Technical Report 70-20

Performance in Five Army Jobs by Men at Different Aptitude (AFQT) Levels: 2. Development and Description of Instruments

by

Robert Vineberg, Elaine N. Taylor,
and Thomas G. Sticht

HumRRO Division No. 3

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Contract DAHC 19-70-C-0012

HumRRO

HUMAN RESOURCES RESEARCH ORGANIZATION

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HumRRO Division No. 3
Presidio of Monterey, California
HUMAN RESOURCES RESEARCH ORGANIZATION

Technical Report 70-20
Work Unit UTILITY

The Human Resources Research Organization (HumRRO) is a nonprofit corporation established in 1969 to conduct research in the field of training and education. It is a continuation of The George Washington University Human Resources Research Office. HumRRO's general purpose is to improve human performance, particularly in organizational settings, through behavioral and social science research, development, and consultation. HumRRO's mission in work performed under contract with the Department of the Army is to conduct research in the fields of training, motivation, and leadership.

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FOREWORD

HumRRO Work Unit UTILITY was initiated in January 1967 as part of Project 100,000 in order to provide information about the Army performance and characteristics of marginal personnel, men whose scores on the Armed Forces Qualification Tests were in the low levels. Its objectives were (a) to find out how men in Mental Category IV compared with men in other mental categories in the performance of selected Army jobs, and (b) to identify different factors associated with satisfactory performance in different mental category groupings—specifically, to explore the relationships among a man's background, personal characteristics, Army experiences, and his job performance.

The UTILITY research has been conducted by HumRRO Division No. 3 at the Presidio of Monterey, California, with Dr. Howard McFann as Director. Dr. Robert Vineberg was the Work Unit Leader. Members of the research team at various times have included Dr. Elaine N. Taylor, Dr. John S. Caylor, Miss Annette K. Mahikoa, Dr. S. James Goffard, Dr. Thomas G. Sticht, Dr. Joseph S. Ward, Dr. Herbert G. Gerjuoy, Mr. Donald F. Polden, and Mr. Leon E. Guyton.

Military support for the study was provided by the U.S. Army Training Center Human Research Unit. Military Chief of the Unit at the beginning of the research was LTC David S. Marshall; during the period of data collection and early analysis, LTC Robert J. Emswiler was Unit Chief; the present Chief is LTC Ullrich Hermann.

The extensive findings from this research are being reported in a series of publications. This, the second report, describes the data collection instruments used in the study and their development and administration. The first report in the series described the rationale, research design, and general chronology of research events. Subsequent reports will provide comparisons of the performance of men in different mental categories with different amounts of job experience; analyses of personal and background characteristics, and of effective and ineffective performance; analyses of the role of literacy variables in performance; and analyses of the interrelationships among different performance criteria.

Enlisted men assigned to the project for test development and administration included SFC Thomas E. Mendoza, SFC Willett B. Raynor, SFC Melvin P. Johnson, SSG Johnny Moore, SSG Veith G. Fullmer, SSG Warren Heffentrager, SSF Maurice McQuinn, Jr., SSG David Miller, SSG Terry M. Dunnigan, SSG Richard L. Brogdon, SSG Bobby Lochart, SGT Jack A. Smith, SGT James M. Morgan, SGT Bruce E. Barnes, SGT James R. Horvath, SGT Robert Juarez, SGT John S. Tucker, SP5 Christopher Hungerland, SP4 Richard Wuerthner, SP4 Richard Ferrington, SP4 Steven N. Street, SP4 William Yanda, and PFC Larry B. Greizel. SGT Gerald G. Lynch and SP5 Alva J. Tucker, members of the test development and administration team, contributed to the project far beyond duty requirements.

HumRRO research for the Department of the Army is conducted under Contract DAHC 19-70-C-0012. Training, Motivation, Leadership Research is conducted under Army Project 2Q062107A712.

Meredith P. Crawford
President
Human Resources Research Organization

SUMMARY

PROBLEM

In October 1966 the Department of Defense began accepting men with lower aptitudes into the military services as part of a massive social experiment—an experiment designed both to make effective soldiers of the many men who had generally been considered marginal in ability and to provide them with the necessary education and training to later lead productive lives as citizens. The aim of Project 100,000, as the experiment was named, was to accept into the Armed Forces, each year, 100,000 men who otherwise would have been ineligible for military service. An important consideration in undertaking this program was that minimum standards of military performance be maintained and that the overall effectiveness of the services not be diminished.

Evidence has not been lacking that sizable numbers of men with low aptitude scores can perform effectively. In the past, when standards of selection were modified to accept more men of lower mental ability, as was necessary in times of mobilization, many of the men accepted proved to be quite effective. Unfortunately, while experience has demonstrated that many men with low aptitude test scores can be used in the Armed Forces, there never has been a systematic study which identified the kinds of marginal men who are suitable and the kinds of jobs best suited to them.

Work Unit UTILITY was designed to provide information about the performance and characteristics of marginal men in the Army. Specifically, it had two major objectives. The first was to find out how men in Mental Category IV and in the higher mental categories compared in the performance of selected Army jobs. These comparisons were to include a mapping of areas within jobs where greater and lesser degrees of competence were displayed. The latter activity was aimed at providing some information about variations among men in capabilities or skills. Thus, a basis would be available for estimating how other jobs, not included in the study, might be performed by men in the different mental groups.

The second objective was to identify different factors associated with satisfactory performance in different mental category groupings. The intent was to explore both the role of a man's background and personal characteristics and his more general Army experiences (such as the type of training he has received and the length of time he has spent in the job) as they relate to performance.

APPROACH

Five Military Occupational Specialties—Armor Crewman (MOS 11E), General Vehicle Repairman (MOS 63C), Unit and Organizational Supply Specialist (MOS 76Y), Medical Specialist (MOS 91B), and Cook (MOS 94B)—were selected in which to study the performance and characteristics of both marginal men and comparison groups from the upper aptitude levels. Approximately 375 men were studied in each MOS.

Information about the job effectiveness of each man was obtained through job sample tests, job knowledge tests, and supervisor ratings. Information about each man's background, personal characteristics, and Army experiences was obtained through biographical questionnaires, a battery of published and experimental tests, and Army records. Information about each man's typical daily job activities was obtained through questionnaires administered to both the men themselves and their supervisors.

Since the research resulted in a considerable amount of information dealing with a variety of topics that are best treated separately, the reporting is being formulated as a series. This report, the second in the series, describes the data collection instruments used in the research and their development.

DATA COLLECTION INSTRUMENTS

Data collection instruments used in Work Unit UTILITY include (a) job sample tests, job knowledge tests, and supervisor rating scales furnishing military performance criteria; (b) questionnaires used to gather information about the typical daily job activities performed by each subject; and (c) biographical questionnaires and published and experimental paper-and-pencil tests designed to obtain information about a subject's background and personal characteristics.

Three of the job sample tests were developed at HumRRO Division No. 3, Presidio of Monterey, California, while two job sample tests had been developed as part of earlier HumRRO work units and were updated and adapted for use at Division No. 3. Equipment, materials, and subjects used during the developmental phases were obtained at either or both Fort Ord, California and Camp Roberts, California. All of the job knowledge tests, supervisor rating scales, questionnaires, and experimental tests were also developed at Division No. 3, with the exception of two experimental tests which were obtained from the Naval Personnel Research Field Activity, San Diego, California.

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INTRODUCTION

Prior to October 1966 mental standards for acceptance into the Armed Services varied principally in accordance with supply and demand. In times of mobilization, standards were generally lowered because more men were needed; when an emergency had passed, standards were again raised. The fact that one-third of this nation's youth had been declared unfit for military service was a matter of growing concern for a number of years.

In October 1966 the Department of Defense began accepting men of lower aptitude, not solely because of a need for more men, though more men were needed for the Vietnam conflict, but also because it had initiated a massive social experiment. This experiment was designed to provide many men who had generally been considered marginal in ability[1] with the necessary education and training to equip them both to be effective soldiers and later to lead productive lives as citizens.

The aim of Project 100,000, as the experiment was named, was to accept into the Armed Forces each year 100,000 men who otherwise would have been ineligible for military service. This program had as its objectives:[2]

(1) Reducing excessively high standards that were both discriminatory and wasteful of manpower.

(2) Producing satisfactory servicemen among individuals with generally lower aptitudes (often found among the culturally disadvantaged) while providing these persons with skills they could use on their return to civil life.

(3) Learning how to best train and use men from the lower aptitude segment of the manpower pool and thereby prepare for times of full mobilization when these men would be required in the services.

Important considerations in undertaking this program were that minimum standards of military performance be maintained and that the overall effectiveness of the services not be diminished. Several factors were implicit in the conviction that performance standards could be maintained while acceptance standards, defined largely in terms of aptitude test scores, were lowered.

First, for several reasons *aptitude test scores are not perfectly related to the actual performance of a job.* (a) Although aptitude tests have generally been validated on, and therefore best predict the relative success of men in training or classroom situations, the characteristics that contribute to a man's success in a classroom are often of lesser importance when he reaches a job. Thus, Robert McNamara, then Secretary of Defense, introduced the Project 100,000 program with this statement:

> One of the Department's key concepts is that traditional classroom training is often largely irrelevant to actual on-the-job performance requirements.[3]

(b) Reading and verbal ability, fairly well predicted by aptitude tests, typically play a major role in conventional instructional situations, particularly as they facilitate the understanding and assimilation of information and contribute to success in written examinations. Motivational and attitudinal factors, not predicted by aptitude tests, frequently emerge as more important determinants of job effectiveness than verbal ability or

[1] As well as a smaller proportion who were physically marginal, but whose defects were remediable.

[2] Office of Secretary of Defense, Assistant Secretary of Defense (Manpower). "The Report of the Reception Processing Seminar," Fort Bragg, N.C., April 1967, (1).

[3] Address to Veterans of Foreign Wars, New York City, 23 August 1966.

even technical proficiency itself. (c) Aptitude tests scores, while devised to measure a man's intrinsic ability, are highly influenced by an individual's prior edducational, cultural, and social experiences and oppportunities. The less often a person has been exposed to the kinds of materials upon which the test items are based—indeed the less familiarity he has with taking tests themselves—the more likely he is to make a low score. Thus, conventional aptitude tests tend to be less valid for providing estimates of the capabilities of culturally deprived individuals. Such individuals were expected to be found in large numbers in Project 100,000.

Second, evidence has shown that *sizable numbers of men with low aptitude scores can perform effectively.* In the past, when standardss of selection were modified to accept more men of lower mental ability, as was necessary in times of mobilization, many—although not all—of the men accepted proved to be quite effective. Unfortunately, while experience has demonstrated that men with low aptitude test scores can be used in the Armed Forces, there never has been a systematic study identifying the kinds of marginal men who are suitable and the kinds of jobs best suited to them. Thus, the Department of the Army study, *Marginal Man and Military Service*, clearly defined the requirements of a thoroughgoing investigation of marginal man. It summarized as follows:

> . . . the evaluations should in the end serve one comprehensive objective: to determine who, within a heterogeneous group of men all of whom are judged marginal, with what kind of training, can perform what jobs in the Army, and how well. This kind of evaluation has never been done.[4]

Work Unit UTILITY, initiated in January 1967 as part of Project 100,000, was designed to provide information about the performance and characteristics of marginal men in the Army. Specifically, it had two major objectives. The first was to find out how men in Mental Category IV[5] and in other mental categories compared in the performance of selected Army jobs. These comparisons were to include a mapping of areas within jobs where greater and lesser degrees of competence were displayed. The purpose of this part of the analysis was to provide information about how men varied in capabilities or skills, and thus to provide a basis for estimating how other jobs, not included in the study, might be performed by men in the different mental groups.

The second objective was to identify different factors associated with satisfactory performance in different mental category groupings. The intent was to explore both the role of a man's background and personal characteristics and his more general Army experiences (such as the type of training he has received and the length of time he has spent in the job) as they relate to performance.

For these objectives to be reached, a fundamental requirement was that job sample tests would be the primary measure of job capability. Further, job sample testing was to be undertaken with men who were working in the job rather than with men in some phase of training for the job.

Largely through the impetus of Project 100,000, a considerable and diverse body of information is being amassed about men all along the Armed Forces Qualification Test (AFQT) range, with particular attention to those of lower mental ability. Some of this information, embodied in statistics on AWOL rates and other offenses, deals with questions of general military suitability. Most available information, however, is descriptive of performance in training situations—for example, success in Basic Combat Training (BCT) and Advanced Individual Training (AIT). Information about how jobs are actually being performed is less accessible and most often, where it exists, practical necessity

[4] Department of the Army, *Marginal Man and Military Service, A Review*, Washington, December 1965, (2).

[5] The classification system is described in the following section.

dictates that it be derived from supervisor ratings rather than from the direct measurement of job behavior. The emphasis in Work Unit UTILITY on job sample testing of job incumbents provides needed information which is otherwise not available.

This report, the second in a series, describes the data collection instruments used in Work Unit UTILITY for men in different mental ability groups in five Army jobs—Armor Crewmen (MOS 11E), General Vehicle Repairman (MOS 63C), Unit and Organizational Supply Specialist (76Y), Medical Specialist (91B), and Cook (94B). The overall design and purpose of the study have been described in detail in a previous report.[6] Subsequent reports will present the research findings.

Data collection instruments used in Work Unit UTILITY may be divided into three general classes: (a) tests and supervisor rating scales furnishing military performance criteria; (b) questionnaires used to gather information about typical daily job activities performed by each subject; (c) biographical questionnaires and published and experimental paper-and-pencil tests designed to obtain information about a subject's background and personal characteristics.[7] Accordingly, this report contains three major sections: Criterion Instruments, Job Activities Instruments, and Instruments for Gathering Information on Personal Characteristics.

CRITERION INSTRUMENTS

Criterion instruments included tests of job performance and job knowledge and general measures of a man's military suitability. Job performance was measured by job sample tests and job knowledge was measured by multiple choice paper-and-pencil tests; each was specifically designed for the MOSs included in the study. General military suitability was measured by two supervisor rating instruments: the Enlisted Efficiency Report, used operationally throughout the Army, and an 11-item general acceptance scale developed for this study.

Three of the job sample tests were developed at HumRRO Division No. 3, Presidio of Monterey, California. The other two job sample tests had been developed as part of earlier HumRRO work units and were updated and adapted for use in Work Unit UTILITY. As described in succeeding sections, test construction was accomplished by teams of civilian scientists and enlisted military content advisors. In most instances, the latter individuals had been assigned on temporary duty to the U.S. Army Training Center Human Research Unit No. 3, Presidio of Monterey, for this purpose.

Job sample tests were comprised of a number of subtests. In order to make testing realistic and to simulate actual job situations with as much fidelity as possible, the general strategy required that each subtest consist of the performance of a single entire task with a natural beginning and ending. In general, each subtest was composed of a series of job activities that would ordinarily be performed sequentially as part of a single job operation.

THE ARMOR CREWMAN JOB SAMPLE TEST

The Armor Crewman Job Sample Test was developed at HumRRO Division No. 3 by a team consisting of one civilian scientist and two enlisted content advisors, both qualified tank commanders, during the period July—October 1967. The test is a revision

[6] "Performance in Five Army Jobs by Men at Different Aptitude (AFQT) Levels: 1. Purpose and Design of Study," HumRRO Technical Report in preparation, (3).

[7] Data taken directly from military records for which no instrumentation was necessary included some pre-Army history, aptitude test scores, and information about a subject's military history including facts pertaining to misconduct in the Army.

and extension of the Armor Mastery Test Battery (4) developed by HumRRO Division No. 2 at Fort Knox, Kentucky, to assess the proficiency of Tank Crewmen after the completion of Advanced Individual Training for the gunner, driver, and loader positions of the M-48 tank.

The original Armor Mastery Test Battery, consisting of 21 subtests, was designed to measure all of the essential skills required in the performance of the Tank Crewman's job. Development of the original battery involved the following steps:

(1) Pertinent Armor literature and psychological reference material was reviewed.

(2) Key skills for the gunner, driver, and loader positions were selected from previously developed job requirements and job descriptions (5). Job requirements and descriptions had been reviewed by the U.S. Army Armor School; U.S. Army Armor Center; U.S. Army Training Center, Armor; and the Armor Section, CONARC.

(3) Subtests were refined on the basis of a preliminary tryout with a company of Armor AIT graduates (USATCA).

(4) Subtests were modified following a review and critique by instructor personnel at the Armor School and 1st Training Regiment, USATCA.

(5) Further refinement of the battery was accomplished on the basis of results obtained in a final administration of the battery to another company of AIT graduates (USATCA).

Revision of the Armor Mastery Test Battery: Revision of the test battery involved updating the task procedures for use with the M60A1 Tank, eliminating excessively expensive and time-consuming subtests, and adding subtests for new equipment.[a]

The revised test battery was administered to 12 crewmen from the 73d Battalion, Combat Developments Command Experimentation Center (CDCEC) at Camp Roberts, California, in September 1967. Refinements of the test and testing procedures were made on the basis of the performance of these crewmen.

While psychometric characteristics of the test, such as estimates of test reliability and intercorrelations among items and parts of the test are not critical in a mastery test of this sort, it had been planned to gather such data in a pilot study at Fort Hood, Texas. Because final pilot testing of all instruments had to be eliminated from the study, this was not possible (see UTILITY Report 1, 3). Although no subjective judgments are involved in the administration of the test, it would have been desirable to gather information about inter-examiner reliability. This also was not possible due to the cancellation of the pilot test.

The Job Sample Subtests: A list of the subtests that make up the job sample test is given in Table 1. A complete copy of the test including all subtests steps is in Appendix A. Figure 1 shows a subject being scored by the test administrator while loading the 105mm gun, one of the subtest steps.

Administration and Scoring of the Armor Crewman Job Sample Test: The test was administered to subjects individually as they rotated through a series of five test stations

[a] Subtests Number 12 (Operation of the Tank Radio and Radio Telephone Procedures), 13 (Immediate Action and Malfunctions, 90mm Gun, and Loading the 90mm Gun), 20 (Adjusting Solenoid, and Malfunctions and Immediate Action, Coaxial Machine Gun M1919), and 21 (Unloading, Disassembly, Assembly, Adjustment of Headspace, and Loading of Machine Gun, Cal. .50, M37) were eliminated because the subject equipment is no longer in use. Test Number 8 (Disassembly and Assembly of the Breech) was eliminated because of the excessive time and physical exertion required to accomplish the task. Test Number 11 (Identification and Handling of Ammunition) was eliminated because it was felt that knowledge required to identify ammunition could be assessed on the written test and transporting the required "dummy" rounds of ammunition would not be necessary. Test Number 17 (Tank Driving) was virtually eliminated because of the excessive costs that would have been incurred in building special driving courses at each installation where testing occurred.

Table 1

Armor Crewman Job Sample Test

Subtest Number	Description	Number of Steps
1	Disassembly and Assembly of the Cal. 45 Pistor, M1811A1	28
2	Disassembly and Assembly of the Cal. 45 Submachine Gun, M3A1	30
3	Disassembly and Assembly of the Coaxial Machine Gun, M73	23
4	Disassembly and Assembly of the Cal. 50 Machine Gun, M85	45
5	Identification of Arm and Hand Flag and Light Signals	24
6	Identification of Combat Formations for Tanks	10
7	Mounting and Operating the AN/VRC 53 Tank Radio	10
8	Identifying and Stating the Functions of the M60A1 Tank Controls	16
9	Starting and Stopping the Main Engine in Moderate, Hot, and Cold Weather	19
10	Driving the M60A1 Tank in Response to Arm and Hand Signals	9
11	Before Operations Maintenance of the M60A1 Tank	15
12	Mounting and Operating the AN/VRC 12 Tank Radio	14
13	Using the M1A1 Gunner's Quadrant and Adjusting the Elevation Quadrant, M13A3	15
14	Preparation of Range Card	15
15	Loading the 105mm Gun, M68	7
16	Reading and Setting the Ballistic Computer	22
17	Boresighting and Zeroing the 105mm Gun	17
18	Checking the Azimuth Indicator for Accuracy and Slippage, and Putting the Turret into Power	20
19	Adjustment of Fire in Response to Fire Commands	9
20	Reading and Setting the Azimuth Indicator	6

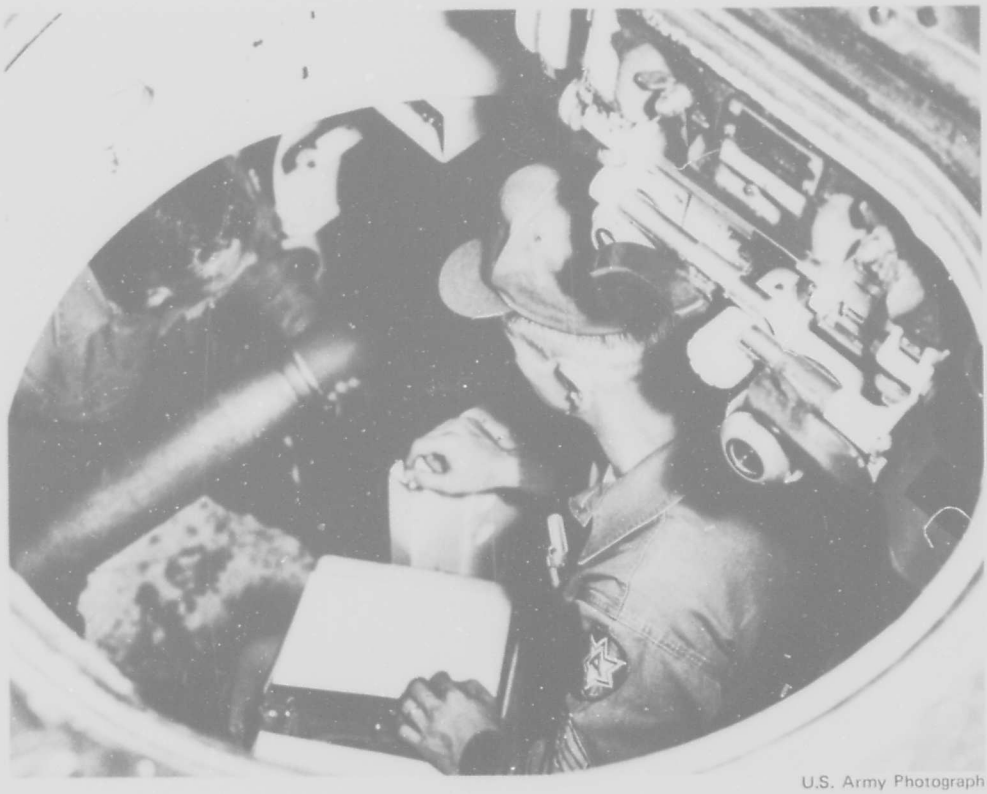
(a control station, a weapons disassembly-assembly station, and three M60A1 tank stations). No time limits were placed on any of the subtests. Depending on the ability of a subject, the test took approximately four hours to complete.

Four of the test administrators were NCOs who had been assigned to the project for test development and administration. These men formed the nucleus of the test administration team and traveled to each installation where testing occurred. They were supplemented by two additional NCOs in the appropriate MOS at each of the test locations. All test personnel were specially trained to insure standardization of administration and scoring. During test development, men assigned to the team had received considerable exposure to problems associated with test administration. Supplemental test administrators joining the team at each location received three to four days of special training.

At each test station instructions for the subtest to be performed were read individually to each subject (Appendix A). To determine a man's familiarity with the required task procedures, each subject was asked immediately after the instructions were read, whether he had performed the task often, seldom, or never. His response was recorded and the subtest was begun.

A subject earned a point for the correct performance of each step in a subtest. Three different kinds of scores were generated: scores on particular subtest steps, a

Armor Crewman Test: Loading 105mm Gun



U.S. Army Photograph

Figure 1

subtest total score, and the job sample test total score. A possible numerical score of 359 points could be accumulated on the Armor Crewman Job Sample Test.

Where it was essential, in order for a man to continue a subtest, prompts were given after a one-minute delay in the performance of a step. In prompting, the test administrator read a description of the required response to the crewman. If three prompts in succession were required, the subtest was stopped. The subtest was also stopped if a total of four prompts was required within that subtest. Prompts were not given in six of the subtests, because either the sequence of steps was not critical or continuation of the task was possible where steps were omitted. From the prompt record, additional scores were generated of a man's ability to start, finish, and work independently.

THE GENERAL VEHICLE REPAIRMAN JOB SAMPLE TEST

The General Vehicle Repairman Job Sample Test, like the Armor Crewman Test, was developed at HumRRO Division No. 3 by a team consisting of one civilian scientist and two enlisted content advisors—both of the latter qualified as wheel or wheel and track vehicle mechanics—during the period July—October 1967.

Selection of Test Items: While a Repairman's job includes a variety of subsidiary functions such as operating vehicles on road tests, conducting scheduled and routine services and inspections, participating in vehicle recovery, and maintaining records and completing requisition requests, the heart of his job is the performance of preventive and corrective maintenance actions. Since the type and number of maintenance problems that he may encounter, however, is almost limitless, it is not possible to construct a test for the Repairman, akin to the Armor Crewman Mastery test, where all specific job duties are assessed. Rather, proficiency testing of the Repairman must be based on some form of sampling of his major maintenance duties.

The Repairman's primary duties fall into four general areas: Performing maintenance checks, making adjustments, diagnosing and correcting malfunctions, and replacing parts. The identification of how test items were to be sampled within these areas was based primarily on a job analysis conducted in an earlier HumRRO study of organizational maintenance in Armor, Armored Artillery, Armored Infantry, and Armored Cavalry Units.[9] In that study, Senior Track and Wheel Vehicle Mechanics, Maintenance Sergeants, and Maintenance Officers identified the frequency and urgency with which different tasks are performed on Army vehicles and vehicle subsystems. Using this information, the following six criteria were identified for selecting a set of representative maintenance problems:

(1) Problems should range from low to high in the frequency with which they occur on the job.
(2) Problems should range from low to high in the urgency of the required correction.
(3) All major vehicle subsystems must be represented. These included the transmission, electrical, brake, engine, final drive, and fuel systems.
(4) Problems requiring the use of diagnostic and adjustment skills should be represented.
(5) Problems requiring the use of special tools, such as torque wrenches, and the use of test equipment, such as the low voltage circuit tester, should be represented.
(6) A variety of different, but frequently encountered, vehicles should be represented.

A group of maintenance problems were tentatively selected and given trial administration during September 1967 using personnel from the post maintenance section at Fort Ord, California, as subjects. The test problems were revised and during October 1967 additional trial testing was conducted at Camp Roberts, using personnel and equipment from the 73d Armor Battalion (Exp.) CDCEC. Ultimately, 13 maintenance problems were selected requiring three different types of high-density military design vehicles (M60A1 tanks, M151 1/4 ton trucks, and M35 A1/A2 or M49C 2 1/2 ton trucks).

As with the Armor Crewman test, a final full-scale field trial of the Repairman's Job Sample Test was planned to provide information on the psychometric characteristics of the test. As indicated previously (UTILITY Report 1), it was not possible to carry out this field test.

The Repairman Job Sample Subtests: A list of the subtests that make up the job sample tests is in Table 2. A complete copy of the test, including all subtest steps, is in Appendix B. The characteristics of each subtest problem as they relate to the selection criteria are shown in Table 3. Figures 2 and 3 show repairmen being tested and scored on the Oil Seal Replacement and Wheelbearing Adjustment problems.

[9] A study conducted by John P. Smith at HumRRO Division No. 2 in 1964.

Table 2

Repairman Job Sample Test

Subtest Number	Description	Number of Steps
1	Transmission Shift Linkage Adjustment (M60A1 Tank)	11
2	Transmission Servo Band Adjustment (M60A1 Tank)	13
3	Voltage Regulator Adjusting Rheostat Adjustment (M60A1 Tank)	16
4	Hydraulic Brake Pedal Adjustment (M60A1 Tank)	11
5	Fan Vertical Drive Shaft Oil Seal Replacement (M60A1 Tank)	19
6	Faulty Spark Plug Check (M151 Truck)	9
7	Ignition Timing Adjustment (M151 Truck)	19
8	Cylinder Compression Check (M151 Truck)	13
9	Battery Hydrometer Check (M151 Truck)	9
10	Battery Condition Test (M151 Truck)	15
11	Front Outer Wheelbearing Adjustment	13
12	Fuel Pump Pressure Check (M35A1/A2 or M49C Truck)	10
13	Brake Bleeding (M35A1/A2 or M49C Truck)	17

Administration and Scoring of the Repairman's Job Sample Test: The test was administered to subjects individually, subtest by subtest, as they rotated through a series of six testing stations (a control station, two M60A1 tank stations, two M151 truck stations, and an M35A1/A2 or M49C truck station). Subjects were allowed 20 minutes to complete each subtest with the exception of the Oil Seal Replacement subtest for which 30 minutes were allowed. Depending on the ability of a subject, the test took approximately five hours to complete.

As in the other MOSs, the nucleus of the test administration team was a group of three NCOs assigned to the project for test development and administration. These men were supplemented by five additional NCOs at each test location. Again, as in the other MOSs, all test personnel were trained to insure standardization of administration and scoring.

At each test station instructions for the subtest were read to each subject (Appendix B). To determine a man's familiarity with the subtest problem, each man was asked whether he had performed the task often, seldom, or never. His response was recorded and the subtest was begun.

Equipment available for each subtest included a mechanic's toolbox containing a complete set of standard tools. In addition, any special tools or test equipment necessary for the particular maintenance problem were also available. Finally, a complete set of technical manuals was also available. Subjects were free to use the manuals if and when they wished. If a subject consulted a manual during the problem, this was recorded and became part of the man's test record.

As in the other MOSs, subjects earned a point for the correct performance of each step in a subtest. A total numerical score of 176 points is possible on the Repairman's Job Sample Test. Also, as in the Armor Crewman Job Sample Test, prompts were given where necessary to continue a subtest. In addition to scores for individual steps, subtests, and the total test, each test record contained information about a man's ability to start, finish, and work independently, derived from the record of prompts.

Table 3

Repairman Job Sample Test—Subtest Characteristics

Subtest	Frequency	Urgency	System	Skills Required		Special Equipment	Special Tools
				Diagnostic	Adjustment		
Transmission Shift Linkage Adjustment	High	Low	Transmission	No	Yes	–	Locating Pins
Transmission Servo Band Adjustment	Low	Low	Transmission	No	Yes	–	Torque Wrench
Voltage Regulator Rheostat Adjustment	Medium	High	Electrical	No	Yes	Low Voltage Circuit Tester	–
Hydraulic Brake Pedal Adjustment	High	Low	Brake	No	Yes	–	Locating Pins
Fan Vertical Drive Shaft Oil Seal Replacement	Medium	High	Engine	Yes	Yes	–	Torque Wrench Square Drive Socket
Faulty Spark Plug Check	High	High	Engine	Yes	Yes	–	Crossfoot Wrench
Ignition Timing Adjustment	Medium	High	Engine	No	Yes	Timing Light	Crossfoot Wrench
Cylinder Compression Check	Medium	Medium	Engine	Yes	No	Compression Gauge	Crossfoot Wrench
Battery Hydrometer Check	High	High	Electrical	Yes	No	Hydrometer	–
Battery Condition Test	Low	Medium	Electrical	Yes	No	Low Voltage Circuit Tester	–
Front Outer Wheel-bearing Adjustment	High	High	Final Drive	Yes	Yes	–	Torque Wrench Hydraulic Jack
Fuel Pump Pressure Check	Medium	High	Fuel	Yes	No	Tester, Internal Combustion Engine (Vacuum Pressure Gauge)	–
Brake Bleeding	Low	High	Brake	No	Yes	–	Pressure Brake Bleeding Long Stem Master Cylinder Filler Cap Adapter

Repairman Test: Oil Seal Problem

U.S. Army Photograph

Figure 2

Repairman Test: Wheelbearing Adjustment Problem

U.S. Army Photograph

Figure 3

THE SUPPLY SPECIALIST JOB SAMPLE TEST

The Supply Specialist Job Sample Test was developed at HumRRO Division No. 3 by a team consisting of one civilian scientist and four enlisted content advisors, all Supply Specialists, during the period July—November 1967.

The Supply Specialist performs a wide variety of tasks. His role can vary considerably and, depending on the particular situation, it may be quite specialized or fairly general. When operating as a supply clerk, he may merely transcribe information from one form to another. When acting as a supply sergeant, his duties include such diverse activities as auditing material on hand, determining proper allowances by searching in a Table of Organization and Equipment, and finding procedures in Army Regulations for disposing of material. The core of his job, however, lies in the clerical tasks he performs in requesting, turning in, and accounting for supplies.

Selection of the Test Items: Because the Supply Specialist's job was selected to represent clerical jobs in general, as indicated in a previous report (UTILITY Report 1), the clerical duties in this specialty were analyzed in detail. This was done by observing activities in company supply rooms at Fort Ord and Camp Roberts, interviewing supply personnel and members of the staff at the General Supply Course at those two locations, and conducting an intensive review of supply publications (6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24). Consultations were held with HumRRO staff members at Division No. 1, who were conducting a job analysis fundamental to a revision of the Basic Supply Course at the Quartermaster School at that time.

Particular activities studied in detail included the following:

(1) Request for Issue and Turn-In
(2) Receipt of Issue and Turn-In
(3) Transfer of Property (Lateral)
(4) Issue of Items on Hand Receipt (Temporary and Permanent)
(5) Preparation of Reports (Inventory Adjustment Report, Quarterly Report of Operational Loss, Monthly Equipment Status Report)
(6) Laundry Turn-In and Pick-Up
(7) Inventories (Special, Semi-Annual, Annual, and Per Joint)
(8) Report of Survey
(9) Statement of Charges
(10) Documentation Procedures (Temporary and Permanent, Property Books, Document Registers; Expendable and Nonexpendable)
(11) Clothing Requests

Ultimately, eight test problems were selected, based on the following criteria:

(1) Problems should range from low to high in the frequency with which they occur on the job.
(2) Problems should range from simple to complex in difficulty.
(3) Problems should involve standard procedures rather than procedures likely to be influenced by local SOP.
(4) Job requirements of clerks in general should be covered. These are:
    (a) Following instructions,
    (b) Being familiar with job materials, in this case with forms and reference publications,
    (c) Being accurate in recording information, in searching for information, and in carrying out simple computations, and
    (d) Reconciling items of information, recognizing discrepancies, and making corrections or adjustments.

The test problems underwent trial testing and revision using approximately 50 Supply Specialists from a variety of units at Fort Ord. As in the other MOSs, full-scale

field testing, to provide information on the psychometric characteristics of the test, was not possible (UTILITY Report 1).

The Supply Specialist Job Sample Subtests: Table 4 lists the subtests that make up the job sample test. A complete copy of the test, including all subtest steps, is in Appendix C.

In order to provide background information and a setting in which to administer the subtest problems, a fictitious company and company supply room were fabricated (Figure 4). In addition to a table and chairs, the supply room contained a set of supply

Table 4

Supply Specialist Job Sample Test

Subtest Number	Description	Number of Steps
1	Preparation of Laundry Roster	25
2	Preparation of Personal Clothing Request	15
3	Preparation of Hand Receipts	12
4	Sorting Equipment for Serviceability	10
5	Preparation of Maintenance Request	27
6	Preparation of Statement of Charges	33
7	Preparation of Request for Issue	19
8	Maintenance of Document Register	15

Supply Specialist Test: Set-up for Problem

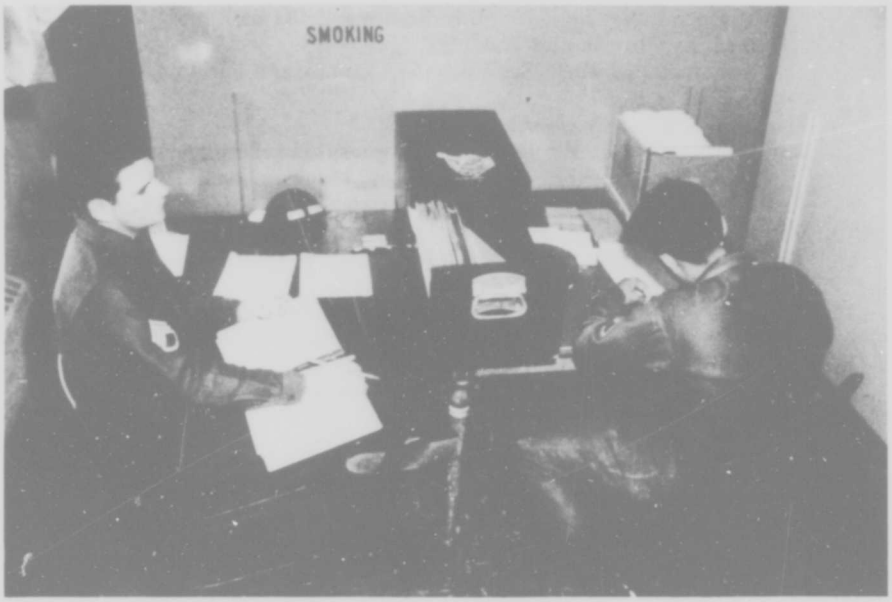


Figure 4

publications, a collection of blank forms, and files of completed forms such as the subject would find on file were he to arrive at the hypothetical company as a newly assigned supply sergeant, and a set of Property Books for the company. All of the other equipment and supplies that might be found in a typical supply room were not included since they were not essential to the test.

Subtests 1 through 3 and 5 through 8 required the subject to decide on the appropriate action to be followed in handling a particular supply action. In presenting each problem to a subject, instructions were given in a manner which required that he begin by deciding upon the appropriate form to be used and, should he need to consult it, locating the governing Army Regulation (AR). For example, in the problem involving the Personal Clothing Request, the subject was told that a new man had returned from Vietnam bringing with him a form listing the clothing he had in his possession. The subject was instructed to make out the proper form so the new man could receive the remainder of his authorized clothing allowance from the Clothing Sales Store.

Subtests 6 and 8, the Statement of Charges and the Documentation Procedures problems, are particularly difficult, each necessitating recognition by the subject of unspecified requirements while he completes a series of interrelated steps. Further, each of these problems is complex enough to require even experienced supplymen to refer to the governing AR. Since the ARs themselves are fairly complicated, it was believed that these subtests might prove particularly difficult for persons at the lower end of the aptitude range. Subtest 4, the only one of a nonclerical nature, required that the subject make decisions about the serviceability of some items of Organizational Clothing and Equipment.

Administration and Scoring of the Supply Specialist Job Sample Test: The test was administered to subjects individually, subtest by subtest, as they rotated through a series of test stations. No time limits were imposed on any of the subtests. Depending on the ability of a subject, the entire test took three to four hours to complete.

The nucleus of the test administration team was a group of four NCOs who had been assigned to the project for test development and administration. They were supplemented by four additional NCOs at each of the test locations. All of these men, as those in the other MOSs, were trained to insure standardization of administration and scoring.

At each test station, instructions for the subtest being administered were read to each subject. To determine a subject's familiarity with a subtest problem, prior to beginning the test each man was asked whether he had performed the task often, seldom, or never. His response was recorded and the subtest was begun.

As in the other MOSs, subjects earned a point for the correct performance of each step in a subtest. A total numerical score of 156 points is possible on the Supply Specialist Job Sample Test.

Prompting in this test was limited solely to instances where a subject was unable to begin because he lacked knowledge about an appropriate form. If a subject did not know what form to use in completing a supply action, he was permitted to seek this information in one of the available publications or he could search the files to see which form had been used before. If he still did not know what form to use, he would be given this information in a prompt. Also, if he desired to refer to the governing AR for information about how to begin filling out a form but did not know which AR to consult, he was given this information in a prompt. Once either type of information had been provided, no further prompts were given.

Each test record consisted of a subject's score for individual subtest steps, his subtest scores, his total job sample test score, and information derived from his prompt record about his ability to start or work independently on subtest problems.

THE MEDICAL SPECIALIST JOB SAMPLE TEST

The Medical Specialist Job Sample Test was developed at HumRRO Division No. 3 by a team consisting of one civilian scientist and one enlisted content expert during the period June—July 1968. This test was comprised of items from a test previously constructed by HumRRO as part of Work Unit SUPPORT (25) and the U.S. Army Medical Training Center, Fort Sam Houston, Texas, to assess graduates of an experimental training program for Medical Corpsmen. The items of the Training Center test had been based upon oral examination materials used previously by the Military Science Branch, the Nursing Science Branch, and the Professional Science Branch.

Following a trial administration of problems to Medical Corpsmen at Fort Ord, 10 subtests were selected for Work Unit UTILITY data collection. Four criteria were considered in this selection:

(1) Problems should reflect the range of skills and knowledges required a hospital assignment.
(2) Problems should reflect the range of frequencies with which various tasks occur in a hospital assignment.
(3) Problems should reflect the range of criticality of tasks which occur in a hospital assignment.
(4) Problems should sample from the variety of equipment used in a hospital assignment.

Subsequent to initiating the data collection phase of Work Unit UTILITY, the test was expanded to include emergency medical treatment procedures. This extension was undertaken in order to achieve an adequate sample of Mental Category IV personnel (UTILITY Report 1). Nine subtests were added to the Medical Specialist Job Sample Test based upon the applicability of the four criteria listed above to emergency treatment situations.

The test consisted of two general types of items. The subject was asked either to demonstrate procedures he would follow in performing a particular task or to state symptoms, describe procedures, or identify particular pieces of equipment. The test items were intended to evaluate a subject's knowledge and skill in 19 content areas (Table 5).

The Medical Specialist Job Sample Test differed from the job sample tests in the other MOSs in that, where simulated performances were required, the subjects often resorted to purely verbal descriptions of what they would do. Because of the highly artificial nature of the testing situation, verbal responses were often accepted in place of performance.

Administration and Scoring of the Medical Specialist Job Sample Test: The test was administered to subjects individually as they rotated through 19 test stations (one for each of the content areas). Depending on the ability of a subject, the test took approximately two hours to complete; there were no time limits.

Test administrators were NCOs obtained at each of the Army hospitals where testing occurred. These NCOs were supervised during data collection by the civilian scientist or the enlisted content expert who had developed the test instrument.

The Medical Specialist Job Sample Subtests: A list of the subtests that make up the job sample test is presented in Table 5. A complete copy of the test, including all subtest steps, is in Appendix D. Figure 5 shows a subject taking a blood pressure reading as part of the Medical Specialist Job Sample Test.

THE COOK'S JOB SAMPLE TEST

The Cook's Job Sample Test was developed at HumRRO Division No. 3 during the period July—November 1967.

Table 5

Content Areas in Medical Specialist Job Sample Test

Subtest Number	Description	Number of Steps
1	Thermometers	12
2	Blood Pressure	10
3	Fluid Balance Records	5
4	Syringes and Intradermal Injections	18
5	Surgical Dressing	8
6	Glove Technique	10
7	Intravenous Therapy	9
8	Clinitest	4
9	Gomco Pump Assembly	3
10	Oxygen Therapy	9
11	Puncture Wound of Lower Leg	13
12	Laceration of the Forearm	7
13	Second Degree Burn of Forearm	5
14	Greenstick Fracture of Upper Arm	6
15	Artificial Respiration (mouth-to-mouth)	8
16	Heat Injuries	21
17	Cold Injuries	18
18	Suspected Broken Back	6
19	Drags and Carries	10

Medical Specialist Test: Taking Blood Pressure

Figure 5

Selection of the Test Items: Examination of the numerous tasks required of cooks in military kitchens shows that many tasks are relatively simple and procedural. Quite often the steps that are required in the performance of these tasks either have been clearly specified or are undertaken under fairly constant supervision and guidance, particularly for the second and third cooks on a shift. Thus, at least in part, evaluating a man's ability to perform as a cook is not a matter of finding out whether he can do certain jobs, but rather of whether he does them as they have been specified. In the cook's test, men were presented with five tasks or subtests, three involving the preparation of food. Most of these tasks required the careful following of a specified procedure in addition to the application of particular knowledges and manual skills.

The selection of items for the test began with consideration of a cook's duties as identified in a job analysis that had been conducted previously in an Air Force study (26), and partially repeated by HumRRO.[10] In the HumRRO study, cooks and cooks' supervisors had indicated the frequency of occurrence and the relative importance of different tasks performed in unit and consolidated messes in the Army. Both the Air Force and HumRRO studies showed the number and variety of tasks performed by cooks to be quite extensive. For example, in addition to the many different activities directly associated with the preparation of numerous kinds of food, a cook's job includes such tasks as setting up, serving and managing serving lines, setting up field mess facilities and preparing and serving meals in forward areas, operating and performing maintenance on a wide variety of kitchen powered and heating equipment, and inventorying, procuring, and storing foods.

Sampling across such a broad range of tasks was not possible since time represented a major constraint in the number of tasks that could be considered. Another factor that limited the number of tasks was the sizable logistic requirement inherent in setting up an individually administered performance test for cooks. There were distinct limits on the number of isolated test stations that could be arranged with each requiring work space, a stove, pots, utensils, and so forth. Ultimately, this problem was partially solved by using field equipment for the administration of the test.

To restrict the range of tasks, item selection focused primarily on cooking tasks since most of the distinctive demands of the cook's job are found in this area. Characteristic properties of the cook's job are:

(1) The ability to follow directions accurately. Typically, many of the relatively simple and procedural steps that are required have been clearly specified in a cookbook.

(2) The ability to modify or adjust proportions of ingredients to meet the requirements of special situations and to be able to perform any arithmetic calculations that may be necessary in making these adjustments.

(3) Being accurate or precise in the measurement of ingredients.

(4) Being able to maintain constant attention to ongoing events, particularly when two or more food items are being prepared simultaneously.

(5) Being able to plan ahead. Frequently advance or partial preparation is required for steps that will come later in a recipe. These needs must be anticipated and the sequence of steps outlined in the recipe reorganized to accommodate to such requirements.

(6) Being resourceful or exercising ingenuity in dealing with situations where using a standard procedure may not be possible.

Candidate items for the test were administered to 19 cooks from the 4th (CST) Brigade at Fort Ord in October 1967. Refinements of the test and testing procedures

[10] Conducted by Robert G. Smith, Jr., and John F. Hayes in May 1966.

were made based on the performance of these men. As in the other MOSs, full-scale field testing to provide information on the psychometric characteristics of the test was not possible (UTILITY Report 1).

The Job Sample Subtests: A summary of the subtests that make up the job sample test is presented in Table 6. A complete copy of the test including directions and all subtest steps is in Appendix E.

Subtest 1, Lighting the Fire Unit, is a procedural task. Stepwise instructions for lighting the unit are available both printed on the side of the unit in clear view of the subject and in a field manual provided with the equipment.

Subtests 2 and 3, Preparation of Cocoa and Scrambled Eggs, are administered simultaneously as dishes to provide a simulated breakfast. The preparation of cocoa requires mathematical computations in adjusting proportions of water and dry milk to be used in reconstituting milk.

Subtest 4, Preparation of a Jelly Roll, is the longest and most complex cooking task in the job sample test. While the procedure to be followed is given in a recipe, a variety of special requirements which are not detailed in the instructions must be anticipated and accommodated.

Subtest 5, Preparation of Cook's Worksheet, entailed planning and placing in a timed sequence the procedures to be followed in the preparation of a meal and providing members of a mess team with specific instructions for carrying out the plan. Usually, filling out the worksheet would be done only by mess stewards. This problem was administered to all subjects, however, to determine how men with varying aptitudes would compare on a task to which they had been exposed but which they ordinarily do not perform.

Table 6

Cook's Job Sample Test

Subtest Number	Description	Number of Steps
1	Lighting the Fire Unit of the M1937 Field Range	29
2	Preparation of Cocoa with Reconstituted Milk	38
3	Preparation of Scrambled Eggs	10
4	Preparation of Jelly Roll	45
5	Preparation of Cook's Worksheet	36

Administration and Scoring of the Cook's Job Sample Test: The test was administered to subjects individually, subtest by subtest, as they rotated through a series of testing stations, each set up at a field kitchen. Figures 6 and 7 show subjects engaged in lighting the fire unit and preparing scrambled eggs as part of the Cook's Job Sample Test.

No time limits were placed on any of the subtests. Depending on the ability of a subject, the complete test took approximately three to four hours to complete.

Two of the test administrators were NCOs who had been assigned to the project to form the basic test administration team. They were supplemented by four additional NCOs in the appropriate MOS at each of the test locations. All test personnel were specially trained to insure standardization of administration and scoring.

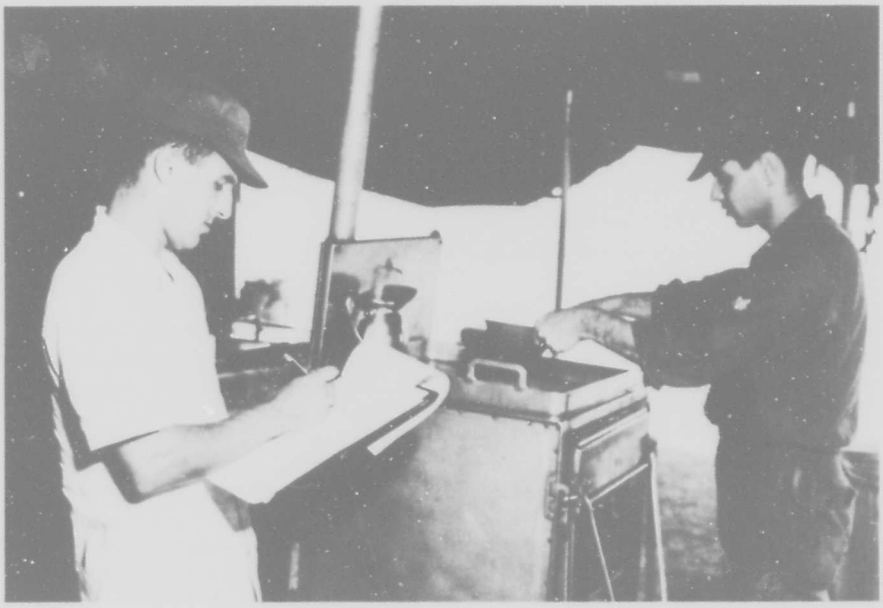
At each test station instructions for the subtests to be performed were read individually to each subject (Appendix E). To determine a man's familiarity with each

Cook's Test: Lighting Fire Unit

U.S. Army Photograph

Figure 6

Cook's Test: Preparing Scrambled Eggs



U.S. Army Photograph

Figure 7

task, prior to beginning a subtest, each subject was asked whether he had performed the task often, seldom, or never. His response was recorded and the subtest was begun.

In taking the test, a subject earned a point for the correct performance of each step in a subtest. Thus, test records consisted of scores on each of the subtest steps, subtest total scores, and the job sample test total score. A total score of 158 points is possible on the Cook's Job Sample Test.

No prompts were given on the test since, with the exception of the Cook's Worksheet, statements of the steps to be followed were available either on the equipment or in a technical manual (Subtest 1) or in recipes (Subtests 2-4).

JOB KNOWLEDGE TESTS

Job knowledge in each MOS was measured by the administration of multiple choice paper-and-pencil tests. These tests were similar in content to those typically used in Army training courses and Proficiency Pay testing programs.

Paper-and-pencil knowledge tests were included in the test battery to (a) provide an independent and direct measure of job knowledge (as distinguished from job performance) and (b) permit analysis of the relationships between job knowledge and job performance in the different AFQT and MOS sample subgroups. Analysis of the relationship between job knowledge and job performance is of particular importance when men of lower aptitude, particularly those lacking in verbal skills, are being considered. Persons in this group may sometimes be unable to comprehend written test questions or may possess sufficient knowledge to perform a job and yet be unable to express or communicate that knowledge to others.

The converse is, of course, also frequently true. An individual may be able to verbalize the procedures required in accomplishing a task and yet be unable to perform satisfactorily. The latter occurs largely because the performance of many tasks requires more than sheer factual information. For example, subtle discriminations (perceptual skills) and smooth or rapid manual manipulations (motor skills) are generally acquired only with sufficient practice, and, for many jobs, are more important and more difficult to acquire than knowledge of a procedure per se.

Since graduation from training and qualification for receiving Proficiency Pay are based primarily on scores attained on written tests, information about the relation between performance and knowledge is of obvious importance. Further, where a high relationship between performance on knowledge and job sample tests can be demonstrated, there is greater justification for the operational use of paper-and-pencil knowledge tests. Where appropriate, using such tests is clearly desirable since they are far simpler and less expensive to administer.

Development of the Job Knowledge Tests: The development of items for the job knowledge test in each MOS began with the collection of provisional items from a variety of sources. For the Armor Crewman items were taken from the Armor Proficiency Test developed by HumRRO Division No. 2, Fort Knox, and additional items were prepared based on a review of pertinent Armor literature (27, 28, 29, 30, 31). For the Repairman, items were written based on the same job analysis used in the development of the Repairman's Job Sample Test (5) and upon a review of maintenance literature (32, 33, 34, 35, 36, 37, 38, 39, 40, 41). For the Supply Specialist, items were written based on the analysis of job duties used in the development of the Supply Specialist Job Sample Test and upon a review of the Supply literature (6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24). For the Medical Specialist, items were taken from a catalogue of items used in tests given in courses in the Military, Professional, and Nursing Science Branches of the U.S. Army Medical Training Center, Fort Sam Houston. For the

Cook, items were taken from a catalogue of items used in tests given in the Food Service Course, Fort Ord, and the Cooking Course, the Quartermaster School, Fort Lee, Virginia.

Items were next reviewed to ensure that knowledge required was job-relevant and directly used in the performance of specific job tasks. For example, the reviewers eliminated items requiring knowledge of definitions and nomenclature not necessary for communicating with other job incumbents or for completing order blanks or maintenance logs.

Finally, with the exception of the Medical Specialist test in which items were used directly as obtained from the Medical Training Center, items were administered on a trial basis to soldiers in the appropriate MOS at Fort Ord. Analyses were then performed and items that failed to provide adequate discrimination or had other unfavorable psychometric characteristics were eliminated.

Administration and Scoring of the Job Knowledge Tests: The tests were administered to subjects at the control station while they were being rotated through the Job Sample Subtests. Generally, a group of 5-10 subjects took the tests simultaneously. No time limits were imposed in any of the tests. Depending on the length of the test and the ability of the subject, the test on the average took between 45 and 90 minutes to complete.

The number of multiple choice items in each job knowledge test is given in Table 7. Subjects earned a point for each correct answer. Copies of each job knowledge test are in Appendix F.

Table 7

Number of Multiple-Choice Items in Job Knowledge Tests

Military Occupational Specialty	Number of Items
11E Armor Crewman	75
63C Repairman	87
76Y Supply Specialist	96
91B Medical Specialist	191
94B Cook	75

SUPERVISOR RATING SCALES

A two-part rating instrument was administered to each subject's immediate supervisor. This rating was obtained (a) to provide information about a subject's effectiveness as viewed by supervisory personnel and (b) to permit analysis of the relationships among supervisor ratings and the other two criterion measures described in the preceding sections, the Job Sample and Job Knowledge Tests.

The rating scales were identical for all MOSs of the study. Part I consisted of 11 questions in which the supervisor, by checking "yes" or "no" answers, appraised the general suitability of the man for the job. The supervisor responded to such questions as: "If you could, would you just as soon replace him?" "Does he need more supervision on the job than most?" Part II consisted of 14 rating scales taken in their entirety from the Enlisted Efficiency Report used throughout the Army.

Part I was developed at HumRRO Division No. 3, by a team consisting of two civilian scientists. A trial version was administered to approximately 25 supervisors of Armor Crewmen in two companies of the 73d Battalion (CDEC) at Camp Roberts in September 1967. Analysis of these data showed a number of items that were nondiscriminating. Ultimately, 11 items were retained for the final questionnaire.

The Enlisted Efficiency Report (EER), a replacement of a rating instrument known as the Commander's Evaluation Report (CER), became available immediately preceding initial data collection. Inadvertently, some of the ratings of Medical Specialist subjects were collected with the earlier form. The CER consisted of 12 items or scales, and while there was some overlap in the characteristics to be rated, the wording and number of choices on even these similar items varied from the CER to the EER. As a result, the data for the Medical Specialist will be reported for each of these forms separately in a later report in the UTILITY series.

A complete copy of the Supervisor Rating instrument, Parts I and II, together with scoring procedures, is in Appendix G.

In order to identify each subject's supervisor, a list of names was submitted to the Headquarters Company of each Battalion from which subjects were obtained. The Headquarters Company provided the names of the supervisors.

Supervisor ratings were obtained either by scheduling the supervisors to come to a central location at the post where testing was ongoing, or by sending a member of the UTILITY data collection team to the supervisor's company headquarters. In all cases, the Supervisor Rating Scales were administered in conjunction with the Job Duties - Supervisor Questionnaire which is described in the next section. An average of 15 minutes was required to fill out Parts I and II of the Supervisor Rating Scales.

JOB ACTIVITIES INSTRUMENTS

During the initial phase of data collection the Deputy Chief of Staff for Personnel, Department of the Army, one of the sponsors of Work Unit UTILITY, requested that information about job activities of each subject be obtained as part of the study. Accordingly, instruments for obtaining this information from job incumbents and their supervisors were prepared and reproduced at Fort Hood, where the research team was then engaged in the first weeks of data collection. The instrument designed for obtaining information from job incumbents, the Job Duties—Subject Questionnaire, contained two items. The first asked the subject, "What things do you spend most of your time doing in your present job?" The subject was required to name three activities in response to this question. The second item asked the subject to "Name three things you did yesterday as part of your job." The instrument designed for obtaining information from job supervisors, the Job Duties—Supervisor Questionnaire, contained five similar questions. Copies of both questionnaires are in Appendix H.

The preparation of the job duties questionnaire can best be characterized as a last-minute effort. Time did not permit any pretesting of either instrument. Subsequently, when preliminary analysis of the data was undertaken, it became evident that two items (II and IV) in the supervisor form provided little or no useful information. Consequently, no data will be reported for these questions. Results of analyses of job duties will be included in later reports in the UTILITY series.

The Job Duties—Subject Questionnaire was administered in an interview with each subject at the job sample test site. The interview was conducted by a member of the testing team and all answers were recorded by him. The Questionnaire was also administered to each subject's supervisor in conjunction with the Supervisor Rating described in the preceding section of this report and the supervisor was asked to fill in the form himself.

In preparation for scoring, a complete list of each different job activity that had been recorded on either questionnaire was prepared for each MOS. These job activities were then categorized by the NCOs who had been assigned as permanent members of the test development and administration teams. The resultant categories were then assigned numerical codes and the responses recorded on each questionnaire were coded from these lists. A complete list of job duties categories is in Appendix H.

INSTRUMENTS FOR GATHERING INFORMATION ON BACKGROUND AND PERSONAL CHARACTERISTICS

One of the major objectives of Work Unit UTILITY was to identify those background or personal characteristics associated with good or poor performance. To supplement information found in each man's permanent record, largely aptitude test scores from the Army Classification Battery or Army Qualification Battery, a variety of additional data collection instruments and tests were administered. These included a biographical questionnaire and checklist and several published and experimental paper-and-pencil tests.[11] Copies of the information-gathering instruments developed by HumRRO and included in Appendix I are the Personnel Questionnaire, the Activity Checklist, and the Listening Performance Evaluation. Other general ability tests, including those prepared by other agencies, and commercial tests for reading and arithmetic skills, are not reproduced in this report in order to preserve test security.

Personnel Questionnaire and Activity Checklist: The Personnel Questionnaire is a 56-item instrument used to collect biographical and, to a lesser extent, attitudinal information from each subject. In it, men provided demographic information about their families, education, and pre-military histories. In addition, some items were designed to obtain information about family cohesion, family mobility, and parental interest during the subject's formative years. Other items were directed toward information about work habits, and experiences showing delinquent behavior and conflict with authority. Finally, some items were included that were designed to obtain expressions of a man's feelings of control over his environment and well-being. The latter had been used previously in a U.S. Office of Education study of educational conditions of different racial and ethnic groups (42). In this study, feelings of environmental control had been found related to educational achievement.

The Activity Checklist is an experimental instrument consisting of 25 questions requiring "yes" or "no" answers. It can be considered an extension of the Personnel Questionnaire. In answering, a respondent indicated whether he had engaged in a particular activity "fairly often" before he was 14 years old. Item clusters are intended to show behavior patterns that may reflect independence and/or conflict with authority.

Environmental Participation Index: The Environmental Participation Index (EPI) is a checklist designed to measure a person's exposure to common middle-class experiences (43). It was included in the test battery to provide a measure of environmental background akin to socioeconomic status.

The EPI is divided into two parts. In the first, from a list of a number of household possessions, the subject indicates those that were available in his home when he was 15 years old—for example, a telephone, a dictionary, a fish in a tank. A

[11] Because it was necessary to eliminate pilot testing during the developmental stages of the research (UTILITY Report) the more time-consuming and expensive instruments that had been considered for obtaining data on background and personality characteristics were eliminated from the test battery. Those that were retained were used in an essentially untested condition.

"possessions" score provides an estimate of the "richness" of the material home environment. In the second part, a person indicates whether he had engaged in a variety of activities by the time he was 18 years old—for example, making a long distance call, having a bank account, writing a letter to someone. An "activities" score provides an estimate of the degree of exposure to common experiences in the American culture. The two-part scores of the EPI can be considered separately or can be combined to provide a total score.

D-48 (Domino) Test: The D-48 is a 25-minute group intelligence or general ability test (44). It consists of pictured arrangements of domino sequences. The subject's task on each item is to determine the number of dots to be filled in on a blank domino to continue the series.

The D-48 test was included in the battery as a supplemental test of general ability since it is largely nonverbal. Also, it has been suggested that regardless of the culture in which a person has grown up, he either has literally played dominoes or has engaged in activities that are conceptually similar (45). Thus, the D-48 may be considered, to some extent, "culture free" or less culture bound than more conventional intelligence tests. The D-48 was looked upon as a test that might prove useful in identifying effective performers who would ordinarily score low on conventional intelligence tests either because of low reading or verbal ability or because the tests contain a cultural bias.

Oral Directions Test: The Oral Directions Test (PTI-ODT) is a short general intelligence test designed for use with adults in industrial situations where socioeconomic status is expected to fall below the general population average (46). The directions and questions are given orally via magnetic tape, thereby avoiding problems that would arise for persons with reading difficulties. The test is paced, rather than timed, by the rate at which the problems are given. Test items include problems that involve following simple directions, figure recognition, digit span, memory for detail, spatial orientation, and number comprehension and completion. The test was selected as particularly suited for inclusion in the battery, since its norms show it to possess a low ceiling and a wide spread for scores in the lower half of the distribution.

Group Maze Test: A maze test developed by the Naval Personnel Research Field Activity, San Diego, California, and patterned after the Porteus Mazes, was included in the test battery. In this test, a person traces his way through a series of maze diagrams and for each indicates whether each of several entrances leads to a goal. His score is the total number of maze entrances correctly identified.

Originally the Porteus Mazes themselves had been considered for inclusion in the test battery. When the pilot testing of instruments was canceled (UTILITY Report 1) the group maze test, developed by the Naval Personnel Research Field Activity, was substituted. The Porteus Mazes would have required individual administration and their inclusion in the battery would have been quite costly. Lacking direct evidence of their suitability and usefulness with the study sample, their use could not be justified.

Porteus (47) believes that performance on his series of standardized mazes measures "planfulness," an aspect of general intelligence and adaptive behavior that is not adequately covered by more commonly used tests. A variety of studies have tended to support his contention that the mazes can be used to supplement standard measures of intelligence by assessing foresight "at a rather simple but basic level."

Also evidence from several studies cited by Porteus (48) suggests that the qualitative score (an additional score based on a person's carefulness and effort to follow directions while tracing the maze) may discriminate between delinquents and nondelinquents. Porteus interprets the qualitative score as providing a measure of impulsivity and haphazard habits of action and thereby relates it to potential delinquency.

While the group maze test actually used in the battery is wholly experimental and does not lend itself to the same kind of scoring as the original Porteus Mazes (there is no qualitative score), it is hoped that it might nevertheless measure an aspect of intellective behavior related to job effectiveness.[12]

Memory for Numbers Test: The Memory for Numbers Test is a 21-item test of digit span also developed by the Naval Personnel Research Field Activity. Tests of digit span are frequently included in measures of general intelligence, for example, in the Stanford-Binet and Wechsler Intelligence Scales, and the Oral Directions test, and are generally found to be highly correlated with general intelligence (49).

While general intelligence test scores are correlated with socioeconomic level, Jensen has reported data showing that low- and middle-class groups differ least on tests of digit span (50). He has argued that associative learning tasks such as digit span reflect a type of mental process (Level I) that is geno-typically independent of other mental processes (Level II) involved in complex and abstract thought. Jensen suggests that Level I processes are relatively unaffected by cultural deprivation, hence the lack of difference between low- and middle-class groups on tests of digit span. Regardless of the validity of Jensen's theoretical argument about the existence of Level I and Level II abilities, his observation that digit span tasks are rather immune to cultural differences suggested that such tasks might be useful in identifying persons who perform well in many day-to-day tasks in spite of low scores on tests of general intelligence and aptitude measures such as the AFQT. Hence, the inclusion of this test as an experimental instrument in the battery.

Hand Skills - Judgment Test: The Hand Skills - Judgment Test is an experimental level of aspiration task devised by the research team and based on one developed by Kipnis (51). Subjects are given a five-page booklet with 60 asterisks printed on each page. In each of five trials they draw boxes around as many asterisks as they can in 30 seconds. Before beginning each trial, subjects estimate the number of boxes they will be able to draw. They are told they will get the highest score by drawing as many boxes as they can and by estimating as closely as possible the number of boxes they will draw.

In scoring, subjects are given a passing score for performing in what can be considered a conservative manner. They are given credit for the task either if their performance exceeds their estimate on the first trial, and their estimate and performance are within two boxes of each other by the third trial, or if their estimate on the first trial is 15 boxes or less, and their estimate and performance are within two boxes of each other by the third trial. All other performances receive no credit.

The task was included in the battery when reports in the literature suggested that performance on similar tasks had been found related to effective performance in several situations. Kipnis, seeking a measure of motivation in a tedious task, found that persistence in entering tally marks in sequentially numbered boxes was related to school grades in the Navy among low aptitude Radiomen and Nuclear Power Personnel and related to job performance ratings of low aptitude Aviation Machinist Mates, Radiomen, Nuclear Power Personnel, and men who later became Officer Candidates. He did not find performance in this task related to school or job performance of higher aptitude persons. Siskind (52) using much the same task as that included in the UTILITY battery, found it related to job performance ratings of psychiatric aides.

While it is difficult to determine why performance in such a task should be related to anything, it is perhaps most likely that persons who take seriously what is an essentially meaningless task, do so in part because they are persons who generally can be

[12] Inclusion of the group maze test in the battery permitted information to be obtained about the relationship between maze test scores and performance in job sample tests. This information has been provided to the Naval Personnel Research Field Activity which is engaged in selection research and the development of tests for predicting job success of men at lower aptitude levels.

expected to do what is asked of them and can be expected to "give it a try." Kipnis has suggested that his higher aptitude subjects had little difficulty in attaining proficiency either during training or in their jobs. Low aptitude persons, on the other hand, might be expected to succeed only where they were highly motivated. The experimental task presumably provided a measure of such motivation that helped lower aptitude persons compensate for their lack of ability.

Survey of Reading Achievement: Reading skills were assessed by the California Test Bureau *Survey of Reading Achievement*, Junior High Level (Grades 7-8-9, 53). The 100 test items are of the multiple-choice type and sample skills in vocabulary, following stated directions, the comprehension of directly stated facts, and the making of inferences and deductions from reading material typical for the grade level. This test was chosen because (a) it has been carefully standardized on a representative national sample; (b) it provides an index of reading skill in school grade equivalents; (c) grade placement norms span a wide range of abilities—grades 4.0 to 14.5—a necessary characteristic when testing men whose AFQT scores were expected to range from 10 to 99; (d) it is economical of testing time (40 minutes); and (e) results are comparable to those obtained with the longer Metropolitan Achievement Test being used by USAFI in selecting men for Army Preparatory (literacy) training.

Survey of Arithmetic Achievement: The California Test Bureau *Survey of Arithmetic Achievement*, Junior High Level (grades 7-8-9, 54) was used. Both reasoning and skill in fundamental arithmetic processes are covered in this 70-item, 38-minute test which includes: problems designed to assess functional ability with mathematical terms, money, and percent; meaning of symbols and numbers; and facility with fractions, decimals, and whole numbers. Adding, subtracting, multiplying, and dividing with these elements are included. This arithmetic test was selected on the same basis as the reading test: standardization, grade equivalent scores, level and range of skills covered, and economy of administration.

Listening Performance Evaluation: Listening ability was assessed by using an experimental instrument designed by HumRRO to measure recall of orally presented descriptive material. The test is comprised of three passages, each of about one minute in listening time, describing instructions for a fire drill, a combat mission, and a mechanical system. Each passage, after presentation by tape recorder, was followed by 12 oral questions, each requiring a word or short phrase written recall response. The passages were at the 6th, 7th, and 14th grade level of difficulty as evaluated by a modified Flesch readability formula (55). Listening score was simply the total number of correct responses. Corrected split-half reliability of the test is .88.

SUMMATION

This report, the second in a series dealing with performance in five Army jobs by men at different aptitude (AFQT) levels, has described the data collection instruments used, their development and administration. The overall design and purpose of Work Unit UTILITY have been described in detail in the first report. Subsequent reports will present research findings including comparisons of men with different amounts of job experience, predictions of effective and ineffective performance, relationships between literacy variables and performance criteria, relationships between performance criteria, and performance of the Medical Specialist.

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Appendix A

ARMOR CREWMAN'S JOB SAMPLE TEST

ARMOR CREWMAN'S JOB SAMPLE TEST

STATION NUMBER 1 (CONTROL STATION)

GENERAL INSTRUCTIONS

PERFORMANCE: At this station the crewman will be directed to the various test stations. The crewman will also be required to fill in the personnel data questionnaire portion of the job sample score booklet.

EQUIPMENT REQUIRED: Clipboard; Armor Crewman's Score Booklet; pen or pencil; two field desks; four chairs.

SCORING PROCEDURES: Each test will be scored as appropriate for the individual test.

LAYOUT OF TEST AREA: The Control Station will be set up with a minimum of two field desks and four chairs in an area centrally located within the test area.

GENERAL PROCEDURES: All crewmen will report to the Control Station at the beginning of the morning and afternoon sessions for assignment to specific test stations. One crewman will remain at Station #1.

As each crewman finishes the tests at his station, he will return to Station #1 for further assignment to another station or to complete the Personnel Questionnaire portion of his score booklet.

Before assigning the crewmen to stations in the morning, the tester will tell them: "THIS IS THE FIRST OF FIVE STATIONS YOU WILL BE TESTED AT TODAY. FROM HERE, EACH OF YOU WILL BE DIRECTED TO A DIFFERENT STATION FOR THE ACTUAL PERFORMANCE TESTS."

"THE TESTER AT THE STATION YOU ARE ASSIGNED TO WILL TELL YOU EXACTLY WHAT HE WANTS YOU TO DO DURING EACH OF THE SEVERAL TESTS HE WILL GIVE YOU."

"YOU HAVE EACH BEEN GIVEN A SCORE BOOKLET. I WANT YOU TO PRINT YOUR FULL NAME ON THE COVER, IN THE SPACE LABELED "CREWMAN'S NAME." WHEN YOU REACH YOUR TEST STATION, YOU WILL GIVE THE BOOKLET TO THE TESTER THERE. YOU ARE NOT TO OPEN THE BOOKLET UNLESS TOLD TO DO SO BY MYSELF OR ONE OF THE OTHER TESTERS."

"WHEN YOU HAVE FINISHED ALL THE TESTS AT ONE STATION, AND THE TESTER AT THAT STATION RELEASES YOU, YOU WILL RETURN TO THIS STATION FOR FURTHER ASSIGNMENT. ARE THERE ANY QUESTIONS?"

Tester will then assign the crewmen to the various stations.

SCORE BOOKLET

ARMOR CREWMAN'S JOB SAMPLE TEST

(MOS 11E)

Station Number 1. _____

Station Number 2. _____

Station Number 3. _____

Station Number 4. _____

Station Number 5. _____

(Testers' Signatures)

CREWMAN'S NAME _____

(Please Print)

ARMOR CREWMAN'S JOB SAMPLE TEST
(MOS 11E)

Station Number 1
Personnel Questionnaire

Date_____

Your Name (please print)_____

Rank_____

Service Number_____

Unit_____

Primary MOS_____

Secondary MOS_____

Duty MOS_____

Duty Position or Job Title_____

Months in Army_____

Months in MOS (or years and months)_____

Months in this Assignment_____

Number of Different Assignments in this MOS_____

Name of Supervisor (please print)_____

Training for Duty MOS (please check one): School_____ OJT_____

DO NOT WRITE BELOW THIS LINE

Station 1 Checklist

1. Crewman has been tested at Station 2_____ 3_____ 4_____ 5_____
2. Total Correct is filled in for Stations 2_____ 3_____ 4_____ 5_____
3. Total Prompts is filled in for Stations 2_____ 3_____ 4_____ 5_____
4. Items 3 and 4 are filled in for Stations 2_____ 3_____ 4_____ 5_____
5. Personnel Questionnaire is properly filled in_____.
6. All testers have signed the score booklet_____.

ARMOR CREWMAN'S JOB SAMPLE TEST
(MOS 11E)

Station Number 2

Test Number 1

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?:

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 15. _____
2. _____ 16. _____
3. _____ 17. _____
4. _____ 18. _____
5. _____ 19. _____
6. _____ 20. _____
7. _____ 21. _____
8. _____ 22. _____
9. _____ 23. _____
10. _____ 24. _____
11. _____ 25. _____
12. _____ 26. _____
13. _____ 27. _____
14. _____ 28. _____

Time: _____

Test Number 2

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?:

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 16. _____
2. _____ 17. _____
3. _____ 18. _____
4. _____ 19. _____
5. _____ 20. _____
6. _____ 21. _____
7. _____ 22. _____
8. _____ 23. _____
9. _____ 24. _____
10. _____ 25. _____
11. _____ 26. _____
12. _____ 27. _____
13. _____ 28. _____
14. _____ 29. _____
15. _____ 30. _____

Time: _____

Station Number 2 (cont.)

Test Number 3

1. Total Correct_____

2. Total Prompts_____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 13. _____
2. _____ 14. _____
3. _____ 15. _____
4. _____ 16. _____
5. _____ 17. _____
6. _____ 18. _____
7. _____ 19. _____
8. _____ 20. _____
9. _____ 21. _____
10. _____ 22. _____
11. _____ 23. _____
12. _____

Time:_____

Test Number 4

1. Total Correct_____

2. Total Prompts_____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 24. _____
2. _____ 25. _____
3. _____ 26. _____
4. _____ 27. _____
5. _____ 28. _____
6. _____ 29. _____
7. _____ 30. _____
8. _____ 31. _____
9. _____ 32. _____
10. _____ 33. _____
11. _____ 34. _____
12. _____ 35. _____
13. _____ 36. _____
14. _____ 37. _____
15. _____ 38. _____
16. _____ 39. _____
17. _____ 40. _____
18. _____ 41. _____
19. _____ 42. _____
20. _____ 43. _____
21. _____ 44. _____
22. _____ 45. _____
23. _____

Time:_____

Station Number 2 (cont.)

Test Number 5

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?:

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 13. _____
2. _____ 14. _____
3. _____ 15. _____
4. _____ 16. _____
5. _____ 17. _____
6. _____ 18. _____
7. _____ 19. _____
8. _____ 20. _____
9. _____ 21. _____
10. _____ 22. _____
11. _____ 23. _____
12. _____ 24. _____

Time: _____

Test Number 6

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?:

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 9. _____
2. _____ 10. _____
3. _____ 11. _____
4. _____ 12. _____
5. _____ 13. _____
6. _____ 14. _____
7. _____ 15. _____
8. _____ 16. _____

Time: _____

ARMOR CREWMAN'S JOB SAMPLE TEST
(MOS 11E)

Station Number 3

Test Number 1

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____

Time: _____

Test Number 2

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 9. _____
2. _____ 10. _____
3. _____ 11. _____
4. _____ 12. _____
5. _____ 13. _____
6. _____ 14. _____
7. _____ 15. _____
8. _____ 16. _____

Time: _____

Station Number 3 (cont.)

Test Number 3

1. Total Correct _____
2. Total Prompts _____
3. How often does this crewman do this task?

   _____ _____ _____
   often seldom never
4. This crewman was unable to start:---

   Checklist:

   1. _____ 11. _____
   2. _____ 12. _____
   3. _____ 13. _____
   4. _____ 14. _____
   5. _____ 15. _____
   6. _____ 16. _____
   7. _____ 17. _____
   8. _____ 18. _____
   9. _____ 19. _____
   10. _____

   Time: _____

Test Number 4

1. Total Correct _____
2. Total Prompts _____
3. How often does this crewman do this task?

   _____ _____ _____
   often seldom never
4. This crewman was unable to start:---

   Checklist:

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____
   6. _____
   7. _____
   8. _____
   9. _____

   Time: _____

ARMOR CREWMAN'S JOB SAMPLE TEST
(MOS 11E)

Station Number 4

Test Number 1

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ often _____ seldom _____ never

4. This crewman was unable to start:---

Checklist:

1. _____ 9. _____
2. _____ 10. _____
3. _____ 11. _____
4. _____ 12. _____
5. _____ 13. _____
6. _____ 14. _____
7. _____ 15. _____
8. _____

Time: _____

Test Number 2

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ often _____ seldom _____ never

4. This crewman was unable to start:---

Checklist:

1. _____ 8. _____
2. _____ 9. _____
3. _____ 10. _____
4. _____ 11. _____
5. _____ 12. _____
6. _____ 13. _____
7. _____ 14. _____

Time: _____

Station Number 4 (cont.)

Test Number 3

1. Total Correct_____

2. Total Prompts_____

3. How often does this crewman do this task?

_____ often _____ seldom _____ never

4. This crewman was unable to start:---

Checklist:

1. _____ 9. _____
2. _____ 10. _____
3. _____ 11. _____
4. _____ 12. _____
5. _____ 13. _____
6. _____ 14. _____
7. _____ 15. _____
8. _____

Time:_____

Test Number 4

1. Total Correct_____

2. Total Prompts_____

3. How often does this crewman do this task?

_____ often _____ seldom _____ never

4. This crewman was unable to start:---

Checklist:

1. _____ 9. _____
2. _____ 10. _____
3. _____ 11. _____
4. _____ 12. _____
5. _____ 13. _____
6. _____ 14. _____
7. _____ 15. _____
8. _____

Time:_____

Station Number 4 (cont.)

Test Number 5

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

   _____ often _____ seldom _____ never

4. This crewman was unable to start:---

   Checklist:

   1. _____

   2. _____

   3. _____

   4. _____

   5. _____

   6. _____

   7. _____

   Time: _____

ARMOR CREWMAN'S JOB SAMPLE TEST
(MOS 11E)

Station Number 5

Test Number 1

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Time: _____

Test Number 2

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 12. _____
2. _____ 13. _____
3. _____ 14. _____
4. _____ 15. _____
5. _____ 16. _____
6. _____ 17. _____
7. _____ 18. _____
8. _____ 19. _____
9. _____ 20. _____
10. _____ 21. _____
11. _____ 22. _____

Time: _____

Station Number 5 (cont.)

Test Number 3

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 10. _____
2. _____ 11. _____
3. _____ 12. _____
4. _____ 13. _____
5. _____ 14. _____
6. _____ 15. _____
7. _____ 16. _____
8. _____ 17. _____
9. _____

Time: _____

Test Number 4

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

_____ _____ _____
often seldom never

4. This crewman was unable to start:---

Checklist:

1. _____ 11. _____
2. _____ 12. _____
3. _____ 13. _____
4. _____ 14. _____
5. _____ 15. _____
6. _____ 16. _____
7. _____ 17. _____
8. _____ 18. _____
9. _____ 19. _____
10. _____ 20. _____

Time: _____

Station Number 5 (cont.)

Test Number 5

1. Total Correct _____

2. Total Prompts _____

3. How often does this crewman do this task?

   _____ _____ _____
   often seldom never

4. This crewman was unable to start:---

   Checklist:

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____
   6. _____

   Time: _____

ARMOR CREWMAN'S JOB SAMPLE TEST

STATION NUMBER 1

(Control Station)

POST-TEST CHECKLIST:

	YES	NO
1. Have all "TOTAL CORRECT" scores been filled in by the testers for stations 2, 3, 4 and 5?	___	___
2. Have all "TOTAL PROMPTS" scores been filled in by the testers for stations 2, 3, 4 and 5?	___	___
3. Have all "TIME" scores been filled in by the testers for stations 2, 3, 4 and 5?	___	___
4. Is all identification information filled in on the crewman's score booklet?	___	___
5. Have all testers signed the crewman's score booklets?	___	___
6. Is all equipment ready for the next day's testing?	___	___
7. Are all weapons secured for the night?	___	___
8. Have all testers turned in their station test booklets and clipboards?	___	___

TANK CREWMAN'S PERFORMANCE TEST

STATION 2

GENERAL INSTRUCTIONS

PERFORMANCE: At this station the crewman will perform the following tests:

(1) Disassembly and assembly of the Cal .45 pistol, M1811A1.
(2) Disassembly and assembly of the Cal .45 submachine gun, M3A1.
(3) Disassembly and assembly of the coaxial maching gun, M73.
(4) Disassembly and assembly of the Cal .50 machine gun, M85.
(5) Identification of arm and hand; flag and light signals.
(6) Identification of combat formations for tanks.

EQUIPMENT REQUIRED: Stop watch; crewman's score booklet; clip board; 6 field tables; 1 pistol, cal .45 with empty magazines; 1 machine gun, M73, with 1 ammunition belt section loaded with 10 dummy rounds; 2 screw driver; 1 machine gun cal .50, M85; with three round dummy belt; 1 each red, green, and orange flag; 1 flashlight; 5 model tanks; 1 submachine gun, cal .45, M3A1, with empty magazine.

LAYOUT OF TEST AREA: The tester will place the 6 field tables next to one another to form a line of tables. The tables will be equipped as follows:

Table	Equipment
1.	Cal .45 pistol is placed on table with magazine insert and slide forward.
2.	Cal .45 Submachine is placed on table with empty magazine and a small screw driver.
3.	Coaxial (M73) machine gun is placed on table with 1 ammunition belt section and 1 screw driver.
4.	Cal .50 (M85) machine gun is placed on table with 3 round dummy belt.
5.	One (1) red, green and orange flag and 1 flashlight are placed on table.
6.	Five (5) model tanks are placed on table.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the crewman is with the task. The tester should place a checkmark in the appropriate space provided on the crewman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item, the tester marks a one (1) for a correct response; a zero (0) for an omitted or incorrect response; and a prompt (p) for each item prompted. The crewman is NOT to be informed about his scores, or how well he is doing, etc. For each test, a record must be kept of how long it takes the crewman to complete the test. This time score will be entered on the crewman's score sheet in the space labeled: TIME_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the crewman's score sheet in the space labeled: TOTAL CORRECT_____. The tester will then add up the number of prompts and enter this sum on the crewman's score sheet in the space labeled: PROMPTS_____. The maximum number of points correct are:

Test	Maximum Points Correct
1	28
2	30
3	23
4	45
5	24
6	16
TOTAL	166

PROMPTING INSTRUCTIONS: Prompting is permitted only on tests 1, 2, 3, and 4. In prompting, the tester will read to the crewman the response stated in the item which the crewman is unable to perform. The tester should wait 1 minute before prompting on any item. If the crewman is prompted twice, in succession, and is unable to continue with the next item, stop the test. If the crewman is prompted for a total of 3 prompts, and requires further prompting, stop the test. Prompting will be done only for those items which a). will suggest to the crewman what to do next, or b). must be completed before the remaining performance items can be completed. If a crewman is unable to start the test after being prompted on the first two items, place a checkmark in the space labeled: UNABLE TO START_____on the crewman's score sheet, and go on to the next test.

GENERAL PROCEDURES: Before any testing is done, the tester must insure that all weapons are in good working order, barrels not stuck, etc. When the crewman arrives at this station, the tester will ask him for his score booklet. The tester will insure that the identifying information on the crewman's score booklet is properly filled in. The tester will then direct the crewman to table 1 and proceed with the administration of the 6 tests, one after the other. At the finish of the 6th test, the tester will check the crewman's score booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the score booklet in the appropriate space. The crewman will then be directed to return to the control station (station #1), with his score booklet, for further directions.

STATION NUMBER 2

Test No. 1: Caliber .45 Pistol, M1911A1

PURPOSE: To measure the ability of the crewman to clear, disassemble, assemble, and identify parts of the caliber .45 pistol.

SPECIAL EQUIPMENT: Caliber .45 pistol with empty magazine.

REFERENCE: FM 23-25, Pistols and Revolvers.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS TIME YOU WILL BE TESTED ON CLEARING, DISASSEMBLING, NAMING PARTS, AND ASSEMBLING THE PISTOL WITHOUT TAKING SHORTCUTS. WHEN I GIVE YOU THE SIGNAL YOU WILL CLEAR THE WEAPON AND WHEN FINISHED LAY THE WEAPON ON THE TABLE. ARE THERE ANY QUESTIONS? IF NOT, THEN BEGIN!" Tester starts timing.

1. Raises the pistol and removes the magazine.
2. Pulls the slide to the rear.
3. Inspects the chamber.
4. Allows the slide to go forward.
5. Squeezes the trigger and lays the weapon on the table.

II. Score the crewman's performance. Then say: "WHEN I SAY BEGIN, YOU WILL DISASSEMBLE THE WEAPON. READY? BEGIN."

6. Removes recoil spring plug.
7. Removes slide stop.
8. Removes slide.
9. Removes recoil spring and guide.
10. Removes barrel bushing.
11. Removes barrel.

III. Score the crewman's performance. Then say: "NEXT I WILL CALL PARTS OF THE WEAPON. AS I CALL THEM YOU WILL HOLD THEM UP."

12. Barrel link.
13. Extractor.
14. Barrel bushing.
15. Recoil spring and guide.
16. Slide stop.
17. Ejector.
18. Safety lock plunger.
19. Mainspring housing.
20. Safety lock.
21. Grip safety.
22. Half cock.

IV. Score crewman's performance. Then say: "WHEN I SAY BEGIN, YOU WILL ASSEMBLE THE WEAPON. READY? BEGIN."

23. Replaces barrel in slide.
24. Replaces barrel bushing.
25. Replaces recoil spring and guide.
26. Replaces slide.
27. Replaces slide stop.
28. Replaces spring plug.

V. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 2.

STATION NUMBER 2

Test No. 2: Caliber 45 Submachine Gun, M3A1

PURPOSE: To measure the ability of the crewman to clear, disassemble, assemble, and identify parts of the submachine gun.

SPECIAL EQUIPMENT: Caliber 45 submachine gun (w/o sling) with empty magazine.

REFERENCE: FM 23-41, Submachine Gun, Caliber 45, M3 and M3A1.

INSTRUCTION FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON CLEARING, DISASSEMBLING, IDENTIFYING PARTS, AND ASSEMBLING THE SUBMACHINE GUN. WHEN I GIVE THE SIGNAL, YOU WILL UNLOAD THE WEAPON. ARE THERE ANY QUESTIONS? IF NOT, THEN BEGIN." Tester starts timing.

1. Removes magazine.
2. Opens cover and retracts bolt.
3. Makes sure that there is no round in chamber.
4. Pulls trigger.
5. Closes cover.

II. Score crewman's performance. Then say: "WHEN I GIVE THE WORD, YOU WILL FIELD DISASSEMBLE THE WEAPON. READY? BEGIN."

6. Removes stock.
7. Removes trigger guard.
8. Removes housing assembly.
9. Removes magazine catch assembly.
10. Removes barrel.
11. Removes bolt and guide group.
12. Removes trigger pin.
13. Removes sear pin.
14. Removes trigger and sear group.

III. Score crewman's performance. Then say: "NEXT I WILL CALL PARTS OF THE WEAPON AND AS I CALL THEM YOU WILL HOLD UP THE PART CALLED."

15. Trigger pin.
16. Sear pin.
17. Sear.
18. Trigger.
19. Guide rod.
20. Magazine catch.

IV. Score crewman's performance. Then say: "WHEN I GIVE YOU THE SIGNAL, YOU WILL ASSEMBLE YOUR WEAPON. READY? BEGIN."

21. Replaces trigger assembly.
22. Replaces trigger pin.
23. Replaces sear pin.
24. Replaces bolt group.
25. Replaces barrel.
26. Replaces magazine catch and spring.
27. Replaces housing assembly.
28. Replaces trigger guard.
29. Replaces stock.
30. Checks operation of gun.

V. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 3.

STATION NUMBER 2

Test No. 3: The Coaxial Machine Gun

PURPOSE: To measure the ability of the crewman to disassemble, assemble, and load the coaxial machine gun, and to remedy malfunctions by the application of immediate action.

SPECIAL EQUIPMENT: One M73 coaxial machine gun; one ammunition belt section loaded with ten (10) dummy rounds; small screwdriver.

REFERENCE:

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON DISASSEMBLY, ASSEMBLY, LOADING AND IMMEDIATE ACTION OF THE COAXIAL MACHINE GUN. ARE THERE ANY QUESTIONS? IF NOT, THEN BEGIN DISASSEMBLY." Tester starts timing.

1. Removes jacket assembly.
2. Removes barrel assembly and flash-hider from jacket assembly.
3. Removes cover assembly and feed tray group.
4. Removes back plate assembly.
5. Removes barrel extension group and breech block assembly.
6. Removes charge assembly.

II. Score the crewman's performance. Then say: "YOU WILL NOW ASSEMBLE THE MACHINE GUN. READY? BEGIN."

7. Installs the charger assembly.
8. Installs breech block assembly and barrel extension assembly.
9. Installs back plate assembly.
10. Installs feed tray group and cover assembly.
11. Installs flash hider and barrel assembly.
12. Installs jacket assembly.

III. Score the crewman's performance. Then say: "NOW YOU ARE TO LOAD THE MACHINE GUN WITH THIS SECTION OF TEN (10) ROUNDS DUMMY. READY? BEGIN."

13. Raises cover and feed tray.
14. Charges (cocks) the machine gun.
15. Slides safety to safe and lowers feed tray.
16. Places first round in slot of feed tray and closes cover.
17. Fires machine gun.

IV. Score the crewman's performance. Then say: "NOW YOU WILL GO INTO IMMEDIATE ACTION WITH A COOL WEAPON. BEGIN WHEN I SAY STOPPAGE. STOPPAGE!"

18. Waits five (5) seconds.
19. Charges weapon and attempts to fire.

V. Tester say: "STOPPAGE."

20. Charges weapon and places safety.
21. Opens cover.
22. Opens feed tray, removes cartridge and links from the immediate area.
23. Loads and fires the weapon.

VI. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 4.

STATION NUMBER 2

Test No. 4: Caliber 50 Machine Gun, M85

PURPOSE: To measure the ability of the crewman to disassemble, assemble, and identify parts of the caliber 50 machine gun.

SPECIAL EQUIPMENT: One caliber 50 machine gun; screwdriver; one three-round dummy belt.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M5041 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. The tester places a three-round belt of dummy ammo in the feed tray of the machine gun prior to the arrival of the crewman.

II. Tester will say: "NOW YOU WILL BE TESTED ON UNLOADING, DISASSEMBLING, IDENTIFYING PARTS, AND ASSEMBLING THE CALIBER 50 MACHINE GUN. WHEN I GIVE THE SIGNAL YOU WILL GO THROUGH THE PROCEDURES OF UNLOADING THE MACHINE GUN. READY? BEGIN." Tester starts timing.

1. Places safety in safe position.
2. Opens cover and removes dummy belt.
3. Returns safety to dire position.
4. Pulls charger handle to retract bolt.
5. Makes sure that there is no round in chamber.
6. Pulls hand charger assembly fully rearward and depresses trigger.
7. Closes cover assembly.

III. Score crewman's performance. Then say: "NEXT YOU WILL BE TESTED ON DISASSEMBLING THE WEAPON. WHEN I GIVE THE SIGNAL YOU WILL BEGIN. LAY ALL PARTS ON THE TABLE. WHEN YOU HAVE FINISHED STEP BACK. ARE YOU READY? BEGIN."

8. Removes barrel.
9. Opens cover assembly.
10. Removes back plate group.
11. Removes guide rod.
12. Removes bolt buffer group.
13. Removes feed and ejector assembly.
14. Removes sear assembly.
15. Removes barrel extension and bolt assembly.
16. Removes bolt assembly.
17. Removes hand charger assembly.
18. Removes cover assembly.
19. Separates cover and tray assembly.
20. Removes accelerator assembly.

IV. Score crewman's performance. Then say: "NEXT I WILL CALL PARTS OF THE WEAPON AND AS I CALL THEM YOU WILL HOLD THEM UP. READY?"

21. Accelerator assembly.
22. Cover assembly.
23. Bolt assembly.
24. Barrel extension.
25. Sear assembly.
26. Buffer sleeve.
27. Buffer spring.
28. Charger assembly.
29. Guide rod.
30. Flash suppressor.

V. Score crewman's performance. Then say: "NEXT YOU WILL ASSEMBLE THE WEAPON. WHEN YOU HAVE FINISHED STEP BACK FROM THE TABLE. READY? BEGIN."

31. Installs accelerator assembly.
32. Installs accelerator quick release pin.
33. Installs feed tray to cover assembly.
34. Installs cover assembly.
35. Installs quick release pin.
36. Installs hand charger assembly.
37. Installs bolt assembly.
38. Installs barrel extension assembly.
39. Installs sear assembly.
40. Installs feed and ejector assembly.
41. Installs the quick release pins.
42. Assembles buffer group and guide rod assembly.
43. Installs buffer group and guide rod assembly.
44. Installs back plate group.
45. Installs barrel.

VI. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 5.

STATION NUMBER 2

Test No. 5: Arm, Hand, Flag and Light Signals

PURPOSE: To measure the ability of the crewman to identify commonly used signals.

SPECIAL EQUIPMENT: One each: red, green, and orange flag; flashlight.

REFERENCE: FM 21-60, Visual Signals, December 1966.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON IDENTIFYING ARM AND HAND, FLAG, AND LIGHT SIGNALS. THE FIRST TEST WILL BE ON THE FLAG SIGNALS. WHEN I GIVE THE COMMAND, YOU PICK UP THE PROPER FLAG OR FLAGS AND HOLD THEM IN FRONT OF YOU UNTIL I GIVE THE NEXT COMMAND. ARE YOU READY? LET'S BEGIN." Tester starts timing.

1. Gives the flag signal for vehicle out of action.
2. Gives the flag signal for C.B.N. present.
3. Gives the flag signal for danger.
4. Gives the flag signal for tank with malfunction, gun is not loaded.
5. Gives the flag signal for tank with malfunction, gun is loaded.
6. Gives flag signal for tank crew that has completed firing and all weapons are cleared and elevated.
7. Gives the flag signal for action right.
8. Gives the flag signal to form a line.
9. Gives the flag signal to form a column.
10. Gives the flag signal for echelon right.

II. Score the crewman's performance. Then say: "NOW WE WILL GO INTO THE HAND AND ARM SIGNALS. WHEN I GIVE THE COMMAND, YOU WILL GIVE THE PROPER ARM AND HAND SIGNAL AND CONTINUE GIVING IT UNTIL I GIVE THE NEXT COMMAND. READY? LET'S BEGIN."

11. Gives the arm and hand signal for ready.
12. Gives the arm and hand signal for line formation.
13. Gives the arm and hand signal to increase speed.
14. Gives the arm and hand signal for wedge formation.
15. Gives the arm and hand signal for attention.
16. Gives the arm and hand signal to open up.
17. Gives the arm and hand signal to decrease speed.
18. Gives the arm and hand signal for column formation.
19. Gives the arm and hand signal to cease firing.

III. Score the crewman's performance. Then say: "NEXT YOU WILL BE TESTED ON PRODUCING LIGHT SIGNALS. PICK UP THE FLASHLIGHT AND AT MY COMMAND GIVE THE PROPER SIGNAL. CONTINUE GIVING IT UNTIL I GIVE THE NEXT COMMAND. ARE YOU READY? LET'S BEGIN."

20. Gives the signal to start engines.
21. Gives the signal to stop engines.
22. Gives the signal to move in reverse.
23. Gives the signal to turn to your right.
24. Gives the signal to move out.

IV. Record time and score the crewman's performance. Fill in the total correct. Proceed with Test Number 6.

STATION NUMBER 2

Test No. 6: Combat Formations for Tanks

PURPOSE: To measure the ability of the crewman to form basic tank combat formations and to identify some of the characteristics of the formations.

SPECIAL EQUIPMENT: Five model tanks.

REFERENCE: FM 17-15, TANK UNITS, Platoon, Company and Battalion, March 1966.

INSTRUCTIONS FOR TESTER AND PERFORMANCE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON TACTICAL COMBAT FORMATIONS. YOU WILL ARRANGE THE MODEL TANKS IN THE FORMATIONS I CALL FOR. ARE THERE ANY QUESTIONS?" Tester starts timing. Ask for the formations in the order of their listing below. After each response, score the item on the score sheet.

1. "COLUMN."
2. Sets correct sector of responsibility of each gun in the column formation.
3. "LINE."
4. Sets correct sector of responsibility of each gun in the line formation.
5. "WEDGE."
6. Sets correct sector of responsibility of each gun in the wedge formation.
7. "ECHELON."
8. Sets correct sector of responsibility of each gun in the echelon formation.
9. "COIL."
10. Sets correct sector of responsibility of each gun in the coil formation.
11. "MAKE THE FORMATION GIVING MAXIMUM FIRE POWER TO THE FRONT." (Line)
12. "MAKE THE FORMATION GIVING MAXIMUM CONTROL." (Column)
13. "MAKE THE FORMATION GIVING MAXIMUM FIRE POWER TO THE FLANKS." (Column)
14. "MAKE THE FORMATION USED TO COVER THE FLANK OF A LARGER FORMATION." (Echelon)
15. "MAKE THE FORMATION USED WHEN COMING OUT OF WOODS OR SMOKE." (Line)
16. "MAKE THE FORMATION GIVING THE BEST COMBINATION OF FIRE POWER TO THE FRONT AND TO THE FLANKS." (Wedge)

II. Record time and score the crewman's performance. Fill in the total correct. Check the crewman's score sheets for Tests Number 1, 2, 3, 4, 5, and 6 to insure that all spaces have been filled in properly. Sign the cover of the crewman's test booklet in the space labeled: Station Number 2_____. Tell the crewman to report to the Control Station (Station Number 1). Check all equipment and prepare to test next crewman.

ARMOR CREWMAN'S JOB SAMPLE TEST

STATION NUMBER 3

GENERAL INSTRUCTIONS

PERFORMANCE: At this station, the crewman will perform the following tests:

(1) Mounting and operating the AN/VRC 53 tank radio.
(2) Identifying and stating the functions of the M60A1 tank controls.
(3) Starting and stopping the main engine in moderate, hot, and cold weather.
(4) Driving the M60A1 tank in response to arm and hand signals.

EQUIPMENT REQUIRED: Stop watch, crewman's score booklet; clip board; M60A1 tank with a complete AN/VRC 53 radio set; 1 instructor's pointer.

LAYOUT OF TEST AREA: The M60A1 tank should be positioned in a clear, flat, field.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the crewman is with the task. The tester should place a checkmark in the appropriate space provided on the crewman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item, the tester marks a one (1) for a correct response; a zero (0) for an omitted or incorrect response; and a prompt (P) for each item prompted. The crewman is NOT to be informed about his scores, or how well he is doing, etc. For each test, a record must be kept of how long it takes the crewman to complete the test. This time score will be entered on the crewman's score sheet in the space labeled: TIME_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the crewman's score sheet in the space labeled: TOTAL CORRECT_____. The tester will then add up the number of prompts and enter this sum on the crewman's score sheet in the space labeled: PROMPTS_____. The maximum number of points correct are:

Test	Maximum Points Correct
1	9
2	16
3	19
4	9
Total	53

PROMPTING INSTRUCTIONS: Tester prompts crewman only on Item 6 of Test 1 by telling crewman to connect the power cable, if he fails to do so, in order to proceed to Item 7.

GENERAL PROCEDURES: Before any testing is done, the tester must insure that (1) the radio is not mounted, all cables to be connected by the crewman are disconnected, and all radio power switches are in the OFF position; (2) all switches in the driver's compartment are in the OFF position; shift lever is in low; brake is not locked, and fuel shutoff valve is in the OFF position. The tester must also insure that all equipment is in good working order, plugs not bent, gauges reading accurately, etc. When the crewman arrives at this station, the tester will ask him for his score booklet. The tester will insure that the identifying information on the crewman's score booklet is properly filled in. The tester will

then direct the crewman to take the tank commander's position and proceed with the administration of the four tests, one after the other. At the finish of the fourth test, the tester will check the crewman's score booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the score booklet in the appropriate space. The crewman will then be directed to return to the Control Station (Station No. 1) with his score booklet, for further directions.

STATION NUMBER 3

Test No. 1: Operation of the Tank Radio AN/VRC 53

PURPOSE: To measure the ability of the crewman to mount and place the AN/VRC 53 radio into operation.

SPECIAL EQUIPMENT: Tank with a complete AN/VRC 53 radio set.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm gun, M50A1 w/e Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS TIME YOU WILL BE TESTED ON MOUNTING THE AN/VRC 53 RADIO SET AND PLACING IT INTO OPERATION. THE FIRST PART OF THE TEST IS ON MOUNTING THE RADIO SET. WHEN I GIVE THE SIGNAL, YOU ARE TO INSTALL THE RADIO. ARE THERE ANY QUESTIONS? IF NOT, THEN BEGIN." Tester starts timing. NOTE: Steps 3 thru 5 need not be performed in the sequence listed.

TESTER NOTE: Make sure that all power switches are in the OFF position.

1. Connects power cable to amplifier.
2. Installs receiver/transmitter AN/VRC 53 into mounting.
3. Insures that mounting clamps are tight.
4. Connects antenna wire to radio.
5. Connects jumper cable to radio and speaker.

II. Score the crewman's performance. Then say: "NEXT YOU WILL BE TESTED ON PLACING THE AN/VRC 53 RADIO SET INTO OPERATION WITH SQUELCH ON THE SQUELCH POSITION, YOU SHOULD ANNOUNCE READY WHEN YOU ARE FINISHED. ARE YOU READY? BEGIN." NOTE: The steps listed below need not be followed in the sequence listed.

6. Turns the power switch to the ON position on the amplifier 1780 VRC.
7. Turns power switch on the AN/VRC 53 to the squelch position.
8. Turns volume control to mid range (3-7).
9. Tester will tell crewman to set 56.30 on the radio and check the crewman's response.

III. Record time and score the crewman's performance. Fill in total correct. Ask the crewman to move to the driver's compartment. Then proceed with Test Number 2.

STATION NUMBER 3

Test No. 2: M60A1 Tank Controls and Instruments

PURPOSE: To measure the ability of the crewman to identify and state the functions of controls and instruments in the driver's compartment of the M60A1 tank.

SPECIAL EQUIPMENT: Instructor's pointer.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/c Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON IDENTIFYING THE DRIVER'S CONTROLS AND INSTRUMENTS. ARE THERE ANY QUESTIONS? IF NOT, THEN BEGIN." Tester starts timing.

1. Point to the engine purge pump and say: "WHAT IS THIS?"
2. "WHAT DO YOU USE IT FOR?" (Starting main engine in cold weather.)
3. Point to the fuel tank shut-off valve. Say: "WHAT IS THIS?"
4. "HOW DO YOU OPEN IT?" (Push down to open.)
5. "HOW DO YOU CLOSE IT?" (Lift up to close.)
6. Point to the tachometer. Say: "WHAT IS THIS?"
7. "WHAT IS IT FOR?" (Indicates engine R.P.M.)
8. "SHOW ME THE FUEL CUT OFF SWITCH."
9. "WHAT IS IT FOR?" (Stopping fuel flow to engine.)
10. "SHOW ME THE ACCELERATOR LOCKING LEVER."
11. "SHOW ME HOW TO USE IT TO INCREASE ENGINE SPEED." (Press accelerator and lock lever.)
12. Point to the main generator indicator gauge. Say: "IF YOU START THE ENGINE AND THE INDICATOR IS IN THE GREEN, WHAT IS WRONG?" (Nothing.)
13. "WHAT IF IT COMES ON RED WHILE YOU ARE DRIVING?" (Generator not charging.)
14. Point to the master relay indicator light. Say: "IF THIS LIGHT IS ON, WHAT DOES IT MEAN?" (Master relay is on.)
15. Point to the power plant warning light. Say: "IF THIS LIGHT COMES ON WHILE YOU ARE DRIVING, WHAT DOES IT MEAN?" (Something wrong.)
16. "WHAT DO YOU DO IF YOU SEE IT ON?" (Check all your gauges for indication of what is wrong.)

II. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 3.

STATION NUMBER 3

Test No. 3: Starting and Stopping the Main Engine of the M60A1 Tank

PURPOSE: To measure the crewman's ability to start and stop the main engine of the M60A1 tank in moderate, hot, and cold weather.

SPECIAL EQUIPMENT: None

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON STARTING AND STOPPING THE MAIN ENGINE USING HOT AND COLD WEATHER PROCEDURE. WHEN I GIVE THE SIGNAL, YOU WILL FOLLOW THE PROPER PROCEDURE FOR STARTING AND STOPPING THE MAIN ENGINE IN MODERATE AND HOT WEATHER. IF YOU NEED MY ASSISTANCE AT ANY TIME, LET ME KNOW WHAT TO DO AND I WILL DO IT. READY? BEGIN." Tester starts timing.

1. Crewman locks the brakes.
2. Turns fuel shut-off valve ON.
3. Turns fuel pumps switch ON.
4. Turns master control switch ON and presses and holds starter switch.
5. Tells tester to check generator blower.
6. Allows engine to warm up by idling at 1000 to 1200 rpms for three minutes.
7. Checks all instruments. (Tester checks instruments to see if there is any problem. If there is, and crewman doesn't report it, he gets zero on this item.)

II. Score crewman's performance. Then say: "WHEN I GIVE THE SIGNAL, YOU WILL FOLLOW THE PROPER PROCEDURE FOR STOPPING THE ENGINE. READY? BEGIN."

8. Allows engine to idle at 700-750 rpm.
9. Stops engine by depressing engine fuel shut-off switch.
10. Turns master battery switch OFF.
11. Turns fuel shut-off valve handle OFF.

III. Score crewman's performance. Then say: "YOU WILL NOW BE TESTED ON THE PROPER PROCEDURE FOR STARTING THE ENGINE IN COLD WEATHER. READY? BEGIN."

12. Turns fuel shut-off valve ON.
13. Turns master control switch ON.
14. Presses and holds starter switch.
15. Operates purge pump as needed.
16. Depresses accelerator pedal 2/3 to 3/4 of the way down.
17. Crewman asks tester to check generator blower.
18. Checks instruments.
19. Allows engine to warm up at 1000 to 1200 rpms.

IV. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 4.

STATION NUMBER 3

Test No. 4: Driving the M60A1 Tank

PURPOSE: To measure the ability of the crewman to drive an M60A1 tank in response to arm and hand signals.

SPECIAL EQUIPMENT: Tank

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON ARM AND HAND SIGNALS IN RESPONSE TO DRIVING THE TANK. WE WILL GO THROUGH THE ARM AND HAND SIGNALS. AS I GIVE A SIGNAL YOU WILL RESPOND WITH THE PROPER ACTION REQUIRED. ARE THERE ANY QUESTIONS? IF NOT, THEN WE WILL BEGIN." Tester starts timing. Crewman makes the following response to the appropriate signal given by the tester.

1. Starts engine.
2. Moves forward.
3. Locks right track.
4. Locks left track.
5. Stops.
6. Neutral steers left.
7. Moves in reverse.
8. Moves right in reverse.
9. Cuts engine.

II. Record time and score crewman's performance. Maximum score is 9 points. Fill in total correct. Check the crewman's score sheets for Test number 1, 2, 3 and 4 tc insure that all spaces have been filled in properly. Sign the cover of the crewman's test booklet in the space labeled: Station Number 3_____. Tell the crewman to report to the control station (Station Number 1). Check all equipment and prepare to test the next crewman.

ARMOR CREWMAN'S JOB SAMPLE TEST

STATION NUMBER 4

GENERAL INSTRUCTIONS

PERFORMANCE: At this station the crewman will perform the following tests:

(1) Before operations maintenance of the M60A1 tank.
(2) Mounting and operating the AN/VRC 12 tank radio.
(3) Using the M1A1 gunner's quadrant and adjusting the elevation quadrant, M13A3.
(4) Preparation of range card.
(5) Loading the 105mm gun, M68.

EQUIPMENT REQUIRED: Stop watch; crewman's score booklet; clip board; M60A1 tank with complete AN/VRC 12 radio set; 1 M1A1 gunner's quadrant in perfect adjustment; 1 small screw driver; set of 60 range cards without firing data as presented in Figure 1; 1 dummy round, 105mm; 1 loading and extracting tool.

LAYOUT OF TEST AREA: The tank will be parked in a flat area where two prominent and permanent terrain features can easily and readily be seen through the direct-fire sights of the tank. The turret will be positioned such that a crewman in the driver's compartment can be seen from the outside through the driver's hatch.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the crewman is with the task. The tester should place a checkmark in the appropriate space provided on the crewman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item, the tester marks a one (1) for a correct response; a zero (0) for an omitted or incorrect response; and a prompt (P) for each item prompted. The crewman is NOT to be informed about his scores, or how well he is doing, etc. For each test, a record must be kept of how long it takes the crewman to complete the test. This time score will be entered on the crewman's score sheet in the space labeled: TIME_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the crewman's score sheet in the space labeled: TOTAL CORRECT_____. The tester will then add up the number of prompts and enter this sum on the crewman's score sheet in the space labeled: PROMPTS_____. The maximum number of points correct are:

Test	Maximum points correct
1	15
2	14
3	15
4	15
5	7
Total	66

PROMPTING INSTRUCTIONS: No prompting is permitted on test #1. When prompting on tests 2, 3, 4, or 5, the tester will read to the crewman the response stated in the item which the crewman is unable to perform. The tester should wait 1 minute before prompting on any item. If the crewman is prompted twice, in succession, and is unable to continue with the next item, stop the test. If the crewman is prompted for a total of three prompts, and requires further prompting, stop the test. Prompting will be done only for those items which a) will suggest to the crewman what to do next, or b) must be completed before the remaining performance items can be completed. If a crewman is unable to start the test after being

prompted on the first two items, place a checkmark in the space labeled: UNABLE TO START_____on the crewman's score sheet, and go on to the next test.

GENERAL PROCEDURES: Before any testing is done, the tester will prepare the right track and suspension system of the tank as follows: Loosen one sprocket mounting bolt, remove on grease fitting from road wheel arm, loosen final drive filler plug, remove a wedge and bolt from top outside of track, remove a hub cap bolt from one support roller, insure master switch is off, place drives hatch half-way open. Insure NA/VRC 12 radio is not mounted, squelch selector in the old-on position, and radios are set on 50:0. Insure that the M1A1 gunner's quadrant is on the tank and working perfectly but turned out of adjustment. Insure that all firing controls and instruments are in perfect working order with the M13A3 elevation scale set off of adjustment. Range finder will be set on 1200 meters. Computer breaker switch in the off position with heat ammunition indexed. Insure that the M68 main gun safety is set on safe and that the dummy 105mm round will chamber (i.e., not bent, etc.). When the crewman arrives at this station the tester will ask him for his score booklet. The tester will insure that the identifying information on the crewman's score booklet is properly filled in. The tester will proceed with the administration of the five tests, one after the other. At the finish of the fifth test the tester will check the crewman's score booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the score booklet in the space labeled: Station Number 4_____. The Crewman will then be directed to return to the control station (Station #1), with his score booklet, for further directions.

STATION NUMBER 4

Test No. 1: Before Operations Maintenance, M60A1 Tank

PURPOSE: To measure the ability of the crewman to perform before operations maintenance and detect maintenance deficiencies in an M60A1 tank.

SPECIAL EQUIPMENT: None

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "THIS IS A TEST ON BEFORE OPERATIONS MAINTENANCE. YOU WILL MAKE CHECKS MADE BY THE DRIVER, EXCEPT THAT YOU WILL NOT START THE ENGINE, AND WILL NOT MAKE CHECKS WHICH REQUIRE THAT THE ENGINE BE STARTED. AT ALL TIMES I WANT YOU TO TELL ME WHAT YOU ARE DOING, AND WHAT YOU ARE LOOKING FOR. IF YOU WANT ME TO HELP IN ANY CHECK, TELL ME WHAT YOU WANT ME TO DO AND I WILL DO IT. REPORT ANY DEFICIENCIES YOU FIND. CHECK THE TRACK AND SUSPENSION SYSTEM LAST, AND THEN ONLY THE RIGHT SIDE. ANY QUESTIONS? BEGIN." Tester starts timing. NOTE: The responses need not be given in the order of their listing except that the track and suspension system must be checked last.

1. Checks under tank for leaks.
2. Checks main engine for presence of oil.
3. Checks transmission for presence of oil.
4. Checks fuel level in tanks.
5. Checks fuel gauge reading.
6. Checks driver's hatch security.
7. Checks lights.
8. Checks portable fire extinguisher for seal and up to date on tag.
9. Checks fixed fire extinguisher for seals, tags and dents or loose lines.
10. Checks operation of drain valve handles.

II. When the crewman says that he has finished all other checks, score his performance and have him move to the track and suspension system on the right side and continue.

11. Reports loose sprocket mounting bolt.
12. Reports grease fitting missing from roadwheel arm.
13. Reports loose oil filler level plug.
14. Reports missing wedge and bolt.
15. Reports missing track support roller hub cap bolt.

III. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 2.

STATION NUMBER 4

Test No. 2: Operation of the AN/VRC 12 Tank Radio

PURPOSE: To measure the ability of the crewman to mount and place the AN/VRC radio into operation.

SPECIAL EQUIPMENT: A complete AN/VRC 12 radio set with squelch selector placed at the old-on positions.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED IN MOUNTING THE AN/VRC 12 RADIO SET AND IN PLACING IT INTO OPERATION. THE FIRST TEST IS IN MOUNTING THE RADIO SET. ARE YOU READY? BEGIN." Tester starts timing. NOTE: The sequence listed below need not be followed when mounting the radio set.

TESTER NOTE: Make certain that power supply is turned off. (This is a safety measure to prevent electrical shock.)

1. Installs receiver-transmitter R-T 246 and auxiliary receiver RR 442 in mounts.
2. Insures that mounting clamps are tight.
3. Connects cable assembly CX-4722/U and CS7059/VRC into R-T 246.
4. Connects antenna wires to R-T 246.
5. Connects antenna wires to R-T 442.

II. Score crewman's performance. Then say: "NEXT, YOU WILL BE TESTED IN PLACING THE AN/VRC 12 RADIO SET INTO OPERATION IN THE OLD-OFF POSITION. ANNOUNCE 'READY' WHEN YOU FINISH. ARE YOU READY? BEGIN." NOTE: The steps listed below need not be followed in the sequence listed.

6. Turns on the power supply on AM 1780/VRC.
7. Turns the switch on the receiver-transmitter to "low power" position.
8. Adjusts volume control to mid range.
9. Turns the squelch control to old-off position.
10. Tester will tell the crewman to set the following frequency: 57.25, and check his response.
11. Tester will tell the crewman to explain the use of ten (10) preset buttons.
    Tester will say: "NOW YOU WILL PLACE THE AUXILIARY RECEIVER RR 442 INTO OPERATION."
12. Crewman turns power to on-position.
13. Turns squelch selector to new-on positions.
14. Adjusts volume control.

III. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 3.

STATION NUMBER 4

Test No. 3: Reading and Checking the M1A1 Gunner's Quadrant and Adjusting the Elevation Quadrant, M13A3

PURPOSE: To measure the ability of the crewman to read and check the gunner's quadrant M1A1, and to adjust the elevation quadrant, M13A3.

SPECIAL EQUIPMENT: An M1A1 gunner's quadrant in perfect adjustment; small screw driver.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON PERFORMING THE END-FOR-END TEST USING THE GUNNER'S QUADRANT, AND ZEROING THE ELEVATION QUADRANT." Hand the quadrant to the crewman. Then say: "ARE THERE ANY QUESTIONS? BEGIN." Tester starts timing.

1. Sets index arm and micrometer scale at "0".
2. Puts quadrant on seats.
3. Centers bubble by elevating or depressing gun.
4. Turns quadrant end-for-end and observes that the bubble is centered.

II. Score crewman's performance. Then say: "NOW YOU WILL ZERO THE ELEVATION QUADRANT." Hand the crewman the screw driver and say: "BEGIN."

5. Turns micrometer knob to center bubble.
6. Observes that arrow and zero line on elevation scale are not lined up.
7. Loosens both screws on the elevation scale.
8. Lines up arrow with zero line on elevation scale by slipping scale.
9. Tightens screws on elevation scale.
10. Observes that zero line on micrometer scale is not lined up with arrow.
11. Loosens three screws on micrometer knob.
12. Makes sure that elevation scale is still on zero.
13. Slips micrometer scale until the zero line is lined up with the arrow, at the same time holding the micrometer knob firmly in place.
14. Tightens the three screws on the micrometer knob.
15. Checks the bubble, elevation scale, and micrometer scale.

III. Record time and score crewman's performance. Fill in total correct. Remove quadrant from the seats. Proceed with Test Number 4.

STATION NUMBER 4

Test No. 4: Preparation of Range Card

PURPOSE: To measure the ability of the crewman to prepare a Range Card.

SPECIAL EQUIPMENT: A complete sketch range card without firing data.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1, w/e, Feb. 1965, and FM 17-12.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

TESTER NOTE: Tester will precheck all data for range card and enter all information in instruction booklet. If crewman was unable to perform parts I or II of Test No. 3, the tester must physically check accuracy of the range card that the crewman will prepare.

I. Tester will say: "NOW YOU WILL BE TESTED ON YOUR ABILITY TO PREPARE A SKETCH RANGE CARD. YOU LOOK THROUGH YOUR PRIMARY SIGHT SO THAT YOU CAN IDENTIFY THE REFERENCE POINT AND THE TARGET TO BE USED." Tester shows crewman the location of targets. Then say: "HERE IS A PARTIALLY MADE RANGE CARD; YOU ARE THE ONLY CREWMAN ON THE TANK, YOU WILL FILL IN ALL THE NECESSARY INFORMATION TO BRING FIRE ON THE TARGET THAT I SHOWED YOU. DO YOU UNDERSTAND THE INSTRUCTION? LET ME KNOW WHEN YOU ARE FINISHED. ARE YOU READY? BEGIN." Tester starts timing.

1. Turns computer on.
2. Indexes HEP-T ammo on computer.
3. Ranges to reference using range finder.
4. Records range on range card.
5. Lays gun for direction on reference point.
6. Zeroes all scales on azimuth indicator using reset knob.
7. Records reading on range card.
8. Centers bubble on quadrant elevation using micrometer knob.
9. Records reading on range card.
10. Lays gun for direction on target one.
11. Ranges on target using range finder.
12. Records range on range card.
13. Records deflection reading on range card.
14. Centers bubble on quadrant elevation using micrometer knob.
15. Records reading on range card.

II. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 5.

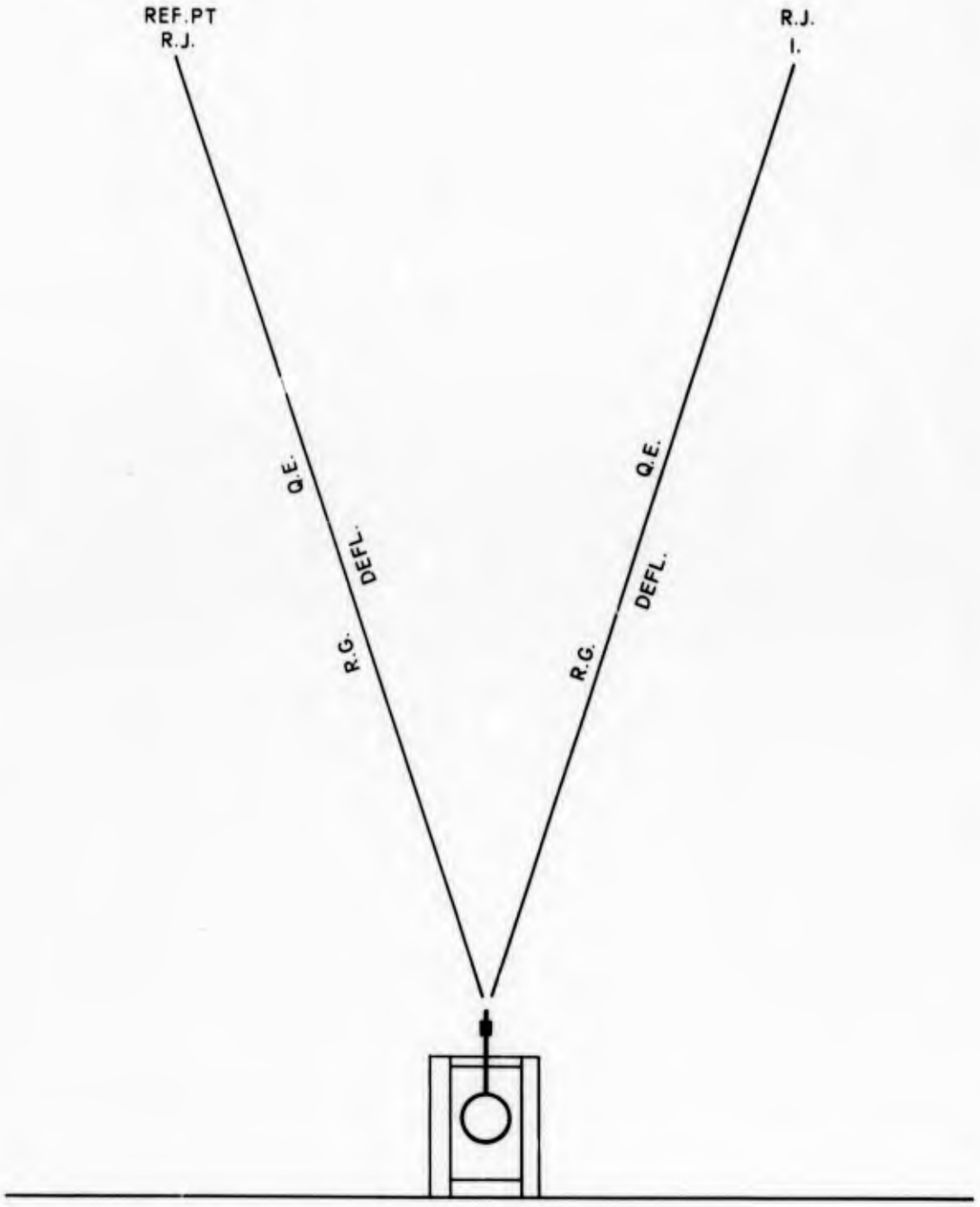

Figure 1

STATION NUMBER 4

Test No. 5: Loading the 105mm Gun, M68

PURPOSE: To measure the ability of the crewman to load the 105mm gun.

SPECIAL EQUIPMENT: One 105mm dummy round; one loading and extracting tool.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1, w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS TIME YOU WILL BE TESTED ON LOADING THE 105mm GUN. MOVE TO THE LOADER'S POSITION AND OPEN THE BREECH. ASSUME THAT THE GUN WILL ACTUALLY BE FIRED. I WILL GIVE YOU A FIRE COMMAND, THEN YOU BEGIN. ARE YOU READY? GUNNER, HEP, A-T." Tester starts timing.

1. Unlatches holder on ready-rack.
2. Tilts with one hand and cups other hand over primer.
3. Lifts round, keeps primer covered.
4. Seats round in chamber by making a fist and pushing forcibly with heel of hand.
5. Clears path of recoil.
6. Checks the safety, to be sure it is not on SAFE.
7. Announces "Up".

II. Record time and score crewman's performance. Fill in total correct. Check the crewman's score sheets for Test Number 1, 2, 3, 4, and 5 to insure that all spaces have been filled in properly. Sign the cover of the crewman's test booklet in the space labeled STATION NUMBER 4 _____. Tell the crewman to report to the Control Station (Station Number 1). Check all equipment and prepare tank for next crewman.

ARMOR CREWMAN'S JOB SAMPLE TEST

STATION NUMBER 5

GENERAL INSTRUCTIONS

PERFORMANCE: At this station the crewman will perform the following tests:

(1) Reading and setting the ballistic computer.
(2) Boresighting and zeroing the 105mm gun.
(3) Checking the azimuth indicator for accuracy and slippage, and putting the turret into power.
(4) Adjustment of fire in response to fire commands.
(5) Reading and setting the azimuth indicator.

EQUIPMENT REQUIRED: Stop watch; crewman's score booklet; clip board; binoculars; black thread; tape; scratch pad; M60A1 tank with all fire controls and sighting equipment in good working condition, and with an M13A2 ballistic computer mounted and HEP-T tabs installed.

LAYOUT OF TEST AREA: The tank will be parked in a flat, level area where prominent and permanent terrain features can easily and readily be seen.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the crewman is with the task. The tester should place a checkmark in the appropriate space provided on the crewman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item, the tester marks a one (1) for a correct response; a zero (0) for an omitted or incorrect response; and a prompt (P) for each item prompted. The crewman is NOT to be informed about his scores, or how well he is doing, etc. For each test, a record must be kept of how long it takes the crewman to complete the test. This time score will be entered on the crewman's score sheet in the space labeled TIME_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the crewman's score sheet in the space labeled TOTAL CORRECT_____. The tester will then add up the number of prompts and enter this sum on the crewman's score sheet in the space labeled PROMPTS_____. The maximum number of points correct are:

Test	Maximum points correct
1	22
2	17
3	20
4	9
5	6
Total	74

PROMPTING INSTRUCTIONS: Prompting is permitted on all tests (1) if the prompt will suggest to the crewman what to do next, or (2) if the prompted action must be completed before the remaining performance items can be completed. When prompting, the tester will read to the crewman the response stated in the item which the crewman is unable to perform. The tester should wait one minute before prompting on any item. If the crewman is prompted twice, in succession, and is unable to continue with the next response, stop the test. If the crewman is prompted for a total of three non-successive prompts, and requires further prompting, stop the test. If a crewman is unable to start the test after being prompted on the first two items, place a checkmark in the space labeled UNABLE TO START_____on the crewman's score sheet, and go on to the next test.

GENERAL PROCEDURES: Before the test, the tester will place the threads on the muzzle of the main gun for boresighting and zeroing. The tester will insure that binoculars and scratch paper are available inside the tank. Insure that the computer is not on SABOT (APDS). The tester will insure that all firing controls, equipment, and instruments are in good working condition. Insure that the turret is unlocked. When the crewman arrives at this station, the tester will ask him for his score booklet. The tester will insure that all identifying information on the crewman's score booklet is properly filled in. The tester will then proceed with the administration of the five tests, one after the other. At the finish of the fifth test, the tester will check the crewman's score booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the score booklet in the space labeled STATION NUMBER 5_____. The crewman will then be directed to return to the Control Station (Station #1) with his score booklet, for further directions.

STATION NUMBER 5

Test No. 1: Reading and Setting the Ballistic Computer

PURPOSE: To measure the ability of the crewman to use the ballistic computer.

SPECIAL EQUIPMENT: M13A2 ballistic computer with switch "off," outer range pointer set 200 meters off, illuminations off, range connections knob at "-1", and selector at HEP ammunition.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON USING THE BALLISTIC COMPUTER. I WILL GIVE YOU INSTRUCTIONS. YOU ARE TO PERFORM AS THE GUNNER; THEREFORE, IT IS YOUR JOB TO PREPARE THE GUN FOR FIRING. PUT THE COMPUTER INTO ELECTRICAL OPERATION WITH HEAT AMMO INDEXED. WHEN YOU HAVE FINISHED ANNOUNCE 'READY.' ARE YOU READY? BEGIN." Tester starts timing.

1. Turns on ballistic computer switch.
2. Checks inner range pointer operation.
3. Adjusts illumination.
4. Indexes range correction knob to 0 Degrees.
5. Depresses reset button.
6. Turns ammunition selector handle to HEAT.

II. Score performance. Turn computer off. Then say: "NOW I AM GOING TO ISSUE YOU A FIRE COMMAND, AND I WANT YOU TO ASSUME THAT THE COMPUTER WILL NOT WORK ELECTRICALLY. SO YOU WILL HAVE TO RESPOND TO THE FIRE COMMANDS USING THE COMPUTER IN MANUAL OPERATION. ARE YOU READY? GUNNER; HEP; NATI-TANK; 1800; FIRE."

7. Indexes HEP using the ammo selector handle.
8. Indexes 1800 meters using the superelevation hand crank.
9. Tester asks crewman to report the superelevation reading and crewman reports mils on the superelevation scales.

III. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 2.

STATION NUMBER 5

Test No. 2: Boresighting and Zeroing the 105mm Gun

PURPOSE: To measure the ability of the crewman to boresight and zero the main tank gun.

SPECIAL EQUIPMENT: Binoculars; black thread; adhesive tape; scratch pad.

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS STATION YOU WILL BE TESTED ON BORESIGHTING AND ZEROING THE MAIN GUN. THE FIRING MECHANISM HAS BEEN REMOVED, AND THE THREADS ARE ON THE MUZZLE OF THE GUN. HERE ARE THE BINOCULARS. THIS PAD IS FOR YOU TO USE DURING ZEROING AND BORESIGHTING IF YOU NEED TO RECORD ANY NUMBERS. YOU LOOK THROUGH THE BORE AND YOU WILL SEE THAT THE BORESIGHT CROSS IS CLOSE TO THE TARGET. (Make sure that he identifies the target.) YOU WILL USE THAT TARGET AND I WILL HELP YOU LAY THE GUN ON THE TARGET BY ELEVATING AND TRAVERSING ON YOUR COMMAND. WHEN I GIVE YOU THE SIGNAL YOU WILL BORESIGHT. ARE THERE ANY QUESTIONS? BEGIN." Tester starts timing.

1. Indexes 1200 meters in range finder.
2. Turns computer off.
3. Indexes range correction knob of ballistic computer at zero.
4. Indexes zero on superelevation scale of computer.

(NOTE: Tester elevates and traverses gun for crewman as requested by crewman.)

5. Lines up bore with aiming point.
6. Moves periscope aiming cross to boresight point.
7. Locks periscope boresight knobs.
8. Slips elevation and deflection boresight knob scale to 4 and 4.
9. Moves telescope boresight cross to aiming point.
10. Locks telescope boresight knobs.
11. Slips scale to 3 and 3 on telescope boresight knobs.

II. Score crewman's performance. Then say: "NOW I WANT YOU TO GET INTO THE GUNNER'S SEAT AND ZERO THE GUN. USE THE SAME TARGET AS BEFORE. EACH TIME THAT YOU ARE READY TO FIRE, YOU WILL SAY 'ON THE WAY!' READY? BEGIN."

12. Turns computer on.
13. Selects ammunition—APDS.
14. Lays periscope aiming cross on aiming point, using manual controls.
15. Relays after firing each of three rounds for shot group.
16. Moves aiming cross of periscope reticle to center of shot group.
17. Locks periscope boresight knobs.
18. Relays on aiming point and fires check round.
19. Relays on aiming point.
20. Moves range point (1200 meters) of telescope reticle to aiming point.
21. Locks boresight knobs.
22. Records settings.

III. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 3.

STATION NUMBER 5

Test No. 3: Checking the Azimuth Indicator for Accuracy and Slippage, and Putting the Turret Into Power

PURPOSE: To test the ability of the crewman to check the azimuth indicator for accuracy and slippage, and his ability to put the turret into power.

SPECIAL EQUIPMENT: None

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS TIME YOU WILL BE TESTED ON PUTTING THE TURRET INTO POWER, CHECKING THE AZIMUTH INDICATOR FOR ACCURACY, AND CHECKING THE AZIMUTH INDICATOR FOR SLIPPAGE. WHEN I SAY BEGIN, GO THROUGH THE PROCEDURE FOR PUTTING THE TURRET INTO POWER. USE THE KEY WORD 'ACUTE' TO DO THIS. READY? BEGIN." Tester starts timing.

1. Alerts crew (announces "Power").
2. Checks turret oils.
3. Checks to see if turret is unlocked.
4. Traverses the turret manually.
5. Turns on power switch on gunner's controls (CAUTION: Tester will not let crewman turn on power without insuring that turret is unlocked.)
6. Elevates and traverses.

II. Score crewman's performance then say: "NOW YOU WILL PERFORM THE ACCURACY TEST BY USING THE AZIMUTH INDICATOR AND PERISCOPE. (Tester will assist the crewman in sighting the aiming point to be used.) WHEN YOU HAVE LAID ON THE AIMING POINT, DO NOT MOVE THE TURRET ANY MORE, BUT TELL ME THAT YOU ARE ON THE POINT. READY? BEGIN."

7. Crewman zeroes azimuth indicator.
8. Traverses turret manually 360°.
9. Lays on aiming point using sight.
10. Checks for zero reading on azimuth indicator.

III. Score crewman's performance. Then say: "WHEN I SAY 'BEGIN,' PERFORM THE SLIPPAGE TEST USING THE SAME AIMING POINT THAT YOU USED BEFORE. READY? BEGIN."

11. Lays on aiming point manually.
12. Turns power switch.
13. Traverses rapidly, stopping suddenly two or more times.
14. Turns power switch OFF.
15. Traverses in opposite direction manually.
16. Lays sight on aiming point.
17. Checks zero reading on azimuth indicator.

IV. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 4.

STATION NUMBER 5

Test No. 4: Adjustment of Fire in Response to Fire Commands

PURPOSE: To test the ability of the crewman to adjust the fire of the main tank gun, both in response to fire commands and by the primary method of adjustment.

SPECIAL EQUIPMENT: None

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1 w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "YOU WILL NOW BE TESTED ON RESPONDING TO FIRE COMMAND AND THE ALTERNATE METHOD OF ADJUSTMENT USING YOUR PRIMARY SIGHT. ASSUME THAT YOU ARE THE GUNNER AND I AM THE TANK COMMANDER. I WILL GIVE FIRE COMMANDS AND YOU WILL FOLLOW THEM, SAYING AND DOING THE THINGS YOU WOULD IF YOU WERE THE GUNNER. THE TARGET IS AT 1000 METERS. READY? GUNNER; SABOT; APDS; TANK; FIRE."

1. Announces "Identified."
2. Selects scopes aimed on computer.
3. Lays crosshairs on center of vulnerability.
4. Announces "On the way."

II. When the crewman announces "On the way," tester will say: "ASSUME THAT YOU DID NOT SEE THE BURST OR THE STRIKE OF THE ROUND. WHAT WOULD YOU DO?"

5. Announces "Lost."

III. Score crewman's performance. Check to see that he is laid in the center of vulnerability. Then say: "SHORT; ADD 200; FIRE."

6. Crewman says: "On the way."
7. Tester checks to see if crewman added 200.

"YOU WILL NOW BE TESTED IN APPLYING BURST ON TARGET. I WILL GIVE YOU A FIRE COMMAND. WHEN YOU SAY 'ON THE WAY', I WILL SHOW YOU WHERE THE ROUND WENT IN RELATION TO THE TARGET. READY? GUNNER; HEAT; TANK; FIRE."

8. Crewman announces "Identified."
9. Selects proper ammo on computer.
10. Lays on center of vulnerability.
11. Announces "On the way."

IV. Score crewman's performance. Then say: "THE ROUND HIT THE TOP, CENTER OF TARGET. APPLY BOT."

12. Crewman applies BOT.
13. Announces "On the way."

V. Score crewman's performance. Then say: "NOW I WANT YOU TO RESPOND TO A FIRE COMMAND WITHOUT USING THE COMPUTER. READY?" Give fire command, "FIRE."

14. Crewman uses telescope and selects HEP reticle.
15. Crewman announces "Identified."
16. Crewman lays 2000 meter range line on center of target.
17. Crewman announces "On the way."

VI. Score performance. Then say: "ASSUME THAT YOU DID NOT SEE THE BURST OR THE STRIKE OF THE ROUND. WHAT SHOULD YOU DO?"

18. Crewman announces "Lost."

VII. Tester says: "SHORT, ADD 400, FIRE."

19. Crewman adds 400.
20. Crewman announces "On the way."

VIII. Record time and score crewman's performance. Fill in total correct. Proceed with Test Number 5.

STATION NUMBER 5

Test No. 5: Reading and Setting the Azimuth Indicator

PURPOSE: To measure the ability of the crewman to use the azimuth indicator on the M60A1 tank.

SPECIAL EQUIPMENT: None

REFERENCE: TM 9-2350-215-10, Operator's Manual, Tank, Combat, Full Tracked: 105mm Gun, M60A1, w/e, Feb. 1965.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW YOU WILL BE TESTED ON READING AND SETTING THE AZIMUTH INDICATOR. YOU WILL BE REQUIRED TO SET THREE DIFFERENT READINGS. IN DOING THIS, YOU CAN USE THE TURRET POWER. I WILL REPEAT EACH READING TWICE. WHEN YOU FINISH, ANNOUNCE READY. ARE YOU READY? BEGIN." Tester starts timing. Score after each reading.

1. Tester says: "ZERO ALL SCALES. CREWMAN ZERO AZ-MICROMETER POINTERS."
2. Zeroes Gunners Aid.
3. Tester says: "SET 44 M LEFT."
4. Tester says: "NOW ZERO GUNNERS AID."
5. Sets 477 left.
6. Sets 2840 right.

II. Record time and score crewman's performance. Fill in total correct. Check the crewman's score sheets for tests 1, 2, 3, 4 and 5 to insure that all spaces have been filled in properly. Sign the cover of the crewman's test booklet in the space labeled STATION NUMBER 4_____. Tell the crewman to report to the Control Station (Station Number 1). Check all equipment and prepare tank for next crewman.

Appendix B

REPAIRMAN'S JOB SAMPLE TEST

SCORE BOOKLET

REPAIRMAN'S JOB SAMPLE TEST
(MOS 63C)

Station Number 1. _____

Station Number 2. _____

Station Number 3. _____

Station Number 4. _____

Station Number 5. _____

Station Number 6. _____
(Testers' Signatures)

REPAIRMAN'S NAME _____
(Please print)

REPAIRMAN'S JOB SAMPLE TEST
(MOS 63C)

Station Number 1
Personnel Questionnaire

Date _____

Your Name (please print) _____

Rank _____

Service Number _____

Unit _____

Primary MOS _____

Secondary MOS _____

Duty MOS _____

Duty Position or Job Title _____

Months in Army _____

Months in MOS (or years and months) _____

Months in this Assignment _____

Number of Different Assignments in this MOS _____

Name of Supervisor (please print) _____

Training for Duty MOS (please check one): School _____ OJT _____

DO NOT WRITE BELOW THIS LINE

Station 1 Checklist

1. Repairman has been tested at Station 2_____ 3_____ 4_____ 5_____ 6_____
2. Total Correct is filled in for Stations 2_____ 3_____ 4_____ 5_____ 6_____
3. Total Prompts is filled in for Stations 2_____ 3_____ 4_____ 5_____ 6_____
4. Items 3, 4, and 5 are filled in for Stations 2_____ 3_____ 4_____ 5_____ 6_____
5. Personnel Questionnaire is properly filled in _____.
6. All testers have signed the score booklet _____.

REPAIRMAN'S JOB SAMPLE TEST
(MOS 63C)

Station Number 2

Test Number 1

1. Total Correct _____
2. Total Prompts _____
3. How often does this repairman do this task?:

   _____ _____ _____
   often seldom never
4. Did this repairman use the proper tools? Yes_____ No_____
5. This repairman was unable to start:---

   Checklist:

   1. _____ 7. _____
   2. _____ 8. _____
   3. _____ 9. _____
   4. _____ 10. _____
   5. _____ 11. _____
   6. _____

   Time:_____

   TM 0 1 2

Test Number 2

1. Total Correct _____
2. Total Prompts _____
3. How often does this repairman do this task?:

   _____ _____ _____
   often seldom never
4. Did this repairman use the proper tools? Yes_____ No_____
5. This repairman was unable to start:---

   Checklist:

   1. _____ 8. _____
   2. _____ 9. _____
   3. _____ 10. _____
   4. _____ 11. _____
   5. _____ 12. _____
   6. _____ 13. _____
   7. _____

   Time:_____

   TM 0 1 2

Station Number 2 (cont.)

Test Number 3

1. Total Correct_____

2. Total Prompts_____

3. How often does this repairman do this task?

_____	_____	_____
often	seldom	never

4. Did the repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____ 10. _____
2. _____ 11. _____
3. _____ 12. _____
4. _____ 13. _____
5. _____ 14. _____
6. _____ 15. _____
7. _____ 16. _____
8. _____ 17. _____
9. _____

Time:_____

TM 0 1 2

REPAIRMAN'S JOB SAMPLE TEST
(MOS 63C)

Station Number 3

Test Number 1

1. Total Correct _____
2. Total Prompts _____
3. How often does this repairman do this task?

   _____ _____ _____
   often seldom never
4. Did this repairman use the proper tools? Yes_____ No_____
5. This repairman was unable to start:---

   Checklist:

   1. _____ 7. _____
   2. _____ 8. _____
   3. _____ 9. _____
   4. _____ 10. _____
   5. _____ 11. _____
   6. _____

   Time: _____

   TM 0 1 2

Test Number 2

1. Total Correct _____
2. Total Prompts _____
3. How often does this repairman do this task?

   _____ _____ _____
   often seldom never
4. Did this repairman use the proper tools? Yes_____ No_____
5. This repairman was unable to start:---

   Checklist:

   1. _____ 11. _____
   2. _____ 12. _____
   3. _____ 13. _____
   4. _____ 14. _____
   5. _____ 15. _____
   6. _____ 16. _____
   7. _____ 17. _____
   8. _____ 18. _____
   9. _____ 19. _____
   10. _____

   Time: _____

   TM 0 1 2

REPAIRMAN'S JOB SAMPLE TEST
(MOS 63C)

Station Number 4

Test Number 1

1. Total Correct _____

2. Total Prompts _____

3. How often does this repairman do this task?

_____ _____ _____
often seldom never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Time:_____

TM 0 1 2

Test Number 2

1. Total Correct _____

2. Total Prompts _____

3. How often does this repairman do this task?

_____ _____ _____
often seldom never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____ 11. _____
2. _____ 12. _____
3. _____ 13. _____
4. _____ 14. _____
5. _____ 15. _____
6. _____ 16. _____
7. _____ 17. _____
8. _____ 18. _____
9. _____ 19. _____
10. _____

Time:_____

TM 0 1 2

Station Number 4 (cont.)

Test Number 3

1. Total Correct _____

2. Total Prompts _____

3. How often does this repairman do this task?

_____	_____	_____
often	seldom	never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	

Time:_____

TM 0 1 2

REPAIRMAN'S JOB SAMPLE TEST
(MOS 63C)

Station Number 5

Test Number 1

1. Total Correct_____

2. Total Prompts_____

3. How often does this repairman do this task?

_____ _____ _____
often seldom never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____ 7. _____
2. _____ 8. _____
3. _____ 9. _____
4. _____ 10. _____
5. _____ 11. _____
6. _____

Time:_____

6. TM 0 1 2

Test Number 2

1. Total Correct_____

2. Total Prompts_____

3. How often does this repairman do this task?

_____ _____ _____
often seldom never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____ 8. _____
2. _____ 9. _____
3. _____ 10. _____
4. _____ 11. _____
5. _____ 12. _____
6. _____ 13. _____
7. _____ 14. _____

Time:_____

6. TM 0 1 2

Station Number 5 (cont.)

Test Number 3

1. Total Correct _____

2. Total Prompts _____

3. How often does this repairman do this task?

_____	_____	_____
often	seldom	never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

   Checklist:

   1. _____ 8. _____
   2. _____ 9. _____
   3. _____ 10. _____
   4. _____ 11. _____
   5. _____ 12. _____
   6. _____ 13. _____
   7. _____

   Time: _____

6. TM 0 1 2

REPAIRMAN'S JOB SAMPLE TEST
(MOS 63C)

Station Number 6

Test Number 1

1. Total Correct_____

2. Total Prompts_____

3. How often does this repairman do this task?

_____ _____ _____
often seldom never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

Time:_____

TM 0 1 2

Test Number 2

1. Total Correct_____

2. Total Prompts_____

3. How often does this repairman do this task?

_____ _____ _____
often seldom never

4. Did this repairman use the proper tools? Yes_____ No_____

5. This repairman was unable to start:---

Checklist:

1. _____ 10. _____
2. _____ 11. _____
3. _____ 12. _____
4. _____ 13. _____
5. _____ 14. _____
6. _____ 15. _____
7. _____ 16. _____
8. _____ 17. _____
9. _____

Time:_____

TM 0 1 2

REPAIRMAN'S JOB SAMPLE TEST

STATION NUMBER 2

GENERAL INSTRUCTIONS

PERFORMANCE: At this station, the repairman will perform the following tests:

(1) Shift linkage adjustment M60A1 tank
(2) Transmission servo band adjustment M60A1 tank
(3) Voltage regulator (adjusting rheostat) M60A1 tank

EQUIPMENT REQUIRED: Stopwatch; clipboard; repairman's score booklet; general mechanic's tool box; three locating pins (1/8" dia. by 2" long); two pieces colored chalk; 1-1/16" open-end wrench; 1/2" drive torque wrench; special socket #700394b; 3/4" drive breaker bar (swivel head handle); adapter 1/2" drive to 3/4" drive; low-voltage circuit tester (LVCT); M60A1 tank with driver; four track blocks; TM 9-2350-215-20, Feb 65.

LAYOUT OF TEST AREA: M60A1 tank will be parked on level ground with both tracks blocked front and rear, turret turned 90° to left, top deck assembly and transmission shroud removed and will be prepared for each test as outlined in the specific test instructions.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the repairman is with the task. The tester will place a checkmark (✓) in the appropriate space provided on the repairman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item the tester marks a one (1) for a correct response; a zero (0) for an incorrect or omitted response, or a prompt (P) for each prompt.

The repairman is NOT to be informed about his scores or how well he is doing, etc. For each test, a record must be kept of how long it takes the repairman to finish. This time score will be entered on the score sheet in space labeled TIME:_____. The maximum time permitted for each test is 20 minutes. At the end of each test, the tester will place a checkmark (✓) in the box labeled PROPER USE OF TOOLS:_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the repairman's score sheet in the space labeled TOTAL CORRECT:_____. The tester will then add up the number of prompts and enter this sum on the repairman's score sheet in the space labeled PROMPTS:_____. The maximum number of points correct are:

Test	Maximum Points Correct
1	11
2	13
3	16
Total	40

PROMPTING INSTRUCTIONS: Prompting is permitted in all three tests. In prompting, the tester will read to the repairman the response stated in the item which the repairman is unable to perform. The tester should wait one minute before prompting on any item. If the repairman is prompted twice in succession and is unable to continue with the next item, the tester will stop the test. If the repairman is prompted for a total of three prompts and requires further prompting, stop the test. Prompting will be done only for those items that: a) will suggest to the repairman what to do next, or; b) must be completed

before the remaining performance items can be completed. If a repairman is unable to start the test after being prompted on the first two items, place a checkmark (✓) in the space labeled UNABLE TO START:_____ on the repairman's score sheet, and go on to the next test. An initial prompt on using the appropriate TM may be given with each test and will not be counted as a prompt as outlined above.

GENERAL PROCEDURES: Before any testing is done, the tester must insure that all pre-test preparation has been done, and that all equipment and special tools are readily available and in good working condition. When the repairman arrives at this station, the tester will ask him for his score booklet. The tester will insure that the identifying information on the test booklet is properly filled in. The tester will then direct the repairman to the rear of the vehicle and proceed with the administration of the three tests, one after the other. At the finish of the third test, the tester will check the repairman's test booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the test booklet in the space labeled STATION NUMBER 2_____. The repairman will then be directed to return to the control station (Station Number 1) with his test booklet for further directions. Tester will then return vehicle to pre-test condition as outlined in individual tests.

STATION NUMBER 2

Test No. 1: Shift Linkage Adjustment, M60A1

PURPOSE: To test the organizational repairman's ability to properly adjust the shift linkage on an M60A1 tank.

REFERENCE: TM 9-2350-215-20, Feb 65, Figure 2-144.

VEHICLE PREPARATION: The transmission shift linkage rod end at the control valve body will be turned in enough so that the shift lever will not shift to neutral position.

SPECIAL EQUIPMENT: Three location pins 1/8" diameter by 2" long.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "THE SHIFT LEVER IN THIS VEHICLE WILL NOT SHIFT THE TRANSMISSION TO THE NEUTRAL POSITION. YOU ARE TO ADJUST THE LINKAGE, USING THE SEQUENCE OUTLINED IN THE TM AS CLOSELY AS POSSIBLE. I WILL ASK QUESTIONS IF I DO NOT UNDERSTAND WHAT YOU ARE DOING. REPORT TO ME WHEN THE LINKAGE IS ADJUSTED PROPERLY. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Disconnects shift rod end from clevis on transmission shifting valve shaft assembly.
2. Places shift lever in "N" (neutral) position.
3. Inserts locating pin through holes of clevis and bracket at right of shift lever.
4. Inserts locating pin through holes in the clevis and the bracket at the top right corner of the crossdrive transmission, immediately behind the right turbocharger.
5. Tester asks repairman: "WHAT DID YOU FIND OUT BY PLACING THE TWO PINS THROUGH THESE HOLES?" Repairman should answer something like this: "Because both pins would go in the alignment holes with the shift lever in neutral, I know that the linkage is adjusted properly between here (indicating point near right turbocharger) and the shift lever."
6. Repairman observes that with the transmission shift indicator pointing at the "N" mark on the housing, the rod end will not connect with the shift shaft lever.
7. Using 9/16" open-end wrenches, the repairman loosens locknut on rod end.
8. Adjusts rod end at control valve body so that "Free-Pin" fit is attained by turning rod end out.
9. Tightens locknut.
10. Removes locating pins.
11. Reports linkage properly adjusted.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 2.

STATION NUMBER 2

Test No. 2: Transmission Adjustment, M60A1

PURPOSE: To test the repairman's ability to properly adjust the cross drive transmission in the M60A1 tank.

REFERENCE: TM 9-2350-215-20, Feb 65, Figure 2-97.

VEHICLE PREPARATION: Dirt, paint, or other foreign matter will be cleaned from both band adjusting screws and locknuts. Both adjusting screws will be backed off to release band adjustments. Adjustment screw locknuts will be tightened.

SPECIAL EQUIPMENT: Torque wrench with 1/2" drive; colored chalk; 1/2" drive to 3/4" drive adapter; 1-1/16" open-end wrench.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "NOW THAT YOU HAVE ADJUSTED THE TRANSMISSION LINKAGE, YOU HAVE TO ADJUST THE TRANSMISSION SERVO BANDS. FOR THIS TEST YOU WILL ADJUST ONLY ONE BAND. YOU HAVE TO TELL ME WHICH BAND YOU ARE ADJUSTING AND HOW TIGHT OR LOOSE THE ADJUSTMENTS ARE. REPORT TO ME WHEN THE ADJUSTMENT IS COMPLETED. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. DO YOU HAVE ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Testee states "I WILL ADJUST LOW OR REVERSE RANGE BAND."
2. Removes adjustment screw retainer from selected band.
3. Loosens adjusting screw locknut with special socket enough so that locknut will not contact transmission case when adjustment screw is torqued.
4. Holds adjusting screw with 1-1/16" open-end wrench while loosening locknut.
5. Torques adjusting screw to 30 lb-ft., using 3/4" x 1-1/16" socket, and torque wrench.
6. States: "30 lb-ft. torque."
7. Loosens adjusting screw five to six flats, to nearest flat that will align with adjustment screw retainer when retainer is installed.
8. Scribes marks (with chalk) on adjusting screw head and transmission case to record aligned position.
9. Torques locknut to 200 lb-ft. using special socket and torque wrench.
10. States: "200 lb-ft. torque."
11. Holds adjustment screw with open-end wrench while torquing locknut.
12. Insures that chalk mark on adjustment screw head is still aligned with mark on transmission case.

NOTE: If marks are not aligned, entire procedure starting with No. 3 above must be repeated. However, for purpose of test, the fact that the repairman knows this is sufficient.

13. Reports adjustment completed.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 3.

STATION NUMBER 2

Test No. 3: Voltage Regulator Adjustment, M60A1

PURPOSE: To test the organizational repairman's ability to properly adjust the adjusting reheostat of an M60A1 tank.

REFERENCE: TM 9-2350-214-20, Feb 65, Figure 2-165.

VEHICLE PREPARATION: Vehicle will have the voltage control box (adjusting rheostat) adjusted to 25 volts or 30 volts.

SPECIAL EQUIPMENT: Low-voltage circuit tester (LVCT)

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS STATION, YOU ARE TO MAKE AN ADJUSTMENT ON THE VOLTAGE CONTROL BOX OR VOLTAGE ADJUSTING RHEOSTAT. MY ASSISTANT WILL BE IN THE DRIVER'S COMPARTMENT TO HELP YOU IF YOU SHOULD NEED HIM. YOU ARE TO INSTRUCT HIS AS TO WHAT YOU WANT HIM TO DO, EXACTLY. FOR THE PURPOSE OF THIS TEST, YOU WILL ASSUME THAT THE ENGINE IS COLD. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Opens turret platform access door.
2. Traverses turret counterclockwise until voltage control box (adjusting rheostat) is exposed.
3. Has tester's assistant connect DC voltmeter leads to either slave receptacle.
4. Has tester's assistant start engine, operate at 1000rpm.
5. States: "Get engine to operating temperature."
6. Tester asks repairman: "HOW DO YOU OBTAIN THE OPERATING TEMP?" Repairman should answer: "You must get the engine oil temperature up to 180°F or run the engine at 1000rpm for one-half hour."
7. Has tester's assistant turn on service headlights.
8. Sets voltmeter to 0-50 volt range.
9. Using 7/8" wrench, removes rheostat access plug.
10. Using flat tip screw driver adjusts rheostat until voltmeter indicates 28.5 volts.
11. Installs rheostat access plug in top of control box.
12. Closes platform access door.
13. Turns voltmeter off.
14. Has tester's assistant disconnect voltmeter leads from slave receptacle. CAUTION: Assistant must remove leads from receptacle before removing leads from LVCT.
15. Has tester's assistant turn service headlights off.
16. Has assistant stop engine.
17. Repairman reports regulator (or rheostat) properly adjusted.

II. Record time and score repairman's performance. Fill in the total correct. Check the repairman's score sheets for Tests No. 1, 2, and 3 to insure that all spaces have been filled in properly. Sign the cover of the repairman's test booklet in the space labeled Station Number 2. Tell the repairman to report to control Station Number 1. Check all tools and equipment, return vehicle to pre-test condition as outlined in individual tests and prepare to test next repairman.

REPAIRMAN'S JOB SAMPLE TEST

STATION NO. 3

GENERAL INSTRUCTIONS

PERFORMANCE: At this station the repairman will perform the following tests:

(1) Hydraulic brake pedal adjustment M60A1.
(2) Fan vertical drive shaft oil seal replacement M60A1.

EQUIPMENT REQUIRED: Stopwatch; clipboard; repairman's test booklet; general mechanic's tool box; 1/2" diameter by 8" long locating pin; box 3/32" by 1-1/2" cotter pins; roll 20 AWG safety (lacing) wire; 1/2" drive torque wrench; 1-1/4" socket (1/2" square drive); 2 capscrews (5/16 - 18x4); 4 track blocks; M60A1 tank; TM 9-2350-215-20, Feb 65.

LAYOUT OF TEST AREA: M60A1 tank will be parked on level ground with both tracks blocked front and rear, turret turned 90° to either side, top deck, assembly and transmission shroud removed, and will be prepared for each test as outlined in the specific test instructions.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the repairman is with the task. The tester will place a checkmark (✓) in the appropriate space provided on the repairman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item the tester marks a one (1) for a correct response, a zero (0) for an incorrect or omitted response, or a prompt (P) for each prompt.

The repairman is NOT to be informed about his score, or how well he is doing, etc. For each test a record must be kept of how long it takes the repairman to finish the test, with a maximum allowable time of 20 minutes for each test. This time score will be entered on the repairman's score sheet in space labeled TIME:_____. At the end of each test, the tester will place a check mark (✓) in the appropriate box labeled PROPER USE OF TOOLS:_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the repairman's score sheet in the space labeled TOTAL CORRECT:_____. The tester will then add up the number of prompts (P) and enter this sum on the score sheet in the space labeled PROMPTS:_____. The maximum number of points correct are:

Test	Maximum points correct
1	11
2	19
Total	30

PROMPTING INSTRUCTIONS: Prompting is permitted in both tests. In prompting, the tester will read to the repairman the response stated in the item which the repairman is unable to perform. The tester should wait one minute before prompting on any item. If the repairman is prompted twice in succession and is unable to continue with the next item, the tester will stop the test. If the repairman is prompted for a total of three prompts and requires further prompting, the tester will stop the test. Prompting will be done for only those items that: a) will suggest to the repairman what to do next, or; b) must be completed before the remaining items can be completed. If a repairman is unable to start a test after being prompted on the first two items, the tester will place a checkmark (✓) in the space labeled UNABLE TO START on the repairman's score sheet and go on to the next test.

An initial prompt on using the appropriate TM may be given with each test and will not be counted as a prompt as outlined above.

GENERAL PROCEDURES: Before any testing is done, the tester must insure that all pre-test preparation has been done and that all equipment and special tools are readily available and in good working condition. When the repairman arrives at this station, the tester will insure that the identifying information on the repairman's test booklet is properly filled in. The tester will then direct the repairman to the driver's compartment of the vehicle and proceed with the administration of the two tests. At the finish of the second test, the tester will check the repairman's test booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the test booklet in the space labeled STATION NUMBER 3. The repairman will then be directed to return to the control station (Station No. 1) with his test booklet for further directions. Tester will then return the vehicle to pre-test condition as outlined in the individual tests.

STATION NUMBER 3

Test No. 1: Hydraulic Brake Pedal Adjustment

PURPOSE: To test the organizational repairman's ability to adjust the hydraulic brake pedal on an M60A1 tank.

REFERENCE: TM 9-2320-215-20, Feb 65, Figure 2-148, Page 2-310.

VEHICLE PREPARATION: Lengthen brake pedal to master cylinder tie rod, and screw out the brake pedal setscrew until a zero (0) reading is obtained on the brake pressure gauge.

SPECIAL EQUIPMENT: 1/2" x 8" locating pin.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS STATION YOU WILL FIRST BE TESTED ON ADJUSTING THE HYDRAULIC BRAKE PEDAL. YOU WILL HAVE TO REPORT ANY GAUGE READINGS NECESSARY IN THE ADJUSTMENT TO ME. THE MANUAL IS AVAILABLE FOR YOUR USE. HOW OFTEN HAVE YOU DONE THIS? DO YOU HAVE ANY QUESTIONS? BEGIN NOW." Tester starts timing.

1. Places transmission shift lever in "N" (neutral) position.
2. Depresses foot pedal until 1/2"x8" locating pin can be placed through the holes in the pedal bracket and the pedal cam.
3. Loosens both jam nuts on the brake pedal-master cylinder tie rod.
4. Turns the tie rod until a reading of 175-250psi is obtained on the brake pressure gauge.
5. Reports specific gauge reading between 175-250psi.
6. Tightens both jam nuts.
7. Removes locating pin from bracket and pedal.
8. Loosens jam nut on brake pedal setscrew.
9. Depresses brake pedal until cam surface just touches roller end of tie rod.
10. Tightens setscrew until screw touches brake pedal lever.
11. Tightens setscrew jam nut.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 2.

STATION NUMBER 3

Test No. 2: Fan Vertical Shaft Oil Seal Replacement, M60A1

PURPOSE: To test the organizational repairman's ability to diagnose and correct a leaking oil seal in the cooling fan shaft of a M60A1.

REFERENCE: TM 9-2320-215-20, Feb 65, Figure 2-139.

VEHICLE PREPARATION: Vehicle will have both fan vertical shaft oil seals leaking. Tester will remove housing and fan, pour excessive amount of used engine oil on top of housing, replace fan and housing. He will then have operator start engine to disperse the oil. This will simulate a leaking seal.

SPECIAL EQUIPMENT: Torque wrench (1/2" drive), box 3/32" x 1-1/2" clotter pins, 2 capscrews (5/16-18 x 4"), roll safety (lacing) wire (20 AWG), one gallon used engine oil.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "THE CREW OF THIS TANK HAS REPORTED THAT THERE IS OIL BEING THROWN OUT OF THE FAN SHROUDS AND GRILL DOORS. YOUR SECTION CHIEF HAS ASSIGNED YOU TO FIND OUT WHERE THE OIL IS COMING FROM AND TO REPAIR IT. YOU WILL BE TESTED ON BOTH HOW YOU FIND AND HOW YOU REPAIR THE PROBLEM.

WE HAVE ANY SPECIAL TOOLS AND PARTS THAT YOU WILL NEED. DO THIS TEST EXACTLY AS YOU WOULD IN YOUR OWN UNIT. YOU MAY REMOVE ANY PART YOU THINK NECESSARY TO FIND AND REPAIR THE FAULT. THE MANUAL IS AVAILABLE FOR YOUR USE.

I WILL GIVE YOU MORE INSTRUCTIONS AND WILL ASK QUESTIONS DURING THE TESTING. I WILL ALSO ASK QUESTIONS IF I DON'T UNDERSTAND WHAT YOU ARE DOING. I WANT YOU TO TELL ME WHAT IS WRONG AS SOON AS YOU ARE SURE OF WHAT IT IS. I WANT YOU TO TELL ME ANY SPECIAL SPECIFICATIONS SUCH AS TORQUE READINGS OR CLEARANCES THAT ARE USED DURING THE TEST. HOW OFTEN HAVE YOU DONE THIS? DO YOU HAVE ANY QUESTIONS? BEGIN." Tester starts timing.

1. Removes either fan vane by removing four screws securing vane to housing. NOTE: If testee starts to remove second vane assembly, tester says, "YOU DO NOT HAVE TO REMOVE BOTH FANS".
2. Removes cotter pin, slotted hex nut, and flat washer, securing fan assembly to fan drive shaft.
3. Removes fan assembly from shaft.
4. Reports fan tower seals leaking.
5. Cuts and removes locking wire from bolts in oil seal housing.
6. Removes six capscrews securing housing.
7. Screws two 5/16-18 x 4 bolts in threaded holes in oil seal housing.
8. Turns both bolts in evenly until oil seal housing separates from fan drive housing cover. NOTE: Tester halts repairman before the seal housing separates.
9. Removes bolts from oil seal housing.

II. Tester then says: "FOR THE PURPOSE OF THIS TEST, WE WILL NOW CONSIDER THAT YOU HAVE REPLACED BOTH DEFECTIVE SEALS. HOW WOULD YOU REPLACE THE SEALS?"

10. Testee answers "Remove old seal, clean housing, coat housing with adhesive cement, and install new seal."

Tester then says: "NOW, YOU MUST PUT THIS VEHICLE IN SERVICEABLE CONDITION."

11. Secures oil seal housing with six bolts and flat washers.
12. Installs locking wire through bolt heads.
13. Replaces fan assembly on splined drive shaft.
14. Replaces flat washer on shaft.
15. Replaces slotted hex nut on shaft.

16. Torques nut to 50 lb-ft. torque and aligns slot with hole in shaft.
17. Inserts new cotter pin through nut and shaft.
18. Checks clearance between each fan blade and fan housing with 0.070-inch feeler gauge. Adjusts fan housing as necessary.
19. Installs unmarked fan vane housing over rear fan or installs fan vane housing marked "Damper End" over front fan.

III. Record time and score repairman's performance. Fill in total correct. Check repairman's test booklet for Tests No. 1 and 2 to insure that all spaces have been filled in properly. Sign the cover of the test booklet in the space labeled STATION NUMBER 3. Tell repairman to report to Control Station (Station Number 1). Check all equipment, return vehicle to pre-test condition as outlined in individual tests, and prepare to test next repairman.

REPAIRMAN'S JOB SAMPLE TEST

STATION NUMBER 4

GENERAL INSTRUCTIONS

PERFORMANCE: At this station the repairman will perform the following tests:

(1) Faulty spark plug check, M151
(2) Ignition timing check, M151
(3) Cylinder compression test, M151

EQUIPMENT REQUIRED: Stop watch; repairman's test booklet; clipboard; general mechanic's tool box; 2 pieces chalk; ignition timing light; cylinder compression gauge; 1-3/4" crowsfoot wrench; 1/4 ton truck M151; TM 9-2320-218-20; DA Forms 2404.

LAYOUT OF TEST AREA: 1/4 ton truck, M151 will be parked on level ground, with spark plug gap on #3 or #4 spark plugs closed entirely and the distributor timing moved from the correct position.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the repairman is with the task. The tester will place a checkmark (√) in the appropriate space provided on the repairman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item the tester marks a one (1) for a correct response; a zero (0) for an incorrect or omitted response or a prompt (P) for each prompt.

The repairman is NOT to be informed about his score, or how well he is doing, etc. For each test, a record must be kept of how long it takes the repairman to finish the test, with a maximum allowable time of 20 minutes for each test. This time score will be entered on the score sheet in the space labeled TIME:_____. At the end of each test, the tester will place a checkmark (√) in the appropriate box labeled PROPER USE OF TOOLS:_____. No credits are given for performance not listed in test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the score sheet in the space labeled TOTAL CORRECT:_____. The tester will then add up the number of prompts (P) and enter this sum on the repairman's score sheet in the space labeled PROMPTS:_____. The maximum number of points correct are:

Test Number	Maximum points correct
1	9
2	19
3	13
Total	41

PROMPTING INSTRUCTIONS: Prompting is permitted in all three tests. In prompting, the tester will read to the repairman the response stated in the item the repairman is unable to perform. The tester should wait one minute before prompting on any item. If the repairman is prompted twice in succession and is unable to continue with the next item, the tester will stop the test. If the repairman is prompted for a total of three prompts and requires further prompting, the tester will stop the test. Prompting will be done only for those items that: a) will suggest to the repairman what to do next, or; b) must be completed before the remaining items can be completed. If a repairman is unable to start a test after being prompted on the first two items, the tester will place a checkmark (√) in the space labeled UNABLE TO START:_____ on the repairman's score sheet and go on

to the next test. An initial prompt on using the appropriate TM may be given with each test and will not be counted as a prompt as outlined above.

GENERAL PROCEDURES: Before any testing is done, the tester must insure that all pre-test preparation has been done and that all equipment and special tools are readily available and in good working condition. When the repairman arrives at this station, the tester will insure that the identifying information on the repairman's test booklet is properly filled in. The tester will then direct the repairman to the front of the vehicle and proceed with the administration of all three tests, one after the other. At the finish of the third test, the tester will check the repairman's test booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the test booklet in the space labeled STATION NUMBER 4_____. The repairman will then be directed to return to the Control Station (Station No. 1) with his test booklet for further directions. The tester will then return the vehicle to pre-test condition as outlined in the individual tests.

STATION NUMBER 4

Test No. 1: Faulty Spark Plug Check, M151

PURPOSE: To test the repairman's ability to detect a faulty spark plug by using good troubleshooting procedures.

REFERENCE: TM 9-2320-218-20, Para. 72.

VEHICLE PREPARATION: Porcelain in Number 3 spark plug will be removed.

SPECIAL EQUIPMENT: 3/4" crowsfoot wrench.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "IN THIS TEST YOU HAVE TO FIND A MALFUNCTION IN THE IGNITION SYSTEM. I WILL TELL YOU THAT IT IS NOT THE DISTRIBUTOR. THE ENGINE IS RUNNING ROUGH. FIND THE TROUBLE AND CORRECT IT. THE MANUAL IS HERE FOR YOUR USE. HOW OFTEN HAVE YOU DONE THIS? ARE THERE ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Starts engine to check its performance.
2. Keeps engine running.
3. Individually removes spark plug wires from spark plugs and notes the effect on engine.
4. Checks for spark from cable at cylinder when no change in engine performance was noted.
5. Shuts engine off.
6. Removes spark plug from same cylinder and visually inspects.
7. Replaces spark plug with new one.
8. Installs spark plug and spark plug wire.
9. Starts engine and notes its performance.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 2.

STATION NUMBER 4

Test No. 2: Ignition Timing Test, M151

PURPOSE: To determine the ability of the organizational repairman to check and adjust the ignition timing.

REFERENCE: TM 9-2320-218-20, Para. 71.

VEHICLE PREPARATION: Loosen the distributor and turn it approximately 1/2" clockwise or counterclockwise. Tighten distributor setscrew.

SPECIAL EQUIPMENT: Timing light, chalk, 3/4" crowsfoot wrench.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "IN THIS TEST YOU HAVE TO PERFORM AN IGNITION TIMING TEST. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. DO YOU HAVE ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Removes No. 1 spark plug cable.
2. Connects timing light adapter to spark plug.
3. Connects spark plug cable to adapter.
4. Marks crank shaft pulley with chalk.
5. Connects lead from timing light to timing light adapter.
6. Connects positive lead to one battery.
7. Connects negative lead to the other battery.

NOTE: If testee connects timing light positive and negative leads across one battery, he has to select the 12-volt scale on timing light.

8. Starts engine to normal idle approximately 450-500rpm.
9. Turns timing light knob to 24 (12) volt.
10. Observes timing light and notices that timing notch is not aligned with pointer.
11. Loosens setscrew on distributor.
12. Turns the distributor until timing notch and pointer are in adjustment; must know that distributor must be turned.
13. Tightens distributor.
14. Checks timing again to determine that tightening has not disturbed alignment.
15. Turns knob on timing light to OFF position.
16. Shuts off engine.
17. Removes timing light leads.
18. Removes timing light adapter.
19. Tightens spark plug cable to spark plug.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 3.

STATION NUMBER 4

Test No. 3: Cylinder Compression Test, M151

PURPOSE: To test the repairman's ability to make a proper cylinder compression test.

VEHICLE PREPARATION: None.

SPECIAL EQUIPMENT: Compression gauge; 3/4" crowsfoot wrench; DA Forms 2404.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "IN THIS TEST YOU HAVE TO CHECK THE CYLINDER COMPRESSION. YOU WILL HAVE NO ASSISTANT TO ASSIST YOU. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS THERE FOR YOUR USE. ARE THERE ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Removes all spark plug cables.
2. Removes all spark plugs.
3. Installs plug hole adapter to compression gauge.
4. Inserts adapter into spark plug hole No. 1.
5. Puts throttle to wide open position. (Or depresses accelerator pedal.)
6. Makes sure the choke control is pushed in all the way against the instrument panel.
7. Cranks engine.
8. Takes reading from gauge and lists it on DA Form 2404.
9. Inserts adapter into spark plug holes No. 2, 3, and 4, and repeats the same test on each cylinder, cranking the engine the same number of times as the highest reading on the No. 1 cylinder.
10. Puts test results from No. 2, 3, and 4 on the DA Form 2404.
11. Inserts all spark plugs.
12. Inserts all spark plug cables.
13. Pushes throttle handle in.

II. Record time and score repairman's performance. Fill in total correct. Sign the cover of the repairman's test booklet in space labeled STATION NUMBER 4:_____. Tell repairman to report to Control Station (Station Number 1). Check all equipment and return vehicle to pre-test condition as outlined in Tests No. 1 and 2. Prepare to test next repairman.

REPAIRMAN'S JOB SAMPLE TEST

STATION NUMBER 5

GENERAL INSTRUCTIONS

PERFORMANCE: At this station the repairman will perform the following tests:

(1) Battery condition test, M151
(2) Wheel Bearing Adjustment, M151

EQUIPMENT REQUIRED: Stopwatch; clipboard; repairman's test booklet; general mechanic's tool box; LVCT; battery hydrometer; one ton hydraulic jack; 1/2" square drive torque wrench.

LAYOUT OF TEST AREA: Vehicle will be parked on level ground with both rear wheels blocked front and rear and with either front wheel bearing out of adjustment (loose).

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the repairman is with the task. The tester will place a checkmark (✓) in the appropriate space provided on the repairman's score sheet. Following this the tester will begin the test. Each test consists of a number of performance items. For each item the tester marks a one (1) for a correct response; a zero (0) for an incorrect or omitted response, or a prompt (P) for each prompt.

The repairman is NOT to be informed about his scores or how well he is doing, etc. For each test a record must be kept of how long it takes the repairman to finish the test. This time score will be entered on the score sheet in space labeled TIME:_____. The maximum time permitted for each test is 20 minutes. At the end of each test, the tester will place a checkmark (✓) in the box labeled PROPER USE OF TOOLS:_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the score sheet in the space labeled TOTAL CORRECT:_____. The tester will then add up the number of prompts and enter this sum on the repairman's score sheet in the space labeled PROMPTS:_____. The maximum number of points correct are:

Test	Maximum points correct
1	24
2	13
Total	37

PROMPTING INSTRUCTIONS: Prompting is permitted in both tests. In prompting, the tester will read to the repairman the response stated in the item which the repairman is unable to perform. The tester should wait one minute before prompting on any item. If the repairman is prompted twice in succession and is unable to continue with the next item, the tester will stop the test. If the repairman is prompted for a total of three prompts and requires further prompting, stop the test. Prompting will be done only for those items that: a) will suggest to the repairman what to do next, or; b) must be completed before the remaining performance items can be completed. If a repairman is unable to start the test after being prompted on the first two items, place a checkmark (✓) in the space labeled UNABLE TO START:_____ on the repairman's score sheet, and go on to the next test. An initial prompt on using the appropriate TM may be given with each test and will not be counted as a prompt as outlined above.

GENERAL PROCEDURES: Before any testing is done, the tester must insure that all pre-test preparation has been done, and that all equipment and special tools are readily available and in good working condition. When the repairman arrives at this station, the tester will ask him for his score booklet. The tester will insure that the identifying information on the repairman's test booklet is properly filled in. The tester will then direct the repairman to the right side of the vehicle and proceed with the administration of the two tests, one after the other. At the finish of the second test, the tester will check the repairman's test booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the test booklet in the space labeled STATION NUMBER 5. The repairman will then be directed to return to the Control Station (Station #1) with his test booklet for further directions. Tester will then return vehicle to pre-test condition as outlined in individual tests.

STATION NUMBER 5

Test No. 1: Battery Hydrometer Test, M151

PURPOSE: To test the repairman's ability to make a proper battery hydrometer test.

REFERENCE: TM 9-6140-200-15.

VEHICLE PREPARATION: None.

SPECIAL EQUIPMENT: Hydrometer.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS STATION YOU WILL HAVE TO CHECK OUT EACH INDIVIDUAL CELL WITH THE HYDROMETER TO DETERMINE WHETHER THE BATTERIES ARE SERVICEABLE, AND RECORD THEIR CORRECTED READINGS. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Removes battery filler cap.
2. Inserts hydrometer tube into one cell.
3. Squeezes rubber ball and releases to draw portion of this electrolyte into hydrometer to normalize temperature.
4. Releases electrolyte.
5. Draws another portion of electrolyte into hydrometer.
6. Reads correct specific gravity at the level of hydrometer float.
7. Reads the temperature on thermometer at hydrometer body.
8. Refers to temperature correction change and adds or subtracts proper correction to hydrometer reading.
9. Repeats hydrometer check on each cell.

NOTE: TESTER ASKS TESTEE IF THERE ARE ANY BAD CELLS.

10. Testee answers: "Yes or No."
11. Installs battery filler cap.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 2.

STATION NUMBER 5

Test No. 2: Battery Condition Test, M151

PURPOSE: To test the repairman's ability to make the proper test by using the LVCT.

REFERENCE: TM 9-2320-218-20, Section VI.

VEHICLE PREPARATION: None.

SPECIAL EQUIPMENT: LVCT.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS STATION YOU HAVE TO CHECK BOTH BATTERIES TO DETERMINE THEIR SERVICEABILITY UNDER CRANKING CONDITIONS. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Selects small leads.
2. Connects positive lead to positive binding post of LVCT.
3. Connects negative lead to negative binding post of LVCT.
4. Attaches positive lead to positive post of hot battery.
5. Attaches negative lead to negative post of ground battery.
6. Turns the voltmeter selector switch to 50-volt scale and takes battery voltage reading. (Reading should be at least 24 volts.)
7. Makes sure ignition switch is off.
8. Engages starter switch.
9. Cranks engine not over 30 seconds.
10. Voltmeter reading should not drop over 1 volt per battery.

NOTE: TESTER ASKS REPAIRMAN "ARE BATTERIES SERVICEABLE?"

11. Testee answers: "Yes or No."
12. Turns voltmeter selector switch off.
13. Disconnects leads from batteries.
14. Disconnects leads from LVCT.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 3.

STATION NUMBER 5

Test No. 3: Wheelbearing Adjustment, M151

PURPOSE: To test the repairman's ability to detect and adjust a malfunctioning wheelbearing.

REFERENCE: TM 9-2320-218-20.

VEHICLE PREPARATION: Prepare the wheelbearing as follows: Remove lifting eye and cotter pin and loosen flange nut approximately one-half turn. Then replace the cotter pin and lifting eye.

SPECIAL EQUIPMENT: One-ton hydraulic jack; 1/2" square drive torque wrench.

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: DURING A FINAL ROAD TEST YOU FIND THAT THE LEFT FRONT WHEEL WOBBLES AND SHAKES. YOU ARE NOW BACK IN THE SHOP AREA. FIND THE TROUBLE, REPORT IT TO ME, AND REPAIR IT. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. ARE THERE ANY QUESTIONS? IF NOT, BEGIN. Tester starts timing.

1. Checks left wheel for loose wheelbearing.
2. Reports loose wheelbearing.
3. Obtains jack and positions it properly.
4. Raises vehicle.
5. Loosens locknut on lifting eye.
6. Removes lifting eye from wheel.
7. Removes cotter pin.
8. Selects torque wrench.
9. Tightens flange nut to 30 lb.-ft. torque.
10. Releases torque by loosening the flange nut.
11. Tightens flange nut finger tight. (Does not move or rotate wheel).
12. Installs pin and lifting eye.
13. Lowers vehicle to the ground.

II. Record time and score repairman's performance. Fill in total correct. Check the repairman's test booklet to insure that all spaces have been filled properly. Sign the cover of the test booklet in space labeled STATION NUMBER 5. Tell repairman to report to Control Station Number 1. Check all tools and equipment. Return vehicle to pre-test condition as outlined in Test No. 3 above. Prepare to test next repairman.

REPAIRMAN'S JOB SAMPLE TEST

STATION NUMBER 6

GENERAL INSTRUCTIONS

PERFORMANCE: At this station, the repairman will perform the following tests:

(1) Fuel pump pressure test - M35A1/A2, M49C
(2) Brake bleeding test - M35A1/A2, M49C

EQUIPMENT REQUIRED: Stopwatch; clipboard; repairman's test booklet; general mechanic's tool box; tester, internal combustion engine, (vacuum-pressure gauge); pressure brake bleeder; long-stem master cylinder filler cap adapter; brake bleeder hose; glass jar or bottle; 3/8" - 1/2" drive socket; truck 2 1/2 ton M35A1/A2 or tank M49C; 2 wheel blocks; TM 9-2320-209-20.

LAYOUT OF TEST AREA: Vehicle will be parked on level ground with one wheel blocked front and rear.

SCORING PROCEDURES: Before administering each test, the tester will determine how familiar the repairman is with the task. The tester will place a checkmark (✓) in the appropriate space provided on the repairman's score sheet. Following this, the tester will begin the test. Each test consists of a number of performance items. For each item, the tester marks a one (1) for a correct response; a zero (0) for an incorrect or omitted response; or a prompt (P) for each prompt.

The repairman is NOT to be informed about his scores or how well he is doing, etc. For each test, a record must be kept of how long it takes the repairman to finish the test. This time score will be entered on the repairman's score sheet in space labeled TIME:_____. The maximum time permitted for each test is 20 minutes. At the end of each test, the tester will place a checkmark (✓) in the box labeled PROPER USE OF TOOLS:_____. No credits are given for performance not listed in the test. Following each test, the tester will add up the number of correct (1) responses and enter this sum on the repairman's score sheet in the space labeled TOTAL CORRECT:_____. The tester will then add up the number of prompts (P) and enter this sum on the score sheet in the space labeled PROMPTS:_____. The maximum number of points correct are:

Test	Maximum Points Correct
1	10
2	17
Total	27

PROMPTING INSTRUCTIONS: Prompting is permitted in both tests. In prompting, the tester will read to the repairman the response stated in the item the repairman is unable to perform. The tester should wait one minute before prompting on any item. If the repairman is prompted twice in succession and is unable to continue with the next item, the tester will stop the test. If the repairman is prompted for a total of three prompts and requires further prompting, the tester will stop the test. Prompting will be done only for those items that: a) will suggest to the repairman what to do next or; b) must be completed before the remaining performance items can be completed. If a repairman is unable to start the test after being prompted on the first two items, place a checkmark (✓) in the space labeled UNABLE TO START:_____ on the repairman's score sheet, and go on to the next test. An initial prompt on using the appropriate TM may be given with each test and will not be counted as a prompt as outlined above.

GENERAL PROCEDURES: Before any testing is done, the tester must insure that all pre-test preparation has been done, and that all equipment and special tools are readily available and in good working condition. When the repairman arrives at this station, the tester will ask him for his test booklet. The tester will insure that the identifying information on the repairman's test booklet is properly filled in. The tester will then direct the repairman to the front of the vehicle and proceed with the administration of both tests, one after the other. At the finish of of the second test, the tester will check the repairman's test booklet to insure that all time scores and performance scores have been filled in. The tester will then sign the test booklet in the space labeled STATION NUMBER 6:_____. The repairman will then be directed to return to the Control Station (Station Number 1) with his test booklet for further directions. The tester will then return vehicle to pre-test condition as outlined in Test No. 2.

STATION NUMBER 6

Test No. 1: Fuel Pump Pressure Check, M35A1/A2--M49C

PURPOSE: To test the repairman's ability to make a correct fuel check.

REFERENCE: TM 9-2320-209-20, Para. 66.

VEHICLE PREPARATION: None.

SPECIAL EQUIPMENT: Tester, internal combustion engine (vacuum-pressure gauge).

INSTRUCTIONS FOR TESTER AND JOB SAMPLE CHECKLIST:

I. Tester will say: "AT THIS STATION, YOU WILL BE REQUIRED TO MAKE A FUEL PUMP PRESSURE TEST USING THE PROPER TEST EQUIPMENT. YOU ARE TO TELL ME THE READING YOU GET FROM THE TEST EQUIPMENT AND WHETHER THE READING INDICATES A GOOD OR BAD FUEL PUMP. HAVE YOU DONE THIS BEFORE? HOW OFTEN? THE MANUAL IS HERE FOR YOUR USE. ARE THERE ANY QUESTIONS? IF NOT, BEGIN." Tester starts timing.

1. Disconnects the fuel line at carburetor or between flexible hose and tubing. (TM states fuel pump. After subject has chosen proper line, tell him to disconnect it at the carburetor.)
2. Connects adapter to flexible fuel line or to tubing.
3. Connects vacuum gauge to adapter.
4. Turns on ignition switch (M35A1/A2) or cranks engine (M49C).
5. Turns off ignition switch (M35A1/A2) or stops cranking engine (M49C).
6. Reports pressure gauge reading 3-5psi.
7. Disconnects vacuum gauge from adapter.
8. Disconnects adapter from fuel line.
9. Connects fuel line to carburetor or flexible hose.
10. Reports that pump is working properly.

II. Record time and score repairman's performance. Fill in total correct. Proceed with Test No. 2.

STATION NUMBER 6

Test No. 2: Brake Bleeding Test, M35A1/A2, M49C

PURPOSE: To determine the ability of the organizational repairman to bleed the brakes correctly.

REFERENCE: TM 9-2320-209-20, Para. 177.

VEHICLE PREPARATION: Remove breather line from filler cap.

SPECIAL EQUIPMENT: Pressure brake bleeder; long-stemmed master cylinder filler cap adapter; copper gasket for adapter; brake bleeder hose; glass jar or bottle; five gallons brake fluid; creeper.

INSTRUCTIONS AND PERFORMANCE CHECKLIST:

I. Tester will say: "YOU WILL BE TESTED ON BLEEDING THE SERVICE BRAKE SYSTEM. YOU ARE TO ASSUME THAT THERE IS AIR IN THE SYSTEM NOW. HAVE YOU EVER DONE THIS BEFORE? HOW OFTEN? DO YOU HAVE ANY QUESTIONS? THE MANUAL IS AVAILABLE FOR YOUR USE. BEGIN NOW."

1. Opens access cover over master cylinder.
2. Removes filler plug from master cylinder.
3. Installs proper adapter with copper gasket.
4. Checks pressure tank for at least 10-20psi pressure and sufficient brake fluid.
5. Connects hose from pressure tank to adapter.
6. Opens valve on pressure tank to allow fluid to flow into master cylinder.
7. Attaches bleeder hose to bleeded screw on air-hydraulic cylinder.
8. Places the other end in glass so that the end is submerged in the brake fluid.
9. Opens the bleeder valve 3/4 of a turn counterclockwise.
10. Closes bleeder valve firmly as soon as he observes that fluid flows solid without air bubbles.

II. Tester then asks: "WHERE DO YOU START BLEEDING THE WHEEL CYLINDERS?"

11. Testee answers "At the farthest point from the air-hydraulic cylinder."

III. "WE ARE NOW ASSUMING THAT YOU HAVE ALREADY BLED THE BRAKES. CONTINUE FROM THIS POINT."

12. Closes valve on pressure tank.
13. Disconnects hose from adapter.
14. Removes adapter.
15. Installs filler plug.
16. Closes and tightens access cover.
17. Checks brakes by depressing brake pedal.

IV. Record time and score repairman's performance. Fill in total correct. Checks repairman's score sheets for both tests to insure that all spaces have been filled in properly. Sign the cover of the test booklet in the space labeled "Station Number 6". Tell the testee to report to the Control Station (Station Number 1). Check all tools and equipment, and return vehicle to pre-test condition.

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Appendix C

SUPPLY SPECIALIST'S JOB SAMPLE TEST

SUPPLY SPECIALIST JOB SAMPLE TEST

GENERAL INSTRUCTIONS FOR TEST ADMINISTRATOR

The following instructions apply to all tests:

1. Read each test; each test gives a list of publications and blank forms necessary for performing each separate test. Make sure the specified number of blank forms is in the filing cabinet to last throughout the testing period each day, and check the publications making sure they are in their respective places available for the subject.
2. Check the completed forms file making sure these forms are present and available for the subject as specified for each test.
3. Place the Company Roster, Special Orders, and Property Books on desk for the subject to use (except where specified otherwise for a particular test).
4. The subject will enter testing station and take his place at the desk or his working area.
5. You will check the first page of the subject's score booklet to see whether he has been to any other test station. If this is his first test station, you will read the preliminary instructions (familiarization period) to him. Otherwise, you will proceed directly to your set of performance tests.
6. You will read the instructions for the performance test. Be especially careful not to let the subject see the scoring procedures, scoring sheets, scoring keys, or anything else in your set of test materials.
7. After reading the instructions, allow three minutes time for subject to find correct form; if, at the end of three minutes, subject hasn't selected correct form, you will prompt him on correct number of form he will use for this test but not the name of form. Allow subject three minutes to begin filling in form. If at the end of three minutes he hasn't begun filling in form, you may prompt on the specific publication for this particular test. Only after he has found correct form and an additional three minutes have elapsed, may you give him the publication numbers. Remember, you can prompt him only on form and reference after three minutes have elapsed on each.
8. Do not suggest to the subject that he refer to the form for reference information.
9. Do not suggest that the subject go to the completed forms file for reference materials.
10. Section #2 on first page of score booklet, with the designation "F" is for Familiarization Period

0-poorly	1-fair	2-well

This is how well the subject familiarized himself with his surroundings, files, publications, etc. The test administrator who receives the subject at his first test station will administer the familiarization period and check the blank which best describes the subject's performance in this period.

11. You will begin timing the subject after you read instructions and the subject fully understands what he is to do. There will be two separate time scores: (1) You will time the subject on how long he takes to find form and (2) how long it takes him to finish test. Time scores will be marked on the subject's score sheet. All questions on score sheet with an asterisk next to the number will be completed by the test administrator.
12. Score sheet and any forms used (with the subject's code number recorded on forms in red) will be placed in the test administrator's score sheet file.

The administrator will sign the appropriate subtest on the subject's booklet before he goes to next testing station.

13. The following cannot be overemphasized: Once the subject indicates that he understands the instructions, the test administrator will guard against giving any hints, cues, or help whatsoever with the exception of a prompt on the form number or the specific publication (AR usually) as noted in para 7 above. The very most that you may tell the subject is that any information he needs is available to him in that test station. Beyond that, tell him that you are unable to answer his question. A further exception to this is that the administrator may repeat information he has already given in instructions - e.g., on Test 8, the test administrator may repeat for the subject the Supply Point Number if asked to do so. But the administrator will add no new information during the test.

FAMILIARIZATION PERIOD

TEST ADMINISTRATOR'S PRELIMINARY INSTRUCTIONS TO SUBJECT

If this is the subject's first test station, the administrator will say:

FIRST, WE WILL GIVE YOU A CHANCE TO BECOME ACQUAINTED WITH YOUR SUPPLY ROOM. WHAT IS PRESENT IN THIS TEST STATION WILL BE PRESENT IN ALL OTHERS. YOU ARE TO PRETEND THAT THIS IS YOUR SUPPLY ROOM. THESE ARE YOUR FILES AND HERE ARE YOUR PUBLICATIONS. YOU ARE THE SUPPLY SERGEANT FOR THE HHC OF 35th INFANTRY REGIMENT OF THE 125th INFANTRY DIVISION, CAMP RAM, CALIFORNIA.

YOUR COMPANY COMMANDER AND ALL THE MEN IN YOUR COMPANY ARE LISTED ON THIS ROSTER. NOW, TAKE THE NEXT SEVERAL MINUTES TO FAMILIARIZE YOURSELF WITH YOUR SUPPLY ROOM, LOOK IN THE FILES, CHECK YOUR PUBLICATIONS, READ THE SPECIAL ORDERS AND COMPANY ROSTER VERY CAREFULLY. JUST TRY TO GET GENERALLY ACQUAINTED WITH WHAT IS HERE. WHEN YOU THINK YOU ARE ABOUT READY, WE WILL BEGIN THE PROBLEM.

When the man indicates he is ready, or at the end of 10 minutes (whichever is first), the administrator says:

YOU MAY NOTICE AS YOU GO THROUGH THIS TEST THAT A FEW THINGS ARE DIFFERENT FROM THE WAY YOU WOULD HAVE THEM IN YOUR OWN SUPPLY ROOM. FOR EXAMPLE, THE FILES ARE ARRANGED ACCORDING TO FORM NUMBER RATHER THAN FILE NUMBER. THIS HAS BEEN DONE TO AVOID RELABELING THE FOLDERS BECAUSE OF DISPOSITION INSTRUCTIONS. THE FILES AND REFERENCE PUBLICATIONS, HOWEVER, DO CONTAIN ALL THE INFORMATION YOU NEED TO PERFORM THE TASKS.

THE GENERAL PROCEDURE FOR EACH TEST IS THE SAME. ON EACH PROBLEM I WILL READ YOU A SET OF INSTRUCTIONS. AFTER THE INSTRUCTIONS HAVE BEEN READ, I WILL ASK YOU TWO QUESTIONS ABOUT YOUR UNDERSTANDING AND EXPERIENCE WITH THE PROBLEM. THEN, WHEN YOU ARE TOLD TO BEGIN, YOU SHOULD IMMEDIATELY FIND THE CORRECT FORM AND BEGIN THE PROBLEM.

The test administrator should now go on to the test problem.

SCORE BOOKLET

SUPPLY PERFORMANCE TEST

MOS 76Y Unit and Organizational Supply Specialist

Name _____ Service No. _____
(Please Print--Last, First, & M.I.)

Date _____ Grade _____ Duty MOS _____

Unit _____

Training for Supply MOS (check one): School _____ OJT _____

Time in Supply MOS: _____ Yrs. _____ Months

DO NOT WRITE BELOW THIS LINE

UTILITY CODE # _____

Subtest No. 1 _____

Subtest No. 2 _____

Subtest No. 3 _____

Subtest Nos. 4 & 5 _____

Subtest No. 6 _____

Subtest Nos. 7 & 8 _____
(Test Administrator's signature)

F _____ _____ _____ (First Administrator checks)
0 1 2

Identification information is properly filled in _____

All administrators have signed the score booklet _____

MOS 76Y - Subtest 1

POINTS:

*1.+ _____

*2.+ _____

*3.+ _____

*4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

SUMMARY:

*1. _____ 0 _____ 1 _____ 2

*2. _____ 0 _____ 1

*3. _____ 0 _____ 1

*4. _____

*5. _____

*6. Total time _____

*7. Total prompts _____

8. Total score _____

*9. UTILITY Code # _____

*10. Date _____

*11. Name _____

MOS 76Y - Subtest 2

POINTS:

*1.+ _____

*2.+ _____

*3.+ _____

*4.+ _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

*15. _____

SUMMARY:

*1. _____ _____ _____
0 1 2

*2. _____ _____
0 1

*3. _____ _____
0 1

*4. _____

*5. _____

*6. Total time_____

*7. Total prompts_____

8. Total score_____

*9. UTILITY Code #_____

*10. Date_____

*11. Name_____

MOS 76Y - Subtest 3

POINTS:

*1.+ _____

*2.+ _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

SUMMARY:

*1. _____ _____ _____
0 1 2

*2. _____ _____
0 1

*3. _____ _____
0 1

*4. _____

*5. _____

*6. Total time_____

*7. Total prompts_____

8. Total score_____

*9. UTILITY Code #_____

*10. Date_____

*11. Name_____

MOS 76Y - Subtests 4 and 5

POINTS-4:

Man's Coat

*1. 1A _____

*2. 1B _____

*3. 1C _____

*4. 1D _____

*5. 1E _____

Field Packs:

*6. 2A _____

*7. 2B _____

*8. 2C _____

*9. 2D _____

*10. 2E _____

POINTS-5:

*1.+ _____

*2.+ _____

*3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

5 (cont)

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

SUMMARY-4:

*1. _____ _____ _____
0 1 2

2. N/A

3. N/A

4. N/A

5. N/A

*6. Time_____

*7. Prompts_____

8. Score_____

SUMMARY-5:

*1. _____ _____ _____
0 1 2

*2. _____ _____
0 1

*3. _____ _____
0 1

*4. _____

*5. _____

*6. Sub-total Time_____

*7. Prompts_____

8. Score_____

SUMMARY-Tests 4 and 5:

*1. Total Time_____

*2. Total Prompts_____

3. Total Score_____

*4. UTILITY Code #_____

*5. Julian date_____

*6. Name_____

MOS 76Y - Subtest 6

POINTS:

*1.+ _____
*2.+ _____
*3.+ _____
*4. _____
*5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____

SUMMARY:

*1. _____ 0 _____ 1 _____ 2
*2. _____ 0 _____ 1
*3. _____ 0 _____ 1
*4. _____
*5. _____
*6. Total time _____
*7. Total prompts _____
8. Total score _____
*9. UTILITY Code # _____
*10. Date _____
*11. Name _____

MOS 76Y - Subtests 7 and 8

POINTS-7

*1.+ _____
*2.+ _____
*3.+ _____
*4. _____
*5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

POINTS-8

*1.+ _____
*2.+ _____
*3.+ _____
*4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

SUMMARY - 7

*1. _____ _____ _____
0 1 2

*2. _____ _____
0 1

*3. _____ _____
0 1

*4. _____

*5. _____

*6. Time _____

*7. Prompts _____

8. Score _____

SUMMARY - 8

*1. _____ _____ _____
0 1 2

*2. _____ _____
0 1

*3. _____ _____
0 1

*4. _____

*5. _____

*6. Time _____

*7. Prompts _____

8. Score _____

SUMMARY - 7 and 8

*1. Total time _____

*2. Total prompts _____

3. Total score _____

*4. UTILITY Code # _____

*5. Julian date _____

*6. Name _____

GENERAL INSTRUCTIONS

LAUNDRY PROCEDURES

Subtest No. 1

I. BACKGROUND
   A. PURPOSE: To evaluate the ability of Supply Personnel in preparing the Laundry Roster.
   B. PERFORMANCE REQUIRED: The Supply Sergeant or Supply Clerk is required to prepare DA Form 3136, Laundry Roster and Statement, for payroll deduction, in alphabetical order.
   C. EQUIPMENT AND MATERIALS:
      1. Reference: AR 210-130 Laundry and Dry Cleaning
      2. Form: DA Form 3136, Laundry Roster and Statement, 40 copies
      3. Typewriter, desk and/or table, two chairs, and filing cabinet
      4. Pen and pencils
      5. Clipboard
      6. Test Package:
         a. General Instructions
         b. Scrambled Laundry List
         c. Scoring Key
      7. Stopwatch

II. INSTRUCTIONS TO TEST ADMINISTRATOR
   A. Two copies of completed DA Form 3136, Laundry Roster and Statement, will be in file drawer #1. These Rosters may be used as a guide by the subject if he thinks of using them.
   B. One copy of AR 210-130, Laundry and Dry Cleaning, will be on shelf among other publications.
   C. A minimum of 40 copies of DA Form 3136 will be in file drawer #2.

III. FAMILIARIZATION PERIOD, IF REQUIRED, WILL BE GIVEN HERE.

IV. ADMINISTRATOR'S INSTRUCTIONS TO SUBJECT FOR LAUNDRY PROBLEM:

HERE IS THE MONTHLY LAUNDRY ROSTER FOR YOUR UNIT. TODAY IS THE DAY YOU TURN IN LAUNDRY. PREPARE THE PROPER LAUNDRY FORMS EXACTLY AS THEY SHOULD BE PREPARED, BUT IN ONLY ONE COPY.

pause

DO YOU UNDERSTAND THE PROBLEM?

If necessary, the instructions may be repeated, but when the subject indicates that he understands the instructions, the administrator asks him:

HAVE YOU EVER DONE THIS BEFORE?

----The administrator records answer on score sheet, if necessary rephrasing the question in terms of the possible answers. For example: WOULD YOU SAY YOU HAD DONE THIS (NEVER, SELDOM, OFTEN)?----

The administrator then says: ALL RIGHT, NOW YOU ARE READY TO BEGIN THE PROBLEM. WORK AS QUICKLY AND ACCURATELY AS YOU CAN. WHEN YOU'RE FINISHED, LET ME KNOW.

----Administrator will begin timing----
----If subject begins alphabetizing by rank, administrator will tell him that for this problem we want the list alphabetized by last name. If subject fails to alphabetize, he will not be prompted to do so.

V. FOLLOW-UP INSTRUCTIONS FOR ADMINISTRATOR:

1. Be sure all identification is on score sheet and form.
2. Place score sheet and forms filled out in administrator's score sheet file.
3. Arrange room as it was originally, replace any forms or publications the subject may have used, etc.

SUBTEST 1 - Scoring Procedure:		Points
*1.	Finds form within three minutes without prompts	1
*2.	Begins filling in form without prompt on reference	1
*3.	Typed or printed in ink	1
*4.	Refers to Company Roster	1
5.	Laundry	1
6.	Payroll deduction	1
7.	Original monthly statement	1
8.	Page number	1
9.	Number of pages	1
10.	Organization (HHC, 35th Inf, 125th Inf, is sufficient)	1
11.	Station (Camp Ram, Calif., is sufficient)	1
12.	Code Number	1
13.	Date (Today's date)	1
14.	Statement (Presence and approximate wording is sufficient)	1
15.	CO's Signature Space (Presence sufficient, may be signed)	1
16.	Date Space	1
17.	Laundry Manager's Signature Space	1
18.	Bundle numbers	1
19.	Total Charge	1
20.	Last Names	20
21.	First Names (middle initial not scored)	20
22.	Laundry mark	20
23.	Alphabetized Names	20
24.	Constructs missing laundry mark correctly (F-1124)	1
25.	Corrects one laundry mark letter (C-1956)	1
	Total	101

SUMMARY:

*1. Experience on sub-task: Check one (0-never, 1-seldom, 2-often)
*2. Utilized: Check (0-completed forms, 1-publications)
*3. Prompted on: Check (0-form, 1-publications)
*4. Selected correct form in _____ minutes.
*5. Time worked on form _____ minutes.
*6, *7, 8 and *9 self-explanatory.
*NOTE: Test administrator should fill in all blanks marked with an asterisk.

☐ LAUNDRY
☐ DRY CLEANING

ROSTER AND STATEMENT
(AR 210-130)

☐ CASH
☐ PAYROLL DEDUCTION

☐ WEEKLY ROSTER
☐ ORIGINAL MONTHLY STATEMENT MPO NO.

PAGE NO.

NO. OF PAGES

ORGANIZATION

STATION

CODE NO

DATE

BUNDLE NO. a	NAME b	LAUNDRY MARK c	NUMBER OF PIECES d					TOTAL CHARGE e
			1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	5TH WEEK	
	Goodman, Larry H.	G-7133						
	Gonzales, Adrian P.	G-8177						
	Lopez, Rudolph L.	L-9133						
	Rabuta, Joseph B.	R-1123						
	Hatfield, Malcolm S.	H-1223						
	Lincoln, William Q	L-8899						
	Wright, William R.	W-1334						
	Taft, John M.	T-2443						
	Fuller, Melvin P							
	Nelson, James H.	N-7881						
	Sutton, Jerry C	S-8787						
	Huff, Timothy H.	H-1309						
	Braddock, Mark L.	B-1587						
	Tyrada, Fred A.	T-4481						
	Kurtz, Don D.	K-3456						
	Collins, Eugene D	C-1956						
	Bullard, Harry L.	B-3071						
	Maguire, Willy K.	M-5211						
	Hinderks, Jon C.	H-1088						
	Kaska, Jimmy S.	K-7111						
	TOTAL WEEK							
	TOTAL MONTH							

SAMPLE

DA FORM 1 MAY 66 3136

REPLACES DA FORM 10-249, 1 JUN 62 WHICH IS OBSOLETE.

SCORING KEY

[X] LAUNDRY / [ ] DRY CLEANING — ROSTER AND STATEMENT (AR 210-130)	[ ] CASH / [X] PAYROLL DEDUCTION	[ ] WEEKLY ROSTER / [X] ORIGINAL MONTHLY STATEMENT MPO NO	PAGE NO	NO. OF PAGES
			1	1

ORGANIZATION	STATION	CODE NO	DATE
HHC 35th Inf. Regt. 125th Inf. Div.	Camp Ram, Calif. 93999	01234	today's date

BUNDLE NO. a	NAME b	LAUNDRY MARK c	NUMBER OF PIECES d					TOTAL CHARGE e
			1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	5TH WEEK	
1.	Braddock, Mick S.	B-1587						$4.60
2.	Bullard, Harry L.	B-3071						4.60
3.	Collins, Eugene D.	C-1956						4.60
4.	Fuller, Melvin P.	F-1124						4.60
5.	Gonzales, Adrian P.	G-8177						4.60
6.	Goodman, Larry H.	G-7133						4.60
7.	Hatfield, Malcolm S.	H-1223						4.60
8.	Hinderks, Tom C.	H-6789						4.60
9.	Huff, Timothy H.	H-1309						4.60
10.	Kasa, Jimmy S.	K-7111						4.60
11.	Kurtz, Don D.	K-3456						4.60
12.	Lincoln, William Q.	L-8899						4.60
13.	Lopau, Richard L.	L-9133						4.60
14.	Lynch, Fred A.	L-4431						4.60
15.	Maguire, Willy A.	M-5211						4.60
16.	Nelson, James H.	N-7889						4.60
17.	Roberts, Joseph B.	R-1123						4.60
18.	Sutton, Jerry C.	S-8787						4.60
19.	Taft, John M.	T-2443						4.60
20.	Wright, Wilbur R.	W-1334						4.60
	THE ABOVE ENTRIES ARE CORRECT AND WHERE CHARGES OCCUR ARE PROPER FOR CHARGE AGAINST THE MEMBER'S PAY.							
				SAMPLE				
	(Organization Commander)							
	(Date)			(Laundry Manager)				
	TOTAL WEEK							
	TOTAL MONTH							

DA FORM 1 MAY 68 3136 REPLACES DA FORM 10-263 1 JUN 62 WHICH IS OBSOLETE

GENERAL INSTRUCTIONS

INDIVIDUAL/ORGANIZATIONAL CLOTHING AND EQUIPMENT RECORDS

Subtest No. 2

I. BACKGROUND
   A. PURPOSE: To evaluate the ability of Supply Personnel in the processing of Individual and Personal Clothing Records on an incoming Vietnam returnee.
   B. PERFORMANCE REQUIRED: The Supply Sergeant or Supply Clerk is required to prepare DA Form 3078, Personal Clothing Request.
   C. EQUIPMENT AND MATERIALS:
      1. References: AR 700-8400-1
         AR 735-35
      2. Forms: DA Form 3078, PERSONAL CLOTHING REQUEST
         DA Form 3327, INDIVIDUAL/ORGANIZATIONAL CLOTHING AND EQUIPMENT RECORD
      3. Typewriter
      4. Pen and pencils
      5. Clipboard
      6. Stopwatch
      7. Test Package:
         a. General Instructions
         b. Completed DA Form 3327 on a Vietnam returnee
         c. Scoring Key

II. INSTRUCTIONS TO EXAMINER:
   A. Ten copies of completed DA Forms 3327, and 3078 will be in file drawer #1.
   B. Twenty copies of blank DA Forms 3078 and 3327 will be in file drawer #2 appropriately filed.
   C. One copy of AR 700-8400-1 and one copy of AR 735-35 will be on shelf among other publications.

   The completed forms named in A and B above may be used by the subject if he thinks of using them.

III. FAMILIARIZATION PERIOD, IF REQUIRED, WILL BE GIVEN HERE.

IV. THE TEST ADMINISTRATOR'S INSTRUCTIONS TO THE SUBJECT FOR CLOTHING PROBLEM:

THIS MAN HAS JUST RETURNED FROM VIETNAM. (Hand completed DA Form 3327 to T). HE HAD SOME OF THESE ITEMS WHEN HE LEFT VIETNAM. HE RECEIVED THE OTHERS WHEN HE ARRIVED IN OAKLAND, CALIFORNIA. HE WILL BE ASSIGNED TO YOUR UNIT. YOU NEED TO MAKE OUT THE PROPER FORM SO HE CAN RECEIVE THE REST OF HIS AUTHORIZED CLOTHING ALLOWANCE FROM THE CLOTHING SALES STORE.

Pause

DO YOU UNDERSTAND THE PROBLEM?

If necessary, the instructions may be repeated, but when the subject indicates that he understands the instructions, the administrator asks him:

HAVE YOU EVER DONE THIS BEFORE?

----The administrator records answer on score sheet, if necessary, rephrasing the question in terms of the possible answers. For example: WOULD YOU SAY YOU HAD DONE THIS (NEVER, SELDOM, OFTEN)?----

The administrator then says: ALL RIGHT, NOW YOU ARE READY TO BEGIN THE PROBLEM. WORK AS QUICKLY AND ACCURATELY AS YOU CAN, AND WHEN YOU'RE FINISHED, LET ME KNOW.

If the subject asks for Brown's grade, the test administrator will tell him: PFC OR E-3.

----The test administrator will begin timing.

V. FOLLOW-UP INSTRUCTIONS FOR ADMINISTRATOR:
1. Be sure all identification is on score sheet and form.
2. Place score sheet and forms filled out in administrator's score sheet file.
3. Arrange room as it was originally, replace any forms or publications the subject may have used, and so forth.

SUBTEST 2 - Scoring Procedure:

		Points
*1.	Finds form within three minutes without prompts	1
*2.	Begins filling in forms without prompt on reference	1
*3.	Entire form in ink	1
*4.	"Approved by" should be blank	1
5.	Name (Last, first)	1
6.	Service Number	1
7.	Date	1
8.	Sales Store (zip code optional)	1
9.	Grade (PFC or E-3 acceptable)	1
10.	Organization (HHC, 35th Inf. 125th Inf. sufficient)	1
11.	Type issue (initial)	1
12.	Authorized by (CO's name) (may be signed)	1
13.	Authorized by (some identification required)	1
14.	Required columns	40
*15.	Does not ask for man's signature	1
	Total	54

SUMMARY:

*1. Experience on sub-task: check one (0-never, 1-seldom, 2-often)
*2. Utilized: check (0-completed forms, 1-publications)
*3. Prompted on: check (0-form, 1-publications)
*4. Selected correct form in _____ minutes.
*5. Time worked on form _____ minutes.
*6, *7, 8 and *9 self-explanatory
*NOTE: Administrator should fill in all blanks marked with an asterisk.

VIETNAM RETURNEE

INDIVIDUAL/ORGANIZATIONAL CLOTHING AND EQUIPMENT RECORD *(Male)*

For use of this form, see AR 735-35; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

PART I - PERSONAL CLOTHING

NAME *(Last, First, Middle Initial)* AND SOCIAL SECURITY ACCOUNT NUMBER *(If available, addressograph plate may be used)*

BROWN, JOHN J.
RA 15481 123

Use pencil for authorized allowances, sizes and balances; ink for remaining entries.

MANDATORY CLOTHING ALLOWANCES (AR 700-84/85-1)	AUTH ALLOW	SIZE	ISSUES OR TURN-INS *(Date)* 1	2	3	4	5	6	7	8	9	10	11	12	BALANCE
			19 Dec 68	19 Dec 68											
BAG, DUFFLE OD	1		1												1
BELT, TROUSERS, COTTON, WEB	1		1												1
BOOTS, COMBAT, LEATHER, BLK															
BUCKLE, BELT	1		1												
CAP, GARRISON AG-344	1		1												1
CAP, SERVICE AG-44															1
CAP, UTILITY OG-106															
COAT, WOOL, AG-44															
COAT, LW AG-344															
DRAWERS, COTTON WHITE	1		1												1
GLOVE, INSERTS, WOOL OG-108	1		1												1
GLOVE, SHELLS, LEATHER BLACK															
HANDKERCHIEF, WHITE															
INSIGNIA, BRANCH OF SERVICE EP	1		1												
INSIGNIA, BRANCH OF SERVICE, U.S., EP	1		1												1
INSIGNIA, SERVICE CAP, BRONZE EM															1
NECKTIE, WOOL, BLACK	1		1												
OVERCOAT, WL, AG-44	1		1												1
RAINCOAT, AG-274	1		1												1
SHIRT, CTN, KHAKI SS	3		1	2											3
SHIRT, CTN/POLYESTER, SH 446	1														1
SHIRT, UTILITY OG-107															
SHOE, DRESS OXFORD, BLACK	1		1												1
SOCKS, COTTON, BLACK	1		1												1
SOCKS, CUSHION, SOLE, OG 408															
TOWEL, BATH, WHITE															
TROUSERS, WOOL, AG-44															
TROUSERS, LW WP AG-344	2			2											
TROUSERS, COTTON, KHAKI	3		1	2											3
TROUSERS, UTILITY OG-107															
UNDERSHIRT, COTTON, ¼ SLEEVE, WHITE	1		1												1
NECKLACE, PERSONNEL, ID TAG	1		1												1
TAG, IDENTIFICATION PERS	2		2												2
TYPE OF ISSUE OR TURN-IN			K	K											

SAMPLE

LEGEND FOR

ISSUE	K - ISSUE IN KIND G - GRATUITOUS ISSUE M - PURCHASE FROM MAINTENANCE ALLOWANCE B - BALANCE CARRIED OVER FROM OLD FORM
TURN-IN	A - AUTHORIZED TURN-IN C - ADMINISTRATIVE CREDIT

ENLISTED INDIVIDUAL MUST ACKNOWLEDGE ISSUES AND AN OFFICER MUST ACKNOWLEDGE TURN-INS BY SIGNING IN APPROPRIATE COLUMNS.

SIGNATURES - ENLISTED *(Issues)* OFFICER *(Turn-ins)*

John J. Brown
John J. Brown

DA FORM 1 APR 68 3327

THIS FORM, TOGETHER WITH DA FORM 3328, 1 APR 68 REPLACES DA FORM 10-102, 1 MAY 59 AND DA FORM 10-195, 1 MAY 60, WHICH ARE OBSOLETE.

PART I - PERSONAL CLOTHING *(Continued)* (SUPPLEMENTAL ALLOWANCES AND ORGANIZATIONAL CLOTHING)

SUPPLEMENTAL ALLOWANCES	AUTH ALLOW	SIZE	ISSUES OR TURN-INS (Date) - 17 Dec 68	- 19 Dec 68	3	4	5	6	7	8	9	10	11	12	BALANCE
UNDERSHIRT, CTN/WOOL	2		2	2											PRV
BAR, SERVICE O'SEAS	2														
DRAWERS, CTN/WOOL	2			2											
INSIGNIA, GRADE EP															
INSIGNIA, SS															
STRIPE, SERVICE															
ORGANIZATIONAL CLOTHING															
BAG, BARRACKS															
CAP, FIELD															
COAT, COTTON, WRS, WR	1		1												1
OVERCOAT OG-107															
TYPE OF ISSUE OR TURN-IN			K	K											

ENLISTED INDIVIDUAL MUST ACKNOWLEDGE ISSUES AND AN OFFICER MUST ACKNOWLEDGE TURN-INS BY SIGNING IN APPROPRIATE COLUMNS

SIGNATURES - ENLISTED *(Issues)* OFFICER *(Turn-Ins)*

John T. Brown

John T. Brown

2

SCORING KEY

LAST NAME - FIRST NAME - MIDDLE INITIAL AND SERVICE NO.	DATE	VOUCHER NUMBER
Brown, John J. RA 15 481 123	Current date	
	ARMY CLOTHING SALES STORE: Camp Ram, Calif.	

GRADE	ORGANIZATION	PHONE NUMBER	TYPE OF ISSUE OR SALE
PFC ~~or~~ E3	HHC 35th Inf. Regt. 125th Inf. Div.		☐ EXCHANGE ☐ GRATUITOUS ☒ INITIAL ☐ CHG

AUTHORIZED BY	APPROVED BY	DATE APPROVED
Richard L. Cristy CPT. ARMOR or CMDG.		

QUANTITY REQ	QUANTITY ISS	ARTICLES (Male)	SIZE	UNIT COST	TOTAL COST
1		BELT, TROUSERS			
2		BOOTS, COMBAT			
/		BUCKLE, BELT			
/		CAP, GAR, AG 344			
1		CAP, SERVICE, AG 44			
2		CAP, UTILITY, OG 106			
1		COAT, WOOL, AG 44			
/		COAT, LW, AG 344			
5		DRAWERS, WHITE, COTTON			
/		DRAWERS, WINTER			
2		GLOVE, INSERT, WOOL			
1		GLOVE, SHELL, LEATHER			
6		HANDKERCHIEFS			
1		INSIGNIA, CAP, SERVICE			
1		NECKTIE, WOOL, BLACK			
/		RAINCOAT, TAUPE			
/		SHIRT, COTTON, KH, LS			
/		SHIRT, COTTON, KH, SS			
2		SHIRT, POPLIN, SH 48			
4		SHIRT, UTILITY, OG 107			
/		SHOES, DRESS, BLACK			
2		SOCKS, COTTON, BLACK			
5		SOCKS, WOOL, CUSHION S			
1		TROUSERS, WOOL, AG 44			
/		TROUSERS, LW, AG 344			
/		TROUSERS, COTTON, KH			
4		TROUSERS, UTILITY, OG 107			
5		UNDERSHIRT, COTTON			
/		UNDERSHIRT, WINTER			

SAMPLE

QUANTITY REQ	QUANTITY ISS	ARTICLES (Female)	SIZE	UNIT COST	TOTAL COST
/		ANKLETS, WOOL			
		CAP, GAR, AGC, SH 160			
		CAP, GAR, WOOL, AG 44			
		COAT, AG CORD, SH 160			
		COAT, WOOL, AG 44			
		GLOVES, COTTON, SH 270			
		GLOVES, DRESS, BLACK			
		HANDBAG, BLACK			
		HAT, WOOL, AG 44			
		INSIGNIA, HAT, EW			
		INSIGNIA, WAC, EW			
		NECKTAB, BLACK			
		OVERCOAT, WOOL, TAUPE			
		OVERSHOES, PLASTIC			
		RAINCOAT, TAUPE, 128			
		SCARF, TAN, 128			
		SHIRT, CHAMBRAY, BLUE			
		SHIRT, CHAMBRAY, TAN			
		SHOES, DRESS, OXFORD			
		SHOES, GYM			
		SHORTS, DENIM, BLUE			
		SKIRT, DENIM, BLUE			
		SKIRT, AG CORD, 160			
		SKIRT, WOOL, AG 44			
/					
/		ARTICLES (Common)			
1		BAG, DUFFEL			
1		BAR, SERVICE, OVERSEAS			
		INSIGNIA, BOS, EP			
12		INSIGNIA, GRADE, EP			
9		INSIGNIA, SHOULDER, SL			
/		INSIGNIA, SLEEVE, SVC			
1		INSIGNIA, US, EP			
2		TOWEL, BATH			
/					
/					
/					
/		TOTAL VALUE		$	

I ACKNOWLEDGE RECEIPT OF CLOTHING AS INDICATED HEREON AND STATE THAT IT IS FOR USE BY AUTHORIZED PERSONS ONLY.	SIGNATURE OF RECIPIENT: (no signature should appear)

DA FORM 1 JAN 66 3078 REPLACES DA FORM 10-38, 1 AUG 60, EXISTING SUPPLIES OF WHICH WILL BE USED UNTIL 1 JAN 67 UNLESS SOONER EXHAUSTED. **PERSONAL CLOTHING REQUEST** (AR 700-8400-1)

GENERAL INSTRUCTIONS

HAND RECEIPT (TEMPORARY)

Subtest No. 3

I. BACKGROUND
   A. PURPOSE: To evaluate the ability of supply personnel to initiate Hand Receipts.
   B. PERFORMANCE REQUIRED: The supply man is required to issue items of equipment on temporary loan.
   C. EQUIPMENT AND MATERIALS:
      1. Reference: AR 735-28
      2. Form: DA Form 3122 Request for Issue or Turn-in (Temporary Hand Receipt)
      3. Pen and pencils
      4. Clipboard
      5. Stopwatch
      6. Test Package
         a. General Instructions
         b. Scoring Key

II. INSTRUCTIONS TO TEST ADMINISTRATOR:
   A. Five copies of completed DA Forms 3122 and 2062 will be in file drawer #1.
   B. Twenty copies of blank forms DA 3122 will be in file drawer #2.

III. FAMILIARIZATION PERIOD, IF REQUIRED, WILL BE GIVEN HERE.

IV. ADMINISTRATOR'S INSTRUCTIONS TO SUBJECT FOR PREPARATION OF HAND RECEIPT PROBLEM:

I WILL BE THE CHARGE OF QUARTERS TONIGHT. I WANT YOU TO ISSUE TO ME TWO SHEETS, TWO BLANKETS, ONE PILLOW, AND ONE PILLOWCASE ON A TEMPORARY HAND RECEIPT. YOU WILL FIND THE MATERIAL YOU NEED IN THE FILE AND IN THE PUBLICATIONS. YOUR JOB IS TO ISSUE THESE OUT ON TEMPORARY LOAN.

pause

DO YOU UNDERSTAND THE PROBLEM?

If necessary, the instructions may be repeated, but when the subject indicates that he understands the instructions, the administrator asks him:

HAVE YOU EVER DONE THIS BEFORE?

----Administrator records answer on score sheet, if necessary rephrasing the question in terms of the possible answers. For example: WOULD YOU SAY YOU HAD DONE THIS (NEVER, SELDOM, OFTEN)?----

Administrator then says: ALL RIGHT, NOW YOU ARE READY TO BEGIN THE PROBLEM. WORK AS QUICKLY AND ACCURATELY AS YOU CAN AND WHEN YOU'RE FINISHED, LET ME KNOW.

----The administrator will begin timing----

V. FOLLOW-UP INSTRUCTIONS FOR THE TEST ADMINISTRATOR:
   1. Be sure all identification is on score sheet and form.
   2. Place score sheet and form in administrator's score sheet file.
   3. Arrange room as it was originally, replace any forms or publications the subject may have used, etc.

SUBTEST 3 - Scoring Procedure:

		Points
*1.	Finds form within three minutes without prompts	1
*2.	Begins filling in form without prompt on reference	1
3.	Issue	1
4.	Sheet Number	1
5.	Number of sheets	1
6.	HHC 35 Inf. Reg. (Sufficient)	1
7.	Charge of Quarters (CQ)	1
8.	Sheets	1
9.	Blankets	1
10.	Pillow	1
11.	Pillowcase	1
12.	Unit of issue, ea.; on 4 lines	1
13.	Quantity of 4 lines (2,2,1,1 in any order, all must be correct) . . .	1
14.	Supply action on 4 lines (2,2,1,1 in any order, all must be correct)	1
15.	Nothing Follows, or last item (must close list)	1
	Total	15

SUMMARY:

*1. Experience on sub-task: Check one (0-never, 1-seldom, 2-often)
*2. Utilized: check (0-completed forms, 1-publications)
*3. Prompted on: Check (0-form, 1-publications)
*4. Selected correct form in _____ minutes.
*5. Time worked on form _____ minutes.
*6. *7, 8 and *9 self-explanatory
*NOTE: The administrator should fill in all blanks marked with an asterisk.

SCORING KEY

REQUEST FOR ISSUE OR TURN-IN For use of this form, see AR 735-28; proponent is CofEngrs.		ISSUE TURN-IN	SHEET NO	NO OF SHEETS	5. REQUEST NUMBER		
1. FROM: HHC 35th Inf Reg.	6. DATE MATERIEL REQUIRED				7. PRIORITY		
2. TO: Charge of Quarters	8. VOUCHER NUMBER				9. POSTED	DATE DATE	BY BY
3. ACCOUNTING AND FUNDING DATA	a. COST ACCOUNT CODE			b. WORK ORDER NUMBER			
4. END ITEM IDENTIFICATION	a. NAME AND MANUFACTURER		b. MODEL	c. SERIAL NUMBER		d. PUBLICATION	

a ITEM NO	b STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	* c CODE	d UNIT OF ISSUE	e QUANTITY	f SUPPLY ACTION	g UNIT PRICE	h TOTAL COST
1	Sheets		ea	2	2		
2	Blankets		ea	2	2		
3	Pillow		ea	1	1		
4	Pillowcase		ea	1	1		
	////////////Nothing Follows//////////////						

SAMPLE

☐ FUNDED ☐ UNFUNDED ☐ CONSUMABLE
☐ NON-CONSUMABLE ☐ CREDITABLE ☐ NON-CREDITABLE

SHEET TOTAL

GRAND TOTAL

* *ISSUE—I-Initial; R-Replacement* *TURN-IN—U-Unserviceable; S-Serviceable*

10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED	DATE	BY	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN	DATE	BY

DA FORM 3122 REPLACES DD FORM 1150 *(for Army use)* SUPPLIES OF WHICH WILL BE USED UNTIL EXHAUSTED.
1 APR 66

1

GENERAL INSTRUCTIONS

TURN-IN OF FAIR, WEAR, TEAR (F.W.T.) CLOTHING AND EQUIPMENT

Subtests No. 4 and 5

I. BACKGROUND
   A. PURPOSE: To evaluate the ability of supply personnel to process turn-ins.
   B. PERFORMANCE REQUIRED: The Supplyman is required to sort two types of items (field jackets and field packs) into serviceable and fair, wear, and tear groups and to process the F.W.T. items for turn-in.
   C. MATERIALS:
      1. Reference: SB 700-20
         TA 50-901
         TM 38-750
      2. Forms: DA Form 2407 Work Order Request
         DA Form 2765 Request for Issue or Turn-in (Expendable)
         DA Form 2765-1 Request for Issue or Turn-in (Nonexpendable)
      3. Typewriter
      4. Pen and pencils
      5. Clipboard
      6. Stopwatch
      7. Test package:
         a. General Instructions
         b. Scoring Key
   D. EQUIPMENT
      1. Field jackets (five); two serviceable (Jackets 1A and 1C), and three F.W.T.
      2. Field packs (five); one serviceable (Pack 2B) and four F.W.T.

II. INSTRUCTIONS TO TEST ADMINISTRATOR:
Field jackets and field packs will be on table, counter, or desk laid out neatly.
Two completed copies of DA Form 2407 will be located in file drawer #1.
Also two temporary receipts, DA Form 2407 will be in file drawer #1.
The following blank forms will be located in drawer #2:
   40 copies - DA Form 2407 MAINTENANCE REQUEST
   15 copies - DA Form 2765 REQUEST FOR ISSUE OR TURN-IN (Expendable)
   15 copies - DA Form 2765-1 REQUEST FOR ISSUE OR TURN-IN (Nonexpendable)
The TA, TM, and SB will be on shelf with other publications.
The subject may use completed forms for reference if he thinks of doing so.

III. FAMILIARIZATION PERIOD, IF REQUIRED, WILL BE GIVEN HERE.

IV. ADMINISTRATOR'S INSTRUCTIONS TO SUBJECT ON F.W.T. PROBLEM:

HERE ARE SOME ITEMS OF EQUIPMENT THAT WE WANT YOU TO EXAMINE. FOR ONE REASON OR ANOTHER, SOME OF THESE ITEMS ARE "FAIR WEAR AND TEAR" ITEMS. WE WOULD LIKE YOU TO MAKE TWO PILES. ONE PILE SHOULD HAVE THE ITEMS YOU WOULD KEEP ON HAND. THE OTHER PILE SHOULD HAVE THE ITEMS YOU WOULD TURN IN. TELL ME WHAT YOU DECIDE ABOUT EACH ITEM AS YOU DO THIS SORTING.

pause

DO YOU UNDERSTAND THE PROBLEM?

If necessary, the instructions may be repeated, but when the subject indicates that he understands the instructions, the administrator asks him:

HAVE YOU EVER DONE THIS BEFORE?

----The administrator records answer on score sheet, if necessary rephrasing the question in terms of the answers given. For example: WOULD YOU SAY YOU HAD DONE THIS (NEVER, SELDOM, OFTEN)?----

The administrator then says: ALL RIGHT, NOW YOU ARE READY TO BEGIN THE PROBLEM. WORK AS QUICKLY AND ACCURATELY AS YOU CAN AND WHEN YOU'RE FINISHED, LET ME KNOW.

----The administrator begins timing----

----The administrator will check score sheet for items sorted correctly as subject performs. When the subject has finished, if he has made a mistake in sorting the items, the administrator will resort the field jackets into the correct groups.----

Then administrator says: NEXT, I WANT YOU TO FIND AND FILL IN THE PROPER FORMS FOR TURNING THE FIELD JACKETS IN FOR REPAIR. (Indicating field jackets 1B, 1D, and 1E.)

pause

DO YOU UNDERSTAND THE PROBLEM?

If necessary, the instructions may be repeated, but when the subject indicates that he understands the instructions, the administrator asks him:

HAVE YOU EVER DONE THIS BEFORE?

----The administrator records answer on score sheet, if necessary rephrasing the question in terms of the answers given. For example: WOULD YOU SAY YOU HAD DONE THIS (NEVER, SELDOM, OFTEN)?----

The administrator then says: ALL RIGHT, NOW YOU ARE READY TO BEGIN THE PROBLEM. WORK AS QUICKLY AND ACCURATELY AS YOU CAN; WHEN YOU'RE FINISHED, LET ME KNOW.

----The administrator will begin timing----

If the subject goes to the Property Book for information, the administrator will say: REFER TO THE APPROPRIATE CATALOG.

V. FOLLOW-UP INSTRUCTIONS FOR THE ADMINISTRATOR:

1. Be sure all identification is on score sheet and form.
2. Place score sheet and form in the administrator's score sheet file.
3. Arrange room as it was originally, replace any forms or publications the subject may have used, etc.

SUBTEST No. 4 - Scoring Procedure:

	Points
Man's Coat or Jacket	
*1. 1A S	1
*2. 1B FWT	1
*3. 1C S	1
*4. 1D FWT	1
*5. 1E FWT	1
Field Packs:	
*6. 2A FWT	1
*7. 2B S	1

SUBTEST No. 4 (cont.)

		Points
*8.	2C FWT	1
*9.	2D FWT	1
*10.	2E FWT	1
	Total	10

SUMMARY:

*1. Experience on sub-task: Check one (0-never, 2-seldom, 3-often)
2. N/A
3. N/A
4. N/A
5. N/A
*6, *7, and 8 self-explanatory.
*NOTE: Test Administrator should fill in all blanks marked with an asterisk.

SUBTEST NO. 5 - Scoring Procedure:

		Points
*1.	Finds form within three minutes without prompts	1
*2.	Begins filling in form without prompt on reference	1
*3.	Refers to S.B. for FSN	1
4.	Page number (1)	1
5.	Number of pages (1)	1
6.	Work request	1
7.	Priority (16-20)	1
8.	Organization (HHC, 35th Inf. 125th Inf.)	1
9.	Camp Ram, Calif.	1
10.	Unit Identification Code (01234)	1
11.	Serial number (N/A)entered)	1
12.	Nomenclature (coat or jacket)	1
13.	Line number (N/A entered)	1
14.	Model (N/A entered) or OG-107	1
15.	FSN (8405-782-2936) or (8405-255-8590)	1
16.	STRAC ("No" marked)	1
17.	UTILIZATION ("ON" entered)	1
18.	Selected item ("No")	1
19.	Hours (N/A entered)	1
20.	Miles (N/A entered)	1
21.	Rounds (N/A entered)	1
22.	Starts (N/A entered)	1
23.	Failure detected ("inspection" or "other")	1
24.	First indication ("X", in "other" line)	1
25.	First indication (099, 250 or 947 filled in)	1
26.	Any entry which indicates "repair as needed"	1
27.	Any entry which specifies number (3 each or 00003)	1

SUBTEST No. 5 (cont.)

		Points
28.	Submitted by (Signature)	1
29.	Date (Must be julian date)	1
	SUBTOTAL	29
	Subtests 4 and 5	39

SUMMARY:

*1. Experience on sub-task: Check one (0-never, 1-seldom, 2-often)
*2. Utilized: Check (0-completed forms, 1-publications)
*3. Prompted on: Check (0-form, 1-publications)
*4. Selected correct form in _____ minutes.
*5. Time worked on form _____ minutes.
*6, *7, 8 and *9 self-explanatory.
NOTE: Test Administrator should fill in all blanks marked with an asterisk.

USE TYPEWRITER OR PRINT FIRMLY ON HARD SURFACE WITH HARD PENCIL OR BALL-POINT PEN

☆U. S. GOVERNMENT PRINTING OFFICE 1967 — 263 726

SCORING KEY

MAINTENANCE REQUEST (TM 38 750)	*See reverse of file copy for codes and additional data	PAGE NO. 1	NO. OF PAGES 1	REPORTS CONTROL SYMBOL CSGLD 1947 (R1)

SECTION I — [X] WORK REQUEST [ ] MWO [ ] EIR — May be 16 thru 20 — 18 ORGANIZATION ISSUE PRIORITY DESIGNATOR CODE

CONTROL NUMBER	1a. ORGANIZATION	b. LOCATION	c. UNIT IDEN CODE
977683	HHC 35th Inf. Regt. 125th Inf. Div.	Camp Ram, California	01234

2. SERIAL NUMBER	3. NOUN NOMENCLATURE	4. LINE NUMBER	5. MODEL	6. FEDERAL STOCK NUMBER
N/A	coat or jacket	N/A	N/A	8405-782-2936

7. STRAC	8. UTILIZATION CODE*	9. SELECTED ITEM	10. HOURS	11. MILES	12. ROUNDS	13. STARTS
[ ] 1 YES [X] 2 NO	ON	[ ] 1 YES [X] 2 NO	N/A	N/A	N/A	N/A

14. FAILURE DETECTED DURING (Select one use Y or X)
[ ] A SCHEDULED MAINTENANCE [ ] C TEST [ ] E MOBILITY [ ] G FLIGHT
[ ] H HANDLING [ ] D NORMAL OPERATION [X] F INSPECTION [X] H OTHER

15. FIRST INDICATION OF TROUBLE (Select one use Y or X)
[ ] 068 INOPERATIVE [ ] 238 OVERHEATING [ ] 220 OUT OF ADJUSTMENT
[ ] 008 NOISY [ ] 287 LOW PERFORMANCE [X] 000 OTHER

16. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM (Do not prescribe repairs)

Zipper Broken 3 each. or (00003)

Classify for repair or turn-in

Any entry which indicates "repair as needed"

PRIOR TO USING THIS FORM READ CAREFULLY THE STEP-BY-STEP INSTRUCTIONS IN TM 38-750

USES AND INSTRUCTIONS

1. When all appropriate entries are made in Section I, THIS FORM BECOMES A FORM PECULIAR to a specific weapon system, item of equipment or its component or separate assembly, or a group of similar items with the same FSN. This Section, when combined with either Section II or III or a combination of all three, provides the basis for controlled maintenance actions. This form will be used for:

AT THE ORGANIZATIONAL LEVEL
- a. Requesting repairs and maintenance services.
- b. Reporting accomplishment of Modification Work Orders.
- c. Submission of Equipment Improvement Recommendations (*EIR*).
- d. Reporting receipt of defective materiel.
- e. It may be used to record maintenance accomplishments.

AT SUPPORT MAINTENANCE LEVEL
- a. Recording maintenance work and/or service actually performed.
- b. Reporting the installation of equipment modifications.
- c. Submission of Equipment Improvement Recommendations (*EIR*).
- d. Requesting repair of unserviceable components, assemblies and subassemblies as a result of direct exchange procedures.
- e. Reporting receipt of defective materiel.
- f. Requesting maintenance work and/or services between shops of a given field maintenance shop (*Intra-Shop Maintenance Request*).
- g. Requesting maintenance work and/or services of another field maintenance unit or activity within the same echelon or at a higher echelon (*Inter-Shop Maintenance Request*).

AT DEPOT MAINTENANCE LEVEL
- a. Reporting the installation of equipment modifications.
- b. Submission of Equipment Improvement Recommendations (*EIR*).

2. SUBMITTING SEPARATE EQUIPMENT IMPROVEMENT RECOMMENDATIONS (*EIR's*):
- a. EMERGENCY EIR's will be submitted to the designated Department of the Army agency by electrical message. A follow-up DA Form 2407, checked "Emergency" in Section III will be submitted with the message number indicated as part of the narrative remarks in Block 38.
- b. URGENT EIR's will be air-mailed to the designated Department of the Army agency. Check "Urgent" in Section III.
- c. ROUTINE EIR's prepared as a separate action will require only normal mailing of the NMP Copy 2 to the designated Department of the Army agency. Check "Routine" in Section III.

23. SUBMITTED BY	24. RECEIVED BY
Signature	
JULIAN DATE: Today's Date	JULIAN DATE

SAMPLE

SECTION III - EQUIPMENT IMPROVEMENT RECOMMENDATION

29. NORMAL REPLACEMENT (Select one use Y or X)	30. EIR (Select one use Y or X)	31. RECOMMENDATION (Select one use Y or X)	32a. ORGANIZATION/ACTIVITY	c. UNIT IDEN CODE
[ ] 1 YES [ ] 2 NO	[ ] E EMERGENCY [ ] U URGENT [ ] R ROUTINE	[ ] A IMPROVE DESIGN [ ] C REVISE PROCEDURE [ ] B MODIFY [ ] D OTHER (Specify)	b. LOCATION	d. SUBMITTED BY

33. FEDERAL STOCK NUMBER	34. NOUN NOMENCLATURE	35. OPINION OR REMARKS DESCRIBE CONDITIONS UNDER WHICH FAILURE OCCURRED ATTACH PHOTOS OR SKETCHES IF AVAILABLE

DA FORM 1 JAN 64 2407

RECEIPT COPY 1

GENERAL INSTRUCTIONS

INVENTORY WITH STATEMENT OF CHARGES

Subtest No. 6:

I. BACKGROUND
   A. PURPOSE: To evaluate the ability of supply personnel to prepare a statement of charges.
   B. PERFORMANCE REQUIRED: The supplyman or supply sergeant is required to initiate the correct form (DD Form 362) for shortages.
   C. EQUIPMENT AND MATERIALS:
      1. References: AR 735-11
         TOE Property Book
         SB 700-20
      2. Forms: DD Form 362, Statement of Charges
         DA Form 2062, Hand Receipt/Annex No.
         DA Form 3122, Request for Issue or Turn-In
      3. Typewriter
      4. Pen and pencils
      5. Clipboard
      6. Stopwatch
      7. Test package:
         a. General Instructions
         b. Scoring Key and scoring instructions

II. INSTRUCTIONS TO EXAMINER:
   A. AR 735-11 and SB 700-20 will be on shelf among other publications.
   B. TOE property book will be on desk in supply room.
   C. Four copies of completed forms DA 2062 and DA 3122, and three copies of DD 362 will be in file drawer #1.
   D. A minimum of 20 copies of DD Form 362 will be in file drawer #2.

III. FAMILIARIZATION PERIOD, IF REQUIRED, WILL BE GIVEN HERE.

IV. TEST ADMINISTRATOR'S INSTRUCTIONS TO THE SUBJECT ON INVENTORY PROBLEM:

Administrator will begin the problem by telling the subject:

HERE ARE YOUR INSTRUCTIONS. I AM ONE OF YOUR TEMPORARY HAND RECEIPT HOLDERS. MY NAME IS SFC JONES. I HAVE JUST COME TO YOUR SUPPLY ROOM TO TELL YOU I AM SHORT ONE HELMET LINER. HOW DO YOU TAKE CARE OF THIS PROBLEM?

If subject mentions taking an inventory of the items, administrator says:

ALL RIGHT. WE WILL ASSUME YOU HAVE CARRIED OUT THE INVENTORY AND FOUND FOUR OF THE HELMET LINERS, ONE IS MISSING. NOW, WHAT DO YOU DO NEXT?

If subject says he would simply replace the item, administrator says:

IT IS POSSIBLE THAT YOU MIGHT SIMPLY REPLACE THE ITEM, BUT LET'S SAY THAT FOR SOME REASON YOU DON'T WANT TO DO IT THAT WAY. WHAT ELSE MIGHT YOU DO?

If subject mentions making out a Report of Survey, administrator will say:

WELL, YOU KNOW, I REALLY LOST IT. I AM WILLING TO ADMIT THAT I LOST IT THROUGH NEGLECT.

The performances we are after in this problem are Inventory and Statement of Charges.

When the subject mentions Statement of Charges, the administrator says:

ALL RIGHT, PERFORM THE STEPS YOU WOULD CARRY OUT TO TAKE CARE OF THIS SHORTAGE, INCLUDING FILLING OUT ANY FORMS THAT ARE NECESSARY.

pause

HAVE YOU EVER DONE THIS BEFORE?

----The administrator records answer on score sheet, if necessary rephrasing the question in terms of the answers given. For example: WOULD YOU SAY YOU HAD DONE THIS (NEVER, SELDOM, OFTEN)?----

Administrator then says: ALL RIGHT, NOW YOU ARE READY TO BEGIN THE PROBLEM. WORK AS QUICKLY AND ACCURATELY AS YOU CAN, AND WHEN YOU'RE FINISHED, LET ME KNOW.

----The administrator will begin timing----

----When man begins filling out correct form (DD Form 362) administrator will tell subject: ALLOW FOR DEPRECIATION WHILE YOU ARE FILLING IN THE FORM. THE UNIT PRICE FOR THIS ITEM IS $2.00.

V. FOLLOW-UP INSTRUCTIONS FOR TEST ADMINISTRATOR:
1. Be sure all identification is on score sheet and form.
2. Place score sheet and form in administrator's score sheet file.
3. Arrange room as it was originally; replace any forms or publications the subject may have used, etc.

SUBTEST No. 6 - Scoring Procedure:

		Points
*1.	Finds form within three minutes without prompts	1
*2.	Begins filling in form without prompt on reference	1
*3.	In ink or typed	1
*4.	Mentions inventory	1
*5.	Refers to P.B. or Temporary Hand Receipt file	1
6.	Today's date	1
7.	Class of property (organizational)	1
8.	Org. (HHC, 35th Inf., 125th Inf.)	1
9.	For month of (current month or next month)	1
10.	Crosses out accountable, adds responsible	1
11.	Richard L. Cristy	1
12.	Captain, Armor (or Cpt. sufficient, Cpt. Inf. wrong)	1
13.	Camp Ram, California	1
14.	FSN (8415-240-2512, all digits must be accurate)	1
15.	Liner, Helmet	1
16.	Price ($2.00)	1
17.	Quantity (1)	1
18.	Total articles (1)	1
19.	Unit Price ($1.50)	1
20.	Asterisk	1

SUBTEST No. 6 (cont.)

		Points
21.	Total ($1.50) (whatever value is in item 19)	1
22.	*Depreciation allowed	1
23.	Grand total ($1.50) (whatever value is in item 19)	1
24.	Last name (Jones)	1
25.	First name and M.I. (Jim Y. or J.Y.)	1
26.	Grade (SFC or Sgt. acceptable)	1
27.	ASN (RA 18 887 877)	1
28.	Cause (lost thru neglect, or lost)	1
29.	Total charge ($1.50) (whatever value is in item 19)	1
30.	Grand Total ($1.50) (whatever value is in item 19)	1
31.	Words blacked out	1
32.	Today's date	1
33.	Signature space (Richard L. Cristy)	1
34.	Cpt.	1
35.	Armor	1
	Total	35

SUMMARY:

*1. Experience on sub-task: Check one (0-never, 1-seldom, 2-often)
*2. Utilized: Check (0-completed forms, 1-publications)
*3. Prompted on: Check (0-form, 1-publications)
*4. Selected correct form in _____minutes.
*5. Time worked on form_____minutes.
*6, *7, 8 and *9 self-explanatory.
*NOTE: Examiner should fill in all blanks marked with an asterisk.

SCORING KEY

STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED

MILITARY PAY ORDER NO.: N/A for scoring

DATE: Today's date

CLASS OF PROPERTY: Organizational

ORGANIZATION: HHC 35th Infantry Regt.
125th Infantry Division

FOR MONTH OF: Current month or next month following

STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD OF ~~ACCOUNTABLE~~ OFFICER RESPONSIBLE: Richard L. Cristy, CPT, Armor

STATION: Camp Ram, California

STOCK NO.	ARTICLES	QUANTITIES 1	2	3	4	5	6	7	TOTAL ARTICLES	UNIT PRICE	TOTAL
8415-240-2512	Liner, Helmet ($2.00)	1							1	1.50*	1.50
	*Depreciation allowed										

CERTIFICATE OF RESPONSIBLE INDIVIDUALS

GRAND TOTAL: 1.50

I CERTIFY THAT MY SIGNATURE HEREON CONSTITUTES:
A. AN ACKNOWLEDGEMENT OF THE JUSTNESS OF THE CHARGE SET OPPOSITE MY NAME.
B. AN AUTHORIZATION TO RECOVER THE AMOUNT OF INDEBTEDNESS BY PAYROLL DEDUCTION.
C. A WAIVER OF THE RIGHT TO DEMAND A REPORT OF SURVEY UNDER AR 735-10 (AFM 67-1 FOR USAF)
D. AN AFFIRMATION THAT THE ARTICLES ARE NOT NOW IN MY POSSESSION.
E. AN AGREEMENT TO TURN IN TO THE APPROPRIATE SUPPLY OFFICER ALL ARTICLES LATER RECOVERED, IT BEING UNDERSTOOD THAT THE UNITED STATES GOVERNMENT RETAINS TITLE TO THE ARTICLES LISTED HEREON.

COL. NO.	NAME, GRADE, AND SERVICE NUMBER	CAUSE FOR CHARGE	TOTAL CHARGE	SIGNATURE OF INDIVIDUAL
1	Jones, Jim Y. SFC RA 18 887 877	Lost thru neglect	$1.50	N/A for scoring
2				
3				
4				
5				
6				
7				

GRAND TOTAL: $1.50

SAMPLE

CERTIFICATE OF ORGANIZATION COMMANDER

~~CERTIFY THAT~~ THE STATEMENTS HEREON ARE COMPLETE AND CORRECT, ~~THAT~~ ALL DAMAGED PROPERTY HAS BEEN DISPOSED OF IN ACCORDANCE WITH CURRENT DIRECTIVES, AND ~~THAT~~ THE CHARGES HAVE BEEN COMPUTED IN ACCORDANCE WITH THE PROVISIONS OF AR 735-11 (AFM 67-1 FOR USAF)

DATE: Today's date

SIGNATURE: Richard L. Cristy
CPT ARMOR
Commanding

CERTIFICATE OF DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER

~~CERTIFY THAT~~ THE CHARGE SET OPPOSITE THE NAME OF EACH PERSON LISTED HEREON HAS BEEN ENTERED ON THE APPROPRIATE PAY RECORD OR PAYROLL, OR ~~THAT~~ DD FORM 139 HAS BEEN PREPARED AND FORWARDED FOR COLLECTION.

DATE: N/A for scoring

SIGNATURE:

PROPERTY VOUCHER NUMBER:

DD FORM 1 AUG 57 362

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

U.S. GOVERNMENT PRINTING OFFICE 1957 O—435516

GENERAL INSTRUCTIONS

REQUEST FOR ISSUE

SUBTESTS No. 7 and 8:

I. BACKGROUND
   A. PURPOSE: To evaluate the ability of Supply Personnel to initiate a Request for Issue and carry out required documentation.
   B. PERFORMANCE REQUIRED: The Supply Sergeant or Supply Clerk is required to initiate a Request for Nonexpendable Equipment from Consolidated Supply Point #51A and make proper entry into the Document Register.
   C. EQUIPMENT AND MATERIALS
      1. References: AR 735-35
         SB 700-20
         TOE 37-4G
      2. Forms: DA Form 2064 DOCUMENT REGISTER
         DA Form 2765-1 REQUEST FOR ISSUE OR TURN-IN
      3. Typewriter
      4. Pen and pencils
      5. Clipboard
      6. Stopwatch
      7. Test Package:
         a. General Instructions
         b. Information sheet on item to be requested
         c. Two Scoring Keys and two scoring procedures

II. INSTRUCTIONS TO THE TEST ADMINISTRATOR:
   A. Two copies of completed DA Forms 2064 and 2765-1 will be in file drawer #1.
   B. Twenty copies of blank DA Forms 2064 and 2765-1 will be in file drawer #2.
   C. One copy of AR 735-35, SB 700-20, and TOE 37-4G will be on shelf among other publications.
   D. The Property Book will <u>not</u> be present in this problem.

III. ADMINISTRATOR'S FAMILIARIZATION PERIOD, IF REQUIRED, WILL BE GIVEN HERE.

IV. ADMINISTRATOR'S INSTRUCTIONS TO SUBJECT FOR REQUEST FOR ISSUE PROBLEM:

I AM YOUR SUPPLY OFFICER. HERE IS A NONEXPENDABLE ITEM YOU ARE TO REQUISITION.

INITIAL ISSUE
LIST OF NONEXPENDABLE EQUIPMENT

	NOMENCLATURE	FSN	QUANTITY
1.	Trailer Cargo: 1 1/2 Ton 2 Wheel W/F M105A2	see appropriate publication	1 each

Urgency of need - D

YOU WILL MAKE YOUR REQUEST FOR ISSUE FROM CONSOLIDATED SUPPLY POINT #51A. PREPARE THE PROPER FORM AS REQUIRED AND TAKE CARE OF ANY AND ALL DOCUMENTATION THAT IS NECESSARY FOR REQUESTING NONEXPENDABLE EQUIPMENT.

pause

DO YOU UNDERSTAND THE PROBLEM?

If necessary, the instructions may be repeated, but when the subject indicates that he understands the instructions, the administrator asks him:

HAVE YOU EVER DONE THIS BEFORE?

----Test administrator records answer on score sheet, if necessary rephrasing the question in terms of the answers given. For example: WOULD YOU SAY YOU HAD DONE THIS (NEVER, SELDOM, OFTEN)?----

Administrator then says: ALL RIGHT, NOW YOU ARE READY TO BEGIN THE PROBLEM. WORK AS QUICKLY AND ACCURATELY AS YOU CAN; WHEN YOU'RE FINISHED, LET ME KNOW.

----Test administrator begins timing----

V. FOLLOW-UP INSTRUCTIONS FOR THE TEST ADMINISTRATOR:
1. Be sure all identification is on score sheet and forms.
2. Place score sheet and forms in the administrator's score sheet file.
3. Arrange room as it was originally, replace any forms or publications the subject may have used, etc.

SUBTEST No. 7 - Scoring Procedures:

		Points
*1.	Finds form within three minutes without prompts	1
*2.	Begins filling in form without prompt on reference	1
*3.	Typed or ball point pen	1
*4.	Refers to S.B. or TOE for F.S.N.	1
*5.	Uses completed forms (to determine cost detail acct. no.)	1
6.	Consolidated Supply Point #51A, Camp Ram, California	1
7.	PBO, HHC 35th Inf. 125th Inf. Camp Ram, California	1
8.	Julian date	1
9.	-001 or 0001	1
10.	2330-141-8050	1
11.	EA.	1
12.	Demand (N)	1
13.	01234	1
14.	1492	1
15.	Quantity Req (1) or space above 00001	1
16.	Trailer Cargo: M105A2 1½ ton 2 wheel (trailer cargo accepted) . . .	1
17.	(16-20 acceptable)	1
18.	TOE 37-4G, Dtd March 1966	1
19.	Page 28 (optional) (21, 22, 23, 27, 32, 34, also correct)	1
20.	UND (D)	1
	Total	20

SUMMARY:

*1. Experience on sub-task: Check one (0-never, 1-seldom, 2-often)
*2. Utilized: Check (0-completed forms, 1-publications)
*3. Prompted on: Check (0-form, 1-publication)
*4. Selected correct form in _____ minutes
*5. Time worked on form _____ minutes
*6, *7, 8 and *9 self-explanatory.
*NOTE: Administrator should fill in all blanks marked with an asterisk.

SUBTEST No. 8 - Scoring Procedures:

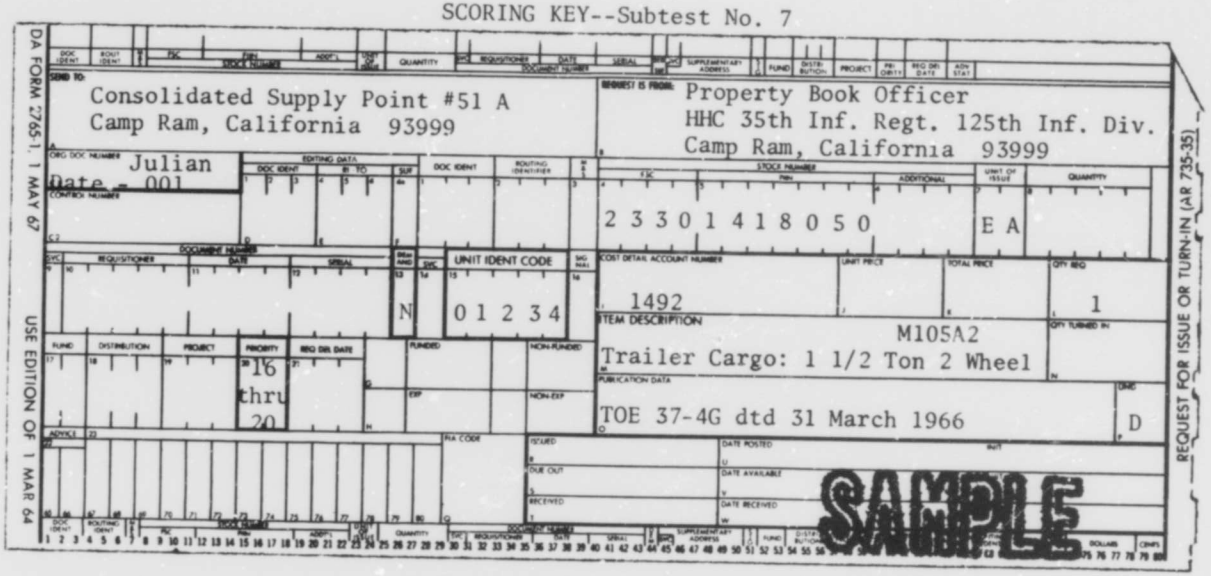
		Points
*1.	Finds form within three minutes without prompt.	1
*2.	Begins filling in form without prompt on reference	1
*3.	Typed or printed in ink	1
*4.	Refers to Document Register	1
5.[1]	HHC 35th Inf. Reg., 125th Inf. Div.	1
6.	01234	1
7.	Julian date	1
8.	Page number (2)	1
9.	Priority (D/ or 16-20)	1
10.	Julian date	1
11.	Document Serial Number (001) or (0001)	1
12.	+2330-14i-8050	1
13.	Trailer	1
14.	51A	1
15.	Quantity (1)	1
	SUBTOTAL	15
	Subtests 7 and 8 TOTAL	35

SUMMARY

*1. Experience on sub-task: Check one (0-never, 1-seldom, 2-often)
*2. Utilized: Check (0-completed forms, 1-publications)
*3. Prompted on: Check (0-forms, 1-publications)
*4. Selected correct form in_____minutes.
*5. Time worked on form_____minutes.
*6, *7, 8 and *9 self-explanatory.
*NOTE: Examiner should fill in all blanks marked with an asterisk.

[1]For items 5-7 and 9-15 score only for their agreement with information in Subtest No. 7.

SCORING KEY--Subtest No. 7



SCORING KEY Subtest No. 8

DOCUMENT REGISTER FOR SUPPLY ACTIONS (AR 735-35)	ORGANIZATION/ACTIVITY	UNIT IDENTIFICATION CODE	DATES (Day, Month, Year) FROM	TO	PAGE NO.
	HHC 35th Infantry Regt. 125th Infantry Division	01234	Julian Date		2

PRIORITY AND DATE a	DOCUMENT SERIAL NO. b	CONTROL NUMBER c	REMARKS d	SUP SPT ACTIVITY e	QTY REQ f	REC OR TURNED IN g	QTY DUE-IN h	DATE COMPL i	MISC j
16-20/Julian or D/ Date	001		2330-141-8050 Trailer	51 A	1				
			One or more words in Nomenclature will be accepted.						
			SAMPLE						

DA FORM SEP 65 2064

REPLACES DA FORM 2064, 1 MAR 62, WHICH IS OBSOLETE.

Appendix D

MEDICAL SPECIALIST'S JOB SAMPLE TEST

SCORE BOOKLET

MEDICAL SPECIALIST'S JOB SAMPLE TEST
(MOS 91B)

Date_____

Name (please print)_____

Rank_____ Service Number_____

Primary MOS_____ Secondary MOS_____ Duty MOS_____

Unit_____

Hospital Department or Job Location_____

_____

Job Assignment_____

_____

Months (or years and months) in MOS: Years_____ Months_____

Training for Duty MOS: (check one) School_____ OJT_____

MEDICAL PROFICIENCY TEST--UTILITY

STATION I

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____
K	_____	_____
L	_____	_____

Has the Subject done this on the job

Never _____ Seldom _____ Often _____

Never _____ Seldom _____ Often _____

Never _____ Seldom _____ Often _____

STATION II

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION III

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION IV

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____
K	_____	_____
L	_____	_____
M	_____	_____
N	_____	_____
O	_____	_____
P	_____	_____
Q	_____	_____
R	_____	_____

Has the Subject done this on the job

Never _____ Seldom _____ Often _____

Never _____ Seldom _____ Often _____

Never _____ Seldom _____ Often _____

STATION V

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION VI

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION VII

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION VIII

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION IX

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION X

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____

Has the Subject done this on the job

A thru E: Never _____
Seldom _____
Often _____

F thru I. Never _____
Seldom _____
Often _____

STATION XI

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____
K	_____	_____
L	_____	_____
M	_____	_____

Has the Subject done this on the job

Never _____
Seldom _____
Often _____

STATION XII

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____

Has the Subject done this on the job

Never _____
Seldom _____
Often _____

STATION XIII

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____

Has the Subject done this on the job

Never _____
Seldom _____
Often _____

STATION XIV

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____

Has the Subject done this on the job

Never _____
Seldom _____
Often _____

STATION XV

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION XVI

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____
K	_____	_____
L	_____	_____
M	_____	_____
N	_____	_____
O	_____	_____
P	_____	_____
Q	_____	_____
R	_____	_____
S	_____	_____
T	_____	_____
U	_____	_____

Has the bject done this on the job

Never _____

Seldom _____

Often _____

STATION XVII

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____
K	_____	_____
L	_____	_____
M	_____	_____
N	_____	_____
O	_____	_____
P	_____	_____
Q	_____	_____
R	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION XVIII

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION XIX

	Yes	No
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____
K	_____	_____
L	_____	_____
M	_____	_____

Has the Subject done this on the job

Never _____

Seldom _____

Often _____

STATION I - THERMOMETERS

(Asterisks (***) indicate directions to the Test Administrator)

***Ask the Subject to select an ORAL thermometer from the thermometers in front of him.

A QUESTION: Did the Subject choose the correct thermometer?

***Ask the Subject to select an AXILLARY thermometer from the thermometers in front of him.

B QUESTION: Did the Subject choose the correct thermometer?

***Ask the Subject to select a RECTAL thermometer from the thermometers in front of him.

C QUESTION: Did the Subject choose the correct thermometer?

***Ask the Subject how long an ORAL thermometer should be left in place to take a temperature accurately.

D QUESTION: Did the Subject indicate that it should be left in place at least 3 minutes?

***Ask the Subject how long an AXILLARY thermometer should be left in place to take a temperature accurately.

E QUESTION: Did the Subject indicate that it should be left in place at least 10 minutes?

***Ask the Subject how long a RECTAL thermometer should be left in place to take a temperature accurately?

F QUESTION: Did the Subject indicate that it should be left in place at least five minutes?

***Ask the Subject to pick up the ORAL thermometer he selected earlier and read the temperature that is on it aloud, then check it yourself.

G QUESTION: Did the Subject read the temperature correctly? (the next high 2/10ths degree if mercury was between lines)

***Have the Subject write the temperature he has just read on a piece of paper as though it were a RECTAL temperature.

H QUESTION: Did Subject put an (R) above the temperature?

***Have the Subject write the temperature he has just read on a piece of paper as though it was an AXILLARY temperature.

I QUESTION: Did Subject put an (A) above the temperature?

***Ask Subject how far down the mercury must be shaken when preparing a thermometer to take a temperature.

J QUESTION: Did the Subject indicate that it must be shaken at least below 96°?

K QUESTION: Was the thermometer cleaned from <u>stem</u> to <u>bulb</u>?

L QUESTION: Did Subject place the cleaned thermometer in the bowl of disinfecting solution?

STATION II - BLOOD PRESSURE

***Ask the Subject to use the equipment he has before him to take a reading of blood pressure.

A QUESTION: Was clothing removed from the patient's arm or pushed above the pressure cuff?

B QUESTION: Was the bladder portion of the pressure cuff placed over the front of the patient's arm?

C QUESTION: Were the tubings pointing toward the patient's hand?

D QUESTION: Was the gauge secured and placed for easy reading?

E QUESTION: Was the cuff placed above the bend in the elbow?

F QUESTION: Was the cuff firm and tight on the patient's arm?

G QUESTION: Was the cuff inflated to at least 150mm of mercury?

***Tell the Subject to record the reading that he gets and to be sure that it is correct.

STATION II (cont.)

H QUESTION: Was the blood pressure reading re-checked?
I QUESTION: Was the blood pressure reading recorded as a fraction?
***Tell the Subject to return the sphygmomanometer to the case from which he got it just as though he were performing the procedure on a ward.
J QUESTION: Were the stethoscope earpieces properly cleaned?

STATION III - FLUID BALANCE RECORDS

***Give the Subject the "Situation Sheet":

On 10 October 1968, SGT James R. Smith, RA 18844086, was admitted to US Army Hospital, Fort Ord, as a patient. The following morning at 0700 hours, SGT Smith drank 1/2 pint of fruit juice and at 0800 hours had two cups of coffee.

At 0739, SGT Smith voided 50cc of red colored urine and at 1100 hours, 100cc of reddish brown urine. At 1300 hours, SGT Smith received 1000cc of 5% Glucose in Saline IV; at 1430 this was continued, and another 900cc were administered, again, IV.

At 1530, SGT Smith underwent gastric intubation and at 1600 hours had drained approximately 250cc of greenish gastric fluid, at which time intubation was discontinued. At 1700 hours, SGT Smith voided 300cc of reddish brown urine, and by 1800 hours was asleep.

Tell the Subject to read it, and then have him fill out the DD 792 appropriately.

A QUESTION: Did Subject record ORAL INTAKE correctly (all entries)?
B QUESTION: Did Subject record IV FLUIDS given correctly (all entries)?
C QUESTION: Did Subject record GASTRIC DRAINAGE correctly?
D QUESTION: Did Subject record URINE VOIDED correctly (all entries)?
E QUESTION: Did Subject correctly compute the total intake and output for 24 hours?

STATION IV - SYRINGES AND INTRADERMAL INJECTIONS

NOTE to Test Administrator: If your unit SOP calls for different needle gauges and syringe sizes than those indicated, please make these corrections mentally while testing the Subject.

***Ask the Subject to look over the equipment on the table in front of him and select the syringe and needle commonly used for a SUBCUTANEOUS INJECTION.
A QUESTION: Did the Subject select a 2cc syringe and a 23-gauge needle?
***Ask the Subject to look over the equipment on the table in front of him and select the syringe and needle commonly used for an INTRAMUSCULAR INJECTION.
B QUESTION: Did the Subject select a 2cc syringe and a 21-gauge needle?
***Ask the Subject to look over the equipment on the table in front of him and select the syringe and needle commonly used for an INTRADERMAL INJECTION.
C QUESTION: Did the Subject select a 1cc syringe and a 25-gauge needle?
***Ask the Subject to look over the equipment on the table in front of him and select the syringe and needle commonly used for a VENIPUNCTURE.
D QUESTION: Did the Subject select a 2cc syringe and a 21- thru 18-gauge needle?
***Ask the Subject to give the proper angle of injection for a SUBCUTANEOUS INJECTION.
E QUESTION: Did the Subject indicate that the proper angle is 45 degrees?
***Ask the Subject to give the proper angle of injection for an INTRAMUSCULAR INJECTION.
F QUESTION: Did the Subject indicate that the proper angle is 90 degrees?
***Ask the Subject to give the proper angle of injection for an INTRADERMAL INJECTION.
G QUESTION: Did the Subject indicate that the proper angle is 15 degrees?

STATION IV (cont.)

***Ask the Subject for the correct angle to pierce the skin for a VENIPUNCTURE.
H QUESTION: Did the Subject indicate that the proper angle is 30 degrees?
***With the equipment that he has in front of him, tell the Subject to prepare to give an INTRADERMAL INJECTION of Normal Saline. (0.1, or 1/10th cc)
I QUESTION: Did the Subject select a 1cc (tuberculin) syringe?
J QUESTION: Was the label on the bottle checked to be sure it was the correct medication?
K QUESTION: Was the bottle top (rubber stopper) thoroughly cleansed?
L QUESTION: Was air injected into the bottle to displace the medication?
M QUESTION: Was the bottle label checked after withdrawing the medication?
N QUESTION: Was air ejected from the syringe after the medication was withdrawn?
O QUESTION: Did Subject check the amount of medication after ejection of air?
P QUESTION: Did the Subject have the correct amount of medication in the syringe? (0.1, or 1/10 cc)
Q QUESTION: Was the needle kept sterile at all times during preparation of the injection?
R QUESTION: Was needle covered with plastic cover prior to placing syringe on tray for disposal?

STATION V - SURGICAL DRESSINGS

***Tell the Subject that he is to use the dressing set and other materials he has in front of him, to prepare a sponge (gauze) to swab around a wound.
A QUESTION: Was the dressing opened properly? (sterile field maintained)
B QUESTION: Was the forcep removed without contaminating the dressing material?
C QUESTION: Was the sponge made out of the gauze properly?
D QUESTION: Was the label of the solution bottle checked before using?
E QUESTION: Was the cap of the bottle inverted when placed on the table?
F QUESTION: Did the Subject keep the label of the bottle up while pouring?
G QUESTION: Was the sponge held well above the basin during moistening?
H QUESTION: Was the solution bottle held well above the sponge during pouring?

STATION VI - GLOVE TECHNIQUE

***Tell the Subject that he is to put on the gloves from the sterile package he has in front of him, pretending that they are to be used.
A QUESTION: Did the Subject remove all jewelry from his hands?
B QUESTION: Was the indicator tape completely removed from the wrapper?
C QUESTION: Did the Subject check to see which glove was for the right hand and which for the left?
D QUESTION: Did the Subject powder his hands away from the sterile field (glove package)?
E QUESTION: Did the Subject avoid touching the center opening of the package while identifying the gloves?
F QUESTION: Was the folded edge of the cuff grasped to remove the first glove from the package?
G QUESTION: Were gloved fingers placed under the cuff of the second glove?
H QUESTION: Did the Subject leave the cuffs as they were after putting the gloves on?
***Ask the Subject to remove the gloves using proper sterile technique.
I QUESTION: Did the Subject keep the gloves free from contamination while he had them on?
J QUESTION: Did the Subject remove the gloves without touching the outside of the gloves with his bare skin?

STATION VII - INTRAVENOUS THERAPY

***Tell the Subject to set up the equipment he has in front of him as though he were going to give intravenous therapy to a patient. Tell him to assume that all the items that should be sterile are sterile.

A QUESTION: Did the Subject check the label on the bottle?

B QUESTION: Did the Subject check the bottle of solution for clearness and for the presence of foreign matter?

C QUESTION: Did the Subject clean the rubber stopper with an alcohol sponge?

D QUESTION: Did the Subject insert the drip chamber into the outlet depression?

E QUESTION: Did the Subject push the piercing device through the rubber stopper in one downward motion without twisting it?

F QUESTION: Did the Subject keep the tip of the drip chamber sterile at all times?

G QUESTION: Did the Subject quickly invert the bottle to check for the presence of a vacuum?

H QUESTION: Did the Subject keep the needle adapter sterile?

I QUESTION: Did the Subject keep the needle sterile?

STATION VIII - CLINITEST

***Tell the Subject to use the equipment he has in front of him to do a clinitest using simulated urine.

A QUESTION: Did the Subject use twice as much water as urine? (5 drops of urine; 10 drops of water)

B QUESTION: Did the Subject pour the clinitest tablet into the bottle cap and then into the test tube?

C QUESTION: Was the color comparison with the color chart correct?

***Tell the Subject to record the reaction on the pad in front of him.

D QUESTION: Did the Subject record the reaction correctly? (Trace, one-plus, two-plus, three-plus, four-plus, or negative)

STATION IX - GOMCO PUMP ASSEMBLY

***Tell the Subject to go to the table on which he sees suction equipment and select the things necessary to assemble a GOMCO pump.

***Tell the Subject to assemble the GOMCO pump and turn it on.

A QUESTION: Did the Subject get all the things he needed?

B QUESTION: Did the Subject appear to know what he was doing while assembling the pump?

C QUESTION: Was suction created?

STATION X - OXYGEN THERAPY

***Tell the Subject that he is to set up the equipment he has available as though he was going to give Oxygen Therapy to a bed patient.

A QUESTION: Did the Subject crack the tank before putting on the regulator?

B QUESTION: Did the Subject turn off the regulator flow valve before attempting to open the tank outlet valve?

C QUESTION: Did the Subject fill the humidifier with distilled water and attach it to the regulator?

D QUESTION: Did the Subject put the correct amount of distilled water into the humidifier?

E QUESTION: Did the Subject turn the liter flow to 15 liters?

***Tell the Subject to discontinue the therapy and disassemble the equipment.

F QUESTION: Did the gauge needles register zero before the Subject turned the liter flow valve to the OFF position?

STATION X (cont.)

G QUESTION: Was the liter flow valve turned to the OFF position before the Subject removed the regulator from the tank?

H QUESTION: Was the tank outlet valve turned off before the Subject removed the regulator from the tank?

I QUESTION: Did the Subject replace the dust cover after removing the regulator?

STATION XI - PUNCTURE WOUND OF LOWER LEG

***Tell the Subject that he is to give emergency treatment for a puncture wound of the lower right leg. Tell him that the patient has a large hole in the right calf and that bright red blood is spurting from it. (clothing is removed)

A QUESTION: Did the Subject elevate the leg?

B QUESTION: Did the Subject quickly apply a sterile pressure dressing?

***Tell the Subject that he has not stopped the flow of blood and that he will have to take further measures.

C QUESTION: Did the Subject apply pressure to the dressing/wound?

***Tell the subject that he has not stopped the flow of blood and that he will have to take further measures.

D QUESTION: Did the Subject begin to apply a tourniquet?

E QUESTION: Did the Subject place the tourniquet between the wound and the heart?

F QUESTION: Did the Subject place the tourniquet on a fleshy part of the leg?

G QUESTION: Did the Subject place the tourniquet as close as possible to the wound?

H QUESTION: Did the Subject tighten the tourniquet so that arterial circulation was stopped?

***Have Subject remove the tourniquet.

***Tell the Subject that the patient looks like he's going into shock and to treat him accordingly. (has no severe pain)

I QUESTION: Did the Subject place the patient on his back?

J QUESTION: Did the Subject keep the injured limb raised?

K QUESTION: Did the Subject elevate the lower half of the body?

L QUESTION: Did the Subject keep the patient warm?

M QUESTION: Did the Subject refrain from giving morphine?

STATION XII - LACERATION OF THE FOREARM

***Tell the Subject that he is to give emergency treatment for a laceration of the right forearm. Tell him that the patient has a laceration of the right forearm that is about 2" square and is oozing blood.

A QUESTION: Did the Subject place the proper side of the dressing against the wound?

B QUESTION: Did the Subject tie the tails of the bandage over the edges of the dressing?

C QUESTION: Did the Subject tie the dressing securely enough that it will not slip?

D QUESTION: Did the Subject keep the dressing sterile at all times? (until put on the wound itself)

***Tell the Subject to put a bandage on the dressing. (cravat bandage)

E QUESTION: Did the Subject tie the bandage over the dressing?

F QUESTION: Did the Subject tie bandage firmly enough to hold on the dressing but not so tight as to impair circulation?

G QUESTION: Did the Subject keep the original bandage width as much as possible?

STATION XIII - SECOND DEGREE BURN OF THE FOREARM

***Tell the Subject that he is to give emergency treatment for a second degree burn. Tell him that the patient has a second degree burn (flash kerosene fire) over most of his right forearm. The hand is not burned; the patient is in considerable pain. (clothing is removed)

A QUESTION: Did the Subject cover the burned area with sterile dressings?

B QUESTION: Did the Subject bind the dressings in place with a gauze roller bandage or cravat?

C QUESTION: Did the Subject mix the proper fluid-replacement mixture? ("standard package" in a quart of water)

D QUESTION: Did the Subject give the patient the mixture to drink? (indicate that he would do this)

E QUESTION: Did the Subject give the patient morphine? (indicate that he would do this)

STATION XIV - GREENSTICK FRACTURE OF UPPER ARM

***Tell the Subject that he is to give emergency treatment for a greenstick fracture of the patient's upper right arm.

A QUESTION: Did the Subject pad the splint before using?

B QUESTION: Did the Subject tie a bandage above and below the break?

C QUESTION: Did the Subject avoid tieing a bandage on the break?

D QUESTION: Did the Subject immobilize the break?

E QUESTION: Did the Subject avoid impeding circulation?

F QUESTION: Did the Subject immobilize the entire arm? (tie it to the chest)

STATION XV - ARTIFICIAL RESPIRATION (Mouth-to-Mouth)

***Tell the Subject that he is to give mouth-to-mouth resuscitation. Tell him that the patient is unconscious and not breathing. (Subject may describe some of the actions)

A QUESTION: Did the Subject check the air passage for tongue/debris?

B QUESTION: Did the Subject tilt the patient's head as far back as possible, keeping his chin up?

C QUESTION: Did the Subject lift the patient's lower jaw forward with the thumb?

D QUESTION: Did the Subject pinch the patient's nostrils closed?

***Ask the Subject what he would do from this point onward.

E QUESTION: Did the Subject say that he would blow until he could see the patient's chest rise?

F QUESTION: Did the Subject give first 5-10 breaths rapidly and deeply? (head turned aside)

G QUESTION: Did the Subject then resume a "normal" rate of 10-12 breaths per minute? (head turned aside)

H QUESTION: Did the Subject say that he would keep it up until patient breathes, he is relieved, or told to stop by a doctor?

STATION XVI - HEAT INJURIES

***Ask the Subject to describe the symptoms of heat cramps.

A QUESTION: Did the Subject mention muscle cramps? (arms, legs, or "stomach")

B QUESTION: Did the Subject mention vomiting?

C QUESTION: Did the Subject mention extreme weakness?

***Ask the Subject to describe proper treatment for heat cramps.

D QUESTION: Did the Subject mention 2 crushed salt tablets (1/4 teaspoonful of table salt) in a quart (canteen) of cool water?

E QUESTION: Did the Subject mention that the patient should drink 3 to 5 quarts in 12 hours?

STATION XVI (cont.)

***Ask the Subject to describe the symptoms of heat exhaustion.
F QUESTION: Did the Subject mention patient feels dizzy and/or faint?
G QUESTION: " " " " patient looks pale?
H QUESTION: " " " " patient has cool, moist skin?
***Ask the Subject to describe the treatment for heat exhaustion.
I QUESTION: Did the Subject mention patient should be moved into shade?
J QUESTION: " " " " patient should lie down?
K QUESTION: " " " " patient's clothing should be loosened?
L QUESTION: " " " " patient should be given mixture in amount mentioned under "D" and "E"?
***Ask the Subject to describe the symptoms of heat stroke.
M QUESTION: Did the Subject mention patient unconscious?
N QUESTION: " " " " patient stops sweating?
O QUESTION: " " " " patient has hot dry skin?
P QUESTION: " " " " patient may be delirious?
Q QUESTION: " " " " patient appears bright pink in color?
***Ask Subject to describe the treatment of heat stroke.
R QUESTION: Did Subject mention the need to immediately lower patient's body temperature?
S QUESTION: Did Subject mention keeping patient cool/wet (bath or any other means)
T QUESTION: Did Subject mention patient should be given mixture in amount mentioned under "D" and "E"?
U QUESTION: Did Subject mention need for evacuation?

STATION XVII - COLD INJURIES

***Ask the Subject to list several possible causes of trench foot.
A QUESTION: Did the Subject mention prolonged standing in water, snow, or mud?
B QUESTION: Did the Subject mention prolonged wearing of wet socks and footgear?
***Ask the Subject to list several ways of preventing trench foot.
C QUESTION: Did the Subject mention avoiding standing in water, snow, or mud whenever possible?
D QUESTION: Did the Subject mention exercising the feet often?
E QUESTION: " " " " massaging feet once daily?
F QUESTION: " " " " changing out of wet socks/shoes when possible?
G QUESTION: Did the Subject mention avoiding tight socks and footgear?
***Ask the Subject to list several symptoms of frostbite.
H QUESTION: Did the Subject mention frozen part grayish, or white, in color?
I QUESTION: " " " " loss of feeling in frozen area?
J QUESTION: " " " " frequent absence of pain in frozen area?
***Ask Subject to tell you the proper treatment for frostbite.
K QUESTION: Did the Subject mention remove clothing that fits closely over the injury? (boots, gloves, etc.)
L QUESTION: Did the Subject mention placing frozen part in warm (not hot) water, or near/against a warm object?
M QUESTION: Did the Subject mention not rubbing frozen area with snow?
N QUESTION: " " " " not bending frozen part (if a limb)?
O QUESTION: " " " " wrap patient in blankets?
P QUESTION: " " " " give the patient warm drinks?
Q QUESTION: " " " " do not use oinments or vaseline?
R QUESTION: " " " " treat patient as a litter casualty?

STATION XVIII - SUSPECTED BROKEN BACK

***Ask the Subject to describe the symptoms of a broken back.

A QUESTION: Did the Subject mention patient's back may be bent at an odd angle?
B QUESTION: " " " " patient's lack of feeling in his legs?
C QUESTION: " " " " patient unable to move his legs?

***Ask the Subject to treat a suspected broken back.

D QUESTION: Did the Subject place a low roll (bath towel, etc.) under the middle of the patient's back?
E QUESTION: Did the Subject keep the patient's body alignment as straight and natural as possible?
F QUESTION: Did the Subject mention keeping the spine from bending forward, if patient must be moved?

STATION XIX - DRAGS AND CARRIES

***Ask the Subject to demonstrate the fireman's carry (patient is on his back).

A QUESTION: Did the Subject place the casualty face down?
B QUESTION: " " " " his hands on the patient's sides (forearms under the patient's armpits)?
C QUESTION: Did the Subject raise the patient to his knees, still facing him?
D QUESTION: " " " grab the patient's right wrist with his left hand, pulling the patient's right arm over and down across his neck?
E QUESTION: Did the Subject reach between the patient's legs and grasp his right knee with his right hand?
F QUESTION: Did the Subject bend at the waist and lift the patient with legs (rather than his back)?
G QUESTION: Did the Subject after standing, place the patient's right arm across his chest and grab the patient's right wrist in his right hand?

***Ask the Subject to demonstrate the pistol-belt drag. (patient on his back)

H QUESTION: Did the Subject make a continuous sling from two pistol belts?
I QUESTION: Did the Subject set the sling across the patient's chest and under his armpits?
J QUESTION: Did the Subject cross the sling-straps at the patient's shoulders, forming another loop?
K QUESTION: Did the Subject lie beside the patient? (low-crawl position)
L QUESTION: " " " place the empty loop around the arm and shoulder away from the patient?
M QUESTION: Did the Subject keep the "corpsman's loop" across his body (rather than under it)?

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Appendix E

COOK'S JOB SAMPLE TEST

COOK'S JOB SAMPLE TEST--INTRODUCTORY INSTRUCTIONS

Test Administrator says:

TODAY YOU WILL TAKE THE COOK'S JOB SAMPLE TEST. IT IS ARRANGED AS A COUNTY FAIR TEST WITH A NUMBER OF STATIONS. THIS IS THE FIRST, OR CONTROL STATION. FROM HERE I WILL DIRECT EACH OF YOU TO A DIFFERENT STATION FOR EACH OF THE TESTS. THE TESTER AT EACH STATION WILL TELL YOU EXACTLY WHAT YOU ARE TO DO. BEFORE YOU BEGIN, FILL OUT THE TOP PORTION OF THIS SHEET (COOK'S JOB SAMPLE TEST COVER SHEET). BE SURE YOU PRINT YOUR NAME. TODAY'S DATE IS _____. IN THE SPACE MARKED "DUTY POSITION," PUT DOWN THE JOB YOU ARE ACTUALLY PERFORMING AT YOUR UNIT, FOR EXAMPLE, COOK, FIRST COOK, MESS STEWARD. ARE THERE ANY QUESTIONS?

WHEN YOU REACH THE TEST STATION, GIVE THIS SHEET TO THE TEST ADMINISTRATOR. HE WILL KEEP IT UNTIL YOU HAVE FINISHED THE TEST AT THAT STATION AND THEN SIGN IT. WHEN YOU ARE FINISHED AT A STATION AND THE ADMINISTRATOR HAS RELEASED YOU, YOU WILL RETURN TO THIS STATION FOR FURTHER ASSIGNMENT.

COOK'S JOB SAMPLE TEST

Name _____ Service No. _____
(Please Print)

Date _____ Grade _____ Duty MOS _____

Unit _____ Duty Position _____

Months in Army _____ Months as Cook _____

Subtest Number 1 _____

Subtests Number 2-3 _____

Subtest Number 4 _____

Subtest Number 5 _____
(Test Administrator's Signature)

DO NOT WRITE BELOW THIS LINE

UTILITY Code # _____

	E	S
Subtest Number 1		
Subtest Number 2		
Subtest Number 3		
Subtest Number 4		
Subtest Number 5		
TOTAL		

STATION #1--LIGHTING THE FIRE UNIT INSTRUCTIONS

When the Cook arrives at your station, take his Cook's Job Sample Test Cover Sheet from him. Print his name and UTILITY Code Number on Checklist #1--Fire Unit. Then ask him: HAVE YOU EVER LIT A FIRE UNIT? WOULD YOU SAY YOU HAD DONE IT NEVER, SELDOM, OR OFTEN? Place a 0 (never), 1 (seldom), or 2 (often) in the appropriate space for each answer on Checklist #1.

Administrator says: AT THIS STATION YOU ARE TO LIGHT AN M-1937 (M2) FIRE UNIT. IN LIGHTING THE UNIT, FOLLOW THE STEPS YOU NORMALLY USE IN PUTTING THE UNIT INTO OPERATION. THERE IS NO TIME LIMIT, BUT DO IT AS QUICKLY AND EFFICIENTLY AS YOU CAN WITHOUT RUSHING THROUGH ANY PHASE OF THE OPERATION.

THERE ARE TOOLS AND MANUALS AVAILABLE THAT YOU MAY USE IF YOU WISH TO DO SO.

DO YOU HAVE ANY QUESTIONS? (pause) YOU MAY NOW LIGHT THE UNIT.

Name_____ UTILITY Code #_____

CHECKLIST #1 - M1937 FIRE UNIT

Performed 0☐ never 1☐ seldom 2☐ often

- ☐ Checks fuel by removing filler cap
- ☐ Uses proper tool without guidance
- ☐ Closes all valves
- ☐ Drains excess fuel from mixing chamber (either before or after closing shutter)
- ☐ Closes air shutter (opening of less than 1/4 inch is permissible)
- ☐ Opens air input valve
- ☐ One turn
- ☐ Attaches air hose
- ☐ Pumps up air pressure
- ☐ To 45 pounds
- ☐ Removes air hose
- ☐ Closes air input valve
- ☐ Pulls out burner control rod (may be done before or after opening valves)
- ☐ Opens flame valve
- ☐ Two turns
- ☐ Opens air valve
- ☐ One and one half turns
- ☐ Lights burner unit
- ☐ Adjust air shutter
- ☐ Obtains green flame at burner surface
- ☐ Preheats generator
- ☐ Three minutes or until hot
- ☐ Opens fuel valve
- ☐ One turn
- ☐ Closes air valve
- ☐ Pushes burner control rod in
- ☐ Adjust flame valve to maintain green flame at burner surface

Instruct subject to turn unit off

- ☐ Closes fuel valve only
- ☐ Requires no guidance

COMMENTS_____

STATIONS #2 and #3--COCOA AND SCRAMBLED EGGS INSTRUCTIONS

When the Cook arrives at your station, take his Cook's Job Sample Cover Sheet from him. Print his name and UTILITY Code Number on Checklist #2--Cocoa and Station #3--Scrambled Eggs. Then ask him: HAVE YOU EVER PREPARED COCOA? WOULD YOU SAY YOU HAD DONE IT NEVER, SELDOM, OR OFTEN? HAVE YOU EVER COOKED EGGS TO ORDER? WOULD YOU SAY YOU HAD DONE IT NEVER, SELDOM, OR OFTEN? Place a 0 (never), 1 (seldom), or 2 (often) in the appropriate space for each answer on Checklists #2 and #3.

Then the test administrator says: AT THIS STATION YOU ARE TO PREPARE A MEAL CONSISTING OF TWO SCRAMBLED EGGS COOKED SOFT TO ORDER AND A QUART OF COCOA. IN DOING THIS, YOU ARE TO USE ANY OF THE INGREDIENTS AND KITCHEN UTENSILS THAT YOU SEE ON THIS TABLE (point to items on table). PREPARE THIS MEAL JUST AS YOU WOULD FOR A SOLDIER WHO HAD JUST COME OFF DUTY AND WHO HAD TO BE FED SEPARATELY. SERVE THE EGGS AND COCOA AT THE SAME TIME TO ME TO EAT. THE TEST IS OVER WHEN YOU HAVE SERVED THE FOOD. THERE IS NO TIME LIMIT ON THIS TEST. PREPARE EVERYTHING AS QUICKLY AND AS EFFICIENTLY AS YOU CAN BUT DON'T RUSH THROUGH ANYTHING.

TM 10-412 IS AVAILABLE IF YOU WISH TO USE IT. THE RECIPES IN THE COPIES ON THE TABLE HAVE BEEN CHANGED TO SHOW AMOUNTS OF INGREDIENTS TO BE USED IN THE PREPARATION OF SMALLER QUANTITIES. (If Cook notices, point out that only the scrambled egg and cocoa recipes have been adjusted.)

NOTICE THAT YOUR MILK WILL HAVE TO BE RECONSTITUTED FROM NONFAT DRY MILK. MAKE ONLY APPROXIMATELY AS MUCH MILK AS YOU WILL NEED.

DO YOU HAVE ANY QUESTIONS? (pause) YOU MAY BEGIN TO PREPARE THE MEAL.

Name_____ UTILITY Code #_____

CHECKLIST #2 - COCOA

Prepared ☐ never ☐ seldom ☐ often

(Cook may begin either by reconstituting milk or preparing cocoa.)

Reconstitution of milk:

☐ Combines 3 or 4 cups water ☐ Using measuring cup

☐ With 3/4 or 1 cup dry milk ☐ Using measuring cup

☐ In matching proportions (3 cups water - 3/4 cup dry milk
or
4 cups water - 1 cup milk)

☐ Combines ingredients gradually or with vigorous beating

☐ Stirs or beats till completely reconstituted

☐ Does not mix powdered cocoa and powdered milk together

Preparation of cocoa:

☐ Finds recipe (p. 33) without aid ☐ Checks recipe

☐ Cocoa prepared before eggs

☐ Cocoa ☐ 4 Tbsp.

☐ Salt ☐ 1/8 tsp } ☐ Combines

☐ Sugar ☐ 4 Tbsp

☐ Adds water ☐ 1 cup ☐ cold ☐ Gradually

☐ With stirring

☐ Cooks ☐ Approximately 5 min. ☐ With stirring

☐ Adds milk ☐ 3 or 4 cups ☐ After cocoa and water heated

☐ Heats ☐ Keeps warm in double boiler or large pan

☐ Adds vanilla ☐ 1 tsp ☐ Before serving

☐ Beats with wire whip

☐ Served warm ☐ No scum ☐ Tastes OK

COMMENTS:_____

_____

_____

_____

_____

_____

Name_____ UTILITY Code #_____

CHECKLIST #3 - SCRAMBLED EGGS

Prepared ☐ never ☐ seldom ☐ often

☐ Uses two eggs

☐ Broken separately into bowl or dish

☐ Combines

☐ Beats in bowl or dish (not on grill) (Milk may be added if cook desires--not scored.)

☐ Melts shortening on grill

☐ Appropriate amount

☐ Pours onto grill

☐ Stirring continually

☐ Eggs done approximately to specified firmness

☐ None left stuck to grill

☐ Not overcooked, rubbery or burnt

☐ Not watery

☐ Tastes OK

Comments:_____

_____

_____

_____

_____

_____

STATION #4--JELLY ROLL INSTRUCTIONS

When the Cook arrives at your station, take his Cook's Job Sample Test Cover Sheet from him. Print his name and UTILITY Code Number on Checklist #4--Jelly Roll. Then ask him: HAVE YOU EVER PREPARED JELLY ROLL? WOULD YOU SAY THAT YOU HAD DONE IT NEVER, SELDOM, OR OFTEN? Place a 0 (never), 1 (seldom), or 2 (often) in the appropriate space on Checklist #4.

Then say: AT THIS STATION YOU ARE TO BAKE A JELLY ROLL. IN DOING THIS YOU ARE TO USE ANY OF THE INGREDIENTS AND KITCHEN UTENSILS THAT YOU SEE ON THIS TABLE (point to items on table). THERE IS NO TIME LIMIT ON THIS TEST. PREPARE THE JELLY ROLL AS QUICKLY AND AS EFFICIENTLY AS YOU CAN BUT DON'T RUSH THROUGH IT.

TM 10-412-6 IS AVAILABLE. THE RECIPE FOR JELLY ROLL HAS BEEN CHANGED TO SHOW AMOUNTS OF INGREDIENTS TO BE USED IN THE PREPARATION OF A SINGLE JELLY ROLL.

DO YOU HAVE ANY QUESTIONS? (pause) YOU MAY BEGIN TO PREPARE THE JELLY ROLL.

Name_____ UTILITY Code #_____

CHECKLIST #4 - JELLY ROLL

Prepared ☐ never ☐ seldom ☐ often

☐ Finds recipe (p. 77) without aid ☐ Checks recipe

☐ Heats water for warming egg-sugar mixture

Dry Ingredients:

☐ Selects soft flour ☐ 2 1/4 cups

☐ Baking powder ☐ 1 1/4 tsp ☐ Sifted together

☐ Salt ☐ 1/2 tsp

Preparation of Pan:

☐ Before ingredients mixed or while egg-sugar mixture warming

☐ Greases pan ☐ Lines with paper ☐ Greases paper

Egg-sugar mixture:

☐ Uses granulated sugar ☐ 1 1/4 cups

☐ Uses eggs ☐ Six ☐ Broken separately and combined

☐ Combines eggs and sugar ☐ Warms over hot water ☐ Stirring occasionally

☐ When warm beats with whip

☐ Mixes water ☐ Warm ☐ 6 Tbsp ☐ Vanilla ☐ 1 tsp

☐ Adds to egg-sugar mixture ☐ Stirring slowly

☐ Adds dry ingredients ☐ Folding in ☐ Slowly or in parts

☐ Pours batter in pan ☐ Tilting pan or spreading with spatula

☐ Bakes 9-10 minutes or checks occasionally for springiness or color

☐ Places paper on table while roll is baking ☐ Sprinkles with powdered sugar

☐ Inverts cake on paper ☐ Beats jelly ☐ Spreads on cake

☐ Cake can be rolled ☐ Rolls cake ☐ Roll not broken

☐ Wraps in paper

COMMENTS:_____

_____

_____

_____

_____

_____

STATION #5--COOKS' WORKSHEET INSTRUCTIONS

Ask each cook: HAVE YOU EVER PREPARED A COOKS' WORKSHEET? WOULD YOU SAY YOU HAD DONE IT OFTEN, SELDOM, OR NEVER? Place a 2 (often), 1 (seldom), or 0 (never) under "E," opposite Subtest #5, on the Cook's Job Sample Test Cover Sheet to indicate how often subject has performed this task.

Administrator's Instructions to Cook

AT THIS STATION YOU ARE TO COMPLETE A COOKS' WORKSHEET. YOU WILL NOTE THAT SOME OF THE ENTRIES HAVE ALREADY BEEN COMPLETED. OTHERS HAVE BEEN LEFT OUT. YOUR JOB IS TO FILL IN THE BLANK SPACES, MAKING THE PROPER ENTRIES WHEREVER NECESSARY. DO THIS JUST AS YOU WOULD IF YOU WERE MAKING UP A WORKSHEET FOR A MEAL IN A UNIT MESS. NOTICE THAT SOME OF THE ENTRIES WOULD BE MADE BEFORE THE MEAL IS PREPARED AND SOME AFTER THE MEAL HAS BEEN SERVED. YOU ARE TO FILL IN BOTH KINDS OF ENTRIES.

YOU MAY OR MAY NOT HAVE HAD MUCH EXPERIENCE FILLING OUT THIS FORM, NEVERTHELESS, WE WANT YOU TO DO AS MUCH AS YOU CAN. IF YOU ARE UNABLE TO MAKE ALL THE ENTRIES, YOU WILL BE GIVEN CREDIT FOR THOSE YOU DO COMPLETE.

THERE ARE RECIPE BOOKS (TM 10-412 Series) AVAILABLE IF YOU WISH TO USE THEM. IF THERE IS NO RECIPE FOR AN ITEM, ENTER SOP IN COLUMN "D."

IN THE BLOCK AT THE TOP OF THE SHEET MARKED "ORGANIZATION," ENTER THE UNIT TO WHICH YOU ARE NOW ASSIGNED. IN THE LOWER RIGHT HAND CORNER, IN THE BLOCK PROVIDED FOR THE SIGNATURE AND GRADE OF THE MESS STEWARD, PRINT YOUR NAME, RANK, AND SERIAL NUMBER.

THERE IS NO TIME LIMIT, BUT COMPLETE THE WORKSHEET AS QUICKLY AND EFFICIENTLY AS YOU CAN.

DO YOU HAVE ANY QUESTIONS? (pause) IF THERE ARE NO FURTHER QUESTIONS, YOU MAY BEGIN FILLING OUT THE WORKSHEET.

COOKS' WORKSHEET
For use of this form, see AR 30-61; the proponent agency is Office of the Chief of Support Services.

MEAL -

ORGANIZATION

DATE: 17 June 1968

MEAL HOURS: 1630-1715

DAY OF WEEK: Monday

MENU (Including leftovers from previous meals to be served) a	PERSON ASSIGNED b	PORTIONS c: NUMBER TO PREPARE	PORTIONS c: PORTION SIZE	RECIPE (or SOP Number) d	SPECIAL INSTRUCTIONS TO COOKS e	COOKING TIME TO START f	LEFTOVERS g: TO BE USED	LEFTOVERS g: TO BE DISCARDED	RESULTS h
Country Style Chicken	Jones	225	1/4 ea						Very Good
Giblet Gravy	Jones		S/S	G-5	Make instead of gravy in A-108			½ Gal	Lumpy
Mashed Potatoes		225							Very Good
Buttered Carrots	Brown		1/2 cup	G-28					Excellent
Buttered Carrots	Brown		1/2 cup	G-28					Excellent
Molded Pear Salad w/	Johnson	225	4 oz.	H-13	Use Lime gelatin				Good Product
Mayonnaise	Johnson		S/S						
Hot Rolls	Smith	225		J-31			20 EA		Over Proofed
Butter	Smith		S/S	SOP			¼ LB		
Applesauce Cake w/		225		L-2			15 Pieces		Poor Texture
Butter Cream Icing	Johnson			D-51					
Hot Tea	Smith		S/S	R-34	Use 1/2 lb lemons for wedges				
Coffee	Brown			R-31				1 Gal	Too Weak
Fresh Milk	Smith		S/S	SOP					

BOX LUNCHES i

NUMBER TO PREPARE

MADE UP BY

MENU

BOX LUNCHES ISSUED TO AND NUMBER ISSUED j

REMARKS k

SAMPLE

MESS STEWARD MEETING l

MEALS	NUMBER TO PREPARE m	NUMBER DRAWN n	NUMBER FED o	NUMBER OVER-DRAWN p	NUMBER UNDER-DRAWN q	YESTERDAY r: OVER	YESTERDAY r: UNDER	TODAY s: OVER	TODAY s: UNDER
BREAKFAST	200	200	203		3	2			1
DINNER	275	275	267	8		4		12	
SUPPER	225	225	206	19			20		1

SIGNATURE AND GRADE OF MESS STEWARD t

SIGNATURE OF MESS OFFICER u

DA FORM 1 DEC 67 3034

REPLACES DA FORM 3034, 1 SEP 66, DA FORM 3034-1, 1 SEP 63, AND DA FORM 3034-2, 1 SEP 66, WHICH WILL BE USED.

Name_____ UTILITY Code #_____

CHECKLIST #5 - COOKS' WORKSHEET

Performed ☐ never ☐ seldom ☐ often

1. ☐
2. ☐
3. ☐
4. ☐
5. ☐
6. ☐
7. ☐
8. ☐
9. ☐
10. ☐
11. ☐
12. ☐
13. ☐
14. ☐
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28. ☐
29. ☐
30. ☐
31. ☐
32. ☐
33. ☐
34. ☐
35. ☐
36. ☐

Comments_____

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Appendix F

JOB KNOWLEDGE TESTS*

* A sheet of "DIRECTIONS" as shown for the Armor Crewman's Job Knowledge Test, was used for each of the tests.

DIRECTIONS

1. Read each question in the test booklet carefully.

2. Read each alternative answer.

3. Select the best alternative for answering the question. (If you are unsure of your answer, guess.)

4. Find the number of the question you are working on on the answer sheet.

5. Black out the letter of the alternative you have chosen on the answer sheet with the special pencil provided.

6. Black out only one letter for each question.

7. DO NOT WRITE IN THE TEST BOOKLET.

Example:

A question in the test booklet might be:

1. What do the first two letters of a man's service number stand for?

   A. His age
   B. His home state
   C. Whether he is RA, US or NG, etc.
   D. His primary duty assignment

Alternative C is the correct answer. Therefore on the answer sheet, alternative C would be blacked out with the special pencil as follows:

NOTE: Test answers are based on Department of the Army Publications and Policies, not on local SOP.

IF YOU HAVE NO QUESTIONS TURN THE PAGE AND BEGIN

The Armor Crewman's Knowledge Test

1. In combat, after a round of HEP ammunition has been fired, the loader should

   A. wait for the next fire command
   B. sense the round and report his sensing to the gunner
   C. immediately load another HEP round
   D. inspect the chamber

2. In combat, the command which serves to alert the loader is

   A. either SHOT or HEP
   B. either GUNNER or DRIVER STOP
   C. GUNNER
   D. DRIVER STOP

3. A projectile containing a high explosive (HEP) is identified by its

   A. blue body with white markings
   B. olive drab body with white markings
   C. black body with white markings
   D. olive drab body with yellow markings

4. The best way to prevent stuck rounds is

   A. fast loading
   B. straightening out bulges on rounds
   C. slow and careful loading
   D. checking rounds for bulges when stowing

5. When the M73 machine gun is exposed to salt water atmosphere, spray, high humidity, and extreme moisture, it should be lubricated with

   A. light preservative lubricating oil (PL)
   B. medium preservative lubricating oil (PM)
   C. special preservative lubricating oil (PS)
   D. heavy-duty preservative lubricating oil (PH)

6. The FIRST step of immediate action for the M73 machine gun is to

   A. open the cover and remove the first round from the belt.
   B. tap the cover and pull the bolt to the rear twice.
   C. inspect the feed mechanism.
   D. pull the bolt to the rear, relay, and attempt to fire.

7. The EXTERNAL INTERPHONE mounted on back of the tank is used for

   A. direct firing of the tank
   B. indirect firing of the tank only
   C. as a substitute in case of failure of the internal interphone system
   D. to permit dismounted troops to talk to the tank crew

8. The proword which best fits the statement "I have made a mistake" is

   A. ERROR
   B. CORRECTION
   C. SAY AGAIN
   D. ALL AFTER

9. The proword which best fits the statement "I have received your message and am signing off" is

   A. WILCO, OUT
   B. ROGER, OVER AND OUT
   C. ROGER, OUT
   D. OVER

10. The voice call sign TOOTHBRUSH BC would be transmitted as

   A. TOOTHBRUSH B as in BRAVO, C as in CHARLES
   B. TOOTHBRUSH BC
   C. TOOTHBRUSH BRAVO CHARLIE
   D. TOOTHBRUSH BRAVO CHARLES

11. When driving the tank through long stretches of mud or sand

   A. shift into low and keep power flowing evenly to the tracks.
   B. shift into high and advance the hand throttle one inch.
   C. manipulate steering apparatus so that power is thrown alternately to each track.
   D. shift into low range and step on the accelerator.

12. In moving a tank in the park or bivouac, a guide is used. The position of this guide should be

   A. at least 10 feet in front of the tank and to one side of it.
   B. not closer than 30 yards in front of the tank.
   C. in front of the tank close enough to the driver so that he may tell him where to go
   D. on top of the tank directing the driver by interphone.

13. To move a full-track vehicle with one or both tracks thrown

   A. don't do anything Wait for recovery vehicle.
   B. use a log and chain.
   C. use chain to tie roadwheels.
   D. use one sprocket as a winch

14. When crossing a ditch or depression

   A. "hit it hard" so momentum will carry you through.
   B. shift into low and keep power flowing evenly to the tracks.
   C. shift into low, go into the ditch slowly, and step on the accelerator when you settle in the bottom.
   D. lay a "corduroy" road of trees and brush first.

15. To prevent throwing a track when driving along the side of a hill

A. slow down.
B. apply power and brakes at the same time.
C. keep power flowing evenly to the tracks at all times.
D. step on the accelerator.

16. From the driver's standpoint, which of the following formations is the hardest to control because of lack of visual contact?

A. wedge
B. line
C. echelon
D. column

17. In combat an AT mine destroys the three rear roadwheels on one side of your tank. How would you evacuate?

A. Tow disabled tank with another tank while retriever holds disabled side of tank off ground with its boom.
B. Remove track; tow tank out.
C. Break track and rejoin around remaining road wheels and support idlers. Tow tank out.
D. Abandon tank.

18. When driving up a hill

A. steer from side to side to make the grade easier.
B. steer left to go right.
C. steer as little as possible.
D. steer only in neutral steer.

19. How would you free a tank "bellied" on a stump?

A. don't do anything. Wait for recovery vehicle.
B. attach a log to the front of both tracks and move tank forward slowly.
C. "Step on the accelerator" in neutral and shift quickly into low.
D. use neutral steer.

20. While driving along the side of a hill you hear a noise which might indicate a thrown track. You should

A. wait for orders from tank commander.
B. turn steering wheel toward noise to throw track back on.
C. stop and check.
D. step on the accelerator to see if track is thrown.

21. To move a full-track vehicle which has one track spinning,

A. don't do anything. Wait for recovery vehicle.
B. keep steering apparatus in neutral and accelerate in low range.
C. manipulate the steering apparatus so as to slow the spinning track and throw power to the track on solid ground.
D. manipulate the steering apparatus so as to slow the track on solid ground and throw power to the spinning track.

22. During the at-halt check

A. check roadwheel oil level
B. check that roadwheel hubs are not hot.
C. grease roadwheels.
D. check that roadwheel hubs are warmer than hull.

23. When servicing the battery of a vehicle (except for a battery with a special type filter plug) the electrolyte level should be

A. covering the plates with ample space for expansion.
B. just even with the top of the plates.
C. slightly below the top of the plates.
D. even with the vent filler plug opening.

24. The guide used in lubricating an Army vehicle is

A. Field Manual 25-10.
B. company SOP.
C. Department of the Army Lubrication Order
D. Technical Manual 37-2810.

25. When track tension can no longer be taken up at the idler adjustment,

A. tighten all torsion bars.
B. replace the track.
C. remove one track block.
D. turn the track end for end.

26. If battery level is low, battery should be filled with

A. antifreeze
B. acid, battery, M176-A1
C. PL (special)
D. water (distilled or rain)

27. When refueling from a pump

A. hold nozzle at least two inches from filler opening
B. touch nozzle to the edge of filler opening
C. open fuel tank overflow valve during refueling; close afterwards
D. use rubber safety guard around filler opening

28. If the engine shut-off switch button will not stop the engine

A. shut off master relay switch
B. shut off magnetos
C. shut off fuel tank shutoff valves
D. shut off carburetor air supply valve

29. At halt, shock absorbers should be checked to see that

A. the oil level is high enough
B. they are clean
C. they are warmer than hull
D. this check is not necessary

30. The oil level in the cross-drive transmission is checked

A. only by the company mechanics
B. with the vehicle operating at approximately 10 miles per hour
C. with the engine running approximately 1000 RPM
D. five minutes after the engine has been shut off in order to allow the oil to drain back into the oil sump.

31. When inspecting the torsion bar suspension system, a broken torsion bar can be determined by

A. visual inspection of the torsion bar
B. visual inspection of the road wheel arm position
C. use of a crowbar to pry up the road wheel
D. removing the bar entirely and testing for shock

32. Preventive maintenance services are performed on a vehicle in order to

A. provide the driver with a record of the condition of his vehicle
B. keep the driver and crew busy
C. detect defects and correct them before they result in serious damage
D. keep the vehicle from wearing out

33. The wedge nuts on the track of the M60A1 tank are tightened

A. where the track curves over the track drive sprockets
B. when the track is directly beneath the front road wheel
C. when the track is between the front road wheel and adjusting idler wheel
D. when the track is located over the curve of the adjusting idler wheel

34. Grease is put on storage battery terminals

A. to give them a high resistance
B. to reduce the formation of corrosion
C. to make them easier to charge
D. to keep them from rusting

35. How many rounds should be fired to the burst with the coaxial machine gun?

A. 6
B. 10-15
C. 15-20
D. 20-25

36. You have just fired a round at an enemy tank. You sense the round as DOUBTFUL. You should

A. apply burst-on-target
B. announce LOST
C. fire again at 200 yards less range
D. wait for a subsequent fire command

37. The letter W in the mil formula stands for width or height expressed in

A. mils
B. feet
C. yards or meters
D. meters

38. The letter R in the mil formula is expressed in

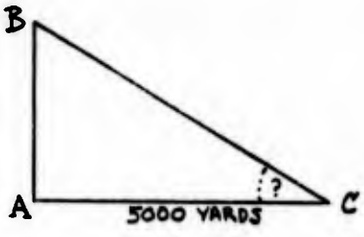
A. mils
B. feet
C. hundreds of yards
D. thousands of meters or yards

39. The known length of a tank is 6 meters and it measures 3 mils in the binoculars. What is the range to the tank?

A. 500 meters
B. 1000 meters
C. 2000 meters
D. 5000 meters

40. In the triangle ABC below, line AB represents a tree 10 yards high. The observer, standing at C, is 5000 yards from the base of the tree. What is the value, in mils, of angle C?

A. 2 mils
B. 4 mils
C. 6 mils
D. 20 mils



41. What is the first thing the gunner should do in case the 105 mm gun fails to fire?

A. announce MISFIRE
B. announce STOPPAGE
C. attempt to fire again using the hand firing lever
D. attempt to fire once more electrically

42. The gunner, by observing the tracer element, sees his round pass to the right of the target, but at about the proper elevation. He will announce

A. TARGET
B. LOST
C. DOUBTFUL
D. nothing

43. When firing at a moving tank, leads are measured from what part of the tank?

A. center
B. front
C. rear
D. top

44. The breech of the tank gun opens automatically as the gun

A. is fired
B. moves to the rear in recoil
C. is between recoil and counterrecoil
D. moves forward in counterrecoil

45. The breechblock is locked in the open position by the

A. cocking bar pivot
B. extractors
C. crosshead rollers
D. firing spring stop

46. The right and left spacers on the operating shaft are

A. interchangeable
B. screwed into threaded recesses in the top of the breechblock
C. replaced with the operating handle unlatched and pulled slightly to the rear
D. replaced with the double spline at 3 o'clock

47. When the 105mm gun is NOT being fired, the tube should be re-oiled

A. every day
B. once a week
C. twice a month
D. once a month

48. For how many consecutive days should the main gun be cleaned after the day of firing?

A. 1
B. 2
C. 3
D. 4

49. After cleaning the main gun tube with rifle bore cleaner, the bore should be

A. wiped dry whether the gun is going to be fired or has just been fired
B. left wet whether the gun is going to be fired or has just been fired
C. left wet if the gun is going to be fired, but wiped dry if the gun has just been fired.
D. wiped dry if the gun is going to be fired, but left wet if the gun has just been fired.

50. What is the prescribed equipment or material used to remove light rust and powder residue from the bore of the main gun?

A. steel-wire bore brush
B. crocus cloth
C. rust preventive compound
D. bronze-wire bore brush

51. What is the prescribed abrasive for cleaning bearing surfaces?

A. crocus cloth
B. flint paper
C. steel wool
D. emery cloth

52. If you were firing from an M60A1 tank, on which one of the following moving targets would you take NO LEAD?

A. a target moving directly toward you
B. a target moving diagonally toward you
C. a target moving across your front
D. a target moving diagonally away from you

53. A sensing of doubtful is made for a round which

A. cannot be seen
B. lands beyond the target but is off in deflection
C. lands short of the target but is off in deflection
D. is off in deflection but is approximately correct for range

54. Which one of the following elements of a fire command is ALWAYS repeated in the subsequent command?

A. alert
B. target description
C. range
D. command to fire

55. Who is responsible for the safeguarding of military information?

A. the unit intelligence officer
B. the unit commanding officer
C. every person having such information
D. such persons as may be designated

56. Which type of march column is normally employed when a large amount of traffic must be moved at night over a short distance as quickly as possible?

A. close column
B. infiltrating column
C. open column
D. tactical column

57. Targets appear nearer and the range may be underestimated when

A. there is fog or rain
B. the observer is looking downward from a height
C. only part of the target is visible
D. the observer is looking across a depression most of which is visible

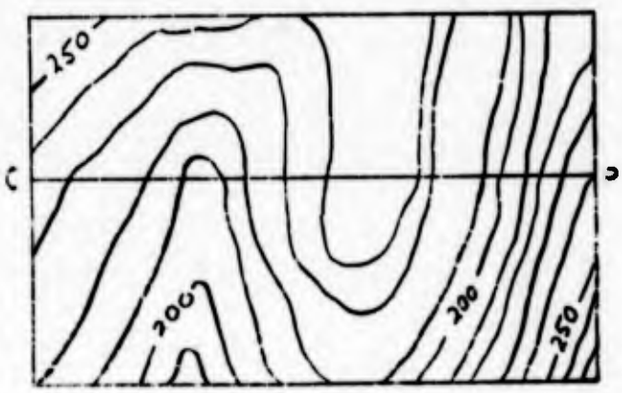
58. The greatest hazard to armor crew personnel from an atomic air burst is the

A. residual radiation
B. blast
C. heat
D. nuclear radiation

59. The needle of a compass points toward

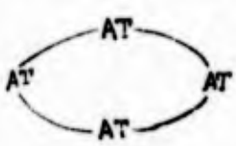
A. geographical north
B. grid north
C. magnetic north
D. true north

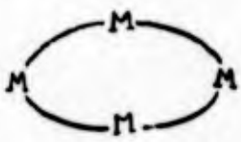
60. How many hills would you climb in walking from Point O to Point P?

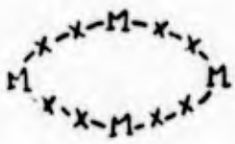


A. 1 hill
B. 3 hills
C. 2 hills
D. 4 hills

61. Which of the following map symbols stands for an AT mine field?

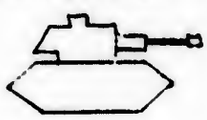
A 

C 

B 

D 

62. The military symbol on a map for a tank unit is:

A 

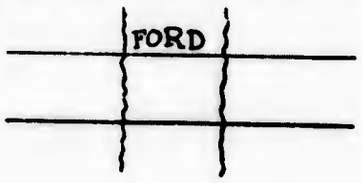
C 

B 

D 

63. Which one of the following indicates a ford on a map or sketch?

A



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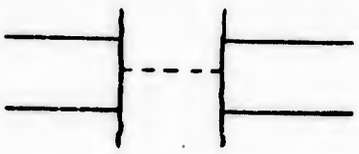

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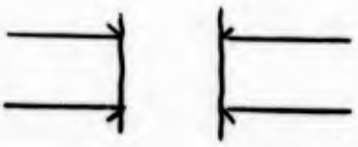

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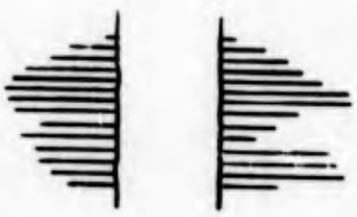
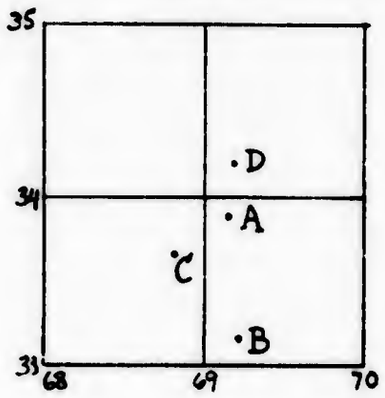


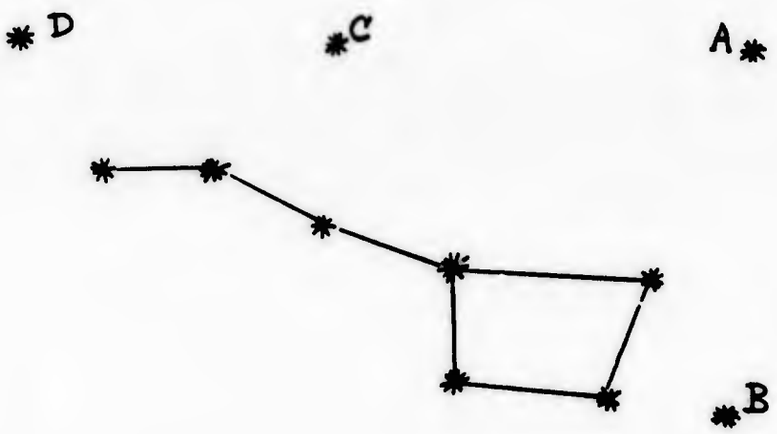
64. What do V-shaped contour lines on a map indicate?

A. pond
B. valley
C. saddle between two hills
D. steep hill

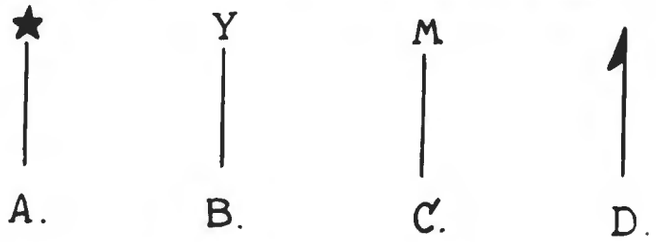
65. If the figure shown below represents the grid system of a map, where should one report when told to go to 692338?



66. In the illustration shown below, which star is the North Star?



67. Which of the symbols shown below represents magnetic north?



68. For which type of defense are armored units best suited?

A. the sustained defense
B. the mobile defense
C. the position defense
D. the deliberate defense

69. How can tanks ordinarily best support an infantry unit in the attack?

A. by providing smoke from selected fire positions
B. by attacking a secondary objective to divert enemy fire
C. by providing indirect fire support
D. by accompanying the infantry and providing direct fire-support as needed

70. During the exploitation, when the leading tank platoon of the advance guard meets light enemy resistance, it should

A. knock out the resistance as quickly as possible and continue the advance and inform the main body commander
B. immediately halt and inform the main body commander
C. maneuver so as to "by-pass" or go around the enemy positions
D. request instructions from the next highest command headquarters

71. With enemy contact a possibility, where should the tanks of a platoon be placed when they are in the assembly area?

a. near the combat outposts
B. near the observation posts
C. on the perimeter of the assembly area
D. near the center of the assembly area

72. You are a tank commander supported by infantry. You are in combat. You find yourself facing a situation having two enemy tanks on your left front, an entrenched antitank gun on your right, an entrenched heavy machine gun and a platoon of enemy infantry to the direct front. The target you should engage first is the

A. entrenched antitank gun
B. enemy infantry
C. entrenched heavy machine gun
D. enemy tanks

73. You are the platoon sergeant of a tank platoon in the attack. Your platoon leader becomes a casualty. You should immediately

A. halt the platoon and request instructions from your company commander
B. halt the platoon and give the platoon leader first aid
C. take command and continue the attack
D. radio your company commander requesting an immediate replacement

74. You are the platoon sergeant of the 2d Platoon, Company B, 21st Tank Battalion, and are now in the company assembly area. Your platoon leader is absent on his reconnaissance prior to an attack. One of your tank commanders reports to you that the engine in his tank is not operating properly You should

A. attempt to repair his engine
B. tell him to keep working on his tank and that you will report the matter to the platoon leader when he returns from his reconnaissance.
C. send a messenger to the company motor officer requesting that a mechanic be sent to check and repair the engine.
D. send a messenger to the battalion motor officer asking for maintenance personnel to repair the tank.

75. You are in combat and you find your tank cut off from your platoon and in danger of capture. You are, however, in radio contact with your company commander. You should

A. notify the company commander you are abandoning the tank and then abandon it, making your way back on foot.
B. destroy the tank as quickly as you can to prevent its capture.
C. notify the company CO you are salvaging all materiel you can and then abandoning the tank.
D. notify the CO of your situation, recommend destruction, and if ordered to do so, destroy the tank.

Repairman's Job Knowledge Test

1. What should be done to a vehicle before it is evacuated from the Using Unit to Direct Support?

   a. Drain the oil
   b. Drain the radiator
   c. Perform organizational maintenance
   d. Perform an ESC Inspection

2. What is taken into the cylinder of a diesel engine on the Intake Stroke?

   a. Air
   b. Air and diesel fuel
   c. Air and gasoline mixture
   d. Diesel fuel

3. What is probably wrong if the engine will not warm to operating temperature?

   a. A defective water pump
   b. Collapsed radiator hose
   c. A loose fan belt
   d. A defective thermostat

4. What must be compensated for, when measuring the Specific Gravity of a Storage Battery?

   a. The battery voltage
   b. The state of charge
   c. The temperature of the electrolite
   d. The number of cells

5. Why are two universal points used on each propeller shaft?

   a. To reduce friction
   b. To reduce speed variations
   c. To multiply torque
   d. To multiply speed

6. What safety precaution should be taken before removing the front propeller shaft?

   a. Place transmission in neutral
   b. Place transfer in neutral
   c. Jack up one front wheel
   d. Jack up one rear wheel

7. Which of the following will cause a wheel cylinder to leak?

   a. Faulty check value
   b. Worn piston
   c. Worn cup
   d. Plugged filler vent

8. What aids in bringing the wheels back to the straight ahead position after turning a corner?

   a. Caster
   b. Camber
   c. Kingpin inclination
   d. Toe-In

9. What counteracts the effects of camber?

   a. Caster
   b. Camber
   c. Kingpin inclination
   d. Toe-In

10. When using a file, pressure is exerted on the

   a. Backward stroke
   b. Forward stroke
   c. Both of the above
   d. Front tip only

11. If a vehicle will crank, but will not start, what is the first thing to check?

   a. Distributor
   b. Fuel level
   c. Oil level
   d. Spark plugs

12. For what purpose is a DA Form 2404 used?

   a. Daily operators inspection
   b. ESC
   c. Technical inspection
   d. All of the above

13. What engine part changes up and down motion to turning motion?

   a. Flywheel
   b. Piston
   c. Crank shaft
   d. Connecting Rod

14. On which stroke, in a 4-cycle engine, does ignition take place?

   a. Exhaust
   b. Intake
   c. Compression
   d. Power

15. If only the driving side of the sprocket teeth are worn, the sprockets should be

    a. Replaced
    b. Repaired
    c. Rotated
    d. Left until both sides are worn

16. After road-testing a tracked vehicle, a serviceable shock absorber will be

    a. Cool
    b. Warm
    c. Fully extended
    d. None of the above

17. When jacking up the front end of a wheeled vehicle in the shop area, the first thing one should do is

    a. Set handbrake
    b. Use jackstand
    c. Block the wheels
    d. Put transmission in gear

18. What is the maximum governed RPM on an AVDS 1790 engine underload?

    a. 2850 RPM
    b. 2650 RPM
    c. 2400 RPM
    d. 2550 RPM

19. When no electrolite hydrometer is available to check specific gravity, you can use

    a. An antifreeze hydrometer
    b. A voltmeter
    c. An OHM meter
    d. None of the above

20. What stops air from being pumped to the tanks when the required pressure is reached?

    a. Compressor
    b. Air safety valve
    c. Air governor
    d. Warning signal buzzer

21. What is used to test battery voltage?

    a. Hydrometer
    b. Pressure gauge
    c. Multimeter
    d. Vacuum gauge

22. What is the firing order of all six-cylinder inline engines?

a. 13 46 25
b. 15 36 24
c. 26 51 34
d. 36 14 25

23. What component produces electrical energy?

a. Generator regulator
b. Starter
c. Generator
d. Batteries

24. When starting an engine, which component of the battery ignition system supplies the electric current?

a. Generator
b. Battery
c. Coil
d. Starter

25. What component of the ignition system is used to start and stop the flow of current within the system?

a. Starter switch
b. Light switch
c. Ignition switch
d. Circuit breaker

26. In a four-cycle engine, how many times must the camshaft rotate before all of the valves open and close once?

a. 1
b. 2
c. 3
d. 6

27. The engine in an M60A1-tank is a

a. AVI 1790
b. AVSI 1790
c. AVDS 1790
d. 8V71T

28. In vehicles equipped with the CD850 cross drive transmission, steering is accomplished by

a. Steer gears
b. Controlled differential
c. Brakes
d. None of the above

29. To find the maintenance allocation chart for an M151 1/4 ton truck you would look in which of these manuals?

a. TM 9-2320-218-10
b. TM 9-2320-218-20
c. TM 38-750
d. TM 9-2320-218-20P

30. In an M60A1 tank the batteries are connected together in

a. Series
b. Parallel
c. Both
d. Neither

31. Who within any organization is responsible for vehicle maintenance?

a. Motor Officer
b. Motor Sergeant
c. Maintenance Officer
d. Commanding Officer

32. Which tool is used for removing the input shaft of a CD850-6A cross drive transmission?

a. Sliding hammer puller
b. Sledge hammer
c. Crowbar
d. Both b and c above

33. Non-permanent oil filters should be changed

a. Semi-annually
b. Quarterly
c. Every 1000 miles
d. Each time oil is changed

34. Which of the following vehicles is not a combat vehicle?

a. M107
b. M113
c. M110
d. M60A1

35. Which type of track is used on an M60A1 tank?

a. Double pin
b. Single pin
c. Cam and lever
d. Cleated

36. To check for a broken torsion bar on a track vehicle you

a. Remove torsion bar plug and inspect bar
b. Jump on road wheel arm
c. Pry up on each road wheel arm with crowbar
d. No need to check for broken torsion bar

37. Oil is used in engines to

a. Lubricate engine parts
b. Cool engine parts
c. Clean engine parts
d. All of above

38. On most tactical wheel vehicles the only wheel alignment you can make is

a. Toe-in
b. Toe-out
c. Caster
d. Camber

39. Which tool is used to remove the generator cables in waterproof electrical systems?

a. Crowsfoot wrench
b. Spanner
c. Pliers
d. Deep-well socket

40. Which of the following things does the unit mechanic record on the DA Form 2408-3?

a. Repairs and services needed
b. Repairs and services made
c. MWOs completed
d. Oil changes

41. Which of the following fuel inlet systems is used on the M113 personnel carrier?

a. Fuel injection
b. One 4-throat carburetor
c. One 2-throat carburetor
d. Two 2-throat carburetor

42. The M-578 recovery vehicle has the same chassis as which other vehicle?

a. M60A1
b. M108
c. M88
d. M113

43. Which of the following vehicles is classified as a combat vehicle?

a. M113A1
b. M474
c. M106
d. M577

44. Which of the following types of fuel can not be used in a M35A2 2 1/2 ton truck?

a. Gasoline
b. JP-4
c. Aviation gasoline
d. Diesel

45. To make adjustments for normal wear on the steering worm you adjust the

a. Pitman arm lash
b. Tie-rod ends
c. Steering knuckles
d. Steering arms

46. In any planetary gear set which gear is the largest when figuring ratios?

a. Sun gear
b. Ring gear
c. Planet carrier assembly
d. Internal gear

47. What device in the LVCT measures electric current flow?

a. Volt meter
b. Amp meter
c. Load bank
d. External shunt

48. Which gear in a conventional differential allows one axle to turn faster than the other?

a. Spider pinion gear
b. Differential side gear
c. Pinion gear
d. Ring gear

49. A single sheet bend knot is used for which of the following reasons?

a. To join two ropes of equal size
b. Prevent raveling
c. To join two wet ropes
d. To drag logs or timbers

50. Which knot would be used to bypass a weak spot in a rope?

a. Half hitch
b. Clove hitch
c. Fisherman's bend
d. Sheep shank

51. A vacuum gauge reading of approximately 10 inches of vacuum with the pointer steady generally means

a. Normal engine
b. Choked exhaust system
c. Loose valve guides
d. Incorrect ignition timing

52. On vehicles with automatic engagement of front wheel drive, which component engages the front axle?

a. Sprag unit
b. Transfer case
c. Transmission
d. Stylus

53. What component in the transmission shift linkage prevents you from shifting into two gears at the same time?

a. Shiftrail interlock
b. Poppet ball and spring
c. Setscrew
d. Ball fulcrum

54. Which of the following will NOT be caused by using a pressure radiator cap?

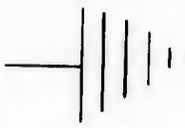
a. Raised boiling point
b. Improved engine performance
c. Reduced evaporation
d. Lowered freezing point

55. In a military air-hydraulic brake system, how does the air-hydraulic cylinder assist in the application of the brake shoes?

a. Exerting air pressure on the master cylinder
b. Exerting extra hydraulic pressure on the wheel cylinders
c. Exerting air pressure on the wheel cylinders
d. None of the above

56. Which of the following symbols is used to show a battery in an electrical diagram?

a. 

b. 

c. c. 

d. 

57. What should be done before working on any part of the electrical system?

a. Remove positive cable
b. Turn off ignition switch
c. Remove ground cable
d. Disconnect generator

58. Which type of oil should be used in an automotive engine during the winter season in Alaska?

a. OE10
b. OEA
c. OE30
d. OE40

59. What type of lubrication system is used in military automotive engines?

a. Splash
b. Splash and force feed
c. Full force feed
d. Force feed

60. When an AC type generator is used on a vehicle, what component changes the AC voltage to a usable form?

a. Rectifier
b. Voltage regulator
c. Armature
d. Field

61. What form is the AC voltage in item 60 (above) changed to:

a. Alternating current
b. Direct current
c. Magnetic current
d. Positive current

62. Which of the following would not cause the hydraulic service brakes to have a "spongy" feeling when the pedal is depressed?

a. Low fluid level
b. Air in hydraulic lines
c. Brakes out of adjustment
d. All would cause it

63. On the M113, track tension is adjusted with which of the following?

a. Hydraulic Adjuster
b. Screw type adjuster
c. Track jack
d. Eccentric spindle

64. When backing a M60A1 tank, what must you do with the steering control to make the tank turn to the driver's right?

a. Turn to left
b. Turn to right
c. Put in neutral steer
d. Step on brake

65. Which of the following types of lubricating oil has the highest viscosity?

a. OE10
b. G090
c. OE30
d. OEA

66. In an AVDS-1790-2A engine, which valve is filled with sodium?

a. Intake
b. Both intake and exhaust
c. Neither
d. Exhaust

67. Which DA pamphlet would you look in to find a list of MWOs for a military vehicle?

a. 310-7
b. 310-2
c. 310-3
d. 310-4

68. When you use gears to increase torque, one side effect is to:

a. Decrease speed
b. Increase speed
c. Decrease twisting force
d. Increase side force

69. If, after a complete compression test, you have readings of: #1-120, #2-120; #3-60; #4-60; #5-120; #6-120, the most common malfunction would be:

a. Burned valves
b. Worn rings
c. Cracked cylinder wall
d. Blown head gasket

70. Which of the following would <u>not</u> be caused by late ignition timing?

a. Hard starting
b. Ignition ping
c. Poor performance
d. Overheating

71. The most useful tools used to test an engine's condition is:

a. Amp gauge
b. Volt gauge
c. Vacuum gauge
d. Cylinder compression gauge

72. Which of the following vehicles has a lockout suspension system?

a. M60
b. M110
c. M113
d. M114

73. In a coil and battery type ignition system, a spark plug is fired each time:

a. The ignition points break contact
b. The crank shaft rotates
c. The distributor shaft rotates
d. The ignition points make contact

74. Where would you look in a vehicle's log book to find work that needs to be done?

a. 2408-1
b. 2408-3
c. 2408-13
d. 2408-14

75. Which of the following would be caused by not having enough clutch free travel?

a. Slipping clutch
b. Clutch not releasing completely
c. Poor engine performance
d. Dragging brakes

76. What part of a conventional transmission helps you shift gears without grinding?

a. Syncromesh
b. Shift rail interlock
c. Shift fork
d. Countershaft

77. What is the lowest level of maintenance that is ever allowed to replace an engine in a military vehicle?

a. Operator
b. Direct support
c. General support
d. Organizational mechanic

78. Which special tool is used to check the antifreeze solution in a vehicle's radiator?

a. Ethyline-glycol hydrometer
b. Alcohol hydrometer
c. Electrolite hydrometer
d. Flow meter

79. Which of the following vehicles does <u>not</u> have a turbo supercharger?

a. M-35A1
b. M-37B1
c. M60A1
d. M578

80. Which of the following vehicles has two types or kinds of superchargers?

a. M-35A1
b. M-37B1
c. M60A1
d. M578

81. What is used to drive the blower on the 8V71T engine?

a. Belt
b. Gears
c. Electric motor
d. Exhaust gases

82. What does a supercharger do?

a. Raises the air pressure in the exhaust system
b. Cools the engine
c. Raises the air pressure in the intake system
d. Cools the engine oil

83. What part of the distributor directs the electric current to the spark plugs?

a. Rotor
b. Coil
c. Distributor cap
d. Capacitor

84. Which part of a carburetor can be adjusted by an organizational mechanic?

a. Float system
b. Jets
c. High-speed circuit
d. Idle circuit

85. Which of the following circuits can <u>not</u> be tested with a LVCT?

a. Primary ignition circuits
b. Secondary ignition circuits
c. Accessory circuits
d. Starter circuits

86. Which of the following should be done before adjusting the service brakes on a wheeled vehicle?

a. Set hand brake
b. Rotate tires
c. Adjust wheel bearings
d. Remove wheels

87. Which publication would you look in to find out how to fill out a form used on a tank, M60A1?

a. DA Pamphlet 310-4
b. TM 38-750
c. TM 9-2350-215-10
d. TM 9-2350-215-20

SUPPLY SPECIALIST'S JOB KNOWLEDGE TEST

S-KT-1

AMMUNITION

1. What form is used to request and turn in ammunition?

   A. DA Form 581
   B. DA Form 444
   C. DA Form 2063R
   D. DA Form 1687

2. What form is used to ship ammunition?

   A. DA Form 581
   B. DA Form 1687
   C. DA Form 2062
   D. DA Form 3161

CARE AND CLEANING

3. Who is responsible for care and cleaning of organizational and individual equipment?

   A. PBO
   B. 1SG
   C. Platoon Sergeant
   D. All of the above

4. Who might inspect the weapons after they are cleaned?

   A. Platoon Sergeant
   B. Squad Leader
   C. Armorer
   D. All of the above

5. How many times must you clean <u>your</u> weapon after a firing problem?

   A. Once, the same day
   B. Two days in a row
   C. Three days in a row
   D. Twice on the day after firing

S-KT-2

DOCUMENT REGISTER

6. What is a Document Register used for?

   A. Filing hand receipts
   B. Issuing documents
   C. Recording document numbers
   D. Recording unserviceable equipment

7. What is the form number of a Document Register?

A. DA Form 2062
B. DA Form 3161
C. DA Form 2765-1
D. DA Form 2064

8. Who signs A and B priorities on the Document Register?

A. PBO
B. Motor Sergeant
C. Supply Sergeant
D. Armorer

9. What priorities are signed on the Document Register?

A. 01
B. 03
C. 06
D. All of the above

EXPENDABLE SUPPLIES

10. Which of the following is expendable <u>recoverable</u>?

A. Cartridges, small arms
B. Chair, straight w/o arms
C. Table folding legs, wood
D. Stapler

11. What form is used to request <u>multiple</u> line item <u>expendable</u> supplies?

A. DA Form 2765-1
B. DA Form 2765
C. DA Form 2064
D. DA Form 3161

12. What form is used to request <u>single</u> line item <u>expendable</u> supplies?

A. DA Form 2765-1
B. DA Form 2765
C. DA Form 3161
D. DA Form 2064

S-KT-3

FILES

13. According to the AR, what may you do with completed documents for expendable supplies?

A. Forward to the finance section
B. File in document register
C. Pull and destroy
D. File in inactive file

14. How long are documents for nonexpendable supplies kept in the temporary file?

A. Until a partial issue is made
B. Until the complete issue is made
C. For one year
D. For at least two (2) years

15. Which documents are kept in the permanent files?

A. Documents of completed transactions for nonexpendable supplies
B. Documents of completed transactions for expendable and nonexpendable supplies
C. Documents for due-ins
D. Documents for due-outs

S-KT-4

HAND RECEIPT

16. Who may sign equipment out on hand receipt?

A. Officers
B. EM personnel
C. Civilian
D. All of the above

17. What form is a permanent hand receipt made on?

A. DA Form 2064
B. DA Form 2062
C. DA Form 3328
D. DA Form 3122

18. What form is a temporary hand receipt made on?

A. DA Form 2063-R
B. DA Form 3122
C. DA Form 3328
D. DA Form 2064

19. The items on a permanent hand receipt must be inventoried how often?

A. Once (1) a year
B. Three (3) times a month
C. Every six (6) months
D. Twice (2) a week

INDIVIDUAL CLOTHING

20. What regulation governs the issue and sale of personal clothing?

A. AR 735-502-3
B. AR 700-8400-1
C. AR 712-320-5
D. AR 725-220-3

21. When can an individual have a charge sale initiated?

A. Report of survey
B. Statement of charges
C. Health, comfort and appearance
D. None of the above

22. What form is a charge sale initiated on?

A. DA Form 3078
B. DA Form 3327
C. DA Form 3329
D. DA Form 10-250

S-KT-5

INVENTORIES

23. When there is a discrepancy in quantity on hand when should an inventory be made?

A. Semi-annually
B. Weekly
C. Annually
D. Immediately

24. When is a Per Inventory taken on Property Book Items?

A. Semi-annually
B. Monthly
C. Weekly
D. Annually

25. What document is used as part of any inventory?

A. Equipment Status Report
B. Report of Survey
C. Any recorded document of government property
D. Inventory Adjustment Report

26. Who may perform a special inventory?

A. Commanding Officer
B. First Sergeant
C. Supply Sergeant
D. Anyone who is signed for government property

27. What regulation governs inventories?

A. AR 735-35
B. AR 735-5
C. SB 700-20
D. AR 601-11

28. Who initials a Per Inventory on the property books?

A. PBO
B. Supply Sergeant
C. Mess Officer
D. 1SG

S-KT-6

INVENTORY ADJUSTMENT REPORT (IAR)

29. What form is an IAR made on?

A. DA Form 2765
B. DD Form 200
C. DA Form 2062
D. DA Form 444

30. Who signs an IAR first?

A. PBO
B. 1SG
C. Supply Sergeant
D. Platoon Sergeant

31. Who is the approving authority on an IAR?

A. PBO
B. Supply Sergeant
C. Commander
D. 1SG

S-KT-7

LAUNDRY

32. Who may turn in individual laundry and drycleaning in a non-combat zone?

A. All military personnel
B. All civilian personnel
C. Officers and Enlisted Men
D. Enlisted Men

33. What form do sleeping bags go on?

A. DA Form 1974
B. DA Form 3136
C. DA Form 1546
D. DA Form 2765

34. How many pieces of individual laundry can a man send, NOT counting the laundry bag?

A. 25
B. 26
C. 27
D. 28

35. What is the maximum number of pieces of individual drycleaning a man can send in one month?

A. 6
B. 7
C. 8
D. 9

36. How often are gains picked up on the laundry roster?

A. Once a week
B. Once a month
C. Anytime
D. Every other week

37. What is the time limit for making a claim on property which has been lost or damaged while at the Quartermaster Laundry?

A. Four (4) weeks
B. Three (3) weeks
C. Two (2) weeks
D. Five (5) working days

S-KT-8

MONTHLY EQUIPMENT STATUS REPORT (ESR)

38. What step is taken first when you receive the Equipment Status Report?

A. The Company Commander signs the report
B. You edit
C. Increase the on-hand quantity
D. You make an issue

39. How would you go about making a deletion on the ESR?

A. Make a turn-in
B. Make out another report
C. The supply sergeant signs the report
D. Draw a line through the item on the report

40. How would you pick up an item on the ESR?

A. Enter the item on the report or Data Change Sheet
B. Fill out an issue slip
C. Call the Logistics Section
D. Enter the item on an Inventory Adjustment Report

41. What items are carried on an Equipment Status Report?

A. Unserviceable items
B. Reportable items from TMs and SMs
C. Reportable TOE items and TDA items
D. All items of equipment on hand

42. How do you change the quantity of an item on the ESR?

A. Fill out a turn-in slip
B. Make out an Inventory Adjustment Report
C. Line out the old quantity and write in the new figure
D. Have the CO initial the change and sign the report

43. In what publications are reportable items found?

A. TOE, TDA, and SB 700-20
B. TMs and SMs
C. AR 735-11, AR 735-50
D. All of these

44. Who signs the ESR when it is completed?

A. Mess Officer
B. First Sergeant
C. Supply Sergeant
D. Property Book Officer

S-KT-9

NONEXPENDABLE SUPPLIES

45. What forms are nonexpendables requested on?

A. DA Forms 2765-1 or 3161
B. DA Forms 2765 or 2407
C. DA Forms 3328 or 3329
D. DA Forms 3326 or 3327

46. When nonexpendables are received, what documents are they recorded on for accountability?

A. DA Forms 2765-1 or 3161
B. DA Forms 3328 or 3329
C. DA Forms 3326 or 3327
D. DA Forms 2765 or 2407

47. What form is used to turn in nonexpendables for repair?

A. DA Form 2402
B. DA Form 2408
C. DA Form 2407
D. DA Form 2404

48. What form is used to direct exchange nonexpendables?

A. DA Form 2408
B. DA Form 2406
C. DA Form 2404
D. DA Form 2402

ORGANIZATIONAL CLOTHING AND EQUIPMENT

49. Who signs the Turn-in part of the organizational clothing and equipment record?

A. Property Book Officer
B. 1SG
C. Supply Sergeant
D. Platoon Sergeant

50. How many columns must be done in pencil on the organizational clothing and equipment record?

A. Six (6)
B. Five (5)
C. Four (4)
D. Three (3)

S-KT-10

PRESCRIBED LOAD LIST (PLL)

51. What is a DA Form 3318?

A. Travel Voucher
B. Record of Demands
C. Document Register
D. Prescribed Load List

52. For what reason is the DA Form 3318 used?

A. To record quantities of repair parts requested
B. To record requests for nonexpendable items
C. To record all overages of PLL
D. To record all PLL in use

53. Which of the following forms is a Prescribed Load List?

A. DD Form 362
B. DA Form 3318
C. DA Form 2063-R
D. DA Form 581

54. Record of Demand cards which are no longer applicable to equipment on hand are periodically reviewed, removed, and destroyed. How often does this review occur?

A. Monthly
B. Quarterly
C. Semi-annually
D. Annually

55. A unit has been operating with a PLL for two years. In the last 180 days no demand has occurred for an "as required" item. What should be done?

A. Destroy the item
B. Reorder the item
C. Hold for a demand
D. Drop from the PLL

56. On a PLL item, what is the minimum level at which the PLL is maintained for an item of very low demand?

A. One (1)
B. Two (2)
C. Three (3)
D. Four (4)

S-KT-11

LOADING PROBLEM

57. The bed of a truck has 175 cubic feet of loading space. A box of blankets takes 5 cubic feet of space. Each box holds 20 blankets. How many trucks will be needed to carry 2100 blankets?

A. Fourteen (14)
B. Eight (8)
C. Three (3)
D. Twenty-one (21)

S-KT-12

PROPERTY BOOK

58. How many kinds of Property Books are there?

A. One (1)
B. Two (2)
C. Three (3)
D. Four (4)

59. What form is used in Property Books?

A. DA Form 3328
B. DA Form 2064
C. DA Form 2062
D. DA Form 3327

60. When a page becomes filled where is it filed?

A. Temporary file
B. Permanent file
C. Voucher file
D. Inactive file

61. Who initials the per inventory in the Property Book?

A. Supply Sergeant
B. 1SG
C. PBO
D. CO

62. How often must the items in the Property Book be inventoried?

A. Once a week
B. Once a year
C. Daily
D. Monthly

63. Who signs the first page in the Property Book?

A. CO
B. Mess Officer
C. PBO
D. Motor Officer

64. What documents are used to record installation property?

A. DA Forms 3326 or 3327
B. DA Forms 3328 or 3329
C. DA Forms 1150 or 1150-1
D. DA Form 2064

S-KT-13

PUBLICATIONS

65. Your unit needs a TM to order repair parts for assigned cal. 45 pistols. What DA pamphlet would you refer to?

A. 310-1
B. 310-2
C. 310-3
D. 310-4

66. You want to check to see if the forms you are using are current. What DA pamphlet index would you refer to?

A. 310-1
B. 310-2
C. 310-3
D. 310-4

QUARTERLY REPORT OF OPERATIONAL LOSS (QROL)

67. What form is Quarterly Report of Operational Loss made out on?

A. DD Form 200
B. DA Form 362
C. DD Form 1150
D. DA Form 3161

68. What is the item dollar value permitted on Quarterly Report of Operational Loss?

A. Under $25.00
B. Between $25.01 and $100.
C. Over $100.
D. None of these

RATIONS

69. What form is a request for "C" Rations on?

A. DA Form 3161
B. DA Form 3122
C. DD Form 200
D. DD Form 362

70. Who signs a request for "C" Rations which are to be stored in the Supply Room as basic load?

A. Chief of Logistics
B. Mess Officer
C. PBO
D. Supply Sergeant

S-KT-14

RECEIVING SUPPLIES

71. What step should you take <u>first</u> when you receive any property?

A. Sign for it
B. Inventory it
C. Return to your unit with it
D. Make out a hand receipt

72. Who may sign for property at an issue point?

A. All Officers
B. Mess Sergeant
C. Only those authorized in writing
D. None of the above

73. What document delegates the authority to receipt for supplies?

A. DA Form 1687
B. DA Form 1543
C. DA Form 2765-1
D. DA Form 3161

74. Nonexpendable supplies are issued to you on what form?

A. DA Form 2765
B. DA Form 2765-1
C. DA Form 2407
D. DA Form 2402

REPAIR PARTS STOCKAGE PER EQUIPMENTS

NOTE: The following formula will be used for this computation:

$$\left.\begin{array}{l}\text{Specific number}\\ \text{of equipments}\\ \text{on hand}\end{array}\right\} \times \frac{\text{allowance factor}}{\text{100 equipments}} = \text{minimum stockage quantity}$$

75. You are authorized 35 spark plugs per 100 vehicles. The unit has 45 vehicles on hand. How many spark plugs are you authorized?

A. 15
B. 16
C. 23
D. 39

S-KT-15

REPORT OF SURVEY

76. What form do you use to make out a Report of Survey?

A. DA Form 2064
B. DA Form 2062
C. DD Form 200
D. DD Form 362

77. Who appoints the Survey Officer?

A. Installation Commander
B. Company Commander
C. Supply Officer
D. Mess Officer

REQUESTING SUPPLIES

78. What document is used to log-in requests?

A. DA Form 2062
B. DA Form 3161
C. DA Form 2064
D. DA Form 3122

79. How many line items can be requested on one DA Form 2765?

A. One
B. Two
C. Three
D. Four

80. Who signs request priorities 16 thru 20?

A. Commanding Officer
B. PBO
C. Supply Sergeant
D. None of the above

S-KT-16

SELF-SERVICE SUPPLY CENTER

81. What is the document which authorizes you to go to self-service supply?

A. DA Form 3136
B. DA Form 1150
C. DA Form 1687
D. DA Form 2765-1

82. Which of the following are normally stocked in Self-Service Supply?

A. Nonexpendable items
B. Publications and blank forms
C. Medical supplies
D. Common hardware

STATEMENT OF CHARGES (S/C)

83. What form is a Statement of Charges made on?

A. DA Form 3136
B. DA Form 3161
C. DD Form 200
D. DD Form 362

84. Who is the approving authority on a S/C?

A. Supply Officer
B. Company Commander
C. Installation Commander
D. Supply Sergeant

S-KT-17

TURN-IN

85. Who can make a turn-in?

A. Officers
B. EM
C. Civilian
D. All of the above

86. What forms may you use to make turn-ins to the supply point?

A. DA Forms 2765, 2765-1 and 3161
B. DA Forms 2062, 2064 and 3136
C. DA Forms 3326, 3327, and 3328
D. DA Forms 3078, 2161 and 3122

87. What document should accompany <u>one</u> nonexpendable item for turn-in?

A. DA Form 2886
B. DA Form 3136
C. DA Form 2765-1
D. DA Form 2765

88. When a recorded serial numbered item has been turned in how is it posted on the back of the Property Book page?

A. Entered as a turn-in
B. Lined out and initialed
C. Debit posted and initialed
D. Posted as a gain

S-KT-18

MISCELLANEOUS

89. How often is an AGI inspection held?

A. Once every six months
B. Once a year
C. Three times a year
D. At least once every four months

90. What is the first day of the fiscal year?

A. 1 January
B. 1 June
C. 1 July
D. 1 December

91. What form do you use to have a light fixture installed in an office?

A. DA Form 2701
B. DA Form 2765-1
C. DD Form 200
D. None of these

92. What is a DA Form 2406?

A. Quarterly Report of Operational Loss
B. Equipment Status Report
C. Material Readiness Report
D. Inventory Adjustment Report

93. What publication governs the Material Readiness Report?

A. SB 700-20
B. TM 38-403
C. AR 711-5
D. TM 38-750

94. What action will help the most in preparing the Material Readiness Report?

A. Knowing how to use the Inventory Adjustment Report
B. Keeping a copy of the Equipment Status Report on hand
C. Turning in Quarterly Report of Operational Loss on time
D. Keeping Equipment Log Books and Property Books up to date

S-KT-19

95. Who authorizes lateral transfers of nonexpendable supplies from one PBO to another within an installation?

A. Gaining PBO
B. Installation Commander
C. Chief of Logistics
D. Losing PBO

96. What is the time limit for completion of an URGENT MWO (Modification Work Order)?

A. Within 30 days
B. Within 45 days
C. Within 60 days
D. Within 90 days

MEDICAL SPECIALIST JOB KNOWLEDGE TEST

1. When the drainage from GI suction bottle is emptied
   a. measure contents and record on I&O record
   b. discard contents without measuring
   c. save contents and show to doctor
   d. send the entire specimen to the lab

2. The Gastro-Intestinal tube on a patient being treated by GI suction is irrigated
   a. whenever necessary so as to keep the tube open (PRN)
   b. at least once every hour
   c. whenever the tube becomes clogged
   d. only on the doctor's orders

3. A sample of a correct and complete entry on the fluid balance record is
   a. 0800, emesis, green fluid vomited
   b. emesis, green fluid, 200cc
   c. 0800, emesis, green fluid, 200cc
   d. 0800, 200cc, emesis

4. The most common site for Subcutaneous Injections is
   a. buttocks
   b. inner aspect of the elbow
   c. lateral aspect of the upper arm
   d. lateral aspect of the lower arm

5. The angle of insertion of the needle for a Subcutaneous Injection is
   a. 15 degrees
   b. 45 degrees
   c, 60 degrees
   d. 90 degrees

6. Intramuscular Injections are given into
   a. large muscles relatively free of major blood vessels or nerves
   b. large muscles that have many major blood vessels
   c. any muscle in the body
   d. only the biceps muscle of the upper arm

7. In IV therapy the rate of flow of the solution into the vein is
   a. as fast as the body will tolerate
   b. as ordered by the doctor
   c. usually one hundred (100) drops a minute
   d. left to the discretion of the corpsman

8. After the needle has been removed from the vein, you should
   a. apply firm pressure below site of injection
   b. massage the area well
   c. apply firm pressure directly over site of injection
   d. leave tourniquet in place for a few minutes

9. After rotating a patient on a Stryker Frame, you would release your hold on the frame when the
   a. lock nuts are tightened
   b. safety straps are removed
   c. locking pins have snapped into place
   d. frame is completely rotated

10. If the post-operative patient's dressing becomes wet with bright red blood, the corpsman should
    a. apply pressure to dressing
    b. increase rate of intravenous infusion
    c. change dressing immediately
    d. report situation to nurse immediately

11. The part of the tracheotomy tube that can be removed by the corpsman for cleaning is
    a. inner cannula
    b. outer cannula
    c. obturator
    d. tracheotomy tube

12. When you are assigned to give medicine, you should check the medicine card for information as to
    a. what hour to give the medicine
    b. how to give the medicine to an old man
    c. how to give the medicine to a child
    d. what drug company made the medicine

13. A principle in administering medications is
    a. give all medications by mouth when ever possible
    b. all medications must be ordered by doctor
    c. the corpsman administers all medications
    d. medications may be ordered by the nurse.

14. Before starting the gavage feeding on a patient with levin tube in place, you should always
    a. empty the drainage bottle
    b. check to see that tube is still in stomach
    c. remove old tube and replace with fresh tube
    d. check to see that suction is working properly

15. The levin tube is in the patient's stomach if you can
    a. aspirate gastric fluid
    b. aspirate mucous
    c. aspirate air
    d. pour water through it

16. In administering medication by intramuscular injection, the medical corpsman should always use
    a. a 3cc syringe
    b. an 18-guage needle
    c. medically clean technique
    d. sterile technique

17. The area selected for the intradermal injection should
    a. be free from scar tissue
    b. be relatively free from hair and pigment
    c. have relatively thin skin
    d. all of the above

18. In IV therapy the angle of insertion for the needle is
    a. 15 degrees
    b. 30 degrees
    c. 45 degrees
    d. 90 degrees

19. In IV therapy, the drip device is inserted into
    a. hub of the needle
    b. raised cross marked "Inlet"
    c. small depression marked "Air"
    d. large depression marked "Outlet"

20. Before selecting a vein for venipuncture the corpsman should
    a. clean the site of injection thoroughly
    b. feel the vein for direction and size
    c. feel for a superficial vein that rolls easily
    d. feel for a vein that pulsates

21. If the anesthetized patient vomits, the first thing the corpsman should do is
    a. call for the nurse
    b. remove airway and turn head to side
    c. attempt to arouse the patient
    d. elevate head of bed and insert airway

22. In order to prevent injury to the tissue in oro-nasal suctioning
    a. suction the patient frequently with a levin catheter
    b. suction the patient gently to a measured depth
    c. always close opening on "T" tube while inserting catheter
    d. suction only to the measured depth on the obturator

23. The angle of insertion of the needle for a subcutaneous injection is
    a. 15 degrees
    b. 45 degrees
    c. 60 degrees
    d. 90 degrees

24. When storing cylinders of oxygen, the corpsman should
    a. remove cylinder cap
    b. remove all tags from cylinder
    c. chain or strap cylinder in an upright position
    d. place cylinder in a horizontal position

25. If an additional bottle of IV fluid is to be given to the patient, change the IV solution bottle when
    a. only a hundred (100) ccs are left in the bottle
    b. the drip device becomes empty
    c. the level of solution is still in neck of bottle
    d. tubing becomes empty of all solution

26. To clear the IV tubing of all air
    a. clamp the tubing to prevent air from entering the adaptor
    b. open the clamp and allow solution to fill the tubing
    c. raise the tubing above the level of bottle and close clamp
    d. lower tubing below the level of bottle and close clamp

27. During the venipuncture procedure the tourniquet is
    a. left in place until the end of the procedure
    b. released from the arm once the needle is in the vein
    c. released from the arm after the blood is collected
    d. put on the arm after the skin has been pierced

28. In nasal suctioning, the suction catheter is inserted
    a. the distance measured from the patient's nose to ear
    b. the distance measured on the obturator
    c. the distance measured from the patient's nose to sternum
    d. the length of the catheter

29. Persons entitled to care in Army medical treatment facilities are
    a. dependents of military personnel (active and retired)
    b. civilian emergencies
    c. all retired military personnel
    d. all of the above

30. On a hospital ward, more personnel of the nursing service are usually assigned to
    a. night shift
    b. evening shift
    c. day shift
    d. emergency shift

31. In caring for rubber goods it is important to
    a. wipe with alcohol to remove stains
    b. rinse well as soap deteriorates rubber
    c. dry well over a radiator before folding
    d. rub with oil to prevent cracking

32. Having clean hands when making a bed provides for
    a. comfort of the patient
    b. safety for the patient
    c. economy of linen
    d. appearance of the unit

33. The structure of the rectal clinical thermometer differs from the structure of the oral clinical thermometer in that in the rectal thermometer
    a. the back of the stem is frosted
    b. the mercury must be forced down by shaking
    c. the bulb is heavy and pear shaped
    d. the long lines on the scale indicate degrees in whole numbers

34. The members of the Medical Service Team most closely related to patient care are
    a. Chaplain, Medical Specialist, Dentist
    b. Doctor, Nurse, Red Cross
    c. Nurse, Doctor, Medical Specialist
    d. Doctor, Medical Service Corps Officer, Dietitian

35. Equipment needed for procedures is uaually prepared by the medical corpsman in
    a. the nurse's station
    b. the linen room
    c. the latrine
    d. the utility room

36. In taking a rectal temperature, the rectal thermometer is inserted into the rectum approximately
    a. one-half inch
    b. one to one and one-half inches
    c. two to two and one-half inches
    d. three to three and one-half inches

37. When taking a patient's pulse, you should observe for
    a. number of beats per minute
    b. regularity of beat
    c. strength of beat
    d. all of the above

38. An instrument used to listen to sounds within the body is the
    a. opthalmoscope
    b. laryngoscope
    c. stethoscope
    d. gastroscope

39. The most important person in a hospital is
    a. the nurse
    b. the doctor
    c. the patient
    d. the corpsman

40. Members of the hospital ward team are assigned duties
    a. in accordance with the level of their training
    b. depending upon individual patient's preference for a particular corpsman
    c. by the Company Commander
    d. by the personnel officer

41. The average range of the respiratory rate in adults is
    a. 10 - 18
    b. 12 - 20
    c. 14 - 20
    d. 16 - 22

42. After the patient drinks a hot liquid, wait_____minutes before taking an oral temperature on him.
    a. 10
    b. 20
    c. 30
    d. 60

43. The normal range for the systolic blood pressure is
    a. 60 -- 90 millimeters of mercury
    b. 90 -- 150 millimeters of mercury
    c. 100 -- 140 millimeters of mercury
    d. 110 -- 150 millimeters of mercury

44. The first sharp, snapping sound heard in a blood pressure is
    a. systolic pressure
    b. diastolic pressure
    c. pulse pressure
    d. venous pressure

45. The Nursing Service Personnel Time Schedule must be planned to provide
    a. ward census for the past 24 hours
    b. diagnosis of patients admitted during the week
    c. time patients are scheduled for surgery each day
    d. twenty-four (24) hour ward coverage, seven (7) days a week

46. The general scope of the corpsman's observation of the patient's physical and mental condition includes
    a. behavior
    b. emotions
    c. patient's appearance, sensations and functioning of the body system
    d. degree of consciousness

47. When bathing the patient's feet, the corpsman should
    a. not dry between the toes if the patient is ticklish
    b. not immerse the feet in a basin of water
    c. pay special attention to the skin between the toes
    d. use short light strokes to bathe the feet

48. When giving a patient a bed bath, to prevent undue exposure
    a. leave each particular part of the body under the cover as it is bathed
    b. expose each particular part of the body as it is bathed
    c. do not remove the pajama trousers
    d. do not bathe below the waist

49. The proper motion for brushing the patient's teeth is
    a. vigorous up and down strokes
    b. back to front strokes
    c. circular motion
    d. away from the gum line

50. Moisture should be eliminated from a sterile field because it
    a. makes a surface more difficult to work on
    b. may cause the instruments to rust
    c. transports microorganisms from surfaces not sterile to sterile field
    d. all of the above

51. A weak soap solution used for the cleansing enema is made by combining
    a. 1 oz. tincture of green soap to 1000ccs of water
    b. ½ oz. soap solution to 1000ccs of water
    c. 1 oz. soap solution to 1000ccs of water
    d. 1 oz. soap solution to 500ccs of water

52. Blood pressure is always recorded as
    a. a fraction
    b. a decimal
    c. an uneven number
    d. a percent

53. The sitz bath is used primarily to relieve pain and congestion in
    a. any large area of the body
    b. any area below the waist
    c. the anal and pelvic region
    d. all of the above

54. When continuous cold applications are ordered, they should be removed
    a. when patient is sleeping
    b. for 20 minutes every two hours
    c. for 30 minutes every four hours
    d. for 1 hour every 12 hours

55. To aid in preventing the spread of communicable diseases, each individual should
    a. inspect the post milk supply
    b. give lectures on value of immunizations
    c. cover the nose and mouth when sneezing or coughing
    d. use a dry cloth when dusting

56. If it is necessary to set up an isolation unit with a basin of solution for handwashing
    a. be sure to use three (3) units
    b. change the solution at least three (3) times daily
    c. place near running water
    d. change solution once each twenty-four (24) hours

57. When assisting a patient to sit up for the first time, the corpsman should
    a. leave the patient alone to insure privacy
    b. tell the patient to get out of bed if he desires
    c. allow the patient to sit up as long as he desires
    d. stay with the patient while he is in a sitting position

58. It is important that the corpsman be able to make and report, accurately and completely, observations of the patient because
    a. the corpsman is frequently the first person on the patient care team to observe the patient
    b. accurate observations are relied upon by the doctor in making diagnosis, prognosis and in treating the patient
    c. complications or greater disorders might be delayed or prevented
    d. all of the above

59. Whenever the bath water becomes cold, soapy, or dirty, the corpsman should
    a. add hot water
    b. add clean water
    c. add cold water
    d. change the water

60. When giving a bed bath, the patient's circulation is stimulated by using
    a. long, circular strokes
    b. short, light strokes
    c. long, firm strokes
    d. short, circular strokes

61. Oral hygiene is given as often as
    a. you can get around to it
    b. the patient needs it
    c. the patient requests it
    d. every eight (8) hours

62. PRN care is that care given
    a. in the morning
    b. in the evening
    c. whenever necessary
    d. at bedtime

63. To disinfect a clinical thermometer, leave the thermometer in each boat of disinfectant (Wescodyne Solution) for
    a. five (5) minutes
    b. two (2) minutes
    c. thirty (30) seconds
    d. ten (10) minutes

64. When placing equipment on a sterile field, place the equipment
    a. on the one and one-half inch border of field
    b. inside the one and one-half inch border of field
    c. on the outer edge of the one-inch border
    d. only in the center of the sterile field

65. When giving an enema, the irrigating can is held no higher than 18 inches above the anus because
    a. a safe amount of pressure is exerted
    b. it is tiring to hold the can higher
    c. the patient will see the equipment
    d. the tubing is not long enough

66. When a bath thermometer is not available, the temperature of the water in a hot water bottle can be tested by
    a. pouring a small amount of the water over the inner surface of the wrist
    b. pouring a small amount of the water into the palm of the hand
    c. holding the hot water bottle against your face
    d. pouring a small amount of the water over the top of the wrist or hand

67. The organisms causing respiratory diseases may be transmitted by
    a. droplet spread
    b. direct contact
    c. indirect contact
    d. all of the above

68. The separation of the patient and the disease organism to a special area, away from other persons is known as
    a. disinfection
    b. isolation
    c. sterilization
    d. cross-infection

69. When your mask hangs loosely like a neckerchief around your neck you should
    a. tie the strings tighter
    b. put it back in place over your nose before continuing patient care
    c. remove and discard it immediately
    d. leave it as it is

70. When preparing injection needles for sterilization each needle should be
    a. plugged with cotton
    b. wrapped with gauze
    c. coated with oil to prevent rust
    d. checked for hooks and burrs

71. Before sterilization or disinfection, all items should be
    a. clean
    b. soaked in a disinfectant
    c. checked for size
    d. boiled

72. Chemical disinfection is used
    a. for items which may be damaged by heat
    b. for economy and time purposes
    c. for sterilization of instruments
    d. for sterilization of glassware

73. It is essential to use sterile technique when changing a dressing
    a. to protect the specialist
    b. to prevent the spread of infection
    c. to utilize autoclaved equipment
    d. to impress others on the staff

74. A general rule or precaution to be observed when immunizing is
    a. store all immunizing agents in freezing compartment of refrigerator
    b. give all immunizing agents by subcutaneous injection
    c. mix two or more immunizing agents in a single syringe for the purpose of permitting a single simultaneous injection
    d. take care to see that correct dosage is given

75. An expectant mother comes to the hospital to have her baby. This is her second pregnancy and she has one child. On admission, she is described as
    a. gravida I (zero) para II (two)
    b. gravida II (two) para 0 (zero)
    c. gravida II (two) para I (one)
    d. gravida I (one) para II (two)

76. Your responsibilities for early care of every mother after delivery will include
    a. giving an enema
    b. observing for signs of hemorrhage
    c. assisting with a rectal examination
    d. all of the above

77. The term "gravida" used with a number refers to
    a. the number of children a woman has delivered
    b. the stage of labor that the mother is in
    c. the number of pregnancies a woman has had
    d. the expected day of delivery

78. The most important reason for keeping the patient's body in good alignment is
    a. to promote good circulation
    b. to present a neater appearance
    c. to make it easier to give nursing care
    d. all of the above

79. A principle to remember in making an occupied bed is to
    a. avoid exposing the patient
    b. avoid talking to the patient
    c. place clean top sheet on first
    d. fold soiled linen and place it on the floor

80. All records kept on the patient must have
    a. doctor's name
    b. nurse's signature
    c. patient identifying data
    d. patient's diagnosis

81. The corpsman reports or records observations made on the patient
    a. when he goes off duty
    b. when time permits
    c. to the doctor or nurse
    d. only when emergency measures are indicated

82. When giving the patient a bath, the corpsman should
    a. observe the condition of the skin
    b. provide for the privacy of the patient
    c. converse with the patient
    d. all of the above

83. In giving a back rub to a patient, the corpsman should
    a. sprinkle talcum powder generously on the back
    b. rub from the base of the neck down and out with fingers
    c. rub from the base of the spine up and out with the palms of the hands
    d. use short, light strokes with tips of fingers to massage the back

84. Care of the incontinent patient should include washing him with soap and water
    a. morning and evening
    b. once daily
    c. each time he is wet or soiled
    d. three times a day and at bedtime

85. A pressure sore commonly occurs on the
    a. calf of the leg
    b. palm of the hand
    c. base of the spine
    d. abdomen

86. One rule of sterile technique is to
    a. use only clean equipment
    b. store the clean equipment properly
    c. keep the equipment clean
    d. never reach over a sterile field

87. A sterile item is
    a. free from most microorganisms
    b. free from all microorganisms
    c. mechanically clean
    d. free from only viruses

88. A cleansing enema is only administered when
    a. the patient thinks he needs it
    b. the nurse orders it
    c. the doctor orders it
    d. the patient has previously had an enema

89. If a patient complains of discomfort while receiving an enema, the corpsman should
    a. clamp tubing for ½ hour and then give remainder of solution
    b. clamp tubing for a few seconds and then continue more slowly
    c. elevate irrigating can and give solution more rapidly
    d. none of the above

90. Heat is used as a treatment to
    a. reduce bleeding
    b. reduce body temperature
    c. promote drainage
    d. promote congestion

91. Cold applications may be applied to
    a. promote drainage
    b. check bleeding
    c. dialate blood vessels
    d. all of the above

92. Infections of the gastro-intestinal tract (typhoid fever, dysentery, etc.) usually enter the body by
a. breaks in the skin
b. drinking or eating contaminated food or drink
c. mucous membrane
d. inhalation of droplets

93. In selecting an area in the open ward (barracks style) for an isolation unit, the place of choice would be
a. near the latrine
b. near the nurses' station
c. the farthest end of the ward
d. in another ward

94. The "discard gown" technique is used in an isolation area when the
a. gown is hung inside the cubicle
b. gown is hung outside the cubicle
c. supply of gowns is limited
d. supply of gowns is unlimited

95. In isolation technique, the mask should be changed
a. every half hour
b. when it becomes moist
c. every two hours
d. every three hours

96. One of the emotional needs of the patient that must be met by ward personnel is
a. good hygiene
b. elimination of fear
c. elimination of odors
d. elimination of noise

97. The routine chain of command for the medical corpsman on the ward usually starts with
a. the nurse
b. the wardmaster
c. the doctor
d. other corpsman

98. The most important factor for the corpsman to remember in preventing the spread of infection is to
a. take a daily bath
b. keep the finger-nails clean
c. wash hands properly
d. shampoo the hair weekly

99. The patient's unit includes the
a. ward dayroom
b. ward to which the patient is assigned
c. bed, latrine, and treatment room
d. bed, bedside stand, and chair

100. The purpose of turning the mattress is to
a. keep the mattress cover clean
b. avoid wrinkles in the foundation
c. avoid uneven and lumpy surfaces
d. avoid the spread of micro-organisms

101. The most important reason for the bottom sheet to be wrinkle free is
a. makes the ward look neater
b. prolongs life of the linen
c. helps prevent pressure areas on the patient
d. aids in preventing foot drop

102. The top linen on a hospital bed is allowed to hang free to
a. provide for a quick change of linen
b. prevent tearing the linen
c. give a neater appearance to the ward
d. provide for easy access to treat and care for the patient

103. The normal range for oral temperature is _____ to _____ degrees F.
a. 99 - 100
b. 97 - 100
c. 96 - 99
d. 97 - 99

104. When taking a rectal temperature, leave the thermometer in place for _____ minutes.
a. 2
b. 3
c. 5
d. 10

105. The normal range of the pulse rate in adults is
a. 50 - 70 beats per minute
b. 60 - 80 " " "
c. 70 - 90 " " "
d. 80 - 100 " " "

106. The structure of the rectal clinical thermometer differs from the structure of the oral clinical thermometer in that in the rectal thermometer
a. the back of the stem is frosted
b. the mercury must be forced down by shaking
c. the bulb is heavy and pear shaped
d. the long lines on the scale indicate degrees in whole numbers

107. Before taking a temperature the mercury in the clinical thermometer must be shaken down to _____ degrees F or below
a. 98
b. 97
c. 96
d. 95

108. To disinfect a clinical thermometer, leave the thermometer in each boat of disinfectant (Wescodyne Solution) for
a. five (5) minutes
b. two (2) minutes
c. thirty (30) seconds
d. ten (10) minutes

109. When the corpsman obtains an abnormal blood pressure reading he should
a. report it to the nurse before going off duty
b. tell the patient immediately
c. recheck it an hour later
d. report it to the nurse or doctor immediately

110. The stethescope earpieces are cleaned to
a. prolong the life of equipment
b. prevent the spread of ear infections
c. prevent them from cracking
d. promote patient safety

111. In order to fit snugly in the ears, the tips of the earpieces of the stethescope should point
a. forward
b. backward
c. downward
d. upward

112. When taking a blood pressure, the cuff is inflated to at least
a. 100 millimeters of mercury
b. 150 " " "
c. 200 " " "
d. 250 " " "

113. To aid the patient in his adjustment to the hospital, ward personnel should
a. explain leave policies
b. orient him to the ward facilities
c. take his TPR and BP
d. give him an admission bath

114. The member of the medical service team who diagnoses the patient's illness and orders and directs treatments is the
a. Nurse
b. Medical Corpsman
c. Physical Therapist
d. Doctor

115. To remove blood from an item of equipment you first
a. soak it in a disinfecting solution
b. rinse it in hot water
c. wash it in hot soapy water
d. rinse it with cold water

116. The most important reason for the proper handling of soiled linen is to
a. conserve energy
b. prevent spread of disease
c. prevent tearing the material
d. conserve time

117. The corners of the linen on the hospital bed are mitered because
a. the sheets are too large
b. it is hospital tradition
c. it keeps the linen in place
d. it is easier to make

118. The normal range for axillary temperature is_____ to_____ degrees F.
a. 98 - 100
b. 97 - 99
c. 97 - 100
d. 96 - 98

119. The normal range for rectal temperature is_____ to_____ degrees F.
a. 98 - 100
b. 97 - 99
c. 96 - 99
d. 99 - 101

120. The short line on a clinical thermometer scale indicates
a. 2 degrees F.
b. 0.2 degrees F.
c. 20 degrees F.
d. 0.02 degrees F.

121. Temperature of the patient is usually
a. lowest in the evening
b. highest in the morning
c. lowest in the morning
d. none of the above

122. The most common site for determining the pulse rate is
a. brachial artery
b. carotid artery
c. femoral artery
d. radial artery

123. When taking a patient's pulse, you should observe for
a. number of beats per minute
b. regularity of beat
c. strength of the beat
d. all of the above

124. The pulse and respiratory rate are each counted for
a. two minutes
b. one minute
c. thirty seconds
d. fifteen seconds

125. To insure accuracy, each blood pressure should be taken
a. once and recorded
b. twice and recorded
c. once or twice and recorded
d. once or twice and recorded later

126. When taking a blood pressure, the point on the scale at which the sound changes to a dull muffled beat is the
a. pulse pressure
b. diastolic pressure
c. systolic pressure
d. venous pressure

127. When applying the cuff to the patient's arm to take the blood pressure, the corpsman should
a. place the bladder portion over the brachial artery
b. wrap it as tightly as possible
c. place the bladder portion over the radial artery
d. place cuff over patient's sleeve

128. The force that the blood exerts on the walls of the arteries as the heart beats is known as
a. pulse pressure
b. arterial pressure
c. blood pressure
d. venous pressure

129. The blood pressure
a. is not affected by emotions
b. gradually decreases with age
c. is affected by the force of the heart beat
d. is not affected by the patient's blood volume

130. When taking blood pressure, the corpsman inflates the cuff to
a. elevate the blood pressure
b. collapse the artery
c. locate the artery
d. listen to heart sounds

131. If you have a dressing cart available but not one to assist you
a. keep the cart at least five (5) feet from the patient's bedside
b. leave the cart where it is and set up a sterile field on a tray
c. take containers to the bedside, but not the cart
d. leave the dressing until you have assistance

132. One sign of breast disease is
a. large amount of fatty tissue in breast
b. small amount of fatty tissue in breast
c. lumps in the breast
d. lumps in the chest

133. The gynecologic examination is an examination of the organs of the
a. urinary system
b. digestive system
c. female reproductive system
d. endocrine system

134. The catheter should be lubricated before insertion to
a. prevent infection
b. prevent injury to the urethra
c. prevent the catheter from slipping out
d. allow the catheter to pass easily through the vagina

135. Once the catheter has been inserted the corpsman should
a. hold the catheter in place
b. apply additional lubricant
c. cleanse the vulva with disinfectant sponges
d. keep rotating the catheter and apply pressure

136. To prevent infection during a catheterization, _____ must be used.
a. sterile technique
b. septic technique
c. isolation technique
d. medical septic technique

137. If the mother shows signs of the second stage of labor, you should
a. observe her at least every 15 minutes
b. take her to the delivery room immediately
c. stay with her and notify doctor or nurse with call signal
d. instruct her to "bear down" during contractions

138. EDT refers to
a. expected date of birth of baby
b. first appearance of bloody show
c. sound of baby's heart beat
d. first hard tightening of uterine contractions

139. Which of the following factors may affect the course of labor
a. previous pregnancies
b. body build
c. age
d. all of the above

140. The boiling period for the boiling water sterilizer is timed from
a. the start of vigorous boiling
b. the time the sterilizer is turned on
c. the point at which the water is hot
d. the time of loading the sterilizer

141. The gauge of a needle is
a. length of the shaft
b. length of the bevel
c. size of the hub
d. size of the bore (lumen)

142. The purpose of frequent self breast examination is
a. early detection of signs and symptoms of breast disease
b. determination of breast function
c. determination of amount of fatty tissue in breasts
d. detection of milk secretion

143. The procedure of urinary catheterization can be accomplished more easily and with less discomfort to the patient by
a. positioning the patient on her side
b. raising the head of the bed
c. placing the feet together
d. explaining the procedure to the patient

144. During the urinary catheterization procedure, if the catheter enters the vaginal orifice, you should
a. remove the catheter and discard
b. remove the catheter and insert it in the urethra
c. use steady gentle pressure to reach the bladder
d. apply additional lubricant

145. If no urine is obtained when a catheter is inserted into the bladder, you should
a. continue to insert catheter into bladder
b. discontinue procedure and notify nurse
c. leave catheter in place and notify nurse
d. remove catheter and recatheterize the patient

146. Your responsibilities in the admission of an expectant mother to the labor unit may include
a. doing a rectal examination
b. giving breast care
c. taking and recording vital signs
d. instructing the mother to "bear down"

147. The first stage of labor begins with
a. contractions of the uterus
b. dilatation of the cervix
c. thinning of the cervix
d. rupture of the membranes

148. In breech deliveries (buttocks present), you should
   a. position the mother on her side with knees drawn up
   b. position mother on her hands and knees
   c. pull hard on legs and arms and bring head out first
   d. pull gently on head and bring head out first

149. In situations where a foot presents, you must
   a. pull gently on the leg
   b. push the leg back into the uterus
   c. explain to the mother that there is nothing you can do
   d. conserve the mother's strength and get medical help

150. Part of the procedure of changing a dressing is to always
   a. clean around the wound edges
   b. irrigate the wound
   c. clean within the wound
   d. clean the wound if necessary

151. The dressing cart
   a. is a portable source of sterile and clean supplies
   b. is a stationary source of sterile and clean supplies
   c. contains only sterile supplies
   d. contains only clean supplies

152. The sterility of gloves is safeguarded after they are put on by
   a. holding gloved hands close to the body
   b. placing gloved hands in disinfectant solution
   c. holding gloved hands above waist level with arms extended from body
   d. wiping gloved hands with alcohol sponge just before use

153. The patient should be instructed to empty her bladder prior to the gynecologic examination in order to
   a. provide comfort
   b. prevent possible injury to bladder
   c. facilitate examination of the organs
   d. all of the above

154. The purpose of the serial numbers on syringes is to
   a. record so you do not lose a syringe
   b. no specific purpose
   c. keep matching plunger and barrel together
   d. show size of syringe

155. A metal can is placed in the autoclave
   a. tightly covered by lid
   b. turned on its side
   c. with lid on can
   d. with bottom of can up

156. Wrappers used for sterilization must be
   a. single thickness without holes
   b. double thickness without holes
   c. made of muslin
   d. made of paper

157. To effectively care for any wound the corpsman must
   a. use sterile technique
   b. follow local SOP
   c. keep the wound moist
   d. elevate the wounded part

158. In cleaning a wound with a moist sponge
   a. begin at one end of wound and clean all around wound edges
   b. clean sutures by scrubbing vigorously
   c. clean inside wound edges with the sponge
   d. clean in a circular motion gradually working in towards wound edges

159. When removing soiled rubber gloves you should
   a. grasp fingers and pull gloves gently off the hand
   b. grasp folded edge of cuff and carefully remove each glove
   c. protect bare skin from touching any part of the contaminated portion of glove
   d. place gloved fingers inside glove and strip off hand

160. Gloves are sterilized by
   a. boiling
   b. sunlight and fresh air
   c. steam under pressure
   d. baking

161. Whenever a patient gives a history of allergy, the medical corpsman should
   a. give the full dose and stamp the word "sensitive" on the immunization record
   b. give a partial dose and stamp his immunization certificate
   c. give the immunization and refer him to the doctor
   d. withhold the immunization and refer the patient to the doctor

162. The smallpox vaccination site should be
   a. covered with a bandaid
   b. left uncovered
   c. exposed to sunlight for the first 24 hours
   d. covered with a sterile bandage

163. To insure the privacy of the patient and protect her personal dignity during the gynecologic examination, you should
   a. allow the patient to lie on her stomach
   b. ask the patient to keep her underclothing on during the examination
   c. leave the room as soon as the doctor arrives
   d. remain with the patient and see that she is properly positioned and draped

164. One of the duties of the corpsman in the Gyn exam is
   a. obtaining the patient's medical history
   b. complete preparation of the exam room
   c. reporting the results of the examination
   d. obtaining a Pap smear

165. After a catheterization procedure has been performed, your report to the nurse should contain
   a. time of catheterization
   b. amount and appearance of urine obtained
   c. effect of treatment on patient
   d. all of above

166. In the female patient you would expect to insert a catheter into the urethra approximately
   a. six inches
   b. one-half inch
   c. four to six inches
   d. one and one-half inches

167. As you insert the catheter through the urethra you should
   a. rotate the catheter and apply pressure
   b. force the catheter past any obstruction
   c. apply steady gentle pressure
   d. hold the catheter firmly by the open end

168. An enema is given to the obstetrical patient
   a. routinely on admission to the hospital
   b. only on doctor's order
   c. during second stage of labor
   d. during third stage of labor

169. When caring for a mother during emergency delivery, you must
   a. use sterile or clean forceps to deliver the baby
   b. hold the baby's head back until medical help is available
   c. use the best available equipment and materials
   d. all of the above

170. Your responsibilities during the second stage in emergency birth include
   a. supporting the baby's head
   b. establishing baby's breathing
   c. reassuring the mother
   d. all of the above

171. The time of birth is noted when
   a. the third stage of labor is completed
   b. the second stage of labor is completed
   c. the crown of the baby's head is first seen ("crowning")
   d. the cord has been tied and cut

172. The involuntary release of urine from the bladder is known as
   a. Menorrhagia
   b. Suppression
   c. Pyuria
   d. Incontinence

173. Suppression of urine is caused by a lack of functioning of the
   a. bladder
   b. kidneys
   c. urethra
   d. ureters

174. The expiration date on a sterilized package is the date
   a. the package was prepared for sterilization
   b. after which the package will be considered unsterile
   c. the package was autoclaved
   d. the package was disinfected

175. The bevel of the needle is the
   a. hub of needle
   b. length of the shaft
   c. size of the bore (lumen)
   d. triangular cutting edge

176. A factor which must be considered in selecting the best method of sterilizing an article is
   a. who is going to use the article
   b. whether the patient's wound is infected
   c. method of cleaning that was used
   d. composition of the article

177. The transfer forceps on the dressing cart are used to
   a. remove the soiled dressing
   b. clean around the wound edges
   c. remove sterile items from sterile containers
   d. apply sterile dressing to wound

178. A surgical dressing is
   a. any material used to cover a wound
   b. any sterile material used to cover a wound
   c. an elastic bandage
   d. gauze used in surgery

179. When ordered to reinforce a dressing, you would
   a. remove the existing dressing
   b. apply more dressings over an already existing dressing
   c. apply more tape to secure the already existing dressing
   d. remove the existing dressing and apply a fresh one

180. The preparation of sterile gloves is usually carried out by
   a. Pharmacy
   b. Central Material Section (CMS)
   c. Medical Supply
   d. Laundry

181. To put on the second glove
   a. place bare fingers well under the cuff
   b. place gloved fingers well under cuff of glove
   c. grasp both edges of the cuff with the bare hand
   d. hold fingers of glove up

182. The position of the patient for the breast examination is
   a. sitting and recumbent
   b. sims and lithotomy
   c. standing and sims
   d. sitting and lithotomy

183. When assisting the physician with the breast examination the corpsman is responsible for
   a. chaperoning the patient
   b. draping the patient
   c. providing privacy
   d. all of the above

184. In assisting the doctor with a gynecologic examination it is essential that you
   a. have a tactful, reassuring manner
   b. respect the patient's rights as an individual
   c. keep confidential any information gained by your presence
   d. all of the above

185. To cleanse the vulva prior to catheterization you should
   a. cleanse from the anus up to the urinary meatus
   b. cleanse from the vaginal orifice up to the urinary meatus
   c. cleanse from above downward over urinary meatus and vagina
   d. cleanse in a circular motion from the outside to the center

186. Catheterization is done to drain the bladder
   a. when the patient requests it
   b. to relieve retention
   c. to relieve supression
   d. to relieve leukorrhea

187. Signs of the beginning of the second stage of labor may include
   a. irregular uterine contractions
   b. mother's request for a bedpan
   c. drowsiness and increased relaxation
   d. all of the above

188. The following procedure(s) should be done during a uterine contraction
   a. taking FHT
   b. taking vital signs
   c. timing contractions
   d. all of the above

189. If the postpartum patient is unable to void during the first 6-8 hours after delivery, you must
   a. catheterize her immediately
   b. give her an enema
   c. wait four hours and offer bedpan
   d. report to doctor or nurse

190. Your responsibilities in the immediate care of the newborn in emergency birth include
   a. clearing the airway of mucus
   b. bathing baby tc remove the vernix caseosa
   c. reassuring the baby by explaining each procedure
   d. putting drops in the baby's eyes

191. During the second stage of labor in emergency birth, you must
   a. cut the cord with a sterile or clean instrument
   b. loosen cord if it is around the baby's neck
   c. place placenta in a clean cloth next to baby
   d. assist the mother to ambulate gradually

COOK'S JOB KNOWLEDGE TEST

1. The use of high temperature and overcooking of meat will cause:

   a. the product to be tasty
   b. excess shrinkage
   c. the product to be attractive
   d. the product to be more tender

2. A cooked mixture of flour and fat is called a:

   a. brown sauce
   b. white sauce
   c. gravy
   d. roux

3. Which one of the following statements concerning the use of salt in meat cookery is correct?

   a. salt hastens the brown of meat
   b. roast should be rubbed with salt and pepper before cooking
   c. stews should be salted after the cooking is completed to prevent loss of flavor
   d. meats to be broiled should be salted prior to cooking

4. Leftover vegetables may be used only if:

   a. they were originally canned
   b. they were originally served in a cream sauce
   c. they are used within 24 hours
   d. they are not mixed with other vegetables

5. When frozen vegetables are boiled they are generally timed:

   a. from the time they are added to the boiling water
   b. from the time the frozen block of vegetables begins to break up
   c. from the time the frozen block of vegetables has completely broken
   d. from the time they have begun to boil (second boil)

6. Brown gravy is:

   a. made by combining a liquid and cooking it slightly with drippings and brown particles in a pan after meat has been browned but before it is cooked
   b. made by combining a liquid and cooking it slightly with dripping and brown particles in a pan after meat has been cooked
   c. made by adding coloring to a white sauce
   d. another name for pan gravy

7. Which one of the following statements concerning the roasting of tender cuts of beef is correct?

   a. place roasts fat side up in roasting pan
   b. add small amount of water in roasting pan
   c. cook roasts at an oven temperature of 400° F.
   d. place cover on roasting pan

8. Which of the following should be washed under running water prior to cooking?

   a. poultry
   b. beef
   c. pork
   d. frozen fish filets

9. The correct oven temperature for roasting a chicken is:

   a. 275° F
   b. 325° F
   c. 375° F
   d. 425° F

10. Roasted meats should always be sliced:

   a. when cool
   b. with the grain
   c. against the grain
   d. with a mechanical slicer

11. Which of the following is the best method for cooking tender cuts of meat?

   a. roasting
   b. simmering
   c. boiling
   d. braising

12. Which one of the following statements concerning vegetable cookery is correct?

   a. all vegetables should be cooked at a simmering temperature until tender
   b. Fresh vegetables should be cooked and placed in the steam table two hours prior to serving time
   c. with frozen vegetables, cooking time begins when the vegetables are placed in the cooking water
   d. for best results, vegetables should be cooked in small batches

13. Folding means:

a. to mix ingredients with a rotary motion till well blended
b. to incorporate dry ingredients into a liquid mixture
c. to move a spoon in an over-and-over rotary movement to incorporate air
d. to combine ingredients with a cutting motion to preserve air bubbles

14. What methods of cookery should <u>not</u> be attempted while the kitchen truck is in motion?

a. deep fat frying and cake baking
b. roasting and boiling
c. griddle cookery and pan frying
d. braising and sauteing

15. Why is the stack section of the M-1948 kitchen tent three feet higher than the front section?

a. for storage of rations
b. to effect proper ventilation
c. to accommodate cook's work tables
d. to store immersion heaters

16. The pre-dip located at the head of the field mess serving line is provided to sanitize mess gear. The temperature of the water should be:

a. 180 degrees
b. 160 degrees
c. boiling
d. simmering

17. In the forward area of a combat zone which of the following methods of serving meals is generally used?

a. cafeteria
b. self service
c. staggered
d. individual

18. Which of the following is best used aboard a railway kitchen car operation?

a. mess kits
b. mess trays
c. paper plates
d. heavy chinaware

19. The proper draft during operation of the immersion type water heater can be assured by:

    a. regulating the draft with the draft gate
    b. using the lighting torch to maintain a draft
    c. using four sections of pipe
    d. locating the heater in a site protected from high winds

20. How long should water that has been treated with calcium hypochlorite be allowed to stand before drinking?

    a. 10 minutes
    b. 15 minutes
    c. 25 minutes
    d. 30 minutes

21. The generator on the M-1937 fire unit may be expected to last from:

    a. 300 to 500 hours
    b. 400 to 600 hours
    c. 500 to 600 hours
    d. indefinitely

22. One of the causes of flooding on the M-1937 fire unit:

    a. fuel check missing from fuel valve
    b. flame valve open too far
    c. hot vapor tube not properly seated
    d. excessive pressure in unit

23. If a field mess is to operate in one area for several weeks, how many soakage pits should be constructed and used?

    a. one
    b. two
    c. three
    d. four

24. With a full tank of fuel, the M-1937 fire unit will operate approximately:

    a. 2 hours
    b. 4 hours
    c. 6 hours
    d. 8 hours

25. What is the normal operating pressure of the M-2 burner unit?

a. 5 to 40 pounds
b. 10 to 45 pounds
c. 10 to 20 pounds
d. 20 to 25 pounds

26. What method of cookery cannot be done on the M-59 range?

a. deep fat frying
b. braising
c. sauteing
d. broiling

27. Constant operation of the M-2 burner unit with a blue flame will:

a. cause the unit to build up excess pressure
b. damage the flame valve
c. cause the tank shields to become heat absorbing
d. damage the burner arms

28. Which of the following should be used to remedy a leaking filler cap plug on the M-1937 fire unit?

a. valve grinding compound
b. emery cloth
c. steel wool
d. graphite grease

29. Water that has beer properly chlorinated will be which of the following colors upon testing?

a. yellow
b. orange
c. bluish green
d. colorless

30. The capacity of the fuel tank on the M-1937 fire unit is approximately:

a. 5 quarts
b. 6 quarts
c. 7 quarts
d. 8 quarts

31. The primary difference between a field mess and a garrison mess is:

a. methods of cookery
b. type of equipment used
c. climatic conditions
d. rations issued

32. Cakes should not be iced until they have cooled to:

a. 90^{o} F
b. 85^{o} F
c. 80^{o} F
d. room temperature

33. Why should you stop the mixer and scrape the bowl down during the mixing process?

a. to assure a smooth cake batter
b. to assure a more tender cake
c. to prevent excessive warming of batter
d. to speed up the baking process

34. A sweet dough in comparison to a plain roll dough has:

a. more moisture used in the mix
b. a longer mixing period at a higher rate of speed
c. a higher percentage of sugar, fat, and eggs
d. a longer baking time

35. To prevent the crust of a single crust cream pie from blistering, you should:

a. wash the crust with water
b. mix the dough until it becomes rubbery
c. dock the dough prior to placing it in the pan
d. roll the dough about 1/4 inch thick

36. If sugar is moved from an atmosphere of high humidity to an atmosphere of low humidity during storage, the result is:

a. loss of sweetness
b. discoloration
c. a musty taste
d. caking

37. Docking of the top crust of a fruit pie:

a. allows the top crust to brown slower
b. allows the steam to escape
c. prevents the bottom crust from browning too fast
d. prevents the bottom crust from shrinking

38. Biscuits may become tough and rubbery if:

a. type I (hard) flour is used
b. overmixed after the liquid is added
c. undermixed after the liquid is added
d. the oven is too hot

39. To produce the best quality of quick breads the most important dry ingredients which should be sifted together are:

a. flour and salt
b. flour and baking powder
c. flour, sugar, and salt
d. flour and sugar

40. Yeast-raised dough is ready for punching when it:

a. springs right back after inserting a finger into the dough
b. recedes slightly after inserting a finger into the dough
c. falls without being pressed down
d. is removed from the mixer

41. The result of substituting brown sugar for granulated sugar in a cookie formula will be:

a. a stiffer dough
b. too rapid browning while baking
c. a different color and taste
d. more spread while baking

42. The correct temperature for a sweet dough is 78° to 82° F., in order to insure that:

a. the ingredients are well incorporated
b. the dough is not too sticky
c. an active alcoholic fermentation will be accomplished
d. the gluten has been well developed

43. You are filling fruit pies. For the best results the filling should be:

a. chilled
b. warm
c. frozen
d. hot

44. To measure flour correctly it should be:

a. packed unsifted into a measuring cup
b. packed sifted into a measuring cup
c. lightly placed into a measuring cup before sifting
d. sifted and lightly placed into a measuring cup

45. To prevent the cut surfaces of fruit such as apples from turning dark, they should be:

a. refrigerated for one hour
b. marinated in oil for two hours
c. sprinkled with lemon juice
d. sprinkled with sugar

46. A chemical leavening agent may be a combination of:

a. soda and cornstarch
b. cream of tartar and sour milk
c. buttermilk and vinegar
d. vinegar and soda

47. A cause of pie crust shrinking during baking is:

a. not enough water in the dough
b. overmixing the flour and shortening
c. an excessively hot oven
d. undermixing the flour and shortening

48. Soft rolls should be removed from the pans immediately after taking them from the oven to prevent:

a. sticking to pans
b. excessive loss of moisture
c. soggy bottom crusts
d. over baking

49. The ingredient which causes brittleness in cookies is:

a. sugar
b. flour
c. shortening
d. baking powder

50. Checking the elasticity of yeast-raised dough by stretching it between the fingers helps to determine when it is properly:

a. mixed
b. punched
c. fermented
d. proofed

51. When measuring lumpy brown sugar:

a. break up the lumps by rolling before measuring
b. sift it before measuring
c. sift it then pack it into measuring utensil
d. estimate by eye the amount to be used

52. Too much sugar will cause a cake to:

a. peak in the center
b. fall in the center
c. have a pale crust color
d. have an open grain

53. Quick breads should be baked in an oven which is:

a. slow
b. moderate
c. hot
d. very hot

54. The Cook's Work Sheet is prepared by the:

a. 1st cook
b. Mess Steward
c. Mess Officer
d. Unit Commander

55. What form is used to request field rations?

a. DA Form 1687
b. DA Form 2970
c. DD Form 1131
d. DD Form 1544

56. For what purpose is the Cook's Work Sheet used?

a. to eliminate plate waste
b. as a food service and preparation guide
c. to insure use of all food issued
d. to prevent verbal instruction to cooks

57. What date of the month does the commissary accounting period end?

a. 1
b. 24
c. 30
d. 25

58. Who signs the field ration request?

a. Mess Steward
b. Supply Officer
c. C.O.
d. First Cook

59. Directions for filling out the Cook's Work Sheet are contained in:

a. AR 30-30
b. AR 30-41
c. AR 30-46
d. AR 30-42

60. What form is used to record cash payments for meals in messes?

a DA Form 3022
b. DA Form 3034
c. DD Form 1131
d. DD Form 1544

61. After the meal is served, the Headcounter enters the total number of personnel fed and signs the following form:

a. DA Form 3032
b. DA Form 3033
c. DA Form 3034
d. DA Form 2970

62. A meat cutter with an infected cut on his hand can return to work:

a. after placing a bandage over the cut
b. at any time he so desires
c. when the infection comes to a head
d. when free from the infectious condition

63. Knives should be sharpened with a:

a. butcher's steel
b. water or oil stone
c. power driven dry stone
d. hand driven dry stone

64. The most important rule in the dry storage of foods is that the food should be:

a. stored in open containers
b. kept under refrigeration
c. rotated first in-first out
d. kept in original container

65. In cleaning knives it is best to wash them in:

a. cold water
b. hot soapy water
c. soda water and dry
d. hot soapy water and rinse

66. The best method for rodent control is:

a. full use of rodent control teams
b. rat proofing all buildings
c. effective use of traps and poisons
d. depriving of food and harborage

67. In order to properly maintain the gasket of the insulated food container it should be:

a. washed and hung on a rack to dry
b. washed and replaced on the container
c. cleaned and placed inside the container
d. none of the above

68. The meat boning hook is used:

a. to hang cuts of meat not being processed
b. to hold meat away from the bone during the boning operation
c. to hang the butcher's apron on
d. to separate the shell loin from the sirloin rump butt

69. Hams having bone soured badly should be:

a. used for grinding
b. used in the regular manner
c. trimmed and issued
d. returned to the issuing agency

70. Which one of the following would lower the keeping qualities of poultry the most during storage?

a. hard bones
b. soft bones
c. blood
d. pin feathers

71. Meat for grinding should be cut:

a. in small cubes
b. in strips according to the size of the meat grinder
c. in large cubes
d. in large strips

72. The fresh picnic is located in the:

a. hindquarters of pork
b. clear plate
c. shank half of the pork shoulder
d. pork loin

73. The Federal grade stamp appearing on a meat item is an indication that the meat is:

a. of a certain quality
b. wholesome and fit for human consumption
c. inspected for the Army
d. of a certain age

74. Rendered fat will become snowy white if it is:

a. strained repeatedly
b. blended with other fats
c. blended and whipped in a mixing machine
d. stored at a temperature of 28° F.

75. The piece of meat attached to the inside of the plate section of the forequarter of beef is called the:

a. skirt
b. flank
c. hanging tender
d. covering of the neck

Appendix G

SUPERVISOR RATING SCALES

SUPERVISOR RATING SCALES

Name of man being evaluated: _____

Unit: _____.

Duty position or MOS: _____

Supervisor: _____

SCORING PROCEDURES

The score for Part I was obtained by summing all points where 1 point was given for each favorable supervisor response.

In Part II, a value was assigned to each possible item response depending on the total number of response choices. The least favorable response was given a value of 1 point and the most favorable response was given a value of 5, 6, or 7 points, depending upon the total number of choices provided. The score for Part II was obtained by summing the values of the choices selected.

PART I

1. How long has this man worked under your supervision?
   a. _____ Months
2. If you could, would you just as soon replace him?
   a. ____ yes
   b. ____ no
3. Does he usually do his work willingly?
   a. ____ yes
   b. ____ no
4. Does he need more supervision on the job than most?
   a. ____ yes
   b. ____ no
5. Does he ever seem to have difficulty understanding what he is supposed to do?
   a. ____ yes
   b. ____ no
6. Can you rely on him to be where you want him when you want him there?
   a. ____ yes
   b. ____ no
7. Is he conscientious about his job?
   a. ____ yes
   b. ____ no
8. Does he show any initiative beyond his assignment?
   a. ____ yes
   b. ____ no
9. Is he usually willing to take on more work or extra duty when necessary?
   a. ____ yes
   b. ____ no
10. Is he easily rattled or confused?
    a. ____ yes
    b. ____ no
11. Does he learn quickly?
    a. ____ yes
    b. ____ no
12. Does he have any outside problems that interfere with his work?
    a. ____ yes
    b. ____ no

PART II

In each of the remaining questions check the answer which best describes the man being rated.

13. CONDUCT (Ability to control and manage personal behavior)
    a. ____ Personal conduct is definitely unsatisfactory
    b. ____ Shows some undesirable traits of conduct
    c. ____ Personal conduct is satisfactory
    d. ____ Shows excellent traits of conduct
    e. ____ Demonstrates outstanding traits of conduct

14. JOB PERFORMANCE (Achievement of job tasks)
    a. ____ Performance is inadequate on present job
    b. ____ Performance is below average
    c. ____ Is good only on routine assignments
    d. ____ Output normally satisfies job requirements
    e. ____ Does very good work
    f. ____ Does excellent work
    g. ____ Performance is superior

15. COOPERATIVENESS (Ability to work effectively with others)
    a. ____ Will not cooperate
    b. ____ Is often difficult to work with
    c. ____ Occasionally has difficulty when working with others
    d. ____ Works satisfactorily with supervisors and others
    e. ____ Works well with others
    f. ____ Is extremely successful in working with others

16. RELIABILITY (Dependability and consistency of performance)
    a. ____ Is not dependable
    b. ____ Is sometimes late in finishing jobs
    c. ____ Is average in reliability
    d. ____ Works steadily
    e. ____ Can always be relied upon to stick to the job
    f. ____ Shows exceptionally dependable performance

17. DRIVE (Energy devoted to job mastery and self-improvement)
    a. ____ Lacks interest and enthusiasm
    b. ____ Shows less than average drive
    c. ____ Is moderately industrious
    d. ____ Shows better than average drive
    e. ____ Works energetically
    f. ____ Is exceptionally industrious

18. DEVELOPMENT (Effort directed toward realization of potential)
    a. ____ Is making no progress
    b. ____ Fails to work up to level of ability
    c. ____ Is satisfied with present job status
    d. ____ Is making average progress in his MOS
    e. ____ Is making above average progress toward advancement
    f. ____ Shows exceptionally good potential for development
    g. ____ Demonstrates outstanding potential for rapid development

19. INITIATIVE (Aggressive pursuit of methods to improve performance or productivity)
    a. ____ Shows no initiative
    b. ____ Rarely uses opportunities to improve own effectiveness
    c. ____ Seldom initiates new courses of action
    d. ____ Demonstrates average initiative
    e. ____ Above average in promoting new ideas
    f. ____ Frequently devises better ways of doing jobs
    g. ____ Always takes positive steps to improve his work

20. JOB KNOWLEDGE (Effort directed toward improvement of job knowledge)
    a. ____ Does not want to learn
    b. ____ Has acquired only limited knowledge of job
    c. ____ Maintains satisfactory knowledge of routine phases of job
    d. ____ Seeks understanding of most phases of job
    e. ____ Keeps very well informed on all phases of work
    f. ____ Is achieving remarkable mastery of all phases of work

21. ACCEPTABILITY (Ability to get along well with others)
    a. ____ Never gets along well with other people
    b. ____ Sometimes does not fit into group
    c. ____ Gets along fairly well with others
    d. ____ Gets along well with most people
    e. ____ Gets along very well with others
    f. ____ Gets along exceptionally well with others

22. APPLICATION (Willingness to work)
    a. ____ Avoids work whenever he can
    b. ____ Does just enough to get by
    c. ____ Has to be prodded occasionally
    d. ____ Usually busy
    e. ____ Accepts and asks for work
    f. ____ Enthusiastically seeks extra work
    g. ____

23. PARTICIPATION (Contribution to group productive effort)
    a. ____ Causes friction in his group
    b. ____ Rarely contributes to group effort
    c. ____ Makes some contribution to group effort if prodded
    d. ____ Occasionally a good team worker
    e. ____ Is usually a good team worker
    f. ____ Often contributes to group effort
    g. ____ Makes special efforts to improve group effectiveness

24. ADAPTABILITY (Ability to perform effectively in the face of changing job demands)
    a. ____ Cannot adjust to changing job demands
    b. ____ Adjusts to routine work only
    c. ____ Has normal adaptability
    d. ____ Adaptable to most new situations
    e. ____ Readily adjusts to widely varying conditions
    f. ____ Is extremely valuable because of versatility

25. RESPONSIBILITY (Willingness to accept responsibility)
    a. ____ Unwilling to accept responsibility
    b. ____ Accepts responsibility only by direction
    c. ____ Seldom assumes responsibility
    d. ____ His supervision obtains satisfactory results
    e. ____ Is very willing to accept responsibility
    f. ____ Has unusual drive in assuming responsibility

26. LEADERSHIP (Ability to direct the work of others)
    a. ____ Is usually unable to supervise satisfactorily
    b. ____ Occasionally routine supervisory problems are not solved satisfactorily
    c. ____ Solves only routine supervisory problems
    d. ____ His supervision obtains satisfactory results
    e. ____ Gets things started and keeps them moving
    f. ____ Gets excellent results without driving his men
    g. ____ Supervises with outstanding skill

The following items, taken from the rating instrument Commander's Evaluation Report (CER), were used to collect data from some of the Medical Specialist subjects.

PART II

In each of the remaining questions check the answer which best describes the man being rated.

13. COOPERATIVENESS (Ability to operate jointly with others)
    1. _____ Goes out of his way to interfere with the cooperative effort of the group.
    2. _____ Frequently fails to get along with others, both on and off the job.
    3. _____ Gets along well with his fellow soldiers and is usually cooperative in the work situation.
    4. _____ Fits in well with the group both during duty and off-duty hours.
    5. _____ One of the most cooperative soldiers I have known.

14. RELIABILITY (Dependability in performing without supervision)
    1. _____ Cannot carry out any action without close supervision.
    2. _____ Requires a lot of supervision in relation to what he gets done.
    3. _____ Usually reliable, but occasionally lets me down.
    4. _____ Willingly does his fair share.
    5. _____ Can rely on him to carry out actions over obstacles that would stop the average man of his grade and MOS.
    6. _____ One of the most reliable men I have known in his grade and MOS.
    7. _____ The most reliable man I have known in his grade and MOS.

15. JOB PERFORMANCE (Quality and quantity of individual productive effort)
    1. _____ Performance is below acceptable standards.
    2. _____ Does an acceptable job on routine actions.
    3. _____ Does a good job.
    4. _____ Accomplishes more than the average soldier in his MOS and grade.
    5. _____ One of the most effective men I have known in his grade and MOS.
    6. _____ The most effective man I have known in his grade and MOS.

16. PHYSICAL CONDITION (Physical capacity to carry out required military duties)
    1. _____ Physically unfit to perform duties of his MOS
    2. _____ Makes some effort to correct shortcomings and attain physical fitness required of his MOS.
    3. _____ Physically fit to perform duties required of his MOS.
    4. _____ Exceeds physical fitness required for performance of duty in his MOS.
    5. _____ Maintains an exceptionally high degree of physical fitness.

17. POTENTIAL (Future value to the service)
    1. _____ This soldier can't or won't learn and has little potential.
    2. _____ Not actively working for improvement; lets his skills and knowledges get rusty.
    3. _____ Makes some effort toward improving himself, but is progressing slowly.
    4. _____ Attempts to improve himself and is progressing at a normal rate for his grade and MOS.
    5. _____ More than normal success in improving himself compared to others in his grade and MOS and deserves early consideration for promotion.
    6. _____ A soldier of decided potential value to the service who merits promotion in advance of his contemporaries.
    7. _____ Shows more promise for future worth to the Army than most other soldiers I have known in his grade and MOS.

18. ADAPTABILITY (Ability to perform effectively in the face of changing job demands)
1. ____ Unable or unwilling to adapt to changes in the job demands or procedures.
2. ____ Slow in adjusting to changes in job demands or procedures.
3. ____ Adjusts well to changes in job demands or procedures.
4. ____ Quick to see reasons behind changes in methods and procedures and adjusts quickly.
5. ____ His demonstrated ability to adjust to changing requirements far exceeds that of most individuals.

19. CONDUCT (Behavior and management of personal and financial affairs)
1. ____ Often the subject of official action regarding conduct or failure to meet personal or financial obligations.
2. ____ Occasionally admonished for defects or infractions in behavior, inadequate management of personal affairs, or failure to meet financial obligations.
3. ____ Conduct and management of personal affairs is generally favorable.
4. ____ Conducts himself well and manages his personal affairs with full capability.
5. ____ His conduct meets the highest standards under all circumstances and his personal integrity is unquestioned.

20. INITIATIVE (Energy or aptitude displayed in the initiation of action)
1. ____ Displays little ability to initiate action without direction.
2. ____ Limited in ability to initiate action required to accomplish his assigned duties.
3. ____ Starts action required to accomplish his job without waiting for orders.
4. ____ A self-starter who anticipates requirements and takes appropriate action to meet them on his own initiative.
5. ____ Aggressively pursues on his own initiative methods for increasing his job performance, effectiveness, or productivity.
6. ____ Possesses greater drive and aggressive energy to initiate action than any other individual I have known in his pay grade and MOS.

21. BEARING (Posture, neatness of dress and appearance)
1. ____ Sloppy in dress and bearing; a discredit to the service.
2. ____ Frequently needs to be corrected for shortcomings in dress and bearing.
3. ____ Usually neat in appearance and military in bearing; shortcomings are primarily matters of minor carelessness.
4. ____ Dress and bearing are correct and adequate; conforms but does not stand out.
5. ____ Takes obvious pride in exceeding standards in dress and bearing.
6. ____ Conforms in appearance to the highest traditions of the military service, and is one of the finest soldiers in dress and bearing of any I have known.

22. APPLICATION (Interest and devotion to duty)
1. ____ A dead-weight; hinders the work of the group.
2. ____ Shirks all but the easiest jobs.
3. ____ Generally applies himself to the job at hand.
4. ____ Performs assigned duties with interest and promptness.
5. ____ Devotes full time and attention to his job and improvement of the work of his group.
6. ____ One of the work-horses of the group; an example to other men.
7. ____ The most diligent individual I've known in his grade and MOS.

23. LEADERSHIP (Ability to influence and guide the actions of others)
    1. _____ Has little leadership or supervisory ability.
    2. _____ Shortcomings in his leadership or supervisory ability occasionally hinder accomplishment of objectives.
    3. _____ Exercises leadership or supervision required to accomplish objectives.
    4. _____ Demonstrates leadership or supervisory abilities beyond those required for his grade and NCO or specialist status.
    5. _____ One of the most capable soldiers of his grade that I have known in his ability to lead others in accomplishing desired objectives.

24. JOB KNOWLEDGE (The extent to which the individual possesses the knowledge required to perform his job)
    1. _____ This soldier does not know enough about his job to perform at an acceptable level.
    2. _____ Knows enough about his job to get by.
    3. _____ Knows more about his job than most other soldiers in his grade and MOS.
    4. _____ Knows both the routine and the non-routine parts of his job better than most soldiers of his grade in this MOS.
    5. _____ One of the best informed soldiers about his job that I have known in this MOS at this grade.
    6. _____ The best informed soldier about his job that I have known in this MOS at this grade level.

25. Do you have any other comments to make on this man?
    1. _____ yes
    2. _____ no

Comments:

_____

_____

_____

_____

_____

_____

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Appendix H

JOB ACTIVITIES INSTRUMENTS

JOB DUTIES—SUBJECT QUESTIONNAIRE

JOB DUTIES—SUPERVISOR QUESTIONNAIRE

JOB DUTIES CATEGORIES

NAME _____ DATE _____ UTILITY CODE #_____

JOB DUTIES--SUBJECT QUESTIONNAIRE

I. What things do you spend most of your time doing in your present job?
(Have subject name three specific tasks as in the examples. If subject gives a general answer, ask him to restate it in more detail. Don't record answers that fail to reveal specific objects, items of equipment dealt with, or specific activities being performed.)

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

II. Name three things you did yesterday as part of your job.
(If the day before was Sunday, ask subject to report three things he did on Friday. If he was clearly off the job on the day before, e.g., on leave, ask him to report three things on the day before. If he did only one thing on the previous day, ask him to report two things for the day before. Get a listing of three specific tasks described in detail. If man says he was on work detail, record specific nature of detail as a job duty or task, marking it with a D, and get an additional duty performed.

Yesterday	2 days ago	3 days ago
1. _____	1. _____	1. _____
_____	_____	_____
_____	_____	_____
2. _____	2. _____	2. _____
_____	_____	_____
_____	_____	_____
3. _____	3. _____	3. _____
_____	_____	_____
_____	_____	_____

(If tasks were performed more than 3 days ago record them in the 3 days ago column with a check (√) alongside the entry.)

NAME _____ DATE _____ UTILITY CODE # _____

JOB DUTIES--SUPERVISOR QUESTIONNAIRE

I. Does he spend his time on the job doing only one or two or three things?

_____ Yes _____ No (Check one)

(If yes, continue item. If no, go on to item III)

What are they?

1. _____ Does he do it (Check one) Well _____ Fair _____ Poorly _____
2. _____ Does he do it (Check one) Well _____ Fair _____ Poorly _____
3. _____ Does he do it (Check one) Well _____ Fair _____ Poorly _____

II. Why does he do only one or two or three things? (check one)

a) _____ That's all he can do
b) _____ That's all there is to do
c) _____ Other (Indicate reason)

_____

_____

_____

_____

_____

_____

III. What things does he spend most of his time doing in his present job?

1. _____ Does he do it (Check one) Well _____ Fair _____ Poorly _____
2. _____ Does he do it (Check one) Well _____ Fair _____ Poorly _____
3. _____ Does he do it (Check one) Well _____ Fair _____ Poorly _____

IV. What things does he do as part of his job that may not occur very frequently?

1. _____ Does he do it (Check one) Well _____
_____ Fair _____
_____ Poorly _____

2. _____ Does he do it (Check one) Well _____
_____ Fair _____
_____ Poorly _____

V. What is the most difficult thing he does, the most complicated or requiring the most knowledge? He may have done it only once, or many times.

1. _____ Does he do it (Check one) Well _____
_____ Fair _____
_____ Poorly _____

☐ He never does anything difficult.

JOB DUTIES CATEGORIES

Armor Crewman--11E

1. PREVENTIVE MAINTENANCE (CHECKING)
2. PREVENTIVE MAINTENANCE (REPLACING)
3. PREVENTIVE MAINTENANCE (REPAIRING)
4. PREVENTIVE MAINTENANCE (SERVICING)
5. PREVENTIVE MAINTENANCE (CLEANING)
6. PREVENTIVE MAINTENANCE (SUPERVISION)
7. INSTRUCTIONAL CLASSES (PRACTICAL EXERCISE-TEACHING) (non job-related)
8. INSTRUCTIONAL CLASSES (PRACTICAL EXERCISE-ATTENDING) " " "
9. TANK GUNNERY (PRACTICAL EXERCISE-TEACHING)
10. TANK GUNNERY (PRACTICAL EXERCISE-ATTENDING)
11. DETAILS (DUTY ROSTER GUARD, CHARGE OF QUARTERS, KITCHEN POLICE.)
12. WORK DETAILS (non job-related)
13. CREW DUTIES (ENTIRE CREW) (e.g., moving or firing tank)
14. CREW DUTIES (SINGLE CREWMAN) (e.g. bore sighting, checking ammunition)
15. ADDITIONAL DUTIES (CBR NCO, RE-UP NCO, TRAINING NCO, SUPPLY CLERK, ARMORER, JEEP DRIVER, PARTS CLERK, COMPANY CLERK, MAIL CLERK, VTR OPERATOR, MECHANIC.)

General Vehicle Repairman--63C

1. Supervision of maintenance
2. Maintenance training (attending)
3. Maintenance training (instructor)
4. Log book maintenance and reports
5. Troubleshooting
6. Parts replacement and repair
7. Combination 5 & 6
8. Scheduled maintenance (fixed procedure)
9. Inspection of equipment
10. Job-related details
11. Non job-related details
12. Work details
13. Indeterminate

Hardness of Tasks Performed

1. HARD—H
2. SIMPLE—S
3. EASY—E
4. DID NOT SPECIFY TASK—X

Supply Specialist--76Y

		Degree of Difficulty*
Preparing forms and reports from scratch		
**1.	DA Form 2765 series (Request for issue or turn-in)	2
	DA Form 2407 (Maintenance Request)	2
	DD Form 362 (Statement of Charges)	2
	DA Form 3136 & 1974 (Laundry Roster & Laundry List)	2
	DA Form 444 (Inventory Adjustment Report)	2
	DA Form 3078 (Personal Clothing Request)	2
	Self-service Supply Shopping List	2
*2.	DD Form 200 (Report of Survey)	1
	DA Form 2406 (Material Readiness Report)	1
3.	Typing Forms & Reports of above from a prepared draft	3
Filing documents, reports, and posting publications		
4.	Posting publications	2
5.	General filing	3
Editing reports and documents		
6.	Reports of Survey	2
	Equipment Status Reports	2
	Material Readiness Reports	2
7.	All others	3
Maintaining Supply Room (Housekeeping Functions)		
8.	Preparing for IG Inspections	2
	Preparing for Command Maintenance Inspections	2
9.	General Cleaning or preparation for other routine inspections	3
Supervising		
10.	Supervising Supply Operations to include Inspections of Subordinate Units	1
11.	General supervision of work details	2
12.	Minor (simple) supervision	3
Inspecting for cleanliness or maintenance of equipment and conservation of utilities		
13.	Maintenance	2
14.	Cleanliness	3
15.	Conservation of utilities	3
Maintaining Records		
16.	Property Books	1
17.	Document Register, Permanent Hand Receipts & Clothing Records	2
18.	All others (Temp H/R, Suspense & Due-In Files, etc.)	3
19.	Handling Supplies (Laundry, DX, Breakdown, Loading & Unloading, Issue & Receiving, Shopping at SSSC)	3
**1.	Reports of Inspection	1
*2.	Preparation of Standing Operating Procedures	2

*LEGEND

1 = Difficult 2 = Average 3 = Easy

	Degree of Difficulty*
Inventorying of Nonexpendable Equipment	
20. Complex	2
21. Simple	3
Job-Related Duties (Driving & Maintenance of Supply Vehicles)	
22. Maintenance of Vehicles	2
23. Driving	3
Non Job-Related Duties	
24. Platoon Sgt, CQ & Staff Duty NCO, Sgt. of the Guard, Commander of the Relief, Training NCO, Mail Clerk	2
25. Pvt. of the Guard, Driver	3
Training, all types (non job-related)	
26. Student	3
27. Instructor	1
28. Indeterminate	
Other	
29. Coordinate transportation request and other appointments	3
Hand-carry "paperwork" from place to place	3
Job-related training (other than OJT)	3
30. Prepares loading plans	2
Jcb-related training (OJT)	2

*LEGEND

1 = Difficult 2 = Average 3 = Easy

Medical Specialist--91B

I. DIAGNOSTIC TESTS

Audio tests
VD tests
Biopsy
TPR
BP
Venipuncture
EKG
Diagnostic tests
Assist diagnostic tests

II. DISPENSARY CARE

Give shots
Interview patients
Suture
Put on a sterile dressing
Screen patients
Fill out medical records
Assist Dr. examine a patient
Wrap sprains/strains
Dispense common drugs
Treat burns

III. WARD CARE

Maintain ward equipment
Clean the ward
Give a bed-bath
Change a bed
Assist/give IV therapy
Give oxygen therapy
Change a sterile dressing
Move a patient
Feed a patient
"Prep" a wound/patient
Catheterization
Gastric lavage/gavage
Nasal catheterization
Cardiac massage
Immobilize a fracture

Medical Specialist--91B (cont.)

IV. CLERICAL DUTIES

Pull medical records
Order/re-order equipment/supplies
Admit patients
Discharge patients
Write-up EKG forms
Sort records
Prepare medical records for shipment
Type

V. MISCELLANEOUS

Prepare for inspection
Assign ward duties
Supervise ward detail
Pick-up/turn-in supplies

Cook--94B

Administrative and Supervisory Duties

1. Fills out cook's worksheet, forms to account for materials, meals served, procure and sign for rations, check cash collection sheets
2. Inventory food products, kitchen, and field equipment
3. Head count and collection of money during meals
4. Determine availability of sufficient quantities of food, glasses, utensils, etc., during meal
5. Assign duties to cooks and KP
6. Inspect cooks and KPs for personal cleanliness
7. Inspect kitchen, dining area, etc., for cleanliness
8. Store food and inspect (e.g., for spoilage, rotation of fruits and vegetables, availability of sufficient amounts on hand, etc.)
9. Supervise preparation and serving of food (include help cooks prepare some items)
10. Supervise cleaning (e.g., fixed equipment, moveable equipment, area, etc.)

Training

11. Gives training or instruction
12. Receives training or instruction

Food Preparation

13. Prepares beverages (e.g., coffee, iced tea, orange juice, etc.)
14. Prepares, mixes, or combines raw ingredients (e.g., washes or peels vegetables, potatoes, or fruit; cuts or grinds meat; prepares salads and uncooked sauces and salad dressings)
15. Cooks meat, fish, or poultry
16. Cooks vegetables
17. Cooks potatoes and pasta (spaghetti, macaroni, etc.)
18. Prepares hot and cold breakfast foods (cereals, eggs, bacon, sausages, etc.)
19. Prepares soups and cooked gravies and sauces
20. Prepares rolls, bread, cakes, and pastries
21. Prepares desserts

Preparation for Serving Meal

22. Sets up diningroom area (e.g., fills salt shakers, etc.)
23. Prepares finished food for serving (e.g., carving meats, cut pastry, places or maintains food on steam table or serving line (including fruits, cold cereal boxes, packaged ice cream, etc.), garnishes serving line, etc.
24. Serves food

Cook--94B (cont.)

First Echelon Maintenance

25. Clean or disassemble fixed equipment (e.g., coffee urn, steam table, grill, toaster, fat fryer, etc.)
26. Clean moveable equipment by washing, steaming or other method (e.g., kitchen utensils, pots, garbage cans, etc.)
27. Cleans or paints area (e.g., kitchen, diningroom, floors, tables, windows, police outside areas, etc.)

Miscellaneous

28. Sets up, operates, and maintains field mess facilities
29. Other (rarely reported events thac do not fit other categories, e.g. closed mess hall, turned off lights)
30. Non job-related duties (e.g., guard duty, attended film on military justice, checked oil level in mess truck, etc.)
31. Indeterminate

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Appendix I

INSTRUMENTS FOR OBTAINING INFORMATION ON BACKGROUND AND PERSONAL CHARACTERISTICS

To be read by the Test Administrator before the start of testing:

YOU HAVE BEEN SELECTED TO FILL OUT SOME QUESTIONNAIRES AND TAKE SOME WRITTEN AND JOB SAMPLE TESTS BEING CONDUCTED BY DoD AND DA. THESE TESTS ARE BEING GIVEN AS PART OF A RESEARCH PROJECT CONCERNED WITH THE DEVELOPMENT OF NEW TESTS THAT SOLDIERS TAKE WHEN THEY COME INTO THE ARMY. TODAY YOU WILL TAKE THE WRITTEN TESTS AND AT A LATER DATE EACH OF YOU WILL TAKE A JOB SAMPLE TEST IN THE JOB IN WHICH YOU ARE WORKING. LATER WE WILL BE ABLE TO SEE IF THE WRITTEN TESTS YOU TAKE TODAY CAN BE USED TO ESTIMATE HOW WELL YOU DO ON THE JOB SAMPLE TEST. ANY TESTS THAT WORK WELL WILL BE USED TO IMPROVE TESTS NOW GIVEN AT INDUCTION STATIONS. THEY WILL PROVIDE THE ARMY WITH BETTER INFORMATION TO USE IN ASSIGNING MEN TO PARTICULAR KINDS OF TRAINING AND IN SELECTING POSSIBLE JOBS FOR WHICH MEN SHOULD BE ASSIGNED. IN TAKING THESE TESTS NOT ONLY WILL YOU BE HELPING TO IMPROVE THE ARMY'S TESTING PROCEDURES, BUT ALSO, IF YOU SHOULD BE STAYING IN THE ARMY, YOU YOURSELVES WILL BENEFIT IN THAT ULTIMATELY YOU WILL BE WORKING ALONGSIDE MEN WHO ARE BETTER SUITED FOR THE JOBS TO WHICH THEY ARE ASSIGNED.

WE HAVE CAREFULLY CHOSEN MEN WITH DIFFERENT AMOUNTS OF EXPERIENCE IN A JOB, SO THAT WE COULD SEE HOW WELL THE TESTS WORK WITH BOTH EXPERIENCED AND INEXPERIENCED MEN. DO NOT BE CONCERNED IF YOU HAVE NOT BEEN WORKING IN YOUR JOB FOR VERY LONG, WE HAVE INTENTIONALLY INCLUDED YOU IN THE RESEARCH STUDY.

1. After the test administrator has read the opening statement, he is asked to emphasize:

   a. Testing will be all day.
   b. Morning tests are usually over between 11:00 and 11:15 a.m., depending on cooperation.
   c. There will be three afternoon tests; again, depending on cooperation, they should be finished between 3:00 and 3:15 p.m.
   d. The first three items will not be actual tests, but merely background questionnaires to determine subjects' experiences before entering military service.

PERSONNEL QUESTIONNAIRE

(UTILITY - December 1967)

Date_____

Your Name (please print)_____

Rank_____

Service Number_____

Date you first entered Army _____ _____
month year

Unit_____

Duty MOS_____

Duty Position or Job Title_____

Primary MOS_____

Name of Supervisor (please print)_____

The information in this questionnaire is being gathered for experimental purposes. It will be used only for statistical analysis. Please answer the questions freely and fully. If you have any questions ask the Monitor in charge.

STOP: DO NOT TURN THIS PAGE UNTIL TOLD TO DO SO.

CLASSIFICATION DATA

1. What is your present job in the Army?
   1) _____ Cook
   2) _____ Tank Crewman
   3) _____ Mechanic
   4) _____ Supply
   4) _____ Infantryman
   6) _____ Medical Corpsman
   7) _____ Other _____
   (Name of job)

2. How long have you been working in that kind of job?
   1) _____ less than six months
   2) _____ more than six months but less than a year
   3) _____ more than one year but less than two years
   4) _____ more than two years but less than three years
   5) _____ more than three years

3. Do you like the work or would you rather be in something else?
   1) _____ I like the work well enough to stay in it.
   2) _____ I don't care one way or another.
   3) _____ I don't like the work, I would rather be in something else.

4. Is the job you are working in your primary MOS?
   1) _____ yes
   2) _____ no

5. How old were you on your last birthday? _____

6. What state (or other place) do you consider yourself to be from?

   _____

7. Did you live there for most of your life before you were 18?
   1) _____ yes
   2) _____ no

8. When you were growing up where did you live?
   1) _____ mostly in the country or in a town of less than 2,500 people.
   2) _____ mostly in a small town, between 2,500 and 5,000 people.
   3) _____ mostly in a town of more than 5,000 people.

9. When you were growing up did you move very often from one neighborhood to another or to a different place?
   1) _____ not at all
   2) _____ once or twice
   3) _____ several times

10. What is your present marital status?
    1) _____ single
    2) _____ married
    3) _____ separated
    4) _____ divorced
    5) _____ widowed

11. How old were you when you were first married?
    1) _____ (age)
    2) _____ never married

12. Have you any children?
    1) _____ never married
    2) _____ no
    3) _____ yes _____ how many

FAMILY BACKGROUND

13. About how old was your father when you were born?
    1) _____ less than 20
    2) _____ between 20 and 30
    3) _____ between 30 and 40
    4) _____ over 40
    5) _____ I don't know

14. Until you were 18 were you brought up
    1) _____ mostly by your father and/or mother
    2) _____ mostly by someone else
    3) _____ about half by your father or mother and about half by someone else

15. Did you grow up in a family with
    1) _____ several other children about your age
    2) _____ one other child about your own age
    3) _____ no other children about your own age

16. Were the other children about your own age
    1) _____ mostly boys
    2) _____ mostly girls
    3) _____ both boys and girls
    4) _____ there were none

17. In this family were you
    1) _____ the oldest
    2) _____ the youngest
    3) _____ in between
    4) _____ the only child

18. If your family was broken up before you were 18, how old were you when it happened?
    1) _____ (years)
    2) _____ family not broken up before I was 18

19. When you were young was your father someone you could (and did) go to with your troubles and problems?
    1) _____ yes
    2) _____ no

20. If you couldn't go to your father, was there any other person you could go to?
    1) _____ I could go to my father
    2) _____ I could go to my mother
    3) _____ I could go to some older man (such as an uncle, grandfather, older brother, older friend or neighbor).
    4) _____ I could go to some older woman (such as an aunt, grandmother, older sister, older friend or neighbor).
    5) _____ I had no one to go to

21. Did your parents or the adults in your home know who most of your friends were before you were 14--that is, before you were in high school?
    1) _____ yes
    2) _____ no

EDUCATIONAL HISTORY

22. How many years of school have you completed?
    1) _____ 8 grades or less
    2) _____ 9th grade
    3) _____ 10th grade
    4) _____ 11th grade
    5) _____ finished high school
    6) _____ beyond high school

23. Were you ever either suspended or expelled from school?
    1) _____ yes
    2) _____ no

24. How old were you when you stopped going to school regularly?
    1) _____ 14 or less
    2) _____ 14 to 18
    3) _____ 18 or more
    4) _____ didn't stop until drafted

25. About how big was your high school class?
    1) _____ 50 students or less
    2) _____ between 50 and 250 students
    3) _____ more than 250 students

26. How far did your parents go in school?

Mother		Father
_____	less than 8th grade	_____
_____	8th grade	_____
_____	some high school	_____
_____	finished high school	_____
_____	beyond high school	_____
_____	don't know	_____

27. When you were in grade school were the adults in your home much interested in how you were doing in school?
    1) _____ they showed a good deal of interest
    2) _____ they showed some interest
    3) _____ they didn't show much interest
    4) _____ I don't know

28. Were they more likely to praise you for good grades or to punish you for bad grades--or did they do both?
    1) _____ praised rather than punished
    2) _____ punished rather than praised
    3) _____ both praised and punished
    4) _____ neither praised nor punished

29. How many grades did you fail or have to repeat?
    1) _____ none
    2) _____ one
    3) _____ two
    4) _____ more than two

30. Do you sometimes feel that you just can't learn things?
    1) _____ yes
    2) _____ not sure
    3) _____ no

31. Even with a better education, do you think you would have a hard time getting the right kind of job?
    1) _____ yes
    2) _____ not sure
    3) _____ no

JOB HISTORY

32. While you were growing up what did your father or the older man in your house do for a living?
    1) _____(Occupation)
    2) _____ no man in house
    3) _____ I don't know

33. Did he work mostly on the same job, work at different jobs, or was he usually unemployed?
1) _____ same job
2) _____ different jobs
3) _____ usually unemployed
4) _____ no man in house
5) _____ I don't know

34. While you were growing up did your mother or the older woman in your house work outside the home? On a full-time or part-time job?
1) _____ no, my mother (older woman) never worked outside the home
2) _____ yes, she worked part or full time
3) _____ no older woman in home
4) _____ I don't know

35. How old were you when you got your first part-time job?
1) _____ (age)
2) _____ never had a part-time job

36. How old were you when you got your first full-time job?
1) _____ (age)
2) _____ never had a full-time job

37. What did you do for a living before you came into the Army?
1) _____ (Occupation)
2) _____ I was a student
3) _____ I was unemployed

List three things you did on this job
1) _____
2) _____
3) _____

in this job did you mostly:
1) Own your own business_____?
2) Or were you hired by someone else_____?

38. How long did you work full-time before you came into the Army?
1) _____ didn't work full-time
2) _____ less than six months
3) _____ six months to a year
4) _____ more than a year

39. How many times did you either quit or get fired from a part-time or full-time job during the year before you came into the Army?
1) _____ none--didn't have a job or didn't change jobs
2) _____ once
3) _____ twice
4) _____ three times
5) _____ four times
6) _____ five times or more

40. What was the shortest time that you stayed on a part-time or full-time job during the year before you came into the Army?
1) _____ didn't have a job that year
2) _____ less than a week
3) _____ a week or more but less than two weeks
4) _____ more than two weeks but less than a month
5) _____ more than a month but less than three months
6) _____ three to six months
7) _____ more than six months

41. What job would you like to have when you get out of the Army?

_____(Occupation)

42. Do you feel that everytime you try to get ahead, something or someone seems to stop you?
1) _____ yes
2) _____ not sure
3) _____ no

43. In the space below list as many different kinds of jobs as you can.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

HABITS, EXPERIENCES AND INTERESTS

44. Do you feel that the tougher the job the harder you work?
1) _____ yes
2) _____ not sure
3) _____ no

45. Do you believe that you can do many things well?
1) _____ yes
2) _____ not sure
3) _____ no

46. When you have to be somewhere at a certain time, are you
1) _____ usually a little early
2) _____ sometimes early and sometimes late
3) _____ usually late

47. When you have a job to do, do you usually
1) _____ take brief rests every once in a while
2) _____ do about half the job, then take a long rest before finishing
3) _____ stop frequently to talk to someone; look for something, etc.

48. Compared to your friends do you have
1) _____ a lot of debts
2) _____ about the average amount of debts
3) _____ fewer debts than most

49. Have you ever been involved as a driver in an automobile accident that caused more than $100.00 damage?
1) _____ never
2) _____ once
3) _____ twice
4) _____ three times
5) _____ four or more times

50. Have you ever been arrested?
1) _____ no
2) _____ yes, only once
3) _____ yes, more than once

51. Were you ever arrested before you were seventeen?
1) _____ never arrested
2) _____ arrested before seventeen
3) _____ arrested only after seventeen

52. Were you ever arrested for anything other than a traffic violation?
1) _____ never arrested
2) _____ arrested only for a traffic violation
3) _____ arrested for something other than a traffic violation

SOME OF YOUR GENERAL ATTITUDES

53. Most of the time you will be better off if you accept things as they are rather than trying to change them.
1) _____ agree
2) _____ not sure
3) _____ disagree

54. More people succeed through good luck than through hard work.
1) _____ agree
2) _____ not sure
3) _____ disagree

55. If a person is not successful in life, it is his own fault.
1) _____ agree
2) _____ not sure
3) _____ disagree

56. Show how you feel about <u>each</u> thing by putting one of the numbers from 1 to 7 in front of it. Here is what your numbers should mean:

1. Feel extremely favorable
2. Feel quite favorable
3. Feel slightly favorable
4. Feel neither favorable nor unfavorable
5. Feel slightly unfavorable
6. Feel quite unfavorable
7. Feel extremely unfavorable

a) _____ The U.S. Army
b) _____ Labor Unions
c) _____ Most Army Sergeants
d) _____ Going to school
e) _____ Life as a soldier
f) _____ Managers, bosses
g) _____ Army rules and regulations
h) _____ Teachers
i) _____ Life as a civilian
j) _____ The U.S. Air Force
k) _____ Night clubs
l) _____ Most Army Officers
m) _____ The Police
n) _____ Hunting, fishing

ACTIVITY CHECKLIST

Name _____ Serial No. _____ Rank _____

Unit _____ Duty MOS _____ Date _____

Did you do any of the following things fairly often before you were 14 years old?

(check one)	Yes	No
1. Get into fights	____	____
2. Play baseball	____	____
3. Ride a motorcycle	____	____
4. Read Playboy or other similar magazines	____	____
5. Argue about your rights with your family or your teachers	____	____
6. Act in school plays	____	____
7. Hitchhike	____	____
8. Drink beer	____	____
9. Diving	____	____
10. Pick up girls	____	____
11. Play football	____	____
12. Play blackjack	____	____
13. Lift weights	____	____
14. Fight with parents	____	____
15. Visit the library	____	____
16. Drag racing	____	____
17. Stay out all night	____	____
18. Visit museums	____	____
19. Skip school	____	____
20. Drink hard liquor	____	____
21. Stay after school for extra-curricular activities	____	____
22. Shoot craps	____	____
23. Fight with teachers	____	____
24. Read a great deal	____	____
25. Play poker	____	____

Test Administrator's Instructions

LISTENING PERFORMANCE EVALUATION

Before administering the test, pass out the answer sheets. Have the subjects PRINT their names, serial number, unit and MOS in the appropriate spaces on the answer sheet.

Instructions to be read to subjects: At this time we would like to find out how well you remember what you listen to. You will listen to three selections. After each selection you will have to answer some questions about the selection. I will read the questions to you. I will read each question twice. Then, if you would like to hear the question again, raise your hand, and I will repeat the question.

Now look at your answer sheet. On the answer sheet there are places (blanks) for you to write in the answers to the questions for each selection. You can see that there will be 12 questions for each of the three selections. You should write the answers for the first selection on the left-hand side of the answer sheet. The answers for the questions for the third selection should be written in the blank spaces provided at the bottom of the answer sheet.

During the test you should work as fast as you can, but this is not a timed test, so you will have all the time you need for each question.

You should answer all questions. If you don't know the answer, guess. You will not be penalized for guessing.

Are there any questions?

Now we will listen to the first selection. Then I will ask the questions for Selection #1. Are you all ready? O.K. Hers is the first selection.

(Play selection number one. Following this give the test for selection number one.)

Grade Level: 6-7
Listening Time: 1 min

SELECTION NUMBER 1

An Article About Fire Drills

Here is what you men in this building should do in case of a fire or fire drill.

When the fire bell sounds, leave all your tools right where they are and walk--don't run--from this room to the front stairway. At the bottom of the stairway turn left and go on to the third door on the left. Go through that door out into the courtyard. Go across the courtyard, past the badminton courts, and assemble near the radio tower located on the other side of the badminton courts.

You should wait at the tower until you hear four (4) short blasts of the fire horn. At that time, the building Fire Marshal will march you, in formation, around to the North entrance of the building. You will then be dismissed and should enter the building in an orderly manner and report to your duty stations. (55 seconds running time)

QUESTIONS FOR SELECTION NUMBER 1

1. Do the men assemble in the courtyard?
2. Which entrance is used after the fire drill?
3. Was the fire exit to the right or left of the stairway?
4. How many blasts of the fire horn signal the end of the fire drill?
5. Do the men march in formation into the building?
6. What do the men assemble next to during the fire drill?

7. What sport was mentioned in the article?
8. Who marches the men after the fire horn sounds?
9. What signals a fire drill?
10. Do the men take their tools with them when they leave the building for the fire drill?
11. What stations do the men report to after the fire drill?
12. Which stairway is used for the fire drill?

That was Selection #1. I will now ask you some questions about the selection. You should answer these questions by writing the answers in the blanks provided on the left hand side of the answer sheet, in the column labeled Selection #1. Is everyone ready? Here are the questions. (Read the questions for the first selection. Then proceed in the same manner for the remainder of the listening test. Ask the subjects to lay their pencils down and look up after they have answered each set of questions so you know they have finished.)

Grade level: 7-8
Listening time: 40 sec.

SELECTION NUMBER 2

An article about a combat mission

"Smith! Jones!" The platoon leader cried. Get five men, each of you. I have a reconnaissance detail for you. I want you to circle around to the east of that white pile of bricks and check to see if there are any mortar locations there. If there are, call me on Alpha 3-8-1 and report the Y and Z coordinates of their locations on this field artillery map. We need this information within 50 minutes because a supply truck is coming up from Charlie Company about 1620 hours, and we have to disable any mortars in the area. (36 seconds running time)

QUESTIONS FOR SELECTION NUMBER 2

1. What kind of mission was this selection about?
2. Who called for Smith and Jones?
3. Which direction were the men to circle?
4. What color was the pile of bricks?
5. In two words, tell what the men were supposed to look for.
6. What map coordinates were mentioned?
7. Which company was sending up a vehicle?
8. In two words, tell what kind of vehicle was mentioned.
9. About what time was the vehicle supposed to arrive?
10. In how many minutes did they need the information?
11. What kind of map was used?
12. How many men were needed for the detail?

Grade level: 13-16
Listening Time: 1 min. 10 sec.

SELECTION NUMBER 3

A description of a transfer unit of a 2 1/2 ton truck

The transfer is a two-speed Unit, driven by the transmission, which distributes power through propeller shafts to the front and rear axles. Driver's control of high and low ranges is by a shift lever located in the cab. Transfer gearing is designed to drive the front axle when the rear axle speed exceeds the front axle speed (as during slipping or spinning of the rear wheels). An overrunning clutch on the front axle drive automatically eliminates delivery of

power to the front axle when the speed of the rear axle is the same as that of the front axle, as during normal operation. When the transmission is shifted into reverse gear, a mechanical linkage automatically shifts the overrunning clutch into reverse position. Power is then delivered to the front and rear axles, during reverse operation of the truck, in the same manner as described earlier for forward motion. (56 seconds running time)

QUESTIONS FOR SELECTION NUMBER 3

1. What unit of the truck was the article about?
2. What drives the unit referred to in the first question?
3. What kind of clutch is used to change the delivery of power to the front axle?
4. Through what kinds of shafts does the transmission distribute power?
5. What kind of gearing drives the front axle during slipping?
6. In the article, during what kind of operation was the speed of the axles the same?
7. What kind of linkage shifts the special clutch into the reverse position?
8. How many speeds did the unit described in the article have?
9. During slipping, which is slowest, the rear axle speed or the front axle speed?
10. Is power delivered to the axles in the same manner for reverse and forward motion?
11. How much did the truck described in the article weigh?
12. Over what ranges of speed does the shift lever give the driver control?

ANSWER SHEET FOR LISTENING EVALUATION

NAME: _____

ARMY SERIAL NUMBER: _____

UNIT: _____

MOS: _____

Selection #1

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Selection #2

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Selection #3

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

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13. ABSTRACT

To provide information about the performance and characteristics of effective and ineffective marginal personnel in the Army, a study has been made of approximately 1800 men with experience ranging up to 20 years in five different Army MOSs (11E, Armor Crewman; 63C, General Vehicle Repairman; 76Y, Unit and Organizational Supply Specialist; 91B, Medical Specialist; 94B, Cook). The study included a group of men with Armed Forces Qualification Test scores in the marginal range and a comparison group of men in the same jobs, but in the upper levels of the AFQT distribution. Performance was measured by intensive job sample tests, job knowledge tests, and supervisor ratings. Information about background, personal characteristics, and military experiences was obtained through biographical questionnaires, a battery of published and experimental tests, and Army records. This report, the second in a series presenting the extensive data and analyses, describes the data collection instruments and their development and administration.

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Individual Differences and Training						
Job Description and Analysis						
Job Knowledge Tests						
Job Sample Tests						
Marginal Personnel						
MOS Performance						
Project 100,000						
Test Administration						
Test Development						