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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC (U)

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APPENDIX 17.

PREVENTIVE MEDICINE TECHNICIAN

① Final report ⑪ 31 Aug 79 ⑫ 64

⑥ ~~to~~ ~~NAVY MEDICAL~~ ~~EDUCATION AND TRAINING~~
A SYSTEM APPROACH
to NAVY MEDICAL
EDUCATION AND TRAINING
Appendix 17.
Preventive Medicine Technician.

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⑮ N00014-69-C-0246
Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

PREVENTIVE MEDICINE

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- Part I Career Background Information
 (answers to be recorded in this
 TASK BOOKLET)

- Part II A List of Tasks (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

- B List of Instruments and
 Equipment (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

DO NOT FILL IN

N
Form Serial No.

(1)

(7)

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER
ANSWERS
HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Technician
2. Hospital Corps

Q1.____

(23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2.____

(24)

Q3. Indicate your pay grade:

- | | |
|-------|-------|
| 1. E1 | 6. E6 |
| 2. E2 | 7. E7 |
| 3. E3 | 8. E8 |
| 4. E4 | 9. E9 |
| 5. E5 | |

Q3.____

(25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4.____

(26)

		ENTER ANSWERS HERE
Q5.	Select the number to indicate your present immediate supervisor:	Q5.____ (27)
	1. Physician	
	2. Dentist	
	3. Nurse	
	4. MSC Officer	
	5. HM or DT	
	6. Other (Specify) _____	
Q6.	Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)	Q6.____ (28)
	1. 35 to 40 hours	
	2. 41 to 50 hours	
	3. More than 50 hours	
Q7.	Please give an estimate of the percent of time you spend on the following (write five percent as 05):	Q7.
	1. Inpatient care	1.____% (29)
	2. Outpatient care	2.____% (31)
	3. Teaching	3.____% (33)
	4. Administration	4.____% (35)
	5. Other (specify) _____	5.____% (37)
Q8.	Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute <u>most</u> to your job satisfaction:	Q8.____ (39)
	01 Salary and/or promotion opportunities	____ (41)
	02 Retirement benefits	____ (43)
	03 Housing	
	04 Educational advancement opportunities	
	05 Stability of tour of duty	
	06 Physical facilities and equipment	
	07 Administrative and clerical support	
	08 Work load	
	09 Personal career planning	
	10 Opportunity to attend professional meetings	

- | | ENTER
ANSWERS
HERE | |
|--|--------------------------|------|
| Q9. Using the list on page <u>vii</u> specify your current NEC by writing the <u>last two digits</u> of the CODE. | Q9. _ _ | (45) |
| Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) | Q10. _ _ | (47) |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Less than 1 year
 2. 1 to 2 years
 3. 3 to 5 years </div> <div style="width: 45%;"> 4. 6 to 10 years
 5. 11 to 15 years
 6. More than 15 years </div> </div> | | |
| Q11. If you have other NEC(s) in addition to the one specified in Q9, check page <u>vii</u> and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for <u>Q11</u> and <u>Q12</u> . | Q11a. _ _ | (48) |
| | b. _ _ | (50) |
| Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). | Q12a. _ _ | (52) |
| | b. _ _ | (53) |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Less than 1 year
 2. 1 to 2 years
 3. 3 to 5 years </div> <div style="width: 45%;"> 4. 6 to 10 years
 5. 11 to 15 years
 6. More than 15 years </div> </div> | | |
| Q13. From the list below, write the <u>two-digit</u> CODE to indicate the specialty of the department in which you are <u>currently</u> functioning. | Q13. _ _ | (54) |

CODE

- | | |
|--------------------------|--------------------|
| 01 Administration | 18 Urology |
| 02 Education | 19 Intensive Care |
| 03 Anesthesiology | 20 Operating Room |
| 04 Coronary Care | 21 Emergency Room |
| 05 Dermatology | 00 Other (specify) |
| 06 Medicine - OPD | |
| 07 Medicine - Wards | |
| 08 Obstetrics/Gynecology | |
| 09 Ophthalmology | |
| 10 Orthopedics | |
| 11 Otolaryngology | |
| 12 Medical Laboratory | |
| 13 Pediatrics | |
| 14 Psychiatry | |
| 15 Public Health | |
| 16 Radiology | |
| 17 General Surgery-Wards | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

Q14.____ (56)

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

Q15.____ (57)

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
8495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
8498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET			
	Serial No. 0233			

my name is

1 NAME Mary Smith

Ignore these boxes

INSTRUCTIONS	
1.	Use No. 2 pencil ONLY.
2.	Indicate responses with solid black mark in space provided.
3.	Erase COMPLETELY all changes.
4.	Do not detach forms from packet.
5.	Answer questions 2 through 5 below.
6.	See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
June = 06
1972 = 72

2 TODAY'S DATE	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

my Soc. Sec. No. is
304-26-9751

3 SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9
	4	0 1 2 3 4 5 6 7 8 9
	2	0 1 2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
5	0 1 2 3 4 5 6 7 8 9	
1	0 1 2 3 4 5 6 7 8 9	

**TASK ANALYSIS BACKGROUND
DATA SHEET**

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOOKLET	6	0 1 2 3 4 5 6 7 8 9	13 0 1
		0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
	7	0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
	8	0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
9	0 1 2 3 4 5 6 7 8 9	25 0 1	
	0 1 2 3 4 5 6 7 8 9	26 0 1	
	0 1 2 3 4 5 6 7 8 9	27 0 1	
	0 1 2 3 4 5 6 7 8 9	28 0 1	
10	0 1 2 3 4 5 6 7 8 9	29 0 1	
	0 1 2 3 4 5 6 7 8 9	30 0 1	
11	0 1 2 3 4 5 6 7 8 9	31 0 1	
	0 1 2 3 4 5 6 7 8 9	32 0 1	
12	0 1 2 3 4 5 6 7 8 9	33 0 1	
	0 1 2 3 4 5 6 7 8 9	34 0 1	

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

4 TASK BOOKLET	FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9

my birthday is May 10, 1940
MAY = 05 1940 = 40

5 DATE BIRTHDAY	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

Ignore these boxes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?
(If you were on leave, consider your immediate past working month.)

- 0 = Did not do
- 1 = Did less than 5 times
- 2 = Did 5 to 20 times
- 3 = Did 21 to 50 times
- 4 = Did 51 to 100 times
- 5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

- 0 = Did not use
- 1 = Used less than 5 times
- 2 = Used 5-20 times
- 3 = Used 21-50 times
- 4 = Used 51-100 times
- 5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single
performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform
this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01 OF RESPONSE BOOKLET
1	CLEAN AND DISINFECT WORKING AREA
2	CHEMICALLY TREAT EXCRETA FROM ISOLATION UNITS FOR DISPOSAL
3	DETERMINE AND CONTROL SOURCES OF BACTERIAL CONTAMINATION
4	REVIEW AND EVALUATE BACTERIAL DECONTAMINATION PROCEDURES
5	REVIEW AND EVALUATE ASEPTIC TECHNIQUES
6	RECOMMEND CONCURRENT/TERMINAL DISINFECTION METHODS FOR CONTAGION WARD
7	FOG AREA WITH BACTERICIDE
8	DO HOUSEKEEPING/CLEANING DUTIES
9	ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA
10	MONITOR CONTRACT HOUSEKEEPING SERVICES
11	INSPECT SPACES FOR CLEANLINESS
12	INSPECT TRASH AND GARBAGE DISPOSAL FACILITIES
13	SPECIFY TREATMENT OF GARBAGE FOR DISPOSAL
14	INSPECT GARBAGE DISPOSAL OPERATIONS
15	INSPECT SEWAGE DISPOSAL SYSTEMS
16	INSPECT SEWAGE DISPOSAL/TREATMENT OPERATIONS
17	INSPECT SCHOOLS/NURSERIES FOR HYGIENIC CONDITIONS
18	INSPECT BEAUTY SHOP
19	INSPECT BARBER SHOP
20	INSPECT WORKING AREAS TO ENSURE THEY MEET INDUSTRIAL HYGIENE SPECIFICATIONS
21	INSPECT WORKING AREAS TO ENSURE THEY MEET SANITARY STANDARDS
22	INSPECT BERTHING AREAS
23	JUDGE THE HABITABILITY OF OFFICER AND ENLISTED LIVING QUARTERS
24	DO CHLORINATION OF POOL WATER
25	SUPERVISE CHLORINATION OF SWIMMING POOL WATER

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 OF RESPONSE BOOKLET
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|----|---|
| 26 | DRAIN AND CLEAN SWIMMING POOL |
| 27 | INSPECT SWIMMING POOL AND BATHHOUSE |
| 28 | INSPECT SHOWER FACILITIES |
| 29 | INSPECT TOILETS AND WASHROOMS |
| 30 | INSPECT RECREATIONAL FACILITIES FOR HYGIENIC CONDITIONS |
| 31 | RECOMMEND SANITATION BILL FOR RECREATIONAL FACILITIES |
| 32 | COORDINATE WITH HOUSING OFFICER FOR PMO HYGIENE INSPECTIONS |
| 33 | INSPECT BUILDINGS FOR ADHERENCE TO SANITARY BUILDING CODES |
| 34 | INSPECT SPACES FOR ADEQUATE VENTILATION |
| 35 | INSPECT SPACES FOR ADEQUATE LIGHTING |
| 36 | PROVIDE ADVICE ON IMPROVING HYGIENIC CONDITIONS |
| 37 | PROVIDE ADVICE ON SHIPBOARD HYGIENE AND SANITATION |
| 38 | PROVIDE ADVICE ON CONSTRUCTION OF SEWAGE TREATMENT SYSTEM FOR SHIPBOARD USE |
| 39 | CONDUCT/SUPERVISE RABIES PROTECTION PROGRAM |
| 40 | SET UP/REVIEW RECORD KEEPING AND CONTROL OF DOMESTIC ANIMAL INNOCULATION |
| 41 | GIVE PET RABIES VACCINATIONS |
| 42 | ADMINISTER INTERNATIONAL QUARANTINE OF ANIMALS (PETS) |
| 43 | GIVE PET'S LEPTOSPIROSIS SHOTS |
| 44 | GIVE PET'S DISTEMPER SHOTS |
| 45 | BAIT/TRAP ANIMALS FOR RABIES CONTROL PROGRAM |
| 46 | CHECK ANIMAL FOR PRESENCE OF ECTOPARASITE |
| 47 | REVIEW AND EVALUATE ANIMAL/INSECT BITE INCIDENT REPORTS |
| 48 | NOTIFY HEALTH AUTHORITIES OF ANIMAL BITE INCIDENTS |
| 49 | IDENTIFY SPECIES OF SNAKE SUSPECTED OF INFLICTING BITE |
| 50 | EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
1	EXAMINE ANIMAL OR HUMAN BITES
2	EXAMINE FOR SYMPTOMS OF SNAKE BITES
3	COORDINATE LARGE SCALE VECTOR CONTROL PROGRAM
4	CONDUCT/SUPERVISE VECTOR CONTROL SURVEY
5	INSPECT SPACES FOR RODENT INFESTATION
6	INSPECT SPACES FOR INSECT INFESTATION
7	INSPECT SPACES FOR ECTOPARASITE INFESTATION
8	DETERMINE KIND OR SPECIES OF PEST INFESTATION
9	DETERMINE EXTENT OF PEST INFESTATION
10	SELECT TYPE OF PESTICIDE TO BE USED FOR EXTERMINATION
11	CALCULATE AMOUNT OF PESTICIDE FOR USE IN SPECIFIC AREAS
12	CONDUCT/SUPERVISE TREATMENT OF LARVAE INFESTED WATER AREAS
13	PREPARE MAPS FOR AIR SPRAYING OPERATIONS
14	SPRAY INFESTED AREAS
15	FOG AREA WITH PESTICIDE/INSECTICIDE
16	SANITIZE AREA USING STEAM
17	PERFORM FUMIGATION PROCEDURES
18	DO ROACH/ANT/KITCHEN PEST EXTERMINATION
19	DO BEDBUG EXTERMINATION
20	DO TERMITE EXTERMINATION
21	DO ECTOPARASITE EXTERMINATION
22	DO LIVE TRAPPING OF RODENTS
23	DO RODENT EXTERMINATION
24	USE RIFLE/SHOTGUN/HANDGUN TO DESTROY RODENTS AND ANIMALS
25	CONSTRUCT BAIT STATIONS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
26	CONDUCT/SUPERVISE WATER AREA INFESTATION SURVEYS, E.G. SNAILS, MOSQUITOES
27	CONDUCT MOSQUITO LANDING AND BITING COUNT SURVEYS
28	CONSULT ON RODENT PROOFING OF BUILDINGS
29	PROVIDE ADVICE ON VECTOR/RODENT CONTROL
30	INSTRUCT PERSONNEL ON PEST CONTROL PROCEDURES
31	MAINTAIN ENTOMOLOGICAL REFERENCE COLLECTION
32	RECOMMEND METHOD OF DISPOSAL OF INFESTED MATERIALS
33	CONDUCT SURVEYS OF SHIPBOARD DISEASE VECTORS
34	CONDUCT SHIP DERATIZATION INSPECTIONS
35	CONDUCT SHIP DERATIZATION EXEMPTION INSPECTION
36	INSPECT AND CERTIFY RETROGRADE CARGO
37	COMPOUND EMULSIONS
38	PREPARE EMULSIONS
39	PREPARE MIXTURES
40	COMPOUND INSECTICIDES/RODENTICIDES
41	ISSUE/DISTRIBUTE INSECTICIDES/PESTICIDES
42	PREPARE RODENTICIDES AND INSECTICIDES FOR USE
43	CONVERT SOLUTION CONCENTRATIONS FROM GM/MG % TO MEQ/L AND VICE VERSA
44	CALCULATE AND PREPARE PERCENT SOLUTIONS
45	DETERMINE IF FOOD IS FIT/UNFIT FOR HUMAN CONSUMPTION
46	INVESTIGATE/DETERMINE CAUSES OF FOOD POISONING
47	INSPECT FOOD FOR PEST INFESTATION
48	INSPECT FOOD HANDLERS FOR PERSONAL HYGIENE
49	INSPECT KITCHENS FOR CLEANLINESS
50	INSPECT COFFEE MESS/DINING ROOM

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03 OF RESPONSE BOOKLET
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| 1 | INSPECT CIVILIAN EMPLOYEE MESSING AREAS |
| 2 | INSPECT MOBILE CANTEENS |
| 3 | INSPECT VENDING MACHINES |
| 4 | INSPECT FOOD SUPPLIES STORAGE FACILITIES FOR PEST CONTROL |
| 5 | INSPECT FOOD STORAGE FACILITIES FOR REQUIRED TEMPERATURE CONTROL |
| 6 | INSPECT FOOD STORAGE FACILITIES FOR SANITATION |
| 7 | PROVIDE ADVICE ON FOOD EDIBILITY/WATER POTABILITY |
| 8 | REVIEW HISTORIES AND PHYSICALS OF PERSONNEL RECOMMENDED FOR GALLEY DUTY |
| 9 | REVIEW AND EVALUATE FOOD HANDLERS MEDICAL EXAMINATIONS |
| 10 | ENSURE THAT EVERY FOOD HANDLER HAS REQUIRED MEDICAL EXAMINATIONS |
| 11 | DO SMELL AND TASTE TESTS ON MILK |
| 12 | INSPECT MILK PROCESSING AND PASTEURIZING PROCEDURES |
| 13 | INSPECT DAIRY PRODUCTS PACKAGING AND STORAGE FACILITIES |
| 14 | INSPECT MEAT PRODUCTS |
| 15 | INSPECT FRESH PRODUCE |
| 16 | TREAT FRESH FRUITS AND VEGETABLES SUSPECTED OF BACTERIAL/ PARASITE CONTAMINATION |
| 17 | CHECK FOOD IN REFRIGERATORS/MEAL TRAYS FOR FRESHNESS |
| 18 | INSPECT CATERER'S OPERATIONS AND PERSONNEL |
| 19 | INSPECT INDIGENOUS EATING AND DRINKING FACILITIES |
| 20 | INSPECT BAKERIES FOR HYGIENIC CONDITIONS |
| 21 | INSPECT BREWERIES |
| 22 | INSPECT DISHWASHING PROCEDURES |
| 23 | INSPECT WATER HAULING EQUIPMENT |
| 24 | INSPECT PORTABLE WATER SYSTEMS |
| 25 | INSPECT WATER TREATMENT PLANT PROCEDURES |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03 OF RESPONSE BOOKLET
26	INSPECT DRINKING FOUNTAINS
27	MAKE A SURVEY OF RAW WATER SOURCE, E.G. LAKES, DEEP WELL
28	MAKE A SURVEY OF TREATED WATERSUPPLY, E.G. TAP, TANKS
29	DETERMINE WHETHER WATER IS SAFE FOR DRINKING
30	DETERMINE WHETHER WATER IS SAFE FOR RECREATIONAL USE
31	RECOMMEND PURIFICATION PROCEDURES FOR RAW WATER SUPPLY
32	PROVIDE ADVICE ON CONSTRUCTION OF WATER PURIFICATION SYSTEM
33	SET UP WATER PURIFICATION SYSTEM IN DISASTER AREAS
34	INTERPRET ANALYSIS RESULTS TO SPECIFY APPROPRIATE USE OF WATER, E.G. DRINKING, WASHING
35	CALCULATE AMOUNT OF CHLORINE REQUIRED FOR TREATMENT OF DRINKING WATER
36	DETERMINE CAUSE AND RECOMMEND CORRECTION OF INCOMPLETE WATER PURIFICATION
37	PRODUCE DRINKING WATER BY DISTILLATION
38	DO FLOURIDATION OF DRINKING WATER
39	DO CHLORINATION OF DRINKING WATER
40	DO BROMINATION OF DRINKING WATER
41	SET UP/REVIEW CHLORINE RESIDUAL AND PH RECORD KEEPING
42	DO VD CHECK ON PERSONNEL
43	DO QUARANTINE INSPECTION OF VESSELS
44	COMPLETE REPORT FORMS ON VD CONTACTS
45	MAINTAIN VD CONTACTS PHOTO GALLERY
46	DO FOLLOW UP ON VD CONTACTS FOR EXAMINATION/TREATMENT
47	DO FOLLOW UP ON TB CONTACTS FOR EXAMINATION/TREATMENT
48	FOLLOW UP TB TEST CONVERTERS (NEGATIVE TO POSITIVE TUBERCULIN)
49	INVESTIGATE/DETERMINE CAUSES OF CONTACT DERMATITIS
50	INVESTIGATE/DETERMINE CAUSES OF OUTBREAK OF EPIDEMIC DISEASES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04 OF RESPONSE BOOKLET
1	DETERMINE DISEASE MORBIDITY RATES
2	NOTIFY HEALTH AUTHORITIES OF PATIENT WITH COMMUNICABLE DISEASE
3	CONDUCT EPIDEMIOLOGICAL INVESTIGATION
4	OBTAIN MEDICAL HISTORIES FOR EPIDEMIOLOGICAL INVESTIGATION
5	COORDINATE COMMUNICABLE DISEASE INVESTIGATIONS
6	RECOMMEND ACTION TO BE TAKEN ON SUSPECTED EPIDEMIOLOGICAL PROBLEM
7	CONDUCT BACTERIOLOGICAL SCREENING EXAMINATIONS OF HOSPITAL PERSONNEL
8	REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL CONSTANTLY EXPOSED TO COMMUNICABLE DISEASE
9	DO FOLLOW UP ON PERSONNEL WITH REPORTED ACTIVE CASE OF COMMUNICABLE DISEASE
10	DO FOLLOW-UP ON PERSONNEL WITH HISTORY OF COMMUNICABLE DISEASE
11	KEEP AND UPDATE FILES OF PERSONNEL WITH HISTORY OF COMMUNICABLE DISEASE
12	ENFORCE COMMUNICABLE DISEASE PROPHYLAXIS PROGRAM, E.G. MALARIA
13	VISIT NAVAL ACTIVITIES TO REVIEW AND EVALUATE PREV MED PROGRAMS
14	TAKE PHOTOGRAPHS FOR DOCUMENTATION OF PMT INSPECTIONS/SURVEYS
15	OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY
16	EXPLAIN/ANSWER QUESTIONS ABOUT VENEREAL DISEASE, E.G. PREVENTION, SYMPTOMS
17	EXAMINE FOR SYMPTOMS OF EXTERNAL FUNGAL INFECTIONS, E.G. RINGWORM
18	OBSERVE FOR/REPORT SYMPTOMS OF DIARRHEA
19	OBSERVE FOR/REPORT SYMPTOMS OF FOOD POISONING
20	EXAMINE FOR SYMPTOMS OF VENEREAL DISEASE
21	OBSERVE FOR/REPORT SYMPTOMS OF INFLUENZA
22	OBSERVE FOR/REPORT SYMPTOMS OF INTESTINAL WORMS
23	OBSERVE FOR/REPORT SYMPTOMS OF MALARIA
24	SCREEN AND ISOLATE PATIENTS WITH SUSPECTED COMMUNICABLE DISEASE
25	INTERVIEW VD PATIENT TO PLAN TREATMENT AND FOLLOW UP OF CONTACTS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
26	COORDINATE WITH OTHER HEALTH AGENCIES REGARDING HEALTH MATTERS, E.G. QUARANTINE
27	REPORT INFECTIONS TO INFECTION COMMITTEE
28	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
29	RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL WORKER, D.T., P.T.
30	INITIATE AND ORDER DIAGNOSTIC TEST
31	REFER PATIENT TO DOCTOR FOR TREATMENT
32	MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
33	FOLLOW UP FAILED APPOINTMENT, E.G. BY PHONE, LETTER, HOME VIST
34	FOLLOW UP PATIENT TO DETERMINE IF NEEDED SERVICES WERE OBTAINED
35	DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION
36	INITIATE TREATMENT PROCEDURES IN THE ABSENCE OF A DOCTOR
37	CONDUCT/ADMINISTER IMMUNIZATION PROGRAMS
38	GIVE TUBERCULIN MANTOUX TEST
39	GIVE TUBERCULIN TINE TEST
40	READ TUBERCULIN TEST REACTION
41	GIVE HISTOPLASMOSIS/COCCIDIOMYCOSIS SKIN TEST
42	PERFORM PATCH TESTS
43	ADMINISTER INTRADERMAL INJECTION
44	ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION
45	ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION
46	ADMINISTER INNOCULATIONS AND VACCINATIONS
47	PREPARE VACCINES FOR USE
48	CHECK DRUGS FOR VISIBLE CONTAMINATION/DETERIORATION, E.G. CLOUDINESS, COLOR CHANGE
49	CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
50	DETERMINE IMMUNIZATIONS REQUIRED FOR OVERSEAS TRAVEL

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05 OF RESPONSE BOOKLET
1	DETERMINE SEQUENCE OF ADMINISTRATION OF MULTIPLE IMMUNIZATIONS
2	COMPILE NOMINAL LISTS FOR PERSONNEL IMMUNIZATION
3	CONSTRUCT FIELD HOSPITAL EMERGENCY PLUMBING
4	CONSTRUCT WASH-UP/HYGIENIC FACILITIES AT FIELD LOCATION
5	INSPECT FIELD SANITATION FACILITIES
6	CONSTRUCT WATER PURIFICATION TANKS AND SYSTEM
7	INSPECT BIVOUAC AREAS FOR HYGIENIC CONDITIONS
8	INSPECT WATERSHED AREAS
9	PROVIDE ADVICE ON DISPOSAL OF HUMAN EXCRETA
10	RECOMMEND TYPE OF SANITATION FACILITIES FOR FIELD CONSTRUCTION
11	SUPERVISE CONSTRUCTION OF WASH-UP/HYGIENIC FACILITIES AT FIELD LOCATION
12	SPECIFY PREVENTIVE MEASURE FOR EFFECTS OF COLD WEATHER
13	SPECIFY PREVENTIVE MEASURES FOR EFFECTS OF HOT WEATHER
14	DISPOSE OF HAZARDOUS MATERIAL E.G. CULTURES/ ACIDS
15	MONITOR OXYGEN/CARBON DIOXIDE CONTENT IN SUBMARINE
16	PERFORM IN-FLIGHT TESTS FOR FUMES AND NOISE LEVEL
17	PERFORM OXYGEN TOLERANCE TESTS ON PERSONNEL
18	PERFORM PERSONNEL PRESSURE TOLERANCE TESTS
19	TEST FOR TOXIC MATERIALS IN PAINTED SURFACES
20	TEST FOR CARBON MONOXIDE IN CLOSED SPACES, E.G. COCKPITS
21	TEST FOR WELDING GASES IN INDUSTRIAL AREAS
22	TEST FOR DIESEL/GAS FUMES POLLUTION OF AIR
23	CHECK TOXIC POTENTIAL OF CLEANING AGENTS USED IN CLOSED SPACES
24	PERFORM AREA SURVEY FOR BACTERIAL CONTAMINATION OF AIR
25	RECOMMEND PROCEDURES OR IMPROVEMENTS FOR CONTROL OF AIR POLLUTANTS, E.G. DUST, FUMES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05 OF RESPONSE BOOKLET
26	RECOMMEND PROCEDURES OR IMPROVEMENTS FOR CONTROL OF NOISE
27	TAKE MEASUREMENT READINGS OF AIR AND WIND MOVEMENT
28	TAKE RELATIVE HUMIDITY READINGS
29	ADJUST HEATING/VENTILATION ACCORDING TO WEATHER CONDITIONS
30	CONDUCT SURVEYS ON MISUSE OF TOXIC MATERIALS
31	INVESTIGATE CAUSE OF OCCUPATIONAL ACCIDENTS
32	COORDINATE SAFETY PROGRAM
33	PERFORM ROUTINE SAFETY INSPECTIONS
34	CONDUCT SHIP EXERCISES TO DETERMINE SAFETY READINESS OF FLEET
35	RECOMMEND ACCIDENT PREVENTIVE MEASURES
36	ENFORCE ACCIDENT PREVENTION MEASURES
37	REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO TOXIC GASES/FUMES
38	REMIND PERSONNEL IN OCCUPATIONALLY HAZARDOUS AREAS TO GET REQUIRED LAB TEST/PHYSICALS
39	CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS
40	CHECK DARK ROOM SAFE LIGHTS
41	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF FLOOR/AIR
42	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF O.R. EQUIPMENT
43	SPECIFY CLOTHING REQUIRED FOR PROTECTION FROM EQUIPMENT AND ENVIRONMENTAL HAZARDS
44	INSPECT FIRE EQUIPMENT
45	INSPECT BREATHING MASKS (OXYGEN OR GAS) FOR MALFUNCTION
46	CHECK COMPRESSED GAS TANKS FOR LEAK, E.G. OXYGEN
47	INSPECT OXYGEN SYSTEMS FOR DAMAGE OR MALFUNCTION
48	PERFORM HOT AND COLD TESTS ON PROTECTIVE CLOTHING
49	DETERMINE DURABILITY OF SAFETY EQUIPMENT
50	DO PERIODIC MECHANICAL SAFETY CHECKS ON POWER OPERATED EQUIPMENT

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06
OF RESPONSE BOOKLET

- 1 CALIBRATE SAFETY RECORDING INSTRUMENTS, E.G. DOSIMETERS
- 2 INTERVIEW PERSONNEL TO DETERMINE EXPOSURE TO INDUSTRIAL HAZARDS
- 3 PROVIDE ADVICE ON SAFETY EQUIPMENT IMPROVEMENTS
- 4 SCREEN FOR ARTICLES FORBIDDEN IN HYPOBARIC/HYPERBARIC CHAMBER
- 5 INSPECT FOR AVAILABILITY AND USE OF SAFETY EQUIPMENT IN HAZARDOUS AREAS
- 6 INSPECT FOR USE OF PROTECTIVE CLOTHING IN OCCUPATIONALLY HAZARDOUS AREAS
- 7 INSPECT FOR HEALTH HAZARDS IN OPERATING ROOMS
- 8 INSPECT FOR HEALTH HAZARDS IN LABORATORIES
- 9 INSPECT FOR HEALTH HAZARDS IN CONFINED AREAS, E.G. TANKS
- 10 INSPECT FOR HEALTH HAZARDS IN KITCHENS
- 11 TEST FOR EMISSION OF MICROWAVES IN KITCHENS
- 12 RUN TEST STANDARD TO CHECK ACCURACY OF EQUIPMENT
- 13 READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF EQUIPMENT
- 14 OBSERVE FOR/REPORT SYMPTOMS OF DRUG/CHEMICAL INGESTION (POISONING)
- 15 OBSERVE FOR/REPORT SYMPTOMS OF DIVERS BENDS
- 16 FIT HEARING AID
- 17 PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER
- 18 COMPOUND ANTIDOTES
- 19 SAFEGUARD POISONS
- 20 DETERMINE SPERM COUNTS
- 21 EXAMINE SEMINAL FLUID FOR SPERM MORPHOLOGY
- 22 COMPLETE REPORT FORMS ON ADVERSE DRUG REACTION
- 23 COMPLETE REPORT FORMS ON DRUG ABUSE
- 24 COMPLETE POISON REPORT
- 25 PROCESS BETA, GAMMA AND/OR NEUTRON FILMS

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06
OF RESPONSE BOOKLET

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| 26 | INSPECT PHOTODOSIMETRY FILM PRIOR TO ISSUE |
| 27 | PREPARE PHOTODOSIMETRY FILM FOR SUBMISSION TO PROCESSING
ACTIVITY |
| 28 | DO PHOTODOSIMETRIC CHECK FILM PROCESS |
| 29 | ORDER PHOTODOSIMETRIC FILM |
| 30 | MAKE FORMAL REQUESTS FOR RADIATION SOURCE CHANGES |
| 31 | PREPARE EVALUATION REPORTS OF PERSONNEL RADIATION MONITORING
DEVICES |
| 32 | MAINTAIN PHOTODOSIMETRY LOGS |
| 33 | MAINTAIN RADIATION EXPOSURE FILM FILES |
| 34 | LOG PERSONNEL EXPOSURES ON DD1141 |
| 35 | ADVISE COMMAND ON MAXIMUM RADIATION EXPOSURES INDIVIDUALS MAY
RECEIVE |
| 36 | MAINTAIN RADIATION SURVEY FILES |
| 37 | MAINTAIN FILES OF RECEIPT/TRANSFER OF RADIOACTIVE MATERIAL |
| 38 | MAINTAIN RADIOACTIVE MATERIAL INVENTORY |
| 39 | MAINTAIN RECORDS OF RADIOACTIVE WASTE TRANSFERS |
| 40 | MAINTAIN INSTRUMENT CALIBRATION FILES |
| 41 | MAINTAIN FILES OF CALIBRATED RADIOACTIVE SOURCES |
| 42 | PREPARE REQUESTS FOR PERSONNEL RADIATION EXPOSURE HISTORY |
| 43 | ISSUE PERSONNEL MONITORING DEVICES, E.G. POCKET DOSIMETER, FILM
BADGE |
| 44 | COLLECT PERSONNEL MONITORING DEVICES FOR PROCESSING |
| 45 | RECOMMEND ARRANGEMENT OF EQUIPMENT FOR MAXIMUM RADIATION SAFETY |
| 46 | POST FILM BADGES TO SURVEY RADIATION IN X-RAY OR RADAR AREAS |
| 47 | PERFORM SWIPE SURVEYS FOR RADIOACTIVE CONTAMINATION |
| 48 | DO RADIATION SURVEY IN RP STORAGE AREA |
| 49 | DISPOSE OF CONTAMINATED MATERIALS PER AEC REQUIREMENTS |
| 50 | DISPOSE OF EXPIRED RP MATERIALS PER AEC REQUIREMENTS |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07 OF RESPONSE BOOKLET
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|----|---|
| 1 | REVIEW RADIATION EXPOSURE REPORTS |
| 2 | PREPARE FOR AEC INSPECTION |
| 3 | INVESTIGATE CASES OR REPORTS OF OVEREXPOSURES TO RADIATION |
| 4 | CALCULATE RADIOACTIVE DECAY |
| 5 | CALCULATE RADIOACTIVE CONTAMINATION LEVELS FROM SWIPE SURVEYS |
| 6 | PERFORM LEAK TEST OF SEALED RADIOACTIVE SOURCES |
| 7 | CALCULATE ACTIVITIES DETECTED FROM LEAKING SEALED SOURCES |
| 8 | DO RADIATION AREA SURVEYS USING PORTABLE MONITORING DEVICES |
| 9 | PERFORM RADIOACTIVE DECONTAMINATION OF EQUIPMENT/SPACES |
| 10 | CALCULATE ACTIVITIES OF RADIOACTIVE SOURCES |
| 11 | CALCULATE DOSE RATE FROM RADIOACTIVE SOURCES |
| 12 | CALCULATE STAY TIMES FOR RADIATION AREAS |
| 13 | SPECIFY PERSONNEL RADIATION PROTECTION EQUIPMENT |
| 14 | CALCULATE SHIELDING REQUIREMENTS FOR RADIOACTIVE SOURCES |
| 15 | SUPERVISE DISPOSAL OF RADIOACTIVE WASTE |
| 16 | DO SHIELDING OF RADIOACTIVE MATERIAL |
| 17 | PERFORM SAFETY INSPECTIONS OF AREAS WHERE RADIOACTIVE MATERIALS ARE USED |
| 18 | PERFORM SAFETY INSPECTIONS OF AREAS WHERE RADIATION PRODUCING EQUIPMENT IS USED |
| 19 | EVALUATE BETA, GAMMA FILMS |
| 20 | EVALUATE NEUTRON FILMS |
| 21 | COMPARE FILM BADGE AND POCKET DOSIMETER READINGS |
| 22 | INVESTIGATE CASES OF LOST AND DAMAGED PERSONNEL MONITORING DEVICES |
| 23 | MONITOR ATMOSPHERE FOR CONTAMINATION WITH RADIOACTIVE GASES |
| 24 | MONITOR ATMOSPHERE FOR CONTAMINATION WITH RADIOACTIVE PARTICULATES |
| 25 | INSTALL ENVIRONMENTAL RADIATION MONITORING DEVICES |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07 OF RESPONSE BOOKLET
26	ANALYZE RADIATION DATA TO MAKE PREDICTIONS OF PERSONNEL EXPOSURE
27	MONITOR PATIENT CLOTHING, LINEN, AND WASTES FOR RADIOACTIVE CONTAMINATION FOLLOWING RI THERAPY
28	MONITOR RADIATION LEVELS IN FOOD AND WATER
29	CHECK SAFETY OF RADIATION PROTECTIVE CLOTHING
30	MONITOR ATMOSPHERE FOR SCATTERED RADIATION
31	INSPECT WARD FACILITIES FOR PROTECTION AGAINST RADIATION HAZARD
32	MONITOR THE PATIENT AREA AND ESTABLISH THE 2 MR LINE
33	SURVEY/DECONTAMINATE ROOM OCCUPIED BY RI THERAPY PATIENT
34	MONITOR RI THERAPY AREA FOR POSSIBLE RESIDUAL RADIOACTIVITY
35	INFORM WARD PERSONNEL OF PRECAUTIONS IN HANDLING PATIENT ON RI THERAPY
36	INVESTIGATE FILM BADGE AND POCKET DOSIMETER READING DISCREPANCIES
37	INVESTIGATE PHOTODOSIMETRIC CHECK FILM PROCESSING DISCREPANCIES
38	PERFORM SIMULATED RADIOACTIVE DECONTAMINATION OF PERSONNEL
39	SUPERVISE HANDLING OF CONTAMINATED CASUALTIES FROM SIMULATED NUCLEAR ACCIDENTS/SPILLS
40	SUPERVISE DECONTAMINATION OF PERSONNEL FROM SIMULATED NUCLEAR ACCIDENTS/SPILLS
41	DECONTAMINATE PERSONNEL SUBJECTED TO ABNORMAL INTERNAL RADIATION EXPOSURE
42	DECONTAMINATE PERSONNEL SUBJECTED TO ABNORMAL EXTERNAL RADIATION EXPOSURE
43	RECOMMEND PROCEDURE CHANGES TO IMPROVE RADIATION SAFETY
44	ADVISE PERSONNEL/PATIENT ON ROUTINE RADIATION SAFETY PRECAUTIONS
45	REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO IONIZING RADIATION
46	PROCESS/DISSEMINATE NBC INFORMATION
47	MAINTAIN INVENTORIES OF RADIATION MONITORING EQUIPMENT RESERVED FOR DISASTER CONTROL
48	MAINTAIN LOCATIONS OF OPERATIONAL RADIATION MONITORING EQUIPMENT
49	REVIEW DEFENSIVE MEASURES AGAINST NBC EFFECTS
50	LOG SPECIMENS RECEIVED

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE OR OF RESPONSE BOOKLET
1	DETERMINE ADEQUACY OF STERILIZATION PROCEDURES
2	CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
3	MAINTAIN STOCK OF STERILE SUPPLIES
4	MAINTAIN STOCK OF CHEMICAL SOLUTIONS
5	MAKE UP STERILE TRAYS
6	TRANSPORT STERILE EQUIPMENT/SUPPLIES, RETURN DIRTY OR EXPIRED ITEMS TO CENTRAL SUPPLY ROOM
7	PICK UP BLOOD FROM BLOOD BANK
8	PREPARE GLOVES, E.G. WASH/TEST/POWDER/PACK/SCRT/SIZE
9	PREPARE RUBBER GOODS FOR STERILIZATION
10	PREPARE SOLUTION BOTTLES FOR STERILIZATION AND STORAGE
11	PACKAGE (WRAP/DATE/LABEL) STERILE SUPPLIES
12	WASH GLASSWARE/INSTRUMENTS
13	TEST AUTOCLAVE EFFECTIVENESS WITH CULTURE STRIPS
14	PREPARE DISTILLED WATER
15	CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM
16	CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER, E.G. CC TO TSP, LBS TO KG
17	WEIGH/MEASURE CHEMICALS
18	PREPARE CHEMICAL STANDARDS
19	PREPARE DRY ICE USING CARBONDIOXIDE (CO2)
20	WASH/PREPARE GLASSWARE FOR LAB USE, INCLUDING SPECIAL PREPARATION, E.G. ACID WASH, SILICONE COAT
21	PICK UP/DELIVER SPECIMENS
22	LABEL/ACCESSION SPECIMEN CONTAINERS, E.G. TUBES, SLIDES
23	MEASURE/DILUTE/PRESERVE LAB SPECIMEN E.G. URINE, BLOOD FOR SUBSEQUENT TESTING
24	PREPARE/PRESERVE ROUTINE (NON-TISSUE) LAB SPECIMEN FOR SHIPMENT
25	PREPARE/PRESERVE TISSUE SPECIMEN FOR SHIPMENT

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OR
1 OF RESPONSE BOOKLET

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| 26 | CONVERT CENTIGRADE TEMPERATURE TO FAHRENHEIT OR VICE VERSA |
| 27 | PREPARE BUFFER SOLUTIONS |
| 28 | CHECK/ADJUST PH OF BUFFERS/REAGENTS |
| 29 | STANDARDIZE REAGENTS |
| 30 | PREPARE STANDARD CURVE |
| 31 | PREPARE CULTURE MEDIA FROM BASIC INGREDIENTS, E.G. BEEF EXTRACT |
| 32 | PREPARE CULTURE MEDIA USING COMMERCIALY DEHYDRATED PRODUCT, E.G. MC CONKEY AGAR |
| 33 | PREPARE ROUTINE STAINS |
| 34 | PREPARE SPECIAL STAINS |
| 35 | CENTRIFUGE BLOOD AND SEPARATE SERUM OR PLASMA |
| 36 | PREPARE SMEARS FOR MICROSCOPIC ANALYSIS |
| 37 | EXAMINE URETHRAL SMEARS FOR GONOCOCCUS |
| 38 | STREAK CULTURE MEDIA |
| 39 | USE LOCALLY DEVELOPED MANUALS/GUIDES TO FOLLOW ANALYTICAL PROCEDURES |
| 40 | USE NAVY/DOD MANUALS TO STUDY ANALYTICAL PROCEDURES |
| 41 | USE COMMERCIAL MANUALS TO FOLLOW ANALYTICAL PROCEDURES |
| 42 | LOOK UP NORMAL VALUES FOR LABORATORY TESTS FROM REFERENCE TABLE/BOOK |
| 43 | DETERMINE FAT CONTENT OF MILK |
| 44 | DETERMINE PH AND CHLORINE CONTENT OF SWIMMING POOLS |
| 45 | DETERMINE CHLORINE CONTENT OF POTABLE WATER |
| 46 | EXAMINE URINE FOR CASTS /PUS/RBC |
| 47 | CENTRIFUGE URINE |
| 48 | CHECK SPECIFIC GRAVITY OF URINE |
| 49 | TEST FOR PORPHYRIN |
| 50 | PREPARE BLOOD FILM ON SLIDE |

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09
OF RESPONSE BOOKLET

- 1 DO VDRL TEST, QUALITATIVE
- 2 DO VDRL DETERMINATION, QUANTITATIVE
- 3 DO FTA-ABS TEST FOR SYPHILLIS
- 4 TEST FOR SYPHILLIS USING RPR CARD
- 5 PREPARE CONTROL SERUM FOR SEROLOGICAL STUDIES
- 6 DO COMPLEMENT FIXATION FOR RICKETTSIAL IDENTIFICATION
- 7 DO COMPLEMENT FIXATION FOR FUNGAL IDENTIFICATION
- 8 IDENTIFY GENUS AND SPECIES OF INSECTS
- 9 IDENTIFY PLAGUE BACILLUS IN FLEA SPECIMENS
- 10 DO MOSQUITO DISSECTION TO DETERMINE INFECTION BY MALARIAL PARASITES
- 11 IDENTIFY POISONOUS PLANTS
- 12 IDENTIFY GENUS AND SPECIES OF ANIMALS
- 13 TEST FOR THE PRESENCE OF BACTERIA IN BLOOD/SERUM/PLASMA
- 14 TEST FOR THE PRESENCE OF BACTERIA IN URINE
- 15 TEST FOR THE PRESENCE OF BACTERIA IN OTHER BODY SECRETIONS, E.G. NASAL, SPINAL
- 16 TEST FOR THE PRESENCE OF BACTERIA IN TISSUE/CELLS
- 17 TEST FOR THE PRESENCE OF BACTERIAL TOXINS IN BLOOD/SERUM/PLASMA
- 18 TEST FOR THE PRESENCE OF BACTERIAL TOXINS IN FOOD/MILK
- 19 DO BACTERIAL COUNTS BY FILTRATION, E.G. MILLIPORE
- 20 DO BACTERIAL COUNTS BY DILUTION
- 21 DO BACTERIAL COUNTS BY CALIBRATED LOOP
- 22 CULTIVATE MYCOLOGY SPECIMENS FOR PRIMARY ISOLATION
- 23 PREPARE/PRESERVE MILK/WATER/FOOD SAMPLES FOR SHIPMENT
- 24 RUN CONTROL TESTS TO VALIDATE MEDIA
- 25 IDENTIFY BACTERIA BY STAINING METHODS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09 OF RESPONSE BOOKLET
26	IDENTIFY BACTERIA BY BASIC CULTURE TECHNIQUES
27	IDENTIFY BACTERIA BY ANAEROBIC METHODS
28	IDENTIFY ENTERIC BACTERIA USING BIOCHEMICAL FERMENTATION
29	IDENTIFY ENTERIC BACTERIA USING ANTISERA
30	IDENTIFY PATHOGENIC BACTERIA USING FLUORESCENT AB TECHNIC E.G. F-A
31	IDENTIFY PATHOGENIC BACTERIA USING PAPER STRIP TECHNIC E.G. PATHOTEC
32	IDENTIFY PATHOGENIC STREPTOCOCCI USING BACITRACIN DISKS E.G. A DISK
33	IDENTIFY HAEMOPHILUS USING X AND V FACTORS
34	IDENTIFY PATHOGENIC ENTERIC BACTERIA USING R & B SYSTEM
35	IDENTIFY BACTERIAL TYPE BY PHAGE TYPING
36	SCREEN FOR AFB USING AFB STAIN
37	TEST FOR AFB USING FLUOROCHROME STAIN
38	TEST FOR AFB USING CULTURE TECHNIQUES
39	IDENTIFY/CONFIRM TB USING BIOCHEM/SEROLOGICAL TECHNIQUES
40	TEST FOR BACTERIAL TOXINS BY IN-VITRO METHODS
41	TEST FOR BACTERIAL TOXINS BY ANIMAL INNOCULATION
42	TEST FOR FUNGUS USING STAINING TECHNIQUES
43	TEST FOR FUNGUS USING CULTURE TECHNIQUES
44	RUN ANTIBIOTIC SENSITIVITY AGAINST AFB
45	RUN ANTIBIOTIC SENSITIVITY AGAINST FUNGUS
46	RUN ANTIBIOTIC DISK SENSITIVITY AGAINST BACTERIA
47	RUN ANTIBIOTIC SENSITIVITY AGAINST BACTERIA BY KIRBY BAUER METHOD
48	RUN ANTIBIOTIC SENSITIVITY AGAINST BACTERIA BY TUBE DILUTION METHOD
49	RUN/INTERPRET GANTRISIN SENSITIVITY AGAINST BACTERIA
50	INNOCULATE BACTERIA IN BROTH PRIOR TO PLATING SENSITIVITY

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10
| OF RESPONSE BOOKLET

- 1 | RUN BACTERIOLOGICAL TESTS ON SEWAGE
- 2 | DO BACTERIAL COUNTS ON HOSPITAL EQUIPMENT
- 3 | DO BACTERIAL COUNTS ON FOOD/MILK
- 4 | DO BACTERIAL COUNTS ON WATER
- 5 | DO BACTERIAL COUNTS ON ENVIRONMENTAL SAMPLE E.G. AIR, SOIL
- 6 | PREPARE STAINED SPECIMENS USING VITAL STAIN
- 7 | PREPARE STAINED SPECIMENS USING CELLULAR STAIN E.G. GRAM
- 8 | PREPARE STAINED SPECIMENS USING SPORE STAIN
- 9 | PREPARE STAINED SPECIMENS USING FLAGELLAR STAIN
- 10 | PREPARE STAINED SPECIMENS USING CAPSULE STAIN
- 11 | DEMONSTRATE CAPSULE BY INDIA INK METHOD
- 12 | DO BUFFER-PRECIPITATION TEST FOR MALARIA
- 13 | DO MALARIOLOGY EXAMINATIONS USING THICK SMEAR
- 14 | DO MALARIOLOGY EXAMINATIONS USING THIN SMEAR
- 15 | DO MICROFILARIAL EXAMINATIONS USING THICK SMEAR
- 16 | DO MICROFILARIAL EXAMINATIONS USING THIN SMEAR
- 17 | EMULSIFY FECES FOR TESTING
- 18 | MICROSCOPICALLY EXAMINE BLOOD FOR PARASITES
- 19 | MICROSCOPICALLY EXAMINE FECES FOR OVA AND PARASITES
- 20 | IDENTIFY PARASITIC AND DISEASE CARRYING ARTHROPODS
- 21 | IDENTIFY CESTODES, NEMATODES, OR TREMATODES
- 22 | IDENTIFY AMOEBA
- 23 | IDENTIFY PROTOZOA
- 24 | PREPARE PERMANENT WET MOUNTS
- 25 | RECOVER OOCYST FROM INFECTED MOSQUITOES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10 OF RESPONSE BOOKLET
26	RECOVER INTESTINAL PROTOZOA BY FLOTATION METHOD
27	RECOVER INTESTINAL PROTOZOA BY ETHER CONCENTRATION
28	PREPARE MIF
29	DO COAGULASE TEST TO IDENTIFY PATHOGENIC STAPHYLOCOCCI
30	DO MOTILITY TEST FOR BACTERIAL DIFFERENTIATION
31	RUN CITRATE/UREA/SUGAR CULTURE SERIES FOR BACTERIAL GENUS/ SPECIES DIFFERENTIATION
32	MICROSCOPICALLY EXAMINE DOUDENAL DRAINAGE FOR OVA AND PARASITES
33	IDENTIFY MYCOLOGY CULTURE SPECIMENS
34	IDENTIFY GROSS AND MICROSCOPIC CHARACTERISTICS OF FUNGI
35	TEST FOR FUNGUS USING UVL
36	DO A CULTURE TEST ON DRUGS SUSPECTED OF BACTERIAL CONTAMINATION
37	CHECK FOR BACTERIAL PRESENCE IN URINE BY MICROSCOPIC EXAMINATION
38	ACCESSION GROSS SPECIMENS
39	PREPARE HEMATOXYLIN AND EOSIN STAINS
40	SET UP AND MAINTAIN STAINING PROCEDURE
41	STAIN TISSUE SECTION WITH ROUTINE STAINS
42	MOUNT TISSUE SLIDES
43	PERFORM PIGMENT REMOVAL FROM TISSUE
44	MAKE SMEARS FOR RABIES STUDIES
45	PRESERVE ANIMAL BRAINS OR HEADS FOR RABIES STUDIES
46	COLLECT INSECT SPECIMENS
47	COLLECT WATER SAMPLES FROM BEACH AND STREAM BATHING AREAS
48	TAKE SAMPLES OF SEWER EFFLUENT FOR ANALYSIS
49	TAKE SWAB CULTURES FROM HOSPITAL EQUIPMENT/FLOORS
50	TAKE SWAB TEST SAMPLES FROM FOOD AND BEVERAGE OUTLET/CONTAINERS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
1	TAKE CULTURE SAMPLES OF AIR
2	TAKE FOOD/WATER SAMPLE FOR BACTERIAL/PARASITE TESTING
3	COLLECT BLOOD BY VENIPUNCTURE
4	COLLECT CAPILLARY BLOOD SAMPLE, I.E. FROM FINGER TIP, TOE OR EAR LOBE
5	COLLECT RECTAL SPECIMENS USING STERILE SWAB
6	COLLECT THROAT/NOSE/EAR CAVITY SECRETIONS/SPECIMEN BY SUCTION TRAP
7	TAKE WOUND SPECIMEN FROM PATIENT
8	TAKE PUS SPECIMEN FROM PATIENT
9	TAKE SKIN SCRAPE SPECIMEN FROM PATIENT
10	PERFORM PUNCH BIOPSY OF SKIN
11	COLLECT RADIOACTIVE SPECIMEN
12	PREPARE, LABEL AND SEND STOOL SAMPLE FOR OVA AND PARASITE TESTING
13	PERFORM WEDGE SECTION BIOPSY OF SKIN
14	PREPARE FECAL SMEAR
15	PREPARE URETHRAL SMEAR
16	STAIN SMEARS TO DEMONSTRATE BACTERIA
17	STAIN SMEARS TO DEMONSTRATE CELL MORPHOLOGY
18	STAIN SMEARS TO DEMONSTRATE PARASITE
19	EMBED SPECIMENS IN CLEAR PLASTIC (ACRYLIC RESIN)
20	CALCULATE LAB/DIAGNOSTIC TEST RESULTS
21	CHECK/CORRECT CALCULATIONS PERFORMED BY OTHER TECHNICIANS
22	ASSESS ACCURACY OF ANALYSIS PERFORMED BY OTHER LABORATORIES
23	ASSESS COMPLETENESS OF LABORATORY REPORTS
24	DESIGN SPECIAL RESEARCH EQUIPMENT/DEVICES
25	BUILD SPECIAL EQUIPMENT/DEVICES FOR RESEARCH

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11 OF RESPONSE BOOKLET
26	CALCULATE DOSAGES FOR PRESCRIBED EXPERIMENTS
27	RECORD/MAINTAIN RECORDS OF EXPERIMENTAL FINDINGS/TESTS
28	CONDUCT RESEAPCH LITERATURE SEARCH/SURVEY
29	CALCULATE MEANS, STANDARD DEVIATIONS
30	PERFORM CALCULATIONS FOR ANALYSIS OF VARIANCE, CORRELATIONS, OR RELIABILITY MEASURES
31	MAINTAIN ANIMAL COLONY
32	MAINTAIN AN INSECTORY
33	ACT AS OBSERVER OF EXPERIMENTAL SUBJECTS/ANIMALS
34	OPERATE/CONTROL EQUIPMENT FOR EXPERIMENTAL TESTS
35	CALIBRATE/TEST EXPERIMENTAL EQUIPMENT/APPARATUS
36	SELECT EXPERIMENTAL SUBJECTS/ANIMALS
37	WRITE RESEARCH PROGRESS REPORTS
38	WRITE TECHNICAL PAPERS/REPORTS FOR PUBLICATION
39	PARTICIPATE/PRESENT PAPERS AT SCIENTIFIC/PROFESSIONAL MEETINGS
40	COMPILE EXPERIMENTAL DATA FOR REPORTS
41	WRITE CORRESPONDENCE ON RESEARCH MATTERS
42	PROVIDE CONSULTATION ON RESEARCH DESIGN
43	CONSULT WITH STATISTICIAN/OTHERS ON RESEARCH DESIGN/ANALYSIS
44	COORDINATE OWN RESEARCH PROGRAMS WITH OTHER NAVY COMMANDS
45	DESIGN/PREPARE DATA FOR COMPUTER PROCESSING
46	LAYOUT/DESIGN RESEARCH FACILITIES/SPACES
47	EVALUATE NEW CHEMICAL PRODUCTS
48	POSITION RESEARCH ANIMAL FOR SURGERY
49	DRAPE RESEARCH ANIMAL FOR SURGERY
50	ADMINISTER INTRAMUSCULAR MEDICATION TO RESEARCH ANIMAL

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12
| OF RESPONSE BOOKLET

- 1 | ADMINISTER INTRAPERITONEAL MEDICATION TO RESEARCH ANIMAL
- 2 | ADMINISTER INTRACARDIAC MEDICATION TO RESEARCH ANIMAL
- 3 | PREPARE OPERATIVE SITE OF RESEARCH ANIMAL
- 4 | MAINTAIN FOOD SUPPLY FOR RESEARCH ANIMAL
- 5 | SERVE AS SUBJECT DURING RESEARCH EVALUATION
- 6 | CONDUCT OPERATIONAL TEST AND EVALUATION OF RESEARCH PRODUCTS
- 7 | ACT AS PRINCIPAL INVESTIGATOR ON RESEARCH
- 8 | CORRESPOND/VISIT WITH LIKE-FIELD RESEARCHERS/LABS
- 9 | COORDINATE/OVERSEE RESEARCH PROGRAMS BETWEEN VARIOUS BUMED ACTIVITIES
- 10 | DETERMINE RESEARCH PRIORITIES
- 11 | GIVE BRIEFINGS ON RESEARCH IN PROGRESS/RESULTS
- 12 | DETERMINE RESEARCH REPORT DISTRIBUTION LIST
- 13 | OBTAIN LEGAL WAIVERS FROM RESEARCH SUBJECTS
- 14 | SCHEDULE RESEARCH PROJECT ACTIVITIES
- 15 | WRITE ANALYSIS OF RESEARCH FINDINGS
- 16 | DO RESEARCH STUDIES ON EFFECTIVENESS OF PESTICIDES
- 17 | PREPARE DISEASE VECTOR CONTROL GUIDELINES FOR NAVY-WIDE DISTRIBUTION
- 18 | COMPILE STATISTICS ON GEOGRAPHICAL OCCURENCE OF DISEASE VECTORS
- 19 | DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
- 20 | ESTABLISH GRADING PROCEDURES AND PASS-FAIL CRITERIA
- 21 | DECIDE WHEN TRAINEE IS CAPABLE OF PERFORMING A PROCEDURE WITHOUT DIRECT SUPERVISION
- 22 | SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
- 23 | CHECK INDIVIDUAL'S PROGRESS DURING OJT
- 24 | PLAN CONTENT FOR OJT PROGRAM
- 25 | EVALUATE EFFECTIVENESS OF UNIT'S OJT PROGRAM

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12
OF RESPONSE BOOKLET

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| 26 | ANALYZE TRAINING STATUS OF THE DEPARTMENT |
| 27 | CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS |
| 28 | PLAN COURSE CONTENT FOR TECHNICAL SCHOOL COURSE |
| 29 | PLAN CURRICULUM FOR ENTIRE TECHNICAL SCHOOL |
| 30 | MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES |
| 31 | ADMINISTER/MAINTAIN UNIT LIBRARY |
| 32 | NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE |
| 33 | ORIENT TRAINEES/STUDENTS TO PROGRAM, I.E. OBJECTIVES OF PROGRAM, CLASS SCHEDULE |
| 34 | WRITE BROCHURES/LITERATURE/RELEASE ON EDUCATION/TRAINING PROGRAMS |
| 35 | COORDINATE CLASS SCHEDULES WITHIN COMMAND |
| 36 | COORDINATE DOCTORS/GUESTS LECTURES |
| 37 | PLAN/WRITE STUDENTS ROTATION SCHEDULE |
| 38 | PREPARE STATEMENTS OF COURSE OBJECTIVES |
| 39 | POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS |
| 40 | ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE |
| 41 | ADMINISTER EXAMINATIONS |
| 42 | WRITE LESSON PLANS |
| 43 | COMPUTE TEST GRADES |
| 44 | SCORE/CORRECT QUIZZES/EXAMINATIONS MANUALLY |
| 45 | PREPARE ADVANCEMENT IN RATE EXAMINATIONS |
| 46 | MAINTAIN FILES OF TEST QUESTIONS OF KNOWN DIFFICULTY |
| 47 | ASSEMBLE TESTS FROM FILES OF ANALYZED TEST ITEMS |
| 48 | REVIEW INDIVIDUAL TRAINEE RECORDS IN PLANNING INSTRUCTION |
| 49 | WRITE REPORTS FOR CLASSES/CONFERENCES |
| 50 | ESTABLISH TRAINING QUOTAS/SCHEDULES |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13 OF RESPONSE BOOKLET
1	COUNSEL TRAINEE (STUDENT) WHO HAS FAILED TRAINING PROGRAM
2	ACT AS TEACHER-GUIDE ON FIELD TRIPS
3	CONDUCT SEMINARS
4	CONDUCT TEACHING ROUNDS
5	PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
6	TEACH FORMAL CLASSES
7	SELECT TOPICS FOR STAFF LECTURE SERIES
8	DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
9	DRAW UP STATISTICAL GRAPHS, TABLES, CHARTS
10	EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS
11	APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
12	DEVELOP EXERCISE/DRILL CONTENT
13	EVALUATE STUDENTS PERFORMANCE/PROGRESS
14	EVALUATE INSTRUCTIONAL MATERIAL FOR CONTENT
15	GIVE FIELD MEDICAL TRAINING UNDER SIMULATED COMBAT CONDITIONS
16	INSTRUCT ON LEGAL ASPECTS OF HEALTH CARE
17	INSTRUCT ON NON-PROFESSIONAL SUBJECTS
18	PERFORM CLASSROOM DEMONSTRATIONS
19	DRAW UP STUDENT COURSE ASSIGNMENTS
20	SELECT NEW MATERIALS/ADVANCED KNOWLEDGE FOR TEACHING PURPOSES
21	SELECT INSTRUCTORS FOR TRAINING PROGRAM
22	TRAIN INSTRUCTORS
23	EVALUATE TEACHER EFFECTIVENESS
24	REVIEW INSTRUCTORS' TESTS, WRITTEN AND PRACTICAL EXAMINATION
25	SUGGEST IMPROVEMENTS FOR COURSE/CURRICULUM CONTENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13 OF RESPONSE BOOKLET
26	COORDINATE CIVILIAN PERSONNEL TRAINING PROGRAM
27	TEACH PATIENT SELF-ADMINISTRATION OF MEDICATIONS (OTHER THAN INJECTIONS)
28	RECOMMEND/GIVE PATIENT/FAMILY SUPPLEMENTARY HEALTH EDUCATION PAMPHLETS OR BOOKS
29	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES, E.G. MEASLES, MUMPS
30	CONDUCT CLASSES FOR GROUPS OF PATIENTS REGARDING CARE OF SPECIFIC DISABILITY/DISEASE
31	TEACH PATIENT/FAMILY HEALTH PROMOTION PRACTICES, E.G. ROUTINE PHYSICALS, EXERCISE, DIET
32	TEACH PATIENT/FAMILY CARE OF SPECIFIC DISEASES/DISABILITIES, E.G. DIABETES, CVA
33	TEACH PATIENT/FAMILY HOME ACCIDENT PREVENTION
34	INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO MEDICATION, E.G. BLEEDING GUMS, COMA
35	ASK/INSTRUCT PATIENT TO COLLECT SPECIMEN
36	TEACH PATIENT MEDICATION STORAGE REQUIREMENTS, E.G. REFRIGERATION, EXPIRATION DATE
37	PROVIDE INFORMATION ON SYMPTOMS/TREATMENT OF DRUG TOXICITY
38	GIVE FIRST AID INSTRUCTION
39	INSTRUCT PERSONNEL ON ACTION TO BE TAKEN FOLLOWING ANIMAL/INSECT BITE
40	LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
41	INSTRUCT FOOD SERVICE PERSONNEL ON FOOD SANITATION AND HYGIENE
42	LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
43	LECTURE/ORIENT PERSONNEL ON VD AND OTHER SOCIAL DISEASES
44	INSTRUCT ON PERSONAL HYGIENE
45	CONDUCT FIELD SANITATION TRAINING
46	CONDUCT MALARIA DISCIPLINE TRAINING
47	TEACH PERSONNEL USE AND HANDLING OF PESTICIDES
48	TRAIN NON-MEDICAL PERSONNEL IN TREATMENT AND SAMPLING OF SHIPBOARD SEWERAGE
49	GIVE CBR/NBC INSTRUCTION
50	DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/ EXPIRATION DATE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14 OF RESPONSE BOOKLET
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| 1 | ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT |
| 2 | MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT |
| 3 | STORE SUPPLIES |
| 4 | STORE INSTRUMENTS |
| 5 | VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/MATERIAL |
| 6 | ESTABLISH SUPPLY USAGE RATE |
| 7 | UNPACK EQUIPMENT |
| 8 | DO SUPPLY/EQUIPMENT INVENTORY |
| 9 | DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES |
| 10 | DETERMINE IF REPAIR IS WITHIN UNIT CAPABILITIES |
| 11 | DETERMINE IF EQUIPMENT NEEDS REPAIR/SERVICE |
| 12 | EVALUATE NEW EQUIPMENT, I.E. USER TEST |
| 13 | SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT |
| 14 | ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED |
| 15 | REVIEW REQUISITIONS |
| 16 | CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES |
| 17 | CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES |
| 18 | COORDINATE LOADING AND UNLOADING OF EQUIPMENT |
| 19 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS |
| 20 | CHECK ELIGIBILITY OF CONTRACTORS |
| 21 | APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS |
| 22 | NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE |
| 23 | SURVEY SUPPLIERS REGARDING COST OF EQUIPMENT/SUPPLIES |
| 24 | MAINTAIN PROPERTY CUSTODY CARDS FOR EQUIPMENT |
| 25 | APPROVE REQUISITIONS |

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14
OF RESPONSE BOOKLET

- 26 MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF EQUIPMENT/
SUPPLIES
- 27 PROJECT COSTS FOR EQUIPMENT NEEDS
- 28 COMPOSE INITIAL PROJECTIONS FOR EQUIPMENT NEEDS
- 29 ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
- 30 ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
- 31 MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM
- 32 CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS
- 33 LOG PLANT PROPERTY IDENTIFICATION NUMBER AND CONDITION
- 34 LOG INSPECTION RECEIPT VOUCHER
- 35 LOG INTERNAL SUPPLY VOUCHER, DD 150
- 36 LOG LOCAL PURCHASE INFORMATION
- 37 LOG LOSS OF SUPPLIES AND NOTIFY INVENTORY CONTROL OF LOSS
- 38 LOG TEMPORARY LOAN CARD
- 39 MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST
ACCOUNTING
- 40 MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
- 41 PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
- 42 COMPILE LIST OF APPROVED LOCAL PURCHASE ITEMS
- 43 COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/
MAINTENANCE
- 44 MODIFY EQUIPMENT FOR NON-STANDARD USAGE
- 45 DO PRE-LAUNDRY RINSE OF LINEN
- 46 ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
- 47 PACK AND STORE FIELD MEDICAL SUPPLIES AND EQUIPMENT
- 48 PICK UP/DELIVER EQUIPMENT
- 49 DETERMINE METHOD OF STERILIZATION FOR INSTRUMENTS/EQUIPMENT
- 50 DETERMINE/SELECT AGENTS/PROCESSES FOR EQUIPMENT/INSTRUMENT
STERILIZATION

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 15
OF RESPONSE BOOKLET

- 1 DRAFT ASSIGNED PROJECT REPORTS
- 2 EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
- 3 PREPARE TECHNICAL INTELLIGENCE COLLECTING PLANS
- 4 REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
- 5 COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
- 6 EDIT COMMAND DIRECTIVES
- 7 UP-DATE/REVISE COMMAND DIRECTIVES
- 8 MODIFY OR WRITE NEW TECHNICAL PROCEDURES
- 9 DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G.
EVALUATION REPORTS
- 10 DETERMINE CONTENT OF CIVILIAN PERFORMANCE APPRAISAL REPORTS
- 11 INTERPRET/REVIEW CONFIDENTIAL REPORTS ON PERSONNEL, E.G.
EVALUATION REPORTS
- 12 DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
- 13 COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS
- 14 DEVELOP/REVISE NEC SPECIFICATIONS
- 15 ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS
- 16 MAKE FINAL DECISION ON REJECTION/ACCEPTANCE OF DRAFTS/FINAL
TYPED MATERIAL
- 17 PROOF READ CORRESPONDENCE/PUBLICATIONS
- 18 PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS
FOR USE BY PERSONNEL
- 19 REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION
- 20 DRAFT OFFICIAL CORRESPONDENCE
- 21 PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/
EQUIPMENT
- 22 PREPARE WORK ORDERS/WORK REQUESTS
- 23 PREPARE REPORTS FOR TRANSMITTAL TO OTHER COMMANDS
- 24 PREPARE INVENTORY REPORTS
- 25 COMPOSE AND PREPARE INSPECTION REPORTS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15 OF RESPONSE BOOKLET
26	DETERMINE TYPE OF EPIDEMIOLOGICAL REPORT FOR TRANSMISSION
27	PREPARE OCCUPATIONAL HEALTH REPORT (MED-6260-1)
28	PREPARE MEDICAL INTELLIGENCE REPORT (MED-3820-1)
29	PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS
30	REVIEW INCOMING MESSAGES/MEMOS
31	WRITE FIELD GUIDES/MANUALS
32	WRITE USER INSTRUCTIONS FOR NEW EQUIPMENT OR NEW PROCEDURES
33	AUTHORIZE EXCUSED/LIGHT DUTIES
34	INTERVIEW/COUNSEL/ADVISE STAFF
35	APPROVE/AUTHORIZE OVERTIME FOR CIVILIAN STAFF
36	RECOMMEND LEAVE/TIME OFF FOR PERSONNEL
37	REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
38	ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
39	GIVE DIRECT SUPERVISION TO EMPLOYEES
40	GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS
41	RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
42	RECOMMEND QUALITY SALARY INCREASES FOR PERSONNEL
43	RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
44	INTERVIEW CANDIDATES FOR EMPLOYMENT
45	REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
46	PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
47	PLAN FACILITY MANNING LEVELS
48	ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
49	MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO ATTEND MEETINGS/CONFERENCES
50	RECOMMEND THE HIRING/TERMINATION OF PERSONNEL

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16 OF RESPONSE BOOKLET
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| 1 | EVALUATE THE PERFORMANCE OF PERSONNEL |
| 2 | ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE |
| 3 | DETERMINE DUTIES FOR PERSONNEL |
| 4 | MAINTAIN ATTENDANCE RECORDS |
| 5 | RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION |
| 6 | RECOMMEND PERSONNEL FOR EDUCATION/TRAINING |
| 7 | PREPARE DAILY AND SPECIAL BULLETINS, E.G. PLAN OF THE DAY |
| 8 | MAINTAIN ALERT LIST |
| 9 | COMPILE DISASTER CONTROL LIST/CARD |
| 10 | ORGANIZE AND MAINTAIN WATCH, QUARTER AND STATION BILL |
| 11 | PREPARE WATCH LISTS |
| 12 | MAKE RECOMMENDATIONS ON BUDGET PROPOSALS |
| 13 | PREPARE ANNUAL FINANCIAL PLANS FOR MAINTENANCE AND OPERATION |
| 14 | MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS |
| 15 | COORDINATE COST REDUCTION PROGRAMS |
| 16 | INITIATE COST REDUCTION PROGRAMS |
| 17 | APPROVE/DISAPPROVE OFFICE PURCHASE REQUESTS |
| 18 | RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES |
| 19 | LOG RUNNING EXPENSES/EXPENDITURE OF MONIES |
| 20 | MAINTAIN A VOUCHER REGISTER, I.E., EXTERNAL SUPPLY |

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17 OF RESPONSE BOOKLET
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| 1 | RULES AND SQUARES |
| 2 | SLIDE RULE |
| 3 | ADDING MACHINE |
| 4 | NUMBERING MACHINE |
| 5 | DUPLICATOR, E.G. MIMEOGRAPH |
| 6 | ELECTRIC DESK CALCULATOR |
| 7 | STENCIL CUTTING MACHINE |
| 8 | TYPEWRITER |
| 9 | MOVIE PROJECTOR/ACCESSORIES |
| 10 | ALLEN WRENCHES |
| 11 | BAROMETER |
| 12 | CALIPER |
| 13 | CARPENTER'S TOOLS |
| 14 | DRILL, ELECTRIC |
| 15 | FABRIC/LEATHER WORKERS HAND TOOLS |
| 16 | FIELD STERILIZER |
| 17 | TARPAULINS CANVAS |
| 18 | TENT, FIELD, ALL TYPES |
| 19 | MAPS |
| 20 | PLASTIC HEAT SEALER |
| 21 | WATER BUFFALO |
| 22 | LYSTER BAG |
| 23 | CAMERA 35MM |
| 24 | ELECTRIC SOLDERING GUN |
| 25 | EMERGENCY LIGHTING, BATTERY POWERED |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 17 OF RESPONSE BOOKLET
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| 26 | FILM SPLICER |
| 27 | GAS HEATER 24V |
| 28 | FIELD POWER GENERATOR, PORTABLE |
| 29 | GENERATORS, EMERGENCY POWER, STATIONARY |
| 30 | GRINDER, HAND AND ELECTRIC |
| 31 | LIGHT, ULTRAVIOLET, SPECIMEN EXAMINING |
| 32 | LANTERN GASOLINE COLEMAN |
| 33 | RIPPING AND CROSS CUT SAWS |
| 34 | SPRAY PAINTING EQUIPMENT |
| 35 | GAUGES ALL TYPES |
| 36 | GOGGLES, RADIATION PROTECTIVE |
| 37 | RADIAC TRAINING KIT |
| 38 | TRAY, ANTIDOTE (POISON) |
| 39 | POCKET DOSIMETER |
| 40 | POCKET DOSIMETER CHARGER |
| 41 | DT-60 |
| 42 | DT 60 READER, E.G. CP-95 |
| 43 | FILM BADGE |
| 44 | DENSITOMETER, E.G. MCBETH GN-304 |
| 45 | ANTI-C COVERALLS |
| 46 | ANTI-C HOOD |
| 47 | FACE SHIELD, RADIATION |
| 48 | AIR FILTER RESPIRATOR |
| 49 | EYE DRESSING TRAY |
| 50 | SHOE COVERS |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 18 OF RESPONSE BOOKLET
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| 1 | WATERPROOF ANTI-C CLOTHING |
| 2 | WAR GASES DETECTION KIT |
| 3 | INDUSTRIAL GASES DETECTION KIT |
| 4 | AUDIOMETER, MANUAL |
| 5 | AUDIOMETER, AUTOMATIC |
| 6 | IMMUNIZATION KITS |
| 7 | SYRINGE/NEEDLES |
| 8 | MULTIPLE INJECTION JET IMMUNIZATION GUN |
| 9 | SPHYGMOMANOMETER (BLOOD PRESSURE APPARATUS) |
| 10 | STETHOSCOPE |
| 11 | INSECT NET |
| 12 | RESPIRATOR (GAS MASK) |
| 13 | AEROSOLERS |
| 14 | ATOMIZER |
| 15 | ENTOMOLOGICAL SURVEY KIT |
| 16 | INSECTICIDE RESISTANCE DETERMINATION KIT |
| 17 | KIT INSECTICIDE SUSCEPTABILITY |
| 18 | SYRETTES |
| 19 | LIGHT TRAPS |
| 20 | ROTARY DUSTER |
| 21 | INSECT SPECIMEN MOUNTING EQUIPMENT |
| 22 | TICK DRAG |
| 23 | SPRAYER, HAND |
| 24 | HAND DUSTER |
| 25 | THERMAL FOGGER |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 18 OF RESPONSE BOOKLET
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| 26 | PESTICIDE RESISTANT CLOTHING |
| 27 | MATTRESS AUTOCLAVE |
| 28 | SPRAYER-DUSTER (MOTORIZED) |
| 29 | COLD FOGGER |
| 30 | SHOTGUN |
| 31 | FLY COUNTING GRID |
| 32 | GAME RIFLE, SMALL BORE |
| 33 | AIR TURBINE |
| 34 | AERIAL SPRAY EQUIPMENT |
| 35 | FUMIGATION EQUIPMENT |
| 36 | MASS DELOUSING EQUIPMENT |
| 37 | OUTDOOR SPRAY EQUIPMENT |
| 38 | PORTABLE POWER DUSTERS |
| 39 | SPRAYERS, HAND OPERATED, PORTABLE |
| 40 | SPRAYERS VEHICLE MOUNTED |
| 41 | GAS BURNERS, E.G. BUNSEN |
| 42 | WATER TESTING KIT (POISON) |
| 43 | COLOR COMPARATOR |
| 44 | DISSECTING INSTRUMENTS |
| 45 | COMPRESSED GAS TANKS/CYLINDERS (OTHER THAN OXYGEN) |
| 46 | FOOD TESTING KIT |
| 47 | GLASS SLIDES/COVERS/COUNTING CHAMBERS |
| 48 | HOLDER, FLASK, WAX BOILING |
| 49 | MILK TESTING KIT |
| 50 | LAMP ALCOHOL |

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19
OF RESPONSE BOOKLET

- 1 PIPET
- 2 FREEZER
- 3 REFRIGERATED SHIPPING BOX
- 4 THERMOMETER LABORATORY
- 5 TIMER, LABORATORY
- 6 VAPOUR DETECTOR KIT
- 7 VOLUMETRIC GLASSWARE (OTHER THAN BURETS AND PIPETS)
- 8 WATER STERILIZING KIT
- 9 WATER TESTING KIT
- 10 WET BULB THERMOMETER
- 11 GLOVES, ASBESTOS
- 12 PHARMACEUTICAL BALANCE CLASS A
- 13 PHARMACEUTICAL BALANCE CLASS B
- 14 MICROFILTRATION SYSTEM
- 15 AUTOPSY INSTRUMENTS
- 16 VACUTAINER BLOOD COLLECTING SYSTEM
- 17 FLUORIMETER
- 18 MICROPIPETTE
- 19 BIOLOGICAL IDENTIFICATION KEYS (ANIMAL)
- 20 BIOLOGICAL IDENTIFICATION KEYS (PLANT)
- 21 TUBE AGITATOR/MIXER/SHAKER
- 22 ANALYTICAL BALANCE
- 23 AUTOMATIC PIPETTING MACHINE
- 24 BOTTLE WASHER
- 25 CENTRIFUGE, LABORATORY (FLOOR MODEL)

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 19 OF RESPONSE BOOKLET
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| 26 | COLONY COUNTER |
| 27 | CYLINDER ACETYLENE |
| 28 | DISTILLING APPARATUS, WATER |
| 29 | LABORATORY STIRRER-HOT PLATE |
| 30 | GLASS WASHER/DRYER |
| 31 | HOT PLATE |
| 32 | HUMIDIFIERS |
| 33 | INCUBATORS LABORATORY |
| 34 | LIGHT INTENSITY METER |
| 35 | MAGNAVIEWER |
| 36 | MAGNIFYING LAMP/HAND MAGNIFIER |
| 37 | OPERATING MICROSCOPE, E.G., ZEISS, DIPLOSCOPE |
| 38 | STEREO MICROSCOPE |
| 39 | DISSECTING MICROSCOPE |
| 40 | PHOTOGRAPHIC MICROSCOPE |
| 41 | LABORATORY MICROSCOPE (LIGHT) |
| 42 | DARKFIELD CONDENSOR |
| 43 | WHITEFIELD CONDENSOR |
| 44 | ULTRAVIOLET MICROSCOPE |
| 45 | ULTRAVIOLET LAMP, DERMATOLOGY (DIAGNOSTIC) |
| 46 | OVEN DRY HEAT |
| 47 | PH METER |
| 48 | RADIAC METERS |
| 49 | SUCTION/VACUUM PUMP |
| 50 | PROPANE TORCH, HAND |

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20
OF RESPONSE BOOKLET

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|----|--------------------------------------|
| 1 | WATER HEATER |
| 2 | AUTOCLAVE, DRY HEAT |
| 3 | AUTOCLAVE, GAS |
| 4 | AUTOCLAVE, STEAM |
| 5 | WATER BATH WITH THERMOSTAT |
| 6 | DRYING OVEN |
| 7 | FLASK SHAKER |
| 8 | BLOOD REFRIGERATOR |
| 9 | BACTERIOLOGICAL HOOD |
| 10 | ANAEROBIC INCUBATOR |
| 11 | CO2 INCUBATOR |
| 12 | PHASE ILLUMINATION MICROSCOPE |
| 13 | HD-251/UD AIR SAMPLER, E.G. CADILLAC |
| 14 | PORTAVAC AIR SAMPLER |
| 15 | IC/T2-FD AIR SAMPLER |
| 16 | T-289 AIR SAMPLER |
| 17 | IC-T2-PA AIR SAMPLER |

END OF TASK BOOKLET