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LEVEL II

10

**DATA SYSTEMS
TASK ANALYSIS**

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HEADQUARTERS, U.S. MARINE CORPS

OFFICE OF MANPOWER UTILIZATION

QUANTICO, VIRGINIA, 22134

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DSYS 1879

UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION SECTION
- PART II TASK SECTION
- PART III JOB SATISFACTION/DISSATISFACTION SECTION
- PART IV WRITE-IN SECTION
- PART V REMARKS SECTION

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GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.
3. DO NOT MARK OR WRITE OUTSIDE OF THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.
4. IF IT IS NECESSARY TO CHANGE A RESPONSE BE SURE TO ERASE IT COMPLETELY.
5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.
7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED RESPONSE BOOKLET.

NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.

PART I - BACKGROUND INFORMATION SECTION

INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKEN THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

E X A M P L E S

2	SEX
MALE	<input type="radio"/>
FEMALE	<input checked="" type="radio"/>

18. DO YOU HAVE A MILITARY DRIVERS LICENSE.	
YES	<input type="radio"/>
NO	<input checked="" type="radio"/>

EXAMPLE MOS (3215)			
6. PRIMARY MOS			
0	0	<input type="radio"/>	0
1	1	<input checked="" type="radio"/>	1
2	<input checked="" type="radio"/>	2	2
<input checked="" type="radio"/>	3	3	3
4	4	4	4
5	5	5	<input checked="" type="radio"/>
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION) IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. BE SURE TO RESPOND TO EACH ITEM.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #14 IN THE ANSWER BOOKLET

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE)

- 001. ADPE REPORTS MONITOR
- 002. ADP PLANS ANALYST
- 003. ANALYST
- 004. APPLICATION PROGRAMMER
- 005. ASSISTANT DIVISION OFFICER
- 006. ASSISTANT SHIFT/WATCH SUPERVISOR
- 007. CHIEF PROGRAMMER
- 008. CLASSIFIED OPERATIONS PETTY OFFICER
- 009. COMPUTER OPERATIONS TECHNICIAN
- 010. COMPUTER OPERATOR
- 011. COMPUTER SUPPORT TECHNICIAN
- 012. COMPUTER SYSTEMS EVALUATOR
- 013. COMPUTER SYSTEMS MANAGER
- 014. COMPUTER SYSTEMS MONITOR
- 015. COMPUTER TERMINAL OPERATOR
- 016. CONFIGURATION MANAGER
- 017. CONSOLE OPERATOR
- 018. CONSOLE/PERIPHERAL EQUIPMENT OPERATOR
- 019. CONSOLE SUPERVISOR
- 020. CUSTOMER SERVICE SECTION CHIEF
- 021. DATA BASE ADMINISTRATOR/MANAGER
- 022. DATA BASE ANALYST
- 023. DATA COMMUNICATIONS TECHNICIAN
- 024. DATA CONTROL CHIEF
- 025. DATA CONTROL COORDINATOR
- 026. DATA ENTRY OPERATOR
- 027. DATA PROCESSING NCO
- 028. DATA PROCESSING TECHNICIAN
- 029. DATA SYSTEMS LIBRARIAN
- 030. DATA SYSTEMS OPERATIONS CHIEF
- 031. DATA SYSTEMS PROCESSING CHIEF
- 032. DIVISION CPO/LPO OR FIRST SERGEANT
- 033. DIVISION OFFICER
- 034. DIVISION YEOMAN
- 035. ELECTRONIC ACCOUNTING MACHINE (EAM)/PUNCH CARD ACCOUNTING MACHINE (PCAM) OPERATOR
- 036. EAM/PCAM SUPERVISOR
- 037. EAM/PCAM WIRING TECHNICIAN
- 038. EQUIPMENT MANAGEMENT TECHNICIAN
- 039. EVALUATION AND ASSISTANCE TEAM MEMBER
- 040. INPUT/OUTPUT (I/O) CONTROLLER
- 041. INSTALLATIONS CHIEF
- 042. INSTRUCTOR

043. I/O SUPERVISOR
044. KEYPUNCH OPERATOR
045. KEYPUNCH SUPERVISOR
046. LEAD OPERATOR
047. LEAD PROGRAMMER
048. MACHINE OPERATOR
049. MACHINE SUPERVISOR
050. MAINTENANCE PROGRAMMER
051. MANAGEMENT SPECIALIST/TECHNICIAN
052. MICROFILM OPERATOR/LAB TECHNICIAN
053. MINI/MICRO COMPUTER PROGRAMMER
054. MINI/MICRO COMPUTER TECHNICIAN
055. NCOIC DATA AUTOMATIC
056. NCOIC DATA MANAGEMENT
057. NCOIC SYSTEMS DESIGN
058. NCOIC SYSTEMS/PROGRAMMING
059. OFF-LINE EQUIPMENT OPERATOR
060. OPERATIONS SHIFT/WATCH SUPERVISOR
061. OPERATIONS SUPERVISOR/NCOIC/CHIEF
062. OPERATOR/PROGRAMMER
063. OPERATOR/PROGRAMMER, UNIVAC 1500
064. OPTICAL SCANNER OPERATOR
065. PRODUCTION CONTROL PETTY OFFICER/CLERK
066. PRODUCTION CONTROL SUPERVISOR
067. PRODUCTION/QUALITY CONTROL PETTY OFFICER/CLERK
068. PRODUCTION/QUALITY CONTROL SUPERVISOR/NCOIC
069. PROGRAMMER
070. PROGRAMMER ANALYST
071. PROGRAMMING/ANALYSIS SUPERVISOR
072. QUALITY CONTROL PETTY OFFICER/CLERK
073. QUALITY CONTROL SUPERVISOR/NCOIC
074. RJE MANAGER
075. RJE OPERATOR
076. SCHEDULING CLERK
077. SDA OPERATOR
078. SDA PROGRAMMER
079. STANDARDS CHIEF/TECHNICIAN
080. SUPPLY PETTY OFFICER
081. SYSTEMS ANALYST
082. SYSTEMS ANALYST/TROUBLESHOOTER
083. SYSTEMS PROGRAMMER
084. SYSTEMS SUPERVISOR
085. TACTICAL SUPPORT CENTER OPERATOR
086. TAPE/DISK LIBRARIAN
087. TRAINING PETTY OFFICER/NCO
088. UNIT NCOIC
089. WORK CENTER SUPERVISOR
090. WORKLOAD CONTROL MONITOR
091. WORLD WIDE MILITARY COMMAND CONTROL SYSTEM (WWMCCS) ANALYST

- 092. #WMCCS OPERATOR
- 093. #WMCCS PROGRAMMER

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #15 IN THE ANSWER BLOCKLET

15. INDICATE ANY LANGUAGES YOU USE IN YOUR PRESENT JOB FOR CODING PROGRAMS. (SELECT ONE OR MORE)

- 01. I DO NOT CODE PROGRAMS
- 02. ACL
- 03. ALG
- 04. ALGOL
- 05. APL
- 06. APT
- 07. ASM
- 08. ASSEMBLER
- 09. AUTOCODER
- 10. BAL
- 11. BASIC
- 12. CCTC/WAD
- 13. CMS-2
- 14. COBOL
- 15. COGO
- 16. CS-1
- 17. DUEL
- 18. EASYCODER
- 19. FORTRAN
- 20. GMAP
- 21. GPSS
- 22. JOVIAL
- 23. LISP
- 24. MACRO II
- 25. MARK IV
- 26. NELIAC
- 27. PASCAL
- 28. PL1
- 29. REALCCM
- 30. RPG
- 31. SHALA
- 32. SIMSCRIPT
- 33. SIMULA
- 34. SIRCUS
- 35. SLIP
- 36. SNOBOL
- 37. OTHER (PLEASE SPECIFY IN THE LOWER SECTION OF PAGE 16)

16. LEAVE BLOCK #16 BLANK.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #17 IN THE ANSWER BOOKLET.

17. WHAT IS THE GRADE REQUIREMENT FOR YOUR PRESENT BILLET?

- | | |
|-------------|------------|
| 01. PFC/PVT | 05. SSGT |
| 02. LCPL | 06. GYSGT |
| 03. CPL | 07. MSGT |
| 04. SGT | 08. MGYSGT |

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #18 IN THE ANSWER BOOKLET.

18. ARE YOU A FIRST TERM MARINE?

YES NO

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #19 IN THE ANSWER BOOKLET.

19. DO YOU CODE STRUCTURED PROGRAMS?

YES NO

NOTE: DISREGARD BLOCKS 20 THROUGH 24.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #25 IN THE ANSWER BOOKLET.

25. WHAT IS THE CLASSIFICATION OF THE FACILITY OR SITE THAT YOU ARE PRESENTLY WORKING IN?

01. CDPA (CENTRAL DESIGN PROGRAMMING ACTIVITY)
02. RASC (REGIONAL AUTOMATED SERVICE CENTER)
03. FASC (FORCE AUTOMATED SERVICE CENTER)
04. ASC (AUTOMATED SERVICE CENTER)
05. ISMO/SDA (INFORMATION SYSTEM MANAGEMENT OFFICE/
SOURCE DATA AUTOMATION OFFICE)
06. RJE (REMOTE JOB ENTRY SITE)

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #26 IN THE ANSWER BOOKLET

26. WHAT IS THE TOTAL TIME IN YEARS YOU HAVE WORKING IN YOUR PRIMARY MOS?

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #27 IN THE ANSWER BOOKLET

27. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON YOUR PRESENT JOB.
01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
02. ADAGE 200
03. ADVANCED SCIENTIFIC INSTRUMENTS 6020
04. AN/FSQ 7
05. AN/USQ 20
06. AN/JYK 5
07. AN/JYK 7
08. AN/JYK 15
09. AN/JYK 20
10. ASTRONAUTICS CORPORATION OF AMERICAN SRTMINI
11. BUNKER RAMO 04
12. BUNKER RAMO 100
13. BUNKER RAMO 200
14. BUNKER RAMO 1563
15. BURROUGHS 263
16. BURROUGHS B1800
17. BURROUGHS B3500
18. BURROUGHS B4700
19. BURROUGHS B5500
20. BURROUGHS B6700
21. BURROUGHS L600
22. BURROUGHS L3300
23. BURROUGHS L4000
24. BURROUGHS L8200
25. BURROUGHS L8500
26. BURROUGHS L9000
27. CALCOM 925
28. CDC CYBRA 70
29. CDC 1700
30. CDC 3100
31. CDC 3200
32. CDC 3300 SERIES
33. CDC 3500
34. CDC 3800
35. CDC 6400 SERIES
36. CDC 6500 SERIES
37. CDC 6600 SERIES
38. CDC 7600 SERIES
39. CDC 8090 SERIES
40. CDC 8490 SERIES

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #28 IN THE ANSWER BOOKLET

28. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON YOUR PRESENT JOB.
01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
02. COMPUTER MACHINERY CCRP 7
03. DATA GENERAL 0330
04. DATA GENERAL NOVA 800
05. DATA GENERAL NOVA 1200
06. DATA GENERAL NOVA 1220
07. DATAGRA-MINI 73
08. DATAGRA-MINI 76
09. DATAGRA-MINI 4500
10. DEC/PDP 8 SERIES
11. DEC/PDP 9 SERIES
12. DEC/PDP 10 SERIES
13. DEC/PDP 11 SERIES
14. DEC/PDP 12 SERIES
15. DEC/PDP 15 SERIES
16. DEC/PDP 16 SERIES
17. ENTREX 380
18. FARRINGTON ELECTRONICS 3050
19. GENERAL AUTOMATION 1830
20. HARRIS 1620
21. HEWLETT-PACKARD HP 2100 SERIES
22. HEWLETT-PACKARD HP 2112
23. HEWLETT-PACKARD HP 2116
24. HEWLETT-PACKARD HP 3000 SERIES
25. HEWLETT-PACKARD HP 9000 SERIES
26. HEWLETT-PACKARD HP 9425
27. HEWLETT-PACKARD HP 9825
28. HEWLETT-PACKARD HP 9830 SERIES
29. HONEYBEE
30. HONEYWELL DCP 516
31. HONEYWELL/GE 115
32. HONEYWELL/GE 225 SERIES
33. HONEYWELL/GE 437 SERIES
34. HONEYWELL/GE 600 SERIES
35. HONEYWELL H316
36. HONEYWELL H6350
37. HONEYWELL H6360
38. HONEYWELL 200
39. HONEYWELL 400
40. HONEYWELL 700 SERIES

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #29 IN THE ANSWER BOOKLET

29. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON YOUR PRESENT JOB.
01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
02. HONEYWELL 800
03. HONEYWELL 6000 SERIES
04. HONEYWELL 7705
05. IBM SYSTEM 1 SERIES
06. IBM SYSTEM 3 SERIES
07. IBM SYSTEM 7 SERIES
08. IBM SYSTEM 32 SERIES
09. IBM 360 SERIES
10. IBM 370 SERIES
11. IBM 1130 SERIES
12. IBM 1400 SERIES
13. IBM 1620
14. IBM 1800 SERIES
15. IBM 3032
16. IBM 3500
17. IBM 3740 SERIES
18. IBM 5100 SERIES
19. IBM 7044
20. IBM 7090
21. IBM 7094 SERIES
22. INFOTEX 5000 SERIES
23. INTERDATA 70
24. INTERDATA 716 SERIES
25. INTERDATA 732 SERIES
26. INTERDATA 832 SERIES
27. MOHAWK 2400 SERIES
28. NCR 499
29. NCR 500 SERIES
30. NCS SENTRY 70
31. PHILCO 1300
32. PHILCO 2000
33. RCA SPECTRA 70 SERIES
34. RCA 70 SERIES
35. RCA 301
36. RCA 501
37. RCA 3301 SERIES
38. ROLM CORPS 1601
39. SCAN DATA 2250/2
40. SCIENTIFIC DATA SYSTEMS 910

NOTE: DISREGARD BLOCKS 30 THROUGH 35. PLEASE CONTINUE WITH THE EQUIPMENT LISTS IN BLOCKS 36, 37, AND 38.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #36 IN THE ANSWER BOOKLET

36. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON YOUR PRESENT JOB.
01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
 02. SPU 1625
 03. SYCOR 340
 04. SYSTEMS ENGINEERING LABS 810 SERIES
 05. SYSTEMS ENGINEERING LABS 3255
 06. TELEX 277B
 07. TEXAS INSTRUMENTS 4000 SERIES
 08. UNIVAC DCT 9000
 09. UNIVAC I
 10. UNIVAC II
 11. UNIVAC 70 SERIES
 12. UNIVAC 90/30
 13. UNIVAC 418
 14. UNIVAC 490
 15. UNIVAC 494
 16. UNIVAC 500
 17. UNIVAC 642 SERIES
 18. UNIVAC 1004 SERIES
 19. UNIVAC 1005 SERIES
 20. UNIVAC 1100 SERIES
 21. UNIVAC 1218
 22. UNIVAC 1219
 23. UNIVAC 1230
 24. UNIVAC 1418
 25. UNIVAC 7045
 26. UNIVAC 9000 SERIES
 27. UNIVAC 9200 SERIES
 28. UNIVAC 9300
 29. VARIAN V70 SERIES
 30. VARIAN 600 SERIES
 31. VARIAN 620 SERIES
 32. WANG 2200 SERIES
 33. XEROX SIGMA 2
 34. XEROX SIGMA 5 SERIES
 35. XEROX SIGMA 7
 36. XEROX SIGMA 9
 37. ADDING/CALCULATING MACHINE
 38. BURSTER
 39. CATHODE RAY TUBE (CRT) TERMINAL
 40. CHECK SIGNER

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #37 IN THE ANSWER BOOKLET

37. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON YOUR PRESENT JOB.
- 01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
 - 02. COMPUTER OUTPUT MICROFILM/MICROFICHE (CCM) SYSTEM
 - 03. DATA TRANSMISSION TEST SET
 - 04. DECISION DATA 8010 INTERPRETING DATA RECORDER
 - 05. DECOLLATOR
 - 06. DISK DRIVE UNIT
 - 07. DUPLICATING MACHINE (SUCH AS XEROX, 3M, OR IBM)
 - 08. FLEXOWRITER
 - 09. IBM 26 PRINTING CARD PUNCH
 - 10. IBM 29 CARD PUNCH
 - 11. IBM 56 CARD VERIFIER
 - 12. IBM 59 CARD VERIFIER
 - 13. IBM 83 CARD SORTER
 - 14. IBM 84 CARD SORTER
 - 15. IBM 85 CARD INTERPRETER/COLLATOR
 - 16. IBM 88 NUMERICAL COLLATOR
 - 17. IBM 129 KEYPUNCH
 - 18. IBM 188 ALPHA NUMERIC COLLATOR
 - 19. IBM 402 ACCOUNTING MACHINE
 - 20. IBM 407 ACCOUNTING MACHINE
 - 21. IBM 408 ACCOUNTING MACHINE
 - 22. IBM 409 ACCOUNTING MACHINE
 - 23. IBM 514 REPRODUCING PUNCH
 - 24. IBM 519 REPRODUCING PUNCH
 - 25. IBM 557 ALPHABETIC INTERPRETER
 - 26. IBM 2540 CARD READER/PUNCH
 - 27. KEY ENTRY MACHINE (SUCH AS KEY TO TAPE OR KEY TO DISK)
 - 28. LINE PRINTER
 - 29. MAGNETIC TAPE CERTIFIER
 - 30. MAGNETIC TAPE CLEANER
 - 31. MAGNETIC TAPE DEGAUSSER
 - 32. MAGNETIC TAPE UNIT
 - 33. MANUAL PLOT ENTRY SYSTEM
 - 34. MICROFILM/MICROFICHE READER
 - 35. MICROFILM/MICROFICHE READER/PRINTER
 - 36. MODULATOR-DEMULATOR (MODEM)
 - 37. OFF-LINE PRINTER
 - 38. ON-LINE CARD PUNCH
 - 39. ON-LINE CARD READER/PUNCH
 - 40. ON-LINE CONTROLLER (TAPE, DISK, OR CARD)

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #38 IN THE ANSWER BOOKLET

38. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON YOUR PRESENT JOB.
01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
02. OPTICAL CHARACTER READER (OCR)
03. OPTICAL MARK READER (CMR)
04. PAPER SHREDDER
05. PAPER TAPE READER/PUNCH
06. PERIPHERAL SWITCH
07. SYSTEM CONSOLE
08. TELETYPE MACHINE/TERMINAL
09. UNIVAC 1549 CARD READER/PUNCH/INTERPRETER
10. UNIVAC 1710 VERIFIER/INTERPRETER/PUNCH
11. UNIVAC 1720 CARD PUNCH
12. X-Y PLOTTER (CALCOMP, VARIAN)

PART II - TASK SECTION

INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK SECTION OF THIS QUESTIONNAIRE AND FILL IN THE CIRCLE UNDER THE TASK DONE COLUMN. IN THE RESPONSE BOOKLET, FOR EACH TASK STATEMENT WHICH YOU ACTUALLY PERFORM NOW IN YOUR BILLET. DO NOT FILL IN THE CIRCLES FOR TASKS THAT YOU DO NOT PERFORM. DO NOT BLACKEN THE NUMBERS TO THE RIGHT OF THE CIRCLES AT THIS TIME. SEPARATE INSTRUCTIONS WILL FOLLOW FOR THAT PART OF THE QUESTIONNAIRE AFTER YOU HAVE COMPLETED MARKING THE TASKS THAT YOU DO.

E X A M P L E

QUESTIONNAIRE BOOKLET		RESPONSE BOOKLET	
		TASK DONE	
0001	TASK	<input checked="" type="radio"/>	0 0 0 1 1 2 3 4 5 6 7
0012	TASK	<input type="radio"/>	0 0 1 2 1 2 3 4 5 6 7
0035	TASK	<input type="radio"/>	0 0 3 5 1 2 3 4 5 6 7

THE TASKS PERFORMED IN YOUR PRESENT BILLET MCS FOLLOW:

1. ADDRESS OR CALL SYSTEM VIA CCNSOLE ACTION TO RESPOND TO SYSTEM REQUESTS
2. ADDRESS OR CALL SYSTEM VIA CCNSOLE TO REQUEST INFORMATION
3. ADJUST READ OR SENSING DEVICES IN DATA PROCESSING EQUIPMENT
4. ALIGN COMPUTER OUTPUT MICROFORM (COM) CAMERAS
5. ANALYZE CCNSOLE PRINTOUTS TO IDENTIFY COMPUTER STOPPAGES
6. CHANGE HARDWARE SYSTEMS CONFIGURATIONS
7. CHANGE OR ALIGN PAPER IN PRINTERS
8. CHECK IN OR CHECK OUT MAGNETIC MEDIA FROM LIBRARY
9. COLLATE CARDS BY MACHINE
10. COMPARE TAPE IDENTIFICATIONS AND TAPE FILE-CONTROLS FOR AGREEMENT
11. CONVERT OR RECORD DATA FROM ONE MEDIA TO ANOTHER MEDIA SUCH AS CARD TO TAPE OR TAPE TO DISK
12. CORRECT STOPPAGES ON CARD PUNCH MACHINES
13. CORRECT STOPPAGES ON CARD READERS
14. CORRECT STOPPAGES ON CARD REPRODUCERS
15. CORRECT STOPPAGES ON CARD SORTERS
16. CORRECT STOPPAGES ON CARD VERIFIER MACHINES
17. CORRECT STOPPAGES ON COLLATORS
18. CORRECT STOPPAGES ON DISK CONTROLLERS
19. CORRECT STOPPAGES ON DISK DRIVES
20. CORRECT STOPPAGES ON INTERPRETERS
21. CORRECT STOPPAGES ON MAGNETIC TAPE CONTROLLERS
22. CORRECT STOPPAGES ON MAGNETIC TAPE DRIVES

23. CORRECT STOPPAGES ON OPTICAL MARK READERS (OMR) OR OPTICAL CHARACTER READERS (OCR)
24. CORRECT STOPPAGES ON PAPER TAPE READER-PUNCHES
25. CORRECT STOPPAGES ON PRINTERS
26. DETERMINE STATUS OF MICROFORM JOBS
27. DEVELOP MICROFILM
28. DUMP MAIN STORAGE CONTENTS MANUALLY
29. ENTER DATA OR PROGRAMS INTO COMPUTER VIA CONSOLE
30. ENTER DATA USING OCR OR OMR
31. ENTER DATA USING PAPER TAPE READERS
32. ESTABLISH OR UPDATE ORIGINAL MICROFORM FILES OR LIBRARIES
33. INITIATE BATCHED JOB PROCESSING
34. INITIATE REMOTE JOB ENTRY (RJE) SYSTEM MODE CHANGES
35. INPUT, UPDATE, OR RETRIEVE DATA USING REMOTE INQUIRY UNITS SUCH AS CATHODE RAY TUBES (CRT) OR TELETYPES
36. INSPECT OR CHANGE DISK PACK FILTERS
37. INSTALL MODULATOR-DEMODULATORS (MODEMS)
38. INTERPRET CARDS BY MACHINE
39. INTERPRET INDICATING LIGHTS ON PERIPHERAL EQUIPMENT
40. INTERPRET INDICATING OR REGISTER LIGHTS ON CENTRAL PROCESSING UNITS (CPU)
41. INTERROGATE MEMORY LOCATION VIA CONSOLE ACTION
42. ISOLATE CAUSES OF MACHINE STOPS OR MALFUNCTIONS
43. ISOLATE MALFUNCTIONS IN RJE UNITS
44. ISOLATE PROBLEMS ON PRODUCTION RUNS
45. KEY IN DATA TO TAPE OR DISK

46. LABEL MAGNETIC MEDIA EXTERNALLY
47. LABEL MAGNETIC MEDIA INTERNALLY
48. LOAD OR UNLOAD DISKETTES
49. LOAD OR UNLOAD DISKS
50. LOAD OR UNLOAD PUNCH CARDS IN OR FROM AUTOMATIC DATA PROCESSING (ADP) EQUIPMENT
51. LOAD OR UNLOAD UNEXPOSED FILM INTO MICROFORM PRODUCTION EQUIPMENT
52. LOAD PROGRAMS OR DATA FROM CARDS
53. LOAD PROGRAMS OR DATA FROM DISKS
54. LOAD PROGRAMS OR DATA FROM TAPES
55. MAKE ENTRIES IN ADP EQUIPMENT DAILY UTILIZATION LOGS
56. MAKE ENTRIES ON WORK OR RUN REQUESTS SUCH AS INITIALS, REMARKS, OR PANEL READINGS
57. MIX MICROFORM DEVELOPING CHEMICALS
58. MONITOR DATA FLOW (NETWORK REPORTING)
59. MONITOR DATA TRANSMISSION CONTROL UNITS
60. MONITOR INTERACTIVE PROCESSING
61. MOUNT OR DISMOUNT CARRIAGE CONTROL TAPES
62. MOUNT OR DISMOUNT MAGNETIC OR PAPER TAPES
63. NOTIFY CUSTOMER ENGINEERS (CE) OR TECHNICAL REPRESENTATIVES OF EQUIPMENT FAILURE
64. NOTIFY PROGRAMMERS OR ANALYSTS OF PROCESSING PROBLEMS
65. NOTIFY SUPERVISORS OR MANAGEMENT OF MACHINE FAILURE, DOWNTIME, OR PROCESSING PROBLEMS
66. PARTICIPATE IN ADP EQUIPMENT ACCEPTANCE TESTS
67. PARTICIPATE WITH PROGRAMMERS IN TESTING OR DEBUBBING PROGRAMS

68. PERFORM ADP SEVERE WEATHER, BCMB THREAT, OR NATURAL DISASTER OPERATING PROCEDURES
69. PERFORM EMERGENCY POWER OFF PROCEDURES
70. PERFORM OPERATOR MAINTENANCE ON ADP EQUIPMENT
71. PERFORM OPERATOR MAINTENANCE ON COM RECORDER OR DEVELOPING STATICS
72. PERFORM OPERATOR MAINTENANCE ON PUNCH CARD EQUIPMENT
73. PERFORM OPERATOR MAINTENANCE ON TEMPERATURE OR HUMIDITY RECORDING DEVICES
74. PERFORM RESTART PROCEDURES ON COMPUTER SYSTEM
75. PERFORM SYSTEM INITIALIZATION PROCEDURES
76. POWER UP OR POWER DOWN CPU
77. POWER UP OR POWER DOWN MICROFORM EQUIPMENT
78. POWER UP OR POWER DOWN OCR OR CMR
79. POWER UP OR POWER DOWN PERIPHERAL EQUIPMENT
80. POWER UP OR POWER DOWN PUNCH CARD ACCOUNTING MACHINE (PCAM) OR ELECTRONIC ACCOUNTING MACHINE (EAM) EQUIPMENT
81. PREPARE CARRIAGE CONTROL TAPES
82. PROGRAM KEYPUNCH MACHINES
83. PUNCH CARDS
84. PUNCH PAPER TAPES
85. RECONSTRUCT MISSICNS USING PLET ENTRY SYSTEM
86. REINK PRINTER RIBBONS
87. REMOVE OR REPLACE PRE-WIRED CONTROL PANELS ON PCAM OR EAM EQUIPMENT
88. REMOVE PRINTED DATA OUTPUT
89. REPLACE FUSES IN DATA PROCESSING EQUIPMENT

90. REPLACE PRINT RIBBONS IN DATA PROCESSING EQUIPMENT
91. REPLACE ROOM, AREA, OR EQUIPMENT AIR FILTERS IN ADP FACILITIES
92. REPRODUCE CARDS
93. RESPOND TO OR CORRECT ERRORS VIA CONSOLE OPERATION
94. REVIEW CONSOLE OUTPUT FOR JOB STATUS
95. SELECT OR CHANGE INTERNAL COMPONENTS OF MINICOMPUTERS
96. SET OR RESET COMPUTER TIME CLOCKS
97. SORT CARDS BY MACHINE
98. SUMMARIZE TRANSACTIONS USING PCAM OR EAM MACHINES
99. TEST MODEMS
100. TEST WIRING FOR PCAM OR EAM EQUIPMENT
101. VERIFY CARDS BY MACHINE
102. WIRE PANELS FOR PCAM OR EAM EQUIPMENT
103. ANALYZE OUTPUT PRODUCTS FOR COMPLIANCE WITH STANDARDS OR SPECIFICATIONS
104. ASSEMBLE, REARRANGE, OR EDIT INPUT OR OUTPUT DATA
105. BATCH RUN REQUESTS
106. BIND COMPUTER PRINTOUTS
107. BURST, DECOLLATE, OR ASSEMBLE PRINTED OUTPUT
108. COLLATE CARDS MANUALLY
109. COORDINATE WITH OFFICES OF PRIMARY RESPONSIBILITY (OPR) ON NEW OR REVISED REPORTING REQUIREMENTS
110. DETERMINE ALTERNATE METHODS FOR ACCOMPLISHING JOB REQUIREMENTS
111. DETERMINE CAUSE OF FAULTY OUTPUT PRODUCTS
112. DEVELOP PCAM OR EAM SCHEDULES

113. DISTRIBUTE OR DELIVER OUTPUT PRODUCTS
114. DISTRIBUTE RUN SCHEDULES
115. ESTABLISH OR UPDATE INPUT OR OUTPUT (I/O) LOGS
116. ESTABLISH OR UPDATE MASTER SCHEDULE OF ADP SYSTEMS OR CYCLES
117. ESTABLISH OR UPDATE PROGRAMMER, ANALYST, OR CUSTOMER CONTACT ROSTERS OR COMMUNICATIONS PLANS
118. ESTABLISH OR UPDATE RUN DOCUMENTATION FILES
119. ESTABLISH OR UPDATE SCHEDULES OF ADP JOBS OR DEADLINE DATES
120. ESTABLISH OR UPDATE TRANSMITTAL LOGS OF I/O MEDIA
121. IDENTIFY OR ORDER TAPES NEEDED FROM OFF-SITE STORAGE
122. INTERPRET OR VERIFY CARDS VISUALLY
123. LABEL PRINTED OUTPUT
124. LABEL PUNCHED CARD DECKS OR FILES
125. NOTIFY CUSTOMERS OF JOB COMPLETION
126. NOTIFY CUSTOMERS OF PRODUCTION PROBLEMS
127. OPTIMIZE JOB CONTROL LANGUAGE (JCL)
128. PICK UP FROM OR DELIVER DATA TO COMMUNICATIONS CENTER
129. PREPARE JOB OR RUN SHEETS
130. PREPARE UNCLASSIFIED INPUT OR OUTPUT MEDIA FOR MAIL, DELIVERY, OR DISTRIBUTION
131. REPORT COMPUTER INPUT DATA CONTENT ERRORS TO CUSTOMERS
132. RESOLVE PRODUCTION PROBLEMS WITH CUSTOMERS
133. RESPOND TO INQUIRIES FROM CUSTOMERS
134. REVIEW DEALLOCATIONS
135. REVIEW REQUESTS FOR DATA PROCESSING SERVICES

136. SORT CARDS MANUALLY
137. UPDATE SYSTEM LOADER CARD DECKS
138. CERTIFY MAGNETIC MEDIA
139. CLEAN OR INSPECT MAGNETIC MEDIA
140. DEGAUSS MAGNETIC MEDIA
141. ESTABLISH OR UPDATE MAGNETIC MEDIA ACCOUNTABILITY RECORDS
142. ESTABLISH OR UPDATE MAGNETIC MEDIA HISTORY FILES
143. FILE MAGNETIC MEDIA
144. INITIALIZE NEW MAGNETIC MEDIA
145. INVENTORY MAGNETIC MEDIA
146. ISSUE OR RECEIVE MAGNETIC MEDIA FROM LIBRARY
147. MAINTAIN OFF-SITE OR REMOTE STORAGE BACKUP FILES
148. MAKE ENTRIES IN DISK PACK OR TAPE CONTROL LOGS
149. PERFORM OPERATOR MAINTENANCE ON TAPE CLEANERS
150. PERFORM OPERATOR MAINTENANCE ON TAPE DEGAUSSERS
151. PLACE LOAD-POINT OR END-OF-TAPE MARKERS ON MAGNETIC TAPE
152. PLACE SCRATCH TAPES IN COMPUTER ROOM
153. PREPARE TAPE USAGE REPORTS
154. REVIEW ACCURACY OF TAPE OR DISK PACK LIBRARY LISTS WITH
SUBSYSTEM PROCESSING INSTRUCTIONS
155. REVIEW TAPES FOR FILE CLASSIFICATION
156. SPLICE MAGNETIC TAPES OR LEADERS
157. SPLICE PAPER TAPES
158. UPDATE SCRATCH TAPES OR DISK PACK INVENTORY LISTS
159. ALLOCATE IMMEDIATE ACCESS STORAGE

160. CHANGE DATA PROCESSING SYSTEM CONFIGURATION BY PATCHING
161. CODE COMPUTER PROGRAMS IN ASSEMBLY LANGUAGES
162. CODE COMPUTER PROGRAMS IN HIGHER LEVEL LANGUAGES
163. CODE COMPUTER PROGRAMS IN MACHINE LANGUAGES
164. CODE CONTROL RECORDS FOR PLACING SUBSYSTEM ON-LINE WITH INTERCOMMUNICATIONS (INTERCCMM)
165. CODE DATA SET UTILITY PROGRAMS
166. CODE FOR GRAPHIC DISPLAY PLOTTERS
167. CODE INSTRUCTIONS TO INTERCEPT ABNORMAL END OF JOBS (ABENDS)
168. CODE JOB CONTROL LANGUAGES
169. CODE JOB PARAMETER STATEMENTS
170. CODE MACRO
171. CODE SERVICE AID UTILITY PROGRAMS
172. CODE SYSTEM UTILITY PROGRAMS
173. CODE TELECOMMUNICATIONS INSTRUCTIONS TO ACCESS DATA SETS
174. COMPARE COMPILATION OR ASSEMBLY LISTINGS TO STANDARDS OR SPECIFICATIONS
175. COMPILE OR ASSEMBLE PROGRAMS
176. DEBUG COMPUTER PROGRAMS
177. DESIGN CARRIAGE CONTROL TAPES
178. DESIGN MAGNETIC MEDIA RECORDS
179. DESK CHECK PROGRAMS
180. DETERMINE CAUSES OF PROGRAM HALTS OR ABENDS
181. DETERMINE PROGRAM RUN TIMES
182. DEVELOP MODELS OR DUMMY DATA TO SIMULATE FUNCTIONAL REQUIREMENTS

183. DEVELOP PROGRAMMING AIDS SUCH AS QUICK REFERENCE TABLES
184. EXPLAIN ERROR PRINTOUTS TO CUSTOMERS
185. IMPLEMENT SYSTEM CHANGE PACKAGES OR EMERGENCY URGENT CHANGE PACKAGES (EUCP)
186. MODIFY OR UPDATE EXISTING COMPUTER PROGRAMS
187. MODIFY RESIDENT READER SPECIFICATIONS
188. PREPARE CONTROL PANEL WIRING DIAGRAMS
189. PREPARE CONTROL STATEMENTS TO MAINTAIN SYSTEMS LIBRARIES
190. PREPARE DETAILED FLOW CHARTS
191. PREPARE DOCUMENTATION FOR INDIVIDUAL PROGRAMS
192. PREPARE OR REVISE COMPUTER OPERATOR INSTRUCTIONS.
193. PREPARE PROGRAM TEST SPECIFICATIONS OR INSTRUCTIONS
194. PREPARE SYSTEMS CHANGE REQUESTS
195. PREPARE TROUBLE REPORTS, DIFFICULTY REPORTS (DIREP), OR EMERGENCY URGENT CHANGE REQUESTS (EUCR)
196. RECOMMEND CHANGES TO PROGRAM MAINTENANCE OR PROGRAM OPERATIONS MANUALS
197. REVIEW PROGRAM REQUIREMENTS
198. REVIEW PROGRAM SPECIFICATIONS
199. TEST COMPUTER PROGRAMS
200. TEST OCR OR OMR PROGRAMS
201. TEST OR DEBUG COMPILERS OR ASSEMBLERS
202. TEST PROGRAM AND SUB-SYSTEM INTERFACE
203. TRANSLATE OR CONVERT PROGRAMS WRITTEN IN ONE COMPUTER LANGUAGE TO A DIFFERENT COMPUTER LANGUAGE
204. UPDATE PROCEDURES LIBRARIES
205. WORK WITH CUSTOMERS IN PREPARATION OF DIREP, EUCR, OR TROUBLE REPORTS

206. ANALYZE DATA BASE REQUIREMENTS
207. ANALYZE EXISTING DOCUMENTATION TO DETERMINE ADP MODIFICATIONS
208. ANALYZE OR READ INTERCOMMUNICATIONS (INTERCOMM) SNAP DUMPS OR ABENDS
209. ANALYZE OR REVIEW SYSTEM TEST RESULTS
210. ANALYZE OUTPUT PRODUCTS OF OTHER FUNCTIONAL SYSTEMS FOR INTERFACE WITH EXISTING SYSTEMS
211. BRIEF FUNCTIONAL AREA PERSONNEL ON CAPABILITIES OF PROPOSED ADP SYSTEMS OR EQUIPMENT
212. COMPILE RECORDS OF SYSTEMS DESIGN ACTIVITIES SUCH AS MAN-HOURS EXPENDED
213. CONDUCT DESIGN ANALYSIS OR PROJECT TEAM MEETINGS
214. CONDUCT FINAL SYSTEM REVIEWS FOR USER APPROVAL
215. CONDUCT SYSTEMS DESIGN STATUS BRIEFINGS
216. DEFINE SYSTEMS INTERFACE OR INTEGRATION REQUIREMENTS
217. DESIGN APPLICATIONS DATA BASE
218. DESIGN AUDIT TRAILS
219. DESIGN DATA ELEMENTS OR CODES
220. DESIGN ERROR HANDLING ROUTINES
221. DESIGN FEEDBACK ROUTINES
222. DESIGN INPUT OR OUTPUT FORMATS SUCH AS CARD, PRINTED, OR MICROFORM REPORT FORMATS
223. DESIGN REMOTE TERMINAL NETWORKS
224. DETERMINE IMPACT OF SYSTEMS ERRORS
225. DETERMINE INTERRELATIONSHIPS AMONG FILES, DOCUMENTS, AND ITEMS

226. DETERMINE SYSTEMS INPUT OR OUTPUT REQUIREMENTS
227. DETERMINE TELEPROCESSING REQUIREMENTS
228. DEVELOP TAPE MANAGEMENT SYSTEMS
229. DEVELOP TIME PHASING DEVICES SUCH AS PROGRAM EVALUATION AND REVIEW TECHNIQUES (PERT) OR GANTT CHARTS
230. DRAW HIERARCHY PLUS INPUT-PROCESS-OUTPUT (HIPO) SOLUTIONS TO PROBLEMS
231. ESTABLISH OR UPDATE MASTER SCHEDULE FILES OF ALL SYSTEMS OR CYCLES
232. ESTABLISH OR UPDATE SYSTEM CATALOGS
233. ESTABLISH SYSTEM DESIGN COMPLETION DATES OR MILESTONES
234. ESTABLISH SYSTEM STUDY OBJECTIVES
235. ESTIMATE OPERATING TIME OF COMMUNICATIONS OR TELEPROCESSING REQUIREMENTS
236. ESTIMATE PROGRAMMING OR SYSTEMS REQUIREMENTS
237. EVALUATE FUNCTIONAL USER RETRIEVAL REQUESTS
238. EVALUATE PERFORMANCE HISTORY ON SPECIFIC JOBS
239. EVALUATE SYSTEMS CHANGE REQUESTS
240. GATHER SYSTEMS ANALYSIS BACKGROUND INFORMATION BY INTERVIEW
241. GATHER SYSTEMS ANALYSIS BACKGROUND INFORMATION BY OBSERVATION
242. GATHER SYSTEMS ANALYSIS BACKGROUND INFORMATION BY REVIEW OF SYSTEMS DOCUMENTATION
243. IDENTIFY AUDIT TRAIL REQUIREMENTS
244. IDENTIFY AUTODIN REQUIREMENTS
245. IDENTIFY PROGRAM EXECUTION TIMING FACTORS
246. MAINTAIN LISTS OF RECURRING SYSTEMS ERRORS

247. MAINTAIN OR REVIEW DIREP, EUCF, CR SYSTEMS ADVISORY NOTICES (SAN)
248. MODIFY SYSTEMS APPLICATIONS
249. PERFORM ECONOMICAL FEASIBILITY STUDIES
250. PERFORM OPERATIONAL FEASIBILITY STUDIES OF FUNCTIONAL REQUIREMENTS
251. PERFORM SOCIAL FEASIBILITY STUDIES
252. PERFORM SYSTEMS ADVISORY SERVICES OR EARLY WARNING NOTICES
253. PERFORM TECHNICAL FEASIBILITY STUDIES
254. PREPARE DATA PROCESSING COST REPORTS OR ESTIMATES
255. PREPARE ESTIMATES OF SYSTEM RUN TIME
256. PREPARE HARDWARE SYSTEM CONVERSION PLANS
257. PREPARE INPUT OR OUTPUT FILE SPECIFICATIONS
258. PREPARE MACHINE DEGRADATION OPERATING PROCEDURES
259. PREPARE OR REVISE PROGRAM MAINTENANCE MANUALS
260. PREPARE OR REVISE PROGRAM OPERATIONS MANUALS
261. PREPARE OR REVISE PROGRAM SPECIFICATIONS
262. PREPARE PLANS TO TEST HARDWARE INTERFACE
263. PREPARE PLANS TO TEST SOFTWARE INTERFACE
264. PREPARE PROJECT TURN-OVER BRIEFS
265. PREPARE RECOMMENDATIONS FOR SIZE AND CAPACITY OF PROPOSED ADP EQUIPMENT
266. PREPARE RECOMMENDATIONS FOR SIZE AND CAPACITY OF PROPOSED PCAM OR EAM EQUIPMENT
267. PREPARE SOFTWARE SYSTEM CONVERSION PLANS
268. PREPARE SYSTEM CHANGE PACKAGES FOR RELEASE OR IMPLEMENTATION

269. PREPARE SYSTEM DATA ANALYSIS SHEETS (CAS)
270. PREPARE SYSTEM DOCUMENT ANALYSIS AND DATA SHEETS
271. PREPARE SYSTEM FLOW CHARTS
272. PREPARE SYSTEM NARRATIVES
273. PREPARE SYSTEM OR PROGRAM DECISION LOGIC TABLES
274. PREPARE SYSTEM TEST DATA
275. PREPARE SYSTEM TEST PLANS
276. PREPARE SYSTEMS REQUIREMENTS
277. PREPARE SYSTEMS SPECIFICATIONS
278. PREPARE SYSTEMS USER MANUALS
279. PREPARE TEST ANALYSIS REPORTS
280. REPORT SYSTEM IMPLEMENTATION STATUS OF NEW SYSTEMS TO
OTHER AGENCIES
281. REVIEW CHANGES TO DATA BASE
282. REVIEW DATA AUTOMATIC REQUIREMENTS
283. REVIEW DATA PROJECT DIRECTIVES
284. REVIEW DATA PROJECT PLANS
285. REVIEW OPERATIONAL PROGRAMS OR SYSTEMS FOR APPLICABILITY
OF NEW TECHNIQUES
286. REVIEW RECOMMENDATIONS FOR NEEDED DATA SYSTEMS EQUIPMENT
287. REVIEW REQUESTS FOR SYSTEM STUDIES
288. REVIEW SYSTEMS INTERFACE OR INTEGRATION REQUIREMENTS
289. REVIEW TECHNOLOGICAL DEVELOPMENTS IN COMMUNICATIONS OR
TELEPROCESSING
290. REVIEW TECHNOLOGICAL DEVELOPMENTS IN PROCESSING, STORAGE,
OR INFORMATION RETRIEVAL
291. RUN ACCEPTANCE TESTS ON ADP SYSTEMS

292. RUN MAN-MACHINE TESTS ON ADP SYSTEMS
293. RUN REGRESSION TESTS ON ADP SYSTEMS
294. RUN STRING TESTS ON ADP SYSTEMS
295. RUN UNIT TESTS ON ADP SYSTEMS
296. RUN VOLUME TESTS ON ADP SYSTEMS
297. SCHEDULE SYSTEM OR MANAGEMENT STUDIES
298. SELECT OR RECOMMEND MODES OF DATA TRANSMISSION
299. SELECT PROGRAMMING LANGUAGES FOR SYSTEMS APPLICATIONS
300. VERIFY PROBLEM STATEMENTS
301. ASSIGN CONTROL NUMBERS TO CLASSIFIED DOCUMENTS
302. AUTHORIZE OR DENY ACCESS TO RESTRICTED OR CONTROLLED AREAS OR CLASSIFIED MATERIALS
303. CHANGE LOCK COMBINATIONS ON SAFES, VAULTS, OR CIPHER LOCKS
304. CONDUCT SECURITY BRIEFINGS OR DEBRIEFINGS
305. CONDUCT SECURITY INSPECTIONS
306. DESANITIZE SITE OR EQUIPMENT UPON COMPLETION OF CLASSIFIED PROCESSING
307. DESIGNATE CLASSIFIED MATERIAL FOR DESTRUCTION
308. DESIGNATE CLASSIFIED OR PRIVACY ACT MATERIAL
309. DETERMINE CLASSIFIED MATERIAL SECURITY REQUIREMENTS
310. DETERMINE CUSTOMER AUTHORIZATION TO ACCESS FILES REQUESTED
311. DETERMINE SECURITY CLASSIFICATION OF SELF-GENERATED MATERIALS
312. DISTRIBUTE CLASSIFIED MATERIAL
313. ESTABLISH OR UPDATE FILE OF RECORDS OF CLASSIFIED MATERIAL REVIEW BOARD

- 314. ESTABLISH OR UPDATE LISTINGS FOR CLASSIFIED JOBS
- 315. EVALUATE ADP SECURITY PROGRAMS
- 316. INSPECT CLASSIFIED MATERIAL
- 317. INVENTORY CLASSIFIED MATERIAL
- 318. MARK PRIVACY ACT INFORMATION
- 319. PLACE DOWNGRADING INSTRUCTIONS ON CLASSIFIED MATERIAL
- 320. PREPARE CLASSIFIED MATERIAL DESTRUCTION RECORDS OR REPORTS
- 321. PREPARE CLASSIFIED MATERIAL FOR MAIL, DELIVERY, OR DISTRIBUTION
- 322. PREPARE OR FILE LOCATOR SHEETS ON CLASSIFIED MATERIAL
- 323. PREPARE OR MAINTAIN LISTS OF PERSONNEL AUTHORIZED ACCESS TO OR USE OF ON-LINE DEVICES
- 324. PREPARE OR REVIEW SECURITY CLEARANCE REQUESTS
- 325. PREPARE OR REVIEW SECURITY PROCEDURES CHECKLISTS
- 326. PREPARE OR REVISE CLASSIFIED MATERIAL CONTROL LOGS
- 327. PREPARE OR REVISE CLASSIFIED MATERIAL DESTRUCTION PLANS
- 328. PREPARE OR UPDATE ACCESS LISTS TO RESTRICTED OR CONTROLLED AREAS OR CLASSIFIED MATERIAL
- 329. REPORT SECURITY VIOLATIONS
- 330. REVIEW CLASSIFIED MATERIAL DESTRUCTION PLANS
- 331. SECURE SITE OR EQUIPMENT FOR CLASSIFIED PROCESSING
- 332. STAMP SECURITY CLASSIFICATION ON MATERIALS
- 333. STORE OR SAFEGUARD CLASSIFIED MATERIAL
- 334. STORE OR SAFEGUARD PRIVACY ACT INFORMATION
- 335. ADMINISTER TRAINING TESTS OR EXAMINATIONS
- 336. CONSTRUCT TRAINING AIDS

337. DEFINE TRAINING REQUIREMENTS
338. DEVELOP COMPUTER DIRECTED TRAINING SYSTEM (CCTS) LESSONS
339. DIRECT OR IMPLEMENT CJT PROGRAMS
340. ESTABLISH OR MAINTAIN STUDY REFERENCE FILES
341. EVALUATE TRAINING METHODS, TECHNIQUES, OR PROGRAMS
342. GRADE TRAINING TESTS OR EXAMINATIONS
343. INSTRUCT OR TRAIN ADP PERSONNEL ON EMERGENCY OPERATING PROCEDURES
344. INSTRUCT OR TRAIN PERSONNEL IN ADMINISTERING CONTRACTS OR OPEN PURCHASE ORDERS
345. INSTRUCT OR TRAIN PERSONNEL IN CPU OPERATIONS
346. INSTRUCT OR TRAIN PERSONNEL IN HANDLING OF MAGNETIC MEDIA
347. INSTRUCT OR TRAIN PERSONNEL IN HANDLING OR STORING PUNCH CARDS
348. INSTRUCT OR TRAIN PERSONNEL IN PREPARING SUPPLY DOCUMENTS, SUCH AS REQUISITIONS, INVOICES, OR VOUCHERS
349. INSTRUCT OR TRAIN PERSONNEL IN PROGRAMMING TECHNIQUES
350. INSTRUCT OR TRAIN PERSONNEL IN TECHNIQUES OF SYSTEMS ANALYSIS
351. INSTRUCT OR TRAIN PERSONNEL TO OPERATE PERIPHERAL EQUIPMENT
352. INSTRUCT OR TRAIN PERSONNEL TO PERFORM OPERATOR MAINTENANCE ON ADP EQUIPMENT
353. PARTICIPATE IN CLASSROOM INSTRUCTION AS A STUDENT
354. PLAN OR SCHEDULE TRAINING PROGRAMS
355. PREPARE LESSON PLANS FOR MILITARY TRAINING
356. PREPARE OR UPDATE INDIVIDUAL TRAINING RECORDS
357. PREPARE TRAINING LECTURES

358. PREPARE TRAINING TESTS OR EXAMINATIONS
359. REVIEW TRAINING MATERIALS SUCH AS INSTRUCTOR GUIDES OR PLANS
360. TRAIN CUSTOMERS ON PROCEDURES SUCH AS TERMINAL OPERATIONS OR USE OF RETRIEVAL LANGUAGES
361. TRAIN PERSONNEL IN ADP SECURITY REQUIREMENTS
362. WRITE JOB PROFICIENCY GUIDES (JPG)
363. WRITE JUSTIFICATION FOR TRAINING FACILITIES, EQUIPMENT, PUBLICATIONS, OR MATERIALS
364. WRITE OR UPDATE TRAINING MATERIAL SUCH AS CURRICULUM, INSTRUCTOR GUIDES, OR PLANS
365. WRITE TRAINING REPORTS
366. ASSIGN SPACE FOR ADP EQUIPMENT OR SUPPLIES
367. BRIEF PERSONNEL ON SYSTEM CHANGES
368. CONDUCT OR PARTICIPATE IN STAFF MEETINGS
369. COORDINATE ALL DOWNTIME WITH MAIN SITE, OFFICE OF PRIMARY RESPONSIBILITY (OPR), AND REMOTE USERS
370. COORDINATE AUTODIN IN OR OUT PROCESSING
371. COORDINATE DATA AUTOMATIC REQUIREMENTS
372. COORDINATE DATA PROJECT DIRECTIVES
373. COORDINATE DATA PROJECT PLANS
374. COORDINATE DEVELOPMENT SPECIFICATIONS
375. COUNSEL PERSONNEL ON PERSONAL OR MILITARY MATTERS
376. DETERMINE ACTION FOR ADP EQUIPMENT REPAIR OR REPLACEMENT
377. DETERMINE ADHERANCE TO RUN SCHEDULES
378. DETERMINE CURRENT OR PROJECTED PERSONNEL POSITION VACANCIES
379. DETERMINE DUTY ASSIGNMENTS FOR INCOMING PERSONNEL

- 380. DETERMINE IMPACT OF BUDGET CHANGES
- 381. DETERMINE RECOMMENDED ADP SITE FOR FIELD OPERATIONS
- 382. DETERMINE STOPPING POINT TO BEGIN PREVENTIVE MAINTENANCE
- 383. DEVELOP DIRECTIVES GOVERNING ADP EQUIPMENT USAGE
- 384. DEVELOP DIRECTIVES GOVERNING ADP SYSTEMS DEVELOPMENT
- 385. DEVELOP OR IMPROVE ADP WORK METHODS OR PROCEDURES
- 386. DIRECT MEDIA LIBRARY OPERATIONS
- 387. DIRECT SYSTEMS ANALYSIS OR PROGRAMMING ACTIVITIES
- 388. DRAFT OR WRITE AWARD RECOMMENDATIONS FOR SUBORDINATES
- 389. ESTABLISH OR UPDATE ADP VAN EQUIPMENT LOG BOOKS
- 390. ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES
- 391. EVALUATE ADEQUACY OF ADP REPORTS
- 392. EVALUATE ADHERENCE TO WORK SCHEDULES
- 393. EVALUATE ADMINISTRATIVE FORMS, FILES, OR PROCEDURES
- 394. EVALUATE ADP PERFORMANCE STANDARDS
- 395. EVALUATE BUDGET REQUIREMENTS
- 396. EVALUATE EMERGENCY PLANS
- 397. EVALUATE EQUIPMENT UTILIZATION
- 398. EVALUATE LAYOUT OF FACILITIES
- 399. EVALUATE PERFORMANCE HISTORY OF EQUIPMENT
- 400. EVALUATE SYSTEMS SPECIFICATIONS
- 401. EVALUATE WORK AREA FOR SPECIAL SAFETY GEAR REQUIREMENTS
- 402. IN-BRIEF OR OUT-BRIEF ON E AND A VISIT OBJECTIVES OR SURVEY RESULTS
- 403. INSPECT ADP FACILITIES FOR CLEANLINESS OR STATE OF REPAIR

404. INSPECT ADP WORK AREAS OR PERSONNEL FOR UNSAFE WORKING CONDITIONS
405. INSPECT BARRACKS FOR CLEANLINESS OR STATE OF REPAIR
406. INSPECT FIRE PROTECTION OR SAFETY EQUIPMENT FOR SERVICEABILITY
407. INSPECT LOG SHEETS FOR COMPLETENESS AND ACCURACY
408. INSPECT PERSONNEL FOR MILITARY APPEARANCE
409. INSPECT USER REMOTE OR RJE INSTALLATIONS
410. INTERPRET REPORTING REQUIREMENTS OR DIRECTIVES TO USING UNITS
411. INTERVIEW PERSONNEL TO FILL POSITION VACANCIES
412. INVESTIGATE CAUSES OF LOST, STOLEN, OR DAMAGED EQUIPMENT
413. INVESTIGATE PERSONAL INJURY OR NONPROPERTY ACCIDENTS OR INCIDENTS
414. MAKE RECOMMENDATIONS FOR ADP EQUIPMENT UPGRADE
415. MAKE WORK ASSIGNMENTS
416. MONITOR PREPARATION OF CORRESPONDENCE OR REPORTS
417. MONITOR REPORTS CONTROL SYMBOL (RCS) OR PRODUCT CONTROL NUMBER (PCN) REPORTING
418. PARTICIPATE IN ADMINISTRATION CONTRACTING OFFICE VISITS
419. PARTICIPATE IN AUTOMATED DATA SYSTEM (ADS) EVALUATION VISITS
420. PARTICIPATE IN DATA PROCESSING INSTALLATION (DPI) ADP MANAGEMENT EVALUATION VISITS
421. PARTICIPATE IN DPI PREINSTALLATION EVALUATION VISITS
422. PARTICIPATE IN PLANT REPRESENTATIVE OFFICE ASSISTANCE VISITS
423. PARTICIPATE IN SPECIAL ASSISTANCE TEAM VISITS

424. PERFORM POST-INSTALLATION INSPECTIONS OF NEW OPERATING SYSTEMS
425. PERFORM SHIFT TURNOVER PROCEDURES
426. PLAN FOR EQUIPMENT INSTALLATION
427. PLAN SAFETY PROGRAMS
428. PREPARE ACCEPTANCE TEST REPORTS
429. PREPARE ADP MANAGEMENT REPORTS
430. PREPARE DATA PROJECT DIRECTIVES
431. PREPARE DATA PROJECT PLANS
432. PREPARE E AND A VISIT REPORTS
433. PREPARE INCIDENT REPORTS (IR) OR CASUALTY REPORTS (CASREP) ON DOWN EQUIPMENT
434. PREPARE JUSTIFICATION FOR ACQUISITION OF ADP EQUIPMENT
435. PREPARE OR REVISE CONTINUITY OF OPERATIONS PLAN OR BACKUP AGREEMENTS
436. PREPARE OR UPDATE DUTY ROSTERS OR WATCH BILLS
437. PREPARE PERSONNEL WORK SCHEDULES
438. PREPARE RECOMMENDATIONS FOR CHANGES TO DATA AUTOMATIC REQUIREMENTS
439. PROVIDE INPUT TO DIRECTIVES GOVERNING ADP EQUIPMENT USAGE
440. PROVIDE INPUT TO DIRECTIVES GOVERNING ADP SYSTEM DEVELOPMENT
441. RECOMMEND CHANGES OR MODIFICATION TO MANPOWER DOCUMENTS
442. RECOMMEND COURSE OF ACTION CONCERNING PERSONNEL MANAGEMENT MATTERS SUCH AS PROMOTIONS, REDUCTIONS, OR TRANSFERS
443. RESEARCH PERSONNEL ADMINISTRATION POLICIES OR PROCEDURES
444. REVIEW ADP EQUIPMENT DAILY UTILIZATION LOGS
445. REVIEW ADP EQUIPMENT MAINTENANCE RECORDS

446. REVIEW ADP MANNING REPORT FOR PROPER UTILIZATION OF PERSONNEL
447. REVIEW ENLISTED PERFORMANCE EVALUATIONS
448. REVIEW JOB DESCRIPTIONS
449. REVIEW PROGRAM MAINTENANCE MANUALS
450. REVIEW PROGRAM OPERATION MANUALS
451. REVIEW SHIFT REPORTS
452. REVIEW SIGN IN OR SIGN OUT LOGS OF ADP PRODUCTS
453. REVIEW WORKLOAD PLANNING OR SCHEDULING DOCUMENTS
454. REVIEW, APPROVE, OR DISAPPROVE COMPLETED COMPUTER PROGRAMS
455. SCHEDULE EQUIPMENT OR FACILITIES MAINTENANCE
456. SCHEDULE EVALUATION AND ASSISTANCE (E AND A) VISITS
457. SCHEDULE LEAVE OR LIBERTY
458. SCHEDULE MAINTENANCE INSPECTIONS OF ADP EQUIPMENT
459. SUPERVISE MAINTENANCE OF ADP EQUIPMENT
460. SUPERVISE PERSONNEL HANDLING CLASSIFIED MATERIAL
461. SUPERVISE PERSONNEL OPERATING ADP EQUIPMENT
462. SUPERVISE PERSONNEL PERFORMING ADP SUPPLY DUTIES
463. SUPERVISE PERSONNEL PERFORMING NON-ADP DUTIES
464. SUPERVISE PERSONNEL PERFORMING PROGRAMMING DUTIES
465. SUPERVISE PERSONNEL PERFORMING SYSTEMS DUTIES
466. SUPERVISE SYSTEMS ANALYSIS AND DESIGN TEAMS
467. UPDATE WATCH, QUARTER, AND STATION BILLS
468. VERIFY CORRECTNESS OF BILLINGS FOR REPAIR, MAINTENANCE, OR RENT ON ADP EQUIPMENT
469. VERIFY CUSTOMER ENGINEER (CE) WORK DONE

470. WRITE BILLET OR JOB DESCRIPTIONS
471. WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS
472. WRITE OR DRAFT REQUESTS FOR BUDGET INCREASES
473. WRITE OR RECOMMEND ENLISTED PERFORMANCE EVALUATIONS OR PRO AND CON MARKS
474. WRITE PERSONAL INJURY OR NONPROPERTY ACCIDENT OR INCIDENT REPORTS
475. WRITE SURVEYS OR INVESTIGATION REPORTS ON LOST, STOLEN, OR DAMAGED EQUIPMENT
476. CONDUCT OR WRITE STAFF STUDIES
477. DESIGN LOCAL FORMS OR SERVICE DOCUMENTS
478. DETERMINE CONTENT OF OR MAINTAIN BULLETIN BOARDS
479. DEVELOP OR MAINTAIN STATUS BOARDS, GRAPHS, OR CHARTS
480. DISTRIBUTE INFORMATIONAL MATERIAL SUCH AS SAFETY OR VOTING PAMPHLETS
481. DRAFT CORRESPONDENCE SUCH AS LETTERS, MESSAGES, OR DISPOSITION FORMS (DF)
482. EDIT REPORTS
483. ESTABLISH OR UPDATE FILES OF CONSOLE PRINTOUTS
484. ESTABLISH OR UPDATE TECHNICAL PUBLICATIONS LIBRARIES
485. FILL OUT WORK REQUESTS OR WORK ORDERS FOR FACILITIES MAINTENANCE
486. MAINTAIN DIVISION OFFICERS' NOTEBOOK
487. MAINTAIN FUNCTIONAL FILES INCLUDING SOP
488. MAINTAIN POST-TENANT SUPPORT AGREEMENT FILES
489. MAINTAIN LOGS SUCH AS PASS DOWN LOGS (PDL) OR WORK COMPLETED LOGS
490. POST FIRE EVACUATION ROUTES OR PROCEDURES

491. PREPARE ADP MOBILIZATION PLANS
492. PREPARE ACP SUPPORT INPUT FOR HOST-TENANT AGREEMENTS
493. PREPARE BILLS FOR DATA PROCESSING SERVICES
494. PREPARE EMERGENCY OR DISASTER PLANS
495. PREPARE INPUT TO UNIT HISTORY
496. PREPARE LETTERS OF DISCONTINUANCE OR RELEASE OF ADP EQUIPMENT
497. PREPARE LETTERS OF INSTALLATION OR ACCEPTANCE OF ADP EQUIPMENT
498. PREPARE MACHINE UTILIZATION REPORTS
499. PREPARE MAN-HOUR ACCOUNTING DOCUMENTS
500. PREPARE OR REVISE SOP SUCH AS SUPPLY, SECURITY, ADP, FIRE, OR ADMINISTRATION
501. PREPARE PROJECT STATUS REPORTS
502. PREPARE REQUESTS FOR INVESTIGATION OF LOST, STOLEN, OR DAMAGED EQUIPMENT
503. REPRODUCE COPIES OF DOCUMENTS USING OFFICE COPY MACHINES
504. REVIEW OR FORWARD ACCIDENT OR INCIDENT REPORTS
505. REVIEW SOP
506. SCHEDULE CONFERENCES, MEETINGS, OR LECTURES
507. SCREEN OR ROUTE CORRESPONDENCE, PUBLICATIONS, OR INSTRUCTIONS
508. TYPE CORRESPONDENCE OR FORMS
509. ADMINISTER COMPLIANCE WITH CONTRACTS
510. ADMINISTER DELIVERY OF OPEN PURCHASE ORDERS
511. CANCEL REQUISITIONS
512. CLOSE OUT OR DISTRIBUTE OPEN PURCHASE CONTRACT ORDERS

513. COMPUTE ACP EQUIPMENT LEASE CHARGES
514. CONFIRM CONTRACT TERMS SUCH AS DELIVERY DATE, PRICE, OR QUANTITY
515. DETERMINE METHOD OF OPEN PURCHASES
516. DETERMINE MODIFICATIONS OR AMENDMENTS TO CONTRACTS
517. DETERMINE OR ESTABLISH STOCKAGE REQUIREMENTS OF SUPPLIES
518. DETERMINE VENDORS TO RECEIVE CONTRACTS
519. DISPOSE OF EXCESS OR UNSERVICEABLE TOOLS, SUPPLIES, OR EQUIPMENT
520. ESTABLISH OR UPDATE INVENTORY OR STOCK CONTROL RECORDS
521. ESTABLISH PROCEDURES FOR EQUIPMENT MAINTENANCE AND CONTRACTUAL SUPPORT
522. EVALUATE BIDS, QUOTATIONS, OR PROPOSALS FOR AWARDS
523. EVALUATE PROCEDURES FOR STORAGE, INVENTORY, OR INSPECTION OF PROPERTY ITEMS
524. EVALUATE USE OF SUPPLIES FOR ECONOMY OF MANAGEMENT
525. FURNISH PURCHASING INFORMATION TO VENDORS OR CUSTOMERS
526. INSPECT SUPPLIES OR EQUIPMENT
527. INVENTORY CONTROLLED EQUIPMENT
528. INVENTORY TOOLS, SUPPLIES, OR EQUIPMENT
529. ISSUE TOOLS, EQUIPMENT, OR SUPPLIES
530. LOAD OR UNLOAD TOOLS, SUPPLIES, OR EQUIPMENT
531. NEGOTIATE CONTRACTS OR MODIFICATIONS TO CONTRACTS
532. NEGOTIATE PURCHASING TERMS WITH SALESMAN
533. PACK OR UNPACK SUPPLIES OR EQUIPMENT
534. PICK UP PARTS, TOOLS, OR SUPPLIES
535. PREPARE ACP SUPPLIES FOR FIELD OPERATIONS

536. PREPARE CREDIT OR DAMAGE CLAIMS
537. PREPARE OR DISTRIBUTE PROCUREMENT DOCUMENTS SUCH AS PURCHASE ORDERS OR CONTRACTS
538. PREPARE OR MAINTAIN FILES OF HAND RECEIPTS
539. PREPARE OR PROCESS OUTPUT MEDIA FOR SALVAGE OR RECYCLING
540. PREPARE SUPPLY DOCUMENTS SUCH AS REQUISITIONS, INVOICES, OR VOUCHERS
541. PREPARE VENDOR INVOICE CERTIFICATIONS
542. PURCHASE SUPPLIES WITH IMPREST FUND
543. RECEIVE AND RECEIPT FOR SUPPLIES OR EQUIPMENT
544. REPORT EXCESS OR UNSERVICEABLE TOOLS, SUPPLIES OR EQUIPMENT
545. RESEARCH STATUS OF PURCHASE ORDERS
546. REVIEW ADP EXCESS OR AVAILABILITY BULLETINS FOR AVAILABLE EQUIPMENT
547. REVIEW CREDIT OR DAMAGE CLAIMS
548. REVIEW PROCUREMENT DOCUMENTS
549. STORE SUPPLIES OR EQUIPMENT
550. TURN IN EXCESS OR UNSERVICEABLE PARTS, SUPPLIES OR EQUIPMENT
551. UPDATE LISTS OF DEBARRED OR SUSPENDED VENDORS
552. VERIFY VALIDITY OF SUPPLY REQUESTS
553. CLEAN OR FIELD DAY BARRACKS OR WORK FACILITIES
554. CLEAN WEAPONS
555. CONDUCT OR MONITOR ACTIVITY FIRE DRILLS
556. CONDUCT ORIENTATION BRIEFINGS OF NEWLY-ASSIGNED PERSONNEL
557. DRIVE SEGAN TYPE VEHICLES (MILITARY OR COMMERCIAL)

- 558. DRIVE TACTICAL VEHICLES
- 559. ESCORT PRISONERS
- 560. ESCORT VISITORS OR TECHNICAL REPRESENTATIVES
- 561. EXECUTE MORNING OR EVENING COLORS
- 562. MAINTAIN AREA FIRST AID KITS OR MEDICAL SUPPLIES
- 563. MAINTAIN DAMAGE CONTROL EQUIPMENT IN ASSIGNED SPACES
- 564. PARTICIPATE IN GENERAL DRILLS OR ALERTS
- 565. PARTICIPATE IN RIFLE RANGE DETAILS
- 566. PARTICIPATE IN WORKING PARTIES OR FATIGUE DETAILS
- 567. PARTICIPATE ON ADVISORY BOARDS OR COMMITTEES
- 568. PERFORM OPERATOR'S BEFORE, DURING, OR AFTER OPERATION CHECKS OR SERVICES ON VEHICLES
- 569. POST ADP VEHICLE AND VEHICLE EQUIPMENT LOG BOOKS
- 570. PREPARE ADP VANS FOR OPERATION
- 571. RECORD OR REPORT VEHICLE DISCREPANCIES TO DISPATCHER OR SUPERVISOR
- 572. SECURE ADP EQUIPMENT IN VANS FOR MOVEMENT
- 573. SET UP ADP VANS AT SITES
- 574. SPONSOR INCOMING PERSONNEL
- 575. STAND INSPECTIONS
- 576. STAND WATCH DUTY OR EXTRA DETAILS SUCH AS PHONE WATCH, DUTY NCO, OR ASSISTANT DUTY NCO
- 577. TESTIFY OR OBSERVE AT COURTS-MARTIAL OR NONJUDICIAL PUNISHMENT

NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR
PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES,
READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE
TASKS YOU PERFORM.

PART II - TASK SECTION (CONTINUED)

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED YOU PERFORM

YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE AMOUNT OF TIME SPENT ON EACH TASK, YOU MUST FIRST DECIDE HOW MUCH TIME YOU SPEND ON EACH TASK. THEN COMPARE THIS TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

E X A M P L E S

QUESTION BOOKLET

RESPONSE BOOKLET

TASK DONE

0001	TASK	<input type="radio"/>	0 0 0 1	1 2 3 4 5 6 7
0012	TASK	<input type="radio"/>	0 0 1 2	1 2 ● 4 5 6 7
0035	TASK	<input type="radio"/>	0 0 3 5	1 2 3 4 5 ● 7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT DARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.

PART IV & V - WRITE-IN/REMARKS SECTIONS

INSTRUCTIONS FOR SECTIONS IV AND V OF THE RESPONSE BROCKET:

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING, YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

X X X X X X X X X X X

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND RESPONSE BROCKET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.