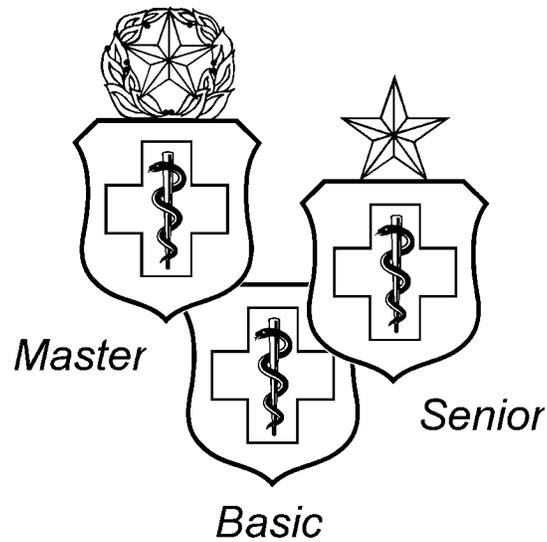


Diet Therapy

Personnel Scheduling



AFSC 4D071

382d Training Squadron
Training Management
917 Missile Road, Ste 3
Sheppard AFB TX 76311-2263

INTRODUCTION

1. This qualification training package (QTP) was developed to make available a training aid that will assist Diet Therapy Technicians in developing technical skills essential to performing specialized tasks. The tasks are broken down into teachable steps, which help the trainer guide the trainee into becoming proficient with the tasks. The QTP will also aid the task certifier when evaluating trainees for task certification.
2. As a trainer, direct the trainee to review the training references to better understand the objective of this QTP. Go through the steps in the task performance with the trainee and allow for enough time to learn each step; some steps may take more time than others. Remember that the purpose of this QTP is to ensure the trainee can perform each task thoroughly. When the trainee receives enough training and is ready to be evaluated on the objective, follow the evaluation instructions. Conduct a feedback with the trainee on this QTP. After you have ensured and documented that the trainee is qualified to perform the task, a certifier should evaluate the trainee.
3. The goal of the developers of this QTP is to publish a useful document for trainers and trainees that will meet Air Force needs under the concepts outlined in the Career Field Education and Training Plan (CFETP). We value your expertise in meeting this goal. If you find discrepancies in this QTP, or have suggestions for its improvement, or if you have suggestions for other areas that may benefit from a QTP, please let us know about them.

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For convenience, we have also attached a Feedback/Improvements/Corrections letter to this QTP.

Personnel Scheduling

SUBJECT AREA:	Supervision.
TASK(s):	Schedule Personnel.
CFETP/STS REFERENCE(s):	9.5
TRAINING REFERENCE(s):	CDC 4D051, Vol 4, Unit 4, Functional Management.
EQUIPMENT REQUIRED:	Blank AF Form 2578 or suitable substitute.
OBJECTIVE:	The trainee will successfully schedule personnel.
EVALUATION:	After the trainee has complete the schedule, evaluate the schedule; in three parts, using the attached checklist and scenarios.
REMARKS/NOTES:	

EVALUATION INSTRUCTIONS:

1. This QTP should be evaluated during actual performance of the tasks or as an end product evaluation. (Whichever applies.)
2. After the trainee has received instructions, allow sufficient practice on each part of the task. The trainee must satisfactorily perform all parts of the task *without assistance*.
3. Use the appropriate checklist when evaluating the task to ensure all steps of the task are accomplished. **NOTE: This QTP is evaluated in 3 parts. Part I is the initial 3 week, 3 shift schedule. Parts II and III, involve changes to the schedule. The Performance Scenario should be given to the trainee one part at a time and evaluated upon completion using the Evaluation Schedule contained in this QTP, along with the information provided in the information section. The evaluation schedule is provided only as a guide for evaluation. The trainees' schedule may be slightly different. Job duties and titles will be the same but names may be different.** If the trainee successfully accomplishes the objective, document appropriately in the individual's training record. If the trainee does not accomplish the objective, review the areas needing more training until the objective is met.
4. Document competency upon satisfactory completion of the evaluation. Initial evaluation should be documented in the Specialty Training Standard (STS) of the trainee's CFETP. All recurring evaluation should be documented using AF Form 1098, *Special Task Certification and Recurring Training*, or using an approved substitute record.

Personnel Scheduling

PERFORMANCE CHECKLIST

SCHEDULE PERSONNEL (Use AF Form 2578 or suitable substitute)	<i>SAT</i>	<i>UNSAT</i>	<i>N/A</i>
1. All personnel assigned or attached are listed on schedule. (Part I)			
2. All duty positions are covered. (Part I)			
3. All personnel are scheduled to work an 8-hour day, 5 day/week, with 2 days off. (consecutive days off, except when rotating days off) (Part I)			
4. Number of diet therapy personnel, cooks, and food service workers are balanced on shift so there is adequate coverage. (Part I)			
5. Maximum personnel are scheduled for peak workload periods. (Part I)			
6. Fewer personnel are scheduled for weekends. (Part I)			
7. Duty hours are specified. (duty hours should be specified for each day of duty) (Part I)			
8. Unplanned changes are posted. (Part II, Part III)			
9. All details and leaves are posted. (Part II, Part III)			
10. All codes used on duty schedule are explained. (Throughout)			
FINAL RESULTS/NOTES:			

FEEDBACK: Using this checklist as a source of information, discuss the trainee's performance indicating strengths, weaknesses, suggested improvements, etc.

Personnel Scheduling

INFORMATION FOR THE TRAINEE:

PRINCIPLES OF EFFECTIVE PERSONNEL SCHEDULING

The schedule contains the names of all persons employed by, assigned, or attached to the Nutritional Medicine (NM)*. Personnel, when possible should be scheduled for a 40 hour week of 8 hours per day, 5 days per week, unless local directives prescribe an alternate scheduling procedure such as a Compressed Work Schedule. The Compressed Work Schedule allows individuals to work four 9-hour days plus one 8-hour day, and then four 9-hour days with a 3-day weekend on alternate weekends. You may choose not to implement alternate schedules for shift workers depending on local conditions. Try rotating days off so employees have one weekend off as often as the operational requirements and desires of the staff will allow. The schedule must forecast each person's duty days, hours of duty, and days off. Example: if an individual's duty day is a Monday with duty hours of 0500-1400, the schedule should reflect 0500-1400 in the block instead of using "E" which means Early shift. All codes used on the duty schedule must be explained. Example: Administrative Officer of the Day (AOD), Bay Orderly (BO), Leave (LV), and Temporary Duty Assignment (TDY). Unplanned changes such as sickness, emergency leaves, or AWOL are posted promptly. For civilian employees an AF Form 2581, Daily Absentee Record, is completed by the shift leader and attached to AF Form 971, Supervisor's Record of Employee, or follow local procedures. Proper supervision requires personnel to be scheduled effectively; otherwise the 8-hour day and 40 hour week could be exceeded. An annual leave plan for civilian and military personnel should be developed at the beginning of each calendar year.

Flexibility in scheduling personnel must be maintained. All shifts are to be balanced to give necessary coverage. Meal hours and break periods for NM personnel are scheduled to minimize interruptions of work. They should be scheduled so food is prepared as close as possible to the time patient trays are assembled and the dining facility opens.

Shift leaders assign shift personnel daily work tasks using AF Form 2577, Medical Food Service Daily Work Assignment, or a suitable locally developed substitute.

Recommended procedures for setting up the work schedule for personnel are as follows:

There are many factors to consider when scheduling personnel. Always begin with the current schedule. Pay close attention to the following areas: 1) The shift starting times (are they too early/late). 2) The length of the duty day (13 hours from open to close or a 24-hour operation). 3) Does the weekend shift have too many/not enough people? 4) Are there enough personnel to cover peak work periods? 5) How often do workers get weekends off, total number of shifts, and length of shifts? **Remember that good personnel scheduling means a person should be scheduled for no more than 8-hours of work per day.** If everything is working well with the current schedule, don't change it.

**Nutritional Medicine (NM) could refer to an Element, Flight or Squadron*

Personnel Scheduling

When scheduling personnel you need to consider several factors:

1. Personnel allocations.
2. Schedule simplicity.
3. Morale of NM.
4. Quality of personnel assigned (skill level and workload potential.)
5. Covering the peak/light work loads with the appropriate number of personnel.
6. Reducing non-productive time of worker (more personnel than actually required should not be scheduled before or after peak workload hours, which is 1000-1400 hours.)
7. Collect data (analyze past system, production of food, the menu, available equipment, and times people are actually working, determine the minimum number of personnel you need to accomplish the mission, and look at the number of personnel available and the capabilities of each.)
8. Study the data collected.

Listed below are a series of steps designed to help establish a rough draft work schedule:

Step 1: Determine the total number of personnel assigned to the section. Example:

Diet Therapy Craftsman	MSgt	1
Diet Therapy Craftsman	TSgt	1
Diet Therapy Journeyman	SSgt	3
Diet Therapy Journeyman	SrA	4
Diet Therapy Apprentice	A1C	6
Diet Therapy Apprentice	Amn	5
Cooks	Civ	6
Baker	Civ	1
Clerk Typist	Civ	1
Food Service Workers	Civ	<u>12</u>
TOTAL		40

Step 2: Break down the categories of specialist into two groupings according to their capabilities and skills. Example:

NCOIC	1
Asst. NCOIC	1
Storeroom	1
Shiftleaders	3
PTS	12
Cooks	6

Personnel Scheduling

Nourishments	1
Salads	1
Baker	1
Clerk Typist	1
Food Service Worker	<u>12</u>
TOTAL	40

Step 3: Distinguish between supervisory and non-supervisory personnel. Example:

SUPERVISORY PERSONNEL

NCOIC	1
Assist. NCOIC	1
Shift Leaders	
a. Early Shift	1
b. Late Shift	1
c. Swing Shift	<u>1</u>
TOTAL	5

NON-SUPERVISORY PERSONNEL

Diet Workers (PTS and related jobs)	12
Cooks	6
Storeroom	1
Nourishments	1
Salads	1
Baker	1
Clerk Typist	1
Food Service Workers	<u>12</u>
TOTAL	35

Step 4: Determine the minimum daily manning requirement per shift and other key positions. Example:

Per Shift

Shift Leaders	1
Diet Workers	3
Cook	1
Food Service Worker	<u>3</u>
TOTAL	8

Key Operational Positions

Storeroom	1
Nourishments	1
Salads	1
Baker (Mon-Fri)	<u>1</u>
TOTAL	4

Personnel Scheduling

Step 5: Group personnel of similar capabilities and skills together on a master schedule form. Plot out days off for each group. Care should be taken to remember:

1. Personnel should rotate days off. Example: after the third Saturday, each person drops to the next position and the last position moves to the first. When using a three-shift schedule, all shift personnel normally rotate days off at the same time.
2. Each person should have six days off in a 21-day period.
3. Have as many two consecutive days off as possible. (Remember the first day of the week is Sunday.)
4. Consider each group one at a time.
5. Have more persons off on the weekend, when they are not needed/depending on actual workload.
6. Have no more than five consecutive days of duty at any one time.

Step 6: Designate the hours of duty for each position. Decide the earliest time someone should be on duty. This is based on size of facility, type of service and meal hours for staff and patients. Decide the number of personnel actually needed for the last one or two hours of the NM day.

Step 7: Other considerations are: Cleaning days require more employees. In-service training days should be scheduled on days when the most employees are on duty. How often to repeat/rotate the schedule. Additional duties for military personnel such as details/training, personal concerns of staff such as school, child-care, part-time jobs. Food service workers should be scheduled one hour later than cooks so pots and pans can be cleaned after food preparation, and late shift leader should come in after other late shift members so sanitation/security checks are made after the shift has ended.

Step 8: If minimum coverage is not achieved for shifts and key operational areas, consider the following alternatives:

1. Change individual's shift.
2. Change days off.
3. Cancel scheduled leaves.
4. Use personnel not assigned to shift (modify nourishment duties to allow that person to work shift, etc.)

Personnel Scheduling

POSITION	TIME PERIOD													
	0500	6	7	8	9	1000	<	>	1400	15	16	17	18	1900
Cook #1	-----						←-→	-----						
	<PEAK>													
Cook #2	-----						←-→	-----						
	<WORK>													
Cook #3	-----						←-→	-----						
	<LOAD>													
Cook #4	-----						←-→	-----						
	< >													
Cook #5	DAY OFF													
	< >													
Cook #6	DAY OFF													
	< >													

One Shift On – One Shift Off

The least acceptable method of scheduling is one shift on and one shift off. You can see below that no extra help is scheduled for peak work periods and many man-hours are wasted during the beginning and the end of each duty day. Personnel are on duty too many continuous hours. A 14-hour duty day could cause fatigue and decreased efficiency during the last four or five hours. You could also experience low morale and short tempers among co-workers.

POSITION	TIME PERIOD													
	0500	6	7	8	9	1000	<	>	1400	15	16	17	18	1900
Cook #1	-----						←-→	-----						
	<PEAK>													
Cook #2	-----						←-→	-----						
	<WORK>													
Cook #3	-----						←-→	-----						
	<LOAD>													
Cook #4	DAY OFF													
	< >													
Cook #5	DAY OFF													
	< >													
Cook #6	DAY OFF													
	<													

SCHEDULING FOR YOUR FACILITY

Variations of these basic methods of scheduling are being practiced. Of the three methods, the staggered method is the most flexible in terms of production coverage. Example: This methods works best for a full-foodservice department.

Personnel Scheduling

The scheduling system you choose must be adapted to your facility. One system will not work exactly the same in all facilities. Example: Sections feeding only patients may choose to use the One shift on – One shift off due to limited number of personnel.

Whatever system of scheduling you use, be absolutely certain you meet the minimum requirements of proper personnel scheduling. Be sure your schedule reflects:

1. Names of all personnel assigned.
2. A 40-hour work-week.
3. An 8-hour per shift duty day (with the exception of the one shift on/one shift off method.)
4. A 5 day work week (This guideline may be subject to local scheduling policy such as a compressed work schedule of 9-hour days and alternate 3 day weekend.)
5. Forecast days of duty, hours of duty, days off, leave, and details.

SELLING THE SCHEDULE

As you prepare to install the new schedule you will need to sell it. Employees may be resistant to change because new things are sometimes hard to accept. You must be aware and be prepared for this to happen. To minimize the resistance, involve some of the staff in developing the new schedule. Additionally, a meeting with all employees to explain the new schedule might help avert resistance to change.

IMPLEMENTING THE SCHEDULE

The decision to implement a new schedule should be carefully studied prior to its implementation. There should be basic rationale and philosophy that explain why a particular type of schedule was chosen for the section. This may be expressed in the form of an operating instruction so all personnel will have an understanding of the philosophy and procedures for making the schedule.

Work schedule implementation problems can usually be decreased if sufficient time and attention are devoted to preparatory tasks such as setting a changeover date, disseminating the information on the new schedule and its proposed changeover priorities, and reviewing the impact of the new schedule upon personnel policies and administrative procedures.

EVALUATING THE SCHEDULE

Once the new schedule has been implemented you must evaluate it to ensure the new schedule is effective. Does it satisfy the production requirements of your section? Are you better able to manage the personnel under you. Do your personnel spend more time being productive?

Personnel Scheduling

Another area that needs to be evaluated is the flexibility of the schedule. Does the schedule allow you to fill all positions within your operation? Can shift rotations easily be made to the schedule?

Personnel Scheduling

Performance Scenario

PART I

Using AF Form 2578 or suitable locally developed substitution, the information outlined in *Principles of Effective Personnel Scheduling*, and the following scenario, schedule personnel using a combination staggered and three shift methods. Ensure both early and late shifts are staggered for a three-week period. In the second and third week of the schedule rotate shifts days off and include all personnel (military and civilian) in the rotation. Personnel must be scheduled to ensure operational hours (0500-1900 hrs) are covered and minimum manning requirements outlined in Personnel Scheduling Information are met each day of the schedule. Develop schedule so that on Wednesdays all shifts are on duty. List all Monday – Friday workers together and separate them from shift workers. List all shift workers, military and civilian, together if they work at the same shift.

Meal Hours are as follows:

Breakfast	0600 – 0730
Lunch	1100 – 1300
Dinner	1630 – 1730

NOTE 1: Do not develop your schedule based on your current or past medical facility workload, personnel utilization, etc. Follow the instructions given in the scenario.

NOTE 2: Days off rotation normally would not be done weekly, this exercise is to test your understanding of the rotation process.

After you have completed your schedule, have your trainer check the schedule before going to Part II. The names and positions of your personnel are as follows:

<u>TITLE</u>	<u>NUMBER ASSIGNED</u>	<u>NAME</u>
NCOIC	1	MSgt Alex
Asst. NCOIC	1	TSgt Kettell
Storeroom	1	SSgt Sola
Shift Leaders (Shifts: Early, Late, Swing)	3	SSgt Ray SSgt Carson SrA Cromwell
PTS	12	SrA Baird A1C Schuette A1C Flores A1C Lott A1C Russell A1C Brown A1C Martin Amn Wells Amn Bradford Amn Bethel Amn Williams

Personnel Scheduling

		Ann Mickelson	
Cook	6	Mr Trahan Mrs Turner Mrs Kirkpatrick Mr Farry Mr White Mr Fisher	
Nourishments	1	SrA Bates	
Salads	1	SrA Ludwigson	
Baker	1	Mr Howard	
Clerk Typist	1	Mrs Smith	
Food Service Workers	12	Mr Kaough Mrs Heim Mr Charron Mrs Fredrick Mr Silvestri Mrs Turner	Mr Donnelly Mrs Almond Mr Dennison Mrs Marshall Mr Arnold Mrs Johnson

TOTAL: 40

Personnel Scheduling

Performance Scenario

PART II

Using the schedule developed in Part 1 and the following scenarios, make required changes to your schedule ensuring minimal manning is achieved each day of the three-week schedule. Minimal manning must be achieved without working shift personnel more than 5 days per week or 40 hours per week. All personnel must be given 2 consecutive days off, within a 40 hour week (except when rotating days off). The week begins with Sunday.

Your early shift has one PTS worker on leave for the first week. The Assistant NCOIC has Continuing Medical Readiness Training (CMRT) the first Thursday from 0700-1600. One food service worker on late shift is on annual leave for the first Thursday, and the baker is on leave Thursday and Friday of the first week.

You are notified on Wednesday week one of the following situations:

1. One of the cooks from early shift wants emergency leave (EL) on Thursday week one.
2. One of the food service workers from early shift will be on sick leave (SL) Thursday and Friday of week one.
3. One PTS worker from early shift has been put on quarters (Q) for Wednesday and Thursday of week one.

Make changes to your schedule to reflect these last minute changes, without calling in personnel who are off-duty, canceling leaves, details, or training.

NOTE 1: Remember when completing all scenarios in Part II that minimum manning is 8 persons per shift and check how many personnel are required for each of the positions on shift.

NOTE 2: The abbreviations used in the scenarios are not approved abbreviations in each case but are to be used when adjusting the schedule developed in Part 1.

NOTE 3: Civilians are only charged annual and sick leave on days they are scheduled for duty, the type of leave should be indicated such as sick leave (SL) or annual leave (AL).

Personnel Scheduling

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Personnel Scheduling

Performance Scenario

Part III

1. One swing shift PTS worker has Bay Orderly the first Sunday through the second Friday and has a compensatory day off (C) on Saturday of week two.
2. One swing shift worker takes four days annual leave the second week of the schedule.
3. The Assistant NCOIC has Administrative Officer of the Day (AOD) duties on the second Wednesday and will be given a compensatory (C) day off on Thursday.

The following emergency situations arise:

1. One early cook gets hit on the head by a walk-in refrigerator door and will be out for four days during the second week of the schedule.
2. Storeroom clerk requires nine days emergency leave starting the first Saturday through the third Sunday. The Assistant NCOIC will run the storeroom on Monday, Tuesday, and Friday of the second week. One late PTS worker (who has storeroom experience) will work in the storeroom on Wednesday and Thursday of the second week.
3. One late PTS worker is placed on 48 hours quarters (Q), for the flu, on the second Monday and Tuesday.
4. On the third Sunday a late PTS worker is stricken with food poisoning requiring him to be hospitalized for five days.

Personnel Scheduling

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Personnel Scheduling

Nutritional Medicine Duty Schedule EVALUATION SCHEDULE

NAME	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S
AUGUST 1999	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
NCOIC MSGT ALEX	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X
Asst TSGT KETTEL	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X
CLERK MRS SMITH	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X
STOREROOM																												
SSGT SOLA	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X
NOURISHMENTS																												
SRA BATES	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X	X	D	D	D	D	D	X
BAKER 0500-1300																												
MR HOWARD	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	E	E	X
SALADS 0600-1500																												
SRA LUDWIGSON	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	E	E	X
EARLY SHIFT 0500-1400																												
SSGT RAY	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
A1C RUSSELL	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
A1C LOTT	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
AMN BRADFORD	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
AMN MICKELSON	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
MR FISHER	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
MR KAOUGH	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
MRS KIRKPATRICK	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
MR FREDERICK	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
MR DONNELLY	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E

Personnel Scheduling

Nutritional Medicine Duty Schedule EVALUATION SCHEDULE

NAME	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S
AUGUST 1999	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
MRS MARSHALL	X	E	E	E	E	E	X	X	E	E	E	E	E	X	X	E	E	E	X	E	E	E	X	X	E	E	E	E
LATE SHIFT 1000-1900																												
SSGT CARSON	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
AIC FLORES	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
AIC SCHUETTE	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
AMN WELLS	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
AMN WILLIAMS	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
MRS TURNER	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
MR WHITE	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
MRS HEIM	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
MR SILVESTRI	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
MRS ALMOND	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
MR ARNOLD	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	X	L	L	L	L	L	X	X	L
SWING SHIFT																												
SRA CROMWELL	E	L	L	E	X	X	E	E	L	L	L	X	X	E	E	L	X	E	E	L	X	X	E	E	L	L	L	X
SRA BAIRD	E	L	L	E	X	X	E	E	L	L	L	X	X	E	E	L	X	E	E	L	X	X	E	E	L	L	L	X
AIC MARTIN	E	L	L	E	X	X	E	E	L	L	L	X	X	E	E	L	X	E	E	L	X	X	E	E	L	L	L	X
AIC BROWN	E	L	L	L	X	X	E	E	L	L	E	X	X	E	E	L	X	L	E	L	X	X	E	E	E	L	L	X
AMN BETHEL	E	L	L	L	X	X	E	E	L	L	E	X	X	E	E	L	X	L	E	L	X	X	E	E	E	L	L	X
MR TRAHAN	E	L	L	E	X	X	E	E	L	L	L	X	X	E	E	L	X	E	E	L	X	X	E	E	L	L	L	X
MR FARRY	E	L	L	L	X	X	E	E	L	L	E	X	X	E	E	L	X	L	E	L	X	X	E	E	E	L	L	X
MR CHARRON	E	L	L	E	X	X	E	E	L	L	E	X	X	E	E	L	X	E	E	L	X	X	E	E	L	L	L	X

Personnel Scheduling

Nutritional Medicine Duty Schedule EVALUATION SCHEDULE

NAME	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S
AUGUST 1999	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
MRS TURNER	E	L	L	E	X	X	E	E	L	L	X	X	X	E	E	L	X	E	E	L	X	X	E	E	L	L	L	X
MR DENNISON	E	L	L	L	X	X	E	E	L	L	X	X	X	E	E	L	X	L	E	L	X	X	E	E	E	L	L	X
MRS JOHNSON	E	L	L	L	X	X	E	E	L	L	X	X	X	E	E	L	X	L	E	L	X	X	E	E	E	L	L	X

LEGEND

E= EARLY SHIFT

L= LATE SHIFT

D= DUTY DAY (0730-1630)

C= COMP DAY

BO= BAY ORDERLY

LV= LEAVE

AL= ANNUAL LEAVE

SL= SICK LEAVE

X= DAY OFF

Q= QUARTERS

EL= EMERGENCY LEAVE

T= TRAINING

AOD= ADMINISTRATIVE OFFICER ON DUTY

Personnel Scheduling

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Personnel Scheduling

Nutritional Medicine Duty Schedule **TRAINEE SCHEDULE**

NAME	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	S U	M	T	W	T H	F	S	
DATE																													
				</																									

Personnel Scheduling

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Personnel Scheduling

IMPROVEMENTS / CORRECTIONS LETTER

From: _____

(Rank, Last Name, First Name, Middle Initial)

(Date)

(Official Address, DSN)

***QTP Number and
Title*** _____

*List any improvements, corrections, or comments you have about the QTP.
Please be specific as to the page, reference, and module.*

Personnel Scheduling

**382 TRS/TRR
917 MISSILE ROAD, STE 3
SHEPPARD AFB, TX 76311-2263**

Attention: Diet Therapy Training Materials Manager