

40-4088 380

MARINE CORPS WASHINGTON DC  
FIELD SERVICES TASK ANALYSIS. (U)  
AUG 79

F/6 5/9

UNCLASSIFIED

NL

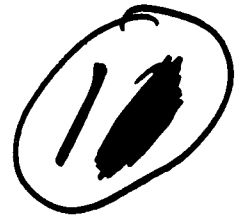
1 of 1  
NO. A  
DATE



END  
DATE  
FILMED  
8-80  
DTIC

**LEVEL II**

**FIELD SERVICES  
TASK ANALYSIS**



AD A088380



**S DTIC ELECTE D**  
AUG 28 1980  
**E**

*Date: Aug. 1979*

**HEADQUARTERS, U.S. MARINE CORPS  
OFFICE OF MANPOWER UTILIZATION  
QUANTICO, VIRGINIA, 22134**

DDC FILE COPY

DISTRIBUTION STATEMENT A  
Approved for public release;  
Distribution Unlimited

80 8 28 103

HEADQUARTERS UNITED STATES MARINE CORPS  
OFFICE OF MANPOWER UTILIZATION  
QUANTICO, VIRGINIA 22134

MPU:jap  
5312  
27 AUG 1980

From: Director, Office of Manpower Utilization  
To: Director, Technical Information Center (ATTN: Mr. SHAFER),  
Doctrine Process Division, Cameron Station, Alexandria  
Virginia 22314

Subj: Input to NTIS; request for

Ref: (a) FoneCon between Mr. SHAFER (DTIC) and Mrs. CLINE  
(Code MPU, HQMC) of 26Aug80

Encl: (1) Task Inventories for OccFlds 01, 04, 11, 13, 14, 15,  
21, 30, 31, 32, 40, 40, 50, 50, 60/61 and 66  
(11 copies each)

1. Pursuant to the reference, the enclosure is forwarded for  
input into the National Technical Information Service's data  
bank. The enclosed inventories are unclassified and distribution  
is unlimited.

W. W. MCIVER  
By direction

*24 titles*

*AD A088 380*

*AD A088 403*

*file copy*

UNITED STATES MARINE CORPS  
 TASK ANALYSIS PROGRAM  
 QUESTIONNAIRE BOOKLET  
 INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION SECTION
- PART II TASK SECTION
- PART III JOB SATISFACTION/DISSATISFACTION SECTION
- PART IV WRITE-IN SECTION
- PART V REMARKS SECTION

1

Accession For	
NTIS GRA&I	<input checked="" type="checkbox"/>
DDC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	<i>Per LETTER ON FILE</i>
By _____	
Distribution/ _____	
Availability Codes	
Dist.	Avail and/or special
<i>A</i>	

### GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
  2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.
  3. MARK ONLY THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.
  4. IF IT IS NECESSARY TO CHANGE A RESPONSE, BE SURE TO ERASE IT COMPLETELY.
  5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
  6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.
  7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED ANSWER BOOKLET.
- NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.

PART I - BACKGROUND INFORMATION SECTION

INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

E X A M P L E S

2            SEX  
MALE              
FEMALE        2

18. DO YOU HAVE A MILITARY  
DRIVERS LICENSE.

YES            1   
NO            

EXAMPLE MOS (3215)

6.	PRIMARY	MOS
<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input checked="" type="radio"/> 2	1 <input type="radio"/>	1 <input type="radio"/>
3 <input type="radio"/>	2 <input checked="" type="radio"/>	2 <input checked="" type="radio"/>
4 <input type="radio"/>	3 <input type="radio"/>	3 <input type="radio"/>
5 <input type="radio"/>	4 <input type="radio"/>	4 <input type="radio"/>
6 <input type="radio"/>	5 <input type="radio"/>	5 <input type="radio"/>
7 <input type="radio"/>	6 <input type="radio"/>	6 <input type="radio"/>
8 <input type="radio"/>	7 <input type="radio"/>	7 <input type="radio"/>
9 <input type="radio"/>	8 <input checked="" type="radio"/>	8 <input checked="" type="radio"/>
	9 <input type="radio"/>	9 <input type="radio"/>

NOW, TURN TO PAGE 3 (PART I - BACKGROUND INFORMATION SECTION) IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. QUESTIONS 14, 15, 16, 18, AND 19 ARE LISTED ON THE FOLLOWING PAGE: PLEASE RESPOND TO EVERY QUESTION.

NOTE: THE FOLLOWING CORRESPONDS WITH QUESTIONS 14, 15, 16, 18, AND 19 IN THE RESPONSE BOOKLET.

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE)
- 001 ASSISTANT CHIEF ELECTRICIAN
  - 002 BASIC REPAIRMAN
  - 003 JEQ NCOIC
  - 004 BULK FUEL HANDLING FOREMAN
  - 005 BULK FUEL INSTRUCTOR
  - 006 BULK FUEL MAN
  - 007 BULK FUEL MANAGER
  - 008 CHIEF ELECTRICIAN
  - 009 CL III OPERATIONS/REQUIREMENTS MAN
  - 010 CL III OPERATIONS/REQUIREMENTS NCO
  - 011 COURSE PROGRAMMER
  - 012 CREW CHIEF
  - 013 CYCLIC CREW CHIEF
  - 014 DIESEL MECHANIC
  - 015 DISPATCHER/QUALITY CONTROL
  - 016 DISPENSING NCO
  - 017 DISPENSING OPERATOR
  - 018 ELECTRIC SHOP FOREMAN
  - 019 ELECTRICAL EQUIPMENT MECHANIC
  - 020 ELECTRICAL EQUIPMENT OPERATOR
  - 021 ELECTRICAL EQUIPMENT REPAIRMAN
  - 022 ELECTRICAL EQUIPMENT REPAIRMAN/OPERATOR
  - 023 ELECTRICAL FOREMAN
  - 024 ELECTRICAL SUPERVISOR
  - 025 ELECTRICIAN
  - 026 ELECTRICIAN/DRIVER
  - 027 ELECTRICIAN/RANGE OPERATOR
  - 028 EMERGENCY CREW CHIEF
  - 029 ENGINEER TECHNICIAN
  - 030 FABRIC REPAIR CHIEF
  - 031 FABRIC REPAIRMAN
  - 032 FABRIC REPAIR SPECIALIST
  - 033 FACILITIES INSPECTOR
  - 034 FUEL DISTRIBUTION SYSTEMS INSPECTOR
  - 035 FUEL FARM NCOIC
  - 036 FUEL HANDLING FOREMAN
  - 037 FUEL SPECIALIST
  - 038 FUEL SPECIALIST NCOIC
  - 039 GENERAL PROPERTY REPAIRMAN
  - 040 GENERAL PROPERTY REPAIR CHIEF
  - 041 GENERATOR REPAIRMAN
  - 042 GENERATOR REPAIRMAN/OPERATOR
  - 043 HEAD ELECTRICIAN
  - 044 HOUSING CHIEF
  - 045 HOUSING PROJECT NCO

046 HYGIENE CHIEF  
 047 HYGIENE EQUIPMENT CHIEF  
 048 HYGIENE EQUIPMENT CHIEF ASSISTANT  
 049 HYGIENE EQUIPMENT OPERATOR  
 050 HYGIENE EQUIPMENT REPAIRMAN  
 051 HYGIENE EQUIPMENT TECHNICIAN  
 052 HYGIENE FOREMAN  
 053 HYGIENE OPERATOR  
 054 HYGIENE TECHNICIAN  
 055 INSPECTION/PUBLICATIONS MAN  
 056 INSTRUCTOR  
 057 INSTRUCTOR ELECTRIC RANGES  
 058 INSTRUCTOR/NCOIC  
 059 LAUNDRY CHIEF  
 060 LAUNDRY MACHINE OPERATOR  
 061 LAUNDRY MAN  
 062 MAINTENANCE CHIEF  
 063 MAINTENANCE MAN  
 064 MAINTENANCE MANAGEMENT NCO  
 065 MAINTENANCE/OPERATIONS CHIEF  
 066 MAINTENANCE/POLICE NCO  
 067 MIMMS CLERK  
 068 NCOIC  
 069 NCOIC AIR CONDITIONING/REFRIGERATION  
 070 NCOIC CENTRAL CAMPS  
 071 NCOIC EMERGENCY SERVICE CREW  
 072 NCOIC EMERGENCY SERVICE WORK CENTER  
 073 NCOIC FUEL TESTER  
 074 NCOIC/MAINTENANCE CHIEF  
 075 OFFICE MACHINE CHIEF  
 076 OFFICE MACHINE MECHANIC  
 077 OFFICE MACHINE REPAIRMAN  
 078 OFFICE MACHINE REPAIR CHIEF  
 079 OFFICE MACHINE REPAIR SPECIALIST  
 080 OPERATIONS CHIEF  
 081 OPERATIONS COORDINATOR  
 082 PLATOON COMMANDER  
 083 PLATOON SERGEANT  
 084 PLUMBER  
 085 PLUMBING WATER MAN  
 086 PLUMBING WATER SUPPLY MAN  
 087 PLUMBING/WATER SUPPLY NCOIC  
 088 POWER SUPPLY NCO  
 089 PUMP OPERATOR  
 090 QUALITY CONTROL MAN  
 091 QUALITY CONTROL NCOIC  
 092 RAPID REFUELING NCO  
 093 RECORDS NCO  
 094 RECORDS/STORAGE NCO



095 REFRIGERATION/AIR CONDITIONING MECHANIC  
 095 REFRIGERATION FOREMAN  
 097 REFRIGERATION MECHANIC  
 099 REFRIGERATION SPECIALIST  
 099 REFUEL SECTION SUPERVISOR  
 100 REPAIR CHIEF  
 101 REPAIR CONTROL CLERK  
 102 REPAIR SHOP CHIEF  
 103 REQUIREMENTS NCO  
 104 SALVAGE MAN  
 105 SECTION CHIEF  
 106 SECTION LEADER  
 107 SECTION LEADER/ELECTRICAL EQUIPMENT REPAIRMAN  
 108 SERGEANT MAJOR  
 109 SHUTTLECRAFT HANDLER  
 109 SHUTTLECRAFT HCSE HANDLER  
 111 SQUAD LEADER  
 112 TAFDS CHIEF  
 113 TANK OPERATOR/LINE WALKER  
 114 TEAM LEADER  
 115 TEAM LEADER/REPAIRMAN  
 116 TRAINING NCOIC  
 117 TYPEWRITER REPAIRMAN  
 118 UNIT CHIEF  
 119 UTILITIES CHIEF  
 120 UTILITIES CHIEF/TECHNICIAN  
 121 UTILITIES FOREMAN  
 122 UTILITIES OPERATIONS NCO  
 123 WATER SUPPLY CHIEF  
 124 WATER SUPPLY MAN  
 125 WORK ORDER PROCESSOR

NOTE: QUESTION 15 DOES NOT APPLY.

016. IN YOUR PRESENT JOB, WHAT IS THE HIGHEST ECHELON OF MAINTENANCE YOU PERFORM? (SELECT ONLY ONE)

01. 1ST ECHELON
02. 2D ECHELON
03. 2D ECHELON LIMITED 3RD
04. 3RD ECHELON
05. 3RD ECHELON LIMITED 4TH

06. 4TH ECHELON

07. 5TH ECHELON

NOTE: QUESTIONS 17 THROUGH 38 DO NOT APPLY. YOU NOW HAVE COMPLETED PART 1. PLEASE WAIT FOR YOUR ADMINISTRATOR TO PROVIDE FURTHER INSTRUCTIONS BEFORE CONTINUING.

PART II - TASK SECTION

INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK LISTING IN THIS BOOKLET. IN THE RESPONSE BOOKLET SHADE IN ONLY THE CIRCLES NEXT TO THE TASKS YOU ACTUALLY DO IN YOUR PRESENT JOB. THE CIRCLES TO THE RIGHT LABELED 1 THROUGH 7 ARE NOT TO BE COMPLETED UNTIL YOU HAVE READ ALL TASKS IN THIS BOOKLET.

E X A M P L E

QUESTIONNAIRE BOOKLET		RESPONSE BOOKLET												
		TASK	DCNE											
0001	TASK	●		0	0	0	1	1	2	3	4	5	6	●
0012	TASK	○		0	0	1	2	1	2	3	4	5	6	7
0033	TASK	●		0	0	3	5	1	2	●	4	5	6	7

THE TASKS PERFORMED IN YOUR PRESENT BILLET MCS FOLLOW:

1. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF REFRIGERATION SYSTEM INSTALLATION/MAINTENANCE
2. SUPERVISE PERSONNEL PERFORMING REFRIGERATION SYSTEM MAINTENANCE/INSTALLATION
3. CHARGE REFRIGERANT SYSTEM
4. EVACUATE REFRIGERANT SYSTEM
5. STOW REFRIGERANT CYLINDERS
6. INSPECT REFRIGERANT FRAME ASSEMBLIES FOR SERVICEABILITY
7. REPLACE REFRIGERANT FRAME ASSEMBLIES
8. REPAIR REFRIGERANT FRAME ASSEMBLIES
9. INSPECT REFRIGERANT SYSTEM CONTROLS FOR SERVICEABILITY
10. REPLACE REFRIGERANT SYSTEM CONTROLS
11. INSPECT BLOWER ASSEMBLIES FOR SERVICEABILITY
12. CLEAN/ADJUST IDLER ASSEMBLIES
13. REPLACE IDLER ASSEMBLIES
14. ADJUST/ALIGN V-BELTS
15. REPLACE V BELTS
16. REPLACE CLUTCH ASSEMBLIES
17. INSPECT FAN SHAFT ASSEMBLIES FOR SERVICEABILITY
18. REPLACE FAN SHAFT ASSEMBLIES
19. REPLACE FAN BEARINGS
20. INSPECT REFRIGERANT EVAPORATORS FOR SERVICEABILITY
21. INSPECT EVAPORATOR COILS FOR SERVICEABILITY
22. REPAIR EVAPORATOR COILS
23. REPLACE EVAPORATOR COILS

24. REPLACE EVAPORATOR HEAT EXCHANGERS
25. INSPECT REFRIGERANT CONDENSERS AND RECEIVERS FOR SERVICEABILITY
26. REPAIR AIR CONDITIONER RECEIVERS
27. REPLACE AIR CONDITIONER RECEIVERS
28. REPLACE DEHYDRATOR
29. REPLACE CONDENSOR COILS
30. REPAIR CONDENSOR COILS
31. INSPECT REFRIGERANT FUEL SYSTEM FOR SERVICEABILITY
32. REPLACE COMPONENTS OF FUEL SYSTEM SUCH AS LINES, FILTERS, AND GAUGES
33. INSPECT REFRIGERANT TUBING AND VALVES FOR SERVICEABILITY
34. REPLACE REFRIGERANT TUBING AND FITTINGS
35. INSPECT REFRIGERANT COMPRESSOR ASSEMBLIES FOR SERVICEABILITY
36. REPLACE COMPRESSOR
37. PERFORM OPERATOR CHECKS & SERVICES ON COMPRESSOR SERVICE VALVES
38. REPAIR COMPRESSORS
39. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR CONDITIONING INSTALLATION
40. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR CONDITIONING REPAIR
41. SUPERVISE PERSONNEL INSTALLING AIR CONDITIONING EQUIPMENT
42. SUPERVISE PERSONNEL REPAIRING AIR CONDITIONING EQUIPMENT
43. REPAIR AIR CONDITIONER ACCESS/ACCESSORY PANELS
44. REPLACE AIR CONDITIONER ACCESS/ACCESSORY PANELS
45. INSPECT AIR CONDITIONER WATER PRESSURE REGULATING VALVES FOR SERVICEABILITY

46. REPLACE/ADJUST AIR CONDITIONER WATER PRESSURE REGULATING VALVES
47. INSPECT REHEATING COILS FOR SERVICEABILITY
48. REPLACE REHEATING COILS
49. ADJUST/REPLACE AIR CONDITIONER HUMIDITY CONTROLS
50. REPAIR AIR CONDITIONER AIR DAMPER ASSEMBLY
51. REPLACE AIR CONDITIONER TIME DELAY RELAY CONTROLS
52. REPAIR AIR CONDITIONER TIME DELAY RELAY CONTROLS
53. REPLACE AIR CONDITIONER THERMOSTAT
54. REPAIR AIR CONDITIONER THERMOSTAT
55. REPLACE AIR CONDITIONER SOLENOID VALVES
56. REPLACE COOLING SYSTEM WATER DISTRIBUTOR
57. REPLACE WATER BAFFLES
58. REPLACE WATER ELIMINATORS
59. REPLACE/ADJUST WATER COLLECTION BASIN (SUMP) SUCTION STRAINERS
60. ADJUST WATER FLOAT VALVE
61. REPLACE WATER FLOAT VALVES AND COMPONENTS
62. REPLACE AUTOMATIC WATER FLUSH VALVES ON COOLERS
63. REPLACE/ADJUST VACUUM PUMPS
64. REPAIR COOLING EQUIPMENT WATER SYSTEM LEAKS
65. REPLACE COOLING EQUIPMENT WATER SPRAYS
66. REPLACE EVAPORATIVE PADS
67. REPLACE DESICCANTS OF THE DEHYDRATOR
68. ERECT PREFAB REFRIGERATED WAREHOUSE
69. REPLACE PREFAB REFRIGERATED WAREHOUSE COMPONENTS

70. INSTALL SPACE HEATERS
71. REPAIR SPACE HEATERS
72. INSTALL METAL AIR DUCTS
73. REPAIR METAL AIR DUCTS
74. INSTALL ICE MAKER
75. REPAIR ICE MAKER
76. INSTALL ICE FLAKER
77. REPAIR ICE FLAKER
78. INSTALL ICE CREAM MAKER
79. REPAIR ICE CREAM MAKER
80. INSTALL WATER COOLER
81. REPAIR WATER COOLER
82. INSTALL BLOOD BANK
83. REPAIR BLOOD BANK
84. INSTALL ROOM TEMPERATURE CONTROLS
85. CONDUCT MONTHLY & QUARTERLY LIMITED TECHNICAL INSPECTIONS (LTIS) ON REFRIGERATION SYSTEMS
86. REPLACE CONTROL DOORS
87. REPAIR CONTROL DOORS
88. PERFORM DAILY OPERATOR CHECKS & SERVICES ON REFRIGERATION EQUIPMENT
89. SCHEDULE ELECTRICAL EQUIPMENT INSTALLATION
90. DETERMINE ELECTRICAL CONSTRUCTION SUPPORT REQUIREMENTS
91. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF FIELD ELECTRICAL SYSTEMS CONSTRUCTION
92. SUPERVISE PERSONNEL PERFORMING GARRISON ELECTRICAL SYSTEM CONSTRUCTION

93. INSTRUCT/TRAIN PERSONNEL ON THE TECHNIQUES OF ELECTRICAL SYSTEMS REPAIR
94. SUPERVISE PERSONNEL PERFORMING ELECTRICAL SYSTEMS REPAIR
95. INSTRUCT/TRAIN PERSONNEL ON THE TECHNIQUES OF ELECTRICAL EQUIPMENT INSTALLATION
96. SUPERVISE PERSONNEL PERFORMING ELECTRICAL EQUIPMENT INSTALLATION
97. INSPECT QUALITY OF ELECTRICAL CONSTRUCTION/REPAIR WORK
98. INSTRUCT/TRAIN PERSONNEL IN NATIONAL ELECTRICAL CODE RULES
99. SELECT GENERATOR SITES
00. PREPARE FIELD SITES FOR INSTALLATION OF ELECTRICAL SYSTEMS
101. TROUBLESHOOT FIELD DISTRIBUTION SYSTEMS
102. INTERPRET WIRING DIAGRAMS/SCHEMATICS/BLEUPRINTS
103. INSTALL WIRES/CABLES
104. INSTALL CONDUITS
105. DRAW/REMOVE WIRE THROUGH CONDUITS
106. INSTALL ELECTRICAL OUTLET RECEPTACLES
107. INSTALL LIGHT-DUTY SWITCHES
108. INSTALL JUNCTION/OUTLET BOXES
109. FABRICATE CROSSARMS
110. ATTACH INSULATOR ONTC CROSSARM PINS
111. INSTALL CROSSARMS
112. INSTALL POLE STEPS
113. INSTALL CROSSARM LIGHTNING ARRESTERS
114. INSTALL CROSSARM FUSED CUTOUTS
115. INSTALL LINE POLES



116. INSTALL LINE POLE AUTO-RECLOSER
117. FABRICATE LINE POLE TRANSFORMER RACKS
118. INSTALL TRANSFORMER RACKS
119. PULL WIRES ONTO POLES
120. REMOVE WIRES FROM POLES
121. TIE WIRES TO INSULATORS
122. INSTALL VOLTAGE SWITCHGEARS
123. INSTALL VOLTAGE REGULATORS
124. INSTALL TRANSFORMERS
125. INSTALL WEATHERHEADS
126. INSTALL SERVICE ENTRANCES
127. INSTALL SERVICE DRIPS
128. REPAIR ELECTRICAL OUTLET RECEPTACLES
129. INSPECT ELECTRICAL OUTLET RECEPTACLES FOR SERVICEABILITY
130. REPAIR LIGHT-DUTY SWITCHES
131. REPAIR JUNCTION/OUTLET BOXES
132. CALIBRATE VOLTAGE SWITCHGEARS
133. REPLACE ARCING CONTACTS ON VOLTAGE SWITCHGEARS
134. REPLACE "Y" COIL HIGH VOLTAGE SWITCHGEARS
135. TEST VOLTAGE REGULATORS FOR SERVICEABILITY
136. REPAIR VOLTAGE REGULATORS
137. REPAIR TRANSFORMERS
138. CHANGE TRANSFORMER TAP POSITION
139. TEST TRANSFORMER/BREAKING OIL FOR VOLTAGE BREAKDOWN
140. REPLACE FUSES

141. REPLACE DEFECTIVE WIRING
142. REPLACE FUSE BOX
143. INSTALL INTERCOM SYSTEMS
144. CHANGE BALLAST
145. REPAIR LIGHT FIXTURES
146. REPLACE LIGHT FIXTURES
147. REPLACE FREQUENCY METERS
148. CALIBRATE FREQUENCY METERS
149. REPLACE WATTMETERS
150. CALIBRATE WATTMETERS
151. REPLACE AMMETERS
152. CALIBRATE AMMETERS
153. REPLACE AMMETER POINTERS
154. REPLACE VOLTMETERS
155. CALIBRATE VOLTMETERS
156. REPLACE VARIMETERS
157. CALIBRATE VARIMETERS
158. REPLACE VARIMETER VOLTAGE COILS
159. REPLACE BATTERIES
160. CHARGE BATTERIES
161. INSPECT SOLDERING IRONS FOR SERVICEABILITY
162. DRESS SOLDERING IRON TIPS
163. REPLACE SOLDERING IRON TIPS
164. INSPECT MULTIMETERS FOR SERVICEABILITY
165. REPLACE MULTIMETER LEADS

166. INSPECT LINEMAN KITS FOR SERVICEABILITY
167. CLEAN AND OIL LINEMAN STRAPS/BELTS
168. REPLACE CLIMBER GAFFS
169. REPLACE ELECTRIC MOTORS
170. LUBRICATE ELECTRIC MOTORS
171. INSPECT MOTOR BEARINGS FOR WEAR
172. REPLACE MOTOR BEARINGS
173. REFACE ELECTRIC MOTOR COMMUTATORS
174. TEST ROTOR FOR GROUNDS/SHORTS/OPENS
175. TEST STATOR FOR GROUNDS/SHORTS/OPENS
176. REPLACE ELECTRIC MOTOR BRUSHES
177. SEAT ELECTRIC MOTOR BRUSHES
178. ADJUST ELECTRIC MOTOR BRUSH PRESSURE
179. TEST ELECTRIC MOTOR BRUSH PRESSURE FOR PROPER SETTING
180. TEST THERMAL DISKS FOR SERVICEABILITY
181. REPLACE THERMAL DISKS
182. REPLACE COILS ON STARTERS
183. REWIND ARMATURES
184. REWIND STATORS
185. CLEAN/DRY MOTORS
186. STATIC BALANCE ARMATURES
187. UNDERCUT COMMUTATORS
188. TEST MOTOR CAPACITORS FOR SERVICEABILITY
189. REPLACE MOTOR CAPACITORS
190. GROUND MOTORS

191. REPLACE MOTOR CONTROLLERS
192. ADJUST MOTOR CONTRCLLERS
193. REPLACE MOTOR CONTRCLLER OPERATING COILS
194. DRESS MOTOR CONTROLLER CONTACTS
195. REPLACE MOTOR CONTROLLER OVERLOAD ELEMENTS
196. REPLACE PLUNGER RELAY CONTROL SPRINGS
197. REPLACE HEDGED ARMATURE RELAY CONTACTS
198. REPLACE INDUCTION RELAY CAPS
199. REPLACE INDUCTION DISK RELAY SPIRAL SPRINGS
200. TEST FIELD COILS FOR GROUNDS/SHORTS/OPENS
201. TEST ARMATURE FOR GROUNDS/SHORTS/OPENS
202. ADJUST BRUSH HOLDERS
203. REPLACE BRUSH HOLDERS
204. INSTALL BRUSH ISOLATING SHIMS
205. DRESS SLIP RINGS
206. TEST RECTIFIERS FOR SERVICEABILITY
207. REPLACE RECTIFIERS
208. TEST DIODES FOR SERVICEABILITY
209. REPLACE DIODES
210. TEST RADIO NOISE SUPPRESSION CAPACITORS FOR SERVICEABILITY
211. REPLACE RADIO NOISE SUPPRESSION CAPACITORS
212. PERFORM PREVENTIVE MAINTENANCE ON MOBILE ELECTRIC POWER GENERATING SOURCES (MEPS)
213. PERFORM PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT SUCH AS WELDERS AND BATTERY CHARGERS
214. TEST INDUCTION HEATER COILS FOR SERVICEABILITY

215. TROUBLESHOOT MECHANICAL ENGINES IN THE MOBILE ELECTRICAL POWER GENERATING SOURCES
216. INSPECT REFRIGERATION UNIT FOR QUALITY INFUSION
217. ADJUST GOVERNORS
218. ADJUST TRIP POINTS
219. INSPECT AEROSOL PARTS ORDER FORM FOR ACCURACY/CONTENT
220. CHANGE SPARK PLUG ON MEP-3KW GENERATOR
221. ADJUST FUEL RACKS
222. ADJUST FUEL INJECTORS ON MEP
223. REPAIR ETHER GAS LINE
224. REPLACE ETHER GAS LINE
225. COMPILE REQUIREMENTS FOR PLUMBING BILL OF MATERIALS (BOM)
226. CONDUCT RECONNAISSANCE TO LOCATE WATER CONSTRUCTION SITES
227. PREPARE WATER DISTRIBUTION SYSTEM PLANS
228. LAY OUT PROJECT FROM ARCHITECT DESIGN/BLEUEPRINTS
229. DETERMINE CAPACITY OF SEWAGE SYSTEMS
230. CHECK SUITABILITY OF TOPOGRAPHY FOR SEWAGE SYSTEMS
231. SUPERVISE PERSONNEL INSTALLING PLUMBING FIXTURES
232. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PLUMBING FIXTURES INSTALLATION
233. SUPERVISE PERSONNEL REPAIRING PLUMBING FIXTURES
234. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PLUMBING FIXTURE REPAIR
235. SUPERVISE PERSONNEL INSTALLING AIR PIPES
236. SUPERVISE PERSONNEL INSTALLING WATER PIPES
237. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR PIPE INSTALLATION

238. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WATER PIPE INSTALLATION
239. SUPERVISE PERSONNEL REPAIRING AIR PIPING SYSTEM
240. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR PIPING SYSTEM REPAIR
241. SUPERVISE PERSONNEL INSTALLING WATER DISPOSAL SYSTEMS SUCH AS THOSE WITH FIELD SHOWERS
242. SUPERVISE PERSONNEL REPAIRING WATER DISPOSAL SYSTEMS
243. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WATER DISPOSAL SYSTEM INSTALLATION AND REPAIR
244. REPLACE WATER MAIN TAPS
245. INSTALL CURB STOPS
246. INSTALL WATER METERS
247. LAY MAIN WATER SUPPLY LINES
248. INSTALL DRAIN PIPES
249. INSTALL MAIN WATER SUPPLY PIPE SUPPORTS
250. INSPECT PIPE THREADING TOOLS FOR SERVICEABILITY
251. REPLACE PIPE THREADER CHUCKS
252. REPLACE PIPE THREADER CUTTERS
253. INSTALL FIXTURE SUPPLY RISERS
254. INSTALL WATER SYSTEM VALVES
255. TEST WATER SUPPLY SYSTEM FOR LEAKS
256. DISTILL WATER
257. FLUSH WATER SUPPLY SYSTEMS
258. DISINFECT COLD WATER SUPPLY SYSTEMS
259. INSPECT WATER SUPPLY SYSTEMS FOR CORROSION, SCALING AND FREEZING

- 260. THAW FROZEN WATER PIPING
- 261. REPAIR DAMAGED PIPING
- 262. INSPECT WATER SYSTEM VALVES FOR LEAKS
- 263. INSTALL HOT WATER HEATERS
- 264. INSTALL RANGE BOILER HEATERS
- 265. COMPUTE MAXIMUM HOURLY RATE FOR HOT WATER USAGE
- 266. COMPUTE WORKING LOAD FOR WATER HEATERS
- 267. CONSTRUCT FIELD SHOWERS
- 268. INSTALL FIRE PROTECTION SYSTEMS
- 269. INSTALL WATER CLOSETS
- 270. INSTALL WATER CLOSET TANKS
- 271. UNCLOG WATER CLOSETS
- 272. REPAIR WATER CLOSET TANK WORKING PARTS
- 273. REPLACE WATER CLOSET TANK WORKING PARTS
- 274. REPAIR COMMODE LIDS AND SEATS
- 275. INSTALL DIAPHRAM TYPE FLUSHING VALVES
- 276. REPAIR DIAPHRAM TYPE FLUSHING VALVES
- 277. INSTALL LAVATORIES (SINKS)
- 278. INSTALL DEEP SINKS
- 279. INSTALL LAVATORY DRAIN ASSEMBLIES
- 280. INSTALL LAVATORY FAUCETS
- 281. REPAIR LAVATORY DRAIN ASSEMBLY PARTS
- 282. REPLACE LAVATORY DRAIN ASSEMBLY PARTS
- 283. INSTALL URINALS
- 284. UNCLOG URINALS, SHOWERS, BATHTUBS, AND LAUNDRY TUBS

285. INSTALL GARRISON/PERMANENT SHOWERS
286. INSTALL BATHTUBS
287. INSTALL SINK GREASE TRAPS
288. CLEAN/CLEAR SINK GREASE TRAPS
289. INSTALL GARBAGE DISPOSALS
290. INSTALL WATER SOFTENERS
291. INSTALL DISHWASHERS
292. INSTALL WATER FOUNTAINS
293. DIG TRENCHES FOR BUILDING SEWERS
294. EMLACE BUILDING SEWER BATTER BOARDS
295. COMPUTE VALVE REQUIREMENTS FOR SEWER SYSTEMS
296. SELECT PIPE SIZE FOR BUILDING SEWERS
297. COMPUTE SLOPE FOR BUILDING SEWERS
298. COMPUTE STACK SIZING REQUIREMENTS
299. INSTALL SOIL PIPE BRANCHES
300. COMPUTE SLOPE OF BRANCHES
301. INSTALL WASTE LINE CLEANOUTS
302. COMPUTE FIXTURE REQUIREMENTS FOR BRANCHES
303. INSTALL STACKS AND BRANCHES SUPPORTS
304. TEST WASTE SYSTEM WATER
305. TEST WASTE SYSTEM AIR
306. COMPUTE VENT SIZING REQUIREMENTS
307. INSTALL FIELD WATER PUMPS
308. REPLACE CENTRIFUGAL WATER PUMP CHECK VALVES
309. PRIME WATER PUMP TO ENSURE OPERATION



310. INSTALL PUMP PACKING
311. INSPECT PUMP FOR SERVICEABILITY
312. UNCLOG FIELD SUCTION LINES
313. REPAIR FIELD SUCTION LINE LEAKS
314. UNCLOG FIELD PRIMING HOLES
315. CONSTRUCT DEEP WELL PUMP FOUNDATIONS
316. ADJUST WATER PUMP PRESSURE RELIEF VALVE
317. PERFORM OPERATOR CHECKS & SERVICES ON FIELD WATER PUMPS
318. INSPECT STEAM DISTRIBUTION SYSTEMS FOR SERVICEABILITY
319. INSTALL HEATING RADIATORS
320. INSTALL HEATING CONVECTORS
321. REPAIR HEATING CONVECTORS
322. ADJUST HEATING CONVECTORS
323. CLEAN STEAM LINE STRAINERS
324. CLEAN STEAM LINE VACUUM PUMPS
325. ADJUST STEAM LINE REGULATORS
326. INSTALL STEAM PIPES AND FITTINGS
327. INSTALL STEAM TRAPS
328. BLEED STEAM LINES AND FIXTURES
329. INSTALL STEAM LINE CONDENSATE RETURN PUMPS
330. CLEAN STEAM LINE CONDENSATE RETURN PUMPS
331. ADJUST STEAM LINE CONDENSATE RETURN PUMPS
332. CLEAN STEAM BOILER
333. INSTALL STEAM BOILER PRESSURE VALVES
334. SET-UP DRYER BURNER FOR OPERATION

335. INSPECT DRYER BURNER FOR SERVICEABILITY
336. INSPECT DRYER BURNER PREHEATER FOR PROPER OPERATION
337. TEST DRYER BURNER PRESSURE GAUGE FOR ACCURACY
338. INSPECT DRYER BURNER FUEL TANKS FOR CRACKS AND BREAKS
339. INSTALL DRYER BURNER FUEL PRESSURE GAUGE TO FUEL TANK
340. INSTALL DRYER BURNER PREHEATER
341. INSTALL DRYER BURNER GENERATOR
342. INSPECT SPACE HEATER FOR RUST, HOLES, AND SOOT
343. ASSEMBLE AND INSTALL SPACE HEATER GRATE
344. INSTALL SPACE HEATER TOP
345. INSTALL SPACE HEATER LID
346. INSTALL SPACE HEATER FLUE DAMPER
347. INSTALL SPACE HEATER SPARK ARRESTOR
348. CHECK SINGLE CYLINDER ENGINE OIL FOR PROPER LEVEL
349. INSPECT SINGLE CYLINDER ENGINE AIR CLEANER, FILTER ELEMENT, AND BREATHER LINE FOR SERVICEABILITY
350. ADJUST SINGLE CYLINDER ENGINE VALVE CLEARANCE
351. REPLACE SINGLE CYLINDER ENGINE ROCKER ARM COVER
352. REPLACE SINGLE CYLINDER ENGINE CONTACT ASSEMBLY COVER
353. ADJUST SINGLE CYLINDER ENGINE MAIN AND NEEDLE VALVES
354. REPLACE SINGLE CYLINDER ENGINE CARBURETOR
355. REPLACE SINGLE CYLINDER ENGINE THROTTLE LEVEL SCREWS AND GOVERNOR COVER
356. REPLACE SINGLE CYLINDER ENGINE FUEL LINES
357. REPLACE SINGLE CYLINDER ENGINE FUEL PUMP AND SEDIMENT BOWL
358. REPLACE SINGLE CYLINDER ENGINE FLYWHEEL AND COVER

359. REPLACE SINGLE CYLINDER ENGINE CYLINDER COVER
360. REPLACE SINGLE CYLINDER SPARK PLUG AND IGNITION CABLE
361. INSPECT WATER PUMP FOR SERVICEABILITY
362. INSTALL WATER PUMP MECHANICAL SEALS
363. INSTALL WATER PUMP SPACER WASHER
364. INSTALL WATER PUMP ADJUSTING SHIMS
365. INSTALL WATER PUMP IMPELLER
366. INSTALL WATER PUMP VANE PLATE
367. INSTALL WATER PUMP HOUSING
368. INSTALL WATER PUMP STRAINER ELEMENT
369. INSTALL WATER PUMP STRAINER CLAMP AND CAP
370. INSTALL WATER PUMP DUST CAPS
371. INSPECT WATER HEATER FOR SERVICEABILITY
372. CLEAN WATER HEATER ELECTRODES, BURNER NOZZLES AND SIGHT GLASSES
373. ADJUST WATER HEATER ELECTRODES
374. INSTALL WATER HEATER BURNER
375. REPLACE WASHER-EXTRACTOR BRAKE SHOES
376. INSTALL WASHER-EXTRACTOR WATER LEVEL INDICATOR AND CONTROL ASSEMBLY
377. INSTALL WASHER-EXTRACTOR BRAKE ASSEMBLY
378. INSTALL WASHER-EXTRACTOR MOTOR BASE ASSEMBLY
379. INSTALL WASHER-EXTRACTOR V-BELTS
380. INSTALL WASHER-EXTRACTOR BACKSHAFT BLOCKS AND JACKSHAFT
381. INSTALL WASHER-EXTRACTOR AIR CYLINDER
382. INSTALL WASHER-EXTRACTOR DRAIN VALVE BODY

383. INSTALL WASHER-EXTRACTOR DUMP VALVE ASSEMBLY
384. INSTALL WASHER-EXTRACTOR HEAD SHEET
385. INSTALL WASHER-EXTRACTOR DOOR
386. ADJUST WASHER-EXTRACTOR DRIVE BELTS
387. ADJUST WASHER-EXTRACTOR BUMPER
388. ADJUST WASHER-EXTRACTOR MICROSWITCH (MOTOR) (DOOR LIMIT SWITCH)
389. ADJUST WASHER-EXTRACTOR MAGNETIC VALVES (AIR VALVES)
390. ADJUST WASHER-EXTRACTOR LEVEL INDICATOR
391. INSPECT DRYING TUMBLER SHELL FOR DENTS, CRACKS, AND RUST
392. INSPECT DRYING TUMBLER CHAIN AND SPROCKETS FOR BROKEN BINDS, WEAR, AND LOOSE MOUNTS
393. INSTALL DRYING TUMBLER CONTROL BOX PANEL
394. INSTALL DRYING TUMBLER DOOR LIMIT SWITCH
395. INSTALL DRYING TUMBLER AIR INTAKE HOUSING
396. INSTALL DRYING TUMBLER FUEL PUMP
397. ADJUST DRYING TUMBLER DRIVE CHAIN
398. ADJUST DRYING TUMBLER BURNER ELECTRODES
399. INSPECT CRADLE VALVE FOR SERVICEABILITY
400. INSTALL CRADLE VALVE
401. INSPECT LOADING STANDARD TUBE & VALVE FOR LOOSE CONNECTIONS, LEAKS, DIRT AND BINDING
402. INSPECT LOADING STANDARD PREFORMED PACKING FOR SERVICEABILITY
403. REPLACE LOADING STANDARD PREFORMED PACKING
404. ADJUST LOADING STANDARD SPRING BALANCE UNIT
405. INSTALL 300 GPM PUMP INTERMEDIATE ASSEMBLY

406. INSTALL 55 GPM PUMP INTERMEDIATE ADAPTER
407. INSTALL 55 GPM PUMP CARRYING HANDLER
408. INSTALL BATH UNIT WATER PUMP
409. INSPECT BATH UNIT FOR SERVICEABILITY
410. INSTALL BATH UNIT WATER HEATER
411. INSTALL BATH UNIT SUCTION HOSE AND STRAINER
412. INSTALL BATH UNIT SHOWER ASSEMBLY
413. LEVEL BATH UNIT WATER HEATER
414. INSPECT DELOUSING OUTFIT ENGINE FOR SERVICEABILITY
415. PREPARE DUSTING GUN FOR OPERATION
416. DELOUSE PERSONNEL
417. PITCH/STRIKE TENT
418. SELECT PORTABLE BATH UNIT SITE
419. INSTALL THE WATER HEATER DUCT
420. CONNECT POWER CABLE ASSEMBLY ON BATH EQUIPMENT
421. INSPECT GENERATOR FUEL TANK ON BATH EQUIPMENT FOR LEAKS
422. INSPECT FUEL STRAINER ON BATH EQUIPMENT FOR CRACKS, WATER,  
OR DIRT
423. INSPECT INSTRUMENTS ON BATH EQUIPMENT FOR BROKEN GLASS  
OR LOOSE MOUNTINGS
424. CHECK SUCTION LIFT ON BATH EQUIPMENT
425. INSPECT SUCTION STRAINER ON BATH EQUIPMENT FOR PROPER  
POSITIONING
426. INSPECT POWER CABLES ON BATH EQUIPMENT FOR CONDITION  
AND PROPER CONNECTION
427. INSPECT HOSES ON BATH EQUIPMENT FOR TIGHT CONNECTIONS,  
KINKS, AND SHARP TURNS

428. LEVEL WATER HEATER ON BATH EQUIPMENT
429. INSPECT THE WATER HEATER BURNER ON BATH EQUIPMENT FOR SECURE MOUNTING AND CONNECTIONS
430. INSPECT BLOWER SHUTTER ON BATH EQUIPMENT FOR FREE OPERATION
431. INSPECT FUEL PUMP ON BATH EQUIPMENT FOR PROPER PRIME AND LEAKS
432. INSPECT VALVES AND CONTROLS ON BATH EQUIPMENT FOR PROPER OPERATION
433. INSPECT WATER OUTLETS ON BATH EQUIPMENT FOR OBSTRUCTIONS
434. INSPECT DELOUSING OUTFIT ENGINE FOR LOOSE MOUNTING
435. INSPECT THE SHROUD SCREEN FOR CLOGGED CONDITION
436. INSPECT THE SCROLL SCREEN FOR CLOGGED CONDITION
437. SELECT MOBILE LAUNDRY SITE
438. EMPLACE MOBILE LAUNDRY
439. CHECK MOBILE LAUNDRY CONTROL PANEL FOR DAMAGED, LOSSE, OR MISSING PARTS
440. CLEAN/ADJUST SHEAVES AND PULLEYS
441. CHECK AIR HOSES FOR CUTS, BREAKS, AND LOOSE MOUNTING
442. CONNECT MOBILE LAUNDRY DUCTS
443. OPERATE THE DRYING TUMBLER
444. OPERATE THE WASHER
445. PREPARE MOBILE LAUNDRY FOR MOVEMENT
446. VERIFY LAUNDRY AMOUNT LISTED ON LAUNDRY SLIP
447. MARK LAUNDRY USING THE PIN TRAY METHOD
448. SORT CLOTHING ACCORDING TO COLOR/TYPE OF FABRIC
449. SORT CLOTHING INTO ORIGINAL BUNDLES
450. CHECK LAUNDRY BUNDLE AGAINST LAUNDRY LIST

451. FOLD GARMENTS
452. NOTIFY UNIT TO PICKUP COMPLETED LAUNDRY
453. MIX IMPREGNATING COMPOUND
454. PREPARE CLOTHING FOR REIMPREGNATION
455. IMPREGNATE CLOTHING
456. DECONTAMINATE CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR)  
EXPOSED CLOTHING
457. PIN CLOTHING
458. PREPARE DECONTAMINATION MIXTURE
459. PRESS LAUNDRY
460. DRY CLEAN GARMENTS
461. INVENTORY LAUNDRY SUPPLIES
462. INSPECT STOCK FOR LAUNDRY LEFT IN EXCESS OF 60 DAYS
463. RECEIVE/ISSUE UNIT LAUNDRY
464. ISSUE CHANGE FUNDS
465. COLLECT DAILY RECEIPTS FROM CASHIER
466. TURN IN MONEY TO DISBURSING
467. PACK CLOTHING
468. OPERATE STEAM TUNNEL
469. ORDER LAUNDRY SUPPLIES
470. PREPARE LAUNDRY CLAIMS FORM
471. PREPARE DAILY CASH REPORT (DCR)
472. SUBMIT MONTHLY CLOSE OUT TO DISBURSING
473. CLEAN FURNITURE/CARPETS/MATTRESSES USING FIXED PLANT  
EQUIPMENT
474. CLEAN CARPETS/FURNITURE/MATTRESSES USING PORTABLE EQUIPMENT

- 475. CLEAN LAUNDRY EQUIPMENT
- 476. PICKUP/DELIVER LAUNDRY TO OUTLETS
- 477. ADJUST HEAVY DUTY SEWING MACHINE
- 478. PERFORM MINOR REPAIR ON HEAVY DUTY SEWING MACHINE
- 479. TROUBLESHOOT SEWING MACHINES TO ISOLATE MALFUNCTIONS
- 480. PERFORM MINOR REPAIRS/ADJUSTMENTS ON LIGHT DUTY SEWING MACHINE
- 481. PERFORM MINOR REPAIRS/ADJUSTMENTS ON MEDIUM DUTY SEWING MACHINE
- 482. REPAIR/ADJUST DARNER SEWING MACHINE
- 483. REPAIR/ADJUST OVEREDGING MACHINE
- 484. OVEREDGE MATERIAL
- 485. SUPERVISE PERSONNEL OPERATING OVEREDGING MACHINE
- 486. PERFORM OPERATORS CHECKS AND SERVICES ON SPECIAL PURPOSE DARNING MACHINES
- 487. PERFORM OPERATORS CHECKS AND SERVICES ON OVEREDGING MACHINES
- 488. INSTALL GROMMETS
- 489. SUPERVISE PERSONNEL INSTALLING GROMMETS
- 490. TREAT CANVAS/TENTAGE WITH CHEMICALS SUCH AS FIRE RESISTANT, MILDEW RESISTANT AND WATERPROOFING COMPOUNDS
- 491. SUPERVISE PERSONNEL TREATING CANVAS AND TENTAGE WITH CHEMICAL COMPOUNDS
- 492. INSPECT CANVAS AND TENTAGE FOR SERVICEABILITY
- 493. SUPERVISE PERSONNEL WHIPPING AND SPLICING ROPE
- 494. INSPECT ROPE FOR SERVICEABILITY
- 495. REPLACE UNSERVICEABLE ROPES
- 496. PATCH CANVAS ITEMS



497. SUPERVISE PERSONNEL PATCHING CANVAS
498. SUPERVISE PERSONNEL SEWING CANVAS AND WEBBING
499. FELT CANVAS
500. DARN SLEEPING BAGS
501. SUPERVISE PERSONNEL DARNING SLEEPING BAGS
502. SUPERVISE PERSONNEL FELTING CANVAS
503. INSTALL COMMON-SENSE BUTTONS
504. SUPERVISE PERSONNEL INSTALLING COMMON-SENSE BUTTONS
505. REPAIR/REPLACE DAMAGED CANVAS BUTTON HOLES
506. INSTALL SNAP FASTENERS, EYELETS, ENDCLIPS, AND RIVETS
507. INSTALL METAL TRIMMING AND ATTACHMENTS SUCH AS SNAPHOOKS, WALL D-RINGS, DOUBLE HOOK, AND SLIP LOOPS
508. SUPERVISE PERSONNEL INSTALLING METAL TRIMMING AND OTHER ATTACHMENT HARDWARE
509. REPLACE DAMAGED TENT STOVE PIPE OPENING
510. REPLACE DAMAGED TENT STOVEPIPE SHIELD
511. FABRICATE PATTERNS
512. SUPERVISE PERSONNEL FABRICATING PATTERNS
513. CONSTRUCT CANVAS FEMS, AND SEAMS
514. INSPECT TENTS AND HEAVY CANVAS FOR QUALITY OF REPAIR
515. SUPERVISE PERSONNEL CONSTRUCTING PATCHES
516. CONSTRUCT PATCHES
517. REPAIR/REPLACE GRCMMET PATCHES
518. CONSTRUCT/INSTALL SEAM-TO-SEAM PATCHES ON FABRIC
519. REPAIR TRUCK COVERS
520. INSPECT TRUCK COVERS FOR DEFECTS

521. SUPERVISE PERSONNEL REPAIRING TRUCK COVERS
522. REPAIR/REUPHOLSTER VEHICLE SEATS AND BACKREST
523. FABRICATE SEAT COVERS
524. INSPECT SEAT COVERS FOR DAMAGE
525. REPLACE SEAT COVERS
526. SUPERVISE PERSONNEL INSTALLING SEAT COVERS
527. ASSIGN CLASSIFICATION CODES TO CANVAS AND WEBBED ITEMS
528. DRAFT CANVAS AND WEBBED REPAIR SHOP STANDING OPERATING PROCEDURES (SOP)
529. REPAIR/REPLACE LAUNDRY BASKET LINERS
530. REPAIR/REPLACE LAUNDRY BASKET CASTERS
531. REPAIR/REPLACE CANVAS ITEMS ON THE RUCKSACK
532. REPAIR/REPLACE COT COVERS
533. REPAIR/REPLACE WATER PURIFICATION BAG COMPONENTS
534. REPAIR/REPLACE TENT SCREEN DOORS
535. UNLOAD/LOAD MOBILE TEXTILE TRAILER
536. PERFORM OPERATORS CHECKS AND SERVICES ON MOBILE TRAILER
537. SET-UP MOBILE TRAILER FOR OPERATION
538. SUPERVISE PERSONNEL OPERATING MOBILE TRAILER
539. REPLACE/UNLOCK LOCKS ON SAFES
540. PERFORM HYDROSTATIC TEST ON FIRE EXTINGUISHERS
541. RECHARGE FIRE EXTINGUISHERS
542. REPAIR DEGREASER
543. REPAIR HYDRAULIC JACKS (3 TO 10 TON)
544. REPAIR PALLET JACKS/WHEELIFTS (HYDRAULIC & MANUAL)

- 545. FABRICATE CURTINS
- 546. REPAIR BLEEDER BALLS
- 547. DEPLATE/REPAIR BODY ARMOR
- 548. REPAIR FIELD MESS RANGES
- 549. REPAIR EMERSICN HEATERS
- 550. SUPERVISE PERSONNEL REPAIRING MANUAL TYPEWRITERS
- 551. INSTRUCT/TRAIN PERSONNEL IN REPAIRING MANUAL TYPEWRITERS
- 552. INSTRUCT OPERATORS ON PREVENTATIVE MAINTENANCE OF OFFICE MACHINES
- 553. COORDINATE COMMERCIAL REPAIR OF OFFICE MACHINES
- 554. SUPERVISE PERSONNEL REPAIRING ELECTRIC TYPEWRITERS
- 555. VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF MAINTENANCE
- 556. SUPERVISE PERSONNEL REPAIRING ADDING MACHINES
- 557. SUPERVISE PERSONNEL REPAIRING SELECTRIC TYPEWRITERS
- 558. INSTRUCT/TRAIN PERSONNEL IN REPAIRING SELECTRIC TYPEWRITERS
- 559. PREPARE BUDGET FOR OFFICE MACHINE REPAIR SHOP OPERATIONS
- 560. PREPARE EQUIPMENT IMPROVEMENT RECOMMENDATIONS
- 561. INSTRUCT/TRAIN PERSONNEL IN REPAIRING ADDING MACHINES
- 562. GROUND PETROLEUM, OIL AND LUBRICANT (POL) PUMPS
- 563. INSPECT PACKAGED POL PRODUCT CONTAINERS FOR DAMAGE/LEAKS/ILLEGIBLE INCORRECT PACKAGING/CONTAMINATION
- 564. CONDUCT AMERICAN PETROLEUM INSTITUTE (API) GRAVITY TEST
- 565. CONNECT POL PUMPS
- 566. GAUGE STORAGE TANKS
- 567. DETERMINE/LOCATE PRODUCT CUT

568. DETERMINE VOLUME OF BOTTOM SEDIMENT AND WATER (BS&W) IN STORAGE TANKS
569. VERIFY STORAGE TANK REFERENCE DATA MARKS
570. CONVERT MEASURED QUANTITY TO NET QUANTITY OF PRODUCT AT 60 DEGREES FAHRENHEIT
571. EMLACE COLLAPSIBLE TANKS
572. UNLOAD AND SEGREGATE PACKAGED PRODUCTS BY TYPE/SIZE OF CONTAINER/CONDITION
573. MARK POL CONTAINERS TO INDICATE NOMENCLATURE/SAFETY MARKINGS VOLUME/CNTRACTOR/LOT NUMBER
574. RECORD DAILY FILTER SEPARATOR DIFFERENTIAL PRESSURE
575. STOW LIQUIFIED PETRCLEUM GAS (LPG) CYLINDERS
576. INVENTORY POL SUPPLIES
577. DRAIN BOTTOM SEDIMENT AND WATER FROM STORAGE TANKS
578. CIRCULATE POL IN STORAGE TANKS TO PREVENT DETERIORATION
579. INSPECT PIPELINE ROAD/STREAM CROSSINGS FOR SUITABILITY
580. COMPARE LAB TEST RESULTS/SPECIFICATION TO OBTAIN PRODUCT QUALITY
581. CLEAN UP OIL SPILLS
582. SUPERVISE PERSONNEL PERFORMING POL OPERATIONS
583. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF STORING/ISSUING POL PRODUCTS
584. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF BULK POL TRANSFER OPERATICNS
585. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUEES OF POL BULK REDUCTION
586. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PIPELINE/PUMP STATION OPERATIONS
587. INSTRUCT/TRAIN PERSONNEL IN PCL CONTAINER CLEANING OPERATION

588. DETERMINE REQUIREMENTS FOR PCL SUPPORT, MAINTENANCE,  
AND EQUIPMENT
589. DIRECT INSTALLATION OF FUEL SYSTEM SUPPLY POINT
590. DETERMINE INTERFACE ESTIMATED TIMES OF ARRIVAL AT PUMP  
STATIONS AND TERMINALS
591. RELAY DAILY PUMPING ORDERS TO DISTRICT DISPATCHERS
592. COMPUTE ALLOWABLE POL LOSSES
593. INSPECT OUTGOING PCL PRODUCTS VISUALLY TO INSURE PROPER  
QUANTITIES/QUALITIES
594. DEFUEL AIRCRAFT
595. DISPOSE OF FUEL GATHERED FROM DEFUELING OPERATIONS
596. PREPARE/LOAD POL FOR SHIPMENT
597. DETERMINE SOURCE OF POL PRODUCT CONTAMINATION IN TANK  
FARMS/PIPELINES
598. REPLACE FILTER ELEMENTS IN FILTER/SEPARATORS
599. START UP/SHUT DOWN ELECTRIC PCL PUMPS
600. INSTALL/OPERATE MANUAL POL PUMPS
601. CHECK SERVICE STATION FUEL DISPENSING PUMP/NOZZLE FOR  
SERVICEABILITY
602. CALIBRATE SERVICE STATION FUEL DISPENSING PUMP METER
603. REFUEL VEHICLES USING TANK AND PUMP UNIT
604. REFUEL AIRCRAFT USING TANK AND PUMP UNIT
605. VENT TANK CARS
606. REMOVE/REPAIR DENTS FROM POL CONTAINERS
607. QUICK PATCH PCL CONTAINERS
608. SEAL LEAKS IN POL CONTAINERS
609. REPLACE HOSE GASKETS

610. REPLACE HOSELINE GROOVE COUPLINGS
611. INSPECT POL PUMPS FOR SERVICEABILITY
612. INSPECT PUMP HOSES FOR SERVICEABILITY
613. TEST HOSES UNDER PRESSURE
614. INSPECT PIPELINE SCRAPERS FOR SERVICEABILITY
615. REPAIR PIPELINE SCRAPERS
616. LAUNCH PIPELINE SCRAPERS
617. REPAIR FLEXIBLE HOSELINE
618. INSTALL HOSELINE CLAMPS
619. SEAL STORAGE TANK ACCESS DOORS
620. REPAIR STORAGE TANK BERMS
621. VAPOR FREE INTERIOR OF 5000 GALLON SEMITRAILERS FOR AIR  
MOVEMENT
622. FABRICATE PIPELINE SECTIONS
623. INSTALL BLINDS IN PIPELINES
624. PRIME POL PUMPS
625. EVACUATE POL FROM HOSELINE WITH BALL
626. REPLACE GO/NO-GO FUSES ON FILTER
627. REPLACE GO/NO-GO FUSES ON FUEL MONITOR
628. LUBRICATE/REPACK RISING STEM GATE VALVES
629. CALCULATE MAXIMUM POL TONNAGE TO BE LOADED ON VESSEL
630. COMPLETE POL DRY-TANK CERTIFICATIONS
631. CONDUCT POL SITE RECONNAISSANCE
632. SELECT HOSELINE PUMP STATION SITES
633. POSITION PUMPS AT SITES

- 634. CONSTRUCT HOSELINE CROSSINGS
- 635. ERECT LOW BOLTED STEEL POL STORAGE TANKS
- 636. CONSTRUCT POL STORAGE PADS AND DRUM RUNS
- 637. CONSTRUCT BERMS AROUND POL STORAGE TANKS
- 638. CONSTRUCT DITCHES OR CULVERTS IN POL DRAINAGE PROJECTS
- 639. PREPARE GROUND AREA FOR COLLAPSIBLE POL TANKS
- 640. CONSTRUCT ROUGH ACCESS ROADS AT POL SITES
- 641. COORDINATE LOCAL PURCHASE OF POL PRODUCTS
- 642. SUPERVISE PERSONNEL PATROLLING PIPELINES
- 643. RECOMMEND UTILIZATION/DISPOSITION OF EXCESS POL
- 644. ESTABLISH VALVE SERVICING CYCLE
- 645. SCHEDULE MEDICAL CHECKS FOR TANK CLEANING CREWS
- 646. MAINTAIN DAILY LOG OF RECEIVING & ISSUE OF POL
- 647. PREPARE POL SHIPPING DOCUMENTS
- 648. PREPARE PETROLEUM SLATES
- 649. PREPARE INTERSERVICE SUPPLY SUPPORT ACTION REPORTS
- 650. CALCULATE POL CONSUMPTION RATES
- 651. PREPARE PUMPING SCHEDULES/ORDERS
- 652. PREPARE TANK FARM SOP
- 653. PREPARE POL SAFETY SOP
- 654. DETERMINE REQUIREMENTS FOR PROTECTIVE CLOTHING AND SAFETY GEAR
- 655. INSPECT POL AREA FOR HAZARDOUS/UNSAFE WORKING CONDITIONS
- 656. INSPECT POL EQUIPMENT/MACHINERY FOR UNSAFE OPERATING CONDITIONS
- 657. PREPARE POL FIRE PREVENTION SOP

658. FILL/REFILL PKP (PURPLE K) FIRE EXTINGUISHERS
659. CONDUCT FIRE DRILLS IN POL AREA
660. EMPLOY FIRE FIGHTING EQUIPMENT TO FIGHT PETRCLEUM FIRES
661. INSPECT FIRE EXTINGUISHERS FOR SERVICEABILITY
662. RECIRCULATE FUEL
663. INSPECT HOSE REWIND SYSTEM COMPONENTS AND GROUND CABLE RETRIEVERS FOR SERVICEABILITY
664. ADJUST FUEL CNTRL VALVES
665. INSPECT FUEL TANKERS FOR CONTAMINATION
666. INSPECT MANHOLE COVERS/FILLER PATCHES FOR SERVICEABILITY
667. SELECT UTILITIES CNSTRUCTION SITES
668. PREPARE UTILITIES CONSTRUCTION BILLS OF MATERIAL (BOM)
669. PREPARE CNSTRUCTION SEQUENCE
670. DETERMINE SAFE ELECTRICAL LOAD REQUIREMENTS
671. PLAN DUST CONTROL OPERATIONS
672. SUPERVISE PERSONNEL LOADING/UNLOADING CONSTRUCTION MATERIALS TOOLS, AND EQUIPMENT
673. PREPARE QUALITY RELIABILITY REPORT FOR DEFECTIVE EQUIPMENT UPCN RECEIPT
674. PREPARE FIELD FACILITY MAINTENANCE SCHEDULE
675. APPLY FIRST AID MEASURES FOR EXPOSURE TO CLORINE GAS
676. STOW WATER PURIFICATION CHEMICALS
677. MAINTAIN SAFETY PUBLICATIONS
678. MAINTAIN/UPDATE EQUIPMENT MAINTENANCE RECORDS
679. PREPARE LOST/STOLEN CONSTRUCTION MATERIALS REPORTS
680. REQUISITION CONSTRUCTION SUPPLIES AND EQUIPMENT



681. PREPARE WORK CREW ASSIGNMENTS
682. PREPARE CONSTRUCTION AND REPAIR PROGRESS REPORTS
683. INSTRUCT/TRAIN PERSONNEL IN UTILITIES CONSTRUCTION PLANNING TECHNIQUES
684. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF CONCRETE CONSTRUCTION
685. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING WATER TREATMENT EQUIPMENT
686. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING STEAM DISTRIBUTION SYSTEMS
687. COMPUTE AND RECORD FUEL CONSUMPTION OF VEHICLES OR AIRCRAFT REFUELED
688. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING PETROLEUM DISTRIBUTION SYSTEMS
689. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING AIR DISTRIBUTION SYSTEMS
690. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING SPACE HEATERS
691. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING FURNACES
692. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING AIR CONDITIONING SYSTEMS
693. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING REFRIGERATION SYSTEMS
694. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF HORIZONTAL UTILITY CONSTRUCTION
695. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF VERTICAL UTILITY CONSTRUCTION
696. INSTRUCT/TRAIN PERSONNEL IN FIRE INSPECTION AND PREVENTION TECHNIQUES
697. INSPECT WATER TREATMENT PLANT CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION

- 698. INSPECT WATER STORAGE FACILITIES CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 699. INSPECT SEWAGE TREATMENT PLANT CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 700. INSPECT SEWAGE COLLECTION SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 701. INSPECT ELECTRICAL SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 702. INSPECT PLUMBING SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 703. INSPECT HEATING SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 704. INSPECT AIR CONDITIONING SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 705. INSPECT REFRIGERATION SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 706. INSPECT INDUSTRIAL POWER GENERATION EQUIPMENT FOR COMPLIANCE TO SPECIFICATION
- 707. INSPECT INDUSTRIAL GAS DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 708. INSPECT COMPRESSED AIR DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIR FOR COMPLIANCE TO SPECIFICATION
- 709. INSPECT PETROLEUM DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIR FOR COMPLIANCE TO SPECIFICATION
- 710. INSPECT OXYGEN DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 711. INSPECT RODENT CONTROL ACTIVITIES FOR EFFECTIVENESS
- 712. INSPECT FIRE EXTINGUISHERS FOR SERVICEABILITY
- 713. TEST FIRE ALARMS FOR PROPER OPERATION
- 714. REMOVE/REPLACE DEFECTIVE FIRE ALARMS
- 715. INSPECT AUTOMATED FIRE SPRINKLER SYSTEMS FOR SERVICEABILITY

716. REMOVE/REPLACE DEFECTIVE AUTOMATED FIRE SPRINKLER SYSTEMS
717. INSPECT UTILITY FACILITIES FOR FIRE HAZARDS
718. PREPARE MAINTENANCE SOP/DIRECTIVES
719. PREPARE MAINTENANCE REQUESTS/WORK ORDERS
720. SUPERVISE PERSONNEL MAINTAINING EQUIPMENT PUBLICATIONS
721. CLOSE OUT EQUIPMENT REPAIR ORDER (ERO)
722. PREPARE UNSERVICEABLE EQUIPMENT REPORT (UER)
723. VERIFY ENTRIES IN SHOP RECORDS UPON COMPLETION OF MAINTENANCE
724. RECORD MAINTENANCE PERFORMED AND REPAIR PARTS USED ON EQUIPMENT REPAIR ORDER (ERO)
725. REVIEW ERC FOR CORRECTNESS AND COMPLETENESS
726. VERIFY COMPLETION OF EROS AND ACCOMPANYING RECORDS FOR EQUIPMENT BEING INDUCTED INTO REPAIR ACTIVITY
727. SCREEN REPAIR PARTS REQUISITIONS FOR ACCURACY
728. MANAGE QUALITY ASSURANCE AND CONTROL PROGRAMS
729. NOMINATE FOR EVACUATION, EQUIPMENT WHICH MEETS ESTABLISHED CRITERIA FOR REPLACEMENT AND EVACUATION PROGRAM (R&E)
730. PREPARE ERO SHOPPING LIST
731. ESTABLISH PROCEDURES FOR CONTROL OF TOOLS AND TEST EQUIPMENT
732. VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF MAINTENANCE
733. PREPARE RECOVERABLE ITEMS REPORT (R&E)
734. PREPARE REPLACEMENT AND EVACUATION REPORT (R&E)
735. MONITOR ERO FOR PROGRESSION THROUGH MAINTENANCE/SUPPLY PROCESS
736. PREPARE CORRESPONDENCE

- 737. MONITOR INPUT TO THE MARINE CORPS INTERGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS)
- 738. CONTROL ISSUES FROM PARTS LAYETTES
- 739. CONTROL ISSUE OF REPAIR PARTS
- 740. PROCESS EQUIPMENT TO FLOAT, EVACUATION AND WASHOUT IN LIEU OF REPAIR
- 741. COMPLETE CONSOLIDATED MEMO RECEIPT (OMR) TO ACCOUNT FOR INVENTORY OF SHOP EQUIPMENT
- 742. STOCK PREEXPENDED BINS
- 743. INITIATE FOLLOW UP ACTION ON REPAIR PARTS REQUISITIONS
- 744. PREPARE FORMS NECESSARY FOR DISPOSAL OF EXCESS AND UNSERVICEABLE SHOP EQUIPMENT
- 745. PREPARE EQUIPMENT REPAIR ORDER (ERO)
- 746. SUBMIT RECOMMENDED CHANGES TO THE UNIT T/A FOR PUBLICATION
- 747. ESTABLISH/UPDATE STAFF SECTION WORKBOOK
- 748. REVIEW/UPDATE OPERATIONS POLICY FILES FOR CURRENCY
- 749. ASSIGN TRAINING AREAS, FACILITIES AND MATERIALS
- 750. DISSEMINATE OPERATIONAL REQUIREMENTS TO STAFF SECTIONS FOR CONTINGENCY PLANNING
- 751. REVIEW REPORTS FOR FORMAT SUCH AS OPERATIONAL, AFTER ACTION AND HISTORICAL
- 752. REVIEW OPERATIONS OF SUBORDINATE UNITS FOR CONTINGENCY PLANNING
- 753. REVIEW LOGISTIC REQUIREMENTS OF SUBORDINATE UNITS FOR CONTINGENCY PLANNING
- 754. PREPARE WARNING ORDERS
- 755. PREPARE FRAG ORDERS
- 756. PREPARE OPERATION PLANS/ORDERS/ANNEXES
- 757. ASSEMBLE OPERATION PLANS/ORDERS/ANNEXES

- 758. DISTRIBUTE OPERATICN PLANS/ORDERS/ANNEXES
- 759. ESTABLISH UNIT TRAINING PROGRAM
- 760. PREPARE ADMINISTRATIVE PLANS/CRDERS/ANNEXES
- 761. ASSEMBLE ADMINISTRATIVE PLANS/ORDERS/ANNEXES
- 762. DISTRIBUTE ADMINISTRATIVE PLANS/ORDERS/ANNEXES
- 763. COMPUTE BULK CARGO CUBIC FEET REQUIREMENTS FOR AMPHIBIOUS SHIPPING
- 764. COMPUTE VEHICLE SQUARE FOOTAGE REQUIREMENTS FOR AMPHIBIOUS SHIPPING
- 765. ASSIGN BILLETING SPACES ABOARD AMPHIBIOUS SHIPPING
- 766. SCHEDULE THE MOVEMENT OF PERSONNEL, CARGO AND VEHICLES TO THE PORT OF EMBARKATION (POE)
- 767. EVALUATE UNIT MAINTENANCE PROGRAM USING MIMMS REPORT
- 768. EVALUATE UNIT READINESS USING MARES REPORT

NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES, YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED. READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE TASKS YOU PERFORM.

PART II - TASK SECTION (CONTINUED)

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED YOU PERFORM

X X X X X X X X X X  
YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

NOTE: THE FOLLOWING PAGE CONTAINS AN EXAMPLE OF TIME RATING TASKS.

**TIME SPENT**

- 1. VERY LITTLE
- 2. BELOW AVERAGE
- 3. SLIGHTLY BELOW AVERAGE
- 4. AVERAGE
- 5. SLIGHTLY ABOVE AVERAGE
- 6. ABOVE AVERAGE
- 7. VERY MUCH

**E X A M P L E S**

**QUESTION BOOKLET**

**RESPONSE BOOKLET**

**TASK DONE**

001	TASK	0	0 0 0 1	1 2 3 4 5 6 7
002	TASK	0	0 0 1 2	1 2 3 4 5 6 7
003	TASK	0	0 0 3 5	1 2 3 4 5 6 7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT DARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.



PART IV & V - WRITE-IN/REMARKS SECTIONS

INSTRUCTIONS FOR SECTIONS IV AND V OF THE RESPONSE BOOKLET:

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING.

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND RESPONSE BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.