

LEVEL II ✓

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**TRANSPORTATION
TASK ANALYSIS**

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HEADQUARTERS, U.S. MARINE CORPS

OFFICE OF MANPOWER UTILIZATION

QUANTICO, VIRGINIA, 22134

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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 BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

E X A M P L E S

2 SEX

MALE ●
FEMALE 2

18. DO YOU HAVE A MILITARY
DRIVERS LICENSE.

YES
NO ●

EXAMPLE MOS (3215)

6.	PRIMARY	MOS	
0	C	C	C
1	1	●	1
2	●	2	2
●	3	3	3
4	4	4	4
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/MESSENGER
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 JOB. THE CIRCLES TO THE RIGHT LABELED 1 THROUGH 7 ARE NOT TO BE COMPLETED UNTIL YOU HAVE READ ALL TASKS IN THIS BOOKLET.

E X A M P L E

QUESTIONNAIRE BOOKLET		RESPONSE BOOKLET								
		TASK DONE								
0001	TASK	●	0 0 0 1	1	2	3	4	5	6	7
0012	TASK	○	0 0 1 2	1	2	3	4	5	6	7
0035	TASK	●	0 0 3 5	1	2	3	4	5	6	7

THE TASKS PERFORMED IN YOUR PRESENT BILLET MOS 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 DEMOLITICNS
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. EMPLACE/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
40. 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/FORSTAT 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. CLCSE OUT ERO IN THE LOGBOOK
71. MONITOR INPUT TO THE MARINE CORPS INTERGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) FOR CONTENT/ACCURACY
72. PREPARE TACTICAL EQUIPMENT REPAIR ORDERS (TERO)
73. MONITOR ERO FOR PROGRESSION THROUGH MAINTENANCE/SUPPLY PROCESS
74. REVIEW TERO 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, FLOAT AND WASHOUT 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 DISTILLANTS
127. REPORT UTILITY USAGE
128. MAINTAIN TRANSPORTATION OF THINGS (TOT) ACCOUNT
129. COMPILE LIST OF NOMINEES FOR MAINTENANCE OUT OF SERVICE EQUIP (MOUSE)/COMMAND OUT OF SERVICE EQUIP (COSE) PROGRAM
130. ASSIGN JUMP/DROP BILLETS 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
138. DETERMINE RELEASE POINT
139. VERIFY CHUTES ARE RECYCLED (REPACKED)
140. VERIFY CHUTES ARE REPAIRED AS REQUIRED
141. VERIFY CHUTES ARE RIGGED TO CARGO (LOAD)
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 HARNESSSES
148. SET UP A WIND "T"
149. INFORM PILOT WHEN JUMPER/LOAD 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. PALLETIZE 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 DROPMaster 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 HARNESSSES
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 POW'S IN THE BSA/HST SUPPORT AREA
198. SCHEDULE THE EVACUATION OF CAPTURED ENEMY EQUIPMENT
199. DIRECT SALVAGE OPERATIONS
200. SUPERVISE PERSONNEL PERFORMING NBC DEFENSE/DECONTAMINATION OPERATIONS
201. ESTABLISH HOLDING AREA FOR DISPLACED CIVILIANS IN BSA
202. VERIFY SUITABILITY OF PLANNED FACILITIES SUCH AS DUMP LOCATIONS, ROADS, BEACH LIMITS (SHORE PARTY RECONNAISSANCE)
203. SUPERVISE PERSONNEL CONSTRUCTING BEACH FACILITIES SUCH AS ROADS, DUMPS AND POW COLLECTION POINTS
204. INSTRUCT/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 CAUSEWAYS
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 STATUS 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 ENCLOSURE
248. CONSTRUCT POW COLLECTION POINTS
249. DIRECT HELICOPTER MOVEMENT TO LANDING SITES/PICK-UP POINTS WITHIN LANDING ZONE

250. LOAD/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 NBC 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 RADIO

286. SPLICE CABLE
287. RIG BOCMS
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 PORT CALL
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 (MTC 88)
329. FILL OUT SHIPMENT PLANNING WORKSHEET (SPWS)

330. ASSIGN SPONSORS FOR UNACCOMPANED DEPENDENTS UNDER AGE 12
331. SCHEDULE TRANSPORTATION FOR RELAD/TAD/BLUE BARK PASSENGERS
332. ENDORSE 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 DEBARK INFORMATION TO PASSENGERS
338. COMPUTE PASSENGER PROCEED/DELAY/TRAVEL TIME
339. COUNSEL PERSONNEL CONCERNING SPACE AVAILABLE TRAVEL
340. COUNSEL PASSENGERS CONCERNING CIRCUITIOUS 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 (COI)
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 ABOUT 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. SUBMIT FREIGHT CLASSIFICATION REVISION INFORMATION TO MTMC
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 (TMT)
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 (TMB)
373. PREPARE ABBREVIATED MILSTAMP TRACER REPLY (TMJ)
374. PREPARE TRANSPORTATION STATUS REPLY (TMA)
375. PREPARE MILSTAMP TRACER (TMI) 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 TCMD DATA TO CLEARANCE AUTHORITY
383. REQUEST RECONSIGNMENT OF INTRANSIT HOUSEHOLD GOODS (HHG)
384. REQUEST DIVERSION OF INTRANSIT HHG SHIPMENTS
385. PREPARE STATEMENT OF ACCESSORIAL SERVICES PERFORMED
386. PREPARE REPORTS OF PERSONAL PROPERTY CARRIER SERVICE
387. PREPARE POV SHIPMENT DOCUMENTS
388. PREPARE/PROCESS APPLICATIONS FOR HHG TEMPORARY/NCN-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 ESCCRT
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

400. PREPARE/MAINTAIN PASSENGER MOVEMENT STATISTICS
401. PREPARE GROUP MOVEMENT MEAL TICKETS
402. SCHEDULE TRAVEL FOR FUNERAL DETAILS WITH WEAPONS
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 MTMC
407. PREPARE TAD PASSENGER TRAVEL ITINERARIES
408. ADJUST ITINERARIES OF INTRANSIT TAD PERSONNEL
409. DETERMINE TAD TRAVELERS STOP-OFF 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 (RATE) 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 LCST 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 PERHIGH 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 LADING (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 SCP/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, SKIDS, 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 YARD CHECK OF RAILWAY EQUIPMENT
512. CONDUCT TEST LOADING OF RAILWAY EQUIPMENT
513. VERIFY LOADING OF PRIVATELY-OWNED-VEHICLES (PCV)
514. SCHEDULE FOR REPACKING/RECOOPING OF DAMAGED CONTAINERS
515. COORDINATE OCEAN TERMINAL CLEARANCE WITH MOVEMENT CONTROL CENTER (MCC)
516. PREPARE CARGO STORAGE PLANS

517. VERIFY LOADING/UNLOADING OF MILITARY VANS (MILVANS)/
SEAVANS/ROLL-ON/ROLL-OFF (RC/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 (MEDS) DECK
SEQUENCE
532. VERIFY ACCURACY OF MEDS 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 (LFORM)
FOR QUANTITY/SERVICEABILITY
535. PREPARE LFORM STOWAGE DIAGRAMS
536. COMPARE LFORM STOWAGE DIAGRAMS TO SLCP
537. COORDINATE LANDING 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 AUTHORITIES
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/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 (SATO)
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, DSA AND OTHER MILITARY SERVICES
594. COMPILER 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 (OVM) GEAR
601. MAINTAIN OVM LOG BOOKS
602. PREPARE VEHICLE MAINTENANCE REPORTS
603. ADVISE THE COMMANDER ON MOTOR TRANSPORT MATTERS
604. AUTHENTICATE GOVERNMENT CHARTER COACH (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

- 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/BOOTS FOR DAMAGE/LEAKS
- 632. INSPECT EXHAUST SYSTEM FOR HOLES/LEAKS
- 633. INSPECT ELECTRICAL WIRING FOR BROKEN/FRAYED WIRES
- 634. INSPECT VENTILATING, PRESSURE RELEASE, AND POP 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/RUST
- 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 PERSONNEL HEATER, SIDE CURTAINS, AND ENGINE PREHEATER
- 644. INSTALL/REMOVE ON-BOARD VEHICLE MAINTENANCE (CVM) EQUIPMENT SUCH AS TIRE CHAINS, FORDING 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, SIDECARDS 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 OVERSIZE 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 AUXILLARY 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

E X A M P L E S

QUESTION BOOKLET

RESPONSE BOOKLET

TASK DONE

0001	TASK	●	0 0 0 1	1 2 3 4 5 6 ●
0012	TASK	0	0 0 1 2	1 2 3 4 5 6 7
0035	TASK	●	0 0 3 5	1 ● 3 4 5 6 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 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.

X X X X X X X X X X

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.