

# Air Education and Training Command

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*Sustaining the Combat Capability of America's Air Force*



**U.S. AIR FORCE**

## Occupational Survey Report AFSC 6C0X1 Contracting

Lt Holly Hector  
Aug 03

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*Integrity - Service - Excellence*

## Report Documentation Page

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# Air Force Occupational Measurement SQ

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**AFOMS/OA**

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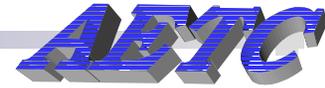
# Overview



- Survey background
- Survey results
- Implications and way ahead



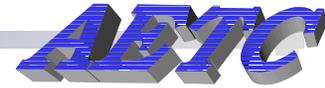
# Executive Summary



- Homogeneous job structure with one cluster and six jobs identified
- Technical tasks are performed throughout all skill levels
- Career ladder documents well-supported by survey data
- Job satisfaction indicators are very good



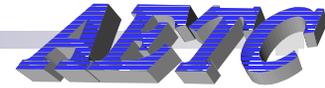
# Work Performed



- Manage, perform, and administer contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods
- Use automated contracting systems to prepare, process, and analyze transactions and products
- Act as business advisor, buyer, negotiator, administrator, and contract officer
- Supports all functions of contingency operations



# Survey Background

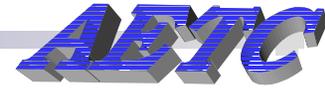


- Last Occupational Survey Report (OSR) – Mar 1999
- Current survey developed – Oct 2002 - Jan 2003
  - Lackland AFB TX (Tech School) (10)
  - Peterson AFB CO (AFSPC) (5)
  - MacDill AFB FL (AMC) (7)
  - McGuire AFB NJ (AMC) (8)
  - Kadena AB JP (PACAF) (7)
  - Lackland AFB TX (AETC) (4)
  - Ramstein AB GE (USAFE) (4)
  - Spangdahlem AB GE (USAFE) (3)

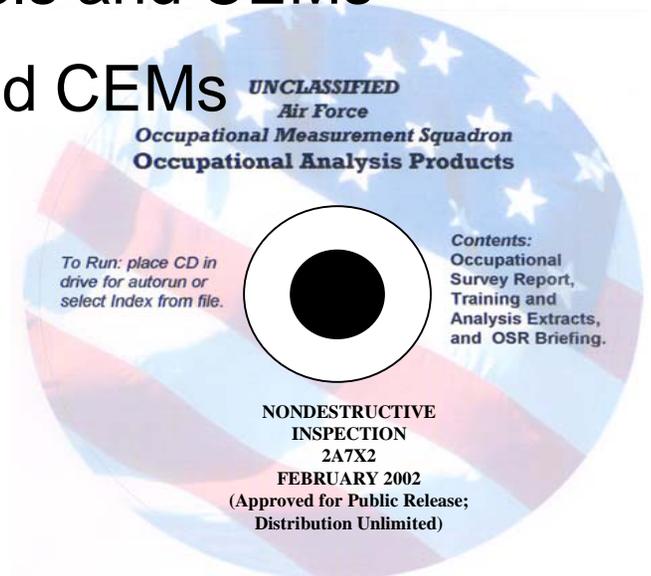




# Survey Background



- Survey initiated to obtain data for:
  - Evaluating current classification and training documents
  - Supporting promotion test development
- Current survey data collected – Mar - Jun 2003
- Components surveyed:
  - Active Duty: 3-, 5-, 7- and 9-Skill Levels and CEMs
  - Guard: 3-, 5-, 7- and 9-Skill Levels and CEMs





# Current Training Program



- AFSC-awarding course

345 TRS, Lackland AFB TX

- L3ABR6C031 006, *Contracting Apprentice*, 40 days

- 8 Semester hours for CCAF

- Programmed TPR

FY03: 156 students

FY04: 176 students

- Programmed Elimination Rate

FY03: 1%

FY04: 0%



# Survey Sample Characteristics



	<u>AD</u>	<u>ANG</u>	<u>Total</u>
Assigned*	1,234	357	1,591
Mailed Out	1,136	341	1,577
Sample	566	177	743
Usable Returns	50%	52%	47%

- Average time in career field for AD: 5 yrs 7 months
- Average TAFMS for AD: 11 yrs 3 months
- Percent of AD in first enlistment: 23%

\* Assigned as of Feb 03



# Skill & Paygrade Characteristics



## Skill-Level Distribution

	Assigned*	Sample
3-Level -	15%	15%
5-Level -	45%	35%
7-Level -	35%	43%
9-Level -	4%	6%
CEMs -	1%	1%

## Paygrade Distribution

	Assigned*	Sample
E-1 - E-3 -	11%	12%
E-4 -	11%	10%
E-5 -	27%	25%
E-6 -	28%	26%
E-7 -	19%	20%
E-8 -	3%	6%
E-9 -	1%	1%

\* Assigned as of Feb 03



# Command Representation



Command	Assigned %*	Sample %
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ACC

17

9

AETC

14

20

AMC

12

14

PACAF

10

13

USAFE

8

5

AFSPC

7

8

AFMC

5

7

Other

4

0

ANG

23

24



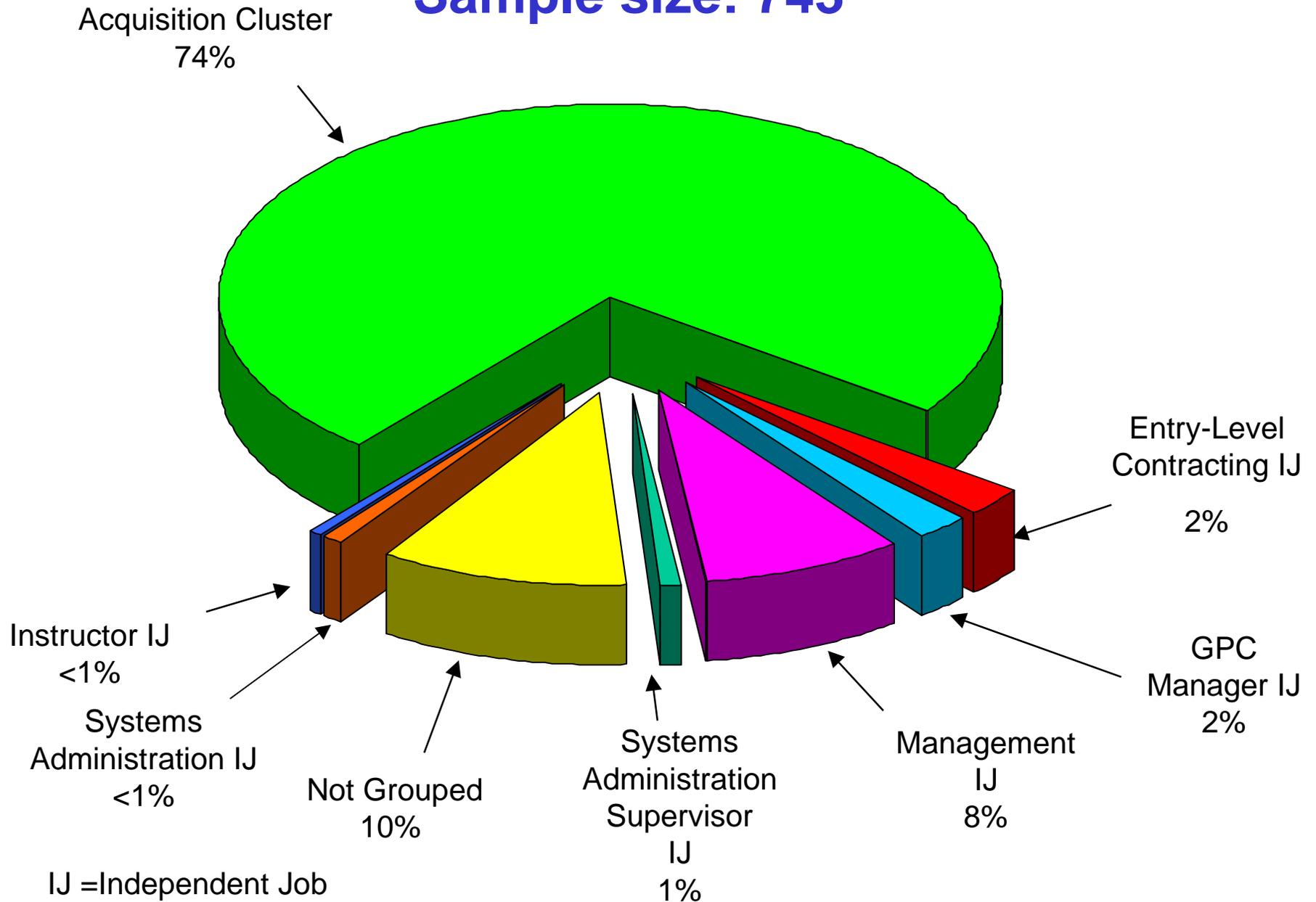
\* Assigned as of Feb 03



# Job Structure



Sample size: 743

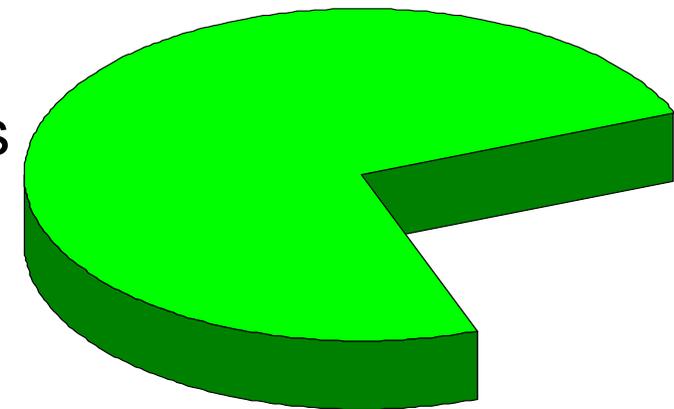




# Acquisition Cluster (N=553)



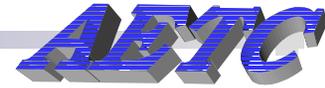
- Write memoranda for record (MFRs)
- Review purchase requests (PRs)
- Perform market research
- Prepare or issue delivery orders (DO), task orders (TOs), or purchase orders (POs)
- Review and process DD Forms 350, Individual Contracting Action Report actions
- Determine and document price fair and reasonableness
- Prepare and issue modifications
- Conduct site visits
- Prepare or issue RFQs
- Perform contract follow-ups
- Brief contractors on invoicing procedures



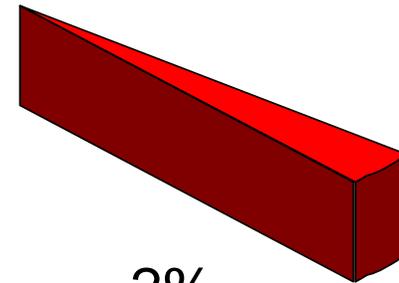
74%



# Independent Jobs

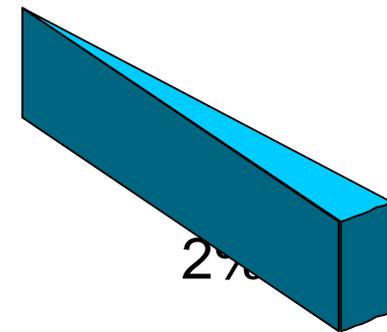


- Entry-Level Contracting IJ (N=18)
  - Write memoranda for record (MFRs)
  - Conduct site visits
  - Review purchase requests (PRs)



2%

- Government Purchase Card Manager IJ (N=16)
  - Review GPC transactions
  - Audit government purchase card (GPC) transactions
  - Monitor GPC programs



2%



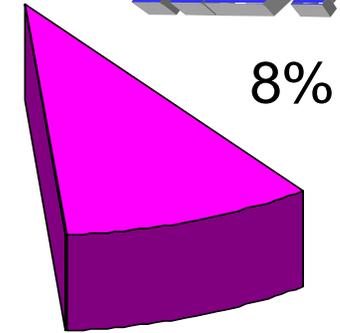
# Independent Jobs



AETC

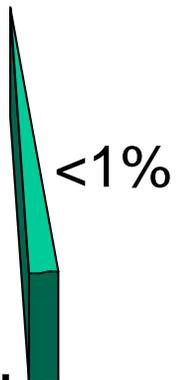
- Management IJ (N=63)

- Determine training requirements
- Develop contingency contracting support plans
- Assign personnel to deployment or contingency positions



- Systems Administration Supervisor IJ (N=6)

- Troubleshoot SPS software
- Develop operating procedures for automated systems
- Install computer system components, such as peripherals, cables, or wiring





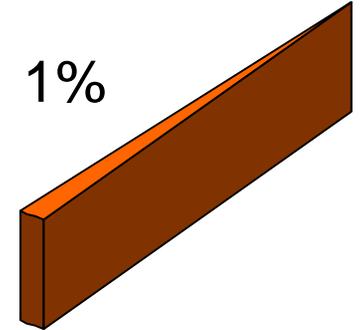
# Independent Jobs



- Systems Administrator IJ (N=6)

- Determine training requirements
- Develop contingency contracting support plans
- Assign personnel to deployment or contingency positions

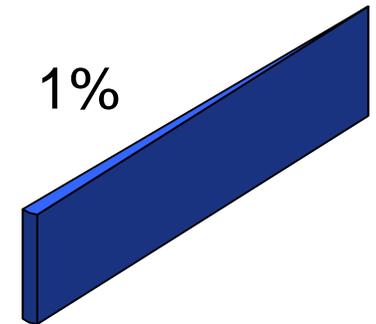
1%



- Instructor IJ (N=5)

- Evaluate progress of trainees
- Counsel trainees on training progress
- Personalize lesson plans

1%





# Career Ladder Progression



- 3-, 5- and 7-skill-level personnel
  - Work in the most technical jobs in the career field
  - Spend most of their time on technical tasks
- 9-skill-level personnel and CEMs
  - Continue to perform technical tasks
  - However, take on supervisory, training, and administrative duties



# Percent Across Specialty Jobs

## DAFSC



	DAFSC 6C031 (N=109)	DAFSC 6C051 (N=261)	DAFSC 6C071 (N=317)	DAFSC 6C091 (N=46)	DAFSC 6C000 (N=10)
Acquisition Cluster	77	79	72	61	70
Entry-Level Contracting IJ	3	3	2	0	0
Government Purchase Card Manager IJ	4	2	2	0	0
Management IJ	1	2	12	37	20
Systems Administration Supervisor IJ	0	1	1	0	0
Systems Administrator IJ	2	1	0	0	0
Instructor IJ	0	1	1	0	0
Ungrouped	13	11	9	2	10



# Career Ladder Progression

## Percent Time Spent on Duties



	DAFSC 6C031 (N=109)	DAFSC 6C051 (N=261)	DAFSC 6C071 (N=317)	DAFSC 6C091 (N=46)	DAFSC 6C000 (N=10)
Performing General Contracting Activities	14	14	9	5	4
Performing Cost or Pricing Analysis Activities	7	5	5	2	3
Performing Acquisition Activities	43	37	30	23	23
Performing Contract Administration Activities	17	22	16	13	13
Performing Quality Assurance (QA) Activities	2	3	2	1	2
Performing Plans, Programs, and Support Activities	3	2	3	2	2
Performing Government Purchase Card (GPC) Activities	5	2	4	4	4
Performing General Administrative Activities	3	3	4	4	3
Performing General Supply and Equipment Activities	1	1	1	1	1
Performing Deployment or Contingency Activities	2	5	9	14	13
Performing Training Activities	1	3	7	8	11
Performing Management and Supervisory Activities	2	3	10	23	21

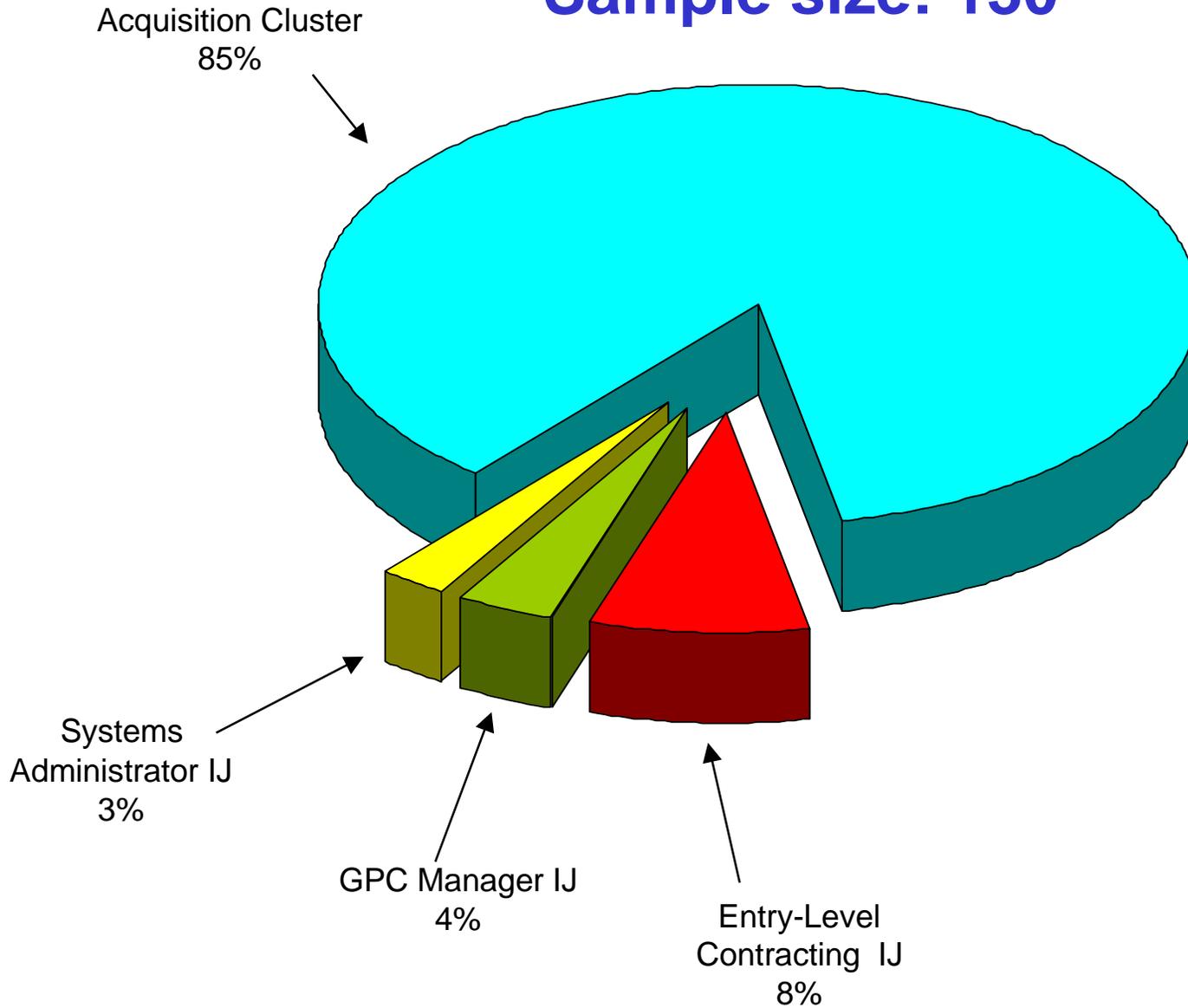
\* Less than 1%



# First-Enlistment Job Structure



Sample size: 130





# First-Enlistment Personnel Representative Tasks



Percent  
Members  
Performing  
(N=130)

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## Tasks

Write memoranda for record (MFRs)	86
Review purchase requests (PRs)	72
Perform market research	71
Conduct site visits	62
Prepare or issue delivery orders (DO), task orders (TOs), or purchase orders (POs)	59
Perform contract follow-ups	58
Prepare or issue RFQs	58
Prepare and issue modifications	58
Review and process DD Forms 350, Individual Contracting Action Report actions	57
Determine and document price fair and reasonableness	56



# Specialty Training Standard (STS) Analysis



- STS is generally supported by survey data
  - One STS items was unsupported
- Some STS items may need proficiency code review
- Five technical tasks performed by 20 percent or more of members were not referenced to STS
  - These should be reviewed for possible inclusion in STS



# Unsupported STS Element



## Example

Unit	Learning Objective	Prof Code	Percent Members Performing		Tng Emp	Tsk Dif	ATI
			1st Job	1st Enl			
14.12.6	Terminate or cancel purchase orders	2b					
Task	D0267. Prepare or issue termination orders		13	9	3.16	5.18	7

Mean TE Rating is 2.28, Standard Deviation is 1.45 (HIGH TE= 3.73)  
 Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)



# Tasks not Referenced to STS



## Examples

<u>Tasks</u>	Percent Members Performing		<u>Tng</u> <u>Emp</u>	<u>Tsk</u> <u>Dif</u>	<u>ATI</u>
	<u>1<sup>st</sup></u> <u>Job</u>	<u>1<sup>st</sup></u> <u>Enl</u>			
Determine and document price fair and reasonableness	5.71	68	56	5.53	18
Brief successful offeror	3.24	40	40	4.59	15
Brief contractors on government procurement procedures	4.69	48	46	4.52	12
Review and process DD Forms 1057, Monthly Summary of Contracting Actions	3.80	37	44	3.26	10
Request U.S. Department of Labor wage determinations	3.73	27	30	3.75	10

Mean TE Rating is 2.28, Standard Deviation is 1.45 (HIGH TE= 3.73)  
 Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)



# Job Satisfaction Indicators (AFSC 6C0X1 vs. Comparative Sample)



	1-48 Months		49-96 Months		97+ Months	
	2003 6C0X1 (N=130)	Comp Sample* (N=794)	2003 6C0X1 (N=90)	Comp Sample* (N=424)	2003 6C0X1 (N=346)	Comp Sample* (N=1,410)
Job interesting	81	81	90	83	92	92
Talents well utilized	82	67	86	76	88	86
Training well utilized	90	82	93	83	90	83
Sense of accomplishment	80	80	81	80	85	88
Plan to reenlist	50	53	60	65	59	60

\* Comparative sample of similar career ladders surveyed in the last 18 months - AFSC 2S0X1 (Supply Management) and AFSC 2S0X2 (Supply Systems Analysis)



# Job Satisfaction Indicators (Current vs. Previous Study)



	1-48 Months		49-96 Months		97+ Months	
	2003 (N=130)	1999 (N=105)	2003 (N=90)	1999 (N=72)	2003 (N=346)	1999 (N=362)
Job interesting	81	89	90	96	92	92
Talents well utilized	82	85	86	92	88	86
Training well utilized	90	83	93	92	90	83
Sense of accomplishment	80	81	81	87	85	86
Plan to reenlist	50	42	60	49	59	65



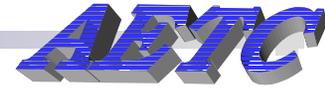
# Job Satisfaction Indicators (AD) (Across Specialty Jobs)



	Acquisition Cluster (N=553)	Entry-Level Contracting IJ (N=18)	GPC Manager IJ (N=16)	Mgt IJ (N=63)
Job interesting	91	89	81	96
Talents well utilized	89	95	69	88
Training well utilized	93	100	75	84
Sense of accomplishment	85	78	81	87
Plan to reenlist	64	44	63	41



# Job Satisfaction Indicators (AD) (Across Specialty Jobs cont.)



	Systems Admin Supervisor IJ (N=6)	Systems Administrator IJ (N=5)	Instructor IJ (N=5)
Job interesting	100	100	100
Talents well utilized	67	60	100
Training well utilized	84	60	100
Sense of accomplishment	84	100	100
Plan to reenlist	33	40	100



# Retention Dimensions First-Term Airmen (N=130)

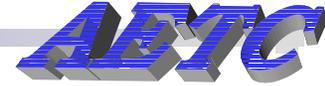


	Percent Responding	Average
<b>Planning to Reenlist (N=65)</b>		
MILITARY LIFESTYLE	68	2.39
MILITARY-RELATED EDU & TRNG OPPORTUNITIES	66	2.35
OFF-DUTY EDU OR TRAINING OPPORTUNITIES	62	2.42
JOB SECURITY	60	2.51
RETIREMENT BENEFITS	52	2.62
<b>Planning to Separate (N=65)</b>		
PAY AND ALLOWANCES	60	2.31
MILITARY LIFESTYLE	55	2.53
CIVILIAN JOB OPPORTUNITIES	42	2.52
ESPRIT DE CORPS/MORALE	37	2.21
RECOGNITION OF EFFORTS	35	2.00

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence



# Retention Dimensions Second-Term Airmen (N=90)



	Percent Responding	Average
<b>Planning to Reenlist (N=54)</b>		
JOB SECURITY	80	2.47
RETIREMENT BENEFITS	67	2.75
BONUS OR SPECIAL PAY	65	2.54
OFF-DUTY EDU OR TRAINING OPPORTUNITIES	65	2.40
MEDICAL/ DENTAL CARE FOR AD MEMBER	63	2.38
<b>Planning to Separate (N=35)</b>		
MILITARY LIFESTYLE	57	2.20
CIVILIAN JOB OPPORTUNITIES	54	2.63
PAY AND ALLOWANCES	49	2.53
NUMBER/DURATION OF TDYS OR DEPLOYMENTS	43	2.67
ESPRIT DE CORPS/MORALE	26	2.78

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence



# Retention Dimensions Career Airmen (N=346)

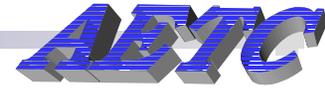


	Percent Responding	Average
<b>Planning to Reenlist (N=203)</b>		
RETIREMENT BENEFITS	77	2.64
OFF-DUTY EDU OR TRAINING OPPORTUNITIES	57	2.34
JOB SECURITY	53	5.60
MILITARY-RELATED EDU & TRNG OPPORTUNITIES	52	2.25
MEDICAL/ DENTAL CARE FOR AD MEMBER	49	2.56
<b>Planning to Separate (N=27)</b>		
PAY AND ALLOWANCES	56	2.33
MILITARY LIFESTYLE	48	2.31
CIVILIAN JOB OPPORTUNITIES	44	2.42
LOCATION OF PRESENT ASSIGNMENT	33	2.89
LEADERSHIP AT UNIT LEVEL	30	2.88

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence



# Summary of Results



- Career ladder progression typical
  - Highly technical at 3-skill level progressing to more managerial at 9-skill level and beyond
- Career ladder documents well-supported by survey data
  - STS provides comprehensive coverage of work performed by career ladder
  - Review of some items warranted
- Job satisfaction indicators
  - Similar when compared to previous study across all TAFMS groups
  - Higher in the areas of expressed job interest and perceived utilization of talents when compared to similar AFSCs



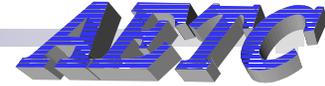
# Way Ahead



- OSR Delivery Trip - scheduled for Dec 03
- Utilization and Training Workshop (U&TW) - scheduled for Jan 04 at Lackland AFB
- Next SKT rewrite (ext. minor) - scheduled for Jun 04



# Questions?



Visit our web site at:

<https://www-r.omsq.af.mil/OMY/indexomy.htm>

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***Sustaining the Combat Capability of America's Air Force***



***Integrity - Service - Excellence***





# Back-Up Slide



# Predictive Retention Indicators



- Military lifestyle
- Pay and allowances
- Bonus or special pay
- Retirement benefits
- Military-related education/training opportunities
- Off-duty education and training opportunities
- Medical or dental care for active duty member
- Medical or dental care for family members
- Base housing
- Base services
- Childcare needs
- Spouse's career
- Civilian job opportunities
- Equal employment opportunities
- Number of PCS moves
- Location of present assignment
- Number/duration of TDYs or deployments
- Work schedule
- Additional duties
- Job security
- Enlisted Evaluation System
- Promotion opportunities
- Training/experience of unit personnel
- Unit manning
- Unit resources
- Unit readiness
- Recognition of efforts
- Esprit de corps/morale
- Leadership of immediate supervisor
- Senior Air Force leadership