

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.

REPORT NO AFPT-90-296-169

PUB DATE 1 Jan 75

NOTE 34p.; For related documents, see CE 004 486-487

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

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																								
LAST NAME - FIRST NAME - MIDDLE INITIAL			(5-22)																					
GRADE (23) <table style="width: 100%; text-align: center; border: none;"> <tr> <td><input type="checkbox"/> E1</td> <td><input type="checkbox"/> E2</td> <td><input type="checkbox"/> E3</td> <td><input type="checkbox"/> E4</td> <td><input type="checkbox"/> E5</td> <td><input type="checkbox"/> E6</td> <td><input type="checkbox"/> E7</td> <td><input type="checkbox"/> E8</td> <td><input type="checkbox"/> E9</td> </tr> <tr> <td>AB</td> <td>AMN</td> <td>A1C</td> <td>SGT</td> <td>SSGT</td> <td>TSGT</td> <td>MSGT</td> <td>SMSGT</td> <td>CMSGT</td> </tr> </table>				<input type="checkbox"/> E1	<input type="checkbox"/> E2	<input type="checkbox"/> E3	<input type="checkbox"/> E4	<input type="checkbox"/> E5	<input type="checkbox"/> E6	<input type="checkbox"/> E7	<input type="checkbox"/> E8	<input type="checkbox"/> E9	AB	AMN	A1C	SGT	SSGT	TSGT	MSGT	SMSGT	CMSGT			
<input type="checkbox"/> E1	<input type="checkbox"/> E2	<input type="checkbox"/> E3	<input type="checkbox"/> E4	<input type="checkbox"/> E5	<input type="checkbox"/> E6	<input type="checkbox"/> E7	<input type="checkbox"/> E8	<input type="checkbox"/> E9																
AB	AMN	A1C	SGT	SSGT	TSGT	MSGT	SMSGT	CMSGT																
SOCIAL SECURITY ACCOUNT NUMBER (24-32)			DUTY TELEPHONE EXT																					
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none; padding: 0 5px;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none; padding: 0 5px;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">(24-26)</td> <td></td> <td colspan="2" style="text-align: center;">(27-28)</td> <td></td> <td colspan="4" style="text-align: center;">(29-32)</td> </tr> </table>							-			-					(24-26)				(27-28)			(29-32)		
			-			-																		
(24-26)				(27-28)			(29-32)																	
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)																								
<input type="checkbox"/> A	<input type="checkbox"/> G	<input type="checkbox"/> C	<input type="checkbox"/> E	<input type="checkbox"/> Y	<input type="checkbox"/> F	<input type="checkbox"/> M																		
AAC	ACIC	ADC	AFAFIC	AFCS	AFLC	AFRES																		
<input type="checkbox"/> H	<input type="checkbox"/> J	<input type="checkbox"/> K	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> Q	<input type="checkbox"/> R																		
AFSC	ATC	AU	HQ COMD	HQ USAF	MAC	PACAF																		
<input type="checkbox"/> S	<input type="checkbox"/> T	<input type="checkbox"/> B	<input type="checkbox"/> D	<input type="checkbox"/> L	<input type="checkbox"/> U	<input type="checkbox"/>																		
SAC	TAC	USAFA	USAFE	USAFSO	USAFSS																			
PRIMARY AFSC (36-42)			DUTY AFSC (43-49)																					
PREFIX	NUMBER			PREFIX	NUMBER			SUFFIX																
<input type="checkbox"/>																								
(36)	(37-41)			(42)	(43)	(44-48)			(49)															
TOTAL MONTHS IN PRESENT JOB		TOTAL MONTHS AT PRESENT BASE		TOTAL MONTHS IN DUTY AFSC																				
_____		_____		_____																				
(50-52)		(53-55)		(56-58)																				
TOTAL MONTHS IN CAREER FIELD		TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE		NO. OF SUBORDINATES WHO REPRT TO YOU DIRECTLY FOR SUPERVISION																				
_____		_____		_____																				
(59-61)		(62-64)		(65-66)																				
IF YOU WERE CONVERTED OR RETRAINED, ENTER PREVIOUS AFSC			ORGANIZATION (CARD 2: 5-35)																					
PREFIX	NUMBER			SUFFIX	PRESENT WORK ASSIGNMENT (CARD 2: 36-73) (Position or Job Title)																			
<input type="checkbox"/>				<input type="checkbox"/>																				
(67)	(68-72)			(73)																				

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

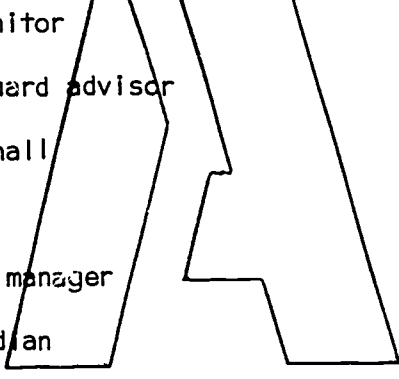
12. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS OUTSIDE THE CONTINENTAL U.S. (INCLUDING ALASKA AND HAWAII)?

(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

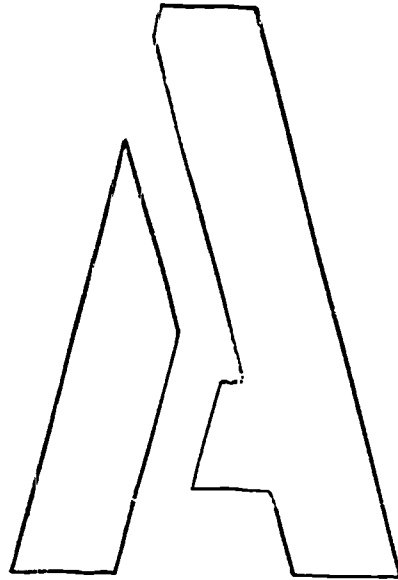
68. Division

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	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		PAGE 6 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
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	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 7 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
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			
(Continued next page)			

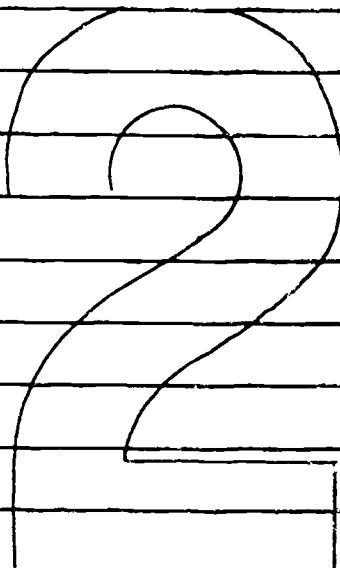
**JOB INVENTORY
(DUTY - TASK LIST)**

AFSC
296X0

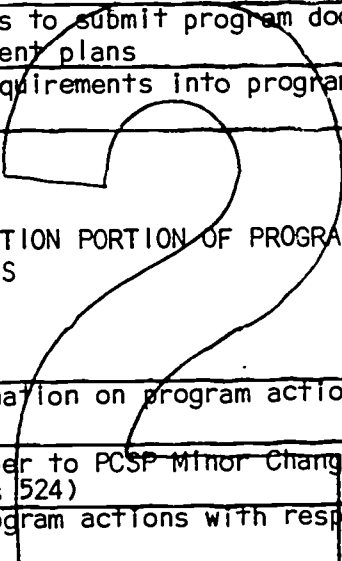
PAGE 8 OF 20 PAGES

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IF
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NOW

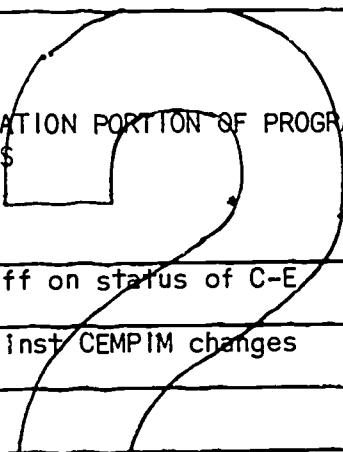
TASKS CONTINUED ON NEXT PAGE FOR CARD 2



TASKS CONTINUED ON NEXT PAGE FOR CARD 2

JOB INVENTORY (DUTY - TASK LIST)	PAGE 9 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0		
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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	
 G. PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS		
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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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Prepare CEIP documents	161		
Prepare certificates of installation, removal or relocation of C-E equipment	162		
Prepare draft manpower annexes to CEIPs	163		
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Prepare staff summary sheets for program documents	166		
Present CEIPs to CEMBs	167		
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Provide inputs for preparation or review of SOWs	169		
Receive and compile CEIP annexes	170		
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Prepare punch card transcripts to administratively change PCSPs	182		
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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		
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Brief commanders and staff on status of C-E programs	188		
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Prepare and forward allied supporting structure status reports	192		
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Brief unit commanders on supply and equipment budgets	231		
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