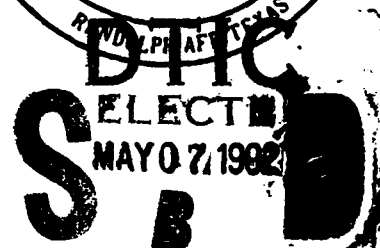
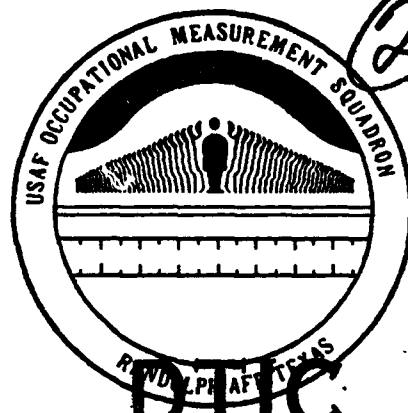


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UNITED STATES
AIR FORCE



OCCUPATIONAL SURVEY REPORT

92-12331



COMMISSARY SERVICES

AFSC 612XX AND CIVILIAN EQUIVALENT

AFPT 90-612-892

FEBRUARY 1992

OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT SQUADRON
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-5000

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TABLE OF CONTENTS

| | PAGE NUMBER |
|--|----------------|
| PREFACE. | v |
| SUMMARY OF RESULTS | vi |
| INTRODUCTION | 1 |
| Background | 1 |
| SURVEY METHODOLOGY | 2 |
| Survey Administration. | 2 |
| Survey Sample. | 3 |
| Data Processing and Analysis | 3 |
| Task Factor Administration | 6 |
| SPECIALTY JOBS (Career Ladder Structure) | 6 |
| Overview | 7 |
| Descriptions of Career Ladder Jobs | 9 |
| Comparison to Previous Survey. | 25 |
| Summary. | 25 |
| CAREER LADDER PROGRESSION. | 27 |
| SKILL-LEVEL DESCRIPTIONS | 27 |
| Summary. | 32 |
| AFR 39-1 SPECIALTY JOB DESCRIPTION ANALYSIS. | 32 |
| TRAINING ANALYSIS. | 38 |
| Training Emphasis (TE) and Task Difficulty (TD) Data | 38 |
| First-Enlistment Meatcutter Personnel (AFSC 612X0) | 38 |
| First-Enlistment Subsistence Operations Personnel (AFSC 612X1) | 38 |
| Specialty Training Standard (STS). | 46 |
| Summary. | 54 |
| JOB SATISFACTION | 54 |
| IMPLICATIONS | 62 |

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| Dist | Avail and/or Special |
| A-1 | |

TABLE OF CONTENTS
(Tables, Figures, Appendices)

| | <u>PAGE NUMBER</u> |
|--|------------------------|
| TABLE 1 - MAJCOM REPRESENTATION OF MILITARY SAMPLE. | 4 |
| TABLE 2 - PAYGRADE DISTRIBUTION OF MILITARY SAMPLE. | 4 |
| TABLE 2A - CIVILIAN SAMPLE DISTRIBUTION. | 5 |
| TABLE 3 - DISTRIBUTION OF TIME SPENT ACROSS DUTIES BY MEMBERS IN CAREER LADDER JOBS (RELATIVE PERCENT OF JOB TIME SPENT). . . | 10 |
| TABLE 4 - SELECTED BACKGROUND DATA FOR CAREER LADDER. | 13 |
| TABLE 5 - COMPARISON OF CAREER LADDER STRUCTURE FOR CURRENT AND PREVIOUS SURVEY. | 26 |
| TABLE 6 - DISTRIBUTION OF SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOB AREAS. | 28 |
| TABLE 7 - TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS (RELATIVE PERCENT OF JOB TIME) | 29 |
| TABLE 8 - REPRESENTATIVE TASKS PERFORMED BY 61230/50 PERSONNEL. . . . | 30 |
| TABLE 9 - REPRESENTATIVE TASKS PERFORMED BY 61231/51 PERSONNEL. . . . | 31 |
| TABLE 10 - REPRESENTATIVE TASKS PERFORMED BY 61272 | 33 |
| TABLE 11 - TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 61230/50 AND DAFSC 61272 PERSONNEL (PERCENT MEMBERS PERFORMING) | 34 |
| TABLE 12 - TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 61231/51 AND DAFSC 61272 PERSONNEL (PERCENT MEMBERS PERFORMING) | 35 |
| TABLE 13 - REPRESENTATIVE TASKS PERFORMED BY 61299/00 PERSONNEL. . . . | 36 |
| TABLE 14 - TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 61272 AND 61299/00 PERSONNEL (PERCENT MEMBERS PERFORMING). | 37 |
| TABLE 15 - SAMPLE OF TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS (AFSC 612X1) | 39 |
| TABLE 16 - SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS. . . . | 40 |
| TABLE 17 - RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY FIRST- ENLISTMENT AFSC 612X0 PERSONNEL. | 42 |
| TABLE 18 - REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT 612X0 PERSONNEL. | 43 |
| TABLE 19 - EQUIPMENT ITEMS USED BY MORE THAN 30 PERCENT OF FIRST- ENLISTMENT AFSC 612X0 PERSONNEL. | 44 |
| TABLE 20 - RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY FIRST- ENLISTMENT AFSC 612X1 PERSONNEL. | 47 |
| TABLE 21 - REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT 612X1 PERSONNEL. | 48 |
| TABLE 22 - EQUIPMENT ITEMS USED BY MORE THAN 30 PERCENT OF FIRST- ENLISTMENT AFSC 612X1 PERSONNEL. | 49 |
| TABLE 23 - TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT CRITERION GROUP MEMBERS NOT MATCHED TO AFSC 612X0 STS. | 50 |
| TABLE 24 - UNSUPPORTED AFSC 612X1 STS ELEMENTS | 53 |
| TABLE 25 - TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT OF CRITERION GROUPS BUT NOT MATCHED TO AFSC 612X1 STS | 55 |
| TABLE 26 - COMPARISON OF JOB SATISFACTION INDICATORS FOR 612XX TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS RESPONDING). | 56 |

TABLE OF CONTENTS (CONTINUED)
(Tables, Figures, Appendices)

| | <u>PAGE NUMBER</u> |
|---|------------------------|
| TABLE 27 - COMPARISON OF JOB SATISFACTION INDICATORS FOR 612XX TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS RESPONDING) | 57 |
| TABLE 28 - COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 612X0 TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY (PERCENT MEMBERS RESPONDING) | 58 |
| TABLE 29 - COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 612X1 TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY (PERCENT MEMBERS RESPONDING) | 59 |
| TABLE 30 - COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF THE 612XX CAREER LADDER JOBS (PERCENT MEMBERS RESPONDING) | 60 |
| FIGURE 1 - DISTRIBUTION OF AFSC 612XX PERSONNEL ACROSS CAREER LADDER JOBS | 8 |
| FIGURE 2 - DISTRIBUTION OF FIRST-ASSIGNMENT AFSC 612X1 PERSONNEL ACROSS CAREER LADDER JOBS | 45 |
| APPENDIX A - SELECTED REPRESENTATIVE TASKS PERFORMED BY MEMBERS OF CAREER LADDER JOBS | 63 |

PREFACE

This report presents the results of an Air Force Occupational Survey of the Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) career ladders (plus equivalent civilians). Authority for conducting occupational surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Mr Don Cochran developed the survey instrument, Ms Olga Velez provided computer programming support, and Mr Richard Ramos provided administrative support. Lieutenant Cheryl L. Curley analyzed the data and wrote the final report. Lieutenant Colonel Johnny M. Collins, Chief, Airman Analysis Section, Occupational Analysis Branch, USAF Occupational Measurement Squadron, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections and other interested training and management personnel. Additional copies may be requested from the Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Branch (OMY), Randolph AFB Texas 78150-5000.

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SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered worldwide to all incumbents of the Commissary Services, AFSC 612XX career field, including civilian equivalents. The 812 military respondents in the survey represent 74 percent of all assigned AFSC 612X0 and 612X1 personnel. The 1,818 civilian personnel in the final sample represent 60 percent of the 3,014 civilian personnel surveyed across 7 occupational series. Civilian personnel were included in this survey sample to show their impact on the Commissary Services career field, which is discussed in detail in the career ladder job structure section of this study.

2. Career Ladder Structure: Structure analysis identified 11 job clusters and 6 independent job types. Responses from survey respondents indicate that personnel with AFSC 612X0 perform meatcutter activities, almost exclusively. Personnel with AFSC 612X1, on the other hand, perform a large number of different jobs. Civilian respondents indicate that personnel with occupational series 1101 (General Business and Industry), 1144 (Commissary Store Management), 2091 (Sales Store Clerical Series), 6914 (Store Worker), 5704 (Fork Lift Operator), 6907 (Materials Handler), and 7407 (Meatcutter) are performing those activities described in their occupational series Job Grading Standards.

3. Career Ladder Progression: Survey data show AFSC 612X0 and 612X1 personnel typically progress through the skill levels until they reach the 7-skill level. At the 7-skill level, AFSC 612X0 and 612X1 merge to become AFSC 61272. The 3- and 5- skill level members spend more time performing technical tasks, while 7-skill level members spend more time on supervisory tasks. At the 9-skill and CEM-code levels, most of their time is spent on management functions.

4. Specialty Descriptions: AFR 39-1 Specialty Descriptions provide a thorough overview of the jobs and tasks performed by personnel in both the Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) career ladders. Civilian Job Grading Standards for the seven occupational series surveyed in this study provided an overview of the activities performed by civilian personnel in Commissary Services.

5. Training Analysis: Most portions of the AFSC 612X0 and 612X1 Specialty Training Standards (STS) are supported by Occupational Survey Report (OSR) data. Several unsupported paragraphs, as well as unreferenced tasks, should be reviewed by career field personnel. Civilian Qualification Standards (X118), for most occupational series, permit individuals to qualify on the basis of experience, education, or a combination of both.

6. Job Satisfaction: Members of both career ladders expressed somewhat low job satisfaction. First-enlistment personnel had the lowest job interest of any of the groups analyzed. When compared to personnel in similar AFSCs surveyed in 1990, AFSC 612X0 and 612X1 personnel had lower job satisfaction across most categories. When compared to job satisfaction figures from previous OSRs, Meatcutter personnel (AFSC 612X0) showed mixed trends, with some categories being higher today than in 1980, while others showed lower

satisfaction than the previous OSR. Subsistence Operations personnel (AFSC 612X1), on the other hand, generally showed increases in all categories from those found in the 1987 OSR.

7. Implications: Generally, the Commissary Services career field has remained relatively stable over the years in terms of tasks and jobs performed. Military members are performing those jobs that are reflected by AFR 39-1. Civilian personnel are performing those jobs according to their individual occupational series Job Grading Standards. Career ladder progression for military personnel follows a typical pattern, with increased supervisory and managerial experience at the senior levels. Career field documents, such as the AFR 39-1 Specialty Descriptions and STSs are well supported by survey data. However, overall job satisfaction among career field members is somewhat low.

OCCUPATIONAL SURVEY REPORT
COMMISSARY SERVICES
(AFSCs 612X0/X1 AND CIVILIAN EQUIVALENTS)

INTRODUCTION

This is a report of an occupational survey of the Commissary Services (AFSC 612XX) career field. Both the Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) career ladders were surveyed, along with equivalent civilian personnel. The last OSR for the Meatcutter career ladder was published in 1980, while the Subsistence Operations career ladder was last surveyed in April 1987. HQ AFSCOM/MP requested this occupational survey to obtain current data for use in projecting, planning, and developing training for their military and civilian workforce.

Background

The AFR 39-1 Specialty Descriptions for AFSC 612X0, Meatcutter, state that 3- and 5-skill level personnel separate into standard cuts and weights, wrap, price, store, and merchandise beef, veal, lamb, pork, and poultry. They also operate, clean, and sharpen meatcutting tools and equipment.

The AFR 39-1 Specialty Descriptions for AFSC 612X1, Subsistence Operations, state that 3- and 5-skill level personnel operate and perform tasks associated with commissary and troop issue support operations. They also operate and perform tasks associated with the Army and Air Force Exchange Services (AAFES) store operations during wartime or under emergency conditions.

The 612X0 and 612X1 career ladders merge at the 7-skill level into a common DAFSC of 61272. The 7-skill level personnel supervise subsistence and meat processing functions in commissary and troop support operations. They also monitor military standard requisition and issue procedures (MILSTRIP) for all commissary functions and are responsible for AAFES store operations during wartime or under emergency conditions.

No formal training is provided for military members of either career ladder. All military personnel enter the career ladder either by direct duty assignment or by cross-training. All training for both military and civilian personnel is done through on-the-job training (OJT). Completion of 3-skill level and 5-skill level CDCs is mandatory for award of these levels. Qualifications Standards (X118), for most occupational series, permit individuals to qualify on the basis of experience or education.

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While there is no formal basic course for either the AFSC 612X0 or 612X1 career ladder, there is an advanced course (AZR 61272-000 Subsistence Operations Technician) at Lowry AFB CO for prospective commissary store managers and cross-trainees. This 10-day course provides training to officer, enlisted, and civilian personnel in management and control of commissary operations. Training covers such topics as equipment, supplies, and services; the administrative office; the Defense Personnel Support Center; Air Force War Reserve Materiel; inventory responsibilities; warehouse operations; charge sales; meat department; produce department; grocery department; front-end operation; sanitation; contract management; resource protection; and the Air Force Occupational Safety and Health (AFOSH) Program.

SURVEY METHODOLOGY

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-612-892, dated September 1989. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was validated through personal interviews with 57 subject-matter experts representing 10 commissaries at CONUS and overseas locations, plus HQ AFCOMS positions.

The resulting job inventory contained a comprehensive listing of 678 tasks grouped under 14 duty headings and a background section requesting such information as grade, base of assignment, organizational level of assignment, status of immediate supervisor, equipment used, career ladder through which the 7-skill level was attained, and prior civilian experience.

Survey Administration

From April through October 1990, Consolidated Base Personnel Offices at operational bases worldwide administered the inventory to military job incumbents holding DAFSCs 61230, 61250, 61231, 61251, 61272, 61299, and 61200. Inventories for civilian personnel holding an Occupational Series of 1101, 1144, 2091, 3502, 3566, 5704, 6907, 6914, and 7407 were sent directly to their organizations. Military participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Armstrong Laboratory/Human Resource Directorate (AL/HRD). Civilian personnel were selected from a list supplied by the Civilian Personnel Management Center.

Each individual who filled out an inventory booklet first completed an identification and biographical information section and then checked each task performed in their current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale showing relative time spent on each task as compared to all other tasks checked. Ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

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

Survey Sample

All eligible military personnel were administered survey booklets. Personnel who had been in their present job at least 6 weeks and not in permanent change of station, retirement, or hospital status were considered eligible for the survey. Table 1 displays the MAJCOM distribution of the military respondents corresponding with the percent of assigned personnel as of March 1990. As shown in Table 1, the majority of members are assigned to the Air Force Commissary Service (AFSCMS). In addition, Table 2 displays survey respondents across paygrade. The 812 military personnel in the final sample represent 74 percent of all assigned military members in AFSCs 612X0 and 612X1 and are representative of the overall Meatcutter and Subsistence Operations populations.

The majority of civilian members are also assigned to AFSCMS. Table 2A displays Occupational Series distribution of civilians in the survey sample. The 1,818 civilian personnel in the final sample represent 60 percent of the 3,014 civilians surveyed across 7 represented occupational series.

Data Processing and Analysis

Once job inventories are received from the field, background information and task responses are carefully screened for completeness and accuracy. They are then optically scanned and entered into a UNISYS 1100 mainframe computer. Computer-generated programs, using Comprehensive Occupational Data Analysis Program (CODAP) techniques, are then applied to the data.

CODAP produces composite job descriptions for respondents based on their ratings of specific inventory tasks. These job descriptions provide information on percent members performing each task, the relative average percent time spent performing tasks, and the cumulative percent time spent by all members performing tasks in the inventory. In addition to the job descriptions based on inventory task data, the program produces summaries that show how members of each group responded to each background item. Background items aid in identifying characteristics of the group, such as DAFSCs represented, time in career ladder, total active federal military service (TAFMS), experience in various work areas, equipment operated, and job satisfaction levels.

TABLE 1
MAJCOM REPRESENTATION OF MILITARY SAMPLE

| <u>COMMAND</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|----------------|--------------------------------|------------------------------|
| AFCOMS | 99% | 97% |
| SAC | * | * |
| ATC | * | * |
| ELM | * | 3% |
| USAFE | * | * |

TOTAL ASSIGNED = 1,099
 TOTAL ELIGIBLE = 998
 TOTAL IN SAMPLE = 812
 PERCENT OF ASSIGNED IN SAMPLE = 74%
 PERCENT OF ELIGIBLE IN SAMPLE = 81%

* Denotes less than 1 percent

TABLE 2
PAYGRADE DISTRIBUTION OF MILITARY SAMPLE

| <u>PAYGRADE</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|-----------------|--------------------------------|------------------------------|
| E-1 to E-3 | 28 | 31 |
| E-4 | 27 | 30 |
| E-5 | 25 | 27 |
| E-6 | 10 | 10 |
| E-7 | 7 | 1 |
| E-8 | 1 | 1 |
| E-9 | 1 | 1 |

TABLE 2A

CIVILIAN SAMPLE DISTRIBUTION

| <u>OCCUPATIONAL SERIES</u> | <u>NUMBER AVAILABLE FOR SURVEY</u> | <u>NUMBER IN SAMPLE IN SURVEY</u> | <u>PERCENT OF AVAILABLE RESPONDING</u> |
|--------------------------------------|--|---|--|
| 1101 (General Business and Industry) | 153 | 76 | 50% |
| 1144 (Commissary Store Management) | 337 | 242 | 72% |
| 2091 (Sales Store Clerical) | 721 | 478 | 66% |
| 6907 (Materials Handler) | 297 | 167 | 56% |
| 6914 (Store Worker) | 619 | 324 | 52% |
| 5704 (Fork Lift Operator) | 55 | 36 | 65% |
| 7407 (Meatcutter) | <u>832</u> | <u>495</u> | 59% |
| Total | 3,014 | 1,818 | |

Task Factor Administration

Selected senior personnel (primarily those in paygrades E-6 and E-7) completed a second booklet in addition to the job inventory booklet. This second booklet is used to gather information for either training emphasis (TE) or task difficulty (TD). These booklets are processed separately from the job inventories and provide task rating information which is used in conjunction with percent members performing data. An explanation of these rating factors is provided below to enable the reader to understand their application in this OSR.

Training Emphasis (TE). Training emphasis is a rating of which tasks require structured training for first-term personnel. Structured training is defined as training provided by resident technical schools, field training detachments, mobile training teams, formal OJT, or any other organized training method. Fifty-one experienced AFSC 612X0 and 612X1 NCOs independently rated tasks in the job inventory on a 10-point scale ranging from 0 (no training emphasis required) to 9 (high training emphasis required). Each NCO's ratings were then compared to those of every other NCO who rated TE. A statistical measurement of their agreement, known as the interrater reliability, was computed and found to be low, suggesting members of the two AFSCs had different opinions of what should be trained. Therefore, TE ratings for both AFSCs were looked at separately. However, with only 14 NCO raters for AFSC 612X0, meaningful data could not be obtained. Therefore, TE ratings for the Meatcutter career ladder will not be included in this OSR. There was, however, acceptable agreement among the 37 AFSC 612X1 raters, and TE data for this AFSC will be used in a number of different analyses discussed later in this report.

Task Difficulty (TD). Task difficulty is defined as an estimate of the length of time the average airman takes to learn how to perform each task listed in the job inventory. Fifty-one experienced AFSC 612X0 and 612X1 NCOs rated the difficulty of the tasks in the inventory on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Unlike the TE ratings, interrater agreement for these 51 TD raters was good. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Thus, any task with a rating of 5.00 or greater is considered to be difficult to learn.

SPECIALTY JOBS (Career Ladder Structure)

A USAF Occupational Analysis begins with an examination of the career ladder structure, in terms of jobs performed by personnel holding the DAFSC. CODAP assists in this procedure by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. A CODAP automated job-clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time-spent ratings, and combines them to form a composite job

description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

The basic group used in the clustering process is the Job. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a Cluster. Specialized jobs, too dissimilar to fit within a cluster, are called Independent Jobs. These definitions are used to describe the AFSC 612XX specialty and the variations of jobs within the specialty. The job structure information resulting from this grouping process can then be used to evaluate the accuracy and completeness of the specialty's documentation (e.g., AFR 39-1 Specialty Descriptions and Specialty Training Standards (STS)) and gain a better understanding of current utilization patterns within the specialty.

Overview

Structure analysis identified 11 clusters and 6 independent jobs within the survey sample. Survey responses indicate that AFSC 612X0 personnel perform almost exclusively meatcutter and meatcutter management activities. Personnel with AFSC 612X1, on the other hand, perform a large number of different jobs. Civilian personnel of the seven occupational series surveyed are generally performing those activities as described in the Job Grading Standards. Based on the similarity of tasks performed and relative time spent, the division of jobs performed by Commissary Services personnel is illustrated in Figure 1. The stage (STG) number shown beside each title is an internal identification number assigned to that group by CODAP.

- I. SENIOR MANAGEMENT CLUSTER (STG101, N=34)
- II. ADVANCED TRAINING INSTRUCTOR INDEPENDENT JOB (STG317, N=5)
- III. MEATCUTTER PERSONNEL CLUSTER (STG086, N=588)
- IV. STOREWORKER PERSONNEL CLUSTER (STG052, N=157)
- V. QUALITY ASSURANCE EVALUATOR (QAE) CLUSTER (STG117, N=64)
- VI. TRAINING MANAGEMENT INDEPENDENT JOB (STG228, N=7)
- VII. COMMISSARY OPERATIONS MANAGEMENT CLUSTER (STG077, N=325)
- VIII. WEE-SERV PERSONNEL CLUSTER (STG098, N=47)
- IX. SYSTEM VERIFICATION MONITOR CLUSTER (STG089, N=30)
- X. EQUIPMENT AND MAINTENANCE MANAGEMENT INDEPENDENT JOB (STG276, N=13)
- XI. PRODUCE PERSONNEL CLUSTER (STG179, N=205)

DISTRIBUTION OF AFSC 612XX PERSONNEL ACROSS CAREER LADDER JOBS

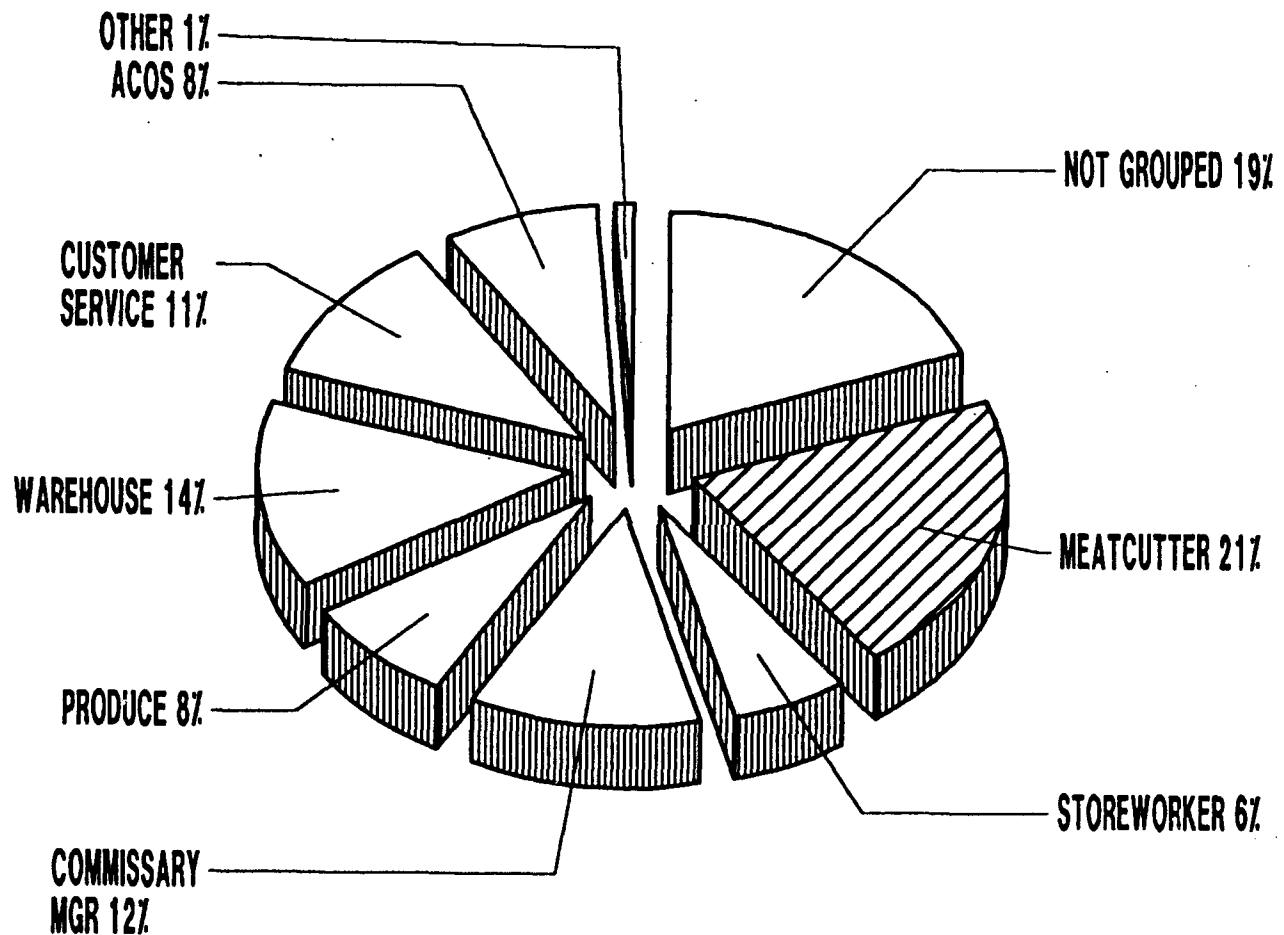


FIGURE 1

- XII. FORKLIFT OPERATOR INDEPENDENT JOB (STG365, N=25)
- XIII. WAREHOUSE PERSONNEL CLUSTER (STG109, N=361)
- XIV. CUSTOMER SERVICE PERSONNEL CLUSTER (STG081, N=283)
- XV. VENDOR ACCOUNT CLERK INDEPENDENT JOB (STG198, N=23)
- XVI. PRICE AUDITING INDEPENDENT JOB (STG213, N=5)
- XVII. AUTOMATED COMMISSARY OPERATION SYSTEMS (ACOS) CLUSTER (STG091, N=173)

The respondents forming these groups account for 81 percent of the survey sample. The remaining 19 percent were performing tasks which did not group with any of the defined jobs. Brief descriptions of each cluster and independent job group are presented below. In addition, Table 3 shows time spent on duties for each job group, while Table 4 provides selected background information across the job groups. Appendix A lists common tasks performed by incumbents in each of the groups.

Descriptions of Career Ladder Jobs

I. SENIOR MANAGEMENT CLUSTER (STG101, N=34). The 34 military and civilian members of this cluster form the management core of the Commissary Services career field. As the most experienced group identified in this survey (incumbents average 220 months TAFMS), most of these personnel are assigned to HQ AFCONS positions. Seventy-five percent of their time is spent organizing and planning, directing and implementing, and inspecting and evaluating (Duties A through C). Typical tasks performed include:

- participate in staff meetings, conferences, or workshops,
- other than conducting
- write staff studies, surveys, or trip reports
- conduct meetings with sales representatives
- conduct staff assistance visits
- conduct inspections of commissary facilities
- operate small computers, such as Wang, Z-100, and Z-248

Military members make up only 21 percent of this cluster and hold DAFSCs of 61272, 61299, or 61200. Average time in service is a little over 18 years. Civilian members make up the remaining 79 percent of this cluster. These incumbents indicate over 15 years Federal service, and all are in Occupational Series 1144 (Commissary Store Manager).

TABLE 3

DISTRIBUTION OF TIME SPENT ACROSS DUTIES BY MEMBERS
IN CAREER LADDER JOBS
(RELATIVE PERCENT OF JOB TIME SPENT)

| DUTIES | SENIOR MANAGERS (N=34) | ADVANCED TRAINING INSTRUCTORS (N=5) | MEATCUTTER PERSONNEL (N=558) | STORE- WORKERS (N=157) | QUALITY ASSURANCE EVALUATORS (N=64) | TRAINING MANAGERS (N=7) |
|---|------------------------------|--|------------------------------------|------------------------------|--|-------------------------------|
| A ORGANIZING AND PLANNING | 29 | 16 | 3 | 5 | 17 | 14 |
| B DIRECTING AND IMPLEMENTING | 17 | 9 | 3 | 3 | 9 | 19 |
| C INSPECTING AND EVALUATING | 31 | 8 | 2 | 3 | 21 | 15 |
| D TRAINING | 6 | 47 | 1 | 3 | * | 20 |
| E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES | 8 | 7 | 3 | 6 | 7 | 4 |
| F PERFORMING AUTOMATED COMMISSARY OPERA- TIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES | 1 | * | * | 2 | 1 | 4 |
| G PERFORMING CUSTOMER SERVICE | * | 5 | * | 4 | 2 | 2 |
| H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES | 2 | 1 | 7 | 26 | 12 | 5 |
| I PERFORMING GROCERY DEPARTMENT MANAGEMENT MERCHANDISING ACTIVITIES | 1 | 0 | * | 35 | 19 | 6 |
| J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | * | 0 | 1 | * | * | 0 |
| K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES | * | 0 | 71 | * | 1 | 1 |
| L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT | * | 2 | 3 | 7 | 8 | 0 |
| M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT | * | 1 | 1 | 1 | 1 | * |
| N PERFORMING TROOP SUPPORT ACTIVITIES | * | * | * | * | * | 0 |
| O PERFORMING GENERAL INVENTORY ACTIVITIES | 1 | 1 | 1 | * | * | 0 |
| P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES | * | * | 3 | 3 | * | 2 |
| Q PERFORMING MOBILITY TRAINING | 1 | 2 | * | * | 0 | 6 |

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

DISTRIBUTION OF TIME SPENT ACROSS DUTIES BY MEMBERS
IN CAREER LADDER JOBS
(RELATIVE PERCENT OF JOB TIME SPENT)

| DUTIES | COMMISSARY OPERATIONS MANAGEMENT (N=325) | WEE-SERV OPERATIONS PERSONNEL (N=47) | SYSTEM VERIFICATION (N=30) | EQUIPMENT MAINTENANCE MANAGEMENT (N=13) | PRODUCE PERSONNEL (N=205) | FORKLIFT OPERATOR (N=25) |
|---|--|--------------------------------------|----------------------------|---|---------------------------|--------------------------|
| A ORGANIZING AND PLANNING | 18 | 4 | 10 | 15 | 4 | 1 |
| B DIRECTING AND IMPLEMENTING | 16 | 3 | 7 | 4 | 4 | 1 |
| C INSPECTING AND EVALUATING | 19 | 4 | 17 | 11 | 5 | * |
| D TRAINING | 5 | 1 | 1 | 1 | 1 | * |
| E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES | 10 | 12 | 14 | 31 | 5 | * |
| F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES | 1 | 5 | 11 | 4 | * | * |
| G PERFORMING CUSTOMER SERVICE | 3 | 17 | 4 | 1 | 1 | * |
| H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES | 6 | 11 | 7 | 3 | 17 | 11 |
| I PERFORMING GROCERY DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | 6 | 11 | 4 | 2 | 1 | 2 |
| J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | * | 2 | * | * | 44 | 0 |
| K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES | * | 2 | 1 | 1 | * | 0 |
| L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT | 2 | 12 | 7 | 4 | 6 | 69 |
| M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT | 1 | 3 | 1 | 6 | 1 | 2 |
| N PERFORMING TROOP SUPPORT ACTIVITIES | * | 2 | * | * | * | 8 |
| O PERFORMING GENERAL INVENTORY ACTIVITIES | 1 | 1 | 2 | 3 | 1 | 1 |
| P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES | * | 1 | 1 | 4 | 3 | 9 |
| Q PERFORMING MOBILITY TRAINING | 3 | 2 | 2 | 1 | * | 0 |

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

DISTRIBUTION OF TIME SPENT ACROSS DUTIES BY MEMBERS
IN CAREER LADDER JOBS
(RELATIVE PERCENT OF JOB TIME SPENT)

| DUTIES | WAREHOUSE PERSONNEL (N=361) | CUSTOMER SERVICE PERSONNEL (N=283) | VENDOR ACCOUNT CLERKS (N=23) | PRICE AUDITORS (N=5) | ACOS PERSONNEL (N=219) |
|---|-----------------------------------|---|---------------------------------------|----------------------------|------------------------------|
| A ORGANIZING AND PLANNING | 5 | 4 | 3 | 2 | 1 |
| B DIRECTING AND IMPLEMENTING | 4 | 3 | 0 | 0 | 1 |
| C INSPECTING AND EVALUATING | 5 | 3 | 1 | 1 | 1 |
| D TRAINING | 2 | 2 | * | 0 | * |
| E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES | 7 | 3 | 34 | 6 | 42 |
| F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES | * | 1 | 53 | 47 | 42 |
| G PERFORMING CUSTOMER SERVICE | 1 | 75 | * | * | 1 |
| H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES | 4 | 1 | 5 | 18 | 2 |
| I PERFORMING GROCERY DEPARTMENT MANAGEMENT MERCHANDISING ACTIVITIES | 2 | 1 | 0 | 18 | * |
| J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | * | * | 0 | 0 | * |
| K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES | * | * | 0 | 0 | * |
| L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT | 46 | * | 0 | 5 | * |
| M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT | 6 | * | 0 | 0 | * |
| N PERFORMING TROOP SUPPORT ACTIVITIES | 6 | * | * | 0 | 1 |
| O PERFORMING GENERAL INVENTORY ACTIVITIES | 1 | * | 0 | 0 | * |
| P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES | 3 | * | 0 | 0 | * |
| Q PERFORMING MOBILITY TRAINING | 1 | * | * | 0 | * |

* Denotes less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR CAREER LADDER

| | SENIOR MANAGER (SIG101) | ADVANCED TRAINING INSTRUCTOR (SIG317) | MEATCUTTER PERSONNEL (SIG086) | STORE- WORKER (SIG052) | QAE (SIG117) | TRAINING MANAGER (SIG228) |
|-------------------|-------------------------------|--|-------------------------------------|------------------------------|-----------------|---------------------------------|
| NUMBER IN GROUP | 34 | 5 | 558 | 157 | 64 | 7 |
| PERCENT OF SAMPLE | 1% | * | 21% | 6% | 2% | * |
| PERCENT MILITARY | 79% | 100% | 11% | 29% | 3% | 86% |
| PERCENT CIVILIAN | 21% | | 89% | 71% | 97% | 14% |
| PERCENT IN CONUS | 94% | 80% | 94% | 94% | 95% | 100% |

DAFSC DISTRIBUTION

| | | | | | | |
|-------|-----|-----|----|-----|----|-----|
| 61230 | 0 | 0 | 3% | 0 | 0 | 0 |
| 61250 | 0 | 0 | 6% | 0 | 0 | 0 |
| 61231 | 0 | 0 | 0 | 4% | 0 | 0 |
| 61251 | 0 | 20% | 0 | 18% | 2% | 29% |
| 61272 | 15% | 40% | 2% | 7% | 2% | 57% |
| 61299 | 3% | 20% | 0 | 0 | 0 | 0 |
| 61200 | 3% | 20% | 0 | 0 | 0 | 0 |

OCC SERIES DISTRIBUTION

| | | | | | | |
|-------------|-----|----|-----|-----|-----|-----|
| 1101 | 0 | 0 | 0 | 3% | 83% | 0 |
| 1144 | 79% | 0 | 0 | 11% | 7% | 0 |
| 2091 | 0 | 0 | 0 | 6% | 0 | 0 |
| 3502 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5704 | 0 | 0 | 0 | 4% | 0 | 0 |
| 6907 | 0 | 0 | 0 | 0 | 0 | 14% |
| 6914 | 0 | 1% | 0 | 0 | 0 | 0 |
| 7407 | 0 | 0 | 87% | 45% | 6% | 0 |
| NO RESPONSE | 0 | 0 | 1% | 1% | 0 | 0 |
| | | | | | 2% | 0 |

* Denotes less than 1 percent

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CAREER LADDER

| PAYGRADE DISTRIBUTION | SENIOR MANAGER (SIG101) | ADVANCED TRAINING INSTRUCTOR (SIG317) | MEATCUTTER PERSONNEL (SIG086) | STORE- WORKER (SIG052) | QAE (SIG117) | TRAINING MANAGER (SIG228) |
|-----------------------------------|-------------------------------|--|-------------------------------------|------------------------------|-----------------|---------------------------------|
| E-1 to E-3 | 0 | 0 | 3% | 7% | 2% | 0 |
| E-4 | 0 | 20% | 4% | 8% | 0 | 0 |
| E-5 | 0 | 20% | 4% | 11% | 2% | 29% |
| E-6 | 3% | 20% | 1% | 3% | 0 | 43% |
| E-7 | 12% | 0 | 1% | 1% | 0 | 14% |
| E-8 | 3% | 20% | 0 | 0 | 0 | 0 |
| E-9 | 3% | 20% | 0 | 0 | 0 | 0 |
| AVERAGE NUMBER OF TASKS PERFORMED | 26 | 71 | 82 | 30 | 27 | 41 |
| AVERAGE MONTHS TAFMS | 219 | 166 | 86 | 90 | 77 | 174 |
| PERCENT IN FIRST ENLISTMENT | 0 | 0 | * | 9% | * | 0 |
| PERCENT SUPERVISING | 3% | 40% | 23% | 13% | 8% | 43% |

* Denotes less than 1 percent

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

| | COMMISSARY OPERATIONS MANAGER (STG077) | WEE-SERV (STG098) | SYSTEM VERIFICATION (STG089) | EQUIPMENT & MAINTENANCE MANAGER (STG276) | PRODUCE PERSONNEL (STG179) |
|-------------------|---|----------------------|------------------------------------|---|----------------------------------|
| NUMBER IN GROUP | 325 | 47 | 30 | 13 | 205 |
| PERCENT OF SAMPLE | 12% | 2% | 1% | * | 14% |
| PERCENT CIVILIAN | 52% | 28% | 13% | 23% | 74% |
| PERCENT MILITARY | 48% | 72% | 87% | 77% | 26% |
| PERCENT IN CONUS | 82% | 74% | 70% | 77% | 94% |

DAFSC DISTRIBUTION

| | | | | | |
|-------|-----|-----|-----|-----|-----|
| 61230 | 0 | 0 | 0 | 0 | 0 |
| 61250 | 0 | 0 | 0 | 0 | 6% |
| 61231 | 0 | 9% | 13% | 0 | 0 |
| 61250 | 0 | 0 | 0 | 0 | 0 |
| 61251 | 11% | 53% | 63% | 69% | 12% |
| 61272 | 33% | 11% | 10% | 8% | 6% |
| 61299 | 3% | 0 | 0 | 0 | 0 |
| 61200 | 1% | 0 | 0 | 0 | 0 |

OCC SERIES DISTRIBUTION

| | | | | | |
|-------------|-----|-----|----|-----|-----|
| 1101 | 0 | 2% | 3% | 0 | 0 |
| 1144 | 42% | 4% | 7% | 8% | 20% |
| 2091 | 2% | 6% | 3% | 15% | 0 |
| 3502 | 0 | 0 | 0 | 0 | 0 |
| 5704 | 1% | 0 | 0 | 0 | 0 |
| 6907 | 2% | 2% | 0 | 0 | 0 |
| 6914 | 5% | 11% | 0 | 0 | 54% |
| 7407 | 0 | 2% | 0 | 0 | 0 |
| NO RESPONSE | 0 | 0 | 1% | 0 | 2% |

* Denotes less than 1 percent

TABLE 4 (CONTINUED)
SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

| PAYGRADE DISTRIBUTION | COMMISSARY OPERATIONS MANAGER (STG077) | WEE-SERV (STG098) | SYSTEM VERIFICATION (STG089) | EQUIPMENT & MAINTENANCE MANAGER (STG276) | PRODUCE PERSONNEL (STG179) |
|-----------------------------------|---|----------------------|------------------------------------|---|----------------------------------|
| E-1 to E-3 | 0 | 17% | 24% | 0 | 7% |
| E-4 | 4% | 28% | 20% | 54% | 6% |
| E-5 | 12% | 28% | 37% | 15% | 11% |
| E-6 | 13% | 0 | 7% | 8% | 1% |
| E-7 | 14% | 0 | 0 | 0 | 0 |
| E-8 | 2% | 0 | 0 | 0 | 0 |
| E-9 | 1% | 0 | 0 | 0 | 0 |
| AVERAGE NUMBER OF TASKS PERFORMED | 131 | 121 | 63 | 99 | 68 |
| AVERAGE TAFMS (MOS) | 171 | 81 | 86 | 94 | 88 |
| PERCENT IN FIRST ENLISTMENT | * | 17% | 23% | 0 | 7% |
| PERCENT SUPERVISING | 83% | 15% | 30% | 13% | 45% |

* Denotes less than 1 percent

TABLE 4 (CONTINUED)
SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

| | <u>FORKLIFT OPERATOR (STG365)</u> | <u>WAREHOUSE PERSONNEL (STG109)</u> | <u>CUSTOMER SERVICE PERSONNEL (STG081)</u> | <u>VENDOR ACCOUNTS CLERK (STG198)</u> | <u>PRICE AUDITOR (STG213)</u> | <u>ACOS (STG091)</u> |
|-------------------|---|---|--|---|---------------------------------------|--------------------------|
| NUMBER IN GROUP | 25 | 361 | 283 | 23 | 5 | 219 |
| PERCENT OF SAMPLE | * | 13% | 11% | * | * | 8% |
| PERCENT CIVILIAN | 88% | 54% | 84% | 91% | 80% | 79% |
| PERCENT MILITARY | 12% | 46% | 16% | 9% | 20% | 21% |
| PERCENT IN CONUS | 100% | 88% | 96% | 100% | 100% | 95% |

| | | | | | | |
|--------------------|----|-----|----|----|-----|-----|
| DAFSC DISTRIBUTION | | | | | | |
| 61230 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61250 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61231 | 4% | 11% | 8% | 4% | 0 | 8% |
| 61251 | 8% | 25% | 6% | 4% | 20% | 11% |
| 61272 | 0 | 9% | 2% | 0 | 0 | 2% |
| 61299 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61200 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|
| OCC SERIES DISTRIBUTION | | | | | | |
| 1101 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1144 | 0 | 0 | 1% | 0 | 0 | 0 |
| 2091 | 0 | 0 | 83% | 87% | 40% | 77% |
| 3502 | 4% | 0 | 0 | 0 | 0 | 0 |
| 5704 | 12% | 4% | 0 | 0 | 0 | 0 |
| 6907 | 52% | 32% | 0 | 0 | 0 | 0 |
| 6914 | 20% | 18% | 0 | 4% | 40% | 1% |
| 7407 | 0 | 0 | 0 | 0 | 0 | 0 |
| NO RESPONSE | 0 | 1% | 0 | 0 | 0 | 1% |

* Denotes less than 1 percent

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

| PAYGRADE DISTRIBUTION | FORKLIFT OPERATOR (STG365) | | WAREHOUSE PERSONNEL (STG109) | | CUSTOMER SERVICE PERSONNEL (STG081) | | VENDOR ACCOUNTS CLERK (STG198) | | PRICE AUDITOR (STG213) | | ACOS (STG091) | |
|-----------------------------------|----------------------------------|-----|------------------------------------|-----|--|-----|---|---|------------------------------|-----|------------------|--|
| | | | | | | | | | | | | |
| E-1 to E-3 | 4% | 14% | 9% | 0 | 0 | 0 | 0 | 0 | 0 | 10% | | |
| E-4 | 8% | 15% | 4% | 4% | 4% | 20% | 5% | | | | | |
| E-5 | 0 | 14% | 2% | 4% | 5% | 0 | | | | | | |
| E-6 | 0 | 3% | 1% | 0 | 1% | 0 | | | | | | |
| E-7 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| E-8 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| E-9 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| AVERAGE NUMBER OF TASKS PERFORMED | 15 | 59 | 55 | 14 | 14 | 60 | | | | | | |
| AVERAGE TAFMS (MOS) | 49 | 80 | 51 | 117 | 59 | 59 | | | | | | |
| PERCENT IN FIRST ENLISTMENT | * | 16% | 10% | 0 | 0 | 9% | | | | | | |
| PERCENT SUPERVISING | 4% | 33% | 34% | 4% | 0 | 11% | | | | | | |

* Denotes less than 1 percent

II. ADVANCED TRAINING INDEPENDENT JOB (STG317, N=5). The five military members forming this independent job are one of the more experienced groups in the career field (averaging 166 months TAFMS). These incumbents report having a job title of Instructor. Four of the five are assigned to HQ AFCONS. They are responsible for determining training requirements and preparing training programs. Representative tasks include:

- determine training requirements
- conduct Air Force Commissary Service (AFCONS) training programs
- develop nonresident course training materials
- evaluate effectiveness of training programs
- direct or implement training programs
- conduct resident course classroom training

III. MEATCUTTER PERSONNEL CLUSTER (STG086, N=558). This cluster of 558 military and civilian personnel represents 21 percent of the survey sample. Meatcutter personnel spend the majority of their time performing tasks unique to meat processing functions. Seventy-one percent of their time is spent on Duty K - performing meat department management and meatcutter activities. Typical tasks performed by this group include:

- cut meat using hand saws or knives
- cut meat using power band saws
- trim fat from meat items
- maintain cutting and boning knives
- sharpen knives
- tray meat items for resale

Civilians make up 88 percent of this job, with most holding occupational series 7407 (Meatcutter). They average 5 years Federal service. Military members make up the remaining 12 percent and range in paygrade from E-2 through E-7. They average 7 years of military service.

IV. STOREWORKER PERSONNEL CLUSTER (STG052, N=157). Representing 6 percent of the survey sample, personnel in this cluster work in grocery departments and resale stores. They perform a wide variety of tasks ranging from merchandising department or store products and displaying sales information, to removing damaged food from shelves, stocking or restocking shelves, and manually pricing sales store stock. Typical tasks of this job include:

- affix or change grocery shelf price labels
- stock grocery shelves
- stock grocery display cases
- determine allocation of shelf space for grocery items
- dispose of damaged, spoiled, or condemned grocery items
- rotate resale stocks

Seventy percent of the personnel in this job are civilians, with 45 percent holding occupational series 6914 and another 11 percent holding occupational series 1144. Civilian members indicate over 14 years of Federal service. Military members of this group report grades ranging from E-2 to E-7 and average slightly over 7 years of military service.

V. QUALITY ASSURANCE EVALUATOR (QAE) CLUSTER (STG117, N=64). This cluster of both military and civilian members comprises 2 percent of the survey sample. Much of their work involves dealing with companies doing business with the commissary facilities. Various companies have contracts to stock and sell their products within commissary facilities, and it is the responsibility of QAE personnel to monitor the contractors' performance and document noncompliance. In addition, they are responsible for establishing standards of performance required of the contractors. Representative tasks of this job include:

- evaluate contractor performance or compliance with contracts
- conduct inspections of commissary facilities
- inspect and monitor security of commissary facilities
- affix or change grocery shelf price labels
- conduct inspections of equipment

Ninety-six percent of the cluster members are civilians, with 83 percent having occupational series 1101. They have over 11 years Federal service.

VI. TRAINING MANAGEMENT INDEPENDENT JOB (STG228, N=7). This small independent job is comprised primarily (86 percent) of military NCOs in paygrades E-5 through E-7. The remaining 14 percent are civilians who indicated they are in occupational series 6907. These seven individuals differ from the Training Instructors in Group II above in that they perform a combination of both supervisory and training related tasks. Unlike the members of Group II, who spend 47 percent of their time on training and 33 percent on supervision functions, these personnel spend 20 percent of their time on training and 48 percent on supervision. Representative tasks performed by group members include:

- annotate training records
- conduct OJT
- write EPRs
- supervise civilian personnel
- brief employees on standard of conduct
- counsel trainees on training programs

VII. COMMISSARY OPERATIONS MANAGEMENT CLUSTER (STG077, N=325). This cluster is almost evenly split between military (48 percent) and civilian (52 percent). Representing 12 percent of the survey sample, these incumbents are

responsible for managing the day-to-day operations of various commissary departments. The variety of job titles for these personnel ranges from grocery department manager, troop support manager, and customer service manager, to mobility training manager. Much of their time is spent resolving customer complaints, establishing work priorities, and supervising civilian personnel. Very few technical tasks are performed. Representative tasks include:

- supervise civilian personnel
- conduct inspections of commissary facilities
- establish work priorities
- participate in staff meetings, conferences, or workshops,
other than conducting
- plan or schedule work assignments
- establish work schedules
- brief employees on standards of conduct

Civilian members of this cluster primarily hold occupational series 1144 (42 percent) and reflect an average of 10 years total Federal service. Military members are primarily 5- and 7-skill levels.

VIII. WEE SERV CLUSTER (STG098, N=47). This job encompasses tasks which are similar to those performed by members of the Storeworker cluster described above (Group IV). The Wee-Serv store is an extension of a main commissary facility, but handles a smaller volume. The intent of the Wee-Serv store is customer convenience. It is normally used by customers to pick up a few items until they can do their regular shopping. Representative tasks for this job include:

- affix or change grocery shelf price labels
- identify authorized patrons
- stock grocery shelves
- stock grocer display cases
- operate electronic cash registers
- determine location for grocery items

Seventy-three percent of the cluster members are military and range in paygrade from E-2 to E-5. Civilian members primarily are in occupational series 6914 and 2091 and reflect over 4 years Federal civil service.

IX. SYSTEM VERIFICATION MONITOR CLUSTER (STG089, N=30). This small cluster of 30 members is primarily comprised of military personnel (87 percent). These incumbents conduct unannounced spot-checks of in-checking of deliveries from vendors, perform unannounced and random spot-checks for daily and frequent deliveries, perform spot-checks for scheduled warehouse deliveries, and conduct random checks of receiving reports. They are also responsible for the accountability reports returned to the commissary by accounting

and finance for corrections, ensuring vehicles' operation safety, checking foodhandlers' cards and keeping them current, monitoring equipment supplies, and conducting periodic commissary self-inspections. Examples of tasks which define this group include:

- conduct self-inspections
- conduct inspections of commissary facilities
- spot-check daily, frequent, and scheduled grocery deliveries
- perform price cost verifications
- conduct inspections of equipment
- verify receiving reports

Military members of this group primarily hold the 5-skill level (63 percent) and are largely E-5 and below. Average time in service is a little over 7 years. The few civilians identified within this cluster primarily hold occupational series 1101, 1144, and 2091.

X. EQUIPMENT AND MAINTENANCE MANAGEMENT INDEPENDENT JOB (STG276, N=13). The members of this small independent job group are responsible for purchasing equipment for commissary facilities and ensuring that all commissary equipment is properly maintained and accounted for. Much of this is handled through the commissary trust revolving fund (CTRF). Typical tasks include:

- initiate AF Forms 9 (Request for Purchase)
- initiate AF Forms 332 (BCE Work Request)
- maintain base civil engineering (BCE) service call register
- conduct inspections of commissary facilities
- conduct inspections of equipment
- monitor CTRF or surcharge budgets

Seventy-seven percent of these members are military and hold primarily a 61251 DAFSC. Paygrades range from E-4 to E-7. These incumbents have over 7 years TAFMS. The civilian members in this group are all GS-4s in occupational series 2091 or 1144. They have an average of 5 years Federal civil service.

XI. PRODUCE PERSONNEL CLUSTER (STG179, N=205). The 205 civilian and military personnel in this cluster represent 7 percent of the survey sample, and work in the Produce Departments of the commissary. Forty-four percent of their job time is spent performing produce department management and merchandising activities (Duty J), and another 17 percent is spent performing common grocery, meat, and produce department activities. Many of their tasks involve ordering, storing, processing, pricing, and displaying produce line items. Typical tasks performed include:

- stock produce counters
- pull produce from counter displays
- dispose of damaged, spoiled, or condemned produce line items
- wrap, seal, label, and price produce by hand
- process produce line items for resale
- determine location for produce line items

Seventy-four percent of the cluster members are civilians in occupational series 6914 and 1144. Average Federal civil service time for these members is 5 years. The military members of the cluster are primarily 5-skill levels, with most having over 7 years TAFMS.

XII. FORKLIFT OPERATOR INDEPENDENT JOB (STG365, N=25). This small group of primarily civilian personnel all work in the warehouse. They perform a very specialized job (average number of tasks performed is 15) involving tasks dealing with palletizing and depalletizing items, and loading and unloading vehicles. Representative tasks include:

- palletize or depalletize subsistence
- position subsistence in warehouse
- position equipment in warehouse
- perform operator preventive maintenance on materiel
 - handling equipment, such as forklifts or pallet jacks
- secure equipment in warehouse

Civilian personnel make up 88 percent of the members in this cluster, most of whom are WG-4 and WG-5 personnel in occupational series 6907, 6914, or 5704. Military members are primarily in paygrade E-4 or below.

XIII. WAREHOUSE PERSONNEL CLUSTER (STG109, N=361). This cluster of 361 military and civilian personnel represents 14 percent of the survey sample. Most of these members spend a great deal of their time performing duties associated with warehouse tasks, such as receiving and storing subsistence and equipment (46 percent); issuing, transferring, and delivering subsistence and equipment (6 percent); and performing troop support activities (6 percent). They also perform tasks such as inventory warehouse stock, rotate warehouse stock, inspect incoming stock, and review receiving reports. Representative tasks include:

- in-check daily delivered subsistence
- in-check scheduled delivered subsistence
- in-check frequent delivered subsistence
- inspect quantity of incoming subsistence
- verify subsistence case packs
- inspect condition of incoming subsistence

Civilians make up 54 percent of this group and reflect paygrades ranging from WG-4 to WG-6 and occupational series 6907 and 6914. Military members primarily are 5-skill levels in paygrades E-5 or below.

XIV. CUSTOMER SERVICE CLUSTER (STG081, N=283). This largely civilian job cluster represents 11 percent of the survey sample. Members of this group primarily work at the checkout registers in the commissary. Seventy-five percent of their relative time is spent on one duty, Performing Customer Service. Typical tasks of this group include:

- operate electronic cash registers
- make change for customers
- open or close electronic cash registers
- approve personal checks
- collect and verify vendor coupons, other than local vendor coupons

Civilians within this job group primarily are in occupational series 2091. Seventy-four percent are in paygrades ranging between GS-3 and GS-6. The few military members found in this job group are generally lower ranking personnel holding the 3- or 5-skill level and in paygrades of E-5 or below.

XV. VENDOR ACCOUNT CLERK INDEPENDENT JOB (STG198, N=23). This small job is comprised largely of civilians (91 percent) who are responsible for coordinating and updating prices set by vendors doing business with the commissary. These personnel verify price costs and process vendor price reductions. They do much of their work using the Automated Commissary Operation System (ACOS) or a programmable work station (PWS). Price data are constantly loaded, updated, or corrected in the ACOS or PWS. Typical tasks include:

- update data in ACOS or PWS
- correct pricing errors in ACOS or PWS
- maintain supply bulletin files
- operate small computers, such as Wang, Z-100, and Z-248
- perform file maintenance on ACOS or PWS

Civilians in this cluster are primarily in occupational series 2091. They have an average paygrade of GS-4, with slightly over 8 years total Federal civil service.

XVI. PRICE AUDITOR INDEPENDENT JOB (STG213, N=5). Four of the five members of this small job are civilians who perform a very narrow range of tasks related to adjusting and correcting prices. They average only 14 tasks which include:

- perform price audits of portable transaction ordering computer
- affix or change grocery shelf price labels
- load price changes into scanning systems
- correct price errors in ACOS or PWS

The civilian members are in occupational series 2091 and 6914.

XVII. AUTOMATED COMMISSARY OPERATION SYSTEM (ACOS) CLUSTER (STG091, N=173). Representing 8 percent of the survey sample, the 219 military and civilian personnel in this cluster spend 43 percent of their relative job time performing tasks relating to the ACOS. They operate PWSs, data entry terminals, office microcomputers, and other automated data processing equipment. They are also responsible for automated data processing functions such as processing requisitions, purchase requests, voucher and control records, and receiving reports. Typical tasks include:

- input receipts into ACOS or PWS
- verify ACOS or PWS receiving reports
- process AF forms 287 (subsistence request)
- program ACOS or PWS to run order forms
- perform day-end procedures
- print shelf price labels

Seventy-nine percent of this group are civilians in occupational series 1144. All report having a paygrade of GS-4 and average slightly over 7 years total Federal civil service time.

Comparison to Previous Survey

Jobs identified in the present survey were compared to those reported in the previous OSR (see Table 5). The basic structure of the Commissary Services specialty has changed very little since the last surveys in 1980 and 1987, with essentially the same jobs being performed. The few differences noted between the two surveys can be attributed more to differences in inventory construction and analysis techniques than in a reflection of major job changes within the AFSC 612XX specialty.

Summary

Overall, the AFSC 612XX career field has been fairly stable over the years in terms of job structure. Survey data show a clear distinction between Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) functions. Meatcutter job incumbents clearly perform a single job involving meatcutter activities. Members of the Subsistence Operations career ladder, on the other

TABLE 5
COMPARISON OF CAREER LADDER STRUCTURE FOR
CURRENT AND PREVIOUS SURVEY

| <u>FUNCTIONS IDENTIFIED IN CURRENT STUDY</u> | <u>JOB IDENTIFIED IN PREVIOUS OSR</u> |
|--|--|
| SENIOR MANAGEMENT | COMMISSARY FRONT-END PERSONNEL |
| ADVANCED TRAINING INSTRUCTOR | TRAINING TECHNICIANS |
| MEATCUTTER PERSONNEL | COMMISSARY MEATCUTTERS |
| STOREWORKER | WAREHOUSE AND STORE PERSONNEL |
| TRAINING MANAGEMENT | SUBSISTENCE OPERATIONS TRAINING MONITORS |
| COMMISSARY OPERATION MANAGERS | COMMISSARY MANAGEMENT PERSONNEL |
| EQUIPMENT & MAINTENANCE PERSONNEL | EQUIPMENT SUPPLY MONITOR |
| PRODUCE PERSONNEL | SUBSISTENCE WAREHOUSE PERSONNEL |
| WAREHOUSE PERSONNEL | SUBSISTENCE WAREHOUSE PERSONNEL |
| PRICE AUDITORS | PRICE CONTROL CLERKS |
| ACOS PERSONNEL | SUBSISTENCE ADMINISTRATIVE CLERKS |
| QUALITY ASSURANCE EVALUATORS | NOT MATCHED |
| WEE-SERV OPERATIONS PERSONNEL | NOT MATCHED |
| SYSTEM VERIFICATION | NOT MATCHED |
| FORKLIFT OPERATOR | NOT MATCHED |
| CUSTOMER SERVICE PERSONNEL | NOT MATCHED |
| VENDOR ACCOUNTS CLERK | NOT MATCHED |
| NOT MATCHED | STOCKERS |

hand, work in a variety of jobs on the commissary side. The job structure identified above clearly supports the current classification structure of the career ladder.

CAREER LADDER PROGRESSION

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information can then be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the STS, reflect what career field personnel are actually doing in the field.

The DAFSC analysis provides a comparison of tasks and jobs performed across skill-level groups in each career ladder. Distribution of skill-level groups across the various career ladder jobs is shown in Table 6, while Table 7 offers another perspective by displaying the relative time spent on duties by members of each skill level.

A typical pattern of progression is noted within the AFSC 612XX specialty. Personnel at the lower skill levels spend most of their time on technical tasks. As they progress to the 7-skill level, time spent on supervisory functions increases, but a great deal of their time is still spent on technical functions. It is at the 9-skill and CEM level that most of their time is spent on managerial and supervisory tasks.

SKILL-LEVEL DESCRIPTIONS

DAFSC 61230/61250. Three- and 5-skill level meatcutters perform almost exclusively meatcutting and meat processing tasks. This is reflected in the fact that 86 percent of this group work in the Meatcutter job (see Table 6) and spend 64 percent of their time performing meat department management and meatcutter activities and common grocery, meat, and product department activities (See Table 7). Common tasks performed by these incumbents are presented in Table 8.

DAFSC 61231/61251. Unlike the meatcutter group, these personnel reflect a more diverse work structure. These personnel are found in 10 of the 17 job groups identified in the job structure section, with the largest percentage (27 percent) working in the Warehouse cluster. Smaller percentages are working in such jobs as Customer Service, Wee-Serve Operations, Storeworker, Commissary Operation Management, and System Verification. Because of this wide dispersion across the many career ladder jobs, very few tasks are being performed in common by 3- and 5-skill level subsistence operations personnel, as shown in Table 9. Many of the top tasks reflected in Table 9 relate to

TABLE 6
DISTRIBUTION OF SKILL-LEVEL MEMBERS
ACROSS CAREER LADDER JOB AREAS

| JOBS | PERCENT MEMBERS | | | |
|-----------------------------------|--------------------|---------------------|------------------|--------------------|
| | 61230/50 (N=58) | 61231/51 (N=487) | 61272 (N=235) | 61299/00 (N=19) |
| SENIOR MANAGEMENT | 0 | 0 | 2% | 11% |
| ADVANCED TRAINING INSTRUCTOR | 0 | * | 1% | 11% |
| MEATCUTTER PERSONNEL | 86% | 0 | 0 | 0 |
| STOREWORKER | 0 | 7% | 5% | 0 |
| QUALITY ASSURANCE EVALUATORS | 0 | * | * | 0 |
| TRAINING MANAGEMENT | 0 | * | 2% | * |
| COMMISSARY OPERATION MANAGEMENT | 0 | 7% | 46% | 68% |
| WEE-SERV OPERATIONS PERSONNEL | 0 | 6% | 2% | 0 |
| SYSTEM VERIFICATION | 0 | 5% | 1% | 0 |
| EQUIPMENT & MAINTENANCE PERSONNEL | 0 | 2% | 0 | 0 |
| PRODUCE PERSONNEL | 0 | 2% | 0 | 0 |
| FORKLIFT OPERATOR | 0 | 1% | 0 | 0 |
| WAREHOUSE PERSONNEL | 0 | 27% | 14% | 0 |
| CUSTOMER SERVICE PERSONNEL | 0 | 8% | 0 | 0 |
| VENDOR ACCOUNTS CLERK | 0 | * | 0 | 0 |
| PRICE AUDITORS | 0 | * | 0 | 0 |
| ACOS PERSONNEL | 0 | 1% | * | 0 |
| NOT GROUPED | 14% | 34% | 26% | 10% |

* Denotes less than 1 percent

TABLE 7

TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

| DUTIES | 61230/50 (N=58) | 61231/51 (N=487) | 61272 (N=235) | 61299/00 (N=19) |
|---|--------------------|---------------------|------------------|--------------------|
| A ORGANIZING AND PLANNING | 4 | 6 | 13 | 21 |
| B DIRECTING AND IMPLEMENTING | 4 | 5 | 12 | 16 |
| C INSPECTING AND EVALUATING | 4 | 5 | 14 | 25 |
| D TRAINING | 1 | 2 | 7 | 10 |
| E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES | 5 | 12 | 10 | 7 |
| F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES | 1 | 7 | 2 | 1 |
| G PERFORMING CUSTOMER SERVICE | 1 | 10 | 4 | 1 |
| H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES | 8 | 7 | 6 | 1 |
| I PERFORMING GROCERY DEPARTMENT MANAGEMENT MERCHANDISING ACTIVITIES | 1 | 6 | 6 | 2 |
| J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | 1 | 4 | 3 | 1 |
| K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES | 58 | 1 | 3 | * |
| L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT | 4 | 17 | 7 | 5 |
| M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT | 2 | 4 | 2 | * |
| N PERFORMING TROOP SUPPORT ACTIVITIES | 2 | 8 | 3 | 1 |
| O PERFORMING GENERAL INVENTORY ACTIVITIES | 1 | 1 | 2 | 3 |
| P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES | 3 | 2 | 1 | * |
| Q PERFORMING MOBILITY TRAINING | 1 | 3 | 5 | 5 |

TABLE 8
REPRESENTATIVE TASKS PERFORMED BY 61230/50 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=58) |
|--|--|
| K536 Wrap, seal, label, and price retail meat cuts by hand | 77 |
| K537 Wrap, seal, label, and price retail meat cuts using packaging machines | 77 |
| K487 Cut meat using power band saws | 77 |
| K534 Trim fat from meat items | 77 |
| K486 Cut meat using hand saws or knives | 76 |
| K533 Tray meat items for resale | 72 |
| K470 Arrange meat stock on display | 79 |
| K525 Sharpen knives | 74 |
| K511 Prepare meat items for resale | 69 |
| K529 Stock meat department display cases | 70 |
| K502 Maintain cutting and boning knives | 69 |
| K531 Tenderize meat items | 81 |
| K526 Slice prepared cured meat items | 76 |
| K517 Replenish meat stock on display | 60 |
| K469 Analyze rotation of meat items | 70 |
| K475 Clean meat storage rooms | 70 |
| K500 Inventory meat products | 74 |
| K493 Determine meat items to be rewrapped | 74 |
| K498 Grind meat items | 72 |
| K471 Assemble or disassemble powered meat equipment | 70 |

TABLE 9
REPRESENTATIVE TASKS PERFORMED BY 61231/51 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=487) |
|--|---|
| M586 Complete AF Forms 129 (Tally In-Out) | 43 |
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 41 |
| A4 Conduct inspections of equipment | 37 |
| Q677 Participate in mobility TQT | 37 |
| C96 Conduct self-inspections | 36 |
| L567 Palletize or depalletize subsistence | 35 |
| H397 Complete AF Forms 287 (Subsistence Request) | 35 |
| I423 Affix or change grocery shelf price labels | 34 |
| L547 Identify damaged, spoiled, or condemned subsistence items | 33 |
| A3 Conduct inspections of commissary facilities | 33 |
| L584 Verify quantity of ordered subsistence | 31 |
| L585 Verify subsistence case packs | 30 |
| L559 Inspect condition of incoming subsistence | 30 |
| L550 Identify opened cases or containers | 30 |
| G361 Identify authorized patrons | 30 |
| L553 Incheck daily delivered subsistence | 29 |
| L555 Incheck scheduled delivered subsistence | 29 |
| G373 Operate electronic cash registers | 29 |
| L561 Inspect identity of incoming subsistence | 29 |
| L563 Inspect quantity of incoming subsistence | 29 |

receiving and storing subsistence and equipment. Interestingly, 34 percent of these personnel did not group into any job group based on tasks performed and time spent on those tasks.

DAFSC 61272. AFSCs 61230/50 and 61231/51 merge at the 7-skill level (61272). These personnel also perform a wide range of functions, but clearly reflect a greater emphasis on supervisory and management functions than seen at the 3- and 5-skill levels. Forty-six percent of 7-skill level members work in the Commissary Operation Management job, while smaller percentages work in the Senior Management job. Continued involvement of these personnel in technical jobs is reflected in the fact that 14 percent work in the Warehouse job, while smaller percentages work in the Storeworker and Wee-Serve Operations jobs. Twenty-six percent of these personnel did not group into any identifiable job group. Table 10 lists representative tasks performed by members of this skill level, while Tables 11 and 12 reflect those tasks which best differentiate between DAFSC 61230/50 and 61231/51 personnel and the 7-skill levels.

DAFSC 61299/00. There are only 19 of these most senior personnel in the sample. All work in either the Commissary Operation Management, Senior Management, or Advanced Training Instructor jobs (see Table 6). Representative tasks performed by 9-skill level and CEM members are listed in Table 13, while tasks that best distinguish between 7-skill level respondents and members of this senior group are listed in Table 14. Figures in the top portion of Table 14 show 7-skill level personnel perform more supervisory or technical tasks, while figures in the lower half clearly show that 9-skill level and CEM members perform more of a managerial job.

Summary

Survey data show Commissary Services personnel typically progress through the skill levels, with 3- and 5-skill level personnel spending more time on purely technical aspects of the career ladder. The only common trend for the two career ladders presented above is the shift in job emphasis to supervision and management at the 7-skill level and 9- and CEM-code levels.

AFR 39-1 SPECIALTY JOB DESCRIPTION ANALYSIS

The current AFR 39-1 Specialty Descriptions for both the AFSC 612X0 and 612X1 career ladders were compared to job descriptions for each job identified and for each DAFSC group. Survey data suggest the jobs and tasks included in the current AFR 39-1 Specialty Descriptions provide a thorough overview of the work being done in the field.

TABLE 10
REPRESENTATIVE TASKS PERFORMED BY 61272

| TASKS | PERCENT MEMBERS PERFORMING (N=235) |
|--|---|
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 75 |
| A3 Conduct inspections of commissary facilities | 74 |
| C96 Conduct self-inspections | 69 |
| A1 Assign personnel to work areas or duty positions | 66 |
| B49 Brief employees on standards of conduct | 64 |
| B84 Supervise civilian personnel | 62 |
| B55 Counsel personnel on personal or military-related matters | 62 |
| A38 Plan or schedule work assignments | 57 |
| D152 Annotate training records | 56 |
| A4 Conduct inspections of equipment | 55 |
| A29 Establish work priorities | 55 |
| Q677 Participate in mobility TQT | 54 |
| C110 Evaluate performance standards of subordinates | 54 |
| A30 Establish work schedules | 54 |
| C148 Write EPRs | 52 |
| C129 Inspect personnel for compliance with health or military standards | 51 |
| B52 Conduct safety or security meetings | 51 |
| A3 Conduct inspections of commissary facilities | 51 |
| C113 Evaluate personnel for recognition | 51 |
| C149 Write recommendations for awards and decorations | 50 |

TABLE 11

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
61230/50 AND DAFSC 61272 PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | 61230/50 (N=58) | 61272 (N=235) | DIFFERENCE |
|--|--------------------|------------------|------------|
| K531 Tenderize meat items | 81 | 4 | 77 |
| K534 Trim fat from meat items | 77 | 3 | 75 |
| K487 Cut meat using power band saws | 77 | 4 | 74 |
| K537 Wrap, seal, label, and price retail meat cuts by using packaging machines | 77 | 4 | 73 |
| K470 Arrange meat stock on display | 79 | 6 | 73 |
| A3 Conduct inspections of commissary facilities | 31 | 73 | -42 |
| B88 Supervise Subsistence Operations Specialists (AFSC 61251) | 2 | 45 | -43 |
| C148 Write EPRs | 3 | 52 | -49 |
| D152 Annotate training records | 10 | 57 | -46 |
| B55 Counsel personnel on personal or military-related matters | 7 | 52 | -55 |

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
61231/51 AND DAFSC 61272 PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | 61231/51 (N=487) | 61272 (N=235) | DIFFERENCE |
|---|---------------------|------------------|------------|
| E235 Maintain civilian time cards or forms | 33 | 12 | 21 |
| E209 Escort visitors through facilities | 48 | 27 | 21 |
| E217 Initiate AF Forms 332 | 34 | 13 | 21 |
| Q674 Inspect mobility bags and kits | 27 | 16 | 11 |
| Q676 Maintain file of mobility self-inspections checklists | 33 | 13 | 20 |
| I424 Determine allocation of shelf space for grocery items | 36 | 18 | 20 |
| B55 Counsel personnel on personal or military-related matters | 19 | 62 | -43 |
| A1 Assign personnel to work areas or duty positions | 24 | 65 | -41 |
| C149 Write recommendations for awards and decorations | 9 | 49 | -40 |
| C110 Evaluate performance standards or subordinates | 14 | 54 | -40 |
| C148 Write EPRs | 12 | 52 | -40 |
| A3 Conduct inspections of commissary facilities | 34 | 73 | -39 |

TABLE 13
REPRESENTATIVE TASKS PERFORMED BY 61299/00 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=19) |
|--|--|
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 89 |
| B55 Counsel personnel on personal or military-related matters | 84 |
| C149 Write recommendations for awards and decorations | 84 |
| C113 Evaluate personnel for recognition | 84 |
| A13 Develop organizational policies or operating instructions | 74 |
| A3 Conduct inspections of commissary facilities | 73 |
| A6 Determine budget requirements | 73 |
| A34 Plan briefings | 68 |
| B53 Conduct staff meetings, conferences, or workshops, other than for training | 68 |
| A29 Establish work priorities | 68 |
| A7 Determine logistics requirements, such as equipment, personnel, or space | 68 |
| A39 Plan or schedule work priorities | 63 |
| A47 Write job or position descriptions | 63 |
| B82 Interpret policies, directives, or procedures for subordinates | 63 |
| A48 Write replies to investigation reports | 63 |
| B80 Initiate civilian personnel actions, such as promotions, reassignments, or disciplinary actions | 63 |
| B65 Draft inputs to directives or publications | 58 |
| C112 Evaluate personnel for promotion, demotion, or reclassification | 58 |
| C111 Evaluate personnel for compliance with performance standards | 58 |
| C148 Write EPRs | 58 |

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
61272 AND 61299/00 PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | 61272 (N=235) | 61299/00 (N=13) | DIFFERENCE |
|---|------------------|--------------------|------------|
| D157 Conduct OJT | 51 | 7 | 43 |
| B87 Supervise Apprentice Subsistence Operations Specialists (AFSC 61231) | 34 | 0 | 34 |
| H413 Process special orders for patrons | 34 | 0 | 34 |
| H408 Monitor temperature in display cases, storage rooms, or processing areas | 40 | 7 | 33 |
| H406 Maintain sanitation of department areas | 29 | 0 | 29 |
| I440 Verify and record temperature in storage rooms, other than for troop support | 28 | 0 | 28 |
| A6 Determine budget requirements | 24 | 84 | -60 |
| B68 Draft responses to audits | 12 | 69 | -57 |
| A13 Develop organizational policies or operating procedures | 32 | 84 | -52 |
| B65 Draft inputs to directives or publications | 9 | 61 | -52 |
| B53 Conduct staff meetings, conferences or workshops, other than training | 28 | 77 | -49 |
| A45 Schedule staff meetings | 23 | 69 | -46 |

TRAINING ANALYSIS

Occupational survey data are one of the many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in examining training include the overall description of the job and tasks being performed by first-enlistment personnel and their overall distribution across career ladder jobs, along with TE and TD ratings.

Training Emphasis (TE) and Task Difficulty (TD) Data

Training emphasis (TE) and task difficulty (TD) data are secondary factors that can assist training personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgment of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the job inventory considered important for first-term airman training (TE), along with a measure of the difficulty of the job inventory tasks. When combined with data on the percentages of first-enlistment personnel performing tasks, effective training programs (whether at the OJT level or at the formal tech school level) can be developed.

As mentioned earlier in the Task Factor Administration section of this report, TE ratings are available only for the Subsistence Operations AFSC (612X1). Tasks with the highest TE ratings are listed in Table 15, while tasks with the highest TD ratings are listed in Table 16. It is interesting to note that many of the tasks with high training emphasis are related to mobility- and troop support-type tasks, while tasks with highest TD ratings are mostly supervisory- and management-type tasks. A complete listing of both TE and TD ratings can be found in the Training Extract to this report.

First-Enlistment Meatcutter Personnel (AFSC 612X0)

Twenty-six AFSC 612X0 respondents indicated they are in their first enlistment. The largest percentage work in meat departments and perform meatcutter activities. Table 17 shows that 77 percent of their time is spent on tasks pertaining to performing meat department management and meatcutter activities and common grocery, meat, and produce department activities. Representative tasks performed by these members are listed in Table 18. Table 19 lists equipment items used by 30 percent or more of the first-enlistment AFSC 612X0 personnel.

First-Enlistment Subsistence Operations Personnel (AFSC 612X1)

There were 214 DAFSC 612X1 first-enlistment personnel in the survey sample. Figure 2 shows the distribution of these members across the job groups. The largest percentage (29 percent) work in the Warehouse job cluster, while 13 percent are found in the Customer Service cluster. Other jobs

TABLE 15
SAMPLE OF TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS
(AFSC 612X1)

| TASKS | TNG EMP | PERCENT MEMBERS PERFORMING | | |
|---|------------|-------------------------------|---------------|-------------|
| | | 1-24 TAFMS | 1-48 TAFMS | TSK DIFF |
| Q677 Participate in mobility TQT | 6.46 | 27 | 27 | 4.62 |
| H397 Complete AF Forms 287 (Subsistence Request) | 6.30 | 28 | 28 | 3.99 |
| N621 In-check troop support subsistence | 6.30 | 26 | 24 | 4.18 |
| N628 Rotate WRM subsistence | 6.22 | 15 | 16 | 4.09 |
| N614 Conduct troop support inventories | 5.86 | 23 | 23 | 5.11 |
| M586 Complete AF Forms 129 (Tally In-Out) | 5.73 | 28 | 32 | 4.27 |
| N627 Rotate troop support subsistence | 5.59 | 26 | 26 | 3.77 |
| N622 Maintain troop support subsistence consumption records | 5.54 | 10 | 12 | 4.46 |
| G373 Operate electronic cash registers | 5.49 | 29 | 31 | 4.55 |
| N626 Requisition troop support subsistence items, other than thru MILSTRIP or MILSBILLS | 5.41 | 6 | 7 | 5.32 |
| F304 Extract data from ACOS or PWS | 5.38 | 13 | 14 | 5.74 |
| L554 In-check frequent delivered subsistence | 5.38 | 29 | 29 | 4.62 |
| G361 Identify authorized patrons | 5.32 | 27 | 27 | 3.21 |
| L555 In-check schedule delivered subsistence | 5.30 | 27 | 29 | 4.58 |
| E271 Process AF Forms 287 (Subsistence Request) | 5.27 | 30 | 28 | 4.15 |
| N625 Requisition troop support subsistence items thru MILSTRIP or (MILSBILLS) | 5.27 | 5 | 6 | 5.60 |
| H400 Conduct departmental inventories | 5.22 | 16 | 15 | 5.67 |
| N623 Make troop support forced issues or substitutions | 5.11 | 13 | 15 | 5.02 |
| F307 Input receipts into ACOS or PWS | 5.05 | 13 | 13 | 5.95 |
| H406 Maintain sanitation of department areas | 5.05 | 15 | 18 | 4.62 |
| N620 Identify troop support warehouse perishable or semiperishable subsistence | 5.05 | 18 | 18 | 3.79 |
| L553 In-check daily delivered subsistence | 5.00 | 32 | 31 | 4.74 |
| N615 Conduct troop support salvage control procedures | 5.00 | 5 | 7 | 4.42 |
| N613 Compute troop support requirements | 4.95 | 6 | 7 | 5.54 |
| L564 Inventory warehouse stocks | 4.92 | 21 | 24 | 5.03 |

TE MEAN = 2.22, S.D. = 1.38

TD MEAN = 5.00, S.D. = 1.00

TABLE 16

SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

| TASKS | TSK DIFF | PERCENT MEMBERS PERFORMING | | | | 61250 | 61251 | 61272 |
|--|-------------|-------------------------------|----------------------|----------------------|----------------------|-------|-------|-------|
| | | ALL 1-24 TAFMS | ALL 1-48 TAFMS | ALL 1-48 TAFMS | ALL 1-48 TAFMS | | | |
| A6 Determine budget requirements | 9.05 | 2 | 2 | 2 | 5 | 9 | 24 | |
| A19 Draft commissary operating program (COP) budgets | 8.55 | 1 | 1 | 1 | 3 | 2 | 5 | |
| A21 Draft operating and maintenance (O&M) budgets | 8.46 | 1 | 1 | 1 | 3 | 3 | 7 | |
| A20 Draft commissary trust revolving fund (CTRF) or surcharge budgets | 8.26 | 1 | 2 | 2 | 0 | 5 | 7 | |
| A10 Develop host-tenant support agreements (HTSA) | 8.18 | 1 | 0 | 0 | 3 | 1 | 8 | |
| A7 Determine logistics requirements, such as equipment, personnel, or space | 8.07 | 1 | 2 | 2 | 10 | 12 | 35 | |
| C147 Write COP analyses | 7.92 | 0 | 0 | 0 | 0 | 0 | 4 | |
| A47 Write job or position descriptions | 7.61 | 1 | 1 | 1 | 0 | 7 | 24 | |
| A9 Develop cost-reduction programs | 7.40 | 2 | 2 | 2 | 3 | 3 | 14 | |
| C98 Evaluate budget requirements | 7.39 | 0 | 0 | 0 | 0 | 2 | 11 | |
| C100 Evaluate commissary operating programs (COP) | 7.34 | 0 | 0 | 0 | 0 | 1 | 6 | |
| D185 Write STS or CTS materials | 7.27 | 0 | 0 | 0 | 0 | 0 | 3 | |
| B67 Draft recommendations for change in logistics requirements, such as equipment, personnel, or space | 7.12 | 0 | 0 | 0 | 0 | 3 | 11 | |
| B56 Direct commissary sales store activities | 7.11 | 3 | 3 | 3 | 0 | 10 | 35 | |
| D165 Develop nonresident course training materials | 7.08 | 1 | 0 | 0 | 0 | 2 | 3 | |
| A13 Develop organizational policies or operating instructions | 7.02 | 1 | 1 | 1 | 10 | 13 | 32 | |
| B80 Initiate civilian personnel actions, such as promotions, reassignments, or disciplinary actions | 7.00 | 0 | 0 | 0 | 3 | 10 | 34 | |
| D167 Develop resident course training materials | 6.99 | 1 | 0 | 0 | 0 | 1 | 5 | |

TE MEAN = 2.22, S.D. = 1.38

TD MEAN = 5.00, S.D. = 1.00

TABLE 16 (CONTINUED)

SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

| TASKS | TSK DIFF | PERCENT MEMBERS PERFORMING | | | | 61250 | 61251 | 61272 |
|---|-------------|-------------------------------|----------------------|----------------------|----------------------|-------|-------|-------|
| | | ALL 1-24 TAFMS | ALL 1-48 TAFMS | ALL 1-48 TAFMS | ALL 1-48 TAFMS | | | |
| B68 Draft responses to audits | 6.95 | 1 | 1 | 1 | 0 | 2 | 11 | |
| D166 Develop performance tests | 6.93 | 0 | 0 | 0 | 3 | 4 | 9 | |
| F306 Implement month-end procedures | 6.91 | 5 | 4 | 4 | 0 | 7 | 4 | |
| A8 Determine type employees to hire, such as temporary or part-time | 6.85 | 1 | 0 | 0 | 5 | 4 | 28 | |
| E255 Monitor commissary trust revolving fund (CTRF) or surcharge budgets | 6.83 | 0 | 0 | 0 | 0 | 6 | 10 | |
| F318 Perform month-end procedures | 6.74 | 7 | 7 | 7 | 0 | 9 | 4 | |
| B79 Initiate actions required due to substandard performance of personnel | 6.73 | 1 | 1 | 1 | 18 | 13 | 43 | |
| C142 Review proposed structure drawings of commissary facilities | 6.73 | 0 | 0 | 0 | 3 | 2 | 5 | |
| E257 Monitor operating and maintenance (O&M) funds | 6.72 | 0 | 0 | 0 | 0 | 3 | 8 | |

TE MEAN = 2.22, S.D. = 1.38

TD MEAN = 5.00, S.D. = 1.00

TABLE 17

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-ENLISTMENT AFSC 612X0 PERSONNEL

| DUTIES | 612X0 1-48 MOS TAFMS (N=26) |
|---|---|
| A ORGANIZING AND PLANNING | 2 |
| B DIRECTING AND IMPLEMENTING | 2 |
| C INSPECTING AND EVALUATING | 1 |
| D TRAINING | * |
| E PERFORMING STORE ADMINISTRATIVE AND MANAGEMENT SUPPORT CENTER ACTIVITIES | 2 |
| F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATION (PWS) ACTIVITIES | 1 |
| G PERFORMING CUSTOMER SERVICE | 1 |
| H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES | 7 |
| I PERFORMING GROCERY DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | 1 |
| J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | 2 |
| K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES | 70 |
| L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT | 2 |
| M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT | 1 |
| N PERFORMING TROOP SUPPORT ACTIVITIES | 3 |
| O PERFORMING GENERAL INVENTORY ACTIVITIES | 1 |
| P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES | 2 |
| Q PERFORMING MOBILITY TRAINING | 1 |

* Denotes less than 1 percent

TABLE 18
REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT 612X0 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=26) |
|--|--|
| K533 Tray meat items for resale | 81 |
| K470 Arrange meat stock on display | 81 |
| K534 Trim fat from meat items | 81 |
| K529 Stock meat department display cases | 81 |
| K502 Maintain cutting and boning knives | 77 |
| K487 Cut meat using power band saws | 77 |
| K511 Prepare meat items for resale | 77 |
| K525 Sharpen knives | 77 |
| K526 Slice prepared cured meat items | 73 |
| K536 Wrap, seal, label, and price retail meat cuts by hand | 73 |
| K486 Cut meat using hand saws or knives | 73 |
| K475 Clean meat storage rooms | 73 |
| K537 Wrap, seal, label, and price retail meat cuts using packaging machines | 73 |
| K531 Tenderize meat items | 73 |
| K496 Display and layout meat items | 73 |
| K469 Analyze rotation of meat items | 69 |
| K493 Determine meat items to be rewrapped | 69 |
| K488 Cut special meat orders | 69 |
| K498 Grind meat items | 65 |
| K523 Select size of wrapping materials for meat items | 65 |

TABLE 19

EQUIPMENT ITEMS USED BY MORE THAN 30 PERCENT OF
FIRST-ENLISTMENT AFSC 612X0 PERSONNEL

| <u>EQUIPMENT ITEMS</u> | <u>PERCENT MEMBERS USING (N=26)</u> |
|------------------------|---|
| AUTOMATIC WRAPPER | 85 |
| BALER | 31 |
| BANDSAW | 65 |
| BOX CUTTER | 42 |
| CASH REGISTER | 15 |
| FLATBED CART | 50 |
| GRINDER | 77 |
| MIXER | 42 |
| PALLET JACK, ELECTRIC | 46 |
| PRICING GUN | 31 |
| SCALE, AUTOMATIC | 85 |
| SCALE, MANUAL | 65 |
| SLICER | 81 |
| TENDERIZER | 85 |

DISTRIBUTION OF FIRST-ASSIGNMENT AFSC 612X1 PERSONNEL ACROSS CAREER LADDER JOBS

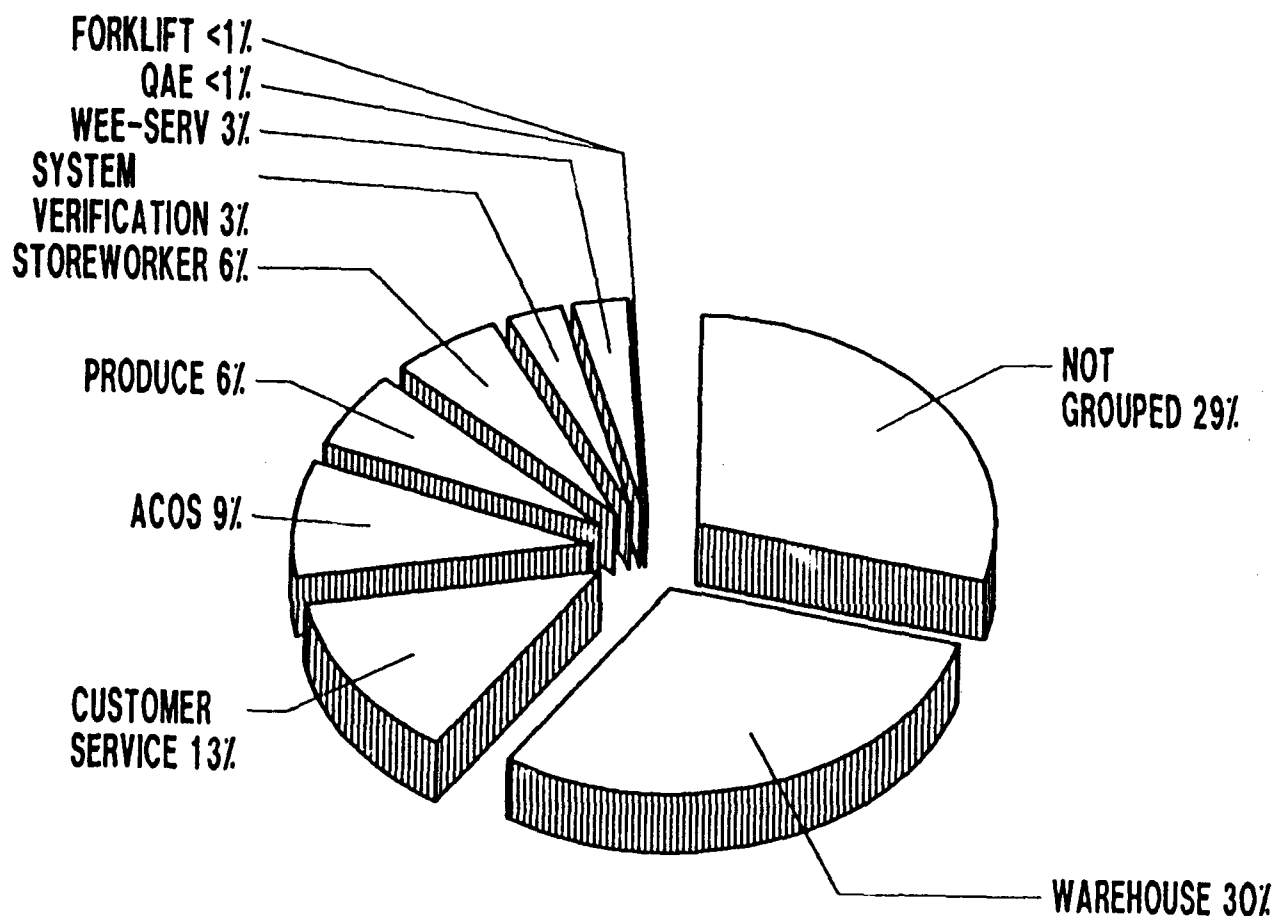


FIGURE 2

showing good numbers of first-enlistment personnel were the ACOS job (9 percent), the Storeworker job (6 percent), and the Produce Department job (6 percent). Table 20 shows the relative time spent on duties, while Table 21 lists representative tasks performed by these members. Table 22 lists equipment items used by more than 30 percent of all first-enlistment personnel.

Because of the fairly large number of different jobs in which first-enlistment personnel work, very few tasks are found to be common among all first-enlistment personnel. The most commonly performed tasks displayed in Table 21 relate primarily to receiving and storing subsistence and equipment (Duty L), but the percentage of all first-enlistment personnel performing the tasks is generally less than 33 percent. Because of this diversity, it is critical that career ladder managers develop effective OJT programs for first-enlistment personnel in the various AFSC 612X1 jobs.

Specialty Training Standard (STS)

USAFOMS personnel met with the 3440th Technical Training Group personnel at Lowry AFB and matched tasks listed in the job inventory to line items of the STS. The end product of the match was a listing of the STS with job inventory tasks matched, percent members performing the tasks, and TD and TE ratings. These listings are also included in the Training Extract to this report. Criteria set forth in AFR 8-13, AFR 8-13/ATC Supplement 1 (Attachment 1, paragraph A1-3c(4)), and ATCR 52-22, Attachment 1, were used to review the relevance of each STS element that had inventory tasks matched to it.

AFSC 612X0 STS. Paragraphs 1 through 8 deal with general topics of career ladder progression, security, AFOSH, publications, AFSC organization, equipment processing, sanitation, and supply discipline. The technical aspects of the career ladder are included in paragraphs 9 through 11.

Using standard ATC criteria, 54 line items were evaluated. Fifty-two of the 54 (96 percent) line items are supported by survey data, meaning tasks matched are performed by more than 20 percent of first-job, first-enlistment, 5-, or 7-skill level members. There are, however, a number of tasks that are not referenced to the STS. These are listed in Table 23. Training personnel should review these tasks to determine if they suggest areas that should be added to the 612X0 STS.

AFSC 612X1 STS. Paragraphs 1 through 8 deal with general topics of career ladder progression, security, AFOSH, publications, graduate evaluation, training, supervision, and supply discipline, and were not reviewed. The technical aspects of the career ladder are included in paragraphs 9 through 22.

Using standard ATC criteria, 204 line items were evaluated. Of these, 164 were supported by survey data, meaning tasks matched are performed by more than 20 percent of first-job, first-enlistment, 5-, or 7-skill level members. Examples of the unsupported line items are given in Table 24. A full listing can be found in the Training Extract to this report. Career ladder personnel should review these unsupported elements to determine if they should be

TABLE 20

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-ENLISTMENT AFSC 612X1 PERSONNEL

| DUTIES | 612X1 1-48 MOS TAFMS (N=214) |
|---|---------------------------------------|
| A ORGANIZING AND PLANNING | 3 |
| B DIRECTING AND IMPLEMENTING | 1 |
| C INSPECTING AND EVALUATING | 2 |
| D TRAINING | * |
| E PERFORMING STORE ADMINISTRATIVE AND MANAGEMENT SUPPORT CENTER ACTIVITIES | 12 |
| F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATION (PWS) ACTIVITIES | 8 |
| G PERFORMING CUSTOMER SERVICE | 16 |
| H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES | 7 |
| I PERFORMING GROCERY DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | 6 |
| J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES | 5 |
| K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES | 1 |
| L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT | 21 |
| M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT | 3 |
| N PERFORMING TROOP SUPPORT ACTIVITIES | 7 |
| O PERFORMING GENERAL INVENTORY ACTIVITIES | 1 |
| P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES | 2 |
| Q PERFORMING MOBILITY TRAINING | 2 |

* Denotes less than 1 percent

TABLE 21
REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT 612X1 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=214) |
|---|---|
| I423 Affix or change grocery shelf price labels | 33 |
| G373 Operate electronic cash registers | 32 |
| L553 Incheck daily delivered subsistence | 32 |
| L567 Palletize or depalletize subsistence | 31 |
| L555 In-check scheduled delivered subsistence | 31 |
| L554 In-check frequent delivered subsistence | 31 |
| N627 Rotate troop support subsistence | 29 |
| G371 Open or close electronic cash registers | 29 |
| E271 Process AF Forms 287 (Subsistence Request) | 29 |
| N631 Verify and record temperatures in storage rooms for troop support subsistence items | 29 |
| L550 Identify opened cases or containers | 29 |
| L584 Verify quantity of ordered subsistence | 27 |
| N621 Incheck troop support subsistence | 26 |
| L585 Verify subsistence case packs | 26 |
| M586 Complete AF Forms 129 (Tally In-Out) | 26 |
| L547 Identify damaged, spoiled, or condemned subsistence items | 25 |
| L559 Inspect condition of incoming subsistence | 24 |
| L563 Inspect quantity of incoming subsistence | 24 |
| L561 Inspect identity of incoming subsistence | 23 |
| N614 Conduct troop support inventories | 23 |

TABLE 22

EQUIPMENT ITEMS USED BY MORE THAN 30 PERCENT OF
FIRST-ENLISTMENT AFSC 612X1 PERSONNEL

| <u>EQUIPMENT ITEMS</u> | <u>PERCENT MEMBERS USING (N=214)</u> |
|--|--|
| BOX CUTTER | 50 |
| CASH REGISTER | 43 |
| COMPUTER, HANDHELD | 45 |
| COMPUTER, SCANNING SYSTEM | 35 |
| FLATBED CART | 40 |
| GENERAL OFFICE EQUIPMENT (COPIER, CALCULATOR, TYPEWRITER) | 62 |
| HAND TRUCK | 32 |
| PALLET JACK, ELECTRIC | 52 |
| PALLET JACK, MANUAL | 57 |
| PORTABLE CONVEYOR (FORKLIFT) | 44 |
| PRICING GUN | 48 |

TABLE 23

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT CRITERION GROUP
MEMBERS NOT MATCHED TO AFSC 612X0 STS

| TASKS | TSK DIF | PERCENT MEMBERS PERFORMING | | | | |
|---|------------|----------------------------|------------|-----------|-----------|--|
| | | 1ST JOB | 1ST ENL | 5- LVL | 7- LVL | |
| Q663 ASSEMBLE MOBILITY BAGS AND KITS | 4.86 | 20 | 23 | 23 | 30 | |
| Q667 PARTICIPATE IN MOBILITY TQT | 5.63 | 20 | 23 | 31 | 54 | |
| N623 MAKE TROOP SUPPORT ISSUES OR SUBSTITUTIONS | 5.03 | 27 | 19 | 5 | 11 | |
| G368 MAKE CHANGE FOR CUSTOMERS | 4.80 | 20 | 15 | 8 | 11 | |
| N620 IDENTIFY TROOP SUPPORT WAREHOUSE PERISHABLE OR SEMIPERISHABLE SUBSISTENCE | 3.94 | 27 | 15 | 5 | 15 | |
| N621 IN-CHECK TROOP SUPPORT SUBSISTENCE | 4.32 | 20 | 15 | 10 | 15 | |
| Q678 STORE MOBILITY BAGS AND KITS | 4.14 | 13 | 15 | 18 | 29 | |
| E209 ESCORT VISITORS THROUGH FACILITIES | 2.14 | 7 | 12 | 21 | 49 | |
| G361 IDENTIFY AUTHORIZED PATRONS | 3.20 | 7 | 12 | 13 | 35 | |
| G371 OPEN OR CLOSE ELECTRONIC CASH REGISTERS | 4.28 | 20 | 12 | 5 | 13 | |
| G373 OPERATE ELECTRONIC CASH REGISTER | 4.44 | 20 | 12 | 5 | 12 | |
| K528 SPOT-CHECK MEAT WEIGHING SCALES | 4.16 | 0 | 12 | 44 | 6 | |
| L567 PALLETIZE OR DEPALLETIZE SUBSISTENCE | 3.75 | 7 | 12 | 31 | 16 | |
| M587 COMPLETE AF FORMS 1297 (TEMPORARY ISSUE RECEIPT) | 3.86 | 7 | 12 | 15 | 26 | |
| N607 COMPLETE AF FORMS 28 (COMMISSARY WAR RESERVE MATERIAL (WRM) RATIONS REPORT) | 5.31 | 20 | 12 | 3 | 14 | |
| N614 CONDUCT TROOP SUPPORT INVENTORIES | 5.14 | 20 | 12 | 5 | 13 | |
| N626 REQUISITION TROOP SUPPORT SUBSISTENCE ITEMS, OTHER THAN THRU MILSTRIP OR MILSBILLS | 5.46 | 20 | 12 | 3 | 7 | |
| N627 ROTATE TROOP SUPPORT SUBSISTENCE | 3.89 | 20 | 12 | 5 | 14 | |
| N631 VERIFY AND RECORD TEMPERATURES IN STORAGE ROOMS FOR TROOP SUPPORT SUBSISTENCE ITEMS | 3.23 | 20 | 12 | 10 | 15 | |
| Q676 MAINTAIN FILE OF MOBILITY SELF-INSPECTION CHECKLISTS | 4.75 | 7 | 12 | 13 | 34 | |

TD MEAN = 5.00, S.D. = 1.00

TABLE 23 (CONTINUED)

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT CRITERION GROUP
MEMBERS NOT MATCHED TO AFSC 612X0 STS

| TASKS | TSK DIF | PERCENT MEMBERS PERFORMING | | | | |
|--|------------|----------------------------|------------|-----------|-----------|--|
| | | 1ST JOB | 1ST ENL | 5- LVL | 7- LVL | |
| E206 DISPLAY SIGNS OR POSTERS, SUCH AS COMMUNITY INFORMATION OR ACTIVITY POSTERS | 2.88 | 7 | 8 | 5 | 25 | |
| H398 COMPLETE AF FORMS 603 (RECORD OF OPERATION) | 5.07 | 0 | 8 | 28 | 10 | |
| K482 COMPLETE MEAT TONNAGE REPORTS | 5.14 | 7 | 8 | 31 | 6 | |
| Q664 CONDUCT MOBILITY TASK QUALIFICATION TRAINING (TQT) | 5.95 | 0 | 8 | 21 | 41 | |
| Q674 INSPECT MOBILITY BAGS AND KITS | 4.66 | 13 | 8 | 18 | 37 | |
| E191 CERTIFY CIVILIAN TIME CARDS OR FORMS | 4.27 | 0 | 4 | 15 | 37 | |
| E235 MAINTAIN CIVILIAN TIME CARDS OR FORMS | 4.99 | 0 | 4 | 23 | 33 | |
| E242 MAINTAIN FILE OF INVENTORY DOCUMENTS | 3.86 | 0 | 4 | 21 | 10 | |
| E259 OPERATE SMALL COMPUTERS, SUCH AS WANG, Z-100, and Z-248 | 6.39 | 0 | 4 | 10 | 38 | |
| E267 PREPARE TIME AND ATTENDANCE RECORDS | 4.91 | 0 | 4 | 13 | 20 | |
| E295 VERIFY RECEIVING REPORTS | 5.05 | 7 | 4 | 8 | 22 | |
| I424 DETERMINE ALLOCATION OF SHELF SPACE FOR GROCERY ITEMS | 5.10 | 0 | 4 | 5 | 39 | |
| I425 DETERMINE LOCATION FOR GROCERY ITEMS | 5.00 | 7 | 4 | 5 | 36 | |
| I438 STOCK GROCERY SHELVES | 3.80 | 0 | 4 | 13 | 27 | |
| P661 RESEARCH SUPPLY CATALOGS FOR PARTS OR STOCK NUMBERS | 4.70 | 0 | 4 | 21 | 15 | |
| Q673 IMPLEMENT RECALLS | 3.89 | 0 | 4 | 8 | 36 | |
| E215 INITIATE AF FORMS 9 (REQUEST FOR PURCHASE) | 4.96 | 0 | 0 | 18 | 22 | |
| E217 INITIATE AF FORMS 332 (BCE WORK REQUEST) | 4.22 | 0 | 0 | 5 | 34 | |
| E221 INITIATE REQUEST FOR MILITARY DRIVER LICENSES | 3.88 | 0 | 0 | 5 | 20 | |
| E258 MONITOR SUGGESTION BOXES | 3.78 | 0 | 0 | 0 | 21 | |
| F303 EVALUATE ACOS OR PWS REPORTS, SUCH AS NO MOVER REPORTS, OUT-OF- STOCK REPORTS, AND INVENTORY CONTROL REPORTS | 5.99 | 0 | 0 | 0 | 21 | |
| F304 EXTRACT DATA FROM ACOS OR PWS | 5.77 | 0 | 0 | 3 | 29 | |
| G391 SETTLE CUSTOMER COMPLAINTS | 5.82 | 0 | 0 | 8 | 25 | |

TD MEAN = 5.00, S.D. = 1.00

TABLE 23 (CONTINUED)

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT CRITERION GROUP
MEMBERS NOT MATCHED TO AFSC 612X0 STS

| TASKS | TSK DIF | PERCENT MEMBERS PERFORMING | | | |
|--|------------|----------------------------|------------|-----------|-----------|
| | | 1ST JOB | 1ST ENL | 5- LVL | 7- LVL |
| I428 ESTABLISH END CAPS PROMOTION FOR GROCERY SALE ITEMS | 5.52 | 0 | 0 | 0 | 26 |
| I432 MAINTAIN TEMPERATURE IN GROCERY DEPARTMENT DISPLAY CASES | 3.72 | 0 | 0 | 10 | 21 |
| I433 REQUISITION GROCERY ITEMS FOR RESALE | 5.23 | 0 | 0 | 0 | 24 |
| I434 SET UP GROCERY DISPLAY RACKS | 4.23 | 0 | 0 | 3 | 25 |
| I435 SETTLE GROCERY DEPARTMENT CUSTOMER COMPLAINTS | 5.54 | 0 | 0 | 5 | 44 |
| I436 SPOT-CHECK DAILY, FREQUENT, AND SCHEDULE GROCERY DELIVERIES | 4.94 | 0 | 0 | 13 | 29 |
| I437 STOCK GROCERY DISPLAY CASES | 3.91 | 0 | 0 | 8 | 25 |
| I439 TEAR DOWN GROCERY DISPLAY RACKS | 3.66 | 0 | 0 | 0 | 23 |
| Q665 DETERMINE NEED FOR MOBILITY TQT | 5.42 | 0 | 0 | 8 | 35 |
| Q666 DEVELOP MOBILITY SELF-INSPECTION CHECKLISTS | 5.60 | 0 | 0 | 5 | 23 |
| Q667 ESTABLISH MOBILITY NCO RESPONSIBILITIES | 5.63 | 0 | 0 | 5 | 25 |
| Q669 ESTABLISH MOBILITY TEAM MEMBER RESPONSIBILITIES | 5.80 | 0 | 0 | 8 | 24 |
| Q670 IDENTIFY MOBILITY DEPLOYMENT NEEDS | 5.79 | 0 | 0 | 3 | 24 |
| Q671 IDENTIFY MOBILITY TEAM CONFIGURATIONS | 5.69 | 0 | 0 | 3 | 24 |
| Q672 IDENTIFY MOBILITY UNIT TASKING CODES (UTC) | 5.37 | 0 | 0 | 8 | 26 |

TD MEAN = 5.00, S.D. = 1.00

TABLE 24

UNSUPPORTED AFSC 612X1 STS ELEMENTS

| | TNG EMP | 1ST JOB | 1ST ENL | 5- LVL | 7- LVL | TSK DIF |
|---|------------|------------|------------|-----------|-----------|------------|
| <u>PERCENT MBRS PERFORMING</u> | | | | | | |
| 11F(8) FILE BACKUP | | | | | | |
| F313 MAINTAIN ACOS BACKUP FILES OF OPERATION | 3.81 | 9 | 8 | 8 | 3 | 5.00 |
| 14B. HOURS OF OPERATION | | | | | | |
| A22 ESTABLISH COMMISSARY HOURS OF OPERATION | .22 | 1 | 1 | 1 | 11 | 5.00 |
| 15F. MEAT CUTS | | | | | | |
| K511 PREPARE MEAT ITEMS FOR RESALE | 1.81 | 3 | 2 | 1 | 4 | 5.31 |
| K469 ANALYZE ROTATION OF MEAT ITEMS | 1.70 | 2 | 2 | 1 | 7 | 4.63 |
| K498 GRIND MEAT ITEMS | 1.81 | 2 | 1 | 1 | 3 | 4.71 |
| K468 ANALYZE GROUND BEEF FOR FAT CONTENT | 1.92 | 1 | 1 | 0 | 5 | 4.78 |
| K473 BLEND FAT PERCENTAGES OF GROUND BEEF ITEMS | 1.19 | 1 | 1 | 1 | 3 | 5.08 |
| K485 CUT BONES | 1.76 | 1 | 1 | 1 | 4 | 5.27 |
| K486 CUT MEAT USING HAND SAWS OR KNIVES | 2.70 | 1 | 1 | 1 | 5 | 6.50 |
| K487 CUT MEAT USING POWER BAND SAWS | 2.76 | 1 | 1 | 1 | 4 | 6.38 |
| K488 CUT SPECIAL MEAT ORDERS | 1.95 | 1 | 1 | 1 | 3 | 6.10 |
| K499 IDENTIFY AND PROCESS PRIMAL CUTS | 2.05 | 1 | 1 | 1 | 3 | 5.60 |
| K534 TRIM FAT FROM MEAT ITEMS | 1.62 | 1 | 1 | 1 | 3 | 4.83 |

deleted from the STS. There are also several tasks not referenced to the STS. These are listed in Table 25. Training personnel should review these tasks to determine if they suggest areas that should be added to the 612X1 STS.

Summary

Generally, most portions of the 612X0 and 612X1 STSs are supported by OSR data. Career field personnel should review unsupported paragraphs to determine if they should be deleted, and also review nonreferenced tasks to see if any areas need to be added.

JOB SATISFACTION

Survey respondents were asked to indicate how they like their job and how well their talents and training were being utilized. Job satisfaction data for the 1-48 month TAFMS, 49-96 month TAFMS, and 97+ month TAFMS groups in each career ladder were then analyzed for overall trends and compared to that of members in related AFSCs surveyed in 1990.

Overall, members in both career ladders expressed somewhat low job satisfaction (see Tables 26 and 27). First-enlistment personnel had the lowest job interest of any of the three groups, with only 46 percent of the Meatcutter and 58 percent of Subsistence Operations first-enlistment personnel finding their job interesting. While job satisfaction did improve as time in service increased, those in the 97+ month TAFMS group still displayed lower than normal job satisfaction. When compared to personnel of similar AFSCs surveyed in 1990, AFSC 612X0 and 612X1 personnel had lower job satisfaction across most categories.

Job satisfaction data from the present study were also compared to figures reported in the previous OSRs (see Tables 28 and 29). Meatcutter personnel (AFSC 612X0) showed mixed trends, with some categories being higher today than in 1980, while others showed lower satisfaction than the previous OSR. Subsistence Operations personnel (AFSC 612X1), on the other hand, generally showed increases in all categories from those found in the 1987 OSR.

Satisfaction indicators for members in the various jobs are shown in Table 30. Personnel working in the Forklift job have the lowest overall indicators in terms of job interest and use of talents. Use of training is lowest for Price Auditors, Forklift Operators, Equipment Managers, and Vendor Accounts personnel.

TABLE 25

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT OF CRITERION
GROUPS BUT NOT MATCHED TO AFSC 612X1 STS

| TASKS NOT REFERENCED | TNG EMP | PERCENT MBRS PERFORMING | | | | | TSK DIF |
|--|------------|-------------------------|------------|-----------|-----------|------|------------|
| | | 1ST JOB | 1ST ENL | 5- LVL | 7- LVL | | |
| E191 CERTIFY CIVILIAN TIME CARDS OR FORMS | 1.08 | 2 | 3 | 16 | 37 | 4.39 | |
| E235 MAINTAIN CIVILIAN TIME CARDS OR FORMS | 1.41 | 1 | 2 | 16 | 33 | 4.95 | |
| E267 PREPARE TIME AND ATTENDANCE RECORDS | 1.14 | 0 | 0 | 10 | 20 | 4.95 | |

TABLE 26

COMPARISON OF JOB SATISFACTION INDICATORS FOR 612XX
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

| | <u>1-48 MONTHS TAFMS</u> | | <u>49-96 MONTHS TAFMS</u> | | <u>97+ MONTHS TAFMS</u> | |
|-----------------------------------|--------------------------|---------------------------|---------------------------|---------------------------|-------------------------|---------------------------|
| | 612X0 (N=26) | COMP SAMPLE (N=934) | 612X0 (N=17) | COMP SAMPLE (N=495) | 612X0 (N=21) | COMP SAMPLE (N=934) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 46 | 73 | 65 | 80 | 71 | 84 |
| SO-SO | 31 | 16 | 24 | 12 | 19 | 8 |
| DULL | 23 | 11 | 11 | 8 | 10 | 8 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 54 | 75 | 71 | 86 | 76 | 82 |
| LITTLE OR NOT AT ALL | 46 | 25 | 29 | 14 | 24 | 18 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 77 | 76 | 76 | 84 | 86 | 82 |
| LITTLE OR NOT AT ALL | 23 | 24 | 24 | 16 | 14 | 18 |

* Denotes less than 1 percent
Comparative data are from AFSCs 496XX, 553X0, and 751X0, surveyed in 1990

TABLE 27

COMPARISON OF JOB SATISFACTION INDICATORS FOR 612XX
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

| | <u>1-48 MONTHS TAFMS</u> | | <u>49-96 MONTHS TAFMS</u> | | <u>97+ MONTHS TAFMS</u> | |
|-----------------------------------|--------------------------|---------------------------|---------------------------|---------------------------|-------------------------|---------------------------|
| | 612X1 (N=214) | COMP SAMPLE (N=934) | 612X1 (N=175) | COMP SAMPLE (N=495) | 612X1 (N=97) | COMP SAMPLE (N=934) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 58 | 73 | 68 | 80 | 71 | 84 |
| SO-SO | 21 | 16 | 19 | 12 | 18 | 8 |
| DULL | 21 | 11 | 13 | 8 | 11 | 8 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 67 | 75 | 68 | 86 | 77 | 82 |
| LITTLE OR NOT AT ALL | 33 | 25 | 32 | 14 | 23 | 18 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 79 | 76 | 77 | 84 | 74 | 82 |
| LITTLE OR NOT AT ALL | 21 | 24 | 23 | 16 | 26 | 18 |

* Denotes less than 1 percent
Comparative data are from AFSCs 496XX, 553X0, and 751X0, surveyed in 1990

TABLE 28

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 612X0
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

| | <u>1-48 MONTHS TAFMS</u> | | <u>49-96 MONTHS TAFMS</u> | | <u>97+ MONTHS TAFMS</u> | |
|-----------------------------------|--------------------------|---------------|---------------------------|---------------|-------------------------|----------------|
| | 1991 (N=26) | 1980 (N=7) | 1991 (N=17) | 1985 (N=9) | 1991 (N=21) | 1985 (N=31) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 46 | 57 | 65 | 67 | 71 | 74 |
| SO-SO | 31 | 14 | 24 | 11 | 19 | 13 |
| DULL | 23 | 29 | 11 | 22 | 10 | 13 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 54 | 71 | 88 | 67 | 90 | 78 |
| LITTLE OR NOT AT ALL | 46 | 29 | 12 | 33 | 10 | 22 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 77 | 52 | 76 | 55 | 86 | 76 |
| LITTLE OR NOT AT ALL | 23 | 48 | 24 | 45 | 14 | 24 |

TABLE 29

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 612X1
AFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

| | <u>1-48 MONTHS TAFMS</u> | | <u>49-96 MONTHS TAFMS</u> | | <u>97+ MONTHS TAFMS</u> | |
|-----------------------------------|--------------------------|-----------------|---------------------------|----------------|-------------------------|----------------|
| | 1991 (N=214) | 1987 (N=359) | 1991 (N=175) | 1987 (N=83) | 1991 (N=97) | 1987 (N=64) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 58 | 50 | 86 | 49 | 89 | 64 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 67 | 55 | 68 | 58 | 76 | 69 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | |
| FAIRLY WELL TO GOOD | 79 | 71 | 77 | 70 | 74 | 70 |

TABLE 30

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF
THE 612XX CAREER LADDER JOBS
(PERCENT MEMBERS RESPONDING)

| | SENIOR MGMT (N=34) | ADV TNG INSTR (N=5) | MEAT CUTTERS (N=558) | STORE WORK (N=157) | QAE CLUST (N=64) | TNG MGMT (N=7) | COMM MGMT (N=325) | WEE- SERV (N=47) |
|-----------------------------------|--------------------------|------------------------------|----------------------------|--------------------------|------------------------|----------------------|-------------------------|------------------------|
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | | | |
| INTERESTING | 94 | 80 | 79 | 78 | 78 | 86 | 88 | 74 |
| SO-SO | 6 | 20 | 15 | 17 | 13 | 14 | 8 | 11 |
| DULL | 0 | 0 | 6 | 3 | 9 | 0 | 4 | 15 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | | | |
| FAIRLY WELL TO GOOD | 100 | 100 | 89 | 81 | 84 | 100 | 92 | 79 |
| LITTLE OR NOT AT ALL | 0 | 0 | 11 | 19 | 16 | 0 | 8 | 21 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | | | |
| FAIRLY WELL TO GOOD | 100 | 80 | 90 | 78 | 84 | 100 | 89 | 87 |
| LITTLE TO NOT AT ALL | 0 | 20 | 10 | 20 | 16 | 0 | 11 | 13 |

TABLE 30 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF
THE 612XX CAREER LADDER JOBS
(PERCENT MEMBERS RESPONDING)

| | SYSTEM VERIFY (N=30) | EQUIP MGR (N=13) | PRODUCE (N=205) | FORK- LIFTER (N=25) | WAREHOUSE PERSONNEL (N=361) | CUST SERV (N=283) | VENDOR ACCT (N=23) | PRICE AUDITOR (N=5) | ACOS PERSONNEL (N=219) |
|-----------------------------------|----------------------------|------------------------|--------------------|---------------------------|-----------------------------------|-------------------------|--------------------------|---------------------------|------------------------------|
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | | | | |
| INTERESTING | 74 | 77 | 78 | 64 | 74 | 77 | 74 | 100 | 86 |
| SO-SO | 13 | 15 | 14 | 20 | 18 | 17 | 17 | 0 | 11 |
| DULL | 13 | 8 | 8 | 16 | 8 | 6 | 9 | 0 | 3 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | | | | |
| FAIRLY WELL TO GOOD | 77 | 77 | 80 | 64 | 74 | 81 | 78 | 80 | 90 |
| LITTLE OR NOT AT ALL | 23 | 23 | 20 | 36 | 26 | 19 | 22 | 20 | 10 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | | | | |
| FAIRLY WELL TO GOOD | 80 | 69 | 81 | 68 | 78 | 83 | 69 | 60 | 92 |
| LITTLE TO NOT AT ALL | 20 | 31 | 19 | 32 | 22 | 17 | 31 | 40 | 8 |

IMPLICATIONS

Generally, there have been few changes in the structure of the career field since the last OSRs were conducted on these AFSCs in terms of tasks and jobs performed. Personnel in the Commissary Services career ladder (AFSC 612X1) work in a number of very diverse jobs, ranging from forklift operators to department managers. Members of the career ladder (AFSC 612X0) perform almost exclusively meatcutter activities. Civilian personnel are accurately performing those tasks and jobs according to each occupational series' job grading standards. Military personnel progress typically through each career ladder until they reach the 7-skill level where both AFSCs merge. Three- and 5-skill level members perform the more technical tasks, with 7-, 9-, and CEM levels performing supervisory and management tasks. Job Qualification Standards make it possible to examine qualifications for Federal employment and help determine the positions to be filled on the basis of education or experience.

Job satisfaction is somewhat low for members of both AFSCs. Career ladder documents are well supported by survey data. AFR 39-1 Specialty Descriptions accurately describe the jobs and tasks of the career ladders, and the STSs for each career ladder accurately reflect the training requirements of the career ladders.

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS

TABLE A1
SENIOR LEVEL MANAGEMENT
(STG101)

NUMBER IN GROUP: 34

AVERAGE TIME IN JOB: 43 MONTHS

PERCENT OF SAMPLE: 1%

AVERAGE TAFMS: 219 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 85 |
| C150 Write staff studies, surveys, or trip reports | 82 |
| C97 Conduct staff assistance visits | 73 |
| A3 Conduct inspections of commissary facilities | 64 |
| C102 Evaluate customer complaints | 61 |
| C121 Evaluate suggestions | 58 |
| E259 Operate small computers, such as Wang, Z-100, and Z-248 | 56 |
| A13 Develop organizational policies or operating instructions | 55 |
| A34 Plan briefings | 52 |
| B51 Conduct meetings with sales representatives | 50 |
| C92 Analyze inspection reports or charts | 50 |
| C139 Review inspection reports | 47 |
| B65 Draft inputs to directives or publications | 44 |
| C96 Conduct self-inspections | 44 |
| B64 Draft agendas for staff meetings, conferences, or workshops | 38 |
| A16 Develop work methods or controls | 35 |
| B82 Interpret policies, directives, or procedures for subordinates | 35 |
| C149 Write recommendations for awards and decorations | 32 |
| A37 Plan layout of commissary facilities | 29 |
| A35 Plan commissary store displays | 26 |

TABLE A2
ADVANCED TRAINING INSTRUCTOR
(STG317)

NUMBER IN GROUP: 5

AVERAGE TIME IN JOB: 63 MONTHS

PERCENT OF SAMPLE: *

AVERAGE TAFMS: 166 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| D163 Determine training requirements | 100 |
| D154 Conduct Air Force Commissary Service (AFCOMS) training programs | 100 |
| D171 Evaluate effectiveness of training programs | 100 |
| D165 Develop nonresident course training materials | 80 |
| D169 Direct or implement training programs | 80 |
| D160 Conduct resident course classroom training | 80 |
| D151 Administer tests | 80 |
| D161 Conduct training conferences or briefings | 80 |
| D183 Score tests | 80 |
| D182 Procure training aids, space, or equipment | 80 |
| D184 Write lesson plans | 80 |
| A29 Establish work priorities | 80 |
| D168 Develop training aids | 80 |
| D186 Write test questions | 80 |
| A39 Plan or schedule work priorities | 80 |
| A16 Develop work methods or controls | 80 |
| D159 Conduct resident contingency course training | 60 |
| D164 Develop measurement reference and working standards | 60 |
| D156 Conduct military standard requisitioning and issue procedures (MILSTRIP) training | 60 |
| D187 Write training reports | 60 |

TABLE A3
MEATCUTTER CLUSTER
(STG086)

NUMBER IN GROUP: 558

AVERAGE TIME IN JOB: 117 MONTHS

PERCENT OF SAMPLE: 21%

AVERAGE TAFMS: 86 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| K486 Cut meat using hand saws or knives | 91 |
| K487 Cut meat using power band saws | 89 |
| K531 Tenderize meat items | 89 |
| K488 Cut special meat orders | 89 |
| K537 Wrap, seal, label, and price retail meat cuts using packaging machines | 88 |
| K525 Sharpen knives | 88 |
| K502 Maintain cutting and boning knives | 87 |
| K533 Tray meat items for resale | 87 |
| K534 Trim fat from meat items | 86 |
| K526 Slice prepared cured meat items | 86 |
| K498 Grind meat item sized meat items | 84 |
| K529 Stock meat department display cases | 84 |
| K507 Perform meat cutting tests | 83 |
| K499 Identify and process primal cuts | 82 |
| K470 Arrange meat stock on display | 82 |
| K511 Prepare meat items for resale | 79 |
| K471 Assemble or disassemble powered meat equipment | 79 |
| K517 Replenish meat stock on display | 78 |
| K516 Process wholesale pork items, such as hams, loins, or shoulders | 75 |

TABLE A4
STOREWORKER CLUSTER
(STG052)

NUMBER IN GROUP: 157

AVERAGE TIME IN JOB: 61 MONTHS

PERCENT OF SAMPLE: 6%

AVERAGE TAFMS: 90 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| I423 Affix or change grocery shelf price labels | 88 |
| I438 Stock grocery shelves | 70 |
| I424 Determine allocation of shelf space for grocery items | 66 |
| I437 Stock grocery display cases | 61 |
| I427 Dispose of damaged, spoiled, or condemned grocery items | 59 |
| I425 Determine location for grocery items | 56 |
| I439 Tear down grocery display racks | 50 |
| I434 Set up grocery display racks | 49 |
| H409 Prepare display posters or signs for sale items | 49 |
| H411 Press and bale cardboard | 45 |
| H413 Process special orders for patrons | 45 |
| H412 Price mark merchandise manually | 44 |
| H415 Rotate resale stocks | 43 |
| I435 Settle grocery department customer complaints | 43 |
| H418 Verify price changes | 42 |
| H408 Monitor temperature in display cases, storage rooms, or processing areas | 42 |
| I428 Establish end caps promotion for grocery sale items | 38 |
| H406 Maintain sanitation of department areas | 38 |
| I433 Requisition grocery items for resale | 33 |
| A35 Plan commissary store displays | 32 |

TABLE A5
QUALITY ASSURANCE EVALUATOR CLUSTER
(STG117)

NUMBER IN GROUP: 64

AVERAGE TIME IN JOB: 61 MONTHS

PERCENT OF SAMPLE: 2%

AVERAGE TAFMS: 77 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|---|---|
| A3 Conduct inspections of commissary facilities | 89 |
| C101 Evaluate contractor performance or compliance with contract | 84 |
| I423 Affix or change grocery shelf price labels | 78 |
| A4 Conduct inspections of equipment | 76 |
| H408 Monitor temperature in display cases, storage rooms, or processing areas | 73 |
| I424 Determine allocation of shelf space for grocery items | 67 |
| L539 Complete AFCOMS Forms 42 (Commissary Shelf Stocking/ Custodial and Warehousing Report) | 51 |
| I425 Determine location for grocery items | 59 |
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 54 |
| I441 Verify and record temperatures in display cases or walk-in boxes | 50 |
| C96 Conduct self-inspections | 45 |
| C120 Evaluate sanitation practices | 42 |
| I440 Verify and record temperature in storage rooms, other than for troop support | 40 |
| I432 Maintain temperature in grocery department display cases | 35 |
| E294 Verify entry authorization of visitors, such as vendor badges | 34 |
| B75 Implement sanitation standards | 29 |
| C105 Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program standards | 37 |
| C114 Evaluate pilferage precautions | 29 |
| H406 Maintain sanitation of department areas | 28 |

TABLE A6
TRAINING MANAGEMENT CLUSTER
(STG228)

NUMBER IN GROUP: 7

AVERAGE TIME IN JOB: 58 MONTHS

PERCENT OF SAMPLE: LESS THAN 1%

AVERAGE TAFMS: 174 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| D152 Annotate training records | 100 |
| D157 Conduct QJT | 100 |
| A3 Conduct inspections of commissary facilities | 85 |
| B49 Brief employees on standards of conduct | 85 |
| A1 Assign personnel to work areas or duty positions | 85 |
| C148 Write EPRs | 71 |
| B84 Supervise civilian personnel | 71 |
| B54 Conduct supervisory orientations of newly assigned personnel | 71 |
| D162 Counsel trainees on training progress | 71 |
| B87 Supervise Apprentice Subsistence Operations Specialists (AFSC 61231) | 71 |
| D153 Assign on-the-job (QJT) trainers | 71 |
| B88 Supervise Subsistence Operations Specialists (AFSC 61251) | 71 |
| B55 Counsel personnel on personal or military-related matters | 71 |
| C149 Write recommendations for awards and decorations | 57 |
| C110 Evaluate performance standards of subordinates | 57 |
| B52 Conduct safety or security meetings | 57 |
| A25 Establish performance standards for subordinates | 57 |
| C96 Conduct self-inspections | 57 |
| Q677 Participate in mobility TQT | 57 |
| A1 Assign personnel to work areas or duty positions | 57 |
| F303 Evaluate ACOS or PWS reports, such as no mover reports, out-of-stock reports, and inventory control reports | 42 |

TABLE A7
COMMISSARY OPERATIONS MANAGEMENT
(STG077)

NUMBER IN GROUP: 325

AVERAGE TIME IN JOB: 49 MONTHS

PERCENT OF SAMPLE: 12%

AVERAGE TAFMS: 171 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| A3 Conduct inspections of commissary facilities | 89 |
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 89 |
| B49 Brief employees on standards of conduct | 86 |
| A1 Assign personnel to work areas or duty positions | 82 |
| B84 Supervise civilian personnel | 81 |
| A29 Establish work priorities | 80 |
| C96 Conduct self-inspections | 80 |
| C113 Evaluate personnel for recognition | 79 |
| A38 Plan or schedule work assignments | 77 |
| A30 Establish work schedules | 77 |
| C110 Evaluate performance standards of subordinates | 74 |
| B52 Conduct safety or security meetings | 74 |
| B55 Counsel personnel on personal or military-related matters | 74 |
| A39 Plan or schedule work priorities | 72 |
| C111 Evaluate personnel for compliance with performance standards | 72 |
| B51 Conduct meetings with sales representatives | 71 |
| C102 Evaluate customer complaints | 68 |
| B56 Direct commissary sales store activities | 68 |
| B82 Interpret policies, directives, or procedures for subordinates | 66 |
| I435 Settle grocery department customer complaints | 65 |

TABLE A8
WEE-SERV CLUSTER
(STG098)

NUMBER IN GROUP: 47 AVERAGE TIME IN JOB: 50 MONTHS

PERCENT OF SAMPLE: 2% AVERAGE TAFMS: 81 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| G361 Identify authorized patrons | 89 |
| I438 Stock grocery shelves | 87 |
| I423 Affix or change grocery shelf price labels | 80 |
| I437 Stock grocery display cases | 80 |
| G373 Operate electronic cash registers | 78 |
| H413 Process special orders for patrons | 78 |
| G337 Collect and verify local vendor coupons | 76 |
| I434 Set up grocery display racks | 74 |
| H397 Complete AF Forms 287 (Subsistence Request) | 74 |
| I425 Determine location for grocery items | 72 |
| I435 Settle grocery department customer complaints | 72 |
| M586 Complete AF Forms 129 (Tally In-Out) | 72 |
| G371 Open or close electronic cash registers | 72 |
| H418 Verify price changes | 70 |
| I424 Determine allocation of shelf space for grocery items | 70 |
| H408 Monitor temperature in display cases, storage rooms, or processing areas | 70 |
| E209 Escort visitors through facilities | 70 |
| I439 Tear down grocery display racks | 68 |
| H409 Prepare display posters or signs for sale items | 65 |
| A35 Plan commissary store displays | 53 |

TABLE A9
SYSTEM VERIFICATION
(STG089)

NUMBER IN GROUP: 30

AVERAGE TIME IN JOB: 24 MONTHS

PERCENT OF SAMPLE: 1%

AVERAGE TAFMS: 86 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|---|---|
| C96 Conduct self-inspections | 96 |
| A3 Conduct inspections of commissary facilities | 83 |
| A4 Conduct inspections of equipment | 83 |
| E262 Perform price cost verifications | 70 |
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 70 |
| I436 Spot-check daily, frequent, and scheduled grocery deliveries | 66 |
| A15 Develop self-inspection programs | 63 |
| E296 Verify receiving reports | 60 |
| C139 Review inspection reports | 60 |
| F304 Extract data from ACOS or PWS | 53 |
| B76 Implement self-inspection programs | 53 |
| A14 Develop safety or security programs | 50 |
| C120 Evaluate sanitation practices | 50 |
| C92 Analyze inspection reports or charts | 50 |
| F303 Evaluate ACOS or PWS reports, such as no mover reports, out-of-stock reports, and inventory control reports | 50 |
| H405 Inspect and monitor security of commissary facilities | 46 |
| H401 Conduct price audits | 46 |
| F329 Verify ACOS or PWS receiving reports | 43 |
| C119 Evaluate safety or security programs | 43 |
| C105 Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program standards | 40 |

TABLE A10
EQUIPMENT AND MAINTENANCE MANAGER
(STG276)

NUMBER IN GROUP: 13

AVERAGE TIME IN JOB: 25 MONTHS

PERCENT OF SAMPLE: *

AVERAGE TAFMS: 94 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| E215 Initiate AF Forms 9 (Request for Purchase) | 100 |
| A32 Participate in staff meetings, conferences, or workshops, other than conducting | 100 |
| A43 Schedule or project equipment replacements | 100 |
| E233 Maintain base civil engineering (BCE) service call registers | 100 |
| E217 Initiate AF Forms 332 (BCE Work Request) | 92 |
| A3 Conduct inspections of commissary facilities | 92 |
| A4 Conduct inspections of equipment | 92 |
| E255 Monitor commissary trust revolving fund (CTRF) or surcharge budgets | 84 |
| O640 Inventory equipment items | 84 |
| E256 Monitor equipment maintenance contracts | 84 |
| C96 Conduct self-inspections | 84 |
| E209 Escort visitors through facilities | 84 |
| A42 Schedule commissary facility maintenance requirements | 84 |
| O642 Inventory supply items | 76 |
| I436 Spot-check daily, frequent, and scheduled grocery deliveries | 76 |
| A33 Perform base civil engineering (BCE) liaison activities | 69 |
| P661 Research supply catalogs for parts or stock numbers | 69 |
| E188 Approve or certify AF Forms 9 (Request for Purchase) | 69 |
| E268 Process AF Forms 9 (Request for Purchase) | 69 |
| E298 Write purchase descriptions for commissary equipment | 69 |

TABLE A11
PRODUCE CLUSTER
(STG179)

NUMBER IN GROUP: 205

AVERAGE TIME IN JOB: 71 MONTHS

PERCENT OF SAMPLE: 14%

AVERAGE TAFMS: 88 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|---|---|
| J461 Stock produce counters | 96 |
| J450 Dispose of damaged, spoiled, or condemned produce line items | 93 |
| J442 Pull produce from counter displays | 92 |
| J465 Wrap, seal, label, and price produce by hand | 91 |
| J464 Trim bulk produce line items | 88 |
| J444 Determine location for produce line items | 85 |
| J445 Determine produce line items to be rewrapped | 84 |
| J443 Determine allocation of produce counter space | 84 |
| J459 Rework processed produce line items | 83 |
| J456 Reprocess wrapped produce line items | 83 |
| J460 Settle produce department customer complaints | 80 |
| J455 Process produce line items for resale | 80 |
| J462 Tear down produce counters | 80 |
| J449 Develop procedures for rotation of produce | 78 |
| J451 Maintain mandatory quantity of produce line items | 75 |
| J448 Determine selling prices of produce line items | 73 |
| J452 Maintain produce price listings | 71 |
| J457 Requisition produce line items for resale | 70 |
| H406 Maintain sanitation of department areas | 68 |
| H415 Rotate resale stocks | 65 |

TABLE A12
FORKLIFT OPERATOR
(STG365)

NUMBER IN GROUP: 25

AVERAGE TIME IN JOB: 95 MONTHS

PERCENT OF SAMPLE: *

AVERAGE TAFMS: 49 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| L567 Palletize or depalletize subsistence | 92 |
| L571 Position subsistence in warehouses | 88 |
| L569 Position equipment in warehouses | 88 |
| L658 Perform operator preventive maintenance on materiel handling equipment (MHE), such as forklifts or pallet jacks | 64 |
| L579 Secure equipment in warehouses | 60 |
| L573 Remove spoiled subsistence items from storage | 52 |
| H415 Rotate resale stocks | 48 |
| L581 Secure subsistence in warehouses | 48 |
| H411 Press and bale cardboard | 48 |
| L576 Rotate stored subsistence items, other than troop support and war reserve materiel (WRM) | 44 |
| L568 Position equipment in backup storage | 44 |
| L570 Position subsistence in backup storage | 40 |
| L547 Identify damaged, spoiled, or condemned subsistence items | 40 |
| L564 Inventory warehouse stocks | 36 |
| L577 Seal opened subsistence containers | 36 |
| M599 Load or unload vehicles | 32 |
| L548 Identify equipment for repair or condemnation | 32 |
| H419 Verify resale inventory levels | 24 |
| P651 Clean or buff floors | 24 |
| L585 Verify subsistence case packs | 20 |

TABLE A13
WAREHOUSE CLUSTER
(STG109)

NUMBER IN GROUP: 361

AVERAGE TIME IN JOB: 57 MONTHS

PERCENT OF SAMPLE: 13%

AVERAGE TAFMS: 80 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| L547 Identify damaged, spoiled, or condemned subsistence items | 79 |
| L550 Identify opened cases or containers | 78 |
| L555 Incheck scheduled delivered subsistence | 78 |
| L559 Inspect condition of incoming subsistence | 78 |
| L585 Verify subsistence case packs | 77 |
| L553 Incheck daily delivered subsistence | 76 |
| L554 Incheck frequent delivered subsistence | 76 |
| L563 Inspect quantity of incoming subsistence | 76 |
| L561 Inspect identity of incoming subsistence | 75 |
| L567 Palletize or depalletize subsistence | 75 |
| L584 Verify quantity of ordered subsistence | 73 |
| M586 Complete AF Forms 129 (Tally In-Out) | 70 |
| L565 Mark or label subsistence containers | 65 |
| L551 Identify subsistence received without proper documentation | 65 |
| L564 Inventory warehouse stocks | 65 |
| L571 Position subsistence in warehouses | 62 |
| M599 Load or unload vehicles | 60 |
| L582 Verify credit for subsistence being returned | 53 |
| L562 Inspect quantity of incoming equipment | 49 |
| L583 Verify prices of newly received subsistence | 48 |

TABLE A14
CUSTOMER SERVICE CLUSTER
(STG081)

NUMBER IN GROUP: 283

AVERAGE TIME IN JOB: 69 MONTHS

PERCENT OF SAMPLE: 11%

AVERAGE TAFMS: 51 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| G332 Buy change | 88 |
| G336 Collect and verify food stamps | 87 |
| G331 Approve personal checks | 86 |
| G371 Open or close electronic cash registers | 85 |
| G373 Operate electronic cash registers | 84 |
| G368 Make change for customers | 82 |
| G337 Collect and verify local vendor coupons | 81 |
| G338 Collect and verify vendor coupons, other than local | 80 |
| G361 Identify authorized patrons | 80 |
| G343 Complete AF Forms 461 (Patron Refund Receipt) | 72 |
| G387 Process personal checks | 69 |
| G339 Collect and verify women, infant, and children (WIC) program documentation | 69 |
| G367 Maintain sanitation of cash registers | 68 |
| G386 Process food stamps | 68 |
| G388 Process vendor coupons | 66 |
| G350 Complete AF Forms 2440 (Void and Refund Record) | 64 |
| G394 Verify cash overages or shortages | 63 |
| G375 Perform cash counts, other than unannounced cash counts of register tills | 63 |
| G395 Verify change funds | 63 |
| G334 Clear electronic cash registers | 57 |

TABLE A15
VENDOR ACCOUNTS CLERK
(STG198)

NUMBER IN GROUP: 23

AVERAGE TIME IN JOB: 44 MONTHS

PERCENT OF SAMPLE: *

AVERAGE TAFMS: 117 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|---|---|
| F327 Update data in ACOS or PWS | 95 |
| E259 Operate small computers, such as Wang, Z-100, and Z-248 | 86 |
| F302 Correct pricing errors in ACOS or PWS | 82 |
| E215 Initiate AF Forms 9 (Request for Purchase) | 78 |
| F317 Perform file maintenance on ACOS or PWS | 73 |
| F304 Extract data from ACOS or PWS | 73 |
| E268 Process AF Forms 9 (Request for Purchase) | 60 |
| E250 Maintain supply bulletin files | 60 |
| F313 Maintain ACOS backup files | 56 |
| E262 Perform price cost verifications | 39 |
| F315 Maintain file of ACOS or PWS input/output products | 39 |
| F305 Implement dayend procedures | 39 |
| F316 Perform dayend procedures | 39 |
| E252 Maintain suspense systems | 39 |
| F324 Program ACOS or PWS to run vendor cross-reference files | 39 |
| F318 Perform monthend procedures | 30 |
| H414 Process vendor price reductions, such as voluntary price reductions (VPR) and special price reductions (SPR) | 30 |
| F314 Maintain authorized item order forms (AIOF) or suggested order forms | 26 |
| E226 Maintain administrative files | 26 |
| F308 Load Defense Personnel Support Center (DPSC) prices into ACOS or PWS | 26 |

TABLE A16
PRICE AUDITING
(STG213)

NUMBER IN GROUP: 5

AVERAGE TIME IN JOB: 36 MONTHS

PERCENT OF SAMPLE: *

AVERAGE TAFMS: 59 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|--|---|
| F319 Perform price audits of portable transaction ordering computers | 100 |
| I423 Affix or change grocery shelf price labels | 100 |
| F320 Print shelf price labels | 100 |
| F323 Program ACOS or PWS to run pull sheets | 80 |
| I440 Verify and record temperature in storage rooms, other than for troop support | 60 |
| F303 Evaluate ACOS or PWS reports, such as no mover reports, out-of-stock reports, and inventory control reports | 60 |
| F309 Load price changes into scanning systems | 40 |
| H401 Conduct price audits | 40 |
| F302 Correct pricing errors in ACOS or PWS | 40 |
| H409 Prepare display posters or signs for sale items | 40 |
| H411 Press and bale cardboard | 40 |
| F328 Update inventory balances in ACOS or PWS | 40 |
| E259 Operate small computers, such as Wang, Z-100, and Z-248 | 40 |
| F321 Program ACOS or PWS to run daily receipts register | 20 |
| H406 Maintain sanitation of department areas | 20 |
| A3 Conduct inspections of commissary facilities | 20 |
| H408 Monitor temperature in display cases, storage rooms, or processing areas | 20 |
| I432 Maintain temperature in grocery department display cases | 20 |
| I441 Verify and record temperatures in display cases or walk-in boxes | 20 |
| C101 Evaluate contractor performance or compliance with contracts | 20 |
| L553 In-check daily delivered subsistence | 20 |

TABLE A17
ACOS CLUSTER
(STG091)

NUMBER IN GROUP: 219

AVERAGE TIME IN JOB: 44 MONTHS

PERCENT OF SAMPLE: 8%

AVERAGE TAFMS: 59 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

| <u>TASKS</u> | <u>PERCENT MEMBERS PERFORMING</u> |
|---|---|
| F329 Verify ACOS or PWS receiving reports | 89 |
| F307 Input receipts into ACOS or PWS | 86 |
| F320 Print shelf price labels | 86 |
| E271 Process AF Forms 287 (Subsistence Request) | 84 |
| F302 Correct pricing errors in ACOS or PWS | 83 |
| F309 Load price changes into scanning systems | 83 |
| F316 Perform dayend procedures | 81 |
| F317 Perform file maintenance on ACOS or PWS | 81 |
| F322 Program ACOS or PWS to run order forms | 79 |
| F328 Update inventory balances in ACOS or PWS | 79 |
| F304 Extract data from ACOS or PWS | 79 |
| F323 Program ACOS or PWS to run pull sheets | 77 |
| F327 Update data in ACOS or PWS | 76 |
| E296 Verify receiving reports | 75 |
| F305 Implement dayend procedures | 75 |
| E264 Prepare receiving reports | 74 |
| F314 Maintain authorized item order forms (AIOF) or suggested order forms | 73 |
| F321 Program ACOS or PWS to run daily receipts register | 73 |
| F300 Adjust automated commissary operations system (ACOS) or programmable work station (PWS) receiving reports | 73 |
| E286 Review receiving reports | 69 |