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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) This report describes SELECT, a system designed to streamline the process of determining proper ratings and assigning pay grades to potential Navy lateral entry accessions. It uses a cross-reference index that converts civilian occupations to Navy ratings and was developed in both a manual and computerized version. Qualification is based on training and/or work experience, physical and security characteristics, and separately developed skill tests.		

NPRDC TR 83-33

SEPTEMBER 1983

**STRATEGY FOR ENLISTING LATERAL ENTRANTS VIA  
COMPUTER TECHNOLOGY (SELECT): AN AUTOMATED  
SYSTEM FOR DETERMINING RATING AND PAY GRADE  
QUALIFICATION FOR POTENTIAL NAVY LATERAL  
ENTRY ACCESSIONS**

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AND  
DEVELOPMENT CENTER,  
San Diego, California 92152**



**STRATEGY FOR ENLISTING LATERAL ENTRANTS VIA COMPUTER  
TECHNOLOGY (SELECT): AN AUTOMATED SYSTEM FOR  
DETERMINING RATING AND PAY GRADE QUALIFICATION  
FOR POTENTIAL NAVY LATERAL ENTRY ACCESSIONS**

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## FOREWORD

This research and development was conducted under advanced development task area RF63-522-801 (Computer-aided and Classroom Training), work unit RF63-522-801-002-03.42 (Civilian Sector Training for Lateral Entry), and was sponsored by the Chief of Naval Operations (OP-01). The objective of the work unit is to examine, test, and evaluate concepts and procedures related to Navy lateral entry targeting skilled nonprior and prior service civilian personnel as petty officers. The current report describes an interactive computerized set of procedures designed to streamline the process of determining ratings and assigning pay grades to potential Navy lateral accessions.

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## SUMMARY

### Problem

Navy recruiters have no objective criteria for assessing skills of potential Navy lateral entry accessions or clear guidelines for making accurate tentative rate assignments for them. The uncertainty and delay in awaiting the assigned rate from the Naval Military Personnel Command (NMPC), along with the time and difficulty associated with gathering the necessary documentation to support lateral accession, are strong disincentives for both the applicant and recruiting personnel.

### Purpose

The purpose of this report is to describe the strategy for enlisting lateral entrants via computer technology (SELECT), an interactive set of procedures designed to streamline the procedures for assigning rates to potential Navy lateral accessions.

### System Description

SELECT includes a cross-reference index that converts civilian occupations to Navy ratings and was developed in both a manual and computerized version. Skill tests developed under the lateral entry accession program (LEAP) and hours of training and/or work experience formed the basis for system selection criteria.

### Recommendation

A need exists to evaluate SELECT in a context that requires users of varying sophistication to determine appropriate Navy ratings for applicants from a wide variety of civilian occupations.

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## INTRODUCTION

### Problem

The Navy is currently faced with an insufficient number of mid- to upper-level enlisted personnel. This problem is expected to continue for several years, in spite of the fact that retention of both entry-level and career personnel increased in FY 1982. One possible way to augment the Navy's current force of petty officers is through a program of lateral entry. This concept refers to bringing people into the Navy at higher than the normal entry level; that is, personnel may enter the Navy as petty officers if they qualify based on skills and knowledge acquired through training and civilian work experience.

### Background

Although the Navy's lateral entry program, known as the direct procurement enlistment program (DPEP), has been in existence for several years, it has not been responsive to the increasing need for skilled petty officers. In fact, enlistment under DPEP has been declining over the last several years to less than a dozen accessions in FY 1980. This may be due, in part, to the fact that enlistment under DPEP is a very cumbersome and time-consuming process. Currently, it takes from 4 to 8 weeks to determine the pay grade and rating at which an applicant should be enlisted. For each applicant, a recruiter must spend time and effort to compile a lengthy preenlistment kit, which includes such information as employment and personal history. Also, the applicant must undergo physical and mental examination at a local military entrance processing station (MEPS) affiliated with a regional Navy Recruiting District (NRD) office. MEPS classifiers interview each applicant to determine program qualification and recommend the entering rate. The recommendation becomes part of the preenlistment kit that is forwarded to the Commander, Navy Recruiting Command (CNRC) and the Naval Military Personnel Command (NMPC), who make the final decision on rate assignment.

The two major problems with the current operation of DPEP are that (1) there are no objective criteria for assessing skills or clear guidelines for making accurate tentative rate assignments at the NRDs, and (2) there is no systematic set of procedures for collecting the necessary data or for determining when such data should be gathered. The uncertainty and delay in awaiting the assigned rate from NMPC, along with the time and difficulty associated with gathering the necessary documentation to support lateral accession, are strong disincentives for both DPEP applicants and recruiting personnel.

The lateral entry accession program (LEAP) was originated at the Navy Personnel Research and Development Center in response to a need to evaluate the lateral entry concept as a viable means for increasing the supply of petty officers and DPEP as an effective lateral entry program. The first LEAP pilot study was conducted from August to December 1982 in Navy Recruiting Area FOUR, which encompasses the areas of Southern Michigan and Northern Ohio. This region was chosen because, when LEAP originated, it had a high unemployment rate, thus offering the greatest available supply of skilled personnel. Test stations in the target area were the four MEPSs affiliated with the NRD offices in Detroit, Michigan; Cleveland, Ohio; and Columbus, Ohio, and 30 area community colleges. One Navy classifier at each MEPS was assigned responsibility for screening and testing applicants from the area work force; and educational specialists from the NRDs, for helping college counselors screen and test applicants with college backgrounds.

In an attempt to modify the lateral entry recruiting process so that procedures were more objective and less time-consuming, objective skill tests were developed for the following 13 ratings, which were experiencing severe petty officer (E-4, E-5, and E-6) shortfalls at the time LEAP was originated.

- AE--Aviation electrician's mate.
- AT--Aviation electronics technician.
- EM--Electrician's mate.
- EN--Engineman.
- ET--Electronics technician.
- FTG--Fire control technician (gun fire control).
- HT--Hull maintenance technician.
- IC--Interior communications technician.
- MM--Machinist's mate.
- MR--Machinery repairman.
- MS--Mess management specialist.
- SK--Storekeeper.
- YN--Yeoman.

Also, an interactive set of computerized procedures entitled "strategy for enlisting lateral entrants via computer technology" (SELECT) was developed for use in conjunction with the tests.

#### Purpose

The objective of this report is to document the SELECT system, including system requirements and operational procedures.

### SYSTEM DESCRIPTION

SELECT is an interactive computerized set of classification procedures for initial processing of lateral entry applicants. It was designed to (1) streamline the process by which Navy classifiers at MEPS currently determine whether applicants are qualified for DPEP and (2) automate the process so that naive users such as college counselors could screen potential DPEP entrants. As part of this effort, a cross-reference system that converts civilian occupations to Navy ratings was developed. While a manual version of SELECT was also created, the major focus was on the operation and content of the computerized version.

SELECT is a set of 10 functions (programs), comprising approximately 150 lines of programming in APL, an interactive programming language. The programs reside on an IBM 370/3081 computer, a large mainframe operated by Boeing Computer Services (BCS). This system was chosen because it is used by Navy classifiers, who make up one group of intended SELECT users, and compatible terminals are available at each MEPS. However, SELECT can be adapted to smaller mainframes (e.g., IBM 4341) and microcomputers (e.g., IBM 5110), both of which were used in developing SELECT. On any system, SELECT operates within an APL workspace that contains all the necessary functions and variables to build and update the SELECT data base, which is stored permanently on a disk external to the APL workspace. When a user signs on to the BCS computer under a special account, the data base and APL workspace are made available and SELECT is automatically invoked. Appendix A provides a brief description of the SELECT system



programs; Appendix B, a description of the global variables used; and Appendix C, the actual program documentation.

Figure 1, a flowchart of the SELECT process, shows how SELECT flows from evaluation of general to specific lateral entry requirements. This simplifies the selection process by enabling the user to determine early on in the process if an applicant meets the general requirements for a rating and/or pay grade. If he or she is judged as unqualified, no further action is required.

Initially, the SELECT system requires input of demographic variables for use in tracing applicants and in subsequent analyses. SELECT computes the applicant's maximum qualified pay grade by comparing work/training experience data entered with lateral entry pay grade requirements listed in the Navy Recruiting Manual--Enlisted (1982). The SELECT output contains the level of pay grade qualification and the associated basic monthly pay to enable the applicant to weigh the financial aspects of enlisting. SELECT also prints out the factors that limit the applicant to the pay grade indicated.

The next step in the sequence is determining the appropriate Navy rating for the applicant. This required, among other things, the development of a civilian occupation-Navy rating cross-reference system to allow users (Navy classifiers, college counselors, and other potential users (e.g., job placement officials)) to identify the Navy ratings corresponding to the applicant's civilian training and/or work experience. The Department of Labor's Dictionary of Occupational Titles (DOT) was used as the framework to define civilian occupations. In DOT, civilian occupations are represented by nine-digit codes, with the first three being used to classify occupations by category, division, and group respectively. This level of detail was used in SELECT since it is the closest to the detail level used in describing Navy ratings.

The system was developed from existing Navy and Department of Defense publications that list Navy ratings and corresponding DOT classifications (e.g., the Military-Civilian Job Comparability Manual and the Navy Enlisted Career Guide). Also, the manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Section I (Navy Enlisted Occupational Standards) (NAVPERS 18068) was used to obtain titles of related civilian occupations for each rating. The civilian occupations were converted into DOT codes when not already provided. Finally, all available sources were integrated into a computer cross-referenced data base of all DOT codes and Navy ratings. Any gaps in the data base due to the limited listings in the available sources were filled in by judging which ratings corresponded to each DOT code.

To help the applicant decide which rating to select, a brief description of each rating was written based on descriptions provided in the Navy Enlisted Occupational Standards and in the Navy Enlisted Career Guide. These descriptions included, for each rating, a listing of the semester hours of credit that could be received by Navy personnel at each pay grade within a rating. This educational correspondence data, which is particularly useful to college students and recent graduates, were based on assessments of each rating found in The 1980 Guide to the Evaluation of Educational Experiences in the Armed Services, a publication of the American Council on Education.

After general pay grade qualifications have been assessed and a rating selected, SELECT determines whether the applicant meets requirements specific to the rating for

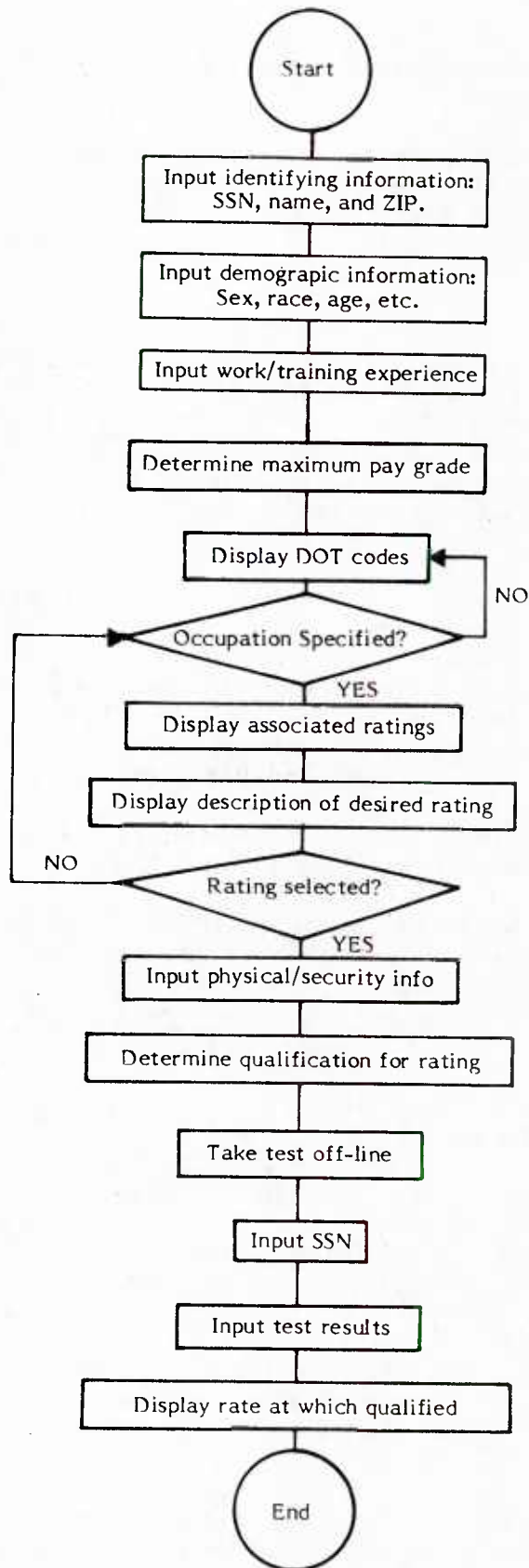


Figure 1. A flowchart of the SELECT process.

physical characteristics, citizenship, and security clearance. These standards are listed in Appendix J of the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. If an applicant is unqualified for the rating, SELECT displays the deficient areas. Further, SELECT displays the results of any previous tests so that, if the individual has already taken the desired test, retesting can be avoided.

When an applicant has been otherwise determined qualified for a rating, a skill qualification test is administered and results are scored manually. (These assessment instruments will be described in a subsequent report.) Finally, test scores are compared with established criteria and the maximum eligible pay grade within the rating is determined. SELECT then displays the rating and pay grade for which the applicant is qualified, plus the basic monthly pay associated with the pay grade.

As previously mentioned, a manual version of SELECT was developed for use when the computer is inaccessible. This method, which is basically a sequence of steps paralleling the computer method, uses printouts of files stored in the computer. Under this method, the user (e.g., college counselor, Navy classifier, or educational specialist) manually flips through the pages of the printed files to obtain necessary information and then fills out a SELECT data sheet with information that would otherwise be entered and/or calculated, and stored by the computer. Information from the data sheet is later entered into the computer to maintain an updated data base. Instructions on how to use SELECT under both manual and computer conditions are contained in Appendix D.

## RECOMMENDATION

A need exists to evaluate SELECT in a context that requires users of varying sophistication to determine appropriate Navy ratings for applicants from a wide variety of civilian occupations.

## REFERENCES

American Council on Education. Guide to the evaluation of educational experience in the armed services. Washington, DC: 1982.

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Naval Military Personnel Command. Manual of Navy enlisted manpower and personnel classifications and occupational standards (NAVPERS 18068), 1982.

Navy Recruiting Command. Navy recruiting manual--enlisted (COMNAVCRUITCOM INST. 1130.8). Arlington, VA: 1982.

Navy Recruiting Command. Navy enlisted career guide. Arlington, VA: 1981.



**APPENDIX A**  
**BRIEF DESCRIPTION OF APL FUNCTIONS**

## BRIEF DESCRIPTION OF APL FUNCTIONS

1. SELECT Main function that controls determination of an applicant's rate. Solicits social security number and verifies its validity. It determines if the SSN is old by examining data base through SHARE function. Solicits name of applicant and zip code of testing site. The function then calls functions 2-6 listed below. Each function returns a variable that contains the solicited information, which is then stored by SELECT. Before ATEST is invoked, an opportunity is given to review and/or correct any data previously entered. This offer is accessible from any point in any function by entering a special character. It is automatically accessed when SSN is old. Following update section, ATEST is called, after which SHARE is called to permanently update the data base. The function can then be restarted or else the terminal session is terminated.
2. DEMOG Solicits demographic information that is not used in rate determination but is useful for identification and research purposes. Input is not checked for conformity to format of parameters since this could cause unnecessary delays in processing the applicant. Because these data will be used only for identification, strict format conformity is not required. Excess spaces are removed from input, however, to conform to available space in data base.
3. APAYGRADE Solicits information on months of general and supervisory work experience and hours of vocational training. This information is then compared with the variable STANDARD to determine at which pay grade the applicant is qualified. The function then prints the level of qualification, the associated basic pay, and the parameters that limited pay grade to reported level.
4. AXREF Interactively cycles through one, two, and three-digit codes of the Dictionary of Occupational Titles (DOT), stored in the variable MENU. Once a three-digit code is specified, its location is found in the variable INDC, which is an index for ratings found in the variable RATC. The portion of RATC containing the ratings associated with the DOT code (indicated by INDC) is then printed. Next, the user has the option of returning to a display of DOT codes or of viewing a description of a rating contained in the variable ADESCR.
5. ABACK Solicits information pertinent to requirements for special physical characteristics, such as hearing and vision, and for citizenship and security clearance. The function first solicits the rating and then the information. If qualification for a different rating is requested, stored background information can be used. Following specification of information or use of stored data, qualification for the entered rating is given. If the applicant is unqualified, the areas causing disqualification are listed.
6. ATEST Prints out results of any previous test, then solicits rating and scores of test. Compares scores with those stored in variable CRITERIA. Prints out rate at which test-qualified and pay grade for which

qualified from APAYGRADE. Also prints associated basic monthly pay.

7. SHARE Depending on argument, this function establishes read-only or read/write access to data base in file DIRECT AP210. The function searches for SSN entered in SELECT function and reads data from appropriate record or writes data to appropriate record. If no match found, first record after existing data is used. If write access cannot be established, a temporary file is created.
8. COND This function eliminates excess blanks from a string.
9. ANUMCHK The function checks string for numerical characters and resolicits input if nonnumeric character found.
10. FIND This function searches one variable for the location of another. Upper and lower case letters are treated identically.

**APPENDIX B**  
**GLOBAL VARIABLES**



**GLOBAL VARIABLES**  
(dimensions in parentheses)

AMENU	(110 x 14 x 64) This variable contains 110 displays. Each display is 14 x 64 characters consisting of: <ol style="list-style-type: none"><li>1. 1 display of 1-digit DOT codes.</li><li>2. 9 displays of 2-digit DOT codes.</li><li>3. 100 displays of 3-digit DOT codes.</li></ol>
RATC	(1351 x 4) This variable contains 1351 ratings. Each rating is allotted 4 spaces. Groups of ratings correspond to particular DOT codes and are indexed by INDC.
INDC	(411 x 3) This variable contains 411 indexes that are used to index the appropriate group of ratings in RATC. Each index corresponds to a DOT code that has at least one associated Navy rating. Each index has three parts: <ol style="list-style-type: none"><li>1. DOT code.</li><li>2. Position of first rating listed in RATC minus.</li><li>3. Number of rating listed in RATC.</li></ol>
ADESCR	(99 x 16 x 64) This variable contains 99 displays. Each display is 16 x 24 characters. They consist of job descriptions and educational backgrounds for 97 ratings. Two ratings require two displays.
RATING	(99 x 4) This variable contains 99 ratings. Each rating is allotted 4 spaces. The ratings correspond to the descriptions in ADESCR and are used to index the appropriate display.
STANDARD	(7 x 4) This variable contains minimum levels of (1) work experience, (2) supervisory work experience, (3) training, and (4) a combination of work experience and training, for qualification at each of seven pay grades (E-1--E-7).
PAY	(8 x 7) This variable contains basic monthly pay (in a 7-character string) for 8 pay grades (E-0--E-7).
BGINFO	(13 x 7) This variable contains 7 values for each of the 13 LEAP target ratings. The values correspond to special physical, citizenship, and security clearance requirements for each rating.
CRITERIA	(13 x 3) This variable contains the minimum test scores necessary to pass each of 3 pay grades (E-4--E-6) for each of the 13 LEAP target ratings.
RTG	(13 x 4) This variable contains the 13 LEAP target ratings (4 characters per rating). It is used to reference the values in BGINFO and CRITERIA.

**APPENDIX C**  
**DOCUMENTATION OF APL FUNCTIONS USED IN SELECT**

## DOCUMENTATION OF APL FUNCTIONS USED IN SELECT

```

V SELECT;Q;Y;RECORD;SSN;INDEX;NAME;OLD;ZIP;DIRECTORY
[1] 'STRATEGY OF ENLISTING LATERAL ENTRANTS VIA COMPUTER TECHNOLOGY
[2] 'ENTER ;CR: vCARRIAGE RETURN^ TO CONTINUE TO NEXT PROGRAM'
[3] 'ENTER / TO REVIEW DATA'
[4] 'ENTER ^ TO EXIT MAIN PROGRAM',DAVE203J
[5] ST:INDEX+1+OLD+0
[6] RECORD+320pQ+
[7] 'ENTER SSN, ;CR:, ^, /'
[8] +(' ^/'=1+SSN+ANUMCHK [ ])/P,END,U
[9] +(9=pSSN)/CONT1
[10] 'PLEASE ENTER 9 DIGITS'
[11] +ST
[12] CONT1:SHARE 'R'
[13] RECORD[118 119]+ 2 0 +1+~1+^'0',RECORD[118 119]
[14] +(OLD+^ ^RECORD[13])/U
[15] RECORD[120+^5]+5+^TSC2 3]
[16] RECORD[9]+SSN
[17] N:'PLEASE ENTER NAME OF NEW APPLICANT, ^ TO REENTER SSN, ;CR:, ^'
[18] (64*OLD)+RECORD[30], ' IS STORED'
[19] +(' ^/'=1+NAME+20+COND [ ])/Z,END,ST
[20] RECORD[10+^20]+NAME
[21] Z:'PLEASE ENTER ZIP CODE OF TESTING SITE, ;CR:, ^, /'
[22] (64*OLD)+RECORD[31+^5], ' IS STORED'
[23] +(' ^/'=1+ZIP+COND [ ])/D,END,U
[24] RECORD[31+^5]+5+ZIP
[25] D:+(' ^/'=1+Y+DEMOG)/P,END,U
[26] RECORD[37+^33]+33+Y
[27] P:+(' ^/'=1+Y+APAYGRADE)/X,END,U
[28] RECORD[70+^20]+20+Y
[29] X:+(' ^/'=1+Y+AXREF)/B,END,U
[30] RECORD[90+^5]+5+Y
[31] B:+(' ^/'=1+Y+ABACK)/U,END,U
[32] RECORD[95+^20]+20+Y
[33] U:'ENTER vN,Z,D,P,X,B^ FOR NAME, ZIP, DEMOG, PG, XREF, BACKGC ;CR: FOR TEST SCORES, ^, /'
[34] OLD+1
[35] +('NZDPXB ^/'=1+COND [ ])/N,Z,D,P,X,B,T,END,U
[36] +U
[37] T:+(' ^/'=1+ATEST)/U
[38] END:'END OF PROGRAM'
[39] SHARE 'U'
[40] 'PLEASE ENTER ]+] TO RESART PROGRAM, OTHERWISE SYSTEM LOGS OFF'
[41] +(' ^/'=1+T)/1,0
[42] OCTS 'LOGOFF'
V

```

```

V DEM+DEMOG
[1] 'PLEASE ENTER THE FOLLOWING DEMOGRAPHIC INFORMATION v;CR:, ^, /^'
[2] 'SEX + RACE + ETHN + CIV ED + DOB + BRANCH + YR/MO/DA OF SERVICE'
[3] (64*OLD)+RECORD[37+^33], ' IS STORED'
[4] +(' ^/'=1+DEM+35+COND [ ])/0
V

```

```

V DATA+APAYGRADE;AREAS;C;MIN;X;Y
[1] 'ENTER THE FOLLOWING TO DETERMINE MAXIMUM PAYGRADE, ;CR:, ^, /'
[2] HEAD:AREAS+ 3 16 pD+^ WORK EXPvMOSA ^ SUP W/E vMOSA ^ TRAINING vHRS^
[3] (64*OLD)+RECORD[70+^20], ' IS STORED'
[4] +(' ^/'=1+DATA+ANUMCHK [ ])/0
[5] +(0+pQ+((3+p,X+^DATA)*64)+^PLEASE ENTER ONE NUMBER FOR EACH AREA LISTED.)/HEAD
[6] C+, (14)*.=14
[7] C+C/, (8 7 4 p4pX+(XC3]+1000*XC1]+12),XC[3 1 2])+.STANDARD
[8] 'APPLICANT IS QUALIFIED FOR ',(Y+3+^E',+MIN)', WITH BASE MONTHLY PAY OF $',PAYC1+MIN+L/C:]
[9] 'MINIMUM AREAS( ',C1](C=MIN)/C1](1 16 p^ WORK+TRAINING '),C1] 3 16 +AREAS[3 1 2 ];10]
[10] DATA+Y,DATA
V

```

```

V DOT+AXREF;I;LOC;POS;RAT
[1] ENT:'ENTER DOT NUMBER v0 TO BEGIN^, ;CR:, ^, /'
[2] (64*OLD)+RECORD[90+^5], ' IS STORED'
[3] +(' ^/'=1+DOT+3+ANUMCHK [ ])/0
[4] I+(^DOT, +1')+10*2=+/' ^DOT
[5] +(3=+/DOT^ ^)/LST
[6] AMENU[;:]
[7] +ENT
[8] LST:LOC+, INDCPOS-(1+1+pINDC)=POS+INDC[;]1-1; 2 3]
[9] ,RATCLOC[1]+LOC[2];]
[10] +(POS=1+1+pINDC)/ENT
[11] DES:'ENTER RATING DESCRIPTION DESIRED, 1 FOR NEW DOT NUMBER, ;CR:, ^, /'
[12] +(' ^/'=1+RAT+Q)/0,EN,EN,ENT
[13] +(0+p,Q+ADESCRATING FIND 4+RAT;:)]/DES
[14] RAT, ' RATING DOES NOT EXIST'
[15] +BES
[16] EN:DOT+RAT
V

```

```

V BACKG+ABACK;RT;N;BG;IND;INFO;OPEN
[1] ST:ENTER RATING TO DETERMINE BACKGROUND QUALIFICATION, ;CR:, #, /'
[2] N+1+PIND+0
[3] +(' #/'=BACKG+1+RT+4+COND 0)/CONT,0,0
[4] +(<0#PIND+RTG FIND RT)/CONT
[5] RT, ' IS NOT A LEAP RATING. PLEASE RE+ENTER. ;CR:, #^'
[6] +ST+1
[7] CONT:ENTER BACKGROUND INFORMATION 1*YES/NORMAL 2*ABNORMAL/NO^'
[8] INFO+ 6 7 P0+ 'COLOR HEAR SPEECH CIT SECUR VISION VFROM 20/-- TO 20/--^, #, /'
[9] (64*OLD)+RECORD95+120, ' IS STORED'
[10] BACKG+0
[11] GET:+' #/'=1+BACKG+ANUMCHK 0, ' ,BACKG)/NEXT,0,0
[12] +(<7#P, #BACKG)/NEXT
[13] 'PLEASE ENTER ;CR: OR 7 NUMBERS SEPARATED BY SPACES'
[14] +GET
[15] NEXT:BACKG+BG+7+BACKG, ' ,RECORD95+125]
[16] +(<0#PIND)/QUAL
[17] +(<N+7#+BG+BG<=, BGINFO[IND];)/QUAL
[18] 'APPLICANT UNQUALIFIED FOR ',RT, ' RATING DUE TO('
[19] (<BG)/[1] INFO,[1] INFO[6];)
[20] QUAL:(64*N)+ 'APPLICANT IS QUALIFIED FOR, ',RT, ' RATING'
[21] +(<1+1+OPEN+(RECORD111+15*13)= ' ')/13)/0
[22] RECORD[30], ' HAS ALREADY BEEN TEST QUALIFIED AS: ',DAVC203],RECORD[125+15*OPEN[1]-1]
V

```

```

V R+ATEST;N;RT;IND;RES;RAT;MPG;OPEN
[1] +(<1+1+OPEN+(RECORD111+15*13)= ' ')/13)/ST
[2] RECORD[30], ' HAS ALREADY BEEN TEST QUALIFIED AS( ',,DAVC203],RECORD[125+15*OPEN[1]-1]
[3] ST:ENTER RATING OF TEST RESULTS, ;CR:, #, /^'
[4] +(' #/'=R+1+RT+COND 0)/0
[5] +(<0#PIND+RTG FIND 4+RT)/CONT
[6] RT, ' IS NOT A LEAP RATING. PLEASE RE+ENTER. ;CR:, #, /^'
[7] +ST+1
[8] CONT:ENTER NUMBER CORRECT FOR( E4 E5 E6, ;CR:, #, /^'
[9] +(' #/'=1+RES+ANUMCHK 0)/0
[10] RAT+(4+RT, (<N+7#+BG+BG<=, BGINFO[IND];)/ 4 5 6), '^'
[11] 'APPLICANT IS TEST QUALIFIED AS AN ',RAT, ', WITH A BASE SALARY OF $',PAY[N+1];]
[12] 'WITH LIMITATION DUE TO BACKGROUND OF( ',MPG, ', WITH A BASE SALARY OF $',PAY[1+1+1+0],MPG+RECORD[71 72];]
[13] RECORD[(110+15*OPEN[1])+15]+(5+RAT),10+RES
V

```

```

V SHARE R;D;J;DCTL;DREC;TEMP;DIRECTORY
[1] +(<9#PSSN)/0
[2] J+0
[3] TRY:DCTL+ 'DIRECT AP210 *(CTL '
[4] DREC+ 'DIRECT AP210 *(USER NPRDC1 PASS LEAP ',R
[5] +(<1#^/2=210 [DSVO 2 4 P'DRECDCTL')/ERR1
[6] +(<0#1+DCTL)/ERR1
[7] ST:DIRECTORY+ 0 9 P'
[8] CHK:+(<0#TEMP+DREC)/END
[9] DIRECTORY+DIRECTORY,[1] 9+TEMP
[10] +CHK
[11] END:+(<0#J+DIRECTORY FIND SSN)/FINR
[12] DCTL+2PJ
[13] PROC:1'RECORD+320+,DREC+320+,RECORD'C(12*R#R')+16]
[14] +0
[15] FINR:+PROC*R='U'
[16] ERR1:+(2=J+J+1)/T
[17] 'SYSTEM ERROR PLEASE WAIT 2 SECONDS WHILE CONTACT REATTEMPTED'
[18] D+DCTS 'SL 2 SEC'
[19] D+DEX 2 4 P'DRECDCTL'
[20] +TRY
[21] T:DCTL+ 'DIRECT(CTL'
[22] DREC+ 'DIRECT',R
[23] 'PLEASE REPORT THE FOLLOWING TO [R. IARC AAMOVITCH'
[24] 'AT r*P[0. v619^ 225+6911'
[25] +(<1#^/2=210 [DSVO 2 4 P'DRECDCTL')/ERR2
[26] +(<0#1+DCTL)/ERR2
[27] 'TEMPORARY FILE USED'
[28] +ST
[29] ERR2:TEMP CONTACT FAILED. PLEASE RETRY LATER'
V

```

```

V Y+COND X
[1] Y+1+(( ' #X)' #10X)/X+ ' ',X
V

```

```

V Y+ANUMCHK X
[1] ST:Y+,COND X
[2] +(' #/'=1+Y+,X)/0
[3] +((P,Y)=+Y+ ' 0123456789')/0
[4] 'PLEASE ENTER NUMERIC INFORMATION ONLY'
[5] X+,0
[6] +ST
V

```

```

V Z+A FIND B
[1] +(<0#PZ+(A[;P,B]A^,B)/1+PA)/0
[2] B+ 'ABCDEFGHIJKLMNQRSTUWXYZ 'C' a[n]L[e_ VΔi+ ' [ ] r o * ? p [ ~ + u w o f c ' \ B]
[3] Z+(A[;P,B]A^,B)/1+PA
V

```



## SELECT

<u>Line #</u>	<u>Description</u>
1-4	Instructions for special characters, which are acted upon when entered at any request for input during function execution.
5-6	Initialize index, old record.
7	Print SSN instructions.
8	Verify input to SSN as numeric and move to appropriate section if special character is entered.
9-11	Print error message and return to start if SSN does not contain exactly 9 digits with no spaces.
12	Invoke SHARE function to determine if SSN already exists in data base.
13	Increment counter of number of times record accessed.
14	If record has existing information, indicate in OLD and go to update area.
15	Store current date if SSN new.
16	Store SSN if new.
17	Print instruction for input of name.
18	If old SSN, print out stored data.
19	Assign condensed input of name to NAME and move to appropriate section if special character entered.
20	Store name.
21	Print instructions for input of zip code.
22	If old SSN, print out stored data.
23	Assign condensed input of zip code to ZIP and move to appropriate section if special character entered.
24	Store ZIP code of testing site.
25	Invoke DEMOG function, store result in Y, and move to appropriate section if special character is the result.
26	Store demographic information.
27-28	Same as 25-26 applied to APAYGRADE function.
29-30	Same as 25-26 applied to AXREF function.

<u>Line #</u>	<u>Description</u>
31-32	Same as 25-26 applied to ABACK function.
33	Print update/review instructions.
34	Update OLD to indicate that there are stored data.
35-36	Move to indicated section or resolicit input if unknown character entered.
37	Invoke ATEST function and move back to update line if '/' is the result.
38	Print 'end of program.'
39	Invoke SHARE program to update data base.
40	Print instructions to restart function.
41-42	Restart or log off as indicated by input.

### DEMOG

- 1-2 Print out instructions for entering information.
- 3 If old SSN, print out stored data.
- 4
  - a. Solicit input for demographic information.
  - b. Remove excess blanks from input.
  - c. Assign 35 characters of input as result of function.

### APAYGRADE

- 1-2 Print out instructions.
- 3 If old SSN, print out stored data.
- 4
  - a. Solicit input for experience and training.
  - b. Verify input is numeric.
  - c. Assign numbers to DATA.
  - d. If special character entered, exit function with special character as result.
- 5
  - a. Assign DATA to X and if three numbers not entered:
  - b. Print out message.
  - c. Return to instructions.
- 6 Initialize C.
- 7
  - a. Compare DATA with STANDARD.
  - b. Assign level of qualification to C.
- 8 Print out level of qualification and associated base pay.
- 9 Print out areas that limited pay grade to indicated level.
- 10 Assign pay grade and DATA to result of function.

Line #    Description

**AXREF**

- 1    Print out instructions.
- 2    If old SSN, print out stored data.
- 3    a.   Solicit input to begin search for Dictionary Occupational Titles (DOT) code  
      in variable MENU.  
      b.   Verify input is numeric.  
      c.   Assign digits to DOT.
- 4    Convert DOT into page number for AMENU and assign to I.
- 5    If 3-digit DOT specified, go to LST.
- 6    Otherwise, print specified MENU page.
- 7    Continue searching MENU.
- 8    a.   Find the position in INDC of the DOT code and assign it to POS.  
      b.   From the information in INDC, assign to LOC the location RATC of the  
          ratings corresponding to DOT.
- 9    Print out ratings associated with DOT.
- 10   Return to beginning if DOT invalid.
- 11   Print instruction for displaying rating descriptions.
- 12   a.   Solicit input for desired rating description.  
      b.   Go to end of function if special character entered. If (1) is entered, return to  
          beginning.
- 13   a.   Find the location of the rating.  
      b.   Print the description of the located rating.  
      c.   Return to description instructions if description found.
- 14   If no or improper rating entered, print statement.
- 15   Then return to description instructions.
- 16   Assign RAT to DOT as result of function.

**ABACK**

- 1    Print instructions.
- 2    Initialize N and IND.

<u>Line #</u>	<u>Description</u>
3	a. Assign to RT 4 letters of condensed input. b. Assign the first character of input as result of function. c. Skip to next section in function, or if input is another character, exit function, with character as result.
4	a. Find position of RT in RTG and assign to IND. b. Skip to next section if rating found.
5-6	If not, print statement and return to start of function.
7-8	Print instructions.
9	Print out stored value of BACKG.
10	Initialize BACKG.
11	a. Solicit input for BACKG. b. Verify input is numeric. c. Assign value to BACKG. d. Skip to next section if function, or if input is another special character, exit function, with character as result.
12	Skip to next section if BACKG has 7 numbers.
13-14	If not, print instruction and return to solicit input.
15	Assign numeric representation to BACKG plus stored data to BS.
16	Skip to next section if no rating was entered.
17	a. Compare values of BGINFO for indicated ratings. b. Assign logical comparison vector to BG. c. Test if all values meet standards. d. Assign result of test to N. e. If result is positive, go to qualification statement.
18	If not, print nonqualification statement.
19	Print reasons for not qualifying.
20	Print qualification statement if qualified.
21-22	Print out tests already taken, if any, and the results.

### ATEST

- |     |                                                         |
|-----|---------------------------------------------------------|
| 1-2 | Print out tests already taken, if any, and the results. |
| 3   | Print instructions.                                     |

<u>Line #</u>	<u>Description</u>
4	Assign condensed input of rating to RT and exit function if special character entered.
5	Assign index for rating entered to RT and skip to results section if rating found.
6-7	If not, print error message and return to solicitation.
8	Print instructions.
9	Verify input as numeric, assign results to RES, and exit function if special character entered.
10	Compare results with indicated CRITERIA and store output of rank and pay grade in RAT.
11-12	Print statement of test and background qualification with salary information.
13	Record qualified rate and test results.

### SHARE

1	Exit function if SSN invalid.
2	Initialize J.
3-6	Establish connection with data base and move to error section (Line 15) if any problems indicated.
7-10	Establish DIRECTORY as a list of all SSNs in the data base.
11	Locate the position of the SSN in DIRECTORY, assign this value to IND, and move to FINR (Line 14) if it does not exist.
12	If it does exist, establish access to indicated record.
13	If R indicates read access desired, read data into RECORD variable; if write access desired, write data from RECORD to file.
14	Exit function.
15	Exit function unless R indicates write access desired in which case move to PROC (Line 13) to write data.
16-20	Make 2 more attempts to establish connection by delaying 2 seconds, expunging old attempt and moving to TRY (Line 2).
21-24	If contact cannot be established, create temporary file and print instructions to report problem.



Line #    Description

- 25-26    If temporary file cannot be created move to EER2 (Line 29) and print error.
- 27-28    Print success message and move to ST (Line 6) to store data.
- 29        Error message for temporary file.

**COND**

- 1        Eliminate excess and leading blanks from string X and assign condensed string as result of function.

**ANUMCHK**

- 1-2     Assign condensed form of X to Y and exit function if Y contains special character.
- 3        Exit function if each element of Y is numeric or blank.
- 4-6     Print numeric instructions, solicit new input, and move to ST to evaluate new input.

**FIND**

- 1        Find the location of string B in matrix A and assign value as result of function.
- 2-3     If B cannot be located, convert upper case to lower case and reattempt location.

**APPENDIX D**  
**SELECT GUIDE FOR MANUAL AND COMPUTER PROCEDURES**

**SELECT**

**(Strategy for Enlisting Lateral Entrants via Computer Technology)**

**Guide for Manual and Computer Procedures**



## Directions for Tentative Assignment to Rate using SELECT

### I. General Introduction

The Strategy of Enlisting Lateral Entrants via Computer Technology (SELECT) is an interactive computer program designed to aid classifiers and/or college counselors in tentatively determining the rating and paygrade at which an applicant may enter the Navy under the Lateral Entry Accession Program (LEAP). The determination is based on the applicant's previous work experience, training, and the results of specially designed LEAP tests. Since all testing sites do not have access to computer terminals, a manual method for making rate determinations, closely paralleling the computer method, has been developed. This involves completing a data sheet that will be submitted to the local Navy Recruiting District (NRD) for subsequent entry into the computer. This method also provides an alternative means of rate determination in the event of computer failure.

### II. Manual Method

Page 8 is a sample of a completed SELECT Data Sheet. Following the data sheet are four information sections containing information necessary to complete the data sheet. The description of those sections is given below. Their use is described in the instructions for the data sheet beginning on page 2.

#### Data Sheet Tables

This section contains three tables used to determine qualification for paygrade and rating on the basis of (1) general paygrade requirements, (2) special physical requirements for entry into a rating, and (3) test scores required for acceptance in a given paygrade for a specific rating.

#### DOT Structure

This section contains all the one-, two-, and three-digit DOT codes.

#### DOT - Navy Rating Cross-Reference

This section contains the Navy ratings associated with each DOT code. Starred ratings are part of LEAP pilot project and are those which tests are available.

#### Rating Descriptions

This section contains brief descriptions of all Navy ratings. Also included are brief descriptions of the corresponding educational credit associated with each paygrade within a rating.

INSTRUCTIONS FOR DETERMINING RATING AND PAYGRADE  
USING THE MANUAL METHOD

1. SSN - Enter 9 digits
2. Name - Last name; First and Middle initials
3. Zip Code - Enter five digit zip code of testing site
4. Demographic information - Fill out each line as indicated below
  - a. Sex - Enter M or F
  - b. Race - Enter the letter in parentheses below that corresponds to the applicant's race
    - (C) Caucasian
    - (N) Black/Negroid
    - (X) Other
    - (Z) Unknown
  - c. Ethnic - Enter the letter or number in parentheses below that corresponds to the applicant's ethnic background
    - (1) Spanish, N.E.C.
    - (2) American Indian, N.E.C.
    - (3) Asian American, N.E.C.
    - (4) Puerto-Rican
    - (5) Filipino
    - (6) Mexican American/Chicano
    - (7) Eskimo
    - (8) Aleut
    - (9) Cuban American
    - (D) India
    - (E) Malaysian
    - (G) Chinese
    - (J) Japanese
    - (K) Korean
    - (L) Polynesian
    - (Q) Other Pacific
    - (S) Central/South American
    - (V) Vietnamese
    - (W) Micronesian
    - (X) Other
  - d. Civilian Education - Enter the number of years of education plus the letter that corresponds to the type of certificate the applicant has received.
    - (N) None
    - (G) Graduate Equivalency Diploma
    - (P) Post high school degree
    - (D) High School Diploma
  - e. Date of Birth - Day/Month/Year



f. Prior Service

(1) Branch - If the applicant has prior service, enter the letter in parentheses below that corresponds to the branch of service followed by the letter R, for Reserve duty.

- (AF) Air Force
- (A) Army
- (C) Coast Guard
- (M) Marine Corps
- (N) Navy

(2) Length of Service - Years/Months/Days

5. Maximum Paygrade -

- a. Months of Work Experience - Enter the number of verifiable months the applicant has worked in a given field.
- b. Months of Supervisory Work Experience - Enter the number of verifiable months the applicant has worked as a supervisor in any field.
- c. Hours of Specific Vocational Training - Enter the number of verifiable contact hours the applicant has spent in a specific vocational training program. Translate one year as 1000 hours.
- d. Work/Training - This variable must be calculated as follows: Translate one year of work as 1000 hours by dividing 12 into (a) and multiplying by 1000. Add the result to (c).

Example: (a) = 60  
(c) = 4000

$$\begin{aligned} 60 \div 12 &= 5 \\ 5 \times 1000 &= 5000 \\ 4000 + 5000 &= 9000 \end{aligned}$$

Thus, 9000 is entered on line (d).

Next, compare the data on lines (a) through (d) with the Paygrade Standards in the Data Sheet Tables section following the sample Data Sheet. Each of the lines (a) through (d) corresponds to one column in the Paygrade Standards table. In each category, the applicant qualifies at the level his number meets or exceeds the value in the table. Using the numbers as the sample data sheet, the applicant qualifies for E5 in work experience, E5 in supervisory work experience, E6 in training and E6 in work/training. Overall, the applicant is restricted to the lowest paygrade he qualified for in the categories. In this case, the applicant is qualified for E5 because of his work experience and supervisory work experience. Therefore, E5 is entered on line 5 of the sample. NOTE: If the minimum area is Work Experience for an applicant who is otherwise qualified for E4, Work Experience may be waived. This means an applicant qualifying at the E3 level may be considered to qualify at the E4 level.

6. DOT - Navy Rating Cross-Reference - The purpose of this step is to find the Navy Rating that is appropriate to the applicant's work experience, training, and interests. This is done with the help of the final three information sections as described below.
  - a. The DOT structure section is used to determine the three-digit DOT code corresponding to the applicant's area of work. This is done by first selecting the appropriate occupational category (one-digit numbers), narrowing this by selecting the appropriate occupational division (two-digit numbers), and finally refining this by selecting the appropriate occupational group (three-digit numbers). Enter the selected three-digit number on line 6.
  - b. The DOT - Navy Rating Cross-Reference is used to find the Navy ratings associated with the selected DOT code. Simply look up the three-digit code to find the associated ratings. Remember, tests are only available for the starred ratings.
  - c. The final step in choosing a rating is to read the descriptions in the Rating Descriptions section. This section contains a brief description of the duties performed by each Navy rating. A description of educational correspondence is also included. This is an indication of the number of semester hours of credit by course that an individual in a given Navy rate could receive. The number in parentheses refer to the semester hours for paygrades E4, E5, E6, and E7. Thus, the applicant should be familiar with the subjects listed if he expects to qualify for a given rating and paygrade.
7. After a rating is selected, enter this on line 7. To determine qualification for the rating selected, complete lines (a) through (g) and compare the results with the Rating Qualification table in the Data Sheet Tables section. To fill in the data for lines (a) through (e), enter a '1' for 'yes' or 'normal' and '2' for 'no' or 'defective'. For lines (f) and (g), enter the appropriate values for the applicant's vision. An applicant is qualified only if all of the data entered are less than or equal to values in the table for the selected rating. Next to rating entered on line 7, place a '+' if the applicant is qualified and a '-' if not.
8. Test Results - If applicant is qualified for the given rating and has not yet been tested in this rating, a test may be issued. Consult LEAP Test Administrator's Manual for instructions. Once the scoring has been completed, enter the results on the appropriate lines on the data sheet. Compare the results to those in Data Table 3. Applicant is test-qualified for the given rating at the paygrade for which the recorded scores meet or exceed the tabled values. NOTE: An applicant cannot qualify as an E6 if he has not qualified as an E5, and he cannot qualify as an E5 if he has not qualified as an E4. Indicate in the space provided, the level of qualification.

9. Enter the lower of paygrades determined in Step 5 and Step 8, and indicate to the applicant the corresponding basic pay (see Data Table 1).

Submit completed Data Sheet to your local NRD, c/o Enlisted Programs Officer.

### III. INSTRUCTIONS FOR DETERMINING RATING AND PAYGRADE USING THE COMPUTER PROGRAM: "SELECT"

The SELECT program is written in the APL computer language and requires that all input be in lower case characters. Thus, it is important to be sure at all times that you enter lower case characters only. Begin by entering your NPRDC USERID and password. The computer will respond with a few lines of print and then request the SELECT password. Enter in lower case letters <<leap>>. This initiates the SELECT program. If the computer responds -ws locked -, enter <<"load Knprdc1K leap>leap >>. If this fails to initiate the SELECT program, log off and try again. The first few lines contain instructions on how to move through the main SELECT program. At any request for input, you may make one of three special entries.

- <\*> - Puts you at the end of the program and stores all the data entered.
- </> - Allows you to re-enter the program at any point desired. After the </> is entered, you will be prompted for the specific entry point (indicated in later sections).
- <cr> - Carriage return advances to the next section of the program. This is useful when reviewing data and no changes are necessary.

The following is a description of the various requests for input. Entry point letters are indicated in parentheses following step number. These are the letters to enter when prompted following entry of </> to update or review data. Only information specific to the computer procedure will be given here. For greater detail see same step number under manual procedures.

1. SSN - Nine digits must be entered without hyphens or spaces.
2. (N) Name
3. (Z) Zip Code of testing site
4. (D) Demographic Information - Enter with at least one space between each item. Dates may be entered with hyphens, slashes, or blanks separating numbers. Letters may also be used for month.
5. (P) Maximum Paygrade - Enter numbers only with at least one space between items. The computer will print out result with minimum areas listed. These are the areas which restrict the applicant to the paygrade indicated and no higher. Remember, if the only minimum area for E3 is work experience, this requirement may be waived. The applicant must still, of course, pass the appropriate test.
6. (X) DOT - Navy Cross-Reference.
  - a. The computer allows you to determine the three-digit DOT code that corresponds to the applicant's area of work. Entering <Ø> produces the one-digit occupational categories. From this, you may enter the appropriate category. The computer then displays the associated two-digit occupational divisions. From this, you may enter appropriate division. The computer then displays the associated three-digit occupational groups. From this, you may enter the appropriate group. At any point in the cross-reference program, you may enter any one-, two-, or three-digit code to either bypass the system or re-start it. Once you specify the three-digit group, the computer displays the associated Navy ratings. Starred ratings are those that are part of the LEAP pilot project for which tests are available.

- b. At this point, you may enter any rating desired, including non-LEAP ratings. The computer will display a brief description of any rating entered. A description of educational correspondence is also included. This is an indication of the number of semester hours of credit by course that an individual in a given Navy rate could receive. Thus, the applicant should be familiar with the subjects listed if he expects to qualify for that rate. The computer also offers the option to re-examine the DOT codes by entering a <l>. Simply entering a carriage return advances the program to the next section. This should be done when a rating has been selected.
7. (B) Background Information for Rating Qualification - Enter the appropriate information with at least one space between each number. The computer will indicate if the applicant has qualified for the rating indicated. If unqualified, the computer displays what caused the disqualification. Also displayed will be test results of any previous test. CAUTION: Do not issue a test for a given rating if the applicant has already taken that test. At this point a <\*> should be entered to store the data and terminate the program. You will re-enter the program again when you have the applicant's test scores. At that time, following entry of the SSN, the computer will ask where you want to enter the program. Enter a carriage return to enter test results.
8. <cr> Test Results - The computer will display the results of any previous test. Then, enter the rating of the test taken. Next, enter the results for E4, E5, E6, with at least one space between each number. The computer will respond with the paygrade at which the applicant has qualified with an indication of the paygrade limitation determined in Step 5.
9. (\*) This concludes the program, and the computer stores all the data entered and requests further input. At this point, any entry other than a <+> causes the computer to log off. A <+> causes the program to begin at the request for SSN. This is in case you have more than one applicant to process at this time.

The SELECT program is designed to take care of most entry errors. If there seems to be a problem in accepting your entries, it may be due to the terminal not being set to lower case, or garbage on the phone lines. Therefore, be sure the terminal is set to lower case and re-enter the data. If this fails to resolve the problem, attempt the following in order: (1) Enter <select> to re-initiate the program, (2) Enter <"i cms> to re-initialize the system, (3) log off and log on again. If the problem continues, please call Dr. Marc Hamovitch at NPRDC - (714) 225-6911.



SELECT DATA SHEET

- 1. SSN 123 - 45 - 6789
- 2. Name JONES, JR
- 3. Zip Code 92152
- 4. Demographic Information
  - a. Sex M
  - b. Race C
  - c. Ethnic X
  - d. Civilian Education 12D
  - e. Date of Birth Da/Mo/Yr 4 1 7 156
  - f. Prior Service
    - (1) Branch N
    - (2) Length Yr/Mo/Da 3 1 11 15
- 5. Maximum Paygrade E5
  - a. Months of Work Experience 60
  - b. Months of Supervisory Work Experience 6
  - c. Hours of Specific Vocational Training 4000
  - d. Work/Training (c+(1000\*a+12)) (9000)
- 6. DOT Code 828
- 7. Rating Qualification ET +
  - a. Color Perception 1
  - b. Hearing 1
  - c. Speech 1
  - d. U.S. Citizen 1
  - e. Eligible for Security Clearance 1
  - f. Uncorrected Vision 20 / 20
  - g. Corrected Vision 20 / 20
- 8. Test Results ET3
  - a. E4 112
  - b. E5 25
  - c. E6 5
- 9. Final Recommendation ET3

## DATA SHEET TABLES

PAYGRADE STANDARDS	(STEP 5)
RATING QUALIFICATION	(STEP 7)
TEST CRITERIA	(STEP 8)

TABLES FOR SELECT DATA SHEET

Paygrade Standards

<u>Pay Grade</u>	<u>(a) Work Exp.</u>	<u>(b) Sup. Work Exp.</u>	<u>(c) Training</u>	<u>(d) Work Exp/ Training</u>	<u>Pay</u>
E3	0	0	0	2000	\$ 642.60
E4	12	0	0	2000	\$ 682.20
E5	24	0	0	4000	\$ 731.40
E6	72	12	3000	9000	\$ 833.10
E7	96	18	4000	12000	\$ 968.70

Rating Qualification

<u>Rating</u>	<u>Col. Perc.</u>	<u>Hearing</u>	<u>Speech</u>	<u>US Cit.</u>	<u>Secur.</u>	<u>Uncorr. Vision 20/ __</u>	<u>Correct Vision 20/ __</u>
AE	1	2	2	1	1	-	-
AT	1	2	2	1	1	-	-
EM	1	2	2	2	2	-	-
EN	2	2	2	2	2	-	-
ET	1	1	2	1	1	-	-
FTG	1	2	2	1	1	20	20
HT	1	2	2	1	1	-	-
IM	1	2	2	1	1	20	20
MM	2	2	2	2	2	-	-
MR	2	2	2	2	2	100	20
MS	2	2	2	2	2	-	-
SK	2	2	2	2	2	-	-
YN	2	2	2	1	1	-	-

Test Criteria

<u>Rating</u>	<u>E-4</u>	<u>E-5</u>	<u>E-6</u>
AE	80	19	-
AT	56	40	11
EM	47	45	14
EN	61	37	10
ET	81	22	9
FTG	61	26	21
HT	73	20	17
IM	52	25	30
MM	74	24	12
MR	59	36	13
MS	82	16	14
SK	77	16	18
YN	58	20	12

DOT STRUCTURE  
(STEP 6)

**SUMMARY LISTING OF OCCUPATIONAL CATEGORIES, DIVISIONS, AND GROUPS**

**OCCUPATIONAL CATEGORIES**

- 0/1 Professional, technical, and managerial occupations
- 2 Clerical and sales occupations
- 3 Service occupations
- 4 Agricultural, fishery, forestry, and related occupations
- 5 Processing occupations
- 6 Machine trades occupations
- 7 Benchwork occupations
- 8 Structural work occupations
- 9 Miscellaneous occupations
- 50 Occupations in processing of metal
- 51 Ore refining and foundry occupations
- 52 Occupations in processing of food, tobacco, and related products
- 53 Occupations in processing of paper and related materials
- 54 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products
- 55 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products
- 56 Occupations in processing of wood and wood products
- 57 Occupations in processing of stone, clay, glass, and related products
- 58 Occupations in processing of leather, textiles, and related products
- 59 Processing occupations, n.e.c.

**PROCESSING OCCUPATIONS**

**TWO-DIGIT OCCUPATIONAL DIVISIONS**

**PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS**

- 00/01 Occupations in architecture, engineering, and surveying
- 02 Occupations in mathematics and physical sciences
- 04 Occupations in life sciences
- 05 Occupations in social sciences
- 07 Occupations in medicine and health
- 09 Occupations in education
- 10 Occupations in museum, library, and archival sciences
- 11 Occupations in law and jurisprudence
- 12 Occupations in religion and theology
- 13 Occupations in writing
- 14 Occupations in art
- 15 Occupations in entertainment and recreation
- 16 Occupations in administrative specializations
- 18 Managers and officials, n.e.c.
- 19 Miscellaneous professional, technical, and managerial occupations

**CLERICAL AND SALES OCCUPATIONS**

- 20 Stenography, typing, filing, and related occupations
- 21 Computing and account-recording occupations
- 22 Production and stock clerks and related occupations
- 23 Information and message distribution occupations
- 24 Miscellaneous clerical occupations
- 25 Sales occupations, services
- 26 Sales occupations, consumable commodities
- 27 Sales occupations, commodities, n.e.c.
- 29 Miscellaneous sales occupations

**SERVICE OCCUPATIONS**

- 30 Domestic service occupations
- 31 Food and beverage preparation and service occupations
- 32 Lodging and related service occupations
- 33 Barbering, cosmetology, and related service occupations
- 34 Amusement and recreation service occupations
- 35 Miscellaneous personal service occupations
- 36 Apparel and furnishings service occupations
- 37 Protective service occupations
- 38 Building and related service occupations

**AGRICULTURAL, FISHERY, FORESTRY, AND RELATED OCCUPATIONS**

- 40 Plant farming occupations
- 41 Animal farming occupations
- 42 Miscellaneous agricultural and related occupations
- 44 Fishery and related occupations
- 45 Forestry occupations
- 46 Hunting, trapping, and related occupations

**MACHINE TRADES OCCUPATIONS**

- 60 Metal machining occupations
- 61 Metalworking occupations, n.e.c.
- 62/63 Mechanics and machinery repairers
- 64 Paperworking occupations
- 65 Printing occupations
- 66 Wood machining occupations
- 67 Occupations in machining stone, clay, glass, and related materials
- 68 Textile occupations
- 69 Machine trades occupations, n.e.c.

**BENCHWORK OCCUPATIONS**

- 70 Occupations in fabrication, assembly, and repair of metal products, n.e.c.
- 71 Occupations in fabrication and repair of scientific, medical, photographic, optical, horological, and related products
- 72 Occupations in assembly and repair of electrical equipment
- 73 Occupations in fabrication and repair of products made from assorted materials
- 74 Painting, decorating, and related occupations
- 75 Occupations in fabrication and repair of plastics, synthetics, rubber, and related products
- 76 Occupations in fabrication and repair of wood products
- 77 Occupations in fabrication and repair of sand, stone, clay, and glass products
- 78 Occupations in fabrication and repair of textile, leather, and related products
- 79 Bench work occupations, n.e.c.

**STRUCTURAL WORK OCCUPATIONS**

- 80 Occupations in metal fabricating, n.e.c.
- 81 Welders, cutters, and related occupations
- 82 Electrical assembling, installing, and repairing occupations
- 84 Painting, plastering, waterproofing, cementing, and related occupations
- 85 Excavating, grading, paving, and related occupations
- 86 Construction occupations, n.e.c.
- 89 Structural work occupations, n.e.c.

**MISCELLANEOUS OCCUPATIONS**

- 90 Motor freight occupations
- 91 Transportation occupations, n.e.c.
- 92 Packaging and materials handling occupations
- 93 Occupations in extraction of minerals
- 95 Occupations in production and distribution of utilities
- 96 Amusement, recreation, motion picture, radio and television occupations, n.e.c.
- 97 Occupations in graphic art work



THREE-DIGIT OCCUPATIONAL GROUPS

PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS

- 00/01 Occupations in architecture, engineering, and surveying
- 001 Architectural occupations
- 002 Aeronautical engineering occupations
- 003 Electrical/electronics engineering occupations
- 005 Civil engineering occupations
- 006 Ceramic engineering occupations
- 007 Mechanical engineering occupations
- 008 Chemical engineering occupations
- 010 Mining and petroleum engineering occupations
- 011 Metallurgy and metallurgical engineering occupations
- 012 Industrial engineering occupations
- 013 Agricultural engineering occupations
- 014 Marine engineering occupations
- 015 Nuclear engineering occupations
- 017 Drafters, n.e.c.
- 018 Surveying/cartographic occupations
- 019 Occupations in architecture, engineering, and surveying, n.e.c.
- 02 Occupations in mathematics and physical sciences
- 020 Occupations in mathematics
- 021 Occupations in astronomy
- 022 Occupations in chemistry
- 023 Occupations in physics
- 024 Occupations in geology
- 025 Occupations in meteorology
- 029 Occupations in mathematics and physical sciences, n.e.c.
- 04 Occupations in life sciences
- 040 Occupations in agricultural sciences
- 041 Occupations in biological sciences
- 045 Occupations in psychology
- 049 Occupations in life sciences, n.e.c.
- 05 Occupations in social sciences
- 050 Occupations in economics
- 051 Occupations in political science
- 052 Occupations in history
- 054 Occupations in sociology
- 055 Occupations in anthropology
- 059 Occupations in social sciences, n.e.c.
- 07 Occupations in medicine and health
- 070 Physicians and surgeons
- 071 Osteopaths
- 072 Dentists
- 073 Veterinarians
- 074 Pharmacists
- 075 Registered nurses
- 076 Therapists
- 077 Dietitians
- 078 Occupations in medical and dental technology
- 079 Occupations in medicine and health, n.e.c.
- 09 Occupations in education
- 090 Occupations in college and university education
- 091 Occupations in secondary school education
- 092 Occupations in preschool, primary school, and kindergarten education
- 094 Occupations in education of the handicapped
- 096 Home economists and farm advisers
- 097 Occupations in vocational education, n.e.c.
- 099 Occupations in education, n.e.c.
- 10 Occupations in museum, library, and archival sciences
- 100 Librarians
- 101 Archivists
- 102 Museum curators and related occupations
- 109 Occupations in museum, library, and archival sciences, n.e.c.

PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS

- 11 Occupations in law and jurisprudence
- 110 Lawyers
- 111 Judges
- 119 Occupations in law and jurisprudence, n.e.c.
- 12 Occupations in religion and theology
- 120 Clergy
- 129 Occupations in religion and theology, n.e.c.
- 13 Occupations in writing
- 131 Writers
- 132 Editors: publication, broadcast, and script
- 137 Interpreters and translators
- 139 Occupations in writing, n.e.c.
- 14 Occupations in art
- 141 Commercial artists: designers and illustrators, graphic arts
- 142 Environmental, product, and related designers
- 143 Occupations in photography
- 144 Fine artists: painters, sculptors, and related occupations
- 149 Occupations in art, n.e.c.
- 15 Occupations in entertainment and recreation
- 150 Occupations in dramatics
- 151 Occupations in dancing
- 152 Occupations in music
- 153 Occupations in athletics and sports
- 159 Occupations in entertainment and recreation, n.e.c.
- 16 Occupations in administrative specializations
- 160 Accountants and auditors
- 161 Budget and management systems analysis occupations
- 162 Purchasing management occupations
- 163 Sales and distribution management occupations
- 164 Advertising management occupations
- 165 Public relations management occupations
- 166 Personnel administration occupations
- 168 Inspectors and investigators, managerial and public service
- 169 Occupations in administrative specializations, n.e.c.
- 18 Managers and officials, n.e.c.
- 180 Agriculture, forestry, and fishing industry managers and officials
- 181 Mining industry managers and officials
- 182 Construction industry managers and officials
- 183 Manufacturing industry managers and officials
- 184 Transportation, communication, and utilities industry managers and officials
- 185 Wholesale and retail trade managers and officials
- 186 Finance, insurance, and real estate managers and officials
- 187 Service industry managers and officials
- 188 Public administration managers and officials
- 189 Miscellaneous managers and officials, n.e.c.
- 19 Miscellaneous professional, technical, and managerial occupations
- 191 Agents and appraisers, n.e.c.
- 193 Radio operators
- 194 Sound, film, and videotape recording, and reproduction occupations
- 195 Occupations in social and welfare work
- 196 Airplane pilots and navigators
- 197 Ship captains, mates, pilots, and engineers
- 198 Railroad conductors
- 199 Miscellaneous professional, technical, and managerial occupations, n.e.c.
- 20 Stenography, typing, filing, and related occupations
- 201 Secretaries
- 202 Stenographers
- 203 Typists and typewriting-machine operators

CLERICAL AND SALES OCCUPATIONS

- 20 Stenography, typing, filing, and related occupations
- 201 Secretaries
- 202 Stenographers
- 203 Typists and typewriting-machine operators

- 205 Interviewing clerks
- 206 File clerks
- 207 Duplicating-machine operators and tenders
- 208 Mailing and miscellaneous office machine operators
- 209 Stenography, typing, filing, and related occupations, n.e.c.
- 21 Computing and account-recording occupations
- 210 Bookkeepers and bookkeeping-machine operators
- 211 Cashiers and tellers
- 213 Electronic and electromechanical data processors
- 214 Billing and rate clerks
- 215 Payroll, timekeeping, and duty-roster clerks
- 216 Accounting and statistical clerks
- 217 Account-recording-machine operators, n.e.c.
- 219 Computing and account-recording occupations, n.e.c.
- 22 Production and stock clerks and related occupations
- 221 Production clerks
- 222 Shipping, receiving, stock, and related clerical occupations
- 229 Production and stock clerks and related occupations, n.e.c.
- 23 Information and message distribution occupations
- 230 Hand delivery and distribution occupations
- 235 Telephone operators
- 236 Telegraph operators
- 237 Information and reception clerks
- 238 Accommodation clerks and gate and ticket agents
- 239 Information and message distribution occupations, n.e.c.
- 24 Miscellaneous clerical occupations
- 241 Investigators, adjusters, and related occupations
- 243 Government service clerks, n.e.c.
- 245 Medical service clerks, n.e.c.
- 247 Advertising-service clerks, n.e.c.
- 248 Transportation-service clerks, n.e.c.
- 249 Miscellaneous clerical occupations, n.e.c.
- 25 Sales occupations, services
- 250 Sales occupations, real estate and insurance
- 251 Sales occupations, business and financial services
- 252 Sales occupations, transportation services
- 253 Sales occupations, utilities
- 254 Sales occupations, printing and advertising
- 259 Sales occupations, services, n.e.c.
- 26 Sales occupations, consumable commodities
- 260 Sales occupations, agricultural and food products
- 261 Sales occupations, textile products, apparel, and notions
- 262 Sales occupations, chemicals, drugs, and sundries
- 269 Sales occupations, miscellaneous consumable commodities, n.e.c.
- 27 Sales occupations, commodities, n.e.c.
- 270 Sales occupations, home furniture, furnishings, and appliances
- 271 Sales occupations, electrical goods, except home appliances
- 272 Sales occupations, farm and gardening equipment and supplies
- 273 Sales occupations, transportation equipment, parts, and supplies
- 274 Sales occupations, industrial and related equipment and supplies
- 275 Sales occupations, business and commercial equipment and supplies
- 276 Sales occupations, medical and scientific equipment and supplies
- 277 Sales occupations, sporting, hobby, stationery, and related goods
- 279 Sales occupations, miscellaneous commodities, n.e.c.
- 29 Miscellaneous sales occupations
- 290 Sales clerks
- 291 Vending and door to door selling occupations
- 292 Route sales and delivery occupations
- 293 Solicitors
- 294 Auctioneers
- 295 Rental clerks
- 296 Shoppers
- 297 Sales promotion occupations
- 298 Merchandise displayers

- 299 Miscellaneous sales occupations, n.e.c.
- SERVICE OCCUPATIONS**
- 30 Domestic service occupations  
 301 Household and related work  
 302 Launderers, private family  
 305 Cooks, domestic  
 309 Domestic service occupations, n.e.c.
- 31 Food and beverage preparation and service occupations  
 310 Hosts/hostesses and stewards/stewardesses, food and beverage service, except ship stewards/stewardesses  
 311 Waiters/waitresses, and related food service occupations  
 312 Bartenders  
 313 Chefs and cooks, hotels and restaurants  
 315 Miscellaneous cooks, except domestic  
 316 Meatcutters, except in slaughtering and packing houses  
 317 Miscellaneous food and beverage preparation occupations  
 318 Kitchen workers, n.e.c.  
 319 Food and beverage preparation and service occupations, n.e.c.
- 32 Lodging and related service occupations  
 320 Boarding-house and lodging-house keepers  
 321 Housekeepers, hotels and institutions  
 323 Housecleaners, hotels, restaurants, and related establishments  
 324 Bellhops and related occupations  
 329 Lodging and related service occupations, n.e.c.
- 33 Barbering, cosmetology, and related service occupations  
 330 Barbers  
 331 Manicurists  
 332 Hairdressers and cosmetologists  
 333 Make-up occupations  
 334 Masseurs and related occupations  
 335 Bath attendants  
 338 Embalmers and related occupations  
 339 Barbering, cosmetology, and related service occupations, n.e.c.
- 34 Amusement and recreation service occupations  
 340 Attendants, bowling alley and billiard parlor  
 341 Attendants, golf course, tennis court, skating rink, and related facilities  
 342 Amusement device and concession attendants  
 343 Gambling hall attendants  
 344 Ushers  
 346 Wardrobe and dressing-room attendants  
 349 Amusement and recreation service occupations, n.e.c.
- 35 Miscellaneous personal service occupations  
 350 Ship stewards/stewardesses and related occupations  
 351 Train attendants  
 352 Hosts/hostesses and stewards/stewardesses, n.e.c.  
 353 Guides  
 354 Unlicensed birth attendants and practical nurses  
 355 Attendants, hospitals, morgues, and related health services  
 357 Baggage handlers  
 358 Checkroom, locker room, and restroom attendants  
 359 Miscellaneous personal service occupations, n.e.c.
- 36 Apparel and furnishings service occupations  
 361 Laundering occupations  
 362 Dry cleaning occupations  
 363 Pressing occupations  
 364 Dyeing and related occupations  
 365 Shoe and luggage repairer and related occupations  
 366 Bootblacks and related occupations  
 369 Apparel and furnishings service occupations, n.e.c.
- 37 Protective service occupations  
 371 Crossing tenders and bridge operators  
 372 Security guards and correction officers, except crossing tenders  
 373 Fire fighters, fire department
- 375 Police officers and detectives, public service  
 376 Police officers and detectives, except in public service  
 377 Sheriffs and bailiffs  
 378 Armed forces enlisted personnel  
 379 Protective service occupations, n.e.c.
- 38 Building and related service occupations  
 381 Porters and cleaners  
 382 Janitors  
 383 Building pest control service occupations  
 388 Elevator operators  
 389 Building and related service occupations, n.e.c.
- AGRICULTURAL, FISHERY, FORESTRY, AND RELATED OCCUPATIONS**
- 40 Plant farming occupations  
 401 Grain farming occupations  
 402 Vegetable farming occupations  
 403 Fruit and nut farming occupations  
 404 Field crop farming occupations, n.e.c.  
 405 Horticultural specialty occupations  
 406 Gardening and groundskeeping occupations  
 407 Diversified crop farming occupations  
 408 Plant life and related service occupations  
 409 Plant farming and related occupations, n.e.c.
- 41 Animal farming occupations  
 410 Domestic animal farming occupations  
 411 Domestic fowl farming occupations  
 412 Game farming occupations  
 413 Lower animal farming occupations  
 418 Animal service occupations  
 419 Animal farming occupations, n.e.c.
- 42 Miscellaneous agricultural and related occupations  
 421 General farming occupations  
 429 Miscellaneous agricultural and related occupations, n.e.c.
- 44 Fishery and related occupations  
 441 Net, seine, and trap fishers  
 442 Line fishers  
 443 Fishers, miscellaneous equipment  
 446 Aquatic life cultivation and related occupations  
 447 Sponge and seaweed gatherers  
 449 Fishery and related occupations, n.e.c.
- 45 Forestry occupations  
 451 Tree farming and related occupations  
 452 Forest conservation occupations  
 453 Occupations in harvesting forest products, except logging  
 454 Logging and related occupations  
 455 Log grading, scaling, sorting, rafting, and related occupations  
 459 Forestry occupations, n.e.c.
- 46 Hunting, trapping, and related occupations  
 461 Hunting and trapping occupations
- PROCESSING OCCUPATIONS**
- 50 Occupations in processing of metal  
 500 Electroplating occupations  
 501 Dip plating occupations  
 502 Melting, pouring, casting, and related occupations  
 503 Pickling, cleaning, degreasing, and related occupations  
 504 Heat-treating occupations  
 505 Metal spraying, coating, and related occupations  
 509 Occupations in processing of metal, n.e.c.
- 51 Ore refining and foundry occupations  
 510 Mixing and related occupations  
 511 Separating, filtering, and related occupations  
 512 Melting occupations  
 513 Roasting occupations
- 514 Pouring and casting occupations  
 515 Crushing and grinding occupations  
 518 Molders, coremakers, and related occupations  
 519 Ore refining and foundry occupations, n.e.c.
- 52 Occupations in processing of food, tobacco, and related products  
 520 Mixing, compounding, blending, kneading, shaping, and related occupations  
 521 Separating, crushing, milling, chipping, grinding, and related occupations  
 522 Culturing, melling, fermenting, distilling, saturating, pickling, aging, and related occupations  
 523 Heating, rendering, melting, drying, cooling, freezing, and related occupations  
 524 Coating, icing, decorating, and related occupations  
 525 Slaughtering, breaking, curing, and related occupations  
 526 Cooking and baking occupations, n.e.c.  
 529 Occupations in processing of food, tobacco, and related products, n.e.c.
- 53 Occupations in processing of paper and related materials  
 530 Grinding, beating, and mixing occupations  
 532 Cooking and drying occupations  
 533 Cooling, bleaching, screening, washing, and related occupations  
 534 Calendaring, sizing, coating, and related occupations  
 535 Forming occupations, n.e.c.  
 539 Occupations in processing of paper and related materials, n.e.c.
- 54 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products  
 540 Mixing and blending occupations  
 541 Filtering, straining, and separating occupations  
 542 Distilling, subliming, and carbonizing occupations  
 543 Drying, heating, and melting occupations  
 544 Grinding and crushing occupations  
 546 Reacting occupations, n.e.c.  
 549 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products, n.e.c.
- 55 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products  
 550 Mixing and blending occupations  
 551 Filtering, straining, and separating occupations  
 552 Distilling occupations  
 553 Heating, baking, drying, seasoning, melting, and heat-treating occupations  
 554 Coating, calendaring, laminating, and finishing occupations  
 555 Grinding and crushing occupations  
 556 Casting and molding occupations, n.e.c.  
 557 Extruding occupations  
 558 Reacting occupations, n.e.c.  
 559 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products, n.e.c.
- 56 Occupations in processing of wood and wood products  
 560 Mixing and related occupations  
 561 Wood preserving and related occupations  
 562 Saturating, evating, and related occupations, n.e.c.  
 563 Drying, seasoning, and related occupations  
 564 Grinding and chopping occupations, n.e.c.  
 569 Occupations in processing of wood and wood products, n.e.c.
- 57 Occupations in processing of stone, clay, glass, and related products  
 570 Crushing, grinding, and mixing occupations  
 571 Separating occupations  
 572 Maltng occupations  
 573 Baking, drying, and heat-treating occupations  
 574 Impregnating, coating, and glazing occupations  
 575 Forming occupations  
 579 Occupations in processing of stone, clay, glass, and related products, n.e.c.



58	Occupations in processing of leather, textiles, and related products	659	Printing occupations, n.e.c.
580	Shaping, blocking, stretching, and tentering occupations	66	Wood machining occupations
581	Separating, filtering, and drying occupations	660	Cabinetmakers
582	Washing, steaming, and saturating occupations	661	Patternmakers
583	Ironing, pressing, glazing, staking, calendaring, and embossing occupations	662	Sanding occupations
584	Mercerizing, coating, and laminating occupations	663	Shearing and shaving occupations
585	Singeing, cutting, shearing, shaving, and napping occupations	664	Turning occupations
586	Felting and fulling occupations	665	Milling and planing occupations
587	Brushing and shrinking occupations	666	Boring occupations
589	Occupations in processing of leather, textiles, and related products, n.e.c.	667	Sawing occupations
59	Processing occupations, n.e.c.	669	Wood machining occupations, n.e.c.
590	Occupations in processing products from assorted materials	67	Occupations in machining stone, clay, glass, and related materials
599	Miscellaneous processing occupations, n.e.c.	670	Stonecutters and related occupations
	<b>MACHINE TRADES OCCUPATIONS</b>	673	Abrasing occupations
600	Metal machining occupations	674	Turning occupations
601	Machinists and related occupations	675	Planing and shaping occupations, n.e.c.
602	Toolmakers and related occupations	676	Boring and punching occupations
603	Gear machining occupations	677	Chipping, cutting, sawing, and related occupations
604	Turning occupations	679	Occupations in machining stone, clay, glass, and related materials, n.e.c.
605	Milling, shaping, and planing occupations	68	Textile occupations
606	Boring occupations	680	Carding, combing, drawing, and related occupations
607	Sawing occupations	681	Twisting, beaming, warping, and related occupations
609	Metal machining occupations, n.e.c.	682	Spinning occupations
61	Metalworking occupations, n.e.c.	683	Weavers and related occupations
610	Hammer forging occupations	684	Hosiery knitting occupations
611	Press forging occupations	685	Knitting occupations, except hosiery
612	Forging occupations, n.e.c.	686	Punching, cutting, forming, and related occupations
613	Sheet and bar rolling occupations	687	Tufting occupations, n.e.c.
614	Extruding and drawing occupations	69	Machine trades occupations, n.e.c.
615	Punching and shearing occupations	690	Plastics, synthetics, rubber, and leather working occupations
616	Fabricating machine occupations	691	Occupations in fabrication of insulated wire and cable
617	Forming occupations, n.e.c.	692	Occupations in fabrication of products from assorted materials
619	Miscellaneous metalworking occupations, n.e.c.	693	Modelmakers, patternmakers, and related occupations
62/63	Mechanics and machinery repairers	694	Occupations in fabrication of ordnance, ammunition, and related products, n.e.c.
620	Motorized vehicle and engineering equipment mechanics and repairs	699	Miscellaneous machine trades occupations, n.e.c.
621	Aircraft mechanics and repairers		<b>BENCHWORK OCCUPATIONS</b>
622	Rail equipment mechanics and repairers	70	Occupations in fabrication, assembly, and repair of metal products, n.e.c.
623	Marine mechanics and repairers	700	Occupations in fabrication, assembly, and repair of jewelry, silverware, and related products
624	Farm mechanics and repairers	701	Occupations in fabrication, assembly, and repair of tools, and related products
625	Engine, power transmission, and related mechanics	703	Occupations in assembly and repair of sheetmetal products, n.e.c.
626	Metalworking machinery mechanics	704	Engravers, etchers, and related occupations
627	Printing and publishing mechanics and repairers	705	Filing, grinding, buffing, cleaning, and polishing occupations, n.e.c.
628	Textile machinery and equipment mechanics and repairers	706	Metal unit assemblers and adjusters, n.e.c.
629	Special industry machinery mechanics	709	Miscellaneous occupations in fabrication, assembly, and repair of metal products, n.e.c.
630	General industry mechanics and repairers	71	Occupations in fabrication and repair of scientific, medical, photographic, optical, horological, and related products
631	Powerplant mechanics and repairers	710	Occupations in fabrication and repair of instruments for measuring, controlling, and indicating physical characteristics
632	Ordnance and accessories mechanics and repairers	711	Occupations in fabrication and repair of optical instruments
633	Business and commercial machine repairers	712	Occupations in fabrication and repair of surgical, medical, and dental instruments and supplies
637	Utilities service mechanics and repairers	713	Occupations in fabrication and repair of ophthalmic goods
638	Miscellaneous occupations in machine installation and repair	714	Occupations in fabrication and repair of photographic equipment and supplies
639	Mechanics and machinery repairers, n.e.c.	715	Occupations in fabrication and repair of watches, clocks, and parts
64	Paperworking occupations	716	Occupations in fabrication and repair of engineering and scientific instruments and equipment, n.e.c.
640	Paper cutting, winding, and related occupations		
641	Folding, creasing, scoring, and gluing occupations		
649	Paperworking occupations, n.e.c.		
65	Printing occupations		
650	Typesetters and compositors		
651	Printing press occupations		
652	Printing machine occupations		
653	Bookbinding-machine operators and related occupations		
654	Typesetters and related occupations		
719	Occupations in fabrication and repair of scientific and medical apparatus, photographic and optical goods, horological, and related products, n.e.c.	719	Occupations in fabrication and repair of electrical appliances and equipment fixtures
72	Occupations in assembly and repair of electrical equipment receiving sets and phonographs	720	Occupations in winding and assembling coils, magnets, armatures, and related products
721	Occupations in assembly and repair of motors, generators, and related products	725	Occupations in assembly of light bulbs and electronic tubes and accessories, n.e.c.
722	Occupations in assembly and repair of communications equipment	726	Occupations in assembly and repair of electronic components
723	Occupations in assembly and repair of electrical wire and cable	727	Occupations in assembly of storage batteries
724	Occupations in assembly and repair of electrical equipment, n.e.c.	728	Occupations in fabrication of electrical wire and cable
725	Occupations in assembly and repair of electrical equipment, n.e.c.	729	Occupations in assembly and repair of electrical equipment, n.e.c.
73	Occupations in fabrication and repair of products made from assorted materials		
730	Occupations in fabrication and repair of musical instruments and parts		
731	Occupations in fabrication and repair of games and toys		
732	Occupations in fabrication and repair of sporting goods		
733	Occupations in fabrication and repair of pens, pencils, and office and artists' materials, n.e.c.		
734	Occupations in fabrication and repair of notions		
735	Occupations in fabrication and repair of jewelry, n.e.c.		
736	Occupations in fabrication and repair of ordnance and accessories		
737	Occupations in fabrication of ammunition, fireworks, explosives, and related products		
739	Occupations in fabrication and repair of products made from assorted materials, n.e.c.		
74	Painting, decorating, and related occupations		
740	Painters, brush		
741	Painters, spray		
742	Staining, waxing, and related occupations		
749	Painting, decorating, and related occupations, n.e.c.		
75	Occupations in fabrication and repair of plastics, synthetics, rubber, and related products		
750	Occupations in fabrication and repair of tires, tubes, tire treads, and related products		
751	Laying out and cutting occupations, n.e.c.		
752	Fitting, shaping, cementing, finishing, and related occupations, n.e.c.		
753	Occupations in fabrication and repair of rubber and plastic footwear		
754	Occupations in fabrication and repair of miscellaneous plastics products		
759	Occupations in fabrication and repair of plastics, synthetics, rubber, and related products, n.e.c.		
76	Occupations in fabrication and repair of wood products		
760	Bench carpenters and related occupations		
761	Occupations in laying out, cutting, carving, shaping, and sanding wood products, n.e.c.		
762	Occupations in assembling wood products, n.e.c.		
763	Occupations in fabrication and repair of furniture, n.e.c.		
764	Cooperage occupations		
769	Occupations in fabrication and repair of wood products, n.e.c.		
77	Occupations in fabrication and repair of sand, stone, clay, and glass products		
770	Occupations in fabrication and repair of jewelry, ornaments, and related products		
771	Stone cutters and carvers		
772	Glass blowing, pressing, shaping, and related occupations, n.e.c.		
773	Occupations in coloring and decorating brick, tile, and related products		

774 Occupations in fabrication and repair of pottery and porcelain ware  
775 Grinding, filing, polishing, frosting, etching, cleaning, and related occupations, n.e.c.  
776 Occupations in fabrication and repair of asbestos and polishing products, abrasives, and related materials  
777 Modelmakers, patternmakers, moldmakers, and related occupations  
779 Occupations in fabrication and repair of sand, stone, clay, and glass products, n.e.c.  
78 Occupations in fabrication and repair of textile, leather, and related products  
780 Occupations in upholstering and in fabrication and repair of stuffed furniture, mattresses, and related products  
781 Laying out, marking, cutting, and punching occupations, n.e.c.  
782 Hand sewers, menders, embroiders, knitters, and related occupations, n.e.c.  
784 Occupations in fabrication and repair of hats, caps, gloves, and related products  
785 Tailors and dressmakers  
786 Sewing machine operators, garment  
787 Sewing machine operators, nongarment  
788 Occupations in fabrication and repair of footwear  
789 Occupations in fabrication and repair of textile, leather, and related products, n.e.c.  
79 Bench work occupations, n.e.c.  
790 Occupations in preparation of food, tobacco, and related products, n.e.c.  
794 Occupations in fabrication of paper products, n.e.c.  
795 Gluing occupations, n.e.c.

**STRUCTURAL WORK OCCUPATIONS**

80 Occupations in metal fabricating, n.e.c.  
800 Riveters, n.e.c.  
801 Fitting, bolting, screwing, and related occupations  
804 Tinsmiths, coppermiths, and sheet metal workers  
805 Boilermakers  
806 Transportation equipment assemblers and related occupations  
807 Body workers, transportation equipment  
809 Miscellaneous occupations in metal fabricating, n.e.c.  
81 Welders, cutters, and related occupations  
810 Arc welders and cutters  
811 Gas welders  
812 Resistance welders  
813 Brazing, braze-welding, and soldering occupations  
814 Solid state welders  
815 Electron-beam; electroslag; thermit; induction; and laser-beam welders  
816 Thermal cutters and arc cutters  
819 Welders, cutters, and related occupations, n.e.c.  
82 Electrical assembling, installing, and repairing occupations  
820 Occupations in assembly, installation, and repair of generators, motors, accessories, and related powerplant equipment  
821 Occupations in assembly, installation, and repair of transmission and distribution lines and circuits  
822 Occupations in assembly, installation, and repair of wire communication, detection and signaling equipment  
823 Occupations in assembly, installation, and repair of electronic communication, detection, and signaling equipment  
824 Occupations in assembly, installation, and repair of lighting equipment and building wiring, n.e.c.  
825 Occupations in assembly, installation, and repair of transportation and materials handling equipment, n.e.c.  
826 Occupations in assembly, installation, and repair of industrial apparatus, n.e.c.  
827 Occupations in assembly, installation, and repair of large household appliances and similar commercial and industrial equipment  
828 Occupations in fabrication, installation, and repair of electrical and electronics products, n.e.c.

829 Occupations in installation and repair of electrical products, n.e.c.  
84 Painting, plastering, waterproofing, cementing, and related occupations  
840 Construction and maintenance painters and related occupations  
841 Paperhangers  
842 Plasterers and related occupations  
843 Waterproofing and related occupations  
844 Cement and concrete finishing and related occupations  
845 Transportation equipment painters and related occupations  
849 Painting, plastering, waterproofing, cementing, and related occupations, n.e.c.  
85 Excavating, grading, paving, and related occupations  
850 Excavating, grading, and related occupations  
851 Drainage and related occupations  
853 Paving occupations, asphalt and concrete  
859 Excavating, grading, paving, and related occupations, n.e.c.  
86 Construction occupations, n.e.c.  
860 Carpenters and related occupations  
861 Brick and stone masons and tile setters  
862 Plumbers, gas fitters, steam fitters, and related occupations  
863 Asbestos and insulation workers  
864 Floor laying and finishing occupations  
865 Glaziers and related occupations  
866 Roofers and related occupations  
869 Miscellaneous construction occupations, n.e.c.  
89 Structural work occupations, n.e.c.  
891 Occupations in structural maintenance, n.e.c.  
899 Miscellaneous structural work occupations, n.e.c.

**MISCELLANEOUS OCCUPATIONS**

90 Motor freight occupations  
900 Concrete-mixing-truck drivers  
902 Dump-truck drivers  
903 Truck drivers, inflammables  
904 Trailer-truck drivers  
905 Truck drivers, heavy  
906 Truck drivers, light  
909 Motor freight occupations, n.e.c.  
91 Transportation occupations, n.e.c.  
910 Railroad transportation occupations  
911 Water transportation occupations  
912 Air transportation occupations  
913 Passenger transportation occupations, n.e.c.  
914 Pumping and pipeline transportation occupations  
915 Attendants and servicers, parking lots and automotive service facilities  
919 Miscellaneous transportation occupations, n.e.c.  
92 Packaging and materials handling occupations  
920 Packaging occupations  
921 Hoisting and conveying occupations  
922 Occupations in moving and storing materials and products, n.e.c.  
929 Packaging and materials handling occupations, n.e.c.  
93 Occupations in extraction of minerals  
936 Earth boring, drilling, cutting, and related occupations  
931 Blasting occupations  
932 Loading and conveying operations  
933 Crushing occupations  
934 Screening and related occupations  
939 Occupations in extraction of minerals, n.e.c.  
95 Occupations in production and distribution of utilities  
950 Stationary engineers  
951 Fitters and related occupations  
952 Occupations in generation, transmission, and distribution of electric light and power

953 Occupations in production and distribution of gas  
954 Occupations in filtration, purification, and distribution of water  
955 Occupations in disposal of refuse and sewage  
956 Occupations in distribution of steam  
959 Occupations in production and distribution of utilities, n.e.c.  
96 Amusement, recreation, motion picture, radio and television occupations, n.e.c.  
960 Motion picture projectionists  
961 Models, stand-ins, and extras, n.e.c.  
962 Occupations in motion picture, television, and theatrical productions, n.e.c.  
969 Miscellaneous amusement and recreation occupations, n.e.c.  
97 Occupations in graphic art work  
970 Art work occupations, brush, spray, or pen  
971 Photoengraving occupations  
972 Lithographers and related occupations  
973 Hand compositors, typesetters, and related occupations  
974 Electrotypers, stereotypers, and related occupations  
976 Darkroom occupations, n.e.c.  
977 Bookbinders and related occupations  
979 Occupations in graphic art work, n.e.c.

DOT - NAVY RATING  
CROSS REFERENCE

(STEP 6)

001 DM EA  
 002 AM  
 003 ST OT AE\* AQ AS AT\* AX CE CTM DS  
 EM\* ET\* EW FT\* GM GS IC TD TM  
 005 DM EA  
 011 AM HT\*  
 012 DP PN  
 014 DM EA  
 017 DM EA  
 018 DM EA IS  
 019 ST EM\* PH OM AM AQ AS AT\* AX CTM  
 DM DP DS EA ET\* EW FT\* HT\* IS PN  
 TD  
 020 AG DP DS  
 021 AG QM  
 022 PN HM PN  
 025 AG OT QM  
 029 AB AD AG BT DP DS EA HM IS OT  
 QM  
 041 HM  
 045 NC PN  
 049 DT HM NC PN  
 059 IS  
 074 HM  
 075 DM HM  
 076 HM  
 078 DT HM  
 079 DT HM  
 097 TD  
 099 TD  
 119 LN YN\*  
 120 RP  
 129 RP  
 130 JO PH  
 131 JO PH  
 132 JO  
 137 CTI  
 139 CTI JO PH  
 141 DM  
 143 IC JO PH  
 149 HM PH TD  
 152 MU  
 159 JO MU  
 160 BU SH AK DK SK\*  
 166 NC PN  
 168 BT BU CE CM EA EN\* HM HT\* SW UT  
 169 LN RP AK AZ CTA DK NC PN SK\* YN\*  
 182 CM HT\* BU CE EA EO SW UT  
 183 HT\* ML PM  
 184 CTA CTI CTO CTR CTT IC UT BM JO QM  
 RM SK\* SM YN\*  
 185 AK MS\* SH SK\*  
 187 MS\* SH  
 189 BM BU EA JO MS\* QM RM SH SK\* SM  
 YN\*  
 193 AC AW CTO CTR CTT EW OS OT RM ST  
 194 JO PH TD  
 195 HM NC PN  
 197 BM BT EN\* QM  
 199 HT\* AC AM BM BT EN\* EW HM OS OT  
 PH QM RM ST TD  
 201 LN CTA PN YN\*  
 202 LN CTA PN YN\*  
 203 LN CTA CTO CTR CTT DP PN RM SK\* YN\*  
 205 CTA NC PN  
 206 AK DP DP PN SK\* YN\*  
 207 CTA DP PN YN\*  
 208 PN CTA CTO LN LN PC YN\*  
 209 AK AZ DK DP LN PC PN RM SH SK\*  
 YN\*  
 210 AK AZ DK DP PC SH SK\*  
 211 AK DK PC SH SK\*  
 213 AG CTO CTT DP IS OS OT YN\*  
 214 AK DK PC SK\* YN\*  
 215 DK SH SK\* YN\*  
 216 AK AZ DK DP SH SK\* YN\*  
 217 AK AZ DK PC SK\* YN\*  
 219 AG AK AZ DK DP OS PC SH SK\* YN\*  
 221 AK AZ DK PC SH SK\*  
 222 AK AD GM PC SH SK\*  
 223 AK SK\*  
 229 AK AZ DK PC SH SK\*  
 230 PC  
 231 PC  
 232 PC  
 233 PC  
 234 PC  
 235 IC OS  
 236 CTT CTO CTR RM  
 237 LN CTA AZ PN YN\*  
 238 PN SK\* YN\*  
 239 CTO CTR CTT DT HM IC OS PC PN RM  
 SK\* YN\*  
 241 AK DK DT HM SH SK\*  
 243 PC

245 DT HM PN SH  
 248 AC AK  
 249 AC AK CTA DK DT HM IS MS\* PC PN  
 SH SK\* YN\*  
 259 SH  
 260 SH  
 261 SH  
 262 SH  
 269 SH  
 270 SH  
 271 SH  
 272 SH  
 273 SH  
 274 SH  
 275 SH  
 276 DT HM SH  
 277 SH  
 279 AK SK\* SH  
 290 AK SK\* SH  
 291 SH  
 292 SH  
 293 SH  
 294 SH  
 295 SH  
 296 SH  
 297 SH  
 298 AK SK\* SH  
 299 DK PC SK\* HM MS\* SH  
 301 MS\* SH  
 302 SH  
 305 MS\*  
 309 MS\* SH  
 310 MS\*  
 311 MS\*  
 312 MS\*  
 313 MS\*  
 315 HM MS\*  
 316 MS\*  
 317 MS\*  
 318 MS\*  
 319 MS\*  
 320 MS\* SH  
 321 SH SK\*  
 329 SH SK\*  
 330 SH  
 332 SH  
 338 HM  
 339 HM SH  
 354 HM  
 355 HM  
 359 DT HM  
 361 SH  
 362 SH  
 363 SH  
 369 SH  
 372 MA  
 373 AB BT HT\* MM\* UT  
 375 MA  
 376 MA  
 377 MA  
 378 ALL  
 379 AB BT HT\* MA MM\* UT  
 389 NONE  
 502 HT\* ML MR\* PM  
 503 NONE  
 504 AM HT\* SW  
 505 AM HT\* ML  
 509 AM HT\* ML MR\* PM SW  
 511 AM ML  
 512 ML  
 514 ML  
 515 EO  
 518 ML PH  
 519 AM EO ML PM  
 520 MS\*  
 521 MS\*  
 522 MS\*  
 523 MS\*  
 524 MS\*  
 525 CTI MS\*  
 526 MS\*  
 529 MS\*  
 540 BT MM\* UT  
 541 BT MM\* UT  
 542 BT MM\* UT  
 543 BT MM\* UT  
 544 EO OH  
 546 BT MM\* UT  
 549 EO MM\* UT  
 550 BU UT  
 551 BU UT  
 552 AM MM\* PR  
 553 BU TD UT  
 554 BU UT  
 555 EO





RATING  
DESCRIPTIONS  
(STEP 6)

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AD AVIATION MACHINIST'S MATE E4-9  
MAINTAIN AIRCRAFT ENGINES AND RELATED SYSTEMS INCLUDING, INDUC-  
TION, COOLING, FUEL, OIL, COMPRESSION, COMBUSTION, TURBINE, GAS  
TURBINE COMPRESSOR, EXHAUSE, AND PROPELLER SYSTEMS; CONDUCT  
PERIODIC INSPECTIONS ON ENGINES; FIELD TEST AND ADJUST ENGINE  
COMPONENTS INCLUDING FUEL CONTROLS, PUMPS, VALVES, AND REGULA-  
TORS; REMOVE REPAIR, AND REPLACE COMPRESSOR AND TURBINE BLADES,  
AND COMBUSTION CHAMBER LINERS, PRESERVE AND DEPRESERVE ENGINES,  
ENGINE ACCESSORIES, AND COMPONENTS; SUPERVISE WORK.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
AIRCRAFT ENGINE MAINTENANCE AND REPAIR (12,15,15,15); AVIATION  
MAINTENANCE TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION  
(0,2,3,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT  
(0,0,0,3)

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AE \* AVIATION ELECTRICIAN'S MATE E4-8  
TEST, INSTALL, MAINTAIN AIRCRAFT INSTRUMENTS AND ELECTRICAL  
EQUIPMENT, INCLUDING GENERATORS, MOTORS, LIGHTING SYSTEMS. READ  
ELECTRICAL SYSTEM DIAGRAMS. MAINTAIN AIRCRAFT COMPASSES. PERFORM  
ELECTRICAL TROUBLESHOOTING OPERATIONS. USE A VARIETY OF ELECTRI-  
CAL MEASURING EQUIPMENT. PERFORM MICRO-MINI MODULE REPAIR. MAIN-  
TAIN AUTOMATIC FLIGHT CONTROL SYSTEMS. MAINTAIN INERTIAL NAVIGA-  
TION SYSTEMS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BEGINNING ELECTRICITY/ELECTRONICS (3,3,3,3); AIRCRAFT ELECTRICAL  
MAINTENANCE (12,12,12,12); INTRO TO AC/DC THEORY (0,2,3,3); PER-  
SONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3)  
SHOP MANAGEMENT (0,0,0,3); OR ADVANCED STANDING IN APPRENTICE-  
SHIP TRAINING FOR ANY ELECTRICAL TRADE.

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AF AIRCRAFT MAINTENANCE MAN E9  
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:  
AD AVIATION MACHINIST'S MATE  
AM AVIATION STRUCTURAL MECHANIC (SAFETY HYDRAULICS STRUCTURES)

-----  
AG AEROGRAPHER'S MATE E4-9  
OBSERVE, COLLECT, RECORD, AND ANALYZE METEOROLOGICAL AND  
OCEANOGRAPHIC DATA; MAKE VISUAL AND INSTRUMENTAL OBSERVATIONS;  
OPERATE METEOROLOGICAL SATELLITE RECEIVERS AND INTERPRET AND  
APPLY SATELLITE DATA; INTERPRET CODES AND ENTER DATA ON CHARTS;  
OPERATE ANCILLARY COMPUTER EQUIPMENT; PERFORM PREVENTIVE MAIN-  
TENANCE ON METEOROLOGICAL AND OCEANOGRAPHIC EQUIPMENT; PREPARE  
WEATHER WARNINGS AND SEA CONDITION; PREPARE AND PRESENT BRIEFING  
ON ENVIRONMENTAL CONDITIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
METEOROLOGY (2,3,3,3); METEOROLOGY LABORATORY (2,2,3,3);  
ATMOSPHERIC ENVIRONMENT (0,3,3,3); OCEANOGRAPHY (0,1,1,2);  
CLIMATOLOGY (0,0,2,3); PERSONNEL SUPERVISION (0,0,0,1)

-----  
AK \* AVIATION STOREKEEPER E4-9  
RECEIVE, IDENTIFY, STORE AND ISSUE AVIATION SUPPLIES, SPARE  
PARTS, AND STOCKS OF TECHNICAL AVIATION ITEMS; CONFIRM SHIP-  
MENTS AND REPORT EXCESSES, SHORTAGES, OR DAMAGES; CLASSIFY  
AND STOW MATERIALS; PACK, TAG, AND INSPECT EQUIPMENT AND  
PARTS; CONDUCT INVENTORIES; PREPARE AND MAINTAIN RECORDS OF  
STOCK CONTROL AND ISSUANCE OF EQUIPMENT; PROCESS ALLOWANCE  
CHANGES, VALIDATE REQUIREMENTS AND MONITOR SUPPLY REQUESTS;  
MAINTAIN CONTROL OF STATUS AND LOCATION OF COMPONENTS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
OFFICE MACHINES (2,2,2,2); OFFICE PROCEDURES (1,1,1,1); RECORD  
KEEPING (0,2,3,3); OFFICE MANAGEMENT (0,0,0,2); PERSONNEL  
SUPERVISION (0,0,0,1)

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AB AVIATION BOATSWAIN'S MATE E8-9  
SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:  
ABE AVIATION BOATSWAIN'S MATE E (LAUNCH/RECOVERY EQUIP) E4-7  
ABF AVIATION BOATSWAIN'S MATE F (FUELS) E4-7  
ABH AVIATION BOATSWAIN'S MATE H (AIRCRAFT HANDLING) E4-7

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ABE AVIATION BOATSWAIN'S MATE E (LAUNCH/RECOVERY EQUIP) E4-7  
OPERATE, MAINTAIN, AND PERFORM ORGANIZATIONAL MAINTAINCE  
ON HYDRAULIC AND STEAM CATAPULTS, BARRICADES, ARRESTING  
GEAR ENGINES, AND ASSOCIATED EQUIPMENT ASHORE AND AFLOAT;  
OPERATE CATAPULT LAUNCH AND RETRACT PANELS, CONSOLES,  
FIRING PANELS, WATER BRAKES, CHRONOGRAPHS, BLAST DEFLECTORS  
AND COOLONG PANELS; RIG, INSPECT, AND PROOF-LOAD CABLES AND  
FITTINGS AND POUR WIRE ROPE SOCKETS; AND PERFORM AIRCRAFT  
HANDLING DUTIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC HYDRAULICS (3,3,3,3); SHOP MANAGEMENT (0,0,2,2); RECORD  
KEEPING (0,0,1,2); PERSONNEL SUPERVISION (0,0,2,3); FIELD  
EXPERIENCE MANAGEMENT (0,0,0,3)

-----  
ABF AVIATION BOATSWAIN'S MATE F (FUELS) E4-7  
OPERATE, MAINTAIN, AND PERFORM ORGANIZATIONAL MAINTENANCE ON  
AVIATION FUELING AND LUBRICATION OIL SYSTEMS SUCH AS  
THOSE INCLUDING AVIATION FUEL AND LUBRICATION OIL SERVICE  
STATIONS AND PUMPROOMS, PIPING, VALVES, PUMPS, TANKS, AND  
PORTABLE EQUIPMENT RELATED TO THE FUEL SYSTEM; OPERATE,  
MAINTAIN, AND REPAIR VALVES AND PIPING OF PURGING AND PRO-  
TECTIVE SYSTEMS WITHIN THE AIR DEPARTMENT SPACES ABOARD  
SHIP; FUEL QUALITY SURVEILLANCE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
FIRE SCIENCE (3,3,3,3); AIRCRAFT SERVICING (1,2,3,3); SHOP  
MANAGEMENT (0,0,2,2); RECORD KEEPING (0,0,2,2); PERSONNEL  
SUPERVISION (0,0,2,3); FILED EXPERIENCE MANAGEMENT (0,0,0,3)

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ABH AVIATION BOATSWAIN'S MATE H (AIRCRAFT HANDLING) E4-7  
DIRECT THE MOVEMENT AND SPOTTING OF AIRCRAFT ASHORE AND AFLOAT;  
OPERATE, MAINTAIN AND PERFORM ORGANIZATIONAL MAINTENANCE ON GROUND  
HANDLING EQUIPMENT USED FOR MOVING AND HOISTING OF AIRCRAFT  
ASHORE AND AFLOAT; SUPERVISE SECURING OF AIRCRAFT AND EQUIPMENT;  
PERFORM CRASH RESUE, FIREFIGHTING, CRASH REMOVAL, DAMAGE CONTROL  
AND RECOVERY OF AIRCRAFT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
FIRE SCIENCE (3,3,3,3); AIRCRAFT SERVICINT (2,2,3,3); SHOP  
MANAGEMENT (0,0,2,2); RECORD KEEPING (0,0,2,2); PERSONNEL  
SUPERVISION (0,0,2,2); FILED EXPERIENCE MANAGEMENT (0,0,0,3)

-----  
AC AIR TRAFFIC CONTROLLER E4-9  
PERFORM AIR TRAFFIC CONTROL DUTIES IN AIR CONTROL TOWERS, RADAR  
AIR TRAFFIC CONTROL FACILITIES, AND AIR OPERATIONS OFFICES  
ASHORE AND AFLOAT; OPERATE RADIOTELEPHONES, LIGHT SIGNALS AND  
SYSTEMS, AND DIRECT AIRCRAFT UNDER VFR AND IFR CONDITIONS;  
OPERATE SURVEILLANCE RADAR, PRECISION RADAR, AND IDENTIFICATION  
EQUIPMENT; OPERATE GROUND AND CARRIER-CONTROLLED APPROACH SYSTEM;  
ASSIST IN FLIGHT PLANS AND CLEARANCES; MAINTAIN FLIGHT PLANNING  
INFORMATION AND REFERENCE MATERIALS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
AIR TRAFFIC CONTROL (6,9,9,9); AIR TRAFFIC MANAGEMENT (6,6,6,6);  
FEDERAL AVIATION REGULATIONS (3,3,3,3); PERSONNEL SUPERVISION  
(0,0,1,2); RECORD KEEPING (0,0,1,2); AVIATION SAFETY MANAGEMENT  
(0,0,0,2)

-----  
 AM AVIATION STRUCTURAL MECHANIC E8  
 SENIOR CHIEF RESPONSIBLE FOR THE DUTIES OF THE FOLLOWING:  
 AME AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) E4-7  
 AMH AVIATION STRUCTURAL MECHANIC H (HYDRAULICS) E4-7  
 AMS AVIATION STRUCTURAL MECHANIC S (STRUCTURES) E4-7

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 AME AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) E4-7  
 MAINTAIN SAFETY BELTS, SHOULDER HARNESSSES, AND INTEGRATED  
 FLIGHT HARNESSSES IN AIRCRAFT, INERTIA REELS, SEAT AND CANOPY  
 EJECTION SYSTEMS, GASEOUS AND LIQUID OXYGEN SYSTEMS, LIFERAFT  
 EJECTION SYSTEMS, PORTABLE FIRE EXTINGUISHERS, EGRESS SYSTEMS,  
 AIR-CONDITIONING, HEATING CABIN AND COCKPIT PRESSURIZATION,  
 VENTILATING, AND ANTI-G SYSTEMS, AND ASSOCIATED LINES, FITTINGS,  
 RIGGINGS AND CONTROLS. REPLENISH LIQUID AND GASEOUS OXYGEN;  
 MAINTAIN LIQUID NITROGEN, AND PERIODIC AIRCRAFT INSPECTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
 AIRCRAFT SAFETY AND WARNING SYSTEMS (10,12,15,15); AVIATION  
 MAINTENANCE TECHNOLOGY (3,4,6,6); PERSONNEL SUPERVISION  
 (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT  
 (0,0,0,3);

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 AMH AVIATION STRUCTURAL MECHANIC H (HYDRAULICS) E4-7  
 AVIATION STRUCTURAL MECHANIC H  
 MAINTAIN HYDRAULIC SYSTEMS INCLUDING POWER SYSTEM AND UNIT  
 ACTUATING SUBSYSTEMS, LANDING GEAR, RESEVOIR PRESSURIZATION AND  
 ACTUATING SYSTEMS AND ASSOCIATED PUMPS, VALVES, REGULATORS,  
 CYLINDERS, LINES AND FITTINGS; SERVICE PRESSURE ACCUMULATORS,  
 AIR BOTTLES, SLED STRUTS, AND MASTER BRAKE CYLINDERS; INSPECT  
 REMOVE AND REPLACE HYDRAULIC SYSTEMS; BLEED HYDRAULIC SYSTEMS;  
 ADJUST BRAKES AND REPLACE LININGS AND PUCKS; REPLACE GASKETS,  
 PACKING AND WIPERS; PERFORM INSPECTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
 HYDRAULICS SYSTEMS REPAIR (10,15,15,15); AVIATION MAINTENANCE  
 TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); MAIN-  
 TENANCE MANAGEMENT (0,0,3,3); SHOP MANAGEMENT (0,0,0,3); FIELD  
 EXPERIENCE MANAGEMENT (0,0,0,3)

-----  
 AMS AVIATION STRUCTURAL MECHANIC S (STRUCTURES) E4-7  
 MAINTAIN AIRCRAFT FUSELAGES, WINGS, FIXED AND MOVABLE  
 SURFACES, AIRFOILS, EMPENNAGES, SEATS, WHEELS, TIRES AND  
 COMPONENTS, CONTROLS. REMOVE, INSTALL, AND RIG FLIGHT  
 CONTROL SURFACES; FABRICATE AND ASSEMBLE METAL PARTS AND  
 MAKE MINOR REPAIRS TO AIRCRAFT SKIN; INSTALL RIVETS ; BUILD  
 UP WHEELS AND TIRES; PAINT; PERFORM DYE PENETRANT INSPECTIONS  
 AND DAILY PREFLIGHT, POSTFLIGHT, AND OTHER INSPECTIONS

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
 AIRFRAME STRUCTURES REPAIR (8,12,15,15); AVIATION MAINTENANCE  
 TECHNOLOGY (2,4,6,6); PERSONNEL SUPERVISION (0,2,3,3);  
 MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MAINTENANCE (0,0,0,3);  
 FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

-----  
 AO AVIATION ORDNANCEMAN E4-9  
 INSPECT, MAINTAIN, AND REPAIR AIRCRAFT ARMAMENT AND AVIATION  
 ORDNANCE EQUIPMENT INCLUDING GUNS AND ACCESSORIES, SMALL ARMS,  
 AMMUNITION, HANDLING EQUIPMENT; STORE, ASSEMBLE, LOAD, AND MAIN-  
 TAIN AIR-LAUNCHED GUIDED MISSILES; LOAD NUCLEAR WEAPONS, MINES,  
 AND TORPEDOES; OPERATE SMALL ARMS RANGES; SUPERVISE OPERATION OF  
 AVIATION ORDNANCE SHOPS, ARMORIES, AMMUNITION STORAGE FACILITIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
 APPLIED SCIENCE (3,3,3,3); APPLIED MATH (3,3,3,3); MECHANICAL  
 MAINT. (3,3,3,3); BLUE PRINT READING/SCHEMATICS (2,3,3,3); BASIC  
 ELECTRONICS (0,3,3,3); RECORD KEEPING (0,3,3,3); APPLIED PHYSICS  
 (0,3,3,3); INDUSTRIAL SAFETY (0,2,3,3); INSTRUCTIONAL TECHNIQUES  
 AND MATERIALS (0,0,3,3); AVIATION MANAGEMENT (0,0,0,2); OFFICE  
 MANAGEMENT (0,0,0,2); PERSONNEL SUPERVISION (0,0,0,1); FIELD  
 EXPERIENCE MANAGEMENT (0,0,0,1)

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AQ AVIATION FIRE CONTROL TECHNICIAN E4-8  
INSPECT AND PERFORM ORGANIZATIONAL AND INTERMEDIATE  
MAINTENANCE ON AIRCRAFT WEAPONS SYSTEMS, INCLUDING WEAPONS  
CONTROL RADAR, COMPUTERS, DOPPLER COMPUTING SIGHTS,  
GYROSCOPES, ACCESSORIES AND RELATED EQUIPMENT, AND AIR  
LAUNCHED GUIDED MISSILE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS LAB (3,3,3,3); APPLIED PHYSICS  
(2,2,2,2); INTRO TO AC/DC THEORY (0,3,3,3); AIRCRAFT ELECTRONICS  
AND HYDRAULICS (1,1,1,1); PERSONNEL SUPERVISION (0,0,2,3);  
MAINTENANCE MGT (0,0,2,3); SHOP MGT (0,0,0,3) - INDUSTRIAL  
ELECTRONICS TECHNICIAN APPRENTICE TRAINING PROGRAM (TATP)  
(ENTRY, ADV STANDING, 4000 CLOCK HRS EXPERIENCE/288 HRS RELATED  
INSTRUCTION, 4000/288); COMMUNICATIONS ELECTRONICS OR INDUSTRIAL  
INSTRUMENTATION TATP (ENTRY, ADV STAND, 2000/144, 2000/144)

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AS AVIATION SUPPORT EQUIPMENT TECHNICIAN E6-9  
SERVICE, TEST, PERFORM MAINTENANCE AND REPAIRS ON AUTOMOTIVE,  
ELECTRICAL, GENERATING, STARTING, LIGHTING AND IGNITION SYSTEMS.  
MAINTAIN GASOLINE/DIESEL FUEL SYSTEMS AND OPERATING EFFICIENCY  
OF HYDRAULIC AND PNEUMATIC SYSTEMS. PERFORM BODY AND CHASSIS RE-  
PAIRS USING WELDING EQUIPMENT/SHEET METAL WORKING TECHNIQUES AND  
MAINTAIN AIR CONDITIONING EQUIPMENT, WORK ON ELECTRONIC CIRCUITS  
AND COMPONENTS IN GENERAL SERVICING EQUIPMENT, REPAIR MECHANICAL  
ELEMENTS OF ENGINE AND TRANSMISSION SYSTEMS

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

ALSO RESPONSIBLE FOR THE DUTIES PERFORMED BY THE FOLLOWING:  
ASE AVIATION SUPPORT EQUIPMENT TECHNICIAN E (ELECTRICAL) E4-5  
ASM AVIATION SUPPORT EQUIPMENT TECHNICIAN M (MECHANICAL) E4-5

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ASE AVIATION SUPPORT EQUIPMENT TECHNICIAN E (ELECTRI E4-5  
SERVICE, TEST AND PERFORM ORGANIZATIONAL AND INTERMEDIATE  
LEVEL MAINTENANCE AND REPAIR OF AUTOMOTIVE ELECTRICAL  
SYSTEMS IN MOBILE AND SELF-PROPELLED AVIATION EQUIPMENT,  
ARMAMENT HANDLING, INCLUDING GENERATING, STARTING, LIGHT-  
ING, AND IGNITION SYSTEMS, ELECTRICAL COMPONENTS AND  
WIRING IN AUXILIARY ELECTRICAL POWER UNITS; SERVICE AND  
MAINTAIN STORAGE BATTERIES; AND PERFORM PERIODIC MAINTAINCE  
INSPECTIONS OF AVIATION SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5):  
AUTOMOTIVE ELECTRICITY (4,4); BASIC SHOP PRACTICES (4,4);  
BASIC ELECTRICITY (3,3); POWER GENERATOR SYSTEMS (3,3);  
ELECTRICAL CONTROL SYSTEMS (3,3); CARE/USE OF TOOLS (2,2)

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JOED JOURNALIST - EDUCATIONAL CORRESPONDANCE E4-9  
EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
NEWS EDITING (3,3,3,3); NEWS REPORTING (3,3,3,3); WRITING FOR  
MASS MEDIA (3,3,3,3); AUDIO-VISUAL TECHNOLOGY (3,3,3,3);  
ANNOUNCING (3,3,3,3); STUDIO TECHNIQUES (3,3,3,3); PHOTOGRAPHY  
(3,6,6,6); LAYOUT (3,3,3,3); TECHNICAL WRITING (0,3,3,3);  
INTERVIEWING TECHNIQUES (0,3,3,3); FIELD EXPERIENCE PUBLIC  
BROADCAST JOURNALISM (0,0,0,3)

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ASM AVIATION SUPPORT EQUIPMENT TECHNICIAN M (MECHANICAL) E4-5  
SERVICE, TEST, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE  
LEVEL MAINTENANCE AND REPAIR OF GASOLINE AND DIESEL ENGINES  
IN MOBILE AND SELF-PROPELLED AVIATION SUPPORT EQUIPMENT AND  
ASSOCIATED AUTOMOTIVE SYSTEMS, INCLUDING FUEL SYSTEMS, AUTO-  
MATIC AND POWER TRANSMISSIONS, DIFFERENTIALS, AND STEERING  
SYSTEMS; MAINTAIN GAS TURBINE COMPRESSOR UNITS AND AIR-  
CONDITIONING SYSTEMS USED IN AIRCRAFT; MAINTAIN AND OPERATE  
GAS TURBINE COMPRESSOR UNIT TEST STANDS; PERFORM PERIODIC  
MAINTENANCE INSPECTIONS OF AVIATION SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5):  
BASIC SHOP PRACTICES (4,4); DIESEL ENGINES (3,6); HYDRAULIC  
BRAKES (3,3); CARE/USE OF TOOLS (2,2); GAS WELDING (0,3);  
POWER TRANSMISSIONS (0,3)



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AT \* AVIATION ELECTRONICS TECHNICIAN E4-8  
INSPECT AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON AVIATION ELECTRONICS EQUIPMENT INCLUDING: DETECTION, RECONNAISSANCE, IDENTIFICATION, COMMUNICATION, NAVIGATION, DISPLAY, DIGITAL DATA SYSTEMS AND SPECIAL PURPOSE EQUIPMENT. TROUBLESHOOT ELECTRONIC CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BEGINNING ELECTRICITY/ELECTRONICS (3,3,3,3); AVIONICS TECHNOLOGY (12,12,12,12); APPLIED PHYSICS (1,1,1,1); INTRODUCTION TO AC/DC THEORY (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT (0,0,0,3) - COMMUNICATIONS ELECTRONICS TECHNICIAN APPRENTICE TRAINING PROGRAM (TATP) (ENTRY, ADVANCED STANDING, 4000 CLOCK HRS EXPERIENCE/288 HRS RELATED INSTRUCTION, 4000/288); INDUSTRIAL ELECTRONICS TATP (ENTRY, ADV STAND, 2000/144, 2000/144)

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AV AVIONICS TECHNICIAN E9  
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:  
AE \*AVIATION ELECTRICIAN'S MATE  
AQ AVIATION FIRE CONTROL TECHNICIAN  
AT \*AVIATION ELECTRONICS TECHNICIAN  
AX AVIATION ANTISUBMARINE WARFARE TECHNICIAN

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AW AVIATION ANTI-SUBMARINE WARFARE OPERATOR E4-9  
PERFORM GENERAL FLIGHT CREW DUTIES; OPERATE ASW SENSOR SYSTEMS TO EXTRACT, ANALYZE AND CLASSIFY DATA OBTAINED; PERFORM SPECIFIC PREFLIGHT, INFLIGHT, AND POSTFLIGHT DIAGNOSTIC FUNCTIONS USING MANUAL TECHNIQUES, BUILT-IN TEST EQUIPMENT (BITE), AND COMPUTER ROUTINES TO EFFECT FAULT ISOLATION AND OPTIMIZE SYSTEM PERFORMANCE; OPERATE TACTICAL SUPPORT SYSTEM TO ANALYZE AND CLASSIFY ASW DATA; ASSIST IN AIRCREW BRIEFING AND DE-BRIEFING; PROVIDE DATA BASE INFORMATION TO THE TACTICAL COMMANDER FOR USE IN PRESCRIBING MISSION OBJECTIVES AND TACTICS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
EMERGENCY MEDICAL TECHNIQUES (3,4,5,5); SURVEY OF METEOROLOGY (2,2,2,2); SURVEY OF OCEANOGRAPHY (4,4,5,5); TEACHING PRACTICUM (0,3,3,3); PERSONNEL SUP. (0,0,3,3); HUMAN RELATIONS (0,0,0,3)

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AX AVIATION ANTI-SUBMARINE WARFARE TECHNICIAN E4-8  
INSPECT AND PERFORM INTERMEDIATE AND ORGANIZATIONAL MAINTENANCE AND IN-FLIGHT REPAIR ON AVIATION ANTISUBMARINE WARFARE SENSOR EQUIPMENT AND ASSOCIATED INTEGRATED SYSTEMS, INCLUDING THOSE RELATED TO MAGNETIC ANOMALY DETECTION, UNDER-WATER DETECTION, ACOUSTIC ANALYSIS, ELECTRONIC SUPPORT MEASURES, COMPUTER/DATA PROCESSING, ELECTRO-OPTICS, DATA DISPLAY, DATA LINK, AND ELECTRO-MECHANICAL RECORDERS; OPERATE AND MAINTAIN ASSOCIATED TEST EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRONICS (3,3,3,3); TROUBLESHOOTING TECHNI(2,3,4,4); IN THEORY (0,2,3,3); PERSONNEL SUPERVISION (0,0,3,3); PRACTICUM IN TEACHING (0,0,3,3); HUMAN RELATIONS (0,0,0,3)

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AZ AVIATION MAINTENANCE ADMINISTRATIONMAN E4-9  
SCHEDULE AIRCRAFT INSPECTIONS. KEEP CHARTS ON TRENDS IN AIRCRAFT SYSTEMS RELIABILITY. ORGANIZE AND OPERATE LIBRARIES OF TECHNICAL REPORTS AND RELATED MAINTENANCE DATA. ISSUE AIRCRAFT WORK ORDERS AND INSPECTION FORMS. PERFORM CLERICAL AND ADMINISTRATIVE DUTIES RELATED TO AIRCRAFT MAINTENANCE SUCH AS PREPARING REPORTS AND CORRESPONDENCE, FILING AND TYPING.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
OFFICE MACHINES (2,2,2,2); CLERICAL OFFICE PROCEDURES (2,3,3,3); FILING (2,2,2,2); RECORD KEEPING (0,3,3,3); OFFICE MANAGEMENT (0,0,3,3); TYPEWRITING (1,1,1,1); BUSINESS COMMUNICATION (0,0,0,2)

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BM BOATSWAIN'S MATE E4-9

TRAIN, DIRECT, AND SUPERVISE PERSONNEL IN MILITARY DUTIES IN ALL ACTIVITIES RELATING TO MARLINSPIKE, DECK AND BOAT SEAMANSHIP AND UPKEEP OF SHIP'S EXTERNAL STRUCTURE, RIGGING, DECK EQUIPMENT, AND BOATS; TAKE CHARGE OF WORKING PARTIES AND YARD CRAFTS; SERVE AS MASTER-AT-ARMS, IN GUNCREWS OR DAMAGE CONTROL PARTIES, OPERATE/MAINTAIN LOADING/UNLOADING EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): SEAMANSHIP (3,4,5,5); RIGGING (3,4,4,4); SMALL CRANE SIGNALLING (1,1,1,1); SMALL BOAT HANDLING (1,1,1,1); SMALL BOAT MAINTENANCE (0,2,2,2); POLICE SCIENCE (0,2,2,2); RECORD KEEPING (0,2,2,3); PERSONNEL SUPERVISION (0,2,3,3); COASTLINE NAVIGATION (0,0,0,3); FIELD EXPERIENCE MGT (0,0,0,3); MGT ELECTIVES (0,0,0,3); PRACTICUM IN MANAGEMENT (0,0,0,3); HUMAN RELATIONS (0,0,0,1)

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BT BOILER TECHNICIAN E4-9

ALIGN FUEL, WATER, AND AIR PIPING SYSTEMS, OPERATE PUMPS, STEAM TUBINES, MAIN PROPULSION AND AUXILIARY BOILERS AND AUTOMATIC BOILER CONTROL SYSTEMS, CLEAN, ADJUST, TEST, AND PERFORM OTHER PREVENTIVE MAINTENANCE ON BOILERS AND AUXILIARY MACHINERY, PERFORM CHEMICAL AND QUALITY ASSURANCE TESTS ON WATER AND OIL, REPAIR VALVES, PUMPS, FORCED DRAFT BLOWERS, CONTROL DEVICES, AND BOILERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MECHANICAL ENGINE MAINTENANCE (6,10,10,10); BLUEPRINT READING (1,1,1,1); MAINTENANCE TECHNOLOGY (3,6,6,6); BASIC MARINE STEAM ENGINEERING (3,4,4,4); RECORD KEEPING (0,1,1,2); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); HUMAN RELATIONS (0,0,3,3)

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BU BUILDER E4-8

BUILD AND REPAIR WOOD/MASONRY AND CONCRETE STRUCTURES, CONSTRUCT UNDERPINNING/SHORING/PILE JETTING AND CAPPING, OPERATE CARPENTRY AND CABINET-MAKING SHOPS, BUILD FORMS FOR CONCRETE CONSTRUCTIONS, MIX AND PLACE CONCRETE, OPERATE CONCRETE BATCHING PLANTS/PORTABLE CONCRETE MIXERS AND VIBRATORS, BUILD WHARVES, INTERPRET BLUEPRINTS AND PREPARE SKETCHES FOR CONSTRUCTION WORK, MAKE ESTIMATES OF MATERIALS AND LABOR REQUIRED.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): INTRO TO CONST (3,3,3,3); CONST TECHNIQUES (3,6,9,9); EQUIP OP/MAINT (2,2,2,2); CONST MATERIALS (1,1,3,3); BLUEPRINT READING (0,2,2,2); GENERAL PLANS/SPECS (0,2,2,3); ESTIMATING/SCHEDULING (0,0,3,3); TECH MATH (0,0,3,3); FUNDAMENTALS OF SUP. (0,0,2,3); CONST ESTIMATING (0,0,1,1); CONST MGT (0,0,1,2); FIELD EXPERIENCE CONST MGT (0,0,0,3); RECORDS/COST CONTROL (0,0,0,2)

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CE CONSTRUCTION ELECTRICIAN E4-8

PLAN, SUPERVISE, AND PERFORM TASKS REQUIRED TO INSTALL, OPERATE, SERVICE, AND OVERHAUL ELECTRIC GENERATING AND DISTRIBUTION SYSTEMS, WIRE, AND CABLE COMMUNICATIONS SYSTEMS; ATTACH AND SERVICE UNITS SUCH AS TRANSFORMERS, SWITCHBOARDS, MOTORS, CONTROLLERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY (3,3,3,3); INTRO TO CONST (3,3,3,3); INTERMEDIATE ELECTRICITY (0,3,3,3); BLUEPRINT READING (0,2,2,2); ELECTRICAL CONST LAB (0,1,2,2); ADVANCED ELECTRICITY (0,0,3,3); ELECTRICAL TROUBLESHOOTING (0,0,2,2); RECORDS ADMINISTRATION (0,0,1,1); PERSONNEL SUPERVISION (0,0,1,2); SHOP MANAGEMENT (0,0,0,2); SAFETY MANAGEMENT (0,0,0,1); HUMAN RELATIONS (0,0,0,3) - ADVANCED STANDING IN COSTRUCTION ELECTRICIAN APPRENTICE TRAINING PROGRAM.

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CM CONSTRUCTION MECHANIC E4-8

ADJUST, REPAIR, AND MAINTAIN DIESEL AND GASOLINE ENGINES, IGNITION, FUEL, ELECTRICAL, HYDRAULIC, AND STEERING SYSTEMS; PERFORM MAJOR OVERHAULS ON ENGINES AND TRANSMISSIONS, MAINTAIN AND REPAIR CHASSIS, FRAMES, AND BODIES; WORK WITH HOISTING AND JACKING EQUIPMENT, POWER TOOLS, MEASURING INSTRUMENTS, LUBRICATION EQUIPMENT; MAINTAIN AND REPAIR TIRES, BATTERIES, BRAKES, AND VALVES; PERFORM SHOP MANAGEMENT FUNCTIONS SUCH AS MAINTENANCE SCHEDULING AND SPARE PARTS INVENTORY CONTROL.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): DIESEL/TRUCK/AUTO/MECH (9,15,18,18); TOOL USE/CARE (1,1,1,1); SHOP PRACTICES (0,3,3,3); PERSONNEL SUP. (0,0,2,3); RECORDS ADMIN (0,0,1,2) - AUTO/DIESEL/TRUCK MECHANICS APPRENTICE TRAINING PROGRAM; CONTACT HOURS (144, 288, 432, 576); CLOCK HOURS (1500, 3000, 6000, 8000)

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CTA CRYPTOLOGIC TECHNICIAN A (ADMINISTRATION) E4-9  
TYPE MESSAGES AND CORRESPONDENCE, FILE, HANDLE CLASSIFIED MA-  
TERIAL, KEEP MAIL LOGS, PREPARE CORRESPONDENCE, ORDER SUPPLIES,  
TAKE INVENTORY.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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CTI CRYPTOLOGIC TECHNICIAN I (INTERPRETIVE) E4-9  
PERFORM DUTIES AS NAVY LINGUISTS, SPECIALIZING IN RADIO-  
TELEPHONE COMMUNICATIONS, ANALYSIS OF DATA, AND IN THE  
PREPARATION OF STATISTICAL STUDIES AND TECHNICAL REPORTS  
REQUIRING KNOWLEDGE OF A FOREIGN LANGUAGE.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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CTM CRYPTOLOGIC TECHNICIAN M (MAINTENANCE) E4-9  
INSTALL, MAINTAIN, CALIBRATE, REPAIR AND ADJUST STANDARD AND  
SPECIALIZED ELECTRONIC AND ELECTROMECHANICAL EQUIPMENT USED IN  
NAVY SECURITY GROUP. WORK WITH ELECTRON TUBE CIRCUITS, SOLID  
STATE CIRCUITS, RADIO RECEIVING AND TRANSMITTING EQUIPMENT,  
ELECTRONIC EQUIPMENT, SPECIAL PURPOSE TEST EQUIPMENT, AND MAY  
BE CONSIDERED FOR ADVANCED TRAINING IN SPECIALIZED ELECTRONIC  
FIELDS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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CTO CRYPTOLOGIC TECHNICIAN O (COMMUNICATIONS) E4-9  
PREPARE MESSAGES UTILIZING TELETYPEWRITER EQUIPMENT, TRANSMIT,  
RECEIVE, ROUTE AND LOG MESSAGE TRAFFIC, STRICTLY OBSERVE ALL  
APPLICABLE SECURITY MEASURES, MAINTAIN MESSAGE CENTER FILES,  
OPERATING LOGS, RECORDS AND UPDATE COMMUNICATIONS PUBLICATIONS,  
CONRTOL AND OPERATE COMMUNICATIONS EQUIPMENT SYSTEMS INCLUDING  
RADIO RECEIVERS, TONE-TERMINAL EQUIPMENT, DC AND AUDIO PATCH  
BOARDS, COMMUNICATIONS SECURITY DEVICES, MONITOR SIGNAL QUALITY  
THROUGH THE USE OF TEST EQUIPMENT SUCH AS MONTIOR TELETYPEWRIT-  
ERS, TRANSMISSION DISTORTION TEST SETS, OSCILLOSCOPES, AUDIO LEV  
AND NOISE LEVEL METERS, AND SPECTRUM ANALYZERS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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CTR CRYPTOLOGIC TECHNICIAN R (COLLECTION) E4-9  
PERFORM DUTIES IN MORSE CODE COMMUNICATIONS, THE OPERATIONS  
OF RADIO DIRECTION-FINDING EQUIPMENT, ANCILLARY COMPUTERS,  
AND COMMUNICATIONS SECURITY PROCEDURES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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CTT CRYPTOLOGIC TECHNICIAN T (TECHNICAL) E4-9  
PERFORM DUTIES IN COMMUNICATIONS BY OTHER THAN THE USUAL  
MEANS, AND ELECTRONIC SUPPORT MEASURES INVOLVING ELECTRONIC  
EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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CU CONSTRUCTIONMAN E9  
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:  
BU BUILDER  
EA ENGINEERING AID  
SW STEELWORKER

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DK DISBURSING CLERK E4-9  
COMPUTE PAY AND PREPARE PAYROLLS, KEEP PAY RECORDS UP TO DATE  
WITH RESPECT TO INSURANCE ALLOTMENTS/FAMILY ALLOWANCES/PRO-  
MOTIONS AND EXTRA COMPENSATIONS, PROCESS CLAIMS FOR EXPENSES,  
DISBURSE FUNDS FOR SUPPLIES AND SERVICES, PREPARE FINANCIAL  
ACCOUNTS AND REPORTS, PREPARE CORRESPONDENCE, MAINTAIN DISBUR-  
SING OFFICE FILES, KEEP OFFICIAL PUBLICATIONS UP TO DATE, TYPE  
DOCUMENTS RELATED TO PAY TRANSACTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS E4, E5, E6, E7):  
TYPING (1,1,1,1); OFFICE PROCEDURES (1,1,1,1); BUSINESS MATHE-  
MATICS (1,1,1,1); OFFICE MACHINES (0,1,1,1); OFFICE MANAGE-  
MENT (0,1,2,3); RECORD KEEPING (0,1,1,1); PERSONNEL SUPER-  
VISION (0,0,1,3); HUMAN RELATIONS (0,0,1,2); PRACTICUM IN  
MANAGEMENT (0,0,0,1)

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DM ILLUSTRATOR DRAFTSMAN E4-9  
PREPARE TECHNICAL DRAWINGS AND AUDIO-VISUAL MATERIALS SUCH AS  
CHARTS, GRAPHS, SLIDES, + TELEVISION PROJECTURALS, USE A VARIETY  
OF ART MEDIA INCLUDING PENCIL, PEN, BRUSH, INKS, WATERCOLOR AND  
TEMPERAS, UTILIZE FREEHAND, MECHANICAL AND PHOTOMECHANICAL LET-  
TERING, PREPARE ART FOR REPRODUCTION, OPERATE AUDIO-VISUAL PRO-  
JECTION EQUIPMENT, OPERATE GRAPHIC ARTS REPRODUCTION EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC DRAWING (3,3,3,3); VISUAL DESIGN (3,3,3,3); TECHNICAL  
DRAFTING (3,3,3,3); BASIC COMMERCIAL ART TECHNIQUES (3,3,3,3);  
TECHNICAL ILLUSTRATING (0,3,3,3); BASIC PHOTOGRAPHY (0,3,3,3);  
FIELD EXPERIENCE GRAPHICS (0,3,3,3); SILK-SCREEN PRINT NG  
(0,0,3,3); ADVERTISING ILLUSTRATION/AIRBRUSH (0,0,3,3); AUDIO-  
VISUAL GRAPHICS (0,0,3,3); GRAPHICS ARTS MGT (0,0,1,3);  
INDUSTRIAL ARTS EDUCATION (0,0,2,3); PERSONNEL SUP. (0,0,0,2)

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DP DATA PROCESSING TECHNICIAN E4-9  
OPERATE DATA PROCESSING EQUIPMENT E.G., SORTERS, COLLATORS, RE-  
PRODUCERS, INTERPRETERS, ACCOUNTING MACHINES AND ELECTRONIC DATA  
PROCESSING SYSTEMS, WRITE PROGRAMS FOR CONTROLLING ELECTRONIC  
DATA PROCESSING OPERATIONS, ESTABLISH AND MAINTAIN CONTROLS ON  
DATA PROCESSING MACHINE OPERATIONS, DETERMINE CAUSE OF OPERA-  
TIONAL FAILURE OF DATA PROCESSING MACHINES, DESIGN CARD LAYOUTS  
AND REPORT FORMS, PREPARE PROCEDURE MANUALS, PERFORM OFFICE MAN-  
AGEMENT FUNCTIONS, PERFORM SYSTEMS ANALYST FUNCTIONS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE



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DS DATA SYSTEMS TECHNICIAN E4-9

PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON ELECTRONIC DIGITAL DATA SYSTEMS AND EQUIPMENT; INSPECT, TEST CALIBRATE, AND REPAIR COMPUTERS, EXTERNAL STORAGE DEVICES, DIGITAL INTERFACE EQUIPMENT, DIGITAL DISPLAY EQUIPMENT, DATA LINK TO TERMINAL EQUIPMENT, PERIPHERAL EQUIPMENT, AND RELATED EQUIPMENT; PERFORM PREVENTIVE MAINTENANCE ON TEST EQUIPMENT; AND PREPARE AND USE PROGRAMMED TEST ROUTINES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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DT DENTAL TECHNICIAN E4-9  
ASSIST DENTAL OFFICERS IN TREATING PATIENTS, PREPARE CEMENTS AND FILLING MATERIALS FOR DENTAL OFFICERS, TAKE/DEVELOP AND PROCESS X-RAYS, ASSIST IN ORAL SURGERY, INSTRUCT PATIENTS IN ORAL HYGIENE, ADMINISTER FIRST AID AND PREVENTIVE TREATMENTS, PREPARE CASTS FROM ORAL IMPRESSIONS, PERFORM CROWN AND BRIDGE CONSTRUCTION, INSTALL/MAINTAIN AND REPAIR DENTAL EQUIPMENT, SET UP APPOINTMENT SCHEDULES/KEEP DENTAL RECORDS AND MAINTAIN DENTAL STOREROOM.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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EA ENGINEERING AID E4-8  
PLAN, SUPERVISE, AND PERFORM TASKS REQUIRED IN CONSTRUCTION SURVEYING/DRAFTING SUCH AS RUNNING/CLOSING TRAVERSES, STAKING OUT FOR EXCAVATIONS, OBTAINING AND CONVERTING FIELD NOTES INTO TOPOGRAPHIC MAPS; QUALITY CONTROL FOR TESTING SOILS, CONCRETE, AND CONSTRUCTION MATERIALS; PLANNING, ESTIMATING, AND REDUCING CONSTRUCTION DRAWINGS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
INTRO TO CONST (3,3,3,3); DRAFTING (2,4,4,4); SURVEYING (2,3,3,3); MATERIALS TESTING (2,4,6,6); CONST METHODS (0,3,3,3); TECH MATH (0,0,3,3); ALGEBRA (3,3,3,3); CONST TECH (0,1,1,3); EARTHWORK COMPUTATION (0,0,3,3); PAVEMENT DESIGN (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); FIELD EXPERIENCE/CONSTRUCTION MANAGEMENT (0,0,0,3)

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EM \* ELECTRICIAN'S MATE E4-9  
INSTALL, OPERATE, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON POWER AND LIGHTING CIRCUITS, ELECTRICAL FIXTURES, FILM PROJECTORS, MOTORS, GENERATORS, VOLTAGE REGULATORS, CONTROLLERS, SWITCHBOARDS, APPLIANCES, AND OTHER ELECTRICAL EQUIPMENT; TROUBLESHOOT CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC EL'CTICITY/EL'NICS (5,5,5,5); ELECTICIAL WIRING (3,3,3,3); ELECTRICAL MOTORS (3,5,7,7); ELECTICAL CIRCUITS (0,2,4,4); TROUBLESHOOTING (1,1,1,1); RECORD KEEPING (0,0,1,1); HUMAN RELATIONS (0,1,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3) REPORT WRITING (0,0,0,1)

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EN \* ENGINEMAN E4-9  
OPERATE, REPAIR, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON INTERNAL-COMBUSTION ENGINES, MAIN PROPULSION MACHINERY, REGRIGERATION, AIR-CONDITIONING, GAS-TURBINE ENGINES, REDUCTION GEARS, AIR COMPRESSORS, HYDRAULIC/PNEUMATIC CLUTCHES, ELECTROHYDRAULIC CONTROLLABLE PITCH PROPELLER SYSTEMS, STEERING ENGINES, DESALINIZATION PLANTS, AND BOILERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
ENGINE MAINTENANCE AND REPAIR (10, 12, 15, 15); MAINTENANCE TECHNOLOGY (3, 3, 6, 6); BLUEPRINT READING (1, 1, 1, 1); RECORD KEEPING (0, 1, 2, 2); MAINTENANCE MANAGEMENT (0, 0, 2, 3); PERSONNEL SUPERVISION (0, 0, 2, 3); HUMAN RELATIONS (0, 0, 3, 3)

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EO EQUIPMENT OPERATOR E4-8  
OPERATE A WIDE VARIETY OF HEAVY-DUTY EQUIPMENT FOR SUCH PRO-  
JECTS AS STRUCTURE ERECTION, REPAIR, SALVAGE, GRADING AND EX-  
CAVATION, PERFORM MAINTENANCE ON THIS EQUIPMENT TO INSURE SAFE  
EFFICIENT OPERATION, RIG CABLE ASSEMBLIES AND CHANGE ATTACHMENTS  
FOR VARIOUS LIFTING AND PILE-DRIVING OPERATIONS, PREPARE OPER-  
ATIONAL REPORTS ON EQUIPMENT, DISPATCH AND ASSIGN AUTOMOTIVE AND  
CONSTRUCTION EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
CONSTRUCTION EQUIPMENT OPERATION (10,20,30,30); INTRODUCTION TO  
CONSTRUCTION EQUIPMENT (3,3,3,3); MECHANICAL MAINTENANCE  
(2,3,3,3); OPERATIONS MANAGEMENT (0,0,2,3); PERSONNEL SUPER-  
VISION (0,0,2,3)

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EQ EQUIPMENTMAN E9  
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:  
CM CONSTRUCTION MECHANIC  
EO EQUIPMENT OPERATOR

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ET \* ELECTRONICS TECHNICIAN E4-9  
PERFORM MAINTENANCE ON ELECTRONIC EQUIPMENT USED FOR COMMUNI-  
CATION, DETECTION, TRACKING, RECOGNITION AND IDENTIFICATION, AND  
AIDS TO NAVIGATION. INSPECT AND MAINTAIN RADIO FREQUENCY TRANS-  
MISSION SYSTEMS. TROUBLESHOOT ELECTRONICS EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
APPLIED MATHEMATICS (2,2,2,2); SYSTEMS MAINTENANCE (6,8,10,10);  
CIRCUIT THEORY (5,6,6,6); BASIC ELECTRONICS (3,3,3,3); DIGITAL  
ELECTRONICS (1,2,2,2); CIRCUIT ANALYSIS (0,0,6,6); MAINTENANCE  
MANAGEMENT (0,0,2,3); PERSONNEL MANAGEMENT (0,0,2,2); HUMAN  
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,0,1); RECORD  
KEEPING (0,0,0,1); REPORT WRITING (0;0;0;1)

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EW ELECTRONICS WARFARE TECHNICIAN E4-9  
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAIN-  
TENANCE ON ELECTRONIC DETECTION AND DECEPTION SYSTEMS,  
ELECTRONIC WARFARE EQUIPMENT. EVALUATE INTERCEPTED ELECTRO-  
MAGNETIC RADIATIONS TO DETERMINE WHETHER THEY ORIGINATE FROM  
SURFACE, AIRBORNE, MISSILE OR NATURAL ATMOSPHERIC SOURCES.  
PLOT INTERCEPTED SIGNALS AND TRACK SURFACE AND AIRBORNE TARGETS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
SYSTEMS MAINTENANCE (6,8,10,10); BASIC ELECTRONICS (3,3,3,3);  
CIRCUIT THEORY (5,6,6,6); APPLIED MATHEMATICS (2,2,2,2);  
TROUBLESHOOTING TECHNIQUES (1,1,1,1); DIGITAL ELECTRONICS  
(1,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION  
(0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING  
(0,0,0,1); REPORT WRITING (0,0,0,1)

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FT FIRE CONTROL TECHNICIAN E8-9  
SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:  
FTB FIRE CONTROL TECHNICIAN (BALLISTICS) E4-7  
FTG \*FIRE CONTROL TECHNICIAN (GUNS) E4-7  
FTM FIRE CONTROL TECHNICIAN (MISSILES) E4-7



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FTB FIRE CONTROL TECHNICIAN (BALLISTICS) E4-7  
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON  
BALLISTIC MISSILE FIRE CONTROL SYSTEMS, EQUIPMENT, AND ASSOCI-  
ATED FIRE CONTROL SYSTEMS TEST EQUIPMENT; OPERATE BALLISTIC  
MISSILE FIRE CONTROL SYSTEMS; TEST, ADJUST, AND REPAIR BALLISTIC  
MISSILE GUIDANCE SUBSYSTEMS; AND OPERATE AND MAINTAIN ASSOCIATED  
GUIDANCE SUBSYSTEMS TEST EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3),  
BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN  
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-  
ANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

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FTG \* FIRE CONTROL TECHNICIAN G (GUN FIRE CONTROL) E4-7  
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON  
AND OPERATE, TEST, AND REPAIR GUN FIRE CONTROL SYSTEMS AND SUB-  
MARINE WEAPON CONTROL SYSTEMS PLUS THEIR ASSOCIATED EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3),  
BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN  
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-  
ANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

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FTM FIRE CONTROL TECHNICIAN M (SURFACE MISSILES) E4-7  
OPERATE, TEST, REPAIR, AND PERFORM ORGANIZATIONAL AND INTER-  
MEDIATE LEVEL MAINTENANCE ON MISSILE FIRE CONTROL SYSTEMS  
(INCLUDING WEAPONS DIRECTION SYSTEMS AND SEARCH RADARS),  
MISSILES, TELEMETRY EQUIPMENT, AND ASSOCIATED SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3),  
BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN  
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-  
ANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

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GM GUNNER'S MATE E8-9  
SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:  
GMG GUNNER'S MATE (GUNS)  
GMM GUNNER'S MATE (MISSILES)

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GMG GUNNER'S MATE G (GUNS) E4-7  
OPERATE, TEST, INSPECT, AND PERFORM ORGANIZATIONAL AND INTER-  
MEDIATE MAINTENANCE ON GUNS, GUN MOUNTS, TURRETS, PROJECTORS,  
HANDLING EQUIPMENT, AND SMALL ARMS; INSPECT, REPAIR AND MAKE  
DETAILED CAUSALTY ANALYSES OF ELECTRIC, ELECTRONIC, HYDRAULIC,  
AND MECHANICAL SERVOSYSTEMS IN SMALL ORDNANCE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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GMM GUNNER'S MATE M (MISSILES) E4-7  
OPERATE, TEST, INSPECT, AND PERFORM ORGANIZATIONAL AND INTER-  
MEDIATE MAINTENANCE ON GUIDED-MISSILE LAUNCHING GROUPS, AND  
HANDLING EQUIPMENT; INSPECT, REPAIR, AND MAKE DETAILED CASUALTY  
ANALYSES OF ELECTRICAL, ELECTRONIC, HYDRAULIC, AND MECHANICAL  
SYSTEMS AND SERVOSYSTEMS IN MISSILE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

-----  
GHT GUNNER'S MATE T (TECHNICIAN) E4-9  
PERFORM ORGANIZATIONAL, INTERMEDIATE, AND DEPOT MAINTENANCE;  
STORE, INSPECT, TEST, ADJUST, REPAIR, AND PACKAGE NUCLEAR  
WEAPON COMPONENTS AND ASSOCIATED EQUIPMENT; ASSEMBLE, DIS-  
ASSEMBLE, AND CONVERT NUCLEAR WEAPONS, WARHEADS, AND/OR COM-  
PONENTS; MAINTAIN MAGAZINES, ASSEMBLY AND STORAGE AREAS, AND  
SPRINKLER AND ALARM SYSTEMS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

-----  
GS GAS TURBINE SYSTEMS TECHNICIAN E4-9  
OPERATE, REPAIR, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE  
MAINTENANCE ON GAS TURBINE ENGINES, MAIN PROPULSION MACHINERY,  
ASSIGNED AUXILIARY EQUIPMENT, PROPULSION CONTROL SYSTEMS,  
ELECTRICAL AND ELECTRONIC CIRCUITRY UP TO THE PRINTED CIRCUIT  
MODULES, AND ALARM WARNING CIRCUITRY.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

-----  
HM HOSPITAL CORPSMAN E4-9  
CONDUCT FIRST AID INSTRUCTION PROGRAMS, ADMINISTER MEDICINE,  
SUPERVISE SHIPBOARD AND FIELD HYGIENE AND SANITATION, APPLY  
FIRST AID, NURSE THE SICK AND INJURED, GIVE ARTIFICIAL RESPIR-  
TION, ADMINISTER INOCULATIONS, TRANSPORT THE INJURED, FILL PRE-  
SCRIPTIONS, PERFORM CLINICAL LABORATORY TESTS, EXAMINE PATIENTS,  
ASSIST IN HOSPITAL FOOD SERVICE AND DIET PROGRAMS, PERFORM MED-  
ICAL ADMINISTRATIVE WORK, INSTRUCT IN HOSPITAL CORPS SCHOOLS,  
TAKE AND PROCESS X-RAYS, PERFORM MEDICAL DUTIES INDEPENDENT OF A  
PHYSICIAN.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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HT \* HULL MAINTENANCE TECHNICIAN E4-9  
INSTALL, MAINTAIN, AND REPAIR VALVES, PIPING AND PLUMBING SYSTEM  
FITTINGS AND FIXTURES; REPAIR DECKS, STRUCTURES, AND HULLS BY  
WELDING, BRAZING, RIVETING, AND CAULKING; FABRICATE WITH LIGHT  
AND HEAVY-GAUGE METAL; HEAT-TREATING, HOT AND COLD FORMING OF  
METALS; PIPE-CUTTING, THREADING AND ASSEMBLY; MAINTAIN AND RE-  
PAIR VENTILATION SYSTEMS; INSPECT AND REPAIR SURVIVAL EQUIPMENT,  
HATCHES, VALVES, WATERTIGHT DOORS AND SCUTTLES; OPERATE AND  
MAINTAIN FIREFIGHTING EQUIPMENT AND TRAIN OTHERS IN ITS USE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
FIRE SCIENCE (4,6,6,6); BASIC PLUMBING (2,3,3,3); BRAZING AND  
SOLDERING (2,3,3,3); ARC WELDING (2,3,3,3); OXYACETYLENE WEL-  
DING (2,3,3,3); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPER-  
VISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3)

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IC INTERIOR COMMUNICATIONS ELECTRICIAN E4-8  
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE  
ON INTERIOR COMMUNICATIONS SYSTEMS INCLUDING VOICE INTERIOR  
COMMUNICATIONS, ALARM, WARNING, SHIP'S CONTROL, ENTERTAINMENT,  
GYROCOMPASS, AND PLOTTING. RIG, TROUBLESHOOT, AND REPAIR  
VARIOUS COMMUNICATIONS EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (5,5,5,5); ELECTRICAL/ELECTRONIC  
CIRCUITS (5,6,6,6); ELECTRICAL/MECHANICAL SYSTEMS (4,4,4,4);  
TROUBLESHOOTING TECHNIQUES (4,6,8,8); APPLIED MATHEMATICS  
(2,2,2,2); ELECTRICAL/ELECTRONIC LAB (0,2,2,2); DIGITAL  
ELECTRONICS (0,1,2,2); BASIC ELECTRONICS (0,3,3,3); HUMAN  
RELATIONS (0,0,3,3); MAINTENANCE MGT (0,0,2,3); PERSONNEL  
SUPERVISION (0,0,2,3); RECORD KEEPING (0,0,0,1); REPORT  
WRITING (0,0,0,1)

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IM \* INSTRUMENTMAN E4-8  
PERFORM ORGANIZATIONAL/INTERMEDIATE MAINTENANCE ON MECHANICAL  
INSTRUMENTS SUCH AS PRESSURE/VACUUM MEASURING INSTRUMENTS,  
CENTRIFUGAL TACHOMETERS, BIMETALLIC THERMOMETERS, AND TORQUE  
MEASURING TOOLS; OFFICE MACHINES SUCH AS ADDRESSOGRAPHS, PAPER  
SHREDDERS/CUTTERS, MANUAL TYPEWRITERS, FLUID/STENCIL PROCESS  
DUPLICATORS; AND NAVY TIMEPIECES. IMPLEMENT NAVY OR MECHANICAL  
INSTRUMENT REPAIR AND CALIBRATION SHOP (MICRS) PROCEDURES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC INSTRUMENTATION (6,6,6,6); BASIC MACHINE TOOL OPERA-  
TION (1,1,1,1); OFFICE MACHINE REPAIR (3,3,3,3); MECHANICAL  
BLUEPRINT READING (1,1,1,1); TECHNICAL MATHEMATICS (3,3,3,3);  
TEST AND MEASUREMENT STANDARDS (0,1,1,1); SHOP SUPERVISION  
(0,1,2,2); RECORDS ADMINISTRATION (0,0,1,2); PERSONNEL  
SUPERVISION (0,0,2,3)

-----  
IS INTELLIGENCE SPECIALIST E4-9  
ANALYZE INTELLIGENCE INFORMATION, PERFORM ADMINISTRATIVE DUTIES,  
IDENTIFY AND PRODUCE INTELLIGENCE FROM RAW INFORMATION, ASSEMBLE  
AND ANALYZE MULTI-SOURCE OPERATIONAL INTELLIGENCE, PREPARE AND  
PRESENT INTELLIGENCE BRIEFINGS, PREPARE MATERIALS FOR PHOTO-  
GRAPHIC RECONNAISSANCE MISSIONS, PREPARE GRAPHICS/OVERLAYS AND  
MOAICS, PLOT IMAGERY USING MAPS AND CHARTS, PROVIDE INPUT TO  
AND RECEIVE DATA FROM COMPUTERIZED INTELLIGENCE SYSTEMS ASHORE  
AND AFLOAT, MAINTAIN INTELLIGENCE LIBRARIES AND FILES.

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JO JOURNALIST E4-9  
GATHER FACTS AND WRITE ARTICLES FOR PUBLICATIONS AND BROADCASTS  
FOR CIVILIAN AND NAVY GROUPS, PREPARE STORIES FOR HOMETOWN NEWS  
OUTLETS, WRITE FEATURE ARTICLES ON NAVY PERSONNEL AND ACTIVI-  
TIES, WRITE SPEECHES, EDIT AND PROOFREAD NEWS TEXT, PREPARE LAY-  
OUTS FROM NEWS TEXT, MANAGE RADIO AND TELEVISION STATIONS, MAN-  
AGE SHIP OR STATION NEWSPAPERS, ARRANGE AND PRODUCE RADIO AND  
TELEVISION PROGRAMS, SET UP AND/OR CONDUCT TAPE-RECORDED INTER-  
VIEWS, WRITE SCRIPTS AND ANNOUNCEMENTS FOR RADIO AND TV, TAKE  
NEWS PHOTOGRAPHS, COORDINATE SPECIAL EVENTS, ADVISE AND TRAIN  
APPRENTICES IN THE RATING, PERFORM MANY OF THE FUNCTIONS OF A  
PUBLIC AFFAIRS OFFICER, MAINTAIN PUBLIC AFFAIRS FILES.

ENTER <JOED+ FOR DISPLAY OF EDUCATIONAL CORRESPONDANCE

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JOED JOURNALIST - EDUCATIONAL CORRESPONDANCE E4-9  
EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
NEWS EDITING (3,3,3,3); NEWS REPORTING (3,3,3,3); WRITING FOR  
MASS MEDIA (3,3,3,3); AUDIO-VISUAL TECHNOLOGY (3,3,3,3);  
ANNOUNCING (3,3,3,3); STUDIO TECHNIQUES (3,3,3,3); PHOTOGRAPHY  
(3,6,6,6); LAYOUT (3,3,3,3); TECHNICAL WRITING (0,3,3,3);  
INTERVIEWING TECHNIQUES (0,3,3,3); FIELD EXPERIENCE PUBLIC  
BROADCAST JOURNALISM (0,0,0,3)

LI LITHOGRAPHER E4-9  
MAKE LAYOUTS, SET UP TITLES AND HEADINGS, MARK COPY FOR COM-  
POSITION, PROOFREAD, OPERATE COLD TYPE COMPOSITION MACHINES,  
HAND-SET TYPE FOR PROOF PRESS AND LETTERPRESS, PULL REPRODUCTION  
PROOFS FOR OFFSETTING, OPERATE PROCESS CAMERAS AND RELATED  
EQUIPMENT, MAKE PLATES AND PREPARE THEM FOR PRESS, OPERATE  
PRESSES, COLLATE AND BIND.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
OFFSET PRESS OPERATION (3,4,4,4); PLATEMAKING (3,4,4,4);  
INK (2,2,2,2); PROCESS CAMERA (3,4,4,4); LAYOUT (3,4,4,4);  
COPY PREPARATION (3,4,4,4); FIELD EXPERIENCE GRAPHIC ARTS  
(0,3,3,3); HUMAN RELATIONS (0,0,2,3); PRINT SHOP MANAGEMENT  
(0,0,3,4); INDUSTRIAL ARTS EDUCATION (0,0,0,3)

LN LEGALMAN E5-9  
PERFORM PARALEGAL DUTIES UNDER THE DIRECTION AND SUPERVISION  
OF JUDGE ADVOCATES IN PROVIDING AND ADMINISTERING LEGAL SER-  
VICES INCLUDING MATTERS CONCERNED WITH MILITARY JUSTICE, AD-  
MINISTRATIVE DISCHARGES, CLAIMS, ADMIRALTY LAW, AND LEGAL  
ASSISTANCE; RECORD AND TRANSCRIBE PROCEEDINGS; ADVISE AND  
ASSIST PERSONNEL ON MATTERS OF LEGAL ADMINISTRATION.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E5, E6, E7):  
OFFICE PROCEDURES (1,3,3); TYPING (2,3,3); MILITARY LEGAL  
PRACTICES AND PROCEDURES (3,3,3); MACHINE SHORTHAND (6,6,6);  
SOCIAL STUDIES (3,6,6); WRITTEN COMMUNICATION (0,2,2);  
OFFICE MANAGEMENT (0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,1)

MA MASTER-AT-ARMS E6-9  
PERFORM SECURITY DUTIES AFLOAT AND ASHORE INCLUDING INVESTI-  
GATION, INTERROGATION, APPREHENSION, CORRECTIONS, AND REHABI-  
LITATION; ENFORCE LAW AND ORDER TO MAINTAIN MILITARY DISCIPLINE,  
VEHICULAR AND PERSONNEL TRAFFIC CONTROL.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E6, E7):  
CRIMINAL INVESTIGATION (3,3); CRIMINAL LAW (3,3); CRIMINAL  
PROCEDURE (3,3); CORRECTIONAL PROCEDURES (3,3); INTRODUCTION TO  
PHYSICAL SECURITY/SAFETY (3,3); WEAPONS PROFICIENCY/SELF  
DEFENCE (3,3); POLICE EQUIPMENT (3,3); INSTRUCTOR TECHNIQUES  
(3,3); HUMAN RELATIONS/APPLIED PSYCHOLOGY (3,3); REPORT  
WRITING (0,0,3,3)

ML MOLDER E4-9  
OPERATE FOUNDRIES, INDUCTION FURNACES, BAKING OVENS FOR CORES;  
MAKE MOLDS, POUR CASTINGS OF FERROUS/NONFERROUS AND ALLOY ME-  
TALS, IDENTIFY METALS, MAINTAIN OPERATING EFFICIENCY OF FOUN-  
DRIES, ESTIMATE TIME/MATERIAL AND COST REQUIRED IN CASTINGS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
FOUNDRY/METAL CASTING (4,6,8,8); MANUFACTURING PROCESSES  
(1,2,2,2); MATERIALS SCIENCE (0,0,1,1); SHOP SUPERVISION  
(0,0,1,2); PERSONNEL SUPERVISION (0,0,0,1); RECORD KEEPING  
(0,0,0,1); SAFETY MANAGEMENT (0,0,0,1)

MM \* MACHINIST'S MATE E4-9  
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAIN-  
TENANCE ON, AND REPAIR SHIP PROPULSION AND AUXILIARY MACHINERY  
SUCH AS STEERING ENGINE, WINDLASSES AND HOISTING MACHINERY, EL-  
EVATORS, AND FOOD PREPARATION, LAUNDRY, REFRIGERATION, AND AIR-  
CONDITIONING EQUIPMENT; TRANSFER AND INVENTORY LUBRICATING OILS,  
MAINTAIN RECORDS AND REPORTS, AND AID IN GENERATION AND STOWAGE  
OF INDUSTRIAL GASSES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
MACHINERY MAINTENANCE AND REPAIR (10,10,12,12); MAINTENANCE  
TECHNOLOGY (3,3,3,3); AIR CONDITIONING/REFRIGERATION (1,3,3,3);  
BLUEPRINT READING (1,1,1,1); RECORD KEEPING (0,1,1,1); HUMAN  
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-  
ANCE MANAGEMENT (0,0,2,3)



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MN MINEMAN E4-9  
SCHEDULE INTERMEDIATE LEVEL MAINTENANCE AND TEST, REPAIR, AND  
OVERHAUL MINES AND THEIR COMPONENTS; ASSEMBLE, DISASSEMBLE,  
TEST, UPGRADE, HANDLE, ISSUE, AND DELIVER MINES TO PLANTING  
AGENT; RECEIVE MINES FROM AFLOAT PLATFORMS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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MR \* MACHINERY REPAIRMAN E4-9  
PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON AUXILIARY  
EQUIPMENT; OPERATE MACHINE SHOP EQUIPMENT SUCH AS LATHES, DRILL  
PRESSES, SHAPERS, BENCH GRINDERS, MILLING MACHINES, BORING MILLS  
AND POWER HACKSAWS; USE PRECISION TOOLS SUCH AS MICROMETERS,  
DEPTH GAUGES, VERNIERS, CALIPERS, GAUGE BLOCKS, PROTRACTORS, AND  
DIAL INDICATORS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
MACHINE TECHNOLOGY (3,6,6,6); PRINCIPLES AND OPERATION OF MA-  
CHINE TOOLS (3,4,6,6); MACHINE SHOP MATHEMATICS (2,2,3,3);  
BLUEPRINT READING (1,3,3,3); INTRODUCTION TO THE METRIC SYSTEM  
OF MEASUREMENT (1,1,1,1); RECORD KEEPING (0,1,1,1); HUMAN RELA-  
TIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE  
MANAGEMENT (0,0,2,3)

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MS \* MESS MANAGEMENT SPECIALIST E4-9  
OPERATE AND MANAGE KITCHEN AND DINING FACILITIES AND BACHELOR  
QUARTERS; ASSIST IN ORDERING AND STOWAGE OF FOODSTUFFS AND PRO-  
CUREMENT OF EQUIPMENT INCLUDING COOKING AND EATING UTENSILS;  
PREPARE MENUS; PLAN, PREPARE, AND SERVE MEALS; MAINTAIN FOOD  
SERVICE SPACES IN A CLEAN AND SANITARY CONDITION; MAINTAIN FI-  
NANCIAL RECORDS AND REQUIRED REPORTS; SUPERVISE ASSIGNED PERSON-  
NEL.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
QUANTITY FOOD PREPARATION (6,9,9,9); SANITATION (3,3,3,3);  
KITCHEN OPERATIONS (2,3,3,3); FOOD SERVICE INTERNSHIP (1,2,2,2);  
FOOD SERVICE ADMINISTRATION (0,2,2,2); RECORD KEEPING (0,0,1,2);  
PERSONNEL MANAGEMENT (0,0,2,3); OFFICE MANAGEMENT (0,0,0,1);  
PERSONNEL SUPERVISION (0,0,0,3); FOOD COST CONTROL (0,0,0,3)

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MT MISSILE TECHNICIAN E4-7  
OPERATE, TEST, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL  
MAINTENANCE ON FLEET BALLISTIC AND LAUNCHER MISSILE SUBSYSTEM  
EQUIPMENT; PARTICIPATE IN MISSILE HANDLING FUNCTIONS; ADJUST  
ALIGN, AND CALIBRATE BASIC ELECTRONIC CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3);  
BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN  
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-  
ANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

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MU MUSICIAN E4-9  
PERFORM AS MEMBERS OF MARCHING, CONCERT, STAGE, OR DANCE BANDS +  
COMBOS INCLUDING JAZZ, ROCK, SOUL, POP, COUNTRY AND BLUEGRASS  
STYLES OF MUSIC; CONDUCT, REHEARSE, AND PERFORM IN THESE GROUPS  
FOR RADIO, TV AND STAGE; TRANSCRIBE/ARRANGE MUSIC FOR ALL TYPES  
OF ENSEMBLES, GIVE CONCERTS AND PROVIDE MUSIC FOR MILITARY CER-  
EMONIES, RELIGIOUS SERVICES, PARADES AND SOCIAL OCCASIONS; PER-  
FORM FOR NAVY PERSONNEL AND THEIR FAMILIES, AND FOR THE GENERAL  
PUBLIC AT DIPLOMATIC FUNCTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
MUSIC THEORY (4,4,8,12); JAZZ THEORY, IMPROVISATION (2,2,2,2);  
APPLIED PERFORMANCE (4,6,6,6); PERFORMING ENSEMBLES (2,2,4,4);  
ELEMENTARY CONDUCTING (0,1,1,1); MARCHING BAND (0,1,2,3);  
CONCERT BAND (0,1,1,1); APPLIED PERFORMANCE-SECONDARY INSTRU-  
MENT (0,0,0,1)

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NC NAVY COUNSELOR E6-9  
ASSIST COMMANDS IN ORGANIZING AND IMPLEMENTING AN AGGRESSIVE  
ENLISTED RECRUITING AND RETENTION PROGRAM; SUPERVISE AND  
COORDINATE INTERVIEWING AND COUNSELING EFFORTS; COUNSEL PERSON-  
NEL AND GIVE PRESENTATIONS TO VARIOUS GROUPS ABOUT NAVY CAREERS;  
ESTABLISH AND MAINTAIN LIAISON WITH LOCAL MEDIA.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E6, E7):  
APPLIED PSYCHOLOGY (1,1); SPEECH COMMUNICATION (3,3); WRITTEN  
COMMUNICATION (3,3); HUMAN RELATIONS (3,3); COMMUNITY RELATIONS  
(1,1); INTRODUCTION TO MASS MEDIA (1,3); INTERVIEWING  
TECHNIQUES (2,2); CAREER INFORMATION AND COUNSELING (3,3);  
PSYCHOLOGY COUNSELING THEORY AND TECHNIQUES (0,1); BEHAVIOR  
CRISIS INTERVENTION (0,1); DRUGS AND ALCOHOL ABUSE (0,1)

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OM OPTICALMAN E4-8  
PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON SMALL  
NAVIGATIONAL INSTRUMENTS, BINOCULARS, GUNSIGHTS, RANGE FINDERS,  
SUBMARINE AND TURRET PERISCOPES, NIGHT VISION SIGHTS, AND OTHER  
OPTICAL INSTRUMENTS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
MACHINE TOOL OPERATION (1,3,3,3); FABRICATION TECHNIQUES  
(2,3,3,3); OPTICAL PHYSICS (3,5,5,5); OPTICAL LAB (3,5,6,6);  
BLUEPRINT READING (0,1,1,1); OPTICAL MEASUREMENT (0,2,2,2);  
TECHNICAL MATHEMATICS (0,3,3,3); RECORD KEEPING (0,0,3,3);  
PERSONNEL SUPERVISION (0,0,2,3); SHOP SUPERVISION (0,0,1,1);  
HUMAN RELATIONS (0,0,0,2)

-----  
OS OPERATIONS SPECIALIST E4-9  
SERVE AS PLOTTERS, STATUS BOARD KEEPERS, RADIO AND SOUND POWERED  
TELEPHONE TALKERS, AND MAINTAIN COMBAT INFORMATION CENTER (CIC)  
DISPLAYS; OPERATE SURVEILLANCE AND ALTITUDE RADAR, IDENTIFICA-  
TION FRIEND OR FOE (IFF), AND ASSOCIATED EQUIPMENT; INTERPRET  
AND EVALUATE PRESENTATIONS AND TACTICAL SITUATIONS, AND MAKE  
RECOMMENDATIONS TO SUPERIORS DURING WATCH CONDITIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
RADAR OPERATIONS (6,6,6,); APPLIED MATHEMATICS (3,3,3,3);  
SEAMANSHIP (3,3,3,3); BASIC ELECTRONICS (2,3,3,3); COASTWISE  
NAVIGATION AND PILOTING (0,3,3,3); RECORD KEEPING (0,1,2,2);  
PERSONNEL SUPERVISION (0,1,2,3); AIR TRAFFIC CONTROL (0,0,1,1);  
FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

-----  
OT OCEAN SYSTEMS TECHNICIAN E4-9  
OPERATE LOW FREQUENCY ANALYZING AND RECORDING (LOFAR) AND  
ASSOCIATED EQUIPMENT FOR ANALYSIS, EVALUATION, AND INTERPRETA-  
TION OF ACOUSTIC DATA FOR OPERATIONAL USE; EVALUATE EQUIPMENT  
OPERATION; LOCATE AND ANALYZE EQUIPMENT CAUSALITIES AND MAKE  
MINOR REPAIRS AND ADJUSTMENTS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

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PC POSTAL CLERK E4-9  
OPERATE, SUPERVISE, ORGANIZE, AND ESTABLISH OR DISESTABLISH A  
NAVY POST OFFICE; PERFORM POSTAL COUNTERWORK SUCH AS SELLING  
STAMPS AND MONEY ORDERS; PROCESS AND ROUTE INCOMING AND OUT-  
GOING MAIL; MAINTAIN A MAIL DIRECTORY; MAINTAIN SECURITY OF  
POSTAL EFFECTS; PROCESS CLAIMS AND INQUIRIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
MAIL PROCESSING (3,4,6,6); POSTAL CUSTOMER SERVICES (2,2,2,2);  
POSTAL DELIVERY/COLLECTION (0,3,3,3); RECORD KEEPING (0,2,2,2);  
GENERAL CLERICAL PROCEDURES (0,0,3,3); POSTAL PROBLEMS ANALYSIS  
(0,0,0,2); PERSONNEL SUPERVISION (0,0,0,3); FIELD EXPERIENCE  
MANAGEMENT (0,0,0,1)



PH PHOTOGRAPHER'S MATE E4-9  
OPERATE, MAINTAIN, + REPAIR VARIOUS TYPES OF CAMERAS FOR A VARIETY OF USES, PERFORM DUTIES AS MEMBERS OF FLIGHT CREWS, DEVELOP MOTION PICTURE FILM AND MICROFILM PRINTS, TAKE NEWS PHOTOGRAPHS, OPERATE LABORATORY AND DARKROOM EQUIPMENT FOR FILM PROCESSING, MIX PHOTOGRAPHIC CHEMICALS AND SOLUTIONS, PREPARE AUDIO-VISUAL PRESENTATIONS, OPERATE TV CAMERAS AND PRODUCE TV PRODUCTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
CAMERA/ACCESSORIES OPERATION (6,6,6,6); PHOTO TECHNIQUES (6,6,6,6); PHOTO PROCESSING (6,6,6,6); BASIC PHOTOGRAPHY (3,3,3,3); CAMERA TECHNIQUES (2,3,3,3); DARKROOM TECHNIQUES (2,3,3,3); COLOR PHOTOGRAPHY (1,1,1,1); INTERNSHIP PHOTOGRAPHY/CINEMA (2,2,3,3); FILM PRODUCTION (0,2,3,3); PORTRAITURE (0,1,1,1); TECH PHOTOGRAPHY (0,0,1,2); PERSONNEL SUPERVISION (0,0,1,3); MAINTENANCE MANAGEMENT (0,0,0,2)

PI PRECISION INSTRUMENTMAN E9  
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:  
IM \*INSTRUMENTMAN  
OM OPTICMAN

PM PATTERMAKER E4-7  
MAKE ALL TYPES OF WOOD, METAL, PLASTER OF PARIS PATTERNS AND TEMPLATES/JIGS FOR USE IN PATTERN SHOPS, SKETCH AND DESIGN PATTERNS, USE HAND AND POWER-DRIVEN TOOLS AND INSTRUMENTS TO CONSTRUCT PATTERNS, ESTIMATE TIME/MATERIAL AND COSTS FOR PATTERN-MAKING AND CASTING JOBS, MAINTAIN AND REPAIR PATTERMAKERS' TOOLS AND EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BLUEPRINT READING/SKETCHING (3,3,3,3); INTRODUCTION TO CONSTRUCTION (3,3,3,3); MACHINE SHOP (1,1,2,2); USE AND CARE OF TOOLS (1,1,2,2); SHOP SUPERVISION (0,0,1,2); RECORD KEEPING (0,0,0,1); SAFETY (0,0,0,1)

PN PERSONNELMAN E4-9  
INTERVIEW PERSONNEL, ADMINISTER TESTS, MAKE RECOMMENDATIONS FOR ASSIGNMENTS, CAREER COUNSELING, OPERATE VISUAL AIDS SUCH AS SOUND MOVIE PROJECTORS FOR INSTRUCTION AND TRAINING, ANALYZE NAVY JOBS AND QUALIFICATIONS REQUIRED, PREPARE ORGANIZATIONAL CHARTS, WRITE OFFICIAL LETTERS AND REPORTS, MAINTAIN ENLISTED SERVICE RECORDS, NAVY DIRECTIVE SYSTEM, NAVY FILING SYSTEM.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
TYPING (1,1,2,2); OFFICE PROCEDURES (1,3,3,3); FILING/RECORDS MANAGEMENT (0,1,1,1); WRITTEN COMMUNICATION (0,0,3,3); HUMAN RELATIONS (0,0,0,2); FIELD EXPERIENCE MANAGEMENT (0,0,0,1)

PR AIRCREW SURVIVAL EQUIPMENTMAN E4-9  
INSPECT, MAINTAIN, AND REPAIR PARACHUTES, SURVIVAL EQUIPMENT, AND FLIGHT AND PROTECTIVE CLOTHING AND EQUIPMENT; PACK AND RIG PARACHUTES AND LIFERAFTS; REPAIR AND TEST OXYGEN REGULATORS, AND LIQUID OXYGEN CONVERTERS; FIT AND MAINTAIN OXYGEN MASKS, FLIGHT CLOTHING, ANTI-EXPOSURE SUITS, AND ANTI-G SUITS; OPERATE AND REPAIR CARBON DIOXIDE TRANSFER AND RECHARGE EQUIPMENT; OPERATE AND REPAIR SEWING MACHINES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
AVIATION SAFETY EQUIP MAINTENANCE AND REPAIR (9,12,15,15); AVIATION MAINTENANCE TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); SHOP MANAGEMENT (0,0,0,3)

-----  
QM QUARTERMASTER E4-9  
STAND WATCH AS ASSISTANTS TO OFFICERS OF THE DECK AND TO THE  
NAVIGATOR; SERVE AS STERRSMEN AND PERFORM SHIP CONTROL, NAIV-  
GATION, AND BRIDGE WATCH DUTIES; PROCURE, CORRECT, USE AND  
STOW NAVIGATIONAL AND OCEANOGRAPHIC PUBLICATIONS AND OCEANO-  
GRAPHIC CHARTS; MAINTAIN NAVIGATIONAL INSTRUMENTS AND KEEP  
CORRECT NAVIGATIONAL TIME.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
SEAMANSHIP (3,3,3,3); COASTWISE NAVIGATION/PILOTING (0,3,3,3);  
PRACTICAL MATHEMATICS (0,3,3,3); APPLIED METEORYOLOGY (0,1,1,1);  
PRACTICAL MARINE INSTRUMENTATION (0,1,1,1); CELESTIAL NAVA-  
TION (0,1,3,3); RECORD KEEPING (0,3,3,3); PERSONNEL SUPER-  
VISION (0,2,3,3); ADVANCED NAVIGATION (0,0,3,3)

-----  
RM RADIOMAN E4-9  
TRANSMIT/RECEIVE/ROUTE AND LOG RADIO MESSAGES, MAKE SURE APPLI-  
CABLE SECURITY MEASURES ARE OBSERVED, ADVISE ON CAPABILITIES/  
LIMITATIONS AND CONDITION OF RADIO EQUIPMENT, OPERATE AND MAIN-  
TAIN TELETYPEWRITER EQUIPMENT, OPERATE RADIO TRANSMITTERS AND  
RECEIVERS, MAINTAIN MESSAGE CENTER FILES/OPERATING LOGS AND UP-  
DATE COMMUNICATIONS PUBLICATIONS, OPERATE AND COORDINATE COM-  
MUNICATIONS SYSTEMS INCLUDING AUTOMATED NETWORKS/SATELLITE DATA  
LINKS AND THE FULL SPECTRUM OF VOICE AND TELETYPE CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
ELECTRONIC COMMUNICATIONS SYSTEMS (2,3,4,4); BASIC ELECTRONICS  
(3,3,3,3); OPERATION OF COMMUNICATIONS SYSTEMS (6,8,10,10);  
RECORD KEEPING (0,0,1,1); HUMAN RELATIONS (0,0,3,3);  
MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION  
(0,0,2,3); REPORT WRITING (0,0,0,1)

-----  
RP RELIGIUS PROGRAM SPECIALIST E4-9  
SUPPORT CHAPLAINS AND RELIGIOUS ACTIVITIES FOR ALL FAITHS,  
ASSIST IN MANAGEMENT AND DEVELOPMENT OF RELIGIOUS PROGRAMS AND  
DETERMINATION OF RESOURCES, MAINTAIN RECORDS OF VARIOUS FUNDS,  
ECCLESIASTICAL DOCUMENTS AND REFERENCES, TRAIN PERSONNEL IN SUP-  
PORT OF RELIGIOUS PROGRAMS, MAINTAIN SHIPBOARD LIBRARIES, IN-  
STRUCT IN METHODS OF RELIGIOUS EDUCATION, MAINTAIN LIAISON WITH  
RELIGIOUS AND COMMUNITY AGENCIES, ASSIST IN PREPARATION OF DE-  
VOTIONAL AND RELIGIOUS EDUCATIONAL MATERIALS AND AUDIO-VISUAL  
DISPLAYS, PUBLICIZE RELIGIOUS ACTIOWWDDI, COORDINATE VOLUNTEER  
RELIGIOUS PROGRAMS, REQUISITION, MAINTAIN AND SAFEGUARD ECCLES-  
IASTICAL EQUIPMENT AND SUPPLIES, SUPERVISE THE CHAPLAIN'S OF-  
FICES, PERFORM ADMINISTRATIVE, CLERICAL AND SECRETARIAL DUTIES.

-----  
SH SHIP'S SERVICEMAN E4-9  
PROVIDE DIRECT PERSONAL SERVICES BY OPERATING AND MANAGING  
RESALE ACTIVITIES, SUCH AS SHIP'S STORES, COMMISSARY STORES,  
AND NAVY EXCHANGES; SERVICE LAUNDRY AND DRYCLEANING FACILITIES,  
VENDING MACHINES, FOUNTAINS, SNACKBARS, BARBER AND TAILOR SHOPS;  
AND PERFORM CLERICAL AND STOCK CONTROL FUNCTIONS FOR ALL  
ACTIVITIES OPERATED.

ENTER <SHED> FOR DISPLAY OF EDUCATIONAL CORRESPONDANCE

-----  
SHED SHIP'S SERVICEMAN - EDUCATIONAL CORRESPONDANCE E4-9

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
NOTE: SINGLE NUMBERS IN PARENTHESES APPLY TO E4-7

ALL - RECORD KEEPING (2,2,3,3); SMALL BUSINESS MGT (3,3,3,3);  
PERSONNEL SUPERVISION (0,2,3,3); RETAILS SALES MANAGE-  
MENT (0,0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)  
TAILOR - BEGINNING TAILORING (3); APPLIED TAILORING TECHNIQUES  
(3); HOME ECONOMICS IN TAILORING TECHNIQUES (3)  
BARBER - BARBER SCIENCE (3); BARBER SCIENCE (3); APPLIED  
BARBER SHOP TECHNIQUES (7)  
LAUNDRY- TREATING OF FABRICS (2); LAUNDRY EQUIPMENT OPERATION  
TECHNIQUES (3); LAUNDRY MANAGEMENT (3); DRY CLEANING  
AND PRESSING (3)  
CLERK - ENVIRONMENT CONTROL (1); INVENTORY CONTROL (3)

-----  
SK \* STOREKEEPER E4-9  
TAKE CHARGE OF STOREROOMS, ISSUE REPAIR PARTS, CLOTHING, + OTHER  
ITEMS, MAKE REQUISITIONS AND ORDERS TO MAINTAIN SUPPLIES AT THE  
PRESCRIBED SUPPORT LEVEL AND TO SATISFY NONSTOCKED DEPARTMENTAL  
REQUIREMENTS, TAKE INVENTORIES, ORGANIZE WAREHOUSING, PREPARE  
ITEMS FOR SHIPMENT INCLUDING INVOICES AND SHIPPING DOCUMENTS,  
UPDATE AND MAINTAIN SUPPLY MANUALS, MAINTAIN FINANCIAL RECORDS,  
ENSURE TIMELY RECEIPT OF STOCKS, UTILIZE COMPUTERS AS AVAILABLE  
FOR THE ABOVE, TYPE SUPPLY-RELATED DOCUMENTS, OPERATE AIR TER-  
MINALS OVERSEAS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
GENERAL CLERICAL (1,1,1,1); OFFICE MACHINES (2,2,2,2); INVENTORY  
CONTROL (0,3,3,3); RECORD KEEPING (0,2,2,2); AUTOMATED RECORD  
KEEPING (0,0,1,1); PERSONNEL SUPERVISION (0,1,1,2); WRITTEN  
COMMUNICATION SKILLS (0,0,0,3)

-----  
SM SIGNALMAN E4-9  
SEND AND RECEIVE MESSAGES BY FLASHING LIGHT/SEMAPHORE AND SIG-  
NAL FLAGS, STAND WATCH ON THE SIGNAL BRIDGE, ENCODE AND DECODE  
MESSAGES, MAINTAIN SIGNAL EQUIPMENT, HONOR PASSING NAVAL  
VESSELES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
SEAMANSHIP (3,3,3,3); RECORD KEEPING (0,2,2,2); LAW ENFORCE-  
MENT/POLICE SCIENCE (0,1,1,1); PERSONNEL SUPERVISION (0,2,2,2);  
FIELD EXPERINECE MANAGEMENT (0,0,0,3)

-----  
ST SONAR TECHNICIAN E9  
MASTER CHIEF RESPONSIBLE FOR THE DUTIES OF THE FOLLOWING:  
STG SONAR TECHNICIAN G (SURFACE) E4-8  
STS SONAR TECHNICIAN S (SUBMARINE) E4-8

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STG SONAR TECHNICIAN G (SURFACE) E4-8  
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON  
SURFACE SONAR AND ALLIED EQUIPMENT; OPERATE, EVALUATE, AND  
INTERPRET DATA FROM SURFACE SONAR AND OCEANOGRAPHIC EQUIP-  
MENT, SURFACE SHIP UNDERWATER FIRE CONTROL EQUIPMENT, AND  
ASSOCIATED EQUIPMENT FOR THE SOLUTION OF ANTISUBMARINE  
WARFARE PROBLEMS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATHEMATICS  
(3,3,3,3); BASIC BLUEPRINT READING (2,3,3,3); APPLIED  
PHYSICS (0,2,2,2); MAINTENANCE MANAGEMENT (0,0,2,3);  
PERSONNEL SUPERVISION (0,0,2,3); HUMAN RELATIONS (0,0,3,3);  
RECORD KEEPING (0,0,0,1)

-----  
STS SONAR TECHNICIAN S (SUBMARINE) E4-8  
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON  
SUBMARINE SONAR AND ALLIED EQUIPMENT; OPERATE, EVALUATE, AND  
INTERPRET DATA FROM SUBMARINE SONAR AND OCEANOGRAPHIC EQUIP-  
MENT, AND SUBMARINE AUXILIARY SONAR; COORDINATE SUBMARINE  
SONAR AND UNDERWATER FIRE CONTROL INTERFACE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATHEMATICS  
(3,3,3,3); BASIC BLUEPRINT READING (2,3,3,3); APPLIED  
PHYSICS (0,2,2,2); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL  
SUPERVISION (0,0,2,3); HUMAN RELATIONS (0,0,3,3); RECORD  
KEEPING (0,0,0,1)

-----  
SW STEELWORKER E4-8  
ERECT OR DISMANTLE STEEL BRIDGES, PIERS, BUILDINGS, TOWERS, AND  
PRE-ENGINEERED STRUCTURES; FABRICATE, ERECT, INSTALL, FIT,  
WELD, AND BOLT STRUCTURAL STEEL SHAPES, PLATES, AND THE BUILT-  
UP SECTIONS USED ON HEAVY CONSTRUCTION; LAY OUT, FABRICATE,  
AND INSTALL SHEET METAL ASSEMBLIES; PERFORM OXY-GAS WELDING  
AND CUTTING, SHIELDED ARC WELDING, HARD FACING OF HEAVY  
EQUIPMENT, AND GMA/GMT WELDING.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
WELDING (9,15,15,15); STEEL LAYOUT/FABRICATION (1,2,3,3);  
ADVANCED WELDING (0,0,6,6); TECHNICAL MATHEMATICS (0,0,3,3);  
PERSONNEL SUPERVISION (0,0,2,3); INDUSTRIAL TECHNOLOGY  
(0,0,0,3); TECHNICAL WRITING (0,0,0,1)

-----  
TD TRADESMAN E4-9  
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL  
MAINTENANCE ON TRAINING DEVICES; ASSIST IN THE DEVELOPMENT,  
OPERATION, AND/OR IMPROVEMENT OF TRAINING PROGRAMS OF SUP-  
PORTED ACTIVITIES; AND CONSTRUCT, DEVISE, OR OBTAIN TRAIN-  
ING AIDS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
BASIC ELECTRICITY/ELECTRONICS (3,3,3,3); TECHNICAL MATHEMATICS  
(3,3,3,3); BLUEPRINT READING/SCHEMATICS (2,2,2,2); APPLIED  
PHYSICS (6,6,6,6); RECORD KEEPING (0,0,2,2); PERSONNEL  
SUPERVISION (0,0,2,3); AUDIO-VISUAL EDUCATION (0,0,0,3);  
INSTRUCTIONAL TECHNIQUES/MATERIALS (0,0,0,3)

-----  
TM TORPEDOMAN'S MATE E4-9  
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON  
UNDERWATER ORDNANCE SUCH AS TORPEDOES AND ANTISUBMARINE ROCKETS  
(SUBROC/ASROC), LAUNCHED FROM SURFACE SHIPS, SUBMARINES, AND  
AIRCRAFT; OPERATE AND MAINTAIN LAUNCHING/FIRING SYSTEMS AND  
STOWAGE FACILITIES; PREPARE UNDERWATER ORDNANCE FOR LAUNCHING;  
AND CONDUCT POSTFIRING ROUTINES, SECURING, AND EVALUATION  
PROCEDURES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

-----  
UT UTILITIESMAN E4-9  
INSTALL AND MAINTAIN SYSTEMS REQUIRING PLUMBING AND PIPE-FITTING  
SKILLS, INSTALL/OPERATE AND REPAIR HEATING/PIPING/VENTILATION  
AND AIR CONDITIONING SYSTEMS, OPERATE AND MAINTAIN WATER AND  
WASTE-WATER SYSTEMS AND TREATMENT PLANTS, IDENTIFY AND CARRY OUT  
PROCEDURES TO LIMIT OR MINIMIZE THE ADVERSE EFFECTS OF ENVIRON-  
MENTAL POLLUTION, READ BLUEPRINTS AND ESTIMATE MATERIALS/COST.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
INTRO TO CONST (3,3,3,3); UTILITIES MAINTENANCE (3,3,3,3);  
PLUMBING (3,3,3,3); UTILITIES CONST/MAINT (3,3,4,4); UTILITIES  
INSTALLATION (0,3,6,6); BLUEPRINT READING/SKETCHING (0,2,2,2);  
APPLIED SCIENCE (0,3,3,3); GENERAL PLANS/SPECS (0,2,2,2);  
UTILITIES CONST ESTIMATING (0,0,3,3); WATER/SEWAGE TREATMENT  
SYSTEMS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); SHOP  
MANAGEMENT (0,0,0,2); SAFETY MANAGEMENT (0,0,0,1)

-----  
YN \* YEOMAN E4-9  
PREPARE AND TYPE CORRESPONDENCE AND REPORTS, ORGANIZE AND MAIN-  
TAIN FILES, RECEIVE OFFICE VISITORS AND HANDLE TELEPHONE COM-  
MUNICATIONS, PERFORM OFFICE DUTIES, PERFORM ADMINISTRATIVE  
DUTIES IN CONNECTION WITH INVESTIGATIONS AND TRIALS, MAINTAIN  
RECORDS AND OFFICIAL PUBLICATIONS, UTILIZE DUPLICATING AND  
AUDIO-RECORDING EQUIPMENT TO ACCOMPLISH THE ABOVE, REQUISITION  
OFFICE SUPPLIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):  
TYPING (2,3,3,3)



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