

DOCUMENT RESUME

ED 110 693

CE 004 486

TITLE Automatic Digital Switching Specialist Career Ladder: United States Air Force Job Inventory. AFSCs 29530, 29570, and 29590.

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

REPORT NO AFPT-90-295-124

PUB DATE 1 Dec 73

NOTE 34p.; For related documents, see CE 004 485 and CE 004 487

EDRS PRICE MF-\$0.76 HC-\$1.95 Plus Postage

DESCRIPTORS Career Ladders; \*Military Personnel; \*Occupational Information; \*Programers; \*Systems Analysis; \*Task Analysis

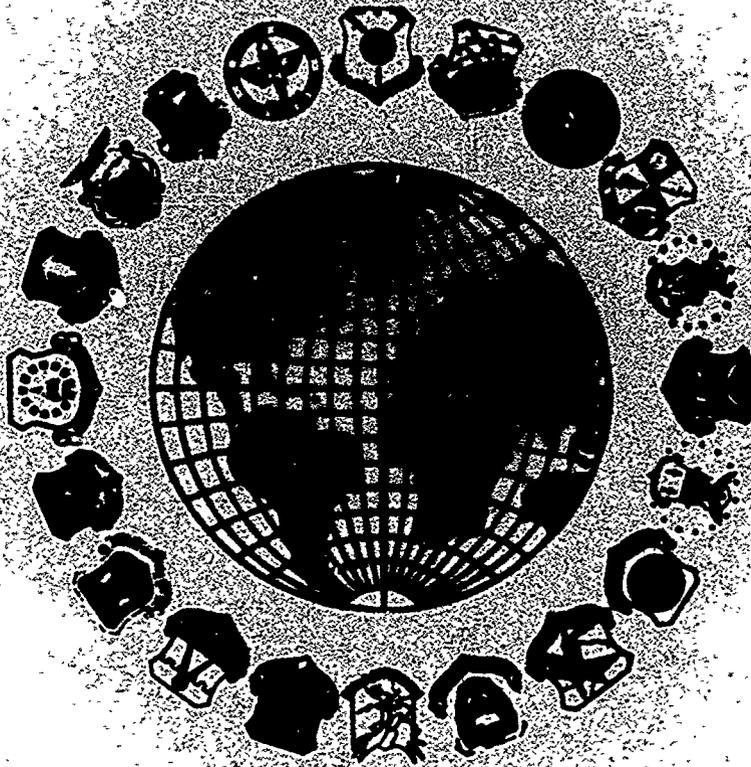
IDENTIFIERS Air Force; \*Job Inventories

ABSTRACT

The U. S. Air Force job inventory for the automatic digital switching specialist career ladder is divided into 12 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 12 categories are: organizing and planning; directing and implementing; inspecting and evaluating; training; maintaining forms, records, and reports; performing traffic services section operations; performing magnetic tape functions; operating on-line equipment; performing software management functions; performing off-line equipment operations; performing system analysis functions; and performing computer programming functions. A personnel information questionnaire is also included. (JR)

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# UNITED STATES AIR FORCE JOB INVENTORY



U. S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
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**AUTOMATIC DIGITAL SWITCHING SPECIALIST  
CAREER LADDER  
AFSCs 29530, 29570, and 29590**

**OCCUPATIONAL SURVEY BRANCH  
3700 OCM SQ  
LACKLAND AFB, TEXAS 78236  
AFPT 90-295-124  
1 December 1973**

JUN 23 1975 2



## INSTRUCTIONS

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

### GENERAL INSTRUCTIONS

1. Your assistance in completing this inventory is VERY IMPORTANT. Your answers will be used to:
  - a. Write specialty descriptions for your career ladder.
  - b. Develop training materials
2. To qualify for this survey:
  - a. You must have a duty AFSC of 29530, 29570, or 29590.
  - b. You must have been working in your present job assignment for at least four weeks.
  - c. If your duty AFSC is 29590, you must be supervising AFS 295X0 personnel.
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 3 and answer the personnel information questions. Print or check your answer directly into the booklet using a number 2 pencil.

4

<b>PERSONNEL INFORMATION</b>						CASE CONTROL NUMBER (1-4)							
<b>PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES</b>													
LAST NAME - FIRST NAME - MIDDLE INITIAL (5-22)													
GRADE (23)													
E1 <input type="checkbox"/> AB	E2 <input type="checkbox"/> AMN	E3 <input type="checkbox"/> A1C	E4 <input type="checkbox"/> SGT	E5 <input type="checkbox"/> SSGT	E6 <input type="checkbox"/> TSGT	E7 <input type="checkbox"/> MSGT	E8 <input type="checkbox"/> SMSGT	E9 <input type="checkbox"/> CMSGT					
SOCIAL SECURITY ACCOUNT NUMBER (24-32)						DUTY TELEPHONE EXT							
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (24-26)		<input type="text"/> <input type="text"/> (27-28)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (29-32)		<hr style="width: 100%;"/>							
CIRCLE THE HIGHEST EDUCATION LEVEL (OR GED EQUIVALENT) YOU HAVE COMPLETED (33-34)													
ELEMENTARY		HIGH SCHOOL				COLLEGE		GRADUATE					
05	06	07	08	09	10	11	12	13	14	15	16	17	18
MAJOR COMMAND (35)													
A <input type="checkbox"/> AAC	G <input type="checkbox"/> ACIC	C <input type="checkbox"/> ADC	E <input type="checkbox"/> AF AFC	Y <input type="checkbox"/> AFCS	F <input type="checkbox"/> AFLC	M <input type="checkbox"/> AFRES							
H <input type="checkbox"/> AFSC	J <input type="checkbox"/> ATC	K <input type="checkbox"/> AU	P <input type="checkbox"/> HQ COMD	N <input type="checkbox"/> HQ USAF	Q <input type="checkbox"/> MAC	R <input type="checkbox"/> PACAF							
S <input type="checkbox"/> SAC	T <input type="checkbox"/> TAC	B <input type="checkbox"/> USAFA	D <input type="checkbox"/> USAFE	L <input type="checkbox"/> USAFSO	U <input type="checkbox"/> USAFSS	<input type="checkbox"/>							
PRIMARY AFSC (36-42)				DUTY AFSC (43-49)									
PREFIX <input type="checkbox"/> (36)	NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (37-41)			SUFFIX <input type="checkbox"/> (42)	PREFIX <input type="checkbox"/> (43)	NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (44-48)		SUFFIX <input type="checkbox"/> (49)					
TOTAL MONTHS IN PRESENT JOB		TOTAL MONTHS AT PRESENT BASE			TOTAL MONTHS IN DUTY AFSC								
<hr style="width: 100%;"/> (50-52)		<hr style="width: 100%;"/> (53-55)			<hr style="width: 100%;"/> (56-58)								
TOTAL MONTHS IN CAREER FIELD		TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE			ND. OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION								
<hr style="width: 100%;"/> (59-61)		<hr style="width: 100%;"/> (62-64)			<hr style="width: 100%;"/> (65-66)								
IF YOU WERE CONVERTED OR RETAINED, ENTER PREVIOUS AFSC				ORGANIZATION (CARD 2: 5-35)									
PREFIX <input type="checkbox"/> (67)	NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (68-72)			SUFFIX <input type="checkbox"/> (73)	PRESENT WORK ASSIGNMENT (CARD 2: 36-73) (Position or Job Title)								

## 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 x.
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 question, 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

IF YES, GO TO QUESTION 10.

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



## BACKGROUND INFORMATION

(Continued)

25. ARE YOU PRESENTLY ASSIGNED TO ONE OF THE FACILITIES LISTED IN ITEMS 26-33?

(1) Yes

(2) No

IF NO, GO TO QUESTION 34

IF YES, INDICATE THE FACILITY TO WHICH YOU ARE ASSIGNED BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A

26. AUTODIN SWITCHING CENTER

27. AUTOMATED COMMUNICATIONS CENTER (U-SET/8)

28. AUTOMATED WEATHER NETWORK

29. ADRC

30. CCPC

31. SACCS

32. SATIN

33. TECHNICAL SCHOOL

34. DOES YOUR FACILITY PROCESS ADRC DATA?

(1) Yes

(2) No

35. DOES YOUR FACILITY PROCESS AUTODIN DATA?

(1) Yes

(2) No

36. DOES YOUR FACILITY PROCESS SUPPLY DATA?

(1) Yes

(2) No

37. DOES YOUR FACILITY PROCESS WEATHER DATA?

(1) Yes

(2) No

38. DO YOU OPERATE ANY OF THE COMPUTERS LISTED IN ITEMS 39-62?

(1) Yes

(2) No

10

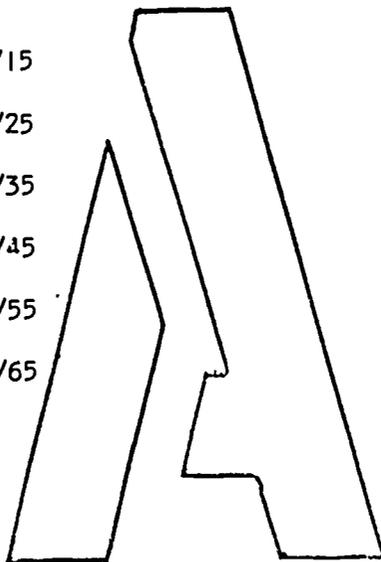
(Continued next page)

## BACKGROUND INFORMATION

(Continued)

IF YES, INDICATE THE COMPUTER(S) YOU OPERATE BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A.

39. HONEYWELL 200
40. IBM 360 SERIES
41. ITT 465L
42. PHILCO 1000
43. PHILCO 2000
44. RCA SPECTRA 70/15
45. RCA SPECTRA 70/25
46. RCA SPECTRA 70/35
47. RCA SPECTRA 70/45
48. RCA SPECTRA 70/55
49. RCA SPECTRA 70/65
50. RCA 201
51. RCA 301
52. RCA 501
53. RECOMP 11
54. UNIVAC 1004 SERIES
55. UNIVAC 1005
56. UNIVAC 1050
57. UNIVAC 1105
58. UNIVAC 1106
59. UNIVAC 1107



(Continued next page)

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## BACKGROUND INFORMATION

(Continued)

60. UNIVAC 1108

61. UNIVAC 418 II

62. UNIVAC 418 III

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

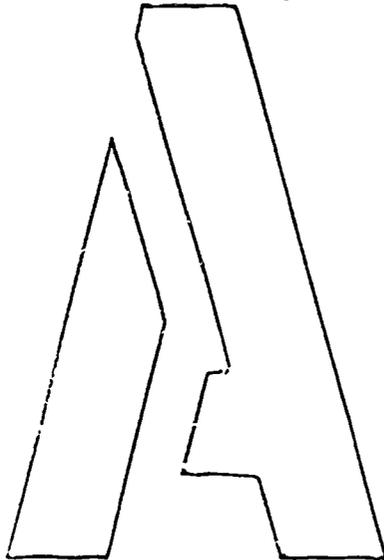
(1) Yes

(2) No

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

(1) Yes

(2) No



## INSTRUCTIONS

### 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

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 1	OF 20	PAGES	✓ IF DOPE NOW
AFSC	295X0				
A. ORGANIZING AND PLANNING					
Assign sponsors for new personnel				1	
Categorize information as top secret, secret, confidential, or for official use only				2	
Coordinate circuit activations, deactivations, or changes with technical control facilities and maintenance				3	
Coordinate special message handling procedures with customer agencies				4	
Coordinate with contract personnel on government contracts				5	
Coordinate with users or maintenance agencies on planned circuit outages or equipment malfunctions				6	
Determine in-station supply requirements				7	
Determine personnel requirements				8	
Determine work priorities				9	
Develop policies for management of common long haul circuits				10	
Develop policies for management of communications systems				11	
Develop work methods and procedures				12	
Draft communications budget estimates				13	
Draft standing operating procedures (SOP)				14	
Establish section emergency action plans				15	
Establish section safety standards				16	
Estimate communications traffic loads				17	
Formulate or establish message distribution policies				18	
Plan or conduct in station briefings or conferences				19	
Plan or conduct staff briefings or conferences				20	
Plan or establish procedures for document security and control				21	
(Continued next page)					

JOB INVENTORY (DUTY - TASK LIST)		PAGE 2 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Plan or establish quality control programs	72		
Plan or prepare status boards or charts	23		
Plan or schedule work assignments	24		
Plan section record maintenance and disposal procedures	25		
Schedule leaves or passes	26		
B. DIRECTING AND IMPLEMENTING			
Assign personnel to duty positions	27		
Conduct retention interviews	28		
Conduct shift change briefings	29		
Counsel subordinates on career development and job progression	30		
Counsel subordinates on personal problems	31		
Determine new or modified communications equipment requirements	32		
Determine supply or office equipment requirements	33		
Devise procedures for reporting equipment malfunctions	34		
Direct communications security (COMSEC) material handling procedures	35		
Direct maintenance of message routing information	36		
Direct maintenance of publications, records, or correspondence files	37		
Direct personnel in maintaining security standards	38		
Direct personnel in observing safety standards	39		
Draft, edit, or review correspondence	40		
Draft job descriptions	41		
Draft recommended changes to operating publications	42		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 3 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Establish procedures for care and utilization of workspace, equipment, or supplies		43	
Implement alert or recall procedures		44	
Implement minimize procedures		45	
Implement procedures for document security and control		46	
Implement procedures for maintaining performance standards		47	
Initiate traffic backlog reports		48	
Maintain inventory of equipment		49	
Perform staff technical assistance visits		50	
Provide technical communications guidance to host units or commands		51	
Resolve technical problems of subordinates		52	
Supervise Automatic Digital Switching Specialists (AFSC 29530)		53	
Supervise Automatic Digital Switching Technicians (AFSC 29570)		54	
Supervise civilian personnel		55	
Supervise Communications Center Specialist/Technicians (AFSC 291X0)		56	
C. INSPECTING AND EVALUATING			
Evaluate budget requirements		57	
Evaluate compliance with work standards		58	
Evaluate individuals for probationary continuation or elimination from 4ALT 29530-1 course		59	
Evaluate job descriptions		60	
Evaluate maintenance and use of work space, equipment, or supplies		61	
Evaluate procedures for storage, inspection, or inventory of property items		62	
Evaluate section safety practices		63	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 4 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Evaluate section security procedures	64		
Evaluate suggestions	65		
Inspect facilities	66		
Investigate accidents or incidents	67		
Review discrepancy reports	68		
TURN CARD OVER			
Review or evaluate incentive programs	69		
Review or evaluate technical publications or directives	70		
Write or indorse airman performance reports	71		
Write or indorse civilian performance ratings	72		
D. TRAINING			
Administer written, oral, or performance tests	73		
Arrange for training aids, space, or equipment	74		
Attend training conferences or briefings	75		
Conduct communications security education programs	76		
Conduct formal classroom instruction	77		
Conduct on-the-job training (OJT)	78		
Conduct supervisory orientations	79		
Conduct training conferences or briefings	80		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 5 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Demonstrate how to locate or interpret technical information		81	
Demonstrate methods and techniques of operating communications equipment		82	
Develop or revise training materials		83	
Evaluate resident course training instruction		84	
Evaluate section OJT programs		85	
Evaluate training		86	
Explain training policies or directives to subordinates		87	
Maintain training records		88	
Prepare or update course reference materials		89	
Prepare or update written tests		90	
Prepare study guides		91	
Review section training status		92	
Review training progress of individuals		93	
Schedule OJT		94	
Schedule rotation of individuals for training and job progression		95	
Select individuals for specialized training courses		96	
Select or assign instructors		97	
E. MAINTAINING FORMS, RECORDS, AND REPORTS			
Compile data for Automatic Digital Network (AUTODIN) or datanet communications operation reports		98	
Compile data for AUTODIN switching center (ASC) reports		99	
Compile data for header extract reports		100	
Compile data for operational direction reports		101	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 6 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Complete program tape forms		102	
Maintain alternate routing records		103	
Maintain center configuration logs		104	
Maintain center equipment outage logs		105	
Maintain center on-line and off-line work requests		106	
Maintain center recovery records		107	
Maintain center shift supervisor checklists		108	
Maintain center tape failure reports		109	
Maintain channel number sheets		110	
Maintain communications center message registers		111	
Maintain deferred output tape forms		112	
Maintain daily circuit and equipment status records		113	
Maintain equipment outage/maintenance records		114	
Maintain equipment preventative maintenance logs		115	
Maintain equipment utilization logs		116	
Maintain high precedence logs		117	
Maintain history tape forms		118	
Maintain incoming service message logs		119	
Maintain intercept logs		120	
Maintain line save (LTSAVE) tape forms		121	
Maintain logs on local customer magnetic tape files		122	
Maintain magnetic tape log B forms		123	
Maintain master station logs		124	
Maintain outgoing service message logs		125	
Maintain records on starts or reloads		126	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 7 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Maintain transaction switching transmit and receive logs		127	
Maintain tracer logs		128	
Maintain visitors register		129	
Make entries on or review center general message logs		130	
Make entries on or review header extract tape forms		131	
Make entries on or review intercept tape forms		132	
Make entries on or review overflow tape forms		133	
Make entries on or review retrieval tape forms		134	
F. PERFORMING TRAFFIC SERVICE SECTION OPERATIONS			
Complete message correction notices		135	
Determine or assign routing indicators to outgoing messages		136	
Distribute general messages		137	
Initiate follow-up action on service messages held in suspense		138	
USE CARD 2 ON THE FOLLOWING TASKS			

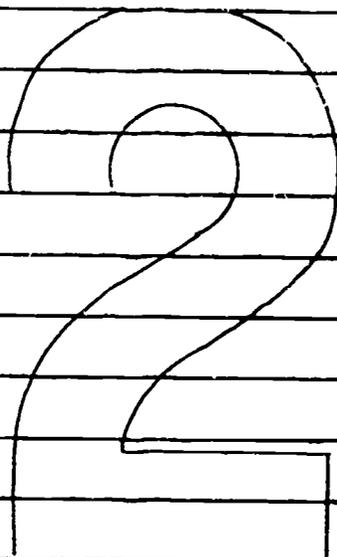
**JOB INVENTORY  
(DUTY - TASK LIST)**

AFSC  
295X0

PAGE 8 OF 20 PAGES

✓  
IF  
DONE  
NOW

TASKS CONTINUED ON NEXT PAGE FOR CARD 2



TASKS CONTINUED ON NEXT PAGE FOR CARD 2

JOB INVENTORY (DUTY - TASK LIST)		PAGE 9 OF 20 PAGES	✓ IF DONE NOW
AFSC 295X0			
Log incoming messages for distribution		139	
Maintain data card decks or paper tapes on general messages		140	
Operate service section send and receive equipment		141	
Perforate service message tapes		142	
Perform operator maintenance on service section equipment		143	
Prepare card messages		144	
Prepare header and end of transmission cards for data transmission		145	
Prepare service messages		146	
Process tracer actions		147	
Proofread or correct teletype tapes, page copies, or transmission		148	
Review original joint message forms		149	
Segregate incoming messages for distribution		150	
Stamp filing time on outgoing messages		151	
Stamp messages with special handling, precedence, or classification instructions		152	
Stamp time of receipt on incoming messages		153	
Stamp time of transmission on outgoing messages		154	
G. PERFORMING MAGNETIC TAPE FUNCTIONS			
Clean or pre-label magnetic tapes		155	
Coordinate tape functions with console operators		156	
Degauss magnetic tapes		157	
Format or deformat bulk data		158	
Inventory magnetic tapes		159	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 10 OF 20 PAGES	✓ IF DONE NOW
AFSC 295X0			
Maintain tape library transaction records	160		
Make entries on tape purge records	161		
Mount and dismount off-line system tapes	162		
Mount or dismount on-line system tapes	163		
Operate tape logic switches	164		
Perform operator maintenance on tape transports	165		
Remove or file magnetic tapes in tape library	166		
Repair or destroy magnetic tapes	167		
Run tape parity error checks	168		
H. OPERATING ON-LINE EQUIPMENT			
Alternate route traffic	169		
Assign peripheral devices to on-line system	170		
Control or relay information or requests from other sections within center	171		
Coordinate abnormal conditions with other agencies such as maintenance or Defense Communications Agency (DCA)	172		
Evaluate abnormal circuit or equipment conditions through use of computer printouts or status displays	173		
Identify, correct, or report transmission errors	174		
Implement weather data requirements contingency packages (WDRCP)	175		
Make entries on configuration, circuit outage, alternate routing, or intercept records	176		
Manually select transfer switches	177		
Monitor control panel and respond to audible or visual signals	178		
Monitor traffic conditions	179		
Operate high speed paper tape readers	180		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 11 OF 20 PAGES	✓ IF DONE HOW
AFSC			
295X0			
Operate on-line cryptographic equipment	181		
Operate or patch modems	182		
Perform on-line equipment code conversions	183		
Perform on-line message recovery	134		
Perform operator maintenance on peripheral equipment	185		
Power up or power down equipment during power outages or fluxes	186		
Prepare card parameters to implement off-line equipment	187		
Prepare interfaced messages	188		
Prepare program cards for card punch equipment	189		
Reconfigure on-line equipment manually	190		
Reconfigure on-line equipment by system command	191		
Reload or restart systems under planned or unplanned conditions	192		
Reroute or direct messages to intercept	193		
Review message printouts to insure onward transmission within prescribed time	194		
Update on-line programs	195		
Verify peripheral devices are available for on-line use	196		
Terminate bojo from systems console	197		
I. PERFORMING SOFTWARE MANAGEMENT FUNCTIONS			
Assemble or prepare program library tapes	198		
Coordinate with other sections, agencies or subscribers on AUTODIN action notices	199		
Implement emergency programming actions	200		
Implement or review telecommunication service requests (TSR)	201		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 12 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Implement program revision notices	202		
Implement security routing indicator deletions, additions, or changes by use of general messages	203		
Maintain case files on all subscribers	204		
Maintain contingency alternate routing plans	205		
Maintain plain language address tables (PLA)	206		
TURN CARD OVER			
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