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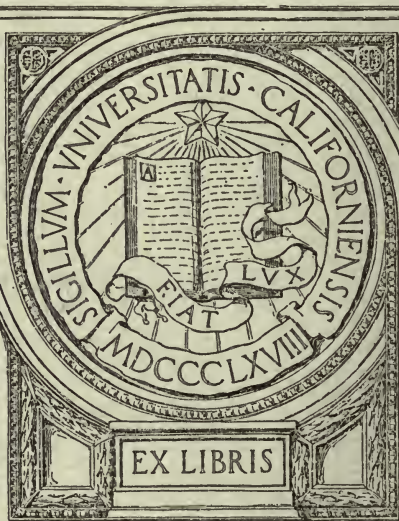
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PERSONNEL SPECIFICATIONS

AIR SERVICE

DIVISION OF MILITARY AERONAUTICS

IN THREE SECTIONS

**SECTION 1—SERVICE HEADQUARTERS
AND BALLOON SECTION**

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
CLASSIFICATION DIVISION
WASHINGTON

PERSONNEL SPECIFICATIONS

AIR SERVICE

DIVISION OF MILITARY AERONAUTICS

IN THREE SECTIONS

SECTION 1—Service Headquarters and Balloon Section.

SECTION 2—Service Units.

SECTION 3—Construction, Repair and Supply Units.

SECTION 1—Service Headquarters and Balloon Section

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Occupational names and symbols used herein refer to the system employed by the Adjutant General of the Army, Classification Division, in "Occupational Index" C C P 4, and "Trade Specifications" C C P 504.

C. C. P. Form 470
November, 1918

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FOREWORD

Personnel Specifications for enlisted men of the Air Service (Division of Military Aeronautics) are herewith issued in three sections, as follows:

Section 1—Service Headquarters and Balloon Section.

Section 2—Service Units.

Section 3—Construction, Repair and Supply Units.

It will be noticed that Personnel Specifications include the Army title, the authorization of the various grades according to the Tables of Organization, the corresponding civilian occupation, the degree of skill at the occupation and the occupational symbol (used in the classification of all enlisted men) which are commonly found in the Tables of Occupational Needs for various branches and corps of the service heretofore published. In addition, Personnel Specifications include a suggested substitute for the civilian occupations and a description of the duties of each grade.

Several limitations to the complete, intelligent use of any sort of tables of occupational organization of Army units have created the necessity for tables where the duties of various grades are specified. The Tables of Occupational Needs prescribe the trade specialists required to organize and maintain the organization of well-balanced units. The personnel office in preparing a requisition for men for the organization which is forming can from the Tables of Occupational Needs alone get the material for the telegram requisitioning these men. But in making an assignment of the men provided to fill the requisition more than the bare terms of the civilian occupation required must be taken into account if the assignment is to remain permanent.

For two sergeants, both to be drawn from the same occupation, one to function as a radio sergeant, heavy artillery, and the other as a sergeant, first class, Air Service, the personnel officer would make no choice between two wireless operators, but would indiscriminately send one to the regiment of heavy artillery and the other to the motor mechanics regiment. But when he reads in Personnel Specifications for the particular arm he is considering the following concerning the radio sergeant:

1 Radio Sergeant . . . Wireless or buzzer operator 1 Jour. 31w
Substitute: Telegrapher.

Cares for and operates wireless apparatus and makes repairs under adverse conditions. Required to send and receive fifteen words per minute.

while the other, the sergeant first class, Air Service, is merely defined as

1 Wireless Operator Wireless operator 1 Jour. 31w
 Supervises the testing of repaired radio units and accessory wireless apparatus.

he will send the man whose card shows more athletic activity and greater mental alertness to the artillery, while the man with more academic ability in radio telegraphy and construction will be sent to the electrical repair company of the motor mechanics regiment, and both will have much better prospects of remaining in this assignment than had a random selection been made merely from the civilian occupation. Frequently the personnel officer will find that the definition of duties describes the limits of duties. From this may be inferred the range of qualifications which the man must possess in order to be of the utmost use to his company. In every case he will find the qualifications stated in terms of what the man actually does, for it has been determined that with such a statement the tables can be used to greatest advantage both by personnel officers and by commanding officers.

The limitations upon successfully assigning men in a personnel office have created another necessity for Tables of Specification. Not only is some guide required by the personnel officer in making initial assignments, but it is also necessary to point the way for the organization commander. It can not be taken for granted that a man assigned by the personnel officer will in every instance function as it is intended he should. In some instances it has been found not only that he does not so function, but that he is never given a chance to do so. This is not because of any opposition to giving him a chance to demonstrate how far his occupational qualifications fit him for performing Army duties, but because the relation between the civilian occupation and the Army duties is not in every case apparent. In the case of cooks the relation is so obvious that no one could mistake it, but there are other occupations the relations of which to Army duties are not so patent as those of cooks. Right here the tables find their practical usefulness. They enable the company commander to compare what the man does in his company with the occupation which most nearly fits him to perform these duties. Then it is a logical step to take the Qualification Cards and the assignment as made by the personnel officer and to place the man

in the position where his occupational qualifications relate to the Army function.

Each set of Tables of Occupational Needs and Personnel Specifications contains the following statement, which prescribes their use:

The purpose of these tables is to assist in fitting into the Army civilian occupational experience where it will be utilized to the best advantage. Because of the scarcity of men possessing trade ability, the occupations specified in these tables have been divided into two groups:

(a) Those that are essential to successful operation are known as the MAIN GROUP and are to be provided.

(b) Those that are desirable but not entirely essential to successful operation are listed under LESS ESSENTIAL GROUP, and are to be fitted in as indicated, provided they are available and are not needed for assignment elsewhere in some MAIN GROUP.

In the organization of units requisitions for occupationalists will therefore be honored only in order to complete such MAIN GROUPS.

In the following tables the LESS ESSENTIAL GROUP is in no case included in the totals of the unit. Although desirable that any or all of the specialists called for in this group should be allotted to each unit as a whole, it is not necessary to assign the men called for in the group to any particular section of the unit; moreover, since they can not be requisitioned, their presence in an organization depends upon whether they are to be found at the station of formation of the unit. For these reasons, the LESS ESSENTIAL GROUP is in every instance appended to the Tables of Personnel Specifications.

Therefore, when any or all of the occupational specialists of a LESS ESSENTIAL GROUP are assigned to any organization, the total number of men whose occupations are "not specified" remaining in the organization will be decreased by the number of specialists of the LESS ESSENTIAL GROUP added to the organization, and the number of occupational specialists already assigned will be increased by the same number.

The utilization of all the resources of supply has provided the possibility of assigning to each organization the trade ability actually required in order to enable the organization properly to operate. Moreover, occupational specialists are quite as essential to successful operation as is equipment used by the organization in the field. Telegraphers and buzzer operators are as necessary to the complete functioning of a Field Signal Battalion as are rifles and bayonets to a rifle company of the infantry regiment. In the first days of the present Army the necessity for occupational specialists was usually vague, and incoherently expressed where it was known; but now the greater expansion of the Army and the increased specialization of units

have made it necessary to secure to the organization performing duties of an intricate or technical nature men who by period of civilian training at the various arts and trades have become especially fitted to perform these functions.

The actual assignment of these specialists is qualified by conditions which, owing to the haste in war training, it is not possible to overcome. There are certain occupations necessary to successful operation in the field, which it is not possible to supply in the number stated as essential in the various Tables of Personnel Specifications. These occupational specialists are produced only after many years of civilian training and the industries which produce them are not extensively developed. The number of civilians entering the Army who possess trade ability of a rare kind is therefore not enough to fill the demand. To meet this condition but one solution is possible: To give men of civilian occupations allied to these rare ones a brief but comprehensive period of training in the Army specialty they will be called upon to perform. This has in many instances been done, and when the authorization of various Tables of Personnel Specifications in all staff corps and branches and arms of the service is determined, it will be possible by adjusting the supply to the demand to foresee exactly what numbers of these men must be trained to fill the demand.

Now that these Tables are in usable form, there no longer remains any reason for the misplacement of skilled occupational specialists. Without good reason misplacements should in no case be permitted. An electrical instrument maker or repairman must be used in a Field Signal Battalion on the work for which he is trained, not as assistant cook. Specialists are uncommon and valuable. It requires more time to produce a good draftsman than it does to make a bayonet, yet the soldier is prohibited from chopping wood or opening cans with the bayonet, while draftsmen in many instances have been used, not for the task for which their training has prepared them, but for duties for which they have had no training, or which do not challenge their ability. This is wastage of the worst sort, for while the piece of materiel destroyed can be replaced in a short time by another which will function quite as well, the trade specialist lost to the service can not. And at the present time, when every person possessing trade ability has a peculiar place in the Army, specialists assigned by personnel officers to organizations must be thoroughly tried out in the place which they are assigned to fill.

The intelligent use of these tables is therefore as important as the occupational classification of the men in making full use of the manpower of the nation.

HEADQUARTERS—GENERAL HEADQUARTERS A. E. F.

AIR SERVICE RESERVE

(TABLES OF ORGANIZATION No. 604)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

1 Master Signal Electrician, as Regimental Sergeant Major	Clerical worker, general	1	Jour.	38g
<i>Substitute:</i> Clerk, railroad.				
Under direction of adjutant, supervises the preparation and filing of reports, returns, correspondence, orders and bulletins.				
2 Sergeants, First Class:				
1 As Personnel Sergeant	Clerk, payroll	1	Jour.	38p
<i>Substitute:</i> Bank clerk, cost clerk, time clerk.				
Under direction of adjutant, prepares payrolls, rosters and returns, and files records of personnel. Knowledge of typewriting essential.				
1 Stenographer	Stenographer	1	Jour.	39s
Stenographic assistant at headquarters; assists in preparation of reports and correspondence. Assists in coding and decoding messages.				
1 Mess Sergeant	Caterer	1	Jour.	40ca
<i>Substitute:</i> Restaurateur, steward, cook.				
Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess.				
6 Sergeants:				
1 Truckmaster	Chauffeur, truckmaster	1	Jour.	23tm
In charge of motor transportation of headquarters; and responsible for the mechanical condition of equipment accessory to that transportation; and for the efficiency of the drivers. Works in conjunction with motor transport service.				
5 Clerks	Clerical worker, general	1	Jour.	38g
Assist field clerk and sergeant major in preparation and filing of all papers and records at headquarters; and in the headquarters detachment.				
8 Corporals:				
5 Clerks	Typist	5	Jour.	39t
Assistants in headquarters for the typing of necessary papers and records.				
3 Radio Code Operators	Wireless operator	3	Jour.	31w
Transmit, receive and transcribe messages and code messages at rate of twenty words per minute.				

HEADQUARTERS—GENERAL HEADQUARTERS A. E. F.—Continued

6 Chauffeurs, First Class	Chauffeur, automobile Drive and make emergency repairs to headquarters motor cars.	6	Jour.	22a
17 Chauffeurs	Chauffeur, heavy truck Drive and make emergency repairs to headquarters, automobiles, and heavy trucks.	17	Jour.	23t
4 Cooks	Cook Cook plain foods and small doughs; two for headquarters officers mess; and two for headquarters detachment. Required to be able to properly cut a quarter of beef.	4	Jour.	40c
2 Buglers	Bugler <i>Substitute:</i> Cornetist. Sound army calls; act as liaison agent, familiar with all forms of visual signalling. Must be able to read, write and speak English fluently. Knowledge of French desirable.	2	Appr.	44bu
16 Privates, First Class:				
6 Clerks	Clerical worker, general Typist	3	Appr.	38g
	Clerical assistants in preparing and filing necessary papers and records at headquarters.	3	Appr.	39t
5 Motorcycle Riders	Chauffeur, motorcycle Drive and make emergency repairs to motorcycles; used for courier service.	5	Jour.	22m
1 Telephonist	Telephone, troubleman, inside Operates telephone switchboard and makes necessary repairs to telephone system.	1	Jour.	33t
4 Telegraphers	Telegrapher Transmit, receive, and transcribe important telegraph messages at rate of twenty words per minute.	4	Jour.	31t
20 Privates:				
3 Telephonists	Telephone operator Operate telephone switchboard.	2	Jour.	33o
		1	Appr.	33o
4 Assistant Cooks		4		Uncl.
	Perform duties of kitchen police, and acts as waiters at officers mess.			
2 Orderlies	High average intelligence Act as orderlies at headquarters.	2		Uncl.
(11 Privates not specified.)				

HEADQUARTERS—HEADQUARTERS FLIGHT

(TABLES OF ORGANIZATION No. 629)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

1 Sergeant as Sergeant Major	Clerical worker, general.	1	Jour.	38g
	Chief clerk of headquarters flight; under direction of adjutant supervises the preparation and filing of reports, returns correspondence, orders and bulletins; prepares pay cards, payrolls, roster and returns of personnel. Knowledge of typewriting essential.			
2 Buglers	Bugler	2	Appr.	44bu
	Sound army calls, act as liaison agents, familiar with all forms of visual signalling. Must be able to speak, read and write English fluently.			
2 Privates, First Class (Clerk)	Clerical worker, general.	1	Jour.	38g
	Typist	1	Jour.	39t
	Clerical assistants in headquarters. One to assist in filing and mailing. One to assist in typing of payrolls.			

SUPPLY AND TRANSPORTATION SECTION—HEADQUARTERS FLIGHT

(TABLES OF ORGANIZATION No. 629)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

1 Mess SergeantCaterer	1 Jour. 40ca
<i>Substitute:</i> Steward; restaurateur, cook. Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation and preparation of food, and sanitation of kitchen area; keeps accounts of organization mess.	
2 Sergeants:	
1 As Supply SergeantStockkeeper	1 Jour. 18s
Flight supply sergeant; calculates the needs of the flight in quartermaster, signal, engineer, and ordnance property; requisitions and issues same, including daily allowance of food and fuel; keeps property accounts of same.	
1 TruckmasterChauffeur, truckmaster	1 Jour. 23tm
Chief truckmaster of the squadron. In charge of motor transportation of squadron; and responsible for mechanical condition of equipment accessory to that transportation, and for the efficiency of the drivers.	
3 Chauffeurs, First ClassChauffeur, automobile	3 Jour. 22a
Drive and make emergency repairs to automobiles, including headquarters cars.	
8 ChauffeursChauffeur, heavy truck	5 Jour. 23t
Drive and make emergency repairs to heavy trucks or automobiles.	
3 CooksCook	3 Jour. 40c
Cook plain foods and small doughs; required to be able to properly cut a quarter of beef.	
3 Privates, First Class:	
1 ClerkTypist	1 Appr. 39t
Assist supply sergeant and truckmaster in keeping property and transportation accounts respectively.	
2 Motorcycle RidersChauffeur, motorcycle	2 Jour. 22m
Drive and make emergency repairs, to act as messengers, and despatch riders.	
2 Privates (Assistant Cooks)	2 Uncl.
Perform duties of kitchen police, and of general utility around headquarters flight.	

ENGINEERING SECTION—HEADQUARTERS FLIGHT

(TABLES OF ORGANIZATION NO. 629)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

2 Master Signal Electricians:

1 Rigger.....Automobile, designer, expert 1 Jour. 24d
Substitute: Structural engineer; mechanical engineer; airplane mechanic, general.

In charge of overhauling planes, exclusive of motors, radiators, and propellers. Responsible for the alignment and condition of the ship. Under his direction all adjustments of wings, body, bracing wires, control wires and landing gears are made. Inspects wooden parts, metal fittings, and wires. Acts as chief of the mechanics and of rigging repair.

1 Electrician.....Electrician, magneto expert 1 Jour. 24m
Substitute: Mechanical engineer; airplane mechanic, general; electrical engineer.

Supervises "trouble shooting" in airplane motor with thorough understanding of magnetos and ignition system. Has charge of electrician, "Magneto repairman." Supervises "tuning up" of the motors on the lines. May be called upon to handle lighting system for the airdrome or landing lights on planes.

3 Sergeants:

1 Fitter, General (Machinist)..Mechanic, general 1 Jour. 6g
Substitute: Machinist, lathe hand.

Make emergency repairs to motors in the field. On duty in the machine shop field unit.

1 Rigger.....Rigger, airplane 1 Jour. 61r
Substitute: Carpenter, cabinet maker.

Inspects landing gear fittings, wheels, axles and tires of the planes; works as mechanic. Assembles parts and makes repairs to same.

1 Radio Mechanic.....Wireless operator 1 Jour. 31w
Assists master signal electrician in charge of radio apparatus. Supervise upkeep of sending apparatus. Used as utility operator.

2 Corporals—Radio Mechanics..Wireless, constructor 2 Appr. 31wc
Maintain battery system, and machinery of radio apparatus at headquarters.

4 Privates..... 4 Uncl.
Perform general military duties.

AIR SECTIONS—HEADQUARTERS FLIGHT

(TABLES OF ORGANIZATION NO. 629)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

6 Sergeants, First Class:

1 Rigger.....Rigger, airplane
Substitute: Auto mechanic, chassis; construction foreman. 1 Jour. 61r

Inspector of erection crews. Verifies the alignment of airplane when being overhauled subsequent to a flight; maintains plane in readiness to fly.

2 Riggers, Engine.....Auto repairman, engine assembler. 2 Jour. 24a

Substitute: Auto repairman, general; machinist, general.

Work in motor overhaul section on airplane engines. Dismantle, overhaul and reassemble airplane motors. Knowledge of more than ordinary automobile garage type essential.

1 Machinist.....Machinist, general 1 Jour. 6g

Makes emergency repairs to motors in the field.

1 Carpenter.....Carpenter, house 1 Jour. 8h

Substitute: Carpenter, general.

Master carpenter, in charge of carpenters working on hangars, tents and other structures.

1 Painter.....Painter, general 1 Jour. 13g

Substitute: Painter, house; paint mill worker; artist.

Chief painter sees that fabric shrinker, known as "dope," is properly mixed and applied to linen parts of airplanes.

3 Sergeants:

1 Fitter, General (Machinist)..Mechanic, general 1 Jour. 6g

Substitute: Machinist, lathe hand.

Makes emergency repairs to motors in the field.

1 Fitter, Engine (Engine Mechanic).....Auto repairman, engine assembler. 1 Jour. 24a

Works in motor overhaul section on airplane engines. Dismantles, repairs, and reassembles airplane motors.

1 Chief Armorer.....Gunsmith, general 1 Jour. 11g

Has full charge of the armament mechanics who keep in order the machine gun armament of the planes as well as the knowledge of machine gun, pistols and rifles, essential.

6 Corporals—Armors.....Gunsmith, general 3 Jour. 11g

Substitute: Mechanic, machine gun.

Assist in the upkeep of the squadron machine guns, rifles and pistols. Assist the ordnance sergeant in loading magazines, and in other work connected with the preparation of the ship for squadron movements. 3 Appr. 11g

AIR SECTIONS—HEADQUARTERS FLIGHT—Continued

4 Privates, First Class:

1 **Machinist (Fitter, Turner)**.... Machinist, lathe operator. 1 Appr. 61

Substitute: Mechanic, general (Appr.).

Does bench work, setting up assemblies after the machine work is done by the more skilled machinists; also operates the drill press; patch work machinist.

1 **Electrician**..... Electrician, general Overhauls magnetos, making the necessary replacements; and makes changes in the nozzles and jets of carburetors as weather conditions demand. 1 Jour. 10g

2 **Engine Repairmen (Fitters, Engine)**.... Auto repairman, general. 2 Jour. 24g

General repair work around motors, duties being to disassemble, replace damaged parts, reassemble the motor and work on the test blocks.

16 Privates:

1 **Coppersmith**..... Coppersmith 1 Appr. 19c
Substitute: Tinsmith; sheet metal worker, general work.

Works on side pans, cowls, and makes repairs to the tips of propellers, and other metal work.

3 **Armorers**..... Gunsmith, general Keep in order the machine gun armament of airplanes. 3 Appr. 11g

1 **Instrument Repairer**.... Instrument repairman, general. 1 Appr. 72g

Substitute: Instrument repairman, watch.

Repairs instruments of airplane such as aneroid barometers, altimeters, tachometers; also necessary repairs on speedometers for the transportation unit.

1 **Carpenter**..... Carpenter, general 1 Appr. 8g
Substitute: Carpenter, house.

Utility repairman under master carpenter, working about hangars, quarters, tents and temporary structures.

4 **Auto Mechanics**..... Auto repairman, general Assemble wing sections, new and repaired; unpack spare parts and assemble same; frequently act as airplane hostlers. 4 Appr. 24g

2 **Riggers**..... Airplane Rigger 2 Appr. 61r
Assemblers and repairers of landing gear fittings, wheels, axles and tires of the planes. Splice wires.

AIR SECTIONS—HEADQUARTERS FLIGHT—Continued

4 (Assistant Cooks).....	4	Uncl.
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For guard duty of kitchen police, and general police work around camp, as handymen around airplanes. Superior strength and endurance required.

HEADQUARTERS FLIGHT

MAIN GROUP—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

	Head- quarters Section		Supply and Head- quarters Section		Engi- neering Section		6 Air Sections		Totals	
	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice
Automobile designer, expert (24 d)	---	---	---	---	1	---	---	---	1	---
Auto repairman, engine assembler (24 a)	---	---	---	---	---	---	5	4	5	4
Auto mechanic, magneto (24 m)	---	---	---	---	1	---	---	---	1	---
Bugler (44 bu)	---	2	---	---	---	---	---	---	---	2
Carpenter, general (8 g)	---	---	---	---	---	---	---	1	---	1
Carpenter, house (8 h)	---	---	---	---	---	---	1	---	1	---
Caterer (40 ca)	---	---	1	---	---	---	---	---	1	---
Chauffeur, auto (22 a)	---	---	3	---	---	---	---	---	3	---
Chauffeur, heavy truck (23 t)	---	---	5	3	---	---	---	---	5	3
Chauffeur, motorcycle (22 m)	---	---	2	---	---	---	---	---	2	---
Clerical worker, general (38 g)	2	---	---	---	---	---	---	---	2	---
Coppersmith (19 c)	---	---	---	---	---	---	1	---	---	1
Cook (40 c)	---	---	3	---	---	---	---	---	3	---
Electrician, general (10 g)	---	---	---	---	---	---	1	---	1	---
Gunsmith, general (11 g)	---	---	---	---	---	---	4	6	4	6
Instrument repairman, general (72 g)	---	---	---	---	---	---	---	1	---	1
Machinist, lathe operator (6 l)	---	---	---	---	---	---	---	1	---	1
Mechanic, general (6 g)	---	---	---	---	1	---	2	---	3	---
Painter, general (13 g)	---	---	---	---	---	---	1	---	1	---
Rigger, Airplane (61 r)	---	---	---	---	1	---	1	2	2	2
Stockkeeper (18 s)	---	---	1	---	---	---	---	---	1	---
Truckmaster (23 tm)	---	---	1	---	---	---	---	---	1	---
Typist (39 t)	1	---	1	---	---	---	---	---	1	1
Wireless Constructor (31 wc)	---	---	---	---	---	2	---	---	---	2
Wireless Operator (31 w)	---	---	---	---	1	---	---	---	1	---
Totals: Main group	3	2	16	4	5	2	15	16	39	24
Occupational specialists	5	---	20	---	7	---	31	---	63	---
Others, leadership material	---	---	---	---	---	---	---	---	---	---
Not specified	---	---	2	---	4	---	4	---	10	---
Total enlisted	5	---	22	---	11	---	35	---	73	---

HEADQUARTERS ARMY AIR SERVICE

(TABLES OF ORGANIZATION No. 601)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

1 Master Signal Electrician—Regimental Sergeant Major	Clerical worker, 'general	1	Jour. 38g
Chief clerk of service headquarters. Under direction of adjutant, supervises the preparation and filing of reports, returns, correspondence, bulletins and orders.			
1 Sergeants, First Class—Clerk	Stenographer	1	Jour. 39s
Assists sergeant major in preparation of reports and correspondence. Acts in secretarial position to commanding general.			
1 Sergeant-Clerk	Typist	1	Jour. 39t
Assists sergeant major in preparation of returns, orders and bulletins.			
1 Corporal-Clerk	Clerical worker, general	1	Jour. 38g
Assists sergeant major in the filing and mailing of reports, returns, correspondence, orders and bulletins.			
2 Chauffeurs, First Class	Chauffeur, automobile	2	Jour. 22a
Drive and make emergency repairs to automobiles.			
3 Chauffeurs	Chauffeur, heavy truck	3	Jour. 23t
Drive and make emergency repairs to heavy trucks and automobiles.			
2 Cooks	Cook	2	Jour. 40c
Cook plain foods and small doughs. Required to be able to properly cut a quarter of beef.			
2 Buglers	Bugler	2	Appr. 44bu
Sound army calls. Act as liaison agent, familiar with all forms of visual signalling. Must be able to speak, read and write English fluently.			
5 Privates, First Class:			
2 Clerks	Clerical worker, general	1	Appr. 38g
	Typist	1	Appr. 39t
Assist sergeant major in office administration.			
2 Motorcycle Riders	Chauffeur, motorcycle	2	Jour. 22m
Drive and make emergency repairs to motorcycles; used for courier service.			
1 Telephonist	Telephone, troubleman, outside	1	Jour. 33to
Operates telephone switchboard, and maintains telephone system at service headquarters.			

HEADQUARTERS ARMY AIR SERVICE—Continued

5 Privates:

1 Telephonist ...Telephone switchboard operator Operates telephone switchboard at headquarters.	1	Jour. 33o
1 (Orderly) Assigned to duty at headquarters. Used as orderly.	1	Uncl.
3 (Assistant Cooks) Perform duties of kitchen police and fatigue around headquarters.	3	Uncl.

HEADQUARTERS—CORPS AIR SERVICE

(TABLES OF ORGANIZATION No. 602)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

2 Master Signal Electricians:

1 As Sergeant Major.... Clerical worker, general
Chief clerk at Service headquarters. Under direction of adjutant, supervises the preparation and filing of reports, returns, correspondence, orders, and bulletins. 1 Jour. 38g

1 as Personnel Sergeant..... Clerk, payroll
Under direction of personnel adjutant, supervises the consolidation of rosters and returns of personnel. Maintains records of personnel of corps air service. 1 Jour. 38p

1 Sergeant, First Class—Clerk..... Clerical worker, general. 1 Jour. 38g
Assists chief clerk in office administration at Service headquarters.

3 Sergeants:

1 (Clerk)..... Stenographer
Stenographic assistant at Service headquarters. 1 Jour. 39s

2 (Payroll Clerks)..... Typist
Assist personnel sergeant in preparation of reports and returns concerning personnel; and in preparation of payrolls. 2 Jour. 39t

2 Corporals:

1 (Detachment Clerk).. Clerical worker, general
Clerk of headquarters detachment. 1 Appr. 38g

1 (Payroll Clerk)..... Typist
Assists personnel sergeant in preparation of payrolls. 1 Appr. 39t

1 Chauffeur, First Class..... Chauffeur, automobile
Drives and makes emergency repairs to automobile. 1 Jour. 22a

3 Chauffeurs..... Chauffeur, heavy truck
Drive and make emergency repairs to heavy trucks. 3 Jour. 23t

2 Cooks..... Cook
Cook plain foods, and small doughs. Required to be able to properly cut a quarter of beef. 2 Jour. 40c

2 Buglers..... Bugler
Sound army calls; act as liaison agents, familiar with all forms of visual signalling. Must be able to speak, read, and write English fluently. 2 Appr. 44bu

4 Privates, First Class:

2 Motorcycle Riders.....	Chauffeur, motorcycle	2 Jour. 22m
Drive and make emergency repairs to motorcycles; used for courier and messenger service.		

2 (Orderlies)	2	Uncl.
Assigned to duty at headquarters. Act as orderlies.		

2 (Assistant Cooks).....	2	Uncl.
Perform duties of kitchen police, and as waiters at headquarters mess.		

(TABLES OF ORGANIZATION 603, 606 AND 609)

11

Personnel Specifications
Summary Table 601

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HEADQUARTERS, AIR SERVICES

(Tables of Organization Nos. 601, 602, 604 and 629)

MAIN GROUP—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

	G. H. Q. A. E. F. (604) Air Service Reserve				601 Head- quarters Army Air Service		602 Head- quarters Corps Air Service	
	604 Head- quarters		629 Head- quarters Flight Total		Journey- man	Appren- tice	Journey- man	Appren- tice
	Journey- man	Appren- tice	Journey- man	Appren- tice				
Automobile, designer, expert (24 d)-----	---	---	1	---	---	---	---	---
Automobile mechanic, magneto (24 m)-----	---	---	1	---	---	---	---	---
Automobile repairman, engine assembler (24 a)-----	---	---	5	4	---	---	---	---
Bugler (44 bu)-----	---	2	---	2	---	2	---	2
Carpenter, general (8 g)-----	---	---	---	1	---	---	---	---
Carpenter, house (8 h)-----	---	---	1	---	---	---	---	---
Caterer (40 ca)-----	1	---	1	---	---	---	---	---
Chauffeur, auto (22 a)-----	6	---	3	---	2	---	1	---
Chauffeur, heavy truck (23 t)-----	17	---	5	3	3	---	3	---
Chauffeur, motorcycle (22 m)-----	5	---	2	---	2	---	2	---
Chauffeur, truckmaster (23 tm)-----	1	---	1	---	---	---	---	---
Clerical worker, general (38 g)-----	6	3	2	---	2	1	2	3
Clerk, payroll (38 p)-----	1	---	---	---	---	---	1	---
Cook (40 c)-----	4	---	3	---	2	---	2	---
Coppersmith (19 c)-----	---	---	---	1	---	---	---	---
Electrician, general (10 g)-----	---	---	1	---	---	---	---	---
Gunsmith, general (11 g)-----	---	---	4	6	---	---	---	---
Instrument repairman, general (72 g)-----	---	---	---	1	---	---	---	---
Machinists, lathe operator (6 l)-----	---	---	---	1	---	---	---	---
Mechanic, general (6 g)-----	---	---	3	---	---	---	---	---
Painter, general (13 g)-----	---	---	1	---	---	---	---	---
Rigger, airplane (61 r)-----	---	---	2	2	---	---	---	---
Stenographer (39 s)-----	1	---	---	---	1	---	1	---
Stockkeeper (18 s)-----	---	---	1	---	---	---	---	---
Telegrapher (31 t)-----	4	---	---	---	---	---	---	---
Telephone operator (33 o)-----	2	1	---	---	1	---	---	---
Telephone troubleman, inside (33 t)-----	1	---	---	---	---	---	---	---
Telephone troubleman, outside (33 to)-----	---	---	---	---	1	---	---	---
Typist (39 t)-----	5	3	1	1	1	1	2	1
Wireless Constructor (31 wc)-----	---	---	---	2	---	---	---	---
Wireless operator (31 w)-----	3	---	1	---	---	---	---	---
Totals: Main group-----	57	9	39	24	15	4	14	6
Occupational specialists-----	66	---	63	---	19	---	20	---
Others, leadership material-----	---	---	---	---	---	---	---	---
Not specified-----	17	---	10	---	4	---	4	---
Total enlisted-----	83	---	73	---	23	---	24	---

HEADQUARTERS—AIR PARK

(TABLES OF ORGANIZATION No. 630)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

1 Sergeant, First Class, as Sergeant Major...	Clerical worker, general.	1	Jour.	38g
	Chief clerk of squadron; under direction of adjutant supervises the preparation and filing of reports, returns correspondence, orders and bulletins.			
1 Sergeant as Personnel Sergeant...	Clerk, payroll	1	Jour.	38p
	<i>Substitute:</i> Bank clerk, cost clerk, time clerk.			
	Under direction of personnel adjutant, prepares pay-cards, payrolls, rosters, and returns of personnel. Knowledge of typewriting desirable.			
1 Corporal...	Typist	1	Jour.	39t
	Clerical assistant in headquarters.			
2 Buglers...		2	Appr.	44bu
	Sound army calls, act as liaison agents, familiar with all forms of visual signalling. Must be able to speak, read and write English fluently.			
1 Private, First Class (Clerk).	Clerical worker, general	1	Appr.	38g
	Clerical assistant in headquarters.			

SUPPLY AND TRANSPORTATION SECTION—AIR PARK

(TABLES OF ORGANIZATION No. 630)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation. Then follows the description of army duties.

1 Master Signal Electrician—Supply Sergeant..	Stock-keeper.	1	Jour.	18s
Calculates needs of air park in quartermaster, ordnance, engineer, aviation and signal corps property, and requisitions for same. Issues supplies within organization and to other organizations of army air service, keeping accounts of property issued and on hand. Thorough knowledge of airplanes and parts essential.				
3 Sergeants, First Class:				
2 Supply Sergeants.....	Stockkeeper	2	Jour.	18s
Assist M.S.E. Supply Sergeant in the issuing of supplies, and maintaining property accounts.				
1 Truckmaster.....	Chauffeur, truckmaster	1	Jour.	23tm
Truckmaster of air park. In charge of motor transportation of park; and responsible for mechanical condition of equipment accessory to the transportation, and for the efficiency of the drivers.				
1 Mess Sergeant.....	Caterer	1	Jour.	40ca
<i>Substitute:</i> Steward, restaurateur; cook.				
Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation and preparation of food; responsible for sanitation of kitchen area; keeps account of organization mess.				
5 Sergeants:				
4 Supply Sergeants.....	Stockkeeper	3	Jour.	18s
	Bookkeeper	1	Jour.	38b
Assist Master Signal Electrician Supply Sergeant in the requisitioning and storing of supplies, and maintaining accounts of same.				
1 Assistant Truckmaster..	Chauffeur, truckmaster	1	Appr.	23tm
Assists truckmaster in maintenance of motor transportation, and equipment. Keeps trip-records and chauffeurs' reports.				
8 Corporals:				
5 Storekeepers.....	Stockkeeper	5	Appr.	18s
One in charge of engine stores, their storage and proper issue, with accounting thereof.				
One in charge of airplane stores, their storage and proper issue with accounting thereof.				
One in charge of wireless stores, their storage and proper issue with accounting thereof.				
Two in general stores-room, storing and making proper issue of same, and maintaining accounts thereof.				

SUPPLY AND TRANSPORTATION SECTION—AIR PARK—Continued

3 Clerks	Clerical worker, general	3	Appr.	39t
Assist storekeepers in maintaining property accounts and in making inventories of stores.				
9 Chauffeurs, First Class	Chauffeur, heavy truck	8	Jour.	23t
	Chauffeur, automobile	1	Jour.	22a
Drive and make emergency repairs to heavy trucks or automobiles.				
22 Chauffeurs	Chauffeur, heavy truck	22	Jour.	23t
Drive and make emergency repairs to heavy trucks.				
4 Cooks	Cook	4	Jour.	40c
Cook plain foods and small doughs, required to be able to properly cut a quarter of beef.				
24 Privates, First Class:				
11 (Storehouse workers)	Store-clerk experience.	11		Uncl.
Two assistants in engine stores warehouse; hardware clerks desirable.				
Two assistant in airplanes stores warehouse; hardware clerks desirable.				
Three assistants in general stores warehouses; clothes or grocery clerks desirable.				
Two assistants in wireless stores warehouse; experience in handling electrical supplies desirable.				
One assistant in photo stores department; experience in handling photographic goods desirable.				
One assistant in balloon stores department.				
1 Carpenter	Carpenter, house	1	Appr.	8h
Carpenter's helper to make minor repairs around storehouses, and in improvising crating facilities.				
7 Clerks	Stockkeeper, receiver	3	Appr.	18r
	Stockkeeper, checker	4	Appr.	18c
Assistants in receiving, checking, and shipping supplies in various departments.				
1 (Packer)	Packer, merchandise	1	Appr.	8pg
Packs supplies in preparation for reshipment.				
4 Motorcycle Riders	Chauffeur, motorcycle	2	Jour.	22m
		2	Appr.	22m
Drive and make emergency repairs to motorcycles; used for moving small supplies in small quantities over short distances, and as orderlies.				
34 Privates:				
15 (Storehouse Helpers)	Stockkeeper, receiver	2	Appr.	18r
	Stockkeeper, checker	1	Appr.	18c
	Packer, merchandise	3	Appr.	8pg
	Bookkeeper	1	Appr.	38b
	Store clerk experience	8		Uncl.
Helpers in checking, moving, and packing supplies; four in engine stores; four in airplane stores; and seven in general stores.				

SUPPLY AND TRANSPORTATION SECTION—AIR PARK—Continued

2 CarpentersCarpenter, house Carpenters' helpers around storehouses; and in packing supplies.	2	Appr.	8h
1 BlacksmithBlacksmith, general Does general blacksmith repairs around store- houses.	1	Appr.	7g
8 Motorcycle Riders ...High average intelligence Drive and make emergency repairs to motorcycles; used as orderlies within park.	8		Uncl.
[8] For general military duties, guard fatigue and kitchen police.	8		Uncl.

ENGINEERING SECTION—AIR PARK

(TABLES OF ORGANIZATION No. 630)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

1 Master Signal Electrician—RiggerAirplane mechanic, general.	1	Jour.	61g
<i>Substitute:</i> Auto repairman, general.			
In charge of maintenance of airplanes. Passes on or rejects engines and parts after testing planes, disposing of same, according to their condition. Verifies alignment of planes subsequent to overhaul.			
1 Sergeant, First Class -----Mechanic, general fitter, general (machinist)	1	Jour.	6g
<i>Substitute:</i> Machinist, lathe hand.			
In charge of machine shop field repairs to airplane engines.			
3 Sergeants:			
1 RiggerRigger, airplane	1	Jour.	61r
<i>Substitute:</i> Auto mechanic, chassis.			
Inspector of erection crew. Verifies alignment of airplane when being overhauled prior to its shipment to the front, or subsequent to its return from the front.			
2 Fitters—General (Machinists)Mechanic, general.	1	Jour.	6g
Assist chief machinist in making machine shop field repairs to airplanes and engines.			
3 Corporals:			
1 CarpenterCarpenter, cabinet maker	1	Jour.	8cb
Repairs wood parts of airplanes.			
1 ClerkClerical worker, filing	1	Jour.	38f
Maintains records of airplanes and equipment sent through engineering section, and routes equipment for repairs, keeping repairmen's records of same.			
1 Sail MakerCanvas worker, sail	1	Jour.	76s
<i>Substitute:</i> Canvas worker, tent.			
In charge of repairs involving the cutting, alteration and sewing of linen parts of wings and fuselage.			
2 Chauffeurs, First ClassChauffeur, heavy truck	2	Jour.	23t
Drive and make emergency repairs to heavy trucks.			
9 Privates, First Class:			
1 Acetylene WelderWelder, cutter, acetylene.	1	Appr.	96c
Welds iron, steel and aluminum parts by oxy-acetylene or oxy-hydrogen process.			

ENGINEERING SECTION—AIR PARK—Continued

2 CarpentersCarpenter, house Do general carpenter repairs and rough repair work to wooden parts of airplanes.	2	Appr.	8g
5 SailmakersCanvas worker, sail <i>Substitute:</i> Tailor.	1 4	Jour. Appr.	76s 76s
Assist in repairs to linen parts of wings and fuse- lage.			
1 StoremanStockkeeper In charge of mechanical supplies used by engineer- ing section, maintaining account of expendi- ture of same.	1	Appr.	18s
20 Privates:			
1 PainterPainter, house <i>Substitute:</i> Painter, general; artist. Mixes and applies "dope" to linen parts of air- planes.	1	Appr.	13h
8 CarpentersCarpenter, cabinet maker Carpenter, woodworker, hand Assist in repairs to wood parts of airplanes.	5 3	Appr. Appr.	8cb 8wh
11 SailmakersCanvas worker, sail <i>Substitute:</i> Tailor. Assist in repairs to linen parts of wings and fuse- lage.	11	Appr.	76s

AIR PARK

MAIN GROUP—Civillian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

	Head- quarters		Supply and Trans- porta- tion Section		Engi- neering Section		Park Total	
	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice
Airplane mechanic, general (61 g) -----	---	---	---	---	1	---	1	---
Airplane rigger (61 r) -----	---	---	---	---	1	---	1	---
Blacksmith, general (7 g) -----	---	---	---	1	---	---	---	1
Bookkeeper. (38 b) -----	---	---	1	1	---	---	1	1
Bugler (44 bu) -----	---	2	---	---	---	---	---	2
Canvas worker, sail (76 s) -----	---	---	---	---	2	15	2	15
Carpenter, cabinet maker (8 cb) -----	---	---	---	---	1	5	1	5
Carpenter, house (8 h) -----	---	---	---	3	---	2	---	5
Carpenter, woodworker, hand (8 wh) -----	---	---	---	---	---	3	---	3
Caterer (40 ca) -----	---	---	1	---	---	---	1	---
Chauffeur, auto (22 a) -----	---	---	1	---	---	---	1	---
Chauffeur, heavy truck (23 t) -----	---	---	30	---	2	---	32	---
Chauffeur, motorcycle (22 m) -----	---	---	2	2	---	---	2	2
Chauffeur, truckmaster (23 tm) -----	---	---	1	1	---	---	1	1
Clerical worker, filing (38 f) -----	---	---	---	---	1	---	1	---
Clerical worker, general (38 g) -----	1	1	---	1	---	---	1	2
Clerk, payroll (38 p) -----	1	---	---	---	---	---	1	---
Cook (40 c) -----	---	---	4	---	---	---	4	---
Mechanic, general (6 g) -----	---	---	---	---	2	1	2	1
Packer, merchandise (8 pg) -----	---	---	---	4	---	---	---	4
Painter, house (13 h) -----	---	---	---	---	---	1	---	1
Stockkeeper (18 s) -----	---	---	6	5	---	1	6	6
Stockkeeper, checker (18 c) -----	---	---	---	5	---	---	---	5
Stockkeeper, receiver (18 r) -----	---	---	---	5	---	---	---	5
Typist (39 t) -----	1	---	---	2	---	---	1	2
Welder, cutter, acetylene (96 c) -----	---	---	---	---	---	1	---	1
Totals: Main Group -----	3	3	46	30	10	29	59	62
Less essential -----	---	---	---	---	---	---	---	---
Occupational specialists -----	6	---	76	---	39	---	121	---
Others, leadership material -----	---	---	---	---	---	---	---	---
Not specified -----	---	---	35	---	---	---	35	---
Total enlisted -----	6	---	111	---	39	---	156	---

PHOTO SECTION

(TABLES OF ORGANIZATION No. 631)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation. Then follows the description of army duties.

1 Sergeant, First Class—Chief Plate Developer..	1	Jour. 34p
Photographer, still.		
Head photographic laboratory man. In complete charge of photographic hut. Keeps all records concerning the taking of photographs; assistant to officer in charge in class work and instruction. Responsible for discipline of detachment, at hut and barracks.		
3 Sergeants:		
1 As Supply Sergeant....	1	Jour. 18s
Stockkeeper; with photographic experience.		
Keeps company property and supplies (including photographic supplies); provides for replenishing these stores; issues same, and keeps accounts thereof; supervises repairs to property.		
1 Chief Draftsman.....	1	Jour. 29mp
Draftsman, map		
Arranges photographs in assembling panoramic pictures (known as plotting mosaics). Assists in care of photographic records.		
1 Chief Printer and Enlarger.....	1	Jour. 34mp
Photographer, motion picture.		
<i>Substitute:</i> Photographer, motion picture, laboratory expert, laboratory worker; photographer, still; photographer, still, finisher.		
In charge of printing of photographs and of all enlarging.		
9 Corporals:		
1 Cabinet Maker.....	1	Jour. 8cb
Carpenter, cabinet maker		
Repairs wooden parts of cameras and photographic apparatus.		
1 Plate Developer..	1	Jour. 34d
Photographer, developer, still		
In charge of plate developing.		
1 Draftsman.....	1	Appr. 29mp
Draftsman, map		
<i>Substitute:</i> Draftsman, mechanical.		
Assists chief draftsman in drafting and assembling photographs.		
3 Printers.....	3	Jour. 34f
Photographer, still, finisher		
<i>Substitute:</i> Photographer, still; photographer, motion picture laboratory worker.		
Assist in printing positive films and negatives.		
1 Print Developer.....	1	Jour. 34md
Photographer, developer, motion picture.		
In charge of print developing.		

PHOTO SECTION—Continued

2 Camera Repairs and Installation.....	Instru- ment repairer, camera.	2	Jour.	72c
Make repairs to camera and equipment necessary to maintenance of photographic apparatus.				
1 Chauffeur, First Class.....	Chauffeur, automobile	1	Jour.	22a
Drives and makes emergency repairs to automo- biles.				
1 Chauffeur.....	Chauffeur, heavy truck	1	Jour.	23t
Drives and makes emergency repairs to heavy trucks.				
15 Privates, First Class:				
2 Draftsmen.....	Draftsman, map <i>Substitute:</i> Draftsman, mechanical.	2	Appr.	34mp
Correct and retouch prints.				
3 Print Developers.....	Photographer, developer, motion picture.	3	Appr.	34md
Assist corporal-print developer. Duties same.				
2 Washing and Drying Plates....	Photographer, still. Wash and dry plates.	2	Appr.	34p
4 Washing and Drying Prints....	Photographer, motion picture, laboratory worker.	2	Jour.	34ml
Wash and dry prints.				
2 Motorcycle Riders...	High average intelligence	2		Uncl.
Drive and make emergency repairs to motor- cycles used in transporting cameras, photo- graphic plates, prints and supplies.				
1 Plate Developer..	Photographer, developer, still	1	Appr.	34d
Assist corporal-plate developer. Duties same.				
1 Printer.....	Photographer, still, finisher	1	Appr.	34f
Assists chief printer. Duties same.				

Personnel Specifications
Summary Table 631

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PHOTO SECTION

(Tables of Organization No. 631)

MAIN GROUP—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

	Journey- man	Appren- tice
Carpenter, cabinet maker (8 cb) -----	1	-----
Chauffeur, auto (22 a) -----	1	-----
Chauffeur, heavy truck (23 t) -----	1	-----
Draftsman, map (29 mp) -----	1	3
Photographer, developer (34 d) -----	1	1
Photographer, developer, motion picture (34 md) -----	1	3
Photographer, finisher (34 f) -----	3	1
Photographer, still (34 p) -----	1	2
Photographer, motion picture (34 mp) -----	1	-----
Photographer, motion picture, laboratory worker (34 ml) -----	2	2
Instrument repairer, camera (72 c) -----	2	-----
Stockkeeper (18 s) -----	1	-----
Totals: Main group -----	16	12
Occupational specialists -----	28	
Others, leadership material -----	-----	
Not specified -----	2	
Total enlisted -----	30	

BALLOON COMPANY

(TABLES OF ORGANIZATION No. 609)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

2 Master Signal Electricians:

1 Mechanical Engineer.....Gas plant worker, acetylene; leadership material; machine shop experience. 1 Jour. 69a

Substitute: Acetylene gas generator tender. Mechanic, general; handyman.

Chief mechanic (machinist) at gas plant. In charge of enlisted personnel at plant; assistant to Engineer officer of company. Superintends the filling of gas bags of balloons, has charge of field machine shop unit. If operating at a base shop, has charge of gas-producing machine.

1 Telephone Expert.....Telephone troubleman outside; leadership material. 1 Jour. 33to

Substitute: Lineman, telephone and telegraph; switchboard installer.

Has charge of telephone system of company. Installs, maintains, and repairs telephone system between balloons and ground. Sometimes called upon to make auxiliary installations (for liaison with division) and switchboards at company headquarters.

11 Sergeants, First Class:

1 As Balloonist.....Leadership material; high average intelligence; good education. 1 Uncl.

Responsible for instruction, training and discipline of balloon party. Under maneuvering officer selects, builds and maintains balloon house; and moves balloons, by maneuvers requiring quick perception and action.

1 Chief Rigger.....Cordage worker. 1 Jour. 100co

Substitute: Mariner, boatman.

Responsible for cordage and lacing of balloon and basket attachment. Knowledge of rope and knot-tying essential.

1 Telephone Repairman...Telephone troubleman outside. 1 Jour. 33to

Assists telephone expert in installation and maintenance of telephone system. Locates troubles and makes repairs.

5 Platoon Leaders.....Leadership material 5 Uncl.

In charge of platoon, superintend movement during ground maneuvers; supervise men between time of ascension and descent of balloon. Responsible to first sergeant for their military efficiency.

BALLOON COMPANY—Continued

1 Winchman.....	Engineman, portable <i>Substitute:</i> Crane operator.	1	Jour. 17p
Operates the winch which allows the balloon to rise, and controls its descent.			
1 Motor Truckmaster.....	Truckmaster	1	Jour. 23tm
Supervises routing of transport trains and movement of balloon company from station to station. Dispatches headquarters cars for company business.			
1 As First Sergeant....	Boss, foreman or superintendent; leadership material.	1	Uncl.
Agent of company commander in maintaining discipline; manages company under direction of company commander; arranges details in execution of orders, and assigns men to various employments; required to act on own initiative in emergencies in absence of company officers; required to supervise preparation of company reports, returns, and correspondence.			
1 Mess Sergeant.....	Caterer <i>Substitute:</i> Steward, restaurateur, cook.	1	Jour. 40ca
Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess.			
9 Sergeants:			
1 As Balloonist.....	Leadership; high average intelligence.	1	Uncl.
Assists balloonist, in maneuvering of balloon. Duties similar.			
1 As Platoon Leader.....	Leadership material	1	Uncl.
In absence of a platoon leader, has charge of platoon. Assists first sergeant in maintaining discipline.			
1 As Supply Sergeant.....	Stockkeeper <i>Substitute:</i> Merchant.	1	Jour. 18s
Keeps company property and supplies; provides for replenishing these stores; issues same, and keeps account thereof; supervises repair to property.			
1 Chief Mechanic.....	Auto repairman, general	1	Jour. 24g
Maintains motor transportation unit of balloon company and supervises minor repairs to piping.			
1 As Company Clerk....	Clerical worker, general <i>Substitute:</i> Clerk, railroad; clerk, bookkeeper; typist.	1	Jour. 38g
Supervises preparation and filing of company reports, returns, rosters, and correspondence.			

BALLOON COMPANY—Continued

1 As Machine Gunner ...Machinist, machine gun In charge of anti-aircraft machine gun detail. In direct charge of one gun and crew. Supervises the operation and maintenance of gun and trains crews in the use and care of the piece.	1	Jour. 6mg
1 As RiggerCordage worker <i>Substitute:</i> Mariner, boatman. Assists chief rigger. Knowledge of ropes and knot-tying essential.	1	Jour. 100co
1 As Lineman ..Lineman, telephone and telegraph Assists telephone expert in construction and maintenance of wire systems.	1	Jour. 32t
1 As Assistant TruckmasterTruckmaster Assists truckmaster in despatching motor transportation. Keeps trip-records, and chauffeurs' reports.	1	Appr. 23tm
15 Corporals:		
6 As BalloonistsLeadership material; high average intelligence. Assist sergeants, balloonists in management of detail at balloon baskets. Responsible for the proper rigging and condition of the basket.	6	Uncl.
2 As ClerksClerical worker, general Typist Assist company clerk in preparation of company correspondence and returns, including flight report. Forward reports of observation, showing enemy movements. File records, maps and photographs for the intelligence officer.	1 1	Appr. 38g Appr. 39t
1 As RiggerCordage worker <i>Substitute:</i> Mariner, boatman. Assists chief rigger. Duties similar. Knowledge of rope and knot-tying essential.	1	Appr. 100co
1 Lineman ...Lineman, telephone and telegraph Assists sergeant, lineman, in construction and maintenance of wire system.	1	Appr. 32t
1 As WelderWelder, cutter, oxy-acetylene Repairs basket-fittings and welds damaged parts of motor vehicles.	1	Jour. 96c
1 As WinchmanEngineman, portable <i>Substitute:</i> Crane operator. Assists winchman in operating winch which controls the ascent and descent of balloon.	1	Appr. 17p
3 ..Leadership material; high average intelligence Prospective platoon leaders; company duty.	3	Uncl.
8 Chauffeurs, First Class:		
6 ChauffeursChauffeur, heavy truck Drive and make emergency repairs to heavy trucks and automobiles.	6	Jour. 23t

BALLOON COMPANY—Continued

2 Mechanics.....		Auto repairman, general	2	Jour. 24g
		<i>Substitute:</i> Stationary gas engineman.		
		Assist at winch; and in making necessary minor repairs thereto. In emergency, assist in repair of motor vehicles.		
15 Chauffeurs:				
14 Chauffeurs.....		Chauffeur, heavy truck	14	Appr. 23t
		Drive and make emergency repairs to heavy trucks and automobiles.		
1 Mechanic.....		Auto repairman, general	1	Appr. 24g
		Assist at winch, and in making minor repairs thereto. In emergency assist in repair of motor vehicles.		
3 Cooks.....		Cook	3	Jour. 40c
		Cook plain foods and small doughs for company of 171 men. Required to be able to properly cut a quarter of beef.		
2 Buglers.....		Bugler	2	Appr. 44bu
		<i>Substitute:</i> Cornetist.		
		Sound army calls; act as liaison agents; familiar with all forms of visual signalling. Must be able to speak, read, and write English fluently.		
34 Privates, First Class:				
1 Blacksmith.....		Blacksmith, general	1	Jour. 7g
		Makes general blacksmith repairs to wagons, trailers, trucks, and other company equipment.		
1 Carpenter.....		Carpenter, general	1	Jour. 8g
		Does general carpenter work.		
2 Machine Gunners.....		Machinist, machine gun	2	Appr. 6mg
		In charge of one gun and crew. Operate machine gun against enemy aircraft, and train crew in the use and care of same.		
3 Pipefitters.....		Pipefitters, gas	1	Jour. 14gs
		<i>Substitute:</i> Plumber.	2	Appr. 14gs
		In charge of gas cylinders containing hydrogen for balloon. Adjust pipe connections, and make general repairs thereto.		
2 Riggers.....		Cordage worker	2	Appr. 100co
		<i>Substitute:</i> Mariner, boatman.		
		Assist chief rigger. Knowledge of rope and knot-tying essential.		
1 Radio Mechanic.....		Wireless radio constructor	1	Jour. 31wc
		Installs, maintains, and operates wireless apparatus.		
70 Privates:				
1 Carpenter.....		Carpenter, general	1	Appr. 8g
		Does general carpenter work.		

BALLOON COMPANY—Continued

2 Draftsmen	Draftsmen, mechanical Assemble photographs taken by observers, (known as plotting mosaics). Reproduce sketches of necessary maps by balloon observers.	2	Appr. 29m
12 Machine Gunners	High average intelligence In anti-aircraft machine guns crews. Assist in repairs to machine guns and parts.	12	Uncl.
3 Motorcyclists	Chauffeurs, motorcycle Drive and make emergency repairs to motor- cycles. Used as despatch riders, and as or- derlies.	3	Jour. 22m
6 Riggers	Cordage worker <i>Substitute:</i> Mariner, boatman. Assist chief rigger. Duties similar. Knowledge of rope and knot-tying essential.	6	Appr. 100co
3	High average intelligence Assist intelligence officer in maintaining liaison between air service and headquarters. Used for messenger and courier service.	3	Uncl.
3 Radio Mechanic	Wireless, radio, con- structor. Assist in the installation, maintenance, and op- eration of wireless apparatus.	3	Appr. 31wc
2 Telephone Switchboard Operators	Tele- phone switchboard operator. Operate telephone switchboard, and make repairs thereto.	2	Jour. 33o
10 Telephone Operators	High average in- telligence. Operate telephones.	10	Uncl.

(24 Privates, First Class, and 28 Privates not
specified.)

Note—Minimum physical requirements for all
enlisted men, except Master Signal Electricians:
Height, 5 ft. 6 in.; weight, 160 lbs.

LESS ESSENTIAL GROUP.

BALLOON COMPANY—Continued

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

2Barber	2	Jour.	45
	In addition to tactical duties, follow their civilian occupation, drawing their patronage from company personnel.			
1Butcher	1	Appr.	41b
	Required in emergencies to kill cattle, sheep or hogs, and dress and cut the meat for 250 men.			
2Carpenter, general	2	Appr.	8g
	Required to assist in construction of dugouts, in the repairing of the bodies and running gear of trucks, tractors and automobiles and to crate and box company equipment when necessary.			
1Clerical Worker, general	1	Appr.	38g
1	1	Appr.	39t
	Required to assist the battery clerk in the preparation of reports, returns and correspondence.			
1Tailor	1	Appr.	48t
	Required to clean and repair uniforms with small equipment and supplies.			
1Interpreter, French	1	Appr.	52
	One, for company headquarters.			
2Blacksmith, general	1	Jour.	7g
	Required to repair and replace such broken metal parts of the company material, and trucks, as is possible with limited equipment and supplies.			
		1	Appr.	7g

HEADQUARTERS—BALLOON GROUP

(TABLES OF ORGANIZATION No. 608)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

2 Master Signal Electricians:

1 (Telephone Man).....Telephone troubleman, 1 Jour. 33to
outside.

Maintains and repairs telephone system of headquarters and lines of communication with Wing and Squadrons.

1 (Electrician).....Wireman, inside 1 Jour. 10w
Maintains and repairs electric-lighting system, and accessory electrical apparatus.

3 Sergeants, First Class:

1 (As Sergeant Major)..Clerical worker, general 1 Jour. 38g
Chief clerk at Group headquarters. Under direction of adjutant supervises the preparation and filing of reports, returns, correspondence, orders and bulletins.

1 (Truckmaster).....Chauffeur, truckmaster 1 Jour. 23tm
In charge of motor transportation at Group headquarters; responsible for the mechanical condition of motor equipment, and the efficiency of the drivers. Despatches cars, and keeps trip records and chauffeurs' reports.

1 (As Supply Sergeant).....Stockkeeper 1 Jour. 18s
Calculates needs of Group, and requisitions for property and supplies. Issues same to Squadrons and keeps accounts thereof. Keeps property for issue, and supervises necessary repairs to same.

3 Sergeants:

1 (Chief Mechanic)....Auto repairman, general 1 Jour. 24g
Under truckmaster, repairs motor transportation, equipment.

1 (Gas Sergeant).....Gas plant worker, expert 1 Appr. 69ex
In charge of gas-producing plant. Where Group operates away from plant, keeps supply of gas on hand in tanks.

1 (Telephone Sergeant).....Telephone switchboard installer. 1 Jour. 33si
Installs, maintains, and repairs telephone switchboard system at Group headquarters. Supervises operation of switchboard.

6 Corporals:

1 (Acting Mess Sergeant).....Caterer 1 Jour. 40ca
Purchases food supplies; plans menus with reference to variety of food values; responsible for

HEADQUARTERS BALLOON GROUP—Continued

cleanliness, conservation and preparation of food, and for sanitation of kitchen area; keeps accounts of organization mess.

1 (Clerk)	Stenographer	1	Jour.	39s
Assists sergeant major in preparation of reports, returns, correspondence, orders, and bulletins.				
2 (Telephonists)	Telephone operator	2	Jour.	33o
Operate telephone switchboard.				
2 (Mechanics)	Auto repairman, general	1	Jour.	24g
Assist chief mechanic in maintenance of motor equipment; one assists in maintenance of gas production plant.				
		1	Appr.	24g
6 Chauffeurs, First Class	Chauffeur, auto	6	Jour.	22a
Drive and make emergency repairs to automobiles.				
8 Chauffeurs	Chauffeur, heavy truck	6	Jour.	23t
Drive and make emergency repairs to heavy trucks.				
		2	Appr.	23t
2 Cooks	Cook	2	Jour.	40c
Cook plain foods and small doughs. Required to be able to properly cut a quarter of beef.				
5 Privates, First Class:				
3 (Clerks)	Clerical worker, general	1	Appr.	38g
			Typist	
		1	Jour.	39t
		1	Appr.	39t
Assist sergeant major in administration of headquarters office.				
2 (Auto Mechanics)	Auto repairmen, general	2	Appr.	24g
Assist in repairs of motor equipment.				
5 Privates:				
1 (Clerk)	Clerical worker, general	1	Appr.	38g
Assists supply sergeant in requisitioning, storing and issuing supplies.				
2 (Mechanics' Helpers)	Mechanic, general handyman.	2	Appr.	6mc
Mechanic handymen around headquarters assisting in maintenance of gas-production plant.				
2 (Assistant Cooks)		2		Uncl.
Perform duties of kitchen police.				

HEADQUARTERS—BALLOON WING

(TABLES OF ORGANIZATION No. 607)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

1 Sergeant, First Class, as Sergeant Major...	Clerical worker, general. Chief clerk at Wing headquarters. Under direction of adjutant, supervises the preparation and filing of reports, returns, correspondence, orders, and bulletins.	1	Jour.	38g
2 Corporals:				
1 (Personnel Clerk).....	Clerk, payroll Supervises the preparation of pay-cards, payrolls, rosters, and returns of personnel. Knowledge of typewriting desirable.	1	Jour.	38p
1 (Clerk).....	Stenographer Stenographic assistant at headquarters.	1	Jour.	39s
2 Chauffeurs, First Class.....	Chauffeur, automobile Drive and make emergency repairs to automobiles.	2	Jour.	22a
2 Chauffeurs.....	Chauffeur, heavy truck Drive and make emergency repairs to heavy trucks.	2	Jour.	23t
2 Privates, First Class:				
1 (Mechanic).....	Auto repairman, general Repairs motor vehicles at headquarters.	1	Jour.	24g
1 (Telephonist).....	Telephone operator Operates telephone switchboard.	1	Jour.	33o
2 Privates:				
1 (Telephonist).....	High average intelligence Operates telephone switchboard.	1		Uncl.
1 (Orderly).....	High average intelligence Assigned to duty at headquarters as orderly.	1		Uncl.

Personnel Specifications
Summary Table 607

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BALLOON WING

(Tables of Organization Nos. 607, 608 and 609)

MAIN GROUP—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

	609 Comp'y Total		608 GROUP (5 Companies)				607 WING (3 Groups)			
	One in Division Air Service		Head- quarters		Total One in Corps Air Service		Head- quarters		Total One in Army Air Service	
	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice	Journey- man	Appren- tice
Acetylene gas plant worker (69 a)	1	---	---	---	5	---	---	---	15	---
Auto repairman, general (24 g)---	3	1	2	3	17	8	1	---	52	24
Blacksmith, general (7 g)---	1	---	---	---	5	---	---	---	15	---
Bugler (44 bu)---	---	2	---	---	---	10	---	---	---	30
Carpenter, general (8 g)---	1	1	---	---	5	5	---	---	15	15
Caterer (40 ca)---	1	---	1	---	6	---	---	---	18	---
Chauffeur, auto (22 a)---	---	---	6	---	6	---	2	---	20	---
Chauffeur, heavy truck (23 t)---	6	14	6	2	36	72	2	---	110	216
Chauffeur, motorcycle (22 m)---	3	---	---	---	15	---	---	---	45	---
Chauffeur, truckmaster (23 tm)---	1	1	1	---	6	5	---	---	18	15
Clerical worker, general (38 g)---	1	1	1	2	6	7	1	---	19	21
Clerk, payroll (38 p)---	---	---	---	---	---	---	1	---	1	---
Cook (40 c)---	3	---	2	---	17	---	---	---	51	---
Cordage worker (100 co)---	2	9	---	---	10	45	---	---	30	135
Draftsman, mechanical (29 m)---	---	2	---	---	---	10	---	---	---	30
Engineman, portable (17 p)---	1	1	---	---	5	5	---	---	15	15
Gas plant worker, expert (69 ex)---	---	---	1	---	1	---	---	---	3	---
Lineman, Tel. and Tel. (32 t)---	1	1	---	---	5	5	---	---	15	15
Machinist, machine gun (6 mg)---	1	2	---	---	5	10	---	---	15	30
Mechanic, general, handyman (6 mc)---	---	---	---	2	---	2	---	---	---	6
Pipe fitter, gas (14 gs)---	1	2	---	---	5	10	---	---	15	30
Stenographer (39 s)---	---	---	1	---	1	---	1	---	4	---
Stockkeeper (18 s)---	1	---	1	---	6	---	---	---	18	---
Switchboard installer (33 si)---	---	---	1	---	1	---	---	---	3	---
Telephone operator (33 o)---	2	---	2	---	12	---	1	---	37	---
Telephone troubleman, outside (33 to)---	2	---	1	---	11	---	---	---	33	---
Typist (39 t)---	---	1	1	1	1	6	---	---	3	18
Wireless, radio constructor (31 wc)---	1	3	---	---	5	15	---	---	15	45
Wireman, inside (10 w)---	---	---	1	---	1	---	---	---	3	---
Welder, cutter, oxy-acetylene (96 c)---	1	---	---	---	5	---	---	---	15	---
Totals: Main group-----	34	41	28	10	198	215	9	---	603	645
Less essential group-----	2	8	---	---	10	40	---	---	150	---
Occupational specialists-----	85	---	38	---	463	---	9	---	1398	---
Others, leadership material-----	17	---	---	---	85	---	---	---	255	---
Not specified-----	68	---	2	---	342	---	2	---	1028	---
Total enlisted-----	170	---	40	---	890	---	11	---	2681	---



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