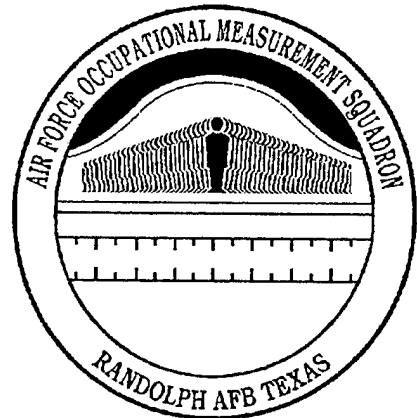
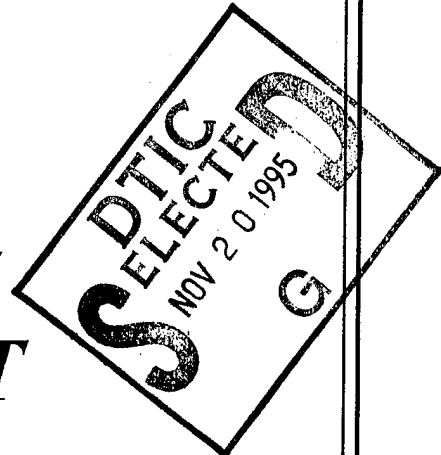


DTIC



**UNITED STATES
AIR FORCE**

OCCUPATIONAL SURVEY REPORT



19951115 075

DTIC QUALITY INSPECTED 8

VEHICLE OPERATOR/DISPATCHER

AFSC 2T1X1

AFPT 90-603-988

OCTOBER 1995

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

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347 TRNS/LGTO (3399 GEORGIA STREET, MOODY AFB GA 31699-1790)	1			

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PREFACE

This report presents the results of an Air Force occupational survey of the Vehicle Operator/Dispatcher (AFSC 2T1X1) career ladder. 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.

CMSgt Wendell L. Beaty, Inventory Development Specialist, developed the survey instrument. Captain Shannen M. Batchelor, Occupational Analyst, analyzed the data and wrote the final report. Ms Olga Velez provided computer programming support, and Mr. Richard G. Ramos provided administrative support.

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 Air Force 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 Vehicle Operator/Dispatcher (AFSC 2T1X1) career ladder incumbents were surveyed to obtain current task and equipment data for use in examining training programs. Survey results are based on responses from 2,149 members worldwide. All commands were proportionately represented.
2. Career Ladder Structure: Structure analysis identified three job clusters and six independent jobs: Vehicle Operations Job Cluster, Dispatcher Job Cluster, Management/Supervisory Job Cluster, Vehicle Control Independent Job (IJ), Fleet Management Independent Job, Quality Assurance Independent Job, Operator's Records and Licensing Section Independent Job, Readiness Support Independent Job, and Transportation Control Center (TCC) Independent Job.
3. Career Ladder Progression: Personnel in the AFSC 2T1X1 career ladder follow a typical career progression pattern. Inexperienced personnel perform technical work in support of vehicle operations. More experienced personnel perform technical and administrative functions in support of these same operations. Experienced personnel perform mostly supervisory and managerial functions rather than technical tasks.
4. Training Analysis: A match of survey data to the draft AFSC 2T1X1 Specialty Training Standard (STS) identified only a few items not supported, indicating that the survey data supported the STS very well. A similar match of data to the Plan of Instruction (POI) for the 3ABR2T131 course revealed fewer unsupported training objectives, again indicating that the survey data supported the POI very well. Career ladder functional managers and training personnel should carefully review these few nonsupported STS and POI entries to justify their continued inclusion in training documents.
5. Job Satisfaction Analysis: Overall, AFSC 2T1X1 members are not as satisfied with their jobs as members of a comparative sample of direct support career ladder personnel. Furthermore, members of the current sample are as satisfied with their jobs as the previous AFSC 2T1X1 (formerly AFSC 603X0) personnel surveyed in 1987. Job satisfaction data for members of specific career ladder jobs shows that most job members are satisfied with their work. Only the Vehicle Operator Job Cluster and the TCC IJ incumbents feel that they do not gain a great sense of accomplishment from their work.
6. Implications: The current AFSC 2T1X1 career ladder job structure is similar to the job structure identified in the 1987 Occupational Survey Report. The AFM 36-2108 *Specialty Descriptions* accurately describe the jobs and tasks personnel at all skill-levels perform, and job satisfaction is generally positive for identified jobs. The training documents analysis identified very few unsupported STS items and POI learning objectives. Training personnel and career ladder functional managers should review these documents to ensure they are complete and appropriate.

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**OCCUPATIONAL SURVEY REPORT (OSR)
VEHICLE OPERATOR/DISPATCHER CAREER LADDER
AFSC 2T1X1**

INTRODUCTION

This is an AF Occupational Measurement Squadron occupational survey report (OSR) of the Vehicle Operator/Dispatcher (AFSC 2T1X1) career ladder. This survey is intended to update the current data base, and to identify any changes that may have taken place since the last survey in 1987.

Background

The AFMAN 36-2108 *Specialty Description* for this career field states that members perform and manage vehicle operations functions and activities. Included are dispatching, operating, and servicing motor vehicles, such as general and special purpose, base maintenance, and material handling vehicles. They also perform fleet management duties, account for vehicle fleet, issue driver's licenses, and conduct analyses. Furthermore, they plan, organize, and direct vehicle transportation to support operational missions.

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) AFPT 90-603-988, dated October 1992. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, and tasks from previous applicable OSRs. The preliminary task list was refined and validated through personal interviews with 31 Subject-Matter Experts (SMEs) selected to cover a variety of major commands (MAJCOMs) at the following locations:

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<u>BASE</u>	<u>REASON FOR VISIT</u>
Sheppard AFB TX	Technical Training School
Davis-Monthan AFB AZ	355th Transportation Squadron (Objective wing structure)
Grand Forks AFB ND	319th Transportation Squadron (Transportation Control Center)
Randolph AFB TX	12th Transportation Squadron (HQ AETC, MPC-DV support)
Pope AFB NC	317th Transportation Squadron (Mobile Aerial Support Squadron)
Kelly AFB TX	2851st Air Base Group (Contract operated)
Mountain Home AFB ID	366th Wing Group (Operating composite wing)

Others contacted include Air Force Military Personnel Center classification personnel, functional and resource managers, the Air Force functional manager, and the HQ AETC Action Officer.

The resulting JI contains a comprehensive listing of 392 tasks grouped under 13 duty headings, with a background section requesting incumbents to indicate their grade, job title, time in present job, time in service, job satisfaction, and equipment they maintain in their present job.

Survey Administration

Base training offices at operational bases worldwide administered the inventory to all eligible AFSC 2T1X1 personnel. Members eligible for the survey consisted of the total assigned 3-, 5-, 7-, 9-, and CEM-skill level populations, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the 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 completing the inventory first filled in an identification and biographical information section and then checked each task he or she currently performed on the job. After checking tasks performed, each individual rated tasks checked on a 9-point scale showing relative time spent on that task, compared to other tasks performed. The ratings range from 1 (very small amount time spent) to 9 (very large amount time spent).

To determine relative time spent for each task, all incumbent's ratings are assumed to account for 100 percent of job time. The ratings are, therefore, summed and each individual task rating is divided by the total of all task ratings and subsequently multiplied by 100 to provide a relative percentage of time spent on each task.

Survey Sample

Personnel were selected to participate in this study to ensure an accurate representation across MAJCOMs and paygrades. Table 1 reflects the percentage, by MAJCOM, of assigned and sampled AFSC 2T1X1 individuals. The 2,149 respondents in the final sample represent 65 percent of all assigned AFSC 2T1X1 personnel. The data are displayed showing assigned and sampled populations, based on the current MAJCOM structure. This table demonstrates that the sample closely approximates the MAJCOM representation of AFSC 2T1X1 members. Table 2 reflects the percentage distribution by paygrade groups. This table further emphasizes the sample accurately reflects the overall career ladder 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 2T1X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). The TE and TD booklets were processed separately from the JIs. The information gained from these task factor data is used in various analyses and is a valuable part of the training decision process.

Training Emphasis (TE). Individuals completing TE booklets were asked to rate tasks on a 10-point scale (from no training required to extremely high amounts of structured training required). Structured training is defined as training provided at resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. TE data were independently collected from 52 experienced 7-skill level personnel stationed worldwide. The interrater reliability for these raters was good, indicating there was strong agreement among raters concerning which tasks required some form of structured training and which did not. In this specialty, tasks have an average TE rating of 2.67 and a standard deviation of 1.28. Tasks considered high in TE have ratings of 3.95 and above. TE rating data may also be used to rank order tasks indicating those tasks which senior NCOs in the field consider the most important for first-enlistment personnel to know how to perform.

TABLE 1

MAJCOM REPRESENTATION IN SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
ACC	38	34
AMC	18	17
USAFE	14	14
PACAF	12	14
AETC	6	9
AFMC	6	7
AFSPACECOM	1	3
OTHER	5	2

TOTAL ASSIGNED = 3,301

TOTAL SURVEYED = 2,916

TOTAL IN SAMPLE = 2,149

PERCENT OF ASSIGNED IN SAMPLE = 65%

PERCENT OF SURVEYED IN SAMPLE = 74%

TABLE 2

PAYGRADE DISTRIBUTION OF SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	35	34
E-4	31	31
E-5	16	17
E-6	10	10
E-7	6	6
E-8	1	1
E-9	1	1

Task Difficulty (TD). Each individual completing a TD booklet was asked to rate all of the tasks on a 9-point scale (from extremely low to extremely high) as to the relative difficulty of each task in the inventory. Difficulty is defined as the length of time required for the average incumbent to learn how to perform the task. TD data were independently collected from 59 experienced 7-skill level personnel stationed worldwide. Interrater reliability was excellent, reflecting very strong agreement among raters. Ratings were standardized so tasks have an average difficulty of 5.00, with a standard deviation of 1.00. The resulting data yielded a rank ordering of tasks indicating the degree of difficulty for each task in the inventory.

When used in conjunction with primary criterion of percent members performing, TD and TE ratings can provide insights into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction which support 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 the respondents perform. The Comprehensive Occupational Data Analysis Programs (CODAP) assist by creating an individual job description for each respondent based on tasks performed and relative amount of time spent on tasks. The CODAP automated job clustering program then compares all 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, CODAP either adds new members to this initial group, or forms new groups based on 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 performing 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

Based on analysis of tasks performed and amount of time spent performing each task, six independent jobs (IJ) and three clusters of jobs were identified. Figure 1 illustrates the jobs performed by AFSC 2T1X1 personnel.

A listing of this cluster and independent jobs is provided below. The stage (STG) number shown beside each title references computer printed information, while the letter "N" represents the number of personnel in each group.

**VEHICLE OPERATOR/DISPATCHER JOBS
AFSC 2T1X1**

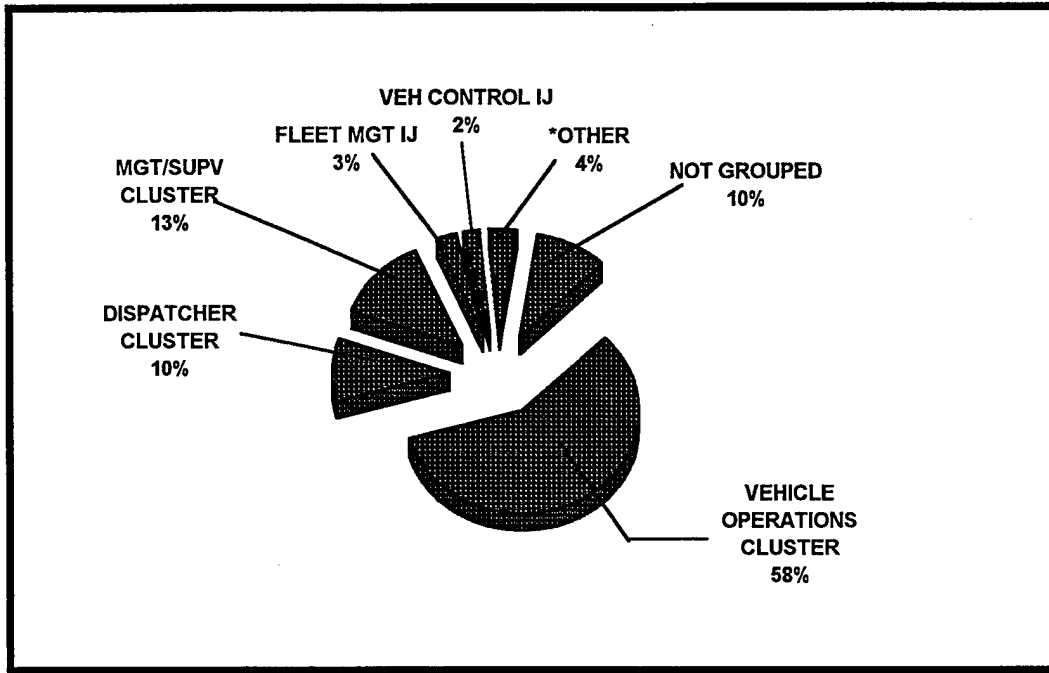


FIGURE 1

* OTHER JOBS:
QUALITY ASSURANCE IJ
OPERATOR'S RECORDS AND LICENSING SECTION IJ
READINESS SUPPORT IJ
TRANSPORTATION CONTROL CENTER (TCC) IJ

I. Vehicle Operations Job Cluster (STG076, N=1,257)

- Ia. Entry-Level Servicing/Maintenance Job
- Ib. Vehicle Operator Job
- Ic. Entry-Level Vehicle Operator/Dispatcher Job
- Id. Vehicle Operator/Dispatcher Job
- Ie. Vehicle Operator/Maintenance Job
- If. Maintenance/Inspection Job

II. Dispatcher Job Cluster (STG092, N=212)

- IIa. Dispatcher Job
- IIb. Senior/Chief Dispatcher Job

- III. Management/Supervisory Job Cluster (STG062, N=282)
 - IIIa. Vehicle Operations Management Job
 - IIIb. Dispatch Support Supervisor Job
 - IIIc. Vehicle Operations Superintendent Job
 - IIId. Combat Readiness Planning Job
- IV. Vehicle Control Independent Job (STG120, N=47)
- V. Fleet Management Independent Job (STG172, N=75)
- VI. Quality Assurance Independent Job (STG196, N=11)
- VII. Operator's Records and Licensing Section Independent Job (STG179, N=25)
- VIII. Readiness Support Independent Job (STG156, N=11)
- IX. Transportation Control Center (TCC) Independent Job (STG168, N=11)

The respondents forming these groups account for 90 percent of the survey sample. The remaining 10 percent were performing tasks which did not group with any defined jobs.

Group Descriptions

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

TABLE 3

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

DUTIES	VEHICLE OPS CLUSTER (STG076)	DISPATCHER CLUSTER (STG092)	MANAGEMENT/ SUPERVISORY CLUSTER (STG062)	VEHICLE CONTROL JOB (STG120)	FLEET MANAGEMENT JOB (STG172)
A ORGANIZING AND PLANNING	2	8	17	6	11
B DIRECTING AND IMPLEMENTING	3	12	14	4	9
C INSPECTING AND EVALUATING	3	6	16	8	9
D TRAINING	2	3	8	4	3
E PERFORMING ADMINISTRATIVE FUNCTIONS	1	4	6	4	7
F PERFORMING FIELD OR EMERGENCY ACTIONS	4	1	2	1	*
G PERFORMING FLEET MANAGEMENT	1	1	11	56	56
H PERFORMING QUALITY ASSURANCE EVALUATION (QAE) ACTIONS	*	*	*	1	1
I DISPATCHING VEHICLES	13	54	6	2	1
J OPERATING VEHICLES	41	6	10	7	2
K SERVICING OR MAINTAINING VEHICLES	29	4	8	7	1
L PERFORMING MISSILE COMPLEX TRANSPORTATION CONTROL CENTER (TCC) ACTIONS	*	1	*	*	*
M PERFORMING MOBILE AERIAL PORT SQUADRON FUNCTIONS	*	*	*	*	*

* Denotes less than 1 percent

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

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

DUTIES	QUALITY ASSURANCE JOB (STG196)	OPERATOR'S RECORDS/LICENSING JOB (STG179)	READINESS SUPPORT JOB (STG156)	TRANSPORTATION CONTROL CENTER JOB (STG168)
A ORGANIZING AND PLANNING	7	5	24	13
B DIRECTING AND CONTROLLING	3	2	15	3
C INSPECTING AND EVALUATING	7	6	12	5
D TRAINING	1	4	13	7
E PERFORMING ADMINISTRATIVE FUNCTIONS	4	6	32	3
F PERFORMING FIELD OR EMERGENCY ACTIONS	2	1	*	*
G PERFORMING FLEET MANAGEMENT	30	69	*	*
H PERFORMING QUALITY ASSURANCE EVALUATION (QAE) ACTIONS	22	*	*	*
I DISPATCHING VEHICLES	2	2	*	17
J OPERATING VEHICLES	16	4	2	*
K SERVICING OR MAINTAINING VEHICLES	6	1	1	*
L PERFORMING MISSILE COMPLEX TRANSPORTATION CONTROL CENTER (TCC) ACTIONS	*	*	*	51
M PERFORMING MOBILE AERIAL PORT SQUADRON FUNCTIONS	*	*	*	*

* Denotes less than 1 percent

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

TABLE 4

SELECTED BACKGROUND DATA FOR AFSC 2T1X1 CAREER LADDER JOBS

	VEHICLE OPS CLUSTER	DISPATCHER CLUSTER	MANAGEMENT/ SUPERVISORY CLUSTER	VEHICLE CONTROL JOB	FLEET MANAGEMENT JOB
NUMBER IN GROUP	1257	212	282	47	75
PERCENT OF SAMPLE	58%	10%	13%	2%	3%

DAFSC DISTRIBUTION:

2T131	43%	7%	5%	4%	3%
2T151	51%	64%	29%	73%	28%
2T171	6%	29%	52%	23%	69%
2T191	0%	0%	11%	0%	0%
2T100	0%	0%	3%	0%	0%

PAYGRADE DISTRIBUTION:

E-1 to E-3	52%	9%	6%	0%	2%
E-4	35%	45%	10%	9%	10%
E-5	10%	31%	26%	37%	27%
E-6	3%	14%	23%	45%	40%
E-7	0%	1%	25%	9%	20%
E-8	0%	0%	7%	0%	1%
E-9	0%	0%	3%	0%	0%

AVERAGE NUMBER OF TASKS PERFORMED

AVERAGE NUMBER OF TASKS PERFORMED	64	66	115	48	65
-----------------------------------	----	----	-----	----	----

AVERAGE MONTHS TAFMS ENLISTMENT

AVERAGE MONTHS TAFMS ENLISTMENT	47	93	160	90	147
---------------------------------	----	----	-----	----	-----

PERCENT IN FIRST ENLISTMENT

PERCENT IN FIRST ENLISTMENT	71%	25%	10%	28%	10%
-----------------------------	-----	-----	-----	-----	-----

PERCENT SUPERVISING

PERCENT SUPERVISING	20%	60%	72%	23%	69%
---------------------	-----	-----	-----	-----	-----

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR AFSC 2T1X1 CAREER LADDER JOBS

	QUALITY ASSURANCE	RECORDS/ LICENSING	READINESS SUPPORT	TRANSPORTATION CONTROL CENTER
	<u>JOB</u>	<u>JOB</u>	<u>JOB</u>	<u>JOB</u>
NUMBER IN GROUP	11	25	11	11
PERCENT OF SAMPLE	1%	1%	1%	1%

DAFSC DISTRIBUTION:

2T131	0%	8%	0%	18%
2T151	55%	92%	45%	64%
2T171	45%	0%	55%	18%
2T191	0%	0%	0%	0%
2T100	0%	0%	0%	0%

PAYGRADE DISTRIBUTION:

E-1 to E-3	0%	32%	0%	36%
E-4	55%	52%	9%	36%
E-5	36%	16%	36%	18%
E-6	9%	0%	45%	10%
E-7	0%	0%	10%	0%
E-8	0%	0%	0%	0%
E-9	0%	0%	0%	0%

AVERAGE NUMBER OF TASKS PERFORMED

	85	26	29	36
--	----	----	----	----

AVERAGE MONTHS TAFMS

	89	56	144	96
--	----	----	-----	----

PERCENT IN FIRST ENLISTMENT

	27%	48%	0%	45%
--	-----	-----	----	-----

PERCENT SUPERVISING

	0%	8%	27%	27%
--	----	----	-----	-----

I. VEHICLE OPERATIONS JOB CLUSTER (STG076). The 1,257 members of this cluster represent 58 percent of the total survey sample. The work members of this large group perform is core to the career ladder as it primarily involves operating, servicing or maintaining vehicles (see Table 3). The work performed by these incumbents is highly technical in nature; there is little supervisory work performed. The members of this cluster represent a broad range of experience. Representative tasks for members of this cluster of jobs include:

- clean vehicle exteriors or interiors
- inspect vehicles for cleanliness and serviceability
- add vehicle fluids, such as water, oil, coolants or solvents
- maintain correct tire pressure
- operate vehicles on flightlines
- wax vehicles
- deliver or pickup vehicles for maintenance
- drain air tanks
- perform aircrew transportation support
- transport passengers, other than DVs
- inspect vehicles released from maintenance facilities

VEHICLE OPERATIONS JOB CLUSTER	
Number of members	1,257
Percent of total sample	58%
Average number of tasks performed	64
Average time in present job	1.7 yrs
Average time in career field	3.5 yrs
Average TAFMS	4 yrs
Predominant DAFSC	2T151
Predominant paygrades	E-4
Predominant MAJCOM	ACC

The majority of personnel in this cluster, as seen in Table 4, hold the 5-skill level and average time in service, as measured by Total Active Federal Military Service (TAFMS) date, for this group is 4 years. Incumbents have an average of 3.5 years in the career field and perform an average of 64 tasks on the job.

Survey data show there were six distinct jobs in the cluster which differ slightly by time spent on specific tasks. One job was performed by about 64 members and consists of entry-level servicing and maintenance. These members have very limited experience with an average of only 1.7 years TAFMS and perform the fewest tasks in the cluster. The job performed with the greatest number of members focuses on operating tasks, as members perform over 50 percent of their time performing purely operating tasks, twice as much time as members of any other job in the cluster. Members of the third job are characterized by a greater focus on dispatching as compared to the other jobs in the cluster. The fourth job is performed by the next largest number of members who perform many of the same tasks as other members of the cluster, but distinguish themselves by performing a few supervisory tasks, as well as cargo-related tasks. Members of the fifth job spend the majority of their time performing servicing or maintenance tasks and a few

tasks in the fleet management duty. The final job contains the most senior members of the cluster, who average of 9 years TAFMS. Unlike the other members of the cluster, they perform inspecting and evaluating tasks.

II. DISPATCHER JOB CLUSTER (STG092).

The 212 members of this job cluster account for 10 percent of the survey sample. These incumbents perform work primarily in the dispatching area. The work performed also encompasses the supervisory arena with a very little amount of time spent in the actual operating duty area (see Table 3). Two distinct jobs are present in the cluster. These jobs will be discussed separately in the following job descriptions. Representative tasks for members of this job cluster include:

- receive transportation requests
- assign vehicles to match transportation requirements
- process AF Forms 868 (Request for Motor Vehicle Services)
- transmit or receive instructions on radios using 10-series codes
- generate transportation requests on dispatch automated fleet information systems
- assign operators to vehicles
- maintain events logs
- issue dispatch instructions
- conduct dispatcher shift change briefings
- brief drivers on routes, addresses, weather, or safety precautions

DISPATCHER JOB CLUSTER	
Number of members	212
Percent of total sample	10%
Average number of tasks performed	66
Average time in present job	1.8 yrs
Average time in career field	7 yrs
Average TAFMS	8 yrs
Predominant DAFSC	2T151
Predominant paygrades	E-4
Predominant MAJCOM	ACC

Dispatcher Job Cluster members average nearly 8 years TAFMS and predominately hold the 5-skill level (see Table 4). They are also primarily assigned to ACC. Survey data show there were two distinct jobs in the cluster. Members of one job perform work that is almost purely in the dispatching duty, as 89 percent of their time is spent performing dispatching tasks. They perform many more technical tasks compared to their counterparts in the cluster. The other job in the cluster is performed by most members who spend the majority of their time performing dispatching tasks, but are distinguished because they also perform supervisory-related tasks. The members of this job are more experienced than their counterparts in the cluster.

III. MANAGEMENT/SUPERVISORY CLUSTER (STG062). The 282 members of this cluster comprise 13 percent of the survey sample. These job incumbents are primarily supervisors and managers. Their work is very different from the work generally performed in this career field, as they perform very few technical tasks. See Table 3 for a complete listing of time spent on duties, which focus on the supervisory areas, A-C. There are four distinct jobs within this cluster. Representative tasks for members of this cluster include:

- participate in staff meetings
- counsel personnel on personal or military-related matters
- establish work priorities
- write EPRs
- conduct self-inspections
- write or review correspondence
- write recommendations for awards or decorations
- conduct performance feedback worksheet (PFW) sessions
- develop work methods or procedures
- evaluate subordinates' compliance with work standards

MANAGEMENT/SUPERVISORY CLUSTER	
Number of members	282
Percent of total sample	13%
Average number of tasks performed	115
Average time in present job	1.6 yrs
Average time in career field	12 yrs
Average TAFMS	13.3 yrs
Predominant DAFSC	2T171
Predominant paygrades	E-5
Predominant MAJCOM	ACC

Incumbents generally have a high level of experience in the career ladder as they average about 13 years TAFMS (see Table 4). They, like the majority of AFSC 2T1X1 members, are primarily assigned to ACC. Survey data show there were four distinct jobs in the cluster. The first job was composed of 85 members who perform a variety of tasks, encompassing management, supervisory, as well as technical areas. They are distinct in that they perform twice as many tasks as the other job incumbents in the cluster, therefore reflecting the broad focus of this job. The first-line supervisors are included in another job. They spend more of their time performing tasks in the supervisory duties, but also perform technical tasks as well. The members of the third job are purely supervisors and do not perform technical tasks. The members of the final job in this cluster perform supervisory and administrative tasks but are unique in that the nature of their work relates to contingency operations.

IV. VEHICLE CONTROL INDEPENDENT JOB (STG120). The 47 members of this job comprise 2 percent of the survey sample. These incumbents predominately perform tasks related to the fleet management duty, but also perform some supervisory and technical tasks (see Table 3). Members of this IJ are unique in that they are the ones who primarily perform the vehicle control functions. Representative tasks for members of this cluster include:

- conduct vehicle control function staff assistance visits
- perform no-notice vehicle technical inspections
- complete no-notice vehicle technical inspection reports
- conduct VCO training
- maintain unit VCO lists
- brief vehicle control officers (VCOs) on no-notice vehicle technical inspection results
- conduct VCO meetings
- schedule VCO meetings
- implement VCO programs
- write VCO meeting minutes

The Vehicle Control IJ members are moderately experienced in the career field, as they average 7.5 years TAFMS and predominantly hold 5-skill level positions (see Table 4). Most of them are assigned to ACC.

VEHICLE CONTROL INDEPENDENT JOB	
Number of members	47
Percent of total sample	2%
Average number of tasks performed	48
Average time in present job	1.4 yrs
Average time in career field	7.2 yrs
Average TAFMS	7.5 yrs
Predominant DAFSC	2T151
Predominant paygrades	E-4
Predominant MAJCOM	ACC

V. FLEET MANAGEMENT INDEPENDENT JOB (STG172). The 75 members of this job comprise 3 percent of the survey sample. These incumbents spend the majority of their time performing tasks in the fleet management duty and also perform supervisory tasks. They are differentiated from the other jobs in that they are the group that spends the most time performing the fleet manager functions (see Table 3). Representative tasks for this cluster include:

- maintain vehicle authorization listings (VALs)
- process vehicle repair authority and disposition actions
- maintain vehicle fleet records
- maintain vehicle allocation or due-in lists
- process vehicle authorization requests
- maintain or update custody authorization/custody receipt listings (CA/CRLs)

FLEET MANAGEMENT INDEPENDENT JOB	
Number of members	75
Percent of total sample	3%
Average number of tasks performed	65
Average time in present job	2 yrs
Average time in career field	11.5 yrs
Average TAFMS	12.2 yrs
Predominant DAFSC	2T171
Predominant paygrades	E-6
Predominant MAJCOM	ACC

process vehicle receipts, issues, shipments, or transfer transactions
 review on-line vehicle integrated management system (OI-VIMS) data
 maintain vehicle assignment files
 review tables of allowance

The Fleet Management IJ members are fairly well experienced in the career field, as they average 12 years TAFMS and predominantly hold 7-skill level positions (see Table 4). Most of them are assigned to ACC.

VI. QUALITY ASSURANCE INDEPENDENT JOB (STG196). The 11 members of this job comprise only 1 percent of the survey sample. These incumbents are the quality assurance evaluators and spend the most time in that particular duty. The work performed by members of this IJ focuses primarily on monitoring contracts. They also perform management, and technical tasks as well (see Table 3). Representative tasks for this cluster include:

perform contract surveillance
 evaluate or document contractors' performance
 complete monthly contact performance reports
 review contractor quality control programs
 develop or review contract amendments
 assist contracting in developing surveillance plans and evaluation guides
 review contractors' performance with commanders or contracting personnel
 assist contracting in developing performance work statements (PWSs)
 receive, process, or investigate customer complaints
 assist contracting in developing statements of work (SOWs)

QUALITY ASSURANCE INDEPENDENT JOB	
Number of members	11
Percent of total sample	1%
Average number of tasks performed	85
Average time in present job	1.8 yrs
Average time in career field	6.6 yrs
Average TAFMS	7.4 yrs
Predominant DAFSC	2T151
Predominant paygrades	E-4
Predominant MAJCOM	ACC

The Quality Assurance IJ members average almost 7.5 years TAFMS, with the dominant paygrade being E-4, and predominantly holding 7-skill level positions (see Table 4). Most of them are assigned to ACC.

VII. OPERATOR'S RECORDS AND LICENSING SECTION INDEPENDENT JOB (STG179). The 25 members of this job comprise only 1 percent of the survey sample. These incumbents work primarily in the operators records and licensing section. They spend the majority of their time performing tasks in the fleet management duty, focusing on drivers' licenses, and also perform administrative tasks (see Table 3). This job is very narrow in focus, as they perform an average of only 26 tasks. Representative tasks for this cluster include:

- process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)
- document drivers' licensings or qualifications
- maintain vehicle operator information records
- process or maintain vehicle instructor letters
- maintain qualified vehicle trainer lists
- initiate driver background checks
- issue USAF vehicle operator identification cards
- process permanent change of station (PCS), separation, or retirement lists
- coordinate license suspensions or revocations with other agencies
- identify and report vehicle misuse or abuse

OPERATOR'S RECORDS AND LICENSING SECTION INDEPENDENT JOB	
Number of members	25
Percent of total sample	1%
Average number of tasks performed	26
Average time in present job	1 yr
Average time in career field	4.6 yrs
Average TAFMS	4.7 yrs
Predominant DAFSC	2T151
Predominant paygrades	E-4
Predominant MAJCOM	ACC

The Operator's Records and Licensing Section IIJ members are fairly junior in terms of experience, as they average about 4.7 years TAFMS and predominantly hold 5-skill level positions (see Table 4). Most of them are assigned to ACC.

VIII. READINESS SUPPORT INDEPENDENT JOB (STG156). The 11 members of this job comprise only 1 percent of the survey sample. These incumbents spend the greatest amount of time performing administrative tasks, but also spend a great deal of time in the supervisory and training duties (see Table 3). The primary focus of this job is direct support of readiness operations. Representative tasks for this cluster include:

- write or review correspondence
- maintain contingency plans, operations plans, or support agreements
- distribute completed forms, records, or reports to appropriate activities or personnel

READINESS SUPPORT INDEPENDENT JOB	
Number of members	11
Percent of total sample	1%
Average number of tasks performed	29
Average time in present job	1 yr
Average time in career field	11 yrs
Average TAFMS	12 yrs
Predominant DAFSC	2T171
Predominant paygrades	E-6
Predominant MAJCOM	USAFE/AMC

- provide inputs for status of resources and training system (SORTS) reports
- implement security programs
- maintain administrative files
- participate in staff meetings
- review emergency, contingency, or disaster plans
- conduct self-inspections
- conduct security briefings

The Readiness Support IJ members are fairly well experienced in the career field, as they average 12 years TAFMS and predominantly hold 7-skill level positions (see Table 4). Most of them are assigned to either USAFE or ACC.

IX. TRANSPORTATION CONTROL CENTER (TCC) INDEPENDENT JOB (STG168). The 11 members of this job comprise only 1 percent of the survey sample. These incumbents spend the majority of their time performing missile complex TCC functions. They also spend a sizable amount of time performing dispatching, supervisory and training tasks (see Table 3). This job is very unique in that it is performed only at missile complexes and includes only an average of 36 tasks performed by the job incumbents. Representative tasks for this cluster include:

- track vehicles
- maintain status of vehicle movements within missile complex areas
- review trip cards
- perform deviation procedures
- maintain trip visual card files
- assign trip numbers
- initiate search procedures for overdue trips
- implement cold weather plans
- perform security procedures for access to missile complex areas
- determine transportation priorities

TRANSPORTATION CONTROL CENTER (TCC) INDEPENDENT JOB	
Number of members	11
Percent of total sample	1%
Average number of tasks performed	36
Average time in present job	2 yrs
Average time in career field	7 yrs
Average TAFMS	8 yrs
Predominant DAFSC	2T151
Predominant paygrades	E-3/E-4
Predominant MAJCOM	ACC

The TCC IJ members have a moderate amount of experience in the career field, with an average of 8 years TAFMS, and predominantly hold 5-skill level positions (see Table 4). Most of them are assigned to ACC.

Comparison to Previous Study

The AFSC 2T1X1 career ladder structure has changed very little since the previous study (see Table 5). For the most part, the jobs themselves have remained very similar, but whether they appear as IJs or as part of a cluster has changed somewhat. For example, in the current survey, the vehicle operations cluster includes the general motor pool helpers which appeared as an IJ previously. Also, the current management/supervisory cluster includes the plans and programs job, which appeared as an IJ in the previous study. In addition, the vehicle control job and fleet management job, which appear as IJs in the current study, had been part of the fleet management personnel cluster of the previous study. Finally, the readiness support IJ in the current study was not identified in the previous one, likewise the training personnel IJ type of the previous study was not identified in the current one. It appears that the training functions are included among several jobs and are not performed by a specific group of incumbents in the current study.

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with analysis of the career ladder structure, is an important part of each occupational survey. DAFSC analysis examines differences in tasks performed between skill level members. This information may then be used to evaluate how well career ladder documents, such as *AFMAN 36-2108 Specialty Descriptions*, reflect what career ladder personnel are doing in the field.

The distribution of AFSC 2T1X1 skill-level groups across career ladder jobs is displayed in Table 6. Notice that far more 3-skill level personnel are grouped within the Vehicle Operations Cluster, which contains the entry-level jobs, than any other DAFSC group. As members progress to 7- and 9-skill level positions they tend to hold supervisory jobs such as those found in the Management/Supervisory Cluster. Table 7 offers another perspective by displaying relative percent time spent on each duty across skill-level groups. Once again, typical career ladder progression is evident as members spend increasingly more duty time performing supervisory functions as they progress in skill-level.

Skill-Level Descriptions

DAFSC 2T131. The 600 3-skill level personnel, representing 28 percent of the survey sample, perform an average of only 47 tasks, the fewest of any DAFSC group, and primarily perform the jobs within the Vehicle Operations Cluster (see Table 6). They spend 43 percent of their time operating vehicles and 33 percent of their time servicing or maintaining vehicles (see Table 7). Additionally, more 3-skill level personnel perform these activities than members of any other skill-level group. Table 8, which shows tasks they perform, demonstrates the basic technical nature of their work.

TABLE 5

SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND 1987 SURVEYS

<u>CURRENT SURVEY (N=2,149)</u>	<u>PERCENT OF SAMPLE</u>	<u>1987 (AFSC 603X0) SURVEY (N=2,294)</u>	<u>PERCENT OF SAMPLE</u>
VEHICLE OPERATIONS CLUSTER	58	GENERAL VEHICLE AND SUPPORT EQUIPMENT OPERATORS/DISPATCHERS CLUSTER	58
		GENERAL MOTOR POOL HELPERS INDEPENDENT JOB	1
DISPATCHER CLUSTER	10	DISPATCHERS CLUSTER	7
MANAGEMENT/SUPERVISORY CLUSTER	13	SUPERVISORS AND NCOICs CLUSTER	13
		PLANS AND PROGRAMS INDEPENDENT JOB	*
VEHICLE CONTROL INDEPENDENT JOB	2	FLEET MANAGEMENT PERSONNEL CLUSTER	8
FLEET MANAGEMENT INDEPENDENT JOB	3		
QUALITY ASSURANCE INDEPENDENT JOB	1	QUALITY ASSURANCE EVALUATORS INDEPENDENT JOB	*
OPERATOR'S RECORDS AND LICENSING INDEPENDENT JOB	1	DRIVER EVALUATORS INDEPENDENT JOB	3
READINESS SUPPORT INDEPENDENT JOB	1	NOT IDENTIFIED	-
TRANSPORTATION CONTROL CENTER (TCC) INDEPENDENT JOB	1	TRANSPORTATION CONTROL CENTER (TCC) PERSONNEL INDEPENDENT JOB	2
NOT IDENTIFIED	-	TRAINING PERSONNEL INDEPENDENT JOB	1

* Denotes less than 1 percent

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

<u>JOB</u>	DAFSC 2T131 (N=600)	DAFSC 2T151 (N=1,057)	DAFSC 2T171 (N=439)	DAFSC 2T191 (N=39)	DAFSC 2T100 (N=14)
VEHICLE OPERATIONS CLUSTER	89	61	17	0	0
DISPATCHER CLUSTER	3	13	14	0	0
MANAGEMENT/SUPERVISORY CLUSTER	2	8	34	80	64
VEHICLE CONTROL INDEPENDENT JOB	*	3	3	0	0
FLEET MANAGEMENT INDEPENDENT JOB	*	2	12	0	0
QUALITY ASSURANCE INDEPENDENT JOB	0	1	1	0	0
OPERATOR'S RECORDS/LICENSING INDEPENDENT JOB	*	2	0	0	0
READINESS SUPPORT JOB	0	*	1	0	0
TRANSPORTATION CONTROL CENTER (TCC) INDEPENDENT JOB	*	1	*	0	0
NOT GROUPED	5	9	18	20	36

* Denotes less than 1 percent

TABLE 7

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

DUTY AREA	DAFSC 2T131 (N=600)	DAFSC 2T151 (N=1,057)	DAFSC 2T171 (N=439)	DAFSC 2T191 (N=39)	DAFSC 2T100 (N=14)
A ORGANIZING AND PLANNING	2	5	15	23	29
B DIRECTING AND IMPLEMENTING	1	5	14	18	18
C INSPECTING AND EVALUATING	3	5	13	26	24
D TRAINING	1	3	7	6	3
E PERFORMING ADMINISTRATIVE FUNCTIONS	1	3	6	8	10
F PERFORMING FIELD OR EMERGENCY ACTIONS	3	3	2	1	*
G PERFORMING FLEET MANAGEMENT	2	9	15	10	7
H PERFORMING QUALITY ASSURANCE EVALUATION (QAE) ACTIONS	*	*	1	1	3
I DISPATCHING VEHICLES	10	18	13	3	4
J OPERATING VEHICLES	43	29	8	2	*
K SERVICING OR MAINTAINING VEHICLES	33	18	6	2	2
L PERFORMING MISSILE COMPLEX TRANSPORTATION CONTROL CENTER (TCC) ACTIONS	*	1	*	0	0
M PERFORMING MOBILE AERIAL PORT SQUADRON FUNCTIONS	*	*	*	0	0

* Denotes less than 1 percent

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

TABLE 8

REPRESENTATIVE TASKS PERFORMED BY DAFSC 2T131 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=600)</u>
K341 Add vehicle fluids, such as water, oil, coolants, or solvents	93
K360 Wax vehicles	89
K350 Inspect vehicles for cleanliness and serviceability	89
K346 Clean vehicle exteriors or interiors	87
K353 Maintain correct tire pressure	87
K349 Drain air tanks	85
K348 Deliver or pickup vehicles for maintenance	84
K314 Operate vehicles on flightlines	79
J340 Transport passengers, other than DVs	74
J315 Perform aircrew transportation support	72
K351 Inspect vehicles released from maintenance facilities	69
K343 Check vehicles for accident forms	69
J330 Secure wheel chocks	69
K356 Report vehicle status to dispatch personnel	66
J301 Inspect vehicle safety devices	66
J298 Display or cover staff car plates or flags	62
J328 Report pickup or release times to dispatchers	61
J329 Report radio malfunctions or failures to dispatchers	60
J318 Perform vehicle before, during, or after-operation inspections	57
J326 Refuel vehicles using vehicle identification links (VILs)	54
I285 Transmit or receive instructions on radios using 10-series codes	45

DAFSC 2T151. The 1,057 5-skill level personnel, representing 49 percent of the survey sample, perform an average of 69 tasks. They perform work primarily in the Vehicle Operations Cluster and spend a fair amount of time working in the Dispatcher Cluster (see Table 6). Table 7 shows they spend their time performing tasks in support of a variety of technical functions that most often involve operating, servicing or maintaining, and dispatching vehicles. Table 9 shows that, like their junior counterparts, they perform primarily technical tasks. The factor distinguishing them from 3-skill level members is they perform some basic supervisory functions (see Table 10).

DAFSC 2T171. The 439 7-skill level personnel, representing 20 percent of the survey sample, perform an average of 85 tasks, more tasks than the lower skill-level groups because they are first-line supervisors. Table 6 shows they perform the jobs in the Management/Supervisory Cluster, which require some supervisory and technical functions. Table 7 describes the nature of their work, as they spend 42 percent of their time performing tasks in duties A-C, which are supervisory in nature. Additionally, Table 11 shows tasks they most often perform are supervisory in nature, but that a few technical tasks are performed as well. They distinguish themselves from their junior counterparts as more of them perform supervisory duties, such as writing enlisted performance reports (EPRs) (see Table 12).

DAFSC 2T191/CEM. The 53 9-/CEM-skill level personnel, representing only 3 percent of the survey sample, perform an average of 81 tasks. These experienced personnel perform work in the Management/Supervisory Cluster (see Table 6). They spend almost all their time performing supervisory and administrative tasks, although they still perform some technical duties (see Table 7). Table 13 lists tasks representative of 9-/CEM-skill level member's work, while Table 14 shows the tasks which best differentiate them from their junior counterparts. It is apparent that 9-/CEM-skill level members are primarily managers.

Summary

Three-skill level and 5-skill level airmen perform many tasks in common and both groups spend the majority of their relative job time on technical functions. Neither group performs many supervisory duties. Seven-skill level personnel are first-line supervisors that perform some technical, in addition to their supervisory functions. At the 9-/CEM-skill level, members concentrate primarily on supervisory and managerial duties.

TABLE 9

REPRESENTATIVE TASKS PERFORMED BY DAFSC 2T151 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=1,057)</u>
K341 Add vehicle fluids, such as water, oil, coolants, or solvents	79
K350 Inspect vehicles for cleanliness and serviceability	76
K346 Clean vehicle exteriors or interiors	73
K353 Maintain correct tire pressure	71
K349 Drain air tanks	69
K348 Deliver or pickup vehicles for maintenance	68
K343 Check vehicles for accident forms	68
J314 Operate vehicles on flightlines	66
K360 Wax vehicles	66
J340 Transport passengers, other than DVs	64
K351 Inspect vehicles released from maintenance facilities	63
J330 Secure wheel chocks	62
J291 Connect or disconnect tractor-trailer combinations	62
J301 Inspect vehicle safety devices	60
J318 Perform vehicle before, during, or after-operation inspections	59
J315 Perform aircrew transportation support	55
J328 Report pickup or release times to dispatchers	53
I285 Transmit or receive instructions on radios using 10-series codes	51
J326 Refuel vehicles using vehicle identification links (VILs)	51
I279 Receive transportation requests	48

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 2T131 AND DAFSC 2T151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 2T131 (N=600)	DAFSC 2T151 (N=1,057)	DIFFERENCE
K360 Wax vehicles	89	66	23
J315 Perform aircrew transportation support	72	55	17
K353 Maintain correct tire pressure	87	71	16
K348 Deliver or pickup vehicles for maintenance	84	68	16
K349 Drain air tanks	85	69	16
K346 Clean vehicle exteriors or interiors	87	73	14
K341 Add vehicle fluids, such as water, oil, coolants, or solvents	93	79	14
K356 Report vehicle status to dispatch personnel	66	52	14
J314 Operate vehicles on flightlines	80	66	14
K350 Inspect vehicles for cleanliness and serviceability	89	76	13
I 269 Maintain event logs	19	43	-24
I 255 Conduct dispatcher shift change briefings	16	40	-24
B 58 Supervise Apprentice Vehicle Operators/Dispatchers (AFSC 60330)	8	31	-23
B 59 Supervise Vehicle Operators/Dispatchers (AFSC 60350)	3	26	-23
I 251 Brief drivers on routes, addresses, weather, or safety precautions	22	45	-23
B 43 Counsel personnel on personal or military-related matters	4	26	-22
A 23 Establish work priorities	7	29	-22
B 57 Supervise Vehicle Operator/Dispatcher Helpers (AFSC 60310)	8	30	-22
I 249 Assign operators to vehicles	27	48	-21
C 92 Write EPRs	2	23	-21

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY DAFSC 2T171 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=439)</u>
B55 Participate in staff meetings	75
C92 Write EPRs	73
B43 Counsel personnel on personal or military-related matters	70
C68 Conduct performance feedback worksheet (PFW) sessions	69
C69 Conduct self-inspections	65
C93 Write recommendations for awards or decorations	63
B59 Supervise Vehicle Operators/Dispatchers (AFSC 60350)	62
A23 Establish work priorities	62
A11 Develop work methods or procedures	59
B40 Conduct supervisory orientations of newly assigned personnel	59
A12 Develop work schedules	56
B46 Direct utilization of vehicles	54
B37 Conduct meetings or conferences	52
C79 Evaluate subordinates' compliance with work standards	52
K350 Inspect vehicles for cleanliness and serviceability	51
A22 Establish performance standards	50
B56 Review transportation requests	49
A4 Coordinate transportation activities with on-base or off-base sections or agencies	49
E140 Write or review correspondence	46
B58 Supervise Apprentice Vehicle Operators/Dispatchers (AFSC 60330)	43

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 2T151 AND DAFSC 2T171 PERSONNEL
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	DAFSC 2T151 (N=1,057)	DAFSC 2T171 (N=439)	<u>DIFFERENCE</u>
K360 Wax vehicles	66	28	38
K353 Maintain correct tire pressure	71	35	36
J340 Transport passengers, other than DVs	64	28	36
J315 Perform aircrew transportation support	55	20	35
J337 Transport DVs	51	18	34
K346 Clean vehicle exteriors or interiors	73	39	34
K349 Drain air tanks	69	36	33
J328 Report pickup or release times to dispatchers	53	21	32
J330 Secure wheel chocks	62	30	32
K342 Change tires	60	29	31
C92 Write EPRs	23	73	-50
B55 Participate in staff meetings	26	75	-49
C93 Write recommendations for awards or decorations	16	63	-47
C68 Conduct performance feedback worksheet (PFW) sessions	21	68	-47
B43 Counsel personnel on personal or military-related matters	26	70	-44
B40 Conduct supervisory orientations of newly assigned personnel	16	59	-43
C69 Conduct self-inspections	24	65	-41
E140 Write or review correspondence	8	46	-38
A33 Schedule leave or passes	16	54	-38
B59 Supervise Vehicle Operators/Dispatchers (AFSC 60350)	26	62	-36

TABLE 13

REPRESENTATIVE TASKS PERFORMED BY DAFSC 2T191/00 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=53)</u>
B37 Conduct meetings or conferences	92
B55 Participate in staff meetings	89
C92 Write EPRs	87
A1 Assign personnel to duty positions	87
C81 Indorse enlisted performance reports (EPRs)	85
C93 Write recommendations for awards or decorations	83
C68 Conduct performance feedback worksheet (PFW) sessions	83
A21 Establish organizational policies, operating instructions (OIs), or standing operating procedures (SOPs)	81
A31 Review support agreements	81
E140 Write or review correspondence	79
B43 Counsel personnel on personal or military-related matters	79
A23 Establish work priorities	77
B60 Supervise Vehicle Operations Supervisors (AFSC 60370)	77
A9 Develop self-inspections programs	77
A4 Coordinate transportation activities with on-base or off-base sections or agencies	74
C69 Conduct self-inspections	72
C94 Write staff studies, surveys, or special reports	70
C80 Evaluate suggestions	70
C79 Evaluate subordinates' compliance with work standards	68
B52 Implement policies, directives, or procedures for subordinates	68

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 2T171 AND DAFSC 2T191/00 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 2T171 (N=439)	DAFSC 2T191/00 (N=53)	DIFFERENCE
B59	62	32	30
K349	36	8	28
K348	39	11	28
I285	35	8	27
I249	41	15	26
J320	33	8	25
I279	41	17	24
J291	35	11	24
J289	30	6	24
I283	30	6	24
<hr/>			
C81	30	85	-55
B60	23	77	-54
C72	19	68	-49
A2	31	77	-46
C74	26	72	-46
B47	26	72	-46
A31	36	81	-45
A21	37	81	-44
C84	26	70	-44
B50	19	62	-43

ANALYSIS OF AFMAN 36-2108 SPECIALTY DESCRIPTIONS

Survey data were compared to *AFMAN 36-2108 Specialty Descriptions* for AFSC 2T1X1 Vehicle Operations Journeymen, Craftsmen, Superintendents, and CEMs, dated 31 October 1994. The descriptions for the 5-, 7-, 9-, and CEM-skill level members were accurate, depicting 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 job members identified in the job structure analysis

TRAINING ANALYSIS

Occupational surveys provide information which can be used to assist in the development of training programs relevant to needs of personnel in their first-enlistment. Factors used to evaluate entry-level AFSC 2T1X1 training include duties performed by members across career ladder jobs, percentages of members performing specific tasks, ratings of how much TE tasks should receive in formal training, and relative TD ratings.

First-Enlistment Personnel

In this study there are 1,074 members in their first-enlistment (1-48 months TAFMS) representing 50 percent of the survey sample. These personnel work primarily in Vehicle Operations Cluster jobs (see Figure 2). They spend much of their time operating, as well as servicing or maintaining vehicles (see Table 15). Some members also perform dispatching functions; however, very few members with this level of experience work in management or supervisory areas. Notice, in Table 16, that first-enlistment personnel perform primarily technical tasks, such as cleaning or inspecting vehicles. At this level, members perform virtually no supervisory duties.

Table 17 presents a short list of vehicles used by more than 20 percent of first-enlistment AFSC 2T1X1 personnel. Members use a wide variety of vehicles on their jobs.

TABLE 15

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-ENLISTMENT AFSC 2T1X1 PERSONNEL

<u>DUTY AREA</u>	<u>PERCENT TIME SPENT</u>
A ORGANIZING AND PLANNING	2
B DIRECTING AND IMPLEMENTING	2
C INSPECTING AND EVALUATING	3
D TRAINING	1
E PERFORMING ADMINISTRATIVE FUNCTIONS	1
F PERFORMING FIELD OR EMERGENCY ACTIONS	3
G PERFORMING FLEET MANAGEMENT	4
H PERFORMING QUALITY ASSURANCE EVALUATION (QAE) ACTIONS	*
I DISPATCHING VEHICLES	13
J OPERATING VEHICLES	41
K SERVICING OR MAINTAINING VEHICLES	29
L PERFORMING MISSILE COMPLEX TRANSPORTATION CONTROL CENTER (TCC) ACTIONS	1
M PERFORMING MOBILE AERIAL PORT SQUADRON FUNCTIONS	*

* Denotes less than 1 percent

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT AFSC 2T1X1 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=1,074)</u>
K341 Add vehicle fluids, such as water, oil, coolants, or solvents	90
K350 Inspect vehicles for cleanliness and serviceability	86
K346 Clean vehicle exteriors or interiors	85
K360 Wax vehicles	84
K353 Maintain correct tire pressure	84
K349 Drain air tanks	82
K348 Deliver or pickup vehicles for maintenance	81
J314 Operate vehicles on flightlines	78
J340 Transport passengers, other than DVs	74
J330 Secure wheel chocks	71
J315 Perform aircrew transportation support	70
K343 Check vehicles for accident forms	70
K351 Inspect vehicles released from maintenance facilities	69
J301 Inspect vehicle safety devices	66
K356 Report vehicle status to dispatch personnel	65
J328 Report pickup or release times to dispatchers	62
J298 Display or cover staff car plates or flags	62
J318 Perform vehicle before, during, or after-operation inspections	60
J329 Report radio malfunctions or failures to dispatchers	59
J326 Refuel vehicles using vehicle identification links (VILs)	53
I285 Transmit or receive instructions on radios using 10-series codes	48

TABLE 17

EQUIPMENT ITEMS USED BY MORE THAN 20 PERCENT OF FIRST-
ENLISTMENT AFSC 2T1X1 PERSONNEL

<u>EQUIPMENT</u>	<u>1ST ENL (N=1,074)</u>
Staff Cars through 1-Ton trucks	96
Buses, 29 to 45 Passenger Conventional	90
Buses, 10 to 28 Passenger Conventional	79
Forklifts, 2k to 15K	75
Trucks, 1 1/2 to 2 1/2-Ton Commercial	73
Four Wheel Drive Vehicles	56
Truck or Tractor and Semitrailer Combinations	51
Buses, 37 to 45 Passenger Intercity	47
Trucks, 2 1/2 to 5-Ton Military Design	43
Wreckers, 2 1/4 to 20-Ton Commercial	40
Forklifts, All-Terrain (ATLs)	39
Trailers, Tilt-Deck	33
Wreckers, Military Design	32
Forklifts, Materials Handling, such as 463L	29
Truck/Tractor/Trailer Combinations, Military Design	29
Forklifts, 15K and above	25

**AFSC 2T1X1 FIRST-ENLISTMENT
PERSONNEL CAREER LADDER JOBS**

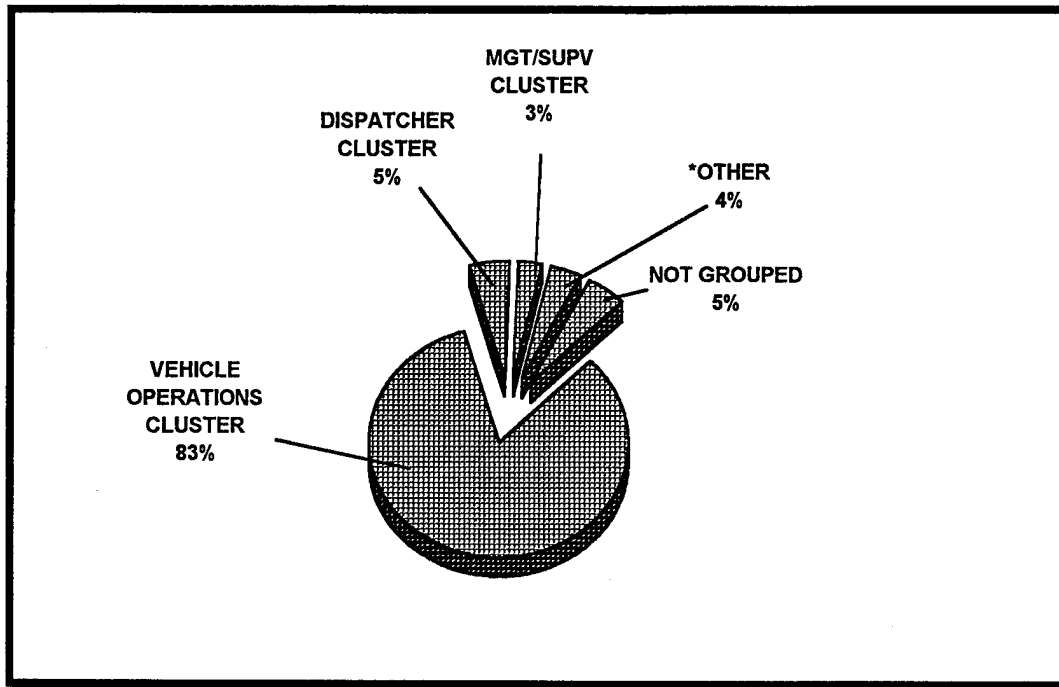


FIGURE 2

*OTHER INCLUDES:
VEHICLE CONTROL IJ
FLEET MANAGEMENT IJ
QUALITY ASSURANCE IJ
OPERATOR'S RECORDS AND LICENSING SECTION IJ
READINESS SUPPORT IJ
TRANSPORTATION CONTROL CENTER (TCC) IJ

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 airmen with 1-48 months TAFMS members to learn (TE) and a measure of the relative difficulty of those tasks (TD). When combined with data on percentages of entry-level 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 be more appropriately planned for OJT programs. Low task factor ratings may highlight tasks best omitted from training for new personnel. These decisions must be weighed against percentages of personnel performing tasks, command concerns, and criticality of tasks.

To assist training development personnel, AFOMS developed a computer program that uses these task factors and percentages of 1-48 months TAFMS personnel performing tasks to produce Automated Training Indicators (ATI). ATIs correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 1, AETCR 52-22. ATIs allow training developers to quickly focus attention on those tasks which are most likely to qualify for resident course consideration.

Tasks having the highest TE ratings for AFSC 2T1X1 personnel, with 1-48 months TAFMS are listed in Table 18. Included for each task are percentages of 1-24 months TAFMS personnel performing the task (1st Job), percentages of 1-48 months TAFMS personnel performing the task (1st Enl), and TD ratings. As illustrated in the table, tasks with the highest TE ratings deal with operating vehicle functions most often performed by members in core jobs of the career field. Other tasks with high TE involve performing field or emergency actions.

Table 19 lists tasks having the highest TD ratings. The percentages of 1-24 months TAFMS, 1-48 months TAFMS, 5- and 7-skill level personnel performing, and TE ratings are also included for each task. Many tasks with high TD deal with developing major programs, such as budget and financial requirements performed by low percentages of respondents. The technical functions considered to be extremely difficult relate to transporting explosives. Generally, there is no correlation between the TD and TE ratings of tasks shown.

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) Analysis

A comprehensive review of the AFSC 2T1X1 draft STS, implemented June 1994, was made by comparing survey data to STS elements. To assist specifically in the examination of the STS, technical school personnel from the 345th Training Squadron, located at Lackland AFB, matched JI tasks to appropriate sections and subsections of the STS. A complete listing, displaying percent members performing tasks, TE and TD ratings for each task, along with STS matching, has been forwarded to the technical school for use in further review of training documents. STS elements with performance objectives were reviewed in terms of TE, TD, and percent members performing information, using the guidance provided in AFI 36-2623 and AETCR 52-22. Typically, tasks performed by 20 percent or more personnel in appropriate experience or skill-level groups, such as first-enlistment (1-48 months TAFMS), and 5- and 7-skill level groups, should be considered for inclusion in the STS. Likewise, tasks with less than 20 percent performing in all of these groups should be considered for deletion from the STS.

Review of the draft STS showed that very few items were unsupported by survey data. The unsupported items, along with accompanying JI tasks and survey data, are listed in Table 20. The STS items that were unsupported did not pertain to any one area. This indicates that the survey

TABLE 18

TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING		TSK DIFF
		1ST JOB	1ST ENL	
J291	5.67	47	57	5.03
J339	5.62	8	13	6.48
J293	5.60	49	55	5.94
J301	5.54	66	66	4.15
J303	5.44	7	11	6.58
J318	5.42	32	36	4.54
F154	5.40	13	15	5.33
J314	5.38	80	78	4.67
F145	5.38	9	9	4.90
J305	5.35	42	48	5.46
F152	5.21	35	39	4.11
J306	5.21	56	60	4.67
J289	5.21	57	59	4.77
F155	5.10	28	32	5.40
J336	5.08	42	49	5.07
F142	5.06	22	23	4.89
J335	5.06	42	50	5.12
I263	5.00	15	25	5.14

TE MEAN = 2.67; S.D. = 1.28 (HIGH = 5.67)
 TD MEAN = 5.00; S.D. = 1.00

TABLE 19

TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIFF	1ST JOB	PERCENT MEMBERS PERFORMING				TNG EMP
			1ST ENL	2T151	2T171		
A13	7.41	3	4	10	26	1.52	
D109	7.24	2	2	3	6	1.21	
C72	7.23	2	2	6	19	1.46	
G191	7.23	1	2	4	21	2.48	
C64	7.00	2	3	6	17	1.96	
C94	6.98	1	2	5	27	1.25	
A14	6.93	3	4	7	22	1.21	
A6	6.92	3	5	13	38	2.23	
H235	6.91	1	1	2	6	1.25	
H234	6.82	2	1	2	7	1.50	
H236	6.81	1	1	2	6	1.08	
C93	6.75	1	1	16	63	2.85	
H238	6.73	1	1	2	6	1.08	
A21	6.73	3	4	12	37	2.10	
B50	6.64	1	1	4	19	1.50	
C88	6.61	1	2	4	11	1.27	
C91	6.58	1	1	3	18	2.17	
J338	6.58	7	11	14	8	5.44	
C73	6.52	1	1	8	33	1.79	
C87	6.51	2	2	3	9	1.29	

TD MEAN = 5.00; S.D. = 1.00

TE MEAN = 2.67; S.D. = 1.28 (HIGH = 5.67)

data supported the STS very well. Training personnel and SMEs should review the unsupported STS items listed in Table 20, as well as accompanying training documents, to determine if inclusion in future revisions is warranted.

Tasks not matched to any element of the STS are listed at the end of the computer listing located in associated training documents. These were reviewed to determine if any tasks concentrate around particular functions or jobs. Many of the unreferenced tasks are managerial or supervisory in nature and not normally matched to an STS. There were no technical tasks, performed by 20 percent or more criterion group members that were not referenced to the STS.

Plan of Instruction (POI) Analysis

Technical school SMEs matched JI tasks to POI 3ABR2T131-000, dated 10 May 1995, training objectives. Objectives were evaluated in a method similar to the STS analysis, as percent members performing data for first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) personnel, TE, and TD ratings were examined.

POI blocks, units of instruction, and criterion objectives were compared against guidance provided by AETCR 52-22 (30 percent or more criterion first-enlistment group performing trained tasks). In accordance with this guidance, tasks trained in the course not meeting these criteria should be considered for elimination from formal course training if not justified on some other acceptable basis.

POI analysis revealed even fewer unsupported objectives than exhibited in the STS analysis. The unsupported objectives are listed in Table 21. Again, these unsupported objectives did not concentrate around any one area.

Only 1 technical task, performed by over 30 percent of first-enlistment personnel, was not matched to the POI. This task involves reporting vehicle status to dispatch personnel. Training personnel and SMEs should review this unreferenced task to determine if this area should be incorporated into the formal course.

JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can be very useful for career ladder managers as they attempt to determine possible factors affecting job performance of career ladder airmen. Job satisfaction data can be expanded to provide indications of general attitudes within specific DAFSC groups.

TABLE 20

STS ITEMS NOT SUPPORTED BY SURVEY DATA

STS ITEMS/TASKS	TNG EMP	1ST JOB	PERCENT MEMBERS PERFORMING				TSK DIFF
			1ST ENL	2T151	2T171	2T171	
<u>3j(8). AF Form 1012, Daily/Monthly Vehicle Operations Workload Data</u>							
E124	1.52	1	2	4	17	6.10	
I254	2.87	4	7	12	18	5.38	
<u>3t. Operating Vehicles Under Contingency Environment</u>							
F141	3.96	8	10	11	8	4.60	
F154	5.40	13	15	16	12	5.33	
<u>3dd. Manpower Documents Management</u>							
E124	1.52	1	2	4	17	6.10	
E132	1.38	1	1	3	15	5.06	
<u>3kk(1). Conduct at the Scene</u>							
J317	4.48	11	14	15	13	5.03	

TD MEAN = 5.00; S.D. = 1.00
 TE MEAN = 2.67; S.D. = 1.28 (HIGH = 5.67)

TABLE 20 (CONTINUED)

STS ITEMS NOT SUPPORTED BY SURVEY DATA

<u>STS ITEMS/TASKS</u>	TNG <u>EMP</u>	1ST <u>JOB</u>	PERCENT MEMBERS <u>PERFORMING</u>				TSK <u>DIFF</u>
			1ST <u>ENL</u>	2T151	2T171		
<u>5c(2). Administrative Control</u>							
G195	2.98	3	5	11	16	4.95	
Maintain accountability of accountable over-the-road trip items, such as toll tickets, invoices, or credit cards							
G210	2.50	2	4	7	11	5.18	
<u>5e. War Reserve Material (WRM) Vehicle Program</u>							
<u>5f. Vehicle Operator Information Records</u>							
G167	2.35	1	2	5	15	6.16	
Administer war readiness material (WRM) programs							
<u>5g. Unit Lesson Plans</u>							
G170	1.44	1	1	2	5	4.58	
G178	1.67	1	1	3	5	5.08	
Complete safe driver eligibility lists							
Complete vehicle operator capability reports							
G211	2.23	2	4	9	16	4.52	
G221	2.25	2	3	7	17	5.33	
Process or maintain vehicle instructor letters							
Review or maintain vehicle operator training plans							

TD MEAN = 5.00; S.D. = 1.00

TE MEAN = 2.67; S.D. = 1.28 (HIGH = 5.67)

TABLE 20 (CONTINUED)

STS ITEMS NOT SUPPORTED BY SURVEY DATA

STS ITEMS/TASKS	TNG EMP	1ST JOB	PERCENT MEMBERS PERFORMING			TSK DIFF
			1ST ENL	2T151	2T171	
Sj. Rental Vehicles						
G171	2.13	1	2	5	14	5.84
G172	2.42	1	2	4	13	5.87
5l. Quality Assurance Evaluation						
G188	1.62	1	1	3	9	6.22
H234	1.50	2	1	2	7	6.82
5m. Vehicle Control Program						
G168	2.33	1	3	9	13	4.92
G173	2.27	1	3	8	12	5.05

TD MEAN = 5.00; S.D. = 1.00

TE MEAN = 2.67; S.D. = 1.28 (HIGH = 5.67)

TABLE 21

POI ITEMS NOT SUPPORTED BY SURVEY DATA

<u>POI OBJECTIVES/TASK</u>	<u>TNG EMP</u>	<u>PERCENT MEMBERS PERFORMING</u>		<u>TSK DIFF</u>
		<u>IST JOB</u>	<u>IST ENL</u>	

I 9a. Identify procedures an operator should take when involved in a government vehicle accident				

J316 Perform operator follow-on vehicle accident actions	3.58	9	12	4.62
J317 Perform operator on-scene vehicle accident actions	4.48	11	14	5.03

II 2b. Given a forklift, cargo vehicle, and cargo, properly forklift the load and load the vehicle				

J332 Stack palletized cargo	3.77	16	22	4.35

II 2d. Identify the characteristics of vehicle misuse and abuse				

E127 Identify and report vehicle misuse or abuse	3.83	21	22	4.21

TD MEAN = 5.00; S.D. = 1.00

TE MEAN = 2.67; S.D. = 1.28 (HIGH = 5.67)

TABLE 21 (CONTINUED)

POI ITEMS NOT SUPPORTED BY SURVEY DATA

<u>POI OBJECTIVES/TASK</u>	<u>TNG</u> <u>EMP</u>	<u>PERCENT</u> <u>MEMBERS</u> <u>PERFORMING</u>		<u>TSK</u> <u>DIFF</u>
		<u>1ST</u> <u>JOB</u>	<u>1ST</u> <u>ENL</u>	
II 4e. Identify requirements the vehicle operator must know for convoy operation				
F157 Perform convoy route reconnaissance	3.44	2	3	5.56
J313 Operate vehicles in convoys	3.90	25	29	4.57
II 4a. Given a list of mobility work centers and a list of responsibilities, match the work centers to the correct responsibilities, with at least 70% accuracy				
I247 Activate or deactivate submotor pool dispatch operations	3.40	5	9	5.57
II 4f. Identify basic wartime roles of the vehicle operator				
F154 Operate vehicle in chemical warfare environments	5.40	13	15	5.33
F141 Camouflage vehicles	3.96	8	10	4.60

TD MEAN = 5.00; S.D. = 1.00

TE MEAN = 2.67; S.D. = 1.28 (HIGH = 5.67)

With this in mind, job satisfaction responses for AFSC 2T1X1 personnel were analyzed and provide the following comparisons: (1) among TAFMS groups of the AFSC 2T1X1 career ladder and a comparative sample of direct support personnel surveyed in 1993, and (2) between current and previous AFSC 2T1X1 respondents.

Table 22 shows the comparison of TAFMS group data of AFSC 2T1X1 respondents to a comparative sample of other direct support career ladders surveyed the previous year. These data provide a relative measure of how AFSC 2T1X1 personnel job satisfaction responses compare with similar Air Force specialties. Generally, Vehicle Operations personnel are less satisfied with their jobs than members of a comparative sample. The Vehicle Operations respondents from all TAFMS groups feel their talents and training are not being as compared to their counterparts in the comparative sample and appear less likely to reenlist. The members of both 1-48 months TAFMS groups are less likely to reenlist than members of any other TAFMS group. Overall, members of the current sample seem to be relatively dissatisfied with their jobs, while members of the comparative sample seem to be relatively satisfied with their jobs.

An indication of changes in job satisfaction perceptions within the career ladder over time is provided in Table 23, which compares TAFMS group data for current survey respondents to that of previous survey respondents. The current AFSC 2T1X1 respondents seem about as satisfied with their jobs as those respondents surveyed in 1988. The current survey 1-48 months TAFMS group members exhibit less interest in their jobs, but feel their training is better utilized. The current 49-96 months TAFMS group members also exhibit less job interest, but are more satisfied with their training utilization. Both groups of 97+ months TAFMS personnel appear equally satisfied on all the issues and seem equally likely to reenlist.

Finally, job satisfaction data for identified jobs are provided in Table 24. Generally, job satisfaction data are high for personnel across most identified jobs. Only the Vehicle Operations Job Cluster members express a slightly lower interest in their jobs. The members of the TCC job are less satisfied with the way their talents are utilized. All jobs feel their training is utilized adequately. Only the Vehicle Operations Job Cluster and TCC job members do not gain a great sense of accomplishment from their work. The Quality Assurance Job members are the least likely to reenlist, as 91 percent plan on retiring.

Summary

Overall, AFSC 2T1X1 members do not appear to be as satisfied with their jobs as members of a comparative sample of direct support career ladder personnel. Furthermore, members of the current sample appear as satisfied with their jobs as previous AFSC 2T1X1 (formerly AFSC 603X0) personnel surveyed in 1987. Job satisfaction data of specific career ladder jobs' members shows most job members are satisfied with their work, feel their talents are being properly utilized, and find their work to be interesting.

TABLE 22

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 2T1X1
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TAFMS (N=1,074)		49-96 MONTHS TAFMS (N=380)		97+ MONTHS TAFMS (N=695)	
	AFSC 2T1X1	COMP SAMPLE	AFSC 2T1X1	COMP SAMPLE	AFSC 2T1X1	COMP SAMPLE
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	35	66	52	72	70	76
SO-SO	30	22	22	17	20	14
DULL	34	12	26	11	9	9
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO PERFECT	46	70	65	79	79	83
NONE TO VERY LITTLE	53	30	35	20	21	17
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO PERFECT	79	90	81	83	80	79
NONE TO VERY LITTLE	21	9	18	17	20	21
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>						
SATISFIED	44	72	54	75	70	74
NEUTRAL	21	16	19	10	13	9
DISSATISFIED	35	12	27	15	17	17
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	55	64	69	79	75	70
NO OR PROBABLY NO	44	36	30	21	5	10
WILL RETIRE	0	0	0	0	20	19

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

Comparative data are from AFSCs 1T1X1, 2R0X1, and 2R1X1 surveyed in 1993

TABLE 23

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 2T1X1
TAFMS GROUPS IN CURRENT STUDY TO PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	AFSC 2T1X1 (N=1,074)	1987 AFSC 603X0 (N=1,322)	AFSC 2T1X1 (N=380)	1987 AFSC 603X0 (N=448)	AFSC 2T1X1 (N=695)	1987 AFSC 603X0 (N=524)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	35	40	52	53	70	65
SO-SO	30	29	22	22	20	20
DULL	34	30	26	23	9	13
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO PERFECT	46	50	65	62	79	77
NONE TO VERY LITTLE	53	50	35	87	21	23
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO PERFECT	79	72	81	68	80	74
NONE TO VERY LITTLE	21	27	18	32	20	24
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>						
SATISFIED	44	43	54	55	70	67
NEUTRAL	21	20	19	13	13	12
DISSATISFIED	35	36	27	12	17	20
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	55	63	69	76	75	73
NO OR PROBABLY NO	44	36	30	21	5	9
WILL RETIRE	0	*	0	2	20	17

* Denotes less than 1 percent

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

TABLE 24

JOB SATISFACTION INDICATORS FOR AFSC 2T1X1 JOBS
(PERCENT MEMBERS RESPONDING)

	VEHICLE OPERATIONS CLUSTER (N=1,257)	DISPATCHER CLUSTER (N=2,12)	MANAGEMENT/ SUPERVISORY CLUSTER (N=2,82)	VEHICLE CONTROL JOB (N=47)	FLEET MANAGEMENT JOB (N=75)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	37	53	77	68	91
SO-SO	30	29	12	11	8
DULL	32	18	10	21	1
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECT	50	61	82	70	97
NONE TO VERY LITTLE	49	39	17	30	1
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECT	80	82	84	85	88
NONE TO VERY LITTLE	20	18	16	15	9
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>					
SATISFIED	45	58	75	74	88
NEUTRAL	22	14	9	9	5
DISSATISFIED	33	27	15	17	5
<u>REENLISTMENT INTENTIONS:</u>					
YES OR PROBABLY YES	58	75	70	87	81
NO OR PROBABLY NO	39	22	8	11	7
WILL RETIRE	2	3	21	2	12

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

TABLE 24 (CONTINUED)

JOB SATISFACTION INDICATORS FOR AFSC 2T1X1 JOBS
(PERCENT MEMBERS RESPONDING)

	QUALITY ASSURANCE JOB (N=11)	OPERATOR'S RECORDS/ LICENSING JOB (N=25)	READINESS SUPPORT JOB (N=11)	TRANSPORTATION CONTROL CENTER JOB (N=11)
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	73	76	82	45
SO-SO	27	16	9	45
DULL	0	8	9	9
<u>PERCEIVED USE OF TALENTS:</u>				
FAIRLY WELL TO PERFECT	100	80	82	45
NONE TO VERY LITTLE	0	16	18	55
<u>PERCEIVED USE OF TRAINING:</u>				
FAIRLY WELL TO PERFECT	100	84	36	64
NONE TO VERY LITTLE	0	16	64	36
<u>SENSE OF ACCOMPLISHMENT FROM JOB:</u>				
SATISFIED	100	88	73	36
NEUTRAL	0	0	9	45
DISSATISFIED	0	12	18	18
<u>REENLISTMENT INTENTIONS:</u>				
YES OR PROBABLY YES	0	88	82	45
NO OR PROBABLY NO	9	12	0	36
WILL RETIRE	91	0	18	18

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

IMPLICATIONS

This survey was conducted primarily to provide training personnel with current information on the Vehicle Operations specialty for use in reviewing current training programs and training documents. Results indicate that the jobs have changed little since the last survey in 1987 and members follow a typical career progression pattern. The present classification structure, as described in *AFMAN 36-2108 Specialty Descriptions*, accurately portrays the jobs in this study.

Analysis of career ladder documents indicates that the STS is supported very well by survey data. The POI is also in tune with survey data; however, both documents should be reviewed by career field functional managers and technical training SMEs.

Some possibly serious job satisfaction problems appear to exist in this specialty. Overall, AFSC 2T1X1 members are not as satisfied with their jobs as members of a comparative sample of direct support career ladder personnel; however, current personnel are generally as positive about their jobs as previous AFSC 2T1X1 (formerly AFSC 603X0) personnel surveyed in 1987. This may indicate that there has been a continuous trend of dissatisfaction in this career ladder over the years.

The findings of this OSR come directly from survey data collected from AFSC 2T1X1 personnel worldwide. These data are readily available to training and utilization personnel, functional managers, and other interested parties. Much of the data are compiled into extracts which are excellent tools in the decision making process. These data extracts should be used when training or utilization decisions are made.

APPENDIX A
REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS

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TABLE A1

VEHICLE OPERATIONS JOB CLUSTER

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K341 Add vehicle fluids, such as water, oil, coolants, or solvents	98
K350 Inspect vehicles for cleanliness and serviceability	95
K346 Clean vehicle exteriors or interiors	93
K349 Drain air tanks	91
K360 Wax vehicles	90
K348 Deliver or pickup vehicles for maintenance	90
K353 Maintain correct tire pressure	82
J314 Operate vehicles on flightlines	82
J340 Transport passengers, other than DVs	82
K351 Inspect vehicles released from maintenance facilities	80
K343 Check vehicles for accident forms	79
J330 Secure wheel chocks	78
J301 Inspect vehicle safety devices	75
J315 Perform aircrew transportation support	74
K356 Report vehicle status to dispatch personnel	72
J328 Report pickup or release times to dispatchers	70
J318 Perform vehicle before, during, or after-operation inspections	69
I285 Transmit or receive instructions on radios using 10-series codes	68
J326 Refuel vehicles using vehicle identification links (VILs)	59

TABLE A2

ENTRY-LEVEL SERVICING/MAINTENANCE JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
K353	Maintain correct tire pressure	98
K360	Wax vehicles	95
K341	Add vehicle fluids, such as water, oil, coolants, or solvents	95
K350	Inspect vehicles for cleanliness and serviceability	89
K348	Deliver or pickup vehicles for maintenance	81
K346	Clean vehicle interiors or exteriors	77
K345	Clean battery terminals or boxes	62
K349	Drain air tanks	61
K351	Inspect vehicles released from maintenance facilities	56
K343	Check vehicles for accident forms	55
K356	Report vehicle status to dispatch personnel	42
K344	Check vehicles for appropriate decals	42
K314	Operate vehicles on flightlines	37
J315	Perform aircrew transportation support	31
J325	Refuel vehicles using AF Forms 1252 (USAF Vehicle Serv-O-Plate)	31
J340	Transport passengers, other than DVs	30
J337	Transport DVs	27
C82	Inspect equipment for operational readiness	27
J318	Perform vehicle before, during, or after-operation inspections	25

TABLE A3

VEHICLE OPERATOR JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K341 Add vehicle fluids, such as water, oil, coolants or solvents	98
K346 Clean vehicle interiors or exteriors	95
K350 Inspect vehicles for cleanliness and serviceability	94
K353 Maintain correct tire pressure	94
K349 Drain air tanks	94
K360 Wax vehicles	93
K348 Deliver or pickup vehicles for maintenance	91
J314 Operate vehicles on flightlines	87
J340 Transport passengers, other than DVs	86
J330 Secure wheel chocks	83
J315 Perform aircrew transportation support	81
J301 Inspect vehicle safety devices	79
K351 Inspect vehicles released from maintenance facilities	79
K343 Check vehicles for accident forms	78
K356 Report vehicle status to dispatch personnel	74
J328 Report pickup or release times to dispatchers	73
J329 Report radio malfunctions or failures to dispatchers	71
J318 Perform vehicle before, during, or after-operation inspections	69
J326 Refuel vehicles using vehicle identification links (VILs)	59

TABLE A4

ENTRY-LEVEL VEHICLE OPERATOR/DISPATCHER JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K341 Add vehicle fluids, such as water, oil, coolants, or solvents	98
K350 Inspect vehicles for cleanliness and serviceability	96
I249 Assign operators to vehicles	92
K346 Clean vehicle exteriors or interiors	90
I279 Receive transportation requests	87
K360 Wax vehicles	87
K353 Maintain correct tire pressure	85
I275 Perform yard security inspections of operations areas or vehicles	83
J314 Operate vehicles on flightlines	79
I285 Transmit or receive instructions on radios using 10-series codes	77
I269 Maintain events logs	77
K349 Drain air tanks	77
J340 Transport passengers, other than DVs	75
I255 Conduct dispatcher shift change briefings	73
I250 Assign vehicles to match transportation requirements	71
I251 Brief drivers on routes, addresses, weather, or safety precautions	71
J315 Perform aircrew transportation support	69
I278 Process AF Forms 868 (Request for Motor Vehicle Services)	69
I263 Generate transportation requests on DAFISs	65

TABLE A5

VEHICLE OPERATOR/DISPATCHER JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
K346	Clean vehicle exteriors or interiors	98
K350	Inspect vehicles for cleanliness and serviceability	98
K341	Add vehicle fluids, such as water, oil, coolants, or solvents	98
K353	Maintain correct tire pressure	97
K349	Drain air tanks	97
K348	Deliver or pickup vehicles for maintenance	94
K360	Wax vehicles	93
J340	Transport passengers, other than DVs	92
J330	Secure wheel chocks	91
K343	Check vehicles for accident forms	91
J314	Operate vehicles on flightlines	90
J301	Inspect vehicle safety devices	89
I249	Assign operators to vehicles	88
J318	Perform vehicle before, during, or after-operation inspections	84
I285	transmit or receive instructions on radios using 10-series codes	83
J315	Perform aircrew transportation support	82
I279	Receive transportation requests	82
I250	Assign vehicles to match transportation requirements	79
I278	Process AF Forms 868 (Request for Motor Vehicle Services)	78

TABLE A6

VEHICLE OPERATOR/MAINTENANCE JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
K350	Inspect vehicles for cleanliness and serviceability	100
K349	Drain air tanks	100
K348	Deliver or pickup vehicles for maintenance	100
K351	Inspect vehicles released from maintenance facilities	100
K346	Clean vehicle exteriors or interiors	100
K343	Check vehicles for accident forms	100
K341	Add vehicle fluids, such as water, oil, coolants, or solvents	100
K353	Maintain correct tire pressure	93
K347	Control trip kits	93
I250	Assign vehicles to match transportation requirements	87
J326	Refuel vehicles using vehicle identification links (VILs)	87
J330	Secure wheel chocks	87
K344	Check vehicles for appropriate decals	87
I266	Issue or collect off-base trip packets	80
I256	Issue or collect accountable over-the -road trip items, such as toll tickets	73
I267	Issue or collect road kits	73
K360	Wax vehicles	73
I259	Coordinate vehicle servicing or maintenance with vehicle maintenance	67
I279	Receive transportation requests	67

TABLE A7

MAINTENANCE/INSPECTION JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
K350	Inspect vehicles for cleanliness and serviceability	100
K348	Deliver or pickup vehicles for maintenance	100
K341	Add vehicle fluids, such as water, oil, coolants, or solvents	100
K360	Wax vehicles	100
K353	Maintain correct tire pressure	100
K351	Inspect vehicles released from maintenance facilities	100
K343	Check vehicles for accident forms	100
K346	Clean vehicle exteriors or interiors	90
K358	Store hazardous supplies, such as oil, solvents, or gasoline	90
B41	Control parking or traffic flows for vehicle operations areas	80
A5	Coordinate vehicle maintenance priorities with vehicle maintenance	80
E127	Identify and report vehicle misuse or abuse	80
E129	Inventory equipment, tools, or supplies	70
J318	Perform vehicle before, during, or after-operation inspections	70
K349	Drain air tank	70
K356	Report vehicle status to dispatch personnel	70
C82	Inspect equipment for operational readiness	60
C86	Perform operator spot-check evaluations	60
B59	Supervise vehicle Operators/Dispatchers (AFSC 60350)	60

TABLE A8
DISPATCHER JOB CLUSTER

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I250	93
I279	92
I285	92
I251	89
I249	88
I284	88
I278	87
I255	87
I262	86
I264	85
I269	84
I277	84
I263	83
I271	77
B56	74
I265	73
I286	72
I252	71
I268	70

TABLE A9
DISPATCHER JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I278 Process AF Forms 868 (Request for Motor Vehicle Services)	100
I279 Receive transportation requests	100
I284 Select most economical methods to meet transportation requests	100
I269 Maintain events logs	91
I255 Conduct dispatcher shift change briefings	91
I250 Assign vehicles to match transportation requirements	82
I285 Transmit or receive instructions on radios using 10-series codes	82
I251 Brief drivers on routes, addresses, weather, or safety precautions	73
I275 Perform yard security inspections of operations areas or vehicles	73
I263 Generate transportation requests on DAFISs	64
I249 Assign operators to vehicles	64
I264 Issue dispatch instructions	64
I282 Review operator permits for currency or restrictions	45
I262 Dispatch vehicles for DV transportation	36
I271 Maintain transportation request files	36
I283 Schedule drivers' breaks or lunch periods	36
I273 Perform emergency or contingency checklist actions	36
I280 Relay information on preferred routes and timetables to customers	36
I268 Issue or collect U-drive-it (UDI) information packets	27

TABLE A10

SENIOR/CHIEF DISPATCHER JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
I279	Receive transportation requests	96
I250	Assign vehicles to match transportation requirements	96
I285	Transmit or receive instructions on radios using 10-series codes	96
I277	Prioritize transportation requests	93
I251	Brief drivers on routes, addresses, weather, or safety precautions	93
I284	Select most economical methods to meet transportation requests	92
I249	Assign operators to vehicles	91
I264	Issue dispatch instructions	91
I262	Dispatch vehicles for DV transportation	91
I278	Process AF Forms 868 (Request for Motor Vehicle Services)	88
I263	Generate transportation requests on DAFISs	87
I269	Maintain events logs	87
I271	Maintain transportation request files	84
I255	Conduct dispatcher shift change briefings	83
I286	Verify authorizations for extended UDI use	81
I252	Brief management on DV support activities	81
I265	Issue or collect accountable over-the road trip items, such as toll tickets	79
B56	Review transportation requests	78
I282	Review operator permits for currency or restrictions	72

TABLE A11

MANAGEMENT/SUPERVISORY JOB CLUSTER

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B55 Participate in staff meetings	84
A23 Establish work priorities	78
C69 Conduct self-inspections	78
B43 Counsel personnel on personal or military-related matters	77
C92 Write EPRs	76
C93 Write recommendations for awards or decorations	74
C68 Conduct performance feedback worksheet (PFW) sessions	74
A11 Develop work methods or procedures	72
B37 Conduct meetings or conferences	72
A1 Assign personnel to duty positions	71
B40 Conduct supervisory orientations of newly assigned personnel	68
C82 Inspect equipment for operational readiness	67
K350 Inspect vehicles for cleanliness and serviceability	66
A12 Develop work schedules	66
C79 Evaluate subordinates' compliance with work standards	62
B56 Review transportation requests	62
A22 Establish performance standards	62
B59 Supervise Vehicle Operators/Dispatchers (AFSC 60350)	58
E140 Write or review correspondence	56

TABLE A12

VEHICLE OPERATIONS MANAGEMENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G208 Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)	92
B37 Conduct meetings or conferences	89
K343 Check vehicles for accident forms	86
E127 Identify and report vehicle misuse or abuse	86
K350 Inspect vehicles for cleanliness and serviceability	85
B55 Participate in staff meetings	85
K341 Add vehicle fluids, such as water, oil, coolants, or solvents	85
A26 Plan briefings	82
B46 Direct utilization of vehicles	80
A23 Establish work priorities	80
K348 Deliver or pickup vehicles for maintenance	80
G189 Document drivers' licensings or qualifications	79
E135 Maintain vehicle assignment files	79
J318 Perform vehicle before, during, or after-operation inspections	78
G199 Maintain unit VCO lists	75
K344 Check vehicles for appropriate decals	75
G201 Maintain vehicle authorization listings (VALs)	74
G206 Perform no-notice vehicle technical inspections	74
G197 Maintain or update custody authorization/custody receipt listings (CA/CRLs)	72

TABLE A13

DISPATCHER SUPPORT SUPERVISOR JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C92 Write EPRs	98
B43 Counsel personnel on personal or military-related matters	96
C68 Conduct performance feedback worksheet (PFW) sessions	92
C93 Write recommendations for awards or decorations	92
B58 Supervise Apprentice Vehicle Operators/Dispatchers (AFSC 60330)	88
D107 Counsel trainees on training progress	88
A12 Develop work schedules	86
K350 Inspect vehicles for cleanliness and serviceability	86
B59 Supervise Vehicle Operators/Dispatchers (AFSC 60350)	84
B57 Supervise Vehicle Operators/Dispatcher Helpers (AFSC 60310)	84
B55 Participate in staff meetings	84
A23 Establish work priorities	84
D121 Schedule personnel for training	84
A33 Schedule leaves or passes	82
B40 Conduct supervisory orientations of newly assigned personnel	82
C69 Conduct self-inspections	76
B38 Conduct safety briefings	75
C79 Evaluate subordinates' compliance with work standards	67
A1 Assign personnel to duty positions	67

TABLE A14

VEHICLE OPERATIONS SUPERINTENDENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C93 Write recommendations for awards or decorations	99
C92 Write EPRs	97
B43 Counsel personnel on personal or military-related matters	97
B37 Conduct meetings or conferences	97
C68 Conduct performance feedback worksheet (PFW) sessions	97
A1 Assign personnel to duty positions	97
B55 Participate in staff meetings	96
A9 Develop self-inspection programs	93
A30 Review emergency, contingency, or disaster plans	92
A21 Establish organizational policies, operating instructions (OIs), or standing operating procedures (SOPs)	90
C69 Conduct self-inspections	89
C81 Indorse enlisted performance reports (EPRs)	88
B60 Supervise Vehicle Operations Supervisors (AFSC 60370)	86
A23 Establish work priorities	85
A4 Coordinate transportation activities with on-base or off-base sections or agencies	85
E140 Write or review correspondence	84
C79 Evaluate subordinates' compliance with work standards	84
A22 Establish performance standards	84
B52 Implement policies, directives, or procedures for subordinates	81

TABLE A15

COMBAT READINESS PLANNING JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A30	100
E131	100
B55	100
A29	100
A31	100
B54	100
E140	92
B39	92
E132	92
C69	92
D108	92
A9	92
E139	83
	reports
A6	83
A10	83
C78	83
B37	83
D121	83
A23	75

TABLE A16

VEHICLE CONTROL INDEPENDENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
G184	Conduct vehicle control function staff assistance visits	98
G199	Maintain unit VCO lists	98
G183	Conduct VCO training	96
G206	Conduct no-notice vehicle technical inspections	94
G173	Complete no-notice vehicle technical inspection reports	91
G168	Brief vehicle control officers (VCOs) on no-notice vehicle technical inspection results	91
G182	Conduct VCO meetings	87
G226	Schedule VCO meetings	87
G233	Write VCO meeting minutes	81
G190	Implement VCO programs	72
G208	Process AF Forms 171 (Request for Drivers' Training and Addition to U.S. Government Driver's License)	70
B37	Conduct meetings or conferences	66
G189	Document drivers' licensings or qualifications	62
K350	Inspect vehicles for cleanliness and serviceability	53
C82	Inspect equipment for operational readiness	51
K343	Check vehicles for accident forms	51
G202	Maintain vehicle fleet records	47
C86	Perform operator spot-check evaluations	43
G181	Conduct top-wheels programs	43

TABLE A17

FLEET MANAGEMENT INDEPENDENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
G200	Maintain vehicle allocation or due-in lists	96
G210	Maintain vehicle authorization listings (VALs)	93
G214	Process vehicle authorization lists	93
G202	Maintain vehicle fleet records	89
G216	Process vehicle repair authority and disposition actions	88
G223	Review tables of allowances	87
G220	Review on-line vehicle integrated management system (OL-VIMS) data	84
G191	Implement vehicle priority -buy programs	83
G197	Maintain or update custody authorization/custody receipt listings (CA/CRLs)	81
G215	Process vehicle receipts, issues, shipments, or transfer transactions	81
G209	Process defense reutilization management office (DRMO) vehicles	81
G225	Rotate vehicles based on evaluation of mileage and usage reports	78
G196	Maintain minimum mission essential (MME) lists	77
G219	Review fleet analyses	75
G205	Maintain vehicle priority recall listings	75
G186	Develop or update vehicle replacement priority listings	75
G187	Develop or update vehicle rotation plans	73
G232	Verify vehicle inventories	71
E135	Maintain vehicle assignment files	61

TABLE A18

QUALITY ASSURANCE INDEPENDENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H240 Perform contract surveillance	100
H239 Evaluate or document contractors' performance	100
H242 Review contractor quality control programs	100
H238 Develop or review contract amendments	100
H236 Assist contracting in developing surveillance plans and evaluation guides	100
H244 Review contractors' performance with commanders or contracting personnel	100
H237 Complete monthly contract performance reports	91
H234 Assist contracting in developing performance work statements (PWSs)	91
H245 Review incoming or outgoing contractor correspondence	91
H241 Receive, process, or investigate customer complaints	82
H235 Assist contracting in developing statements of work (SOWs)	82
H243 Review contractor reports for accuracy, adverse trends, or mission accomplishment	82
H246 Review or validate contractor publication or technical order requirements	82
G208 Process AF Forms 171 (Request for Drivers' Training and Addition to U.S. Government Drivers' License)	73
G210 Process fuel or roadside repair receipts	64
G195 Maintain accountability of accountable over-the-road trip items, such as toll tickets, invoices, or credit cards	64
E125 Distribute completed forms, records, or reports to appropriate activities or personnel	64
G169 Calculate fuel consumption or mileage accumulations	55
G175 Complete short-term vehicle rental or lease actions	55

TABLE A19

OPERATOR'S RECORDS AND LICENSING SECTION INDEPENDENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G208 Process AF Forms 171 (Request for Driver's Training and addition to U.S. Government Driver's License)	100
G192 Initiate driver background checks	96
G211 Process or maintain vehicle instructor letters	92
G189 Document drivers' licensings or qualifications	88
G198 Maintain qualified vehicle trainer lists	88
G203 Maintain vehicle operator information records	84
G194 Issue USAF vehicle operator identification cards	76
G212 Process permanent change of station (PCS), separation, or retirement lists	76
G185 Coordinate license suspensions or revocations with other agencies	76
G177 Complete vehicle misuse reports or letters	64
E127 Identify and report vehicle misuse or abuse	60
C85 Investigate vehicle misuse or abuse	60
G224 Review vehicle misuse investigation reports	56
C195 Maintain accountability of accountable over-the-road trip items, such as toll tickets, invoices, or credit cards	40
G180 Conduct fleet analyses	40
G199 Maintain unit VCO lists	36
G231 Verify government credit card transaction	36
G210 Process fuel or roadside repair receipts	32
D95 Administer tests	24

TABLE A20

READINESS SUPPORT INDEPENDENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
E131	Maintain contingency plans, operations plans, or support agreements	91
E139	Provide inputs for status of resources and training system (SORTS) reports	82
B55	Participate in staff meetings	82
C69	Conduct self-inspections	82
E140	Write or review correspondence	73
E125	Distribute completed forms, records, or reports to appropriate activities or personnel	73
B54	Implement security programs	73
E130	Maintain administrative files	73
A30	Review emergency, contingency, or disaster plans	73
B39	Conduct security briefings	73
A8	Develop inputs to support agreements	73
A6	Develop contingency checklists	73
E132	Maintain manpower documents	64
A31	Review support agreements	64
D121	Schedule personnel for training	55
A29	Plan security programs	55
A9	Develop self-inspection programs	55
C78	Evaluate security programs	55
E124	Complete manpower reports	45

TABLE A21

TRANSPORTATION CONTROL CENTER (TCC) INDEPENDENT JOB

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
L378 Track vehicles	100
L369 Maintain status of vehicle movements within missile complex areas	100
L373 Perform deviation procedures	100
L361 Assign trip numbers	100
L366 Initiate search procedures for overdue trips	100
L368 Maintain roadside facilities listings	100
L375 Review trip cards	91
L370 Maintain trip visual card files	91
L365 Implement cold weather plans	82
L364 Determine transportation priorities	82
L379 Utilize telephone-through-radio systems	82
L374 Perform security procedures for access to missile complex areas	73
L372 Manifest helicopter travel	73
L371 Maintain volunteer civilian spotter listings	73
L367 Maintain helicopter maintenance status charts	73
L363 Conduct predeparture briefings	64
I258 Coordinate road, terrain, or weather condition information with other agencies	55
I260 Correct or report violations of radio discipline	55
I285 Transmit or receive instructions on radios using 10-series codes	36