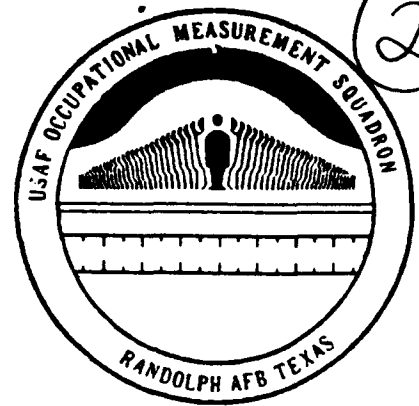


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OCCUPATIONAL SURVEY REPORT

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MENTAL HEALTH SERVICE CAREER LADDER

AFSC 4C0X1
(FORMERLY AFSC 914X0)

AFPT 90-914-991

JANUARY 1994

OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
RANDOLPH AFB, TEXAS 78150-4449

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DISTRIBUTION FOR
AFSC 4C0X1 OSR AND SUPPORTING DOCUMENTS

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HQ AMC/DPAET	3		3	
HQ PACAF/DPAET	3		3	
HQ USAF/SGHA	1		1	
NODAC	1			
STANDARDS BRANCH (MAGTEC)	1			
USAFOMS/OMDQ	1			
USAFOMS/OMYXL	10		5	10
380 TSS/TSOXD (939 MISSILE ROAD SUITE 2, SHEPPARD AFB TX 76311-5000)	4	1	3	3
645 MEDICAL GROUP (4881 SUGAR MAPLE DRIVE, WPAFB OH 45433-5529)	1			

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PREFACE

This report presents the results of an Air Force Occupational Survey of the Mental Health Service career ladder (AFSC 4C0X1, formerly AFSC 914X0). Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

Captain Kimberly G. Williams, Inventory Development Specialist, developed the survey instrument. Second Lieutenant Trevor D. Staiger, Occupational Analyst, analyzed the data and wrote the final report. Mr Wayne Fruge provided computer programming support, and Ms Linda McDonald provided administrative support. Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, USAF Occupational Measurement Squadron, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the USAF Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph AFB, Texas 78150-4449 (DSN 487-6623).

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SUMMARY OF RESULTS

1. Survey Coverage: The USAF Occupational Measurement Squadron schedules each enlisted AFSC to be surveyed every 5 years. The Mental Health Service (AFSC 4C0X1, formerly AFSC 914X0) career ladder was surveyed in order to obtain data needed to update the career ladder and to accommodate this 5-year schedule.
2. Specialty Jobs: Structure analysis identified two job clusters and three independent jobs: Outpatient Mental Health Service cluster, Inpatient Mental Health Service cluster, Wilford Hall Medical Center (WHMC) Social Worker job, Technical Instructor job, and the Superintendents job. Clusters and independent jobs are discussed within this report.
3. Career Ladder Progression: Personnel in the Mental Health Service career ladder show a typical pattern of career ladder progression. Three-skill level personnel perform essentially technical tasks. At the 5-skill level, a moderate shift towards supervisory functions occurs, with members still spending more than half of their job time performing technical duties. Seven-skill level personnel spend a slightly higher percentage of their duty time performing managerial and supervisory functions, with a majority of time dedicated to technical duties. Specialty descriptions in AFR 39-1 provide a broad and accurate overview of tasks and duties performed within the career ladder.
4. Training Analysis: A match of survey data to the AFSC 914X0 Specialty Training Standard (STS) identified nine items on the STS not supported by survey data. In addition to this, a similar match of data to the Plan of Instruction (POI) for the J3ABR91430-000 course revealed that 13 POI learning objectives are not supported. Career ladder functional managers and training personnel should carefully review these unsupported STS and POI items to justify their continued inclusion in the training documents.
5. Job Satisfaction Analysis: Overall, AFSC 4C0X1 respondents are generally satisfied with their jobs. When compared to other medical personnel surveyed in 1992, AFSC 4C0X1 personnel show relatively lower job satisfaction, especially in the 49-96 months TAFMS group. When compared to the 1985 (AFSC 914X0) and 1988 (AFSC 914X1) Occupational Survey Report (OSR), no major change in job satisfaction among AFSC 4C0X1 career ladder was noted. A comparison between major jobs identified in the current sample reveals that members in the Alcohol Rehabilitation Clinic (ARC) job, Superintendents job, and the Inpatient Nursing job groups have the highest level of job satisfaction, while personnel in the Inprocessing job group are the least satisfied.

6. *Implications:* The AFSC 4C0X1 career ladder structure for Outpatient Mental Health Services identified in this report is similar to that found in the 1985 OSR. The Inpatient portion of the career field was merged into the career field after the last survey. The AFR 39-1 Specialty Descriptions accurately describe the jobs and tasks performed by personnel at all skill levels, and overall satisfaction was positive for the jobs identified. Analysis of the training documents indicates that the STS contains 9 unsupported paragraphs, while the POI contains 13 unsupported criterion objectives. Both documents should be reviewed by training personnel to justify their continued inclusion in the training documents.

**OCCUPATIONAL SURVEY REPORT (OSR)
MENTAL HEALTH SERVICE CAREER LADDER
AFSC 4C0X1
(FORMERLY AFSC 914X0)**

INTRODUCTION

This is a report of an occupational survey of the Mental Health Services career ladder conducted by the Occupational Analysis Flight, USAF Occupational Measurement Squadron (USAFOMS). The survey was conducted as part of the 5-year schedule currently used by USAFOMS. Data collected will be utilized to update the career ladder documents after the Inpatient Mental Health Service was merged into the career ladder. The last surveys pertaining to this career ladder were published in June 1985 (914X0) and August 1988 (914X1).

Background

As described in the AFR 39-1 Specialty Descriptions, 3- and 5-skill level members perform mental health patient assessment and care procedures such as maintaining therapeutic relationships with patients, administering and scoring standard psychological tests, compiling and interpreting the results of these tests, and educating and counseling patients. They also perform combat and disaster casualty care procedures, which include assisting with the care of acute traumatic stress reactions and battle fatigue. In addition, 7-skill level members are also responsible for assisting in group and individual counselling and other related milieu activities.

Initial 3-skill level training for AFSC 4C0X1 personnel is provided through a 14-week, 2-day course taught at Sheppard AFB TX. The Apprentice Mental Health Services Specialists course, J3ABR91430-000, covers Mental Health fundamentals, manuals and regulations, legal and ethical responsibilities, accident reporting, medical terminology, human anatomy and physiology, mental health evaluations to include identification of disorders and testing principles, mental health evaluations and interventions, mental health administration, and clinical experience.

Entry into the career ladder currently requires an Armed Forces Vocational Aptitude Battery (ASVAB) General score of 53 and a strength factor of G (40 lbs).

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) AFPT 90-914-991, dated November 1992. A tentative task list was prepared after reviewing pertinent career ladder publications and directives and tasks from the last AFSC 914X0 OSR. The preliminary task list was refined and validated through personal interviews with 26 subject-matter experts (SMEs) at the following locations:

<u>BASE</u>	<u>REASON FOR VISIT</u>
Sheppard AFB TX	Location of 4C0X1 Training School
Lackland AFB TX	Wilford Hall USAF Medical Center (largest medical center in the Air Force)
Wright-Patterson AFB OH	USAF Medical Center (large mental health clinic and ward)
Eglin AFB FL	Eglin Regional Hospital (largest AF inpatient unit)
Keesler AFB MS	USAF Medical Center (small mental health unit)

The resulting JI contained a comprehensive listing of 564 tasks grouped under 16 duty headings. A background section requested information such as grade, job title, time in present job, time in service, job satisfaction, and the forms used at the present job.

Survey Administration

From April through August 1993, Military Personnel Flights at operational bases nationwide administered the inventory to eligible AFSC 4C0X1 personnel. Members eligible for the survey consisted of the total assigned 3-, 5-, and 7-skill level population, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring during the time inventories were administered to the field; and (4) personnel in their jobs less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Human Resources Directorate, Armstrong Laboratory.

Each individual who completed the inventory first filled in an identification and biographical information section and then checked each task performed in their current job. After checking all tasks performed, each individual rated each task on a 9-point scale showing relative time spent on that task as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount 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 that member's time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percentage of time spent.

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across MAJCOMs and paygrades. Table 1 reflects the distribution percentages, by MAJCOM, of AFSC 4C0X1 personnel. The 386 respondents in the final sample represent 65 percent of all AFSC 4C0X1 personnel. Table 2 reflects the distribution percentages by paygrade groups. It can be noted that the percentage of E-1 to E-3 personnel in the sample is somewhat lower than that of the assigned population. This, however, will not affect the final results of the study. The respondents are distributed proportionately across MAJCOMs (see Table 1) and are very representative of the assigned population.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 4C0X1 personnel (generally E-6 or E-7 technicians) also completed a second booklet for either training emphasis or task difficulty. These booklets were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within this report.

Training Emphasis (TE). TE is defined as the relative amount of structured training first-enlistment personnel need to perform tasks successfully. Structured training is defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal on-the-job training (OJT), or any other organized training method. Thirty-two experienced AFSC 4C0X1 NCOs rated the tasks in the inventory on a 10-point scale ranging from 0 (no training required) to 9 (extremely high amount of training required). The interrater agreement for these raters was not acceptable when they were considered as one group. The raters were then broken into two distinct groups based on a difference in policies. Statistical measures of interrater agreement improved for both policy groups, and resulting interrater correlations were acceptable. The first policy was from the Inpatient Mental Health Service

TABLE 1

MAJCOM REPRESENTATION IN SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AETC	30	31
AMC	21	23
ACC	16	18
AFMC	12	10
PACAF	9	8
USAFE	9	6
SPC	1	2
USAFA	1	1
ETC	1	1

Total Assigned = 596

Total Surveyed = 554

Total in Sample = 386

Percent of Assigned in Sample = 65%

Percent of Surveyed in Sample = 70%

TABLE 2

PAYGRADE DISTRIBUTION OF SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	53	17
E-4	22	36
E-5	15	24
E-6	8	15
E-7	1	7
E-8	1	1

perspective, while the other centered on the outpatient policy. The average TE rating for the 16 inpatient policy raters was 2.67, with a standard deviation of 1.74. Any task with a TE rating of 4.41 or greater for inpatient AFSC 4C0X1 tasks is considered to have a high TE. The average TE rating for the eight outpatient policy raters was 1.20, with a standard deviation of 1.54. Any task with a TE rating of 2.74 or greater for outpatient AFSC 4C0X1 tasks is considered to have a high TE.

Task Difficulty (TD). TD is defined as an estimate of the relative amount of time the average airman takes to learn how to perform a task. Thirty-eight experienced AFSC 4C0X1 NCOs rated the difficulty of the inventory tasks on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Interrater agreement was acceptable, and no rating policy differences were detected. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.0, with a standard deviation of 1.0. Thus, any task with a TD rating of 6.00 or above is considered difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting AFS entry-level jobs.

SPECIALTY JOBS (Career Ladder Structure)

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. Comprehensive Occupational Data Analysis Programs (CODAP) assist by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. The 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 this initial group, or new groups are formed based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the *Job*. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a *Cluster*. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

On the basis of the analysis of tasks performed and the amount of time spent performing each task, two clusters and three jobs were identified within the career ladder. Figure 1 illustrates the jobs performed by AFSC 4C0X1 personnel. A listing of these jobs is provided below. The stage (STG) number shown beside each title references computer-printed information; the letter ("N") stands for the number of personnel in each group.

I. OUTPATIENT MENTAL HEALTH SERVICE CLUSTER (STG9, N=214)

- A. Psychological Testing Job (STG30, N=21)
- B. Family Advocacy Job (STG50, N=10)
- C. Inprocessing Job (STG70, N=46)
- D. Outpatient Management Job (STG79, N=69)
- E. Therapy Job (STG82, N=15)
- F. Medical Screening Job (STG94, N=6)

II. INPATIENT MENTAL HEALTH SERVICE CLUSTER (STG38, N=137)

- A. Alcohol Rehabilitation Clinic (ARC) Job (STG64, N=7)
- B. Inpatient Management Job (STG115, N=7)
- C. Inpatient Nursing Job (STG88, N=118)

III. WILFORD HALL MEDICAL CENTER (WHMC) SOCIAL WORKER JOB (STG78, N=5)

IV. TECHNICAL INSTRUCTOR JOB (STG36, N=5)

V. SUPERINTENDENTS JOB (STG40, N=5)

The respondents forming these groups account for 95 percent of the survey sample. The remaining 5 percent were performing tasks or series of tasks that did not group with any of the defined jobs.

Group Descriptions

The following paragraphs contain brief descriptions of the two clusters and three jobs identified through the career ladder structure analysis. Appendix A lists representative tasks performed by members with each job. Table 3 displays time spent on duties, while Table 4 provides demographic information for each job discussed within this report.

JOBS PERFORMED BY ALL AFSC 4COX1 PERSONNEL

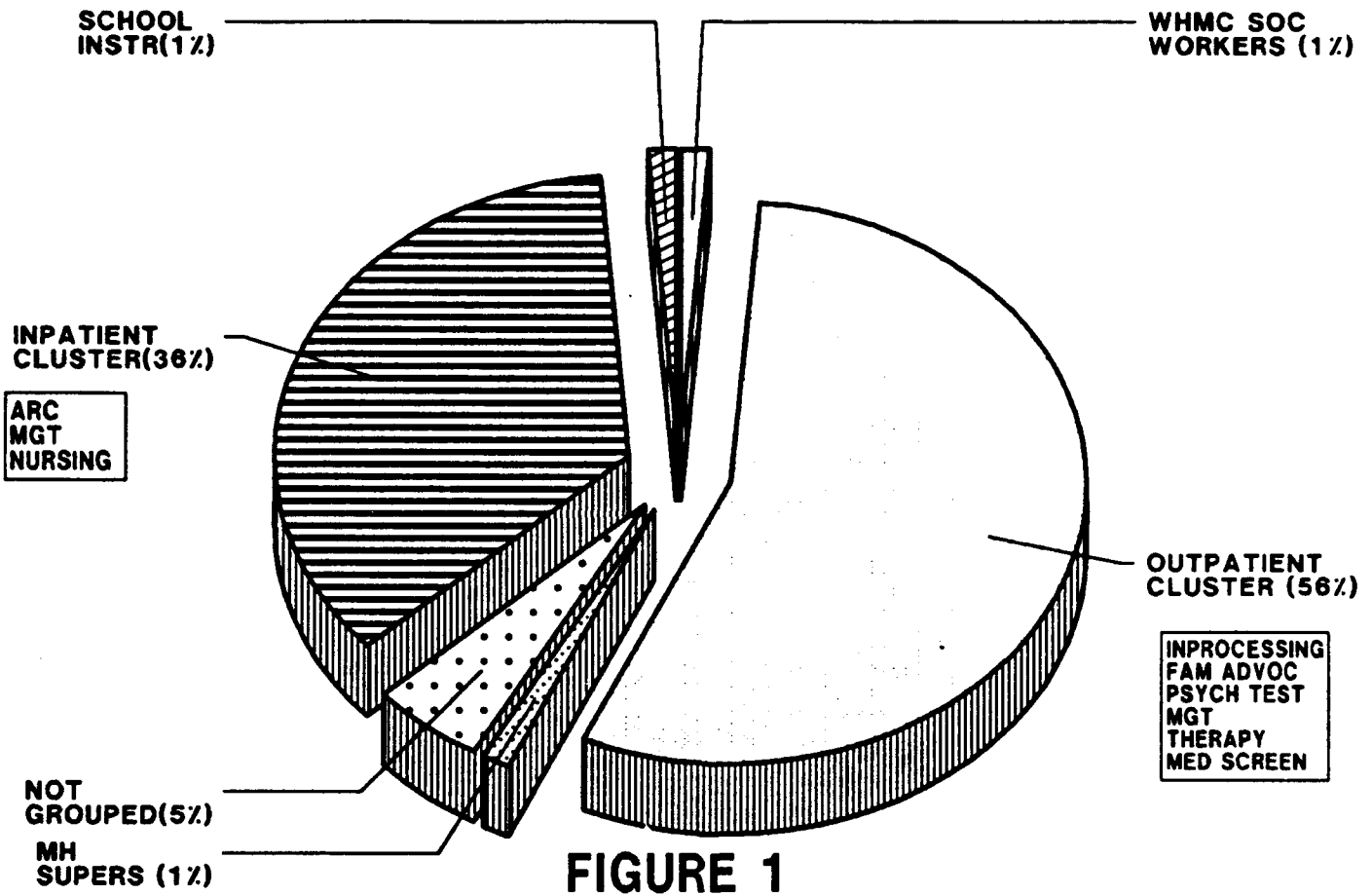


TABLE 3

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

DUTIES	OUTPATIENT CLUSTER					
	PSYCH TESTING JOB (STG30)	FAMILY ADVOCACY JOB (STG50)	INPROCESS JOB (STG70)	OUTPATIENT MANAGEMENT JOB (STG79)	THERAPY JOB (STG82)	MEDICAL SCREENING JOB (STG94)
A ORGANIZING AND PLANNING	8	22	11	17	9	7
B DIRECTING AND IMPLEMENTING	4	9	6	13	6	4
C INSPECTING AND EVALUATING	2	8	4	12	4	*
D TRAINING	2	6	2	9	3	8
E PERFORMING ADMINISTRATIVE FUNCTIONS OR RECORD-KEEPING PROCEDURES	25	28	23	15	13	28
F PREPARING FOR PATIENT CARE PROCEDURES	1	--	1	1	1	2
G PERFORMING PATIENT CARE PROCEDURES	3	2	4	3	6	23
H PERFORMING UNIT SERVICES	*	*	*	*	1	1
I PERFORMING THERAPY OR THERAPY-RELATED PROCEDURES	6	2	10	8	22	12
J PERFORMING GENERAL MENTAL HEALTH FUNCTIONS	12	10	11	5	8	11
K PERFORMING SPECIALIZED MENTAL HEALTH FUNCTIONS	1	3	3	3	9	2
L PERFORMING PSYCHOLOGICAL TESTING	33	2	16	7	9	1
M PERFORMING CLINICAL SOCIAL WORK FUNCTIONS	2	6	4	3	4	*
N PERFORMING AEROMEDICAL EVACUATION FUNCTIONS OR MEDICAL CRASH COVERAGE	*	1	1	1	1	--
O PERFORMING INDEPENDENT DUTY AND GENERAL ACTIVITIES	1	1	4	2	3	--
P PERFORMING FIELD EMERGENCY TREATMENT FUNCTIONS	*	--	*	1	1	1

* Denotes less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

DUTIES	INPATIENT CLUSTER							SUPERIN- TENDENT JOB (STG40)
	ARC JOB (STG64)	INPATIENT MGMT JOB (STG115)	INPATIENT NURSING JOB (STG88)	WHMC SOCIAL WORKER JOB (STG78)	TECHNICAL INSTRUCTOR JOB (STG36)			
A ORGANIZING AND PLANNING	3	13	5	9	20	37		
B DIRECTING AND IMPLEMENTING	2	8	4	6	12	25		
C INSPECTING AND EVALUATING	1	7	3	8	11	22		
D TRAINING	1	5	4	6	44	4		
E PERFORMING ADMINISTRATIVE FUNCTIONS OR RECORD-KEEPING PROCEDURES	9	10	9	7	7	4		
F PREPARING FOR PATIENT CARE PROCEDURES	5	3	4	3	*	*		
G PERFORMING PATIENT CARE PROCEDURES	23	11	24	8	1	1		
H PERFORMING UNIT SERVICES	13	7	10	1	--	--		
I PERFORMING THERAPY OR THERAPY-RELATED PROCEDURES	29	22	25	28	1	3		
J PERFORMING GENERAL MENTAL HEALTH FUNCTIONS	3	2	3	2	--	2		
K PERFORMING SPECIALIZED MENTAL HEALTH FUNCTIONS	5	6	3	1	--	1		
L PERFORMING PSYCHOLOGICAL TESTING	2	1	2	1	2	--		
M PERFORMING CLINICAL SOCIAL WORK FUNCTIONS	2	2	1	15	--	1		
N PERFORMING AEROMEDICAL EVACUATION FUNCTIONS OR MEDICAL CRASH COVERAGE	1	1	2	*	1	--		
O PERFORMING INDEPENDENT DUTY AND GENERAL ACTIVITIES	1	1	1	5	*	*		
P PERFORMING FIELD EMERGENCY TREATMENT FUNCTIONS	*	1	*	--	1	--		

* Denotes less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 4

SELECTED BACKGROUND DATA FOR 4C0X1 CAREER LADDER JOBS

OUTPATIENT CLUSTER

	PSYCH TESTING JOB (STG30)	FAMILY ADVOCACY JOB (STG50)	INPROCESS JOB (STG70)	OUTPATIENT MANAGEMENT JOB (STG79)	THERAPY JOB (STG82)	MEDICAL SCREENING JOB (STG94)
NUMBER IN GROUP	21	10	46	69	15	6
PERCENT OF SAMPLE	5%	3%	12%	18%	4%	2%

DAFSC DISTRIBUTION:

4C031	33%	0%	15%	4%	7%	33%
4C051	67%	60%	57%	29%	67%	67%
4C071	0%	40%	28%	67%	27%	0%

PAYGRADE DISTRIBUTION:

E-1 to E-3	42%	0%	15%	2%	7%	17%
E-4	48%	10%	35%	13%	46%	83%
E-5	5%	70%	35%	33%	20%	0%
E-6	5%	20%	13%	30%	20%	0%
E-7	0%	0%	2%	20%	7%	0%
E-8	0%	0%	0%	2%	0%	0%

AVERAGE NUMBER OF TASKS PERFORMED	33	54	73	136	126	43
AVERAGE MONTHS TAFMS	56	116	91	150	107	42
PERCENT IN FIRST ENLISTMENT	67%	0%	33%	6%	7%	67%
PERCENT SUPERVISING	10%	30%	20%	80%	33%	0%

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR 4C0X1 CAREER LADDER JOBS

	<u>INPATIENT CLUSTER</u>						
	<u>ARC JOB (STG64)</u>	<u>INPATIENT MGMT JOB (STG115)</u>	<u>INPATIENT NURSING JOB (STG88)</u>	<u>WHMC SOCIAL WORKER JOB (STG78)</u>	<u>TECHNICAL INSTRUCTOR JOB (STG36)</u>	<u>SUPERIN- TENDENT JOB (STG40)</u>	
NUMBER IN GROUP	7	7	118	5	5	5	
PERCENT OF SAMPLE	2%	2%	31%	1%	1%	1%	
<u>DAFSC DISTRIBUTION:</u>							
4C031	14%	0%	25%	0%	0%	0%	
4C051	72%	57%	63%	60%	60%	20%	
4C071	14%	43%	12%	40%	40%	80%	
<u>PAYGRADE DISTRIBUTION:</u>							
E-1 to E-3	28%	0%	32%	0%	0%	0%	
E-4	29%	29%	46%	60%	0%	60%	
E-5	43%	57%	15%	20%	60%	20%	
E-6	0%	14%	6%	20%	20%	20%	
E-7	0%	0%	1%	0%	20%	0%	
E-8	0%	0%	0%	0%	0%	0%	
AVERAGE NUMBER OF TASKS PERFORMED	52	116	121	53	45	47	
AVERAGE MONTHS TAFMS	72	113	61	107	137	252	
PERCENT IN FIRST ENLISTMENT	28%	0%	56%	0%	0%	0%	
PERCENT SUPERVISING	14%	71%	31%	40%	40%	40%	

I. OUTPATIENT MENTAL HEALTH SERVICES CLUSTER (STG9, N=214). This is the first of two core jobs of the career ladder, and it is performed by almost half of the respondents. Incumbents in the Outpatient cluster perform an average of 88 tasks, which deal with performing routine tasks of maintaining medical records, scheduling appointments, conducting intake interviews, and participating in meetings. They spend more than half of their job time on four outpatient-related duties: performing administrative functions and record keeping procedures, psychological testing, organizing and planning, and performing therapy or therapy-related functions. Representative tasks performed by members with these jobs include:

- determine work priorities
- participate in meetings, such as staff meetings, briefings, or conferences
- participate in in-service educational programs
- explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients
- maintain or dispose of mental health records
- make entries in mental health records
- prepare requests for medical records
- prepare requests for release of information
- review patients' records for completeness
- conduct intake interviews
- receive patients for appointments or treatment
- schedule clinic appointments
- screen military or other records to obtain information regarding social or medical histories

As this is one of the core jobs, personnel from tech school graduate through moderately experienced technicians are included. The job is performed mostly by personnel in paygrades E-3 through E-7, holding the 5- and 7-skill levels, and averaging slightly more than 9 years time in service.

This cluster contains six jobs that are distinguished from each other by the time spent on duties and specific tasks that are performed.

A. Psychological Testing Job (STG30, N=21). Personnel with this job perform the core tasks listed above, but are distinguished by the amount of time spent performing psychological testing tasks. Incumbents with this job are junior personnel averaging less than 5 years time in service, with 91 percent in paygrades E-1 through E-4. This is the most limited job, with incumbents averaging only 33 tasks. The tasks that distinguish this group include both administering and scoring the following tests: Minnesota Multiphasic Personality Inventories (MMPIs); MMPI-II; Millon Clinical Multiaxial Inventories (MCMIs); and the Wechsler Adult Intelligence Scales (WAIS/Rs).

B. Family Advocacy Job (STG50, N=10). Incumbents with this job are distinguished by their time spent on family advocacy tasks. Data show the job is performed by moderately experienced personnel in paygrades E-4 through E-6, holding the 5- or 7-skill level, and averaging almost 10 years time in service. The tasks that distinguish this job include maintaining or disposing of family advocacy files, advising patients regarding family advocacy programs, and participating in family advocacy programs.

C. Inprocessing Job (STG70, N=46). This job is performed primarily by personnel holding the 5- or 7-skill level, in paygrades E-4 through E-5, and averaging slightly less than 8 years time in service. Personnel with this moderately broad job average 73 tasks and are most concentrated in those tasks dealing with inprocessing duties. These tasks include scheduling clinic appointments, maintaining administrative files, and assigning new patients to therapists.

D. Outpatient Management Job (STG79, N=69). This job is performed by the most senior group in the Outpatient cluster, with incumbents averaging over 12 years time in service. The majority (67 percent) hold the 7-skill level, and 83 percent are in paygrades E-5 through E-7. This is the broadest of all outpatient jobs, averaging 150 tasks, which are concentrated in the managerial duty areas. Typical tasks performed by members with this job include directing administrative functions, drafting correspondence, establishing organizational policies or operating instructions, and coordinating work activities with other sections or agencies.

E. Therapy Job (STG82, N=15). Incumbents of this broad job average 126 tasks, are mostly in paygrades E-4 through E-6, and average almost 9 years time in service. The tasks that distinguish this job from the others in this cluster are those centered around conducting or participating in therapy, participating in crisis intervention with clients, and counseling patients on available referral agencies.

F. Medical Screening Job (STG94, N=6). Incumbents with this job are the most junior group in the Outpatient cluster, averaging under 4 years time in service. This is a very limited job, with personnel averaging just 43 tasks. The tasks that distinguish this group from the other jobs in the cluster are those tasks associated with front desk inprocessing of patients. These tasks include obtaining and recording vital signs, performing handwashing techniques, scheduling clinic appointments, and assigning new patients to therapists.

II. INPATIENT MENTAL HEALTH SERVICE CLUSTER (STG38, N=137). This cluster constitutes 36 percent of the respondents, the second largest group in the career ladder. Members within this cluster are responsible for taking vital signs, admitting and orienting patients to units, observing the overall emotional status of patients, and conducting group or one-to-one therapy with patients. Incumbents perform an average of 121 tasks that include such varied tasks as inprocessing patients to conducting therapy and aiding in rehabilitation. This cluster is

distinguished from that of the Outpatient cluster by the fact that the duties performed are specific to inpatient care. These duties include more concentration on nursing tasks and therapy. The following are typical tasks members with the job perform:

- observe and report emotional status or needs of patients
- obtain and record blood pressures
- obtain and record pulse rates
- obtain and record respirations
- obtain and record temperatures
- adjust or inspect refrigerators for proper temperatures
- admit and orient patients to units
- conduct or participate in group therapy with patients
- conduct or participate in individual or one-to-one therapy with patients
- encourage patient participation in activities
- observe, report, and record observations on patients' behavior

As was the case with the other core job, personnel from tech school graduate through moderately experienced technicians are included. Data show the job is performed mostly by personnel in paygrades E-3 through E-7, holding the 5- and 7-skill levels, and averaging slightly less than 10 years time in service.

This cluster contains three jobs that are distinguished from each other due to the time spent on duties and specific tasks that are performed.

A. Alcohol Rehabilitation Center (ARC) Job (STG64, N=7). Incumbents with this job perform those tasks that are listed above, but are more concentrated on those tasks that involve ARC than any other job in the study. Such tasks as establishing therapeutic patient rapport, assisting in therapy plans for patients displaying symptoms of alcoholism, and assembling alcohol rehabilitation center admission packs distinguish this job from the others in this cluster. Personnel in this job average 6 years time in service, primarily hold the 5-skill level, and are in paygrades E-1 through E-5. The job is somewhat limited, with an average of 52 tasks, the lowest average of all inpatient cluster jobs.

B. Inpatient Management Job (STG115, N=7). The tasks that distinguish this job from that of the ARC job are the managerial duties performed. Such tasks as determining work priorities, coordinating work activities with other sections or agencies, and evaluating work schedules separate these more senior personnel from the other jobs within the cluster. This is a much broader job than that of the ARC job, with personnel averaging 116 tasks. Incumbents of this job average over 9 years time in service, hold either the 5- or 7-skill level, and are in paygrades E-4 through E-6.

C. Inpatient Nursing Job (STG88, N=118). This job is performed by most respondents within the inpatient cluster and captures 31 percent of the respondents. The tasks that distinguish this job from others in the cluster include obtaining and recording vital signs, escorting mental health patients to appointments or procedures within hospitals, making rounds, and initiating verbal intervention. This is the broadest job within the cluster, with personnel averaging 121 tasks. The majority (64 percent) hold the 5-skill level; 78 percent are in paygrades E-1 through E-4. This is an entry-level job for the career ladder, with personnel averaging 5 years time in service and 56 percent in their first enlistment.

III. WILFORD HALL MEDICAL CENTER (WHMC) SOCIAL WORKERS JOB (STG78, N=5). This job constitutes 1 percent of the total sample. Incumbents with this job spend most of their time performing tasks dealing directly with social work functions. This includes patient discharge planning and referrals, counseling patients on health care benefits, conducting telephone follow-up contacts with patients, and arranging lodging for families of patients. In addition, incumbents also report performing tasks such as acting as liaison between military and civilian communities and discussing reality of patients' conditions with the patients. This is a rather focused job as incumbents perform an average of 53 tasks. What distinguishes this job from the two main clusters are the tasks dealing specifically with social work. The following are typical tasks members with the job perform:

- identify problems or needs of patients
- arrange lodging for families of patients
- conduct telephone follow-up contacts with therapy patients
- counsel patients on available referral agencies
- counsel patients on health care benefits, such as CHAMPUS
- discuss reality of patients' conditions with patients
- act as liaison between military and civilian communities
- determine available medical or social services by
- contacting community hospitals or social service agencies
- participate in patient discharge planning or referrals
- refer patients to public or private social service agencies

Respondents holding this job are mid-career personnel averaging 9 years time in service; three are in the paygrade E-4, while the other two are in paygrades E-5 and E-6, respectively. Three of the respondents hold the 5-skill level, while the other two hold the 5-skill level.

IV. TECHNICAL INSTRUCTOR JOB (STG36, N=5). Members in this job represent 1 percent of the survey sample and are responsible for the instruction and training of personnel at the technical training program at Sheppard AFB TX. They spend 87 percent of their duty time performing tasks that involve training, organizing and planning, inspecting and evaluating, and

directing and implementing. The primary duties of personnel in this job include teaching and instructing students in the course. This is a somewhat narrow job, as members perform an average of 45 tasks. Representative tasks for this job include:

- develop performance tests
- develop training aids
- evaluate effectiveness of training programs
- evaluate training methods or techniques
- evaluate progress of resident course students
- evaluate personnel for training needs
- evaluate training materials or aids
- conduct resident course classroom training
- procure training aids, space, or equipment
- plan advanced or special training

Respondents performing this job are experienced personnel averaging 11 years time in service. There are no incumbents in their first enlistment, and the predominant paygrades are E-5 through E-7. Only two members hold the 7-skill level, while three hold the 5-skill level.

V. SUPERINTENDENTS JOB (STG95, N=18). This job constitutes 1 percent of the total sample. Incumbents perform an average of 47 tasks in this senior level job. Respondents spend the majority of their duty time performing supervisory functions such as organizing and planning, directing and implementing, and inspecting and evaluating. In addition to this, incumbents perform tasks such as determining personnel requirements, evaluating administrative problems, analyzing workload requirements, and conducting staff meetings. The following are typical tasks the members of this job perform:

- assign personnel to duty positions
- assign sponsors for newly assigned personnel
- determine personnel requirements
- determine work priorities
- draft budget requirements
- draft or revise military job descriptions
- direct administrative functions
- draft correspondence
- interpret policies, directives, or procedures for subordinates
- analyze workload requirements
- evaluate administrative problems

Personnel with this job average 21 years time in service, which is the highest average for this study. Four hold the 7-skill level, one holds the 5-skill level, and all are in paygrades E-5 and E-7.

Comparison of Current Group Descriptions to Previous Surveys

The results of the specialty job analysis were compared to the previous AFSC 914X0 and AFSC 914X1 OSRs, dated June 1985 and August 1988, respectively. Table 5 lists the major jobs identified in the 1993 report and their equivalent jobs from the two previous OSRs. A review of the jobs performed by the current sample indicates that 6 of the 12 1993 jobs were matched to similar jobs identified in the 1985 AFSC 914X0 report. Five of the twelve 1993 jobs were matched to the 1988 AFSC 914X1 report. The only job that did not have a match was the Technical Instructor job. The reason that this job did not match to either of the previous OSRs is probably due to the fact that inventories may not have been filled out by the technical instructor personnel.

The Mental Health Service career ladder is characterized by a fairly homogeneous job structure. Two clusters, the Outpatient and Inpatient Mental Health Service clusters, comprise the bulk of the specialty (92 percent). The remaining 8 percent is distributed across specialized jobs supporting administration, management, and training. A comparison of time spent on all tasks by members of both clusters reveals a 40 percent overlap between the two clusters. This seems to indicate that, while the clusters are distinct from each other, 40 percent of the tasks performed are the same for both groups.

ANALYSIS OF DAFSC GROUPS

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 may be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the specialty training standard (STS), reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs is displayed in Table 6, while Table 7 offers another perspective by displaying percent time spent on each duty across the skill-level groups.

A typical pattern of progression is noted within the AFSC 4C0X1 career ladder, with personnel at the 3-skill level spending most of their time on technical tasks. As can be noted in Table 6, the majority of personnel across skill levels are performing in one of the two core jobs, either Inpatient or Outpatient Mental Health Service cluster. The 3- and 5-skill level members are

TABLE 5

SPECIALTY JOB COMPARISONS BETWEEN THE CURRENT AND BOTH THE 1985 914X0 AND 1988 914X1 SURVEYS

<u>CURRENT SURVEY</u>	1985 <u>(914X0) SURVEY</u>	1988 <u>(914X1) SURVEY</u>
OUTPATIENT CLUSTER	CLINICAL SUPPORT GENERALISTS CLUSTER	
-PSYCHOLOGICAL TESTING JOB	PSYCHOMETRIC TESTERS JOB	
-FAMILY ADVOCACY JOB	--	
-INPROCESSING JOB	SMALL CLINIC SUPPORT PERSONNEL JOB	
-OUTPATIENT MANAGEMENT JOB	CLINIC SUPERVISORS CLUSTER	
-THERAPY JOB	THERAPY AND SOCIAL WORK SUPPORT PERSONNEL JOB	
-MEDICAL SCREENING JOB	--	
INPATIENT CLUSTER		MENTAL HEALTH UNIT SPECIALIST CLUSTER
-ALCOHOL REHABILITATION CLINIC JOB		--ALCOHOL REHABILITATION UNIT JOB
-INPATIENT MANAGEMENT JOB		--UNIT NCOIC JOB
-INPATIENT NURSING JOB		--INPATIENT MENTAL HEALTH JOB
SUPERINTENDENTS JOB		--DEPARTMENT SUPERINTENDENT JOB
TECHNICAL INSTRUCTOR JOB	--	
WHMC SOCIAL WORKER JOB	WHMC SUPERVISORS JOB	

-- Indicates no match in report

TABLE 6
DISTRIBUTION OF SKILL-LEVEL MEMBERS
ACROSS CAREER LADDER JOBS
(PERCENT)

<u>JOB</u>	<u>4C031</u> <u>(N=57)</u>	<u>4C051</u> <u>(N=213)</u>	<u>4C071</u> <u>(N=116)</u>
<u>OUTPATIENT CLUSTER</u>	(42)	(50)	(72)
-PSYCHOLOGICAL TESTING JOB	12	7	0
-FAMILY ADVOCACY JOB	0	3	3
-INPROCESSING JOB	12	12	11
-OUTPATIENT MANAGEMENT JOB	5	9	40
-THERAPY JOB	2	5	3
-MEDICAL SCREENING JOB	4	2	0
<u>INPATIENT CLUSTER</u>	(56)	(41)	(16)
-ALCOHOL REHABILITATION CLINIC JOB	2	2	1
-INPATIENT MANAGEMENT JOB	0	2	3
-INPATIENT NURSING JOB	51	35	12
WHMC SOCIAL WORKER JOB	0	0	4
TECHNICAL INSTRUCTOR JOB	0	1	2
SUPERINTENDENTS JOB	0	1	2
NOT GROUPED	2	7	4

-- The percentages within the clusters account for the total number of personnel both within the cluster and in the individual jobs. The actual number of incumbents, despite not grouping within specific jobs, are performing similar tasks which has resulted in their grouping within the cluster.

TABLE 7

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

DUTIES	4C031 (N=57)	4C051 (N=213)	4C071 (N=115)
A ORGANIZING AND PLANNING	6	9	16
B DIRECTING AND IMPLEMENTING	3	5	12
C INSPECTING AND EVALUATING	2	4	12
D TRAINING	2	5	10
E PERFORMING ADMINISTRATIVE FUNCTIONS OR RECORD-KEEPING PROCEDURES	16	17	14
F PREPARING FOR PATIENT CARE PROCEDURES	3	2	1
G PERFORMING PATIENT CARE PROCEDURES	18	12	4
H PERFORMING UNIT SERVICES	6	5	1
I PERFORMING THERAPY OR THERAPY-RELATED PROCEDURES	21	16	10
J PERFORMING GENERAL MENTAL HEALTH FUNCTIONS	6	6	5
K PERFORMING SPECIALIZED MENTAL HEALTH FUNCTIONS	3	4	3
L PERFORMING PSYCHOLOGICAL TESTING	10	9	6
M PERFORMING CLINICAL SOCIAL WORK FUNCTIONS	2	3	3
N PERFORMING AEROMEDICAL EVACUATION FUNCTIONS OR MEDICAL CRASH COVERAGE	1	1	1
O PERFORMING INDEPENDENT DUTY AND GENERAL ACTIVITIES	1	2	2
P PERFORMING FIELD EMERGENCY TREATMENT FUNCTIONS	*	*	*

* Denotes less than 1 percent

evenly represented within the two clusters, except the Management jobs within the clusters, where the 7-skill level personnel dominate. More relative time is spent on duties involving supervisory, managerial, and administrative tasks (see Table 7) as personnel move upward to the 5- and 7-skill levels.

Skill-Level Descriptions

DAFSC 4C031. The 57 airmen in the 3-skill level group, representing 15 percent of the survey sample, perform an average of 76 tasks. As shown in Table 6, 35 percent of these airmen are performing jobs within the Outpatient cluster, and 53 percent are working in the Inpatient cluster. They spend approximately 34 percent of their time performing administrative functions, record keeping procedures, and patient care procedures, while 31 percent of their time is spent performing therapy or therapy-related activities and psychological testing (see Table 7).

Examples of tasks likely to be performed by 3-skill level personnel include making entries into mental health records, assembling patients' charts, obtaining and recording vital signs, escorting mental patients, and establishing therapeutic patient rapport. Other examples of common tasks performed by a majority of these airmen are shown in Table 8.

DAFSC 4C051. The 213 airmen in the 5-skill level group represent 55 percent of the total survey sample and perform an average of 93 tasks. An examination of the jobs performed by the 5-skill level respondents reveals more diversity than seen at the 3-skill level. While 35 percent of 5-skill level members hold the Inpatient Nursing job, they show up in increasing numbers in smaller jobs such as Outpatient Management, Outpatient Family Advocacy, Outpatient Therapy, and Inpatient Management jobs (see Table 6). Table 7 shows that 5-skill level personnel spend 45 percent of their relative job time performing duties that involve administrative functions and record-keeping procedures, patient care, and therapy procedures. The remaining 55 percent is spent on a broad range of technical and managerial tasks, as shown in Table 9.

Although 5-skill level personnel spend almost half of their job time performing the same technical duties as their junior counterparts, it is the percent of job time spent on supervisory functions that distinguishes them from the 3-skill level personnel. As is shown in Table 10, a higher percentage of 5-skill members perform such tasks as developing work methods or procedures, determining work priorities, and conducting OJT.

DAFSC 4C071. Seven-skill level personnel represent 30 percent of the survey sample and perform an average of 110 tasks. An examination of the jobs performed by the 7-skill level respondents reveals a higher percentage is working within the Outpatient cluster. It can also be noted that the 7-skill level personnel have a higher percentage of personnel working within the Outpatient Management, Mental Health Superintendent, Technical Instructor, and the Wilford Hall Medical Center (WHMC) Social Workers jobs (see Table 6). Sixty-four percent of their relative job time is spent on tasks in supervisory, managerial, training, and administrative duties

TABLE 8
REPRESENTATIVE TASKS PERFORMED BY
4C031 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=57)
A25 Participate in meetings, such as staff meetings, briefings, or conferences	79
E161 Make entries in mental health records	72
G293 Obtain and record blood pressures	72
G253 Escort mental health patients to appointments or procedures within hospitals	72
G254 Establish therapeutic patient rapport	70
G296 Obtain and record pulse rates	70
E137 Assemble patients' charts or mental health unit admission packs	68
I367 Observe, report, and record observations on patients' behavior	65
G298 Obtain and record temperatures	65
I344 Conduct or participate in individual or one-to-one therapy with patients	65
G297 Obtain and record respirations	65
G294 Obtain and record body weights	65
E156 Maintain or dispose of mental health records	63
E181 Review patients' records for completeness	63
I343 Conduct or participate in group therapy with patients	63
J391 Schedule clinic appointments	61
I368 Observe, report, and record observations on patients' conversation	60
G295 Obtain and record heights	60
G285 Observe and report emotional status or needs of patients	60
G263 Identify problems or needs of patients	58
I357 Encourage patient participation in activities	58
I366 Observe, report, and record observations on patients' appearance, such as manner of dress	56
I336 Apply mechanical restraints, such as leather straps or sheet restraints	56
J387 Check patients' personal belongings for unauthorized items, such as drugs or weapons	56
I358 Initiate verbal intervention	54
H316 Admit and orient patients to units	54
I374 Perform constant, one-to-one observations of suicide risk patients	54
H315 Adjust or inspect refrigerators for proper temperatures	54
I372 Participate in rehashes of therapy sessions	53
H320 Enforce units' visiting policies	53

TABLE 9
 REPRESENTATIVE TASKS PERFORMED BY
 4C051 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=213)</u>
A25 Participate in meetings, such as staff meetings, briefings, or conferences	87
E161 Make entries in mental health records	70
E181 Review patients' records for completeness	63
G254 Establish therapeutic patient rapport	62
J391 Schedule clinic appointments	61
D130 Participate in in-service educational programs	58
I367 Observe, report, and record observations on patients' behavior	57
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	56
F187 Perform handwashing techniques	54
J390 Receive patients for appointments or treatment	53
J388 Conduct intake interviews	53
I343 Conduct or participate in group therapy with patients	53
E156 Maintain or dispose of mental health records	52
G263 Identify problems or needs of patients	52
G285 Observe and report emotional status or needs of patients	52
I344 Conduct or participate in individual or one-to-one therapy with patients	51
A5 Determine work priorities	51
E137 Assemble patients' charts or mental health unit admission packs	50
G293 Obtain and record blood pressures	49
I357 Encourage patient participation in activities	49
I358 Initiate verbal intervention	49
I366 Observe, report, and record observations on patients' appearance, such as manner of dress	49
A3 Coordinate work activities with other sections or agencies	49
I368 Observe, report, and record observations on patients' conversation	48
I345 Conduct or participate in patient education classes	48
G296 Obtain and record pulse rates	48
I342 Conduct or participate in crisis intervention therapy with patients	47
E174 Prepare requests for medical records	46
G294 Obtain and record body weights	46
I336 Apply mechanical restraints, such as leather straps or sheet restraints	46

TABLE 10

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 4C031 AND DAFSC 4C051 PERSONNEL
(PERCENT MEMBERS PERFORMING)**

<u>TASKS</u>	<u>4C031 (N=57)</u>	<u>4C051 (N=213)</u>	<u>DIFFERENCE</u>
G253 Escort mental health patients to appointments or procedures within hospitals	72	46	26
G293 Obtain and record blood pressures	72	49	23
G296 Obtain and record pulse rates	70	48	22
I373 Perform constant, one-to-one observations of elopement risk patients	51	30	21
G298 Obtain and record temperatures	65	45	20
G297 Obtain and record respirations	65	45	20
<hr/>			
A10 Develop work methods or procedures	12	38	-26
A5 Determine work priorities	26	51	-25
I351 Counsel patients on available referral agencies	19	44	-25
J393 Screen military or other records to obtain information regarding social or medical histories	21	44	-23
A3 Coordinate work activities with other sections or agencies	26	49	-23
D130 Participate in in-service educational programs	37	58	-21
E147 Identify or evaluate supply problems	23	43	-20
D104 Conduct OJT	12	32	-20

(more than twice that of 5-skill level personnel). The remaining 36 percent of their time, as can be seen in Table 11, is dedicated to technical duties such as scheduling clinical appointments, conducting intake interviews and orientation of new patients, evaluating supply problems, and receiving patients for appointments or treatment.

Tasks that best distinguish 7-skill level personnel from their junior counterparts are presented in Table 12. As expected, the key difference is higher percentage of members performing supervisory functions such as counseling and evaluating personnel, writing recommendations and providing performance feedback, and drafting budget requirements.

Summary

A typical career ladder progression within the AFSC 4C0X1 career ladder is evident, with personnel at the 3-skill level spending the vast majority of their job time performing technical tasks. A moderate shift towards supervisory functions occurs at the 5-skill level, with members still spending more than 70 percent of their duty time performing technical functions. Personnel at the 7-skill level perform both technical and supervisory functions, with a relatively higher percentage of their time spent on supervisory duties, as compared to the more junior personnel.

ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTIONS

Survey data were compared to the AFR 39-1 Specialty Descriptions for Mental Health Service Specialists and Technicians, dated 15 March 1991, effective 30 April 1991. The descriptions for the 3-, 5-, and 7-skill levels were generally accurate, depicting the highly technical aspects of the job, as well as the increase in supervisory responsibilities previously described in the DAFSC analysis. The descriptions also capture the primary responsibilities of members in the two clusters and three jobs identified by the job structure analysis process.

TRAINING ANALYSIS

Occupational survey data are sources of information that can be used to assist in the development of relevant training programs for entry-level personnel. Factors used to evaluate entry-level Mental Health Service training includes jobs being performed by first-enlistment personnel, overall distribution of first-enlistment personnel across career ladder jobs, percent first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) members performing specific tasks, ratings of how much TE tasks should receive in formal training, and ratings of relative TD.

TABLE 11
REPRESENTATIVE TASKS PERFORMED BY
4C071 PERSONNEL

<u>TASKS</u>	<u>PERCENT</u> <u>MEMBERS</u> <u>PERFORMING</u> <u>(N=115)</u>
A25 Participate in meetings, such as staff meetings, briefings, or conferences	91
A5 Determine work priorities	80
B45 Direct administrative functions	73
B44 Counsel subordinates on personal or military-related matters	73
A3 Coordinate work activities with other sections or agencies	73
B43 Counsel subordinates on job progression or career development	72
D130 Participate in in-service educational programs	71
C94 Write EPRs	67
B49 Draft correspondence	67
J391 Schedule clinic appointments	67
E161 Make entries in mental health records	66
A17 Establish equipment, supply, or workspace requirements	65
J388 Conduct intake interviews	65
B41 Conduct orientation of newly assigned personnel	64
C70 Evaluate administrative problems	63
E175 Prepare requests for release of information	63
A35 Schedule leaves or passes	63
B62 Supervise Mental Health Service Specialists (AFSC 91450)	63
A19 Establish organizational policies or operating instructions	63
A10 Develop work methods or procedures	63
B56 Interpret policies, directives, or procedures for subordinates	63
J390 Receive patients for appointments or treatment	62
B57 Inventory equipment or supplies	62
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	60
B38 Act as liaison between mental health services, base units, or agencies	59
E147 Identify or evaluate supply problems	59
E181 Review patients' records for completeness	58
E156 Maintain or dispose of mental health records	58
J393 Screen military or other records to obtain information regarding social or medical histories	58
A16 Establish documentation files	57

TABLE 12

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 4C051 AND DAFSC 4C071 PERSONNEL
(PERCENT MEMBERS PERFORMING)**

<u>TASKS</u>	<u>4C051 (N=213)</u>	<u>4C071 (N=115)</u>	<u>DIFFERENCE</u>
H315 Adjust or inspect refrigerators for proper temperatures	44	16	28
E183 Update patient sign-in or sign-out boards	41	13	28
G298 Obtain and record temperatures	45	17	28
G293 Obtain and record blood pressures	49	22	27
G294 Obtain and record body weights	46	19	27
G296 Obtain and record pulse rates	48	21	27
G295 Obtain and record heights	43	17	26
G297 Obtain and record respirations	45	20	25
H331 Prepare patients' armbands	34	10	24
H316 Admit and orient patients to units	41	17	24
G279 Make rounds	35	11	24
H317 Attach patients' armbands	37	13	24
H328 Monitor patients' use of telephone	35	11	24
F185 Label specimens	35	11	24
G284 Observe and record sleeping habits of patients	33	10	23
<hr/>			
C94 Write EPRs	22	70	-48
B43 Counsel subordinates on job progression or career development	26	72	-46
B44 Counsel subordinates on personal or military-related matters	30	73	-43
B45 Direct administrative functions	30	73	-43
B62 Supervise Mental Health Service Specialists (AFSC 91450)	20	63	-43
C70 Evaluate administrative problems	23	64	-41
C95 Write recommendations for awards or decorations	15	56	-41
A19 Establish organizational policies or operating instructions	22	63	-41
B56 Interpret policies, directives, or procedures for subordinates	22	63	-41
A35 Schedule leaves or passes	24	63	-39
B49 Draft correspondence	30	68	-38
C71 Evaluate budget requirements	12	50	-38
B47 Direct evaluations of personnel	14	51	-37
A17 Establish equipment, supply, or workspace requirements	29	66	-37
A11 Draft budget requirements	18	55	-37

First-Enlistment Personnel

In this study, there are 120 AFSC 4C0X1 members in their first enlistment, representing 31 percent of the survey sample. The vast majority of first-enlistment personnel are involved in day-to-day Mental Health Service activities. Figure 2 represents the jobs performed by first enlistment personnel. As displayed in Table 13, approximately 87 percent of their duty time is devoted to performing technical and administrative tasks. AFSC 4C0X1 personnel spend the majority of their job time in three areas: performing administrative functions or record-keeping procedures (16 percent); performing patient care procedures (18 percent), and performing therapy or therapy-related procedures (19 percent). Table 14 shows typical tasks performed by AFSC 4C0X1 first-enlistment personnel, most of which deal with technical tasks such as making entries into mental health records, obtaining vital signs, assembling patients' charts or mental health unit admission packs, and identifying problems or needs of patients. Table 15 shows the equipment items most utilized by personnel in both their first job (1-24 months) and their first enlistment (1-48 months). The items most utilized by both groups include blood pressure cuffs, computers, restraints, and addressograph or stamp-plate machines.

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

TE and TD data are secondary task factors that can help training development personnel decide which tasks to emphasize for entry-level training. These ratings, based on the judgments of senior career ladder NCOs at operational units, provide a rank-ordering of those tasks considered important for first-enlistment airman training (TE) and a measure of the relative difficulty of those tasks (TD). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors (TE and TD), accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel. These decisions must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist training development personnel, USAFOMS developed a computer program that uses these task factors and the percentage of first-enlistment personnel performing tasks to produce Automated Training Indicators (ATI). ATIs correspond to training decisions listed and are defined in the Training Decision Logic Table found in Attachment 1, ATRC 52-22. ATI allow training developers to quickly focus attention on those tasks that are most likely to qualify for ABR course consideration

Tasks having the highest TE ratings for both the inpatient and outpatient policies are listed in Tables 16 and 17. Included for each task are the percentage of first-job and first-enlistment personnel performing and the TD rating. As illustrated in Table 16, tasks with the highest TE

JOBS PERFORMED BY FIRST-ENLISTMENT AFSC 4COX1 PERSONNEL

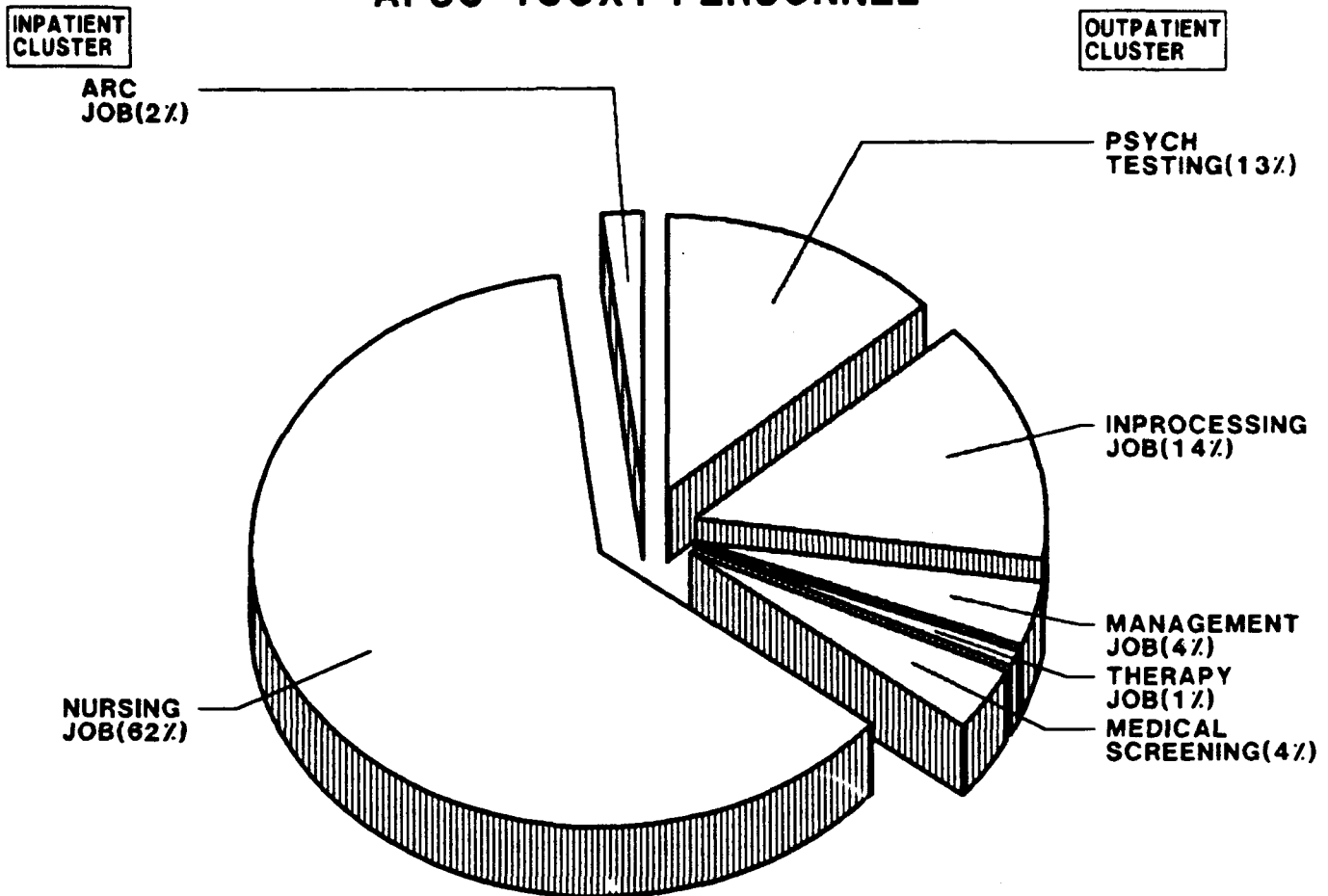


FIGURE 2

TABLE 13

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-ENLISTMENT AFSC 4C0X1 PERSONNEL

<u>DUTIES</u>	<u>PERCENT TIME SPENT 4C0X1</u>
A ORGANIZING AND PLANNING	6
B DIRECTING AND IMPLEMENTING	3
C INSPECTING AND EVALUATING	2
D TRAINING	2
E PERFORMING ADMINISTRATIVE FUNCTIONS OR RECORD-KEEPING PROCEDURES	16
F PREPARING FOR PATIENT CARE PROCEDURES	3
G PERFORMING PATIENT CARE PROCEDURES	18
H PERFORMING UNIT SERVICES	7
I PERFORMING THERAPY OR THERAPY-RELATED PROCEDURES	19
J PERFORMING GENERAL MENTAL HEALTH FUNCTIONS	6
K PERFORMING SPECIALIZED MENTAL HEALTH FUNCTIONS	3
L PERFORMING PSYCHOLOGICAL TESTING	9
M PERFORMING CLINICAL SOCIAL WORK FUNCTIONS	2
N PERFORMING AEROMEDICAL EVACUATION FUNCTIONS OR MEDICAL CRASH COVERAGE	1
O PERFORMING INDEPENDENT DUTY AND GENERAL ACTIVITIES	2
P PERFORMING FIELD EMERGENCY TREATMENT FUNCTIONS	*

* Denotes less than 1 percent

TABLE 14
REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT 4C0X1 PERSONNEL

<u>TASKS</u>	<u>PERCENT</u> <u>MEMBERS</u> <u>PERFORMING</u> <u>4C0X1</u> <u>(N=120)</u>
A25 Participate in meetings, such as staff meetings, briefings, or conferences	78
E161 Make entries in mental health records	73
G254 Establish therapeutic patient rapport	72
G293 Obtain and record blood pressures	68
G253 Escort mental health patients to appointments or procedures within hospitals	68
E137 Assemble patients' charts or mental health unit admission packs	67
G296 Obtain and record pulse rates	66
E181 Review patients' records for completeness	65
I343 Conduct or participate in group therapy with patients	65
G297 Obtain and record respirations	64
G298 Obtain and record temperatures	63
I367 Observe, report, and record observations on patients' behavior	63
G263 Identify problems or needs of patients	63
G285 Observe and report emotional status or needs of patients	63
G294 Obtain and record body weights	63
I344 Conduct or participate in individual or one-to-one therapy with patients	60
G295 Obtain and record heights	60
I368 Observe, report, and record observations on patients' conversation	58
I357 Encourage patient participation in activities	58
H315 Adjust or inspect refrigerators for proper temperatures	58
F187 Perform handwashing techniques	55
E182 Stamp addressograph data forms	55
H316 Admit and orient patients to units	55
J387 Check patients' personal belongings for unauthorized items, such as drugs or weapons	55
I358 Initiate verbal intervention	55
I366 Observe, report, and record observations on patients' appearance, such as manner of dress	55
H320 Enforce units' visiting policies	55
I372 Participate in rehashes of therapy sessions	55
G284 Observe and record sleeping habits of patients	53
E183 Update patient sign-in or sign-out boards	53

TABLE 15

EQUIPMENT ITEMS USED BY MORE THAN 30 PERCENT OF FIRST-JOB
OR FIRST-ENLISTMENT AFSC 4C0X1 PERSONNEL

<u>EQUIPMENT</u>	<u>4C0X1 1ST JOB (N=52)</u>	<u>4C0X1 1ST ENL (N=120)</u>
COMPUTERS	88	91
BLOOD PRESSURE CUFFS	81	73
RESTRAINTS	75	68
ADDRESSOGRAPH OR STAMP-PLATE MACH	73	66
STETHOSCOPES	67	63
SCALES	62	53
TAPE RECORDERS	62	60
THERMOMETERS, ELECTRIC	62	53
SPECIMEN CONTAINERS	56	52
CRASH CARTS	48	47
RECREATIONAL EQUIPMENT	48	44
WHEELCHAIRS	40	43
24-HOUR URINE COLLECTION EQUIPMENT	40	41
SIDE-RAIL HOSPITAL BEDS	38	40
TYPEWRITERS	33	78
ICE MACHINES	31	34
NURSING SERVICE KARDEXES	31	27
TREATMENT TABLES	25	30

TABLE 16

INPATIENT TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

<u>TASKS</u>	<u>TNG</u> <u>EMPH</u>	<u>PERCENT</u> <u>MEMBERS</u> <u>PERFORMING</u>		<u>TSK</u> <u>DIFF</u>
		<u>IST</u> <u>JOB</u>	<u>IST</u> <u>ENL</u>	
I343 Conduct or participate in group therapy with patients	7.50	77	65	6.26
E161 Make entries in mental health records	7.44	71	73	4.76
I342 Conduct or participate in crisis intervention therapy with patients	7.19	37	41	6.62
J388 Conduct intake interviews	7.19	35	34	6.54
I344 Conduct or participate in individual or one-to-one therapy with patients	7.19	77	60	6.52
I380 Use physical restraints or release techniques on patients	7.06	46	41	5.82
L493 Score WAIS/Rs	7.00	27	30	6.40
L448 Administer Wechsler Adult Intelligence Scales (WAIS/Rs)	7.00	31	30	6.87
I374 Perform constant, one-to-one observations of suicide risk patients	6.81	65	49	5.50
I376 Place patients in seclusion	6.81	44	39	5.71
I336 Apply mechanical restraints, such as leather straps or sheet restraints	6.81	62	57	6.00
G305 Perform cardiopulmonary resuscitation (CPR)	6.75	10	13	5.82
G254 Establish therapeutic patient rapport	6.75	79	72	5.06
I345 Conduct or participate in patient education classes	6.75	56	51	5.93
G285 Observe and report emotional status or needs of patients	6.50	63	63	5.04
L429 Administer mental status examinations, such as reality testing	6.44	23	19	6.29
L456 Observe and record significant behavior exhibited by patients during testing	6.44	6	13	5.34
I346 Conduct or participate in recreational therapy with patients	6.25	62	48	5.06
L474 Score mental status examinations, such as reality testing	6.25	6	7	6.09
G293 Obtain and record blood pressures	6.19	83	68	3.91
I373 Perform constant, one-to-one observations of elopement risk patients	6.19	62	48	5.35
K408 Participate in family advocacy programs	6.19	6	13	6.25
H316 Admit and orient patients to units	6.12	63	55	4.01
L432 Administer MMPI-IIs	6.06	23	29	4.79
J387 Check patients' personal belongings for unauthorized items, such as drugs or weapons	6.00	65	56	3.99
I367 Observe, report, and record observations on patients' behavior	6.00	75	63	4.98
I369 Observe, report, and record patients' side reactions, complications, or therapeutic effects of chemotherapy	5.94	15	17	5.73
I365 Observe, report, and record observations on patients in seclusion	5.94	52	46	4.99
I366 Observe, report, and record observations on patients' appearance, such as manner of dress	5.94	62	55	4.71
E156 Maintain or dispose of mental health records	5.94	50	51	4.70

TE Mean = 2.67 S.D. = 1.74 (High = 4.41)

TD Mean = 5.00 S.D. = 1.00

TABLE 17

OUTPATIENT TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS	TNG EMPH	PERCENT MEMBERS PERFORMING		TSK DIFF
		1ST JOB	1ST ENL	
E161 Make entries in mental health records	7.62	71	73	4.76
J388 Conduct intake interviews	6.88	35	34	6.54
E151 Maintain administrative files	6.75	35	34	4.27
J390 Receive patients for appointments or treatment	6.62	33	38	4.27
E156 Maintain or dispose of mental health records	6.50	50	51	4.70
L489 Score Shipley Institute of Living Scales	6.38	31	36	4.92
E155 Maintain or dispose of family advocacy files	6.25	10	17	4.46
J392 Screen medical records to determine security clearances or PRP eligibilities	6.12	15	27	5.32
J393 Screen military or other records to obtain information regarding social or medical histories	6.12	13	28	5.01
L431 Administer Minnesota Multiphasic Personality Inventories (MMPIs)	6.12	42	42	4.78
E174 Prepare requests for medical records	6.00	29	40	2.82
L432 Administer MMPI-IIs	5.88	23	29	4.79
J391 Schedule clinic appointments	5.88	50	54	4.07
L476 Score MMPIs	5.88	31	34	5.39
E181 Review patients' records for completeness	5.75	60	65	4.44
L430 Administer Millon Clinical Multiaxial Inventories (MCMIs)	5.75	31	33	4.76
L448 Administer Wechsler Adult Intelligence Scales (WAIS/Rs)	5.50	31	30	6.87
L477 Score MMPI-IIs	5.38	23	28	5.36
E175 Prepare requests for release of information	5.25	29	34	3.29
C66 Conduct safety inspections	5.25	21	32	3.85
L493 Score WAIS/Rs	5.25	27	30	6.40
E154 Maintain official correspondence files	5.12	6	13	3.90
L473 Score MCMIs	5.12	29	22	5.55
J386 Assign new patients to therapists	5.12	23	37	3.94
J389 Inspect or check security of areas, such as records or medical storage	5.00	29	37	4.32
B57 Inventory equipment or supplies	5.00	21	23	3.75
L443 Administer Shipley Institute of Living Scales	4.88	40	42	4.80
B49 Draft correspondence	4.88	2	8	5.29
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	4.75	2	8	5.29
E158 Maintain publication files	4.75	38	44	3.22

TE Mean = 1.20 S.D. = 1.54 (High = 2.74)

TD Mean = 5.00 S.D. = 1.00

ratings for the inpatient policy deal with conducting or participating in group therapy sessions with patients, scoring WAIS/Rs, using physical restraints or release techniques on patients, and conducting or participating in crisis intervention therapy with patients. All of these tasks are performed by high percentages of first-job, first-enlistment inpatient personnel. Table 17 lists the tasks with the highest TE ratings for the outpatient policy that deals with such tasks as maintaining administrative files, scoring Shipley Institute of Living Scales, receiving patients for appointments or treatment, and preparing requests for medical records. All of these tasks are performed by high percentages of first-job, first-enlistment outpatient personnel.

Table 18 lists the tasks having the highest TD ratings. The percentage of first-enlistment, first-job, 5-, and 7-skill level personnel performing, and TE ratings for both inpatient and outpatient policies are also included for each task. Most tasks with high TD ratings are supervisory and administrative functions performed by quite low percentages of first-job, first-enlistment, 5- and 7-skill level members, and have low TE ratings. The few technical tasks with high TD ratings also have high TE ratings and are performed by high percentages of survey respondents.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.

Specialty Training Standard (STS)

Technical school personnel from the Sheppard Training Center matched JI tasks to sections and subsections of the Mental Health Service Specialty STS and to the ABR91430 Plan of Instruction (POI). Listings of the STS and POI were then produced, showing tasks matched, percent members performing the tasks, and TE and TE ratings for each matched task. These listings are included in the Training Extract sent to the school for review. Criteria set forth in ATCR 52-1 and ATCR 52-22, paragraph 3, were used to review the relevance of each STS element that had inventory tasks matched to it. Any element with matched tasks performed by 20 percent or more first-job, first-enlistment, 5-, or 7-skill level 4C0X1 members is considered to be supported and should be part of the STS.

AFSC 4C0X1 STS

Paragraphs 1 through 7 deal with general topics of orientation, medical readiness, security issues, safety and health standards, and facility management. Because paragraphs 1 through 7 deal with general topics, they were not reviewed. Paragraphs 8 through 17 cover the common aspects of the career ladder. These paragraphs include 159 individual entries, 81 of which have tasks matched.

TABLE 18

SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIFF	IST JOB	IST ENL	PERCENT MEMBERS PERFORMING					IP TNG EMPH	OP TNG EMPH
				4C051	4C071	4C071	4C071	4C071		
L449 Administer Wechsler Intelligence Scales for Children (WISC/Rs)	7.01	4	3	5	5	5	5	5.06	2.50	
C96 Write staff studies, surveys, or special reports	6.97	0	6	10	27			.88	.00	
L485 Score Rorschach Inkblot Techniques	6.96	0	0	1	0			.94	.00	
L448 Administer Wechsler Adult Intelligence Scales (WAIS/Rs)	6.87	31	30	31	34			7.00	5.50	
A13 Draft or revise civilian position descriptions	6.78	0	1	7	24			.38	.12	
A19 Establish organizational policies or operating instructions	6.70	2	5	22	63			.88	1.25	
D97 Act as training advisor at staff level	6.68	2	5	12	18			.38	.62	
G249 Assist with tracheotomy care procedures	6.62	0	0	1	0			.94	.00	
M508 Develop or participate in developing therapy plans for victims of family violence	6.62	8	7	13	22			4.44	1.12	
I342 Conduct or participate in crisis intervention therapy with patients	6.62	37	41	47	53			7.19	4.12	
A11 Draft budget requirements	6.61	0	5	18	55			.62	1.00	
K402 Assist in developing therapy plans for terminal patients or their families	6.59	12	9	10	8			3.06	1.12	
K397 Assist in developing therapy plans for patients displaying symptoms of depression	6.58	37	31	31	23			4.94	1.88	
O538 Direct preventive medicine programs	6.58	0	1	2	3			.62	.00	
G261 Identify and initiate emergency treatment for syncope	6.56	0	0	0	1			3.31	.00	
D113 Develop course curricula, plans of instruction, or specialty training standards (STSs)	6.55	0	1	5	19			.50	.25	

TD Mean = 5.00 S.D. = 1.00

Inpatient TE Mean = 2.67 S.D. = 1.74 (High = 4.41)

Outpatient TE Mean = 1.20 S.D. = 1.54 (High = 2.74)

TABLE 18 (CONTINUED)

SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIFF	IST		ENL		4C051		4C071		IP		OP	
		JOB	ENL	ENL	ENL	4C051	4C071	TNG	EMPH	TNG	EMPH		
L419 Administer Halstead-Rietan Neuropsychological Test Batteries (RIETANs)	6.55	6	6	6	6	6	3	4.12	.00				
K404 Assist in developing therapy plans for treatment of suspicious patients	6.54	21	23	22	16	22	16	4.25	1.25				
J388 Conduct intake interviews	6.54	35	34	53	65	53	65	7.19	6.88				
L439 Administer Rorschach Inkblot Techniques	6.54	0	0	1	0	1	0	1.75	.00				
A6 Develop emergency, contingency, or disaster preparedness plans	6.53	6	10	14	30	14	30	1.06	2.50				
I344 Conduct or participate in individual or one-to-one therapy with patients	6.52	77	60	51	50	51	50	7.19	1.88				
A15 Establish cost-reduction programs	6.49	2	2	6	19	6	19	.12	.88				
L484 Score RIETANs	6.48	0	2	4	3	4	3	2.56	.00				
L496 Score WISC/Rs	6.47	0	1	3	5	3	5	4.88	2.75				
K409 Prepare preliminary psychological or evaluation reports for clinical psychologists or psychiatrists	6.45	8	7	17	24	17	24	4.56	2.50				
A20 Establish performance standards	6.45	4	4	18	50	18	50	.81	1.88				
A30 Prepare agenda for symposiums, conferences, or workshops	6.42	2	7	13	17	13	17	.69	1.00				
K396 Assist in developing therapy plans for patients displaying symptoms of anxiety	6.42	33	30	33	25	33	25	4.81	1.88				
L493 Score WAIS/Rs	6.40	27	30	30	30	30	30	7.00	5.25				

TD Mean = 5.00 S.D. = 1.00
 Inpatient TE Mean = 2.67 S.D. = 1.74 (High = 4.41)
 Outpatient TE Mean = 1.20 S.D. = 1.54 (High = 2.74)

Using standard criteria and percentages of first-job, first-enlistment, 5-, and 7-skill level 4C0X1 members performing matched tasks, all but nine entries are supported by survey data. When the data were first matched, there were 16 entries unsupported. This was due to the fact that the inpatient and outpatient personnel were performing different tasks on the job. After matching personnel according to their duty area, there were only nine entries unsupported. Three of the nine unsupported entries were in paragraph 13, Assist with Intervention, and included biofeedback (paragraph 13c), electroconvulsive therapy (ECT) (paragraph 13h), and combat/disaster casualty management (paragraph 13m). Two other unsupported entries were found in paragraph 10, Fundamentals of Medical-Surgical Nursing, and included applying sterile dressings and surgical asepsis (paragraph 10e(3)), and identifying and caring for respiratory disorders (paragraph 10h(1)). The final four unsupported entries were paragraph 8c, medical equipment monitoring; paragraph 12a(6)(d), Draw-a-Person (DAP); paragraph 16d, schedule work assignments; and paragraph 17c, maintain training records. Examples of unsupported entries, with accompanying survey data, are listed in Table 19.

There are a few technical tasks performed by more than 20 percent of all respondents that are not matched to STS paragraphs (see Table 20). These tasks deal with performing administrative functions and patient transport, conducting follow-up activities with therapy patients, developing therapy plans, administering and scoring MMPI-IIs, and coordinating and consulting with civilian medical care and physicians. Training personnel and SMEs should consider these and other unreferenced tasks to assure proper training is available.

Plan of Instruction (POI)

Job inventory tasks were matched to related learning objectives in POI J3ABR91430-000, dated 16 June 1993, with assistance from technical school SMEs. The method employed was similar to that of the STS analysis. The data examined included percent members performing data for first-enlistment (1-48 months TAFMS) personnel and TE and TD ratings. ATI ratings for each task were also used.

POI blocks, units of instruction, and learning objectives were compared to the standards set forth in Attachment 1, ATCR 52-22, dated 17 February 1989 (30 percent or more of the criterion first-job or first-enlistment group members performing tasks, along with sufficiently high TE and TD ratings on those tasks). By this guidance, learning objectives in the course that do not meet these criteria should be considered for elimination from the formal course, if not justified on some other acceptable basis.

Review of the tasks matched to the POI reveals that, of the 69 matched learning objectives, 13 were not supported by OSR data. Four of the thirteen unsupported learning objectives are contained in block 7, Mental Health Interventions II, which is concentrated on infection control and chemotherapy. Two unsupported learning objectives were found in block 6, Mental Health Intervention I, and were focused on identifying marital and family counseling factors and determining the purpose and procedures for administering electroconvulsive therapy (ECT). Two other unsupported items were found in block 8, Mental Health Administration, and

TABLE 19

EXAMPLES OF STS ITEMS NOT SUPPORTED BY OSR DATA

STS REFERENCE/TASKS	3 LVL COURSE PROF CODE	IP TNG EMPH	OP TNG EMPH	IST ENL (N=120)	PERCENT MEMBERS PERFORMING			TSK DIFF
					5-SKILL LEVEL (N=213)	7-SKILL LEVEL (N=115)		
8c Medical equipment monitoring	A	.62	.12	3	8	14	3.94	
E166 Prepare equipment authorization lists								
10h(1) Respiratory disorders	A	4.56	0.00	4	4	2	5.84	
G258 Identify and care for respiratory distress								
12a(6)(d) Draw a person (DAP)	b	5.25	2.25	16	15	9	4.75	
L416 Administer Draw-A-Person (DAP) Tests								
13h Electroconvulsive Therapy (ECT)	a	3.62	0.00	6	5	2	5.23	
F199 Prepare patients for electroconvulsive therapy (ECT)								
13m. Combat/Disaster Casualty Management	2b	1.62	2.00	7	6	3	5.75	
P553 Identify posttriage problems that require immediate attention of physicians								
17c. Maintain training records	-	1.50	.75	2	8	15	4.07	
E177 Prepare training evaluation forms								

TD Mean = 5.00 S.D. = 1.00
 Inpatient TE Mean = 2.67 S.D. = 1.74 (High = 4.41)
 Outpatient TE Mean = 1.20 S.D. = 1.54 (High = 2.74)

TABLE 20

EXAMPLES OF TECHNICAL TASKS WITH HIGH TD PERFORMED BY 20 PERCENT
OR MORE AFSC 4C0X1 GROUP MEMBERS AND NOT REFERENCED TO THE STS

TASKS	PERCENT MEMBERS PERFORMING								TASK DIFF
	IST JOB (N=52)	IST ENL (N=120)	DAFSC 4C051 (N=213)	DAFSC 4C071 (N=115)	IP TNG EMPH	OP TNG EMPH			
E162 Prepare biographical questionnaires	13	12	20	26	4.75	1.88	4.74		
E169 Prepare mental health administrative reports	2	6	16	35	2.44	4.12	5.04		
E170 Prepare minutes of briefings or conferences	12	14	23	42	.69	2.38	4.99		
F184 Inspect emergency carts or crash carts	38	38	27	13	4.88	.62	4.81		
G312 Transport patients to functions outside medical facilities	21	23	22	12	2.88	0.00	4.45		
I341 Conduct follow-up contact with therapy patients, other than by telephone	4	11	15	24	2.19	2.75	5.79		
I348 Conduct telephone follow-up contacts with therapy patients	17	22	26	31	2.69	3.12	4.71		
I370 Participate in critiques of therapy or counseling sessions	23	27	32	20	4.62	0.00	5.32		
I371 Participate in meetings involving case presentations or discussions	27	30	34	36	4.88	3.75	5.65		
I378 Set target dates for patients' progress	21	21	23	9	2.25	0.25	4.97		
I381 Write consolidated patient progress notes per outcome- oriented nursing documentation systems (OONDSs)	33	33	24	13	5.44	0.00	6.13		
K398 Assist in developing therapy plans for patients displaying symptoms of drug addiction	25	20	22	15	4.44	1.38	5.87		
L432 Administer MMPI-II's	23	29	33	37	6.06	5.88	4.79		
L477 Score MMPI-II's	23	28	31	37	5.75	5.38	5.36		
M502 Act as liaison between military and civilian communities	4	12	22	36	3.06	1.38	5.77		
O532 Brief personnel on availability of civilian medical care	8	11	18	33	1.06	0.75	4.94		
O534 Consult or coordinate treatment with civilian physicians	4	6	10	22	0.94	0.75	5.18		

TD Mean = 5.00 S.D. = 1.00

Inpatient TE Mean = 2.67 S.D. = 1.74 (High = 4.41)

Outpatient TE Mean = 1.20 S.D. = 1.54 (High = 2.74)

included identification of the process of humanitarian reassignments or deferments and Air Force administrative personnel actions. Another unsupported learning objective was found in block 4, Mental Health Evaluations II, and focused on procedures for administering projective tests. The last unsupported learning objectives were found in block 8, Mental Health Administration, and block 9, Clinical Experience. Even though the objectives are not supported by the data, they can be considered as important as they are concentrated on seizure precaution and cardiopulmonary resuscitation (CPR). A sample of these objectives is in Table 21, along with the accompanying JI task and survey data.

Many technical tasks performed by over 30 percent of first-enlistment personnel were not matched to the POI. These tasks included administering and scoring MCMI's, escorting patients, making rounds, participating in team conferences, operating government vehicles, and maintaining administrative files. A more complete list of these tasks, with survey data, appears in Table 22. In addition to many members performing these functions, several of these tasks are rated high in TE and TD. Training personnel and SMEs should review these and other unreferenced tasks to determine if training should be provided in the formal course. All of the computer printouts used in this analysis are contained in the Training Extract, and copies will be provided to the school and to interested functional management personnel.

JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. Therefore, the survey booklet included questions about job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current survey sample were then analyzed by making several comparisons: (1) among TAFMS groups, the current study, and a comparative sample of respondents from other Medical career fields recently surveyed, (2) between current and previous survey TAFMS groups, and (3) across those clusters and jobs identified in the **SPECIALTY JOBS** section of this report.

Table 23 compares first-enlistment (1-48 months TAFMS), second-enlistment (49-96 months TAFMS), and career (97+ months TAFMS) group data to corresponding enlistment groups from other Medical AFSCs surveyed during the previous calendar year. These data give a relative measure of how the job satisfaction of AFSC 4C0X1 personnel compares with similar Air Force specialties. Mental Health Service personnel (Table 23) within both the 1-48 months TAFMS group and the career (97+) group reported generally the same job satisfaction as that of the members of the comparative sample. However, the 49-96 months TAFMS group rated their job interest, perceived use of talent and training, and sense of accomplishment for job lower than that of the comparative sample. Overall, satisfaction for all three TAFMS groups is still relatively high. The percentages of positive responses in these comparisons reflect a career ladder where personnel appear to be quite satisfied with their jobs.

TABLE 21

EXAMPLES OF POI OBJECTIVES NOT SUPPORTED BY OSR DATA

PERCENT MEMBERS PERFORMING
 1ST JOB ENL IP OP TSK
 1ST JOB ENL IP OP ATI DIF**
 (N=52) (N=120) ATI ATI

IV 2a. Identify procedures for administering projective tests and recording patient behaviors

L411	Administer Bender Gestalt Tests	5.06	2.50	21	16	11	7	5.05
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VII 1c. Using surgical aseptic technique, correctly apply a sterile dressing. Three instructor assists allowed.

F190	Prepare dressing trays equipment	3.12	0.00	0	3	7	*	4.18
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VII 2a. Identify basic principles of chemotherapy.

I369	Observe, report, and record patients' side reactions, complications, or therapeutic effects of chemotherapy	5.94	0.62	15	17	11	2	5.73
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VIII 2a. Identify the process of humanitarian reassignments and deferment.

M505	Advise patients regarding humanitarian reassignments or deferments	4.88	2.00	6	9	11	7	5.74
------	--------------------------------------------------------------------	------	------	---	---	----	---	------

VIII 4a. Describe Air Force administrative personnel actions.

J383	Advise patients regarding administrative separation programs	3.12	1.12	19	16	7	2	5.77
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TD Mean = 5.00 S.D. = 1.00
 Inpatient TE Mean = 2.67 S.D. = 1.74 (High = 4.41)
 Outpatient TE Mean = 1.20 S.D. = 1.54 (High = 2.74)

TABLE 22

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
AFSC 4C0X1 GROUP MEMBERS AND NOT REFERENCED TO THE POI

TASKS	IP		OP		IST		IP		OP		TASK DIFF
	TNG EMPH	EMPH	TNG EMPH	EMPH	JOB (N=52)	ENL (N=120)	ATI	ATI	ATI	ATI	
D130 Participate in in-service educational programs	3.19	2.38	31	43	15	15	15	15	15	15	4.25
E151 Maintain administrative files	3.94	6.75	35	34	15	15	12	12	12	12	4.27
E160 Maintain stock levels of forms	2.50	4.00	21	33	4	10	10	10	10	10	3.78
E174 Prepare requests for medical records	2.94	6.00	29	40	5	10	10	10	10	10	2.82
E175 Prepare requests for release of information	3.44	5.25	29	34	5	10	10	10	10	10	3.29
E183 Update patient sign-in or sign-out boards	2.69	.75	58	53	8	6	6	6	6	6	1.85
G207 Act as chaperon during physical examinations of patients	4.06	1.12	52	47	5	4	4	4	4	4	2.21
G252 Escort mental health patients to appointments or procedures between hospitals	5.50	2.00	35	37	10	5	5	5	5	5	3.45
G253 Escort mental health patients to appointments or procedures within hospitals	5.62	1.50	77	68	13	8	8	8	8	8	2.85
G279 Make rounds	3.75	.00	60	50	8	0	0	0	0	0	3.48
G280 Measure and record intakes or outputs	5.69	.00	38	37	10	0	0	0	0	0	3.45
G284 Observe and record sleeping habits of patients	4.75	.62	63	53	13	6	6	6	6	6	3.28
G302 Operate government vehicles	2.06	.50	29	41	14	14	14	14	14	14	4.25
G303 Participate in team conferences	4.00	.00	37	38	15	0	0	0	0	0	4.39
I371 Participate in meetings involving case presentations or discussions	4.88	3.75	27	30	12	12	12	12	12	12	5.65
I377 Screen patients' reading or viewing materials	2.69	.75	37	37	5	4	4	4	4	4	3.67
J386 Assign new patients to therapists	2.38	5.12	23	37	4	10	10	10	10	10	3.94
J389 Inspect or check security of areas, such as records or medical storage	4.25	5.00	29	37	15	12	12	12	12	12	4.32
L430 Administer Millon Clinical Multiaxial Inventories (MCMI)s	5.88	5.75	31	33	12	12	12	12	12	12	4.76
L473 Score MCMI)s	5.88	5.12	29	33	12	12	12	12	12	12	5.55

TD Mean = 5.00 S.D. = 1.00

Inpatient TE Mean = 2.67 S.D. = 1.74 (High = 4.41)

Outpatient TE Mean = 1.20 S.D. = 1.54 (High = 2.74)

TABLE 23

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 4C0X1
TAFMS GROUPS IN CURRENT SURVEY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>		<u>97+ MOS TAFMS</u>	
	4C0X1 (N=120)	COMP SAMPLE (N=191)	4C0X1 (N=100)	COMP SAMPLE (N=238)	4C0X1 (N=166)	COMP SAMPLE (N=224)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	87	88	75	88	83	79
SO-SO	7	9	14	7	10	11
DULL	6	3	11	5	7	10
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO PERFECT	84	93	79	90	83	81
NONE TO VERY LITTLE	16	7	21	10	17	19
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO PERFECT	84	93	66	92	78	85
NONE TO VERY LITTLE	16	7	34	8	22	15
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>						
SATISFIED	74	85	73	77	75	74
NEUTRAL	11	9	7	9	9	5
DISSATISFIED	15	6	20	14	16	21
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	47	35	63	47	79	65
NO OR PROBABLY NO	53	65	37	53	7	15
WILL RETIRE	0	0	0	0	14	20

An indication of changes in job satisfaction perceptions within the career ladder is provided in Table 24, which presents TAFMS group data for 1993 survey respondents and data from respondents of both the 1985 AFSC 914X0 and the 1988 AFSC 914X1 OSRs. Generally, perceptions of job satisfaction have remained constant for all TAFMS groups when compared to the previous samples. Second-enlistment personnel decrease in perceived use of training and talents, while career group personnel show a marked increase in satisfaction of the perceived use of training when compared to the 1985 study. Overall, job satisfaction has remained stable within the career ladder.

Table 25 presents job satisfaction data for members with the major jobs identified in the career ladder structure for AFSC 4C0X1. An examination of these data may reveal indications of concern to functional managers. Job satisfaction indicators for the specialty job groups suggest that members of the Alcohol Rehabilitation Clinic (ARC) job, Superintendent job, Inpatient Nursing job, Therapy job, and Inpatient Management job are most satisfied. Only one of the five specialty job groups indicated a low degree of satisfaction, the Medical Screening job. This job constitutes less than 2 percent of the total survey sample, and personnel performing the Medical Screening job are essentially working out of the specialty.

IMPLICATIONS

As explained in the **INTRODUCTION**, this survey was conducted primarily to provide training personnel with current information on the Mental Health Service career ladder for use in reviewing current training programs and training documents. The data compiled from this survey support the current structure of the AFSC 4C0X1 career ladder. The present classification structure, as described by the AFR 39-1 Specialty Descriptions, accurately portrays the jobs in this study.

Analysis of career ladder documents indicates both the STS and POI contain a few unsupported paragraphs and learning objectives. A few of the unsupported areas in both documents are directly related (electroconvulsive therapy (ECT) and infection control) and should be reviewed to determine if their inclusion in future revisions of these documents is warranted.

No serious job satisfaction problems appear to exist within this specialty. Overall, job satisfaction responses were about the same as those of a comparative sample of similar Air Force personnel surveyed in 1992.

TABLE 24

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 4C0X1 TAFMS
GROUPS IN CURRENT SURVEY TO 1985 914X0 SURVEY AND 1988 914X1 SURVEY
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS			97+ MOS TAFMS		
	914X0	914X1	1993	1985	1988	1993	1985	1988
	1993	1985	1993	1985	1988	1993	1985	1988
<u>EXPRESSED JOB INTEREST:</u>								
INTERESTING	87	70	75	75	84	83	73	87
SO-SO	7	20	14	13	13	10	14	13
DULL	6	10	11	12	3	7	13	0
<u>PERCEIVED USE OF TALENTS:</u>								
FAIRLY WELL TO PERFECT	84	72	79	68	84	83	77	87
NONE TO VERY LITTLE	16	28	21	32	16	17	23	13
<u>PERCEIVED USE OF TRAINING:</u>								
FAIRLY WELL TO PERFECT	84	67	84	71	84	78	20	92
NONE TO VERY LITTLE	16	32	16	29	16	22	80	8
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>								
SATISFIED	74	57	74	61	75	75	71	79
NEUTRAL	11	10	7	9	9	9	6	5
DISSATISFIED	15	33	19	30	16	16	23	16
<u>REENLISTMENT INTENTIONS:</u>								
YES OR PROBABLY YES	47	60	50	59	72	79	72	82
NO OR PROBABLY NO	53	40	50	41	28	7	10	0
WILL RETIRE	0	0	0	0	0	14	18	18

TABLE 25

JOB SATISFACTION INDICATORS FOR AFSC 4C0X1 JOBS
(PERCENT MEMBERS RESPONDING)

	OUTPATIENT CLUSTER					
	PSYCH TESTING JOB (N=21)	FAMILY ADVOCACY JOB (N=10)	INPROCESS JOB (N=46)	OUTPATIENT MANAGEMENT JOB (N=69)	THERAPY JOB (N=15)	MEDICAL SCREENING JOB (N=6)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	71	80	74	81	87	33
SO-SO	10	20	9	16	0	33
DULL	19	0	17	3	13	33
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO PERFECT	62	80	70	80	80	33
NONE TO VERY LITTLE	38	20	30	20	20	67
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO PERFECT	57	50	63	77	87	50
NONE TO VERY LITTLE	43	50	37	23	13	50
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>						
SATISFIED	52	70	61	78	87	50
NEUTRAL	10	10	7	7	0	33
DISSATISFIED	38	20	33	13	13	17
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	52	90	72	71	80	33
NO OR PROBABLY NO	48	10	28	19	13	67
WILL RETIRE	0	0	0	10	7	0

TABLE 25 (CONTINUED)

JOB SATISFACTION INDICATORS FOR AFSC 4C0X1 JOBS
(PERCENT MEMBERS RESPONDING)

	<u>INPATIENT CLUSTER</u>					WHMC SOCIAL WORKER JOB (N=5)	TECHNICAL INSTRUCTOR JOB (N=5)	SUPERIN- TENDENT JOB (N=5)
	ARC JOB (N=7)	INPATIENT MGMT JOB (N=7)	INPATIENT NURSING JOB (N=118)	WHMC SOCIAL WORKER JOB (N=5)	TECHNICAL INSTRUCTOR JOB (N=5)			
<u>EXPRESSED JOB INTEREST:</u>								
INTERESTING	100	86	89	80	80	80	100	
SO-SO	0	14	7	20	20	20	0	
DULL	0	0	4	0	0	0	0	
<u>PERCEIVED USE OF TALENTS:</u>								
FAIRLY WELL TO PERFECT	100	100	87	80	80	80	100	
NONE TO VERY LITTLE	0	0	13	20	20	20	0	
<u>PERCEIVED USE OF TRAINING:</u>								
FAIRLY WELL TO PERFECT	86	100	89	80	80	80	80	
NONE TO VERY LITTLE	14	0	11	20	20	20	20	
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>								
SATISFIED	86	86	77	80	80	80	100	
NEUTRAL	0	14	11	0	0	20	0	
DISSATISFIED	14	0	12	20	20	0	0	
<u>REENLISTMENT INTENTIONS:</u>								
YES OR PROBABLY YES	71	86	59	80	80	80	80	
NO OR PROBABLY NO	29	14	40	0	0	0	0	
WILL RETIRE	0	0	1	20	20	20	20	

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APPENDIX A
REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS

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TABLE A1

**OUTPATIENT MENTAL HEALTH SERVICE CLUSTER
(STG9)**

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
A25 Participate in meetings, such as staff meetings, briefings, or conferences	92
J391 Schedule clinic appointments	86
E156 Maintain or dispose of mental health records	80
E161 Make entries in mental health records	80
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	78
J390 Receive patients for appointments or treatment	76
E175 Prepare requests for release of information	74
J388 Conduct intake interviews	73
E181 Review patients' records for completeness	72
J393 Screen military or other records to obtain information regarding social or medical histories	67
A5 Determine work priorities	65
D130 Participate in in-service educational programs	65
E174 Prepare requests for medical records	65
E151 Maintain administrative files	63
J392 Screen medical records to determine security clearances or PRP eligibilities	63
A3 Coordinate work activities with other sections or agencies	59
L443 Administer Shipley Institute of Living Scales	58
L431 Administer Minnesota Multiphasic Personality Inventories (MMPIs)	58
A16 Establish documentation files	57
L430 Administer Millon Clinical Multiaxial Inventories (MCMI)	57
B45 Direct administrative functions	57
L489 Score Shipley Institute of Living Scales	55
B49 Draft correspondence	55
A10 Develop work methods or procedures	55
L432 Administer MMPI-IIs	54
J386 Assign new patients to therapists	54
B38 Act as liaison between mental health services, base units, or agencies	54
E147 Identify or evaluate supply problems	54
E172 Prepare or annotate special duty or overseas duty assignment clearance forms	53
L477 Score MMPI-IIs	53

TABLE A2
PSYCHOLOGICAL TESTING JOB
(STG30)

<u>TASKS</u>	<u>PERCENT</u> <u>PERFORMING</u>
E156 Maintain or dispose of mental health records	81
L477 Score MMPI-IIs	81
A25 Participate in meetings, such as staff meetings, briefings, or conferences	81
E161 Make entries in mental health records	81
L432 Administer MMPI-IIs	76
L473 Score MCMIIs	76
L489 Score Shipley Institute of Living Scales	76
L430 Administer Millon Clinical Multiaxial Inventories (MCMIIs)	76
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	71
L443 Administer Shipley Institute of Living Scales	71
E175 Prepare requests for release of information	71
J391 Schedule clinic appointments	67
L431 Administer Minnesota Multiphasic Personality Inventories (MMPIIs)	67
E181 Review patients' records for completeness	57
L476 Score MMPIIs	57
E174 Prepare requests for medical records	57
L448 Administer Wechsler Adult Intelligence Scales (WAIS/Rs)	57
L493 Score WAIS/Rs	57
J386 Assign new patients to therapists	47
J390 Receive patients for appointments or treatment	43
D130 Participate in in-service educational programs	33
J393 Screen military or other records to obtain information regarding social or medical histories	33
E137 Assemble patients' charts or mental health unit admission packs	33
E155 Maintain or dispose of family advocacy files	33
M504 Advise patients regarding family advocacy programs	33

TABLE A3
FAMILY ADVOCACY JOB
(STG50)

<u>TASKS</u>	<u>PERCENT</u> <u>PERFORMING</u>
E151 Maintain administrative files	100
A25 Participate in meetings, such as staff meetings, briefings, or conferences	90
E155 Maintain or dispose of family advocacy files	90
J391 Schedule clinic appointments	90
E181 Review patients' records for completeness	90
E172 Prepare or annotate special duty or overseas duty assignment clearance forms	90
E175 Prepare requests for release of information	90
A10 Develop work methods or procedures	80
A16 Establish documentation files	80
E156 Maintain or dispose of mental health records	70
J393 Screen military or other records to obtain information regarding social or medical histories	70
J390 Receive patients for appointments or treatment	70
E174 Prepare requests for medical records	70
M504 Advise patients regarding family advocacy programs	70
K408 Participate in family advocacy programs	70
J386 Assign new patients to therapists	70
E154 Maintain official correspondence files	70
E160 Maintain stock levels of forms	70
A24 Make inputs to standard operating procedures (SOPs)	70
M505 Advise patients regarding humanitarian reassignments or deferments	70
A3 Coordinate work activities with other sections or agencies	60
A5 Determine work priorities	60
A29 Prepare agenda for staff meetings	60
E170 Prepare minutes of briefings or conferences	50
A4 Determine personnel requirements	50
C70 Evaluate administrative problems	50
A26 Plan or prepare briefings	50
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	50
A9 Develop self-inspection programs	50
J392 Screen medical records to determine security clearances or PRP eligibilities	50

TABLE A4

INPROCESSING JOB
(STG70)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
J391 Schedule clinic appointments	100
E156 Maintain or dispose of mental health records	96
E161 Make entries in mental health records	93
A25 Participate in meetings, such as staff meetings, briefings, or conferences	93
J388 Conduct intake interviews	89
J390 Receive patients for appointments or treatment	85
J392 Screen medical records to determine security clearances or PRP eligibilities	85
E181 Review patients' records for completeness	80
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	80
E151 Maintain administrative files	78
E175 Prepare requests for release of information	78
J386 Assign new patients to therapists	76
J393 Screen military or other records to obtain information regarding social or medical histories	76
E172 Prepare or annotate special duty or overseas duty assignment clearance forms	74
L443 Administer Shipley Institute of Living Scales	74
L489 Score Shipley Institute of Living Scales	72
L430 Administer Millon Clinical Multiaxial Inventories (MCMIs)	72
E174 Prepare requests for medical records	70
L477 Score MMPI-IIs	70
L432 Administer MMPI-IIs	67
E160 Maintain stock levels of forms	65
L473 Score MCMIs	65
L431 Administer Minnesota Multiphasic Personality Inventories (MMPIs)	65
O529 Assist with determining mental health qualifications of personnel applying for security clearances	65
I342 Conduct or participate in crisis intervention therapy with patients	65
A3 Coordinate work activities with other sections or agencies	63
E147 Identify or evaluate supply problems	61
E158 Maintain publication files	59
E154 Maintain official correspondence files	59
B38 Act as liaison between mental health services, base units, or agencies	59

TABLE A5
OUTPATIENT MANAGEMENT JOB
(STG79)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
A25 Participate in meetings, such as staff meetings, briefings, or conferences	97
A5 Determine work priorities	96
B45 Direct administrative functions	93
B49 Draft correspondence	93
J391 Schedule clinic appointments	91
C70 Evaluate administrative problems	87
A19 Establish organizational policies or operating instructions	87
A17 Establish equipment, supply, or workspace requirements	87
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	87
J390 Receive patients for appointments or treatment	86
A3 Coordinate work activities with other sections or agencies	86
D130 Participate in in-service educational programs	86
E156 Maintain or dispose of mental health records	84
A10 Develop work methods or procedures	83
E161 Make entries in mental health records	83
B57 Inventory equipment or supplies	83
E175 Prepare requests for release of information	83
J393 Screen military or other records to obtain information regarding social or medical histories	81
B38 Act as liaison between mental health services, base units, or agencies	81
B44 Counsel subordinates on personal or military-related matters	81
J388 Conduct intake interviews	81
A16 Establish documentation files	80
A9 Develop self-inspection programs	78
E150 Maintain accountability of equipment or supplies	78
B56 Interpret policies, directives, or procedures for subordinates	77
E174 Prepare requests for medical records	77
C69 Evaluate administrative forms, files, or procedures	75
J392 Screen medical records to determine security clearances or PRP eligibilities	75
B43 Counsel subordinates on job progression or career development	75
C76 Evaluate maintenance or use of equipment, supplies, or workspace	75

TABLE A6

THERAPY JOB
(STG82)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
I344 Conduct or participate in individual or one-to-one therapy with patients	100
J388 Conduct intake interviews	100
J391 Schedule clinic appointments	100
J390 Receive patients for appointments or treatment	100
E161 Make entries in mental health records	100
E156 Maintain or dispose of mental health records	100
I342 Conduct or participate in crisis intervention therapy with patients	93
G263 Identify problems or needs of patients	93
I367 Observe, report, and record observations on patients' behavior	93
J393 Screen military or other records to obtain information regarding social or medical histories	93
I371 Participate in meetings involving case presentations or discussions	93
A25 Participate in meetings, such as staff meetings, briefings, or conferences	93
I351 Counsel patients on available referral agencies	93
K396 Assist in developing therapy plans for patients displaying symptoms of anxiety	87
I366 Observe, report, and record observations on patients' appearance, such as manner of dress	87
K397 Assist in developing therapy plans for patients displaying symptoms of depression	87
I354 Discuss importance of prescribed treatment or medications with patients	87
D130 Participate in in-service educational programs	87
E175 Prepare requests for release of information	87
I368 Observe, report, and record observations on patients' conversation	80
K409 Prepare preliminary psychological or evaluation reports for clinical psychologists or psychiatrists	80
L430 Administer Millon Clinical Multiaxial Inventories (MCMIs)	80
L473 Score MCMIs	80
K400 Assist in developing therapy plans for patients displaying symptoms of social withdrawal	80
I348 Conduct telephone follow-up contacts with therapy patients	80
A5 Determine work priorities	80
E181 Review patients' records for completeness	80
I355 Discuss reality of patients' conditions with patients	73
I352 Counsel patients on health care benefits, such as CHAMPUS	73
I357 Encourage patient participation in activities	73

TABLE A7
MEDICAL SCREENING JOB
(STG94)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
E146 Explain DD Forms 2005 (Privacy Act Statement-Health Care Records) to patients	100
J386 Assign new patients to therapists	100
G293 Obtain and record blood pressures	100
G294 Obtain and record body weights	100
G295 Obtain and record heights	100
E174 Prepare requests for medical records	100
E161 Make entries in mental health records	100
E173 Prepare records or graphs, other than training	100
F187 Perform handwashing techniques	83
E156 Maintain or dispose of mental health records	83
G296 Obtain and record pulse rates	83
E181 Review patients' records for completeness	83
G297 Obtain and record respirations	83
J391 Schedule clinic appointments	83
J388 Conduct intake interviews	83
D130 Participate in in-service educational programs	83
J390 Receive patients for appointments or treatment	83
A25 Participate in meetings, such as staff meetings, briefings, or conferences	83
G298 Obtain and record temperatures	83
G263 Identify problems or needs of patients	67
G254 Establish therapeutic patient rapport	67
I338 Assist in operation of biofeedback training equipment	67
I362 Monitor patients during biofeedback procedures	67
E162 Prepare biographical questionnaires	67
I359 Instruct patients in biofeedback techniques	67
E163 Prepare child development history forms	67
B45 Direct administrative functions	67
E151 Maintain administrative files	67
D103 Conduct mental health topic training or briefings for other hospitals or base agencies	67
D104 Conduct OJT	67

TABLE A8

INPATIENT MENTAL HEALTH SERVICE CLUSTER
(STG38)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
G293 Obtain and record blood pressures	98
G296 Obtain and record pulse rates	98
G297 Obtain and record respirations	96
G298 Obtain and record temperatures	96
I357 Encourage patient participation in activities	95
G254 Establish therapeutic patient rapport	94
G294 Obtain and record body weights	94
H316 Admit and orient patients to units	93
I367 Observe, report, and record observations on patients' behavior	93
G295 Obtain and record heights	91
H315 Adjust or inspect refrigerators for proper temperatures	91
G285 Observe and report emotional status or needs of patients	91
I387 Check patients' personal belongings for unauthorized items, such as drugs or weapons	91
G253 Escort mental health patients to appointments or procedures within hospitals	90
I344 Conduct or participate in individual or one-to-one therapy with patients	89
I343 Conduct or participate in group therapy with patients	89
H320 Enforce units' visiting policies	89
I358 Initiate verbal intervention	87
H317 Attach patients' armbands	86
I368 Observe, report, and record observations on patients' conversation	85
I345 Conduct or participate in patient education classes	85
F187 Perform handwashing techniques	84
E183 Update patient sign-in or sign-out boards	84
F185 Label specimens	83
E182 Stamp addressograph data forms	82
I366 Observe, report, and record observations on patients' appearance, such as manner of dress	82
A25 Participate in meetings, such as staff meetings, briefings, or conferences	82
I372 Participate in rehashes of therapy sessions	82
I346 Conduct or participate in recreational therapy with patients	81
G279 Make rounds	80

TABLE A9**ALCOHOL REHABILITATION CLINIC (ARC) JOB
(STG64)**

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
G254 Establish therapeutic patient rapport	100
A25 Participate in meetings, such as staff meetings, briefings, or conferences	100
F187 Perform handwashing techniques	100
H320 Enforce units' visiting policies	100
I343 Conduct or participate in group therapy with patients	86
I357 Encourage patient participation in activities	86
G285 Observe and report emotional status or needs of patients	86
I345 Conduct or participate in patient education classes	86
G298 Obtain and record temperatures	86
G296 Obtain and record pulse rates	86
G293 Obtain and record blood pressures	86
H315 Adjust or inspect refrigerators for proper temperatures	86
I367 Observe, report, and record observations on patients' behavior	71
I372 Participate in rehashes of therapy sessions	71
K395 Assist in developing therapy plans for patients displaying symptoms of alcoholism	71
H316 Admit and orient patients to units	71
G297 Obtain and record respirations	71
H317 Attach patients' armbands	71
E136 Assemble alcohol rehabilitation center (ARC) admission packs	71
G294 Obtain and record body weights	71
G295 Obtain and record heights	71

TABLE A10
INPATIENT MANAGEMENT JOB
(STG115)

<u>TASKS</u>	<u>PERCENT</u> <u>PERFORMING</u>
I345 Conduct or participate in patient education classes	100
A25 Participate in meetings, such as staff meetings, briefings, or conferences	100
I357 Encourage patient participation in activities	100
F186 Participate in patient care conferences	100
A5 Determine work priorities	100
H316 Admit and orient patients to units	100
N511 Assist with air evacuation procedures	100
A3 Coordinate work activities with other sections or agencies	100
G298 Obtain and record temperatures	100
G293 Obtain and record blood pressures	100
G296 Obtain and record pulse rates	100
H328 Monitor patients' use of telephone	100
K395 Assist in developing therapy plans for patients displaying symptoms of alcoholism	86
I343 Conduct or participate in group therapy with patients	86
I372 Participate in rehashes of therapy sessions	86
G285 Observe and report emotional status or needs of patients	86
I344 Conduct or participate in individual or one-to-one therapy with patients	86
J388 Conduct intake interviews	86
C83 Evaluate work schedules	86
H320 Enforce units' visiting policies	86
I346 Conduct or participate in recreational therapy with patients	86
A22 Identify equipment or facility maintenance requirements	86
A17 Establish equipment, supply, or workspace requirements	86
E136 Assemble alcohol rehabilitation center (ARC) admission packs	86
E176 Prepare requisitions for local purchase of supply items	86
B46 Direct development or maintenance of status boards, graphs, or charts	86
G297 Obtain and record respirations	86
G302 Operate government vehicles	86
H315 Adjust or inspect refrigerators for proper temperatures	86
G254 Establish therapeutic patient rapport	86

TABLE A11
INPATIENT NURSING JOB
(STG88)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
G293 Obtain and record blood pressures	99
G297 Obtain and record respirations	98
G296 Obtain and record pulse rates	98
G298 Obtain and record temperatures	97
I357 Encourage patient participation in activities	97
G294 Obtain and record body weights	97
I367 Observe, report, and record observations on patients' behavior	96
G254 Establish therapeutic patient rapport	95
H316 Admit and orient patients to units	95
J387 Check patients' personal belongings for unauthorized items, such as drugs or weapons	95
G253 Escort mental health patients to appointments or procedures within hospitals	95
G295 Obtain and record heights	94
I344 Conduct or participate in individual or one-to-one therapy with patients	93
G285 Observe and report emotional status or needs of patients	92
H315 Adjust or inspect refrigerators for proper temperatures	92
I358 Initiate verbal intervention	92
I343 Conduct or participate in group therapy with patients	91
I368 Observe, report, and record observations on patients' conversation	90
H320 Enforce units' visiting policies	90
H317 Attach patients' armbands	89
G284 Observe and record sleeping habits of patients	88
E183 Update patient sign-in or sign-out boards	88
I366 Observe, report, and record observations on patients' appearance, such as manner of dress	87
F185 Label specimens	87
G279 Make rounds	86
E182 Stamp addressograph data forms	85
I345 Conduct or participate in patient education classes	85
I336 Apply mechanical restraints, such as leather straps or sheet restraints	85
I346 Conduct or participate in recreational therapy with patients	84
F187 Perform handwashing techniques	83

TABLE A12

**WHMC SOCIAL WORKER JOB
(STG78)**

<u>TASKS</u>	<u>PERCENT PERFORMING</u>
M509 Participate in patient discharge planning or referrals	100
M510 Refer patients to public or private social service agencies	100
M502 Act as liaison between military and civilian communities	100
I352 Counsel patients on health care benefits, such as CHAMPUS	100
I348 Conduct telephone follow-up contacts with therapy patients	100
I351 Counsel patients on available referral agencies	100
I337 Arrange lodging for families of patients	100
I355 Discuss reality of patients' conditions with patients	100
A25 Participate in meetings, such as staff meetings, briefings, or conferences	100
A5 Determine work priorities	80
I356 Discuss recreational, occupational, or educational programs with patients	80
I353 Counsel patients or relatives on emotional factors related to patients' medical condition	80
G254 Establish therapeutic patient rapport	80
M507 Determine available medical or social services by contacting community hospitals or social service agencies	80
M506 Contact commanders, hospitals, or community social service agencies to obtain pertinent patient information	80
E182 Stamp addressograph data forms	80
G303 Participate in team conferences	80
I349 Contact hospitals to obtain pertinent patient information	80
F186 Participate in patient care conferences	80
O534 Consult or coordinate treatment with civilian physicians	80
B41 Conduct orientation of newly assigned personnel	80
M505 Advise patients regarding humanitarian reassignments or deferments	80
I358 Initiate verbal intervention	60
E145 Document time spent on patient care	60
G263 Identify problems or needs of patients	60
I371 Participate in meetings involving case presentations or discussions	60
O535 Consult or coordinate treatment with military physicians	60
G285 Observe and report emotional status or needs of patients	60
I340 Assist with development of treatment care plans	60
A3 Coordinate work activities with other sections or agencies	60

TABLE A13

**TECHNICAL INSTRUCTOR JOB
(STG36)**

TASKS	<u>PERCENT PERFORMING</u>
D122 Evaluate effectiveness of training programs	100
D113 Develop course curricula, plans of instruction, or specialty training standards (STSs)	100
A25 Participate in meetings, such as staff meetings, briefings, or conferences	100
D109 Counsel trainees on training progress	100
D115 Develop performance tests	100
D105 Conduct resident course classroom training	80
D127 Evaluate training methods or techniques	80
D126 Evaluate training materials or aids	80
C86 Inspect personnel for compliance with military standards	80
E152 Maintain counseling forms	80
D134 Procure training aids, space, or equipment	80
D117 Develop training aids	80
A3 Coordinate work activities with other sections or agencies	80
C70 Evaluate administrative problems	80
D103 Conduct mental health topic training or briefings for other hospitals or base agencies	80
D125 Evaluate progress of resident course students	60
D124 Evaluate personnel for training needs	60
A26 Plan or prepare briefings	60
D129 Maintain training records, charts, or graphs	60
B44 Counsel subordinates on personal or military-related matters	60
A5 Determine work priorities	60
B47 Direct evaluations of personnel	60
D131 Plan advanced or special training	60
A10 Develop work methods or procedures	60
D108 Conduct training for military personnel with AFSCs other than 914X0	60
B56 Interpret policies, directives, or procedures for subordinates	60
D111 Demonstrate how to locate technical or medical information	60

TABLE A14
SUPERINTENDENTS JOB
(STG40)

<u>TASKS</u>	<u>PERCENT</u> <u>PERFORMING</u>
A25 Participate in meetings, such as staff meetings, briefings, or conferences	100
B44 Counsel subordinates on personal or military-related matters	100
B38 Act as liaison between mental health services, base units, or agencies	100
A4 Determine personnel requirements	100
B45 Direct administrative functions	100
A1 Assign personnel to duty positions	100
A3 Coordinate work activities with other sections or agencies	100
A11 Draft budget requirements	100
A14 Draft or revise military job descriptions	80
C70 Evaluate administrative problems	80
B56 Interpret policies, directives, or procedures for subordinates	80
B49 Draft correspondence	80
C65 Analyze workload requirements	80
C90 Review or edit recommendations for awards or decorations	80
C89 Review, edit, or coordinate on official correspondence or messages with appropriate agencies	80
C92 Serve on promotion or awards boards	80
A19 Establish organizational policies or operating instructions	80
B43 Counsel subordinates on job progression or career development	60
B42 Conduct staff meetings	60
B63 Supervise Mental Health Service Technicians (AFSC 91470)	60
A5 Determine work priorities	60
A2 Assign sponsors for newly assigned personnel	60
A15 Establish cost-reduction programs	60
A26 Plan or prepare briefings	60
E170 Prepare minutes of briefings or conferences	60
D130 Participate in in-service educational programs	60