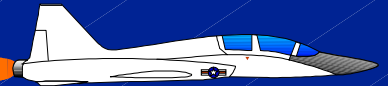


Task Analysis Products

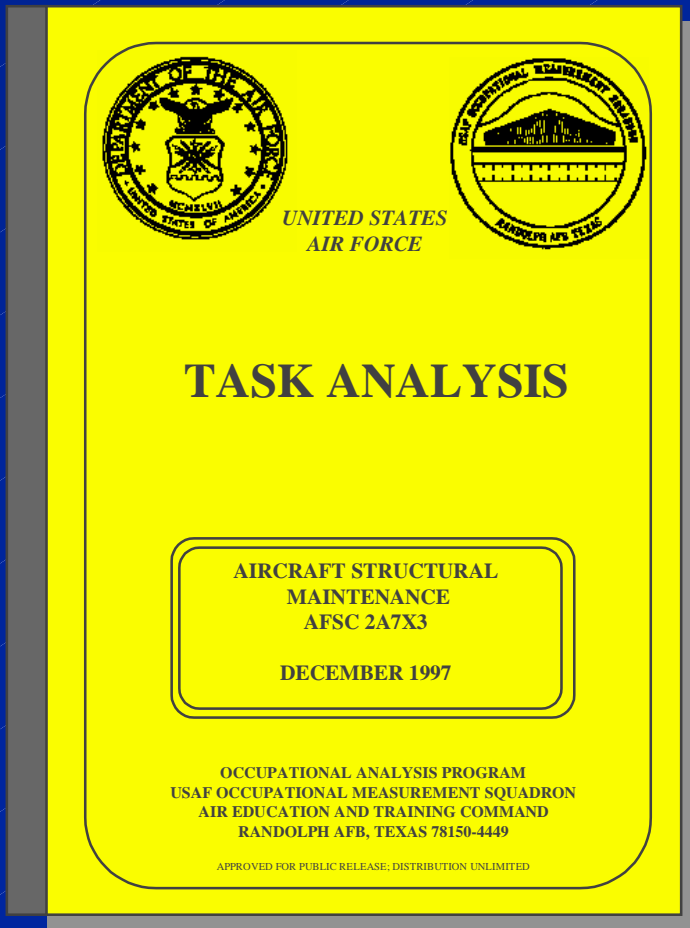
**Air Force Occupational
Measurement
Squadron (AFOMS)**

**Training Applications Section
(OMYB)**





WHAT WE DO



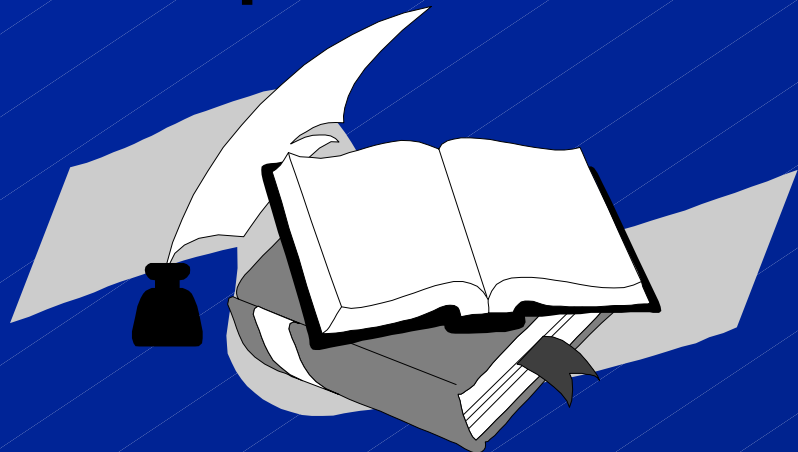
PUBLISH TASK ANALYSIS (TAs) PRODUCTS



WHAT IS A Task Analysis (TA)?

Training reference publication which:

Identifies all the tasks, subtasks, skills, publications, knowledge, and equipment required to properly train enlisted personnel in their Air Force Specialty





SAMPLE TA REPORT PAGE (Personnel, AFSC 3S0X1)

TASK ID:

G0402

TASK TITLE:

**Prepare or process PCS or TDY Declination
Statements**

TEAM TASK INFORMATION:

None

PUBLICATIONS:

AFI 36-2110, Assignments

**AFMAN 36-2622, Vol. 1, Personnel Data Systems
End User's Manual**



SAMPLE TA REPORT PAGE

PREREQUISITE TASK(S):

None

STANDARD:

Without Error

PERFORMANCE RESOURCES:

Applicable Air Force Instructions

**Personnel Concept-III or Personnel Data System,
as needed**

Relocation Processing Folder, as needed

Data automation forms or typewriter



SAMPLE TA REPORT PAGE

SUBTASK ID/STATEMENT:

- 01 Obtain performance resources**
- 02 Receive notice from customer to decline retainability**
- 03 Review Relocation Folder to obtain information**
- 04 Review AF Form 964**
- 05 Contact customer for briefing**
- 06 Brief consequences for failing to obtain retainability**
- 07 Tell career airman that they will not be eligible for promotion**



SAMPLE TA REPORT PAGE

SUBTASK ID/STATEMENT:

- 08** Tell member that although they don't have retainability for assignment, they may have retainability for future ones.
- 09** Highlight that member still may be selected for a shorter assignment for which they have retainability
- 10** Instruct member to sign form after reading
- 11** Sign form as a witness
- 12** Forward original to personnel record
- 13** Give copy to member



SAMPLE TA REPORT PAGE

SUBTASK ID/STATEMENT:

- 14** File copy in Relocation Folder
- 15** Update Personnel Concept-III or personnel data system to request cancellation of assignment
- 16** Send member to Military Personnel Flight Separations Section for further counseling, as needed
- 17** Employ proper customer service procedures at all times
- 18** Store performance resources



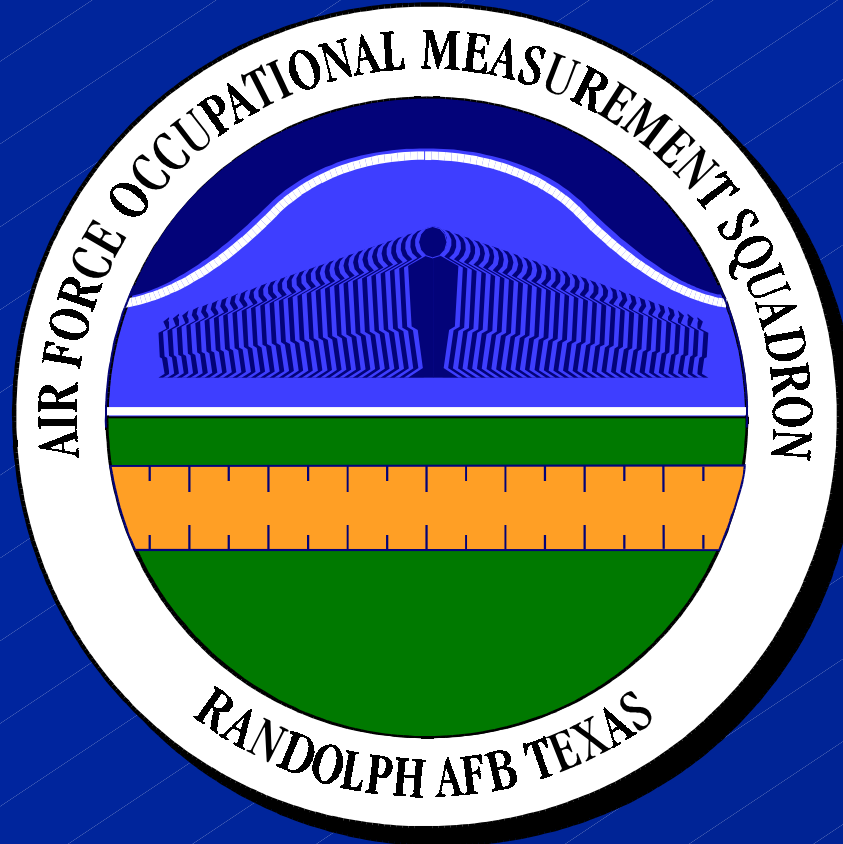
SAMPLE TA REPORT PAGE

SUPPORTING SKILLS/KNOWLEDGE:

- S** Use Personnel Concept-III
- S** Use data automation forms
- S** Use typewriter
- S** Use personnel data system
- K** Recall log in/log off procedures
- K** Recall privacy act requirements



VISIT OUR WEB SITE AT
WWW.OMSQ.AF.MIL



Occupational Analysis Flight (OMY)

1550 5th St East • Randolph AFB TX • 78150-4449 • (210) 652-5434 • DSN: 487-5434 • FAX: (210) 652-3773

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Task Analysis

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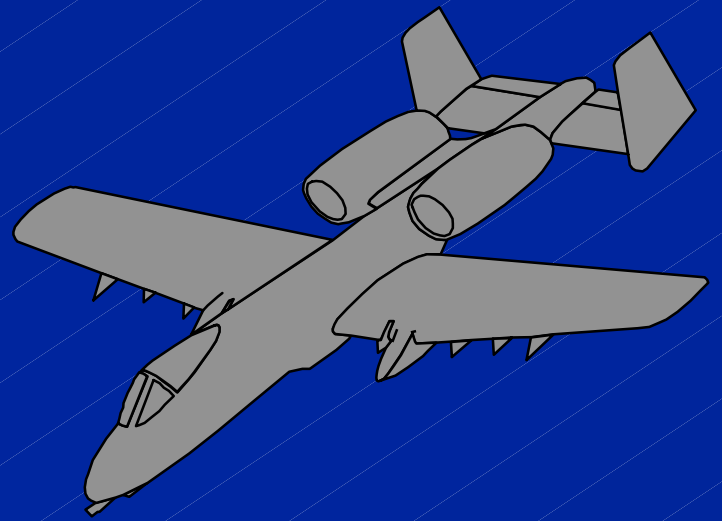
Task Analysis



Task Analysis (TA) products are a recent addition to the Occupational Survey Report (OSR) process and are produced on selected enlisted occupational specialties. You may order any of the list projects by clicking on the [Request products](#) button on the left.

Task Analysis is a systematic study to determine the activities, skills and knowledges, resources, publications, tools and equipment required to perform a specific task. Task Analysis targets consist of selected tasks which have high Training Emphasis and Task Learning Difficulty indexes or are performed by a large number of 5-skill level journeyman (duty).

AFOMS/OMYB COMPLETED TASK ANALYSIS REPORTS			
AFSC	AFSC TITLE	DATE PUBLISHED	# OF TASKS
CIV-525	DOD ACCOUNTING TECHNICIAN	AUG 94	182
1C0X2	OPERATIONS RESOURCE MANAGEMENT	AUG 96	114
1C6X1	SPACE SYSTEMS OPERATIONS	MAR 95	42
1S0X1	SAFETY	NOV 95	197
1T1X1	AIRCREW LIFE SUPPORT	JAN 96	246



Analyzing Tasks Today --- For Tomorrow's Air Force

