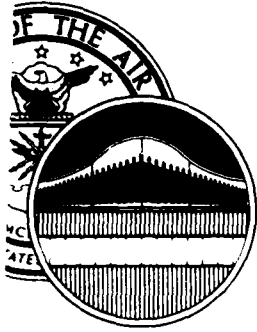MICROCOPY RESOLUTION TEST CHART

NATIONAL BUREAU OF STANDARDS-1963-A

UNITED STATES AIR FORCE

OCCUPATIONAL SURVEY REPORT

PUBLIC AFFAIRS CAREER FIELD

AFSCs 791X0, 791X1, AND 791X2

AFPT 90-791-476

SEPTEMBER 1985

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

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AFSC 791XX OSR AND SUPPORTING DOCUMENTS

	OSR	ANL EXT	TNG EXT	JOB INV
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HQ AFCC/TTGT (X0, X2)	3		3	
HQ AFISC/DAP	2			
HQ AFLC/MPCA (X0)	3		3	
HQ AFSC/MPAT (X0, X1, X2)	3		3	
HQ AFSINC/AMP (X0, X1)	3		3	
HQ ATC/DPAE (X0, X1, X2)	1		1	
HQ ATC/TTQC	2		1	
HQ ESC/TTGT (X0)	1		1	
HQ ESC/DPTE (X0)	2		2	
HQ MAC/DPAT (X0, X1, X2)	3		3	
HQ MAC/TTGT (X0, X1, X2)	1		1	
HQ PACAF/TTGT (X0, X1, X2)	1		1	
HQ PACAF/DPAT (X0, X1, X2)	3		3	
HQ SAC/DPAT (X0, X1, X2)	3		3	
HQ SAC/TTGT (X0, X1, X2)	1		1	
HQ TAC/DPAT (X0, X1, X2)	3		3	
HQ TAC/TTGT (X0, X1, X2)	1		1	
HQ USAF/SAF/PA	1		1	
HQ USAF/CVAH	1		1	
HQ USAF/MPPT	1		1	
HQ USAFE/DPAT (X0, X1, X2)	3		3	
HQ USAFE/TTGT (X0, X1, X2)	1		1	
HQ USMC (CODE TPI)	1			
NODAC	1			
3400 TCHTW/TTGX (LOWRY AFB CO)	4	2	8	2
3400 TCHTW/TTS (LOWRY AFB CO)	1		1	
3507 ACS/DPKI	1			

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PREFACE

This report presents the results of an Air Force occupational survey of the Public Affairs career field (AFSCs 791X0, 791X1, and 791X2). Authority for conducting occupational surveys is contained in AFR 35-2. Computer print-outs from which this report was produced are available for use by operating and training officials upon request.

The survey instrument was developed by Mr Jim Slovak, Inventory Development Specialist. Ms Faye Shenk and Mr Dan Dreher, Occupational Analysts, analyzed the data and wrote the final report. Sgt Ray Tackett provided computer programming support for the project. This report has been reviewed and approved by Lieutenant Colonel Charles D. Gorman, Chief, Airman Career Ladder Analysis Branch, Occupational Analysis Division, USAF Occupational Measurement Center.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies may be obtained upon request to the USAF Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas, 78150-5000.

PAUL T. RINGENBACH, Colonel, USAF   JOSEPH S. TARTELL, GM-14
Commander   Chief, Occupational Analysis Division
USAF Occupational Measurement   USAF Occupational Measurement
 Center   Center

SUMMARY OF RESULTS

1. Survey Sample: Data were collected from 832 respondents, 472 with DAFSC
791X0 (81 percent of eligible), 214 with DAFSC 791X1 (85 percent of eligible),
100 with DAFSC 791X2 (77 percent of eligible), 33 with DAFSC 79199 (83 percent
of eligible), and 13 with DAFSC 79100 (81 percent of eligible). This sample
was representative of skill level and MAJCOM distribution and provided a com-
prehensive view of jobs performed by 791XXs.

2. Career Ladder Structure: Six clusters and one independent job type were
identified in the analysis of the career ladder structure. Each ladder of the
791XX career field grouped independently. Additionally, the 791X0 career
ladder separated into Information, Editorial, and Community Relations func-
tional areas; the 791X1 ladder divided into Audio and Video functional areas,
while the 791X2 Historians formed a distinct grouping because of the unique
function they perform.

3. Career Ladder Progression: The nature of the jobs performed in each
career ladder changed gradually as skill level and time in the service
increased. Most 3-, 5-, and 7-skill level personnel performed technical
tasks, while 9-skill level personnel performed management functions at the
highest level. The 79100 personnel spent an increasing amount of time super-
vising, training, and performing administrative duties.

4. Career Ladder Documents: AFR 39-1 descriptions for each career ladder
were fairly complete. However, AFR 39-1 for the 791X0 and 791X2 ladders
should be reviewed to include additional tasks identified. The STS and POI
for each career ladder should be reviewed based on the guidelines for the new
STS format.

5. Implications: Merging the Superintendent and Chief Enlisted Manager
positions for the 791XX career field should be reconsidered. Based on survey
findings, there is little relationship between the 791X0, 791X1, and 791X2
career ladders. The AFR 39-1 for the 791X0 and 791X2 career ladders should be
reviewed. In view of the new STS format, all training documents should be
reviewed.

OCCUPATIONAL SURVEY REPORT
PUBLIC AFFAIRS, RADIO AND TV BROADCASTING,
AND HISTORIAN CAREER LADDERS
(AFSCs 791X0, 791X1, AND 791X2)

INTRODUCTION

This is a report of an occupational survey of the Public Affairs career field (Public Affairs-AFSC 791X0, Radio and TV Broadcasting-AFSC 791X1, and Historian-AFSC 791X2) completed by the Occupational Analysis Division, USAF Occupational Measurement Center, in September 1985. The present survey was requested by HQ ATC/TTQ to obtain data for the development of career development courses and refinement of technical training.

Since the last OSR was completed in 1976, several changes have occurred in the 791XX career field. These changes include: creation of the Air Force Service Info/News Center (AFSINC) as a separate operating agency at Kelly AFB in October of 1980, advent of satellite broadcasting operations in Armed Forces Radio and TV Services (AFRTS), and publication of AFR 190-1, Public Affairs Policies and Procedures, February 1982.

Background

Originally, the 791X0 career ladder was known as the Information specialty. In 1972, the 791X0A shred, Information Specialist, Historian, was created. In 1977, the Historian became a separate career ladder, 791X2. The career ladder title for 791X0 was changed to Public Affairs in 1980. At that time, the 79100 and 79199 titles were also changed to Public Affairs Manager and Public Affairs Superintendent. The 791X1, Radio and TV Broadcasting career ladder has remained stable since 1969.

As described in AFR 39-1, the Public Affairs career field covers the total range of the Air Force's human communication and historical activities.

Public Affairs Specialists, AFSC 791X0, write and edit news for media use; assist in military-community relations activities; assist in response to and relations with civilian news media; and assist in the development of material for base newspapers, guides, bulletin boards, and commanders calls.

Radio and TV Broadcasting Specialists create programming for radio and TV broadcasts, and prepare information materials in broadcast format for use by AFRTS and commercial media. They announce and perform in radio and TV broadcasts, as well as operate television and radio station broadcasting equipment.

The Historian career ladder personnel (791X2) assemble historical data, collect supporting documents, attend staff meetings and conferences, and interview key personnel. They also write a narrative history, maintain a historical reference collection, and serve as a source of historical information to unit commanders and staff.

Formal training for the 791X0 and 791X1 ladders is supported by inter-service courses at Ft Benjamin Harrison IN. Course length is 10 weeks and 2 days for each course. There is a course for the 791X2 career ladder at Maxwell AFB AL which is not attended by all 791X2 personnel.

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-791-476, dated February 1984. To develop the data collection instrument, the inventory developer used the task list from the previous inventory as a base for development. Training documents (i.e., CDC and STS) were also reviewed for new responsibilities or deletion of areas covered by the career ladder. After a list of tasks was compiled, personnel from the technical training center reviewed the tentative inventory. In addition, subject-matter specialist (SMS) representatives of the various assignments within the career ladder(s) were interviewed. Locations for field visits were coordinated with the AF Functional Manager and MAJCOM Functional Managers. Points of contact for planning the 791XX inventory were: HQ ATC/TTQC, Lowry Technical Training Center, HQ USAF/CHO, SAF/PA, DINFOS, HQ ATC/PA, and AFMPC. Subject-matter specialists from the following bases were visited during the job inventory validation phases: AFSINC, Kelly AFB TX; DINFOS, Ft Benjamin Harrison IN; 8 AF/PA, 2 BMW/PA/HO, and 1 CEVG/HO, Barksdale AFB LA; HQ TAC and 1 TFW, Langley AFB VA; HQ USAF/CHO, Bolling AFB Washington DC; 76 ALD, Andrews AFB MD; HQ AFSC/HO, Andrews AFB MD; and Armed Force European Broadcasting Squadron, Ramstein AB Germany. These areas were representative of the various jobs performed by personnel in each career ladder.

The final inventory booklet for the combined AFSCs (791X0, 791X1, and 791X2) was composed of two parts: a background section in which job incumbents provided information such as grade, duty title, time in service, job satisfaction, and equipment used, and a duty-task list section in which incumbents indicate the tasks they perform and the relative amount of time spent on those tasks. There were 539 tasks grouped under 16 duty headings, based on functional areas.

Survey Administration

Consolidated Base Personnel Offices (CBPO) in operational units worldwide administered the inventory to personnel holding AFSCs 791X0, 791X1, and 791X2. These job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL).

Each individual completed the background information section and checked each task performed on his or her current job. After checking the tasks performed, the incumbent rated each task on a 9-point scale showing relative time spent on that task compared to other tasks performed. The ratings ranged from one (very small amount of time spent) through five (above average time spent) to nine (very large amount of time spent).

To determine the relative time spent for each task checked by a respondent, all of an incumbent's ratings are summed. Each task rating is divided by the total task ratings and then multiplied by 100. This procedure provides a

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basis for comparison of tasks in terms of percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across major commands (MAJCOM) and paygrade groups. Tables 1 through 5 reflect the percentage distribution, by major command, of assigned personnel in the career ladders as of March 1984. Also listed in these tables is the percent distribution, by major command, of respondents in the final survey sample.

Tables 6 through 8 reflect paygrade distributions. TAFMS comparisons are shown in Tables 9 through 11.

TABLE 1

COMMAND REPRESENTATION OF 791X0 SURVEY SAMPLE

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
SAC	18	20
ATC	14	10
TAC	14	13
USAFE	12	14
MAC	12	11
PACAF	6	7
AFSINC	4	3
AFSC	3	3
AFCC	3	3
AAC	2	2
USAFA	2	2
SPACE COMMAND	2	2
AF ELEM (OTHER)	2	2
AFLC	1	1
AU	1	1
AFRES	1	-
ESC	1	1
AF ELEM	1	1

* As of March 1984

Total Assigned: 717
Total Number Eligible: 582
Total in Sample: 472
Percent of Assigned in Sample: 66%
Percent of Eligible in Sample: 81%

TABLE 2

COMMAND REPRESENTATION OF 791X1 SURVEY SAMPLE

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
AFSINC	70	56
ATC	13	5
MAC	4	4
AF ELEM (OTHER)	4	3
USAFA	3	4
SAC	3	5
AFSC	1	1
TAC	1	1
USAFE		6
PACAF		5
AF ELEM		5
SPACE COMMAND		1
UNKNOWN		1

* As of March 1984
- Indicates less than 1 percent

Total Assigned: 341
Total Number Eligible: 251
Total in Sample: 214
Percent of Assigned in Sample: 63%
Percent of Eligible in Sample: 85%

FIGURE 1

791XX CAREER LADDER STRUCTURE

HISTORIANS (N=99) — GRP 173

MANAGERS (N=36) — GRP 077

COMMUNITY RELATIONS (N=45) — GRP 045

EDITORIAL STAFF (N=203) — GRP 129

INFORMATION NCOICs (N=166)

INTERNAL INFORMATION NCOICs (N=17) — GRP 093

GRP 067

MEDIA RELATIONS NCOICs (N=46) — GRP 115

PUBLIC AFFAIRS/ COMMUNITY RELATIONS NCOICs (N=95) — GRP 140

TOTAL SAMPLE (N=832)

RADIO BROADCAST (AUDIO) SPECIALIST (N=75) — GRP 056

TV BROADCAST (VIDEO) SPECIALISTS (N=79) — GRP

O   Independent Job Type

O   Subcluster

□   Cluster

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VII. HISTORIANS INDEPENDENT JOB TYPE (GRP173, N=99)

The group (GRP) number is a reference to computer-printed information. The letter "N" stands for the number of personnel in the group. Complete summaries of representative tasks and background information for all job groups identified are given in Appendix A.

The structure of the career field, as determined from the jobs identified, is shown in Figure 1. As noted in Figure 1, each career ladder of the 791XX career field grouped independently. The 791X1 career ladder formed two clusters, one primarily involving TV production and the second focusing on radio broadcast functions. The 791X0 career ladder consists of three major groups:

1. Plans and supervision, which includes a group of NCOICs involved in public affairs/community relations, media relations, and internal information.

2. Editorial staff personnel who are involved in the publication responsibilities of the career ladder.

3. Community relations personnel who interact with personnel outside the AF community.

The 791X2 Historians are an independent job type showing little relationship in the job functions with the 791X0 or 791X1 incumbents. CEM Code and 79199 personnel grouped together to form a cluster of career field managers.

Eighty-eight percent of the survey respondents were included within the job groups identified. The remaining 12 percent performed tasks, or a series of tasks, that did not group with any of the defined job types. Some of the job titles given by respondents not included were: Sports Directors, MINI TV Administrator, NCOIC Security Review, and News Release Quality Control Proofreader.

Job Descriptions

The following paragraphs describe the major job groups identified from the computer analysis. Selected background information is provided for these groups in Table 15. Table 16 shows the relative percent time spent on duty areas by job groups. (Appendix A contains additional task information for each job identified.)

I. TV BROADCAST (VIDEO) SPECIALISTS CLUSTER (GRP37, N=99). Ninety-eight percent of the personnel within the TV Broadcast Specialists cluster hold a 791X1 DAFSC. Their responsibilities cover the full range of video broadcast functions from operating and maintaining equipment to writing and directing.

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III.   INFORMATION NCOICs CLUSTER (GRP67, N=166)

    A.   Public Affairs/Community Relations NCOICs Subcluster
        (GRP140, N=95)

        1.   Plans NCOICs Job Type (GRP301, N=16)
        2.   Editorial NCOICs Job Type (GRP374, N=34)
        3.   Community Relations NCOICs Job Type (GRP262, N=9)
        4.   Audiovisual/Photographic Support Job Type
            (GRP237, N=14)
        5.   Administrative/Community Relations NCOICs
            (GRP194, N=6)

    B.   Media Relations NCOICs Subcluster (GRP115, N=46)

        1.   Media Relations NCOIC/Specialists Job Type
            (GRP279, N=24)
        2.   Media Relations NCOICs Job Type (GRP292, N=5)
        3.   Media Relations Specialists (GRP229, N=9)

    C.   Internal Information NCOICs Subcluster (GRP93, N=17)

        1.   Public Affairs NCOIC/Chief Job Type (GRP221, N=7)
        2.   Public Affairs/Media Specialists Job Type
            (GRP182, N=5)
        3.   Camera Technicians Job Type (GRP182, N=5)

IV.   EDITORIAL STAFF CLUSTER (GRP129, N=203)

    A.   Headquarters Level Editors Job Type (GRP247, N=5)
    B.   Base Newspaper Editors Job Type (GRP321, N=62)
    C.   Editors and Staff Writers Job Type (GRP344, N=72)
    D.   Magazine Editors Job Type (GRP274, N=5)
    E.   Hometown News Release Personnel Job Type (GRP270, N=10)
    F.   Staff Writers/Camera Operators Job Type (GRP231, N=6)
    G.   Public Affairs Editors Job Type (GRP195, N=12)
    H.   Public Affairs Specialists Job Type (GRP245, N=6)
    I.   Information Specialists Job Type (GRP271, N=11)

V.   COMMUNITY RELATIONS PERSONNEL CLUSTER (GRP45, N=45)

    A.   Community Relations Specialists Job Type (GRP213, N=7)
    B.   Community Relations NCOIC Job Type (GRP314, N=16)
    C.   News Media/Community Relations Job Type (GRP188, N=5)

VI.   MANAGERS CLUSTER (GRP77, N=36)

    A.   Detachment Chief/Station Manager Job Type (GRP268, N=11)
    B.   Resource Manager Job Type (GRP255, N=5)

SPECIALTY JOBS
(Career Ladder Structure)

A USAF occupational analysis begins with an examination of the career ladder structure. This analysis is based on what incumbents are doing in the field, determined from task responses, rather than official career ladder document definitions of their job. The job structure analysis is made possible through use of the Comprehensive Occupational Data Analysis Program (CODAP). CODAP is a program specifically designed to identify job functions based on similarity of tasks performed and relative time spent on those tasks. For instance, each person in the survey performs a set of tasks which is called their position. A group of positions (representing individual jobs) where many similar tasks are performed and incumbents spend similar amounts of time performing them is called a job type, which is the basic unit of job analysis. The career ladder structure is described in terms of job types, subclusters, clusters, and independent job types. While the job type represents a specific group of individuals performing basically the same tasks and spending a similar amount of time on those tasks, they may also perform some tasks in common with another group. Groups performing some common tasks but varying in time spent on those tasks or other tasks performed are called a subcluster. A group of related job types or subclusters may form a larger unit called a cluster. Specialized job types too dissimilar to fit within a cluster are labeled independent job types. These terms will be used in the description of the 791XX career field job structure.

Specialty Structure Overview

The job structure for the Public Affairs career field was determined by performing a job type analysis of 832 survey respondents from the 791X0, 791X1, and 791X2 career ladders. Based on task similarity and time spent, the jobs performed by 791XXs separated into seven major areas (six clusters and one independent job type). These groups are identified as follows:

I.   TV BROADCAST (VIDEO) SPECIALISTS CLUSTER (GRP37, N=99)

      A.   Technical Operations/Production Job Type (GRP266, N=32)
      B.   NCOICs and Managers Job Type (GRP223, N=16)
      C.   Video Equipment Maintainers Job Type (GRP236, N=5)
      D.   Video Operators Job Type (GRP198, N=6)

II. RADIO BROADCAST (AUDIO) SPECIALISTS CLUSTER (GRP56, N=75)

      A.   Program Developers Job Type (GRP222, N=7)
      B.   Radio NCOICs and Supervisors Job Type (GRP235, N=11)
      C.   TV NCOICs and Supervisors Job Type (GRP158, N=5)
      D.   Announcers Job Type (GRP226, N=39)

TABLE 14

COMMAND REPRESENTATION OF 791X2 TASK DIFFICULTY AND
TRAINING EMPHASIS RATERS

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF TD RATERS	PERCENT OF TE RATERS
SAC	39	31	31
USAFE	17	13	19
TAC	13	19	19
PACAF	8	13	–
ATC	6	–	6
AAC	3	6	13
AFSC	3	6	6
MAC	3	6	–
AFSWRC	2	–	–
AFCC	1	–	–
ANG CTR	1	6	–
AFTAC	1	–	–
SPACE COMMAND	1	–	–

* As of March 1984

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TABLE 13

COMMAND REPRESENTATION OF 791X1 TASK DIFFICULTY AND TRAINING EMPHASIS RATERS

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF TD RATERS	PERCENT OF TE RATERS
AFSINC	70	65	57
ATC	13	3	2
AF ELEM (OTHER)	4	6	9
MAC	4	3	5
USAFA	3	6	7
SAC	3	-	7
AFSC	1	-	-
TAC	1	-	-

* As of March 1984

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TABLE 12

COMMAND REPRESENTATION OF 791X0 TASK DIFFICULTY AND
TRAINING EMPHASIS RATERS

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF TD RATERS	PERCENT OF TE RATERS
SAC	18	20	24
ATC	14	11	17
TAC	14	16	14
USAFE	12	16	12
MAC	12	7	10
PACAF	6	7	5
AFSINC	4	5	5
AFSC	3	2	2
AFCC	3	-	-
AAC	2	2	2
USAFA	2	2	5
SPACE COMMAND	2	5	-
AF ELEM (OTHER)	2	-	-
AFLC	1	2	-
AU	1	2	2
AFRES	1	-	2
ESC	1	-	-
AF ELEM	1	-	-

* As of March 1984

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Task Factor Administration

In addition to completing the job inventory, selected senior 791X0, 791X1, and 791X2 personnel were asked to complete a booklet for either task difficulty (TD) or training emphasis (TE). TD and TE booklets are processed separately from the job inventories. Rating information is used in several analyses discussed in this report. Tables 12 through 14 reflect the command distribution for TD and TE raters.

Task Difficulty (TD). Each person completing a TD booklet was asked to rate all inventory tasks on a 9-point scale (from extremely low to extremely high) as to relative difficulty of each task. Difficulty is defined as the length of time required by an average incumbent to learn to do the task. TD data were collected from subject-matter specialists for each of the three 791 career ladders. These ratings were adjusted so tasks of average difficulty would have a 5.00 average rating and a standard deviation of 1.0. The resulting data are essentially a rank ordering of tasks indicating the degree of difficulty for each task in the inventory.

Job Difficulty Index (JDI). After determining the TD for each task, a job difficulty index (JDI) was computed for each of the job groups identified in the survey analysis. The JDI provides a relative measure of which jobs, in comparison with other jobs, are more or less difficult. An equation using the number of tasks performed and the average difficulty per unit time spent ADPTS as variables is the basis for the JDI. The index ranges from 1.0 for very easy jobs to 25.0 for very difficult jobs. The measurements are adjusted so the average JDI is 13.0.

Training Emphasis (TE). Individuals completing TE booklets were asked to rate tasks on a 10-point scale from no training required to extremely heavy training required. Training emphasis is a measure of which tasks require structured training for first-term personnel. Structured training is defined as training provided at resident schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method. When used in conjunction with other factors, such as percent members performing and task difficulty, TE ratings can provide an insight into training requirements. Such information may help substantiate lengthening or shortening sections of instruction in various training programs.

TABLE 9

TAFMS DISTRIBUTION OF 791X0 SURVEY SAMPLE

| | MONTHS IN SERVICE | | | | | |
	1-48	49-96	97-144	145-192	193-240	241+
NUMBER IN AFSC 791X0 SAMPLE	138	87	102	67	58	20
PERCENT OF AFSC 791X0 SAMPLE	29%	19%	22%	14%	12%	4
PERCENT OF AFSC 791X0 ASSIGNED*	31%	19%	20%	13%	11%	5

* As of March 1984

TABLE 10

TAFMS DISTRIBUTION OF 791X1 SURVEY SAMPLE

| | MONTHS IN SERVICE | | | | | |
	1-48	49-96	97-144	145-192	193-240	241+
NUMBER IN AFSC 791X1 SAMPLE	56	47	36	34	28	13
PERCENT OF AFSC 791X1 SAMPLE	26%	22%	17%	16%	13%	6%
PERCENT OF AFSC 791X1 ASSIGNED*	32%	21%	17%	14%	11%	5%

* As of March 1984

TABLE 11

TAFMS DISTRIBUTION OF 791X2 SURVEY SAMPLE

| | MONTHS IN SERVICE | | | | | |
	1-48	49-96	97-144	145-192	193-240	241+
NUMBER IN AFSC 791X2 SAMPLE	8	21	23	26	15	7
PERCENT OF AFSC 791X2 SAMPLE	8%	21%	23%	26%	15%	7%
PERCENT OF AFSC 791X2 ASSIGNED*	13%	22%	18%	26%	14%	7%

* As of March 1984

TABLE 8

PAYGRADE REPRESENTATION OF 791X2 SURVEY SAMPLE

PAYGRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E-3	3	2
E-4	14	8
E-5	35	39
E-6	26	30
E-7	20	19
E-8	2	2

* As of March 1984

TABLE 6

PAYGRADE REPRESENTATION OF 791X0 SURVEY SAMPLE

PAYGRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E-1, 2, OR 3	24	22
E-4	16	16
E-5	28	30
E-6	18	19
E-7	12	13
E-8	1	-

* As of March 1984
- Less than 1 percent

TABLE 7

PAYGRADE REPRESENTATION OF 791X1 SURVEY SAMPLE

PAYGRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E-1, 2, OR 3	21	13
E-4	19	21
E-5	30	29
E-6	16	20
E-7	13	16
E-8	1	1

* As of March 1984

TABLE 5

COMMAND REPRESENTATION OF 79100 SURVEY SAMPLE

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
AFSINC	29	31
ATC	24	23
USAFE	12	13
SAC	12	8
MAC	6	8
PACAF	6	–
TAC	6	8
AF ELEM (OTHER)	6	8

* As of March 1984

Total Assigned: 17
Total Number Eligible: 16
Total Number in Sample: 13
Percent of Assigned in Sample: 76%
Percent of Eligible in Sample: 81%

TABLE 4

COMMAND REPRESENTATION OF 79199 SURVEY SAMPLE

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
AFSINC	35	36
AF ELEM (OTHER)	18	15
USAFE	8	9
ATC	8	9
SAC	6	6
TAC	4	6
AF ELEM	4	-
ARPC	2	3
HQ USAF	2	-
MAC	2	3
ESC	2	3
AFCC	2	3
AFESC	2	3
AFCOMS	2	-
PACAF	4	6

* As of March 1984

Total Assigned: 51
Total Number Eligible: 40
Total Number in Sample: 33
Percent of Assigned in Sample: 65%
Percent of Eligible in Sample: 83%

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TABLE 3

COMMAND REPRESENTATION OF 791X2 SURVEY SAMPLE

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
SAC	39	38
USAFE	17	16
TAC	13	13
PACAF	8	9
ATC	6	6
AAC	3	4
AFSC	3	5
MAC	3	3
AFSWRC	2	–
AFCC	1	1
ANG CTR	1	1
AFTAC	1	1
AFTFC	1	–
SPACE COMMAND	1	–

* As of March 1984

Total Assigned: 143
Total Number Eligible: 128
Total in Sample: 100
Percent of Assigned in Sample: 69%
Percent of Eligible in Sample: 77%

7

Members of this cluster merged based on their time spent (45 percent) performing video functions. Four job types which provide a more detailed description of the work areas within the cluster were identified . One phase of video production (Technical Operations/Production job type) involves the technical aspects of production such as operate remote equipment; determine lighting requirements; place studio equipment or props; and determine selection, timing, and sequencing of video materials for postproduction personnel. A more senior group (NCOICs and Managers job type) of personnel serve as TV producers. They uniquely edit TV scripts, adapt copy of script for video presentation, direct video editing, and conduct or participate in TV production preplanning conferences. Two small groups were identified as equipment maintainers and video operators. Their jobs include operational maintenance of such equipment as 35mm slide projectors, 16mm film projectors, and video recorders. They also operate remote videotape recorder (VTR) controls and remote telecine controls. In addition to the time spent performing video functions, members spend 13 percent of their relative time performing audio functions. They perform an average of 73 tasks, with a JDI of 12.8.

Seventy-three percent of the cluster members are serving overseas. Fifty-four percent are assigned to AFSINC. The average grade is between E-4 and E-5, with 59 percent holding a 5-skill level and 35 percent a 79171 DAFSC. While the average time in the service is 109 months, 42 percent are serving their first tour as a 791X1. Twenty-eight percent indicate they are supervising.

II.   RADIO BROADCAST (AUDIO) SPECIALISTS CLUSTER (GRP56, N=75).   Personnel in this cluster are performing the full range of activities necessary for producing a radio show. While accomplishing an average of 48 tasks, they spent 47 percent of their relative job time performing audio functions and an additional 10 percent of their time performing radio or TV programming functions. Their technical job includes operating and maintaining audio equipment, writing and editing scripts, and serving as announcers. The first group identified (Program Developers) spends more time writing features, selecting materials, adapting scripts, and doing interviews. Two separate groups of NCOIC/Supervisors were identified. One group of 7-skill level personnel were involved in supervising radio personnel, planning and evaluating OJT, and interpreting policies or procedures. A second group of more senior personnel assigned overseas were responsible for supervising radio or TV specialists, maintaining master schedules, and selecting TV program material. A fourth job type consisted of 39 first-tour personnel whose main job is Announcer. They also operate turntables, audio consoles, and recorders; edit or splice audio tape; and select music for radio broadcasts.

While there are some variations within the cluster, 94 percent of the incumbents are 791X1s. Their average grade is between E-4 and E-5. They have been on active duty an average of 109 months (third enlistment) although their average time in the career field is 75 months. Almost half are serving their first tour as a 791X1. Thirty-seven percent are supervising. Eighty-seven percent are serving overseas; 75 percent are assigned to AFSINC.

III. **INFORMATION NCOICs CLUSTER** (GRP67, N=166). Public Affairs personnel typically serve in a 4-5 person office, serving at approximately 190 bases. This cluster represents a senior group of Public Affairs personnel occupying administrative positions. Their relative time is divided among the duty areas outlined in the inventory. Their most time-consuming areas are performing general public affairs, broadcasting, or historian tasks (17 percent); performing media relations functions (17 percent); and writing, editing, and preparing information materials (16 percent). As part of their job, they respond to news media inquiries; write general correspondence, such as letters, point papers, or staff summary sheets; write news stories; coordinate replies to news media inquiries; edit media releases; and conduct Hometown News Release Programs. In addition to performing technical tasks, 51 percent of this cluster indicate they are supervising. Average grade for incumbents is between E-5 and E-6. Fifty-two percent are 7-skill level. Eighty-eight percent have a 791X0 DAFSC, 6 percent are 79199s, and 1 percent are 79100 incumbents.

Within the cluster, three subclusters (several jobs which have grouped together) were identified. The primary factor distinguishing these job groupings is the functional area of responsibility within the 791X0 career ladder. Subclusters are discussed below.

A. **Public Affairs/Community Relations NCOICs Subcluster** (GRP140, N=95). This subcluster represents one of the most senior groups of 791X0 personnel who are involved in the managerial aspects of the career ladder. They write correspondence, determine work priorities, and determine use of public affairs material. In addition, they spend time establishing compliance with performance standards, establishing performance standards, and operations orders. They also interpret *policies, directives,* or procedures and counsel subordinates. The subcluster contains job types which represent more unique groups. For instance, one job type was identified which included personnel responsible for budget activities. Other specific job types involved news publication, community relations, and a mixed group of photographic support personnel.

Personnel within this subcluster perform the widest range of tasks, accomplishing an average of 150 tasks. Their JDI is 19.3, which is above average. Seventy-four percent are supervising. Sixty-nine percent are assigned overseas.

B. **Media Relations NCOICs Subcluster** (GRP115, N=46). Members of this subcluster spend 32 percent of their time accomplishing media relations functions. They provide news releases and news beeps for radio, TV, and print media. They also respond, coordinate, write, edit, and document news media. Additionally, they write news stories. The divisions found within this subcluster were based on level of experience. More experienced incumbents are involved in reviewing manuscripts or technical papers for style or content as well as security, libel, etc. They also write interview questions for audio, video, or print media or ghost write speeches. Less senior personnel document inquiries and escort news media representatives.

C.   **Internal Information Specialists Subcluster** (GRP93, N=17). Subcluster members spend 20 percent of their time writing, editing, or preparing informational materials. They are involved in performing general public affairs tasks (19 percent), maintaining files (13 percent), and performing media relations (12 percent). Additionally, they are involved in performing camera functions (11 percent). Their time spent preparing information includes writing news stories, features, and cutlines. They are also active in the Hometown News Release logs (both conducting and maintaining). They may initiate work orders for photographic support or they may operate the camera equipment themselves. They provide internal information for Air Force use.

Within the subcluster, two job types, based on level of experience, were identified. A more senior group indicated responsibility for managing files including post newspapers, maintaining bulletins and unit rosters. They may also be responsible for commanders call (distribute call topics), monitoring family correspondence programs, coordinating protocol, and planning displays. The junior group is more involved in the Hometown News Release Program and in the operation of camera equipment.

IV.   **EDITORIAL STAFF CLUSTER** (GRP129, N=203). Common tasks for cluster members include all phases of publication. They write news stories, features, photo cutlines, and headlines. They also edit newspaper copy, check style correctness using style book and libel manual, and design newspaper layouts.

Nine job types were identified within the Editorial Staff cluster. The cluster was formed based on the commonality of writing, editing and preparing informational materials, primarily for publication through base newspapers. In fact, 62 incumbents merged to form a job group titled Base Newspaper Editors. In addition to cluster activities, this job type encompasses printing operations including advertisement placements and copyflow. They uniquely analyze audience or readership surveys and evaluate ad-to-copy ratio. They also direct makeup at printing plants. Other specialized job types include a small group of Headquarters Level Editors who are serving as Bureau Chiefs, Editor USAFE News Service, and Stars/Stripes News Service personnel. Another job group was involved primarily in magazine publication. Other small groups emphasized Hometown News Releases, writing/interviewing, managing (drafting contracts), and writing/camera operations. While there are variations within the cluster, as shown in the various job types, the main stream of the jobs involves written publicatio⌐ .

All personnel in this cluster are 791X0s, Public Affairs Specialists. They generally are in their second enlistment (75 months average); however, 54 percent are serving in their first tour as a 791X0. Twenty-three are supervising. Members perform an average of 63 tasks, with a JDI of 11.7.

V.   **COMMUNITY RELATIONS PERSONNEL CLUSTER** (GRP45, N=45). The prime mission for these incumbents is to coordinate participation of base personnel with the civilian community. Their principal time is spent planning, coordinating, and conducting base tours. In addition to base tours, they respond to requests for speakers and set up speaker engagements.

Incumbents spend 39 percent of their relative time performing community relations tasks. They spend an additional 22 percent of their time performing general public affairs tasks. They perform an average of 48 tasks. The JDI for this cluster is 8.38, which is below average. The lower JDI is a reflection of the limited number of tasks performed.

Ninety-six percent of the cluster members hold a 791X0 DAFSC. The majority are 5-skill level personnel. They have been in the career field an average of 61 months; however, they average 104 months active military duty.

Job types identified within the cluster were based on level of experience. Senior personnel perform a wider role in community relations. For instance, their job might include establishing procedures for special events, such as open house, preparing special requests for military observation flights, compiling data for public affairs monthly activities reports, or giving briefings.

VI.   **MANAGERS CLUSTER (GRP77, N=36)**. This cluster is composed primarily of 99, CEM, and 79171 personnel. They are performing management level tasks such as write staff studies, surveys, or special reports; analyze workload requirements; review plans; conduct staff meetings; and establish unit organizational policies, OIs, or SOPs. As reflected in their tasks, they spend their major job time inspecting and evaluating (23 percent), organizing and planning (22 percent), and directing and implementing (14 percent).

As expected, this is the most senior group identified. They have an average of 196 months time in the career field and an average of 239 months on active duty. Seventy-eight percent are supervising.

Two job types were identified within the cluster. One job type, Detachment Chief/Station Manager, consisted of 11 incumbents who are directing and supervising radio and TV operation activities. Ten of the 11 are assigned overseas. A second job type, Resource Managers, are responsible for the management of Public Affairs 791X0 personnel.

VI.   **HISTORIAN INDEPENDENT JOB TYPE (GRP173, N=99)**. Personnel (95 percent) from the 791X2 career ladder grouped together to form an independent job type, Historians. Fifty-one percent of their relative job time is devoted to collecting and preparing historical materials and 9 percent to maintaining historical materials. They also spend 10 percent of their time in both preparing and maintaining files, records, or reports and preparing general public affairs broadcasts, or historian tasks. Typical tasks include: write narratives for historical reports, select documents for use in preparing reports, research read files for historically significant documents for use in preparing reports, research, write, type, edit, and bind historical materials. They perform an average of 101 tasks. Their JDI is 17.3, which is above average.

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Historians have an average grade between E-5 and E-6. Eighty-three percent are retrainees. Fifty percent are serving their first tour as a 791X2. Their average time in the career field is 59 months and total active military service is 141 months. Only 14 percent are supervising. The small number of supervisory personnel is a reflection of the career field structure in that many are in one-deep positions.

Comparison Among Job Groups

Analysis of the 791XX career field indicates very little overlap or commonality among the three career ladders (791X0, 791X1, and 791X2). Table 17 shows the distribution of career ladder members across major job groups identified in the career field structure. The average percent time spent in each duty area by AFSC and the common 79199 and 79100 codes is given in Table 18. These tables illustrate the separation of the career ladders within the 791XX career field. The 791X0 Public Affairs career ladder basically was divided into three areas. The first area covered personnel involved in supervision, plans, media relations, and internal information. The second cluster, Editorial Staff, included personnel responsible for base newspaper and magazine publications. The third area or cluster involved community relations personnel responsible for base tours and speaking engagements.

Two clusters were identified within the 791X1 career ladder, indicating a basic division between audio and video areas of responsibility within the Radio and TV Broadcasting specialty.

Ninety-five percent of the 791X2 personnel grouped together to form an independent job type, Historian.

A separate cluster formed for senior personnel performing higher level management roles.

The 791XX career field is thus basically divided based upon the career ladder assignment, with 99s and CEM Code personnel performing management roles at the highest level.

Job satisfaction was also examined for groups identified within the career ladder structure. As shown in Table 19, job satisfaction among the 791XX career field is very high. Reenlistment intent is reasonably high for all job groups except the Managers, who are very senior personnel. The Historians expressed the highest potential for reenlistment (78 percent).

Career ladder jobs were also compared for difficulty using the Job Difficulty Index (JDI) described in the Task Factor Administration section of the report. The JDI is calculated based on the number of tasks performed and the relative difficulty of those tasks. The Public Affairs/Community Relations NCOICs, a subcluster of the Information NCOIC cluster, have the highest JDI, 19.2, in the career field structure. The Historians also show a high JDI,

17.3. The high JDIs are representative of the wide range of tasks performed by the group members. The lowest JDI is found in the Community Relations cluster, which also has the greatest concentration of 791XX first-term personnel.

Overall, among the jobs identified in the career field, the most difficult positions are held by the most experienced personnel. Job satisfaction is high and reenlistment potential is satisfactory. Personnel are also performing within their career ladder assignment, either as a Public Affairs, Radio or TV Broadcast Specialist, or as an Historian.

TABLE 15

SELECTED BACKGROUND DATA FOR 79XXX CAREER FIELD STRUCTURE GROUPS*

	TV BROADCAST (VIDEO) SPEC CLUSTER	RADIO BROADCAST (AUDIO) SPEC CLUSTER	INFORMATION NCOICs CLUSTER	PUBLIC AFFAIRS/ COMMUNITY RELATIONS NCOICs SUBCLUSTER	MEDIA RELATIONS NCOICs SUBCLUSTER	INTERNAL INFORMATION SUBCLUSTER	EDITORIAL STAFF CLUSTER	COMMUNITY RELATIONS PERSONNEL CLUSTER	MANAGERS CLUSTER	HISTORY AND INDEPENDENT JOB TYPE
NUMBER IN GROUP	99	75	166	95	46	17	203	45	36	
AVERAGE GRADE	E-4,E-5	E-4,E-5	E-5,E-6	E-6	E-5	E-5	E-4	E-4,E-5	E-8	
AVERAGE NUMBER OF TASKS PERFORMED	73	48	123	150	81	68	63	48		
DAFSC DISTRIBUTION (PERCENT):										
79130	-	-	4	1	6	6	15	13		
79150	-	3	32	25	50	35	60	6		
79170	2	7	52	62	35	59	24			
79131	4	12	1	1			-			
79151	59	48	3	12	2	-	-	2		
79171	35	35	1	-	-	-	-	-		
79132	-	-	-	-	-	-	-	-		
79152	-	-	-	-	-	-	-	-		
79172	-	1	6	7	6	-	-	2		
79199	-	-	1	2	-	-	-	-		
79100										
AVERAGE MONTHS IN CAREER FIELD	77	75	99	114	83	63	62	61	96	
AVERAGE MONTHS IN SERVICE	109	109	146	173	104	124	75	104	239	
PERCENT IN FIRST TOUR AS 791XX	42	47	23	17	35	24	54	56	-	
PERCENT IN FIRST ENLISTMENT	26	29	11	2	30	18	45	31	-	
PERCENT SUPERVISING	28	37	51	74	24	12	23	16	78	
PERCENT OVERSEAS	73	87	34	69	39	47	26	9	58	
JOB DIFFICULTY INDEX (JDI)	12.8	10.2	16.4	19.3	13.7	9.6	11.7	8.38	16.4	

- Less than 1 percent
* Columns may not add up to 100 percent due to no response or rounding

TABLE 16

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY 79XXX CAREER FIELD STRUCTURE GROUPS

DUTIES	TV BROADCAST (VIDEO) SPEC CLUSTER	RADIO BROADCAST (AUDIO) SPEC CLUSTER	INFORMATION NCOICs CLUSTER	PUBLIC AFFAIRS/ COMMUNITY RELATIONS NCOICs SUBCLUSTER	MEDIA RELATIONS NCOICs SUBCLUSTER	INTERNAL INFORMATION SUBCLUSTER	EDITORIAL STAFF CLUSTER	COMMUNITY RELATIONS PERSONNEL CLUSTER	MANAGERS CLUSTER	HISTORIANS INDEPENDENT JOB TYPE
A ORGANIZING AND PLANNING	4	7	9	11	6	7	5	5	22	5
B DIRECTING AND IMPLEMENTING	3	6	6	8	2	3	4	2	14	2
C INSPECTING AND EVALUATING	1	3	7	9	3	4	3	2	23	6
D TRAINING	3	5	3	5	1	-	1	1	6	1
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	1	3	7	6	7	13	3	8	5	10
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	8	6	17	17	17	19	18	22	9	10
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	6	7	16	13	21	20	37	7	9	4
H PERFORMING INTERNAL INFORMATION FUNCTIONS	-	1	7	8	4	8	18	3	2	1
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	-	6	7	3	2	1	39	1	-
J PERFORMING MEDIA RELATIONS FUNCTIONS	-	-	17	12	32	10	3	8	7	-
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	6	10	-	-	-	-	-	-	2	-
L PERFORMING AUDIO FUNCTIONS	13	47	1	-	1	-	-	-	2	-
M PERFORMING VIDEO FUNCTIONS	45	4	1	-	1	-	-	-	1	-
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	9	-	3	2	2	11	5	2	1	1
O COLLECTING AND PREPARING HISTORICAL MATERIALS	-	-	-	-	-	1	1	-	1	51
P MAINTAINING HISTORICAL MATERIALS	-	-	-	-	-	-	-	-	-	9

NOTE: Columns may not add up to 100 percent due to rounding

- Indicates less than 1 percent

TABLE 17

DISTRIBUTION OF CAREER LADDER MEMBERS ACROSS CAREER
FIELD CLUSTERS AND INDEPENDENT JOB TYPE
(PERCENT MEMBERS*)
(791XX)

JOB GROUPS	791X0	791X1	791X2	79199	79100
I. TV BROADCAST (VIDEO) SPECIALISTS (GRP37, N=99)	–	45	–	–	–
II. RADIO BROADCAST (AUDIO) SPECIALISTS (GRP56, N=75)	1	33	–	3	–
III. INFORMATION NCOICs (GRP67, N=166)	31	3	–	30	15
A. PUBLIC AFFAIRS/COMMUNITY RELATIONS NCOICs (GRP140, N=95)	18	1	–	21	15
B. MEDIA RELATIONS NCOICs (GRP115, N=46)	9	–	–	9	–
C. INTERNAL INFORMATION NCOICs (GRP93, N=17)	4	–	–	–	–
IV. EDITORIAL STAFF (GRP129, N=203)	42	1	–	3	–
V. COMMUNITY RELATIONS PERSONNEL (GRP45, N=45)	9	–	–	3	–
VI. MANAGERS (GRP77, N=36)	1	6	4	36	69
VII. HISTORIANS (GRP173, N=99)	1	–	95	3	–
OTHER	15	11	5	21	15
NUMBER OF MEMBERS	472	214	100	33	13

* Columns may not add up to 100 percent due to rounding
– Less than 1 percent

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TABLE 18

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CAREER LADDER*

DUTIES		791X0 (N=472)	791X1 (N=214)	791X2 (N=100)
A	ORGANIZING AND PLANNING	7	6	5
B	DIRECTING AND IMPLEMENTING	5	5	2
C	INSPECTING AND EVALUATING	5	3	6
D	TRAINING	3	3	1
E	PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	6	4	10
F	PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	18	9	10
G	WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	25	7	4
H	PERFORMING INTERNAL INFORMATION FUNCTIONS	11	1	1
I	PERFORMING COMMUNITY RELATIONS	6	1	–
J	PERFORMING MEDIA RELATIONS FUNCTIONS	8	2	–
K	PERFORMING RADIO AND TELEVISION PROGRAMMING FUNCTIONS	–	7	–
L	PERFORMING AUDIO FUNCTIONS	1	24	–
M	PERFORMING VIDEO FUNCTIONS	1	23	–
N	PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	4	4	1
O	COLLECTING AND PREPARING HISTORICAL MATERIALS	1	1	50
P	MAINTAINING HISTORICAL MATERIALS	–	–	10

* Columns may not add up to 100 percent due to rounding

TABLE 19

COMPARISONS OF JOB SATISFACTION INDICATORS BY 79XXX CAREER FIELD STRUCTURE GROUPS
(PERCENT MEMBERS RESPONDING)*

	TV BROADCAST (VIDEO) SPEC CLUSTER (GRP37, N=99)	RADIO BROADCAST (AUDIO) SPEC CLUSTER (GRP56, N=75)	INFORMATION NCOICs CLUSTER (GRP67, N=166)	PUBLIC AFFAIRS/ COMMUNITY RELATIONS NCOICs SUBCLUSTER (GRP140, N=95)	MEDIA RELATIONS NCOICs SUBCLUSTER (GRP115, N=46)	INTERNAL INFORMATION SUBCLUSTER (GRP93, N=17)	EDITORIAL STAFF CLUSTER (GRP129, N=203)	COMMUNITY RELATIONS PERSONNEL CLUSTER (GRP45, N=45)	MANAGERS CLUSTER (GRP77, N=36)	HISTORIANS INDEPENDENT JOB TYPE (GRP173, N=99)
EXPRESSED JOB INTEREST:										
DULL	6	7	5	1	11	6	6	2	0	6
SO-SO	9	5	10	11	9	12	9	20	6	10
INTERESTING	85	87	84	88	80	82	84	78	94	84
PERCEIVED UTILIZATION OF TALENTS:										
LITTLE OR NOT AT ALL	14	15	18	14	24	12	12	20	3	11
FAIRLY WELL TO PERFECTLY	85	85	82	86	76	88	88	80	97	89
PERCEIVED UTILIZATION OF TRAINING:										
LITTLE OR NOT AT ALL	11	19	18	14	24	12	10	20	6	20
FAIRLY WELL TO PERFECTLY	88	81	81	86	74	88	90	80	94	80
REENLISTMENT INTENTIONS:										
PLAN TO RETIRE	9	9	13	18	4	6	3	11	33	7
NO, OR PROBABLY NO	26	29	23	3	33	12	32	29	11	14
YES, OR PROBABLY YES	65	61	64	79	63	82	65	60	50	78

* Columns may not add up to 100 percent due to no response or rounding

SECTION II

PUBLIC AFFAIRS CAREER LADDER
(791X0)

ANALYSIS OF 791X0 DAFSC GROUPS

An examination of DAFSC groups, in conjunction with the analysis of the specialty jobs, is an important part of each occupational analysis. The DAFSC analysis reveals similarities and differences between the various skill levels in relation to the tasks they perform and the relative time spent on particular duties. This information is used to evaluate the accuracy of career ladder documents, such as the AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS), as well as to determine potential training needs.

The distribution of 791X0 skill-level groups across the career ladder structure for the Public Affairs career field is displayed in Table 20. As discussed in the SPECIALTY JOBS section (Section I), personnel in the 791X0 career ladder grouped together to form three clusters:

> Information NCOICs
> Editorial Staff
> Community Relations Personnel

The largest portion of the 3- and 5-skill level Public Affairs career ladder are found within the Editorial Staff cluster. Seven-skill level personnel were identified within the Information NCOIC cluster (44 percent) and the Editorial Staff cluster (24 percent). Smaller percentages of each skill level were included in the Community Relations Personnel cluster.

Table 21 shows the relative percent time spent on each duty area across skill-level groups. As shown, the main focus of the 791X0 job involves writing, editing, and preparing informational materials; performing general public affairs, broadcasting, or historian tasks; and performing internal information functions. Specific 791X0 skill-level groups are discussed below.

791X0 Skill-Level Descriptions

DAFSC 79130. Three-skill level personnel represent 10 percent of the Public Affairs career ladder. Their time is spent writing, editing, and preparing informational materials; performing general public affairs tasks; and performing internal information functions. 79130 skill level personnel perform an average of 58 tasks, with 31 tasks occupying approximately 50 percent of their time. Tasks they perform include:

write news stories
write features
write photo cutlines
check style correctness using Associated Press Stylebook
  and Libel Manual
proofread copy

Table 22 presents additional representative tasks performed by these airmen. As would be expected from the tasks performed and time spent on writing, editing, and preparing information materials, 67 percent of the 3-skill level personnel were included in the Editorial Staff cluster. This cluster appears to represent the core job for the junior members of the 791X0 career ladder.

DAFSC 79150. Five-skill level incumbents (N=228) comprise 48 percent of the 791X0 incumbents. They accomplish an average of 66 tasks, with 49 tasks accounting for 50 percent of their job time. Twenty percent indicate they are supervising. They have been in the service an average of 69 months; however, their average time in the career field is 48 months.

Public Affairs Specialists (both 3- and 5-skill level) spend the largest portion of their time writing, editing, and preparing informational materials (34 percent). A list of representative tasks performed by 79150 personnel is given in Table 23. Table 24 shows tasks which differentiate between 3- and 5-skill level personnel. While both skill levels basically are accomplishing the same technical job, the 5-skill level incumbents show a gradual increase in responsibility. For example, they evaluate newspaper distribution procedures or establish deadlines and provide OJT for 79130 personnel. Over half of the 5-skill level members grouped with the Editorial Staff cluster, again showing the time spent by 791X0s in the area of all phases of publication.

DAFSC 79170. The 199 7-skill level personnel (42 percent of the 791X0 sample) show the broad range of jobs available within the Public Affairs career ladder. Forty-four percent were included in the Information NCOICs cluster, which includes positions related to public affairs, community relations, media relations, and internal information. Twenty-four percent were included within the Editorial Staff cluster. The variety of positions is further indicated in that 24 percent of the 7-skill level did not group with any of the clusters identified within the career field.

The 7-skill level incumbents in the 791X0 career ladder represent a senior source of personnel. They have an average of 172 months on active duty; however, their career field experience represents 111 months average time in the career field. These incumbents utilize the supervisory and administrative knowledge gained through military service in their jobs as Public Affairs personnel. They perform a broader job than the lower skill levels. They accomplish an average of 93 tasks, with 81 tasks accounting for approximately 50 percent of their job time. Fifty-two percent are supervising. They perform such tasks as:

initiate work orders for photographic support
        check style correctness using Associated Press Stylebook
          and Libel Manual
        determine work priorities
        write general correspondence, such as letters, point papers,
          or staff study summary sheets

Table 25 lists additional tasks performed by 79170 incumbents.

        Tasks which differentiate between the Public Affairs specialist and the technician are shown in Table 26. Differences occur in the performance of supervisory and administrative tasks; i.e., more 7-skill level incumbents determine requirements for space, personnel, equipment, or supplies; counsel personnel on personal or military-related problems; evaluate budget or financial requirements; or manage public affairs activities.

        The 3- and 5-skill level Public Affairs personnel perform basically technical tasks related to publication. The 7-skill level personnel combine basic management skills with technical expertise to provide guidelines for the career ladder responsibilities. Their jobs cover the full range of responsibilities of the Public Affairs career ladder--administration, community relations, media relations, and internal informations. As shown in Table 27, there are certain tasks which are performed across all skill levels.

TABLE 30

EQUIPMENT USED BY 10 PERCENT OR MORE FIRST-TERM PERSONNEL
(791X0)

EQUIPMENT	PERCENT MEMBERS USING (N=137)
TYPEWRITERS	93
COPY MACHINES	73
STILL CAMERAS	56
CALCULATORS	36
AUDIO TAPE RECORDERS	28
SLIDE PROJECTORS, OTHER THAN TELECINE FILM CHAIN	24
WORD PROCESSING MACHINES	24
OVERHEAD PROJECTORS	18
VIDEO DISPLAY TERMINALS (VDT)	17
FILM PROJECTORS, OTHER THAN TELECINE FILM CHAIN	15
PUBLIC SPEAKER SYSTEMS	12
RECORDED INFORMATION TELEPHONES	12
DRAFTING AND ARTIST EQUIPMENT	10
ELECTRONIC COMPOSING MACHINES	10

TABLE 29

REPRESENTATIVE TASKS PERFORMED BY 791X0 FIRST-TERM PERSONNEL
(1-48 MONTHS TAFMS)

TASKS	PERCENT MEMBERS PERFORMING (N=137)
G260 WRITE NEWS STORIES	83
G262 WRITE PHOTO CUTLINES	83
G256 WRITE FEATURES	82
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	81
G248 SELECT AND CROP PHOTOS FOR STORIES	76
H291 PROOFREAD COPY	76
G253 USE COPY EDITING/PROOFREADING SYMBOLS	74
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	73
G258 WRITE HEADLINES	72
G235 EDIT NEWSPAPER COPY	69
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	68
G246 REWRITE COPY TO UPDATE ARTICLES	66
F224 SCHEDULE INTERVIEWS	66
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	64
H277 DESIGN NEWSPAPER LAYOUTS	63
G268 WRITE SPORT STORIES	62
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	62
G242 LOCALIZE NEWS SERVICE MATERIALS	61
G232 EDIT HEADLINES	59
F201 PLAN NEWSPAPER LAYOUTS	59
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	55
H289 PREPARE PAGE DUMMIES	55
N468 OPERATE STILL CAMERAS	52
F180 GATHER PHOTO AND NEGATIVES	52
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	51
F218 RESEARCH MATERIALS FOR INTERVIEWS	50
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	48
H296 REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	47
H295 REVIEW NEWSPAPER LAYOUTS	46
A6 DETERMINE WORK PRIORITIES	42

TABLE 28

RELATIVE PERCENT TIME SPENT PERFORMING DUTIES BY TAFMS GROUPS*

(AFSC 791X0)

MONTHS TAFMS

DUTIES	1-48 (N=137)	49-96 (N=87)	97-144 (N=102)	145-192 (N=67)	193-240 (N=58)	241+ (N=21)
A ORGANIZING AND PLANNING	4	6	8	9	11	13
B DIRECTING AND IMPLEMENTING	2	4	5	6	7	9
C INSPECTING AND EVALUATING	1	3	5	7	9	10
D TRAINING	1	2	5	4	4	6
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	6	5	5	6	6	5
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	18	20	18	18	17	18
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	33	26	23	22	15	12
H PERFORMING INTERNAL INFORMATION FUNCTIONS	15	13	10	10	6	7
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	6	7	6	3	7	7
J PERFORMING MEDIA RELATIONS FUNCTIONS	6	9	7	8	9	10
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-	-	-	-	-
L PERFORMING AUDIO FUNCTIONS	-	-	1	-	2	-
M PERFORMING VIDEO FUNCTIONS	-	-	1	1	2	1
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	5	4	3	4	4	2
O COLLECTING AND PREPARING HISTORICAL MATERIALS	2	1	1	1	1	-
P MAINTAINING HISTORICAL MATERIALS	1	-	-	-	-	-

* Columns may not add up to 100 percent due to rounding

- Less than 1 percent

within the second enlistment and career groups. Since the job satisfaction measures provide a positive attitude toward utilization within the career ladder, a closer look at retention, particularly within the first-enlistment group, is indicated.

Reviewing utilization patterns for survey respondents at different total active federal military service (TAFMS) points gives an indication of how jobs and responsibilities change over time. As is typical in most career ladders, as time in service increases, there is a corresponding growth in performance of duties involving supervisory and administrative tasks. As Table 26 shows, the changes in relative percentage of time spent on each of the major duty areas occur very gradually as experience increases. The 791X0 personnel show a slow but steady increase in assumption of management type tasks. Even at the most senior levels, over half of their job time is spent performing technical tasks.

First-Enlistment Personnel

First-enlistment personnel (1-48 months TAFMS) spend about a third of their time writing, editing, and preparing informational materials. Another third of their time is spent performing general public affairs tasks and performing internal information functions. Their remaining time is divided between various other duty areas. While performing an average of 54 tasks, incumbents write features, news stories, and photo cutlines. They also check style correctness using Associated Press Stylebook and Libel Manual. A listing of representative tasks is given in Table 29. A list of equipment used by 1-48 month personnel is given in Table 30.

Figure 2 displays the distribution of first-term members across the career ladder structure jobs. Sixty-seven percent of the 791X0 first-enlistment personnel were captured in the Editorial Staff cluster. Small groups were found within the Information NCOIC cluster and the Community Relations cluster. This indicates that the basic journalism training received through the DOD school is appropriate for the largest number of personnel entering this career field. There were no first-term personnel found within other job types identified for the 791X1 or 791X2 career ladders.

Job Satisfaction

Table 31 presents data reflecting the job interest, perceived utilization of talents and training, and reenlistment intentions of selected TAFMS groups and a comparative sample of command support career ladders surveyed in 1983. Overall, 791X0 personnel show very good satisfaction across all TAFMS groups. At least 80 percent of the first-termers indicated their job was interesting, their talents and training well utilized. Job satisfaction factors are higher than the comparative sample across all TAFMS groups.

Reenlistment intent for first-term personnel, however, is lower than the comparative sample. Only a little over half of the first-termers indicate they will probably reenlist. A lower indication of reenlistment is also found

ANALYSIS OF 791X0 AFR 39-1 SPECIALTY DESCRIPTION

Survey data were compared to the AFR 39-1 Specialty Description for the 791X0, Public Affairs, career ladder. These descriptions are intended to give a broad overview of the duties and tasks performed in each skill level of a specialty.

The Public Affairs specialists description is generally accurate in describing the major functions of the 3- and 5-skill level job. Several areas of responsibility should be reviewed to determine if references to them in the AFR 39-1 descriptions are required. In examining the data, it was found that the specialists were maintaining, as well as operating, still camera equipment. In addition, 28 percent of the 5-skill level (38 percent of the 7-skill level personnel) are operating word processing equipment. The Public Affairs Specialist is also involved in magazine publications and the maintenance and distribution of the AF lithograph series.

The description of the 79170 technician appropriately reflects the 7-skill level job as both a technical and management position. Although the 7-skill level is assuming a management role, he is still performing many of the technical tasks required of the Public Affairs specialist.

TABLE 27

EXAMPLES OF TASKS PERFORMED ACROSS SKILL LEVELS
(791X0)

TASKS		3-SKILL LEVEL	5-SKILL LEVEL	7-SKILL LEVEL
G260	WRITE NEWS STORIES	89	79	68
G262	WRITE PHOTO CUTLINES	84	81	65
G256	WRITE FEATURES	84	79	62
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	80	78	71
G253	USE COPY EDITING/PROOFREADING SYMBOLS	76	71	66
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	71	71	65
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	67	75	75
F224	SCHEDULE INTERVIEWS	67	61	51
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	58	57	51
N468	OPERATE STILL CAMERAS	53	56	57

TABLE 26

TASKS WHICH BEST DIFFERENTIATE BETWEEN 5- AND 7-SKILL LEVEL PERSONNEL
(PERCENT MEMBERS PERFORMING)
(791X0)

TASKS		DAFSC 79150 (N=228)	DAFSC 79170 (N=199)	DIFFERENCE
G268	WRITE SPORTS STORIES	49	25	+24
G248	SELECT AND CROP PHOTOS FOR STORIES	68	45	+23
G245	REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	60	40	+20
H282	MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	55	35	+20
G242	LOCALIZE NEWS SERVICE MATERIALS	54	35	+19
H277	DESIGN NEWSPAPER LAYOUTS	51	33	+18

. . . .

A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIP- MENT, OR SUPPLIES	13	54	-41
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	19	55	-36
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	7	42	-36
B47	MANAGE PUBLIC AFFAIRS ACTIVITIES	16	51	-35
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	14	48	-34
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	16	49	-33
A28	SCHEDULE LEAVES OR PASSES	9	42	-33
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	8	41	-33
B46	INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	16	48	-32
A27	REVIEW PLANS	7	38	-31
C96	WRITE APR	17	48	-31
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS, OR STANDING OPERATING PROCEDURES	17	48	-31

TABLE 25

REPRESENTATIVE TASKS PERFORMED BY 79170 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=199)
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	75
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	71
A6 DETERMINE WORK PRIORITIES	70
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	69
G260 WRITE NEWS STORIES	68
G253 USE COPY EDITING/PROOFREADING SYMBOLS	66
G262 WRITE PHOTO CUTLINES	65
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGE-MENT	65
G256 WRITE FEATURES	62
A8 DEVELOP WORK METHODS OR PROCEDURES	60
G231 DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	58
F193 OPERATE SLIDE PROJECTORS	58
H291 PROOFREAD COPY	57
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	57
J352 RESPOND TO NEWS MEDIA INQUIRIES	57
N468 OPERATE STILL CAMERAS	57
F220 RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	56
A25 PLAN WORK ASSIGNMENTS	55
B39 ESTABLISH DEADLINES	55
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	55
F175 COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	54
J339 ESCORT NEWS MEDIA REPRESENTATIVES	54
A4 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	54
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	53
F190 OPERATE AUDIOVISUAL EQUIPMENT	53
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	51
B47 MANAGE PUBLIC AFFAIRS ACTIVITIES	51
F224 SCHEDULE INTERVIEWS	51
J337 DOCUMENT NEWS MEDIA INQUIRIES	51
F172 COORDINATE ACTIVITIES AND STORIES INTERNALLY	50

TABLE 24

TASKS WHICH BEST DIFFERENTIATE BETWEEN 3- AND 5-SKILL LEVEL PERSONNEL
(PERCENT MEMBERS PERFORMING)
(791X0)

TASKS		DAFSC 79130 (N=45)	DAFSC 79150 (N=228)	DIFFERENCE
G268	WRITE SPORTS STORIES	67	49	+18
G258	WRITE HEADLINES	76	59	+17
G242	LOCALIZE NEWS SERVICE MATERIALS	69	54	+15
	. . . .			
C79	EVALUATE NEWSPAPER DISTRIBUTION PROCEDURES	4	29	−25
F179	GATHER COLOR SLIDES	11	32	−21
F172	COORDINATE ACTIVITIES AND STORIES INTERNALLY	29	49	−20
B39	ESTABLISH DEADLINES	27	46	−19
G255	WRITE FACT SHEETS	2	21	−19
D102	CONDUCT OJT	2	21	−19
A13	ESTABLISH PROCEDURES FOR COLLECTING AND EVALUATING NEWS AND FEATURE ITEMS	29	47	−18
F190	OPERATE AUDIOVISUAL EQUIPMENT	20	38	−18
F220	RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	27	44	−17
A6	DETERMINE WORK PRIORITIES	38	54	−16
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	13	29	−16
F176	COORDINATE WITH TECHNICAL ADVISORS ON THE ACCURACY OF STORY OR HISTORICAL MATERIALS	18	34	−16

TABLE 23

REPRESENTATIVE TASKS PERFORMED BY 79150 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=228)
G262 WRITE PHOTO CUTLINES	81
G260 WRITE NEWS STORIES	79
G256 WRITE FEATURES	79
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	78
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	75
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGE-MENT	71
G253 USE COPY EDITING/PROOFREADING SYMBOLS	71
H291 PROOFREAD COPY	69
G248 SELECT AND CROP PHOTOS FOR STORIES	68
G246 REWRITE COPY TO UPDATE ARTICLES	64
G235 EDIT NEWSPAPER COPY	61
F224 SCHEDULE INTERVIEWS	61
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	60
G258 WRITE HEADLINES	59
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	57
F180 GATHER PHOTO AND NEGATIVES	57
N468 OPERATE STILL CAMERAS	56
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	55
G242 LOCALIZE NEWS SERVICE MATERIALS	54
A6 DETERMINE WORK PRIORITIES	54
G232 EDIT HEADLINES	54
H277 DESIGN NEWSPAPER LAYOUTS	51
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	50
H289 PREPARE PAGE DUMMIES	50
J339 ESCORT NEWS MEDIA REPRESENTATIVES	50
F201 PLAN NEWSPAPER LAYOUTS	49
G268 WRITE SPORTS STORIES	49
F172 COORDINATE ACTIVITIES AND STORIES INTERNALLY	49
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	48
A13 ESTABLISH PROCEDURES FOR COLLECTING AND EVALUATING NEWS AND FEATURE ITEMS	47

TABLE 22

REPRESENTATIVE TASKS PERFORMED BY 79130 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=45)
G260	WRITE NEWS STORIES	89
G256	WRITE FEATURES	84
G262	WRITE PHOTO CUTLINES	84
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	80
H291	PROOFREAD COPY	80
G253	USE COPY EDITING/PROOFREADING SYMBOLS	76
G258	WRITE HEADLINES	76
G248	SELECT AND CROP PHOTOS FOR STORIES	76
G235	EDIT NEWSPAPER COPY	71
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	71
G242	LOCALIZE NEWS SERVICE MATERIALS	69
G268	WRITE SPORTS STORIES	67
F224	SCHEDULE INTERVIEWS	67
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	67
H282	MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	64
G245	REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	62
F201	PLAN NEWSPAPER LAYOUTS	62
H277	DESIGN NEWSPAPER LAYOUTS	62
G246	REWRITE COPY TO UPDATE ARTICLES	62
G232	EDIT HEADLINES	58
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	58
H289	PREPARE PAGE DUMMIES	56
G251	TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	56
N468	OPERATE STILL CAMERAS	53
F226	WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	51
F218	RESEARCH MATERIALS FOR INTERVIEWS	49
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	49
H295	REVIEW NEWSPAPER LAYOUTS	47
F180	GATHER PHOTO AND NEGATIVES	47
H275	DELIVER NEWSPAPER COPY TO PRINTERS	44

TABLE 21

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS*
(AFSC 791X0)

DUTIES	79130 (N=45)	79150 (N=228)	79170 (N=199)
A ORGANIZING AND PLANNING	3	5	10
B DIRECTING AND IMPLEMENTING	1	3	7
C INSPECTING AND EVALUATING	1	3	8
D TRAINING	-	2	5
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	5	6	6
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	17	19	18
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	34	28	20
H PERFORMING INTERNAL INFORMATION FUNCTIONS	15	13	9
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	6	7	5
J PERFORMING MEDIA RELATIONS FUNCTIONS	7	7	8
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-	-
L PERFORMING AUDIO FUNCTIONS	1	1	-
M PERFORMING VIDEO FUNCTIONS	1	-	1
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	4	4	3
O COLLECTING AND PREPARING HISTORICAL MATERIALS	3	1	-
P MAINTAINING HISTORICAL MATERIALS	1	-	-

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

TABLE 20

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS CAREER
LADDER CLUSTERS AND INDEPENDENT JOB TYPE
(PERCENT MEMBERS)*
(791X0)

JOB GROUPS	DAFSC 79130 (N=45)	DAFSC 79150 (N=228)	DAFSC 79170 (N=199)
I. TV BROADCAST (VIDEO) SPECIALISTS (GRP37, N=99)	–	–	1
II. RADIO BROADCAST (AUDIO) SPECIALISTS (GRP56, N=75)	–	1	–
III. INFORMATION NCOICs (GRP67, N=166)	16	23	44
A. PUBLIC AFFAIRS/COMMUNITY RELATIONS NCOICs (GRP140, N=95)	2	10	30
B. MEDIA RELATIONS NCOICs (GRP115, N=46)	7	10	8
C. INTERNAL INFORMATION NCOICs (GRP93, N=17)	2	3	5
IV. EDITORIAL STAFF (GRP129, N=203)	67	53	24
V. COMMUNITY RELATIONS PERSONNEL (GRP45, N=45)	13	12	5
VI. MANAGERS (GRP77, N=36)	–	–	2
VII. HISTORIANS (GRP173, N=99)	–	1	–
OTHER	4	10	24

* Columns may not add up to 100 percent due to rounding
– Less than 1 percent

35

FIGURE 2

DISTRIBUTION OF 791X0 FIRST-ENLISTMENT PERSONNEL
ACROSS CAREER LADDER JOBS

49
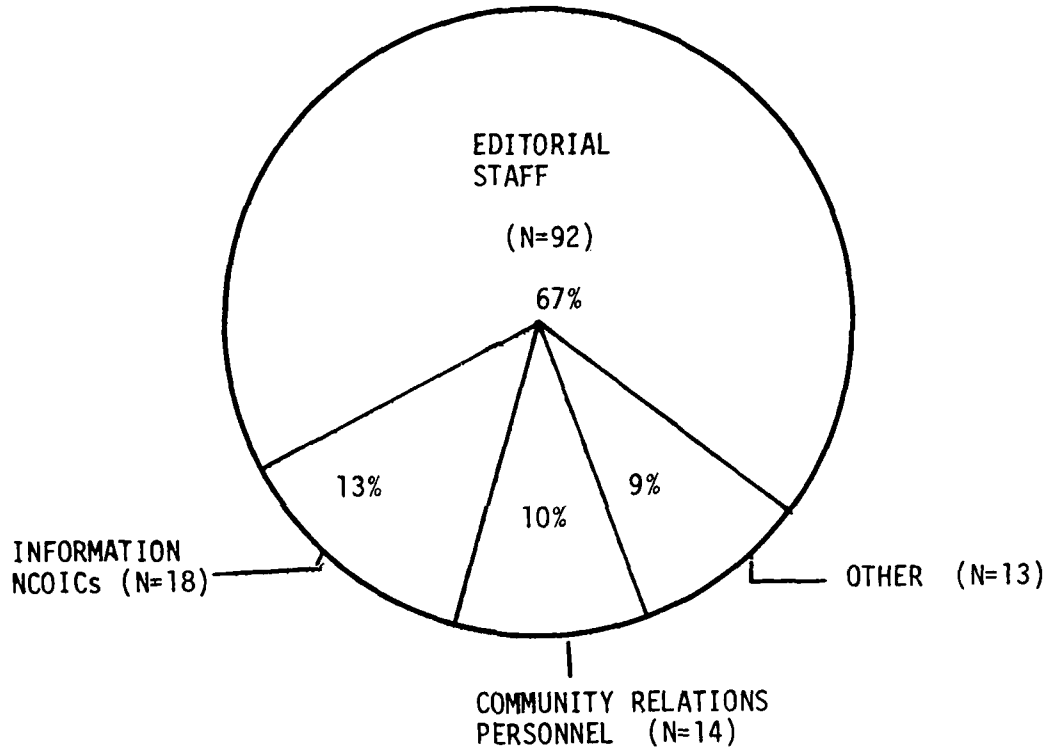
TABLE 31

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS
(PERCENT MEMBERS PERFORMING*)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	791X0 (N=137)	COMP SAMPLE (N=1,302)	791X0 (N=87)	COMP SAMPLE (N=910)	791X0 (N=248)	COMP SAMPLE (N=1,342)
EXPRESSED JOB INTEREST:						
DULL	9	14	5	13	8	8
SO-SO	11	18	10	18	13	12
INTERESTING	80	67	85	68	78	78
PERCEIVED UTILIZATION OF TALENTS:						
LITTLE OR NOT AT ALL	19	24	10	23	17	15
FAIRLY WELL TO PERFECTLY	81	75	90	76	83	84
PERCEIVED UTILIZATION OF TRAINING:						
LITTLE OR NOT AT ALL	14	21	12	24	21	20
FAIRLY WELL TO PERFECTLY	86	77	88	75	78	79
REENLISTMENT INTENTIONS:						
PLAN TO RETIRE	-	-	-	-	16	19
NO, OR PROBABLY NO	47	34	38	21	15	7
YES, OR PROBABLY YES	53	65	61	79	69	73

* Columns may not add up to 100 percent due to no response or rounding
- Less than 1 percent

50

SPECIALTY TRAINING
(791X0)

Occupational survey data are a source of information which may be used to determine relevancy of training documents. OSR factors which may be used to evaluate training are: primarily percent members performing and, secondarily, training emphasis (TE) and task difficulty (TD) ratings. These factors may assist managers in determining the most appropriate tasks to train and the most appropriate type of training: formal training (structured), Career Development Course (CDC) or OJT, supplementary or advanced.

Percent members performing tasks, along with TE and TD, were used to evaluate the Specialty Training Standard (STS), Plan of Instruction (POI), and CDC for the 791X0 career ladder. Experienced training personnel matched inventory tasks to appropriate sections of the STS, POI, and CDC. Based on this matching, computer listings displaying percent members performing, TE and TD ratings were obtained. These computer products are contained in the Training Extract, which is provided for training manager's review. A summary of that information is presented below.

Task Factor Ratings
(Secondary Factors)

Fifty-four NCOs in the 791X0 career ladder rated items in the job inventory on the degree of emphasis that should be placed on first-term training. The interrater reliability (as assessed through components of variance of standard group means) was .97, which represents a high degree of agreement. These ratings were processed to provide a rank-order listing of tasks from high degree of emphasis to no training required. The average rating was 1.83, with a standard deviation of 1.85, so tasks receiving a rating of 3.68 or above were considered high in TE. These ratings, along with TD, can be used to supplement the percent members performing data to determine if training document adjustments or revisions are needed. (For a more detailed explanation of these ratings, see the section on Task Factor Administration under SURVEY METHODOLOGY.)

Table 32 lists the top 25 tasks indicated as the most important for first-enlistment training (based on TE ratings). These tasks illustrate the type of performance or knowledge considered important for first-term training by senior technicians. Actually, all of these tasks were two standard deviations (5.53) above the mean which indicates these tasks should be considered critical for performance as a 791X0. Only one of the tasks in Table 32 reflects less than 30 percent of the first-term sample group performing (TD was above average). This suggests these tasks are appropriate for some form of structured training.

In all, 101 tasks of the 539 included in the inventory were rated high in TE (3.68 or above). Some of these tasks showed a variation in the percent performing which is not usually associated with TE ratings. In examining the data further, it was found that TE ratings reflected performance in the job

types identified in the career ladder structure analysis. For instance, the task "Respond to request for speakers" was performed by only 15 percent of the total first-enlistment sample; however, 86 percent of the first-termers in the Community Relations cluster completed this task. Of these tasks, eight were directly related to management functions. Thus, the TE ratings cover the full range of responsibilities of the 791X0 career ladder and provide a basis for knowledge required by those entering as Public Affairs Specialists.

Tasks rated average (1.83 mean) generally were performed by small percentages of relevant personnel. The tasks rated lowest in TE were related to the Historian career ladder (job inventory covered 791X0, 791X1, and 791X2 career ladders).

Since the TE and TD ratings reflect the combined opinions of experienced 791X0 incumbents, the data can assist training personnel in deciding what entering personnel should know. For instance, if a task has at least 50 percent of the first-term personnel performing, and high secondary factors (TE and TD), it should be considered for formal training. If a task has a lower percentage performing but high TE or TD ratings, it may be considered for formal or follow-on training of some type. Low TD and TE ratings may indicate a task does not need to be covered in a formal course, but this decision is secondary to percent members performing, criticality, contingency, or safety programs.

TABLE 32

EXAMPLES OF TASKS RATED HIGH IN TRAINING EMPHASIS FOR 791X0 PERSONNEL

TASKS		TNG EMPH*	PERCENT FIRST ENLIST PERFORMING	TASK DIFF**
G260	WRITE NEWS STORIES	7.54	83	5.69
***H291	PROOFREAD COPY	7.26	76	5.10
G262	WRITE PHOTO CUTLINES	7.15	83	4.61
G256	WRITE FEATURES	6.98	82	6.11
G235	EDIT NEWSPAPER COPY	6.87	69	5.46
H289	PREPARE PAGE DUMMIES	6.85	56	5.53
F201	PLAN NEWSPAPER LAYOUTS	6.83	59	6.28
G258	WRITE HEADLINES	6.83	72	4.88
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	6.72	81	4.84
G232	EDIT HEADLINES	6.69	59	5.01
G248	SELECT AND CROP PHOTOS FOR STORIES	6.67	76	4.70
H277	DESIGN NEWSPAPER LAYOUTS	6.65	64	6.27
G246	REWRITE COPY TO UPDATE ARTICLES	6.48	66	5.05
G253	USE COPY EDITING/PROOFREADING SYMBOLS	6.39	74	3.99
G245	REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	6.31	64	5.44
G268	WRITE SPORTS STORIES	6.22	62	5.22
***H295	REVIEW NEWSPAPER LAYOUTS	6.13	46	5.33
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	6.09	73	5.07
***G234	EDIT MEDIA RELEASES	6.07	25	5.40
G242	LOCALIZE NEWS SERVICE MATERIALS	6.07	44	5.12
H297	SELECT MATERIALS FOR PUBLICATION	5.94	44	5.12
A13	ESTABLISH PROCEDURES FOR COLLECTING AND EVALUATING NEWS AND FEATURE ITEMS	5.83	35	5.02
H282	MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	5.69	62	4.37
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PRE-PAREDNESS EXERCISES	5.67	48	5.88
H296	REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	5.63	47	4.86

  * Training emphasis average is 1.83, with SD of 1.85
 ** Task difficulty average is 5.0, with SD of 1.0
*** Not matched with POI

791X0 Specialty Training Standard (STS)

A review of STS 791X0, dated October 1983, compared STS elements to survey data. STS paragraphs containing general information or subject-matter knowledge requirements were not evaluated.

A copy of the computer product generated by the match is included in the Training Extract. Information included on the computer printout includes TE, TD, and percent members performing for first-job, first-enlistment, 5-skill level and 7-skill level groups. Tasks not matched to any elements of the STS are listed at the end of the STS display.

The STS for the Public Affairs career ladder should be reviewed in detail. Under the new guidelines contained in AFR 8-13, at least 20 percent of a given level should be performing matched task(s) for an element in the STS to be supported. Under these rules, the majority of the STS elements are supported at some level (3-, 5-, or 7-skill level). Many of these tasks, however, are only supported at the 7-skill level. In the new format, capability at each skill level for the STS will be noted as "go, no go" rather than denoting a proficiency code; therefore, the proficiency codes on the present STS have not been evaluated.

When establishing guidelines for resident or on-the-job training, the percentages of first-job, first-enlistment, and 5-skill level, along with TE and TD ratings, should be considered in establishing proficiency codes for resident training and CDC level. A computer product showing STS with matched tasks, with percent members performing by job clusters and subclusters, is included in the Analysis Extract.

Several inventory tasks were not matched to STS elements. As an example, Table 33 provides a listing of 23 tasks performed by at least 20 percent of personnel across each of the groups displayed. Several additional tasks were performed by 20 percent or more of the 7-skill level incumbents. All of these tasks should be reviewed for possible inclusion in the STS. A complete list is provided in the Training Extract.

While most of the elements with matched tasks met the criteria established under the new guidelines, the STS should be reviewed for possible refinement and to make sure all functional areas of the career ladder are covered. Special attention should be paid to the percent first-enlistment and 5-skill personnel performing tasks for establishing proficiency codes for formal training and establishment of CDC content. All elements with unmatched tasks, as well as all tasks not referenced, should be reviewed to determine validity for the STS.

TABLE 33

TASKS NOT REFERENCED TO 791X0 STS PERFORMED BY AT
LEAST 20 PERCENT ACROSS GROUPS

TASKS
_____

F219 RESPOND TO DISASTER SITUATION OR DISASTER PREPAREDNESS EXERCISES
G261 WRITE NEWS SUMMARIES
F172 COORDINATE ACTIVITIES AND STORIES INTERNALLY
F202 PLAN TOURS
F226 WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA
E139 MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS
F176 COORDINATE WITH TECHNICAL ADVISORS ON THE ACCURACY OF STORY OR
        HISTORICAL MATERIALS
F224 SCHEDULE INTERVIEWS
F174 COORDINATE PRODUCTION OF ART WORK, OTHER THAN PHOTOS, WITH GRAPHICS
        SHOPS
F180 GATHER PHOTOS AND NEGATIVES
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF
        SUMMARY SHEETS
H275 DELIVER NEWSPAPER COPY TO PRINTERS
F187 MAINTAIN PHOTO AND NEGATIVE FILES
G252 TRANSCRIBE TAPED INTERVIEWS
N466 OPERATE ELECTRONIC FLASH SYSTEMS
N467 OPERATE EXPOSURE METERS
F179 GATHER COLOR SLIDES
N469 OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES
F186 MAINTAIN OR DISTRIBUTE LITHOGRAPH SERIES
N460 CHANGE CAMERA LENSES
N470 PERFORM OPERATIONAL CHECKS OF STILL CAMERA EQUIPMENT OR ACCESSORIES
N461 CLEAN CAMERAS OR ACCESSORIES
N457 ARRANGE TRANSPORTATION OF BASE PHOTOGRAPHERS OR ELECTRONIC FIELD
        PRODUCTION (EFP) OPERATORS OR EQUIPMENT

791X0 Plan of Instruction (POI)

The G5ABA79130 POI, dated August 1982, was matched with survey task statements, and a computer printout was generated displaying the results of this process. Information furnished includes TE and TD ratings, as well as percent members performing for first job (1-24 months TAFMS) and first enlistment (1-48 months TAFMS).

The major performance areas of the Interservice POI are discussed below:

Speech and Research (19 hours) - Only two of the tasks ("Research files or libraries for information materials" and "Operate audiovisual materials") were supported by survey response or TE ratings.

Newswriting (64 hours) - This area of the POI was well supported by percentages of first-job and first-enlistment personnel performing, as well as TE and TD ratings.

Feature Writing (61 hours) - Large percentages of 1-24 and 1-48 month TAFMS personnel perform related tasks and senior personnel have indicated these are important tasks for training.

Service Unique Instruction (7 hours) - No tasks were matched in this area.

Newspaper Production (75 hours) - All but one ("Operate video display terminals") of the matched tasks supported this block of training.

Photojournalism (55 hours) - The only tasks matched with this block involved still cameras. While the target personnel do operate cameras, other elements within the block did not have matched tasks.

Broadcast Journalism (15 hours) - The tasks matched with this instructional block did not support the training goal.

Enrichment (50 hours) - This block includes time for faculty counseling, individual study, and guest lectures.

Table 34 provides a list of inventory tasks performed by 30 percent or more first-term personnel which were not matched with the POI. All but two of the tasks have a high TE rating, which indicates training is advisable.

At present, the interservice school provides the necessary training for about two-thirds of the entering Public Affairs Specialists. Personnel entering other jobs identified within the career ladder, such as Community Affairs Personnel, must be provided follow-on training.

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TABLE 34

TASKS NOT MATCHED TO 791X0 POI

TASKS		TNG EMPH*	1ST JOB	1ST ENL	TASK DIFF**
H291	PROOFREAD COPY	7.26	81	76	5.10
H295	REVIEW NEWSPAPER LAYOUTS	6.13	48	46	5.33
J352	RESPOND TO NEWS MEDIA INQUIRIES	5.39	31	31	5.69
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASE, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	5.26	52	55	3.11
F172	COORDINATE ACTIVITIES AND STORIES INTERNALLY	5.15	39	42	4.49
J339	ESCORT NEWS MEDIA REPRESENTATIVES	5.09	38	41	4.71
F175	COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	4.80	32	38	4.90
G251	TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	4.59	56	51	4.32
A6	DETERMINE WORK PRIORITIES	4.43	35	42	5.32
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	4.31	70	68	2.76
E139	MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS	4.22	48	46	2.28
F176	COORDINATE WITH TECHNICAL ADVISORS ON THE ACCURACY OF STORY OR HISTORIAL MATERIALS	4.17	31	32	5.00
H298	UPDATE NEWSPAPER DISTRIBUTION LISTS	4.04	39	36	3.29
H272	ARRANGE FOR OR DELIVER NEWSPAPER TO LOCAL DISTRIBUTION POINTS	3.67	49	40	3.31
F187	MAINTAIN PHOTO AND NEGATIVE FILES	3.39	45	47	3.43

 * Training emphasis average is 1.83, with SD of 1.85
** Task difficulty average is 5.0, with SD of 1.0

791X0 Career Development Course (CDC)

To evaluate the Career Development Course (CDC), subject-matter specialists matched job inventory tasks with the learning objectives covered in the 79150 CDC. A computer printout was generated displaying percent members performing for each technical skill level and for the combined 3-, 5-, and 7-skill levels, TE, and TD. In addition, tasks not matched with the CDC are listed at the end of the printout.

The basic coverage of the 79150 CDC is appropriate (based on guidelines used for the STS). Five-skill level personnel (about half of the career ladder) spend the largest amount of their time writing, editing, and preparing informational materials. These areas of the CDC are well supported by percent members performing.

A large number of tasks performed by 20 percent or more of the 5-skill level personnel were not matched with the CDC. Examples of these tasks are shown in Table 35. All of these tasks may not be appropriate for inclusion in a correspondence type format. They should all be reviewed, however, to determine if coverage is appropriate.

Another source of material for consideration may be the tasks performed by 20 percent or more of the first-enlistment group which were not matched with the POI.

Use of the CDC match with the survey data should provide a reference to determine the extent and depth of coverage needed for learning objectives. It will allow training personnel to focus on the most needed aspects of training.

TABLE 35

EXAMPLES OF TASKS NOT MATCHED WITH 79150 CDC

TASKS		TNG EMPH	PERCENT 79150 PERFORMING	TASK DIFF
H289	PREPARE PAGE DUMMIES	6.85	50	5.53
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	5.67	50	5.88
G259	WRITE MAGAZINE STORIES	5.39	28	6.17
G261	WRITE NEWS SUMMARIES	5.37	33	5.32
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	5.26	57	3.11
F172	COORDINATE ACTIVITIES AND STORIES INTERNALLY	5.15	49	4.49
J339	ESCORT NEWS MEDIA REPRESENTATIVES	5.09	50	4.71
F175	COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	4.80	45	4.90
G233	EDIT MAGAZINE COPY	4.70	15	5.58
B39	ESTABLISH DEADLINES	4.69	46	4.51
I300	CONDUCT BASE TOURS, OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	4.59	32	4.84
F190	OPERATE AUDIOVISUAL EQUIPMENT	4.44	38	3.62
H290	PREPARE TEMPORARY NEWS SHEETS FOR SPECIAL EVENTS	4.44	13	5.30
F193	OPERATE SLIDE PROJECTORS	4.30	36	2.89
E142	MAINTAIN MEDIA RELATIONS FILES	4.26	18	3.79
H292	RESPOND TO RUMOR CONTROL SITUATIONS	4.24	25	5.47
J346	PREPARE PRESS KITS	4.24	24	4.49

Another dimension along which jobs performed by individuals may vary is across major commands (MAJCOM). Differences among MAJCOM groups could have implications for how the specialty is organized or how new personnel are trained. Personnel in the 791X0, Public Affairs career ladder, serve throughout some 25 commands. For this comparison, only commands having at least 10 members in the survey sample are shown.

Tasks performed and background information (see Tables 36 and 37) for respondents were compared to determine if job content varied as a result of MAJCOM assignment. Generally, the jobs performed by 791X0s across MAJCOM were similar, with the largest percentage of duty time spent preparing and maintain files, records, and reports; performing general public affairs, broadcasting, or historical tasks; writing, editing, and preparing information and materials; and performing internal information functions. AFSINC and Air Force Academy respondents performed fewer tasks than other MAJCOM members. This may be due to the specialized nature of the mission of the two commands. AFSINC activities focus on producing Air Force publications (internal information), while the Academy hosts approximately 1.25 million visitors per year.

TABLE 36

SELECTED BACKGROUND DATA FOR 791X0 MAJCOM GROUPS

	AAC	USAFA	USAFE	AFSC	ATC	MAC	PACAF	SAC	TAC	AFCC	SPACE CMD	AFSINC
NUMBER IN MAJCOM	12	12	66	13	51	53	31	97	61	14	10	19
AVERAGE NUMBER OF TASKS PERFORMED	82	57	85	84	73	74	63	84	89	80	69	31
JOB DIFFICULTY INDEX (JDI)	12.9	10.7	13.7	13.0	12.4	12.2	11.5	12.7	13.8	11.4	12.6	8.2
DAFSC DISTRIBUTION:												
79130	0%	0%	9%	0%	6%	15%	16%	18%	10%	0%	0%	0%
79150	58%	75%	44%	54%	43%	55%	48%	47%	44%	43%	70%	42%
79170	42%	25%	48%	46%	45%	28%	35%	34%	44%	57%	30%	37%
AVERAGE MONTHS IN CAREER FIELD	79	82	80	102	89	66	63	61	69	84	91	82
AVERAGE MONTHS IN SERVICE	123	103	126	107	114	94	95	98	110	159	128	132
PERCENT IN FIRST ENLISTMENT	24%	24%	19%	22%	36%	35%	32%	35%	28%	7%	20%	37%
PERCENT SUPERVISING	42%	42%	46%	15%	27%	28%	32%	41%	44%	7%	10%	21%

TABLE 37

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY MAJCOM GROUPS*

(AFSC 791X0)

DUTIES	AAC (N=12)	USAFA (N=12)	USAFE (N=66)	AFSC (N=13)	ATC (N=51)	MAC (N=53)
A ORGANIZING AND PLANNING	7	7	8	9	7	6
B DIRECTING AND IMPLEMENTING	4	3	5	4	4	5
C INSPECTING AND EVALUATING	4	3	5	5	7	4
D TRAINING	2	2	2	1	3	2
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	7	3	5	8	4	5
F PERFORM GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	18	23	18	22	19	18
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	20	25	24	22	27	26
H PERFORMING INTERNAL INFORMATION FUNCTIONS	9	8	13	10	12	12
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	7	9	4	4	4	8
J PERFORMING MEDIA RELATIONS FUNCTIONS	12	8	9	9	6	8
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-	-	-	-	-
L PERFORMING AUDIO FUNCTIONS	-	1	-	-	-	1
M PERFORMING VIDEO FUNCTIONS	-	1	-	2	-	1
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	2	6	4	3	6	3
O COLLECTING AND PREPARING HISTORICAL MATERIALS	5	1	1	1	-	1
P MAINTAINING HISTORICAL MATERIALS	3	-	-	-	-	-

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

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TABLE 47

REPRESENTATIVE TASKS PERFORMED BY 79171 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=89)
L384	OPERATE AUDIO CONSOLES	75
L386	OPERATE AUDIO RECORDERS	74
L388	OPERATE TURNTABLES	69
A8	DEVELOP WORK METHODS OR PROCEDURES	67
A25	PLAN WORK ASSIGNMENTS	67
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	66
B39	ESTABLISH DEADLINES	65
A6	DETERMINE WORK PRIORITIES	65
L385	OPERATE AUDIO PATCH PANELS	60
C96	WRITE APR	57
M434	OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	55
B36	DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	55
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	54
K359	CONDUCT OR PARTICIPATE IN RADIO OR TV BROADCAST CRITIQUE SESSIONS	53
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	52
L383	EDIT OR SPLICE AUDIO TAPES	52
L389	PERFORM AS NARRATOR	52
M418	EDIT OR SPLICE VIDEO MATERIALS	51
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	49
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	49
A28	SCHEDULE LEAVES OR PASSES	49
K360	CONDUCT OR PARTICIPATE IN RADIO OR TV BROADCAST PRE-PLANNING CONFERENCES	48
K362	COORDINATE MAINTENANCE OF RADIO OR TV EQUIPMENT	48
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	48
L375	CLEAN AUDIO RECORDING OR PLAYBACK HEADS	46
B37	DIRECT UTILIZATION OF EQUIPMENT	46
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	45
C60	ANALYZE WORKLOAD REQUIREMENTS	45
B58	SUPERVISE RADIO AND TV BROADCASTING SPECIALISTS (AFSC 79151)	44
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	44

TABLE 46

TASKS WHICH BEST DIFFERENTIATE BETWEEN 3- AND 5-SKILL LEVEL PERSONNEL
(PERCENT MEMBERS PERFORMING)
(791X1)

TASKS	DAFSC 79131 (N=14)	DAFSC 79151 (N=111)	DIFFERENCE
J393 PERFORM RADIO SPOT ANNOUNCEMENTS	86	52	+34
J398 SELECT MUSIC FOR RADIO BROADCASTS	64	40	+34
G246 REWRITE COPY TO UPDATE ARTICLES	35	18	+17
L390 PERFORM AS RADIO ANNOUNCER	71	54	+16
. . . .			
M420 INSPECT CONDITION OF VIDEO MATERIALS	7	41	-34
G238 EDIT TELEVISION SCRIPTS	0	33	-33
L389 PERFORM AS NARRATOR	21	52	-31
M421 INSTRUCT CREWS ON PRODUCTION REQUIREMENTS PRIOR TO TAPING OR FILMING	0	30	-30
M451 PROGRAM CHARACTER GENERATORS	7	36	-29
M418 EDIT OR SPLICE VIDEO MATERIALS	21	50	-29
M400 ADAPT COPY OR SCRIPT FOR VIDEO PRESENTATIONS	7	34	-27
N469 OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES	7	33	-26
M414 DETERMINE SELECTION, TIMING, AND SEQUENCING OF VIDEO MATERIALS FOR TELEVISION POSTPRODUCTION EDITING	7	33	-26
M416 DIRECT VIDEOTAPE EDITING	14	40	-26
G269 WRITE TELEVISION SCRIPTS	7	32	-25
M453 SELECT TV VISUALS	0	25	-25
G250 SELECT SLIDES FOR TELEVISION	7	31	-24

TABLE 45

EXAMPLES OF TASKS PERFORMED ACROSS SKILL LEVELS
(791X1)

TASKS		3-SKILL LEVEL	5-SKILL LEVEL	7-SKILL LEVEL
L384	OPERATE AUDIO CONSOLES	93	80	75
L386	OPERATE AUDIO RECORDERS	93	81	74
L388	OPERATE TURNTABLES	71	75	69
L383	EDIT OR SPLICE AUDIO TAPES	71	72	52
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	64	68	54
L396	SELECT AND PLACE MICROPHONES	50	47	44
L375	CLEAN AUDIO RECORDING OR PLAYBACK HEADS	42	59	46
L382	DUPLICATE AUDIO TAPES	43	45	40

TABLE 44

REPRESENTATIVE TASKS PERFORMED BY 79151 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=111)
L386	OPERATE AUDIO RECORDERS	81
L384	OPERATE AUDIO CONSOLES	80
L388	OPERATE TURNTABLES	75
L383	EDIT OR SPLICE AUDIO TAPES	72
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	68
L375	CLEAN AUDIO RECORDING OR PLAYBACK HEADS	59
L385	OPERATE AUDIO PATCH PANELS	56
L390	PERFORM AS RADIO ANNOUNCER	54
L393	PERFORM RADIO SPOT ANNOUNCEMENTS	52
L389	PERFORM AS NARRATOR	52
M434	OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	51
M418	EDIT OR SPLICE VIDEO MATERIALS	50
G236	EDIT RADIO SCRIPTS	48
L396	SELECT AND PLACE MICROPHONES	47
M425	OPERATE CHARACTER GENERATORS	46
L382	DUPLICATE AUDIO TAPES	45
M417	DUPLICATE VIDEO TAPES	43
L392	PERFORM AS RADIO NEWSCASTER	42
G263	WRITE RADIO SCRIPTS	42
K358	CLEAN FILM, RECORD, OR VIDEO TAPE	42
M432	OPERATE VIDEO CONSOLES	41
M420	INSPECT CONDITION OF VIDEO MATERIALS	41
M419	ENSURE PROPER APPEARANCE OF TALENT	41
F226	WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	41
L398	SELECT MUSIC FOR RADIO BROADCASTS	40
M416	DIRECT VIDEOTAPE EDITING	40
M431	OPERATE REMOTE VIDEO TAPE RECORDERS (VTR) CONTROLS	39
L374	ADAPT COPY OR SCRIPT FOR RADIO PRESENTATIONS	38
M436	PERFORM AS TELEVISION ANNOUNCER	37
M429	OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS	37

TABLE 43

REPRESENTATIVE TASKS PERFORMED BY 79131 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=14)
L384 OPERATE AUDIO CONSOLES	93
L386 OPERATE AUDIO RECORDERS	93
L393 PERFORM RADIO SPOT ANNOUNCEMENTS	86
L397 SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	79
L388 OPERATE TURNTABLES	71
L390 PERFORM AS RADIO ANNOUNCER	71
L383 EDIT OR SPLICE AUDIO TAPES	71
L398 SELECT MUSIC FOR RADIO BROADCASTS	64
L385 OPERATE AUDIO PATCH PANELS	64
L396 SELECT AND PLACE MICROPHONES	50
L375 CLEAN AUDIO RECORDING OR PLAYBACK HEADS	43
L382 DUPLICATE AUDIO TAPES	43
L394 PREPARE RADIO OR TV DAILY OPERATION LOGS	36
L392 PERFORM AS RADIO NEWSCASTER	36
M425 OPERATE CHARACTER GENERATORS	36
L380 DIRECT AUDIO TAPE EDITING	36
G263 WRITE RADIO SCRIPTS	36
L374 ADAPT COPY OR SCRIPT FOR RADIO PRESENTATIONS	36
M419 ENSURE PROPER APPEARANCE OF TALENT	36
G246 REWRITE COPY TO UPDATE ARTICLES	36
F226 WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	36
M434 OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	29
M431 OPERATE REMOTE VIDEO TAPE RECORDER (VTR) CONTROLS	29
M423 LOAD OR UNLOAD SLIDES INTO OR FROM SLIDE DRUMS	29
M430 OPERATE REMOTE TELECINE CONTROLS	29
M432 OPERATE VIDEO CONSOLES	29
M417 DUPLICATE VIDEO TAPES	29
L399 SELECT RADIO PROGRAM MATERIAL OTHER THAN MUSIC	29
M424 LOAD OR UNLOAD 16MM FILM PROJECTORS	29
M429 OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS	29

TABLE 42

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS*
(AFSC 791X1)

DUTIES	79131 (N=14)	79151 (N=111)	79171 (N=89)
A ORGANIZING AND PLANNING	3	3	11
B DIRECTING AND IMPLEMENTING	2	2	8
C INSPECTING AND EVALUATING	1	1	7
D TRAINING	-	2	6
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	1	3	5
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	5	9	11
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	6	8	5
H PERFORMING INTERNAL INFORMATION FUNCTIONS	1	1	1
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	2	2	1
J PERFORMING MEDIA RELATIONS FUNCTIONS	2	2	1
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	5	7	6
L PERFORMING AUDIO FUNCTIONS	49	28	20
M PERFORMING VIDEO FUNCTIONS	20	26	14
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	3	5	3
O COLLECTING AND PREPARING HISTORICAL MATERIALS	-	-	1
P MAINTAINING HISTORICAL MATERIALS	-	-	-

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

TABLE 41

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS CAREER
LADDER CLUSTERS AND INDEPENDENT JOB TYPE
(PERCENT MEMBERS)*
(791X1)

JOB GROUPS	DAFSC 79131 (N=14)	DAFSC 79151 (N=111)	DAFSC 79171 (N=89)
I. TV BROADCAST (VIDEO) SPECIALISTS (GRP37, N=99)	29	52	39
II. RADIO BROADCAST (AUDIO) SPECIALISTS (GRP56, N=75)	64	32	29
III. INFORMATION NCOICs (GRP67, N=166)	7	5	1
IV. EDITORIAL STAFF (GRP129, N=203)	–	1	1
V. COMMUNITY RELATIONS PERSONNEL (GRP45, N=45)	–	1	–
VI. MANAGERS (GRP77, N=36)	–	1	12
VII. HISTORIANS (GRP173, N=99)	–	–	1
OTHER	–	8	16

* Columns may not add up to 100 percent due to rounding
– Less than 1 percent

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affairs, broadcasting, or historian tasks (9 percent); performing radio and television programming functions (7 percent); and performing still camera, motion, or electronic field production (EFP) functions (5 percent). A list of representative tasks is given in Table 42. The 3- and 5-skill level specialists perform basic tasks in common, such as operate audio consoles, audio recorders, or turntables (see Table 43 which shows examples of tasks performed across skill levels). In examining the tasks which do differentiate between the specialty codes, it was found that more of the 79131s perform radio spot announcements, select music for radio broadcasts, rewrite copy to update articles, and perform as radio announcer. The 79151s are more apt to inspect condition of video materials, edit television scripts, perform as narrator, or instruct crews on production requirements prior to taping or filming. Tasks which best differentiate between these skill levels are shown in Table 44.

The majority of the 5-skill level personnel grouped together in the TV Broadcast (Video) Specialists cluster. Thirty-two percent were included in the Radio Broadcast (Audio) Specialists cluster. This is a reversal of the pattern found for the 3-skill level, in which the vast majority were found within the Radio Broadcast Specialists cluster.

Almost three-fourths of the 79151s are stationed overseas, with a little over half assigned to AFSINC. They have been in the career field an average 54 months and have been in the service an average of 79 months. Thirteen percent of the 5-skill level specialists indicate they are supervising.

DAFSC 79171. The 89 Radio and Television Broadcast Technicians (42 percent of the 792X1 sample) perform more supervisory and administrative duties. Approximately 77 tasks account for 50 percent of their job time. While the 7-skill level is still a technician, his duties are more varied and he spends more time with management functions. The career field job structure categorized the majority of these incumbents with either the TV Broadcast (39 percent) or Radio Broadcast (29 percent) clusters. Twelve percent were also included in the Managers cluster. These technicians are still performing basic tasks related to broadcast functions; however, their job has expanded to include development of work methods or procedures, planning work assignments, establishing deadlines, determining work priorities, and writing APRs. A list of representative tasks performed by 79171 personnel is presented in Table 47. It is the assumption of a leadership role which distinguishes between the specialists and the technicians serving as a 79171. These differences are highlighted in Table 46.

As in the 791X0, Public Affairs career ladder, the 791X1 7-skill level incumbents have more military service than time in the 791X1 career ladder. They average 177 months in the service, with an average of 130 months in the career field. Approximately 45 percent of these incumbents cross-trained from other career ladders. Sixty-one percent are supervising, which allows them to use the skills developed throughout their military career. Sixty-six percent are assigned overseas. The largest percentage (60) are assigned to AFSINC.

SECTION III

RADIO AND TELEVISION BROADCASTING CAREER LADDER
(791X1)

ANALYSIS OF 791X1 DAFSC GROUPS

As discussed in SECTION II, data relating to DAFSC groups is important in the analysis of each career ladder. The distribution of 791X1 skill-level groups across career ladder job groups is shown in Table 41. Table 42 displays the relative percent time spent on each duty area across the skill-level codes.

The career ladder structure analysis shows 791X1 personnel performing basically in either radio or TV broadcasting. This analysis is further supported by the time spent in these areas across each of the skill-levels as shown in Table 42. This table also illustrates the pattern of progression for this career field. In this case, 3- and 5-skill level personnel are performing technical tasks. The job does not broaden significantly until the 7-skill level, at which time administrative and supervisory tasks are assumed. Specific skill levels are discussed below.

DAFSC 79131. Three-skill level personnel (N=14) represent 6 percent of the Radio and TV Broadcasting career ladder. While performing an average of 38 tasks, they spend 49 percent of their time performing audio functions and 20 percent of their time performing video functions. Fifty-seven percent work in radio only, 29 percent in television only, and 7 percent in both radio and television. Eighty-six percent of the 3-skill level serve in overseas positions. They have been in the career field an average of 34 months and in the service an average of 43 months. Fifty-seven percent are assigned to AFSINC. They spend 50 percent of their time on 20 tasks which include:

> operate audio consoles
> operate audio recorders
> perform radio spot announcements
> select background music or sound effects for radio
>   or TV productions

A list of representative tasks performed by the 3-skill level specialists is given in Table 41.

DAFSC 79151. The 111 5-skill level Radio and Television Specialists account for 56 percent of this career ladder. They perform a somewhat broader job than their 3-skill level counterparts. Forty-eight tasks account for 50 percent of their job time. Their job time is spent performing audio functions (28 percent); performing video functions (26 percent); writing, editing, and preparing informational materials (8 percent); performing general public

TABLE 40

COMPARISON OF JOB SATISFACTION INDICATORS BY
CONUS AND OVERSEAS GROUPS
(PERCENT RESPONDING*)
(791X0)

	CONUS 79150 (N=169)	OVERSEAS 79150 (N=59)
EXPRESSED JOB INTEREST:		
DULL	6	7
SO-SO	14	10
INTERESTING	80	83
PERCEIVED UTILIZATION OF TALENTS:		
LITTLE OR NOT AT ALL	15	10
FAIRLY WELL TO PERFECTLY	85	90
PERCEIVED UTILIZATION OF TRAINING:		
LITTLE OR NOT AT ALL	13	12
FAIRLY WELL TO PERFECTLY	86	88
REENLISTMENT INTENTIONS:		
PLAN TO RETIRE	1	3
NO, OR PROBABLY NO	36	39
YES, OR PROBABLY YES	62	58

* Columns may not add up to 100 percent due to no response or
rounding

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TABLE 39

TASKS WHICH DIFFERENTIATE BETWEEN 5-SKILL LEVEL
CONUS AND OVERSEAS PERSONNEL
(PERCENT MEMBERS PERFORMING)
(791X0)

TASKS		CONUS (N=169)	OVERSEAS (N=59)	DIFFERENCE
F221	RESPOND TO SONIC BOOM OR NOISE COMPLAINTS	32	14	+18
F194	OPERATE VIDEO DISPLAY TERMINALS (VDT)	22	5	+18
C67	EVALUATE AD-TO-COPY RATIOS	21	7	+14
I315	PERFORM LIAISON DUTIES BETWEEN CIVILIAN AND MILITARY COMMUNITIES IN RESOLVING PROBLEMS CAUSED BY AIR-CRAFT NOISE	15	5	+10
	. . . .			
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	23	47	-24
H292	RESPOND TO RUMOR CONTROL SITUATIONS	18	42	-24
N457	ARRANGE TRANSPORTATION OF BASE PHOTOGRAPHERS OR ELECTRONIC FIELD PRODUCTION (EFP) OPERATORS OR EQUIPMENT	21	44	-23
F193	OPERATE SLIDE PROJECTORS	30	53	-23
G259	WRITE MAGAZINE STORIES	22	44	-22
G243	RESEARCH FILES OR LIBRARIES FOR INFORMATIONAL MATERIALS	28	47	-19
J337	DOCUMENT NEWS MEDIA INQUIRIES	30	49	-19
F169	COMPILE DATA FOR PUBLIC AFFAIRS MONTHLY ACTIVITY REPORTS	20	39	-19
G231	DETERMINE USE OF PUBLIC AFFAIRS MATERIAL	28	47	-19
J345	PREPARE NATIONAL STORY IDEAS	23	41	-18
G234	EDIT MEDIA RELEASES	25	42	-17
G252	TRANSCRIBE TAPED INTERVIEWS	29	46	-17
J352	RESPOND TO NEWS MEDIA INQUIRIES	35	51	-16

Average Number of Tasks:
    CONUS - 62
    Overseas - 77

JDI
    CONUS - 10.9
    Overseas - 12.2

TABLE 38

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CONUS VS OVERSEAS GROUPS*
(AFSC 791X0)

DUTIES	CONUS 79150 (N=169)	OVERSEAS 79150 (N=59)
A ORGANIZING AND PLANNING	5	6
B DIRECTING AND IMPLEMENTING	3	3
C INSPECTING AND EVALUATING	3	3
D TRAINING	2	1
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	6	5
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	20	18
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	27	30
H PERFORMING INTERNAL INFORMATION FUNCTIONS	13	13
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	8	3
J PERFORMING MEDIA RELATIONS FUNCTIONS	7	8
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-
L PERFORMING AUDIO FUNCTIONS	-	1
M PERFORMING VIDEO FUNCTIONS	-	-
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	4	5
O COLLECTING AND PREPARING HISTORICAL MATERIALS	1	2
P MAINTAINING HISTORICAL MATERIALS	-	1

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

COMPARISON OF CONUS AND OVERSEAS 791X0 GROUPS

No major differences were found between CONUS and overseas groups in the 791X0 career ladder. Tasks performed and selected background data from 169 CONUS and 59 overseas 5-skill level 791X0s were compared. As Table 38 shows, members of the two groups spend their time writing, editing, and preparing informational materials; performing general public affairs, broadcasting, or historian tasks; and performing internal information functions. Table 39 provides a listing of tasks which differentiate between CONUS and overseas personnel. Although these tasks do show some differences, they represent minor variations in task performance. There is a large overlap (83 percent) between the groups based on time spent on common tasks.

Background data for the groups are quite similar. As reflected in Table 40, job interest, use of talents, use of training, and reenlistment potential are nearly identical.

TABLE 37 (CONTINUED)

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY MAJCOM GROUPS*
(AFSC 791X0)

DUTIES	PACAF (N=31)	SAC (N=97)	TAC (N=61)	AFCC (N=14)	SPACE CMD (N=10)	AFSINC (N=19)
A ORGANIZING AND PLANNING	8	7	9	9	7	7
B DIRECTING AND IMPLEMENTING	5	5	6	4	5	4
C INSPECTING AND EVALUATING	5	5	6	6	4	8
D TRAINING	2	3	4	1	1	7
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	6	5	5	12	4	14
F PERFORM GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	15	17	17	19	19	18
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	31	22	21	20	25	20
H PERFORMING INTERNAL INFORMATION FUNCTIONS	12	12	12	10	11	2
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	2	10	7	2	7	1
J PERFORMING MEDIA RELATIONS FUNCTIONS	6	8	10	7	5	2
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	1	-	-	1	1
L PERFORMING AUDIO FUNCTIONS	-	1	-	-	1	2
M PERFORMING VIDEO FUNCTIONS	-	1	-	-	1	3
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	3	3	3	8	3	3
O COLLECTING AND PREPARING HISTORICAL MATERIALS	4	-	-	1	6	4
P MAINTAINING HISTORICAL MATERIALS	1	-	-	-	1	1

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

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TABLE 48

TASKS WHICH BEST DIFFERENTIATE BETWEEN 5- AND 7-SKILL LEVEL PERSONNEL
(PERCENT MEMBERS PERFORMING)
(791X1)

TASKS	DAFSC 79151 (N=111)	DAFSC 79171 (N=89)	DIFFERENCE
L383 EDIT OR SPLICE AUDIO TAPES	72	52	+20
L390 PERFORM AS RADIO ANNOUNCER	54	36	+18
G236 EDIT RADIO SCRIPTS	48	31	+17
. . . .			
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	14	66	-52
B39 ESTABLISH DEADLINES	14	65	-51
C96 WRITE APR	10	57	-47
A25 PLAN WORK ASSIGNMENTS	22	67	-45
A8 DEVELOP WORK METHODS OR PROCEDURES	22	67	-45
A28 SCHEDULE LEAVES OR PASSES	6	49	-43
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	6	49	-43
A12 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	8	49	-41
A6 DETERMINE WORK PRIORITIES	25	65	-40
B36 DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	17	55	-38
D110 DEVELOP OR MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	6	43	-37
B45 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	15	52	-37
C60 ANALYZE WORKLOAD REQUIREMENTS	9	45	-36
B58 SUPERVISE RADIO AND TV BROADCASTING SPECIALISTS (AFSC 79151)	8	44	-36

ANALYSIS OF THE 791X1 AFR 39-1 SPECIALTY DESCRIPTION

Survey data were compared to the AFR 39-1 Specialty Description for the 791X1, Radio and Television Broadcasting, career ladder. The specialty descriptions appear to adequately reflect the responsibilities of the 3-, 5-, and 7-skill level positions. Three- and 5-skill level personnel are accomplishing the basic technical tasks, while the 7-skill assumes a more advisory role in the performance of technical skills.

ANALYSIS OF 791X1 EXPERIENCE GROUPS

Utilization patterns for 791X1 personnel in different total active military service (TAFMS) groups give an appreciation of how jobs and responsibilities change over time. As with most career ladders, 791X1 personnel begin with a very technical job and gradually assume supervisory and administrative roles in the Radio and Television Broadcast career ladder. Incumbents spend at least half of their time (see Table 49) performing audio or video functions through their third enlistment. During their fourth enlistment, there is a noticeable change to the performance of management-level tasks which continues to develop as experience level increases.

First-Enlistment Personnel

As would be expected, first-enlistment personnel spend the majority of their job time performing audio or video functions. Their time is spent on such tasks as operate audio consoles, audio recorders, and turntables. They edit or splice audio tapes and select background music or sound effects for radio or TV productions. Representative tasks are listed in Table 50. Table 51 provides a list of equipment used by first-term personnel.

Figure 3 displays the distribution of first-term members across career ladder structure jobs. The 791X1 first-termers were primarily functioning within the TV Broadcast Specialists cluster (46 percent) or the Radio Broadcast Specialists cluster (39 percent). This is in line with their assignment to the 791X1 career ladder.

Job Satisfaction

Table 52 presents data showing the job interest, perceived utilization of talents and training, and reenlistment intentions of selected TAFMS groups and a comparative sample of Command Support personnel surveyed in 1983. Overall, 791X1 personnel express good job interest and utilization of talents and training. At least 80 percent of the 1-48 month group responded favorably to each job satisfaction measure.

Reenlistment intent, as with the 791X0 career ladder, is, however, lower than the comparative sample, particularly for the first-term group. Reenlistment intent is higher for the second-enlistment personnel, yet it is again lower than the comparative sample. Reenlistment potential, particularly for the first-enlistment personnel, probably should be monitored for this career ladder.

FIGURE 3

DISTRIBUTION OF 791X1 FIRST-ENLISTMENT PERSONNEL
ACROSS CAREER LADDER JOBS
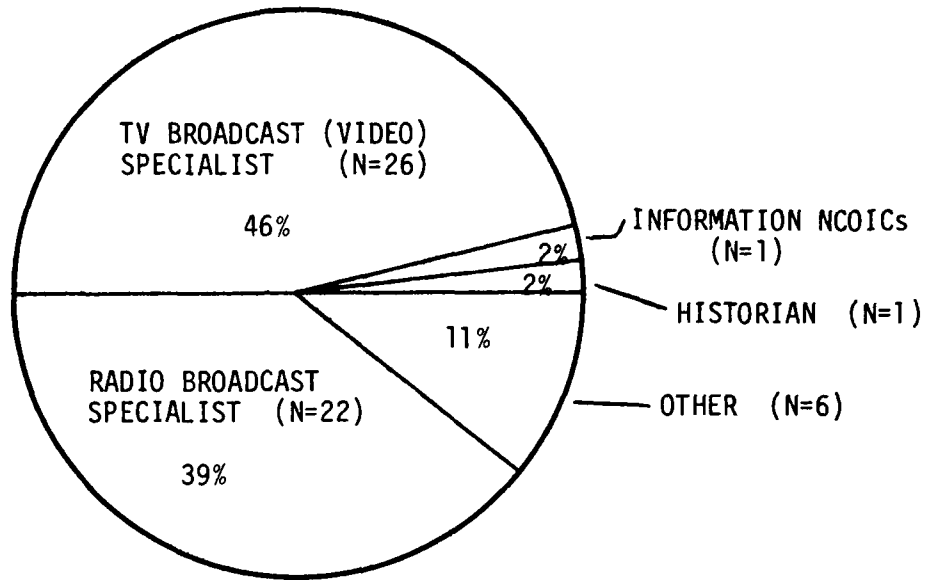
TABLE 49

RELATIVE PERCENT TIME SPENT PERFORMING DUTIES BY TAFMS GROUPS*
(AFSC 791X1)

DUTIES	MONTHS TAFMS					
	1-48 (N=56)	49-96 (N=47)	97-144 (N=36)	145-192 (N=34)	193-240 (N=28)	241+ (N=13)
A ORGANIZING AND PLANNING	3	3	4	12	11	14
B DIRECTING AND IMPLEMENTING	1	2	4	9	9	11
C INSPECTING AND EVALUATING	-	2	2	9	7	7
D TRAINING	-	2	4	7	6	6
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	3	2	3	7	7	3
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	8	9	9	9	11	14
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	9	7	7	4	5	5
H PERFORMING INTERNAL INFORMATION FUNCTIONS	1	1	2	-	-	-
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	2	1	-	1	1	4
J PERFORMING MEDIA RELATIONS FUNCTIONS	2	2	1	1	1	3
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	8	6	6	7	6	5
L PERFORMING AUDIO FUNCTIONS	34	30	25	12	12	9
M PERFORMING VIDEO FUNCTIONS	23	28	28	17	21	10
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	4	5	6	4	3	3
O COLLECTING AND PREPARING HISTORICAL MATERIALS	1	-	-	1	1	2
P MAINTAINING HISTORICAL MATERIALS	1	-	-	1	1	1

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

TABLE 50

REPRESENTATIVE TASKS PERFORMED BY 791X1 FIRST-TERM PERSONNEL
(1-48 MONTHS TAFMS)

TASKS		PERCENT MEMBERS PERFORMING (N=56)
L384	OPERATE AUDIO CONSOLES	82
L386	OPERATE AUDIO RECORDERS	82
L383	EDIT OR SPLICE AUDIO TAPES	71
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	71
L388	OPERATE TURNTABLES	70
L393	PERFORM RADIO SPOT ANNOUNCEMENTS	61
L390	PERFORM AS RADIO ANNOUNCER	61
L385	OPERATE AUDIO PATCH PANELS	59
L375	CLEAN AUDIO RECORDING OR PLAYBACK HEADS	55
L396	SELECT AND PLACE MICROPHONES	50
K358	CLEAN FILM, RECORD, OR VIDEO TAPE	48
L389	PERFORM AS NARRATOR	45
M434	OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	45
L398	SELECT MUSIC FOR RADIO BROADCASTS	45
G236	EDIT RADIO SCRIPTS	45
M418	EDIT OR SPLICE VIDEO MATERIALS	43
L392	PERFORM AS RADIO NEWSCASTER	43
L382	DUPLICATE AUDIO TAPES	41
M425	OPERATE CHARACTER GENERATORS	41
M417	DUPLICATE VIDEO TAPES	41
M419	ENSURE PROPER APPEARANCE OF TALENT	41
M432	OPERATE VIDEO CONSOLES	39
M436	PERFORM AS TELEVISION ANNOUNCER	39
M431	OPERATE REMOTE VIDEO TAPE RECORDER (VTR) CONTROLS	39
L374	ADAPT COPY OR SCRIPT FOR RADIO PRESENTATIONS	38
M416	DIRECT VIDEO TAPE EDITING	38
G263	WRITE RADIO SCRIPTS	38
M420	INSPECT CONDITION OF VIDEO MATERIALS	38
M429	OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS	38
M422	INSTRUCT TALENT	32

TABLE 51

EQUIPMENT USED BY 20 PERCENT OR MORE FIRST-TERM PERSONNEL
(791X1)

EQUIPMENT	PERCENT MEMBERS USING (N=56)
TYPEWRITERS	91
AUDIO CONSOLES	88
AUDIO TAPE RECORDERS	88
TURNTABLES	74
AUDIO PATCH PANELS	68
TAPE EDITORS	57
COPY MACHINES	54
VIDEO EDITING SYSTEMS	52
VIDEOTAPE RECORDERS	52
CHARACTER GENERATORS	46
VIDEO CONTROL CONSOLES	45
STUDIO TELEVISION CAMERAS	41
MINICAMERAS	36
PORTABLE LIGHTING SYSTEMS	36
ELECTRONIC FIELD PRODUCTION (EFP) EQUIPMENT	34
LIGHTING FIXTURES	34
LIGHTING DIMMERS	30
TELECINES	30
VIDEO PATCH PANELS	29
MICROPHONE BOOMS	27
AM/FM RADIO PROGRAM AUTOMATION SYSTEMS	25
TELEPROMPTER	25
FILM STORAGE CABINETS OR RACKS	23
LIGHTING PATCH PANELS	23
FILM SPLICERS	21
TELEPRINTERS (TELETYPE)	21

TABLE 52

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS
(PERCENT MEMBERS PERFORMING*)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	791X1 (N=56)	COMP SAMPLE (N=1,302)	791X1 (N=47)	COMP SAMPLE (N=910)	791X1 (N=111)	COMP SAMPLE (N=1,342)
EXPRESSED JOB INTEREST:						
DULL	11	14	9	13	8	8
SO-SO	9	18	13	18	7	12
INTERESTING	80	67	77	68	84	78
PERCEIVED UTILIZATION OF TALENTS:						
LITTLE OR NOT AT ALL	18	24	21	23	18	15
FAIRLY WELL TO PERFECTLY	80	75	77	76	82	84
PERCEIVED UTILIZATION OF TRAINING:						
LITTLE OR NOT AT ALL	18	21	26	24	17	20
FAIRLY WELL TO PERFECTLY	82	77	72	75	83	79
REENLISTMENT INTENTIONS:						
PLAN TO RETIRE	-	-	-	-	20	19
NO, OR PROBABLY NO	54	34	36	21	11	7
YES, OR PROBABLY YES	45	65	64	79	69	73

* Columns may not add up to 100 percent due to no response or rounding
- Less than 1 percent

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SPECIALTY TRAINING
(791X1)

Occupational survey data are a source of information which may be used to determine relevancy of training documents. OSR factors which may be used to evaluate training are: primarily percent members performing and, secondarily, training emphasis (TE) and task difficulty (TD) ratings. These factors may assist managers in determining the most appropriate tasks to train and the most appropriate type of training: formal training (structured), CDC or OJT, supplementary or advanced.

Percent members performing tasks, along with TE and TD ratings, were used to evaluate the Specialty Training Standard (STS), Plan of Instruction (POI), and Career Development Course (CDC) for the 791X1 career ladder. Experienced training personnel matched inventory tasks to appropriate sections of the STS, POI, and CDC. Based on this matching, computer listings displaying percent members performing, TE, and TD ratings were obtained. These computer products are contained in the Training Extract, which is provided for training managers to review. A summary of that information is presented below.

Task Factor Ratings
(Secondary Factors)

Training emphasis ratings were collected from 40 experienced 791X1 career ladder NCOs. The TE ratings are based on a scale of zero (no training required) to nine (extremely heavy training required). These ratings were processed to provide a rank-order listing of tasks from high degree of emphasis to no training required. The average TE rating was 1.73, with a standard deviation of 1.94. The interrater reliability (as assessed through components of variance of standard group means) was .97, which represents a high degree of agreement. Tasks rated above 3.67 are high in TE and should be considered for formal training. (For a more detailed explanation of these ratings, see the section on **Task Factor Administration** under SURVEY METHODOLOGY.)

Table 53 lists the top 25 tasks indicated as the most important for first-enlistment training (based on TE ratings). These tasks indicate the type of tasks or knowledge considered important for first-term training by senior personnel in the career ladder. All of the tasks listed have a TE of more than two standard deviations beyond the mean, which indicates training is extremely important for these tasks. Four of the tasks are performed by less than 30 percent of the first-term incumbents; however, along with very high TE, these tasks are also rated above the mean in task difficulty. Three of the tasks were related to television broadcast functions. In the career ladder structure, two separate areas of the 791X1 career ladder were identified: radio broadcasting and television broadcasting. The TE ratings reflect the importance of training in both areas even though the overall percentages for all 791X1s may be smaller than normal. Two of the 25 tasks were not matched with the POI. An additional 24 tasks were rated high in TE and not matched with the POI. These should also be considered for possible training.

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A total of 110 tasks were rated high in TE. Some of the tasks reflect low overall percent members performing; however, the vast majority are accomplished by members of one of the clusters. For instance, only 23 percent of the total first-termers "Select TV visuals" compared to 50 percent of those working in the Television Broadcast cluster.

Tasks rated average (1.73) generally were performed by less than 10 percent of the first-term personnel. Those rated the lowest were related to Historian responsibilities.

Since the TE and TD ratings reflect the combined opinions of experienced 791X1 incumbents, the data can assist training personnel in deciding what entering personnel should know. For instance, if a task has at least 50 percent of the first-term personnel performing and high secondary factors (TE and TD), it should be considered for formal training. If a task has a lower percentage performing but high TE or TD ratings, it may be considered for formal or follow-on training of some type. Low TD and TE ratings may indicate a task does not need to be covered in a formal course, but this decision is secondary to percent members performing, criticality, contingency, or safety programs.

TABLE 53

EXAMPLES OF TASKS RATED HIGH IN TRAINING EMPHASIS FOR 791X1 PERSONNEL

TASKS		TNG EMPH*	PERCENT FIRST ENLIST PERFORMING	TASK DIFF**
M432	OPERATE VIDEO CONSOLES	7.30	39	5.89
M438	PERFORM AS TELEVISION NEWSCASTER	7.27	14	6.75
L390	PERFORM AS RADIO ANNOUNCER	7.10	61	5.70
L392	PERFORM AS RADIO NEWSCASTER	7.07	43	6.08
M418	EDIT OR SPLICE VIDEO MATERIALS	7.07	43	5.19
M406	CONDUCT TELEVISION INTERVIEWS	7.00	32	6.32
M429	OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS	6.80	38	5.56
M436	PERFORM AS TELEVISION ANNOUNCER	6.80	39	6.07
M415	DIRECT TELEVISION PRODUCTIONS	6.77	34	7.39
L384	OPERATE AUDIO CONSOLES	6.75	82	4.92
M434	OPERATE VIDEOTAPE RECORDERS OR PLAYBACK UNITS	6.68	45	4.41
***M425	OPERATE CHARACTER GENERATORS	6.65	41	5.14
L393	PERFORM RADIO SPOT ANNOUNCEMENTS	6.60	61	5.45
L386	OPERATE AUDIO RECORDERS	6.52	82	3.90
L388	OPERATE TURNTABLES	6.52	70	3.20
L378	CONDUCT RADIO INTERVIEWS	6.50	34	5.90
M431	OPERATE REMOTE VIDEOTAPE RECORDER (VTR) CONTROLS	6.40	39	4.26
L383	EDIT OR SPLICE AUDIO TAPES	6.30	71	4.35
***M416	DIRECT VIDEOTAPE EDITING	6.12	38	6.54
M454	SET UP TV STUDIO LIGHTING	6.12	23	6.05
M446	PERFORM TELEVISION SPOT ANNOUNCEMENTS	6.02	23	5.66
L398	SELECT MUSIC FOR RADIO BROADCASTS	6.00	45	5.00
L389	PERFORM AS NARRATOR	5.87	45	5.21
G269	WRITE TELEVISION SCRIPTS	5.82	29	6.37
L385	OPERATE AUDIO PATCH PANELS	5.82	58	4.57

  * Training emphasis mean is 1.73, with SD of 1.94
 ** Task difficulty mean is 5.0, with SD of 1.0
*** Not matched to POI

791X1 Specialty Training Standard (STS)

A review of the 791X1 STS, dated August 1983, compared survey data to the STS. STS paragraphs containing Security, Safety, and Graduate Evaluation were not considered since these statements must be included in each training standard.

A copy of the computer product generated by the match is included in the Training Extract. Information furnished on the computer printout includes percent members performing for first-enlistment (1-48 months TAFMS), 5-skill level and 7-skill level groups, TE, and TD. Tasks not matched to any elements are listed at the end of the STS display. Under the new guidelines established in AFR 8-13, ATC Sup 1, tasks or knowledge performed by 20 percent or more personnel in a given skill level should be included in the STS. The new policy also eliminates the requirement for a proficiency code at each skill level, establishing a "go, no go" policy for performance. Proficiency codes will be established for resident training and CDC career knowledge.

Based on the new guidelines, the STS elements are adequately covered. In reviewing the STS, particular attention should be paid to the percent members performing for the first-enlistment and 5-skill level. Some of the elements are supported at the 7-skill level; however, percentages of 3- and 5-skill level personnel may not reach the 20 percent criterion. TE and TD ratings, along with percent members performing, should assist training personnel in determining performance codes for resident training and knowledge requirements for CDC coverage.

A few tasks were not matched to the STS, vet had 20 percent or more performing at a given level. These tasks are:

    M433 Operate video patch panels
    F190 Operate audiovisual equipment
    H291 Proofread copy
    F213 Read citations for award or retirement ceremonies

These tasks should be reviewed for possible inclusion in the STS.

791X1 Plan of Instruction (POI)

The G5ABA79131 POI, dated September 1983, was matched with survey task statements and a computer printout was generated displaying the results of this process. Information furnished includes percent members performing for first-enlistment personnel (1-48 months TAFMS), as well as TE and TD ratings. Survey data (based on percent performing, TF, or TD) generally supported the POI blocks.

A few tasks performed by 30 percent or more of the first-enlistment group were not referenced to the POI. As noted in Table 54, most of the tasks involved operation and maintenance of audio and video equipment. All of the "unmatched" tasks had high TE ratings and should be considered for training.

TABLE 54

TASKS NOT MATCHED WITH 791X1 POI

TASKS		TNG EMPH*	% 1ST ENL PERF	TASK DIFF**
M425	OPERATE CHARACTER GENERATORS	6.65	41	5.14
M416	DIRECT VIDEOTAPE EDITING	6.12	38	6.54
L375	CLEAN AUDIO RECORDING OR PLAYBACK HEADS	5.35	48	3.56
K358	CLEAN FILM, RECORDS, OR VIDEOTAPE	5.18	48	3.56
L380	DIRECT AUDIO TAPE HEADING	4.98	38	5.13
L382	DUPLICATE AUDIO TAPES	4.90	41	3.40
M417	DUPLICATE VIDEO TAPES	4.90	41	3.58

* Training emphasis mean is 1.73, with a standard deviation of 1.9
** Task difficulty mean is 5.00, with a standard deviation of 1

791X1 Career Development Course (CDC)

The Career Development Course (CDC) is designed to provide supplemental training. To see if the CDC could be made more effective, subject-matter experts matched survey task statements with the learning objectives for the 79151 CDC. A computer product was generated to show percent members performing for each skill level, the combined 3-, 5-, and 7-skill level personnel, TE, and TD. In addition, tasks not referenced to the CDC learning objectives are shown at the end of the computer printout. These data may be used to evaluate CDC content and establish knowledge-level codes. The "unmatched" tasks may be used to identify additional areas which should be available for reference.

Basically, the technical areas of the CDC are well documented; however, learning objectives involving management or supervisory skills are not supported at the 5-skill level. Table 55 lists the tasks performed by 20 percent or more 79151s which were not referenced to the CDC. These tasks should be considered for inclusion in the CDC.

TABLE 55

TASKS NOT MATCHED WITH 79151 CDC

TASKS		TNG EMPH*	PERCENT 79151 PERFORMING	TASK DIFF**
M425	OPERATE CHARACTER GENERATORS	6.65	46	5.14
M447	PLACE STUDIO EQUIPMENT OR PROPS IN STORAGE	3.72	22	2.99
F166	ARRANGE FOR MAILING OR SHIPMENT OF EQUIP- MENT, SUPPLIES, OR MATERIALS	3.53	24	4.44
F190	OPERATE AUDIOVISUAL EQUIPMENT	2.93	25	3.62
F193	OPERATE SLIDE PROJECTORS	2.72	22	2.89
H291	PROOFREAD COPY	1.78	22	5.10
F175	COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	1.50	25	4.90

 * Training emphasis mean is 1.73, with a standard deviation of 1.94
** Task difficulty mean is 5.00, with a standard deviation of 1.0
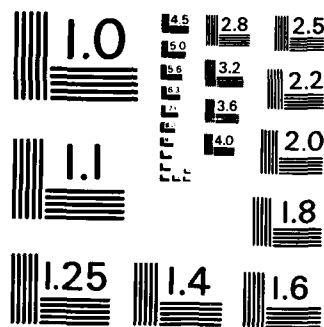
MICROCOPY RESOLUTION TEST CHART

NATIONAL BUREAU OF STANDARDS-1963-A

COMPARISON OF 791X1 MAJCOMs

Tasks performed and background data for personnel in the 791X1 population were compared to determine whether job content varied as a function of major command assignment. Table 56 presents background data for those commands having at least 10 members in the sample. Time spent performing in each duty area are shown across commands in Table 57. Jobs performed by 791X1, Radio and Television Broadcasting career ladder personnel, were similar across MAJCOMs. The majority of their time is spent performing audio, video, filming, and electronic field production (EFP) functions. This is consistent with their role as radio and television broadcasters. SAC personnel reported they did more writing and tasks dealing with audiovisual materials and equipment than those in other commands.

TABLE 56

SELECTED BACKGROUND DATA FOR 791X1 MAJCOM GROUPS

	USAFE	ATC	PACAF	SAC	AFSINC
NUMBER IN MAJCOM	31	11	11	11	123
AVERAGE NUMBER OF TASKS PEFORMED	41	59	48	70	64
JOB DIFFICULTY INDEX (JDI)	8.6	10.2	10.4	11.5	12.2
DAFSC DISTRIBUTION:					
79131	15%	0%	9%	9%	7%
79151	77%	54%	36%	64%	50%
79171	8%	45%	54%	27%	43%
AVERAGE MONTHS IN CAREER FIELD	48	109	87	79	82
AVERAGE MONTHS IN SERVICE	62	137	101	96	122
PERCENT IN FIRST ENLISTMENT	62%	27%	36%	27%	20%
PERCENT SUPERVISING	8%	18%	18%	27%	44%

TABLE 57

AVERAGE TIME SPENT PERFORMING DUTIES BY MAJCOM GROUPS*
(AFSC 791X1)

DUTIES	USAFE (N=13)	ATC (N=11)	PACAF (N=11)	SAC (N=11)	AFSINC (N=123)	TOTAL (N=214)
A ORGANIZING AND PLANNING	2	5	5	2	8	6
B DIRECTING AND IMPLEMENTING	1	3	5	2	6	5
C INSPECTING AND EVALUATING	-	1	2	1	4	3
D TRAINING	-	5	1	1	3	3
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	3	8	3	10	4	4
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	8	18	5	17	7	9
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	9	8	7	16	6	7
H PERFORMING INTERNAL INFORMATION FUNCTIONS	1	-	-	3	1	1
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	3	-	12	-	1
J PERFORMING MEDIA RELATIONS FUNCTIONS	-	8	-	14	-	2
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	13	1	5	2	8	7
L PERFORMING AUDIO FUNCTIONS	41	15	19	11	27	24
M PERFORMING VIDEO FUNCTIONS	21	18	32	6	21	23
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	1	5	9	1	4	4
O COLLECTING AND PREPARING HISTORICAL MATERIALS	-	-	5	-	-	1
P MAINTAINING HISTORICAL MATERIALS	-	-	1	-	-	-

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

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COMPARISON OF CONUS AND OVERSEAS 791X1 GROUPS

Twenty-eight CONUS and 82 overseas 5-skill level 791X1s were compared. The 791X1 career ladder is unique in that its primary function, radio and television broadcasting, is accomplished overseas. Upon rotation, most incumbents return to a secondary AFSC, such as 232X0, Audiovisual Production.

Differences in duty area time are shown in Table 58. Both overseas and CONUS groups perform video functions; however, the overseas group spends more time performing audio functions. CONUS members spend some time in areas related to public affairs positions, such as performing community or media relations functions. Table 59 provides a list of tasks which differentiate between the two samples. The tasks which differentiate the two groups highlight the differences shown in the duty areas.

Personnel assigned to the CONUS perform a slightly broader job (64 average tasks versus 50 for the overseas group); however, the JDI for the overseas group is slightly higher.

Background data for the two groups show a difference in job satisfaction (see Table 60). Overseas 791X1s have a higher percent expressing positive job interest, use of talents and training. Despite the discrepancy in job utilization and interest, the percentage indicating they will probably reenlist is the same for both groups.

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TABLE 58

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CONUS VS OVERSEAS GROUPS*
(AFSC 791X1)

DUTIES	CONUS 79151 (N=28)	OVERSEAS 79151 (N=82)
A ORGANIZING AND PLANNING	3	3
B DIRECTING AND IMPLEMENTING	3	2
C INSPECTING AND EVALUATING	2	1
D TRAINING	2	1
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	8	2
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	15	7
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	9	8
H PERFORMING INTERNAL INFORMATION FUNCTIONS	2	1
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	6	-
J PERFORMING MEDIA RELATIONS FUNCTIONS	8	-
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	3	8
L PERFORMING AUDIO FUNCTIONS	13	34
M PERFORMING VIDEO FUNCTIONS	22	27
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	4	6
O COLLECTING AND PREPARING HISTORICAL MATERIALS	-	-
P MAINTAINING HISTORICAL MATERIALS	-	-

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

TABLE 59

TASKS WHICH DIFFERENTIATE BETWEEN 5-SKILL LEVEL
CONUS AND OVERSEAS PERSONNEL
(PERCENT MEMBERS PERFORMING)
(791X1)

TASKS		CONUS (N=28)	OVERSEAS (N=82)	DIFFERENCE
F193	OPERATE SLIDE PROJECTORS	61	9	+52
F190	OPERATE AUDIOVISUAL EQUIPMENT	61	12	+49
J339	ESCORT NEWS MEDIA REPRESENTATIVES	43	0	+43
J340	FORWARD PROMOTIONAL MATERIAL ON MILITARY EVENTS TO MEDIA	39	0	+39
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPERS, OR PRODUCTION LOGS	43	9	+34
J349	PROVIDE NEWS RELEASES AND NEWS BEEPERS FOR RADIO, TV, AND PRINT MEDIA	43	10	+33
J334	COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	32	0	+32
J337	DOCUMENT NEWS MEDIA INQUIRIES	32	0	+32
J343	MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	32	0	+32
. . . .				
L393	PERFORM RADIO SPOT ANNOUNCEMENTS	21	63	-41
L398	SELECT MUSIC FOR RADIO BROADCASTS	11	50	-39
L390	PERFORM AS RADIO ANNOUNCER	29	63	-34
L383	EDIT OR SPLICE AUDIO TAPES	46	80	-34
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	43	77	-34
L392	PERFORM AS RADIO NEWSCASTER	18	51	-33
L388	OPERATE TURNTABLES	50	83	-33
L384	OPERATE AUDIO CONSOLES	57	88	-31
L357	CATALOG AND LABEL ARMED FORCES RADIO AND TELEVISION SERVICE (AFRTS) PROGRAMMING MATERIALS	7	38	-31
L385	OPERATE AUDIO PATCH PANELS	36	62	-26
K359	CONDUCT OR PARTICIPATE IN RADIO OR TV BROADCAST CRITIQUE SESSIONS	11	37	-26
K358	CLEAN FILM, RECORD, OR VIDEOTAPE	25	48	-23

Average Number of Tasks
    CONUS - 69
    Overseas - 50

JDI
    CONUS - 9.9
    Overseas - 10.2

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TABLE 60

COMPARISON OF JOB SATISFACTION INDICATORS BY
CONUS AND OVERSEAS GROUPS
(PERCENT RESPONDING*)
(791X1)

	CONUS 79151 (N=28)	OVERSEAS 79151 (N=82)
EXPRESSED JOB INTEREST:		
DULL	14	7
SO-SO	25	7
INTERESTING	57	84
PERCEIVED UTILIZATION OF TALENTS:		
LITTLE OR NOT AT ALL	39	17
FAIRLY WELL TO PERFECTLY	57	82
PERCEIVED UTILIZATION OF TRAINING:		
LITTLE OR NOT AT ALL	36	18
FAIRLY WELL TO PERFECTLY	61	82
REENLISTMENT INTENTIONS:		
PLAN TO RETIRE	-	2
NO, OR PROBABLY NO	39	37
YES, OR PROBABLY YES	61	61

* Columns may not add up to 100 percent due to no response or
rounding

SECTION IV

HISTORIAN CAREER LADDER
(791X2)

ANALYSIS OF 791X2 DAFSC GROUPS

As discussed in SECTION II, data relating to DAFSC groups is part of the analysis of each career ladder. Over 80 percent of the 791X2 personnel are cross-trainees. Therefore, our survey sample only includes 5- and 7-skill level personnel. The distribution of 791X2 skill levels across jobs identified in the career ladder structure analysis is displayed in Table 62. Table 61 shows the relative percent time spent on each duty area for the 5- and 7-skill level codes.

The career ladder structure analysis indicates that the 791X2 are uniquely performing tasks related to their duties as Air Force Historians. There is no overlap with the other career ladders in the 791XX career field. Ninety-six percent of the 5-skill level and 92 percent of the 7-skill level were contained within the Historian independent job type. As shown in Table 62, their duty time is focused toward collecting and preparing historical materials or maintaining historical materials. DAFSCs 79152 and 79172 are discussed below.

DAFSC 79152. The 79152 incumbents represent 48 percent of the career ladder sample (N=100). They perform an average of 93 tasks, with 40 tasks occupying 50 percent of their time. Ninety-two percent indicate their job title is Historian; 4 percent, NCOIC Office of History; and 2 percent, Staff Historian. Although they have served an average of 119 months in the military, their average time in the career field is 39 months. SAC is the largest user of the 79152s. Thirty-one percent are assigned overseas.

A list of representative tasks for the 5-skill level Historians are given in Table 63. Typical tasks performed include:

      write narratives for historical reports
      research read files for historically significant
        documents
      prepare footnotes for historical reports
      assemble historical narrative and supporting document
        volumes
      maintain historical files
      prepare list of supporting documents for historical
        reports

DAFSC 79172. Fifty-two of the 100 791X2s surveyed hold a 7-skill level code. These individuals represent senior members of the Air Force with a broad range of military experience (average time in the service is 159 months). Over 80

percent have served in other career ladders. They have been in the Historian career ladder an average of 73 months. SAC, TAC, and USAFE are the prime command assignments. Forty-two percent are stationed overseas.

While spending their time on historical responsibilities, they perform an average of 98 tasks, with approximately 43 tasks consuming 50 percent of their job time. Seventy-nine percent indicate their job title is Historian; 12 percent, NCOIC Office of History; and 8 percent, Staff Historian. Nineteen percent indicate they are supervising. The relative small number of personnel supervising may be due to the nature of historian assignments in that many are serving in one-deep positions.

Examples of individual tasks accomplished by these technicians are presented in Table 64. Table 65 shows examples of tasks performed by both the 5- and 7-skill level personnel. Differences between the 5- and 7-skill level personnel are illustrated in Table 66. The 5-skill level personnel appear to be performing more day-to-day administrative work, such as make entries on AF Forms 80 or 82 or initiate work orders. The 7-skill level is performing a more evaluative role, such as evaluate budget or finacial requirements, unit histories, procedures, or compliance with performance standards. While there are some differences between the specialists and the technician, there is still considerable overlap in the jobs performed by both skill levels. In fact, there is an overlap of 88 percent on time spent on joint tasks, which further emphasizes the commonality of many of the tasks performed.

TABLE 61

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS*
(AFSC 791X2)

DUTIES	DAFSC 79152 (N=48)	DAFSC 79172 (N=52)
A ORGANIZING AND PLANNING	4	6
B DIRECTING AND IMPLEMENTING	2	3
C INSPECTING AND EVALUATING	5	6
D TRAINING	1	2
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	11	9
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	10	10
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	4	4
H PERFORMING INTERNAL INFORMATION FUNCTIONS	1	-
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	-
J PERFORMING MEDIA RELATIONS FUNCTIONS	-	-
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-
L PERFORMING AUDIO FUNCTIONS	-	-
M PERFORMING VIDEO FUNCTIONS	-	-
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	1	1
O COLLECTING AND PREPARING HISTORICAL MATERIALS	52	49
P MAINTAINING HISTORICAL MATERIALS	9	10

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

TABLE 6?

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS CAREER
LADDER CLUSTERS AND INDEPENDENT JOB TYPE
(PERCENT MEMBERS)*
(791X2)

JOB GROUPS	DAFSC 79152 (N=48)	DAFSC 79172 (N=52)
I. TV BROADCAST (VIDEO) SPECIALISTS (GRP37, N=99)	-	-
II. RADIO BROADCAST (AUDIO) SPECIALISTS (GRP56, N=75)	-	-
III. INFORMATION NCOICs (GRP67, N=166)	-	-
IV. EDITORIAL STAFF (GRP129, N=203)	-	-
V. COMMUNITY RELATIONS PERSONNEL (GRP45, N=45)	-	-
VI. MANAGERS (GRP77, N=36)	-	-
VII. HISTORIANS (GRP173, N=99)	96	92
OTHER	4	6

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

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TABLE 63

REPRESENTATIVE TASKS PERFORMED BY 79152 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=48)
0526 WRITE NARRATIVES FOR HISTORICAL REPORTS	98
0512 RESEARCH READ FILES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	98
0496 PREPARE FOOTNOTES FOR HISTORICAL REPORTS	98
0481 ASSEMBLE HISTORICAL NARRATIVE AND SUPPORTING DOCUMENT VOLUMES	98
P535 MAINTAIN HISTORICAL FILES	98
0503 PREPARE LIST OF SUPPORTING DOCUMENTS FOR HISTORICAL REPORTS	98
P534 MAINTAIN HISTORICAL ARCHIVES	98
0516 SELECT DOCUMENTS FOR USE IN PREPARING HISTORICAL REPORTS	96
0511 RESEARCH ORGANIZATIONAL FILES, LIBRARIES, OR ARCHIVES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	96
0523 WRITE ABSTRACTS FOR HISTORICAL REPORTS	96
0495 PREPARE DOCUMENTS FOR INCLUSION IN SUPPORTING DOCUMENT VOLUMES	96
0510 RESEARCH HISTORICAL ARCHIVES	96
0517 SELECT OR VERIFY AUTHENTICITY OF SUPPORTING DOCUMENTS	96
0491 PREPARE APPENDICES FOR HISTORICAL REPORTS	96
0493 PREPARE CHRONOLOGIES FOR HISTORICAL REPORTS	96
P530 BIND HISTORICAL REPORTS	96
0482 CONDUCT INTERVIEWS TO SUPPLEMENT HISTORICAL MATERIALS	96
E160 PREPARE QUARTERLY HISTORICAL SERVICES OR QUERIES REPORTS	96
0509 PROOFREAD HISTORICAL REPORTS	94
0519 SELECT TOPICS FOR COVERAGE IN HISTORICAL REPORTS	94
0483 COORDINATE FINAL REVIEWS OF HISTORICAL REPORTS WITH STAFF PERSONNEL	94
0520 TAKE NOTES AT MEETINGS OR EVENTS FOR HISTORICAL DOCUMEN-TATION	94
P532 EVALUATE INDIVIDUAL REQUESTS FOR HISTORICAL INFORMATION	94
0507 PREPARE TABLE OF CONTENTS FOR HISTORICAL REPORTS	94
0487 ESTABLISH PROCEDURES FOR COLLECTING HISTORICAL MATERIALS	94
0489 MARK HISTORICAL REPORTS TO REFLECT SECURITY CLASSIFICATION	94
0499 PREPARE GLOSSARIES FOR HISTORICAL REPORTS	94
0518 SELECT PHOTOGRAPHS FOR USE IN HISTORICAL REPORTS	94
0506 PREPARE SECURITY MARKINGS FOR HISTORICAL REPORTS	94
0508 PREPARE TITLE PAGES FOR HISTORICAL REPORTS	94

791X2 Specialty Training Standard (STS)

A review of STS 791X2, dated September 1978, compared STS elements to survey data. STS paragraphs containing general information or subject-matter knowledge requirements were not evaluated.

Several elements under the paragraph describing supervision were not supported by the 1-48 months TICF or 5-skill level groups. This is not surprising in that only 13 percent of the 791X2s in the survey sample indicate they are supervising. Additionally, only 21 percent of the 7-skill personnel supervise. The following elements reflect this discrepancy: 5A(3), 5A(6), 5A(7), 5A(8), and 5A(9). The same type of experience level is found in the elements involving training. A few areas are supported at the 7-skill level. Only one task in this area was performed by at least 20 percent across all levels: "Evaluate cross trainee applicants." The lack of supportive performance in these areas is a reflection on the structure of the career field, in that many are serving in nonsupervisory positions. While under the new guidelines, the elements in this area are supported, these factors should be considered in developing other training formats.

Element 8E, "Review histories prepared by subordinate units for compliance with directives," was matched with tasks performed by sufficient first-term personnel to consider coding for this level.

A few inventory tasks performed by 20 percent or more of a given level were not matched to STS elements. Table 73 provides a listing of these tasks. Several of these tasks are related to photographic or audiovisual type aids. These tasks should be considered for possible inclusion in the STS.

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TABLE 72

EXAMPLES OF TASKS RATED HIGH IN TRAINING EMPHASIS FOR 791X2 PERSONNEL

'ASKS		TNG EMPH*	PERCENT FIRST TOUR PERFORMING	TASK DIFF**
)489	MARK HISTORICAL REPORT; TO REFLECT SECURITY CLASSIFI-CATION	7.31	92	5.37
)516	SELECT DOCUMENTS FOR USE IN PREPARING HISTORICAL REPORTS	7.31	94	6.46
)526	WRITE NARRATIVES FOR HISTORICAL REPORTS	7.31	96	7.41
)511	RESEARCH ORGANIZATIONAL FILES, LIBRARIES, OR ARCHIVES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	7.06	96	6.28
)512	RESEARCH READ FILES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	7.06	98	5.92
0506	PREPARE SECURITY MARKINGS FOR HISTORICAL REPORTS	6.75	92	4.95
0481	ASSEMBLE HISTORICAL NARRATIVE AND SUPPORTING DOCUMENT VOLUMES	6.69	96	5.41
0483	COORDINATE FINAL REVIEWS OF HISTORICAL REPORTS WITH STAFF PERSONNEL	6.69	92	4.99
0486	EDIT HISTORICAL NARRATIVES	6.69	88	6.31
0496	PREPARE FOOTNOTES FOR HISTORICAL REPORTS	6.69	94	5.20
E136	MAINTAIN CURRENT OR FUTURE UNIT HISTORY FILES	6.62	90	4.96
0487	ESTABLISH PROCEDURES FOR COLLECTING HISTORICAL MATERIALS	6.62	92	5.73
0488	INTERVIEW UNIT COMMANDER OR KEY PERSONNEL TO OBTAIN A PERSPECTIVE OF HISTORICAL EVENTS	6.62	88	5.60
0493	PREPARE CHRONOLOGIES FOR HISTORICAL REPORTS	6.50	94	5.19
0517	SELECT OR VERIFY AUTHENTICITY OF SUPPORTING DOCU-MENTS	6.50	92	6.49
0519	SELECT TOPICS FOR COVERAGE IN HISTORICAL REPORTS	6.50	94	6.38
F225	SECURE CLASSIFIED MATERIALS	6.37	80	3.94
0510	RESEARCH HISTORICAL ARCHIVES	6.37	94	5.50
P535	MAINTAIN HISTORICAL FILES	6.37	96	4.78
0482	CONDUCT INTERVIEWS TO SUPPLEMENT HISTORICAL MATERIALS	6.31	94	5.71
0491	PREPARE APPENDICES FOR HISTORICAL REPORTS	6.25	94	5.47
F154	PREPARE AND MAINTAIN CLASSIFIED RECORDS	6.19	82	5.50
0514	SCREEN OR PRESERVE UNIT OR STAFF HISTORICAL MATERIALS	6.19	92	5.44
P534	MAINTAIN HISTORICAL ARCHIVES	6.19	96	4.87
0495	PREPARE DOCUMENTS FOR INCLUSION IN SUPPORTING DOCU-MENT VOLUMES	6.12	92	4.96

* Training emphasis mean is 1.35, with SD of 1.99
** Task difficulty mean is 5.0, with SD of 1.0

in the job inventory. This provides further impetus to the separation of the career ladder within the larger career field, Public Affairs. For the Historian career ladder, the TE ratings make an excellent summary index with which to examine training documents.

Since the TE and TD ratings reflect a consensus of opinions of experienced 791X2 incumbents, the data can assist training personnel in deciding what entering personnel should know on their first job. For instance, if a task has at least 50 percent of the first-term personnel performing, and high secondary factors (TE and TD), it should be considered for formal training. If a task has a lower percentage performing but high TE or TD ratings, it may be considered for formal or follow-on training of some type. Low TD and TE ratings may indicate a task does not need to be covered in a formal course, but this decision is secondary to percent members performing, criticality, contingency, or safety programs.

SPECIALTY TRAINING
(791X2)

Occupational survey data provide information which may be used to determine relevancy of training documents. OSR factors which may be used to evaluate training are: primarily, percent members performing and, secondarily, training emphasis (TE) and task difficulty (TD) ratings. These factors may assist managers in determining the most appropriate tasks to train and the most appropriate type of training: formal training (structured), CDC or OJT, supplementary or advanced.

Percent members performing tasks, along with TE and TD ratings, were used to evaluate the Specialty Training Standard (STS) and Plan of Instruction (POI) for the 791X2 career ladder. Experienced training personnel matched inventory tasks to appropriate sections of the STS and POI. Based on this matching, computer listings displaying percent members performing, TE and TD ratings were obtained. These computer products are contained in the Training Extract which is provided for training managers review. A summary of that information is presented below.

Task Factor Ratings
(Secondary Factors)

Sixteen NCOs in the 791X2 career ladder rated items on a 10-point scale in the job inventory on the degree of emphasis that should be placed on each task for first-term training. These ratings were processed to provide a rank-order listing from high degree of emphasis to no training required. The average rating was 1.35 and the standard deviation was 1.99, so tasks receiving a rating of 3.34 or above were considered high in training emphasis (TE). The interrater reliability (as assessed through components of variance of standard group means) was .95, which represents a substantial degree of agreement. (For a more complete description, see the section on Task Factor Administration under SURVEY METHODOLOGY).

Table 72 lists the 25 tasks rated highest in TE as examples to illustrate the types of tasks senior technicians considered important for first-term training. The Historian career ladder is very cohesive. Of the top tasks shown in Table 72, only three tasks were performed by less than 90 percent of the first-term incumbents. There are 95 tasks rated high in TE. Only two of these tasks had lower than 30 percent members performing. Six of these tasks were not matched to the POI. These tasks should be reviewed for possible consideration for training.

Tasks rated average (1.35 mean) generally were performed by small percentages of the 791X2s. Approximately 239 tasks were not rated. These tasks were primarily related to the 791X0 and 791X1 career ladder functions.

Overall, the tasks performed by relatively high percentages of 791X2 first-enlistment personnel received the highest TE ratings. The tasks not rated related to the 791X0 and 791X1 career ladders, which were also included

TABLE 71

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS
(PERCENT MEMBERS PERFORMING*)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	791X2 (N=8)	COMP SAMPLE (N=1,302)	791X2 (N=21)	COMP SAMPLE (N=910)	791X2 (N=71)	COMP SAMPLE (N=1,342)
EXPRESSED JOB INTEREST:						
DULL	-	14	5	13	7	8
SO-SO	25	18	14	18	10	12
INTERESTING	75	67	81	68	83	78
PERCEIVED UTILIZATION OF TALENTS:						
LITTLE OR NOT AT ALL	12	24	5	23	14	15
FAIRLY WELL TO PERFECTLY	88	75	95	76	86	84
PERCEIVED UTILIZATION OF TRAINING:						
LITTLE OR NOT AT ALL	38	21	19	24	23	20
FAIRLY WELL TO PERFECTLY	62	77	81	75	77	79
REENLISTMENT INTENTIONS:						
PLAN TO RETIRE	-	-	-	-	10	19
NO, OR PROBABLY NO	25	34	33	21	7	7
YES, OR PROBABLY YES	75	65	67	79	83	73

* Columns may not add up to 100 percent due to no response or rounding
- Less than 1 percent

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TABLE 70

EQUIPMENT USED BY 10 PERCENT OR MORE FIRST-TERM PERSONNEL
(791X2)

EQUIPMENT	PERCENT MEMBERS USING (N=50)
TYPEWRITERS	94
COPY MACHINES	92
CALCULATORS	76
MICROFILM/MICROFICHE READERS	76
WORD PROCESSING MACHINES	40
BOOK BINDING MATERIALS OR EQUIPMENT	38
STILL CAMERAS	36
AUDIO TAPE RECORDERS	22
MICROFILM/MICROFICHE READER-PRINTERS	22
SLIDE PROJECTORS, OTHER THAN TELECINE FILM CHAIN	18
OVERHEAD PROJECTORS	14
AUTOMATED DATA PROCESSING EQUIPMENT (ADPE/COMPUTER)	12
FILM PROJECTORS, OTHER THAN TELECINE FILM CHAIN	12

TABLE 69

REPRESENTATIVE TASKS PERFORMED BY 791X2 FIRST-TOUR PERSONNEL
(1-48 MONTHS TICF)

TASKS		PERCENT MEMBERS PERFORMING (N=50)
0512	RESEARCH READ FILES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	98
0526	WRITE NARRATIVES FOR HISTORICAL REPORTS	96
0511	RESEARCH ORGANIZATIONAL FILES, LIBRARIES, OR ARCHIVES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	96
0481	ASSEMBLE HISTORICAL NARRATIVE AND SUPPORTING DOCUMENT VOLUMES	96
0503	PREPARE LIST OF SUPPORTING DOCUMENTS FOR HISTORICAL REPORTS	96
P535	MAINTAIN HISTORICAL FILES	96
P534	MAINTAIN HISTORICAL ARCHIVES	96
0516	SELECT DOCUMENTS FOR USE IN PREPARING HISTORICAL REPORTS	94
0510	RESEARCH HISTORICAL ARCHIVES	94
0496	PREPARE FOOTNOTES FOR HISTORICAL REPORTS	94
0491	PREPARE APPENDICES FOR HISTORICAL REPORTS	94
0519	SELECT TOPICS FOR COVERAGE IN HISTORICAL REPORTS	94
P530	BIND HISTORICAL REPORTS	94
0493	PREPARE CHRONOLOGIES FOR HISTORICAL REPORTS	94
0482	CONDUCT INTERVIEWS TO SUPPLEMENT HISTORICAL MATERIALS	94
P532	EVALUATE INDIVIDUAL REQUESTS FOR HISTORICAL INFORMATION	94
0499	PREPARE GLOSSARIES FOR HISTORICAL REPORTS	94
0495	PREPARE DOCUMENTS FOR INCLUSION IN SUPPORTING DOCUMENT VOLUMES	92
0509	PROOFREAD HISTORICAL REPORTS	92
0517	SELECT OR VERIFY AUTHENTICITY OF SUPPORTING DOCUMENTS	92
0483	COORDINATE FINAL REVIEWS OF HISTORICAL REPORTS WITH STAFF PERSONNEL	92
0514	SCREEN OR PRESERVE UNIT OR STAFF HISTORICAL MATERIALS	92
0487	ESTABLISH PROCEDURES FOR COLLECTING HISTORICAL MATERIALS	92
0489	MARK HISTORICAL REPORTS TO REFLECT SECURITY CLASSIFICATION	92
0506	PREPARE SECURITY MARKINGS FOR HISTORICAL REPORTS	92
0507	PREPARE TABLE OF CONTENTS FOR HISTORICAL REPORTS	92
0508	PREPARE TITLE PAGES FOR HISTORICAL REPORTS	92
P539	RESPOND TO INQUIRIES FOR HISTORICAL INFORMATION	90
E136	MAINTAIN CURRENT OR FUTURE UNIT HISTORY RESEARCH FILES	90
0479	ARRANGE FOR REPRODUCTION OF HISTORICAL PRODUCTS	90

TABLE 68

PERCENT TIME SPENT PERFORMING DUTIES BY TAFMS GROUPS*
(RELATIVE PERCENT TIME)
(AFSC 791X2)

DUTIES	MONTHS TAFMS					
	1-48 (N=8)	49-96 (N=21)	97-144 (N=23)	145-192 (N=26)	193-240 (N=15)	241+ (N=7)
A ORGANIZING AND PLANNING	9	4	5	4	5	4
B DIRECTING AND IMPLEMENTING	4	2	2	3	2	3
C INSPECTING AND EVALUATING	4	5	5	6	6	8
D TRAINING	1	1	1	1	1	3
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	10	12	10	9	8	11
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	13	10	10	9	10	9
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	4	4	4	4	4	4
H PERFORMING INTERNAL INFORMATION FUNCTIONS	1	1	1	1	-	-
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	-	-	-	1	-
J PERFORMING MEDIA RELATIONS FUNCTIONS	-	-	-	-	-	1
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-	-	-	-	-
L PERFORMING AUDIO FUNCTIONS	-	-	-	-	-	-
M PERFORMING VIDEO FUNCTIONS	-	-	-	-	-	-
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	1	1	1	-	1	-
O COLLECTING AND PREPARING HISTORICAL MATERIALS	44	51	50	53	52	44
P MAINTAINING HISTORICAL MATERIALS	8	10	9	10	9	12

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

TABLE 67

PERCENT TIME SPENT PERFORMING DUTIES BY TICF GROUPS*
(RELATIVE PERCENT TIME)
(AFSC 791X2)

DUTIES	MONTHS IN CAREER FIELD		
	1-48 (N=50)	49-96 (N=31)	97+ (N=19)
A ORGANIZING AND PLANNING	5	5	5
B DIRECTING AND IMPLEMENTING	2	2	3
C INSPECTING AND EVALUATING	5	5	7
D TRAINING	1	1	2
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	11	8	9
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	11	9	8
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	4	5	3
H PERFORMING INTERNAL INFORMATION FUNCTIONS	1	-	-
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	1	-
J PERFORMING MEDIA RELATIONS FUNCTIONS	-	-	-
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-	-
L PERFORMING AUDIO FUNCTIONS	-	-	-
M PERFORMING VIDEO FUNCTIONS	-	-	-
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	1	1	-
O COLLECTING AND PREPARING HISTORICAL MATERIALS	48	53	52
P MAINTAINING HISTORICAL MATERIALS	9	10	10

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

ANALYSIS OF 791X2 EXPERIENCE GROUPS

Reviewing utilization patterns for survey respondents at different total active federal military service (TAFMS) points provides a guide to how jobs and responsibilities change over time. Because so many of the 791X2 personnel are cross-trained, time in career field (TICF), as well as TAFMS, was used to analyze the progression of personnel within the Historian career ladder. As Table 67 shows, the 791X2 job is focused on collecting and preparing historical materials. Based on percent of time spent on each duty area, there is very little difference between incumbents with 1-48, 49-96, or 97+ months TICF. Table 68 presents information for each TAFMS group across inventory duty areas. Again, work time is centered on collecting and preparing historical materials across all levels of service time. Again, this may be because most 791X2 incumbents are serving in one-deep positions. Only 13 percent are in supervisory positions. These factors combine to limit the opportunity for performing management-level duties depicted in the inventory.

First-Tour Personnel

Personnel spending their first tour as a 791X2 spend their time collecting, preparing, and maintaining historical materials. Those in their first tour represent half of the survey sample. The tasks they perform are completed by almost all personnel, as shown in Table 69. Typical tasks include research read files for historically significant documents; write narratives for historical reports; research organizational files, libraries, or archives for historically significant documents; and maintain historical files. All 791X2 first-tour personnel were included within the Historian independent job type identified in the career ladder structure analysis. Table 70 gives a list of equipment utilized by 791X2 personnel.

Job Satisfaction

Table 71 gives data showing job interest, perceived utilization of talents and training, and reenlistment intent of selected TAFMS groups and a comparative sample of command support personnel. The 791X2 personnel indicate higher job interest and perceived utilization of training across the three TAFMS groups than the comparative sample. First-termers (1-48 months TAFMS), however, show less satisfaction in use of training than other command support personnel. This may be a reflection of the small number (N=8) of first-term personnel in the 791X2 sample. Reenlistment intent is positive for the first-termers and career personnel. The middle group (49-96 months TAFMS), however, show a drop in comparison to the comparative sample. Overall, the career field shows a positive approach to their job.

ANALYSIS OF THE 791X2 AFR 39-1 SPECIALTY DESCRIPTION

Survey data were compared to the AFR 39-1 Specialty Description for the 791X2, Historian, career ladder. The specialty descriptions appear to generally reflect the responsibilities of the AF Historians. With more detailed information from the present OSR, it might be possible to provide a more in-depth description of the specialists and technician jobs. For instance, Historians are responsible not only for writing their reports, but also for typing, binding, and arranging for publication and distribution. They also operate still cameras to provide photographic support for AF historical files. 5-skill level personnel are also writing monographs and special reports, which does not appear in their job description. The job description is not inaccurate; however, it might be written to provide more detailed coverage for the Historian specialists and the technician.

TABLE 66

TASKS WHICH BEST DIFFERENTIATE BETWEEN 5- AND 7-SKILL LEVEL PERSONNEL
(PERCENT MEMBERS PERFORMING)
(791X2)

TASKS		DAFSC 79152 (N=48)	DAFSC 79172 (N=52)	DIFFERENCE
E147	MAKE ENTRIES ON AF FORMS 80 (FILES MAINTENANCE AND DISPOSITION PLAN)	90	54	+36
E148	MAKE ENTRIES ON AF FORMS 82 (FILES DISPOSITION CONTROL LABEL)	83	54	+29
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	75	52	+23
E160	PREPARE QUARTERLY HISTORICAL SERVICES OR QUERIES REPORTS	96	73	+23
F187	MAINTAIN PHOTO AND NEGATIVE FILES	69	48	+21
. . . .				
C64	CRITIQUE MONOGRAPHS, CHRONOLOGIES, SPECIAL REPORTS, OR HISTORY REPORTS	17	48	-31
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	4	29	-25
C89	EVALUATE UNIT HISTORIES	31	56	-25
C82	EVALUATE PROCEDURES USED IN COLLECTING, EVALUATING, MAINTAINING, OR DISSEMINATING HISTORICAL MATERIALS	33	56	-23
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	10	33	-23
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	6	27	-21
B53	SUPERVISE HISTORIAN SPECIALISTS (AFSC 79152)	0	19	-19
C96	WRITE APR	6	25	-19
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	35	54	-19
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	10	29	-19
D106	COUNSEL TRAINEES ON TRAINING PROGRESS	6	23	-17

TABLE 65

EXAMPLES OF TASKS PERFORMED ACROSS SKILL LEVELS
(791X2)

TASKS		5-SKILL LEVEL	7-SKILL LEVEL
0526	WRITE NARRATIVES FOR HISTORICAL REPORTS	98	94
0512	RESEARCH READ FILES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	98	94
0496	PREPARE FOOTNOTES FOR HISTORICAL REPORTS	98	90
0511	RESEARCH ORGANIZATIONAL FILES, LIBRARIES, OR ARCHIVES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	96	98
0495	PREPARE DOCUMENTS FOR INCLUSION IN SUPPORTING DOCUMENT VOLUMES	98	90
0481	ASSEMBLE HISTORICAL NARRATIVE AND SUPPORTING DOCUMENT VOLUMES	98	90
0509	PROOFREAD HISTORICAL REPORTS	94	92
P539	RESPOND TO INQUIRIES FOR HISTORICAL INFORMATION	92	87
0521	TYPE DRAFT COPIES OF HISTORICAL REPORTS	81	87
0519	SELECT TOPICS FOR COVERAGE IN HISTORICAL REPORTS	94	90
0510	RESEARCH HISTORICAL ARCHIVES	96	96
0517	SELECT OR VERIFY AUTHENTICITY OF SUPPORTING DOCUMENTS	96	92
P535	MAINTAIN HISTORICAL FILES	98	92
0491	PREPARE APPENDICES FOR HISTORICAL REPORTS	96	92

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TABLE 64

REPRESENTATIVE TASKS PERFORMED BY 79172 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=52)
0511	RESEARCH ORGANIZATIONAL FILES, LIBRARIES, OR ARCHIVES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	98
0510	RESEARCH HISTORICAL ARCHIVES	96
P532	EVALUATE INDIVIDUAL REQUESTS FOR HISTORICAL INFORMATION	96
0526	WRITE NARRATIVES FOR HISTORICAL REPORTS	94
0516	SELECT DOCUMENTS FOR USE IN PREPARING HISTORICAL REPORTS	94
0512	RESEARCH READ FILES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	94
0493	PREPARE CHRONOLOGIES FOR HISTORICAL REPORTS	94
0509	PROOFREAD HISTORICAL REPORTS	92
0517	SELECT OR VERIFY AUTHENTICITY OF SUPPORTING DOCUMENTS	92
0491	PREPARE APPENDICES FOR HISTORICAL REPORTS	92
0485	DRAFT CHARTS OR GRAPHS TO ILLUSTRATE HISTORICAL DATA	92
P535	MAINTAIN HISTORICAL FILES	92
0482	CONDUCT INTERVIEWS TO SUPPLEMENT HISTORICAL MATERIALS	92
P534	MAINTAIN HISTORICAL ARCHIVES	92
0483	COORDINATE FINAL REVIEWS OF HISTORICAL REPORTS WITH STAFF PERSONNEL	92
0506	PREPARE SECURITY MARKINGS FOR HISTORICAL REPORTS	92
0495	PREPARE DOCUMENTS FOR INCLUSION IN SUPPORTING DOCUMENT VOLUMES	90
0486	EDIT HISTORICAL NARRATIVES	90
0496	PREPARE FOOTNOTES FOR HISTORICAL REPORTS	90
0481	ASSEMBLE HISTORICAL NARRATIVE AND SUPPORTING DOCUMENT VOLUMES	90
0519	SELECT TOPICS FOR COVERAGE IN HISTORICAL REPORTS	90
0503	PREPARE LIST OF SUPPORTING DOCUMENTS FOR HISTORICAL REPORTS	90
0487	ESTABLISH PROCEDURES FOR COLLECTING HISTORICAL MATERIALS	90
0479	ARRANGE FOR REPRODUCTION OF HISTORICAL PRODUCTS	90
0489	MARK HISTORICAL REPORTS TO REFLECT SECURITY CLASSIFICATION	90
P530	BIND HISTORICAL REPORTS	90
0499	PREPARE GLOSSARIES FOR HISTORICAL REPORTS	90
0518	SELECT PHOTOGRAPHS FOR USE IN HISTORICAL REPORTS	90
0523	WRITE ABSTRACTS FOR HISTORICAL REPORTS	90
0507	PREPARE TABLF OF CONTENTS FOR HISTORICAL REPORTS	90

TABLE 73

TASKS NOT REFERENCED TO 791X2 STS
(20 PERCENT PERFORMING IN AT LEAST ONE LEVEL)

TASKS
A10 ESTABLISH LIAISON WITH LOCAL COMMANDERS
E162 PREPARE REQUESTS FOR ADMINISTRATIVE, TECHNICAL, OR HISTORICAL INFORMATION
B46 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT
A7 DEVELOP ORGANIZATIONAL CHARTS
F193 OPERATE SLIDE PROJECTORS
G255 WRITE FACT SHEETS
N468 OPERATE STILL CAMERAS
F190 OPERATE AUDIOVISUAL EQUIPMENT
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES
E139 MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS
F179 GATHER COLOR SLIDES
G247 REWRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS
F184 MAINTAIN COLOR SLIDES FILES
G256 WRITE FEATURES
E140 MAINTAIN INTERNAL INFORMATION FILES
H291 PROOFREAD COPY

791X2 Plan of Instruction (POI)

The 3ABR79132 POI, dated July 1984, was matched with survey task statements and a computer product was generated displaying results of the matching process. Information furnished on the computer product includes percent members performing, as well as training emphasis (TE) and task difficulty (TD). For the 791X2 career ladder, the percent members performing shown is for time in career field (1-24 months TICF and 1-48 months TICF). TICF was used rather than the active military service due to the large number of cross-trainees in the Historian career ladder.

The percent members performing the inventory tasks support the technical portion of the POI. In fact, the Historian job tasks generally are performed by high percentages across all groups.

Examples of inventory tasks performed by 30 percent or more 1-48 month TICF personnel not referenced to any portion of the POI are listed in Table 74. The unmatched tasks should be reviewed by training managers to determine if they should be added to resident training or follow-on training.

TABLE 74

EXAMPLES OF TASKS NOT REFERENCED TO 791X2 POI BLOCKS
(30 PERCENT OR MORE 1-48 MONTH TICF PERSONNEL)

TASKS		TNG EMPH*	PERCENT 1-48 TICF PERFORMING	TASK DIFF**
F205	PREPARE CLASSIFIED MATERIALS FOR MAILING	5.50	72	5.32
F222	REVIEW MATERIALS FOR DOWNGRADING OR DECLASSIFICATION	5.44	46	5.89
F195	OPERATE WORD PROCESSING EQUIPMENT	4.56	36	6.19
F180	GATHER PHOTOS AND NEGATIVES	4.12	74	2.96
P533	INSPECT MICROFILM TO INSURE INFORMATION IS RETRIEVABLE	3.69	46	4.36
F187	MAINTAIN PHOTO AND NEGATIVE FILES	3.56	66	3.43
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	3.25	72	2.76
F204	PREPARE BRIEFINGS	2.69	34	6.00
G243	RESEARCH FILES OR LIBRARIES FOR INFORMATIONAL MATERIALS	2.69	70	4.74
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	2.69	66	5.47
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	2.25	34	5.21
B46	INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	2.19	40	3.73
F220	RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	1.25	66	5.20

 * Training emphasis mean is 1.35, with SD of 1.99
** Task difficulty mean is 5.00, with SD of 1.0

COMPARISON OF 791X2 MAJCOMs

Historians serve in approximately 21 commands; however, their career ladder is relatively small, and only three commands had sufficient members to compare. These commands are USAFE, SAC, and TAC. Background data and percent time spent performing duties are given in Tables 75 and 76.

Tasks and background data for personnel were compared to determine if there were differences across MAJCOM groups. Jobs performed by 791X2s within the three MAJCOMs are similar. Respondents indicate they spend the greatest percentage of their time collecting, preparing, and maintaining historical materials. SAC 791X2s differed slightly from the other commands in that they indicate they use still cameras in performing their duties.

TABLE 75

SELECTED BACKGROUND DATA FOR 791X2 MAJCOM GROUPS

	USAFE	SAC	TAC
NUMBER IN MAJCOM	16	39	13
AVERAGE NUMBER OF TASKS PERFORMED	98	102	98
JOB DIFFICULTY INDEX (JDI)	17.3	16.9	17.2

DAFSC DISTRIBUTION:

	USAFE	SAC	TAC
79132	0%	0%	0%
79152	31%	69%	46%
79172	69%	31%	54%

	USAFE	SAC	TAC
AVERAGE MONTHS IN CAREER FIELD	64	39	62
AVERAGE MONTHS IN SERVICE	147	119	144
PERCENT IN FIRST ENLISTMENT	6%	8%	0%
PERCENT SUPERVISING	12%	8%	23%

TABLE 76

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY MAJCOM GROUPS*
(AFSC 791X2)

DUTIES		USAFE (N=16)	SAC (N=39)	TAC (N=13)
A	ORGANIZING AND PLANNING	6	4	4
B	DIRECTING AND IMPLEMENTING	3	2	2
C	INSPECTING AND EVALUATING	8	4	6
D	TRAINING	1	1	2
E	PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	10	11	10
F	PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	8	10	9
G	WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	3	4	4
H	PERFORMING INTERNAL INFORMATION FUNCTIONS	-	-	1
I	PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	1	-
J	PERFORMING MEDIA RELATIONS FUNCTIONS	-	-	-
K	PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-	-
L	PERFORMING AUDIO FUNCTIONS	-	-	-
M	PERFORMING VIDEO FUNCTIONS	-	-	-
N	PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	-	1	-
O	COLLECTING AND PREPARING HISTORICAL MATERIALS	52	51	52
P	MAINTAINING HISTORICAL MATERIALS	9	10	9

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

COMPARISON OF CONUS AND OVERSEAS 791X2 GROUPS

Thirty-two CONUS and 15 overseas 79152s were compared. No major differences were found in the utilization of personnel. Table 77 shows that 791X2s spend most of their time collecting and preparing historical materials; preparing and maintaining files, records, and reports; and maintaining historical materials. The list of differentiating tasks, Table 78, shows a slight trend toward the performance of administrative tasks by overseas personnel. One significant difference is that only CONUS 791X2s indicated they conduct OJT.

Background data for the two groups showed a difference in job satisfaction indicators (see Table 79). CONUS personnel have a higher percent expressing positive job interest, use of talents, and use of training. Job satisfaction is also expressed through the differences in reenlistment intent. Eighty-one percent of the CONUS personnel expressed an intent to reenlist, compared to 66 percent of those assigned overseas.

TABLE 77

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CONUS VS OVERSEAS GROUPS*
(AFSC 791X2)

DUTIES		CONUS 79152 (N=32)	OVERSEAS 79152 (N=15)
A	ORGANIZING AND PLANNING	3	5
B	DIRECTING AND IMPLEMENTING	2	3
C	INSPECTING AND EVALUATING	4	5
D	TRAINING	1	-
E	PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	11	12
F	PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	9	11
G	WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	5	4
H	PERFORMING INTERNAL INFORMATION FUNCTIONS	1	-
I	PERFORMING COMMUNITY RELATIONS FUNCTIONS	-	-
J	PERFORMING MEDIA RELATIONS FUNCTIONS	-	-
K	PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	-	-
L	PERFORMING AUDIO FUNCTIONS	-	-
M	PERFORMING VIDEO FUNCTIONS	-	-
N	PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD PRODUCTION (EFP) FUNCTIONS	1	1
O	COLLECTING AND PREPARING HISTORICAL MATERIALS	53	49
P	MAINTAINING HISTORICAL MATERIALS	10	9

* Columns may not add up to 100 percent due to rounding
- Less than 1 percent

TABLE 78

TASKS WHICH DIFFERENTIATE BETWEEN 5-SKILL LEVEL
CONUS AND OVERSEAS PERSONNEL
(PERCENT MEMBERS PERFORMING)
(AFSC 791X2)

TASKS		CONUS (N=32)	OVERSEAS (N=15)	DIFFERENCE
P537	MAINTAIN MICROFILM	84	60	+24
D102	CONDUCT OJT	22	0	+22
G256	WRITE FEATURES	25	7	+18
. . . .				
A7	DEVELOP ORGANIZATIONAL CHARTS	19	53	−34
O505	PREPARE OR ASSEMBLE TOPICAL FILES ON MAJOR PROBLEMS, EVENTS, OR SUBJECTS	59	93	−34
B42	IMPLEMENT SECURITY PROGRAMS	34	67	−33
A15	ESTABLISH PROCEDURES FOR REVIEW OF MATERIAL FOR COMPLIANCE WITH SECURITY REGULATIONS	31	60	−29
C82	EVALUATE PROCEDURES USED IN COLLECTING, EVALUATING, MAINTAINING, OR DISSEMINATING HISTORICAL MATERIALS	25	53	−28
P531	DESTROY CLASSIFIED DOCUMENTS NOT KEPT IN HISTORICAL ARCHIVES	66	93	−27
E144	MAINTAIN QUARTERLY HISTORICAL SERVICES OR QUERIES LOGS	75	100	−25
C89	EVALUATE UNIT HISTORIES	22	47	−25
A24	PLAN SECURITY PROGRAMS	16	40	−24
F174	COORDINATE PRODUCTION OF ART WORK OTHER THAN PHOTOS WITH GRAPHICS SHOPS	9	33	−24

Average Number of Tasks
    CONUS – 93
    Overseas – 103

JDI
    CONUS – 16.4
    Overseas – 16.9

TABLE 79

COMPARISON OF JOB SATISFACTION INDICATORS BY
CONUS AND OVERSEAS GROUPS
(PERCENT RESPONDING*)
(791X2)

	CONUS 79152 (N=32)	OVERSEAS 79152 (N=15)
EXPRESSED JOB INTEREST:		
DULL	3	13
SO-SO	13	27
INTERESTING	84	60
PERCEIVED UTILIZATION OF TALENTS:		
LITTLE OR NOT AT ALL	9	33
FAIRLY WELL TO PERFECTLY	91	67
PERCEIVED UTILIZATION OF TRAINING:		
LITTLE OR NOT AT ALL	22	40
FAIRLY WELL TO PERFECTLY	78	60
REENLISTMENT INTENTIONS:		
PLAN TO RETIRE	3	7
NO, OR PROBABLY NO	16	27
YES, OR PROBABLY YES	81	66

* Columns may not add up to 100 percent due to no response or rounding

DAFSC 79199 AND 79100

The roles of the Public Affairs Superintendent and Chief Enlisted Manager (CEM) are discussed below. Selected background information is given in Table 80.

79199, Superintendent. Thirty-three respondents were identified as 79199s. Eighteen (55 percent) of the Superintendents attained their 9-skill level through the Public Affairs career field, seven through 791X1, and one through 791X2. The Superintendents spend 41 percent of their time in management areas (organizing and planning, directing and implementing, and inspecting and evaluating). Additionally, they spend 14 percent of their time performing general public affairs and 14 percent writing, editing, and preparing informational materials. Their remaining duty time is divided among the various duty areas. They perform an average of 86 tasks, with 76 tasks accounting for 50 percent of their job time. Representative tasks for this skill level are given in Table 81. The 99s were included in the Managers cluster (36 percent) and the Information NCOIC cluster (30 percent).

79100, Chief Enlisted Manager. Thirteen 79100s completed the job inventory. Of these 13, 8 attained CEM code level through the 791X0 career ladder and 4 through the 791X1 career ladder (1 was unknown). As CEMs, the vast majority of their time is spent performing management functions. They spend 27 percent of their time inspecting and evaluating; 21 percent organizing and planning; and 13 percent directing and implementing. Representative tasks for the CEMs are presented in Table 82. Personnel at the CEM level perform an average of 64 tasks. Thirty-five tasks occupy 50 percent of their time. In contrast to the 99s, they are performing fewer tasks, but concentrating more of their time on the tasks they do perform. Tasks which differentiate between 79199s and 79100s are shown in Table 83. As shown, the 99s are involved in the technical operation of the career field, while the CEMs are apparently performing at a higher management level. Sixty-nine percent of the CEMs were included in the Managers cluster compared to 36 percent of the 99s.

TABLE 80

SELECTED BACKGROUND DATA FOR 79199 AND 79100 GROUPS

JOB TITLE	79199	79100
NCOIC PUBLIC AFFAIRS	5	1
SUPERINTENDENT PUBLIC AFFAIRS	3	0
STATION MANAGER	3	0
NCOIC MEDIA RELATIONS	2	0
NEWSPAPER EDITOR	2	0
RESOURCE MANAGER	1	5
CHIEF OF BROADCASTING	1	2
STAFF WRITER	1	0
NEWS NCOIC	1	0
NCOIC OFFICE OF HISTORY	1	0
DETACHMENT CHIEF	1	0
OTHER	9	5

LEVEL OF SERVICE:

	79199	79100
AF	4	1
MAJCOM	10	5
DOD	1	0
NUMBERED AF	1	1
AIR DIVISION	2	0
WING	2	1
GROUP	1	0
SQUADRON	1	1
JOINT SERVICE	3	0
DETACHMENT	2	0
OPERATING LOCATION	2	0
OTHER	2	3

TABLE 80 (CONTINUED)

SELECTED BACKGROUND DATA FOR 79199 AND 79100 GROUPS

	79199	79100
NUMBER IN GROUP	33	13
AVERAGE NUMBER OF TASKS PERFORMED	86	64
JDI	16.4	14.9
9-SKILL LEVEL WAS ATTAINED WHILE IN AFSC:		
791X0	18	8
791X1	7	4
791X2	1	0
NUMBER OVERSEAS	14	4
PERCENT SUPERVISING	76%	62%
AFSC SUPERVISING:		
NONE	8	5
791X0	14	4
791X1	7	1
702X0	11	4
304XX	4	0
654X0	2	0
231X2	2	0

TABLE 81

REPRESENTATIVE TASKS PERFORMED BY 79199 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=33)
A6	DETERMINE WORK PRIORITIES	88
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	79
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	79
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	76
C60	ANALYZE WORKLOAD REQUIREMENTS	73
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	73
A27	REVIEW PLANS	73
A8	DEVELOP WORK METHODS OR PROCEDURES	73
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	70
A25	PLAN WORK ASSIGNMENTS	67
C96	WRITE APR	67
B39	ESTABLISH DEADLINES	64
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	64
A22	PLAN LAYOUT OF FACILITIES	64
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	61
C78	EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES	61
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	61
A16	ESTABLISH PROCEDURES FOR REVIEW OF MATERIAL FOR COMPLIANCE WITH LOCAL, HOST COUNTRY, OR AIR FORCE POLICY	61
A28	SCHEDULE LEAVES OR PASSES	61
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	61
F175	COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	58
G253	USE COPY EDITING/PROOFREADING SYMBOLS	58
A11	ESTABLISH OR MAINTAIN PLANS, OPERATIONS ORDERS, OR ANNEXES	58
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	58
G247	REWRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	55
C98	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	55
C90	EVALUATE WORK SCHEDULES	55
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	55
A21	PLAN BRIEFINGS	55
B44	INITIATE PERSONNEL ACTION REQUESTS	55

TABLE 82

REPRESENTATIVE TASKS PERFORMED BY 79100 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=13)
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	100
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	92
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	92
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	85
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	85
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	77
C98	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	77
G247	REWRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	77
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	77
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	77
A27	REVIEW PLANS	77
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	77
C87	EVALUATE SUGGESTIONS	77
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	77
C76	EVALUATE INSPECTION REPORTS OR PROCEDURES	69
C60	ANALYZE WORKLOAD REQUIREMENTS	69
F204	PREPARE BRIEFINGS	69
C95	SELECT INDIVIDUALS FOR SPECIALIZED TRAINING	62
B44	INITIATE PERSONNEL ACTION REQUESTS	62
A6	DETERMINE WORK PRIORITIES	62
C96	WRITE APR	62
A29	WRITE JOB DESCRIPTIONS	62
A21	PLAN BRIEFINGS	62
C77	EVALUATE JOB DESCRIPTIONS	62
C63	CONDUCT STAFF ASSISTANCE VISITS	54
B39	ESTABLISH DEADLINES	54
C75	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	54
C78	EVALUATE MAINTENANCE OR USE OR WORKSPACE, EQUIPMENT, OR SUPPLIES	54
G231	DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	54
A25	PLAN WORK ASSIGNMENTS	54

SECTION VII

STRENGTH AND STAMINA

Senior personnel completing the TD booklets were also asked to assist in the development of strength and stamina requirements for the 791XX career ladder. Table 93 gives a listing of the tasks which were identified by at least three of the raters. Several of the tasks relate to operating and setting up electronic field equipment. Other tasks involved packaging or delivering newspapers and program materials. These tasks should be reviewed to determine if regulations governing their performance are adequate.

TABLE 93

TASKS IDENTIFIED AS POTENTIAL STRENGTH AND STAMINA PROBLEMS

F196 PACK OR UNPACK REMOTE EQUIPMENT
N477 SET UP EFP EQUIPMENT
M447 PLACE STUDIO EQUIPMENT OR PROPS IN STORAGE
N464 MOUNT CAMERAS ON TRIPODS, SHOULDER PODS, BODY BRACES,
        OR PISTOL GRIPS
N465 OPERATE EFP EQUIPMENT
M429 OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS
M439 PERFORM GRIP DUTIES, SUCH AS PULLING CABLES OR CHANGING
        GRAPHICS
K372 RECEIVE OR SHIP AFRT PROGRAM MATERIAL
H272 ARRANGE FOR OR DELIVER NEWSPAPERS TO LOCAL DISTRIBUTION
        POINTS

TABLE 92

REENLISTMENT INTENT FOR CURRENT AND PREVIOUS SURVEY DATA
(PERCENT RESPONDING*)

	791X0					
	FIRST TERM		SECOND TERM		CAREER	
REENLISTMENT INTENTIONS:	1976*	1985	1976	1985	1976	1985
PLAN TO RETIRE	-	-	-	-	-	16
NO, OR PROBABLY NO	66	47	40	38	28	15
YES, OR PROBABLY YES	34	53	60	61	71	69

	791X1					
	FIRST TERM		SECOND TERM		CAREER	
REENLISTMENT INTENTIONS:	1976*	1985	1976	1985	1976	1985
PLAN TO RETIRE	-	-	-	-	-	20
NO, OR PROBABLY NO	63	54	33	36	28	11
YES, OR PROBABLY YES	37	45	68	64	72	69

	791X2					
	FIRST TERM		SECOND TERM		CAREER	
REENLISTMENT INTENTIONS:	1976*	1985	1976	1985	1976	1985
PLAN TO RETIRE	-	-	-	-	-	10
NO, OR PROBABLY NO	68	25	38	33	20	7
YES, OR PROBABLY YES	32	75	54	67	77	83

 * Columns may not add up to 100 percent due to rounding or no response
** In 1976, identified as 791X0A. Only two 3-skill levels were identified
   in the 1985 sample.

TABLE 91

COMPARISON OF JOB INTEREST FOR CURRENT AND PREVIOUS SURVEY DATA
(PERCENT RESPONDING*)

	79130		79150		79170	
	1976	1985	1976	1985	1976	1985
EXPRESSED JOB INTEREST:						
INTERESTING	81	86	76	81	83	78
SO-SO	13	7	11	13	6	13
DULL	6	7	12	7	11	9

	79131		79151		79171	
	1976	1985	1976	1985	1976	1985
EXPRESSED JOB INTEREST:						
INTERESTING	93	100	81	78	85	83
SO-SO	7		7	12	5	7
DULL			10	9	10	10

	79132		79152		79172	
	1976	1985	1976	1985	1976	1985
EXPRESSED JOB INTEREST:						
INTERESTING	80	**	70	77	86	86
SO-SO			14	17	8	11
DULL	20		16	6	6	6

* Columns may not add up to 100 percent due to rounding or no response
** In 1976 the 791X2 career ladder was identified as 791X0A.
   Only two 3-skill levels were identified in the 1985 study.

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SECTION VI

COMPARISON TO PREVIOUS SURVEY

The results of the last survey for the 791XX career field were reviewed
to determine changes, if any, in the jobs performed by Public Affairs person-
nel. The last survey for the career field was in 1976.

Jobs identified in the two surveys were quite similar. Distinct job
types for each AFSC were defined in both surveys.

Military skill level and TAFMS groups are comparable. Only small differ-
ences in skill level groups in terms of tasks performed is noted in both
studies.

Job satisfaction factors were compared for the 1976 and 1985 skill level
groups (see Table 91). Expressed job interest remains consistently high for
each AFSC. Reenlistment intent by TAFMS group is given in Table 92. Although
somewhat low, first-term reenlistment intent is currently higher for each
AFSC. Attitudes for second-term and career airmen remains fairly close.

FIGURE 4

CAREER LADDER THROUGH WHICH 9- AND CEM-LEVELS ATTAINED

TABLE 90

TASKS WHICH BEST DISTINGUISH BETWEEN 79100 AND 79172 GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 79100	DAFSC 79172	DIFFERENCE
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	84	5	+76
C87	EVALUATE SUGGESTIONS	77	5	+72
A2	ASSIGN SPONSORS TO NEWLY ASSIGNED PERSONNEL	77	9	+68
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	92	29	+63
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	92	29	+63
C95	SELECT INDIVIDUALS FOR SPECIALIZED TRAINING	61	2	+59
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	84	27	+57
G247	REWRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	77	21	+56
. . . .				
P352	EVALUATE INDIVIDUAL REQUESTS FOR HISTORICAL INFORMATION	0	96	-96
P535	MAINTAIN HISTORICAL FILES	0	92	-92
P534	MAINTAIN HISTORICAL ARCHIVES	0	92	-92
O517	SELECT OR VERIFY AUTHENTICITY OF SUPPORTING DOCUMENTS	0	92	-92
O506	PREPARE SECURITY MARKINGS FOR HISTORICAL REPORTS	0	92	-92
O491	PREPARE APPENDICES FOR HISTORICAL REPORTS	0	92	-92
O485	DRAFT CHARTS OR GRAPHS TO ILLUSTRATE HISTORICAL DATA	0	92	-92
P530	BIND HISTORICAL REPORTS	0	90	-90

NOTE: Time spent overlap on common tasks between the groups is 20.5%

TABLE 89

TASKS WHICH BEST DISTINGUISH BETWEEN 79100 AND 79171 GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 79100	DAFSC 79171	DIFFERENCE
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	92	13	+79
G247	REWRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	77	10	+77
C87	EVALUATE SUGGESTIONS	77	15	+62
C76	EVALUATE INSPECTION REPORTS OR PROCEDURES	69	12	+57
C98	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	77	20	+57
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	77	22	+55
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	77	24	+53
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, AND SUPPLIES	100	48	+52
	. . . .			
L384	OPERATE AUDIO CONSOLES	7	75	−68
L388	OPERATE TURNTABLES	7	68	−61
L385	OPERATE AUDIO PATCH PANELS	0	59	−59
L386	OPERATE AUDIO RECORDERS	15	74	−59
B36	DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	0	55	−55
M418	EDIT OR SPLICE VIDEO MATERIALS	0	50	−50
K362	COORDINATE MAINTENANCE OF RADIO OR TV EQUIPMENT	0	48	−48
K360	CONDUCT OR PARTICIPATE IN RADIO OR TV BROADCAST PREPLANNING CONFERENCES	0	48	−48

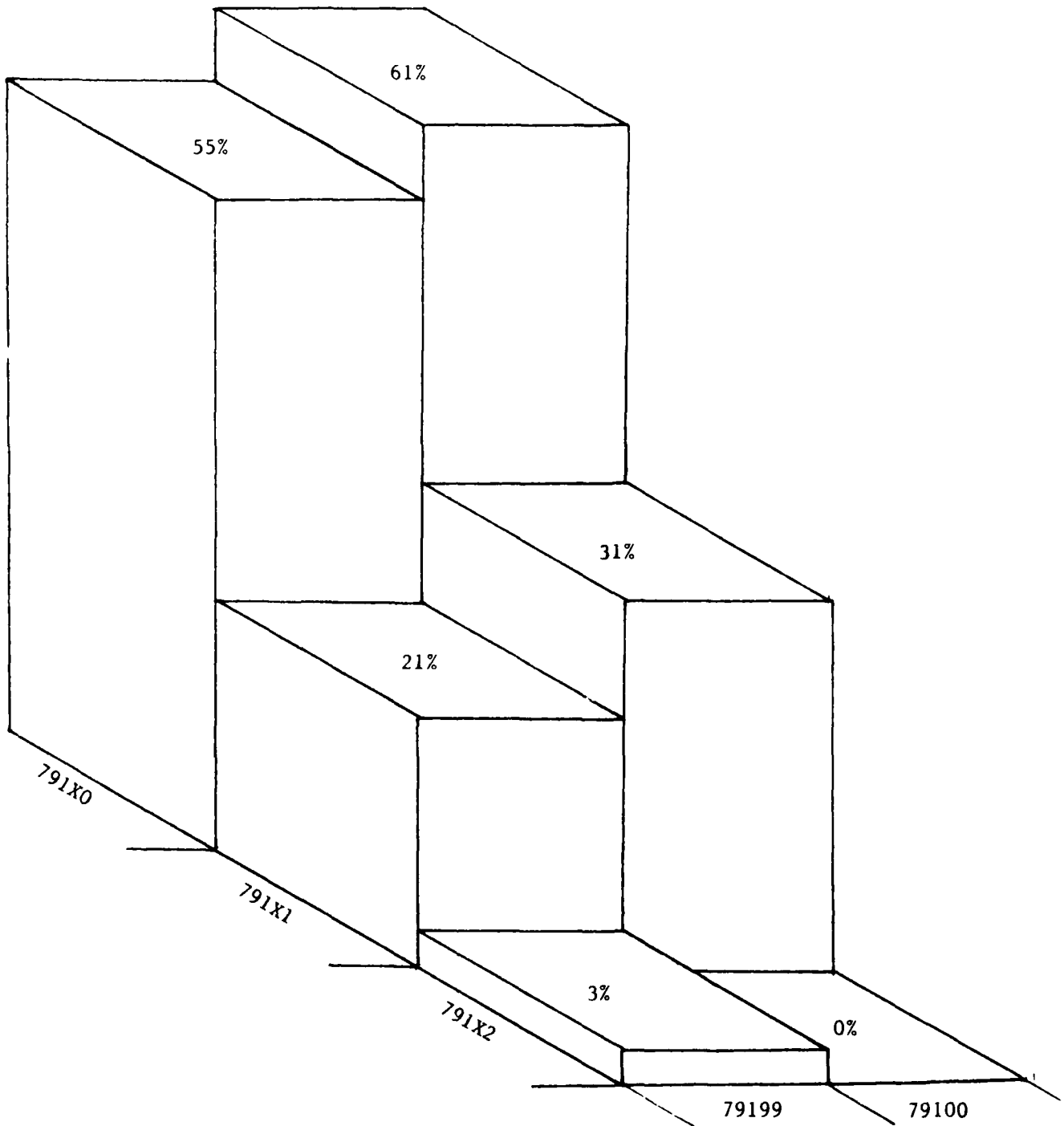NOTE: Time spent overlap on common tasks between the groups is 37.2%

TABLE 88

TASKS WHICH BEST DISTINGUISH BETWEEN 79100 AND 79170 GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 79100	DAFSC 79170	DIFFERENCE
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	84	32	+52
C98	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	77	25	+52
C87	EVALUATE SUGGESTIONS	77	26	+51
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	92	41	+51
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	100	54	+46
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	84	38	+46
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	77	31	+46
C77	EVALUATE JOB DESCRIPTIONS	61	17	+44
. . . .				
G262	WRITE PHOTO CUTLINES	7	65	-58
G256	WRITE FEATURES	7	62	-55
G260	WRITE NEWS STORIES	15	68	-53
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	23	75	-52
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENTS	15	65	-50
F180	GATHER PHOTOS AND NEGATIVES	0	49	-49
J339	ESCORT NEWS MEDIA REPRESENTATIVES	7	54	-47
F175	COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	7	54	-54

NOTE: Time spent overlap on common tasks between the groups is 42.1%

TABLE 87

TASKS WHICH BEST DISTINGUISH BETWEEN 79199 AND 79172 GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 79199	DAFSC 79172	DIFFERENCE
A22	PLAN LAYOUT OF FACILITIES	63	5	+58
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	57	5	+52
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	60	9	+51
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	78	28	+50
A16	ESTABLISH PROCEDURES FOR REVIEW OF MATERIALS FOR COMPLIANCE WITH LOCAL, HOST COUNTRY, OR AIR FORCE POLICY	60	11	+49
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	75	26	+49
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK	51	3	+48
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	60	13	+47
. . . .				
O506	PREPARE SECURITY MARKINGS FOR HISTORICAL REPORTS	0	92	-92
O493	PREPARE CHRONOLOGIES FOR HISTORICAL REPORTS	3	94	-91
P535	MAINTAIN HISTORICAL FILES	3	92	-89
P534	MAINTAIN HISTORICAL ARCHIVES	3	92	-89
O438	COORDINATE FINAL REVIEWS OF HISTORICAL REPORTS WITH STAFF PERSONNEL	3	92	-89
O511	RESEARCH ORGANIZATIONAL FILES, LIBRARIES, OR ARCHIVES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	9	98	-89
O501	PREPARE LINEAGE AND HONORS DATA FOR HISTORICAL REPORTS	0	88	-88
O512	RESEARCH READ FILES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	6	94	-88

NOTE: Time spent overlap on common tasks between the groups is 29.2%

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TABLE 86

TASKS WHICH BEST DISTINGUISH BETWEEN 79199 AND 79171 GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 79199	DAFSC 79171	DIFFERENCE
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	78	30	+48
A22	PLAN LAYOUT OF FACILITIES	63	18	+45
G247	REWRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	54	10	+44
A27	REVIEW PLANS	73	29	+44
B47	MANAGE PUBLIC AFFAIRS ACTIVITIES	48	6	+42
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	63	22	+41
G253	USE COPY EDITING/PROOFREADING SYMBOLS	57	16	+41
C61	BRIEF COMMANDERS AND STAFF PERSONNEL ON THE STATUS OF HISTORICAL OR PUBLIC AFFAIRS PROGRAMS	42	4	+38
. . . .				
L384	OPERATE AUDIO CONSOLES	12	75	-63
L386	OPERATE AUDIO RECORDERS	12	74	-62
L388	OPERATE TURNTABLES	9	68	-59
L385	OPERATE AUDIO PATCH PANELS	6	59	-53
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TELEVISION PRODUCTIONS	3	53	-50
M418	EDIT OR SPLICE VIDEO MATERIALS	0	50	-50
L389	PERFORM AS NARRATOR	3	51	-48
L383	EDIT OR SPLICE AUDIO TAPES	3	51	-48
M424	OPERATE VIDEOTAPE RECORDERS OR PLAYBACK UNITS	12	55	-43

NOTE: Time spent overlap on common tasks between the groups is 47.8%

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TABLE 85

TASKS WHICH BEST DISTINGUISH BETWEEN 79199 AND 79170 GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 79199	DAFSC 79170	DIFFERENCE
A22	PLAN LAYOUT OF FACILITIES	63	23	+40
A27	REVIEW PLANS	73	38	+35
A16	ESTABLISH PROCEDURES FOR REVIEW OF MATERIAL FOR COMPLI-ANCE WITH LOCAL, HOST COUNTRY, OR AIR FORCE POLICY	61	27	+34
C62	CONDUCT JOB APPLICANT INTERVIEWS	39	7	+32
C60	ANALYZE WORKLOAD REQUIREMENTS	72	41	+31
A7	DEVELOP ORGANIZATIONAL CHARTS	48	18	+30
	. . . .			
G251	TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	21	57	-36
G262	WRITE PHOTO CUTLINES	30	65	-35
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	42	75	-32
N468	OPERATE STILL CAMERAS	24	56	-32
G256	WRITE FEATURES	30	61	-31
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER OR PRODUCTION LOGS	21	51	-30

NOTE: Time spent overlap on common tasks between the groups is 66.6%

TABLE 84

AVERAGE PERCENT TIME SPENT ON DUTY AREAS

DUTIES	79170 (N=199)	79171 (N=89)	791X2 (N=52)	79199 (N=33)	79100 (N=13)
A ORGANIZING AND PLANNING	10	11	6	16	21
B DIRECTING AND IMPLEMENTING	7	8	3	10	13
C INSPECTING AND EVALUATING	8	7	6	15	27
D TRAINING	5	6	2	4	11
E PREPARING AND MAINTAINING FILES, RECORDS, AND REPORTS	6	5	9	4	2
F PERFORMING GENERAL PUBLIC AFFAIRS, BROADCASTING, OR HISTORIAN TASKS	18	11	10	14	6
G WRITING, EDITING, AND PREPARING INFORMATIONAL MATERIALS	20	5	4	14	9
H PERFORMING INTERNAL INFORMATION FUNCTIONS	9	1	–	4	2
I PERFORMING COMMUNITY RELATIONS FUNCTIONS	5	1	–	2	–
J PERFORMING MEDIA RELATIONS FUNCTIONS	8	1	–	6	2
K PERFORMING RADIO OR TELEVISION PROGRAMMING FUNCTIONS	–	6	–	1	–
L PERFORMING AUDIO FUNCTIONS	–	20	–	1	1
M PERFORMING VIDEO FUNCTIONS	1	14	–	1	1
N PERFORMING STILL CAMERA, MOTION, OR ELECTRONIC FIELD (EFP) FUNCTIONS	–				
O COLLECTING AND PREPARING HISTORICAL MATERIALS	–	1	49	4	1
P MAINTAINING HISTORICAL MATERIALS	–	–	10	1	–

Since all three AFSCs merge at the 99 and CEM levels, the tasks performed by 7-skill level incumbents for each AFSC were compared with those performed by the 79199 and 79100 incumbents. Table 84 shows the time spent on each duty area for each 7-skill level (79170, 79171, 79172) and the 79199 and 79100 levels. The 7-skill levels have assumed some supervisory and administrative responsibilities; however, their's is still basically a technical position. Tables 84 through 90 highlight the differences between the 7-skill level personnel in each AFSC and the 79199 and 79100 personnel.

There is a closer relationship (67 percent time overlap) between the 79170 personnel and the 79199s than for the other career ladders. This is also true for the comparison of the 7-skill level with those in CEM positions. This is not surprising since the majority of the 99s and CEMs came from the Public Affairs career ladder (see Figure 4). These findings, together with the findings in the career ladder structure, tend to question the merger of the three career ladders at the top levels of the career field. There is almost no commonality between the AFSCs. In addition, Historian positions are usually one-deep and devoid of supervisory opportunities. The unique nature of the Historian positions and lack of supervisory experience may hamper career progression to the 99 or CEM levels.

TABLE 83

TASKS WHICH BEST DISTINGUISH BETWEEN 79199 AND 79100 GROUPS
(PERCENT MEMBERS PERFORMING)

TASKS		79199 (N=33)	79100 (N=13)	DIFFERENCE
F175	COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	58	8	+50
F165	ANALYZE AUDIENCE OR READERSHIP SURVEYS	36	0	+36
F166	ARRANGE FOR MAILING OR SHIPMENT OF EQUIPMENT, SUPPLIES, OR MATERIALS	36	0	+36
F176	COORDINATE WITH TECHNICAL ADVISORS ON THE ACCURACY OF STORY OR HISTORICAL MATERIALS	33	0	+33
F194	OPERATE VIDEO DISPLAY TERMINALS (VDT)	33	0	+33
C90	EVALUATE WORK SCHEDULES	55	23	+32
F172	COORDINATE ACTIVITIES AND STORIES INTERNALLY	39	8	+31
. . . .				
F204	PREPARE BRIEFINGS	24	69	−45
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	48	92	−44
C95	SELECT INDIVIDUALS FOR SPECIALIZED TRAINING	21	62	−41
C73	EVALUATE CROSS TRAINEE APPLICANTS	6	38	−32

SECTION VIII

IMPLICATIONS

Survey data revealed specific job areas for each AFSC in the 791XX, Public Affairs, career field. There is very little overlap between the 791X0, 791X1, and 791X2 career ladders. In addition, these career ladders are somewhat unique in that only minor variations were found in each of the three AFSCs surveyed as skill level increased. Management and supervision responsibilities are assumed at the joint 9- and CEM-skill levels. With little commonality among the AFSCs, this creates problems in making assignments at the common 9-skill and CEM code levels for the 791XX career ladder. Presently, the majority of the superintendents and CEMs included in the survey sample obtained their rank through the Public Affairs career ladder. Less than a third obtained their status through the Radio and Television Broadcasting ladder. Only 3 percent of the 79199s were established though the Historian career ladder. Other problems also are inherent in the establishment of merged superintendent and CEM positions. The primary function of the 791X1s is accomplished overseas. Few 791X1 positions are available stateside. Upon returning to the CONUS, they generally rotate to another Air Force specialty, such as the Audiovisual career field. The Historians, on the other hand, serve primarily in one-deep positions so they do not have the opportunity to develop supervisory or higher management skills. These considerations, plus the uniqueness of the career ladders, should lead to a closer look at the common superintendent and CEM assignment policy.

The AFR 39-1 for the 791X0 career ladder should be reviewed for possible inclusion of camera maintenance, word processing equipment operation, magazine publication, and maintenance and distribution of the AF lithograph series. Career ladder descriptions for the 791X1 career ladder were representative of their general responsibilities. AFR 39-1 for the 791X2 AFSC, however, does not cover the use of still cameras or responsibilities relating to typing, binding, and arranging for publication and distribution of their products. The job description is not inaccurate; however, it might be refined to provide a more in-depth picture of the Historian position.

In view of the new format for the STS, all training documents should be reviewed. The 791X0 STS is adequately supported. Current OSR data should provide input for refining the STS and to ensure all functional areas of the Public Affairs career ladder are covered. Complete coverage in the 791X0 STS is more critical since the ABR course covers basic journalism only. Unmatched tasks for each of the training documents should be reviewed for possible coverage.

The 791X1 training documents adequately cover the career field. When reviewing the documents, consideration should be given to the division within the career ladder (audio or video) to ensure complete coverage.

The 791X2 STS and POI are well supported. Referenced tasks covering photographic and audiovisual aids suggest an element covering such tasks be included in the training documents.

Survey data were matched with CDC learning objectives for the 791X0 and 791X1 ladders. This data should provide guidance for determining information to be included in these reference documents and the amount of emphasis needed for each objective.

APPENDIX A

MOST WIDELY PERFORMED TASKS AND SELECTED BACKGROUND
INFORMATION FOR SPECIALTY JOB GROUPS

GROUP ID NUMBER AND TITLE: GRP37, TV BROADCAST (VIDEO) SPECIALIST CLUSTER
GROUP SIZE: 99   PERCENT OF SAMPLE: 12
AVERAGE GRADE: E-4, E-5   AVERAGE TICF: 77 MONTHS
AVERAGE TAFMS: 109 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
M434 OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	93
M418 EDIT OR SPLICE VIDEO MATERIALS	88
L384 OPERATE AUDIO CONSOLES	87
L386 OPERATE AUDIO RECORDERS	82
M432 OPERATE VIDEO CONSOLES	80
M425 OPERATE CHARACTER GENERATORS	80
M417 DUPLICATE VIDEO TAPES	77
M431 OPERATE REMOTE VIDEO TAPE RECORDER (VTR) CONTROLS	76
M419 ENSURE PROPER APPEARANCE OF TALENT	76
L388 OPERATE TURNTABLES	76
M420 INSPECT CONDITION OF VIDEO MATERIALS	75
M416 DIRECT VIDEO TAPE EDITING	72
M429 OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS	70
M422 INSTRUCT TALENT	70
L397 SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	70
M415 DIRECT TELEVISION PRODUCTIONS	69
M436 PERFORM AS TELEVISION ANNOUNCER	69
N465 OPERATE EFP EQUIPMENT	64
M423 LOAD OR UNLOAD SLIDES INTO OR FROM SLIDE DRUMS	63
M414 DETERMINE SELECTION, TIMING, AND SEQUENCING OF VIDEO MATERIALS FOR TELEVISION POSTPRODUCTION EDITING	63
L383 EDIT OR SPLICE AUDIO TAPES	62
M451 PROGRAM CHARACTER GENERATORS	61
M445 PERFORM PREOPERATIONAL CHECKS ON VIDEO CASSETTE MACHINES	61
M421 INSTRUCT CREWS ON PRODUCTION REQUIREMENTS PRIOR TO TAPING OR FILMING	60
L385 OPERATE AUDIO PATCH PANELS	60
M400 ADAPT COPY OR SCRIPT FOR VIDEO PRESENTATIONS	60
M405 CONDUCT OR PARTICIPATE IN TELEVISION PRODUCTION PREPLANNING CONFERENCES	60
M469 OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES	59
N477 SET UP EFP EQUIPMENT	58
L396 SELECT AND PLACE MICROPHONES	58

TABLE A2

GROUP ID NUMBER AND TITLE: GRP266, TECHNICAL OPERATIONS/PRODUCTIONS JOB TYPE
GROUP SIZE: 32   PERCENT OF SAMPLE: 4
AVERAGE GRADE: E-4, E-5   AVERAGE TICF: 74 MONTHS
AVERAGE TAFMS: 107 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
M434 OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	100
M418 EDIT OR SPLICE VIDEO MATERIALS	100
M416 DIRECT VIDEO TAPE EDITING	97
M429 OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS	97
M414 DETERMINE SELECTION, TIMING, AND SEQUENCING OF VIDEO MATERIALS FOR TELEVISION POSTPRODUCTION EDITING	97
M425 OPERATE CHARACTER GENERATORS	97
M413 DETERMINE LIGHTING EQUIPMENT AND ACCESSORIES	97
L397 SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	97
M431 OPERATE REMOTE VIDEO TAPE RECORDER (VTR) CONTROLS	94
M415 DIRECT TELEVISION PRODUCTIONS	94
M417 DUPLICATE VIDEO TAPES	94
M419 ENSURE PROPER APPEARANCE OF TALENT	94
M422 INSTRUCT TALENT	94
M432 OPERATE VIDEO CONSOLES	91
M451 PROGRAM CHARACTER GENERATORS	91
L384 OPERATE AUDIO CONSOLES	91
L388 OPERATE TURNTABLES	91
M445 PERFORM PREOPERATIONAL CHECKS ON VIDEO CASSETTE MACHINES	88
L386 OPERATE AUDIO RECORDERS	88
N465 OPERATE EFP EQUIPMENT	84
M420 INSPECT CONDITION OF VIDEO MATERIALS	84
M444 PERFORM PREOPERATIONAL CHECKS OF TELEVISION CAMERA EQUIPMENT OR ACCESSORIES	84
M405 CONDUCT OR PARTICIPATE IN TELEVISION PRODUCTION PRE-PLANNING CONFERENCES	84
N464 MOUNT CAMERAS ON TRIPODS, SHOULDER PODS, BODY BRACES, OR PISTOL GRIPS	81
M400 ADAPT COPY OR SCRIPT FOR VIDEO PRESENTATIONS	81
N477 SET UP EFP EQUIPMENT	78
L389 PERFORM AS NARRATOR	78
M421 INSTRUCT CREWS ON PRODUCTION REQUIREMENTS PRIOR TO TAPING OR FILMING	78
L396 SELECT AND PLACE MICROPHONES	78
M454 SET UP TV STUDIO LIGHTING	78

A2

TABLE A3

GROUP ID NUMBER AND TITLE: GRP223, NCOICs AND MANAGERS JOB TYPE
GROUP SIZE: 16   PERCENT OF SAMPLE: 2
AVERAGE GRADE: E-5   AVERAGE TICF: 98 MONTHS
AVERAGE TAFMS: 133 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
M414	DETERMINE SELECTION, TIMING, AND SEQUENCING OF VIDEO MATERIALS FOR TELEVISION POSTPRODUCTION EDITING	100
M400	ADAPT COPY OR SCRIPT FOR VIDEO PRESENTATIONS	100
G238	EDIT TELEVISION SCRIPTS	100
M434	OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	100
M416	DIRECT VIDEO TAPE EDITING	100
M419	ENSURE PROPER APPEARANCE OF TALENT	100
M422	INSTRUCT TALENT	100
L384	OPERATE AUDIO CONSOLES	100
M436	PERFORM AS TELEVISION ANNOUNCER	100
K365	DETERMINE SELECTION, TIMING, AND SEQUENCING OF AUDIOVISUAL MATERIAL FOR POSTPRODUCTION EDITING	94
M405	CONDUCT OR PARTICIPATE IN TELEVISION PRODUCTION PRE-PLANNING CONFERENCES	94
M418	EDIT OR SPLICE VIDEO MATERIALS	94
K366	ENSURE AVAILABILITY OF LOCALLY PRODUCED PROGRAM MATERIALS	94
N458	ASSEMBLE FILMED OR TAPED SEQUENCES	94
N465	OPERATE EFP EQUIPMENT	94
M429	OPERATE REMOTE PORTABLE TELEVISION CAMERAS OR RECORDERS	94
G269	WRITE TELEVISION SCRIPTS	94
M421	INSTRUCT CREWS ON PRODUCTION REQUIREMENTS PRIOR TO TAPING OR FILMING	94
F212	READ AND DETERMINE SCRIPT REQUIREMENTS	94
L386	OPERATE AUDIO RECORDERS	94
M420	INSPECT CONDITION OF VIDEO MATERIALS	94
M409	COORDINATE TELEVISION SUBJECT-MATTER TREATMENT WITH TECHNICAL ADVISORS	94
M449	PREPARE SHOOTING OUTLINES OR SHOT LISTS	94
M444	PERFORM PREOPERATIONAL CHECKS OF TELEVISION CAMERA EQUIPMENT OR ACCESSORIES	94
M445	PERFORM PREOPERATIONAL CHECKS ON VIDEO CASSETTE MACHINES	94
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	94
A8	DEVELOP WORK METHODS OR PROCEDURES	94
N475	REVIEW STOCK FILMS, VIDEO TAPES, OR SOUND TRACKS	94
L388	OPERATE TURNTABLES	94
A25	PLAN WORK ASSIGNMENTS	88

GROUP ID NUMBER AND TITLE: GRP236, VIDEO EQUIPMENT MAINTAINERS JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-6   AVERAGE TICF: 146 MONTHS
AVERAGE TAFMS: 175 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
M434	OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	100
M432	OPERATE VIDEO CONSOLES	100
M431	OPERATE REMOTE VIDEO TAPE RECORDER (VTR) CONTROLS	100
M420	INSPECT CONDITION OF VIDEO MATERIALS	100
M430	OPERATE REMOTE TELECINE CONTROLS	100
M423	LOAD OR UNLOAD SLIDES INTO OR FROM SLIDE DRUMS	100
L386	OPERATE AUDIO RECORDERS	100
M424	LOAD OR UNLOAD 16MM FILM PROJECTORS	100
M425	OPERATE CHARACTER GENERATORS	80
M451	PROGRAM CHARACTER GENERATORS	80
M452	SELECT TELEVISION PROGRAM MATERIALS	80
M433	OPERATE VIDEO PATCH PANELS	80
M418	EDIT OR SPLICE VIDEO MATERIALS	80
B36	DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	80
M441	PERFORM OPERATOR MAINTENANCE ON VIDEO RECORDERS OR PLAYBACK UNITS	80
L375	CLEAN AUDIO RECORDING OR PLAYBACK HEADS	80
M445	PERFORM PREOPERATIONAL CHECKS ON VIDEO CASSETTE MACHINES	80
L384	OPERATE AUDIO CONSOLES	80
M443	PERFORM OPERATOR MAINTENANCE ON 35MM SLIDE PROJECTORS	80
M415	DIRECT TELEVISION PRODUCTIONS	80
K362	COORDINATE MAINTENANCE OF RADIO OR TV EQUIPMENT	80
L388	OPERATE TURNTABLES	80
M455	SLATE VIDEO TAPES	80
M442	PERFORM OPERATOR MAINTENANCE ON 16MM FILM PROJECTORS	80
M436	PERFORM AS TELEVISION ANNOUNCER	80
A8	DEVELOP WORK METHODS OR PROCEDURES	80
L394	PREPARE RADIO OR TV DAILY OPERATION LOGS	60
M417	DUPLICATE VIDEO TAPES	60
L385	OPERATE AUDIO PATCH PANELS	60
M444	PERFORM PREOPERATIONAL CHECKS OF TELEVISION CAMERA EQUIPMENT OR ACCESSORIES	60

TABLE A5

GROUP ID NUMBER AND TITLE: GRP198, VIDEO OPERATORS
GROUP SIZE: 6   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-3, E-4   AVERAGE TICF: 26 MONTHS
AVERAGE TAFMS: 35 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
M434 OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	100
M432 OPERATE VIDEO CONSOLES	100
M430 OPERATE REMOTE TELECINE CONTROLS	100
M425 OPERATE CHARACTER GENERATORS	100
L384 OPERATE AUDIO CONSOLES	100
M415 DIRECT TELEVISION PRODUCTIONS	100
M423 LOAD OR UNLOAD SLIDES INTO OR FROM SLIDE DRUMS	100
M431 OPERATE REMOTE VIDEO TAPE RECORDER (VTR) CONTROLS	83
M419 ENSURE PROPER APPEARANCE OF TALENT	83
L386 OPERATE AUDIO RECORDERS	83
M418 EDIT OR SPLICE VIDEO MATERIALS	67
M436 PERFORM AS TELEVISION ANNOUNCER	67
M435 PERFORM AS FLOOR MANAGER	67
M451 PROGRAM CHARACTER GENERATORS	50
M445 PERFORM PREOPERATIONAL CHECKS ON VIDEO CASSETTE MACHINES	50
K372 RECEIVE OR SHIP AFRT PROGRAM MATERIAL	50
M444 PERFORM PREOPERATIONAL CHECKS OF TELEVISION CAMERA EQUIP- MENT OR ACCESSORIES	50
L393 PERFORM RADIO SPOT ANNOUNCEMENTS	50
L388 OPERATE TURNTABLES	50
L397 SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	50
L394 PREPARE RADIO OR TV DAILY OPERATION LOGS	33
G250 SELECT SLIDES FOR TELEVISION	33
M424 LOAD OR UNLOAD 16MM FILM PROJECTORS	33
F184 MAINTAIN COLOR SLIDES FILES	33
M420 INSPECT CONDITION OF VIDEO MATERIALS	33
M417 DUPLICATE VIDEO TAPES	33
L389 PERFORM AS NARRATOR	33
M422 INSTRUCT TALENT	33
M455 SLATE VIDEO TAPES	33
M421 INSTRUCT CREWS ON PRODUCTION REQUIREMENTS PRIOR TO TAPING OR FILMING	33

TABLE A6

GROUP ID NUMBER AND TITLE: GRP56, RADIO BROADCAST (AUDIO) SPECIALIST CLUSTER
GROUP SIZE: 75   PERCENT OF SAMPLE: 9
AVERAGE GRADE: E-4, E-5   AVERAGE TICF: 75 MONTHS
AVERAGE TAFMS: 109 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
L384 OPERATE AUDIO CONSOLES	96
L386 OPERATE AUDIO RECORDERS	95
L388 OPERATE TURNTABLES	92
L383 EDIT OR SPLICE AUDIO TAPES	89
L393 PERFORM RADIO SPOT ANNOUNCEMENTS	81
L390 PERFORM AS RADIO ANNOUNCER	80
L398 SELECT MUSIC FOR RADIO BROADCASTS	80
L397 SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	80
L385 OPERATE AUDIO PATCH PANELS	76
L375 CLEAN AUDIO RECORDING OR PLAYBACK HEADS	71
L392 PERFORM AS RADIO NEWSCASTER	61
L374 ADAPT COPY OR SCRIPT FOR RADIO PRESENTATIONS	60
L382 DUPLICATE AUDIO TAPES	60
G236 EDIT RADIO SCRIPTS	57
L399 SELECT RADIO PROGRAM MATERIAL OTHER THAN MUSIC	55
G263 WRITE RADIO SCRIPTS	52
L389 PERFORM AS NARRATOR	51
L378 CONDUCT RADIO INTERVIEWS	51
L387 OPERATE REMOTE AUDIO SYSTEMS	49
L396 SELECT AND PLACE MICROPHONES	47
A6 DETERMINE WORK PRIORITIES	47
K358 CLEAN FILM, RECORD, OR VIDEO TAPE	43
K357 CATALOG AND LABEL ARMED FORCES RADIO AND TELEVISION SERVICE (AFRTS) PROGRAMMING MATERIALS	43
A25 PLAN WORK ASSIGNMENTS	43
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	43
A8 DEVELOP WORK METHODS OR PROCEDURES	41
K359 CONDUCT OR PARTICIPATE IN RADIO OR TV BROADCAST CRITIQUE SESSIONS	40
C96 WRITE APR	40
L394 PREPARE RADIO OR TV DAILY OPERATION LOGS	39
L380 DIRECT AUDIO TAPE EDITING	39

GROUP ID NUMBER AND TITLE: GRP222, PROGRAM DEVELOPERS JOB TYPE
GROUP SIZE: 7   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-5   AVERAGE TICF: 99 MONTHS
AVERAGE TAFMS: 139 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
L390 PERFORM AS RADIO ANNOUNCER	100
L398 SELECT MUSIC FOR RADIO BROADCASTS	100
L388 OPERATE TURNTABLES	100
L397 SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	100
L384 OPERATE AUDIO CONSOLES	100
L374 ADAPT COPY OR SCRIPT FOR RADIO PRESENTATIONS	100
L393 PERFORM RADIO SPOT ANNOUNCEMENTS	100
L386 OPERATE AUDIO RECORDERS	100
L383 EDIT OR SPLICE AUDIO TAPES	100
L378 CONDUCT RADIO INTERVIEWS	100
L385 OPERATE AUDIO PATCH PANELS	100
L396 SELECT AND PLACE MICROPHONES	100
F226 WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	100
L399 SELECT RADIO PROGRAM MATERIAL OTHER THAN MUSIC	100
L379 COORDINATE RADIO SUBJECT-MATTER TREATMENT WITH TECHNICAL ADVISORS	100
L382 DUPLICATE AUDIO TAPES	100
K363 COORDINATE REMOTE RADIO/TV COVERAGE OF SPECIAL EVENTS	100
L376 CONDUCT ON-SITE SURVEYS OF REMOTE RADIO BROADCAST LOCATIONS	100
G263 WRITE RADIO SCRIPTS	86
G236 EDIT RADIO SCRIPTS	86
L375 CLEAN AUDIO RECORDING OR PLAYBACK HEADS	86
F218 RESEARCH MATERIALS FOR INTERVIEWS	86
L395 RECORD "BEEPER"/RADIO NEWS REPORTS	86
K364 DESIGN PRODUCTION AIDS	86
F224 SCHEDULE INTERVIEWS	86
L387 OPERATE REMOTE AUDIO SYSTEMS	86
L389 PERFORM AS NARRATOR	86
G256 WRITE FEATURES	71
B36 DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	71
L381 DIRECT RADIO PRODUCTIONS	71

GROUP ID NUMBER AND TITLE: GRP235, RADIO NCOICs AND SUPERVISORS JOB TYPE
GROUP SIZE: 11   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-6   AVERAGE TICF: 113 MONTHS
AVERAGE TAFMS: 186 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
B58 SUPERVISE RADIO AND TV BROADCASTING SPECIALISTS (AFSC 79151)	100
L388 OPERATE TURNTABLES	100
L384 OPERATE AUDIO CONSOLES	100
L386 OPERATE AUDIO RECORDERS	100
L398 SELECT MUSIC FOR RADIO BROADCASTS	100
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	100
C96 WRITE APR	100
A6 DETERMINE WORK PRIORITIES	100
A12 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	100
A28 SCHEDULE LEAVES OR PASSES	100
B36 DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	91
B39 ESTABLISH DEADLINES	91
L390 PERFORM AS RADIO ANNOUNCER	91
A25 PLAN WORK ASSIGNMENTS	91
L393 PERFORM RADIO SPOT ANNOUNCEMENTS	91
B45 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	91
L397 SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	91
D102 CONDUCT OJT	91
D115 EVALUATE OJT TRAINEES	91
D106 COUNSEL TRAINEES ON TRAINING PROGRESS	91
C72 EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	82
A8 DEVELOP WORK METHODS OR PROCEDURES	82
K359 CONDUCT OR PARTICIPATE IN RADIO OR TV BROADCAST CRITIQUE SESSIONS	82
L399 SELECT RADIO PROGRAM MATERIAL OTHER THAN MUSIC	82
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	82
L385 OPERATE AUDIO PATCH PANELS	82
A4 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	82
B50 SUPERVISE APPRENTICE RADIO AND TELEVISION (TV) BROADCASTING SPECIALISTS (AFSC 79131)	73
L383 EDIT OR SPLICE AUDIO TAPES	73

TABLE A9

GROUP ID NUMBER AND TITLE: GRP158, TV NCOICs AND SUPERVISORS JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-6   AVERAGE TICF: 146 MONTHS
AVERAGE TAFMS: 191 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
B36	DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	100
M434	OPERATE VIDEO TAPE RECORDERS OR PLAYBACK UNITS	100
M418	EDIT OR SPLICE VIDEO MATERIALS	100
A25	PLAN WORK ASSIGNMENTS	100
M432	OPERATE VIDEO CONSOLES	100
L384	OPERATE AUDIO CONSOLES	100
L388	OPERATE TURNTABLES	100
L386	OPERATE AUDIO RECORDERS	100
C96	WRITE APR	100
K371	PREPARE OR MAINTAIN MASTER SCHEDULES	80
E145	MAINTAIN RADIO OR TV BROADCASTINGS RELATED FILES	80
B58	SUPERVISE RADIO AND TV BROADCASTING SPECIALISTS (AFSC 79151)	80
M452	SELECT TELEVISION PROGRAM MATERIALS	80
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	80
M453	SELECT TV VISUALS	80
C90	EVALUATE WORK SCHEDULES	80
M425	OPERATE CHARACTER GENERATORS	80
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	80
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	80
K361	COORDINATE DISPOSITION OF AFRTS PROGRAM MATERIALS	80
M446	PERFORM TELEVISION SPOT ANNOUNCEMENTS	80
A6	DETERMINE WORK PRIORITIES	80
A8	DEVELOP WORK METHODS OR PROCEDURES	80
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	80
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	80
K373	REVIEW AFRT STATION PROGRAMS FOR CONTENT, QUALITY, OR TIMING	60
C60	ANALYZE WORKLOAD REQUIREMENTS	60
B59	SUPERVISE RADIO AND TV BROADCASTING TECHNICIANS (AFSC 79171)	60
K372	RECEIVE OR SHIP AFRT PROGRAM MATERIAL	60
M436	PERFORM AS TELEVISION ANNOUNCER	60

GROUP ID NUMBER AND TITLE: GRP226, ANNOUNCERS JOB TYPE
GROUP SIZE: 39   PERCENT OF SAMPLE: 5
AVERAGE GRADE: E-4   AVERAGE TICF: 40 MONTHS
AVERAGE TAFMS: 63 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
L388	OPERATE TURNTABLES	100
L390	PERFORM AS RADIO ANNOUNCER	100
L384	OPERATE AUDIO CONSOLES	100
L386	OPERATE AUDIO RECORDERS	100
L383	EDIT OR SPLICE AUDIO TAPES	100
L398	SELECT MUSIC FOR RADIO BROADCASTS	97
L393	PERFORM RADIO SPOT ANNOUNCEMENTS	97
L397	SELECT BACKGROUND MUSIC OR SOUND EFFECTS FOR RADIO OR TV PRODUCTIONS	97
L385	OPERATE AUDIO PATCH PANELS	79
L375	CLEAN AUDIO RECORDING OR PLAYBACK HEADS	77
L392	PERFORM AS RADIO NEWSCASTER	74
L382	DUPLICATE AUDIO TAPES	69
G236	EDIT RADIO SCRIPTS	67
G263	WRITE RADIO SCRIPTS	59
K358	CLEAN FILM, RECORD, OR VIDEO TAPE	59
L399	SELECT RADIO PROGRAM MATERIAL OTHER THAN MUSIC	59
L374	ADAPT COPY OR SCRIPT FOR RADIO PRESENTATIONS	59
L378	CONDUCT RADIO INTERVIEWS	59
K357	CATALOG AND LABEL ARMED FORCES RADIO AND TELEVISION SERVICE (AFRTS) PROGRAMMING MATERIALS	56
L387	OPERATE REMOTE AUDIO SYSTEMS	51
L389	PERFORM AS NARRATOR	44
L396	SELECT AND PLACE MICROPHONES	41
L380	DIRECT AUDIO TAPE EDITING	38
L394	PREPARE RADIO OR TV DAILY OPERATION LOGS	36
L381	DIRECT RADIO PRODUCTIONS	33
K372	RECEIVE OR SHIP AFRT PROGRAM MATERIAL	33
K370	PREPARE OR MAINTAIN CONTINUITY BOOKS	33
F226	WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	33
K369	PERFORM INVENTORY OF AFRTS PROGRAM MATERIAL	31
K361	COORDINATE DISPOSITION OF AFRTS PROGRAM MATERIALS	28

GROUP ID NUMBER AND TITLE: GRP67, INFORMATION NCOICs
GROUP SIZE: 166   PERCENT OF SAMPLE: 20
AVERAGE GRADE: E-5, E-6   AVERAGE TICF: 99 MONTHS
AVERAGE TAFMS: 146 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
J352	RESPOND TO NEWS MEDIA INQUIRIES	87
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	86
J337	DOCUMENT NEWS MEDIA INQUIRIES	85
J339	ESCORT NEWS MEDIA REPRESENTATIVES	83
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	82
J334	COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	82
F193	OPERATE SLIDE PROJECTORS	81
J338	DRAFT REPLIES TO NEWS MEDIA INQUIRIES	80
F220	RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	80
A6	DETERMINE WORK PRIORITIES	80
G260	WRITE NEWS STORIES	79
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	79
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	77
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	77
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	76
G262	WRITE PHOTO CUTLINES	76
G251	TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	75
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	75
J343	MAKE ENTIRES IN THE MEDIA NEWS RELEASE LOGS	72
J346	PREPARE PRESS KITS	72
G234	EDIT MEDIA RELEASES	71
G253	USE COPY EDITING/PROOFREADING SYMBOLS	71
G231	DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	71
F190	OPERATE AUDIOVISUAL EQUIPMENT	71
G256	WRITE FEATURES	70
A8	DEVELOP WORK METHODS OR PROCEDURES	70
J332	COORDINATE NEWS MEDIA INTERVIEWS	69
J349	PROVIDE NEWS RELEASES AND NEWS BEEPERS FOR RADIO, TV, AND PRINT MEDIA	69

TABLE A25

GROUP ID NUMBER AND TITLE: GRP129, EDITORIAL STAFF CLUSTER
GROUP SIZE: 203   PERCENT OF SAMPLE: 24
AVERAGE GRADE: E-4   AVERAGE TICF: 54 MONTHS
AVERAGE TAFMS: 75 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
G260	WRITE NEWS STORIES	99
H291	PROOFREAD COPY	98
G256	WRITE FEATURES	98
G262	WRITE PHOTO CUTLINES	96
G258	WRITE HEADLINES	95
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	94
G248	SELECT AND CROP PHOTOS FOR STORIES	94
G235	EDIT NEWSPAPER COPY	90
G253	USE COPY EDITING/PROOFREADING SYMBOLS	89
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	89
G246	REWRITE COPY TO UPDATE ARTICLES	88
G232	EDIT HEADLINES	86
H282	MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	84
H277	DESIGN NEWSPAPER LAYOUTS	83
G245	REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	83
F201	PLAN NEWSPAPER LAYOUTS	80
G242	LOCALIZE NEWS SERVICE MATERIALS	79
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	79
F224	SCHEDULE INTERVIEWS	76
H289	PREPARE PAGE DUMMIES	75
G268	WRITE SPORTS STORIES	68
H295	REVIEW NEWSPAPER LAYOUTS	67
H296	REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	66
F180	GATHER PHOTO AND NEGATIVES	65
N468	OPERATE STILL CAMERAS	62
E139	MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS	62
B35	DIRECT NEWSPAPER MAKEUP TO PRINTING PLANS	61
B39	ESTABLISH DEADLINES	61
H297	SELECT MATERIALS FOR PUBLICATION	60
F226	WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	59

GROUP ID NUMBER AND TITLE: GRP182, CAMERA TECHNICIANS JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-4   AVERAGE TICF: 34 MONTHS
AVERAGE TAFMS: 48 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
J342 MAKE ENTRIES IN THE HOMETOWN NEWS RELEASE LOGS	100
E164 REVIEW OR SUBMIT DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	100
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASE, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	100
G262 WRITE PHOTO CUTLINES	100
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	100
E149 MAKE ENTRIES ON DD FORMS 2266 (INFORMATION FOR HOMETOWN NEWS RELEASE)	100
G256 WRITE FEATURES	100
J330 CONDUCT HOMETOWN NEWS RELEASE PROGRAM	80
E137 MAINTAIN DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	80
F195 OPERATE WORD PROCESSING EQUIPMENT	80
J343 MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	80
G253 USE COPY EDITING/PROOFREADING SYMBOLS	80
F224 SCHEDULE INTERVIEWS	80
G260 WRITE NEWS STORIES	80
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	80
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	80
F193 OPERATE SLIDE PROJECTORS	80
N468 OPERATE STILL CAMERAS	60
G234 EDIT MEDIA RELEASES	60
G259 WRITE MAGAZINE STORIES	60
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	60
N467 OPERATE EXPOSURE METERS	60
N466 OPERATE ELECTRONIC FLASH SYSTEMS	60
F218 RESEARCH MATERIALS FOR INTERVIEWS	60
F226 WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	60
N460 CHANGE CAMERA LENSES	60
H291 PROOFREAD COPY	60
J337 DOCUMENT NEWS MEDIA INQUIRIES	60
G246 REWRITE COPY TO UPDATE ARTICLES	60
G248 SELECT AND CROP PHOTOS FOR STORIES	40

TABLE A23

GROUP ID NUMBER AND TITLE: GRP221, PUBLIC AFFAIRS NCOIC/CHIEF JOB TYPE
GROUP SIZE: 7   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-5, E-6   AVERAGE TICF: 66 MONTHS
AVERAGE TAFMS: 157 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
N468	OPERATE STILL CAMERAS	100
G262	WRITE PHOTO CUTLINES	100
G260	WRITE NEWS STORIES	100
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	100
E164	REVIEW OR SUBMIT DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	100
E137	MAINTAIN DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	100
G256	WRITE FEATURES	100
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	100
E132	MAINTAIN ADMINISTRATIVE FILES	100
C61	BRIEF COMMANDERS AND STAFF PERSONNEL ON THE STATUS OF HISTORICAL OR PUBLIC AFFAIRS PROGRAMS	100
B47	MANAGE PUBLIC AFFAIRS ACTIVITIES	86
F180	GATHER PHOTO AND NEGATIVES	86
N469	OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES	86
A14	ESTABLISH PROCEDURES FOR LIAISON WITH UNIT PUBLIC AFFAIRS REPRESENTATIVES (UPAR)	86
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	86
F172	COORDINATE ACTIVITIES AND STORIES INTERNALLY	86
F188	MAINTAIN PUBLIC AFFAIRS MONTHLY ACTIVITY REPORTS	86
E146	MAINTAIN UNIT ROSTERS OF ADDITIONAL DUTY PUBLIC AFFAIRS REPRESENTATIVES	86
F187	MAINTAIN PHOTO AND NEGATIVES FILES	86
E149	MAKE ENTRIES ON DD FORMS 2266 (INFORMATION FOR HOMETOWN NEWS RELEASE)	86
J342	MAKE ENTRIES IN THE THE HOMETOWN NEWS RELEASE LOGS	86
C63	CONDUCT STAFF ASSISTANCE VISITS	86
C83	EVALUATE PUBLIC AFFAIRS PRODUCTS FOR AWARDS	86
A10	ESTABLISH LIAISON WITH LOCAL COMMANDERS	86
G231	DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	86
N460	CHANGE CAMERA LENSES	86
G255	WRITE FACT SHEETS	86
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTION (OI), OR STANDING OPERATING PROCEDURES (SOP)	86

TABLE A22

GROUP ID NUMBER AND TITLE: GRP93, INTERNAL INFORMATION NCOICs SUBCLUSTER
GROUP SIZE: 17   PERCENT OF SAMPLE: 2
AVERAGE GRADE: E-5   AVERAGE TICF: 63 MONTHS
AVERAGE TAFMS: 124 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G262 WRITE PHOTO CUTLINES	100
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	94
N468 OPERATE STILL CAMERAS	88
G260 WRITE NEWS STORIES	88
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	88
F193 OPERATE SLIDE PROJECTORS	88
E164 REVIEW OR SUBMIT DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	82
J342 MAKE ENTRIES IN THE HOMETOWN NEWS RELEASE LOGS	82
G256 WRITE FEATURES	82
E137 MAINTAIN DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	76
E149 MAKE ENTRIES ON DD FORMS 2266 (INFORMATION FOR HOMETOWN NEWS RELEASE)	76
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	76
N469 OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES	71
N470 PERFORM OPERATIONAL CHECKS OF STILL CAMERA EQUIPMENT OR ACCESSORIES	71
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	71
F180 GATHER PHOTO AND NEGATIVES	71
N460 CHANGE CAMERA LENSES	71
J330 CONDUCT HOMETOWN NEWS RELEASE PROGRAM	65
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	65
N466 OPERATE ELECTRONIC FLASH SYSTEMS	65
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	65
F187 MAINTAIN PHOTO AND NEGATIVES FILES	65
E132 MAINTAIN ADMINISTRATIVE FILES	65
J343 MAKE ENTIRES IN THE MEDIA NEWS RELEASE LOGS	59
G253 USE COPY EDITING/PROOFREADING SYMBOLS	59
E146 MAINTAIN UNIT ROSTERS OF ADDITIONAL DUTY PUBLIC AFFAIRS REPRESENTATIVES	59
F179 GATHER COLOR SLIDES	59
F190 OPERATE AUDIOVISUAL EQUIPMENT	59

TABLE A21

GROUP ID NUMBER AND TITLE: GRP229, MEDIA RELATIONS SPECIALIST JOB TYPE
GROUP SIZE: 9   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-4   AVERAGE TICF: 38 MONTHS
AVERAGE TAFMS: 59 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
J349	PROVIDE NEWS RELEASES AND NEWS BEEPERS FOR RADIO, TV, AND PRINT MEDIA	100
G234	EDIT MEDIA RELEASES	100
J339	ESCORT NEWS MEDIA REPRESENTATIVES	100
J343	MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	100
J352	RESPOND TO NEWS MEDIA INQUIRIES	100
J332	COORDINATE NEWS MEDIA INTERVIEWS	100
J337	DOCUMENT NEWS MEDIA INQUIRIES	100
G256	WRITE FEATURES	89
G260	WRITE NEWS STORIES	89
F224	SCHEDULE INTERVIEWS	89
J345	PREPARE NATIONAL STORY IDEAS	89
G262	WRITE PHOTO CUTLINES	89
J335	DEVELOP NATIONAL FEATURE STORY PROGRAM IDEAS AND SYNOPSIS	89
G251	TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	89
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	78
J334	COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	78
J327	BRIEF AIR FORCE PERSONNEL PRIOR TO MEDIA INTERVIEWS ON NEWS MEDIA INTERESTS AND TECHNIQUES	78
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	78
J341	MAINTAIN NEWS MEDIA DISTRIBUTION LISTS	78
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	67
G245	REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	67
J336	DOCUMENT INCLUSIVE TIMES AND AGENCIES INVOLVED IN ESCORT OF NEWS MEDIA REPRESENTATIVES	67
J338	DRAFT REPLIES TO NEWS MEDIA INQUIRIES	67
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	67
G259	WRITE MAGAZINE STORIES	67
J340	FORWARD PROMOTIONAL MATERIAL ON MILITARY EVENTS TO MEDIA OUTLETS	56
E142	MAINTAIN MEDIA RELATIONS FILES	56
E164	REVIEW OR SUBMIT DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	56

TABLE A20

GROUP ID NUMBER AND TITLE: GRP292, MEDIA RELATIONS NCOICs JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-7   AVERAGE TICF: 153 MONTHS
AVERAGE TAFMS: 163 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	100
G234 EDIT MEDIA RELEASES	100
J352 RESPOND TO NEWS MEDIA INQUIRIES	100
J334 COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	100
J338 DRAFT REPLIES TO NEWS MEDIA INQUIRIES	100
F195 OPERATE WORD PROCESSING EQUIPMENT	100
F175 COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	100
G231 DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	100
J337 DOCUMENT NEWS MEDIA INQUIRIES	100
G260 WRITE NEWS STORIES	100
F176 COORDINATE WITH TECHNICAL ADVISORS ON THE ACCURACY OF STORY OR HISTORICAL MATERIALS	100
J349 PROVIDE NEWS RELEASES AND NEWS BEEPERS FOR RADIO, TV, AND PRINT MEDIA	100
G253 USE COPY EDITING/PROOFREADING SYMBOLS	100
J339 ESCORT NEWS MEDIA REPRESENTATIVES	100
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	100
G256 WRITE FEATURES	100
J327 BRIEF AIR FORCE PERSONNEL PRIOR TO MEDIA INTERVIEWS ON NEWS MEDIA INTERESTS AND TECHNIQUES	100
G255 WRITE FACT SHEETS	100
C61 BRIEF COMMANDERS AND STAFF PERSONNEL ON THE STATUS OF HISTORICAL OR PUBLIC AFFAIRS PROGRAMS	100
F224 SCHEDULE INTERVIEWS	100
F226 WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	100
J346 PREPARE PRESS KITS	100
J332 COORDINATE NEWS MEDIA INTERVIEWS	80
J343 MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	80
G247 REWRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	80
G244 REVIEW SCRIPTS, SPEECHES, OR PA MATERIALS FOR SECURITY, SENSITIVITY, POLICY, PROPRIETY, EDITORIALIZING, OR LIBEL	80
G246 REWRITE COPY TO UPDATE ARTICLES	80

TABLE A19

GROUP ID NUMBER AND TITLE: GRP279, MEDIA RELATIONS NCOIC/SPECIALIST JOB TYPE
GROUP SIZE: 24   PERCENT OF SAMPLE: 3
AVERAGE GRADE: E-5   AVERAGE TICF: 75 MONTHS
AVERAGE TAFMS: 92 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
J352 RESPOND TO NEWS MEDIA INQUIRIES	100
J334 COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	100
J339 ESCORT NEWS MEDIA REPRESENTATIVES	100
J338 DRAFT REPLIES TO NEWS MEDIA INQUIRIES	100
J332 COORDINATE NEWS MEDIA INTERVIEWS	100
J341 MAINTAIN NEWS MEDIA DISTRIBUTION LISTS	100
J337 DOCUMENT NEWS MEDIA INQUIRIES	100
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	100
J346 PREPARE PRESS KITS	100
J349 PROVIDE NEWS RELEASES AND NEWS BEEPERS FOR RADIO, TV, AND PRINT MEDIA	96
J343 MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	96
G260 WRITE NEWS STORIES	96
E142 MAINTAIN MEDIA RELATIONS FILES	96
J335 DEVELOP NATIONAL FEATURE STORY PROGRAM IDEAS AND SYNOPSIS	96
J345 PREPARE NATIONAL STORY IDEAS	96
G256 WRITE FEATURES	96
J340 FORWARD PROMOTIONAL MATERIAL ON MILITARY EVENTS TO MEDIA OUTLETS	92
G234 EDIT MEDIA RELEASES	92
J336 DOCUMENT INCLUSIVE TIMES AND AGENCIES INVOLVED IN ESCORT OF NEWS MEDIA REPRESENTATIVES	92
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	92
J327 BRIEF AIR FORCE PERSONNEL PRIOR TO MEDIA INTERVIEWS ON NEWS MEDIA INTERESTS AND TECHNIQUES	92
F224 SCHEDULE INTERVIEWS	92
G262 WRITE PHOTO CUTLINES	92
J355 REVIEW PRINT MEDIA FOR ARTICLES OF INTEREST TO COMMANDER AND STAFF	88
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	88
J354 REVIEW NATIONAL STORY IDEAS	88
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	88
G253 USE COPY EDITING/PROOFREADING SYMBOLS	83

TABLE A18

GROUP ID NUMBER AND TITLE: GRP115, MEDIA RELATIONS NCOICs SUBCLUSTER
GROUP SIZE: 46   PERCENT OF SAMPLE: 6
AVERAGE GRADE: E-5   AVERAGE TICF: 83 MONTHS
AVERAGE TAFMS: 104 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| | | PERCENT MEMBERS |
TASKS		PERFORMING
J352	RESPOND TO NEWS MEDIA INQUIRIES	100
J337	DOCUMENT NEWS MEDIA INQUIRIES	98
J349	PROVIDE NEWS RELEASES AND NEWS BEEPERS FOR RADIO, TV, AND PRINT MEDIA	96
J339	ESCORT NEWS MEDIA REPRESENTATIVES	96
J334	COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	93
J338	DRAFT REPLIES TO NEWS MEDIA INQUIRIES	93
J343	MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	93
J332	COORDINATE NEWS MEDIA INTERVIEWS	93
G260	WRITE NEWS STORIES	93
J341	MAINTAIN NEWS MEDIA DISTRIBUTION LISTS	93
G234	EDIT MEDIA RELEASES	91
J346	PREPARE PRESS KITS	89
F224	SCHEDULE INTERVIEWS	87
J340	FORWARD PROMOTIONAL MATERIAL ON MILITARY EVENTS TO MEDIA OUTLETS	83
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	83
G256	WRITE FEATURES	83
J327	BRIEF AIR FORCE PERSONNEL PRIOR TO MEDIA INTERVIEWS ON NEWS MEDIA INTERESTS AND TECHNIQUES	83
G262	WRITE PHOTO CUTLINES	80
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	78
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	78
E142	MAINTAIN MEDIA RELATIONS FILES	78
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	78
J336	DOCUMENT INCLUSIVE TIMES AND AGENCIES INVOLVED IN ESCORT OF NEWS MEDIA REPRESENTATIVES	76
G253	USE COPY EDITING/PROOFREADING SYMBOLS	74
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	74
J345	PREPARE NATIONAL STORY IDEAS	74
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	74
J335	DEVELOP NATIONAL FEATURE STORY PROGRAM IDEAS AND SYNOPSIS	72

TABLE A17

GROUP ID NUMBER AND TITLE: GRP194, ADMINISTRATIVE/COMMUNITY RELATIONS JOB TYPE
GROUP SIZE: 6   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-6   AVERAGE TICF: 94 MONTHS
AVERAGE TAFMS: 167 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F220 RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	100
B47 MANAGE PUBLIC AFFAIRS ACTIVITIES	100
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	100
I300 CONDUCT BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I321 RESPOND TO REQUESTS FOR BASE TOURS	100
A8 DEVELOP WORK METHODS OR PROCEDURES	100
I317 PLAN BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I303 COORDINATE TOURS WITH BASE OR COMMUNITY AGENCIES	100
I352 RESPOND TO NEWS MEDIA INQUIRIES	100
J334 COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	100
I310 MAKE ENTIRES ON BASE TOUR LOGS	100
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	100
I322 RESPOND TO REQUESTS FOR SPEAKERS	100
J337 DOCUMENT NEWS MEDIA INQUIRIES	100
I302 COORDINATE REPLIES TO CIVILIAN INQUIRIES WITH APPROPRIATE AGENCIES	100
F221 RESPOND TO SONIC BOOM OR NOISE COMPLAINTS	100
E135 MAINTAIN COMMUNITY RELATIONS FILES	83
F202 PLAN TOURS	83
A4 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	83
B34 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	83
F169 COMPILE DATA FOR PUBLIC AFFAIRS MONTHLY ACTIVITY REPORTS	83
F188 MAINTAIN PUBLIC AFFAIRS MONTHLY ACTIVITY REPORTS	83
J330 CONDUCT HOMETOWN NEWS RELEASE PROGRAM	83
B45 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	83
A14 ESTABLISH PROCEDURES FOR LIAISON WITH UNIT PUBLIC AFFAIRS REPRESENTATIVES (UPAR)	83
I301 COORDINATE PARTICIPATION OF BASE PERSONNEL IN COMMUNITY ACTIVITIES	83
C60 ANALYZE WORKLOAD REQUIREMENTS	83
J339 ESCORT NEWS MEDIA REPRESENTATIVES	83
J342 MAKE ENTRIES IN THE HOMETOWN NEWS RELEASE LOGS	83

GROUP ID NUMBER AND TITLE: GRP237, AUDIOVISUAL/PHOTOGRAPHIC SUPPORT JOB TYPE
GROUP SIZE: 14   PERCENT OF SAMPLE: 2
AVERAGE GRADE: E-6   AVERAGE TICF: 111 MONTHS
AVERAGE TAFMS: 164 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	100
G260 WRITE NEWS STORIES	100
F174 COORDINATE PRODUCTION OF ART WORK OTHER THAN PHOTOS WITH GRAPHICS SHOPS	100
G234 EDIT MEDIA RELEASES	100
F220 RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	100
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	100
G262 WRITE PHOTO CUTLINES	100
A6 DETERMINE WORK PRIORITIES	100
I302 COORDINATE REPLIES TO CIVILIAN INQUIRIES WITH APPROPRIATE AGENCIES	100
F179 GATHER COLOR SLIDES	100
F204 PREPARE BRIEFINGS	100
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENTS	100
G255 WRITE FACT SHEETS	100
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	93
J330 CONDUCT HOMETOWN NEWS RELEASE PROGRAM	93
F175 COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	93
F172 COORDINATE ACTIVITIES AND STORIES INTERNALLY	93
E164 REVIEW OR SUBMIT DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	93
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	93
G231 DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	93
F180 GATHER PHOTO AND NEGATIVES	93
J342 MAKE ENTRIES IN THE HOMETOWN NEWS RELEASE LOGS	93
F177 DOCUMENT INQUIRIES FROM INTERNAL OR EXTERNAL SOURCES OTHER THAN NEWS MEDIA	93
J334 COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	93
F190 OPERATE AUDIOVISUAL EQUIPMENT	93
J352 RESPOND TO NEWS MEDIA INQUIRIES	93
H278 DEVELOP INFORMATION MATERIALS FOR PUBLICATIONS, SUCH AS FACT SHEETS, SPEECHES, OR BIOGRAPHIES	93

TABLE A15

GROUP ID NUMBER AND TITLE: GRP262, COMMUNITY RELATIONS NCOICs JOB TYPE
GROUP SIZE: 9   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-5   AVERAGE TICF: 82 MONTHS
AVERAGE TAFMS: 100 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
I300 CONDUCT BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I317 PLAN BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I321 RESPOND TO REQUESTS FOR BASE TOURS	100
I303 COORDINATE TOURS WITH BASE OR COMMUNITY AGENCIES	100
I301 COORDINATE PARTICIPATION OF BASE PERSONNEL IN COMMUNITY ACTIVITIES	100
I302 COORDINATE REPLIES TO CIVILIAN INQUIRIES WITH APPROPRIATE AGENCIES	100
I322 RESPOND TO REQUESTS FOR SPEAKERS	100
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASE, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	100
I310 MAKE ENTRIES ON BASE TOUR LOGS	100
F193 OPERATE SLIDE PROJECTORS	100
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	89
F202 PLAN TOURS	89
I307 MAINTAIN SPEAKER BUREAU FILES	89
J352 RESPOND TO NEWS MEDIA INQUIRIES	89
J338 DRAFT REPLIES TO NEWS MEDIA INQUIRIES	89
J343 MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	89
J339 ESCORT NEWS MEDIA REPRESENTATIVES	89
I320 PROVIDE MATERIALS FOR SPEAKER ENGAGEMENTS, SUCH AS ORGANIZATION BACKGROUND MATERIALS OR VISUAL AIDS	89
G256 WRITE FEATURES	89
J335 DEVELOP NATIONAL FEATURE STORY PROGRAM IDEAS AND SYNOPSIS	89
F223 SCHEDULE BRIEFINGS	89
F220 RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	89
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	89
G254 WRITE BIOGRAPHIES OF AIR FORCE PERSONNEL OR OTHER DIGNITARIES	89
I324 SET UP SPEAKER ENGAGEMENTS	78
J340 FORWARD PROMOTIONAL MATERIAL ON MILITARY EVENTS TO MEDIA OUTLETS	78
I309 MAKE ENTRIES IN SPEAKER OR BRIEFING LOGS	78
F175 COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	78

TABLE A14

GROUP ID NUMBER AND TITLE: GRP374, EDITORIAL NCOICs JOB TYPE
GROUP SIZE: 34   PERCENT OF SAMPLE: 4
AVERAGE GRADE: E-6   AVERAGE TICF: 97 MONTHS
AVERAGE TAFMS: 163 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	100
A6 DETERMINE WORK PRIORITIES	100
A8 DEVELOP WORK METHODS OR PROCEDURES	100
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	97
G256 WRITE FEATURES	97
G260 WRITE NEWS STORIES	97
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	97
J339 ESCORT NEWS MEDIA REPRESENTATIVES	97
J337 DOCUMENT NEWS MEDIA INQUIRIES	97
G262 WRITE PHOTO CUTLINES	97
H291 PROOFREAD COPY	94
G231 DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	94
G253 USE COPY EDITING/PROOFREADING SYMBOLS	94
J352 RESPOND TO NEWS MEDIA INQUIRIES	94
J334 COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	94
A25 PLAN WORK ASSIGNMENTS	94
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	94
B32 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	94
H292 RESPOND TO RUMOR CONTROL SITUATIONS	94
F193 OPERATE SLIDE PROJECTORS	94
F220 RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	91
F169 COMPILE DATA FOR PUBLIC AFFAIRS MONTHLY ACTIVITY REPORTS	91
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	91
J338 DRAFT REPLIES TO NEWS MEDIA INQUIRIES	91
F172 COORDINATE ACTIVITIES AND STORIES INTERNALLY	91
B39 ESTABLISH DEADLINES	91
A5 DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	91
B55 SUPERVISE PUBLIC AFFAIRS SPECIALISTS (AFSC 79150)	88
G235 EDIT NEWSPAPER COPY	88
G234 EDIT MEDIA RELEASES	88

TABLE A13

GROUP ID NUMBER AND TITLE: GRP301, PLANS NCOICs JOB TYPE
GROUP SIZE: 16   PERCENT OF SAMPLE: 2
AVERAGE GRADE: E-6, E-7   AVERAGE TICF: 148 MONTHS
AVERAGE TAFMS: 201 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
B47	MANAGE PUBLIC AFFAIRS ACTIVITIES	100
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	100
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	100
A11	ESTABLISH OR MAINTAIN PLANS, OPERATIONS ORDERS, OR ANNEXES	100
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	100
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	100
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	100
A6	DETERMINE WORK PRIORITIES	100
J352	RESPOND TO NEWS MEDIA INQUIRIES	100
A8	DEVELOP WORK METHODS OR PROCEDURES	100
B44	INITIATE PERSONNEL ACTION REQUESTS	100
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	100
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	100
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORTS	100
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	100
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	94
F220	RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	94
B46	INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	94
A25	PLAN WORK ASSIGNMENTS	94
A27	REVIEW PLANS	94
C96	WRITE APR	94
E156	PREPARE AND SUBMIT AFTER-ACTION REPORTS ON SPECIAL ACTIVITIES	94
J339	ESCORT NEWS MEDIA REPRESENTATIVES	94
A28	SCHEDULE LEAVES OR PASSES	94
D112	DIRECT OR IMPLEMENT OJT PROGRAMS	94
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	94
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	88
E163	PREPARE REQUESTS FOR EXPENDITURE OF FUNDS, SUCH AS PRINTING OR SUPPLY FUNDS	88
F207	PREPARE OR MAINTAIN A DISASTER RESPONSE KITS FOR ON-SCENE NEWS MEDIA CENTERS OR COMMAND POSTS	88

TABLE A12

GROUP ID NUMBER AND TITLE: GRP140, PUBLIC AFFAIRS/COMMUNITY RELATIONS SUBCLUSTER
GROUP SIZE: 95   PERCENT OF SAMPLE: 11
AVERAGE GRADE: E-6   AVERAGE TICF: 114 MONTHS
AVERAGE TAFMS: 173 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A6	DETERMINE WORK PRIORITIES	94
F220	RESPOND TO INQUIRIES FROM SOURCES OTHER THAN NEWS MEDIA	93
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	93
J352	RESPOND TO NEWS MEDIA INQUIRIES	92
F193	OPERATE SLIDE PROJECTORS	92
J337	DOCUMENT NEWS MEDIA INQUIRIES	89
J334	COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	88
J338	DRAFT REPLIES TO NEWS MEDIA INQUIRIES	88
J339	ESCORT NEWS MEDIA REPRESENTATIVES	88
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	86
A8	DEVELOP WORK METHODS OR PROCEDURES	86
B47	MANAGE PUBLIC AFFAIRS ACTIVITIES	84
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	83
G231	DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	82
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	82
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGE- MENT	82
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMA- TIONAL PRODUCTS	82
F190	OPERATE AUDIOVISUAL EQUIPMENT	82
G251	TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	81
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	80
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	78
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	78
A25	PLAN WORK ASSIGNMENTS	77
F169	COMPILE DATA FOR PUBLIC AFFAIRS MONTHLY ACTIVITY REPORTS	76
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	76
G253	USE COPY EDITING/PROOFREADING SYMBOLS	75
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	75

TABLE A26

GROUP ID NUMBER AND TITLE: GRP247, HQ LEVEL EDITORS JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-5, E-6   AVERAGE TICF: 91 MONTHS
AVERAGE TAFMS: 124 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
G260	WRITE NEWS STORIES	100
G256	WRITE FEATURES	100
G239	ESTABLISH PROCEDURES FOR COLLECTING NEWS MATERIALS, SUCH AS STRINGERS OR ASSIGNED BEATS	100
G245	REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	100
G246	REWRITE COPY TO UPDATE ARTICLES	100
G262	WRITE PHOTO CUTLINES	100
A13	ESTABLISH PROCEDURES FOR COLLECTING AND EVALUATING NEWS AND FEATURE ITEMS	100
G252	TRANSCRIBE TAPED INTERVIEWS	100
G248	SELECT AND CROP PHOTOS FOR STORIES	100
N468	OPERATE STILL CAMERAS	100
N460	CHANGE CAMERA LENSES	100
N461	CLEAN CAMERAS OR ACCESSORIES	100
N466	OPERATE ELECTRONIC FLASH SYSTEMS	100
N470	PERFORM OPERATIONAL CHECKS OF STILL CAMERA EQUIPMENT OR ACCESSORIES	100
N469	OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES	100
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	80
G253	USE COPY EDITING/PROOFREADING SYMBOLS	80
F224	SCHEDULE INTERVIEWS	80
A25	PLAN WORK ASSIGNMENTS	80
F175	COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	80
F226	WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	80
A6	DETERMINE WORK PRIORITIES	80
N473	PERFORM PREVENTIVE MAINTENANCE ON STILL CAMERAS OR ACCESSORIES	80
N462	COMPUTE DEPTH OF FIELD OR HYPERFOCAL DISTANCES	80
N464	MOUNT CAMERAS ON TRIPODS, SHOULDER PODS, BODY BRACES, OR PISTOL GRIPS	80
G243	RESEARCH FILES OR LIBRARIES FOR INFORMATIONAL MATERIALS	60
G229	CHECK STYLE CORRECTNESS USING AIR FORCE OR MAJOR COMMAND (MAJCOM) HISTORICAL DIRECTIVES	60
H291	PROOFREAD COPY	60

TABLE A27

GROUP ID NUMBER AND TITLE: GRP321, BASE NEWSPAPER EDITORS JOB TYPE
GROUP SIZE: 62   PERCENT OF SAMPLE: 7
AVERAGE GRADE: E-4, E-5   AVERAGE TICF: 67 MONTHS
AVERAGE TAFMS: 88 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G235 EDIT NEWSPAPER COPY	100
G260 WRITE NEWS STORIES	100
G258 WRITE HEADLINES	100
G262 WRITE PHOTO CUTLINES	100
H291 PROOFREAD COPY	98
F201 PLAN NEWSPAPER LAYOUTS	98
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	98
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	98
G256 WRITE FEATURES	98
G248 SELECT AND CROP PHOTOS FOR STORIES	98
G232 EDIT HEADLINES	98
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	98
H277 DESIGN NEWSPAPER LAYOUTS	97
G246 REWRITE COPY TO UPDATE ARTICLES	97
G253 USE COPY EDITING/PROOFREADING SYMBOLS	95
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	95
B35 DIRECT NEWSPAPER MAKEUP TO PRINTING PLANTS	94
H289 PREPARE PAGE DUMMIES	90
H295 REVIEW NEWSPAPER LAYOUTS	90
G242 LOCALIZE NEWS SERVICE MATERIALS	90
B39 ESTABLISH DEADLINES	89
A13 ESTABLISH PROCEDURES FOR COLLECTING AND EVALUATING NEWS AND FEATURE ITEMS	89
H296 REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	84
F180 GATHER PHOTO AND NEGATIVES	84
F224 SCHEDULE INTERVIEWS	84
F187 MAINTAIN PHOTO AND NEGATIVES FILES	84
H297 SELECT MATERIALS FOR PUBLICATION	82
G268 WRITE SPORTS STORIES	82
E139 MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS	82
H272 ARRANGE FOR OR DELIVER NEWSPAPERS TO LOCAL DISTRIBUTION POINTS	81

TABLE A28

GROUP ID NUMBER AND TITLE: GRP344, EDITORS AND STAFF WRITERS JOB TYPE
GROUP SIZE: 72   PERCENT OF SAMPLE: 9
AVERAGE GRADE: E-4   AVERAGE TICF: 39 MONTHS
AVERAGE TAFMS: 52 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G260 WRITE NEWS STORIES	100
H291 PROOFREAD COPY	100
G258 WRITE HEADLINES	100
G256 WRITE FEATURES	100
G235 EDIT NEWSPAPER COPY	97
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	97
G262 WRITE PHOTO CUTLINES	97
G248 SELECT AND CROP PHOTOS FOR STORIES	97
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	97
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	94
G232 EDIT HEADLINES	93
G246 REWRITE COPY TO UPDATE ARTICLES	92
H277 DESIGN NEWSPAPER LAYOUTS	90
G253 USE COPY EDITING/PROOFREADING SYMBOLS	89
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	89
G242 LOCALIZE NEWS SERVICE MATERIALS	88
F201 PLAN NEWSPAPER LAYOUTS	86
H289 PREPARE PAGE DUMMIES	82
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	78
H295 REVIEW NEWSPAPER LAYOUTS	72
F224 SCHEDULE INTERVIEWS	72
G268 WRITE SPORTS STORIES	71
H296 REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	67
H275 DELIVER NEWSPAPER COPY TO PRINTERS	63
B35 DIRECT NEWSPAPER MAKEUP AT PRINTING PLANTS	61
E139 MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS	60
N468 OPERATE STILL CAMERAS	57
F187 MAINTAIN PHOTO AND NEGATIVES FILES	57
F180 GATHER PHOTO AND NEGATIVES	56
H297 SELECT MATERIALS FOR PUBLICATION	53

TABLE A29

GROUP ID NUMBER AND TITLE: GRP274, MAGAZINE EDITORS JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-5   AVERAGE TICF: 102 MONTHS
AVERAGE TAFMS: 118 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G233 EDIT MAGAZINE COPY	100
G259 WRITE MAGAZINE STORIES	100
H277 DESIGN NEWSPAPER LAYOUTS	100
H291 PROOFREAD COPY	100
F200 PLAN MAGAZINE LAYOUTS	100
H289 PREPARE PAGE DUMMIES	100
G253 USE COPY EDITING/PROOFREADING SYMBOLS	100
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	100
G248 SELECT AND CROP PHOTOS FOR STORIES	100
H297 SELECT MATERIALS FOR PUBLICATION	100
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	100
G258 WRITE HEADLINES	100
F175 COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	100
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	100
G262 WRITE PHOTO CUTLINES	100
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	100
A25 PLAN WORK ASSIGNMENTS	100
F176 COORDINATE WITH TECHNICAL ADVISORS ON THE ACCURACY OF STORY OR HISTORICAL MATERIALS	100
B39 ESTABLISH DEADLINES	100
H296 REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	80
G260 WRITE NEWS STORIES	80
G246 REWRITE COPY TO UPDATE ARTICLES	80
G256 WRITE FEATURES	80
F172 COORDINATE ACTIVITIES AND STORIES INTERNALLY	80
H272 ARRANGE FOR OR DELIVER NEWSPAPERS TO LOCAL DISTRIBUTION POINTS	80
G232 EDIT HEADLINES	80
A6 DETERMINE WORK PRIORITIES	80
N469 OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES	80
N468 OPERATE STILL CAMERAS	80
A8 DEVELOP WORK METHODS OR PROCEDURES	80

GROUP ID NUMBER AND TITLE: GRP270, HOMETOWN NEWS RELEASE PERSONNEL JOB TYPE
GROUP SIZE: 10   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-4   AVERAGE TICF: 38 MONTHS
AVERAGE TAFMS: 51 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
G260	WRITE NEWS STORIES	100
H291	PROOFREAD COPY	100
J330	CONDUCT HOMETOWN NEWS RELEASE PROGRAM	100
J342	MAKE ENTIRES IN THE HOMETOWN NEWS RELEASE LOGS	100
G245	REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	100
G230	CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	100
E164	REVIEW OR SUBMIT DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	100
G262	WRITE PHOTO CUTLINES	100
G253	USE COPY EDITING/PROOFREADING SYMBOLS	100
E137	MAINTAIN DD FORMS 2266 (HOMETOWN NEWS RELEASE DATA)	100
E149	MAKE ENTRIES ON DD FORMS 2266 (INFORMATION FOR HOMETOWN NEWS RELEASE)	100
G256	WRITE FEATURES	100
H282	MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	90
G258	WRITE HEADLINES	90
G248	SELECT AND CROP PHOTOS FOR STORIES	90
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	90
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASE, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	90
G228	ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	90
F224	SCHEDULE INTERVIEWS	90
H277	DESIGN NEWSPAPER LAYOUTS	80
G235	EDIT NEWSPAPER COPY	80
F172	COORDINATE ACTIVITIES AND STORIES INTERNALLY	80
G234	EDIT MEDIA RELEASES	80
G246	REWRITE COPY TO UPDATE ARTICLES	80
F226	WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	80
F201	PLAN NEWSPAPER LAYOUTS	80
H296	REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	70
H289	PREPARE PAGE DUMMIES	70
G232	EDIT HEADLINES	70

GROUP ID NUMBER AND TITLE: GRP231, STAFF WRITERS/CAMERA OPERATORS JOB TYPE
GROUP SIZE: 6   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-4, E-5   AVERAGE TICF: 76 MONTHS
AVERAGE TAFMS: 103 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H291 PROOFREAD COPY	100
G260 WRITE NEWS STORIES	100
G258 WRITE HEADLINES	100
N468 OPERATE STILL CAMERAS	100
N460 CHANGE CAMERA LENSES	100
N466 OPERATE ELECTRONIC FLASH SYSTEMS	100
G256 WRITE FEATURES	83
G262 WRITE PHOTO CUTLINES	83
G253 USE COPY EDITING/PROOFREADING SYMBOLS	83
G248 SELECT AND CROP PHOTOS FOR STORIES	83
N469 OPERATE VARIABLE FOCAL LENGTH (ZOOM) LENSES	83
G246 REWRITE COPY TO UPDATE ARTICLES	83
N470 PERFORM OPERATIONAL CHECKS OF STILL CAMERA EQUIPMENT OR ACCESSORIES	83
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	67
F201 PLAN NEWSPAPER LAYOUTS	67
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	67
H277 DESIGN NEWSPAPER LAYOUTS	67
H289 PREPARE PAGE DUMMIES	67
F218 RESEARCH MATERIALS FOR INTERVIEWS	67
F224 SCHEDULE INTERVIEWS	67
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	67
G259 WRITE MAGAZINE STORIES	50
G268 WRITE SPORTS STORIES	50
F180 GATHER PHOTO AND NEGATIVES	50
N476 SELECT EQUIPMENT, ACCESSORIES, OR SUPPLIES FOR ASSIGNMENT	50
G232 EDIT HEADLINES	50
G235 EDIT NEWSPAPER COPY	50
N464 MOUNT CAMERAS ON TRIPODS, SHOULDER PODS, BODY BRACES, OR PISTOL GRIPS	50
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	50
N461 CLEAN CAMERAS OR ACCESSORIES	50

TABLE A32

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H291 PROOFREAD COPY	100
G235 EDIT NEWSPAPER COPY	100
F172 COORDINATE ACTIVITIES AND STORIES INTERNALLY	100
G260 WRITE NEWS STORIES	100
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	100
H297 SELECT MATERIALS FOR PUBLICATION	100
G231 DETERMINE USE OF PUBLIC AFFAIRS MATERIALS	100
G232 EDIT HEADLINES	100
G256 WRITE FEATURES	100
G258 WRITE HEADLINES	100
G242 LOCALIZE NEWS SERVICE MATERIALS	100
A6 DETERMINE WORK PRIORITIES	100
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	92
H277 DESIGN NEWSPAPER LAYOUTS	92
H295 REVIEW NEWSPAPER LAYOUTS	92
H296 REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	92
F201 PLAN NEWSPAPER LAYOUTS	92
H272 ARRANGE FOR OR DELIVER NEWSPAPERS TO LOCAL DISTRIBUTION POINTS	92
G253 USE COPY EDITING/PROOFREADING SYMBOLS	92
G262 WRITE PHOTO CUTLINES	92
G248 SELECT AND CROP PHOTOS FOR STORIES	92
G234 EDIT MEDIA RELEASES	92
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGE-MENT	92
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	83
F175 COORDINATE WITH AGENCIES OR INDIVIDUALS TO COMPLETE ASSIGNMENTS	83
H289 PREPARE PAGE DUMMIES	83
H298 UPDATE NEWSPAPER DISTRIBUTION LISTS	83
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	83
G246 REWRITE COPY TO UPDATE ARTICLES	83

TABLE A33

GROUP ID NUMBER AND TITLE: GRP245, PUBLIC AFFAIRS SPECIALIST JOB TYPE
GROUP SIZE: 6   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-4   AVERAGE TICF: 30 MONTHS
AVERAGE TAFMS: 60 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G260 WRITE NEWS STORIES	100
G256 WRITE FEATURES	100
G262 WRITE PHOTO CUTLINES	100
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	83
H291 PROOFREAD COPY	83
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	83
F218 RESEARCH MATERIALS FOR INTERVIEWS	83
F224 SCHEDULE INTERVIEWS	83
G246 REWRITE COPY TO UPDATE ARTICLES	83
G242 LOCALIZE NEWS SERVICE MATERIALS	83
G252 TRANSCRIBE TAPED INTERVIEWS	67
G248 SELECT AND CROP PHOTOS FOR STORIES	67
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	67
G235 EDIT NEWSPAPER COPY	50
G253 USE COPY EDITING/PROOFREADING SYMBOLS	50
F195 OPERATE WORD PROCESSING EQUIPMENT	50
F226 WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	50
F180 GATHER PHOTO AND NEGATIVES	50
G258 WRITE HEADLINES	50
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	50
E139 MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS	50
H272 ARRANGE FOR OR DELIVER NEWSPAPERS TO LOCAL DISTRIBUTION POINTS	33
G268 WRITE SPORTS STORIES	33
G261 WRITE NEWS SUMMARIES	33
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	33
G243 RESEARCH FILES OR LIBRARIES FOR INFORMATIONAL MATERIALS	33
J339 ESCORT NEWS MEDIA REPRESENTATIVES	33
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	33
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	33

TABLE A34

GROUP ID NUMBER AND TITLE: GRP271, INFORMATION SPECIALIST JOB TYPE
GROUP SIZE: 11   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-3, E-4   AVERAGE TICF: 27 MONTHS
AVERAGE TAFMS: 47 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H291 PROOFREAD COPY	100
G235 EDIT NEWSPAPER COPY	100
G260 WRITE NEWS STORIES	100
G256 WRITE FEATURES	91
G258 WRITE HEADLINES	91
G248 SELECT AND CROP PHOTOS FOR STORIES	91
G253 USE COPY EDITING/PROOFREADING SYMBOLS	82
G230 CHECK STYLE CORRECTNESS USING ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL	82
G268 WRITE SPORTS STORIES	82
G262 WRITE PHOTO CUTLINES	82
H282 MARK INSTRUCTIONS, SUCH AS TYPE SIZE OR COLUMN WIDTH, ON COPY OR PHOTOS	82
H277 DESIGN NEWSPAPER LAYOUTS	82
G232 EDIT HEADLINES	73
G252 TRANSCRIBE TAPED INTERVIEWS	64
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	64
H289 PREPARE PAGE DUMMIES	64
F201 PLAN NEWSPAPER LAYOUTS	64
G228 ADVISE PHOTOGRAPHERS ON PHOTO SELECTION OR PHOTO ARRANGEMENT	55
F224 SCHEDULE INTERVIEWS	55
G246 REWRITE COPY TO UPDATE ARTICLES	45
F226 WRITE INTERVIEW QUESTIONS FOR AUDIO, VIDEO PROGRAMS, OR PRINT MEDIA	36
H275 DELIVER NEWSPAPER COPY TO PRINTERS	36
F180 GATHER PHOTO AND NEGATIVES	36
E139 MAINTAIN FILES OF PAST EDITIONS OF BASE NEWSPAPERS	36
G242 LOCALIZE NEWS SERVICE MATERIALS	36
F187 MAINTAIN PHOTO AND NEGATIVES FILES	36
G245 REWRITE COPY TO COMBINE STORIES OR CHANGE STORY EMPHASIS	27
G261 WRITE NEWS SUMMARIES	27
H296 REVIEW OR SELECT NEWS SERVICE MATERIAL AND OTHER STORY INPUTS FOR PUBLICATIONS	27
G251 TAKE NOTES AT MEETINGS OR ON-SCENE EVENTS FOR PUBLIC AFFAIRS USE	27

TABLE A35

GROUP ID NUMBER AND TITLE: GRP45, COMMUNITY RELATIONS CLUSTER
GROUP SIZE: 45   PERCENT OF SAMPLE: 5
AVERAGE GRADE: E-4, E-5   AVERAGE TICF: 61 MONTHS
AVERAGE TAFMS: 104 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
I303 COORDINATE TOURS WITH BASE OR COMMUNITY AGENCIES	93
F202 PLAN TOURS	91
I321 RESPOND TO REQUESTS FOR BASE TOURS	87
I300 CONDUCT BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	82
I317 PLAN BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	82
I322 RESPOND TO REQUESTS FOR SPEAKERS	80
I310 MAKE ENTRIES ON BASE TOUR LOGS	80
I324 SET UP SPEAKER ENGAGEMENTS	73
I301 COORDINATE PARTICIPATION OF BASE PERSONNEL IN COMMUNITY ACTIVITIES	71
I307 MAINTAIN SPEAKER BUREAU FILES	69
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	69
I302 COORDINATE REPLIES TO CIVILIAN INQUIRIES WITH APPROPRIATE AGENCIES	67
I309 MAKE ENTRIES IN SPEAKER OR BRIEFING LOGS	67
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	64
I320 PROVIDE MATERIALS FOR SPEAKER ENGAGEMENTS, SUCH AS ORGANIZATION BACKGROUND MATERIALS OR VISUAL AIDS	64
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASE, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	62
F221 RESPOND TO SONIC BOOM OR NOISE COMPLAINTS	62
F193 OPERATE SLIDE PROJECTORS	60
I304 COORDINATE USE OF AIR FORCE EQUIPMENT OR EXHIBITS IN COMMUNITY EVENTS	58
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	58
E135 MAINTAIN COMMUNITY RELATIONS FILES	56
I308 MAKE ARRANGEMENTS FOR LUNCHEONS OR ON-BASE MEETING FOR CIVILIAN GROUPS	56
F190 OPERATE AUDIOVISUAL EQUIPMENT	56
J339 ESCORT NEWS MEDIA REPRESENTATIVES	51
I319 PREPARE REQUESTS FOR MILITARY ORIENTATION FLIGHTS OF DISTINGUISHED PERSONS, ROTC CADETS, OR CIVIL AIR PATROL CADETS	49

TABLE A36

GROUP ID NUMBER AND TITLE: GRP213, COMMUNITY RELATIONS SPECIALIST JOB TYPE
GROUP SIZE: 7   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-4   AVERAGE TICF: 41 MONTHS
AVERAGE TAFMS: 86 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
I300 CONDUCT BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I303 COORDINATE TOURS WITH BASE OR COMMUNITY AGENCIES	100
I317 PLAN BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I322 RESPOND TO REQUESTS FOR SPEAKERS	100
I324 SET UP SPEAKER ENGAGEMENTS	100
F202 PLAN TOURS	86
I307 MAINTAIN SPEAKER BUREAU FILES	86
I301 COORDINATE PARTICIPATION OF BASE PERSONNEL IN COMMUNITY ACTIVITIES	86
I321 RESPOND TO REQUESTS FOR BASE TOURS	86
I320 PROVIDE MATERIALS FOR SPEAKER ENGAGEMENTS, SUCH AS ORGANIZATION BACKGROUND MATERIALS OR VISUAL AIDS	86
I310 MAKE ENTRIES ON BASE TOUR LOGS	71
I309 MAKE ENTRIES IN SPEAKER OR BRIEFING LOGS	71
G257 WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	57
I318 PREPARE PROMOTIONAL MATERIAL ON MILITARY EVENTS OF INTEREST TO AREA COMMUNITIES	57
F190 OPERATE AUDIOVISUAL EQUIPMENT	57
F193 OPERATE SLIDE PROJECTORS	57
I302 COORDINATE REPLIES TO CIVILIAN INQUIRIES WITH APPROPRIATE AGENCIES	43
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	43
I319 PREPARE REQUESTS FOR MILITARY ORIENTATION FLIGHTS OF DISTINGUISHED PERSONS, ROTC CADETS, OR CIVIL AIR PATROL CADETS	43
F221 RESPOND TO SONIC BOOM OR NOISE COMPLAINTS	43
I304 COORDINATE USE OF AIR FORCE EQUIPMENT OR EXHIBITS IN COMMUNITY EVENTS	43
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	43
G256 WRITE FEATURES	43
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	43
I308 MAKE ARRANGEMENTS FOR LUNCHEONS OR ON-BASE MEETING FOR CIVILIAN GROUPS	43

TABLE A37

GROUP ID NUMBER AND TITLE: GRP314, COMMUNITY RELATIONS NCOIC JOB TYPE
GROUP SIZE: 16   PERCENT OF SAMPLE: 2
AVERAGE GRADE: E-4   AVERAGE TICF: 56 MONTHS
AVERAGE TAFMS: 99 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
I321 RESPOND TO REQUESTS FOR BASE TOURS	100
I317 PLAN BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
F202 PLAN TOURS	100
I303 COORDINATE TOURS WITH BASE OR COMMUNITY AGENCIES	100
I300 CONDUCT BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I322 RESPOND TO REQUESTS FOR SPEAKERS	100
I324 SET UP SPEAKER ENGAGEMENTS	100
I310 MAKE ENTRIES ON BASE TOUR LOGS	100
I301 COORDINATE PARTICIPATION OF BASE PERSONNEL IN COMMUNITY ACTIVITIES	100
I302 COORDINATE REPLIES TO CIVILIAN INQUIRIES WITH APPROPRIATE AGENCIES	100
I304 COORDINATE USE OF AIR FORCE EQUIPMENT OR EXHIBITS IN COMMUNITY EVENTS	100
I307 MAINTAIN SPEAKER BUREAU FILES	94
I309 MAKE ENTRIES IN SPEAKER OR BRIEFING LOGS	94
I320 PROVIDE MATERIALS FOR SPEAKER ENGAGEMENTS, SUCH AS ORGANIZATION BACKGROUND MATERIALS OR VISUAL AIDS	88
I308 MAKE ARRANGEMENTS FOR LUNCHEONS OR ON-BASE MEETING FOR CIVILIAN GROUPS	88
F190 OPERATE AUDIOVISUAL EQUIPMENT	88
F193 OPERATE SLIDE PROJECTORS	88
F181 INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	88
I319 PREPARE REQUESTS FOR MILITARY ORIENTATION FLIGHTS OF DISTINGUISHED PERSONS, ROTC CADETS, OR CIVIL AIR PATROL CADETS	81
A21 PLAN BRIEFINGS	81
F219 RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	81
E141 MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASE, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	75
I315 PERFORM LIAISON DUTIES BETWEEN CIVILIAN AND MILITARY COMMUNITIES IN RESOLVING PROBLEMS CAUSED BY AIRCRAFT NOISE	75
I313 PARTICIPATE IN PLANNING OPEN HOUSE ACTIVITIES	75
F221 RESPOND TO SONIC BOOM OR NOISE COMPLAINTS	75

A37

GROUP ID NUMBER AND TITLE: GRP 188, NEWS MEDIA/COMMUNITY RELATIONS JOB TYPE
GROUP SIZE: 5   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-4   AVERAGE TICF: 77 MONTHS
AVERAGE TAFMS: 84 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
I317	PLAN BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	100
I321	RESPOND TO REQUESTS FOR BASE TOURS	100
F202	PLAN TOURS	100
I310	MAKE ENTRIES ON BASE TOUR LOGS	100
J334	COORDINATE REPLIES TO NEWS MEDIA INQUIRIES	100
J339	ESCORT NEWS MEDIA REPRESENTATIVES	100
I300	CONDUCT BASE TOURS OTHER THAN IN-HOUSE ORGANIZATIONAL TOURS	80
I303	COORDINATE TOURS WITH BASE OR COMMUNITY AGENCIES	80
J343	MAKE ENTRIES IN THE MEDIA NEWS RELEASE LOGS	80
J337	DOCUMENT NEWS MEDIA INQUIRIES	80
J352	RESPOND TO NEWS MEDIA INQUIRIES	80
F219	RESPOND TO DISASTER SITUATIONS OR DISASTER PREPAREDNESS EXERCISES	80
F181	INITIATE WORK ORDERS FOR PHOTOGRAPHIC SUPPORT	80
I322	RESPOND TO REQUESTS FOR SPEAKERS	60
J342	MAKE ENTRIES IN THE HOMETOWN NEWS RELEASE LOGS	60
I324	SET UP SPEAKER ENGAGEMENTS	60
J340	FORWARD PROMOTIONAL MATERIAL ON MILITARY EVENTS TO MEDIA OUTLETS	60
J338	DRAFT REPLIES TO NEWS MEDIA INQUIRIES	60
E141	MAINTAIN LOGS, SUCH AS HOMETOWN NEWS RELEASES, BASE TOURS, NEWSPAPER, OR PRODUCTION LOGS	60
J346	PREPARE PRESS KITS	60
J341	MAINTAIN NEWS MEDIA DISTRIBUTION LISTS	60
E142	MAINTAIN MEDIA RELATIONS FILES	60
I309	MAKE ENTRIES IN SPEAKER OR BRIEFING LOGS	60
F221	RESPOND TO SONIC BOOM OR NOISE COMPLAINTS	60
F193	OPERATE SLIDE PROJECTORS	60
J330	CONDUCT HOMETOWN NEWS RELEASE PROGRAM	40
J355	REVIEW PRINT MEDIA FOR ARTICLES OF INTEREST TO COMMANDER AND STAFF	40
F207	PREPARE OR MAINTAIN A DISASTER RESPONSE KITS FOR ON-SCENE, NEWS MEDIA CENTERS OR COMMAND POSTS	40
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	40
J332	COORDINATE NEWS MEDIA INTERVIEWS	40

TABLE A39

GROUP ID NUMBER AND TITLE: GRP77, MANAGERS CLUSTER
GROUP SIZE: 36   PERCENT OF SAMPLE: 4
AVERAGE GRADE: E-8   AVERAGE TICF: 196 MONTHS
AVERAGE TAFMS: 239 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

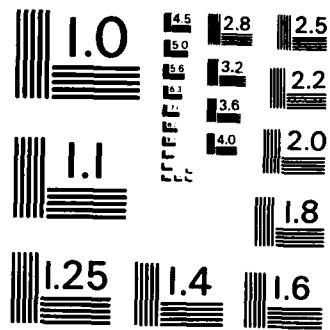| TASKS		PERCENT MEMBERS PERFORMING
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	94
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	92
C60	ANALYZE WORKLOAD REQUIREMENTS	92
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	89
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	86
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	86
A6	DETERMINE WORK REQUIREMENTS	81
A27	REVIEW PLANS	81
C98	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	78
C96	WRITE APR	78
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	78
A8	DEVELOP WORK METHODS OR PROCEDURES	75
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	75
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	72
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	72
B39	ESTABLISH DEADLINES	72
C78	EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES	72
A11	ESTABLISH OR MAINTAIN PLANS, OPERATIONS ORDERS, OR ANNEXES	69
A25	PLAN WORK ASSIGNMENTS	69
B44	INITIATE PERSONNEL ACTION REQUESTS	69
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	67
C90	EVALUATE WORK SCHEDULES	67
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	67
A28	SCHEDULE LEAVES OR PASSES	67
A21	PLAN BRIEFINGS	67
C76	EVALUATE INSPECTION REPORTS OR PROCEDURES	64
A22	PLAN LAYOUT OF FACILITIES	64
A29	WRITE JOB DESCRIPTIONS	64
A16	ESTABLISH PROCEDURES FOR REVIEW OF MATERIAL FOR COMPLIANCE WITH LOCAL, HOST COUNTRY, OR AIR FORCE POLICY	61
B31	CONDUCT STAFF MEETINGS	61

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NATIONAL BUREAU OF STANDARDS-1963-A

TABLE A42

GROUP ID NUMBER AND TITLE: GRP173, HISTORIANS INDEPENDENT JOB TYPE
GROUP SIZE: 99   PERCENT OF SAMPLE: 12
AVERAGE GRADE: E-5, E-6   AVERAGE TICF: 59 MONTHS
AVERAGE TAFMS: 141 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

		PERCENT MEMBERS
TASKS		PERFORMING
0526	WRITE NARRATIVES FOR HISTORICAL REPORTS	100
0516	SELECT DOCUMENTS FOR USE IN PREPARING HISTORICAL REPORTS	100
0511	RESEARCH ORGANIZATIONAL FILES, LIBRARIES, OR ARCHIVES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	99
0496	PREPARE FOOTNOTES FOR HISTORICAL REPORTS	99
0517	SELECT OR VERIFY AUTHENTICITY OF SUPPORTING DOCUMENTS	99
0493	PREPARE CHRONOLOGIES FOR HISTORICAL REPORTS	99
0509	PROOFREAD HISTORICAL REPORTS	98
0481	ASSEMBLE HISTORICAL NARRATIVE AND SUPPORT DOCUMENT VOLUMES	98
0510	RESEARCH HISTORICAL ARCHIVES	98
0491	PREPARE APPENDICES FOR HISTORICAL REPORTS	98
P534	MAINTAIN HISTORICAL ARCHIVES	98
0506	PREPARE SECURITY MARKINGS FOR HISTORICAL REPORTS	98
0512	RESEARCH READ FILES FOR HISTORICALLY SIGNIFICANT DOCUMENTS	97
0495	PREPARE DOCUMENTS FOR INCLUSION IN SUPPORTING DOCUMENT VOLUMES	97
0519	SELECT TOPICS FOR COVERAGE IN HISTORICAL REPORTS	97
0503	PREPARE LIST OF SUPPORTING DOCUMENTS FOR HISTORICAL REPORTS	97
P535	MAINTAIN HISTORICAL FILES	97
P532	EVALUATE INDIVIDUAL REQUESTS FOR HISTORICAL INFORMATION	97
0523	WRITE ABSTRACTS FOR HISTORICAL REPORTS	97
0507	PREPARE TABLE OF CONTENTS FOR HISTORICAL REPORTS	97
0518	SELECT PHOTOGRAPHS FOR USE IN HISTORICAL REPORTS	97
0486	EDIT HISTORICAL NARRATIVES	96
0514	SCREEN OR PRESERVE UNIT OR STAFF HISTORICAL MATERIALS	96
0482	CONDUCT INTERVIEWS TO SUPPLEMENT HISTORICAL MATERIALS	96
0487	ESTABLISH PROCEDURES FOR COLLECTING HISTORICAL MATERIALS	96
P530	BIND HISTORICAL REPORTS	96
0499	PREPARE GLOSSARIES FOR HISTORICAL REPORTS	96
0508	PREPARE TITLE PAGES FOR HISTORICAL REPORTS	96
0483	COORDINATE FINAL REVIEWS OF HISTORICAL REPORTS WITH STAFF PERSONNEL	95
0520	TAKE NOTES AT MEETINGS OR EVENTS FOR HISTORICAL DOCUMENTATION	95

TABLE A39

GROUP ID NUMBER AND TITLE: GRP77, MANAGERS CLUSTER
GROUP SIZE: 36   PERCENT OF SAMPLE: 4
AVERAGE GRADE: E-8   AVERAGE TICF: 196 MONTHS
AVERAGE TAFMS: 239 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	94
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	92
C60	ANALYZE WORKLOAD REQUIREMENTS	92
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	89
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	86
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	86
A6	DETERMINE WORK REQUIREMENTS	81
A27	REVIEW PLANS	81
C98	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	78
C96	WRITE APR	78
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	78
A8	DEVELOP WORK METHODS OR PROCEDURES	75
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	75
G257	WRITE GENERAL CORRESPONDENCE, SUCH AS LETTERS, POINT PAPERS, OR STAFF SUMMARY SHEETS	72
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	72
B39	ESTABLISH DEADLINES	72
C78	EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES	72
A11	ESTABLISH OR MAINTAIN PLANS, OPERATIONS ORDERS, OR ANNEXES	69
A25	PLAN WORK ASSIGNMENTS	69
B44	INITIATE PERSONNEL ACTION REQUESTS	69
C71	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	67
C90	EVALUATE WORK SCHEDULES	67
A12	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	67
A28	SCHEDULE LEAVES OR PASSES	67
A21	PLAN BRIEFINGS	67
C76	EVALUATE INSPECTION REPORTS OR PROCEDURES	64
A22	PLAN LAYOUT OF FACILITIES	64
A29	WRITE JOB DESCRIPTIONS	64
A16	ESTABLISH PROCEDURES FOR REVIEW OF MATERIAL FOR COMPLIANCE WITH LOCAL, HOST COUNTRY, OR AIR FORCE POLICY	61
B31	CONDUCT STAFF MEETINGS	61

TABLE A40

GROUP ID NUMBER AND TITLE: GRP268, DETACHMENT CHIEF/STATION MANAGER JOB TYPE
GROUP SIZE: 11   PERCENT OF SAMPLE: 1
AVERAGE GRADE: E-7, E-8   AVERAGE TICF: 196 MONTHS
AVERAGE TAFMS: 237 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
B32	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	100
B45	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	100
B31	CONDUCT STAFF MEETINGS	100
C91	INDORSE AIRMAN PERFORMANCE REPORTS (APR)	100
C96	WRITE APR	100
A10	ESTABLISH LIAISON WITH LOCAL COMMANDERS	100
C90	EVALUATE WORK SCHEDULES	100
A4	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	100
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	100
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	100
B36	DIRECT OR SUPERVISE RADIO OR TELEVISION OPERATION ACTIVITIES	91
B59	SUPERVISE RADIO AND TV BROADCASTING TECHNICIANS (AFSC 79171)	91
A20	ESTABLISH UNIT ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	91
A8	DEVELOP WORK METHODS OR PROCEDURES	91
A6	DETERMINE WORK PRIORITIES	91
A5	DETERMINE TARGET AUDIENCES FOR DISTRIBUTION OF INFORMATIONAL PRODUCTS	91
C60	ANALYZE WORKLOAD REQUIREMENTS	91
B39	ESTABLISH DEADLINES	91
C75	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	91
C72	EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	82
A9	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	82
A25	PLAN WORK ASSIGNMENTS	82
K359	CONDUCT OR PARTICIPATE IN RADIO OR TV BROADCAST CRITIQUE SESSIONS	82
A11	ESTABLISH OR MAINTAIN PLANS, OPERATIONS ORDERS, OR ANNEXES	82
A27	REVIEW PLANS	82
A7	DEVELOP ORGANIZATIONAL CHARTS	82
A18	ESTABLISH PROGRAMMING GUIDELINES FOR RADIO OR TELEVISION BROADCASTS	73

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