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MEDICAL MATERIEL SPECIALTY AFSCS 91530, 91550, 91570, AND 91590--ETC(U)  
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# OCCUPATIONAL SURVEY REPORT

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Elena/Weber, Linda/Weikhorst,  
Kenneth/Kramer James/ Keeth

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MEDICAL MATERIEL SPECIALTY  
AFSCs 91530, 91550, 91570, AND 91590.

AFPT 90-915-120

11 FEBRUARY 1979

OCCUPATIONAL SURVEY BRANCH  
USAF OCCUPATIONAL MEASUREMENT CENTER  
RANDOLPH AFB TEXAS 78148

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## PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Medical Materiel Specialty (AFSC 915X0). The project was directed by USAF Program Technical Training, Volume 2, dated July 1976. Authority for conducting occupational surveys is contained in AFR 35-2. Computer outputs from which this report was produced are available for use by operating and training officials.

The occupational survey program within the Air Force has been in existence since 1956 when initial research was undertaken by the Air Force Human Resources Laboratory to develop the methodology for conducting occupational surveys. By 1967, an operational survey program was established within Air Training Command and surveys were produced annually on 12 enlisted specialties. In 1972, the program was expanded to annually produce occupational surveys on 51 career ladders.

The survey instrument was developed by Mr. Robert Alton, Inventory Development Specialist. Capt Elena Weber, 1st Lt Linda Wiekhorst, 2d Lt Kenneth Kramer, and Mr. James Keeth analyzed the survey data and wrote the final report. This report has been reviewed and approved by Lt Col Jimmy L. Mitchell, Chief, Airman Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center, Randolph AFB, Texas 78148.

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.

Copies of this report are available to air staff sections, major commands, and other interested training and management personnel upon request to the USAF Occupational Measurement Center, attention of the Chief, Occupational Survey Branch (OMY), Randolph AFB, Texas 78148.

This report has been reviewed and is approved.

BILLY C. McMASTER, Col, 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: Inventory booklets were administered to personnel in the medical materiel specialty during the period of August through October 1978. Survey results are based on responses from 825 respondents holding DAFSC 915X0. This represents 66 percent of the 1,256 assigned personnel in this career ladder.

2. Specialty Structure: The primary function of the medical materiel specialty involves managing supplies for medical facilities. An analysis of the specialty structure revealed five major job groupings and five smaller independent job groups. Generally, the career ladder was found to be very heterogeneous, with very little commonality found between the job groups. This lack of commonality indicated a very specialized and diversified career field.

3. Specialty Progression: Generally, jobs performed by 3- and 5-skill level personnel were technical in nature. The 3-skill level respondents concentrated their time in warehouse functions while 5-skill personnel had a broader job involving warehouse, document control, and inventory control functions. At the 7-skill level, respondents spent their time in supervisory and managerial duties as well as technical duties related to warehouse and inventory functions. The 9-skill level incumbents were primarily managers with very little time spent in technical tasks. Very similar conclusions were noted in the analysis of experience levels (Time-in-Service groups).

4. Specialty Documents: The AFR 39-1 specialty descriptions provide a comprehensive overview of the job performed by 5-, 7-, and 9-skill level members.

5. Comparison to Previous Surveys: Similar job groups were identified between the current survey and the 1967 and 1974 surveys. Two exceptions were noted: 1) the current survey showed a decrease in size of the linen supply groupings with the duties previously performed by this group being dispersed between other functions within the career ladder; and 2) the current survey identified three new independent job types - Central Processing and Distribution Personnel, War Reserve Materiel Monitors, and Headquarters Medical Supply Monitors.



OCCUPATIONAL SURVEY REPORT  
MEDICAL MATERIEL SPECIALTY  
(AFSCs 91530, 91550, 91570, AND 91590)

INTRODUCTION

↓ This is a report of an occupational survey of the Medical Materiel (AFSC 915X0) specialty, completed by the Occupational Survey Branch, USAF Occupational Measurement Center. Prior to December 1965, the Medical Materiel specialty carried a 906X1 AFSC. It was then converted to the present designation of 915X0. The career field has experienced no major changes since that time. The primary mission of personnel in the 915X0 specialty revolves around managing supplies for medical facilities. This involves warehousing, inventory control, requisitioning, and delivery functions. Personnel usually enter the Medical Materiel specialty by first attending the 3ABR91530 Medical Materiel Specialist course at the School of Health Care Sciences, Sheppard AFB, TX. Upon completion of this 6-week course, graduates are awarded the 3-skill level.

← Previous occupational surveys of the Medical Materiel specialty were performed in September 1967 and June 1974. The previous survey instrument for the June 1974 report, AFPT 90-915-120, consisted of 394 tasks grouped under 12 duty sections and a background information section of 62 history variables. The previous inventory was administered to 751 respondents holding a 915X0 DAFSC or approximately 56 percent of the total 915X0 manning at the time of administration.

The current project, completed during January 1979, is intended to reexamine the career ladder in terms of tasks and jobs performed by career ladder respondents. The current survey instrument was initiated to update the consolidated task inventory bank (CTIB). However, it was administered at the request of the 3ABR91530 course chief to re-examine changes that have occurred in Automated Data Processing Equipment (ADPE). A change from PCAM to B-3500 computer processing required the deletion of obsolete inventory tasks and addition of new ones. A new duty was also added to cover the Central Processing and Distribution (CPD) function. Major areas addressed in the report include: (1) development and administration of the survey instrument; (2) the specialty structure found within the Medical Materiel Specialty and how this relates to skill level and experience level groups; (3) comparisons of the specialty structure with current career ladder documents such as the AFR 39-1 Specialty Descriptions; and (4) comparison of the current findings of the 915X0 specialty to the 1974 survey results.

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## SURVEY METHODOLOGY

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-915-369. As a starting point, the tasks from the 1973 inventory were reviewed and revised through a comprehensive research of publications and directives and through interviews with training and classification personnel. Personal interviews were conducted with 17 subject matter specialists at Lackland, Carswell, and Bergstrom AFBs to review the tentative task list for completeness and accuracy. This process resulted in a final inventory of 443 tasks grouped under 13 duty headings and a background section that included questions about the respondent's grade, TAFMS, duty title, and job interest.

### Survey Administration

During the period August through October 1978, consolidated base personnel offices in operational units worldwide administered the inventory to job incumbents holding a DAFSC of 915X0. These job incumbents were selected from a computer generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL).

Each individual who completed the inventory first completed the identification and biographical information section and then checked each task performed in their current job. After checking all tasks performed, each member then rated each of these tasks on a nine-point scale showing relative time spent on that task as compared to all other tasks checked. The ratings range from one (very small amount of time spent) through five (about average time spent) to nine (very large amount of time spent).

To determine relative time spent for each task checked by a respondent, all an incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task responses and multiplied by 100. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

In addition to completing the job inventory, selected personnel were also asked to complete a second booklet for task difficulty data. This booklet listed only the duty/task list section of the original job inventory. Each individual completing this booklet was asked to rate all of the tasks on a nine-point scale, from extremely low to extremely high, as to the relative difficulty of that task. Difficulty was defined as the length of time it requires an average member to learn to do the task.



### Survey Sample

Personnel were selected to participate in this survey so as to insure an accurate representation across MAJCOM and DAFSC groups. Table 1 reflects the percentage distribution, by major command, of assigned personnel in the career ladder as of June 1978. Also reflected in Table 1 is the distribution, by major command, of incumbents in the final survey sample. Tables 2 and 3 reflect distribution of the survey sample in terms of DAFSC and TAFMS groups. The 825 respondents making up the final sample represent 66 percent of the 1,256 members assigned to the Medical Materiel specialty. Generally, the survey sample provides adequate representation of all MAJCOMs and DAFSCs.



TABLE 1

## COMMAND REPRESENTATION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	21	20
USAFE	14	15
AFSC	14	11
TAC	13	12
MAC	11	13
ATC	11	12
PACAF	5	6
AFLC	4	5
AAC	2	2
ADCOM	2	2
USAF	1	2
AU	1	*
OTHER	1	*
	<u>100%</u>	<u>100%</u>

TOTAL ASSIGNED - 1,256  
 TOTAL SAMPLED - 825  
 PERCENT OF SAMPLED - 66%

\* = LESS THAN ONE PERCENT

TABLE 2

## DAFSC DISTRIBUTION OF SURVEY SAMPLE

<u>DAFSC</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
91530	8	8
91550	69	58
91570	17	27
91590	6	7
	<u>100%</u>	<u>100%</u>

TABLE 3

## TAFMS DISTRIBUTION OF SURVEY SAMPLE

<u>MONTHS TIME IN SERVICE</u>	<u>NUMBER IN SAMPLE</u>	<u>PERCENT OF SAMPLE</u>
1-48	300	37%
49-96	202	24%
97-144	96	12%
145-192	79	10%
193-240	83	10%
241+	60	7%
TOTALS	820	100%

## SPECIALTY STRUCTURE

A key aspect of the occupational survey program is to examine the job structure of career ladders in terms of what people are actually doing in the field, rather than on the basis of how official career ladder documents say they are structured. This analysis of actual job structure is made possible by the Comprehensive Occupational Data Analysis Programs (CODAP). By using CODAP, job functions are identified on the basis of similarity in tasks performed and relative time spent performing the tasks.

The specialty structure analysis process consists of determining the functional job structure of career field personnel in terms of job types, clusters, and independent job types. A job type is a group of individuals who perform many of the same tasks and also spend similar amounts of time performing them. When there is a substantial degree of similarity between different job types, they are grouped together and labeled as clusters. Finally, there are often cases of specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are labeled independent job types.

### Specialty Structure Overview

The job structure of the Medical Materiel specialty consists of five clusters and five independent job types. Based on task similarity and the amount of time spent performing the tasks, the jobs performed in the 915X0 specialty are illustrated in Figure 1. The five clusters with their related job types and the five independent job types constituting the specialty structure are listed below. (The GRP number shown beside each title is a reference to computer printed information included for use by classification and training officials in the EXTRACT package).

#### I. ADMINISTRATIVE AND MANAGERIAL PERSONNEL (GRP046, N=204)

- a. Inventory Control Supervisors (GRP287, N=59)
- b. Medical Equipment Management Supervisors (GRP283, N=27)
- c. Inventory Clerks (GRP200, N=16)
- d. Medical Materiel Supervisors (GRP129, N=85)

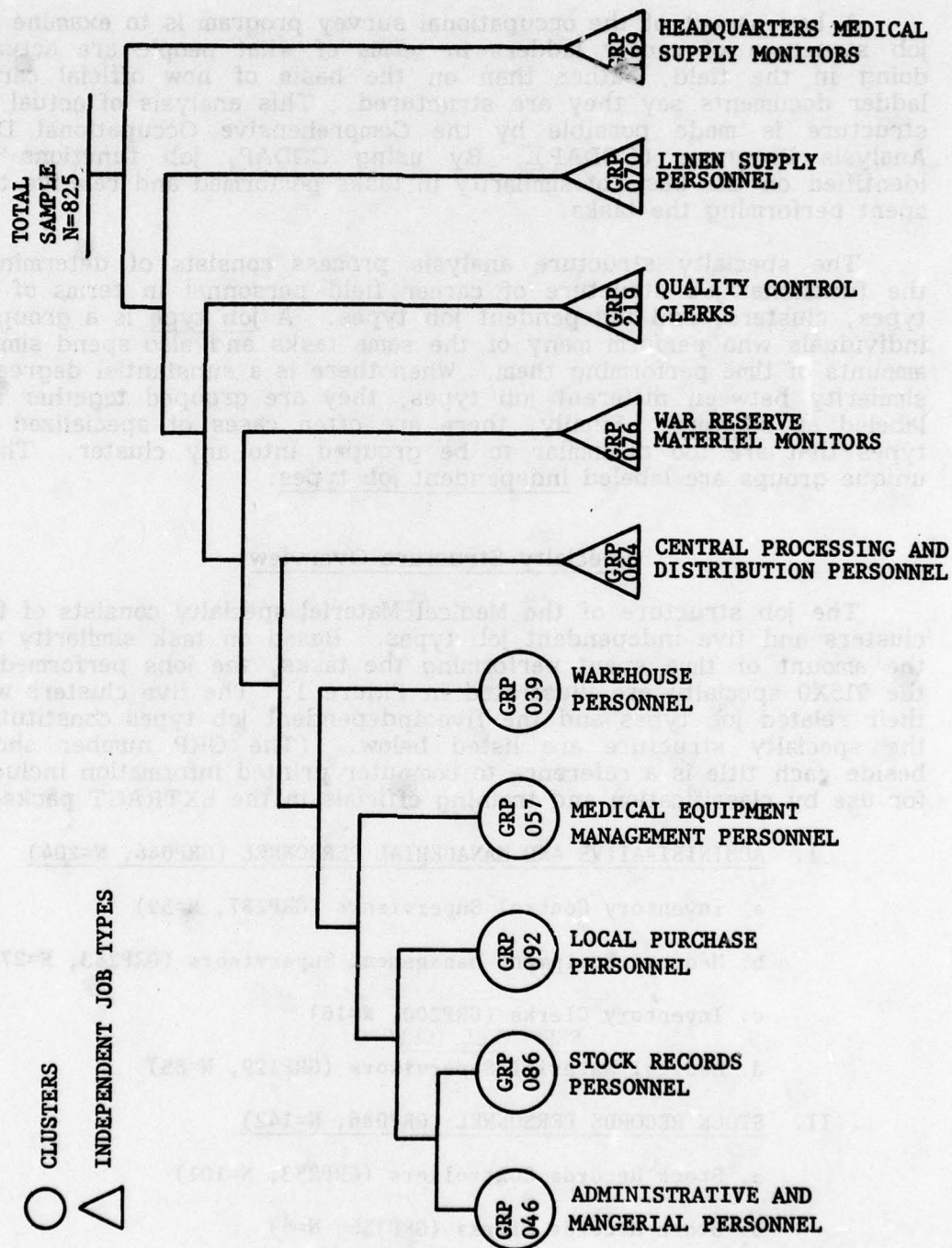
#### II. STOCK RECORDS PERSONNEL (GRP086, N=142)

- a. Stock Records Controllers (GRP253, N=101)
- b. Stock Records Clerks (GRP156, N=6)
- c. Stock Records Administrative Clerks (GRP095, N=11)



FIGURE 1

CAREER LADDER STRUCTURE FOR THE MEDICAL MATERIEL  
CAREER LADDER (AFSC 915X0)



III. LOCAL PURCHASE PERSONNEL (GRP092, N=41)

- a. Local Purchase Planners (GRP166, N=20)
- b. Local Purchase Clerks (GRP235, N=5)
- c. Local Purchase Supervisors (GRP184, N=6)
- d. Document Clerks (GRP132, N=6)

IV. MEDICAL EQUIPMENT MANAGEMENT PERSONNEL (GRP057, N=92)

- a. Medical Equipment Management Clerks (GRP188, N=28)
- b. Medical Equipment Management NCOICs (GRP178, N=43)
- c. Medical Equipment Management Warehouse Clerks (GRP130, N=6)

V. WAREHOUSE PERSONNEL (GRP039, N=210)

- a. Warehouse NCOICs (GRP324, N=36)
- b. Warehousemen (GRP268, N=69)
- c. Linen Control Workers (GRP257, N=12)
- d. Non-Medical Supply Personnel (GRP140, N=6)
- e. On-the-job Training NCOICs (GRP139, N=16)
- f. Warehouse Document Clerks (GRP080, N=16)
- g. Issue and Delivery Clerks (GRP187, N=21)

VI. CENTRAL PROCESSING AND DISTRIBUTION (CPD) PERSONNEL (GRP064, N=15)

VII. WAR RESERVE MATERIEL (WRM) MONITORS (GRP076, N=6)

VIII. QUALITY CONTROL CLERKS (GRP219, N=10)

IX. LINEN SUPPLY PERSONNEL (GRP070, N=18)

X. HEADQUARTERS MEDICAL SUPPLY MONITORS (GRP169, N=7)

Ninety-one percent of the respondents in this sample perform jobs identified above. The remaining nine percent were not associated with any of these groups. Of this nine percent, two percent are accounted for by general medical materiel respondents whose jobs were so heterogeneous that they did not group with clusters or independent job types. Examples of job titles for the remaining seven percent include



12 NCOICs of various kinds, 12 local purchase clerks, seven stock records clerks, six non-medical supply clerks, four medical materiel functional system analysts, three keypunchers, two warehousepersons, two instructors, two medical equipment management clerks, a customer service clerk, an inventory control clerk, a property accounting clerk, and a facility equipment planner. While some of these titles are similar to the clusters and independent job types listed above, these individuals perform unique jobs and did not group with distinct job types.

### Group Descriptions

Brief descriptions of the major groups which encompass the important functions of the medical materiel specialty are given below. Tables 4 and 5 reflect selected background information on each of the groups. A detailed description of representative duties, distinguishing tasks, and common background characteristics for each is presented in Appendix A.

I. Supervisory and Managerial Personnel. Twenty-five percent of the survey respondents grouped together in this cluster. The overall job of the group is very diversified with members performing both supervisory and non-supervisory duties. Tasks related to directing, implementing, inspecting, and evaluating consume 31 percent of their time, with an additional 14 percent of their time being devoted to organizing, planning, and training tasks. The remaining 55 percent of their time is dispersed between nine non-supervisory duties covering functions such as warehouse, inventory control, document control or quality control, and medical equipment management. Eighty-eight percent of the individuals in this cluster feel that their talents and training were being used fairly well or better and 78 percent find their job interesting (See Table 5).

Four job types were identified within this cluster: Inventory Control Supervisors (GRP287), Medical Equipment Management Supervisors (GRP283), Inventory Clerks (GRP200), and Medical Materiel Supervisors (GRP129). Commonality between these four job types exists primarily in directing and implementing tasks such as developing or improving work methods or procedures, monitoring excess items program, and determining destruction methods for medical supplies. In addition, members in each of the four job types conducted complete inventories, established and notified customers of inventory dates, and determined requisition priorities.

The three supervisory job types, Inventory Control Supervisors (GRP287), Medical Equipment Management Supervisors (GRP283), and Medical Materiel Supervisors (GRP129), all performed a common core of supervisory tasks. These tasks included counseling personnel; determining work priorities; drafting correspondence; and interpreting policies, directives, or procedures for personnel. Primarily differences between these three job types concerned the scope of the supervisory

or management tasks performed. Inventory Control Supervisors (GRP287) and Medical Equipment Management Supervisors (GRP283) are involved in direct supervision of a specific function. For example, the Inventory Control Supervisors (GRP287) perform management tasks related to the inventory control function. The Medical Equipment Management (MEMO) Supervisors (GRP283) job encompassed management tasks related to the MEMO function. Medical Materiel Supervisors (GRP129), on the other hand, are not involved with one specific function but with the overall management of the medical materiel area.

The job of the fourth group, Inventory Clerks (GRP200), centers primarily around performing warehouse and inventory control tasks such as locating and pulling stock from storage, issuing dated items, loading or unloading materiel, and conducting complete inventories. Unlike the other three job types, this group spends only a small amount of time on supervisory duties. The members of this job type grouped with the supervisors because of the large number of tasks they performed that involved inventory functions.

II. Stock Records Personnel (GRP086). This group of 142 individuals constitutes 17 percent of the total sample. Composed of 73 percent 5-skill level personnel, this group spends 36 percent of their time performing document control or quality control functions. Performing inventory control, requisitioning, and receiving functions consume an additional 38 percent of their time. The remaining portion of this group's job time is spread across ten duties including performing warehouse functions, directing and implementing, operating vehicles, and performing facilities maintenance. Seventy percent of the group find their job interesting. Talents are perceived as being utilized fairly well or better by 87 percent of the group members and training by 90 percent (See Table 5).

Three basic jobs were identified within this group. Common tasks performed by members of the three job types include assigning or canceling document numbers to transactions, and reviewing edits I and II. Differences between the three groups relate to the diversity of the job performed. Stock Records Controllers (GRP253), the largest job type in this cluster, have a more diversified job than the other two groups. Performing an average of 101 tasks, this group's job centers around document control, quality control, or inventory control functions. Specific tasks performed by members of this job type include breaking down computer runs, distributing computer output products, performing quality control checks of keypunch actions, processing emergency issue transactions, and preparing inputs to load, revise, or delete from master records. Stock Records Clerks (GRP156) were all in their first enlistment, had less than 2 years time in service, and concentrate their time on an average of 71 tasks. Their job includes such tasks as preparing formats or program cards for keypunching, reconciling shipping documents with receipt suspense cards, and examining markings on items, crates, boxes, or packages. The third job type, Stock Records Administrative Clerks (GRP095), is less diversified than the other two groups. Members of this group perform an average of 46 tasks which include maintaining due-in/due-out suspense lists, filing



documents or maintaining document files and suspense files, and preparing computer ready inputs for processing.

III. Local Purchase Personnel (GRP092). Seventy-six percent of the 41 members of this group have a 5-skill level DAFSC. Of their total work time, 26 percent is spent performing requisitioning and receiving tasks that concentrate in local purchase functions. An additional 58 percent of their time is spread across four duty areas: performing document control or quality control functions, performing inventory control functions, directing and implementing, and performing warehouse functions. The remainder of their job time is dispersed between eight other duty areas such as organizing and planning, inspecting and evaluating, and training. Of the group members, 78 percent found their job interesting while 83 percent perceived their talents and training as being well utilized (See Table 5).

There were four job types identified within this cluster. Common tasks for these four job types related to requisitioning and receiving functions and included determining requisition priorities, maintaining requirements lists, and identifying past due receipt documents. In addition to these tasks, the job of Local Purchase Planners (GRP166) includes evaluating requests for local purchases, determining work priorities, organizing procedures for procurement of local purchase materials, and reviewing medical material requirements lists. Local Purchase Supervisors (GRP184) perform both non-supervisory and supervisory duties. Non-supervisory tasks performed by members of this job type include reviewing medical material requirements lists, determining requisition priorities, and maintaining requirements lists. Supervisory tasks consist of drafting correspondence, counseling personnel, and supervising medical materiel specialists. Local Purchase Clerks (GRP235) and Document Clerks (GRP132) both perform a small number of tasks. Local Purchase Clerks (GRP235) concentrate their time on requisitioning and receiving functions which include preparing manual requisition cards and requisitioning special items. In addition to performing requisitioning and receiving tasks, Document Clerks (GRP132) perform document control or quality control functions. Specific tasks for this group include filing documents or maintaining document files, coding or reviewing source documents for completeness, and assigning or canceling document numbers to transactions.

IV. Medical Equipment Management Personnel (GRP057). The 92 members of this group, comprising 11 percent of the survey sample, spend 44 percent of their time performing medical equipment management office (MEMO) functions. Common tasks performed in the MEMO duty by members of this group include performing quality control checks of MEMO input or output products, making identity changes on equipment records, reviewing MEMO/MEMS edit lists, and maintaining various types of files and documents. Warehouse, document control, quality control, and inventory control functions consume an additional 30 percent of this group's time. The remaining portion of their time is spent performing such duties as requisitioning and receiving, organizing and planning, and directing and implementing. Of the group members, 70 percent

find their job interesting, 72 percent feel that their talents were utilized fairly well or better, and 83 percent perceived their training as being well utilized (See Table 5).

The job of Medical Equipment Management NCOICs (GRP178) is the most diversified of the three job types in this cluster. Performing an average of 104 tasks, the job of the Medical Equipment Management NCOICs includes not only MEMO functions but also tasks such as drafting correspondence, developing or improving work methods or procedures, and performing quality control checks of keypunch actions. Medical Equipment Management Clerks (GRP188) and Medical Equipment Management Warehouse Clerks (GRP130) are less diversified. Medical Equipment Management Clerks (GRP188) concentrate their efforts in the specific MEMO function duty area. In addition to performing the common tasks stated above, these members prepare allowance/ authorization change request forms, coordinate the relocation of property between property custodians, and monitor MEMO document registers. Medical Equipment Management Warehouse Clerks (GRP130) perform tasks related to both MEMO and warehouse functions. Their job includes loading or unloading materiel, making deliveries to and picking up turn-ins from using activities, comparing identity of items with entries on shipping documents, plus the common MEMO function tasks stated above.

V. Warehouse Personnel (GRP039). The 210 members of this cluster comprise 25 percent of the survey sample and spend almost 60 percent of their time performing warehouse functions. Vehicle maintenance, implementing, evaluating, maintaining, and receiving functions fill the remainder of the group's time. Sixty-two percent of the cluster are in their first enlistment. Compared to the remainder of the job groups, job interest is low as only 42 percent of the members feel that their job is interesting. Fifty-four percent of the members feel their talents are utilized fairly well or better while 63 percent perceive their training as being well utilized (See Table 5).

Within this cluster, seven job types were identified. The members of the Warehouse NCOICs (GRP324) job type spend 53 percent of their time in the warehouse loading materiels, pulling stock, and making deliveries. The remainder of their time is spent in implementing, inventory, vehicle maintenance, or organizing functions. Only 28 percent of this job type are in their first enlistment and 52 percent supervise an average of three people.

Warehousemen (GRP268) spend 72 percent of their time placing items in the warehouse, pulling stock, and loading or unloading materiels. Vehicle maintenance tasks like washing and waxing vehicles and inventory functions such as conducting inventories consume most of the group's remaining time. Seventy-four percent of the group are in their first enlistment (See Appendix A).



Linen Control Workers (GRP257) spend 48 percent of their time in warehousing functions such as picking up shipments, issuing items, and loading or unloading materials. However, members of this group spend one quarter of their time in linen supply functions like counting linen and completing linen supply records. The remainder of the members job time is used in vehicle maintenance, inventory, and implementing functions. All the members of the group are in their first enlistment (See Appendix A).

Non-Medical Supply Personnel (GRP140) spend forty-eight percent of their time in the warehouse but they handle non-medical supply items. Tasks performed by the six members of this group include preparing requisitions for non-medical items, ordering office supplies or forms, and maintaining non-medical item ledgers. Requisitioning, vehicle maintenance, and implementing functions occupy the remainder of the group's time. Fifty percent of the group are in their first enlistment.

On-The-Job Training NCOICs (GRP139) spend 35 percent of their time in warehousing functions. However, the 16 members of this group spend 51 percent of their time on supervisory, managerial, and training tasks. Typical tasks performed by the group include inspecting cleanliness of work areas, conducting OJT, counseling personnel, and planning or scheduling OJT. The group averages 13 years TAFMS and 93 percent of the group supervise an average of five people.

The 16 Warehouse Document Clerks (GRP080) spend 29 percent of their time in the warehouse but spend an additional 51 percent of their time in requisitioning, inventory, and document control functions. The group, consisting of predominantly 5-skill levels in their first enlistment, performs tasks such as preparing requisitions for supplies, maintaining requirements lists, verifying discrepancies, loading materiel, and conducting complete inventories.

The last job type in this cluster, Issuing and Delivery Clerks (GRP187), consists of 21 people who spend 79 percent of their time in warehousing functions. Typically, group members spent their time on tasks such as picking up in-shipments, making deliveries to using activities, issuing or receiving first-aid shipments, issuing dated items, and marking shipping containers. The remainder of the group's time is consumed by inventory control and vehicle maintenance functions. Seventy-six percent of the group are in their first enlistment.

VI. Central Processing and Distribution (CPD) Personnel (GRP064). The fifteen members of this independent job type, comprising two percent of the survey sample, spend 46 percent of their time in a new type of medical supply system being placed in some hospitals called central processing and distribution. Central processing and distribution is an emerging supply system encompassing advanced automation and data processing technology. Tasks performed by the group include restocking supplies in wards on a daily basis, performing



daily inventory of supplies in wards, placing items in central processing and distribution (CPD) locations, and processing routine CPD supply requests. Warehousing tasks like pulling stock, making deliveries, and unloading and loading materials fill an additional 22 percent of the group's time. Organizing and implementing tasks such as determining work priorities, improving work methods, and directing special projects fill most of the group's remaining time. The group consists of both supervisors and workers as 33 percent of the group supervises an average of three people while 40 percent of the group are in their first enlistment (See Table 4). Overall the group averages 86 months TAFMS. Forty-six percent of the group find their job interesting. Fifty-three percent of the group perceive their talents as being used fairly well or better while 47 percent feel their training is used fairly well or better (See Table 5).

VII. War Reserve Materiel (WRM) Monitors (GRP076). This independent job type, composed of six 5- and 7-skill level personnel, spend forty percent of their time managing medical war reserve materiel. The incumbents perform tasks like resupplying air transportable clinics or hospitals (ATC/ATH), inventorying WRM assets, loading or unloading ATC/ATH cargo pallets, and maintaining WRM level workshifts. Warehousing and implementing tasks like drafting correspondence, inventorying tools, and loading or unloading materials fill the remainder of the group's time. The group averages 82 months TAFMS, with 33 percent of the group in their first enlistment. Two thirds of the group find their job interesting while 83 percent feel their training and talents are utilized fairly well or better (See Table 5).

VIII. Quality Control Clerks (GRP219). The ten members of this group, predominantly 5-skill levels, spend 90 percent of their time in document control or quality control functions. Typical tasks performed by the group include performing quality control checks of source documents, receiving edits, preparing corrective actions for erroneous transactions, and filing updated document registers. The remaining ten percent of the group's time is spent in the remaining duties in the job inventory. Forty percent of the group are in their first enlistment and the group averages 60 months AFMS. Eighty percent of the group find their job interesting and their talents utilized fairly well or better. The entire group feel their training is utilized fairly well or better (See Table 5).

IX. Linen Supply Personnel (GRP070). This independent job type, comprising two percent of the survey sample, performs tasks centering around maintaining the linen supplies at medical facilities. Sixty-two percent of the group member's time is spent on tasks like sending linen to the laundry, counting linen, picking up linen, marking linen, and computing laundry tickets. The remainder of the group's time is spent in various duties such as warehousing, document control, and inventory control. The linen supply personnel differ from the warehouse linen control workers in that linen supply personnel spend much more time in the linen control function. The group averages 48

months TAFMS and 18 percent of the group are in their first enlistment. The job interest for the linen supply group is the lowest of any group identified in the career ladder structure of this report, as only 34 percent of the 18 group members find their job interesting. Likewise, perceived utilization of talents and training is the lowest of any group in the survey (See Table 5).

X. Headquarters Medical Supply Monitors (GRP169). The seven members of this independent job type, comprising one percent of the sample, manage medical supplies at the command level. Stationed at the headquarters of SAC, MAC, TAC, USAFE, AFRES, and AFLC, these 7- and 9-skill level personnel spend 87 percent of their time evaluating, directing, and organizing. The remaining 13 percent of their time is taken up by document control, MEMO, or war reserve materiel functions. Typical tasks performed by medical supply monitors includes preparing official correspondence, evaluating budgets or financial requirements, analyzing reports of local purchase, acting as training advisor on the staff level, and establishing standard operating procedures (SOPs). Incumbents average over 20 years TAFMS and all find their job interesting and perceived that their talents and training are used fairly well or better (See Tables 4 and 5).

### Summary

Results of the analysis reflected a very heterogeneous career ladder structure. Each job identified revolved around a specific function with very little commonality found between different functional areas. What commonality that does exist among the different jobs centers on directing and implementing tasks like conducting inventories and warehouse tasks like loading and unloading materiel.

TABLE 4  
SELECTED BACKGROUND DATA ON CAREER LADDER FUNCTIONAL GROUPS

	ADMINISTRATIVE STOCK		LOCAL		MEDICAL		WAREHOUSE		CENTRAL		WAR		QUALITY		LINEN		HEAD-	
	PERSONNEL	RECORDS	PERSONNEL	PURCHASE	EQUIPMENT	MANAGEMENT	PERSONNEL	PERSONNEL	PROCESSING	AND	RESERVE	MATERIAL	CONTROL	CLERKS	SUPPLY	PERSONNEL	QUARTERS	MONITORS
NUMBER IN GROUP:	204	142	41		92		210	15			6		10		18		7	
PERCENT OF SAMPLE:	25%	17%	5%		11%		25%	2%			1%		1%		2%		1%	
PERCENT LOCATED IN CONUS:	73%	78%	73%		75%		93%	93%			17%		90%		67%		86%	
DAFSC DISTRIBUTION																		
NOT REPORTED	0%	0%	0%		1%		0%	0%			0%		0%		0%		0%	
91530	0%	8%	2%		5%		16%	13%			0%		10%		22%		0%	
91550	27%	73%	76%		56%		70%	60%			67%		90%		67%		0%	
91570	51%	19%	20%		38%		13%	27%			33%		0%		11%		43%	
91590	22%	0%	2%		0%		1%	0%			0%		0%		0%		57%	
AVERAGE GRADE:	6.0	4.1	4.5		4.7		3.7	4.3			4.5		3.8		3.5		7.4	
AVERAGE TIME IN CAREER FIELD:	132	59	66		79		47	59			47		46		38		237	
AVERAGE TIME IN SERVICE:	176	71	79		103		58	86			82		60		48		249	
PERCENT IN FIRST ENLISTMENT:	9%	43%	27%		22%		62%	40%			33%		40%		78%		0%	
PERCENT SUPERVISING:	83%	32%	39%		47%		28%	33%			50%		20%		11%		43%	
AVERAGE NUMBER OF TASKS:	167	90	52		78		55	48			57		24		51		40	



TABLE 5  
COMPARISON OF JOB SATISFACTION INDICES BY CAREER LADDER FUNCTIONAL GROUPS  
(PERCENT MEMBERS RESPONDING)

	ADMINISTRATIVE AND MANAGEMENT PERSONNEL	STOCK RECORDS PERSONNEL	LOCAL PURCHASE PERSONNEL	MEDICAL EQUIPMENT MANAGEMENT PERSONNEL	WAREHOUSE PERSONNEL	CENTRAL PROCESSING AND DISTRIBUTING PERSONNEL	WAR RESERVE MATERIEL MONITORS	QUALITY CONTROL CLERKS	LINE SUPPLY PERSONNEL	HEAD- QUARTERS MEDICAL SUPPLY MONITORS
EXPRESSED JOB INTEREST:										
NOT REPORTED	2	1	0	2	1	0	0	0	0	0
DULL	6	13	7	13	26	7	0	20	44	0
SO-SO	14	16	15	15	31	47	33	0	22	0
INTERESTING	78	70	78	70	42	46	67	80	34	100
PERCEIVED UTILIZATION OF TALENTS:										
NOT REPORTED	1	0	0	0	1	0	0	0	0	0
NOT AT ALL OR VERY LITTLE	11	13	17	28	45	47	17	20	67	0
FAIRLY WELL OR BETTER	88	87	83	72	54	53	83	80	33	100
PERCEIVED UTILIZATION OF TRAINING:										
NOT REPORTED	1	0	0	1	0	0	0	0	0	0
NOT AT ALL OR VERY LITTLE	11	10	17	16	37	53	17	0	56	0
FAIRLY WELL OR BETTER	88	90	83	83	63	47	83	100	44	100

## ANALYSIS OF DAFSC GROUPS

An analysis of DASFC groups, in conjunction with the career ladder structure, forms a part of each occupational analysis. The DAFSC analysis allows for the identification of differences between skill levels. DAFSC data also aids in the analysis of career field documents such as the AFR 39-1 specialty descriptions and the Specialty Training Standard (STS).

As reflected in the SPECIALTY STRUCTURE section, the 915X0 career ladder is quite heterogeneous. Career ladder personnel perform a variety of jobs such as warehousing, record keeping, and purchasing. Table 6 shows the distribution of skill levels across the functional groups discussed in the previous section. Table 7 shows the relative time spent by all skill level groups on the various duties in the job inventory.

### Skill Level Descriptions

Forty-nine percent of 3-skill level personnel are in the warehouse personnel cluster and an additional 17 percent in the stock records cluster (See Table 6). Average 3-skill level incumbents spend 45 percent of their time working in the warehouse. Inventory and document control functions as well as linen functions occupy the remainder of the 3-skill level incumbents time. Three-skill level incumbents perform such tasks as loading or unloading material, locating and pulling stock from storage, making deliveries, and rotating stocks. Only 28 tasks are performed by 30 percent or more of all 3-skill level members (See Table 8). Thus, the overall job appears to be heterogeneous.

Five-skill level incumbents are found in substantial percentages in four clusters. Thirty-one percent of all 5-skill level personnel are found in the warehouse personnel cluster while 22 percent belong to the stock records cluster. Additionally, 12 percent of the 5-skill level incumbents are found in the administrative and managerial cluster and 11 percent in the medical equipment management cluster. Five-skill level incumbents spend only 27 percent of their time in warehouse functions but spend 31 percent in document and inventory control functions. In terms of tasks, 5-skill levels still unload materials and pull stock but they are more involved in operating government vehicles, operating microfiche readers, maintaining suspense lists, and receiving or distributing mail. Five-skill level members are also involved in supervisory tasks such as determining work priorities, ordering office supplies, and preparing requisitions. The 3- and 5-skill level groups contrast most dramatically in their performance of supervisory and warehouse functions; 5-skill level individuals supervise more whereas 3-skill level members spend considerably more time in the warehouse. The 73 tasks performed by 30 percent or more of all 5-skill level members also indicates the 5-skill level job is much broader than the



3-skill level job. Table 9 presents those tasks best differentiating between 3- and 5-skill level personnel.

Forty-six percent of all 7-skill level personnel are found in the administrative and managerial cluster. Another 16 percent of all 7-skill level incumbents reside in the medical equipment management cluster. Twelve percent of all 7-skill level personnel are found in the warehouse personnel cluster and another 12 percent in the stock records personnel cluster. Seven-skill level incumbents have a much broader job than their 5-skill level counterparts as there are 177 tasks performed by 30 percent or more of all 7-skill levels. The 7-skill level incumbents spend 27 percent of their time in inventory control and warehouse functions but also spend 18 percent of their time directing and implementing and nine percent inspecting and evaluating. Major tasks performed by 7-skill level incumbents include supervising 5-skill level personnel, determining work priorities, conducting OJT, interpreting policies, and scheduling work assignments. In terms of technical tasks, 7-skill level members also operate microfiche readers and load and unload materials. Table 10 highlights the tasks best differentiating between 5- and 7-skill level personnel.

As would be expected, 82 percent of all 9-skill levels fall into the administrative and managerial clusters. Nine-skill level personnel deal extensively in supervisory and managerial duties. For example, evaluating budget requirements, developing the medical dental stock fund, writing APR's, and supervising 91570 personnel consume substantial amounts of the 9-skill level incumbents time. Nine-skill level personnel differ from 7-skill level incumbents in that 9-skill level personnel spend only seven percent of their time in warehouse and document control functions whereas 7-skill level members spend 24 percent of their time in such areas. Nine-skill level personnel make up this time difference by the addition of a large number of evaluative tasks.

Table 11 highlights tasks which best differentiate between 7- and 9-skill level groups.

#### Summary of DAFSC Groups

The 915X0 career field is a very heterogeneous career ladder as incumbents perform a variety of specialized medical supply jobs. Three-skill level incumbents spend much of their time in the warehouse loading materials, pulling stock, and working with forms. Five-skill level personnel take on a broader job involving more extensive document and inventory control functions. Seven-skill level personnel take on supervisory and managerial duties along with their warehouse and inventory functions. Nine-skill level incumbents do not perform many technical functions but deal almost exclusively in managerial, supervisory, and evaluative tasks. The DAFSC analysis shows a normal worker-technician-supervisor hierarchy.

TABLE 6  
DISTRIBUTION OF DAFSC MEMBERS AMONG CAREER LADDER JOBS  
(PERCENT RESPONDING)

CAREER LADDER JOBS	DAFSC 91530 (N=68)	DAFSC 91550 (N=474)	DAFSC 91570 (N=224)	DAFSC 91590 (N=55)
CLUSTERS				
I. ADMINISTRATIVE AND MANAGERIAL PERSONNEL (GRP046)	0%	12%	46%	82%
II. STOCK RECORDS PERSONNEL (GRP086)	17%	22%	12%	0%
III. LOCAL PURCHASE PERSONNEL (GRP092)	1%	7%	4%	2%
IV. MEDICAL EQUIPMENT MANAGEMENT PERSONNEL (GRP057)	7%	11%	16%	0%
V. WAREHOUSE PERSONNEL (GRP039)	49%	31%	12%	4%
INDEPENDENT JOB GROUPS				
VI. CENTRAL PROCESSING AND DISTRIBUTION PERSONNEL (GRP064)	3%	2%	2%	0%
VII. WAR RESERVE MATERIEL MONITORS (GRP076)	0%	1%	1%	0%
VIII. QUALITY CONTROL CLERKS (GRP219)	1%	2%	0%	0%
IX. LINEN SUPPLY PERSONNEL (GRP070)	6%	3%	1%	0%
X. HQ MEDICAL SUPPLY MONITORS (GRP169)	0%	0%	1%	7%
NOT GROUPED	16%	9%	5%	5%
TOTAL	100%	100%	100%	100%

TABLE 7  
PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTY	DAFSC 91530 (N=68)	DAFSC 91550 (N=474)	DAFSC 91570 (N=224)	DAFSC 91590 (N=55)
A ORGANIZING AND PLANNING	*	2	18	15
B DIRECTING AND IMPLEMENTING	3	8	8	29
C INSPECTING AND EVALUATING	1	3	9	22
D TRAINING	*	1	4	6
E PERFORMING WAREHOUSE FUNCTIONS	45	27	12	4
F REQUISITIONING AND RECEIVING FUNCTIONS	5	9	6	2
G PERFORMING INVENTORY CONTROL FUNCTIONS	9	14	15	9
H MAINTAINING LINEN SUPPLY	7	4	2	1
I PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	6	7	9	1
J MAINTAINING WAR RESERVE MATERIEL (WRM)	*	2	4	6
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	13	17	11	3
L PERFORMING CENTRAL PROCESSING AND DISTRIBUTION (CPD) FUNCTIONS	4	2	1	*
M OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	6	5	1	*

\* INDICATES LESS THAN ONE PERCENT



TABLE 8

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 91530 PERSONNEL

<u>TASK</u>	<u>PERCENT PERFORMING</u>
E157 LOCATE AND PULL STOCK FROM STORAGE	71
E156 LOAD OR UNLOAD MATERIEL	69
E161 MAKE DELIVERIES TO USING ACTIVITIES	69
E174 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	56
E154 ISSUE DATED ITEMS	54
E130 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	53
E143 FORWARD RECEIVING DOCUMENTS OR PACKING LISTS TO STOCK RECORDS SECTION	51
E182 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	50
M436 CLEAN OR WASH IMMEDIATE WORK AREA FLOORS OR FIXTURES	50
E172 PICK UP IN-SHIPMENTS	49
E145 IDENTIFY ITEMS REQUIRING REFRIGERATION OR OTHER SPECIAL STORAGE	47
E138 DISTRIBUTE COPIES OF ISSUE LISTINGS	46
M437 OPERATE GOVERNMENT VEHICLES SUCH AS TRUCKS OR VANS	40
E155 ISSUE OR RECEIVE FIRST AID OR SURVIVAL KITS	40
E149 INSPECT AND REPACK FIRST AID OR SURVIVAL KITS	40
E142 FORWARD OR RECEIVE EQUIPMENT ITEMS	38
E141 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR LEGIBILITY	38
E124 ANNOTATE AND FORWARD DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT FORMS (DD FORM 1348-1)	38
M443 WASH, WAX OR CLEAN VEHICLES	38
E136 DESTROY MEDICAL EXCESS OR UNSERVICEABLE ITEMS	38
M441 PERFORM MEDICAL FACILITY GROUNDS MAINTENANCE SUCH AS MOWING LAWNS OR SHOVELING SNOW	38
E126 ASSEMBLE FIRST AID OR SURVIVAL KITS	37
G232 OPERATE MICROFICHE READER/PRINTERS	35
E162 MARK SHIPPING CONTAINERS	32
E135 DELIVER UNSERVICEABLE SUPPLIES OR EQUIPMENT TO DEFENSE PROPERTY DISPOSAL OFFICE (DPDO)	32
E168 PACK OR CRATE ITEMS FOR SHIPPING	31
E170 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, OR DETERIORATION	31
E160 MAINTAIN WORK COPY OF DUE-INS OR DUE-OUTS	31

TABLE 9

DIFFERENTIATING TASKS BETWEEN 3- AND 5-SKILL LEVEL PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASK	DAFSC 91530	DAFSC 91550	DIFF
E157 LOCATE AND PULL STOCK FROM STORAGE	71	53	+18
E161 MAKE DELIVERIES TO USING ACTIVITIES	69	53	+16
F187 DETERMINE REQUISITION PRIORITIES	7	42	-35
A6 DETERMINE WORK PRIORITIES	6	38	-32
B32 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	6	36	-32
F191 MAINTAIN REQUIREMENTS LISTS	10	41	-31
F188 IDENTIFY PAST DUE RECEIPT DOCUMENTS	10	38	-28
G265 VERIFY DISCREPANCIES BY RECOUNT	6	33	-27
G213 CONDUCT COMPLETE INVENTORIES	6	33	-27
G232 OPERATE MICROFICHE READER/PRINTERS	35	62	-27
G217 EDIT ISSUE REQUESTS	4	30	-26
G244 PREPARE OR RECORD CATALOG CHANGE ACTIONS OR PRICE CHANGES	15	40	-25
M437 OPERATE GOVERNMENT VEHICLES SUCH AS TRUCKS OR VANS	40	64	-24
F189 MAINTAIN DUE-IN/DUE-OUT SUSPENSE LISTS	25	49	-24
K367 ASSIGN OR CANCEL DOCUMENT NUMBERS TO TRANSACTIONS	24	46	-22
B51 MAINTAIN OR DISPOSE OF ADMINISTRATIVE FILES	9	31	-22
B28 COORDINATE OR PREPARE OFFICIAL CORRESPONDENCE	4	26	-22
G252 PROCESS EMERGENCY ISSUE TRANSACTIONS	19	41	-22

TABLE 10

**DIFFERENTIATING TASKS BETWEEN 5- AND 7-SKILL LEVELS  
(PERCENT MEMBERS PERFORMING)**

<b>TASKS</b>	<b>DAFSC 91550</b>	<b>DAFSC 91570</b>	<b>DIFF</b>
M443 WASH, WAX OR CLEAN VEHICLES	41	15	+26
C95 PREPARE OR INDORSE AIRMAN PERFORMANCE REPORTS (APR)	23	78	-55
B29 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	24	75	-51
B64 SUPERVISE MEDICAL MATERIEL SPECIALISTS (AFSC 91550)	24	75	-51
B28 COORDINATE OR PREPARE OFFICIAL CORRESPONDENCE	26	72	-46
B48 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	20	65	-45
A17 PLAN OR SCHEDULE WORK ASSIGNMENTS	21	65	-44
C71 DIRECT PERSONNEL TO CARRY OUT SPECIAL TYPES OF INVENTORIES	15	58	-43
A16 PLAN OR SCHEDULE ON-THE-JOB TRAINING (OJT)	13	55	-42
A23 SCHEDULE LEAVES OR PASSES	11	52	-41
A10 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	10	51	-41
D105 CONDUCT OJT	21	62	-41
A6 DETERMINE WORK PRIORITIES	38	79	-41
A9 ESTABLISH INVENTORY DEADLINE DATES	11	51	-40
B32 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	38	78	-40



TABLE 11

**DIFFERENTIATING TASKS BETWEEN 7- AND 9-SKILL LEVEL PERSONNEL  
(PERCENT MEMBERS PERFORMING)**

<b>TASK</b>	<b>DAFSC 91570</b>	<b>DAFSC 91590</b>	<b>DIFF</b>
B49 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	69	29	+40
K367 ASSIGN OR CANCEL DOCUMENT NUMBERS TO TRANSACTIONS	44	5	+39
K392 PERFORM QUALITY CONTROL CHECKS OF KEYPUNCH ACTIONS	44	9	+35
G238 PREPARE DOCUMENTS FOR OUTSHIPMENTS	45	11	+34
K400 PREPARE CORRECTIVE ACTIONS FOR ERRONEOUS TRANSACTIONS	41	7	+34
K369 CODE OR REVIEW SOURCE DOCUMENTS FOR COMPLETENESS	38	7	+31
F189 MAINTAIN DUE-IN/DUE-OUT SUSPENSE LISTS	45	15	+30
B66 SUPERVISE MEDICAL MATERIEL SUPERVISORS (AFSC 91570)	28	84	-56
C86 EVALUATE SUGGESTIONS	27	76	-49
A3 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	33	78	-45
A8 DRAFT BUDGET OR FINANCIAL REQUIREMENTS	32	75	-43
C75 EVALUATE BUDGETING OR FINANCIAL REQUIREMENTS	29	69	-40
C85 EVALUATE SAFETY OR SECURITY PROGRAMS	24	64	-40
D115 EVALUATE OJT TRAINERS	22	62	-40
C79 EVALUATE INSPECTION REPORTS OR PROCEDURES	37	76	-39
B27 CONDUCT OR PARTICIPATE IN STAFF MEETINGS	53	91	-38
D117 EVALUATE TRAINING METHODS, TECHNIQUES, OR PROGRAMS	15	53	-38
B69 ANALYZE REPORTS OF LOCAL PURCHASES	32	69	-37

## ANALYSIS OF TAFMS GROUPS

An analysis of personnel by years of Total Active Federal Military Service (TAFMS) occurs in this section. Table 12 lists the relative percent time spent on the inventory duties by various TAFMS groups. This analysis by TAFMS groups focuses on first enlistment (1 to 48 months TAFMS), second enlistment (49 to 96 months TAFMS), and career (97 plus months TAFMS) enlistment groups. Table 13 highlights the percentage of these enlistment categories in each of the major career ladder job groups.

Forty-three percent of first term incumbents are found in the warehouse personnel cluster and another 20 percent are found in the stock records personnel cluster. First enlistment personnel spend over 35 percent of their time in the warehouse loading or unloading materials, pulling stock, making deliveries, and rotating stock items. First term incumbents also spend over 15 percent of their time in document control activities such as breaking down computer runs, quality controlling keypunching entries, filing documents, and distributing computer products. Duties involving linen supply, vehicle operation, and the recording of inventory transactions round out the average first term incumbents' job.

Twenty-four percent of all second term incumbents are found in the stock records cluster, while 21 percent are in the warehouse cluster and 15 percent are in the administrative and managerial cluster. Pronounced numbers of second term personnel are also found in the local purchase and MEMO clusters (See Table 13). Second enlistment personnel typically perform a broader job than first term personnel. Second enlistment personnel spend only 21 percent of their time in warehouse functions like unloading material or issuing dated items whereas the time they spend in inventory control and quality control functions is greater (See Table 12). Also, second enlistment personnel perform some supervisory and managerial tasks like supervising medical material specialists, conducting work priorities, interpreting policies, and counseling subordinates.

Forty-nine percent of the career enlistment group are found in the supervisory and managerial cluster. An additional 15 percent of the career enlistment groups are found in the MEMO management personnel groups. The major difference between second term and career enlistment personnel reflect more supervisory or managerial tasks and fewer warehouse and document control functions. Warehouse functions occupy only 12 percent of the career incumbent's time and document control functions occupy less than 10 percent. In contrast, planning, implementing, and inspecting duties consume 38 percent of the career incumbents time. The career incumbent performs tasks such as developing work methods, preparing or endorsing APR's, inspecting work areas, and planning work assignments.

In summary, the analysis of the 915X0 career ladder by enlistment groups reflects a normal worker-technician-supervisor organization in the career field.

TABLE 12

## PERCENT TIME SPENT ON DUTIES ACROSS AFMS GROUPS

DUTY	MONTHS ACTIVE FEDERAL MILITARY SERVICE					
	1-48 (N=300)	49-96 (N=202)	97-144 (N=96)	145-192 (N=79)	193-240 (N=83)	241+ (N=60)
A ORGANIZING AND PLANNING	1	4	5	7	9	14
B DIRECTING AND IMPLEMENTING	5	11	14	17	21	25
C INSPECTING AND EVALUATING	2	4	6	9	13	18
D TRAINING	*	2	3	4	4	6
E PERFORMING WAREHOUSE FUNCTIONS	35	21	19	11	10	7
F REQUISITIONING AND RECEIVING FUNCTIONS	8	9	7	6	5	3
G PERFORMING INVENTORY CONTROL FUNCTIONS	12	16	15	16	13	11
H MAINTAINING LINEN SUPPLY	6	2	1	2	2	2
I PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	5	7	12	10	8	4
J MAINTAINING WAR RESERVE MATERIEL (WRM)	1	2	3	3	4	7
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	16	18	12	13	8	5
L PERFORMING CENTRAL PROCESSING AND DISTRIBUTION (CPD) FUNCTIONS	3	2	1	1	1	*
M OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	6	4	2	2	1	*

\* INDICATES LESS THAN ONE PERCENT



TABLE 13

## PERCENT OF AFMS GROUPS PERFORMING CAREER LADDER JOBS

<u>CAREER LADDER JOBS</u>	<u>FIRST ENLISTMENT (N=300)</u>	<u>SECOND ENLISTMENT (N=202)</u>	<u>CAREER (N=318)</u>
<u>CLUSTERS</u>			
I. SUPERVISORY AND MANAGERIAL PERSONNEL (GRP046)	6%	15%	49%
II. STOCK RECORDS PERSONNEL (GRP086)	20%	24%	10%
III. LOCAL PURCHASE PERSONNEL (GRP092)	4%	10%	3%
IV. MEDICAL EQUIPMENT MANAGEMENT PERSONNEL (GRP057)	7%	12%	15%
V. WAREHOUSE PERSONNEL (GRP039)	43%	21%	12%
<u>INDEPENDENT JOB TYPES</u>			
VI. CENTRAL PROCESSING AND DISTRIBUTION PERSONNEL (GRP064)	2%	2%	2%
VII. WAR RESERVE MATERIELS MONITORS (GRP076)	1%	1%	1%
VIII. QUALITY CONTROL CLERKS (GRP219)	1%	2%	1%
IX. LINEN SUPPLY PERSONNEL (GRP070)	5%	1%	1%
X. HQ MEDICAL SUPPLY MONITORS (GRP169)	0	0	2%
NOT GROUPED	11%	12%	4%
TOTAL	100%	100%	100%

## ANALYSIS OF TASK DIFFICULTY

From a listing of airmen identified for this job survey, members holding the 7-skill level 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 airman to learn to do the task. Interrater reliability (as assessed through components of variance of standard group means) for the 56 raters was .97. Ratings were adjusted so that tasks of average difficulty have ratings of 5.00.

A listing of representative tasks rated above average in difficulty is given in Table 14. Generally, the tasks rated most difficult are those relating to inspecting and evaluating, maintaining war reserve materiel (WRM), training, and supervisory functions such as planning and organizing.

Table 15 provides a listing of representative tasks rated average in difficulty. Tasks rated average in difficulty center around requisitioning and receiving functions, central processing and distribution functions, MEMO functions, inventory control functions, and supervisory functions related to directing and implementing duties.

Representative tasks rated below average in difficulty are shown in Table 16. These tasks are generally related to operating vehicles and maintaining facilities. In addition, warehouse and linen supply functions were rated below average in difficulty.

### Job Difficulty Index (JDI)

Having computed the task difficulty index for each item, it is now possible to compute the Job Difficulty Index (JDI) for the groups identified in the survey analysis. This index provides a relative measure of which jobs, when compared to all other jobs in the career field, are more or less difficult. An equation using the number of tasks performed and the average difficulty per unit time spent as variables is the basis for the JDI index. The index ranges from 1 for very easy jobs to 25 for very difficult jobs. The indices are adjusted so the average job difficulty index is 13.00. The JDI was computed for the clusters, job types, and independent job types identified in the SPECIALTY STRUCTURE. These indices are listed in Table 17.

The Administrative and Managerial Personnel cluster (GRP046) had the highest computed JDI of 19.3. Small variations were noted between the JDIs of the four job types within this cluster; however, each of these four job types had high JDIs. The high JDIs for the cluster and related job types resulted from the large total number of tasks performed and the performance of tasks related to supervisory and managerial functions such as developing or improving work methods or procedures.

Headquarters Medical Supply Monitors (GRP169), Stock Records Personnel (GRP086), and Medical Equipment Management Personnel (GRP057) all had JDIs which were above average in difficulty. The Headquarters Medical Supply Monitors job group, which had a JDI of 14.2, performed only a small number of tasks (average 40); however, the tasks which were performed were rated high in difficulty such as drafting budget or financial requirements, planning layout of facilities, and evaluating budgeting or financial requirements. A JDI of 14.1 was found for the Stock Records Personnel cluster and a JDI of 13.8 for the Medical Equipment Management Personnel cluster. The members of both of these clusters performed tasks rated average in difficulty. There were some differences among the JDIs for the job types within each of these clusters.

The remaining two clusters and four independent job types had JDIs which were below average in difficulty. The job groups with the lowest JDIs were the Warehouse Personnel cluster and the Linen Supply Personnel job type. A JDI of 8.6 was found for both of these groups which resulted mainly from the low difficulty tasks performed by each. Variations among the job types within the Warehouse Personnel cluster were noted, although all are below the average for the career field. The lowest JDI in the entire career field was 4.1 for the Issue and Delivery Clerks in the Warehouse Personnel cluster.



TABLE 14

## THE 15 MOST DIFFICULT 915X0 TASKS AS RATED BY 915X0 RESPONDENTS

TASKS	TASK DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
A8 DRAFT BUDGET OR FINANCIAL REQUIREMENTS	8.13	17
A13 PARTICIPATE IN DEVELOPMENT OF MEDICAL DENTAL STOCK FUND (MDSF) OPERATING PROGRAMS	7.92	16
D121 WRITE CAREER DEVELOPMENT COURSES (CDC)	7.80	3
B68 ANALYZE MANAGEMENT RECORDS OR REPORTS TO DETERMINE OPERATIONAL EFFECTIVENESS	7.49	27
C75 EVALUATE BUDGETING OR FINANCIAL REQUIREMENTS	7.33	18
C101 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	7.30	10
D111 DEVELOP COURSE CURRICULA, PLANS OF INSTRUCTION (POI), OR SPECIALTY TRAINING STANDARDS (STS)	7.29	5
G224 INITIATE OR COORDINATE REPORT OF SURVEY FORMS (DD FORM 200)	7.07	10
C97 REVIEW OR MONITOR STATUS OF MDSF OPERATING PROGRAMS	7.07	16
B41 DIRECT WAR RESERVE MATERIEL (WRM) PROJECTS SUCH AS MAINTENANCE OR MOVEMENT OF AIR TRANSPORTABLE HOSPITALS	7.06	17
G263 REVIEW STOCK STATUS REPORT	7.02	28
C96 RECONCILE DOLLAR VALUE OF INVENTORY CATEGORIES WITH DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS (TRIAL) BALANCE	6.98	16
J332 COMPUTE REQUIREMENTS FOR WAR RESERVE MATERIEL (WRM) PROGRAMS	6.95	14
A1 ACT AS TRAINING ADVISOR AT STAFF LEVEL	6.92	10
K405 RECONCILE MEDICAL MATERIEL REPORTS	6.81	21

TABLE 15

REPRESENTATIVE TASKS RATED AVERAGE IN DIFFICULTY  
(AFSC 915X0)

TASKS	TASK DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
G258 RESEARCH PUBLICATIONS FOR POLICIES OR PROCEDURES	5.90	41
A6 DETERMINE WORK PRIORITIES	5.89	49
F187 DETERMINE REQUISITION PRIORITIES	5.82	45
B64 SUPERVISE MEDICAL MATERIEL SPECIALISTS (AFSC 91550)	5.80	38
B28 COORDINATE OR PREPARE OFFICIAL CORRESPONDENCE	5.64	41
F188 IDENTIFY PAST DUE RECEIPT DOCUMENTS	5.55	40
K392 PERFORM QUALITY CONTROL CHECKS OF KEYPUNCH ACTIONS	5.18	38
B42 DRAFT CORRESPONDENCE	5.16	38
E131 CONDUCT RE-WAREHOUSING	5.11	37
F189 MAINTAIN DUE-IN/DUE-OUT SUSPENSE LISTS	5.04	43
G257 RESEARCH PUBLICATIONS FOR MANAGEMENT DATA OR ITEM IDENTIFICATIONS	4.98	41
G252 PROCESS EMERGENCY ISSUE TRANSACTIONS	4.97	39
G210 COMPARE WAREHOUSE COUNT TO MASTER RECORD BALANCES	4.78	41
B49 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	4.65	50
K367 ASSIGN OR CANCEL DOCUMENT NUMBERS TO TRANSACTIONS	4.63	41
G238 PREPARE DOCUMENTS FOR OUTSHIPMENTS	4.54	37
M437 OPERATE GOVERNMENT VEHICLES SUCH AS TRUCKS OR VANS	4.48	57
E154 ISSUE DATED ITEMS	4.13	42
E182 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	4.12	39
E145 IDENTIFY ITEMS REQUIRING REFRIGERATION OR OTHER SPECIAL STORAGE	4.00	38

TABLE 16

THE 15 TASKS RATED LEAST DIFFICULT BY 915X0 RESPONDENTS

TASKS	TASK DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
E141 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR LEGIBILITY	3.06	29
E172 PICK UP IN-SHIPMENTS	3.03	38
E161 MAKE DELIVERIES TO USING ACTIVITIES	3.02	48
E129 CHECK OUT VEHICLES FROM TRANSPORTATION ACTIVITIES	3.01	32
H270 DYE UNSERVICEABLE LINEN TO MAKE RAGS	3.00	7
M443 WASH, WAX OR CLEAN VEHICLES	2.97	31
E173 PICK UP TURN-INS FROM USING ACTIVITIES	2.97	26
E156 LOAD OR UNLOAD MATERIEL	2.94	55
E138 DISTRIBUTE COPIES OF ISSUE LISTINGS	2.92	37
M441 PERFORM MEDICAL FACILITY GROUNDS MAINTENANCE SUCH AS MOWING LAWNS OR SHOVELING SNOW	2.92	22
B57 RECEIVE OR DISTRIBUTE MAIL	2.87	40
E143 FORWARD RECEIVING DOCUMENTS OR PACKING LISTS TO STOCK RECORDS SECTION	2.86	41
M436 CLEAN OR WASH IMMEDIATE WORK AREAS FLOORS OR FIXTURES	2.83	35
M435 CLEAN OR WASH GENERAL MEDICAL FACILITY FLOORS OR FIXTURES	2.82	16
H281 ISSUE RAGS	2.64	9



TABLE 17

## JOB DIFFICULTY INDICES AND RELATED DATA BY JOB GROUPS

JOB GROUP	AVERAGE NUMBER OF TASKS PERFORMED	ATDPUTS*	JDI
I. <u>ADMINISTRATIVE AND MANAGERIAL PERSONNEL</u>	167	5.27	19.3
A. INVENTORY CONTROL SUPERVISORS	263	5.11	21.8
B. MEDICAL EQUIPMENT MANAGEMENT SUPERVISORS	192	4.99	20.7
C. INVENTORY CLERKS	145	4.65	17.3
D. MEDICAL MATERIEL SUPERVISORS	113	5.59	18.4
II. <u>STOCK RECORDS PERSONNEL</u>	90	4.88	14.1
A. STOCK RECORDS CONTROLLERS	101	4.93	15.2
B. STOCK RECORDS CLERKS	71	4.42	11.2
C. STOCK RECORDS ADMINISTRATIVE CLERKS	46	4.71	10.1
III. <u>LOCAL PURCHASE PERSONNEL</u>	52	5.13	12.0
A. LOCAL PURCHASE PLANNERS	66	5.14	13.3
B. LOCAL PURCHASE CLERKS	37	5.01	10.3
C. LOCAL PURCHASE SUPERVISORS	41	5.38	12.0
D. DOCUMENT CLERKS	30	4.90	9.2
IV. <u>MEDICAL EQUIPMENT MANAGEMENT PERSONNEL</u>	78	5.02	13.8
A. MEDICAL EQUIPMENT MANAGEMENT CLERKS	53	5.15	12.2
B. MEDICAL EQUIPMENT MANAGEMENT NCOICs	104	5.04	15.9
C. MEDICAL EQUIPMENT MANAGEMENT WAREHOUSE CLERKS	46	4.55	9.5
V. <u>WAREHOUSE PERSONNEL</u>	55	4.08	8.6
A. WAREHOUSE NCOICs	87	4.27	12.0
B. WAREHOUSEMEN	50	3.86	7.4
C. LINEN CONTROL WORKERS	67	3.93	9.1
D. NON-MEDICAL SUPPLY PERSONNEL	46	4.22	8.3
E. ON-THE-JOB TRAINING NCOICs	74	4.75	12.6
F. WAREHOUSE DOCUMENT CLERKS	79	4.65	12.7
G. ISSUE AND DELIVERY CLERKS	70	3.72	4.1
VI. <u>CENTRAL PROCESSING AND DISTRIBUTION PERSONNEL</u>	48	4.63	9.8
VII. <u>WAR RESERVE MATERIEL MONITORS</u>	57	5.04	12.2
VIII. <u>QUALITY CONTROL CLERKS</u>	24	4.96	8.8
IX. <u>LINEN SUPPLY PERSONNEL</u>	51	4.22	8.6
X. <u>HEADQUARTERS MEDICAL SUPPLY MONITORS</u>	40	6.07	14.2

\* AVERAGE TASK DIFFICULTY PER UNIT TIME SPENT

## COMPARISON OF SURVEY DATA TO CAREER LADDER DOCUMENTS

### AFR 39-1 Specialty Descriptions

Survey data were compared to the AFR 39-1 Specialty Descriptions, dated 1 June 1977. These descriptions are intended to give a broad overview of the duties and tasks various skill level personnel perform in the field.

Overall, the descriptions provide a very comprehensive overview of the job performed by career field members. However, paragraph 2c of the 3- and 5-skill level description may need further consideration. The title of paragraph 2c indicated a delivering function is an important part of the medical materiel specialists' job and survey data supports this contention. However, within paragraph 2c, no mention is made of any delivering functions. Therefore, this paragraph should be reviewed.

### Specialty Training Standard (STS)

Training personnel at the 3ABR91530 course at Sheppard AFB TX are presently matching 915X0 inventory tasks to the 915X0 Specialty Training Standard (STS). The STS match will be entered into the computer and then analyzed in terms of several computer products matching tasks and various performance factors to STS paragraphs. The resulting analysis and computer products will be made available to training personnel.

## COMPARISON OF CURRENT SURVEY TO PREVIOUS SURVEYS

The current project was compared with the two previous surveys of the career field in 1967 and 1974. Both previous surveys identified very similar job groups with very minor exceptions although the 1974 survey did not include an in-depth analysis of job groups.

Table 18 presents a matching of the 1979 job groups with the job groups found in the 1967 survey. Table 18 reflects the overall stability of the career field as only three groups in the current survey do not match groups found in the 1967 survey. The three small unmatched job groups plus a decrease in the size of the linen supply group from 1967 to 1979 represent the only noticeable changes in the career field in the last 12 years.

The linen supply group of 18 members in the current survey is substantially smaller than the linen supply group in the 1967 survey. The decrease in the size of the present linen supply grouping can be attributed, in part, to a spreading of the linen supply functions to other career field job groups like the warehouse personnel. The change may also be explained by the increased use of civilian personnel and civilian contractors which has reduced the use of military personnel in this area.

Two of the three unmatched groups, War Reserve Materiel (WEM) Monitors and Headquarters Medical Supply Monitors, are small groups of personnel involved in specialized areas of the career field that have become identifiable. The WRM monitors group possibly represents a consolidation of WRM in recent years as previous surveys indicated small amounts of WRM activities were performed by large numbers of personnel.

The third unmatched group, Central Processing and Distribution Personnel is a new but small job group centering around the advanced, automated supply systems recently installed or being installed in a few Air Force hospitals.

Despite the minor exceptions, the three surveys performed on the medical materiel career field (915X0) indicate a relatively stable career field structure.



TABLE 18

COMPARISON OF JOB GROUPS OF 1979 AND 1967 OCCUPATIONAL SURVEYS  
OF THE 915X0 CAREER FIELD

1979 JOB TYPES

1967 JOB TYPES

ADMINISTRATIVE AND MANAGERIAL PERSONNEL (GRP046)

NCOICs (GRP046)

STOCK RECORDS PERSONNEL (GRP086)

STOCK RECORDS (GRP041)

QUALITY CONTROL CLERKS (GRP219)

MACHINE ROOM (GRP017)

LOCAL PURCHASE PERSONNEL (GRP092)

LOCAL PURCHASE (GRP030)

MEDICAL EQUIPMENT MANAGEMENT (MEMO) PERSONNEL  
(GRP057)

MEMO PERSONNEL (GRP035)  
DOCUMENT CONTROL (GRP023)

WAREHOUSE PERSONNEL (GRP039)

WAREHOUSE (GRP025)

LINEN SUPPLY PERSONNEL (GRP070)

LINEN CONTROL (GRP032)

NOT MATCHED

CENTRAL PROCESSING AND DISTRIBUTION PERSONNEL (GRP046)

WAR RESERVE MATERIEL MONITORS (GRP076)

HEADQUARTERS MEDICAL SUPPLY MONITORS (GRP0169)

## DISCUSSION

The current survey data establishes the Medical Materiel Specialty as a heterogeneous yet stable career ladder. Survey results show no major problems with the career ladder structure, with skill level groups, or with the 915X0 AFR 39-1 specialty descriptions. However there are two areas which warrant attention as potential problems for the career field.

The first area to which attention should be drawn concerns the job interest of several of the job groups found in the survey. Whereas 70 percent or more of the job groups in the survey find their job interesting, less than 50 percent of Warehouse Personnel (GRP039), Linen Supply Personnel (GRP064), and Central Processing and Distribution (CPD) Personnel find their job interesting. Such a dramatic drop in job interest in these three job groups indicates a need to focus some attention in these areas.

The installation of the new central processing and distribution (CPD) systems in several Air Force hospitals present an area where additional attention is necessary. As noted previously, personnel operating these systems do not find their jobs very interesting. Furthermore, as more of the systems become installed and more personnel use them, there is a possibility of needing to have a prefix or special experience identifier for members qualified in this system.

In general, the career field remains very stable and appears to have few problems. No major issues were identified through write-ins or conversations with specialists in the field.

# 1. ADMINISTRATIVE AND MANAGERIAL FUNCTIONS (GROUP 1)

PERCENT OF SAMPLE: 33%

NUMBER IN GROUP: 304

TIME SPENT ON DUTIES:

WEEKLY TIME SPENT  
BY ALL MEMBERS

ONLY

10	1. DIRECTOR AND SUPERVISOR
10	2. PERSONNEL AND TRAINING FUNCTIONS
10	3. TRAINING AND RESEARCH
11	4. PERSONNEL AND TRAINING FUNCTIONS
8	5. PERSONNEL AND TRAINING FUNCTIONS
8	6. PERSONNEL AND TRAINING FUNCTIONS
8	7. PERSONNEL AND TRAINING FUNCTIONS
8	8. PERSONNEL AND TRAINING FUNCTIONS
8	9. PERSONNEL AND TRAINING FUNCTIONS
8	10. PERSONNEL AND TRAINING FUNCTIONS
8	11. PERSONNEL AND TRAINING FUNCTIONS
8	12. PERSONNEL AND TRAINING FUNCTIONS
8	13. PERSONNEL AND TRAINING FUNCTIONS
8	14. PERSONNEL AND TRAINING FUNCTIONS
8	15. PERSONNEL AND TRAINING FUNCTIONS
8	16. PERSONNEL AND TRAINING FUNCTIONS
8	17. PERSONNEL AND TRAINING FUNCTIONS
8	18. PERSONNEL AND TRAINING FUNCTIONS
8	19. PERSONNEL AND TRAINING FUNCTIONS
8	20. PERSONNEL AND TRAINING FUNCTIONS
8	21. PERSONNEL AND TRAINING FUNCTIONS
8	22. PERSONNEL AND TRAINING FUNCTIONS
8	23. PERSONNEL AND TRAINING FUNCTIONS
8	24. PERSONNEL AND TRAINING FUNCTIONS
8	25. PERSONNEL AND TRAINING FUNCTIONS
8	26. PERSONNEL AND TRAINING FUNCTIONS
8	27. PERSONNEL AND TRAINING FUNCTIONS
8	28. PERSONNEL AND TRAINING FUNCTIONS
8	29. PERSONNEL AND TRAINING FUNCTIONS
8	30. PERSONNEL AND TRAINING FUNCTIONS

GROUP REPRESENTATIVE TASKS:

TASKS

- 1. DETERMINE WORK PRIORITIES
- 2. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 3. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 4. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 5. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 6. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 7. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 8. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 9. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 10. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 11. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 12. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 13. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 14. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 15. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 16. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 17. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 18. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 19. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 20. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 21. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 22. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
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- 24. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 25. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 26. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 27. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 28. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 29. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 30. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES

## APPENDIX A

GROUP REPRESENTATIVE TASKS:

TASKS

- 1. DETERMINE WORK PRIORITIES
- 2. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 3. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 4. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 5. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 6. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 7. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
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- 10. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 11. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 12. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 13. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 14. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 15. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 16. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 17. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 18. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 19. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 20. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 21. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
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- 26. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 27. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 28. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 29. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES
- 30. DETERMINE PERSONNEL NEEDS FOR MEDICAL SUPPLIES



I. ADMINISTRATIVE AND MANAGERIAL PERSONNEL (GRP046)

NUMBER IN GROUP: 204

PERCENT OF SAMPLE: 25%

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
B DIRECTING AND IMPLEMENTING	19
G PERFORMING INVENTORY CONTROL FUNCTIONS	15
C INSPECTING AND EVALUATING	12
E PERFORMING WAREHOUSE FUNCTIONS	11
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	9
A ORGANIZING AND PLANNING	9
J MAINTAINING WAR RESERVE MATERIEL (WRM)	6
D TRAINING	5
I PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	5

GROUP REPRESENTATIVE TASKS:

TASKS

A6 DETERMINE WORK PRIORITIES  
B30 DETERMINE DESTRUCTION METHODS FOR MEDICAL SUPPLIES  
B32 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES  
B38 DIRECT SPECIAL PROJECTS OR SPECIAL DUTY ACTIVITIES SUCH AS  
RE-WAREHOUSING OR RELOCATING MATERIEL  
B53 MONITOR EXCESS ITEMS PROGRAMS  
F187 DETERMINE REQUISITION PRIORITIES  
G213 CONDUCT COMPLETE INVENTORIES  
G218 ESTABLISH AND NOTIFY CUSTOMERS OF INVENTORY DATES  
G232 OPERATE MICROFICHE READER/PRINTERS  
G258 RESEARCH PUBLICATIONS FOR POLICIES OR PROCEDURES

GROUP DIFFERENTIATING TASKS:

TASKS

A17 PLAN OR SCHEDULE WORK ASSIGNMENTS  
B29 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS  
B48 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES OR SUBORDINATES  
B55 ORIENT NEWLY ASSIGNED PERSONNEL  
B64 SUPERVISE MEDICAL MATERIEL SPECIALISTS (AFSC 91550)  
C71 DIRECT PERSONNEL TO CARRY OUT SPECIAL TYPES OF INVENTORIES  
C91 MAINTAIN OR INSPECT CLEANLINESS OF WORK AREAS  
C95 PREPARE OR INDORSE AIRMAN PERFORMANCE REPORTS (APR)

**Ia. INVENTORY CONTROL SUPERVISORS (GRP287)**

NUMBER IN GROUP: 59

PERCENT OF SAMPLE: 7%

MAJOR COMMAND DISTRIBUTION: SAC (22%), MAC (15%), TAC (14%), AFSC (12%), ATC (9%), PACAF (9%), USAFE (9%)

LOCATION: CONUS (70%), OVERSEAS (30%)

DAFSC DISTRIBUTION: 91550 (41%), 91570 (52%), 91590 (7%)

AVERAGE GRADE: 5.3

AVERAGE TIME IN CAREER FIELD: 113 MONTHS

AVERAGE TIME IN SERVICE: 136 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 14%

AMOUNT OF SUPERVISION: 73% SUPERVISE AN AVERAGE OF 4 PEOPLE

EXPRESSED JOB INTEREST: DULL (7%), SO-SO (12%), INTERESTING (81%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 14%  
FAIRLY WELL OR BETTER 86%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 12%  
FAIRLY WELL OR BETTER 88%

AVERAGE NUMBER OF TASKS PERFORMED: 263

GROUP DIFFERENTIATING TASKS:

**TASKS**

B60 REVIEW ECONOMIC ORDER QUANTITIES (EOQ) FOR ACCURACY OR VALIDITY  
E125 ANNOTATE ORDER FOR SUPPLIES OR SERVICE/REQUEST FOR QUOTATIONS FORMS  
(DD FORM 1155)  
F202 REVIEW MEDICAL MATERIEL REQUIREMENTS LISTS  
G210 COMPARE WAREHOUSE COUNT TO MASTER RECORD BALANCES  
G260 REVIEW INVENTORY CONTROL REPORT PART II (INVENTORY ACCURACY ANALYSIS)  
K370 COMPARE BAFO AND MEDICAL MATERIEL DUE-IN/DUE-OUT LISTINGS WITH EACH  
OTHER

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
G PERFORMING INVENTORY CONTROL FUNCTIONS	19
E PERFORMING WAREHOUSE FUNCTIONS	14
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	14
B DIRECTING AND IMPLEMENTING	13
C INSPECTING AND EVALUATING	9
F REQUISITIONING AND RECEIVING FUNCTIONS	6
A ORGANIZING AND PLANNING	6
J MAINTAINING WAR RESERVE MATERIEL (WRM)	5
I PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	5

**1b. MEDICAL EQUIPMENT MANAGEMENT SUPERVISORS (GRP283)**

NUMBER IN GROUP: 27 PERCENT OF SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: USAF (33%), SAC (22%), ATC (11%), ADCOM (6%), AFLC (7%),  
MAC (7%)

LOCATION: CONUS (59%), OVERSEAS (41%)

DAFSC DISTRIBUTION: 91550 (37%), 91570 (63%)

AVERAGE GRADE: 5.5

AVERAGE TIME IN CAREER FIELD: 119 MONTHS

AVERAGE TIME IN SERVICE: 158 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 4%

AMOUNT OF SUPERVISION: 85% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (4%), SO-SO (30%), INTERESTING (62%)  
NOT REPORTED (4%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 19%  
FAIRLY WELL OR BETTER 81%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 15%  
FAIRLY WELL OR BETTER 81%  
NOT REPORTED 4%

AVERAGE NUMBER OF TASKS PERFORMED: 192

**GROUP DIFFERENTIATING TASKS:**

**TASKS**

B56 PREPARE REQUISITIONS FOR SUPPLIES OR EQUIPMENT OTHER THAN MEDICAL  
MATERIEL ITEMS

E127 ASSIGN CONDITION CODES TO MEDICAL SUPPLY OR EQUIPMENT ITEMS

I303 MAINTAIN CURRENT FILE OF EQUIPMENT CUSTODIANS

I305 MAINTAIN CUSTODY RECEIPT LOCATOR LISTINGS BY ACCOUNT

I307 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORD FORMS (AF FORM 538)

I313 PREPARE ALLOWANCE/AUTHORIZATION CHANGE REQUEST FORMS (AF FORM 601a)

**TIME SPENT ON DUTIES:**

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
I PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	18
E PERFORMING WAREHOUSE FUNCTIONS	18
B DIRECTING AND IMPLEMENTING	13
G PERFORMING INVENTORY CONTROL FUNCTIONS	13
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	8
C INSPECTING AND EVALUATING	8
A ORGANIZING AND PLANNING	6
F REQUISITIONING AND RECEIVING FUNCTIONS	5
H MAINTAINING LINEN SUPPLY	4



Ic. INVENTORY CLERKS (GRP200)

NUMBER IN GROUP: 16 PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: TAC (31%), SAC (25%), USAF (13%), MAC (13%), AFLC (6%), AAC (6%), USAFSS (6%)

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

DAFSC DISTRIBUTION: 91550 (81%), 91570 (19%)

AVERAGE GRADE: 4.3

AVERAGE TIME IN CAREER FIELD: 57 MONTHS

AVERAGE TIME IN SERVICE: 77 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 44%

AMOUNT OF SUPERVISION: 37% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (25%), INTERESTING (63%)  
NOT REPORTED (6%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 13%  
FAIRLY WELL OR BETTER 87%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 19%  
FAIRLY WELL OR BETTER 81%

AVERAGE NUMBER OF TASKS PERFORMED: 145

GROUP DIFFERENTIATING TASKS:

TASKS

E131 CONDUCT RE-WAREHOUSING  
E160 MAINTAIN WORK COPY OF DUE-INS OR DUE-OUTS  
E162 MARK SHIPPING CONTAINERS  
E172 PICK UP IN-SHIPMENTS  
M436 CLEAN OR WASH IMMEDIATE WORK AREA FLOORS OR FIXTURES  
M443 WASH, WAX OR CLEAN VEHICLES

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	28
G	PERFORMING INVENTORY CONTROL FUNCTIONS	20
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	14
B	DIRECTING AND IMPLEMENTING	8
J	MAINTAINING WAR RESERVE MATERIEL (WRM)	7
F	REQUISITIONING AND RECEIVING FUNCTIONS	7
H	MAINTAINING LINEN SUPPLY	3
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	3

Id. MEDICAL MATERIEL SUPERVISORS (GRP129)

NUMBER IN GROUP: 85 PERCENT OF SAMPLE: 10%

MAJOR COMMAND DISTRIBUTION: SAC (21%), USAFE (14%), ATC (14%), TAC (13%), MAC (11%), AFSC (9%), PACAF (8%)

LOCATION: CONUS (77%), OVERSEAS (23%)

DAFSC DISTRIBUTION: 91550 (4%), 91570 (50%), 91590 (46%)

AVERAGE GRADE: 7.1

AVERAGE TIME IN CAREER FIELD: 167 MONTHS

AVERAGE TIME IN SERVICE: 234 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: NONE

AMOUNT OF SUPERVISION: 100% SUPERVISE AN AVERAGE OF 5 PEOPLE

EXPRESSED JOB INTEREST: DULL (2%), SO-SO (6%), INTERESTING (90%)  
NOT REPORTED (2%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 4%  
FAIRLY WELL OR BETTER 94%  
NOT REPORTED 2%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 5%  
FAIRLY WELL OR BETTER 94%  
NOT REPORTED 1%

AVERAGE NUMBER OF TASKS PERFORMED: 113

GROUP DIFFERENTIATING TASKS:

TASKS

A3 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL  
B66 SUPERVISE MEDICAL MATERIEL SUPERVISORS (AFSC 91570)  
B69 ANALYZE REPORTS OF LOCAL PURCHASES  
C78 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION  
C100 WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS  
D115 EVALUATE OJT TRAINERS

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
B DIRECTING AND IMPLEMENTING	26
C INSPECTING AND EVALUATING	18
A ORGANIZING AND PLANNING	15
G PERFORMING INVENTORY CONTROL FUNCTIONS	12
J MAINTAINING WAR RESERVE MATERIEL (WRM)	7
D TRAINING	7
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	5
E PERFORMING WAREHOUSE FUNCTIONS	4

## II. STOCK RECORDS PERSONNEL (GRP086)

NUMBER IN GROUP: 142

PERCENT OF SAMPLE: 17%

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	36
G PERFORMING INVENTORY CONTROL FUNCTIONS	27
F REQUISITIONING AND RECEIVING FUNCTIONS	11
E PERFORMING WAREHOUSE FUNCTIONS	9
B DIRECTING AND IMPLEMENTING	7
M OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	2

### GROUP REPRESENTATIVE TASKS:

#### TASKS

G232 OPERATE MICROFICHE READER/PRINTERS  
G244 PREPARE OR RECORD CATALOG CHANGE ACTIONS OR PRICE CHANGES  
K367 ASSIGN OR CANCEL DOCUMENT NUMBERS TO TRANSACTIONS  
K375 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS  
K376 FILE DOCUMENTS OR MAINTAIN DOCUMENT FILES  
K386 MAINTAIN DOCUMENT OR SUPPORT FILES  
K387 MAINTAIN DOCUMENT SUSPENSE FILES  
K388 MAINTAIN FILE OF UPDATED TRANSACTION REGISTERS  
K392 PERFORM QUALITY CONTROL CHECKS OF KEYPUNCH ACTIONS  
K400 PREPARE CORRECTIVE ACTIONS FOR ERRONEOUS TRANSACTIONS  
M437 OPERATE GOVERNMENT VEHICLES SUCH AS TRUCKS OR VANS

### GROUP DIFFERENTIATING TASKS:

#### TASKS

F189 MAINTAIN DUE-IN/DUE-OUT SUSPENSE LISTS  
F198 RECONCILE SHIPPING DOCUMENTS WITH RECEIPT SUSPENSE CARDS  
G229 MAINTAIN USING ACTIVITY SHOPPING OR ISSUE DECKS  
G241 PREPARE INPUTS TO LOAD, REVISE, OR DELETE FROM MASTER RECORDS  
G252 PROCESS EMERGENCY ISSUE TRANSACTIONS  
K368 BREAKDOWN COMPUTER RUNS TO INSURE ALL PRODUCTS ARE RECEIVED  
K373 DISTRIBUTE COMPUTER OUTPUT PRODUCTS  
K379 FORWARD PUNCHED ISSUE TRANSACTION CARDS TO BDPI  
K380 FORWARD SHOPPING DECKS TO BDPI  
K399 PREPARE CONTROL CARDS TO EXECUTE COMPUTER RUNS  
K403 PREPARE FORMATS OR PROGRAM CARDS FOR KEYPUNCHING  
K407 REVIEW EDIT I  
K408 REVIEW EDIT II



## IIa. STOCK RECORDS CONTROLLERS (GRP253)

NUMBER IN GROUP: 101 PERCENT OF SAMPLE: 12%

MAJOR COMMAND DISTRIBUTION: SAC (24%), TAC (22%), USAF (17%), MAC (12%), ATC (9%), PACAF (6%), AFLC (5%)

LOCATION: CONUS (73%), OVERSEAS (26%), NOT REPORTED (1%)

DAFSC DISTRIBUTION: 91530 (3%), 91550 (75%), 91570 (22%)

AVERAGE GRADE: 4.4

AVERAGE TIME IN CAREER FIELD: 65 MONTHS

AVERAGE TIME IN SERVICE: 79 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 34%

AMOUNT OF SUPERVISION: 38% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (10%), SO-SO (13%), INTERESTING (73%)  
NOT REPORTED (1%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 13%  
FAIRLY WELL OR BETTER 87%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 7%  
FAIRLY WELL OR BETTER 93%

AVERAGE NUMBER OF TASKS PERFORMED: 101

GROUP DIFFERENTIATING TASKS:

### TASKS

B60 REVIEW ECONOMIC ORDER QUANTITIES (EOQ) FOR ACCURACY OR VALIDITY  
F202 REVIEW MEDICAL MATERIEL REQUIREMENTS LISTS  
F205 VERIFY ACCURACY OF DEPOT REQUISITIONS  
G210 COMPARE WAREHOUSE COUNT TO MASTER RECORD BALANCES  
G234 POST ISSUES TO OPERATING SERVICEABLE ACCOUNTS  
K384 MAINTAIN COST CENTER MASTER LISTS  
K393 PERFORM QUALITY CONTROL CHECKS OF REQUIREMENTS LIST AGAINST DUE-IN/DUE-OUT  
SUSPENSE LISTS

### TIME SPENT ON DUTIES:

#### DUTY

#### AVERAGE TIME SPENT BY ALL MEMBERS

K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	38
G	PERFORMING INVENTORY CONTROL FUNCTIONS	29
F	REQUISITIONING AND RECEIVING FUNCTIONS	11
B	DIRECTING AND IMPLEMENTING	7
E	PERFORMING WAREHOUSE FUNCTIONS	6

**IIb. STOCK RECORDS CLERKS (GRP156)**

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (33%), SAC (17%), USAFA (17%), ATC (17%), AFSC (16%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 91530 (50%), 91550 (50%)

AVERAGE GRADE: 3.0

AVERAGE TIME IN CAREER FIELD: 23 MONTHS

AVERAGE TIME IN SERVICE: 22 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 100%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (33%), SO-SO (17%), INTERESTING (50%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 33%  
FAIRLY WELL OR BETTER 67%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 71

GROUP DIFFERENTIATING TASKS:

**TASKS**

E141 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR LEGIBILITY

E143 FORWARD RECEIVING DOCUMENTS OR PACKING LISTS TO STOCK RECORDS SECTION

E178 PREPARE OR ANNOTATE MATERIAL INSPECTION AND RECEIVING REPORT FORMS  
(DD FORM 250)

F190 MAINTAIN FILE OF VENDORS' CORRESPONDENCE ASSOCIATED WITH REQUISITIONS

F204 TYPE MATERIEL SOURCE DOCUMENTS

**TIME SPENT ON DUTIES:**

**DUTY**

**AVERAGE TIME SPENT  
BY ALL MEMBERS**

E	PERFORMING WAREHOUSE FUNCTIONS	34
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	29
G	PERFORMING INVENTORY CONTROL FUNCTIONS	13
F	REQUISITIONING AND RECEIVING FUNCTIONS	9
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	5

# IIC. STOCK RECORDS ADMINISTRATIVE CLERKS (GRP095)

NUMBER IN GROUP: 11 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (27%), TAC (18%), MAC (18%), ATC (18%), AFSC (9%),  
AFLC (9%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 91530 (18%), 91550 (82%)

AVERAGE GRADE: 3.0

AVERAGE TIME IN CAREER FIELD: 27 MONTHS

AVERAGE TIME IN SERVICE: 29 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 91%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (9%), SO-SO (46%), INTERESTING (45%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 18%  
FAIRLY WELL OR BETTER 82%

AVERAGE NUMBER OF TASKS PERFORMED: 46

GROUP DIFFERENTIATING TASKS:

## TASKS

E160 MAINTAIN WORK COPY OF DUE-INS OR DUE-OUTS  
F188 IDENTIFY PAST DUE RECEIPT DOCUMENTS  
F189 MAINTAIN DUE-IN/DUE-OUT SUSPENSE LISTS  
G244 PREPARE OR RECORD CATALOG CHANGE ACTIONS OR PRICE CHANGES  
K367 ASSIGN OR CANCEL DOCUMENT NUMBERS TO TRANSACTIONS  
K400 PREPARE CORRECTIVE ACTIONS FOR ERRONEOUS TRANSACTIONS

## TIME SPENT ON DUTIES:

### DUTY

### AVERAGE TIME SPENT BY ALL MEMBERS

K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	40
E	PERFORMING WAREHOUSE FUNCTIONS	17
G	PERFORMING INVENTORY CONTROL FUNCTIONS	13
F	REQUISITIONING AND RECEIVING FUNCTIONS	12
B	DIRECTING AND IMPLEMENTING	6
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	5



### III. LOCAL PURCHASE PERSONNEL (GRP092)

NUMBER IN GROUP: 41

PERCENT OF SAMPLE: 5%

#### TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
F REQUISITIONING AND RECEIVING FUNCTIONS	26
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	19
G PERFORMING INVENTORY CONTROL FUNCTIONS	18
B DIRECTING AND IMPLEMENTING	11
E PERFORMING WAREHOUSE FUNCTIONS	10
A ORGANIZING AND PLANNING	6

#### GROUP REPRESENTATIVE TASKS:

##### TASKS

F188 IDENTIFY PAST DUE RECEIPT DOCUMENTS  
 F189 MAINTAIN DUE-IN/DUE-OUT SUSPENSE LISTS  
 F191 MAINTAIN REQUIREMENTS LISTS  
 F192 OBTAIN VERIFICATION OF PRIORITY ON REQUESTS FOR ITEMS NOT AVAILABLE  
 G232 OPERATE MICROFICHE READER/PRINTERS  
 K367 ASSIGN OR CANCEL DOCUMENT NUMBERS TO TRANSACTIONS

#### GROUP DIFFERENTIATING TASKS:

##### TASKS

A12 ORGANIZE PROCEDURES FOR PROCUREMENT OF LOCAL PURCHASE MATERIALS  
 C84 EVALUATE REQUESTS FOR LOCAL PURCHASES  
 F187 DETERMINE REQUISITIONS PRIORITIES  
 F197 PREPARE REQUEST FOR PURCHASE FORMS (AF FORM 9)  
 F201 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC, BIOLOGICAL OR REAGENTS  
 F202 REVIEW MEDICAL MATERIEL REQUIREMENTS LISTS

### IIIa. LOCAL PURCHASE PLANNERS (GRP166)

NUMBER IN GROUP: 20

PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: TAC (25%), SAC (15%), USAFE (10%), PACAF (10%), MAC (10%),  
ATC (10%), ADCOM (5%), AFSC (5%), AU (5%), USAFA (5%)

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

DAFSC DISTRIBUTION: 91530 (5%), 91550 (75%), 91570 (20%)

AVERAGE GRADE: 4.4

AVERAGE TIME IN CAREER FIELD: 68 MONTHS

AVERAGE TIME IN SERVICE: 74 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 35%

AMOUNT OF SUPERVISION: 40% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (5%), SO-SO (5%), INTERESTING (90%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 15%  
FAIRLY WELL OR BETTER 85%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 20%  
FAIRLY WELL OR BETTER 80%

AVERAGE NUMBER OF TASKS PERFORMED: 66

GROUP DIFFERENTIATING TASKS:

#### TASKS

A6 DETERMINE WORK PRIORITIES

B69 ANALYZE REPORTS OF LOCAL PURCHASES

E125 ANNOTATE ORDER FOR SUPPLIES OR SERVICE/REQUEST FOR QUOTATIONS FORMS  
(DD FORM 1155)

G257 RESEARCH PUBLICATIONS FOR MANAGEMENT DATA OR ITEM IDENTIFICATIONS

K392 PERFORM QUALITY CONTROL CHECKS OF KEYPUNCH ACTIONS

TIME SPENT ON DUTIES:

#### DUTY

#### AVERAGE TIME SPENT BY ALL MEMBERS

F	REQUISITIONING AND RECEIVING FUNCTIONS	21
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	20
G	PERFORMING INVENTORY CONTROL FUNCTIONS	20
E	PERFORMING WAREHOUSE FUNCTIONS	12
B	DIRECTING AND IMPLEMENTING	11
A	ORGANIZING AND PLANNING	7

IIIB. LOCAL PURCHASE CLERKS (GRP235)

NUMBER IN GROUP: 5 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (80%), AFSC (20%)

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

DAFSC DISTRIBUTION: 91550 (100%)

AVERAGE GRADE: 4.2

AVERAGE TIME IN CAREER FIELD: 31 MONTHS

AVERAGE TIME IN SERVICE: 75 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 40%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (20%), SO-SO (0%), INTERESTING (80%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 20%  
FAIRLY WELL OR BETTER 80%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 37

GROUP DIFFERENTIATING TASKS:

TASKS

B57 RECEIVE OR DISTRIBUTE MAIL  
E160 MAINTAIN WORK COPY OF DUE-INS OR DUE-OUTS  
F194 PREPARE AND DISTRIBUTE DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT  
(MANUAL) FORMS (DD FORM 1348)  
F195 PREPARE MANUAL REQUISITION CARDS  
F198 RECONCILE SHIPPING DOCUMENTS WITH RECEIPT SUSPENSE CARDS  
G244 PREPARE OR RECORD CATALOG CHANGE ACTIONS OR PRICE CHANGES

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	REQUISITIONING AND RECEIVING FUNCTIONS	43
G	PERFORMING INVENTORY CONTROL FUNCTIONS	15
E	PERFORMING WAREHOUSE FUNCTIONS	14
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	12
B	DIRECTING AND IMPLEMENTING	7
C	INSPECTING AND EVALUATING	4



### IIIc. LOCAL PURCHASE SUPERVISORS (GRP184)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: USAFE (50%), SAC (17%), USAFA (17%), AAC (16%),

LOCATION: CONUS (33%), OVERSEAS (67%)

DAFSC DISTRIBUTION: 91550 (33%) 91570 (67%)

AVERAGE GRADE: 5.0

AVERAGE TIME IN CAREER FIELD: 62 MONTHS

AVERAGE TIME IN SERVICE: 89 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 17%

AMOUNT OF SUPERVISION: 83% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (17%), SO-SO (33%), INTERESTING (50%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 17%  
FAIRLY WELL OR BETTER 83%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 17%  
FAIRLY WELL OR BETTER 83%

AVERAGE NUMBER OF TASKS PERFORMED: 41

GROUP DIFFERENTIATING TASKS:

#### TASKS

A16 PLAN OR SCHEDULE ON-THE-JOB TRAINING (OJT)  
B29 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS  
C95 PREPARE OR INDORSE AIRMAN PERFORMANCE REPORTS (APR)  
G212 COMPUTE STOCK CONTROL LEVELS  
G263 REVIEW STOCK STATUS REPORT

#### TIME SPENT ON DUTIES:

#### DUTY

#### AVERAGE TIME SPENT BY ALL MEMBERS

F	REQUISITIONING AND RECEIVING FUNCTIONS	29
G	PERFORMING INVENTORY CONTROL FUNCTIONS	24
B	DIRECTING AND IMPLEMENTING	15
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	11
A	ORGANIZING AND PLANNING	7
C	INSPECTING AND EVALUATING	6

#### IIId. DOCUMENT CLERKS (GRP132)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: AFSC (50%), ATC (33%), AAC (17%)

LOCATION: CONUS (83%), OVERSEAS (17%)

DAFSC DISTRIBUTION: 91550 (100%)

AVERAGE GRADE: 4.0

AVERAGE TIME IN CAREER FIELD: 54 MONTHS

AVERAGE TIME IN SERVICE: 59 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 17%

AMOUNT OF SUPERVISION: 17% SUPERVISE AN AVERAGE OF 1 PERSON

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (33%), INTERESTING (67%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 17%  
FAIRLY WELL OR BETTER 83%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 17%  
FAIRLY WELL OR BETTER 83%

AVERAGE NUMBER OF TASKS PERFORMED: 30

GROUP DIFFERENTIATING TASKS:

#### TASKS

F190 MAINTAIN FILE OF VENDORS' CORRESPONDENCE ASSOCIATED WITH REQUISITIONS

F191 MAINTAIN REQUIREMENTS LISTS

F204 TYPE MATERIAL SOURCE DOCUMENTS

K369 CODE OR REVIEW SOURCE DOCUMENTS FOR COMPLETENESS

K375 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS

K376 FILE DOCUMENTS OR MAINTAIN DOCUMENT FILES

TIME SPENT ON DUTIES:

#### DUTY

#### AVERAGE TIME SPENT BY ALL MEMBERS

F	REQUISITIONING AND RECEIVING FUNCTIONS	32
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	31
G	PERFORMING INVENTORY CONTROL FUNCTIONS	9
E	PERFORMING WAREHOUSE FUNCTIONS	9
B	DIRECTING AND IMPLEMENTING	7
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	6

#### IV. MEDICAL EQUIPMENT MANAGEMENT PERSONNEL (GRP057)

NUMBER IN GROUP: 92

PERCENT OF SAMPLE: 11%

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
I PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	44
E PERFORMING WAREHOUSE FUNCTIONS	11
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	11
B DIRECTING AND IMPLEMENTING	10
G PERFORMING INVENTORY CONTROL FUNCTIONS	8
F REQUISITIONING AND RECEIVING FUNCTIONS	4
C INSPECTING AND EVALUATING	3

GROUP REPRESENTATIVE TASKS:

#### TASKS

G232 OPERATE MICROFICHE READER/PRINTERS  
 I308 MAINTAIN REGISTER OF PERSONAL RETENTION EXPENDABLE ITEMS ISSUED TO  
 INDIVIDUALS  
 I315 PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT  
 I316 PREPARE MEMO CONTROL CARDS  
 I320 PREPARE REQUEST FOR ISSUES FROM BASE INDIVIDUAL EQUIPMENT SECTION  
 I324 PREPARE TURN-IN DOCUMENTS FOR TURN-IN OF EXCESS SERVICEABLE EQUIPMENT TO  
 STOCK RECORD ACCOUNTS  
 I325 REVIEW HISTORICAL MAINTENANCE REPORTS  
 I329 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCE

GROUP DIFFENTIATING TASKS:

#### TASKS

I292 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS  
 I295 COORDINATE WITH STOCK RECORDS ON EQUIPMENT PURCHASES  
 I297 CORRECT OUT-OF-BALANCE CONDITIONS IDENTIFIED IN REPORTS OF MEDICAL  
 OR NON-MEDICAL IN-USE EQUIPMENT  
 I299 INITIATE OR COORDINATE ADJUSTMENT DOCUMENTS FOR EQUIPMENT DISCREPANCIES  
 I301 INVENTORY MEMO PROPERTY  
 I302 MAINTAIN AND DISTRIBUTE REPORT OF MEDICAL AND NON-MEDICAL IN-USE EQUIPMENT  
 LIST (RCS HAF-SGH (AR) 7135)  
 I303 MAINTAIN CURRENT FILE OF EQUIPMENT CUSTODIANS  
 I304 MAINTAIN CURRENT FILE OF TABLE OF ALLOWANCES (TA)  
 I305 MAINTAIN CUSTODY RECEIPT LOCATOR LISTINGS BY ACCOUNT  
 I306 MAINTAIN INFORMAL MEMO DOCUMENT REGISTERS  
 I307 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORD FORMS (AF FORM 538)  
 I309 MAKE IDENTITY CHANGES ON EQUIPMENT RECORDS  
 I310 MONITOR MEMO DOCUMENT REGISTERS  
 I312 PERFORM QUALITY CONTROL CHECKS OF MEMO INPUT OR OUTPUT PRODUCTS  
 I313 PREPARE ALLOWANCE/AUTHORIZATION CHANGE REQUEST FORMS (AF FORM 601a)  
 I317 PREPARE MEMO INVENTORY ADJUSTMENT TRANSACTION DOCUMENTS  
 I323 PREPARE TURN-IN DOCUMENTS FOR TRANSFER OF CONDEMNED EQUIPMENT TO THE BASE DPDO  
 I326 REVIEW MEMO/MEMS EDIT LISTS



IVa. MEDICAL EQUIPMENT MANAGEMENT CLERKS (GRP188)

NUMBER IN GROUP: 28

PERCENT OF SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: ATC (25%), USAF (18%), TAC (14%), SAC (11%), AFLC (11%), PACAF (7%), MAC (7%)

LOCATION: CONUS (71%), OVERSEAS (29%)

DAFSC DISTRIBUTION: 91530 (11%), 91550 (57%), 91570 (32%)

AVERAGE GRADE: 4.6

AVERAGE TIME IN CAREER FIELD: 81 MONTHS

AVERAGE TIME IN SERVICE: 107 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 5%

AMOUNT OF SUPERVISION: 54% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (11%), SO-SO (11%), INTERESTING (74%)  
NOT REPORTED (4%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 25%  
FAIRLY WELL OR BETTER 75%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 18%  
FAIRLY WELL OR BETTER 82%

AVERAGE NUMBER OF TASKS PERFORMED: 53

GROUP DIFFERENTIATING TASKS:

TASKS

B49 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES  
I308 MAINTAIN REGISTER OR PERSONAL RETENTION EXPENDABLE ITEMS ISSUED TO  
INDIVIDUALS  
I315 PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT  
I316 PREPARE MEMO CONTROL CARDS  
I318 PREPARE OR FORWARD ISSUE REQUESTS FOR EQUIPMENT TO THE STOCK RECORD SECTION

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

I	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	64
B	DIRECTING AND IMPLEMENTING	10
G	PERFORMING INVENTORY CONTROL FUNCTIONS	6
K	PERFORMING DOCUMENT CONTROL OR QUANTITY CONTROL FUNCTIONS	5
E	PERFORMING WAREHOUSE FUNCTIONS	4
F	REQUISITIONING AND RECEIVING FUNCTIONS	3

IVb. MEDICAL EQUIPMENT MANAGEMENT NCOICs (GRP178)

NUMBER IN GROUP: 43 PERCENT OF SAMPLE: 5%

MAJOR COMMAND DISTRIBUTION: SAC (21%), TAC (19%), USAF (14%), MAC (12%), ATC (12%)

LOCATION: CONUS (79%), OVERSEAS (21%)

DAFSC DISTRIBUTION: 91550 (49%), 91570 (49%), NOT REPORTED (2%)

AVERAGE GRADE: 5

AVERAGE TIME IN CAREER FIELD: 90 MONTHS

AVERAGE TIME IN SERVICE: 110 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 14%

AMOUNT OF SUPERVISION: 49 PERCENT SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (12%), SO-SO (21%), INTERESTING (67%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 30%  
FAIRLY WELL OR BETTER 70%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 19%  
FAIRLY WELL OR BETTER 81%

AVERAGE NUMBER OF TASKS PERFORMED: 104

GROUP DIFFERENTIATING TASKS:

TASKS

B28 COORDINATE OR PREPARE OFFICIAL CORRESPONDENCE

E142 FORWARD OR RECEIVE EQUIPMENT ITEMS

G258 RESEARCH PUBLICATIONS FOR POLICIES OR PROCEDURES

I293 COORDINATE WITH BASE ADMINISTRATION OFFICE ON REQUIREMENTS FOR FILING OR PRINTING EQUIPMENT

I294 COORDINATE WITH BASE COMMUNICATIONS OFFICE FOR COMMUNICATION EQUIPMENT

I298 DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

I	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	34
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	14
E	PERFORMING WAREHOUSE FUNCTIONS	13
B	DIRECTING AND IMPLEMENTING	12
G	PERFORMING INVENTORY CONTROL FUNCTIONS	10
F	REQUISITIONING AND RECEIVING FUNCTIONS	4
A	ORGANIZING AND PLANNING	3

IVc. MEDICAL EQUIPMENT MANAGEMENT WAREHOUSE CLERKS (GRP130)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: MAC (33%), USAFE (33%), AFSC (17%), USAFA (16%)

LOCATION: CONUS (67%), OVERSEAS (33%)

DAFSC DISTRIBUTION: 91530 (17%), 91550 (83%)

AVERAGE GRADE: 3.3

AVERAGE TIME IN CAREER FIELD: 40 MONTHS

AVERAGE TIME IN SERVICE: 44 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 67%

AMOUNT OF SUPERVISION: 17 PERCENT SUPERVISE AN AVERAGE OF 1 PERSON

EXPRESSED JOB INTEREST: DULL (33%), SO-SO (33%), INTERESTING (34%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 33%  
FAIRLY WELL OR BETTER 67%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 46

GROUP DIFFERENTIATING TASKS:

TASKS

E130 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS

E156 LOAD OR UNLOAD MATERIEL

E161 MAKE DELIVERIES TO USING ACTIVITIES

I307 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORD FORMS (AF FORM 538)

I326 REVIEW MEMO/MEAS EDIT LISTS

K373 DISTRIBUTE COMPUTER OUTPUT PRODUCTS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

I	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	35
E	PERFORMING WAREHOUSE FUNCTIONS	28
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	21
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	6
F	REQUISITIONING AND RECEIVING FUNCTIONS	3



# V. WAREHOUSE PERSONNEL (GRP039)

NUMBER IN GROUP: 210

PERCENT OF SAMPLE: 25%

TIME SPENT ON DUTIES:

## DUTY

## AVERAGE TIME SPENT BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	59
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	9
B	DIRECTING AND IMPLEMENTING	8
G	PERFORMING INVENTORY CONTROL FUNCTIONS	7
C	INSPECTING AND EVALUATING	3
H	MAINTAINING LINEN SUPPLY	3
F	REQUISITIONING AND RECEIVING FUNCTIONS	3

GROUP REPRESENTATIVE TASKS:

## TASK

B49 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES  
B57 RECEIVE OR DISTRIBUTE MAIL  
E124 ANNOTATE AND FORWARD DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT FORMS  
(DD FORM 1348-1)  
E131 CONDUCT RE-WAREHOUSING  
E138 DISTRIBUTE COPIES OF ISSUE LISTING  
E143 FORWARD RECEIVING DOCUMENTS OR PACKING LISTS TO STOCK RECORDS SECTION  
E154 ISSUE DATED ITEMS  
E157 LOCATE AND PULL STOCK FROM STORAGE  
E161 MAKE DELIVERIES TO USING ACTIVITIES  
E170 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, OR DETERIORATION  
E172 PICK UP IN-SHIPMENTS  
E173 PICK UP TURN-INS FROM USING ACTIVITIES  
E182 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST  
M436 CLEAN OR WASH IMMEDIATE WORK AREA FLOORS OR FIXTURES  
M443 WASH, WAX OR CLEAN VEHICLES

GROUP DIFFERENTIATING TASKS:

## TASKS

E130 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS  
E145 IDENTIFY ITEMS REQUIRING REFRIGERATION OR OTHER SPECIAL STORAGE  
E156 LOAD OR UNLOAD MATERIEL  
E174 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS

Va. WAREHOUSE NCOICs (GRP324)

NUMBER IN GROUP: 36 PERCENT OF SAMPLE: 4%

MAJOR COMMAND DISTRIBUTION: TAC (28%), USAFE (28%), ATC (14%), SAC (11%), PACAF (8%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 91530 (3%), 91550 (78%), 91570 (19%)

AVERAGE GRADE: 4.5

AVERAGE TIME IN CAREER FIELD: 75 MONTHS

AVERAGE TIME IN SERVICE: 90 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 28%

AMOUNT OF SUPERVISION: 52% SUPERVISE AN AVERAGE OF 3 PEOPLE

EXPRESSED JOB INTEREST: DULL (11%), SO-SO (31%), INTERESTING (58%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 28%  
FAIRLY WELL OR BETTER 72%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 20%  
FAIRLY WELL OR BETTER 80%

AVERAGE NUMBER OF TASKS PERFORMED: 87

GROUP DIFFERENTIATING TASKS:

TASKS

B32 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES

C91 MAINTAIN OR INSPECT CLEANLINESS OF WORK AREAS

E131 CONDUCT RE-WAREHOUSING

E153 INSPECT TURN-IN ITEMS

E176 PREPARE AND AFFIX FIRST AID/SURVIVAL KIT INSPECTION CERTIFICATE FORMS  
(AFTO FORM 104)

E183 SEGREGATE IN-SHIPMENTS PRIOR TO VERIFICATION OF COUNT

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	53
B	DIRECTING AND IMPLEMENTING	10
G	PERFORMING INVENTORY CONTROL FUNCTIONS	9
H	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	7
C	INSPECTING AND EVALUATING	5
J	MAINTAINING WAR RESERVE MATERIEL (WRM)	5
A	ORGANIZING AND PLANNING	3

Vb. WAREHOUSEMEN (GRP268)

NUMBER IN GROUP: 69

PERCENT OF SAMPLE: 8%

MAJOR COMMAND DISTRIBUTION: SAC (23%), TAC (15%), ATC (13%), USAF (13%), MAC (9%), AFLC (9%)

LOCATION: CONUS (88%), OVERSEAS (9%), NOT REPORTED (3%)

DAFSC DISTRIBUTION: 91530 (22%), 91550 (73%), 91570 (4%), NOT REPORTED (1%)

AVERAGE GRADE: 3.4

AVERAGE TIME IN CAREER FIELD: 35 MONTHS

AVERAGE TIME IN SERVICE: 42 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 74%

AMOUNT OF SUPERVISION: 4% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (36%), SO-SO (29%), INTERESTING (35%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 54%  
FAIRLY WELL OR BETTER 46%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 36%  
FAIRLY WELL OR BETTER 64%

AVERAGE NUMBER OF TASKS PERFORMED: 50

GROUP DIFFERENTIATING TASKS:

TASKS

E156 LOAD OR UNLOAD MATERIEL  
E157 LOCATE AND PULL STOCK FROM STORAGE  
E161 MAKE DELIVERIES TO USING ACTIVITIES  
E174 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS  
M437 OPERATE GOVERNMENT VEHICLES SUCH AS TRUCKS OR VANS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	72
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	11
G	PERFORMING INVENTORY CONTROL FUNCTIONS	6
B	DIRECTING AND IMPLEMENTING	4



Vc. LINEN CONTROL WORKERS (GRP257)

NUMBER IN GROUP: 12 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: SAC (58%), USAF (17%), PACAF (8%), ATC (8%), AFLC (8%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 91530 (17%), 91550 (75%), NOT REPORTED (8%)

AVERAGE GRADE: 2.6

AVERAGE TIME IN CAREER FIELD: 18 MONTHS

AVERAGE TIME IN SERVICE: 20 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 100%

AMOUNT OF SUPERVISION: NONE

EXPRESSED JOB INTEREST: DULL (17%), SO-SO (25%), INTERESTING (58%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 25%  
FAIRLY WELL OR BETTER 75%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 17%  
FAIRLY WELL OR BETTER 83%

AVERAGE NUMBER OF TASKS PERFORMED: 67

GROUP DIFFERENTIATING TASKS:

TASKS

E138 DISTRIBUTE COPIES OF ISSUE LISTINGS

E149 INSPECT AND REPACK FIRST AID OR SURVIVAL KITS

H266 COMPLETE LINEN SUPPLY RECORD FORMS (AF FORM 581)

H273 ESTIMATE OR COUNT QUANTITIES OF LINENS ISSUED OR PICKED UP

H284 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITIES

H290 SEND LINEN TO AND RECEIVE FROM LAUNDRY

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	48
H	MAINTAINING LINEN SUPPLY	25
M	OPERATING VEHICLES AND PERFORMING	8
G	PERFORMING INVENTORY CONTROL FUNCTIONS	5
B	DIRECTING AND IMPLEMENTING	4

Vd. NON-MEDICAL SUPPLY PERSONNEL (GRP140)

NUMBER IN GROUP: 6 PERCENT OF SAMPLE: 1%

MAJOR COMMAND DISTRIBUTION: AFSC (50%), MAC (50%)

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 91550 (83%), 91570 (17%)

AVERAGE GRADE: 3.7

AVERAGE TIME IN CAREER FIELD: 55 MONTHS

AVERAGE TIME IN SERVICE: 58 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 50%

AMOUNT OF SUPERVISION: 17% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (17%), SO-SO (50%), INTERESTING (33%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 67%  
FAIRLY WELL OR BETTER 33%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 67%  
FAIRLY WELL OR BETTER 33%

AVERAGE NUMBER OF TASKS PERFORMED: 46

GROUP DIFFERENTIATING TASKS:

TASKS

B56 PREPARE REQUISITIONS FOR SUPPLIES OR EQUIPMENT OTHER THAN MEDICAL  
MATERIEL ITEMS  
E158 MAINTAIN INFORMAL LEDGERS OF ISSUES AND RECEIPTS OF NON-MEDICAL ITEMS  
E174 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS  
E187 DETERMINE REQUISITION PRIORITIES  
M436 CLEAN OR WASH IMMEDIATE WORK AREA FLOORS OR FIXTURES

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	42
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	16
B	DIRECTING AND IMPLEMENTING	13
F	REQUISITIONING AND RECEIVING FUNCTIONS	7
G	PERFORMING INVENTORY CONTROL FUNCTIONS	7
C	INSPECTING AND EVALUATING	6

Ve. ON-THE-JOB TRAINING NCOICs (GRP139)

NUMBER IN GROUP: 16 PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: AFSC (44%), USAFE (19%), MAC (13%), TAC (6%), SAC (6%), PACAF (6%), AAC (6%)

LOCATION: CONUS (81%), OVERSEAS (19%)

DAFSC DISTRIBUTION: 91550 (31%), 91570 (69%)

AVERAGE GRADE: 5.4

AVERAGE TIME IN CAREER FIELD: 113 MONTHS

AVERAGE TIME IN SERVICE: 156 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 6%

AMOUNT OF SUPERVISION: 93% SUPERVISE AN AVERAGE OF 5 PEOPLE

EXPRESSED JOB INTEREST: DULL (19%), SO-SO (38%), INTERESTING (43%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 31%  
FAIRLY WELL OR BETTER 69%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 38%  
FAIRLY WELL OR BETTER 62%

AVERAGE NUMBER OF TASKS PERFORMED: 74

GROUP DIFFERENTIATING TASKS:

TASKS

B29 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS  
D105 CONDUCT OJT  
D108 COUNSEL TRAINEES ON TRAINING PROGRESS  
E145 IDENTIFY ITEMS REQUIRING REFRIGERATION OR OTHER SPECIAL STORAGE

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	35
B	DIRECTING AND IMPLEMENTING	24
C	INSPECTING AND EVALUATING	12
A	ORGANIZING AND PLANNING	8
D	TRAINING	7
G	PERFORMING INVENTORY CONTROL FUNCTIONS	7



Vf. WAREHOUSE DOCUMENT CLERKS (GRP080)

NUMBER IN GROUP: 16 PERCENT OF SAMPLE: 2%

MAJOR COMMAND DISTRIBUTION: AFSC (38%), MAC (25%), USAFE (19%), ATC (13%), SAC (6%)

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

DAFSC DISTRIBUTION: 91550 (81%), 91570 (13%), 91590 (6%)

AVERAGE GRADE: 3.9

AVERAGE TIME IN CAREER FIELD: 39 MONTHS

AVERAGE TIME IN SERVICE: 68 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 63%

AMOUNT OF SUPERVISION: 19% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (31%), INTERESTING (57%)  
NOT REPORTED (6%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 31%  
FAIRLY WELL OR BETTER 63%  
NOT REPORTED 6%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 50%  
FAIRLY WELL OR BETTER 50%

AVERAGE NUMBER OF TASKS PERFORMED: 79

GROUP DIFFERENTIATING TASKS:

TASKS

E160 MAINTAIN WORK COPY OF DUE-INS OR DUE-OUTS  
E185 SET UP BINS, RACKS, OR BAYS  
F189 MAINTAIN DUE-IN/DUE-OUT SUSPENSE LISTS  
F191 MAINTAIN REQUIREMENTS LISTS  
G210 COMPARE WAREHOUSE COUNT TO MASTER RECORD BALANCES  
G265 VERIFY DISCREPANCIES BY RECOUNT

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E	PERFORMING WAREHOUSE FUNCTIONS	29
G	PERFORMING INVENTORY CONTROL FUNCTIONS	21
B	DIRECTING AND IMPLEMENTING	11
F	REQUISITIONING AND RECEIVING FUNCTIONS	11
K	PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	8
M	OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	5
A	ORGANIZING AND PLANNING	4

Vg. ISSUE AND DELIVERY CLERKS (GRP187)

NUMBER IN GROUP: 21 PERCENT OF SAMPLE: 3%

MAJOR COMMAND DISTRIBUTION: MAC (24%), USAF (24%), SAC (19%), ATC (14%), AFSC (10%)

LOCATION: CONUS (76%), OVERSEAS (24%)

DAFSC DISTRIBUTION: 91530 (38%), 91550 (62%)

AVERAGE GRADE: 3.1

AVERAGE TIME IN CAREER FIELD: 33 MONTHS

AVERAGE TIME IN SERVICE: 31 MONTHS

PERCENT MEMBERS IN FIRST ENLISTMENT: 76%

AMOUNT OF SUPERVISION: 5% SUPERVISE AN AVERAGE OF 2 PEOPLE

EXPRESSED JOB INTEREST: DULL (24%), SO-SO (43%), INTERESTING (33%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 48%  
FAIRLY WELL OR BETTER 52%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 38%  
FAIRLY WELL OR BETTER 62%

AVERAGE NUMBER OF TASKS PERFORMED: 70

GROUP DIFFERENTIATING TASKS:

TASKS

E154 ISSUE DATED ITEMS  
E156 LOAD OR UNLOAD MATERIEL  
E157 LOCATE AND PULL STOCK FROM STORAGE  
E161 MAKE DELIVERIES TO USING ACTIVITIES  
E174 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

E PERFORMING WAREHOUSE FUNCTIONS  
M OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE  
G PERFORMING INVENTORY CONTROL FUNCTIONS

79  
8  
5

# VI. CENTRAL PROCESSING AND DISTRIBUTION PERSONNEL (GRP064)

NUMBER IN GROUP: 15

PERCENT OF SAMPLE: 2%

## TIME SPENT ON DUTIES

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
L PERFORMING CENTRAL PROCESSING AND DISTRIBUTION (CPD) FUNCTIONS	46
E PERFORMING WAREHOUSE FUNCTIONS	22
B DIRECTING AND IMPLEMENTING	10
A ORGANIZING AND PLANNING	5
G PERFORMING INVENTORY CONTROL FUNCTION	4
C INSPECTING AND EVALUATING	4

## GROUP DIFFERENTIATING TASKS:

### TASKS

- L412 BREAK DOWN ITEMS BY UNIT OF ISSUE
- L415 FILL PATIENT PRESCRIPTIONS
- L416 IDENTIFY CPD SUPPLIES BY NOMENCLATURE RATHER THAN BY STOCK OR PART NUMBERS
- L418 MAINTAIN PERMANENT OR REFILL PRESCRIPTION FILES
- L419 MAKE SUPPLY DELIVERIES FROM CPD TO USING ACTIVITIES
- L420 ORDER CPD SUPPLIES FROM MEDICAL MATERIEL USING SHOPPING GUIDES
- L422 PERFORM DAILY INVENTORY OF SUPPLIES IN WARDS
- L423 PERFORM DATE CHECKS OF CPD LOCALLY PROCESSED DATED ITEMS
- L424 PLACE ITEMS IN CPD STORAGE LOCATIONS BY LIKE GROUPINGS
- L428 PROCESS IMMEDIATE PATIENT CARE CPD EMERGENCY SUPPLY REQUESTS
- L429 PROCESS ROUTINE OVER-THE-COUNTER CPD SUPPLY REQUESTS
- L432 RESTOCK SUPPLIES IN WARDS ON A DAILY BASIS
- L433 RETURN UNUSED SUPPLIES TO CPD STORAGE AREAS
- L434 REVIEW EXPIRATION DATES ON CPD DISPOSABLE SUPPLIES OR DRUGS



# VII. WAR RESERVE MATERIEL MONITORS (GRP076)

NUMBER IN GROUP: 6

PERCENT OF SAMPLE: 1%

## TIME SPENT ON DUTIES

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
J MAINTAINING WAR RESERVE MATERIEL (WRM)	40
E PERFORMING WAREHOUSE FUNCTIONS	15
B DIRECTING AND IMPLEMENTING	13
G PERFORMING INVENTORY CONTROL FUNCTIONS	8
A ORGANIZING AND PLANNING	7
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	5
M OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	4

## GROUP DIFFERENTIATING TASKS:

### TASKS

- J331 COMPARE AIR TRANSPORTABLE CLINIC/HOSPITAL (ATC/ATH) TA  
TO MEDICAL MATERIAL QUALITY ASSURANCE SYSTEM (MMQAS) LISTS
- J341 LOAD OR UNLOAD ATC/ATH AIRCRAFT CARGO PALLETS
- J342 MAINTAIN WORK COPIES OF COMPUTER OUTPUT LISTINGS OF WRM
- J343 MAINTAIN WRM LEVEL WORKSHEETS
- J356 RESUPPLY ATC/ATH
- J364 TRANSPORT DRUG BOXES TO OR FROM ATC/ATH STORAGE FACILITIES

# VIII. QUALITY CONTROL CLERKS (GRP219)

NUMBER IN GROUP: 10

PERCENT OF SAMPLE: 1%

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	90
M OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	3

GROUP DIFFERENTIATING TASKS:

## TASKS

K368 BREAK DOWN COMPUTER RUNS TO INSURE ALL PRODUCTS ARE RECEIVED  
K369 CODE OR REVIEW SOURCE DOCUMENTS FOR COMPLETENESS  
K376 FILE DOCUMENTS OR MAINTAIN DOCUMENT FILES  
K378 FILE UPDATED DOCUMENT REGISTERS  
K379 FORWARD PUNCHED ISSUE TRANSACTION CARDS TO BDPI  
K386 MAINTAIN DOCUMENT OR SUPPORT FILES  
K387 MAINTAIN DOCUMENT SUSPENSE FILES  
K388 MAINTAIN FILE OF UPDATED TRANSACTION REGISTERS  
K390 MAINTAIN WORK COPIES OF COMPUTER OUTPUT LISTINGS OTHER THAN WRM  
K392 PERFORM QUALITY CONTROL CHECKS OF KEYPUNCH ACTIONS  
K394 PERFORM QUALITY CONTROL CHECKS OF SOURCE DOCUMENTS AGAINST DOCUMENT REGISTERS  
K395 PERFORM QUALITY CONTROL REVIEWS OF TAPE CONTROL LISTS  
K396 PERFORM QUALITY CONTROL REVIEWS OF TRANSACTION REGISTERS  
K400 PREPARE CORRECTIVE ACTIONS FOR ERRONEOUS TRANSACTIONS  
K403 PREPARE FORMATS OR PROGRAM CARDS FOR KEYPUNCHING

# IX. LINEN SUPPLY PERSONNEL (GRP070)

NUMBER IN GROUP: 18

PERCENT OF SAMPLE: 2%

## TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
H MAINTAINING LINEN SUPPLY	62
E PERFORMING WAREHOUSE FUNCTIONS	7
B DIRECTING AND IMPLEMENTING	7
M OPERATING VEHICLES AND PERFORMING FACILITIES MAINTENANCE	4
C INSPECTING AND EVALUATING	4
G PERFORMING INVENTORY CONTROL FUNCTIONS	3
K PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL FUNCTIONS	3
L PERFORMING CENTRAL PROCESSING AND DISTRIBUTION (CPD) FUNCTIONS	3

## GROUP DIFFERENTIATING TASKS:

### TASKS

H266 COMPLETE LINEN SUPPLY RECORD FORMS (AF FORM 581)  
H271 ESTABLISH CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINENS  
H272 ESTABLISH LINEN LEVELS IN CONJUNCTION WITH USING ACTIVITIES  
H273 ESTIMATE OR COUNT QUANTITIES OF LINENS ISSUED OR PICKED UP  
H276 IMPLEMENT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINENS  
H278 INSPECT LINEN TO DETECT DAMAGED OR WORN ITEMS  
H279 INVENTORY LINEN ITEMS  
H280 ISSUE OR SALVAGE HOSPITAL UNIFORMS  
H281 ISSUE RAGS  
H284 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITIES  
H285 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS  
H286 PREPARE FORMS FOR SENDING LINEN TO THE LAUNDRY  
H288 PROTECT CLEAN LINENS FROM DUST  
H289 SALVAGE UNSERVICEABLE LINEN  
H290 SEND LINEN TO AND RECEIVE FROM LAUNDRY



**X. HEADQUARTERS MEDICAL SUPPLY MONITORS (GRP169)**

**NUMBER IN GROUP: 7**

**PERCENT OF SAMPLE: 1%**

**TIME SPENT ON DUTIES:**

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
B DIRECTING AND IMPLEMENTING	38
C INSPECTING AND EVALUATING	35
A ORGANIZING AND PLANNING	15
I PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) FUNCTIONS	4

**GROUP DIFFERENTIATING TASKS:**

**TASKS**

- A1 ACT AS TRAINING ADVISOR AT STAFF LEVEL
- A8 DRAFT BUDGET OR FINANCIAL REQUIREMENTS
- A13 PARTICIPATE IN DEVELOPMENT OF MEDICAL DENTAL STOCK FUND (MDSF)  
OPERATING PROGRAMS
- A14 PLAN LAYOUT OF FACILITIES
- B26 AUDIT OR DISTRIBUTE MEDICAL MATERIEL REPORTS
- B27 CONDUCT OR PARTICIPATE IN STAFF MEETINGS
- B28 COORDINATE OR PREPARE OFFICIAL CORRESPONDENCE
- B42 DRAFT CORRESPONDENCE
- B68 ANALYZE MANAGEMENT RECORDS OR REPORTS TO DETERMINE OPERATIONAL  
EFFECTIVENESS
- C75 EVALUATE BUDGETING OR FINANCIAL REQUIREMENTS
- C78 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION
- C97 REVIEW OR MONITOR STATUS OF MDSF OPERATING PROGRAMS