

# 琉球大学学術リポジトリ

## 日米関係（沖縄返還） 26

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才一回小季

(8/21)

秘  
無期限

条約課長 安全保障課長

アメリカ局長

参事官

北米第一課長

BTG 事務小委員会行事録

(45.8.22)  
(米第一)

8月21日 慶友会館において、BTG 事務小  
委員会第1回会合が開催されたこと。

本行事要旨は次のとおり。

米側出席者：タウンゼント大佐 (USFJ) フォルダ大佐 (USFJ)

ヨングス中佐 (USFJ) アロウマン (駐在沖縄)

ロビンソン (在日米大使館)

（注）ロビンソン大佐は4回へ参加

日側出席者：千葉米海長 安川安海長 (新)

文部科学省事務官 大和事務調査員

防衛省事務官 防衛省事務官 (注)

GA-5

2146

外務省

(2) 米側出席者 (注)

1. 冒頭 千葉海長より、本会合をもって事務

小委員会を発足することとし、これを機に

内閣は、情報交換の機会とする旨述べたこと。

（注）米側は、フランクリン海長より、沖縄事務

basic briefing を行う予定の旨を述べた。

これに答へ、日側は、本会合をもって事務

小委員会を発足し、これを機に

3. 米側より、事務管理の現状に

つき、副添資料にもとづき説明を行った。

これに答へ、日側より、質問を行った。

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GA-4

外務省

訓練、解雇を行ってゐる。

## (2) 行政機構

労務行政は、昭和 各軍の民間人事事務部

が支理してゐる。その給与事務の支辨は

同事務部が(行)か、payrollは財務担当が

作成し、繰上る。其、全軍の労務者のmanagement

の調整はJSLCが行う。

## (3) 計議の労務人口

全労働人口は427,000人、うち<sup>24,257人</sup> ~~24,500人~~ 労務者は

で、全体の6%と見えてゐる。2988 <sup>才4種別</sup> ~~才4種別~~ に30,000人

加へ、合計55,000人が米軍当局に属してゐる。

## (4) 給与および手当

労務者の平均月手取額は、基本給

給手当、ボーナス、夜間給、夜勤給を含み

242.88 #と見えてゐる。(70年7月現在)

米側の説明によれば、給与水準は、現行の

基準に決定してゐる由である。

割当

米側の労務者1人当りの平均コストは、~~米~~ 米倉に

非割当(米倉)

より労務者 3,190 #、~~米倉~~ 米倉に238 #、2,739 #

と見えてゐる。従つて米側の平均コストは

$3,190 \times 174.47^{(A)} + 2,739 \times 6,810^{(A)} = 77,379,830$  #

と見えてゐる。

諸君の手当は、1968年7月以降適用されたいには

支辨されてゐないが、1970年7月1日 <sup>以降</sup> 基準所より

242.88の通算者には、月65 #の通算手当が支辨され

てゐる。

労務者の

勤務手当は次表のとおりであるか。

1-3等の手当は、222.3 #新元を以て

が増えたいとの説明がある。

1等-3等 33.3%



4-7等	16.9%
8-11等	10.2%
12-15等	22.17%
16等以上	18.4%
若手労働者の割合は18歳以下の方が多い。	
したがって、これはアルバイトの方が多い。	
給与に付いて、日本・沖縄間で調整しているが、	
特に沖縄では、首脳の方では給与は低い。	
給与の差は、日本・沖縄間で異なっている。	
一般に、大企業・大企業などは日本の方が給与が高い。	
高いが、勤続年数が多い沖縄の方が良いと認識	
がある。	
(5) 労働	
労働については、日本・沖縄で異なっているが、	
退職金・未使用労働金240時間以下の方	
につき、一時金 (lump sum payment) が与えられる。	

本土にない特別措置である。		
(6) 各種給付		
退職金、勤続年数別割増率は次のとおり。		
(整理退職の場合)		
本土の場合		
2年未満	100%	(100%)
2年以上-5年未満	120%	(130%)
5年以上-7年未満	130%	(160%)
7年以上-15年未満	140%	(170%) <small>おおよそ</small>
15年以上	150%	同一
29(3)の本土の場合、人員整理割増率は、		
勤続年数により、105%~120%が加算		
される。		
各種給付給付(行政)について、若手労働		
退職金および失業給付は、米軍(CPO)管理。		
医療給付と福祉年金給付は琉球政府が		

運営している。(半額は金を出すが残りは)

労災保険は、半同の法律に基づいて運営される

が、半日若坊育か、琉球若婦育の水準に基づいて  
単若婦育に補填する。

また、医療保険については、琉球政府、医療保健

行政は、1966年に改定された。エヌカ＝ヌカは、先ず

患者の医療費全額を支拂い、首領書を受け取り、

これを Medical Program に提示する24時より、エヌ

カ、9.5歳児をうける。(市上の方針と非常に関係

する) 保険料率は  $\frac{32}{1000}$  であり、最近

$\frac{30}{1000}$  に低下している。

Questionnaire

Tokyo, August 31, 1970

1. Special <sup>Revolving</sup> ~~Procurement~~ Fund (Note)

It is requested that the actual amount of military labor costs (basic pay, benefits, <sup>share for</sup> ~~social security~~ <sup>insurance</sup> costs, separation benefits, travel allowance etc.) actually paid out in Okinawa from (and including) FY 1968 on be furnished, since it is necessary for the DFAA <sup>to</sup> compute in advance the expected amount of funds necessary on switchover to the Mainland Japan-style indirect employment system.

(Note) Special <sup>Revolving</sup> ~~Procurement~~ Fund:

In Mainland Japan, labor costs (<sup>gross</sup> ~~general~~ pay, benefits, <sup>share for</sup> ~~social security~~ <sup>insurance</sup> costs, separation benefit, travel allowance etc.) of MLC and MC employees are paid out of the Special Procurement Fund. The Fund is a special revolving fund established by Law for the furnishing of services to the U.S. Forces in Japan.

2. Employment Plan on R-day

It is requested that the employment plan of local employees in Okinawa on the day of reversion be furnished.

3.

- 2 -

3. Pay

(1) Confirmation is desired on the following: After R-day, benefits existing in Mainland Japan but not in Okinawa will be added on as a matter of course. (The premise is that both the pay structure and pay level will become HONDONAMI after R-day)

(2) Information is requested on concrete steps to move gradually, before reversion, toward homeland pay levels in Okinawa, as stated in the U.S. Talking Paper.

秘密表示 (朱印)  
極 秘  
無 期 限  
部 の 内  
号

あて先別

付属校査渡し

部 数	指 示	発 信 用	執 務 用	備 考
主	信	2	1	3
付				
附				

発 送 日 昭和45年9月30日  
処 理 日  
発 信 日 昭和45年9月29日  
検 査

文書課長

公 信 案

(分類)

公 信 案 第 3694 号	公 信 日 付 昭和45年9月29日
大 臣 官 房 長	主 官
政 務 次 官	アメリカ局長
事 務 次 官	参 事 官
外 務 審 議 官	北米第一課長
外 務 審 議 官	
官 房 長	

協 議 免

受 信 者 在 米 牛場大使 (2-1)  
沖繩復帰準備委員日本国政府代表 (2-2)

発 信 者 外務大臣

送 付 免 (希望送付日)

件 名 STG労務小委員会議事録の送付

GA-2 外 務 省 29 288 回覧番号

\* 秘密標準 (赤色)

米北合オ3694号

昭和45年9月29日

外務省

外 務 大 臣

(件名)

STG労務小委員会議事録の送付

引用公・電信 日付・番号

沖繩の本土復帰時における沖繩軍労務の取扱い  
に關するSTG労務小委員会に、去る8月22日  
發足し、次いで9月24日才2回小委員会が開催  
されたと、前記2小委員会についての議事録  
各1部 (但し米側提出の資料を除く) 貴使にお送り

\* 付属添付 付属空便 (行) ☐ 付属空便 (DP) ☐ 付属船便 (貨) ☐ 付属船便 (郵) ☐

GA-2-1 外 務 省

本信送付先 米

GA-4

7/28 file

子配而

23

沖繩軍方關係資料

45. 8. 21  
北条才1课

8月21日午後霞友会館で肉催されたSTG  
関係者において、案例より下記資料入手

右も。(注: 施設者、米俣、糸、糸、ハハコ、一、配布)

記

1. Briefing for GOT - 21 Aug. - Tokyo
2. Tables pertaining to penalties for various offenders
3. List of key jobs and standard definitions for professional, technical & clerical AAFWB locality wage survey
4. List of key jobs and standard definitions for trade & crafts work AAFWB locality wage survey

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外務省



BRIEFING FOR GOJ - 21 AUGUST - TOKYO

秘  
無 期 限

1. DIRECT HIRE SYSTEM

a. CHARACTERISTICS

(1) EACH MILITARY SERVICE ON OKINAWA IS THE EMPLOYER.

INDIVIDUALLY, THEY EMPLOY, ASSIGN, TRAIN, UTILIZE, COMPENSATE AND TERMINATE EMPLOYEES. THE ADMINISTRATION OF THE DIRECT HIRE SYSTEM IS ACCOMPLISHED WITHIN THE RULES AND REGULATIONS ESTABLISHED BY THE SERVICES.

(2) UNDER THE DIRECT HIRE SYSTEM THERE IS NO THIRD PARTY INTERVENOR SUCH AS A CONTRACTOR, OTHER GOVERNMENT AGENT; OR CONTRACTUAL AGREEMENT. EMPLOYMENT IS A MATTER EXCLUSIVELY BETWEEN THE EMPLOYER AND THE EMPLOYEE.

(3) COSTS FOR EMPLOYEE SERVICES ARE BOTH DIRECT AND DEFERRED. SALARIES, WAGES AND CERTAIN ALLOWANCES ARE PAID DIRECTLY TO THE EMPLOYEE. IN THE CASE OF LONG-TERM SECURITY BENEFITS SUCH AS HEALTH, PENSIONS, SEPARATION PAY, UNEMPLOYMENT INSURANCE, THE COSTS ARE PAID BY THE EMPLOYER IN DEFERRED PAYMENTS.

b. ADMINISTRATION OF THE DIRECT HIRE SYSTEM.

ALMOST WITHOUT EXCEPTION THE ADMINISTRATION OF THE DIRECT HIRE SYSTEM IS DELEGATED TO AND MADE THE RESPONSIBILITY OF THE SERVICE CIVILIAN PERSONNEL OFFICER. THE CPO AND HIS STAFF ESTABLISH THE POLICIES, PROCEDURES, AND PRACTICES FOR THE OPERATION OF THE SYSTEM. THE PERSONNEL FUNCTION IS ESSENTIALLY

ONE OF SERVICE IN WHICH THE CPO MEETS THE REQUIREMENTS FOR MANPOWER, AND WORK PERFORMANCE REQUIRED BY THE OPERATING AND STAFF ORGANIZATIONS. FLIP CHART #2 OUTLINES THE MAJOR FUNCTIONS OF THE CPO IN ADMINISTERING THE DIRECT HIRE SYSTEM.

IT SHOULD BE NOTED THAT THE ADMINISTRATION AND MANAGEMENT OF THE PAYROLL FUNCTION IS THE RESPONSIBILITY OF THE FINANCE AND ACCOUNTING OFFICE OF EACH MILITARY SERVICE.

ON OKINAWA THE WAGE SURVEYS (ANNUAL) WHICH ARE CONDUCTED TO DETERMINE RATES OF PAY ARE ADMINISTERED JOINTLY BY THE MILITARY SERVICES UNDER THE TECHNICAL SUPERVISION OF THE JOINT SERVICES LABOR COMMITTEE. THE JSLC IS THE COORDINATING AGENT OR BODY REPRESENTING ALL THE SERVICES TO ATTAIN UNIFORMITY IN THE MANAGEMENT OF THE WORKFORCE. IT IS IMPORTANT TO NOTE HOWEVER, THAT THE CPO OF EACH OF THE SERVICES IS ON THE COMMITTEE. FLIP CHART #3 SHOWS THE AVERAGE MONTHLY WAGE AND ALLOWANCES OF RYUKYUANS PAID FROM U.S. APPROPRIATED AND NONAPPROPRIATED FUNDS.

c. COMPARISON OF U.S. FORCES LN WORK FORCE WITH OKINAWA PRIVATE INDUSTRY.

(1) THERE ARE 24,250 LOCAL NATIONALS WORKING DIRECTLY FOR THE U.S. FORCES AS APPROPRIATED AND NONAPPROPRIATED FUND EMPLOYEES. THIS IS APPROXIMATELY 6% OF THE TOTAL RYUKYU ISLAND WORK FORCE WHICH IS CALCULATED TO BE 427,000.

(2) THERE ARE 30,000 ADDITIONAL LOCAL NATIONAL EMPLOYEES ENGAGED IN U.S. GOVERNMENT RELATED WORK. THIS MAKES A TOTAL OF 55,000 LN WORKERS WHOSE EARNINGS ARE DERIVED FROM U.S. SOURCES.

(3) FLIP CHART #4 SHOWS THE SCOPE OF LN EMPLOYEE ENGAGEMENT IN U. S. GOVERNMENT RELATED WORK.

(4) FLIP CHART #5 SHOWS THE POPULATION AND LABOR FORCE OF THE RYUKYU ISLANDS.

d. IDENTIFICATION AND DISTRIBUTION OF THE LN WORK FORCE WORKING DIRECTLY FOR MILITARY SERVICES AND ORE.

THE LN WORK FORCE COMPRISES TWO CATEGORIES OF EMPLOYEES AS YOU KNOW. THE APPROPRIATED FUND EMPLOYEES AND THE NON-APPROPRIATED FUND EMPLOYEES. THE APPROPRIATED FUND EMPLOYEES WORK GENERALLY IN ORGANIZATIONS FOR WHICH CONGRESS APPROPRIATED THE MONEY. THE NONAPPROPRIATED FUND EMPLOYEES WORK IN ORGANIZATIONS WHICH EARN THEIR OWN MONEY GENERALLY TO PERFORM THE TASK. THESE ARE USUALLY CLUBS, COMMISSARIES, POST EXCHANGES AND RELATED SELF-SUSTAINING ACTIVITIES.

CHART 6 SUMMARIZES THE DISTRIBUTION OF THE LN WORK FORCE BETWEEN APPROPRIATED AND NONAPPROPRIATED GROUPINGS.

FLIP CHART #7 SHOWS THE DISTRIBUTION OF THE LN-US FORCES LABOR FORCE, BY TYPE OF WORK AND SERVICE. (IDENTIFY THE MANUAL AND NON-MANUAL JOBS.)

e. WAGES AND ALLOWANCES

(1) U.S. FORCES LN EMPLOYEE AVERAGE MONTHLY EARNINGS, INCLUDING BASE PAY, LANGUAGE ALLOWANCE, NIGHT DIFFERENTIAL, BONUSES, AND HOLIDAY PAY IS NOW AT \$242.88. THIS AVERAGE MONTHLY EARNING FIGURE IS AS OF 1 JULY 1970 WHEN A .09¢ PER HOUR ACROSS THE BOARD INCREASE WAS EFFECTIVE ALONG WITH A 25% BONUS BOOST.

(2) FLIP CHART #8 SHOWS THE ANNUAL INCREASE IN AVERAGE MONTHLY WAGE AND ALLOWANCES. IT ALSO SHOWS THE ANNUAL INCREASE IN AVERAGE HOURLY WAGE; AVERAGE MONTHLY EARNINGS.

(3) BEGINNING IN 1963 THE U.S. FORCES GRANTED THE OBON AND YEAR-END BONUS. THE AVERAGE ANNUAL INCREASE IN BONUS PAYMENTS IS SHOWN ON CHART #9. IT SHOULD BE NOTED THAT BEGINNING IN APRIL 1971 THE U.S. FORCES WILL PAY A TERM-END BONUS OF 25%.

(4) BONUSES.

(a) SUMMER (OBON) BONUS: ELIGIBLE EMPLOYEES ARE PAID 150 PERCENT OF ONE MONTH'S PAY.

(b) YEAR-END BONUS: ELIGIBLE EMPLOYEES ARE PAID 250 PERCENT OF ONE MONTH'S PAY.

(c) TERM-END ALLOWANCE: ELIGIBLE EMPLOYEES ARE PAID 25 PERCENT OF ONE MONTH'S PAY.

(5) AS FOR ALLOWANCES, THE U.S. FORCES ON OKINAWA HAVE BEEN PAYING A LANGUAGE ALLOWANCE, NIGHT DIFFERENTIAL, AND HOLIDAY PAY. FOR EMPLOYEES HIRED AFTER 15 JULY 1968 THE LANGUAGE ALLOWANCE IS NOT NOW PAYABLE. HOWEVER, EFFECTIVE 1 JULY 1970 PROVISION WAS MADE FOR THE PAYMENT OF A COMMUTATION ALLOWANCE TO ALL EMPLOYEES WHO LIVE IN EXCESS OF 2 KM FROM THE WORK SITE. THE ALLOWANCE IS \$1.50 PER MONTH.

(6) FLIP CHART #10 SHOWS THE U.S. FORCES ANNUAL COST PER EMPLOYEE WITH EMPHASIS ON THE INCREASE COST SINCE 1 JANUARY 1970.

(7) FLIP CHART #11 SHOWS THE U.S. FORCES ANNUAL AGGREGATE COST FOR LN EMPLOYEE SERVICES.

f. JOB CLASSIFICATION SYSTEM.

(1) THE PRIMARY CONCERN OF THE U.S. GOVERNMENT IN TREATING PAY IS TO ASSURE "EQUAL PAY FOR EQUAL WORK" FOR U.S. GOVERNMENT EMPLOYEES. AS A RESULT OF THIS POLICY THE U.S. CIVIL SERVICE COMMISSION HAS DEVELOPED CLASSIFICATION STANDARDS WHICH IDENTIFY AND DEFINE ALL THE VARIOUS OCCUPATIONS (JOBS) AND SPECIFICALLY DESCRIBE "GRADE LEVELS" OF PERFORMANCE BASED ON DUTIES AND RESPONSIBILITIES. CONSEQUENTLY ALL RYUKYUAN POSITIONS ARE GRADED/RANKED AGAINST THESE STANDARDS BY COMPARING DUTIES PERFORMED TO THE GRADE LEVELS DESCRIBED IN THE STANDARDS. THIS GRADE IN TURN DETERMINES THE MONETARY VALUE OF THE POSITION OR THE SALARY OF THE EMPLOYEE.

(a) RYUKYUAN EMPLOYEES ARE ASSIGNED "JOB DEFINITIONS" WHICH IDENTIFY THE TYPES OF DUTIES BEING PERFORMED BY THE EMPLOYEE AND THE CORRESPONDING GRADE LEVEL OF THESE ASSIGNED DUTIES. AS A RESULT, RYUKYUAN EMPLOYEES RECEIVE EQUAL PAY FOR SUBSTANTIALLY EQUAL WORK.

(b) GRADE DISTRIBUTION.

1. THE U.S. FORCES OKINAWA APPROPRIATED AND NONAPPROPRIATED WORK FORCE OF 24,257 EMPLOYEES IS COMPOSED APPROXIMATELY OF 8,500 CLASSIFICATION ACT EMPLOYEES (NON-MANUAL) AND 15,000 PLUS WAGE BOARD (MANUAL) EMPLOYEES.

2. THE GRADE DISTRIBUTION FOR BOTH MANUAL AND NON-MANUAL JOBS IS SHOWN ON CHART #12. A HAND-OUT SHOWING THE GRADE DISTRIBUTION FOR EACH GRADE IS AVAILABLE.

g. EMPLOYEE PROFILE. BASED ON THE WORK FORCE POPULATION OF 24,000 (31 JULY 70) LN EMPLOYEES APPROXIMATE CLOSELY THE CHARACTERISTICS SHOWN ON CHART #13.

NOTE: THESE COMMENTS COVER THE CHARACTERISTICS OF THE DIRECT HIRE SYSTEM. WE NOW MOVE ON TO EMPLOYMENT PRACTICES OF THE DIRECT HIRE SYSTEM.

2. EMPLOYMENT PRACTICES.

a. LEAVE POLICIES.

(1) ANNUAL. EMPLOYEES OF U.S. FORCES OKINAWA (APPROPRIATED/NONAPPROPRIATED) ACCRUE ANNUAL LEAVE BASED UPON A LENGTH OF SERVICE FORMULA SHOWN ON CHART #14. WHEN AN EMPLOYEE IS SEPARATED, REGARDLESS OF TYPE OF SEPARATION, A LUMP-SUM PAYMENT IS MADE FOR ALL ACCUMULATED OR ACCRUED LEAVE NOT IN EXCESS OF 240 HOURS ON DATE OF SEPARATION.

NOTE: THIS DIFFERS FROM THE LEAVE SYSTEM FOR USFJ WHERE ALL ANNUAL LEAVE IS USED OR FORFEITED AT THE END OF THE LEAVE YEAR.



(2) SICK LEAVE. EXCEPT FOR FIRE FIGHTERS, APPROPRIATED FUND ACTIVITY EMPLOYEES ACCRUE 7 HOURS OF SICK LEAVE FOR THE FIRST 12 PAY PERIODS IN THE LEAVE YEAR AND 12 HOURS FOR THE LAST PAY PERIOD IN THE LEAVE YEAR. GENERALLY, THIS AMOUNTS TO 96 HOURS SICK LEAVE PER YEAR. NONAPPROPRIATED FUND EMPLOYEES ACCRUE 8 HOURS FOR EACH PAY PERIOD. THERE IS NO RESTRICTIONS ON THE MAXIMUM AMOUNT OF SICK LEAVE THAT MAY BE ACCRUED. NO LUMP SUM PAYMENT IS MADE FOR UNUSED BALANCE OF SICK LEAVE UPON SEPARATION OF AN EMPLOYEE.

(3) FLIP CHART #15 LISTS THE LEAVE PRACTICE AND THE HOLIDAYS OBSERVED ON OKINAWA.

PHYSIOLOGICAL LEAVE - NOT TO EXCEED 8 HOUR (PERIOD) ON REQUEST AND APPROVED BY SUPERVISOR.

MOURNING LEAVE - 1 TO 10 DAYS DEPENDING ON CLOSENESS OF KIND, ETC. SPOUSE 10 DAYS; PARENT 7 DAYS; CHILD 5 DAYS.

MATERNITY LEAVE - 10 MONTHS OF CONTINUOUS SERVICE LEAVE 6 WEEKS PRIOR AND 6 WEEKS SUBSEQUENT TO DELIVERY = 12 WEEKS.

b. PROCEDURES

(1) REDUCTION-IN-FORCE - FLIP CHART #16 INDICATES THE DATES AND THE NUMBER OF EMPLOYEES SEPARATED FROM U.S. FORCES EMPLOYMENT BY REDUCTION-IN-FORCE. THOSE WHO HAVE BEEN SO SEPARATED HAVE BEEN ACCORDED ALL OF THE SECURITY BENEFITS ESTABLISHED AS WAYS IN WHICH TO "SOFTEN THE IMPACT" OF SEPARATION. THESE BENEFITS WILL BE EXPLAINED IN DETAIL DURING THE PRESENTATION.

(2) DISCHARGES. - THE RECORDS SHOW THAT DISCHARGES ARE MADE ONLY FOR THE MOST SERIOUS OFFENSE AND THEN ONLY AFTER THOROUGH REVIEW AND APPROVAL BY THE COMMANDING OFFICER. THE SERIOUS OFFENSES INCLUDE SUCH CONDUCT AS THEFT, BRIBERY, INTOXICATION ON THE JOB, VIOLATIONS WHICH ENDANGER THE LIFE OF PERSONS, ETC. IN ORDER TO ASSESS LIKE PENALTIES FOR LIKE OFFENSES A "TABLE OF PENALTIES" IS FOLLOWED AS A GUIDE ONLY. A COPY OF THIS TABLE IS AVAILABLE.

(3) GRIEVANCES. - THE ESSENTIAL CONSIDERATION HERE IS THAT THE U. S. FORCES OKINAWA HAVE ESTABLISHED PROCEDURES BY WHICH A RYUKYUAN EMPLOYEE CAN SEEK REDRESS FOR MANAGEMENT ACTIONS OR OMISSIONS WHICH ARE CONSIDERED TO HAVE ADVERSELY AFFECTED THE EMPLOYEE. THE PROCEDURES PROVIDE THAT THE AGGRIEVED EMPLOYEE(S), HIS REPRESENTATIVE AND WITNESSES ARE FREE FROM RESTRAINT, INTERFERENCE, COERCION, DISCRIMINATION, OR

REPRISAL IN PRESENTING A GRIEVANCE OR FURNISHING TESTIMONY. IN ADDITION, ARRANGEMENTS ARE MADE FOR THE EMPLOYEE TO APPEAL THE DECISION ON HIS GRIEVANCE TO THE SERVICE COMMANDER. THE EXPERIENCE RECORDS SHOWS ALMOST AN ABSENCE OF ANY LN GRIEVANCE HEARINGS OR APPEALS.

3. SECURITY BENEFITS AND PRACTICES.

a. BENEFITS

(1) SEPARATION ALLOWANCE PLAN. A SEPARATION ALLOWANCE PAYMENT IS MADE TO ELIGIBLE EMPLOYEES UPON THEIR SEPARATION FROM EMPLOYMENT. PAYMENT IS FOR CREDITABLE YEARS OF SERVICE AND IS COMPUTED ON THE BASIS OF VOLUNTARY OR INVOLUNTARY SEPARATION FROM THE SERVICE. FLIP CHART #16 SHOWS THE FORMULA FOR COMPUTING SEPARATION ALLOWANCE PAYMENT. COMPUTATION:

<u>SERVICE</u> <u>YEARS</u>	<u>PERCENTAGE OF ONE MONTHS'</u> <u>WAGES FOR EACH MONTH OF</u> <u>CREDITABLE SERVICE</u>	
	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>
LESS THAN 2	ZERO	1/12 of 100%
2 but less than 5	1/12 of 25%	1/12 of 120%
5 but less than 7	1/12 of 60%	1/12 of 130%
7 but less than 15	1/12 of 100%	1/12 of 140%
15 years or more	1/12 of 110%	1/12 of 150%

(2) WELFARE PENSION INSURANCE. WELFARE PENSION INSURANCE IS THE MOST RECENTLY ADOPTED SOCIAL INSURANCE PROGRAM IN THE RYUKYU ISLANDS. THE PROGRAM WENT INTO EFFECT 1 JANUARY 1970. THE

LAW IS MODELED CLOSELY AFTER JAPANESE WELFARE PENSION INSURANCE (SOMETIMES TRANSLATED WELFARE ANNUITY INSURANCE). IT COVERS EMPLOYEES OF EMPLOYERS OF 5 OR MORE EMPLOYEES. THE U.S. FORCES ARE COVERING THEIR RYUKYUAN EMPLOYEES UNDER THE PROGRAM. THE LEGISLATION IS NEARLY THE SAME AS THE JAPANESE LAW EXCEPT THAT THERE ARE SPECIAL TEMPORARY PROVISIONS WHICH MAKE IT POSSIBLE FOR OLDER WORKERS TO QUALIFY FOR A RETIREMENT PENSION WITH LESS THAN THE NORMAL MINIMUM OF 20 YEARS OF COVERAGE. HOWEVER, 20 YEARS OF COVERAGE IS REQUIRED FOR A FULL PENSION; THE EMPLOYEE WHO HAS LESS THAN 20 YEARS OF COVERAGE WILL RECEIVE ONLY A REDUCED AMOUNT OF BENEFIT.

(3) UNEMPLOYMENT INSURANCE. UNEMPLOYMENT INSURANCE WAS THE FIRST SOCIAL INSURANCE PROGRAM OF GENERAL APPLICABILITY TO BE ADOPTED IN THE RYUKYU ISLANDS. THE PROGRAM WENT INTO EFFECT UNDER GRI ADMINISTRATION IN 1960. THE LEGISLATION, ENACTED BY GRI, WAS CLOSELY MODELED AFTER THE JAPANESE LEGISLATION. PRIVATE INDUSTRY EMPLOYERS WITH 5 OR MORE EMPLOYEES ARE COVERED. THE U.S. FORCES COVERED THEIR RYUKYUAN EMPLOYEES UNDER THIS PROGRAM FROM THE BEGINNING. THE PROGRAM HAS A RESERVE FUND OF \$5,000,000.

(4) MEDICAL INSURANCE. THE GRI MEDICAL INSURANCE PROGRAM WENT INTO EFFECT IN 1966. THIS PROGRAM COVERS PRIVATE INDUSTRY EMPLOYEES OF 5 OR MORE. IN ADDITION, THE U.S. FORCES COVERED THEIR RYUKYUAN EMPLOYEES UNDER THIS PROGRAM FROM THE BEGINNING. MEDICAL PRACTITIONERS' FEES ARE NOT CONTROLLED BY THE GOVERNMENT.

PATIENTS PAY THE FEE IN FULL, OBTAIN A RECEIPT, AND THEN OBTAIN REIMBURSEMENT FROM THE INSURANCE PROGRAM. IN MOST CASES, REIMBURSEMENT IS MADE IN THE AMOUNT OF 70% OF THE FEE. THE PREMIUM HAS BEEN 3.2% BUT HAS JUST BEEN REDUCED TO 3.0% (1.5% EACH BORNE BY EMPLOYEES AND BY EMPLOYERS). THIS PROGRAM IS FISCALLY SOUND AND HAS AN ADEQUATE RESERVE FUND AMOUNT OF \$17,000,000. GRI HAS PROPOSED A BILL TO THE LEGISLATURE TO ABANDON THIS PROGRAM AND ADOPT JAPANESE STYLE HEALTH INSURANCE INSTEAD.

(5) WORKMEN'S COMPENSATION. UNDER UNITED STATES LAW, EMPLOYEES OF THE UNITED STATES ARE ENTITLED TO WORKMEN'S COMPENSATION PAID BY THE UNITED STATES DEPARTMENT OF LABOR. ACCORDINGLY, THE U.S. DEPARTMENT OF LABOR MAKES ALL DETERMINATION OF ENTITLEMENT TO AND AMOUNT OF COMPENSATION. THE DEPARTMENT OF LABOR COMPENSATES RYUKYUAN EMPLOYEES OF THE U.S. FORCES AT THE LEVEL WHICH IS PREVAILING IN THE RYUKYU ISLANDS FOR ALL WORKERS IN THE RYUKYUS.

TABLES PERTAINING TO PENALTIES FOR VARIOUS OFFENDERS  
Penalties for Delinquency or Misconduct

This table of penalties for delinquency or misconduct will be used as a general guide in imposing disciplinary action to assure like penalties for like offenses throughout the Ryukyu Islands. The list of offenses and suggested penalties set forth below may not successfully meet the demands of all situations and therefore is to be considered as suggestive only. Final decision as to the action to be taken will rest with the responsible management officials. In arriving at the appropriate degree of penalty, only offenses for which penalties were imposed within the two preceding years will be used to determine whether a second or third offense has occurred. Before disciplinary action is taken for a second offense, it must be determined that disciplinary action was taken for the first offense. Likewise, before disciplinary action is taken for a third offense, it must be determined that disciplinary action was taken for the first and second offenses. An oral admonishment is not considered to be a penalty for the purpose of determining that a second or third offense has occurred or for determining the degree of penalty for subsequent offenses.

OFFENSES	PENALTIES		
	1st Offense	2d Offense	3d Offense
1. Insubordination (refusal to obey orders, impertinence, like offense).	Formal Reprimand or 1 Day Suspension	2 - 5 Day Suspension	6 - 10 Day Suspension or Removal
2. Fighting or creating a disturbance among fellow employees, resulting in an adverse effect on morale, production, or maintenance of proper discipline.	1 - 3 Day Suspension	4 - 6 Day Suspension	6 - 10 Day Suspension or Removal
3. Sleeping on duty (where safety of personnel or property is not endangered thereby).	Formal Reprimand or 1 - 3 Day Suspension	4 - 6 Day Suspension	7 - 10 Day Suspension or Removal
4. Sleeping on duty (where safety of personnel or property is endangered thereby).	5 - 10 Day Suspension or Removal	Removal	
5. a. Drinking intoxicants while on duty.	1 - 10 Day Suspension	Removal	
b. Drinking intoxicants on duty where safety of personnel or property is endangered thereby.	5 - 10 Day Suspension or Removal	Removal	



OFFENSES	PENALTIES		
	1st Offense	2d Offense	3d Offense
6. Reporting for duty intoxicated to a degree which would interfere with proper performance of duty, be a menace to safety, or be prejudicial to the maintenance of discipline.	1 - 5 Day Suspension	5 - 10 Day Suspension	Removal
7. Absence without leave (any absence from duty which has not been authorized and for which pay must be denied).			
a. Minor - Unauthorized absence of 1 day or less, repeated tardiness, leaving the job without permission.	Informal Reprimand or Formal Reprimand	Formal Reprimand to 2 Day Suspension	3 - 10 Day Suspension or Removal
b. Major - Unauthorized absence of more than 1 Day.	Formal Reprimand to 3 Day Suspension	4 - 6 Day Suspension	7 - 10 Day Suspension or Removal
8. Theft. (Penalty imposed will be determined primarily by value of articles stolen, whether property was recovered, and employee explanation).			
a. Minor (If value of the item is small).	1 - 10 Day Suspension	15 - 30 Day Suspension	Removal
b. Major (If value of the item is significant).	15 - 30 Day Suspension or Removal	Removal	
9. False statements, misrepresentation, or fraud in application blank or other official records submitted to the Department of the Army. Apparent oversights and errors, where satisfactorily explained, may be excused where not otherwise disqualifying.	5 - 10 Day Suspension or Removal		
10. Loafing (willful idleness or deliberate failure to work on assigned duties).	Informal or Formal Reprimand.	Formal Reprimand or 1 - 3 Day Suspension	6 - 10 Day Suspension or Removal
Appendix I (cont)	2		

OFFENSE	PENALTIES		
	1st Offense	2d Offense	3d Offense
11. Bribery. Asking, suggesting, accepting, or receiving (directly or indirectly) money or anything of value for giving, procuring or aiding to procure, employment or other services rendered in connection with official duties. Making offer of bribe, giving bribe, or knowingly serving as intermediary.	1 - 30 Day Suspension or Removal	Removal	
12. Gambling on U. S. Government Property.	Formal Reprimand or 1 - 5 Day Suspension	5 - 10 Day Suspension	Removal
13. Notorious misconduct off-duty. (With regard to off-duty conduct, all employees have an obligation to so conduct themselves that no disgrace or disrepute will be visited on the Department of Defense).	1 - 10 Day Suspension, if offense is minor. Removal for major offenses.	Removal	
14. Deliberate or willful failure to observe any written regulation or order prescribed by competent authority.			
a. Violation of administrative regulations where safety of persons or property is endangered thereby.	6 - 10 Day Suspension or Removal	Removal	
b. Violation of administrative regulations where safety of persons or property is not endangered thereby.	1 - 5 Day Suspension	6 - 10 Day Suspension or Removal	Removal
c. Refusal to testify in a properly authorized inquiry or investigation conducted by representatives of the U. S. Forces except where such refusal is based upon the grounds of self incrimination.	1 - 5 Day Suspension	6 - 10 Day Suspension or Removal	Removal
Appendix I (cont)	3		

## OFFENSE

## PENALTIES

	1st Offense	2d Offense	3d Offense
15. Careless or negligent failure to observe any written regulation or order prescribed by competent authority.			
a. Violation of administrative regulations where safety of persons or property is endangered thereby.	1 - 5 Day Suspension	6 - 10 Day Suspension	Removal
b. Violation of administrative regulations where safety of persons or property is not endangered thereby.	Formal Reprimand	1 - 5 Day Suspension	6 - 10 Day Suspension or Removal
16. Immoral or indecent conduct.	3 - 5 Day Suspension or Removal		
17. Knowingly making false or malicious statements against other employees, supervisors or officials with the intent to harm or destroy the reputation, authority, or official standing of those concerned.	Formal Reprimand to 10 Day Suspension	Removal	
18. Strikes. Participating in any strike against the U. S. Government, or asserting the right to strike against the U. S. or knowingly holding membership in an organization that asserts the right to strike.	Removal		
19. Documents or records. Attempting to conceal, remove, mutilate, obliterate, or destroy records or documents with intent to conceal, remove, mutilate, obliterate, or destroy them. Concealing, removing, mutilating, obliterating, or destroying records or documents.	1 - 30 Day Suspension	Removal	

Appendix I (cont)

4

## OFFENSE

## PENALTIES

	1st Offense	2d Offense	3d Offense
20. Employee organization activity. Membership meeting, solicitation of membership, collection of dues, campaigning for union offices, conduct of elections for union officer, and distribution of union literature during working hours or on U. S. Forces property without approval of the activity commander.	Informal or Formal Reprimand	1 - 10 Day Suspension	11 - 30 Day Suspension or Removal

Appendix I

5

INSTRUCTIONS PERTAINING TO APPLICATION OF THE  
TABLE OF STANDARD PENALTIES

1. In determining whether the penalty for 1st, 2d, or subsequent offenses is appropriate, previous offenses during the past 2 years for which the penalty was a formal reprimand or suspension will be considered. When the employee's record also shows an offense for which an oral admonition was administered during the preceding 2-year period, that offense will not be considered in determining which of the alternative penalties to impose for the current offense.
2. When a first infraction involves a minor incident relating to administrative procedures or operating direction, the supervisor may give the employee an oral admonition.
3. The Table of Standard Penalties will be used as a guide in order to insure a consistent and equitable approach to disciplinary problems. It will be noted that a broad range of management discretion is permitted in determining penalties for specific offenses. This allows for full consideration of particulars surrounding commission of the offense, extenuating circumstances, employee's past record, and nature and degree of damage inflicted on management.

LIST OF KEY JOBS AND STANDARD  
DEFINITIONS FOR  
PROFESSIONAL, TECHNICAL & CLERICAL  
AAFWB LOCALITY WAGE SURVEY

主要職種及び標準職務記述表

— 専門職、技術職・事務職 —

陸・空軍資金委員会現地調査

2d Force KEY Jobs  
AND DEFINITIONS FOR  
MANUAL TYPE  
Jobs

Sheet 7

NM-1

Accountant

As a member of an audit team, performs auditing activities which include a wide range of assignments such as verifying reports against source accounts reconciling accounts and verifying the detail of recorded transactions; making detailed examination of routine documents and vouchers to verify accuracy of computation, proper support of transactions, adherence to pertinent laws and regulations, etc. Is responsible, in an assigned area of auditing for determining that approved accounting policies and procedures are followed; brings to the supervisor's attention any technical accounting problems not covered by manuals, and, if needed, assembles and makes the initial analysis of such problems. Makes recommendations for changes in audit methods or programs when current instructions are found no longer appropriate. Prepares audit working papers in the course of review, setting forth in standard form information relative both to the extent of examination and to findings and recommendations. Audits costs in connection with Government contracts, making the detailed audit of direct labor or material costs, or both. Verifies the authorization for, accuracy of, and reasonableness of ordinary direct changes, etc.

Assists the supervisor in the performance of procedural or design studies of accounting activities by studying and charting the flow of accounting documents; observing reporting upon prevailing practices concerning the treatment of selected transactions; and developing organizational and functional charts.

計 理 士

(1) 会計検査班の一員として会計報告書や会計簿を分析、照合、検討し、会計資料の信頼性や計算の正確さ、取引の妥当性、関係法規の遵守を確認する。担当分野に関し、経理が定められた方針及び方法に従っているか、確認する責任がある。会計便覧を用いて解決出来ない技術上の問題を上司に報告し、必要に応じ、問題の分析をする。現行の指令がも早妥当でないと考える時は、会計検査の方法又は計画の変更を勧告する。検査中、発見事項、勧告等を記し作業報告書を作成する。政府契約業務の費用を検査し、人件費や資材費等を調査する。

(2) 監督者を手伝って、経理方法の研究をし、会計書類や文書の流れを図表化し、現在の取引の処理の仕方を観察し、報告し、組織図や作業分担図を作成する。

NM-2

Accounts Maintenance Clerk

Under general supervision, performs any one or a combination of the following functions: (1) Performs validation of accounting documents and transactions, in which errors are of a common and recurring nature, and where there are few or minor problems encountered in adjustments. (2) Performs coding of transactions, referring to coding manuals, and exercising judgment in associating the symbols with the individual transactions. (3) Examines accounts and records; verifies obligations and expenditures and supporting documents; prepares lists of discrepancies found and action required to correct them. (4) Reconciles disagreement in accounts and records where there are few or minor problems in identifying the cause of disagreement, because most of such discrepancies are errors in coding, transposition of figures, missing documents, or the recording of a transaction; prepares adjustments or correction documents usually concerning single accounting actions or recurring types of common discrepancies. (5) Prepares statements and reports, based on current accounts and records, showing information concerned primarily with cumulative transactions, obligations, and expenditures on a segment of the accounts at a given period of time, requiring computations such as the totals or subtotals of individual account ledgers and the summarization of transactions.

会 計 事 務 員

一般的監督の下で次の様な仕事をする。

1. 経理書類や取引文書の正確さを確かめる。発見される誤りは、普通よく取り得る誤りで、訂正するに左程問題がない。
2. 取引文書又は会計文書に項目別符号を記入する。
3. 会計簿や経理記録への記入、転記、会計残高など、計算上のミスを点検し、支出高や出費額及びそれ等の付属書類を確認する。
4. 会計簿や経理記録に於けるミスを調整し、調整に必要な文書を作成する。
5. 一定期間の累計的、取引、債務、支出に関する会計資料を明示する申告書や報告書を作成する。



NM-3

Accounting Technician

Performs double entry accounting work in an accounting system with relatively stable operating programs requiring detailed information relative to unit cost and inventories, assets and liabilities, income and expense, and profit or loss; work associated with support and services operations; a substantial portion of expenditures is for equipment, materials, and supplies to be charged to specific operations. Maintains journals, registers, and general ledger. Reviews each transaction on the document to determine applicable book of original entry and verify propriety of information shown, accuracy of computations, etc. Makes necessary corrections to document and enters the transaction in the appropriate journal with sufficient distributive information or descriptive data to provide a permanent explanation of the transaction. Periodically, prepares the trial balance and compiles summary journal vouchers for each applicable general ledger control account. Initiates routine corrective or recurring adjustments. Performs analysis and classification of all types of transactions to determine required accounting treatment. Performs analysis and reconciliation providing an internal accounting control required to assure accuracy of accounting determinations, recordings, and the validity of supporting recordings; verifies and substantiates accounting data through examination of files of documents, confirmation of inclusion in accounts, authenticating of procedures, or verification of unusual or questionable accounting treatment. Analyses data to determine cause and source of imbalances and initiates required adjustment action; researches, recomputes, and recapitulates records, source media, etc.

経 理 係

会計の全経理制度を熟知理解し、複式簿記の経理業務を行う。事業は比較的安定し、増下し、資産、負債、収入、支出、利益、損失に関する詳細な情報を必要とする。支出の主な部分は、特定の作業の勘定科目に記入されるべき器具資材、補給品に対するものである。仕訳帳及び元帳を保管する記載事項の原簿を決め、書類の項目の妥当性及び計算の正確さを検証する。

書類を必要に応じて訂正し、その取引の恒久的な説明をしながら仕訳帳に記入する。定期的に試算表を作成し、各々の元帳の勘定科目に対する仕訳概要表を作成する。毎日の出費、請求書類出費と請求の予定表許可された範囲内でも最終調整、概括書類の作成と言った財務資料の分析、識別をなし、経理資料を財務資料に対して比較検証する。

NM-4

Administrative Officer

Serves as Special Assistant to the President of the Company and/or as a Branch Chief within a department of CRI, with specific responsibility for planning, directing, and organizing work not of a clerical nature in two or more services such as budget, personnel, management analysis, production control, safety, sales, procurement, etc.

管 理 官

会社の社長に対する特別補佐官及び（又は）琉球政府の行政部に於ける部長として、予算、人事、管理分析、生産管理、安全、販売、購入等の業務中に二つ又はそれ以上の事務的でない計画、指令及び組織等の仕事に、特定の責任を持つ地位である。

NM-5

Legal Assistant

Conducts legal research in connection with cases pending administrative hearings, trial before courts of original jurisdiction, or argument in Appellate court, or in connection with questions referred by administrative officials of the agency (questions concerning the interpretation and application of statements, rules, and regulations pertaining to contracts, clauses, etc.). The majority of questions are factual situations and can be resolved in the light of established or easily determinable facts and/or involves clearly applicable precedents. The cases are more of an internal agency affair than cases that will have widespread social or political impact.

法 律 調 査 官

審理中の訴訟、(事件)についての事情聴取、地方裁判所における予審、或は上級裁判における上告に関し、或は関係政府機関から提出される法的質疑(契約、約定書に関する供述、規定、規則の解釈及び適用に就いての質問)に関して法律上の研究調査をする。質疑の大半は、屢々実際に起り得るものであり、既定の又は容易に決定し得る事実及び(又は)明らかに適用し得る前例のあるものとして解決される筈のものである。事件は社会一般に広く拡大される。或は政治的なあつれきを起し得るものよりも、政府機関内部のものの方が多し。

NM-6

Auditor

Works under general supervision applying professionally accepted auditing techniques and accounting principles. Assists auditor of higher grade in conducting audits of accounting, financial and operational activities of the agencies, and of activities of the Government of the Ryukyu Islands. Makes comprehensive examination and analysis of assigned segments of accounting or procedural areas of audit. Examines, verifies, appraises and tests checks transactions for propriety, validity, accuracy, and proper accounting treatment. Brings to attention of supervisor failures and inadequacies in systems of internal control and operating procedures and recommends appropriate corrective action. Prepares pertinent audit working papers including necessary reconciliations, adjustments, exhibits and statements. Makes suggestions for amendments to the prescribed audit program.

会 計 検 査 官

一般的監督のもとに公認された会計検査の技術と原則を適用する専門職である。上級検査官を補佐し、ある団体(会社など)の経理制度及び経理内容の検査を行う。検査は書類、帳簿の検閲、立証、評価、取引書の点検等により、会計処理が正しく、適正に、不備なく処理されているか否かと確かめられる。会計検査に付随した種々の書類の作成をなす。

NM-7

Chemist (Analytical)

Responsible for analyzing a wide variety of samples for which there are standard or established methods of analyses or for which the adaptation of standard methods is obvious. Samples are submitted by contractors for compliance with requirements of applicable specifications and Testing Material Standards. Samples include water, plywood, paints, varnish, glue, steel, ferrous and non-ferrous metals, asphalt and tar submitted for approval prior to use in construction projects. Conducts chemical and physical tests to establish identity, composition, condition, and quality of substances. Specific determinations are indicated by supervisor. Interprets analytical data in terms of compliance or non-compliance with requirements and reports findings to supervisor. Occasionally makes field trips to determine the reaction of approved materials under actual field conditions. Makes additional tests at construction sites, if necessary, to determine why materials are unsatisfactory and makes recommendations based on findings.

化 学 分 析 員

各種の見本（サンプル）について化学分析を行う。分析方法、順序に関しては既定された或は標準化された方法によつてなされる（適用する方法、基準がはつきりしている）。

サンプルは契約会社から材料が、仕事の仕度書及び材料の標準規定書の要求に一致するか否かの分析のために提出されたものである。サンプルは水、ペイント、ニス、ニカワ、鉄材、アスファルト、タール等々、主として建設工事に使用されるもので、その使用前に品質の許可をうける為のものである。

物質の本体、構成、状態、品質を確定する為に化学的及び物理的実験を行う。そして、物質が規定の要求に一致するか否かの分析資料を検討し、その結果を監督者に報告する。特殊な（特別な）判断の要求される場合は、監督者の指示を仰ぐことができる。時々、工事現場に出張し、認可された資材の実際の使用過程における反応を検討し、必要とあらば再テストする。

NM-8

Clerk

Performs general clerical duties in connection with counting and recording count of designated items; checking and verifying data, such as numerical and/or alphabetical listings, by direct comparison with original source. Compiling and recording data according to standard form in preparation of single reports; maintaining logs and registers by recording and transposing specific data from processing documents; maintaining files in numerical and/or alphabetical orders; receiving and answering telephone calls; etc.

書 記（一般書記）

指定された書類の項目において、数を計算し記録する。一般事務を遂行する。例えば原本と直接比較しながら、数字順或はアルファベット順のリスト（表）などの如き、資料を点検し確める。単一の報告書（一定の型）に従つて資料を集め記録する。文書台帳を保管し、処理中の書類から明確な資料を記録し、移帳する。書類を数字順或はアルファベット順に保管し、電話に応答する等の仕事に従事する。

NM-9

Clerk-Typist

Types from handwritten or rough draft a variety of correspondence, reports, tabular or statistical material. Assures the propriety of form and arrangement in the final copy. Makes minor corrections in grammar, punctuation and spelling.

Performs a variety of clerical tasks which may include any of the following: (1) receiving personal and telephone callers, referring them to the person or unit requested or providing non-technical factual information on the work of the office; (2) setting up new files in an established system and disposing of those files no longer required; filing material and making searches for required material (files may be classified or unclassified); (3) preparing routine replies to non-technical correspondence and composing routine replies using form letters; (4) preparing or assisting in the preparation of a variety of routine and special reports; (5) performing other clerical work at a similar level of difficulty in connection with the work of the office.

ク ラ ー ク タイ ピ ス ト

多種多様の通信文、報告書、作表或は統計上の書式を筆記あるいは簡単な原稿よりタイプする。最終仕上げに於いては書式や配列の妥当さを確かめる。文法や句読点、綴りなどに於ける小さな誤りを訂正する。

次に述べるような多種多様の事務を遂行する。

- (1) 訪問者の接待をし、電話に応答し、職員あるいは職場に案内又は照会したり専門的知識を要しない質問に答える。
- (2) 新しい方法の書類とじ込みを準備し、又不必要となつたとじ込みを処分する。書類をとじ込み、要求された書類を探す。(ファイルは分類されている場合と、されていない場合がある。)
- (3) 非専門的な通信文に、型通りの返書を作成し、又決められた書式を使用して返書を作成する。
- (4) 多種多様の普通の或は特別な報告書を準備したり、手伝つたりする。同程度の難かしさの事務を遂行する。

NM-10

Construction Engineer

Performs professional engineering work relative to the construction, modification, and/or major repair of buildings, bridges, roads, water-works, drainage systems, and other various structures. Reviews project plans and specifications for overall accuracy, completeness and conformance with sound engineering principles. Modifies and/or makes recommendations for modification and revision of plans, blueprints, sketches, specifications, etc. Prepares cost estimates and bills of material. Visits project work sites to insure compliance with plans and specifications, to check on work progress, and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of construction projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel, and equipment. Prepares various reports on the progress and status of construction projects and maintains files of project plans, specifications, reports, references, etc.

建 設 技 師

建築物、橋梁、道路、給水系統、排水系統及びその他種々の建築物の建設改造及び(又は)大修理に関する専門技術の仕事を遂行する。

工事計画図面及び仕様書に対し全般に正確、完全にして正当な技術的理論に適合度合検討する。図面、写真、スケッチ、仕様書等の替え及び訂正に対する修正作業及び進言を行なう。見積書や材料費算書を作成する。現場踏査により工事の図面及び仕様書に準拠した施工、工事進行状況の査定、発生している諸問題の調査等を行なう。

(確かめる為に現場踏査を行なう) 工事現場監督者及び監督係に対し図面及び仕様書と地方的条件を適合させる事、及び特殊問題の取扱いに関する援助と指針を与える。建設材料、人材、機械装置の調達業務(に関する技術)援助を行なう。

建設工事の状況、工程の種々の報告書の調整及び工事計画図面、仕様書、報告書、参考書等の書類管理を行なう。

NM-11

Construction Inspector

Performs a variety of inspectional work for construction projects involving a combination of two or more specialized fields, such as buildings and utilities, rivers and harbors, roadways, water control structures, power transmission systems, earth work, concrete, dredging. Duties of position involve inspection of a wide variety of unrelated construction processes; inspection covering a major phase of construction work on a major project; or responsibility for all inspection at a project of limited size or complexity. Resolves differences between plans and specifications based upon previous experience; assists contractor by making suggestions as to materials, equipment, method of accomplishing work, etc., in order to meet inspection and acceptance standards; makes decisions on acceptability of workmanship and materials in connection with major and/or critical features of the project; and makes oral or written reports to the project engineer or a higher-grade inspector regarding unacceptable practices and methods identified during the inspection. Contacts contractor's supervisors to discuss plans for work accomplishment and scheduling to assist contractor to comply with contract plans and specifications. As required, may be assisted by one or more lower-grade inspectors who perform specific portions of the inspection assignment.

工事検査官

建物、ユティリティー、河川、港湾、道路、送電施設、土木等の建設工事の検査を行なう。異なつた種類の工事を検査する。大きな工事の基本部門の検査に参加し、比較的簡単な又は小規模の工事検査の責任を負う。工事計画と仕様書のずれを訂正し、請負業者に材料や機材、工事の進め方等について助言し、検査規程や認容規程に合するようにする。工事の重要や部門に関し、作業の出来ばえや材料の認容の否を決定する。工事の不良箇所や方法について、口頭又は文書で上司に報告する。工事施工者の監督者と作業の進め方について相談する。必要に応じ、下級の検査官を使う。

NM-12

Construction Inspector (Project)

Serves as area construction inspector with responsibility for the in-process inspection of projects to insure quality of work and for compliance with contract provisions. Inspection process includes safety measures, determining materials used have been properly approved, pre-construction planning and scheduling, workmanship, progress, and finished products, and requiring a thorough study of plans and specifications. Assigned projects include all phases of construction concerning a combination of two or more specialized fields, such as buildings and utilities, rivers and harbors, roadways, water control structures, power transmission systems, earth work, concrete, dredging. The duties of assignment involve responsibility for the inspection of a major segment of a construction project of unusual complexity in terms of variety or uniqueness of construction operations which impose special demands of excellence; construction problems or magnitude of operations. Performs the following typical duties; Initiates and maintains liaison with the contractor on work scheduling for insuring effective inspection coverage. Makes decisions with respect to such construction inspection matters as workmanship, acceptability, and plans and specification interpretation. Contacts key contractor people in promoting cooperation and adjusting differences between contractors and the inspection force, and contacts for purpose of becoming aware of production plans and discussing acceptable construction practices in connection with the inspection function. May supervise a few lower-grade inspectors by making assignments, checking inspection efficiency, resolving problems, and providing advice and guidance.

工事検査官

地区工事検査官として、作業の安全性、工事計画及び予定、資材、作業の出来ばえ、工事の進行状況、竣工した建築物等の検査を行なう。建物、ユティリティー、河川、港湾、道路、治水施設、送電施設、土木等の工事の全部門を担当する。高度で複雑な重要部門の検査に責任を持つ。請負業者との連絡を保ち、検査を順調に進める。作業の出来ばえや、認容の可否、工事計画や仕様書の解釈等、工事検査業務に関する決定を行なう。数人の検査官を指示監督する場合もある。



NM-13

Construction Management Engineer

As Chief Construction Engineer for a contracting company, plans, organizes, and exercises operational control over all construction activities. Work would normally involve supervision of construction engineering, engineering aid engaged in performing engineering work relative to the construction, modification, and/or major rehabilitation of buildings, bridges, roads, waterworks, drainage systems, and other various structures, and includes the supervision of the performance of the following (1) the review of project plans and specifications for overall accuracy, completeness, and conformance with sound engineering principles; (2) the modification or making of recommendations for the modification and revision of plans, blueprints, sketches, specifications, etc; (3) the preparation of cost estimates and bills of material; (4) providing assistance and guidance to field personnel in charge of construction projects in the handling of special problems and in adapting plans and specifications to local conditions; (5) providing assistance in the procurement of material, personnel, and equipment; (6) the preparation of various reports on the progress and status of construction projects, etc. Schedules workload of subordinate personnel; makes assignments; provides assistance in the more complex phases of subordinates work; and reviews work of subordinates both during progress and upon completion for overall soundness of engineering principles and conformance with established rules, regulations, and procedures.

## 建設管理技師

主任建築技師として建設作業に対する管理を計画し実施する。通常、建物、橋梁、道路、上水道、下水道、その他種々の構造物の建築、改造、大改修に従事する技師及び技術者を監督する。下記の職務を行う。

- (1) 工事計画、図面及び仕様書の全般に亘り、正確さ、完全性、建築理論への適合性等の立等から検討する。
- (2) 工事計画、青写真、見取り図、仕様書等の改訂又は助言を行う。
- (3) 工費及び材料見積り書の作成。
- (4) 工事現場主任に対する指導助言。
- (5) 資材、人員、及び機械器具の調達に関する助言。
- (6) 工事の進捗状況に関する諸種の報告。部下の仕事の計画、割当て、指導助言及び点検を行う。

NM-14

Clerk

Performs a variety of clerical tasks which may include any of the following: (1) receiving personal and telephone callers, referring them to the person or unit requested or providing non-technical factual information on the work of the office; (2) setting up new files in an established system and disposing of those files no longer required; filing material and making searches for required material (3) preparing routine replies to non-technical correspondence and composing routine replies using form letters; (4) preparing or assisting in the preparation of a variety of routine and special reports; (5) performing other clerical work at a similar level of difficulty in connection with the work of the office.

## 書記（一般書記）

次に述べるような多岐、多量の事務を遂行する。

- (1) 訪問者の接待をし、電話に応答し、職員或いは職場に案内又は照会したり専門的知識を要しない質問に答える。
- (2) 新しい方法の書類とじ込みを準備し、又不必要となつたとじ込みを処分する。書類をとじ込み、要求された書類を探す。
- (3) 非専門的な通信文に、型通りの返書を作成し、又決められた書式を使用し、て返書を作成する。
- (4) 多種多量の或いは特別な報告書を準備したり、手伝つたりする。同程度の難かしさの事務を遂行する。

NM-15

Cargo Checker

Participates in and/or directs work of 3 to 15 lower graded employees who receive and check cargo as it is unloaded from ship to shore; load or unload cargo to and from pallets; segregate cargo according to type; prepare damaged, loading and reloading tally recording ship's name, stowage, date, starting and finishing time, cargo package number or description of cargo, etc. Oversees loading and unloading of cargo into or from trucks. Checks and tallies important or high value items by opening container to check quantity against shipping papers. Checks and tallies overlanded, unidentified and incoming damaged cargo against shipping papers. Inspects and determines extent of pilferage or damage and refers to superior or inspector for final inspection. Prepares all necessary accompanying forms, documents, and/or certificates.

船 荷 検 査 員

船から陸上げされる荷物を受取り、検査する 3 ~ 15 名の配下の従業員と共に働いたり指揮したりする。

パレットにのせたり、パレットからおろしたりする。種類ごとに荷物を選別する。船名、船倉、日付、始発と終着時間、荷物包装番号や品名等を記入して破損船荷検査書、積荷検査書、再積荷検査書を作成する。

トラックの積込み、積下しを監督する。重要な荷物や高価な荷物は容器をあけて数量を出荷証明書と照合し、点検して記録する。

盗品や破損の程度を調査決定し、その結果を監督者や検査官に報告する。

必要なすべての添付書類、記録簿や証明書を作成する。

NM-16

Electrical Engineer

Performs professional engineering work of which scope is to accomplish broad complete blocks of work on systems of generally conventional nature relative to the installation, modification, and/or major repair and maintenance of electrical facilities and equipment such as power and light distribution systems including transformer stations, power lines, generating plants, etc. Reviews project plans and specifications for overall accuracy, completeness, and conformance with sound engineering principles. Modifies and/or makes recommendations for modification and revision of plans, blueprints, sketches, specifications, etc. Prepares cost estimates and bills of material. Visits project worksites to insure compliance with plans and specifications, to check on work progress, and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel, and equipment. Prepares various reports on the progress and status of projects and maintains files of project plans, specifications, reports, references, etc.

電 気 技 師

専門的資格のある電気技師として広範な電気関係工事の計画、完成を担当する。変電所、送電線、発電所等を含む配電系統の電気施設並に電気機械装置の設置、改造、維持、大規模な修理に関する専門技術の仕事を遂行する。工事計画書及び仕様書に対し、全般的な正確性、完全性、専門的技術理論に適合しているかを検討する。計画書、青写真、スケッチ、仕様書等の変更及び訂正に関する修正作業及び進言を行う。工予算及び材料見積書を作成する。現場踏査により、工事計画書及び仕様書に従って施行されているかを確認し、工程進捗の点検及び工事上の特殊な問題点の調査を行う。工事現場担当者に対し、設計図及び仕様書と地方的条件を適合させるに必要な特殊問題の取扱いに関する援助と指針を与える。工程に関する報告書の作製及び工事計画書、仕様書、報告書、参考文献等の書類の管理をする。

NM-17

Electronic Maintenance Technician

Under the supervision of a higher grade technician serves as Watch Officer in a radio or TV transmitter station with responsibility for maintenance and operation of the station, including all maintenance that may be scheduled for his watch, the analysis of operations and adjustment, the isolation and correction of causes of malfunction, the repair and restoration of services in the event of failure, and the determination that the system is operating in compliance with performance standards and tolerances. Management is limited to shift operation. May supervise four or five lower graded workers and technicians.

電子機械技術員

上級技術者の一般的監督の下に、ラジオ又はテレビ送信所に於いて、当直としてステーションの運営と維持に対して総ての責任を負う。即ち、機械の運転及び調整のデータの分析、作動異常の原因の追求と修正、故障の修理及び標準及び許容限度に従つて装置が運転されているか確認する。当直に当つた勤務時間中は、管理者としての責任を負う。

4乃至5名の下級技術員を監督することが出来る。

NM-18

ENGINEER (DEPARTMENT HEAD OR TECHNICAL EXPERT)

As the expert in his technical specialty, develops, coordinates, and carries through to completion all phases of engineering work within his field that is performed by the organization. Work involves creative design, development of criteria to cover areas where precedent data, methods, or techniques are inadequate; providing consultation and advisory services as necessary; and the supervision of lower graded engineers or engineering aids.

主任技師（部課長又は主任技師）

エンジニア系統の一部門の長として担当する部門の、技術面における計画立案、調整、管理を行う。過去の資料、技術的方法、或は其の他の技術面に於て、不十分な場合は、自ら創造的立案計画、設計の作業をなす。

必要に応じて部下の相談に応じ、助言を与える。

下級技術者の監督をなす。



NM-19

Engineering Draftsman

Performs drafting work which consists of a combination of two or more specializations involving the preparation of clear, complete, and accurate working plans and detailed drawings from rough or detailed sketches or notes for engineering or manufacturing purposes, according to specified dimensions of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Work is spot-checked during development and completed work is reviewed for clarity, adequacy, and accuracy of placement of representative features. Precedents and guides pertaining to the basic characteristics of the drawings are readily available, but requires search of related data sources in checking out details.

製 図 工

簡単な又は詳細な見取り図や説明書から、建築又は製作用の明確詳細な図面を仕上げる。定められた部分の大きさや、材料、部分相互の関係、各部分と構造全体との関係に従って製図する。

尚、仕事は進行中、又完了後点検される。

NM-20

File Clerk

Arranges, files, and withdraws material according to established filing system within the unit. Files contain a variety of simpler type of material such as unclassified documents, regulations, SOPs, policy and precedent, memorandum, personnel information, etc. Searches for material are confined to files within the unit. Periodically revises file folders to meet current or immediate needs of the unit by breaking down files into new sections and arranging in proper sequence. Examines material to determine if ready for filing. Checks publications such as ARs, circulars, SOPs and Memorandums for filing in appropriate binders, and posts changes and annotates rescissions in appropriate publications as required. Maintains office supply room.

フ ァ イ ル ク ラ ーク

文書、報告書、電報、通信文書、公報、覚書等を読読、記録、分類、索引を付け、アルファベット順或は番号順にとじ込み、整理する。

NM-21

Firefighter

As a fully trained fire fighter, performs fire fighting duties involving structural, airfield and all other fire fighting and rescue work. Performs any combination of the following tasks: Connects and operates water lines, operates portable and stationary stream appliances, foam generators, etc.; uses hand extinguishers; administers first aid; serves as relief driver-operator and operates pumper; performs maintenance tasks on fire fighting equipment; under close guidance may perform inspection duties; on a rotating basis, as assigned, operate alarm room equipment. In addition, performs aircraft rescue operations which include, but are not limited to, the following: (1) Enters a crashed and burning aircraft to extricate personnel; (2) uses cutting tools; (3) disconnects batteries; (4) plugs ruptured fuel and hydrant lines; (5) performs other similar manual operations in order to prevent loss of life, material damage, or property destruction during fire fighting and rescue operations.

消 防 手

消防隊の一員として、火災警報に回答する。ホースとノズルを接続し操作する。梯子を立て、放水し、化学消火器、斧の、バール、及び其の他の消火器具を命令に従って使用する。建築物その他の火災予防検査を行い、防火障害事項を発見し、除去し、防火規則遵換を確かめる。規則違反を報告し、明白な防火障害事項の除去を責任担当官に勧告する。

NM-22

Firefighter (Equipment Operator)

Performs full-time or substantially full-time as a driver-operator of motorized equipment (pumper trucks, comparable ladder trucks) with responsibility for pumps, boom and ground sweep nozzles, or similar equipment; uses knowledges and judgements approaching those required of a crew chief. Positions a truck at a fire or emergency incident, taking into consideration such factors as hydrant location, exposures, wind conditions, terrain, etc. Regulates flow of water, foam or other extinguishing agent by determining pressures required and adjusting valves as necessary. Performs daily preventive maintenance inspection of the truck and its component equipment. Performs minor maintenance and reports needed major repairs to supervisor.

消 防 士 (消防車操縦士)

専任の消防自動車（ポンプ車、ハシゴ車等）の操縦者として消火活動遂行する。組長に要求されるような知識と判断力を用い、ポンプ、ブーム等、消防車に付随する機械を操作する。火災又は非常事件に察し、消火栓の位置、方角、風の方向、地形等を考慮して最適な場所に消防車を位置づける。必要に応じて圧力を決定し、バルブを調節して放水又は化学消火剤の放出力を調節する。毎日車輛や消防器具を点検し、整備する。消火演習や特別の消火訓練に参加する。

NM-23

Firefighter (Crew Chief)

Serves as crew chief responsible for one or more major pieces of motorized fire fighting apparatus and a crew of fire fighters (e.g., 3 to 8, chiefly in RGS-4 or having equivalent training) assigned to one shift, performs combination of fire fighting work involving airfield and all other fire fighting and rescue work. Performs regularly assigned duties at fires without detailed instruction in accordance with manuals, instructions, and regulations; makes decisions, in carrying out orders of fire chief or other supervisor, with respect to members of his crew as to when they should withdraw from a burning structure, where water or chemicals are to be directed, whether additional small equipment is needed, whether assistance should be requested, whether more or less pressure is required on the lines, which routes should be taken to the fire, which hydrants should be used and method of entering building. In addition, performs aircraft rescue operations; performs standby detail on crash trucks are required during periods of flying activity; as a crewman, is required to operate equipment to extinguish fire and protect rescuer entering aircraft. Directs crew in care and maintenance of station and equipment, standby details, fire prevention inspections, and other assignments. Directs and participates in practice drills for his own crew and as assigned, drills other companies. Prepares and submits to supervisor reports concerning fire runs, training, inspection, etc. In emergencies, deals with groups of persons to maintain order or to perform operations.

消 防 士 組 長

一台の主要な消防自動車と3人ないし8人の消防士の一組に対する責任を有し、火災報知に応答し、消防隊長の到着までその代理として消火活動を監督する。消防隊長よりの命令を組員に伝達し、命令が適切に遂行されることを確かめる。火災演習を実施し、消火技術、装備器具の適切な使用法と維持法について隊員を訓練する。

NM-24

Guard

Stands guard at the entrance or exit to installations, permitting admittance to authorized personnel only. Issues area passes in accordance with instructions received from superior; answers questions regarding service of establishment and directs authorized visitors to the various functions of the organization.

守 衛

施設の入口、出口で立し、出入の許可されている者だけを出入させる。監督者より受ける指示に従つて地区別パスを発行し、職場の夫々の部門に関する質問に答え、許可された者を部隊の夫々の業務部門に案内する。

NM-25

Interpreter

Translates orally from English into two or more foreign languages, and vice versa, material that consists mainly of nontechnical questions and answers (interrogational interpreting) where the translation need not be fluent, perfect, idiomatic or up to date, but must convey the appropriate ideas, questions and meanings in an understandable manner. Oral translations of this type are generally performed at interrogations, hearings, or investigations. The subject matters involved generally do not require prior preparation. Performs informal consecutive interpreting from and into two or more languages with respect to such nontechnical subjects as local governmental affairs, education, living conditions, and other matters not involving specialized technical vocabularies. Is required to have a fluent knowledge of one of the languages with which working and comprehensive knowledge and speaking ability in the other language or languages. The subject matter is generally common or well known, i.e., subjects that are discussed in newspapers, magazines, current topics of conversation, etc. May be assigned to individuals or groups of persons visiting the area to study the political situation, farming, social services, etc. Must be sufficiently familiar with the purpose of the visit to deal adequately with the subject discussed and answer general questions on life in the area. Both interrogational and informal consecutive interpreters deal personally with the users of their services and are able to explain, question, and discuss certain points whenever an interpreter feels that the meaning is not clear.

通 訳

地方官公署の出来事、教育、生活事情及び其の他の事柄で特別の専門用語を含まない非技術的な主題に関し英語を含める二つ或はそれ以上の言葉を通訳する。内容は極く普通の熟知されている事、例えば新聞雑誌、最近の話題等である。政治事情、農業、社会事情等の調査に当る個人又は団体に随行することもある。巡視に際して論議される主題に適当に処する為亦地方の生活事情に関する一般的を質問に回答する為、巡視の目的を熟知せねばならない。使用者と意味が明瞭でない点を説明、質問或は話し合ふことが出来る。

NM-26

Mechanical Engineer

Performs professional work in such mechanical engineering functions as plans development, design, specification writing, estimating for installation, maintenance, construction of facilities and system used in supplying such necessities or conveniences as heating and ventilating, refrigeration and air conditioning, plumbing, water treatment and fuel systems. Performs any combination of the following typical assignments: Prepares plans, designs, bills of materials, specifications, and cost estimates for complete mechanical systems or additions or modifications to existing systems; final drawings and specifications for assigned phases or segments of mechanical systems of big buildings and facilities; exercises judgment in the selection of alternatives in the design function of conceiving, planning, or proportioning engineering systems; or devices to satisfy performance cost, safety, size, strength, durability, and requirements; takes measurements and makes sketches on field reconnaissance trips; develops detailed designs by making technical calculations as to determination of size, type, and other factors, applying standard engineering principles, methods, and practices; reviews plans, specifications, and drawings to determine that proposed construction of mechanical features will be feasible insofar as existing facilities at the installation and future master planning and concerned; compiles specifications noting materials, equipment, and installation methods to be specified in accordance with established procedures, regulations, and other guides, by reviewing drawings and bases for design; prepares and consolidates bills of materials as required from drawings; develops cost estimates of manhours, equipment, and materials necessary for completion, utilizing pricing guides, stock catalogs, and established manhour cost figures. Prepares engineering reports and studies as required relative to the area specialization.

機 械 技 師

専門的機械技師として、冷暖房設備、換気装置、配管、浄水設備、給油施設等の計画、設計、仕様書作成、及び取付け、修理、施行の見積りを行う。通常、工事全体又はその一部を担当する。全工事を担当する際は、定められた方法や技術、先例等が適応出来る機械器具や設備が用いられ、工事の一部の際は、多くの先例や計画や技術等からの逸脱又はそれらの改作を必要とする。完了した作業は正確さ、既定方針との合致、先例との関係等の立場から点検される。



NM-27

Medical Officer

Performs professional medical duties involved in the operation of an outpatient clinic including the examination of individuals and the diagnosis, prevention and treatment of diseases; performing and evaluating the results of laboratory tests such as smears, blood tests, X-rays, etc. Treats patients in accordance with accepted medical practices. Treats injury cases; reduces simple fractures; treats ambulatory burn cases; administers penicillin and various inoculations; performs emergency or minor surgical treatment.

医 師

個人の検診、診断、病気の予防、治療を含めた外来診療所の運営に関連のある専門的医療業務を行う。はつこり、血液検査、レントゲン検査、その他の実験を行い、その結果を評価する。実証済医療方法によつて患者の治療を行う。外傷治療、単純骨折治療、歩行可能な火傷治療、ペニシリン、各種の予防注射の使用実施、緊急或は簡単な外科手術を行う。

NM-28

Messenger

Collects and delivers documents, papers or other material requiring special handling due to their value or urgent or otherwise unusual nature. Collects and delivers mail, files memoranda, office supplies or other material on a regular routine schedule and in addition, performs such simple clerical or mechanical tasks as sorting mails, sorting and arranging forms, cards and folders for filing and files same; assembling, sorting and stapling various papers and materials and operating office machines.

メッセンジャー

書類、書面、その他の物件を収集、配達する。書翰、書類綴、郵便物、事務用品、其の他の物品を定期的にスケジュールに従つて収配する。それに加えて簡単な事務的、機械的工作、例えば郵便物の分類、書式、カード、フォルダーを綴り込みのために、分類、綴り込む。書類を組合せ、分類し、ステーブルする。事務用機械を操作する。

NM-29

Writer

Following standard work procedures, writes non-interpretive materials for publication in agency manuals, magazines, the daily press, agency-issued brochures, pamphlets, or other periodicals which are intended for the general public. Collects facts and information on an assigned subject, from various sources, through reading, interviews, observation, and research. Analyzes, selects, and organizes the information in the logical and effective sequence of thoughts and ideas; determines the overall level, style, and tone of the words, in terms of its objectives; and composes the initial draft of the manuscript. As required, translates articles from Japanese into English or vice-versa.

記者

職務の基進に従つて多種類の公刊物、雑誌、日刊誌、機関誌、パンフレット及び大衆向きの定期刊行物の記事を書く。割当てられた主題に対して種々の情報源や或は他の刊行物、会見、観察、調査を通して事実に基いた情報を集める。集めた情報を理論的且つ効果的に分析、撰択、編集する。編集に当つては、記事全体のレベル、文体、語調を考慮して原稿を作成する。尚、記事を翻訳することもある。

NM-30

Nurse

Performs various nursing duties requiring prescribed education, experience and skill in the art of caring for ill and injured persons; administers medicines, ointments and drugs as instructed by a physician. Observes symptoms, takes and records temperature, pulse and respiration of patients and charts these according to standard practice. Changes dressings on wounds or injuries. Bathes and massages invalid persons. Feeds helpless patients. Serves meals as prescribed to patients. Prepares operating room. Sterilizes instruments. Gives injections or other treatment as prescribed by a physician.

看護婦

病人及び負傷者に対する看護技術について規定の教育、経験及び技術を必要とする諸種の看護任務を遂行する。医師の指示により薬剤、こう菜及び麻酔剤を管理する。症状を観察し患者の体温、脈はく及び呼吸を調べ記録する。基進方法に従つて是等を図示する。傷の包帯を取換える。傷病者を入浴させ、マッサージする。助力を必要とする患者に食事をさせる。患者に規定の食事を与える。手術室の準備をする。器具を消毒する。医師の指示により注射又は他の処置を与える。

NM-31

Nursing Assistant

Under direct supervision of a professional nurse and/or doctor, responsible for performing a wide variety of patient care duties in accordance with instructions. Takes and records oral and rectal temperature, pulse, and respiration. Prepares patients for surgery by cleaning, shaving the operative area, and applying necessary protection. Assists patients in applying prosthetics appliances such as artificial limbs and braces. Administers medication by mouth such as cough medicines, aspirin, vitamin tablets, cathartics, and insulin, and observes and records reactions. Assists in applying casts and splints and removing casts after physician has marked cast showing where it should be cut. Feeds helpless patients and gives bed baths to patients. Assists in the care of infants by performing some of the more difficult tasks such as taking and recording temperature, and under supervision of nurse, feeding premature infants.

看護婦助手

医師又は有資格看護婦の直接的監督下にあつて、その指示に従い患者に対して種々の看護にあたる。患者の体温、脈はく、呼吸等を調べ記録する。手術前患者の疾患部分の洗滌、その他必要な準備をなす。義足、剛木等のような補綴器具の必要な患者に対してはその適用と指導援助をする。アスピリン、ビタミン錠、下剤などの如き錠剤の服用後の反応を観察し、記録する。患者のギプス、剛木等の適用、除去の際は医師の指導のもとにそれをする。し体不自由の患者に対しては、給食及び入浴させる。更に幼児の体温を計り記録するなど、比較的難しい仕事を看護婦の監督下にあつて行ふ。

NM-33

Office Manager

Directs, coordinates and is responsible for carrying out the administrative functions of an office. Lays out and coordinates work schedules, and plans and initiates changes in administrative procedures to increase work efficiency and meet changing work loads. Correlates flow of paper work and insures proper routing of correspondence, reports and other documents. Directs maintenance of such files and records as are necessary for the effective and efficient operation of the office. Compiles special reports as necessary determining sources of information, evaluating data, and completing report on own initiative.

事務所支配人

事務所の事務的職務の仕事を指示、協調、そして遂行する責任がある。作業計画を調整し、作業能率を増し、変化する作業量に適合すべく、管理上の手続方法を計画実行する。事務的作業の相互関係を保ち、書簡、報告その他の書類の適切な流れを確保する。事務所の効果的しかも能率的な作業のために必要なファイル、及び記録の維持を指示する。自己の自発性にもとづき、情報資源を考え、データーを評価し、報告を完成する上に必要な特別報告書を集める。

NM-34

Payroll Clerk

Performs full scope of payroll operations: Examines basic authorization documents such as time and attendance records, leave slips, and notifications of personnel action for propriety of authorizations, accuracy and compliance with regulations. Computes basic salary, gross earnings, deductions and net salary; completes payrolls, vouchers, cover sheets and other supporting documents; prepares payroll change slips for notification to employees of changes. Computes final payments including all annual leave for terminating employees. Sets up and maintains Individual Earning Records, posts salaries earned and all pay changes with brief notes of decisions rendered on pay changes as required by regulatory controls. Totals and balances out the earning records periodically and corrects discrepancies and errors as they are noted. Prepares Tax Statements, Records of Leave Data Transferred, Employees Leave Account and other related materials for transmittal to concerned agencies and for employees. Prepares all termination reports reflecting prior earnings for GRI to compute unemployment compensation. Answers questions of employees pertaining to pay and leave.

給 料 計 算 係

異なつた給料体系別に民間従業員に関するペイロール全般に亘る業務を行う。出勤記録、休暇時間、人事変更通知や規則に準じているかといった様な基本となる書類をしらべる。基本給、総収入、控除額及び手取額を算出するペイロール、領収証やその他の書類を完備する。給料に変更のある従業員に対するペイロール変更通知を作成する。退職者に対する最終支払額を算出する（有給休暇を含む）。個々の従業員の所得記録を設定、保管し、収入総額規則に従つてなされた給料変更決定に関する簡潔な付記を記入する。定期的に所得記録の合計を出し、誤りがあれば訂正する。税金申告書、休暇データの書替え、記録、従業員の休暇計算及び従業員や関係当局へ送付するその他の関係資料を作成する。琉球政府に対する失業保険額を算出する為の前期所得額を示す最終報告書を作成する。給料や休暇に関する従業員からの質問に回答する。

NM-35

Photographer

Takes a wide variety and range of black-and-white and/or color still photographs of both moving and still subjects in the studio and in the field. Is responsible for achieving quality pictures, which do not present complicated problems of speed, motion, wide color contrast, or actions of subjects which would require skillful use of lighting for emphasis on certain features to bring out desired effects. Takes photographs of equipment, models, parts, or materials which require special effects to emphasize elements of subject such as details of mechanism, breakage of a part or structure where such photographs are used for illustration or publicity purposes. Photographs vehicle accidents and other types of accidents to be used as documentation and for investigative purposes.

写 真 師

撮影所や野外に於いて多種の動体及び静体の白黒又は色写真を撮る。良質の写真にする責任がある。然し、シャッターのスピードや動き、色の対比、物体の動きとか即ち、すばらしい写真効果を出して、ある物体を強調するための特殊光線を使用する技術を必要とするような複雑なものではない。機械類、モデル、部分品もしくは材料の写真を取る。その写真は例証用又は刊行物に使用されるものであり、機械の作用詳細部品又は全体の破損といった物体の要素を強調する為の特殊効果が必要とされる。証拠物件とか調査の目的に使用される交通事故やその他の事故現場の写真をとる。



NM-36

Purchasing Agent

Under general supervision, serves as Purchasing Agent for the local purchase of supplies, equipment, and services through informal open-market purchasing, involving informal solicitation of quotations and preparation of purchase order and voucher for items. Purchases a diversity of items ranging from common-use to technical items from vendors located in the local area. Determines potential vendors, makes personal and telephone contacts, obtains quotations and recommends to supervisor most economical source of item. In making purchases, exercises discretion in the selection of the quality of items to be purchased through familiarity with the local markets and the requirements of using agency. Recommendation of the most advantageous offer involves consideration of such matters as transportation and handling charge, price, delivery date, and discount rates. Maintains contact with requisitioning personnel in order to clarify procurement requests and recommend possible substitutes in case of unavailable items, or new items on the market. May also serve as interpreter during discussions of contract negotiation between suppliers and contracting officer.

購 入 係

単価表の請求、品物の注文書とか書類作成を、非公式の市場購入を通して補給品、及びサービスの現地購買の業務を行う。現地の商人より普通の品物から特殊な品物までの購入をする。取引候補者を決め、じかに又は電話連絡をし、単価表を入手し、購入する品物の最も経済的な売手を監督者に勧告する。購入に当つては、現地市場を熟知し、更に使用者の要求を満たすよう購入する品物の質の選択に慎重を期す。最も有望な売手の勧告に当つては、売手の輸送費、手数料、品物の単価、搬入期日、割引率といった事柄を留意する。購入請求をはつきりさせる為に、要求者との連絡を保ち、入手不能の品物に対しては適当な代用品又は新らしい品物をすすめる。売手と契約係将校との契約交渉中に通訳をすることもある。

NM-37

Radio Operator

Transmits and receives simple and complex messages in the International Morse code. Messages contain clear text, complex figures, codes, foreign languages, etc. Selects method of transmission in accordance with established procedures, regulates and patches radio equipment to assure proper transmission within prescribed frequencies and over proper distances. May monitor and operate radio teletype receiver and transmitter in sending and receiving messages. Interprets meter readings, selects frequencies, establishes and maintains station logs. May transmit high speed messages by use of speed key.

通 信 士

国際モールス符号を用いて、簡単又は複雑な電文の受信、発信をする。電文は明瞭な原文、こみ入った数字、略号、外国語を含む。定められた手順に従い、送信の方法を選択し、無線器を調整し、割り当てられた周波で適当な距離に送信する。テレタイプを操作し、電文の送受信をすることもある。

NM-38

# Safety Inspector

Under general supervision, performs individual and standardized inspection work, involving assignment of work in operations or in establishments where safety problems are of limited complexity, with responsibility for making routine safety appraisals of relatively low-hazard mechanical and physical conditions. Typical duties involved are as follows: (1) Inspects maintenance shops, instructing personnel in the use of personal protective equipment and safe work practices; determines whether safety devices are applied to machines and equipment, and that they are maintained in good repair. (2) Inspects minor construction projects such as small housing, small flood control projects, river improvement, etc., instructing personnel in the use of personnel fire prevention and protective regulations, and instructs in the use of first-aid fire extinguishing equipment. Inspects and determines proper clearances between equipment and obstacles or workmen. Inspects ramps and runways, scaffolds, ladder, guarding devices, temporary lighting facilities, and first-aid facilities to determine their adequacy. Prepares and submits to supervisor report of findings on safety conditions, with recommendations for elimination of hazardous conditions and unsafe practices, and advise on ways and means to improve such safety conditions. Investigates accidents and injuries to secure and evaluate information relative to cause, reports conclusions, and prepares prescribed reports. Sets up and conducts classes on safety methods and practices for employees and supervisors. Prepares and/or translates and distributes publicity on safety programs.

## 安全検査官

安全問題があまり複雑でない作業現場又は施設内に於いて、安全検査の仕事をする。責任をもつて、比較的危険性の低い環境の安全評価をする。

主として下記の仕事をする。

- (1) 修理工場を点検し、人体保護器具の使用や安全操作についての指示を与える。安全器具が機械設備に用いられているか、又機械や備品が良く整備され維持されているかをたしかめる。
- (2) 住宅、治水工事、河川工事等小規模な建設工事の検査をし、火災予防規則を守るよう呼びかけたり、応急手当の仕方や消火器の使用法を指導する。斜道や通路、足場、梯子、補強具、仮設照明設備、応急手当施設の適否を検査する。危険な状態や安全でない操作実施の排除に関する勧告を添えて問題点の報告を監督者へ提出する。事故や負傷の原因調査をし、報告書を作成する。従業員や監督者達に対して、安全講座を計画、実施する。

安全計画についての刊行物を作成、又は翻訳して配布する。

NM-39

# Sales Clerk, Retail

Arranges articles on shelves, maintaining a neat and orderly display of items according to a pre-arranged display plan. Attends customers, exhibiting items in correct sizes, quality and quantity; fills out sales slips of purchased items, entering number purchased, price and category of purchases. Maintains a prescribed number of items on shelves and reports to supervisor when additional items are needed. Assists in inventory by performing count of items and by tallying in and tallying out shipments.

## 販売店員

前以つてきめられた商品の陳列計画に従つて、個々の商品を奇麗且つ整然と商品陳列台の上に配列する。正しいサイズ、間違いない品質及び数量の商品を展示して顧客に対応する。購入物品の価格及び種類、数量を記入してセールス伝票を作成する。陳列台上は常にきまつてある数量の商品を整え、追加を必要とする時には監督者に知らせる。棚卸しの際には、商品個数の計算及び割符或は合札等の方法に依つて、商品の積込み積出の勘定を手伝う。

NM-40

Storekeeping Clerk

Performs varying combination of clerical tasks in connection with the receipt, storage, and issue of supply items. Plans and schedules unloading operations. Checks stocks for agreement with receiving papers. Determines locations for stock considering characteristics, turnover, weight, floorloading capacities, and required space. Determines, selects, and applies storekeeping and handling methods most applicable for stock. Issues supplies to authorized personnel. Maintains control records showing item, stock number, location number, quantity, receipts and issuances, and amounts on hand. Work performed involves a variety of predominately clerical-administrative supply functions coupled with requisite manual tasks pertinent to receipt, storage and issue of supplies. Performs work independently with respect to the accomplishment thereof subject to limited supervision consisting primarily of instructions regarding overall administrative procedures.

倉庫管理係

補給品の受領、保管、配給に関する事務を遂行する。入荷品の受入れ作業を計画する。入荷が受領書と一致しているか、品質や数量等について検べる。品物の特徴、出入荷の度合、重量、所要面積を考慮して保管場所を決定する。保管に最も適した倉庫管理、荷扱いの方法を選び、決定し適用する。許可された人に配給をなす。品目、貯蔵番号、数量、受領、配給、在庫量を示す記録を管理する。遂行する仕事は補給品に対する管理事務の仕事に加えて、補給品の受領、保管及び配給に関する労力作業も要求される。

NM-42

Telephone Operator

Operates one or more positions on a multiple or nonmultiple switchboard placing and receiving local and regular long distance calls which do not entail specialized procedures peculiar to a variety of other long distance calls. May also serve as information operator giving telephone number information and reading off other information from an alphabetical directory or a classified or organizational directory; in addition may revise directories from records maintained.

電話交換手

単式又は複式の交換台を操作し、複雑な手続きを必要とする特殊長距離電話を除く地域内（本島内）及び普通長距離の呼出しを受け持続中継する。時には電話の呼出し案内役として、電話帳を調べ電話番号を相手に知らせる。

NM-44

# Teller

Accepts or makes payment of cash for items directly from or to the payer or payee at a counter or window. Examines a wide variety of cash items both currency and non-currency items for genuineness and negotiability, including proper signatures, time limitations and other negotiability requirements applying a knowledge of the characteristics of currency in general circulation including known counterfeit and stopped bills. Stamps, initials and issues receipt for cash items received; responsible for safeguarding cash and cash items in his possession. Maintains cash blotter or running total register for the various types of cash items handled. Balances the separate registers and checks against total shown on associated documents for agreement and reconciling errors or discrepancies by rechecking each transaction. May assume financial accountability for any monetary losses.

## 金 銭 出 納 係

窓口にて直接支払入及び受取入に現金を出納する。偽造又は不渡手形等も含まれる広範囲に亘る通貨及び有価証券等の現金種目に対して、署名の適否、日時の期限又その他の必要条件の真偽又は流通性を調べる。

現金種目（手形為替、小切手）を受取り、受領書を発行する。現金及び現金種目の取扱いに於て、その安全性の責任を有する。取扱つた色々の種類の現金種目の累計記録簿又は現金出納簿を保管する。種目別の帳簿の決算をなしそれに関連する書類の合計の一致を調べる。各々の取扱つた項目を調べる。その差異を調査し訂正する金銭の紛失については、その責任を負うこともある。

NM-45

# Translator

(A) Working without technical supervision in regard to accuracy of translation, style, tone, etc., translates from more than two languages into English or from English and one or more languages into one other language the following types of material: Nontechnical or repetitive items such as routine correspondence and uncomplicated legal documents such as birth and death certificates, marriage licenses, medical certificates, etc. (B) Works under general technical supervision in regard to accuracy of translation, style, tone, etc., translates from one or more languages into English and from English into one or more languages the following types of material: News items, feature articles, speeches, or other items directed at the layman involving semi-technical and unusual words peculiar to the fields of science, politics, economics, law, commerce, public health, etc. Material translated requires a comprehensive knowledge of all languages involved. (C) As a trainee working under close technical supervision, translates from two or more languages into English or from English into one or more foreign languages the following type of material requiring a native knowledge of languages into which translated; and a comprehensive knowledge of languages from which translated: Technical and semi-technical works in such fields as economics, law, atomic energy, physics, finance, geology, medicine, etc.; official correspondence between governments; or treaties. May be assigned to do research in the various subject matters assigned in order to become familiar with terminology, style, background information, sources of terminological references, etc.

## 翻 訳 官

翻訳の正確さ、文体、語調などに関しては技術的な指導なしに翻訳する。英語を含めた二つ以上の言語の翻訳を行い、日常文書、出生、死亡証明書、診断書などのような簡単な法律文書などの翻訳を行う。

又一般的指導（技術的な）のもとにニュース記事、新聞記事、演説やその他政治、経済、法律、貿易、公衆衛生等の科学分野を除く準専門用語を含む文体を翻訳する。

尚、直接技術的指導を受けながら経済、法律、原子エネルギー、財政、物理学、地質学、医学等のような専門分野、及び政府間の公文書又は論文等を翻訳する。

NM-46

EAM Operator

Performs any one or a combination of the following typical work assignments:  
(1) Operates a wide variety of EAM machines some of which are either complex, or which are simple machines, fully utilized, in complex applications. Moves from machine to machine (including the operation of two machines simultaneously or the operation of one machine while setting up another) processing work which usually involves either one subject with many ramifications or a diversity of subjects. (2) Processes work in which incumbent utilizes the machine to fullest capacity. Operates the more complex accounting machines with related summary punches when required, or the more complex calculators with related reproducers, where the problems or project is complicated and lengthy, the wiring for which is complex, the setting up of the machine and the testing of the machines (for accuracy on completion is both time-consuming and involved. (3) In addition to the above, incumbent performs equivalent level of clerical work.

電子計算機 (EAM) 操作係

下記の職務の中の一つか、あるいはそれらを組合せた職務を行う。

- (1) いろいろな電子計算機を操作する。(例えば複雑な機械か又は複雑な操作を必要とする簡単な機械)。いくつかの主題か又はいくつにも分れた一つの主題の仕事、機械から機械へ移りながら、二つの機械を同時に又は一つの機械の準備中、他の一つを操作する。
- (2) 操作係が機械の性能を最大限に使用する仕事を行う。必要に応じて、仕事が複雑か或いは 孔への配線又は機械のテストの難しいサマリーパンチに関連のある複雑な計算機か又は再製機に関連のある計算機を操作する。
- (3) 上記の職務に加えて、同級の事務的な仕事をする。



LIST OF KEY JOBS AND STANDARD  
DEFINITIONS FOR  
TRADE & CRAFTS WORK  
AAFWB LOCALITY WAGE SURVEY

標準職種と職務内容の一覧表

技能労務職

陸空軍賃金委員会現地調査

US Forces Jobs

NON-MANUAL

Professional

Technical

Clerical

M-1

# Mobile Equipment Body and Fender Repairer

Repairs the metal bodies of vehicles such as light, medium, and heavy duty trucks, cargo and van-type bodies, staff cars, busses, tugs, fire-trucks, garbage trucks, ambulances, and jeeps. Recovers side, tops, end, and doors where metal covering is excessively damaged or corroded, using light and medium gage black iron, galvanized iron, aluminum sheet, and stainless steel sheet material. Cuts off damaged and crumpled areas; hand-forms a replacement member with hammer and bumping dollies. Welds metal into place; grinds weld smooth; bumps out double contour; installs molding, brackets and side and top braces by riveting or welding. Fills in small depressions with lead or body putty; silver solders and brazes cracks and breaks in metal. Manufactures a variety of mobile equipment sheet metal parts from galvanized iron, stainless steel, or aluminum sheets and from materials such as wire screen or steel bar stock; cuts, bends, forms and shapes material into the required contour using power shear, foot shear, cornice brake, slide roll, turret punch, circle-cutting machine, burring machine, and heading machine. Assembles component pieces of the parts by fitting and fastening the sheet metal into a complete assembly with rivets, solder, bolts, screws, or welding.

## 車体及びフエンダー修理工

軽自動車、普通自動車、重機、貨物車、有蓋車、乗用車、バス、索引車、消防車、廃物運搬車、病院車及びジープ等、各種車輛の金屬車体を修理する。普通の軽い鉄板、亜鉛板、アルミニウム板やステンレス板を使つて車輛の屋根、側、端、扉等の若しく破損又はさびついた部分を張りかえる。破損した個所を切り取る。ハンマーやドーリーを使つてその部分の型をつくる。切り取つた部分に金屬をよう接し、よう接個所をみがいて滑らかにし突出部を打ちなます。よう接又は鉄びようを使つて上部、側の止め金屬木、型板を取りつける。小さなくぼみは鉛又は車体パテでふさぐ。金屬部分でひびが入つた個所をはんだ付けする。亜鉛板、アルミニウム板、金網又は鉄網材から色々な車輛の板金部分を製作する。動力はさみ、断機、蛇腹機等を使用して必要な形に切断、折り曲げ形造る。

M-2

# Lubrication Man

Works under general supervision of a higher grade worker or shop foreman, performs a variety of duties involved in servicing with grease, oil, water and brake fluid of automotive, engineer, materials handling, and other similar equipment including trucks, engines, gas-tank wagons, trailers, command cars, jeeps, power shovels, bulldozers, cranes, compressors, fork-lift trucks and tractors. Washes, lubricates and cleans bodies, assemblies, parts and chassis; removing, repairing and replacing tires and tubes; removes and replaces batteries; picks up and delivers vehicles and parts. Installs accessories such as windshield wipers, reflectors and rear view mirrors.

## グリース工

上級職人又は現場責任者による一般的監督の下で、グリース、オイル、水及びブレーキ油等のサービスをする。サービスの対象となる車輛は次の様なものである。トラック、燃料輸送車、トレーラー、ジープ、動力ショベル、ブルドーザー、クレーン、コンプレッサー、ホーク等である車体、部品、シャッシーの洗浄、注油及び掃除をなす。タイヤ及びチューブの取りはずし、修理、取替える。車及び部分品の受取り受渡しをする。自動車のワイパー、反射鏡等の取付けをする。

M-3

Automotive Mechanic

Under general supervision, performs the full range of field-level overhaul and repair work on chassis group units of one or more types of vehicles powered by internal combustion engines, gasoline, or multi-fuel. Types include those in commercial, industrial or tactical use such as passenger cars, trucks, forklift trucks and warehouse tractors, 1/4 ton jeeps and six-wheel-drive vehicles with automatic transmissions. Determines exact nature and extent of repairs required and performs major and minor overhaul and repair on engines, power transmissions, suspension, steering and braking systems and related electrical, fuel, hydraulic, wheel, and engine assemblies. Makes operational checks and adjustments as required. Uses specialized testing equipment such as compression testers, motor analyzers, test benches. Directs work of junior and helper mechanics, as required.

## 自動車修理工

一般的監督の下で内燃機関、ガソリンエンジン、ディーゼルエンジン等を動力とする二種類以上の車輛のシャシーの分解、点検及び修理を行なう。この職級に含まれる車輛の種類は乗用車、運搬車、けん引車、1/4 トンジープ、オートマチックトランスミッションを使用する六輪車等、工業用、商業用、戦闘用車輛である。必要な修理の程度を決め、エンジン、パワートランスミッション、サスペンション、操縦及びブレーキ系統、燃料、車輛、水圧、エンジン等の部分の部分的あるいは総体的分解、点検と修理を行なう。必要に応じ始動点検及び調整を行なう。修理に必要な圧搾テスト器、モーター分析器、テストベンチ等特殊なテスト器具を使用する。下級職工を指導することがある。

M-4

Baker

Performs the full range of baking tasks involved in producing finished baked goods, such as bread, cake, cookies, pastries, and pies from raw materials. From recipes, work sheets or instructions, determines kind and amount of ingredients required. Orders, selects, and weighs proper amount of ingredients and mixes them, using electrically powered mixing machine or kneading by hand. Places dough in proofing box to ferment; cuts dough into uniform portions with knife or divider and shapes dough by hand. Places dough in greased pans and places them in preheated ovens; manipulates draft of thermostatic controls to regulate oven temperature. Removes baked products from oven at appropriate time based on appearance, odor, and baking time specified. Prepares pie fillings, precooking when necessary. Applies icing, sugar and other decorative touches to baked items. May make doughnuts by automatic machine or deep frying. Uses a variety of powered baking equipment, such as electric dough mixer, bun divider, intermediate proofing machine, rounder, moulder, etc. Maintains machines and working area clean and in orderly condition. Reports any unusual condition of machines to supervisor. Directs lower grade workers, as required.

## 製菓工

原料からパンやクッキー、生菓子等を作る。処方、説明書、その他指示に従い、必要な原料を決め、注文し、選択、計量し、電気ミキサー又は手で調合する。発酵器で発酵させ、ナイフ又は分離機でねり粉を適量に細切りし、油を塗った鍋に入れ、予め熱せられたオーブンに入れる。温度調節装置を操作し、オーブンの温度を調節する。出来上った物を外観や香りで判断し又は決められた時間に適時にオーブンから取り出す。パイの詰め物を調理し砂糖ごろもや飾り物をパンや菓子類につける。電気粉ねり機やパン切り機、中間発酵機、型取り機その他種々の動力製菓機を操作する。作業場を整理整頓し、機械を手入し、異常があれば上司に報告する。

M-5

Bartender

Mixes and serves alcoholic beverages on orders from individuals or waiters. Collects sales price of drinks in cash or coupons. Makes change, sells items incidental to bar operation.

バ ー テ ン ダ ー

客又はウェイターの注文に従つて酒類を調合する。飲代を現金又はクーポンで受取る。その他バーに附随する物品の販売を行う。

M-6

Operating Engineer, Steam

Under general supervision of higher grade worker, operates, with shift responsibility, one or more automatically fired steam plants at different locations, at least one of which has an active plant capacity of 3,450 to 14,000 pounds of steam per hour operating at pressures over 15 psi. Observes operation of and takes corrective action on complex combustion controls of the positioning type, electronic combustion flame safeties, oil and gas burners, boiler feed pumps, condensate pumps, oil circulating and pressure pumps, steam and electronic heaters, feed water regulators, burner ignition systems, timer differential relays and the like. Maintains prescribed boiler pressures and steam output, and proper boiler water levels and feed water content. Takes reading of all meters and records data in daily log on oil consumption of each boiler, steam produced, water added to boiler, etc. Changes meters daily. Performs preventive maintenance of machinery and equipment by making periodic check of machine for appearance, cleanliness, excess heat, and working condition of moving parts, analyzing malfunctioning of the equipment, and making repairs such as packing pump glands, replacing diaphragms in pressure reducing valves, replacing electron tubes in combustion flame safeties, checking ignition system and making adjustments. During shutdown may perform or assist in performing patching lining of boilers, turbinizing boiler tubes, disassembling valves and traps, making repairs, and reassembling.

蒸 気 プ ラ ン ト 操 作 員

勤務期間中の責任者として、一つ又はそれ以上の自動式蒸気プラントを操作する。プラントの中、少なくとも一つは1平方インチ当り15ポンドの圧力をもつ蒸気を毎時3,450～14,000ポンド生産する能力をもつものでなければならない。機械の作動を監視し、複雑な燃焼制御装置や、電子式燃焼火焰安全装置、バーナー、ポンプ類、蒸気及び電子式加熱器、給水調節器等を調節する。定められたボイラーの圧力や蒸気生産量、ボイラー及びタンクの水量を保つ、すべての計器を読み、操作に関する記録をとる。絶えず機械の作動を点検し、小さな修理は自ら行う。

M-7

Boiler Fireman, Automatic

Under general supervision of a higher grade worker, tends automatically fired high and low pressure boilers in steam plants, generating and supplying steam for heating or industrial purposes. Observes operation of boilers with highly complex fully metering combustion controls (combustion flame safeties are electronic). Periodically checks flame on burner head to assure proper combustion of oil; makes necessary adjustments in feed control to obtain efficient combustion. In emergencies, makes necessary manual adjustments in fuel feed, draft regulations, fuel and steam mixture and steam pressure in order to maintain efficient operation. Constantly checks water level and steam pressure gages on each boiler; oil level in tanks; and air. Opens intake valve to add water or blows off steam as necessary. Performs preventive maintenance and minor repairs on boilers and auxiliary equipment such as cleaning burners, oiling and greasing, moving parts, chipping scale, and painting equipment and boilers; packing valves and pumps, cleaning oil strainers and other maintenance work such as tightening packing glands on pumps and valves, and repacking valves. During shutdown may perform or assist in performing patching lining of boilers, turbing boiler tubes, disassembling valves and traps, making repairs, and reassembling.

## ボイラー操作人

暖房又は産業用蒸気の生産、供給の為ステイーム、プラントに於いて自動式高圧、低圧、ボイラーを操作する。高度に複雑な完全計器式熱焼制御装置（燃焼火焰の安全装置は電子装置）のついたボイラーを操作する。定期的にバーナーの焰を点検し、油の燃焼具合を確認、必要に応じて給油装置の調整をする。緊急の際は手でもつて、給油や送風蒸気圧等を調節し、正常な作動を保つ。絶えず各ボイラーの水量や蒸気圧計タンの燃料を点検し、必要な時は水を入れ、又は蒸気を排出する。バーナーを掃除し、機械に油を注し、垢を落とし、ペンキを塗り、バルブやパイプのパッキングをし、その他の予防保繕及び小さな修理をする。

M-8

Building Maintenance Worker

Performs preventive maintenance inspections and repairs involving two or more combinations of tasks such as carpentry, electrical, plumbing, and painting. Repairs damaged doors, window frames, interior and exterior walls and ceilings; Repairs frame and roof by repairing and/or replacing parts such as rafters, girders, studs, and top and bottom plate. Replaces defective parts such as fixtures, outlets, outlet plates, switches, switch plates, light sockets, light bulbs, door bells, and fluorescent starters, tubes, and ballasts. Replaces leaking water lines up to two inches in diameter. Measures, cuts, threads, and installs pipe. Paints completed repairs, mixing paints to match existing colors.

## 建造物修理工

建物の予防検査及び修理を行う。この職は大工、電気、鉛官及び塗装職の中の何れか二つ以上の仕事をする。即ちこわれたドア、窓枠、内外の壁、天井、屋根等の補修を行う。電気器具、スイッチ、ソケット、電球、ドアベル等の修理を行う。水道管（2インチ以下）の取換え、切断、ねじ、山作り及び敷設を行う。修理個所のペンキ塗り及びペンキの混合をする。



M-9

# Cabinetmaker

Performs the full range of journeyman level hand carpentry necessary to cut, shape and assemble prepared parts of high grade articles of furniture, such as store fixtures, office equipment and home furniture. Studies drawing of article to be made; lays out outline or dimensions of part on paper or stock lumber specified; operates such woodworking machines as hand saw, jointer, mortiser, tenoner, molder, gainer and variety machine to cut and shape parts from stock, or may obtain parts already prepared by other workers; trims component parts of joints to make them fit together snugly, with hand tools, such as plane, chisel, or wood file; bores holes for the insertion of screws or dowels; daubs glue on joints with brush; fits parts together tightly until glue is dry; drives nails, dowels, or screws through joints to reinforce them; glues and fits sub-assemblies and other parts together in clamps to form completed unit; finishes surfaces and joints of article with sand paper and hand scrapers. Installs such hardware as hinges, catches or drawer pulls. May supervise lower grade shop carpenters.

## 象 具 師

商店、事務所、家庭等で使用する高級家具や据付品を製作する。図案を研究し、設計図を描く。色々な木工機械（のこ、かん、ほぞ穴削り、旋盤、研摩機等）を操作して各部品を製作する。これら部品、あるいは他の職工が作った部品を使つて色々な家具を組み立てる。ペーパー等を使用して接目や板目の仕上げをする。時には蝶番や取っ手等の金具等を取付ける。

M-10

# Carpenter

Plans and lays out work in accordance with drawings, sketches, blue prints, and own knowledge of construction or needed repairs. Selects lumber, materials, and supplies. Measures and cuts materials to the required lengths and dimensions. Installs rafters, studs, sills, plates, braces, joists, floors, sub-floors, panels (including sheetrock, plywood, and veneers), siding, sheathing, roofing, building paper, insulating materials, door and window frames, and interior and exterior trim. Installs structural and trim items by nailing, bolting, morticing, doweling and gluing. Planes, sands and finishes completed work when necessary. Installs sheet, roll and shingle roofing insuring proper alignment and overlap. Fabricates and installs frames or casings for windows, doors, transoms, and ventilators; shelves, counters, plywood duct-work, bulletin boards, cabinets, bookcases, and related features having built-in characteristics. Insures that installed components are level and accurately aligned with other parts of the structure. Installs doors and window sashes. Trims, mortices, drills and prepares items for attachment of hardware. Applies caulking compound or other filler material around door and window casings and at other points where tight seal is required. Fabricates concrete forms, scaffolds, storage pallets, storage bins, tables, work benches, and related items.

## 大 工

設計図や見取図、写真、もしくは建築や家屋修繕に関する自分の知識にもとづいて作業を計画、段取りする。

材料を選択し、必要な長さや大きさに切る。垂木や間柱、敷居、横木、支柱、梁、床板、合板やシートロックの羽目板、壁板、野地、屋根、絶縁材、窓枠等を取りつける。

釘やボルト、ニカワ等で内装物を取りつける。必要に応じ、カンナやペーパーをかけて仕上げる。重ね具合や配列を確かめながら、屋根板をはりつける。窓や扉、らん間、換気口等の枠や縁、又戸棚、カウンター、タンス、本棚、その他嵌め込み式の家具を製作し、とりつける。

とりつける際には水平度や他の物との関係を確認する。材料をけずり、ほぞをはり、穴をあけて金具類のとりつけの準備をする。

戸や窓枠、又は他の密封を要する箇所に、コルクや接合剤をはりつける。コンクリート枠、足場、バン木、整理棚、テーブル、作業台等を作る。

M-11

# Crate Maker

Makes boxes, crates, pallets, and other wood containers and bases. Selects and cuts lumber to proper size using hand or powered tools. Follows specifications to construct containers by assembling pieces or panels and nailing, screwing, or bolting these together with braces to form the shape of the items being crated. Fabricates and installs internal fittings for containers by masking design on lumber and cutting to shape; installs fittings by hand and nails or screws in place; attaches hardware such as handles, hinges, keepers and hasps to top, sides and ends of the boxes. May direct the work of lower grade employees.

## 運送用箱（クレート）製造工

運送用の箱、盤等、荷運び台（パレット）、その他運送に必要な梱包用具（コンテナ）や荷台を作製する。木材を選び、工具や動力機具を使つて適当なサイズに切る。仕機盤に従い梱包される物品の形状に合わせて切断した資材や羽目板を組み合せ、釘を打ち、ボルトをしめ、かすがいをかけ梱包を仕上げる。内部付属材を考案し、適当な形に切断する部により梱包に使用する内部付属具を作製し、取りつける。スクリウとか釘により内部付属具を取り付ける。仕上がった箱の上、側面、端にトツテやカメナ、止め金を取りつける。必要に応じ下級工員の仕事を指導する。

M-12

# Cook

Prepares and cooks any or all food items in bulk quantities or individual servings for regular diet food items and/or special diet food for breakfast, dinner, supper meals. Weighs or measures portions and ingredients for hot and cold foods part of regular or special diets. Cuts and prepares poultry, fish, chops, steaks, roasts, etc., prior to cooking. Cleans, peels, cuts, dices, grinds, and slices vegetables and fruits. Roasts, broils, bakes, fries, boils, steams, braises, or otherwise cooks meats, fish, and poultry; regulates cooking temperatures and checks condition of meat at frequent intervals by touch, sight, taste, or odors; turns and bastes meats with drippings, removes when done, carves for individual serving. Makes soups, stews, gravies, and sauces. Cooks all types of vegetables in steam boilers or pressure cookers, adds proper seasoning, regulates pressure, checks timing, and removes when done. Bakes potatoes and other vegetables. Performs a variety of miscellaneous duties such as frying bacon, eggs, and hot cakes; making toast, sandwiches, salads, custards, gelatine, etc.; preparing coffee, tea, and other beverages.

## 調 理 士

病院、クラブ、部隊食堂の台所で朝食、昼食、晩食用の普通又は特別食を調理する。普通又は特別食の冷凍食品とホット食品の成分や分量を計る。料理する前に、鶏肉類、魚肉、チヨツプ、ロースト等を切る。生野菜果実を洗い、皮をむき、砕き、こまぎれにきざんだりする。鶏肉、魚肉、豚肉をあぶつたり焼いたり、油でいためたり、ゆでたり、蒸したり、煮つけたりする。目でたしかめ、手でさわり、匂いをかき、味をたして肉の状態を点検して、料理の温度を調節する。料理中に肉に調味料をふりかけたり、肉をかえしたりする。出来上つたら供食用の大きさに切り分ける。スープ、シチュー、グレイビー、ソース等を作る。各種野菜類を蒸気釜、圧力釜で料理し、調味料を入れたり、圧力の調整をし、時間と点検して料理を仕上げる。ジャガイモやその他野菜類を焼く。ベーコン、鶏卵、ホットケーキをゆけたりトースト、サンドウイッチ、サラダ、カスタード、ゼラチンを料理したり、コーヒー、お茶、その他の飲物を作つたりする。

M-13

Bus Driver

Drives passenger bus, with rated capacity of 25 passengers and above on scheduled and special long and short trips, on and off the post, to transport military and civilian personnel from one place to another; observes established time schedules and follows prescribed routes, observing speed limits in various areas and on highways; controls the loading and unloading of passengers; assures that maximum capacity regulation is observed and only authorized persons transported; completes trip tickets and preventive maintenance service records; fills out driver's accident report, in case of accident; reports any misbehavior of passengers on bus. Performs driver's maintenance in accordance with established regulations. May occasionally drive other type and size vehicles for which qualified and licensed when required by the workload.

バス運転手

施設内外の定めた道順を定員25人以上のバスを運転し、軍人及び民間人を輸送する。制限速度、道順、運行予定時間、定員を守る。乗客の乗り降りを制限し、許可された者のみに乗車を認める。運行記録書及び整備点検記録を作成する。事故報告書を作成する。無作法な乗客を報告する。他種の車を運転することもある。

M-14

Truck Driver (Heavy)

Drives truck with 4-ton capacity or over, which may have up to ten-wheel drive. Hauls personnel, articles and materials on and off post on public roads and highways; drives dump truck off post to dispose of trash and other debris; oversees the loading, lashing and securing of cargo on the trucks, as required; assures vehicle is not loaded beyond the rated capacity; completes trip tickets and preventive maintenance service records; fills out driver's accident report, in case of accident. Performs driver's maintenance in accordance with established rules and regulations. May occasionally drive other type and size vehicles for which qualified and licensed when required by the workload.

トラック運転手

4吨以上のトラックを運転する。公道、国道、或は施設内外で人員、物品材料を運搬する。廃品処理のため施設外でダンプトラックを運転操作する。必要な時は貨物の積降し、補強を監督する。車の積載量を越えていないか確認する。運行記録と整備点検記録を作成、事故報告書を作成する。運転者に要求される整備作業を決められた規則に従って行う。他種の車を運転することもある。

M-15

Truck Driver (Light)

Drives such vehicles as carry-alls, pick-ups, panel delivery truck and jeeps up to and including 1-ton capacity, with or without front axle drives; to transport personnel, articles, and materials throughout the post and on public roads, for long and short hauls; assists in loading and unloading materials; assures vehicle is not loaded beyond the rated capacity by checking cargo papers and by visual observation; completes trip tickets and preventive maintenance service records; fills out driver's accident report in case of accident. Performs driver's maintenance in accordance with established rules and regulations. May occasionally drive other type and size vehicles for which qualified and licensed when required by the workload.

小型自動車運転手（一トン以下）

施設内外及び公道で人員、荷物、物品等を運搬するためにピックアップ、パネル、デイリバリアー、トラック及びジープ等 1 トン以下の車の運転をする。荷物の積降を手伝い、積荷目録あるいは積荷点検によつて制限積載量を超えていないか等を確かめる。運行記録書と整備点検記録書を作成する。事故報告書を作成する。又決められた規則に従い整備点検する。更に他種の車を運転する事もある。

M-16

Truck Driver (Medium)

Drives such vehicles as platform, cargo truck, and dump trucks of from 1-1/2 ton to less than 4 ton capacity, with up to six-wheel drive to transport personnel, articles and materials throughout the post and on public roads and highways, for long and short hauls. Assures that cargo is properly located, distributed, and secured, and that vehicle is not loaded beyond capacity. Operates winch where vehicle is so equipped; completes trip tickets and preventive maintenance service records; fills out driver's accident report in case of accident. Performs drivers maintenance in accordance with established rules and regulations. May occasionally drive other type and size vehicles for which qualified and licensed when required by the workload.

中型トラック運転手（4 トン以下）

公道、国道あるいは施設内で人員あるいは物品を輸送するために 1 1/2 トンから 4 トン以下の台車、貨物自動車、ダンプカー等の長・短距離運行をなす。運転者は荷物が適当に積かれているか、配布されているか、又安全に運搬されているか等を確かめる。ウインチが取り付けられている場合はウインチを操作する。運転命令書と補修書を完成する。事故の場合は事故報告書を作成する。運転手に要求された補修作業を決められた規則、規定により行う仕事の量が多いために要求される運転資格のある他の車の運転をなす場合がある。

M-17

Chauffeur

Drives vehicles such as passenger automobiles, station wagons, and jeeps to transport passengers, mail, and lightweight articles throughout the establishment. When driving vehicles equipped with two-way radio sets, the chauffeur operates the radio, acknowledging calls for routine or emergency pickups and informing the caller of action taken in response to such messages. Makes oral or written trip reports giving mileage and the amount of time, gasoline, and oil consumed on assigned trips, and in some cases, additional information such as the number, names, and destinations of passengers, the routes employed, time spent in waiting, and errands accomplished. Reports all accidents and any noticeable mechanical defects in the vehicle. Makes minor emergency repairs on the road such as changing tires or wheels.

乗用車運転手 (セダン)

施設内で軽量物品、郵便物、人を運送するためにジープ、ステーションワゴン、乗用車等を運転する。ラジオの設置された車を運転する時、運転者はラジオによる緊急あるいは通常運送の要求を傍受したり、これらのメッセージに対する返信等を行う。口頭若しくは書面により運転距離、消費時間、燃料、消費量その他乗客の名前、登録番号、運行経路、待機時間、完送した用事等を報告する。全ての事故、車の故障を監督者に報告する。運行中、タイヤとかホイール交換等必要に応じて部分的修理をなす。

M-18

Truck Driver (Tractor-Trailer)

Drives truck tractor with semi-trailer or truck and trailer unit, with up to 100-ton load capacity to haul supplies, materials, and equipment such as lumber, pipe, cement, brick, stone, foodstuff, clothing, cranes, shovels, scrapers, rollers, draglines, tractors, etc., within an installation or over public road and highways. Oversees the loading, placing, chaining, lashing, and balancing of cargo and the unloading required at destination. Checks and services truck, tractor, and semi-trailer, or truck and trailer before operation; fills out driver's accident. Performs drivers maintenance to equipment, checking fuel, oil, tires and brakes and makes minor repairs or adjustments. Fills in daily work report indicating equipment used, length of time used, length of time in operation, work accomplished, job or job numbers worked on, and driver's daily preventive maintenance report.

大型トラック運転手 (100 吨まで)

公道、国道、或は施設内を木材、パイプ、セメント、瓦、石材、食料品、衣料品、クレーン、シャベル、スクラップ、ローラー、トラクター等、補給品、建築機械類等を運搬する為にセミトレーラー或はトレーラーユニットをけん引するトラック (100 吨積載量以上) を運転する。荷物の積み降し (行き先で必要な場合)、入れ替え、つくりつけ、荷物のバランス等を監督する。トラック、トラクター、セミトレーラー、トラクトトレーラー等を運転する前に知べたり、サービスしたりする。事故があつた場合は事故報告書を作成する。燃料、油、タイヤ、ブレーキ等を知べ運転手に必要な補修作業をなし、部分的な修理調節を行う。運転時間、完了した作業、作業番号、車輛使用時間等を日報に書き入れ、予防補修報告書を作成する。



M-19

Electrician

Serves as journeyman electrician. Installs, maintains and repairs electric wiring systems, related switches, distribution panels and outlet boxes, as well as a wide variety of electrical fixtures, tools and appliances. Following maintenance schedules and inspections or work orders, performs maintenance services, diagnoses system or equipment malfunction and repairs as necessary. Inspects, maintains, cleans, repairs, tests and adjusts electrical buzzer and bell circuits, light sockets, lighting fixtures, fans, switches, office and heating appliances, fire alarms, clocks, rheostates, thermostats and electrical drills, grinders and shop equipment. Tests circuits and equipment by use of voltmeter, ammeter, wattmeter, megger and ohmmeter. Measures, cuts, threads, bends, assembles and installs conduits, inserting, splicing and connecting wires to fixtures, outlets, switches, receptacles, and power source.

## 電 気 工

家庭用、軍隊用、台所、病院、倉庫等、其の他の建築物で電気器具、高圧線、さしこみ、ブザー、底断器、配電盤、配線導管組織等の設置、修理及び改修等を行う。青写真、スイッチ、配線図から新設設計の計画をする。スイッチボックス、ブールボックス、パネルボード、及び他の機具を確保する。導管を測り、折り曲げ、切断、設置して配線をさしこみ、配電盤、配電ボックスに接続し、其の他の電気機具を設置する。建物の配線、再配線、故障のある電気器具の取り替え修理等、既存建築物の一般的修理改修に従って作業を行う。

M-20

Electrical Lineman

Performs the full range of work involved in the maintenance, installation and repair of overhead and underground electrical distribution systems. Installs, replaces and/or repairs poles, crossarms, transformer racks and hangers, insulators, breakers, fuses, primary and secondary conductors, transformers, brackets and braces, guy wires or anchors, switchgear, meters, and a variety of other pole fixtures and hardware. Installs underground cable and conduit, runs overhead wire and conduit and attaches to crossarms and makes electrical connection by splicing and/or other method. Installs home and industrial services by running wires from pole to entrance weatherhead. Installs street lighting circuits, lamps, and related hardware. Runs load tests on transformers, checks and corrects circuit malfunctions, etc., using a variety of test instruments. Operates standby generator equipment and truck with winch and power takeoff, post hole digger, aerial boom, and related equipment. May direct work of others assigned to assist in specific operations. Trains inexperienced personnel by giving personal instructions, demonstrations and close supervision. Observes all safety rules and regulations such as use of rubber gloves and sheathes (blankets), "hot" sticks, climbers, and safety belts.

## 電 気 配 線 工

監督者の口頭指示や、配線図に従って高架、地下、街燈の電力配線組織の新設、維持及び配線修理の仕事をする。即ち、電柱に登り変圧器を取付けたり、避雷器、スイッチ、ヒューズやアースを取付けたり、変圧器やレギュレーター（調圧器）の最大負能力をテストしたり、最高受電給電力を計測する。適切な絶縁体を選び、確実な方法で固定し取付けたり、配線を適当な強度で張り、導管を絶縁体及び電柱の腐木に取付ける。電柱を立て列べる。街燈施設の仕事をする。緊急時の或は定期的に実施する配線施設の点検、修理班の一員として配電、漏電、電線のもつれなどを発見し、器具や故障を修理する。腐々の破損した電柱、絶縁体、変圧器、避雷器等を取替える。又受信所の電気施設においてアンテナを張ったり、配電盤、スイッチ、その他関連した電気機具の取付け、配線の仕事をする。

## M-22

## Engineer Equipment Mechanic

Performs the full range, as a journeyman mechanic, of overhaul and repair work on wheeled and track-laying heavy and special engineer equipment powered by internal combustion engines. (Gasoline, butane, diesel or multi-fuel). Types include those in construction and maintenance, industrial or tactical use such as cranes, power shovels, bulldozers, road graders, rollers, heavy duty compressors, large generators, tractors, trucks, hydraulic lifts, electric pumps and accessory equipment and attachments. Performs major overhaul and repair on engines, starters, clutches, differentials, carburetors, magnetos, transmissions, steering and braking systems and related electrical, hydraulic, fuel and chassis units. Fabricates and machines parts which do not require working to close tolerances using milling machine, drill press, electric saw, shaper and buffer. May perform body work which requires welding, soldering, straightening, etc. Directs the work of one or more lower graded mechanics as required. Uses specialized testing equipment, hand tools and power equipment such as motor testers, analyzers, pressure gauges, air and hydraulic jacks, welding equipment, micrometers and grinding machines.

## 重機修理工

熟練工として、内燃機関（ガソリン、ブータン、ディーゼル等）も動力源とする重機類及び特殊自動車等の修理、オーバーホール的一切を行う。修理の対象としては、例えば起重機、動力シャベル、ブルドーザー、グレーダー、ローラー、大型コンプレッサー、大型ゼネレーター、トラクター等の建設工用重機を含む。エンジン、スクーター、クラッチ、デンプアレンシャル、キャブレター、マグネット、トランスミッション、操向装置、制動装置、その他の装置の分解修理を行う。ミリンマシン、ドリル、電気ノコ等を使って部分品を作る。溶接、ハンダ付け等をして、車体の修理をなす。必要に応じて二、三人の下級の修理工に指示を与える。修理に際して、モーターテスター、アナライザープレッシャーゲイジ、溶接器、マイクロメーターグラインダーのような専門の点検装置、工具、電気器具を使う。

## M-23

## Engineer Equipment Operator

From oral instructions of foreman or supervisor in charge operates heavy construction equipment such as bulldozer, trench digging machine, tournapull, road roller, motor grader, euclids, and similar equipment. Depending on the pieces of equipment to which assigned, performs a variety of operations such as digging, moving, leveling, compacting, excavating, ripping, etc., of earth surfaces, and lifting and moving of heavy objects using necessary attachments as required on bulldozers, graders, etc. Completely services and checks equipment before, during, and after each operation and performs preventive maintenance.

## 重機運転手

グレーダー（地ならし機）、ブルドーザー、トーナツプル、動力シャベル等掘り機、重機類を運転し、掘り、運搬、地均し、穴掘り等を行う。又、ブルドーザーやグレーダーに付属部品を取り付けて重い物体の持ち上げや移動を行う。

機械の始動前後の点検及び手入れをする。

M-24

Forklift Operator (Heavy)

Under general supervision, operates any of several makes of electrically or gasoline-powered mobile forklift trucks, capable of lifting either 10,000 or 15,000 pounds, respectively, as high as 210 inches. Moves, loads or unloads, transfers, transports, and stacks or unstacks palletized goods, boxes, and crates of merchandise, materials, and supplies from one location to another, such as to and from warehouse, trucks, piers, shipside, etc. Is responsible for the proper stacking, storing, moving, loading, or unloading, in accordance with instructions and best method of handling, avoiding overloading and high stacking. Performs operator's maintenance, checking tires, water, gas, and surface operating conditions, and reports to superior when machine appears to be in poor running order.

フォークリフト運転手

フォークリフト (高揚能力 10,000 ポンドから 15,000 ポンド、高さ 74 インチから 210 インチまで) を操作し、積荷の積みおろしをする。

M-25

Forklift Operator (Light)

Under general supervision, operates any of several makes of electrically or gasoline-powered mobile forklift trucks, capable of lifting 2,000 to 6,000 pounds respectively, as high as 168 inches. Moves, loads or unloads, transfers, transports and stacks or unstacks palletized goods, boxes, and crates of merchandise, materials, and supplies from one location to another, such as to and from warehouse, trucks, piers, shipside, etc. Is responsible for the proper stacking, storing, moving, loading or unloading in accordance with instructions and best methods of handling, checking tire, water, gas, and surface operating conditions, and reports to superior when machine appears to be in poor running order.

フォークリフト運転手

貨物の積みおろしに使うフォークリフト (高揚能力 2,000 ポンドから 6,000 ポンド、高さ 168 インチまで) を操作する。

M-26

Pest Controller

Under immediate supervision of a higher grade worker, performs the following typical duties involved in pest control activities. Visually inspects improved and unimproved areas, buildings, garbage collection and disposal sites, drainage ditches and other locations for evidence of damage and infestation by insects, rodents, predatory animals, and other pests common to the installation and adjacent areas; determines extent of infestation and calls to attention of supervisor. Performs mosquito or other pest control work such as excavating and maintaining draining ditches, draining depressions, freeing impounded waters; applies insecticides, rodenticides, pesticides, herbicides, and other chemicals to areas of infestation under close supervision. In termite control work, performs preliminary operations such as removing old and decayed lumber from beneath and around buildings; prepares trench footings and building bases for soil poisoning, performing the necessary excavations, ditching, and trenching; prepares baits and sets traps to eradicate rodents; removes dead animals from buildings and grounds; dips lumber in vats of wood preservative to prevent insect damage and rot. Operates light vehicles and tractors, hand-type dusters, manual sprayers, and powered dispersal equipment. Mixes a variety of chemicals for use in pest control activities by reference to standard formulas, or by specific direction of technically qualified supervisor.

## 害虫駆除係

カ、ハエ、ノミ、白アリ、カブト虫及びネズミ等の害虫の形跡を発見するため、割当てられた地域内における建物及び土ジョウを定期的に検査する。害中がはびこる根源をつきとめたら、根絶するために必要な処置をとる。又は種々の害中駆除法（粉末及び液状、殺中剤の散布、ネコリン又はネズミとり器の使用、水たまりの水を掃を掘って流し、乾燥させる等）のうちのどの方法を適用すべきかについて上司と相談する。害虫駆除に従事している2人から4人までの部下を監督する。部下に殺虫剤の正しい適用法を教える。又、彼等が安全規定や指図を守っているかを確かめる。部下に害虫の発見法、粉末及び液状殺中剤の散布方法及びワナの掛け方等について教える。

M-27

Janitor

Performs the full range of janitorial work in offices, warehouses, schoolrooms, shops and other locations: a. Maintains a specified area orderly and clean. Sets up own personal schedule and sequence of tasks within the framework of a general schedule. Vacuum cleans rugs and drapes. Sweeps, mops, strips, scrubs, waxes, and polishes floors using powered equipment. Washes walls using powered wall washing machine. Adjusts, oils, changes buffers, brushes, rollers, and other attachments on these machines. Washes and replaces venetian blinds, ceiling fixtures, and room partitions using ladders and scaffolds. Removes stains from a variety of surfaces such as rugs, drapes, walls, floors, and fixtures by use of chemicals and cleaning solutions. b. Washes and cleans windows inside and outside of buildings using stepladders, extension ladders, scaffolds, and safety belts. Uses brushes, buckets, squeegees, chamois, cleaning cloths, and cleaning solutions. Inspects and keeps safety belts in good condition. c. In warehouses or shops, maintains an assigned area clean and orderly. Sweeps and mops floor. Removes oil, hydraulic fluid, and other spilled liquids. Moves heavy boxes, crates, disassembled equipment, parts or other obstacles in order to clean up the area. Picks up scrap and trash cans from area to central pickup point.

## 掃除夫（男）

事務所、倉庫、教室、工場、その他の清掃をする。指定された区域の清掃を段取りし、掃除機を用いて床のゴミを吸取り、雑布がけをし、こすり、ワックスを塗り、そしてみがきあげる。壁を掃除機で洗う。薬品や洗剤を用いてジュースやカーテン、壁や床などのシミを取る。ハンゴや足場に上り安全ベルトをしめて建物内外の窓をふく。必要に応じ箱や梱包、器械部品等の障害になる重い物を移動する。掃除機の手入れをする。

M-28

Laborer (Heavy)

Receives specific instructions and continuous guidance to insure a steady work pace. Usually works as member of crew performing any of the following manual tasks: Loading and unloading conveyances; digging, filling, and tamping earth excavations; moving and arranging office equipment or other types of machinery; shoveling concrete into wheelbarrows and dumping into concrete molds or forms; cuts grass using hand tools.

労 務 者

荷物の積み降し、穴掘り、穴埋め、事務所備品や機械器具の移動整理をする。又、手押し車にコンクリートをすくい入れ、杵や型に流し込む。手で草刈りをする。

M-29

Laborer (Light)

Performs manual labor tasks such as the following: Polices grounds, picks up debris and trash from grounds and working areas, waters grass and flower beds, and rakes leaves; lifts and carries light items and objects such as packages, cartons, boxes, tools, etc; and moves to specified location by hand truck; cleans equipment or supply items by hand, using cleaning cloths and solvents.

労 務 者

屋外の庭を拾い、草花に水をまき、枯葉をかき集める。包み、ボール箱、小道具等の軽い物を選ぶ。  
布や洗剤を用いて、機械や品物のふき掃除をする。



M-30

Washman

Under general supervision, operates approximately 4-8 washing machines in washing various types of laundry. Supervises Washman Helper and/or personally loads machines, keeping loads in numerical sequence by lot number; insures that machines are not loaded beyond rated capacity. Processes different classifications of laundry (approximately 10-12 classes) in accordance with appropriate washing formula which involve variations in water temperatures, number and timing of cycles, and the addition at various stages during the process of proper amounts and kinds of bleaches, sourings, bluing, alkalai, etc., depending on the types of articles being washed. Applies a general knowledge of the effect of water temperatures on the various classifications being washed and the reaction of wool, silk, cotton and other fabrics to the various formula. Considers the neutralizing effect on the various commercial sour. Applies bleach, bluing and starches which are controlled by weight and type of fabrics in process. Applies appropriate safety regulations. Notes conditions which retard action of soap and consequently the need for additional soap, depending on the amount and type of soil. Makes stock solutions of soap, bleach, and starches requiring a working knowledge of high and low titre soaps. Maintains daily record of lot number, machine number and starting and stopping time of each washing. Observes operations of washing machines and reports obvious mechanical defects to supervisor.

洗濯機操作員

4台から8台の洗濯機を操作し、色々の種類の物を洗濯する。助手を使つて、又は自分で洗濯物を機械に入れる。その際、機械の処理能力以上に入れないように注意する。10〜20種の布地を各々に適した方法、即ち水温、回転数、漂白剤の種類と量等を考えて処理する。布地と水温の関係、ウールと絹、綿等の薬剤に対する反応等の知識を働かす。機械の操作及び洗濯物の処理に関する記録をとる。機械の故障を報告する。

M-31

Laundry Worker

Performs any or a combination of such typical duties as the following: (1) Shakes out creases and sorts articles of like type into groups to facilitate feeding into flatwork ironer; (2) Feeds articles into ironer; (3) catches articles as they emerge from flatwork ironer, folds flatwork according to established procedures and stacks folded work into bundles of prescribed amounts; (4) Pulls newly washed socks over individual forms for shaping and drying, removes when dry, folds and places same in bundles according to lot number; (5) Fluffs, presses, and folds handkerchiefs and similar small pieces, operates foot pedal when clamping handkerchiefs into positions, maintains daily record of lots processed; (6) Segregates clothing according to type and distributes to presses, picks up finished work laying items with obvious defects for further processing; (7) Receives assembled laundry bundles, inserts blank laundry tickets, tears wrapping paper to size wraps and seals bundle with gummed tape or ties by hand, attaching laundry list to outside of bundle; (8) Separates rough dried laundry by type and folds in accordance with standard procedures, and refers soiled items to supervisor for further processing.

洗濯夫(婦)

洗濯物を広げてその中から簡単にアイロンがけ出来るものを選び分ける。済んだ洗濯物を集め、揃え、積み重ねて包む。ハンカチや他の小さい服類のアイロンがけをする。ぬれた洗濯物を屋内や屋外の物干線につるす。

M-31A

# Presser

Performs work involved in the pressing by hand or machine of clothing, such as the following:

General Apparel. Uses steam presses in ironing various articles of general apparel such as uniforms, trousers, pajamas, coats, etc. Places on press in accordance with set procedures, smooths out wrinkles, and operates press. Adjusts garments according to prescribed sequence of proper lays to completely finish. Notifies superior of garments requiring additional washing, spot removal, or mending. Handirons articles which cannot be done by normal press lays.

Shirt pressing. Makes proper lay of shirt on press in prescribed sequence for finishing. Operates collar and cuff press, yoke press, bosom and body press, double sleeve press, and/or cuff and gusset press. Removes shirt to finishing and folding table and inspects for missing buttons, small rips and tears, or other flaws, and calls to attention of superior.

## プレス工

アイロンまたは圧搾機によつて下記に述べた衣類のアイロン掛けの仕事を  
する。

衣服 制服、ズボン、パジャマ、上着等各種衣類を蒸気圧搾機を使用してプレ  
スする。手順に従つて圧搾機にのせ、しわをのばし、機械を操作する。  
既定の手順に基き、衣類を正しくひろげて完全に仕上げる。洗いなおし、  
シミ取り、つくろいを要する衣服類は監督者にその旨、報告する。普通の方  
法でプレス出来ないものは手押しアイロンを使用する。

シャツのプレス 定められた手順に従つて、シャツ類を圧搾機にのせ仕上げ  
る。シャツのプレスには、通常カラープレス、カフスプレス、胸囲及び胴体  
プレス、ダブルスリーブプレス、まちプレス等が使用される。

仕上げ台や折りたたみ台にのせ、ボタンぎれ、さけ口、はころび等の右無を調  
べ、必要に応じて監督者に報告する。

M-32

# Machinist

Sets up and operates a variety of machine tools, including engine lathe, bench lathe, vertical and horizontal milling machine, radial or sensitive drill press, grinding machine, bench grinder, shaper, planer, horizontal and vertical boring mill, and jig boring machine. Works from blueprints, drawings, shop orders, or other specifications and plans work procedure for assigned number of pieces, types of metal, types of machines and attachments, speeds and feeds, tolerances, and sequence of operations. Lays out work by scribing lines, arcs, circles, tapers, center distances, and location points as a guide for setting up and machining the workpiece to clearances of .001; uses vernier calipers, micrometers, dial indicators, surface gages, height gage, depth gage and other measuring devices. Grinds and sharpens standard tools and selects tools, jigs and fixtures; sets up machines by vise, between centers, chuck, standard face plant and angle plate mountings, draw in collets, and use of mandrel. Performs machine operations characteristic of those required in field maintenance shops on such equipment as: radio parts, such as reduction gears, gear trains, concentric lines and couplings, knobs and shafts for transmitters and receivers; experimental parts such as rocket heads, shell assembly pieces, bombs, primers, detonators, and bearings; parts for sight and compass of fire control instruments; maintenance parts such as transfer cases, splined shafts, sprockets, parts for firefighting equipment such as nozzles, and nonstandard fittings, such as elbows, ties, valves and springs. Machines metals and materials such as brass, steel, copper, aluminum, cast iron, monel metal, ceramic, plastics, magnesium and nickel.

## 旋盤工

旋盤、卓上旋盤、垂直、水平フライス盤、ドリル、研磨器、形削り盤、  
カンナ、垂直、水平ほりめき機、ジグほり機等の機械を据付け操作する。  
写真真や図面、注文書に従い、与えられた仕事に関し、金属材料の種類や、  
機械、付属品の選択、作業の速度、許容差、順席等を判断し、計画する。  
材料や品物に線を引き、弧や円を描き、作業箇所を印して許容差 0.01  
mm の作業の段取りをする。測径器や測微計、ダイヤルインジケータ  
ー表面測定器、その他の測定器具を使用する。減測ギヤー、ギヤー列、  
同軸線や接ぎ手、送信機や受信機のノックやシャフト、無線器具の制御  
装置の照準器、コンパスの部品、その他車輛のランスフアークス、  
シャフト等、又消防車のノズルや車外の部品等を旋盤で製作する。  
レンチや網鉄、網、アルミ、鋳鉄、モネル合金、陶器、プラスチック  
マグネシウム、ニッケル等の金属を用いて旋盤工作をする。

M-33

# Mason

Performs the full range of journeyman level masonry work involving the laying of brick, various kinds of blocks, e.g., hollow tile, terra cotta, glass blocks, and concrete blocks, the cutting and setting of unsquared or rubble stone, roughly squared or squared stone of various mineral composition such as limestone, granite and sandstone as well as artificial or manufactured stone. Tears out old masonry or brickwork needing repair or replacement, points old mortar or rebuilds masonry structures that have become defective. Builds chimneys, foundations, sidewalks, manholes, retention walls, and other masonry structures, working with stone, mortar, concrete block, brick, firebrick and cement. Mixes own mortar. Runs lines and levels needed for work, and carries work through to completion. Fastens brick or terra cotta veneer to face of structures with the wires imbedded in mortar between bricks or in anchor holes in veneer bricks. Direct work of lower grade workers as required.

## 石 工

レンガ、テラコッタ、ブロック等を水平に又は設計通りに積み、仕切り、アーチ、煙突及び他の構造物を組立てる。レンガにコテでシツクイを塗り、固く密着させる。おもりや水準器を用いて組立て中の構造物の水平度や垂直度を確かめる。シツクイの中に埋められた結び針金や化粧レンガの穴に積まれたレンガをしつかりと括り付けて構造物に固く定着させる。その他レンガ積みに関連した仕事を遂行する。

M-36

# Painter

Performs work under minimum supervision, with instructions given verbally or in writing. Paints one type or a variety of surfaces, such as interiors and exteriors of buildings and/or stationary and mobile equipment, where appearance as well as surface protection are important. Prepares surfaces, mixes paints, and applies prime, intermediate and finish coats with brush, roller, or spray gun. Uses gloss, semi-gloss, and special paints, enamels, varnishes, stains, lacquers, and shellacs. Assures the protection of surrounding areas and if required by specific work assignments assures proper adjustment of ladders and scaffolding. Assures proper maintenance of brushes and equipment.

## ペ ン キ 工

外観と保護に重点をおき、建物の内外部、機械、車輛等の表面を塗装する。表面をととのえ、ペンキを混合し、ブラッシ、ローラー、スプレーヤー等を用いて下塗から仕上げまでする。つや出し、特殊ペイント、エナメル、ニス、ラッカー、シエラック等を塗る。梯子の調節し、足場の安全を確かめる。ブラッシや器具の手入れをする。

M-37

# Plumber

Performs tasks in connection with the fabrication, repair, and maintenance of plumbing systems: Performs the full range of journeyman level plumbing tasks including estimating material requirements; i. e., pipe, fittings, and fixtures in the sizes, types, or lengths needed; locating and marking spots for openings through which pipes are to pass or in which equipment will be installed; threading, and pipe bending operations; determining and marking guide lines; placing and connecting air, natural or manufactured gas, sewage, and water fixtures and facilities such as hydrants, water mains, water closets, lavatories, showers, sinks, dishwashing machines, unit gas heaters, stoves, and air compression equipment; clearing difficult stoppages in drain pipe; directing or performing assembling of pipe sections and fittings, and hanging or laying of assemblies into position; testing joints and piping for leaks; directing or laying and joining concrete, clay, or iron pipe in ditches; installing and repairing valves; inspecting and testing piping after completing repairs, alterations, or additions; periodically checking piping, fittings, and fixtures for defective parts or connections; and disassembling and repairing damaged sections or fabricating replacements. Uses hand and power tools common to the trade.

## 配 管 工

熟練工として、鉛管施設に関し、敷設、修理、保繕作業を行う。必要な鉛管、部品、付属品のサイズ、種類、長さ等を見積りし、鉛管の貫通又は器機の取付に必要な穴の位置を決める。ネジを切り、パイプを曲げる。消火栓、水道本管、水洗便所、シャワー、流し、ガスヒーター、空気圧縮機等のガス下水、水道設備にパイプを接続する。排水管の詰まりを除去し、部品の取付けをし、パイプの漏れをテストする。溝の中の土管や鉄管の敷設及び接続を指図し又自ら行う。バルブの取付け及び修理を行う。作業完了後の点検を行う。定期的にパイプや部品、設備の点検をし、破損又は接続不良の有無を確認する。

M-38

# Radio Equipment Installer and Repairer

Installs, maintains, repairs, and overhauls amplitude modulated, phase modulated, or frequency modulated radio transmitting and receiving equipment; radio navigation equipment; supersonic depth finders; radio and wire facsimile transmitters and printers; printers; snooper-scopes; tape, disc, and wire recorders and reproducers; intercommunication equipment; public airborne, and marine equipment. Diagnoses trouble, disassembles equipment; replaces defective parts, reassembles and adjusts. Rewires circuits, and adjusts and/or calibrates equipment. Installs and relocates equipment and performs modifications. Makes operational tests of equipment upon completion of work. Uses the full range of tools and testing devices common to the trade. May supervise lower grade workers.

## 無 線 器 修 理 工

A.M. P.M. F.M. 無線送受信器、航行用無線器、超短波探測器、無線又は有線の電送器及び複写機、自動航行器等の取付、保繕、修理、分解修理を行なう。故障を点検し、機械を分解し、不良部品を取り換え、組立て調整する。作業完了後、試験操作をする。

M-40

# Refrigeration and Air Conditioning Mechanic

Performs the full range of work involved in the repair, overhaul, maintenance, and servicing of industrial and domestic reach-in and walk-in refrigerators; cold-storage and cold-room equipment; freezers, water coolers, dehumidifiers, air conditioning units and systems, ventilating systems, and related equipment. Diagnosis and locates malfunctions; disassembles, repairs, replaced, and/or adjust thermostats, pressurestats, humistats, relays, switches, and other automatic control devices; disassembles and repairs compressors and related components; services and repairs evaporators, condensers, and receivers; repacks valves, replaces electric motors, belts and pulleys, lubricates moving parts, replaces and/or cleans filters; bleeds systems and replaces refrigerants; tests for leaks and for excessive load conditions; reconditions, modifies, and fabricates parts. Installs and relocates equipment. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Trains inexperienced personnel by giving on-the-job instructions and assistance; and observes all safety rules and regulations.

## 冷凍、冷房機修理工

単独又は修理班の一員として冷凍倉庫、冷蔵庫、レントゲン現像機、冷凍車、冷凍食品陳列棚、除湿器、冷水器、冷房装置、換気装置等あらゆる型と規模の冷却機の保繕修理を行なう。故障を検べ、圧縮、蒸発等の装置や自動温度調節器、自動圧縮調節器、自動除湿器、スイッチ等の調節器の如何なる部分でも修理又は交換する。小さな部品がない時は、旋盤、ドリル、グラインダー、溶接装置を用いて製作する。

M-41

# Sheet Metal Worker

Fabricates, assembles, and installs a variety of articles of sheet metal such as gutters, ducts, flashings safety guards, roof jacks, downspouts, sink tops, drain boards, shelves, tool boxes and other containers, counter and table tops, shower wall sections, parts for air conditioning, heating, and ventilating equipment, sheet metal components of shelters, buses, trailers, and other industrial equipment of equivalent complexity. Interprets blueprints, drawings, sketches, and work orders. Uses templates or patterns as guides in laying out and cutting materials from a variety of sheet metal stocks including monel metal and stainless steel, and/or determines dimensions by application of basic shop mathematics and use of scribing tools, dividers, rules, and other measuring devices. Lays out and cuts materials for any combination of square, rectangular, circular, conical, cylindrical, oval, irregular, and transitional shapes, allowing for seams, joints, laps, and shrinkage. Bends and forms metal parts into desired shapes with hand and power tools and equipment. Forms single and double hem edges and seams, dovetail and lock seams, set-in and burred bottom seams, and wired or rolled edges and flanges. Assembles and fastens fabricated parts by installing bolts, rivets, screws and/or seaming, soldering, and spot welding. Uses such equipment as shears, brakes, folders, formers, crimping, burring, and bending machines, and hand tools in the preceding operations. Uses ladders, scaffolds, toeboards, and hoists for climbing, raising, and placing units or assemblies into position. Instructs and gives on-the-job training to lower grade workers in sheet metal working techniques.

## 板金工

建物や暖房、冷房及び換気装置等に用いられている鉄板部門の作業段取り組立て、取付け、修理等の仕様に従事する。用いる鉄板の種類及びサイズを定め、カーブの程度と測り、縦目や端を形づくり、鉄板を曲げて型どり、ハンダ付け又はボルトやスクリューで締めたり、或いは溶接して組立て取付けを。



M-42

### Wire Communications Cable Splicer

Under general supervision of the Wire Chief or Foreman, performs assigned duties independently or as a crew member: Performs installation, modification or maintenance of aerial, underground and submarine multipair cables. Tests and determines the nature and location of faults in cable systems such as ring cuts, lightning burns, sheath breaks, bullet holes, electrolysis, and other miscellaneous defects which cause crossed, shorted, open, and grounded circuits or introduce moisture into the cable. Opens cable by removing lead sheath; strips insulations from wires; forms splice; solders individual pairs, and insulates splice by drying out moisture and wrapping with muslin impregnated with paraffin. Seals splice with lead sleeve by pouring hot metal around circumference of splice. Modifies cable systems by mounting terminal bases and revising circuit systems. Checks out entire system electrically for resistance, voltage, continuity and noise, using meggers, continuity coils, wheatstone bridges and similar testing devices. Follows blueprints and wiring diagrams in performing above duties. Is technically responsible for tasks assigned. Directs the work of lower grade workers as required.

### 通信用ケーブル組み継ぎ工

高架、地下及び海底多線ケーブルの敷設、変更及び保繕作業を行う。  
ケーブルを試験点検し、リングの破損、弾丸による孔、電解等、その他混線、放電、接触不良の原因となり、又はケーブルに湿気をもたらし故障の箇所と性質をつきとめる。鉛の装を切り開き、絶縁体をそぎ取り、組み継ぎをし、個々のペアをハンダ付けし、継ぎ目を乾燥させ、パラフィンをしみ込ませたモスリンで包む。ターミナルボックスを取り付け回路を変更する。試験器具を用いて、電気の抵抗や、電圧、雑音等を調べる。作業は写真や配線図に従って行う。  
与えられた仕事の技術面の責任を負う。

M-43

### Kitchen Helper

Performs a variety of duties incident to the maintenance and cleanliness of the area to which assigned. Washes dishes, pots and pans, either manually or by use of mechanical equipment; disassembles, cleans and reassembles dishwashing machine after use. Sets up dining room for service. Removes used utensils and dishes to dishwashing area. Unloads supply trucks and places supplies in proper storage area, and brings supplies to work areas. Cleans kitchen equipment, dining room tables, and chairs; and washes floors, walls, and windows in kitchen, dining, and storage areas, office, hallways and latrines. Waxes and buffs floors. Maintains garbage collection areas; cleans and sanitizes garbage and trash containers.

### 台所手伝人

当てがわれた場所を清潔にしたり、手入れをしたりするためのいろいろな仕事をします。皿やナベ類を手で或いは機械器具を使って洗います。皿洗い機は使用後分解掃除し、もとの通り組み立てます。  
食堂の配膳をしたり、食後、食器を洗い場へかたづけたりします。  
食料品運搬車から物品を降し、倉庫へ保管したり、調理場へ運んだりします。  
台所器具、食堂のテーブル、腰掛等をきれいにしたり、また台所、食堂、倉庫、事務所、廊下、便所等の床、壁、窓等を洗ったりします。床をみがいたり、ワックスを塗ったり、廃物集積所やゴミ箱を掃除します。  
清潔にしておいたりします。

M-44

Waiter

Sets tables in dining room, serves food to diners, and cleans tables. Collects chits or money for items purchased. May serve drinks.

給 仕 人

食堂にテーブルを準備し、お客に食事を運ぶ。テーブルを片づける。  
食券や食事代を受け取る。

M-45

Warehouseman

Performs one of the following warehousing duties:

a. Selects for shipment or issue, designated stock by proceeding to area, finding stock and verifying information shown on shipping or issuing document against that on stock tags or bin tags; determining from which stack or bin items are to be removed; removes stock, assuring that proper quantity and nomenclature of selected stock agree with the information contained on document. Moves items selected to designated location.

b. Receives supplies and equipment by unloading trucks, vans, freight cars; moves items by hand cart, conveyer, or similar conveyance; checks items in using proper document, making proper notation on same, and reporting discrepancies and damage to supervisor; places clearly identified stock in appropriate temporary or permanent storage locations according to specific oral or written instructions and established methods.

c. Warehouses palletized or bulk stock according to specific locations; restacking and rewarehousing items and straightening stacks as directed; sorting out bad containers and restacking or taking to bin area. Periodically checks bays or bins for mixed stock or incorrect locations; corrects or notifies supervisors of problem.

倉 庫 係 員

倉庫或いは露天集積所で勤務し、物品整理棚或いは貨物集積所において、積々の倉庫業務、例えば物品の受入れや荷降し及び出荷、又はその点検をなし、積類別に物品を枕木の上に整理集積したりする作業をなし、亦部品貨物の取扱の作業による、その筋肉労働の外に事務的な業務に従事する。

M-46

# Water Treatment Plant Operator

Serves as journeyman operator in a water treatment plant with capacity under 6 mgd which uses the filtration process in addition to other treatment processes to change the physical, chemical, and bacteriological quality of raw water. Performs the following typical duties: Operates and regulates plant equipment to maintain adequate water level in reservoirs and storage tanks, adequate pressure in water lines, to purify water and maintain the chemical balance, and to prevent the water in storage tanks from becoming stagnant. Operates pumps and related equipment either manually or through automatic controls on the panel board in the central water station. Reads and interprets gauges, meters and charts to determine when pumps could be started or stopped. Regulates flow of water through pumps by opening and closing valves. Visits pump houses to check air lines and equipment and to make drawdown measurements to insure that the water level does not drop below pump bowls. Operates, inspects, and services the pools' individual filtration units. Completes quality control tests (i.e., chemical and bacteriological tests) according to standard methods and procedures; records results of tests analysis; on the basis of analysis, makes adjustments to equipment. Maintains daily log of plant operations; makes frequent inspections of equipment to determine the need for adjustment and/or repair. Performs preventive and operational maintenance and repair to all equipment, reporting to supervisor the need for major repairs. Assists mechanics in major tear down, overhaul and reassembly of plant equipment. May have shift responsibility.

## 浄水場機械操作員

原水の物理、化学処理、滅菌及びろ過をし、一日六百万ガロンの処理能力を持つ浄水場で、熟練工として下記の作業を行う。浄水場の機械を操作して、貯水池、及び貯水槽の水のよどみを防ぐ、手動又は自動装置により、ポンプその他の機械を操作する。ゲージやメーター、図表を読み、ポンプの始動、停止の時機を判断する。バルブを開閉し、ポンプの水の流れを調節するプールの各ろ過装置を操作し、点検し、手入れする。決められた方法及び手順に従って水質検査をする。検査の結果を記録し、その結果によつて機械を調節する。機械の操作に関して、日記をつける。機械をたびたび点検し、調整又は修理の必要の有無を確かめ、小さな修理をなし、大きな故障を報告する。分解掃除の時は修理工の手助けをする。

M-47

# Welder

Performs welder duties using electric, acetylene and/or inert gas shielded welding processes. Work involves planning, laying out work, positioning and clamping work, pre-heating metal, and maintaining temperature to prevent distortion. Uses templates, jigs, blueprints and other guides to repair, modify or fabricate metal items for all types of equipment, including repair of light or intricately made mechanical parts, which must fit in assemblies where close tolerances are required. Makes a wide range of welds from simple to precision welding; determining disassembly or repair necessary and materials to be used. Works with light, heavy gauge and hardened metals, welding all the various types of weldable items assigned, using flat, vertical, horizontal, and overhead positions. Work processes include pre-heating, brazing, bead welding, tack welding, flame cutting, pressure welding, and heat treating; selection of type of rod and size of tip to accomplish weld, determining heat necessary, setting up and adjusting equipment, maintaining proper speed, flame, motion, tip angle and position to produce desired results.

## 溶接工

熟練工として指形やジグ、背写真、見取図、その他の金属品の修理、変更製作の手引を用いて仕事の段取りをする。電気又はアセチレンを用い、極く簡単なものから精密溶接に至るまで凡ゆる種類の溶接をする。修理の必要度や使用すべき金属を決め、溶接できるすべての金属を凡ゆる角度から溶接する。適当な溶接棒の種類とサイズを選び、温度を決め適当な速度と、火焰溶接棒の角度、火焰の位置を保ちつゝ作業をする。平板、垂直、水平、頭上と色々の位置で凡ゆる種類の接合をし、軽、重機や車輛の破損又は屈折した部分を修理する。高圧パイプや低圧又は高圧ボイラーの亀裂や破損を溶接する。重装甲車の鉄板を溶接補強する。ジグやネジ切り型、車輛、重機等の修理に關し、精密溶接をする。

M-48

Central Office Telephone Equipment  
Installer and Repairer

Receives general supervision, independently performs assignments referring unsolved and complex problem areas to supervisor for assistance and advice: Installs automatic central office telephone equipment including such major components as motor generators, fltrol rectifiers, line finders, switchboards, selectors, connectors, information desks, power panels, main distributing frame, relay racks, test boards, ringing machines, and other associated equipment. Runs all cable and wiring and makes connections thereto. Works from schematic drawings, blueprints, and specifications. Conducts operational and electric tests after installation for proper performance and serviceability. Rehabilitates used central office equipment including replacement of worn or damaged parts, cleaning, adjusting, and testing for proper operation. Maintains, repairs and services above equipment. Diagnoses trouble and adjusts and replaces relays, assemblies and parts of mechanical switches, lamps, jacks, cords, plugs, heat coils, ringing tone, and interrupting machines by soldering proper connection, clearing shorted wires, replacing burned-out fuses or resistance lamps, and repairing other malfunctioning parts and components. Repairs, maintains, and services manually operated switchboards, jack strips, lamp strips, line lamps, bush lamps, jacks, keys, cords, dials, etc. Locates and corrects troubles in switchboards, attendant cabinets, and/or information desks detected through routine maintenance inspection or subscribers' or operators' complaints. Performs all necessary repairs on the main distributing frame such as repairing protectors, running, removing, and rearranging jumpers. Checks and services storage batteries and various power control and indicator devices. Performs periodic inspections and tests of all equipment. As required, supervises and instructs lower grade repairers assigned to assist in the work or for training purposes.

中央自動電話交換機修理工

設計図や写真、仕様書等に従い、モーターゼネレーターや、整流器、ライン、フラインダー交換器、送振器、コネクター、主配線棒、継線架、試験台、信号器、その他の付属機械を含む中央自動電話交換機の取付け作業を行う。ケーブルや配線を敷設又は配線し、接続する。上記の機械器具の保繕、修理、手入れを行う。即ち故障を検べ、リレーや、スイッチの部品、ランプ、ジャック、コード、プラグ、熱コイル、信号音、断流器などを取り換え、又は修理する。交換台やキャビネット、案内台等定期検査により又は電話使用者やオペレーターの苦情により発見された故障を修理する。主配線棒のすべての故障を修理する。すべての機械器具を定期的に検査し、テストする。

M-49

Crane Operator

Operates caterpillar or truck-mounted cranes used in loading, unloading or moving a variety of items, such as heavy or bulky machinery, materials, equipment, supplies, etc. The load is usually in the range of vision, and normally well below the maximum capacity of the crane. Operator works from hand signals of ground crews. Performs straight lifting operations using the hook attachment, slings, nets, magnets, and occasionally the special purpose attachments. May recommend changing boom lengths or rigging. Performs operator maintenance.

起重機運転手

無限軌道（カタビラー）又は、タイヤ付きの起重機を操作して、機械類や材木その他色々の重い、もしくはかさばる物の積おろしをする。起重機の持ち上げる品物の大きさは普通、起重機操縦者の視覚に入るものであり起重機の最大能力よりかなり小さな物である。重機誘導係（地上労務者）の手の合図で起重機の操縦をする。つり揚げ具、荷鋼、マグネット等を使つて垂直揚げおろしをする。ブームの長さや索具の変更を考える。機械装備に注油したり、その他簡単な修理をなす。

Operates and maintains a single color offset press with a maximum sheet size of 10" x 15" for the reproduction of letters, forms, charts or other materials. Runs off various single or multi-colored forms, charts, posters, etc., using either paper or metal plates. Performs all phases of press operation, such as lubricating presses, examining plates for defects, fastening plate on press, loading feeder, mixing inks and etches and filling fountains, adjusting ink and water flow and adjusting paper feed and delivery. Observes press run, to prevent paper jams, uneven inking and other impression defects. Washes up press.

#### オフセット印刷工 (10インチ×15インチ)

手紙、書式、図表、その他の資料を複写する最大紙巾10インチ×15インチまでの単色刷りオフセット印刷機を操作し、保全する。

紙プレートか金属プレートを使つて各種の単色もしくは多色刷りの書式、図表、ポスターを印刷する。印刷機操作に関するすべての仕事を行う。

例えば、印刷機の注油、インクを混合又は食刻し、インク留にに入れる。例えは、印刷機の注油、インクを混合又は食刻し、インク留にに入れる。

インクや水の流れ、用紙の差入れ、差出を調整する。印刷用紙の流れを円滑にし、むらのある配色又はその他印刷上の欠点を防ぐため工程を見守る。

印刷機を洗う。

Operates and maintains a single color offset press with a maximum sheet size of 17" x 22" to produce posters, maps, charts, manuals, and similar materials in black and white or multicolor, involving both line and halftone work to close registration. Selects stock of specified size and weight and makes provisions for bindery allowance. Examines plates for defects and returns faulty plates for correction. Mixes inks, etches, and gum solutions, and fills press fountains. Cleans plate and packs plate and blanket to a tolerance of one thousandth of an inch. Fastens plate on cylinder and makes necessary adjustments to impression cylinder, plate position, and delivery and feeding mechanisms to secure required impressions and registration. Operates press to produce required number of copies, continuously inspecting press operation to maintain quality of impression, to watch register, to prevent paper wrinkles, and to prevent or correct mechanical or chemical difficulties. Makes necessary repeat runs on multicolor jobs, maintaining color tone consistency throughout run. Removes plate after run is completed and cleans blanket, plate, and impression cylinder. Washes up press. Maintains press by oiling and greasing, cleaning cylinder surfaces and replacing worn parts, such as blankets, belts, pulleys, guide plates, stripper fingers, and ejector wheels.

#### オフセット印刷工 (17インチ×22インチ)

白黒又は多色刷りのポスター、地図、図表、本、その他の資料を複写する最大紙巾17インチ×22インチまでの単色刷りオフセット機を操作し、保全する。

複写の種類はラインやハフトンのような比較的簡単なものから、高麗の精密さが要求される表裏両面の刷り合わせのものまである。特定のサイズ又は重さの材料を選び、製本上必要な種々の考慮をはらう。プレートの選択を行い、不良なものは訂正に廻す。インク、イッチ、ガム液等を各々適当な濃度に混合し、液留に入れる。プレートやブランケットをみがき、 $\frac{1}{1,000}$ インチに調整して設置する。シリンダーにプレートを取り付け、プレートの位置、その他機械の各部の調整を行う。それから印刷機を操作し、必要な枚数だけ刷る。

その間、常に機械を監視し、又不良印刷を防ぐために機械の調子や液の流れ具合に注意する。必要に応じて多色刷りの仕事を配色に注意しながら繰り返す。操作後はプレートを取りはずし、ブランケット、プレート、シリンダー等をみがき印刷機を洗う。保全の仕事として、オイルやグリスの注入、シリンダーの手入れ、ブランケット、ベルト、滑車、ガイドプレートなどの取り替えを行う。