

DOCUMENT RESUME

ED 110 692

CE 004 485

TITLE Communications-Electronics Programs Management Career Ladder: United States Air Force Job Inventory. AFSCs 29630, 29670, and 29690.

INSTITUTION Air Force Personnel and Training Research Center, Lackland AFB, Tex.

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DESCRIPTORS Career Ladders; Communications; *Electronics; *Management; *Military Personnel; *Occupational Information; *Task Analysis

IDENTIFIERS Air Force; *Job Inventories

ABSTRACT

The U.S. Air Force job inventory for the communications-electronics program management career ladder is divided into 13 categories, each of which is broken down into a duty-task list. Space is provided for Air Force personnel filling out the inventory to check whether each task is at present part of their duties. The 13 categories are: organizing and planning office functions; directing and implementing office activities; evaluating office activities; training; performing plans management duties; performing planning portion of program management functions; performing documentation portion of program management functions; performing program communications-electronic support program (PCSP) management; performing implementation portion of program management functions; performing base wire communications program (BWCP) portion of program management functions; performing budgeting functions; performing unit administrative manpower functions; and managing and administering commercial or government furnished communications services. A personnel information questionnaire is also included.

(JR)

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BACKGROUND INFORMATION

DO NOT REMOVE ANY CARDS
FROM THE ENVELOPE UNTIL
YOU ARE READY TO USE
ANSWER CARD A. INSTRUCTION
ARE ON PAGE iv.

GENERAL INSTRUCTIONS

1. Your assistance in completing this inventory is VERY IMPORTANT. Your answers will be used to:
 - a. Write job descriptions of your job.
 - b. Develop training materials.
2. To qualify for this survey:
 - a. You must have a duty AFSC of 29630, 29670, or 29690.
 - b. You must have been working in your present job assignment for at least four weeks.
3. This booklet is in three sections. You must complete all three sections in order.

SECTION I PERSONNEL INFORMATION (answer directly in the booklet)

SECTION II BACKGROUND INFORMATION (answer on card A)

SECTION III TASK INFORMATION

Part I, task checking (check directly in the booklet)

Part II, time rating (time rate on attached cards)

INSTRUCTIONS

SECTION I

PERSONNEL INFORMATION

INSTRUCTIONS

Turn to page iii and answer the personnel information questions. Print or check your answer directly into the booklet using a number 2 pencil.

PERSONNEL INFORMATION			CASE CONTROL NUMBER (1-4)																																																															
PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES																																																																		
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INSTRUCTIONS

SECTION II

BACKGROUND INFORMATION

INSTRUCTIONS

1. Take card A Background Information from your envelope.
2. Read the Background Information questions on pages v through vi.
3. Answer each question on answer card A. Blacken the circle that indicates your choice of answers.

BE SURE YOU HAVE THE RIGHT CARD LINE NUMBER TO ANSWER EACH QUESTION

4. When you have finished answering the Background Information questions, check card A, erase any stray marks and replace the card in the envelope.

BACKGROUND INFORMATION

INDICATE YOUR ANSWERS TO THE BACKGROUND QUESTIONS BY BLACKENING THE APPROPRIATE CIRCLE ON ANSWER CARD A.

1. I FIND MY JOB

- (1) Extremely dull
- (2) Very dull
- (3) Fairly dull
- (4) So-so
- (5) Fairly interesting
- (6) Very interesting
- (7) Extremely interesting

2. MY JOB UTILIZES MY TALENTS AND TRAINING

- (1) Not at all
- (2) Very little
- (3) Fairly well
- (4) Quite well
- (5) Very well
- (6) Excellently
- (7) Perfectly

3. I WAS ASSIGNED TO MY PRESENT CAREER LADDER BY

- (1) Completion of resident technical training course
- (2) Reclassification without completion of resident technical training or on-the-job training (OJT)
- (3) Direct duty assignment (DDA) from basic military training to OJT without bypass test
- (4) DDA from basic military training by bypass test
- (5) Conversion from another AF specialty without training
- (6) Retraining from another AF specialty
- (7) Reenlistment from another branch of service

4. DO YOU PLAN ON LEAVING THE AIR FORCE WITHIN THE NEXT FIVE YEARS?

- (1) Yes
- (2) No

IF YES, GO TO QUESTION 5.

IF NO, GO TO QUESTION 6.

BACKGROUND INFORMATION

5. INDICATE WHICH YEAR YOU PLAN ON LEAVING THE AIR FORCE

- (1) 1973 (2) 1974 (3) 1975 (4) 1976 (5) 1977 or later

6. DO YOU PLAN TO REENLIST?

- (1) No, I plan to retire
(2) No, I plan to separate without retirement benefits
(3) Uncertain, probably no
(4) Uncertain, probably yes
(5) Yes

7. ARE YOU COMPLETING THIS USAF JOB INVENTORY UNDER THE DIRECT SUPERVISION OF THE CBPO OCCUPATIONAL SURVEY CONTROL OFFICER?

- (1) Yes
(2) No

8. ARE YOU COMPLETING THIS JOB INVENTORY AT YOUR HOME OR BARRACKS?

- (1) Yes
(2) No

9. ARE YOU COMPLETING THIS JOB INVENTORY AT THE ORGANIZATION AT WHICH YOU WORK?

- (1) Yes
(2) No

10. HAVE THE INSTRUCTIONS FOR COMPLETING THIS SURVEY BEEN READ OR EXPLAINED TO YOU?

- (1) Yes
(2) No

3

INSTRUCTIONS

11. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS INSIDE THE CONTINENTAL U.S. (ZONE OF THE INTERIOR)?

(1) Yes (2) No

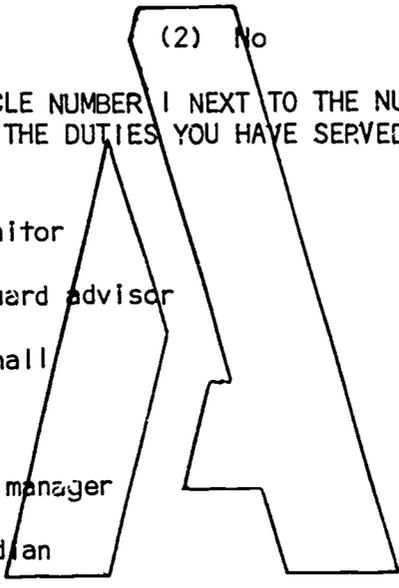
12. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS OUTSIDE THE CONTINENTAL U.S. (INCLUDING ALASKA AND HAWAII)?

(1) Yes (2) No

13. HAVE YOU SERVED IN ANY OF THE FOLLOWING DUTIES OR ON ANY OF THE FOLLOWING BOARDS DURING YOUR CURRENT ASSIGNMENT?

(1) Yes (2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE DUTIES YOU HAVE SERVED IN OR BOARDS YOU HAVE SERVED ON.

- 
14. AF Form 310 monitor
 15. Air National Guard advisor
 16. Area fire marshall
 17. Barracks chief
 18. Base frequency manager
 19. Building custodian
 20. Career counselor
 21. CE work order control monitor
 22. Complaints NCO
 23. Consolidated isolated unit welfare fund custodian
 24. Cost reduction monitor
 25. Customs inspector
 26. Decoration review boards
 27. Disaster preparedness NCO
 28. Environmental protection committee

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(Continued next page)

INSTRUCTIONS

29. EOT council member
30. Equal opportunity monitor
31. First sergeant
32. Ground safety council
33. Ground safety NCO
34. Historian
35. Human relations monitor
36. Information NCO
37. Member of Battle Staff/Emergency Actions control center
38. NCO advisory counsel
39. NCO/Airman of the month boards
40. Office equipment custodian
41. Reports control monitor
42. Resource advisor
43. Resource conservation monitor
44. Security/Classified destruction officer
45. Security NCO
46. Social actions monitor
47. Top three board
48. Voting NCO
49. OTHERS

(Continued next page)

10

INSTRUCTIONS

50. FROM WHICH CAREER AREA WERE YOU RETRAINED INTO 296X0?

BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE CAREER AREA FROM WHICH YOU WERE RETRAINED.

51. 29XXX

52. 30XXX

53. 31XXX

54. 36XXX

55. OTHER

56. HAVE YOU ATTENDED ANY OF THE FOLLOWING COURSES?

(1) Yes

(2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE COURSE OR COURSES YOU HAVE ATTENDED.

57. 3AZR29670 Communications-Electronics Programs
Management

58. 3AZR30470 Communications-Electronics Programs
Management

59. 30ZR3016-3 C-E Staff Officers Programming
Course

60. HAVE YOU ATTENDED ANY OF THE FOLLOWING SCHOOLS?

(1) Yes

(2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE SCHOOL OR SCHOOLS YOU HAVE ATTENDED.

61. NCO Academy

62. NCO Leadership School

63. Senior NCO Academy

INSTRUCTIONS

64. DO YOU WORK IN ANY OF THE FOLLOWING LEVELS OF ASSIGNMENTS?

(1) Yes

(2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO YOUR LEVEL OF ASSIGNMENT.

65. HQ, USAF

66. MAJCOM HQ

67. Numbered AF

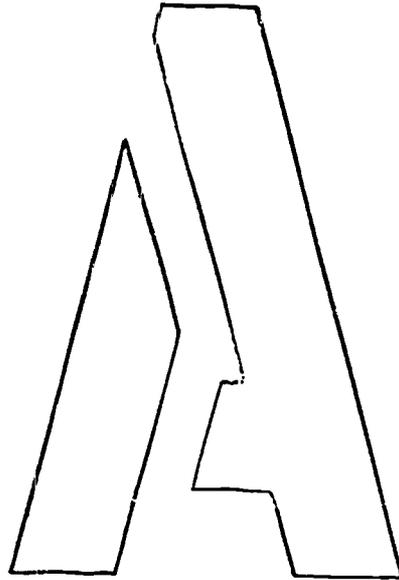
68. Division

69. Area

70. Wing

71. Group

72. Squadron



BACKGROUND INFORMATION

SECTION III

TASK INFORMATION

INSTRUCTIONS

1. Read each task in the booklet. IF YOU DO THE TASK IN YOUR PRESENT JOB, check the space in the right hand column.
2. If a task you do is NOT LISTED anywhere in the entire booklet, write it on the blank page at the end of the booklet. DO NOT ADD TASKS THAT ARE CLASSIFIED

INSTRUCTIONS

TIME RATING TASKS

INSTRUCTIONS

1. Take the white TIME SPENT card and task response cards 1, through 3, from the envelope.
2. The white card has the time scale you are to use for your time ratings.
3. TIME RATE ONLY THE TASKS YOU CHECKED IN YOUR BOOKLET.
4. Cards 1, through 3, are for marking your time ratings.
5. To time rate the tasks you checked in your booklet:
 - a. Go back to the first task you checked.
 - b. Decide the time rating you think the task should have.
 - c. Find the card and card line with that task number.
 - d. Blacken the circle corresponding to your time rating with a number 2 pencil.

BE SURE YOU ARE ON THE CORRECT CARD LINE FOR EACH TASK YOU ARE TIME RATING.

EXAMPLE: Suppose you do tasks 1 and 3*below, you would check them in your booklet and then time rate them on your cards.

Evaluate charts or graphs	1	✓
Exempt personnel from routine duties	2	
Fill supply requisition	3	✓

If you decided you spend a VERY MUCH ABOVE AVERAGE amount of time at task 1 (compared to the other tasks you do) you would blacken circle number 7, on card line 1.

If you DID NOT check task 2 in your booklet, you would leave card line 2 blank.

If you decided you spend an ABOUT AVERAGE amount of time at task 3, you would blacken circle number 4 on card line 3.

1	①	②	③	④	⑤	⑥	●
2	①	②	③	④	⑤	⑥	⑦
3	①	②	③	●	⑤	⑥	⑦

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When you are through time rating the tasks check your cards. Erase any stray marks and put the cards in the envelope.

JOB INVENTORY (DUTY - TASK LIST)		PAGE	OF	20	PAGES	✓ IF DONE NOW
AFSC	296X0					
A. ORGANIZING AND PLANNING OFFICE FUNCTIONS						
Assign personnel to duty positions					1	
Assign sponsors for newly assigned personnel					2	
Determine work requirements for office space, personnel, equipment, or supplies					3	
Determine work priorities					4	
Develop Communications-Electronics (C-E) program status charts					5	
Develop emergency personnel recall procedures					6	
Develop organizational charts					7	
Establish or update file systems or records disposition plans					8	
Establish or update organizational policies or operating instructions					9	
Establish performance standards					10	
Establish publications distribution office amounts					11	
Establish work procedures					12	
Plan distribution or maintenance of correspondence, reports, or records					13	
Plan layout of office facilities					14	
Plan or schedule work assignments					15	
Plan safety procedures					16	
Plan security procedures					17	
Prepare job descriptions					18	
Schedule leaves					19	
(Continued next page)						15

JOB INVENTORY (DUTY-TASK LIST)		PAGE 2 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
B. DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES			
Complete personnel action requests		20	
Conduct or participate in staff meetings		21	
Counsel personnel on personal or military related problems		22	
Develop or improve work methods or procedures		23	
Direct maintenance or utilization of office equipment		24	
Establish or maintain publications libraries		25	
Implement cost reduction programs		26	
Implement physical or administrative security procedures		27	
Implement safety procedures or give safety briefings		28	
Implement suggestion programs		29	
Interpret policies, directives, or procedures for subordinates		30	
Maintain status boards graphs or charts		31	
Requisition supplies or equipment		32	
Supervise Administration Personnel (AFS 702X0)		33	
Supervise Apprentice Communications-Electronic Programs Management Technicians (AFSC 29630)		34	
Supervise civilian personnel		35	
Supervise Communications-Electronics Programs Management Technicians (AFSC 29670)		36	
Supervise General Accounting Personnel (AFS 361X1)		37	
Supervise Telephone Equipment Installer Repairmen (AFS 362X4)		38	
Write staff studies, surveys, or special reports		39	
(Continued next page)			16

JOB INVENTORY (DUTY - TASK LIST)		PAGE 3 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
C. EVALUATING OFFICE ACTIVITIES			
Analyze work load requirements	40		
Evaluate administrative forms, files, or procedures	41		
Evaluate and correct host-tenant agreements in support of C-E programs management functions	42		
Evaluate compliance with performance standards	43		
Evaluate individuals for promotion, demotion, or reclassification	44		
Evaluate or answer inspection reports	45		
Evaluate safety or security procedures	46		
Evaluate suggestions	47		
Evaluate maintenance and use of work space, equipment, or supplies	48		
Perform or evaluate self inspections	49		
Select individuals for specialized training	50		
D. TRAINING			
Administer or score tests	51		
Assign resident course instructors	52		
Conduct OJT	53		
Conduct resident course classroom training	54		
Conduct training conferences or briefings	55		
Counsel trainees on training progress	56		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 4 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
Demonstrate how to locate technical information	57		
Determine OJT training requirements	58		
Determine resident course training requirements	59		
Develop course curricula, plans of instruction (POI), or specialty training standards (STS)	60		
Develop or review career development course (CDC) material	61		
Develop phase tests for evaluating upgrade training progress	62		
Develop proficiency training guides	63		
Develop resident course curriculum materials	64		
Establish or maintain study reference files	65		
Evaluate OJT trainees	66		
Evaluate progress of resident course students	67		
Evaluate training methods, techniques, or programs	68		
TURN CARD OVER			
Implement or direct training programs	69		
Plan, direct, or schedule OJT	70		
Procure training aids, space, or equipment	71		
Verify personnel enrolled in CDCs	72		
Write test questions	73		
Write training reports	74		
			18
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)	PAGE 5 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0		
E. PERFORMING PLANS MANAGEMENT DUTIES		
Assemble basic plans and annexes into final plans document	75	
Assign serial numbers to unit-prepared plans	76	
Compute and forward recommended plans changes to office of primary responsibility (OPR)	77	
Coordinate and forward originated plans or annexes	78	
Determine effects of plans on host-tenant agreements	79	
Direct staff elements to review plans	80	
Distribute incoming plans or annexes to functional staff elements	81	
Edit annexes prepared within units for compliance to criteria and format	82	
Establish suspenses for changes or review of plans	83	
Examine mission directives for compliance with plans on file	84	
Initiate requests for or arrange base support for mobil communications teams	85	
Inspect plans prepared within units for compliance to criteria and format	86	
Interview staff elements to identify and analyze requirements in support of plans	87	
Maintain plans libraries	88	
Post changes to filed plans	89	
Prepare AFM 23-5, AFCS Mobile Communications Group, requests	90	
Prepare and distribute plans summaries	91	
Prepare annexes for programs management functional elements	92	
Prepare, file, or maintain plans control records	93	
Prepare or review agreements with other activities to provide C-E services	94	
Prepare plans indexes	95	
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JOB INVENTORY (DUTY - TASK LIST)		PAGE 6 OF 20 PAGES	✓ IF DONE NOW
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Prepare plans tasking two or more unit staff elements or base functional elements		96	
Provide instructions to staff elements on implementation of plans		97	
Review and provide inputs to host-tenant support agreements		98	
Review incoming plans for impact on unit mission		99	
Review or provide inputs to host-tenant agreements		100	
F. PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Accompany engineers during pre-engineering surveys		101	
Act as focal point for requirements needing AFSC engineering or installation assistance		102	
Advise base commanders on replies to site concurrence letters (SCL) or support requirement letters (SRL)		103	
Advise changes of communications-electronic and meteorological board (CEMB) membership		104	
Brief engineers on programs		105	
Compile inputs to test plans		106	
Conduct research validating C-E requirements		107	
Convene program courses of action of meetings to establish integrated milestone schedules		108	
Determine functional responsibilities in preparation of C-E implementation programs (CEIP)		109	
Determine or validate requirements for additional personnel to support new programs		110	
Determine programming actions required to meet C-E requirements		111	
Determine requirements for cryptologic equipment to support programs		112	
Determine requirements for mobile communications support of programs		113	
Establish priorities for C-E installation projects		114	
Finalize drafts of SCLs or SRLs prepared by engineers		115	
Initiate follow-up actions to CEMB action items		116	
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Initiate or process requests for mobile communications support of programming actions	117		
Notify wire telephone maintenance of traffic study requirements	118		
Obtain and review Military Construction Project Data forms (DD Form 1391) from civil engineers (CE)	119		
Participate in joint radar planning groups	120		
Prepare and submit budget estimates for inclusion in operating budgets	121		
Prepare and submit supporting justification for annual congressional apportionment hearings for funds	122		
Prepare and submit telecommunications service requests (TSR)	123		
Prepare CEMB agenda and invitations to participants	124		
Prepare C-E requirements for CEMB approval	125		
Prepare directives outlining composition, responsibilities, and functions of base CEMB	126		
Prepare economic analyses	127		
Provide inputs and justification for required operational capabilities (ROC)	128		
Provide inputs to responsible activities for developing test plans	129		
Provide major air command assistance in resolving plant-in-place record (PIPR) problems	130		
Receive, analyze, or interpret USAF P-series program documents	131		
Record minutes of CEMB meetings	132		
Request pre-engineering assistance for program development	133		
Research documentation for Communications-Electronic Meteorological program aggregation codes (CEMPAC)	134		
Research plant-in-place records (PIPR) for future requirements planning	135		
Research TO 3123-10-1-2 to determine standard facility equipment list (SFEL) requirements	136		
Review 10 year defense communications system plans	137		
Review defense Communications Agency (DCA) management improvement plans (MEP) for USAF support	138		
USE CARD 2 ON THE FOLLOWING TASKS			
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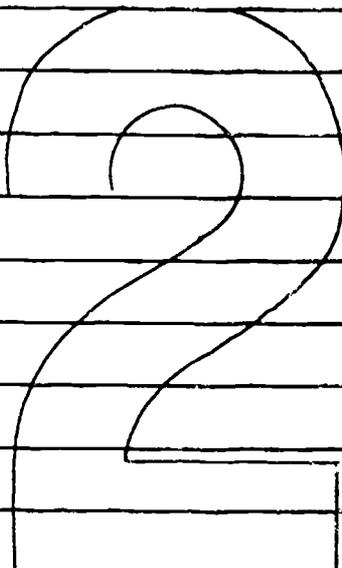
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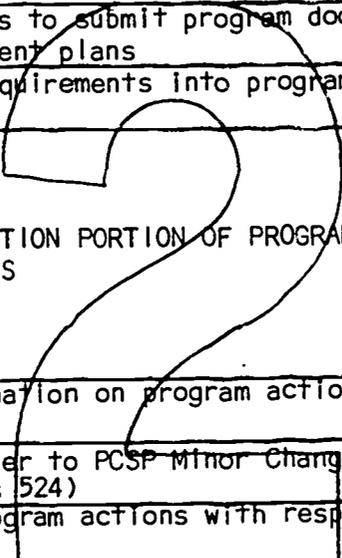
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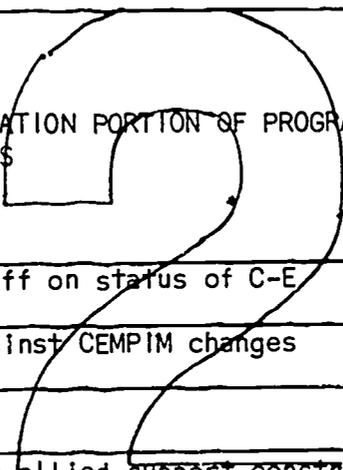
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Review digging permits with CE	139	
Review funds expenditure to preclude cost overrun	140	
Review or analyze requirements for C-E services	141	
Review part III of USAF priority designator for precedence rating or designators	142	
Solicit requirements for C-E services for presentation to CEMBs	143	
Submit input to command, communications, and control program for new programs	144	
Submit requests for peripheral equipment	145	
Task subordinate elements to submit program documents supporting DCA improvement plans	146	
Translate operational requirements into programming concepts and methods	147	
 <p data-bbox="149 911 878 970">G. PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS</p>		
Accomplish staff coordination on program actions or deletions	148	
Assign unit control number to PCSP Minor Change Request forms (AF Forms 524)	149	
Coordinate completed program actions with responsible agencies	150	
Determine staff actions required to process AF Forms 524	151	
Duplicate or distribute AF Forms 524	152	
Incorporate appropriate security guidelines into program documents	153	
Initiate requests for support by BCE for construction support annexes	154	
Maintain unit control registers for C-E programming documents	155	
Monitor completion of supporting staff actions in preparing program documents	156	
Negotiate with personnel of foreign governments for land, bases, facilities, equipment, or personnel	157	
Obtain signatures of CEMB chairmen on AF Forms 524	158	
Obtain staff coordination for CEIPs submitted by subordinate elements	159	
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Participate as a voting member on technical evaluation boards for review of contractors' proposals	160		
Prepare CEIP documents	161		
Prepare certificates of installation, removal or relocation of C-E equipment	162		
Prepare draft manpower annexes to CEIPs	163		
Prepare high value AF Forms 524	164		
Prepare routine AF Forms 524	165		
Prepare staff summary sheets for program documents	166		
Present CEIPs to CEMBs	167		
Process statements of work (SOW) amendments, or changes to AFLC support activities	168		
Provide inputs for preparation or review of SOWs	169		
Receive and compile CEIP annexes	170		
Review and correct CEIPs submitted by subordinate elements	171		
Verify CEIP manpower change requirements duplication	172		
Verify security aspects of program implementation	173		
H. PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT			
Annotate program C-E support programs functions (PCSP) between editions to reflect program changes	174		
Correlate PCSPs with Air Force Equipment Management System (AFEMS) records	175		
Correlate PCSPs with Customer account/customer receipt listings (CA/CRL)	176		
Correlate PCSPs with program documents to insure compatibility	177		
Inventory C-E equipment with supply	178		
Notify program managers of discrepancies and needed corrections in PCSP documentation	179		
Prepare Data Message Forms (DD Form 1392) for transmission of cards	180		
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Prepare Joint Message Forms (DD Form 1731) and send to HQ USAF for PCSP changes	181		
Prepare punch card transcripts to administratively change PCSPs	182		
Proof read PCSP cards	183		
Receive and process PCSP workbooks	184		
Research PCSPs	185		
Send cards on Communications Security (COMSEC) PCSP changes to Air Force Cryptologic depot (AFCD) for review	186		
Task base supply to furnish or verify stock numbers and costs	187		
<p>I. PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS</p> 			
Brief commanders and staff on status of C-E programs	188		
Check 80-80 listings against CEMPIM changes	189		
Maintain scheme folders	190		
Obtain data from BCE for allied support construction status reports	191		
Prepare and forward allied supporting structure status reports	192		
Prepare communications-electronics-meteorological program implementation (CEMPIM)	193		
Receive, review, and disseminate program approval notification	194		
Report status of programs to HQ USAF	195		
Review and analyze program implementation progress reports	196		
Review, correct, or make inputs to EIMS reports	197		
Review scheme progress using engineering-installation management system (EIMS) command status reports	198		
Submit as occurs changes to CEMPIMS	199		
Take actions required to assure milestone schedules are met	200		
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Take action to insure transfer of real property or equipment after installation	202		
Task maintaining agencies with procuring equipment such as radio crystals, test equipment, or bench stock	203		
Task operating agencies with procuring operating supplies	204		
Update CEMPIMS upon scheme completion	205		
J. PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Compile and forward base wire communication program (BWCP) documentation into brochures	206		
TURN CARD OVER			
Compile future BWCP telephone requirements for base agencies	207		
Convene BWCP meetings	208		
Examine progress of military construction and implementation of approved BWCPs	209		
Notify base customers to submit future telephone requirements	210		
Notify BWCP members of impending conferences	211		
Notify communication unit wire telephone maintenance section of traffic study requirements	212		
Prepare and distribute BWCP agenda	213		
Prepare BWCP Requirement Data forms (AF Form 1224)	214		
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Prepare minutes of BWCP meetings	217		
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Record minutes of BWCP meetings	219		
Review and coordinate engineers' recommendations on BWCP	220		
Review military construction projects to determine impact on base wire plant	221		
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Attend base budget meetings	226		
Brief C-E staff officers on base budgets	227		
Brief C-E staff officers on leased long line budgets	228		
Brief C-E staff officers on leased communications budgets	229		
Brief unit commanders on AFCS unit budgets	230		
Brief unit commanders on supply and equipment budgets	231		
Calculate actual leased communications costs	232		
Calculate new leased communication requirements	233		
Compile inputs for AFCS unit budgets	234		
Compile inputs for base communications portion of base budgets	235		
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Conduct meetings on AFCS unit budgets	237		
Determine funding category for new programs	238		
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Draft communications portion of budgets	240		
Draft leased communications budgets	241		
Draft leased long line budgets	242		
Evaluate cost center code expenditure reports	243		
Make adjustments to AFCS unit budgets	244		
Make adjustments to communications portion of base budgets	245		
Make adjustments to leased communications budgets	246		
Make adjustments to leased long line budgets	247		
Make adjustments to supply and equipment budgets	248		
Prepare call to host or tenant units for communication portion of base budget estimates	249		
Prepare call to unit staff elements for AFCS unit budget estimates	250		
Prepare call to unit staff elements for leased long line requirements	251		
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Prepare directives outlining unit staff responsibilities for budget preparation	253		
Prepare requests for unprogrammed requirements	254		
Review and provide comments on government accounting office (GAO/USAF) audit reports	255		
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Write scheme support costs for BWCP projects into annual budgets	258		
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Brief commander or staff on manpower actions	259		
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Distribute time cards to work sections or personnel	261	
Edit and evaluate manpower requests prepared by other staff elements	262	
Maintain time cards on civilians	263	
Prepare manpower reports	264	
Prepare or edit organizational position descriptions	265	
Prepare input for and review unit mission regulations	266	
Prepare or submit manpower requests or manpower change requests	267	
Prepare organization and mission pamphlets	268	
Process civilian hiring actions	269	
Process civilian overhire requests	270	
Process civilian personnel position authorization change requests	271	
Provide data to manpower engineering teams (MET)	272	
Review functional statements for mission compliance	273	
Review or correct unit detail listings	274	
Receive or disseminate unit detail listings (VDL) to staff or subordinates	275	
Review organizational or functional charts for standardization or mission compliance	276	
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M. MANAGING AND ADMINISTERING COMMERCIAL OR GOVERNMENT FURNISHED COMMUNICATIONS SERVICES			
Collect reimbursement for improper long distance telephone calls	278		
Conduct annual reviews of leased communications services	279		
Conduct research in procuring leased communications	280		
Evaluate actions on Commercial Services Authorization forms (DD Form 428)	281		
Evaluate commercial lease communications service with communications operation officers	282		
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Examine communications expenditures allocations	284		
Examine users for class A to class C ratio	285		
Examine verification of toll calls by control officers	286		
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Initiate paperwork for payment of commercial reimbursable items	288		
Maintain list of telephone control officers	289		
Maintain Summary of Authorized Equipment and Services forms (AF Form 1076)	290		
Manage CEMB projects in leased communications	291		
Prepare and forward long distance call billing statements for verification	292		
Prepare and submit completion notices of service using Equipment Order forms (AF Form 782)	293		
Prepare and submit reports on leased commercial communications	294		
Prepare and submit Request for Communication Service forms (AF Form 1218)	295		
Prepare Equipment Order forms (AF Form 782) or AF Form 9 for leased maintenance actions on non-tactical radios	296		
Prepare non-tactical priority replacement listings	297		

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