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)
UNITED STATES AIR FORCE
JOB INVENTORY

AUTOMATIC DIGITAL SWITCHING SPECIALIST
CAREER LADDER
AFSCs 29530, 29570, and 29590

OCCUPATIONAL SURVEY BRANCH
3700 OCM SQ
LACKLAND AFB, TEXAS 78236
AFIT 90-295-124
1 December 1973
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 A1)
   SECTION III TASK INFORMATION
   Part I, task checking (check directly in the booklet)
   Part II, time rating (time rate on attached cards)
INSTRUCTIONS

SECTION 1

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.
# PERSONNEL INFORMATION

**PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES**

**LAST NAME - FIRST NAME - MIDDLE INITIAL**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>E1</th>
<th>E2</th>
<th>E3</th>
<th>E4</th>
<th>E5</th>
<th>E6</th>
<th>E7</th>
<th>E8</th>
<th>E9</th>
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<tbody>
<tr>
<td></td>
<td>AB</td>
<td>AMN</td>
<td>AIC</td>
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<td>TSGT</td>
<td>MSGT</td>
<td>SMSGT</td>
<td>CMSGT</td>
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**SOCIAL SECURITY ACCOUNT NUMBER**

<table>
<thead>
<tr>
<th>(24-32)</th>
<th>DUTY TELEPHONE EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(24-26)</td>
<td>(27-28)</td>
</tr>
<tr>
<td>(29-32)</td>
<td></td>
</tr>
</tbody>
</table>

**CIRCLE THE HIGHEST EDUCATION LEVEL (OR GED EQUIVALENT) YOU HAVE COMPLETED**

- Elementary
- High School
- College
- Graduate

<table>
<thead>
<tr>
<th>ELEMENTARY</th>
<th>HIGH SCHOOL</th>
<th>COLLEGE</th>
<th>GRADUATE</th>
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<tr>
<td>05 06 07 08</td>
<td>09 10 11 12</td>
<td>13 14 15 16</td>
<td>17 18</td>
</tr>
</tbody>
</table>

**MAJOR COMMAND**

- A: AAC
- G: ACIC
- C: ADC
- E: AFAFC
- Y: AFCS
- F: AFLC
- M: AFRES
- H: AFSC
- J: ATC
- K: AU
- P: HQ COMD
- N: HQ USAF
- Q: MAC
- R: PACAF
- S: SAC
- T: TAC
- B: USAFA
- D: USAFE
- L: USAF50
- U: USAFSS

**PRIMARY AFSC**

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NUMBER</th>
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</thead>
<tbody>
<tr>
<td>(36)</td>
<td>(37-41)</td>
<td>(42)</td>
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</table>

**DUTY AFSC**

<table>
<thead>
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<th>NUMBER</th>
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</thead>
<tbody>
<tr>
<td>(43)</td>
<td>(44-48)</td>
<td>(49)</td>
</tr>
</tbody>
</table>

**TOTAL MONTHS IN PRESENT JOB**

| (50-52) |

**TOTAL MONTHS AT PRESENT BASE**

| (53-55) |

**TOTAL MONTHS IN DUTY AFSC**

| (56-58) |

**TOTAL MONTHS IN CAREER FIELD**

| (59-61) |

**TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE**

| (62-64) |

**ND. OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION**

| (65-66) |

**IF YOU WERE CONVERTED OR RETRAINED, ENTER PREVIOUS AFSC**

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NUMBER</th>
<th>SUFFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>(67)</td>
<td>(68-72)</td>
<td>(73)</td>
</tr>
</tbody>
</table>

**PRESENT WORK ASSIGNMENT**

| (CARD 2: 36-73) |

**ORGANIZATION**

| (CARD 2: 5-35) |

| (CARD 2: Position or Job Title) |
SECTtON 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
11. HAVE YOU COMPLETED ANY OF THE COURSES LISTED BELOW?

(1) Yes  (2) No

IF NO, GO TO QUESTION 23.

IF YES, INDICATE THE COURSES YOU HAVE COMPLETED BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A.

12. ADMSC OPERATIONS SUPERVISOR COURSE

13. ADMS PROGRAMMING COURSE

14. CDC 29570 AUTOMATIC DIGITAL SWITCHING TECHNICIAN

15. UNIVAC 418 PROGRAMMING COURSE

16. UNIVAC 1106/1108 EXECUTIVE B ASSEMBLY LANGUAGE

17. 3ABR29130 COMMUNICATION CENTER SPECIALIST

18. 3AZR51151-1 COBOL PROGRAMMING

19. 3AZR51172 COMPUTER SYSTEMS ANALYSIS AND DESIGN

20. 30ZR3024D STORE AND FORWARD COMMUNICATIONS COMPUTER PROGRAMMING COURSE

21. 30ZR5135B COMPUTER SYSTEMS ANALYST

22. 4ALT29530 CONUS OPERATIONS

23. HAVE YOU COMPLETED THE ADMSC OPERATIONS SUPERVISOR COURSE?

(1) Yes  (2) No

IF NO, GO TO QUESTION 25.

24. IF YES, DO YOU FEEL THE COURSE ADEQUATELY PREPARED YOU FOR YOUR OSEAS ASSIGNMENT?

(1) Yes  (2) No

(Continued next page)
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 I 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

(Continued next page)
(Continued)

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>HONEYWELL 200</td>
</tr>
<tr>
<td>40</td>
<td>IBM 360 SERIES</td>
</tr>
<tr>
<td>41</td>
<td>ITT 465L</td>
</tr>
<tr>
<td>42</td>
<td>PHILCO 1000</td>
</tr>
<tr>
<td>43</td>
<td>PHILCO 2000</td>
</tr>
<tr>
<td>44</td>
<td>RCA SPECTRA 70/15</td>
</tr>
<tr>
<td>45</td>
<td>RCA SPECTRA 70/25</td>
</tr>
<tr>
<td>46</td>
<td>RCA SPECTRA 70/35</td>
</tr>
<tr>
<td>47</td>
<td>RCA SPECTRA 70/45</td>
</tr>
<tr>
<td>48</td>
<td>RCA SPECTRA 70/55</td>
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<td>49</td>
<td>RCA SPECTRA 70/65</td>
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<td>50</td>
<td>RCA 201</td>
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<td>51</td>
<td>RCA 301</td>
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<td>RCA 501</td>
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<td>53</td>
<td>RECOMP II</td>
</tr>
<tr>
<td>54</td>
<td>UNIVAC 1004 SERIES</td>
</tr>
<tr>
<td>55</td>
<td>UNIVAC 1005</td>
</tr>
<tr>
<td>56</td>
<td>UNIVAC 1050</td>
</tr>
<tr>
<td>57</td>
<td>UNIVAC 1105</td>
</tr>
<tr>
<td>58</td>
<td>UNIVAC 1106</td>
</tr>
<tr>
<td>59</td>
<td>UNIVAC 1107</td>
</tr>
</tbody>
</table>
60. UNIVAC 1108
61. UNIVAC 418 I
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
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.

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

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign sponsors for new personnel</td>
<td>1</td>
</tr>
<tr>
<td>Categorize information as top secret, secret, confidential, or for official use only</td>
<td>2</td>
</tr>
<tr>
<td>Coordinate circuit activations, deactivations, or changes with technical control facilities and maintenance</td>
<td>3</td>
</tr>
<tr>
<td>Coordinate special message handling procedures with customer agencies</td>
<td>4</td>
</tr>
<tr>
<td>Coordinate with contract personnel on government contracts</td>
<td>5</td>
</tr>
<tr>
<td>Coordinate with users or maintenance agencies on planned circuit outages or equipment malfunctions</td>
<td>6</td>
</tr>
<tr>
<td>Determine in-station supply requirements</td>
<td>7</td>
</tr>
<tr>
<td>Determine personnel requirements</td>
<td>8</td>
</tr>
<tr>
<td>Determine work priorities</td>
<td>9</td>
</tr>
<tr>
<td>Develop policies for management of common long haul circuits</td>
<td>10</td>
</tr>
<tr>
<td>Develop policies for management of communications systems</td>
<td>11</td>
</tr>
<tr>
<td>Develop work methods and procedures</td>
<td>12</td>
</tr>
<tr>
<td>Draft communications budget estimates</td>
<td>13</td>
</tr>
<tr>
<td>Draft standing operating procedures (SOP1)</td>
<td>14</td>
</tr>
<tr>
<td>Establish section emergency action plans</td>
<td>15</td>
</tr>
<tr>
<td>Establish section safety standards</td>
<td>16</td>
</tr>
<tr>
<td>Estimate communications traffic loads</td>
<td>17</td>
</tr>
<tr>
<td>Formulate or establish message distribution policies</td>
<td>18</td>
</tr>
<tr>
<td>Plan or conduct in station briefings or conferences</td>
<td>19</td>
</tr>
<tr>
<td>Plan or conduct staff briefings or conferences</td>
<td>20</td>
</tr>
<tr>
<td>Plan or establish procedures for document security and control</td>
<td>21</td>
</tr>
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</table>

(Continued next page)
<table>
<thead>
<tr>
<th>AFSC</th>
<th>Job Inventory (Duty-Task List)</th>
<th>IF DONE NOW</th>
<th>PAGE 2 OF 20 PAGES</th>
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<tbody>
<tr>
<td>295X0</td>
<td>Plan or establish quality control programs</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plan or prepare status boards or charts</td>
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<td>Plan or schedule work assignments</td>
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<td>Plan section record maintenance and disposal procedures</td>
<td>25</td>
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<td></td>
<td>Schedule leaves or passes</td>
<td>26</td>
<td></td>
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<tr>
<td></td>
<td>Assign personnel to duty positions</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct retention interviews</td>
<td>28</td>
<td></td>
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<td></td>
<td>Conduct shift change briefings</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Counsel subordinates on career development and job progression</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Counsel subordinates on personal problems</td>
<td>31</td>
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</tr>
<tr>
<td></td>
<td>Determine new or modified communications equipment requirements</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine supply or office equipment requirements</td>
<td>33</td>
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</tr>
<tr>
<td></td>
<td>Devise procedures for reporting equipment malfunctions</td>
<td>34</td>
<td></td>
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<tr>
<td></td>
<td>Direct communications security (COMSEC) material handling procedures</td>
<td>35</td>
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</tr>
<tr>
<td></td>
<td>Direct maintenance of message routing information</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct maintenance of publications, records, or correspondence files</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct personnel in maintaining security standards</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct personnel in observing safety standards</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draft, edit, or review correspondence</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draft job descriptions</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draft recommended changes to operating publications</td>
<td>42</td>
<td></td>
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(Continued next page)
<table>
<thead>
<tr>
<th>AFSC</th>
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<tbody>
<tr>
<td>295X0</td>
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</tbody>
</table>

| 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)
<table>
<thead>
<tr>
<th>JOB INVENTORY</th>
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<td>(DUTY - TASK LIST)</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Evaluate section security procedures</td>
<td>64</td>
</tr>
<tr>
<td>Evaluate suggestions</td>
<td>65</td>
</tr>
<tr>
<td>Inspect facilities</td>
<td>66</td>
</tr>
<tr>
<td>Investigate accidents or incidents</td>
<td>67</td>
</tr>
<tr>
<td>Review discrepancy reports</td>
<td>68</td>
</tr>
<tr>
<td>Review or evaluate incentive programs</td>
<td>69</td>
</tr>
<tr>
<td>Review or evaluate technical publications or directives</td>
<td>70</td>
</tr>
<tr>
<td>Write or indorse airman performance reports</td>
<td>71</td>
</tr>
<tr>
<td>Write or indorse civilian performance ratings</td>
<td>72</td>
</tr>
</tbody>
</table>

**D. TRAINING**

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administer written, oral, or performance tests</td>
<td>73</td>
</tr>
<tr>
<td>Arrange for training aids, space, or equipment</td>
<td>74</td>
</tr>
<tr>
<td>Attend training conferences or briefings</td>
<td>75</td>
</tr>
<tr>
<td>Conduct communications security education programs</td>
<td>76</td>
</tr>
<tr>
<td>Conduct formal classroom instruction</td>
<td>77</td>
</tr>
<tr>
<td>Conduct on-the-job training (OJT)</td>
<td>78</td>
</tr>
<tr>
<td>Conduct supervisory orientations</td>
<td>79</td>
</tr>
<tr>
<td>Conduct training conferences or briefings</td>
<td>80</td>
</tr>
</tbody>
</table>

(Continued next page)
<table>
<thead>
<tr>
<th>AFSC</th>
<th>PAGE 5 OF 20 PAGES</th>
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<tbody>
<tr>
<td>295X0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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)
<p>| AFSC   | Complete program tape forms | Maintain alternate routing records | Maintain center configuration logs | Maintain center equipment outage logs | Maintain center on-line and off-line work requests | Maintain center recovery records | Maintain center shift supervisor checklists | Maintain center tape failure reports | Maintain channel number sheets | Maintain communications center message registers | Maintain deferred output tape forms | Maintain daily circuit and equipment status records | Maintain equipment outage/maintenance records | Maintain equipment preventative maintenance logs | Maintain equipment utilization logs | Maintain high precedence logs | Maintain history tape forms | Maintain incoming service message logs | Maintain intercept logs | Maintain line save (LTSAVE) tape forms | Maintain logs on local customer magnetic tape files | Maintain magnetic tape log B forms | Maintain master station logs | Maintain outgoing service message logs | Maintain records on starts or reloads |
|--------|-----------------------------|-----------------------------------|----------------------------------|--------------------------------------|-------------------------------------------------|-----------------------------------|---------------------------------------------|---------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|--------------------------------|--------------------------------|
| 295X0  | 102                         | 103                               | 104                              | 105                                  | 106                                             | 107                               | 108                                         | 109                             | 110                           | 111                              | 112                              | 113                           | 114                             | 115                              | 116                             | 117                           | 118                             | 119                             | 120                             | 121                             | 122                             | 123                             | 124                             | 125                             | 126                             |</p>
<table>
<thead>
<tr>
<th>AFSC</th>
<th>JOB INVENTORY (DUTY-TASK LIST)</th>
<th>PAGE 7 OF 20 PAGES</th>
<th>V IF DONE NOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>295X0</td>
<td>Maintain transaction switching transmit and receive logs</td>
<td>127</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain tracer logs</td>
<td>128</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain visitors register</td>
<td>129</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make entries on or review center general message logs</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make entries on or review header extract tape forms</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make entries on or review intercept tape forms</td>
<td>132</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make entries on or review overflow tape forms</td>
<td>133</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make entries on or review retrieval tape forms</td>
<td>134</td>
<td></td>
</tr>
</tbody>
</table>

**F. PERFORMING TRAFFIC SERVICE SECTION OPERATIONS**

<table>
<thead>
<tr>
<th></th>
<th>PAGE 7 OF 20 PAGES</th>
<th>V IF DONE NOW</th>
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</thead>
<tbody>
<tr>
<td>Complete message correction notices</td>
<td>135</td>
<td></td>
</tr>
<tr>
<td>Determine or assign routing indicators to outgoing messages</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>Distribute general messages</td>
<td>137</td>
<td></td>
</tr>
<tr>
<td>Initiate follow-up action on service messages held In suspense</td>
<td>138</td>
<td></td>
</tr>
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</table>

USE CARD 2 ON THE FOLLOWING TASKS
<table>
<thead>
<tr>
<th>AFSC</th>
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<tbody>
<tr>
<td>295X0</td>
<td>TASKS CONTINUED ON NEXT PAGE FOR CARD 2</td>
</tr>
</tbody>
</table>

Note: The text seems to be part of a chain or a list, but the page is empty, so there's no further information to provide.
<table>
<thead>
<tr>
<th>AFSC</th>
<th>Job Inventory (Duty - Task List)</th>
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<tbody>
<tr>
<td>295X0</td>
<td>Log incoming messages for distribution</td>
</tr>
<tr>
<td></td>
<td>Maintain data card decks or paper tapes on general messages</td>
</tr>
<tr>
<td></td>
<td>Operate service section send and receive equipment</td>
</tr>
<tr>
<td></td>
<td>Perforate service message tapes</td>
</tr>
<tr>
<td></td>
<td>Perform operator maintenance on service section equipment</td>
</tr>
<tr>
<td></td>
<td>Prepare card messages</td>
</tr>
<tr>
<td></td>
<td>Prepare header and end of transmission cards for data transmission</td>
</tr>
<tr>
<td></td>
<td>Prepare service messages</td>
</tr>
<tr>
<td></td>
<td>Process tracer actions</td>
</tr>
<tr>
<td></td>
<td>Proofread or correct teletype tapes, page copies, or transmission</td>
</tr>
<tr>
<td></td>
<td>Review orginal joint message forms</td>
</tr>
<tr>
<td></td>
<td>Segregate incoming messages for distribution</td>
</tr>
<tr>
<td></td>
<td>Stamp filing time on outgoing messages</td>
</tr>
<tr>
<td></td>
<td>Stamp messages with special handling, precedence, or classification instructions</td>
</tr>
<tr>
<td></td>
<td>Stamp time of receipt on incoming messages</td>
</tr>
<tr>
<td></td>
<td>Stamp time of transmission on outgoing messages</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>AFSC</th>
<th>TASK DESCRIPTION</th>
<th>PAGE</th>
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<tbody>
<tr>
<td>295X0</td>
<td>Maintain tape library transaction records</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>Make entries on tape purge records</td>
<td>161</td>
</tr>
<tr>
<td></td>
<td>Mount and dismount off-line system tapes</td>
<td>162</td>
</tr>
<tr>
<td></td>
<td>Mount or dismount on-line system tapes</td>
<td>163</td>
</tr>
<tr>
<td></td>
<td>Operate tape logic switches</td>
<td>164</td>
</tr>
<tr>
<td></td>
<td>Perform operator maintenance on tape transports</td>
<td>165</td>
</tr>
<tr>
<td></td>
<td>Remove or file magnetic tapes in tape library</td>
<td>166</td>
</tr>
<tr>
<td></td>
<td>Repair or destroy magnetic tapes</td>
<td>167</td>
</tr>
<tr>
<td></td>
<td>Run tape parity error checks</td>
<td>168</td>
</tr>
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### H. OPERATING ON-LINE EQUIPMENT

<table>
<thead>
<tr>
<th>TASK</th>
<th>PAGE</th>
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<tbody>
<tr>
<td>Alternate route traffic</td>
<td>169</td>
</tr>
<tr>
<td>Assign peripheral devices to on-line system</td>
<td>170</td>
</tr>
<tr>
<td>Control or relay information or requests from other sections within center</td>
<td>171</td>
</tr>
<tr>
<td>Coordinate abnormal conditions with other agencies such as maintenance or Defense Communications Agency (DCA)</td>
<td>172</td>
</tr>
<tr>
<td>Evaluate abnormal circuit or equipment conditions through use of computer printouts or status displays</td>
<td>173</td>
</tr>
<tr>
<td>Identify, correct, or report transmission errors</td>
<td>174</td>
</tr>
<tr>
<td>Implement weather data requirements contingency packages (WDRCP)</td>
<td>175</td>
</tr>
<tr>
<td>Make entries on configuration, circuit outage, alternate routing, or intercept records</td>
<td>176</td>
</tr>
<tr>
<td>Manually select transfer switches</td>
<td>177</td>
</tr>
<tr>
<td>Monitor control panel and respond to audible or visual signals</td>
<td>178</td>
</tr>
<tr>
<td>Monitor traffic conditions</td>
<td>179</td>
</tr>
<tr>
<td>Operate high speed paper tape readers</td>
<td>180</td>
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</table>

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<table>
<thead>
<tr>
<th>Task Description</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Operate on-line cryptographic equipment</td>
<td>181</td>
</tr>
<tr>
<td>Operate or patch modems</td>
<td>182</td>
</tr>
<tr>
<td>Perform on-line equipment code conversions</td>
<td>183</td>
</tr>
<tr>
<td>Perform on-line message recovery</td>
<td>134</td>
</tr>
<tr>
<td>Perform operator maintenance on peripheral equipment</td>
<td>185</td>
</tr>
<tr>
<td>Power up or power down equipment during power outages or fluxes</td>
<td>186</td>
</tr>
<tr>
<td>Prepare card parameters to implement off-line equipment</td>
<td>187</td>
</tr>
<tr>
<td>Prepare interfaced messages</td>
<td>188</td>
</tr>
<tr>
<td>Prepare program cards for card punch equipment</td>
<td>189</td>
</tr>
<tr>
<td>Reconfigure on-line equipment manually</td>
<td>189</td>
</tr>
<tr>
<td>Reconfigure on-line equipment by system command</td>
<td>190</td>
</tr>
<tr>
<td>Reload or restart systems under planned or unplanned conditions</td>
<td>191</td>
</tr>
<tr>
<td>Reroute or direct messages to intercept</td>
<td>192</td>
</tr>
<tr>
<td>Review message printouts to insure onward transmission within prescribed time</td>
<td>193</td>
</tr>
<tr>
<td>Update on-line programs</td>
<td>194</td>
</tr>
<tr>
<td>Verify peripheral devices are available for on-line use</td>
<td>195</td>
</tr>
<tr>
<td>Terminate bojo from systems console</td>
<td>196</td>
</tr>
</tbody>
</table>

1. PERFORMING SOFTWARE MANAGEMENT FUNCTIONS

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Assemble or prepare program library tapes</td>
<td>198</td>
</tr>
<tr>
<td>Coordinate with other sections, agencies or subscribers on AUTODIN action notices</td>
<td>199</td>
</tr>
<tr>
<td>Implement emergency programming actions</td>
<td>200</td>
</tr>
<tr>
<td>Implement or review telecommunication service requests (TSR)</td>
<td>201</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>AFSC</th>
<th>PAGE 12 OF 20 PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>295X0</td>
<td></td>
</tr>
<tr>
<td><strong>Implement program revision notices</strong></td>
<td>202</td>
</tr>
<tr>
<td><strong>Implement security routing indicator deletions, additions, or changes by use of general messages</strong></td>
<td>203</td>
</tr>
<tr>
<td><strong>Maintain case files on all subscribers</strong></td>
<td>204</td>
</tr>
<tr>
<td><strong>Maintain contingency alternate routing plans</strong></td>
<td>205</td>
</tr>
<tr>
<td><strong>Maintain plain language address tables (PLA)</strong></td>
<td>206</td>
</tr>
<tr>
<td><strong>Maintain routing indicator verification tables</strong></td>
<td>207</td>
</tr>
<tr>
<td><strong>Maintain subject identifier tables (SID)</strong></td>
<td>208</td>
</tr>
<tr>
<td><strong>Originate AUTODIN action notices</strong></td>
<td>209</td>
</tr>
<tr>
<td><strong>Perform verification procedures on program library tapes</strong></td>
<td>210</td>
</tr>
<tr>
<td><strong>Prepare programs for activation of new subscribers</strong></td>
<td>211</td>
</tr>
<tr>
<td><strong>Prepare programs for deactivation of subscribers</strong></td>
<td>212</td>
</tr>
<tr>
<td><strong>Prepare program tapes for mailing</strong></td>
<td>213</td>
</tr>
</tbody>
</table>

J. PERFORMING OFF-LINE EQUIPMENT OPERATIONS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assemble programs</strong></td>
<td>214</td>
</tr>
<tr>
<td><strong>Load low order memory and standby programs</strong></td>
<td>215</td>
</tr>
<tr>
<td><strong>Load off-line programs</strong></td>
<td>216</td>
</tr>
<tr>
<td><strong>Operate off-line equipment</strong></td>
<td>217</td>
</tr>
<tr>
<td><strong>Operate or analyze logic or configuration switches</strong></td>
<td>218</td>
</tr>
</tbody>
</table>

(Continued next page)
<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform off-line equipment code conversions</td>
</tr>
<tr>
<td>Perform program dump procedures to verify abnormal program conditions</td>
</tr>
<tr>
<td>Perform recovery procedures on requested messages</td>
</tr>
<tr>
<td>Perform reload procedures on off-line equipment</td>
</tr>
<tr>
<td>Perform search procedures on abnormal computer printouts</td>
</tr>
<tr>
<td>Perform search procedures on lost, delayed, or mishandled messages</td>
</tr>
<tr>
<td>Prepare off-line equipment for reload</td>
</tr>
<tr>
<td>Prepare paper tape parameters to implement off-line systems</td>
</tr>
<tr>
<td>Reconfigure off-line equipment</td>
</tr>
<tr>
<td>Review or evaluate off-line printouts</td>
</tr>
<tr>
<td>Run listings</td>
</tr>
<tr>
<td>Run system analysis programs at day change</td>
</tr>
<tr>
<td>Select proper off-line routine options</td>
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<tr>
<td>Skip write tapes closed prematurely by parity errors</td>
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### K. PERFORMING SYSTEM ANALYSIS FUNCTIONS

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Advise subscribers in maintenance of operational publications</td>
</tr>
<tr>
<td>Analyze circuit and equipment outage reports</td>
</tr>
<tr>
<td>Analyze system printouts</td>
</tr>
<tr>
<td>Collect or analyze statistical data to improve systems</td>
</tr>
<tr>
<td>Compile data for monthly communication operating summaries (COMOPS)</td>
</tr>
<tr>
<td>Compile data for routine surveys such as personnel utilization</td>
</tr>
<tr>
<td>Compile data for special surveys such as tracer actions or overload conditions</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
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<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compile statistics of messages that contain errors</td>
<td>240</td>
</tr>
<tr>
<td>Conduct facility quality control programs</td>
<td>241</td>
</tr>
<tr>
<td>Conduct routine surveys such as personnel utilization</td>
<td>242</td>
</tr>
<tr>
<td>Conduct special surveys such as tracer actions or overload conditions</td>
<td>243</td>
</tr>
<tr>
<td>Coordinate with subscribers on operational and procedural problems</td>
<td>244</td>
</tr>
<tr>
<td>Distribute COMOPS</td>
<td>245</td>
</tr>
<tr>
<td>Maintain case files on subscribers</td>
<td>246</td>
</tr>
<tr>
<td>Maintain general message files</td>
<td>247</td>
</tr>
<tr>
<td>Maintain information on subscribers such as key personnel, telephone numbers, or routing indicators</td>
<td>248</td>
</tr>
<tr>
<td>Maintain technical publication files</td>
<td>249</td>
</tr>
<tr>
<td>Originate daily communications improvement memorandum (CIM) reports</td>
<td>250</td>
</tr>
<tr>
<td>Prepare COMOPS</td>
<td>251</td>
</tr>
<tr>
<td>Prepare work requests</td>
<td>252</td>
</tr>
<tr>
<td>Review distribution of general messages</td>
<td>253</td>
</tr>
<tr>
<td>Review facility operational records</td>
<td>254</td>
</tr>
<tr>
<td>Review or compile preventative and demand maintenance of assigned equipment</td>
<td>255</td>
</tr>
<tr>
<td>Review or file transmit and receive monitor reels</td>
<td>256</td>
</tr>
<tr>
<td>Review or report suspected interlaced messages</td>
<td>257</td>
</tr>
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</table>

L. PERFORMING COMPUTER PROGRAMMING FUNCTIONS

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyze software deficiencies</td>
<td>258</td>
</tr>
<tr>
<td>Code software instructions</td>
<td>259</td>
</tr>
<tr>
<td>Coordinate interface and integration requirements with users</td>
<td>260</td>
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<table>
<thead>
<tr>
<th>AFSC</th>
<th>Correct computer system programs</th>
<th>261</th>
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<tbody>
<tr>
<td></td>
<td>Correct software routines</td>
<td>262</td>
</tr>
<tr>
<td></td>
<td>Design test procedures</td>
<td>263</td>
</tr>
<tr>
<td></td>
<td>Desk check software routines</td>
<td>264</td>
</tr>
<tr>
<td></td>
<td>Make or recommend corrections to eliminate program deficiencies</td>
<td>265</td>
</tr>
<tr>
<td></td>
<td>Operate keypunch for software changes</td>
<td>266</td>
</tr>
<tr>
<td></td>
<td>Participate in test and acceptance of software program assemblies</td>
<td>267</td>
</tr>
<tr>
<td></td>
<td>Perform feasibility studies</td>
<td>268</td>
</tr>
<tr>
<td></td>
<td>Perform program patching or validation</td>
<td>269</td>
</tr>
<tr>
<td></td>
<td>Prepare data for testing</td>
<td>270</td>
</tr>
<tr>
<td></td>
<td>Prepare inputs for system documentation</td>
<td>271</td>
</tr>
<tr>
<td></td>
<td>Prepare or update master programs for implementation</td>
<td>272</td>
</tr>
<tr>
<td></td>
<td>Prepare preliminary flow charts</td>
<td>273</td>
</tr>
<tr>
<td></td>
<td>Prepare software deficiency reports</td>
<td>274</td>
</tr>
<tr>
<td></td>
<td>Provide documentation for operators manuals</td>
<td>275</td>
</tr>
<tr>
<td></td>
<td>Provide documentation for programmers manuals</td>
<td>276</td>
</tr>
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**USE CARD 3 ON THE FOLLOWING TASKS**
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<tbody>
<tr>
<td>295X0</td>
<td>Provide documentation for system reference manuals</td>
<td>277</td>
</tr>
<tr>
<td></td>
<td>Test computer systems</td>
<td>278</td>
</tr>
<tr>
<td></td>
<td>Test software routines</td>
<td>279</td>
</tr>
</tbody>
</table>

Go to page xii and follow instructions for time rating tasks.

When you have completed all ratings on card 1-3 you will have completed this USAF Job Inventory. Place the cards in the envelope provided and turn this booklet in to your Occupational Survey Control Officer.
<table>
<thead>
<tr>
<th>AFSC</th>
<th>PAGE 19 OF 20 PAGES</th>
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<tbody>
<tr>
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<td>PAGE 20 OF 20 PAGES</td>
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