

**ADMINISTRATION SPECIALIST  
AND  
ADMINISTRATION TECHNICIAN**

1. Purpose of this Specialty Training Standard (STS). As prescribed in AFR 50-34, this STS:
  - a. States in column 1 of attachment 1 the tasks, knowledges, and study references (SR) necessary for airmen to perform duties in the Administration ladder of the Airman Administration Career Field. These are based on the Specialty Descriptions effective 1 March 1970 in AFM 39-1.
  - b. Indicates in columns 2A, 3A, and 4A of attachment 1 the minimum proficiency recommended for each task or knowledge for qualification at the 3, 5, and 7 skill level AFSCs. AFM 50-23 is the authority to change the proficiency level during JPG development when the local requirement is different from the level shown in this STS.
  - c. Shows in column 2A of attachment 1 the proficiency attained in Course 3ABR70230-1 (PDS Code ABQ) described in AFM 50-5. Proficiency code for the minimum proficiency recommended for the 3 skill level AFSC and the proficiency attained in the course are the same except when dual codes are entered. When dual codes are entered, the second code shows the proficiency attained in the course.
  - 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, "Consolidated Training Record," and maintained in accordance with AFM 50-23.
2. Proficiency Code Key. Attachment 1 contains the Proficiency Code Key used to show proficiency level.
3. Career Development Channel of OJT. Personnel training to AFSCs 70230 and 70230A will study the CDC material and complete the related chapter review exercises which are identified for 3 skill level trainees in CDC 70250. Satisfactory completion of CDC 70250 is mandatory for personnel training to AFSCs 70250 and 70250A. Satisfactory completion of CDC 70270 is mandatory for personnel training to AFSCs 70270 and 70270A.
4. Recommendations. Report to ATC (ATDC) unsatisfactory performance of individual graduates or inadequacies of this STS. Refer to specific paragraphs of the STS. See AFR 50-10.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JOHN D. RYAN, General, USAF  
Chief of Staff

JOHN F. RASH, Colonel, USAF  
Director of Administration

1 Attachment  
Qualitative Requirements

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
TRAINEE		
NAME <i>Robert C Gordei</i>	INITIALS (In Writing) <i>RCG</i>	GRADE <i>E-3 E-3</i>
ORGANIZATION <i>3630 FTW DC06A/2940 JAFB</i>		
TRAINER'S NAMES AND INITIALS (In Writing)		
N/I <i>Joseph P Shaperka JPS</i>	N/I	
N/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 -		
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** 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 subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course, or that no proficiency is required at this skill level.</p> <p>X This mark is used alone in course columns to show that training is not given due to limitations in resources.</p>		

1. TASKS, KNOWLEDGES AND STUDY REFERENCES	PROFICIENCY LEVEL, PROGRESS RECORD AND CERTIFICATION								
	2. 3 Skill Level			3. 5 Skill Level			4. 7 Skill Level		
	A AFSC/Crs	B Date OJT Started	C Date Completed & Trainee's, Trainer's Initials	A AFSC	B Date OJT Started	C Date Completed & Trainee's, Trainer's Initials	A AFSC/Crs	B Date OJT Started	C Date Completed & Trainee's, Trainer's Initials
NOTE 1. Award of the suffix A is contingent upon performing the duties and acquiring proficiency level indicated in paragraphs 6, 7, 8, 9, and 11. NOTE 2. Users may annotate lists of SRs to identify current references pending STS revision.									
1. ADMINISTRATION CAREER DEVELOPMENT  SR: AFMs 26-2 (atch 8), 39-1 (vol II, atch 43); AFR 4-1									
a. Structure of Administration Career Field	A			B			C		
b. Duties and Responsibilities of the Administration Specialist	B			C			D		
c. Duties and Responsibilities of the Administration Supervisor	A			B			D		
2. COMMUNICATIONS SECURITY (TRANSEC)  SR: AFP 50-47; AFRs 12-31, 205-7									
a. Identify information as classified, unclassified, or of possible intelligence value	1b			2b			3c		
b. Determine proper classification of official information as Top Secret, Secret, Confidential, or For Official Use Only	1b			2b			3c		
c. Select and recommend mode of transmission dictated by security and expediency required	1b			2b			3c		
d. Observe security precautions involved in voice communication	b			2b			3c		
3. OFFICE PRACTICES									
a. Exercise office supply discipline, property accountability, and responsibility  SR: AFR 67-10	A			2b			3c		
b. Use proper telephone and receptionist procedures	2b/b			4c			4d		

NO ADVANCED COURSE

7. TASKS, KNOWLEDGES AND STUDY REFERENCES	PROFICIENCY LEVEL, PROGRESS RECORD AND CERTIFICATION								
	2. 3 Skill Level			3. 5 Skill Level			4. 7 Skill Level		
	A AFSC/Crs	B Date OJT Started	C Date Completed & Trainer's, Trainee's Initials	A AFSC	B Date OJT Started	C Date Completed & Trainer's, Trainee's Initials	A AFSC/Crs	B Date OJT Started	C Date Completed & Trainer's, Trainee's Initials
3c. Record visits and telephone calls <u>SR:</u> AFM 10-1 (chap 2)	3b/2b			4c			4d		
d. Apply office safety procedures <u>SR:</u> AFM 127-101 (chap 2)	1b/b			3c			4d		
4. SUPERVISION, TRAINING, AND INSPECTION <u>SR:</u> AFMs 35-1, 39-1 (vol II, atch 43); AFP 50-2-1; AFR 39-6									
a. Supervision									
(1) Analyze and schedule work assignments <u>SR:</u> AFP 50-2-4	-			2b			3c		
(2) Establish and apply work methods <u>SR:</u> AFPs 50-2-6, 50-2-7	-			-			3c		
(3) Determine performance standards <u>SR:</u> AFP 50-2-9	-			2b			3c		
(4) Plan work assignments <u>SR:</u> AFP 50-2-10	-			2b			3c		
(5) Direct and control work of subordinates <u>SR:</u> AFPs 50-2-11, 50-2-12	-			2b			3c		
(6) Orient newly assigned personnel <u>SR:</u> AFP 50-2-13	-			-			3c		
(7) Evaluate qualifications and performance of individuals <u>SR:</u> AFM 39-62	-			-			3c		

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4a(8) Assure availability of required equipment and supplies	-			-			3c		
(9) Inspect administration services activities	-			2b			3c		
b. Training									
SR: AFMs 39-4 (chap 3), 50-23 (chap 4 and 5); AFR 50-26 (sec D)									
(1) Recommend personnel for training	-			-			4d		
(2) Conduct training and maintain training records	-			2b			3c		
5. OFFICE MACHINE OPERATION									
SR: CDC 70250 (vol I); Manufacturer's operator instructions on the equipment in use									
a. Operate typewriter							NO ADVANCED COURSE		
(1) Type (ability to type 30 NET WPM required for 3 skill level and 45 NET WPM for 5 and 7 skill levels)	-			-					
(2) Clean and care for typewriter	2b			3c					
b. Operate office copy machine	2b/X			3b					
c. Operate keypunch	1a/X			2b					
*d. Operate micro-form and powered filing equipment	1a/X			2b					
6. PUBLICATIONS MANAGEMENT									
SR: AFMs 5-1, 7-1; AFRs 0-1, 0-2 0-4, 0-6, 0-9, and 0-10 series, 5-1, 5-31, 6-1; TOs 00-5-1, 00-5-2									
a. Develop, edit, review, and coordinate proposed publications	-			b			3c		
b. Requisition, distribute, warehouse, and establish requirements for publications and forms	1b			3b			3c		

\*Only personnel assigned to operate equipment

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1.									
6c. Maintain files of standard and specialized publications	2b			3b			3c		
d. Review, change, revise, or rescind noncurrent publications	1a/-			2b			3c		
7. REPRODUCTION AND FORMS MANAGEMENT									
SR: AFM 9-1; AFRs 6-1, 9-1									
a. Objectives of forms management	A			B			C		
b. Control use of forms	1b/b			2b			3c		
c. Develop new or revised forms	1b/b			2b			3c		
d. Request reproduction and duplicating services	1b			2b			3c		
8. ADMINISTRATIVE COMMUNICATIONS MANAGEMENT									
a. Draft or type administrative communications									
SR: AFM 11-2									
(1) Air Force letter	2b			3c			4d		
SR: AFMs 10-1, 11-4									
(2) Air Force messages	2b			3c			4d		
SR: AFMs 10-2, 11-4									
(3) Publications	2b			3c			4d		
SR: AFM 5-1; AFR 5-1									
(4) Administrative orders	2b			3c			4d		
SR: AFMs 10-3, 11-4									
b. Administer the Air Force effective writing, abbreviation, and terminology programs	1a			2c			3c		
SR: AFPs 10-1, 11-1 (vol I, part 1), 11-2									

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8c. Administer code word and nickname control program  <u>SR:</u> AFP 11-4; AFR 205-1 (chap 10); AFM 10-5 (chap 5)	a			2b			3c		
d. Control and suspense of written communications  <u>SR:</u> AFM 10-1 (chap 1 and 7); AFR 11-31	1b			2c			4d		
e. Maintain central base locator files  <u>SR:</u> AFR 11-24	1b			2b			3c		
f. Controls and maintains flight records  <u>SR:</u> AFM 60-352	1a			2b			3c		
9. DOCUMENTATION MANAGEMENT  <u>SR:</u> AFR 12-1							NO ADVANCED COURSE		
a. Principles and objectives	B			C					
b. Prepare and maintain files  <u>SR:</u> AFM 12-20	2b			3b					
c. Apply files cutoff, disposition, storage, and retrieval procedures (staging area)  <u>SR:</u> AFMs 12-20, 12-50	1b			2b					
d. Requisition and inventory documentation storage and retrieval equipment  <u>SR:</u> AFM 12-20; AFR 12-40	1a/-			2b					
e. Provide document release service and account for fees collected  <u>SR:</u> AFRs 12-30, 12-31, 12-32	1a/-			2b					

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10. LIBRARY SERVICES  SR: AFR 212-1  a. Process, control, and assist in selection of literature b. Maintain official reading material and card record	1a/-			2b			3c		
11. OFFICIAL CORRESPONDENCE, MAIL, AND MESSAGE PROCESSING  SR: AFMs 10-1 (chap 7), 10-2 (chap 7), 10-5 (chap 2), 11-4 182-1 (chap 3, 6, and 9); AFRs 10-5, 182-11, 182-15, 205-1 (chap 7)	1a/-			2b			3c		
a. Process incoming and outgoing official correspondence, mail, and messages	2b			3b			3c		
b. Process intrabase communications	2b			3b			3c		
12. UNIT/CONSOLIDATED MAIL ROOM  SR: AFM 182-1 (chap 5, 6, 7, and 9); CDC 70250, 70270							NO ADVANCED COURSE		
a. Collect, examine, and process outgoing and incoming ordinary and accountable mail	2b			3b				3c	
b. Maintain a mail directory file and process directory mail	2b			3b				3c	
c. Offenses against the postal service	A			B				C	
13. COURIER SERVICE  SR: AFRs 182-14, 182-25; CDC 70250, 70270									
a. Courier organization and responsibilities	B/-			C			D		
b. Process courier material	b/-			2b			3c		

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14. POSTAL SERVICES									
SR: CDCs 70250 (vol IV and V), 70270 (chap 4)									
a. Responsibility for operating postal activities	B/-			C			D		
SR: AFM 182-1 (chap 2 and 3); AFR 21-8									
b. Organization and mission of Air Force postal activities	A/-			B			C		
SR: AFR 21-8									
c. Duties and responsibilities of postal personnel	B/-			C			D		
SR: AFM 182-1; AFR 21-8									
d. Research and maintain postal files; requisition postal forms, supplies, and equipment	1b			2b			3c		
e. Receive, sort, and deliver mail to consolidated mail rooms and units; provide directory service	2b/-			3b			3c		
SR: AFM 182-1 (chap 4, 5, and 6)									
f. Make up and dispatch packages, pouches, and sacks of mail to post offices and aerial mail terminals	2b/-			3b			3c		
g. Provide security for mail	2b/-			3b			3c		
SR: AFM 182-1 (chap 4, 8, and 10)									
h. Provide customer service									
SR: AFR 182-18									
(1) Examine outgoing mail for accountability	2b			3b			3c		
SR: AFR 182-11									
(2) Compute postage and fees	2b			3b			3c		

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14h(3) Advise and assist patrons with mailing requirements <u>SR: AFR 182-18</u>	2b/-			3b			3c		
(4) Prepare certificates of mailing	2b/-			3b			3c		
i. Obtain and issue postage stock <u>SR: AFM 182-1 (chap 11)</u>	2b/-			3b			3c		
j. Sell and account for postage stock <u>SR: AFM 182-1 (chap 11)</u>	2b/-			3b			3c		
k. Operate postage meter machines <u>SR: AFM 182-1 (chap 11)</u>	2b/-			3b			3c		
l. Accept, control, and deliver registered mail to include maintaining registry records <u>SR: AFMs 10-5 (chap 5), 182-1 (chap 8)</u>	2b/-			3b			3c		
m. Process and deliver insured and certified mail <u>SR: AFM 10-5</u>	2b/-			3b			3c		
n. Process restricted and special delivery mail <u>SR: AFM 182-1 (chap 11)</u>	2b/-			3b			3c		
o. Receive and issue blank money order forms	2b/-			3b			3c		
p. Sell and pay money orders	2b/-			3b			3c		
q. Submit money order reports	2b/-			3b			3c		
r. Process and review claims and inquiries <u>SR: AFM 182-1 (chap 4)</u>	1b/-			2b			3c		
s. Monitor complaints <u>SR: AFM 182-1 (chap 4)</u>	a/-			2b			3c		

NO ADVANCED COURSE