS FOR LOCAL BROADCASTS	62
J14 MAINTAIN BROADCAST RECORDINGS, SUCH AS TAPES OR OTHER TRANSCRIPTIONS	62

GROUP ID NUMBER AND TITLE: GRP110 - Radio/TV Broadcast Instructors

PERCENT OF 791X1 SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: HQ USAF (100%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 79170 (20%), 79171 (60%), 79191 (20%)

AVERAGE GRADE: 6.6

AMOUNT OF SUPERVISION: None

TIME IN CAREER FIELD: 164 months

TOTAL AFMS TIME: 192 months

EXPRESSED JOB INTEREST: Interesting (100%)

PERCEIVED UTILIZATION OF TALENTS: Fairly well to perfectly (100%)

PERCEIVED UTILIZATION OF TRAINING: Fairly well to perfectly (100%)

AVERAGE NUMBER OF TASKS PERFORMED: 32

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
D TRAINING	52
C INSPECTING AND EVALUATING	12
F PREPARING AND RELEASING INFORMATION MATERIALS	10
J PERFORMING RADIO AND TELEVISION FUNCTIONS	9
B DIRECTING AND IMPLEMENTING	7

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D1 ADMINISTER OR SCORE TESTS	100
D6 CONDUCT RESIDENT COURSE CLASSROOM TRAINING	100
D7 CONDUCT TRAINING CONFERENCES OR BRIEFINGS	100
D9 COUNSEL TRAINEES ON TRAINING PROGRESS	100
D13 DEVELOP RESIDENT COURSE CURRICULUM MATERIALS	100
D17 EVALUATE PROGRESS OF RESIDENT COURSE STUDENTS	100
D10 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	80
D18 EVALUATE TRAINING METHODS, TECHNIQUES, OR PROGRAMS	80
C5 EVALUATE BROADCAST OR TELEVISION ACTIVITIES	60
C20 EVALUATE STUDENT CLASSROOM PROGRESS	60

GROUP ID NUMBER AND TITLE: GRP057 - Newspaper Specialists

PERCENT OF 791X0 SAMPLE: 50%

MAJOR COMMAND DISTRIBUTION: SAC (23%), TAC (14%), USAFE (11%) ATC (10%)

LOCATION: CONUS (75%), Overseas (25%)

DAFSC DISTRIBUTION: 79130 (13%), 79150 (64%), 79170 (22%), 79191 (1%)

AVERAGE GRADE: 4.1

AMOUNT OF SUPERVISION: 23% supervised an average of one subordinate

TIME IN CAREER FIELD: 43 months

TOTAL AFMS TIME: 67 months

EXPRESSED JOB INTEREST: Dull (6%), So-So (10%), Interesting (84%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (15%)
Fairly well to perfectly (85%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (13%)
Fairly well to perfectly (87%)

AVERAGE NUMBER OF TASKS PERFORMED: 49

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

K PERFORMING NEWSPAPER PUBLICATION AND DISTRIBUTION FUNCTIONS	43
F PREPARING AND RELEASING INFORMATION MATERIALS	26

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

F35 WRITE NEWS ARTICLES	94
F18 REVIEW WRITTEN INFORMATION MATERIALS FOR COMPLETENESS, STYLE, OR ACCURACY	92
F32 WRITE HEADLINES	90
F29 WRITE FEATURE STORIES	89
K30 SCHEDULE PHOTOGRAPHIC ASSIGNMENTS AND ARRANGE FOR TRANSPORTATION	88
K4 CONDUCT INTERVIEWS IN CONJUNCTION WITH STORY ASSIGNMENTS	87
K32 SELECT OR CROP PHOTOGRAPHS FOR PUBLICATION	86
K13 DESIGN NEWSPAPER LAYOUTS	85
K27 PROOFREAD GALLEY OR PAGES	84

GROUP ID NUMBER AND TITLE: GRP050 - Office of Information (OI) Specialists

PERCENT OF 791X0 SAMPLE: 18%

MAJOR COMMAND DISTRIBUTION: SAC (23%), TAC (14%), MAC (12%), USAFE (11%)
ATC (10%)

LOCATION: CONUS (74%), Overseas (26%)

DAFSC DISTRIBUTION: 79130 (8%), 79150 (59%), 79170 (23%), 79191 (4%)
79131 (1%), 79151 ((3%), 79171 (2%)

AVERAGE GRADE: 4.4

AMOUNT OF SUPERVISION: 85% supervised an average of one subordinate

TIME IN CAREER FIELD: 54 months

TOTAL AFMS TIME: 87 months

EXPRESSED JOB INTEREST: Dull (16%), So-So (9%), Interesting (75%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (25%)
Fairly well to perfectly (75%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (27%)
Fairly well to perfectly (73%)

AVERAGE NUMBER OF TASKS PERFORMED: 48

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
F PREPARING AND RELEASING INFORMATION MATERIALS	29
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	15
I PERFORMING PUBLIC INFORMATION FUNCTIONS	14
B DIRECTING AND IMPLEMENTING	10

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F14 RELEASE NEWS STORIES, PHOTOGRAPHS, OR FEATURE STORIES TO NEWS MEDIA	95
F35 WRITE NEWS ARTICLES	87
E21 MAINTAIN NEWS RELEASE LOGS OR FILES	84
F13 RELEASE MATERIALS TO HOMETOWN NEWS CENTERS	82
B29 PREPARE REQUESTS FOR PHOTOGRAPHERS OR GRAPHIC SUPPORT	79
I19 REVIEW HOMETOWN NEWS RELEASE DATA FORMS (AF FORM 175)	78
F29 WRITE FEATURE STORIES	78
F4 EDIT HOMETOWN NEWS RELEASES	77
B2 BRIEF PHOTOGRAPHERS ON ASSIGNED REQUIREMENTS	73
E19 MAINTAIN HOME TOWN NEWS RELEASE DATA FORMS (AF FORM 175)	72

GROUP ID NUMBER AND TITLE: GRP037 - Information Supervisors

PERCENT OF 791X0 SAMPLE: 24%

MAJOR COMMAND DISTRIBUTION: ATC (25%), SAC (22%), TAC (10%), USAFE (9%)

LOCATION: CONUS (80%), Overseas (20%)

DAFSC DISTRIBUTION: 79150 (12%), 79170 (73%), 79191 (15%)

AVERAGE GRADE: 6.3

AMOUNT OF SUPERVISION: 69% supervised an average of two subordinates

TIME IN CAREER FIELD: 110 months

TOTAL AFMS TIME: 186 months

EXPRESSED JOB INTEREST: Dull (12%), So-So (4%), Interesting (84%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (17%)
Fairly well to perfectly (83%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (23%)
Fairly well to perfectly (77%)

AVERAGE NUMBER OF TASKS PERFORMED: 99

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
B DIRECTING AND IMPLEMENTING	18
C INSPECTING AND EVALUATING	14
F PREPARING AND RELEASING INFORMATION MATERIALS	13
A ORGANIZING AND PLANNING	11
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	10
H PERFORMING COMMUNITY RELATIONS FUNCTIONS	8

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B12 DRAFT CORRESPONDENCE	96
B6 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	86
A12 PLAN OR COORDINATE INFORMATION ACTIVITIES WITH OTHER BASE ORGANIZATIONS	81
F18 REVIEW WRITTEN MATERIAL FOR COMPLETENESS, STYLE, OR ACCURACY	77
F35 WRITE NEWS ARTICLES	77
B25 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	76
C12 EVALUATE INTERNAL INFORMATION ACTIVITIES	71

GROUP ID NUMBER AND TITLE: GRP144 - Feature Writers

PERCENT OF 791X0 SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: PACAF (20%), Other (80%)

LOCATION: CONUS (80%), Overseas (20%)

DAFSC DISTRIBUTION: 79150 (20%), 79170 (40%), 79191 (20%), No Reply (20%)

AVERAGE GRADE: 6.4

AMOUNT OF SUPERVISION: 20% supervised an average of one subordinate

TIME IN CAREER FIELD: 127 months

TOTAL AFMS TIME: 167 months

EXPRESSED JOB INTEREST: So-So (20%), Interesting (80%)

PERCEIVED UTILIZATION OF TALENTS: Fairly well to perfectly (100%)

PERCEIVED UTILIZATION OF TRAINING: Fairly well to perfectly (100%)

AVERAGE NUMBER OF TASKS PERFORMED: 16

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

F PREPARING AND RELEASING INFORMATION MATERIALS	57
B DIRECTING AND IMPLEMENTING	12
K PERFORMING NEWSPAPER PUBLICATION AND DISTRIBUTION FUNCTIONS	10

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

F29 WRITE FEATURE STORIES	100
F15 RESEARCH FILES OR LIBRARIES TO OBTAIN OR VERIFY DATA	100
F35 WRITE NEWS ARTICLES	80
F18 REVIEW WRITTEN INFORMATION MATERIALS FOR COMPLETENESS, STYLE, OR ACCURACY	80
I13 PREPARE FEATURE STORIES FOR NATIONAL PUBLICATION BY DIRECTION OF SAF/OI/Magazine Book Branch	80
F28 WRITE EDITORIALS	80
K4 CONDUCT INTERVIEWS IN CONJUNCTION WITH STORY ASSIGNMENTS	40
G26 WRITE SPEECHES	40

GROUP ID NUMBER AND TITLE: GRP045 - Community Relations Specialists

PERCENT OF 791X0 SAMPLE: 5%

MAJOR COMMAND DISTRIBUTION: SAC (30%), TAC (22%), MAC (13%), ATC (13%)

LOCATION: CONUS (87%), Overseas (13%)

DAFSC DISTRIBUTION: 79130 (22%), 79150 (66%), 79170 (4%), 79151 (4%),
79171 (4%)

AVERAGE GRADE: 3.9

AMOUNT OF SUPERVISION: 17% supervised an average of one subordinate

TIME IN CAREER FIELD: 26 months

TOTAL AFMS TIME: 68 months

EXPRESSED JOB INTEREST: Dull (13%), So-So (13%), Interesting (74%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (26%)
Fairly well to perfectly (74%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (21%)
Fairly well to perfectly (79%)

AVERAGE NUMBER OF TASKS PERFORMED: 27

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H PERFORMING COMMUNITY RELATIONS FUNCTIONS	38
B DIRECTING AND IMPLEMENTING	13
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	11
F PREPARING AND RELEASING INFORMATION MATERIALS	10
G PERFORMING INTERNAL INFORMATION FUNCTIONS	7

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H7 ESCORT OR CONDUCT BASE TOURS FOR VISITING GROUPS OR DISTINGUISHED VISITORS	96
H5 COORDINATE CIVILIAN TOURS WITH BASE AGENCIES	96
H9 EVALUATE CIVILIAN REQUESTS FOR BASE TOURS	87
B12 DRAFT CORRESPONDENCE	87
H13 MAKE ARRANGEMENTS FOR FURNISHING PERSONNEL, EQUIPMENT, OR MATERIALS REQUESTED BY CIVILIAN ORGANIZATIONS	61
A12 PLAN OR COORDINATE INFORMATION ACTIVITIES WITH OTHER BASE ORGANIZATIONS	43

GROUP ID NUMBER AND TITLE: GRP128 - Hometown News Release Specialists

PERCENT OF 791X0 SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (67%), TAC (17%), USAFA (16%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 79150 (66%), 79170 (17%), 79191 (17%)

AVERAGE GRADE: 4.7

AMOUNT OF SUPERVISION: None

TIME IN CAREER FIELD: 28 months

TOTAL AFMS TIME: 93 months

EXPRESSED JOB INTEREST: Dull (17%), So-So (33%), Interesting (50%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (50%)
Fairly well to perfectly (50%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (50%)
Fairly well to perfectly (50%)

AVERAGE NUMBER OF TASKS PERFORMED: 24

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
F PREPARING AND RELEASING INFORMATION MATERIALS	26
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	18
I PERFORMING PUBLIC INFORMATION FUNCTIONS	16
H PERFORMING COMMUNITY RELATIONS FUNCTIONS	11

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F13 RELEASE MATERIALS TO HOMETOWN NEWS CENTERS	100
I19 REVIEW HOMETOWN NEWS RELEASE DATA FORMS (AF FORM 175)	100
F4 EDIT HOMETOWN NEWS RELEASES	100
H7 ESCORT OR CONDUCT BASE TOURS FOR VISITING GROUPS OR DISTINGUISHED VISITORS	100
G13 PREPARE OR ASSEMBLE INFORMATION KITS	83
E19 MAINTAIN HOMETOWN NEWS RELEASE DATA FORMS (AF FORM 175)	83
I1 ACCOMPANY NEWS MEDIA REPRESENTATIVES IN COVERING ON-BASE ACTIVITIES	67
B12 DRAFT CORRESPONDENCE	67

GROUP ID NUMBER AND TITLE: GRP099 - MAJCOM OI Evaluation Technicians

PERCENT OF 791X0 SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (40%), TAC (20%), USAFE (20%), Other (20%)

LOCATION: CONUS (80%), Overseas (20%)

DAFSC DISTRIBUTION: 79170 (80%), 79191 (20%)

AVERAGE GRADE: 6.2

AMOUNT OF SUPERVISION: 60% supervised an average of one subordinate

TIME IN CAREER FIELD: 114 months

TOTAL AFMS TIME: 144 months

EXPRESSED JOB INTEREST: Dull (20%), Interesting (80%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (20%)
Fairly well to perfectly (80%)

PERCEIVED UTILIZATION OF TRAINING: Fairly well to perfectly (100%)

AVERAGE NUMBER OF TASKS PERFORMED: 26

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
C INSPECTING AND EVALUATING	34
B DIRECTING AND IMPLEMENTING	22
F PREPARING AND RELEASING INFORMATION MATERIALS	16
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	9
A ORGANIZING AND PLANNING	8
G PERFORMING INTERNAL INFORMATION FUNCTIONS	6

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C12 EVALUATE INTERNAL INFORMATION ACTIVITIES	100
C10 EVALUATE INFORMATION PROGRAMS	100
B12 DRAFT CORRESPONDENCE	100
B6 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	100
C17 EVALUATE PROCEDURES USED IN COLLECTING, EVALUATING, OR DISSEMINATING INFORMATION MATERIALS	80
F18 REVIEW WRITTEN INFORMATION MATERIALS FOR COMPLETENESS, STYLE, OR ACCURACY	80
C7 EVALUATE COMPLIANCE WITH WORK STANDARDS	60
C33 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	60
E11 MAINTAIN FILES OF NEWS CLIPPINGS	40

GROUP ID NUMBER AND TITLE: GRP137 - Historians

PERCENT OF 791XOA SAMPLE: 100%

MAJOR COMMAND DISTRIBUTION: SAC (42%), TAC (16%), USAFE (14%), PACAF (10%)

LOCATION: CONUS (73%), Overseas (27%)

DAFSC DISTRIBUTION: 79130 (6%), 79150 (44%), 79170 (46%), 79151 (2%),
79191 (2%)

AVERAGE GRADE: 5.0

AMOUNT OF SUPERVISION: 13% supervised an average of one subordinate

TIME IN CAREER FIELD: 43 months

TOTAL AFMS TIME: 106 months

EXPRESSED JOB INTEREST: Dull (10%), So-So (10%), Interesting (80%)

PERCEIVED UTILIZATION OF TALENTS: Not at all or very little (10%)
Fairly well to perfectly (90%)

PERCEIVED UTILIZATION OF TRAINING: Not at all or very little (16%)
Fairly well to perfectly (84%)

AVERAGE NUMBER OF TASKS PERFORMED: 78

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
L COLLECTING AND PREPARING HISTORICAL MATERIALS	44
M COLLECTING AND MAINTAINING HISTORICAL MATERIALS	18
B DIRECTING AND IMPLEMENTING	11
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	9
C INSPECTING AND EVALUATING	6

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
L21 SELECT SUPPORTING DOCUMENTS FOR HISTORIES	99
L16 REPRODUCE OR COPY HISTORICAL SUPPORTING DATA	99
L5 DRAFT HISTORICAL NARRATIVES OR FOOTNOTES	96
L18 SCREEN READ FILES FOR SIGNIFICANT DOCUMENTS	96
L27 WRITE APPENDICES FOR HISTORY VOLUMES	96
L28 WRITE CHRONOLOGIES	96
L17 RESEARCH ORGANIZATIONAL FILES FOR SIGNIFICANT DOCUMENTS	96
L1 COLLECT DOCUMENTS OR PHOTOGRAPHS FOR HISTORY REPORTS	94
L9 INTERVIEW PERSONNEL TO SUPPLEMENT HISTORICAL MATERIALS ACQUIRED FROM OTHER SOURCES	94

APPENDIX B

TABLE I

PROPOSED REVISION OF AFM 39-1 SPECIALTY DESCRIPTION FOR AFSC 79191

2. Duties and Responsibilities

a. Plans, organizes, and manages information activities. Plans workloads and schedules work assignments. Develops organizational structure to establish definite lines of authority and to assign specific responsibilities. Establishes performance standards, organizational policies, and office procedures to insure effective use of personnel and to increase economy of operation. Drafts supplements to existing directives. Determines requirements for space, personnel, equipment, and supplies and prepares requisitions for supplies or equipment. Plans layout of facilities. Drafts budget or financial requirements. Prepares job descriptions and assigns personnel to duty positions. Coordinates information functions with other base organizations.

b. Directs information activities. Interprets policies, directives, or procedures for subordinates. Develops or improves work methods or procedures. Counsels personnel on personal or military related problems. Schedules leaves or passes. Indoctrinates newly-assigned personnel on procedures, methods, and policies governing collection and dissemination of information and military-community relationships. Determines work priorities and controls work flow. Completes personnel action requests. Conducts or participates in staff meetings. Observes work of subordinates to insure compliance with approved procedures and formal documentation for security, policy, and propriety, adequate coverage, appropriate style, and authenticity. Maintains data files of information materials. Supervises preparation and maintenance of general correspondence, reports, or suspense files.

c. Establishes and monitors on-the-job training for information personnel. Determines training requirements and assigns on-the-job trainers. Evaluates effectiveness of training by observation of work performance and/or written or oral examination. Arranges for additional training when required.

d. Inspects and evaluates information activities. Evaluates procedures used in collecting, evaluating, or disseminating information materials. Evaluates effectiveness of information programs. Evaluates internal and public information activities. Evaluates work schedules. Writes staff studies, surveys, or special reports.

e. Performs technical information functions. Writes feature stories and news articles. Prepares or assembles information kits. Reviews hometown news release data forms. Releases news stories, photographs, or feature stories to news media. Coordinates news interviews with interviewers and prepares lists of questions to be used. Prepares requests for photographers or graphic support and briefs photographers on assigned requirements. Plans or coordinates special events. Accompanies news media representatives in covering on-base activities. Assists television or motion picture personnel in obtaining information. Operates video or audio tape recorders. Maintains liaison with civic organizations and promotes community interest in Air Force activities.