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.
TASK ID: G0402

TASK TITLE: Prepare or process PCS or TDY Declination Statements

TEAM TASK INFORMATION: None

PUBLICATIONS:
- AFI 36-2110, Assignments
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
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
Tell member that although they don’t have retainability for assignment, they may have retainability for future ones.

Highlight that member still may be selected for a shorter assignment for which they have retainability.

Instruct member to sign form after reading.

Sign form as a witness.

Forward original to personnel record.

Give copy to member.
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
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
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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).

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