JOB AID   TASK ANALYSIS WORKSHEET

Mission or

system supported: Computer System Operations

Job: Perform Data Base Operations

Dutyi   Data EntryQA

Task identifier: 4-1

Task category (collective or_individual)i   Individual

Collective task supported:

Occupational specialty(s) performing the task: Various   administrative function

Task title: Correct Errors for CD Upload to Pending

Sequential subtask description: TBD

TASK ATTRIBUTE:	DESCRIPTION
Qutput (product)	Corrected Index Data
Standard of performance (time,rate,percent)	100% Accuracy
Performance Measures	Obiective standard
Equipment (required to_perform task)	JPC and Access to data base
Tools (required to perform task)	Data base application and Viewer
Safety (safety considerations for performing_task)	Normal Office
Cue (what prompts perforance	Tasks assigned by supervisor_
Conditions (weather;location; time, etc	NIA
Location (where task is performed - aircraft, Operational Flight Trainer_(OFT)etc	NIA
References (documents used to perform task, i.e-, checklist, technical manual)	Computer System and data base User Manuals and Help Files
Task criticality of performance	Equal among all tasks_
Task frequency of performance	Equal among all tasks if averaged across & one year period
Probability of inadequate performance	Tedious work; attention to detail required
Training emphasis rating	TBD
Task difficulty of performarce	Equal among all tasks
Task delay tolerance_	NIA
Percentage of personnel by occupational specialty performing the_task	100% Data Entry[Data base QA personnel
Other	

SUBTASK ELEMENT

Subtask Attribute	Description
Skill (thatis necessary to perform the task)	NIA
Knowledge (Facts; concepts, principles that are required to_perform the_task)	NIA
Attitude (interests, motivation necessary to perform the task	NIA