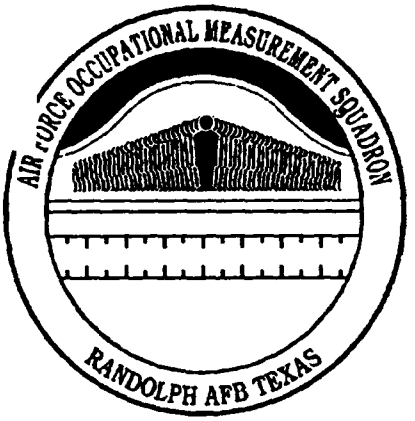

UNITED STATES AIR FORCE

OCCUPATIONAL SURVEY REPORT

PHARMACY

AFSC 4P0X1

AFPT 90-905-975

JUNE 1994

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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PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Pharmacy career ladder - AFSC 4P0X1 - (formerly AFSC 905X0). Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products upon which this report is based are available for use by operations and training officials.

The survey instrument was developed by First Lieutenant Glenn P. Mayes, Inventory Development Specialist, with computer programming support furnished by Ms Rebecca Hernandez. Ms Tamme Lambert provided administrative support. In addition to developing the survey instrument, Lt Glenn P. Mayes, Occupational Analyst, also analyzed the data and wrote the final report. This report has been reviewed and approved by Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other 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 TX 78150-4449 (DSN 487-6623).

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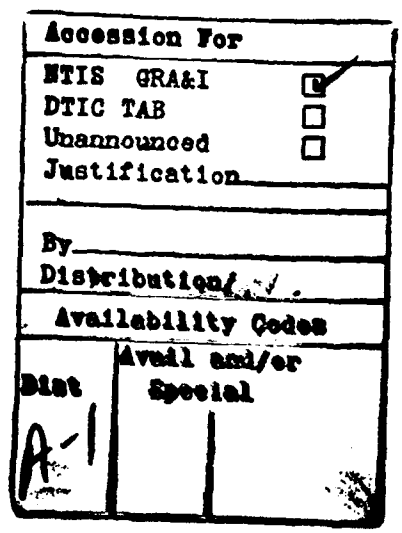

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SUMMARY OF RESULTS

1. *Survey Coverage*: The Pharmacy career ladder was surveyed to evaluate changes in the use of computers and automated systems within Air Force pharmacies. This report is based on data collected from 700 respondents, constituting 64 percent of all assigned AFSC 4P0X1 (formerly AFSC 905X0) personnel and 77 percent of those receiving survey booklets. All major using commands are satisfactorily represented in the survey sample.

2. *Career Ladder Structure*: Two clusters and five independent jobs were identified in the career ladder structure analysis. Fifty-seven percent of AFSC 4P0X1 personnel in the survey sample were in either the Outpatient Dispensing cluster or the Inpatient Dispensing cluster. The remaining five jobs involved supervisory, information systems management, supply, and training functions.

3. *Career Ladder Progression*: Overall, the results of the DAFSC analysis reflect a fairly typical career ladder progression. Three- and 5-skill level personnel spend more time in the technical aspects of the career field. Seven-skill level members perform a mixture of technical and supervisory tasks, while 9-skill level and Chief Enlisted Manager (CEM) Code members are the managers of the career ladder.

4. *Specialty Descriptions*: When compared to survey data, AFMAN 36-2108 Specialty Descriptions were found to accurately describe the tasks and jobs being performed by AFSC 4P0X1 personnel at each skill level.

5. *Training Analysis*: The Specialty Training Standard (STS) for this career ladder is generally supported by survey data. Adjustments were made to the STS based on survey data provided at the August 1993 Utilization and Training Workshop (U&TW). Plan of Instruction (POI) for the 4P0X1 ABR course is generally supported by survey data, but some criterion objectives need to be reviewed due to low percentages of first-enlistment airmen performing tasks being trained.

6. *Job Satisfaction*: Overall satisfaction indicators are positive and have remained stable over the last 8 years. Survey data show first-enlistment and second-enlistment pharmacy personnel have slightly lower job satisfaction than their counterparts in a related medical AFSC.

7. *Implications*: The AFSC 4P0X1 career ladder is very homogeneous. Various types of computer systems are being used in Air Force pharmacies, and some pharmacy personnel are utilizing automated drug inventories to monitor both controlled and noncontrolled drugs. Members progress typically through the career ladder, and current specialty descriptions are adequate for all skill levels. Most areas of the STS were supported by survey data. Areas not supported and tasks not referenced were reviewed by training personnel prior to the August 1993 U&TW. Adjustments were made at the workshop and should be reflected in the Career Field Education and Training Plan (CFETP) now in coordination.

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OCCUPATIONAL SURVEY REPORT (OSR)
PHARMACY CAREER LADDER
(AFSC 4P0X1 (formerly 905X0))

INTRODUCTION

This is a report of an occupational survey of the Pharmacy career ladder completed by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron. This survey was requested by HQ AETC/SGAT to provide quantitative data reflecting the changes in computerization and automation within the pharmacy career ladder. The last survey results pertaining to this career ladder were published in April 1986.

Background

As described in AFMAN 36-2108 Specialty Descriptions, 3- and 5-skill level members are responsible for compounding and dispensing pharmaceuticals; interpreting prescriptions and formulas for appropriateness; preparing, packaging, and labeling prescriptions and drug orders; receiving, separating, and storing incoming bulk pharmaceuticals; and removing from use and ensuring proper disposal of expired, suspended, or other unsuitable drugs; and cleaning pharmacy equipment and supplies.

Seven-skill level members supervise pharmacy activities; advise the medical facility staff concerning drugs; assist pharmacists or other professional staff members in developing new or modified formulations; oversee prescription and drug order file maintenance; compound and dispense pharmaceuticals; requisition, store, and safeguard pharmaceuticals; maintain strict control over issuing and receiving of controlled drugs; and maintain pharmacy records and publications.

Nine-skill level members and chief enlisted managers (CEMs) have additional responsibilities for planning, organizing, and directing administrative and technical pharmacy activities; developing work methods and procedures; coordinating pharmacy activities with other agencies and organizations; providing technical and administrative guidance to subordinates; and ensuring compliance with established procedures.

Members enter the career ladder by completing an 11-week, 4-day J3ABR90530-000 Apprentice Pharmacy Specialist course conducted at Sheppard AFB TX. This course provides instruction on: pharmacy information systems; pharmaceutical calculations; typing; compounding and dispensing of sterile and nonsterile products; drug therapy and physiology; and pharmacy standards of practice and administration. One week of the curriculum consists of Course J3AQR90030-001, Basic Medical Readiness. Entry into the career ladder currently requires an Armed Services Vocational Aptitude Battery (ASVAB) General score of 43.

SURVEY METHODOLOGY

Inventory Development

Data for this survey were collected using USAF Job Inventory (JI) Air Force Personnel Test (AFPT) 90-905-975, dated May 1992. A tentative task list was prepared after reviewing pertinent career ladder documents, tasks from the previous survey instrument, and data from the last OSR. This task list was refined and validated through personal interviews with 31 subject-matter experts (SMEs) (selected to cover varying types of medical facilities) at the following locations:

BASE	REASON FOR VISIT
Sheppard AFB TX	Location of Technical Training School
Brooks AFB TX	Represents a small pharmacy operation
Lackland AFB TX	Represents a large medical center with two separate computer systems
Keesler AFB MS	Represents a large medical center
Carswell AFB TX	Represents a medium size facility
Randolph AFB TX	Represents a clinic operation

The resulting JI contained a comprehensive listing of 362 tasks grouped under 12 duty headings and a background section requesting such information as grade, duty title, type of medical facility to which assigned, and equipment used or operated.

Survey Administration

From June through October 1992, Military Personnel Flights (MPFs) in operational units worldwide administered the inventory to all AFSC 905X0 personnel (currently identified as 4P0X1 personnel). Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Military Personnel Center (AFMPC).

Respondents were asked to complete an identification and biographical information section first and go through the booklet and check each task performed in their current job. After checking all tasks performed, respondents then rated each of these tasks on a 9-point scale showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

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

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across major commands (MAJCOMs) and military paygrade groups. Table 1 reflects the MAJCOM distribution of assigned AFSC 4P0X1 personnel (as of February 1993) and the sample. The 700 respondents in the final sample represent 64 percent of all assigned AFSC 4P0X1 personnel and 77 percent of the total personnel surveyed. Table 2 reflects the paygrade distribution for Pharmacy personnel. As reflected in these tables, the survey sample is an accurate representation of the 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 personnel in AFSC 4P0X1 completed either a Task Difficulty (TD) or Training Emphasis (TE) booklet. These 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.

Task Difficulty (TD): Each individual completing a TD booklet was asked to rate the relative difficulty of all inventory tasks on a 9-point scale (from extremely low to extremely high). Difficulty is defined as the length of time required by the average incumbent to learn to do the

TABLE 1

COMMAND DISTRIBUTION OF 4P0X1 PERSONNEL

COMMAND	PERCENT OF ASSIGNED**	PERCENT OF SAMPLE
ACC	36	34
AMC	17	15
AETC	15	18
AFMC	13	12
USAFE	7	7
PACAF	6	6
AFSPACECOM	3	4
USAFA	2	2
AU	1	2
USAFA	*	*

Total Assigned - 1,093**
Total Eligible for Survey - 907
Total in Sample - 700
Percent of Eligible in Sample - 77%
Percent of Assigned in Sample - 64%

* Denotes less than 1 percent
** Assigned strength as of February 1993

TABLE 2

PAYGRADE DISTRIBUTION OF SAMPLE

PAYGRADE	PERCENT OF ASSIGNED**	PERCENT OF SAMPLE
E-1 to E-3	27	25
E-4	29	31
E-5	23	24
E-6	12	12
E-7	7	7
E-8	1	1
E-9	*	*

* Denotes less than 1 percent
** Assigned strength as of February 1993

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

task. TD data were independently collected from 46 experienced noncommissioned officers (NCOs) stationed worldwide. Interrater reliability reflects very high agreement among raters. Ratings were standardized so tasks have an average difficulty rating of 5.00, with a standard deviation of 1.00. The resulting data yield essentially a rank ordering of tasks indicating the degree of difficulty for each task in the inventory.

Training Emphasis (TE): Individuals completing TE booklets were asked to rate tasks on a 10-point scale (from no training required to extremely high amount of training required). TE is a rating of which tasks require structured training for first-enlistment personnel. Structured training is defined as training provided at resident technical schools, field training detachments (FTDs), mobile training teams (MTTs), formal on-the-job training (OJT), or any other organized training method. TE data were independently collected from 39 experienced NCOs stationed worldwide. The interrater reliability for these raters indicates there was very high agreement among raters as to which tasks required some form of structured training. In this specialty, tasks have an average TE rating of 2.37, with a standard deviation of 1.93; tasks considered high in TE have ratings of 4.30 and above. As discussed in the TD section above, TE 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 airmen to know.

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

SPECIALTY JOBS
(Career Ladder Structure)

The occupational analysis process begins with an examination of the career ladder structure. The structure of jobs within the Pharmacy career ladder was examined on the basis of similarity of tasks performed and the percent of time spent provided by job incumbents, independent of other specialty background factors.

A hierarchical clustering program is a basic part of the Comprehensive Occupational Data Analysis Program (CODAP) system used for job analysis. CODAP creates individual job descriptions based on tasks performed and time spent. This program then compares all the individual job descriptions, locates the most similar descriptions, and combines them to form a stage in the clustering sequence. In successive stages, new members are added to the initial group, or new stages are formed based on similarity of tasks performed and time spent. This process continues until all respondents are included in a group.

The basic identifying group used in the hierarchical job structuring process is the *Job*. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a *Cluster*. Specialized jobs too dissimilar to fit within a cluster are labeled *Independent Jobs* (IJs). The job structure information resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the accuracy of career ladder documents (AFMAN 36-2108 Specialty Descriptions and Specialty Training Standards (STSs)) and to gain a better understanding of current utilization patterns. The above terminology will be used in the discussion of the Pharmacy career ladder structure.

Overview of Specialty Jobs

Using job structure analysis, two clusters and five independent jobs were identified within the survey sample. Based on task similarity and relative time spent, the division of jobs performed by Pharmacy personnel is illustrated in Figure 1, and a listing of those clusters and independent jobs is provided below. The stage (STG) number or group (GP) number beside each title is a reference to computer-printed information; the number of personnel in each stage or group (N) is also shown.

I. OUTPATIENT DISPENSING CLUSTER (STG33, N=220)

II. INPATIENT DISPENSING CLUSTER (STG40, N=180)

III. PHARMACY SUPERVISORS (IJ) (STG56, N=215)

IV. INFORMATION SYSTEMS MANAGEMENT (IJ) (STG167, N=8)

V. SUPPLY NCOIC JOB (IJ) (STG89, N=11)

VI. PHARMACY SUPERINTENDENT JOB (IJ) (STG30, N=6)

VII. TECHNICAL TRAINING JOB (IJ) (GP40, N=7)

The respondents forming these groups account for 92 percent of the survey sample. The remaining 8 percent were performing tasks or series of tasks that did not group with any of the defined jobs.

DISTRIBUTION OF AFSC 4P0X1 PERSONNEL ACROSS CAREER LADDER JOBS (N=700)

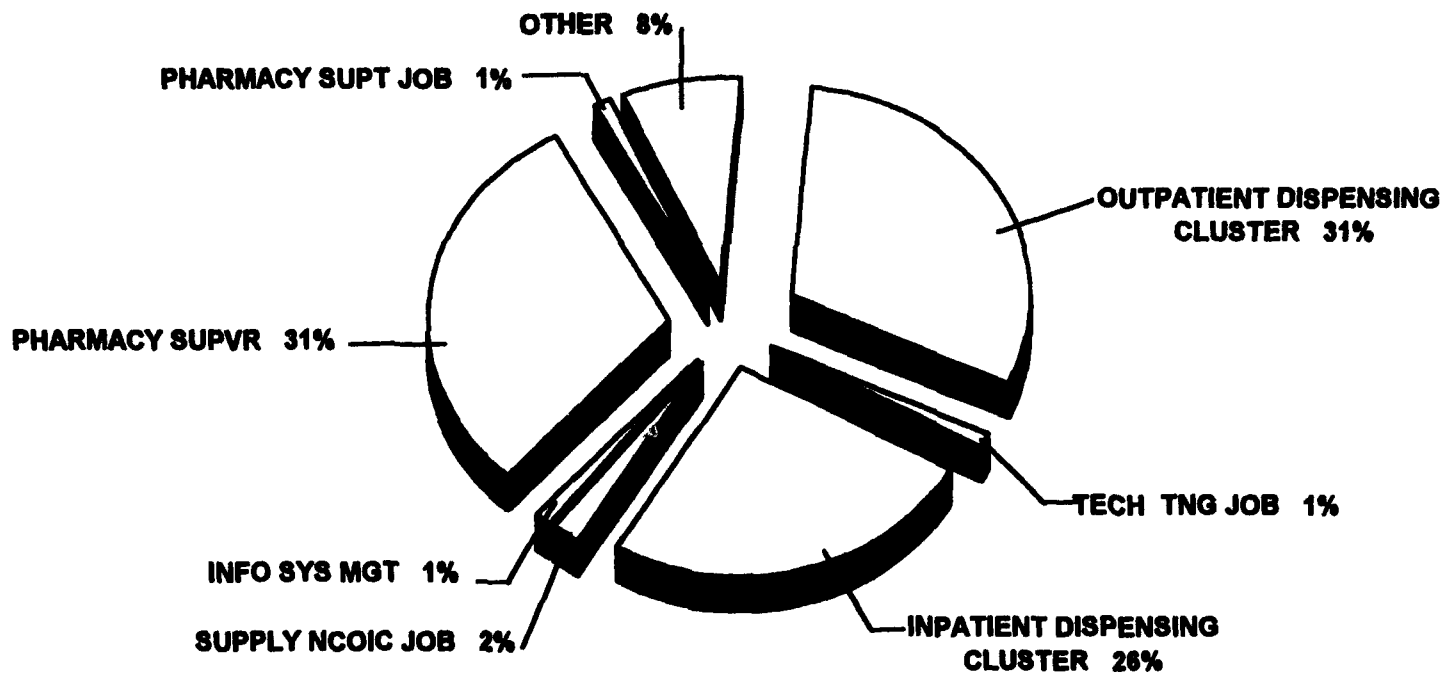

FIGURE 1

Group Descriptions

The following paragraphs contain brief descriptions of the clusters and independent jobs identified through analysis of the career ladder structure. The time members spend on duties is shown in Table 3, and selected background data for these groups are provided in Table 4. Representative tasks for all groups are contained in Appendix A.

I. OUTPATIENT DISPENSING CLUSTER (STG33, N=220). This cluster is comprised of three jobs and represents the work done by the largest number of respondents in the survey sample. The members of the cluster spend 38 percent of their relative job time on tasks pertaining to preparing, filling, and dispensing outpatient prescriptions. Members in this job perform outpatient functions, such as evaluating outpatient prescriptions for completeness and accuracy or generating labels for outpatient prescription containers. The 220 airmen in this cluster also spend 24 percent of their time on general pharmaceutical activities, and an additional 10 percent on supply and inventory control tasks. Twenty-one percent work in dispensary pharmacies or clinics, and the remaining 79 percent are assigned to hospitals, regional hospitals, or medical centers. Members comprising this cluster perform an average of 46 tasks. Tasks that reflect the nature of this job include:

dispense pharmaceutical preparations to patients
fill outpatient prescription containers with medication
file outpatient prescriptions
transcribe automated refills from call-ins
affix main or auxiliary labels to compounded or prepackaged pharmaceutical preparations
rotate drug stocks to ensure freshness and potency

Of the three jobs forming this cluster, one was distinguished by the performance of tasks involving compounding and prepackaging pharmaceutical preparations. A second job entails a substantial amount of time receiving and storing bulk pharmaceuticals and controlled drugs, as well as performing other supply-type functions. Members of the final job were first-line supervisors who directed dispensing activities within the outpatient pharmacy.

With a predominant grade of E-4, 59 percent of this cluster report holding the 5-skill level. Members of this cluster average 74 months of Total Active Federal Military Service (TAFMS).

II. INPATIENT DISPENSING CLUSTER (STG40, N=180). Representing 26 percent of the survey sample (the third largest job identified), these 180 airmen perform a series of tasks that cover a variety of inpatient functions. Nearly 95 percent of the members comprising this

TABLE 3

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	OUTPATIENT DISPENSING CLUSTER (STG33)	INPATIENT DISPENSING CLUSTER (STG40)	PHARMACY SUPERVISORS (STG56)	INFORMATION SYSTEMS MANAGEMENT (STG167)
A ORGANIZING AND PLANNING	2	2	9	4
B DIRECTING AND IMPLEMENTING	6	5	13	8
C INSPECTING AND EVALUATING	2	1	6	3
D TRAINING	2	1	5	3
E PERFORMING ADMINISTRATIVE ACTIVITIES	4	3	8	3
F PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	24	16	11	12
G DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	38	19	13	19
H DISPENSING INPATIENT OR CLINIC MEDICATIONS	4	22	6	2
I PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	10	6	15	3
J COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	5	8	5	6
K PREPARING STERILE PRODUCTS	*	14	2	1
L PERFORMING INFORMATION SYSTEMS MANAGEMENT	3	3	7	36

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES		SUPPLY NCOIC JOB (STG89)	PHARMACY SUPERINTENDENT JOB (STG30)	TECHNICAL TRAINING JOB (GP40)
A	ORGANIZING AND PLANNING	7	20	2
B	DIRECTING AND IMPLEMENTING	7	27	11
C	INSPECTING AND EVALUATING	3	20	3
D	TRAINING	2	4	56
E	PERFORMING ADMINISTRATIVE ACTIVITIES	3	9	2
F	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	7	7	5
G	DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	4	8	1
H	DISPENSING INPATIENT OR CLINIC MEDICATIONS	1	*	0
I	PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	62	1	5
J	COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	1	*	4
K	PREPARING STERILE PRODUCTS	*	*	1
L	PERFORMING INFORMATION SYSTEMS MANAGEMENT	2	4	10

* Denotes less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOB CLUSTERS AND INDEPENDENT JOBS

	OUTPATIENT DISPENSING CLUSTER	INPATIENT DISPENSING CLUSTER	PHARMACY SUPERVISORS	INFORMATION SYSTEMS MANAGEMENT
NUMBER IN GROUP	220	180	215	8
PERCENT OF SAMPLE	31%	26%	31%	1%
DAFSC DISTRIBUTION				
4P031	25%	17%	3%	0%
4P051	59%	72%	38%	38%
4P071	16%	11%	52%	62%
4P091	0%	0%	6%	0%
4P000	0%	0%	1%	0%
PAYGRADE DISTRIBUTION				
E-1 to E-3	31%	33%	6%	25%
E-4	36%	45%	19%	13%
E-5	23%	18%	31%	25%
E-6	9%	3%	23%	25%
E-7	1%	1%	17%	13%
E-8	0%	0%	2%	0%
E-9	0%	0%	2%	0%

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOB CLUSTERS AND INDEPENDENT JOBS

	OUTPATIENT DISPENSING CLUSTER	INPATIENT DISPENSING CLUSTER	PHARMACY SUPERVISORS	INFORMATION SYSTEMS MANAGEMENT
AVERAGE NUMBER OF TASKS PERFORMED	46	79	149	107
AVERAGE MONTHS TAFMS	74	61	135	115
PERCENT IN FIRST ENLISTMENT	45%	57%	13%	38%
PERCENT SUPERVISING	29%	27%	73%	50%

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOB CLUSTERS AND INDEPENDENT JOBS

	SUPPLY NCOIC JOB	PHARMACY SUPERINTENDENT JOB	TECHNICAL TRAINING JOB
NUMBER IN GROUP	11	6	7
PERCENT OF SAMPLE	2%	1%	1%
DAFSC DISTRIBUTION			
4P031	0%	0%	0%
4P051	64%	17%	71%
4P071	36%	33%	29%
4P091	0%	50%	0%
4P000	0%	0%	0%
PAYGRADE DISTRIBUTION			
E-1 to E-3	0%	0%	14%
E-4	27%	0%	14%
E-5	36%	0%	72%
E-6	27%	17%	0%
E-7	9%	50%	0%
E-8	0%	33%	0%
E-9	0%	0%	0%

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOB CLUSTERS AND INDEPENDENT JOBS

	SUPPLY NCOIC JOB	PHARMACY SUPERINTENDENT JOB	TECHNICAL TRAINING JOB
AVERAGE NUMBER OF TASKS PERFORMED	60	83	35
AVERAGE MONTHS TAFMS	122	224	97
PERCENT IN FIRST ENLISTMENT	9%	0%	14%
PERCENT SUPERVISING	45%	100%	29%

cluster are assigned to hospital-size or larger medical facilities. Examples of inpatient dispensing duties include implementing the unit dose system, dispensing bulk orders to clinics, and preparing sterile products.

In contrast to the outpatient dispensing cluster, members of this cluster spend only 19 percent of their duty time dispensing outpatient prescriptions and refills. These airmen have a broader job than their outpatient counterparts and perform an average of 79 tasks. Tasks reflecting the above responsibilities include:

generate labels for inpatient medications
evaluate medication orders for completeness and accuracy, such as AF Forms 3066 (Doctor's Order)
pick up or receive medication orders from wards
fill unit dose carts
prepare piggyback solutions
clean IV rooms to maintain aseptic environment

Within the cluster, two jobs were noted. Both involve many of the same tasks. One job, however, involves more supervisory responsibilities.

Personnel performing this job average 61 *months'* TAFMS, and 63 percent are in paygrades E-4 and E-5. Most hold the 5-skill level.

III. PHARMACY SUPERVISORS (IJ) (STG56, N=215). The 215 airmen with this job (31 percent of the survey sample) are responsible for overseeing a wide variety of activities within the pharmacy. Some of these activities include directing dispensing of pharmaceuticals, receiving and storing controlled drugs, establishing work schedules, and writing performance reports. Forty-one percent of their duty time is devoted to supervision, management, training, and administrative functions. Seventy-three percent of the respondents report having supervisory responsibilities. The following are representative of the tasks performed:

determine work priorities
resolve technical problems for subordinates
supervise Pharmacy Specialists (AFSC 90550)
counsel personnel on personal or military-related matters
advise medical staff on drug stock status
direct dispensing of pharmaceutical preparations

Among the Pharmacy Supervisors, there are three distinct jobs. The three jobs differ primarily due to the amounts of time spent on the following functions: planning and organizing, directing and implementing, and performing supply and inventory control activities. Pharmacy Supervisors, the more senior members of the career ladder, spent more time performing the supervisory functions of planning and organizing and directing and implementing. Accompanying this increase in supervisory duties was a decrease in the amount of time spent on supply and inventory control activities.

Members of one job averaged 172 months' TAFMS and supervised an average of six people. Members of this job performed an average of 117 tasks, and one-third of their duty time was spent either directing and implementing or planning and organizing pharmacy activities. Members of another job had an average of 152 months' TAFMS and supervised an average of four people. Personnel performing this job devoted one-fourth of their duty time to planning and organizing and directing and implementing, while spending 14 percent of their duty time working in supply and inventory control. Members of the least experienced job averaged 95 months' TAFMS and supervised one person on the average, and they spent 22 percent of their duty time performing supply and inventory control activities.

IV. INFORMATION SYSTEMS MANAGEMENT (IJ) (STG167, N=8). Personnel within this job report spending 36 percent of their job time performing tasks related to managing information systems and 19 percent of their job time dispensing outpatient prescriptions and refills. These airmen also perform general pharmaceutical activities, but emphasis is placed on managing information systems within the pharmacy. Members perform an average of 107 tasks, some of which include:

purge and compress computer database
perform product or program updates using diskettes, tapes, or modems
correct system malfunctions
perform basic maintenance on system hardware
program system parameters, such as setting up defaults
develop contingency plans for system malfunctions or failures

Sixty-seven percent of the members of this job hold the 7-skill level and report an average of 120 months' time in the service.

V. SUPPLY NCOIC JOB (IJ) (STG89, N=11). The 11 members comprising this job concentrate 62 percent of their job time performing supply and inventory control functions and only a small percentage of their job time on general duties. They also perform supervisory

functions related to organizing and planning or directing and implementing various supply and inventory control procedures. Tasks that reflect the nature of the job performed by these group members include:

inspect incoming supplies or equipment for identity, quantity, quality, or damage
prepare supply requisitions other than local purchases or emergency requisitions
rotate drug stocks to ensure freshness and potency
return unserviceable noncontrolled drugs to supply
maintain supply files
advise satellite units, clinics, or stations on supply problems

All of the personnel in this job hold either the 5- or 7-skill level and are in paygrades E-4 through E-7. Their average time in service is 114 months.

VI. PHARMACY SUPERINTENDENT JOB (IJ) (STG30, N=6). The senior personnel who hold this job are the administrative managers of the career ladder. The job requires performing policy making and higher level management functions, such as establishing workplace standards, managing pharmacy funds, and coordinating work activities with other sections. Tasks that are representative of the job performed by these personnel include:

supervise pharmacy technicians (AFSC 90570)
interpret policies, directives, or procedures for subordinates
establish performance standards for subordinates
serve on boards or committees, such as therapeutic, ancillary services, or airmen of the quarter boards
develop organizational policies, pharmacy operating instructions (OIs), or procedures
write or review EPRs

Averaging over 18 years in the career field (the most senior of all the jobs identified), all six respondents report having supervisory responsibilities. The predominant paygrade of these members is E-7.

VII. TECHNICAL TRAINING JOB (IJ) (GP40, N=7). The seven members of this job were all assigned to 3790th Medical Support Training Wing (currently the 382nd Medical Training Squadron) at Sheppard AFB TX. These members are responsible for planning, directing,

and conducting resident technical training for the AFSC awarding course. Fifty-six percent of this groups' relative job time is encompassed in performing tasks associated with resident technical training. The airmen with this job perform 35 tasks on the average (fewest among the jobs identified). Typical tasks performed in this job include:

administer tests
counsel trainees on training progress
score tests
maintain training records, charts, or graphs
prepare or revise lesson plans
determine resident course training requirements

All of these airmen report holding either a 5- or 7-skill level, and their predominant grade is E-5. Members performing this job have an average of almost 8 years' time in the career ladder.

Comparison to Previous Study

The results of the specialty job analysis were compared to those of OSR AFPT 90-905-552, Pharmacy specialty, dated April 1986. Most of the jobs identified in the current study were also identified in the 1986 survey (see Table 5). In the previous survey, inpatient and outpatient dispensing personnel formed one job; however, in the current survey, inpatient and outpatient personnel broke out as two distinct jobs. Even though comparable jobs from 1986 to 1994 reflect different percentages of the sample, this variation could generally be attributed to the use of a more detailed task list in the current study. The more detailed task list allowed for the identification of more distinctions among the Pharmacy jobs.

The Pharmacy career ladder has not changed much since the last survey. Pharmacy dispensing personnel comprised the majority of the sample in both the current survey and in the previous survey. There is a new job identified in the current sample (Information Systems Management Job) which was not identified in the 1986 career ladder structure. The Information Systems Management Job is now present due to the increased emphasis on computers and database management within AF pharmacies.

Aside from the minor variations mentioned above, the vast majority of the current sample were found to be performing jobs identified in 1986. The Pharmacy career ladder has remained relatively stable over the past 8 years.

TABLE 5

SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND 1986 SURVEYS

CURRENT SURVEY (N=700)	PERCENT OF SAMPLE	1986 SURVEY (N=642)	PERCENT OF SAMPLE
OUTPATIENT DISPENSING CLUSTER (N=220)	31	PHARMACY DISPENSING PERSONNEL (N=418)	65
INPATIENT DISPENSING CLUSTER (N=180)	26		
		PHARMACY SUPERVISORY & MANAGEMENT (N=165)	25
PHARMACY SUPERVISORS (N=215)	31	A. General Pharmacy Supervisors	
PHARMACY SUPERINTENDENT JOB (N=6)	1	B. Pharmacy Superintendents	
SUPPLY NCOIC JOB (N=11)	2	C. Supply Managers	
INFORMATION SYSTEMS MANAGEMENT (N=8)	1	-	
TECHNICAL TRAINING JOB (N=7)	1	PHARMACY INSTRUCTOR PERSONNEL (N=6)	1

- Indicates no match in report

Summary

There are two clusters and five jobs in the career ladder. The majority of the survey sample, 57 percent, reported performing the common core jobs, outpatient or inpatient dispensing. The next largest job is the Pharmacy Supervisor job, which represented 31 percent of the sample. Members from the other four jobs represent only 5 percent of the survey sample.

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the Career Field Education and Training Plan (CFETP), the AFMAN 36-2108 Specialty Descriptions, and the STS reflect what career ladder personnel are actually doing in the field.

A comparison of duty and task performance between DAFSCs 4P091 and CEM Code 4P000 indicated that, while there are some minor differences, by and large, the jobs they perform are essentially the same. Therefore, they will be discussed as a combined group in this report, while DAFSCs 4P031, 4P051, and 4P071 will be discussed as separate groups.

The distribution of skill-level members across the career ladder jobs is displayed in Table 6, while Table 7 offers another perspective by displaying the relative percent time spent on each duty across the skill-level groups. A typical pattern of progression is present, with personnel spending more time on duties involving supervisory, managerial, and training tasks as they advance to the 7-skill level, the 9-skill level, and the CEM code. It is also obvious, though, that 7-skill level personnel are still very involved with technical task performance.

Skill-Level Descriptions

DAFSC 4P031. The 121 airmen in the 3-skill level group (representing 17 percent of the survey sample) performed an average of 46 tasks. Performing a highly technical job, 68 percent of their relative duty time is devoted to tasks involving general pharmaceutical activities; dispensing outpatient prescriptions and refills; and dispensing inpatient or clinic medications. Tasks pertaining to compounding and prepackaging pharmaceutical preparations accounted for an additional 8 percent of their relative duty time. Representative tasks performed by DAFSC 4P031 members are listed in Table 8.

TABLE 6

DISTRIBUTION OF SKILL-LEVEL MEMBERS
ACROSS SPECIALTY JOBS
(PERCENT)

SPECIALTY JOBS	DAFSC 4P031 (N=121)	DAFSC 4P051 (N=372)	DAFSC 4P071 (N=187)	DAFSC 4P091/ 4P000 (N=17)
OUTPATIENT DISPENSING CLUSTER	45	35	19	0
INPATIENT DISPENSING CLUSTER	26	35	10	0
PHARMACY SUPERVISORS	6	22	61	82
INFORMATION SYSTEMS MANAGEMENT	0	1	3	0
SUPPLY NCOIC JOB	0	2	2	0
PHARMACY SUPERINTENDENT JOB	0	*	1	18
TECHNICAL TRAINING JOB	0	1	1	0
OTHER (NOT GROUPED)	23	5	3	0

* Denotes less than 1 percent

TABLE 7

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

DUTIES		DAFSC 4P031 (N=121)	DAFSC 4P051 (N=372)	DAFSC 4P071 (N=187)	DAFSC 4P091/ 4P000 (N=17)
A	ORGANIZING AND PLANNING	2	3	9	17
B	DIRECTING AND IMPLEMENTING	4	7	13	21
C	INSPECTING AND EVALUATING	1	2	6	14
D	TRAINING	1	2	6	7
E	PERFORMING ADMINISTRATIVE ACTIVITIES	3	5	6	8
F	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	22	18	12	6
G	DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	36	24	16	10
H	DISPENSING INPATIENT OR CLINIC MEDICATIONS	10	11	5	1
I	PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	7	12	13	8
J	COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	8	6	4	2
K	PREPARING STERILE PRODUCTS	4	6	3	*
L	PERFORMING INFORMATION SYSTEMS MANAGEMENT	2	4	7	6

* Denotes less than 1 percent

TABLE 8

REPRESENTATIVE TASKS PERFORMED BY DAFSC 4P031 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=121)
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	90
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	83
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	80
F185	CLEAN PHARMACY FACILITIES	79
F184	CLEAN PHARMACY EQUIPMENT OR GLASSWARE	79
G216	GENERATE LABELS FOR OUTPATIENT PRESCRIPTION CONTAINERS	77
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	76
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	75
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	75
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	74
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	73
F194	INTERPRET PRESCRIPTION FORMS, OTHER THAN AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	67
G213	FILE OUTPATIENT PRESCRIPTIONS	67
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	64
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	61
G224	TRANSCRIBE AUTOMATED REFILLS FROM CALL-INS	58
G217	ISSUE OTC MEDICATIONS	56
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	55
F186	CONDUCT PHARMACY OPENING OR CLOSING SECURITY PROCEDURES	54
J285	AFFIX MAIN OR AUXILIARY LABELS TO COMPOUNDED OR REPACKAGED PHARMACEUTICAL PREPARATIONS	52

DAFSC 4P051. Five-skill level personnel, representing 53 percent of the survey sample, perform an average of 76 tasks. The work accomplished at this skill level is predominantly technical in nature, comprised of outpatient and inpatient dispensing tasks, complimented by other technical tasks related to compounding and prepackaging, interpreting prescription forms, and cleaning pharmacy equipment and facilities. While outpatient dispensing remains the predominant duty in terms of percent time spent, the amount of time spent on this duty by 5-skill level personnel is 12 percent less than that spent by 3-skill level personnel. The performance of supply and inventory control functions rises notably for pharmacy personnel holding DAFSC 4P051 in comparison to DAFSC 4P031. Representative tasks performed by DAFSC 4P051 members are listed in Table 9. Table 10 displays those tasks that most clearly differentiate the 3- and 5-skill level groups. The only difference is that a greater percentage of 5-skill level members are performing the administrative tasks listed in Table 10.

DAFSC 4P071. Seven-skill level personnel constitute 27 percent of the sample and, as shown in Table 6, are involved in all of the jobs identified by survey data. Table 7 indicates that a higher percentage of 7-skill level personnel perform supervisory and administrative tasks than members holding DAFSC 4P051. Representative tasks performed by 7-skill level members are listed in Table 11 and include a mixture of technical and supervisory tasks. It is interesting to note that 7-skill level personnel perform all the tasks performed by 3- and 5-skill level personnel, and a higher percentage of 7-skill level personnel perform them. Table 12 reflects those tasks that best differentiate between DAFSC 4P051 and 4P071 personnel. The key difference is a much greater emphasis on supervisory functions for 7-skill level airmen in comparison to 5-skill level airmen.

DAFSC 4P091/00. There are 17 9-skill level and CEM Code respondents in the sample, constituting 3 percent of the total sample. These individuals performed an average of 145 tasks. Group members spend over 60 percent of their duty time on supervisory and training functions and managerial-type administrative tasks and are represented in only two of the identified jobs (see Table 6). The largest segment (14 of the 17 respondents) are members of the Pharmacy Supervisors job, and the remaining three respondents perform the Pharmacy Superintendent job. Representative tasks DAFSC 4P091/00 members perform are generally supervisory and managerial in nature and are listed in Table 13. Tasks that best distinguish between DAFSC 4P071 and DAFSC 4P091/00 members are listed in Table 14. Figures in the top portion of the table show a greater percentage of 7-skill level personnel perform technical tasks, while figures in the lower half show more 9-skill level and CEM personnel perform upper-level management tasks.

Summary

The results of this DAFSC analysis reflect a fairly typical career ladder progression. Distinctions between skill-level groups are evident, with personnel at the 3- and 5-skill level spending more time in the technical aspects of the career field. At the 7-skill level, although members still spend over half of their duty time on nonsupervisory tasks, a shift toward

TABLE 9

REPRESENTATIVE TASKS PERFORMED BY DAFSC 4P051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=372)
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	94
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	91
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	90
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	89
F184	CLEAN PHARMACY EQUIPMENT OR GLASSWARE	88
F185	CLEAN PHARMACY FACILITIES	86
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	84
F186	CONDUCT PHARMACY OPENING OR CLOSING SECURITY PROCEDURES	84
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	84
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	83
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	81
G216	GENERATE LABELS FOR OUTPATIENT PRESCRIPTION CONTAINERS	81
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	81
G213	FILE OUTPATIENT PRESCRIPTIONS	80
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	76
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	72
F194	INTERPRET PRESCRIPTION FORMS, OTHER THAN AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	68
F188	CONSULT WITH PROFESSIONAL STAFF TO CORRECT DRUG INTERACTIONS, INCOMPATABILITIES, OR ALLERGIES	67
G217	ISSUE OTC MEDICATIONS	62
G221	PERFORM VISUAL OR OLFACTORY IDENTIFICATION OF PHARMACEUTICALS	59
I278	ROTATE DRUG STOCKS TO ENSURE FRESHNESS AND POTENCY	58
G224	TRANSCRIBE AUTOMATED REFILLS FROM CALL-INS	57
F204	VERIFY BATCHES	57
H229	COMPARE MEDICATIONS WITH LABELS AND MEDICATION ORDERS	56

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 4P031 AND 4P051 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 4P031 (N=121)	DAFSC 4P051 (N=372)	DIFFERENCE
F190	COORDINATE EQUIPMENT REPAIRS WITH APPROPRIATE AGENCIES	8	32	-24
I259	INSPECT INCOMING SUPPLIES OR EQUIPMENT FOR IDENTITY, QUANTITY, QUALITY, OR DAMAGE	17	40	-23
L353	PERFORM DISKETTE OR TAPE BACKUPS	21	44	-23
B76	RESOLVE TECHNICAL PROBLEMS FOR SUBORDINATES	9	30	-21
I270	PREPARE REQUESTS FOR ISSUE OR TURN-IN OF SUPPLIES OR EQUIPMENT	5	25	-20
I276	REVIEW BACK ORDER REPORTS	8	28	-20
I269	PREPARE LOCAL PURCHASE REQUISITIONS FOR STANDARD OR NONSTANDARD ITEMS	5	24	-19
I255	IDENTIFY DRUGS USING MICROFICHE OR MEDICAL CATALOGS (MEDCATs)	7	26	-19

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY DAFSC 4P071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=187)
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	95
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	94
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	94
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	90
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	89
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	89
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	87
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	86
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	86
F186	CONDUCT PHARMACY OPENING OR CLOSING SECURITY PROCEDURES	83
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	81
F188	CONSULT WITH PROFESSIONAL STAFF TO CORRECT DRUG INTERACTIONS, INCOMPATABILITIES, OR ALLERGIES	80
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	78
G213	FILE OUTPATIENT PRESCRIPTIONS	78
C110	WRITE OR REVIEW EPRs	76
B46	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	76
B76	RESOLVE TECHNICAL PROBLEMS FOR SUBORDINATES	75
A6	DETERMINE WORK PRIORITIES	74
B81	SUPERVISE PHARMACY SPECIALISTS (AFSC 90550)	73
I278	ROTATE DRUG STOCKS TO ENSURE FRESHNESS AND POTENCY	66
B78	SUPERVISE APPRENTICE PHARMACY SPECIALISTS (AFSC 90530)	64

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 4P051 AND 4P071 PERSONNEL (PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 4P051 (N=372)	DAFSC 4P071 (N=187)	DIFFERENCE
C110	WRITE OR REVIEW EPRs	21	76	-55
B46	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	22	76	-54
C89	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR RECOGNITION	12	62	-50
A21	ESTABLISH WORK SCHEDULES	12	59	-47
A37	SCHEDULE TDY, LEAVES, OR PASSES	10	56	-46
B76	RESOLVE TECHNICAL PROBLEMS FOR SUBORDINATES	30	75	-45
A32	PLAN WORK ASSIGNMENTS	13	56	-43
B72	INITIATE PERSONNEL ACTION REQUESTS, SUCH AS UPGRADE ACTIONS OR DUTY TITLE CHANGES	6	47	-41
B47	DIRECT ADMINISTRATIVE FUNCTIONS	6	45	-39

TABLE 13

REPRESENTATIVE TASKS PERFORMED BY DAFSC 4P091/4P000 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=17)
A6	DETERMINE WORK PRIORITIES	100
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	100
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	100
C110	WRITE OR REVIEW EPRs	100
B47	DIRECT ADMINISTRATIVE FUNCTIONS	100
B46	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	100
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	100
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	94
B76	RESOLVE TECHNICAL PROBLEMS FOR SUBORDINATES	94
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	94
C111	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	94
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	88
B81	SUPERVISE PHARMACY SPECIALISTS (AFSC 90550)	88
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	88
C104	INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	88
C85	EVALUATE BUDGETING OR FINANCIAL REQUIREMENTS	88
A5	DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, SUPPLIES, OR EQUIPMENT, OTHER THAN SYSTEM HARDWARE	88
B82	SUPERVISE PHARMACY TECHNICIANS (AFSC 90570)	82
A22	MANAGE PHARMACY FUNDS	82
C83	ANALYZE WORKLOAD REQUIREMENTS	76

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 4P071 AND 4P091/4P000 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 4P071 (N=187)	DAFSC 4P091/ 4P000 (N=17)	DIFFERENCE
F184	CLEAN PHARMACY EQUIPMENT OR GLASSWARE	73	12	+61
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	87	35	+52
F185	CLEAN PHARMACY FACILITIES	73	35	+38
H231	DELIVER BULK ORDERS TO CLINICS	43	6	+37
L361	TAKE DOWN SYSTEMS	57	24	+33
J306	PREPARE MAIN OR AUXILIARY LABELS FOR COMPOUNDED OR PREPACKAGED PHARMACEUTICAL PREPARATIONS	39	6	+33
K324	PREPARE PIGGYBACK SOLUTIONS	27	0	+27
K312	CLEAN IV ROOMS TO MAINTAIN ASEPTIC ENVIRONMENT	24	0	+24
K316	MAINTAIN PATIENT PROFILES FOR STERILE PRODUCTS	23	0	+23
A9	DEVELOP JOB DESCRIPTIONS	31	94	-63
C104	INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	28	88	-60
C85	EVALUATE BUDGETING OR FINANCIAL REQUIREMENTS	30	88	-58
B40	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	38	94	-56
B47	DIRECT ADMINISTRATIVE FUNCTIONS	45	100	-55
A3	DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	34	88	-54
D114	ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS	35	88	-53
C94	EVALUATE PHARMACY OIs OR PROCEDURES	36	88	-52
B77	SERVE ON BOARDS OR COMMITTEES, SUCH AS THERAPEUTIC, ANCILLARY SERVICES, OR AIRMAN OF THE QUARTER BOARDS	37	88	-51

supervisory functions is quite clear. Nine-skill level and CEM Code members are basically managers and supervisors performing predominantly supervisory and managerial-type tasks, such as analyzing workload requirements, evaluating subordinates, and resolving technical problems.

ANALYSIS OF AFMAN 36-2108 SPECIALTY JOB DESCRIPTIONS

AFMAN 36-2108 Specialty Descriptions are intended to give a very broad overview of the duties and tasks performed in the skill levels of the specialty. Survey data were compared to the specialty descriptions for Pharmacy Specialist, Technician, and Superintendent (90530/50, 90570, and 90590/00), all dated 30 April 1991. When compared to survey data, the specialty descriptions for the Pharmacy Specialist, Technician, and Superintendent were found to reflect all duties currently being performed by respondents at these skill levels.

4P0X1 TRAINING ANALYSIS

Occupational survey data are one of the many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in evaluating training include the overall description of the jobs being performed by first-enlistment personnel and their overall distributions across career ladder jobs, percentages of first-job (1-24 months' TAFMS) or first-enlistment (1-48 months' TAFMS) members performing specific tasks or using certain equipment, as well as TE and TD ratings (previously explained in the SURVEY METHODOLOGY section).

To assist specifically in the evaluation of the STS and the POI, technical school personnel from Sheppard AFB TX matched JI tasks to appropriate sections and subsections of the STS and POI for course J3ABR90530-000. It was this matching upon which comparisons to those documents were based. Complete computer listings displaying the percent members performing tasks, TE and TD ratings for each task, along with the STS and POI matching, have been forwarded to the technical school for their use in further detailed reviews of appropriate training documents. A summary of this information is presented below.

First-Enlistment Personnel

In this study, there are 271 members in their first enlistment (1-48 months' TAFMS), representing 39 percent of the total survey sample. The job they perform is highly technical in nature, accounting for approximately 92 percent of their relative duty time (see Table 15). While Table 15 shows that first-enlistment airmen spend some of their job time in a variety of career ladder duties, the majority is concentrated on tasks pertaining to general pharmaceutical activities,

TABLE 15

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY FIRST-ENLISTMENT PHARMACY PERSONNEL (N=271)

TASKS		PERCENT TIME SPENT
A	ORGANIZING AND PLANNING	2
B	DIRECTING AND IMPLEMENTING	4
C	INSPECTING AND EVALUATING	1
D	TRAINING	1
E	PERFORMING ADMINISTRATIVE ACTIVITIES	4
F	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	21
G	DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	30
H	DISPENSING INPATIENT OR CLINIC MEDICATIONS	12
I	PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	8
J	COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	8
K	PREPARING STERILE PRODUCTS	6
L	PERFORMING INFORMATION SYSTEMS MANAGEMENT	3

outpatient prescriptions and refills, and inpatient or clinic medications. As displayed in Figure 2, 74 percent of first-enlistment personnel work in either the Outpatient Dispensing cluster or the Inpatient Dispensing cluster. In addition, 11 percent grouped with the Pharmacy Supervisors. There were no first-enlistment personnel performing the Supply NCOIC and Pharmacy Superintendent jobs. Representative tasks performed by first-enlistment personnel are listed Table 16. Equipment items used by more than 30 percent of first-job or first-enlistment personnel are listed in Table 17. Pharmacy computers, label printers, and typewriters were the most commonly used items.

One of the objectives of this survey was to gather data about the types of computer systems used in pharmacies and the level of automation used to inventory both controlled and noncontrolled drugs. Accordingly, Table 18 presents percentages of first-job or first-enlistment airmen using various types of computer systems in performing their work activities. By far, the most commonly used computer system for both first-job and first-enlistment personnel is the Tri-Service Microcomputer Pharmacy System (TMPS). Twenty-three percent of first-job personnel and 16 percent of first-enlistment personnel indicate they use the Composite Health Care System (CHCS) within their pharmacy. The other pharmacy computer systems are utilized by relatively small numbers of first-job or first-enlistment personnel. Concerning the utilization of automated drug inventories, two-thirds of first-enlistment personnel indicated controlled drug inventories were automated within their pharmacy, and 44 percent of first-enlistment personnel responded that noncontrolled drug inventories were automated within their pharmacy.

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

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment airman training (TE) and those tasks in the JI considered most difficult (TD). When combined with data on the percentages of first-enlistment personnel performing those tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percent members performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percent members performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percent members performing data, command concerns, or criticality of the tasks.

Tasks having the highest TE ratings are listed in Table 19. The percentage of first-job and first-enlistment personnel performing and the TD rating are included with each task. As illustrated in Table 19, most of the tasks deal with aspects of outpatient dispensing and are performed by a high percentage of first-job and first-enlistment personnel. The experienced career ladder NCOs who rated the tasks gave the highest TE ratings to many tasks from Duty G, which is core to the jobs performed within the Outpatient Dispensing cluster. These NCOs also

DISTRIBUTION OF AFSC 4P0X1 FIRST-ENLISTMENT PERSONNEL ACROSS CAREER LADDER JOBS (N=271)

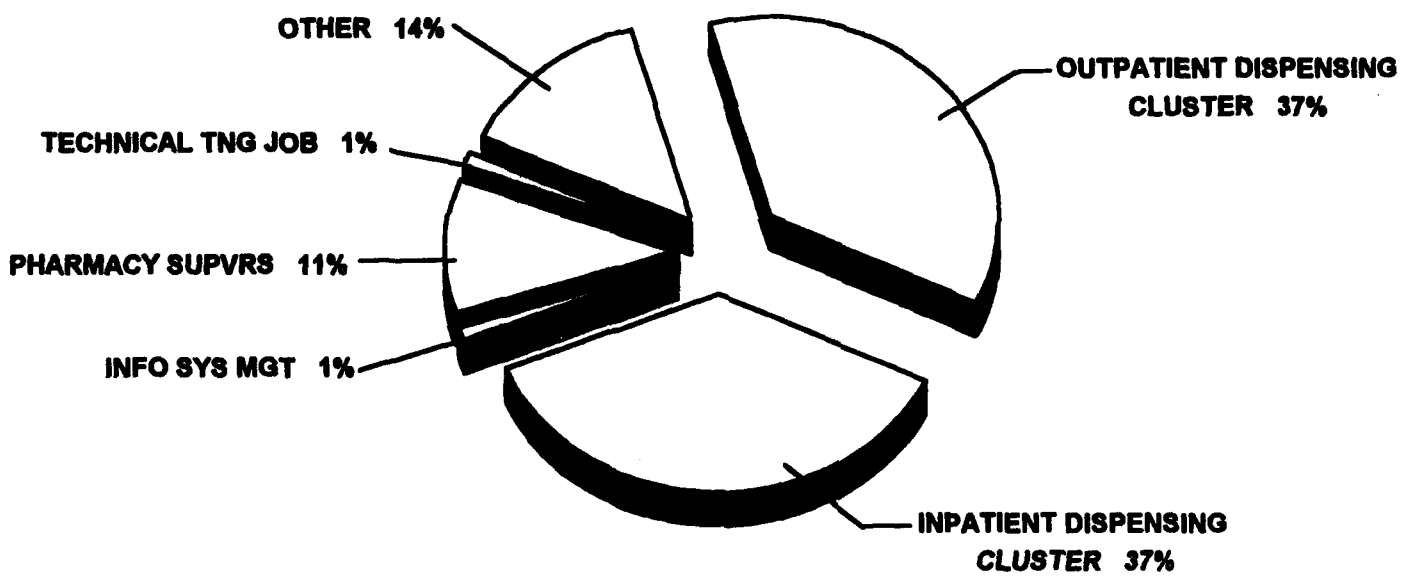

FIGURE 2

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT PHARMACY PERSONNEL
(N=271)

TASKS		PERCENT MEMBERS PERFORMING
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS CONTAINERS	93
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	88
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	87
F184	CLEAN PHARMACY EQUIPMENT OR GLASSWARE	87
F185	CLEAN PHARMACY FACILITIES	86
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	84
G214	FILL OUTPATIENT PRESCRIPTIONS CONTAINERS WITH MEDICATION	82
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	81
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	80
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	79
G216	GENERATE LABELS FOR OUTPATIENT PRESCRIPTION CONTAINERS	79
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	78
G213	FILE OUTPATIENT PRESCRIPTIONS	76
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	75
F186	CONDUCT PHARMACY OPENING OR CLOSING SECURITY PROCEDURES	73
F194	INTERPRET PRESCRIPTION FORMS, OTHER THAN AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	69
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	65
G224	TRANSCRIBE AUTOMATED REFILLS FROM CALL-INS	62
G217	ISSUE OTC MEDICATIONS	61
F188	CONSULT WITH PROFESSIONAL STAFF TO CORRECT DRUG INTERACTIONS, INCOMPATIBILITIES, OR ALLERGIES	60

TABLE 17

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

EQUIPMENT	PERCENT MEMBERS RESPONDING 1ST JOB (N=118)	1ST ENL (N=271)
LABEL PRINTERS	86	85
PHARMACY COMPUTERS	83	89
HOSPITAL AUTOMATED PRESCRIPTION SYSTEMS (BAKER UNIT) (COMPUTER INTERFACE)	63	58
AUTOMATIC TABLET AND CAPSULE COUNTERS (KIRBY-LESTERS)	61	65
TYPEWRITERS	60	68
ANSWERING/RECORDING MACHINES	53	60
TABLET AND CAPSULE COUNTING MACHINES (PREPACK)	52	48
AUTOMATIC TABLET AND CAPSULE COUNTERS (DRUG-O-MATICS)	48	56
MORTAR AND PESTLES	47	55
LAMINAR FLOW HOODS	44	51
HOSPITAL AUTOMATED PRESCRIPTION SYSTEMS (BAKER UNIT) (FREE STANDING)	38	47
UNIT DOSE CARTS	34	38
DICTATING/TRANSCRIBING MACHINES	24	30
MICROFICHE VIEWERS	22	32

TABLE 18

TYPES OF COMPUTER SYSTEMS UTILIZED BY FIRST-JOB OR FIRST-ENLISTMENT PERSONNEL

COMPUTER SYSTEMS	PERCENT MEMBERS RESPONDING 1ST JOB (N=118)	1ST ENL (N=271)
TRI-SERVICE MICROCOMPUTER PHARMACY SYSTEM (TMPS)	67	67
COMPOSITE HEALTH CARE SYSTEM (CHCS)	23	16
TRI-SERVICE PHARMACY SYSTEM (TRI-PHARM)	8	12
TRI-SERVICE MEDICAL INFORMATION SYSTEMS (TRIMIS)	2	4
CENTRAL PROCESSING & DISTRIBUTION (CP&D)	2	1
OTHER	3	2

TABLE 19

TECHNICAL TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS		TNG EMP*	PERCENT MEMBERS PERFORMING 1ST JOB (N=118)	PERCENT MEMBERS PERFORMING 1ST ENL (N=271)	TSK DIFF**
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	8.00	76	79	5.10
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	7.87	82	87	4.91
F194	INTERPRET PRESCRIPTION FORMS, OTHER THAN AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	7.51	69	69	5.11
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	7.44	68	78	5.31
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	7.33	81	88	4.94
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	6.82	82	81	3.40
K317	PERFORM CALCULATIONS NECESSARY TO PREPARE STERILE PRODUCTS	6.72	31	37	5.93
K313	CLEAN LAMINAR FLOW HOODS USING ASEPTIC TECHNIQUES	6.64	36	42	4.02
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	6.59	75	84	4.11
H229	COMPARE MEDICATIONS WITH LABELS AND MEDICATION ORDERS	6.59	43	52	5.00
F205	WEIGH OR MEASURE INGREDIENTS FOR COMPOUNDING OF NONSTERILE PRODUCTS	6.54	37	45	4.26
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	6.41	79	82	4.02
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	6. 36	65	75	5.76
F188	CONSULT WITH PROFESSIONAL STAFF TO CORRECT DRUG INTERACTIONS, INCOMPATIBILITIES, OR ALLERGIES	6. 28	51	60	5.42
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	6.15	55	65	5.25
G216	GENERATE LABELS FOR OUTPATIENT PRESCRIPTION CONTAINERS	6.05	76	79	4.08
G221	PERFORM VISUAL OR OLFACTORY IDENTIFICATION OF PHARMACEUTICALS	6.00	53	58	5.53

* TE MEAN = 2.37 S.D. = 1.93 (High TE >= 4.30)
** TD MEAN = 5.00 S.D. = 1.00

gave high TE ratings to tasks from Duty F. These tasks primarily concerned interpreting prescription forms, consulting with the professional staff, and counseling patients and staff on drug information.

Table 20 lists the tasks having the highest TD ratings. The percentage of first-job, first-enlistment, 5-, and 7-skill level personnel performing, and the TE ratings are also included for each task. Most of the top tasks are either supervisory in nature or are from Duty L, Performing Information Systems Management. Overall, these tasks are not performed by many first-enlistment or 5-skill level personnel and have very low TE ratings.

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task into an overall value identified as an Automated Training Indicator (ATI). These ATI values correspond to training decisions listed and defined in the Training Decision Logic Table found in AETCR 52-22, Attachment 1. ATI values range from 1 to 18 and suggest the most appropriate level of training for the task and to what level it should be trained. The decision table and explanation of the ATI values precede the listing of tasks in descending ATI order in the Training Extract package. These values should assist training personnel in quickly focusing their attention on those tasks which are most likely to qualify for ABR course consideration.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the Training Extract package. 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 STS 905X0, dated May 1988 with changes in May 1992, compared STS elements with occupational data. Technical school personnel assisted in matching JI tasks to STS entries. STS entries containing general information or basic supervisory responsibilities were not specifically addressed. The remaining entries were examined in terms of the percent of first-job, first-enlistment, 5-, and 7-skill level personnel performing related tasks.

Overall, the STS provides comprehensive coverage of the work performed by personnel in this career ladder, with survey data supporting most of the essential paragraphs or subparagraphs. Even though some entries did not have high percentages of personnel performing matched tasks, the fact that the supporting tasks were a part of an identifiable job being performed in the career ladder supports the retention of the STS entry involving these tasks.

Three entries of the STS were not supported by occupational survey data. Table 21 displays these entries and survey data pertaining to tasks matched to these entries. As shown in Table 21, the three unsupported entries pertain to using equipment for sterile product preparation

TABLE 20

TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS		TSK DIFF*	PERCENT MEMBERS PERFORMING 1ST JOB (N=118)	1ST ENL (N=271)	DAFSC 4P051 (N=372)	DAFSC 4P071 (N=187)	TNG EMP**
L341	DEVELOP MICROCOMPUTER SYSTEM PROGRAMS	7.74	1	1	2	7	.31
K321	PREPARE INJECTABLE CYTOTOXIC AGENTS	7.58	8	8	9	6	1.82
L338	CORRECT SYSTEM MALFUNCTIONS	7.04	8	11	17	39	1.15
K320	PREPARE HYPERALIMENTATIONS OR TPNs USING OTHER THAN AUTOMATED EQUIPMENT	6.95	9	15	18	14	4.41
C96	EVALUATE QA/RM PROGRAMS	6.95	1	1	2	14	.26
C85	EVALUATE BUDGETING OR FINANCIAL REQUIREMENTS	6.95	1	1	5	30	.33
L347	ISOLATE SYSTEM MALFUNCTIONS	6.95	1	3	5	18	.85
A22	MANAGE PHARMACY FUNDS	6.93	3	4	10	33	.82
D145	WRITE STUDY GUIDES OR WORKBOOKS	6.92	1	1	1	4	.13
C111	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	6.92	0	0	10	54	.92
A3	DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	6.91	2	4	9	34	.46
D122	CONSTRUCT CAREER DEVELOPMENT COURSES (CDCs)	6.90	0	0	3	7	.21
L345	INSTALL SYSTEM HARDWARE	6.88	2	3	5	16	.82
A12	DEVELOP ORGANIZATIONAL POLICIES, PHARMACY OPERATING INSTRUCTIONS (OIs), OR PROCEDURES	6.76	3	5	10	43	.77
L339	DETERMINE REQUIREMENTS FOR SYSTEM HARDWARE	6.73	1	2	4	21	.62
L343	EVALUATE UTILITY OF SOFTWARE PROGRAMS	6.71	1	1	2	11	.54
K325	PREPARE STERILE DILUTIONS FOR NEONATAL PATIENTS	6.71	11	13	13	11	3.56
K319	PREPARE HYPERALIMENTATIONS OR TPNs USING AUTOMATED EQUIPMENT	6.69	14	14	12	6	4.23
A29	PLAN QUALITY ASSURANCE/RISK MANAGEMENT (QA/RM) PROGRAMS	6.66	0	1	3	14	.31
D127	DEVELOP TRAINING CONTROL DOCUMENTS, SUCH AS PLANS OF INSTRUCTION (POIs) OR SPECIALTY TRAINING STANDARDS (STSs)	6.66	1	0	3	16	.62

* TD MEAN = 5.00 S.D. = 1.00 (High TD >= 6.00)
** TE MEAN = 2.37 S.D. = 1.93

TABLE 21

EXAMPLES OF STS ENTRIES NOT SUPPORTED BY OSR DATA (LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ENTRIES/TASKS	3-LVL COURSE PROF CODE	TNG EMP*	PERCENT MEMBERS PERFORMING 1ST ENL (N=271)	DAFSC 4P051 (N=372)	DAFSC 4P071 (N=187)	TSK DIF**
11c(2). Use equipment	2b					
K319 Prepare hyperalimentations or TPNs using automated equipment		4.23	14	12	6	6.69
11c(7). Hyperalimentations	2b					
K319 Prepare hyperalimentations or TPNs using automated equipment		4.23	14	12	6	6.69
K320 Prepare hyperalimentations or TPNs using other than automated equipment		4.41	15	18	14	6.95
11c(9)(a). Compound	2b					
K321 Prepare injectable cytotoxic agents		1.82	8	9	6	7.58

* TE MEAN = 2.37 S.D. = 1.93 (High TE >= 4.30)
** TD MEAN = 5.00 S.D. = 1.00

or compounding sterile products, such as hyperalimentations, total parenteral nutrition (TPN) products, or injectable cytotoxic agents. Training personnel and SMEs reviewed these entries during the August 1993 U&TW. The proficiency codes for the three entries were adjusted based on the survey data and feedback from the SMEs attending the workshop.

Tasks not matched to any entry of the STS are listed at the end of the STS computer listing. These were reviewed to determine if there were any tasks concentrated around any particular functions or jobs. No particular trends were noted. Technical-type tasks performed by 20 percent or more respondents of the STS target groups, but which were not referenced to any STS entry, are displayed in Table 22. Many of the unreferenced tasks presented in Table 22 are performed as part of quality control. Some of the quality control procedures include verifying batches, analyzing or reviewing reports, and destroying expired or unsuitable pharmaceutical products. During the last U&TW, training personnel and SMEs reviewed these tasks to determine if inclusion in the STS was justified.

Plan of Instruction (POI) Analysis

JI tasks were matched to related training objectives in POI J3ABR90530-000, dated 22 October 1992, with assistance from technical school SMEs. The method employed was similar to that used for the STS analysis. Information furnished for consideration includes percent members performing data for first-job (1-24 months' TAFMS) and first-enlistment (1-48 months' TAFMS) personnel, as well as TE and TD ratings for individual tasks.

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

Review of the tasks matched to the POI reveals that most POI units of instruction or criterion objectives are supported by OSR data (based on percentages of first-enlistment airmen performing tasks or high TE or TD ratings for pertinent tasks). There are some units, however, which contain objectives not supported by these criteria and require further evaluation by training personnel and SMEs (see examples in Table 23). As shown in Table 23, most of the unsupported objectives are related to tasks involving inventory procedures. While nearly all of the matched sample tasks received high TE ratings (4.30 or above), all reflect less than 30 percent of the first-enlistment population performing, and only two received above average TD ratings. The combination of low percent members performing and below average TD factors suggests the need for close examination of objectives in pertinent units of instruction to determine if retention of these objectives in the ABR course is justified.

TABLE 22

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE PHARMACY PERSONNEL NOT REFERENCED TO THE STS

TASKS		PERCENT MEMBERS PERFORMING 1ST ENL (N=271)	DAFSC 4P051 (N=372)	DAFSC 4P071 (N=187)	TNG EMP*	TSK DIF**
F191	IMPLEMENT AUTHORIZED PRESCRIPTION CHANGES WITHOUT CONSULTING PROFESSIONAL STAFF	48	51	62	3.03	5.18
F204	VERIFY BATCHES	54	57	58	2.82	4.37
G218	MAINTAIN ACCOUNTABILITY FOR DRUGS DISPENSED FROM EMERGENCY ROOMS OR CLINICS	40	44	48	4.79	4.72
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	80	76	78	5.36	2.79
G224	TRANSCRIBE AUTOMATED REFILLS FROM CALL-INS	62	57	53	5.03	3.48
H237	GENERATE LABELS FOR INPATIENT MEDICATIONS	50	50	36	5.85	4.15
I247	ADVISE SATELLITE UNITS, CLINICS, OR STATIONS ON SUPPLY PROBLEMS	23	30	37	2.21	4.72
I248	ANALYZE STOCK STATUS REPORTS	7	18	36	2.13	5.69
I276	REVIEW BACK ORDER REPORTS	14	28	52	3.00	4.38
K311	AFFIX MAIN OR AUXILIARY LABELS TO INTRAVENOUS (IV) OR TOTAL PARENTERAL NUTRITION (TPN) PRODUCTS	37	37	28	5.00	4.25
K315	DESTROY EXPIRED OR UNSUITABLE IV OR TPN PRODUCTS	35	34	22	4.05	3.37
K323	PREPARE MAIN OR AUXILIARY LABELS FOR IV OR TPN PRODUCTS	34	33	21	4.97	4.73

* TE MEAN = 2.37 S.D. = 1.93 (High TE >= 4.30)
** TD MEAN = 5.00 S.D. = 1.00

TABLE 23

EXAMPLES OF POI OBJECTIVES NOT SUPPORTED BY OSR DATA
(LESS THAN 30 PERCENT MEMBERS PERFORMING)

POI OBJECTIVES/TASKS		TNG EMP*	PERCENT MEMBERS PERFORMING 1ST JOB (N=118)	1ST ENL (N=271)	ATI	TSK DIF**
III 3a.	Identify properties of pharmaceutical dosage forms of nonsterile products.					
J305	Prepare concentrated or diluted pharmaceutical preparations	3.95	22	25	7	4.85
III 5c.	Identify concepts of hyperalimentation therapy.					
K319	Prepare hyperalimentations or TPNs using automated equipment	4.23	14	14	7	6.69
K320	Prepare hyperalimentations or TPNs using other than automated equipment	4.41	9	15	11	6.95
IV 3c.	Identify inventory procedures in an Air Force Pharmacy.					
I259	Inspect incoming supplies or equipment for identity, quantity, quality, or damage	4.49	15	25	11	4.23
I260	Inventory controlled drugs manually	3.05	10	19	7	4.84
I261	Inventory equipment	1.49	2	4	2	4.15

* TE MEAN = 2.37 S.D. = 1.93 (High TE >= 4.30)
** TD MEAN = 5.00 S.D. = 1.00

TABLE 23 (CONTINUED)

EXAMPLES OF POI OBJECTIVES NOT SUPPORTED BY OSR DATA
(LESS THAN 30 PERCENT MEMBERS PERFORMING)

POI OBJECTIVES/TASKS		TNG EMP*	PERCENT MEMBERS PERFORMING 1ST JOB (N=118)	1ST ENL (N=271)	ATI	TSK DIF**
IV 3e.	Identify requirements for receipt of noncontrolled substances.					
I272	Receive bulk pharmaceuticals	3.79	17	27	7	3.62
IV 3i.	Identify uses of medical logistics references used in an Air Force pharmacy.					
I258	Implement instructions contained in Air Force Medical Logistics Letters (AFMLLs)	3.31	5	10	7	4.83

* TE MEAN = 2.37 S.D. = 1.93 (High TE >= 4.30)
** TD MEAN = 5.00 S.D. = 1.00

TABLE 24

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
FIRST-ENLISTMENT PERSONNEL NOT REFERENCED TO THE POI

TASKS		TNG EMP*	PERCENT MEMBERS PERFORMING 1ST JOB (N=118)	PERCENT MEMBERS PERFORMING 1ST ENL (N=271)	ATI	TSK DIF**
F186	CONDUCT PHARMACY OPENING OR CLOSING SECURITY PROCEDURES	5.23	58	73	18	3.47
F187	CONDUCT SCHEDULED SECURITY CHECKS WITH SECURITY POLICE	3.77	31	41	15	3.48
F191	IMPLEMENT AUTHORIZED PRESCRIPTION CHANGES WITHOUT CONSULTING PROFESSIONAL STAFF	3.03	42	48	15	5.18
F204	VERIFY BATCHES	2.82	41	54	17	4.37
G218	MAINTAIN ACCOUNTABILITY FOR DRUGS DISPENSED FROM EMERGENCY ROOMS OR CLINICS	4.79	31	40	12	4.72
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	5.36	77	80	13	2.79
G224	TRANSCRIBE AUTOMATED REFILLS FROM CALL-INS	5.03	58	62	18	3.48
G225	VERIFY DEFENSE ELIGIBILITY ENROLLMENT SYSTEM (DEERS) ELIGIBILITY	2.21	28	37	14	3.08
H227	ANALYZE INPATIENT REPORTS, SUCH AS CART LISTS OR UNIT DOSE LISTS	5.33	35	40	12	4.94
H237	GENERATE LABELS FOR INPATIENT MEDICATIONS	5.85	45	50	18	4.15
H238	INTERPRET INPATIENT BULK ORDERS	5.90	37	45	12	4.33
K311	AFFIX MAIN OR AUXILIARY LABELS TO INTRAVENOUS (IV) OR TOTAL PARENTERAL NUTRITION (TPN) PRODUCTS	5.00	32	37	12	4.25
K323	PREPARE MAIN OR AUXILIARY LABELS FOR IV OR TPN PRODUCTS	4.97	27	34	12	4.73
L353	PERFORM DISKETTE OR TAPE BACKUPS	4.72	27	36	12	4.20
L361	TAKE DOWN SYSTEMS	4.26	24	38	15	3.95

* TE MEAN = 2.37 S.D. = 1.93 (High TE >= 4.30)
** TD MEAN = 5.00 S.D. = 1.00

Some technical tasks performed by over 30 percent of first-enlistment personnel were not matched to the POI (see Table 24). Several of these tasks are from duties F and G and have high TE and TD ratings. Training personnel and SMEs should review these and other unreferenced tasks to determine if training should be provided in the formal course.

JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can give career ladder managers a better understanding of some of the factors that may affect the job performance of airmen in the career ladder. The survey booklet included questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current survey sample were analyzed by making several comparisons: (1) among TAFMS groups of the AFSC 4P0X1 career ladder and a comparative sample of personnel from a medical career ladder surveyed in 1992 (AFSC 4R0X1), (2) between current and previous survey TAFMS groups, and (3) across specialty groups identified in the SPECIALTY JOBS section of the report.

Table 25 compares first-enlistment (1-48 months' TAFMS), second-enlistment (49-96 months' TAFMS), and career (97+ months' TAFMS) group data to corresponding enlistment groups from AFSC 4R0X1 surveyed during in 1992. These data give a relative measure of how the job satisfaction of AFSC 4P0X1 personnel compares with a similar AF specialty. Review of Table 23 reflects that responses from Pharmacy personnel are all lower than those of the comparative sample across first-enlistment and second-enlistment TAFMS groups, while the responses are highly similar for career TAFMS groups. Even though Pharmacy personnel reported lower job interest and perceived use of talents and training, they do indicate a substantially higher intention of reenlisting.

An indication of how job satisfaction perceptions within the Pharmacy career ladder have changed over time is provided in Table 26, where TAFMS group data for 1994 survey respondents are presented, along with data from respondents to the last occupational survey involving this career ladder, published in 1986. Comparison of job satisfaction indicator responses of current survey TAFMS groups to those in the 1986 survey reflects that airmen in the 1994 sample groups (see Table 26) are as satisfied now as they were in 1986. Most of the job satisfaction indicators for current airmen are essentially the same and on par with those in 1986. Functional managers should be aware that 51 percent of first-enlistment airmen in the current sample do not intend to reenlist; whereas, only 41 percent of first-enlistment personnel indicated that they did not intend to reenlist in the 1986 sample.

Table 27 presents job satisfaction responses for the specialty job groups discussed in this report. An examination of these data can show how overall job satisfaction may be influenced by the type of job being performed. In all of the groups identified in the SPECIALTY JOBS

TABLE 25

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

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	4P0X1 (N=271)	COMP SAMPLE* (N=191)	4P0X1 (N=151)	COMP SAMPLE* (N=238)	4P0X1 (N=277)	COMP SAMPLE* (N=224)
EXPRESSED JOB INTEREST:						
INTERESTING	73	89	75	88	78	79
SO-SO	15	9	18	7	13	11
DULL	12	2	7	5	9	10
PERCEIVED UTILIZATION OF TALENTS:						
FAIRLY WELL TO PERFECT	79	93	77	91	84	81
NONE TO VERY LITTLE	21	7	23	9	16	19
PERCEIVED UTILIZATION OF TRAINING:						
FAIRLY WELL TO PERFECT	87	93	86	93	87	85
NONE TO VERY LITTLE	13	7	14	7	13	15

* Comparative data are from AFSC 4R0X1 surveyed in 1992

TABLE 25 (CONTINUED)

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

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	4P0X1 (N=271)	COMP SAMPLE* (N=191)	4P0X1 (N=151)	COMP SAMPLE* (N=238)	4P0X1 (N=277)	COMP SAMPLE* (N=224)
REENLISTMENT INTENTIONS:						
YES OR PROBABLY YES	49	35	69	47	80	66
NO OR PROBABLY NO	51	65	31	53	7	14
WILL RETIRE	0	0	0	0	13	20

* Comparative data are from AFSC 4R0X1 surveyed in 1992

TABLE 26

COMPARISON OF JOB SATISFACTION INDICATORS OF
CURRENT SURVEY TO PREVIOUS SURVEY
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	1994 (N=271)	1986 (N=301)	1994 (N=151)	1986 (N=163)	1994 (N=277)	1986 (N=178)
EXPRESSED JOB INTEREST:						
INTERESTING	73	75	75	70	78	75
SO-SO	15	13	18	18	13	14
DULL	12	12	7	12	9	11
PERCEIVED UTILIZATION OF TALENTS:						
FAIRLY WELL TO PERFECT	79	79	77	79	84	78
NONE TO VERY LITTLE	21	21	23	21	16	22
PERCEIVED UTILIZATION OF TRAINING:						
FAIRLY WELL TO PERFECT	87	80	86	74	87	85
NONE TO VERY LITTLE	13	20	14	26	13	15

TABLE 26 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS OF
CURRENT SURVEY TO PREVIOUS SURVEY
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	1994 (N=271)	1986 (N=301)	1994 (N=151)	1986 (N=163)	1994 (N=277)	1986 (N=178)
REENLISTMENT INTENTIONS:						
YES OR PROBABLY YES	49	59	69	72	80	68
NO OR PROBABLY NO	51	41	31	28	7	9
WILL RETIRE	0	0	0	0	13	23

TABLE 27

JOB SATISFACTION INDICATORS FOR PHARMACY JOBS
(PERCENT MEMBERS RESPONDING)

	OUTPATIENT DISPENSING CLUSTER (N=220)	INPATIENT DISPENSING CLUSTER (N=180)	PHARMACY SUPERVISORS (N=215)	INFORMATION SYSTEMS MANAGEMENT (N=8)
EXPRESSED JOB INTEREST:				
INTERESTING	74	74	80	62
SO-SO	16	17	11	38
DULL	10	9	9	0
PERCEIVED USE OF TALENTS:				
FAIRLY WELL TO PERFECT	76	81	83	75
NONE TO VERY LITTLE	24	19	17	25
PERCEIVED USE OF TRAINING:				
FAIRLY WELL TO PERFECT	85	90	86	87
NONE TO VERY LITTLE	15	10	14	13
REENLISTMENT INTENTIONS:				
YES OR PROBABLY YES	65	58	72	62
NO OR PROBABLY NO	33	41	16	38
WILL RETIRE	2	1	12	0

TABLE 27 (CONTINUED)

JOB SATISFACTION INDICATORS FOR PHARMACY JOBS
(PERCENT MEMBERS RESPONDING)

	SUPPLY NCOIC JOB (N=11)	PHARMACY SUPERINTENDENT JOB (N=6)	TECHNICAL TRAINING JOB (N=7)
EXPRESSED JOB INTEREST:			
INTERESTING	82	67	86
SO-SO	18	17	14
DULL	0	16	0
PERCEIVED USE OF TALENTS:			
FAIRLY WELL TO PERFECT	91	83	86
NONE TO VERY LITTLE	9	17	14
PERCEIVED USE OF TRAINING:			
FAIRLY WELL TO PERFECT	73	100	86
NONE TO VERY LITTLE	27	0	14
REENLISTMENT INTENTIONS:			
YES OR PROBABLY YES	82	50	86
NO OR PROBABLY NO	18	17	14
WILL RETIRE	0	33	0

analysis, members indicate the jobs they perform are interesting, with all seven groups showing 50 percent or better responding positively (see Table 27). Perceived utilization of talents and training was high for all jobs. Finally, expressed reenlistment intent for all job groups was also positive.

When there are serious problems in a career ladder, survey respondents are usually quite free with write-in comments to express concerns about perceived problems in the field. Twenty-five percent of the survey sample used this write-in feature to convey some type of information, and 7 percent of the comments received (representing less than 2 percent of the total sample) could be characterized as complaints about the career ladder.

While no major trends were noted among the complaint-type write-ins, a number of comments were received pertaining to need to have pharmacy personnel rotate through major medical centers, small clinics, and regional hospitals in order to better understand the pharmacy operations at different size medical facilities. The comments below are representative of the opinions expressed.

One career ladder member wrote: "Very much needed: Some type of rotation through medical centers to smaller clinics and vice versa. Major medical centers offer much training & information but tend to burn technicians out when retained for 3 plus years. Clinics offer more time to pursue more education preferable in one's own career field. I personally would consider continuing my Air Force career if I had an opportunity to go to a base of choice and was able to continue education. Education the key to better satisfaction in job and one's own self."

Another comment along the same line was: "I think that people should be cycled out of the medical centers more often, so that these people don't become over stressed. This would give these people a chance for a rest, and the people at smaller hospitals training in many things that they do not have a chance to learn at a smaller hospital."

Additionally, some respondents also felt there should be more training on using pharmacy computer systems. The remainder of the complaint-type write-ins were of a more personal nature, with the respondents expressing their opinions on hospital policies or their heavy workloads. In particular, a senior career ladder member replied: "In the past year our workload has increased almost to the point where we have earned almost three additional technician slots. During this same time, we lost funding for our civilian technician, this combination has forced both the NCOIC & OIC to spend at least 80-85 percent of each day dispensing outpatient prescriptions. Most administrative functions are performed after duty hours or put 'on-hold.'"

Summary

First- and second-enlistment job satisfaction indicators are somewhat lower for Pharmacy personnel than those reported for a related enlisted medical specialty surveyed in 1992. Indicators for career airmen are similar. A comparison of indicators for the present and previous study

shows satisfaction has remained relatively stable over the past 8 years. In addition, job satisfaction indicators for members of all jobs are very positive, indicating a high level of satisfaction among members of the identified jobs.

IMPLICATIONS

As explained in the INTRODUCTION, this survey was requested to evaluate changes in computerization and automation within the Pharmacy career field since the last occupational survey completed in 1986.

The findings of this survey suggest various types of computer systems are being used within Air Force pharmacies. Tri-Service Microcomputer Pharmacy System (TMPS) is the most commonly used computer system among pharmacy personnel. In a majority of Air Force pharmacies, controlled drug inventories are automated, while only about one-third of all pharmacies use automated noncontrolled drug inventories.

The data compiled from this survey support the current structure of the AFSC 4P0X1 career ladder. The present classification structure, as described by the AFM 36-2108 Specialty Descriptions, accurately portrays the jobs in this study.

Analysis of career ladder documents indicates both the STS and POI contained a small number of unsupported entries and learning objectives. The unsupported areas pertained to compounding and preparing sterile products and performing inventory control procedures within the pharmacy. These unsupported areas were reviewed prior to the August 1993 U&TW. Adjustments were made, consistent with the survey data provided, and should be reflected in the CFETP now in coordination.

No serious job satisfaction problems appear to exist within this specialty. Overall, job satisfaction responses were positive.

The findings of this OSR come directly from the survey data collected from Pharmacy personnel worldwide. These data are readily available to training and utilization personnel, functional managers, and other interested parties having a need for such information. Much of the data are compiled into extracts that are excellent tools in the decision-making process. These data extracts should be used when training or utilization decisions are made.

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY MEMBERS OF SPECIALTY JOBS

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TABLE A1

OUTPATIENT DISPENSING CLUSTER
(STG33)

NUMBER OF PEOPLE IN GROUP	220	AVERAGE TAFMS	74 MONTHS
PERCENTAGE OF TOTAL SAMPLE	31%	AVERAGE TICF	52 MONTHS

Average number of tasks performed 46

Top Duties
(Average percent time spent by all members)

38%	G	DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS
24%	F	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES

TASKS		PERCENT MEMBERS PERFORMING
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	97
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	96
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	95
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	94
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	89
F184	CLEAN PHARMACY EQUIPMENT OR GLASSWARE	88
G216	GENERATE LABELS FOR OUTPATIENT PRESCRIPTION CONTAINERS	87
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	86
F185	CLEAN PHARMACY FACILITIES	86
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	86
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	85
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	85
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	82
F186	CONDUCT PHARMACY OPENING OR CLOSING SECURITY PROCEDURES	80
G213	FILE OUTPATIENT PRESCRIPTIONS	79
F194	INTERPRET PRESCRIPTION FORMS, OTHER THAN AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	70
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	69
F188	CONSULT WITH PROFESSIONAL STAFF TO CORRECT DRUG INTERACTIONS, INCOMPATIBILITIES, OR ALLERGIES	65
G224	TRANSCRIBE AUTOMATED REFILLS FROM CALL-INS	62
G221	PERFORM VISUAL OR OLFACTORY IDENTIFICATION OF PHARMACEUTICALS	61
G217	ISSUE OTC MEDICATIONS	60
F204	VERIFY BATCHES	53

TABLE A2

INPATIENT DISPENSING CLUSTER
(STG 40)

NUMBER OF PEOPLE IN GROUP	180	AVERAGE TAFMS	61 MONTHS
PERCENTAGE OF TOTAL SAMPLE	26%	AVERAGE TICF	48 MONTHS

Average number of tasks performed 79

Top Duties
(Average percent time spent by all members)

22%	H	DISPENSING INPATIENT OR CLINIC MEDICATIONS
19%	G	DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS
15%	F	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES
14%	K	PREPARING STERILE PRODUCTS

TASKS		PERCENT MEMBERS PERFORMING
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	96
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	89
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	89
H237	GENERATE LABELS FOR INPATIENT MEDICATIONS	89
H242	PICK UP OR RECEIVE MEDICATION ORDERS FROM WARDS	88
H229	COMPARE MEDICATIONS WITH LABELS AND MEDICATION ORDERS	88
H226	AFFIX MAIN OR AUXILIARY LABELS TO INPATIENT MEDICATIONS	87
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	86
H234	EVALUATE MEDICATION ORDERS FOR COMPLETENESS AND ACCURACY, SUCH AS AF FORMS 3066 (DOCTOR'S ORDER)	86
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	85
H238	INTERPRET INPATIENT BULK ORDERS	85
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	84
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	83
K313	CLEAN LAMINAR FLOW HOODS USING ASEPTIC TECHNIQUES	82
H235	FILL UNIT DOSE CARTS	81
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	81
H232	DELIVER UNIT DOSE CARTS TO WARDS	80
H241	PICK UP OR RECEIVE DELIVER BULK ORDERS FROM CLINICS	80
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	79
H236	GENERATE INPATIENT REPORTS, SUCH AS CART LISTS OR UNIT DOSE LISTS	78
K314	DELIVER STERILE PRODUCTS TO WARDS OR CLINICS	76
K324	PREPARE PIGGYBACK SOLUTIONS	76

TABLE A3

PHARMACY SUPERVISORS
(STG56)

NUMBER OF PEOPLE IN GROUP	215	AVERAGE TAFMS	135 MONTHS
PERCENTAGE OF TOTAL SAMPLE	31%	AVERAGE TICF	115 MONTHS

Average number of tasks performed 149

Top Duties
(Average percent time spent by all members)

15%	I	PERFORMING SUPPLY AND INVENTORY CONTROL
13%	G	DISPENSING OUTPATIENT PRESCRIPTIONS
13%	B	DIRECTING AND IMPLEMENTING
11%	F	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES

TASKS		PERCENT MEMBERS PERFORMING
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	97
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	97
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	97
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	96
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	95
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	95
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	95
G222	RECEIVE OUTPATIENT PRESCRIPTIONS	93
G216	GENERATE LABELS FOR OUTPATIENT PRESCRIPTION CONTAINERS	91
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	91
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	88
F188	CONSULT WITH PROFESSIONAL STAFF TO CORRECT DRUG INTERACTIONS, INCOMPATIBILITIES, OR ALLERGIES	88
G223	RESTOCK AUTOMATED DISPENSING SYSTEMS	83
I278	ROTATE DRUG STOCKS TO ENSURE FRESHNESS AND POTENCY	79
A6	DETERMINE WORK PRIORITIES	78
B76	RESOLVE TECHNICAL PROBLEMS FOR SUBORDINATES	75
G217	ISSUE OTC MEDICATIONS	74
F191	IMPLEMENT AUTHORIZED PRESCRIPTION CHANGES WITHOUT CONSULTING PROFESSIONAL STAFF	73
B46	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	73
C110	WRITE OR REVIEW EPRs	70
B81	SUPERVISE PHARMACY SPECIALISTS (AFSC 90550)	67
B51	DIRECT DISPENSING OF PHARMACEUTICAL PREPARATIONS	64

TABLE A4

INFORMATION SYSTEMS MANAGEMENT
(STG167)

NUMBER OF PEOPLE IN GROUP	8	AVERAGE TAFMS	115 MONTHS
PERCENTAGE OF TOTAL SAMPLE	1%	AVERAGE TICF	111 MONTHS

Average number of tasks performed 107

Top Duties
(Average percent time spent by all members)

36%	L	PERFORMING INFORMATION SYSTEMS MANAGEMENT
19%	G	DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS
12%	F	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES

TASKS		PERCENT MEMBERS PERFORMING
G214	FILL OUTPATIENT PRESCRIPTION CONTAINERS WITH MEDICATION	100
G216	GENERATE LABELS FOR OUTPATIENT PRESCRIPTION CONTAINERS	100
G210	DISPENSE PHARMACEUTICAL PREPARATIONS TO PATIENTS	100
L359	PURGE AND COMPRESS COMPUTER DATABASE	100
G207	AFFIX MAIN OR AUXILIARY LABELS TO OUTPATIENT PRESCRIPTION CONTAINERS	100
G208	COMPARE MEDICATIONS WITH LABELS AND PRESCRIPTIONS	100
L336	COORDINATE SYSTEM MALFUNCTIONS WITH CIVILIAN COMPUTER SUPPORT PERSONNEL	100
L362	UPDATE TABLE MAINTENANCE DATABASE, OTHER THAN PATIENT CENSUS	100
L355	PERFORM PRODUCT OR PROGRAM UPDATES USING DISKETTES, TAPES, OR MODEMS	100
L347	ISOLATE SYSTEM MALFUNCTIONS	100
L337	COORDINATE SYSTEM MALFUNCTIONS WITH MILITARY COMPUTER SUPPORT PERSONNEL	100
L353	PERFORM DISKETTE OR TAPE BACKUPS	100
L346	ISOLATE DOWN TIME SYSTEM FAILURES	100
L358	PROGRAM SYSTEM PARAMETERS, SUCH AS SETTING UP DEFAULTS	100
L357	PRODUCE COMPUTER-GENERATED REPORTS, SUCH AS WORKLOAD STATISTICS OR PRESCRIPTION LOGS	100
L344	GENERATE DRUG UTILIZATION REVIEW (DUR) REPORTS	100
L361	TAKE DOWN SYSTEMS	100
G209	COUNSEL PATIENTS OR PROFESSIONAL STAFF ON DOSAGE, USAGE, OR STORAGE OF PHARMACEUTICAL PREPARATIONS	100
G212	EVALUATE OUTPATIENT PRESCRIPTIONS FOR COMPLETENESS AND ACCURACY	88
L338	CORRECT SYSTEM MALFUNCTIONS	88
L352	PERFORM BASIC MAINTENANCE ON SYSTEM HARDWARE	88

TABLE A5

SUPPLY NCOIC JOB
(STG89)

NUMBER OF PEOPLE IN GROUP	11	AVERAGE TAFMS	122 MONTHS
PERCENTAGE OF TOTAL SAMPLE	2%	AVERAGE TICF	113 MONTHS

Average number of tasks performed 60

Top Duties
(Average percent time spent by all members)

62% I PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES
7% A ORGANIZING AND PLANNING

TASKS		PERCENT MEMBERS PERFORMING
I259	INSPECT INCOMING SUPPLIES OR EQUIPMENT FOR IDENTITY, QUANTITY, QUALITY, OR DAMAGE	100
I271	PREPARE SUPPLY REQUISITIONS OTHER THAN LOCAL PURCHASES OR EMERGENCY REQUISITIONS	100
I272	RECEIVE BULK PHARMACEUTICALS	100
I269	PREPARE LOCAL PURCHASE REQUISITIONS FOR STANDARD OR NONSTANDARD ITEMS	100
I253	IDENTIFY DRUG SOURCES USING COMMERCIAL PUBLICATIONS, SUCH AS BLUE BOOK, RED BOOK, OR WHOLESALE CATALOGS	100
I278	ROTATE DRUG STOCKS TO ENSURE FRESHNESS AND POTENCY	100
I257	IDENTIFY DRUGS USING NATIONAL STOCK NUMBERS (NSNs)	100
I276	REVIEW BACK ORDER REPORTS	100
I248	ANALYZE STOCK STATUS REPORTS	100
I245	ADJUST STOCK LEVELS	100
F183	CHECK EXPIRATION DATES ON PHARMACEUTICALS	100
I275	RETURN UNSERVICEABLE NONCONTROLLED DRUGS TO SUPPLY	100
I281	STORE BULK PHARMACEUTICALS	91
I268	PREPARE EMERGENCY SUPPLY REQUISITIONS	91
I262	INVENTORY NONCONTROLLED DRUGS MANUALLY	91
I256	IDENTIFY DRUGS USING NATIONAL DRUG CODES (NDCs)	91
I283	STORE ITEMS REQUIRING SPECIAL HANDLING, SUCH AS BIOLOGICALS, INVESTIGATIONAL DRUGS, OR FLAMMABLE ITEMS	91
I279	SEPARATE BULK PHARMACEUTICALS OR ITEMS REQUIRING SPECIAL HANDLING FOR STORAGE	91
I258	IMPLEMENT INSTRUCTIONS CONTAINED IN AIR FORCE MEDICAL LOGISTICS LETTERS (AFMLLs)	91
I246	ADVISE MEDICAL STAFF ON DRUG STOCK STATUS	82
I267	MAINTAIN SUPPLY FILES	82

TABLE A6

PHARMACY SUPERINTENDENT JOB
(STG30)

NUMBER OF PEOPLE IN GROUP	6	AVERAGE TAFMS	224 MONTHS
PERCENTAGE OF TOTAL SAMPLE	1%	AVERAGE TICF	182 MONTHS

Average number of tasks performed 83

Top Duties
(Average percent time spent by all members)

27%	B	DIRECTING AND IMPLEMENTING
20%	C	INSPECTING AND EVALUATING
20%	A	ORGANIZING AND PLANNING

TASKS		PERCENT MEMBERS PERFORMING
B76	RESOLVE TECHNICAL PROBLEMS FOR SUBORDINATES	100
C89	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR RECOGNITION	100
B82	SUPERVISE PHARMACY TECHNICIANS (AFSC 90570)	100
B73	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	100
C111	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	100
A16	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	100
F193	INTERPRET AF FORMS 781 (MULTIPLE ITEM PRESCRIPTION)	100
B77	SERVE ON BOARDS OR COMMITTEES, SUCH AS THERAPEUTIC, ANCILLARY SERVICES, OR AIRMAN OF THE QUARTER BOARDS	100
B46	COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	83
A12	DEVELOP ORGANIZATIONAL POLICIES, PHARMACY OPERATING INSTRUCTIONS (OIs), OR PROCEDURES	83
B65	IMPLEMENT PHARMACY OIs OR PROCEDURES	83
C93	EVALUATE PERSONNEL FOR COMPLIANCE WITH WORK STANDARDS	83
F189	CONSULT WITH PROFESSIONAL STAFF TO CORRECT PRESCRIPTION OR MEDICATION ORDER INACCURACIES	83
C110	WRITE OR REVIEW EPRs	83
C104	INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	83
A19	ESTABLISH STANDARDS OF PERSONAL HYGIENE AND APPEARANCE OF STAFF	83
A5	DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	83
C94	EVALUATE PHARMACY OIs OR PROCEDURES	67
B63	IMPLEMENT ACTIONS REQUIRED BY INSPECTION REPORTS	67
B47	DIRECT ADMINISTRATIVE FUNCTIONS	67
E179	PREPARE MONTHLY WORKLOAD REPORTS	67

TABLE A7

TECHNICAL TRAINING JOB
(GP40)

NUMBER OF PEOPLE IN GROUP	7	TAFMS	97 MONTHS
PERCENTAGE OF TOTAL SAMPLE	1%	TICF	95 MONTHS

Average number of tasks performed 35

Top Duties
(Average percent time spent by all members)

56% D TRAINING
11% B DIRECTING AND IMPLEMENTING

TASKS		PERCENT MEMBERS PERFORMING
D112	ADMINISTER TESTS	100
D123	COUNSEL TRAINEES ON TRAINING PROGRESS	100
D142	SCORE TESTS	100
D135	MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	86
D145	WRITE STUDY GUIDES OR WORKBOOKS	71
D119	CONDUCT RESIDENT TECHNICAL TRAINING	71
D139	PREPARE OR CONSTRUCT TRAINING AIDS	71
D146	WRITE TEST QUESTIONS OR CONSTRUCT ITEMS	71
D141	PROCURE TRAINING AIDS, CLASSROOMS, OR EQUIPMENT	71
J309	VERIFY AF FORMS 2380 (PHARMACY MANUFACTURING CONTROL DATA)	57
D127	DEVELOP TRAINING CONTROL DOCUMENTS, SUCH AS PLANS OF INSTRUCTION (POIs OR SPECIALTY TRAINING STANDARDS (STSs)	57
D140	PREPARE OR REVISE LESSON PLANS	57
D120	CONDUCT SAFETY TRAINING	57
D124	DEMONSTRATE HOW TO LOCATE OR INTERPRET TECHNICAL INFORMATION	43
L330	BRING COMPUTER SYSTEMS ON LINE USING CENTRAL PROCESSING UNITS (CPUs)	43
D129	DIRECT RESIDENT TECHNICAL TRAINING	43