

DISPOSITION FORM

FILE NO.

SUBJECT

Establishment of AFSA Job Index and AFSA Job Code

TO AFSA-11

FROM

Chief of Staff

DATE

3 Dec 51

COMMENT NO. 1

AFSA-12

AFSA-13

AFSA-14

AFSA-15

AFSA-16

AFSA-17

AFSA-02

AFSA-03

AFSA-04

AFSA-05

AFSA-00F ✓

AFSA-00T

AFSA-00X

1. It is directed that an AFSA Job Index and an AFSA Occupational Classification Manual be established to facilitate planning of personnel requirements and the conduct of various phases of personnel management such as development of tables of distribution and assignment and placement of personnel.

2. The AFSA Job Index will provide each different job in AFSA with a job number, a functional job title, a summary of the job's duties and responsibilities, a civilian grade, an equivalent military rank, an AFSA occupational specialty classification and the organizational location of that job in the AFSA structure. The AFSA Job Index will consist of a series of job index cards (inclosure 1) each of which will contain the above data for one AFSA job.

3. Staff Divisions and Offices are directed to prepare job index cards for each different job (both filled and vacant) required through Fiscal Year 1953. Such cards shall be submitted to AFSA-00F by 2 January 1952. Detailed instructions for preparing job index cards are contained in inclosure 2.

4. AFSA-00F is directed to prepare an AFSA Occupational Classification Manual using the AFSA Job Index as the basic reference. The objective shall be to develop, define, describe and code AFSA occupational specialties in a manual which will comprehensively reflect AFSA occupational requirements and structure. The present occupational classification systems of the military services do not achieve this objective. Therefore, the AFSA Occupational Classification Manual, once developed, will supersede the existing occupational classification systems and codes of the military services.

5. An AFSA Conversion Scale for equating military ranks to civilian grade levels is established as indicated in inclosure 3. This scale provides a uniform method for determining:

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- a. Appropriate civilian grade and equivalent rank or rate for each job in the AFSA Job Index.
- b. Ranks or rates of jobs in AFSA tables of distribution.
- c. General grade structure of AFSA for personnel planning purposes.

6. It is to be the established policy of AFSA, as soon as the AFSA Job Index is completed, to assign military personnel to a job at least equivalent to or higher than their rank or rate (under the AFSA Conversion Scale).

7. In addition to uses stated above, the AFSA Job Index can be used as the framework for conduct of other phases of personnel management. For example, the job index could facilitate the development of an AFSA Career management Plan. A statement of the next lower and the next upward career ladder steps could be included on the back of each job index card. Further, as a corollary to career management, specific training requirements could be established for each different job and employees given the definite opportunity to qualify for advancement to higher grade jobs on the AFSA job promotion ladder.

8. Once installed, the value of the AFSA Job Index as a management tool is directly related to its accuracy and currency. The AFSA Job Index will be maintained by AFSA-OOF. Staff Divisions and Offices will maintain duplicate job index cards for jobs in their organization.

9. Each Staff Division and Office will keep its job index cards under continuous review to assure that they reflect accurately duties being performed by presently assigned personnel or duties planned to be assigned to authorized vacant billets or spaces. Jobs will be eliminated from the index when they are no longer occupied or are no longer required for planning purposes. New job index cards will be prepared and submitted to AFSA-OOF for inclusion in the index when the following changes in job structure occur:

- a. Assignment of civilian or military personnel to duties which differ materially from those described on an already established job index card.
- b. Establishment of new jobs which differ materially from those described on an already established job index card. This would result from changes in operational planning that necessitate new jobs being planned for authorized vacant spaces.
- c. Changes in civilian jobs resulting from completion of job classification surveys or official classification actions by AFSA-15.

3 Incls:

- 1. Job Index Card
- 2. Instructions for preparing Job Index Cards
- 3. AFSA Conversion Scale

Alfred R. Marcy
 ALFRED R. MARCY
 Colonel, Signal Corps
 Chief of Staff

INSTRUCTIONS FOR PREPARING JOB INDEX CARDS

1. Staff Divisions and Offices will prepare job index cards for each different job (both filled and vacant) required through 1953 and submit such cards to AFSA-OCF by 21 December 1951.

2. An AFSA job is a specific group of major duties and responsibilities presently assigned or planned to be assigned to one or more persons in a particular Staff Division or branch of an Office. An unlimited number of persons may occupy the same job so long as their duties and responsibilities are essentially the same.

3. Individual job index cards will be prepared for the following job categories:

- a. Filled jobs now being performed by civilian and/or military personnel, which have been described and classified by the Civilian Personnel Branch of AFSA-15.
- b. Filled jobs now being performed by civilian and/or military personnel which have not yet been officially classified by AFSA-15.
- c. Vacant jobs covering proposed duties the Staff Division or Office plans to assign to authorized vacant billets or spaces, once they are filled.

4. If civilian or military personnel are performing the same job, only one job index card need be prepared. Similarly, if a job falls into more than one of the above categories, only one job index card will be prepared.

5. A separate job index card will be prepared for each head of an organizational sub-division and for each distinctly different level of work being performed when a group of personnel are engaged in the same kind of work. For example, assume a unit head is supervising the work of ten employees all engaged in analysis of the same problems. Three of these employees are exclusively assigned the most difficult problems. Three different levels of work are involved and three different jobs exist (unit head, senior analyst and analyst) even though all ten employees may be performing similar duties.

6. The job index card (inclosure 1) contains seven items to be completed in order as follows:

- a. Job Number. Job index cards covering jobs already officially classified will be given the same number assigned to those jobs by AFSA-15 with the suffix "C" added (e.g. 1636C). Job index cards covering filled jobs or planned jobs not yet officially classified will be given four digit numbers by each Staff Division and Office. Blocks of numbers for jobs in these categories are assigned as follows:

Director of AFSA and Special Staff	0001 - 0199
AFSA-11	0200 - 0399
AFSA-12	0400 - 0599

Instructions for Preparing Job Index Cards (continued)

AFSA-13	0600 - 0899
AFSA-14	0900 - 1099
AFSA-15	1100 - 1299
AFSA-16	1300 - 1499
AFSA-17	1500 - 1699
MG	1700 - 1799
AFSA-02	2000 - 4999
AFSA-03	5000 - 6499
AFSA-04	6500 - 7999
AFSA-05	8000 - 8299

- b. Functional Job Title. Staff Divisions and Offices will assign a functional title to designate as clearly as possible the actual duties of each different AFSA job. Approved organizational titles will be used to designate jobs of heads of organizational sub-divisions and jobs given special organizational titles by chiefs of Staff Divisions and Offices. AFSA-OOF will review and revise titles assigned as necessary to achieve uniform title terminology.
- c. The Civilian Grade. For jobs officially classified, this will be the grade the job is allocated by AFSA-15. AFSA-OOF will determine the civilian grade, solely for planning purposes, of those jobs which have not yet been officially classified by AFSA-15.
- d. The Equivalent Military Rank. This will be derived automatically by AFSA-OOF for each job by use of the AFSA Conversion Scale for equating military ranks to civilian grade levels. This scale is contained and explained in inclosure 3.
- e. The AFSA Occupational Specialty. This will be assigned by AFSA-OOF after it has developed the AFSA Occupational Specialty Manual using the AFSA Job Index as the basic reference.
- f. Summary of duties. This is to be prepared by each Staff Division and Office. It is the most important item on the job index card. It forms the factual basis for determination of civilian grade (which controls the military rank), development of AFSA Occupational Classification Manual, and for such other phases of personnel management for which the AFSA Job Index is used as a management tool. For jobs already officially classified, this item will consist of a summary of the official job description prepared by AFSA-15. For jobs being performed or required which have not yet been officially classified, a factual summary will be prepared of the principle duties or kinds of work assigned to each different job. For jobs of heads of organization sub-divisions, this item should indicate what functions the incumbent plans, directs, or supervises.
- g. Organizational location. This item is completed by indicating, as applicable, the organization symbol of the Staff Division, Office, Branch, and Section where the job is located.

Instructions for Preparing Job Index Cards (continued)

7. Upon completion, the Staff Division or Office will classify each job index card to appropriate security classification. Job Index Cards are to be prepared without regard to security classification of contents so as to present as realistic a picture as possible of actual AFSA job requirements.

8. The above procedure and instructions will also be followed in preparing new job index cards for inclusion in the AFSA Job Index as changes in job structure occur.

AFSA CONVERSION SCALE

1. The AFSA Conversion Scale for equating military ranks to civilian grade levels is established as follows:

<u>Civilian Grade</u> <u>Level</u>	<u>Equivalent Military Rank</u>		<u>Rank Designation</u>
	<u>Army & Air Force</u>	<u>Navy</u>	
GS-16	General Officer	Flag Officer	O-7
GS-15, GS-14	Colonel	Captain	O-6
GS-13	Lt. Colonel	Commander	O-5
GS-12, GS-11	Major	Lt. Commander	O-4
GS-10, GS-9	Captain	Lieutenant (S.G.)	O-3
GS-8, GS-7	1st Lieutenant	Lieutenant (J.G.)	O-2
GS-7	2nd Lieutenant	Ensign	O-1
GS-9, GS-8, GS-7	Warrant Officer	Warrant Officer	W-1 thru W-4
GS-7, GS-6	Master Sergeant	Chief Petty Officer	E-7
GS-5	Technical Sergeant	Petty Officer 1st Class	E-6
GS-4	Staff Sergeant	Petty Officer 2nd Class	E-5
GS-3	All other rates	All other rates	E-4

2. AFSA jobs are first evaluated to civilian grade levels and then converted to military rank or rate by use of this scale. This principal is followed for two main reasons. (a) The civilian classification system appears to provide the most facile tool available for uniformly evaluating all AFSA jobs solely on the basis of their difficulty and responsibility. (b) More definite criteria exist for evaluating jobs to civilian grade levels than to military ranks.

3. Jobs already classified to grade levels by AFSA-15 will be converted automatically to military ranks under the conversion scale. AFSA-OCF will classify to civilian grade levels, solely for personnel planning purposes, those jobs included in the AFSA Job Index which have not yet been officially classified by AFSA-15. AFSA-15 shall not be bound by AFSA-OCF's classification if and when it later officially classifies the same job.

4. The above conversion scale has been kept as flexible as possible to allow proper administrative application. It will be noted, for example, that at the GS-7 level the beginning commissioned and warrant officer and top enlisted job levels converge. Each Staff Division and Office can decide in each case whether a particular GS-7 job is to be filled by a civilian or an officer (O-2 or O-1), warrant officer (W-2 or W-1) or by an enlisted man or woman (E-7).

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SECURITY INFORMATION

CURRENT PERSONNEL ALLOCATION

ORG	ARMY			NAVY			AIRFORCE			CIVILIAN	TOTALS			GRAND TOTAL
	O	E	T	O	E	T	O	E	T		O	E	T	
OO, A, B, C, S	3	1	4	2	2	4	2	1	3	4	7	4	11	15
OPF	3	3	6	5	2	7	2	6	8	31	10	11	21	52
OUT	1	0	1	0	0	0	0	0	0	2	1	0	1	3
OOX	0	0	0	1	0	1	0	0	0	1	1	0	1	2
OOY	0	0	0	2	1	3	0	0	0	0	2	1	3	3
11	2	9	11	2	8	10	1	8	9	5	5	25	30	35
12	9	1	10	9	7	16	7	3	10	19	25	11	36	55
13	10	119	129	11	75	86	11	113	124	49	32	307	339	388
14	2	2	4	3	2	5	2	1	3	18	7	5	12	30
15	5	6	11	4	6	10	5	5	10	154	14	17	31	185
16	5	29	34	2	23	25	1	8	9	43	8	60	68	111
17	9	8	17	6	9	15	7	9	16	122	22	26	48	170
17MG	3	2	5	2	2	4	3	2	5	5	8	6	14	19
AFSA IFE	2	0	2	1	1	2	0	0	0	4	3	1	4	8
TR	0	0	0	5	0	5	10	4	14	2	15	4	19	21
Staff	54	180	234	55	138	193	51	160	211	459	160	478	638	1097
02	263	505	768	266	546	812	264	523	787	4423	793	1574	2367	6790
03	19	14	33	19	15	34	19	14	33	574	57	43	100	674
04	16	52	68	16	52	68	18	52	70	1116	50	156	206	1322
05	3	2	5	0	2	2	3	4	7	41	6	8	14	55
Over	301	573	874	301	615	916	304	593	897	6154	906	1781	2687	8841
Total AFSA	355	753	1108	356	753	1109	355	753	1108	6613	1066	2259	3325	9938

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5 Dec 51

Approved 12 December 1951

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Chief of Staff

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