

琉球大学学術リポジトリ

日米関係（沖縄返還） 32

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日米非公式打合せ(業務)間接雇用(行)

(468.24)

1.1

1.1

1.1

極 秘
無 期 限
部 内 等

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

労務(直接雇用移行)に付いての

日米非公式打合せに付いて

46.8.26

米北一長

8月24日の標記打合せ(非公式)の
要旨次のとおり。

(出席者)米側

パンティーア 大佐

日本側

外務省

千葉 米北一長

金子 米北一参事官

GA-5

外務省

2278

1 日米協議

(2) 先ず、日本側に提示する米側パッチーシ

案は、現在在日在沖両米軍の意見調整に手
間とっており、9月早々現地に於いて会議を開

11以上、さらに各司令官の同意をうける必要がある
ので、日本側に提示できるのは9月末と仮定す

るを得ない。米側としては、piece-mealに
ではなく、全体的に一貫したものと12のパッ

チャーシにより協議するのでもなければ意味を
なさないとの立場から上記手続を進めて

118の2であり、決して故意に遅延して118を遅延してはな
く、むしろ日本側案にできるだけ近づけるよう

努力して118を提示する。

(2) 二れに対し、当方より直接雇用移行問題は

GA-6

外務省

急い14年があるのにもかかわらず、遅れて11なので、
米側の事情をわかっていないでいいか。110.4-

(全25)

21案と12でなければ協議できないというのば
時宜を失うことになる恐れもあるの21 110.4-

とは直接関係のない復帰後の常務職員の研
修計画、種々の調査、全軍分対策等と、
(注)

110.4-21案とミリ関係に協議した11と考えて
あり、それまでできないというのば甚だ困ったこと

である旨述べることも、'当分'において
ミリ関係に協議すべき項目についてのリスト

を作成の上 日米両国において話し合いを旨
述べたところ、先方は原則的賛意を

表した上で、施設等にも協議の上あらかじめ
連絡する旨述べた。(後刻、白山連絡室

1=連絡したところ、構成する旨述べることも
時期等についてはあらかじめ連絡するとのこと

であった。また、場合によっては事前に外務省・施
設庁との間で打合せを行なうこととなった。

(注：研修計画案(7月21日米側に対し手交
済み。)については、AONFAP大佐は承知してい

た11のことであるが、これは米側内部の
連絡で済んでいたことによる。(7月21日手交。)

2. 米側よりの資料提供

先方より新規 job (職種) の提案表及び

右の job description についての資料が近
くまとまるとして外務省経由で日本側に

提示の上、必要に応じて日米の専門家い
れでの協議を実施しなす旨述べた。

4

当方より当該資料を領の土検査し、あ
ため回答する述べた。

秘 密
無 期 限
部の内 号

あて先別

部数指示	発信用	執務用	備 考
主 信	2	2	4
付			別添
属			名新

発 送 日	昭和46年8月31日
処 理 日	
発 信	タイプ 校

文書課長

公 信 案

公 信 番 号	米北1合第 3710 号	公 信 日 付	昭和 46 年 8 月 30 日
大 臣	主 管	起 案	昭和 46 年 8 月 28 日
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	起案者	金 電話番号 2466
外務審議官			
官 房 長			
協 議 先			
安全保障部長			
受 信 者		発 信 者	
米北1合 大 臣 2-1		外務大臣	
米北1合 高 議 官 2-2			
享 送 付 先		(希望発送日)	
		月 日	
件 名			
STG 施設小委員会次回会合に関する打合せ			
GA-2		外 務 省	
		回覧番号	

30 169

米谷第3710号
昭和46年8月30日

外務大臣

(件名)

STG施設小委員会次回会合に関する打合せ

引用公・電信
日付・番号

8月24日の標記日米非公式打合せの事

旨参考まで別添送付する。本件記録の取扱

11にフ11212 1合留意ありた。

本信送付先 米, 沖準委

※ 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

(※印は文書照記入)

写

極 秘
無 期 限
4 部 の 内
3 号

米谷第3710号
昭和46年8月30日

外務大臣

(件名)

STG施設小委員会次回会合に関する打合せ

引用公・電信
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8月24日の標記日米非公式打合せの事

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GA-2-1

外務省

(※印は文書照記入)

極 秘

無 期 限
部の内
号

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

新設
Job description (リスト及び説明資料)
(分務一局運用移行)

46. 8. 26

米北一全

1. 分務一局運用に因りて来る24日の日米7社
会社協議の際、パンティーパス佐より機

記資料を今週末が半週明けまで、当方に
送付致す旨述べたところ、本日ヨークの中佐が

7葉北米第一課長と米政府の上別添ページ
と手交した。(米保、山崎事務官、米北金子

事務局同席)

又、別添ページの内容については、"A"は

GA-5

2258

外務省

送付先

防衛
施設
部
局

直轄
部
局

本工におけるMLC、IHA上存在する
職種で、計画上、新設の提案があったもの

である。"B"は"A"にあるMLC上のものとして
新設提案のあった48種の説明資料であり、

"C"は"A"にあるIHA上のものとして提案のあ
った18種に、112の、説明資料である。
(またJob Description系)

3. ~~本件~~ 本件を緊急施設庁に送付するとともに
内部検討の上、来週早急に施設

庁と本件につき合意を完了する。
4. (施設庁に対し連絡済み。)

GA-6

外務省

HEADQUARTERS
UNITED STATES FORCES, JAPAN
APO San Francisco 96525

アメリカ局長
参事官
北米一課長



26 AUG 1971

Mr. Masatada Tachibana
Japanese Chairman, SOFA Task Group
American Affairs Bureau
Ministry of Foreign Affairs
Tokyo, Japan

Dear Mr. Tachibana:

Attached hereto are four copies of new job descriptions which the United States Forces request be included in the Master Labor Contract and the Indirect Hire Agreement. All other jobs under the Okinawa Direct Hire System can be converted to those which presently exist in the MLC/IHA.

At Tab "A" is a recapitulation of both MLC and IHA descriptions to include number of employees to be assigned (density).

At Tab "B" are the proposed MLC job descriptions.

At Tab "C" are the proposed IHA job descriptions.

It is requested that approval of these attached job descriptions be expedited, as job matching forms the foundation on which conversion of the Okinawa labor force to the Indirect Hire System will be based.

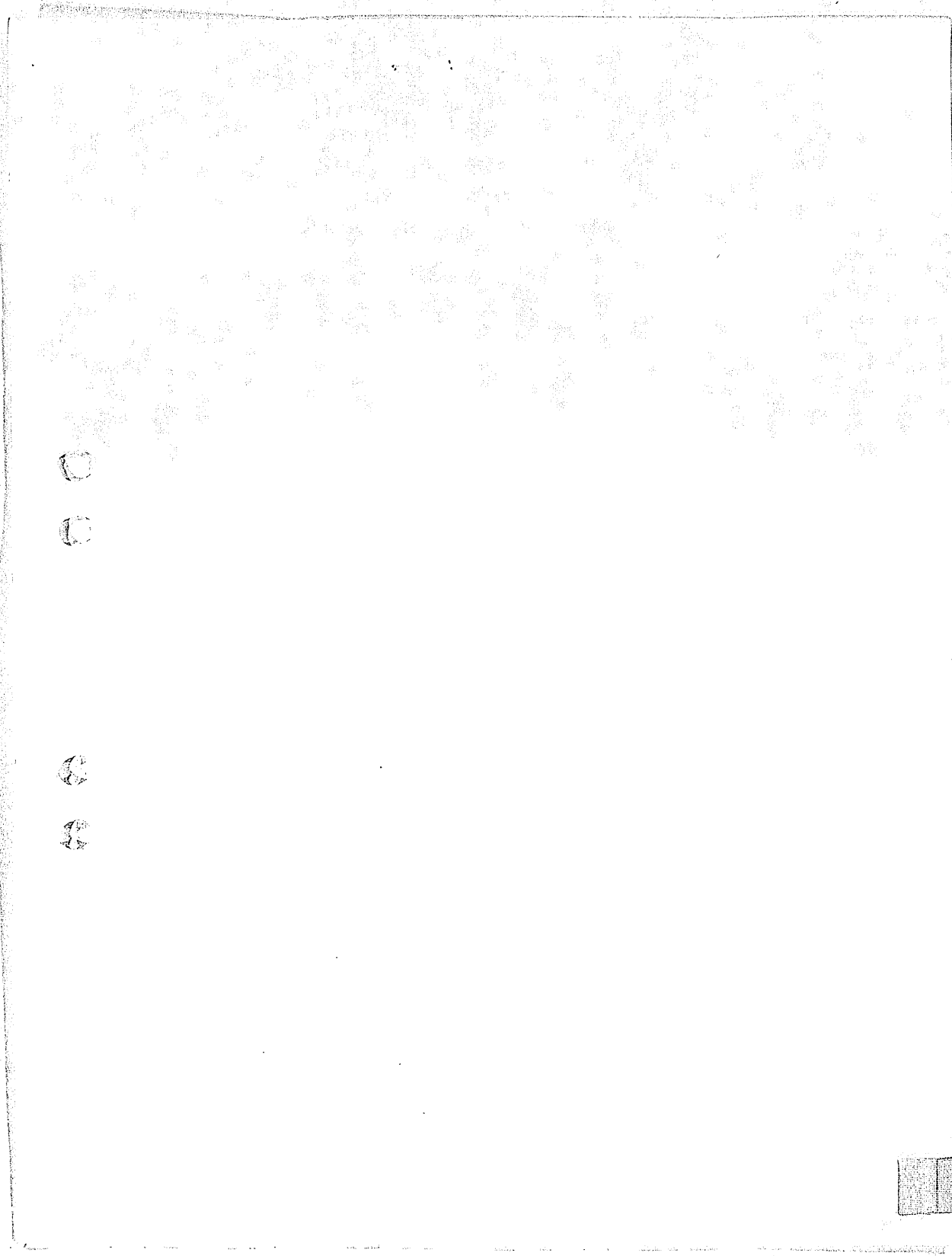
Should your technical experts desire discussions on these job descriptions after they have studied them, the U.S. Chairman of the Labor Subcommittee, Colonel Panttaja, and Lt Colonel Yocum will meet at the request of the Government of Japan Chairman, Labor Subcommittee, Mr. Kazuo Chiba.

Sincerely,

RICHARD M. LEE
Major General, USA
US Chairman, SOFA Task Group

要処理
首席事務官
総務
沖繩
渉外調査
漁業
航空
科力
連絡調整
調査
力大
庶務





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A

(REVISED)

LIST OF PROPOSED MLC JOB DEFINITIONS

<u>Identification No.</u>	<u>Title</u>	<u>BWT</u>	<u>Grade</u>	<u>LA Degree</u>	<u>Density</u>
1	Radio Antenna Installer & Repairer	2	7	None	23
2	Fabric & Leather Work Inspector	2	7	1	2
4	Photographic Equipment Repairer	2	6	None	1
5	Machine Parts Inspector	2	8	1	1
7	Model Maker, Wood	2	6	None	2
9	Woodworking Machine Operator	2	6	None	19
10	Preventive Maintenance Worker	2	6	None	98
11	Gas Cylinder Repairer	2	5	None	5
12	Chemical Equipment Repairer	2	6	None	1
13	Protective Equipment Repairer	2	5	None	1
14	Power Generating Equipment Inspector	2	8	1	4
19	Machine Tool & Metal Working Machine Repairer	2	5	None	3
22	Electric Generator Operator	2	5	None	16

<u>Identification No.</u>	<u>Title</u>	<u>BWT</u>	<u>Grade</u>	<u>LA Degree</u>	<u>Density</u>
30	Oxygen/Acetylene Plant Operator	2	6	None	23
31	Bakery Equipment Operator	2	4	None	22
32	Mobile Industrial Equipment Operator	2	5	None	5
35	Drill Operator	2	6	None	8
40	X-Ray Machine Operator (Munitions)	2	6	None	2
41	Ammunition Equipment Repairer	2	6	None	2
43	Small Arms Inspector	2	7	1	6
46	Identification & Condition Verifier	2	3	None	93
47	Mortuary Attendant	2	4	None	3
48	Trades Intermediate (Title will be same as trade followed by the term, intermediate)	2	5	None	442
54	Guard Commander	3	7	3	1
57	Fuel Line Inspector	1	3	1	4
59	Circulation Coordinator (Publication)	1	4	2	1
63	Vessel Signalman	1	3	2	5
64	Biological Aid	5	2	1	14

3

Identification No.	Title	BWT	Grade	LA Degree	Density
67	Engineering Aid (Appropriate Specialization)	1	4	2	6
69	Construction Inspector	1	4	2	6
70	Surveying Aid	1	3	1	3
73	Assistant Commissary Store Manager	1	5	3	2
74	Real Property Appraiser	1	6	3	1
75	Chemist	1	6	3	3
76	Cartographic Aid	1	3	1	4
77	Land Surveyor	1	5	2	1
79	Training Instructor (Appropriate Specialization)	1	4	2	3
80	Training Instructor (Appropriate Specialization)	1	5	2	5
83	Quality Assurance Specialist	1	4	2	2
88	Cargo Specialist	1	4	2	8
89	Cargo Specialist Cargo Superintendent	1	5	2	6
93	Printing Specialist	1	5	3	1
95	Television Production Specialist	1	6	3	1

Identification No.	Title	BWT	Grade	LA Degree	Density
96	Household Goods Shipment Inspector	2	5	2	2
97	Film Library Assistant	1	4	2	2
98	Fuel Distribution System Mechanic	2	7	0	12
100	Parachute Packer & Repairer	2	6	0	16
101	Parachute Packing & Repair Inspector	2	7	1	3

48 TOTAL

4

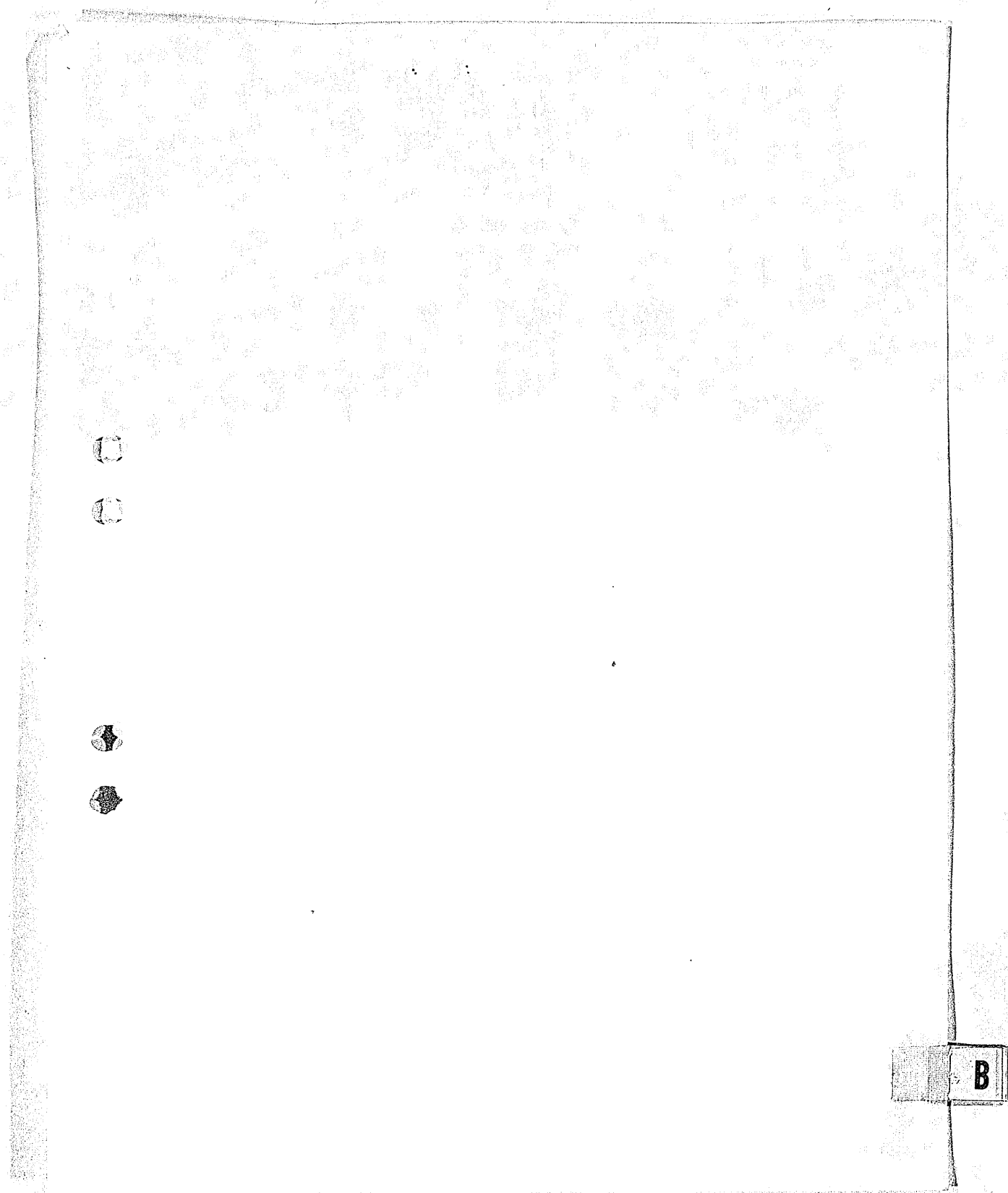
(REVISED)

LIST OF PROPOSED IHA JOB DEFINITIONS

<u>Identification No.</u>	<u>Title</u>	<u>BWT</u>	<u>Grade</u>	<u>LA Degree</u>	<u>Density</u>
2	Shoe Room Attendant	2	3	None	2
3	Roads & Grounds Worker	2	3	None	10
4	Preventive Maintenance Worker	2	6	None	14
8	Mobile Industrial Equipment Operator	2	5	None	11
9	Heavy Duty Equipment Operator	2	6	None	1
11	Small Engine Mechanic	2	6	None	5
12	Salad Maker	2	2	None	26
13	Ice Carver	2	5	None	2
14	Beautician	2	4	None	6
15	Scuba Equipment Repairer	2	5	None	1
17	Motor Boat Operator	2	6	1	5
19	Vehicle Inspector	2	4	1	9
20	Guard	3	1	1	17
21	Floral Arranger	1	3	1	3

<u>Identification No.</u>	<u>Title</u>	<u>BWT</u>	<u>Grade</u>	<u>LA Degree</u>	<u>Density</u>
23	Illustrator	1	3	None	2
24	Purchasing Agent	1	4	2	11
25	Recreation Assistant (Appropriate Specialization)	1	3	2	16
26	Tape Recording Technician	1	3	1	9
28	Construction Inspector	1	5	2	2
29	Service Station Manager	1	3, 4, 5	2	6
31	Trades (Intermediate)	2	5	0	16
32	Aircraft Piston Engine Mechanic	2	7	0	5

22 TOTAL



MLC-RI-1

Radio Antenna Installer and Repairer

Performs a variety of tasks involved in the construction and maintenance of radio antenna towers, antennas, and their associated facilities. Based on specifications or work orders, erects guyed latticed or wooden towers of 70 to 200 feet high, using such equipment as pliers, lag and crescent wrenches, blow torches, plumbers furnaces, etc. Repairs or replaces defective antennas and auxiliary equipment, applying a knowledge of various types of receiving and transmitting antennas, transmission and dissipation lines, grouping devices and proper methods of guying and placement of anchors. Performs preventive maintenance, inspecting defective towers or lines, and painting towers. Exercises safety and precautionary measures with emphasis on procedures to take prior to and during work on antennas.

Performs other related or incidental duties as assigned.

BWT #2 Grade 7

LA - None

MLC-RI-2

Fabric and Leather Work Inspector

Performs initial and final inspection on fabric and leather supply items such as flying suits, head sets, B-4 bags, brief cases, cushions, linens, blankets, engine covers, pillow and mattress covers, leather cases and other similar items. Makes visual inspection to determine the suitability and extent of repair required, and to estimate material cost and manhours required. Classified defective items into appropriate grades in accordance with contract agreements and sets up deadline for certain items as necessary. Determines and takes turn-in action on salvage items exceeding established repair limit. Performs final inspection of repaired items and rejects unsatisfactory repair work, instructing shop and contract personnel as to corrective procedures. Prepares inspection forms annotating all required information.

Performs other related or incidental duties as assigned.

BWT #2 Grade 7

LA - Degree 1

MLC-RI-4

Photographic Equipment Repairer

Performs tasks in connection with the repair of photographic equipment such as motion picture cameras, still or sound cameras, projection equipment, slide projectors, editors and viewers, identification and miniature cameras, exposure meters, flashguns, copy cameras, enlargers, film developers, dryers, heaters and other processing devices; photographic equipment such as height finders, photo interpreter plotters, plotting tables, etc. Disassembles equipment; cleans parts; checks for worn or damaged parts such as sound drums, film sprockets, fuses, relays, file rollers, reflectors, motors, governors, lamps, wiring, etc.; replace those which are defective; makes delicate adjustments to gear trains, shutters, view finders and optical systems. Tests amplifiers by using vacuum tube voltmeters, tube testers, condenser testers, signal generators, oscilloscopes, and output meters; follows schematics and written procedures to check each stage and replaces defective parts. Reassembles repaired items and operationally tests.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

MLC-RI-5

Machined Parts Inspector

Performs work involved in quality control and verification inspection of tools and parts being manufactured, reclaimed, and/or modified by Machine Shop and Sheet Metal Shop personnel. Performs in-process quality control and final acceptance inspection of items to assure quality of work performed and to determine that items conform to specifications. Rejects items not conforming to specifications and prepares detailed listings of discrepancies requiring correction to meet specified standards. Prepares feeder input data for quality control statistical reports as outlined in inspection plan. Monitors maintenance and manufacturing procedures, methods, tools, and equipment, etc., being utilized in assigned areas for indication of inadequate operations affecting quality.

Performs other related or incidental duties as assigned.

BWT #2, Grade 8

LA - Degree

MLC-RI-7

Model Maker, Wood

Makes scale or full-size wooden or synthetic models of equipment, such as, gun, missile, airplane, and other materials including heraldry, insignia, and relief maps of various sites for exhibition and/or training purposes. Drafts, transcribes, and draws model features to appropriate types and sizes from rough sketches and designs on the material to be used. Cuts, curves, drills, engraves, and polishes soft wood, veneers, synthetics, and other materials to make and shape complete models and parts according to drawing, using a variety of power driven woodworking machines and hand tools, such as, planers, shapers, lathes, mortisers, knives, chisels, saws, drills, etc. Assembles parts to construct complete models as required. Performs incidental carpentry work as required, in the completion of assignments.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

MLC-RI-9

Woodworking Machine Operator

Operates a variety of power driven woodworking machines, such as, planes, matchers, shapers, jointers, routers, mortisers, woodworking lathes, filers, grinders, etc., in the fabrication or repair of wooden articles, including furniture, wooden parts of vehicle, and ship. Interprets blueprints, sketches and drawings. Sets up machine, installing blades, knives, and cutters, as required; adjusts machine to required tolerances and angle, regulating rotation speed and cutting depth, to obtain desired cuts, shapes, grooves, thickness, etc. Performs preventive maintenance, and necessary adjustments and repair to machine to insure efficient operation. Directs lower grade workers, as required.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

Preventive Maintenance Worker

Performs regular preventive maintenance inspection and repair of buildings and structures, requiring a knowledge of the plumbing, carpentry, painting and electrical trades pertaining to general inspection and maintenance tasks at the building site.

Inspects electrical systems and components for short circuits, damaged or worn fixtures and wiring; traces short circuits; corrects malfunction by replacing fixtures, insulating wires or replacing defective wires. Repairs damaged or worn conduit, wiring, switches, sockets, bulbs, fluorescent fixtures, starters, tubes and outlets by splicing breaks, replacing fixtures. Checks distribution panels for broken and burned out switches, blown fuses, over allowable capacity fuses and unauthorized circuit jumpers. Replaces defective switches and fuses.

Inspects for discolorations in ceilings which indicate leakage; framing members for insect and rodent infestation, dry or wet rot, mold deteriorations, broken or split members; roof inspections for wind damage. Performs repair of the discrepancies noted such as rehanging doors, removing and replacing deteriorated members; trims sticking door and windows; removes and replaces broken, split or rotted structural members; replaces faulty door locks, replaces broken or cracked glass using putty and glazier's points, etc. Removes

and replaces loose and worn floor tile.

Inspects interior plumbing fixtures, fittings and pipes for defective parts or connections; repairs defective water service by loosening, tightening or adjusting valves, replacing damaged parts or pipe sections. Repairs or replaces defective hose bibcocks, faucets, mixing valves, cut-off valves, shower heads, flush valves, lavatory and bathroom fixtures, strainers, floor drains, etc.

Inspects buildings and structure for deterioration of painted surfaces. Mixes and blends paints; applies paint to interior surfaces; paints window frames, doors, walls, trim, steps, other surfaces of buildings and structures which have been repaired and replaced with new materials.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

MLC-RI-11

Gas Cylinder Repairer

Performs duties connected with the repair and maintenance of gas cylinders. Revalues various types of cylinders used as gas containers by replacing unserviceable one. Performs Hydrostatic test of cylinder which does not meet with the standard and disposes of it by removing serviceable valve. Repairs unserviceable valves by replacing worn parts, and adjusting inner simple mechanisms and by utilizing cannibalized parts or components. Replaces the ruptured seal assembly with new one. Removes the air, gaseous/liquid contents and/or moisture from the discharged cylinder via the vacuum pump. Fills the extinguisher with active agent and/or pressurizing ingredients from the storage cylinder using appropriate scale to determine the correct weight. Over-pressurizes the extinguisher to pressures shown in Table corresponding to ambient temperature with Nitrogen. The incumbent of the position is required to utilize such various special equipment as Gas Cylinder Hydrostatic Testing Machine, Gas Cylinder Revalving Machine, and Fire Extinguisher Filling Machine.

Performs other related or incidental duties as assigned.

BWT #2 Grade 5

LA - None

MLC-RI-12

Chemical Equipment Repairer

Performs duties connected with cleaning, repair and maintenance of various types of chemical equipment such as Smoke Generator, Portable Flame Throwers, Portable and Truck Mounted Decontaminating Equipment, etc. Examines by visual check and/or through test operation defective equipment or components to determine nature and cause of malfunction. Disconnects assemblies; replaces parts, components and assemblies such as carburetors, fuel pumps, or furnace assembly. Uses common and special hand tools such as wrenches, screw drivers, saws, hydraulic and air guages, testing pumps and equipment, etc. Makes final adjustment to equipment to obtain optimum operation.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

MLC-RI-13

Protective Equipment Repairer

Repairs various types of gas masks such as Breathing Apparatus M15, Mask Protective Field, Mask Gas Rocket Propellant, etc. Examines items by visual check to determine nature of repair needed and for missing or defective accessories. Disconnects, disassembles, assembles and replaces, using common hand tools, defective or worn parts such as eye lenses, voice meter outlet valve assembly, clip-and-buckle assemblies temple pin, head harness, inlet valve disks, inlet valve assemblies, etc. Performs final tests on completed items for any leaks, using Eyepiece Indicator.

Performs other related or incidental duties as assigned.

BWT #2 Grade 5

LA - None

MLC-RI-14

Power Generating Equipment Inspector

Performs work involved in the initial, in process and final repair inspection of stationary diesel electric power generating units and portable heavy duty powered ground equipment.

Makes visual, audio and operational checks of equipment to diagnose the malfunctioning of component units and assemblies; makes determinations as to whether defects are due to fair wear and whether repairs are within scope of the repair level of the shop; estimates repair cost to determine whether the cost exceeds expenditure limits. Maintains close surveillance over all repairs while in progress and replacement of parts; assures proper use of material, tools, and repair methods in accordance with governing technical requirement and established procedures; makes in-progress changes to work orders specifying additional parts replacement and to other work to be accomplished. Performs final acceptance inspection upon completion of repair to determine completeness of repairs; rejects unsatisfactory repair work and instructs shop personnel as to correct procedures; signs inspection reports for authoritative release of equipment.

Performs other related or incidental duties as assigned.

BWT #2 Grade 8

LA - Degree 1

Machine Tool and Metal Working Machine Repairer

Performs scheduled and non-scheduled preventive maintenance on a variety of automatic, semi-automatic, power-drive and electrically powered machinery, hand tools and implements. Types of equipment include such items as cylinder grinders, crank shaft grinders, automatic honing machines, pin and cylinder boring machines, lapping machines, metal lathes, hydraulic presses, bench grinders, electric screw drivers, drills, riveters, and impact wrenches. Work typically involves the diagnosis, minor repair, adjustment, cleaning, preservation, and lubrication of machinery and equipment. Performs visual and operational checks of equipment to determine and detect obvious malfunctions by observing equipment in operation, and visually and audibly examining components and accessories. Determines the type and extent of repairs needed. Accomplishes such minor repair or replacement of parts as replacing gaskets and seals, adjusting clutches and brakes; and replacing easily removable and readily available parts or accessories such as washers, pins, springs, etc. Performs the following tasks on pneumatically and electrically powered hand tools: Checks electrical parts such as armature windings, switches, cords, plugs and wiring for shorts, grounds or opens. Checks pneumatic components for leaks, defective valves and clogged lines. Tests and adjusts electrical circuits with voltohmmeters, armature testers and continuity testers. Tests hydraulic lines with pressure gauges. Cleans, lubricates, drains and replaces oil

or hydraulic fluids, and paints equipment and components as necessary.

Test operates repaired/adjusted equipment to insure correct operation.

Reports to shop supervisor any malfunctions requiring higher echelon

maintenance service. Uses testing instruments as well as hand and power

tools common to the trade. Keeps records on the scheduled and accomplished

preventive maintenance work, and makes out work orders and requisitions

for tools and materials.

Performs other related or incidental duties as assigned.

BWT #2 Grade 5

LA - None

MLC-RI-22

Electric Generator Operator

Performs duties involved in the operation of diesel and gasoline driven generator units. Performs 1st echelon maintenance on all equipment and accessories of generator unit such as engines, alternators, and exciters by maintaining proper lubrication and oil levels, keeping parts free of dirt, moisture, and particles which may obstruct air circulation or may hinder efficient operation of equipment, or when conditions which may result in the breakdown of equipment are detected. Starts and stops engines as directed; takes continuous readings of gauges and meters reflecting temperature, oil pressures, R.P.M., frequency, voltage, wattage, load distribution, etc. Regulates rheostats and other controls to obtain desired readings. Performs preventive maintenance of equipment and maintains records of equipment operation indicating running time, shutdowns if any, and hourly meter and gauge readings.

Performs other related or incidental duties as assigned.

BWT #2 Grade 5

LA-None

MLC-RI-30

Oxygen/Acetylene Plant Operator

Operates oxygen plant to manufacture gaseous and liquid Oxygen and Nitrogen; reads various gauges; adjust valves to maintain appropriate pressures; drains Hydro-carbon in the compressor to obviate plant explosion by the penetration of carbon monoxide into Oxygen column; performs sniff tests of empty Oxygen cylinders to assure that the cylinders do not contain oil, acetylene, water and other gases; connects and disconnects cylinders to and from charging manifold and watches gauges to determine the proper amount of gases filled; etc. Also performs liquid Oxygen purity test by utilizing liquid ammonia as prescribed in the procedure.

Operates Acetylene plant to manufacture cylinders of Acetylene gas with Carbide to water process. Checks equipment for proper functioning including Acetylene Compressor, Condenser, Generator, Drying Unit, and charging manifold; reads gauges; adjusts valves to maintain proper pressures; performs test of empty Acetylene cylinders to assure that cylinder and valves are not damaged; weighing cylinders to check the acetone content of it before the cylinder is placed on the charging manifold for refillings; connects and disconnects cylinders to and from charging manifold and watches gauges to determine proper amount of gases filled; etc.

Performs major repair and maintenance of plants by connecting pipes, hoses, and electrical power lines; installing new equipment as required;

overhauling, troubleshooting, adjusting and repairing mechanisms, parts and other auxiliary equipment. Utilizes various spark proof hand tools common to general mechanic services.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

MLC-RI-31

Bakery Equipment Operator

Operates one or more types of powered bakery equipment such as bread slicing and wrapping machines, electric dough mixer, divider, intermediate proofing machine, rounder, moulder, etc. Performs the following typical duties:

1. Mixes, according to formula and production schedules, ingredients such as flour, yeast, baking powder, milk, etc., in electric mixers to produce dough for bread, doughnuts, pastry, etc.
2. Shapes dough into rolls, loaves of bread, and doughnuts, using moulder, rounder, or other appropriate machine.
3. Places bakery goods in ovens and regulates oven temperature and baking times. Removes baked goods from oven, insuring that they are well baked.
4. Fries doughnuts and regulates temperature of frying oil.
5. Maintains equipment and working area in an orderly and clean condition. Reports any unusual condition of machines to supervisor.

Performs other related and incidental duties as assigned.

BWT #2 Grade 4

LA - None

Mobile Industrial Equipment Operator

Operates light mobile industrial equipment with various attachments. Typical equipment operated includes four-wheel tractors, road-sweeping machines, light roadrollers, tractor with side bar cutters, case tractors, etc. Selects and couples proper attachments with tractors such as gang mowers, harrows, road-sweeping brushes or magnet, etc. based on the nature and type of work to be accomplished. Performs operator's maintenance on both equipment and attachments used in accordance with established rules and procedures.

Performs other related or incidental duties as assigned. Appropriate licensing requirements must be met.

BWT #2 Grade 5

LA - None

Drill Operator

Sets up, selects type of bits and core lifters, and operates truck-mounted type mechanical rotary core drill for geologic investigation of surface and sub-surface strata, at designated sites, for foundation, ground water, caves, run-off areas, etc., for construction of installations. Collects samples of soils to be tested at laboratory in connection with sub-surface explorations beneath proposed construction sites. Normally, drillings are made as deep as 60 feet to depths of 200 feet. In addition to the above, operates drills at quarries; drills holes with a churn drill in rock and overlying ground of quarries, for obtaining crushed rock, sand, clay, and other materials used in making concrete, asphalt, road, dam, and foundation construction. Is responsible for minor repairs of equipment and instruments. May be required to drive a truck for moving heavy instruments and equipment to field sites.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

X-Ray Machine Operator (Munitions)

Operates a large X-ray machine to support radiographic inspection of various ammunition items having defective and deteriorated components or unstable conditions. Sets up X-ray equipment and preheats X-ray head for the periods of time shown in preheating precaution prior to X-ray of ammunition items, makes various accurate adjustments on the equipment, ensures maximum safety, and watches penetration meter during the exposure for any fluctuation. Removes exposed films from ammunition carefully, and follows the normal film developing and fixing procedures. Moves ammunition items carefully from exposure room and segregates them into categories of acceptability and rejection according to condition noted on processed film. Performs preventive maintenance and minor adjustment of X-ray equipment. Reports defects noted in equipment to supervisor when major repairs or replacements are necessary. Work is subject to radiation hazards, cut, bruised, broken fingers and/or feet from handling and moving ammunition items and is exposed to danger of serious injury, dismemberment and/or loss of life because of deteriorated and missing components or other unstable condition. Required to wear an X-ray badge during working hours.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - 0

MLC-RI-41

Ammunition Equipment Repairer

Performs the field maintenance on various specialized machinery and equipment utilized in the ammunition maintenance function such as lid removal machine, taping machine, linking and delinking machine, power strapping machine, pull apart machine, abrasive blast cleaning machine, pneumatic vise with inserts, Mono-Rail System, etc.

Examines equipment for defects, diagnoses trouble, and locates faults, checking and reading meters and gauges attached and making operational checks. Dismantles and removes defective parts or assemblies, makes replacement, necessary repairs and adjustments, and reassembles equipment. Makes test operation of repaired and/or adjusted equipment for proper functioning with live ammunition. Lays out and fabricates repair parts from rough sketches and/or damaged parts as required, utilizing engine lathe, bench grinder, drill press, and other various machine shop hand tools. Uses safety equipment such as explosive meters, nonsparking tools, explosion-proof lighting, etc.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

MLC-RI-43

Small Arms Inspector

Performs initial, in-progress, and final inspections of all types of small arms, including rifles, carbines, pistols, revolvers, shotguns, mortars, bayonets, machine guns, submachine guns, gun mounts, and accessory equipment. Repair work inspected includes organizational and direct support maintenance (up to limited 5th echelon).

Makes initial pre-repair inspection to diagnose trouble and determine type and extent of repairs and replacement required for meeting work orders and specifications; notes exact repair to be performed and releases to shop. During in-progress inspection, initiates additional repairs at the request of shop personnel. Performs final inspection of repaired small arms, noting type and quality of repair work performed. Checks weapons, insuring their proper functioning and safety; accepts or rejects the finished work in accordance with technical manuals, specifications, etc. Makes determinations on the basis of such considerations as repair costs, manhours involved, possible urgency of future needs, etc., as to whether small arms are economically repairable or should be salvaged or evacuated to higher echelon maintenance shop. Uses various mechanical and electrical test devices common to the trade. Maintains technical data of operational nature, equipment experience, and inspection records; prepares periodic and special reports on workload and inspection activities when requested. Completes inspection by reflecting all required information.

Identification and Condition Verifier

Performs other related or incidental duties as assigned.

BWT #2 Grade 7

LA - Degree 1

Performs segregation of a wide variety of items including electrical and/or electronic, mechanical and non-mechanical items; or performs segregation of lesser variety coupled with minor classification of the most common items where determinations are relatively clear-cut and supervisor is readily available for advice. As additional duties, frequently performs minor physical tests, minor rehabilitation, dismantling or demilitarization, unpacking and packing of materials, tallying and recording.

Performs other related or incidental duties as assigned.

BWT #2 Grade 3

LA - None

Mortuary Attendant

Performs manual tasks in mortuary relative to the processing, embalming and placing of remains in caskets. Work involves moving by hand bodies of deceased persons from and to designated location; loading and unloading caskets and remains from vehicles; washing both inside and outside of the body using germicidal soap; washing and placing glasswares, washbowls and other instruments in their designated proper location in the mortuary. Assists embalmer by performing such manual tasks as holding instruments during embalming, dressing and arranging body in casket to show remains in a normal and comfortable position, etc. Sweeps, mops, and polishes floors, in embalming area and funeral hall. Keeps building clean.

Performs other related or incidental duties as assigned.

BWT #2 Grade 4

LA - None

Trades Intermediate

As an intermediate level worker (Subjourneyman), performs duties similar to those of Journeyman worker except that supervision is closer and new or more difficult duties are eliminated from the job or performed under immediate instructional supervision. Works with a higher grade employee, performing the full range of trade tasks from the helper level up to and including some tasks normally performed independently at the Journeyman level.

Work assignments and instructions are received in the form of detailed work orders or verbal instructions which include specific procedures to be followed. Close guidance is not normally given during work performance, but work is spot checked during progress and is closely inspected upon completion for compliance with instruction and adherence to established practices and standards. Supervisor or other higher grade worker is available to help and advise on any problems encountered. Advanced assignments requiring progressively greater skill are carried out under instructional guidance and supervision.

The title for intermediate level jobs will be the same as that of the Journeyman of the trade which describes the work performed with the word "Intermediate" as the suffix. Examples: Pipefitter, Intermediate, Welder Intermediate, Sheetmetal Worker Intermediate, Instrument Repairer Intermediate. The occupations of intermediate level jobs covered by this standard

are as follows:

Communications Cable Splicer	Pipefitter
Telephone Systems Maintenceman	Plumber
Teletype Repairman	Steamfitter
Radar Mechanic	Carpenter
Radio Mechanic	Carpenter, S. B. M.
Fire Control Instrument Repairer	Furniture Repairer
Electric Motor Winder	Automotive Wood Body Repairer
Electrician, Ship	Medical Equipment Repairer
Electrician	Office Appliance Repairer
Electrical Lineman	Water Plant Equipment Repairer
Radio Antenna Installer and Repairer	Refrigeration & Air Conditioning Mechanic
Fabric and Leather Worker	Heating Equipment Inspector and Mechanic
Upholsterer	Bakery & Kitchen Equipment Repairer
Instrument Repairer	Maintenance Mechanic
Machinist	Laundry Equipment Mechanic
Mason	Automotive Equipment Accessory Repairer
Welder	Ship Mechanic, General
Sheet Metal Worker	
Auto Body and Fender Repairer	

Ammunition Equipment Repairer

Small Arms Repairer

Locksmith

Production Equipment Repairman

Power Generating Equipment Repairs

Heavy Duty Equipment Machine

Combat Vehicle Mechanic

Automotive Mechanic

Armorer

BWT #2 Grade 5

LA - None

Guard Commander

Serves as Regimental Commander of the Security Guard Regiment which consists of two Battalions and subordinate Companies, and the Guard Academy, manned by a total force of 900 - 1000 security officers and guards with the primary mission of training and providing guard personnel to secure U.S. Forces installations and activities.

Is delegated responsibility for management of the Regiment. Following policy initially established by higher headquarters, plans, organizes, and directs the operations of the Regiment in order to provide an efficient and effective guard force. Controls the activities of the Regiment, through enforcing existing regulations, directives, and orders; and by issuing revisions to these when required. Enforcement is carried out through subordinate Commanders under a strict military discipline climate. Monitors the activities of the Regiment for compliance with established policy and procedures by review of reports submitted and by personal observation during unscheduled inspections. Serves as advisor to the Provost Marshal on security matters. Coordinates the activities of the Regiment with the Provost Marshal and/or oral reports. Approves and establishes flexible plans of operation for the Regiment's requirement to be responsive to emergencies; issues directives that subordinate Commanders constantly have quality personnel trained and ready to meet such emergencies as demonstrations by local agitators and/or civil disturbances requiring use of crowd and riot control measures; directs that subordinate commanders

have trained personnel ready and available for special occasions, i.e., missile testing, reviews, ceremonies within and without the Guard Force.

Supervises the training of the Guard Force conducted at the Guard Academy through the Academy Commandant. Reviews and approves recommended changes for the training program and indorses to higher headquarters when policy is affected. Provides training and development program of the Battalions in order to insure maintenance of a highly versatile and effective guard force. Reviews recommended suggestions for revision or addition to these programs, and issues written approval when considered feasible.

Receives, reviews, revises, and submits annual budget and manpower requirements to higher headquarters. Makes final decisions when problems arise in personnel management; approves employment criteria policy; receives recommendations for special awards and recognition, reviews, and makes final decision on the recommendations. Resolves most complicated complaints and grievances, indorsing to higher headquarters only those which have far-reaching policy impact.

Performs other related or incidental duties as assigned.

BWT #3 Grade 7

LA - Degree 3

Fuel Line Inspector

Conducts motorized patrol of the entire length of POL pipelines and related facilities, inspecting for and reporting or otherwise acting upon pipelines leaks, breaks, evidence of tampering and pilferage or other irregularities; performs preventive maintenance inspection and minor repair and adjustment of pipes and valves or immediately reports to the duty officer for major repair and in cases where there is immediate danger of fire or explosion. Assists maintenance, fire protection and/or military police personnel in cases of pipeline breaks, preventing spread of leaking fuel and controlling traffic and behavior of residents to preclude accidental ignition of the leaking fuel. Detains persons suspected of a theft of POL products. Inspects for potential encroachments to right-of-way in the form of new construction of buildings, walls and fences, water and sewer lines, culverts and drains, power and telephone poles, cables, etc. Prepares report of encroachments including the action taken therefor and identifying locations and persons involved, with the diagram showing the manners of encroachments.

Performs other related or incidental duties as assigned.

BWT #1 Grade 3

LA - Degree 1

Circulation Coordinator (Publications)

Serves as a coordinating point "Circulation Manager" for mailing and distribution of publications. Maintains address mailing list including proportionate sample of households, schools, and individual subscribers. Maintains an up-to-date complete bulk delivery list of approximately 300 points to include all schools, universities, municipal offices, major local businesses, and military installation drop points. Determines which businesses will receive bulk delivery. Provides continuous liaison between all of the recipients at these points and makes adjustments in number of Japanese and English copies delivered according to existing requirements. Conducts continuous research and inspections to improve the publication's distribution system, adding additional important addresses, or points and areas that need to be included on the distribution list. Maintains necessary schedules, charts, and records to maintain proper control over bulk and mail delivery. Submits distribution reports to higher authorities.

Assists the Contracting Officer's Representative (COR) for the U.S. Forces Procurement Office in matters pertaining to the contract held by the commercial addressing agency. Prepares the necessary order requests, evaluation reports, and other paperwork pertaining to the commercial addressing contract for consideration, approval and submission by the COR. Monitors and assures that services provided by the

addressing agency are of acceptable standards. Directs and guides the agency in the making of master cards, addressing labels, wrapping, and mailing of the publications. Keeps records of postage expended and other expenses.

Performs all duties involved in picking up magazine shipments at the point of arrival from off islands, including the securing of CONEX numbers, vessel name, arrival date, and the final coordination for delivery of the magazines. Arranges all military vehicle transportation for delivery of bulk lots - includes about 50 stops on military installations and 250 school, university, and specific local business points. Assures that magazines to be mailed are delivered to the addressing agency. Operates motor vehicles as large as a 1/2 ton pick-up truck. Directs normally several military enlisted men in the procedures of distribution of the periodical for a period of approximately 10 days each month. Conducts continuous surveys to determine distribution effectiveness and prepares reports on these findings. Performs duties utilizing both oral and written Japanese and English languages.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - Degree 2

Vessel Signalman

Works at a visual signal tower as the only individual on an assigned shift. Is responsible for reporting to Harbormaster vessel type and direction of approach of all ships sighted, making follow-up reports as vessel approaches the port area. Utilizes blinker system or signal flags to transmit and receive morse code messages relative to ship's identity and destination to enable Harbormaster to dispatch tugs or establish radio contact. Logs in movements of vessels, indicating name and type of vessel, time at pilot point, time of arrival and departure, etc. Records summary of all signals sent and received. As required, hoists flag signals indicating unsafe conditions at port, approaching storms and typhoons, closing of port, etc. Responsible for reporting ships in distress, aircraft accidents, thefts of buoys and channel markers, and other unusual conditions noted.

Performs other related or incidental duties as assigned.

BWT #1 Grade 3

LA - Degree 2

BIOLOGICAL AID

Performs either or both of the following duties under close supervision of higher grade employee who provides detailed instructions concerning methods of performing tasks, and spot checks work for adequacy and compliance with instructions: In laboratory, prepares labels, simple tabulations, simple work sheets or data cards; files records and slides; cleans laboratory glassware, sharpens needles, prepares syringes; weighs and measures feed for specified diets; prepares standard laboratory solutions, media and stains; makes rat assays with a color code; holds animal during injection; operates simple laboratory equipment and apparatus; etc. In field, conducts surveys of selected areas, making appropriate number of examinations at each site; properly stores collected specimens in containers; marks collections for complete and proper identification and keeps written records of all facts involved in the survey. Types of specimens to be collected include, but are not limited to, mosquito larvae, mature mosquito, house fly larvae, house fly adult, cockroach, bed bug, rat, mouse, snake, tick, termite, etc.

Performs other related or incidental duties as assigned.

BWT#5 Grade 2

LA - Degree 1

Engineering Aid
(Appropriate Specialization)

Performs work on repetitive operations in a specialized engineering field such as aeronautical, architectural, civil, electrical, electronic, mechanical, ship construction, structural, or general engineering, requiring a limited background knowledge of engineering methods and practices.

Typical duties include either or both of the following:

TESTING: Performs a variety of tests in accordance with established methods, preparing or obtaining test samples, adjusting and operating test equipment and instruments, and recording instrument readings. Test procedures require skill in the adjustment and operation of the equipment in order to obtain reliable data and to avoid possible damage or personal injury. Deviations in test data and typical samples are referred to higher grade employees.

DATA ANALYSIS AND PRESENTATION: Extracts data from various sources (e.g., field notes, laboratory reports, design manuals, etc.); recognizes errors which are readily apparent; processes the data according to well-defined methods and designated formulas using arithmetic, elementary algebra, and geometry; compiles and presents the data in prescribed tabular and graphic form to the supervisor. Performs computations from basic data extracted from field notes for quantities of earth and rock excavations, earth embankments, backfills, sedimentations for the given years, etc. Plots

profiles, cross-sections, and topographical maps. Makes tracings from field topographic sheets. Indexes and files topographical survey work.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - Degree 2

Construction Inspector

Performs assignments of limited scope and difficulty involving inspection and testing, plans and specifications interpretation, and observation of safety practices and requirements.

Duties of position involve a combination of two or more specializations of construction work inspection. Assignments range from inspection of a variety of construction projects with limited authority for making minor commitments and decisions, to assignments involving a greater degree of independence and more authority, but which are limited to a few types of uncomplicated structures or construction processes which can be inspected by reference to standard operating practices and techniques.

As required, investigates and prepares reports (oral or written) on controversial inspection issues and policy questions for supervisor.

Checks contractor's operations for compliance with safety regulations, and refers uncorrected violations immediately to supervisor. Maintains person-to-person work relationships with contractor supervisors, e.g., in matters of inspection and acceptance to discuss sequence of operation and methods employed and to explain contract plans and specifications.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - Degree 2

Surveying Aid

Performs various surveying work requiring some skill in the use of simple instruments, the ability to perform the work in accordance with established procedures, and/or the ability to carry through, a sequence of operations. Typical assignments include: As pacer of a leveling party, goes ahead of the party and determines in advance the positions rodman will occupy so that shots will be balanced and instruments can be kept level. Serves as a chairman on surveys of the third and fourth orders of accuracy requiring special chaining procedures. Performs recording assignments involving elements such as observation of time and coordination of its recording with the recording of readings from other party members. Performs simple sounding operations, under conditions which are not considered unusual, such as making probings of stream beds with pole to identify material encountered and depth; taking soundings with lead line or sounding pole; operating sweep bar in sweeping operations, calling readings to recorder; participating in dragging operations by placing floats or buoys in designated locations, watching line and traffic, etc.

Performs other related or incidental duties as assigned.

BWT #1 Grade 3

LA - Degree 1

Assistant Commissary Store Manager

Assists in the day to day operation of a commissary store. Participates in the processing, pre-packaging, pricing, storage, display, replenishment, re-order, accounting and reporting for items carried in Sales Stores.

Serves as a Floor Supervisor with responsibility for instructing new workers in performing check-out, stock handling, display and inventory processes, and seeing that they follow prescribed system, practices and regulations. Coordinates with Foreman and other supervisors in shifting personnel from one department to another to provide prompt and efficient service. Regulates lunch hours, and grants permission to employees to leave the floor. Opens vault in the morning, counts out designated sums of cash to each Checker; examines currency to detect counterfeit or damaged money, reads totals on cash registers and checks with amount of currency in the registers; prepares money for deposit in bank and insures security measures are carried out.

Maintains cordial customer relations: Personal contact with purchasers are made for such purposes as: advising on the nature, use current and anticipated availability, quality and size differences, and other characteristics of stock items; receiving requests for returns, exchanges, or refunds; giving bin or shelf location of items; explaining

price changes; and checking identification cards or other authorization to purchase.

Participates in the following daily activities: DISPLAYS: Originates interior displays that will attract potential customers and selects individual store items for grouping and displaying with an eye to such things as pleasing and attractive arrangement; ease and convenience of customer selection; ease of restock; special preservation requirements; consumer preference; proper emphasis on new items, special offers, and sales or marked-down items. REPLENISHMENTS: Independently and/or with Manager, Assistant Manager, determines need for procuring stocks through agency channels and commercial local purchases involving the typical consideration of past experience, current quantities of stock on hand; and estimated future effect of such things as product advertising and promotion campaigns, special store sales, religious observances, seasonal, availability, and price, customer requests, weather, holidays; and in addition, the volume and variety of stock, perishability, and pricing problems. ACCOUNTING AND REPORTING: On assigned shifts or tour of duty is concerned with documenting routine cash and property accounting to reflect store activity, personnel and other costs, markup and surcharge information, and inventories.

Performs other related or incidental duties as assigned.

BWT #1 Grade 5

LA - Degree 3

MLC-RI-74

Real Property Appraiser

Performs relatively difficult and/or controversial appraising work involving a variety of problems in terms of size, complexity, diversity, lack of comparable data and/or valuation methods required. Uses comparison, capitalization, and summation for appraisal. Appraises varying types of properties consisting of agricultural properties, residential developments, projects or subdivisions involving a number of single and multiple unit dwellings, large and valuable commercial and/or industrial properties and other special purpose properties, and tracts of improved and unimproved land.

Determines the amount of loss and the value of property income. In connection with farm and commercial property considers such valuation factors as physical depreciation, economic and functional obsolescence, physical conditions, location and value of land, intended use, probable success of the farm or business, probable income from the farm, investment value, comparison with similar properties, type of architecture and adequacy of facilities. Compiles appraisal reports which sum up findings and give verifications, exhibits and reasoning used in reaching the appraised value given. Insures the reflection of property description, the specific nature of the right, title and interests to be appraised, including the nature of the easements and privileges, description of the property and interest

which is to be disposed of or acquired, and the amount of severance damages, if any.

Maintains contacts with U.S. Government officials and agencies, officials and representatives of the individual town or village offices as well as individual property owners. Testifies in land court as a government witness pertinent to appraisals accomplished. Provides technical assistance to lower grade appraisers on the more complex problems and solves difficult technical problems. Reviews reports of lower grade appraisers for completeness of information, validity of the application of basic principles, and accuracy of decisions.

Performs other related or incidental duties as assigned.

BWT #1 Grade 6

LA - Degree 3

MLC-RI-75

CHEMIST

Applies professional and scientific knowledge in performing a variety of standard analytical tests in connection with assignments involving routine investigations or limited phase of special non-routine projects.

1. Conducts search of literature as required, sets up equipment, calibrates and standardizes instrumentation materials and reagents; prepares samples for testings; conducts analytical investigations; follows specific instructions in new investigations; records test data; makes necessary calculations; plots graphs and prepares reports following investigations indicating objectives, methods and techniques used, data obtained, significance of result, conclusions and recommendations.
 2. Applies a knowledge of related sciences and mechanical techniques sufficient to examine substance by means of microscopic examination, physical measurements and mechanical tests.
- Performs other related or incidental duties as assigned.

BWT #1 Grade 6

LA - Degree 3

Cartographic Aid

Performs work involved in the collection, selection, computation, adjustment, processing and evaluation of data to be used in making of maps and charts; and the compilation, drafting, and editing of maps and charts. Work typical of this level includes: Performing routine computations; plotting control points; ruling projections and grids; picking and transferring center and pass points via stereoscope for slotted templet control procedures; assisting in the templet laydown; scribing color-separation drawings and positioning features from source maps of various scales; applying photorevision techniques; compiling and adjusting controls by extraction and interpolation; compiling routine features such as simple road system, sparsely populated areas and drainage systems; plotting soundings, etc.

Performs other related or incidental duties as assigned.

BWT #1 Grade 3

LA - Degree 1

Land Surveyor

Collects, analyzes, verifies and interprets data and information involved in the delineation of boundaries secured from field investigations or observations for the control and construction of maps, charts, or plats. Directs the compilation of land survey data topographical maps reflecting specific physical characteristics, computations and plot control; selecting, adjusting, evaluating and compiling map and chart detail. Recommends or independently performs research and analysis of information for the development or adaptation of new or revised methods, procedures, and techniques of surveying and map and chart construction and boundary delineation for various temporary and permanent installations. Compiles reports and submits recommendations for settlement.

Conducts field reconnaissance to determine interests involved and anticipated use conditions; interprets nature and location of features to be shown on maps, plats, or charts and the precise measurement of dimensions. Applies limited rectangular and mores and bounds systems as required. Conducts continual coordination of new and existing sources of obtaining mapping data and methods of accomplishment. Recommends adaptation of work practices to operational needs, particularly in regard to various methods of compilation which involves considerable complexity due to the inadequacy or state of source information which involves difficulty of

meeting accuracy requirements. Maintains person to person contacts with all concerned U.S. Government officials and agencies, Local Government officials and representatives of municipalities as well as individual property owners.

Performs other related or incidental duties as assigned.

BWT #1 Grade 5

LA - Degree 2

MLC-RI-79

Training Instructor (Appropriate Specialization)

Under close supervision of a higher grade employee, performs duties involved in conducting formal classroom and/or on-the-job training in appropriate subjects designed to develop and/or improve the skills of local national personnel, following well prepared and developed training materials, training devices and aids.

Participates in and assists higher grade employees in developing training materials, including course content, course outlines, visual aids and other matter needed to fit the requirements of the particular operation or organization.

Conducts and grades written, oral and/or practical examinations and maintains records of progress and accomplishment of training courses.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - 2

Training Instructor (Appropriate Specialization)

Serves as Training Instructor responsible for conducting formal training in academic, business, language and/or vocational subjects designed to develop and/or improve the skills of local national personnel. Through discussion with employee development officer, operating officials and employee groups, ascertains the requirement for and the level of training required. Adapts or develops training materials, including course content, course outlines, visual aids and other matter needed to fit the requirements of the particular operation or organization. Schedules and conducts formal class, following prepared course outlines. Lectures and gives practical demonstrations emphasizing theories, practices, and techniques involved in specific subject matter. Plans, conducts and grades written, oral and/or practical examinations. Maintains records of progress and accomplishment of training course, and analyzes and tabulates results and reports to the higher authorities.

Performs other related or incidental duties as assigned.

BWT #1 Grade 5

LA - Degree 2

Quality Assurance Specialist

Serves as trainee Quality Assurance Specialist performing work assignment selected to provide a practical understanding of quality assurance, programs policies, and objectives of quality assurance and furnish experience in the application of principles, procedures and work techniques to actual operating situations at contractor's work facilities.

Participates in performance of a variety of assignments requiring frequent modification of standard quality assurance methods, procedures and techniques to meet changing program needs. Assignments typically involve responsibility for planning and completing individual projects for items of limited complexity at contractor's plants requiring special testing or inspection. Assigned commodities encompass a variety of products, other than mechanical items, such as electrical, electronic, chemical, clothing, preservation and packing.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - Degree 2

MLC-RI-88

Cargo Specialist

Participates in supervising the activities of terminal workers engaged in the leading, unloading, and movement of incoming and outgoing cargo; makes rough estimates of workforce required for specific operations, and determines tentative work priority and procedures to meet workload demands; assures that all vehicles are properly loaded and secured for dispatch to destination; determines location of cargos, and performs other similar activities.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - Degree 2

MLC-RI-89

Cargo Superintendent

Plans, directs and coordinates the activities of movement, back-piling and outturn of all types of cargo in assigned pier, yard and warehouse. Directs and coordinates the activities of 80 to 150 workforce including crane operators, truck drivers, forklift operators and laborers engaged in the loading, unloading and movement of cargo to and from an assigned area. Determines and allocates location of cargo to be stored temporarily or cargo to be coming in, taking into consideration physical characteristics of cargo, space availability, and work priority. Estimates workforce and determines work priority and procedures to meet effectively workload demands. Assures that all vehicles are properly loaded and secured for dispatch to destination. Supervises the expeditious movement of perishable and reefer cargo between vessels and reefer plant to insure that such cargo is delivered in good condition, and insures safe handling of conventional and unconventional ammunition.

Performs other related or incidental duties as assigned.

BWT #1 Grade 5

LA - Degree 2

MLC-RI-93

Printing Specialist

Reviews and analyzes proposed publications for essentiality, format, economical production, efficiency in use, and conformance to existing regulations and standards. Provides assistance to activities in the planning, preparation, production, and distribution of publication. Prepares detailed specifications for the printing of publications. Reviews and analyzes activity forms for consolidating, eliminating, and/or standardizing. Is responsible for planning (including jacket writing), scheduling, and pricing all printing production. Maintains such controls as is necessary to ensure that schedules are adhered to. Works closely with production supervisor on problems affecting printing specifications, planning, scheduling, and job progress. Meets and deals with customers to assure most economical and timely publishing and printing.

Performs other related or incidental duties as assigned.

BWT #1 Grade 5

LA - Degree 3

MLC-RI-95

Television Production Specialist

Serving as Television Production Specialist, performs work involved in (1) producing filmed information, education and entertainment programs and promotional features for television presentation and (2) editing and preparing unit films for telecasting.

Creates television productions which are used for educational, entertainment, and project/program promotional purposes. Assembles filmed segments, screens and selects footage most suitable in consideration of script furnished and/or from standpoint of subjects to be covered. Obtains appropriate title cards, illustrations, music and sound effects pertinent to program objectives. Edits, arranges and builds selected film footage into finished motion picture, in the sequence to fit most nearly the script, to make use of what is available or individually produces necessary footage. Studies and recommends changes, deletions, or additions to the script furnished, and changes in sequence, time, and emphasis in order to improve its information or educational effectiveness, exercising both a knowledge of the artistic and creative aspects of motion picture production and a knowledge of the technical quality of exposed film footage. Produces animated photography. Plans and produces features. Serves as Production Assistant to the Director of TV Production, furnishing ideas on matters related to television production.

BWT #1 Grade 6

LA - 3

Household Goods Shipment Inspector

Performs the inspection of activities relative to the shipping, receiving, and storing of household goods, baggage and personal effects to insure compliance by commercial contractor personnel with packaging, packing, crating, loading, weighing, workmanship, and other procedures and specifications. Visits sites where packing, crating, loading, unloading and storing is in process to inspect preparation of household goods for domestic or overseas shipment or for storage and to prepare required reports and other documents pertaining to such operations. Inspects van and packing material for cleanliness. Insures that (1) proper type and size of container is used for each type of item such as nontarnish tissue, corrugated cardboard, and waterproof barrier materials; (2) all items are packed to provide adequate cushioning but are not over packed; (3) packing methods and techniques conform to established specifications, etc. Insures preparation of complete inventory with specific descriptions of any existing damages. Observes van loading operations to insure that adequate pads and covers are used to protect household goods. Checks containers for specified markings and insures that gross, tare, and net weights are accurate. Rejects work not meeting specification.

Advises owner of household goods of services he can expect from carrier and of government rules and regulations regarding type of items that are authorized for shipment.

Prepares quality of carriers performance report on shipments inspected, indicating whether or not specifications and other instructions are complied with. Lists discrepancies noted on the report. Reports serious contract and tender violation to supervisor immediately upon discovery. Prepares necessary documents; mails to appropriate station and disbursing officer.

Performs other duties as assigned.

BWT #2 Grade 5

LA - 2

Film Library Assistant

Receives telephoned or written requests for films and projectors from various organizations. Recommends appropriate films based on the purposes of presentation. Suggests substitutes for requested films by explaining the subjects and contents of films. Films include subjects connected with ground safety, personnel management, sanitation, sports activities, first aid, etc. Obtains and checks name and organization of requestees, number and nature of films and projectors needed, etc.; issues films and projectors only to authorized and qualified personnel, obtaining signature on hand receipts. If requested films and projectors are reserved, checks reserving organizations for possibility of changing reservation with the view of obtaining maximum utilizations. Makes reservations as requested, obtaining data needed, name, organization, etc. Assists requestees in the preparation of the request for issuance of classified films. Checks returned films and projectors for any damage; splices them.

Plans, schedules and conducts training for film projector operators. Trains projector operators in the effective presentation of the pictures, proper handling and operation of projectors, care and maintenance of equipment, etc. Issues projector operator license to qualified operators. Briefs borrowers on the proper handling and operation of film projectors.

Operates projectors to preview films as requested by borrowers.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - 2

Fuel Distribution System Mechanic

Under general supervision, performs work involved in the installation, maintenance and repair of a variety of fuel distribution system parts and components. Performs maintenance inspection and repair; checks manifold, ventilation in pumps and separators, grounding of storage tanks and lines; checks tank plates and lines for leaks or corrosion; checks pump motors and related equipment for overheating, excessive vibrations, unusual noises, etc.

Participates in the installation, maintenance, and repair of storage tanks and components (above and below ground). Cleans fuel storage tanks, necessitating the use of a variety of specialized and safety tools and equipment. Assists in the installation, maintenance, and repair of pipelines, both above and underground. Installs pumps and performs overhaul, maintenance, and repair activities on equipment and facilities in the aircraft fuel pumping stations. Aligns pump unit to section and discharge piping connections, examines shafts for proper alignment, and connects the necessary lines and fixtures as prescribed by blueprints and sketches. Disassembles and installs new shafts, impellers, bearings, gears, etc., when overhauling pumps. Insures proper synchronization of all electrical controls and is constantly alert for conditions detrimental to safety and to operation of equipment ventilation and drainage, leaks, pressure surges, etc. Performs installation, maintenance, and repair of truck fill stands and hydrant refuel

ing pits and pipe connections from main supply storage tanks. Insures proper functioning of dispensing arms, automatic shutoff valves, nozzles, strainers, pressure and air reliefs, etc; replaces micronic filter coalescing media. Maintains, repairs, and aligns, and/or adjusts metameter-telemeters, transmitters, and receivers used in remote measurement, automatic control and recording of fuel flow through lines. Assures color band identification markings for all petroleum products on tanks, pipes, valves, pumps dispensing units, etc., in accordance with prescribed procedures.

Performs other duties as assigned.

BWT #2 Grade 7

LA - None

Parachute Packer and Repairer

Performs work involved in the unpacking, visual and physical examination, repair, and repacking of various types of cargo and personnel parachutes. Replaces canopies, canopy gores, suspension lines, risors, harness, pack tray, deployment bags and accessories. Improves parachutes by modification of the canopies. Removes and replaces damaged sections and makes repairs requiring skill in hand and machine sewing.

(Applies thorough knowledge of parachute construction and types of material used. Repacks parachutes in accordance with established procedures and techniques.

BWT #2 Grade 6

LA - None

Parachute Packing and Repair Inspector

Performs tasks involved in the in-process and final inspection of various types of cargo and personnel parachutes which have been unpacked repaired and repacked. Ensures repair or modification work accomplished in the shop meets established standards and specifications and that parachutes have been properly repacked. Performs incidental clerical work related to inspection tasks.

(Participates in the unpacking, examination, repair and repacking of cargo and personnel parachutes. Replaces canopies, canopy gores, suspension lines, risors, harness and pack trays. Removes and replaces damaged sections and makes repairs requiring skill in hand and machine sewing. Applies thorough knowledge of parachute constructions and types of materials used. Repacks parachutes in accordance with established procedures and techniques.

BWT #2 Grade 7

LA - Degree 1

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Roads and Grounds Worker

Performs duties involved in construction, maintenance and repair of roads and grounds area. Cuts out underbrush, places logs or poles in swampy places in road, and excavates ground to smooth the grade of the road. Spreads gravel and other materials to prepare rough roadbeds for construction, maintenance and/or repair work. Mixes cement with other materials with a shovel, and assists cement and/or asphalt mixer operator. Carries mixed materials to spread over the roads in order to make road surface smooth. Loads and/or unloads rocks, gravel, sand, cement and other materials into and from trucks. Mows grass with powered lawn mower. Plants, transplants, removes trees, flowers, shrubs, vines, etc. Fertilizes, limes, and irrigates soil for planting or seeding. Trims and/or prunes trees, shrubs and hedges. Performs operator maintenance of powered lawn mowers and maintains operational records.

Works under the general supervision of a foreman receiving initial assignments and proceeding according to verbal instructions and approved procedures. Requires heavy lifting, bending, climbing and exposure to weather extremes. Subject to falls from 20 to 30 feet, injury from powered equipment, and dust and dirt.

Performs other related or incidental duties as assigned.

BWT #2 Grade 3

LA - None

Preventive Maintenance Worker

Performs regular preventive maintenance inspection and repair of buildings and structures, requiring a knowledge of the plumbing, carpentry, painting and electrical trades pertaining to general inspection and maintenance tasks at the building site.

Inspects electrical systems and components for short circuits, damaged or worn fixtures and wiring; traces short circuits; corrects malfunction by replacing fixtures, insulating wires or replacing defective wires. Repairs damaged or worn conduit, wiring, switches, sockets, bulbs, fluorescent fixtures, starters, tubes and outlets by splicing breaks, replacing fixtures. Checks distribution panels for broken and burned fuses, over allowable capacity fuses and unauthorized circuit jumpers. Replaces defective switches and fuses.

Inspects for discolorations in ceilings which indicate leakage; framing members for insect and rodent infestation, dry or wet rot, mold deteriorations, broken or split members; roof inspections for wind damage.

Performs repair of the discrepancies noted such as rehanging doors, removing and replacing deteriorated members; trims sticking door and windows; removes and replaces broken, split or rotted structural members; replaces faulty door locks, replaces broken or cracked glass using putty and glazier's points, etc. Removes and replaces loose and worn floor tile.

Inspects interior plumbing fixtures, fittings and pipes for defective parts or connections; repairs defective water service by loosening, tightening or adjusting valves, replacing damaged parts or pipe sections.

Repairs or replaces defective hose bibcocks, faucets, mixing valves, cut-off valves, shower heads, flush valves, lavatory and bathroom fixtures, strainers, floor drains, etc.

Inspects buildings and structure for deterioration of painted surfaces. Mixes and blends paints, applies paint to interior surfaces; paints window frames, doors, walls, trim, steps, other surfaces of buildings and structures which have been repaired and replaced with new materials.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

IHA-RI-8

Mobile Industrial Equipment Operator

Operates light mobile industrial equipment with various attachments.

Typical equipment operated includes four-wheel tractors, road sweeping machine, light roadrollers, tractor with side bar cutters, case tractors, etc.

Selects and couples proper attachments with tractors such as gang mowers, harrows, road sweeping brushes or magnet, etc., based on the nature and type of work to be accomplished. Performs operators's maintenance on both equipment and attachments used in accordance with established rules and procedures.

Performs other related or incidental duties as assigned.

Appropriate licensing requirements must be met.

BWT #2 Grade 5

LA - None

IHA-RI-9.

Heavy Duty Equipment Operator

Operates such earth moving and construction equipment as bulldozer, roadgrader, road roller, scraper, conveyor, earth hauler, ditching machine, etc., for construction, maintenance, repair and modification of various roads and grounds projects. Operates equipment over work area controlling both speed and direction of basic vehicle and adjusting and operating various working attachments, such as bulldozer blades, grader blades, scarifiers, scoops, and digging and loading bucket chains and rollers.

Adjusts level and angle of blades and other attachments, weights rollers by addition of water, and adjusts depth of cut of various attachments in accordance with nature of work to be performed, efficiency of operations, and safe working capacity of equipment. Controls equipment carefully in anticipation of striking large rock masses or other major obstructions and to follow reference lines. Performs operators maintenance on assigned equipment. Refuels, adds oil as necessary, lubricates moving parts, replaces minor parts, and inspects equipment for signs of wear and damage.

Receives general direction from motor pool foreman, daily work assignments from dispatcher, and work directions from roads and grounds foreman. Requires close hand and eye coordination, and includes physical exertion in servicing heavy duty equipment.

Appropriate licensing requirements must be met.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - None

IHA-RI-11

Small Engine Mechanic

Performs the full range of field level of overhaul and repair work on gasoline-powered inboard/outboard motors, motor accessories, power transmission systems, and other parts of motors. Makes inspection on motors as received in order to determine extent and nature of repair. Disassembles motors of various types and capacities. Repairs and adjusts such component groups as electric starter, carburetor, magnets, distributor, power head, lower unit, gearcase, stern bracket, crankshaft, exhaust tube/cover, and fuel and tank cover, cleaning, repairing, adjusting, or replacing defective parts. Reassembles motors. Makes operation test in the shop prior to installation on boat and makes final test subsequent to installation. Performs body and painting work, repairing leakage and painting body and motor. Performs preventive maintenance work on all boats, trailers, and equipment which occasionally requires minor electric/acetylene welding work. Performs work involved in fiberglass as workload requires.

Performs other related or incidental duties as assigned.

BWT #2 Grade 6

LA - Degree 0

IHA-RI-14

Assistant Beautician

Assists Beautician in providing beauty services for patrons of beauty parlors. Cleans, shapes, polishes, and files finger nails of customers, sets hair according to instructions and shampoos hair. Cleans equipment and other miscellaneous things being used at the beauty parlor.

Performs other related or incidental duties as assigned.

BWT #2 Grade 4

LA - None

IHA-RI-15

SCUBA Equipment Repairer

Receives day-to-day work request from various activities. Independently plans and performs repair work of equipment. Overhauls SCUBS's in order to determine defects, malfunctions, and nature of repair. Disassembles SCUBA's and accessories/components thereto such as Aqua-Masters, Mistral Regulators, Jet Air Regulators, DA Regulators, Calypso Regulators, Hydro-Lung Supreme Regulators, Constant Air Reserves Valve, etc. Cleans, repairs, adjusts or replaces defected parts in reassembling the equipment. Makes final operating tests upon completion of the work. Uses various types of repair tools such as wrenches, vise, electric powered grinder, reserve bonnet, circlip pliers, etc., in performance of work assigned. Advises supervisor of requisition of parts to be used in the shop.

Performs other related or incidental duties as assigned.

BWT #2 Grade 5

LA - Degree 0

Motor Boat Operator

Operates recreational boat to transport personnel for offshore fishing. Checks and refills oil, gasoline, etc., as necessary. Provides instructions pertaining to offshore fishing as necessary, recommending proper selection of fishing gears. Starts engine to ensure good operating condition prior to leaving the shore, making various adjustments as necessary. Ensures that life saving equipment and other necessary items are on board. Performs minor repair and maintenance work on engines and bodies of various types of watercraft and subsidiary/supporting equipment thereto, and boating facility and boat deck equipment. Cleans and/or replaces malfunctioning parts, removes old paint and rust from interior and exterior surface of boats and other equipment, subsequently repainting same by use of premixed material and handtools, and relines fiberglass on damaged part of boat applying skills and techniques, and procedures of the trade.

Performs other related or incidental duties as assigned.

BWT #2 Grade 7

LA - Degree 1

Vehicle Inspector

Inspects all types of locally operated motor vehicles from two-wheels upto heavy equipment required to have a vehicle decal in accordance with established policies.

Performs vehicle inspection related to foot brakes, parking brakes, steering and suspension, wheel alignment, headlights (high and low-beams), directional signals, exhaust systems, windshield and glass, horn, mirrors, windshield wipers, body in accordance with inspection standards. Notes defects or deficiencies, and recommends acceptance or rejection to supervisor for proper actions. Completes proper documents such as Vehicle Safety Check List for forwarding to appropriate inspection officer.

Performs other related or incidental duties as assigned.

BWT #2 Grade 4

LA - 1

Guard

Under supervision of a US military or Japanese supervisor performs any one or more of a variety of guard duties at a USFJ facility either on a regular or rotating duty shift. Duties involved require completion of appropriate training in use of certain small arms (revolvers, shotguns, carbines) and as required, the carrying of such arms while assigned to certain duty stations.

Stands guard at designated entrance/exit gates and controls traffic of military and civilian personnel and vehicles entering and leaving USFJ facilities. Checks such documents as personnel badges and passes; property removal authorizations granting or denying entrance or exit as indicated. Ascertain destination of visitors as required, makes appropriate telephone clearances and provides instructions for reaching organizations and personnel. Issues visitors permits after obtaining clearance from individual or organization involved. As required maintain logs and other records to identify persons, vehicles and property entering or leaving the facility and may be required to check personnel, parcels or vehicles to prevent unauthorized removal of property. Patrols assigned areas at such facilities as airfields, depots, shipyards etc., involving such work sites as buildings, billets, housing areas, shops, storage and other operational areas to guard against unauthorized entry and to detect such conditions as fire, unlocked entryways, equipment left in operation and other similar disorders. Apprehends unauthorized visitors; takes appropriate minor corrective action or reports other incidents to superior for instructions and awaits arrival of proper personnel to correct the irregularity detected. Makes appropriate written

and oral reports to establish required official records of incidents encountered.

Duties require understanding of and ability to follow routine security procedures in which instruction is supplied periodically.

Performs other related or incidental duties as assigned.

BWT #3 Grade 1

LA - Degree 1

Illustrator

Performs illustration duties which are limited to copying or coloring functions that involve little artistic ability. Copies, inks, letters, and colors maps, posters, photographs, and other materials which have already been designed and instructed by a higher grade illustrator, for publication and/or exhibition.

Performs other related or incidental duties as assigned.

BWT #1 Grade 3

LA - None

Purchasing Agent

Performs work related to the purchasing of supply items or equipment from a number of interdepartmental or commercial sources which are authorized and pre-determined. Work involves simplified purchase procedures such as Petty Cash (Imprest Fund), Order-Invoice-Voucher, Blanket Purchase Agreements, and Unpriced Purchase Orders. The items requested are wellknown; they are readily available; and in most cases procurable from numerous sources of supply; and the area of supply sources is considered local.

Reviews purchase requests and determines the adequacy of the terms and conditions contained in the purchase request together with the explicitness of the pertinent specifications, discussing with personnel of the technical or requisitioning units the clarification of any pertinent problems and conditions.

Contacts the local suppliers or vendors, usually by telephone but occasionally by personal visit, to obtain quotations as to price, time of delivery, and discounts; determines the most advantageous offer in accordance with instructions; and prepares a purchase order to effect the purchase, as necessary.

Reviews and considers requests received from vendors, contractors, purchasing agents, or requisitioning officials for the modification or adjustment of previously completed procurement documents such as purchase orders, contracts, etc. Additional responsibilities at this level include the drafting of formal changes, modifications, or adjustment; informing the vendor, contractor, requisitioning officials, and other of the action taken on the requests for changes; and advising contractors and vendors of the scope and

limits of the provisions and stipulations of the procurement documents.

Performs other related or incidental duties as assigned.

BWT #1 Grade 4

LA - Degree 2

IHA-RI-25

Recreation Assistant (Appropriate Specialization)

Assists higher grade recreation specialist or hobbycraft instructor in the day-to-day activities of carrying on various hobbycraft and recreation programs. Maintains hobbycraft or recreation facilities and equipment, issuing various equipment and gears, and keeping issue records. Instructs customers and participants in proper handling of equipment and proper use of facilities. Explains related rules and regulations for proper behavior and action in unexpected incidents or circumstances. Performs minor repair work on recreation equipment and facilities by use of various hand and powered tools, referring major repairs needed and unusual circumstances to supervisors. Gives out such information as program schedules, facilities available for specific activities, etc., as requested by customers. May assist sales clerk in selling various electrical equipment and accessories, testing and assuring proper functioning of items sold. May perform routine clerical and cash collecting duties incidental to issuing or selling recreation or hobbycraft equipment and material.

Performs other related or incidental duties as assigned.

BWT #1 Grade 3

LA - Degree 2

Tape Recording Technician

Records the speaker's voice in tape with a recording machine, operates a recording machine and regulates volume by turning control dials. Advises participants involved with recording on such matters as recording methods, procedures, and so forth. Mixes and assembles voices, sound-effects and/or natural sounds, and music in tapes in accordance with scenarios for making of news or dramas. Records imitation-sound originated and natural sound when available. Selects music among the records kept in the section by considering the effectiveness of dramas.

Performs other related or incidental duties as assigned.

BWT #1 Grade 3

LA - Degree 2

Construction Inspector

Inspects construction, repair, modification or alteration accomplished by contractors on real estate facilities at USFJ installations. Performs following duties: Reviews work schedule prepared by contractors for feasibility, and recommends contractors revision when necessary. Orients contractor's personnel on safe working procedures and other special requirements. Observes and checks work performed by crafts and trade personnel prior to and during work to assure adherence to approved workmanship, specification and drawings furnished by USFJ. Checks materials furnished by contractors to insure that their make, grade, quality, condition and quantity comply with requirements in contract. Conducts temperature test, colormetric test, concrete control test, slump tests, etc. Requests contractors to stop and refinish the work to correct discrepancies. Recommends changes in specifications, plans and/or designs when inspection needed changes before and during the construction. Conducts final inspection and recommends acceptance or non-acceptance of completed projects. Maintains records of inspections indicating job progress or other brief records of daily activities. Estimates the percentage of completion of construction projects. Prepares necessary reports after completion of project.

Performs other related or incidental duties as assigned.

BWT #1 Grade 5

LA - Degree 2

Service Station Manager

Serves as a full Assistant to Service Station Manager, who is responsible for the operation of one (1) or more service station (s) generating an average monthly gross sales volume (including labor) as set forth below:

<u>Job No.</u>	<u>Sales Volume</u>	<u>BWT</u>	<u>Grade</u>	<u>LA Degree</u>
IHA -	\$ 7,501 - \$25,000.	1	3	2
IHA -	\$25,001 - \$60,000.	1	4	2
IHA -	\$60,001 - Over	1	5	2

Typical duties: (1) Directing and coordinating the operation of all phases of one or more activities primarily engaged in the selling of gasoline, kerosene, diesel oil, accessories, and services such as lubrication, car washing and polishing, minor repairs and installation of accessories; (2) Requisitioning and/or procuring gasoline, fuel, oil, lubricants, accessories, supplies, tools and equipment utilized; (3) Insuring the proper handling and safeguarding of cash, fixed asset, supply and merchandise inventory; (4) Supervising or performing the preparation and maintenance of a variety of reports, records, and budgets for cash, fixed asset, supply and merchandise inventory and personnel; (5) Preparing bank deposit slips indicating amount of checks, cash, etc., and personally depositing sales receipts daily at the local US Military banking facility, or turning-in cash receipts to an authorized courier dispatched from the parent exchange for consolidation and deposit by the Exchange Cashier; (6) Resolving customer complaints in line with exchange

policy; (7) Planning, scheduling and directing on-the-job training for the improvement of subordinate employees; and (8) Insuring compliance with all fire, safety and security regulations.

Performs other related or incidental duties as assigned.

Trades Intermediate

As an intermediate level worker (Subjourneyman), performs duties similar to those of Journeyman worker except that supervision is closer and new or more difficult duties are eliminated from the job or performed under immediate instructional supervision. Works with a higher grade employee, performing the full range of trade tasks from the helper level up to and including some tasks normally performed independently at the Journeyman level.

Work assignments and instructions are received in the form of detailed work orders or verbal instructions which include specific procedures to be followed. Close guidance is not normally given during work performance, but work is spot checked during progress and is closely inspected upon completion for compliance with instruction and adherence to established practices and standards. Supervisor or other higher grade worker is available to help and advise on any problems encountered. Advanced assignments requiring progressively greater skill are carried out under instructional guidance and supervision.

The title for intermediate level jobs will be the same as that of the Journeyman of the trade which describes the work performed with the word "Intermediate" as the suffix. Examples: Pipefitter Intermediate, Welder Intermediate, Sheetmetal Worker Intermediate, Instrument Repairer Intermediate. The occupations of intermediate level jobs covered by this standard are as follows:

Slot Machine Repairer
Blowing Machine Repairer
Automotive Mechanic

Aircraft Piston Engine Mechanic

Removes engines from aircraft wing by use of hoist. Removes accessories and equipment from engine such as exhaust pipe, starter, generator, hydraulic pump and carburetor. Disconnects hydraulic pump, carburetor, tachometer, etc. Disconnects electrical, fuel, oil, hydraulic lines and pipes and other cables from engine. Disassembles aircraft piston engines into main sections by removing accessory cases and fittings. Disassembles main sections into subassemblies and component parts. Visually or with precision instruments, examines piston engine assemblies, accessories, and parts for wear and cracks, tolerance, corrosion and cleanliness. Checks fuel lines and other system for leaks and malfunctions by applying air pressure. Examines auxiliary systems and components of engine for proper condition and functions. Troubleshoots engines and determines causes of malfunctions.

Replaces defective assemblies and parts with new ones, and tightens loose nuts and bolts. Adjusts cylinders and push-rod valves. Removes and replaces or repairs defective pipes or lines. Makes necessary minor repairs and adjustments as necessary. Installs exhaust pipes, starters, pumps and other assemblies to new basic engines by attaching support clips and inserting bushings, spacers, pins and seals. Tightens nuts and fittings. Installs engine mounting fittings on engine before installation. Lifts engine by use of hoist and places in aircraft. Connects various lines and cables between engine and fuselage. Checks fuel and oil lines and other systems

for leakage and malfunctions. Performs periodic inspection of aircraft engines as directed.

Works under the supervision of the unit chief or working leader, receiving work assignments and following special work instructions and technical orders. Exposed to extremely loud noises in testing of engines. Subject to scratches and abrasions in disassembly and buildup of engines.

Performs other related or incidental duties as assigned.

BWT #2 Grade 7

IA - None

Tokyo, August 30, 1971.

Dear Mr. Schmitz:

Attached herein is a request from the Prime Minister's Office for some information concerning Category IV employees of U.S. Forces in Okinawa. Could you relay this to the U.S. authorities concerned in Okinawa.

I would like to add that the same material has already been requested orally to the U.S. authorities concerned in Okinawa by the DFAA when it conducted its survey on labor in April.

I would be very grateful for your cooperation in this matter.

Sincerely,

Ryozo Kato
First North America Division,
American Affairs Bureau,
Ministry of Foreign Affairs.

Mr. Charles A. Schmitz,
Embassy of the United States of America,
Tokyo.