

Several years civilian executive experience in production management or with government procurement division very desirable.

Should be college graduate with specialization in business administration or economics.

SOURCE JOBS

Industrial Engineer	Production Manager
Industrial Economist	Purchasing Agent

PROCUREMENT SURVEY OFFICER

(4324)

Makes survey analysis of various military material procurement systems for the purpose of facilitating efficient functioning and conformance to sound procurement policies. Evaluates effectiveness, organization forms, and operating methods; consolidates important findings into reports, makes recommendations for improvements, and suggests changes in system or procedure.

Must be thoroughly conversant with Army Regulations and policies covering procurement activities of the War Department.

Military experience very desirable.

Civilian executive or administrative experience in formulating purchasing policies for large industrial or government agency very desirable.

Should be college graduate with specialization in business administration or economics.

SOURCE JOBS

Industrial Economist	Purchasing Agent
Production Engineer	Procedural Analyst

PRIORITIES AND ALLOCATIONS

OFFICER (4325)

Administers and controls operation of priorities allocations system for materials and equipment. Obtains and controls distribution of priorities for allocation of essential raw materials, machine tools, and equipment, or agricultural commodities needed for a production program; secures and assigns emergency ratings; supervises the processing of priority applications and assignment of preference ratings to contracts and orders; maintains contact with governmental agencies and representatives of industry to establish and coordinate methods and procedures for handling priority problems arising in procurement and shipment of materials; performs liaison duties with regard to conservation and limitation orders; directs and trains personnel in administer-

ing priorities allocations; directs the maintenance of records and reports. May establish procedures and policies concerning priorities for allocations of materials. May administer and assign priority ratings on purchase orders placed by foreign governments.

Must be familiar with priority system and governmental procedures in relation to priorities. Thorough knowledge of military materials requirements and Army supply procedures essential.

Civilian experience dealing with priorities either with government agency or industrial firm essential.

College training in business administration desirable.

SOURCE JOBS

Production Manager	Purchasing Agent, gov-
Industrial Engineer	ernmental or industrial
	agency

PROCUREMENT EXPEDITER (4355)

Supervises expediting of manufacturing activities at government or private plants to meet military requirements. Insures that matériel and supplies are shipped on promised shipping date by checking purchase orders for delivery date, and communicating with transportation agency to assure prompt handling in transit; supervises the preparation of statistical records and reports of deliveries in order to facilitate completion of priority assignments; directs maintenance of order files and posting of production tickets; reviews reports of plant departments to ascertain lags, and to recommend solutions; determines present needs and estimates future needs of supplies and equipment. May follow through the complete production of an item at plant to determine causes for delay and make recommendations for their elimination. May supervise the training of procurement expediting personnel.

Should have knowledge of manufacturing processes, materials involved, and production rates.

SOURCE JOBS

Plant Manager	Production Manager
Purchasing Agent	

PRINTING OFFICER (4360)

Supervises the reproduction of Army regulations, circulars and various forms by means of photostat, mimeograph, or similar duplicating machines. Plans production schedules to assure completion of jobs on time, giving due consideration to equipment and

personnel available; selects appropriate reproduction method and delegates necessary supervisory authority to qualified civilians or subordinate officers; directs the maintenance of necessary records; procures supplies and equipment; performs liaison duties with distribution and publishing units, including the Government Printing Office.

Must be thoroughly conversant with modern methods of printing and duplicating material in large quantities. Must have executive ability in order to coordinate the efforts of officers and civilian personnel. Thorough knowledge of Government budget administration and production control very desirable.

Civilian experience in the operation of a printing or publishing establishment engaged in large scale duplicating essential.

SOURCE JOBS

Chief, Duplicating Machine Unit	Foreman, Printing and Publishing
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REMOUNT OFFICER (4370)

Directs or supervises receipt, processing, and issue of horses, mules, and dogs for military use. Directs the receipt and segregation of incoming animals and provides adequate quarantine measures; establishes schedules and issues instructions for feeding, training, conditioning, or reconditioning of animals; supervises the selection, classification, training and placement of riding animals, pack animals, dray animals, sentry dogs, messenger dogs, and animals trained for various other duties associated with regular or special military activities; conducts final inspection of animals prior to issue, to insure soundness and readiness for service; maintains liaison with various arms and services requiring use of animals to ascertain shipping requirements and point of delivery; directs the preparation of shipping documents and prepares reports. May conduct classes of instruction for military personnel in remount duties. May command a remount squadron or remount depot and be responsible for administration, tactical and technical training, transportation, and supply.

Must have a thorough knowledge of animal administration and animal husbandry including feeding, protection, prevention and first aid treatment of diseases and injuries, protection of forage, and use of stable tools. Should have considerable practical knowledge of horsemanship.

Military experience including active duty with

horse cavalry, horse or pack artillery, remount troops, or other animalized units essential.

Extensive civilian experience in animal administration, including breeding and training, essential.

Should have college training with specialized work in animal husbandry or equivalent in practical experience.

SOURCE JOBS

Manager Stock Farm	Rancher
Packmaster	Horse Stable Superin- tendent
Horse Trainer	

DOG TRAINING OFFICER (4371)

Directs or supervises the selection and training of dogs for sentry, messenger, sledge, pack, and various other duties associated with regular or special military activities, including mountain, desert, arctic, and jungle warfare. Supervises the selection of individual dogs for training, basing the selection on their size, intelligence, temperament, and keenness of senses; recommends types of equipment required for training purposes; recommends treatment of dogs to increase their usefulness; is responsible for supplying the Army with service dogs trained and able to accomplish missions either at large or at restricted range; instructs selected officers and enlisted men in the handling, care, and use of the trained dogs under various conditions; advises on the development of systems, techniques, and basic standards for dog training. May assist in the preparation of training manuals on training of dogs for special purposes, including data on types and breed of dogs best suited and adaptable to the purpose intended.

Civilian professional experience in breeding and training dogs essential.

Should have college education with specialization in animal husbandry or equivalent in practical experience.

SOURCE JOBS

Kennel Manager	Dog Fancier
Dog Trainer	

REMOUNT PROCUREMENT OFFICER (4373)

Directs or conducts the procurement, inspection, and breeding of horses and mules. Conducts the procurement of horses and mules by negotiating with civilian agents and suppliers; directs the establish-

ment of distributing and receiving points; directs the Army horse breeding plan in a designated area; maintains liaison with civilian agents, encouraging profitable production of horses suitable for military and civilian use; directs the placing of stallions and makes periodic inspections to determine their care, condition, number and types of mares being bred, suitability of foals produced, and care of government equipment held by an agent on memorandum receipt; performs administrative duties relative to personnel, correspondence, and maintenance of reports.

Should have considerable practical knowledge of animal husbandry.

Military experience in horse cavalry, horse or pack artillery, or remount activities essential.

Civilian experience in management of horse or mule breeding establishment, horse or mule commission work, or similar activity very desirable.

Should have college training with specialization in animal husbandry.

SOURCE JOBS

Stock Yard Superintendent Manager, horse or
mule breeding unit

SIGNAL SUPPLY OFFICER (4400)

Directs or supervises receipt, storage, care, maintenance, and issuance of Signal Corps supplies. Supervises handling and warehousing of incoming shipments and maintenance of stock records; supervises inspection, storage, and inventory of supplies; supervises processing of requisitions, packing, marking, and loading of shipments, and preparation of shipping papers; supervises operation of repair, test, and salvage units. May supervise local procurement and inspection at point of delivery. May perform like functions for supplies and equipment of any arm or service used by Signal Corps. May command a field supply unit, a signal supply depot, or signal section of a general depot and be responsible for administration, training, supply, transportation, and security.

Should be thoroughly familiar with Army organization, T/BA's, T/A's, and Army Regulations dealing with transportation, warehousing, accounting, and local procurement of military supplies.

Military experience in administration of a signal supply depot or depot sections very desirable. Should have completed supply course in a Signal Corps school.

Civilian experience in modern methods of receiv-

ing, warehousing, and issuing valuable and delicate instruments including electrical or communication equipment essential.

SOURCE JOBS

Manager, communications equipment stock room	Branch Manager, communications equipment
Traffic Manager, electrical supply	manufacturing

MAINTENANCE AND REPAIR OFFICER, AIRBORNE SIGNAL EQUIPMENT (4402)

Supervises the repair and installation of Signal Corps airborne and related equipment. Prepares instructions for the repair and care of signal equipment and trains crews in repair and installation operations; inspects and checks spare parts and test equipment; recommends bases for issue of spare parts and test equipment to air service command or Army Air Forces.

Military experience including field training and experience in communications essential.

Civilian experience in radio engineering with specialization in manufacture, service, and operation very desirable.

College degree in electrical engineering with specialization in radio engineering very desirable.

SOURCE JOBS

Electronic Engineer	Radio Engineer
Radio Technician	

INTERNATIONAL AID SUPPLY OFFICER (4403)

Controls movement of materials and equipment procured for international aid from source to final destination. Consults with governmental agencies regarding requirements for lend-lease materials; maintains liaison with domestic and foreign government agencies for the purpose of coordinating procurement of supplies and expediting shipment of materials; keeps account of movement and availability for shipment of goods and materials; supervises routing, priorities, and release for shipment of materials and equipment for oversea delivery; contacts representatives of foreign governments regarding marking and shipment of materials; furnishes representatives of foreign governments with specifications and other technical information on standard items. May consult with representatives of foreign procurement agencies regarding requirements for

lend-lease material and assist in preparation of formal requisitions. May conduct preliminary survey of bids and requests for lend-lease articles in order to estimate needs and make plans accordingly.

Military background with experience in military supplies essential.

Civilian experience in transportation and movement of merchandise essential.

College education with specialization in engineering or economics desirable.

SOURCE JOBS

Transportation Manager	Production Manager
Export Manager	Distribution Manager

PACKING OFFICER (4404)

Formulates policies, specifications, and instructions relative to materials used and method of packing of special equipment; coordinates packing activities of all agencies concerned.

Must have thorough knowledge of materials and equipment used in packing, crating, boxing, wrapping, or otherwise protecting for shipment various types of heavy machinery or supplies requiring the construction of special crates or other containers. Must be familiar with methods and measures used for protecting materials against breakage and deterioration through exposure to moisture, heat, cold, and other climatic conditions.

Military experience desirable.

Experience as a packing specialist for a large distributor or manufacturer very desirable.

SOURCE JOBS

Superintendent, shipping department	Production Manager, boxes and containers
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OVERSEAS SHIPMENT OFFICER (4406)

Supervises shipping operations, preparation of shipping instructions, and assignment of code shipment designations for oversea delivery of materials. Directs and expedites unloading and transfer of supplies and equipment to vessels for oversea shipment; insures completeness and correctness of outgoing shipments by examining quantity, quality, crating, and marking of items; arranges for routing, priorities, releases for shipment, and assignment of code designations; directs preparation of invoices, records of loading, and shipping and storing releases, and is responsible for effective handling of operations; prepares reports regarding weight and volume of equip-

ment consigned overseas; prepares requisitions to replace equipment lost at sea; supervises and directs personnel in proper marking and packing of materials; directs maintenance of records and files pertaining to oversea shipment of goods.

Must be familiar with routing and classification problems involved in the movement and transportation of merchandise.

Should have civilian experience in transportation and shipment of merchandise.

SOURCE JOBS

Traffic Manager	Freight Agent
Export Manager	Shipping Foreman

EQUIPMENT DISTRIBUTION OFFICER (4407)

Directs and supervises the preparation and editing of requisitions for equipment of specified types. Initiates requisitions for the maintenance requirements of theaters of operation; initiates and follows up emergency procurement of material not available in depot stocks; arranges for routing, priorities, and releases for shipment; follows shipments from depot stocks to ultimate consignees; maintains schedule showing location of major items under jurisdiction; analyzes daily stock records to determine stock level.

G-2 clearance essential.

Military experience desirable.

Should have training and experience in supply distribution.

SOURCE JOBS

Supply Superintendent	Traffic Manager
Purchasing Agent	Stockroom Foreman
Express or Freight Agent	Shipping Clerk

NOMENCLATURE OFFICER (4408)

Supervises matters relating to policy on nomenclature and name plates relating to equipment. Coordinates activities with those of similar officers of the Navy so that conflicting nomenclature is avoided; maintains liaison with supply services of all arms and services on parts lists and other pertinent matters; maintains liaison with stock numbering agencies on stock numbering policies.

Must have G-2 clearance.

Military experience in general depot or supply work essential.

Should have extensive civilian supervisory experi-

ence in appropriate manufacturing or distributing field, including responsibility for cataloging equipment and parts of a technical nature.

College training in engineering with appropriate specialization very desirable.

SOURCE JOBS

Cataloger, technical material Specification Writer

SUPPLY OFFICER, DEPOT (4410)

Supervises the requisitioning, receipt, storage, maintenance, and issue of supplies at an area or general depot. Supervises the requisitioning of quartermaster or general supplies to maintain stock levels; supervises the unloading and loading of supplies and their storage in proper sections of the depot according to respective arms or services; supervises the issue of supplies and the maintenance of supply records and inventories; controls a labor pool and its allotment to various supply sections; administers general or technical supervision over enlisted personnel and maintains personnel records. May supervise the receipt, inspection, and classification of surplus equipment turned in by staging area troops.

Must have thorough knowledge of recognized commercial methods of storage, care, and distribution of general merchandise and supplies. Must have good knowledge of shipping and transportation problems and details. Should be familiar with perpetual inventory and control methods.

Military experience, including training in quartermaster supply activities very desirable.

Civilian experience in storage and distribution of general merchandise very desirable.

SOURCE JOBS

Warehouse Manager Commodity Distributor
Shipping or Receiving Chief Storekeeper
Room Foreman

SUPPLY OFFICER, ADMINISTRATIVE (4411)

Supervises an administrative organization engaged in the maintenance of records and operating procedures pertaining to supply functions. Supervises processing of requisitions, including editing, in accordance with stock numbers, nomenclature, and tables of basic allowances and tables of allowances; maintains current catalog of supplies and identifica-

tion of listed material for initiating action relative to emergency procurement of material not in depot stocks; coordinates and secures action on unit shortages and on shipments to and from installations and other establishments; supervises the keeping of inventory records and preparation of stock adjustment, inventory inspection, and survey reports; prepares correspondence incident to general supply problems and confers with superior officers on supply matters.

Should be thoroughly familiar with methods and procedures involved in stock accounting. Should have knowledge of shipping procedures, packing, crating, and recording.

Military experience including thorough training in supply, organization, and procedures desirable.

Several years civilian supervisory experience in storage and distribution of various commodities very desirable.

SOURCE JOBS

Warehouse Manager Stock Record Clerk
Foreman, storage, shipping, or receiving department Purchasing Agent
Bookkeeper

SUPPLY RECEIVING OFFICER (4413)

Supervises the receipt, checking, and inspection of supplies and equipment. Expedites the unloading of supplies; supervises the inspection of incoming shipments and investigates violations of contract specifications; supervises the preparation of receiving reports; contacts suppliers to adjust claims when receiving reports do not agree with bills rendered; coordinates receiving activities with the finance officer to insure prompt payment, with the stock record section to provide proper designation of expendable and nonexpendable property, and with the requisition section to expedite delivery of supplies; rules on personnel problems and questions of receiving procedure. May supervise the unloading and distribution of salvage at a salvage depot.

Should have good knowledge of commercial methods applicable to receipt and inspection of various commodities including adjustment of claims. Should have knowledge of principles involved in bookkeeping.

Military experience desirable.

Several years civilian supervisory experience in receiving and shipping activities with large industrial or commercial enterprises desirable.

SOURCE JOBS

Foreman, receiving
department
Receiving Clerk

Warehouse Manager
Storekeeper

SUPPLY SHIPPING OFFICER (4414)

Supervises and expedites shipping of supplies and equipment. Directs the preparation of bills of lading, shipping reports, and other papers required for the movement of materials, supplies, and equipment; directs the shipping of repaired and reclaimed property from salvage depots to various divisions for reissue; directs the assembly, packing, and marking of supplies for shipment; when working at a port, supervises the maintenance of records on overseas and other shipments and the forwarding of proper shipping tickets; supervises the checking and inspection of materials to insure that cargoes are complete and in accordance with specifications and schedules. May supervise traffic control and space allocation of shipments. May direct and coordinate the work of both military and civilian personnel.

Must have thorough knowledge of shipping operations including preparation of related documents; if, on duty at a port, should have knowledge of general port and terminal operations.

Civilian supervisory experience in shipping activities with large commercial or industrial enterprises or with steamship companies in port, terminal, or dock operations desirable.

SOURCE JOBS

Foreman, shipping
department
Shipping Clerk

Traffic Manager
Warehouse Manager

SIGNAL EQUIPMENT MAINTENANCE AND REPAIR OFFICER (4415)

Directs or supervises the receipt, storage, testing, maintenance, repair, overhaul, and reissue of damaged or defective Signal Corps equipment at a depot or repair shop. Supervises routine and emergency inspection and maintenance to insure proper operation; directs identification and return of items for repair; requisitions and may procure replacement parts and supplies; directs testing, repair, and overhaul of equipment, recovery of usable components of irreparable equipment, and packing and shipping of repaired equipment; prepares reports on status of major items and causes of failure in operations. May recommend procedures for conservation and

handling of equipment at maximum effectiveness. May train personnel in repair techniques.

Should be familiar with operation of machine tools used in communications equipment repair and jobbing shops.

Military experience including training and experience in field operation of communication equipment essential. Must have thorough knowledge of communication equipment and supplies.

Civilian supervisory experience in maintenance and servicing of radio, telephone, telegraph, teletypewriter, photographic, or other complex, closely adjusted equipment essential.

College or advanced training in mechanical, electrical, or communications engineering desirable.

SOURCE JOBS

Repair Shop Foreman,
communications equip-
ment

Radio Technician
Camera Repairman

SUPPLY STATUS OFFICER (4416)

Directs or supervises maintenance of records and digests covering status of military supplies and equipment. Receives reports and inventory records from field organizations and installations concerning status of supplies and equipment on hand, including overages and shortages; consolidates information and initiates action to adjust unit stock levels; formulates plans to insure maintenance of adequate quantities of all types of equipment; controls flow of commodities to installations to maintain balanced distribution and eliminate bottlenecks; initiates action to correct shortages, equip newly activated units, and attend to special requests for issue of materials in excess of allowances; prepares reports showing damages, and incomplete or obsolete property, and keeps commanding officer advised on status of supplies.

Must have thorough knowledge of military supplies and equipment and Army supply procedures.

Military experience very desirable.

Civilian experience in handling stock records or in warehousing essential.

SOURCE JOBS

Warehouse Manager
Purchasing Agent

Distribution Officer

RAILHEAD OFFICER (4417)

Commands a railhead unit and is responsible for

receipt, unloading, custody, and distribution of general supplies. Inspects contents of incoming cars or trucks to verify quantity and condition of supplies; directs unloading, segregation, and storage of supplies, taking precautions to protect perishable and inflammable commodities; distributes rations and supplies to authorized units; maintains liaison with civilian or military railroad and motor transport personnel to expedite movement of incoming and outgoing equipment; supervises preparation of daily reports of actual issues and stock on hand, and is responsible for administration, discipline, supply, transportation, and security of the unit.

Must have knowledge of recognized commercial methods of storage, care, and distribution of general merchandise and supplies. Should have good knowledge of shipping and transportation details and problems.

Military experience including completion of quartermaster supply course essential.

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

SOURCE JOBS

Warehouse Manager	Storekeeper
Platform Foreman freight terminal	Motor Freight Terminal Manager

QUARTERMASTER SUPPLY OFFICER (4419)

Directs or supervises receipt, storage, maintenance, and issue of quartermaster supplies and equipment. Exercises general and specialized supervision over procurement, storage, and distribution of food, clothing, and general supplies; supervises loading, unloading, and inspection of incoming and outgoing supplies; prepares lay-out and issues instructions for the proper storage and segregation of various types of perishable and inflammable supplies; supervises editing and filling of requisitions; supervises the packing, crating, and marking of supplies and arranges with transportation sections for shipment; directs the taking of inventories and initiates action necessary to establish and maintain adequate stock levels; directs the preparation of reports and is responsible and accountable for quartermaster funds. May command a quartermaster depot or a quartermaster section of a general depot.

Must have thorough knowledge of recognized commercial methods of storage, care, and distribution of general merchandise and supplies. Should

have good knowledge of shipping and transportation details and problems. Must have ability to organize and manage supply unit. Should be familiar with perpetual inventory and control methods.

Military experience including completion of a course in quartermaster supply essential.

Civilian supervisory experience in purchase, storage, and distribution of general merchandise and supplies very desirable.

SOURCE JOBS

Buyer, food	Warehouse Manager
Buyer, clothing	Distributor, food products

AUTOMOTIVE SUPPLY OFFICER (4440)

Directs or supervises receipt, inspection, storage, and distribution of automotive parts and equipment. Supervises inventory, issue, and shipment of motor vehicles, automotive parts, and equipment used by various arms and services; supervises the arrangement and storage of vehicles, replacement parts, oils, fuels, tools, tires, and other equipment, with due consideration to fire hazards and perishable products; initiates the filling of requisitions from available stocks and recommends suitable substitutions for items not in stock; supervises the packing and crating of supplies and the making of shipping arrangements; supervises the taking of inventories and the maintenance of appropriate stock records. May command an automotive supply depot and be responsible for administration, technical and tactical training, transportation, supply, and security.

Must be thoroughly familiar with technical aspects of automotive equipment and have good knowledge of related parts. Must have technical knowledge of interchangeability and substitution of automotive parts. Should have good knowledge of automotive storage and service maintenance operations.

Military experience including training in automotive supply work essential.

Considerable civilian experience of a responsible nature in the procurement, storage, and distribution of automotive vehicles and equipment essential.

SOURCE JOBS

Automobile Dealer	Automobile Service Manager
Parts Manager, auto supply	Auto Parts Distributor

LUBRICATION OFFICER (4441)

Performs technical and administrative duties con-

cerning lubrication problems at an automotive supply depot or base. Directs analysis, study, and investigation of lubrication needs of passenger cars, motor trucks, tractors, motorized artillery, and similar equipment; directs and supervises writing of specifications and preparation of charts of lubricants to be used for each moving part; makes individual studies of use of various types of lubricants and methods of application, and specifies such changes as appear to be necessary or beneficial; directs instruction of operators of various types of vehicles and machinery concerning lubrication methods and problems; directs inspection of vehicles and equipment in order to enforce compliance with lubrication regulations.

Must have detailed knowledge of various types of motors and other moving parts of automobiles, trucks and tractors, and of lubrication methods applicable to such equipment.

Should have responsible civilian experience in testing work pertaining to lubrication of all types of automotive equipment with automobile manufacturers, motor transportation organizations, or other fleet operators of motor vehicles.

College training in mechanical engineering desirable.

SOURCE JOBS

Lubrication Engineer Mechanical Engineer

AUTOMOTIVE ASSEMBLY OFFICER (4443)

Supervises assembly of military vehicles from unit packs. Establishes shop or assembly line to perform assembly operations; supervises servicing and inspection of assembled vehicles prior to release; provides for instruction and training of unit; directs company administrative organization and prepares reports; insures that proper camouflage and security measures are taken for adequate protection of the installation.

Must be thoroughly familiar with assembly-line technique as applied to both field and shop conditions. Should be especially familiar with assembly methods of motor vehicles from twin packs. Should be familiar with automotive parts and nomenclature, rigging, automotive servicing equipment, and shop administration.

Military training in automotive equipment maintenance company and completion of a course in camouflage very desirable.

Civilian experience in automotive assembly or maintenance operations desirable.

Should have 1 or 2 years of college in technical subject or equivalent mechanical training.

SOURCE JOBS

Master Mechanic	Production Manager,
Manager or Executive	Manufacturing
distributing agencies	Mechanical Engineer
for automobile manu-	
facturers	

SUPPLY DEPOT COMMANDER (4450)

Commands general or area general supply depot and is responsible for procurement, inspection, storage, maintenance, and distribution of general supplies and equipment. Plans, directs, and coordinates activities of depot supply operations; issues directives pertaining to procurement, utilization, and disposition of storage facilities; assigns storage space and controls labor and facilities common to the various operations at depot; directs operation and maintenance of utilities; is responsible for guard, fire, and police protection; recommends action regarding requisition and disposition of property and personnel; directs fiscal operations and is responsible for proper disbursement of public funds and compliance with regulations governing use and inventory of public property. May direct manufacturing of essential items.

Must have thorough knowledge of commercial methods of storage and distribution of general merchandise and supplies. Must have thorough knowledge of Army supply problems and procedures. Should be familiar with manufacturing practices.

Military experience in supply and procurement essential. Should be graduate of the depot and supply school of the arm or service to which assigned. Graduation from Army Industrial College desirable.

Civilian executive experience in purchase, storage, distribution, or manufacture of various commodities very desirable.

SOURCE JOBS

Buyer	Warehouse Superintendent
Purchasing Agent	Wholesale Distributor
Production Manager	

LABOR SERVICE OFFICER (4451)

Directs or supervises the operation of a labor service unit. Controls a labor pool and is respon-

sible for assigning labor to assist various operating units in performing such operations as loading and unloading of supplies, collection of salvage, repair of roads and highways, burial of the dead, and other unskilled or semiskilled tasks as the need may arise in fulfillment of a military objective; periodically inspects equipment to determine adequacy and condition; directs the maintenance of organization records and preparation of reports. May command a field labor service unit and be responsible for its administration, tactical and technical training, transportation, supply, and security.

Military experience essential. Should have advanced training commensurate with grade.

Civilian supervisory experience in handling labor forces very desirable.

SOURCE JOBS

Construction Foreman	Warehouse Superintendent
Freight Terminal Foreman	Yard Foreman
	Labor Foreman

ORDNANCE MATÉRIEL PROCESSING OFFICER (4465)

Supervises the receipt, completion, modification, preparation, and packing of ordnance matériel for domestic and export shipment. Checks matériel to insure that it conforms to model and type; services equipment for combat use; insures completion of armament spare parts, tools, and accessories; supervises the packing of equipment to provide adequate protection against deterioration, and for type of shipment involved.

Must have thorough knowledge of track laying and wheeled vehicles. Should have knowledge of method and standards of packing and crating for oversea shipment.

Military experience in ordnance maintenance essential.

Considerable responsible civilian experience in maintenance, repair and installation of heavy manufacturing equipment, very desirable.

Should have some college training in technical subject.

SOURCE JOBS

Maintenance Superintendent, industrial plant	Mechanical Engineer
Millwright	Automotive Engineer

INSPECTION AND SURVEILLANCE OFFICER (4466)

Supervises or conducts inspection of ordnance matériel overhauled, modified, and repaired by or-

ganization facilities. Inspects matériel to ascertain whether work accomplished is in accordance with repair or modification specifications and that condition of item meets with combat requirements; coordinates activities of subordinate personnel. May inspect adequacy of renovation and storage of ammunition.

Must be thoroughly familiar with ordnance matériel and have knowledge of manufacture and design of heavy equipment. If working with ammunition, should have adequate background in production and storage methods.

Military experience desirable.

Civilian experience in manufacture, maintenance, or repair of heavy mechanical or automotive equipment essential.

College degree in engineering essential.

SOURCE JOBS

Mechanical Engineer	Maintenance Superintendent, large industrial plant
Diesel Engineer	
Automotive Engineer	

ENGINEER SUPPLY OFFICER (4470)

Directs or supervises receipt, storage, maintenance, and issuance of engineer supplies and equipment at a depot, port, or other military installation. Supervises the loading, unloading, and storage of material; inspects engineer equipment to insure compliance with specifications; edits requisitions and supervises the issuance of supplies and equipment; supervises the assembly, packing, and marking of items and issues instructions for shipment; supervises the taking of inventories and the preparation of over, short, and damage reports and keeps commanding officer advised on status of supplies. May store and issue such supplies and equipment as metal and wood hulls, ship stores, marine engine assemblies, and replacement parts. May conduct emergency procurement of replacement items not available from depot stock. May supervise engineer supply depot or engineer section of a general depot.

Must be familiar with operations of large storage industries covering reconsignments and processing of in-transit materials. Should be familiar with engineering supplies and equipment including such equipment as wood and metal hulls, marine engine parts, and ship stores.

Military experience including completion of a course at engineer supply school very desirable.

Civilian supervisory experience in procurement and distribution of various types of heavy construction equipment very desirable.

SOURCE JOBS

Sales Engineer, construction equipment	Construction Superintendent
	General Contractor

RAILWAY SUPPLY OFFICER (4475)

Directs or supervises the requisition, storage, and issue of railway supplies. Directs the receipt and storage of incoming railway supplies and arranges for issuance to operating units; processes incoming requisitions to establish proper stock control measures, and use as a basis for initiating action to maintain adequate supply of raw materials, manufactured assemblies and subassemblies, finished and semifinished materials, and tools and equipment necessary for the operation of the unit; directs the maintenance of perpetual inventory system. May direct the operations of a railway supply depot. May store and issue supplies and assist in the administration of operating and shop units.

Must be thoroughly familiar with railway mechanical stores and supply practices. Should be familiar with methods and principles involved in railway shop and operating procedures.

Civilian experience as railroad storekeeper essential. Railway shop or operating experience desirable.

SOURCE JOBS

Purchasing Agent	Stores Department
Division Storekeeper	Foreman
District Storekeeper	Stores Department
Storekeeper	Chief Clerk

RAILWAY FUEL AGENT (4476)

Directs receipt, storage and distribution of various types of fuel for operation of a railway system. Formulates plans and procedures necessary to establish fuel requirements of the railway divisions; is responsible for the maintenance of adequate fuel reserves strategically located along railway routes; is responsible for periodic inspection of fuel storage and supply facilities.

Must be thoroughly conversant with railway fuel supply and distribution methods and acquainted with use and quality of various types of fuel.

Civilian experience in procurement, storage, and distribution of various fuels essential.

SOURCE JOBS

Fuel Inspector	Fuel Purchasing Agent
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MEDICAL SUPPLY OFFICER (4490)

Procures, stores, issues, and accounts for medical supplies and equipment. Audits and controls disbursement accounts for local purchases or services for Medical Department activities; supervises the maintenance and repair of Medical Department furniture and equipment; makes inventories and personally issues restricted medical supplies; directs the warehouse storage of medical supplies; supervises the maintenance of adequate inventory records and the preparation of reports and records; as a member of the staff, advises the commanding officer on medical supply matters. May supervise the installation of hospitals and supplies on board ship or at fixed bases.

Must have thorough knowledge of medical supply items and be familiar with the procurement, storage, and accounting of same. Must be thoroughly familiar with supply sources, warehouse accounting methods, and Army Medical Supply Catalog. Should be familiar with hospital administration.

Should have military experience including training in the handling of medical supplies. Completion of courses in Army Medical Field Service School very desirable.

Several years civilian supervisory experience in the warehousing or distributing of medical supplies desirable.

College training including courses in chemistry and business administration very desirable.

SOURCE JOBS

Purchasing Agent, medical supplies and equipment	Sales Manager, medical and surgical supply company
Medical Supply Warehouse Manager	Hospital Superintendent
Manager, pharmaceutical manufacture	Hospital Business Manager
	Hospital Property Custodian
	Pharmacist

CHEMICAL SUPPLY OFFICER (4500)

Directs or supervises receipt, storage, surveillance, issue, and shipment of chemical warfare supplies for a depot, port, post, installation, or field unit. Supervises loading and unloading of supplies, directs the segregation and storage of incendiaries, bulk chemical agents, and chemical munitions, to provide adequate protection against fire hazards, deterioration, and sabotage; supervises the filling of

requisitions, packing, crating, and proper marking of shipments and preparation of reports and records; conducts periodic inspection of chemicals and containers to insure that reasonable safety precautions have been observed and that material is in satisfactory condition; supervises the maintenance of fiscal accounts and perpetual inventory of supplies on hand and keeps higher headquarters advised on status of stock. May supervise operations of a chemical warfare supply depot or a chemical section of a general depot. May command a chemical air operations unit.

Must be thoroughly familiar with chemical agents and chemical munitions and be able to provide the greatest security for materials.

Military experience essential. Should have completed a course at Chemical Warfare School or have experience as a chemical officer.

Civilian supervisory experience in storage and distribution of chemical supplies very desirable.

SOURCE JOBS

Foreman, chemical
plant
Purchasing Agent,
chemical

Warehouse Manager,
chemical
Shipping Foreman,
chemical

MUNITIONS OFFICER (4510)

Supervises the requisition, receipt, and distribution of ammunition within organizational unit. Directs preparation of required forms and the maintenance of records incident to the requisition and distribution of ammunition; obtains necessary munitions from supply depots or dumps and distributes to troops for use in training or combat; supervises the establishment and operation of local munitions dumps and maintains adequate ammunition credits and stock levels; informs commanding officer regarding supply status. May direct the salvage of ammunition left at battery positions. May supervise the storage of ammunition and instruct in its care and handling.

Military experience in ammunition or ordnance supply essential.

Civilian experience in accounting and auditing or in receiving and shipping desirable.

SUBMARINE MINE PROPERTY OFFICER (4511)

Supervises assembling and loading of submarine mines and is responsible for the procurement, stor-

age, preservation, issue, and accounting of mine property. Supervises subordinates in testing and inspecting firing devices, submarine cables, detonating caps, mine cases and other components of submarine mines prior to assembly; directs loading of mine case and assembly of firing mechanism and watertight connectors; establishes emergency measures for loading and assembling mines when regular equipment is not available; inspects loaded mines to insure conformance with specifications; issues mines and mine equipment, tools, and supplies for mine installations; periodically inspects supplies, tools, and equipment to determine adequacy and serviceability; is responsible for compliance with instructions for modification and changes in equipment; maintains file of detail and assembly drawings of available mine equipment; supervises the training of subordinate personnel.

Must be thoroughly familiar with the construction, maintenance, assembly, and loading of submarine mines. Must have knowledge of standard safety precautions to be observed when handling explosives. Should have thorough knowledge of Army supply and administrative procedures.

Military experience including completion of a course in submarine mines at Coast Artillery Mine School essential.

Several years responsible civilian experience in warehousing, assembly, and shipment of explosives and related items very desirable.

ORDNANCE OFFICER, STAFF (4512)

Prepares policies and directs arrangements for receipt, storage, maintenance, and issue of ordnance equipment, supplies, and ammunition. Advises unit commander and staff on all ordnance technical problems in connection with any proposed strategic or tactical line of action, and makes recommendations as to the necessary decisions concerning such problems; issues orders and supervises their execution; plans for and directs the supply of ordnance equipment and matériel, including the supply of ammunition to troops as far forward as refilling points; anticipates requirements of the unit and maintains accurate records of the status of ammunition and ordnance supplies; supervises the operation of ordnance storage, maintenance, and repair facilities, including salvage; conducts periodic technical inspections of ordnance matériel; collects information concerning ordnance matériel used by our troops and that used by the enemy; directs the training of ordnance personnel and the maintenance of pertinent

records. May be responsible for the dissemination of ordnance technical publications. May command attached ordnance troops.

Must have thorough knowledge of ordnance maintenance and ammunition supply and possess considerable executive and administrative ability to direct and coordinate the work of a large organization.

Military experience essential. Should have training as commander of an ordnance maintenance organization, including some staff duty.

Should be graduate of college or university with major courses in mechanical engineering or have equivalent training.

CHEMICAL INSPECTION OFFICER

(4513)

Supervises and conducts the inspection of chemicals and chemical supplies upon receipt, storage, or shipment. Examines containers and packages to ascertain that reasonable safety precautions have been observed and that material is in satisfactory condition for further transit; inspects warehousing and storage-transit operations to insure that chemical materials are properly stored and that adequate protection has been provided against personnel injury or fire hazards. May instruct personnel in proper handling of chemical warfare material. May check individual equipment of troops at ports or embarkation to insure adequacy against chemical warfare attacks.

Must be thoroughly familiar with safety measures associated with the packing, crating, shipping, and handling of chemicals used in chemical warfare.

Should have civilian experience in a responsible technical or production capacity in a plant specializing in manufacture of chemicals and chemical supplies.

SOURCE JOBS

Commercial or Industrial Chemist	Chemical Engineer Inspector, chemicals
Shipping Foreman, chemicals	

AMMUNITION SUPPLY OFFICER (4514)

Directs or supervises the activities of personnel engaged in the receipt, storage, classification, and distribution of ammunition. Directs the tactical and technical training of unit; conducts surveys of allotted area, prepares reports, and submits recom-

mendations concerning the establishment of ammunition supply points; establishes requirements for initial stockage; coordinates labor and transportation required in the operation of an ammunition depot or magazine; supervises receipt and classification of ammunition; plans and arranges storage facilities to provide adequate protection against deterioration, fire hazards, and sabotage; maintains records and prepares schedules for issue of ammunition. May maintain liaison with higher echelons for instructions regarding disposition of enemy ammunition. May supervise preparation of lists of ammunition for use in firing captured weapons. May instruct classes in problems and procedures of ammunition supply, including classification and storage of ammunition and explosives. May supervise operation of ammunition depots or the ammunition supply section of a general depot.

Must have thorough knowledge of ammunition and ammunition supply problems, including safety methods in storage.

Military experience in ammunition supply essential. Junior grade officers must have completed a course in ammunition supply. Senior grade officers must have experience as commanding officer of an ammunition supply company.

Considerable civilian supervisory experience in the storage and distribution of chemicals, explosives, and inflammable materials desirable.

Technical school training desirable.

SOURCE JOBS

Chemical Engineer	Mechanical Engineer
Munitions Handler	Plant Safety Inspector
Foreman	

ORDNANCE SUPPLY OFFICER (4530)

Supervises the receipt, storage, care, and issue of ordnance general supplies and equipment at a depot, port, or other military installation. Directs the training and administration of personnel; supervises the loading, unloading, and storing of supplies and equipment; supervises editing and filling of requisitions and maintenance of supply records; supervises marking of shipments and transmittal of information with regard to shipment to consignees; supervises the taking of inventories and preparation of reports. If operating at a port, checks and inspects ordnance matériel to insure completeness and conformance with specifications as to model and type; initiates action necessary to fill shortages of equipment for troops in transit, for oversea supply, and

for port troops. May command an ordnance depot or ordnance section of a general depot, or supply section of an ordnance unit, or serve as unit supply officer.

Military experience in ammunition or ordnance supply essential. Should have completed a course in the Army Ordnance School.

Civilian experience in a supervisory capacity in the warehousing and distribution of mechanical equipment and supplies very desirable.

SOURCE JOBS

Distributor, automotive and heavy industrial equipment	Maintenance Superintendent, heavy industrial equipment Warehouse Manager Shipping Agent
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AVIATION ORDNANCE OFFICER (4532)

Supervises ordnance facilities at airdromes and bases, including maintenance of organically assigned vehicles, maintenance of small arms and cannons, and supply of ammunition. Directs the administration and training of personnel; supervises storage and delivery of bombs, pyrotechnics, and ammunition ready for use, to air force units; supervises the assembly, disassembly, repair, and installation of aircraft armament; directs preparation of organization reports and records; provides technical advice to air force unit commander.

Must have thorough knowledge of bombs, fuzes, pyrotechnics, and small-arms ammunition. Should be familiar with the employment of such equipment as lathes, drill presses, and various hand, bench, and woodworking tools.

Military experience including completion of a course in aviation ordnance essential. Training in ammunition and supply desirable.

Civilian experience in manufacture or renovation of ammunition desirable.

SOURCE JOBS

Machinist, Arsenal Aircraft Armament Mechanic Ammunition Loading Foreman	Manufacturer or Inspector, Explosives and Am- munition Warehouse Supervisor
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AUTOMOTIVE OFFICER, STAFF (4541)

Prepares, supervises, and coordinates plans and policies for motor vehicle maintenance, operation,

and supply throughout the command. Directs distribution of motor vehicles and supervises procurement of parts, accessories, and tools; supervises maintenance and operation of motor vehicle equipment by organizations and installations of command; makes inspections to determine repair or replacement requirements and adequacy of repairs accomplished; renders technical advice on all automotive matters to staff and units of command and makes recommendations for improvement of motor maintenance and transport operations; directs maintenance of records pertaining to automotive procurement and repair.

Should be familiar with fuel and parts supply, and operation and maintenance of wheeled vehicles. Must be able to supervise salvaging and reconditioning of interchangeable parts, and reassembly of vehicles with replacement parts.

Military experience essential. Should have completed courses in automotive maintenance.

Civilian administrative experience in the automotive industry essential.

Should be college graduate with specialization in automotive or mechanical engineering.

SOURCE JOBS

Automotive Service Manager Truck Fleet Operator	Automotive Engineer Mechanical Engineer
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SALVAGE OFFICER (4600)

Supervises the receipt, classification, reclamation, and disposal of surplus serviceable property, waste material, abandoned property, and unserviceable supplies. Examines materials and decides whether they are salable, repairable, or disposable as waste; supervises distribution of salable or reclaimable material to various repair centers or to arms or services where it can be used, or to manufacturers; advertises and solicits bids for sale of salable and serviceable material, waste material, and unserviceable material; arranges for disposal of nonsalable materials; prepares reports, maintains records, and is responsible and accountable for salvage activities.

Should be familiar with commercial methods of classification, sorting, and general reclamation of waste materials. Should have good knowledge of military supplies and equipment.

Military experience including training in quartermaster supply or AAF technical supply essential.

Civilian experience in buying, selling, and reclamation of salvage desirable.

SOURCE JOBS

Yard Foreman, salvage company Buyer, salvage material Salvage Operator

SALVAGE COLLECTING OFFICER (4601)

Supervises the collection, sorting, basic classification, and evacuation of all classes of salvage at salvage collecting points, salvage dumps, railheads, and evacuation depots. Maintains liaison with commanding officer in area of operations to coordinate salvage collection activities and to establish advance salvage dumps; supervises collection of abandoned property and unserviceable supplies and equipment; supervises sorting, basic classification, packing, crating, and marking of recovered items, and arranges for evacuation to salvage repair units, salvage depots, and repair shops and depots of appropriate arms and services; supervises the maintenance and repair of unit equipment and maintains adequate supply of spare parts and materials; is responsible for tactical and technical training, administration, transportation, supply, and security of unit.

Should have a thorough knowledge of military supplies and equipment of various arms and services. Should be familiar with commercial methods of classification and sorting of waste materials and general reclamation methods.

Military experience including training in quartermaster salvage work essential.

Civilian experience in sorting and classification of salvage very desirable.

SOURCE JOBS

Yard Foreman, salvage company Operator, salvage firm company

SALVAGE DEPOT COMMANDER (4602)

Directs and supervises operations of a salvage depot. Exercises general and specialized supervision over the receipt, storage, reclamation, and disposal of all property not reclaimed by other services; directs through subordinate officers sorting, laundering, sterilization, and repair activities to insure prompt renovation and shipment of recovered articles; approves, verifies, and directs the disposal of nonrepairable and nonreclaimable property; supervises collection and dissemination of technical information concerning conservation of salvaged materials and equipment; directs the maintenance and operation of depot utilities; directs preparation and

maintenance of reports and records and is responsible for administration, tactical and technical training, supply, and security of organization.

Must have thorough knowledge of commercial methods of classification and sorting of waste materials and general reclamation methods. Must be able to organize and direct operation of a group of men engaged in reclamation activities. Must be well versed in general repair salvage activities.

Military experience, including quartermaster supply or salvage work, essential.

Should have executive or managerial experience with manufacturing or reclamation industry.

SOURCE JOBS

Manager or Operator, salvage company Executive shoe and textile industry

SALVAGE REPAIR OFFICER (4606)

Directs and supervises the reclamation for reissue of shoes, clothing, webbing, canvas, textiles, rubber, and such other equipment as the facilities of a salvage repair unit permit. Directs the receipt, sorting, and classification of incoming salvage and determines whether it is repairable or disposable as waste; regulates the flow of repairable salvage to the various repair sections; supervises the shipment of reclaimed articles and the disposal of waste and nonrepairable property; supervises the maintenance of repair machinery and tools, and maintains adequate supply of spare parts and materials. May command a salvage repair unit in the field and be responsible for its administration, tactical and technical training, transportation, supply, and security.

Must have thorough knowledge of commercial methods of classification and sorting of waste materials, and general reclamation methods.

Military experience including quartermaster supply or salvage work essential.

Civilian supervisory experience in classification and reclamation of salvage materials very desirable.

SOURCE JOBS

Supervisor, commercial salvage firm Foreman or Manager, reclamation company Salvage Operator

REPAIR OFFICER, CLOTHING AND TEXTILES (4610)

Supervises the operation of a shop in which clothing and other textile products are repaired. Super-

Military experience including training in quartermaster salvage activities essential.

Civilian managerial experience in a machine shop or cabinet shop, or millwright experience in an industrial plant very desirable.

SOURCE JOBS

Machinist	Master Mechanic
Machine Shop Foreman	Cabinetmaker
Factory Millwright	

ORDNANCE EVACUATION OFFICER (4620)

Supervises evacuation of damaged track-laying and wheeled vehicles from battlefield to proper repair echelon. Recovers ordnance matériel that can be evacuated, including all possible enemy weapons and vehicles for reuse or intelligence purposes; inspects matériel to determine whether salvageable and to which repair echelon it is to be sent.

Must be thoroughly familiar with wrecker and recovery equipment. Should have comprehensive knowledge of ordnance matériel, especially automotive equipment, to insure swift and accurate analysis in field.

Military training in combat tactics essential. Should include course in disposal of booby traps.

Civilian experience in assembly and disassembly and moving of heavy industrial or construction equipment very desirable.

Technical school training very desirable.

SOURCE JOBS

Master Mechanic	Hauling Contractor,
Millwright	heavy equipment
Manager, truck fleet operations	Mechanical Engineer

MATÉRIEL DISTRIBUTION PLANNING OFFICER (4701)

Analyzes distribution systems and formulates plans for storage and distribution of matériel. Reviews and analyzes over-all distribution systems to determine adequacy of warehousing and distribution facilities; prepares statistical data and charts and, in light of production schedules, recommends changes in or additions to established policies and procedures; coordinates plans and schedules for receiving, warehousing and distributing supplies and matériel; determines and recommends procedures

and methods for maintenance of stock records, handling of matériel, and control of inventories.

Must have thorough knowledge of commercial methods of warehousing and distribution of supplies as practiced by large manufacturers and wholesale distributors.

Military experience including training in Army supply activities desirable.

Civilian executive experience in storage and distribution of large quantities of various types of merchandise essential.

Should be college graduate with specialized training in business administration or economics, or have equivalent in training and experience.

SOURCE JOBS

Methods and Distribution Specialist	Warehouse Superintendent
Marketing Specialist	

LABOR AND WAREHOUSE EQUIPMENT OFFICER (4709)

Supervises the procurement and utilization of labor forces and material handling equipment for loading, unloading, and storing supplies and materials. Requisitions mechanical equipment required to adequately perform operations; supervises and instructs personnel in use of material handling equipment; supervises loading, unloading, and storing of supplies; maintains personnel records and records of equipment assignments, and shipping and storage releases; prepares daily reports of labor requirements, available labor, equipment used, and materials handled. May assist in lay-out and allocation of storage space. May assist in taking physical inventories.

Must have a thorough knowledge of various types of mechanical material handling equipment and be qualified to supervise use in various operations. Should be familiar with methods and principles involved in warehousing supplies.

Military experience including training in warehouse operations desirable.

Civilian experience in warehousing operations requiring the use of material handling equipment essential.

SOURCE JOBS

Warehouse Manager	Platform Foreman,
Storekeeper	freight terminal
Receiving Foreman	Shipping Foreman

WAREHOUSE OFFICER (4710)

Supervises the receipt, inspection, storage, and issue of supplies and equipment at a military installation. Prepares floor plan, dimensions, storage capacity, and locator system of storage facilities; controls the assignment of space and directs the storage of supplies; supervises selection, packing, crating, and marking of supplies and expedites incoming and outgoing shipments; directs the taking of inventories and determines quantities to be requisitioned to maintain stock levels; inspects storehouses and surrounding areas to insure proper storage and maintenance of materials; develops methods of fire prevention and property safeguarding so as to prevent loss of property; maintains files and records incident to operation of warehouse. May develop plans for rapid movement of supplies and facilities to new location in theater of operations. May supervise storage and issue of subsistence items.

Must be familiar with warehousing methods including the employment of warehouse mechanical equipment. Should have good knowledge of nomenclature of military supplies.

Military experience desirable. Should have completed supply courses appropriate to branch of service. When working with subsistence stores, should have completed a course at Army Bakers and Cooks School.

Civilian experience in a supervisory capacity in warehousing operations essential.

SOURCE JOBS

Warehouse Manager	Storekeeper
Shipping Foreman	Receiving Foreman

COLD STORAGE WAREHOUSE OFFICER (4712)

Supervises the receipt and storage of refrigerated foods and other perishable products. Supervises the unloading, loading, and storage of meats, meat foods, dairy, and other perishable products in refrigerated cars or trailers; checks incoming supplies to determine correctness of net weight, count, or measure; periodically inspects chilling and freezing compartments to insure maintenance of proper temperatures; coordinates activity of unit with that of the butchery and refrigeration units and attached veterinary personnel; supervises preparation and maintenance of unit reports and records. May command a cold storage unit in the field and be respon-

sible for its administration, training, transportation, supply and security.

Must have thorough knowledge of temperature control and of proper storage conditions for various types of perishable commodities. Should be familiar with use of various types of refrigerants. Must be able to supervise the work of truckers, scalers, freezer men, and platform men.

Military experience including training in quartermaster supply activities very desirable.

Civilian supervisory experience in storage and distribution of perishable commodities essential.

SOURCE JOBS

Packing House Foreman	Cold Storage Warehouseman
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BUTCHERY OFFICER (4713)

Supervises operations of a butchery unit. Supervises the installation and arrangement of cutting and boning room equipment to provide efficient and progressive movement of meat; supervises the cutting, boning, and dressing of carcasses and wholesale market cuts of meat, fish, and poultry; instructs and supervises personnel in use, maintenance, and repair of butchery equipment; coordinates activities of unit with that of the cold storage and refrigeration units; supervises the preparation and maintenance of unit reports and records. May supervise operations of defrosting room. May supervise slaughtering and dressing operations when necessary to procure live animals. May command a butchery unit in the field and be responsible for its administration, training, transportation, supply, and security.

Must be thoroughly familiar with various types of wholesale and retail cuts of meat. Must be able to instruct and supervise personnel in use and operation of butchery equipment. Should have general knowledge of the functions of cold storage and refrigeration units.

Military experience including training at Army Bakers and Cooks School essential.

Civilian experience in cutting and boning of meat very desirable.

SOURCE JOBS

Foreman, slaughter house	Meat Cutter
Butcher	Foreman, Packing House
	Head Boner

REFRIGERATION OFFICER (4714)

Supervises operations of a refrigeration unit. Supervises manufacture of ice and refrigeration brine; instructs and supervises personnel in operation, maintenance, and minor repair of refrigeration, air conditioning, and ice-making machinery and equipment; periodically inspects refrigerated areas to insure maintenance of proper temperatures; coordinates activity of unit with that of storage and headquarters unit; maintains adequate supply of replacement parts and materials and prepares reports and records. May command a refrigeration unit in the field and be responsible for its administration, training, transportation, supply and security.

Must have thorough knowledge of refrigerants and be able to install, operate, and repair refrigeration and air conditioning machinery and equipment. Must be able to supervise the work of refrigeration engineers, refrigeration mechanics, welders, firemen, oilers, and temperature men.

Military experience including training in quartermaster supply activities very desirable.

Civilian experience in manufacture, installation, and repair of commercial refrigeration and air conditioning equipment essential.

Technical school training in refrigeration and air conditioning, or equivalent in practical experience, essential.

SOURCE JOBS

Refrigeration Engineer	Air Conditioning Engineer
Mechanical Engineer	

ORDNANCE MAINTENANCE OFFICER, STAFF (4800)

Prepares plans and policies for maintenance support as required by tactical or training needs of unit. Directs and coordinates the activities of assigned maintenance troops and maintains liaison with supporting units in regard to maintenance policies and problems; supervises and conducts inspections of matériel in subordinate units; collects and evaluates information and prepares statistical reports on the status of maintenance, making recommendations for corrective action; prepares requests on higher headquarters or prepares orders to unit maintenance troops to implement maintenance plans; provides for instruction of units on ordnance operations, modifications and maintenance standards; collects and files maintenance information, publications, reports, and directives.

Must have a thorough knowledge of ordnance field maintenance operations and training. Should be familiar with ordnance supply.

Military experience in an Ordnance maintenance company or battalion essential.

Broad civilian supervisory experience in maintenance and repair of mechanical or automotive equipment essential.

Should be a college graduate with specialization in mechanical engineering or have equivalent practical experience.

SOURCE JOBS

Mechanical Engineer	Service Manager,
Automotive Engineer	Automotive Equipment
Master Mechanic	

ORDNANCE SHOP OFFICER (4801)

Directs or supervises activities of various sections of an ordnance repair shop engaged in the maintenance, repair, and inspection of ordnance matériel. Supervises receipt and inspection of all incoming material; supervises assignment of matériel to proper sections for accomplishment of repair work; directs preparation and distribution of work orders and parts for various repair jobs; conducts periodic inspections to insure that operations of various sections are handled in an efficient and expeditious manner; establishes priority control system; prepares plans for current and future requirements of shops; directs maintenance of adequate stock materials, and keeping of reports and records. May command a field ordnance repair unit composed of artillery, armory, instruments, and automotive sections, and be responsible for administration, tactical and technical training, transportation, supply, and security.

Must have thorough knowledge of automotive and mechanical repair work including carpentry, painting, welding, and machine-shop operations. Must have ability to organize and direct work of personnel engaged in these activities.

Military experience essential. Should include completion of courses in automotive, artillery, and small arms maintenance at Ordnance Service School.

Extensive civilian supervisory experience in mechanical and maintenance work in a general repair shop essential.

SOURCE JOBS

Machinist or Master Mechanic	Gunsmith Machine Shop Foreman
Service Manager, Auto- motive Equipment	Locksmith Millwright

TANK MAINTENANCE AND REPAIR OFFICER (4803)

Directs or supervises the maintenance, repair, and inspection of tanks and track-laying vehicles. Directs the operation of repair shop and supervises repair of combat vehicles in field; supervises inspection of ordnance matériel to determine serviceability, completeness, and readiness for use; analyzes technical and operating difficulties of tanks and combat vehicles and provides corrective measures; maintains records and prepares reports. May command a field track-laying repair unit and be responsible for administration, tactical and technical training, supply, transportation and security.

Must have thorough knowledge of maintenance and repair of heavy mechanical track-laying equipment. Should be familiar with power trains, armament, and suspension and electrical systems.

Military experience or training with ordnance maintenance unit, including completion of a course in repair of track-laying vehicles, very desirable.

Experience in the manufacture, maintenance, or repair of heavy mechanical track-laying equipment or automotive equipment essential.

Should have college training in mechanical engineering or have equivalent in training and experience.

SOURCE JOBS

Maintenance Superintendent, industrial plant	Millwright Mechanical Engineer
Master Mechanic	Automotive Engineer

AUTOMOTIVE MAINTENANCE AND REPAIR OFFICER (4805)

Directs or supervises maintenance, repair and inspection of all types of automotive equipment, including general purpose vehicles, combat vehicles, motorcycles, and tanks. Supervises the operation of automotive repair shop; examines incoming equipment to determine amount and exact nature of repair; arranges for and assigns work detail; supervises the inspection of equipment to insure completeness of essential repair work, serviceability, and readiness for use; directs the maintenance of ade-

quate stocks of materials and replacement parts and the keeping of records. May instruct, train, and conduct schools in repair and preventive maintenance for the using arm or service. May conduct classes at school or training centers. May command a field automotive repair unit and be responsible for administration, tactical and technical training, transportation, supply and security.

Must have thorough knowledge of the maintenance and repair of automotive equipment such as general purpose vehicles, combat vehicles, and tanks. Must be familiar with the employment of such equipment as lathes, drill presses, grinders, gauges, and various hand or bench tools and be thoroughly familiar with ordnance matériel.

Military experience essential. Should include training and experience in automotive maintenance and machine shop operation.

Civilian experience in the manufacture, maintenance, or repair of heavy mechanical or automotive equipment essential.

College training in mechanical engineering desirable.

SOURCE JOBS

Mechanical Engineer	Automotive Maintenance Superintendent
Service Manager, Automotive Equipment	Automotive Engineer

FIRE-CONTROL INSTRUMENT REPAIR OFFICER (4806)

Supervises the maintenance, repair, and inspection of fire-control instruments. Examines equipment to determine amount and exact nature of repair; supervises personnel engaged in the disassembly, cleaning, adjustment, and repair of equipment; supervises the fabrication of replacement parts on precision machines; estimates requirements of repair facilities and directs the maintenance of adequate spare parts and supplies; maintains work order records and establishes priority system of work assignments; instructs and trains personnel in operations. May conduct classes in theory, adjustment, disassembly, assembly, and repair of fire-control instruments, at schools or training centers.

Must be thoroughly familiar with theory, operation, disassembly, set-up, and adjustment of fire-control instruments. Should have basic knowledge of theory of optics, machine design, and electrical control devices.

Military experience in ordnance maintenance desirable. Should have completed special course in

fire-control instrument repair at ordnance school.

Several years civilian experience in manufacture or repair of precision instruments very desirable.

Technical school training very desirable.

SOURCE JOBS

Instructor, Technical
Mechanical Engineer
Instrument Maker
Machinist

Electrical Engineer
Radio Engineer
Tool and Die Maker

ARMORY MAINTENANCE AND REPAIR OFFICER (4807)

Supervises the maintenance, repair, and inspection of all small arms matériel. Examines incoming matériel for the amount and exact nature of repair; prepares work order and assigns work detail; supervises personnel engaged in the adjustment, replacing of damaged parts, and general repair of matériel; inspects all work accomplished to determine condition, completeness, and suitability for release; estimates and prepares plans for current and future requirements of spare parts and unit supplies; directs the preparation of reports and the maintenance of shop records. May instruct and train personnel of the using arm in the proper methods of maintenance and repair of small arms matériel. May conduct classes at schools or training centers in the repair and maintenance of small arms.

Must be familiar with the employment of such equipment as lathes, boring machines, drill presses, and various hand, bench, and woodworking tools. Should have a basic knowledge of the design and manufacture of small arms matériel.

Military experience essential. Should have completed small arms course at ordnance school.

Several years civilian experience in a supervisory capacity in automotive or machine shop operations desirable.

SOURCE JOBS

Machine Shop Foreman
Maintenance Mechanic
Locksmith

Millwright
Gunsmith
Instrument Maker

ARTILLERY MAINTENANCE AND REPAIR OFFICER (4808)

Supervises the inspection, repair and maintenance of field, coast, and antiaircraft artillery. Makes periodic inspections of organizational matériel and recommends proper disposition or repair of unserv-

iceable items; supervises the preparation of inspection reports and repair work orders; supervises the adjustment, replacement of worn out parts, and the general repair of matériel; inspects all accomplished work to determine serviceability and readiness for field use; directs the maintenance of adequate stock materials and spare parts and the keeping of reports and records. May supervise maintenance and repair of mortars. May conduct classes at schools or training centers in the repair and maintenance of field, coast, and antiaircraft artillery.

Must have thorough knowledge of mechanical principles involved in the repair and maintenance of heavy equipment.

Military experience essential. Should have training in an artillery unit, with training or additional experience in antiaircraft maintenance.

Several years experience in manufacture or repair of heavy equipment essential.

Technical or trade school training in mechanical or automotive fields essential.

SOURCE JOBS

Master Mechanic
Automotive Equipment
Serviceman

Millwright
Shop Maintenance
Mechanic

POWER TRAIN REBUILD OFFICER (4809)

Supervises maintenance, repair, and inspection of track-laying and wheeled vehicles with specific emphasis on transmission, differential, and power-trains. Conducts inspection of incoming matériel to determine extent and nature of repair work required; assigns work detail and advises and assists unit in solution of technical problems; supervises inspection of accomplished work to insure suitability for release; trains and instructs personnel in care and preservation of shop equipment; directs the keeping of records and reports and maintenance of adequate supply of replacement parts and materials.

Must be thoroughly familiar with component parts, including special knowledge of gears, bearings, and lubrication. Must have extensive automotive background and be familiar with machine, welding, and sheet metal shop practices.

Military experience including completion of a course in automotive repair and maintenance desirable.

Extensive civilian experience in repair of automotive vehicles essential.

Advanced training in technical or trade school very desirable.

SOURCE JOBS

Foreman, automotive repair shop	Automotive Mechanic
Service Manager	Master Mechanic

ORDNANCE MAINTENANCE SERVICE OFFICER (4813)

Supervises issuance of parts and equipment and provides maintenance facilities for repair units of an ordnance shop organization. Supervises transportation, storage, and issue of spare parts and materials required for maintenance and repair units; directs or supervises maintenance of all unit equipment and material and provides repair services not performed by other units, such as machine-shop work, welding, electrical repair, painting, and wood-working; supervises keeping of stock records and accounts and reports status to commanding officer.

Should have comprehensive knowledge of supply system and maintenance and repair functions of organization. Should be familiar with machine-shop welding equipment.

Military experience in arm or service including field maintenance and repair essential.

Several years' stockroom and toolroom experience in maintenance and repair divisions of motor transportation companies very desirable.

SOURCE JOBS

Warehouse Manager	Chief Storekeeper
Foreman, toolroom	Parts Manager

ORDNANCE RECLAMATION OFFICER (4814)

Directs or supervises the inspection, classification, and reclamation of ordnance matériel, assemblies, and component parts. Supervises the inspection of matériel to determine which items are reclaimable and to establish most practicable methods of reclamation; develops procedures and determines materials and tools required for reclamation operations; supervises and instructs personnel in technical operations and maintains liaison with other agencies concerned with reclamation and conservation of critical materials. May reclaim foreign matériel. May act as technical adviser on all matters regarding reclamation and conservation of ordnance matériel in the command.

Must have a thorough knowledge of repair of ordnance matériel with special emphasis on automotive equipment. Should have a knowledge of design and construction of parts and equipment.

Must be familiar with physical and chemical properties of metals and other materials. Must be thoroughly familiar with the employment of metalizing and welding equipment, machine tools, bench tools, and precision gauges.

Military experience including experience in base shop or heavy maintenance operations desirable.

Broad civilian experience in the design, manufacture, or repair of heavy mechanical or automotive equipment essential.

College training in mechanical engineering or equivalent practical experience desirable.

SOURCE JOBS

Automotive Engineer	Automotive Maintenance Superintendent
Mechanical Engineer	Master Mechanic
Salvage and Reclamation Engineer	Machine Shop Superintendent

ROCKET OFFICER (4815)

Directs and supervises assembly, maintenance, inspection, and repair of all types of rocket launchers, equipment, and ammunition. Instructs using troops in the use, tactical importance, and limitations of rocket equipment; supervises military personnel in the supply, storage, transportation, and renovation of rocket ammunition. May supervise testing or design of rocket matériel to determine its characteristics and effectiveness, and to compare performance with known effectiveness of similar enemy equipment; prepares and submits technical reports on findings.

Must have knowledge of design, construction, installation, functioning, and use of rockets and rocket equipment. Must be thoroughly familiar with ballistics of ammunition, such as range, dispersion and firing characteristics, and be able to assemble and maintain ammunition and component parts in good working order.

Must have completed special courses in modern rockets and rocket launchers.

For assignment to rocket development duties, experience in manufacture of ammunition or industrial testing processes, such as industrial hydraulic research or testing, and training in chemical or mechanical engineering, desirable.

SOURCE JOBS

Chemical Engineer

Mechanical Engineer

TIRE MAINTENANCE AND REPAIR OFFICER (4818)

Directs or supervises inspection, maintenance and repair operations of an automotive tire repair unit. Supervises and instructs personnel in vulcanizing, capping, retreading of tires, and incidental repair of inner tubes; periodically inspects wheeled vehicles to determine condition of tires; supervises the taking of stock inventories and initiates action for the procurement of machinery, equipment and materials; maintains a library of general records and teaching aids concerning tire maintenance operations. May formulate and supervise instruction courses for vehicle operators to obtain greater tire serviceability. May command a field automotive tire repair unit and be responsible for its administration, tactical and technical training, transportation, supply and security.

Must have thorough knowledge of manufacture, maintenance, and repair of tires and inner tubes.

Civilian supervisory experience in administration or production capacity in manufacture, rebuilding, or repair of rubber tires essential.

Technical school training in manufacture and maintenance of tires and tubes very desirable.

SOURCE JOBS

Sales Engineer, tires and tubes

Tire Inspector
Tire Maker

Production Manager, tire industry

PARACHUTE MAINTENANCE OFFICER (4820)

Directs and supervises maintenance of parachute canopies and pack and harness assemblies. Supervises inspection of parachutes and their folding, re-folding, and packing; directs fitting and adjustment of harness and testing and cleaning of assemblies. May supervise storage issue, and shipment of parachutes from a depot. May supervise repair and overhaul of parachutes.

Must have thorough knowledge of parachute construction and thorough understanding of all parachute repair operations. Must know Army regulations pertaining to parachute maintenance.

Military experience essential. Must have para-

chute training in an Army Air Forces technical school.

Civilian experience in manufacture and repair of textile or leather goods desirable.

SOURCE JOBS

Canvas Cover Repairman
Awning Maker

Foreman, canvas goods manufacturing
Harness Repairman

FLIGHT TEST MAINTENANCE OFFICER (4821)

Performs all necessary test flights to check safety of operation of all parts of a particular type aircraft after repairs have been made. Makes physical inspection to locate any mechanical defects; prior to flight tests checks operation equipment (such as electrical systems, hydraulic systems, instruments, propellers, engine controls, etc.) for malfunctioning; while in flight, tests operation of landing gear, flaps, control switches, etc.; performs necessary maneuvers to test aircraft for any unusual flying characteristics; makes notations of any irregularities found that should be corrected in order to make aircraft safe for flying.

Must be a rated Pilot or Service Pilot and transitioned in particular type aircraft to be tested. Should be thoroughly familiar with its mechanical and flying characteristics. Must be qualified to perform duties of Aircraft Engineering Officer (4823).

AIRPLANE ARMAMENT OFFICER (4822)

Directs or supervises air and ground crew units in training and maintenance of all aircraft armament and chemical equipment such as chemical and smoke tanks, bombsights, gunsights, power turrets, rockets and rocket launchers, automatic pilots used with bombsights, etc., including integral electrical systems thereof.

Supervises the loading of bombs and ammunition into bomb racks and ammunition boxes; supervises inspection, cleaning, and maintenance of armament equipment; supervises instruction of air crews in use and ground crews in maintenance of aircraft armament and chemical warfare equipment; posts and enforces proper instruction for handling of explosives and combustibles; periodically inspects armament equipment and maintains status charts or boards indicating dates of last completed inspections of armament; keeps commanding officer advised on serviceability and performance rating of armament

under varying climatic conditions, and status and availability of armament equipment and supplies. May supervise the maintenance of armament with special maintenance and operational characteristics.

Must have thorough knowledge of bombs, fuzes, pyrotechnic, and aircraft armament equipment. Should be thoroughly familiar with chemical agents and toxic gases and be capable of instructing in use of aircraft chemical warfare equipment.

Military experience including completion of AAF course in aircraft armament essential.

Mechanical or electrical engineering experience very desirable.

At least 2 years college training leading to a degree in mechanical or electrical engineering desirable.

AIRCRAFT MAINTENANCE OFFICER (4823)

Supervises operations of an aircraft maintenance and repair unit at an air field or air base. Plans, lays out work, and assigns repair crews; supervises and instructs personnel in disassembly, assembly, repair, and testing of aircraft and such aircraft equipment as airplane engines, landing gear, wings, and fuselages; inspects and tests accomplished work to insure adequacy of repair, and that equipment is in state of readiness for service; supervises the issue of and is responsible and accountable for tools, supplies, and materials; supervises preparation of reports and records. May command a mobile repair unit assigned to advanced air field in theater of operations.

Must be thoroughly familiar with principles of mechanics and physics as applied to maintenance, repair, and testing of aircraft. Must possess skill and accuracy in the use of precision tools, measuring instruments, micrometers, and precision gauges.

Military experience including training at an Army Air Forces school very desirable.

Civilian experience in construction, maintenance, and repair of aircraft and aircraft equipment very desirable.

Advanced technical school training in aeronautical engineering essential.

SOURCE JOBS

Aviation Engine Mechanic	Shop Foreman, commercial air line
Master Mechanic, aircraft production	

AIRCRAFT TORPEDO MAINTENANCE OFFICER (4824)

Supervises inspection and maintenance of aircraft torpedoes. Allots work within shop or torpedo section; supervises normal, emergency, or periodic maintenance, such as assembly of fuzes for practice run or mission, disassembly and examination of all parts, repair of parts, and reassembly of torpedoes; directs the return of malfunctioning torpedoes to depots or arsenals; supervises maintenance of records, reports and equipment; trains and instructs personnel in torpedo maintenance.

Must have thorough knowledge of principles of operation and mechanical systems of aircraft torpedoes. Should be familiar with intricate machinery, linkages, and combustion. Familiarity with bombs and fuzes desirable.

Military experience in maintenance of ordnance matériel and ammunition very desirable. Must have completed a course in torpedo maintenance.

Several years experience in the design and manufacture of fine precision instruments desirable.

College degree in field of mechanical engineering or equivalent in practical experience essential.

SOURCE JOBS

Mechanical Engineer	Tool and Die Maker
Instrument Maker	

BOMBSIGHT MAINTENANCE OFFICER (4825)

Directs or supervises personnel in maintenance, servicing, and security of bombsight equipment. Formulates and directs execution of security measures for the protection of bombsights; supervises and instructs technical personnel in installing, dismounting, servicing, and minor repairing of bombsights; prepares reports on major repair work and on status of bombsights.

Military experience including completion of service armament and bombsight maintenance courses at an Army Air Forces technical school essential.

Civilian experience as journeyman in mechanics very desirable.

SOURCE JOBS

Gunsmith	Machine Shop Foreman
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AERIAL MINE OFFICER (4826)

Supervises inspection, maintenance, and preparation for planting of aerial mines. Directs tactical

and technical training of units; directs return of malfunctioning mines to depots; supervises maintenance of records, preparation of reports; trains and instructs personnel in maintenance and in preparation for planting of aerial mines.

Must have thorough knowledge of operation and components of aerial mines. Must have knowledge of extenders, clock starters, parachutes, and coluble washers that can be used with each aerial mine. Must be familiar with safety regulations governing handling and storage of high explosives and the special storage conditions necessary to insure satisfactory performance and life of mines. Must know the operational characteristics of each aerial mine and mine firing mechanisms. Must know the tactics and flying methods used in planting mine fields.

Military experience in ammunition handling, storage and in maintenance of ordnance matériel essential. Must be graduate of Naval Mine or Aerial Mine School.

Civilian experience in manufacture or maintenance and repair of mechanical equipment desirable.

College degree in mechanical, chemical, or industrial engineering or equivalent practical experience desirable.

SOURCE JOBS

Mechanical Engineer	Industrial Engineer
Chemical Engineer	Master Mechanic

LAUNDRY OFFICER (4830)

Supervises operation of a laundry in which clothing is sterilized and washed. Supervises the installation of laundry machinery; supervises the preparation of washing formulas and operation of power washers and wringers; maintains adequate supplies and supervises keeping of records and reports; directs and instructs in first-aid treatment for burns. May supervise demonstration of mobile laundry operations. May instruct personnel in large scale laundry methods. May command a mobile or semi-mobile laundry unit and be responsible for its administration, tactical and technical training, transportation, supply, and security.

Must be familiar with operation and employment of such laundry machinery as power washers, tumblers, extractors, and wringers. Should have knowledge of plumbing and steam control. Should be familiar with preparation and use of washing formulas.

Military experience including graduation from Army laundry school desirable.

Civilian supervisory experience in operation of modern laundry essential.

SOURCE JOBS

Laundry Manager	Laundry Production Technician
Sales Engineer, laundry equipment	

CLOTHING AND EQUIPMENT STERILIZATION OFFICER (4831)

Directs or supervises sterilization of clothing and equipment for storage, reissue, or salvage. Instructs and supervises personnel in operation, maintenance, and transportation of sterilization equipment; supervises receipt of material and assignment of work tasks to processors; supervises sorting, classification, and disposition of sterilized articles; conducts inspection of unit equipment to determine condition and insure compliance with operating instructions; maintains adequate supply of spare parts and materials; supervises preparation of reports and records. May command a sterilization or fumigation and bath unit and be responsible for its administration, tactical and technical training, transportation, supply, and security.

Should be familiar with operation and maintenance of various types of sterilization equipment. Should be familiar with use of chemicals needed for sterilization and fumigation treatment of clothing.

Military experience desirable.

Civilian supervisory experience in dry cleaning or laundering of clothing very desirable.

SOURCE JOBS

Laundry Manager	Dry Cleaning Manager
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CHEMICAL PROCESSING OFFICER (4832)

Sets up and operates plans for processing clothing, equipment, and other materials with a vesicant gas resistant substance. Supervises subordinate personnel in setting up semimobile processing plants and in testing them prior to operation; supervises plant operations and spot-checks processed materials for quality and protection efficiency; requisitions and procures materials and supplies; is responsible for the maintenance and repair of equipment; directs the dismantling and transporting of equipment to new points of operation when required.

Must possess supervisory ability in order to direct

and coordinate the work of a large crew of men engaged in processing materials.

Military experience with chemical troops desirable.

Civilian experience in a supervisory capacity in textile wet processing or the supervision of dyeing, dry cleaning, or laundry establishments very desirable.

SOURCE JOBS

Laundry or Dry Cleaning Foreman	Dye House Foreman
Chemist	Chemical Engineer

CHEMICAL MAINTENANCE OFFICER

(4841)

Directs and supervises inspection, maintenance, repair, and storage of chemical warfare matériel and equipment. Directs reclamation and disposal of salvaged matériel; supervises storage, maintenance, repair, and issue of chemical warfare materials and equipment, fills requisitions for supplies and equipment, and maintains perpetual inventory of chemical warfare supplies and materials; supervises maintenance of accounts and audits; advises chemical officer on maintenance and repair operations and facilities, and on status of supply stocks.

Must be familiar with machine-shop practices, and the storage and handling of toxic gases and high explosives.

Military experience essential. Should include attendance at Chemical Warfare school or active duty as a Chemical Warfare Officer.

Civilian experience in supervising the storage, shipping, reclamation, and repair of chemical supplies and equipment very desirable.

SOURCE JOBS

Machinist	Warehouseman
Machine Shop Foreman	

RAILWAY SHOP SUPERINTENDENT

(4850)

Directs operations of a railway repair shop organization. Formulates plans and procedures for efficient operation of shops, facilities, and technical personnel; determines methods for assembly and repair of railway equipment; prepares estimates of organizational requirements and arranges for procurement of supplies and equipment; directs the preparation of reports and supply records. May

command a railway repair shop organization and be responsible for its administration, training, transportation, and supply.

Must have thorough knowledge of railway repair shop practices. Must be able to organize and direct operations of large groups of skilled workmen.

Experience in repair, assembly, and maintenance of railway equipment essential.

SOURCE JOBS

Superintendent of Motive Power	Master Mechanic
Superintendent of Shops, railway	

CAR REPAIR SHOP SUPERINTENDENT

(4851)

Directs or supervises repair, maintenance, inspection, and testing of freight and passenger cars. Inspects cars to determine extent and nature of repairs or reconditioning required to restore equipment to service; supervises operations of section engaged in erecting, stripping, fabricating, and adjusting operations involved in the general overhaul and rebuild of freight and passenger cars; supervises installation and replacement of air brake equipment, wheel assemblies, axles, and truck carriages; inspects and tests cars and equipment after repair and assembly; arranges for performance of operations beyond the capacity of unit with other units of organization; supervises preparation of reports and maintenance of adequate supply of replacement parts and material. May command a car repair shop unit of a railway repair shop organization and be responsible for its administration, training, and supply.

Must be able to supervise the work of cabinet-makers, car carpenters, car mechanics and inspectors, electricians, lathe and boring mill operators, upholsterers, pipe fitters, and welders.

Practical shop experience in stripping and erecting railway cars essential.

SOURCE JOBS

Master Car Builder	Car Repair Shop Foreman
General Car Foreman	
Chief Car Inspector	

BOILER AND SMITH SHOP SUPERINTENDENT (4852)

Supervises the operation of a railway boiler and smith shop. Analyzes and reviews work orders and

allocates work assignment to appropriate section of unit; directs activities of personnel engaged in repair of boilers, tanks, and steel structural supports, and in fabrication of parts and castings; establishes work order priorities and coordinates work of unit with other repair units of organization to insure proper timing of repair schedules; supervises the maintenance of repair work equipment; supervises the keeping of records and maintains adequate supply of replacement parts and material. May command a boiler and smith shop unit of a railway repair shop organization and be responsible for its administration, training, and supply.

Must be thoroughly familiar with boiler and smith shop practices and be able to supervise the work of boilermakers, tankmakers, punch and shear operators, welders, blacksmiths, forging machine operators, molders, sheet metal workers and electricians.

Civilian supervisory experience in the repair or fabrication of steam boilers, tanks, and other products made of heavy steel plate essential.

SOURCE JOBS

Boiler Shop Foreman	Smith Shop Foreman
Railway Shop Superintendent	Roundhouse Foreman

BOILER SHOP SUPERINTENDENT (4853)

Supervises a boiler shop unit of a railway shop organization. Supervises the repair, fabrication, and assembly of boilers, tanks, and steel structures; examines incoming railway equipment parts to determine extent and nature of repair work required; supervises such operations as cleaning and scaling of boilers and tanks, application of patches, crack welding, and removal and replacement of boiler tubes; provides personnel for and supervises performance of work details for boiler repair in other units of organization; supervises inspection of accomplished repair work to insure adequacy and serviceability; maintains adequate supply of replacement parts and material and directs the preparation of reports and records. May command a boiler shop unit and be responsible for its administration, training, and supply.

Must have thorough knowledge of methods involved in fabrication and assembly of boilers, tanks, and steel structures. Must be able to supervise the work of boilermakers, tankmakers, punch and shear operators, and welders.

Civilian supervisory experience in the repair or

fabrication and assembly of boilers, tanks, and other vessels made of heavy steel plate essential.

SOURCE JOBS

Boiler Shop Foreman	Boilermaker
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BLACKSMITH SHOP SUPERINTENDENT (4854)

Supervises operations of a blacksmith shop. Supervises personnel engaged in forging, heat treating, pipe fitting, sheet metal work, brazing, babbiting, and production of brass castings; provides personnel for and supervises the performance of working detail assigned to other organizational units to perform such tasks as fitting of braces and pipes, removal and assembly of electrical apparatus and boiler jackets; inspects completed work of unit to insure compliance with work order specifications; maintains adequate supply of replacement parts and raw material for operation of unit. May command a smith shop unit of a railway repair shop organization and be responsible for its administration, training, and supply.

Must have thorough knowledge of smith shop operations including manufacture and production of castings. Must be able to supervise the work of forging machine operators, blacksmiths, steam hammers, heat treaters, molders, sheet metal workers, coppersmiths, and electricians.

Civilian supervisory experience in manufacture and repair of heavy metal products and machinery essential.

SOURCE JOBS

Blacksmith Shop Foreman	Forge Shop Foreman
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ERECTING AND MACHINE SHOP SUPERINTENDENT (4855)

Supervises the operations of erecting shop, machine-shop, and work equipment unit. Supervises repair, maintenance, and testing operations on all track work equipment; analyzes work orders and allocates work assignments to appropriate shop or unit; coordinates operations of erecting shop, machine shop, and work equipment unit to insure proper work scheduling and distribution; supervises maintenance and issuance of all portable tools; supervises maintenance of adequate supply parts and materials; prepares necessary reports and correspondence.

Must have thorough knowledge of railway shop

practices and experience in locomotive maintenance.

Civilian supervisory experience in railway shop operations and practices essential.

SOURCE JOBS

Erecting and Machine Shop Foreman	Machine Shop Foreman
Shop Foreman	General Shop Foreman
Erecting Shop Foreman	Roundhouse Foreman

LOCOMOTIVE ERECTING SHOP SUPERINTENDENT (4856)

Supervises the stripping and assembly of locomotives. Examines incoming repair work to determine nature of repair and appropriate allocation of work assignment; supervises the stripping of locomotives and delivery of repair items to various shops; supervises the inspection and testing of repaired parts prior to reassembly; coordinates work of unit with other units of organization to facilitate stripping and assembly of locomotives; maintains adequate supply of replacement parts and materials; supervises the keeping of reports and records. May command an erecting shop unit of a railway repair shop organization and be responsible for its administration, training, and supply.

Must have thorough knowledge of railway repair shop practice. Must be able to supervise the work of locomotive hostlers, air brake, mechanics, gas engine mechanics, locomotive mechanics, and crane operators.

Civilian experience in repair, maintenance, and inspection of locomotives essential.

SOURCE JOBS

Erecting Shop Superintendent	Machine Shop Foreman
Machine Shop Superintendent	Machinist

RAILWAY MACHINE SHOP SUPERINTENDENT (4857)

Supervises the operation of railway machine shop. Supervises the repair and assembly of locomotive subassemblies, air brake equipment, and pumps; supervises machine operations and machine welding on locomotive parts and railway cars; provides personnel for and supervises the performance of work details assigned to other units of organization for cylinder reboring, fabrication of replacement parts, and frame welding; supervises maintenance of shop stores and issuance of portable tools.

Must have thorough knowledge of machine-shop practices and be able to supervise the work of air brake mechanics, welders, machinists, and toolmakers.

Practical experience in machine-shop operation essential.

SOURCE JOBS

Machine Shop Foreman	General Foreman,
Enginehouse Foreman	railway
Machinist	

RAILWAY WORK EQUIPMENT SHOP SUPERINTENDENT (4858)

Supervises the operations of a work equipment unit in the maintenance and repair of miscellaneous and work equipment. Is responsible for the continuous efficient operation of work equipment; organizes and administers the unit on a pool basis where necessary; is responsible for maintenance of adequate supply parts, materials, and tools; prepares necessary reports on work of unit for higher authority.

Must be able to supervise work of general mechanics, automobile mechanics, automotive electricians, and welders.

Thorough and practical civilian experience in railway shop operations essential.

SOURCE JOBS

Machine Shop Foreman	Assistant Shop Superintendent
Assistant Car Shop Foreman	Car Shop Foreman

RAILWAY SALVAGE ENGINEER (4859)

Supervises operations of scrap yard and reclamation unit. Supervises the examination of demolished and worn-out railway equipment and machinery to classify and segregate usable and nonusable materials; rebuilds and reconditions recoverable material and arranges for transportation to distributing units for reissue; instructs personnel in technical operations of unit; supervises the keeping of records and preparation of reports.

Must possess knowledge of railway materials, including types of machinery required for rehabilitating reclaimed materials. Must be familiar with physical and chemical properties of metals and other materials. Must be able to supervise the work of machinists, blacksmiths, welders, and automotive mechanics.

Civilian supervisory experience in repair, recon-

ditioning, and reclamation of railway or heavy equipment desirable.

SOURCE JOBS

Salvage Engineer, railway	Reclamation Plant Fore-
Machine Shop Foreman	man, railway
Reclamation Plant Super-	Railway Shop Foreman
intendent, railway	Storekeeper, railway

AIR BRAKE SHOP SUPERINTENDENT (4860)

Supervises operations of an air brake repair unit of a railway shop. Inspects air brake apparatus including brake beams, rods, and cylinders to determine extent and nature of repair work required; supervises disassembly and assembly of parts and repair and replacement of defective parts; instructs and supervises personnel in adjusting, cleaning, and oiling of air brake apparatus; estimates unit requirements and initiates action for procurement of supplies and equipment; supervises preparation of reports and records.

Must have knowledge of construction and repair of air brake equipment including triple valve, reservoirs, and brake cylinders.

Civilian experience in construction, installation, and repair of railway air brake apparatus essential.

SOURCE JOBS

Air Brake Mechanic or	Car Repair Foreman
Foreman	Railway Brake Inspector

ELECTRIC LOCOMOTIVE REPAIR SHOP SUPERINTENDENT (4861)

Supervises operations of an electric locomotive repair unit of a railway shop. Inspects incoming equipment to determine extent and nature of repair work; supervises disassembly, reassembly, and repair of electric motors, generators, transformers, and other auxiliary equipment; supervises installation of lights, heaters, interior and exterior wiring; provides for inspection and testing of accomplished work for defects and unsafe conditions; estimates unit requirements and prepares requisitions for supplies and equipment; supervises preparation of reports and records.

Must be thoroughly familiar with fundamentals of electrical power generation. Should have knowledge of traction motion, control equipment, transformers, and other auxiliaries of electric railway locomotion.

Civilian experience in maintenance and repair of electric locomotives essential.

Technical school training in electrical and mechanical engineering very desirable.

SOURCE JOBS

Chief Electrician,	Traction Foreman
railway shop	Electric Locomotive
Electrical Engineer	Shop Foreman

DIESEL LOCOMOTIVE SHOP SUPERINTENDENT (4862)

Supervises operations of a Diesel locomotive repair unit. Supervises activities of repair crew in overhauling and repair of heavy Diesel engines; instructs and supervises personnel in disassembly, assembly, and replacement of defective parts; tests and inspects accomplished repair work to insure adequacy and serviceability; prepares estimates of unit requirements and initiates requisitions to maintain adequate supply of replacement parts, tools, and equipment; supervises the preparation of work reports and records.

Must have thorough knowledge of Diesel engine mechanics. Must be able to supervise the work of Diesel mechanics, armature winders, machinists, railway mechanics, and welders.

Civilian experience in construction, maintenance, and repair of heavy Diesel engines and auxiliaries essential.

Technical school training in construction, operation, and maintenance of heavy Diesel engines very desirable.

SOURCE JOBS

Diesel Mechanic	Diesel Repair Shop Foreman
Electrician, railway	

ENGINEER EQUIPMENT MAINTENANCE AND REPAIR OFFICER (4880)

Supervises maintenance, repair, and inspection of engineering equipment. Analyzes maintenance requirements and recommends proper maintenance equipment and field repair facilities; checks incoming repair work to determine amount and exact nature of repair; inspects shop operations to insure that repair schedules are maintained; makes recommendations for disposal of obsolete and irreparable equipment; directs maintenance of adequate stock materials and keeping of reports and records. May organize and direct schools for the training of personnel in maintenance, operation, and repair of engineering equipment. May be responsible for allocation and control of construction equipment.

Must have thorough knowledge of mechanical principles involved in maintenance and repair of such equipment as tractors, roadrollers, asphalt distributors, carryalls, draglines, power shovels and cranes, and air compressors. Must be familiar with the employment of heavy equipment on construction engineering projects.

Civilian supervisory experience in maintenance and repair of heavy equipment essential.

Technical school training in mechanics, mechanical engineering, or civil engineering very desirable.

SOURCE JOBS

Master Mechanic, heavy equipment	Millwright
Distributors Serviceman	Construction superin- tendent
Mechanical Engineer	Civil Engineer

FOUNDRY OFFICER (4881)

Supervises a unit engaged in the production of steel, cast iron, bronze, and other ferrous and non-ferrous metal castings. Plans production schedules and lays out working details; supervises and coordinates the activities of enlisted men engaged in making patterns, cores, and molds for metal castings and in weighing, mixing, melting, and pouring metals and hardeners; checks or supervises checking of sample castings against blueprints for dimensions and shape prior to authorizing production; checks or supervises checking of furnaces for proper temperature and charging; supervises inspection of castings for blowholes, cracks, rough spots, and other defects and determines whether rejected castings can be salvaged; supervises care, maintenance, repair, and operation of such foundry equipment as furnaces, ovens, molding and core-making machines, grinders, sandblast tumblers, and similar hand or power operated machinery; supervises maintenance of records and reports.

Must have thorough knowledge of qualities of metals, alloys, and hardeners. Must know the mixing, combining, melting, and pouring temperature of metals. Should be able to make patterns, molds, and cores, using hand tools or power operated machinery.

Must have had previous foundry work experience.

SOURCE JOBS

Foreman, Foundry	Foundry Patternmaker
Foundry Molder	

MEDICAL EQUIPMENT MAINTENANCE OFFICER (4890)

Supervises the installation, inspection, maintenance, and repair of medical equipment. Supervises or conducts the inspection of such equipment as X-Ray machines, fluoroscopes, operating room equipment, sterilizers, gas anesthesia equipment, resuscitators, oxygen therapy equipment, and other miscellaneous equipment of the medical department to determine extent and nature of repair work required; lays out work and allocates various work assignments and supervises and instructs personnel in repair operations; advises on non-professional technical matters to achieve more effective utilization of equipment; supervises preparation of reports and is responsible for maintaining adequate supply of replacement parts and materials. May perform liaison with manufacturers of technical equipment, contractors, and District, Area, and Post Engineers to accomplish the most effective installation of medical technical equipment. May make recommendations as to redistribution of technical items and accessory medical equipment returned from posts, camps, and stations.

Must be thoroughly familiar with construction and operation of various types of medical equipment. Should be familiar with the employment of such tools and equipment as machine tools, welding equipment, electrical testing apparatus, and carpenter's, painter's, pipefitter's, and tinsmith's hand and bench tools.

Must be graduate of basic course, Medical Field Service School, or graduate of Medical Administrative Corps, Officer Candidate School, and in addition be a graduate of Phase I, Quartermaster Supply Course, Phase II, supply course peculiar to Medical Department, and Medical Department equipment maintenance course.

Civilian experience in the manufacture or sales and service of medical and surgical equipment very desirable.

College training in mechanical or electrical engineering or equivalent practical experience desirable.

SOURCE JOBS

Mechanical Engineer
Electrical Engineer
Sales Engineer, Medical and Surgical Equipment
Master Mechanic
Machine Shop Superintendent

cal services to insure that shop products, procedures, and work is in accordance with Technical Manuals, Modification Work Orders, or War Department directives; maintains liaison with utilities officer to insure greater utilization of combined shops and to determine when use of commercial facilities is necessary; supervises preparation of administrative and personnel records and reports. May recommend location of service units and repair shops. May supervise technical inspection of property being surveyed to determine disposition. May serve as Director of Maintenance in a headquarters or as a Deputy Director of Maintenance in a field installation.

Must be able to coordinate the functions of automotive maintenance and repair officers (4805), armory maintenance and repair officers (4807), repair officers, clothing and textile (4610), repair officers, machinery and metals (4613), and similar commissioned specialists.

Should have industrial or mechanical engineering background including administrative and practical shop experience.

College training in mechanical engineering desirable.

PARACHUTE SUPPLY OFFICER (4901)

Supervises storage, issue, and shipment of parachutes. Supervises airing, folding, and routine inspection; supervises storage of parachutes in dry and protected places in a manner prescribed by regulation; supervises issue and shipment of parachutes in accordance with shipping requirements; supervises minor repair of parachutes.

Must have thorough knowledge of parachute construction including canopy, pack assembly, and harness. Should have knowledge of canvas, leather, and webbing repair.

Military experience essential. Must have completed course in Army Air Forces technical school.

Civilian experience in packing and shipping of canvas and textiles very desirable.

SOURCE JOBS

Awning Maker Shipping Foreman, textile

TECHNICAL SUPPLY OFFICER, AIR (4902)

Directs or supervises requisition, storage, maintenance, and issue of Army Air Forces technical supplies and equipment. Instructs and trains per-

sonnel in storage and maintenance of replacement parts and equipment; directs keeping of files of supply regulations and technical publications; supervises issue of technical supplies and equipment used in maintenance of aircraft; supervises taking of inventories and maintenance of adequate stock levels; directs preparation of reports and keeping of records.

Must be thoroughly familiar with stock accounting methods and have basic knowledge of warehousing.

Military experience in supply and warehousing activities very desirable.

Civilian supervisory experience in storage and distribution of aircraft or automotive parts and equipment desirable.

SOURCE JOBS

Manager, automotive parts supply	Storekeeper, parts and tools
Warehouse Manager, mechanical equipment	Shipping Foreman, technical materials
Purchasing Agent, technical materials	

AIRCRAFT INSPECTION OFFICER (4903)

Supervises and directs inspectors in checking compliance with standards and specifications of aircraft and aircraft equipment being manufactured for the Army Air Forces. Directs the checking of engines, propellers, armament, gauges, and precision equipment, tools, and machinery, fuels and lubricants, and is responsible for the formulation of inspection programs, techniques, policies, and regulations with respect to inspection activities within his jurisdiction.

Military experience desirable.

Must have experience as a supervising inspector or production manager in the manufacture of automotive or other mechanical equipment or training in AAF aircraft inspection procedures.

College training in mechanical or aeronautical engineering desirable.

SOURCE JOBS

Aeronautical Engineer	Automotive Engineer
Mechanical Engineer	

NOISE SUPPRESSION INSTALLATION OFFICER (4910)

Supervises procurement and installation of noise

suppression communication equipment in tanks and other vehicles. Initiates procurement of equipment; trains personnel; prepares training literature and manuals; designs or specifies installation tools and equipment; inspects installations; provides technical advice; supervises maintenance of records.

Should be familiar with commercial communication installation practices in radio and mechanical fields. Must have G-2 clearance.

Military experience including field experience with vehicular equipment desirable.

Civilian supervisory experience in electrical manufacturing or production very desirable.

College training in electrical engineering very desirable.

SOURCE JOBS

Electrical Engineer

Radio Engineer

GROUNDS MAINTENANCE OFFICER

(4912)

Supervises the general maintenance, minor repair, and beautification of grounds and buildings at a military installation. Supervises the assignment of work details for the removal of waste, ashes, and garbage, cutting of grass, and tending of furnaces; makes periodic inspections of area, damage to buildings, utilities, or special property, and submits reports to post utilities officer, engineer, or other responsible officer. May supervise construction of walks and fences and the planting of grass or shrubs.

Civilian experience in the maintenance and repair of buildings and private estates very desirable.

SOURCE JOBS

Building Superintendent Common Labor Foreman
Landscape Gardener

RANGE MAINTENANCE OFFICER (4915)

Supervises operation and maintenance of ground ranges used by military personnel for training and record firing of weapons. Schedules use of range by various organizations; designates danger zones and posts range guards; arranges for material and labor to put ranges in proper condition for use; directs and supervises repairs to shelters, butts, targets, firing points, and telephone lines; provides for safety of personnel at firing line and in the pits; sees that targets are ready for firing at appointed times, and that pit details are provided with flags, marking

disks, paste, and spotters; enforces regulations and safety precautions pertaining to conduct of practice firing of rifle, machine-gun, antitank and other weapons on range. May direct temporary storage and distribution of ammunition.

Must be thoroughly familiar with the operation and care of all types of arms used on range, and with range equipment and its maintenance.

Military experience essential.

Police range work or other civilian experience involving handling and care of weapons desirable.

SOURCE JOBS

Police Range Officer

Skeet Range Operator

EXPERIMENTAL SHOP OFFICER (4922)

Supervises fabrication of development models, parts, or mechanical devices. Supervises the selection, installation, and maintenance of shop equipment; supervises procurement of materials; supervises maintenance of all records incident to management of shop.

Must be capable of working under direction of and in close collaboration with development engineers.

Military experience desirable.

Normally requires several years civilian supervisory experience in machine-shop operation.

College training with major subjects in mechanical engineering desirable.

SOURCE JOBS

Machine Shop Foreman

Machinist

Tool Maker

MODEL MAKER (4925)

Constructs models of military equipment, terrain or other desired objects for use in instruction, production of motion or still pictures, or for other military purposes. Constructs models to scale using clays, plasters, plastics, fabrics, wood, metals, and other materials; finishes models in color and simulated textures to achieve various optical effects. May supervise and instruct personnel in model making. May command an Engineer Model making team.

Must have unusual manual dexterity and be able to use such tools as wood carving sets, modeling sets, wood working machine tools, silversmithing tools, and air brushes. Must be able to interpret blueprints and work from rough drafts, sketches, and photographs.

Civilian experience in lay out, design, or manufacture of pilot models and patterns desirable. Experience in the planning and construction of museum models and commercial exhibits very desirable.

Industrial art or manual art school training very desirable.

SOURCE JOBS

Model Maker	Pattern Maker
Student, Manual Arts	Cabinet Maker

PROPERTY OFFICER (4930)

Directs receipt, storage, inspection, and issuance of government owned property at a military installation. Supervises maintenance of property records and documents, such as receiving reports, shipping tickets, reports of survey, and inventories; arranges for tagging and marking of items for identification purposes; provides for proper storage and safeguarding of property; directs issuance of property as required and is accountable for nonexpendable items. May issue and be accountable for property supplied in accordance with contracts providing for the use of government property.

Should have knowledge of accounting and warehousing. Should have thorough knowledge of Army regulations and procedures pertaining to property accountability.

Military administrative experience essential.

Civilian supervisory experience in property storage or accounting desirable.

Training in business administration desirable.

SOURCE JOBS

Purchasing Agent	Warehouse Superintendent
Accountant	Office Manager

CUSTODIAL OFFICER (4931)

Supervises the inspection and safeguarding of property, materials, and records at installations. Inspects properties, buildings, inventories, and materials for proper maintenance and care; maintains liaison between troops and post facilities directors, to insure full use of services and properties; supervises receipt of camp and garrison equipment issued to units, and is responsible for its return to property officer when no longer required; maintains custody of garrison property at post when units move to field; supervises receipt and disposition of salvageable materials; is responsible for policing area and for maintenance of sanitation and neatness of offi-

cers' barracks; inspects buildings and appliances to insure that they are in proper condition for reception of troops.

Knowledge of Army supplies and methods of handling supplies with experience in keeping records essential.

Military experience including training in supply activities of arm or service very desirable.

Civilian experience in field of stock control, merchandise accounting, inspection, or storage desirable.

SOURCE JOBS

Building Supervisor	Property Officer
Warehouse Manager	

PROPERTY SURVEY OFFICER (4932)

Conducts the examination, survey, and inspection of various properties to determine and recommend suitable disposition. Makes periodic inventories of property to be abandoned; checks on discrepancies between shipping tickets and actual amounts of property transferred between various offices; investigates damage to or loss of property due to fire, theft, or accident and fixes responsibility; makes recommendations for disposition of property according to suitability for continuance in use, release to depot or arsenal, reclamation of parts, salvage, sale, or destruction.

Must be thoroughly familiar with Army administration and procedures regarding property responsibility and accountability. Should have knowledge of accounting.

Military experience essential.

Civilian experience in the appraisal of real estate and property very desirable.

SOURCE JOBS

Real Estate Agent	Property Manager
Insurance Adjuster	Real Estate Appraiser

WATER SUPPLY UNIT COMMANDER (4940)

Commands a water supply unit and is responsible for its administration, training, supply, transportation, equipment, security, and tactical employment in the purification, distribution, and storage of water. Selects and supervises motor park; provides for storage maintenance of equipment; directs troops in convoy movement to site of operations; develops additional water supply facilities when the local supply is inadequate in quantity and quality, and may assist general engineer troops in the installation and

operation of water supply points; transports water from railheads or water supply points to water distributing points; installs and operates canvas basins and pumps at temporary water supply points; operates mobile purification equipment in accordance with chemical and bacteriological analysis of water supply.

Must be familiar with the equipment of such equipment as tank trucks, mobile water purification units, water supply sets, pipe fitting sets, tinsmith sets, blacksmith sets, carpenter sets, and canvas working sets.

Military experience desirable. Should have completed courses at an engineer officers' school.

Civilian experience in the transporting of bulk liquids by tank trucks very desirable.

SOURCE JOBS

Transportation Manager, Bulk Station Operator
milk company

FORESTRY OFFICER (4942)

Directs or supervises logging and milling operations for manufacture and supply of lumber. Locates timber tracks from maps and directs establishing of operating sites; estimates quantities of useable timber in tract, and man-days required for completion of logging operations; supervises measuring and marking of trees to be cut for bridges, roads, buildings, and field fortifications; supervises felling and cutting of trees, loading and hauling of logs to sawmill; establishes procedures pertaining to cutting and milling of logs; determines lumber content in board feet measure of sawlogs prior to manufacture; supervises operation of portable sawmill machinery and equipment. May acquire and operate lumber mills and facilities in a theater of operations. May conduct studies relative to forestry problems.

Must be able to operate stationary, semiportable, and skid-mounted portable sawmills. Must be familiar with cruising and log scaling, and should be able to differentiate between species and relative grades of lumber best suited for military use.

Military experience desirable.

Civilian experience in logging, sawmill operations, or cruising essential.

SOURCE JOBS

Forest Ranger	Sawmill Foreman
Range Examiner	Log Scaler
Timber Cruiser	Sawmill Millwright
Dogger	

GAS GENERATING UNIT COMMANDER (4944)

Supervises the operations of a gas generating unit engaged in the production and storage of oxygen and nitrogen or acetylene gas. Supervises and instructs personnel in the installation and operation of such gas generating equipment as gas compressors, high pressure cylinders, motors, pumps, and pressure gauges; supervises minor maintenance and repair of operating equipment; establishes and enforces safety precautions.

Must have thorough working knowledge of type of gas generating plant to be operated. Should have knowledge of calcium carbide generating process. Should be able to make ordinary operating repairs including silver-brazing, soft soldering of copper, and tinning and riveting of high pressure pipes. Must be familiar with all precautions and hazards involved in manufacture of gases.

Must be a graduate of Engineer Gas Generating School or equivalent course of instruction.

Civilian experience in processing, manufacturing, and bottling oxygen and nitrogen or acetylene gases desirable.

SOURCE JOBS

Gas Generating Plant Foreman Refrigeration Mechanic

BILLETING OFFICER (4950)

Directs the housing of military personnel and the dissemination of information at a port, depot, post, or other military installation. Receives troops, assigns quarters, and supervises the issue of bedding; explains conditions, regulations, and orders affecting the billeting of personnel; supervises the dissemination of information on discipline, security, post exchange, welfare, religious services, inoculation, foreign duty, finances, customs of the service, and general matters; supervises administration in first aid, laundry, mail service, reports, and general repairs; inspects staging area frequently for proper drainage, erosion prevention, policing, orderliness, and sanitation; issues requisitions. May investigate accidents, complaints, and sabotage. May arrange for entertainment of troops. May supervise mess.

Must be thoroughly familiar with methods of housing large numbers of men. Must have good knowledge of Army regulations and procedures.

Military experience essential.

Several years civilian managerial experience in hotel or resort operations very desirable.

SOURCE JOBS

Hotel Manager

Camp Superintendent

PETROLEUM PRODUCTS SUPPLY OFFICER (4960)

Directs or supervises the procurement, storage, inspection, and distribution of petroleum products. Assembles petroleum requirements from supply services and initiates action for procurement; plans and arranges for provision of storage tanks and loading facilities at supply points; processes shipping memorandum and collaborates with operating branches for the expeditious movement of petroleum products to and from production or port areas; supervises the preparation of reports, charts, and records pertaining to petroleum operations at ports and other nearby terminals and to fuel and lubricants loaded on vessels for oversea operations. May supervise the preparation of working drawings for additional storage facilities as needed. May maintain liaison with governmental agencies relative to priority preference ratings.

Must have thorough knowledge of warehousing and distribution of petroleum products. Should be familiar with various uses of oil, gasoline, and kerosene, and of procedure relative to their procurement.

Military experience including training in supply operations very desirable.

Extensive civilian experience in procurement, storage, and transportation of petroleum products essential.

SOURCE JOBS

Bulk Station Operator
Buyer, petroleum
products

District Superintendent,
petroleum products
distribution

PUBLICATIONS DISTRIBUTION OFFICER (4961)

Directs or supervises distribution of publications. Prepares plans indicating organizational distribution; reviews and approves requisitions for available publications; estimates quantities to be reproduced; arranges for security of classified material; prepares correspondence and maintains records.

Must have thorough knowledge of Army organization. Must be familiar with distribution procedures related to publications of War Department. Should have general knowledge of printing and reproduction methods and procedures.

Military experience essential.

Civilian experience in reproduction and distribution sections of the Government Printing Office or other governmental agency very desirable.

SOURCE JOBS

Circulation Manager
Publications Manager

Publisher

GASOLINE SUPPLY OFFICER (4962)

Directs or supervises the receipts, storage, and issuance of gasoline, oil, and greases at railheads, depots, or other supply points. Supervises the loading, unloading, and issue of petroleum products; supervises the reduction of bulk deliveries from tank cars or tank trucks to containers; supervises the transportation of gasoline supplies to distribution points either in containers or by use of tank trucks; locates and establishes forward distributing points when distance prevents return to post or railheads; supervises the use of civilian gasoline filling stations on main supply routes; supervises the maintenance of charts and records incident to type of fuels and petroleum products required by various organizations; supervises and instructs personnel in care and maintenance of gasoline dispensing equipment. May command a gasoline supply unit and be responsible for its administration, training, transportation, supply, and security.

Must have thorough knowledge of types and grades of automotive fuel and lubricants, and storage and distribution methods. Should have good knowledge of methods of stock accounting.

Military experience essential.

Civilian supervisory experience in the storage and distribution of petroleum products required.

SOURCE JOBS

Bulk Station Manager

Gasoline Chain Manager

WAREHOUSE AND SUPPLY INSPECTION OFFICER (4980)

Conducts inspections of administrative and technical warehouse procedures to increase efficiency and to effect better coordination with procurement and supply objectives. Makes studies of the broader phases of warehousing methods for the purpose of eliminating storage, handling, or clerical difficulties; analyzes traffic arrangements or transportation facilities directly affecting the efficiency of warehouse or supply operations; prepares reports, analysis, and statistical data together with such recommendations

as appear necessary. May assist on a mission where the problems to be encountered require a specialized knowledge of warehousing fundamentals.

Must have the ability to organize and coordinate diversified activities and to conduct and report upon important and extensive warehousing programs.

Military experience including training in supply operations desirable.

Considerable civilian experience in a responsible supervisory capacity, directing administrative or technical procedures relating to the marketing, warehousing, and transportation of supplies essential.

College graduate with courses in marketing, economics, or business administration or equivalent in practical experience very desirable.

SOURCE JOBS

Plant Engineer, manufacturing or mercantile establishment	Warehouse Manager, railroad or steamship terminal
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SPECIAL SERVICES OFFICER (5000)

Plans, organizes, and coordinates athletic, recreation and welfare activities, and advises the commanding officer with respect to these activities. Procures and obtains material and makes available facilities for such activities as baseball, football, and basketball games, boxing and wrestling events, production of soldier shows, vocal and instrumental off-duty activities and off-duty participation in hobbies and handicrafts; publicizes athletic and recreational activities; sets up schedules for use of equipment and playing fields; interprets playing rules; develops and directs unit physical fitness programs. May supervise operation of service clubs, guest and field houses, recreational buildings, libraries, rest camps, and recreation areas. May supervise operation of Army Motion Picture Service theaters, and assure distribution and scheduling of motion pictures. May coordinate arrangements for professional and amateur shows and radio broadcasts. May recommend types and amount of athletic equipment to be provided. May prepare material for use in sports manuals and guides. May serve as a consultant in welfare matters with various civilian welfare agencies.

Knowledge of specifications, care, and source of athletic, recreational, entertainment, and musical equipment essential. Should have initiative, organizational ability, and a thorough understanding of and sympathy with the welfare problems of enlisted personnel.

Military experience as a company commander desirable.

Must have considerable experience in coaching one or more major sports and in planning and directing athletic, physical fitness, entertainment, and musical programs.

College training in physical education, and arts and crafts very desirable.

SOURCE JOBS

Athletics Director	Arts and Crafts Instructor
Physical Education Instructor	Theatrical Producer
Gymnasium Instructor	Dramatics Instructor
Club Director	Recreation Leader

INFORMATION-EDUCATION OFFICER (5004)

Coordinates and supervises orientation education and information activities. Recommends means and methods of dissemination and distribution of orientation and information material, and makes available facilities for presentation of films, exhibits, lectures, group instruction, radio broadcasts, and transcriptions; supervises and cooperates in publication of camp newspapers; conducts Army Orientation Courses; maintains library of current information material; determines and provides for the educational needs of military personnel by planning, organizing, and administering off-duty educational programs of group instruction and individual study, and planning and directing formation of hobby groups. May prepare and select information relative to background, causes and current phases of the war, and to current events. May develop policies in connection with the operation of courses and analyze educational procedures and methods to improve their effectiveness. May arrange for proper distribution of guides to foreign countries. May supervise operation of radio, public address, and carrier installations utilizing War Department radio transcriptions, Army News Service, and special programs.

Should be well acquainted with the facts concerning the causes, issues, and course of the war. Must be able to evaluate quality of material proposed for orientation and information programs and suitability of distribution media such as radio, publications, or motion pictures. Should possess the ability to present views clearly and convincingly.

Military experience as a company commander desirable.

Civilian experience involving promotion of public opinion through various media including news services, motion pictures, and radio, or executive or administrative experience in education, journalism, or law very desirable.

Should be college graduate with specialization in social sciences, education, psychology, journalism, law, or business administration.

SOURCE JOBS

News Commentator	High School or College
Lecturer	Instructor
Journalist	Political Scientist
Public Relations Man	Diplomatic and Consular
Advertising Executive	Service Employees
Attorney	

MUSIC OFFICER (5240)

Plans and develops musical programs and activities for entertainment of military personnel. Develops and promotes group singing and music appreciation; aids in formation of bands and orchestras; provides for instruction in playing of musical instruments; directs collection of material for musical libraries; arranges for procurement of musical instruments and other musical supplies. May conduct classes in song-leader training. May prepare curricula, training directives, Technical Manuals, and regulations pertinent to musical activities.

Must have broad musical background and be familiar with functions and problems of bands, orchestras, group singing, and other forms of musical activity.

Military experience very desirable.

Must have civilian experience in directing musical programs, teaching music, or directing bands or orchestras.

Should be college or music school graduate.

SOURCE JOBS

Band Leader	Music Teacher
Orchestra Leader	Music Director

BAND LEADER (5241)

Conducts band and assists in military training of band members. Conducts rehearsals and performances and gives individual instruction; prepares training schedules; selects, purchases, and arranges music, inspects instruments and other equipment, and requisitions instruments and musical supplies; prepares reports of band activities.

Must possess qualities of leadership and administrative ability, and must have ability as a musician. Should be able to arrange orchestrations.

Must have 1 year experience as member of a military band. Graduation from Army Music School desirable.

Must have 1 year civilian experience as leader of a band or orchestra and 2 years music school training.

SOURCE JOBS

Band Leader	Bandsman
Orchestra Leader	

THEATER MANAGER (5250)

Manages and supervises operations of War Department theaters. Obtains and distributes material for stage production; establishes and administers procedures for sale of tickets, collections, and accounting; supervises publicity arrangements for performances, including dissemination of theater bills and displays; provides for purchase and maintenance of equipment, such as projectors and lighting, heating, ventilating, and air conditioning facilities; inspects equipment to insure that its operation is in accordance with safety regulations; directs maintenance of theater buildings and requests fund allotments for this purpose; supervises activities of personnel, such as projectionists and electricians.

Civilian experience in managing motion-picture theater essential. Should have knowledge of theater equipment, accounting procedures, and methods of selecting and training theater personnel.

SOURCE JOBS

Motion Picture Manager	Vaudeville Theater
Traveling Supervisor, motion picture theater system	Manager

THEATRICAL ENTERTAINMENT DIRECTOR (5261)

Develops and presents theatrical programs in camps, posts, or stations. Selects or writes scripts for the production and staging of theatrical programs and directs production; organizes soldier show programs; supervises and instructs personnel in acting, costuming, and stag designing; investigates and selects outside shows and entertainment units for presentation; recommends and advises in matters concerning new or additional theater facilities;

maintains liaison with agencies authorized to provide entertainment for military personnel.

Military experience desirable.

Must have civilian experience in planning, directing, and staging of theatrical programs; must have ability to instruct in fundamental of production, direction, and staging of theatrical presentations, and in preparation and use of stage properties.

Should be college or theatrical school graduate, or have equivalent in practical experience.

SOURCE JOBS

Playwright	Dramatics Instructor
Theatrical Producer	Dramatist
Stage Manager	

CHAPLAIN (5310)

Conducts religious services. Ministers to the sick, wounded, and imprisoned, and corresponds informally with relatives of ill or deceased; delivers lectures on sex morality and orientation lectures for recruits, and cooperates with entertainment officer in presentation of morale stimulating programs; maintains liaison with community and social welfare organizations, such as American Red Cross, churches, religious and civic groups; advises commanding officer on religious and patriotic observances, and morale questions; secures and distributes religious literature; prepares reports on religious programs and activities.

Attendance at Chaplain's School desirable.

Must have 2 years experience as clergymen and ecclesiastical indorsement by denominational officials or committees organized by the War Department.

Should be graduate of recognized theological school.

PUBLICATIONS OFFICER (5400)

Supervises the editing and preparation of military publications. Directs and reviews work of subordinates in the editing and publication of material; organizes news and editorial material and supervises the lay-out of page forms; conducts correspondence and consults with originating offices pertaining to content of material and progress of publication; estimates costs and approves all purchases of printing, engraving, and lithography supplies and equipment. May arrange with the Government Printing Office for printing and delivery of military publications. May arrange for distribution of published material.

Should have military experience in Army organization and administration.

Must have experience in supervising publishing activities.

SOURCE JOBS

Magazine or Newspaper Editor	Publications Director
Production Manager, printing or advertising firm	Publishing House Manager

PUBLIC RELATIONS OFFICER (5401)

Prepares or supervises the preparation of news releases, special articles, posters, photographs, radio programs, and other informational material. Assembles information concerning military personnel, civilian population, customs, religion, and political affairs, and writes articles of interest, with due regard to public relations policies and procedures; promotes and maintains friendly relations with press representatives and contacts news disseminating agencies to facilitate the publication of material dealing with news events; advises concerning choice, timing, and relative importance of such subjects; reviews and edits news and feature stories; interviews and entertains visitors, and explains policies and regulations.

May hold press conferences on matters pertaining to branch and clear news releases. May handle correspondence relating to inquiries regarding public relations. May cooperate with other units in the control and censorship of publications and radio broadcasting.

Should have extensive knowledge of Army organization and procedures, and of objectives and policies of public relations work. Must have experience in the preparation of publicity or advertising material. Should possess tact, diplomacy, and understanding of social behavior and attitudes.

Military experience desirable.

Experience with public relations department of governmental or private agency in the field of newspaper, radio, or public relations work desirable.

College education in journalism, advertising, or public or business administration, or equivalent in practical training and experience desirable.

SOURCE JOBS

News Reporter	Radio Commentator
Advertising Director	Propaganda Analyst
News Editor	Information Specialist
Script Writer	

PHOTOGRAPHIC LIAISON OFFICER

(5402)

Maintains liaison between the War Department and photographic, motion, or still picture companies to explain War Department policies as they relate to the dissemination of information on war aims, programs, and activities through the use of motion pictures. Assists still or motion picture companies in arranging details and securing photographs of Army activities; assists in review of photographs of national war activities and advises on photographic value; supervises personnel in securing factual information and historical data, and in the maintenance of files and records.

Military experience desirable.

Must have considerable experience in selection of still or motion-picture materials for educational and publicity purposes, and should have technical knowledge of photographic presentation.

Graduation from photographic trade school or equivalent in practical experience desirable.

SOURCE JOBS

Picture Editor Newsreel Editor
News Photographer

PUBLIC RELATIONS OFFICER, MILITARY GOVERNMENT (5403)

Assembles information and advises civil affairs officer of occupied territory regarding the people, customs, religion, or political affairs or particular areas. Develops public relations policies and coordinates such activities and procedures; promotes and maintains friendly relations with representatives of press, theater, arts, films, radio, and public, and contacts editors, writers, publishers, radio broadcasting and motion-picture companies, and others to facilitate publication of material dealing with current events and timely subjects; cooperates with other units in the control and censorship of publications and radio broadcasting; receives visiting officials and explains policies and regulations. May hold press conferences on matters pertaining to civil affairs and clear news releases. May prepare correspondence dealing with public relations.

Should have knowledge of Army organization and procedures, and objectives and policies of public relations work. Should be thoroughly familiar with background of foreign area concerned. Should possess tact, diplomacy, and understanding of social

behavior and attitudes. Should have knowledge of foreign languages.

Experience in newspaper, radio, or public relations work with governmental or private agencies desirable.

College education in journalism, public administration or sociology, or equivalent in practical experience desirable.

SOURCE JOBS

News Reporter Radio Commentator
Foreign Correspondent Propaganda Analyst
Advertising Director News Editor

NEWSPAPER EDITOR (5411)

Directs and coordinates the editorial work of an Army newspaper staff. Determines and prosecutes the editorial policies of the paper, writes leading and policy editorials, and may conduct feature columns; coordinates the procurement of source material for news items from news agencies, picture agencies, and syndicates, and selects items for publication; revises, prepares, and corrects material for publication; appoints, directs, and supervises the work of news writers; supervises reporters in gathering information and assigns them to various territories; plans the lay-out of news items in editions and instructs copy readers as to space allotment.

Must have civilian experience in reporting and in newspaper or periodical editing.

SOURCE JOBS

Newspaper Editor War Correspondent
News Reporter Magazine Editor
Feature Writer

NEWSPAPER MANAGER (5414)

Directs the publication and distribution of Army newspapers. Arranges collection of funds and manages fiscal matters pertaining to production and circulation of paper; negotiates with printers, engravers, transportation concerns, and Government agencies for procurement of supplies and materials; selects and supervises personnel in circulation of newspaper; handles correspondence, administrative records and reports; maintains contact with Army Exchange Service and Army Postal Office; supervises shipment of newspapers and collection of returns.

Must have experience in managing newspapers or periodicals.

SOURCE JOBS

Newspaper Manager Business Manager, news-
Circulation Manager paper or periodical

PUBLICATIONS EDITOR (5420)

Prepares, edits, and revises military publications. Edits material for accuracy and compliance with War Department publication policy; expedites completion of an issue by following up work orders; assists in revision of Army Regulations, Tables of Organization, and manuals; plans lay-out of items in editions, and instructs copy readers as to space allotment; assembles source material for publications from governmental agencies, news services, and other sources; supplies information on methods of preparing material for publication; arranges for printing and binding of publications; supervises the maintenance of accounts and records. May plan distribution methods and procedures.

Military experience desirable.

Civilian experience in editing, printing, or publishing essential.

Should have college education with specialization in journalism or the equivalent in practical experience.

SOURCE JOBS

Magazine or Newspaper Manager, advertising
Editor agency
Journalist Manager, publishing
house

EDUCATION OFFICER (5500)

Plans, develops, or directs off-duty or duty time education program for military personnel. Determines and provides for the educational needs of military personnel by planning, organizing, and administering education programs of group instruction and individual study; facilitates the enrollment of eligible military personnel, and distributes education materials relating to courses offered by the United States Armed Forces Institute; arranges for publicity within the command for the education program. May operate branches of the United States Armed Forces Institute. May provide for employment of civilian educational facilities. May requisition books and other educational materials. May select and train instructors. May develop policies in connection with the operation of courses and analyze educational procedures and methods to improve their effectiveness. May conduct field obser-

vations and inspections of educational activities. May direct or conduct educational reconditioning program for convalescents.

Should possess ability to present views clearly and convincingly.

Should have experience in organization and supervision of educational programs.

Post graduate work in field of education or equivalent experience very desirable.

SOURCE JOBS

High School or College School Principal or
Teacher or Depart- Headmaster
ment Head School or College
School Superintendent Dean

PUBLIC EDUCATION OFFICER (5503)

Directs and supervises the administration and curricula of institutions of learning, including universities, colleges, and schools in occupied territory; supervises subordinate personnel in education department of governmental units; performs related assignments.

Should possess tact, diplomacy, and understanding of social behavior and attitudes. Must have ability to organize, plan, and supervise educational programs. Knowledge of appropriate foreign language desirable.

Civilian experience in the administration of school system, or education department, or in the organization and supervision of public educational programs essential.

SOURCE JOBS

University or College Division Chief, State
President Education Department
Superintendent of Schools or Office of Education
College Dean

PHYSICAL TRAINING OFFICER (5521)

Supervises the instruction of military personnel in the planning, direction, organization, and supervision of physical training and physical fitness activities. Supervises subordinates in running obstacle courses for hardening and toughening purposes and schedules the use of these courses by various units; instructs individuals or groups in supervising calisthenics, gymnastics, and corrective exercises for mass participation; initiates surveys, tests, studies, and reports on physical fitness programs; evaluates physical condition of personnel

with special emphasis on strength, muscular control, and sense of balance; formulates policies and plans pertaining to equipping of gymnasias or other athletic facilities. May train subordinates in organizing, leading, and refereeing games, such as volley ball, indoor baseball, and basketball. May direct or conduct physical reconditioning of convalescents.

Military experience desirable.

Civilian experience in administration of physical training programs or in instruction of physical education classes essential.

Graduation from physical education school very desirable.

SOURCE JOBS

Physical Education in- Gymnasium Instructor
structor

RADIO PROGRAM OFFICER (5522)

Plans and prepares news and "special feature" radio programs to be broadcast chiefly from Army installations. Studies various military activities for importance, interest, and entertainment value; selects interesting aspects of training activities, sports events, and war production, and prepares radio commentaries and dramatics programs; supervises personnel in securing information, script writing, preparation of programs, and maintenance of files and records of scripts, transcriptions, and general program material.

Ability to evaluate news material essential. Must have knowledge of radio techniques.

Must have several years experience as writer of radio scripts or as editor of a newspaper or periodical.

College training in journalism or in radio program planning desirable.

SOURCE JOBS

Radio Commentator Newspaper or Periodical
Script Writer Feature Writer
Newspaper Editor

Physical Reconditioning Officer (5525)
MOTION PICTURE ART DIRECTOR (See C 1)
(5553)

Supervises and participates in planning and construction of sets used in production of training and informational films. Prepares scale drawings and miniature models of stage sets in accordance with script requirements; drafts sketches of scenic backgrounds for scripts, including special scenic effects;

supervises personnel in design and construction activities.

Must be experienced in planning sets and background to be used in motion picture photography.

Training in art school or equivalent courses in other schools desirable.

SOURCE JOBS

Professional Photographer Scene Display
Theatrical Stage Setter Display Designer

HANDICRAFT OFFICER (5554)

Plans, develops, and directs arts and crafts programs. Arranges workshop facilities, provides equipment and trained personnel for such activities as painting, sketching, etching, wood and linoleum block printing, leathercraft, metalcraft, wood carving and whittling, and light cabinet work; supervises and directs painting of murals, planning of interior decorations and types of furnishings to be used for recreational facilities; coordinates the making of posters, stage sets, and other temporary recreational decorations; obtains informational material relative to all arts and crafts activities and to specific projects; maintains liaison with art and craft associations, and museums and galleries, relative to latest methods and trends in arts and crafts, and sources of supplies. May prepare material for use in arts and crafts manuals and guides.

Should have experience in one or more arts and crafts activities, and in organizing and supervising arts and crafts programs.

Should have educational training in arts and crafts. Graduate training or professional experience very desirable.

SOURCE JOBS

Architect Display or Stage
Art Director (Advertising or Publication) Designer
Arts and Crafts Vocational Supervisor or Museum Staff Member
Instructor Professional Artist or
Craftsman
Recreation Leader
Sculptor

LIBRARIAN (5580)

Directs and administers a library containing collection of books, periodicals, and other literary materials at a service school or other installation. Selects and purchases library additions necessary to meet requirements; supervises the classification, cat-

aloging, shelving, and distribution of books and periodicals; advises on selection of books of special interest to groups or individuals and assists students and others in locating reference material. May recommend purchase of books and magazines for overseas forces, hospitals, transports, and traveling libraries.

Knowledge of Army style of coding and cataloging required. Should have administrative ability.

Military experience essential.

Several years library experience or training in library science very desirable.

SOURCE JOBS

Library Assistant

Librarian

ATHLETIC DIRECTOR (5661)

Plans and organizes athletic programs and coordinates physical training activities for military personnel. Plans softball, baseball, football, volley ball, and basketball games, and boxing, wrestling, and other sports activities and events; supervises selection, procurement, and distribution of athletic equipment; plans and maintains athletic facilities; arranges for publicity regarding athletic events; sets up schedules for use of athletic equipment and playing fields; interprets playing rules; conducts in-service classes in calisthenics, officiating, and sports skills. May prepare material for use in sports manual and guides. May coach unit athletic teams.

Knowledge of specifications, care, and source of athletic equipment necessary.

Military experience desirable.

Must have experience in coaching one or more major sports and in planning and directing athletic programs in colleges, high schools or clubs, or in sports promotional activities.

College training in physical education very desirable.

SOURCE JOBS

Athletic Coach

Physical Education

Athletics Director

Instructor, Skilled

Gymnasium Instructor

Sports Performer

INSURANCE INFORMATION OFFICER

(5750)

Supervises preparation of or prepares publicity materials pertaining to Government and National Service Life Insurance for military personnel. Prepares information pertaining to Government insur-

ance; assists in formulation of plans and issues instructions on processing of applications for insurance; establishes procedures for dissemination of information; maintains liaison with governmental and civic organizations on insurance matters; adjusts special problems of insurance.

Should have thorough knowledge of Federal regulations pertaining to insurance.

Civilian experience in administration of Government insurance essential.

SOURCE JOBS

Insurance Consultant

Insurance Agent

Insurance Executive

INSURANCE OFFICER (5751)

Supervises the dissemination of information regarding Government insurance and National Service Life Insurance and processes applications for such insurance. Develops plans, procedures, and instructions for dissemination of insurance information; explains advantages of Government insurance in person or by distribution of informational material and encourages its maximum use by Army personnel.

Should have experience in selling insurance.

SOURCE JOBS

Insurance Agent

Insurance Salesman

WAR BONDS OFFICER (5752)

Supervises sale of war bonds to military and civilian personnel at Army installations. Develops educational programs to publicize advantage and necessity of purchasing bonds; conducts entertainment programs and contests, and arranges for talks to stimulate bond sales; maintains liaison with finance officers, Treasury Department, and other agencies to coordinate sales efforts and arrange for delivery of bonds; supervises activities of subordinate personnel assisting in bond sales; procures and distributes informative literature; conducts correspondence concerning bond regulations and deliveries; maintains records, graphs, charts, and reports showing status of bond sales.

Experience in sales promotion, advertising, finance, or public relations highly desirable.

SOURCE JOBS

Stock Broker

Bond Salesman

ARMY EMERGENCY RELIEF OFFICER (5753)

Administers relief to military personnel and their dependents in cases of distress or hardship. Interviews applicants in need of financial assistance, investigates their circumstances, and makes appropriate recommendations; contacts and cooperates with representatives of American Red Cross; visits installations to assist and instruct military personnel in proper administration of emergency relief program; prepares reports on progress and conditions concerning relief work, and recommends improvements in methods of administering the program.

Considerable experience as social worker or investigator essential.

College training with courses in psychology and sociology or equivalent in practical training essential.

PERSONAL AFFAIRS OFFICER (5754)

Supervises, directs, and coordinates personal affairs program. Interviews military personnel concerning their personal and financial affairs and maintains these affairs in a current status; maintains liaison with appropriate local, State, Federal, and private agencies to insure effectiveness of the personal affairs mission; disseminates information, renders advice, and gives assistance pertinent to the rights and benefits provided to military personnel and their dependents, honorably discharged personnel and their dependents, and beneficiaries and dependents of deceased or missing personnel; maintains records of Personal Affairs action taken and submits reports as required. May administer or assist in the administration of Army Emergency Relief. May prepare and report casualty information.

Must have a thorough knowledge of regulations and policies pertaining to such matters as government and commercial life insurance, allowances and allotments for dependents, war bonds, public records, powers of attorney, wills for military personnel and their dependents, income tax obligations, legal assistance and government benefits, as well as the governmental and nongovernmental agencies having the responsibility for the adjudication of such rights and benefits. Must be reasonably expert in dispensing such information and be adept in guiding and assisting in such matters. Must have ability to meet and deal with people, and should have knowledge and sympathetic understanding of the personal problems of individuals.

Military experience in army organization and ad-

ministration desirable. Completion of a prescribed course of training in personal affairs administration at an Army school or equivalent training and experience essential.

Successful civilian experience in personnel management, industrial or public relations, individual practice of law, life insurance sales, advertising, business management, or investment and banking is highly desirable.

PUBLIC WELFARE OFFICER (5900)

Directs and supervises operation of charitable institutions and organizations in an occupied territory. Provides for the care of the poor or destitute, infants, children and aged; develops plans for feeding and food distribution; supervises performances of duties by subordinate personnel.

Must be able to get along with persons of all types and from all walks of life. Should possess tact, diplomacy, and understanding of social behavior. Knowledge of appropriate foreign language very desirable.

Several years experience in administration of foreign or domestic relief, disaster relief, or food or clothing distribution with a large welfare organization essential.

Should be college graduate with specialization in social welfare or public administration.

SOURCE JOBS

Chief or Principal Officer, private welfare organization

Chief or Principal Officer, governmental welfare agency

PUBLIC FINANCE OFFICER (6010)

Directs and supervises the fiscal administration of governmental agencies of occupied territory. Maintains and supervises control over such functions as the levying and collecting of taxes and customs, disbursements, coinage, currency and foreign exchange; maintains general supervision of banks, stock exchanges, and similar financial institutions; receives and accounts for taxes, contributions, fines, or penalties; audits financial transactions of the military or civil government.

Should possess tact, diplomacy, understanding of social behavior and attitudes, imagination and adaptability. Knowledge of foreign language desirable.

Several years executive experience in public finance, revenue and budget, currency and exchange, banking, accounting, or social insurance essential.

Should be a college graduate or have professional school training in finance.

SOURCE JOBS

Public Finance Analyst	Certified Public
Government Finance Officer	Accountant
Investment Banking Executive	Social Insurance Specialist

ACCOUNTING OFFICER (6101)

Establishes and directs maintenance of accounting systems and records to control and indicate status of funds. Prescribes and revises accounting methods; supervises investigation, analysis, and auditing of accounts; coordinates fiscal accounting, auditing, or contract provisions with disbursement or procurement agencies; conducts negotiations for contract changes or cancellations. May be charged with disbursement and liquidation of funds.

Must have a thorough understanding of installation and operation of accounting system. Knowledge of Government accounting systems desirable.

Civilian experience in accounting and auditing including cost accounting essential.

Should have college training in business administration.

SOURCE JOBS

Auditor	Head Bookkeeper
Certified Public Accountant	Comptroller
Budget Director	

EXCHANGE ACCOUNTING OFFICER (6102)

Directs accounting operations of Army exchange and restaurants. Plans accounting procedures; reviews purchase orders and receiving reports; supervises collection, verification, and deposit of money accounts; maintains files and records of financial accounts.

Military experience including completion of Army Exchange School course desirable.

Experience in making audits, inventories, and preparing financial statements of department stores, chain stores, and other establishments very desirable.

College training in accounting desirable.

SOURCE JOBS

Accountant	Comptroller
Auditor	

ACCOUNTING MACHINE OFFICER (6103)

Supervises military or civilian personnel in operation of electric accounting machines for the preparation of reports and records. Establishes procedures for the preparation and maintenance of perpetual and status stock records, inventory reports, cost analysis and financial statements; instructs and trains personnel in the operation and maintenance of machines; makes periodic surveys on maintenance of machines and equipment.

Should have thorough understanding of procurement and distribution of supplies and material; must be familiar with the care and operation of various types of electric accounting machines.

Experience in set-up and maintenance of electric accounting machines essential.

Commercial training in business administration and accounting desirable.

SOURCE JOBS

Office Manager or Supervisor, Electric Accounting Machine Section
Administrative Officer or Instructor, IBM Corporation

AUDITING OFFICER (6110)

Audits fiscal or property records of posts, camps, stations, or other installations. Examines inventories and property vouchers for validity of statements; inspects posting of fiscal data to stock record cards and checks computations and extensions in terms of overages and shortages in property or funds; prepares certificates of audit to indicate condition of accounts for review by senior officers; interprets regulations on fiscal or property accounting and auditing and insures compliance; advises accountable officer of methods to correct discrepancies and irregularities; prepares correspondence on accounting and auditing problems. May check property storage and warehouse facilities.

Must have thorough knowledge of Army regulations pertaining to accounting and auditing and of procedures for fiscal or property accounts.

Experience in auditing operations essential.

Should have college training in business administration.

SOURCE JOBS

Accountant	Head Bookkeeper
Auditor	Comptroller

PRICE ANALYST (6131)

Analyzes price factors and advises on contracts, terms, and effect on prices of manufactured items. Receives comparative price records from procurement districts for use in analyzing cost of manufactured items; confers with contracting officers and obtains information regarding maintenance of comparable price series; evaluates and interprets cost data submitted by manufacturing agencies, or requests cost analysis studies; prepares reports on price differentials and trends between manufactures for renegotiation or adjustment of contracts.

Must have thorough knowledge of cost analysis methods. Must be familiar with manufacturing processes.

Experience in cost analysis and accounting very desirable.

Should have college education in business administration, accounting, and finance, or equivalent experience.

SOURCE JOBS

Cost Accountant Auditor
Public Accountant

CORPORATE ANALYST (6132)

Examines, digests, and analyzes financial information provided by contractors and reports findings to contract renegotiators. Analyzes operating costs in the manufacture of military items to determine excess profits hidden in cost accounts such as maintenance, depreciation, salaries, and inventories; analyzes capital accounts to determine accuracy of recorded values; studies cost figures and profit margins of corporations in terms of such factors as anticipated risks and comparison of profits with previous operating costs; renders advice, analysis, interpretation, and opinion on contracts to renegotiator and prepares detailed reports covering findings and recommendations as to price adjustment and recovery of accrued profits.

Must have thorough knowledge of accounting and financial statement analysis and be familiar with business administration principles.

Civilian accounting or financial analytical experience essential. Should be Certified Public Accountant.

Should have college training in business administration, accounting, and finance, or equivalent experience.

SOURCE JOBS

Certified Public Investment Analyst
Accountant Cost Analyst
Instructor, Advanced Financial Analyst
Accounting

FINANCIAL REVIEWER (6133)

Makes critical reviews and analyses of renegotiation reports and agreements of large companies having complex financial and operating structure. Determines whether proposed agreements are equitable and whether reports and financial statements contain sufficient information to support conclusions; initiates necessary action for return of unsatisfactory reports and agreements for correction; assists in preparation of reports and advises on renegotiations.

Must have broad knowledge of financial and corporate business. Must be able to evaluate company efficiency, financial position, and contribution to war effort.

Experience with investment organizations or large industrial companies including analysis of financial conditions and of factors affecting earnings, financial stability, and future operations essential.

Should have college education in business administration, accounting, and finance, or equivalent experience.

SOURCE JOBS

Financial Analyst Corporate Analyst
Investment Counselor Investment Manager
Credit Manager

FINANCE OFFICER, ADMINISTRATIVE (6200)

Directs operations of and determines policies for a service command, corps, or army finance office. Formulates, publishes, and issues instructions on technical financial questions and procedures to commanding officers of posts, camps, or stations; appropriates funds; insures compliance with regulations concerning audit of property and sales commissaries; directs auditing of funds; approves allocation of appropriated funds; visits finance offices of subordinate units to investigate procedures; supervises the preparation of fiscal records and reports; interprets law, decisions of comptroller and Army regulations of financial problems; supervises training of military and civilian personnel in finance offices; is responsible for over-all policy-making con-

Experience in accounting or financial management and control essential.

College training in business administration essential; completion of courses at Army Finance School desirable.

SOURCE JOBS

Accountant	Comptroller
Auditor	Treasurer
Manager of financial institution	Budget Director

BUDGET OFFICER (6304)

Plans and develops military budget program and interprets budget directives and estimating practices. Conducts and coordinates budget hearings pertaining to military functions, compiles statistical and miscellaneous data, and prepares reports incident to preparation and defense of military budget program; prepares budget estimates for transmission to budget director; assists in review and adjustment of estimated money requirements to assure conformity and to achieve maximum economy; interprets budgetary and fiscal legislation. May direct and coordinate work of program analysts assigned to various arms or services. May allocate appropriated funds to implement approved programs.

Military experience desirable.

Considerable civilian experience in budget estimating and accounting essential.

Should be college graduate with training in business administration.

SOURCE JOBS

Accountant	Budget Officer
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PAY ROLL OFFICER (6310)

Supervises the periodic preparation and auditing of civilian pay rolls and distributes pay checks and war bonds to civilian employees. Arranges to procure sufficient funds to meet pay roll periods; certifies civilian pay rolls and submits them to disbursing officer for payment; maintains leave, termination, and salary records for civilian employees; certifies as to accuracy, legality, and completeness of the information submitted to disbursing officer for payment and disposition of deductions; reports check cancellations, refunds, and errors so that corrections may be made; prepares reports on employee's tax, liability, bond subscriptions, and retire-

ment contributions. May maintain timekeeping records.

Military experience desirable.

Should have thorough understanding of governmental or commercial pay roll procedures.

Civilian experience in supervision of a large pay system for employees very desirable.

SOURCE JOBS

Pay roll officer, industrial or governmental agency

STATISTICIAN (6400)

Performs professional statistical work involving the collection, compilation, verification, analysis, and interpretation of statistical data. Conducts special research studies; prepares statistical data in tabular form and reports findings with recommendations; computes various statistical measures to determine trends and comparisons relative to industrial production, strength of personnel, and distribution of equipment; evaluates trends and correlations to determine cause and effect relationships. May direct publication of statistical tables and text.

Must have thorough knowledge of statistical methods and ability to analyze data; should be familiar with various means of preparing data for illustrative purposes.

Experience in statistical and economic analyses very desirable.

College training in business administration, economic statistics, or mathematics essential.

SOURCE JOBS

Actuary	Statistician
Economist	Mathematician
Instructor, Statistics or Mathematics	

STATISTICAL CONTROL OFFICER (6402)

Supervises the preparation, consolidation, and submission of regular and special statistical reports concerning personnel, training, supply, housing, equipment, and maintenance. Prepares standard reports required by regulations of higher authority at regular intervals, and such other reports as may be directed by commander for special purposes; assembles, summarizes, and analyzes data to assist personnel of the command in planning, decision-making, and control. May conduct liaison with statistical control and machine records units.

Must be familiar with statistical procedures and methods of graphic presentation.

When assigned to units or installations of AAF, compliance with AAF Regulation 20-2 and a thorough knowledge of all directives and regulations pertaining to AAF standard reporting system is required.

Supervisory experience in statistical research or accounting desirable.

College training in statistics, accounting, business administration, or related fields desirable.

SOURCE JOBS

Statistician Machine Records Supervisor
Accountant
Auditor

STATISTICAL DRAFTSMAN (6403)

Plans and supervises the preparation of statistical charts, maps, and diagrams. Determines methods of reproduction, and plans lay-outs and color combinations for graphs and charts; constructs graphic presentations of statistical data such as personnel strength, distribution of equipment, flow of materials, industrial output, and imports of supplies; determines best methods of diagram reproduction; requisitions supplies for drafting rooms.

Must be familiar with various techniques of graphic presentation. Must be able to use drafting instruments, air brush, and mechanical lettering sets.

Technical training in drafting, statistics, and mathematics very desirable.

SOURCE JOBS

Draftsman Statistical Clerk

ECONOMIC ANALYST (6410)

Conducts studies of raw material requirements, industrial capacities, labor supply, shipping facilities, and other significant economic data as a basis for planning and controlling procurement activities so as to achieve optimum utilization of all resources. Initiates and conducts surveys on national resources such as metals and petroleum, and on shipping, industrial, and construction needs and available facilities; determines productive capacity of manufacturing plants and operations, man and machine hours, and production rates required to produce supplies and equipment; prepares time, functional, and geographic analyses of procurement and distribution problems; determines and evaluates trends indicated

by statistical compilations of economic data; processes information on sources of supply in order to coordinate activities of supply services with reference to industrial materials requirements; analyzes information on shipping capacities and provides Government shipping agencies with data needed for coordination of shipping activities; confers with representatives of Government agencies and industry to determine methods for adjusting materials requirements to industrial capacities and raw material resources and to allocate critical materials between civilian and war production. May prepare reports on labor requirements and labor markets in order to provide for most efficient utilization of labor. May direct preparation of studies and surveys for publication.

Must have thorough knowledge of scientific methods used in compiling and interpreting economic data. Must have ability to analyze, evaluate, and prepare data to show significant trends.

Military experience desirable.

Civilian experience with large industrial company or with Government agency concerned with economic research or economic statistics essential.

College education with specialization in economics, statistics, business administration, or economic geography essential. Graduate work in these fields very desirable.

SOURCE JOBS

Economist Statistician
Industrial Economist Research Economist
Market Analyst

LABOR MARKET ANALYST (6411)

Assembles, summarizes, and interprets labor market information, and writes reports on findings. Obtains data on anticipated labor requirements through contact with employers, labor unions, and other organizations; develops information based upon products made, type of workers needed, housing, transportation, schools and hospital facilities; interprets data in view of labor laws, recruitment practices, market conditions, and union requirements, and makes recommendations for improvement of procedures; prepares reports and statistical summaries of labor requirements for future periods; confers with employment agencies, housing authorities, training schools, and other agencies concerned with manpower and utilization of labor. May conduct labor market analyses to determine policies on occupational deferment and reemployment.

Must have knowledge of rules and regulations pertaining to wages, hours, and working conditions and understand the operation of training programs and problems of employee relations in industry.

College training in economics, labor relations, or business administration essential.

SOURCE JOBS

Labor Economist	Employment Manager
Public Employment Executive	

STANDARDIZATION ENGINEER (7003)

Formulates standardization policies and programs and establishes appropriate standards for parts, equipment, and matériel. Reviews and coordinates data from laboratories, manufacturers, and other sources; initiates action to assure interchangeability of component parts; is responsible for coordination and standardization of inspection methods and procedures. May represent arm or service in interbranch and interdepartment standardization committees. May initiate action to adapt existing specifications to new standards.

Must have thorough knowledge of design and manufacture of parts and equipment pertinent to field of operation.

Military experience desirable.

Should have extensive professional background and experience in research, design, or manufacture of electrical or mechanical items.

College degree in field of engineering essential.

SOURCE JOBS

Electrical Engineer	Research Engineer
Mechanical Engineer	Metallurgical Engineer
Communications Engineer	

DIVISION ENGINEER⁸ (7004)

Directs engineering construction in a geographic area, district, or division under the jurisdiction of the Corps of Engineers. Reviews recommendations for new construction; supervises river and harbor flood control, and repair and maintenance of military structures; directs real estate, repair, and utilities operations within an area; renders policy decisions and advises engineers on construction matters; coordinates construction operations in area and controls release of equipment and materials; directs con-

⁸Substitutes appropriate geographical unit designation, such as District Engineer or Area Engineer.

struction of fortifications and other military works and installations under direction of military commanders. May arrange with local Government officials for investigations of field surveys.

Should be able to prepare plans and specifications and arrange contracts for the purchase of materials. Should have thorough knowledge of engineering operations, construction work, and surveying. Should have general knowledge of cost accounting and office methods.

Military experience essential.

Administrative experience in engineering construction essential.

Should have college degree in civil engineering or have equivalent practical experience.

SOURCE JOBS

Construction Engineer	Civil Engineer
Harbor Improvement Engineer	Building Contractor

ENGINEER, STAFF (7010)

Advises commander and staff on engineer matters. Prepares plans for use of engineer troops and recommends apportionment of troops to smaller units; determines requirements and directs procurement, storage, and distribution of engineer equipment and supplies, including camouflage materials; directs construction, maintenance, and repair of camps, cantonments, warehouses, hospitals, and other structures; directs installation of roads and trails, means of river crossings, docks, and airdromes and landing fields; maintains supply of fortification materials and directs construction of defensive works not assigned to other troops; directs survey and mapping operations and controls procurement, production, and distribution of maps; directs engineer reconnaissance operations; recommends traffic regulations on roads and bridges; supervises engineer and camouflage activities in subordinate units; develops measures for camouflage of personnel and installations; prepares instructions concerning camouflage, use of camouflage material, and protective coloration of equipment except aircraft; examines captured engineer equipment.

Must have thorough knowledge of all types of military construction and engineering projects. Must be familiar with tactical employment of engineer equipment and troops and be skilled in the art of camouflage.

Military experience as an officer with field engi-

neer units essential; should be a graduate of Command and General Staff School.

College training in civil engineering desirable.

SOURCE JOBS

Civil Engineer	Highway and Bridge
Architectural Engineer	Engineer
	General Contractor

PUBLIC WORKS AND UTILITIES OFFICER (7020)

Directs and supervises the rehabilitation, maintenance, and operation of public works and utilities in occupied territories. Plans and directs rehabilitation or operation of such facilities as railroads, street railways, airports, highways, harbors, canals, pipe lines, power and light facilities, waterworks and sewage systems, and housing and public buildings; supervises subordinate personnel in technical duties.

Must be able to deal effectively with people. Knowledge of foreign languages desirable.

Civilian executive and technical engineering experience in public works and utilities or with air, motor, or rail transportation organization essential.

College training in appropriate field of engineering very desirable.

SOURCE JOBS

Railroad Construction Engineer	Construction Engineer
Highway Engineer	Sanitation Engineer
Airport Engineer	Public Works Superintendent

TECHNICAL SPECIFICATION WRITER (7040)

Prepares technical specifications concerning the physical and chemical characteristics of raw material and fabricated items. Collects technical data obtained from laboratory research, development projects, and pilot plant operations; evaluates such data to determine adequacy for procurement purposes; determines standards of tolerance; edits data into standard specification form; reviews contracts for conformity with specifications; cooperates with inspection officers in adapting inspection techniques to required specifications; revises specifications as new data become available.

Should be familiar with production standards, limitations of prevailing manufacturing techniques, and inspection methods applicable in his field, and be able to interpret drawings and technical data.

Should have experience or training in technical field in which assigned.

College training in technical field in which assigned desirable.

SOURCE JOBS

Engineer	Chemist
Physicist	Laboratory Technician

PRODUCT DESIGN AND DEVELOPMENT OFFICER (7050)

Supervises or conducts research projects in the design and development of special items to meet field conditions. Conducts studies to develop substitutes for critical materials; supervises testing, investigation, design, and construction of equipment developed for field use; studies data acquired through field tests of various types of equipment and recommends establishment of research projects and adoption of new types; prepares reports and records concerning research and development programs; arranges for procurement of supplies and equipment used in construction and fabrication of pilot models; supervises drafting and specification writing of items of equipment for laboratory, particularly experimental and other special items; controls the assignment of personnel to research problems.

Civilian experience in research and development field essential.

College education with specialized study in designated field very desirable.

SOURCE JOBS

Research Engineer, industrial laboratory	Research Engineer, governmental laboratory
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PHOTOGRAPHIC EQUIPMENT ENGINEER (7052)

Directs or supervises design and maintenance of photographic equipment. Directs engineering operations in maintenance of equipment; prepares specifications and tests equipment to insure compliance with specifications; conducts research concerned with developing new and improved photographic equipment and methods; solves chemical, mechanical, electrical, and optical photographic engineering problems arising in connection with designing equipment or establishing procurement specifications and maintenance standards; supervises maintenance and procurement of necessary parts.