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DUTY MODULE METHODOLOGY FOR OFFICER CAREER MANAGEMENT SYSTEM DE--ETC(U)
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DUTY MODULE METHODOLOGY FOR OFFICE CAREER
MANAGEMENT SYSTEM DEVELOPMENT:
Task Data Bank,
Task List

American Institutes for Research

LEADERSHIP AND MANAGEMENT TECHNICAL AREA



U. S. Army

Research Institute for the Behavioral and Social Sciences

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) A unique personnel management system concept, the duty module, clusters tasks statistically and logically in order to represent jobs in a more specific manner than an MOS and with greater simplicity than task descriptions. This document is a listing of all the tasks that make up the duty modules described in companion volumes.		

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A complete set of Duty Module and Job Description material assembled by the Army Research Institute for the Behavioral and Social Sciences (ARI) to support a number of R&D efforts consists of the following nine volumes:

1. Army Officer Duty Module Manual. ARI Research Note 79-31, October 1975.
2. Duty Module Methodology for Officer Career Management System Development: Catalogue of Army Officer Duty Modules. ARI Research Note 79-32, October 1975.
3. Duty Module Methodology for Officer Career Management System Development: Task Data Bank Index. ARI Research Note 79-33, November 1975.
4. Duty Module Methodology for Officer Career Management System Development: Task Data Bank, Task List. ARI Research Note 79-34, October 1975.
5. Results of Field Survey to Evaluate an Experimental Set of Officer Duty Modules. ARI Research Note 79-35, January 1974.
6. Development of Criteria Dimensions for Evaluation of Performance and Career Development of Entry-Level Officers, ARI Research Note 79-36, November 1974.
7. Duty Module Relationship to Training and Experience Requirements in Career Development and Alternate Specialty Selections. ARI Research Note 79-37, February 1975.
8. Design and Validation of Additional Duty Modules for Engineer and Ordnance Officer Positions, ARI Research Note 79-38, February 1975.
9. Duty Module Methodology for Officer Career Management System Development, ARI Research Note 79-39, January 1976.

The set of duty modules and job descriptions contained in these nine volumes was developed by the American Institutes for Research (AIR) to meet a requirement for job information in an ARI research contract being executed by Educational Testing Service (ETS). This contract was part of the ARI research program on Career Progression (Information) Systems. These duty modules, developed for use in a career information system, have proved to be highly valuable for meeting a number of other research and developmental objectives.

The duty module concept evolved from interactions between the American Institutes for Research (AIR) and U. S. Army Research Institute for the Behavioral and Social Sciences (ARI). These interactions emerged from the AIR "Taxonomy" contract which was originally initiated and supported

by the Defense Advanced Research Projects Agency (DARPA). At the time monitorship of that contract was transferred from Air Force to Army, ARI was given the responsibility for redirecting the effort from an emphasis on experimental psychology principles to the field of personnel psychology. ARI proposed the development of a job taxonomy, based on a component of a duty position assignable to a single individual. This component could be considered as a building block for job re-engineering, useful for constructing TDA's or TO&E's, for tracking career progression of individuals, and for providing career information to Army personnel. It was hoped that such a job component would provide a common language as a basis for combining manpower requirements and resources, with the integration of training and career progression, into a single self-consistent operating system. AIR, continuing under contract supervision by ARI, developed this concept further and began referring to these job components as duty modules.

The reader is particularly urged to note that these duty modules were not specifically developed for use in developing or evaluating either school programs of instruction (POI) or the achievement of OJT objectives.

Current ARI research efforts are modifying and evaluating the duty module concept in order to provide a job component measure that is appropriate for use as a data element of a Training Information Feedback System (TIFS). The final form of this data element will reflect a greater concern for criticality of tasks and for the feasibility of defining criterion referenced standards corresponding to these tasks.

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TASK DATA BANK

Task List

Sequence No.		Duty Module
0001	Prepare administrative SOPs and instruction for unit.	0-A-1
0002	Monitor unit security of classified documents.	0-A-1
0003	Prepare and review administrative correspondence, memoranda, and reports.	0-A-1, 0-A-2
0004	Prepare and review unit journal, historical records, and morning report (or change reports for centralized systems).	0-A-1
0005	Administer unit funds.	0-A-1
0006	Establish and monitor arrangements for collection and distribution of mail within unit.	0-A-1
0007	Establish and operate unit message center.	0-A-1
0008	Screen incoming correspondence and distribute for action of information.	0-A-1, 0-A-2
0009	Establish and operate unit suspense system.	0-A-1
0010	Authenticate orders and official correspondence for commander.	0-A-1
0011	Establish and post unit files, records, and regulations.	0-A-1
0012	Review, interpret, and apply directives and information.	0-A-1, 0-A-2
0013	Prepare daily bulletin or similar publication.	0-A-1
0014	Prepare administrative SOPs and instruction.	0-A-2
0015	Monitor security of classified documents.	0-A-2
0016	Establish and operate a distribution system for messages, correspondence, and documents.	0-A-2
0017	Establish and operate suspense system.	0-A-2
0018	Authenticate orders and official correspondence.	0-A-2
0019	Establish and post files of records and regulations.	0-A-2
0020	Schedule appointments, conferences, and other such activities.	0-A-2
0021	Provide for reproduction and duplication services.	0-A-2
0022	Issue formal admonitions and reprimands.	0-A-3
0023	Prefer charges.	0-A-3
0024	Appoint Investigating officers, boards, and members of courts-martial.	0-A-3
0025	Review and take command action on findings of investigating officers, courts, and boards.	0-A-3
0026	Exercise authority of non-judicial punishment under UCMJ.	0-A-3
0027	Gather, interpret, and apply pertinent directives and information.	0-A-5

Sequence No.		Duty Module
0028	Organize personnel and other resources into functional elements to accomplish mission.	0-A-5
0029	Prescribe standing operating procedures for internal functioning.	0-A-5
0030	Schedule and allocate work, assign priorities, issue guidance.	0-A-5
0031	Monitor, review and evaluate work.	0-A-5
0032	Operate a system for filing, retrieval, display and reporting of information.	0-A-5
0033	Provide for office services and clerical support.	0-A-5
0034	Monitor safeguarding classified information and other aspects of internal security.	0-A-5
0035	Motivate, evaluate, and counsel subordinates.	0-A-5
0036	Advise commander and staff on headquarters management.	0-A-6
0037	Control headquarters elements not assigned or attached to other units.	0-A-6
0038	Coordinate arrangement and movement of headquarters.	0-A-6
0039	Arrange for headquarters facilities and support services.	0-A-6
0040	Plan and control local security for headquarters	0-A-6
0041	Allocate and coordinate transportation assigned to headquarters.	0-A-6
0042	Process and accommodate visitors to headquarters.	0-A-6
0043	Control POW custody and evacuation activities for headquarters.	0-A-6
0044	Control custody and disposition of stragglers and casualties.	0-A-6
0045	Inspect personnel, equipment, and facilities of headquarters elements.	0-A-6
0046	Authenticate and issue orders and official correspondence.	0-A-7
0047	Operate office of record.	0-A-7
0048	Establish, post and operate registry of regulations, circulars and similar directives.	0-A-7
0049	Establish and operate a distribution system for messages, correspondence and publications.	0-A-7
0050	Provide general administrative services such as filing, utilizing computers records management.	0-A-7
0051	Advise commander and others on administrative matters.	0-A-7
0052	Publish daily bulletin or similar publication.	0-A-7
0053	Perform adjutant-type ceremonial functions.	0-A-7
0054	Issue guidance for establishment and operation of headquarters command post, and Tactical Operations Center.	0-A-8
0055	Formulate policies and SOP for staff operation.	0-A-8

Sequence No.		Duty Module
0056	Transmit and interpret command guidance to staff.	0-A-8
0057	Assign and coordinate work of staff by issuing instructions to principal staff officers and monitoring results.	0-A-8
0058	Review studies, plans, orders, reports and correspondence prepared by staff and approve or disapprove or refer to commander with recommendations.	0-A-8
0059	Arrange and control liaison with other headquarters.	0-A-8
0060	Conduct specialized staff training and professional development.	0-A-8
0061	Monitor performance of command and take action to deal with problems.	0-A-8
0062	Inform and advise commander in matters of concern to him.	0-A-8
0063	Conduct staff conferences.	0-A-8
0064	Represent commander and act for him in his absence.	0-A-8
0065	Arrange for reception of visitors	0-A-8
0066	Operate central coordinating office for command group and staff.	0-A-9
0067	Provide administrative support for command group	0-A-9
0068	Administer temporary office of record for command group.	0-A-9
0069	Review papers prepared by staff for command group to ensure coordination and compliance with established procedures and standards.	0-A-9
0070	Summarize papers for command group.	0-A-9
0071	Prepare correspondence for signature of command group personnel.	0-A-9
0072	Coordinate arrangements for official visitors.	0-A-9
0073	Schedule use of command conference and briefing rooms.	0-A-9
0074	Schedule and coordinate regular and special conferences conducted by command group.	0-A-9
0075	Coordinate employment of vehicles, communications and other equipment for command group during field exercises.	0-A-9
0076	Interview, consult, and counsel subordinates concerning personal problems, performance and career development, or for other leadership purposes.	0-A-10
0077	Investigate and seek information to counsel, advise, or assist subordinates.	0-A-10
0078	Pursue follow-up actions to help resolve personal problems of subordinates, coordinating with any other authorities concerned.	0-A-10
0079	Evaluate subordinates.	0-A-10
0080	Operate "motor stables" or similar activity for care and maintenance of vehicles, aircraft and associated equipment.	0-A-12

Sequence No.		Duty Module
0081	Monitor care and maintenance and security of weapons and other equipment.	0-A-12
0082	Monitor care, security and maintenance of facilities, grounds, and installation property in unit custody.	0-A-12
0083	Monitor dress and appearance of subordinate personnel and care and maintenance of their individual uniform clothing and equipment.	0-A-12
0084	Perform maintenance record administration in unit.	0-A-12
0085	Inspect troops, equipment and facilities.	0-A-12
0086	Define objectives for project.	0-A-12
0087	Define key events and activities and establish "milestones."	0-A-12
0088	Develop network plans, sequence key events and activities, connect interdependent networks, and identify critical paths.	0-A-12
0089	Establish time requirements and develop master schedule.	0-A-12
0090	Develop budgets and cost estimates for overall project and each included work package.	0-A-12
0091	Plan assignment of work packages to organizational elements.	0-A-12
0092	Operate or employ management information system for the project.	0-A-12
0093	Arrange for computer services and programming support.	0-A-12
0094	Review project work progress in relation to network plans, schedules and costs, and identify and analyze problems.	0-A-12
0095	Modify and up-date plans, schedules and budgets on basis of program evaluation and review.	0-A-12
0096	Prepare and present briefings.	0-A-12
0097	Advise superior and others on a management system in being.	0-A-13
0098	Conduct studies and surveys of organizations, manpower, space and equipment to assist in management improvements.	0-A-13
0099	Develop plans, programs, and directives concerning organization, manpower, and management systems.	0-A-13
0100	Develop and implement a management improvement program.	0-A-13
0101	Develop and implement management analysis methods, standards of performance and procedures for work measurement and simplification.	0-A-13
0102	Design and control formats for recurring reports and statistical summaries of operations.	0-A-13

Sequence No.		Duty Module
0103	Coordinate management analysis and improvement activities within staff and with higher, lower and supporting units.	0-A-13
0104	Prepare and present briefings concerning management analysis matters.	0-A-13
0105	Advise superior and others concerning manpower management.	0-B-1
0106	Establish and operate system of records and reports pertaining to manpower.	0-B-1
0107	Prepare personnel loss and gain estimates.	0-B-1
0108	Operate a manpower control system using ADP.	0-B-1
0109	Allocate bulk personnel replacements in accordance with approved authorizations and priorities	0-B-1
0110	Conduct manpower surveys and recommend strength allocations.	0-B-1
0111	Prepare studies, plans, reports and correspondence on manpower management.	0-B-1
0112	Prepare and present manpower briefings.	0-B-1
0113	Advise superior and other concerning management of personnel.	0-B-2
0114	Prepare personnel management policy directives and SOPs.	0-B-2
0115	Establish, post and employ a system of personnel records and related files.	0-B-2
0116	Coordinate procurement and assignment of military personnel as individuals.	0-B-2
0117	Coordinate personnel selection, testing, pay, and career development.	0-B-2
0118	Monitor civilian personnel management.	0-B-2
0119	Recommend individual assignments to key positions.	0-B-2
0120	Coordinate personnel aspects of casualty handling and reporting.	0-B-2
0121	Coordinate personnel aspects of POW handling and reporting.	0-B-2
0122	Control personnel management operations of subordinate personnel section or special staff.	0-B-2
0123	Prepare studies, plans, reports and correspondence pertaining to personnel management.	0-B-2
0124	Prepare and present personnel management briefings.	0-B-2
0125	Advise superior and others concerning personnel services and morale and welfare of personnel	0-B-3
0126	Prepare policy directives and SOPs concerning personnel services.	0-B-3
0127	Arrange for health and religious services and facilities	0-B-3
0128	Coordinate finance services	0-B-3

Sequence No.		Duty Module
0129	Monitor recreational facilities and exchange mess and club services.	0-B-3
0130	Arrange for information and counseling in personal affairs.	0-B-3
0131	Arrange for military personnel educational opportunities and dependent schooling.	0-B-3
0132	Coordinate graves registration, funeral arrangements, and assistance to bereaves.	0-B-3
0133	Coordinate personnel administration programs such as suggestion and incentive award programs, decorations and awards and billeting and housing.	0-B-3
0134	Coordinate race relations and equal opportunity programs.	0-B-3
0135	Operate a management information system pertaining to personnel services and morale indicators.	0-B-3
0136	Prepare studies, plans, correspondence and reports pertaining to personnel services and personnel administration.	0-B-3
0137	Prepare budgetary and cost data on personnel services.	0-B-3
0138	Prepare and present personnel services briefings.	0-B-3
0139	Brief and advise superior and others concerning management of officer personnel within career branch or group.	0-B-4
0140	Interpret and implement higher policy guidance pertaining to officer personnel management, including assignments, personnel actions, professional development, and specialization.	0-B-4
0141	Recommend or concur in individual officer assignments on basis of policy and review of officer's record and preferences in comparison to job requirements.	0-B-4
0142	Prepare nominative, eligibility or other special lists for consideration by selection boards.	0-B-4
0143	Recommend, concur in or process requests for retirement, resignation, relief from active duty, inter-branch or inter-service transfer, compassionate reassignment, special schooling, Regular Army status, continuation on active duty of a physically disabled officer, continuation on flight status, reclassification of an officer who has become disqualified for a particular MOS or branch of service, as well as assignment instructions, promotions, flagging actions, involuntary separations from active duty, and casualty reporting.	0-B-4
0144	Counsel officers and provide information concerning assignment, professional development or personnel actions by correspondence, telephone or personal contact during visits.	0-B-4

Sequence No.		Duty Module
0145	Prepare correspondence, reports, personnel estimates and studies including policy recommendations on officer personnel management matters.	0-B-4
0146	Coordinate with US Postal Service regarding mail and related activities in US.	0-B-5
0147	Advise commander, staff and supported units on postal service.	0-B-5
0148	Prepare SOP and local regulations and instructions regarding postal service.	0-B-5
0149	Organize and control internal mail collection and distribution services	0-B-5
0150	Establish and operate locator services	0-B-5
0151	Operate overseas military postal receipt, delivery, and collection facilities, and other services including custody and sale of stamps, money orders and monetary accountability system.	0-B-5
0152	Inspect unit mail rooms.	0-B-5
0153	Investigate postal irregularities.	0-B-5
0154	Conduct or verify inventory and accounting for accountable mail.	0-B-5
0155	Plan and conduct training of unit mail clerks and postal workers.	0-B-5
0156	Prepare and review records, reports, correspondence and memoranda pertaining to postal services.	0-B-5
0157	Advise superior and others on combat intelligence.	0-C-1
0158	Prepare policy directives and SOP for combat intelligence operations.	0-C-1
0159	Determine intelligence production requirements (IPR) and essential elements of information (EEI).	0-C-1
0160	Prepare combat intelligence collection plans.	0-C-1
0161	Prepare combat intelligence annex to operations plan.	0-C-1
0162	Analyze terrain in unit's area of operation.	0-C-1
0163	Obtain and issue weather forecasts.	0-C-1
0164	Prepare requests for aerial reconnaissance.	0-C-1
0165	Coordinate signal intelligence and sensor activities.	0-C-1
0166	Evaluate intelligence reports and disseminate pertinent parts to own, higher, and lower units.	0-C-1
0167	Assess enemy capabilities and operations on a continuing basis and prepare combat intelligence estimates.	0-C-1
0168	Perform operational intelligence functions in tactical operations center or operations element of CP.	0-C-1
0169	Coordinate POW interrogation.	0-C-1
0170	Prepare and present combat intelligence briefings.	0-C-1

Sequence No.		Duty Module
0171	Advise superior and others on counterintelligence and security.	0-C-2
0172	Prepare CI policy directives and SOP.	0-C-2
0173	Establish and update files related to individual clearances and access lists.	0-C-2
0174	Process personnel security clearances.	0-C-2
0175	Inspect and evaluate facilities and activities for counterintelligence security.	0-C-2
0176	Investigate and prepare reports on security violations.	0-C-2
0177	Conduct classes and instruction concerning counterintelligence and security.	0-C-2
0178	Prepare and present briefings on counterintelligence and security.	0-C-2
0179	Determine and assign collection responsibility for intelligence requirements of user elements concerning foreign area involved.	0-C-3
0180	Review daily flow of intelligence and information relating to assigned area.	0-C-3
0181	Analyze, interpret, evaluate and put in finished form, intelligence from all sources to satisfy need of intended recipients.	0-C-3
0182	Coordinate with other intelligence analysts to validate information.	0-C-3
0183	Prepare intelligence estimates related to area of interest.	0-C-3
0184	Present organization's intelligence position at point and inter-agency intelligence conferences.	0-C-3
0185	Disseminate various finished intelligence products such as summaries, special reports, memoranda and fact sheets.	0-C-3
0186	Prepare and present intelligence briefings on assigned area.	0-C-3
0187	Advise superior and others concerning aerial surveillance and reconnaissance support.	0-C-5
0188	Prepare policy directives and input to SOP for air-ground operations.	0-C-5
0189	Establish liaison with supporting air units regarding aerial surveillance and reconnaissance plans and operations.	0-C-5
0190	Establish priorities for, and allocate aerial reconnaissance and surveillance support.	0-C-5
0191	Determine requirements and assign missions within capabilities of available Army aviation.	0-C-5
0192	Coordinate imagery interpretation support.	0-C-5
0193	Arrange for reproduction and distribution of aerial photographs and related information.	0-C-5

Sequence No.		Duty Module
0194	Disseminate spot reports on enemy dispositions and actions.	0-C-5
0195	Prepare terrain studies based on aerial photographs and other reconnaissance information.	0-C-5
0196	Conduct or arrange for briefings pertaining to aerial surveillance and reconnaissance.	0-C-5
0197	Advise superior and others on Army and overall ground reconnaissance and surveillance.	0-C-6
0198	Prepare policy directives and SOP concerning reconnaissance and surveillance.	0-C-6
0199	Determine and coordinate intelligence requirements for combat patrols, long-range patrols, ground surveillance radar activity, and other forms of ground reconnaissance and surveillance.	0-C-6
0200	Monitor combat patrolling by units.	0-C-6
0201	Plan, coordinate and control long-range reconnaissance patrolling.	0-C-6
0202	Coordinate use of ground surveillance radars for intelligence purposes.	0-C-6
0203	Plan and coordinate other special reconnaissance or surveillance activity such as use of sensory devices.	0-C-6
0204	Extract, analyze and disseminate intelligence results of reconnaissance and surveillance activities.	0-C-6
0205	Brief on ground reconnaissance and surveillance.	0-C-6
0206	Establish organization and SOP for counter-intelligence (CI) unit, field office or other operating element.	0-C-7
0207	Advise superiors and others on CI security	0-C-7
0208	Effect liaison and coordination with cooperating civil and military agencies.	0-C-7
0209	Conduct personnel and security investigation.	0-C-7
0210	Plan CI operations and related activities.	0-C-7
0211	Conduct security inspections and tests.	0-C-7
0212	Conduct surveillance operations for CI and security purposes.	0-C-7
0213	Conduct sweeping operations to assure absence of, or to detect, remove or counter unwanted electronic listening devices.	0-C-7
0214	Conduct special operations for safety and security of VIPs, in coordination with other official elements concerned.	0-C-7
0215	Control agent operations in counterespionage.	0-C-7
0216	Conduct special CI and security training and SAEDA briefings for own and supported units.	0-C-7

Sequence No.		Duty Module
0217	Provide technical assistance and services concerning security arrangements and procedures of supported units, including changing safe combinations and setting up intrusion detection systems.	0-C-7
0218	Employ CI unit communications and information processing equipment.	0-C-7
0219	Prepare and review CI reports.	0-C-7
0220	Prepare and review records, correspondence and memoranda pertaining to CI.	0-C-7
0221	Establish organization and SOP for MI unit, detachment, team, or other field operating element.	0-C-8
0222	Advise superiors and others on MI.	0-C-8
0223	Plan, organize and conduct MI collection operations, including control of agents, both US and foreign.	0-C-8
0224	Translate and interpret between English and a foreign language.	0-C-8
0225	Conduct POW and other interrogations.	0-C-8
0226	Review, evaluate and analyze raw reports from intelligence information sources.	0-C-8
0227	Prepare timely intelligence reports in form for users.	0-C-8
0228	Reproduce, transmit and disseminate intelligence reports.	0-C-8
0229	Provide for safeguarding and security of classified and sensitive information and activities.	0-C-8
0230	Administer MI funds.	0-C-8
0231	Operate and maintain MI communications.	0-C-8
0232	Prepare and review records, administrative reports, studies, correspondence and memoranda pertaining to MI.	0-C-8
0233	Present MI briefings.	0-C-8
0234	Advise superior and others concerning operations.	0-D-1
0235	Prepare operations policy directives and SOP.	0-D-1
0236	Prepare and publish operation estimates and orders.	0-D-1
0237	Monitor execution of operations plans and orders and make changes as situation warrants.	0-D-1
0238	Recommend task organization, missions, and areas of operations.	0-D-1
0239	Organize and operate tactical operation center or operations element of command post.	0-D-1
0240	Determine operational readiness requirements and readiness status of unit.	0-D-1
0241	Recommend allocation of and authority for use of critical command resources such as replacements, special ammunition and aircraft.	0-D-1
0242	Coordinate overall security of command.	0-D-1

Sequence No.		Duty Module
0243	Conduct or arrange operational readiness inspections and tests and deal with problems.	0-D-1
0244	Prepare studies, reports, records, and correspondence pertaining to operations.	0-D-1
0245	Prepare and present operations briefings.	0-D-1
0246	Advise superior and others concerning operations planning.	0-D-2
0247	Prepare operations planning policy directives and SOP.	0-D-2
0248	Prepare and publish operations estimates and plans.	0-D-2
0249	Integrate into plans the supporting planning instruments of other staff sections.	0-D-2
0250	Evaluate plans of subordinate units and take action to deal with deficiencies.	0-D-2
0251	Prepare studies, reports and correspondence pertaining to operations planning.	0-D-2
0252	Coordinate operations planning within staff and higher, lower, and supporting organizations.	0-D-2
0253	Prepare and present operations plans briefings.	0-D-2
0254	Advise superior and others concerning air support.	0-D-3
0255	Prepare policy directives and SOP for air-ground operations.	0-D-3
0256	Plan, request and schedule tactical and troop carrier air missions.	0-D-3
0257	Conduct or arrange for briefings pertaining to air-ground support.	0-D-3
0258	Coordinate targeting and air support with staff and higher and lower organizations.	0-D-3
0259	Prepare portions of operations orders and plans pertaining to use of tactical air and troop carrier support.	0-D-3
0260	Determine priorities for, and allocation of, air support resources.	0-D-3
0261	Coordinate air-ground recognition, identification, and forward air-control procedures.	0-D-3
0262	Prepare performance data, operations reports and records.	0-D-3
0263	Advise commander and others concerning fire support.	0-D-4
0264	Establish and operate fire support coordination center.	0-D-4
0265	Develop and coordinate fire support plan in concept with concept of operations and representatives of other fire support agencies.	0-D-4
0266	Control employment of unit's organic fire support weapons.	0-D-4
0267	Determine capabilities and requirements for overall fire support.	0-D-4

Sequence No.		Duty Module
0268	Arrange and coordinate naval gunfire, artillery mortars, tactical air, attack helicopter support, and air space utilization.	0-D-4
0269	Advise, recommend, and coordinate concerning unit capabilities and operations in support of service school functions.	0-D-6
0270	Establish and use schedules, status charts, and control devices to display pertinent information and facilitate overall planning and coordination of unit activities.	0-D-6
0271	Provide for safety arrangements and range clearances for live firing.	0-D-6
0272	Make plans and supporting arrangements for unit operations in support of service school functions.	0-D-6
0273	Conduct rehearsals for unit operations in school demonstrations.	0-D-6
0274	Control unit in execution of operations in support of service school functions.	0-D-6
0275	Detail subordinate elements to work under operational control of others at school or installation; and check their composition, equipment, and preparation against requirements.	0-D-6
0276	Plan, control, and take part in community and public relations activities, such as parades, demonstrations, displays, and civic assistance.	0-D-6
0277	Prepare training schedules in accordance with training programs and directives.	0-E-1
0278	Prepare lesson plans for training.	0-E-1
0279	Arrange for training areas, training materials and aids.	0-E-1
0280	Teach formal classes by lecture.	0-E-1
0281	Conduct group instruction.	0-E-1
0282	Conduct demonstrations.	0-E-1
0283	Conduct individual on-the-job training.	0-E-1
0284	Conduct practical applicatory team training.	0-E-1
0285	Manage range firing.	0-E-1
0286	Conduct physical training.	0-E-1
0287	Conduct unit operational training exercises.	0-E-1
0288	Monitor and inspect training.	0-E-1
0289	Test and evaluate training status and proficiency.	0-E-1
0290	Post training records, training publications, and submit training reports.	0-E-1
0291	Advise superior concerning training.	0-E-2
0292	Formulate training goals and policies.	0-E-2
0293	Prepare training objectives, programs, SOP, and related ammunition and controlled training aids.	0-E-2

Sequence No.		Duty Module
0294	Determine requirements for and allocate training ammunition and controlled training aids.	0-E-2
0295	Coordinate use of training areas, ranges, and other training facilities.	0-E-2
0296	Plan and coordinate training exercises.	0-E-2
0297	Prepare budget estimates for training and field exercises.	0-E-2
0298	Disseminate information on current and projected training activities.	0-E-2
0299	Monitor, inspect, and evaluate training performance and status.	0-E-2
0300	Plan and coordinate training tests and operational readiness tests.	0-E-2
0301	Post training records and submit training reports.	0-E-2
0302	Advise superior and others concerning force development.	0-E-3
0303	Prepare force development policy directives and SOP.	0-E-3
0304	Process actions concerning organization and equipment utilization.	0-E-3
0305	Determine requirements and priorities for structuring, manning, and equipping units.	0-E-3
0306	Coordinate organizational matters within staff and with higher and lower organizations.	0-E-3
0307	Prepare organization studies, plans, reports, and correspondence.	0-E-3
0308	Prepare and present briefings pertaining to force development.	0-E-3
0309	Prepare supply SOP and directives for unit supply.	0-F-1
0310	Determine unit requirements and prepare requisitions.	0-F-1
0311	Arrange for drawing and turn-in of supplies, equipment, and weapons.	0-F-1
0312	Store, secure, control, and issue unit supplies, equipment, and weapons.	0-F-1
0313	Prepare unit property and supply records and reports.	0-F-1
0314	Prepare individual clothing and equipment records.	0-F-1
0315	Inspect condition and verify quantities of organizational equipment, weapons, and supplies.	0-F-1
0316	Prepare reports of survey and droppage certifications.	0-F-1
0317	Process items for repair and salvage.	0-F-1
0318	Arrange for laundry and dry cleaning services and footgear repair.	0-F-1
0319	Advise commander and others concerning supply matters.	0-F-2
0320	Prepare supply policy directives and SOP.	0-F-2

Sequence No.		Duty Module
0321	Determine supply authorizations, availabilities, and requirements.	0-F-2
0322	Plan and coordinate establishment and operation of supply, storage, and distribution facilities.	0-F-2
0323	Issue guidance for and monitor requisition, movement, security, storage, and issue of supplies.	0-F-2
0324	Allocate controlled supplies.	0-F-2
0325	Operate a management information system pertaining to supply.	0-F-2
0326	Coordinate supply matters within staff and with higher, lower, and supporting organization.	0-F-2
0327	Prepare supply portions of logistics annexes to operations plans and orders.	0-F-2
0328	Prepare studies, reports, and correspondence pertaining to supply.	0-F-2
0329	Evaluate supply performance and take action to deal with problems.	0-F-2
0330	Conduct or arrange supply inspections.	0-F-2
0331	Prepare supply budgetary and cost data.	0-F-2
0332	Prepare and present supply briefings.	0-F-2
0333	Advise commander and others concerning equipment readiness and maintenance matters.	0-F-3
0334	Prepare policy directives and SOPs on equipment maintenance and readiness.	0-F-3
0335	Determine maintenance requirements, capabilities, and authorizations.	0-F-3
0336	Issue guidance for establishment and operation of maintenance facilities.	0-F-3
0337	Issue guidance for acquisition, control, security, storage, and issue of direct exchange items, float items, and spare parts.	0-F-3
0338	Assign priorities for maintenance inspections.	0-F-3
0339	Conduct or arrange maintenance inspections.	0-F-3
0340	Operate a management information system pertaining to equipment maintenance and readiness.	0-F-3
0341	Coordinate maintenance operations within staff and with higher, lower, and supporting organizations.	0-F-3
0342	Prepare maintenance portions of logistics annexes to operations orders and plans.	0-F-3
0343	Prepare studies, reports, and correspondence pertaining to maintenance and readiness of unit equipment.	0-F-3
0344	Evaluate maintenance performance and take action on problems.	0-F-3
0345	Prepare budgetary and cost data concerning equipment maintenance.	0-F-3

Sequence No.		Duty Module
0346	Prepare and present briefings on maintenance and equipment readiness.	0-F-3
0347	Advise commander and others concerning transportation matters.	0-F-4
0348	Prepare transportation policy directives and SOP.	0-F-4
0349	Determine transportation requirements and arrange for support needed from outside own organization.	0-F-4
0350	Plan and coordinate use of intra-unit transportation.	0-F-4
0351	Plan and coordinate major transportation movements and routing.	0-F-4
0352	Coordinate transportation-related matters such as traffic control and engineer support.	0-F-4
0353	Prepare transportation portions of logistics annexes to combat operations plans and orders.	0-F-4
0354	Prepare studies, reports, and correspondence pertaining to transportation supply.	0-F-4
0355	Evaluate intra-unit transportation performance and take action to deal with problems.	0-F-4
0356	Prepare budgetary and cost data concerning transportation operations.	0-F-4
0357	Prepare and present briefings pertaining to transportation.	0-F-4
0358	Advise superior and others concerning logistics services.	0-F-5
0359	Prepare logistics services policy directives and SOP.	0-F-5
0360	Plan acquisition, construction, and assignment of real estate and base facilities.	0-F-5
0361	Coordinate management and maintenance of utilities, facilities, and roads.	0-F-5
0362	Arrange for civilian and contractual labor for logistics services.	0-F-5
0363	Coordinate logistics support with civil authorities.	0-F-5
0364	Coordinate area damage control.	0-F-5
0365	Plan and monitor food service.	0-F-5
0366	Arrange for miscellaneous logistics services such as shower points, shoe repair, laundry, and dry cleaning.	0-F-5
0367	Prepare plans, studies, correspondence, and reports concerning logistics services.	0-F-5
0368	Prepare budgetary and cost data pertaining to logistics services.	0-F-5
0369	Prepare and present briefings on logistics services.	0-F-5
0370	Advise superior and staff and subordinate unit commanders on motor vehicle maintenance and operations.	0-F-6

Sequence No.		Duty Module
0371	Exercise operational control over organization's motor vehicle maintenance element.	0-F-6
0372	Monitor requisition, receipt, storage, safety, and issue of automotive parts and POL.	0-F-6
0373	Establish motor pool facility and coordinate its use.	0-F-6
0374	Plan and coordinate motor maintenance programs and schedules.	0-F-6
0375	Receive, prepare, and revise records and reports pertaining to motor vehicle maintenance and operations.	0-F-6
0376	Coordinate motor maintenance training.	0-F-6
0377	Coordinate driver training, testing, and licensing.	0-F-6
0378	Conduct inspections pertaining to motor vehicle maintenance and readiness.	0-F-6
0379	Determine vehicle requirements for motor movements and prepare movement portions of operation plans and orders.	0-F-6
0380	Advise superior and others concerning logistics.	0-F-7
0381	Prepare, coordinate, and publish logistics policy directives and SOPs, and monitor execution.	0-F-7
0382	Obtain and analyze information concerning logistics.	0-F-7
0383	Prepare plans for logistics support units and activities.	0-F-7
0384	Evaluate logistics activities and security of government property.	0-F-7
0385	Prepare studies, reports, records, and correspondence pertaining to logistics.	0-F-7
0386	Analyze requirements for and availability of future logistics resources.	0-F-7
0387	Coordinate activities of staff agencies having logistics support responsibilities.	0-F-7
0388	Conduct or arrange inspections and tests of logistics activities and initiate corrective action.	0-F-7
0389	Prepare and present logistics briefings.	0-F-7
0390	Advise superior and others concerning procurement matters.	0-F-8
0391	Prepare, coordinate, and publish procurement policy directives and SOPs, and monitor execution.	0-F-8
0392	Obtain and analyze information concerning procurement.	0-F-8
0393	Prepare contingency plans for accelerated procurement activities.	0-F-8
0394	Prepare studies, reports, and correspondence pertaining to procurement.	0-F-8
0395	Determine effectiveness of procurement activities, and compliance with pertinent laws and regulations.	0-F-8

Sequence No.		Duty Module
0396	Analyze requirements for and availability of resources for procurement activities.	0-F-8
0397	Conduct or arrange inspections of procurement activities, and take action to deal with problems.	0-F-8
0398	Prepare and present briefings concerning procurement matters.	0-F-8
0399	Obtain and disseminate top-level policy guidelines and information regarding military construction programming and procedures.	0-F-10
0400	Collect preliminary construction requirement estimates and project data sheets from subordinate echelons, obtain supplemental data by query, and review against policy guidelines.	0-F-10
0401	Consolidate projected construction requirements for annual submission for Five Year Defense Program, and up-date annually.	0-F-10
0402	Consolidate construction project data sheets for approved FYDP projects into form for target fiscal year budget.	0-F-10
0403	Coordinate military construction program with other staff and other headquarters concerned.	0-F-10
0404	Participate in committee proceedings for reviewing construction programs and budgets and judging priorities.	0-F-10
0405	Prepare supporting materials concerning construction programs, such as program change proposals, fact sheets, and reclaims.	0-F-10
0406	Attend budget hearings and congressional hearings, and participate in defense of program submissions.	0-F-10
0407	Transfer approved and funded projects to appropriate agency headquarters, and/or staff element for implementation.	0-F-10
0408	Advise supervisors and other staff concerning base and facility requirements, plans, and programs.	0-F-11
0409	Prepare base and facility engineering requirements plans to support actual operational needs, as a basis for construction programming.	0-F-11
0410	Prepare provisional base and facility engineering requirements plans to support mobilization, war, and contingency plans.	0-F-11
0411	Coordinate base and facility engineering planning with other staff and other headquarters and departments concerned.	0-F-11
0412	Review base and facility engineering requirements statements and construction plans received from lower headquarters.	0-F-11

Sequence No.		Duty Module
0413	Review and validate DOD-wide base construction programs, considering OSD policies, budgetary constraints, JSC plans and priorities, and plans and recommendations of unified commands.	0-F-11
0414	Prepare correspondence, fact sheets, and memoranda concerning military base and facility engineering requirements and planning.	0-F-11
0415	Advise higher and supported headquarters on combat service support matters.	0-F-12
0416	Develop and promulgate policy directives and SOP for combat service support operations.	0-F-12
0417	Furnish inputs for combat service support portions of SOPs, plans, and orders published by higher authority.	0-F-12
0418	Plan and order disposition and employment of subordinate combat service support units, in coordination with higher staff.	0-F-12
0419	Establish and operate ammunition supply control points.	0-F-12
0420	Operate ADP support services.	0-F-12
0421	Monitor, coordinate, and control subordinate combat service support unit operations.	0-F-12
0422	Plan and control local security measures.	0-F-12
0423	Prepare and review reports on combat service support readiness and operations.	0-F-12
0424	Prepare and review correspondence and memoranda on combat service support matters.	0-F-12
0425	Advise superior and others on unit communications.	0-G-1
0426	Recommend procedural guidance on operation, maintenance, and supply of communications equipment.	0-G-1
0427	Prepare communications portion of unit SOP, operations orders, and plans.	0-G-1
0428	Interpret and implement communications-electronics (CE) standing instructions (CESI), and CE operating instructions (CBOI) from higher authority.	0-G-1
0429	Determine communications requirements and capabilities.	0-G-1
0430	Operate communications element of unit.	0-G-1
0431	Prepare and conduct specialized communications training.	0-G-1
0432	Establish and operate internal headquarters communications and unit communications center.	0-G-1
0433	Establish and operate communications from headquarters to subordinate unit.	0-G-1
0434	Prepare reports and records concerning communications matters.	0-G-1

Sequence No.		Duty Module
0435	Inspect communications operations and equipment throughout unit.	0-G-1
0436	Prepare and present communications briefings.	0-G-1
0437	Advise commander and others on tactical CE matters.	0-G-2
0438	Prepare technical policy guidance and procedures for CE activities.	0-G-2
0439	Prepare CESI, CEOI, and portions of SOP, operations orders, and plans.	0-G-2
0440	Determine CE operational requirements and capabilities.	0-G-2
0441	Recommend procurement and allocation of units and equipment.	0-G-2
0442	Assign CE frequencies.	0-G-2
0443	Provide technical advice and assistance in electronic warfare (ECM and ECOM), and CE aspects of combat surveillance and target acquisition.	0-G-2
0444	Establish and monitor signal communications system for command.	0-G-2
0445	Prepare and monitor electronic counter-countermeasures (ECCM) training program.	0-G-2
0446	Provide audio-visual and photographic services, except air photography.	0-G-2
0447	Coordinate CE within staff and with higher, lower, and supporting units.	0-G-2
0448	Prepare studies, reports, records, and correspondence concerning CE.	0-G-2
0449	Inspect CE operations and equipment.	0-G-2
0440	Prepare and present CE briefings.	0-G-2
0451	Advise superior and supported units on technical capabilities and employment of mobile communications unit.	0-G-3
0452	Prepare SOP for mobile communications unit.	0-G-3
0453	Implement and issue CE standing instructions (CESI) and CE operating instructions (CEOI).	00G03
0454	Prepare and coordinate plans for mobile communications both at supported headquarters and externally to other locations, including interconnections with wireless carriers.	0-G-3
0455	Install, operate, and maintain mobile communications equipment.	0-G-3
0456	Operate and safeguard communications security equipment.	0-G-3
0457	Assign and deploy mobile communications elements to detached missions.	0-G-3
0458	Make service and support arrangements for unit's elements.	0-G-3, 0-G-5

Sequence No.		Duty Module
0459	Conduct local defense measures.	0-G-3
0460	Prepare directories, circuit diagrams, traffic analyses, reports and records pertaining to communications.	0-G-3
0461	Advise others on technical capabilities and utilization of area signal center and mobile signal equipment.	0-G-5
0462	Prepare unit SOP and implement CE standing instructions (CESI) and operating instructions (CEOI).	0-G-5
0463	Reconnoiter for positions for communications elements.	0-G-5
0464	Establish, operate, and maintain signal center facilities such as radios, telephone, and radio-relay terminals, switchboards, patching and interconnections, remote equipment, local wire lines, telephones, generators, etc.	0-G-5
0465	Control deployment, movement, and displacement of signal center elements.	0-G-5
0466	Establish communications security for communications equipment and classified material in custody.	0-G-5
0467	Plan and implement local security, local defense, and camouflage of tactical signal center.	0-G-5
0468	Prepare directories, net, circuit, and grid diagrams, traffic analyses, reports, and records pertaining to signal center.	0-G-5
0469	Advise superior commander, staff, and others concerned on technical capabilities and utilization of CE facilities and services for CP or operations center (OC).	0-G-6
0470	Prepare and implement plans and procedures for establishment and operation of CP/OC CE facilities.	0-G-6
0471	Prepare or implement CESI and CEOI.	0-G-6
0472	Install and operate CP/OC CE facilities such as radio and radio-relay terminals, switchboards, local wire lines, telephones, teletypewriters, consoles, transcribers, TV equipment, ADP terminals, facsimile, and audio-visual equipment.	0-G-6
0473	Arrange for primary and alternate power supply for CE equipment.	0-G-6
0474	Establish communications security for cryptographic and other communications equipment and classified material in custody.	0-G-6

Sequence No.		Duty Module
0475	Maintain CE equipment and auxiliary generators.	0-G-6
0476	Prepare directories, net and circuit diagrams, traffic analyses, schedules, reports, records, and memoranda pertaining to CE matters.	
0477	Advise others on Comm Center capabilities and utilization.	0-G-7
0478	Prepare and implement plans and procedures for establishment and operation of Comm Center.	0-G-7
0479	Coordinate with supporting military agencies and contractors and arrange for their services in operational, maintenance, technical training, and power supply matters.	0-G-7
0480	Control, schedule, and oversee the work of CE personnel in the operation of digital and/or analog switching, word-processing, and cryptographic equipment for the receipt, relay, and transmission of teletype messages and ADP data.	0-G-7
0481	Establish and operate a message center type office for the physical receipt, logging, processing, reproduction, and dissemination of incoming and outgoing "hard copy" messages.	0-G-7
0482	Establish and control the operation of special Comm Center facilities for secure, two-way teletype conferences.	0-G-7
0483	Maintain Comm Center equipment.	0-G-7
0484	Control access to Comm Center and the safeguarding and security of classified material.	0-G-7
0485	Prepare reports, records, traffic analyses, correspondence, and memoranda concerning Comm Center matters.	0-G-7
0486	Advise commander, staff, and supported units on CE matters.	0-G-8
0487	Prepare SOP for CE elements and CESI/CEOI for all concerned.	0-G-8
0488	Plan and control the installation, operation, and maintenance of government-owned fixed CE wire facilities.	0-G-8
0489	Plan and control the installation, operation, and maintenance of local fixed radio and radio-relay facilities.	0-G-8
0490	Plan and control the installation, operation, and maintenance of non-tactical Air Traffic Control/Navigation Aids.	0-G-8
0491	Plan and control the installation, operation, and maintenance of government-owned closed-circuit TV systems.	0-G-8

Sequence No.		Duty Module
0492	Plan, coordinate, and control CE support for the installation and operation of ADP facilities.	0-G-8
0493	Arrange for power supply and connections for CE facilities, and standby generators for essential CE services.	0-G-8
0494	Arrange, through Contracting Officer, for commercial communication services and leased facilities, and oversee their use.	0-G-8
0495	Monitor commercial toll call billing and payments.	0-G-8
0496	Prepare and review requests for radio frequency allocations.	0-G-8
0497	Establish and monitor communications security and operation of cryptographic and other communication security equipment.	0-G-8
0498	Coordinate arrangements for master TV antenna systems, including privately paid service for residence quarters.	0-G-8
0499	Control Military Affiliate Radio System (MARS) station.	0-G-8
0500	Prepare and administer CE budgets.	0-G-8
0501	Prepare and review directories, diagrams, traffic analyses, reports, records, correspondence, and memoranda pertaining to CE.	0-G-8
0502	Advise superior and others on civil-military matters.	0-H-1
0503	Study areas of operations and determine requirements for civil-military and psychological warfare (PSYWAR) operations.	0-H-1
0504	Prepare civil affairs and PSYWAR portions of operations plans and orders, policy directives, and SOP.	0-H-1
0505	Plan and coordinate actions concerning refugee handling and control of civil population in theater of operations.	0-H-1
0506	Plan and coordinate actions concerning governmental functions and services for civilian population in theater of operations.	0-H-1
0507	Plan and coordinate actions concerning operation and utilization of public works, utilities, and transportation facilities in theater of operations or communities.	0-H-1
0508	Plan and coordinate actions concerning economic activity and development in theater of operations or communities.	0-H-1
0509	Represent commander in civil-military activities.	0-H-1
0510	Prepare studies, reports, budgets, and correspondence concerning civil-military matters.	0-H-1

Sequence No.		Duty Module
0511	Prepare and present briefings concerning civil-military matters.	0-H-1
0512	Advise superior and others concerning civil affairs capabilities and operations.	0-H-2
0513	Prepare policy directives and SOP on civil affairs operations.	0-H-2
0514	Organize subordinate civil affairs operating elements and personnel to meet mission requirements.	0-H-2
0515	Issue tasking instructions and guidance to subordinate elements.	0-H-2
0516	Monitor and assess reports concerning civil populace, indigenous facilities, and U.S. civil affairs activities in assigned part of theater of operation.	0-H-2
0517	Coordinate civil affairs activities with higher and lower echelons and with cooperating U.S. forces and agencies and foreign authorities in area.	0-H-2
0518	Conduct civil affairs participation in "Domestic Action Program: in U.S. or comparable programs overseas.	0-H-2
0519	Prepare plans, studies, correspondence, and reports pertaining to civil affairs operations.	0-H-2
0520	Prepare and present briefings pertaining to civil affairs operations.	0-H-2
0521	Advise superior and others concerning psychological warfare operations (PSYOP) requirements, capabilities, and implications.	0-H-3
0522	Prepare policy directives and SOP for PSYOP unit operations.	0-H-3
0523	Organize and train subordinate PSYOP elements and personnel to meet mission commitments.	0-H-3
0524	Issue task instructions and guidance to subordinate PSYOP elements, including indigenous agencies.	0-H-3
0525	Monitor and assess friendly and enemy activities in area of operations for the application of PSYOP capabilities.	0-H-3
0526	Plan and implement development, production, and application of propaganda materials such as leaflets, pamphlets, loudspeaker tapes, and radio broadcasting tapes and scripts.	0-H-3
0527	Plan and monitor specialized training in doctrine and dissemination techniques of PSYOP.	0-H-3
0528	Coordinate PSYOP activities with higher and lower echelons, other US service and government agencies, and cooperating allied authorities in area.	0-H-3
0529	Prepare plans, studies, correspondence, and reports concerning psychological warfare operations.	0-H-3
0530	Prepare and present briefings pertaining to PSYOP.	0-H-3

Sequence No.		Duty Module
0531	Advise U.S. mission chief and country team on intelligence.	0-H-4
0532	Prepare intelligence collection plan in accord with policy guidance and requests.	0-H-4
0533	Coordinate with other elements of the U.S. country team concerning intelligence collection.	0-H-4
0534	Overtly collect information regarding host country's armed forces.	0-H-4
0535	Arrange for and perform intelligence-related travel within assigned area.	0-H-4
0536	Evaluate information obtained, and prepare reports for interested agencies.	0-H-4
0537	Exchange intelligence information with local associates.	0-H-4
0538	Attend parades, ceremonies, field exercises, and diplomatic functions.	0-H-4
0539	Establish rapport with host country officials and other foreign representatives.	0-H-4
0540	Perform specially assigned duties related to the position, such as handling U.S. military aid sales.	0-H-4
0541	Advise superior and others on program and budget matters.	0-I-1
0542	Interpret, coordinate, and disseminate program and budget guidance from higher headquarters.	0-I-1
0543	Develop plans, policies, and procedures to execute command budget activities, including break-out of funds.	0-I-1
0544	Prepare directives for development and preparation of command operating program and budget and concomitant budget execution review.	0-I-1
0545	Recommend program and budget priorities.	0-I-1
0546	Provide authority for use and distribution of funds in execution of budget within prescribed constraints.	0-I-1
0547	Develop methods for preparation of budget statistics.	0-I-1
0548	Design procedures and factors for preparation of cost analysis and cost estimates within command.	0-I-1
0549	Analyze program and budget performance to focus on rates of obligations and expenditures, impact, and trends.	0-I-1
0550	Recommend fund redistribution to priority activities after budget reviews to achieve optimum fund utilization.	0-I-1
0551	Prepare budgetary impact statements for submissions to higher headquarters.	0-I-1

Sequence No.		Duty Module
0552	Conduct special studies as a basis for planning, programming, and budgetary decisions.	0-I-1
0553	Prepare and present briefings concerning program and budget matters.	0-I-1
0554	Advise superior and others on cost analysis aspects of management of system, project, or program	0-I-3
0555	Perform studies and analyses of projected costs of system, project, or element thereof, using Operations Research/Systems Analysis techniques.	0-I-3
0556	Develop and issue directives for the conduct of cost estimates and submission of cost data by subordinate echelons.	0-I-3
0557	Review, analyze, and validate costing data submitted by subordinate echelons.	0-I-3
0558	Review and analyze actual cost experience, determining significant trends, reasons, and need for action.	0-I-3
0559	Coordinate cost analysis activities with others concerned, such as other army elements, other services, and contractors.	0-I-3
0560	Prepare and review reports, fact sheets, talking papers, and correspondence pertaining to cost analysis.	0-I-3
0561	Prepare and present briefings concerning cost analysis matters.	J-I-3
0562	Advise superior, staff, and other headquarters on budgetary methods and procedures.	0-I-6
0563	Perform research in methodology and procedures for budget preparation and analysis.	0-I-6
0564	Develop, experiment with, and evaluate methods and procedures for improved budget preparation and analysis.	0-I-6
0565	Develop and design Quantitative Budget Analysis (QBA) models tailored for specific purposes and organizations.	0-I-6
0566	Arrange for ADP programming and support services for budget management purposes and organizations.	0-I-6
0567	Prepare directives, studies, reports, and correspondence on budgetary methods and procedures.	0-I-6
0568	Conduct instruction, seminars, briefings, regarding budget preparation, review, and analysis.	0-I-6
0569	Advise commander and others concerning Army aviation.	0-J-1
0570	Prepare Army Aviation policy directives and SOP.	0-J-1
0571	Prepare Army aviation inputs to operation estimates, plans, and orders.	0-J-1
0572	Determine Army aviation requirements, capabilities, and readiness.	0-J-1

Sequence No.		Duty Module
0573	Coordinate airspace matters with staff, subordinate units, other services, and Federal Aviation Administration.	0-J-1
0574	Prepare studies, reports, and correspondence pertaining to aviation.	0-J-1
0575	Recommend assignments and allocation of Army aviation personnel and materiel.	0-J-1
0576	Conduct inspections and take action to deal with Army aviation problems.	0-J-1
0577	Participate in safety violation and accident investigations.	0-J-1
0578	Receive and review recurring reports, records, and proficiency status advisories of Army aviation units.	0-J-1
0579	Establish air traffic control system in area of operations.	0-J-1
0580	Prepare and present aviation briefings.	0-J-1
0581	Pilot helicopter for troop movement under combat assault conditions.	0-J-2
0582	Pilot helicopter for internal or external (sling load) supply mission.	0-J-2
0583	Pilot helicopter on aerial reconnaissance and spotting missions.	0-J-2
0584	Pilot helicopter for courier or administrative mission.	0-J-2
0585	Pilot helicopter for parachute drop, rappelling or nuclear fallout reading mission.	0-J-2
0586	Pilot helicopter in fire support mission as an aerial artillery platform.	0-J-2
0587	Pilot helicopter in medivac and air rescue missions.	0-J-2
0588	Pilot helicopter in command and control mission.	0-J-2
0589	Pilot and navigate helicopter in training, proficiency check, crosscountry, and instrument flights.	0-J-2
0590	Pilot helicopter on special missions utilizing such devices as infra-red and detection devices.	0-J-2
0591	Prepare and submit flight plan prior to flight departure.	0-J-2, 0-J-3
0592	Participate in air safety meetings and conferences.	0-J-2, 0-J-3
0593	Brief passenger on matters such as safety, mission, and weather en-route.	0-J-2, 0-J-3
0594	Execute emergency procedures in-flight.	0-J-2, 0-J-3
0595	Perform preflight and postflight aircraft inspections.	0-J-2

Sequence No.		Duty Module
0596	Perform contour and very low attitude flights for tactical purposes.	0-J-2
0597	Pilot fixed wing aircraft in operational, training, proficiency check, cross-country, and instrument flights.	0-J-2
0598	Perform pre-flight and post-flight inspections of fixed wing aircraft.	0-J-3
0599	Pilot fixed wing aircraft on courier or administrative mission.	0-J-3
0600	Advise superior and others on Army aircraft maintenance.	0-J-4
0601	Prepare policy directives and SOP on aircraft maintenance.	0-J-4
0602	Perform organizational and field maintenance on Army aircraft.	0-J-4
0603	Plan scheduled maintenance of supported unit aircraft.	0-J-4
0604	Establish priorities and production controls to distribute workload and optimize use of facilities.	0-J-4
0605	Arrange and conduct technical training for aircraft maintenance personnel, including personnel of supported units.	0-J-4
0606	Monitor aircraft status reports and records such as aircraft flying hour records and equipment maintenance schedules.	0-J-4
0607	Evaluate proposed aircraft repair and reconcile safety considerations with cost and availability constraints.	0-J-4
0608	Inspect maintenance activities and safety aspects.	0-J-4
0609	Conduct static, run-up, and flying tests of aircraft before and following repair.	0-J-4
0610	Evaluate and facilitate aircraft maintenance support to operating units.	0-J-4
0611	Advise commander and others on Army aviation safety.	0-J-5
0612	Interpret and recommend flight safety policies and procedures.	0-J-5
0613	Prepare studies and reports on safety aspects of airfield installations, aviation facilities, air traffic control, aircraft, and pilot training.	0-J-5
0614	Investigate aircraft accidents and incidents.	0-J-5
0615	Develop and implement flight safety programs for Army aviation units.	0-J-5
0616	Coordinate aviation safety activities with higher and lower echelons, other services, and associated governmental and civilian agencies.	0-J-5

Sequence No.		Duty Module
0617	Conduct inspections and take action to deal with Army aviation safety problems	0-J-5
0618	Prepare and present briefings concerning Army aviation safety.	0-J-5
0619	Advise superior and others on RDT&E matters.	0-K-1
0620	Prepare guidance for RDT&E activities within purview.	0-K-1
0621	Issue policy and procedures for RDT&E activities.	0-K-1
0622	Monitor and review RDT&E operating activities.	0-K-1
0623	Initiate RDT&E projects, determine priorities and assign responsibility.	0-K-1
0624	Recommend and coordinate RDT&E budget and operating program.	0-K-1
0625	Coordinate DA RDT&E plans and projects with other governmental agencies and cooperating foreign nations.	0-K-1
0626	Compile information on nation's research facilities and major developments, and analyze military significance of scientific advances.	0-K-1
0627	Prepare and monitor progress reports on RDT&E projects and activities.	0-K-1
0628	Prepare and present RDT&E briefings.	0-K-1
0629	Advise superior and others concerning test and evaluation of development materiel.	0-K-2, 0-K-3
0630	Analyze objectives and parameters of test directives including time-phasing, test resources, and constraints.	0-K-2
0631	Plan details of tests.	0-K-2
0632	Coordinate testing with commodity commands, higher and lower echelons, interested services, and other governmental and civilian agencies.	0-K-2
0633	Direct and control execution of equipment and materiel tests.	0-K-2
0634	Evaluate operational and organizational aspects of tests.	0-K-2
0635	Participate in in-process reviews scheduled by governmental agencies or manufacturer.	0-K-2
0636	Prepare final test reports on doctrinal and organizational aspects of test.	0-K-2
0637	Recommend development, acquisition, rejection, or revision of new equipment.	0-K-2
0638	Research and review organizational, doctrinal, and concept sources within purview.	0-K-2
0639	Prepare recommendations on desired "military characteristics" for materiel development.	0-K-2
0640	Prepare and present briefings concerning materiel developments and tests.	0-K-2

Sequence No.		Duty Module
0641	Review and prepare recommendations on "Required Operational Capabilities" for materiel development.	0-K-3
0642	Prepare policy directions and SOP concerning test and evaluation.	0-K-3
0643	Prepare cost estimates and analyses and budget data.	0-K-3
0644	Attend meetings and conferences related to test and evaluation and observe demonstrations and tests.	0-K-3
0645	Prepare test directives for specific tests and evaluation.	0-K-3
0646	Inform other elements concerned on procedures concerning RDT&E.	
0647	Participate in RDT&E in-process reviews scheduled by governmental agencies or manufacturers.	0-K-3
0648	Prepare interim and final test and evaluation reports and position papers with recommendations.	0-K-3
0649	Prepare studies and correspondence related to materiel development, testing, and evaluation.	0-K-3
0650	Evaluate RDT&E data collection plans to determine desirability of employing ADP techniques.	0-K-3
0651	Prepare and conduct briefings on tests and evaluations.	0-K-3
0652	Advise superiors and others concerning research, development, and engineering for designated materiel or system.	0-K-6
0653	Study and analyze reports, current technological material, and other pertinent information concerning assigned RD&E functions.	0-K-6
0654	Prepare operating program and budget, or inputs, for RD&E activities within purview.	0-K-6
0655	Organize and plan specific RD&E projects to achieve given objectives within assigned responsibilities, goals, priorities, milestones, schedules, and funds.	0-K-6
0656	Arrange for RD&E contracts, through Contracting Officer, review and evaluate contractor proposals, and provide technical guidance on contract provisions.	0-K-6
0657	Effect liaison, information exchange, and coordination with others concerned, including contractors and other agencies.	0-K-6
0658	Monitor RD&E activities, including contract work.	0-K-6
0659	Evaluate progress, test results, and reports, and order or recommend appropriate actions, such as changes to pilot models.	0-K-6
0660	Conduct or participate in formal in-progress and project completion reviews.	0-K-6

Sequence No.		Duty Module
0661	Prepare reports, records, studies, correspondence, and memoranda concerning RD&E activities.	0-K-6
0662	Conduct briefings on RD&E activities.	0-K-6
0663	Organize product/project management organization or element.	0-K-7
0664	Prepare budget and perform budgetary program administration.	0-K-7
0665	Plan, program, coordinate, and monitor research and development efforts, including test and evaluation and review of results.	0-K-7
0666	Plan, program, coordinate, and monitor materiel production, procurement, acquisition, and distribution.	0-K-7
0667	Coordinate project materiel management with other aspects of systems management (such as user unit personnel requirements).	0-K-7
0668	Coordinate actions by elements responsible for follow-on parts supply and maintenance.	0-K-7
0669	Coordinate production of pertinent technical publications.	0-K-7
0670	Coordinate provisions for product assurance and quality control, including follow-on testing and calibration, and review data.	0-K-7
0671	Prepare or review informational outputs concerning the project, including both in-service and public information.	0-K-7
0672	Monitor and analyze operational experience in use and maintenance of project materiel.	0-K-7
0673	Plan modifications, conversions, and disposal, coordinate implementation, and take other action to resolve problems.	0-K-7
0674	Prepare and review correspondence, records, reports, studies, fact sheets, and memoranda concerning the project.	0-K-7
0675	Prepare and present briefings concerning project management.	0-K-7
0676	Advise superior and others on operations research and system analysis matters.	0-L-1
0677	Interpret and implement policy guidance concerning use of OR/SA methodologies for evaluation of materiel, management, and weapons systems.	0-L-1
0678	Employ OR/SA methodologies such as simulation models, statistical analyses, network portrayals, gaming and the like for solution of complex problems.	0-L-1
0679	Identify and clarify major factors of studies and proposals for decision-maker by using OR/SA techniques such as cost-benefit analyses of alternative choices.	0-L-1

Sequence No.		Duty Module
0680	Evaluate surface trends, budgetary constraints, and matters of risk and sensitivity for decision-maker.	0-L-1
0681	Coordinate OR/SA activities with Army staff elements, other services, and governmental agencies, and civilian contracting firms.	0-L-1
0682	Participate in OR/SA conferences and seminars, and in in-process reviews of materiel and weapons systems developmental projects.	0-L-1
0683	Prepare and review reports and correspondence pertaining to OR/SA activities.	0-L-1
0684	Prepare and present briefings concerning OR/SA matters.	0-L-1
0685	Advise commander and others on ADP.	0-M-1
0686	Prepare feasibility and operational analyses relative to ADP systems.	0-M-1
0687	Determine ADP requirements for equipment, personnel, facilities, and type data base.	0-M-1
0688	Organize and operate ADP management information system for command.	0-M-1
0689	Arrange for specialized ADP training.	0-M-1
0690	Coordinate design, development, and operations of ADP system with commercial and governmental agencies concerned, and using elements.	0-M-1
0691	Prepare periodic inventory of ADP equipment and computer time projections with utilization rates and projections.	0-M-1
0692	Inspect ADP systems and activities and take remedial action to deal with problems.	0-M-1
0693	Plan and allocate ADP equipment utilization time for supported units and activities.	0-M-1
0694	Recommend system changes to improve ADP service.	0-M-1
0695	Prepare and monitor ADP records, reports, and work flow controls.	0-M-1
0696	Design and coordinate coding structures and formats to meet special statistical and record keeping systems.	0-M-1
0697	Prepare and present briefings concerning ADP systems.	0-M-1
0698	Prepare instructional unit SOP.	0-N-1
0699	Conduct preparatory research in assigned subject area.	0-N-1, 0-N-3
0700	Plan and prepare units of instruction, POI, lesson plans, training aids, and make arrangements for physical facilities.	0-N-1
0701	Prepare and review pamphlets, papers, or other instructional materials and training aids.	0-N-1
0702	Coordinate instructional substance, coverage, and phasing with others concerned.	0-N-1

Sequence No.		Duty Module
0703	Present formal classroom instruction.	0-N-1
0704	Assign student workload to accomplish cause objectives.	0-N-1
0705	Conduct instructional demonstrations.	0-N-1
0706	Lead group discussion and seminar type instruction.	0-N-1
0707	Prepare and conduct examinations, tests, classroom exercises, and laboratory work.	0-N-1
0708	Evaluate instructional effectiveness and student learning.	0-N-1
0709	Evaluate, motivate, and counsel students.	0-N-1
0710	Advise units undergoing annual training tests on technical matters.	0-N-1
0711	Prepare program of instruction within guidelines from higher authority.	0-N-2
0712	Coordinate POI and ROTC activity schedules with host institution and any other nearby institutions served.	0-N-2
0713	Monitor and evaluate conduct of Military Science courses and ROTC activities.	0-N-2
0714	Grade student performance in Military Science courses and ROTC activities.	0-N-2
0715	Counsel ROTC cadets and other students enrolled in Military Science courses.	0-N-2
0716	Conduct ROTC ceremonies.	0-N-2
0717	Administer local ROTC Scholarship Program.	0-N-2
0718	Plan and conduct ROTC recruiting activities for Army within assigned area.	0-N-2
0719	Appoint ROTC cadet officers and non-commissioned officers.	0-N-2
0720	Certify eligible graduating cadets for reserve commissions and nominate honor graduates for RA commissions.	0-N-2
0721	Administer pre-commission processing and initial assignment matters for cadets being commissioned.	0-N-2
0722	Plan and participate in ROTC summer camp activities.	0-N-2
0723	Conduct preparatory research in assigned subject area.	0-N-3
0724	Develop, coordinate, and publish doctrinal or instructional material, or modifications thereof.	0-N-3
0725	Edit for publication, material prepared by others.	0-N-3
0726	Review documents, programs, and publications prepared by others for consonance with current policy and doctrine.	0-N-3
0727	Evaluate responses from individuals and groups elicited by material published, and prepare replies.	0-N-3
0728	Prepare studies, correspondence, and reports associated with projects.	0-N-3

Sequence No.		Duty Module
0729	Prepare and present briefings on projects.	0-N-3
0730	Analyze proposed new or modified equipment testing directives to determine appropriateness and realism.	0-N-3
0731	Prepare recommendations for limitations and capabilities of new or modified equipment.	0-N-3
0732	Advise commander and staff concerning public information.	0-0-1
0733	Coordinate public information requirements and activities of own and subordinate echelons.	0-0-1
0734	Prepare policy directives, SOP, and other instructions pertaining to public information activities.	0-0-1
0735	Arrange for coverage of events by reporters and photographers from own unit or other sources.	0-0-1
0736	Prepare or arrange news items on individual personnel for their hometown newspaper, TV, and radio stations.	0-0-1
0737	Prepare and review news released on organizational activities.	0-0-1
0738	Process any required clearance of proposed public statements by senior officers.	0-0-1
0739	Represent commander and organization in contacts with news media.	0-0-1
0740	Coordinate arrangements for authorized media representatives covering organizational activities.	0-0-1
0741	Prepare reports of information activities and summaries or clippings of media coverage.	0-0-1
0742	Collect and assemble photographs and clippings for information library.	0-0-1
0743	Prepare and present briefings on public information activities.	0-0-1
0744	Prepare plans and programs for command and/or troop information publications and activities.	0-0-2
0745	Make recommendations to commander regarding local information program after obtaining commander's guidance, and other authoritative guidance and information from upper echelons.	0-0-2
0746	Schedule and coordinate production of command or troop information publications, and request any needed inputs from other units.	0-0-2
0747	Assemble, write, and edit materials for command or troop information publications.	0-0-2
0748	Arrange for necessary artwork, photographs, and other graphic support.	0-0-2
0749	Finalize command or troop information publications, obtain required approvals, and arrange for reproduction and distribution.	0-0-2
0750	Prepare, coordinate, and disseminate guidance for command and troop information activities at subordinate echelons.	0-0-2

Sequence No.		Duty Module
0751	Advise commander and staff on AFRTS including use for command information purposes.	0-0-4
0752	Establish and coordinate station facilities.	0-0-4
0753	Organize and assign station personnel, and prescribe SOP.	0-0-4
0754	Select and subscribe to optional AFRTS services, such as news and weather.	0-0-4
0755	Schedule TV and radio programs, including network relays, taped programs from AFRTS, news, sports, and local production.	0-0-4
0756	Provide guidance for TV and radio program production and local events coverage.	0-0-4
0757	Review scripts for TV and radio broadcasts.	0-0-4
0758	Oversee technical operation and maintenance work by own technicians, and arrange for external support maintenance.	0-0-4
0759	Monitor TV broadcasts for technical quality and content, and review selected tapes on closed circuit.	0-0-4
0760	Broadcast emergency announcements and command information bulletins.	0-0-4
0761	Transmit or forward locally originated radio or telecasts to AFRTS network facilities, live, or by	
0762	Prepare reports, records, correspondence, and memoranda pertaining to station management.	0-0-4
0763	Establish and update recorded music and videotape library.	0-0-4
0764	Advise others on availability, capabilities, limitations, techniques, costs, and uses of various audio-visual means.	0-P-1
0765	Organize audio-visual resources for mission accomplishment.	0-P-1
0766	Prepare and submit budgets for audio-visual activities.	0-P-1
0767	Provide guidance and SOPs for audio-visual activities.	0-P-1
0768	Arrange through Contracting Officer for contractual audio-visual support, and provide technical advice on contract.	0-P-1
0769	Review and process requests and requirements for audio-visual support.	0-P-1
0770	Assign, monitor, and review work by subordinate audio-visual personnel and elements.	0-P-1
0771	Take steps to insure safeguarding and security of classified material and information.	0-P-1
0772	Conduct or arrange for specialized audio-visual training for subordinates.	0-P-1
0773	Prepare records, reports, studies, correspondence, and memoranda concerning audio-visual matters.	0-P-1

Sequence No.		Duty Module
0774	Advise others on capabilities, limitations, techniques, costs, and uses of taped TV and movie films for instructional or informational purposes.	0-P-2
0775	Prepare and submit budgets for film production.	0-P-2
0776	Prepare SOP for TV tape or movie production and associated activities.	0-P-2
0777	Establish film production projects, with concept and priorities, in consultation with requesting information or instructional office.	0-P-2
0778	Develop outline audio-visual production plan, for "stills" and/or motion scenes of stated footage or playing time.	0-P-2
0779	Arrange through Contracting Officer for contract filmmaking services and provide technical advice on contract.	0-P-2
0780	Arrange for participation in or other support for film production by troop units or other cooperating elements.	0-P-2
0781	Organize project team, including director, technical advisors, writers, set and prop people, performers, photographers, and schedule and assign work.	0-P-2
0782	Provide guidance for story board layout, scenarios, scripts, and settings.	0-P-2
0783	Schedule and monitor rehearsals and film-making performances.	0-P-2
0784	Conduct previews of films, in whole or part, with sponsor and others concerned, and approve them or issue further guidance.	0-P-2
0785	Forward finished film to appropriate facility for processing and reproduction.	0-P-2
0786	Prepare records, reports, studies, correspondence, and memoranda on matters related to film production.	0-P-2
0787	Interpret orders, obtain intelligence, and other information pertaining to mission.	0-U-1
0788	Evaluate relevant factors including mission, enemy, terrain, and troops, reconnoiter physically or by use of maps and photos, and make estimate of situation.	0-U-1
0789	Plan disposition and employment of unit.	0-U-1, 0-U-3
0790	Arrange for and coordinate fire support.	
0791	Issue orders to carry out unit's mission.	0-U-1, 0-U-3
0792	Inform own, superior, subordinate, and adjacent units on situation.	0-U-1
0793	Coordinate actions with friendly units and civil authorities.	0-U-1
0794	Evaluate operations progress and modify orders as the situation warrants.	0-U-1

Sequence No.		Duty Module
0795	Check personnel, weapons, equipment, and supplies, and prepare for further operations.	0-U-1
0796	Plan and employ communications.	0-U-1, 0-U-3
0797	Employ surveillance radar, sensing devices, and take other measures to establish local security.	0-U-1
0798	Employ and coordinate use of rotary wing aircraft in tactical operations.	0-U-1
0799	Assign personnel to duty, inspect work, train in proper procedures and provide leadership.	0-U-1, 2, 3, 4, 5 0-W-2, 0-AA-1, 2, 0-BB-1, 0-CC-2, 0-EE-2, 3, 7, 0-FF-5, 6, 14, 0-GG-5, 6, 0-HH-2,9
0800	Employ armor vehicle launch bridge.	0-U-1
0801	Advise commander and others concerning mortar support.	0-U-2
0802	Reconnoiter and select firing positions.	0-U-2, 4, 5
0803	Organize fire direction element and prepare charts and fire control data.	0-U-2
0804	Coordinate mortar fire support and observation plans with supported unit and other fire support units.	0-U-2
0805	Control actions of firing elements and forward observers.	0-U-2
0806	Issue fire commands to firing elements.	0-U-2
0807	Perform overall fire support coordination in absence of fire support coordinator.	0-U-2
0808	Advise commander and others concerning reconnaissance.	0-U-3
0809	Interpret orders, evaluate intelligence, and other information pertaining to mission, and make estimate of situation.	0-U-3
0810	Reconnoiter and select observation positions, areas, or routes or responsibility, and fire positions.	0-U-3
0811	Plan and execute application of listening posts and surveillance devices in night operations.	0-U-3
0812	Arrange for and coordinate fire support and support of other combat units.	0-U-3
0813	Coordinate operations with higher, adjacent, and subordinate units.	0-U-3
0814	Control operations and modify orders as situation dictates.	0-U-3
0815	Render reports on tactical situation and developments.	0-U-3
0816	Employ aerial reconnaissance and attack unit.	0-U-3
0817	Advise commander and others on forward area air defense.	0-U-4
0818	Develop air defense portion of the units plans and SOP.	0-U-4

Sequence No.		Duty Module
0819	Plan disposition and employment of Redeye and other weapons for local defense.	0-U-4
0820	Plan and employ air defense communications and warning signals.	0-U-4
0821	Interpret guidance and issue orders concerning target selection, target identification, and rules of engagement.	0-U-4
0822	Coordinate air defense support and observation plans with supported unit and other fire support units.	0-U-4
0823	Prepare records and reports on air defense.	0-U-4
0824	Advise commander and others of antitank fire support.	0-U-5
0825	Develop antitank portion of unit plans and SOP.	0-U-5
0826	Plan disposition and employment of weapons.	0-U-5
0827	Issue orders to subordinate antitank elements.	0-U-5
0828	Coordinate antitank fire support and observation plans with supported unit and other fire support units.	0-U-5
0829	Plan and employ antitank fire support communications.	0-U-5
0830	Inspect subordinate personnel, weapons, and equipment.	0-U-5, 0-AA-2
0831	Employ air-to-ground antitank elements.	0-U-5
0832	Fight enemy at close range with individual weapons or in hand-to-hand combat.	0-U-6
0833	Employ night vision equipment in reconnaissance and target identification.	0-U-6
0834	Sense effect of fire, and adjust fire accordingly.	0-U-6
0835	Drive vehicle in combat when regular operator is incapacitated or unavailable.	0-U-6
0836	Employ first aid.	0-U-6
0837	Operate crew-served weapons when regular crew is depleted.	0-U-6
0838	Operate field telephone and voice radio.	0-U-6
0839	Serve in patrols as required by the tactical situation.	0-U-6
0840	Prepare appointment schedules and planning calendars for general.	0-W-1
0841	Make appointment arrangements, including such details as location, transportation, uniform, purpose, and participation.	0-W-1
0842	Prepare briefing notes on ceremonies, social functions, and visitors on general's schedule.	0-W-1
0843	Arrange for photography and refreshments for occasions in general's office.	0-W-1
0844	Take telephone calls for the general.	0-W-1

Sequence No.		Duty Module
0845	Inform general's wife of details of events in which she is to participate.	0-W-1
0846	Coordinate work activities of junior members of the general's personal staff.	0-W-1
0847	Administer general's official representation fund and petty cash expenditures.	0-W-1
0848	Accompany general on inspections and visits taking notes for him and generally assisting.	0-W-1
0849	Make travel and billet arrangements for general's trips.	0-W-1
0850	Escort general's guests at official or social functions.	0-W-1
0851	Study and familiarize self and subordinates with actual and contingency requirements for unit's participation in honor guards, military funerals, or other ceremonial activities.	0-W-2
0852	Prepare detailed SOPs and plans for unit participation in ceremonial activities.	0-W-2
0853	Plan and conduct specialized orientation and training of personnel having ceremonial duties of honor guard.	0-W-2
0854	Arrange for special equipment, uniforms, colors, and accoutrements for honor guard.	0-W-2
0855	Schedule, organize, and dispatch unit elements.	0-W-2
0856	Inspect personnel, uniforms, and special equipment.	0-W-2
0857	Lead unit or entire formation in ceremonies, including band and attached elements of other services.	0-W-2
0858	Issue instructions for and monitor the stabling, care, accoutrements, training, and use of horses used in ceremonies.	0-W-2
0859	Conduct performances and demonstrations for public audiences.	0-W-2
0860	Coordinate matters regarding ceremonies with supporting units, and government and civil agencies.	0-W-2
0861	Prepare and present briefings on ceremonial matters.	0-W-2
0862	Provide personal contact between parent headquarters and other organizations.	0-W-4
0863	Advise visited commander and staff of operational matters in representation of parent unit.	0-W-4
0864	Keep abreast of requirements, capabilities, operational situation and actions, and progress of both parent and visited units.	0-W-4
0865	Make reports to parent unit.	0-W-4
0866	Coordinate and transmit information, operational instruments, and instructions among commanders and staffs of parent and visited units.	0-W-4

Sequence No.		Duty Module
0867	Make records of actions, events, and reports.	0-W-4
0868	Prepare and present briefings concerning liaison activities.	0-W-4
0869	Advise commander and others concerning matters of complaints and investigation.	0-W-5
0870	Conduct inspections to evaluate unit performance of mission, compliance with policies and regulations, and state of morale, discipline, and readiness.	0-W-5
0871	Prepare policy guidance and portion of SOP concerning general inspections and investigative matters.	0-W-5
0872	Coordinate pre-inspection and opost-inspection matters with staff and subordinate commanders.	0-W-5
0873	Disseminate information concerning matters of interest surfaced during inspections.	0-W-5
0874	Interview and counsel personnel concerning complaints and requests for personal assistance.	0-W-5
0875	Process and monitor complaints and reports of inspection and investigation.	0-W-5
0876	Recommend release of information from reports of inspection and investigation.	0-W-5
0877	Analyze and recommend remedial action for deficiencies noted in inspections and investigations.	0-W-5
0878	Prepare studies, reports, records, and correspondence concerning inspections and investigative matters.	0-W-5
0879	Prepare and present briefings on complaints, inspections, and investigations.	0-W-5
0880	Advise superior and others concerning military history.	0-W-6
0881	Plan and coordinate historical activities and coverage for command.	0-W-6
0882	Prepare and issue policy guidance for research and preparation of histories of Army operations and activities.	0-W-6
0883	Coordinate with and assist special military history detachments operating in area.	0-W-6
0884	Prepare studies, reports, monographs, and illustrations.	0-W-6
0885	Write material of historical value from interviews, screening official records and files, and coordinating with other source elements.	0-W-6
0886	Coordinate historical reports and manuscripts with higher and lower echelons, and other services and government agencies.	0-W-6
0887	Monitor collection, preservation, and disposition of historical records and properties, including operation of historical museums.	0-W-6

Sequence No.		Duty Module
0888	Process historical manuscript for printing, integration of graphics, and publication.	0-W-6
0889	Represent and advise superior and others on Army National Guard or U.S. Army Reserve matters.	0-W-7
0890	Interpret and implement policy guidance concerning Army reserve component activities.	0-W-7
0891	Advise commander of reserve component units on training, administration, operations, logistics, planning personnel management, intelligence, communications, and ceremonies.	0-W-7
0892	Assist in planning and preparation of Army reserve component units for mobilization.	0-W-7
0893	Coordinate with higher echelons and supported units concerning Army reserve component activities.	0-W-7
0894	Provide periodic reports and records on training and readiness status of reserve units.	0-W-7
0895	Accompany Army reserve component unit commander and staff on inspections and assist in dealing with remedial actions for problems surfaced.	0-W-7
0896	Coordinate activities of subordinate advisory personnel.	0-W-7
0897	Advise superior and others on standardization matters.	0-W-9
0898	Effect liaison and exchange standardization-related information with representatives of cooperating countries.	0-W-9
0899	Collect and compile data for standardization purposes about materiel, procedures, and doctrine of cooperating country forces, and related scientific developments.	0-W-9
0900	Prepare and coordinate U.S. position papers and related information pertaining to proposed standardization actions.	0-W-9
0901	Present U.S. positions and related information at international standardization conferences and negotiate standardization agreements.	0-W-9
0902	Prepare reports, records, studies, and correspondence pertaining to standardization matters.	0-W-9
0903	Prepare and present briefings pertaining to standardization matters.	0-W-9
0904	Make parachute jumps from aircraft with assigned weapons and equipment.	0-X-2
0905	Disengage from parachute on landing; dispose of parachute, and assume assigned role in ground operations.	0-X-2
0906	Prepare airborne marshalling plans, personnel checklists, and aircraft loading plans.	0-X-2

Sequence No.		Duty Module
0907	Load personnel and equipment into aircraft in tactical configuration for airborne operations.	0-X-2
0908	Control troops aboard aircraft in flight when assigned as troop commander.	0-X-2
0909	Interpret and apply specialized tables and instruments pertaining to delivery systems and effects of nuclear weapons.	0-X-3
0910	Perform enemy target analysis and assess anticipated results on target.	0-X-3
0911	Compare effects of different attack methods and recommend delivery system(s) and weapon(s) to be used.	0-X-3
0912	Prepare special weapons effects analysis pertaining to safety of friendly elements, such as fallout danger areas.	0-X-3
0913	Prepare damage or vulnerability assessments of enemy nuclear attacks, actual or potential.	0-X-3
0914	Advise higher and supported commanders and staffs on capabilities and employment of light ADA units.	0-AA-1
0915	Prepare and implement SOP for light ADA unit operations.	0-AA-1
0916	Perform liaison and coordination with supported commander in planning and execution of support mission operations.	0-AA-1
0917	Reconnoiter and select positions for light ADA weapons.	0-AA-1
0918	Plan and conduct motor marches and field deployment of light ADA unit.	0-AA-1
0919	Establish and use tactical wire and radio communications.	0-AA-1
0920	Check and report readiness and weapons control status of light ADA weapons in the field.	0-AA-1
0921	Issue first mission orders.	0-AA-1
0922	Monitor fires of subordinate light ADA elements firing individually in "weapons free" status or directly under higher echelon control.	0-AA-1
0923	Monitor fires of light ADA weapons operating in ground support role.	0-AA-1
0924	Establish local security.	0-AA-1
0925	Arrange for support maintenance and supply of ammunition, POL, food, etc.	0-AA-1
0926	Advise higher and supported commanders on capabilities and employment of HAWK air defense launchers and missiles.	0-AA-1
0927	Prepare and implement SOP for HAWK launcher unit.	0-AA-1
0928	Plan and carry out displacement of HAWK unit including launcher and missiles.	0-AA-1

Sequence No.		Duty Module
0929	Reconnoiter and select positions for HAWK launchers.	0-AA-2
0930	Prepare HAWK launcher positions, emplace HAWK launchers, and hook-up cables to fire control and radar.	0-AA-2
0931	Monitor storage, security, and movement of conventional and nuclear rounds.	0-AA-2
0932	Establish maintenance program for HAWK launchers, missiles, generators, and ancillary equipment, and arrange for support maintenance.	0-AA-2
0933	Monitor loading of HAWK missiles on launchers, readiness preparations, check-out preparations, safing, and unloading.	0-AA-2
0934	Schedule HAWK launcher personnel for their duties, depending on unit SOP and air defense readiness condition applicable.	0-AA-2
0935	Order execution of final pre-fire and firing procedures, and conduct drills.	0-AA-2
0936	Establish local defense and further measures for the security and safeguarding of classified material and information.	0-AA-2
0937	Establish firing battery operations and issue fire orders.	0-BB-1
0938	Control firing battery elements in motor movements and in occupation, organization, preparation, and improvement of positions.	0-BB-1
0939	Lay battery for base deflection.	0-BB-1
0940	Establish small, battery-level FDC for fire missions not under higher FDC and plot and prepare firing data.	0-BB-1
0941	Employ nuclear rounds when authorized.	0-BB-1
0942	Record and report fire mission data and ammunition expenditures.	0-BB-1
0943	Order, or arrange for, ammunition supply and re-supply.	0-BB-1
0944	Establish and inspect safety measures.	0-BB-1
0945	Establish and inspect procedures for local security, camouflage, cover, concealment, dispersion, and CBR protection.	0-BB-1
0946	Employ wire, radio, and written communications in conducting and reporting firing battery operations, receiving orders, and information.	0-BB-1
0947	Advise field artillery commander and others on reconnaissance and survey.	0-BB-4
0948	Prepare SOP for FA survey operations.	0-BB-4
0949	Reconnoiter for FA firing positions, observation posts, alternate locations, and access routes.	0-BB-4

Sequence No.		Duty Module
0950	Obtain survey control data from higher echelon sources and exchange data with adjacent and subordinate elements.	0-BB-4
0951	Establish and operate survey information center for FA units.	0-BB-4
0952	Prepare survey plans and survey annexes to field orders.	0-BB-4
0953	Coordinate survey activities of lower echelon units.	0-BB-4
0954	Determine and verify established bench marks or other survey control points to be used.	0-BB-4
0955	Determine azimuth by astronomic observation or reference to terrestrial control points.	0-BB-4
0956	Issue instructions to survey teams and verify closures.	0-BB-4
0957	Perform field traverse, triangulation and resection, using aiming circle, level, transit, theodolite, and trigonometric calculations.	0-BB-4
0958	Employ electronic measuring equipment, analyze data for electronic interference, and determine necessary corrections.	0-BB-4
0959	Prepare control data for firing charts and FA computer.	0-BB-4
0960	Employ observation equipment and survey procedures in evaluation of subordinate FA surveys and firing accuracy.	0-BB-4
0961	Prepare reports, records, and memoranda concerning reconnaissance and survey matters.	0-BB-4
0962	Advise commander and others on field artillery target acquisition.	0-BB-5
0963	Prepare SOP on FA target acquisition.	0-BB-5
0964	Prepare plans and field orders or annexes on FA target acquisition.	0-BB-5
0965	Make map, aerial, and ground reconnaissance to select positions for sensing devices, ranging systems, and other elements.	0-BB-5
0966	Perform field survey operations for determining locations or target acquisition elements and practice targets.	0-BB-5
0967	Emplace and operate sound and flash target ranging elements.	0-BB-5
0968	Emplace and employ target acquisition radar or other sensing devices.	0-BB-5
0969	Emplace and employ meteorological elements and transmit meteorological data to firing units.	0-BB-5
0970	Coordinate employment of searchlights.	0-BB-5

Sequence No.		Duty Module
0971	Collect, plot, evaluate, and disseminate counter-battery and counter-mortar intelligence.	0-BB-5
0972	Provide target data to fire direction center.	0-BB-5
0973	Employ target acquisition elements to locate friendly artillery bursts in combat or training.	0-BB-5
0974	Prepare reports, records, and memoranda on target acquisition.	0-BB-5
0975	[Not used.]	
0976	Advise commander and other staff on law enforcement, maintenance of order, and related matters.	0-CC-1
0977	Prepare command directives on such matters as registration of motor vehicles, traffic control, and internal security.	0-CC-1
0978	Issue guidance for and monitor operation of military confinement facility.	0-CC-1
0979	Issue guidance for and monitor military police operations in combat support, including POW handling.	0-CC-1
0980	Issue guidance for, monitor, and review criminal and special investigations.	0-CC-1
0981	Plan and establish internal security for command posts and other critical installations, including guarding by MPs, civilian guards, or others.	0-CC-1
0982	Coordinate MP operations and supporting services for MP activities with civil and military authorities.	0-CC-1
0983	Review MP blotters, obtain pertinent information from other reports and sources, and report significant developments to appropriate commander, staff officers, and others concerned.	0-CC-1-0-CC-2
0984	Perform game warden tasks, such as issuing hunting and fishing permits and enforcing game laws and regulations.	0-CC-1
0985	Compile statistics and prepare records, reports, studies, correspondence, and memoranda concerning provost marshal matters.	0-CC-1
0986	Conduct briefings on provost marshal matters.	0-CC-1
0987	Prepare SOPs and other written directives for military police operations.	0-CC-2
0988	Schedule task assignments of MP personnel such as patrol car, foot patrol, traffic direction, and gate guard.	0-CC-2
0989	Monitor and control MP and civilian security guard operations.	0-CC-2
0990	Plan, monitor, and employ MP communications systems.	0-CC-2
0991	Employ ADP terminals in computerized police data.	0-CC-2
0992	Operate central control facility and police desk at MP station.	0-CC-2

Sequence No.		Duty Module
0993	Operate temporary detention facility.	0-CC-2
0994	Establish and control access to police intelligence files.	0-CC-2
0995	Conduct off-post MP patrols, in coordination with local civilian authorities.	0-CC-2
0996	Coordinate apprehension and taking into military custody of deserters and AWOLs in assigned area, with associated administration and payment for civil jail expenses and bounties.	0-CC-2
0997	Operate system for registration of privately owned vehicles.	0-CC-2
0998	Operate system for registration of privately owned firearms.	0-CC-2
0999	Coordinate investigation of civil and criminal offenses.	0-CC-2
1000	Compile statistics and prepare reports, records, studies, correspondence, and memoranda concerning military police matters.	0-CC-2
1001	Establish and lay out military confinement facilities in coordination with engineers.	0-CC-4
1002	Organize personnel and other resources for operation of military confinement center.	0-CC-4
1003	Prepare SOP for confinement center operation.	0-CC-4
1004	Control operation of facilities, equipment, and services at confinement installation.	0-CC-4
1005	Control confinement, guarding, surveillance, activities, exercise, discipline, care, feeding, and welfare of prisoners.	0-CC-4
1006	Operate system for external prisoner work details, including work assignments, prisoner check-in, check-out, and guarding.	0-CC-4
1007	Detail trained guards for external prisoner escorts or guard duty.	0-CC-4
1008	Investigate prisoner complaints and take appropriate action.	0-CC-4
1009	Operate program for authorized persons to visit prisoners.	0-CC-4
1010	Operate corrective treatment and rehabilitation program, with aid of professional specialists, including counseling, training, and vocational work tailored to individual needs.	0-CC-4
1011	Evaluate individual prisoner performance and, in deserving cases, recommend suspension of unexecuted portion of sentence.	0-CC-4
1012	Coordinate with others concerned for professional services support for confinement facility.	0-CC-4

Sequence No.		Duty Module
1013	Compile statistics and prepare reports, records, studies, correspondence, and memoranda pertaining to confinement facility.	0-CC-4
1014	Establish and organize criminal investigation (CID) unit, field office of agency.	0-CC-5
1015	Advise supported commanders, provost marshals, and key staff on CID matters.	0-CC-5
1016	Conduct investigation of criminal offenses.	0-CC-5
1017	Conduct background investigations.	0-CC-5
1018	Review case progress and completed reports of investigation.	0-CC-5
1019	Establish and operate special CID communications systems.	0-CC-5
1020	Participate in criminal information program, including establishing local files and exchanging information with others concerned.	0-CC-5
1021	Establish and operate or arrange for secure repository for evidence.	0-CC-5
1022	Conduct crime prevention or reduction surveys and propose remedial action.	0-CC-5
1023	Effect liaison and coordination with other law enforcement and investigative agencies, civilian and military.	0-CC-5
1024	Provide protective services for designated VIPs.	0-CC-5
1025	Establish and develop informant program.	0-CC-5
1026	Administer confidential funds authorized for CID activities.	0-CC-5
1027	Control use of polygraph equipment and provide for its maintenance and calibration.	0-CC-5
1028	Conduct CID briefings.	0-CC-5
1029	Prepare reports, records, studies, correspondence, and memoranda pertaining to criminal investigation matters.	0-CC-5
1030	Advise CJU superiors, supported commanders, and others concerned on criminal information matters.	0-CC-6
1031	Establish organization and procedures for criminal information systems.	0-CC-6
1032	Establish and employ special communications and ADP systems for criminal information.	0-CC-6
1033	Operate a facility for the reception, processing, analysis, dissemination, filing, and retrieval of criminal information.	0-CC-6
1034	Prepare guidance for, and monitor criminal information reporting at lower echelons.	0-CC-6
1035	Effect liaison and coordination with other military and law enforcement and investigative agencies for exchange of criminal information and coordination of efforts.	0-CC-6

Sequence No.		Duty Module
1036	Establish and carry out crime survey program.	0-CC-6
1037	Prepare and publish periodic criminal information bulletins.	0-CC-6
1038	Prepare special studies and analyses on crime and criminals.	0-CC-6
1039	Prepare reports, records, fact sheets, regulations, correspondence, and memoranda concerning criminal information matters.	0-CC-6
1040	Present briefings on criminal information system.	0-CC-6
1041	Advise commander and staff of combat unit supported concerning engineering matters.	0-EE-1
1042	Formulate SOP for combat engineer unit operations.	0-EE-1
1043	Study map or photo of area of employment, and perform physical reconnaissance as situation permits.	0-EE-1, 0-EE-2
1044	Plan and control employment of attached engineer elements.	0-EE-1
1045	Plan and control unit movements.	0-EE-1
1046	Plan, establish, and control local security measures.	0-EE-1
1047	Employ tactical communications.	0-EE-1
1048	Coordinate unit plans and operations.	0-EE-1
1049	Perform limited design work for light construction projects, with bill of materials, using engineering manuals.	0-EE-1
1050	Perform limited field engineering survey work for unit's own projects.	0-EE-1
1051	Make and execute construction project work plan, including tasking and schedule.	0-EE-1
1052	Lead landing area clearing and improvement operations in the assault phase of airborne or air-mobile operations.	0-EE-1
1053	Plan and carry out tactical engineer work such as pioneering, field fortification, demolitions, and minefield laying.	0-EE-1
1054	Submit reports on engineer work and tactical developments.	0-EE-1
1055	Plan and carry out combat engineer actions in civic action and community support projects.	0-EE-1
1056	Advise higher commander and others regarding bridge unit capabilities and employment.	0-EE-2
1057	Formulate SOP for bridge unit operations	0-EE-2
1058	Select crossing sites to support operation, analyzing bank and stream conditions, and determine crossing means.	0-EE-2
1059	Plan and carry out emplacement and maintenance of fixed panel bridge or float bridge supporting up to Class 60 loads.	0-EE-2
1060	Plan and carry out armored-vehicle-launched bridging equipment for short-span assault crossings.	0-EE-2

Sequence No.		Duty Module
1061	Plan, assemble, and operate ferries and load-carrying rafts, using amphibious bridging components.	0-EE-2
1062	Provide and coordinate use of assault and reconnaissance boats, and outboard-powered pontoons for assault crossings.	0-EE-2
1063	Plan traffic control in immediate area of crossing sites and approaches.	0-EE-2
1064	Coordinate bridging operations with supported units and others concerned such as military police and other engineers.	0-EE-2
1065	Make support arrangements for unit's operations.	0-EE-2, 0-EE-3
1066	Establish and employ operational communications.	0-EE-2
1067	Plan and control motor movement of unit.	0-EE-2
1068	Establish and control local security.	0-EE-2, 3, 7
1069	Maintain, dismantle, salvage, and reload portable bridging.	0-EE-2
1070	Submit operational reports.	0-EE-2, 0-EE-3
1071	Formulate SOP for unit's water purification and supply operations.	0-EE-3
1072	Study maps or photos for water point sites, reconnoiter, and determine water quality, flow and suitability of ground areas.	0-EE-3
1073	Select and plan water point sites, including internal arrangements, motor park, and traffic patterns.	0-EE-3
1074	Plan and control unit convoy movements, including route selection and marking, march control, and use of assembly areas.	0-EE-3
1075	Install and operate water purification equipment including pumps, storage, tanks, hoses, and generators.	0-EE-3
1076	Monitor on-site potable water transfer to supported units, including traffic control and sanitary inspection of incoming water trailers and containers.	0-EE-3
1077	Inspect water quality control testing and recording and posting of water supply log records.	0-EE-3
1078	Provide technical assistance to other units in regard to water testing and purification.	0-EE-3
1079	Submit operational reports.	0-EE-3
1080	Advise superiors and others concerning ADM unit status and capabilities, special requirements, and technical aspects.	0-EE-4
1081	Establish and apply operating files of SOP, plans, instructions, and technical information pertaining to ADM.	0-EE-4
1082	Conduct special ADM training.	0-EE-4
1083	Establish and operate special security measures for the security of, and access to, ADM and associated classified material.	0-EE-4

Sequence No.		Duty Module
1084	Perform detailed technical analyses of the predicted effects of ADM employment, including fallout.	0-EE-4
1085	Review, or take part in preparing atomic demolition plan.	0-EE-4
1086	Control movement of ADM to tactical employment site, ADM emplacement, preparation for firing, and prefire test procedures.	0-EE-4
1087	Coordinate with designated demolition guard commander on security of ADM emplacement site and on access and evacuation.	0-EE-4
1088	Carry out executive permissive action link procedures on receipt of authorized and authenticated release notifications.	0-EE-4
1089	Relay ADM firing order to ADM firing party for execution.	0-EE-4
1090	Submit operational reports and target damage report.	0-EE-4
1091	Carry out prescribed procedures for replenishment of ADM load.	0-EE-4
1092	Advise commander and others on engineer matters, including materiel, combat engineering, ADM, construction, real estate, utilities, water supply, fire protection, and pollution control.	0-EE-5
1093	Determine requirements for engineer troops and recommend employment thereof.	0-EE-5
1094	Prepare engineer portions of the command's training program.	0-EE-5
1095	Prepare engineer portions of the command's training program.	0-EE-5
1096	Prepare atomic demolition (ADM) plan.	0-EE-5
1097	Exercise technical Staff supervision over engineering operations in the command.	0-EE-5
1098	Exercise technical staff supervision over the procurement, storage, reproduction, and issue of mpas.	0-EE-5
1099	Classify bridges, roads, and airfields, and arrange for posting of appropriate load classification and traffic signs.	0-EE-5
1100	Prepare requests for facilities engineer support or for major construction or renovation projects.	0-EE-5
1101	Screen and recommend action on incoming requests for engineer troop support for installation or civic action projects.	0-EE-5
1102	Coordinate engineer staff actions.	0-EE-5
1103	Prepare reports, correspondences, and memoranda on engineer matters.	0-EE-5
1104	Brief on engineer matters.	0-EE-5

Sequence No.		Duty Module
1105	Formulate engineer construction or heavy equipment unit SOP.	0-EE-7
1106	Advise and coordinate with others concerning engineer support matters.	0-EE-7
1107	Perform on-site reconnaissance for construction support.	0-EE-7
1108	Organize and conduct rock quarrying and crushing operations.	0-EE-7
1109	Build structures, roads, bridges, and air fields.	0-EE-7
1110	Organize and conduct concrete or asphalt mixing, paving, and other pouring operations.	0-EE-7
1111	Organize and conduct dump-truck operations.	0-EE-7
1112	Provide heavy and special engineer equipment and operators to assist engineer construction units.	0-EE-7
1113	Estimate materials, equipment, and manpower required for unit's construction and construction support operations.	0-EE-7
1114	Provide maintenance support for specified engineer equipment items.	0-EE-7
1115	Employ design and quality control measures to monitor and inspect engineer construction.	0-EE-7
1116	Plan and control operational movements of unit.	0-EE-7
1117	Prepare and review correspondence, memoranda, records, and reports concerning engineer construction support matters.	0-EE-7
1118	Analyze military construction project requirements or requests to determine feasibility and impact.	0-EE-8
1119	Perform on-site reconnaissance for construction projects.	0-EE-8
1120	Prepare or review engineering design for construction projects.	0-EE-8
1121	Issue guidance to architectural and construction draftsmen for preparation of detailed structural and engineering plans and blueprints, and review such work.	0-EE-8
1122	Prepare or review estimated requirements for materials, personnel, and equipment for construction projects.	0-EE-8
1123	Coordinate project planning with others concerned, including arrangements for materials.	0-EE-8
1124	Arrange for contractor support, either by contracting if authorized or by request to authorized contracting officer.	0-EE-8
1125	Prepare order or letter of instructions assigning project execution to subordinate units.	0-EE-8
1126	Monitor project execution and quality control by observation and reports review.	0-EE-8

Sequence No.		Duty Module
1127	Brief and advise superiors and others concerning construction project matters.	0-EE-8
1128	Preview or review correspondence, memoranda, and reports concerning construction projects, including final project completion report with cost data.	0-EE-8
1129	Advise installation commander, staff, and others concerned on facilities engineering matters, including environmental control.	0-EE-9
1130	Establish facilities engineering organization and procedures.	0-EE-9
1131	Establish and operate real property maintenance activity program.	0-EE-9
1132	Prepare engineer portion of installation master planning and serve on Installation Planning Board.	0-EE-9
1133	Serve on Installation Program and Budget Advisory Committee.	0-EE-9
1134	Plan and carry out construction, alteration, maintenance, and repair of installation's physical plant and facilities.	0-EE-9
1135	Plan and control operation of engineer utilities.	0-EE-9
1136	Coordinate with District Engineer on major construction, real estate acquisition, and other engineer district services.	0-EE-9
1137	Prepare and coordinate requests for troop unit support.	0-EE-9
1138	Coordinate with Contracting Officer for the procurement of materials and services for facilities engineering purposes.	0-EE-9
1139	Monitor fulfillment of contracts for facilities engineering purposes and perform related administration, when serving as Contracting Officer's Representative.	0-EE-9
1140	Conduct actions pertaining to land management.	0-EE-9
1141	Serve as Fire Marshal and coordinate fire prevention program.	0-EE-9
1142	Plan and coordinate environmental protection measures.	0-EE-9
1143	Establish and inspect pest control operations.	0-EE-9
1144	Provide supplies and loan equipment to tenant units and quarters occupants for do-it-yourself maintenance and repairs.	0-EE-9
1145	Perform field terrain research in area of interest, obtaining and recording field data.	0-EE-10
1146	Perform research of maps, photos, records, reports, intelligence materials, and other sources of information concerning a geographic area.	0-EE-10
1147	Prepare or review and assemble overall terrain study materials on areas of interest.	0-EE-10

Sequence No.		Duty Module
1148	Prepare hydrological portions of terrain studies.	0-EE-10
1149	Prepare topographic portions of terrain studies.	0-EE-10
1150	Prepare terrain study material concerning soil and surface conditions and other pertinent geomorphic aspects such as location of construction raw materials.	0-EE-10
1151	Prepare or incorporate climate data for terrain studies.	0-EE-10
1152	Plan graphic portrayal of terrain information and arrange for drafting and reproduction services.	0-EE-10
1153	Coordinate terrain study work with others concerned.	0-EE-10
1154	Review and comment on terrain studies and related material produced by other units or agencies.	0-EE-10
1155	Prepare correspondence, memoranda, reports, and records concerning terrain studies.	0-EE-10
1156	Prepare SOP for survey unit operations.	0-EE-11
1157	Study maps or photos, and available survey records, of area to be surveyed and make physical reconnaissance.	0-EE-11
1158	Plan survey and organize survey team accordingly.	0-EE-11
1159	Determine established benchmarks or other survey control point to be used, physically locate or establish, and verify.	0-EE-11
1160	Perform survey operations in the fields, employing transit, theodolite and level, and trigonometric calculations.	0-EE-11
1161	Issue instructions to survey team and inspect their work.	0-EE-11
1162	Verify own and subordinates' survey accuracy by proper closure on control point, independent survey, or other techniques.	0-EE-11
1163	Produce survey data by use of photogrammetric techniques.	0-EE-11
1164	Establish additional survey control points for use by other engineer and artillery units and provide horizontal and vertical survey control data to them.	0-EE-11
1165	Check existing maps and marked photos for accuracy by comparison against verified survey data.	
1166	Prepare survey records and reports, correspondence, and memoranda concerning survey matters.	0-EE-11
1167	Determine mapping requirements by checking existing files of topographic and photo maps against mission map requirements.	0-EE-12
1168	Plan and schedule cartographic work by subordinate elements.	0-EE-12
1169	Request aerial photo missions over mapping area, specifying such details as flight direction, altitude, and percent overlap.	0-EE-12

Sequence No.		Duty Module
1170	Evaluate quality of cartographic aerial photography, considering clarity, resolution, and conformity with specifications.	0-EE-12
1171	Arrange for ground survey work as required to provide horizontal and vertical control data for mapping control points.	0-EE-12
1172	Produce photomaps through assembly of aerial photos, photogrammetric techniques, superimposition of grids.	0-EE-12
1173	Produce topographic map sheets from aerial photography and survey data, using photogrammetric, map compilation, interpolation, contouring, and drafting techniques as required.	0-EE-12
1174	Apply technical quality control inspection techniques to the original topographic or photomaps as phases are completed.	0-EE-12
1175	Arrange for reproduction of finished map sheets in monochrome or multicolor.	0-EE-12
1176	Establish system for receiving, identifying, sorting, filing, and other disposition of photos, maps, and related materials.	0-EE-12
1177	Ship completed map sheets to customer unit or storage.	0-EE-12
1178	Estimate time and manpower requirements for the production of map sheets, and compile bill of materials on project completion.	0-EE-12
1179	Establish engineer field office and facilities, arrange staffing, and disestablish when no longer needed.	0-EE-13
1180	Furnish contract information, interpretations, and guidance to contractor.	0-EE-13
1181	Approve placement of subcontracts.	0-EE-13, 0-FF-11
1182	Conduct coordination conferences with contractors, customer agency representatives, and others involved.	0-EE-13
1183	Review contractor's plan, directives, architectural studies, drawings, schedules for compliance with contract.	0-EE-13
1184	Review contractor's employment practices and pay structure for compliance with law.	0-EE-13, 0-FF-11
1185	Monitor on-site compliance with security, safety, and protection requirements.	0-EE-13
1186	Establish and operate system for monitoring construction operations and progress by observation, detailed technical inspections, quality assurance procedures, records, and reports.	0-EE-13
1187	Make or review proposals for contract changes or supplemental agreements, negotiate those within authority, and recommend action on those requiring higher contracting officer approval.	0-EE-13, 0-FF-11

Sequence No.		Duty Module
1188	Review contractor claims, approve interim payments to contractors, and certify project completion for final payments.	0-EE-13
1189	Represent higher authority in community relations and public information activities pertaining to project.	0-EE-13
1190	Prepare other correspondence, memoranda, and reports concerning assigned construction project and supervision thereof.	0-EE-13
1191	Advise superiors and staff on military construction matters.	0-EE-14
1192	Coordinate with installation and user organizations and provide representation on request at installation master planning board meetings.	0-EE-14
1193	Provide technical advice and assistance to installation authorities in long-range planning and cost estimating.	0-EE-14
1194	Coordinate and review work of technical staff in design, engineering, and monitoring of military construction projects.	0-EE-14
1195	Coordinate real estate transactions required for military construction projects.	0-EE-14
1196	Plan establishment of engineer field offices for on-site supervision of construction projects.	0-EE-14
1197	Issue guidance to and monitor subordinate area and field offices concerned with local supervision of construction projects.	0-EE-14
1198	Visit and inspect contract construction projects and offices in district.	0-EE-14
1199	Conduct in-process reviews of construction projects and review reports from area and field offices on construction matters.	0-EE-14
1200	Establish office at military installation and liaison with installation authorities.	0-EE-15
1201	Provide technical advice and assistance to installation authorities in installation planning and cost estimates.	0-EE-15
1202	Provide, or arrange for, engineering support services for installation such as real estate transactions, planning of major construction on projects and related contractual services of types beyond local capability or authority.	0-EE-15
1203	Coordinate with installation authorities, customer units, higher engineer headquarters, and area office, and others concerned.	0-EE-15
1204	Prepare studies, reports, records, correspondence, and memoranda pertaining to engineering matters.	0-EE-15

Sequence No.		Duty Module
1205	Travel to higher engineer headquarters and area office to coordinate, present briefings, and obtain information and guidance.	0-EE-15
1206	Identify problem and parameters of assigned project and develop work plan and schedule.	0-EE-16
1207	Assign project work to other participants.	0-EE-16
1208	Perform engineering-oriented field survey work for assigned project.	0-EE-16
1209	Analyze engineer-oriented problem, such as feasibility, resource requirements, cost and effectiveness of various engineering aspects of strategic planning.	0-EE-16
1210	Prepare or review reports on engineer portion of projects.	0-EE-16
1211	Prepare or review inputs for engineering portions of strategic estimates, studies, and plans.	0-EE-16
1212	Comment or advise on engineering aspects of strategic studies and analyses prepared by others.	0-EE-16
1213	Consult and coordinate with technical engineering staff and others concerned.	0-EE-16
1214	Advise superior and others, and conduct briefings, on subjects worked on.	0-EE-16
1215	Prepare correspondence, memoranda, charts, fact sheets on engineer matters.	0-EE-16
1216	Advise on pipeline matters, including requirements for and capabilities/capacities of engineer pipeline units and equipment.	0-EE-17
1217	Determine specific pipeline project requirements, including terminal points, routing, flow capacity, pumping, and storage.	0-EE-17
1218	Perform engineer reconnaissance for pipeline routes and location of associated facilities.	0-EE-17
1219	Prepare and coordinate plans for pipeline system or segment, including arrangements for supporting engineer earthmoving and construction.	0-EE-17
1220	Prepare bill of materials with estimated requirements for materials, personnel, and equipment.	0-EE-17
1221	Grade and prepare land, lay pipelines, assemble and erect storage tanks, install pumping equipment, and test system.	0-EE-17
1222	Relocate pipeline engineer equipment.	0-EE-17
1223	Camouflage pipeline facilities.	0-EE-17
1224	Establish and monitor measures, including instrumentation and use of patrol crews, to detect and protect against leaks, fire, asphyxiation hazards, and operational breakdown of system.	0-EE-17

Sequence No.		Duty Module
1225	Conduct pipeline system maintenance operations.	0-EE-17
1226	Prepare SOPs, records, reports, correspondence, and memoranda concerning engineer pipeline matters.	0-EE-17
1227	Organize and train commissary personnel.	0-FF-1
1228	Organize physical configuration in commissary facilities.	0-FF-1
1229	Prepare SOP for commissary operators.	0-FF-1
1230	Plan, order, receive, store, price, process, package, display, sell, and replenish commissary stock.	0-FF-1
1231	Establish and spot-check inventory and stock control procedures.	0-FF-1
1232	Review and approve monetary transactions for operation of the store.	0-FF-1
1233	Make managerial studies for improved efficiency of operation.	0-FF-1, 0-FF-6
1234	Study and apply current merchandising methods.	0-FF-1
1235	Review customer complaints and suggestions and take followup action.	0-FF-1, 0-FF-6
1236	Establish safeguards against pilferage and other hazards.	0-FF-1
1237	Prepare records, reports, and correspondence pertaining to commissary operations.	0-FF-1
1238	Organize and train mess personnel and assign functions.	0-FF-3
1239	Prepare and control budget for operation of mess.	0-FF-3
1240	Establish policies and procedures for mess purchasing and monitor.	0-FF-3
1241	Review and approve daily monetary transactions for operation of mess.	0-FF-3
1242	Plan, coordinate, establish prices for, and inspect services provided mess members.	0-FF-3
1243	Prepare financial statements, reports, and correspondence for mess operations.	0-FF-3
1244	Study and apply modern mess operational methods.	0-FF-3
1245	Establish and manage inventory control procedures.	0-FF-3
1246	Review complaints and suggestions, and take corrective action.	0-FF-3
1247	Provide technical guidance and training in food service methods and equipment.	0-FF-4
1248	Conduct food service studies.	0-FF-4
1249	Inspect food service facilities and recommend awards and corrective action.	0-FF-4
1250	Study and apply modern food service methods.	0-FF-4
1251	Operate food service facilities to feed troops.	0-FF-4
1252	Plan and provide laundry and bath support for troops in the field.	0-FF-5

Sequence No.		Duty Module
1253	Requisition and stock supplies for operation and customer use of laundry and bath facilities.	0-FF-5
1254	Plan and monitor laundry and bath equipment maintenance program.	0-FF-5
1255	Conduct decontamination and fumigation operations.	0-FF-5
1256	Reconnoiter for site and relocate laundry and bath equipment to accord with movement of supported units.	0-FF-5
1257	Develop service requirements for supported units and activities.	0-FF-6
1258	Determine and arrange for resources to furnish services.	0-FF-6
1259	Select locations and operate facilities.	0-FF-6
1260	Prepare and publish schedules for providing services.	0-FF-6
1261	Prepare records, reports, and correspondence concerning services and related equipment and supplies.	0-FF-6
1262	Operate and maintain support service equipment.	0-FF-6
1263	Inspect support service activities.	0-FF-6
1264	Coordinate service activities with supported units and others concerned.	0-FF-6
1265	Estimate requirements of supported units and activities for procurement service.	0-FF-7
1266	Process requests for procurement from supported activities.	0-FF-7
1267	Establish and update lists of prospective bidders.	0-FF-7, 0-FF-10
1268	Prepare formal advertising, invitations to bid, and requests for proposals.	0-FF-7, 0-FF-10
1269	Evaluate bids and proposals.	0-FF-7, 0-FF-10
1270	Conduct, or arrange for, pre-award surveys of prospective contractors.	0-FF-7
1271	Enter into contracts for supplies or services on behalf of the Government, by advertising and bidding or by negotiation.	0-FF-7
1272	Netogiate and approve contract changes and supplemental agreements.	0-FF-7
1273	Make other authorized procurement arrangements, such as by reimbursement with other government agencies.	0-FF-7
1274	Assign contract administration functions required by ASPR and provide any special instructions.	0-FF-7
1275	Review reports from officers doing contract administration.	0-FF-7
1276	Coordinate with vendors, supported elements, and others.	0-FF-7
1277	Prepare studies, reports, and correspondence pertaining to procurement, purchasing, and contracting.	0-FF-7
1278	Establish pertinent records and files.	0-FF-7

Sequence No.		Duty Module
1279	Performs search for and recovery of remains and personal effects.	0-FF-8
1280	Receive and identify human remains and effects.	0-FF-8
1281	Refrigerate remains for temporary storage.	0-FF-8
1282	Embalm remains and package them for movement.	0-FF-8
1283	Arrange for prompt movement of remains to commercial mortuary.	0-FF-8
1284	Ship personal effects to designated addressees.	0-FF-8
1285	Keep adequate stocks of supplies and equipment for processing and packaging remains, and arrange for expedited supply in emergencies.	0-FF-8
1286	Extend courtesies to news media reporters and other visitors and prepare information releases.	0-FF-8
1287	Arrange for security of activity.	0-FF-8
1288	Prepare studies, reports, and correspondence pertaining to mortuary activities.	0-FF-8
1289	Prepare and present briefing to superiors.	0-FF-8
1290	Establish and operate cemetery.	0-FF-8
1291	Coordinate technical support for cemetery operations.	0-FF-8
1292	Advise superior and others concerning supply management.	0-FF-9
1293	Prepare, coordinate, and publish SOPs for supply actions.	0-FF-9
1294	Monitor supply actions within organization or activity, including requisition, receipt, issue, repair, and disposition of materiel.	0-FF-9
1295	Determine supply requirements and evaluate them against current and expected assets.	0-FF-9
1296	Control distribution of scarce and controlled items.	0-FF-9
1297	Control physical inventories and direct reconciliation with property accounts.	0-FF-9
1298	Prepare property accounts, records, studies, reports, and correspondence pertaining to supply of and requirements for materiel.	0-FF-9
1299	Coordinate supply matters with others concerned.	0-FF-9
1300	Prepare and present supply management briefings.	0-FF-9
1301	Advise superior and others on property disposal.	0-FF-10
1302	Obtain and analyze information concerning salvage collecting and property disposal activities.	0-FF-10
1303	Evaluate property disposal activities for compliance with pertinent laws and regulations.	0-FF-10
1304	Receive excess and unserviceable property, inspect for unit maintenance, and classify for serviceability and repairability.	0-FF-10

Sequence No.		Duty Module
1305	Send property to issue, repair, or storage according to classification.	0-FF-10
1306	Separate property for sale into commercial categories.	0-FF-10
1307	Prepare formal advertising and invitations to bid and make other authorized arrangements for sale of property.	0-FF-10
1308	Award contracts and accept other purchase proposals.	0-FF-10
1309	Arrange for collection of payments for property sold.	0-FF-10
1310	Prepare studies, reports, records, and correspondence pertaining to property disposal activities.	0-FF-10
1311	Evaluate disposal procedures and recommend improvement.	0-FF-10
1312	Analyze requirements for and availability of resources for property disposal activities.	0-FF-10
1313	Prepare contingency plans for accelerated turn-in and disposal of excess and unserviceable property.	0-FF-10
1314	Prepare and present briefings on property disposal matters.	0-FF-10
1315	Coordinate with contractor and supported "customer" elements to exchange information, promote understanding, and facilitate identification and resolution of problems.	0-FF-11
1316	Monitor industrial relations and take action to resolve, or advise appropriate authorities of, any significant problems.	0-FF-11
1317	Review contractor's plans, directives, schedules, etc., in comparison with contract requirements (including architectural and engineering studies and designs in construction contracts).	0-FF-11
1318	Monitor contractor's compliance with security, safety, protection requirements, and other applicable laws and regulations.	0-FF-11
1319	Monitor contractor operations and progress, by observation, inspection, conferences, records, and reports.	0-FF-11
1320	Establish and carry out quality assurance procedures.	0-FF-11
1321	Verify completion of contracts and parts or phases thereof in compliance with contract specifications.	0-FF-11
1322	Review contractor's claims and request for payments and approve or disapprove for payment.	0-FF-11
1323	Prepare reports, records, correspondence, and memoranda concerning contract performance and administration.	0-FF-11
1324	Coordinate with other officers concerned regarding production and procurement requirements, priorities, and fund availability.	0-FF-12

Sequence No.		Duty Module
1325	Compile and evaluate data on manufacturers' production capability and performance.	0-FF-12
1326	Interpret, disseminate, and supplement guidance of higher authority on procurement and production policy and implementation.	0-FF-12
1327	Plan and coordinate actions to synthesize production, procurement, delivery, and distribution of materiel or supplies.	0-FF-12
1328	Monitor production and related procurement activities.	0-FF-12
1329	Conduct liaison with manufacturers, contractors, and other government agencies concerned.	0-FF-12
1330	Conduct studies and investigations and take implementing actions to promote high production standards, preserve critical materials, and maximize cost effectiveness.	0-FF-12
1331	Provide guidance to contractors and contracting officers on methods for production controls and progress reports.	0-FF-12
1332	Prepare and review reports, correspondence, and memoranda concerning production and procurement matters.	0-FF-12
1333	Control, coordinate, and inspect the establishment, layout, and maintenance of plant facilities.	0-FF-13
1334	Furnish guidance for contracting for plant operation.	0-FF-13
1335	Review and approve procedures for recruiting, testing, clearing, hiring, and training civilian personnel.	0-FF-13
1336	Monitor labor and industrial relations matters, in coordination with contractor.	0-FF-13
1337	Review and monitor security and physical protection.	0-FF-13
1338	Review and monitor compliance with safety requirements.	0-FF-13
1339	Review and monitor provisions for pollution control.	0-FF-13
1340	Announce production quotas.	0-FF-13
1341	Monitor and inspect plant operations.	0-FF-13
1342	Apply quality assurance procedures to both incoming materials and plant production.	0-FF-13
1343	Monitor out-shipments and take trouble-shooting action to resolve problems, such as arranging military transportation.	0-FF-13
1344	Establish requirements for, and implement controls, records, and reports needed for efficient management and monitoring.	0-FF-13
1345	Conduct public information and community relations activities.	0-FF-13
1346	Prepare records, reports, correspondence, and memoranda concerning plant operation and related matters.	0-FF-13

Sequence No.		Duty Module
1347	Prescribe SOP for EOD unit operations.	0-FF-14
1348	Establish schedules and rosters for EOD duties, including regular, special, stand-by, and on-call duty.	0-FF-14
1349	Conduct special EOP drills, practices, and tests.	0-FF-14
1350	Advise other elements, military, and civilian on EOD matters.	0-FF-14
1351	Coordinate EOD plans and operations with others concerned.	0-FF-14
1352	Conduct security inspections to detect explosives posing a threat to officials, aircraft, vehicles, or facilities.	0-FF-14
1353	Examine items of EOD concern, identify, and determine hazards and method of disposition.	0-FF-14
1354	Remove, destroy, or render safe unexploded items of actual or potential danger.	0-FF-14
1355	Carry out nuclear weapons emergency procedures to recover nuclear items and minimize hazards in event of an accident.	0-FF-14
1356	Prepare correspondence, memoranda, and reports on EOD matters.	0-FF-14
1357	Operate a system for collecting, filing, and disseminating EOD technical information.	0-FF-15
1358	Perform research, development, testing, and evaluation of EOD procedures and equipment.	0-FF-15
1359	Prepare, update, and edit technical manuals and bulletins concerning EOD matters.	0-FF-15
1360	Prepare communications to provide guidance on EOD matters to subordinate elements.	0-FF-15
1361	Perform liaison or coordination with other U.S. services concerning EOD organization, procedures, equipment, and training.	0-FF-15
1362	Perform liaison or coordination with civil authorities concerning EOD procedures and support arrangements.	0-FF-15
1363	Provide technical advice and assistance to others on EOD matters.	0-FF-15
1364	Prepare plans and orders for subordinate EOD operations, or EOD portions of larger plans and orders.	0-FF-15
1365	Coordinate plans and procedures for EOD support of nuclear shipments and Nuclear Accident and Incident Control Plan.	0-FF-15
1366	Prepare staff studies on EOD matters.	0-FF-15
1367	Inspect EOD field units and conduct verifications of EOD readiness and procedures.	0-FF-15
1368	Prepare correspondence, memoranda, records, and reports on EOD matters.	0-FF-15

Sequence No.		Duty Module
1369	Advise commander and others on chemical combat service support matters, including unit capabilities, status, and employment.	0-FF-16
1370	Prepare SOP for chemical combat service support operations.	0-FF-16
1371	Plan and order disposition and employment of chemical combat service equipment.	0-FF-16
1372	Coordinate plans and operations with higher, supported, adjacent, and cooperating units.	0-FF-16
1373	Conduct chemical combat service support operations.	0-FF-16
1374	Prepare records and reports on chemical combat service support matters.	0-FF-16
1375	Advise commander, staff, and others concerning chemical, biological, and radiological (CBR) warfare matters.	0-FF-17
1376	Prepare policy directives and SOP on CBR matters.	0-FF-17
1377	Prepare CBR annexes to operations plans and orders.	0-FF-17
1378	Prepare CBR portion of training program, and plan and conduct special CBR training.	0-FF-17
1379	Inspect CBR training and care and maintenance of CBR equipment in operating units.	0-FF-17
1380	Conduct, or organize others to conduct, CBR umpiring and evaluations in training tests and operational readiness tests.	0-FF-17
1381	Exercise staff supervision over CBR supply activities in coordination with other staff.	0-FF-17
1382	Exercise staff supervision over assigned or attached chemical units, in coordination with other staff.	0-FF-17
1383	Monitor CBR activities in actual or simulated combat operations and post and display CBR tactical information.	0-FF-17
1384	Collect, collate, evaluate, and distribute CBR contamination data.	0-FF-17
1385	Prepare correspondence, memoranda, records, and reports pertaining to CBR matters.	0-FF-17
1386	Present briefings on CBR matters.	0-FF-17
1387	Advise others on military passenger traffic movement matters.	0-GG-1
1388	Collect information on requirements for movements of units and individuals, and on passenger carrier capabilities, availability, and costs.	0-GG-1
1389	Prepare and publish directives and informational materials on military passenger transportation matters.	0-GG-1
1390	Analyze movement requirements, modes of transportation, priorities, costs, and workload distribution among carriers.	0-GG-1

Sequence No.		Duty Module
1391	Coordinate with representatives of commercial carriers and military carriers regarding passenger movement capabilities, requirements, plans, and operations.	0-GG-1
1392	Prepare consolidated passenger movement plans and programs, coordinating with other military commands and agencies concerned.	0-GG-1
1393	Arrange for commercial carrier contracts and charters and advise on contract provisions.	0-GG-1
1394	Operate passenger liaison office at military or commercial aerial ports of embarkation.	0-GG-1
1395	Establish scheduling and port calls for overseas movement of personnel.	0-GG-1
1396	Employ a management information system using telecommunications and ADP in support of passenger movement scheduling.	0-GG-1
1397	Conduct reviews, evaluations, studies, and analyses concerning passenger movement operations, including budgetary and cost-effectiveness aspects.	0-GG-1
1398	Prepare and review statistics, records, reports, fact sheets, correspondence, and memoranda concerning passenger movement matters.	0-GG-1
1399	Advise others on military cargo traffic and movement matters.	0-GG-2
1400	Prepare and publish SOPs, circulars, bulletins, notices, concerning military cargo transportation matters.	0-GG-2
1401	Collect information on current and projected cargo traffic and movement requirements.	0-GG-2
1402	Employ a management information and communications system using telecommunications and ADP in support of cargo transportation management.	0-GG-2
1403	Negotiate with commercial carriers, carrier associations, ICC, and others concerned regarding transportation services, regulations, routes, and tariff schedules.	0-GG-2
1404	Coordinate with representatives of Military Airlift and Sealift Commands on matters of mutual concern, such as safety, load limits, and containerization.	0-GG-2
1405	Monitor upkeep and search of tariff and tender files and issuance of route orders for cargo shipments by common carriers.	0-GG-2
1406	Arrange for commercial carrier contracts and charters and advise on contract provisions.	0-GG-2
1407	Control and coordinate operating programs for the shipment of military cargo to and from overseas.	0-GG-2
1408	Conduct studies and analyses concerning military cargo traffic and transportation, including budgetary and cost effectiveness aspects.	0-GG-2

Sequence No.		Duty Module
1409	Prepare and review statistics, records, reports, fact sheets, correspondence, and memoranda concerning military cargo traffic and transportation.	0-GG-2
1410	Advise others on military ocean terminal cargo operations, requirements, and associated transportation matters.	0-GG-3
1411	Develop standing plans, organization, and procedures for loading, unloading, and handling ocean terminal cargo.	0-GG-3
1412	Advise and coordinate with contracting officer on arrangements for contractor support in terminal operations.	0-GG-3
1413	Coordinate loading and unloading plans, schedules, and operations with others concerned, in connection with shipping schedules and assignment of docks, tracks, and storage areas.	0-GG-3
1414	Issue orders and schedules for and monitor the loading, unloading, and internal movement of cargo to and from ships, barges, trucks, railcars, and terminal storage facilities.	0-GG-3
1415	Inspect for compliance with regulations in loading, storage, and security of cargo.	0-GG-3
1416	Check incoming cargo against manifests and prepare "Discrepancy in Shipment" forms on incoming cargo that is lost, short, or improperly manifested.	0-GG-3
1417	Establish procedures and regulations for identification, special handling, marking, and security of "Dangerous Cargo".	0-GG-3
1418	Prepare and review reports, records, studies, correspondence, and memoranda pertaining to ocean terminal cargo matters.	0-GG-3
1419	Advise others on water terminal matters including requirements for and capabilities and employment of water terminal operating units.	0-GG-4
1420	Prepare SOPs, plans, and orders for unit operations in receiving, loading, unloading, and handling cargo at a military terminal.	0-GG-4
1421	Plan and control deployment and movement of own unit, its setting up at terminal location, and preparations for work.	0-GG-4
1422	Coordinate terminal operations with others concerned with related sea and inland transportation matters and engineer support.	0-GG-4
1423	Oversee and coordinate transportation unit operations in unloading and loading railway cars, trucks, and ships, and in local cargo movement, handling, and temporary storage.	0-GG-4

Sequence No.		Duty Module
1424	Establish and operate lighterage control center for on-shore direction of lighterage traffic, landing, and unloading operations.	0-GG-4
1425	Prepare and review reports, records, studies, correspondence, and memoranda concerning military water terminal operations.	0-GG-4
1426	Advise higher commander and others on capabilities and employment of amphibious truck unit.	0-GG-5
1427	Develop SOP for operations of amphibious truck unit.	0-GG-5
1428	Make plans and preparations for movement of unit by rail or ship, and for its on-shore deployment and field set-up.	0-GG-5
1429	Plan, coordinate, and control amphibious truck operations in transporting and landing troops and supplies in amphibious combat operations.	0-GG-5
1430	Plan, coordinate, and control employment of amphibious trucks in non-tactical cargo lighterage operations at established port or in over-the-shore logistics operations.	0-GG-5
1431	Plan and conduct special amphibious training operations.	0-GG-5
1432	Prepare reports, records, correspondence, and memoranda pertaining to amphibious truck operations.	0-GG-5
1433	Advise others on capabilities and employment of transportation truck unit.	0-GG-6
1434	Develop SOP for transportation truck unit operations.	0-GG-6
1435	Plan and control deployment and movement of unit as a whole and its setting up at base location.	0-GG-6
1436	Establish and operate an office or comparable field facility for dispatch of vehicles and displaying the status of vehicles.	0-GG-6
1437	Study maps for routes, perform route reconnaissance, and collect and post current information on route conditions.	0-GG-6
1438	Plan and conduct convoy operations in hauling personnel or cargo in missions other than combat service support.	0-GG-6
1439	Plan and conduct convoy operations in combat service support missions.	0-GG-6
1440	Schedule and dispatch vehicles and drivers on individual missions to meet requirements.	0-GG-6
1441	Arrange for food and medical aid support enroute.	0-GG-6
1442	Employ radio and telephone communication for control and reporting of transportation unit operations.	0-GG-6
1443	Determine requirements and make arrangements for POL and spare parts.	0-GG-6
1444	Prepare records, reports, correspondence, and memoranda pertaining to transportation truck unit operation.	0-GG-6

Sequence No.		Duty Module
1445	Advise others on military road and traffic engineering matters and on defense aspects of civil highway planning and traffic engineering.	0-GG-7
1446	Conduct studies and analyses of vehicular traffic, actual, and projected, and capabilities of and requirements for highways and vehicular terminal facilities.	0-GG-7
1447	Prepare policy and planning directives and information concerning traffic engineering on military installations.	0-GG-7
1448	Prepare analyses of, and formal comments on, military and other national security aspects of civil highways, actual, or proposed.	0-GG-7
1449	Effect liaison and coordination with other military and civil agencies concerned.	0-GG-7
1450	Review, comment on, and prepare inputs for land transportation criteria, such as weight and measure limitations.	0-GG-7
1451	Conduct studies on use of various traffic control devices, signs, and road markings.	0-GG-7
1452	Make specific traffic engineering surveys, plans,	
1453	Prepare reports, records, correspondence, and memoranda pertaining to traffic engineering.	0-GG-7
1454	Advise on parachute maintenance and supply and air-drop preparations.	0-HH-1
1455	Plan and conduct specialized training in parachute packing and heavy equipment rigging.	0-HH-1
1456	Conduct parachute rigging activities.	0-HH-1
1457	Pack personnel and supply drop parachutes.	0-HH-1
1458	Plan and implement parachute packing and maintenance.	0-HH-1
1459	Observe air drops and review reports to discover cause of malfunction.	0-HH-1
1460	Receive, issue, store, and account for parachutes and air drop equipment.	0-HH-1
1461	Test parachutes in air drops	0-HH-1
1462	Advise superior and others regarding vehicular and aircraft petroleum supply requirements and operations.	0-HH-2
1463	Interpret and implement policy guidance concerning petroleum supply and reserves.	0-HH-2
1464	Requisition, receive, store, issue, and account for POL.	0-HH-2
1465	Plan and monitor unit maintenance program for petroleum supply equipment.	0-HH-2
1466	Establish and operate refueling facilities.	0-HH-2
1467	Prepare records and reports as accountable officer for the storage, distribution, and expenditure of petroleum.	0-HH-2

Sequence No.		Duty Module
1468	Plan and conduct specialized training for petroleum supply personnel.	0-HH-2
1469	Consolidate supply requests from supported units.	0-HH-3
1470	Prepare requisition consistent with authorization and funding.	0-HH-3
1471	Establish and operate supply points and facilities.	0-HH-3
1472	Receive and store supplies and perform in-storage maintenance.	0-HH-3
1473	Issue supplies to supported units.	0-HH-3
1474	Operate accounting system pertaining to supply activities.	0-HH-3
1475	Prepare records and reports pertaining to the receipt, storage, inventory control, issue, and disposal of supplies.	0-HH-3
1476	Inspect and inventory supply activities.	0-HH-3
1477	Coordinate supply activities with supply sources, supported units, and others concerned.	0-HH-3
1478	Receive and dispose of unserviceable or excess property.	0-HH-3
1479	Employ ADP equipment to account for, requisition, and control supplies.	0-HH-3
1480	Plan aerial delivery support services in accordance with air movement table.	0-HH-6
1481	Coordinate with units requiring heavy drop support.	0-HH-6
1482	Pack cargo parachutes for heavy drops.	0-HH-6
1483	Advise and render assistance on rigging of heavy items and transport to airfield.	0-HH-6
1484	Monitor and advise on loading of heavy items aboard delivery aircraft in coordination with U.S. Air Force personnel.	0-HH-6
1485	Observe airdrops and prepare reports on malfunctions.	0-HH-6
1486	Conduct training on rigging of heavy drop items and on sling loading.	0-HH-6
1487	Inspect unserviceable equipment.	0-HH-8
1488	Classify equipment and designate repair.	0-HH-8
1489	Inspect items received to verify using units have performed their maintenance function.	0-HH-8
1490	Make repairs designated.	0-HH-8
1491	Store equipment temporarily.	0-HH-8
1492	Issue serviceable equipment to user or to storage facility.	0-HH-8
1493	Dispose of non-repairable equipment.	0-HH-8
1494	Prepare records of equipment processed.	0-HH-8
1495	Post records of equipment repaired and supplies used.	0-HH-8

Sequence No.		Duty Module
1496	Requisition, receive, and store supplies used to repair equipment.	0-HH-8
1497	Perform in-storage-maintenance of items stored.	0-HH-8
1498	Receive and process materiel and place in open or covered storage.	0-HH-9
1499	Ship and issue materiel.	0-HH-9
1500	Inspect and examine materiel when received, while in storage, and in shipment.	0-HH-9
1501	Perform in-storage maintenance of materiel.	0-HH-9
1502	Modify equipment in accordance with modification work orders.	0-HH-9
1503	Prepare materiel for preservation in storage and shipment.	0-HH-9
1504	Mark packages for identification in storage and delivery.	0-HH-9
1505	Coordinate transportation requirements for receipt and shipment of materiel.	0-HH-9
1506	Operate and service materiel handling equipment and associated items.	0-HH-9
1507	Organize warehouse layout and prepare locator charts.	0-HH-9
1508	Conduct locator surveys and inventories.	0-HH-9
1509	Arrange for security of materiel against pilferage and other hazards.	0-HH-9
1510	Dispose of excess or unserviceable materiel.	0-HH-9
1511	Plan and submit requirements for resources for future operations.	0-HH-9
1512	Prepare contingency plans for accelerated operations.	0-HH-9
1513	Organize personnel, equipment, and facilities to accomplish mission, including layout of shop areas.	0-HH-10
1514	Coordinate with superior, supported, and adjacent units.	0-HH-10
1515	Inspect, repair, and maintain missile system radars.	0-HH-10
1516	Inspect, repair, and maintain missiles (less explosives), launchers, and associated equipment.	0-HH-10
1517	Inspect, repair, and maintain artillery missile fire control equipment.	0-HH-10
1518	Calibrate and repair missile system and associated test equipment.	0-HH-10
1519	Requisition, receive, stock, control, and issue missile system parts.	0-HH-10
1520	Control shop operations by assigning and scheduling work, observing and inspecting work, checking reports and records, and taking action to deal with problems.	0-HH-10

Sequence No.		Duty Module
1521	Provide DS contact teams for on-site inspection, maintenance and repair of missile system equipment, and technical assistance to using units.	0-HH-10
1522	Provide for local security and for safeguarding of classified equipment and information.	0-HH-10
1523	Prepare records, reports, correspondence, and memoranda pertaining to missile system maintenance and repair.	0-HH-10
1524	Organize, assign, and schedule personnel, equipment, and facilities to accomplish mission, including layout of shop areas.	0-HH-11
1525	Coordinate with superior supporting and cooperating elements.	0-HH-11
1526	Establish, implement, and conduct welding operations.	0-HH-11
1527	Establish, implement, and conduct metal-working using equipment such as lathes and grinding machines.	0-HH-11
1528	Establish, implement, and conduct spot-painting and paint shop operations.	0-HH-11
1529	Control and coordinate shop operations by assigning and scheduling work, observing and inspecting checking records and reports, and taking action to deal with problems.	0-HH-11
1530	Establish and implement safety provisions and procedures.	0-HH-11
1531	Prepare records, reports, correspondence, and memoranda pertaining to machine shop and metal-working.	0-HH-11
1532	Inspect and spot check machine shop operations and products.	0-HH-11
1533	Prescribe SOP for special ammunition combat service support unit operations.	0-HH-12
1534	Establish and organize special ammunition supply points, including safety and security arrangements.	0-HH-12
1535	Receive, store, monitor, inspect, test, and maintain special ammunition.	0-HH-12
1536	Issue special ammunition to authorized recipients in accordance with prescribed arrangements for security, issue authorization and verification, and proper handling.	0-HH-12
1537	Operate a system of records and procedures for strict stock control, accounting, and verification of inventories and transactions.	0-HH-12
1538	Conduct movement of special ammunition, with special provisions for technical surveillance, safety, and security.	0-HH-12
1539	Provide technical advice and assistance to supported units and higher staffs with respect to special ammunition support matters.	0-HH-12

Sequence No.		Duty Module
1540	Conduct technical inspections of special ammunition items, handling, storage procedures, and state of training, in designated units.	O-HH-12
1541	Prepare reports, correspondence, and memoranda concerning special ammunition combat service support operations.	O-HH-12
1542	Advise commander and others concerning maintenance operations.	O-HH-13
1543	Prepare SOPs, policies, and plans for maintenance support operations.	O-HH-13
1544	Plan and coordinate assignment and employment of subordinate maintenance units, and sites and facilities for them.	O-HH-13
1545	Provide guidance as to priorities for maintenance operations.	O-HH-13
1546	Schedule application of modification work orders.	O-HH-13
1547	Monitor shop maintenance operations, including associated paperwork and inspection and testing of finished items.	O-HH-13
1548	Establish a system of reports and controls on maintenance support operations and status of items in for work.	O-HH-13
1549	Take trouble-shooting action to resolve problems and expedite maintenance operations.	O-HH-13
1550	Collect and disseminate technical information on maintenance activities.	O-HH-13
1551	Provide, or arrange for, technical assistance to supported units.	O-HH-13
1552	Prepare records, reports, studies, correspondence, and memoranda pertaining to maintenance support operations.	O-HH-13
1553	Review and forward equipment portions of maintenance unit readiness reports.	O-HH-13
1554	Present briefings on maintenance support matters.	O-HH-13
1555	Establish working reference library of pertinent official publications concerning parts supply and associated administration.	O-HH-14
1556	Provide advice and information to the commander and others concerning parts supply matters.	O-HH-14
1557	Prepare instructions and guidance to subordinate maintenance units concerning parts supply matters.	O-HH-14
1558	Review procedures of subordinate maintenance units pertaining to parts supply and assist in resolving difficulties.	

Sequence No.		Duty Module
1559	Coordinate with other staff, other elements involved in maintenance support matters, and supported "customer" units.	0-HH-14
1560	Review the Authorized Stockage Lists of subordinate units and monitor ASL changes in accordance with regulations.	0-HH-14
1561	Plan and coordinate parts supply aspects of new equipment or materiel project management.	0-HH-14
1562	Review and analyze reports on deadlined items and outstanding requisitions, determine significant patterns and problems with regard to parts supply, and initiate appropriate staff actions.	0-HH-14
1563	Prepare records, reports, studies, correspondence, and memoranda on parts supply matters.	0-HH-14
1564	Provide guidance to and coordinate with national inventory control points.	0-HH-14
1565	Organize personnel and facilities for efficient parts storage and maintenance management.	0-HH-15
1566	Establish working reference publication files and supplies of forms.	0-HH-15
1567	Establish ASL or PLL and effect changes on basis of demand experience.	0-HH-15
1568	Requisition, receive, store, issue, account for, and salvage parts.	0-HH-15
1569	Assign or verify priorities on requisitions.	0-HH-15
1570	Provide for special handling, tagging, and security of classified items.	0-HH-15
1571	Inspect and spot check stock records and associated maintenance management system records.	0-HH-15
1572	Conduct parts inventories and spot-checks against records, and effect reconciliations.	0-HH-15
1573	Coordinate parts supply matters with parts suppliers, users, and other elements concerned.	0-HH-15
1574	Prepare reports, display charts, correspondence, and memoranda pertaining to parts supply activities.	0-HH-15
1575	Advise on conventional ammunition supply and storage matters.	0-HH-17
1576	Plan layout and traffic plan for conventional ammunition storage and supply points, and arrange for engineer support.	0-HH-17
1577	Arrange for fire protection and security guard services for conventional ammunition storage and supply points.	0-HH-17
1578	Prepare SOPs for operation of ammunition storage and supply points, including facility maintenance.	0-HH-17

Sequence No.		Duty Module
1579	Receive and store conventional ammunition according to types, lot numbers, and anticipated issue.	0-HH-17
1580	Plan and arrange for transportation and movement of conventional ammunition.	0-HH-17
1581	Issue conventional ammunition to supported units to fill valid ammunition orders and requisitions.	0-HH-17
1582	Maintain, modify, and renovate conventional ammunition.	0-HH-17
1583	Conduct inventories and technical inspection of conventional ammunition both in storage/supply facilities and supported units.	0-HH-17
1584	Recover, collect, inspect, classify, and dispose of abandoned or captured ammunition.	0-HH-17
1585	Make provisions for emergency evacuation or destruction of conventional ammunition.	0-HH-17
1586	Prepare and review records, reports, correspondence, and memoranda concerning storage and supply of conventional ammunition.	0-HH-17
1587	Advise and brief commander, staff, and others on overseas POL logistical matters.	0-HH-20
1588	Prepare recommended plans and procedures concerning bulk POL storage and distribution facilities and operation.	0-HH-20
1589	Collect, post on status boards, and analyze current and projected information on POL consumption, location and capacities of storage systems and pipelines, tanker loads, and schedules.	0-HH-20
1590	Prepare messages to adjust supply and shipments of pol, with headquarters controlling outshipments.	0-HH-20
1591	Coordinate with transporting commands as to destination, scheduling, unloading orders, and any diversion or off-shore holding of incoming tankers.	0-HH-20
1592	Coordinate POL tank farm operations and related port and pipeline operations.	0-HH-20
1593	Monitor sample testing of incoming contractor-supplied POL for compliance with specifications.	0-HH-20
1594	Initiate staff actions to deal with emergencies such as breakdown of POL handling equipment, or losses to enemy action or fire.	0-HH-20
1595	Prepare statistics, studies, records, reports, and correspondence pertaining to bulk POL supply, storage, and movement.	0-HH-20
1596	Advise commander and staff on finance and accounting matters.	0-II-1
1597	Prepare command directives on finance and accounting matters.	0-II-1

Sequence No.		Duty Module
1598	Develop local organization and procedures for operation of finance and accounting office.	0-II-1
1599	Review vouchers and authorize payments.	0-II-1
1600	Receive, safeguard, and disburse public funds, treasury checks, and bonds.	0-II-1
1601	Establish and operate system for accounts held, including input data for centralized accounting systems.	0-II-1
1602	Provide finance services for supported activities.	0-II-1
1603	Audit personal pay records on arrivals, separations, and as warranted, and take actions to reconcile or adjust.	0-II-1
1604	Transmit personnel pay change data to the U.S. Army Finance Support Agency (central facility).	0-II-1
1605	Prepare individual pay and withholding statements and reporting data.	0-II-1
1606	Conduct internal reviews, inspections, audits, and verifications of cash and checks on hand.	0-II-1
1607	Prepare other reports, records, statistics, studies, correspondence, and memoranda pertaining to finance and accounting.	0-II-1
1608	Advise commander, staff, and lower echelon or support elements regarding financial matters.	0-II-2
1609	Establish and maintain working files of regulations, circulars, etc., concerning financial services.	0-II-2
1610	Coordinate and exchange information with lateral and higher finance and accounting offices.	0-II-2
1611	Prepare directives, SOPs, and information material concerning financial services.	0-II-2
1612	Conduct inquiries into individual pay problems and take follow-up action to resolve.	0-II-2
1613	Conduct Savings Bonds Program, including promotional efforts, statistical work, and unit awards.	0-II-2
1614	Operate financial service elements in deployment situations.	0-II-2
1615	Coordinate arrangements for conduction of and follow-up actions on reviews and audits.	0-II-2
1616	Prepare reports, records, statistics, studies, correspondence, and memoranda concerning financial services matters.	0-II-2
1617	Advise on signal intelligence, security, and EW matters.	0-KK-1
1618	Prepare plans, schedules, and SOP for signal intelligence, security, and EW.	0-KK-1

Sequence No.		Duty Module
1619	Deploy signal security and intercept elements, and position and set up equipment including vehicles, antennas, and generators.	0-KK-1
1620	Establish and coordinate physical security and local defense of unit.	0-KK-1
1621	Conduct signal surveillance, locating, and intercept operations.	0-KK-1
1622	Employ EW measures and countermeasures.	0-KK-1
1623	Monitor and report on friendly CE transmissions and emissions, for purposes of signal security, training, or research and development.	0-KK-1
1624	Perform signal intelligence analyses and prepare signal intelligence reports.	0-KK-1
1625	Transmit signal intelligence information in various forms to proper recipients.	0-KK-1
1626	Monitor communications security in own unit and take measures to safeguard classified material and information.	0-KK-1
1627	Prepare reports, records, correspondence, and memoranda pertaining to signal intelligence and EW.	0-KK-1
1628	Advise on capabilities and employment of specialized equipment and units for airborne signal intelligence operations.	0-KK-2
1629	Prepare SOP for airborne signal intelligence operations, including associated ground operations of unit.	0-KK-2
1630	Process incoming requests and pertinent information for locating enemy transmitters or other signal intelligence operations.	0-KK-2
1631	Coordinate signal intelligence operations with supported headquarters and cooperating and supporting unit.	0-KK-2
1632	Plan and schedule airborne signal intelligence collection operations, in coordination with aviation officers (Army and/or USAF) and flight vectoring arrangements.	0-KK-2
1633	Participate in airborne signal intelligence operations and associated ground duties.	0-KK-2
1634	Perform ground station monitoring of signal intelligence flights, and reception of reports and data.	0-KK-2
1635	Analyze signal intelligence reports and data from airborne and other sources to locate and identify enemy CE transmitters and emitters.	0-KK-2
1636	Prepare signal intelligence reports and transmit signal intelligence information in various forms to authorized recipients.	0-KK-2

Sequence No.		Duty Module
1637	Establish communications security in own unit and take measures to safeguard classified material and information.	0-KK-2
1638	Prepare reports, records, correspondence, and memoranda pertaining to airborne signal intelligence.	0-KK-2
1639	Advise commander and others concerning EW matters.	0-KK-4
1640	Prepare and coordinate EW portion of plans, operations orders, and policy directives.	0-KK-4
1641	Determine EW support requirements, capabilities, limitations, and operational procedures.	0-KK-4
1642	Control and allocate EW elements, resources, and dedicated frequencies.	0-KK-4
1643	Plan and monitor special EW training.	0-KK-4
1644	Prepare studies and estimates pertaining to EW operations and employment.	0-KK-4
1645	Coordinate integration of EW activities with higher, adjacent, and supported units.	0-KK-4
1646	Evaluate information and prepare reports, dealing with jamming, interference, intrusion, and intelligence activities.	0-KK-4
1647	Inspect procedures, personnel, and equipment of subordinate and attached EW elements.	0-KK-4
1648	Prepare and present EW briefings.	0-KK-4