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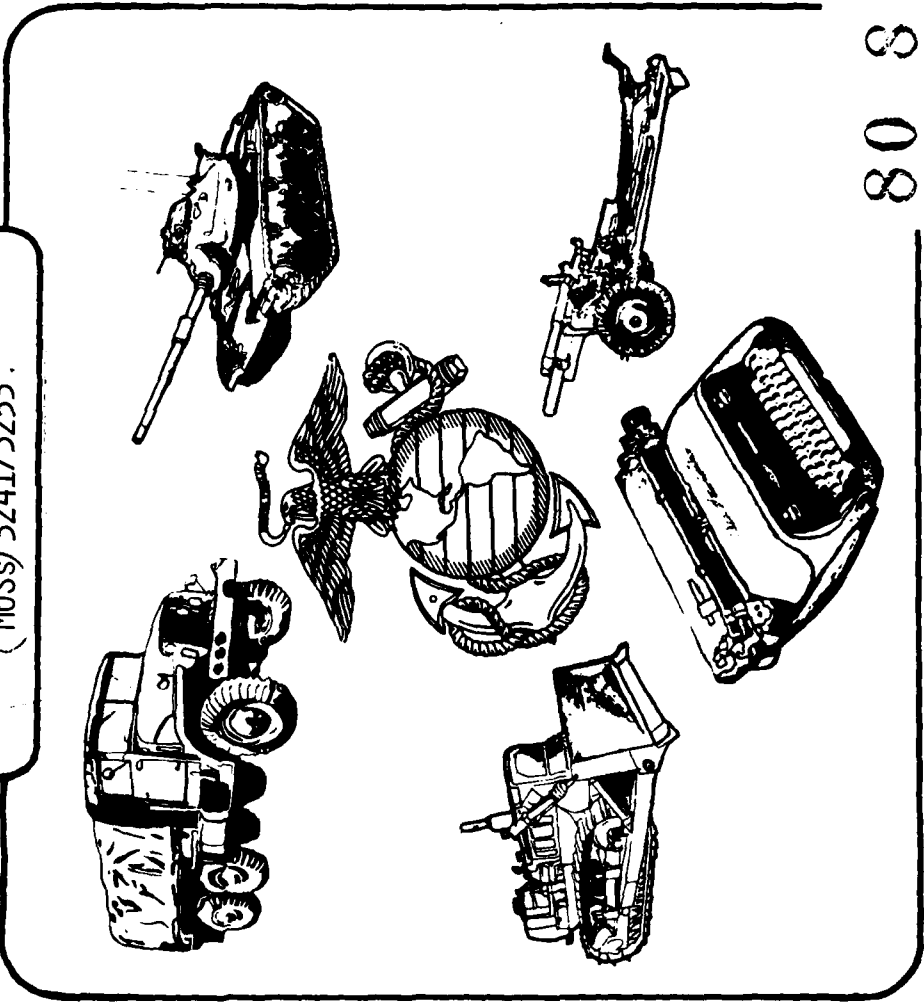
LEVEL II

11

HEADQUARTERS
UNITED STATES MARINE CORPS

OFFICE OF MANPOWER UTILIZATION
TASK ANALYSIS OF

(MOSs) 3241/3253



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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 INTER-VIEWS 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 ANSWERS 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 ANSWERS SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE THREE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION
- PART II JOB SATISFACTION/DISSATISFACTION STATEMENTS
- PART III TASK STATEMENTS

THESE IS NO TIME LIMIT TO COMPLETE THIS QUESTIONNAIRE.
PLEASE TURN THE PAGE

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(1/ 1- 8)

1. BOOK NUMBER-----

(1/ 9-12)

2. WHAT IS YOUR PRESENT REPORTING UNIT CODE (RUC)?

(1/13-17)

3. SOCIAL SECURITY NUMBER -----

(1/19-26)

4. RANK

(1/27)

1. PVT

2. PFC

3. LCPL

4. CPL

5. SGT

6. SSGT

7. GYSGT

8. MSGT

9. MGYSGT

5. SEX (1/28)
1. MALE
2. FEMALE

6. PRIMARY MOS (1/29-32)

7. 1ST ADDITIONAL MOS (1/33-36)

8. BILLET/DUTY MOS (1/37-40)

9. WHAT IS THE TOTAL TIME YOU HAVE IN:
1. THE U.S. MARINE CORPS (1/41-42)
2. YOUR PRIMARY MOS (1/43-44)
3. YOUR CURRENT ASSIGNMENT/BILLET (1/45-46)

QUESTION # 10 DELETED.

(1/47-48)

11. AT WHAT LEVEL OF COMMAND ARE YOU PRESENTLY WORKING?

- 1. HQ FMFLANT/PAC
- 2. SEPARATE BATTALION
- 3. HQ MAF/MAB
- 4. SQUADRON
- 5. HQ DIVISION
- 6. COMPANY
- 7. HQ WING
- 8. SEPARATE COMPANY
- 9. HQ BRIGADE
- 10. DETACHMENT
- 11. REGIMENT
- 12. SUB-UNIT
- 13. AIRCRAFT GROUP
- 14. OTHER (INDICATE ON PAGE 48)
- 15. BATTALION

(1/49)

12. MY PRESENT GEOGRAPHICAL LOCATION IS:

- 1. HEADQUARTERS U.S. MARINE CORPS
- 2. EAST COAST OF THE UNITED STATES
- 3. MIDWEST AREA OF THE UNITED STATES
- 4. WEST COAST OF THE UNITED STATES
- 5. HAWAII
- 6. JAPAN/OKINAWA
- 7. OTHER (INDICATE ON PAGE 48)

13. WHAT IS THE HIGHEST LEVEL OF CIVILIAN EDUCATION YOU HAVE COMPLETED? (1/50)
(TO INCLUDE GED CREDIT)

- 1. LESS THAN HIGH SCHOOL GRADUATE
- 2. HIGH SCHOOL GRADUATE
- 3. 1 YEAR COLLEGE
- 4. 2 YEARS COLLEGE
- 5. 2 YEARS COLLEGE WITH ASSOCIATE DEGREE
- 6. 3 YEARS COLLEGE
- 7. 4 YEARS COLLEGE WITH DEGREE

14. HOW DID YOU RECEIVE YOUR PRIMARY MOS? (SELECT ONE OR MORE)

- 1. SCREENED FOR TALENT OR CIVILIAN ACQUIRED SKILL (1/51)
- 2. ON THE JOB TRAINING (OJT) (1/52)
- 3. COMPLETION OF SERVICE SCHOOL OR COURSE (1/53)
- 4. RETRAINING FROM OTHER MOS (1/54)
- 5. LATERAL MOVE UPON REENLISTMENT (1/55)
- 6. DIRECTED RECLASSIFICATION (1/56)
- 7. PROMOTION OR REDUCTION IN GRADE (1/57)

15. WHAT TYPE OF TRAINING DID YOU RECEIVE TO PREPARE YOU FOR YOUR PRESENT JOB? (SELECT ONE OR MORE)

- 1. ON THE JOB TRAINING (1/58)
- 2. COMMAND OR UNIT SPONSORED SCHOOL (1/59)
- 3. FORMAL SERVICE SCHOOL (1/60)
- 4. CIVILIAN SCHOOLING (1/61)
- 5. CIVILIAN EXPERIENCE (1/62)
- 6. CORRESPONDENCE COURSE(S) (1/63)
- 7. HAVE NOT RECEIVED ANY TRAINING (1/64)

16. WHICH OF THE FOLLOWING BEST DESCRIBES THE PERCENT OF TIME YOU SPEND PER MONTH ON NON-MOS TASKS? (SUCH AS, GENERAL MILITARY TRAINING, DUTIES, INSPECTIONS, DETAILS AND CEREMONIES)

- 1. LESS THAN 5% (1/65)
- 2. 6% TO 10%
- 3. 11% TO 15%
- 4. 16% TO 25%
- 5. 26% TO 50%
- 6. OVER 50%

17. ON THE AVERAGE, HOW MANY HOURS PER WEEK ARE YOU REQUIRED TO WORK? (1/66)

- 1. LESS THAN 40 HOURS
- 2. 41 TO 45 HOURS
- 3. 46 TO 50 HOURS
- 4. 51 TO 60 HOURS
- 5. MORE THAN 60 HOURS

18. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE) (1/67)

- 1. OFFICE MACHINE REPAIR SPECIALIST
- 2. REPAIR CHIEF
- 3. REPAIR SERVICES CHIEF
- 4. OFFICE MACHINE REPAIR COORDINATOR
- 5. OTHER (INDICATE ON PAGE 48)

19. HOW MANY PERSONNEL DO YOU DIRECTLY SUPERVISE ON HOS RELATED DUTIES? (1/68)

- 1. NONE

2. 1-5

3. 6-10

4. MORE THAN 10

20. IN YOUR PRESENT JOB, WHAT IS THE HIGHEST ECHELON OF MAINTENANCE YOU PERFORM?

(1/69)

1. 1ST ECHELON

2. 2D ECHELON

3. 2ND ECHELON LIMITED 3RD

4. 3D ECHELON

5. 3RD ECHELON LIMITED 4TH

6. 4TH ECHELON

7. 5TH ECHELON

21. WHAT PERCENT OF YOUR TIME IS SPENT IN MAINTENANCE-RELATED ADMINISTRATIVE DUTIES?

(1/70)

1. LESS THAN 10%

2. 11% TO 25%

3. 26% TO 50%

4. 51% TO 75%

5. MORE THAN 75%

22. IN YOUR OPINION, SHOULD A PRIMARY MOS BE ESTABLISHED TO IDENTIFY A MAINTENANCE ADMINISTRATIVE CLERK? (1/71)

1. YES

2. NO

3. NO OPINION

23. WHICH OF THE FOLLOWING MOS-RELATED SCHOOLS OR COURSES HAVE YOU COMPLETED?(SELECT ONE OR MORE)

1. MOTOR TRANSPORT SNCO LEADERSHIP COURSE, CAMP LEJEUNE (1/72)

2. ADVANCED AUTO MECHANIC/MAINTENANCE NCO COURSE, CAMP LEJEUNE (1/73)

3. SPECIAL MULTIFUEL ENGINE COURSE, CAMP LEJEUNE (1/74)

4. FUEL AND ELECTRICAL SYSTEMS REPAIR COURSE, ABERDEEN, MD. (1/75)

5. BASIC AUTO MECHANIC COURSE, CAMP LEJEUNE (1/76)

6. ARTILLERY TRACK VEHICLE MAINTENANCE SCHOOL, FORT SILL, OKLA. (1/77)

7. TRACKED VEHICLE REPAIRMAN, AMPHIBIAN VEHICLE COURSE, CAMP PENDLETON (1/78)

8. TRACKED VEHICLE REPAIRMAN COURSE, SELF-PRUPPELLED ARTILLERY COURSE, ABERDEEN MD. (1/79)

9. TRACKED VEHICLE REPAIRMAN, TANK COURSE, ABERDEEN, MD. (2/ 1)
10. ENGINEER EQUIPMENT CHIEF COURSE, CAMP LEJEUNE (2/ 2)
11. ENGINEER EQUIPMENT MAINTENANCE COURSE, FORT BELVOIR, VA. (2/ 3)
12. ENGINEER EQUIPMENT MECHANIC SCHOOL, CAMP LEJEUNE (2/ 4)
13. JOURNEYMAN ENGINEER EQUIPMENT MECHANIC COURSE, CAMP LEJEUNE (2/ 5)
14. SMALL ARMS REPAIR COURSE, ABERDEEN, MD. (2/ 6)
15. ARTILLERY REPAIR SCHOOL, ABERDEEN, MD. (2/ 7)
16. TURRET REPAIRMAN SCHOOL, ABERDEEN, MD. (2/ 8)
17. FIRE CONTROL INSTRUMENT REPAIR COURSE, ABERDEEN, MD. (2/ 9)
18. OFFICE MACHINE REPAIR SCHOOL, FORT LEE, VA. (2/10)
19. BASIC METAL WORKERS COURSE, CAMP LEJEUNE (2/11)
20. JOURNEYMAN METAL WORKERS COURSE, CAMP LEJEUNE (2/12)
21. MACHINERY REPAIRMAN COURSE, CLASS A, N.T.C., SAN DIEGO, CA. (2/13)
22. MACHINIST COURSE, ABERDEEN, MD. (2/14)
23. METAL BODY REPAIR COURSE, ABERDEEN MD. (2/15)
24. MARINE INTERGRATED MAINTENANCE MANAGEMENT COURSE, ALBANY, GA. (2/16)
25. AUTOMOTIVE ENGINE MAINTENANCE AND REPAIR COURSE (MCI) (2/17)
26. AUTOMOTIVE POWER TRAINS COURSE (MCI) (2/18)
27. FUNDAMENTALS OF DIESEL ENGINES COURSE (MCI) (2/19)

- 28. GM SERIES 71 DIESEL ENGINES COURSE (MCI) (2/20)
- 29. BASIC ENGINEER EQUIPMENT MECHANIC COURSE (MCI) (2/21)
- 30. METALWORKING AND WELDING OPERATIONS COURSE (MCI) (2/22)
- 31. ENGINEER EQUIPMENT MECHANIC COURSE (MCI) (2/23)
- 32. REPAIR AND MAINTENANCE OF CREW-SERVED WEAPONS COURSE (MCI) (2/24)
- 33. ARMORY PROCEDURES COURSE (MCI) (2/25)
- 34. INSPECTION AND REPAIR OF SHOULDER WEAPONS COURSE (MCI) (2/26)
- 35. OTHER (INDICATE ON PAGE 48) (2/27)

PART II SPECIAL INSTRUCTIONS

1. PART II CONTAINS SOME STATEMENTS ABOUT YOUR PRESENT JOB. THE STATEMENTS MAY OR MAY NOT BE COMPLETELY TRUE STATEMENTS ABOUT YOUR PRESENT JOB.

2. SHOW HOW MUCH EACH STATEMENT TELLS THE TRUTH ABOUT YOUR PRESENT JOB, BY CIRCLING ONE OF THE NUMBERS, FROM 1 TO 7, THAT APPEAR AT THE RIGHT OF EACH STATEMENT.

FOR EXAMPLE: IF YOU THINK A STATEMENT IS COMPLETELY FALSE, YOU SHOULD CIRCLE THE 1, ON THE OTHER HAND, IF YOU THINK A STATEMENT IS COMPLETELY TRUE, YOU SHOULD CIRCLE THE 7. THE NUMBERS BETWEEN 1 AND 7 HAVE BEEN GIVEN MEANINGS THAT ARE SHOWN AT THE TOP OF THE PAGE.

3. BE SURE TO ANSWER EVERY STATEMENT.

TURN TO THE NEXT PAGE AND BEGIN PART II

	1	2	3	4	5	6	7
PLEASE INDICATE THE EXTENT TO WHICH YOU							
AGREE OR DISAGREE WITH THE FOLLOWING							
STATEMENTS ABOUT YOUR PRESENT JOB							
1 I AM PAID ENOUGH FOR THE WORK I DO.	1	2	3	4	5	6	7
2 MY SUPERVISOR HELPS ME WHEN I NEED IT.	1	2	3	4	5	6	7
3 I THINK I WILL GET A FAIR CHANCE AT PROMOTION.	1	2	3	4	5	6	7
4 I AM TREATED WITH RESPECT.	1	2	3	4	5	6	7
5 MY SUPERVISOR LETS ME KNOW HOW I AM DOING.	1	2	3	4	5	6	7
6 I LIKE MY WORKING HOURS.	1	2	3	4	5	6	7
7 I GET THE CHANCE TO PROVE MYSELF.	1	2	3	4	5	6	7
8 I LIKE THE OTHER MARINES WHERE I WORK.	1	2	3	4	5	6	7
9 MY JOB IS IMPORTANT.	1	2	3	4	5	6	7
10 THE RULES AND REGULATIONS ARE FAIR.	1	2	3	4	5	6	7
11 I AM GIVEN ENOUGH RESPONSIBILITY AND INDEPENDENCE.	1	2	3	4	5	6	7
12 MY JOB LETS ME HAVE AN ENJOYABLE OFF-DUTY LIFE.	1	2	3	4	5	6	7
13 I AM PROUD OF MY JOB.	1	2	3	4	5	6	7
14 I LIKE THE TYPE OF WORK I DO.	1	2	3	4	5	6	7

DO YOU AGREE
1 ABSOLUTELY DISAGREE
2 DISAGREE
3 TEND TO DISAGREE
4 DO NOT KNOW
5 TEND TO AGREE
6 AGREE
7 ABSOLUTELY AGREE

15 I AM TREATED FAIRLY. | | 1 2 3 4 5 6 7 | 2742

16 MY JOB GIVES ME A WAY TO IMPROVE MYSELF. | | 1 2 3 4 5 6 7 | 2743

17 MY JOB MAKES GOOD USE OF MY ABILITY. | | 1 2 3 4 5 6 7 | 2744

18 I AM KEPT WELL-INFORMED. | | 1 2 3 4 5 6 7 | 2745

19 MY SUPERVISOR TRUSTS ME TO DO MY JOB WELL. | | 1 2 3 4 5 6 7 | 2746

20 I CAN DEPEND ON THE OTHER MARINES WHERE I WORK. | | 1 2 3 4 5 6 7 | 2747

21 MY SUPERVISOR IS GOOD AT HIS JOB. | | 1 2 3 4 5 6 7 | 2748

22 MY FAMILY IS PLEASED THAT I AM A MARINE. | | 1 2 3 4 5 6 7 | 2749

23 OVERALL, I HAVE BEEN SATISFIED WITH MY PRESENT JOB. | | 1 2 3 4 5 6 7 | 2750

24 OVERALL, I HAVE BEEN SATISFIED WITH THE MARINE CORPS. | | 1 2 3 4 5 6 7 | 2751

PART III - SPECIAL INSTRUCTIONS

1. AS YOU READ EACH TASK IN THIS SECTION, PAGES 16 THROUGH 43 , PLACE A CHECKMARK IN THE COLUMN HEADED "CHECK IF DONE" FOR EACH TASK THAT YOU PERFORM IN YOUR PRESENT JOB. THE TASKS ARE NOT IN ANY PATTERN AND SIMILAR TASKS MAY SHOW UP SEVERAL PAGES APART. DO NOT CHECK THE TASKS THAT SEEM CLOSE TO THOSE YOU PERFORM BUT WAIT FOR THOSE THAT TELL EXACTLY WHAT YOU DO. IF YOU CHECK A TASK THAT IS CLOSE TO WHAT YOU DO AND THEN FIND THE EXACT TASK LATER, ERASE THE ONE PREVIOUSLY CHECKED. ACCURACY COUNTS.
2. DO NOT COMPLETE THE TIME SPENT PERFORMING COLUMN AT THIS TIME. THE REASON WE ASK YOU TO CHECK ONE COLUMN AT A TIME IS THAT IT PROVIDES MORE ACCURATE AND VALID INFORMATION.
3. IF A TASK THAT YOU PERFORM IS NOT LISTED ANYWHERE, WRITE IT ON PAGE NUMBER 47.
4. REMEMBER, AT THIS TIME YOU ARE TO COMPLETE ONLY THE COLUMN HEADED "CHECK IF DONE" FOR PAGES 16 THROUGH 43 , NOW TURN TO PAGE 18 AND BEGIN.

TIME SPENT	
I1	VERY LITTLE
I2	BELOW AVERAGE
I3	SLIGHTLY BELOW AVG
I4	AVERAGE
I5	SLIGHTLY ABOVE AVG
I6	ABOVE AVERAGE
I7	VERY MUCH

PERFORM MAINTENANCE MANAGEMENT DUTIES

1	SUPERVISE PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES	I1	2	3	4	5	6	7	2752
2	INSTRUCT/TRAIN PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES	I1	2	3	4	5	6	7	2753
3	MONITOR MAINTENANCE TECHNICAL TRAINING PROGRAM	I1	2	3	4	5	6	7	2754
4	MONITOR MAINTENANCE SAFETY PROGRAM	I1	2	3	4	5	6	7	2755
5	PREPARE SAFETY INSPECTION CHECKLIST	I1	2	3	4	5	6	7	2756
6	SUPERVISE MAINTENANCE SAFETY PROGRAM	I1	2	3	4	5	6	7	2757
7	PREPARE BUDGET ESTIMATES FOR MAINTENANCE ACTIVITY	I1	2	3	4	5	6	7	2758
8	MONITOR THE FINANCIAL STATUS OF MAINTENANCE ACTIVITY	I1	2	3	4	5	6	7	2759
9	SELECT TACTICAL SITE TO SUPPORT MAINTENANCE ACTIVITY	I1	2	3	4	5	6	7	2760
10	SELECT LAYOUT OF TACTICAL MAINTENANCE AREA FACILITIES AND SHOPS	I1	2	3	4	5	6	7	2761
11	DESIGN MAINTENANCE SHOP LAYOUT FOR WORKFLOW/PAPERFLOW	I1	2	3	4	5	6	7	2762

12	REVIEW RECOMMENDED CHANGES TO THE UNIT TABLE OF EQUIPMENT (L/E)	1	1	2	3	4	5	6	7	2763
13	SUBMIT RECOMMENDED CHANGES TO THE UNIT T/E	1	1	2	3	4	5	6	7	2764
14	REVIEW RECOMMENDED CHANGES TO THE UNIT TABLE OF ALLOWANCE (L/A) FOR PUBLICATION	1	1	2	3	4	5	6	7	2765
15	SUBMIT RECOMMENDED CHANGES TO THE UNIT T/A FOR PUBLICATION	1	1	2	3	4	5	6	7	2766
16	MAINTAIN PUBLICATIONS CONTROL SYSTEM TO REFLECT AUTHORIZED MAINTENANCE PUBLICATIONS	1	1	2	3	4	5	6	7	2767
17	MONITOR INTERNAL DISTRIBUTION OF MAINTENANCE PUBLICATIONS TO UNITS TECHNICAL LIBRARY	1	1	2	3	4	5	6	7	2768
18	MAINTAIN PUBLICATIONS IN A TECHNICAL LIBRARY	1	1	2	3	4	5	6	7	2769
19	REQUISITION TECHNICAL PUBLICATIONS	1	1	2	3	4	5	6	7	2770
20	ISSUE TECHNICAL PUBLICATIONS TO MAINTENANCE PERSONNEL	1	1	2	3	4	5	6	7	2771
21	PREPARE MAINTENANCE RELATED CORRESPONDENCE	1	1	2	3	4	5	6	7	2772
22	PREPARE INPUT TO MAINTENANCE AND READINESS EVALUATION SYSTEM (MARES) REPORT	1	1	2	3	4	5	6	7	2773
23	MONITOR MARES REPORT FOR VALIDITY OF INPUT	1	1	2	3	4	5	6	7	2774
24	REVIEW MARES REPORT FOR STATUS/PROGRESSION THROUGH MAINTENANCE SUPPLY PROCESS	1	1	2	3	4	5	6	7	2775
25	PREPARE INPUT TO AUTOMATED INFORMATION SYSTEM (AIS) REPORT	1	1	2	3	4	5	6	7	2776
26	MONITOR AIS REPORT FOR VALIDITY OF INPUT	1	1	2	3	4	5	6	7	2777
27	REVIEW AIS REPORT FOR STATUS/PROGRESSION THROUGH MAINTENANCE SUPPLY PROCESS	1	1	2	3	4	5	6	7	2778
28	MONITOR INPUT TO THE MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMS)	1	1	2	3	4	5	6	7	2779
29	PREPARE TACTICAL EQUIPMENT REPAIR ORDER (EKOR)	1	1	2	3	4	5	6	7	371

	TIME SPENT				
	11	2	3	4	5
30 RECORD MAINTENANCE PERFORMED AND REPAIR PARTS USED ON TACTICAL EQUIPMENT REPAIR ORDER (EROL)	1	1	2	3	4
31 REVIEW ERO FOR CORRECTNESS AND COMPLETENESS	1	1	2	3	4
32 MONITOR ERO FOR PROGRESSION THROUGH MAINTENANCE/SUPPLY PROCESS	1	1	2	3	4
33 CLOSE OUT ERO	1	1	2	3	4
34 PREPARE ERO SHOPPING LIST	1	1	2	3	4
35 MONITOR PREVENTIVE MAINTENANCE PROGRAM	1	1	2	3	4
36 MONITOR MODIFICATION PROGRAMS	1	1	2	3	4
37 MONITOR CALIBRATION PROGRAMS	1	1	2	3	4
38 MONITOR CORRECTIVE MAINTENANCE PROGRAM	1	1	2	3	4
39 MONITOR OPERATIONAL READINESS FLOAT PROGRAM	1	1	2	3	4
40 VERIFY COMPLETION OF EROS AND ACCOMPANYING RECORDS FOR EQUIPMENT BEING INDUCED INTO REPAIR ACTIVITY	1	1	2	3	4
41 PROCESS EQUIPMENT TO FLOAT, EVACUATION AND WASHOUT IN LIEJ DE REPAIR	1	1	2	3	4
42 PREPARE FORMS NECESSARY FOR EVACUATION, FLOAT AND WASHOUT IN LIEJ DE REPAIR	1	1	2	3	4
43 VERIFY ENTRIES IN SHOP RECORDS UPON COMPLETION OF MAINTENANCE	1	1	2	3	4

44	VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF MAINTENANCE	1	2	3	4	5	6	7	3/16
45	MANAGE QUALITY ASSURANCE AND CONTROL PROGRAMS	1	2	3	4	5	6	7	3/17
46	MONITOR CONTROLLED ITEMS PROGRAM	1	2	3	4	5	6	7	3/18
47	PREPARE RECOVERABLE ITEMS REPORT (RIR)	1	2	3	4	5	6	7	3/19
48	NOMINATE FOR EVACUATION, EQUIPMENT WHICH MEETS ESTABLISHED CRITERIA FOR REPLACEMENT AND EVACUATION PROGRAM (R&E)	1	2	3	4	5	6	7	3/20
49	PREPARE REPLACEMENT AND EVACUATION REPORT (R&E)	1	2	3	4	5	6	7	3/21
50	MONITOR ADMINISTRATIVE DEADLINE PROGRAM	1	2	3	4	5	6	7	3/22
51	MONITOR MAINTENANCE RECORDS AND REPORTING PROCEDURES FOR GABRISSON-MOBILE-EQUIPMENT	1	2	3	4	5	6	7	3/23
52	COORDINATE MAINTENANCE RELATED INPUT TO CONTINGENCY PLANNING	1	2	3	4	5	6	7	3/24
53	PREPARE MAINTENANCE MANAGEMENT INSPECTION PLANS	1	2	3	4	5	6	7	3/25
54	CONDUCT UNIT MAINTENANCE MANAGEMENT INSPECTIONS	1	2	3	4	5	6	7	3/26
55	ASSIST UNITS IN CORRECTION OF MAINTENANCE MANAGEMENT PROBLEMS	1	2	3	4	5	6	7	3/27
56	MONITOR SUBMISSION OF UNSATISFACTORY EQUIPMENT REPORTS (UER)	1	2	3	4	5	6	7	3/28
57	PREPARE UNSERVICEABLE EQUIPMENT REPORT (UER)	1	2	3	4	5	6	7	3/29
58	MONITOR SUBMISSION OF QUALITY/RELIABILITY REPORT (QRR)	1	2	3	4	5	6	7	3/30
59	PREPARE QUALITY/RELIABILITY REPORT (QRR) FOR REBUILT EQUIPMENT	1	2	3	4	5	6	7	3/31
60	COORDINATE SUPPLY SUPPORT OF REPAIR ACTIVITY WITH SUPPLY MANAGERS	1	2	3	4	5	6	7	3/32
61	MANAGE MAINTENANCE SHOP SUPPLY FUNCTIONS	1	2	3	4	5	6	7	3/33

	TIME SPENT						
	I1	2	3	4	5	6	7
62 SCREEN REPAIR PARTS REQUISITIONS FOR ACCURACY	1	1	2	3	4	5	6
63 PREPARE REQUISITIONS FOR REPAIR PARTS	1	1	2	3	4	5	6
64 PREPARE REQUISITIONS FOR SHOP EQUIPMENT AND SPECIAL TOOLS	1	1	2	3	4	5	6
65 INITIATE FOLLOW UP ACTION ON REPAIR PARTS REQUISITIONS	1	1	2	3	4	5	6
66 CONTROL ISSUES FROM PARTS LAYETTES	1	1	2	3	4	5	6
67 CONTROL ISSUE OF REPAIR PARTS	1	1	2	3	4	5	6
68 STOCK PREEXPENDED BINS	1	1	2	3	4	5	6
69 COMPLETE CONSOLIDATED MEMO RECEIPT (CMR) TO ACCOUNT FOR INVENTORY OF SHOP EQUIPMENT	1	1	2	3	4	5	6
70 ESTABLISH PROCEDURES FOR CONTROL OF TOOLS AND TEST EQUIPMENT	1	1	2	3	4	5	6
71 PREPARE FORMS NECESSARY FOR DISPOSAL OF EXCESS AND UNSERVICEABLE SHOP EQUIPMENT	1	1	2	3	4	5	6
72 ASSIST IN PREPARATION OF SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6
73 PREPARE SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6
74 ADVISE IN PREPARATION OF SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6
75 MONITOR THE PREPARATION OF SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6

76 ESTABLISH SUP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6	7	3748
77 ADVISE ON CHANGES TO T/O	1	1	2	3	4	5	6	7	3749
78 ADVISE IN ASSIGNMENT OF MAINTENANCE RELATED MOS'S	1	1	2	3	4	5	6	7	3750
79 PREPARE MAINTENANCE SCHEDULES	1	1	2	3	4	5	6	7	3751
80 MONITOR MAINTENANCE SCHEDULES	1	1	2	3	4	5	6	7	3752
81 COMPLETE REQUIRED EQUIPMENT RECORDS	1	1	2	3	4	5	6	7	3753
82 INSPECT EQUIPMENT RECORDS FOR COMPLETENESS/ACCURACY	1	1	2	3	4	5	6	7	3754

TIME SPENT
 I11 VERY LITTLE
 I12 BELOW AVERAGE
 I13 SLIGHTLY BELOW AVG
 I14 AVERAGE
 I15 SLIGHTLY ABOVE AVG
 I16 ABOVE AVERAGE
 I17 VERY MUCH

PERFORM TYPEWRITER REPAIR DUTIES

1	SUPERVISE PERSONNEL REPAIRING MANUAL TYPEWRITERS	I11	2	3	4	5	6	7	3755
2	SUPERVISE PERSONNEL REPAIRING ELECTRIC TYPEWRITERS	I11	2	3	4	5	6	7	3756
3	SUPERVISE PERSONNEL REPAIRING SELECTRIC TYPEWRITERS	I11	2	3	4	5	6	7	3757
4	INSTRUCT/TRAIN PERSONNEL IN REPAIRING MANUAL TYPEWRITERS	I11	2	3	4	5	6	7	3758
5	INSTRUCT/TRAIN PERSONNEL IN REPAIRING ELECTRIC TYPEWRITERS	I11	2	3	4	5	6	7	3759
6	INSTRUCT/TRAIN PERSONNEL IN REPAIRING SELECTRIC TYPEWRITERS	I11	2	3	4	5	6	7	3760
7	DISASSEMBLE/ASSEMBLE TYPEWRITER FOR CLEANING/LUBRICATION	I11	2	3	4	5	6	7	3761
8	CLEAN TYPEWRITER IN BATH SOLUTION	I11	2	3	4	5	6	7	3762
9	LUBRICATE TYPEWRITER ASSEMBLIES	I11	2	3	4	5	6	7	3763
10	TROUBLESHOOT CARRIAGE AND MAINSPRING ASSEMBLIES TO DETERMINE MALFUNCTION	I1	2	3	4	5	6	7	3/64

11	ADJUST TYPEWRITER CARRIAGE AND MAINSPRING MECHANISMS	1	1	2	3	4	5	6	7	3/65
12	REPAIR TYPEWRITER CARRIAGE AND MAINSPRING COMPONENTS	1	1	2	3	4	5	6	7	3/66
13	REPLACE TYPEWRITER CARRIAGE AND MAINSPRING COMPONENTS	1	1	2	3	4	5	6	7	3/67
14	TROUBLESHOOT TYPEWRITER ESCAPEMENT MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	3/68
15	ADJUST TYPEWRITER ESCAPEMENT MECHANISMS	1	1	2	3	4	5	6	7	3/69
16	REPAIR TYPEWRITER ESCAPEMENT MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/70
17	REPLACE TYPEWRITER ESCAPEMENT MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/71
18	TROUBLESHOOT TYPEWRITER SPACE BAR MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	3/72
19	ADJUST TYPEWRITER SPACE BARS	1	1	2	3	4	5	6	7	3/73
20	REPAIR TYPEWRITER SPACE BAR MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/74
21	REPLACE TYPEWRITER SPACE BAR MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/75
22	TROUBLESHOOT TYPEWRITER BACKSPACE MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	3/76
23	ADJUST TYPEWRITER BACKSPACE MECHANISMS	1	1	2	3	4	5	6	7	3/77
24	REPAIR TYPEWRITER BACKSPACE COMPONENTS	1	1	2	3	4	5	6	7	3/78
25	REPLACE TYPEWRITER BACKSPACE COMPONENTS	1	1	2	3	4	5	6	7	3/79
26	TROUBLESHOOT TYPEWRITER SHIFT MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	4/1

	LINE	SPENI	
	111	VERY	LITTLE
	112	BELOW	AVERAGE
	113	SLIGHTLY	BELOW
	114	AVERAGE	
	115	SLIGHTLY	ABOVE
	116	ABOVE	AVERAGE
	117	VERY	MUCH
27			ADJUST TYPEWRITER SHIFT MECHANISMS
28			REPAIR TYPEWRITER SHIFT MECHANISM COMPONENTS
29			REPLACE TYPEWRITER SHIFT MECHANISM COMPONENTS
30			TROUBLESHOOT TYPEWRITER RIBBON FEED MECHANISMS TO DETERMINE MALFUNCTION
31			ADJUST TYPEWRITER RIBBON FEED MECHANISM AND COMPONENTS
32			REPAIR TYPEWRITER RIBBON FEED MECHANISM AND COMPONENTS
33			REPLACE TYPEWRITER RIBBON FEED MECHANISM AND COMPONENTS
34			TROUBLESHOOT TYPEWRITER MARGIN AND LINE LOCK MECHANISMS TO DETERMINE MALFUNCTION
35			ADJUST TYPEWRITER MARGIN AND LINE LOCK MECHANISMS
36			REPAIR TYPEWRITER MARGIN AND LINE LOCK COMPONENTS
37			REPLACE TYPEWRITER MARGIN AND LINE LOCK COMPONENTS
38			TROUBLESHOOT TYPEWRITER PAPER FEED MECHANISMS TO DETERMINE MALFUNCTION

39	ADJUST TYPEWRITER PAPER FEED MECHANISMS	1	1	2	3	4	5	6	7	4/14
40	REPAIR TYPEWRITER PAPER FEED COMPONENTS	1	1	2	3	4	5	6	7	4/15
41	REPLACE TYPEWRITER PAPER FEED COMPONENTS	1	1	2	3	4	5	6	7	4/16
42	TROUBLESHOOT TYPEWRITER TABULATOR MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	4/17
43	REPAIR TYPEWRITER TABULATOR COMPONENTS	1	1	2	3	4	5	6	7	4/18
44	REPLACE TYPEWRITER TABULATOR COMPONENTS	1	1	2	3	4	5	6	7	4/19
45	ADJUST TYPEWRITER KEY LEVERS	1	1	2	3	4	5	6	7	4/20
46	TEST TYPEWRITER TYPE ALIGNMENT	1	1	2	3	4	5	6	7	4/21
47	REPLACE TYPEWRITER TYPE HEADS	1	1	2	3	4	5	6	7	4/22
48	SOLDER TYPEWRITER TYPE HEADS	1	1	2	3	4	5	6	7	4/23
49	ADJUST TYPEWRITER ALIGNING SCALES	1	1	2	3	4	5	6	7	4/24
50	REPLACE TYPEWRITER ALIGNING SCALES	1	1	2	3	4	5	6	7	4/25
51	TROUBLESHOOT TYPEWRITER ELECTRICAL COMPONENTS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	4/26
52	REPLACE DEFECTIVE WIRING	1	1	2	3	4	5	6	7	4/27
53	TROUBLESHOOT TYPEWRITER MOTOR AND DRIVE UNITS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	4/28
54	REPLACE ELECTRIC TYPEWRITER MOTORS	1	1	2	3	4	5	6	7	4/29
55	REPAIR ELECTRIC TYPEWRITER MOTOR COMPONENTS	1	1	2	3	4	5	6	7	4/30
56	OPERATE TYPEWRITER TO DETERMINE EFFECTIVENESS OF REPAIRS	1	1	2	3	4	5	6	7	4/31

	TIME SPENT								
	11	2	3	4	5	6	7		
57 CHECK ELECTRIC TYPEWRITER CORDS FOR SERVICEABILITY	1	1	2	3	4	5	6	7	4/32
58 REPAIR DEFECTIVE ELECTRIC TYPEWRITER CORDS	1	1	2	3	4	5	6	7	4/33
59 REPLACE DEFECTIVE ELECTRIC TYPEWRITER CORDS	1	1	2	3	4	5	6	7	4/34
60 REPLACE CARRIER ON ELECTRIC TYPEWRITER	1	1	2	3	4	5	6	7	4/35
61 TEST TYPEWRITERS TO DETERMINE EFFECTIVENESS OF REPAIRS FOR PROPER OPERATION	1	1	2	3	4	5	6	7	4/36

TIME SPENT
 I11 VERY LITTLE
 I12 BELOW AVERAGE
 I13 SLIGHTLY BELOW AVG
 I14 AVERAGE
 I15 SLIGHTLY ABOVE AVG
 I16 ABOVE AVERAGE
 I17 VERY MUCH

PERFORM CALCULATOR REPAIR DUTIES

1 SUPERVISE PERSONNEL REPAIRING CALCULATORS	I11	2	3	4	5	6	7	4/37
2 INSTRUCT/TRAIN PERSONNEL IN REPAIRING CALCULATORS	I11	2	3	4	5	6	7	4/38
3 DISASSEMBLE/ASSEMBLE CALCULATOR FOR CLEANING/LUBRICATION	I11	2	3	4	5	6	7	4/39
4 CLEAN CALCULATOR IN BATH SOLUTION	I11	2	3	4	5	6	7	4/40
5 LUBRICATE CALCULATOR ASSEMBLIES	I11	2	3	4	5	6	7	4/41
6 REPAIR CALCULATOR CARRIAGE AND COMPONENTS	I11	2	3	4	5	6	7	4/42
7 REPLACE CALCULATOR CARRIAGE AND COMPONENTS	I11	2	3	4	5	6	7	4/43
8 ADJUST CALCULATOR CARRIAGE MECHANISMS	I11	2	3	4	5	6	7	4/44
9 REPAIR CALCULATOR COUNTER MECHANISMS	I11	2	3	4	5	6	7	4/45
10 REPLACE CALCULATOR COUNTER MECHANISMS	I11	2	3	4	5	6	7	4/46
11 ADJUST CALCULATOR COUNTER MECHANISMS	I11	2	3	4	5	6	7	4/47

12 REPAIR CALCULATOR NUMERAL KEYBOARDS	1	1	2	3	4	5	6	7	4748
13 REPLACE CALCULATOR NUMERAL KEYBOARDS	1	1	2	3	4	5	6	7	4749
14 ADJUST CALCULATOR NUMERAL KEYBOARDS	1	1	2	3	4	5	6	7	4750
15 REPAIR CALCULATOR SELECTION MECHANISMS	1	1	2	3	4	5	6	7	4751
16 REPLACE CALCULATOR SELECTION MECHANISMS	1	1	2	3	4	5	6	7	4752
17 ADJUST CALCULATOR SELECTION MECHANISMS	1	1	2	3	4	5	6	7	4753
18 REPAIR CALCULATOR WEDGE SHAFT ASSEMBLIES	1	1	2	3	4	5	6	7	4754
19 REPLACE CALCULATOR WEDGE SHAFT ASSEMBLIES	1	1	2	3	4	5	6	7	4755
20 ADJUST CALCULATOR WEDGE SHAFT ASSEMBLIES	1	1	2	3	4	5	6	7	4756
21 REPAIR CALCULATOR REVERSE LOCK MECHANISMS	1	1	2	3	4	5	6	7	4757
22 REPLACE CALCULATOR REVERSE LOCK MECHANISMS	1	1	2	3	4	5	6	7	4758
23 REPAIR CALCULATOR GEAR TRAINS	1	1	2	3	4	5	6	7	4759
24 REPLACE CALCULATOR GEAR TRAINS	1	1	2	3	4	5	6	7	4760
25 TIME CALCULATOR GEAR TRAINS	1	1	2	3	4	5	6	7	4761
26 ADJUST CALCULATOR MOTORS	1	1	2	3	4	5	6	7	4762
27 REPAIR CALCULATOR MOTORS	1	1	2	3	4	5	6	7	4763
28 REPLACE CALCULATOR MOTORS	1	1	2	3	4	5	6	7	4764
29 ADJUST CALCULATOR STARTING SWITCHES	1	1	2	3	4	5	6	7	4765

	TIME SPENT			
	11	2	3	4
IF1 VERY LITTLE	1	1	1	1
IF2 BELOW AVERAGE	1	1	1	1
IF3 SLIGHTLY BELOW AVG	1	1	1	1
IF4 AVERAGE	1	1	1	1
IF5 SLIGHTLY ABOVE AVG	1	1	1	1
IF6 ABOVE AVERAGE	1	1	1	1
IF7 VERY MUCH	1	1	1	1
30 REPAIR CALCULATOR STARTING SWITCHES AND COMPONENTS	1	1	1	1
31 REPLACE CALCULATOR STARTING SWITCHES AND COMPONENTS	1	1	1	1
32 ADJUST CALCULATOR CLEAR ASSEMBLIES	1	1	1	1
33 REPAIR CALCULATOR CLEAR ASSEMBLIES	1	1	1	1
34 REPLACE CALCULATOR CLEAR ASSEMBLIES	1	1	1	1
35 REPAIR CALCULATOR COUNTER REVERSE LEVER ASSEMBLIES	1	1	1	1
36 REPLACE CALCULATOR COUNTER REVERSE LEVER ASSEMBLIES	1	1	1	1
37 ADJUST CALCULATOR COUNTER REVERSE LEVER ASSEMBLIES	1	1	1	1
38 ADJUST CALCULATOR CYCLE LOCK PINS	1	1	1	1
39 REPAIR CALCULATOR CYCLE LOCK PINS	1	1	1	1
40 REPLACE CALCULATOR CYCLE LOCK PINS	1	1	1	1
41 ADJUST CALCULATOR SELECTION SEGMENTS	1	1	1	1
42 REPLACE CALCULATOR SELECTION SEGMENTS	1	1	1	1
43 ADJUST CALCULATOR SELECTION CAMS	1	1	1	1

44 REPAIR CALCULATOR SELECTION CAMS	1	2	3	4	5	6	7	5/1
45 REPLACE CALCULATOR SELECTION CAMS	1	2	3	4	5	6	7	5/2
46 ADJUST CALCULATOR COUNTER BLOCKING SLIDES	1	2	3	4	5	6	7	5/3
47 REPAIR CALCULATOR COUNTER BLOCKING SLIDES	1	2	3	4	5	6	7	5/4
48 REPLACE CALCULATOR COUNTER BLOCKING SLIDES	1	2	3	4	5	6	7	5/5
49 ADJUST CALCULATOR ADD-SUBTRACT GATE CENTRALIZERS	1	2	3	4	5	6	7	5/6
50 ADJUST CALCULATOR MULTIPLIER UNITS	1	2	3	4	5	6	7	5/7
51 REPAIR CALCULATOR MULTIPLIER UNITS	1	2	3	4	5	6	7	5/8
52 REPLACE CALCULATOR MULTIPLIER UNITS	1	2	3	4	5	6	7	5/9
53 ADJUST CALCULATOR MAIN CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/10
54 REPAIR CALCULATOR MAIN CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/11
55 REPLACE CALCULATOR MAIN CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/12
56 ADJUST CALCULATOR DIVISION DIRECTION CONTROL SLIDES	1	2	3	4	5	6	7	5/13
57 ADJUST CALCULATOR DIVISION SETTING LEVERS	1	2	3	4	5	6	7	5/14
58 ADJUST CALCULATOR LOCK BAR OPERATING ASSEMBLIES	1	2	3	4	5	6	7	5/15
59 REPAIR CALCULATOR LOCK BAR OPERATING ASSEMBLIES	1	2	3	4	5	6	7	5/16
60 REPLACE CALCULATOR LOCK BAR OPERATING ASSEMBLIES	1	2	3	4	5	6	7	5/17
61 REPAIR CALCULATOR SHIFT CONTROL LEVER ASSEMBLIES	1	2	3	4	5	6	7	5/18

76 REPAIR CALCULATOR CARRY SHAFT ASSEMBLIES	1	2	3	4	5	6	7	5/233
77 REPLACE CALCULATOR CARRY SHAFT ASSEMBLIES	1	2	3	4	5	6	7	5/234
78 ADJUST CALCULATOR REVERSE LOCK MECHANISMS	1	2	3	4	5	6	7	5/235
79 REPAIR CALCULATOR PLUS-MINUS BAR ASSEMBLIES	1	2	3	4	5	6	7	5/236
80 REPLACE CALCULATOR PLUS-MINUS BAR ASSEMBLIES	1	2	3	4	5	6	7	5/237
81 ADJUST CALCULATOR SETTING CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/238
82 REPAIR CALCULATOR SETTING CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/239
83 REPLACE CALCULATOR SETTING CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/240
84 ADJUST CALCULATOR PARALLEL BAR ASSEMBLIES	1	2	3	4	5	6	7	5/241
85 REPAIR CALCULATOR PARALLEL BAR ASSEMBLIES	1	2	3	4	5	6	7	5/242
86 ADJUST CALCULATOR SHIFT CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/243
87 REPAIR CALCULATOR SHIFT CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/244
88 REPLACE CALCULATOR SHIFT CLUTCH ASSEMBLIES	1	2	3	4	5	6	7	5/245
89 REPAIR DEFECTIVE CALCULATOR ELECTRIC CURDS	1	2	3	4	5	6	7	5/246
90 REPLACE DEFECTIVE CALCULATOR ELECTRIC CURDS	1	2	3	4	5	6	7	5/247
91 TEST CALCULATOR TO DETERMINE EFFECTIVENESS OF REPAIR	1	2	3	4	5	6	7	5/248
92 TEST NEW CALCULATORS FOR PROPER OPERATION	1	2	3	4	5	6	7	5/249

TIME SPENT	
11	VERY LITTLE
12	BELOW AVERAGE
13	SLIGHTLY BELOW AVG
14	AVERAGE
15	SLIGHTLY ABOVE AVG
16	ABOVE AVERAGE
17	VERY MUCH

PERFORM ADDING MACHINE REPAIR DUTIES

1	SUPERVISE PERSONNEL REPAIRING ADDING MACHINES	1	1	2	3	4	5	6	7	5/50
2	INSTRUCT/TRAIN PERSONNEL IN REPAIRING ADDING MACHINES	1	1	2	3	4	5	6	7	5/51
3	DISASSEMBLE/ASSEMBLE ADDING MACHINE FOR CLEANING/LUBRICATION	1	1	2	3	4	5	6	7	5/52
4	CLEAN ADDING MACHINE IN BATH SOLUTION	1	1	2	3	4	5	6	7	5/53
5	LUBRICATE ADDING MACHINE ASSEMBLIES	1	1	2	3	4	5	6	7	5/54
6	PERFORM ADDING MACHINE CARRIAGE OPERATION CHECK	1	1	2	3	4	5	6	7	5/55
7	ADJUST ADDING MACHINE CARRIAGES	1	1	2	3	4	5	6	7	5/56
8	REPAIR ADDING MACHINE CARRIAGES	1	1	2	3	4	5	6	7	5/57
9	REPLACE ADDING MACHINE CARRIAGES	1	1	2	3	4	5	6	7	5/58
10	PERFORM ADDING MACHINE RIBBON FEED MECHANISM OPERATIONAL CHECKS	1	1	2	3	4	5	6	7	5/59
11	ADJUST ADDING MACHINE RIBBON FEED MECHANISMS	1	1	2	3	4	5	6	7	5/60

12 REPAIR ADDING MACHINE RIBBON FEED MECHANISMS	1	2	3	4	5	6	7	5/61
13 REPLACE ADDING MACHINE RIBBON FEED MECHANISMS	1	2	3	4	5	6	7	5/62
14 PERFORM ADDING MACHINE KEYBOARD/STOP SECTION OPERATIONAL CHECKS	1	2	3	4	5	6	7	5/63
15 ADJUST ADDING MACHINE KEYBOARD AND STOP SECTIONS	1	2	3	4	5	6	7	5/64
16 REPAIR ADDING MACHINE KEYBOARD AND STOP SECTIONS	1	2	3	4	5	6	7	5/65
17 REPLACE ADDING MACHINE KEYBOARD AND STOP SECTIONS	1	2	3	4	5	6	7	5/66
18 PERFORM ADDING MACHINE PAPER FEED OPERATIONAL CHECKS	1	2	3	4	5	6	7	5/67
19 ADJUST ADDING MACHINE PAPER FEED MECHANISMS	1	2	3	4	5	6	7	5/68
20 REPAIR ADDING MACHINE PAPER FEED MECHANISMS	1	2	3	4	5	6	7	5/69
21 REPLACE ADDING MACHINE PAPER FEED MECHANISMS	1	2	3	4	5	6	7	5/70
22 PERFORM ADDING MACHINE ACCUMULATOR OPERATION CHECKS	1	2	3	4	5	6	7	5/71
23 ADJUST ADDING MACHINE ACCUMULATOR MECHANISMS	1	2	3	4	5	6	7	5/72
24 REPAIR ADDING MACHINE ACCUMULATOR MECHANISMS	1	2	3	4	5	6	7	5/73
25 REPLACE ADDING MACHINE ACCUMULATOR MECHANISMS	1	2	3	4	5	6	7	5/74
26 TIME ADDING MACHINE ACCUMULATOR WHEELS	1	2	3	4	5	6	7	5/75
27 PERFORM ADDING MACHINE KEYBOARD OPERATIONAL CHECKS	1	2	3	4	5	6	7	5/76
28 ADJUST ADDING MACHINE ADD RACKS	1	2	3	4	5	6	7	5/77
29 REPLACE ADDING MACHINE ADD RACKS	1	2	3	4	5	6	7	5/78

	TIME SPENT						
	11	2	3	4	5	6	7
I	111						
J	F12						
K	H 13						
L	E D14						
M	C O15						
N	K N16						
O	E17						
		VERY	LITTLE				
		BELOW	AVERAGE				
		SLIGHTLY	BELOW	AVG			
		AVERAGE					
		SLIGHTLY	ABOVE	AVG			
		ABOVE	AVERAGE				
		VERY	MUCH				
30 REPAIR ADDING MACHINE ADD RACKS	1	2	3	4	5	6	7
31 ADJUST ADDING MACHINE CREDIT BALANCE MECHANISMS	1	2	3	4	5	6	7
32 REPLACE ADDING MACHINE CREDIT BALANCE MECHANISMS	1	2	3	4	5	6	7
33 REPAIR ADDING MACHINE CREDIT BALANCE MECHANISMS	1	2	3	4	5	6	7
34 PERFORM ADDING MACHINE MOTOR OPERATIONAL CHECKS	1	2	3	4	5	6	7
35 ADJUST ADDING MACHINE MOTORS	1	2	3	4	5	6	7
36 REPAIR ADDING MACHINE MOTORS	1	2	3	4	5	6	7
37 REPLACE ADDING MACHINE MOTORS	1	2	3	4	5	6	7
38 INSPECT ADDING MACHINE ELECTRIC CORDS FOR SERVICEABILITY	1	2	3	4	5	6	7
39 REPAIR DEFECTIVE ADDING MACHINE ELECTRIC CORDS	1	2	3	4	5	6	7
40 REPLACE DEFECTIVE ADDING MACHINE ELECTRIC CORDS	1	2	3	4	5	6	7
41 TEST ADDING MACHINE TO DETERMINE EFFECTIVENESS OF REPAIRS	1	2	3	4	5	6	7
42 TEST NEW ADDING MACHINES FOR PROPER OPERATION	1	2	3	4	5	6	7

TIME SPENT

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
PERFORM DUPLICATING MACHINE REPAIR DUTIES																		
1 SUPERVISE PERSONNEL REPAIRING OFFSET DUPLICATORS																		
2 SUPERVISE PERSONNEL REPAIRING SPIRIT PROCESS DUPLICATORS																		
3 SUPERVISE PERSONNEL REPAIRING MIMEOGRAPH MACHINES																		
4 SUPERVISE PERSONNEL REPAIRING DIRECT IMAGE COPIERS																		
5 INSTRUCT/TRAIN PERSONNEL IN REPAIRING OFFSET DUPLICATORS																		
6 INSTRUCT/TRAIN PERSONNEL IN REPAIRING SPIRIT PROCESS DUPLICATORS																		
7 INSTRUCT/TRAIN PERSONNEL IN REPAIRING MIMEOGRAPH MACHINES																		
8 INSTRUCT/TRAIN PERSONNEL IN REPAIRING DIRECT IMAGE COPIERS																		
9 PREPARE OFFICE MACHINE MAINTENANCE WORK ORDERS/REQUESTS																		
10 MAINTAIN MAINTENANCE REQUEST REGISTER/LOG BOOK																		
11 MAINTAIN OFFICE MACHINE REPAIR RECORDS																		

12 DISASSEMBLE/ASSEMBLE DUPLICATOR FOR LUBRICATION	1	1	2	3	4	5	6	7	6/24
13 LUBRICATE DUPLICATOR ASSEMBLIES	1	1	2	3	4	5	5	7	6/25
14 REPLACE DUPLICATOR CYLINDERS	1	1	2	3	4	5	6	7	6/26
15 REMOVE INK PAD FROM DUPLICATOR CYLINDERS	1	1	2	3	4	5	6	7	6/27
16 DRAIN INK FROM DUPLICATOR CYLINDERS	1	1	2	3	4	5	6	7	6/28
17 CLEAN DUPLICATOR CYLINDER	1	1	2	3	4	5	5	7	6/29
18 PERFORM DUPLICATOR CYLINDER OPERATIONAL CHECKS	1	1	2	3	4	5	6	7	6/30
19 ADJUST DUPLICATOR CYLINDERS	1	1	2	3	4	5	6	7	6/31
20 REPAIR DUPLICATOR CYLINDERS	1	1	2	3	4	5	6	7	6/32
21 PERFORM DUPLICATOR PRINT CONTROL MECHANISM OPERATIONAL CHECK	1	1	2	3	4	5	5	7	6/33
22 PERFORM DUPLICATOR PAPER FEED MECHANISM OPERATIONAL CHECK	1	1	2	3	4	5	6	7	6/34
23 ADJUST DUPLICATOR PAPER FEED MECHANISM	1	1	2	3	4	5	6	7	6/35
24 REPAIR DUPLICATOR PAPER FEED MECHANISM	1	1	2	3	4	5	6	7	6/36
25 REPLACE DUPLICATOR PAPER FEED MECHANISM	1	1	2	3	4	5	6	7	6/37
26 ADJUST DUPLICATOR PRINT CONTROL MECHANISM	1	1	2	3	4	5	6	7	6/38
27 REPAIR DUPLICATOR PRINT CONTROL MECHANISM	1	1	2	3	4	5	6	7	6/39
28 REPLACE DUPLICATOR PRINT CONTROL MECHANISM	1	1	2	3	4	5	6	7	6/40
29 PERFORM DUPLICATOR MOTOR DRIVE ASSEMBLY OPERATIONAL CHECKS	1	1	2	3	4	5	5	7	6/41

	TIME SPENT					
	1	2	3	4	5	6
30 ADJUST DUPLICATOR MOTOR DRIVE ASSEMBLIES	1	1	2	3	4	5
31 REPAIR DUPLICATOR MOTOR DRIVE ASSEMBLIES	1	1	2	3	4	5
32 REPLACE DUPLICATOR MOTOR DRIVE ASSEMBLIES	1	1	2	3	4	5
33 INSPECT DUPLICATOR ELECTRIC CORDS FOR SERVICEABILITY	1	1	2	3	4	5
34 REPAIR DEFECTIVE DUPLICATOR ELECTRIC CORDS	1	1	2	3	4	5
35 REPLACE DEFECTIVE DUPLICATOR ELECTRIC CORDS	1	1	2	3	4	5
36 TEST DUPLICATOR TO DETERMINE EFFECTIVENESS OF REPAIR	1	1	2	3	4	5

12	INSPECT OFFICE MACHINES TO DETERMINE REPAIR REQUIREMENTS	11	2	3	4	5	6	7	6/60
13	MAINTAIN STORAGE AREA FOR OFFICE MACHINES UNDERGOING REPAIR	11	2	3	4	5	6	7	6/61
14	RECORD REPAIR PARTS USED ON OFFICE MACHINES	11	2	3	4	5	6	7	6/62
15	RECORD TIME EXPENDED IN REPAIRING OFFICE MACHINES	11	2	3	4	5	6	7	6/63
16	INSPECT COMPLETED WORK ON OFFICE MACHINES	11	2	3	4	5	6	7	6/64
17	MAINTAIN OFFICE MACHINE SHOP REPAIR EQUIPMENT	11	2	3	4	5	6	7	6/65
18	MAINTAIN OFFICE MACHINE MAINTENANCE PUBLICATIONS LIBRARY	11	2	3	4	5	6	7	6/66
19	PREPARE UNSATISFACTORY EQUIPMENT REPORTS (UER)	11	2	3	4	5	6	7	6/67
20	PREPARE EQUIPMENT IMPROVEMENT RECOMMENDATIONS	11	2	3	4	5	6	7	6/68
21	PREPARE EXCHANGE TAGS	11	2	3	4	5	6	7	6/69
22	MAINTAIN EQUIPMENT UTILIZATION RECORDS	11	2	3	4	5	6	7	6/70
23	SCHEDULE OFFICE MACHINES FOR PREVENTIVE MAINTENANCE (PM)	11	2	3	4	5	6	7	6/71
24	MAINTAIN FILES OF MAINTENANCE RECORDS/REPORTS	11	2	3	4	5	6	7	6/72
25	INITIATE DISPOSAL OF UNECONOMICALLY REPAIRABLE OFFICE MACHINE EQUIPMENT	11	2	3	4	5	6	7	6/73
26	ORDER OFFICE MACHINE REPAIR PARTS	11	2	3	4	5	6	7	6/74

INSTRUCTIONS - TIME RATING

1. NOW THAT YOU HAVE CHECKED THOSE TASKS YOU PERFORM, RATE THE RELATIVE AMOUNT OF TIME YOU SPEND PERFORMING EACH TASK YOU HAVE CHECKED. RELATIVE TIME SPENT MEANS THE TOTAL TIME YOU SPEND DOING THE TASK COMPARED WITH THE TIME YOU SPEND ON EACH OF THE OTHER TASKS YOU PERFORM ON YOUR PRESENT JOB.
2. USE A RATING OF "1" IF YOU SPEND "VERY LITTLE" TIME ON A TASK; USE A RATING OF "2" FOR "BELOW AVERAGE"; AND SO ON, UP TO A RATING OF "7" IF YOU SPEND "VERY MUCH" TIME ON A TASK.
3. REMEMBER, YOU ARE TO TIME RATE ONLY TASKS THAT YOU HAVE ALREADY CHECKED IN THE "CHECK IF DONE" COLUMN. CIRCLE YOUR RATING, ACCORDING TO THE 7-POINT SCALE, IN THE RIGHT HAND COLUMN HEADED "TIME SPENT PERFORMING". NOW TURN TO PAGE 16 AND BEGIN.

JOB EVALUATION

1. What part of your job do you feel should have been included in your schooling, but was not?
2. What part of your school training are you not using in your present job?
3. What changes would you suggest be made to improve your billet MOS.
4. What changes would you suggest to improve this questionnaire?

INFORMATION PAGE FOR QUESTIONS ANSWERED "OTHER"

10.

11.

12.

18.

23.
