

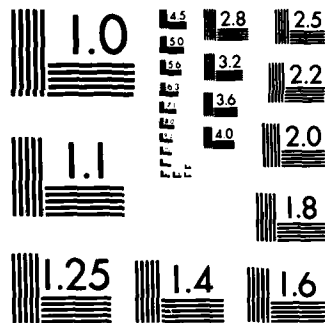
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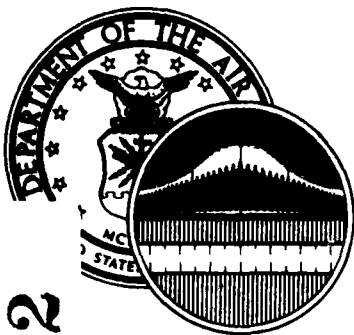
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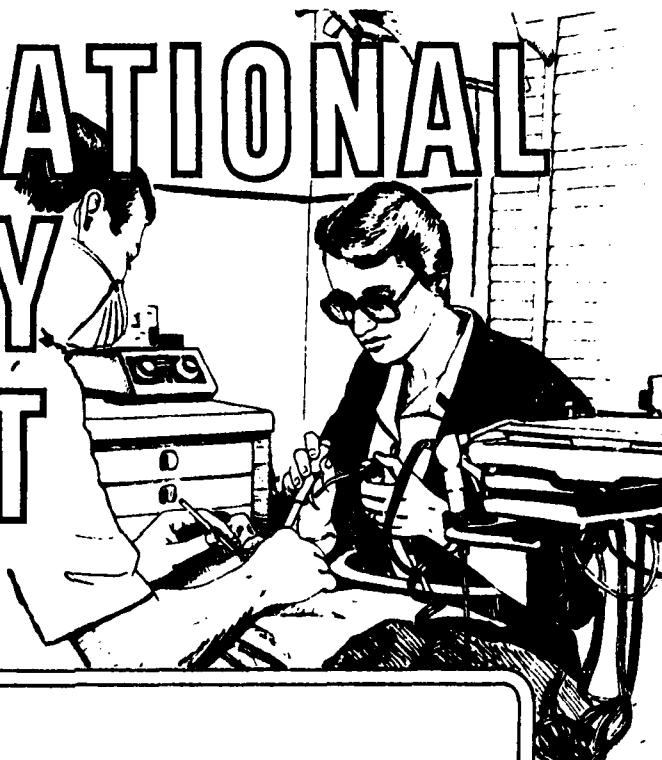
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UNITED STATES AIR FORCE

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OCCUPATIONAL SURVEY REPORT



DENTAL ASSISTANT SPECIALTY

AFS 981X0

AFPT 90-981-465

DECEMBER 1982

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OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT CENTER
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150

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TABLE OF CONTENTS

| | <u>PAGE NUMBER</u> |
|---|------------------------|
| PREFACE ----- | iii |
| SUMMARY OF RESULTS ----- | iv |
| INTRODUCTION ----- | 1 |
| SURVEY METHODOLOGY ----- | 2 |
| Inventory Development ----- | 2 |
| Survey Administration ----- | 2 |
| Survey Sample ----- | 2 |
| Task Factor Administration ----- | 4 |
| SPECIALTY JOBS (Career Ladder Structure) ----- | 6 |
| Specialty Overview ----- | 6 |
| Job Descriptions ----- | 7 |
| Summary of Specialty Analysis ----- | 42 |
| ANALYSIS OF SKILL LEVEL GROUPS ----- | 44 |
| AFR 39-1 ANALYSIS ----- | 49 |
| ANALYSIS OF EXPERIENCE GROUPS ----- | 51 |
| ANALYSIS OF MAJCOM GROUPS ----- | 57 |
| ANALYSIS OF CONUS AND OVERSEAS GROUPS ----- | 60 |
| TRAINING ANALYSIS ----- | 60 |
| STS Analysis ----- | 62 |
| POI Analysis ----- | 68 |
| COMPARISON OF CURRENT SURVEY TO PREVIOUS SURVEY ----- | 71 |
| IMPLICATIONS ----- | 75 |
| APPENDIX A: REPRESENTATIVE TASKS OF MAJOR 981X0 JOB GROUPS ----- | 76 |

PREFACE

This report summarizes the findings from a detailed Air Force occupational survey of the Dental Assistant specialty (AFS 981X0). The USAF Occupational Measurement Center completed this project by authority of AFR 35-2.

Ms M. Gayle Kadura, Inventory Development Specialist, developed the job inventory used in the study of AFS 981X0. Mr William Feltner provided computer support for the project. Second Lieutenant Anita Springer, Occupational Analyst, analyzed the survey data and wrote this report. Lieutenant Colonel Jimmy L. Mitchell, Chief, Airman Career Ladders Analysis Section (OMYO), Occupational Analysis Branch, USAF Occupational Measurement Center, Randolph AFB TX 78150 reviewed the final report and approved it for release.

Copies of this report are distributed to Air Staff sections, major commands, and other interested personnel (see distribution list). Officials may request additional copies by contacting the USAF Occupational Measurement Center, Attention: Chief, Occupational Analysis Branch (OMY), Randolph AFB, Texas 78150.

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SUMMARY OF RESULTS

1. Survey Coverage: Job inventory booklets were administered worldwide to 981X0 airmen. The sample, which included 59 percent of the total personnel assigned to this specialty, was very representative in terms of MAJCOM and paygrade distributions.
2. Specialty Jobs: The 981X0 specialty is a result of three AFSSs which merged. Although the functions of the three previous ladders are still present, jobs identified in the present study were organized around clinic sections, rather than the previous specialties. Further, individuals who previously held the various AFSCs are dispersed across all job groups, rather than remaining in their prior type of work. An analysis of the impact of data automation equipment on 981X0 jobs revealed that only two small jobs were devoted to data processing activities. Additionally, about 20 percent of the 981X0 personnel were in some way concerned with data automation. Most of these people were part of a more senior job group or a job group performing administrative tasks.
3. Career Ladder Progression: The typical progression from technical to supervisory jobs was observed in the analysis of both DAFSC and TAFMS groups.
4. AFR 39-1 Descriptions: The specialty descriptions for the 98170 and 98190/00 were inclusive descriptions of the jobs performed. The description of the 3- and 5-skill level airmen did not contain some tasks mentioned in the 7-skill description which were also performed by high percentages of 98130 and 98150 personnel.
5. Training Analysis: With the exception of several code levels in the STS and two criterion objectives in the POI, the survey data generally supported items in the STS and POI which were matched to job inventory tasks. A number of performance elements in the STS, however, were not matched to any job inventory tasks. Also, a number of non-supervisory job inventory tasks performed by noteworthy percentages of people were not referenced to the POI and STS.
6. Implications: Based on the survey data, certain areas of the career ladder documents should be reviewed and modified by subject-matter specialists. Due to the relatively large number of career ladder document items that need to be examined, a Utilization and Training Workshop may be warranted.

OCCUPATIONAL SURVEY REPORT
DENTAL ASSISTANT CAREER LADDER
(AFS 981X0)

INTRODUCTION

This occupational survey was requested by the Chief of Training Operations Division at Sheppard AFB TX. The prime objective of this report is to provide information for an analysis of training requirements. The last study of AFS 981X0 was conducted in 1976. Subsequently, three specialties; namely, the 981X0 (Dental Specialist), the 981X1 (Preventive Dentistry), and the 983X0 (Dental Assistant), have merged to form the 981X0 (Dental Assistant) specialty. The functions performed by personnel in the three deleted AFSs originally were included under one specialty in the 1950s and early 1960s. The 981X1 (Preventive Dentistry) career ladder emerged as a lateral specialty in 1965. In 1972, the 983X0 AFS (Dental Assistant), another lateral career field, was formed.

Since the three specialties were combined into one AFS again in 1979, responsibilities of 981X0 personnel have included (1) performing oral hygiene tasks, (2) assisting dental officers in treatment of patients, (3) exposing and processing dental X-ray films, (4) performing dental administrative and materiel tasks, and (5) maintaining dental equipment and facilities. Completion of a 45-day resident training course (Course J3ABR98130) is required for award of AFSC 98130. Completion of a 70-day resident technical training course (Course J3AZR98170) is desirable, but not mandatory, for upgrade to the 7-skill level in the 981X0 career ladder. All the resident technical training for the 981X0 specialty is conducted at the School of Health Care Sciences, Sheppard AFB TX.

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SURVEY METHODOLOGY

Inventory Development

USAF Job Inventory AFPT 90-981-465 was the data collection instrument for this occupational survey. The job inventory from the previous survey of the 981X0 specialty served as a starting point for development of the new inventory. A review of current career ladder directives and publications, as well as interviews with functional managers, training personnel, and individuals assigned to various operational facilities (Lackland AFB, Randolph AFB, and Barksdale AFB), led to an updating, refinement, and validation of the task and equipment lists included in the previous inventory. The final inventory contained a comprehensive listing of 338 tasks organized under 10 duty headings. Also included was an extensive background section that asked for such information as:

- job title
- job functions to which assigned
- work schedule
- facility to which assigned
- equipment used in present assignment
- course work
- job attitudes

Survey Administration

Job inventory booklets were administered through Consolidated Base Personnel Offices (CBPOs) at operational locations worldwide. The CBPOs were responsible for administering the inventory to selected 981X0 personnel and then returning the booklets to USAFOMC. The airmen who participated in the survey were selected from a computer-generated mailing list obtained from the Air Force Human Resources Laboratory (AFHRL).

Each individual who completed a job inventory first answered a series of biographical and background questions. The respondent then checked those tasks listed in the inventory booklet which he or she performed, annotated any additional tasks performed, and rated each task checked on a nine-point scale showing relative time spent on the task as compared to all other tasks checked. The ratings ranged from one (very small amount of time spent) through nine (very large amount of time spent).

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation of the total 981X0 population. The final survey sample included 1,597 respondents or 59 percent of the airmen holding DAFSC 981X0 as of April 1982. Tables 1 and 2 show that the sample was representative of MAJCOM and paygrade groups. Table 3 reflects the distribution of the survey sample across TAFMS groups. Fifty-six percent of the sample are first-enlistment personnel which suggests a relatively junior population.

TABLE 1
COMMAND DISTRIBUTION OF SURVEY SAMPLE

| <u>COMMAND</u> | <u>PERCENT OF ASSIGNED *</u> | <u>PERCENT OF SAMPLED</u> |
|----------------|----------------------------------|-------------------------------|
| SAC | 19 | 20 |
| TAC | 16 | 18 |
| ATC | 13 | 15 |
| MAC | 12 | 11 |
| USAFE | 13 | 11 |
| AFSC | 9 | 9 |
| PACAF | 6 | 5 |
| AFLC | 4 | 5 |
| AAC | 3 | 4 |
| USAFA | 1 | 1 |
| OTHER | 4 | 1 |
| TOTAL | 100% | 100% |

TOTAL 981X0 ASSIGNED - 2,683
TOTAL 981X0 SAMPLED - 1,597
PERCENT SAMPLED - 59%

*AS OF APRIL 82

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

| <u>PAYGRADE</u> | <u>PERCENT OF ASSIGNED *</u> | <u>PERCENT OF SAMPLE</u> |
|-----------------|----------------------------------|------------------------------|
| AIRMAN | 38 | 34 |
| E-4 | 27 | 30 |
| E-5 | 20 | 21 |
| E-6 | 8 | 9 |
| E-7 | 5 | 4 |
| E-8 | 1 | 1 |
| E-9 | 1 | 1 |
| TOTAL | 100% | 100% |

TABLE 3

TAFMS DISTRIBUTION OF SURVEY SAMPLE

| | MONTHS IN SERVICE | | | |
|-----------------------------|-------------------|-------|-----|-------|
| | 1-48 | 49-96 | 97+ | TOTAL |
| NUMBER IN AFS 981X0 SAMPLE | 896 | 302 | 399 | 1597 |
| PERCENT IN AFS 981X0 SAMPLE | 56% | 19% | 25% | 100% |

Task Factor Administration

In addition to the inventory booklets, selected senior 981X0 personnel completed a second booklet for either training emphasis (TE) or task difficulty (TD). This rating information, which is processed separately from the job inventory, aids in a number of different analyses discussed in more detail within this report. Table 4 shows the distribution of the TE and TD raters by major command and illustrates the representativeness of both samples.

Task Difficulty. Each individual completing a task difficulty booklet rated all the tasks on a nine-point scale (from extremely low to extremely high) as to the relative difficulty of each task in the inventory. Difficulty is defined as the length of time required for the average job incumbent to learn to do the task. Fifty-four 981X0 NCOs provided TD data. The interrater reliability (as assessed through components of variance of standardized group means) was .97, indicating extremely high agreement among the TD raters. Ratings were adjusted so tasks of average difficulty have ratings of 5.00.

Job Difficulty Index (JDI). In addition to a task difficulty rating for individual tasks, TD data permits the calculation of a Job Difficulty Index (JDI) for groups identified in the survey analysis. The JDI provides a relative measure of which jobs, when compared to other jobs identified, are more or less difficult. Variables used to compute the JDI include the number of tasks performed and the average difficulty per unit time spent. The index ranges from one for very easy jobs to 25 for very difficult jobs. Indices were adjusted so the average job difficulty index is 13.00.

Training Emphasis. Each individual completing a training emphasis booklet rated tasks on a ten-point scale (from no training required to extremely heavy training required). Training emphasis is a rating of which tasks require structured training for first-term personnel. Structured training is defined as training provided at resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method. Eighty-two 981X0 NCOs provided TE data. As was the case with the TD raters, the interrater reliability for the TE ratings (.98) was very high. The average training emphasis rating was 3.00.

When used in conjunction with other factors, such as percent members performing, the task difficulty and training emphasis ratings can provide an insight into training requirements. It is necessary, however, to first develop a perspective of the variety of jobs performed in the specialty.

TABLE 4

COMMAND REPRESENTATION OF TASK DIFFICULTY RATERS

| <u>COMMAND</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|----------------|--------------------------------|------------------------------|
| AAC | 3 | 2 |
| USAFA | 1 | 2 |
| USAFE | 13 | 7 |
| AFLC | 5 | 7 |
| AFSC | 9 | 11 |
| ATC | 13 | 16 |
| MAC | 13 | 11 |
| PACAF | 9 | 7 |
| SAC | 18 | 19 |
| TAC | 16 | 18 |
| TOTAL | <u>100%</u> | <u>100%</u> |

COMMAND REPRESENTATION OF TRAINING EMPHASIS RATERS

| <u>COMMAND</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|----------------|--------------------------------|------------------------------|
| AAC | 3 | 4 |
| USAFA | 1 | 1 |
| USAFE | 13 | 11 |
| AFLC | 5 | 5 |
| AFSC | 9 | 6 |
| ATC | 13 | 15 |
| MAC | 13 | 12 |
| PACAF | 9 | 6 |
| SAC | 18 | 21 |
| TAC | 16 | 19 |
| TOTAL | <u>100%</u> | <u>100%</u> |

SPECIALTY JOBS (Career Ladder Structure)

The diversity of jobs within a career ladder can greatly impact on the Air Force personnel classification policy, technical training, and on-the-job training (OJT). As a result, this report begins with a detailed description of the types of jobs within the 981X0 specialty and how these jobs relate to one another.

A job is defined as the group of tasks an individual performs. A job type is a group of individuals who perform many of the same tasks and spend similar amounts of time performing them. Job types having a substantial degree of similarity are grouped and labeled as clusters. An independent job type is a job type too dissimilar to be grouped within a cluster.

Specialty Overview

Based on the similarity of tasks performed and the relative amount of time spent on each task, five job clusters were identified; namely DENTISTS' ASSISTANTS, RADIOGRAPHIC PERSONNEL, RECEPTION-RECORDING PERSONNEL, SUPPLY ADMINISTRATORS, AND MANAGERS. Within each of these clusters were two or more job types based on some degree of specialization. Also identified were nine independent job types (IJT) which did not fall within any of the clusters.

The job groups found within the 981X0 survey sample are listed below, along with the number of people forming each group and a GRP identification number used in cross-referencing to computer printouts provided to selected users. Figure 1 illustrates the relationship between the groups.

- I. DENTISTS' ASSISTANTS (GRP102, N=695)
 - A. Multiple-Function Assistants (GRP428, N=243)
 - B. Operative Assistants (GRP285, N=214)
 - C. Oral Surgery Assistants (GRP283, N=66)
 - D. Periodontic Assistants (GRP588, N=37)
 - E. Prosthodontic Assistants (GRP453, N=35)
 - F. Preventive Dentistry-Operative Assistants (GRP486, N=15)
 - G. Orthodontic Assistants (GRP477, N=5)
 - H. Junior Dentists' Assistants (GRP201, N=7)
 - I. Senior Dentists' Assistants (GRP289, N=5)
- II. EXAM ROOM ASSISTANTS (GRP083, N=19)*
- III. ORAL HYGIENISTS (GRP082, N=187)*
- IV. DENTAL TECHNICIAN-SUPERVISORS (GRP090, N=100)*

- V. RADIOGRAPHIC PERSONNEL (GRP031, N=103)
 - A. X-ray Personnel (GRP141, N=79)
 - B. Junior X-ray Personnel (GRP053, N=11)
 - C. X-ray NCOICs (GRP072, N=9)
- VI. RECEPTION-RECORDS PERSONNEL (GRP114, N=132)
 - A. Receptionist-Record Keepers (GRP121, N=83)
 - B. Reception-Records NCOICs (GRP144, N=49)
- VII. RECEPTIONIST-DENTISTS' ASSISTANTS (GRP081, N=11)*
- VIII. CLERKS (GRP080, N=12)*
- IX. AUTOMATED DATA INPUT PERSONNEL (GRP099, N=7)*
- X. DATA PROCESSING PERSONNEL (GRP093, N=7)*
- XI. MAINTENANCE PERSONNEL (GRP106, N=6)*
- XII. SUPPLY ADMINISTRATORS (GRP092, N=61)
 - A. Senior Supply Administrators (GRP203, N=35)
 - B. Junior Supply Administrators (GRP162, N=20)
- XIII. MANAGERS (GRP056, N=157)
 - A. Supervisors (GRP112, N=115)
 - B. Administrators (GRP123, N=27)
 - C. OJT NCOICs (GRP095, N=8)
- XIV. RESIDENT TECHNICAL TRAINING INSTRUCTORS (GRP044, N=18)*

*INDEPENDENT JOB TYPE (IJT)

Respondents forming these clusters and independent job types accounted for 94 percent of the total survey sample. The remaining six percent of the sample consisted of individuals who did not group into any of the categories outlined above.

Job Descriptions

The following paragraphs describe the job groups mentioned above in terms of tasks performed and background characteristics. Subsequently, the groups will be compared with one another to show how they vary.

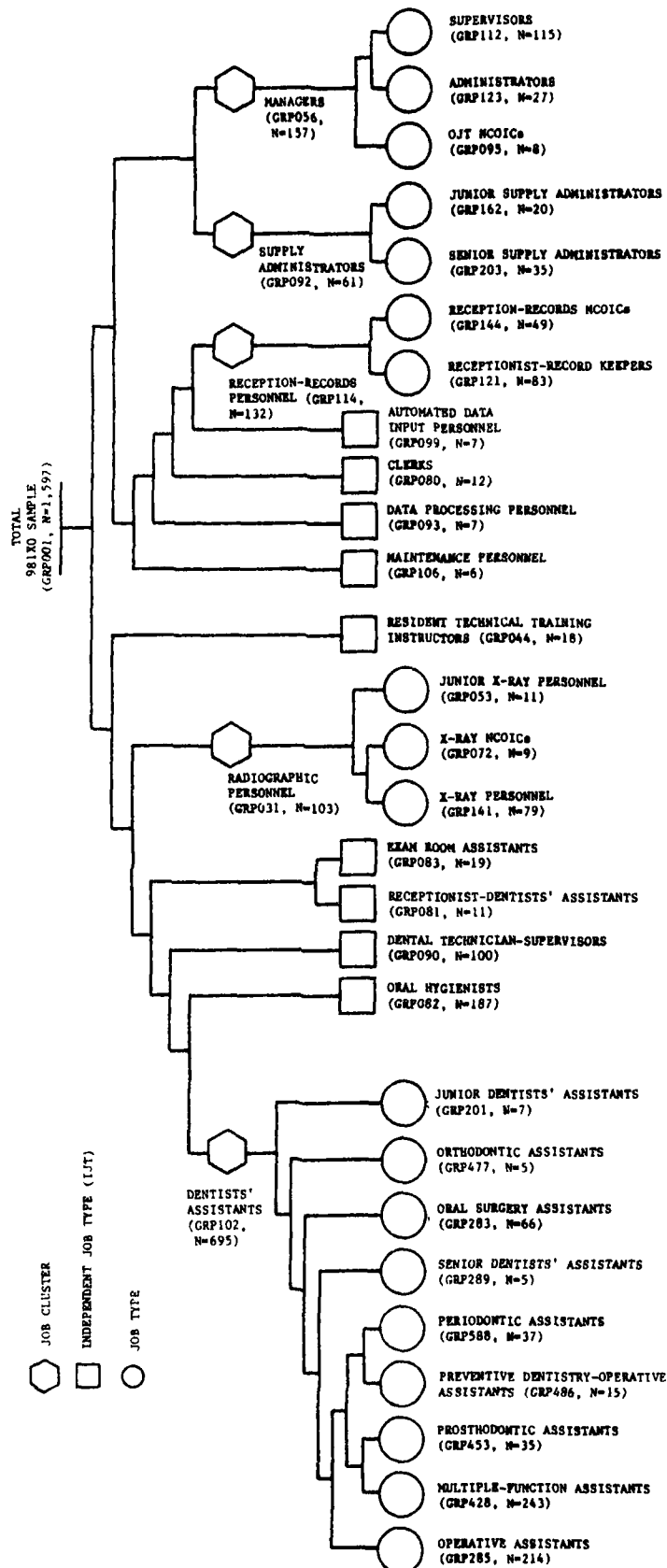


FIGURE 1

I. DENTISTS' ASSISTANTS CLUSTER (GRP102, N=695). The Dentists' Assistants cluster accounted for a greater proportion of the survey sample (44 percent) than any other functional group identified in this study. The work performed by members of this cluster was most typical of the 981X0 apprentice or journeyman. Nearly all the individuals in the group were 3- and 5-skill level personnel; more than four-fifths were in their first enlistment (see Table 5A).

Nine different job types, most of which corresponded to specific kinds of dentistry, comprised the Dentists' Assistants cluster. Members of all these job types performed many of the same basic functions. Their assistance to the dentist involved preparing materials and instruments to be used in treating the patient, performing patient pre-treatment procedures, and assisting the dentist during treatment. They were also responsible for the cleaning and upkeep of equipment, instruments, and the treatment area. (see Table 6A, Duties F, G, and H.) The following tasks illustrate the job performed by personnel in this cluster:

- Receive and dismiss patients
- Adjust chairs, seat patients, and position equipment
- Take and record blood pressure
- Prepare patients for treatment
- Select and arrange dental instruments, materials, medicines, or equipment
- Prepare record of dental attendance forms using AF Form 644
- Check dental equipment for cleanliness or operating condition
- Perform four-handed dentistry techniques
- Pass instruments or materials
- Retract patients' cheeks, lips, or oral tissue
- Clean and disinfect dental equipment and instruments
- Flush oral evacuator systems
- Lubricate dental equipment and appliances

These tasks are characteristic of the job of all members of this cluster. In addition to these tasks, however, most members of the Dentists' Assistants cluster also performed tasks specific to the individual job they performed. The following paragraphs complete the picture of the job types within this cluster by discussing the various job types in detail.

A. Multiple-Function Assistants (GRP428, N=243). Over one-third of the individuals in the Dentists' Assistants cluster performed a very broad job which we titled the Multiple-Function Assistants job type. They did not specialize in any one specific kind of dentistry, but performed dental assisting tasks for a variety of treatment types. Multiple-Function Assistants tended to be located in smaller dental facilities or be more junior workers in larger clinics. Members of this job type performed more tasks (an average of 86) than any other group within the Dentists' Assistants cluster (see Table

5A). In addition to the common cluster tasks, at least half of the Multiple-Function Assistants also performed the following example tasks, which demonstrate the wide scope of responsibilities encompassed within the job of these group members:

- Sharpen restorative instruments
- Mix root canal fillings, cements, or materials
- Mix pulp capping or pulp insulating materials
- Mix zinc oxide and eugenol pastes
- Shield patients from radiation
- Irrigate root canals
- Wear and maintain film badges
- Take dental impressions
- Mix acrylics
- Mix impression pastes
- Cut or remove sutures
- Mix surgical packs or periodontal dressings
- Don or doff surgical caps, gowns, gloves, shoes, or covers
- Disassemble or assemble prophylaxis hand pieces
- Polish teeth

B. Operative Assistants (GRP285, N=214). The Operative Assistants job type accounted for nearly one-third of the survey respondents in the Dentists' Assistants cluster. Most of this group's members assisted dentists in the restoration of decayed or fractured teeth. A small group of personnel who assisted with root canal treatments was also found among the Operative Assistants. Individuals belonging to the Operative Assistants group, in common with the Multiple-Function Assistants, tended to be more junior than the majority of this cluster (see Table 5A). Tasks best characterizing the Operative Assistants, based on amount of time spent performing compared to other job types within the cluster, included:

- Mix silver alloys
- Prepare matrices
- Mix temporary filling materials
- Mix composite resins
- Mix pulp capping or pulp insulating materials

Though members of several other Dentists' Assistants job types performed some of these tasks, the Operative Assistants devoted more of their job time to restorative dentistry tasks such as these than any other group identified.

C. Oral Surgery Assistants (GRP283, N=66). Most of this group specialized in assisting in surgery although a few were assisting with the other treatments of gum disorders. A couple of equipment items used almost exclusively by members of this group were the Stryker or Hall Units (oral)

and oral surgery mallots. Based on time spent performing relative to the other job types, tasks which best typified the Oral Surgery Assistants included:

- Assist with intravenous (IV) sedations
- Don or doff surgical caps, gowns, gloves, shoes, or covers
- Take and record vital signs other than blood pressure
- Assist in emergency procedures, such as managing syncope or providing oxygen to patient
- Perform surgical evacuation of fluids from oral cavity

D. Periodontic Assistants (GRP588, N=37). Most of the airmen in the Periodontic Assistants job group aided dentists in the treatment of gum maladies. The Periodontic Assistants, unlike the members of job types discussed so far, spent a noteworthy amount of their time performing preventive dentistry functions, such as removing calculus and plaque from teeth, polishing teeth, and advising patients on nutrition and diet (see Table 6A). Additional tasks distinguishing this group from other job types within the cluster included:

- Mix surgical packs or periodontal dressings
- Prepare periodontal scoring charts
- Sharpen periodontal knives
- Insert or remove periodontal dressings
- Sharpen periodontal scaling instruments other than knives
- Monitor patients' progress following treatment

High job satisfaction was another characteristic of the Periodontic Assistants. Of all the members of the Dentists' Assistants cluster, the airmen who fell within this group expressed the greatest contentment with their job (see Table 7A.)

E. Prosthodontic Assistants (GRP453, N=35). The Prosthodontic Assistants, who worked mainly with the replacement of teeth, could be readily identified by several tasks and pieces of equipment associated with this type of dentistry. These equipment items included:

- Compound heaters
- Dental hard pieces, low speed, belt
- Dental model trimmers
- Dental vibrators
- Sand blasters
- Shell blasters

Tasks performed almost exclusively by Prosthodontic Assistants included:

- Mix tray acrylics for prosthetic procedures
- Make entries on dental laboratory prescription and consultation request forms (AF Form 994)
- Cement crowns, inlays, or bridges
- Trim dental casts
- Mix dental stone or plaster
- Mix acrylics
- Remove excess cement from crowns, inlays, or fixed partial dentures

As can be discerned from some of the tasks and equipment mentioned above, many Prosthodontic Assistants were sometimes involved in work normally performed by Dental Laboratory personnel (AFSC 982X0).

F. Preventive Dentistry - Operative Assistants (GRP486, N=15). The Preventive Dentistry - Operative Assistants spent almost as much of their time performing preventive dentistry functions as dental assisting tasks (see Table 6A, Duties H & I). Members of this job type performed the most difficult job (JDI=16) and second highest number of tasks of any group in the Dentists' Assistants cluster (see Table 5A). Examples of responsibilities accounting for the extra tasks performed were:

- Screen patients' mouths
- Remove subgingival calculus, stains, or plaque from teeth
- Evaluate patients' oral hygiene techniques
- Remove supragingival calculus, stains, or plaque from teeth
- Polish teeth
- Disassemble or assemble prophylaxis hand pieces

Although two other Dentists' Assistants groups performed oral hygiene tasks such as these, the Preventive Dentistry - Operative Assistants spent a higher percentage of their relative job time on preventive dentistry.

G. Orthodontic Assistants (GRP477, N=5). The Orthodontic Assistants, who assisted with straightening malaligned teeth, formed the only group within the entire 981X0 career ladder in which a high proportion (60 percent) of members were assigned overseas (see Table 5A). Furthermore, all the Orthodontic Assistants were found in large hospitals or medical centers. Functionally, the Orthodontic Assistants shared a major portion of the job performed by the Periodontic Assistants and Preventive Dentistry - Operative Assistants, who also spent a noteworthy amount of time on oral hygiene activities (see Table 6A, Duty I). In addition, they seemed to be responsible for some administrative work not normally performed by a Dentists' Assistant. Distinguishing tasks performed included:

- Maintain dental health record files
- Type dental patients' records
- Prepare dental records for patients' transfer
- Take dental impressions
- Advise patients on home care of teeth or prostheses
- Polish teeth
- Remove subgingival calculus, stains, or plaque from teeth

Members of this group appeared very satisfied with their job in the Air Force, as 100 percent intended to reenlist.

H. Junior Dentists' Assistants (GRP201, N=7). Members of the Junior Dentists' Assistants job type performed the smallest average number of tasks (43) and held the least difficult job (JDI=9). The group had the highest proportion of 3-skill level personnel of all job types within the cluster; they were also the most junior group. Members of this job type did not perform tasks specific to an individual type of dentistry (see Table 5A). In fact, the Junior Dentists' Assistants did not share three of the tasks found to be typical of the Dentists' Assistants cluster. These tasks uniquely not performed included:

- Prepare patients for treatment
- Select and arrange dental instruments, materials, medicines, or equipment
- Retract patients' cheeks, lips, or oral tissue

The remaining tasks noted in the cluster description occupied approximately one-third of the Junior Dentists' Assistants job time. The remainder of the job time of each airman in this group was spent on a variety of support tasks.

I. Senior Dentists' Assistants (GRP289, N=5). The Senior Dentists' Assistants were characterized by the supervisory nature of their job. More of their relative job time (40 percent) was spent performing supervisory and administrative tasks, while they still tended to perform the full spectrum of technical tasks that represent the core of the overall cluster (see Table 6A, Duties A, B, C and D). All members of this small job type of five indicated their job utilized their training fairly well or better, but the majority felt their talents were underutilized. Significantly, 80 percent planned to reenlist. Tasks that best distinguish this group from the other job types within the cluster included:

- Prepare APRs
- Maintain job proficiency guides (JPG)
- Supervise Dental Assistant Specialists (AFSC 98150)

Verify CDC completions
Evaluate individuals for promotion, demotion, or
reclassification
Evaluate OJT trainees

II. EXAM ROOM ASSISTANTS (GRP083, N=19). The Exam Room Assistants performed a job much narrower in scope (33 tasks on the average) than that of the Dentists' Assistants. Rather than aiding dentists in the treatment of patients, these individuals assisted with dental examinations and consultations. They prepared and updated records as the dentist conducted an examination and then completed any other necessary forms following the patient's examination. They also cleaned and maintained equipment, instruments, and the examination area (Table 6A, Duties E, F, and G). Examples of tasks representative of the Exam Room Assistants independent job type were:

Receive or dismiss patients
Make entries on dental health record forms, such
as SF Form 603 or 603A series
Prepare medical record-consultation sheet forms
(SF Form 513)
Make entries on medical/dental appointment forms
(AF Form 490)
Prepare record of dental attendance forms
(using AF Form 644)
Clean and disinfect equipment and instruments
Check dental equipment for cleanliness or
operating conditions
Lubricate hand pieces

The Exam Room Assistants were, on the average, more senior than all the Dentists' Assistants groups with the exception of the Senior Dentists' Assistants (see Table 5A).

III. ORAL HYGIENISTS (GRP082, N=187). The Oral Hygienists job group represented 12 percent of the total 981X0 sample. Members of this independent job type tended to be relatively senior. Yet, like the personnel in the groups already discussed, relatively few of these individuals had a 7-skill level (see Table 5B). The Oral Hygienist's job revolved primarily around preventive dentistry functions. Members of this group performed patient pre-treatment procedures, cleaned patients' teeth, advised patients on proper oral hygiene, and conducted preventive dentistry programs. They also performed maintenance and cleaning tasks similar to the Dentists' Assistants and Exam Room Assistants (see Table 6B, Duties I, G, and F.) Tasks best distinguishing the Oral Hygienists from other groups within the 981X0 sample included:

- Screen patients record for contraindications to prophylaxis
- Evaluate patients' oral hygiene techniques
- Apply disclosing agents
- Disassemble or assemble prophylaxis hand pieces
- Remove supragingival calculus, stains or plaque from teeth
- Remove subgingival calculus, stains, or plaque from teeth
- Polish teeth
- Advise patients on nutrition and diet
- Conduct clinical oral health programs
- Conduct preventive dentistry programs for children
- Apply topical anticariogenic agents

IV. DENTAL TECHNICIAN - SUPERVISORS (GRP090, N=100). Members of the Dental Technician-Supervisors independent job type, comprising six percent of the 981X0 sample, performed the broadest range of tasks of any functional grouping discussed in this report. The job performed by these airmen represented all the duty areas, both managerial and technical. The greater part of the Dental Technician - Supervisor's job was, however, still devoted to technical tasks (see Table 6B). About half the members of this group were first- or second-enlistment personnel, while the other half had been in the service for more than eight years (see Table 5B). Examples that illustrate the range of tasks performed by at least half of the Dental Technician-Supervisors included:

- Select and arrange dental instruments, materials, medicines, or equipment
- Receive or dismiss patients
- Mix silver alloys
- Irrigate oral cavities
- Remove subgingival calculus, stains, or plaque from teeth
- Polish teeth
- Advise patients on home care of teeth or prostheses
- Disinfect dental instruments
- Clean treatment areas to maintain aseptic conditions
- Lubricate hand pieces
- Wear and maintain film badges
- Label and mount radiographs
- Review Patient Dental Medical History forms (AF Form 696)
- Type dental patients' records
- Make entries on dental health record forms, such as SF Form 603 or 603A series
- Maintain dental supply cabinets
- Inspect dental clinics for orderly or aseptic operating conditions

- Supervise Dental Assistant Specialists (AFSC 98150)
- Prepare APRs
- Counsel personnel on personal or military-related matters
- Maintain training records, charts, or graphs
- Conduct OJT
- Develop self-inspection programs
- Determine work priorities

There were some variations of job emphasis within this independent job type as different small groups of these technician-supervisors spent higher percentages of their time on such functions as preventive dentistry and training. There were additional variations, based on the relative time spent performing supervisory duties. The most technically oriented subgroup concentrated 12 percent of its relative time supervising, while the most supervisory spent about 40 percent supervising. However, although these small job variations were identified, the noteworthy characteristic of the jobs performed by this group was the broad range of both technical and supervisory tasks.

V. RADIOGRAPHIC PERSONNEL (GRP031, N=103). The Radiographic Personnel cluster accounted for six percent of the 981X0 survey sample. Skill levels of airmen within the cluster ranged from 3- to 7-skill level personnel (see Table 5B). The three X-ray job types forming this cluster reflected three levels of seniority. Though all cluster members took X-rays and processed film, the breadth of the job performed varied dramatically from the most senior to most junior group. The following tasks were the responsibilities common to all three job types within the cluster:

- Wear and maintain film badges
- Shield patients from radiation
- Process radiographic film using automatic developing apparatus
- Place radiographic film in cassettes

The following paragraphs describe the job types within the Radiographic Personnel cluster and highlight the tasks that distinguish them from other job type members within the cluster.

A. X-ray Personnel (GRP141, N=79). Over three-quarters of the Radiographic Personnel were part of the X-ray Personnel job type. These airmen performed an average of 42 tasks. In addition to the common functions mentioned above (in the Radiographic Personnel Cluster description) X-ray Personnel exposed radiographs, prepared film processing and developing solutions, and maintained radiographic supplies and equipment. Some administrative tasks were also a part of this group's job. Examples of tasks performed by the majority of members of the X-ray Personnel job type included:

- Process radiographic film manually
- Expose apical radiographs using bisecting angle technique
- Expose bitewing radiographs
- Expose panoramic radiographs
- Perform user maintenance on automatic film processor
- Perform film analyzer tests
- Maintain radiographic stock supply

B. Junior X-ray Personnel (GRP053, N=11). The Junior X-ray Personnel job type encompassed a much narrower scope of responsibilities than the X-ray Personnel group. Junior X-ray Personnel performed an average of eight tasks, the lowest of any group identified within the 981X0 sample. Members of this job type were also the most junior of any functional group discussed in this report (see Table 5B). Only one task, in addition to the ones listed in the Radiographic Personnel cluster description, namely, mix radiographic film processing solutions, was performed by 50 percent or more of the Junior X-ray Personnel.

C. X-ray NCOICs (GRP072, N=9). The majority of the X-ray NCOICs were 7-skill level personnel (see Table 5B). They devoted nearly half their time to supervisory functions and about one-fourth of their time to radiographic functions (see Table 6B, Duties A, B, C, D, and J). This group's average of 64 tasks included the full range of X-ray tasks performed by the X-ray personnel job type. Additionally, X-ray NCOICs assumed the following managerial responsibilities:

- Supervise Dental Assistant Specialists (AFSC 98150)
- Prepare APRs
- Supervise Apprentice Dental Assistant Specialists (AFSC 98130)
- Conduct OJT
- Counsel personnel on personal or military-related matters
- Assign personnel to duty positions

VI. RECEPTION-RECORDS PERSONNEL CLUSTER (GRP114, N=132). Eight percent of the airmen in this survey were part of the Reception-Records Personnel cluster. The members of this cluster performed administrative tasks at the front desk, such as scheduling appointments, completing forms, updating records, and initiating new files. Reception-Records Personnel skill levels ranged from the 98130 to 98170 AFSC, with members of the cluster's most senior job type performing the broadest range of tasks (see Table 5C). Within this cluster, personnel tended to group into two distinct job types based on the ratio of technical versus supervisory tasks performed. Examples of tasks common to both job types within the cluster included:

- Make entries on medical/dental appointment forms (AF Form 490)
- Make entries on dental appointment registers
- Maintain dental health record files
- Make entries on health record-medical/dental form folders (AF Form 2100 series)
- Make entries on dental health record forms, such as SF Form 603 or 603A series
- Review patient dental/medical history forms (AF Form 696)
- Prepare dental records for patients' transfer
- Retire dental health records

The following paragraphs give more specific details on the two job types within the Reception-Records Personnel cluster.

A. Receptionist-Record Keepers (GRP121, N=83). A little more than three-fifths of the Reception-Records Personnel fell within the Receptionist-Record Keepers job type. Seventy-two percent of these airmen held the 5-skill level with the remainder split between the 3- and 7-skill levels (see Table 5C). They performed an average of 16 tasks, which were basically limited to the functions described in the Reception-Records Personnel description. In fact, members of this group did not share any characteristic tasks not common to the entire cluster.

B. Reception-Records NCOICs (GRP144, N=49). The Reception-Records NCOICs devoted a substantial amount of their time (32 percent) to supervisory duties, in addition to the time spent on front desk administrative functions. As could be expected from this supervisory involvement, over four-fifths of the members of this group said they supervise others. On the average, these NCOICs supervised two or three people. The Reception-Records NCOICs performed twice the number of tasks performed by their junior counterparts (see Table 5C, Duties A, B, C, D, and E). Examples of responsibilities accounting for this higher average number of tasks included:

- Supervise Dental Assistant Specialists (AFSC 98150)
- Prepare APRs
- Counsel personnel on personal or military-related matters
- Determine work priorities

Ninety percent of this more supervisory group of Reception-Records Personnel were 5- or 7-skill level airmen.

VII. RECEPTIONIST-DENTISTS' ASSISTANTS (GRP081, N=11). The job of the Receptionist-Dentists' Assistant, who performed an average of 51 tasks, seemed to resemble that of the Reception-Records Personnel, but also included some responsibilities commonly assumed by the Dentists' Assistant.

Individuals who were part of this group performed all the tasks common to the Reception-Records Personnel cluster. In addition, they spent nearly a third of their time on dental assisting and general support functions (see Table 6C, Duties E, G, and H). Examples of responsibilities common to the Receptionist-Dentists' Assistants included:

- Prepare dental records for patients' transfer
- Maintain dental health record files
- Make entries on dental appointment registers
- Make entries on health record-medical/dental form folders (AF Form 2100 series)
- Retire dental health records
- Pass instruments or materials
- Disinfect dental equipment and instruments
- Lubricate dental equipment or appliances
- Receive or dismiss patients
- Take and record blood pressure

All but one of the 11 members of this independent job type were 5-skill level airmen (see Table 5C).

VIII. CLERKS (GRP080, N=12). The Clerks independent job type tied with the Junior X-ray Personnel for both the least difficult job and least number of tasks performed (see Table 5C). Members of this group performed the same basic functions as the Receptionist-Record Keepers; however, their job included only half as many tasks, and members of this group averaged approximately half as many months TAFMS. In fact, the following three tasks accounted for more than one-third of the Clerk's job time:

- Make entries on health record-medical/dental form folders
- Make entries on medical/dental appointment forms (AF Form 490)
- Make entries on dental health record forms, such as SF Form 603 or 603A series

IX. AUTOMATED DATA INPUT PERSONNEL (GRP099, N=7). The Automated Data Input Personnel, like the Clerks, performed many of the same functions as the Reception-Records Personnel. These airmen, however, used automated data input devices to update records and maintain files. They also spent a substantial amount of time writing reports (see Table 6C). All were stationed at medium to large dental facilities. Six of the group members worked on a keypunch; the remaining individual used a cathode-ray tube (CRT). Tasks best characterizing this independent job type included:

- Compile and maintain broken appointment data reports
- Prepare reports

- Review edit and error listings
- Make entries on dental appointment registers
- Process automated dental treatment data
- Maintain periodic dental examination scheduling programs
- Maintain dental health record files

All seven members of this group were 5-skill level airmen. Reenlistment intents of this group were among the highest of all the groups identified (see Table 7C).

X. DATA PROCESSING PERSONNEL (GRP093, N=7). The Data Processing Personnel were a little more senior than the Automated Data Input Personnel (see Table 5D). Though the jobs of the two groups were somewhat similar, the Data Processing Personnel's job was more managerial. These airmen devoted almost two-fifths of their time to supervisory duties, in addition to performing administrative functions (see Table 6D, Duties A, B, C, D, and E). Two of the five individuals in the Data Processing Personnel group used CRTs; the others operated the keypunch. Tasks on which these survey respondents spent the most time were:

- Process automated dental treatment data
- Maintain automated dental treatment data files
- Review edit and error listings
- Interpret automated dental treatment data
- Supervise Dental Assistant Specialists (AFSC 98150)
- Prepare APRs

XI. MAINTENANCE PERSONNEL (GRP106, N=6). The Maintenance Personnel shared the lowest Job Difficulty Index (JDI) in this study with the Junior X-ray Personnel and the Clerks (see Table 5D). These individuals spent nearly all their time maintaining facilities and equipment and performing general cleaning tasks (see Table 6D, Duties F and G). Performing on the average, only 10 tasks, the following three tasks accounted for approximately one-third of their job time:

- Lubricate dental equipment or appliances
- Lubricate hand pieces
- Clean treatment areas to maintain aseptic conditions

Five of the six members of this group were 5-skill level personnel; the remaining airman held the 98130 DAFSC.

XII. SUPPLY ADMINISTRATORS (GRP092, N=61). The Supply Administrators were much more senior than any groups discussed so far; only seven percent of the cluster members were in their first enlistment (see Table 5D).

Both job types within the Supply Administrators cluster focused upon supply activities. Acquiring supplies and equipment, storing and distributing supplies and equipment, taking inventories, handling materiel problems, maintaining files, and preparing forms were functions performed by Supply Administrators. Examples of tasks common to both job types within the cluster included:

- Receipt for supplies
- Stock supplies
- Issue supplies
- Assign space for equipment or supplies
- Inventory dental equipment
- Prepare justification for dental equipment or supplies
- Review requisitions for equipment or supplies
- Coordinate maintenance of equipment or facilities with other units
- Maintain file of general services administration (GSA) contracts and local purchase supply catalogs
- Maintain federal supply catalog files

The specifics for the two Supply Administrators job types are given below.

A. Senior Supply Administrators (GRP203, N=35). The Senior Supply Administrators job type accounted for almost two-thirds of the Supply Administrators cluster. Over half the group members were 7-skill level personnel (see Table 5D). Though supply activities were the main emphasis of the Senior Supply Administrators' job, these airmen performed a number of supervisory functions, primarily personnel management tasks, in addition to materiel administration (see Table 6D). Almost all the members of this group said they supervised others. The average number of subordinates was three. Examples of some responsibilities not assumed by members of the Junior Supply Administrators' job type were:

- Supervise Apprentice Dental Assistant Specialists (AFSC 98130)
- Conduct OJT
- Counsel trainees on training progress
- Counsel personnel on personal or military-related matters
- Evaluate and draft budget or financial requirements
- Write correspondence
- Maintain job proficiency guides (JPG)

B. Junior Supply Administrators (GRP162, N=20). The majority of the Junior Supply Administrators were 5-skill level airmen. They performed an average of 34 tasks, less than half the number performed by their more senior counterparts (see Table 5D). In fact, the Junior Supply Administrators did not perform any tasks not common to the entire supply cluster.

XIII. MANAGERS (GRP056, N=157). Representing one-tenth of the 981X0 survey sample, the Managers cluster contained, on the average, the most senior participants in this study. Over 90 percent of the Manager's time was devoted to supervisory and administrative functions (see Tables 5E and 6E, Duties A, B, C, D and E). Within the cluster, three distinct job types were found. They shared a common core of supervisory tasks which was representative of jobs grouped into the cluster. Most of these tasks involved the management of personnel. The following are examples of these tasks:

- Prepare APRs
- Indorse APRs
- Determine work priorities
- Plan work assignments
- Assign personnel to duty positions
- Establish work performance standards
- Inspect dental clinics for orderly or aseptic operating conditions
- Interpret policies, directives, or procedures for subordinates
- Conduct orientations or briefings for newly assigned personnel

Each of the job types also had a set of characteristic tasks that distinguished it from the remainder of the cluster. A discussion of the job type variations follows.

A. Supervisors (GRP112, N=115). The Supervisors, who accounted for nearly three-quarters of the airmen falling within the Managers cluster, represented the highest level of management within the 981X0 AFS. Members of this job type performed the most difficult job (JDI=22) of any group identified within the career ladder. Second only to the Dental Technician-Supervisors, they also performed the highest number of tasks (see Table 5E). Responsibilities which best distinguished the Supervisors from the other two job types within the cluster were:

- Initiate personnel action requests
- Review manpower change requests
- Establish organizational policies, dental operating instruction (DOI), or standard operating procedures (SOP)
- Evaluate and draft budget or financial requirements
- Schedule personnel for schools, temporary duty (TDY), assignments, or nontechnical training
- Assign sponsors for newly assigned personnel
- Evaluate job descriptions
- Develop and implement self-inspection programs
- Evaluate contract maintenance or janitorial services
- Prepare civilian performance ratings or supervisory appraisals

B. Administrators (GRP123, N=27). Members of the Administrators job type were more junior than the Supervisors and performed a job much more limited in scope (see Table 5E). They did not perform many of the managerial tasks included in the Supervisors' job description. They did, however, perform a number of administrative tasks similar to those performed by the Reception-Records or Automated Data Input Personnel. Examples of tasks which differentiated the Administrators group from the other two job types in this cluster included:

- Maintain personnel reliability programs (PRP)
- Maintain periodic dental examination scheduling programs
- Retire dental health records
- Maintain dental health record files
- Prepare dental records for patient transfer
- Compile and maintain broken appointment data reports
- Maintain clinic index file forms (AF Form 1942)

C. OJT NCOICs (GRP095, N=8). The job of the OJT NCOICs encompassed an even smaller range of responsibilities than that of the Administrators (see Table 5E). No tasks uniquely performed by this group and not performed by either of the other two job types in the Managers cluster were identified. A higher concentration of relative time on tasks concerning OJT distinguished this job type from the other two. Based on percent time spent performing compared to the other Managers' job types, the following tasks best characterized the OJT NCOICs:

- Evaluate OJT trainees
- Evaluate OJT training
- Maintain job proficiency guides (JPG)
- Determine OJT training requirements
- Plan OJT

XIV. RESIDENT TECHNICAL TRAINING INSTRUCTORS (GRP044, N=18). As is often the case, the technical school instructors were among the most satisfied with their job. This is perhaps best illustrated by the fact that reenlistment intents were 100 percent (see Table 7E). Responsible for the resident technical training of 981X0 airmen, examples of tasks best characterizing this independent job type included:

- Administer tests
- Counsel trainees on training progress
- Construct training aids
- Demonstrate maintenance of equipment or facilities
- Demonstrate aseptic cleaning of equipment or facilities equipment
- Demonstrate use of emergency equipment
- Conduct resident course classroom training

TABLE 5A
SELECTED BACKGROUND DATA FOR JOB GROUPS

DENTISTS' ASSISTANTS CLUSTER

| | DENTISTS' ASSISTANTS CLUSTER (GRP102, N=695) | MULTI-FUNC ASSTs (GRP428, N=243) | OPER ASSTs (GRP285, N=214) | ORAL SURG ASSTs (GRP283, N=66) | PERIO ASSTs (GRP588, N=37) | PROS ASSTs (GRP453, N=35) | PREV DENT-OPER ASSTs (GRP486, N=15) | ORTHOD ASSTs (GRP477, N=5) | JR DENT ASSTs (GRP201, N=7) | SR DENT ASSTs (GRP289, N=5) | EXAM ROOM ASSTs (GRP083, N=19) |
|------------------------------------|---|-------------------------------------|-------------------------------|-----------------------------------|-------------------------------|------------------------------|--|-------------------------------|--------------------------------|--------------------------------|-----------------------------------|
| PERCENT OF SAMPLE: | 13 | 9 | 6 | 29 | 19 | 23 | 33 | 20 | 14 | 100 | 32 |
| AVERAGE NUMBER OF TASKS PERFORMED: | 67 | 86 | 51 | 58 | 75 | 74 | 84 | 48 | 43 | 64 | 33 |
| JOB DIFFICULTY INDEX (JDI): | 12 | 15 | 10 | 11 | 14 | 14 | 16 | 10 | 9 | 13 | 8 |
| PERCENT MEMBERS SUPERVISING: | 44 | 15 | 13 | 4 | 2 | 2 | 1 | * | * | * | 1 |
| PERCENT LOCATED OVERSEAS: | 21 | 25 | 19 | 14 | 14 | 26 | 27 | 60 | 29 | 40 | 21 |
| MAJCOM: | | | | | | | | | | | |
| AAC | 5 | 3 | 6 | 4 | 6 | 6 | 0 | 20 | 0 | 0 | 0 |
| AFLC | 4 | 4 | 4 | 5 | 8 | 6 | 7 | 0 | 0 | 0 | 5 |
| AFSC | 8 | 9 | 5 | 9 | 14 | 20 | 7 | 20 | 0 | 20 | 0 |
| ATC | 17 | 15 | 16 | 20 | 27 | 9 | 13 | 20 | 0 | 0 | 16 |
| MAC | 12 | 9 | 15 | 17 | 11 | 15 | 13 | 0 | 29 | 0 | 16 |
| PACAF | 5 | 7 | 3 | 6 | 0 | 9 | 7 | 20 | 0 | 20 | 0 |
| SAC | 18 | 21 | 22 | 12 | 8 | 9 | 26 | 0 | 14 | 20 | 5 |
| TAC | 19 | 17 | 20 | 20 | 19 | 14 | 20 | 0 | 43 | 20 | 32 |
| USAF | 1 | 1 | 1 | 3 | 0 | 6 | 0 | 0 | 0 | 0 | 16 |
| USAFE | 9 | 14 | 7 | 4 | 6 | 6 | 7 | 20 | 14 | 20 | 10 |
| DAFSC DISTRIBUTION: | | | | | | | | | | | |
| 98130 | 19 | 20 | 20 | 8 | 16 | 17 | 27 | 20 | 71 | 20 | 11 |
| 98150 | 79 | 79 | 78 | 92 | 78 | 80 | 73 | 80 | 29 | 60 | 84 |
| 98170 | 2 | 1 | 2 | 0 | 6 | 3 | 0 | 0 | 0 | 20 | 5 |
| 98190 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 98100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AVERAGE GRADE: | E-4 | E-3 | E-3 | E-4 | E-4 | E-4 | E-4 | E-4 | E-3 | E-5 | E-4 |
| AVERAGE TIME IN CAREER FIELD: | 31 | 27 | 29 | 35 | 34 | 37 | 38 | 34 | 17 | 87 | 50 |
| AVERAGE TIME IN SERVICE (TAFMS): | 36 | 32 | 34 | 40 | 39 | 44 | 43 | 36 | 18 | 87 | 56 |
| PERCENT IN FIRST ENLISTMENT: | 83 | 91 | 89 | 76 | 78 | 69 | 80 | 80 | 100 | 20 | 63 |

*LESS THAN HALF OF ONE PERCENT

TABLE 5B
SELECTED BACKGROUND DATA FOR JOB GROUPS

| | | RADIOGRAPHIC PERSONNEL CLUSTER | | | | | |
|------------------------------------|-------|--|--|--|---|---|-------------------------------------|
| | | ORAL HYGIENISTS (GRP082, N=187) | DENTAL TECHNICIAN- SUPERVISORS (GRP090, N=100) | RADIOGRAPHIC PERSONNEL CLUSTER (GRP031, N=103) | X-RAY PERSONNEL (GRP141, N=79) | JUNIOR X-RAY PERSONNEL (GRP053, N=11) | X-RAY NCOICs (GRP072, N=9) |
| PERCENT OF SAMPLE: | | 33 | 60 | 38 | 34 | 9 | 89 |
| AVERAGE NUMBER OF TASKS PERFORMED: | | 49 | 150 | 40 | 42 | 8 | 64 |
| JOB DIFFICULTY INDEX (JDI): | | 12 | 21 | 10 | 10 | 3 | 16 |
| PERCENT MEMBERS SUPERVISING: | | 12 | 6 | 6 | 5 | 1 | * |
| PERCENT LOCATED OVERSEAS: | | 21 | 27 | 22 | 28 | 0 | 11 |
| MAJCOM: | AAC | 2 | 0 | 4 | 5 | 0 | 0 |
| | AFLC | 5 | 2 | 7 | 6 | 9 | 11 |
| | AFSC | 4 | 16 | 12 | 9 | 27 | 0 |
| | ATC | 13 | 12 | 11 | 9 | 9 | 34 |
| | MAC | 13 | 7 | 10 | 13 | 0 | 0 |
| | PACAF | 4 | 4 | 7 | 8 | 0 | 11 |
| | SAC | 22 | 28 | 21 | 20 | 37 | 11 |
| | TAC | 20 | 13 | 17 | 18 | 18 | 22 |
| | USAFA | 2 | 1 | 2 | 1 | 0 | 11 |
| USAFE | 15 | 17 | 9 | 11 | 0 | 0 | |
| DAFSC DISTRIBUTION: | | | | | | | |
| 98130 | 14 | 8 | 14 | 15 | 18 | 0 | |
| 98150 | 73 | 61 | 71 | 75 | 82 | 11 | |
| 98170 | 13 | 31 | 15 | 10 | 0 | 89 | |
| 98190 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 98100 | 0 | 0 | 0 | 0 | 0 | 0 | |
| AVERAGE GRADE: | | E-4 | E-5 | E-4 | E-4 | E-3 | E-6 |
| AVERAGE TIME IN CAREER FIELD: | | 56 | 77 | 54 | 47 | 22 | 122 |
| AVERAGE TIME IN SERVICE (TAFMS): | | 65 | 92 | 64 | 56 | 31 | 149 |
| PERCENT IN FIRST ENLISTMENT: | | 51 | 20 | 57 | 62 | 82 | 0 |

*LESS THAN HALF OF ONE PERCENT

TABLE 5C
SELECTED BACKGROUND DATA FOR JOB GROUPS

| | RECEPTION- RECORDS PERSONNEL CLUSTER (GRP114, N=132) | RECEPTION-RECORDS PERSONNEL CLUSTER | | RECEPTIONIST- DENTISTS' ASSISTANTS (GRP081, N=11) | CLERKS (GRP080, N=12) | AUTOMATED DATA INPUT PERSONNEL (GRP099, N=7) |
|------------------------------------|---|---|--|---|-----------------------------|--|
| | | RECEPTIONIST- RECORD KEEPERS (GRP121, N=83) | RECEPTION- RECORDS NCOICs (GRP144, N=49) | | | |
| PERCENT OF SAMPLE: | 49 | 30 | 82 | 9 | 8 | 14 |
| AVERAGE NUMBER OF TASKS PERFORMED: | 23 | 16 | 35 | 51 | 8 | 18 |
| JOB DIFFICULTY INDEX (JDI): | 8 | 7 | 11 | 12 | 3 | 10 |
| PERCENT MEMBERS SUPERVISING: | 8 | 5 | 3 | 1 | 1 | 0 |
| PERCENT LOCATED OVERSEAS: | 23 | 17 | 16 | 9 | 25 | 14 |
| MAJCOM: | | | | | | |
| AAC | 5 | 7 | 2 | 0 | 8 | 0 |
| AFLC | 5 | 7 | 2 | 9 | 0 | 14 |
| AFSC | 7 | 5 | 10 | 27 | 17 | 0 |
| ATC | 9 | 7 | 12 | 0 | 17 | 0 |
| MAC | 14 | 13 | 14 | 9 | 8 | 14 |
| PACAF | 7 | 7 | 6 | 0 | 17 | 0 |
| SAC | 24 | 22 | 27 | 9 | 8 | 29 |
| TAC | 19 | 19 | 19 | 9 | 17 | 29 |
| USAF | 1 | 0 | 2 | 9 | 8 | 0 |
| USAF | 9 | 11 | 6 | 28 | 0 | 14 |
| DAFSC DISTRIBUTION: | | | | | | |
| 98130 | 14 | 17 | 10 | 9 | 33 | 0 |
| 98150 | 65 | 72 | 53 | 91 | 67 | 100 |
| 98170 | 21 | 11 | 37 | 0 | 0 | 0 |
| 98190 | 0 | 0 | 0 | 0 | 0 | 0 |
| 98100 | 0 | 0 | 0 | 0 | 0 | 0 |
| AVERAGE GRADE: | E-4 | E-4 | E-5 | E-4 | E-4 | E-4 |
| AVERAGE TIME IN CAREER FIELD: | 59 | 47 | 80 | 38 | 26 | 47 |
| AVERAGE TIME IN SERVICE (TAFMS): | 69 | 55 | 92 | 48 | 34 | 51 |
| PERCENT IN FIRST ENLISTMENT: | 44 | 58 | 20 | 73 | 75 | 71 |

*LESS THAN HALF OF ONE PERCENT

TABLE 5D
SELECTED BACKGROUND DATA FOR JOB GROUPS

| | | SUPPLY ADMINISTRATORS CLUSTER | | | | |
|------------------------------------|-------|---|--|--|---|---|
| | | DATA PROCESSING PERSONNEL (GRP093, N=7) | MAINTENANCE PERSONNEL (GRP106, N=6) | SUPPLY ADMINISTRATORS CLUSTER (GRP092, N=61) | JUNIOR SUPPLY ADMINISTRATORS (GRP162, N=20) | SENIOR SUPPLY ADMINISTRATORS (GRP203, N=35) |
| PERCENT OF SAMPLE: | | 100 | 0 | 85 | 65 | 94 |
| AVERAGE NUMBER OF TASKS PERFORMED: | | 18 | 10 | 56 | 34 | 71 |
| JOB DIFFICULTY INDEX (JDI): | | 11 | 3 | 15 | 12 | 17 |
| PERCENT MEMBERS SUPERVISING: | | * | * | 4 | 2 | 2 |
| PERCENT LOCATED OVERSEAS: | | 29 | 33 | 26 | 25 | 26 |
| MAJCOM: | AAC | 0 | 0 | 3 | 0 | 3 |
| | AFLC | 0 | 0 | 8 | 5 | 9 |
| | AFSC | 14 | 0 | 10 | 10 | 11 |
| | ATC | 0 | 17 | 10 | 20 | 31 |
| | MAC | 29 | 0 | 10 | 10 | 11 |
| | PACAF | 28 | 0 | 5 | 5 | 6 |
| | SAC | 0 | 17 | 18 | 25 | 14 |
| | TAC | 29 | 50 | 16 | 5 | 26 |
| | USAF | 0 | 16 | 2 | 5 | 0 |
| | USAF | 0 | 0 | 18 | 15 | 17 |
| DAFSC DISTRIBUTION: | | | | | | |
| | 98130 | 0 | 17 | 0 | 0 | 0 |
| | 98150 | 71 | 83 | 49 | 60 | 43 |
| | 98170 | 29 | 0 | 49 | 35 | 57 |
| | 98190 | 0 | 0 | 2 | 5 | 0 |
| | 98100 | 0 | 0 | 0 | 0 | 0 |
| AVERAGE GRADE: | | E-5 | E-4 | E-5 | E-5 | E-6 |
| AVERAGE TIME IN CAREER FIELD: | | 93 | 29 | 114 | 105 | 115 |
| AVERAGE TIME IN SERVICE (TAFMS): | | 110 | 39 | 130 | 116 | 137 |
| PERCENT IN FIRST ENLISTMENT: | | 0 | 50 | 7 | 10 | 0 |

*LESS THAN HALF OF ONE PERCENT

TABLE 5E
SELECTED BACKGROUND FOR JOB GROUPS

| | MANAGERS CLUSTER (GRP056, N=157) | MANAGERS CLUSTER | | OJT NCOICs (GRP095, N=8) | RESIDENT TECHNICAL TRAINING INSTRUCTORS (GRP044, N=18) |
|------------------------------------|---|-----------------------------------|-------------------------------------|-----------------------------------|---|
| | | SUPERVISORS (GRP112, N=115) | ADMINISTRATORS (GRP123, N=27) | | |
| PERCENT OF SAMPLE: | 99 | 98 | 100 | 100 | 28 |
| AVERAGE NUMBER OF TASKS PERFORMED: | 95 | 109 | 64 | 45 | 57 |
| JOB DIFFICULTY INDEX (JDI): | 21 | 22 | 17 | 15 | 15 |
| PERCENT MEMBERS SUPERVISING: | 10 | 7 | 2 | * | 1 |
| PERCENT LOCATED OVERSEAS: | 27 | 24 | 33 | 38 | 0 |
| MAJCOM: | | | | | |
| AAC | 5 | 4 | 4 | 13 | 0 |
| AFLC | 7 | 7 | 7 | 12 | 0 |
| AFSC | 8 | 6 | 4 | 50 | 0 |
| ATC | 15 | 16 | 16 | 12 | 89 |
| MAC | 7 | 7 | 7 | 0 | 5 |
| PACAF | 6 | 7 | 4 | 0 | 0 |
| SAC | 22 | 23 | 26 | 0 | 0 |
| TAC | 14 | 16 | 11 | 0 | 6 |
| USAFA | 1 | 2 | 0 | 13 | 0 |
| USAFE | 15 | 12 | 26 | 0 | 0 |
| DAFSC DISTRIBUTION: | | | | | |
| 98130 | 1 | 0 | 4 | 0 | 0 |
| 98150 | 10 | 7 | 22 | 12 | 39 |
| 98170 | 70 | 69 | 74 | 75 | 61 |
| 98190 | 14 | 18 | 0 | 13 | 0 |
| 98100 | 5 | 6 | 0 | 0 | 0 |
| AVERAGE GRADE: | E-7 | E-7 | E-5 | E-6 | E-6 |
| AVERAGE TIME IN CAREER FIELD: | 166 | 182 | 100 | 162 | 128 |
| AVERAGE TIME IN SERVICE (TAFMS): | 196 | 210 | 134 | 171 | 132 |
| PERCENT IN FIRST ENLISTMENT: | 2 | 1 | 7 | 0 | 0 |

*LESS THAN HALF OF ONE PERCENT

TABLE 6A

RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY JOB GROUPS

| DENTISTS' ASSISTANTS' CLUSTER | | | | | | | | | | | |
|--|---------------------------------|----------------------------|--------------------------------|----------------------------|---------------------------|-------------------------------------|----|---------------------------|-----------------------------|-----------------------------|--------------------------------|
| DENTISTS' ASSISTANTS' CLUSTER | MULT-FUNC ASSTs (GRP428, N=243) | OPER ASSTs (GRP285, N=214) | ORAL SURG ASSTs (GRP283, N=66) | PERIO ASSTs (GRP588, N=37) | PROS ASSTs (GRP453, N=35) | PREV DENT-OPER ASSTs (GRP486, N=15) | | ORTHO ASSTs (GRP477, N=5) | JR DENT ASSTs (GRP201, N=7) | SR DENT ASSTs (GRP289, N=5) | EXAM ROOM ASSTs (GRP083, N=19) |
| | | | | | | | | | | | |
| <u>SUPERVISORY DUTIES</u> | | | | | | | | | | | |
| A ORGANIZING AND PLANNING | 4 | 3 | * | 5 | 4 | 5 | 1 | 2 | 7 | 24 | 11 |
| B DIRECTING AND IMPLEMENTING | 1 | * | * | 1 | 1 | 1 | * | 0 | 2 | 3 | 1 |
| C INSPECTING AND EVALUATING | 1 | 1 | * | 1 | 1 | 1 | 1 | 1 | 2 | 4 | 3 |
| D TRAINING | 1 | 1 | * | 2 | 1 | 1 | * | 0 | 1 | 7 | 3 |
| | | | | | | | | | | 10 | 4 |
| <u>DENTAL DUTIES</u> | | | | | | | | | | | |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 49 | 51 | 51 | 39 | 52 | 46 | 54 | 45 | 32 | 29 | 11 |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 43 | 45 | 48 | 36 | 36 | 42 | 29 | 35 | 30 | 28 | 8 |
| | 6 | 6 | 3 | 3 | 16 | 4 | 25 | 10 | 2 | 1 | 3 |
| <u>SUPPORT DUTIES</u> | | | | | | | | | | | |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 48 | 46 | 47 | 56 | 45 | 49 | 45 | 54 | 61 | 43 | 78 |
| F MAINTAINING FACILITIES AND EQUIPMENT | 9 | 9 | 7 | 12 | 10 | 16 | 8 | 14 | 5 | 14 | 24 |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 16 | 14 | 18 | 18 | 15 | 16 | 13 | 16 | 26 | 14 | 24 |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 17 | 14 | 18 | 21 | 19 | 15 | 16 | 24 | 26 | 15 | 28 |
| | 6 | 9 | 4 | 5 | 1 | 2 | 8 | 7 | 4 | 4 | 2 |

LESS THAN HALF OF ONE PERCENT

TABLE 6B

RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY JOB GROUPS

| DUTIES | RADIOGRAPHIC PERSONNEL CLUSTER | | | | | |
|---|--|--|--|---|---|-------------------------------------|
| | ORAL HYGIENISTS (GRP082, N=187) | DENTAL TECHNICIAN- SUPERVISORS (GRP090, N=100) | RADIOGRAPHIC PERSONNEL CLUSTER (GRP031, N=103) | X-RAY PERSONNEL (GRP141, N=79) | JUNIOR X-RAY PERSONNEL (GRP053, N=11) | X-RAY NCOICs (GRP072, N=9) |
| SUPERVISORY DUTIES | 8 | 24 | 11 | 7 | 5 | 48 |
| A ORGANIZING AND PLANNING | 1 | 4 | 2 | 1 | * | 9 |
| B DIRECTING AND IMPLEMENTING | 3 | 6 | 3 | 2 | 4 | 13 |
| C INSPECTING AND EVALUATING | 2 | 7 | 3 | 2 | 1 | 14 |
| D TRAINING | 2 | 7 | 3 | 2 | * | 12 |
| DENTAL DUTIES | 49 | 33 | 9 | 10 | 9 | 1 |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 11 | 21 | 7 | 9 | 3 | 1 |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 38 | 12 | 2 | 1 | 6 | * |
| SUPPORT DUTIES | 44 | 44 | 80 | 84 | 86 | 51 |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 8 | 15 | 10 | 11 | 1 | 16 |
| F MAINTAINING FACILITIES AND EQUIPMENT | 17 | 10 | 6 | 7 | 0 | 4 |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 17 | 10 | 9 | 11 | 1 | 5 |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 2 | 9 | 55 | 55 | 84 | 26 |

*LESS THAN HALF OF ONE PERCENT

TABLE 6C
RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY JOB GROUPS

| DUTIES | RECEPTION-RECORDS PERSONNEL CLUSTER | | | | | AUTOMATED DATA INPUT PERSONNEL (GRP099, N=7) | |
|--|---|--|---------------------------------------|--|-----------------------|--|----|
| | RECEPTION-RECORDS PERSONNEL CLUSTER (GRP114, N=132) | RECEPTIONIST-RECORD KEEPERS (GRP121, N=83) | RECEPTION-RECORDS NCOs (GRP144, N=49) | RECEPTIONIST-DENTISTS' ASSISTANTS (GRP081, N=11) | CLERKS (GRP080, N=12) | | |
| <u>SUPERVISORY DUTIES</u> | | | | | | | |
| A ORGANIZING AND PLANNING | 17 | 8 | 32 | 9 | 2 | 2 | 24 |
| B DIRECTING AND IMPLEMENTING | 2 | 1 | 5 | * | 0 | 0 | 1 |
| C INSPECTING AND EVALUATING | 6 | 3 | 11 | 3 | * | * | 10 |
| D TRAINING | 5 | 2 | 9 | 4 | 2 | 2 | 11 |
| | 4 | 2 | 7 | 2 | 0 | 0 | 2 |
| <u>DENTAL DUTIES</u> | 2 | 1 | 3 | 17 | 2 | 2 | 0 |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 1 | * | 1 | 12 | 1 | 1 | 0 |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 1 | 1 | 2 | 5 | 1 | 1 | 0 |
| <u>SUPPORT DUTIES</u> | 83 | 91 | 65 | 74 | 95 | 95 | 76 |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 75 | 85 | 59 | 41 | 73 | 73 | 74 |
| F MAINTAINING FACILITIES AND EQUIPMENT | 1 | 0 | 1 | 9 | 6 | 6 | * |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 6 | 6 | 4 | 15 | 13 | 13 | 2 |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 1 | * | 1 | 9 | 3 | 3 | 0 |

*LESS THAN HALF OF ONE PERCENT

TABLE 6D

RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY JOB GROUPS

| DUTIES | DATA PROCESSING PERSONNEL (GRP093, N=7) | MAINTENANCE PERSONNEL (GRP106, N=6) | SUPPLY ADMINISTRATORS CLUSTER | | |
|---|---|--|--|---|---|
| | | | SUPPLY ADMINISTRATORS CLUSTER (GRP092, N=61) | JUNIOR SUPPLY ADMINISTRATORS (GRP162, N=20) | SENIOR SUPPLY ADMINISTRATORS (GRP203, N=35) |
| <u>SUPERVISORY DUTIES</u> | 40 | 0 | 45 | 37 | 51 |
| A ORGANIZING AND PLANNING | 2 | 0 | 8 | 6 | 9 |
| B DIRECTING AND IMPLEMENTING | 13 | 0 | 11 | 10 | 12 |
| C INSPECTING AND EVALUATING | 18 | 0 | 17 | 16 | 19 |
| D TRAINING | 7 | 0 | 9 | 5 | 11 |
| <u>DENTAL DUTIES</u> | 0 | 8 | 2 | 1 | 3 |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 0 | 8 | 1 | 1 | 2 |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 0 | 0 | 1 | * | 1 |
| <u>SUPPORT DUTIES</u> | 60 | 92 | 53 | 62 | 48 |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 58 | 4 | 39 | 48 | 33 |
| F MAINTAINING FACILITIES AND EQUIPMENT | 1 | 61 | 10 | 12 | 11 |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 1 | 27 | 1 | * | 1 |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 0 | 0 | 3 | 2 | 3 |

*LESS THAN HALF OF ONE PERCENT

TABLE 6E
RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY JOB GROUP

| DUTIES | MANAGERS CLUSTER | | | | RESIDENT TECHNICAL TRAINING INSTRUCTORS (GRP044, N=18) |
|---|---|-----------------------------------|-------------------------------------|-----------------------------------|---|
| | MANAGERS CLUSTER (GRP056, N=157) | SUPERVISORS (GRP112, N=115) | ADMINISTRATORS (GRP123, N=27) | OJT NCOICs (GRP095, N=8) | |
| <u>SUPERVISORY DUTIES</u> | 71 | 74 | 55 | 76 | 53 |
| A ORGANIZING AND PLANNING | 15 | 16 | 9 | 18 | 3 |
| B DIRECTING AND IMPLEMENTING | 17 | 18 | 13 | 21 | 7 |
| C INSPECTING AND EVALUATING | 25 | 27 | 17 | 16 | 7 |
| D TRAINING | 14 | 13 | 16 | 21 | 36 |
| <u>DENTAL DUTIES</u> | 2 | 2 | 1 | 2 | 18 |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 1 | 1 | * | 2 | 13 |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 1 | 1 | 1 | * | 5 |
| <u>SUPPORT DUTIES</u> | 27 | 25 | 43 | 22 | 28 |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 22 | 19 | 37 | 16 | 6 |
| F MAINTAINING FACILITIES AND EQUIPMENT | 2 | 3 | 2 | 2 | 8 |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 1 | 1 | 2 | 4 | 6 |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 2 | 2 | 2 | * | 8 |

*LESS THAN HALF OF ONE PERCENT

34

I WILL RETIRE
NO, OR PROBABLY NO
YES, OR PROBABLY YES
NO RESPONSE.

TABLE 7B

JOB SATISFACTION AND RELATED DATA FOR JOB GROUPS

| RESPONSES | RADIOGRAPHIC PERSONNEL CLUSTER | | | | | |
|-------------------------------------|--|--|--|---|---|-------------------------------------|
| | ORAL HYGIENISTS (GRP082, N=187) | DENTAL TECHNICIAN- SUPERVISORS (GRP090, N=100) | RADIOGRAPHIC PERSONNEL CLUSTER (GRP031, N=103) | JUNIOR | | |
| | | | | X-RAY PERSONNEL (GRP141, N=79) | X-RAY PERSONNEL (GRP053, N=11) | X-RAY NCOICs (GRP072, N=9) |
| <u>I FIND MY JOB:</u> | | | | | | |
| DULL | 10 | 9 | 14 | 13 | 18 | 22 |
| SO-SO | 19 | 16 | 24 | 23 | 18 | 33 |
| INTERESTING | 70 | 71 | 62 | 64 | 64 | 45 |
| NO RESPONSE | 1 | 4 | 0 | 0 | 0 | 0 |
| <u>MY JOB UTILIZES MY TALENTS:</u> | | | | | | |
| NOT AT ALL TO VERY LITTLE | 18 | 22 | 25 | 24 | 18 | 33 |
| FAIRLY WELL OR BETTER | 81 | 77 | 75 | 76 | 82 | 67 |
| NO RESPONSE | 1 | 1 | 0 | 0 | 0 | 0 |
| <u>MY JOB UTILIZES MY TRAINING:</u> | | | | | | |
| NOT AT ALL TO VERY LITTLE | 12 | 14 | 18 | 15 | 27 | 11 |
| FAIRLY WELL OR BETTER | 87 | 83 | 82 | 85 | 73 | 89 |
| NO RESPONSE | 1 | 3 | 0 | 0 | 0 | 0 |
| <u>I PLAN TO REENLIST:</u> | | | | | | |
| I WILL RETIRE | 1 | 5 | 3 | 1 | 0 | 11 |
| NO, OR PROBABLY NO | 38 | 30 | 29 | 33 | 27 | 0 |
| YES, OR PROBABLY YES | 59 | 65 | 68 | 66 | 73 | 89 |
| NO RESPONSE | 2 | 0 | 0 | 0 | 0 | 0 |

TABLE 7C

JOB SATISFACTION AND RELATED DATA FOR JOB GROUPS

| RESPONSES | RECEPTION-RECORDS PERSONNEL CLUSTER | | | | RECEPTIONIST-RECORD KEEPERS (GRP121, N=83) | RECEPTION-RECORDS NCOICs (GRP144, N=49) | RECEPTIONIST-DENTISTS' ASSISTANTS (GRP081, N=11) | CLERKS (GRP080, N=12) | AUTOMATED DATA INPUT PERSONNEL (GRP099, N=7) |
|------------------------------|---|---|---|---|--|---|--|-----------------------|--|
| | RECEPTION-RECORDS PERSONNEL CLUSTER (GRP114, N=132) | RECEPTION-RECORDS PERSONNEL CLUSTER (GRP114, N=132) | RECEPTION-RECORDS PERSONNEL CLUSTER (GRP114, N=132) | RECEPTION-RECORDS PERSONNEL CLUSTER (GRP114, N=132) | | | | | |
| I FIND MY JOB: | | | | | | | | | |
| DULL | 12 | 11 | 14 | 46 | 0 | 0 | 0 | 0 | 0 |
| SO-SO | 21 | 24 | 17 | 27 | 33 | 43 | 33 | 43 | 43 |
| INTERESTING | 66 | 64 | 69 | 27 | 67 | 57 | 67 | 57 | 57 |
| NO RESPONSE | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MY JOB UTILIZES MY TALENTS: | | | | | | | | | |
| NOT AT ALL TO VERY LITTLE | 26 | 29 | 22 | 45 | 0 | 0 | 0 | 0 | 0 |
| FAIRLY WELL OR BETTER | 73 | 70 | 78 | 55 | 100 | 100 | 100 | 100 | 100 |
| NO RESPONSE | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MY JOB UTILIZES MY TRAINING: | | | | | | | | | |
| NOT AT ALL TO VERY LITTLE | 21 | 19 | 24 | 27 | 8 | 29 | 8 | 29 | 29 |
| FAIRLY WELL OR BETTER | 78 | 80 | 76 | 73 | 92 | 71 | 92 | 71 | 71 |
| NO RESPONSE | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I PLAN TO REENLIST: | | | | | | | | | |
| I WILL RETIRE | 4 | 1 | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| NO, OR PROBABLY NO | 29 | 33 | 22 | 36 | 42 | 14 | 42 | 14 | 14 |
| YES, OR PROBABLY YES | 66 | 64 | 70 | 64 | 58 | 86 | 58 | 86 | 86 |
| NO RESPONSE | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

JOB SATISFACTION AND RELATED DATA FOR JOB GROUPS

| | | SUPPLY ADMINISTRATORS CLUSTER | | | | |
|------------------------------|--|---|--|--|---|---|
| | | DATA PROCESSING PERSONNEL (GRP093, N=7) | MAINTENANCE PERSONNEL (GRP106, N=6) | SUPPLY ADMINISTRATORS CLUSTER (GRP092, N=61) | JUNIOR SUPPLY ADMINISTRATORS (GRP162, N=20) | SENIOR SUPPLY ADMINISTRATORS (GRP203, N=35) |
| RESPONSES | | | | | | |
| I FIND MY JOB: | | | | | | |
| DULL | | 14 | 17 | 6 | 5 | 8 |
| SO-SO | | 29 | 0 | 13 | 20 | 6 |
| INTERESTING | | 57 | 83 | 79 | 75 | 83 |
| NO RESPONSE | | 0 | 0 | 2 | 0 | 3 |
| MY JOB UTILIZES MY TALENTS: | | | | | | |
| NOT AT ALL TO VERY LITTLE | | 0 | 33 | 10 | 5 | 11 |
| FAIRLY WELL OR BETTER | | 100 | 67 | 88 | 95 | 86 |
| NO RESPONSE | | 0 | 0 | 2 | 0 | 3 |
| MY JOB UTILIZES MY TRAINING: | | | | | | |
| NOT AT ALL TO VERY LITTLE | | 14 | 17 | 15 | 25 | 11 |
| FAIRLY WELL OR BETTER | | 86 | 83 | 83 | 75 | 86 |
| NO RESPONSE | | 0 | 0 | 2 | 0 | 3 |
| I PLAN TO REENLIST: | | | | | | |
| I WILL RETIRE | | 0 | 0 | 10 | 10 | 9 |
| NO, OR PROBABLY NO | | 0 | 33 | 18 | 30 | 11 |
| YES, OR PROBABLY YES | | 100 | 67 | 70 | 60 | 77 |
| NO RESPONSE | | 0 | 0 | 2 | 0 | 3 |

TABLE 7E

JOB SATISFACTION AND RELATED DATA FOR JOB GROUPS

| RESPONSES | MANAGERS CLUSTER | | | | OJT NCOICs (GRP095, N=8) | RESIDENT TECHNICAL TRAINING INSTRUCTORS (GRP044, N=18) |
|-------------------------------------|---|-----------------------------------|-------------------------------------|----|-----------------------------------|---|
| | MANAGERS CLUSTER (GRP056, N=157) | SUPERVISORS (GRP112, N=115) | ADMINISTRATORS (GRP123, N=27) | | | |
| <u>I FIND MY JOB:</u> | | | | | | |
| DULL | 6 | 4 | 11 | 0 | 0 | |
| SO-SO | 11 | 10 | 19 | 25 | 17 | |
| INTERESTING | 83 | 86 | 70 | 75 | 78 | |
| NO RESPONSE | 0 | 0 | 0 | 0 | 5 | |
| <u>MY JOB UTILIZES MY TALENTS:</u> | | | | | | |
| NOT AT ALL TO VERY LITTLE | 9 | 5 | 26 | 25 | 11 | |
| FAIRLY WELL OR BETTER | 90 | 95 | 70 | 75 | 78 | |
| NO RESPONSE | 1 | 0 | 4 | 0 | 11 | |
| <u>MY JOB UTILIZES MY TRAINING:</u> | | | | | | |
| NOT AT ALL TO VERY LITTLE | 9 | 8 | 15 | 25 | 11 | |
| FAIRLY WELL OR BETTER | 90 | 92 | 81 | 75 | 89 | |
| NO RESPONSE | 1 | 0 | 4 | 0 | 0 | |
| <u>I PLAN TO REENLIST:</u> | | | | | | |
| I WILL RETIRE | 16 | 17 | 15 | 0 | 0 | |
| NO, OR PROBABLY NO | 10 | 11 | 11 | 13 | 0 | |
| YES, OR PROBABLY YES | 73 | 70 | 74 | 87 | 100 | |
| NO RESPONSE | 1 | 2 | 0 | 0 | 0 | |

Discussion of Special Career Ladder Topics

Analysis of Previous AFSC. To determine how well former 981X0 (Dental Specialist), 981X1 (Preventive Dentistry), and 983X0 (Dental Assistant) personnel have been integrated into the current 981X0 (Dental Assistant) specialty, an analysis of groups based on AFSC previously held was conducted.

Table 8 shows the distribution of personnel formerly holding one of the three AFSCs across the job groups discussed in the Specialty Jobs section. All the major job groups in the 981X0 specialty included some members from each of the three deleted specialties. On the other hand, none of the job groups were composed of a majority of airmen who were cross-trainees from one or more of the old AFSCs. Based on this analysis, airmen from the former 981X0, 981X1, and 983X0 specialties appear well distributed throughout the various 981X0 specialty jobs.

TABLE 8

DISTRIBUTION OF JOBS ACROSS FORMER 981X0, 981X1, AND 983X0 GROUPS

| | | PREVIOUS AFSC (PERCENT MEMBERS RESPONDING) | | | |
|------|---|--|---|--|-----------------------------|
| | | 981X0 (DENTAL SPECIALIST) N=94 | 981X1 (PREVENTIVE DENTISTRY) N=117 | 983X0 (DENTAL ASSISTANT) N=62 | OTHER OR NO PREV AFSC |
| I. | DENTISTS' ASSISTANTS (GRP102, N=695) | 38 | 6 | 10 | 49 |
| A. | MULTIPLE FUNCTION ASSISTANTS (GRP428, N=243) | 11 | 0 | 7 | 17 |
| B. | OPERATIVE ASSISTANTS (GRP285, N=214) | 8 | 2 | 3 | 15 |
| C. | ORAL SURGERY ASSISTANTS (GRP283, N=66) | 6 | 1 | 0 | 4 |
| D. | PERIODONTIC ASSISTANTS (GRP588, N=37) | 4 | 3 | 0 | 2 |
| E. | PROSTHODONTIC ASSISTANTS (GRP453, N=35) | 2 | 0 | 0 | 3 |
| F. | PREVENTIVE DENTISTRY-OPERATIVE ASSISTANTS (GRP486, N=15) | 1 | 0 | 0 | 1 |
| G. | ORTHODONTIC ASSISTANTS (GRP477, N=5) | 0 | 0 | 0 | * |
| H. | JUNIOR DENTISTS' ASSISTANT (GRP201, N=7) | 0 | 0 | 0 | * |
| I. | SENIOR DENTISTS' ASSISTANTS (GRP289, N=5) | 0 | 0 | 0 | * |
| II. | EXAM ROOM ASSISTANTS (GRP083, N=19) | 0 | 1 | 0 | 1 |
| III. | ORAL HYGIENISTS (GRP082, N=187) | 9 | 25 | 9 | 11 |
| IV. | DENTAL TECHNICIAN-SUPERVISORS (GRP090, N=100) | 8 | 14 | 9 | 5 |
| V. | RADIOGRAPHIC PERSONNEL (GRP031, N=103) | 7 | 4 | 8 | 7 |
| A. | X-RAY PERSONNEL (GRP141, N=79) | 7 | 3 | 6 | 5 |
| B. | JUNIOR X-RAY PERSONNEL (GRP053, N=11) | 0 | 1 | 0 | 1 |
| C. | X-RAY NCOICs (GRP072, N=9) | 0 | 1 | 2 | 1 |
| VI. | RECEPTION-RECORDS PERSONNEL (GRP114, N=132) | 7 | 9 | 6 | 9 |
| A. | RECEPTIONIST-RECORD KEEPERS (GRP121, N=83) | 5 | 4 | 3 | 6 |
| B. | RECEPTION-RECORDS NCOICs (GRP144, N=49) | 2 | 5 | 3 | 3 |
| VII. | RECEPTIONIST-DENTISTS' ASSISTANTS (GRP081, N=11) | 3 | 0 | 0 | 1 |

TABLE 8 (CONTINUED)

DISTRIBUTION OF JOBS ACROSS FORMER 981X0, 981X1, AND 983X0 GROUPS

| | PREVIOUS AFSC (PERCENT MEMBERS RESPONDING) | | | |
|--|--|---|--|-----------------------------|
| | 981X0 (DENTAL SPECIALIST) N=94 | 981X1 (PREVENTIVE DENTISTRY) N=117 | 983X0 (DENTAL ASSISTANT) N=62 | OTHER OR NO PREV AFSC |
| VIII. <u>CLERKS (GRP080, N=12)</u> | 1 | 0 | 0 | 1 |
| IX. <u>AUTOMATED DATA INPUT PERSONNEL (GRP099, N=7)</u> | 1 | 0 | 0 | * |
| X. <u>DATA PROCESSING PERSONNEL (GRP093, N=7)</u> | 0 | 0 | 0 | 1 |
| XI. <u>MAINTENANCE PERSONNEL (GRP106, N=6)</u> | 0 | 0 | 0 | * |
| XII. <u>SUPPLY ADMINISTRATORS (GRP092, N=61)</u> | 4 | 4 | 8 | 4 |
| A. SENIOR SUPPLY ADMINISTRATORS (GRP203, N=35) | 2 | 2 | 5 | 2 |
| B. JUNIOR SUPPLY ADMINISTRATORS (GRP162, N=20) | 2 | 2 | 3 | 1 |
| XIII. <u>MANAGERS (GRP056, N=157)</u> | 9 | 27 | 31 | 7 |
| A. SUPERVISORS (GRP112, N=115) | 5 | 22 | 19 | 5 |
| B. ADMINISTRATORS (GRP123, N=27) | 2 | 4 | 2 | 1 |
| C. OJT NCOICs (GRP095, N=8) | 1 | 1 | 5 | * |
| XIV. <u>RESIDENT TECHNICAL TRAINING INSTRUCTORS (GRP044, N=18)</u> | 3 | 3 | 8 | 1 |
| NOT PART OF ANY FUNCTIONAL GROUP IDENTIFIED | 10 | 7 | 11 | 3 |

NOTE: PERCENTAGES FOR JOB TYPES MAY NOT TOTAL THE CLUSTER PERCENTAGE DUE TO ROUNDING

* LESS THAN 1 PERCENT

Analysis of Impact of Data Automation. Since automated data equipment has been added to the operation of some dental facilities, an analysis of how this equipment has affected jobs in the 981X0 specialty was performed.

Two small independent job types were identified in which personnel were devoting a substantial portion of their time to data automation tasks. In addition, about 20 percent of all the 981X0 survey participants indicated they were either involved in the data automation process itself or used the products of a computerized system. Fourteen percent of the survey respondents actually operated keypunches and seven percent operated cathode-ray tubes (CRTs). About one percent of 981X0 airmen surveyed used microcomputers and the same proportion of the sample used optical scanners (OPSCAN). Most of the airmen who were concerned with data automation were either in the more senior groups or spent a noteworthy amount of time on administrative tasks; for example, Supervisors, Reception-Records NCOICs, Administrators, Dental Technician-Supervisors, and Supply Administrators. The data processing tasks did not, however, account for a very large part of these individuals' job time.

The administrative functions performed by users of computer equipment were the same functions performed manually by clerical and managerial personnel who did not have access to a data automation system. This analysis indicated that the character of the jobs performed by administrative personnel using computers did not change from those performed by personnel who maintained records by hand. The use of the automated equipment seemed to be the only job difference.

Summary of Specialty Analysis

Jobs performed by 981X0 personnel range from the Dental Technician-Supervisors, a job very broad in scope, to the Clerks, a very narrow job encompassing only eight tasks. The majority of 981X0 personnel tend to specialize in one functional area, such as radiographics, dental assistance or administration, and perform a large number of tasks associated with that function.

For the most part, members of job groups do not share similar background characteristics, such as MAJCOM, size or type of dental facility, or previous AFSC. As far as the previous specialty is concerned, former 981X0, 981X1, and 983X0 personnel have been well interspersed among the various job groups identified. The sole background characteristic identifiable within the job groups is the seniority of the people performing the jobs. An example of this would be the comparison of the Receptionist-Record Keepers to the Reception-Records NCOICs or the Junior Supply Administrators to Senior Supply Administrators.

The use of data automation equipment has had some impact on the specialty and a few personnel specialize in data entry with such equipment. At present, only about 20 percent of all Dental Assistants are involved with such equipment or are using computer products.

Overall, the jobs within the career field appear to be fairly diverse, with Dental Assistants specializing in support of the various required dental clinic operations, such as oral surgery and X-ray. There appears to be a realistic sequence of jobs ranging from very simple jobs for new personnel (Clerks, Receptionist-Record Keepers, Junior X-ray Personnel) to journeyman jobs, such as Prosthodontics, Orthodontics, and Oral Surgery, to supervisory jobs (Technician-Supervisors, X-ray NCOICs). The more senior jobs typically involve a range of technical tasks as well as supervisory and managerial tasks. Nothing in this analysis reflected any need to have an alternative structure or organization of the career field. Generally, the field appears well structured and, other than the introduction of data automation equipment, relatively stable.

ANALYSIS OF SKILL LEVEL GROUPS

An analysis of the tasks and duties performed by survey respondents at the different skill levels is valuable in evaluating the accuracy of career ladder documents such as AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS). This section discusses and compares the skill-level groups and provides one basis of discussion for the Training Analysis section.

98130 Personnel

The 98130 airmen performed the full range of technical Dental Assistants' tasks. Their responsibilities included the tasks associated with assisting the dentist, oral hygiene tasks, and the support tasks required to operate a clinic. More than three-fifths of the 98130 personnel were part of the Dentists' Assistants cluster. The job group accounting for the next largest proportion of 3-skill level airmen (12 percent) was the Oral Hygienists IJT (see Table 9). Since so many of the 98130 personnel were part of the Dentists' Assistants cluster, the typical job of a 3-skill level airman resembled that of the Dentists' Assistants (GRP102). Dental assisting tasks, along with cleaning and maintenance tasks, were the main emphasis of the job (see Table 10, Duties F, G, and H). The major difference between the job description of a Dentists' Assistant versus that of a 98130 airman was the proportion of time spent on administrative tasks. Administrative and supply functions occupied nearly a fifth of the average 3-skill level personnel's time (see Table 10, Duty E), but this was not the case with the Dentists' Assistants job type as a whole. The most common responsibilities of 3-skill level personnel included: receive and seat patients; prepare patients for treatment; clean, disinfect, and lubricate instruments and equipment; select and arrange instruments, materials, medicines, and equipment; pass instruments or materials; retract patients' cheeks, lips, or oral tissues.

98150 Personnel

The tasks most commonly performed by 98150 airmen did not differ significantly from those most often accomplished by 98130 airmen. Approximately half of the 5-skill level personnel were found in the Dentists' Assistants group. As was the case with the 98130 airmen, the Oral Hygienists group contained the next largest percentage of 98150 personnel (see Table 10). The amount of time spent on the different duties varied very little between the 3- and 5-skill level airmen. About one-fourth of the 98150 personnel said they supervise others.

98170 Personnel

The role of most Dental Technicians (98170) showed a significant difference in terms of supervisory and administrative duties. On the average, 7-skill level personnel spent nearly half of their time performing

supervisory duties (see Table 10, Duties A, B, C and D) and nearly one-fourth of their time performing administrative and supply functions (see Table 10, Duty E). The remainder of their job time was about equally divided among the technical duty areas. Almost two-fifths of the 98170 personnel were part of the Managers cluster. Another one-fifth of the 98170 airmen were either Supply Administrators or Reception-Records Personnel and about one-tenth were Dental Technician-Supervisors (see Table 9). Eighty-nine percent of the 7-skill airmen said they supervise other personnel. The most common responsibilities of 98170 personnel included: supervise personnel, write APRs, make entries on forms, and counsel personnel.

98190 Personnel

Overseeing the activities of enlisted personnel assigned to the dental clinic was the main function of a Dental Superintendent (98190). The 9-skill level airmen spent about three-quarters of their time performing supervisory duties and approximately one-fifth of their time performing administrative and supply functions (see Table 10, Duties A, B, C, D, and E). Nearly all were part of the Managers cluster. Common responsibilities of 98190 personnel included: prepare and review reports and correspondence; supervise personnel; determine priorities and requirements; plan and develop programs and procedures.

98100 Personnel

All nine of the 98100 personnel surveyed were identified within the Managers cluster and spent virtually all their time performing supervisory and administrative duties (see Tables 9 and 10, Duties A, B, C, D and E). Several tasks distinguishing 9-skill level and CEM code level personnel included: investigate accidents or incidents; evaluate training methods or programs; evaluate USAF technical training postgraduate performance; conduct training conferences or briefings. These tasks were performed by at least six of the nine CEM code level airmen and no more than 44 percent of the 98190 airmen.

TABLE 9

DISTRIBUTION OF JOBS ACROSS SKILL LEVELS
(PERCENT MEMBERS RESPONDING)

| JOB | SKILL-LEVELS | | | | |
|---|------------------|-------------------|------------------|-----------------|----------------|
| | 98130 (N=213) | 98150 (N=1067) | 98170 (N=283) | 98190 (N=25) | 98100 (N=9) |
| DENTISTS' ASSISTANTS | 62 | 51 | 5 | 0 | 0 |
| RECEPTIONIST-DENTISTS' ASSISTANTS | 1 | 0 | 0 | 0 | 0 |
| CLERKS | 2 | 1 | 0 | 0 | 0 |
| MAINTENANCE PERSONNEL | * | * | 0 | 0 | 0 |
| AUTOMATED DATA INPUT PERSONNEL | 0 | 1 | 0 | 0 | 0 |
| EXAM ROOM ASSISTANTS | 1 | 2 | * | 0 | 0 |
| ORAL HYGIENISTS | 12 | 13 | 8 | 0 | 0 |
| RADIOGRAPHIC PERSONNEL | 7 | 7 | 6 | 0 | 0 |
| RECEPTION-RECORDS PERSONNEL | 8 | 8 | 10 | 0 | 0 |
| DENTAL TECHNICIAN-SUPERVISORS | 4 | 6 | 11 | 0 | 0 |
| DATA PROCESSING PERSONNEL | 0 | * | 1 | 0 | 0 |
| RESIDENT TECHNICAL TRAINING INSTRUCTORS | 0 | 1 | 4 | 0 | 0 |
| SUPPLY ADMINISTRATORS | 0 | 3 | 11 | 4 | 0 |
| MANAGERS | 1 | 1 | 39 | 96 | 100 |
| OTHER | 3 | 5 | 5 | 0 | 0 |
| | 100% | 100% | 100% | 100% | 100% |

*LESS THAN 1 PERCENT

TABLE 10

RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY SKILL LEVEL GROUPS

| DUTIES | DAFSC 98130 PERSONNEL (N=213) | | DAFSC 98150 PERSONNEL (N=1067) | | DAFSC 98170 PERSONNEL (N=283) | | DAFSC 98190 PERSONNEL (N=25) | | DAFSC 98100 PERSONNEL (N=9) | |
|--|-------------------------------|----|--------------------------------|----|-------------------------------|--|------------------------------|--|-----------------------------|--|
| | 4 | 10 | 48 | 76 | 84 | | | | | |
| <u>SUPERVISORY DUTIES</u> | | | | | | | | | | |
| A ORGANIZING AND PLANNING | 1 | 2 | 8 | 18 | 21 | | | | | |
| B DIRECTING AND IMPLEMENTING | 1 | 3 | 12 | 18 | 18 | | | | | |
| C INSPECTING AND EVALUATING | 1 | 2 | 16 | 30 | 35 | | | | | |
| D TRAINING | 1 | 3 | 12 | 10 | 10 | | | | | |
| <u>DENTAL DUTIES</u> | | | | | | | | | | |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 31 | 27 | 6 | * | * | | | | | |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 9 | 9 | 6 | * | * | | | | | |
| <u>SUPPORT DUTIES</u> | | | | | | | | | | |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 17 | 19 | 24 | 21 | 14 | | | | | |
| F MAINTAINING FACILITIES AND EQUIPMENT | 15 | 13 | 6 | 2 | 1 | | | | | |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 15 | 14 | 5 | * | * | | | | | |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 9 | 8 | 5 | * | * | | | | | |

*LESS THAN 1 PERCENT TIME SPENT

Summary of Skill Level Analysis

The most noticeable differences between adjacent skill-level groups occurred between the 5- and 7-skill levels, and then the 7- and 9-skill levels. Most 3- and 5-skill level personnel performed a strictly technical job. The majority of 7-skill level airmen performed a job that was, at least in part, supervisory or administrative in nature, but typically also involved some technical tasks. Virtually all 9-skill level and CEM code personnel were superintendents and NCOICs.

AFR 39-1 ANALYSIS

AFR 39-1, dated 30 April 1982, contains three 981X0 descriptions. These include: (1) 98110, 98130, and 98150 combined, (2) 98170, and (3) 98190 and 98100 combined.

AFR 39-1 Specialty Descriptions are intended to describe, in broad terms, the tasks and duties performed by personnel in the various skill-level groups of a career ladder. An examination of the AFR 39-1 descriptions of the 981X0 AFS revealed some inaccuracy.

According to AFR 39-1, the job of a 3- or 5-skill level airman is limited to functions performed in support of treatment in a dental facility, while the job of a 7-skill level airman involves actual subprofessional care of patients. Table 11 shows examples of tasks dealing with treatment of patients, as well as some other dental assisting tasks corresponding to items mentioned in the 7-skill level description, which were performed by just as many or more 3- and 5-skill level personnel as 7-skill level personnel. In light of these findings, items mentioned in paragraphs a, b, and d of the 98170 description should be reviewed for possible inclusion in the 98110/30/50 description.

TABLE 11

EXAMPLES OF TASKS PERFORMED BY 98130/50 PERSONNEL
NOT MENTIONED IN AFR 39-1 98110/30/50 JOB DESCRIPTION
BUT INCLUDED IN 98170 DESCRIPTION

| TASK | % MEMBERS PERFORMING | | |
|---|----------------------|-------------------|------------------|
| | 98130 (N=213) | 98150 (N=1067) | 98170 (N=283) |
| G-213 SHARPEN PERIODONTAL KNIVES | 14 | 13 | 6 |
| G-214 SHARPEN RESTORATIVE INSTRUMENTS | 25 | 23 | 7 |
| G-217 TAKE AND RECORD VITAL SIGNS OTHER THAN BLOOD PRESSURE | 19 | 20 | 12 |
| G-218 TAKE DENTAL IMPRESSIONS | 33 | 30 | 13 |
| H-232 DON OR DOFF SURGICAL, CAPS, GOWNS, GLOVES, SHOES OR COVERS | 30 | 32 | 10 |
| H-233 DRAPE PATIENTS FOR SURGICAL PROCEDURES | 49 | 42 | 11 |
| H-239 IRRIGATE ORAL CAVITIES | 58 | 49 | 18 |
| H-267 POUR DENTAL CASTES | 10 | 12 | 7 |
| I-289 APPLY TOPICAL ANTICARIOGENIC AGENTS | 13 | 16 | 17 |
| I-291 CONDUCT CLINICAL ORAL HEALTH PROGRAMS | 11 | 13 | 12 |
| I-292 CONDUCT COMMUNITY ORAL HEALTH PROGRAMS | 9 | 13 | 10 |
| I-295 CONDUCT PREVENTIVE DENTISTRY PROGRAMS FOR CHILDREN | 13 | 15 | 16 |
| I-306 POLISH RESTORATIONS | 18 | 23 | 17 |
| I-307 POLISH TEETH | 40 | 37 | 22 |
| I-310 REMOVE SUBGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | 31 | 32 | 21 |
| I-311 REMOVE SUPRAGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | 30 | 33 | 21 |

ANALYSIS OF EXPERIENCE GROUPS

Examining survey respondents at different experience levels gives an appreciation of how jobs and job perceptions change over time and a description of the jobs and duties more junior personnel can look forward to performing in the future. The jobs performed by first-enlistment personnel are the logical target population for ABR training. Total Active Federal Military Service (TAFMS) serves as the basis for forming experience groups in this analysis.

The 981X0 specialty followed trends normally observed across experience groups (see Table 4 in INTRODUCTION for TAFMS distribution). The proportion of people supervising others increased with level of experience, as illustrated by the following figures:

PERCENT SUPERVISING OTHERS

| (MOS TAFMS) | | | | | |
|-------------|--------------|---------------|----------------|----------------|-------------|
| <u>1-48</u> | <u>49-96</u> | <u>97-144</u> | <u>145-192</u> | <u>193-240</u> | <u>241+</u> |
| 7% | 55% | 78% | 87% | 91% | 94% |

Also, with the accrual of months TAFMS, the time spent on supervisory duties increased as the time spent on dental and support duties decreased (see Table 12, Duties A, B, C, and D). In addition, the average number of tasks performed gradually increased with time in service. The figures ranged from an average of 58 tasks performed by first-term airmen to 86 tasks performed by airmen with 193-240 months TAFMS. Personnel who fell within the 241+ months TAFMS group performed an average of 79 tasks, reflecting the specialization of senior personnel in managerial duties.

The shift in responsibilities as airmen gained more experience was most noticeable between the first and second enlistments. The proportion of people supervising others dramatically jumped from five percent of the first-term airmen to fifty-five percent of the personnel with 49-96 months TAFMS. The decrease in time spent on technical tasks is best illustrated by Duty H, dental assisting. Airmen with 1-48 months TAFMS spent nearly one-third of their time performing dental assisting functions, while second-term airmen spent less than one-fifth of their time on this duty.

TABLE 12

RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY TAFMS GROUPS

| DUTIES | MONTHS TAFMS | | | | | |
|--|-----------------|------------------|-------------------|--------------------|-------------------|----------------|
| | 1-48 (N=896) | 49-96 (N=302) | 97-144 (N=164) | 145-192 (N=112) | 193-240 (N=70) | 241+ (N=53) |
| <u>SUPERVISORY DUTIES</u> | | | | | | |
| A ORGANIZING AND PLANNING | 5 | 17 | 33 | 46 | 60 | 72 |
| B DIRECTING AND IMPLEMENTING | 1 | 3 | 5 | 8 | 12 | 17 |
| C INSPECTING AND EVALUATING | 2 | 5 | 8 | 11 | 15 | 17 |
| D TRAINING | 1 | 5 | 10 | 15 | 21 | 28 |
| | 1 | 4 | 10 | 12 | 12 | 10 |
| <u>DENTAL DUTIES</u> | | | | | | |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 41 | 29 | 20 | 12 | 7 | 3 |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 32 | 18 | 11 | 6 | 4 | 1 |
| | 9 | 11 | 9 | 6 | 3 | 2 |
| <u>SUPPORT DUTIES</u> | | | | | | |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 54 | 54 | 47 | 42 | 33 | 25 |
| F MAINTAINING FACILITIES AND EQUIPMENT | 16 | 24 | 25 | 23 | 22 | 20 |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 14 | 11 | 8 | 6 | 5 | 3 |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 15 | 12 | 8 | 5 | 3 | 1 |
| | 9 | 7 | 6 | 8 | 3 | 1 |

First-Enlistment Personnel Analysis

An analysis of jobs performed by first-term personnel plays a key role in handling training issues.

Figure 2 shows the distribution of 981X0 first-term airmen across job groups identified in the SPECIALTY JOBS section. Nearly two-thirds of the airmen with 1-48 months TAFMS were part of the Dentists' Assistants group. Since such a large proportion of first-enlistment personnel were Dentists' Assistants (as was the case with the 3- and 5-skill level personnel), the Dentists' Assistants (GRP102) job description gives a fairly accurate picture of the typical 981X0 airman in his first enlistment. Table 13 shows representative tasks performed by first-term 981X0 airmen.

TABLE 13

EXAMPLES OF TASKS PERFORMED BY 981X0 AIRMEN
WITH 1-48 MONTHS TAFMS*

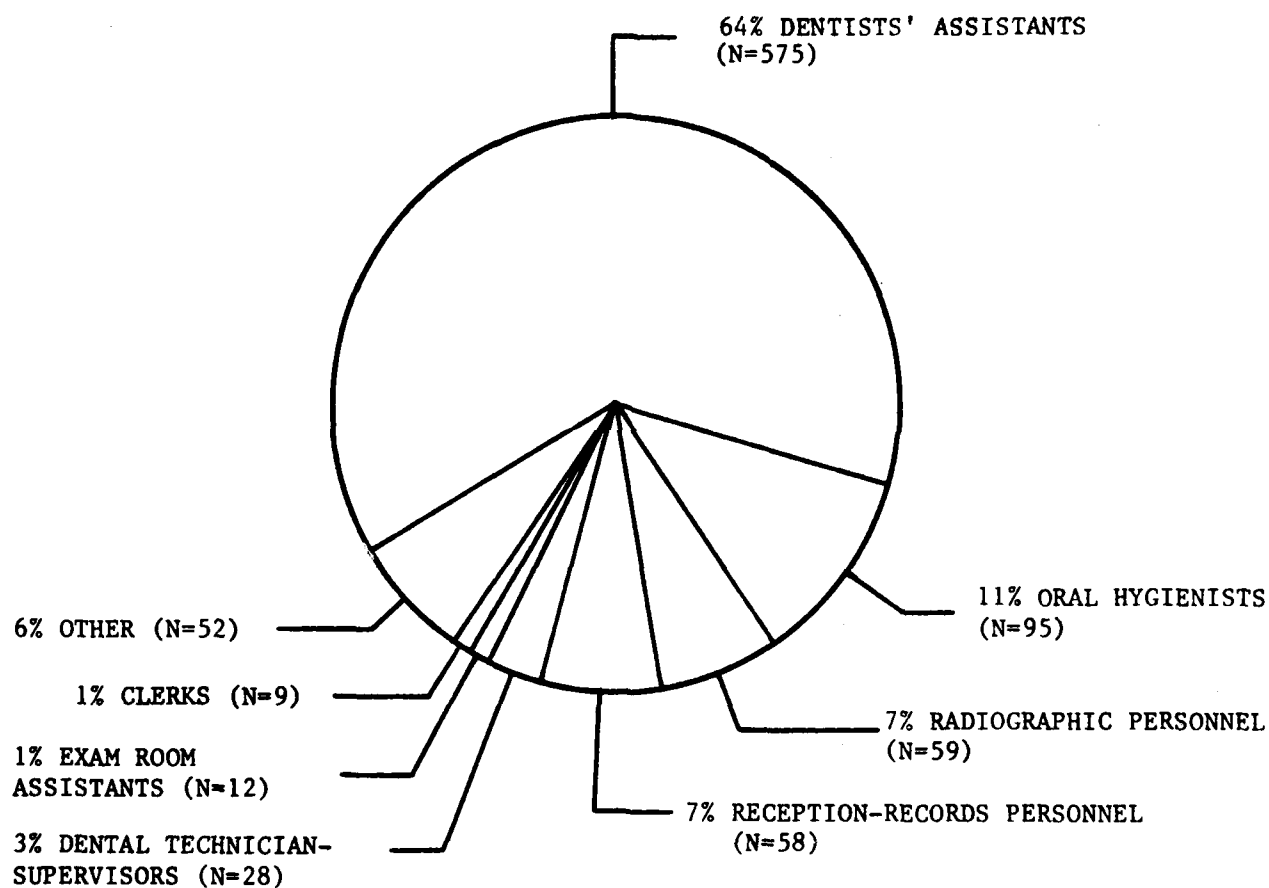
| TASKS | PERCENT MEMBERS PERFORMING (N=896) |
|--|---|
| G212 RECEIVE OR DISMISS PATIENTS | 84 |
| G203 CLEAN DENTAL INSTRUMENTS | 82 |
| F187 CLEAN DENTAL EQUIPMENT | 82 |
| F188 CLEAN TREATMENT AREAS TO MAINTAIN ASEPTIC CONDITIONS | 81 |
| G215 STERILIZE DENTAL INSTRUMENTS | 81 |
| G204 DISINFECT DENTAL EQUIPMENT | 80 |
| H219 ADJUST CHAIRS, SEAT PATIENTS, AND POSITION EQUIPMENT | 80 |
| F191 LUBRICATE HAND PIECES | 78 |
| G205 DISINFECT DENTAL INSTRUMENTS | 77 |
| G210 PREPARE RECORD OF DENTAL ATTENDANCE FORMS USING AF FORM 644 | 72 |
| H277 RETRACT PATIENTS CHEEKS, LIPS, OR ORAL TISSUES | 72 |
| F190 LUBRICATE DENTAL EQUIPMENT OR APPLIANCES | 71 |
| G216 TAKE AND RECORD BLOOD PRESSURE | 70 |
| H257 PASS INSTRUMENTS OR MATERIALS | 69 |
| H230 DESTROY SYRINGES AND NEEDLES | 68 |
| E150 MAKE ENTRIES ON MEDICAL/DENTAL APPOINTMENT FORMS (AF FORM 490) | 67 |
| H270 PREPARE PATIENTS FOR DENTAL TREATMENT | 67 |
| H278 SELECT AND ARRANGE DENTAL INSTRUMENTS, MATERIALS, MEDICINES, OR EQUIPMENT | 66 |
| E153 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORM 603 OR 603A SERIES | 65 |
| F182 CHECK DENTAL EQUIPMENT FOR CLEANLINESS OR OPERATING CONDITION | 65 |

*AVERAGE NUMBER OF TASKS PERFORMED = 58

FIGURE 2

DISTRIBUTION OF FIRST-ENLISTMENT PERSONNEL
ACROSS CAREER LADDER JOBS

(PERCENTAGES OF TOTAL FIRST-ENLISTMENT PERSONNEL
RESPONDING TO SURVEY)



Experience Group Job Satisfaction Analysis

Table 14 presents job satisfaction and related data based on experience groups. Though reenlistment intents increased with months TAFMS, time in service, for the most part, did not seem to affect job satisfaction. One exception to the rule was that first-term personnel, compared to the more senior 981X0 airmen, did not respond quite as positively to the question concerning utilization of talents. Also, the utilization of training index for 981X0 airmen with 97+ months TAFMS was slightly lower than that of the less senior experience groups.

The 982X0 (Dental Laboratory Specialty) personnel surveyed earlier this year served as the comparative sample for the job satisfaction analysis in this study. Across all three experience groups, 982X0 personnel seemed more pleased with their job than 981X0 airmen. Reenlistment intents, however, were about the same for both specialties.

TABLE 14

JOB SATISFACTION AND RELATED DATA FOR 981X0 TAFMS GROUPS (PERCENT MEMBERS RESPONDING)

| | MONTHS TAFMS | | | | | |
|-------------------------------------|------------------|------------------|------------------|------------------|-----------------|------------------|
| | 1-48 | | 49-96 | | 97+ | |
| | 981X0 (N=896) | 982X0 (N=205) | 981X0 (N=302) | 982X0 (N=139) | 981X0 N=399) | 982X0 (N=153) |
| <u>I FIND MY JOB:</u> | | | | | | |
| NO RESPONSE | 1 | - | 1 | - | 1 | - |
| DULL | 12 | 6 | 12 | 6 | 10 | 4 |
| SO-SO | 16 | 5 | 17 | 9 | 18 | 7 |
| INTERESTING | 71 | 89 | 70 | 85 | 71 | 89 |
| <u>MY JOB UTILIZES MY TALENTS:</u> | | | | | | |
| NO RESPONSE | 1 | - | 1 | - | 1 | - |
| NOT AT ALL TO | | | | | | |
| VERY LITTLE | 25 | 14 | 18 | 10 | 17 | 6 |
| FAIRLY WELL OR BETTER | 74 | 86 | 81 | 90 | 82 | 94 |
| <u>MY JOB UTILIZES MY TRAINING:</u> | | | | | | |
| NO RESPONSE | 1 | - | 2 | - | 1 | - |
| NOT AT ALL TO | | | | | | |
| VERY LITTLE | 10 | 12 | 11 | 9 | 16 | 6 |
| FAIRLY WELL OR BETTER | 89 | 88 | 87 | 91 | 83 | 94 |
| <u>I PLAN TO REENLIST:</u> | | | | | | |
| NO RESPONSE | 1 | - | 1 | - | 2 | - |
| NO, PLANNING TO RETIRE | - | - | - | 1 | 13 | 18 |
| NO, OR PROBABLY NO | 43 | 47 | 33 | 33 | 12 | 6 |
| YES, OR PROBABLY YES | 56 | 53 | 66 | 66 | 74 | 76 |

ANALYSIS OF MAJCOM GROUPS

An analysis of tasks performed and equipment operated by MAJCOM groups can aid in determining the different training requirements for personnel in various major commands. In addition, an examination of background data often provides additional insight into MAJCOM differences within a specialty.

No substantial job differences were noted when comparing major command groups within the 981X0 sample. The relative percent time spent on duties varied little from one MAJCOM to another (see Table 15). Some distinctions in percent of MAJCOM members using certain equipment were noted, but none of the differences seemed to follow any particular trend (see Table 16). The average number of tasks performed by the personnel assigned to specific MAJCOM groups were as follows:

| | | | | | | | | | |
|-----|------|------|-----|-----|-------|-----|-----|------|------|
| AAC | AFLC | AFSC | ATC | MAC | PACAF | SAC | TAC | USAF | USAF |
| 52 | 59 | 63 | 65 | 57 | 57 | 66 | 60 | 66 | 74 |

As was the case with the equipment, no particular pattern in the variation of number of tasks performed was identified. Finally, job satisfaction indices were fairly constant across all major command groups.

This analysis reflects a general Air Force-wide utilization policy for Dental Assistants. The lack of differences indicates a good understanding of the common utilization policy and a reasonable compliance with the policy.

TABLE 15
RELATIVE PERCENTAGE OF TIME SPENT ON DUTIES BY 981X0 MAJCOM GROUPS

| DUTIES | AAC (N=63) | AFIC (N=76) | AFSC (N=144) | ATC (N=239) | MAC (N=179) | PACAF (N=85) | SAC (N=322) | TAC (N=282) | USAF (N=22) | USAF (N=175) |
|---|---------------|----------------|-----------------|----------------|----------------|-----------------|----------------|----------------|----------------|-----------------|
| A ORGANIZING AND PLANNING | 2 | 4 | 3 | 3 | 2 | 4 | 4 | 3 | 4 | 4 |
| B DIRECTING AND IMPLEMENTING | 4 | 6 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 5 |
| C INSPECTING AND EVALUATING | 6 | 7 | 6 | 5 | 4 | 7 | 6 | 5 | 7 | 6 |
| D TRAINING | 4 | 3 | 4 | 6 | 3 | 4 | 4 | 3 | 4 | 4 |
| E PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS | 24 | 22 | 22 | 16 | 20 | 22 | 19 | 18 | 20 | 21 |
| F MAINTAINING FACILITIES AND EQUIPMENT | 12 | 10 | 11 | 12 | 12 | 11 | 11 | 13 | 14 | 11 |
| G PERFORMING GENERAL SUPPORT FUNCTIONS | 12 | 12 | 11 | 13 | 13 | 12 | 12 | 13 | 12 | 10 |
| H PERFORMING DENTAL ASSISTING FUNCTIONS | 23 | 20 | 22 | 26 | 26 | 20 | 23 | 24 | 17 | 22 |
| I PERFORMING PREVENTIVE DENTISTRY FUNCTIONS | 7 | 8 | 7 | 8 | 9 | 8 | 9 | 9 | 10 | 10 |
| J PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS | 6 | 8 | 9 | 7 | 7 | 7 | 8 | 8 | 7 | 7 |

TABLE 16

EQUIPMENT DIFFERENCES BY MAJCOM 981XO PERSONNEL
(PERCENT MEMBERS PERFORMING)

| EQUIPMENT | AAC (N=63) | AFLC (N=76) | AFSC (N=144) | ATC (N=239) | MAC (N=179) | PACAF (N=85) | SAC (N=322) | TAC (N=282) | USAF (N=22) | USAF (N=175) |
|---|---------------|----------------|-----------------|----------------|----------------|-----------------|----------------|----------------|----------------|-----------------|
| AMALGAMATORS | 41 | 37 | 42 | 44 | 46 | 41 | 44 | 45 | 36 | 46 |
| ASPIRATORS | 41 | 42 | 58 | 59 | 49 | 47 | 51 | 50 | 77 | 53 |
| AUTOMATIC RADIOGRAPHIC PROCESSING EQUIPMENT | 25 | 34 | 45 | 38 | 35 | 34 | 39 | 39 | 46 | 43 |
| BURNER SETS (BUNSEN, ALCOHOL, ETC.) | 30 | 22 | 29 | 32 | 30 | 21 | 29 | 27 | 27 | 32 |
| CENTRAL EVACUATION SYSTEMS | 18 | 26 | 35 | 42 | 35 | 24 | 33 | 28 | 55 | 36 |
| CHEMICAL STERILIZERS | 57 | 51 | 42 | 64 | 59 | 57 | 62 | 58 | 54 | 55 |
| DENTAL HAND INSTRUMENTS | 57 | 49 | 64 | 66 | 66 | 57 | 53 | 59 | 73 | 65 |
| DENTAL HAND PIECES HIGH SPEED | 29 | 22 | 39 | 40 | 37 | 38 | 34 | 37 | 36 | 33 |
| DENTAL HAND PIECES LOW SPEED | 38 | 40 | 46 | 56 | 53 | 55 | 51 | 51 | 68 | 56 |
| DENTAL OPERATING UNITS | 44 | 40 | 49 | 63 | 50 | 42 | 48 | 48 | 64 | 47 |
| DRY STERILIZERS | 38 | 21 | 46 | 23 | 22 | 12 | 22 | 29 | 14 | 19 |
| FIBER-OPTIC LIGHTS | 14 | 24 | 32 | 26 | 22 | 17 | 18 | 14 | 27 | 11 |
| FIRST AID EQUIPMENT | 14 | 12 | 26 | 27 | 15 | 13 | 21 | 19 | 50 | 25 |
| FIXED EXTRAORAL RADIOGRAPHIC MACHINE | 13 | 20 | 24 | 26 | 24 | 26 | 23 | 23 | 36 | 20 |
| FIXED INTRAORAL RADIOGRAPHIC MACHINE | 11 | 17 | 30 | 28 | 22 | 27 | 22 | 27 | 41 | 31 |
| MANUAL BLOOD PRESSURE APPARATUSES | 54 | 55 | 60 | 67 | 58 | 48 | 54 | 59 | 50 | 56 |
| MANUAL RADIOGRAPHIC PROCESSING EQUIPMENT | 18 | 18 | 19 | 21 | 20 | 29 | 24 | 25 | 36 | 29 |
| NEEDLE DESTRUCTION DEVICES | 43 | 36 | 51 | 53 | 53 | 47 | 47 | 51 | 59 | 50 |
| OFFICE COPYING MACHINES | 29 | 46 | 57 | 46 | 31 | 28 | 34 | 27 | 32 | 32 |
| OPERATING LIGHTS | 30 | 24 | 42 | 44 | 28 | 34 | 34 | 39 | 46 | 34 |
| OXYGEN EQUIPMENT | 27 | 18 | 44 | 44 | 44 | 37 | 33 | 36 | 59 | 37 |
| PUMICE AND POLISHING MACHINES | 21 | 30 | 38 | 36 | 35 | 29 | 31 | 30 | 36 | 32 |
| RADIOGRAPHIC VIEWERS | 29 | 37 | 47 | 46 | 35 | 41 | 32 | 43 | 50 | 47 |
| STEAM STERILIZERS | 14 | 22 | 41 | 30 | 29 | 17 | 25 | 28 | 32 | 22 |
| SUCTION APPARATUSES SUCH AS GOMCOS | 37 | 28 | 50 | 38 | 39 | 38 | 37 | 35 | 46 | 41 |
| TYPEWRITERS | 32 | 43 | 65 | 52 | 47 | 46 | 44 | 38 | 55 | 52 |
| ULTRASONIC CLEANERS | 16 | 32 | 48 | 38 | 28 | 19 | 36 | 26 | 23 | 31 |
| ULTRASONIC PROPHYLAXIS MACHINE CAVITRON | 24 | 29 | 37 | 36 | 36 | 39 | 33 | 34 | 46 | 39 |

ANALYSIS OF CONUS AND OVERSEAS GROUPS

A discussion of the task, equipment, and background differences between airmen assigned to overseas bases versus those assigned within the CONUS sometimes provides useful information to training and management personnel.

In the case of this study, the jobs of CONUS and overseas personnel were basically the same. No noteworthy differences were found with respect to specific tasks performed, equipment used, relative time spent on duties, or average number of tasks performed. One minor difference noted was the Orthodontic Assistants job group identified in the SPECIALTY JOBS section (GRP477, N=5). This group specialized in assisting with straightening malaligned teeth and the majority of the group was assigned overseas. This difference results because some dependent dental care is being authorized overseas, but not in the CONUS.

The 981X0 personnel assigned overseas did not seem any more experienced than their CONUS counterparts; the average paygrade and months TAFMS figures were virtually the same for both groups of airmen. Also, a comparison between job satisfaction indices of personnel stationed overseas versus those of personnel stationed within the CONUS revealed no significant differences.

TRAINING ANALYSIS

One important use of occupational data is in the validation of training documents. Survey data useful for this application include: (1) Training Emphasis (TE) ratings, (2) Task Difficulty (TD) ratings, and (3) percentage of TAFMS groups performing tasks. These data are useful in evaluating the Specialty Training Standard (STS) and Plan of Instruction (POI). The data-gathering process for TE and TD was explained in SURVEY METHODOLOGY. The TE ratings collected from the 981X0 personnel yield an average rating of 3.00 and a standard deviation of 2.26, and all tasks rated higher than 5.26 are considered high in training emphasis.

Table 17 gives examples of tasks rated high in training emphasis. These examples are provided to illustrate the types of tasks which senior technicians in the field consider important in the training of new Dental Assistants. Note that most of these tasks were performed by very large percentages of first-job (1-24 TAFMS) and first-enlistment (1-48 TAFMS) personnel. The few exceptions involved emergency procedures (cf. Tasks G201, H236, I301) where it is critical to know a procedure or emergency action even though it is not frequently encountered in routine practice. Such high ratings for emergency tasks, along with the very high agreement among raters as to which tasks should be covered in training, give considerable credibility that this data can be used to make meaningful training decisions.

TABLE 17

EXAMPLES OF TASKS HIGH IN TRAINING EMPHASIS

| TASKS | PERCENT MEMBERS PERFORMING | | | | TASK DIFFICULTY** |
|---|----------------------------|-----------------|-----------------|-----------------|-------------------|
| | TRAINING EMPHASIS* | 1ST JOB (N=382) | 1ST ENL (N=896) | 98150 (N=1,067) | |
| F191 LUBRICATE HAND PIECES | 7.52 | 80 | 78 | 71 | 3.47 |
| G205 DISINFECT DENTAL INSTRUMENTS | 7.43 | 79 | 77 | 70 | 3.47 |
| J338 WEAR AND MAINTAIN FILM BADGES | 7.39 | 49 | 45 | 41 | 2.79 |
| G203 CLEAN DENTAL INSTRUMENTS | 7.37 | 84 | 82 | 75 | 3.42 |
| J322 EXPOSE BITEWING RADIOGRAPHS | 7.32 | 47 | 41 | 38 | 5.19 |
| E153 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORM 603 OR 603A SERIES | 7.21 | 65 | 65 | 64 | 4.40 |
| G201 ASSIST IN EMERGENCY PROCEDURES, SUCH AS MANAGING SYNCOPE OR PROVIDING OXYGEN TO PATIENTS | 7.13 | 23 | 23 | 24 | 5.44 |
| H236 IDENTIFY SYNCOPE OR SHOCK | 6.92 | 21 | 20 | 22 | 5.26 |
| G216 TAKE AND RECORD BLOOD PRESSURE | 6.81 | 75 | 70 | 65 | 4.31 |
| E155 MAKE ENTRIES ON HEALTH RECORD-MEDICAL/DENTAL FORM FOLDERS (AF FORM 2100 SERIES) | 6.72 | 50 | 49 | 51 | 3.69 |
| H259 PERFORM HIGH VOLUME EVACUATION OF FLUIDS FROM ORAL CAVITY | 6.67 | 64 | 58 | 51 | 3.53 |
| E173 REVIEW PATIENT DENTAL MEDICAL HISTORY FORMS | 6.57 | 49 | 48 | 52 | 4.12 |
| F186 CLEAN AMALGAM TRAPS | 6.50 | 70 | 64 | 55 | 3.00 |
| I298 DISASSEMBLE OR ASSEMBLE PROPHYLAXIS HAND PIECES | 6.46 | 42 | 39 | 38 | 4.58 |
| F182 CHECK DENTAL EQUIPMENT FOR CLEANLINESS OR OPERATING CONDITION | 6.38 | 68 | 65 | 63 | 4.04 |
| J317 CHANGE RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS | 6.38 | 30 | 28 | 27 | 4.51 |
| H268 PREPARE HYPODERMIC SYRINGES FOR INJECTIONS | 6.37 | 64 | 59 | 51 | 3.35 |
| I301 IDENTIFY DENTAL EMERGENCIES | 6.33 | 17 | 19 | 19 | 5.89 |
| H244 MIX COMPOSITE RESINS | 6.31 | 64 | 54 | 44 | 4.21 |
| I311 REMOVE SUPRAGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | 6.28 | 31 | 31 | 33 | 5.93 |
| E150 MAKE ENTRIES ON MEDICAL/DENTAL APPOINTMENT FORMS (AF FORM 490) | 6.15 | 65 | 67 | 67 | 3.53 |

*MEAN TE: 3.00

STANDARD DEVIATION TE: 2.26

**MEAN TD: 5.00

STANDARD DEVIATION TD: 1.00

Training personnel at the School of Health Care Sciences, Sheppard AFB TX, matched inventory tasks to the 981X0 STS, dated October 1981, and POI J3ABR98130, dated March 1982. The following paragraphs highlight items found as a result of an analysis of these career field documents. A complete computer listing of the percent members performing, TE ratings and TD ratings for each task statement, along with the STS and POI matching, have been forwarded to the school for a complete review as indicated below.

STS Analysis

As has been stated, each STS item was reviewed in light of the inventory data that had been matched to it. This analysis revealed several STS items that require further review by subject-matter specialists. Table 18 presents a list of STS performance items that did not have tasks matched to them. It is recommended that these items be reviewed to determine the validity of their inclusion in the STS. Many of these items involve emergency care or contingency actions (i.e., provide care for casualties, perform hand and litters carries) and may be justified as legitimate training areas in preparation for handling emergencies. Other items relate to general medical background (i.e., promote professional relations with patients and medical personnel, locate and identify anatomical landmarks) which may be prerequisite to dental technical training. Such items should be justified as required prerequisites or required professional knowledge and perhaps should not be reflected as performance items in the STS.

There are a number of areas, however, which involve normal dental clinic work (cf: manage stock levels, initiate dental health records, report defective equipment) which should be supported by data on relevant tasks performed. If these STS items are valid, then relevant tasks should have been matched to them; if the items are not related to tasks performed by members of the career field, then the items should be deleted.

The inventory tasks not matched to an STS item are also important in evaluating the relevancy of this training document. The inventory tasks not matched to a 981X0 STS item are listed in Table 19. Many of the tasks not referenced have average or above average Training Emphasis ratings by senior field technicians, and many also have reasonable numbers of first-job and first-enlistment personnel performing them. Thus, the tasks should be included in the STS as line entries or should be covered by some existing STS item. These not referenced items require careful review to determine if they should be added to the STS.

STS codes were also compared to the matched survey data. Several items coded at the 3c or higher level were discovered (see Table 20) that were not adequately supported by survey data (did not have high TE ratings or a substantial percentage of the appropriate group performing). These items should be reviewed for possible code level reduction.

TABLE 18

STS PERFORMANCE ITEMS NOT MATCHED TO ANY TASKS

| | |
|-------------|--|
| 2A(2)(a-g). | PROVIDE IMMEDIATE MEDICAL CARE OF CASUALTIES |
| 2A(3). | PERFORM HAND AND LITTER CARRIES |
| 2A(4). | LOAD AND UNLOAD PATIENTS INTO/OUT OF VEHICLES USED FOR TRANSPORTATION OF PATIENTS |
| 2A(5). | MAINTAIN SANITARY FIELD ENVIRONMENT |
| 2E(4)(a-b). | UTILIZE PERSONAL PROTECTIVE GROUND CREW ENSEMBLE |
| 3A(2). | PREVENT SECURITY VIOLATIONS |
| 3A(3). | OBSERVE SECURITY PRECAUTIONS INVOLVED IN COMMUNICATIONS |
| 4B. | EXERCISE SAFETY PRECAUTIONS DURING JOB PERFORMANCE |
| 4D. | REPORT ACCIDENTS |
| 5A. | PROMOTE PROFESSIONAL RELATIONS WITH PATIENTS AND MEDICAL PERSONNEL |
| 5B. | MAINTAIN PROFESSIONAL STANDARD OF ETHICS |
| 5C. | PERFORM DUTIES WITH A HIGH STANDARD OF CONDUCT |
| 6A. | USE INDEXES TO LOCATE OFFICIAL PUBLICATIONS |
| 6B. | LOCATE REQUIRED INFORMATION IN OFFICIAL AND COMMERCIAL PUBLICATIONS |
| 6C. | INITIATE REQUESTS FOR OFFICIAL AND COMMERCIAL PUBLICATIONS |
| 7E(1). | MANAGE STOCK LEVELS |
| 7E(2). | CONTROL EXPIRATION DATED ITEMS |
| 7E(3). | STORE DANGEROUS (FLAMMABLE) MATERIALS |
| 7E(5). | STORE MATERIALS IAW MANUFACTURER'S SPECIFICATIONS |
| 7I(2). | ESTABLISH USER MAINTENANCE PROGRAM |
| 9B. | ESTABLISH INFECTION CONTROL PROGRAM |
| 9N. | INITIATE DENTAL HEALTH RECORDS |
| 9Q. | COORDINATE TREATMENT OF FLYING PERSONNEL WITH FLIGHT SURGEON'S OFFICE |
| 12B(10). | LOCATE AND IDENTIFY ANATOMICAL LANDMARKS |
| 12D(3). | REPORT DEFECTIVE EQUIPMENT OR UTILITIES |
| 12E(1)(e). | PERFORM STERILIZATION TESTING PROCEDURES |
| 12F(1). | PRACTICE PERSONAL HYGIENE |
| 12F(11). | OBSERVE PATIENT RESPONSE |
| 12F(23). | USE CORRECT DIAGNOSTIC NOMENCLATURE, ABBREVIATIONS, AND CHARTING SYMBOLS |
| 12G(1). | ASSIST IN RESTORATIVE PROCEDURES |
| 12G(2). | PREPARE RESTORATIVE MATERIALS |
| 12I(3). | ASSIST IN PROSTHODONTIC PROCEDURES |
| 12J(3). | ASSIST IN ENDODONTIC PROCEDURES |
| 12K(2). | PREPARE PERIODONTIC MATERIALS |
| 12K(3). | ASSIST IN PERIODONTIC PROCEDURES |
| 12L(2). | ASSIST IN EXAMINATION AND TREATMENT PLANNING SECTION |
| 12M(2). | ASSIST IN ORTHODONTIC PROCEDURES |
| 12N(2). | ASSIST IN PERIODONTIC PROCEDURES |

TABLE 18 (CONTINUED)

STS PERFORMANCE ITEMS NOT MATCHED TO ANY TASKS

| | |
|-------------|---|
| 13A(f)3. | DISCUSS RESULTS OF POOR ORAL HYGIENE |
| 13A(3)(f)6. | INSTRUCT IN USE OF ANTICARIOGENIC DENTIFRICES |
| 13A(3)(g). | USE PERIODONTAL SCALING INSTRUMENTS |
| 13A(3)(h). | USE ELECTRONIC SCALING EQUIPMENT |
| 13A(3)(i)2. | USE DENTAL FLOSS, TAPE, AND POLISHING MATERIALS |
| 13A(4)(b). | EXPLAIN COMPONENTS OF PLAQUE AND SHOW RELATIONSHIP TO CALCULUS FORMATION |
| 13A(4)(d). | OPERATE PHASE CONTRAST MICROSCOPE |
| 13B(2). | GIVE GROUP ORAL HEALTH EDUCATION TALKS |
| 13B(3). | OPERATE AUDIOVISUAL EQUIPMENT |
| 13B(7). | COORDINATE BASE ORAL HEALTH PROGRAMS WITH OTHER AGENCIES |

TABLE 19

TASKS NOT REFERENCED TO STS

| TASKS NOT REFERENCED | TE* | 1ST JOB (N=382) | 1ST ENL (N=896) | 98150 (N=1067) | 98170 (N=283) |
|--|------|--------------------|--------------------|-------------------|------------------|
| H230 DESTROY SYRINGES AND NEEDLES | 6.73 | 74.3 | 67.7 | 57.6 | 19.1 |
| I301 IDENTIFY DENTAL EMERGENCIES | 6.33 | 16.5 | 18.5 | 19.3 | 15.9 |
| H260 PERFORM SURGICAL EVACUATION OF FLUIDS FROM ORAL CAVITY | 5.81 | 45.0 | 40.0 | 33.6 | 9.9 |
| H248 MIX ROOT CANAL FILLINGS, CEMENTS, OR MATERIALS | 5.79 | 45.8 | 40.6 | 32.2 | 7.4 |
| F193 MAINTAIN DENTAL SUPPLY CABINETS | 5.44 | 62.0 | 58.5 | 53.9 | 25.8 |
| H266 POSITION SALIVA EJECTORS | 5.42 | 64.9 | 58.5 | 51.0 | 19.1 |
| G207 PREPARE ANTISEPTIC OR GERMICIDAL AGENTS | 5.12 | 22.8 | 21.8 | 20.7 | 17.3 |
| J328 MAINTAIN RADIOGRAPHIC STOCK SUPPLY | 4.72 | 15.2 | 14.1 | 15.3 | 23.0 |
| I304 MONITOR PATIENTS' PROGRESS FOLLOWING TREATMENT | 4.69 | 18.6 | 20.3 | 23.1 | 14.8 |
| H222 APPLY PRESSURE TO CONTROL BLEEDING | 4.65 | 17.0 | 16.6 | 15.7 | 6.7 |
| H228 CUT OR REMOVE SUTURES | 4.60 | 30.1 | 29.5 | 26.3 | 9.2 |
| F183 CHECK PLUMBING FOR LEAKS, SECURITY OF MOUNTING, OR OPERATION | 4.39 | 18.1 | 16.5 | 15.5 | 30.4 |
| G202 ASSIST WITH INTRAVENOUS (IV) SEDATIONS | 4.19 | 29.1 | 27.7 | 23.7 | 5.7 |
| I303 MIX STANNOUS FLUORIDES | 3.99 | 17.8 | 16.2 | 16.3 | 8.5 |
| J336 REVIEW CURRENT RADIOGRAPHIC PUBLICATIONS | 3.96 | 8.6 | 8.5 | 9.7 | 12.7 |
| H250 MIX SILICATE CEMENTS | 3.94 | 20.9 | 22.9 | 20.2 | 4.6 |
| I290 CLEAN OR POLISH PROSTHETIC DEVICES | 3.85 | 15.4 | 15.3 | 16.5 | 11.3 |
| H220 ADMINISTER TOPICAL ANESTHETICS | 3.69 | 22.5 | 21.2 | 19.4 | 11.7 |
| H240 IRRIGATE ROOT CANALS | 3.52 | 33.0 | 29.5 | 22.2 | 5.3 |
| H265 PLACE TEMPORARY RESTORATIONS | 3.43 | 13.9 | 13.3 | 13.0 | 7.1 |
| H241 MAKE ENTRIES ON FORMS REQUESTING MEDICAL SERVICES, SUCH AS LABORATORY OR RADIO- GRAPHIC SERVICES | 3.38 | 29.8 | 30.2 | 26.3 | 6.7 |
| H274 REMOVE EXCESS CEMENT FROM CROWNS, INLAYS, OR FIXED PARTIAL DENTURES | 3.37 | 19.9 | 20.2 | 18.3 | 4.9 |
| F197 REMOVE OR REPLACE COMPONENTS OF HAND PIECES | 3.35 | 20.9 | 17.6 | 18.0 | 24.7 |
| E129 COMPILE AND MAINTAIN BROKEN APPOINT- MENT DATA REPORTS | 3.27 | 6.8 | 9.7 | 13.7 | 30.0 |
| H221 APPLY HEMOSTATICS TO CONTROL BLEEDING | 3.27 | 8.9 | 9.5 | 9.3 | 3.5 |
| C75 INSPECT DENTAL CLINICS FOR ORDERLY OR ASEPTIC OPERATING CONDITIONS | 2.87 | 2.9 | 3.3 | 11.7 | 60.1 |
| F195 REMOVE OR REPLACE COMPONENTS OF DENTAL LIGHTS | 2.81 | 10.5 | 10.4 | 12.4 | 24.7 |
| H238 INSERT OR REMOVE PERIODONTAL DRESSINGS | 2.79 | 11.0 | 10.4 | 9.8 | 4.2 |
| E151 MAKE ENTRIES ON CLINICAL RECORD-RADIO- GRAPHIC REPORT FORMS (SF FORM 519) WHEN TURNING IN PRECIOUS METALS | 2.69 | 9.2 | 11.7 | 11.9 | 8.8 |
| H229 DESENSITIZE TEETH | 2.63 | 5.8 | 8.8 | 10.3 | 8.8 |
| H262 PLACE BASES, CAVITY LINING MATERIALS, AND MATRICES | 2.60 | 17.8 | 15.7 | 14.8 | 5.7 |
| H231 DISTILL WATER | 2.59 | 6.5 | 5.8 | 5.4 | 4.9 |

TABLE 19 (CONTINUED)
TASKS NOT REFERENCED TO STS

| TASKS NOT REFERENCED | TE* | 1ST JOB (N=382) | 1ST ENL (N=896) | 98150 (N=1067) | 98170 (N=283) |
|---|------|--------------------|--------------------|-------------------|------------------|
| C61 EVALUATE PERSONAL HYGIENE STANDARDS | 2.57 | 7.6 | 6.7 | 10.5 | 36.7 |
| H261 PERFORM TOOTH VITALITY TESTS | 2.46 | 15.2 | 13.8 | 12.6 | 4.6 |
| I297 DIAGNOSE ORAL CONDITIONS | 2.40 | 8.9 | 10.2 | 11.9 | 10.2 |
| F199 SERVICE TEST NEW OR REPAIRED EQUIPMENT PRIOR TO USE | 2.35 | 16.0 | 14.6 | 13.5 | 17.3 |
| B32 IMPLEMENT PERSONAL HYGIENE STANDARDS PROGRAMS | 2.31 | 5.5 | 6.8 | 8.0 | 25.8 |
| E156 MAKE ENTRIES ON INPATIENT ADMISSION FORMS OR RECORDS | 2.26 | 10.7 | 10.3 | 9.3 | 5.3 |
| H226 CONSTRUCT TEMPORARY RESTORATIONS | 2.02 | 14.9 | 12.7 | 11.0 | 3.9 |
| I305 PERFORM OPERATOR MAINTENANCE ON AUDIO- VISUAL EQUIPMENT | 1.79 | 3.4 | 3.8 | 5.0 | 13.8 |
| H224 CEMENT CROWNS, INLAYS, OR BRIDGES | 1.56 | 15.7 | 14.4 | 12.0 | 4.2 |
| F196 REMOVE OR REPLACE COMPONENTS OF DENTAL UNITS | 1.35 | 7.1 | 6.5 | 7.9 | 14.5 |
| I302 MAKE ENTRIES ON CHILDREN'S PREVENTIVE DENTISTRY PROGRAM FORMS (AF FORM 738) | 3.71 | 6 | 5 | 6 | 5 |
| I293 CONDUCT PRENATAL PREVENTIVE DENTISTRY PROGRAMS | 2.84 | 6 | 5 | 6 | 5 |
| H231 DISTILL WATER | 2.59 | 7 | 6 | 5 | 5 |
| J318 DUPLICATE RADIOGRAPHIC FILMS | 2.11 | 8 | 7 | 7 | 5 |
| I312 SCREEN FOOD HANDLER'S EXAMINATIONS | 1.90 | 6 | 6 | 6 | 6 |
| I294 CONDUCT PREVENTIVE DENTISTRY PROGRAMS FOR CHEMOTHERAPY PATIENTS | 1.77 | 2 | 1 | 2 | 2 |
| H276 REMOVE TEMPORARY RESTORATION | 1.74 | 4 | 5 | 5 | 3 |
| I316 WRITE PREVENTIVE DENTISTRY ARTICLES FOR PUBLICATION | 1.74 | 1 | 2 | 3 | 5 |
| H263 PLACE PRESCRIBED MEDICATIONS IN CANAL | 1.67 | 8 | 7 | 6 | 2 |
| H282 TAKE ORAL CULTURES | 1.60 | 6 | 6 | 5 | 4 |
| H223 BLEACH DISCOLORED TEETH | 1.33 | 7 | 6 | 6 | 2 |
| H225 CONDENSE, CARVE AND FINISH METALLIC OR NON-METALLIC RESTORATIONS | 1.23 | 7 | 7 | 6 | 5 |
| H279 SEW SUTURES | 1.05 | 3 | 3 | 3 | 2 |
| H234 EXTRACT TEETH | .72 | 8 | 7 | 6 | 1 |

*MEAN TRAINING EMPHASIS: 3.00

STANDARD DEVIATION TRAINING EMPHASIS: 2.26

TABLE 20

AREAS OF STS MATCHED WITH TASKS LOW IN PERCENT MEMBERS PERFORMING

| | | PERCENT MEMBERS PERFORMING | | | |
|------------|--|----------------------------|-----------------------|--------------------|------------------|
| | | 1ST JOB (N=382) | 1ST ENL (N=896) | 98150 (N=1,067) | 98170 (N=283) |
| | | (CODE LEVELS) | | | |
| | | - 1a 3c | | | |
| 6E. | MAINTAIN PROFESSIONAL REFERENCE LIBRARY | | | | |
| E140 | MAINTAIN DENTAL LIBRARIES | .91 | 2.9 | 2.3 | 3.7 |
| | | | | | 8.5 |
| 8A(7) | PARTICIPATE IN USAF GRADUATE EVALUATION PROGRAM | | | | |
| | | | | | |
| C-69 | EVALUATE USAF TECHNICAL TRAINING POST-GRADUATE PERFORMANCE | .39 | .8 | .9 | 1.9 |
| | | | | | 15.9 |
| 13A(3)(L). | APPLY PIT AND FISSURE SEALANT | | | | |
| | | | | | |
| I288 | APPLY PIT AND FISSURE SEALANT | 2.88 | 3.4 | 4.7 | 4.5 |
| | | | | | 3.2 |
| 13A(4)(C). | DETERMINE AGE OF PLAQUE BY TYPES OF BACTERIA VIEWED | | | | |
| | | | | | |
| I300 | EXAMINE ORAL SMEARS | 2.65 | 4.7 | 3.8 | 4.3 |
| | | | | | 5.7 |

*MEAN TRAINING EMPHASIS: 3.00

STANDARD DEVIATION TRAINING EMPHASIS: 2.26

POI Analysis

A similar analysis was performed on POI J3ABR98130 to ensure that the training matched the tasks being performed by 98130 personnel. In this case, the inventory task matching to the POI blocks and modules, the TE ratings, TD rating and percent of first-job and first-term personnel performing the tasks were used to assess the validity of the training document in accordance with ATCR 52-22. Table 21 is a list of the tasks rated high in training emphasis that were not referenced to a POI block or module. It is recommended that the tasks in this list be reviewed by subject matter experts for possible inclusion in the J3ABR98130 POI.

The POI blocks and modules generally were well supported by survey data. Block VII modules 4a and 4b were not well supported by the data, as shown in Table 22, and it is recommended that they be reviewed for possible deletion or should be specifically justified as a prerequisite knowledge area.

TABLE 21

TASKS HIGH IN TRAINING EMPHASIS NOT REFERENCED TO POI

| TASKS NOT REFERENCED | TRAINING EMPHASIS* | PERCENT MEMBERS PERFORMING | | TASK DIFFICULTY** |
|---|--------------------|----------------------------|-----------------|-------------------|
| | | 1ST JOB (N=382) | 1ST ENL (N=896) | |
| J332 PERFORM USER MAINTENANCE ON AUTOMATIC FILM PROCESSORS | 6.46 | 15 | 13 | 5.06 |
| J317 CHANGE RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS | 6.38 | 30 | 28 | 4.51 |
| I301 IDENTIFY DENTAL EMERGENCIES | 6.33 | 17 | 19 | 5.89 |
| J334 PROCESS RADIOGRAPHIC FILM MANUALLY | 6.15 | 27 | 27 | 4.25 |
| J329 MIX RADIOGRAPHIC FILM PROCESSING SOLUTIONS | 6.08 | 18 | 18 | 4.19 |
| I310 REMOVE SUBGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | 5.95 | 32 | 39 | 6.61 |
| H249 MIX RUBBER BASE MATERIALS | 5.89 | 46 | 42 | 4.26 |
| H260 PERFORM SURGICAL EVACUATION OF FLUIDS FROM ORAL CAVITY | 5.81 | 45 | 40 | 4.08 |
| H248 MIX ROOT CANAL FILLINGS, CEMENTS, OR MATERIALS | 5.79 | 46 | 41 | 4.06 |
| H233 DRAPE PATIENTS FOR SURGICAL PROCEDURES | 5.66 | 58 | 50 | 3.55 |
| H246 MIX IMPRESSIONS PASTES | 5.60 | 37 | 34 | 4.21 |
| H255 MIX ZINC OXIDE AND EUGENOL PASTES | 5.56 | 46 | 39 | 3.84 |
| J333 PLACE RADIOGRAPHIC FILM IN CASSETTES | 5.50 | 30 | 27 | 3.34 |
| H273 PREPARE SUTURING MATERIALS | 5.49 | 38 | 36 | 3.55 |
| J320 EXPOSE APICAL RADIOGRAPHS USING BISECTING ANGLE TECHNIQUES | 5.45 | 25 | 24 | 6.02 |
| F193 MAINTAIN DENTAL SUPPLY CABINETS | 5.44 | 62 | 59 | 3.72 |
| J325 EXPOSE OCCLUSAL RADIOGRAPHS | 5.44 | 19 | 21 | 5.64 |
| H252 MIX SURGICAL PACKS OR PERIODONTAL DRESSINGS | 5.43 | 28 | 26 | 4.35 |
| H266 POSITION SALIVA EJECTORS | 5.42 | 65 | 59 | 3.16 |

*MEAN TRAINING EMPHASIS: 3.00

STANDARD DEVIATION TRAINING EMPHASIS: 2.26

**MEAN TASK DIFFICULTY: 5.00

STANDARD DEVIATION TASK DIFFICULTY: 1.00

TABLE 22

AREAS OF POI MATCHED WITH TASKS LOW IN PERCENT MEMBERS PERFORMING

| | PERCENT MEMBERS PERFORMING | | | |
|---|----------------------------|-----------------|-----------------|------|
| | TE* | 1ST JOB (N=382) | 1ST ENL (N=896) | TD** |
| III 4A. IDENTIFY BASIC FACTS AND TERMS ABOUT BACTERIA AND PLAQUE | | | | |
| I300 EXAMINE ORAL SMEARS | 2.65 | 4.7 | 3.8 | 5.81 |
| III 4B. PROVIDED NECESSARY EQUIPMENT, PREPARE A SLIDE FOR VIEWING AND OPERATE THE PHASE CONTRAST MICROSCOPE IAW CHECKLIST J3ABR98130 002-II-4 | | | | |
| I309 REMOVE SPECIMEN MATERIAL FROM PATIENTS' MOUTHS | 3.19 | 12.0 | 10.9 | 4.69 |
| I300 EXAMINE ORAL SMEARS | 2.65 | 4.7 | 3.8 | 5.81 |

*MEAN TRAINING EMPHASIS: 3.00

STANDARD DEVIATION TRAINING EMPHASIS: 2.26

**MEAN TASK DIFFICULTY: 5.00

STANDARD DEVIATION TASK DIFFICULTY: 1.00

COMPARISON OF CURRENT SURVEY TO PREVIOUS SURVEY

An Occupational Survey Report, AFPTs 90-981-139 and 90-981-140, published in May 1976, gives the results of the most recent study conducted on the former 981X0 (dental specialist) and 981X1 (Preventive Dentistry) specialties. A comparison of this survey with the current 981X0 survey included both an examination of specialty jobs identified through structure analysis and also job satisfaction data.

Table 23 shows the functional groupings discussed in the SPECIALTY JOBS section matched to comparable jobs identified in the 1976 study. Although the manner in which the jobs grouped together varied somewhat, most of the groups reported in the earlier survey were also found in the present analysis. In fact, the only groups for which an exact counterpart in the current study could not be found were the Dental Ancillary Service and X-ray Specialist, Dental Examination/ Emergency Room Specialists, and Dental X-ray and Ancillary Services Specialists. The Exam Room Assistants, Maintenance Personnel, and Data Processing Personnel were the only new jobs emerging since the 1976 survey.

In addition to some new jobs being identified and some old jobs no longer existing, in several cases, utilization of survey respondents in the major groupings differed somewhat from that of the corresponding job categories discussed in the 1976 report. For example, X-ray functions seemed to currently be performed almost exclusively by Radiographic Personnel. No personnel other than those who specialized in X-ray tasks spent more than nine percent of their time on radiographic functions. In 1976, however, several groups other than the Dental X-ray Specialist (for instance, the Ancillary Services and X-ray Specialist and Dental X-ray and Ancillary Services Specialist) devoted a noteworthy amount of time to X-ray tasks. Another distinction in personnel usage today compared to six years ago was the utilization of Supply Administrators. The 1976 survey respondents specializing in supply tasks spent only 23 to 38 percent of their time on supply and administrative tasks while the Supply Administrators of 1982 spent a third to nearly half of their time on these duties. Finally, the preventive dentistry personnel discussed in the previous report formed two separate job types, namely, the Preventive Dentistry Program and Treatment Technician and the Oral Prophylaxis Specialist. Structure analysis in the current study revealed only one independent job type, the Oral Hygienists, in which the personnel were performing the full range of preventive dentistry functions.

In terms of job satisfaction, there were no distinct trends noted in comparing the responses of the 981X0 and 981X1 personnel in the 1976 survey to those in the 1982 study (see Table 24). First- and second-enlistment respondents in the present survey seemed slightly more satisfied than their counterparts in the old study. For personnel in the 97+ TAFMS category, the job satisfaction figures in the current analysis were somewhat lower than those of the former 981X0 and 981X1 airmen. As far as reenlistment intents were concerned, the present figures were considerably more positive than

TABLE 23

COMPARISON OF JOB GROUPS BETWEEN SURVEYS

1982 SURVEYDENTISTS' ASSISTANTS

MULTIPLE-FUNCTION ASSISTANTS
 OPERATIVE ASSISTANTS
 ORAL SURGERY ASSISTANTS
 PERIODONTIC ASSISTANTS
 PROSTHODONTIC ASSISTANTS
 ORTHODONTIC ASSISTANTS
 PREVENTIVE DENTISTRY-OPERATIVE ASSISTANTS
 JUNIOR DENTISTS' ASSISTANTS
 SENIOR DENTISTS' ASSISTANTS

ORAL HYGIENISTS

X-RAY PERSONNEL
 JUNIOR X-RAY PERSONNEL }
 X-RAY NCOICs

RECEPTIONIST-RECORD KEEPERS
 RECEPTIONIST-DENTIST'S ASSISTANTS
 CLERKS
 AUTOMATED DATA INPUT PERSONNEL
 DATA PROCESSING PERSONNEL
 ADMINISTRATORS }
 OJT NCOICs

SUPERVISORS
 SENIOR SUPPLY ADMINISTRATORS
 JUNIOR SUPPLY ADMINISTRATORS
 RESIDENT TECHNICAL TRAINING INSTRUCTORS
 RECEPTION-RECORDS NCOICs

DENTAL TECHNICIAN-SUPERVISORSEXAM ROOM ASSISTANTSMAINTENANCE PERSONNEL1976 SURVEYANCILLARY SERVICE JOB

DENTAL ANCILLARY SERVICE SPECIALIST
 ORAL SURGERY SPECIALIST
 PERIODONTICS AND ORAL SURGERY SPECIALIST
 CROWN AND BRIDGE CLINIC ASSISTANT

CHAIRSIDE ASSISTANT
 SENIOR SERVICE UNIT/SMALL CLINIC SPECIALIST
 DENTAL ANCILLARY SERVICE AND X-RAY
 SPECIALIST
 DENTAL EXAMINATION/EMERGENCY ROOM SPECIALIST
 DENTAL X-RAY AND ANCILLARY SERVICES
 SPECIALIST

{ PREVENTIVE DENTISTRY PROGRAM AND TREATMENT
 TECHNICIAN
 ORAL PROPHYLAXIS SPECIALIST

DENTAL X-RAY SPECIALISTADMINISTRATIVE/CLERICAL JOBS

FRONT DESK RECEPTIONIST AND RECORDS CLERK
 EXAM/EMERGENCY TREATMENT UNIT RECEPTIONIST
 RECORDS CLERK
 DENTAL RECORDS CLERK (CARD PUNCH OPERATOR)

ADMINISTRATIVE UNIT SUPERVISOR-OJT MONITORSUPERVISORS

DENTAL SERVICES OR LARGE CLINIC SUPERVISORS
 DENTAL CLINIC AND SUPPLY SERVICES NCOIC
 DENTAL SUPPLY NCOIC
 TECHNICAL TRAINING INSTRUCTOR AND SUPERVISOR
 SMALL CLINIC NCOIC AND DENTAL CLINIC
 RECEPTIONIST
 PREVENTIVE DENTISTRY SUPERVISOR
 DENTAL ASSISTANT AND NCOIC-SMALL CLINICS

past indices for the first-term airmen, approximately the same for the second-term airmen, and not as positive for career airmen. The rise in first-enlistment reenlistment intention overtime is a trend also seen in other career fields and this may be part of a general trend (due to factors such as the economy) rather than related just to this specialty.

TABLE 24

COMPARISON OF PREVIOUS SURVEY AND CURRENT SURVEY FOR JOB SATISFACTION AND RELATED DATA
(PERCENT MEMBERS RESPONDING)

| JOB SATISFACTION DATA | 1-48 MONTHS TAFMS | | 49-96 MONTHS TAFMS | | 97+ MONTHS TAFMS | |
|---|---------------------|------------------|---------------------|------------------|---------------------|------------------|
| | 1976 | 1982 | 1976 | 1982 | 1976 | 1982 |
| | 981X0/X1 (N=990) | 981X0 (N=896) | 981X0/X1 (N=196) | 981X0 (N=302) | 981X0/X1 (N=342) | 981X0 (N=399) |
| JOB FOUND INTERESTING | 68 | 71 | 72 | 70 | 76 | 71 |
| TALENTS UTILIZED FAIRLY WELL OR BETTER | 71 | 74 | 78 | 81 | 85 | 82 |
| TRAINING UTILIZED FAIRLY WELL OR BETTER | 84 | 89 | 85 | 87 | 86 | 83 |
| POSITIVE REENLISTMENT INTENTIONS | 36 | 56 | 64 | 66 | 90 | 74 |

NOTE: 1976 981X0 AND 981X1 STATISTICS WERE COMBINED TO YIELD A WEIGHTED MEAN THAT IS COMPARABLE TO 1982 FIGURES.

IMPLICATIONS

Overall, this occupational survey revealed no significant structural problem areas in the 981X0 career ladder. Personnel of the former 981X0, 981X1, and 983X0 specialties appear to have been successfully integrated into the current 981X0 ladder. Personnel from the three career ladders can be found performing the full range of current 981X0 functions. Job satisfaction figures and the relatively few write-in comments seem to indicate that 981X0 airmen, for the most part, are pleased with their jobs.

An examination of AFR 39-1 revealed some inaccuracy in the 98110/30/50 job description. This document should be modified to include 7-skill level tasks typically performed by 3- and 5-skill level airmen.

In terms of the training analysis, several areas of the STS and POI should be reviewed and refined. A number of areas in the STS which were not matched to tasks in the inventory should be examined by subject-matter specialists to determine whether their inclusion is justified. Finally, some tasks not referenced to the STS and POI should be considered for possible addition to these documents.

Since input from a number of sources might be useful in making decisions to alter portions of the career ladder documents, perhaps a Utilization and Training Workshop should be held sometime in the near future.

APPENDIX A

REPRESENTATIVE TASKS OF
MAJOR 981X0 JOB GROUPS

41

| TASK | SEQ | NO | . | . | . |
|------|-----|----|---|---|---|
|------|-----|----|---|---|---|

| TASK JOB DESCRIPTION | CASES | TASKS | DUTIES | MEMBS |
|--|--|-------|--------|-------|
| | 1597 | 338 | 10 | 695 |
| CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | |
| AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | |
| AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING..... | | | | |
| PERCENT OF MEMBERS PERFORMING..... | | | | |
| | | | | |
| O-TSK | DUTY/TASK TITLE | | | |
| | | | | |
| G 203 | CLEAN DENTAL INSTRUMENTS | 99. | 2.19 | 2.16 |
| G 215 | STERILIZE DENTAL INSTRUMENTS | 97. | 2.16 | 2.10 |
| F 187 | CLEAN DENTAL EQUIPMENT | 97. | 2.05 | 1.99 |
| F 188 | CLEAN TREATMENT AREAS TO MAINTAIN ASEPATIC CONDITIONS | 96. | 2.14 | 2.06 |
| H 257 | PASS INSTRUMENTS OR MATERIALS | 96. | 2.13 | 2.05 |
| H 219 | ADJUST CHAIRS, SEAT PATIENTS, AND POSITION EQUIPMENT | 96. | 1.99 | 1.91 |
| G 204 | DISINFECT DENTAL EQUIPMENT | 96. | 2.07 | 1.98 |
| G 212 | RECEIVE OR DISMISS PATIENTS | 95. | 2.13 | 2.02 |
| F 191 | LUBRICATE HAND PIECES | 95. | 1.89 | 1.80 |
| H 230 | DESTROY SYRINGES AND NEEDLES | 95. | 1.93 | 1.82 |
| G 205 | DISINFECT DENTAL INSTRUMENTS | 94. | 2.12 | 1.98 |
| H 277 | RETRACT PATIENTS' CHEEKS, LIPS, OR ORAL TISSUES | 93. | 1.85 | 1.72 |
| H 258 | PERFORM FOUR-HANDED DENTISTRY TECHNIQUES | 88. | 1.98 | 1.74 |
| F 190 | LUBRICATE DENTAL EQUIPMENT OR APPLIANCES | 88. | 1.81 | 1.59 |
| H 270 | PREPARE PATIENTS FOR DENTAL TREATMENT | 87. | 1.99 | 1.74 |
| H 278 | SELECT AND ARRANGE DENTAL INSTRUMENTS, MATERIALS, MEDICINES, OR EQUIPMENT | 86. | 1.99 | 1.72 |
| H 268 | PREPARE HYPODERMIC SYRINGES FOR INJECTIONS | 85. | 1.92 | 1.62 |
| G 216 | TAKE AND RECORD BLOOD PRESSURE | 84. | 1.47 | 1.24 |
| F 186 | CLEAN AMALGAM TRAPS | 82. | 1.72 | 1.41 |
| G 210 | PREPARE RECORD OF DENTAL ATTENDANCE FORMS USING AF FORM 644 | 82. | 2.03 | 1.66 |
| H 259 | PERFORM HIGH VOLUME EVACUATION OF FLUIDS FROM ORAL CAVITY | 81. | 1.93 | 1.56 |
| F 182 | CHECK DENTAL EQUIPMENT FOR CLEANLINESS OR OPERATING CONDITION | 79. | 1.88 | 1.48 |
| F 189 | FLUSH ORAL EVACUATOR SYSTEMS | 79. | 1.77 | 1.39 |
| H 253 | MIX TEMPORARY FILLING MATERIALS | 78. | 1.61 | 1.25 |
| H 243 | MIX ALGINATE | 76. | 1.46 | 1.11 |
| H 239 | IRRIGATE ORAL CAVITIES | 76. | 1.73 | 1.31 |
| H 244 | MIX COMPOSITE RESINS | 76. | 1.60 | 1.21 |
| H 266 | POSITION SALIVA EJECTORS | 72. | 1.46 | 1.06 |
| F 192 | MAINTAIN ASEPSIS OF INSTRUMENT STORAGE AREAS | 72. | 1.77 | 1.28 |
| F 193 | MAINTAIN ASEPSIS OF INSTRUMENT STORAGE AREAS | 72. | 1.76 | 1.26 |
| H 251 | MIX SILVER FLLGYS | 71. | 1.78 | 1.25 |
| E 150 | MAKE ENTRIES ON MEDICAL/DENTAL APPOINTMENT FORMS (AF FORM 493) | 69. | 1.74 | 1.21 |
| H 233 | DRAPE PATIENTS FOR SURGICAL PROCEDURES | 69. | 1.49 | 1.03 |
| H 269 | PREPARE MATRICES | 68. | 1.78 | 1.21 |
| E 153 | MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORM 607 OR 603A SERIES | 67. | 1.60 | 1.07 |
| | | | | |

ORAL HYGIENISTS

GP00042

| TASK JOB DESCRIPTION | CASES | TASKS | DUTIES | MBRS | TASK SEQ NO |
|--|-------|-------|-----------------|------|-------------|
| | 1597 | 339 | 10 | 187 | |
| CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | | |
| AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | | |
| AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING..... | | | | | |
| PERCENT OF MEMBERS PERFORMING..... | | | | | |
| D-TSK | | | DUTY/TASK TITLE | <*> | |
| I 310 REMOVE SUBGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | | | | 97. | 3.16 |
| I 311 REMOVE SUPRAGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | | | | 95. | 3.14 |
| I 307 POLISH TEETH | | | | 95. | 2.95 |
| G 203 CLEAN DENTAL INSTRUMENTS | | | | 95. | 2.70 |
| I 298 DISASSEMBLE OR ASSEMBLE PROPHYLAXIS HAND PIECES | | | | 94. | 2.56 |
| I 299 EVALUATE PATIENTS' ORAL HYGIENE TECHNIQUES | | | | 94. | 2.54 |
| I 285 ADVISE PATIENTS ON HOME CARE OF TEETH OR PROSTHESES | | | | 93. | 2.83 |
| F 191 LUBRICATE HAND PIECES | | | | 93. | 2.97 |
| G 212 RECEIVE OR DISMISS PATIENTS | | | | 91. | 2.44 |
| F 188 CLEAN TREATMENT AREAS TO MAINTAIN ASEPTIC CONDITIONS | | | | 91. | 2.74 |
| F 187 CLEAN DENTAL EQUIPMENT | | | | 91. | 2.60 |
| G 215 STERILIZE DENTAL INSTRUMENTS | | | | 91. | 2.58 |
| G 205 DISINFECT DENTAL INSTRUMENTS | | | | 90. | 2.73 |
| G 204 DISINFECT DENTAL EQUIPMENT | | | | 90. | 2.67 |
| I 315 SHARPEN PERIODONTAL SCALING INSTRUMENTS OTHER THAN KNIVES | | | | 88. | 2.58 |
| I 287 APPLY DISCLOSING AGENTS | | | | 86. | 2.53 |
| F 190 LUBRICATE DENTAL EQUIPMENT OR APPLIANCES | | | | 83. | 2.04 |
| I 286 ADVISE PATIENTS ON NUTRITION AND DIET | | | | 81. | 2.31 |
| H 219 ADJUST CHAIRS, SEAT PATIENTS, AND POSITION EQUIPMENT | | | | 81. | 2.22 |
| G 210 PREPARE RECORD OF DENTAL ATTENDANCE FORMS USING AF FORM 644 | | | | 80. | 2.59 |
| I 314 SCREEN PATIENTS' RECORDS FOR CONTRAINDICATIONS TO PROPHYLAXIS | | | | 76. | 2.68 |
| F 189 FLUSH ORAL EVACUATOR SYSTEMS | | | | 72. | 2.50 |
| I 304 MONITOR PATIENTS' PROGRESS FOLLOWING TREATMENT | | | | 70. | 2.24 |
| E 153 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORM 602 OR 603A SEPIES | | | | 67. | 2.19 |
| I 295 CONDUCT PREVENTIVE DENTISTRY PROGRAMS FOR CHILDREN | | | | 66. | 1.94 |
| F 182 CHECK DENTAL EQUIPMENT FOR CLEANLINESS OR OPERATING CONDITION | | | | 65. | 1.92 |
| E 150 MAKE ENTRIES ON MEDICAL/DENTAL APPOINTMENT FORMS (AF FORM 400) | | | | 64. | 2.17 |
| F 172 MAINTAIN ACCESS OF INSTRUMENT STORAGE AREAS | | | | 64. | 1.80 |
| H 266 POSITION CALIVA JECTORS | | | | 63. | 2.18 |
| I 306 POLISH RESTORATIONS | | | | 62. | 2.51 |
| E 173 REVIEW PATIENT DENTAL MEDICAL HISTORY FORMS (AF FORM 696) | | | | 61. | 1.76 |
| G 216 TAKE AND RECORD BLOOD PRESSURE | | | | 59. | 2.27 |
| I 291 CONDUCT CLINICAL ORAL HEALTH PROGRAMS | | | | 58. | 1.55 |
| I 289 APPLY TOPICAL ANTICARIOGENIC AGENTS | | | | 54. | .99 |
| H 277 RETRACT PATIENTS' CHEEKS, LIPS, OR ORAL TISSUES | | | | 53. | 1.82 |
| | | | | 52. | 2.47 |
| | | | | | 2.55 |
| | | | | | 67.66 |

0600490

[illegible]

DENTAL TECHNICIAN-SUPERVISORS (CONTINUED)

A-

6P0090

| | | | | | | |
|-------|---|-----|------|-----|-------|----|
| H 258 | PERFORM FOUR-HANDED DENTISTRY TECHNIQUES | 73. | .76 | .55 | 26.67 | 35 |
| H 235 | GIVE PATIENTS POST OPERATIVE INSTRUCTIONS | 73. | .73 | .53 | 27.20 | |
| F 192 | MAINTAIN ASEPSIS OF INSTRUMENT STORAGE AREAS | 72. | .85 | .61 | 27.81 | |
| H 259 | FORM HIGH VOLUME EVACUATION OF FLUIDS FROM ORAL CAVITY | 71. | .78 | .56 | 28.37 | |
| I 298 | DISASSEMBLE OR ASSEMBLE PROPHYLAXIS HAND PIECES | 72. | .86 | .61 | 28.98 | |
| F 186 | CLEAN AMALGAM TRAPS | 71. | .70 | .49 | 29.48 | 40 |
| I 307 | POLISH TEETH | 70. | .97 | .68 | 30.16 | |
| E 159 | ORDER SUPPLIES | 70. | .92 | .65 | 30.80 | |
| D 100 | DEMONSTRATE ASEPTIC CLEANING OF EQUIPMENT OR FACILITIES | 68. | .67 | .45 | 31.26 | |
| I 310 | REMOVE SUBGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | 66. | 1.04 | .69 | 31.95 | |
| I 299 | EVALUATE PATIENTS' ORAL HYGIENE TECHNIQUES | 66. | 1.00 | .66 | 32.60 | 45 |
| E 160 | PERFORM DENTAL HEALTH RECORDS INVENTORIES | 66. | .73 | .48 | 33.09 | |
| B 28 | COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED MATTERS | 66. | .72 | .47 | 33.56 | |
| H 268 | PREPARE HYPODERMIC SYRINGES FOR INJECTIONS | 66. | .70 | .46 | 34.03 | |
| H 253 | MIX TEMPORARY FILLING MATERIALS | 66. | .64 | .42 | 34.44 | |
| I 311 | REMOVE SUPRAGINGIVAL CALCULUS, STAINS, OR PLAQUE FROM TEETH | 65. | 1.00 | .65 | 35.10 | 50 |
| I 304 | MONITOR PATIENTS' PROGRESS FOLLOWING TREATMENT | 65. | .89 | .58 | 35.68 | |
| J 315 | PROCESS RADIOGRAPHIC FILM USING AUTOMATIC DEVELOPING APPARATUS | 65. | .83 | .54 | 36.21 | |
| J 321 | EXPOSE APICAL RADIOGRAPHS USING PARALLELING TECHNIQUE | 65. | .80 | .52 | 36.73 | |
| D 102 | DEMONSTRATE MAINTENANCE OF EQUIPMENT OR FACILITIES | 65. | .63 | .41 | 37.14 | |
| H 236 | IDENTIFY SYNCOPES OR SHOCK | 65. | .55 | .36 | 37.50 | 55 |
| I 287 | APPLY DISCLOSING AGENTS | 64. | .80 | .51 | 38.02 | |
| E 178 | TYPE DENTAL PATIENTS' RECORDS | 64. | .73 | .47 | 38.49 | |
| F 197 | REMOVE OR REPLACE COMPONENTS OF HAND PIECES | 64. | .63 | .41 | 38.89 | |
| C 82 | PREPARE APR'S | 63. | .74 | .46 | 39.36 | |
| H 233 | DRAPE PATIENTS FOR SURGICAL PROCEDURES | 63. | .70 | .44 | 39.80 | 60 |
| E 139 | MAINTAIN DENTAL HEALTH RECORD FILES | 62. | .88 | .55 | 40.35 | |
| F 184 | CHECK PRESSURE OF OXYGEN EQUIPMENT | 62. | .75 | .47 | 40.81 | |
| I 290 | CLEAN OR POLISH PROSTHETIC DEVICES | 62. | .70 | .44 | 41.25 | |
| B 46 | SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 9815C) | 60. | .87 | .52 | 41.77 | 65 |
| I 315 | SHARPEN PERIODONTAL SCALING INSTRUMENTS OTHER THAN KNIVES | 60. | .87 | .52 | 42.29 | |
| I 301 | IDENTIFY DENTAL EMERGENCIES | 60. | .74 | .44 | 42.74 | |
| H 251 | MIX SILVER ALLOYS | 60. | .69 | .41 | 43.15 | |
| H 220 | ADMINISTER TOPICAL ANESTHETICS | 60. | .61 | .37 | 43.52 | |
| C 81 | PERFORM SELF-INSPECTIONS | 59. | .74 | .44 | 43.95 | 70 |
| C 75 | INSPECT DENTAL CLINICS FOR ORDERLY OR ASEPTIC OPERATING CONDITIONS | 59. | .69 | .41 | 44.36 | |
| G 201 | ASSIST IN EMERGENCY PROCEDURES, SUCH AS MANAGING SYNCOPES OR PROVIDING OXYGEN TO PATIENTS | 59. | .56 | .33 | 44.69 | |
| I 289 | APPLY TOPICAL ANTICARCINOGENIC AGENTS | 58. | .86 | .50 | 45.19 | |
| J 326 | MAINTAIN RADIOGRAPHIC STOCK SUPPLY | 58. | .83 | .48 | 45.67 | |
| J 317 | CHANGE RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS | 58. | .80 | .47 | 46.14 | 75 |
| J 320 | EXPOSE APICAL RADIOGRAPHS USING BISECTING ANGLE TECHNIQUE | 58. | .79 | .46 | 46.60 | |
| D 95 | CONDUCT CBT | 58. | .70 | .41 | 47.01 | |
| G 207 | PREPARE ANTISEPTIC OR GERMICIDAL AGENTS | 58. | .68 | .39 | 47.40 | |
| G 208 | PREPARE MEDICAL RECORD-CONSULTATION SHEET FORMS (SF FORM 3-513) | 58. | .65 | .38 | 47.78 | |
| H 243 | MIX ALGINATE | 58. | .64 | .37 | 48.15 | 80 |
| E 163 | PREPARE DENTAL RECORDS FOR PATIENTS' TRANSFER | 58. | .61 | .36 | 48.51 | |
| C 163 | DEMONSTRATE USE OF EMERGENCY EQUIPMENT | 58. | .60 | .35 | 48.85 | |
| I 306 | POLISH RESTORATIONS | 56. | .78 | .44 | 49.29 | |
| F 183 | CHECK PLUMBING FOR LEAKS, SECURITY OF MOUNTING, OR OPERATION | 56. | .69 | .39 | 49.68 | |

150031

| TASK | JOB DESCRIPTION | CASES 1577 | TASKS 338 | DUTIES 10 | MERS 103 |
|--|--|---------------|--------------|--------------|-------------|
| | CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | |
| AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | | |
| AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING..... | | | | | |
| PERCENT OF MEMBERS PERFORMING..... | | | | | |
| LUTY/TASK TITLE | | | | | |
| | | | | | |
| J 337 SHIELD PATIENTS FROM RADIATION | | 100. | 5.20 | 5.20 | 5.20 |
| J 338 WEAR AND MAINTAIN FILM BADGES | | 97. | 5.11 | 5.11 | 10.30 |
| J 327 LABEL AND MOUNT RADIOGRAPHS | | 88. | 3.77 | 3.77 | 14.07 |
| J 335 PROCESS RADIOGRAPHIC FILM USING AUTOMATIC DEVELOPING APPARATUS | | 85. | 3.80 | 3.80 | 17.87 |
| J 333 PLACE RADIOGRAPHIC FILM IN CASSETTES | | 85. | 3.77 | 3.77 | 21.64 |
| J 317 CHANGE RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS | | 85. | 3.14 | 3.14 | 24.79 |
| J 322 EXPOSE BITING RADIOGRAPHS | | 84. | 3.58 | 3.58 | 28.37 |
| J 321 EXPOSE APICAL RADIOGRAPHS USING PARALLELING TECHNIQUE | | 81. | 2.95 | 2.95 | 31.31 |
| J 329 MIX RADIOGRAPHIC FILM PROCESSING SOLUTIONS | | 80. | 2.85 | 2.85 | 34.17 |
| J 326 EXPOSE PANORAMIC RADIOGRAPHS | | 78. | 3.17 | 3.17 | 37.34 |
| J 325 EXPOSE OCCLUSAL RADIOGRAPHS | | 76. | 2.51 | 1.90 | 39.24 |
| J 328 MAINTAIN RADIOGRAPHIC STOCK SUPPLY | | 73. | 2.30 | 2.30 | 41.54 |
| J 332 PERFORM USER MAINTENANCE ON AUTOMATIC FILM PROCESSORS | | 71. | 2.21 | 2.21 | 43.75 |
| G 212 RECEIVE OR DISMISS PATIENTS | | 68. | 2.37 | 2.37 | 46.12 |
| J 320 EXPOSE APICAL RADIOGRAPHS USING BISECTING ANGLE TECHNIQUE | | 63. | 1.96 | 1.96 | 48.08 |
| J 331 PERFORM RADIOGRAPHIC SILVER RECOVERY | | 60. | 1.73 | 1.73 | 49.81 |
| J 334 PROCESS RADIOGRAPHIC FILM MANUALLY | | 58. | 1.65 | 1.65 | 51.46 |
| H 219 ADJUST CHAIRS, SEAT PATIENTS, AND POSITION EQUIPMENT | | 57. | 1.72 | 1.72 | 53.17 |
| G 216 TAKE AND RECORD BLOOD PRESSURE | | 54. | 1.47 | 1.47 | 54.64 |
| E 153 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORM 603 OR 603A SERIES | | 54. | 1.16 | 1.16 | 55.81 |
| F 187 CLEAN DENTAL EQUIPMENT | | 52. | 1.23 | 1.23 | 57.04 |
| J 336 REVIEW CURRENT RADIOGRAPHIC PUBLICATIONS | | 51. | 1.24 | 1.24 | 58.28 |
| J 330 PERFORM FILM ANALYZER TESTS | | 50. | 1.35 | 1.35 | 59.63 |
| G 210 PREPARE RECORD OF DENTAL ATTENDANCE FORMS USING AF FORM 644 | | 49. | 1.28 | 1.28 | 60.91 |
| F 182 CHECK DENTAL EQUIPMENT FOR CLEANLINESS OR OPERATING CONDITION | | 49. | 1.05 | 1.05 | 61.96 |
| E 150 MAKE ENTRIES ON MEDICAL/DENTAL APPOINTMENT FORMS (AF FORM 490) | | 47. | 1.00 | 1.00 | 62.96 |
| J 319 EVALUATE DIAGNOSTIC RADIOGRAPHS | | 46. | 1.26 | 1.26 | 64.22 |
| G 204 DISINFECT DENTAL EQUIPMENT | | 45. | 1.08 | 1.08 | 65.30 |
| E 173 REVIEW PATIENT DENTAL MEDICAL HISTORY FORMS (AF FORM 696) | | 45. | 1.04 | 1.04 | 66.34 |
| F 198 CLEAN TREATMENT AREAS TO MAINTAIN ASEPTIC CONDITIONS | | 43. | 1.05 | 1.05 | 67.39 |
| E 155 MAKE ENTRIES ON HEALTH RECORD-MEDICAL/DENTAL FORM FOLDERS (AF FORM 210 SERIES) | | 39. | .74 | .74 | 68.14 |
| G 215 STERILIZE DENTAL INSTRUMENTS | | 38. | .80 | .80 | 68.94 |
| E 159 ORDER SUPPLIES | | 35. | .69 | .69 | 69.63 |
| E 152 MAKE ENTRIES ON DENTAL APPOINTMENT REGISTERS | | 34. | .73 | .73 | 70.36 |

RECEPTION-RECORDS PERSONNEL CLUSTER

GPC114

| TASK JOB DESCRIPTION | CASFS 1597 | TASKS 338 | DUTIES 10 | MBFS 132 | CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | TASK SEQ NO |
|----------------------|--|--------------|--------------|-------------|--|------|------|-------|-------------------|
| | | | | | AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... | | | | |
| | | | | | AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING..... | | | | |
| | | | | | PERCENT OF MEMBERS PERFORMING..... | | | | |
| D-TSK | | | | | DUTY/TASK TITLE | | | | |
| | | | | | | | | | |
| E 150 | MAKE ENTRIES ON MEDICAL/DENTAL APPOINTMENT FORMS (AF FORM 490) | | | | 98. | 7.67 | 7.50 | 7.50 | 5 |
| E 139 | MAINTAIN DENTAL HEALTH RECORD FILES | | | | | | | | |
| E 152 | MAKE ENTRIES ON DENTAL APPOINTMENT REGISTERS | | | | 92. | 7.79 | 7.20 | 14.70 | |
| E 155 | MAKE ENTRIES ON HEALTH RECORD-MEDICAL/DENTAL FORM FOLDERS (AF FORM 2100 SERIES) | | | | 91. | 7.85 | 7.19 | 21.89 | |
| | | | | | | 7.00 | 6.36 | 28.26 | |
| E 153 | MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORM 503 OR 603A SERIES | | | | 78. | 5.86 | 4.57 | 32.83 | |
| E 130 | DETERMINE ELIGIBILITY FOR DENTAL CARE | | | | | | | | |
| E 163 | PREPARE DENTAL RECORDS FOR PATIENTS' TRANSFER | | | | 77. | 5.64 | 4.36 | 37.18 | |
| E 169 | RETIRE DENTAL HEALTH RECORDS | | | | 77. | 5.07 | 3.92 | 41.10 | |
| E 173 | REVIEW PATIENT DENTAL MEDICAL HISTORY FORMS (AF FORM 696) | | | | 73. | 4.20 | 3.09 | 44.19 | |
| E 160 | PERFORM DENTAL HEALTH RECORDS INVENTORIES | | | | 73. | 5.69 | 4.13 | 48.32 | |
| E 135 | MAINTAIN CLINIC INDEX FILE FORMS (AF FORM 1942) | | | | 69. | 4.66 | 3.21 | 51.53 | 10 |
| E 178 | TYPE DENTAL PATIENTS' RECORDS | | | | 64. | 5.57 | 3.59 | 55.12 | |
| E 143 | MAINTAIN PERIODIC DENTAL EXAMINATION SCHEDULING PROGRAMS | | | | 62. | 4.17 | 2.59 | 57.71 | |
| E 129 | COMPILE AND MAINTAIN BROKEN APPOINTMENT DATA REPORTS | | | | 53. | 5.75 | 3.05 | 60.75 | |
| E 144 | MAINTAIN PERSONNEL RELIABILITY PROGRAMS (PRP) | | | | 52. | 4.60 | 2.37 | 63.12 | |
| G 210 | PREPARE RECORD OF DENTAL ATTENDANCE FORMS USING AF FORM 644 | | | | 51. | 5.14 | 2.61 | 65.73 | 15 |
| C 82 | PREPARE APR'S | | | | 51. | 4.86 | 2.46 | 68.20 | |
| B 46 | SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 9815C) | | | | 40. | 3.09 | 1.24 | 69.44 | |
| G 212 | RECEIVE OR DISMISS PATIENTS | | | | 33. | 3.51 | 1.14 | 70.58 | |
| B 26 | COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED MATTERS | | | | 32. | 6.89 | 2.19 | 72.77 | |
| A 5 | DETERMINE WORK PRIORITIES | | | | 31. | 2.56 | .80 | 73.56 | 20 |
| E 165 | PREPARE CORRESPONDENCE FOR MAILING | | | | 25. | 3.07 | .77 | 74.33 | |
| E 170 | REVIEW EDIT AND ERROR LISTINGS | | | | 25. | 3.05 | .76 | 75.09 | |
| E 171 | REVIEW INCOMING CORRESPONDENCE | | | | 21. | 4.09 | .87 | 75.96 | |
| E 179 | TYPE ENTRIES ON FORMS OTHER THAN DENTAL PATIENT RECORDS | | | | 21. | 3.91 | .83 | 76.79 | 25 |
| B 44 | SUPERVISE APPRENTICE DENTAL ASSISTANT SPECIALISTS (AFSC 98120) | | | | 20. | 4.20 | .83 | 77.62 | |
| | | | | | 20. | 3.41 | .67 | 78.29 | |
| | | | | | 20. | 2.89 | .57 | 78.86 | |
| D 95 | CONDUCT UNIT | | | | 20. | | | | |
| B 42 | INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES | | | | 20. | 2.80 | .55 | 79.41 | |
| A 19 | PLAN WORK ASSIGNMENTS | | | | | 2.34 | .46 | 79.87 | |
| E 159 | ORDER SUPPLIES | | | | 18. | 1.89 | .34 | 80.21 | 30 |
| B 25 | COORDINATE LOCAL DENTAL POLICIES AND PROCEDURES WITH OTHER UNITS | | | | 17. | 4.21 | .73 | 80.95 | |
| | | | | | 17. | 3.27 | .57 | 81.52 | |
| C 117 | MAINTAIN JOB PROFICIENCY GUIDES (JPG) | | | | 17. | 2.79 | .49 | 82.00 | |

| TASK JOB DESCRIPTION | CASES 1597 | TASKS 338 | DUTIES 10 | MEMBERS 61 | | TASK SFQ NO |
|--|---------------|--------------|--------------|---------------|--|-------------------|
| D-TSK | | | | | | |
| E 141 MAINTAIN FEDERAL SUPPLY CATALOG FILES | | | | | | |
| E 159 ORDER SUPPLIES | | | | | | |
| E 175 STOCK SUPPLIES | | | | | | |
| E 133 ISSUE SUPPLIES | | | | | | |
| E 142 MAINTAIN FILE OF GENERAL SERVICES ADMINISTRATION (GSA) | | | | | | |
| E 164 PREPARE JUSTIFICATION FOR DENTAL EQUIPMENT OR SUPPLIES | | | | | | |
| E 168 RECEIPT FOR SUPPLIES | | | | | | |
| E 132 INVENTORY DENTAL SUPPLIES OR MATERIALS | | | | | | |
| C 78 INSPECT SUPPLY STORAGE | | | | | | |
| E 131 INVENTORY DENTAL EQUIPMENT | | | | | | |
| B 27 COORDINATE REPLACEMENT OF OUTDATED OR WORN OUT EQUIPMENT | | | | | | |
| E 174 REVIEW REQUISITIONS FOR EQUIPMENT OR SUPPLIES | | | | | | |
| C 82 PREPARE APR'S | | | | | | |
| E 137 MAINTAIN CUSTODIAN REQUEST/RECEIPT FORM FILES | | | | | | |
| (AF FORM 601P) | | | | | | |
| E 157 MAKE ENTRIES ON SUPPLY ISSUE OR TURN-IN FORMS, SUCH AS | | | | | | |
| AF FORM 1801 | | | | | | |
| C 71 IDENTIFY MATERIEL PROBLEMS | | | | | | |
| A 2 ASSIGN SPACE FOR EQUIPMENT OR SUPPLIES | | | | | | |
| B 26 COORDINATE MAINTENANCE OF EQUIPMENT OR FACILITIES WITH OTHER UNITS | | | | | | |
| B 31 DIRECT MAINTENANCE OR UTILIZATION OF EQUIPMENT, SUPPLIES, OR WORKSPACE | | | | | | |
| E 149 MAINTAIN USER MANUALS OF DENTAL EQUIPMENT | | | | | | |
| F 194 PREPARE WORK ORDER OR MAINTENANCE REQUESTS | | | | | | |
| D 102 DEMONSTRATE MAINTENANCE OF EQUIPMENT OR FACILITIES | | | | | | |
| B 46 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 9815C) | | | | | | |
| B 28 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED MATTERS | | | | | | |
| A 14 PLAN EQUIPMENT REPLACEMENT PROGRAMS | | | | | | |
| F 181 CHANGE TANKS ON PORTABLE OXYGEN EQUIPMENT | | | | | | |
| C 58 EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES | | | | | | |
| C 59 EVALUATE MATERIEL PROBLEMS | | | | | | |
| C 62 EVALUATE PROCEDURES FOR STORAGE, INVENTORY, OR INSPECTION OF PROPERTY ITEMS | | | | | | |
| F 182 CHECK DENTAL EQUIPMENT FOR CLEANLINESS OR OPERATING CONDITION | | | | | | |

CP0056

| TASK JOB DESCRIPTION | CASES 1597 | TASKS 333 | DUTIES 10 | MBRS 157 | TASK SEQ NO |
|--|---------------|--------------|--------------|-------------|-------------------|
| D-TSK | | | | | |
| C 82 PREPARE APR'S | | | | | |
| B 28 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED MATTERS | | | | | |
| A 5 DETERMINE WORK PRIORITIES | | | | | |
| A 1 ASSIGN PERSONNEL TO DUTY POSITIONS | | | | | |
| A 19 PLAN WORK ASSIGNMENTS | | | | | |
| B 24 CONDUCT ORIENTATIONS OR BRIEFINGS FOR NEWLY ASSIGNED PERSONNEL | | | | | |
| B 42 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUPERORDINATES | | | | | |
| A 21 SCHEDULE LEAVES OR PASSES | | | | | |
| A 13 PLAN BRIEFINGS OR MEETINGS | | | | | |
| C 53 EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS | | | | | |
| C 73 INDORSE AIRMEN PERFORMANCE REPORTS (APR) | | | | | |
| E 171 REVIEW INCOMING CORRESPONDENCE | | | | | |
| C 75 INSPECT DENTAL CLINICS FOR ORDERLY OR ASEPTIC OPERATING CONDITIONS | | | | | |
| B 46 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 9815C) | | | | | |
| C 70 EVALUATE WORK SCHEDULES | | | | | |
| C 81 PERFORM SELF-INSPECTIONS | | | | | |
| A 12 ESTABLISH WORK PERFORMANCE STANDARDS | | | | | |
| E 180 WRITE CORRESPONDENCE | | | | | |
| C 55 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION | | | | | |
| E 55 PREPARE REPORTS | | | | | |
| B 23 COMPILE INFORMATION FOR REPORTS OR STAFF STUDIES OTHER THAN BROKEN APPOINTMENT DATA REPORTS | | | | | |
| C 85 REVIEW NOI'S | | | | | |
| A 3 ASSIGN SPECIALISTS FOR NEWLY ASSIGNED PERSONNEL | | | | | |
| D 99 COUNSEL TRAINEES ON TRAINING PROGRESS | | | | | |
| E 172 REVIEW OUTGOING CORRESPONDENCE | | | | | |
| C 56 EVALUATE INSPECTION REPORTS OR PROCEDURES | | | | | |
| E 162 PREPARE CORRESPONDENCE FOR MAILING | | | | | |
| B 48 SUPERVISE DENTAL TECHNICIANS (AFSC 9817D) | | | | | |
| A 8 DEVELOP SELF-INSPECTION PROGRAMS | | | | | |
| C 72 IDENTIFY PROBLEMS IN DENTAL SERVICES OR METHODS | | | | | |
| C 79 INTERPRET AUTOMATED DENTAL TREATMENT DATA | | | | | |
| A 4 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES | | | | | |
| C 117 MAINTAIN AND REEFICIENCY GUIDES (JPG) | | | | | |

MANAGERS CLUSTER (CONTINUED)

| Code | Description | 69. | 1.30 | .91 | 36.60 | 35 |
|-------|--|-----|------|-----|-------|----|
| C 51 | ANALYZE WORKLOAD REQUIREMENTS | 69. | 1.30 | .91 | 36.60 | |
| C 113 | EVALUATE DUTY TRAINING | 69. | 1.19 | .82 | 37.42 | |
| D 93 | ASSIGN TRAINING DUTIES OR TASKS | 69. | 1.16 | .80 | 36.22 | |
| C 84 | REVIEW BASE DENTAL SERVICE REPORTS | 68. | 1.36 | .93 | 39.15 | |
| A 10 | ESTABLISH ORGANIZATIONAL POLICIES, DENTAL OPERATING INSTRUCTIONS (DUI), OR STANDARD OPERATING PROCEDURES (SOP) | 67. | 1.18 | .79 | 39.94 | |
| D 104 | DETERMINE DUTY TRAINING REQUIREMENTS | 66. | 1.11 | .74 | 41.68 | |
| E 130 | DETERMINE ELIGIBILITY FOR DENTAL CARE | 66. | 1.08 | .71 | 41.39 | 40 |
| A 20 | PREPARE JOB DESCRIPTIONS | 66. | .97 | .64 | 42.03 | |
| B 30 | DIRECT MAINTENANCE OF ADMINISTRATIVE FILES | 66. | 1.26 | .82 | 42.86 | |
| D 91 | ASSIGN ON-THE-JOB (OJT) REQUIREMENTS | 66. | 1.15 | .76 | 43.61 | |
| C 57 | EVALUATE JOB DESCRIPTIONS | 65. | 1.01 | .65 | 44.27 | 45 |
| A 22 | SCHEDULE PERSONNEL FOR SCHOOLS, TEMPORARY DUTY (TLY) ASSIGNMENTS, OR NONTECHNICAL TRAINING | 65. | .97 | .63 | 44.90 | |
| B 25 | COORDINATE LOCAL DENTAL POLICIES AND PROCEDURES WITH OTHER UNITS | 64. | 1.15 | .74 | 45.64 | |
| D 95 | CONDUCT OJT | 64. | 1.25 | .79 | 46.43 | |
| C 87 | SELECT INDIVIDUALS FOR SPECIALIZED TRAINING | 64. | .88 | .56 | 46.99 | |
| D 119 | MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS | 63. | 1.15 | .72 | 47.71 | |
| B 38 | IMPLEMENT SELF-INSPECTION PROGRAMS | 62. | 1.10 | .69 | 48.40 | 50 |
| C 66 | EVALUATE SELF-INSPECTION PROGRAMS | 61. | 1.04 | .63 | 49.03 | |
| A 2 | ASSIGN SPACE FOR EQUIPMENT OR SUPPLIES | 60. | .79 | .47 | 49.51 | |
| C 61 | EVALUATE PERSONAL HYGIENE STANDARDS | 59. | 1.06 | .63 | 50.13 | |
| D 101 | DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION | 59. | .97 | .57 | 50.71 | 55 |
| B 40 | INITIATE PERSONNEL ACTION REQUESTS | 59. | .95 | .56 | 51.27 | |
| E 136 | MAINTAIN CORRESPONDENCE FILES | 58. | 1.31 | .76 | 52.02 | |
| C 54 | EVALUATE CONTRACT MAINTENANCE OR JANITORIAL SERVICES | 58. | 1.07 | .62 | 52.64 | |
| A 17 | PLAN SAFETY PROGRAMS | 58. | .92 | .54 | 53.18 | |
| B 44 | SUPERVISE APPRENTICE DENTAL ASSISTANT SPECIALISTS (AFSC 9A130) | 57. | 1.53 | .87 | 54.05 | |
| C 98 | WRITE REPORTS OF STAFF STUDIES OTHER THAN BROKEN APPOINTMENT DATA REPORTS | 57. | 1.27 | .72 | 54.77 | 60 |
| C 76 | INSPECT FACILITIES TO DETERMINE MAINTENANCE OR REPLACEMENT REQUIREMENTS | 57. | 1.01 | .57 | 55.34 | |
| D 120 | PLAN OJT | 56. | 1.08 | .60 | 55.94 | |
| B 36 | IMPLEMENT SAFETY PROGRAMS | 56. | 1.00 | .56 | 56.51 | |
| C 58 | EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES | 55. | .97 | .54 | 57.04 | |
| D 108 | DIRECT OR IMPLEMENT OJT PROGRAMS | 55. | 1.19 | .65 | 57.69 | 65 |
| E 146 | MAINTAIN REGULATION FILES | 54. | 1.17 | .63 | 58.32 | |
| F 182 | CHECK DENTAL EQUIPMENT FOR CLEANLINESS OR OPERATING CONDITION | 54. | 1.15 | .62 | 58.94 | |
| E 160 | PERFORM DENTAL HEALTH RECORDS INVENTORIES | 54. | 1.13 | .60 | 59.55 | |
| C 64 | EVALUATE SAFETY PROGRAMS | 53. | .95 | .50 | 60.05 | |
| B 50 | SUPERVISE AND CROSS UP OTHER VOLUNTEERS | 52. | 1.24 | .65 | 60.70 | 70 |
| B 45 | SUPERVISE CIVIL SERVICE PERSONNEL | 52. | 1.14 | .59 | 61.29 | |
| C 63 | EVALUATE QUALITY CONTROL PROCEDURES | 52. | 1.06 | .56 | 61.85 | |
| E 152 | MAKE ENTRIES ON DENTAL APPOINTMENT REGISTERS | 52. | 1.13 | .58 | 62.43 | |
| E 150 | MAKE ENTRIES ON MEDICAL/DENTAL APPOINTMENT FORMS (AF FORM 493) | 52. | 1.11 | .57 | 63.01 | |
| C 52 | EVALUATE BUDGET OR FINANCIAL REQUIREMENTS | 52. | 1.05 | .54 | 63.55 | 75 |
| A 16 | PLAN QUALITY CONTROL PROGRAMS | 52. | .99 | .51 | 64.06 | |
| C 86 | REVIEW MANPOWER CHANGE REQUESTS | 52. | .95 | .49 | 64.55 | |
| A 9 | DRAFT BUDGET OR FINANCIAL REQUIREMENTS | 51. | 1.09 | .56 | 65.10 | |

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