TRANSPORTATION TASK ANALYSIS

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HEADQUARTERS, U.S. MARINE CORPS
OFFICE OF MANPOWER UTILIZATION
QUANTICO, VIRGINIA, 22134
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
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 BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

EXAMPLES

SEX

MALE ●
FEMALE 2

18. DO YOU HAVE A MILITARY DRIVERS LICENSE.

YES  ●
NO  ●

EXAMPLE MOS (3215)

6. PRIMARY MOS

0 0 0 0
1 1 1 1
2 2 2 2
3 3 3 3
4 4 4 4
5 5 5 5
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 QUESTION 14 IN
THE RESPONSE BOOKLET.

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

001 AIR DELIVERY MAN
002 ASSISTANT EMBARKATION CHIEF
003 ASSISTANT M/O FD CLERK
004 EMBARKATION ASSISTANT
005 EMBARKATION CHIEF
006 EMBARKATION MAN
007 LANDING SUPPORT MAN
008 LANDING SUPPORT MAN/DRIVER
009 LOGISTICS CHIEF
010 LOGISTICS CLERK/DRIVER
011 LOGISTICS DATA CONTROL CLERK
012 LOGISTICS MAN
013 LOGISTICS MAN/BEQ CHIEF
014 LOGISTICS MAN/DRIVER
015 LOGISTICS/MIMMS CLERK
016 LOGISTICS/OPERATIONS CHIEF
017 MAINTENANCE MANAGEMENT CHIEF
018 MAINTENANCE MANAGEMENT CLERK
019 MAINTENANCE MANAGEMENT NCO
020 MATERIAL READINESS CLERK
021 MATERIAL READINESS NCO
022 MAINTENANCE MANAGEMENT INFORMATION SYSTEM NCO
023 OPERATIONS CHIEF {LOGISTICS}
024 SECTION CHIEF {LOGISTICS}
025 SUPPLY ADMIN CHIEF
026 SHORE PARTY CHIEF
027 SHORE PARTY MAN
028 SHORE PARTY MAN/DRIVER
029 AIR FREIGHT OPERATIONS MAN
030 CARGO HANDLER
031 DIVISION CHIEF
032 FREIGHT LANDING MAN
033 FREIGHT LOADER
034 FREIGHT LOADING MAN
035 FREIGHT OPERATIONS CLERK
036 FREIGHT OPERATIONS MAN
037 FREIGHT TRANSPORTATION CLERK
038 LONGSHOREMAN
039 MESSENGER DRIVER
040 PASSENGER TRANSPORTATION CHIEF
041 PASSENGER TRANSPORTATION CLERK
042 PLATOON SERGEANT {TRANSPORTATION}
043 RECORDS NCO {TRANSPORTATION}
044 SECTION CHIEF {TRANSPORTATION}
045 SQUAD LEADER {TRANSPORTATION}
046 TRANSPORTATION CHIEF
047 UNIT CHIEF {MOTOR T}
048 ASSISTANT DIVISION ROADMASTER
049 ASSISTANT MOTOR TRANSPORT CHIEF/SHOP CHIEF
050 ASSISTANT TRANSPORTATION COORDINATOR
051 CHIEF DISPATCHER
052 DISPATCHER
053 DISPATCHER/DRIVER
054 DISPATCHER NIGHT
055 DIVISION ROADMASTER
056 DRIVER
057 DRIVER/MESSENER
058 EOD TECHNICIAN/DRIVER
059 GUARD MAIL DRIVER
060 HEAVY MOTOR VEHICLE OPERATOR
061 HEAVY UNIT LEADER {MOTOR T}
062 LICENSING EXAMINER {MOTOR T}
063 MEDIUM UNIT LEADER {MOTOR T}
064 MOTOR VEHICLE OPERATOR
065 MOTOR VEHICLE OPERATOR/DISPATCHER
066 MOTOR VEHICLE OPERATOR {SEDAN}
067 MOTOR TRANSPORT CHIEF
068 MOTOR TRANSPORT COURSE INSTRUCTOR
069 MOTOR TRANSPORT OPERATIONS CHIEF
070 OPERATIONS BRANCH CHIEF
071 OPERATIONS CHIEF
072 PLATOON SERGEANT
073 REFUELER OPERATOR
074 SECTION CHIEF
075 SECTION LEADER/DRIVER
076 SCHEDULING NCO
077 TEAM LEADER
078 TRACTOR TRAILER OPERATOR
079 TRANSPORTATION COORDINATOR
080 TRUCK DRIVER
081 TRUCK DRIVER/AMMO
082 TRUCK MASTER
083 TRUCK MASTER/SECTION CHIEF
084 STATION/BASE FACILITIES MANAGEMENT CHIEF

NOTE: QUESTIONS 15 THROUGH 38 DO NOT APPLY. YOU HAVE NOW COMPLETED PART I. PLEASE WAIT FOR YOUR ADMINISTRATOR TO PROVIDE FURTHER INSTRUCTIONS BEFORE CONTINUING.
PART II - TASK SECTION

INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK LISTING IN THIS BOOKLET. IN THE RESPONSE BOOKLET SHADE IN ONLY THE CIRCLES NEXT TO THE TASKS YOU ACTUALLY DO IN YOUR PRESENT JCB. THE CIRCLES TO THE RIGHT Labeled 1 THROUGH 7 ARE NOT TO BE COMPLETED UNTIL YOU HAVE READ ALL TASKS IN THIS BOOKLET.

EXAMPLE

QUESTIONNAIRE BOOKLET RESPONSE BOOKLET

<table>
<thead>
<tr>
<th>TASK</th>
<th>DONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td></td>
</tr>
<tr>
<td>0012</td>
<td></td>
</tr>
<tr>
<td>0035</td>
<td></td>
</tr>
</tbody>
</table>

THE TASKS PERFORMED IN YOUR PRESENT BILLET W/DS FOLLOW:
1. MAINTAIN/UPDATE ADMINISTRATIVE FILES
2. OPERATE FIELD TELEPHONES
3. PERFORM OPERATOR CHECKS/SERVICES ON FIELD TELEPHONES
4. LAY/RECOVER COMMUNICATION WIRE LINES
5. OPERATE FM TACTICAL RADIOS
6. PERFORM OPERATOR CHECKS/SERVICES ON TACTICAL FM RADIOS
7. OPERATE RADIO REMOTE EQUIPMENT
8. AUTHENTICATE RADIO TRANSMISSIONS
9. REPORT IMITATIVE AND DECEPTIVE ENTRY BY ENEMY ON UNIT RADIO NETS
10. ENCODE/DECODE MESSAGES
11. CLEAN/MAINTAIN AN M60 MACHINE GUN
12. OPERATE AN M60 MACHINE GUN
13. INSPECT AN M60 MACHINE GUN AND AMMUNITION FOR SERVICEABILITY
14. ENGAGE A TARGET WITH AN M60 MACHINE GUN
15. ZERO AN M60 MACHINE GUN
16. CLEAN/MAINTAIN A CALIBER .50 MACHINE GUN
17. ZERO A CALIBER .50 MACHINE GUN
18. OPERATE A CALIBER .50 MACHINE GUN
19. INSPECT A CALIBER .50 MACHINE GUN AND AMMUNITION FOR SERVICEABILITY
20. ENGAGE A TARGET WITH A CALIBER .50 MACHINE GUN
21. MOUNT/DISMOUNT AN AN/TVS 28 (STARLIGHT) SIGHT ON A MACHINE GUN
22. ZERO AN AN/TVS 28 (STARLIGHT) SIGHT TO A MACHINE GUN
23. PREPARE MACHINE GUN RANGE CARDS
24. CONDUCT AREA SURVEILLANCE USING NIGHT VISION DEVICES
25. PURIFY PERSONAL DRINKING WATER
26. ALLOCATE SMALL ARMS AMMUNITION AND DEMOLITIONS
27. CAMOUFLAGE SELF, VEHICLES AND UNIT EQUIPMENT
28. REPORT ENEMY INFORMATION (SALUTE)
29. POSITION/EMPLACE A MACHINE GUN
30. CLEAR MINES
31. ANALYZE TERRAIN FOR LOCAL SECURITY PLANNING
32. EMLACE/RECOVER ANTI-INTRUSION/EARLY WARNING DEVICES
33. CONTROL RATE AND DISTRIBUTION OF SMALL ARMS FIRE
34. REHEARSE UNIT DEFENSE PLANS
35. CLEAR FIELDS OF FIRE AND OBSERVATION
36. DESIGNATE PRIMARY FIGHTING POSITION FOR PERIMETER SECURITY
37. SELECT LISTENING POSTS
38. ESTABLISH LISTENING POSTS
39. ERECT/REMOVE WIRE OBSTACLES
41. CONSTRUCT ROAD BLOCKS
41. ORGANIZE SECURITY PATROLS
42. LEAD SECURITY PATROL
43. PREPARE/SUBMIT SMALL ARMS AMMUNITION AND WEAPONS REPORTS
44. LOCATE A POINT ON A MAP
45. ORIENT A MAP
46. SELECT A MOVEMENT ROUTE USING A MAP
47. NAVIGATE FROM ONE POINT TO ANOTHER USING A MAP AND COMPASS
48. ESTABLISH WORK PRIORITIES
49. SCHEDULE DAILY SHOP OR SECTION WORK ROUTINE
50. PREPARE UNSATISFACTORY EQUIPMENT REPORTS (UER)
51. REVIEW MARES/FRSSTAT REPORTS FOR ACCURACY
52. PREPARE OPERATIONAL COST REPORTS
53. COORDINATE VEHICLE AVAILABILITY WITH REPAIR ACTIVITIES
54. MAINTAIN EQUIPMENT RECORDS
55. INSTRUCT/TRAIN PERSONNEL IN PREVENTIVE MAINTENANCE TECHNIQUES
56. SCHEDULE EQUIPMENT FOR MAINTENANCE
57. INVENTORY CONTROLLED ITEMS/EQUIPMENT
58. APPROVE/DISAPPROVE JOB OR WORK REQUESTS
59. ESTABLISH QUALITY CONTROL (ASSURANCE) PROCEDURES
60. ESTABLISH UNIT/SECTION TRAINING PROGRAM
61. ISSUE PUBLICATIONS TO SHOPS AND SECTIONS
62. UPDATE UNIT/SECTION TRAINING RECORDS
63. INITIATE FOLLOW UP OR TRACER ACTION ON SUPPLY REQUESTS
64. SUBMIT INPUT FOR PREPARATION OF BUDGET
65. ESTABLISH REPORTS CONTROL PROCEDURES
66. COMPUTE FIELD FORTIFICATIONS MATERIAL REQUIREMENT FOR DEPLOYING UNITS
67. COMPUTE PETROLEUM/OIL/LUBRICANTS (POL) PRODUCTS USAGE FOR DEPLOYING UNITS
68. COMPUTE MEAL, COMBAT INDIVIDUAL (MCI) USAGE FOR DEPLOYING UNITS
69. REVIEW EQUIPMENT REPAIR ORDERS (ERC) FOR CORRECTNESS AND COMPLETENESS
70. CLOSE OUT ERO IN THE LOGBOOK

71. MONITOR INPUT TO THE MARINE CCRPS INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) FOR CONTENT/ACCURACY

72. PREPARE TACTICAL EQUIPMENT REPAIR ORDERS (TERO)

73. MONITOR ERO FOR PROGRESSION THROUGH MAINTENANCE/SLPPLY PROCESS

74. REVIEW ERO FOR ACCURACY/COMPLETENESS

75. VERIFY ENTRIES IN SHOP RECORDS UPON COMPLETION OF MAINTENANCE

76. VERIFY AGREEMENT OF ERO AND ACCOMPANYING RECORDS FOR EQUIPMENT BEING INDUCTED INTO REPAIR ACTIVITY

77. SUPERVISE PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES

78. ISSUE PARTS FROM LAYETTES

79. MAINTAIN/UPDATE TECHNICAL PUBLICATIONS LIBRARY (TPL)

80. SCREEN REPAIR PARTS REQUISITIONS FOR ACCURACY

81. VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF MAINTENANCE

82. REVIEW PROGRESS OF MODIFICATION PROGRAM FOR TIMELINESS

83. REVIEW CALIBRATION PROGRAMS FOR TIMELINESS

84. PREPARE FORMS NECESSARY FOR EVACUATION, FLAT AND WASHCUT IN LIEU OF REPAIR

85. INSTRUCT/TRAIN PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES

86. REVIEW PROGRESS OF MILITARY CONSTRUCTION PROGRAM FOR COMPLIANCE WITH SCHEDULES

87. DRAFT SOP FOR MAINTENANCE MANAGEMENT

88. MONITOR MAINTENANCE TECHNICAL TRAINING PROGRAM FOR EFFECTIVENESS

89. REVIEW MARES REPORT FOR VALIDITY OF INPUT
90. REVIEW ADMINISTRATIVE DEADLINE PROGRAM FOR COMPLIANCE
91. PREPARE EVICTION NOTICES FROM GOVERNMENT QUARTERS
92. AUTHORIZE CIVILIAN USE OF BASE FACILITIES
93. RESOLVE HOUSING COMPLAINTS
94. PERFORM MINOR MAINTENANCE REPAIRS TO GOVERNMENT FACILITIES (TROUBLE CALLS)
95. VERIFY AUTHORITY FOR LONG DISTANCE COMMERCIAL CALLS
96. SUBMIT TELEPHONE SERVICE REQUESTS
97. DISPATCH DAMAGE CONTROL TEAMS DURING TIME OF DISASTER
98. DESIGNATE EQUIPMENT FOR USE IN EMERGENCY CONDITIONS
99. FORECAST EXPECTED PERSONNEL USAGE DATA FOR DINING FACILITY
100. COORDINATE TENANT COMMANDS USE OF BASE FACILITIES
101. SCHEDULE REPAIR OF BUILDINGS/FACILITIES
102. PREPARE DISPOSITION INSTRUCTION OF HAZARDOUS ITEMS
103. REQUEST MEDICAL AUGMENTATION TO SUPPORT FIELD UNITS
104. ESCORT INSPECTORS SUCH AS FIRE OR SAFETY
105. SUPERVISE CIVILIAN GUARDS
106. ACTIVATE/DEACTIVATE BUILDING FIRE ALARM SYSTEM
107. TEST BURGLAR ALARM SYSTEMS FOR PROPER OPERATION
108. VERIFY SAFE COMBINATIONS ARE CHANGED AS REQUIRED
109. PREPARE WORK REQUESTS
110. TEST AND EVALUATE NEW EQUIPMENT FOR EFFECTIVENESS
111. PROVIDE MIMMS TECHNICAL ASSISTANCE TO SUBORDINATE UNITS
112. PREPARE MIMMS CARDS WORKSHEET
113. PREPARE MIMMS CARDS
114. AUTHORIZE VEHICLE OFF-STATION RUNS

115. SCHEDULE UNIT EQUIPMENT USAGE SUCH AS COMMUNICATIONS EQUIPMENT AND VEHICLES

116. CONDUCT SAFETY INSPECTIONS

117. PREPARE SAFETY REPORTS

118. INSTRUCT/TRAIN PERSONNEL REGARDING SAFETY PROCEDURES

119. DRAFT SAFETY SOP

120. PREPARE ACCIDENT REPORTS SUCH AS CONSOLIDATED GROUND SAFETY/LOST MAN HOURS

121. SCHEDULE SAFETY INSPECTIONS

122. INSPECT FACILITIES FOR HABITABILITY

123. PREPARE DISPOSITION INSTRUCTIONS OF EXCESS EQUIPMENT

124. PREPARE AMMUNITION REQUISITIONS

125. DETERMINE UNIT AMMUNITION ALLOWANCE

126. PREPARE FUEL ALLOCATION REPORT TO INCLUDE MOGAS AND CISTILLANTS

127. REPORT UTILITY USAGE

128. MAINTAIN TRANSPORTATION OF THINGS (TOT) ACCOUNT

129. COMPILE LIST OF NOMINEES FOR MAINTENANCE C/LT OF SERVICE EQUIP (MOUSE)/COMMAND OUT OF SERVICE EQUIP (COSEI) PROGRAM

130. ASSIGN JUMP/DROP RIFLETS SUCH AS SAFETY NCO, PUSHER, DROP ZONE COMMANDER

131. CHECK DROP/JUMP ZONE FOR HAZARDS

132. CONFIRM AIRCRAFT AVAILABILITY

133. CONSTRUCT AIRCRAFT CARGO EXTRACTING SYSTEM

134. CONSTRUCT AIRCRAFT CARGO PLATFORMS

135. CUT AWAY HUNG LOADS
136. DETERMINE AIRCRAFT ANGLE OF APPROACH FOR CARGO DROP
137. DETERMINE EQUIPMENT REQUIREMENT FOR AIR-DROP
139. DETERMINE RELEASE POINT
139. VERIFY CHUTES ARE RECYCLED (REPACKED)
140. VERIFY CHUTES ARE REPAIRED AS REQUIRED
141. VERIFY CHUTES ARE PIGGED TO CARGO (LCAD)
142. ESTABLISH AND MAINTAIN COMMUNICATIONS WITH AIRCRAFT
143. VERIFY PROPER HOOK-UP OF JUMP PERSONNEL
144. INSPECT LOADS FOR PROPER LASHING
145. FABRICATE KIT BAGS
146. FABRICATE PADS
147. FABRICATE SPECIAL INSERTION/EXTRACTION RIGS AND HARNESSES
148. SET UP A WIND "T"
149. INFORM PILOT WHEN JUMPER/LCAD IS AWAY
150. INSPECT CHUTES FOR SERVICEABILITY
151. INSTALL RISER EXTENSIONS
152. PARACHUTE FROM AIRCRAFT
153. MAINTAIN CHUTE HISTORY CARD
154. MAINTAIN CHUTE LOG
155. OPERATE SEWING MACHINE TO REPAIR CHUTES
156. PACK STATIC LINE CHUTES
157. PALLETTIZE AIR-DROP CARGO
158. PATCH CHUTES BY HAND
159. PERFORM RIGGERS CHECK
160. ANNOUNCE SIX MINUTE WARNING TO JUMPERS
161. PERFORM PREVENTIVE MAINTENANCE (PM) ON SEWING MACHINES
162. REPAIR SEWING MACHINES
163. MARK DROP ZONES
164. PREPARE CARGO CONTAINERS FOR AIR-DROP
165. PREPARE PLATFORMS FOR AIR-DROP
166. PREPARE/INVENTORY DROP ZONE KITS
167. PREPARE JUMP BRIEF SHEET
168. PREPARE JUMP MANIFEST
169. PREPARE JUMP PAY AUTHORIZATION FORM
170. PREPARE PARACHUTE MAINTENANCE REQUEST SHEET
171. RECOVER RIGGING EQUIPMENT AT DROP ZONE
172. RELAY INFORMATION BETWEEN CROPMASTER AND PILOT
173. RESERVE DROP ZONES (PRIMARY AND ALTERNATE)
174. RIG/DERIG AIRCRAFT FOR AIR DELIVERY
175. RIG INDIVIDUAL EQUIPMENT BAG (GP BAG)
176. SUPERVISE PERSONNEL PACKING CHUTES
177. SUPERVISE PERSONNEL WASHING AND DRYING CHUTES
178. WASH AND DRY CHUTES
179. TACK CHUTE HARNESSES
180. PACK HIGH ALTITUDE/LOW OPENING (HALO) CHUTES
181. CALIBRATE HALO CHUTE ALTIMETER
182. DETERMINE SHORE PARTY REQUIREMENTS FROM SUPPORTED UNIT'S TACTICAL PLANS
183. TASK ORGANIZE A SHORE PARTY UNIT TO PERFORM A SPECIFIC MISSION
184. ESTABLISH SHORE PARTY TRAINING PLAN
185. Coordinate Navy Beach Party Functions with Shore Party Functions

186. Draft Plan for the Defense of Beach Support Area (BSA)/Helicopter Support Team (HST) Support Area

187. Integrate BSA/HST Support Area Defense with Adjacent Units

188. Designate the Proposed Location of Facilities Within the BSA/HST Support Area

189. Supervise Personnel Operating Communication Systems to Include Messengers, Wire, Radio, and Multichannel Radio

190. Supervise Personnel Performing Cargo Transfer Line Operations

191. Supervise Personnel Conducting Shore Party Beach Reconnaissance

192. Supervise Personnel Emplacing Beach Markers and Beach Lights

193. Supervise Personnel Removing Obstacles

194. Supervise Personnel Using Demolitions

195. Supervise Personnel Clearing Mines

196. Assign Casualty Evacuation Priorities and Designations

197. Supervise Personnel Handling PCW's in the BSA/HST Support Area

198. Schedule the Evacuation of Captured Enemy Equipment

199. Direct Salvage Operations


201. Establish Holding Area for Displaced Civilians in BSA

202. Verify Suitability of Planned Facilities Such as Camp Locations, Roads, Beach Limits (Shore Party Reconnaissance)

203. Supervise Personnel Constructing Beach Facilities Such as Roads, Dumps and POW Collection Points

204. Instuct/Train Personnel in Shore Party Operations/Techniques
205. LOCATE PARENT UNITS FOR DISPLACED PERSONNEL

206. LAY/RETRIEVE KIT, ASSAULT TRACKWAY (MO-MAT)

207. REPAIR MO-MAT

208. ERECT FLANK AND CENTER MARKERS TO INDICATE LIMITS OF BEACH

209. REPAIR DAY TIME BEACH MARKERS

210. CLEAN AND MAINTAIN PORTABLE ELECTRIC LANTERNS

211. SET UP PORTABLE ELECTRIC BEACH MARKERS FOR NIGHT OPERATIONS

212. ESTABLISH UNLOADING POINTS ON BEACH FOR TRACK VEHICLES, WHEELED VEHICLES AND SUPPLIES

213. UNLOAD SUPPLIES FROM BEACHED LANDING CRAFT

214. DESIGNATE LOCATIONS FOR LANDING SHIP RAMPS

215. DESIGNATE LOCATIONS FOR CASEWAYS

216. ESTABLISH WARNING SYSTEMS TO WARN AGAINST AIR, GROUND AND NBC ATTACK

217. ESCORT CIVILIANS IN BSA TO CIVILIAN HOLDING AREA

218. MAINTAIN EMERGENCY VEHICLE REPAIR PARTS/FACILITIES

219. EVACUATE PRISONERS OF WAR (POW) TO DESIGNATED SHIPS

220. COORDINATE THE COLLECTION, EVACUATION, AND SAFEGUARDING OF POW'S WITH THE PROVOST MARSHAL

221. PREPARE CASUALTIES FOR EVACUATION

222. DECONTAMINATE BEACH SUPPORT AREAS

223. MARK CONTAMINATED AREAS

224. DIRECT TRAFFIC IN BSA/HST SUPPORT AREA

225. DOG DOWN VEHICLES ON SHIPS/AIRCRAFT

226. CONSTRUCT/MAINTAIN BEACH LATERAL AND EXIT ROADS
227. MARK OBSTACLES IN BEACH SUPPORT AREA (BSA)
228. PREPARE/UPDATE PERSONNEL DISTRIBUTION CHART
229. PREPARE/UPDATE VEHICLE AND EQUIPMENT STATUS CHARTS
230. PREPARE/UPDATE CASUALTY AND PRISONER OF WAR EVACUATION CHARTS
231. PREPARE/UPDATE DUMP STATUS CHARTS
232. PREPARE/UPDATE SHIP'S UNLOADING STATUS CHARTS
233. PREPARE/UPDATE SHIP'S POSITION CHART
234. PREPARE/UPDATE SERIALS LANDED STALLS REPORT
235. PREPARE/UPDATE SITUATION MAP
236. PREPARE/UPDATE DISPOSITION TO SEAWARD CHARTS
237. RELAY REQUESTS FOR TROOPS, SUPPLIES AND EQUIPMENT TO TAC-LOG FROM SUPPORTED UNIT
238. REQUEST TAC-LOG TO LAND SUPPLIES AND PERSONNEL
239. CALL IN FLOATING DUMPS
240. SET UP FLOOD LIGHT UNITS
241. LOCATE MULTICLASS BEACH DUMPS
242. STOW/SEGREGATE SUPPLIES IN DUMP AREAS
243. SET UP WATER SUPPLY POINTS
244. ESTABLISH A LITTER EXCHANGE TO REPLENISH LITTERS
245. ESTABLISH HOLDING AREA FOR EQUIPMENT, UNTIL CALLED FORWARD
246. TRANSPORT SUPPLIES/EQUIPMENT FROM WATERS EDGE TO DUMP/STAGING AREA
247. DESIGNATE GUARDS FOR POW FACILITIES
248. CONSTRUCT POW COLLECTION POINTS
249. DIRECT HELICOPTER MOVEMENT TO LANDING SITES/PICK-UP POINTS WITHIN LANDING ZONE
250. LCAO/UNLOAD SUPPLIES/EQUIPMENT INTERNALLY IN HELICOPTER
251. PREPARE/TRANSMIT ZONE BRIEFING TO HELICOPTER PILOT
252. SET UP GLIDE ANGLE INDICATOR LIGHTING SYSTEM (GAIL) IN HELICOPTER LANDING SITES
253. CLEAR HELICOPTER LANDING SITES
254. DESIGNATE HELICOPTER LANDING SITES
255. MARK HELICOPTER LANDING SITES
256. CONTROL HELICOPTER ENTRY/DEPARTURE OF LANDING ZONE
257. MAINTAIN EMERGENCY HELICOPTER REPAIR/REFUELING FACILITIES
258. ESTABLISH DELIVERY PRIORITIES OF HELICOPTER LIFTED SUPPLIES TO SUPPORTED UNITS
259. RIG/HOOK UP EXTERNAL LOADS TO HELICOPTERS
260. INSTRUCT/TRAIN PERSONNEL IN PERSONNEL AND CARGO TRANSFER LINE OPERATIONS TECHNIQUES
261. INSTRUCT/TRAIN PERSONNEL IN ORGANIZATION/MISSION OF NAVAL BEACH PARTY
262. INSTRUCT/TRAIN PERSONNEL IN THE ORGANIZATION AND OPERATION OF THE NAVY BOAT CONTROL SYSTEM
263. INSTRUCT/TRAIN PERSONNEL IN NUC DEFENSE AND DECONTAMINATING TECHNIQUES/PROCEDURES
264. INSTRUCT/TRAIN PERSONNEL IN CASUALTY EVACUATION TECHNIQUES
265. INSTRUCT/TRAIN PERSONNEL IN SALVAGE OPERATION TECHNIQUES
266. INSTRUCT/TRAIN PERSONNEL IN MOTOR VEHICLE TRAFFIC CONTROL TECHNIQUES
267. INSTRUCT/TRAIN PERSONNEL IN SHORE PARTY RECORD KEEPING TECHNIQUES
268. INSTRUCT/TRAIN PERSONNEL IN MINE CLEARANCE TECHNIQUES
269. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF REMOVING OBSTACLES
270. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF CONSTRUCTING RSA FACILITIES SUCH AS ROADS, RAMPS, AND PIERS

271. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF USING BEACH MARKERS AND BEACH LIGHTS

272. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SHORE PARTY BEACH ORGANIZATION

273. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SHORE PARTY BEACH RECONNAISSANCE

274. INSTRUCT/TRAIN PERSONNEL IN THE CHARACTERISTICS OF SHORE PARTY EQUIPMENT

275. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF TASK ORGANIZING SHORE PARTY UNITS

276. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF TAC-LOG OPERATIONS

277. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF DEFENSE OF ESA/HST SUPPORT AREA

278. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF CONTROL OF HELICOPTERS IN LANDING ZONES

279. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF LANDING ZONE RECONNAISSANCE

280. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES AND CHARACTERISTICS OF HELICOPTER CARGO HANDLING EQUIPMENT

281. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ORGANIZATION OF LANDING POINTS AND SITES

282. INSTRUCT/TRAIN PERSONNEL IN SHIP-TO-SHORE MOVEMENT PROCEDURES

283. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF MARKING OF LANDING AND DUMP SITES IN THE LANDING ZONE

284. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF UNLOADING SUPPLIES TO INCLUDE THE USE OF SLEDS, PALLETS, CARGO TRANSPORTERS, UNITIZED CONTAINERS AND SPECIAL RIGGING METHOD

285. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMMUNICATING BY MESSENGER, WIRE, RADIO AND MULTICHANNEL RADIA
286. SPLICE CABLE
287. RIG BOOMS
288. DETERMINE UNIT TRANSPORT REQUIREMENTS
289. REQUEST ROUTING AND CARRIER EQUIPMENT FROM MILITARY
TRANSPORTATION MOVEMENT COMMAND (MTMC)
290. NOTIFY UNIT OF TRANSPORT AVAILABILITY
291. NOTIFY UNIT OF IMPENDING DEPARTURE
292. PREPARE LOCAL MOVEMENT INSTRUCTIONS
293. REVIEW UNIT MOVEMENT PASSENGER LIST FOR CONTENT/ACCURACY
294. REVIEW UNIT MOVEMENT CARGO LOAD LISTS FOR CONTENT/ACCURACY
295. REVIEW UNIT MOVEMENT VEHICLE LOADING GUIDE FOR CONTENT/
ACCURACY
296. REVIEW UNIT MOVEMENT SHIP LOADING GUIDE FOR CONTENT/
ACCURACY
297. SUBMIT ADVANCE NOTICE OF DEPARTURE REPORTS
298. SUBMIT DEPARTURE MESSAGES
299. REVIEW PASSENGER MANIFESTS FOR ACCURACY
300. PREPARE PASSENGER MANIFESTS
301. COMPUTE DUNNAGE REQUIREMENTS
302. DETERMINE TIME REQUIRED FOR LOADING/UNLOADING OF SHIP
303. STAGE GEAR FOR EMBARKATION
304. ASSIGN BILleting IN STAGING AREA
305. DETERMINE SUPPORT EQUIPMENT/SERVICES REQUIREMENTS NECESSARY
TO OPERATE STAGING AREA
306. DETERMINE SUPPORT SERVICES/EQUIPMENT REQUIRED FOR MOVEMENT
TO STAGING AREA
307. DETERMINE SECURITY AND COMMUNICATION FACILITIES REQUIREMENTS
FOR STAGING AREAS
308. RECOMMEND ALLOCATION OF SHIPS, AIRCRAFT AND RAILROAD CARS

309. ESTABLISH EMBARKATION TEAM CONTROL OFFICE

310. MAINTAIN EMBARKATION DATA PERTAINING TO WEIGHT/DIMENSION OF VEHICLES AND EQUIPMENT

311. ADVISE UNITS ON EMBARKATION MATTERS

312. VERIFY THAT CORRECTIVE ACTION ON EMBARKATION INSPECTION DISCREPANCIES HAS BEEN ACCOMPLISHED

313. PREPARE EMBARKATION INSPECTION CHECKLISTS

314. DESIGNATE STAGING AREAS FOR PERSONNEL/EQUIPMENT/SUPPLIES

315. SCHEDULE MOVEMENT OF PERSONNEL/EQUIPMENT/SUPPLIES TO/FROM STAGING AREAS

316. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF EMBARKATION

317. MAINTAIN LIAISON WITH AIR/SURFACE TERMINAL/PORT AUTHORITIES CONCERNING EMBARKATION MATTERS

318. UPDATE EMBARKATION PLANNING SEQUENCE

319. DETERMINE SEA/AIR LIFT REQUIREMENTS TO INCLUDE PERSONNEL, EQUIPMENT, AND SUPPLIES

320. DISTRIBUTE EMBARKATION PLANS/ORDERS

321. REVIEW EMBARKATION ORDERS/PLANS FOR CONTENT/ACCURACY

322. REQUEST EXPORT TRAFFIC RELEASE (ETR)

323. ISSUE ETR

324. PROCESS ETR'S

325. PREPARE REPORT OF SHIPMENT (REPSHIP) OF HAZARDOUS MATERIAL

326. ASSIGN FREIGHT ROUTE ORDER NUMBERS

327. PREPARE DOMESTIC FREIGHT ROUTING REQUEST (DD 1085)

328. PREPARE VOLUME MOVEMENT REPORTS (PMCS 88)

329. FILL OUT SHIPMENT PLANNING WORKSHEET (SPWS)
330. ASSIGN SPONSORS FOR UNACCOMPANIED DEPENDENTS UNDER AGE 12
331. SCHEDULE TRANSPORTATION FOR RELAD/TAD/BLUE BARK PASSENGERS
332. ENCORSE MOVEMENT/PCS ORDERS FOR OVERSEAS TRAVEL
333. PREPARE EMERGENCY LEAVE ORDERS/PAPERS
334. PREPARE SPECIAL PAY AUTHORIZATIONS
335. PREPARE VERIFICATION OF IDENTITY FORM
336. RESERVE BILLETING FOR TRANSIENT MARINES
337. PROVIDE FARK INFORMATION TO PASSENGERS
338. COMPUTE PASSENGER PROCEED/DELAY/TRAVEL TIME
339. COUNSEL PERSONNEL CONCERNING SPACE AVAILABLE TRAVEL
340. COUNSEL PASSENGERS CONCERNING CIRCUMSTANCES TRAVEL
341. MAINTAIN LIAISON WITH OTHER SERVICES REGARDING MATTERS PERTAINING TO PASSENGER TRANSPORTATION
342. MAINTAIN LIAISON WITH COMMERCIAL VENDORS CONCERNING FREIGHT TRANSPORTATION MATTERS
343. PREPARE/DISTRIBUTE MILSTAMP DOCUMENTATION
344. DISSEMINATE INSTRUCTIONS/DATA ESSENTIAL FOR ADDRESS MARKING TO COMMERCIAL VENDORS
345. INITIATE SHIPMENT TRACER ACTION
346. PREPARE TRANSPORTATION CONTROL AND MOVEMENTS DOCUMENT (TCMD)
347. DIVERT SHIPMENTS
348. PREPARE CARGO DISPOSITION INSTRUCTIONS (CDI)
349. PREPARE CARGO TRAFFIC MESSAGES
350. PREPARE CARGO OUTTURN RECONCILIATIONS/REPLIES
351. PREPARE CARGO OUTTURN REPORTS (DD 47C)
352. PREPARE TCMD TRAILER LINE DATA
353. PREPARE MATERIEL RELEASE ORDER (DD 1348-1)
354. PREPARE FREIGHT WARRANTS
355. PREPARE LETTER TO CARRIER ABCLT UNSATISFACTORY PERFORMANCE
356. PREPARE REPORT OF PACKAGING AND HANDLING DEFICIENCIES
357. PREPARE DISCREPANCY IN SHIPMENT CONFIRMATION (SF 363)
358. PREPARE DISCREPANCY IN SHIPMENT REPORT (SF 361)
359. PREPARE SHIPPING LABELS AND TAGS
360. PREPARE FREIGHT CLASSIFICATION REVISION INFORMATION TO MTPC
361. PREPARE TRANSIT CONTROL GUIDE (DD 1051)
362. PREPARE TRANSIT UTILIZATION REPORT (DD 1090)
363. PREPARE REQUEST FOR APPLICATION OF TRANSIT PRIVILEGE
364. REPORT SHIPMENT TRANSIT TIME DATA (DD 1087)
365. PREPARE SHIPMENT HOLD DENIAL (TML)
366. PREPARE SHIPMENT DISPOSITION INSTRUCTIONS (TMS)
367. PREPARE SHIPMENT DISPOSITION REQUESTS (TM1)
368. PREPARE SHIPMENT HOLD ACKNOWLEDGEMENT (TMC)
369. PREPARE SHIPMENT HOLD AUTHORIZATION (TM3)
370. PREPARE SHIPMENT DIVERSION DENIAL (TMK)
371. PREPARE SHIPMENT DIVERSION AUTHORIZATION (TM2)
372. PREPARE SHIPMENT DIVERSION CONFIRMATION (TM8)
373. PREPARE ABBREVIATED MILSTAMP TRACER REPLY (TMJ)
374. PREPARE TRANSPORTATION STAINS REPLY (TMA)
375. PREPARE MILSTAMP TRACER (TM1) FOR DELAYED SHIPMENTS
376. AUTHENTICATE GOVERNMENT TRANSPORTATION REQUEST AS DESIGNATED AGENT
377. AUTHENTICATE GTR AS TRANSPORTATION AGENT
378. PREPARE PERSONAL PROPERTY LOSS/DAMAGE CLAIMS INFORMATION REPORT
379. PREPARE GOVERNMENT INSPECTION REPORT (DD 1841)
380. PREPARE NOTICE OF LOSS OR DAMAGE (DD 1840)
381. PROCESS APPLICATION FOR UNACCOMPANIED BAGGAGE SHIPMENT
382. SUBMIT PERSONAL PROPERTY SHIPMENT TEMPO DATA TO CLEARANCE AUTHORITY
383. REQUEST RECONSIGNMENT OF INTRANSIT HOUSEHOLD GOODS (HHG)
384. REQUEST DIVERSION OF INTRANSIT HHG SHIPMENTS
385. PREPARE STATEMENT OF ACCESSCRIAL SERVICES PERFORMED
386. PREPARE REPORTS OF PERSONAL PROPERTY CARRIER SERVICE
387. PREPARE POV SHIPMENT DOCUMENTS
388. PREPARE/PROCESS APPLICATIONS FOR HHG TEMPORARY/NON-TEMPORARY STORAGE
389. PREPARE PAY ADJUSTMENT AUTHORIZATIONS (DD 139)
390. DRAFT PACKAGING ORDERS
391. RESEARCH MILITARY STANDARDS OR TECHNICAL PUBLICATIONS FOR PACKING AND CRATING SPECIFICATIONS SUCH AS TPO'S
392. PREPARE SIGNATURE AND TALLY RECORD FORMS (DD FORM 1907)
393. INTERPRET TRAVEL ORDERS OF OTHER SERVICES
394. PROCURE BULK COMMERCIAL CARRIER TICKETS
395. SCHEDULE TRAVEL FOR PRISONERS UNDER ESCORT
396. SCHEDULE SHIPMENT OF HUMAN REMAINS
397. SUBMIT FORECAST OF PASSENGER MOVEMENT REQUIREMENTS TO HQMC
398. SUBMIT PORT CALL INFORMATION TO PERSONNEL CENTERS
399. PREPARE/MAINTAIN AUTOMATED PORT CALL INFORMATION DATA
401. PREPARE/MAINTAIN PASSENGER MOVEMENT STATISTICS
402. PREPARE GROUP MOVEMENT MEAL TICKETS
403. SCHEDULE TRAVEL FOR MEMBERS WITH INSUFFICIENT FUNDS
404. SCHEDULE WELCOMING/TRANSPORTATION/PROTOCOL SERVICES FOR VIP
405. CHECK PASSENGER COMPLIANCE WITH APPEARANCE STANDARDS
406. REQUEST GROUP MOVEMENT ROUTING FROM MMG
407. PREPARE TAD PASSENGER TRAVEL ITINERARIES
408. ADJUST ITINERARIES OF INTRANSIT TAD PERSONNEL
409. DETERMINE TAD TRAVELERS STCP-CFF PRIVILEGES
410. COMPUTE COST OF TAD TRANSPORTATION
411. DETERMINE MODE OF TAD TRAVEL TO BE USED
412. COUNSEL DEPENDENTS CONCERNING PASSPORT REQUIREMENTS
413. PREPARE DEPENDENT OVERSEA MOVEMENT TRAVEL ITINERARIES
414. DETERMINE PERSONAL PROPERTY MOVEMENT ENTITLEMENTS
415. COUNSEL MEMBER IN PREPARING PROPERTY INVENTORY
416. PROCESS APPLICATIONS FOR SELF-MOVING
417. REVIEW CUSTOMS FORMS FOR CONTENT/ACCURACY
418. DETERMINE OVERSEA SHIPMENT TRANSIT TIME
419. SELECT PERSONAL PROPERTY SHIPMENT ROUTING
420. DETERMINE SHIPMENT COST (PATE) FROM CARRIERS TARIFFS
421. TENDER SHIPMENTS TO PERSONAL PROPERTY CARRIERS
422. ANSWER INBOUND SHIPMENT INQUIRIES
423. INITIATE PERSONAL PROPERTY SHIPMENT TRACER ACTION
424. ARRANGE FOR PACKING AND CRATING OF PERSONAL PROPERTY
425. INSPECT PERSONAL PROPERTY FOR PROPER PACKING/CRATING
426. INSPECT PERSONAL PROPERTY TO VERIFY DAMAGE
427. PHOTOGRAPH PERSONAL PROPERTY DAMAGE
428. PREPARE LOSS/DAMAGE CLAIM
429. COUNSEL MEMBER CONCERNING PROCEDURES FOR COMMERCIAL SHIPMENT OF PETS
430. COMPUTE EXCESS TRANSPORTATION CHARGE FOR OVERWEIGHT SHIPMENTS
431. NOTIFY MEMBER OF STORAGE ENTITLEMENT TERMINATION
432. INVENTORY/DISPOSE OF 100% CLAIMED LOST PROPERTY
433. COUNSEL MEMBER ON PROCEDURES FOR OBTAINING HHG REPAIR ESTIMATE
434. INSPECT INCOMING RETROGRADE SHIPMENT DOCUMENTATION FOR ACCURACY
435. SCHEDULE ONWARD MOVEMENT OF FRUSTRATED CARGO
436. TALLY CARGO
437. PREPARE DISPOSITION INSTRUCTIONS FOR UNDELIVERABLE SHIPMENTS
438. CONSOLIDATE SMALL LOT SHIPMENTS
439. CONSIGN SHIPMENTS TO FREIGHT FORWARDERS
440. DETERMINE STOP-OFF AUTHORIZATIONS
441. REQUEST LOCAL DRAYAGE SERVICES
442. REQUEST RECONSIGNMENT OF INTRANSIT SHIPMENTS
443. CORRECT FREIGHT BILLINGS
444. COMPUTE TRANSIT PRIVILEGE CHARGES
445. COMPUTE TRANSIT PRIVILEGE COST ADVANTAGE
446. DETERMINE FREIGHT CLASSIFICATION/TARIFF DESCRIPTION
447. CLASSIFY CARGO BY CODES
448. PREPARE GOVERNMENT BILL OF LACING (GBL)
449. ESTABLISH/MAINTAIN GBL REGISTER
450. CONVERT COMMERCIAL WAYBILL TO GBL
451. ESTABLISH/MAINTAIN TONNAGE DISTRIBUTION RECORDS
452. REVIEW TONNAGE DISTRIBUTION RECORDS FOR CONTENT/ACCURACY
453. ADJUST TONNAGE DISTRIBUTION INEQUITIES
454. ESTABLISH/MAINTAIN FREIGHT SCALE WEIGHT RECORDS
455. REPORT CONTROLLED SHIPMENT CANCELLATION/CHANGE/DELAY
456. REVIEW COMPLETED SHIPMENT ROUTE ORDERS FOR CONTENT/ACCURACY
457. DETERMINE STATUS/DISPOSITION OF DELAYED SHIPMENTS
458. TRANSMIT VALIDATED SHIPMENT DATA TO CLEARANCE AUTHORITY
459. INSPECT COMMERCIAL CARRIER'S EQUIPMENT FOR SERVICEABILITY
460. SCHEDULE UNIT MOVEMENT VIA MILITARY MOTOR TRANSPORT
461. SCHEDULE CARGO/FREIGHT MOVEMENT WITH LOCAL CIVILIAN TERMINAL TRANSFER UNITS
462. AUTHORIZE FREIGHT ROUTE ORDER CHANGES
463. REQUEST FREIGHT ROUTE ORDER CHANGES
464. ISSUE DOMESTIC FREIGHT ROUTE ORDERS
465. SELECT CARRIER ROUTING FOR SHIPMENTS
466. SELECT MODE OF SHIPMENT
467. READ/INTERPRET MARINE CORPS PROCUREMENT CONTRACTS TO COMMERCIAL VENDORS
468. SUPERVISE PERSONNEL PERFORMING SHIPMENT TRACING/DIVERSION DUTIES
469. DRAFT TRAFFIC MANAGEMENT SOP/DIRECTIVES
470. FORECAST CARGO MOVEMENTS
471. Inspect cargo markings for accuracy
472. Weigh freight or cargo
473. Remove protective coverings from military vehicles or hardware
474. Repair or restore reusable containers
475. Analyze or interpret transportation packaging orders (TPC's)
476. Assemble reusable boxes, crates, or shipping containers
477. Apply preservatives to cargo
478. Clean or remove preservatives
479. Decontaminate freight or cargo
480. Design boxes, crates, skins, or shipping containers
481. Design braces, props, or loading spacers
482. Disassemble or restructure equipment to reduce cube feet
483. Tie down freight using braces, props, or spacers
484. Identify and segregate freight for loading
485. Identify, mark, or label shipments/cargo
486. Knock down boxes or crates for salvage or storage
487. Maintain reusable container program records
488. Pack or crate materials for storage/shipment
489. Perform bulk break on consolidated inbound shipments
490. Wash vehicles prior to loading on aircraft/ships
491. Supervise personnel performing duties as stevedores/longshoremen
492. Ensure safety procedures are observed in cargo handling/loading
493. Perform operator maintenance on material handling equipment
494. DETERMINE RAILWAY FREIGHT AND TANK CAR REQUIREMENTS
495. DETERMINE RAILWAY FREIGHT AND TANK CAR AVAILABILITY
496. PREPARE RAILROAD CAR RECORD (DD 1092)
497. PREPARE RAIL CAR DEMURRAGE REPORT (RCS MTMC-87)
498. SUBMIT INTERCHANGE FLEET EQUIPMENT MOVEMENT/ROUTING INSTRUCTIONS
499. PREPARE INTERCHANGE FLEET CAR MOVEMENT REPORT
500. ARRANGE COMMERCIAL RAIL CARRIER RESERVATIONS
501. PREPARE RAIL LOADING GUIDE
502. SCHEDULE RAIL EQUIPMENT FROM COMMERCIAL CARRIERS
503. REQUEST USE OF INTERCHANGE FLEET FREIGHT CARS
504. SCHEDULE ASSIGNMENT OF FREIGHT CARS WITH MILITARY TRANSPORTATION MOVEMENT COMMANDS (MTMC)
505. PREPARE RAIL SWITCHING INSTRUCTIONS
506. COMPUTE LESS-THAN-CARLOAD (LCL) COST ADVANTAGE
507. CONSOLIDATE LESS-THAN-CARLOAD SHIPMENT
508. COMPUTE CARLOAD (CL) COST ADVANTAGE
509. COMPUTE RAILWAY CAR DEMURRAGE CHARGES
510. REPORT DAMAGE TO INTERCHANGE FLEET RAILWAY EQUIPMENT
511. CONDUCT YARC CHECK OF RAILWAY EQUIPMENT
512. CONDUCT TEST LOADING OF RAILWAY EQUIPMENT
513. VERIFY LOADING OF PRIVATELY-OWNED-VEHICLES (PCV)
514. SCHEDULE FOR REPACKING/RECOPIING OF DAMAGED CONTAINERS
515. COORDINATE OCFAN TERMINAL CLEARANCE WITH MOVEMENT CONTROL CENTER (MCC)
516. PREPARE CARGO STOWAGE PLANS
517. VERIFY LOADING/UNLOADING OF MILITARY VANS (MILVANS)/SEAVANS/ROLL-ON/ROLL-OFF (RO/RO)/TRAILERS

518. COUNSEL PERSONNEL ON SHIPS REGULATIONS PRIOR TO EMBARKATION

519. RECOMMEND SPACE UTILIZATION ABOARD SHIP

520. SELECT ROUTE TO PORT OF EMBARKATION (POE)

521. COMPUTE BROKEN STOWAGE FACTOR

522. SCHEDULE UTILIZATION OF EQUIPMENT AT PORT OF EMBARKATION/DEBARKATION

523. DETERMINE AVAILABLE SPACE ON DOCK PIERS AND BEACH LOADING AREA

524. DETERMINE AVAILABILITY OF HARBOR SERVICES

525. PREPARE UNIT CARGO MANIFEST (UCM)

526. REVIEW UCM FOR CONTENT/ACCURACY

527. PREPARE SHIP'S CARGO MANIFEST (SCM)

528. REVIEW SCM FOR CONTENT/ACCURACY

529. REQUEST OPPORTUNE Lifts

530. REPORT INFORMATION ON AVAILABILITY OF OPPORTUNE Lifts

531. DETERMINE MECHANIZED EMBARKATION DATA SYSTEM (MEOS) DECK SEQUENCE

532. VERIFY ACCURACY OF MEOS PRINTOUT AGAINST SHIP'S DECK DIAGRAMS AND FINISHED LOADING PLANS

533. UPDATE SHIP'S LOADING CHARACTERISTIC PAMPHLET (SLCP)

534. INVENTORY LANDING FORCE OPERATIONAL RESERVE MATERIAL (LFCRM) FOR QUANTITY/SERVICEABILITY

535. PREPARE LFORM STOWAGE DIAGRAMS

536. COMPARE LFORM STOWAGE DIAGRAMS TO SLCP

537. COORDINATE LOADING PLAN AND SERIAL ASSIGNMENT TABLE WITH PERTINENT SHIP'S OFFICERS
538. REVIEW SHIP'S LOADING CHARACTERISTIC PAMPHLET (SLCP) FOR ACCURACY

539. ASSIGN EMBARK TEAMS TO SHIPS

540. REQUEST MILITARY SEALIFT COMMAND SHIPPING (MSCS)

541. REVIEW REQUESTS FOR MSCS FOR CONTENT/ACCURACY

542. SELECT PORT OF EMBARKATION/DEBARKATION

543. COMPILE INFORMATION RELATIVE TO POTENTIAL PORTS OF EMBARKATION/DEBARKATION

544. CONSOLIDATE SUBORDINATE UNITS MEDS DECK

545. KEYPUNCH MEDS CARDS

546. PREPARE MEDS CARD WORKSHEET

547. REVIEW MEDS DECK SEQUENCE FOR ACCURACY

548. WEIGH AND RECORD GROUP MOVEMENT BAGGAGE

549. DETERMINE ELIGIBILITY OF CARGO FOR AIRLIFT

550. VERIFY CORRECTNESS OF MOVEMENT ORDERS/MAC TRANSPORTATION AUTHORITIFS

551. CONTROL THE FLOW OF EXPORT CARGO INTO THE MAC AIRLIFT SYSTEM

552. SUBMIT ADVANCE TMCD INFORMATION TO MAC

553. VERIFY MOVEMENT OF CARGO FROM ALL ACTIVITIES THROUGH RECEIPT AND LIFT DATA PROVIDED BY MAC

554. REPORT ERRORS IN AIRLIFT MOVEMENT DOCUMENTATION/SUBMISSION/SUBMISSION/SHIPMENT

555. CHALLENGE REQUISITIONER/CONSIGNEE TO DETERMINE VALIDITY OF OFFERED SHIPMENT

556. DIVERT INVALID AIRLIFT SHIPMENT

557. CLEAR SHIPMENTS VALIDATED FOR AIRLIFT

558. SUBMIT MAC MOVEMENT REPORTS TO CMC
559. PREPARE SPECIAL AIRLIFT MISSION (SAM) UTILIZATION REPORT
560. COORDINATE AIRLIFT CAPABILITIES WITH OTHER SERVICES
561. PREPARE AIRCRAFT UTILIZATION REPORTS
562. DETERMINE MAC AIRCRAFT TRAVEL CATEGORIES
563. VERIFY TRAVEL ORDERS AT AIR TERMINAL
564. CHECK REPORTING PASSENGERS AGAINST MAC AIR MANIFESTS
565. SCHEDULE AIR MOVEMENT OF PATIENTS
566. RESERVE COMMERCIAL AIRLINE SEATS
567. ADVISE DEPENDENTS OF BAGGAGE ENTITLEMENTS ON AIRCRAFT
568. PREPARE REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE
569. COORDINATE AIR SCHEDULES WITH SCHEDULES AIRLINE TICKET OFFICE (SATI)
570. CONSIGN AIR SHIPMENTS
571. SCHEDULE AIRCRAFT
572. SCHEDULE AIR MOVEMENT OF MEDICAL SUPPLIES
573. TRANSMIT AIR TERMINAL CLEARANCES WITH RECEIVING TERMINAL
574. ESTABLISH/MAINTAIN STATISTICAL DATA ON AIR MOVEMENT
575. PROVIDE AIR CARGO DISPOSITION INFORMATION
576. DETERMINE AIR TRANSPORTATION MOVEMENT PRIORITIES
577. ESCORT VEHICLES FROM STAGING AREA TO AIRCRAFT
578. MANIFEST AIRLIFT PASSENGERS
579. SCREEN AIR PASSENGERS FOR HAZARDOUS MATERIALS
580. STAGE VEHICLES BY AIRCRAFT LOADING SEQUENCE
581. CONVERT RAW AXLE WEIGHTS TO CENTER OF BALANCE IN INCHES
582. WEIGH VEHICLES
583. Prepare flow charts for aircraft

584. Make minor adjustments necessary for vehicles to comply with airlift regulations

585. Inspect vehicles for compliance with airlift regulations

586. Evaluate joint aircraft training exercise (JATEX) for effectiveness

587. Evaluate loading exercise (LOADEX) for effectiveness

588. Prepare aircraft loading plans

589. Prepare aircraft cargo manifests

590. Request special airlift assignment mission (SAAM)

591. Maintain SAAM board

592. Request airlift control element (ALCE) team assistance

593. Schedule movement of shipments from contractors, GSA, vendors, NSA and other military services

594. Compile fuel consumption totals

595. Review motor transport operational reports for accuracy

596. Select bus routes

597. Prepare vehicle/equipment deadline reports

598. Draft tactical motor transport plans and orders

599. Determine the type and size of vehicles required to meet commitments

600. Issue on board vehicle maintenance (CVM) gear

601. Maintain CVM log books

602. Prepare vehicle maintenance reports

603. Advise the commander on motor transport matters

604. Authenticate government charter cache (bus) certificates

605. Instruct/train drivers in passenger transportation techniques
606. Supervise personnel performing vehicle recovery operations
607. Determine type of vehicle markings for convoy
608. Instruct/train personnel in convoy driving techniques (tactical/garrison)
609. Spot check vehicles for proper loading
610. Check driver for valid operators license
611. Inspect vehicles for completion of scheduled maintenance
612. Inspect motor pool/equipment/vehicles for proper security
613. Inspect motor pool for industrial safety
614. Instruct/train personnel in motor vehicle safety procedures/techniques
615. Review vehicle accident reports for content/completeness
616. Instruct/train drivers in use of motor transport forms and reports
617. Instruct/train personnel in vehicle dispatching techniques
618. Supervise personnel dispatching vehicles
619. Issue Roadmaster discrepancy reports and traffic citations
620. Establish roadside inspection stations
621. Issue gas credit cards to dispatchers
622. Draw OVM gear
623. Issue general officer and VIP plates
624. Drain fuel filter and air tanks after operation
625. Activate new batteries
626. Check/service batteries
627. Lubricate vehicle chassis and oil can points

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628. REFILL LUBRICANTS/HYDRAULIC FLUIDS IN AREAS SUCH AS TRANSFER CASE, TRANSMISSION, DIFFERENTIALS AND WINCHES

629. CHECK FREE TRAVEL OF CLUTCH AND BRAKE PEDAL

630. INSPECT LINKAGES FOR SERVICEABILITY

631. INSPECT WHEEL SEALS/BOLTS FOR DAMAGE/LEAKS

632. INSPECT EXHAUST SYSTEM FOR HOLES/LEAKS

633. INSPECT ELECTRICAL WIRING FOR BROKEN/FRAYED WIRES

634. INSPECT VENTILATING, PRESSURE RELEASE, AND PCP UP VALVES FOR SERVICEABILITY

635. INSPECT DRIVE/PROPELLER SHAFTS/Universal Joints FOR SERVICEABILITY

636. CHECK CANVAS AND SEATS FOR TEARS/FRAYING

637. REPAIR CANVAS AND SEATS

638. INSPECT FUEL TANKS FOR DENTS/HOLES/LEAKS

639. PAINT/SPOT PAINT VEHICLES

640. ROTATE TIRES

641. REMOVE/REPLACE DEFECTIVE OR FLAT TIRES

642. REPAIR DEFECTIVE OR FLAT TIRES

643. INSTALL COLD WEATHER KITS SUCH AS FERCHNIEL HEATER, SIDE CURTAINS, AND ENGINE PREHEATER

644. INSTALL/REMOVE ON-BOARD VEHICLE MAINTENANCE (CVMA) EQUIPMENT SUCH AS TIRE CHAINS, FORGING KIT AND MACHINE GUN MOUNT

645. DRAIN/FLUSH/FILL COOLING SYSTEM

646. INSPECT VEHICLE LIFTING, TIE DOWN AND TOWING DEVICES FOR SERVICEABILITY

647. REPAIR/REPLACE BOWS, SIDERCARS AND TROOP SEATS

648. REPAIR/REPLACE WINDSHIELD WIPER BLADES AND WIPER ARMS

649. RESEARCH MOTOR TRANSPORT TECHNICAL PUBLICATIONS FOR TRAFFIC REGULATIONS AND OPERATOR MAINTENANCE REQUIREMENTS
650. REPORT NOTED DISCREPANCIES ON TRIP TICKETS TO APPROPRIATE ECHELON OF REPAIR

651. SCREEN TRIP TICKETS TO DETERMINE VEHICLE DISCREPANCIES OR MALFUNCTIONS

652. PREPARE WEEKLY MOTOR TRANSPORT PREVENTIVE MAINTENANCE CHECK LISTS

653. DETERMINE VEHICLE LOAD DISTRIBUTION

654. DETERMINE CONVOY SECURITY REQUIREMENTS

655. COUPLE/UNCouple TRACTORS AND TRAILERS

656. REPLACE UNSERVICEABLE WHEELS ON MOTOR VEHICLES

657. PREPARE HIGHWAY RECONNAISSANCE DATA FOR CONVOYS/TRANSPORT MOVEMENTS

658. ESTABLISH/UPDATE HIGHWAY RECONNAISSANCE FILES

659. REPORT MOTOR VEHICLE ACCIDENT {SF 91}

660. MAKE ENTRIES ON VEHICLE TRIP TICKETS

661. INSPECT VEHICLES TO DETERMINE ABUSE OR LACK OF PREVENTIVE MAINTENANCE

662. ESCORT OVERSIZED OR OVERWEIGHT LOADS AND CONVOYS

663. HARDEN VEHICLE

664. SUPERVISE PERSONNEL PERFORMING VEHICLE RECOVERY OPERATIONS

665. INSTRUCT/TRAIN PERSONNEL IN RECOVERY OPERATIONS/PROCEDURES

666. TOW DISABLED VEHICLES

667. RIG DISABLED VEHICLES FOR SELF-RECOVERY

668. START DISABLED VEHICLE USING AUXILLARY METHOD {SLAVE START}

669. RAISE VEHICLE USING FIELD EXPEDIENTS TO PERFORM EMERGENCY ROAD REPAIRS

670. CLEAN VEHICLE ENGINE
671. CLEAN VEHICLE INTERIOR AND EXTERIOR
672. CHECK SERVICE BRAKES FOR PROPER OPERATION
673. CHECK STEERING FOR PROPER OPERATION
674. CHECK FUEL, HYDRAULIC AND AIR LINES FOR LEAKS OR DAMAGE
675. CHECK HAND BRAKE FOR PROPER OPERATION
676. CHECK HORN FOR SERVICEABILITY
677. CLEAN/DRESS TIRES
678. CHECK ENGINE FOR HYDROSTATIC LOCK
679. INSPECT TIRES FOR DAMAGE, WEAR AND PROPER INFLATION
680. REFUEL VEHICLE
681. CHECK FIFTH WHEEL AND TRAILER KING PIN FOR SERVICEABILITY
682. ADJUST THE FIFTH WHEEL LOCKING JAWS
683. EMPLACE LOWBED WHEEL PROTECTORS AND LOADING RAMPS
684. REMOVE AND STORE LOWBED WHEEL PROTECTORS AND LOADING RAMPS
685. CHECK REFRIGERATION UNITS ON REFRIGERATION VANS FOR PROPER OPERATION AND TEMPERATURE
686. RECIRCULATE FUEL
687. INSPECT HOSE REWIND SYSTEM COMPONENTS AND GROUND CABLE RETRIEVERS FOR SERVICEABILITY
688. ADJUST FUEL CONTROL VALVES
689. OPERATE AUXILIARY ENGINE AND DELIVERY PUMP
690. INSPECT FUEL FOR CONTAMINATION
691. INSPECT FUEL TANKERS FOR CONTAMINATION
692. INSPECT MANHOLE COVERS/FILLER HATCHES FOR SERVICEABILITY
693. COMPUTE AND RECORD FUEL CONSUMPTION OF VEHICLES OR AIRCRAFT REFUELED
694. SERVICE GO/NO GO FUZES
695. DEFUEL AIRCRAFT
696. PREPARE VEHICLE DISPATCH SCHEDULES
697. ESTABLISH/UPDATE VEHICLE STATUS BOARD
698. POST/MAINTAIN VEHICLE STATUS RECORDS
699. ASSIGN VEHICLE DRIVERS TO DISPATCH COMMITMENTS
700. BRIEF DRIVERS ON DISPATCH COMMITMENTS
701. POST ENTRIES IN VEHICLE DISPATCH LOGS
702. ANNOTATE VEHICLE TRIP TICKETS WITH SPECIAL DRIVER INSTRUCTIONS
703. REVIEW TRIP TICKETS FOR COMPLETENESS
704. ISSUE MAPS AND OVERLAYS TO DRIVERS
705. COORDINATE ROAD MOVEMENT WITH LOCAL LAW ENFORCEMENT AGENCIES
706. ISSUE ROAD CLEARANCES SUCH AS OVERWEIGHT/OVERWIDTH/HAZARDOUS/OVERHEIGHT/OVERLENGTH CARGO
707. ISSUE MEAL TICKETS TO DRIVERS
708. ISSUE GAS CREDIT CARDS TO DRIVERS
709. ESTABLISH DRIVER TRAINING OBJECTIVES
710. SCREEN PERSONNEL FOR NECESSARY QUALIFICATIONS TO ATTEND DRIVERS TRAINING
711. CONSTRUCT DRIVERS SKILL TEST RANGES
712. PREPARE DRIVER TRAINING SCHEDULE
713. DRAFT DRIVER TRAINING SOP AND DIRECTIVES
714. EVALUATE DRIVER TRAINING PROGRAM FOR EFFECTIVENESS
715. ISSUE MOTOR VEHICLE LEARNERS PERMIT
716. ISSUE MOTOR VEHICLE OPERATOR IDENTIFICATION CARD (SF 46)
717. SUPERVISE PERSONNEL CONDUCTING DRIVER TRAINING
718. ASSIGN PERSONNEL TO DRIVER TRAINING
719. ADMINISTER/SCORE WRITTEN DRIVING TESTS
720. ADMINISTER/SCORE PRACTICAL DRIVING TESTS {HANDS-ON}
721. SCHEDULE PERSONNEL FOR REMEDIAL DRIVER TRAINING
722. MAINTAIN DRIVER TRAINING RECORDS
723. PREPARE DRIVER TRAINING REPORTS
724. INSTRUCT/TRAIN PERSONNEL IN RULES OF THE ROAD
725. FILE NATIONAL DRIVER REGISTER {NDR}
726. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF MOTOR VEHICLE OPERATION
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.

NOTE: THE FOLLOWING PAGE CONTAINS AN EXAMPLE OF TIME RATING TASKS.
### TIME SPENT

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

#### EXAMPLES

<table>
<thead>
<tr>
<th>QUESTION BOOKLET</th>
<th>RESPONSE BOOKLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>TASK 0001</td>
<td>0 0 0 1 1 2 3 4 5 6</td>
</tr>
<tr>
<td>TASK 0012</td>
<td>0 0 1 2 1 2 3 4 5 6</td>
</tr>
<tr>
<td>TASK 0035</td>
<td>0 0 3 5 1 3 4 5 6 7</td>
</tr>
</tbody>
</table>

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 ANSWER BOOKLET

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.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND ANSWER BOOKLET 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.