

JOB TRAINING STANDARD
NUMBER 70230/50

DEPARTMENT OF THE AIR FORCE
WASHINGTON, 27 September 1965

ADMINISTRATIVE SPECIALIST

1. Purpose. This JTS, prepared IAW AFR 50-26:
 - a. States general tasks, knowledges, and study references (GSR) necessary for airmen to perform duties in the Administrative Specialist ladder of the Airman Administrative Career Field (Column A). These are based on the Specialty Description effective 30 September 1963 in AFM 39-1A.
 - b. Shows proficiency attained in Course ABR70230 described in AFM 50-5, USAF Formal Schools Catalog (Column B).
 - c. Indicates proficiency recommended for each task or knowledge for qualification at the 3 and 5 level AFSCs (Columns C and D).
 - d. Provides basis for supervisors to plan and conduct individual OJT programs.
 - e. Provides a convenient record of on-the-job training completed when inserted in AF Form 623, and maintained IAW AFM 50-23.
2. Qualitative Requirements. Attachment 1 contains the Proficiency Code Key and lists tasks and knowledges referenced above.
3. Recommendations. Report unsatisfactory performance of individual graduates, or inadequacies of this JTS, to Hq ATC (ATTDC). Refer to specific items of this JTS. See AFR 50-10.
4. Index and Distribution. See AFR 0-8.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

J. P. McCONNELL
General, U. S. Air Force
Chief of Staff

R. J. PUGH
Colonel, USAF
Director of Administrative Services

1 Attachment
Qualitative Requirements

*This Standard supersedes JTS 70230/50, 15 July 1963, Change A, 21 August 1964 and Change B, 6 May 1965.

OPR: ATC

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
TRAINEE		
NAME <i>Gorde, Robert C</i>	INITIALS (In Writing) <i>RG</i>	GRADE <i>A1C</i>
ORGANIZATION <i>Hq 19 CSB</i>		
TRAINER'S NAMES AND INITIALS (In Writing)		
N/I <i>Dean Collins</i>	N/I	
N/I <i>Leo H. Johnson</i>	<i>SHJ</i>	N/I

QUALITATIVE REQUIREMENTS

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The Individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. May not meet local demands for speed or accuracy. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. Meets minimum local demands for speed and accuracy. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
* TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can name the steps in doing the task and tell how each is done. (PROCEDURES)
	c	Can explain why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, identify, and resolve problems about the task. (COMPLETE THEORY)
** SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can explain relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
- EXPLANATIONS -		
<ul style="list-style-type: none"> * A task knowledge scale value is used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a common subject related to several tasks. - This mark is used alone instead of a scale value to show that the individual needs no training in task performance, task knowledge, or subject knowledge at this skill level. X This mark is used alone in ATC course columns to show that training is not given due to limitations in ATC resources. 		

(A) GENERAL TASKS, KNOWLEDGES AND STUDY REFERENCES	PROFICIENCY LEVEL, PROGRESS RECORD AND CERTIFICATION										
	(B) (C)		(D)				(E) (F)				
	Crs (3) Lvl	AFSC (3) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	AFSC (5) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	Crs (7) Lvl	AFSC (7) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials
NOTE: Career Development Courses 70000 and 70250 are applicable study references for both AFSCs 70230 and 70250.											
1. AIR FORCE MISSION AND ORGANIZATION											
<u>GSR:</u> AFM 1-1; Vol I, AFM 11-4; AFM 20-3; AFM 26-2; AFR 55-43											
a. The overall mission of the Air Force	A	A			B						
b. The AF organization structure	A	A			B						
c. The Airman Classification System											
<u>GSR:</u> Chap 1-8, AFM 35-1; Part One, Vol I, AFM 39-1; Part Two, Vol II, AFM 39-1; AFVA 39-1											
(1) The Air Force Career Program	A	A			B						
(2) The Administrative Career Field (AFSC 70XXX)	B	B			C						
(3) Administrative Specialist Ladder											
(a) Outline of duties of an Administrative Superintendent (AFSC 70490)	A	A			B						
(b) Outline of duties of an Administrative Supervisor (AFSC 70270)	A	A			B						
(c) Outline of duties of an Administrative Specialist (AFSC 70250)	B	B			C						
See JTS 70270											
2. AIR FORCE SECURITY REGULATIONS											
a. Safeguarding military information	B	B			C						
<u>GSR:</u> AFR 11-30; Chap 1, 2, 3, 4, 5, 6, 7, 9, 10, 13, and 14, AFR 205-1; AFR 205-2											
3. SAFETY											
a. Principles of general safety procedures	B	B			C						
<u>GSR:</u> AFM 32-3											
4. AIR FORCE SUPPLY DISCIPLINE											
<u>GSR:</u> AFR 67-10											
a. Principles of supply discipline	B	B			C						
b. Property accountability and responsibility	B	B			C						
5. OFFICE COURTESY AND PRACTICES											
a. Use of the telephone	B	B			C						
b. Receptionist duties	B	B			C						

PROFICIENCY LEVEL, PROGRESS RECORD AND CERTIFICATION

(A) GENERAL TASKS, KNOWLEDGES AND STUDY REFERENCES	(B)		(C)		(D)			(E)		(F)	
	Crs (3) Lvl	AFSC (3) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	AFSC (5) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	Crs (7) Lvl	AFSC (7) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials
6. OPERATOR MAINTENANCE OF TYPEWRITER											
<u>GSR:</u> AFM 10-1											
a. Cleans machine	2c	2c			4c						
b. Changes ribbon	2c	2c			4c						
7. TYPIST FUNCTIONS											
*NOTE: Ability to type 30 net wpm is required for the 3-level AFSC (Columns (B) and (C); 45 net wpm for the 5-level AFSC (Column (D).) (See Sec 43, Vol II, CDC 70000 for computation of net wpm.)	*	*			*			See JTS 70270		See JTS 70270	
a. Types from rough draft in accordance with prescribed format											
<u>GSR:</u> AFM 10-1; AFM 10-2; AFM 10-3; AFM 11-2; Vol I, AFM 11-4; AFP 6-1-1; AFR 5-1; AFR 5-5											
(1) Written communications											
(a) Air Force letters	2b	2b			3c						
(b) Letters going outside the Department of Defense	2b	2b			3c						
(c) Inter and intraoffice communications	2b	2b			3c						
(d) Messageforms	2b	2b			3c						
(2) Administrative orders	2b	2b			3c						
(3) Camera-ready copy and reproduction masters	2b	2b			3c						
(4) Standard publications	2b	2b			3c						
(5) Reports and forms	2b	2b			3c						
b. Corrects typing errors	3c	3c			4c						
8. MAIL AND MESSAGE PROCESSING (OFFICIAL, CLASSIFIED, AND UNCLASSIFIED)											
<u>GSR:</u> AFM 10-1; AFM 10-2; AFR 11-30; AFR 182-11; AFR 182-15; AFR 205-1											
a. Follows established procedures in handling classified mail and messages	2b	2b			3c						
b. Routes incoming and outgoing mail and messages	2b	2b			3c						
c. Accepts and distributes accountable mail	2b	2b			3c						
d. Prepares and maintains records for accountable mail	2b	2b			3c						

(A) GENERAL TASKS, KNOWLEDGES AND STUDY REFERENCES	PROFICIENCY LEVEL, PROGRESS RECORD AND CERTIFICATION										
	(B) Crs (3) Lvl	(C) AFSC (3) Lvl	(D) Date OJT Started	(D) Date Completed & Trainer's, Trainee's Initials	(D) AFSC (5) Lvl	(D) Date OJT Started	(D) Date Completed & Trainer's, Trainee's Initials	(E) Crs (7) Lvl	(F) AFSC (7) Lvl	(F) Date OJT Started	(F) Date Completed & Trainer's, Trainee's Initials
8 e. Checks outgoing mail and messages for completeness prior to dispatch or routing	2b	2b			3c						
f. Prepares communication control records	2b	2b			3c						
9. FILES MAINTENANCE AND DISPOSITION											
<u>GSR:</u> AFM 181-4; AFM 181-5; AFR 5-31; AFR 181-1; TO 00-5-1; TO 00-5-2											
a. Principles of USAF records management program	B	B			C						
b. Examines, codes, indexes, and files (cross-referencing as necessary) classified and unclassified correspondence, messages, memorandums, records, and reports using:											
(1) Alphabetical filing system	2b	2b			3c						
(2) Chronological filing system	2b	2b			3c						
(3) Numerical filing system	2b	2b			3c						
(4) Subjective filing system	2b	2b			3c						
c. Prepares files maintenance and disposition plans and disposition control labels	2b	2b			3c						
d. Pulls files and maintains records of material on loan to other activities	2b	2b			3c						
e. Maintains files of classified and unclassified standard and specialized publications											
(1) Annotates indexes to reflect new, changed, revised, and supplemented publications	2b	2b			3c						
(2) Files new publications and changes, revisions, and supplements	2b	2b			3c						
f. Performs periodic surveys of records and publication files and removes noncurrent material	1b	1b			3c						
g. Applies Air Force procedures in disposing and retiring of records (classified and unclassified)	1b	1b			3c						
10. FORMS AND PUBLICATIONS DISTRIBUTION											
<u>GSR:</u> AFM 5-4; AFR 5-31											
a. Objectives of forms and publications distribution program	B	B			C						
b. Queries base and tenant units to determine item and quantity requirements of forms and publications	1b	1b			3c						

See JTS 70270
See JTS 70270

(A) GENERAL TASKS, KNOWLEDGES AND STUDY REFERENCES	PROFICIENCY LEVEL, PROGRESS RECORD AND CERTIFICATION											
	(B)		(C)		(D)				(E)		(F)	
	Crs (3) Lvl	AFSC (3) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	AFSC (5) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	Crs (7) Lvl	AFSC (7) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	
10 c. Establishes requirements with PDO for publications and forms	2b	2b			3c							
d. Prepares requests for publications and forms and submits to PDO	2b	2b			3c							
e. Receives and processes forms and publications requests from customers	2b	2b			3c							
f. Requisitions and receives bulk quantities of forms and publications from distribution center, depot, other sources	1b	1b			3c							
g. Segregates shipments and makes distribution of forms and publications to customers	1b	1b			3c							
h. Warehouses base stocks of forms and publications for local issue after initial distribution	1b	1b			3c							
i. Inventories local stocks of forms and publications	1b	1b			3c							
j. Posts and adjusts inventory control records	1b	1b			3c							
k. Reviews Air Force publications bulletins and posts information as required	1b	1b			3c							
l. Determines and establishes stock levels and reorder points for forms	1b	1b			2b							
11. FORMS AND PUBLICATIONS MANAGEMENT												
<u>GSR:</u> AFM 9-1; AFR 5-1; AFR 5-5; AFR 9-1												
a. Objectives of USAF forms management program	B	B			C							
b. Objectives of USAF publications management program	B	B			C							
c. Designs and drafts local forms according to prescribed standards and format	b	b			2b							
d. Controls creation, use, and discontinuance of forms	b	b			2b							
e. Reviews and edits drafts of routine standard publications submitted for processing	1b	1b			2b							
12. COURIER SERVICE												
<u>GSR:</u> AFR 183-1; AFR 183-5												
a. Prepares forms for processing of courier material	-	-			2b							
b. Helps process courier material	-	-			2b							
13. UNIT MAIL FUNCTIONS (PERSONAL)												
<u>GSR:</u> AFR 182-11												

See JTS 70270

See JTS 70270

(A)	PROFICIENCY LEVEL, PROGRESS RECORD AND CERTIFICATION										
	(B)	(C)		(D)			(E)		(F)		
GENERAL TASKS, KNOWLEDGES AND STUDY REFERENCES	Crs (3) Lvl	AFSC (3) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	AFSC (5) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials	Crs (7) Lvl	AFSC (7) Lvl	Date OJT Started	Date Completed & Trainer's, Trainee's Initials
13a. Compiles and maintains records applicable to unit mail operations	1b	1b			3c						
b. Receives, sorts, and distributes mail within an organization	1b	1b			3c						
c. Indorses and forwards undeliverable mail	1b	1b			3c						
14. LIBRARY FUNCTIONS											
<u>GSR</u> : AFR 5-31; AFR 212-1											
a. Classifies, shelves, and helps select and locate books and publications in general and technical libraries	-	a			2b						
b. Maintains card catalogs	-	a			2b						
15. KEY PUNCH MACHINE FUNCTIONS											
<u>GSR</u> : Chap 1, AFM 171-9											
a. Operates key punch machine to originate punched cards from source data	-	a			2b						
b. Operates portable key punch devices	-	a			2b						
16. FLIGHT RECORDS AND MAINTENANCE FORMS											
<u>GSR</u> : AFR 60-25; Sec 2, TO 00-20-1; TO 00-20-5											
a. Compiles and maintains flight records	-	1a			2b						
b. Compiles and maintains aircraft maintenance forms	-	1a			2b						
17. SUPERVISORY FUNCTIONS											
<u>GSR</u> : AFM 50-23; AFR 50-26											
a. Schedules work assignments	-	-			2b						
b. Reviews completed work for accuracy, completeness, and compliance with directives, policies, and work standards	-	-			3c						
c. Evaluates individual work performance	-	-			2b						
d. Conducts on-the-job training in administrative subjects	-	-			2b						

See JTS 70270

See JTS 70270

JOB TRAINING STANDARD
 Addition to 70230/70250

Date
 Compl &
 Trainer's
 Trainee's
 Initials

CONSOLIDATED MAIL ROOMS

- a. Maintains record of lock boxes and issues boxes!
- b. Distributes mail to individual lock-type boxes.
- c. Places notices in lock boxes for recipients of parcel and accountable mail.

MAIL DIRECTORY SERVICE

- a. Maintains postal directory file
- b. Places indorsements on undeliverable mail.
- c. Provides base locator service (when directory and locator are combined).
- d. Answers inquiries concerning directory and locator service.
- e. Prepares POD Form 3579.

AFSC (5)Lvl	Date CJT Started	Date Compl & Trainer's Trainee's Initials
3c	2 Oct 67	19 Oct 67 RCG
3c	2 Oct 67	19 Oct 67 RCG
3c	2 Oct 67	19 Oct 67 RCG
3c	16 Oct 67	4 Dec 67 RCG
3c	16 Oct 67	4 Dec 67 RCG
3c	16 Oct 67	4 Dec 67 RCG
3c	16 Oct 67	4 Dec 67 RCG
3c	16 Oct 67	4 Dec 67 RCG
3c	16 Oct 67	4 Dec 67 RCG