U.S. Department of Transportation

United States Coast Guard

Commandant
United States *Coast* Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-PCV-4
Phone: (202) 267-1705

COMDTINST M12510.6C
OCT 17 1995

COMMANDANT INSTRUCTION M12510.6C

Subj: CG POSITION CLASSIFICATION MANUAL

1. **PURPOSE**. This manual provides guidance for personnelists, managers, and employees on classifying General Schedule (GS) and Federal Wage System (FWS) positions.

2. **ACTION**. Area and District commanders, Commanders Maintenance and Logistics commands, Commanding Officers of Headquarters units, and Chiefs of offices and special staff divisions at Headquarters shall comply with this Instruction's provisions.

3. **DIRECTIVES AFFECTED**. COMDTINST M12510.6B is cancelled.

4. **BACKGROUND**. Based on National Performance Review recommendations, this manual decreases the administrative burdens of classifying jobs by revising required formats for position descriptions and evaluation statements and abolishes unnecessary requirements. This manual retains those legal responsibilities outlined in U. S. Title 5, e.g., (delegating classification authorities and appeal procedures) and updates career ladders for civilian personnel.

W. P. PENNELL
Chief, Office of Personnel

DISTRIBUTION - SDL No. 133

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		8	10*		1	10		2	3	2	5	2	2	4	2	1		2	2	1	1	1	2	1		
C	2	*		2	1	-			1		3	1	3													
D											1												1			
E															1											
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: B:c MLCPAC, MLCLANT (16 extra); C:b Port Angeles and Sitka only (1)

TABLE OF CONTENTS

Chapter 1 - General Provisions

A. Coverage.....1-1

B. Authorities.....1-1

C. Responsibilities.....1-1

D. Coast Guard Career Ladders.....1-3

Chapter 2 - Position Classification

A. General.....2-1

B. Position Description Content.....2-1

C. Evaluation Statements.....2-3

Chapter 3 - Classification Appeals

A. Coverage.....3-1

B. Civilian Personnel Office Review.....3-1

C. Appealable/Non-Appealable Items.....3-1

D. Retroactive Classification Benefits.....3-1

E. Employee Representative.....3-2

F. Contents of an Appeal.....3-2

G. Appeal Processing.....3-3

H. Cancelling Appeals.....3-4

I. Effect of Appeal Decision.....3-4

J. Mandatory General Schedule Appeal Referrals.....3-4

Encl: (1) Career Ladders

CHAPTER 1. GENERAL PROVISIONS

A. Coverage. This manual includes all General Schedule (GS) and Federal Wage System (FWS) positions.

1. Objectives. The primary objectives of the Federal classification plan are:

   a. To identify positions with appropriate qualifying standards;

   b. To ensure equal pay for substantially equal work; and

   c. To ensure variations in basic pay ranges for different employees are proportional to substantial differences in the difficulty, responsibility, and qualifications of the work performed.

2. Exceptions. Currently, continuing exceptions are Academy Faculty and Executive Level positions, ferryboat officers and crews, lighthouse keepers and lamplighters, and nonappropriated fund employees.

B. Authorities - The Office of Personnel Management (OPM). OPM has final authority over determining position coverage or exclusion under the systems, position classification standards, and system administration.

C. Responsibilities. Commandant Instruction 12250.1 (series), Delegation of Civilian Personnel Authorities, delegates personnel management authority with the intention of exercising them only on the advice of qualified civilian personnel specialists. Civilian personnel specialists who are delegated this specific function will classify positions.

1. Personnel offices and specialists delegated classification authority are responsible for:

   a. Evaluating positions and wage jobs to determine authorized title, series, and grade;

   b. Advising supervisors in developing position and job descriptions and assisting where necessary;

   c. Specifying the format used to write position and job descriptions;

   d. Interpreting position classification and job grading standards and criteria in the classification process as requested by employees or supervisors;

e. Assisting managers in the classification determinations they make as part of advisory boards, subject matter panels, or delegated classification authorities;

f. Reviewing current position descriptions and classifications with supervisors to ensure accuracy; and

g. Advising managers and supervisors on position management concepts such as exercising grade control, restructuring jobs, and optimally using skills.

2. Supervisors are responsible for:

a. Developing organizations, planning and assigning work to individual positions within personnel and funding limitations;

b. Reviewing and approving official position descriptions on an ongoing basis to ensure accuracy and currency;

c. Ensuring that employees fully understand the duties, responsibilities, and other factors in their job descriptions;

d. Participating in and exercising classification authority as part of an advisory board, subject matter panel, or delegated classification authority;

e. Providing recurring funds to cover upgrading costs, except for upgrades due to: (1) classification appeals; (2) new classification standards; and (3) authorized occupational reviews; and

f. The supervisor of the unit under A-76 review shall contact the civilian personnel office to obtain a determination of the pay plan, title, series, and grade of all positions in the study as well as the proposed support structure if the function is contracted out.

3. Employees are responsible for:

a. Ensuring they understand the intent and content of their assigned duties and responsibilities; and

b. Participating in a periodic review with the supervisor to verify the accuracy of the position description.

D. Coast Guard Career Ladders. Due to the large number of Occupational Reviews which have been conducted, career ladders for Coast Guard occupational series are provided in enclosure (1). A given occupational series may indicate multiple career ladders such as 11/12, which reflects that an incumbent may progress to either the 11 or 12 grade level in that occupation. Exceptions to these career ladders may reflect unique local operating circumstances. The career ladders will be updated in the future as occupational reviews are concluded or on a personnel office request.

CHAPTER 2. POSITION CLASSIFICATION

A. General. Classifying a position is based on the type and difficulty of the duties, responsibilities, skills requirements, and degree of supervision exercised over and by the incumbent.

1. Preparation. Position descriptions may be prepared by:

   a. Supervisors or other program officials familiar with the work and relationships to other positions; or

   b. Personnel specialists, who may assist supervisors based on their knowledge and information about the work.

2. Approval. The supervisor is responsible for the final approval of the document and must attest to its accuracy.

B. Position Description Content.

1. Required Format. All positions require a completed Optional Form (OF-8). White-collar positions are developed using the format specified in the applicable grade level standard. Blue-collar positions use the Federal Wage System format.

2. Standard of Adequacy. A position description is adequate if the principal duties, responsibilities, supervisory relationships, and other factors it describes, provide enough information to classify a position under these conditions:

   a. A person who is familiar with the occupational fields and pertinent classification standards reads it; and

   b. It contains current information on the organization, functions, programs, and procedures.

3. Supervisory Certification Statement. The supervisory certification statement in Block 20a of the OF-8 must be signed by the immediate supervisor. The higher level supervisor's signature in Block 20b is optional.

4. Supervisory Positions. Supervisory position descriptions must describe assigned administrative or management duties and responsibilities in addition to any technical or program management functions. The descriptions must contain a statement of responsibility to ensure the effective administration of an organization's Equal Employment Opportunity (EEO) Program under his or her supervision.

5. Collateral Duties of Employees Involved in the EEO Program. The position description must document collateral EEO duties and responsibilities. The collateral duty statements must be used to identify EEO Counselor and Special Emphasis Program (Federal Women, Hispanic) Coordinator collateral duties occupying less than 25 percent of time.

6. Amendments. When the duties, responsibilities, or working relationships of an existing position have changed, but not extensively enough to effect the position classification, the supervisor can amend the position description. The supervisor and personnel specialist must sign an amendment, which when classified, becomes a part of the official position description.

7. Statements of Difference. Where a complete position description and evaluation statement are prepared for the full performance level in a career ladder position, and the intermediate grade level in the position's career ladder progression is identified, a statement of difference may be used in lieu of a complete position description for the intermediate grade level.

8. Position Sensitivity and Risk Level Designation. Supervisors and managers are required to determine the initial position risk level. They should send recommendations for an initial designation or changes to a sensitive position with, a copy of the position description, to the Personnel Security Officer, Commandant (G-OIS-2), for a final determination. The personnel office shall maintain a listing of approved sensitivity and risk level designations.

9. Drug Testing Designation. A coverage determination will be made on all positions for the drug testing program. The remarks section of the OF-8 must be annotated with one of these comments: (1) Category I position (subject to random drug testing procedures); or (2) Category II position (not

subject to random drug testing procedures). DOT order 3910.(Series), "DOT Drug Free Departmental Workplace," contains a list of Category I positions. Commandant (G-PCV) must agree to include or exclude positions from either Category I or Category II. In requesting this concurrence, drug testing program officials must provide a justifying statement clearly describing why the job is safety/security critical and specifying the likely adverse consequences if an incumbent were to use illegal drugs.

10. Drug and Alcohol Testing Designation. All positions requiring a commercial driver's license (CDL), as designated by the Drug and Alcohol program coordinator, are subject to the Drug and Alcohol testing program. The Optional Form 8 (OF-8) remarks section must indicate: (1) Category I position (subject to random drug and alcohol procedures); and (2) Incumbent must possess a valid commercial driver's license.

C. Evaluation Statements. A written evaluation statement analyzes the duties and responsibilities and compares them to classification criteria. The personnel specialist prepares and signs the evaluation statement. Except for a classification appeal, which requires an evaluation statement, the servicing personnel office may decide the need for a written evaluation statement. Typical situations which may warrant developing a written evaluation statement include: positions having no published standards; supervisory positions; General Schedule positions reflecting an accretion of duties; mixed positions (representing two or more different duties classifiable to different grade levels); the full performance level in a career ladder position; non-standard position descriptions GS-12 and above;, positions that do not meet the grade level management requests; positions classified using the Primary Standard; those classified by extrapolation; and, Federal Wage System jobs at or above the journeyman level.

1. General Information. Prepared evaluation statements should contain this information.

a. Position Identification. The title, series, grade, organizational designation, and geographical location (city and state).

b. Nature of the Action. Whether the action upgrades, redescribes at same grade, creates a new position, converts to a different pay plan, etc.

c. Background. Identify previous

position description and/or amendments, addition of functions causing position redescription, or any information that might assist in evaluating the position.

d. Evaluation Statement. Give the basis for:

(1) Selecting and assigning the series.

(2) Determining grade level, for example:

(a) Skill and knowledge;

(b) Supervisory controls;

(c) Work complexity; and/or

(d) Physical effort.

2. Supervisory Positions. A personnel specialist must evaluate General Schedule and Federal Wage supervisory positions using the factors outlined in their respective standards. A form evaluation may be used if it addresses all relevant issues.

CHAPTER 3. CLASSIFICATION APPEALS

A. Coverage. This appeal procedure covers these positions.

1. General Schedule. Commandant (G-PCV) adjudicates and decides classification appeals. Further appeals from Commandant (G-PCV) adjudications must go to OPM for General Schedule and Federal Wage Schedule positions. By appealing directly to OPM, an employee waives the right to appeal the same classification decision in the Coast Guard.

2. Administrative Law Judges and positions classified by or at the direction of OPM must appeal directly to OPM.

3. Federal Wage System. A Federal Wage System employee must appeal first to the Coast Guard. The employee may file an appeal with OPM after receiving the Coast Guard's decision within 15 calendar days.

B. Civilian Personnel Office Review. The civilian personnel office must review all appeal requests to ensure classification actions, which they may implement, are addressed at the operating personnel office level rather than unnecessarily referred for appeal adjudication. After the civilian personnel office review, the employee may appeal any further classification issues.

C. Appealable/Non-Appealable Items. An employee has the right to appeal the classification of his or her position description. However, these actions are not subject to appeal: including or excluding of a major duty; classifying a position which is not the employee's permanent position of record; classifying a position by comparing it to other positions; or the rate of pay or propriety of a wage schedule for Federal Wage System employees.

D. Retroactive Classification Benefits. Promptly filing an appeal may allow retroactive classification benefits in cases of wrongful demotion. An appeal decision which wholly or partly reverses a classification that results in losing grade or pay may apply retroactively if the employee:

1. Files the initial appeal with the appropriate office within 15 calendar days after the effective date of the action taken by Coast Guard; and

2. Files a further appeal, if the action is appealed to the next appeal level, within 15 calendar

days after the employee receives the Coast Guard decision.

3. If it is found the employee was not notified of these limits or there were extenuating circumstances, Commandant (G-PCV) or OPM may extend the time limits specified above for determinations under their authority.

E. Employee Representative. An employee has the right to be represented in a classification appeal by a representative of their choice.

1. Employees and their representatives are allowed a reasonable amount of official time to present the appeal.

2. An employee may not choose as a representative a supervisor with line authority over the position or an agency official with classification authority over the position.

3. A representative may submit any information about position classification, but does not have the right to be present during any fact-finding sessions (e.g., desk audit, supervisory interviews).

F. Contents of an Appeal. An employee appeal to the Coast Guard or OPM must be in writing and include this information:

1. Employee's name, mailing address, and office phone number;

2. Exact location of the employee's position in the organizational structure (Administration, Office, Division, Branch, etc.);

3. Employee's current title, series, and grade;

4. Requested title, series, grade, or other classification action;

5. A copy of the employee's official position description and a statement that the employee agrees with the official description. If the employee believes the description is not accurate, then he or she must provide specific written documentation about the disagreement and what steps have been taken to change or modify the official description. (Disagreements about content or verbiage do not constitute a basis for an appeal. The employee should resolve them with the appropriate supervisors or, as a last resort, through the appropriate grievance procedure.);

6. Why the employee believes the position is erroneously classified. If possible, the employee should refer to classification standards and address specific areas of disagreement with the current evaluation statement. Federal Wage System employees who appeal to OPM must identify the specific portion(s) of the Coast Guard appeal decision they disagree with; and

7. Name, address, and business telephone number of the employee's representative, if selected.

G. Appeal Processing. Upon receiving a classification appeal, Commandant (G-PCV) will:

1. Promptly record and acknowledge receiving the appeal;

2. Inform the employee in writing upon sending the appeal to OPM;

3. Establish an official position classification file separate from the Official Personnel Folder. (This file shall not contain any document or information the employee has not been given the opportunity to review.);

4. Investigate each position's classification to ascertain if the employee performs regularly assigned principal duties and responsibilities. The immediate supervisor also must certify position management;

5. When necessary, request the employee or personnel office furnish additional information. Commandant (G-PCV) will adjudicate appeals on the basis of information contained in the record. The deciding official will conduct on-site reviews at his or her discretion;

6. Issue a written decision to the appellant, generally by 60 work days after receiving the materials pertinent to the appeal. This decision will inform the employee of the reasons for the decision, including an analysis of the position classification comparing it to the appropriate standards; and

7. Specify the effective date of any classification changes resulting from the decision and inform the

employee of further appeal rights and applicable time limits.

H. Cancellation of Appeals.

1. Commandant (G-PCV) will cancel an employee's appeal:

   a. At his or her request when the employee is no longer officially in the position unless there is a possibility of retroactive benefits; or

   b. If the employee or his or her representative fails to furnish requested information needed to process the appeal promptly.

2. A cancelled appeal will not be reopened unless the employee is able to show extenuating circumstances existed.

I. Effect of Appeal Decision. The Commandant's (G-PCV) classification appeal decision represents the Department of Transportation's (DOT) final decision. Commandant (G-PCV) decisions constitute a binding, mandatory certificate on personnel and personnel officers. Only Commandant (G-PCV) may reopen and reconsider any decision when the action appears warranted. OPM will review Commandant (G-PCV) appeal decisions should eligible employees (General Schedule and Federal Wage System) choose to file a further appeal with OPM.

J. Mandatory General Schedule Appeal Referrals. The employee's appeal must be sent to OPM as soon as possible if Commandant (G-PCV) does not have the authority to act on the appeal.

1. The appeal may be sent to OPM with the appellant's approval within 30 calendar days of its receipt if Commandant (G-PCV) elects to have OPM decide it.

2. The appeal must be sent to OPM within 60 calendar days of its receipt when the employee addressed the appeal to OPM through Commandant (G-PCV), when Commandant (G-PCV) has not rendered a decision.

3. Commandant (G-PCV) will notify the employee of the plan to send an appeal to OPM and request written concurrence from the employee. The appeal will be cancelled if the employee does not want it sent to OPM.

CAREER LADDERS

SERIES	OCCUPATION	* POTENTIAL CAREER LADDER
0018	SAFETY AND OCCUP HEALTH MGMT	11/12
0019	SAFETY TECHNICIAN	7
0021	COMMUNITY PLANNING TECH	11
0028	ENVIRONMENTAL PROTECTION SPECIALIST	11/12
0029	ENVIRONMENTAL PROTECTION ASSISTANT	7
0062	CLOTHING DESIGN	12
0080	SECURITY ADMINISTRATION	11
0081	FIRE PROTECTION AND PREVENTION	6
0086	SECURITY CLERICAL AND ASST	7
0101	SOCIAL SCIENCES	11/12
0170	HISTORY	12
0185	SOCIAL WORK	11/12
0186	SOCIAL SERVICES AID & ASST	6
0188	RECREATION SPECIALIST	7/9
0189	RECREATION AID AND ASST	5
0201	PERSONNEL MANAGEMENT	12
0203	PERSONNEL CLERICAL AND ASST	5/6/7
0204	MILITARY PERSONNEL CLERICAL AND TECH	4/5/6
0205	MILITARY PERSONNEL MANAGEMENT	11/12
0212	PERSONNEL STAFFING	12
0221	POSITION CLASSIFICATION	12
0230	EMPLOYEE RELATIONS	12
0233	LABOR RELATIONS	12
0235	EMPLOYEE DEVELOPMENT	12
0260	EQUAL EMPLOYMENT OPPORTUNITY	12
0301	MISC ADMIN AND PROGRAM	9/11/12
0303	MISC CLERK AND ASSISTANT	5/6/7
0305	MAIL AND FILE	4/5
0309	CORRESPONDENCE CLERK	5
0318	SECRETARY	5/6/7/8/9
0322	CLERK-TYPIST	3/4
0326	OFFICE AUTOMATION CLERICAL AND ASST	4/5/6
0332	COMPUTER OPERATION	6/7
0334	COMPUTER SPECIALIST	11/12
0335	COMPUTER CLERK AND ASSISTANT	7
0341	ADMINISTRATIVE OFFICER	12
0342	SUPPORT SERVICES ADMIN	11
0343	MANAGEMENT PROGRAM ANALYSIS	12
0344	MGMT CLERICAL AND ASSISTANCE	6
0346	LOGISTICS MANAGEMENT	12
0350	EQUIPMENT OPERATOR	3
0361	EQUAL OPPORTUNITY ASSISTANCE	7
0382	TELEPHONE OPERATING	4
0391	TELECOMMUNICATIONS	12
0501	FINANCIAL ADMIN AND PROGRAM	12
0503	FINANCIAL CLERICAL AND ASST	5/7
0505	FINANCIAL MANAGEMENT	12
0510	ACCOUNTING	11/12
0525	ACCOUNTING TECHNICIAN	7
0530	CASH PROCESSING	6
0540	VOUCHER EXAMINER	5
0544	CIVILIAN PAY	6/7
0545	MILITARY PAY	6/7

CAREER LADDERS

SERIES	OCCUPATION	* POTENTIAL CAREER LADDER
0560	BUDGET ANALYSIS	11/12
0561	BUDGET CLERICAL AND ASSISTANCE	6/7
0601	GENERAL HEALTH SCIENCE SERIES	11
0610	NURSE	9/11
0620	PRACTICAL (VOCATIONAL) NURSE	6
0671	HEALTH SYSTEM SPECIALIST	9/11
0675	MEDICAL RECORD TECHNICIAN	4/5
0679	MEDICAL CLERK	4/5
0681	DENTAL ASSISTANT	6
0682	DENTAL HYGIENE	7
0690	INDUSTRIAL HYGIENE	12
0802	ENGINEERING TECHNICIAN	9/10/11
0807	LANDSCAPE ARCHITECTURE	12
0808	ARCHITECTURE	12
0809	CONSTRUCTION CONTROL	11
0818	ENGINEERING DRAFTING	7
0828	CONSTRUCTION ANALYST	12
0856	ELECTRONICS TECHNICIAN	9/10/11
0871	NAVAL ARCHITECTURE	11/12
0950	PARALEGAL SPECIALIST	9/11
0962	CONTACT REPRESENTATIVE	6
0963	LEGAL INSTRUMENTS EXAMINING	6/7
0986	LEGAL CLERK AND TECHNICIAN	7/8
0990	GENERAL CLAIMS EXAMINING	7/9
0995	DEPENDENTS AND ESTATES CLAIMS EX	9
1015	MUSEUM CURATOR	12
1016	MUSEUM SPECIALIST AND TECHNICIAN	9
1020	ILLUSTRATING	9/11
1035	PUBLIC AFFAIRS	12
1060	PHOTOGRAPHY	9
1071	AUDIO-VISUAL PRODUCTION	12
1082	WRITING AND EDITING	9
1083	TECHNICAL WRITING AND EDITING	11
1084	VISUAL INFORMATION	11
1101	GENERAL BUSINESS AND INDUSTRY	9
1102	CONTRACTING	11/12
1104	PROPERTY DISPOSAL	12
1105	PURCHASING	5/6/7
1106	PROCUREMENT CLERICAL AND ASST	5/6/7
1107	PROP DISPOSAL CLERK AND TECH	6
1152	PRODUCTION CONTROL	12
1163	INSURANCE EXAMINING	11/12
1165	LOAN SPECIALIST	9
1170	REALTY	11/12
1173	HOUSING MANAGEMENT	9/11
1311	PHYSICAL SCIENCE TECHNICIAN	10/11
1320	CHEMISTRY	12
1360	OCEANOGRAPHY	12
1361	NAVIGATIONAL INFORMATION	11/12
1384	TEXTILE TECHNOLOGY	12
1410	LIBRARIAN	11
1411	LIBRARY TECHNICIAN	6/7

CAREER LADDERS

SERIES	OCCUPATION	* POTENTIAL CAREER LADDER
1515	OPERATIONS RESEARCH	12
1520	MATHEMATICS	12
1530	STATISTICIAN	11
1531	STATISTICAL ASSISTANT	7/9
1640	FACILITY MANAGEMENT	11
1654	PRINTING MANAGEMENT	12
1670	EQUIPMENT SPECIALIST	11/12
1701	GENERAL EDUCATION AND TRAINING	9/12
1702	EDUCATION AND TRAINING TECH	7
1710	EDUCATION AND VOCATIONAL TRNG	12
1712	TRAINING INSTRUCTION	12
1750	INSTRUCTIONAL SYSTEMS	11/12
1801	GEN INSP, INVEST, AND COMP	12
1802	COMPLIANCE INSPECTION AND SUPP	5/6
1810	GENERAL INVESTIGATING	12
1811	CRIMINAL INVESTIGATING	12
1910	QUALITY ASSURANCE	11/12
2001	GENERAL SUPPLY	9/11/12
2003	SUPPLY PROGRAM MANAGEMENT	11/12
2005	SUPPLY CLERICAL AND TECHNICIAN	4/5/6/7
2010	INVENTORY MANAGEMENT	9/11/12
2030	DIST FAC AND STORAGE MGMT	11/12
2050	SUPPLY CATALOGING	9/11/12
2091	SALES STORE CLERICAL	3/4
2101	TRANSPORTATION SPECIALIST	11/12
2102	TRANSPORTATION CLERK AND ASST	6/7
2130	TRAFFIC MANAGEMENT	9/11
2131	FREIGHT RATE	6/7
2132	TRAVEL	7
2134	SHIPMENT CLERICAL AND ASST	6/7
2150	TRANSPORTATION OPERATIONS	11
2511	WIRE COMM EQUIP INSTALL AND REP	10
2604	ELECTRONICS MECHANIC	10/11/12
2610	ELECTRONIC INTEGRATED SYS MECH	12
2805	ELECTRICIAN	8/10/11
2810	ELECTRICIAN (HIGH VOLTAGE)	10
2854	ELECTRICAL EQUIP REPAIR	9/10
2892	AIRCRAFT ELECTRICIAN	10
3106	UPHOLSTERING	10
3359	INSTRUMENT MECHANIC	11
3414	MACHINING	10/11
3416	TOOLMAKING	13
3502	LABORING	3
3603	MASONING	10
3606	ROOFING	9
3610	INSULATING	10
3702	FLAME/ARC CUTTING	9
3703	WELDER	10
3711	ELECTROPLATING	9
3801	MISC METAL WORKER	10/11
3802	METAL FORGING	11
3806	SHEET METAL MECHANIC	10

CAREER LADDERS

SERIES	OCCUPATION	* POTENTIAL CAREER LADDER
3815	PNEUMATIC TOOL OPERATING	9
3817	LOCKSMITH	9
3820	SHIPFITTING	10
4015	QUARTZ CRYSTAL WORKING	9
4102	PAINTING	9
4204	PIPEFITTING	8/10
4206	PLUMBING	9
4361	RUBBER EQUIPMENT REPAIRING	7
4417	OFFSET PRESS OPERATING	9
4604	WOOD WORKER	8
4605	WOOD CRAFTING	10
4607	CARPENTER	9
4701	MISC GEN MAINTENANCE AND OPS	8/10
4717	BOAT BUILDING AND REPAIRING	10
4737	GENERAL EQUIPMENT MECHANIC	10
4742	UTIL SYS REPAIRING-OPERATING	10
4749	MAINTENANCE MECHANIC	9/10
4840	TOOL AND EQUIPMENT REPAIRING	8/9
4843	NAVIGATION AIDS REPAIRING	9
5001	MISC PLANT AND ANIMAL WORK	9
5003	GARDENING	6/8
5026	PEST CONTROLLING	9
5210	RIGGING	8/10
5220	SHIPWRIGHT	10
5221	LOFTING	14
5306	AIR COND EQUIPMENT MECHANIC	10
5309	HEATING AND BOILER PLANT MECH	8
5313	ELEVATOR MECHANIC	11
5323	OILING AND GREASING	6
5334	MARINE MACHINERY MECHANIC	8/10
5350	PRODUCTION MACHINERY MECHANIC	10
5352	INDUSTRIAL EQUIP MECHANIC	10
5378	POWERED SUPPORT SYS MECHANIC	10
5401	MISC INDUSTRIAL EQUIP OPER	9
5402	BOILER PLANT OPERATING	9
5413	FUEL DISTRIBUTION SYS OPERATOR	10
5423	SANDBLASTING	7
5701	MISC TRANSP/MOBILE EQUIP OPER	10
5703	MOTOR VEHICLE OPERATING	8
5705	TRACTOR OPERATING	6
5716	ENGINEERING EQUIPMENT OPERATOR	8
5725	CRANE OPERATOR	9/11
5801	MISC TRANSP/MOBILE EQUIP MAINT	10
5803	HEAVY MOBILE EQUIPMENT OPER	10
5823	AUTOMOTIVE MECHANIC	10
6641	ORDANCE EQUIP MECHANIC	10/11
6904	TOOLS AND PARTS ATTENDING	5/6
6907	MATERIALS HANDLING	5/6
6910	MATERIALS EXPEDITING	6/7
7002	PACKING	6
7009	EQUIPMENT CLEANING	4
7404	COOKING	5