

estimates situations, formulates decisions, and maintains communication; directs antitank protection of friendly troop areas; provides traffic warning control over mine field areas; selects and assigns firing positions; reconnoiters for routes of approach, location of obstacles, and marking of routes through land mine fields; directs training of personnel in antitank warfare, weapons, and explosives.

Must have thorough knowledge of antitank tactical and technical operations and be familiar with various types of tanks and explosives and their tactical employment; must be experienced in use of antitank weapons such as 37-mm and 75-mm guns, rifle and hand grenades, and rocket launchers.

Military experience with specialized training in antitank warfare and graduation from a combat officers' school essential.

#### ANTITANK STAFF OFFICER (1525)

Advises commander and staff on all antitank matters. Prepares plans for, and coordinates antitank defense of unit; collects, evaluates, and disseminates information concerning enemy armor.

Must have a thorough knowledge of friendly and enemy armor, tactical and technical operations. Must be well informed on capabilities of all organic weapons as well as antitank weapons and means within the unit.

Military experience in command of artillery or antitank unit essential. Should have completed a course of instruction at Tank Destroyer, Field Artillery or Armored School. Graduate of Command and General Staff School desirable.

#### INFANTRY UNIT COMMANDER (1542)

Commands a motorized or normal infantry unit and is responsible for its administration, training, and tactical employment. Directs supply, equipment, transportation, and security activities of unit; directs and controls tactical employment of unit in combat, evaluates intelligence, estimates situations, formulates decisions, and maintains communication; directs motorized infantry advances to establish positions behind advancing tank and armored units; prepares and secures advance positions for foot troops to the rear; directs camouflage and concealment of motorized equipment from air and ground observation and attack; selects and assigns firing positions for mortar units and vehicular mounted weapons; directs training of personnel in use of infantry arms, mounted weapons, and close combat fighting.

Must have thorough knowledge of infantry tactical and technical operations with specialized knowledge of motorized arms and equipment. Must be experienced in use of infantry arms such as rifles, light and heavy machine guns, mortars, and hand grenades.

Military experience with specialized training in motorized equipment and graduation from infantry officers' school essential.

#### ARMORED INFANTRY UNIT COMMANDER (1560)

Commands an armored infantry unit and is responsible for its administration, training, and tactical employment. Directs supply, equipment, transportation, and security activities of unit; directs and controls tactical employment of unit in combat, evaluates intelligence, estimates situations, formulates decisions, and maintains communication; directs armored infantry in support of tank and infantry units; assists tank unit in offensive and defensive operations; provides protection to motorized infantry in establishing positions behind advancing tank units; executes delaying actions in defensive and retrograde operations; directs camouflage and concealment of armored vehicles from air and ground observation and attack; selects and assigns firing positions; directs training of personnel in use of infantry arms and mounted weapons, and in close combat fighting.

Must have thorough knowledge of infantry tactical and technical operations with specialized knowledge of armored force tactics and equipment. Must be a specialist in combat use of armored force vehicles and weapons and be experienced in use of infantry arms such as rifles, machine guns, mortars, and hand grenades.

Military experience essential, with special knowledge of armored force vehicles, arms, and equipment, and graduation from infantry officers' school.

#### HORSE CAVALRY UNIT COMMANDER (1613)

Commands a horse cavalry unit and is responsible for its administration, training, and tactical employment. Directs supply, equipment, transportation, and security activities of unit; directs and controls tactical employment of unit in combat, evaluates intelligence, estimates situations, formulates decisions, and maintains communication; directs horse cavalry unit in advance of less mobile ground troops to secure freedom of action; provides security for other

arms by screening and covering actions; performs special operations such as filling gaps, constituting a mobile reserve for other forces, and providing liaison between large forces; initiates and maintains reconnaissance to the front and flanks, and establishes contact with adjacent units; coordinates unit with mechanized cavalry units; directs placement of supporting weapons; directs training of personnel in infantry arms, close combat fighting, horsemanship, and care of horses.

Must have thorough knowledge of cavalry tactical and technical operations with specialized knowledge of horsemanship and care of horses. Must be experienced in use of infantry arms such as rifles, light and heavy machine guns, mortars, and grenades.

Military experience with special training in horsemanship and care of horses, and graduation from cavalry officers' school essential.

#### MECHANIZED CAVALRY UNIT COMMANDER (1620)

Commands a mechanized cavalry unit and is responsible for its administration, training, and tactical employment. Directs supply, equipment, transportation, and security activities of unit; directs and controls tactical employment of unit in combat, evaluates intelligence, estimates situations, formulates decisions, and maintains communication; directs mechanized cavalry unit in advance of less mobile ground troops to secure freedom of action; provides security for other arms by screening and covering actions; performs special operations such as filling gaps, constituting a mobile reserve for other forces, and providing liaison between large forces; initiates and maintains reconnaissance to the front and flanks and establishes contact with adjacent units; coordinates unit with cavalry horse units; directs placement of supporting weapons; directs training of personnel in infantry arms, mounted weapons, and close combat fighting.

Must have thorough knowledge of cavalry tactical and technical operations with specialized knowledge of mechanized equipment. Must be experienced in use of infantry arms such as rifles, light and heavy machine guns, mortars, grenades, and 37-mm guns.

Military experience with special training in mechanized equipment and graduation from cavalry officers' school essential.

#### CAVALRY PIONEER UNIT COMMANDER (1624)

Commands a pioneer unit of cavalry organization

and is responsible for its administration, training, and tactical employment. Directs supply, equipment, transportation, and security activities of unit; directs and controls tactical employment of unit in combat, evaluates intelligence, estimates situations, formulates decisions, and maintains communication; directs unit in combat to provide security for other advancing units; provides delaying force in retrograde movements; directs installation of static antimechanized measures, such as road blocks, mines, and demolition of bridges and roads; directs training of unit in use and tactical employment of cavalry weapons, vehicles, and animals, installation of land mines and antitank barriers, and in demolition work.

Must have thorough knowledge of cavalry tactical and technical operations with specialized knowledge of pioneer work, installation of land mines, and demolitions.

Military experience with special knowledge of pioneer work and graduation from cavalry officer and pioneer schools essential.

#### TRANSPORT GUN CREW COMMANDER (1922)

Commands a transport gun crew and is responsible for its administration, training, and tactical employment. Supervises training and operations of gun crew of surface and antiaircraft guns aboard Army transport vessels; assigns gun crew members to details and watches; directs fire of guns against hostile submarines, surface vessels, and aircraft, and takes part in any other action to safeguard vessel; supervises maintenance and repair of guns and equipment; supervises the storage and handling of ammunition.

Must have thorough knowledge of operation and maintenance of surface and antiaircraft guns, such as 3-inch and 6-inch naval guns, .30 and .50 caliber machine guns, and 20-mm and 40-mm antiaircraft guns. Knowledge of aircraft and ship identification essential.

Military experience essential. Should be graduate of field or coast artillery officers' school with specialized instruction in the use of naval guns.

#### COMBAT LIAISON OFFICER (1930)

Represents commanding officer at headquarters of other units for the purpose of promoting coordination and cooperation between supporting and supported units. Clarifies existing situations and orders; receives and transmits requests for assistance and support; coordinates plans with adjacent and

supported combat units; familiarizes himself with the activities of staff members; visits other units to acquaint them with conditions which cannot be explained in orders, and informs them of situation and mission of own unit; arranges for necessary communication between units; makes reports and recommendations to commanding officer; performs other duties as assigned, or assists other staff members in training and administration of organization.

Must be able to promote cooperation between units. Must have knowledge of Army organization and be well versed in techniques, tactics, and logistics of combat unit to which attached.

Military experience or training in arm or service to which assigned essential.

*Light Observation Officer*  
AIR OBSERVATION PILOT (1981)

~~Pilots a single engine aircraft assigned to a particular ground force unit, and is responsible to the unit commander for performing missions involving aerial observation and adjustment of artillery fire. Flies on reconnaissance missions to locate enemy units and installations or to spot camouflage areas and activities; in advances against and by enemy, locates and directs fields of fire and adjustment of artillery fire, locates routes of approach, and observes and estimates strength, type of enemy units, and deployment of enemy to rear; reports findings and receives orders while in flight by radio, dropping and scooping up hand-written messages, and through use of visual signals such as flares. May, as special staff member, advise corps, division, or group artillery commander on all matters pertaining to organic air observation; insure compliance with regulations and directives concerning air traffic, operation, maintenance and repair of aircraft, and maintenance of prescribed forms and records; coordinate and supervise plans for training air observation personnel; coordinate activities with staff supply officer to insure rapid procurement and distribution of aircraft supplies and equipment to subordinate units; make recommendations with respect to flying safety; conduct authorized inspections.~~

~~Must have good knowledge of military tactics and information. Must hold a currently valid observation pilot rating, be physically qualified for flying duty, and participate regularly and frequently in aerial flights.~~

~~Military experience and graduation from appropriate branch school essential.~~

~~Must hold civilian pilot license or be qualified by Army training to fly a single engine airplane.~~

CHIEF OF STAFF (2010)

As principal assistant and advisor to commanding officer, coordinates all matters pertaining to efficient functioning of command. Formulates and coordinates policies relative to operations of staff units; maintains liaison with military and civilian units and keeps commander informed of enemy situation and location, strength, morale, training, equipment, supply, and general effectiveness of the units under command; insures that instructions and orders are executed in accordance with plans and policies of commander; coordinates and forwards staff section reports.

Must have comprehensive knowledge of staff work, military command, and tactical employment of units. Must have outstanding administrative and executive ability.

Considerable military experience in command and staff functions essential. Must be graduate of Command and General Staff School.

Should be college graduate. Professional post-graduate work in military science and administration desirable.

SECRETARY OF THE GENERAL STAFF  
(2011)

Acts as executive officer for chief of staff and for deputy chief of staff. Maintains office of temporary record and routes papers received in office of chief of staff to proper destination; forwards correspondence to destination in headquarters and establishes follow-up system to insure prompt action on and return of papers; receives officials visiting headquarters for purpose of conferring with commanding officers; collects statistical data required by commanding officers.

Military administrative and executive experience essential.

TROOP TRANSPORT OFFICER (2018)

Commands military personnel, other than crew, and performs functions of a post commander aboard a troop transport. In conjunction with master of ship, issues orders and instructions for conduct of passengers and troops aboard ship; arranges for quartering and messing of units on board; inspects passenger accommodations, troop compartments, and galleys to insure efficient operations and service; determines ship policies affecting Army personnel and enforces observance of ship rules and Army regulations by civilian and military passengers; coordinates activities with officers such as unit commanders,

master of ship, and ship transportation officer; supervises commissary stores and accounts and is responsible for care and expenditure of ship stores, funds, supplies, and property; advises unit commanders of troops regarding preparation and submission of papers, reports, and records concerning personnel and baggage. May organize and train details of troops to stand watch and assist in defense of ship.

Must have military experience in the command of troops. Must be familiar with customs and regulations of Army Transport Service, and with water transportation problems.

Civilian administrative experience in water transportation desirable.

#### POST COMMANDER (2019)

Directs and supervises operations and administration of a post, camp, or station. Determines needs of post and provides for training and discipline of troops; issues instructions and prescribes procedures to insure conformance with official directives and regulations; is responsible for security, supply, transportation facilities, housing, and construction at post; examines requisitions for supplies or property and allots funds; prepares reports and recommends changes in regulations or procedures; maintains liaison with superior officers and keeps them informed on present conditions and future programs.

Must have extensive administrative experience and thorough knowledge of Army organization, procedures, and regulations.

Military administrative and command experience essential. Attendance at Command and General Staff school desirable.

Civilian executive experience of a policy making nature desirable.

#### CHIEF OR DIRECTOR, MAJOR DEPARTMENTAL UNIT (2025)

Plans, organizes, and administers operations of a major departmental branch or division of an overhead or field installation. Directs preparation of plans, formulates and issues directives and orders, and coordinates operations to assure conformity and efficient performance consistent with plans and policies; prepares or directs preparation of reports of activities and makes pertinent recommendations on policy and procedures; maintains liaison with appropriate agencies and keeps superior officers informed

<sup>2</sup>This classification is not to be used for those board members who are performing duties "ex officio" and are therefore classifiable otherwise, such as School Commandant.

concerning plans, policies, and operations; serves as technical consultant to other units and to superior officers. May serve on special committees or boards. May direct research activities pertinent to arm or service.

Must have considerable administrative and executive ability to organize and direct activities of major departmental unit. Must be familiar with Army organization and procedures, and be competent in field of operations.

Appropriate field and administrative military experience essential. Completion of Command and General Staff course desirable.

Civilian managerial experience of a policy forming nature with industrial or governmental organization very desirable.

College education appropriate to arm or service very desirable.

#### AIDE-DE-CAMP (2030)

Performs specific duties prescribed and assigned by commanding general, and assists in every manner possible as a personal aide. Accompanies commanding general on inspection tours and trips, and arranges for transportation and accommodations; schedules and keeps calendar of appointments, inspections, and engagements; acts as courier for secret and confidential papers and documents; receives and interviews visitors; answers calls, routine correspondence, and other communications directed to the commanding general or refers them to proper staff sections for necessary action and reply, and maintains control record; keeps Chief of Staff informed on matters of importance in absence of the commanding general. May act as commanding general's representative at meetings, conferences, and social engagements. May be detailed as liaison officer between headquarters and higher or subordinate units. May be detailed to handle public relations, press interviews, and entertainment of visitors. May assist staff members in training and administration.

Must be well informed on military and current events, and have knowledge of tactics and strategy, and of supplies and technical equipment of organization.

Military experience essential in arm or service to which attached. Completion of officers' training course in appropriate arm or service desirable.

#### TECHNICAL AND TACTICAL BOARD MEMBER<sup>2</sup> (2042)

As a full-time board member, considers such technical and tactical matters pertaining to arm or serv-

ice as may be referred to the board, and makes recommendations for improving equipment, matériel, or operations. Reviews proposals for and supervises or conducts research in development of new or improved equipment, methods, and techniques; plans, supervises, and conducts tests of equipment or matériel and makes recommendations on manufacture or procurement; exercises technical supervision or assists in development work pertinent to arm or service done by other agencies; prepares reports and summaries of investigations and analyses.

Must have thorough knowledge of types of matériel and equipment, and of organization and administration pertinent to arm or service to which assigned. Must be competent in field of specialization and have knowledge of related technical information.

Military experience essential. Field duty very desirable. Should be able to perform duties of one or more technical specialties applicable to field of operations.

Civilian executive or advisory experience in appropriate engineering field highly desirable.

Must be college graduate with specialization in appropriate field of engineering.

#### ADJUTANT OR ADJUTANT GENERAL (2110)

As representative of commanding officer or officer-in-charge, performs administrative duties to coordinate operation of an organization or installation. Exercises control over military and civilian personnel and coordinates routine personnel operations; receives, routes, and follows up incoming mail and correspondence and prepares, reviews, and authenticates outgoing correspondence; directs preparation of records and reports originating in organization; authenticates and distributes orders, instructions, and communications in name of the commanding officer; arranges and coordinates training programs and meetings. May represent commanding officer at official functions. May supervise mess, transportation, supply, or other organization functions. May conduct parades, inspections, and ceremonies. May command rear echelon in combat and perform tasks incident to evacuation and care of casualties.

Must have thorough knowledge of Army organization and administration.

Must have considerable experience in administration of Army organization.

#### RECORDING SECRETARY (2115)

Supervises the preparation and maintenance of minutes and records of board or committee. Prepares and sends out agenda for meetings, and distributes minutes and excerpts for action by board or committee members; maintains lists of members; maintains progress record of cases and follows up with members for prompt action; assembles data and exhibits for members and follows through secretarial details under direction of committee members.

Should have thorough knowledge of pertinent Army regulations and technical information.

Should have college training in business administration or technical field appropriate to assignment.

Should have knowledge of clerical-administrative procedures and be familiar with teaching methods and materials.

Military experience in Army administration essential.

Supervisory experience in school administration very desirable.

#### SOURCE JOBS

Chief Clerk	Office Manager
School Clerk	Teacher

#### ADMINISTRATIVE OFFICER (2120)

Directs or supervises operations to provide administrative services for operating, technical, or tactical units. Interprets regulations, determines office policy and procedures, and puts into operation methods for efficient functioning of the office; lays out and coordinates work schedules and arranges for security of classified materials; supervises personnel in performance of such duties as preparation and maintenance of supply, personnel, statistical and fiscal records, budgets and special reports pertaining to personnel and administrative matters, minutes and records of boards or committees, and allocation of office space and quarters; receives, interviews, and assists visitors; maintains liaison with staff and operating units. May make administrative investigations or inspections to determine compliance with office policy and regulations, and advise on office procedures and organization. May advise on budget and fiscal matters. May supervise or perform administrative duties in connection with such activities as billeting, rationing, publications distribution, and the production, procurement and distribution of matériel. May supervise administrative details connected with movement of troops or individuals and issuance of identification devices.

Must be familiar with War Department and Army administrative and correspondence classification procedures. Must have ability to organize and direct administrative functions and be familiar with operations of organization to which assigned.

Military experience in Army administration essential.

Civilian administrative or executive experience in industrial or government agency very desirable.

College education with specialization in public or business administration desirable.

#### ADMINISTRATIVE INSPECTOR (2121)

Surveys and inspects units of the command to insure efficiency of operations. Conducts periodic and special investigations in order to determine state of discipline, conduct, and morale of military personnel; inspects physical condition of facilities, installations, and equipment; inspects financial records, administration procedures, mess and supply operations, and other activities; investigates complaints, irregularities, and deficiencies, and prepares reports of inspections and investigations.

Must be thoroughly familiar with Army regulations, established policies of the command, and administrative procedures. Knowledge of wide variety of Army activities such as mess management, sanitation standards, supply, and inspection procedures essential.

Military experience, especially in administration, essential.

2123 Unit Administrator  
Training and experience in business administration very desirable.

#### Administrative Officer, M.A.S. (2122) (See C1) ADMINISTRATIVE OFFICER, MILITARY GOVERNMENT (2124)

Organizes and coordinates activities and procedures of departments of organization for civil control of an occupied territory. Advises civil affairs officer on personnel policies and procedures and acts as liaison officer for departments; advises on budgetary and administrative functions; interprets and administers rules and regulations pertinent to fields of activity under jurisdiction and supervises staff in maintenance of records and work procedures; prepares reports of operations; supervises subordinate personnel and local native governmental officials.

Must have demonstrated knowledge and ability to organize and direct administrative functions. Must be familiar with technical and administrative functions and operations of organization. Knowledge of appropriate foreign language very desirable.

Military experience may or may not be necessary depending upon and varying with needs and responsibility of position.

Civilian experience in an administrative or executive capacity in financial institutions, commercial organizations, manufacturing plants, or governmental agencies very desirable.

#### UNIT OFFICER, NONTACTICAL

(2136)

Directs or supervises unit charged with temporary administration of regularly organized army units or other military personnel. Directs or supervises administration of regularly organized units temporarily stationed at points such as staging areas and replacement depots; directs or supervises administration of military personnel awaiting organizational assignment at points such as reception centers, and replacement depots; directs or supervises administration of military personnel attending service schools or educational institutions participating in the Army Specialized Training Program; supervises billeting, messing, and other personal and domestic services; provides for recreational and general welfare matters; supervises modified training programs for personnel; maintains personnel and other pertinent records.

Must have thorough knowledge of general unit administration.

Military experience essential.

Civilian executive or supervisory experience desirable.

#### AIR LIAISON OFFICER, STAFF

(2140)

Represents Army Air Forces at headquarters of other commands and advises commanding officer on general and aeronautical problems pertaining to Army Air Forces. Maintains liaison with Army Air Forces organizations in the area and supervises coordination of flying operations as they affect the command; obtains statistical data relative to air force supply and equipment requirements; represents commander at conferences and meetings pertaining to aeronautics. May supervise such personnel functions as procurement of aviation cadets and selection of Army Air Forces candidates for The Army Specialized Training Program.

Must be thoroughly familiar with air force organization and with operations and functions of Army Air Forces bases, depots, tactical units, and training commands.

Military flying experience essential. Army Air Forces command experience desirable.

College training with specialization in aeronautical engineering desirable.

#### STAFF DIRECTOR, WAC (2145)

Acts as a staff member of a command utilizing Women's Army Corps personnel and advises on such matters as recruiting, supplying training, classification, assignment, discipline and discharge of WAC personnel. Continuously inspects WAC personnel as to health, morale, general welfare, training, administration and utilization. Initiates and forwards correspondence on WAC matters with comments and recommendations to the Director, WAC. May formulate plans and policies for, and make recommendation with respect to WAC matters within the command.

Must be thoroughly familiar with WAC policies as set up by Director, WAC; proper utilization of WAC personnel; problems affecting health, morale, and well-being of Women's Army Corps personnel.

Graduation from Command and General Staff School desirable.

Civilian administrative or executive experience of a policy making nature desirable.

College education with graduate work in general education, business, or personnel administration desirable.

#### SOURCE JOBS

Dean of Women	School Counselor
Business Administrator	School Administrator
Personnel Administrator	

#### ORGANIZATION AND TRAINING OFFICER (2150)

Initiates and formulates doctrines, schedules, and programs relating to training and use of military personnel. Determines aim, scope, duration, and procedures for training courses; supervises preparation of training bulletins, directives, manuals, and handbooks for distribution to units of command; determines requirements for admission of students, and establishes quota to be trained; supervises selection, assignment, and relief of staff and faculty personnel; plans future training requirements to meet changes in operating procedures. May prepare budget estimates and allot funds for purchase and repair of training supplies and equipment, and for other services.

Must have organizing ability and be adept at presenting projects for staff coordination. Must have thorough knowledge of War Department policies and directives, and Army organization.

Military staff experience with special emphasis on training of troops essential. Completion of service school and Command and General Staff School very desirable.

#### TRAINING PUBLICATIONS OFFICER (2154)

Prepares, edits, and supervises preparation of training publications. Prepares for publication Field Manuals, Technical Manuals, and other training literature; writes training directives and training schedules and recommends editorial changes in instructional material; contacts training division representatives and other staff members regarding details of training policies and procedures. May supervise preparation of technical data to be used in training publications. May review and edit Training Films, Film Strips, and other photographic training material.

Must be familiar with organization and functions of arm or service to which assigned.

Experience in military administration essential. Completion of special service school and Command and General Staff School desirable.

Civilian editing or publishing experience very desirable.

Should have college training in journalism or education.

#### SOURCE JOBS

Newspaper or Magazine Editor	Rewrite Man
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#### OPERATIONS OFFICER, AIR FORCES, NONFLYING (2158)

Directs or supervises training and tactical operations of an Army Air Forces organization. Prepares plans for movement of organization for training or combat purposes; prepares, coordinates, and insures compliance with training directives and combat orders; maintains liaison with higher, lower, and adjacent units to keep the commander informed on lines of action, changes in the situation, orders, and directives; supervises briefing of air crews prior to missions; assigns crews to combat missions; regularly checks combat preparedness of each element of the organizations; collects data in connection with

aircraft operations such as availability and condition of landing fields, navigation aids, maps and charts, and radio facility charts; supervises preparation of reports concerning training progress; issues safety rules and flying regulations applicable to the situation.

Must have thorough understanding of tactical employment of type of military aviation to which assigned, and be familiar with tactics of all branches of military aviation, ground arms, and naval forces. Must know capabilities and limitations of aircraft and be able to solve air navigation problems.

Military flying experience as a pilot or executive experience in commercial airline operations very desirable.

Technical training in physics and mathematics desirable.

#### AIR TRAFFIC SERVICE OFFICER (2159)

Supervises and operates an air traffic service to provide for the safe and expeditious dispatch and movement of air traffic at an airbase, within a control area or along a controlled air route. Issues air traffic clearances, instructions or advice from a flight service or air routes traffic control center or similar agency to provide safe and adequate dispatching, diversion and separation of aircraft and to prevent unnecessary delay in the flow of air traffic; assists the person or agency in command of aircraft by providing such information as bearings, fixes, weather information, facility information and charts, aeronautical maps and charts, flight plans, and notices to airmen; identifies and follows progress of air traffic; transmits flight plans and notices, flight progress reports, and arrival reports on movement of aircraft; makes report of and disseminates information on hazards to navigation; prepares operational forms and records statistical data; tabulates information pertinent to alleged violations of military and civil air regulations by pilots of military aircraft; maintains data concerning records of military flights, weather, traffic, landing and navigational facilities, and terrain within assigned area, and other data regarding safe operation of flights; notifies and may supervise appropriate rescue service of aircraft known to be or believed to be lost, overdue, or in distress.

Must have knowledge of meteorology, aerial navigation, flight service operational systems, current AAF and CAA regulations governing flight of aircraft, performance data of military aircraft, and

use of ground and air ground communication systems.

Military flying experience as a pilot or navigator desirable. Graduation from a course of instruction in military air traffic service or equivalent experience essential.

Civilian experience in airway or airport control, commercial airline operations or as a pilot desirable.

#### OPERATIONS OFFICER, AIR FORCES (2161)

Directs or supervises training and tactical operations of an Army Air Forces organization. Prepares plans for movement of organization for training or combat purposes; prepares, coordinates, and insures compliance with training directives and combat orders; maintains liaison with higher, lower, and adjacent units to keep the commander informed on lines of action, changes in the situation, orders, and directives; supervises briefing of air crews prior to missions; assigns crews to combat missions; regularly checks combat preparedness of each element of the organizations; collects data in connection with aircraft operations such as availability and condition of landing fields, navigation aids, maps and charts, and radio facility charts; supervises preparation of reports concerning training progress; issues safety rules and flying regulations applicable to the situation.

Must have thorough understanding of tactical employment of type of military aviation to which assigned, and be familiar with tactics of all branches of military aviation, ground arms, and naval forces. Must know capabilities and limitations of aircraft and be able to solve air navigation problems.

Military flying experience as a pilot essential. Must be on a flying status.

Executive experience in commercial airline operations very desirable.

Technical training in physics and mathematics desirable.

#### OPERATIONS AND TRAINING STAFF OFFICER (G-3, A-3, S-3)<sup>3</sup> (2162)

Directs and coordinates functions of staff relative to organization, and training and combat operations. Prepares plans for movements of organization or individuals for the purpose of tactical training and disposition of troops; supervises activities pertaining to mobilization, organization, and training of units;

<sup>3</sup>S-3 performs the above duties except on a lower level of responsibility in a regiment or lower echelon.

prepares and coordinates yearly and monthly training directives to conform with those of higher authorities and the local situation; keeps commander informed on current projects, changes, orders, and directives pertaining to operations and training; makes recommendations on priority of assignments of personnel and equipment, and issues operational orders, rules, and regulations; checks preparedness of each element of organization through periodic inspections; makes continuous study and prepares estimates of tactical strategic situations; during combat, prepares field and march orders and executes reconnaissance as directed; supervises measures taken to defend installations and communications.

Must possess knowledge of organization and tactical employment of various types of military operations in general gained from extensive military experience. Must have outstanding executive and administrative ability.

Extensive military experience essential. Should be graduate from a service school or Command and General Staff School.

#### AIR-GROUND LIAISON OFFICER (2164)

Plans and coordinates joint operations of ground and air units. Assists in briefing and interrogation of air combat crews; maintains an operation map showing disposition of friendly and enemy forces and the bomb safety line; transmits information to ground commanders regarding results of air missions; informs air units regarding ground operations, friendly and enemy ground organizations, tactics, technique, and equipment; drafts and processes requests for air missions including requests for air photographic missions; distributes current air-ground information; maintains liaison with G-2, G-3, and the Tactical Air Command, and keeps ground liaison officers at air units informed as to the ground situation. May serve in the Air-Ground Liaison Section or as a Ground Liaison Officer.

Must be familiar with command, organization, and employment of ground and air forces, including characteristics, equipment, capabilities, limitations, tactics, and technique of aviation normally included in the tactical air forces. Should be experienced staff officer or graduate of Command and General Staff School. Should have attended school of ground combat branch to which assigned and a course of instruction in air-ground liaison.

#### OPERATIONS OFFICER, GENERAL STAFF (2165)

Performs various planning, research, and control functions for the Chief of the War Department General Staff or the General Staff of the Air, Ground, or Service Forces. Maintains current estimates of the situation to determine military policy, objectives, and requirements; makes recommendations concerning current and projected strategy; initiates and maintains strategic and logistic plans and coordinates plans of theater and other commanders; maintains liaison with War Department and other agencies to coordinate plans and prepare realistic estimates; maintains liaison with oversea commanders to facilitate solution of immediate and anticipated problems; centralizes control of military operations; directs and coordinates ground, air, or service force activities to effectuate decisions pertaining to operations of theaters, defense commands, task forces, or leased bases; makes continuous studies to determine proper ratios of various types of units to achieve properly balanced forces; establishes priorities for issuance of critical items of equipment and munitions and coordinates use of such items with appropriate agencies; makes continuous studies of logistics; maintains status record of American forces in, en route to, and projected for oversea theaters, and record of availability of equipment and munitions; prepares daily reports of oversea operations.

Must be thoroughly familiar with organizational units and tactical procedures employed in military operations. Must have demonstrated outstanding ability in military administration. Extensive staff experience essential.

Graduation from military college or academy very desirable. Should be graduate of Command and General Staff School.

#### TACTICAL INSPECTOR (2166)

Inspects units of a command to determine adequacy of tactical training, combat efficiency, and readiness for field service. Prepares problems in tactics, field firing, supply, and communication for units; observes solution of problems and evaluates effectiveness of performance; prepares reports on results of inspections. May inspect any phase of operations in accordance with regulations and instructions.

Must be thoroughly familiar with administration and tactical employment of arm or service to which assigned.

Military experience, including extensive field experience, essential.

*Research and Development Coordinator (2167)*  
TECHNICAL OPERATIONS OFFICER (See)  
(2170) (C1)

Anticipates, initiates, and coordinates special, technical, or engineering activities of a unit so that they conform to prescribed instructions and policies of superior officers. Formulates plans of operation and advises superior officer on recommended action; receives instructions and decisions from superiors and promulgates directions and orders to secure maximum efficiency of performance; prepares schedules of assignment and coordinates work of all units; observes and verifies that orders are executed in accordance with directives and instructions; prepares progress reports based on a review of installation and inspection reports; authorizes initial and cancels unsatisfactory research projects; acts as second in command in absence or at direction of superior officer.

Must have considerable administrative experience and knowledge of engineering techniques.

Should be college graduate with degree in mechanical, industrial, electrical, or civil engineering, or equivalent in training and experience.

#### SOURCE JOBS

Consulting Engineer	Industrial Engineer
Automotive Engineer	Civil Engineer
Aeronautical Engineer	Electrical Engineer
Mechanical Engineer	

#### MILITARY PERSONNEL OFFICER

(2200)

Directs and supervises activities relating to unit personnel. Supervises preparation and maintenance of records, rosters, correspondence, and reports pertaining to personnel matters; maintains service records of military personnel and supervises clerical staff in proper handling of forms; requisitions personnel according to qualifications, and handles matters pertaining to transfers and promotions; supervises preparation of pay rolls, vouchers, applications, and reports relative to pay, travel, allotments, and deductions; prepares plans and makes recommendations relating to personnel requirements. May be delegated responsibility for classification and assignment procedures.

Must have thorough knowledge of Army administration and personnel and classification procedures.

Military experience essential. Should include personnel administration, training, and experience.

Civilian experience in personnel administration in industry, Government, or education very desirable.

College training in personnel administration desirable.

#### SOURCE JOBS

Personnel Manager	Personnel Technician
Office Manager	Employment Interviewer
Chief Clerk	

#### PERSONNEL ASSIGNMENT OFFICER

(2201)

Directs or supervises assignment of military personnel and maintenance of Army classification records. Receives requisitions for personnel and assigns troops in accordance with classification procedures; maintains liaison with military units in directing requisitioning and assignment of Army personnel; supervises and conducts correspondence involving changes of station and duty assignments; supervises maintenance of personnel records and files. May interview personnel prior to selection for assignment.

Military experience essential. Must be familiar with Army classification procedures, standards, and organization.

Civilian experience in personnel administration, employment office practices, or applied psychology very desirable.

College education with training in psychology or personnel administration, or equivalent in practical experience desirable.

#### SOURCE JOBS

Employment Interviewer	Personnel Technician
Classification Specialist	Occupational Analyst

#### CIVILIAN PERSONNEL OFFICER (2202)

Directs or supervises procurement, classification, assignment, and other activities relating to civilian employees in a military organization. Prepares plans and recommendations for modification of civilian personnel policies and administrative methods, and serves as adviser to commanding officer on civilian personnel problems; assists in directing labor relations activities, including the formulation and administration of wage scales and the handling of employee grievances; administers employee efficiency rating system; assists in administration of employee

safety and welfare programs; supervises civilian personnel matters concerned with appointments, pay rolls, transfers, retirement, leave, claims, correspondence, and reports; interprets regulations and laws as they affect civilian personnel; reviews and analyzes requests for additional personnel received from various operating officers. May prepare estimates and allotments of funds for civilian pay rolls of organization.

Knowledge of approved personnel practices, based upon experience in private or public personnel administration, essential. Ability to formulate and establish effective procedures and to supervise and coordinate work of employees necessary.

Civilian personnel administration and management experience essential.

College education in public or personnel administration very desirable.

### SOURCE JOBS

Personnel Administrator      Personnel Technician

#### CIVILIAN CLASSIFICATION OFFICER

(2203)

Directs, supervises, or assists in administration of classification program for civilian personnel in large departmental unit or military installation. Plans investigations and surveys, and assigns classification analysts, or performs examination personally; reviews position descriptions for clarity and accuracy, and renders decisions as to grade allocation recommendations; presents facts to Civil Service Commission regarding duties, responsibilities, and organizational relationships of positions and gives reasons for recommendations; reports and explains action of Civil Service Commission to operating officials; conducts surveys of existing or proposed organizational units and advises on organizational structure and specialization of function relative to specific positions. May train analysts in classification techniques.

Must have knowledge of fundamental theories and principles of classification, and be familiar with techniques of classification. Must know how to write position descriptions and evaluation reports, and to allocate grade levels in classified service of Federal Government.

Civilian classification experience in Federal Government essential.

Should have college training in personnel administration.

### SOURCE JOBS

Classification Analyst      Occupational Analyst

#### DIRECTOR OF PERSONNEL (2205)

Directs and coordinates activities of staff divisions concerned with personnel matters. Formulates policies and directs operations concerning civilian personnel, military personnel, officer procurement, chaplains, special services, and morale services; directs development and maintenance of statistical controls and records in connection with military and civilian personnel strength, allotments, and authorizations; institutes efficient procedures for personnel administration; reviews completed proceedings of boards concerning personnel; interprets and directs compliance with regulations and orders on personnel matters; conducts liaison with other headquarters and with other staff divisions of the same headquarters on matters pertaining to personnel; supervises activities conducted by civilian agencies for the benefit of military personnel. May conduct field surveys and inspections of personnel policies and procedures.

Must have considerable administrative and executive ability and be familiar with Army organization and administrative procedures.

Military experience in personnel administration essential. Should have completed Army Administration Course of the Adjutant General's School or be a graduate of the Command and General Staff School.

Civilian experience in personnel administration in industry or government very desirable.

College training in personnel or business administration desirable.

### SOURCE JOBS

Personnel Administrator      Employment Manager  
Personnel Technician      Placement Director

#### CLASSIFICATION AND ASSIGNMENT OFFICER (2210)

Directs or supervises classification and assignment of officers and enlisted men. Plans classification procedures and supervises interviewing, testing, classifying, and assigning military personnel; determines military and civilian experience, vocational skills, and aptitudes; administers Army General Classification Test and aptitude, trade, and other pertinent tests; on basis of assembled data, determines military specialties and recommends men for

specialist training, specialist schools, and officer candidate schools; maintains qualification cards and records for all personnel, and prepares rosters, availability reports, and reports on special skills, assignments, and misassignments; advises commanding officer on classification and assignment problems. May be member of special classification and assignment boards.

Should have knowledge of personnel administration and occupational classification techniques, and be familiar with Army occupations and requirements. Knowledge of Army organization and administration desirable.

Military experience desirable.

Civilian personnel or employment service experience very desirable.

College education desirable.

### SOURCE JOBS

Personnel Technician	Classification Analyst
Employment Interviewer	Occupational Analyst
Industrial Psychologist	Personnel Manager

### PERSONNEL PROCEDURES OFFICER

(2211)

Investigates and determines effectiveness of selection, classification, and assignment procedures, and initiates further studies to improve existing methods and techniques. Inspects field units and installations to determine needs for improved selection and classification of civilian or military personnel; conducts studies involving construction, standardization, and introduction of tests for general and special selection and classification of personnel; prepares regulations and memoranda governing selection, classification, and assignment procedures, maintains contacts with Army Ground Forces, Army Air Forces, and Army Service Forces relative to policies and procedures pertaining to personnel.

Must have considerable background in developing and interpreting test methods and techniques as used in personnel selection and placement. Should have thorough knowledge of personnel research techniques as applied to industry or education.

Civilian experience in recruiting and placing personnel with industrial organization, educational institutions, or governmental agency very desirable.

Must have college education, with specialization in psychology or related field desirable.

### SOURCE JOBS

Personnel Technician	Occupational Analyst
Employment Office Consultant	Personnel Consultant
	Psychologist

### MILITARY JOB ANALYST (2220)

Analyzes civilian and military occupations and develops techniques for the proper classification and assignment of military personnel. Writes job descriptions, develops coding plans, and prepares job equivalents; maintains occupational registers and data relating to the occurrence and requirements of civilian and military specialists; analyzes data, prepares regular and special reports, and furnishes information relative to military personnel classification, assignment, and requirements. May assist in preparation of classification techniques and occupational information for the vocational rehabilitation, training, and placement of military personnel.

Military experience in personnel administration desirable.

Should have considerable experience in personnel classification, recruitment, placement, and personnel management, or in occupational classification and analysis.

College education with graduate work in personnel administration, public or business administration, psychology, or vocational guidance desirable.

### SOURCE JOBS

Personnel Manager	Vocational Advisor
Classification Specialist	Occupational Analyst
Personnel Technician	Employment Director

### PERSONNEL CONSULTANT (2230)

*Psychologist (change 1)*

Advises commanding, staff, and line officers on personnel matters of a psychological nature. Administers psychological tests for selection and classification of personnel at induction stations, reception centers, replacement training centers, and other military installations; advises on selection of men for special training units and develops training methods for instruction of such units; advises on disposition of inept and submarginal personnel; cooperates with medical officers on cases of maladjustment or abnormality by administering pertinent tests and submitting report of findings and recommendations; advises classification and assignment officers on general and special personnel problems, as well as development of techniques. May assist in analysis of factors affecting morale and general welfare of troops. May train and supervise unit personnel in administration and evaluation of tests, and in classification procedures.

Should be familiar with, and be able to apply prevailing test of intelligence, educational and voca-

tional achievement, aptitudes, personality, and interests.

Military experience desirable.

Civilian experience should include psychological work in industry, Government, hospital, public institution, welfare agency, or school system.

Should have master's degree in psychology, with specialization in general education, clinical, vocational, or industrial psychology.

### SOURCE JOBS

Psychologist                      Instructor, psychology

Vocational Counselor

*Research Psychologist (2231) - see  
Clinical Psychologist (2232) C1*

VOCATIONAL AND EDUCATIONAL  
GUIDANCE OFFICER (2235)

Directs or supervises program of educational and vocational guidance for military personnel. Supervises interviewing of individuals concerning selection of occupations and educational courses appropriate to interests, needs, and abilities, and advises regarding vocational, educational, avocational, or personal problems; assembles and maintains files of occupational and educational information tests, and questionnaires needed for educational or vocational counseling; supervises or administers tests and interest questionnaires appropriate for guidance purposes; selects counselors and personnel specialists; supervises guidance programs. May direct and maintain close liaison with civilian and government agencies charged with the rehabilitation, placement, and utilization of personnel including the handicapped. May direct or supervise guidance service to military personnel being separated from the service.

Must be thoroughly familiar with educational and vocational guidance tools and techniques, and with civilian job requirements. Should be able to adapt guidance program to needs of Army personnel. A broad understanding of, and experience in, the problems of the handicapped and disabled, which should include a background of experience and training in the social sciences, educational organization and psychology as related to the treatment and management of the handicapped desirable. For assignment with a separation unit, must be familiar with Army classification procedures, military and civilian occupations and requirements, Army Regulations pertaining to discharge and release from active duty of all military personnel, and local, state, and national facilities engaged in providing guidance, training, and employment opportunities.

Military experience in Army classification and personnel systems very desirable.

Civilian counseling, teaching, or employment service experience essential.

College education with specialization in education, personnel administration, or educational or clinical psychology, or equivalent experience essential.

### SOURCE JOBS

Vocational Advisor                      Employment Counselor or

Guidance Counselor                      Interviewer

School Counselor or                      Personnel Technician

Administrator                      College Dean

Personnel Consultant                      Occupational Analyst

*Psychological Assistant (2239) (See C1)*

PERSONNEL TESTING OFFICER (2250)

*deleted*  
Administers or supervises administration of psychological tests to military personnel for classification and assignment purposes. Interviews and determines type of test to be given, such as individual or group tests of intelligence, educational achievement, vocational aptitude, and special skills; administers prescribed tests, prepares reports of test ratings, and recommends classification and assignment; assists in other classification activities.

Should have thorough knowledge of standard test administration and scoring.

Experience in administration of a variety of psychological tests desirable.

### SOURCE JOBS

Psychological Assistant                      Personnel Assistant

Student, Psychology                      Instructor, Psychology

### PSYCHOLOGIST, AVIATION (2251)

*deleted*  
*see C1*  
Under supervision of the flight surgeon of base or unit, conducts or supervises psychological testing for selection and classification of air crew members. Engages in research for design, development, and validation of psychological tests and procedures such as apparatus tests, motion picture tests, and other special tests for classification of pilots, bombardiers, navigators, gunners, and other specialists in the air crew; develops criteria for use in checking psychological techniques against results of selection, classification, and training procedures; conducts research studies on problems of procurement, classification, and distribution of personnel; administers tests and standardizes testing procedures; conducts special studies to determine degree to which use of various training procedures and special training equipment

achieves training objective; prepares reports of research findings and results achieved by various psychological procedures.

Must have experience in experimental psychology, developmental psychology, psychometrics, or related branches of applied psychology, including experience in psychological research related to problems of aviation.

Should have a Doctor of Philosophy degree from an accredited college or university, or equivalent training and experience in psychology.

### PSYCHOLOGIST (2252)

Administers and evaluates individual and group tests to determine intellectual, educational, and personality status of individual, and assists in psychotherapy and guidance. Interviews patient and obtains developmental history and family background; administers pertinent tests of intelligence, vocational, and educational achievement, and personality and interest; interprets test results; makes diagnosis of personality adjustment and writes report of findings and recommendations for inclusion in clinical record; aids individual in adjusting to environmental situation, assisting in psychotherapy and guidance. May serve as member of reclassification or disposition board.

Must have thorough knowledge of psychological tests and should be able to make differential diagnosis on basis of test data. Knowledge of abnormal and social psychology very desirable.

Military experience desirable.

Civilian experience in abnormal or clinical psychological practice in a public or private institution, hospital, court, school, or industrial organization essential.

Should have master's degree in psychology with specialization in clinical, educational, or industrial psychology.

### SOURCE JOBS

Psychologist

Personnel Consultant

### PERSONNEL STAFF OFFICER

(G-1, A-1, S-1)<sup>4</sup> (2260)

Formulates policies and supervises execution of administrative arrangements pertaining to personnel of a command, civilians under supervision or control of the command, and prisoners of war. Plans for

<sup>4</sup>S-1 performs above duties on a lower level of responsibility in a regiment or lower echelon.

and supervises procurement, classification, reclassification, assignment, pay, demotion, transfer, retirement, discharge, and replacement of personnel; formulates and supervises policies pertaining to decorations, awards, leaves of absence, and furloughs; plans for and supervises activities concerning religious, recreational, and welfare work, and advises commanding officer on morale problems; directs Army Postal Service; makes recommendations as to provisions for shelter and sanitation for command, supervises collection and disposition of stragglers and prisoners of war, and coordinates activities with other staff operations; formulates plans for maintenance of law and order within command, and for graves registration service; supervises all matters concerning military personnel in enemy hands; directs and supervises preparation of strength reports, casualty reports, and other personnel statistics.

Military experience essential. Must have thorough knowledge of Army organization. Should be graduate of Command and General Staff School.

### PERSONNEL PROCUREMENT OFFICER

(2270)

Evaluates qualifications of civilian or military personnel to determine fitness of individuals for assignment to military duties. Examines applications, employment history, educational records, letters of recommendation, investigation reports, documents, and related correspondence; interviews applicants; writes report of examination and makes recommendations for acceptance or rejection of application; handles correspondence and inquiries pertaining to status of cases and action taken; maintains liaison with other arms and services and coordinates procedures on related matters. May handle public relations and publicity work to promote public interest in recruiting programs.

Must be thoroughly familiar with policies and regulations governing commissions for civilians or enlisted men. Should have broad knowledge of personnel administration, occupational classification technique, military and civilian occupations, and Army organization.

Military experience desirable.

Civilian personnel or employment service experience in interviewing, occupational analysis, and classification very desirable.

Should have college education or equivalent in practical training or experience.

## SOURCE JOBS

Personnel Director      Personnel Technician  
Occupational Analyst    Personnel Consultant  
Employment Interviewer

### RECRUITING AND INDUCTION OFFICER (2310)

Directs or supervises recruitment and induction of civilians into the Army. Formulates policies and procedures, and issues directions and instructions regarding enlistments and inductions; plans and arranges for publicity, encouraging men to enlist in the service; directs or supervises processing of enlistment and induction papers; reviews requests for enlistment, reenlistment, or induction of men rejected for various reasons, such as dishonorable discharge, penal offense, and substandard physical or mental state; handles or reviews correspondence and replies to inquiries.

Must know Army organization and administrative procedures; should have good administrative ability.

Military experience essential.

Civilian supervisory or administrative experience desirable.

### LABOR RELATIONS OFFICER (2330)

Formulates policies and renders decisions on matters affecting labor relations with civilian employees. Analyzes policies relating to labor relations and safety methods; considers employee complaints and recommends suitable action, assisting in negotiations for wage scale adjustments and arbitrating labor disputes and grievances; determines that contracts are executed in accordance with Federal and State regulations and statutes pertaining to labor; keeps accurate and complete records concerning accidents, loss of time, and similar matters; performs related duties.

Must have knowledge of law, labor economics, social psychology, Federal and State labor laws, and organization operations, rules, and regulations. Must have demonstrated ability, tact, and ingenuity in labor or public relations work.

Experience in procurement and supervision of labor, in establishment of wage rates, or in legal aspects of labor contracts very desirable.

College training in law, economics, personnel management, or business administration desirable.

### SOURCE JOBS

Lawyer                      Labor Relation:  
Public Relations          Specialist  
Specialist                  Industrial Personnel Manager

## LABOR SUPPLY OFFICER (2331)

Formulates and recommends policies and procedures for obtaining maximum utilization of labor and procuring adequate manpower supply to reduce labor shortages in war industries. Ascertains labor supply needs of contractors and furnishes labor supply information and assistance to personnel procurement officers; passes upon requests for relaxation of Federal and State labor statutes; makes recommendations as a basis for awarding of contracts in areas of adequate labor supply; acts as liaison with other Army units and governmental agencies on other measures designed to augment available manpower; assists contractors to expand shift operations and to increase efficiency of manpower utilization in plants; sponsors plant training programs and vocational instruction through recognized governmental agencies.

Should have broad knowledge of labor economics, industrial and social psychology, employment office practices, and Federal and State labor statutes.

Experience in labor and public relations, personnel management, or employment office essential.

College education with training in law, economics, personnel management, or business administration very desirable.

### SOURCE JOBS

Industrial Economist      Industrial Engineer  
Labor Economist          Public Relations Specialist  
Industrial Personnel      Lawyer  
Manager

### MANPOWER REQUIREMENTS OFFICER, SELECTIVE SERVICE (2334)

Directs or supervises registration and classification of registrants under jurisdiction of Selective Service and determines quotas for induction into armed forces. Supervises work of local Selective Service boards and maintains uniform system of classification; receives requisitions for men and allocates calls to local boards; plans, regulates, and controls matters pertaining to transportation and delivery of men from local boards to induction stations; maintains records and statistical data on operations and prepares reports of activities; advises and assists local boards on matters affecting classification and induction of registrants, such as erroneous inductions, hardship cases, and placement of conscientious objectors in special camps.

Must have thorough knowledge of Selective Service rules, regulations, and procedures. Should be

familiar with Army regulations and administration. Knowledge of law desirable.

Military experience desirable.

Civilian legal or business experience very desirable.

### SOURCE JOBS

Lawyer

Business Executive

### OCCUPATIONAL DEFERMENT ADVISOR

(2335)

Advises on matters pertaining to occupational deferment of Selective Service registrants. Interviews and advises individuals and representatives of business, industrial, and agricultural establishments regarding standing under current Selective Service regulations; determines needs of agriculture and industry and estimates manpower requirements to maintain productivity; assists in preparation of replacement schedules to aid employers in maintaining adequate labor forces; maintains liaison with local Selective Service boards and employers. May advise on appeals based on industrial or agricultural reasons.

Must have knowledge of jobs and occupational information, and current Selective Service classifications and regulations. Must be thoroughly familiar with agricultural and industrial manpower problems in area of operations.

Civilian supervisory or executive experience requiring contact with public very desirable. Legal experience desirable.

### SOURCE JOBS

Personnel Manager

Production Manager

Business Executive

Agricultural Extension

Labor Market Analyst

Agent

### REEMPLOYMENT OFFICER (2336)

Directs or supervises reemployment into civilian occupations of persons discharged from the armed forces. Supervises interviewing of individuals concerning civilian and military occupational skills; arranges for physical examination and vocational and psychological testing program to determine physical health, aptitudes and skills, personality, and interests; maintains liaison with local community resources, such as schools, industrial and business firms, and employment offices, to locate and encourage development of employment and training facilities.

Must have knowledge of Selective Service and Army regulations pertaining to discharge of enlisted men. Must be familiar with local and state facilities engaged in providing guidance, training, and employment opportunities.

Military experience desirable.

Civilian experience involving contact with community organizations very desirable.

College training in personnel management, public welfare, sociology, or vocational education very desirable.

### SOURCE JOBS

Personnel Manager

Employment Manager

Guidance Counselor

Social Welfare Worker

### MACHINE RECORDS OFFICER (2401)

Directs or supervises staff engaged in the operation of machines using the punch card method of reporting, recording, or tabulating data. Supervises personnel operating such machines as key punch, sorter, reproducer, collator, interpreter, and tabulator; plans technical details of machine coordination and control with records maintained in other divisions; plans for application of machine methods where practicable. May conduct classes in machine records and accounting methods. May command a mobile machine records unit and be responsible for its administration, training, supply, and transportation.

Must have thorough knowledge of mechanics and operations of automatic punch card machines. Must have ability to adapt machines to meet new requirements. Should be familiar with business methods, machine accounting, and statistics.

Experience in installing and supervising tabulation procedures essential.

Should have completed courses in the operation and adjustment of tabulating machines or have equivalent practical experience.

### SOURCE JOBS

Tabulating Machine

Supervisor, tabulating

Demonstrator

unit

Tabulating Machine

Supervisor, tabulating

Systems Man

machine service unit

Tabulating Machine

Installation Supervisor

### MACHINE RECORDS CONTROL

OFFICER (2402)

Coordinates machine records activities to secure

most effective utilization of machine records equipment. Conducts over-all machine records planning and develops procedures to establish punch card tabulation system; supervises preparation of Army directives and regulations for the control of machine record operations; advises on and supervises preparation of new coding structures for special and routine statistical and accounting record keeping systems; advises technical procedures writers on practicability of technical machine records procedures in relation to Army regulations and procedures; reviews reports from field units on success or difficulties encountered in operation of procedures and analyzes tabulated results for errors in machine processing; inspects performance of duties by subordinates.

Must be thoroughly familiar with installation and operation of punch card equipment. Completion of machine records course at The Adjutant General's School desirable.

Civilian experience in tabulating machine system installations desirable.

#### SOURCE JOBS

Tabulating Machine System Specialist	Supervisor, tabulating machine unit
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#### ARCHIVIST (2420)

Performs administrative and professional duties concerned with the collection, compilation, maintenance, and use of a wide variety of historical documents and records pertaining to military events and persons. Supervises staff in the cataloging and custody of historical materials and records; conducts correspondence with educational institutions, historical societies, libraries, and other organizations on matters and subjects pertaining to the compilation and collection of historical records; advises and assists research workers on problems, searching for and making needed source materials accessible; advises and assists in proper disposition of obsolete records, and in microfilming of important documents and records.

Must have comprehensive knowledge and understanding of American military history and methods and mechanics of conducting literary research.

Military experience desirable.

Should have considerable civilian experience in archives activities or historical research.

Must be college graduate with postgraduate work in American history, political science, or library science.

#### SOURCE JOBS

Archivist	Historian
Librarian	Literary Research Specialist
College Instructor, History	Political Scientist

#### HISTORICAL EDITOR (2421)

Collects and classifies historical material relating to activities of a particular arm or service. Maintains close contact with headquarters and field organization units, and obtains catalogs, materials, and data of historical value and importance; prepares or assists in preparation of tentative narrative accounts of administrative, technical, and professional activities and revises such material so that it may be available for final editing and publication; prepares or assists in preparation of periodic reports which may be required by other branches of arm or service.

Should have knowledge of activities of arm or service to which assigned. Should have practical experience in historical research.

Military experience desirable.

Civilian experience in editorial and historical research work essential.

Must be college graduate with training in scientific or professional studies pertinent to field of research.

#### SOURCE JOBS

Archivist	Literary Research
Librarian	Specialist
	Historian

#### GRAVES REGISTRATION AND MEMORIAL OFFICER (2430)

Directs or supervises operations pertaining to location and registration of battlefield graves and cemeteries. Prepares or directs preparation of sketches and maps of cemetery locations and individual graves; supervises collection and disposition of personal effects of dead, and arranges for proper identification and burial; supervises technical training of labor groups in maintenance and operation of cemeteries and inspects performance of duties; coordinates graves registration with combat units, medical units, and chaplains.

May supervise unit in search of battlefields for dead and wounded. May command a Quartermaster Graves Registration Unit and be responsible for its administration, training, transportation, supply, and security.

Should have administrative ability and be familiar with personnel and office management procedures.

Military or civilian experience sufficient for the preparation of simple topographical maps and sketches essential.

Civilian experience in cemetery management, mortuary operation, or technical school training in embalming desirable.

### SOURCE JOBS

Cemetery Superintendent  
Funeral Director  
Surveyor

### MEDICAL REGISTRAR (2431)

Performs responsible duties in connection with preparation, maintenance, and disposition of medical and surgical records of the sick and wounded in a military hospital or dispensary. Prepares reports, historical and statistical data pertaining to admission, diagnosis, treatment, response, and disposition of patients; checks written diagnosis for conformity of nomenclature and form to prescribed procedures, and makes corrections; maintains files on each patient containing pertinent information; arranges for detrainment of convoys and assignment of cases to appropriate wards; reviews requests for transfer and certificate of disability discharge for conformity with prescribed procedure; supervises clerical workers in filling out and filing forms; serves as custodian of patients' funds, property, and personal effects. May command the detachment of patients if commanding officer does not assume direct command.

Military experience very desirable and should include 6 months in a hospital or dispensary registrar's office.

Civilian experience in clerical work with some administrative responsibilities, particularly in records section of a hospital, very desirable.

### SOURCE JOBS

Registrar, hospital                      Records Clerk  
Chief-Clerk, hospital                  Office Manager

### SCHOOL COMMANDANT (2500)

Directs and supervises activities of staff and faculty in operation of school. Formulates and promulgates policies and directives; prepares and coordinates training schedules and enforces adherence to program of instruction; is responsible for

procurement of supplies and materials and disbursement of Government funds; arranges for quartering, messing, equipping, and transporting student personnel. May instruct classes in military subjects.

Must have military background and be thoroughly familiar with functions and duties of staff personnel.

Military experience in command and staff functions essential. Should have completed service school of arm or service to which assigned.

Supervisory teaching experience very desirable.

Should be college graduate, preferably with courses in education and educational administration.

### SOURCE JOBS

School Principal                              Dean of College  
College Professor

### AAF INSTRUCTOR (2510)

This specialty will be used for classification of only those instructors whose required qualifications are not described by an MOS authorized for AAF use. Conducts classes and instructs individuals or groups in the theory, organization, and techniques of any one of several specialized technical or nontechnical subjects.

Should be graduated from an accredited college or university; should have several years of practical teaching experience with special training in the use of motion pictures, film strips, slides, and other visual aids; should have military experience.

### INSTRUCTOR, MILITARY GOVERNMENT (2512)

Conducts classes on Army organization, principles of administration, and American and foreign experiences in military government; advises on problems of military government; advises student officers working on special assignments.

Must have thorough knowledge of War Department General Staff organization and of subordinate units, particularly with reference to relationships of civil affairs and tactical command officers.

Military experience with General Staff essential.

Civilian administrative and teaching experience very desirable.

### INSTRUCTOR, PUBLIC ADMINISTRATION (2513)

Instructs classes in public administration. Lectures on problems pertaining to municipal, State, or

Federal Government administration and operation, and administrative organization and functions of foreign governments.

Should have thorough knowledge of Government organization and of relationships between civil and military governments, and be familiar with governmental operations.

Should have extensive experience in Government administration or operation. Experience in teaching public administration very desirable.

Should be college graduate in public administration or political science or have equivalent experience.

#### SOURCE JOBS

Public Official Instructor, public administration	Administrative Officer, City, State, or Federal Government
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#### INSTRUCTOR, INTERNATIONAL LAW (2514)

Conducts classes and advises on matters pertaining to international and military law and customs, including rules of land warfare and military government, and basis and authority for military government.

Military experience essential. Should include experience in Judge Advocate General's Department, or study of international and military law.

Should have practical experience in field of international law and customs, and military government. Teaching experience desirable.

Should be graduate of law school.

#### SOURCE JOBS

Professor, international law	Lawyer
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#### PROFESSOR OF MILITARY SCIENCE AND TACTICS (2517)

Directs and supervises military instruction and drill of R. O. T. C. students. Coordinates military training program with college academic schedule; supervises military instructors and conducts classes in military subjects; advises on military activities at college and assists in college and campus activities.

Must have knowledge of command and staff functions and be familiar with psychological principles of teaching.

Military command and administrative experience essential.

Civilian executive or teaching experience desirable.

Should be college graduate and have professional training in military science and Army administration.

#### TRAINING OFFICER (2520)

Supervises instruction and training of military or civilian personnel. Analyzes prescribed training programs and prepares training schedules; determines needs and arranges for training facilities, equipment, manuals, and materials; issues instructions regarding administration of school program and teaching of subject matter; directs preparation of teaching aids and inspects class instruction; directs maintenance of progress records and statistical data; informs commanding officers as to student progress and effectiveness of instructional programs. May interview students and recommend assignment or reclassification. May supervise special studies in development of new teaching techniques. May serve on special classification boards. May teach courses or serve as training consultant in specialized field.

Must be familiar with Army organization and have thorough knowledge of arm or service to which assigned.

Military experience essential.

Should have civilian supervisory experience in teaching or in development of training programs.

Should be college graduate with specialization in field of education, or have equivalent practical experience.

#### SOURCE JOBS

Training Program Director	School Principal Instructor
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#### DIRECTOR OF TRAINING (2525)

Directs educational and training programs for military or civilian personnel. Reviews problems in which training is involved and prepares policy and plans for approval; organizes curricula and directs preparation and assembly of instructional materials and equipment; formulates training standards; directs and supervises administrative and training activities of training units and coordinates programs; directs preparation of budgets and expenditure of allocated funds for training; directs assignment of staff and instructors. May participate in classification and placement of student personnel.

Must be thoroughly familiar with functions of particular arm or service to which assigned.

Military experience should include field and ad-

ministrative experience in organizations concerned with military training.

Should have civilian experience in public, private, or industrial education or training.

Should be college graduate with training in field of education.

### SOURCE JOBS

Director of Training	Director of Vocational
School Superintendent	Education
College Dean	

### TRAINING AIDS OFFICER (2548)

Supervises or assists in the supervision of a training aids program at a base, station, or other installation. Makes studies and recommendations to proper authority concerning availability, requirements for, and means of obtaining all training aids, i.e., literature, posters and charts, films, film strips, and film slides, and training devices for all phases of technical and flying, individual and unit training; assists in and arranges field and technical evaluations of new training aids; advises on use and maintenance of training aids in order to insure efficient utilization and operation; serves as central agency for receipt and initiation of suggestions leading to improvement and modification of existing training aids; arranges for local construction of mock-ups and training devices; assists in the establishment and operation of unit film libraries, special displays and demonstrations; coordinates necessary arrangements for the installation, operation, and maintenance of training devices, and arranges for the distribution and training of personnel required for such installation, operation, and maintenance. Responsible for the maintenance of basic data with respect to status, operations, and use of training aids, and the preparation of required reports and studies therefrom.

Should be thoroughly familiar with courses and phases of training programs. Knowledge of training methods with emphasis on use of visual and synthetic materials essential. Knowledge of Army supply and distribution procedures desirable.

Completion of course of instruction at AAF Training Aids Division desirable.

College training in engineering, physical sciences, educational methods, and/or business administration desirable.

Civilian experience as a visual aids expert or instructor, educational methods instructor or as a business training supervisor desirable.

### FLEXIBLE GUNNERY OFFICER (2554)

Directs and supervises, in the air and on the ground, flexible gunnery training and operations within the organization to which assigned. Insures that aerial gunners are thoroughly familiar with the appropriate gunnery equipment, accessories, and the latest flexible gunnery tactics and techniques. Insures that all aerial gunnery equipment is properly inspected at regular intervals. Directs the instruction of aerial gunners in crew coordination. Supervises the accomplishment of the duties of gunners prior to combat missions; makes periodic flight checks with aerial gunners, reporting to the operations officer all gunners not suitable for combat operations.

Assists in planning tactical and training operations; maintains liaison with flexible gunnery officers of other echelons and with operations officers and staff officers; provides aerial gunners with the necessary training in specialties other than their own to complete or augment their combat training; coordinates with maintenance and armament officers in making necessary reports on gunnery equipment.

Maintains a continued analysis of flexible gunnery performance to determine the most suitable gunnery procedures for use in the area in which operations are conducted; submitting recommendations relative to improvement in flexible gunnery equipment, training methods, techniques, and procedures.

Completion of basic flexible gunnery school course or equivalent experience and successful completion of the prescribed course of instruction for flexible gunnery officers at an AAF special service school is required.

### GUNNERY AND BOMBING RANGE OFFICER (2556)

Directs construction, maintenance, and operation of gunnery and bombing ranges of an Army Air Forces organization. Initiates action for acquisition and construction of range; approves plans for range, and recommends changes; plans and supervises building of range equipment including various types of targets; assists in planning of instrument landing systems and in development of airways and navigation aids; maintains liaison with municipalities, aeronautical organizations, and other civil agencies in connection with range operation. May command bombing and gunnery range unit.

Must be familiar with types of gunnery and bombing ranges and armament used by the command. Military experience essential.



## PRODUCTION PLANNING AND CONTROL OFFICER (2613)

Plans and controls production program to integrate variable features relating to production, procurement, and distribution of matériel. Conducts industrial surveys to determine national supply capacity for meeting production needs and arranges for allocation of plant loads; formulates methods and techniques for progress reporting, production control, and program schedules; reviews proposed changes in various production programs for the purpose of determining their effect on other phases of total program; develops production standards as a basis for control.

Must be familiar with use, composition, and methods of manufacture of various products including supply sources of critical materials. Must have demonstrated ability to plan and direct work involving coordination of complex factors and insight into management problems.

Military experience desirable.

Civilian experience should include activity in appropriate field of industrial management with experience in production planning and procurement.

### SOURCE JOBS

Executive or Manager, manufacturing	Industrial Engineer Production Engineer
Industrial Economist	

## LOCATOR FILE OFFICER (2614)

Formulates plans and procedures for maintenance, standardization, and operation of locator card files for efficient locating of troops arriving at or departing from a military unit. Supervises maintenance of files to insure accurate and current information; instructs personnel in policy and procedure governing use of locator cards; maintains liaison with other organizations to standardize methods of securing information and locator card procedures.

Military experience desirable.

Civilian experience in United States Postal Service very desirable.

### SOURCE JOBS

Postal Inspector	Postal Clerk
Postal Supervisor	Postmaster
Superintendent of Mails	

## ORGANIZATION AND EQUIPMENT PLANNING OFFICER (2615)

Directs or supervises planning and preparation of

Tables of Organization, Tables of Equipment, or Tables of Allowances for an arm or service. Prepares and processes Tables of Organization, Tables of Equipment, or Tables of Allowances for units, schools, and training centers; reviews tables prepared by other arms or services and indicates concurrence or nonconcurrence as they concern his arm or service; assists other arms or services in preparation of tables pertinent to his organization and makes recommendations as to type and amount of supplies and equipment to be included; supervises handling of requests for additional equipment or supplies in excess of approved allowances; maintains close liaison with Army Ground Forces and Army Service Forces on matters of requirements for personnel, equipment, and supply.

Military experience in arm or service to which assigned essential.

Civilian supervisory experience desirable.

Should be college graduate with specialization appropriate to arm or service in field.

## PLANS AND POLICIES OFFICER (2616)

Formulates basic plans and policies for the operation of a major organizational unit. Initiates long-range planning for personnel, facilities, and equipment required for future operations; prepares pertinent correspondence, directives, and memoranda; evaluates reports and prepares recommendations for changes in policy or procedure; confers with staff officers and maintains liaison with other units concerning related activities. May perform other administrative or executive duties.

Military service appropriate to operations essential.

Considerable civilian experience in field of specialization in an administrative or executive position of a policy-forming nature very desirable.

College education appropriate to field of activity, or equivalent experience and training desirable.

### SOURCE JOBS

Director, governmental agency	President or Director, institutions
Executive, industrial or commercial enterprise	

## PERSONNEL AND TRAINING OFFICER (2617)

Directs or supervises training and management of personnel assigned to an organization. Plans and coordinates activities pertaining to training of mili-

tary and civilian personnel of unit; collaborates with governmental units in the development of training programs, including preparation of courses and examinations; supervises preparation and maintenance of personnel records and is responsible for personnel matters such as preparation of pay rolls and vouchers and requisitioning and assignment of personnel.

Must have thorough knowledge of Army administration and personnel procedures.

Military experience desirable.

Should have civilian experience in business administration and personnel management.

College education with specialization in business or personnel administration very desirable.

### SOURCE JOBS

Personnel Technician	Personnel Manager
Employment Office Manager	Office Manager

### UNIT OFFICER, TRAINING CENTER (2622)

Directs or supervises tactical training, military discipline, and general welfare of a trainee unit at replacement or basic unit training center or similar installation, and is responsible for its administration, supply, equipment, and security. Directs or supervises basic training in military subjects appropriate to arm or service such as map reading, close and extended order drill, military sanitation, and first aid; directs or supervises basic training in appropriate and tactical subjects; prepares training schedules and programs; develops and maintains cadre system to insure adequacy of training program; checks progress of training; conducts periodic inspections of trainees and equipment; recommends trainees for officer candidate and other service schools; directs or supervises messing and other unit facilities.

Must have thorough knowledge of Army organization and technical and tactical operations of particular arm to which assigned. Must be familiar with Army teaching methods, instructional aids, and training expedients.

Military experience or graduation from appropriate officer school essential.

Civilian supervisory or administrative experience desirable.

### LOGISTICS OFFICER (2625)

Supervises and participates in the making of studies and preparation of logistical plans for use in developing operations in potential or active combat

theaters. Studies transportation problems, such as determination of car and road capacities of existing or proposed rail facilities, calculation of time-space factors of motor column movements, estimation of relative suitability of different means of transportation for movement of various types of supplies and equipment; collects and consolidates data on climate, agricultural production, natural resources, and other geographic or economic aspects of areas in which operations are contemplated; establishes troop and equipment requirements for specific operations; studies quartering, supply, and transportation problems which arise in planning combat operations.

Must be familiar with supply and transportation requirements of large-scale military operations. Ability to establish methods for gathering and computing logistical data essential.

Must have extensive staff experience particularly in G-3 and G-4 capacity.

Completion of course at Command and General Staff School very desirable.

### TROOP MOVEMENTS OFFICER (2640)

Plans, directs, and supervises movement of troop units. Prepares schedules and issues movement orders; coordinates movement of various units; arranges for quartering or berthing of troops; advises unit commander on plans and procedures governing movement and control of troops and acts as liaison between troop units; maintains record of troop allotments and assignments and prepares reports pertaining to troop movements.

Must be familiar with Tables of Organization. Must have thorough knowledge of military procedures pertaining to control and movement of troops to or from a port of embarkation. Should be familiar with berthing and assignment of space aboard transports.

Military experience essential. Supervisory experience in directing movement of military personnel very desirable.

Civilian experience in passenger railway or water transportation desirable.

### COMMUNICATIONS INSPECTION OFFICER (2680)

Directs or conducts surveys of communications units in command to which assigned to determine adequacy and condition of equipment, proficiency of personnel, status of training, and organizational efficiency. Inspects operations and maintenance of equipment, such as wire, radio, radar, radar and

radio aids to navigation, fire control, bombing and countermeasures, and related electronic facilities, to ascertain operating efficiency of communications activities; determines status of supply and maintenance of communications equipment, the efficiency of administration relative to communications matters, and the efficiency of training of unit personnel; prepares reports of inspections; supervises maintenance of files and records pertinent to communications inspections; advises communications inspectors in lower command echelons on establishment of adequate inspection systems.

Military experience in communications operations essential. Should have completed pertinent service school courses.

Civilian supervisory or technical experience in telephone, telegraph or radio engineering desirable.

College education with courses in communications engineering desirable.

#### VISUAL AIDS DEVELOPMENT OFFICER (2685)

Directs or supervises planning, development, and production of visual aids for instructional purposes. Supervises preparation and construction of visual aids such as training films, charts, maps, film strips, models, diagrams, slides, and other materials; directs preparation of booklets, scenario, and explanatory materials as instructional guides governing use of visual aids in training and instruction; instructs training personnel in approved methods and procedures of teaching with visual aids; advises on and recommends suitable training aids for instruction programs.

Military experience essential.

Civilian experience in preparation and use of visual aids in educational programs desirable.

College training in educational methods including use of visual aids desirable.

#### SOURCE JOBS

Visual Education Instructor	Vocational Education Instructor
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#### STUDENT OFFICER (2700)

This code and title will be used only as a duty code and will not be used to designate a Military Occupational Specialty. It includes officers who are currently pursuing studies in general or special service schools, and officers who are engaged full-time in refresher courses, student auditing or observing, and other similar student activities.

This classification is not to be for officers assigned temporarily to a pool and awaiting assignment. (See 0001, Duties Unassigned.)

#### ACADEMIC EXAMINATIONS OFFICER (2705)

Supervises examination of military personnel at service schools and other training installations. Analyzes instructional material and prepares reliable and valid examinations which adequately test pupil's knowledge of subject matter; edits and critiques examinations prepared by instructors; administers examinations; maintains statistical data relating to examinations; analyzes data to determine which phases of instruction are most difficult to comprehend and recommends instructional emphasis accordingly; computes correlations and tables for conversion of raw scores to standard Army grades; conducts item analyses to determine effectiveness of instruction.

Military experience very desirable including graduation from appropriate officer school.

Civilian experience in teaching or administration and preparation of examinations very desirable.

College training with courses involving theory and principles of education, educational measurements, and statistics very desirable.

#### SOURCE JOBS

Instructor, educational institution	Educational Psychologist Statistician
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#### INSTRUCTOR, TEACHING METHODS (2706)

Conducts teacher training classes on methods of teaching. Instructs and demonstrates basic principles of military pedagogy such as decentralization, progressive training, application and use of teaching and visual aids to increase instructional efficiency; holds conferences with individual instructors and outlines programs for improvement in teaching.

Must be familiar with field and fixed installation methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil methods. Must be able to select appropriate method for a given phase of instruction and use of instructional aids such as training films, film strips, blackboards, charts, and training expedients.

Military experience desirable.

Civilian experience in teacher training or participation in radio commentating, public speaking, lecturing, or dramatics essential.

Should be college graduate with postgraduate work in education, speech, or dramatics.

### SOURCE JOBS

Instructor, Methods of Teaching	Dramatics Instructor
Instructor, Public Speaking	College Instructor
	Radio Commentator

### INSTRUCTOR, PHYSICAL SCIENCES (2710)

Instructs or supervises the instruction of military personnel in physical science subjects such as physics, chemistry, and mathematics. Prepares, conducts, and grades examinations; designs and utilizes various types of visual aids; arranges for and conducts demonstrations; supervises practical work done by students; utilizes various reference materials to plan and present subject; maintains pertinent class records.

Must be familiar with methods of teaching such as lecture, conference, and demonstration; must be able to select appropriate method for a given phase of instruction; must be familiar with use of instructional aids such as training films and film strips.

Military experience desirable.

Civilian experience should include several years' practical teaching experience in physical science subjects.

### SOURCE JOBS

Instructor, physical sciences	Chemist
Physicist	Mathematician

### INSTRUCTOR, LANGUAGES (2711)

Instructs or supervises instruction of military personnel in one or more foreign languages. Teaches the reading, writing, and speaking of a foreign language; keeps pupils currently informed as to matters pertaining to a foreign state by interpreting publications and speeches.

Should be proficient in speaking, reading, and writing the language or languages being taught. Must be familiar with methods of teaching such as lecture, conference, and coaching; must be able to select appropriate method for a given phase of instruction; must be familiar with use of instructional aids such as training films, film strips, and sound recording and reproduction devices.

Military experience desirable.

Civilian experience in teaching foreign languages desirable.

### SOURCE JOBS

Instructor, modern languages	Translator
	Interpreter

### INSTRUCTOR, ENGLISH (2712)

Instructs or supervises instruction of military personnel in English literature, English composition, fundamental principles and techniques of public speaking, forensics, and diction; prepares, conducts, and grades examinations; arranges for and conducts demonstrations; supervises practical work done by students.

Must be familiar with methods of teaching, such as lecture, conference, and demonstration; must be able to select appropriate method for a given phase of instruction; must be familiar with use of instructional aids, such as training films and film strips.

Military experience desirable.

Civilian experience should include several years' practical teaching experience in English literature, composition, public speaking, forensics, and diction.

College training with specialization in English literature and composition essential; graduate study in field desirable.

### SOURCE JOBS

Instructor, English	Lecturer
Instructor, Public Speaking	Author
Journalist	

### INSTRUCTOR, SOCIAL SCIENCES (2714)

Instructs or supervises instruction of military personnel in economic theory, economic history, economic geography, sociology, history, government, political science, or various applied social sciences. Analyzes courses with emphasis on the needs of military personnel.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, charts, and training expedients.

Military experience and thorough knowledge of subject essential. Instructor at U. S. Military Academy should be graduate of the Academy.

Civilian experience as an instructor, research worker, writer, or lecturer in social sciences essential.

Must be college graduate with specialization in social sciences; instructors at U. S. Military Academy should be graduate of the Academy or hold master's degree in social sciences.

### SOURCE JOBS

Instructor, Social Sciences  
Research Worker, Social Sciences  
Writer, Social Sciences  
Lecturer, Social Sciences

### INSTRUCTOR, CIVILIAN DEFENSE (2720)

Instructs or supervises the instruction of civilian organization or civil authorities in matters pertaining to public safety such as air raid protection, aircraft spotting and identification, and auxiliary police. Contacts civilian leaders to promote cooperation and assistance in educational, training, or security programs; assists in organizing groups and formulating policies; arranges for and conducts lectures, demonstrations, and training courses; promotes public interest in projects through publicity releases, posters, and other material. May command a detachment of enlisted men and be responsible for its administration and technical proficiency in staging demonstrations.

Should possess extensive knowledge of the technical phases of the subject taught.

Military experience desirable.

### SOURCE JOBS

Teacher  
Public Relations Man

### INSTRUCTOR, AIRCRAFT RECOGNITION (2721)

Instructs students in the ready recognition of friendly and enemy aircraft. Lectures on methods and techniques of aircraft identification and demonstrates methods with visual aids such as motion pictures, film strips, slides, and charts. May instruct in recognition of naval vessels.

Must be familiar with techniques of aircraft identification and should have knowledge of teaching methods.

Military experience essential. Should be graduate of Army Air Forces Flash Aircraft Recognition School or other school appropriate to arm or service.

Civilian experience as an instructor desirable.

### INSTRUCTOR, VISUAL COMMUNICATIONS (2723)

Instructs or supervises instruction of military per-

sonnel in types and employment of visual means of communication. Instructs in use of such signal devices as message pick-up systems, pyrotechniques, panels, codes, flares, smokes, and flags; acquaints pupils with employment of visual communication in tactical situations; demonstrates selection of appropriate forms of communication by simulating tactical situations.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, and training expedients.

Military experience and thorough knowledge of subject essential. Should have completed appropriate officers' school courses.

Civilian experience in teaching desirable.

### INSTRUCTOR, TACTICS (2725)

Instructs or supervises instruction of military personnel in basic and advanced tactics. Teaches logistics, troop leading, offensive, defensive, and holding operations; combines conferences and sand table exercises with terrain exercises, demonstrations, and combat problems in the field.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil; selection of appropriate method of a given phase of instruction; use of instructional aids such as training films, film strips, blackboards, charts, and training expedients.

Military experience with field unit including duties related to subject matter essential. Should be graduate of service school appropriate to field of instruction.

### INSTRUCTOR, ARMY ADMINISTRATION (2726)

Conducts classes in various phases of Army administration. Lectures on Army regulations relative to administrative and operating procedures and on the organization of the Army; instructs students in handling of administrative forms pertaining to personnel records, pay rolls, mess management, preparation of orders, supply, and transportation; supervises subordinate instructors and assists in preparation of new training programs.

Must have thorough knowledge of Army organization and be thoroughly familiar with regulations pertaining to correspondence, records, and administration.

Military experience essential. Should include graduation from Army administration school and military administrative experience.

Civilian administrative or teaching experience very desirable.

College education including training in business administration or education desirable.

### SOURCE JOBS

Personnel Clerk or Manager Records Clerk	Office Manager Instructor, commercial subjects
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### INSTRUCTOR, DEPOT AND SUPPLY ADMINISTRATION (2727)

Conducts classes for officers and enlisted men in fundamentals of supply procedures including requisition, receipt, accounting, storage, issue, and shipment of property, and in procedures covering lost, damaged, and unserviceable property; demonstrates use of forms necessary in property procurement and accounting, and arranges problems for applications; supervises subordinate instructors and assists in development of training programs.

Must have thorough knowledge of supply methods and procedures and possess ability to competently demonstrate in classroom instruction.

Military experience essential. Should have completed a course in depot and supply administration. Field experience in supply work very desirable.

Civilian experience in accounting and bookkeeping desirable.

Should have some college training in commercial subjects.

### SOURCE JOBS

Accountant Office Manager Instructor, business administration	Bookkeeper Freight Agent
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### INSTRUCTOR, COMMAND AND GENERAL STAFF SCHOOL (2728)

Instructs or supervises instruction and assists in the preparation of courses to train selected officers of all arms or services in basic command and staff doctrine and as general and special staff officers to meet the requirements of divisions, corps, and similar units, both ground and air; presents a broad foundation of general military knowledge, including organization and employment of large ground, air, and naval combat units; tactics of the arms and

functions of the services, type operations of the principal ground and air combat units, combined and joint staff organization and procedures, task force operations, operations of combat and service units individually and within task forces, map reading and map maneuvers, and surveys of theaters of operations; obtains information on practical aspects of staff and operational technique from itinerant observers, military missions, and experts recalled from combat zones. May make liaison trips, both overseas and within the United States to keep instruction current.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil method. Must be able to select appropriate method for a given phase of instruction and use instructional aids such as training films, film strips, charts, skits, map exercises, map maneuvers, and tactical rides.

Military field experience and thorough knowledge of staff procedure in operations essential. Must have knowledge of Army organization and be well versed in techniques, tactics, and logistics of combat units and functions of ASF installations.

Civilian experience in teaching field desirable.

Should be a graduate of the Command and General Staff School and of the special service school of his arm or service.

(This classification is not to be used for instructors classifiable in accordance with paragraph 10, section I.)

### INSTRUCTOR, SEARCHLIGHT AND INSTRUMENT CONTROL (2740)

Instructs or supervises the instruction of military personnel in employment, operation, and maintenance of searchlight and instrument control in coast artillery units. Teaches design and functioning of searchlight control station, power plant, and listener and acoustic correction units.

Must be familiar with methods of teaching such as lecture, conference, demonstration, and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, and training expedients.

Military experience with coast artillery or antiaircraft searchlight or ranging units essential.

Civilian experience in teaching field desirable.

### INSTRUCTOR, SMALL ARMS (2741)

Instructs or supervises instruction of military per-

sonnel in employment, operation, maintenance, and firing of small arms. Teaches nomenclature, disassembly and assembly, mechanical functioning, and techniques of firing machine guns, mortars, rifles, pistols, and other small arms; supervises training in position firing such as kneeling, prone, standing, sitting, and combat; acquaints pupils with effectiveness of small arms such as penetration and range; teaches steps to be taken in cases of misfire.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, charts, and training expedients.

Military experience and thorough knowledge of subject essential. Should have completed appropriate officers' school courses.

Civilian experience in teaching field desirable.

#### INSTRUCTOR, ARTILLERY GUNNERY (2743)

Instructs or supervises instruction of military personnel in employment, operation, maintenance, and firing of artillery guns. Teaches nomenclature, disassembly and assembly, mechanical functioning, and techniques of firing artillery; supervises training in methods of computing firing data, laying guns, and surveying methods incident to successful employment of artillery; acquaints pupils with effectiveness of artillery such as penetration and range; teaches steps to be taken in case of misfire.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, charts, and training expedients.

Military experience and thorough knowledge of subject essential. Should have completed appropriate officers' school courses.

Civilian experience in teaching field desirable.

#### INSTRUCTOR, TANK GUNNERY (2744)

Instructs or supervises instruction of military personnel in operation, maintenance, and use of 37-mm, 75-mm, and assault weapons used with tank units. Teaches description, nomenclature, operation, disassembly and assembly, mechanical functioning, and techniques of fire; instructs in application of machine-gun fire and tank gunnery with weapons; instructs in care, maintenance, and operation of the

gyrostabilizer, power traverse, solenoid firing devices, and other special control instruments; instructs groups in light and medium tank crew drills; arranges for and conducts demonstrations, supervises practical work and firing done by students, and sets forth principles of unit training in tank gunnery.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, charts, and training expedients.

Military field experience and thorough knowledge of subject essential. Should have completed appropriate officers' school courses.

Civilian experience in teaching field desirable.

#### INSTRUCTOR, SURVEYING AND MAPPING (2746)

Instructs or supervises instruction of military personnel in methods of surveying and mapping. Teaches use of surveying instruments and methods of developing maps and location of points; coordinates reading and interpretation of battle maps, photomaps, and charts. May supervise instruction in surveying and mapping for gun-laying purposes.

Must be familiar with methods of teaching such as lecture, conference, demonstration, and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, charts, and training expedients.

Military experience and thorough knowledge of subject essential.

Civilian experience in surveying and other topographic work desirable.

#### SOURCE JOBS

Surveyor	Instructor, surveying
Civil Engineer	Cartographer

#### INSTRUCTOR, FIELD ENGINEERING (2747)

Instructs or supervises instruction of military personnel in field engineering. Teaches elementary and advanced map reading and aerial photograph reading and interpretation both by conference and field exercise; conducts and supervises classes in pioneering, construction of fixed and floating bridges, obstacles, field fortifications, camouflage, and laying and removal of mine fields, demolitions, and booby traps.

Must be familiar with methods of teaching such as lecture, conference, demonstration, group performance, and coach-and-pupil; selection of appropriate method for a given phase of instruction; use of instructional aids such as training films, film strips, charts, and training expedients.

Technical military training in surveying or some branch of engineering essential. Should have completed appropriate officers' school courses.

College training in civil engineering desirable.

#### SOURCE JOBS

Instructor, civil engineering	Surveyor
Civil Engineer	Construction Contractor
	Mining Engineer

#### INSTRUCTOR, HORSEMANSHIP (2749)

Instructs or supervises instruction of military personnel in the employment of horses in Army units. Teaches methods of riding, care, and feeding of horses.

Must be familiar with methods of teaching such as lecture, conference, and demonstration; must be able to select appropriate method for a given phase of instruction; must be familiar with use of instructional aids such as training films and film strips.

Military experience preferably with horse cavalry, horse artillery, or pack animal troops essential.

Civilian experience in care and handling of horses desirable.

#### SOURCE JOBS

Horse Trainer	Stable Manager
Riding Instructor	

#### INSTRUCTOR, MACHINE SHOP (2780)

Instructs classes in care and operation of machine tools used by maintenance and repair units. Conducts courses in theoretical and practical aspects of machine-shop work; directs and supervises subordinate instructors and assists in preparation of new training programs.

Must be experienced in shop procedure and thoroughly understand "lay-out" and shop designs. Must be able to use measuring instruments such as gages and micrometers, and operate machine tools such as lathes, shapers, planers, and milling machines. Should be able to plan courses of study, prepare instructional materials, lectures, and examinations, and use visual aids and demonstration techniques.

Military experience desirable.

Civilian experience as skilled machinist essential. Should have advanced technical school training in machine-shop practices.

#### SOURCE JOBS

Machinist	Instructor, machine shop practices
Machine Shop Foreman	

#### INSTRUCTOR, WELDING (2781)

Instructs classes in techniques of welding. Explains theory and methods of welding and gives practical demonstrations in electric arc and oxy-acetylene welding; observes and corrects work of students; supervises subordinate instructors and assists in preparation of new training program.

Must be expert welder and be thoroughly familiar with different types of welds and welding positions.

Should be able to plan courses of study, prepare instructional material, lectures, and examinations, and use visual aids and demonstration techniques.

Military experience desirable.

Should have civilian welding experience.

Should have advanced technical school training in welding and machine-shop practices.

#### SOURCE JOBS

Combination Welder	Electric Arc Welder
Oxyacetylene Welder	Instructor, welding

#### INSTRUCTOR, AUTOMOTIVE REPAIR (2783)

Instructs classes at an automotive school in specialized maintenance courses covering basic principles of wheeled and half-track vehicle operations, driver training, duties of transport personnel, planning and operation of motor convoys, and automotive maintenance and repair; arranges for practical demonstrations and utilizes visual training aids such as charts, film strips, and motion pictures; supervises and inspects practice training of students and conducts final examinations.

Should have thorough knowledge of and be able to repair motorized equipment, such as passenger vehicles, cargo trucks, dump trucks, and other wheeled and half-track vehicles.

Military experience, including motor maintenance, desirable.

Civilian experience in teaching mechanical subjects very desirable.

## SOURCE JOBS

Automotive Engineer            Machinist  
Garage Manager                Automotive Mechanic

### HEADQUARTERS COMPANY<sup>5</sup> COMMANDER (2900)

Supervises technical and tactical training, discipline, and administration of a headquarters company, detachment, battery, troop, or squadron. Furnishes personnel for administrative section of headquarters unit; provides administrative services for service sections or special troops attached to company; maintains personnel and supply records, and prepares miscellaneous reports; supervises operation of communication equipment; arranges for security of headquarters and policing of area. May provide for messing and quartering of casualties. May command headquarters and service company and be responsible for operation of motor pool, maintenance of unit vehicles, and administration of technical service sections.

Must be thoroughly familiar with all phases of communication operations.

Military experience in arm or service to which assigned essential. Must have command experience and general knowledge of Army organization and administration.

Civilian administrative or supervisory experience desirable.

### HEADQUARTERS COMMANDANT (2901)

Supervises and coordinates internal administration and security of headquarters. Arranges for movement and security of headquarters; contacts appropriate service units for housing, communication, transportation, and supply; provides for detail of orderlies and messengers; supervises headquarters mess, quartering, and messing of casualties; is responsible for reception of visitors at headquarters, and performs other housekeeping duties.

Military administrative experience essential. Should have command experience and general knowledge of Army organization and administration.

Civilian administrative or supervisory experience desirable.

<sup>5</sup>Substitute battery, troop, squadron, platoon, detachment, or other appropriate designation of unit.

### COMPOSITE UNIT COMMANDER (2902)

Commands a composite service force providing several kinds of services and is responsible for administration, training, and discipline of unit. Evaluates and estimates needs of organization and with aid of staff officers makes decisions regarding personnel efficiency, discipline, operations, training, and supply; issues orders and directives; directs performance of duties and inspects completed work.

Must have knowledge and ability to organize and direct operations of unit. Knowledge of or experience in the technical operations which constitute the special mission of one or more of the various operating units desirable.

Military experience essential. Must have advanced training and experience within arm or service commensurate with grade.

Civilian supervisory or managerial experience desirable.

College education appropriate to field of operations or equivalent practical experience desirable.

### SERVICE COMPANY<sup>5</sup> COMMANDER (2910)

Supervises technical operation and administration of service sections. Receives and distributes supplies, establishing and operating distribution points for rations and water, gasoline and oil, ammunition, and engineer supplies; maintains motor vehicle pool and directs maintenance operations; furnishes personnel for headquarters sections; maintains personnel and supply records, and provides for mess operations and postal services; arranges for service details and orderlies. May be responsible for the establishment, defense, and operation of regimental train bivouac.

Must be familiar with motor transportation and maintenance operations. Must have thorough knowledge of supply movement and distribution.

Military command experience essential.

Civilian supervisory and administrative experience desirable.

### MEDICAL OFFICER, STAFF (3000)

Performs duties as a medical officer of a special staff. Provides information and advice to the commander on medical matters. Supervises Medical Department activities of command relative to sanitation, medical, surgical and dental service, technical training of medical and other personnel, and em-

ployment of medical facilities; prepares plans for the operation of the medical service of medical supply of the command and supervises the execution of these plans.

Military experience is essential. Graduation from Command and General Staff School desirable. Must be graduate of Medical Field Service School or School of Aviation Medicine, or have had equivalent military experience.

Must be graduate of a medical school approved by The Surgeon General.

#### MEDICAL OFFICER PREVENTIVE MEDICINE (3005)

Plans, initiates, and supervises control measures against preventable diseases and injuries. Determines incidence of infectious disease in troops and in adjacent civilian communities; investigates all unusual prevalence of disease and carries out special epidemiological studies; determines health hazards in areas where troops are operating or quartered; surveys adequacy of sanitation with special reference to water and waste disposal systems, insect and rodent control, and other conditions affecting the health of troops; submits recommendations regarding the prevention and control of diseases and for the correction of sanitary defects and other conditions adversely affecting the health of troops; exercises technical supervision over the training of all personnel in personal hygiene, sanitation, and other measures for the prevention of disease; supervises and coordinates in major commands activities of specialists in various branches of preventive medicine such as epidemiology, venereal disease control, malaria control, nutrition, industrial hygiene, sanitary engineering, and entomology; maintains liaison with appropriate civil agencies. May serve as medical inspector.

When serving as Venereal Disease Control Officer, initiates and directs a comprehensive and unified program aimed at reducing the noneffectiveness resulting from venereal disease; assures effective operation of all measures directed toward the control of venereal diseases, including education, prophylaxis, and case finding; assures effective implementation of policies regarding diagnosis, treatment, and disposition of patients with venereal diseases in coordination with the medical consultant or senior internist; recommends to higher authorities such administrative measures as may seem desirable.

When serving as civil affairs health officer organizes and directs the civil public health program for area subject to military control; coordinates military

and civilian programs of preventive medicine and public health; advises military government officials on public health matters.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

For assignment as medical inspector in Army Ground Forces units graduation from Medical Inspector's Course of the Medical Field Service School desirable.

Must be graduate of a medical school approved by The Surgeon General. Graduate degree in public health desirable.

#### MEDICAL OFFICER, INDUSTRIAL MEDICINE (3006)

Directs or supervises an industrial medical program. Assures adequacy of emergency medical and surgical care for Civil Service employees of industrial installations; supervises physical examinations of employees for proper job placement from the standpoint of prevention of occupational disease and injury; inspects operation of plant for occupational health hazards and recommends corrective measures; conducts general preventive medicine program among employees; cooperates with other departments in controlling absenteeism and preventing industrial accidents.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be a graduate of a medical school approved by The Surgeon General.

#### MALARIOLOGIST (M.C.) (3007)

Initiates and technically supervises measures to control malaria and other insect-borne diseases. Acts as consultant in all matters pertaining to malaria prevention, including the use of drugs for suppressive treatment; directs entomological, parasitological and clinical surveys of areas in which troops will be operating or quartered to determine hazards from malaria and other insect-borne diseases; collects and evaluates epidemiological data important for planning of control measures; estimates requirements for necessary personnel, supplies, and equipment.

Should be graduate of the Medical Field Service School or have equivalent military training and experience.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### HOSPITAL ADMINISTRATOR (3012)

Directs or supervises administrative activities in a military hospital. Interprets rules and regulations; establishes and puts into operation administrative policies for the preparation and maintenance of supply, personnel, statistical, fiscal, and budget records; supervises such administrative duties as allocation of ward space and disposition of patients' effects; conducts periodic inspections of officers and departments to insure compliance with established regulations; assists the hospital commanding officer in carrying out the policies adopted for unit or installation.

Must be familiar with organizational and administrative practices of medical institutions.

Must have had military experience in the administrative procedures involved in a military hospital over a period of time sufficient to acquire an insight into the needs and background of a military hospital.

Civilian experience as superintendent of a hospital of at least 100 beds for 3 years, post graduate study in hospital administration at a recognized college, or membership in good standing in The American College of Hospital Administration or The American Hospital Association essential.

#### VITAL STATISTICS OFFICER (3020)

Compiles statistical tables, and prepares charts and graphs from data on sick and wounded records; supervises correspondence necessary to correct or supplement these reports; prepares written analysis interpreting data contained on such records.

Must be graduate of an approved school of public health with thorough training in vital statistics and in the analysis of medical records or must be a graduate of a college or university with at least 6 semester hours' instruction in statistical methods and techniques and in addition have the equivalent of 1 year's post-graduate study in a school of public health. Graduates of a college or university who have the necessary statistical training may substitute evidence of the completion of premedical training and at least 2 years' experience in a State or city health department for the year's post-graduate study in a school of public health.

#### MEDICAL OFFICER, GENERAL (3100)

Performs various medical functions in a hospital,

dispensary, field unit, or other military installation. Writes case histories, examines and treats sick and wounded personnel, including battle casualties; collects and evacuates sick and wounded; exercises technical control over medical unit to which assigned; supervises and instructs enlisted personnel in care and treatment of injury and disease. Depending upon the organization to which assigned, performs duties entirely professional or largely administrative in nature.

Must be graduate of a medical school approved by The Surgeon General.

#### MEDICAL OFFICER, TUBERCULOSIS

(3101)

Diagnoses tuberculosis and other chronic diseases of the chest and treats patients having or suspected of having pulmonary tuberculosis. Treats, or is consultant in the treatment of, patients suffering from any type of chronic pulmonary disease; consults with the hospital surgical service in the management of cases of tuberculosis and thoracic diseases; consults in the interpretation of chest X-ray films; gives pneumothorax treatment; is responsible for sanitation of wards and other units to which assigned; gives particular attention to control of spread of infection and initiates any epidemiological studies indicated by local conditions; instructs patients and ward attendants in prevention of spread of tuberculosis; educates tuberculosis patients concerning the nature of the disease and general principles of treatment.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### PROCTOLOGIST (3104)

Diagnoses and treats patients with injuries or diseases of the anus and rectum, operating as indicated.

Must be qualified in the use of the proctoscope and allied instruments and be capable of recognizing any diseases or disorders of the colon discovered during the course of examination and treatment.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### GASTROENTEROLOGIST (3105)

Diagnoses and treats diseases of the gastro-intestinal system. Obtains and studies case histories of patients and follows progress of the disease; studies X-ray examinations; makes and interprets various specialized tests of the gastro-intestinal system and acts as consultant in this specialty to other services; supervises diets of patients in gastro-enterological wards.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### OPHTHALMOLOGIST AND OTORHINOLARYNGOLOGIST (3106)

Diagnoses and treats patients suffering from injuries, diseases, or disorders of the eye, ear, nose or throat, operating as indicated. Makes eye, ear, nose and throat examinations; supervises care of patients by nurses and enlisted technicians; refracts eyes of patients and prescribes eyeglasses in treatment of visual disorders.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### CARDIOLOGIST (3107)

Diagnoses and treats patients having or suspected of having cardio-vascular diseases and disorders. Makes and interprets electro-cardiograms; instructs nurses and enlisted technicians in the making of electro-cardiograms; regulates diets; supervises ward personnel in care of patients.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### OBSTETRICIAN AND GYNECOLOGIST (3108)

Supervises and performs deliveries and surgical operations in maternity cases.

Provides preoperative and post-operative care for mother and infant; conducts prenatal clinic and gynecologic clinics and performs gynecologic operations as indicated. May perform general surgery.

Must have had adequate training and/or experience in this field as determined under provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### UROLOGIST (3111)

Diagnoses and treats patients suffering from injuries, diseases, or disorders of genito-urinary tract, operating as indicated. Supervises the care of urological patients; acts as consultant in urology for other services.

Must be skilled in use of the cystoscope in diagnosis and treatment of urinary tract disorders.

Must have had adequate training and/or experience in this field as determined under provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### DERMATOLOGIST (3112)

Diagnoses and treats patients with disease of the skin and its appendages. Acts as consultant in this specialty to other services. May initiate and direct the diagnosis and treatment of venereal disease, and instruct military personnel in the proper administration of prophylaxis. May direct the operation of a venereal disease clinic.

Must have adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### ALLERGIST (3113)

Diagnoses and treats patients suffering from conditions of allergic origin. Obtains and studies case histories of patients; makes and interprets various specialized tests essential to examination of patients with allergic manifestations; acts as consultant in this specialty to other services.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### ANAESTHESIOLOGIST (3115)

Administers or supervises the administration of anaesthetics. Determines the anaesthetic to be used considering patient's condition and the operation to

be performed; records observations while administering anaesthetics; maintains equipment for administration of anaesthetics in serviceable condition; instructs personnel in administration of anaesthetics.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be a graduate of a medical school approved by The Surgeon General.

### PEDIATRICIAN (3116)

Diagnoses and treats diseases of children. Directs proper hygienic measures for ward care of children; supervises isolation measures of children with communicable diseases. May diagnose and treat communicable diseases in all age groups.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### OPHTHALMOLOGIST (3125)

Diagnoses and treats patients suffering from injuries, diseases, or disorders of the eye, operating as indicated. Supervises and instructs nurses and enlisted technicians in the care of patients; gives examinations; refracts eyes of patients and prescribes glasses.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### OTORHINOLARYNGOLOGIST (3126)

Diagnoses and treats patients suffering from injuries, diseases, or disorders of the ear, nose or throat, operating as indicated. Supervises and instructs nurses and enlisted technicians in the care of patients; gives ear, nose, and throat examinations. May interpret completed X-rays.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be a graduate of a medical school approved by The Surgeon General.

### NEUROLOGIST (3128)

Diagnoses and directs management of patients

suffering from organic disorders or diseases of the central or peripheral nervous system. Consults in neurology in hospital or other unit as indicated; supervises nurses, technicians and assistants in the care of neurological patients, giving special instruction where necessary; supervises the operation of the electroencephalograph apparatus and interpretation of the electroencephalograms; performs other special examinations of the nervous system such as pneumoencephalograms.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### PSYCHIATRIST (3129)

Diagnoses and treats patients suffering from mental disorders or diseases. Acts as consultant in his specialty to other services in the hospital or other unit and to courts-martial and various Army boards; supervises and instructs nurses and technicians in care of patients; supervises clinical psychologists, psychiatric social workers and other psychiatric aides; carries out mental hygiene program and advises on health and morale of the command; carries on psychiatric activities in field units to maintain mental fitness of the troops.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### NEUROPSYCHIATRIST (3130)

Diagnoses and treats patients suffering from disorders or diseases of the nervous system, both organic and functional. Acts as consultant in his specialty to other services in hospitals, in units, to courts-martial and to various Army boards; supervises operation of electroencephalographic apparatus and interprets electroencephalograms; supervises and instructs nurses and technicians in care of patients; directs clinical psychologists and psychiatric social workers and other neuropsychiatric aides; carries out mental hygiene program and advises command on mental health and morale of the command; carries on neuropsychiatric activities in field units to maintain mental fitness of the troops.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

*Electroencephalographer (3127) (see c1)*

Must be a graduate of a medical school approved by The Surgeon General.

#### NEUROSURGEON (3131)

Examines patients suffering from injuries and diseases of the nervous system, operating as indicated. Directs preparations for operation and supervises nurses, technicians, and other assistants; supervises preoperative and post-operative care and treatment; directs care of patients.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### MEDICAL OFFICER, TROPICAL MEDICINE (3138)

Diagnoses and treats patients with any of the general or special diseases in the field of internal medicine, with particular reference to tropical diseases. Prescribes therapy; consults with other services in regard to diagnosis of patients with tropical diseases.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### INTERNIST (3139)

Diagnoses and treats patients with any of the general or special diseases of internal medicine. Consults with specialist in particular branches of medicine regarding diagnosis and treatment; orders and interprets special tests and procedures generally utilized for diagnosis; acts as consultant to other services in cases of general medical conditions.

For assignment in a particular field of internal medicine must have had specialized training.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### GENERAL SURGEON (3150)

Examines, diagnoses, and treats illnesses and injuries of patients with general surgical conditions, operating as indicated. Directs and supervises preoperative and post-operative care of patients; consults with other medical officers on general surgical conditions; supervises the care of patients.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### THORACIC SURGEON (3151)

Examines patients suffering from surgical diseases and injuries of the thorax and performs surgical operations as indicated. Supervises and instructs officers, nurses, and enlisted technicians in the surgical treatment of thoracic diseases and injuries; supervises and instructs subordinates in pre-operative and post-operative care and dressing of wounds; performs endoscopic examinations.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### PLASTIC SURGEON (3152)

Examines and treats patients suffering from conditions requiring plastic surgery. Performs surgical operations and supervises pre-operative and post-operative care of patients; directs and instructs medical officers, nurses and enlisted technicians in the technique and care of maxillo-facial wounds and other plastics procedures.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

#### ORTHOPEDIC SURGEON (3153)

Examines and treats patients suffering from disorders of bones and joints, operating as indicated; interprets X-rays of orthopedic cases; reduces and immobilizes fractures by open or closed methods as indicated; supervises application of splints; supervises pre-operative and post-operative care of patients; supervises maintenance of orthopedic appliances; acts as consultant to other services on disorders of bones and joints; instructs classes in first aid and definitive treatment of fractures; instructs ward personnel in care of orthopedic cases.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

### DENTAL OFFICER (3170)

Performs duties incumbent upon a general practitioner of dentistry. Examines, diagnoses, and treats diseases, abnormalities, injuries, and defects of the teeth and their investing tissues; instructs personnel in care of dento-oral health; prepares reports and surveys of the dental service; assists Medical Corps officers in care of sick and wounded in combat areas; supervises requisitioning, procuring, care, and maintenance of dental supplies and equipment.

Must be licensed to practice dentistry. Must be engaged in active ethical practice of dentistry at time of appointment.

Must be graduate of an accredited dental college.

### ORAL SURGEON, DENTAL (3171)

Examines, diagnoses and treats, by surgical or other means, all the infections, diseases, abnormalities, injuries, afflictions, and pathology of the oral tissues and supporting structures, and of the maxillary, mandibular, and adjacent bones. Surgically removes cysts and neoplasms of the oral soft or bony tissues; reduces and provides proper fixation and treatment of fractures of the jaw and adjacent bones; administers or supervises the administration of local and general anesthetics for use in dento-oral cases; prepares and maintains reports and records of progress of hospitalized dental cases and cooperates with Medical Corps officers in the care of such cases; cooperates with orthopedists and plastic surgeons in care and treatment of maxillo-facial injuries.

Should be thoroughly familiar with all laboratory procedures involved in the care of oral surgery patients. Must be licensed to practice dentistry. Must be engaged in the active ethical practice of dentistry at the time of appointment.

Should have background of extensive experience in oral surgery and have been a member of a hospital staff. An internship, fellowship, or residency in a recognized hospital or other institution desirable.

Must be a graduate of an accredited dental school.

### EXODONTIST (3172)

Examines, diagnoses and removes infected or affected teeth.

Should be proficient in the administration of both local and general anesthetics.

Must be licensed to practice dentistry.

Extensive training or experience in exodontia

very desirable. Hospital internship or residency desirable.

Must be a graduate of an accredited college with postgraduate study in exodontia.

### Orthodontist (3173) (See c1) PERIODONTIST (3174)

Examines, diagnoses, and treats diseases of the investing tissues of the teeth.

Must be proficient in the conservative and surgical treatment of periodontal pathology and fully cognizant of the various accepted methods of treating such conditions. Should be qualified to adequately and properly instruct patients in the home care of the investing tissues of the teeth to maintain them in a healthy condition following treatment.

Must be licensed to practice dentistry. Must be engaged in active ethical practice of dentistry at time of appointment.

Extensive training or experience in periodontia very desirable.

Must be graduate of accredited dental college. Postgraduate study of periodontia very desirable.

### PROSTHODONTIST (3175)

Examines and diagnoses cases requiring the restoration of missing teeth. Constructs or supervises the construction of fixed or removable bridges and full or partial dentures to replace such missing teeth.

Must be licensed to practice dentistry. Must be engaged in the active, ethical practice of dentistry at the time of appointment.

Extensive training or experience in prosthetic dentistry essential.

Must be graduate of accredited dental college. Postgraduate study in prosthetic dentistry very desirable.

### DENTAL OFFICER, STAFF (3178)

Assists staff surgeon of a unit or installation and informs staff surgeon regarding current status and capabilities of the dental service of the command. Advises staff surgeon on matters pertaining to oral health, qualifications and proper assignment of dental officers, and dental personnel required to meet needs of command; supervises dental service of command and training of dental personnel for tactical assignments; conducts periodic inspections of dental clinics to insure maintenance of records according to regulations, maintenance of dental equipment and supplies, and adequacy and suitability of equipment.

Must be licensed to practice dentistry.  
Military experience as a dental officer essential.  
Must be graduate of accredited dental college.

*Medicine Officer*  
*(change)*  
PHYSICAL THERAPIST (3180)

Diagnoses and treats diseases and physical disabilities requiring physical therapy. Directs physical medicine program for the treatment and rehabilitation of military personnel, including such special treatments as physical exercise, electrotherapy, fever therapy, hydrotherapy, and infra-red and ultra-violet ray treatments; prescribes treatments, develops therapeutic techniques, and directs training program. May supervise occupational therapy and educational training as part of rehabilitation program.

Must have special knowledge of regenerative processes of the body and be able to evaluate physical therapy techniques in relation to them.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

DIAGNOSTIC AND THERAPEUTIC  
RADIOLOGIST (3182)

Performs duties of diagnostic radiologist and administers superficial radiation therapy. Confers with medical and dental officers on the diagnosis of disease and the advisability of radiation therapy. May perform deep radiation therapy only as authorized by the Chief Consultant to The Surgeon General in Radiology.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

DIAGNOSTIC RADIOLOGIST (3184)

Makes and supervises the making of X-ray and fluoroscopic examinations. Directs the developing of films and interprets films and fluoroscopic screen images; confers with surgeons, medical officers, and dental officers in diagnosis of cases through interpretation of X-ray examinations; trains officers and enlisted technicians in the technical use of X-ray films; supervises the care, installation, and packing of equipment in the field.

Must have had adequate training and/or experience in this field as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

VETERINARY OFFICER, GENERAL  
(3200)

Performs duties of a general practitioner of veterinary medicine in a hospital, field unit, remount depot, or other military installation. Conducts physical examinations of animals and takes necessary preventive measures to assure health of animals; diagnoses and treats sick and wounded animals including battle casualties; collects and evacuates disabled animals and exercises technical control of the veterinary unit to which assigned; supervises and instructs enlisted personnel in veterinary practice and animal hygiene. May inspect meat, meat-food, and dairy products.

Must be a graduate of a veterinary school approved by The Surgeon General.

VETERINARY OFFICER, LARGE ANIMAL  
(3201)

Diagnoses and treats diseases and injuries of and performs surgical operations on large animals. Directs and supervises preoperative and post-operative care of surgical cases; advises in the management, care, and feeding of large animals; initiates and supervises suitable preventive and control measures for epizootic diseases to preserve and maintain the health of large animals; instructs enlisted personnel in proper procedures in care and treatment of large animals.

Must have at least one year of civilian and/or military experience in large animal veterinary practice.

Must be a graduate of a veterinary school approved by The Surgeon General.

VETERINARY OFFICER, SMALL ANIMAL  
(3202)

Diagnoses and treats diseases and injuries of, and performs surgical operations on, small animals. Directs and supervises preoperative and post-operative care of surgical cases; advises in the management, care and feeding of small animals; initiates and supervises suitable preventive and control measures for epizootic diseases to preserve and maintain the health of small animals; instructs enlisted personnel in proper procedures in care and treatment of small animals.

Must have at least one year of civilian and/or

military experience in small animal veterinary practice.

Must be a graduate of a veterinary school approved by The Surgeon General.

#### VETERINARY OFFICER, STAFF (3203)

Assists the staff surgeon of a unit or installation and informs him regarding the current status and capabilities of the veterinary service of the command. Supervises all veterinary activities of the command relative to sanitation, veterinary service, technical and tactical training of veterinary personnel, and employment of veterinary facilities; commands assigned veterinary troops, and is responsible for administration, discipline, and supply. In both staff and command capacities, estimates situations, makes tactical plans and decisions, and controls employment of veterinary troops.

Military experience essential. Must be a graduate of the Medical Field Service School or have had equivalent military training and/or experience. Graduation from Command and General Staff School desirable.

Must be a graduate of a veterinary school approved by The Surgeon General.

#### VETERINARY OFFICER, REMOUNT (3205)

Acts as consultant and supervisor in directing methods used in breeding and handling of animals and conducts physical examination and tests for soundness of animals to be purchased by the Army. Examines animals for sterility and soundness prior to breeding and advises on the care, management, and nutrition of foals and pregnant mares and other special procedures peculiar to breeding of equines; directs and supervises artificial insemination program; directs and supervises application of preventive measures, such as mallein testing, administration of sera and vaccines, quarantine and disinfection; investigates and makes recommendations pertaining to sanitary conditions in connection with purchasing, handling, and transportation of animals. May serve as member of a remount purchasing board.

Possession of Federal hay inspectors license desirable.

Must have at least 3 years' extensive civilian or military experience in breeding activities or equivalent post-graduate work in animal husbandry.

Must be a graduate of a veterinary school approved by The Surgeon General.

#### MEAT AND DAIRY PRODUCTS INSPECTOR (3221)

Inspects meat, meat food, dairy, poultry, and marine products and ascertains by inspection that proper sanitation and processing methods are maintained in food plants. Supervises and instructs personnel in performance of meat and dairy inspection duties, inspects food products of animal origin for sanitary condition and compliance with specifications. May perform duties of a veterinary officer, general, (3200) diagnosing and treating sick and wounded animals.

Must be qualified to perform the duties of a Veterinary officer, General (3200).

Must have experience in the inspection of meat and dairy products.

Must be graduate of an accredited veterinary college approved by The Surgeon General.

#### MEATS PRODUCTS INSPECTOR (3222)

Examines the sanitary conditions under which meat and meat food, poultry, and marine products are produced and processed. Investigates and evaluates efficiency of the inspection system; supervises and instructs commissioned and enlisted personnel in the performance of meat inspection duties, particularly those in connection with ante and post mortem examinations; acts as advisor and consultant on all phases of meat sanitation and hygiene.

Must have extensive training or experience in meat sanitation and inspection.

Must be graduate of an accredited veterinary college approved by The Surgeon General.

#### DAIRY PRODUCTS INSPECTOR (3223)

Examines sanitary conditions under which milk and other dairy products are produced and processed. Supervises and instructs commissioned and enlisted personnel in performance of dairy inspection duties; investigates and evaluates the efficiency of inspection system maintained by civilian agencies and advises as to corrective procedures; acts as advisor and consultant on dairy sanitation and hygiene.

Must have extensive experience in dairy sanitation.

Should be graduate of an accredited veterinary college approved by The Surgeon General, or be graduate of an accredited college of agriculture or

arts and sciences with major studies in dairy technology.

#### VETERINARY OFFICER, LABORATORY (3231)

Performs chemical, bacteriological, biological, and other tests of meat, meat-food, and dairy products to determine wholesomeness and compliance with Federal specifications and contract requirements. Conducts routine bacteriological, pathological, serological, chemical, and parasitological tests and examinations incident to treatment, control and prevention of disease in military animals; conducts research of military importance in the fields of veterinary bacteriology, pathology, immunology, and parasitology; investigates diseases which adversely affect the health of animals; trains and instructs laboratory personnel.

Must have at least 1 year special training in civilian and/or military experience as a specialist in this field.

Must be a graduate of a veterinary school approved by The Surgeon General.

#### MEDICAL OFFICER, LABORATORY (3303)

Aids in the diagnosis and treatment of disease entities through interpretation and correlation of results of clinical laboratory procedures. Supervises a clinical laboratory section or independent laboratory unit; plans and administers the work of the section or unit; trains personnel; maintains necessary professional and administrative records. May perform technical duties and advise on the interpretation of results of laboratory examinations. May collect and process laboratory data pertinent to sanitary and epidemiological surveys.

Must be qualified in one or more of the following: bacteriology, biochemistry, parasitology, serology and pharmacology.

Must have had adequate training and/or experience in this field, as determined under the provisions of Appendix II.

Must be a graduate of a medical school approved by The Surgeon General.

#### RADIOLOGIST (3306)

Makes and supervises the making of X-ray and fluoroscopic examinations. Directs the developing of films and interprets films and fluoroscopic screen images; confers with surgeons, medical officers, and

dental officers in diagnosis of cases through interpretation of X-ray examinations; trains officers and enlisted technicians in the technical use of X-ray equipment, and in the interpretation of X-ray films; in the field, supervises the care, installation, and packing of equipment; maintains records and files of activities. May perform superficial or deep roentgentherapy.

Must have specialized training or experience in roentgenology.

Must be graduate of a medical school approved by The Surgeon General and have completed 1 year internship.

#### BACTERIOLOGIST (SnC) (3307)

Performs and supervises diagnostic bacteriological operations in a hospital or laboratory. Conducts and directs research studies in bacteriological subjects relating to the control of infectious diseases; studies methods of isolating and stabilizing bacteria; collects, isolates, classifies, and studies specimens of blood and discharge and makes microscopic examinations and analyses; prepares and maintains stock cultures of bacteria and conducts routine serologic tests; administers vaccines and sera; prepares reports of laboratory studies, tests, and findings. May investigate special problems such as immunological prevention of dental caries and investigation of antigens for production of "immune" vaccine.

Must have had at least 4 years' training or experience in medical diagnostic bacteriology acquired in the Army, at a hospital, medical school, research agency, or governmental health agency.

Must be university or college graduate with specialization in bacteriology and minor study in chemistry.

#### BIOCHEMIST (SnC) (3309)

Performs chemical analyses of body fluids including blood, urine, pus, and other exudates and transudates. Makes blood sugar determinations; determines blood nitrogen levels; makes blood, urine, and spinal fluid studies; determines concentrations of drugs such as sulfonamides; performs milk and water chemical analyses; identifies poisons of animal, vegetable, and mineral origin, in toxicology, in connection with the analysis of body fluids, foods, and unknown materials. May direct and perform research studies in the field of biochemistry.

Must have had at least 4 years' training or experience in biochemistry acquired in the Army, at a

hospital, medical school, research agency or governmental health agency.

Must be college or university graduate with specialization in chemistry or biochemistry.

#### PARASITOLOGIST (SnC) (3310)

Makes surveys for parasites and vectors. Examines diagnostic material by clinical laboratory methods, identifying gross and microscopic specimens and forwarding diagnosis to attending physicians; maintains insect colonies for laboratory study and instruction purposes; prepares antigens for parasitological treatment inoculation. May teach parasitology and entomology to enlisted and commissioned personnel by lecture and demonstration. May prepare instructional aids such as pamphlets, lantern slides, specimens, and histopathological sections.

Must have had at least 4 years' training or experience in medical parasitology or entomology acquired in the Army, at a hospital, medical school, research agency or governmental health agency.

Must be graduate of an approved college or university with specialization in natural sciences.

#### SEROLOGIST (SnC) (3311)

Prepares, standardizes, and supervises production of diagnostic antigens and sera. Performs and supervises examination and interpretation of serological tests; maintains record of serological reactions; maintains or supervises maintenance of stock culture collections of bacteria; makes research studies concerned with production and testing of experimental vaccines, as for cholera. May teach serological techniques and interpretation and performance of clinical laboratory tests.

Must have had at least 4 years' training or experience in serology or immunology acquired in the Army, at a hospital, medical school, research agency, or governmental health agency.

Must be graduate of an accredited college or university with specialization in serology and bacteriology.

#### CLINICAL LABORATORY OFFICER (SnC) (3314)

Supervises and performs clinical laboratory procedures in hematology, bacteriology, serology, biochemistry, parasitology and other phases of diagnostic laboratory work; instructs personnel in laboratory procedures; supervises preparation of reports of tests and findings; maintains records. May serve as chief of a section in a hospital laboratory.

Must have had experience in medical laboratory work in a hospital, public health institution, or accredited private laboratory and hold at least a Bachelor's degree.

#### ENTOMOLOGIST (SnC) (3315)

Serves as consultant in matters pertaining to health and sanitation from the standpoint of insect and vermin control. Makes regular entomological surveys; identifies medically important insects; recommends control measures based on knowledge of the ecology, life cycles, and habits of the insects under consideration and follows through on adopted policies and procedures; acts as liaison between the medical officer and others on matters pertaining to the maintenance of health standards from the viewpoint of the control of vermin, mosquitoes, and other insects; supervises subordinates and assistants, maintains records, conducts correspondence, and prepares reports and recommendations.

Must have at least 4 years' experience in medical entomology acquired in the Army or in the employ of a city, county, or state health department, the United States Public Health Service, the United States Department of Agriculture, an approved college or university, or other agency specializing in medical entomology.

Must be graduate of an approved college or university with a major in entomology. Graduate degrees in entomology may be substituted for one year of experience.

#### NUTRITION OFFICER (SnC) (3316)

Advises the surgeon on matters pertaining to food and nutrition affecting the health of all personnel within the command. Studies rations and mess operations, including the selection, distribution, preparation, and service of food, as they affect the health of troops; makes recommendations for the correction of defects or deficiencies, and on the need for inclusion of vitamin concentrates as an article of the ration; prepares data on food preparation, nutritive value of foods, and adequacy of rations; studies adequacy of the food consumed by the soldier through nutritional surveys of messes and individual mess analysis; cooperates with the Quartermaster Corps in an advisory capacity on nutritional matters; assists in instruction of officers and enlisted men with regard to nutrition and the attainment of adequate dietary standards; prepares reports and makes recommendations on nutritional matters.

Must be a graduate of a college or university and have 3 years' experience in the field of nutrition or in the nutritional aspects of one or more of the following fields; physiology, biochemistry, food chemistry, hold degree of Doctor of Philosophy or Doctor of Science, or hold a certificate indicating completion of work for such degree from a recognized college or university.

~~Pharmacy Officer (3318) (See c1)~~  
TISSUE PATHOLOGIST (3325)

Performs autopsies and other pathological and bacteriological examinations to determine cause of deaths or disease. Performs and supervises related laboratory research work in subjects such as hematology, bacteriology, urinalysis, and blood chemistry; acts as consultant in obscure disease conditions; prepares reports of activities and results of findings. Instructs enlisted technicians in clinical laboratory procedures.

Must have had adequate training and/or experience in this field, as determined under the provisions of Appendix II.

Must be graduate of a medical school approved by The Surgeon General.

AVIATION PHYSIOLOGIST (3327)

Directs and supervises the altitude training program of an Army Air Forces unit or air base. Under technical supervision of the surgeon at the station to which assigned, instructs personnel in the physiological principles related to high altitude flying operations; in cooperation with the unit oxygen officer, instructs in care and employment of oxygen and related equipment; supervises operation and maintenance of the altitude training chamber. May collect various data required for the solution of physiological problems.

Must be a graduate of the course in aviation physiology at the School of Aviation Medicine.

Must hold a Doctor of Philosophy degree, or its equivalent, in the biological sciences.

~~Optometry Officer (3340)~~  
~~Occupational Therapist (3416) See c1~~  
PHYSICAL THERAPY AIDE (3418)  
~~Therapist (See c1)~~

Supervises physical therapy treatment of military personnel. Supervises nurses and enlisted assistants in giving exercise, electrotherapy, and hydrotherapy treatments as prescribed by a qualified medical officer; maintains records and charts and prepares reports on the management of a physical therapy department; conducts courses of instruction in physical technique for personnel of medical department

~~installations; is responsible for the sanitation and cleanliness of the physical therapy clinic and for maintenance and requisition of supplies.~~

~~Must have completed 2 years of college with major emphasis either in physical education or biological sciences, or have completed approved courses in nursing and physical therapy. Completion of a 4 years' college course in physical education very desirable.~~

HOSPITAL DIETITIAN (3420)

Supervises preparation of food for patients of an Army hospital. Constructs standardized recipes and directs the preparation and serving of food with emphasis on nutrients, palatability, and attractiveness; calculates and directs the preparation and service of special and metabolic diets prescribed by medical officers; instructs patients in correct food and dietary habits; plans daily menus with special reference to proper diet and nutritional balance so as to utilize available food supplies; assists in requisitioning food supplies and kitchen equipment; maintains accounts and records of dietetic department.

Must be college graduate who has majored in foods and nutrition or institutional management. Must have completed an approved dietitian's training course. Two years' dietetic experience in a hospital approved by The Surgeon General may be accepted in place of the 2 years' training course.

NURSE, ADMINISTRATIVE (3430)

~~Directs the nursing service of a Medical Department installation, or section thereof to which nurses are assigned. Supervises the assignment, instruction, and inspection of duty performance of Army Nurse Corps personnel and female civilian employees of the Medical Department whose primary function is the care of patients; supervises the preparation of reports, returns, and charts regarding the nursing service.~~

~~Must be qualified to execute the administrative details required in the operation of the nursing service. Army Nurse Corps experience desirable.~~

~~Civilian hospital experience in administration of nursing activities desirable.~~

~~Must be a graduate of a school of nursing approved by The Surgeon General.~~

NURSE, NEUROPSYCHIATRIC (3437)

Renders nursing care to neuropsychiatric patients. Supervises the operations and instructions of the

nursing care of neuropsychiatric patients; performs all duties of a general duty nurse and adapts all nursing procedures to the care of neuropsychiatric patients.

Must have had 6 months' post-graduate training in neuropsychiatry in an Army or civilian hospital approved for training neuropsychiatric nurses, or have demonstrated her ability to perform such professional duties.

Must be a graduate of a school of nursing approved by The Surgeon General.

*Nurse, Communicable Disease (3441)*  
*Nurse, Pediatric (3442)* (See C2)  
NURSE, OPERATING ROOM (3443)

Makes preparations for and assists the surgeon in performing surgical operations. Obtains, prepares, maintains, and sterilizes necessary supplies and equipment; sets up aseptic field for operation; assists the surgeon during operation, either as a member of the surgical team or as assistant, keeping the surgical team supplied with aseptic materials; supervises the personnel assigned to the operating room.

Must be qualified to administer any procedures directed by the surgeon, including intravenous therapy, required for treatment of the patient while in the operating room.

Must have had 6 months' post-graduate training in the surgical service of an Army or civilian hospital approved for the teaching of operating room nurses, or have demonstrated her ability to perform such professional duties.

Must be a graduate of a school of nursing approved by The Surgeon General.

#### NURSE, ANESTHETIST (3445)

Administers or supervises the administration of anesthetics to patients under the direction of the surgeon. Keeps surgeon advised of the patient's general condition and reactions to the anesthetic during operation; assures that adequate supply of material required for the therapy of shock is readily available; administers the necessary measures directed by the surgeon to eliminate shock; keeps records of patients reaction during and immediately following anesthetic; controls any immediate reaction to anesthetic; maintains equipment for anesthetic administration in serviceable condition.

Must be qualified to administer any procedures directed by the surgeon, including intravenous therapy for shock.

Must have had 6 months' post-graduate training in anesthesiology in an Army or civilian hospital approved for teaching anesthetists, or have demon-

strated her ability to perform such professional duties.

Must be a graduate of a school of nursing approved by The Surgeon General.

*Nurse, Obstetrical (3446)* (See C2)  
NURSE, GENERAL DUTY (3449)

Renders general nursing care to all types of patients. Supervises daily schedule for care of patients; prepares for and administers prescribed therapeutic treatments; assists physician in treatment and diagnostic measures; meets medical and surgical emergencies arising in the absence of physician; keeps watch over patient's condition, obtaining services of physician when necessary; maintains records on progress of patients; requisitions supplies and cares for equipment in ward; maintains ward in best possible condition; supervises discipline and control of patients.

Must be a graduate of a school of nursing approved by The Surgeon General.

#### MEDICAL OFFICER, COMMAND (3500)

Commands a mobile or fixed medical unit or installation and is responsible for tactical employment, training, administration, supply, and discipline of the command. Provides sanitary, medical, and dental services for the troops to which attached; when serving as commander of a medical group, battalion or company makes medical estimates of the situation; determines location of medical facilities and the disposition of medical troops; directs the collecting, clearing, and evacuation of casualties. When commanding a mobile or fixed hospital or general dispensary directs admission, classification, care, treatment, and disposition of patients. May command a medical supply depot.

Military experience essential. Graduation from the Command and General Staff School desirable. Must be a graduate of The Medical Field Service School or School of Aviation Medicine, or have had equivalent military training or experience.

Must be a graduate of a medical school approved by The Surgeon General.

#### AMBULANCE OFFICER (3503)

Commands ambulance unit and supervises the evacuation of wounded to a treatment station. Supervises the unit in administering first aid and transporting wounded to ambulance; in garrison, conducts training of unit in all of the above functions; supervises vehicle maintenance; requisitions and is-

sues supplies and keeps supply records.

Military experience must include officer candidate school training or equivalent. Completion of course at Medical Field Service School desirable.

Several months experience or training in first aid very desirable.

College training desirable.

#### LITTER OFFICER (3504)

Commands activities of litter bearers in combat. Supervises locating of battle casualties, application of first aid measures, and determination and tagging of various types of casualties; supervises handling and transportation of wounded to an axis of ambulance evacuation; in garrison, directs training of subordinates in performance of combat functions.

Completion of course at Medical Field Service School desirable.

Several months experience or training in first aid very desirable.

College training desirable.

#### MEDICAL ASSISTANT (MAC) (3506)

Assists medical officer in rendering preventive and first aid services to air or ground troops. Conducts reconnaissance activities for selecting and establishing medical aid stations; supervises enlisted personnel providing emergency first aid treatment to troops; verifies immunization records and assists in administering protective sera and vaccine; assists in physical inspection of troops and inspects sanitation and health control measures for their effectiveness; assists in coordinating program of disease control and sanitation; indoctrinates combat personnel with necessity of close adherence to prescribed sanitary procedures, by informative talks and distribution of educational materials; assumes responsibility for supply, transportation, administration, and non-professional training of the unit or detachment to which assigned. May conduct classes in various phases of training of medical and surgical technicians.

Must be familiar with disease control and sanitation methods used in the field, emergency first aid practices, operating room procedures, practical nursing, and ward management.

Military experience including experience with medical department field units essential. Must be graduate of the course for training assistants to battalion surgeons or have had equivalent training.

Civilian experience as male nurse or completion of some pre-medical or medical school courses very desirable.

#### PSYCHIATRIC SOCIAL WORKER

(MAC) (3605)

Directs or supervises the psychiatric social work in a hospital or clinic. Develops a social service program and establishes social work policies under supervision of the psychiatrist; assists psychiatrist in the coordination of the social work activities with those of the clinical psychologist, the Red Cross, and related services; supervises, through reading of records and conferences, the social case work activities of the enlisted psychiatric social workers; plans, with the psychiatrist, on-the-job training for psychiatric social workers and for psychiatric assistants, and takes part in appropriate instruction; undertakes social work treatment of such special cases as may be assigned by the psychiatrist.

Must have completed academic requirements and supervised field work in an accredited school of social work, with a major in psychiatric social work; or have completed academic requirements and supervised field work in an accredited school of social work, with a major in social case work, plus at least 6 months' supervised experience in a psychiatric agency.

#### SUPPLY OFFICER, GENERAL (4000)

Supervises the receipt, storage, maintenance, and issue of general supplies. Supervises the packing, loading, unloading, storage, inspection, and distribution of supplies; checks requisitions for conformity to tables of allowances; supervises and controls the taking of inventories, maintenance of stock records, estimation of requirements, and preparation of reports and requisitions. May issue meal tickets and transportation requests and make arrangements for freight and passenger transportation. May perform local purchasing and contracting for supplies and services. May act as accountable officer for items of property and supply. May conduct surveys of various property to determine accountability and responsibility in the case of loss or damage. May procure material handling equipment and personnel.

Must have thorough knowledge of recognized methods of storage, care, and distribution of matériel and supplies. Must be able to provide means for obtaining supplies under all conditions of service. Should be familiar with perpetual inventory and control methods. Should have general knowledge of shipping and transportation details and problems.

Should have military experience including completion of supply course in appropriate arm or serv-

ice or appointment as warrant officer through examination in subject number nine, "Administrative Supply, General."

Civilian experience in the purchase, storage, or distribution of general merchandise desirable.

### SOURCE JOBS

Chief Stock Clerk  
Foreman, Shipping  
Storekeeper

Warehouse Manager  
General Purchasing  
Agent

### SUPPLY AND EVACUATION STAFF OFFICER (G-4, A-4, S-4)<sup>6</sup> (4010)

Prepares policy and directs all activities concerned with arrangements for supply, transportation, evacuation, and other related administrative matters. Advises the commanding officer relative to the extent of administrative support that can be given to any proposed strategic or tactical line of action; makes recommendations as to the necessary decisions concerning supply and evacuation; issues orders and directs their execution; plans for and directs activities concerning the procurement, storage, and distribution of supplies and the location of supply, evacuation, and maintenance establishments; plans for and directs the construction of roads, trails, docks, airdromes, military railways, and utilities relating to supply, shelter, transportation, and hospitalization; plans for and directs activities pertaining to property responsibility, funds, priority of expenditures, and maintenance of pertinent records; recommends and directs activities concerned with salvage, protection of lines of communication, and rear establishments, and the location of rear boundaries and rear echelon headquarters; initiates, authenticates, and distributes both fragmentary and complete administrative orders, and coordinates with G-3 for details of tactical plan and with G-1 for details pertaining to activities supervised by the personnel section.

Must have thorough knowledge of Army organization procedures, military command, and tactical employment of units.

Considerable military experience essential. Should be graduate of special service of Command and General Staff School.

Should have extensive civilian executive experience with large manufacturing or distributing organizations.

Should be college graduate.

### DIRECTOR OF SUPPLY (4012)

Directs and coordinates activities relating to procurement, storage, issue, distribution, maintenance, and repair and salvage of supplies and equipment of the command. Consults with technical service officers of the installation to insure proper integration and control of over-all supply programs including utilization of storage, warehousing and materials handling facilities; directs the procurement and issue of supplies to newly activated units and units alerted for overseas; supervises preparation and maintenance of initial and supplemented lists of shortages and recommends disposition of surplus supplies and equipment; directs the operation of consolidated shop activities to insure compliance with established policies regarding care, servicing, use, maintenance, repair, and reclamation of supplies and equipment; directs the maintenance of stock control records and is responsible for determining and maintaining adequate levels of supply. May arrange for the preparation and issue of orders and instructions for the transportation of troops. May recommend location of service units and repair shops and assign repair and reclamation functions to ASF units within the command.

Must have thorough knowledge of the Army supply system and policies and procedures relating thereto. Must have demonstrated ability to plan and direct work involving coordination of complex factors and possess insight into storage and distribution problems.

Military experience essential. Should be graduate of a service school supply course or Command and General Staff School.

Extensive civilian executive or managerial experience in manufacture and distribution of commodities desirable.

Should have college training in business administration or commercial engineering or equivalent practical experience.

### SOURCE JOBS

Wholesale Distributor	Warehouse Superintendent
Industrial Traffic Manager	Distribution Specialist Marketing Specialist
	Buyer

### QUARTERMASTER, STAFF (4015)

Prepares policies and supervises arrangements for receiving, storing, issuing, and distributing quartermaster supplies, and the performance of other quar-

<sup>6</sup>S-4 performs the above duties on a lower level of responsibility in a regiment or lower echelon.

termaster functions and related administrative matters. Advises commander on quartermaster supply problems in connection with any proposed strategic or tactical line of action, makes recommendations as to the decisions concerning such problems, and prepares orders and supervises their execution. Plans for and supervises activities concerning the procurement, storage, and distribution of quartermaster supplies and makes recommendations concerning location of distributing points, salvage collection points, and other quartermaster establishments and facilities. May command quartermaster troops organically assigned to unit.

Must have thorough knowledge of Army supply system and considerable administrative ability.

Military experience essential. Should be graduate of supply service school or Command and General Staff School.

College education in business administration or equivalent training and experience essential.

#### MESS OFFICER (4110)

Directs or supervises the procurement of food, preparation and planning of menus, and operation of messing facilities within the command. Plans menus within ration allowances and supervises the preparation and serving of food in accordance with established dietetic and sanitary principles; trains personnel in proper care, storage, conservation, preparation, and serving of food and promotes efficient mess management; conducts inspection of mess or messes to insure compliance with existing regulations or instructions regarding distribution, preparation, consumption, and conservation of food; supervises maintenance and care of messing equipment; maintains adequate supplies and supervises the keeping of accounts and the preparation of reports. May act as member of menu board and assist in the preparation of menus for nutritional adequacy, dietary balance, and procurement practicability and make recommendations for change in quantities and for improvement in master menu. May review and approve requisitions for messing equipment in the command. May coordinate all food service activities within the command and be responsible for supervision and inspection of messes, bakers' and cooks' schools, and bakeries.

Must be thoroughly familiar with quality standards and storage and distribution of subsistence items including perishables. Must have sufficient knowledge of dietetics to plan and prepare menus for nutritional adequacy and dietary balance. Should

be able to supervise the preparation of palatable meals in make-shift as well as fixed kitchens.

Military experience in Army mess operation or mess supervision essential. Should be a graduate of Bakers' and Cooks' School.

Civilian experience of a responsible nature in management of large eating establishments very desirable.

#### SOURCE JOBS

Hotel or Club Steward	Restaurant or Cafeteria
Executive Chef	Manager
Ship Steward	Dietitian

#### RESTAURANT OFFICER (4112)

Directs or supervises operation of large restaurant at a depot or base, or several smaller restaurants, bars and fountains at various locations within a service command. Plans and supervises activities relating to the selection and purchase of food and equipment, and the preparation and serving of food, in accordance with established sanitary and dietetic principles; is responsible for the custody and accountability of funds and the disposition of matters concerned with training and supervising employees; supervises the maintenance and care of property and space used for restaurant purposes; prepares reports and financial statements concerning the progress of organization.

Must have knowledge of market prices and of quality and grades of staple provisions. Must have thorough knowledge of preparation and serving of food and management of restaurant business affairs in accordance with standard business principles. Must have ability to supervise and instruct employees in modern methods of dietetics and sanitation. Should be familiar with accounting.

Civilian experience in responsible positions concerned with the management and supervision of restaurants and cafeterias very desirable.

#### SOURCE JOBS

Restaurant manager	Marketing Specialist
Dietitian	

#### MESS, SUPPLY, AND TRANSPORTATION OFFICER<sup>7</sup> (4113)

Supervises mess, supply, and motor transport operations. Requisitions, stores, and issues necessary supplies and equipment; supervises preparation

<sup>7</sup>This title and code to be used only when two or all of the above duties are performed jointly. When any one of the above constitutes a primary duty, use appropriate code and title.

and serving of food; inspects kitchen personnel, maintains efficient operation of the mess, and supervises mess accounting operations; directs the dispatch and maintenance of all motor vehicles within the unit, inspecting and issuing orders for proper use and minor repair of vehicles.

Should have knowledge of record keeping and be familiar with maintenance and operation of motor vehicles.

Military experience essential, with training and experience in some phase of the operations desirable.

Civilian experience in an administrative position desirable.

*Food Service Supervisor (4114) (See c. 1)*  
BAKERY OFFICER (4120) *SR 30-11-1 JAN 52*

Directs or supervises the operation of a bakery at a post, camp, station, or field installation. Directs the erection of equipment and the acquisition of and accounting for bakery supplies; supervises operations to insure proper quality and desired amount of product; supervises care, maintenance, and repair of equipment and is responsible for efficiency and training of unit. May command a field bakery unit and be responsible for administration, technical and tactical training, transportation, and supply.

Must have a knowledge of practical baking, including the mixing of doughs and sponges, dough punching, molding, rounding, proving, and oven control, and the use of ferments and other ingredients. Must understand the use of baking tools and accessories and the operation of bake ovens and their mechanical and electrical equipment. Must have a knowledge of bakery accounting and the care and preservation of bakery supplies.

Basic military experience in a field bakery very desirable. Should be a graduate of an Army bakers school.

Civilian supervisory experience in the production of bread and bake goods very desirable.

Advanced or specialized training in food technology desirable.

#### SOURCE JOBS

Bakery Manager                      Bakery Foreman

#### TECHNICAL OFFICER, BAKERS AND COOKS (4121)

Formulates plans for the technical operation of station bakeries and is responsible for matters of

policy and doctrine pertaining to bakeries. Prepares specifications for new equipment and for the composition of Army bread; supervises production of bread and the maintenance of baking equipment; prepares specifications and reviews bids for bakery equipment; directs the training of field bakery organizations; plans daily and monthly menu requirements for bakery products. May conduct inspections of station and field bakeries to determine condition of equipment and quantity and quality of production.

Should have administrative and organizing ability. Thorough knowledge of Army bakery requirements essential.

Military experience essential. Experience as commandant of a bakers and cooks school very desirable.

Extensive practical commercial experience in technical bakery operations essential.

#### SOURCE JOBS

Food Chemist                      Bakery Manager or  
Engineer, Bakery                      Executive  
Machinery

#### SUBSISTENCE PROCUREMENT OFFICER (4130)

Supervises and coordinates the procurement, storage, and distribution of subsistence stores, rations, forage, grain, and subsistence supplies. Supervises the procurement of supplies on a local, regional, or other basis; directs the warehousing of these stores so that the available space is used to the best advantage and stores protected from deterioration and damage; establishes distributing and receiving points when in the field; effects the issuance of supplies from depots to troops; conducts inspections of subsistence stocks and supervises taking of inventories; performs administrative duties relative to personnel, correspondence, and reports. May direct a force of civilians engaged in the storage of subsistence supplies.

Must be familiar with quality standards, market prices, sources of supply, and practices used in the marketing of subsistence items, including perishables. Must have good knowledge of warehousing and distribution of subsistence items.

Normally requires several years civilian experience in supervisory capacity with large wholesale grocery or chain store organizations.

## SOURCE JOBS

Warehouse Superintendent	District or Division Manager, food chain store system
Manager, Wholesale Grocery	Manager, Warehouse or Storage Plant

### FORAGE INSPECTION OFFICER (4132)

Supervises or conducts the inspection of forage. Examines grain, hay, straw, or other forage materials for compliance with the quality and condition requirements of specifications; checks the storage of forage for any evidence of unsoundness or unsatisfactory storage conditions; certifies as to class and grade; instructs and supervises enlisted personnel engaged in the routine technical work of forage inspection. May conduct inspection and procurement of forage at points of origin for shipment to Army installations.

Must have thorough knowledge of Federal standards for hay, straw, and grains. Must understand grades and classes of oats and corn and the storing and sampling of concentrates. Must be able to perform laboratory analysis of hay, straw and grains.

Civilian experience in the purchasing, storing, or selling of hay, straw, and grains very desirable. Civilian experience must have included licensing by the Department of Agriculture to inspect hay, straw, and grains.

Should be graduate of an accredited veterinary college or an accredited college of agriculture.

## SOURCE JOBS

Veterinarian	Stable Superintendent
Purchasing Agent	Inspector

### ARMY EXCHANGE OFFICER (4210)

Supervises the operation of a military exchange, having responsibility for purchasing, warehousing, merchandising, accounting, and personnel. Interviews salesmen; compares prices with Army exchange price lists; confers with superior and other officers relative to purchase of new items of equipment and merchandise; supervises the preparation of purchase orders for supplies and contracts with concessionaires; supervises banking of receipts, keeping of specified control accounts, proper maintenance of inventories, and preparation of payroll and financial reports; develops plans for improving exchanges and for establishing additional branches; prepares correspondence concerning accounts; su-

pervises military and civilian personnel. In a large organization, may direct and supervise subordinate officers charged with the administration of individual exchange units such as purchasing, accounting, warehouse, and sales. May command a mobile exchange unit and be responsible for its administration, training, supply, and transportation.

Must be thoroughly familiar with double entry bookkeeping, stock accounting and sales accountability. Must have knowledge of pertinent Army Regulations.

Military experience including completion of course at Army Post Exchange School very desirable.

Managerial experience in wholesale or retail merchandising field very desirable.

## SOURCE JOBS

Purchasing Agent, department store	Manager, chain store
	Manager, department store

### POST QUARTERMASTER (4220)

Directs and supervises the quartering, clothing, equipping, feeding, and transporting of troops and coordinates all activities of the Quartermaster Corps. Exercises general and specialized supervision, depending on the circumstances over the procurement, storage, and distribution of food, clothing, and supplies; directs the operation and maintenance of motor and animal transports; supervises the collection and disposition of salvage; directs the operation and maintenance of such utilities as laundry, bakery, and sales commissary; directs and coordinates the efforts of subordinate officers, enlisted men, and civilian personnel; directs the preparation and maintenance of records and reports and is responsible for accounting for Quartermaster funds.

Must have thorough knowledge of purchase, storage, and distribution of food and clothing. Must have good knowledge of Army administration and procedures. Should be familiar with warehousing and transportation problems.

Military experience including training in the Army Quartermaster School essential.

Considerable civilian executive experience in buying, storing, and distribution of food, clothing, and general supplies very desirable.

## SOURCE JOBS

Buyer, Food	Warehouse Superintendent
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## PORT QUARTERMASTER (4221)

Advises port commander and staff on quartermaster matters and is responsible for the receipt, storage and issue of general supplies at a port, and automatic supply of subsistence to oversea bases. Directs and controls technical and administrative activities of military and civilian personnel engaged in shipment of clothing, equipage, and general supplies to oversea bases and staging areas of the port; contacts oversea supply officers concerning current and anticipated status of supplies; processes requisitions for conformance with T/BA, T/A, and T/O; issues supplies on emergency requests and shortages of task forces and casuels; submits replenishment requisitions to depots; controls stock levels for combat maintenance; prepares survey, inventory and inspection reports; investigates and adjusts discrepancies in incoming and outgoing shipments; directs warehousing activities and the preservation and protection of supplies; assigns labor units to accomplish warehousing tasks, such as unpacking, assembling, marking, and packing of supplies.

Must have a knowledge of large food and clothing supply operations and good general knowledge of administrative procedures. Should thoroughly understand problems of procurement and storage and the maintenance of adequate supply records and statistics.

Military experience including completion of a course in the Army Quartermaster School desirable.

Civilian experience in the buying, storing, and distribution of food, clothing, or other subsistence stores or general supplies in large quantities very desirable.

### SOURCE JOBS

Buyer, Food

Warehouse Manager

Buyer, Men's Clothing

## SALES OFFICER (4222)

Supervises the operation of a fixed or mobile commissary unit in the field. Consolidates and approves stock requisitions; supervises the storage and sale of commodities other than ration articles; verifies sales reports and reports of funds; checks inventory reports; consults with and advises commanding officer on sales policies. May supervise demonstration operations of mobile commissary unit. May command mobile sales commissary unit and be responsible for its administration, tactical and technical training, transportation, supply, and security.

Must have general knowledge of accounting and ability to manage a retail outlet.

Military experience, including completion of course in Army supply school very desirable.

Civilian supervisory experience in retail merchandising very desirable.

### SOURCE JOBS

Retail Store Manager

Sales Manager

## INSURANCE CONSULTANT (4305)

Advises commanding officer and procurement officers on insurance clauses in procurement contracts, to achieve uniformity and enforce conformity to Army standards and practices. Reviews and analyzes risks involved in contracts; analyzes contractor's insurance policies and coverages, insurance rate structure, and contractor's self-insurance plan; recommends and prepares program to provide for efficient and economical transfer of risks and liabilities to either the insurer or the government; negotiates with insurance rating bodies and state insurance officials for more favorable insurance rates and policy forms; coordinates and supervises claims, medical and safety engineering programs provided by insurance carriers, and contractor's self-insurance programs; assists contractors in the purchase of insurance coverage not readily available on the insurance market because of the unusual or hazardous nature of the operations involved.

Military experience desirable.

Considerable civilian experience in general and legal insurance work essential.

College training with major courses in law and insurance highly desirable.

### SOURCE JOBS

Lawyer

General Insurance Agent

Insurance Executive

and Broker

Contract Analyst

## RENEGOTIATION AND CONTRACT TERMINATION OFFICER (4309)

Initiates or reviews renegotiation activities pertaining directly to contract price readjustments, curtailments, and cancellations. Confers with contractors and contracting officers to obtain pertinent data necessary for renegotiations or contract terminations; participates in the determination of measures to be taken, such as price adjustments and cancellation or curtailment of contracts, and prepares rene-

gotiation or contract termination documents; maintains liaison with appropriate military and governmental departments and civilian agencies for coordination of price adjustment activities; supervises the disposal of property in accountancy with existing regulations. May supervise staff engaged in the preparation of data for renegotiation and termination of contracts. May serve as member of a panel composed of renegotiators and corporate analysts.

Should be familiar with contracts and claims, tax and legal matters, and military correspondence and procedures. Should have knowledge of industrial production cost methods and be able to analyze, interpret, and evaluate all factors pertaining to the determination of reasonable profit for industrial organizations.

Civilian executive experience in industry, finance, insurance, or law with direct knowledge of manufacturing and industrial problems very desirable.

Should have college education with training in engineering, business administration, corporation law, accounting, or finance, or equivalent experience.

#### PURCHASING AND CONTRACTING OFFICER (4310)

Directs or supervises purchasing and contracting of supplies, equipment, and services. Consults with staff and procurement officers on needs and buying problems; supervises the preparation of bids, making of awards, and preparation of contracts in accordance with basic laws and pertinent regulations; reviews contracts for conformity with statutes and regulations; prepares correspondence incident to purchase; checks for compliance with priority rating certificates and classifies materials and supplies according to use, destination, or other factors; assigns and allocates purchased supplies and services; supervises the maintenance of finance records and prepares reports; coordinates necessary financial assistance. May investigate reliability of manufacturers and distributors and their ability to fulfill contracts. May formulate procedures for inspection of delivered supplies to enforce compliance with contract requirements.

Must have thorough knowledge of recognized commercial methods of purchasing and contracting, contract laws, and the preparation of contracts and purchase orders. Should be thoroughly conversant with Army Regulations covering procurement activities of the War Department.

Should have military experience, including training or experience in procurement activity.

Civilian experience in buying or purchasing very desirable.

Should have college degree with specialization in business administration or commercial law and accounting.

#### SOURCE JOBS

Purchasing Agent	Contract Lawyer
Buyer	Sales Engineer
Manufacturer's Agent	Commodity Broker

#### REAL ESTATE OFFICER (4312)

Conducts surveys and investigations and makes recommendations for the procurement, management, or disposal of War Department domestic and foreign real estate. Searches files and records in local offices of record to ascertain names of land owners and accessibility of areas; initiates action to acquire real estate by purchase, condemnation, or other means; classifies real property in categories of active, inactive, or surplus; initiates real property studies; reviews reports of survey and indicates action in the cancellation of leases, transfer of real property within the War Department or to other Government agencies, and coordinates with other departments or agencies in handling disposal of domestic and foreign real estate; coordinates engineering studies of facilities to provide bases for determining utilization of installations for future retention or disposal; investigates claims arising from damage due to maneuvers of troops, prepares reports, and recommends adjustment; maintains official War Department Real Property Records on military installations within and without the continental United States and is responsible for special reports, historical records, preparation of directives, WD circulars and regulations and other policy establishing instruments as required by the War Department or other government agencies. May act as member of Rents and Claims Board.

Must have several years' civilian or military experience in real property appraisal, brokerage, real estate law or related activities.

#### PRODUCTION INSPECTION OFFICER (4314)

Directs and supervises the inspection of military supplies, equipment, and matériel of a technical nature to insure conformance with specifications. Directs activities of inspectors assigned to industrial plants engaged in the execution of contracts for

supplies and equipment; institutes methods of inspection to meet changing production methods or specification requirements; directs the disposition of matériel not in accordance with specifications; instructs subordinate inspectors in proper inspection methods; directs the keeping of pertinent reports and records; arranges for travel itineraries and assignment of inspectors.

Must have wide knowledge of the manufacture, fabrication, and inspection of supplies and equipment of a technical nature; must be able to instruct subordinates in the interpretation of drawings and specifications and in the use of precision apparatus necessary for inspection operations. Must have thorough knowledge of laws, rules, and regulations concerned with government contracts and have considerable executive and administrative ability.

Military experience desirable.

Civilian supervisory experience in industrial design, production, or inspection highly desirable.

Should have college training in field of mechanical, electrical, or chemical engineering, or equivalent in practical training and experience.

#### SOURCE JOBS

Electrical Engineer	Laboratory Technician
Mechanical Engineer	Inspection Foreman
Chemical Engineer	Foreman, Machine Shop

#### PROCUREMENT CONTROL AND PRODUCTION OFFICER (4319)

Determines ability of manufacturing plants to produce materials, equipment, and spare parts required by the Army and coordinates production plans and schedules between War Department and manufacturers. Compiles data on industrial facilities, and determines plant capacity, production rates, and operations required; determines and expedites allocation of materials for manufacture of supplies, equipment, and spare parts; obtains and distributes priorities for materials; transmits purchase information to contractors; pursues studies and investigations to insure maintenance of high production standards, preservation of critical materials, elimination of waste, and reduction of man-hours; recommends efficiency measures as a result of standardization of manufacturing processes; maintains liaison with governmental agencies and manufacturers' associations.

Executive experience in large manufacturing plant or commercial enterprise or industrial or mechanical engineering desirable.

#### PROCUREMENT OFFICER (4320)

Conducts the procurement of supplies, equipment, and services. Prepares procurement requisitions and circularizes requests for bids for materials, supplies, and equipment; meets with manufacturers' representatives for the purpose of discussing quality and quantity of items to be purchased; reviews and examines bids for conformity with Army regulations and standards, prior to the awarding of contracts. May prepare delivery orders and make arrangements for securing adequate priorities in order to obtain prompt deliveries. May assist in renegotiating contracts for avoidance or recovery of excessive profits of contractors. May handle voluntary price reductions and refund agreements. May formulate procedures for inspection of delivered supplies to enforce compliance with contract requirements. May supervise personnel engaged in procurement activities.

Must have thorough knowledge of the specification, inspection, and administrative procedures related to the equipment and material to be obtained. Must be qualified to deal with manufacturers, contractors, or other sources in procuring equipment or services of the desired type and specifications.

Considerable civilian experience as purchasing agent or buyer with large corporation or government procurement agency desirable.

College education with professional training in field of specialization desirable.

#### SOURCE JOBS

Buyer	Purchasing Agent
Sales Engineer	

#### PROCUREMENT ASSIGNMENT OFFICER (4323)

Unifies and assigns procurement responsibility for the purchase or production of supplies, equipment, and matériel to appropriate federal or military agency. Analyzes and compiles materials requirements prepared by the various arms and services; allocates procurement responsibility based on such factors as urgency of needs, proportionate share of total purchase, familiarity with specific materials, or channels involved.

Must be thoroughly familiar with procurement policies and procedures of the War Department and with functions and responsibilities of supply branches.

Military experience desirable.