AD-A146 823 INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR DATA SYSTEMS OCCUPATIONAL FIELD (OCCFLD) 40(U) MARINE CORPS WASHINGTON DC 23 APR 84 USMC-MCO-1510.37 1/2

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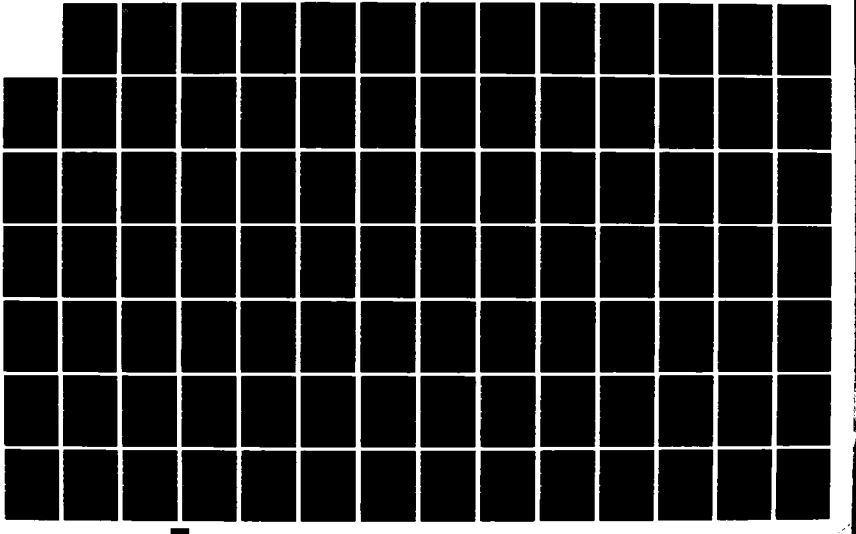

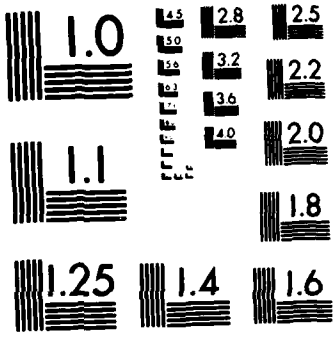

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

MCO 1510.37
TDG22/clw
23 Apr 1984

MARINE CORPS ORDER 1510.37

From: Commandant of the Marine Corps
To: Distribution List

Subj: Individual Training Standards (ITS) System for Data Systems, Occupational Field (OccFld) 40

Ref: (a) MCO 1553.1A
(b) MCO 1510.34
(c) MCO 1500.42

Encl: (1) How to use the ITS System for OccFld 40
(2) Components of an Individual Training Standard
(3) Tasks by Duty Area and Responsibility for Training
(4) Cross-Reference Index Tasks Assigned by MOS and Grade
(5) Training Standards for OccFld 40
(6) Correspondence Courses and Training Aids/Devices for OccFld 40
(7) Feedback Questionnaire

1. Purpose. To publish Individual Training Standards (ITS) System for OccFld 40.

2. Background

a. The Marine Corps systems approach to training defines the Marine Corps training process used to analyze, design, develop, implement, and evaluate training. Reference (a) provides policy and assigns responsibilities for applying the systems approach to all training conducted in units and institutions. Reference (b) establishes the Individual Training Standard System used to promulgate individual training standards for each military occupational specialty (MOS) and billet requirement.

b. Individual training standards ensure that all Marines who have the same job are taught the same individual skills required to perform that job. They constitute the basis for the design, development, implementation, and evaluation of all individual training conducted in units and institutions. In addition, individual training standards are designed to be used by formal school directors and commanders to determine proficiency, evaluate individual training, and maintain quality control.

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3. Information

a. Although schools and units must develop training programs and courses of instruction based on the tasks and individual training standards contained in this Order, it should be noted that considerable flexibility exists in this Order.

(1) As described in paragraph 4b(2) of reference (a) the training objective (behavior, condition, standard) contained in each training standard is the terminal learning objective. It is the responsibility of the formal schools, or the Marine Corps Institute for those training objectives assigned to units, to accomplish a learning analysis for each training objective. The main purpose of the learning analysis is to examine each terminal learning objective in order to derive enabling learning objectives necessary for mastery of the terminal learning objective. Neither the formal schools nor the Marine Corps Institute is restricted in the number of enabling objectives that are developed.

(2) Flexibility is also contained within the "standard" paragraph of some individual training standards. For example, the "standard" paragraph for the task (G-4063-10.1) Write Programs that begins on page 5-C-3 of appendix C to enclosure (5) states that, "the program specifications...can be modified by the evaluator to meet the requirements of changes in technology, equipment and software constraints of the local facility". The "standard" paragraph for the task (G-4034-1.1) Operate Master Console on page 5-A-5 of appendix A to enclosure (5) states that, "The installation director will determine what constitutes mastery performance...."

b. Reference (b) states that the ITS System will normally be composed of two volumes for each OccFld. Due to the nature of OccFld 40 and a desire to present the training standards in a clear, concise manner, information previously considered in two volumes has been consolidated and presented in a single volume.

c. Computer operators at different data processing activities use different pieces of equipment to perform the same jobs. For that reason, some criteria for MOS 4034 standards are general in nature and apply to the same job performed on different pieces of equipment.

d. This Order describes most of the definable tasks that exist now. They may not be the tasks that will exist in the future because of the evolution of data processing technology and the development and procurement of new equipment.

e. Individual training standards were not developed for all the tasks included in this Order because some tasks involve skills that cannot effectively be evaluated. These tasks are "Tune MVS Operating System" and "Tune Teleprocessing Network." Units and institutions can use civilian schooling as a means of training these tasks.

f. The individual training standards for OccFld 40 were developed by Marines from data processing activities, the staff at Computer Sciences School, and personnel at HQMC.

4. ITS System for OccFld 40. This Order contains a majority of the tasks necessary for enlisted Marines in OccFld 40 to perform their jobs. For each task, there is one training standard. An explanation of how to use this Order is contained in enclosure (1). In addition, the following is provided:

a. An explanation of the components of an individual training standard is contained in enclosure (2).

b. A list of tasks by duty area and the assignment of responsibility to teach the task are listed in enclosure (3).

c. A cross-reference index that lists tasks that are specific to an MOS as well as tasks that are common to two or more MOS's is provided in enclosure (4).

d. Training standards for each MOS in OccFld 40 are contained in enclosure (5).

e. Sources of additional data systems reference information are identified in enclosure (6).

f. A feedback questionnaire is provided in enclosure (7).

5. Action

a. Commanding Generals of the Fleet Marine Forces and Supporting Establishment Commands; and Commanders of Separate Organizations not Commanded by a General Officer

(1) Utilize the OccFld 40 ITS as the basis for the design, development, implementation, and evaluation of training in the data systems field.

(2) Establish managed-on-the-job training (MOJT) programs to train the tasks indicated in enclosure (3). Unit commanders are encouraged to request assistance from the Marine Corps Institute (MCI) when establishing their training programs.

(3) Submit recommended changes to CMC (Code T).

(4) Complete phase five of the system approach to training in accordance with reference (a), paragraph 4b(5), and report to the Commandant of the Marine Corps (Code T) any difficulties in implementing this ITSS. Reports are required by 15 September 1984. Negative reports are not required.

b. Commanding General, Marine Corps Development and Education Command

(1) Review Computer Sciences School's programs of instruction for adherence to the training standards contained in this Order and as directed in reference (c).

(2) Ensure that the Director, Computer Sciences School:

(a) Uses the OccFld 40 ITS as the basis for the design, development, implementation, and evaluation of individual training conducted in the Computer Sciences School.

(b) Establishes courses to train the formal school (FS) tasks listed in enclosure (3).

(c) Completes phase five of the systems approach to training in accordance with reference (a), paragraph 4b(5), and report to the Commandant of the Marine Corps (Code T) any difficulties in implementing this ITSS. Reports are required by 15 September 1984. Negative reports are not required.

(3) Ensure that the MCI completes phase II (Design) and phase III (Develop) for those individual training standards that are the sole responsibility of units. The standardized training packages produced will be provided to data processing activities.

c. Deputy Chief of Staff for Training (CMC Code T), Headquarters, U.S. Marine Corps. Review recommended changes to this Order and revise as required.

6. Recommendation. Recommendations for changes to this Order will be submitted to the Commandant of the Marine Corps (Code T).

7. Mobilization. All training standards in this Order will remain in effect during mobilization.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

J. L. DAY
Deputy Chief of Staff
for Training

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HOW TO USE THE ITS SYSTEM FOR OCCFLD 40

1. General. This Order is designed to be used by individual Marines, units, and institutions responsible for designing, developing, implementing, and evaluating training for OccFld 40.

2. Individual Marine. Marines may use the individual training standards to establish self-study programs. Each standard contains references that provide information on how to perform the task. The Marine should:

a. Determine the tasks to be learned by referring to enclosure (4).

b. Obtain the training standards for those tasks from enclosure (5).

c. Review the individual training standard to determine whether the task can be performed.

d. Refer to the "reference" paragraph and "conditions" subparagraph of the training standard to find out where to go to obtain information.

e. Obtain the required references and learn how to perform the task.

3. Training Conducted in Units

a. Commanding officers should review the training responsibility assignments contained in enclosure (3). The unit is responsible for teaching those tasks assigned to MOJT. Local commanders retain the option to procure vendor training in lieu of MOJT.

b. When using the ITS system to evaluate the ability of a Marine to perform the job, the following steps should be followed:

(1) Determine the task to be evaluated by referring to enclosures (3) and (4).

(2) Ensure that the items listed in the "conditions" subparagraph in enclosure (5) are available.

(3) Analyze the "training steps" in detail, keeping in mind that the training standard includes only those critical steps that, if not done, would result in failure to perform the task.

(Note: For those steps where sequence is essential, a relatively minor step may be included to make the sequence clear, even though it cannot be considered a critical step.)

(4) Ensure the "standard" subparagraph is fully understood and the standards of measurement are clear.

(5) If required, refer to the references in the "conditions" and "references" paragraphs to gain the necessary understanding of the stated "standard."

Caution: The Marine must successfully perform all steps in the training standard in order to have satisfactorily performed the task.

c. The following is the recommended procedure to use when establishing an individual training program:

(1) Refer to enclosure (4) to determine the tasks that Marines need to be able to perform successfully on the job.

(2) Use enclosure (5) and the steps described in paragraph 3b, above, to evaluate the Marine's ability to perform each task.

(3) Determine the tasks that the Marine cannot perform successfully.

(4) Set up a training program to teach only those tasks that the Marine cannot perform using the references provided in the individual training standard.

4. Training Conducted at Computer Science School (CSS). The Director, CSS, will follow the guidance provided in reference (a) to design, develop, implement, and evaluate training for the tasks assigned in enclosure (3). Request for additions to or deletions of assigned tasks must be submitted to CMC (Code T).

COMPONENTS OF AN INDIVIDUAL TRAINING STANDARD

1. General. An individual training standard contains five components (task, administrative instructions, training objective, training steps, and references).

2. Task. A unit of work usually performed over a short period of time which has a specific beginning and ending, can be measured, and is a logical and necessary unit of performance. Each task is identified by an alpha-numeric designator.

3. Administrative Instructions. Describe the relative amount of simulation involved with the behavior, conditions, and standard in the training environment. If there is no simulation, only pertinent administrative instructions will appear in this component.

4. Training Objective. A measure of job or mission performance used to determine individual proficiency, evaluate training, and maintain quality control. The training objectives contain behaviors, conditions, and standards. Training objectives equate to terminal learning objectives utilized in training programs conducted in units and Marine Corps training institutions.

a. Behavior. The action to be performed by the Marine. In some cases, the action will be different from the task described in paragraph 2, above. This will be the case when time constraints, equipment limitations, and other factors make it impossible for the Marine to perform the task. Often, the task and behavior will be the same.

b. Conditions. Equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and locations that pertain to performing the behavior.

c. Standard. Accuracy, time limits, sequencing, quality, product, process, etc., that indicate how well a behavior should be performed.

5. Training Steps. Steps that must be performed in order to accomplish the training objective.

6. References. Marine Corps orders, manuals, job aids, FMFM's, etc., not listed in the "conditions" or "standard" subparagraphs, that may be used to assist in training.

(Note: Each task contained in this Order states that "There is no simulation". This statement does not mean that the training unit or institution cannot use simulation to teach the training objective. This statement means that the training objective, as written, does not require simulation to be performed.)

TASKS BY DUTY AREA AND RESPONSIBILITY FOR TRAINING

1. General

a. An MOS is made up of one or more duty areas. Duty areas are made up of a number of tasks. In this enclosure, the OccFld 40 MOS's are divided into duty areas and the duty areas are further divided into tasks. For each MOS, the tasks are grouped first by duty areas, with a final grouping labeled "Common Tasks". This common task group is comprised of those tasks performed by Marines from two or more MOS's in the OccFld 40. All MOS's have common tasks. In addition, the responsibility for teaching each task is assigned to either the unit or CSS. Unit responsibility is designated by MOJT in the "Responsible for Training" column. CSS responsibility is designated by FS in that column.

b. To determine the tasks that are assigned to specific grades within an MOS, refer to enclosure (4). Enclosures (3) and (4) must be used together to determine whether the unit or institution has the responsiblity to teach the tasks for specific grades and MOS's.

2. Duty Areas for MOS 4034

a. SYSTEMS OPERATIONS

Tasks	Task #	Responsible For Training
(1) Operate Master Console	(G-4034-1.1)	MOJT
(2) Operate Computer Console	(G-4034-1.2)	MOJT
(3) Operate Tape Drive	(G-4034-1.3)	MOJT
(4) Operate Removable Disk Drive	(G-4034-1.4)	MOJT
(5) Operate Card Punch	(G-4034-1.5)	MOJT
(6) Operate Card Reader	(G-4034-1.6)	MOJT
(7) Operate Printer	(G-4034-1.7)	MOJT

b. MAGNETIC MEDIA LIBRARY MANAGEMENT

(1) Process Incoming Tapes	(G-4034-2.1)	MOJT
(2) Prepare Tapes for Mailing	(G-4034-2.2)	MOJT
(3) Initialize and Label Magnetic Tape	(G-4034-2.3)	MOJT
(4) Label Removable Disk Packs	(G-4034-2.4)	MOJT
(5) Clean Magnetic Tape	(G-4034-2.5)	MOJT
(6) Certify Magnetic Tape	(G-4034-2.6)	MOJT
(7) Prepare Scratch Tapes	(G-4034-2.7)	MOJT
(8) Maintain Alternate Library	(G-4034-2.8)	MOJT

Tasks	Task #	Responsible For Training
c. INPUT/OUTPUT CONTROL		
(1) Produce Microfiche	(G-4034-3.1)	MOJT
(2) Operate Decollator	(G-4034-3.2)	MOJT
(3) Operate Burster	(G-4034-3.3)	MOJT
d. SCANDATA (SITE DEPENDENT)		
(1) Operate Console (SCANDATA)	(G-4034-4.1)	MOJT
(2) Operate Tape Drive (SCANDATA)	(G-4034-4.2)	MOJT
(3) Operate Disk Drive (SCANDATA)	(G-4034-4.3)	MOJT
(4) Operate Printer (SCANDATA)	(G-4034-4.4)	MOJT
(5) Perform Version 38 (V38) System Generation	(G-4034-4.5)	MOJT
(6) Perform Cold Start Procedure	(G-4034-4.6)	MOJT
(7) Perform Warm Start Procedure	(G-4034-4.7)	MOJT
(8) Perform COSAM File Maintenance Procedures	(G-4034-4.8)	MOJT
e. OPTICAL CHARACTER READER (OCR)		
(1) Operate Console (OCR)	(G-4034-5.1)	MOJT
(2) Operate Tape Drive (OCR)	(G-4034-5.2)	MOJT
(3) Operate Page Reader (OCR)	(G-4034-5.3)	MOJT
f. TELEPROCESSING HARDWARE		
(1) Install/Test Teleprocessing Peripheral Devices	(G-4034-6.1)	FS(CSS)
(2) Identify Teleprocessing Systems Failures	(G-4034-6.2)	FS(CSS)
(3) Operate Appropriate Teleprocessing Consoles	(G-4034-6.3)	FS(CSS)
(4) Operate Diagnostic Modem Networks	(G-4034-6.4)	FS(CSS)
(5) Maintain Diagnostic Modem Networks	(G-4034-6.5)	FS(CSS)
(6) Design Diagnostic Modem Networks	(G-4034-6.6)	FS(CSS)
(7) Monitor Network Performance	(G-4034-6.7)	FS(CSS)
(8) Perform First Level Corrective Actions Involving Teleprocessing Software	(G-4034-6.8)	FS(CSS)

g. COMMON TASK

(1) Perform Initial Program Load (IPL)	(G-4069-13.1)	FS(CSS)

3. Duty Areas for MOS 4038

a. CUSTOMER SERVICE

Task	Task #	Responsible For Training
(1) Provide Customer Assistance	(G-4038-7.1)	MOJT

b. PRODUCTION ANALYSIS

(1) Perform Procedure Optimization	(G-4038-8.1)	FS(CSS)
(2) Conduct Annual Review of Computer Operations Manual (OM)	(G-4038-8.2)	MOJT

c. PRODUCTION CONTROL

(1) Produce Daily Schedule	(G-4038-9.1)	MOJT
(2) Run a Job	(G-4038-9.2)	FS(CSS)
(3) Respond to Abnormal Job Termination (ABEND)	(G-4038-9.3)	FS(CSS)

d. COMMON TASKS

(1) Write Procedures	(G-4063-10.2)	FS(CSS)
(2) Maintain Programmer Library	(G-4063-11.1)	FS(CSS)

4. Duty Areas for MOS 4063. MOS 4063 is the generic MOS for programmers, which includes the specific MOS's 4063, 4065, and 4066. All individual training standards assigned to MOS 4063 apply to MOS's 4065 and 4066.

a. PROGRAMMING

Tasks	Task #	Responsible For Training
(1) Write Programs	(G-4063-10.1)	FS(CSS)
(2) Write Procedures	(G-4063-10.2)	FS(CSS)
(3) Run an Existing Application Program	(G-4063-10.3)	FS(CSS)
(4) Troubleshoot Programs	(G-4063-10.4)	FS(CSS)

ENCLOSURE (3)

b. INTERNAL PROGRAMMING MAINTENANCE

(1) Maintain Programmer Library	(G-4063-11.1)	FS(CSS)
(2) Maintain Project Status File	(G-4063-11.2)	MOJT

c. COMMON TASKS

(1) Operate Computer Console	(G-4034-1.2)	MOJT
(2) Provide Customer Assistance	(G-4038-7.1)	MOJT
(3) Run a Job	(G-4038-9.2)	FS(CSS)
(4) Create User Data Base	(G-4069-15.1)	FS(CSS)

5. Duty Areas for MOS 4069

a. MULTIPLE VIRTUAL STORAGE (MVS) OPERATING SYSTEM GENERATION

Tasks	Task #	Responsible For Training
(1) Make System Generation Checklist	(G-4069-12.1)	FS(CSS)
(2) Back-up and Restore Disk Packs	(G-4069-12.2)	FS(CSS)
(3) Initialize/Analyze Disk Packs	(G-4069-12.3)	FS(CSS)
(4) Allocate Systems Data Sets for MVS System Generation	(G-4069-12.4)	FS(CSS)
(5) Code and Assemble Stage I MACROS	(G-4069-12.5)	FS(CSS)
(6) Evaluate and Apply Corrective Action to Stage II Job Stream	(G-4069-12.6)	FS(CSS)
(7) Code Job Entry Subsystem (JES-2) Parameters	(G-4069-12.7)	FS(CSS)
(8) Update Systems Libraries	(G-4069-12.8)	FS(CSS)
(9) Install Proprietary Software Products	(G-4069-12.9)	FS(CSS)
(10) Install Job Entry Subsystem (JES-2) Exit Routines	(G-4069-12.10)	FS(CSS)
(11) Update SYS.1 PARMLIB	(G-4069-12.11)	FS(CSS)
(12) Code Statistical Analysis System (SAS) Statements	(G-4069-12.12)	FS(CSS)

b. MVS OPERATING SYSTEM MAINTENANCE

(1) Perform Initial Program Load (IPL)	(G-4069-13.1)	FS(CSS)
(2) Use SMP-4 to Receive, Apply, Restore, Accept, and Reject System Modifications	(G-4069-13.2)	FS(CSS)
(3) Tune MVS Operating System*	(G-4069-13.3)	FS(CSS)
(4) Analyze an Application Dump	(G-4069-13.4)	FS(CSS)
(5) Analyze a Job Entry Subsystem (JES-2) Failure	(G-4069-13.5)	FS(CSS)
(6) Diagnose Software Failures	(G-4069-13.6)	FS(CSS)
(7) Identify Critical Input/ Output Paths	(G-4069-13.7)	FS(CSS)
(8) Adjust System Resource Manager (SRM) Parameter Values	(G-4069-13.8)	FS(CSS)
(9) Resolve Bottlenecks that are not eliminated at the Systems Level	(G-4069-13.9)	FS(CSS)
(10) Maintain Proprietary Software Products	(G-4069-13.10)	FS(CSS)

c. TELEPROCESSING GENERATION/MAINTENANCE

(1) Interpret and Assess Impact of Additions or Modifications to Teleprocessing Hardware and Software	(G-4069-14.1)	**MOJT(VENDOR)
(2) Make Checklist of Teleprocessing Installation Procedures	(G-4069-14.2)	**MOJT(VENDOR)
(3) Allocate Systems Data Sets for Teleprocessing	(G-4069-14.3)	**MOJT(VENDOR)
(4) Modify JCL to Install Teleprocessing Software Products	(G-4069-14.4)	**MOJT(VENDOR)
(5) Apply Teleprocessing Software Modifications	(G-4069-14.5)	**MOJT(VENDOR)
(6) Code Teleprocessing Stage I MACROS	(G-4069-14.6)	**MOJT(VENDOR)
(7) Perform Teleprocessing Generation Process	(G-4069-14.7)	**MOJT(VENDOR)
(8) Identify COMTEN Teleprocessing Software Failures	(G-4069-14.8)	**MOJT(VENDOR)

ENCLOSURE (3)

(9) Tune Teleprocessing Network*	(G-4069-14.9)	**MOJT(VENDOR)
(10) Load Teleprocessing Monitor Software	(G-4069-14.10)	**MOJT(VENDOR)
(11) Maintain Teleprocessing Monitor Software	(G-4069-14.11)	**MOJT(VENDOR)
(12) Maintain Telecommunication Access Methods	(G-4069-14.12)	**MOJT(VENDOR)

d. DATA BASE GENERATION/MAINTENANCE

(1) Create User Data Base	(G-4069-15.1)	FS(CSS)
(2) Maintain User Data Base	(G-4069-15.2)	FS(CSS)

e. COMMON TASKS

(1) Operate Appropriate Teleprocessing Consoles	(G-4034-6.3)	FS(CSS)

* Those tasks marked by an asterisk will have training standards published at a later date.

** It is understood that teleprocessing tasks are trained by civilian vendors and local commanders retain this option as a means of training.

CROSS-REFERENCE INDEX
TASKS ASSIGNED BY MOS AND GRADE

1. This enclosure provides the assignment of tasks to enlisted Marines by grade within each MOS. These tasks are of two types: "MOS Specific Tasks" and "Common Tasks".

2. The index is designed to be used as follows:

a. To determine what tasks an enlisted Marine of a given MOS and a given grade is supposed to be able to perform, enter the left hand column, "MOS/Grade." Find the appropriate MOS and grade for the Marine in question, and go to the two columns to the right.

(1) The center column lists "MOS Specific Tasks." There will always be MOS specific tasks assigned to Marines of a given MOS or grade.

(2) The right hand column lists "Common Tasks" performed by Marines from two or more MOS's in OccFld 40.

MOS/GRADE	MOS SPECIFIC TASKS	COMMON TASKS
4034/Pvt PFC LCpl	G-4034-1.2, G-4034-1.3, G-4034-1.4 G-4034-1.5, G-4034-1.6, G-4034-1.7 G-4034-2.1, G-4034-2.2, G-4034-2.3 G-4034-2.4, G-4034-2.5, G-4034-2.6 G-4034-2.7, G-4034-2.8, G-4034-3.1, G-4034-3.2, G-4034-3.3 G-4034-4.1, G-4034-4.2, G-4034-4.3 G-4034-4.4, G-4034-4.5, G-4034-4.6 G-4034-4.7, G-4034-4.8 G-4034-5.1, G-4034-5.2, G-4034-5.3 G-4034-6.1*, G-4034-6.2*, G-4034-6.3* G-4034-6.4*, G-4034-6.5*, G-4034-6.7* G-4034-6.8*	G-4069-13.1
4034 Cpl Sgt	All the above, plus G-4034-1.1	All the above

ENCLOSURE (4)

4034/SSgt GySgt MSgt	All the above, plus G-4034-6.6*	All the above

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* Tasks related to the Teleprocessing Hardware Duty Area will be billet specified--that is, training in those tasks will be limited to Marines whose billets require performance of those tasks.

MOS/GRADE	MOS SPECIFIC TASKS	COMMON TASKS
4038/Cpl	G-4038-7.1 G-4038-8.1 G-4038-9.1 G-4038-9.2 G-4038-9.3	G-4063-11.1
4038/Sgt	All the above	All the above, plus G-4063-10.2
4038/SSgt GySgt MSgt MGySgt	All the above, plus G-4038-8.2	All the above

MOS/GRADE	MOS SPECIFIC TASKS	COMMON TASKS
4063/Pvt PFC LCpl	G-4063-10.1, G-4063-10.2, G-4063-10.3 G-4063-10.4 G-4063-11.1, G-4063-11.2	G-4034-1.2
4063/Cpl	All the above	All the above plus G-4038-7.1, G-4038-9.2
4063/Sgt	All the above	All the above, plus G-4069-15.1
4063/SSgt GySgt MSgt MGySgt	All the above	All the above

MOS/GRADE	MOS SPECIFIC TASKS	COMMON TASKS
4069/Sgt	G-4069-12.1, G-4069-12.2, G-4069-12.3 G-4069-12.4, G-4069-12.5, G-4069-12.6 G-4069-12.7, G-4069-12.8, G-4069-12.9 G-4069-12.10, G-4069-12.11, G-4069-12.12 G-4069-13.1, G-4069-13.2, G-4069-13.4 G-4069-13.5, G-4069-13.6, G-4069-13.7 G-4069-13.8, G-4069-13.9, G-4069-13.10 G-4069-14.1*, G-4069-14.2*, G-4069-14.3* G-4069-14.4*, G-4069-14.5*, G-4069-14.6* G-4069-14.7*, G-4069-14.8*, G-4069-14.10* G-4069-14.11*, G-4069-14.12* G-4069-15.1, G-4069-15.2	G-4034-6.3
4069/SSgt GySgt MSgt MGySgt	All the above, plus G-4069-13.3** G-4069-14.9**	All the above

* All tasks in Duty Area 14 (Teleprocessing Generation/Maintenance) will be billet specified--that is, only those Marines assigned to billets performing tasks in this duty area will train in those tasks. Currently, teleprocessing tasks are trained by civilian vendors and local commanders may retain this option as a means of training.

** ITS for those tasks will be published at a later date.

TRAINING STANDARDS FOR OCCFLD 40

1. General. This enclosure contains four appendixes. Each appendix contains individual training standards for an OccFld 40 MOS:

a. Appendix A covers MOS 4034

b. Appendix B covers MOS 4038

c. Appendix C covers MOS 4063/65/66

d. Appendix D covers MOS 4069

e. Each appendix begins with a table of contents followed by a diagram that outlines the duty areas and tasks for an MOS. See figure 5-1 below. The diagram is followed by the individual training standards for an MOS.

DIAGRAM OF DUTY AREAS AND TASKS FOR AN MOS

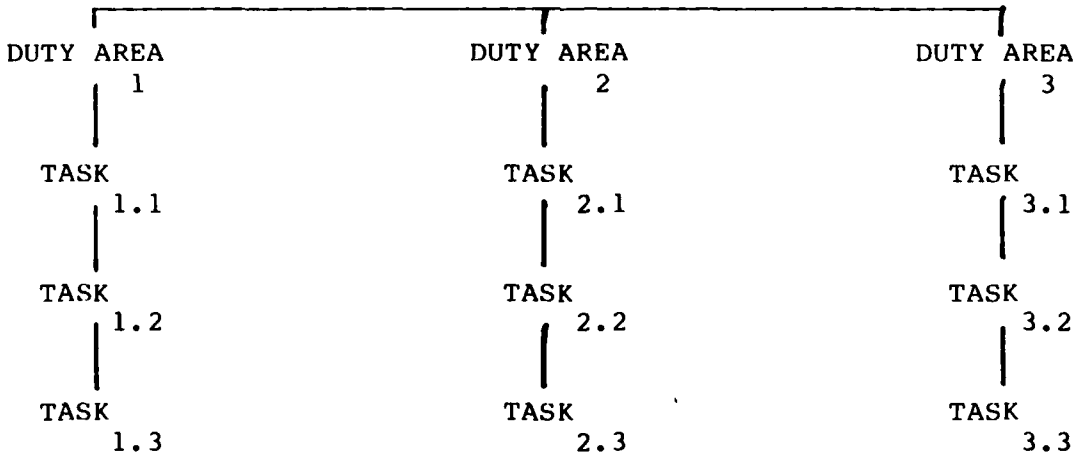


Figure 5-1

2. Alpha-Numeric Designation System

a. The branch, MOS, duty areas, and tasks are numbered as follows:

(1) The branch is identified by a letter. The letter indicates the branch in the Training Department, HQMC that has cognizance over the development of training standards for the MOS. There are three branches. The three branches and the letter designations are:

(a) Ground Training Branch......"G"
(b) Aviation Training Branch......"A"
(c) Professional Development Education Branch.."E"

(2) The MOS is identified by four arabic numbers. The four numbers are the ones assigned to the MOS in the MOS Manual. For the computer operator MOS, the alpha-numeric designators are G-4034.

(3) Duty areas are identified by ascending arabic numerals and are numbered consecutively, by OccFld, beginning with the number 1. There are 15 duty areas in OccFld 40.

(4) Tasks within a duty area are numbered consecutively. The first number is always the same as the duty area. The first task under the first duty area of an OccFld is numbered 1.1. The second task under the third duty area of an OccFld is numbered 3.2.

b. The individual training standard is identified by combining the numbers assigned to the MOS, duty area, and task. The individual training standard for the first task in the first duty area of MOS 4034 has the alpha-numeric designation G-4034-1.1.

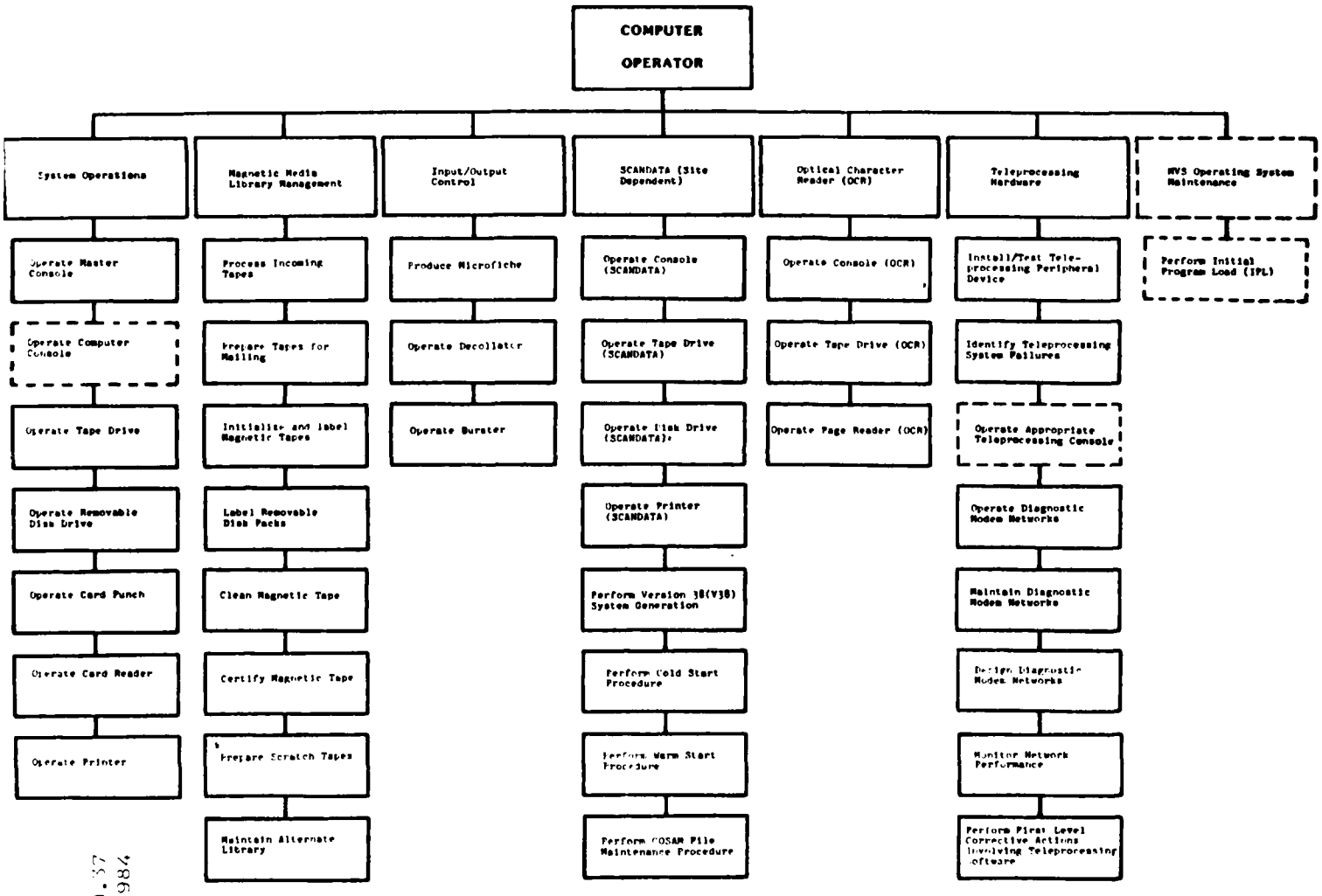
APPENDIX A

MOS 4034 - COMPUTER OPERATOR

Table of Contents

SECTION 6: TELEPROCESSING HARDWARE

DIAGRAM OF DUTY AREA AND TASKS FOR MOS 4034



Note: Dotted lines represent tasks that are common to two or more MOS's.

SECTION 1: SYSTEM OPERATIONS

TASK: (G-4034-1.1) OPERATE MASTER CONSOLE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE MASTER CONSOLE

CONDITIONS: The Marine being evaluated is provided with the following items: master console, main frame, peripheral equipment appropriate to program run, operations manual, local SOP, and applicable vendor manuals.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. The installation director will determine what constitutes mastery performance for the essential steps listed below. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Manipulate the keyboard to provide input.
2. Respond to computer system command.
3. Respond to computer system query.
4. Respond to computer system message.

REFERENCES:

1. Operator's Library.
2. System Commands Manual.
3. Operators Guide.
4. Glossary and Master Index Manual.
5. System Messages and Codes Manuals.
6. Terminal User's Guide.
7. Computing System Machine Reference Manual.
8. HASP Reference Summary.
9. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-1.2) OPERATE COMPUTER CONSOLE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE COMPUTER CONSOLE

CONDITIONS: The Marine being evaluated is provided with the following items: computer console other than master console, peripheral equipment appropriate to computer run, operator's manual, and local SOP.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. The installation director will determine what constitutes mastery performance for the essential steps listed below. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Manipulate the keyboard to provide input.
2. Respond to computer system command.
3. Respond to computer system query.
4. Respond to computer system message.

REFERENCES:

1. Operator's Library.
2. System Command's Manual.
3. Operator's Guide.
4. Glossary and Master Index Manual.
5. System Messages and Codes Manuals.
6. Terminal User's Guide.
7. Computing System Machine Reference Manual.
8. HASP Reference Summary.
9. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-1.3) OPERATE TAPE DRIVE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE TAPE DRIVE

CONDITIONS: The Marine being evaluated is provided with the following items: tape drive, local SOP, job or system request, and tape.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Tape drive must be readied within 15 minutes of receipt of request. System malfunctions must be corrected. Training steps must be performed sequentially.

TRAINING STEPS:

1. Access tape from appropriate area.
2. Execute system request for mounting tape.
3. Set tape control.
4. Monitor tape drive.
5. Dismount tape.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-1.4) OPERATE REMOVABLE DISK DRIVE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE REMOVABLE DISK DRIVE

CONDITIONS: The Marine being evaluated is provided with the following items: disk drive, computer run, local SOP, and operator's manual for disk drive.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. All stoppages must be corrected without damage to disk or disk drive. Training steps must be performed sequentially.

TRAINING STEPS:

1. Obtain disk pack.
2. Mount disk pack.
3. Set disk drive controls.
4. Dismount disk pack.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-1.5) OPERATE CARD PUNCH

ADMINSTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE CARD PUNCH

CONDITIONS: The Marine being evaluated is provided with the following items: card punch, blank punch cards, card gauge, card saw, forms manual, local SOP, and operator's manual.

STANDARDS: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. All malfunctions must be corrected. Training steps must be performed sequentially.

TRAINING STEPS:

1. Load cards.
2. Set punch controls.
3. Monitor card punch operations.
4. Unload cards.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-1.6) OPERATE CARD READER

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE CARD READER

CONDITIONS: The Marine being evaluated is provided with the following items: card reader punch, punched cards, card gauge, card saw, operator's guide, local SOP, and job request.

STANDARD: The task will be performed IAW the operator's guide and SOP for the particular equipment and functions of the location. All malfunctions must be cleared. Stackers must be empty at the end of job run. All cards must be returned to the customer undamaged. Training steps must be performed sequentially.

TRAINING STEPS:

1. Load cards.
2. Set reader controls.
3. Monitor card reader operations.
4. Unload cards.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-1.7) OPERATE PRINTER

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE PRINTER

CONDITIONS: The Marine being evaluated is provided with the following items: printer, continuous form paper, systems output request from console, operator's manual, form book, and local SOP.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Alignment, print position, and lines per inch must be IAW form book. All malfunctions must be corrected. Stacker must be empty at end of process. Training steps must be performed sequentially.

TRAINING STEPS:

1. Load Paper.
2. Set printer control.
3. Monitor printer.
4. Dismount output.
5. Breakdown output.
6. Distribute output.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

SECTION 2: MAGNETIC MEDIA LIBRARY MANAGEMENT

TASK: (G-4034-2.1) PROCESS INCOMING TAPES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PROCESS INCOMING TAPES

CONDITIONS: The Marine being evaluated is provided with the following items: tapes, tape log, local SOP, transmittal sheet, and MCO P5233.1 (Marine Corps ADP Standards Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular functions of the location. Transmittal must be returned to the proper address. Training steps must be performed sequentially.

TRAINING STEPS:

1. Unpack the tape.
2. Log tape into incoming tape log.
3. Store tape.
4. Return transmittal (may be simulated).

REFERENCES:

1. No additional references required.

TASK: (G-4034-2.2) PREPARE TAPES FOR MAILING

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PREPARE TAPES FOR MAILING

CONDITIONS: The Marine being evaluated is provided with the following items: magnetic tape, tape log, packing materials,.transmittal sheet, local SOP, and MCO P5233.1 (Marine Corps ADP Standards Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular function of the location. Transmittal must be completed in duplicate with no errors. Tape must be packed securely with one copy of transmittal. Training steps must be performed sequentially.

TRAINING STEPS:

1. Make appropriate entries in tape log.
2. Complete transmittal.
3. Pack tape for mailing.
4. Mail transmittal (may be simulated).
5. Mail tape (may be simulated).

REFERENCES:

1. No additional references required.

TASK: (G-4034-2.3) INITIALIZE AND LABEL MAGNETIC TAPE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: INITIALIZE AND LABEL MAGNETIC TAPE

CONDITIONS: The Marine being evaluated is provided with the following items: magnetic tape, tape drive, computer system with appropriate program, external label, magic marker, local SOP, and MCO P5233.1 (Marine Corps ADP Standards Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular functions of the location. Tape must be labeled externally and undamaged. Training steps must be performed sequentially.

TRAINING STEPS:

1. Update program input.
2. Label tape externally.
3. Submit tape and job for initialization.
4. Store tape.

REFERENCES:

1. No additional references required.

TASK: (G-4034-2.4) LABEL REMOVABLE DISK PACKS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: LABEL REMOVABLE DISK PACKS

CONDITIONS: The Marine being evaluated is provided with the following items: disk drive, disk pack, computer system with appropriate program, external label, magic marker, local SOP, and MCO P5233.1 (Marine Corps ADP Standards Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular functions of the location. Disk packs must be labeled externally and undamaged. Training steps must be performed sequentially.

TRAINING STEPS:

1. Update program input.
2. Label disk packs externally.
3. Store disk packs.

REFERENCES:

1. No additional references required.

TASK: (G-4034-2.5) CLEAN MAGNETIC TAPE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CLEAN MAGNETIC TAPE

CONDITIONS: The Marine being evaluated is provided with the following items: tape, tape cleaner, local SOP, operator's manual, tape log, and MCO P5233.1 (Marine Corps ADP Standard Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular functions of the location. Tape must not be damaged during threading. Training steps must be performed sequentially.

TPAINING STEPS:

1. Mount tape on tape cleaner.
2. Start tape cleaner.
3. Dismount tape from tape cleaner.
4. Store tape or return tape to tape drive.
5. Log in tape cleaning.

REFERENCES:

1. No additional references required.

TASK: (G-4034-2.6) CERTIFY MAGNETIC TAPE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CERTIFY MAGNETIC TAPE

CONDITIONS: The Marine being evaluated is provided with the following items: tape (which will require removal of bad spot), tape certifier, local SOP, cutting device, tape log, operator's manual, and MCO P5233.1 (Marine Corps ADP Standards Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular function of the location. No damage to tape must occur during threading. All sections of the tape indicated to be defective must be removed. Unusable tape must be discarded. Training steps must be performed sequentially.

TRAINING STEPS:

1. Mount tape on certifier.
2. Ensure error recorder in place.
3. Start certifier.
4. Dismount tape from certifier.
5. Check error recorder.
6. Cut bad tape as required.
7. Replace reflector.
8. Log in tape certification.
9. Return tape for initialization or discard tape.

REFERENCES:

1. No additional references are required.

TASK: (G-4034-2.7) PREPARE SCRATCH TAPES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PREPARE SCRATCH TAPES

CONDITIONS: The Marine being evaluated is provided with the following items: tape library, computer system with appropriate program, local SOP, and MCO P5233.1 (Marine Corps ADP Standard Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular functions of the location. Training steps must be performed sequentially.

TRAINING STEPS:

1. Submit job for execution.
2. Pull tapes according to the Scratch Tape Listing.
3. Insert right ring into scratch tapes.
4. Identify tapes to be cleaned or certified according to the Scratch Tape Listing.
5. Place scratch tapes on scratch tape rack.

REFERENCES:

1. No additional references are required.

TASK: (G-4034-2.8) MAINTAIN ALTERNATE LIBRARY

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN ALTERNATE LIBRARY

CONDITIONS: The Marine being evaluated is provided with the following items: alternate library site, tape library, computer system with approprite program, color-coded bands, and MCO P5233.1 (Marine Corps ADP Standard Manual).

STANDARD: The task will be performed as specified in MCO P5233.1 and SOP for the particular functions of the location. Alternate library will contain all tapes listed on Alternate Library Report. Training steps must be performed sequentially.

TRAINING STEPS:

1. Submit job for execution.
2. Pull tapes listed in Alternate Library Report.
3. Place color-coded band in place of tapes pulled from main library.
4. Place tapes in alternate library.
5. Return appropriate tapes to main library.
6. Catalog alternate library according to installation SOP.
7. Remove color-coded bands for tapes returned to main library.

REFERENCES:

1. No additional references are required.

SECTION 3: INPUT/OUTPUT CONTROL

TASK: (G-4034-3.1) PRODUCE MICROFICHE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PRODUCE MICROFICHE

CONDITIONS: The Marine being evaluated is provided with the following items: microfilm, processor, floppy disk, input tape, cutter machine, work request, local SOP, and operator's manual.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Ouality must conform to work request. Spacing, cut, focus and level must meet requirements given in SOP. Training steps must be performed sequentially.

TRAINING STEPS:

1. Check humidifier.
2. Load microfilm.
3. Mount film take-up spool on processor.
4. Load floppy disk.
5. Mount input tape.
6. Set tape drive controls.
7. Load microfiche program.
8. Start processor.
9. Stop processor.
10. Dismount tapes.
11. Unload floppy disk.
12. Remove film take-up spool from processor.
13. Check chemical levels.
14. Check water.

15. Start developer.

16. Mount microfilm on developer.

17. Thread film on take-up spool.

18. Stop developer.

19. Remove take-up spool.

20. Mount film spool on cutter machine.

21. Align film on cutter machine.

22. Start cutter machine.

23. Stop cutter machine.

24. Remove microfiche from stacker.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-3.2) OPERATE DECOLLATOR

ADMINISTRATIVE INSTRUCTIONS: This task will be performed using a Job Performance Aid (JPA).

Individual installations will design Job Performance Aids to meet the requirements of site-dependent equipment and local procedures.

TASK: (G-4034-3.3) OPERATE BURSTER

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE BURSTER

CONDITIONS: The Marine being evaluated is provided with the following items: burster, forms to be separated, vendor's manual, and local SOP.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Output must be properly aligned, evenly spaced, properly sequenced and completely separated. Training steps must be performed sequentially.

TRAINING STEPS:

1. Set burster controls.
2. Load forms into burster.
3. Begin burster operation.
4. Monitor burster operation.
5. Unload forms from burster.

REFERENCES:

1. No additional references required.

SECTION 4: SCANDATA (SITE DEPENDENT)

TASK: (G-4034-4.1) OPERATE CONSOLE (SCANDATA)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE CONSOLE (SCANDATA)

CONDITIONS: The Marine being evaluated is provided with the following items: SCANDATA console, peripheral equipment appropriate to computer-run, operator's manual, local SOP, and applicable vendor manuals.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. The installation director will determine what constitutes mastery performance for the essential steps listed below. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Manipulate the keyboard to provide input.
2. Respond to computer system command.
3. Respond to computer system query.
4. Respond to computer system message.

REFERENCES:

1. Operator's Library.
2. System Command's Manual.
3. Operator's Guide.
4. Glossary and Master Index Manual.
5. System Messages and Codes Manual.
6. Terminal User's Guide.
7. Computing System Machine Reference Manual.
8. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-4.2) OPERATE TAPE DRIVE (SCANDATA)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE TAPE DRIVE (SCANDATA)

CONDITIONS: The Marine being evaluated is provided with the following items: SCANDATA tape drive, local SOP, job or system request, operator's manual, and applicable vendor manuals.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Tape drive must be readied within 15 minutes of receipt of request and without damage to tape or tape drive. System malfunctions must be corrected. Training steps must be performed sequentially.

TRAINING STEPS:

1. Access tape from library.
2. Execute system request for mounting tape.
3. Set tape control.
4. Monitor tape drive.
5. Dismount tape.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-4.3) OPERATE DISK DRIVE (SCANDATA)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE DISK DRIVE (SCANDATA)

CONDITIONS: The Marine being evaluated is provided with the following items: SCANDATA disk drive, computer run, local SOP, and operator's manual for SCANDATA disk drive.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. All stoppages must be corrected without damage to the disk drive or disk. Training steps must be performed sequentially.

TRAINING STEPS:

1. Obtain disk pack.
2. Mount disk pack.
3. Set disk drive controls.
4. Dismount disk pack.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-4.4) OPERATE PRINTER (SCANDATA)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE PRINTER (SCANDATA)

CONDITIONS: The Marine being evaluated is provided with the following items: SCANDATA printer, continuous form paper, system output, request from console, operator's manual, form book, local SOP, and applicable vendor manuals.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Alignment, print position, carriage control tape and lines per inch must be IAW form book. All malfunctions must be corrected. Stacker must be empty at end of process. Output must be returned to customer in completed form. Training steps must be performed sequentially.

TRAINING STEPS:

1. Load paper
2. Set printer control.
3. Monitor printer.
4. Dismount output.
5. Break down output.
6. Distribute output.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-4.5) PERFORM VERSION 38 (V38) SYSTEM GENERATION

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM V38 SYSTEM GENERATION

CONDITIONS: The Marine being evaluated is provided with the following items: System Master Binary (SMB) Tape, a set of software modules, tape drive, disk, printer, Central Control Unit (CCU), terminal, disk drive, and access to the SCANDATA Reference Library.

STANDARD: Marines will perform the V38 System Generation so that when they key-in "Write Tape System," the system responds with the "Type SYSTEM Command." Training steps must be performed sequentially.

TRAINING STEPS:

1. Obtain System Master Binary Tape.
2. Mount SMB tape on primary drive.
3. Depress load button twice.
4. Depress on-line button.
5. Depress power-on and tape-load on CCU simutaneously.
6. Wait and reply to prompts displayed by the system.
7. Verify the system generation listing for accuracy.
8. Dismount SMB tape.
9. Mount a scratch tape on primary drive ensuring that the right enable wing is in place.
10. Depress load button twice.
11. Depress on-line button.
12. Key-in Write Tape System (WTS).

REFERENCE:

1. System Engineering Manual on System Generation.

TASK: (G-4034-4.6) PERFORM COLD START PROCEDURE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM COLD START PROCEDURE

CONDITIONS: The Marine being evaluated is provided with the following items: cold start tape, system operations specifications, hardware configuration, terminal, disk pack, CCU, operating system, disk drive, and access to the SCANDATA Reference Library.

STANDARD: The Marine will perform the cold start procedure so that the operating system responds with the "Date" prompt. Training steps must be performed sequentially.

TRAINING STEPS:

1. Ensure that the following conditions exists before initiating the cold start process:

   a. The system version on the tape must be the current operating system software version.

   b. The pack number specified for that tape must correspond to the pack number on the disk pack mounted on the disk drive.

   c. The information on Platter 1 must be saved, if possible, because this process will destroy all data from Platter 1.

2. Mount cold start tape on the primary tape drive.

3. Ensure tape is properly loaded and on-line.

4. Depress the power-on/tape-load buttons in front of the CCU.

5. Wait and reply to prompts displayed on the screen.

6. Enter the "Date," "Time," and "Shift" commands.

7. Dismount cold start tape.

REFERENCES:

1. No additional references required.

TASK: (G-4034-4.7) PERFORM WARM START PROCEDURE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM WARM START PROCEDURE

CONDITIONS: The Marine being evaluated is provided with the following items: adequate power supply, system operations specifications, hardware configuration, terminal, disk drive, disk pack, CCU, operating system, and access to the SCANDATA Reference Library.

STANDARD: The Marine will perform the warm start procedure so that when the "Shift" prompt is keyed the "Ready-use CMND" key to start work appears and the system is ready for use. Training steps must be performed sequentially.

TRAINING STEPS:

1. Ensure that power supply to the system and peripherals is on, and that the disk pack is on the drive and ready.
2. Depress the power-on/disk-load buttons in front of the CCU.
3. Wait and reply to prompt displayed on the screen.
4. Enter the "Data," "Time," and "Shift" commands.

REFERENCES:

1. No additional references required.

TASK: (G-4034-4.8) PERFORM COBOL SHARED ACCESS METHOD (COSAM) FILE MAINTENANCE PROCEDURE

ADMINISTRATIVE INSTRUCTIONS This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM COSAM FILE MAINTENANCE PROCEDURE

CONDITIONS: The Marine being evaluated is provided with the following items: tape drive, CCU, terminal, disk drive, disk pack, Operator's Run Book, and access to the SCANDATA Reference Library.

STANDARD: Marines will perform COSAM file maintenance so that the index file is saved or restored without deleting the file. Training steps must be performed sequentially.

TRAINING STEPS:

1. If file is going to be saved, the following steps apply:

   a. Mount scratch index file save tape on tape drive.

   b. Depress tape drive load button twice.

   c. Depress tape drive on-line button.

   d. Key the supervisor index file save commands.

   e. Dismount index file scratch tape.

   f. Label index file scratch tape.

   g. Store index file scratch tape in tape library.

2. If file is going to be restored/replaced, the following steps apply:

   a. Key the appropriate index file delete command to delete index file from disk.

   b. Mount an index file replacement tape.

   c. Depress tape drive load button twice.

   d. Depress tape drive on-line button.

e. Key the supervisor index file restore commands.

f. Dismount index file replacement tape.

g. Store index file replacement tape in tape library.

REFERENCES:

1. No additional references required.

SECTION 5: OPTICAL CHARACTER READER

TASK: (G-4034-5.1) OPERATE CONSOLE (OCR)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE CONSOLE (OCR)

CONDITIONS: The Marine being evaluated is provided with the following items: OCR console, main frame, peripheral equipment appropriate to program-run, operations manual, local SOP, and scratch log.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Sequence is dependent upon initiating cue. The installation director will determine what constitutes mastery performance for the essential steps listed below. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Manipulate the keyboard to provide input.
2. Respond to computer system command.
3. Respond to computer system query.
4. Respond to computer system message.

REFERENCES:

1. Operator's Library.
2. System Commands Manual.
3. Operator's Guide.
4. Glossary and Master Index Manual.
5. System Messages and Code Manuals.
6. Terminal User's Guide.
7. Computing System Machine Reference Manual.
8. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-5.2) OPERATE TAPE DRIVE (OCR)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE TAPE DRIVE (OCR)

CONDITIONS: The Marine being evaluated is provided with the following items: OCR tape drive, local SOP, job or system request, and operator's manual for OCR tape drive.

STANDARD: The task will be performed IAW the operator's manual and SOP for the particular equipment and functions of the location. Tape drive must be readied within 15 minutes of receipt of request and without damage to tape or tape drive. System malfunctions must be corrected. Training steps must be performed sequentially.

TRAINING STEPS:

1. Access tape from library.
2. Execute system request for mounting tape.
3. Set tape control.
4. Monitor tape drive.
5. Dismount tapes.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-5.3) OPERATE PAGE READER (OCR)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAININING OBJECTIVE:

BEHAVIOR: OPERATE PAGE READER (OCR)

CONDITIONS: The Marine being evaluated is provided with the following items: OCR page reader, scanner forms, job request, local SOP, and operator's guide for page reader.

STANDARD: The task will be performed IAW the operator's guide and SOP for the particular equipment and functions of the location. All documents must be read or rejected appropriately. All malfunctions must be corrected. Training steps must be performed sequentially.

TRAINING STEPS:

1. Set controls.
2. Load documents.
3. Adjust controls.
4. Begin operations.
5. Monitor operations.
6. Remove documents.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

SECTION 6: TELEPROCESSING HARDWARE

TASK: (G-4034-6.1) INSTALL/TEST TELEPROCESSING PERIPHERAL DEVICES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: INSTALL/TEST TELEPROCESSING PERIPHERAL DEVICES

CONDITIONS: The Marine being evaluated is provided with the following items: vendor's component description manuals, modems, telephone wire, COMTEN, front-end processor (FEP), terminals, screwdrivers, wire strippers, diagnostic equipment, operator's manual, and local SOP.

STANDARD: The task will be performed IAW the operator's manuals and SOP for the particular equipment and functions of the location. Install peripheral devices within 4 hours so that applications are accessed IAW MCO P5230.14. Training steps must be performed sequentially.

TRAINING STEPS:

1. Ensure that an acceptable environment exists; i.e., power, temperature, humidity and space.
2. Research the vendor supplied component description manuals.
3. String cable/phone lines.
4. Strap/configure the modems.
5. Test the circuit to ensure that information can be transmitted and/or received.
6. Strap or configure controller or terminal.
7. Initiate the circuit to ensure that the system is operating efficiently.

REFERENCES:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).
2. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual).

TASK: (G-4034-6.2) IDENTIFY TELEPROCESSING SYSTEM FAILURES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: IDENTIFY TELEPROCESSING SYSTEM FAILURES

CONDITIONS: The Marine being evaluated is provided with the following items: telephone communication, CRT (3270 Display Application User Manuals, vendor supplied components description manuals), pencil and paper, data link analysis, proper tools, screwdriver and wire strippers, access to COMTEN Front-End Processor (FEP), list of teleprocessing system failures, teletypewriter, and local SOP.

STANDARDS: The task will be performed IAW the users manuals and SOP for the particular equipment and functions of the location. Within 30 minutes, the cause of teleprocessing system failures must be identified and the corrective action taken must be explained to the supervisor verbally or by written correspondence. Action taken must be IAW MCO P5230.14. Training steps must be performed sequentially.

TRAINING STEPS:

1. Locate the failure.
2. Determine and explain if the failure is in the hardware or software.
3. If hardware failure, list action taken to correct the the failure.
4. If failure is beyond your maintenance capability, or it is determined that the problem is a software malfunction, refer the situation to another agency.

REFERENCES:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).
2. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual).

TASK: (G-4034-6.3) OPERATE APPROPRIATE TELEPROCESSING CONSOLES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation. The evaluator must provide a list of desired results to be obtained from the appropriate console.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE APPROPRIATE TELEPROCESSING CONSOLES

CONDITIONS: The Marine being evaluated is provided with the following items: software package operators guides, access to all systems consoles, list of required results, and the site SOP.

STANDARD: Operate an appropriate teleprocessing console so that the desired results are obtained within 15 minutes and verified by the evaluator. Training steps must be performed sequentially.

TRAINING STEPS:

1. Determine what results are desired.
2. Identify what software package would affect that action.
3. Research reference library for appropriate command.
4. Enter correct operand and command on appropriate console.
5. Interpret the results of the command with the aid of reference.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4034-6.4) OPERATE DIAGNOSTIC MODEM NETWORKS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: OPERATE DIAGNOSTIC MODEM NETWORKS

CONDITIONS: The Marine being evaluated is provided with the following items: pencil and paper, modem documentation, modem, storage for statistics, and installation requirements.

STANDARD: Operate diagnostic modem networks to meet installation requirements and identify problems immediately. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research documentation pertaining to diagnostic modems.
2. Compile statistics.
3. Recognize error condition.

REFERENCE:

1. RS 232 Interface Description.

TASK: (G-4034-6.5) MAINTAIN DIAGNOSTIC MODEM NETWORKS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN DIAGNOSTIC MODEM NETWORKS

CONDITIONS: The Marine being evaluated is provided with the following items: pencil and paper, diagnostic modem, documentation on the modem, network configuration addresses, vendors contact sheet, Problem Referral Sheet, and Problem Determination Guide.

STANDARD: Maintain Diagnostic Modem Networks to fully isolate problems within 15 minutes. Training steps must be performed sequentially, and documentation occurs during each step. Training step must be performed sequentially.

TRAINING STEPS:

1. Research line, modem, and terminal diagnostic addresses.
2. Determine what diagnostics to perform.
3. Perform diagnostics on master modem, if necessary.
4. Perform diagnostics on the line, if necessary.
5. Perform diagnostics on the slave or secondary modem, if necessary.
6. Perform diagnostics on the terminal, if necessary.
7. Analyze results of test.
8. Determine the problem area.
9. Repair or by-pass problem or refer to maintenance activity.
10. Document problem.

REFERENCE:

1. RS 232 Interface Description.

TASK: (G-4034-6.6) DESIGN DIAGNOSTICS MODEM NETWORKS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: DESIGN DIAGNOSTICS MODEM NETWORKS

CONDITIONS: The Marine being evaluated is provided with the following items: telephone service request or work order, current COMTEN and system generation, paper and pencil, statistical analysis package, user's request, network monitoring system, hardware documentation, on-line application, and installation standards

STANDARD: Design a diagnostic modem network so that the network designed is compatable with existing equipment and is operationally functional to meet the requirements of the local installation. Training steps must be performed sequentially.

TRAINING STEPS:

1. Receive approved on-line application request.
2. Compile statistics.
3. Determine response time and through-put of the network.
4. Research documentation on required hardware.
5. Determine user circuits and locations.
6. Assign the terminal to a circuit.
7. Assign diagnostics modem addresses.
8. Assign controller and terminal addresses.
9. Perform evaluation test.
10. Document the design.
11. Place order for necessary equipment.

REFERENCES:

1. MCO P5233.1 (Marine Corps ADP Standard Manual).
2. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual

TASK: (G-4034-6.7) MONITOR NETWORK PERFORMANCE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MONITOR NETWORK PERFORMANCE

CONDITIONS: The Marine being evaluated is provided with the following items: paper and pencil, terminal, statistical analysis package, log book, network monitoring equipment, measurement and monitoring devices documentation, telephone, telephone directory, trouble report form, COMTEN and system generation, OS Console, COMTEN Console, access to on-line application, vehicle, and site SOP.

STANDARD: The network performance must be monitored well enough so that the Marine is able to identify poor performing segments of the network and report that performance to the teleprocessing officer. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research network configuration.

2. Research measurement/monitoring devices documentation.

3. Monitor the following devices:
   (a) hardware/software statistics
   (b) operator console
   (c) indicator lights
   (d) user/network feedback

4. Refer teleprocessing system failure to troubleshooting team.

5. Document gathered statistics.

6. Use statistical analysis package.

7. Analyze network statistics.

8. Document daily network performance.

9. Refer poor network performance to teleprocessing officer.

REFERENCE:

1. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual)

TASK: (G-4034-6.8) PERFORM FIRST LEVEL CORRECTIVE ACTIONS INVOLVING TELEPROCESSING SOFTWARE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM FIRST LEVEL CORRECTIVE ACTION INVOLVING TELEPROCESSING SOFTWARE; e.g., RESTARTING A DEVICE THROUGH COMPLETE

CONDITIONS: The Marine being evaluated is provided with the following items: teleprocessing system generation, TIBTAB, paper and pencil, monitoring devices, Errors and Codes Manual, site SOP, access to pertinent applications, telephone, trouble report form, hardware test equipment, hardware/software trace instructions, and applications users manual.

STANDARD: Successfully perform first level corrective actions involving teleprocessing software so that routine software problems are resolved within 15 minutes and major problems are referred to the problem change coordinator. Training steps must be performed sequentially.

TRAINING STEPS:

1. Recognize that a software problem exists.
2. Research documentation of teleprocessing software products or local SOP.
3. Perform initial corrective action.
4. Document the problem with a Trouble Report Form.
5. Refer all uncorrectable problems to problem change coordinator.

REFERENCES:

1. No additional references are required.

APPENDIX B

MOS 4038 - DATA CONTROL COORDINATOR

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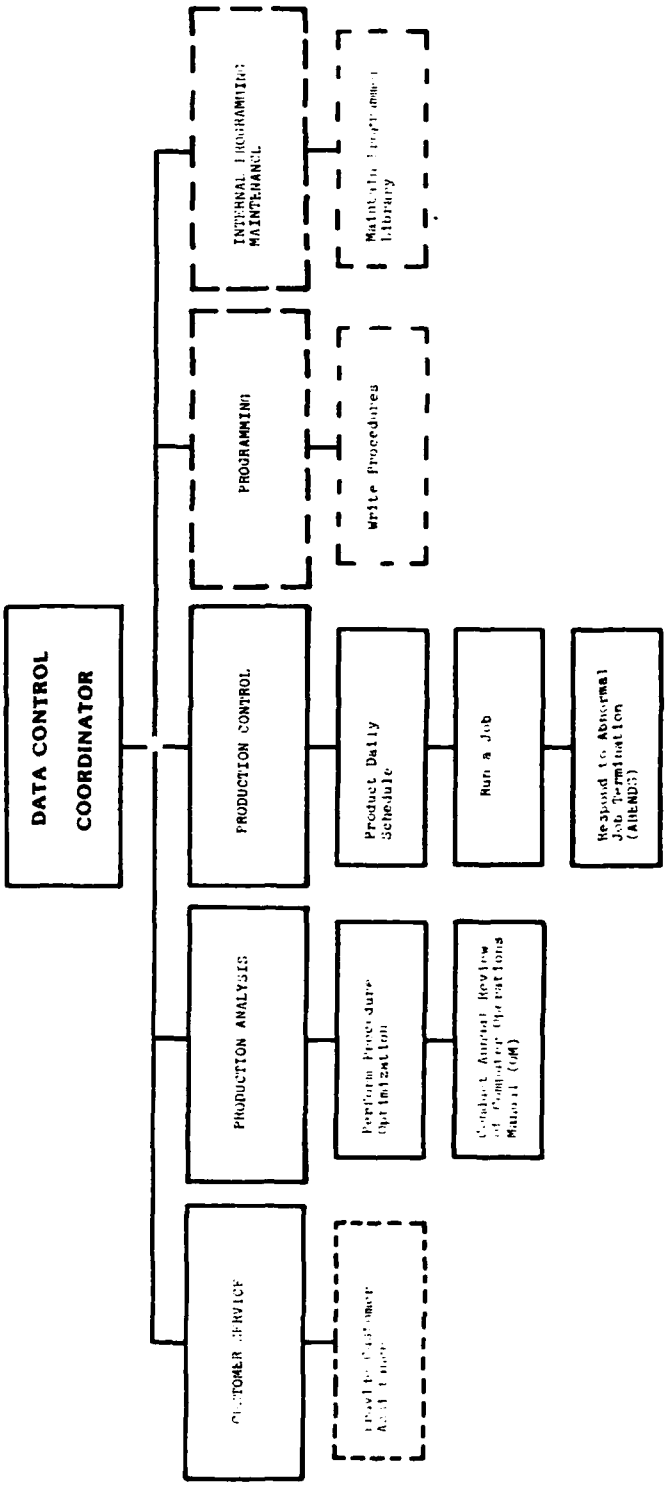
DIAGRAM OF DUTY AREA AND TASKS FOR MOS 4038



SECTION 1: CUSTOMER SERVICE

TASK: (G-4038-7.1) PROVIDE CUSTOMER ASSISTANCE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PROVIDE CUSTOMER ASSISTANCE

CONDITIONS: The Marine being evaluated is provided with the following items: Job Identification Number Listing, Computer Operations Manuals (OM), Site SOP, Job Control Language Manual, Messages and Codes Manual, Data Processing Service Work Request Form, Deallocation Listing, and Utilities Manual.

STANDARD: To determine customer needs and ensure assistance provided is within the capabilities of the ADP installation. Training steps must be performed sequentially.

TRAINING STEPS:

1. Define customer requirements.
2. If customer requirement is with an existing production job, perform the following:
   a. Check deallocation.
   b. Verify proper input/output.
   c. If customer requirement is not supported by an existing production job, refer requirement to the appropriate section.
3. Provide feedback to customer on status of their requirement.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

SECTION 2: PRODUCTION ANALYSIS

TASK: (G-4038-8.1) PERFORM PROCEDURE OPTIMIZATION

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM PROCEDURE OPTIMIZATION

CONDITIONS: The Marine being evaluated is provided with the following items: a CRT, card reader punch, keypunch machine, word processor/typewriter, Computer Operations Manual (OM), procedure listing, Job Identification Number Listing, Deallocation Listing, Messages and Codes Manuals, Utilities Manual, Computer Associates Manual (C. A. SORT) Job Control Language Manual, Data Set Cross-Reference Listing, transmittal document, coding sheets, print ruler, and Site SOP.

STANDARD: Given a cycle, optimize the procedures without error to produce time savings and/or better utilization of system resources in at least one of nine criteria listed in step two. Training steps must be performed sequentially.

TRAINING STEPS:

1. Receive and log request.

2. Review procedure for improvement in at least one of the following nine areas:

   a. Naming conventions

   b. Disposition processing

   c. Data control block information

   d. Unit

   e. Space

   f. Volume

   g. Sort information

   h. Move steps

   i. Document/flow chart

3. Amend procedure with error-free execution and verify implemented procedure changes.

4. Coordinate amended procedures with responsible programming section and the customer.

5. Create/revise/distribute OM to reflect procedure update.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4038-8.2) CONDUCT ANNUAL REVIEW OF COMPUTER OPERATIONS MANUAL (OM)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CONDUCT ANNUAL REVIEW OF COMPUTER OPERATIONS MANUAL (OM)

CONDITIONS: The Marine being evaluated is provided with the following items: a CRT, OM, procedure listings, Job Control Language Manual, Data Set Cross-Reference Listing, Messages and Codes Manual, Library Listing, C. A. SORT Manual, microfiche viewer, Computer Operations Manual, Annual Review Form Checklist, and Site SOP.

STANDARD: Within the time specified in the appointing letter/directive, conduct an Annual Review of Computer Operations Manual in accordance with the Annual Review Form Checklist contained in Marine Corps ADP Standards Manual (MCO P5233.1). Training steps must be performed sequentially.

TRAINING STEPS:

1. Form audit team to include:

   a. Organize team members.

   b. Assign areas of responsibility.

2. Establish time frame for review of OM.

3. Notify customer and programmer of time of audit.

4. Provide audit team members with special instructions, based on changes in system resources or changes in the site SOP.

5. Conduct review in accordance with OM Annual Review Form.

6. Recommend job for optimization if required.

7. File OM.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

SECTION 3: PRODUCTION CONTROL

TASK: (G-4038-9.1) PRODUCE DAILY SCHEDULE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PRODUCE DAILY SCHEDULE

CONDITIONS: The Marine being evaluated is provided with the following items: a CRT, a reproduction capability, word processor/typewriter, Job Identification Number Listing, Data Processing Service Work Request, Statement of Priorities, and paper and pencil.

STANDARD: Produce a neat, accurate, and legible schedule that includes: All customer requested jobs listed in accordance with the site statement of priorities. Training steps must be performed sequentially.

TRAINING STEPS:

1. Prioritize and sequence daily schedule based on:

   a. Statement of priorities.

   b. Available resource configuration.

   c. Stand-alone time.

   d. Data processing service work request form.

2. Submit schedule for approval.

3. Publish schedule.

REFERENCE:

1. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4038-9.2) RUN A JOB

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: RUN A JOB

CONDITIONS: The Marine being evaluated is provided with the following items: an operational system and a CRT, card reader, keypunch machine, printer, OM, input/output media, transmittal document, xerox request form, microfiche request forms, log-in sheets, and site SOP.

STANDARD: Run a job that produces output that meets the specification of the OM and the Data Processing Service Work Request Form. Training steps must be performed sequentially.

TRAINING STEPS:

1. Receive and log work request.
2. Review work request IAW OM for accuracy.
3. Prepare job for production IAW OM.
4. Execute job ensuring that system Job Control Language requirements are met.
5. Monitor job flow.
6. Review job deallocation to ensure job runs error free.
7. Perform quality control on output.
   a. Review OM for:
      (1) Computer printout.
      (2) Microfiche.
      (3) Xerox.
      (4) Number of copies.
   b. Verify number of cards.

c. Review output for:

(1) Print clarity.

(2) Alignment.

d. Standard label tape analysis.

8. Ensure output is complete IAW OM.

9. Organize input/output for distribution.

10. Distribute input/output.

11. File deallocation.

REFERENCES:

1. Job Control Language Manual.
2. Messages and Codes Manual.
3. MCO P5233.1 (Marine Corps ADP Standard Manual).

TASK: (G-4038-9.3) RESPOND TO ABNORMAL JOB TERMINATION (ABEND)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: RESPOND TO ABNORMAL JOB TERMINATION (ABEND)

CONDITIONS: The Marine being evaluated is provided with the following items: a CRT, card reader, keypunch machine, printer, OM, input (cards), output, deallocation listing, site SOP, and an ABEND.

STANDARD: Given an ABEND you will determine corrective steps necessary to restart production job. Training steps must be performed sequentially.

TRAINING STEPS:

1. Obtain deallocation.
2. Examine deallocation for indicators.
   a. Check systems log.
   b. Check procedure listing.
   c. Check procedure log.
3. Research ABEND code using appropriate reference manuals.
4. Restart job:
   a. At the right step in accordance with OM.
   b. Using appropriate overrides in accordance with OM.
   c. Placing restart card in appropriate spot.
5. If unable to complete step 4, refer to appropriate section.

REFERENCES:

1. Job Control Language Manuals.
2. Utilities Manuals.

3. C. A. SORT Manual.
4. Messages and Codes Manual.
5. Vendor supplied reference manuals.

APPENDIX C

MOS 4063/65/66 - PROGRAMMERS

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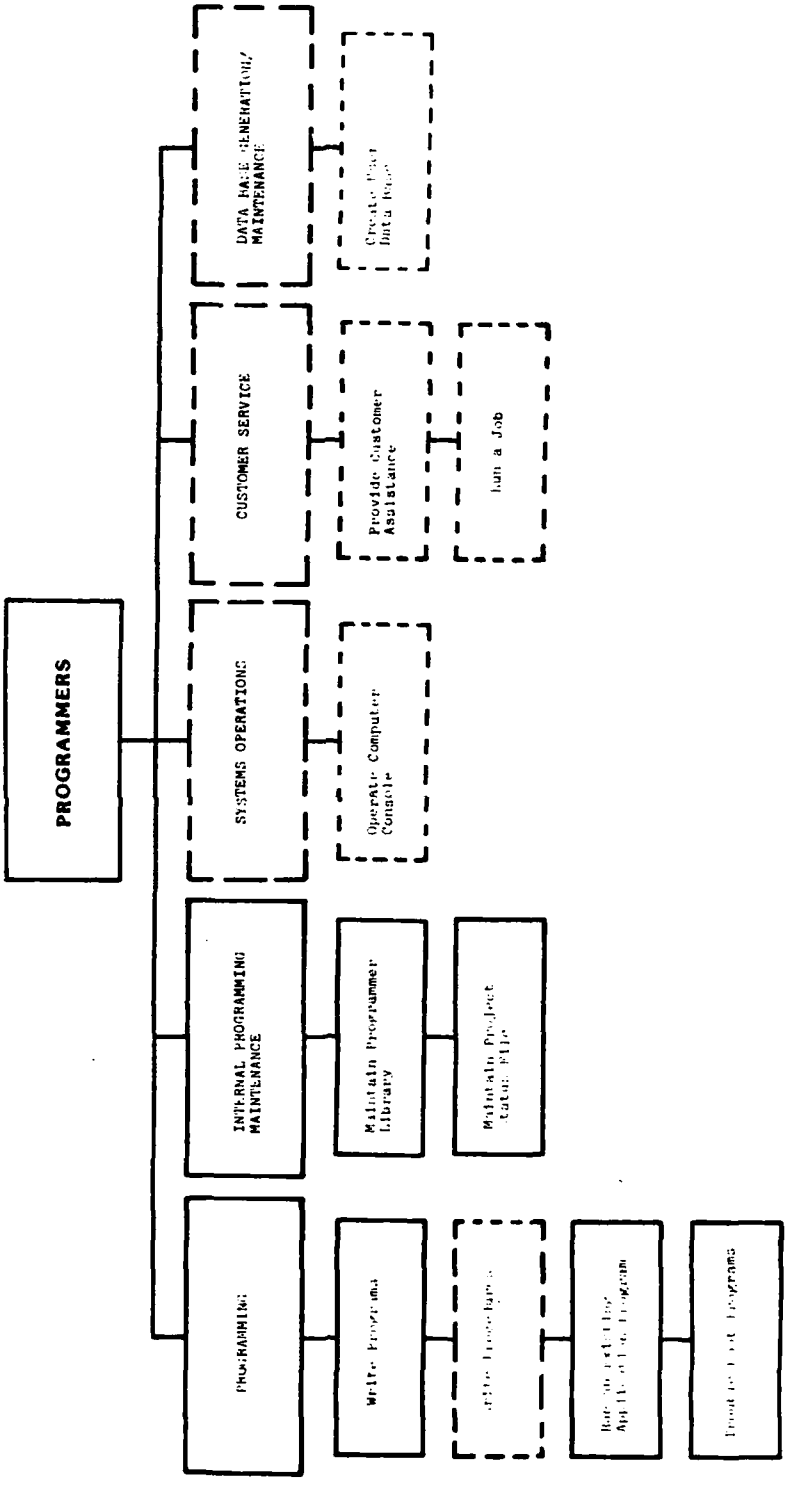
DIAGRAM OF DUTY AREA AND TASKS FOR MOS 4063



Appendix C to
ENCLOSURE (5)

SECTION 1: PROGRAMMING

TASK: (G-4063-10.1) WRITE PROGRAMS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: WRITE PROGRAMS

CONDITIONS: This task is to be performed in a well-lighted semi-secluded area. All computers, input/output devices, other peripheral devices, and the materials listed herein should be readily available. Materials required: customer's request, program specifications, system layout, coding worksheets, pencils, note pad, flowchart (or HIPO) template, HIPO worksheets, JCL Manual, Utilities Manual, Messages and Codes Manual, Programmers Manual, Marine Corps ADP Standards Manual (MCO P5233.1), ROSCOE or Keypunch Manual, computer,input/output device (ROSCOE or Keypunch), desk, and filing cabinets.

STANDARD: Write an applications program containing the specifications listed below. The program specifications listed below can be modified by the evaluator to meet the requirements of changes in technology, equipment, and software constraints of the local facility. Training steps must be performed sequentially.

SPECIFICATION 1. One input file consisting of:

BYTE	CONTENTS
1-4	MOS
5	Blank
6-16	Social security number
17	Blank
18-32	Last name
33	Blank
34-44	First name
45	Blank
46	Middle initial
47-80	Blank

SPECIFICATION 2. One output magnetic file produced by the program which consists of:

BYTE	CONTENTS
1-4	MOS
5	Blank
6-16	Social security number
17	Blank
18-32	Last name
33	Blank
34-44	First name
45	Blank
46	Middle initial
47-80	Blank

SPECIFICATION 3. One output file (or printed report) with:

a. A one-line heading (provided by analyst).

b. Followed by printed records, one per line.

c. An accumulated total of numbers written at the end of the report preceded by a descriptive title. (The desired MOS will be provided through the PARM input, to include system specifications.)

SPECIFICATION 4. Those records not selected for printing will be written to the output magnetic file.

TRAINING STEPS:

1. Draw a program flow chart (or write a HIPO) well enough to be understood by another Marine of the same experience level without interpretation.

2. Write (code) a program. The program (code worksheet) will be written to reflect the flow chart (or HIPO).

3. Key (CODE) program data.

4. Write execution JCL for compiler procedure.

5. Key in execution JCL data for compiler procedure into entry device.

6. Compile execute program. (The JCL and program are submitted in proper sequence with keypunch cards to the input/output section or through ROSCOE for execution with no logic errors.)

7. Write program test JCL.

8. Key in program test JCL into data entry device.

9. Test program. Submit test JCL for execution with JCL and program cards in proper sequence (or entered into ROSCOE for execution).

10. Submit program to facility or analysis chief when it is error free and meets the analyst's directions and customer's requirement.

REFERENCES:

1. No additional references required.

TASK: (G-4063-10.2) WRITE PROCEDURES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation. This task requires three programs for completion. The evaluator must provide the additional programs. The additional programs must contain information equivalent to the program specifications listed in the STANDARD paragraph.

TRAINING OBJECTIVE:

BEHAVIOR: WRITE PROCEDURES

CONDITIONS: This task is to be performed in a well-lighted semi-secluded area. All computers, input/output devices, other peripheral devices, and the materials listed herein should be readily available. Materials required: customer's request, program specifications (to include formatting requirements, system layout coding worksheets, pencils, flow chart (or HIPO) template), HIPO worksheets, JCL Manual, Utilities Manual, Messages and Codes Manual, Programmers Manual, Marine Corps ADP Standards Manual (MCO P5233.1), ROSCOE or Keypunch Manual, computer, input/output device (ROSCOE or Keypunch), and desk.

STANDARD: Write an applications procedure containing a minimum of three programs with the following specifications (the program specifications listed below can be modified by the evaluator to meet the equipment and software constraints of the local facility). Training steps must be performed sequentially.

PROGRAM SPECIFICATIONS

SPECIFICATION 1. One input file consisting of:

BYTE	CONTENTS
1-4	MOS
5	Blank
6-16	Social security number
17	Blank
18-32	Last name
33	Blank
34-44	First name
45	Blank
46	Middle initial
47-80	Blank

SPECIFICATION 2. One output magnetic file produced by the program which consists of:

BYTE	CONTENTS
1-4	MOS
5	Blank
6-16	Social security number
17	Blank
18-32	Last name
33	Blank
34-44	First name
45	Blank
46	Middle initial
47-80	Blank

SPECIFICATION 3. One output file (or printed report) using local format with:

a. A one-line heading (provided by analyst).

b. Followed by printed records, one per line.

c. With an accumulated total of numbers written at the end of the report preceded by a descriptive title. (The desired MOS will be provided through the PARM input, to include system specifications.)

SPECIFICATION 4. Those records not selected for printing will be written to the output magnetic file.

PROCEDURES SPECIFICATION

1. Name of program
2. Library where programs are stored
3. Names of files
4. Name of external reference used for the file (EIGHT CHARACTER NAME)

TRAINING STEPS:

1. Draw a procedure flow chart (or write a HIPO) well enough to be understood by another Marine of the same experience level without interpretation.

2. Write procedure test JCL.

3. Key in procedure test JCL.

4. Test procedure. Ensure JCL cards are in proper sequence. (Information keyed into ROSCOE must be in proper sequence.)

5. Write (or modify) Computer Operations Manual (OM).

6. Submit listings to facility or analysis chief for evaluation.

REFERENCES:

1. No additional references required.

TASK: (G-4063-10.3) RUN AN EXISTING APPLICATION PROGRAM

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: RUN AN EXISTING APPLICATION PROGRAM

CONDITIONS: This task is to be performed in a well-lighted semisecluded area. All computers, input/output devices, other peripheral devices and materials listed herein should be readily available. Materials required: coding worksheets, pencils, note pad, program listings, customer's request (selected or prepared by the facilities chief), JCL Manual, Utilities Manual, Messages and Codes Manual, Programmers Manual, Marine Corps ADP Standards Manual (MCO P5233.1), ROSCOE or Keypunch Manual, computer, input/output device (ROSCOE or keypunch), and desk.

STANDARD: Run an existing applications program specified by the supervisor in charge. Each training step will be performed within three runs error free. The training steps must be performed sequentially.

TRAINING STEPS:

1. Identify the correct input/output.

2. Write program JCL.

3. Key in program JCL into data entry device.

4. Deliver input to operator (or submit JCL for execution). The JCL and program are submitted in proper sequence (either with keypunch cards to the input/output section or through ROSCOE for execution).

REFERENCES:

1. No additional references required.

TASK: (G-4063-10.4) TROUBLESHOOT PROGRAMS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: TROUBLESHOOT PROGRAMS

CONDITIONS: This task is to be performed in a well-lighted semi-secluded area. All computers, input/output devices, other peripheral devices, and the materials listed herein should be readily available. Materials required: system layout, program specifications, coding worksheets, pencils, note pad, flow chart (or HIPO) template, HIPO worksheets, JCL Manual, Messages and Codes Manual, Programmers Manual, Marine Corps ADP Standards Manual (MCO P5233.1), ROSCOE or Keypunch Manual, computer, input/output device (ROSCOE or keypunch), desk, and an improvised problem or error in an existing program devised by the facilities chief to adequately evaluate the Marine.

STANDARD: Troubleshoot an applications program in 4 hours or less depending on the complexity of the problem. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Determine or evaluate the problem well enough to describe verbally the problem and give a reasonable solution.

2. Draw a layout of a program input/output.

3. If no program flow chart or HIPO exists, then draw a program flow chart or write a HIPO.

4. Write a program change that will correct the problem as described in step one.

5. Key (code) program data.

6. Write execution JCL for compiler procedure.

7. Key in execution JCL data for compiler procedure entry device.

8. Compile (execute) program. The JCL and program are submitted in proper sequence (either with keypunch cards to the input/output section or through ROSCOE for execution) with no logic errors.

9. Write program test JCL.

10. Key in program test JCL into data entry device.

11. Test program. Submit test JCL for execution with JCL and program cards in proper sequence (or enter into ROSCOE for execution).

12. Submit program to facility or analysis chief for evaluation.

REFERENCES:

1. No additional references required.

SECTION 2: INTERNAL PROGRAMMING MAINTENANCE

TASK: (G-4063-11.1) MAINTAIN PROGRAMMER LIBRARY

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN PROGRAMMER LIBRARY

CONDITIONS: This task is to be performed in a well-lighted semisecluded area. All computers, input/output devices other peripheral devices and the materials listed below should be readily available. Materials required: IBM Utilities Manual, Librarian (software) Manual, computer, input/output device (ROSCOE or keypunch), JCL Manual, pencils, note pad, and coding worksheets.

STANDARD: The overall standard for this task is that each training step will be performed, without error, on a second-run basis. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Create backup library tapes.
2. Delete members.
3. Restore library.
4. Compress libraries.
5. Move members.
6. Rename libraries.
7. Rename members.

REFERENCES:

1. Messages and Codes Manual.
2. Programming Manual.
3. ROSCOE or Keypunch Manual.
4. MCO P5233.1 (Marine Corps ADP Standards Manual).

TASK: (G-4063-11.2) MAINTAIN PROJECT STATUS FILE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN PROJECT STATUS FILE

CONDITIONS: This task is to be performed in a well-lighted semisecluded area. All computers, input/output devices, other peripheral devices and the materials listed herein should be readily available. Materials required: Standardized Facilities Log Book (or input/output device), pencils, note pad, filing cabinets, and analysts or customer's request.

STANDARD: The overall standard for this task is that each training step will be performed without error. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Log in a request.
2. Update a request status.
3. Log out a request.
4. File a completed request, in specified sequence (alphabetical, chronological, etc.).

REFERENCES:

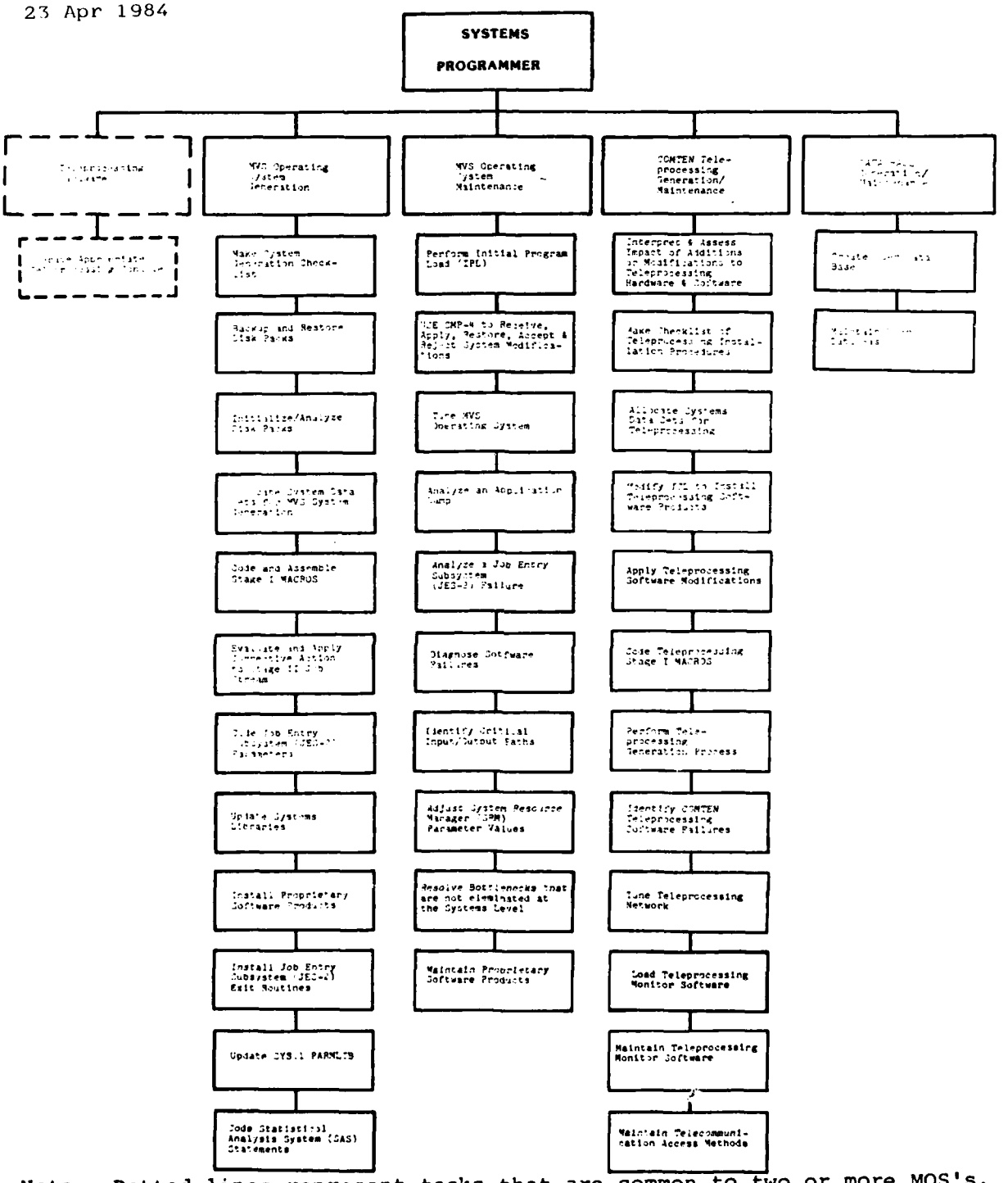
1. JCL Manual.
2. Utilities Manual.
3. Messages and Codes Manual.
4. Programming Manual.
5. MCO P5233.1 (Marine Corps ADP Standards Manual).
6. ROSCOE or Keypunch Manual.

APPENDIX D

MOS 4069 - SYSTEMS PROGRAMMER

Table of Contents

DIAGRAM OF DUTY AREA AND TASKS FOR MOS 4069



Note: Dotted lines represent tasks that are common to two or more MOS's.

SECTION 1: MVS OPERATING SYSTEM GENERATION

TASK: (G-4069-12.1) MAKE SYSTEM GENERATION CHECKLIST

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAKE SYSTEM GENERATION CHECKLIST

CONDITIONS: The Marine being evaluated is provided with the following items: input/output configuration diagram, paper and pencils, and type of System Generation being Performed.

STANDARD: Checklist will be completed and written so it can be understood without interpretation by a Marine of equivalent grade and experience as the Marine writing the checklist.

TRAINING STEP: List steps necessary to perform the System Generation Process.

REFERENCES:

1. System Generation Reference Library.
2. MVS Initialization and Tuning Manual.

TASK: (G-4069-12.2) BACKUP AND RESTORE DISK PACKS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: BACKUP AND RESTORE DISK PACKS

CONDITIONS: The Marine being evaluated is provided with the following items: tape drives, computer, input/output media, disk drives, appropriate utility program, access to reference library, and backup tapes.

STANDARD: Utility program will be ready for execution within 30 minutes, and upon execution, the program must indicate condition code "0" with no more than three runs of the utility program. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Identify available disk drives.
2. Code Job Control Language (JCL) and control statements.
3. Execute the utility program.
4. Verify results of utility execution.

REFERENCES:

1. Operating System Utility Manual.
2. MVS System Reference Library.
3. Automatic Backup Reference (ABR) Manual.

TASK: (G-4069-12.3) INITIALIZE/ANALYZE DISK PACKS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: INITIALIZE/ANALYZE DISK PACKS

CONDITIONS: The Marine being evaluated is provided with the following items: computer, disk drives, input/output media, appropriate utility program, and access to MVS reference library.

STANDARD: Utility program will be ready for execution within 30 minutes, and upon execution, the program must indicate condition code "0" with no more than three runs of the utility program. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Select disk drive.
2. Code JCL and control statements for utility program.
3. Execute utility program.
4. Verify results of utility program.

REFERENCES:

1. Operating System Utility Manual.
2. MVS System Reference Library.

TASK: (G-4069-12.4) ALLOCATE SYSTEMS DATA SETS FOR MVS SYSTEM GENERATION

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: ALLOCATE SYSTEMS DATA SETS FOR MVS SYSTEM GENERATION

CONDITIONS: The Marine being evaluated is provided with the following items: computer, disk packs, input/output media, coding sheet and pencil, JCL Manual, MVS System Generation Manuals, and MVS Initialization and Tuning Guide.

STANDARD: All data sets required by MVS System Generation Manual must be allocated. Space allocated and characteristics assigned to data sets must meet the criteria of the System Generation Manual. Utility execution must indicate condition code "0" with no more than three runs of the utility program. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research System Generation Manual.
2. Select data sets to be allocated and characteristics to be assigned to the data sets.
3. Code JCL and control statements to create master catalog.
4. Execute utility to create master catalog.
5. Verify results of utility execution.
6. Code JCL and control statements to allocate non-VSAM data sets.
7. Execute utility to allocate non-VSAM data sets.
8. Verify results of utility execution.
9. Code JCL and control statements to allocate VSAM data sets.
10. Execute utility to allocate VSAM data sets.
11. Verify results of utility execution.

REFERENCES:

1. No additional references required.

AD-A146 823 INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR DATA SYSTEMS OCCUPATIONAL FIELD (OCCFLD) 40(U) MARINE CORPS WASHINGTON DC 23 APR 84 USMC-MCO-1510.37 2/2

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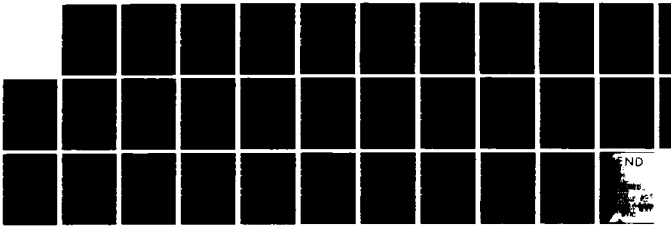

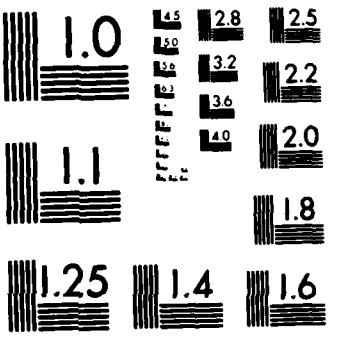

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TASK: (G-4069-12.5) CODE AND ASSEMBLE STAGE I MACROS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CODE AND ASSEMBLE STAGE I MACROS

CONDITIONS: The Marine being evaluated is provided with the following items: access to system reference library, installation requirements, input/output configuration diagram, coding sheet and pencils, and MVS System Generation Manuals.

STANDARD: Stage I MACROS must be coded so that the assembler will produce the Stage II Job Stream with no more than five runs through the assembler. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Research reference manuals.
2. Code MACROS in accordance with input/output configuration, software, and equipment.
3. Create the JCL.
4. Execute utility to assemble MACROS.
5. Submit results of executed utility to supervisor for evaluation.

REFERENCES:

1. No additional references required.

TASK: (G-4069-12.6) EVALUATE AND APPLY CORRECTIVE ACTION TO STAGE II JOB STREAM

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: EVALUATE AND APPLY CORRECTIVE ACTION TO STAGE II JOB STREAM

CONDITIONS: The Marine being evaluated is provided with the following items: computer, copy of the Stage II Job Stream, input/output media, access to reference library, pencil and paper, and installation standards.

STANDARD: Evaluate and apply corrective action to Stage II Job Stream until the job meets installation specifications and the System Generation Manual Standards. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Process Stage II Job Stream.
2. Evaluate, edit, or modify job.
3. Apply corrective action by recoding the Stage I MACROS if necessary.
4. Rerun Stage I MACROS, if necessary.

REFERENCE:

1. JCL Reference Library.
2. MVS System Reference Library.

TASK: (G-4069-12.7) CODE JOB ENTRY SUBSYSTEM (JES-2) PARAMETERS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CODE JES-2 PARAMETERS

CONDITIONS: The Marine being evaluated is provided with the following items: access to system reference library, pencil and paper, input/output media, current system generation, and installation standards.

STANDARD: Successfully code JES-2 Parameters to be evaluated by your immediate supervisor and to meet installation standards. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research JES-2 Initialization and Tuning Guide.

2. Code JES-2 Parameters.

3. Submit JES-2 Parameters to supervisor for evaluation.

REFERENCES:

1. JES-2 Initialization and Tuning Guide.
2. Assembler Language Reference Manuals.

TASK: (G-4069-12.8) UPDATE SYSTEMS LIBRARIES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: UPDATE SYSTEMS LIBRARIES

CONDITIONS: The Marine being evaluated is provided with the following items: skeleton system library access to MVS system reference library, and copy of installation standards and requirements.

STANDARD: Update system libraries to conform to installation requirements. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research reference material.
2. Code control statements.
3. Submit results to supervisor for evaluation.

REFERENCES:

1. No additional references required.

TASK: (G-4069-12.9) INSTALL PROPRIETARY SOFTWARE PRODUCTS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: INSTALL PROPRIETARY SOFTWARE PRODUCTS

CONDITIONS: The Marine being evaluated is provided with the the following items: disk drive, tape, terminal, vendor supplied control statement, vendor supplied instructions, and vendor supplied products.

STANDARD: The proprietary product will be installed to perform in accordance with the vendor supplied instructions. Training steps must be performed sequentially.

TRAINING STEPS:

1. Receive vendor supplied material.
2. Research vendor supplied material.
3. Follow vendor supplied instructions.
4. Test installed proprietary product.
5. Call vendor, if experiencing problems after following the instructions.

REFERENCES:

1. JCL Manual.
2. OS Utilities Manual.
3. Linkage-Editor Manual.

TASK: (G-4069-12.10) INSTALL JOB ENTRY SUBSYSTEM (JES-2) EXIT ROUTINES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation. Marines performing this task must have an understanding of Assembler Programming Language.

TRAINING OBJECTIVE:

BEHAVIOR: INSTALL JES-2 EXIT ROUTINES

CONDITIONS: The Marine being evaluated is provided with the following items: access to system reference library, pencil and paper, input/output media, current system generation, and installation standards.

STANDARD: Install JES-2 exit routines to be evaluated by your immediate supervisor and to meet installation standards. Training steps must be performed sequentially.

TRAINING STEPS:

1. Code appropriate exit routines.
2. Assemble and link-edit appropriate exit routines.
3. Test the exit routines using a secondary subsystem.
4. Correct errors, if necessary.
5. Submit results to supervisor for evaluation.

REFERENCES:

1. JES-2 Initialization and Tuning Guide.
2. Assembler Language Reference Manuals.

TASK: (G-4069-12.11) UPDATE SYS.1 PARMLIB

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVES:

BEHAVIOR: UPDATE SYS.1 PARMLIB

CONDITIONS: The Marine being evaluated is provided with the following items: skeleton system library, excess to the MVS System Reference Library, and a copy of the installations standards and requirements.

STANDARD: Update SYS.1 PARMLIB to conform to the installations requirements. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research reference materials.
2. Code control statements.
3. Submit control statements to supervisor for evaluation.

REFERENCE:

1. No additional references required.

TASK: (G-4069-12.12) CODE STATISTICAL ANALYSIS SYSTEM (SAS) STATEMENTS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CODE SAS STATEMENTS

CONDITIONS: The Marine being evaluated is provided with the following items: access to system reference library, SMF/RMF data, SAS manuals, pencil and paper, input/output media, and installation standards.

STANDARD: Successfully code a SAS Program to meet installation standards and the program registers condition code "0". Training steps must be performed sequentially.

TRAINING STEPS:

1. Research SAS manuals.
2. Code SAS statements.
3. Compile SAS program.
4. Check SAS program for errors and correct errors, if necessary.
5. Execute SAS program.
6. Check output for accuracy.
7. If program is not correct, recode SAS statements and continue with steps 3 through 6.

REFERENCES:

1. No additional references are required.

SECTION 2: MVS OPERATING SYSTEM MAINTENANCE

TASK: (G-4069-13.1) PERFORM INITIAL PROGRAM LOAD (IPL)

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM INITIAL PROGRAM LOAD (IPL)

CONDITIONS: The Marine being evaluated is provided with the following items: MVS System reference library and the computer with peripheral devices.

STANDARD: Within 30 minutes, IPL the computer system and have the operating system available for use. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Key in reply statements.
2. Evaluate results of messages from system.
3. Apply corrective action to statements, if necessary.

REFERENCES:

1. No additional references required.

TASK: (G-4069-13.2) USE SMP-4 TO RECEIVE, APPLY, RESTORE, ACCEPT, AND REJECT SYSTEM MODIFICATIONS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: USE SMP-4 TO RECEIVE, APPLY, RESTORE, ACCEPT, AND REJECT SYSTEM MODIFICATIONS

CONDITIONS: The Marine being evaluated is provided with the following items: MVS System reference library, pencil and paper, operating system, system modification, and the input/output media.

STANDARD: Modification must be received, applied, restored, accepted, and rejected to obtain condition code "0" with no more than three executions of the utility for each function. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Code JCL to execute SMP-4.
2. Code contol statements for the necessary function.
3. Execute the job.
4. Verify the job execution or executions.

REFERENCES:

1. No additional references required.

TASK: (G-4069-13.3) TUNE MVS OPERATING SYSTEM

ADMINSTRATIVE INSTRUCTIONS: The ITS for this task will be developed at a later date.

TASK: (G-4069-13.4) ANALYZE AN APPLICATION DUMP

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: ANALYZE AN APPLICATION DUMP

CONDITIONS: The Marine being evaluated is provided with the following items: MVS Storage Dump, paper and pencil, installation standard, access to MVS Operating Systems Library, and Advanced Systems MVS Dump Workbook.

STANDARD: Given an application dump, identify possible causes of abnormal termination to be evaluated by the analysis chief. Training steps must be performed sequentially.

TRAINING STEPS:

1. Obtain an application dump.
2. Analyze the application dump in accordance with the debugging handbooks for possible causes of abnormal termination.
3. Locate data which created dump and associated data.
4. Determine modules contained in address space.
5. Determine location of loaded modules contained in address space.
6. Annotate contents of the Program Status Word (PSW).
7. Specify location of the interruption code and instruction length.
8. Identify four control blocks created by Job Control Block (JCB) Management from given JCL statements.
9. Describe the information contained in the four control blocks.
10. Solve a dump caused by input/output related problem.

11. Describe steps involved in a Data Control Block (DCB) merge for:
    (1) Input data sets.
    (2) Output data sets.

12. Utilizing the DDNAME, DEB, and UCB provided in dump, identify data sets physical unit address.

13. Identify steps involved in S/370 input/output processing.

14. Diagram steps involved in S/370 input/output processing.

15. Identify four main categories into which problems that produce dumps can be grouped.

16. Submit the analysis to the facility or analysis chief for evaluation.

REFERENCES:

1. Debugging Handbooks.
2. Diagnostics Techniques Manual.

TASK: (G-4069-13.5) ANALYZE A JOB ENTRY SUBSYSTEM (JES-2) FAILURE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: ANALYZE A JOB ENTRY SUBSYSTEM (JES-2) FAILURE

CONDITIONS: The Marine being evaluated is provided with the following items: MVS Storage Dump, paper and pencil, installation standard, access to MVS Operating Systems Library, and a JES-2 failure.

STANDARD: Given a JES-2 failure, identity possible causes of the failure to be evaluated by the analysis chief. Training steps must be performed sequentially.

TRAINING STEPS:

1. Identify in writing JES-2 control blocks.
2. Interpret JES-2 control blocks.
3. Identify the status of a given job within the JES-2 subsystem.
4. Identify possible causes of abnormal termination.
5. Identify the Processor Control Element in control at the time of abnormal termination.
6. Locate the instruction which caused the dump and its associated data.
7. Identify the module in control within one JES-2 address space.
8. Submit the analysis to the facility or analysis chief for evaluation.

REFERENCES:

1. JES-2 Logic Manual.
2. MVS Diagnostic Techinques Manual.

TASK: (G-4069-13.6) DIAGNOSE SOFTWARE FAILURES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: DIAGNOSE SOFTWARE FAILURES

CONDITIONS: The Marine being evaluated is provided with the following items: MVS Interactive Problem Control System (IPCS) User's Guide, MVS Storage Dump, paper and pencil, installation standards, and access to MVS Operating Systems Library, and access to Systems Programming Library.

STANDARD: Given an MVS storage dump, debug the storage dump using IPCS commands so that the problems identified are verified by the section chief and when corrections are applied will result in the system operating to meet the installation requirements. Training steps must be performed sequentially.

TRAINING STEPS:

1. Obtain MVS storage dump.
2. Analyze dump.
3. Extract information from the MVS interactive data base.
4. Debug the system dump.
5. Submit your diagnosis of a given software failure to the facility chief when the software failure is properly identified.

REFERENCE:

1. Debugging Handbooks.

TASK: (G-4069-13.7) IDENTIFY CRITICAL INPUT/OUTPUT PATHS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: IDENTIFY CRITICAL INPUT/OUTPUT PATHS

CONDITIONS: The Marine being evaluated is provided with the following items: access to MVS System Generation Reference Library, Operating System (OS), a case study, OS/VS2 performance notebook, system configuration, pencil and paper, access to the System Programming Library, and a given configuration.

STANDARD: To identify critical input/output paths so that when delays are occurring, the paths that you have identified will minimize those delays and the system registers an acceptable condition code. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research reference material.
2. Identify problem channels.
3. Identify which device requests are being delayed.
4. Identify the average time to service a request.
5. Submit results to supervisor for evaluation.

REFERENCE:

1. MVS Initialization and Tuning Guide.

TASK: (G-4069-13.8) ADJUST SYSTEM RESOURCE MANAGER (SRM) PARAMETER VALUES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: ADJUST SRM PARAMETER VALUES

CONDITIONS: The Marine being evaluated is provided with the following items: access to MVS Systems, Generation Reference Library, Operating Systems (OS), paper, pencil, and the installations requirements.

STANDARD: Adjust SRM parameter value to meet installation requirements so that the system registers the appropriate condition codes as specified in the IBM Manuals. Training steps must be performed sequentially.

TRAINING STEPS:

1. Define installation requirements.
2. Define installation objectives.
3. Select values for Installation Performance Specification (IPS) parameters.
4. Select values for Installation Control Specification (ICS) parameters.
5. Select values for OPT parameters.
6. Apply connection to IPS, ICS and OPT parameters values.
7. Submit results to supervisor for evaluation.

REFERENCES:

1. OS/VS2 MVS Initialization and Tuning Guide.
2. IBM Reference Manuals.

TASK: (G-4069-13.9) RESOLVE BOTTLENECKS THAT ARE NOT ELIMINATED AT THE SYSTEMS LEVEL

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: RESOLVE BOTTLENECKS THAT ARE NOT ELIMINATED AT THE SYSTEMS LEVEL

CONDITIONS: The Marine being evaluated is provided with the following items: access to MVS System Generation Reference Library, Operating System, OS/VS2 Performance Notebook, a Case Study, access to System Programming Library, paper and pencil, and installation requirements.

STANDARD: Using a case study, resolve bottlenecks that are not eliminated at the system level to meet the installation requirements so that the system performs in accordance with the specifications outlined in MVS initialization and tuning guide. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Identify the program using the most Service Request Block (SRB) time.
2. Identify the program using the most Central Processing Unit (CPU) time.
3. Identify the program using the most storage.
4. Identify the program doing the most paging.
5. Identify the program doing the most input/output.
6. Identify the job doing the most input/output.
7. Identify the job using the most service units.
8. Identify significant users of system resources.
9. Apply fix to the appropriate areas.

REFERENCE:

1. OS/VS2 MVS Initialization and Tuning Guide.

TASK: (G-4069-13.10) MAINTAIN PROPRIETARY SOFTWARE PRODUCTS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN PROPRIETARY SOFTWARE PRODUCTS

CONDITIONS: The Marine being evaluated is provided with the following items: disk drive, tape, terminal, vendor supplied statement, vendor supplied instructions, vendor supplied product, notebook, pencil, name of vendor and points of contact, and installation requirements.

STANDARD: Maintain proprietary software product to ensure that any error or stoppage occurring can be corrected to meet the installation requirements. Training steps must be performed sequentially.

TRAINING STEPS:

1. Receive vendor supplied materials.
2. Research vendor supplied materials.
3. Follow vendor supplied instructions.
4. Call vendor if experiencing problems after following the instructions.
5. Log-in down time of proprietary product.

REFERENCES:

1. JCL Manual.
2. OS Utilities Manual.
3. Linkage-Editor Manual.

SECTION 3: TELEPROCESSING GENERATION/MAINTENANCE

TASK: (G-4069-14.1) INTERPRET AND ASSESS IMPACT OF ADDITIONS OR MODIFICATIONS TO TELEPROCESSING HARDWARE AND SOFTWARE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: INTERPRET AND ASSESS IMPACT OF ADDITIONS OR MODIFICATIONS TO TELEPROCESSING HARDWARE AND SOFTWARE

CONDITIONS: The Marine being evaluated is provided with the following items: COMTEN Programmer Product Reference Manuals, MVS System Reference Library, copy of Marine Corps Data Network (MCDN) Management and Control Manual (MCO P5230.14), pencil and paper, amd the COMTEN Generation.

STANDARD: To interpret and assess impact of additions or modifications to teleprocessing hardware and software modules and explain the impact to the immediate supervisor and in accordance with MCO P5230.14. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Determine and explain software configuration requirement.
2. Determine and explain hardware communication requirement.
3. Define operating system requirement.
   (a) Unit Control Block (UCB) allocation and planning.
   (b) Teleprocessing-unique parameters of the I/O Generation.
4. Determine and explain the possible impact of software and hardware configuration on network-wide basis.

REFERENCE:

1. IBM Reference Library.

TASK: (G-4069-14.2) MAKE CHECKLIST OF TELEPROCESSING INSTALLATION PROCEDURES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAKE CHECKLIST OF TELEPROCESSING INSTALLATION PROCEDURES

CONDITIONS: The Marine being evaluated is provided with the following items: Teleprocessing Reference Manuals, MVS System Reference Library, pencil and paper, Job Control Language (JCL) Manual, Operating System/VS2 Utility Manual, and the installation standards and requirements.

STANDARD: Checklist will be made to conform to the installation standards or specifications.

TRAINING STEPS: List steps necessary to perform the software or hardware installation.

REFERENCES:

1. No additional references required.

TASK: (G-4069-14.3) ALLOCATE SYSTEMS DATA SETS FOR TELEPROCESSING

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: ALLOCATE SYSTEMS DATA SETS FOR TELEPROCESSING

CONDITIONS: The Marine being evaluated is provided with the following items: computer, disk packs, input/output media, coding sheet and pencil, JCL Manual, MVS System Generation Manuals, MVS Initialization and Tuning Guide, and Teleprocessing Reference Manuals.

STANDARD: All data sets required by Teleprocessing Generation Manuals must be allocated and characteristics assigned to data sets must meet the criteria of the system generation manual. Utility execution must indicate condition code "0" with no more than three runs of the utility program. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research system generation manual.
2. Select data sets to be allocated and characteristics to be assigned to the data sets.
3. Code JCL and control statements to create master catalog.
4. Execute utility to create master catalog.
5. Verify results of utility executions.
6. Code JCL and control statements to allocate non-VSAM data sets.
7. Execute utility to allocate non-VSAM data sets.
8. Verify results of utility execution.
9. Code JCL and control statement to allocate VSAM data sets.
10. Execute utility to allocate VSAM data sets.
11. Verify results of utility execution.

REFERENCES:

1. No additional references required.

TASK: (G-4069-14.4) MODIFY JCL TO INSTALL TELEPROCESSING SOFTWARE PRODUCTS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MODIFY JCL TO INSTALL TELEPROCESSING SOFTWARE PRODUCTS

CONDITIONS: The Marine being evaluated is provided with the following items: Teleprocessing Reference Library, MVS System Reference Library, Operating System Utility Manual, JCL Manual, MVS operating system, tape and disk drives, vendor supplied distribution software tape, installation standards, input/output media and Marine Corps Data Network (MCDN) Management and Control Manual (MCO P5230.14).

STANDARD: Modify JCL to install a teleprocessing software product so that each installation step registers condition code "0" with no more than three runs of the utility. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Research teleprocessing reference library.
2. Research operating system utility manual.
3. Research JCL Manual.
4. Modify installation JCL.
5. Execute that installation JCL.
6. Verify that the installation procedure was executed correctly.
7. Install procedure to execute software.

REFERENCES:

1. No additional references required.

TASK: (G-4069-14.5) APPLY TELEPROCESSING SOFTWARE MODIFICATIONS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: APPLY TELEPROCESSING SOFTWARE MODIFICATIONS

CONDITIONS: The Marine being evaluated is provided with the following items: configuration of teleprocessing hardware diagram, Teleprocessing Programmer Reference Library, MVS System Generation Reference Library, MVS Operating System, input/output media, tape drive, stand alone time in computer room, and description of the necessary modification (may be vendor supplied).

STANDARD: To apply the teleprocessing software modification with no more than three executions of the job stream to register condition code "0". Training steps need not be performed sequentially.

TRAINING STEPS:

1. Determine which type of software product has to be modified.
2. Code Job Control Language (JCL) and control statement to execute.
3. Execute the JCL.
4. Verify if job was executed correctly.

REFERENCE:

1. IBM Reference Library.

TASK: (G-4069-14.6) CODE TELEPROCESSING STAGE I MACROS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CODE TELEPROCESSING STAGE I MACROS

CONDITIONS: The Marine being evaluated is provided with the following items: Teleprocessing Reference Library, Marine Corps Data Network (MCDN) Management and Contol Manual (MCO P5230.14), input/output media, hardware/software configuration diagram, MVS input/output configuration diagram, pencil and paper, and a starter generation module.

STANDARD: Within 3 hours, code COMTEN Stage I MACROS so that successful Stage II Job Stream is produced. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Research reference material.
2. Code MACROS to generate COMTEN operating system.
3. Execute the job.
4. Test/verify the executed job.

REFERENCES:

1. No additional references required.

TASK: (G-4069-14.7) PERFORM TELEPROCESSING GENERATION PROCESS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: PERFORM TELEPROCESSING GENERATION PROCESS

CONDITIONS: The Marine being evaluated is provided with the following items: MVS Operating System, COMTEN Reference Library, Job Control Language (JCL) Reference Manuals, disk drive, and input/output media.

STANDARD: Perform the teleprocessing generation process so that successful completion of Stage I MACROS and Stage II Job Stream is made with no more than three executions of the utility and achievement of condition code "0" in both Stage I MACROS and Stage II Job Stream. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Submit Teleprocessing Stage I MACROS to assembler.
2. Verify successful execution of Stage I MACROS.
3. Modify Stage II input, if necessary.
4. Submit Stage II Job Stream for execution.
5. Verify the Stage II Job Stream for successful execution.

REFERENCES:

1. No additional references required.

TASK: (G-4069-14.8) IDENTIFY COMTEN TELEPROCESSING SOFTWARE FAILURES

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: IDENTIFY COMTEN TELEPROCESSING SOFTWARE FAILURES

CONDITIONS: The Marine being evaluated is provided with the following items: COMTEN reference library, COMTEN analyst reference library, MVS operating system, disk pack, Operating System Utility Manual, COMTEN core dump, trace data, pencil and paper, and the following list of software symptoms:

- Symptoms

  -- Line is polled.

  -- Wake-up message is sent to terminal from application.

  -- Polling stops on line.

     --- Problem - on cluster MACRD, the XMITLIM parameter is lost when a comma is missing on previous parameter.

- Symptoms

  -- Sign-on is accepted by COMTEN.

  -- Log-on to application is not recognized.

     --- Problem - the MAFCU parameter on cluster MACRD is incorrect.

- Symptoms

  -- Terminal is signed on to application.

  -- Terminal receives message from a second application.

     ---Problem - the OPTION parameter on access statements are specified incorrectly.

STANDARD: Identify COMTEN teleprocessing software failures and write or verbally explain corrective action process. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Research reference material, if necessary.

2. Identify the failure.

3. Explain corrective action.

REFERENCE:

1. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual).

TASK: (G-4069-14.9) TUNE TELEPROCESSING NETWORK

ADMINISTRATIVE INSTRUCTIONS: The ITS for this task will be developed at a later date.

TASK: (G-4069-14.10) LOAD TELEPROCESSING MONITOR SOFTWARE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: LOAD TELEPROCESSING MONITOR SOFTWARE (e.g., COMPLETE, ROSCOE, CISC, and COMTEN)

CONDITIONS: The Marine being evaluated is provided with the following items: installation documentation, installation release tapes, computer, stand alone time, disk space, pencil and paper, IBM Reference Manuals, and vendor supplied documentation.

STANDARD: Load teleprocessing monitor software so that the monitor software meets the users and installation requirements. Training steps must be performed sequentially.

TRAINING STEPS:

1. Receive installation tapes (vendor supplied).
2. Read documentation package.
3. Allocate and initialize libraries.
4. Load libraries.
5. Create JCL procedures.
6. Set up parameters.
7. Test libraries, JCL procedures, and parameters.
8. Test functions of teleprocessing monitor.
9. Apply fixes if necessary.
10. Retest if necessary.

REFERENCE:

1. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual).

TASK: (G-4069-14.11) MAINTAIN TELEPROCESSING MONITOR SOFTWARE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN TELEPROCESSING MONITOR SOFTWARE

CONDITIONS: The Marine being evaluated is provided with the following items: installation documentation, installation release tapes, computer, stand alone time, disk space, paper and pencil, IBM Reference Manuals, and vendor supplied documentation.

STANDARD: Maintain teleprocessing monitor software so that the monitor meets the installation as well as the user's requirements. Training steps must be performed sequentially.

TRAINING STEPS:

1. Take backups.
2. Test functions of teleprocessing monitor.
3. Apply fixes if necessary.
4. Retest if necessary.
5. Restore libraries if necessary.

REFERENCE:

1. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual).

TASK: (G-4069-14.12) MAINTAIN TELECOMMUNICATION ACCESS METHODS

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN TELECOMMUNICATION ACCESS METHODS

CONDITIONS: The Marine being evaluated is provided with the following items: installation documentation, installation release tapes, computer, stand alone time, disk space, paper and pencil, IBM Reference Manuals, telecommunication monitor, and vendor supplied documentation.

STANDARD: Maintain telecommunication access methods to a level so that the access methods meet the installation and users requirements. Training steps must be performed sequentially.

TRAINING STEPS:

1. Research hardware/protocol documentation.
2. Take backups of all branches.
3. Test functions of telecommunication monitors.
4. Apply fixes if necessary.
5. Retest functions of telecommunication monitors if necessary.
6. Restore libraries if necessary.

REFERENCE:

1. MCO P5230.14 (Marine Corps Data Network (MCDN) Management and Control Manual).

SECTION 4: DATA BASE GENERATION/MAINTENANCE

TASK: (G-4069-15.1) CREATE USER DATA BASE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation.

TRAINING OBJECTIVE:

BEHAVIOR: CREATE USER DATA BASE

CONDITIONS: The Marine being evaluated is provided with the following items: desk, paper and pencil, calculator, input/output media, computer, operating system utility manual, JCL Manual, Marine Corps ADP Standards Manual (MCO P5233.1), ADA BAS Manuals, Messages and Codes Manual, release tape documentation, system space resources, and two files.

STANDARD: Create a data base so that the data base that has been created and loaded into the system has been received and cataloged in the input/output media and the system registers a return Code "0". Training steps need not be performed sequentially.

TRAINING STEPS:

1. Allocate data base data sets.
2. Use utility program to format data base data sets.
3. Code JCL to execute data base initialization.
4. Load two files.

REFERENCES:

1. No additional references required.

TASK: (G-4069-15.2) MAINTAIN USER DATA BASE

ADMINISTRATIVE INSTRUCTIONS: This ITS is identical to the actual task. There is no simulation

TRAINING OBJECTIVE:

BEHAVIOR: MAINTAIN USER DATA BASE

CONDITIONS: The Marine being evaluated is provided with the following items: desk, paper and pencil, calculator, input/output media, computer, Operating System Utility Manual, JCL Manual, Marine Corps ADP Standards Manual (MCO P5233.1), ADA BAS Manuals, Messages and Codes Manual, release tape documentation, SAG UTILS, DBA tools, minimal supervisory assistance, and copies of system performance reports.

STANDARD: Maintain the data base to ensure that any error occurring can be corrected in 8 hours or less. Additional time may be required to complete this task if step two is performed using a keypunch device. Training steps need not be performed sequentially.

TRAINING STEPS:

1. Maintain documentation to ensure that all manuals required are on hand.

2. Install/test release tapes.

3. Respond to data base failures by describing the corrective action or by referring the failures to an outside source.

4. Direct backup procedure by producing the daily backup allocation printout and verbally describe its function and indicate if the job ran successfully; it not a successful completion, then describe the error.

5. Maintain data base security by verbally describing the security measures put into effect.

6. Evaluate system performance by comparing previous and current performance reports and correctly identify the reasons for increased or decreased performance.

REFERENCES:

1. No additional references required.

CORRESPONDENCE COURSES AND TRAINING AIDS/DEVICES

FOR OCCFLD 40

1. This enclosure provides the location and availability of correspondence courses and training aids/devices for OccFld 40.

2. Correspondence courses availability is listed below:

a. U.S. Marine Corps	Marine Corps Institute Marine Barracks, Box 1775 Washington, D.C. 20013 Courses currently being developed for OccFld 40.
b. U.S. Army	DA Pamphlet 351-20 (Mar 83) IPD Correspondence Course Catalog Hq, Department of the Army Washington, D.C. 20310 Courses available for OccFld 40 subjects.
c. U.S. Navy	List of Training Manuals and Correspondence Courses Document #NAVEDTRA 10061-AO NAVEDTRACMD Pensacola, Fla. 32509 Courses available for OccFld 40 subjects.
d. U.S. Air Force	Extension Courses (Code ECI) Air Force Center for Continuing Education Gunter Air Force Station Alabama 36118 Courses available for OccFld 40 subjects. There is a charge for taking courses.

3. For training aids/devices, see MCO P5290.1 (Marine Corps Training and Audiovisual Support Manual) for the procedures to be used in requesting training support for assets within the Marine Corps. The order also contains information on obtaining training support from assets external to the Marine Corps.

FEEDBACK QUESTIONNAIRE

(Comments/Recommendation for OccFld 40)

Please complete and mail this form any time you have a comment/ recommendation about this Order. Your comments will be appreciated and will be used to make the ITS's better documents for use within OccFld 40.

Name, Duty Position, Unit, Phone Number _____

_____

(This information will be used only to acknowledge and/or seek clarification on your comments.)

Part A

1. Do enclosures (1),(2),(3), and (4) aid in the understanding and use of the ITS's?
   Yes No

2. Do the tasks listed in enclosure (3) support the unit mission?
   Yes No

3. Are the conditions in enclosure (5) realistic?
   Yes No

4. Are the standards in enclosure (5) clear and measurable?
   Yes No

5. Is the information in enclosure (6) useful?
   Yes No

Part B

Please record comments/recommendations below. Reference the page number and line of text. For the training standards, indicate the appropriate section.

Note: Attach additional sheets if necessary.

_____

_____

_____

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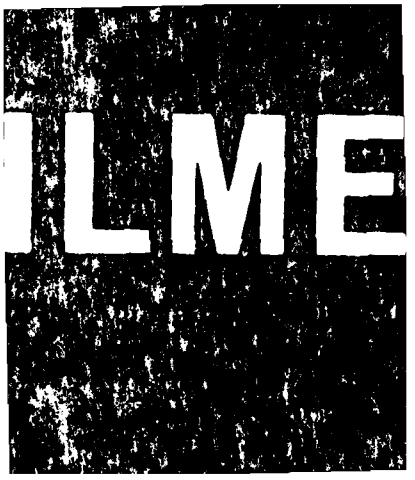
_____

ENCLOSURE (7)


LME