

**AIR FORCE**



**HUMAN  
RESOURCES**

**TASK TRAINING EMPHASIS FOR  
DETERMINING TRAINING PRIORITY**

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**LABORATORY**

**AIR FORCE SYSTEMS COMMAND  
BROOKS AIR FORCE BASE, TEXAS 78235-5601**

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READ THIS PAGE BEFORE GOING FURTHER

Have you completed the Background Information Section? Make sure, before you continue with this procedure.

PROCEDURE A. CHECKING TASKS OF PRESENT JOB

1. As you read each task in the Duty-Task section, pages 1 through 13, place a check beside each task that you perform in your present job. Put your check mark in the column headed "Check-If Done Now." When you have reached page 13, follow the arrow for your next instructions.

2. DO NOT COMPLETE THE RIGHT-HAND COLUMN AT THIS TIME.

3. If a task that you perform is not listed anywhere in the entire list, write it on page 15 or 16, but do not add tasks that are classified.

4. Do not confuse work you do yourself with work you supervise.

5. Remember, at this time you are to complete only the column headed "Check-If Done Now" for pages 1 through 13. Now, turn to page 1 and BEGIN.

PROCEDURE B. RATING TIME SPENT ON TASKS IN PRESENT JOB

1. Have you checked each task that you perform in your present job? Make sure, before you continue with this procedure.

2. Now you are to rate the relative amount of time you spend performing each task in your present job. Relative time spent means the total time you spend doing the task compared with the time you spend on each of the other tasks of your present job.

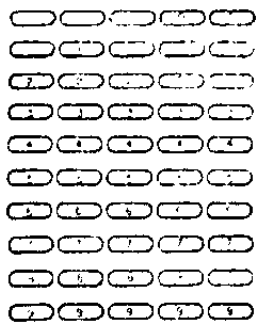
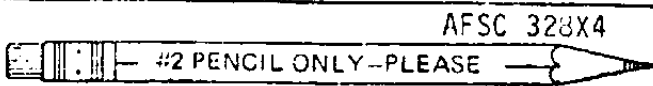
3. Use a rating of "1" if you spend a "very small amount" of time on a task. Use a rating of "2" for "much below average" time, and so on, up to a rating of "9" if you spend a "very large amount" of time on the task.

4. Remember, you are to rate only tasks that you have already checked in the first column of pages 1 through 13.

5. Place your rating, according to the 9-point scale, in the right-hand column headed "Time Spent Present Job" by blackening the appropriate circle. Caution: COMPLETELY fill in the circle you have chosen, but do NOT overlap into other circles on the same line.

6. When you have completed all your ratings in the right-hand column of pages 1 through 13, you will have completed this USAF Job Inventory and you may turn it in to your Occupational Survey Control Officer.

7. Now, turn to page 1 and BEGIN your ratings for the right-hand column.

	1. Check tasks you perform now (✓). 2. On the back of the book, write in any unlisted tasks which you do now. 3. In the "Time Spent" column, rate all checked (✓) tasks on time spent in present job.	Check  ✓ IF DONE NOW	TIME SPENT Present Job  1. Very small amount. 2. Much below average. 3. Below average. 4. Slightly below average. 5. About average. 6. Slightly above average. 7. Above average. 8. Much above average. 9. Very large amount.
 <b>G. PERFORMING OFF-EQUIPMENT MAINTENANCE</b>			
1.	Align, or adjust AIDS/MADAR units		○○○○○○○○○○○○
2.	Align, or adjust A-INS units		○○○○○○○○○○○○
3.	Align, or adjust AWADS units		○○○○○○○○○○○○
4.	Align, or adjust DNS units		○○○○○○○○○○○○
5.	Align, or adjust FL/TFRS units		○○○○○○○○○○○○
6.	Align, or adjust GPDCS units		○○○○○○○○○○○○
7.	Align, or adjust INS units		○○○○○○○○○○○○
8.	Align, or adjust IRS units		○○○○○○○○○○○○
9.	Align, or adjust H-MRS units		○○○○○○○○○○○○
10.	Align, or adjust NCS units		○○○○○○○○○○○○
11.	Align, or adjust V/HCS units		○○○○○○○○○○○○
12.	Align, or adjust WRCS units		○○○○○○○○○○○○
13.	Examine or analyze wave shapes		○○○○○○○○○○○○
14.	Fabricate or service test bench mock-ups		○○○○○○○○○○○○
15.	Install dust covers		○○○○○○○○○○○○
16.	Install solderless connections		○○○○○○○○○○○○
17.	Isolate malfunctions to AIDS/MADAR unit subassemblies or components		○○○○○○○○○○○○
18.	Isolate malfunctions to A-INS unit subassemblies or components		○○○○○○○○○○○○
19.	Isolate malfunctions to AWADS unit subassemblies or components		○○○○○○○○○○○○
20.	Isolate malfunctions to DNS unit subassemblies or components		○○○○○○○○○○○○
21.	Isolate malfunctions to FL/TFRS unit subassemblies or components		○○○○○○○○○○○○
22.	Isolate malfunctions to GPDCS unit subassemblies or components		○○○○○○○○○○○○
23.	Isolate malfunctions to INS unit subassemblies or components		○○○○○○○○○○○○
24.	Isolate malfunctions to IRS unit subassemblies or components		○○○○○○○○○○○○

## INSTRUCTIONS

You have been selected from the respondents to the recent survey of your career ladder to provide additional information pertaining to the difficulty of tasks performed. This information will be of value in the improvement of training and testing programs. In order to accomplish this rating, follow the procedure listed below.

NOTE: In order to obtain the maximum response possible, it is requested that you rate each task of which you have any knowledge. Rate those tasks you presently perform or supervise, those tasks which you have performed at a prior time in your career, and those tasks which you have observed or supervised while being performed by others. Most personnel with your experience and background will be able to rate the majority of the tasks listed and in many cases to rate all of them.

STEP 1. Develop a frame of reference for rating task difficulty. Do this by scanning the entire listing of tasks. Pick out some easy tasks which fall between these two extremes. The tasks which fall at or near the middle of the range should then be used as reference point for judging the difficulty of all tasks in the inventory. Apply this reference point in completing STEP 2.

STEP 2. Estimate the time needed to learn to do each task satisfactorily compared with other tasks in the career ladder. Use the scale shown here and at the top of each page to rate each task.

1. Extremely Low
2. Very Low
3. Low
4. Below Average
5. Average
6. Above Average
7. High
8. Very High
9. Extremely High

Begin with the first task in the booklet and give each task of which you have knowledge, a difficulty rating from 1 to 9; record the value opposite the task statement in the column titled "TASK DIFFICULTY." Try to rate every task on each page. Remember (from STEP 1) that you are comparing each task with the other tasks in the career field.

STEP 3. The last page of the booklet is available to add any tasks you do now which are not listed. Your constructive suggestions in improving the evaluation of job tasks will be useful.

STEP 4. Review the booklet to see that you have rated the DIFFICULTY of all tasks possible. Each task can be given only one rating.

When you have finished return it to the Occupational Survey Monitor at your CBPO.

JOB INVENTORY (DUTY - TASK LIST)	AFSC 328X4	PAGE 7 OF 16 PAGES
<p>LISTED BELOW ARE A DUTY AND THE TASKS WHICH IT INCLUDES. RATE EACH TASK FOR DIFFICULTY BASED ON TIME NEEDED TO LEARN TO DO THE TASK.</p> <p>F. MAINTAINING ON-EQUIPMENT ELECTRONIC NAVIGATION SYSTEMS</p>		<p>TASK DIFFICULTY</p> <p>1. Extremely Low 2. Very Low 3. Low 4. Below Average 5. Average 6. Above Average 7. High 8. Very High 9. Extremely High</p>
1. Erect or position flight line maintenance stands		39
2. Inspect egress system safety pin installations		40
3. Isolate malfunctions on adverse weather aerial delivery system (AWADS) units		41
4. Isolate malfunctions on airborne integrated data system (AIDS) units		42
5. Isolate malfunctions on astro-inertial navigation system (A-INS) units		43
6. Isolate malfunctions on doppler navigation system (DNS) units		44
7. Isolate malfunctions on forward-looking/terrain following radar system (FL/TFRS) units		45
8. Isolate malfunctions on general purpose digital computer system (GPDCS) units		46
9. Isolate malfunctions on inertial navigation system (INS) units		47
10. Isolate malfunctions on inertial reference system (IRS) units		48
* * * * *		
11. Isolate malfunctions on maintenance analysis detection and recording systems (MADARS)		49
12. Isolate malfunctions on multi-mode radar system (M-MRS) units		50
13. Isolate malfunctions on navigation computer system (NCS) units		51
14. Isolate malfunctions on velocity/heading computer system (V/HCS) units		52
15. Isolate malfunctions on weapons release computer systems (WRCS)		53
16. Make adjustments on installed equipment		54
17. Operate flight line generator equipment		55
18. Operate flight line light carts		56
19. Operate or service maintenance dispatch vehicles		57
20. Perform operational tests on inertial or radar navigation systems		58
* * * * *		

## INSTRUCTIONS

1. In the Air Force, the consequences of inadequate performance of some tasks are far more serious than for other tasks. For example, if inadequate performance of a task will almost certainly cause an aircraft to crash, the consequences would be far more serious than inadequate task performance which merely causes inconvenience or irritation. As another example, the probable consequences of inadequate performance in responding to a fire alarm would be far more serious than the probable consequences of inadequate performance in folding hospital linen.
2. This booklet contains a listing of tasks performed in your career field. Rate each task to indicate the Probable Consequences of Inadequate Performance of the task, using the following rating scale. It is recognized that the actual consequences of inadequate performance of many tasks can vary, depending on circumstances. In making your ratings, please try to indicate "probable consequences" in the most common, typical circumstances in your career field.
3. Using the rating scale below, assign a numerical rating to each task in this booklet which you feel describes the Probable Consequences of Inadequate Performance of the task. Make your ratings by simply writing a number 1 through 9 in the column to the right of each task. Be sure to rate all tasks.

### Rating Scale

If the task is not done correctly, the probable consequences of inadequate performance would be:

1. Minimal (inadequate performance has minimal consequences)
2. Slight
3. Not very serious
4. Fairly serious
5. Serious
6. Very serious
7. Extremely serious
8. Almost disastrous
9. Disastrous (inadequate performance has disastrous consequences)

4. Your efforts in completing this booklet will be sincerely appreciated. When you have finished your ratings, please return this booklet to your CBPO/DPMCC.

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

PAGE 48 OF 54 PAGES

If the task is Not done correctly,  
the Probable Consequences of  
Inadequate Performance would be:

**PROBABLE  
CONSEQUENCES  
OF INADEQUATE  
PERFORMANCE**

1. Minimal
2. Slight
3. Not Very Serious
4. Fairly Serious
5. Serious
6. Very Serious
7. Extremely Serious
8. Almost Disastrous
9. Disastrous

1. Troubleshoot, adjust or remove or replace parts of ALFRED-9500		45
2. Troubleshoot, adjust or remove or replace parts of AN/ALA-27		46
3. Troubleshoot, adjust or remove or replace parts of AN/ALA-28		47
4. Troubleshoot, adjust or remove or replace parts of AN/ALM-11		48
5. Troubleshoot, adjust or remove or replace parts of AN/ALM-14		49
6. Troubleshoot, adjust or remove or replace parts of AN/ALM-15A		50
7. Troubleshoot, adjust or remove or replace parts of AN/ALM-16		51
8. Troubleshoot, adjust or remove or replace parts of AN/ALM-17A		52
9. Troubleshoot, adjust or remove or replace parts of AN/ALM-18		53
10. Troubleshoot, adjust or remove or replace parts of AN/ALM-20A		54
*****		
11. Troubleshoot, adjust or remove or replace parts of AN/ALM-22		55
12. Troubleshoot, adjust or remove or replace parts of AN/ALM-23		56
13. Troubleshoot, adjust or remove or replace parts of AN/ALM-25		57
14. Troubleshoot, adjust or remove or replace parts of AN/ALM-26A		58
15. Troubleshoot, adjust or remove or replace parts of AN/ALM-27A		59
16. Troubleshoot, adjust or remove or replace parts of AN/ALM-28		60
17. Troubleshoot, adjust or remove or replace parts of AN/ALM-33		61
18. Troubleshoot, adjust or remove or replace parts of AN/ALM-47		62
19. Troubleshoot, adjust or remove or replace parts of AN/ALM-48		63
20. Troubleshoot, adjust or remove or replace parts of AN/ALM-58		64
*****		

## INSTRUCTIONS

1. This booklet contains a listing of tasks performed in your career field. You are asked to rate each task to indicate Task Delay Tolerance. Task Delay Tolerance means the amount of time a person can delay before starting to perform the task.

a. Extremely low delay tolerance means the task must be done immediately, without delay. For example, "responding to a fire alarm" is a task which must be done without delay.

b. Extremely high delay tolerance means there is no hurry and a person usually has time to ask someone else how to do it, look it up in a manual or tech order, or postpone the task until later. For example, "cleaning out record files" could be delayed for a long time.

2. Rate each task on Task Delay Tolerance, using the following rating scale. It is recognized that task delay tolerance can vary depending on circumstances. In making your ratings, please try to indicate task delay tolerance in the most common, typical circumstances in your career field.

3. Using the rating scale below, assign a numerical rating to each task in this booklet which you feel describes the appropriate task delay tolerance. Make your ratings by simply writing a number 1 through 9 in the column to the right of each task. Be sure to rate all tasks.

Rating Scale	Task Delay Tolerance
1	Extremely low delay (must do immediately)
2	Very low
3	Low
4	Below average
5	Average
6	Above average
7	High
8	Very high
9	Extremely high delay (can wait for a long time)

4. Your efforts in completing this booklet will be sincerely appreciated. When you have finished your ratings, please return this booklet to your CBPO/DFMCC.

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

**TASK DELAY**  
**TOLERANCE**

Rate each task to indicate the amount of time a person can delay before starting to perform the task.

1. Extremely Low Delay
2. Very Low
3. Low
4. Below Average
5. Average
6. Above Average
7. High
8. Very High
9. Extremely High Delay

1. Operate AG-445 recorder reproducers		15
2. Operate AN/GLH-9 recorder reproducers		16
3. Operate AN/GLH-10 recorder reproducers		17
4. Operate AN/GYH-4 recorder reproducer		18
5. Operate D-600 recorder reproducers		19
6. Operate FL-300S recorder reproducers		20
7. Operate GYQ-6 recorder reproducers		21
8. Operate LDR-200 recorder reproducers		22
9. Operate K-80 tape degausers		23
10. Operate QRC-159A(T) recorder reproducers		24
*****		
11. Operate Ticor-II recorder reproducers		25
12. Operate Tidax recorder reproducers		26
13. Operate VR-2600S recorder reproducers		27
14. Operate VR-3600 recorder reproducers		28
15. Operate 1508 visicorder analyzers		29
16. Troubleshoot, adjust, or remove or replace parts of AG-445 recorder reproducers		30
17. Troubleshoot, adjust, or remove or replace parts of AN/GLH-9 recorder reproducers		31
18. Troubleshoot, adjust, or remove or replace parts of AN/GLH-10 recorder reproducers		32
19. Troubleshoot, adjust, or remove or replace parts of AN/GYH-4 recorder reproducers		33
20. Troubleshoot, adjust, or remove or replace parts of D-600 recorder reproducers		34
*****		

## INSTRUCTIONS

1. This booklet contains a listing of tasks performed in your career ladder. You are asked to check and rate tasks for which you recommend formal training for first-term airmen in your career ladder.

2. Please complete this booklet in two steps:

Step 1. Read through the list of task statements. As you read, check (✓) each task for which you recommend formal training for first-term airmen in your career ladder. Make your checks in the CHECK (✓) column, to the right of the listed task statements.

Step 2. Rate only the tasks you checked, to indicate how much formal training emphasis you recommend for first-term airmen in your career ladder. Using the following 9-point rating scale, make your ratings by writing the numbers 1 through 9 in the TRAINING EMPHASIS column.

Rating Scale	Formal Training Emphasis Recommended for First-Termers
1	Extremely little training emphasis
2	Very little
3	Little
4	Below average
5	Average
6	Above average
7	Heavy
8	Very heavy
9	Extremely heavy training emphasis

3. Your efforts in completing this booklet will be sincerely appreciated. When you have finished your ratings, please return this booklet to your CBPO/DPMCC.

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

<p>1. Check (✓) each task for which you recommend formal training for first-term airmen.</p> <p>2. In the Training Emphasis column, rate <u>only</u> the tasks you checked, to indicate how much formal training emphasis you recommend for first-term airmen.</p>	CHECK	TRAINING EMPHASIS	
	✓ Recommend Formal Training	<p>1. Extremely Little</p> <p>2. Very Little</p> <p>3. Little</p> <p>4. Below Average</p> <p>5. Average</p> <p>6. Above Average</p> <p>7. Heavy</p> <p>8. Very Heavy</p> <p>9. Extremely Heavy</p>	
1. Adjust tape recorder brakes			48
2. Change fuses on equipment			49
3. Clean, degrease, or align tape heads			50
4. Lubricate equipment components			51
5. Paint radomes			52
6. Put jumper wires onto printed circuit boards			53
7. Remove or replace cables or connectors			54
8. Remove or replace coaxial cables			55
9. Remove or replace coils or transformers			56
10. Remove or replace crystals			57
*****			
11. Remove or replace diodes			58
12. Remove or replace gaskets, seals, or bearings			59
13. Remove or replace heat splices			60
14. Remove or replace integrated circuits			61
15. Remove or replace knobs or controls			62
16. Remove or replace light sensors			63
17. Remove or replace minor hardware such as latches, screws, or hinges			64
18. Remove or replace nixie or digital readout tubes			65
19. Remove or replace nosecones or tailcones on chaff dispensers			66
20. Remove or replace potting compounds			67
*****			

