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DoD 5010.15.1-M
VOLUME II

STANDARDIZATION of WORK MEASUREMENT

Defense
Work
Measurement
Standard
Time
Data
Program

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VOLUME II

CLERICAL & SALES OCCUPATIONS

December 1975

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DEPARTMENT OF DEFENSE
DEFENSE INDUSTRIAL RESOURCES SUPPORT OFFICE
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STANDARDIZATION OF WORK MEASUREMENT
CLERICAL & SALES OCCUPATIONS

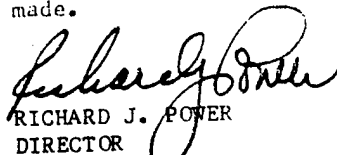
- I. DoD 5010.15.1-M, Volume II, 1 Dec 75, is changed as follows:
- A. Page v, Part Two, Section I, Line 1: Delete the word "three" and substitute "four."
 - B. Page v, Part Two, Section I: Add the following paragraph:

The Verb Index which is an alphabetical listing of the "title" line of the DWMSTDP Operation/Element Description sequenced by the verb, page D-1.

- C. Add pages D-1 thru D-12 after page C-12.

II. This change is an administrative addition of an index for the elements published in the volume.

III. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.


RICHARD J. POWER
DIRECTOR



INSTALLATIONS AND LOGISTICS

DoD 5010.15.1-M
VOLUME II

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

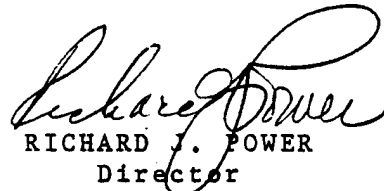
1 Dec 75

FOREWORD

This volume of DoD 5010.15.1-M, "Standardization of Work Measurement", is one of a series published under the authority of DoD Directive 5010.31, Productivity Enhancement, Measurement, and Evaluation. It provides standard time data for Clerical and Sales Occupations as classified by Department of Labor codes and includes guidelines for uniform application. The occupations covered are clerical in nature and include such tasks as typing, filing, and operating computing machines.

Maximum use of the guidelines and standard time data is mandatory at each Department of Defense activity where Labor Performance Standards are developed and applied.

All of the included standard time data have been reviewed and approved by a Joint Service/Agency Standard Time Data Group prior to publication.



RICHARD J. POWER
Director

Defense Industrial and
Management Engineering Office

DISTRIBUTION

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3 less 7, 9, 10

This DoD manual supersedes DoD 5010.15.1-M, Volume II, 6 Sep 73.
* Denotes Changes

STANDARD TIME DATA
FOR
CLERICAL AND SALES OCCUPATIONS

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DEFENSE WORK MEASUREMENT STANDARD TIME
DATA PROGRAM (DWMSTDP)

CLERICAL AND SALES OCCUPATIONS

PART ONE - GUIDANCE

CHAPTER I - GENERAL INFORMATION

1.1 PURPOSE

This volume of Clerical and Sales Occupations standard time data is one of several volumes included in the Defense Work Measurement Standard Time Data Program (DWMSTDP). It provides a single DoD source of clerical standard time data to be used in the economical development of labor standards for:

1.1.1 Organizations, functions, or activities whose primary mission is clerical in nature, e.g., Finance, Data Processing, and Personnel Administration.

1.1.2 Clerical jobs which are a part of organizations, functions, or activities whose primary mission is not clerical in nature, e.g., clerks, typists, and keypunch operators.

1.1.3 Elements of work performed by personnel whose primary job is other than clerical but who do clerical work as a part of their job, e.g., filing of shop orders, filling out forms, sorting documents, and telephoning.

1.2 SCOPE

This publication applies to all military services and defense agencies. The data contained herein will be used to the maximum extent possible in the development of labor performance standards in compliance with DoD Directive 5010.31 and DoD Instruction 5010.34.

1.3 APPLICATION

The clerical standard time data contained in this volume must be applied in accordance with the general instructions contained in the Basic Volume and the specific instructions contained in this volume.

1.4 SUBMISSION OF NEW ELEMENTS

All newly developed or existing clerical standard time data element(s) not now included herein will be submitted with back-up motion pattern analysis to the Defense Industrial and Management Engineering Office (DIMEO), for review and possible inclusion in this volume. The Basic Volume contains procedures for submitting this input.

CHAPTER II - CODING

2.1 GENERAL

* 2.1.1 Information requirements applicable to DWMSTDP have been standardized. Applicable DoD Standard Data elements have been utilized and all other data elements have been proposed for data representation standardization action in accordance with the provisions of DoD Instruction 5000.12, "Data Elements and Codes Standardization Procedures" and DoD 5000.12-M.

2.1.2 The complete coding structure for a Defense Work Measurement Standard Time Data Program element is explained in the Basic Volume. Figure 1 highlights a typical Occupation Code, Work Category Code, and Work Sub-Category Code for Clerical and Sales Occupations.

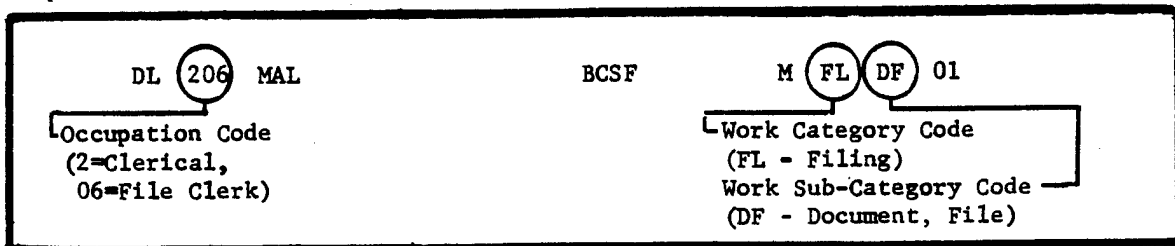


Figure 1. DWMSTD Coding Structure

2.2 TYPES OF CODES

2.2.1 Occupation Codes

The Occupation Codes for standard time data elements in this volume conform to the numeric codes of Clerical and Sales Occupations listed in the U. S. Department of Labor Dictionary of Occupational Titles. All Department of Labor Clerical and Sales Occupations are shown in Figure 2. Figure 3 identifies the work ascribed to the specific Clerical and Sales Occupations contained in this volume.

2.2.2 Work Category Codes

The two position Work Category Code encircled in Figure 1 further identifies the various types of work performed within the occupation groups. The classification Category indicates the major action being performed or major equipment involved in the standard time data element. Figure 4 lists and defines the work categories used in coding clerical standard time data.

2.2.3 Work Sub-Category Codes

The two position Work Sub-Category Code encircled in Figure 1 is a sub-division of the Work Category Code and identifies the object, process, or condition associated with the action or equipment. This code is generally oriented to a noun/verb relationship, e.g., DF is the code for "Document, Filed" in the element description header line. However, if the noun/verb sequence in the element code causes a duplication of the code, the sequence has been modified. The noun/verb sequence will remain in the verbage of the title whenever possible.

2.3 FUNDAMENTAL STANDARD TIME DATA

Every occupation includes general purpose data such as get, place, read, or write which are fundamental to each occupation but not specific to any one. These are called "Universal" and are contained in Volume X - Universal Standard Time Data.

CLERICAL AND SALES OCCUPATION CODES

2 - CLERICAL AND SALES OCCUPATIONS

(Clerical and Sales Work)

20 Stenography, Typing, Filing, and Related Occupations
(Stenography, Typing, Filing, and Related Work)

- 201. Secretaries (Secretarial work)
- 202. Stenographers (Stenography)
- 203. Typists (Typing)
- 204. Correspondence clerks (Correspondence work)
- 205. Personnel clerks (Personnel work)
- 206. File clerks (Filing)
- 207. Duplicating-machine operators (Duplicating-machine work)
- 208. Miscellaneous office machine operators (Miscellaneous office machine work)
- 209. Stenography, typing, filing, and related occupations, n.e.c. (Stenography, typing, filing, and related work, n.e.c.)

21 Computing and Account-Recording Occupations
(Computing and Account Recording)

- 210. Bookkeepers (Bookkeeping)
- 211. Cashiers (Cashiering)
- 212. Tellers (Teller service)
- 213. Automatic data-processing-equipment operators (Automatic data processing)
- 214. Billing-machine operators (Billing-machine work)
- 215. Bookkeeping-machine operators (Bookkeeping-machine work)
- 216. Computing-machine operators (Computing-machine work)
- 217. Account-recording-machine operators, n.e.c. (Account-recording-machine work, n.e.c.)
- 219. Computing and account-recording occupations, n.e.c. (Computing and account recording, n.e.c.)

22 Material and Production Recording Occupations
(Material and Production Recording)

- 221. Production clerks (Clerical work, production)
- 222. Shipping and receiving clerks (Clerical work, shipping and receiving)
- 223. Stock clerks and related occupations (Stock checking and related work)
- 224. Weighers (Weighing)
- 229. Material and production recording occupations, n.e.c. (Material and production recording, n.e.c.)

Figure 2 - Clerical Occupation Codes

CLERICAL WORK CATEGORY CODES		
<u>Work Category</u>	<u>Code</u>	<u>Definition</u>
<u>Actuate</u>	<u>AC</u>	Manual manipulation of an object for engaging, disengaging, starting, or stopping a device. The process of manipulating an object by cranking, turning, or moving a fixed part. Putting something else in action by handling a switch or control. (Examples: crank, dial set with knob, move lever.)
<u>Addressograph Machine</u>	<u>AM</u>	The processes and motions involved in operating machines for embossing information on metal plates used in addressing, labeling.
<u>Calculate</u>	<u>CA</u>	The processes and motions involved in calculating machine computations. (Example: Add column of numbers by machine.)
<u>Data Machine</u>	<u>DM</u>	The processes and motions involved in the operation of various data machines, EAM/ADP and peripheral equipment.
<u>File</u>	<u>FL</u>	The motions necessary to locate, place, remove or partially remove and replace cards, documents and folders at file location.
<u>Film Reader/Printer Machine</u>	<u>FR</u>	The processes and motions involved in the operation of microfilm reader-printer machines.
<u>Identify</u>	<u>ID</u>	The processes and motions required to stamp, tab, label, or mark documents, cards, folders, or objects to provide for locating, recognizing or comparing. The actions necessary to recognize, match or compare similar characteristics.
<u>Keypunch</u>	<u>KP</u>	The processes and motions involved in the handling and preparation of punched cards used in the Electrical Accounting Machine (EAM) and Automatic Data Processing Equipment (ADPE) processes, and the card punch machines used to produce them.

Figure 4 - Major Categories of Work Used in Coding Clerical Data

CLERICAL WORK CATEGORY CODES (CONTINUED)	
* <u>Office General</u>	<u>QG</u> The processes and motions covering a large variety of actions commonly occurring in any office which have not been included in other categories. (Examples: telephoning, opening and closing doors and drawers, and moving chairs.)
<u>Paper Fastening</u>	<u>PF</u> The processes and motions involved in applying and removing fastening devices used to keep papers together in stacks, batches, rolls, or loose leaf forms.
<u>Paper Handling</u>	<u>PH</u> The processes and motions involved in the securing, movement, placement and alignment of paper, cards, sheets, etc.
<u>Reproduce</u>	<u>RP</u> The processes and motions involved in obtaining copies of documents through the use of various reproduction machines.
<u>Type</u>	<u>TY</u> Set up and use of manual, electric, and IBM Selectric typewriters.

Figure 4 - Major Categories of Work Used in Coding Clerical Data (Continued)

DEFENSE WORK MEASUREMENT STANDARD TIME
DATA PROGRAM - (DWMSTDP)

CLERICAL AND SALES OCCUPATIONS *

PART TWO - STANDARD TIME DATA

SECTION I - INDEXES

This provides four indexes as follows:

The Occupation Code Index which includes the page location for each code in both the DWMSTDP Element Index and the DWMSTDP Element Listing, Page A-1.

The DWMSTDP Element Index which is sequenced according to DWMSTDP Element Codes, Page B-1.

The Noun/Verb Index which is an alphabetical listing of the "title" line of the DWMSTDP Operation/Element Description, Page C-1.

The Verb Index which is an alphabetical listing of the "title" line of the DWMSTDP Operation/Element Description sequenced by the verb, page D-1.

NOTE: Indexes included in changes to this volume will be inserted with the appropriate index (B and C).

OCCUPATIONAL CODE INDEX

<u>Code</u>	<u>Occupation</u>	<u>DWMSTDP Element Index</u>	<u>Page</u>	<u>DWMSTDP Element Listing</u>
203	Typist (Typing)	B-1		1
206	File Clerk (Filing)	B-2		6
207	Duplicating Machine Operator (Duplicating Machine Work)	B-2		10
208	Miscellaneous Office Machine Operator (Miscellaneous Office Machine Work)	B-3		14
209	General Office Worker (General Office Work)	B-4		15
213	Automatic Data Processing Equipment Operator (Automatic Data Processing)	B-7		31
216	Computing Machine Operator (Computing Machine Work)	B-10		43
222	Shipping and Receiving Clerk (Clerical Work, Shipping and Receiving)	B-11		49
234	Addressograph Machine Operator (Addressograph Machine Work)	B-12		55

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
ELEMENT INDEX

OCCUPATION	QUALITY	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION	PAGE
203	TAL	BTYCTXX	VARIABLE	CARRIAGE, TRAVEL, TIME FOR MANUAL, ELECTRIC OR BALL TRAVEL ON IBM SELECTRIC TYPEWRITER PER INCH OF TRAVEL	1
203	MAL	BTYKD01	4	KEY, DEPRESS, CONTINUOUS TYPE PER STROKE	
203	MAL	BTYKD02	5	KEY, DEPRESS, CONTINUOUS TYPE PER STROKE	
203	MAL	BTYLI01	10	LINE, INDEX, ADDITIONAL, MANUAL TYPEWRITER	
203	MAL	BTYLI02	4	LINE, INDEX, ADDITIONAL, ELECTRIC TYPEWRITER	
203	MAL	BTYPT01	41	PAGE, TURN, COPY MATERIAL TO BE TYPED	
203	MAL	BTYSA01	22	SWITCH, ACTUATE	
203	TAL	BTYSC01	20	SPACING, CONTINUOUS, ELECTRIC TYPEWRITER, MACHINE TIME ONLY PER INCH	
203	TAL	BTYTCXX	VARIABLE	TYPING, CONTINUOUS, DASH/UNDERLINE/ANY KEY, ELECTRIC TYPEWRITER	
203	MAL	MTYCP01	38	CARRIAGE/BALL, POSITION, TO EXACT LINE USING ROLLER KNCB FROM WITHIN 6 LINES OR 1 INCH	2
203	MAL	MTYCP02	66	CARRIAGE/BALL, POSITION, TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	
203	MAL	MTYCP03	77	BALL, POSITION, TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	
203	MAL	MTYCP04	13	CARRIAGE/BALL, POSITION, TO EXACT LINE FOR EACH ADDITIONAL 6 LINES OR 1 INCH	
203	MAL	MTYCP05	34	CARRIAGE, POSITION, TO EXACT SPACE ON SAME LINE	
203	MAL	MTYCP06	36	BALL, POSITION, TO EXACT SPACE ON SAME LINE	
203	MAL	MTYCRXX	VARIABLE	CARRIAGE/BALL, RETURN	3
203	MAL	MTYKSXX	VARIABLE	KEY, SHIFT, LOCK OR UNLOCK TYPEWRITER-MANUAL, ELECTRIC, & IBM SELECTRIC.	
203	MAL	MTYLTXX	VARIABLE	LINE, TYPE	
203	MAL	MTYMS01	42	MARGIN, SET, WITH MAGIC MARGIN OR MARGIN SET KEY OR VISIBLE SLICING TYPE	
203	MAL	MTYRT01	14	ROLLER, TIGHTEN	
203	MAL	MTYSS01	22	SPACING, SET, SINGLE, DOUBLE OR TRIPLE LINE SPACING, MANUAL, ELECTRIC OR IBM SELECTRIC	4
203	MAL	MTYTCXX	VARIABLE	TYPING, CONTINUOUS, DEPRESS KEY & HOLD FOR 1 INCH OF TYPE, WITH FINAL POSITIONING BY 3 REPEATED DEPRESSIONS	
203	MAL	MTYTM01	348	TYPEWRITER, MOVE, FROM DESK SIDE WELL	
203	MAL	MTYTM02	459	TYPEWRITER, MOVE, INTO STORAGE IN SIDE DESK WELL	
203	MAL	MTYTRO1	20	TAB, RELEASE/CLEAR, PER STOP, WITH UP TO NINE INCHES OF CARRIAGE/BALL TRAVEL, MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITERS	
203	MAL	MTYTRO2	57	TAB, RELEASE/CLEAR, ALL STOPS CONTINUOUSLY, MANUAL OR ELECTRIC TYPEWRITER	
203	MAL	MTYTS01	34	TAB, SET, POSITIONING CARRIAGE BY 4 TO 8 REPEATED DEPRESSIONS OF SPACE BAR, MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITER	5

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
ELEMENT INDEX

OCCUPATION	QUALITY	DWMSTOP ELEMENT	TNU VALUE	OPERATION/ELEMENT DESCRIPTION	PAGE
203	MAL	MTYTS02	44	TAB,SET,WITH UP TO 1 INCH OF SPACING,IBM SELECTRIC TYPEWRITER	5
203	MAL	TTYPSXX	TABLE	PAPER,SET-UP,SHEET(S) OF BOND/FORMS & CARBONS	
203	MAL	STYETXX	VARIABLE	ENVELOPE,TYPE,MAILING ADDRESS	
206	MAL	BFLCLXX	VARIABLE	CARD,LOCATE,IN TAB INDEX FILE	6
206	MAL	BFLDLXX	VARIABLE	DOCUMENT,LOCATE,POSITION IN FOLDER CONTAINING DOCUMENTS=SIZE 8X10 TO 8-1/2X14	
206	MAL	BFLFLXX	VARIABLE	FOLDER,LOCATE,POSITION IN FILE OF FOLDERS 9X12 OR 9X15 INCH SIZE	
206	MAL	MFLCH01	30	CARD,HANDLE,RAISE FROM FILE TO REAC & PUSH BACK INTO FILE	
206	MAL	MFLCH02	36	CARD,HANDLE,REMOVE FROM FILE & SET ASIDE	7
206	MAL	MFLCH03	32	CARD,HANDLE,INSERT,INTO FILE	
206	MAL	MFLCH04	52	CARD,REMOVE FROM FILE AND TILT NEXT CARD	
206	MAL	MFLCH05	56	CARD,HANDLE,REPLACE IN FILE,NEXT CARD TILTED	
206	MAL	MFLCH06	42	CARD,HANDLE,REPLACE IN FILE,NEXT CARD TILTED	
206	MAL	MFLCP01	205	CARD,PLACE,IN VISIBLE INDEX FILE (3X5 TO 8X11 INCH CARD)	
206	MAL	MFLCR01	109	CARD,REMOVE,FROM VISIBLE INDEX FILE(3X5 TO 8X11 INCH CARD)	
206	MAL	MFLCSXX	VARIABLE	CARDS,SCRT,BY HAND (PER CARD)	8
206	MAA	MFLDF01	56	DOCUMENT,FILING,IN MANILA FOLDER	
206	MAL	MFLDS01	232	DOCUMENT,SUSPENSE,PLACE IN,REMOVE FROM FILE	
206	MAA	MFLFOXX	VARIABLE	FILE DRAWER,OPEN AND CLOSE,STANDARD UPRIGHT TYPE FILE,MULTI DRAWER	
206	MAL	TFLCHXX	TABLE	CARD(S),HANDLE,FILING 3X5 TO 5X9 INCH CARDS	9
206	MAL	TFLDHXX	TABLE	DOCUMENTS,HANDLE,SINGLE OR BATCH AT FILE LOCATION	
206	MAL	TFLFHXX	TABLE	FOLDERS,HANDLE,SINGLE OR BATCH AT FILE LOCATION	10
207	TAL	BRPMT01	29	MACHINE TIME,PHOTO-COPIER,EXPOSURE TIME PER CIAL SETTING	
207	TAL	BRPMT02	262	MACHINE TIME,PHOTO-COPIER,PRINT OUT TIME PER SINGLE COPY	
207	TAL	BRPMT03	277	MACHINE TIME,PHOTO-COPIER,PRINT OUT TIME PER COPY FOR MULTIPLE COPIES	
207	TAL	BRPMT04	204	MACHINE TIME,PHOTO-COPIER,PRINT OUT TIME FOR BOUND ORIGINALS	
207	TAL	BRPMT05	26	MACHINE TIME,PHOTO-COPIER,ROTATE FILM FOR BOUND ORIGINALS	
207	TAL	BRPMT06	17	MACHINE TIME,PHOTO-COPIER,MACHINE TIME TO READY FOR EXPOSURE FOR BOUND ORIGINALS	11
207	TAL	BRPMT07	2113	MACHINE TIME,WARM-UP,COLD MACHINE	
207	TAL	BRPMT08	1057	MACHINE TIME, WARM-UP,WARM MACHINE	

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
ELEMENT INDEX

OCCUP- ATION	QUALITY	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION	PAGE
207	TAL	BRPMT09	703	MACHINE TIME,ELECTRO-STAT COPIER,EXPOSURE AND PRINT OUT TIME	11
207	TAL	BRPMT10	128	MACHINE TIME,THERMO-FAX	
207	TAL	BRPMT11	368	MACHINE TIME,VERIFAX COPIER,EXPOSURE TIME	
207	TAL	BRPMT12	472	MACHINE TIME,VERIFAX COPIER,ACTIVATE TIME	
207	TAL	BRPMT13	727	MACHINE TIME,WARM-UP,XEROX COPIER	
207	TAL	BRPMT14	223	MACHINE TIME,EXPOSURE,XEROX COPIER	
207	TAL	BRPMT15	692	MACHINE TIME,PRINT OUT,XEROX COPIER	12
207	TAL	BRPMT16	32	MACHINE TIME,PRINT OUT,XEROX COPIER,ADDITIONAL PRINT OUT TIME FOR 14 INCH COPIES	
207	TAL	MRPSA01	1079	SWITCH,ACTUATE,START AND STOP,PHOTO-COPIER COLD MACHINE	
207	TAL	MRPSC01	735	SHEET,COPY,SINGLE,ORIGINAL-ONE COPY-APECC MODEL 171	
207	TAL	MRPSC02	336	SHEET,COPY,SINGLE,ORIGINAL ON 3M AUTOMATIC DRY PHOTO-COPIER,MODEL 209-SINGLE COPY ONLY	
207	TAL	MRPSC03	74	SHEET,COPY,SINGLE,ORIGINAL,ON 3M AUTOMATIC DRY PHOTO-COPIER MODEL 209-MULTIPLE COPIES	
207	TAL	MRPSC04	456	SHEET,COPY,SINGLE,BOUND ORIGINAL,PHOTO-COPIER 3M MODEL 209 DRY COPIER	
207	TAL	MRPSC05	153	SHEET,COPY,SINGLE,FROM ORIGINAL,3M THERMO-FAX SECRETARY MODEL	13
207	TAL	MRPSC06	1314	SHEET,COPY,SINGLE/FIRST COPY,VERIFAX MODEL 3	
207	TAL	MRPSC07	268	SHEET,COPY,ADDITIONAL, FROM SINGLE SHEET ORIGINAL,VERIFAX MODEL 3	
207	TAL	MRPSC08	1670	SHEET,COPY,SINGLE,-11 INCH SHEET,XEROX 914 COPIER	
207	TAL	MRPSC09	1702	SHEET,COPY,SINGLE,-14 INCH SHEET,XEROX 914 COPIER	
207	TAL	MRPSC10	1029	SHEET,COPY,SINGLE,ORIGINAL,ONE SIDE,11 INCH COPY AND MACHINE WARM,XEROX 914 COPIER	
207	TAL	MRPSC11	1061	SHEET,COPY,SINGLE,ORIGINAL,ONE SIDE,14 INCH COPY AND MACHINE WARM,XEROX 914 COPIER	14
207	TAL	MRPSC12	1962	SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 11 INCH FIRST COPY-COLD MACHINE, XEROX 914 COPIER	
207	TAL	MRPSC13	1994	SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 14 INCH FIRST COPY-COLD MACHINE,XEROX 914 COPIER	
207	TAL	MRPSC14	1321	SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 11 INCH SHEET, WARM MACHINE, XEROX 914 COPIER	
207	TAL	MRPSC15	1353	SHEET,COPY, SINGLE,ORIGINAL,BOTH SIDES,14 INCH SHEET,WARM MACHINE, XEROX 914 COPIER	
208	MAL	MFRD101	51	DECK,INSERT,MICROFILM CARTRIDGE INTO MICROFILM READER	
208	MAL	MFRD001	83	DECK,OBTAIN,MICROFILM CARTRIDGE FROM STORAGE FILE	
208	MAL	MFRD001	34	DECK,REMOVE,MICROFILM CARTRIDGE FROM MICROFILM READER	15

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
ELEMENT INDEX

OCCUPATION	QUALITY	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION	PAGE
208	MAL	MFRDS01	40	DECK, STORE, MICROFILM CARTRIDGE IN FILE	15
208	TAL	MFRMA01	750	MICROFILM, ADVANCE, READER MACHINE, FILM TO DESIRED FRAME, PRINT, ETC.	
208	TAL	MFRMR01	332	MICROFILM, REWIND, READER MACHINE, FILM, TO STOP POSITION, MACHINE TIME INCLUDED	
208	MAL	MFRSA01	23	SWITCH, ACTUATE, MICROFILM READER	
209	MAL	MIDDS01	26	DOCUMENT, STAMP, WITH AUTOMATIC TIME STAMP	
209	MAL	MIDDS02	31	DOCUMENT, STAMP, WITH MANUAL TYPE STAMP	
209	MAL	MIDDS03	47	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO A CLOSE LOCATION, FIRST DOCUMENT	
209	MAL	MIDDS04	62	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO A CLOSE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	16
209	MAL	MIDDS05	35	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT	
209	MAL	MIDDS06	55	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	
209	MAL	MIDDS07	27	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, FIRST DOCUMENT	
209	MAL	MIDDS08	78	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, ADDITIONAL DOCUMENTS AND ASIDE	
209	MAL	MIDDS09	21	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT	
209	MAL	MIDDS10	65	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, ADDITIONAL DOCUMENT AND ASIDE	17
209	MAL	MIDLA01	226	LABEL, ATTACH, GUMMED FOLD TYPE TO FOLDER OR CARD STOCK	
209	MAL	MIDLA02	144	LABEL, ATTACH, GUMMED FLAT TYPE TO FOLDER, CARD STOCK OR PACKAGE	
209	MAL	MIDLA03	135	LABEL, ATTACH, FLAT PRESSURE SENSITIVE TYPE TO FOLDER, CARD STOCK OR PACKAGE	
209	MAL	MIDLA04	112	LABEL, ATTACH, DYMO TAPE WRITER, TO SURFACE AT AN APPROXIMATE LOCATION	
209	MAL	MIDLCO1	204	LABEL, CUT, TO LENGTH, DYMO TAPE WRITER	
209	MAL	MIDLPC1	51	LABEL, PREPARE, PER CHARACTER DYMO TAPE WRITER	
209	MAL	MIDLS01	21	LABEL, SPACING, BETWEEN WORDS OR CHARACTERS, DYMO TAPE LABEL WRITER	18
209	MAL	MIDPO01	52	PAD, OPEN/CLOSE, INK	
209	MAL	MIDTA01	68	TAB, ATTACH, METAL SIGNAL, TO CARD STOCK	
209	MAL	MIDTA02	76	TAB, ATTACH, METAL SIGNAL, TO FOLDER OR DIVIDER	
209	MAL	MIDTA03	156	TAB, ATTACH, EITHER FOLDED (UP TO 3 INCHES LONG) OR ROUND PROJECTION TYPE GUMMED INDEX, TO CARD STOCK OR SHEET	

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209	MAL	BOGCMXX	VARIABLE	CHAIR, MOVE, WITH CASTERS, WHILE SITTING	18
209	MAL	BOGCTXX	VARIABLE	CHAIR, TURN, SWIVEL CHAIR	
209	TAL	BOGMA01	28	MANUAL ADDITION, PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	
209	TAL	BOGMMXX	VARIABLE	MANUAL MULTIPLICATION	19
209	TAL	BOGMS01	24	MANUAL SUBTRACTION, PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	
209	TAL	BOGTCXX	VARIABLE	TELEPHONE, CONVERSATION, TIME	
209	MAL	BOGTD01	34	TELEPHONE, DIAL, ONE DIGIT	
209	TAL	BOGTIXX	VARIABLE	TELEPHONE, IDENTIFICATION	
209	TAL	BOGTL01	39	TELEPHONE, LISTEN, FOR BUSY SIGNAL, DIAL TONE, OR PARTY ALREADY ON LINE	
209	TAL	BOGTL02	209	TELEPHONE, LISTEN, FOR PARTY TO ANSWER RING	20
209	MAL	MOGARXX	VARIABLE	ARTICLE, REMOVE, FROM A DESK DRAWER	
209	MAA	MOGBA01	74	BOOKCASE, ACCESS, OPEN OR CLOSE GLASS DOOR	
209	MAL	MOGCC01	66	CABINET, CLOSE, 2 DOOR STORAGE, WITH BOTH HANDS EMPTY, OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	
209	MAL	MOGCC01	49	CABINET, OPEN, 2 DOOR STORAGE, WITH BOTH HANDS EMPTY, OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	
209	MAL	MOGDCXX	VARIABLE	DRAWER, CLOSE, DESK, ALL SIDES & CENTER	
209	MAL	MOGDOXX	VARIABLE	DRAWER, OPEN, DESK, ALL SIDES AND CENTER	
209	MAL	MOGNCXX	VARIABLE	NUMBER/DIGIT, COPY, MANUALLY	21
209	MAL	MOGTCXX	VARIABLE	TELEPHONE, CALL	
209	MAL	TOGMXX	TABLE	MANUAL MULTIPLICATION, FIRST AND ADDITIONAL DIGITS	
209	MAL	MPFBC01	30	BINDER, CLOSE, 2-3 RING LOOSE LEAF TYPE	22
209	MAL	MPFBC02	143	BINDER, CLOSE, TECHNICAL ORDER TYPE WITH RING AND CENTER POST LOCKING MECHANISM	
209	MAL	MPFBC03	217	BINDER, CLOSE, 4 POST TYPE, WITH SCREW AND LEVER LATCH MECHANISM	
209	MAL	MPFBC04	159	BINDER, CLOSE, 2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	
209	MAL	MPFBC05	118	BINDER, CLOSE, 2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR MECHANISM	
209	MAL	MPFBC06	115	BINDER, CLOSE, 2 POST LEDGER TYPE, WITH BUTTON TYPE LATCH MECHANISM	
209	MAL	MPFBIXX	VARIABLE	BAND, INSTALL, RUBBER, ON BUNDLE OR ROLL	
209	MAL	MPFB0C1	26	BINDER, OPEN, 2-3 RING LOOSE LEAF TYPE	
209	MAL	MPFB002	128	BINDER, OPEN, TECHNICAL ORDER TYPE RING AND CENTER POST LOCKING MECHANISM	23
209	MAL	MPFB003	126	BINDER, OPEN, 4 POST TYPE, WITH SCREW AND LEVER LATCH MECHANISM	

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209	MAL	MPFB004	137	BINDER, OPEN, 2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	23
209	MAL	MPFB005	76	BINDER, OPEN, 2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR AND MECHANISM	
209	MAL	MPFB006	89	BINDER, OPEN, 2 POST LEDGER TYPE WITH BUTTON TYPE LATCH MECHANISM	
209	MAL	MPFBXXX	VARIABLE	BAND, REMOVE, RUBBER, FROM BUNDLE OR ROLL	
209	MAL	MPFCA01	36	CLIP, ATTACH, SPRING TYPE BINDER, TO PAPERS 1/4 TO 1 INCH CAPACITY	
209	MAL	MPFCA02	29	CLIP, ATTACH, GEM OR IDEAL PATTERN PAPER CLIP TO PAPERS-UP TO 1-3/4 INCH WIDE AND 2-1/2 INCH LONG	
209	MAL	MPFCR01	28	CLIP, REMOVE, SPRING TYPE BINDER FROM PAPERS 1/4 TO 1 INCH CAPACITY	24
209	MAL	MPFCR02	16	CLIP, REMOVE, GEM OR IDEAL PATTERN PAPER CLIP FROM PAPERS UP TO 1-3/4 INCH WIDE AND 2-1/2 INCH LONG	
209	MAL	MPFFAXX	VARIABLE	FASTENER, ATTACH, ACCO TYPE	
209	MAL	MPFFC01	30	FASTENER, CLOSE, 2-3/4 INCH ACCO TYPE, WITHOUT LOCKSTRAP AND PRONGS BENT OUTWARD	
209	MAL	MPFFC02	182	FASTENER, CLOSE, 2-3/4 OR 8-1/2 INCH ACCO TYPE WITH LOCKSTRAP AND WITH OR WITHOUT OVERLAPPING PRONGS	
209	MAL	MPFFOXX	VARIABLE	FASTENER, OPEN, 2-3/4 OR 8-1/2 INCH ACCO TYPE	
209	MAL	MPFFO03	34	FASTENER, OPEN, 2-3/4 INCH ACCO TYPE WITHOUT LOCKSTRAP AND PRONGS BENT OUTWARD	
209	MAL	MPFFP01	44	FASTENER, PREPARE, 2-3/4 OR 8-1/2 INCH ACCO TYPE FOR ATTACHMENT	25
209	MAL	MPFHPC1	14	HANDLES, PLACE, BINDER CLIP, IN DOWN POSITION	
209	MAL	MPFHPC2	48	HANDLES, PLACE, BINDER CLIP, IN UP POSITION	
209	MAL	MPFSIXX	VARIABLE	SHEET(S), INSERT, 1-25 SHEETS IN BINDER/FASTENER	
209	MAL	MPFSRXX	VARIABLE	SHEET(S), REMOVE, FROM BINDER	
209	MAL	TPFDSXX	TABLE	DOCUMENTS, STAPLE	
209	MAL	BPHCAC1	78	CARDS/PAPERS, ALIGN, 50 CARDS OR PAPERS 8X12 IN. SIZE-APPROXIMATE ALIGNMENT LYING ON FLAT SURFACE	26
209	MAL	BPHCH01	37	CARDS, HANDLE, PICKUP FROM FLAT SURFACE, LOOSELY STACKED, UP TO 25 CARDS IN BATCH	
209	MAL	BPHCH02	52	CARDS, HANDLE, PICKUP FROM FLAT SURFACE WITH TWO HANDS, LOOSELY STACKED, 25-50 CARDS IN BATCH	
209	MAL	BPHCJ01	15	CARDS/PAPERS, JOSTLE, ONE TIME, ANY SIZE	
209	MAL	BPHOTXX	VARIABLE	DOCUMENT(S), TURN, WITH BOTH HANDS	
209	MAL	BPHSHC1	31	SHEETS, HANDLE, BATCH PICK UP, ANY SIZE, FROM FLAT SURFACE WITH ONE HAND-UP TO 25 PAPERS LOOSELY STACKED	
209	MAL	BPHSH02	41	SHEETS, HANDLE, BATCH PICK UP, ANY SIZE, FROM FLAT SURFACE WITH TWO HANDS-25-50 PAPERS, LOOSELY STACKED	27

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209	MAL	MPHOF01	150	DOCUMENT,FOLD,THRU 8 1/2 X 15 INCH SIZE,TWO FOLDS	27
209	MAL	MPHOIXX	VARIABLE	DOCUMENT(S),INSERT,IN ENVELOPES	
209	MAL	MPH0001	62	DOCUMENT(COPY,DRAFT),OBTAIN,FROM DESK DRAWER	
209	MAL	MPH0002	32	DOCUMENT(COPY,DRAFT),OBTAIN,AND MOVE TO WORK-PLACE/TYPERWRITER	
209	MAL	MPHORXX	VARIABLE	DOCUMENT(S),REMOVE,FROM ENVELOPE	28
209	MAL	MPHOSXX	VARIABLE	DOCUMENT,SORT,SHEETS/PAGES,BY HAND	
209	MAL	MPHOU01	48	DOCUMENT,UNFOLD,THRU 8 1/2 X 15 INCH SIZE, TWO FOLDS	
209	MAL	MPHED01	76	ENVELOPE, OPEN,MAILING TYPE	
209	MAL	MPHESXX	VARIABLE	ENVELOPE, SEAL,GUMMED FLAP	
209	MAL	MPHID01	105	ITEM,DELETE,ON WORK SHEET/DOCUMENT	
209	MAL	MPHLC01	31	LATCH,CLOSE, ON HANDLE OF GUILLOTINE PAPER CUTTER	29
209	MAL	MPHLOC1	38	LATCH, OPEN,ON HANDLE OF GUILLOTINE PAPER CUTTER	
209	MAL	MPHPF01	23	PAGE/SHEET,FLIP,CORNER OF CARD OR PAPER TO TURN, REMOVE, COUNT OR SEARCH	
209	MAL	MPHSCXX	VARIABLE	SHEET(S),CUT,ON 15X15 INCH GUILLOTINE TYPE PAPER CUTTER	
209	MAL	MPHSPC1	61	SHEET(S), PUNCH, HOLES	
209	MAL	MPHSSXX	VARIABLE	SHEET(S),SEPARATE,ALONG PERFORATION	
209	MAL	TPHOAXX	TABLE	DOCUMENTS,ALIGN,BATCH,CARDS/SHEETS (PAPERS)	30
209	MAL	TPHFSXX	TABLE	FORM(S), SEPARATE, INTERLEAVED, AND PULL SHEET(S)/CARBON(S)	
209	MAL	TPHSSXX	TABLE	SHEET(S),SEPARATE, FROM PERFORATED BORDER OF MULTI-SHEET(S) FORM LISTING	
209	MAL	TPHSTXX	TABLE	SHEET(S),TEAR,FROM GLUED PAD	31
209	MAL	BTYPA01	33	PAPER,ASIDE,FINISHED	
213	MAL	MACBPXX	VARIABLE	BUTTON, PUSH, CONTROL TYPE SWITCH	
213	MAL	MACBP04	69	BUTTONS,PUSH,CONTROL,MULTIPLE SET	
213	MAL	MACBP05	64	BUTTONS,PUSH,CONTROL SET LINE PRINT CONTROL	
213	MAL	MDM8001	25	BRUSH-ROLLER,DISENGAGE,CONTROL TAPE (IBM ACCTG MACHINE)	
213	MAL	MDMCAC1	32	CLUTCH,ADJUST,PLATEN	
213	MAL	MDMCC01	33	COVER,CLOSE,CARRIAGE-CONTROL TAPE (IBM ACCTG MACHINE)-CLOSE CARRIAGE COVER	32
213	MAL	MDMCH01	40	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM HOPPER	
213	MAL	MDMCH02	70	CARDS,HANDLE, (IBM ACCTG MACHINE) REMOVE CARDS FROM TRAY	
213	MAL	MDMCH03	54	CARDS,HANDLE, (IBM ACCTG MACHINE) REMOVE CARDS FROM RACK (1 HAND)	

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213	MAL	MCMCH04	117	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARCS FROM RACK (2 HANDS)	32
213	MAL	MCMCH05	30	CARDS, HANDLE,(IBM ACCTG MACHINE)-REMOVE CARCS FROM ONE POCKET	
213	MAL	MCMCH06	60	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARCS FROM STACK AT BOTTOM OF MACHINE	
213	MAL	MCMCH07	130	CARDS,HANDLE,(IBM ACCTG MACHINE) PLACE CARCS IN HOPPER	
213	MAL	MCMCH08	66	CARDS,HANDLE,(IBM ACCTG MACHINE) - PLACE CARCS IN TRAY	33
213	MAL	MCMCH09	52	CARDS,HANDLE,PLACE CARCS IN RACK	
213	MAL	MCMCH10	20	CARDS,HANDLE,PLACE CARCS ON MACHINE TOP	
213	MAL	MCMCH11	135	CARDS,HANDLE, FAN NEW CARCS	
213	MAL	MCMCH12	78	CARDS,HANDLE,VERIFY SEVERAL (3 TO 9) CARCS	
213	MAL	MCMCH13	42	CARDS,HANDLE,CCMPARE 2 CARCS	
213	MAL	MCMCH14	46	CARDS,HANDLE,ASSEMBLE CARCS AND DECK	
213	MAL	MCMCH15	51	CARDS,HANDLE,SORT CARCS TO CORRECT SEQUENCE	
213	MAL	MCMCR01	36	COVER,RAISE,CARRIAGE-CONTROL TAPE (IBM ACCTG MACHINE)	
213	MAL	MCMCSXX	VARIABLE	COLUMA-SORT,SET,FIRST AND OTHER (IBM SORTING MACHINES)	34
213	MAL	MOMMH01	145	MATERIALS,HANDLE,DATA MACHINE	
213	MAL	MOMPA01	95	PAPER,ALIGN,IN ROLLERS-CONTROL TAPE (IBM ACCTG MACHINE)	
213	MAL	MOMPHXX	VARIABLE	PAPER,HANDLE,REMOVE AND INSTALL PAPER (IBM ACCTG MACHINE) ENGAGE AND DISENGAGE PAPER BRAKE	
213	MAL	MOMPH03	35	PAPER,HANDLE,REMOVE AND INSTALL PAPER (IBM ACCTG MACHINE) REMOVE CARRIAGE BAR	
213	MAL	MOMPH04	85	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) INSTALL CARRIAGE BAR	
213	MAL	MOMPH05	172	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) WALK AROUND MACHINE	
213	MAL	MOMPH06	133	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) REMOVAL OF PAPER	
213	MAL	MOMPH07	39	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) PLACE PAPER ON MACHINE	35
213	MAL	MOMPH08	25	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) OPEN PAPER GUIDES	
213	MAL	MOMPH09	83	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE)-SLICE PAPER UNDER LEVER & ROLLER	
213	MAL	MOMPH10	70	PAPER, HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) POSITION PAPER GUIDE TO PAPER	
213	MAL	MOMPT01	62	PLATEN,TURN,KNOB	
213	MAL	MOMSUXX	VARIABLE	MACHINE,SET-UP,REPLACE CONTROL PANEL IN SMALL OR LARGE BOARD RACK	

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213	MAL	MDMSU03	235	MACHINE,SET-UP,GET CONTROL PANEL FROM CABINET	35
213	MAL	MDMSU04	123	MACHINE,SET-UP,OBTAIN CONTROL PANEL FROM SMALL BOARD RACK	
213	MAL	MDMSU05	134	MACHINE,SET-UP, GET CONTROL PANEL FRCH LARGE BOARD RACK	36
213	MAL	MDMSU06	194	MACHINE,SET-UP,REPLACE CONTROL PANEL IN DESK TYPE CABINET	
213	MAL	MDMSU07	80	MACHINE,SET-UP(IBM 402 CONTROL PANEL)-OPEN GATE OPERATION	
213	MAL	MDMSU08	59	MACHINE,SET-UP(IBM 402 CONTROL PANEL) REMOVE BOARD OPERATION	
213	MAL	MDMSU09	137	MACHINE,SET-UP (IBM 402 CONTROL PANEL) INSTALL BOARD	
213	MAL	MDMSU10	89	MACHINE,SET-UP (IBM 402 CONTROL PANEL) CLCSE GATE	
213	MAL	MDMSU11	52	MACHINE,SET-UP(IBM 519 CONTROL PANEL)REMOVE GATE OPERATION	
213	MAL	MDMSU12	72	MACHINE,SET-UP (IBM 519 CONTROL PANEL) REMOVE BOARD OPERATION	
213	MAL	MDMSU13	114	MACHINE,SET-UP (IBM 519 CONTROL PANEL) INSTALL BOARD	37
213	MAL	MDMSU14	92	MACHINE,SET-UP(IBM 519 CONTROL PANEL)-CLCSE GATE OPERATION	
213	MAL	MDMSU15	55	MACHINE,SET-UP,OPEN GATE TO REMOVE AND INSTALL CONTROL PANEL BOARD	
213	MAL	MDMSU16	44	MACHINE,SET-UP,REMOVE CONTROL PANEL BOARD	
213	MAL	MDMSU17	98	MACHINE,SET-UP,INSTALL CONTROL PANEL BOARD	
213	MAL	MDMSU18	75	MACHINE,SET-UP,CLOSE CONTROL PANEL GATE	
213	MAL	MDMTHC1	60	TRAYS,HANDLE,(IBM ACCTG MACHINE) UNLOCK TRAY FASTENER	
213	MAL	MDMTHC2	27	TRAYS,HANDLE,(IBM ACCTG MACHINE) - LOCK TRAY FASTENER	
213	MAL	MDMTH03	83	TRAYS,HANDLE,(IBM ACCTG MACHINE) REMOVE TRAY	38
213	MAL	MDMTH04	30	TRAYS,HANDLE,(IBM ACCTG MACHINE) PUT TRAY DOWN	
213	MAL	MDMTH05	31	TRAYS,HANDLE,(IBM ACCTG MACHINE)-PICK UP TRAY	
213	MAL	MDMTHC6	85	TRAYS,HANDLE,(IBM ACCTG MACHINE)-PLACE TRAY IN FILE DRAWER	
213	MAL	MDMTR01	77	TAPE,REMOVE,OLD CONTROL TAPE (IBM ACCTG MACHINE)	
213	MAL	MDMVT01	26	VERNIER,TURN,KNOB	
213	MAL	BKPCM01	44	CARD, MOVE, TO HOPPER	
213	MAL	BKPCR01	44	CARD,REMOVE,FROM RELEASE HOPPER	
213	MAL	BKPCS01	31	CARD,SIGHT-CHECK,PUNCHED	

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213	MAL	BKPKD01	5	KEY, DEPRESS	39
213	TAL	BKPMYXX	VARIABLE	MACHINE TIME, DUPLICATE OR SKIP COLUMN(S)	
213	MAL	BKPRO01	29	REGISTER KEY, DEPRESS	
213	FAL	BKPRTO1	6	REACTION TIME, PER OCCURRENCE OF AUTOMATIC SKIP OR DUPLICATION	
213	MAL	MKPCB01	30	CARD, BATCH, SET-UP, REPLACE I.D. CARD	
213	MAL	MKPCB02	53	CARD, BATCH, SET-UP, PLACE BLANK CARD BEHIND DECK	
213	MAL	MKPCDXX	VARIABLE	CARD, DUPLICATE, 80 COLUMNS	40
213	MAL	MKPCD03	11	CARD, SKIP, OR DUP, MANUALLY, EACH OCCURRENCE DURING CARD PUNCHING.	
213	MAL	MKPCG01	69	CARD, GET, NEW PROGRAM	
213	MAL	MKPCI01	47	CARD, INSERT, MANUALLY, INTO REAC CR PUNCH STATION OF CARD BED.	
213	MAL	MKPCM01	128	CARDS, MEASURE, KEYPUNCH	
213	MAL	MKPCO01	69	CARDS, OBTAIN, HANDFUL (AVG 200 CARCS) FROM A STANDARD 2000 COUNT EAM CARD BOX	
213	MAL	MKPCPC1	139	CARD, PLACE, PROGRAM, ONTO IBM MACHINE PROGRAM DRUM	41
213	MAL	MKPCR01	60	CARD, REMOVE, PROGRAM, FROM IBM MACHINE PROGRAM DRUM	
213	MAL	MKPCS01	42	CARD, SLOT, PLACE OLD CARD IN	
213	MAL	MKPOA01	116	CARDS, ALIGN, DECK, INTO A PRECISE BLOCK	
213	MAL	MKPOC01	160	DECK, CHECK, CARD, BY RIFFLING	
213	MAL	MKPOIC1	106	DRUM, INSTALL, PROGRAM TYPE ON IBM CARD PUNCH MACHINE	
213	MAL	MKPDHXX	VARIABLE	DRAWER, MOVE, OPEN AND CLOSE CARD CABINET	42
213	MAL	MKPOR01	91	DRUM, REMOVE, PROGRAM TYPE, FROM IBM CARD PUNCH MACHINE	
213	MAL	MKPD5XX	VARIABLE	DECK, SIGHT-CHECK, CARD PUNCHING	
213	MAL	MKPDYXX	VARIABLE	DOCUMENT, TURN, ASIDE SOURCE DOCUMENT	
213	MAL	MKPHL01	126	HOPPER, LOAD, HORIZONTAL TYPE, WITH CHECK OF CARCS	
213	MAL	MKPHUC1	47	HOPPER, UNLOAD, HORIZONTAL TYPE CARD	
213	MAL	MKPOP01	15	X/OVERPUNCH	43
213	MAL	MKPRDXX	VARIABLE	DATA, READ, (ADDITIONAL DATA UNIT) FROM SOURCE DOCUMENT	
216	TAL	BCABDXX	VARIABLE	BAR, DEPRESS, OF 10 KEY ADDING OR CALCULATOR MACHINE	
216	MAL	BCAKD01	5	KEY, DEPRESS, ADDING MACHINE OR CALCULATOR	
216	MAL	BCAKD02	3	KEY, DEPRESS, 10 KEY ADDING OR CALCULATING MACHINE, USED 1 OR MORE HOURS PER DAY	
216	MAL	BCAKD03	15	KEY, DEPRESS, ENTER FIRST DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR	

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216	MAL	BCAKDC4	8	KEY,DEPRESS, ENTER ADDITIONAL DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR OR ADDING MACHINE.	44
216	TAL	BCAMRXX	VARIABLE	MACHINE,RUN TIME,FOR MULTI-COLUMN KEYBOARD CALCULATOR	45
216	TAL	BCAMTXX	VARIABLE	MACHINE TIME,FCR 10 KEY MACHINES	46
216	MAL	MCADEXX	VARIABLE	DIGIT(S), ENTER	
216	MAL	MCAMCXX	VARIABLE	MACHINE,CLEAR	
216	MAL	MCAMRXX	VARIABLE	MACHINE,RUN TIME,FRIDEN CALCULATOR	
216	MAL	MCATT01	58	TAPE,TEAR,PRINTING CALCULATOR	47
216	MAL	TCAMAXX	TABLE	MACHINE,ADDITIGN,WITH TEN KEY ACCING OR CALCULATOR MACHINE	
216	MAL	TCAM0XX	TABLE	MACHINE,DIVISION,ENTER FIRST AND ADDITIONAL DIGITS IN DIVIDEND AND DIVISOR	
216	MAL	TCAMMXX	TABLE	MACHINE,MULTIPLICATION,WITH CALCULATOR	48
216	MAL	TCAMRXX	TABLE	MACHINE,RUN TIME,FOR DIVISION OPERATIONS ON CALCULATORS	
216	MAL	TCAMSXX	TABLE	MACHINE,SUBTRACTION,TEN KEY ACCING MACHINE OR CALCULATOR	
222	MAL	MIDCA01	1119	CARD,ANNOTATE,ADJUSTMENTS FROM SHIPMENT PLANNING WORKSHEET	49
222	MAL	MIDCS01	450	CARD,SELECT,DATA	
222	MAL	MIDDA01	593	DOCUMENT,ATTACH,TC DATA CARDS	
222	MAL	MIDMXX	VARIABLE	DOCUMENTS,MATCH	
222	MAL	MIDDR01	492	DOCUMENT,REVIEW,SHIPMENT PLANNING WORK SHEET, FOR ENTRIES,MATCH CARDS	
222	MAL	MIDDR02	297	DOCUMENT,REVIEW, PULL CARDS TO COMPARE DATA.	
222	MAL	SIDCHXX	VARIABLE	CARDS,MATCH,TC SHIPMENT PLANNING WORKSHEET (SPWS)OR DD1348-1 SHIPPING DOCUMENTS	
222	MAL	SLOPC01	5752	PLANCGRAPH,COMPLETE	50
222	MAL	STYMPXX	VARIABLE	MESSAGE,PREPARE,FCRM,CD 173	
222	MAL	MWRNWC1	113	PRICRITY NUMBER,WRITE	
222	MAL	SWRCC01	3068	CARC(MAGAZINE DATA),COMPLETE(RECEIVING)	
222	MAL	SWRCC02	1578	CARC(MAGAZINE DATA),COMPLETE(SHIPPING)	
222	MAL	SWRCP01	3625	CARC(BIN REPLENISHMENT-DD FCRM 856),PREPARE	
222	MAL	SWRDPC1	429	DOCUMENT(PER PALLET SHIPPED OR RECEIVED), PROCESS	51
222	MAL	SWRDPC2	917	DOCUMENT(PER BILL OF LADING-SHIPPING),PROCESS	
222	MAL	SWRDPO3	1495	DOCUMENT(PER BILL OF LADING RECEIVED),PROCESS	
222	MAL	SWRDPC4	501	DOCUMENT(SINGLE LINE ITEM-PARCEL POST-PACK), PROCESS	
222	MAL	SWRDPO5	848	DOCUMENT(KEY-PACK MULTI-LINE PACKS),PROCESS	
222	MAL	SWRDPO6	1598	DOCUMENT,PROCESS=PER LINE ITEM RECEIVED AT OCEAN TERMINAL	52

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222	MAL	SWROP07	565	DOCUMENT, PROCESS-PER LINE ITEM PACKED	52
222	MAL	SWROP08	1702	DOCUMENT(PER LINE ITEM PACKAGED), PROCESS	
222	MAL	SWROP09	954	DOCUMENT(PER LINE ITEM SHIPPED), PROCESS	
222	MAL	SWROP10	1878	DOCUMENT(PER LINE ITEM SHIPPED-LOT VERIFI- CATION REQUIRED), PROCESS	
222	MAL	SWROP11	1426	DOCUMENT(PER PARCEL POST ITEM RECEIVED), PROCESS	
222	MAL	SWROP12	1358	DOCUMENT(PER LINE ITEM RECEIVED), PROCESS	53
222	MAL	SWROP13	2282	DOCUMENT(PER LINE ITEM RECEIVED-LOT SEGREGATION REQUIRED), PROCESS	
222	MAL	SWROP14	676	DOCUMENT(OTHER THAN KEY-PACKING MULTI-LINE ITEM PACK), PROCESS	
222	MAL	SWROP15	1531	DOCUMENT(PER PACKING LIST-KEY DOC.), PROCESS	
222	MAL	SWROP16	1271	DOCUMENT(BREAKDOWN OF CONSOLIDATED PACK), PROCESS	
222	MAL	SWROP18	1121	DOCUMENT, PROCESS-PER LINE ITEM SHIPPED FROM OCEAN TERMINAL	
222	MAL	SWROP19	6483	DOCUMENT(DC FORM 808-OVER/SHORT FREIGHT), PROCESS	54
222	MAL	SWROP20	6397	DOCUMENT(DC FORM 6-CAMAGED/IMPROPER SHIPMENT REPORT), PROCESS	
222	MAL	SWROP21	1025	DOCUMENT(PER LINE ISSUED), PROCESS	
222	MAL	SWROP22	617	DOCUMENT(INTRA-DEPOT MOVEMENT), PROCESS	
222	MAL	SWROP23	714	DOCUMENT, PROCESS-PER PIECE(AIR CARGO) RECEIVED	55
222	MAL	SWROP24	1466	DOCUMENT, PROCESS-PER BIN STOCK(ONE LINE ITEM)	
222	MAL	SWROP17	4721	DOCUMENT, PROCESS-PER BIN REPLENISHMENT	
222	MAL	SWRSW01	234	SIZE OF CARTON, WRITE ON FORM	
234	MAL	SAHPPXX	VARIABLE	PLATE(S), PREPARE, ADDRESSOGRAPH FOR INDIVIDUAL OR ACTIVITY	

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DWMSTEP ELEMENT	PAGE
ARTICLE, REMOVE, FROM A DESK DRAWER	VARIABLE	209	MCGARXX	20
BALL, POSITION, TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	77	203	MTYCP03	2
BALL, POSITION, TO EXACT SPACE ON SAME LINE	36	203	MTYCP06	2
BAND, INSTALL, RUBBER, ON BUNDLE OR ROLL	VARIABLE	209	MFFBIXX	22
BAND, REMOVE, RUBBER, FROM BUNDLE OR ROLL	VARIABLE	209	MFFBRXX	23
BAR, DEPRESS, OF 10 KEY ADDING OR CALCULATOR MACHINE	VARIABLE	216	BCABCXX	43
BINDER, CLOSE, TECHNICAL ORDER TYPE WITH RING AND CENTER POST LOCKING MECHANISM	143	209	MFFBCC2	22
BINDER, CLOSE, 2-3 RING LOOSE LEAF TYPE	30	209	MFFBCC1	22
BINDER, CLOSE, 2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	159	209	MFFBCC4	22
BINDER, CLOSE, 2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR MECHANISM	118	209	MFFBCC5	22
BINDER, CLOSE, 2 POST LEDGER TYPE, WITH BUTTON TYPE LATCH MECHANISM	115	209	MFFBCC6	22
BINDER, CLOSE, 4 POST TYPE, WITH SCREW AND LEVER LATCH MECHANISM	217	209	MFFBCC3	22
BINDER, OPEN, TECHNICAL ORDER TYPE RING AND CENTER POST LOCKING MECHANISM	128	209	MFFBCC2	23
BINDER, OPEN, 2-3 RING LOOSE LEAF TYPE	26	209	MFFB0C1	22
BINDER, OPEN, 2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	137	209	MFFB0C4	23
BINDER, OPEN, 2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR AND MECHANISM	76	209	MFFB0C5	23
BINDER, OPEN, 2 POST LEDGER TYPE WITH BUTTON TYPE LATCH MECHANISM	89	209	MFFB0C6	23
BINDER, OPEN, 4 POST TYPE, WITH SCREW AND LEVER LATCH MECHANISM	126	209	MFFB0C3	23
BOOKCASE, ACCESS, OPEN OR CLOSE GLASS DOOR	74	209	MCGBAC1	20
BRUSH-HOLDER, DISENGAGE, CONTROL TAPE (IBM ACCTG MACHINE)	25	213	MCMB0C1	31
BUTTON, PUSH, CONTROL TYPE SWITCH	VARIABLE	213	MACBPXX	31
BUTTONS, PUSH, CONTROL, MULTIPLE SET	69	213	MACBPC4	31
BUTTONS, PUSH, CONTROL SET LINE PRINT CONTROL	64	213	MACBPC5	31
CABINET, CLOSE, 2 DOOR STORAGE, WITH BOTH HANDS EMPTY, OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	66	209	MCGCC01	20
CABINET, OPEN, 2 DOOR STORAGE, WITH BOTH HANDS EMPTY, OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	49	209	MCGC0C1	20
CARC (BIN REPLENISHMENT-00 FORM 856), PREPARE	3625	222	SWRCPC1	50
CARC (MAGAZINE DATA), COMPLETE (RECEIVING)	3068	222	SWRCC01	50
CARC (MAGAZINE DATA), COMPLETE (SHIPPING)	1578	222	SWRCC02	50

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DWMSTEP ELEMENT	PAGE
CARD(S),HANDLE,FILING 3X5 TO 5X9 INCH CARDS	TABLE	206	TFLCHXX	9
CARC,ANNOTATE,ADJUSTMENTS FROM SHIPMENT PLAN- NING WORKSHEET	1119	222	MIDCAG1	49
CARD, BATCH,SET-UP, PLACE BLANK CARD BEHIND DECK	53	213	MKPCBC2	39
CARD,BATCH, SET-UP, REPLACE I.O. CARD	30	213	MKPCBC1	39
CARD,DUPLICATE,80 COLUMNS	VARIABLE	213	MKPCDXX	40
CARC, GET, NEW PROGRAM	69	213	MKPCGC1	40
CARD,HANDLE,INSERT,INTO FILE	32	206	MFLCHC3	7
CARD,HANDLE,RAISE FROM FILE TO READ & PUSH BACK INTO FILE	30	206	MFLCHC1	6
CARD,HANDLE,REMOVE FROM FILE & SET ASIDE	36	206	MFLCHC2	7
CARC,HANDLE,REPLACE IN FILE,NEXT CARD TILTED	56	206	MFLCHC5	7
CARD,HANDLE,REPLACE IN FILE,NEXT CARD TILTED	42	206	MFLCHC6	7
CARD,INSERT,MANUALLY,INTO READ OR PUNCH STATION OF CARD BED.	47	213	MKPCIC1	40
CARD,LOCATE,IN TAB INDEX FILE	VARIABLE	206	BFLCLXX	6
CARD, MOVE, TO HOPPER	44	213	BKPCMC1	38
CARD,PLACE,IN VISIBLE INDEX FILE (3X5 TO 8X11 INCH CARD)	205	206	MFLCPC1	7
CARD,PLACE,PROGRAM,ONTO IBM MACHINE PROGRAM DRUM	139	213	MKPCPC1	41
CARD,REMOVE,FROM RELEASE HOPPER	44	213	BKPCRC1	38
CARD,REMOVE,FRM VISIBLE INDEX FILE,3X5 TO 8X11 INCH CARD)	109	206	MFLCRC1	7
CARC,REMOVE,PROGRAM,FRM IBM MACHINE PROGRAM DRUM	60	213	MKPCRC1	41
CARD,REMOVE FROM FILE AND TILT NEXT CARD	52	206	MFLCHC4	7
CARC,SELECT,DATA	450	222	MIDCSC1	49
CARD,SIGHT-CHECK,PUNCHED	31	213	BKPCSC1	38
CARC,SKIP, OR CUP, MANUALLY, EACH OCCURRENCE DURING CARD PUNCHING.	11	213	MKPCDC3	40
CARC, SLCT, PLACE OLD CARD IN	42	213	MKPCSC1	41
CARDS/PAPERS,ALIGN,50 CARDS OR PAPERS 8X12 IN. SIZE-APPROXIMATE ALIGNMENT LYING ON FLAT SURFACE	78	209	BPHCAC1	26
CARDS/PAPERS,JUSTLE,ONE TIME,ANY SIZE	15	209	BPHCJC1	26
CARDS,ALIGN,DECK,INTO A PRECISE BLOCK	116	213	MKPDAC1	41
CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM HOPPER	40	213	MCMCHC1	32
CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM TRAY	70	213	MCMCHC2	32
CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM RACK (1 HAND)	54	213	MCMCHC3	32

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CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM RACK (2 HANDS)	117	213	MCMCH04	32
CARDS, HANDLE, (IBM ACCTG MACHINE)-REMOVE CARCS FROM ONE POCKET	30	213	MCMCH05	32
CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM STACK AT BOTTOM OF MACHINE	60	213	MCMCH06	32
CARDS,HANDLE,(IBM ACCTG MACHINE) PLACE CARCS IN HOPPER	130	213	MCMCH07	32
CARDS,HANDLE,(IBM ACCTG MACHINE) - PLACE CARDS IN TRAY	66	213	MCMCH08	33
CARDS,HANDLE,ASSEMBLE CARDS AND CECK	46	213	MCMCH14	33
CARDS,HANDLE,COMPARE 2 CARDS	42	213	MCMCH13	33
CARDS,HANDLE, FAN NEW CARDS	135	213	MCMCH11	33
CARDS,HANDLE,PICKUP FROM FLAT SURFACE, LOOSELY STACKED, UP TO 25 CARDS IN BATCH	37	209	BPHCH01	26
CARDS,HANDLE,PICKUP FROM FLAT SURFACE WITH TWO HANDS, LOOSELY STACKED, 25-50 CARDS IN BATCH	52	209	BPHCH02	26
CARDS,HANDLE,PLACE CARDS IN RACK	52	213	MCMCH09	33
CARDS,HANDLE,PLACE CARDS ON MACHINE TOP	20	213	MCMCH10	33
CARDS,HANDLE, SORT CARDS TO CORRECT SEQUENCE	51	213	MCMCH15	33
CARDS,HANDLE,VERIFY SEVERAL (3 TO 9) CARDS	78	213	MCMCH12	33
CARDS,MATCH,TO SHIPMENT PLANNING WORKSHEET (SPWS)OR DD1348-1 SHIPPING DOCUMENTS	VARIABLE	222	SIDCMXX	49
CARDS, MEASURE, KEYPUNCH	128	213	MKPCM01	40
CARDS,OBTAIN,HANDFUL (AVG 200 CARDS) FROM A STANDARD 2000 COUNT EAM CARC BOX	69	213	MKPC001	40
CARDS, SORT, BY HAND (PER CARC)	VARIABLE	206	MFLCSXX	8
CARRIAGE/BALL, POSITION, TO EXACT LINE USING ROLLER KNCB FROM WITHIN 6 LINES OR 1 INCH	38	203	MTYCPC1	2
CARRIAGE/BALL, POSITION, TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	66	203	MTYCPC2	2
CARRIAGE/BALL, POSITION, TO EXACT LINE FOR EACH ADDITIONAL 6 LINES OR 1 INCH	13	203	MTYCPC4	2
CARRIAGE/BALL, RETURN	VARIABLE	203	MTYCRXX	3
CARRIAGE, POSITION, TO EXACT SPACE ON SAME LINE	34	203	MTYCPC5	2
CARRIAGE, TRAVEL, TIME FOR MANUAL, ELECTRIC OR BALL TRAVEL ON IBM SELECTRIC TYPEWRITER PER INCH OF TRAVEL	VARIABLE	203	BTYCTXX	1
CHAIR, MOVE, WITH CASTERS, WHILE SITTING	VARIABLE	209	BGGCMXX	18
CHAIR, TURN, SWIVEL CHAIR	VARIABLE	209	BGGCTXX	18
CLIP, ATTACH, GEM OR IDEAL PATTERN PAPER CLIP TO PAPERS-UP TO 1-3/4 INCH WIDE AND 2-1/2 INCH LCNG	29	209	MFFCAC2	23
CLIP, ATTACH, SPRING TYPE BINDER, TO PAPERS 1/4 TO 1 INCH CAPACITY	36	209	MFFCAC1	23

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CLIP, REMOVE, GEM OR IDEAL PATTERN PAPER CLIP FROM PAPERS UP TO 1-3/4 INCH WIDE AND 2-1/2 INCH LONG	16	209	MFFCRC2	24
CLIP, REMOVE, SPRING TYPE BINDER FROM PAPERS 1/4 TO 1 INCH CAPACITY	28	209	MFFCRC1	24
CLUTCH, ADJUST, PLATEN	32	213	MCMCAC1	31
COLUMN-SORT, SET, FIRST AND OTHER (IBM SORTING MACHINES)	VARIABLE	213	MCMCSXX	34
COVER, CLOSE, CARRIAGE-CONTROL TAPE (IBM ACCTG MACHINE)-CLOSE CARRIAGE COVER	33	213	MCMCCC1	32
COVER, RAISE, CARRIAGE-CONTROL TAPE (IBM ACCTG MACHINE)	36	213	MCMCRC1	33
DATA, READ, (ADDITIONAL DATA UNIT) FROM SOURCE DOCUMENT	VARIABLE	213	MKPRCXX	43
DECK, CHECK, CARC, BY RIFLING	160	213	MKPDCC1	41
DECK, INSERT, MICROFILM CARTRIDGE INTO MICROFILM READER	51	208	MFRDIC1	14
DECK, OBTAIN, MICROFILM CARTRIDGE FROM STORAGE FILE	83	208	MFRDCC1	14
DECK, REMOVE, MICROFILM CARTRIDGE FROM MICROFILM READER	34	208	MFRDRC1	15
DECK, SIGHT-CHECK, CARD PUNCHING	VARIABLE	213	MKPDSEX	42
DECK, STORE, MICROFILM CARTRIDGE IN FILE	40	208	MFRDSC1	15
DIGIT(S), ENTER	VARIABLE	216	MCADEXX	46
DOCUMENT (BREAKDOWN OF CONSOLIDATED PACK), PROCESS	1271	222	SWROP16	53
DOCUMENT (COPY, DRAFT), OBTAIN, FROM DESK DRAWER	62	209	MPHDCC1	27
DOCUMENT (COPY, DRAFT), OBTAIN, AND MOVE TO WORK- PLACE/TYPERWRITER	32	209	MPHDCC2	27
DOCUMENT (DD FORM 6-DAMAGED/IMPROPER SHIPMENT REPORT), PROCESS	6397	222	SWROP20	54
DOCUMENT (DD FORM 808-OVER/SHORT FREIGHT), PROCESS	6483	222	SWROP19	54
DOCUMENT (INTRA-DEPOT MOVEMENT), PROCESS	617	222	SWROP22	54
DOCUMENT (KEY-PACK MULTI-LINE PACKS), PROCESS	848	222	SWROP5	51
DOCUMENT (OTHER THAN KEY-PACKING MULTI-LINE ITEM PACK), PROCESS	676	222	SWROP14	53
DOCUMENT (PER BILL OF LADING-SHIPPING), PROCESS	917	222	SWROP2	51
DOCUMENT (PER BILL OF LADING RECEIVED), PROCESS	1495	222	SWROP3	51
DOCUMENT (PER LINE ISSUED), PROCESS	1025	222	SWROP21	54
DOCUMENT (PER LINE ITEM PACKAGED), PROCESS	1702	222	SWROP8	52
DOCUMENT (PER LINE ITEM RECEIVED), PROCESS	1358	222	SWROP12	53
DOCUMENT (PER LINE ITEM RECEIVED-LOT SEGREGATION REQUIRED), PROCESS	2282	222	SWROP13	53

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DOCUMENT(PER LINE ITEM SHIPPED),PROCESS	954	222	SWRDP09	52
DOCUMENT(PER LINE ITEM SHIPPED-LOT VERIFICATION REQUIRED),PROCESS	1878	222	SWRDP10	52
DOCUMENT(PER PACKING LIST=KEY DOC.),PROCESS	1531	222	SWRDP15	53
DOCUMENT(PER PALLET SHIPPED OR RECEIVED),PROCESS	429	222	SWRDP01	51
DOCUMENT(PER PARCEL POST ITEM RECEIVED),PROCESS	1426	222	SWRDP11	52
DOCUMENT(S),INSERT,IN ENVELOPES	VARIABLE	209	MPHDIXX	27
DOCUMENT(S),REMOVE,FROM ENVELOPE	VARIABLE	209	MFHDRXX	28
DOCUMENT(S),TURN,WITH BOTH HANDS	VARIABLE	209	BPHDTXX	26
DOCUMENT(SINGLE LINE ITEM-PARCEL POST-PACK),PROCESS	501	222	SWRDP04	51
DOCUMENT,ATTACH,TO DATA CARDS	593	222	MIDDAC1	49
DOCUMENT,FILING,IN MANILA FOLDER	56	206	MFLDF01	8
DOCUMENT,FOLD,THRU 8 1/2 X 15 INCH SIZE,TWO FOLDS	150	209	MPHDF01	27
DOCUMENT,LOCATE,POSITION IN FOLDER CONTAINING DOCUMENTS-SIZE 8X10 TO 8-1/2X14	VARIABLE	206	BFLDLXX	6
DOCUMENT,PROCESS-PER BIN STOCK(ONE LINE ITEM)	1466	222	SWRDP24	55
DOCUMENT,PROCESS-PER BIN REPLENISHMENT	4721	222	SWRDP17	55
DOCUMENT,PROCESS-PER LINE ITEM RECEIVED AT OCEAN TERMINAL	1598	222	SWRDP06	52
DOCUMENT,PROCESS-PER LINE ITEM PACKED	565	222	SWRDP07	52
DOCUMENT,PROCESS-PER LINE ITEM SHIPPED FROM OCEAN TERMINAL	1121	222	SWRDP18	53
DOCUMENT,PROCESS-PER PIECE(AIR CARGO) RECEIVED	714	222	SWRDP23	55
DOCUMENT,REVIEW, PULL CARDS TO COMPARE DATA.	297	222	MIDDR02	49
DOCUMENT,REVIEW,SHIPMENT PLANNING WORK SHEET, FOR ENTRIES,MATCH CARDS	492	222	MIDDR01	49
DOCUMENT,SORT,SHEETS/PAGES,BY HAND	VARIABLE	209	MFHDSXX	28
DOCUMENT,STAMP,WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION,FIRST DOCUMENT	27	209	MIDDS07	16
DOCUMENT,STAMP,WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, ADDITIONAL DOCUMENTS AND ASIDE	78	209	MIDDS08	16
DOCUMENT,STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT	21	209	MIDDS09	16
DOCUMENT,STAMP,WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, ADDITIONAL DOCUMENT AND ASIDE	65	209	MIDDS10	17
DOCUMENT,STAMP,WITH AUTOMATIC TIME STAMP	26	209	MIDDS01	15
DOCUMENT,STAMP,WITH MANUAL TYPE STAMP	31	209	MIDDS02	15

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DOCUMENT, STAMP, WITH RUBBER INK STAMP TO A CLOSE LOCATION, FIRST DOCUMENT	47	209	MIDDSC3	15
DOCUMENT, STAMP, WITH RUBBER INK STAMP TO A CLOSE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	62	209	MIDDSC4	16
DOCUMENT, STAMP, WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT	35	209	MIDDSC5	16
DOCUMENT, STAMP, WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	55	209	MIDDSC6	16
DOCUMENT, SUSPENSE, PLACE IN, REMOVE FROM FILE	232	206	MFLOSC1	8
DOCUMENT, TURN, ASIDE SOURCE DOCUMENT	VARIABLE	213	MKPOTXX	42
DOCUMENT, UNFOLD, THRU 8 1/2 X 15 INCH SIZE, TWO FCLOS	48	209	MPHOUC1	28
DOCUMENTS, ALIGN, BATCH, CARDS/SHEETS (PAPERS)	TABLE	209	TPHOAXX	30
DOCUMENTS, HANDLE, SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLDHXX	9
DOCUMENTS, MATCH	VARIABLE	222	MIDDMXX	49
DOCUMENTS, STAPLE	TABLE	209	TPFDSXX	25
DRAWER, CLOSE, DESK, ALL SIDES & CENTER	VARIABLE	209	MOGDCXX	20
DRAWER, MOVE, OPEN AND CLOSE CABINET	VARIABLE	213	MKPOHXX	42
DRAWER, OPEN, DESK, ALL SIDES AND CENTER	VARIABLE	209	MOGDCXX	20
CRUM, INSTALL, PROGRAM TYPE ON IBM CARD PUNCH MACHINE	106	213	MKPDIC1	41
CRUM, REMOVE, PROGRAM TYPE, FROM IBM CARD PUNCH MACHINE	91	213	MKPORC1	42
ENVELOPE, OPEN, MAILING TYPE	76	209	MPHEDC1	28
ENVELOPE, SEAL, GUMMED FLAP	VARIABLE	209	MPHESXX	28
ENVELOPE, TYPE, MAILING ADDRESS	VARIABLE	203	STYETXX	5
FASTENER, ATTACH, ACCO TYPE	VARIABLE	209	MFFFAXX	24
FASTENER, CLOSE, 2-3/4 INCH ACCO TYPE, WITHOUT LOCKSTRAP AND PRONGS BENT OUTWARD	30	209	MFFFCC1	24
FASTENER, CLOSE, 2-3/4 OR 8-1/2 INCH ACCO TYPE WITH LOCKSTRAP AND WITH OR WITHOUT OVERLAPPING PRONGS	182	209	MFFFCC2	24
FASTENER, OPEN, 2-3/4 INCH ACCO TYPE WITHOUT LOCKSTRAP AND PRONGS BENT OUTWARD	34	209	MFFFCC3	24
FASTENER, OPEN, 2-3/4 OR 8-1/2 INCH ACCO TYPE	VARIABLE	209	MFFFCCX	24
FASTENER, PREPARE, 2-3/4 OR 8-1/2 INCH ACCO TYPE FOR ATTACHMENT	44	209	MFFFPC1	25
FILE DRAWER, OPEN AND CLOSE, STANDARD UPRIGHT TYPE FILE, MULTI DRAWER	VARIABLE	206	MFLFCXX	8
FOLDER, LOCATE, POSITION IN FILE OF FOLDERS 9X12 OR 9X15 INCH SIZE	VARIABLE	206	BFLFLXX	6
FOLDERS, HANDLE, SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLFHXX	10

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FORM(S), SEPARATE, INTERLEAVED, AND PULL SHEET(S)/CARBON(S)	TABLE	209	TPHFSXX	30
HANDLES, PLACE, BINDER CLIP, IN DOWN POSITION	14	209	MFFHPC1	25
HANDLES, PLACE, BINDER CLIP, IN UP POSITION	48	209	MFFHPC2	25
HOPPER, LOAD, HORIZONTAL TYPE, WITH DECK OF CARDS	126	213	MKPHLC1	42
HOPPER, UNLOAD, HORIZONTAL TYPE CARD	47	213	MKPHUC1	42
ITEM, DELETE, ON WORK SHEET/DOCUMENT	105	209	MFHIDC1	28
KEY, DEPRESS	5	213	BKPKDC1	39
KEY, DEPRESS, ADDING MACHINE OR CALCULATOR	5	216	BCAKCC1	43
KEY, DEPRESS, CONTINUOUS TYPE PER STROKE	4	203	BTYKDC1	1
KEY, DEPRESS, CONTINUOUS TYPE PER STROKE	5	203	BTYKCC2	1
KEY, DEPRESS, ENTER ADDITIONAL DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR OR ADDING MACHINE.	8	216	BCAKCC4	44
KEY, DEPRESS, ENTER FIRST DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR	15	216	BCAKCC3	43
KEY, DEPRESS, 10 KEY ADDING OR CALCULATING MACHINE, USED 1 OR MORE HOURS PER DAY	3	216	BCAKCC2	43
KEY, SHIFT, LOCK OR UNLOCK TYPEWRITER-MANUAL, ELECTRIC, & IBM ELECTRIC.	VARIABLE	203	MTYKSXX	3
LABEL, ATTACH, DYMO TAPE WRITER, TO SURFACE AT AN APPROXIMATE LOCATION	112	209	MIDLAC4	17
LABEL, ATTACH, FLAT PRESSURE SENSITIVE TYPE TO FOLDER, CARD STOCK OR PACKAGE	135	209	MIDLAC3	17
LABEL, ATTACH, GUMMED FLAT TYPE TO FOLDER, CARD STOCK OR PACKAGE	144	209	MIDLAC2	17
LABEL, ATTACH, GUMMED FOLD TYPE TO FOLDER OR CARD STOCK	226	209	MIDLAC1	17
LABEL, CUT, TO LENGTH, DYMO TAPE WRITER	204	209	MIDLCC1	17
LABEL, PREPARE, PER CHARACTER DYMO TAPE WRITER	51	209	MIDLPC1	17
LABEL, SPACING, BETWEEN WORDS OR CHARACTERS, DYMO TAPE LABEL WRITER	21	209	MIDLSC1	18
LATCH, CLOSE, ON HANDLE OF GUILLOTINE PAPER CUTTER	31	209	MPHLCC1	29
LATCH, OPEN, ON HANDLE OF GUILLOTINE PAPER CUTTER	38	209	MPHLOC1	29
LINE, INDEX, ADDITIONAL, ELECTRIC TYPEWRITER	4	203	BTYLIC2	1
LINE, INDEX, ADDITIONAL, MANUAL TYPEWRITER	10	203	BTYLIC1	1
LINE, TYPE	VARIABLE	203	MTYLTXX	3
MACHINE, ADDITION, WITH TEN KEY ADDING OR CALCULATOR MACHINE	TABLE	216	TCAMAXX	47
MACHINE, CLEAR	VARIABLE	216	MCAMCXX	46
MACHINE, DIVISION, ENTER FIRST AND ADDITIONAL DIGITS IN DIVIDEND AND DIVISOR	TABLE	216	TCAMGXX	47

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MACHINE, MULTIPLICATION, WITH CALCULATOR	TABLE	216	TCAMMXX	48
MACHINE, RUN TIME, FOR DIVISION OPERATIONS ON CALCULATORS	TABLE	216	TCAMRXX	48
MACHINE, RUN TIME, FOR MULTI-COLUMN KEYBOARD CALCULATOR	VARIABLE	216	BCAMRXX	45
MACHINE, RUN TIME, FRIDEN CALCULATOR	VARIABLE	216	MCAMRXX	46
MACHINE, SET-UP (IBM 402 CONTROL PANEL)-OPEN GATE OPERATION	80	213	MCMSUC7	36
MACHINE, SET-UP (IBM 402 CONTROL PANEL) REMOVE BOARD OPERATION	59	213	MCMSUC8	36
MACHINE, SET-UP (IBM 402 CONTROL PANEL) INSTALL BOARD	137	213	MCMSUC9	36
MACHINE, SET-UP (IBM 402 CONTROL PANEL) CLOSE GATE	89	213	MCMSU10	36
MACHINE, SET-UP (IBM 519 CONTROL PANEL) REMOVE GATE OPERATION	52	213	MCMSU11	36
MACHINE, SET-UP (IBM 519 CONTROL PANEL) REMOVE BOARD OPERATION	72	213	MCMSU12	36
MACHINE, SET-UP (IBM 519 CONTROL PANEL) INSTALL BOARD	114	213	MCMSU13	37
MACHINE, SET-UP (IBM 519 CONTROL PANEL)-CLOSE GATE OPERATION	92	213	MCMSU14	37
MACHINE, SET-UP, CLOSE CONTROL PANEL GATE	75	213	MCMSU18	37
MACHINE, SET-UP, GET CONTROL PANEL FROM CABINET	235	213	MCMSUC3	35
MACHINE, SET-UP, GET CONTROL PANEL FROM LARGE BOARD RACK	134	213	MCMSUC5	36
MACHINE, SET-UP, INSTALL CONTROL PANEL BOARD	98	213	MCMSU17	37
MACHINE, SET-UP, OBTAIN CONTROL PANEL FROM SMALL BOARD RACK	123	213	MCMSUC4	35
MACHINE, SET-UP, OPEN GATE TO REMOVE AND INSTALL CONTROL PANEL BOARD	55	213	MCMSU15	37
MACHINE, SET-UP, REMOVE CONTROL PANEL BOARD	44	213	MCMSU16	37
MACHINE, SET-UP, REPLACE CONTROL PANEL IN SMALL OR LARGE BOARD RACK	VARIABLE	213	MCMSUXX	35
MACHINE, SET-UP, REPLACE CONTROL PANEL IN DESK TYPE CABINET	194	213	MCMSUG6	36
MACHINE, SUBTRACTION, TEN KEY ADDING MACHINE OR CALCULATOR	TABLE	216	TCAMSXX	48
MACHINE TIME, DUPLICATE OR SKIP COLUMN(S)	VARIABLE	213	8KPMTXX	39
MACHINE TIME, ELECTRO-STAT COPIER, EXPOSURE AND PRINT OUT TIME	703	207	BRPMT09	11
MACHINE TIME, EXPOSURE, XEROX COPIER	223	207	BRPMT14	11
MACHINE TIME, FOR 10 KEY MACHINES	VARIABLE	216	BCAMTXX	46
MACHINE TIME, PHOTO-COPIER, EXPOSURE TIME PER DIAL SETTING	29	207	BRPMT01	10

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUPATION	DWMSTCP ELEMENT	PAGE
MACHINE TIME, PHOTO-COPIER, PRINT OUT TIME PER SINGLE COPY	262	207	BRPMT C2	10
MACHINE TIME, PHOTO-COPIER, PRINT OUT TIME PER COPY FOR MULTIPLE COPIES	277	207	BRPMT C3	10
MACHINE TIME, PHOTO-COPIER, PRINT OUT TIME FOR BOUNC ORIGINALS	204	207	BRPMT C4	10
MACHINE TIME, PHOTO-COPIER, ROTATE FILM FOR BOUND ORIGINALS	26	207	BRPMT C5	10
MACHINE TIME, PHOTO-COPIER, MACHINE TIME TO READY FOR EXPOSURE FOR BOUND ORIGINALS	17	207	BRPMT C6	11
MACHINE TIME, PRINT OUT, XERCX COPIER	692	207	BRPMT 15	12
MACHINE TIME, PRINT OUT, XERCX COPIER, ADDITIONAL PRINT OUT TIME FOR 14 INCH COPIES	32	207	BRPMT 16	12
MACHINE TIME, THERMO-FAX	128	207	BRPMT 10	11
MACHINE TIME, VERIFAX COPIER, EXPOSURE TIME	368	207	BRPMT 11	11
MACHINE TIME, VERIFAX COPIER, ACTIVATE TIME	472	207	BRPMT 12	11
MACHINE TIME, WARM-UP, COLD MACHINE	2113	207	BRPMT C7	11
MACHINE TIME, WARM-UP, WARM MACHINE	1057	207	BRPMT C8	11
MACHINE TIME, WARM-UP, XEROX COPIER	727	207	BRPMT 13	11
MANUAL ADDITION, PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	28	209	BOGMAC1	18
MANUAL MULTIPLICATION	VARIABLE	209	BOGMMXX	19
MANUAL MULTIPLICATION, FIRST AND ADDITIONAL DIGITS	TABLE	209	TGGMMXX	21
MANUAL SUBTRACTION, PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	24	209	BOGMS C1	19,
MARGIN, SET, WITH MAGIC MARGIN OR MARGIN SET KEY OR VISIBLE SLIDING TYPE	42	203	MTYMSC1	3
MATERIALS, HANDLE, DATA MACHINE	145	213	MCMHHC1	34
MESSAGE, PREPARE, FORM, DD 173	VARIABLE	222	STYMPXX	50
MICROFILM, ADVANCE, READER MACHINE, FILM TO DESIRED FRAME, PRINT, ETC.	750	208	MFRMAC1	15
MICROFILM, REWIND, READER MACHINE, FILM, TO STOP POSITION, MACHINE TIME INCLUDED	332	208	MFRMRC1	15
NUMBER/DIGIT, COPY, MANUALLY	VARIABLE	209	MGGNCXX	21
PAC, OPEN/CLOSE, INK	52	209	MIDPOC1	18
PAGE/SHEET, FLIP, CORNER OF CARD OR PAPER TO TURN, REMOVE, COUNT OR SEARCH	23	209	MHPFPC1	29
PAGE, TURN, COPY MATERIAL TO BE TYPED	41	203	BTYPTC1	1
PAPER, ALIGN, IN ROLLERS-CONTROL TAPE (IBM ACCTG MACHINE)	95	213	MCM PAC1	34
PAPER, ASIDE, FINISHED	33	209	BTYPAC1	31
PAPER, HANDLE, REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) INSTALL CARRIAGE BAR	85	213	MCMPHC4	34

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DWMSTEP ELEMENT	PAGE
PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) WALK AROUND MACHINE	172	213	MCMPHC5	34
PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) REMOVAL OF PAPER	133	213	MCMPHC6	34
PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) PLACE PAPER ON MACHINE	39	213	MCMPHC7	35
PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) OPEN PAPER GUIDES	25	213	MCMPHC8	35
PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE)-SLIDE PAPER UNDER LEVER & ROLLER	83	213	MCMPHC9	35
PAPER, HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) POSITION PAPER GUIDE TO PAPER	70	213	MCMPH10	35
PAPER,HANDLE,REMOVE AND INSTALL PAPER (IBM ACCTG MACHINE) ENGAGE AND DISENGAGE PAPER BRAKE	VARIABLE	213	MCMPHXX	34
PAPER,HANDLE,REMOVE AND INSTALL PAPER (IBM ACCTG MACHINE) REMOVE CARRIAGE BAR	35	213	MCMPHC3	34
PAPER,SET-UP,SHEET(S) OF BOND/FORMS & CARBONS	TABLE	203	TTYPSEX	5
PLANOGRAPH,COMPLETE	5752	222	SLOPCC1	50
PLATE(S),PREPARE,ADDRESSOGRAPH FOR INDIVIDUAL OR ACTIVITY	VARIABLE	234	SAMPPXX	55
PLATEN,TURN,KNOB	62	213	MCMPTC1	35
PRIORITY NUMBER,WRITE	113	222	MWRNWC1	50
REACTION TIME,PER OCCURRENCE OF AUTOMATIC SKIP OR DUPLICATION	6	213	BKPRTC1	39
REGISTER KEY, DEPRESS	29	213	BKPRCC1	39
ROLLER,TIGHTEN	14	203	MTYRTC1	3
SHEET(S),CUT,ON 15X15 INCH GUILLOTINE TYPE PAPER CUTTER	VARIABLE	209	MFHSCXX	29
SHEET(S),INSERT,1-25 SHEETS IN BINDER/FASTENER	VARIABLE	209	MFFSIXX	25
SHEET(S), PUNCH, HOLES	61	209	MFHSPC1	29
SHEET(S),REMOVE,FROM BINDER	VARIABLE	209	MFFSRXX	25
SHEET(S),SEPARATE,ALONG PERFORATION	VARIABLE	209	MFHSSXX	29
SHEET(S),SEPARATE, FROM PERFORATED BORDER OF MULTI-SHEET(S) FORM LISTING	TABLE	209	TPHSSXX	30
SHEET(S),TEAR,FROM GLUEC PAD	TABLE	209	TPHSTXX	31
SHEET,COPY,ADDITIONAL, FROM SINGLE SHEET ORIGINAL,VERIFAX MCEL 3	268	207	MRPSC07	13
SHEET, COPY,SINGLE/FIRST COPY,VERIFAX MODEL 3	1314	207	MRPSCC6	13
SHEET,COPY,SINGLE,-11 INCH SHEET,XEROX 914 COPIER	1670	207	MRPSCC8	13
SHEET,COPY,SINGLE,-14 INCH SHEET,XEROX 914 COPIER	1702	207	MRPSCC9	13
SHEET,COPY,SINGLE,BOUND ORIGINAL,PHOTO-COPIER 3M MODEL 209 DRY COPIER	456	207	MRPSCC4	12

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUPATION	DWMSTEP ELEMENT	PAGE
SHEET,COPY,SINGLE,FROM ORIGINAL,3M THERMO-FAX SECRETARY MODEL	153	207	MRPSC05	13
SHEET,COPY,SINGLE,ORIGINAL-ONE COPY-APECO MODEL 171	735	207	MRPSC01	12
SHEET,COPY,SINGLE,ORIGINAL ON 3M AUTOMATIC DRY PHOTO-COPIER,MODEL 209-SINGLE COPY ONLY	336	207	MRPSC02	12
SHEET,COPY,SINGLE,ORIGINAL,ON 3M AUTOMATIC DRY PHOTO-COPIER MODEL 209-MULTIPLE COPIES	74	207	MRPSC03	12
SHEET,COPY,SINGLE,ORIGINAL,CNE SIDE,11 INCH COPY AND MACHINE WARM,XEROX 914 COPIER	1029	207	MRPSC10	13
SHEET,COPY,SINGLE,ORIGINAL,CNE SIDE,14 INCH COPY AND MACHINE WARM,XEROX 914 COPIER	1061	207	MRPSC11	14
SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 11 INCH FIRST COPY-COLD MACHINE, XEROX 914 COPIER	1962	207	MRPSC12	14
SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 14 INCH FIRST COPY-COLD MACHINE,XEROX 914 COPIER	1994	207	MRPSC13	14
SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 11 INCH SHEET, WARM MACHINE, XEROX 914 COPIER	1321	207	MRPSC14	14
SHEET,COPY, SINGLE,ORIGINAL,BOTH SIDES,14 INCH SHEET,WARM MACHINE, XEROX 914 COPIER	1353	207	MRPSC15	14
SHEETS,HANDLE,BATCH PICK UP,ANY SIZE,FROM FLAT SURFACE WITH ONE HAND-UP TO 25 PAPERS LOOSELY STACKED	31	209	BFHSHC1	26
SHEETS,HANDLE,BATCH PICK UP,ANY SIZE,FROM FLAT SURFACE WITH TWO HANDS-25-50 PAPERS,LOOSELY STACKED	41	209	BFHSHC2	27
SIZE OF CARTON,WRITE ON FORM	234	222	SBRSWC1	55
SPACING,CONTINUOUS,ELECTRIC TYPEWRITER, MACHINE TIME ONLY PER INCH	20	203	BTYSCC1	1
SPACING,SET,SINGLE,DOUBLE OR TRIPLE LINE SPACING,MANUAL,ELECTRIC OR IBM SELECTRIC	22	203	MTYSSC1	4
SWITCH,ACTUATE	22	203	BTYSAC1	1
SWITCH,ACTUATE,MICROFILM READER	23	208	MFRSAC1	15
SWITCH,ACTUATE,START AND STOP,PHOTO-COPIER COLD MACHINE	1079	207	MRPSAC1	12
TAB,ATTACH,EITHER FOLDED(UP TO 3 INCHES LONG) OR ROUND PROJECTION TYPE GUMMED INDEX,TO CARD STOCK OR SHEET	156	209	MIDTAC3	18
TAB,ATTACH,METAL SIGNAL,TO CARD STOCK	68	209	MIDTAC1	18
TAB,ATTACH,METAL SIGNAL,TO FOLDER OR DIVIDER	76	209	MIDTAC2	18
TAB,RELEASE/CLEAR,ALL STOPS CONTINUOUSLY, MANUAL OR ELECTRIC TYPEWRITER	57	203	MTYTRC2	4
TAB,RELEASE/CLEAR,PER STOP,WITH UP TO NINE INCHES OF CARRIAGE/BALL TRAVEL,MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITERS	20	203	MTYTRC1	4
TAB,SET,POSITIONING CARRIAGE BY 4 TO 8 REPEATED DEPRESSIONS OF SPACE BAR.MANUAL,ELECTRIC OR IBM SELECTRIC TYPEWRITER	34	203	MTYTSC1	5

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUPATION	DWMSTEP ELEMENT	PAGE
TAB, SET, WITH UP TO 1 INCH OF SPACING, IBM ELECTRIC TYPEWRITER	44	203	MTYTSC2	5
TAPE, REMOVE, OLD CONTROL TAPE (IBM ACCTG MACHINE)	77	213	MCMTRO1	38
TAPE, TEAR, PRINTING CALCULATOR	58	216	MCATTG1	47
TELEPHONE, CALL	VARIABLE	209	MCGTCXX	21
TELEPHONE, CONVERSATION, TIME	VARIABLE	209	BOGTCXX	19
TELEPHONE, DIAL, ONE DIGIT	34	209	BOGTCC1	19
TELEPHONE, IDENTIFICATION	VARIABLE	209	BCGTIXX	19
TELEPHONE, LISTEN, FOR BUSY SIGNAL, DIAL TONE, OR PARTY ALREADY ON LINE	39	209	BOGTLC1	19
TELEPHONE, LISTEN, FOR PARTY TO ANSWER RING	209	209	BCGTLC2	20
TRAYS, HANDLE, (IBM ACCTG MACHINE) UNLOCK TRAY FASTENER	60	213	MCMTHC1	37
TRAYS, HANDLE, (IBM ACCTG MACHINE) - LOCK TRAY FASTENER	27	213	MCMTHC2	37
TRAYS, HANDLE, (IBM ACCTG MACHINE) REMOVE TRAY	83	213	MCMTHC3	38
TRAYS, HANDLE, (IBM ACCTG MACHINE) PUT TRAY DOWN	30	213	MCMTHC4	38
TRAYS, HANDLE, (IBM ACCTG MACHINE) - PICK UP TRAY	31	213	MCMTHC5	38
TRAYS, HANDLE, (IBM ACCTG MACHINE) - PLACE TRAY IN FILE DRAWER	85	213	MCMTHC6	38
TYPEWRITER, MOVE, FROM DESK SIDE WELL	348	203	MTYTMCI	4
TYPEWRITER, MOVE, INTO STORAGE IN SIDE DESK WELL	459	203	MTYTMCI	4
TYPING, CONTINUOUS, DASH/UNDERLINE/ANY KEY, ELECTRIC TYPEWRITER	VARIABLE	203	BTYTCXX	1
TYPING, CONTINUOUS, DEPRESS KEY & HOLD FOR 1 INCH OF TYPE, WITH FINAL POSITIONING BY 3 REPEATED DEPRESSIONS	VARIABLE	203	MTYTCXX	4
VERNIER, TURN, KNOB	26	213	MCMVTC1	38
X/CVERPUNCH	15	213	MKPOPCI	43

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	COMSTDP ELEMENT	PAGE
ACTUATE SWITCH	22	203	BTYSA01	1
ACTUATE SWITCH, MICROFILM READER	23	208	MFRSA01	15
ACTUATE SWITCH, STOP PHOTO-COPIER COLD MACHINE	1079	207	MRPSA01	12
ADDITION MACHINE WITH TEN KEY ADDING OR CALCULATOR MACHINE	TABLE	216	TCAMAXX	47
ADDITION MANUAL PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	28	209	BOGHA01	18
ADJUST PLATEN CLUTCH	32	213	MDMCA01	31
ADVANCE FILM TO DESIRED FRAME, PRINT, ETC. MICROFILM READER MACHINE.	750	208	MFRMA01	15
ALIGN CARDS/PAPERS, 50 CARDS OR PAPERS 8X12 INCHES, SIZE-APPROXIMATE ALIGNMENT LYING ON FLAT SURFACE	78	209	BPHCA01	26
ALIGN CARDS, CHECK, INTO A PRECISE BLOCK	116	213	MKPOA01	41
ALIGN DOCUMENTS BATCH CARDS/SHEETS (PAPERS)	TABLE	209	TPHOAXX	30
ALIGN PAPER IN ROLLERS-CONTROL TAPE (IBM ACCTG MACHINE)	95	213	MDMPA01	34
ANNOTATE CARD ADJUSTMENTS FROM SHIPMENT PLANNING WORKSHEET	1119	222	MIDCA01	49
ASIDE FINISHED PAPER	33	209	BTYPA01	31
ASSEMBLE CARDS AND CHECK	46	213	MCMCH14	33
ATTACH ACCO TYPE FASTENER	VARIABLE	209	MPPFAXX	24
ATTACH CLIP SPRING TYPE BINDER TO PAPERS	36	209	MPPCA01	23
ATTACH DOCUMENT TO DATA CARDS	593	222	MIDDA01	49
ATTACH GEM OR IDEAL PAPER CLIP TO PAPERS, CLIP UP TO 1-3/4 INCHES WIDE AND 2-1/2 INCHES LONG	29	209	MPPCA02	23
ATTACH GUMMED LABEL FLAT TYPE TO FOLDER, CARD STOCK OR PACKAGE	144	209	MIDLA02	17
ATTACH LABEL FLAT PRESSURE SENSITIVE TYPE TO FOLDER, CARD STOCK OR PACKAGE	135	209	MIDLA03	17
ATTACH LABEL GUMMED FOLD TYPE TO FOLDER OR CARD STOCK	226	209	MIDLA01	17
ATTACH LABEL, DYMO TAPE WRITER, TO SURFACE AT AN APPROXIMATE LOCATION	112	209	MIDLA04	17
ATTACH METAL TAB SIGNAL TO FOLDER OR DIVIDER	76	209	MIDTA02	18
ATTACH METAL TAB SIGNAL TO CARD STOCK	68	209	MICTA01	18
ATTACH TAB EITHER FOLDED (UP TO 3 INCHES LONG) OR ROUND PROJECTION TYPE GUMMED INDEX, TO CARD STOCK OR SHEET	156	209	MIDTA03	18
CHECK CARD CHECK BY RIFFLING	160	213	MKPDC01	41
CLEAR MACHINE	VARIABLE	216	MCMCX	46
CLOSE BINDER TECHNICAL ORDER TYPE WITH RING AND CENTER POST LOCKING MECHANISM	143	209	MPPBC02	22
CLOSE BINDER 2 POST LEDGER TYPE, WITH BUTTON TYPE LATCH MECHANISM	115	209	MPPBC06	22

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OPERATION/ELEMENT DESCRIPTION	TNU VALUE	OCCUP- ATION	DWNSTOP ELEMENT	PAGE
CLOSE BINDER, 2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR MECHANISM	118	209	MPFBC05	22
CLOSE BINDER, 2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	159	209	MPFBC04	22
CLOSE BINDER, 2-3 RING LOOSE LEAF TYPE	30	209	MPFBC01	22
CLOSE BINDER, 4 POST TYPE, WITH SCREW AND LEVER LATCH MECHANISM	217	209	MPFBC03	22
CLOSE CABINET, 2 DOOR STORAGE, WITH BOTH HANDS EMPTY, OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	66	209	MOGCC01	20
CLOSE COVER, CARRIAGE-CONTROL TAPE (IBM ACCTG MACHINE)-CLOSE CARRIAGE COVER	33	213	MOHCC01	32
CLOSE DESK DRAWER ALL SIDES AND CENTER	VARIABLE	209	MOGDCXX	20
CLOSE FASTENER 2-3/4 INCH ACCO TYPE, WITH OUT LOCKSTRAP AND PRONGS BENT OUTWARD	30	209	MPFFC01	24
CLOSE FASTENER, 2-3/4 OR 8-1/2 INCH ACCO TYPE WITH LOCKSTRAP AND WITH OR WITHOUT OVER- LAPPING PRONGS	182	209	MPFFC02	24
CLOSE LATCH ON HANDLE OF GUILLOTINE PAPER CUTTER	31	209	MPHLC01	29
COMPARE 2 CARDS	42	213	MOHCH13	33
COMPLETE MAGAZINE DATA CARD (RECEIVING)	3068	222	SWRCC01	50
COMPLETE MAGAZINE DATA CARD (SHIPPING)	1578	222	SWRCC02	50
COMPLETE PLANOGRAPH	8782	222	SLOPC01	50
CONTINUOUS TYPING, DEPRESS KEY AND HOLD FOR 1 INCH OF TYPE, WITH FINAL POSITIONING BY 3 REPEATED DEPRESSIONS	VARIABLE	203	MTYTCXX	4
CONVERSATION-TELEPHONE TIME	VARIABLE	209	BOGTCXX	19
COPY ADDITIONAL SHEET FROM SINGLE SHEET ORIGINAL, VERIFAX MODEL 3	268	207	MRPSC07	13
COPY SINGLE SHEET FROM ORIGINAL, 3M THERMO- FAX SECRETARY MODEL	153	207	MRPSC05	13
COPY NUMBER/DIGIT MANUALLY	VARIABLE	209	MOGNCXX	21
COPY SHEET SINGLE ORIGINAL ON 3M AUTOMATIC DRY PHOTO-COPIER MODEL 209-MULTIPLE COPIES	74	207	MRPSC03	12
COPY SHEET, SINGLE BOUND ORIGINAL PHOTO- COPIER 3M MODEL 209 DRY COPIER	488	207	MRPSC04	12
COPY SHEET, SINGLE ORIGINAL ON 3M AUTOMATIC DRY PHOTO-COPIER, MODEL 209-SINGLE COPY ONLY	336	207	MRPSC02	12
COPY SHEET, SINGLE, ORIGINAL-ONE COPY-APECO MODEL 171	738	207	MRPSC01	12
COPY SINGLE SHEET ORIGINAL, BOTH SIDES, 14 INCH FIRST COPY-COLD MACHINE, XEROX 914 COPIER	1994	207	MRPSC13	14
COPY SINGLE SHEET-11 INCH SHEET, XEROX 914 COPIER	1670	207	MRPSC08	13
COPY SINGLE SHEET-14 INCH SHEET, XEROX 914 COPIER	1782	207	MRPSC09	13
COPY SINGLE SHEET, ORIGINAL, ONE SIDE, 11 INCH COPY AND MACHINE WORN, XEROX 914 COPIER	1029	207	MRPSC10	13

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OPERATION/ELEMENT DESCRIPTION	THU VALUE	OCCUP- ATION	DWMSTDP ELEMENT	PAGE
COPY SINGLE SHEET, ORIGINAL, BOTH SIDES, 11 INCH SHEET, WARM MACHINE, XEROX 914 COPIER	1321	207	MRPSC14	14
COPY SINGLE SHEET, ORIGINAL, BOTH SIDES, 11 INCH FIRST COPY-COLD MACHINE, XEROX 914 COPIER	1962	207	MRPSC12	14
COPY SINGLE SHEET, ORIGINAL, ONE SIDE, 14 INCH COPY AND MACHINE WARM, XEROX 914 COPIER	1061	207	MRPSC11	14
COPY SINGLE SHEET, ORIGINAL, BOTH SIDES, 14 SHEET, WARM MACHINE XEROX 914 COPIER	1353	207	MRPSC15	14
COPY SINGLE/FIRST COPY SHEET, VERIFAX MODEL 3	1314	207	MRPSC06	13
CUT LABEL TO LENGTH, CYMO TAPE WRITER	204	209	MIDLC01	17
CUT SHEET(S) ON 15X15 INCH GUILLOTINE TYPE PAPER CUTTER	VARIABLE	209	MPHSCXX	25
DASH/UNDERLINE/ANY KEY TYPING, ELECTRIC TYPEWRITER	VARIABLE	203	BTYTCXX	1
DELETE ITEM ON WORK SHEET/DOCUMENT	105	209	MPHID01	28
DEPRESS ADDING MACHINE OR CALCULATOR KEY	5	216	BCAKD01	43
DEPRESS BAR OF 10 KEY ADDING OR CALCULATOR MACHINE	VARIABLE	216	BCABDXX	43
DEPRESS KEY	5	213	EKPKC01	39
DEPRESS KEY ENTER FIRST DIGIT ON MULTI- COLUMN KEYBOARD CALCULATOR	15	216	BCAKD03	43
DEPRESS KEY, CONTINUOUS TYPE PER STRIKE	5	203	BTYKD02	1
DEPRESS KEY, CONTINUOUS TYPE PER STRIKE	4	203	BTYKD01	1
DEPRESS KEY, ENTER ADDITIONAL DIGIT ON MACHINE	8	216	BCAKD04	44
DEPRESS KEY, 10 KEY ADDING OR CALCULATION MACHINE, USED 1 OR MORE HOURS PER DAY	3	216	BCAKC02	43
DEPRESS REGISTER KEY	29	213	8KPRD01	39
DIAL TELEPHONE, ONE DIGIT	34	209	EGGTC01	19
DISENGAGE BURSH-HOLDER, CONTROL TAPE (IBM ACCTG MACHINE)	25	212	MDM6001	31
DUPLICATE CARD, 80 COLUMNS	VARIABLE	213	MKPCDXX	40
DUPLICATE MACHINE TIME OR SKIP COLUMN(S)	VARIABLE	213	BRPMTXX	35
ELECTRO-STAT COPIER MACHINE TIME, EXPOSURE AND PRINT OUT TIME	703	207	BRPMT09	11
ENGAGE AND DISENGAGE IBM ACCTG MACHINE PAPER BRAKE	VARIABLE	213	MCHPHXX	34
ENTER DIGIT(S)	VARIABLE	216	MCACEXX	46
ENTER FIRST AND ADDITIONAL DIGITS IN DIVIDEND AND DIVISOR (MACHINE DIVISION)	TABLE	216	TCAMCXX	47
EXPOSURE MACHINE TIME-XEROX COPIER	223	207	BRPMT14	11
EXPOSURE TIME PER DIAL SETTING, FMCTG-COPIER	29	207	BRPMT01	10
FAN NEW CARDS	135	213	MDMCH11	33

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DEMSTDP ELEMENT	PAGE
FILE FILING DOCUMENT IN MANILA FOLDER	56	206	MFPCF01	8
FLIP PAGE/SHEET CORNER OF CARD OR PAPER TO TURN, REMOVE, COUNT OR SEARCH	23	209	MPHFF01	29
FOLD DOCUMENT THRU 8 1/2 X 15 INCH SIZE, TWO FOLDS	150	209	MPHDF01	27
GET NEW PROGRAM CARD	65	213	MKPCG01	40
HANDLE DOCUMENTS, SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLDMXX	9
HANDLE FOLDERS, SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLFMXX	10
HANDLE MATERIALS DATA MACHINE	145	213	MDMMH01	34
HANDLE TRAYS (IBM ACCTG MACHINE) REMOVE TRAY	83	213	MDMTH03	38
HANDLE TRAYS (IBM ACCTG MACHINE) - LOCK TRAY FASTENER	27	213	MDMTH02	37
HANDLE TRAYS (IBM ACCTG MACHINE) UNLOCK TRAY FASTENER	60	213	MDMTH01	37
HANDLE TRAYS (IBM ACCTG MACHINE) PLACE TRAY IN FILE DRAWER	65	213	MDMTH06	38
HANDLE TRAYS (IBM ACCTG MACHINE) PUT TRAY DOWN	30	213	MDMTH04	38
HANDLE TRAYS (IBM ACCTG MACHINE) PICK UP TRAY	31	213	MDMTH05	38
HANDLE 3X5 TO 5X9 INCH FILING CARD(S)	TABLE	206	TFLCMXX	9
IDENTIFICATION TELEPHONE	VARIABLE	206	BCGT1XX	19
INDEX LINE, ADDITIONAL, ELECTRIC TYPEWRITER	4	203	BTYLI02	1
INDEX LINE, ADDITIONAL, MANUAL TYPEWRITER	10	203	BTYLI01	1
INSERT CARD INTO FILE	32	206	MFPCM03	7
INSERT CARD MANUALLY INTO READ OR PUNCH STATION OF CARD REC.	47	213	MKPC101	40
INSERT DOCUMENT(S) IN ENVELOPES	VARIABLE	209	MPHC1XX	27
INSERT MICROFILM CARTRIDGE INTO MICROFILM FILM READER	51	208	MFRO101	14
INSERT SHEET(S) 1-25 SHEETS IN BINDER/ FASTENER	VARIABLE	209	MPFS1XX	25
INSTALL CARRIAGE EAR (IBM ACCTG MACHINE)	85	213	MDMPH04	34
INSTALL DRUM (PROGRAM TYPE) ON IBM CARD PUNCH MACHINE	106	213	MKPO101	41
INSTALL PAPER (IBM ACCTG MACHINE) POSITION PAPER GUIDE TO PAPER	70	213	MDMPH10	35
INSTALL PAPER (IBM ACCTG MACHINE) SLICE PAPER UNDER LEVER & ROLLER	83	213	MDMPH09	35
INSTALL RUBBER BAND ON BUNDLE OR ROLL	VARIABLE	209	MPFB1XX	22
JUSTLE CARDS/PAPERS, ONE TIME, ANY SIZE	15	209	BPHCJ01	26
LISTEN FOR PARTY TO ANSWER TELEPHONE RING	209	209	BOGTL02	20
LISTEN FOR TELEPHONE BUSY SIGNAL, DIAL TONE	39	209	BOGTL01	19
LOAD HOPPER HORIZONTAL TYPE, WITH DECK OF CARDS	126	213	MKPHL01	42

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DWMSDTP ELEMENT	PAGE
CCPY SINGLE SHEET, ORIGINAL, BOTH SIDES, 11 INCH SHEET, WARM MACHINE, XEROX 914 COPIER	1321	207	MRPSC14	14
CCPY SINGLE SHEET, ORIGINAL, BOTH SIDES, 11 INCH FIRST COPY-COLD MACHINE, XEROX 914 COPIER	1962	207	MRPSC12	14
CCPY SINGLE SHEET, ORIGINAL, ONE SIDE, 14 INCH COPY AND MACHINE WARM, XEROX 914 COPIER	1061	207	MRPSC11	14
CCPY SINGLE SHEET, ORIGINAL, BOTH SIDES, 14 SHEET, WARM MACHINE XEROX 914 COPIER	1383	207	MRPSC15	14
CCPY SINGLE/FIRST COPY SHEET, VERIFAX MODEL 3	1314	207	MRPSC06	13
CUT LABEL TO LENGTH, CYMO TAPE WRITER	204	209	MIDLCO1	17
CUT SHEET(S) ON 15X15 INCH GUILLOTINE TYPE PAPER CUTTER	VARIABLE	209	MPHSCXX	25
DASH/UNDERLINE/ANY KEY TYPING, ELECTRIC TYPEWRITER	VARIABLE	203	BTYTCXX	1
DELETE ITEM ON WORK SHEET/DOCUMENT	105	209	MPHID01	28
DEPRESS ADDING MACHINE OR CALCULATOR KEY	5	216	BCAKD01	43
DEPRESS BAR OF 10 KEY ADDING OR CALCULATOR MACHINE	VARIABLE	216	BCABDXX	43
DEPRESS KEY	5	213	BKPKC01	39
DEPRESS KEY ENTER FIRST DIGIT ON MULTI- COLUMN KEYBOARD CALCULATOR	15	216	BCAKD03	43
DEPRESS KEY, CONTINUOUS TYPE PER STRCKE	5	203	BTYKD02	1
DEPRESS KEY, CONTINUOUS TYPE PER STRCKE	4	203	BTYKD01	1
DEPRESS KEY, ENTER ADDITIONAL DIGIT ON MACHINE	8	216	BCAKD04	44
DEPRESS KEY, 10 KEY ADDING OR CALCULATION MACHINE, USED 1 OR MORE HOURS PER DAY	3	216	BCAKC02	43
DEPRESS REGISTER KEY	29	213	BKPRD01	39
DIAL TELEPHONE, ONE DIGIT	34	209	BOGTC01	19
DISENGAGE BURSH-HOLDER, CONTROL TAPE (IBM ACCTG MACHINE)	25	213	MOBBD01	31
DUPLICATE CARD, 80 COLUMNS	VARIABLE	213	MKPCDXX	40
DUPLICATE MACHINE TIME OR SKIP COLUMN(S)	VARIABLE	213	BKPMTXX	35
ELECTRO-STAT COPIER MACHINE TIME, EXPOSURE AND PRINT OUT TIME	703	207	BRPMT09	11
ENGAGE AND DISENGAGE IBM ACCTG MACHINE PAPER BRAKE	VARIABLE	213	MOBPHXX	34
ENTER DIGIT(S)	VARIABLE	216	MCACEXX	46
ENTER FIRST AND ADDITIONAL DIGITS IN DIVIDEND AND DIVISOR (MACHINE DIVISION)	TABLE	216	TCANDXX	47
EXPOSURE MACHINE TIME-XEROX COPIER	223	207	BRPMT14	11
EXPOSURE TIME PER DIAL SETTING, PHCTO-COPIER	29	207	BRPMT01	10
FAN NEW CARDS	135	213	MOBCH11	33

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DEINSTP ELEMENT	PAGE
FILING DOCUMENT IN MANILA FOLDER	56	206	MFDCF01	8
FLIP PAGE/SHEET CORNER OF CARD OR PAPER TO TURN, REMOVE, COUNT OR SEARCH	23	209	MPHPF01	29
FOLD DOCUMENT THRU 8 1/2 X 15 INCH SIZE, TWO FOLDS	150	209	MPHDF01	27
GET NEW PROGRAM CARD	69	213	MKPCG01	40
HANDLE DOCUMENTS, SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLDHXX	9
HANDLE FOLDERS, SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLFHXX	10
HANDLE MATERIALS DATA MACHINE	145	213	MONMH01	34
HANDLE TRAYS (IBM ACCTG MACHINE) REMOVE TRAY	83	213	MONTH03	38
HANDLE TRAYS (IBM ACCTG MACHINE) - LOCK TRAY FASTENER	27	213	MONTH02	37
HANDLE TRAYS (IBM ACCTG MACHINE) UNLOCK TRAY FASTENER	60	213	MONTH01	37
HANDLE TRAYS (IBM ACCTG MACHINE) PLACE TRAY IN FILE DRAWER	85	213	MONTH06	38
HANDLE TRAYS (IBM ACCTG MACHINE) PUT TRAY DOWN	30	213	MONTH04	38
HANDLE TRAYS (IBM ACCTG MACHINE) PICK UP TRAY	31	213	MONTH05	38
HANDLE 3X5 TO 5X9 INCH FILING CARD(S)	TABLE	206	TFLCHXX	9
IDENTIFICATION TELEPHONE	VARIABLE	206	BGGTIXX	19
INDEX LINE, ADDITIONAL, ELECTRIC TYPEWRITER	4	203	STYL102	1
INDEX LINE, ADDITIONAL, MANUAL TYPEWRITER	10	203	STYL101	1
INSERT CARD INTO FILE	32	206	MFCH03	7
INSERT CARD MANUALLY INTO READ OR PUNCH STATION OF CARD REC.	47	213	MKPCI01	40
INSERT DOCUMENT(S) IN ENVELOPES	VARIABLE	209	MPHCIXX	27
INSERT MICROFILM CARTRIDGE INTO MICROFILM FILM READER	51	208	MFR0101	14
INSERT SHEET(S) 1-25 SHEETS IN BINDER/ FASTENER	VARIABLE	209	MPFSIXX	25
INSTALL CARRIAGE EAR (IBM ACCTG MACHINE)	85	213	MONPH04	34
INSTALL DRUM (PROGRAM TYPE) ON IBM CARD PUNCH MACHINE	106	213	MKPO101	41
INSTALL PAPER (IBM ACCTG MACHINE) POSITION PAPER GUIDE TO PAPER	70	213	MONPH10	35
INSTALL PAPER (IBM ACCTG MACHINE) SLICE PAPER UNDER LEVER & ROLLER	83	213	MONPH09	35
INSTALL RUBBER BAND ON BUNDLE OR ROLL	VARIABLE	209	MPFBIXX	22
JUSTLE CARDS/PAPERS, ONE TIME, ANY SIZE	15	209	BPHCJ01	26
LISTEN FOR PARTY TO ANSWER TELEPHONE RING	209	209	BOGTL02	20
LISTEN FOR TELEPHONE BLSY SIGNAL, DIAL TONE	39	209	BOGTL01	19
LEAD HOPPER HORIZONTAL TYPE, WITH DECK OF CARDS	126	213	MKPM101	42

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DWMSTDF ELEMENT	PAGE
LCCATE CARD IN TAB INDEX FILE	VARIABLE	206	BFLCLXX	6
LOCATE DOCUMENT POSITION IN FOLDER CONTAINING DOCUMENTS-SIZE 8X10 TO 8-1/2X14	VARIABLE	206	BFLDLXX	6
LCCATE FOLDER POSITION IN FILE OF FOLDERS 9X12 OR 9X15 INCH SIZE	VARIABLE	206	BFLFLXX	6
LOCK SHIFT KEY TYPEWRITER-MANUAL,ELECTRIC AND IBM SELECTRIC	VARIABLE	203	MTYKXXX	3
MACHINE TIME FOR 10 KEY MACHINES	VARIABLE	216	ECAMTXX	46
MACHINE TIME ONLY,ELECTRIC TYPEWRITER CONTINUOUS SPACING PER INCH	20	203	BTYSC01	1
MACHINE TIME PHOTO-COPIER TO READY FOR EXPOSURE FOR BOUND ORIGINALS	17	207	BRPMT06	11
MAKE TELEPHONE CALL	VARIABLE	209	MOGTCXX	21
MATCH CARDS TO SHIPMENT PLANNING WORKSHEET (SPAS)OR DC1348-1 SHIPPING DOCUMENTS	VARIABLE	222	SICCMXX	49
MATCH DOCUMENTS	VARIABLE	222	MICDMXX	49
MEASURE KEYPUNCH CARDS	128	213	MKPCM01	40
MOVE CARD TO HOPPER	44	213	8KPCM01	38
MOVE CHAIR WITH CASTERS WHILE SITTING	VARIABLE	209	BOGCMXX	18
MOVE TYPEWRITER FROM DESK SIDE WELL	348	203	MTYTM01	4
MOVE TYPEWRITER INTO STORAGE IN SIDE DESK WELL	459	203	MTYTH02	4
MULTIPLICATION MANUAL	VARIABLE	209	BOGMNXX	15
MULTIPLICATION MANUAL FIRST AND ADDITIONAL DIGITS	TABLE	209	TOGMNXX	21
MULTIPLICATION(MACHINE) WITH CALCULATOR	TABLE	216	TCAMNXX	48
OBTAIN CARDS,MANFUL(AVG 200 CARDS) FROM A STANDARD 2000 COUNT EAM CARD BOX	69	213	MKPC001	40
OBTAIN COPY,CRAFT DOCUMENT FROM DESK DRAWER	62	209	MPHD001	27
OBTAIN DRAFT COPY DOCUMENT AND MOVE TO WORK PLACE/TYPEWRITER	32	209	MPHD002	27
OBTAIN MICROFILM DECK CARTRIDGE FROM STORAGE FILE	83	208	MFRD001	14
OPEN AND CLOSE CARD CABINET DRAWER	VARIABLE	213	MKPCMXX	42
OPEN BINDER TECHNICAL ORDER TYPE RING AND CENTER POST LOCKING MECHANISM	128	209	MPPB002	23
OPEN BINDER,2 POST LEDGER TYPE WITH BUTTON TYPE LATCH MECHANISM	89	209	MPPB006	23
OPEN BINDER,2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR AND MECHANISM	76	209	MPPB005	23
OPEN BINDER,2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	137	209	MPPB004	23
OPEN BINDER,2-3 RING LOOSE LEAF TYPE	26	209	MPPB001	22
OPEN BINDER,4 POST TYPE,WITH SCREW AND LEVER LATCH MECHANISM	126	209	MPPB003	23
OPEN CABINET,2 DOOR STORAGE,WITH BOTH HANDS EMPTY,OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	49	209	MOGCD01	20

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUPATION	DVMSTDP ELEMENT	PAGE
OPEN DESK DRAWER, ALL SIDES AND CENTER	VARIABLE	209	MOGDOXX	20
OPEN ENVELOPE, MAILING TYPE	76	209	MPHECO1	28
OPEN FASTENER, 2-3/4 IN. ACCO TYPE WITHOUT LOCK STRAP AND PRONGS BENT OUTWARD	34	209	MPFF003	24
OPEN FILE DRAWER STANDARD UPRIGHT TYPE FILE, MULTI DRAWER	VARIABLE	206	MFLFOXX	8
OPEN LATCH ON HANDLE OF GUILLOTING PAPER CUTTER	38	209	MPHLO01	29
OPEN OR CLOSE GLASS BOOKCASE DOOR	74	209	MOG8A01	20
OPEN PAPER GUIDES (IBM ACCTG MACHINE)	25	213	MO MPH08	35
OPEN 2-3/4 OR 8-1/2 INCH ACCO FASTNER	VARIABLE	209	MPFF0XX	24
OPEN/CLOSE INK PAC	52	209	MIDPO01	18
OVERPUNCH X	15	213	MKPCP01	43
PICK UP BATCH OF SHEETS, FROM FLAT SURFACE WITH TWO HANDS-25-50 PAPERS, LOOSELY STACKED	41	209	BPMSH02	27
PICKUP BATCH OF SHEETS FROM FLAT SURFACE WITH ONE HAND-UP TO 25 PAPERS LOOSELY STACKED	21	209	BPMSH01	26
PICKUP CARDS FROM FLAT SURFACE WITH TWO HANDS, LOOSELY STACKED, 25-50 CARDS IN BATCH	52	209	BPMSH02	26
PICKUP CARDS FROM FLAT SURFACE, LOOSELY STACKED, UP TO 25 CARDS IN BATCH	37	209	BPMSH01	26
PLACE CARD IN VISIBLE INDEX FILE (3X5 TO 8X11 INCH CARD)	209	206	MFLCP01	7
PLACE CARDS IN PAPER-IBM ACCTG MACHINE	130	213	MO MCH07	32
PLACE CARDS IN PAK	52	213	MO MCH09	33
PLACE CARDS IN TRAY-IBM ACCTG MACHINE	66	213	MO MCH08	33
PLACE CARDS ON MACHINE TOP	20	213	MO MCH10	33
PLACE HANDLES, BINDER CLIP, IN DOWN POSITION	14	209	MPFHP01	25
PLACE HANDLES, BINDER CLIP, IN UP POSITION	48	209	MPFHP02	25
PLACE OLD CARD IN CARD SLOT	42	213	MKPCS01	41
PLACE PAPER ON IBM ACCTG MACHINE	36	213	MO MPH07	35
PLACE PROGRAM CARD ONTO IBM MACHINE PROGRAM CRUM	139	213	MKPCP01	41
PLACE SUSPENSE DOCUMENT IN FILE REMOVE SUSPENSE DOCUMENT FROM FILE	232	206	MFLD501	8
POSITION BALL TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	77	203	MTYCP03	2
POSITION BALL TO EXACT SPACE ON SAME LINE	36	203	MTYCP06	2
POSITION CARRIAGE TO EXACT SPACE ON SAME LINE	34	203	MTYCP05	2
POSITION CARRIAGE/BALL TO EXACT LINE FOR EACH ADDITIONAL 6 LINES, OR 1 INCH	13	203	MTYCP04	2
POSITION CARRIAGE/BALL TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	66	203	MTYCP02	2

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OPERATION/ELEMENT DESCRIPTION	TNU VALUE	OCCUP- ATION	DWMSTDP ELEMNT	PAGE
POSITION CARRIAGE/BALL TO EXACT LINE USING ROLLER KNCE FROM WITHIN 6 LINES OF 1 INCH	38	203	MTYCP01	2
PREPARE CARC(BIN REPLENISHMENT-DD FORM 856	3625	222	SWRCP01	50
PREPARE FASTENER,2-3/4 OR 8-1/2 INCH ACCG TYPE FOR ATTACHMENT	44	209	MPFFP01	25
PREPARE LABEL WITH DVMC TAPE WRITER-PER CHARACTER	51	209	MICLP01	17
PREPARE MESSAGE FORM CCI73	VARIABLE	222	STYMPXX	50
PREPARE PLATE(S) ADDRESSOGRAPH FOR INDIVIDUAL OR ACTIVITY	VARIABLE	234	SAMPPXX	55
PRINT OUT MACHINE TIME:XERCX COPIER ADDITIONAL PRINT OUT TIME FOR 14 INCH COPIES	32	207	BRPMT16	12
PRINT OUT MACHINE TIME,XERCX COPIER	692	207	BRPMT15	12
PRINT OUT TIME-PHOTO COPIER-FOR BOUND ORIGINALS	204	207	BRPMT04	10
PRINT OUT-PHOTO-COPIER MACHINE TIME PER COPY FOR MULTIPLE COPIES	277	207	BRPMT03	10
PRINT OUT-PHOTO-COPIER MACHINE TIME PER SINGLE COPY	262	207	BRPMT02	10
PROCESS DOCUMENT BREAKDOWN OF CONSOLIDATED PACK	1271	222	SWRDP16	53
PROCESS DOCUMENT OTHER THAN KEY-PACKING MULTI-LINE ITEM PACK	676	222	SWRDP14	53
PROCESS DOCUMENT PER BILL OF LADING RECEIVED	1495	222	SWRCP03	51
PROCESS DOCUMENT PER BILL OF LADING-SHIPING	917	222	SWRDP02	51
PROCESS DOCUMENT PER LINE ITEM SHIPPED-LOT VERIFICATION REQUIRED	1878	222	SWRCP10	52
PROCESS DOCUMENT PER LINE ITEM RECEIVED- LOT SEGREGATION REQUIRED	2282	222	SWRCP13	53
PROCESS DOCUMENT PER LINE ITEM RECEIVED	1358	222	SWRDP12	53
PROCESS DOCUMENT PER LINE ITEM PACKAGED	1702	222	SWRDP08	52
PROCESS DOCUMENT PER LINE ITEM PACKED	565	222	SWRCP07	52
PROCESS DOCUMENT PER LINE ITEM RECEIVED AT OCEAN TERMINAL	1598	222	SWRDP06	52
PROCESS DOCUMENT PER PACKING LIST-KEY COC.	1531	222	SWRDP15	53
PROCESS DOCUMENT PER PALLET SHIPPED OR RECEIVED	429	222	SWRDP01	51
PROCESS DOCUMENT PER PARCEL POST ITEM RECEIVED	1426	222	SWRDP11	52
PROCESS DOCUMENT(DD FORM 808-OVER/SHORT FREIGHT)	6483	222	SWRDP19	54
PROCESS DOCUMENT(DD FORM 6-DAMAGED/IMPROPER SHIPMENT REPORT)	6397	222	SWRDP20	54
PROCESS DOCUMENT(INTRA-DEPOT MOVEMENT)	617	222	SWRDP22	54
PROCESS DOCUMENT(PER LINE ISSUED)	1025	222	SWRDP21	54
PROCESS DOCUMENT-PER BIN STOW(ONE LINE ITEM)	1466	222	SWRDP24	55
PROCESS DOCUMENT-PER BIN REPLENISHMENT	4721	222	SWRDP17	55

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DWNSDP ELEMENT	PAGE
PROCESS DOCUMENT-PER LINE ITEM SHIPPED FROM GCFAN TERMINAL	1121	222	SWROP18	53
PROCESS DOCUMENT-PER PIECE(AIR CARGO) RECEIVED	714	222	SWROP23	55
PROCESS KEY-PACK MULTI-LINE PACKS DOCUMENT	948	222	SWROP05	51
PROCESS PER LINE ITEM SHIPPED DOCUMENT	954	222	SWROP09	52
PROCESS SINGLE LINE ITEM-PARCEL POST-PACK PROCESS	501	222	SWROP04	51
PUNCH HOLES IN SHEET(S)	61	209	MPHSP01	29
PUSH BUTTON,CONTROL TYPE SWITCH	VARIABLE	213	MACBPXX	31
PUSH BUTTONS CONTROL SET LINE PRINT CONTROL	64	213	MACBP05	31
PUSH BUTTONS,CONTROL MULTIPLE SET	69	213	MACBP04	31
RAISE CARC FROM FILE TO FFAD AND PUSH BACK INTO FILE	30	206	MFLCH01	6
RAISE COVER,CARRIAGE-CONTROL TAPE(IBM ACCTG MACHINE)	36	213	MONCR01	33
READ DATA(ADDITIONAL DATA UNIT) FROM SOURCE DOCUMENT	VARIABLE	213	MKPRDXX	43
RELEASE/CLEAR TAB,ALL STOPS CONTINUOUSLY, MANUAL OR ELECTRIC TYPEWRITER	57	203	MTYTR02	4
RELEASE/CLEAR TAB,PER STOP,WITH UP TO NINE INCHES OF CARRIAGE/BALL TRAVEL,MANUAL ELECTRIC OR IBM SELECTRIC TYPEWRITERS	20	203	MTYTR01	4
REMOVE AND INSTALL PAPER IBM ACCTG MACHINE ASIDE PAPER	133	213	MONPH06	34
REMOVE ARTICLE FROM A DESK DRAWER	VARIABLE	209	MOGARXX	20
REMOVE CARD FROM FILE AND SET ASIDE	36	206	MFLCH02	7
REMOVE CARD FROM FILE AND TILT NEXT CARD	52	206	MFLCH04	7
REMOVE CARD FROM RELEASE HOPPER	44	213	SKPCR01	38
REMOVE CARD FROM VISIBLE INDEX FILE(3X5 TO 3X11 INCH CARD)	109	206	MFLCR01	7
REMOVE CARDS FROM HOPPER OF IBM ACCTG MACHINE	40	213	MONCH01	32
REMOVE CARDS FROM ONE POCKET-IBM ACCTG MACHINE	30	213	MONCH05	32
REMOVE CARDS FROM STACK AT BOTTOM OF MACHINE-IBM ACCTG MACHINE	60	213	MONCH06	32
REMOVE CARDS FROM TRAY-IBM ACCTG MACHINE	70	213	MONCH02	32
REMOVE CARRIAGE BAR(IBM ACCTG MACHINE)	35	213	MONPH03	34
REMOVE CLIP SPRING TYPEWRITER FROM PAPERS	28	209	MPFCR01	24
REMOVE CLIP,GEM OR IDEAL PATTERN PAPER CLIP FROM PAPERS UP TO 1-3/4 INCH WIDE AND 2- 1/2 INCH LONG	16	209	MPFCR02	24
REMOVE DECK MICROFILM CARTRIDGE FROM MICROFILM READER	34	206	MFRDR01	15
REMOVE DOCUMENTS FROM ENVELOPE	VARIABLE	209	MPHORXX	28
REMOVE DNUM(PROGRAM TYPE)FROM IBM CARD PUNCH MACHINE	91	213	MKPRD01	42

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	DWMSTOP ELEMENT	PAGE
REMOVE IBM ACCTG MACHINE CARDS FROM RACK (TWO HANDS)	117	213	MCMCH04	32
REMOVE IBM ACCTG MACHINE CARDS (ONE HAND)	54	213	MCMCH03	32
REMOVE PROGRAM CARD FROM IBM MACHINE PROGRAM DRUM	60	213	MKPCR01	41
REMOVE RUBBER BAND FROM BUNDLE OR ROLL	VARIABLE	209	MPFBRXX	23
REMOVE SHEET(S) FROM BINDER	VARIABLE	209	MPFSRXX	25
REMOVE TAPE, OLD CONTROL TAPE (IBM ACCTG MACHINE)	77	213	MOMTR01	38
REPLACE CARD IN FILE, NEXT CARD TILTED-LCCSE	42	206	MFLCH06	7
REPLACE CARD IN FILE, NEXT CARD TILTED, CARD TIGHTLY PACKED IN FILE	56	206	MFLCH05	7
RETURN CARRIAGE/BALL	VARIABLE	203	MTYCRXX	3
REVIEW DD 1346-1 AND PULL CARDS TO COMPARE DATA	297	222	MIDDR02	49
REVIEW SHIPMENT PLANNING WORK SHEET FOR ENTRIES, MATCH CARDS	492	222	MIDCR01	49
REWIND MICROFILM READER MACHINE, FILM TO STOP POSITION, MACHINE TIME INCLUDED	332	208	MFRMR01	15
RESTATE PHOTO-COPIER MACHINE TIME FILM FOR BOUND ORIGINALS	26	207	BRPMT05	10
RUN MACHINE TIME FOR MULTI-COLUMN KEYBOARD CALCULATOR	VARIABLE	216	ECAMRXX	45
RUN MACHINE TIME, FRIDEN CALCULATOR	VARIABLE	216	MCAMRXX	46
RUN TIME FOR DIVISION OPERATIONS ON CALCULATORS	TABLE	216	TCAMRXX	48
SEAL ENVELOPE, GUMMED FLAP	VARIABLE	209	MPHESXX	28
SELECT DATA CARD	450	222	MIDCS01	49
SEPARATE FORM(S) INTERLEAVED AND PULL SHEET(S)/CARBON(S)	TABLE	209	TPHFSXX	30
SEPARATE SHEET(S) ALONG PERFORATION	VARIABLE	209	MPHSSXX	29
SEPARATE SHEET(S) FROM PERFORATED BORDER OF MULTI-SHEET(S) FORM LISTING	TABLE	209	TPHSSXX	30
SET COLUMN-SORT FIRST AND OTHER (IBM SORTING MACHINES)	VARIABLE	213	MOMCSXX	34
SET MARGIN WITH MAGIC MARGIN OR MARGIN SET KEY OR VISIBLE SLICING TYPE	42	203	MTYMS01	3
SET SPACING, SINGLE, DOUBLE OR TRIPLE LINE	22	203	MTYSS01	4
SET TAB POSITIONING CARRIAGE BY 4 TO 8 REPEATED DEPRESSIONS OF SPACE BAR, MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITER	34	203	MTYTS01	5
SET TAB WITH UP TO 1 INCH OF SPACING, IBM SELECTRIC TYPEWRITER	44	203	MTYTS02	5
SET-UP CARD BATCH, PLACE BLANK CARD BEHIND DECK	53	213	MKPCB02	39
SET-UP CARD, BATCH, REPLACE I.C. CARD	30	213	MKPCB01	39
SET-UP MACHINE (IBM 402 CONTROL PANEL CLCSE GATE	89	213	MCMSU10	36

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OPERATION/ELEMENT DESCRIPTION	TNU VALUE	OCCUPATION	DOMSTDF ELEMENT	PAGE
SET-UP MACHINE(IBM 402 CONTROL PANEL)INSTALL BOARD	137	213	MCMSU04	36
SET-UP MACHINE(IBM 402 CONTROL PANEL)REMOVE BOARD OPERATION	59	213	MCMSU08	36
SET-UP MACHINE(IBM 402 CONTROL PANEL)-OPEN GATE OPERATION	80	213	MCMSU07	36
SET-UP MACHINE(IBM 519 CONTROL PANEL) CLOSE GATE OPERATION	92	213	MCMSU14	37
SET-UP MACHINE(IBM 519 CONTROL PANEL) INSTALL BOARD	114	213	MCMSU13	37
SET-UP MACHINE(IBM 519 CONTROL PANEL) REMOVE BOARD OPERATION	72	213	MCMSU12	36
SET-UP MACHINE(IBM 519 CONTROL PANEL) REMOVE GATE OPERATION	52	213	MCMSU11	36
SET-UP MACHINE,CLOSE CONTROL PANEL GATE	75	213	MCMSU18	37
SET-UP MACHINE,GET CONTROL PANEL FROM LARGE BOARD RACK	134	213	MCMSU05	36
SET-UP MACHINE,GET CONTROL PANEL FROM CABINET	235	213	MCMSU03	35
SET-UP MACHINE,INSTALL CONTROL PANEL BOARD	58	213	MCMSU17	37
SET-UP MACHINE,DETAIN CONTROL PANEL FROM SMALL BOARD RACK	123	213	MCMSU04	35
SET-UP MACHINE,OPEN GATE TO REMOVE CONTROL PANEL BOARD	55	213	MCMSU15	37
SET-UP MACHINE,REMOVE CONTROL PANEL BOARD	44	213	MCMSU16	37
SET-UP MACHINE,REPLACE CONTROL PANEL IN DESK TYPE CABINET	154	213	MCMSU06	36
SET-UP MACHINE,REPLACE CONTROL PANEL IN SMALL OR LARGE BOARD RACK	VARIABLE	213	MCMSUXX	35
SET-UP PAPER SHEET(S) OF BOND/FORMS & CARDS	TABLE	203	TTYFSXX	5
SIGHT-CHECK DECK,CARD PUNCHING	VARIABLE	213	MKPDOXX	42
SIGHT-CHECK PUNCHED CARD	31	213	BRPCS01	38
SKIP CARD OR DUP,MANUALLY,EACH OCCURRENCE DURING CARD PUNCHING	11	213	MKPC003	40
SORT CARDS BY HAND(PER CARD)	VARIABLE	206	MFLCSXX	8
SORT CARDS TO CORRECT SEQUENCE	51	213	MCMS15	33
SORT DOCUMENT SHEETS/PAGES BY HAND	VARIABLE	209	MPMOSXX	28
SPACE BETWEEN WORDS OR CHARACTERS-- DYMU TAPE LABEL WRITER	21	209	MIDLS01	18
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION.ADDITIONAL DOCUMENT AND ASIDE	65	209	MIDDS10	17
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT	21	209	MIDDS09	16
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, ADDITIONAL DOCUMENTS AND ASIDE	78	209	MIDDS08	16

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OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP- ATION	OWMSTDP ELEMENT	PAGE
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, FIRST DOCUMENT	27	209	MIDDS07	14
STAMP DOCUMENT WITH AUTOMATIC TIME STAMP	26	209	MICCS01	15
STAMP DOCUMENT WITH MANUAL TYPE STAMP	31	209	MIDDS02	15
STAMP DOCUMENT WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	55	209	MIDCS06	16
STAMP DOCUMENT WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT	35	209	MIDDS05	16
STAMP DOCUMENT WITH RUBBER INK STAMP TO A CLOSE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	62	209	MIDCS04	16
STAMP DOCUMENT WITH RUBBER INK STAMP TO A CLOSE LOCATION, FIRST DOCUMENT	47	209	MIDDS03	15
STAPLE DOCUMENTS	TABLE	209	TPFCSXX	25
STORE DECK MICROFILM CARTRIDGE IN FILE	40	208	MFRDS01	15
SUBTRACTION MANUAL PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	24	209	BOGMS01	19
SUBTRACTION, TEN KEY ADDING MACHINE OR CALCULATOR	TABLE	215	TCAMSXX	48
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TURN VERNIER KNOB	26	213	MDMVT01	38
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DEFENSE WORK MEASUREMENT STANDARD TIME DATA
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OPERATION/ELEMENT DESCRIPTION	TNU VALUE	OCCUP- ATION	CONSTOP ELEMENT	PAGE
WARM-UP MACHINE TIME-XEROX COPIER	727	207	BRPMT13	11
WARM-UP MACHINE TIME.CCLC MACHINE	2113	207	BRPMT07	11
WARM-UP MACHINE TIME.WARM MACHINE	1057	207	BRPMT08	11
WRITE PRIORITY NUMBER	113	222	MWRNW01	50
WRITE SIZE OF CARTON CN FORM	234	222	SWRSW01	55

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DEFENSE WORK MEASUREMENT STANDARD TIME
DATA PROGRAM - (DWMSTDP)

CLERICAL AND SALES OCCUPATIONS *

PART TWO - STANDARD TIME DATA

SECTION II - DWMSTDP ELEMENT LISTING

NOTE: New DWMSTDP Elements included in changes to this volume will be inserted in this section.

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	203	TAL	BTYTTXX	BTYCTXX	VARIABLE	CARRIAGE, TRAVEL, TIME FOR MANUAL, ELECTRIC OR BALL TRAVEL ON IBM SELECTRIC TYPEWRITER PER INCH OF TRAVEL STARTS-WITH TAB/CARRIAGE RETURN KEY DEPRESSED INCLUDES-AUTOMATIC CARRIAGE/BALL TRAVEL PROCESS/MACHINE TIME ENDS-WHEN CARRIAGE/BALL STOPS CONDITIONS-TMU VALUES REPRESENT ONE INCH OF BALL OR CARRIAGE TRAVEL CASE 01 MANUAL OR ELECTRIC CASE 02 IBM SELECTRIC
FF	203	MAL	BTYKD01	BTYKD01	4	KEY, DEPRESS, CONTINUOUS TYPE PER STROKE STARTS-WITH RELEASE OF PREVIOUS KEY OR SPACE BAR INCLUDES-REACH, TOUCH, AND DEPRESSION OF KEY /SPACE BAR ENDS-WITH DEPRESSION OF KEY & FINGER STILL ON KEY CONDITIONS-TYPING ON MANUAL, ELECTRIC OR IBM TYPEWRITER, GENERAL/NARRATIVE TYPING
NS	203	MAL	TY21	BTYKD02	5	KEY, DEPRESS, CONTINUOUS TYPE PER STROKE STARTS-REACH TO NUMBER OR DASH KEY INCLUDES-CONTACT AND SUBSEQUENT DEPRESS OF NUMBER OR DASH KEY ENDS-RELEASE OF NUMBER OR DASH KEY CONDITIONS-ELECTRIC AND MANUAL TYPEWRITER, TECHNICAL/FORMATTED TYPING
FF	203	MAL	BTYLI01	BTYLI01	10	LINE, INDEX, ADDITIONAL, MANUAL TYPEWRITER STARTS-WITH LEFT HAND ON CARRIAGE RETURN LEVER INCLUDES-MOVE LEVER AND GET HAND OUT OF WAY ENDS-WITH HAND ON CARRIAGE RETURN LEVER CONDITIONS-MANUAL TYPEWRITER
FF	203	MAL	BTYLI02	BTYLI02	4	LINE, INDEX, ADDITIONAL, ELECTRIC TYPEWRITER STARTS-WITH FINGER ON CARRIAGE RETURN KEY INCLUDES-MOVE KEY DOWN AND BACK UP ENDS-WITH HAND ON CARRIAGE RETURN KEY CONDITIONS-ELECTRIC OR IBM SELECTRIC
NS	203	MAL	C6A7G	BTYPT01	41	PAGE, TURN, COPY MATERIAL TO BE TYPED STARTS-REACH TO COPY PAGE INCLUDES-TURN PAGE OF COPY MATERIAL TO CONTINUE TYPING ENDS-RELEASE OF COPY PAGE CONDITIONS-COPY MATERIAL ON DESK BESIDE TYPEWRITER
NS	203	MAL	C6A7C	BTYSA01	22	SWITCH, ACTUATE STARTS-REACH TO SWITCH INCLUDES-CONTACTING SWITCH OPENING OR CLOSING AND RELEASING ENDS-HANDS RETURNED TO HOME POSITION CONDITIONS-ELECTRIC TYPEWRITER
FF	203	TAL	BTYCS01	BTYCS01	20	SPACING, CONTINUOUS, ELECTRIC TYPEWRITER, MACHINE TIME ONLY PER INCH STARTS-WITH SPACE BAR/BACK SPACE KEY DEPRESSED INCLUDES-MACHINE TIME ONLY PER INCH MOVEMENT ENDS-WITH SPACE BAR/BACK SPACE KEY RAISED CONDITIONS-IBM SELECTRIC
FF	203	TAL	BTYCTXX	BTYTCXX	VARIABLE	TYPING, CONTINUOUS, DASH/UNDERLINE/ANY KEY, ELECTRIC TYPEWRITER STARTS-WITH CONTINUOUS TYPE KEY DEPRESSED INCLUDES-MACHINE TIME ONLY PER INCH MOVEMENT ENDS-WITH CONTINUOUS TYPE KEY RAISED CONDITIONS-ELECTRIC TYPEWRITER CASE 01 ELITE CASE 02 IBM BALL

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DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	203	MAL	MTYCP01	MTYCP01	38	CARRIAGE/BALL, POSITION, TO EXACT LINE USING ROLLER KNOB FROM WITHIN 6 LINES OR 1 INCH STARTS-WITH HANDS ON HOME KEYS & REACH TO ROLLER KNOB INCLUDES-GETTING & TURNING ROLLER KNOB & POSITIONING CARRIAGE/BALL TO DESIRED LINE ENDS-WITH HAND STILL ON ROLLER KNOB CONDITIONS-MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITER
FF	203	MAL	MTYCP02	MTYCP02	66	CARRIAGE/BALL, POSITION, TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH STARTS-WITH HANDS ON HOME KEYS & REACH TO ROLLER KNOB INCLUDES-GETTING & TURNING ROLLER KNOB, DEPRESSING VARIABLE LINE SPACER & POSITIONING CARRIAGE/BALL TO DESIRED LINE ENDS-WITH HAND STILL ON ROLLER KNOB CONDITIONS-MANUAL OR ELECTRIC TYPEWRITER
FF	203	MAL	MTYCP03	MTYCP03	77	BALL, POSITION, TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH STARTS-WITH HANDS ON HOME KEYS & REACH TO ROLLER KNOB INCLUDES GETTING & TURNING ROLLER KNOB, CARRIAGE/BALL TO DESIRED LINE ENDS-WITH HAND STILL ON ROLLER KNOB CONDITIONS-IBM SELECTRIC TYPEWRITER
FF	203	MAL	MTYCP04	MTYCP04	13	CARRIAGE/BALL, POSITION, TO EXACT LINE FOR EACH ADDITIONAL 6 LINES OR 1 INCH STARTS-WITH HAND ON ROLLER KNOB INCLUDES-TURNING ROLLER KNOB ENDS-WITH HAND ON ROLLER KNOB CONDITIONS-MANUAL, ELECTRIC OR IBM SELECTRIC
FF	203	MAL	MTYCP05	MTYCP05	34	CARRIAGE, POSITION, TO EXACT SPACE ON SAME LINE STARTS-WITH CONTACT OF CARRIAGE RELEASE LEVER INCLUDES-ACTUATING CARRIAGE RELEASE LEVER & POSITIONING CARRIAGE TO DESIRED SPACE ENDS-WITH ROLLER KNOB STILL IN HAND CONDITIONS-MANUAL OR ELECTRIC TYPEWRITER. NOTE- IF REQUIRED POSITIONING IS LESS THAN 3 INCHES SPACE BAR SHOULD BE USED TO POSITION CARRIAGE
FF	203	MAL	MTYCP06	MTYCP06	36	BALL, POSITION, TO EXACT SPACE ON SAME LINE STARTS-WITH HANDS ON HOME KEYS & REACH TO SPACE BAR/BACK SPACE KEY INCLUDES-GET AND DEPRESSION OF SPACE BAR/BACK SPACE KEY, MACHINE TIME WHILE BAR/KEY IS DEPRESSED & 3 FINAL DEPRESSIONS FOR EXACT POSITIONING ENDS-WITH RAISING OF FINGER AFTER EXACT POSITIONING CONDITIONS-IBM SELECTRIC TYPEWRITER. LIMITED TO CONTINUOUS SPACING OF 1 INCH FOR POSITIONING OF BALL. WITH OVER 1 INCH OF CONTINUOUS SPACING, USE 36 TMUS PLUS 20 TMUS X NUMBER OF INCHES OVER 1 INCH

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TNU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	203	MAL	MTYCRXX	MTYCRXX	VARIABLE	<p>CARRIAGE/BALL, RETURN STARTS-WITH HANDS ON HOME KEYS & REACH TO CARRIAGE RETURN LEVER OR KEY INCLUDES-ALL ACTIONS REQUIRED TO GET LEVER OR KEY & RETURN OF CARRIAGE ENDS-WITH HANDS ON HOME KEYS CONDITIONS-APPLIES TO MANUAL, ELECTRIC OR IBM SELECTRIC, NOTE-FOR EACH ADDITIONAL MANUAL LINE INDEX, REFERENCE BYTLIO1=10 THUS, FOR EACH ADDITIONAL SELECTRIC/IBM REFERENCE BYTLIO2=4 THUS</p> <p>35 CASE 01 CARRIAGE RETURN TO TYPE NEXT LINE MANUAL, CARRIAGE TRAVEL UP TO 9 INCHES</p> <p>12 02 CARRIAGE RETURN TO TYPE NEXT LINE, ELECTRIC, CARRIAGE TRAVEL UP TO 9 INCHES</p> <p>18 03 BALL RETURN TO TYPE NEXT LINE, IBM SELECTRIC, BALL TRAVEL UP TO 9 INCHES</p>
FF	203	MAL	MTYKLXX	MTYKSXX	VARIABLE	<p>KEY, SHIFT, LOCK OR UNLOCK TYPEWRITER-MANUAL, ELECTRIC, & IBM SELECTRIC. STARTS-WITH REACH FROM HOME KEYS TO LOCK OR SHIFT KEY. INCLUDES-GET SHIFT KEY AND LOCK OR UNLOCK ENDS-WITH HANDS ON HOME KEYS. CONDITIONS-CASES DIFFER BY TYPE OF TYPEWRITER.</p> <p>19 CASE 01 LOCK OR UNLOCK SHIFT KEY ON MANUAL TYPEWRITER</p> <p>8 02 LOCK OR UNLOCK SHIFT KEY ON ELECTRIC OR IBM SELECTRIC TYPEWRITER</p>
FF	203	MAL	MTYLTXX	MTYLTXX	VARIABLE	<p>LINE, TYPE STARTS-WITH TYPIST IN POSITION TO TYPE INCLUDES-LOCK TO SOURCE PAPER AT START, ALL KEY DEPRESSES, KEY SHIFTS, KEY LOCKS & UNLOCKS, CARRIAGE RETURN AND ADDITIONAL EYE FOCUSES ENDS-WITH CARRIAGE RETURNED AND TYPIST READY TO CONTINUE TYPING CONDITIONS-CASE 01 TO 04, GOOD SOURCE MATERIAL 05 TO 08 ROUGH SOURCE MATERIAL</p> <p>382 CASE 01 TYPE FIRST LINE, MANUAL TYPEWRITER</p> <p>355 02 EACH ADDITIONAL LINE, MANUAL</p> <p>336 03 TYPE FIRST LINE, ELECTRIC OR IBM SELECTRIC</p> <p>309 04 EACH ADDITIONAL LINE, ELECTRIC OR IBM SELECTRIC</p> <p>408 05 TYPE FIRST LINE, MANUAL TYPEWRITER</p> <p>381 06 EACH ADDITIONAL LINE, MANUAL</p> <p>362 07 TYPE FIRST LINE, ELECTRIC OR IBM SELECTRIC</p> <p>335 08 EACH ADDITIONAL LINE, ELECTRIC OR IBM SELECTRIC</p>
FF	203	MAL	MTYMS01	MTYMS01	42	<p>MARGIN, SET, WITH MAGIC MARGIN OR MARGIN SET KEY OR VISIBLE SLIDING TYPE STARTS-GETTING LEVER, 1 KEY OR MARGIN STOP INCLUDES-ALL ACTIONS REQUIRED TO SET MARGIN LEFT OR RIGHT ENDS-WITH FINGER(S) RAISED OVER LEVERS (OR) MARGIN SET KEY (OR) MARGIN STOP CONDITIONS-MANUAL, ELECTRIC & IBM TYPEWRITERS</p>
AS	203	MAL	TY11	MTYRTC1	14	<p>ROLLER, TIGHTEN STARTS-REACH TO LEVER INCLUDES-MOVING LEVER TO TIGHT POSITION ENDS-RELEASE OF LEVER CONDITIONS-ELECTRIC OR MANUAL TYPEWRITER</p>

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TNU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	203	MAL	MTYSS01	MTYSS01	22	SPACING, SET, SINGLE, DOUBLE OR TRIPLE LINE SPACING, MANUAL, ELECTRIC OR IBM SELECTRIC STARTS=WITH REACH TO SPACING LEVER INCLUDES=GET & ACTUATE SPACING LEVER ENDS=WITH REQUIRED LINE SPACING SET & HAND STILL ON SPACING LEVER CONDITIONS=MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITER
FF	203	MAL	MTYCTXX	MTYTCXX	VARIABLE	TYPING, CONTINUOUS, CEPRESS KEY & HOLD FOR 1 INCH OF TYPE, WITH FINAL POSITIONING BY 3 REPEATED DEPRESSIONS STARTS=WITH REACH FROM HOME KEYS TO CONTINUOUS TYPE KEY. INCLUDES=GET & DEPRESSION OF KEY, MACHINE TIME WHILE KEY IS DEPRESSED & FINAL 3 CEPRESSIONS. ENDS=WITH FINGER RAISED FROM KEY. CONDITIONS=FOR MANUAL BACKUP, REFERENCE NS 203 C6A7C 55 CASE 01 MANUAL OR ELECTRIC TYPEWRITER 39 02 IBM SELECTRIC TYPEWRITER. NOTE=KEY-LOCK TO BE ADDED AS APPLICABLE
FF	203	MAL	HOGTRO1	MTYTH01	348	TYPEWRITER, MOVE, FROM DESK SIDE WELL STARTS=WITH A MOVE OF CHAIR AND TURN TO CLOSED DESK WELL DOOR INCLUDES=OPENING DOOR, REMOVING TYPEWRITER FROM WELL AND PLACING IN POSITION TO USE ENDS=WITH OPERATOR IN POSITION TO TYPE CONDITIONS=OPERATOR IN SEATED POSITION THROUGHOUT
FF	203	MAL	HOGTS01	MTYTH02	459	TYPEWRITER, MOVE, INTO STORAGE IN SIDE DESK WELL STARTS=WITH OPERATOR SEATED IN WORK POSITION AT DESK INCLUDES=MOVING TYPEWRITER INTO DESK WELL AND CLOSING DOOR ENDS=WITH OPERATOR MOVING CHAIR INTO WORK POSITION CONDITIONS=OPERATOR IN SEATED POSITION THROUGHOUT
FF	203	MAL	MTYTC01	MTYTR01	20	TAB, RELEASE/CLEAR, PER STOP, WITH UP TO NINE INCHES OF CARRIAGE/BALL TRAVEL, MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITERS STARTS=WITH HANDS ON HOME KEYS & REACH TO TAB KEY INCLUDES=GET AND DEPRESSION OF TAB KEY, MACHINE TRAVEL TIME, GET & DEPRESSION OF TAB CLEAR KEY & RAISING OF FINGER ENDS=WITH FINGER RAISED OVER TAB CLEAR KEY CONDITIONS=LIMITED TO CARRIAGE/BALL TRAVEL OF 9 INCHES OR LESS
FF	203	MAL	MTYTC02	MTYTR02	57	TAB, RELEASE/CLEAR, ALL STOPS CONTINUOUSLY, MANUAL OR ELECTRIC TYPEWRITER STARTS=WITH HANDS ON KEYBOARD & REACH TO ROLLER KNOB INCLUDES=GETTING ROLLER KNOB & CARRIAGE RELEASE LEVER, GETTING TAB CLEAR KEY, MOVING CARRIAGE TO CLEAR ALL STOPS & RETURNING HAND TO KEYBOARD ENDS=WITH HANDS ON KEYBOARD CONDITIONS=USE FOR MANUAL OR ELECTRIC.

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	OWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION																																																					
FF	203	MAL	MTYTS03	MTYTS01	34	TAB, SET, POSITIONING CARRIAGE BY 4 TO 8 REPEATED DEPRESSIONS OF SPACE BAR. MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITER STARTS-WITH HANDS ON HOME KEYS & REACH TO SPACE BAR INCLUDES-GETTING & DEPRESSING SPACE BAR REPEATEDLY, SETTING TAB, & RETURNING HANDS TO HOME KEYS ENDS-WITH HANDS ON HOME KEYS CONDITIONS-MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITER																																																					
FF	203	MAL	MTYTS04	MTYTS02	44	TAB, SET, WITH UP TO 1 INCH OF SPACING, IBM SELECTRIC TYPEWRITER STARTS-WITH HANDS ON HOME KEYS & REACH TO SPACE BAR/BACK SPACE KEY INCLUDES-POSITIONING BALL TO EXACT SPACE & DEPRESSING TAB SET KEY & RETURNING HANDS TO HOME KEYS ENDS-WITH HANDS ON HOME KEYS CONDITIONS-IBM SELECTRIC TYPEWRITER NOTE-FOR SETTING TAB OVER 1 INCH OF SPACING USE 46 TMU PLUS 20 TMU PER INCH																																																					
FF	203	MAL	TTYSUXX	TTYPSXX	TABLE	PAPER, SET-UP, SHEET(S) OF BOND/FORMS & CARBONS STARTS-WITH REACH TO BCNC/FORM & CARBONS INCLUDES-COUNTING OR TEARING CARBON SETS FROM PAD. PLACING IN & REMOVING FROM TYPEWRITER SEPARATE & ASIDE CARBONS AS NECESSARY ENDS-WITH TYPED COPY IN HAND CONDITIONS-TYPISTS FACING DESK CODE A-BOND CR BOND & MANIFOLD FROM DESK DRAWER. CODE B-FORMS & CARBONS FROM PAD ON DESK 3-9 INCH TEAR. CODE C-FORMS & CARBONS FROM PAD ON DESK 10-15 INCH TEAR <table border="1" style="margin-left: 40px;"> <thead> <tr> <th rowspan="2">CODE</th> <th colspan="8">NUMBER OF MANIFOLD SETS</th> </tr> <tr> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>619</td> <td>769</td> <td>756</td> <td>823</td> <td>850</td> <td>877</td> <td>904</td> <td>931</td> </tr> <tr> <td>B</td> <td>629</td> <td>779</td> <td>806</td> <td>833</td> <td>860</td> <td>887</td> <td>914</td> <td>941</td> </tr> <tr> <td>B</td> <td></td> <td>682</td> <td>705</td> <td>728</td> <td>751</td> <td>774</td> <td>797</td> <td>820</td> </tr> <tr> <td>C</td> <td></td> <td>727</td> <td>759</td> <td>782</td> <td>805</td> <td>828</td> <td>851</td> <td>874</td> </tr> </tbody> </table>	CODE	NUMBER OF MANIFOLD SETS								0	1	2	3	4	5	6	7	A	619	769	756	823	850	877	904	931	B	629	779	806	833	860	887	914	941	B		682	705	728	751	774	797	820	C		727	759	782	805	828	851	874
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NS	203	MAL	TY2NOR	STYETXX	VARIABLE	ENVELOPE, TYPE, MAILING ADDRESS STARTS-WITH PICK-UP OF ENVELOPE FROM DESK INCLUDES-TURNING CHAIR TO TYPEWRITER INSERTING ENVELOPE, ACTUATING SWITCH, TYPING ADDRESS, REMOVING ENVELOPE AND ACTUATING SWITCH ENDS-WITH CHAIR TO DESK AND ENVELOPE IN HAND CONDITIONS-CASE 01-02 LETTER SIZE ENVELOPE, CASE 03-04-9 X 12 INCH ENVELOPE <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>TMU VALUE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>512</td> <td>CASE 01 ADDRESS LETTER SIZED ENVELOPE, THREE LINES</td> </tr> <tr> <td>589</td> <td>02 ADDRESS LETTER SIZED ENVELOPE, FOUR LINES</td> </tr> <tr> <td>538</td> <td>03 ADDRESS 9 X 12 INCH ENVELOPE, THREE LINES</td> </tr> <tr> <td>615</td> <td>04 ADDRESS 9 X 12 INCH ENVELOPE, FOUR LINES</td> </tr> </tbody> </table>	TMU VALUE	DESCRIPTION	512	CASE 01 ADDRESS LETTER SIZED ENVELOPE, THREE LINES	589	02 ADDRESS LETTER SIZED ENVELOPE, FOUR LINES	538	03 ADDRESS 9 X 12 INCH ENVELOPE, THREE LINES	615	04 ADDRESS 9 X 12 INCH ENVELOPE, FOUR LINES																																											
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DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	206	MAL	BFLCLXX	BFLCLXX	VARIABLE	<p>CARD, LOCATE, IN TAB INDEX FILE STARTS-WITH OPERATOR POSITIONED IN FRONT OF OPEN FILE INCLUDES-LOCATING INDEX TAB & SEARCHING THROUGH CARCS BEHIND INDEX TAB & LOCATING CARD & PARTIAL REMOVAL FROM FILE ENDS-WITH CARD LOCATED & FINGERS GRASPING CARD</p> <p>113 CASE 01 TIGHT FILE UP TO 10 CARCS 3X5 INCH 129 02 TIGHT FILE 11 TO 25 CARCS 3X5 INCH 160 03 TIGHT FILE 26 TO 100 CARCS 3X5 TO 5X9 INCH 96 04 LOOSE FILE UP TO 10 CARCS 3X5 TO 5X9 INCH 109 05 LOCSE FILE 11 TO 25 CARCS 3X5 TO 5X9 INCH 134 06 LOCSE FILE 26 TO 100 CARCS 3X5 TO 5X9 INCH</p>
FF	206	MAL	BFLDLXX	BFLDLXX	VARIABLE	<p>DOCUMENT, LOCATE, POSITION IN FOLDER CONTAINING DOCUMENTS-SIZE 8X10 TO 8-1/2X14 STARTS-WITH OPERATOR POSITIONED IN FRONT OF FILE, FOLDER IN FILE OR PARTIALLY REMOVED WITH FINGERS IN CONTACT WITH BACK EDGE OF FOLDER AND REACH TO FRONT EDGE OF FOLDER INCLUDES-SEARCHING THROUGH DOCUMENTS AND LOCATING DOCUMENT POSITION ENDS-WITH DOCUMENT POSITION LOCATED AND FINGERS GRASPING DESIRED DOCUMENT CONDITIONS-CASE DEPENDENT UPON QUANTITY OF DOCUMENTS IN FILE. TMU VALUE APPLIES TO EACH POSITION LOCATED.</p> <p>73 CASE 01 FOLDER CONTAINING UP TO 5 DOCUMENTS 108 02 FOLDER CONTAINING FROM 6 TO 20 DOCUMENTS 143 03 FOLDER CONTAINING FROM 21 TO 100 DOCUMENTS</p>
FF	206	MAL	BFLFLXX	BFLFLXX	VARIABLE	<p>FOLDER, LOCATE, POSITION IN FILE OF FOLDERS 5X12 OR 9X15 INCH SIZE STARTS-WITH OPERATOR POSITIONED IN FRONT OF OPEN FILE. INCLUDES-HESITATION TO ORIENT PRIOR OF SCANNING FILE, REACH TO APPROXIMATE FOLDER FROM DRAWER HANDLE AND SEARCH TO LOCATE REQUIRED FOLDER ENDS-WITH FOLDER LOCATED AND FINGERS IN CONTACT WITH BACK EDGE OF REQUIRED FOLDER. CONDITIONS-TMU VALUES FOR INDIVIDUAL CASES DEPENDENT UPON QUANTITY OF FOLDER IN FILE.</p> <p>95 CASE 01 FILE CONTAINING UP TO 15 FOLDERS SEQUENCED NON-INDEXED FILE 135 02 FILE CONTAINING 16 TO 30 FOLDERS SEQUENCED NON-INDEXED FILE 157 03 FILE CONTAINING 31 TO 60 FOLDERS SEQUENCED NON-INDEXED FILE 87 04 FILE CONTAINING UP TO 5 FOLDERS INDEXED 118 05 FILE CONTAINING 6 TO 15 FOLDERS INDEXED 148 06 FILE CONTAINING 16 TO 30 FOLDERS INDEXED</p>
NS	206	MAL	C3D2A	MFLCHC1	30	<p>CARD, HANDLE, RAISE FROM FILE TO REAC & PUSH BACK INTO FILE STARTS-WITH CARD FILE PARTED AT DESIRED CARD AND HANDS AT FILE. INCLUDES-IDENTIFYING, RAISING & PUSHING CARD BACK INTO FILE ENDS-RELEASE OF CARD IN FILE CONDITIONS-DOES NOT INCLUDE TIME TO PROCESS CARD WHEN IT IS OUT OF FILE</p>

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	206	MAL	C3C2B	MFLCHC2	36	CARD,HANDLE,REMOVE FROM FILE & SET ASIDE STARTS-WITH CARD FILE PARTED AT DESIRED CARD AND HANDS AT FILE INCLUDES-IDENTIFYING CARD, & REMOVING FROM FILE, TILTING NEXT CARD IF REQUIRED ENDS-RELEASE OF CARD AT ASIDE POSITION CONDITIONS-TILTING TIME LIMITED OUT.
NS	206	MAL	C3D2C	MFLCH03	32	CARD,HANDLE,INSERT,INTO FILE STARTS-WITH HAND ON BATCH OF CARDS IN SEQUENCE TO BE FILED INCLUDES-GETTING & MOVING TO FILE ALIGNING AND DROPPING INTO FILE ENDS-RELEASING CARD IN FILE CONDITIONS-TIME TO LOCATE PLACE FOR INSERTION OF CARD IN FILE NOT INCLUDED.
NS	206	MAL	C3D2D	MFLCH04	52	CARD,REMOVE FROM FILE AND TILT NEXT CARD STARTS-WITH CARD FILE PARTED AT DESIRED CARD AND HANDS AT FILE INCLUDES-IDENTIFYING AND CHECKING,RAISING AND REMOVING CARD WHILE LEFT HAND TILTS NEXT CARD ENDS-RELEASE CARD AT WORKING AREA CONDITIONS-AT FILE. TIME TO LOCATE CARD IN FILE NOT INCLUDED
NS	206	MAL	C3D2E	MFLCH05	56	CARD,HANDLE,REPLACE IN FILE,NEXT CARD TILTED STARTS-WITH REACH TO CARD INCLUDES-MOVING CARD TO FILE LOCATION AND PLACING IT IN FILE WHILE SIMULTANEOUSLY RETURNING TILTED CARD TO FILE ENDS-WITH CARDS IN FILE CONDITIONS-STANDING AT FILE,CARDS ARE PUSHED TOGETHER-TIGHTLY/CLOSELY PACKED IN FILE
NS	206	MAL	C3C2F	MFLCH06	42	CARD,HANDLE,REPLACE IN FILE,NEXT CARD TILTED STARTS-WITH REACH TO CARD INCLUDES-MOVING CARD TO FILE LOCATION AND PLACING IT IN FILE WHILE SIMULTANEOUSLY RETURNING TILTED CARD TO FILE ENDS-WITH CARDS IN FILE CONDITIONS-STANDING AT FILE,CARDS ARE NOT TIGHTLY/CLOSELY PACKED IN FILE
FF	206	MAL	MFLCP01	MFLCP01	205	CARD,PLACE,IN VISIBLE INDEX FILE (3X5 TO 8X11 INCH CARD) STARTS-WITH OPERATOR POSITIONED IN FRONT OF OPEN FILE,CARD IN HAND AND EYE FOCUS TO LOCATE INDEX INCLUDES-LOCATING & OPENING INDEX, INSERTING CARD INTO FILE AND CLOSING INDEX ENDS-WITH CARD INSERTED INTO FILE AND RELEASED CONDITIONS-USE 3X5 TO 8X11 INCH CARD AND VISIBLE INDEX FILE
FF	206	MAL	MFLCR01	MFLCR01	109	CARD,REMOVE,FROM VISIBLE INDEX FILE(3X5 TO 8X11 INCH CARD) STARTS-WITH OPERATOR IN FRONT OF FILE AND EYE FOCUSES TO LOCATE INDEX INCLUDES-LOCATING & OPENING INDEX,REMOVING CARD AND CLOSING INDEX ENDS-WITH CARD REMOVED FROM FILE,INDEX CLOSED AND RELEASED CONDITIONS-USE 3X5 TO 8X11 INCH CARD AND VISIBLE INDEX FILE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	206	MAL	CIDIA	MFLCSXX	VARIABLE	CARDS, SORT, BY HAND (PER CARD) STARTS-BATCH OF CARDS IN HAND INCLUDES-SEPARATING TOP CARD, IDENTIFYING, MOVING AND RELEASING TO CORRECT PILE ENDS-RELEASE OF SINGLE CARD ON CORRECT PILE CONDITIONS-VARIABLES ARE NUMBER OF PILES, DIFFICULTY IN IDENTIFYING & HANDLING EASE 22 CASE 01-NUMBER OF PILES=2-4, QUICK (NUMERIC) DECISION AS TO PILE, NO TENDENCY TO STICK TOGETHER 28 02-SAME CONDITIONS AS CASE 01 EXCEPT CARDS FREQUENTLY STICK TOGETHER 43 03-SAME CONDITIONS AS CASE 01 EXCEPT DECISION AS TO PILE REQUIRES REACING 2-3 WORDS 33 04-NUMBER OF PILES 5-12, QUICK (NUMERIC) DECISION AS TO PILE 51 05-SAME CONDITIONS AS CASE 04 EXCEPT DECISION AS TO PILE REQUIRES REACING 2-3 WORDS
AF	206	MAA	AA112	MFLDF01	56	DOCUMENT, FILING, IN MANILA FOLDER STARTS-REACH TO FILE COPY INCLUDES-GETTING, MOVING AND SUBSEQUENT PLACING OF DOCUMENT IN MANILA FOLDER ENDS-FOLDER ASIDE CONDITIONS-MATERIALS ON DESK OR TABLE
DL	206	MAL	BCSF	MFLDS01	232	DOCUMENT, SUSPENSE, PLACE IN, REMOVE FROM FILE STARTS-WITH A REACH TO THE DOCUMENT INCLUDES-ALL THE TIME NECESSARY TO PLACE A DOCUMENT IN A SUSPENSE FILE, OR TO LOCATE AND REMOVE A DOCUMENT FROM THE FILE ENDS-WITH DOCUMENT IN HAND CONDITIONS-FILE ON DESK
AF	206	MAA	AA116/7	MFLFOXX	VARIABLE	FILE DRAWER, OPEN AND CLOSE, STANDARD UPRIGHT TYPE FILE, MULTI CRAWLER STARTS-WITH GETTING DRAWER HANDLE, INCLUDES A STOOP TO BOTTOM DRAWERS (CASE 2) INCLUDES-RELEASING LOCK WITH THUMB AND OPENING DRAWER AND CLOSING DRAWER UPON COMPLETION OF FILING OPERATION ENDS-WITH DRAWER CLOSED, ADD ARISE FROM STOOP FROM BOTTOM DRAWER (CASE 2) CONDITIONS-OPERATOR AT FILE CABINET 135 CASE 01 TOP, SECOND OR THIRD DRAWER 170 02 FOURTH OR BOTTOM DRAWER

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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FF	206	MAL	TFLCAXX	TFLCHXX	TABLE	<p>CARD(S),HANDLE, FILING 3X5 TO 5X9 INCH CARDS STARTS-WITH LOCATING CARD POSITION & REACH TO CARD INCLUDES-LOCATING CARD POSITION,& INSERTING, REMOVAL, PARTIAL REMOVAL & REPLACING & OR MAKING AN OPENING ENDS-WITH CARD(S) INSERTED INTO FILE & RELEASED OR CARDS REMOVED FROM FILE & IN HAND CONDITIONS-DOES NOT INCLUDE ANY OPERATION PERFORMED WHILE CARD IS PARTIALLY REMOVED REFERENCE-COLUMN A TIME TO PLACE SINGLE CARD COLUMN B TIME TO PLACE BATCH CARDS COLUMN C TIME TO PARTIALLY REMOVE CARDS COLUMN D TIME TO PARTIALLY REMOVE AND REPLACE CARDS</p> <table border="1"> <thead> <tr> <th>CONDITIONS</th> <th>CASE</th> <th>A</th> <th>B</th> <th>C</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>TIGHT CARDS UP TO 10</td> <td>A</td> <td>143</td> <td>148</td> <td>126</td> <td>134</td> </tr> <tr> <td>FILE BEHIND 11 TO 25</td> <td>B</td> <td>159</td> <td>164</td> <td>142</td> <td>150</td> </tr> <tr> <td>TAB 26 TO 100</td> <td>C</td> <td>190</td> <td>195</td> <td>173</td> <td>181</td> </tr> <tr> <td>APPROX LOCATION</td> <td>D</td> <td>59</td> <td>64</td> <td>34</td> <td>51</td> </tr> <tr> <td>LOOSE CARDS UP TO 10</td> <td>E</td> <td>113</td> <td>126</td> <td>109</td> <td>106</td> </tr> <tr> <td>FILE BEHIND 11 TO 25</td> <td>F</td> <td>126</td> <td>139</td> <td>122</td> <td>119</td> </tr> <tr> <td>TAB 26 TO 100</td> <td>G</td> <td>151</td> <td>164</td> <td>147</td> <td>144</td> </tr> <tr> <td>APPROX LOCATION</td> <td>H</td> <td>35</td> <td>48</td> <td>47</td> <td>62</td> </tr> <tr> <td>LOOSE FILE ADDITIONAL CARD</td> <td>J</td> <td></td> <td></td> <td>34</td> <td></td> </tr> <tr> <td>TIGHT FILE ADDITIONAL CARD</td> <td>K</td> <td></td> <td></td> <td></td> <td>47</td> </tr> </tbody> </table>	CONDITIONS	CASE	A	B	C	C	TIGHT CARDS UP TO 10	A	143	148	126	134	FILE BEHIND 11 TO 25	B	159	164	142	150	TAB 26 TO 100	C	190	195	173	181	APPROX LOCATION	D	59	64	34	51	LOOSE CARDS UP TO 10	E	113	126	109	106	FILE BEHIND 11 TO 25	F	126	139	122	119	TAB 26 TO 100	G	151	164	147	144	APPROX LOCATION	H	35	48	47	62	LOOSE FILE ADDITIONAL CARD	J			34		TIGHT FILE ADDITIONAL CARD	K				47
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FF	206	MAL	TFLFAXX	TFLFHXX	TABLE	<p>FOLDERS, HANDLE, SINGLE OR BATCH AT FILE LOCATION</p> <p>STARTS-WITH LOCATING FOLDER POSITION INCLUDES-LOCATING FOLDER POSITION, PLACING, REMOVING OR PARTIALLY REMOVING AND REPLACING ENDS-WITH FOLDER PLACED INTO FILE AND RELEASED CONDITIONS-DOES NOT INCLUDE ANY OPERATIONS PERFORMED WHILE FOLDER IS PARTIALLY REMOVED REFERENCE-COLUMN A-TIME TO PLACE FOLDERS -COLUMN B-TIME TO REMOVE FOLDERS -COLUMN C-TIME TO PARTIALLY REMOVE AND REPLACE FOLDERS</p> <p>VARIABLES</p> <table border="1"> <thead> <tr> <th>SEQUENCED FILE</th> <th>REF NO</th> <th>FOLDERS IN FILE</th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>NON-INDEXED, TIGHT</td> <td>A</td> <td>UP TO 15</td> <td>132</td> <td>143</td> <td>156</td> </tr> <tr> <td>TIGHT</td> <td>B</td> <td>16 TO 30</td> <td>172</td> <td>183</td> <td>156</td> </tr> <tr> <td>TIGHT</td> <td>C</td> <td>31 TO 60</td> <td>194</td> <td>205</td> <td>218</td> </tr> <tr> <td>LOOSE</td> <td>C</td> <td>UP TO 15</td> <td>116</td> <td>135</td> <td>132</td> </tr> <tr> <td>LOOSE</td> <td>E</td> <td>16 TO 30</td> <td>156</td> <td>178</td> <td>172</td> </tr> <tr> <td>LOOSE</td> <td>F</td> <td>31 TO 60</td> <td>178</td> <td>200</td> <td>154</td> </tr> <tr> <td colspan="6">NO FOLDERS</td> </tr> <tr> <td colspan="6">BEHIND INDEX</td> </tr> <tr> <td>INDEXED</td> <td>TIGHT</td> <td>G</td> <td>UP TO 5</td> <td>124</td> <td>135</td> <td>148</td> </tr> <tr> <td></td> <td>TIGHT</td> <td>H</td> <td>6 TO 15</td> <td>155</td> <td>166</td> <td>179</td> </tr> <tr> <td></td> <td>TIGHT</td> <td>J</td> <td>16 TO 30</td> <td>185</td> <td>196</td> <td>209</td> </tr> <tr> <td></td> <td>LOOSE</td> <td>K</td> <td>UP TO 5</td> <td>108</td> <td>127</td> <td>124</td> </tr> <tr> <td></td> <td>LOOSE</td> <td>L</td> <td>6 TO 15</td> <td>139</td> <td>158</td> <td>155</td> </tr> <tr> <td></td> <td>LOOSE</td> <td>M</td> <td>16 TO 30</td> <td>169</td> <td>188</td> <td>165</td> </tr> </tbody> </table>	SEQUENCED FILE	REF NO	FOLDERS IN FILE	A	B	C	NON-INDEXED, TIGHT	A	UP TO 15	132	143	156	TIGHT	B	16 TO 30	172	183	156	TIGHT	C	31 TO 60	194	205	218	LOOSE	C	UP TO 15	116	135	132	LOOSE	E	16 TO 30	156	178	172	LOOSE	F	31 TO 60	178	200	154	NO FOLDERS						BEHIND INDEX						INDEXED	TIGHT	G	UP TO 5	124	135	148		TIGHT	H	6 TO 15	155	166	179		TIGHT	J	16 TO 30	185	196	209		LOOSE	K	UP TO 5	108	127	124		LOOSE	L	6 TO 15	139	158	155		LOOSE	M	16 TO 30	169	188	165
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FF	207	TAL	BRPPM01	BRPMT01	29	<p>MACHINE TIME, PHOTO-COPIER, EXPOSURE TIME PER DIAL SETTING</p> <p>STARTS-WHEN EXPOSURE LIGHT COMES ON INCLUDES-EXPOSURE TIME ONLY ENDS-WHEN EXPOSURE LIGHT GOES OFF CONDITIONS-3M AUTOMATIC DRY "209" MODEL</p>																																																																																																
FF	207	TAL	BRPPM02	BRPMT02	262	<p>MACHINE TIME, PHOTO-COPIER, PRINT OUT TIME PER SINGLE COPY</p> <p>STARTS-WHEN "PUSH-TO-COPY" OR "BACK COPY" BUTTON IS PRESSED INCLUDES-MACHINE MOVING COPY IN AND OUT OF MACHINE ENDS-WHEN COPY IS EMITTED FROM MACHINE CONDITIONS-3M AUTOMATIC DRY 209 MODEL</p>																																																																																																
FF	207	TAL	BRPPM03	BRPMT03	277	<p>MACHINE TIME, PHOTO-COPIER, PRINT OUT TIME PER COPY FOR MULTIPLE COPIES</p> <p>STARTS-WHEN "PUSH-TO-COPY" OR "BACK COPY" BUTTON IS PRESSED INCLUDES-MACHINE MOVING ORIGINAL AND COPIES IN AND OUT OF MACHINE ENDS-WHEN LAST COPY IS EMITTED FROM MACHINE CONDITIONS-3M AUTOMATIC DRY 209 MODEL</p>																																																																																																
FF	207	TAL	BRPPM04	BRPMT04	204	<p>MACHINE TIME, PHOTO-COPIER, PRINT OUT TIME FOR BOUND ORIGINALS</p> <p>STARTS-WHEN "PUSH-TO-COPY" OR "BACK COPY" BUTTON IS PRESSED INCLUDES-MACHINE MOVING ORIGINAL AND COPY(S) IN AND OUT OF MACHINE ENDS-WHEN LAST COPY IS EMITTED FROM MACHINE CONDITIONS-3M AUTOMATIC DRY 209 MODEL</p>																																																																																																
FF	207	TAL	BRPPM05	BRPMT05	26	<p>MACHINE TIME, PHOTO-COPIER, ROTATE FILM FOR BOUND ORIGINALS</p> <p>STARTS-WHEN BACK COPY BUTTON IS PRESSED INCLUDES-MACHINE TIME FOR FILM TO ROTATE ENDS- WHEN FILM HAS ROTATED AND INSTRUCTION PANEL LIGHTS UP CONDITIONS-3M AUTOMATIC DRY "209" MODEL</p>																																																																																																

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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FF	207	TAL	BRPPM06	BRPNTC6	17	MACHINE TIME, PHOTO-COPIER, MACHINE TIME TO READY FOR EXPOSURE FOR BOUND ORIGINALS STARTS-WHEN BOOK COPY BUTTON IS PRESSED INCLUDES-MACHINE TIME FOR FILM TO ROTATE ENDS-WHEN FILM HAS ROTATED AND INSTRUCTION PANEL LIGHTS UP CONDITIONS-3M AUTOMATIC DRY "209" MODEL
FF	207	TAL	BRPPM07	BRPNT07	2113	MACHINE TIME, WARM-UP, COLD MACHINE STARTS-WHEN "ON" BUTTON IS PRESSED INCLUDES-MACHINE TIME TO WARM UP ENDS-WHEN INSTRUCTION PANEL LIGHTS UP CONDITIONS-3M AUTOMATIC DRY "209" MODEL
FF	207	TAL	BRPPM08	BRPNT08	1057	MACHINE TIME, WARM-UP, WARM MACHINE STARTS-WHEN "ON" BUTTON IS PRESSED INCLUDES-MACHINE TIME TO WARM UP ENDS-WHEN INSTRUCTION PANEL LIGHTS UP CONDITIONS-3M AUTOMATIC DRY "209" MODEL
FF	207	TAL	BRPAM01	BRPNT09	703	MACHINE TIME, ELECTRO-STAT COPIER, EXPOSURE AND PRINT OUT TIME STARTS-WHEN MACHINE CATCHES ORIGINAL AND STARTS-TO EXPOSE (LIGHT GOES OUT) INCLUDES-EXPOSING ORIGINAL, EMITTING ORIGINAL, AND EMITTING COPY ENDS-WHEN COPY CLEARS MACHINE CONDITIONS-APECO MODEL 171
FF	207	TAL	BRPTM01	BRPNT1C	128	MACHINE TIME, THERMO-FAX STARTS-WHEN MACHINE CATCHES AND STARTS TO PULL PAPERS, (LIGHT COMES ON) INCLUDES-MACHINE TIME TO EXPOSE AND PRINT OUT (TIME LIGHT REMAINS ON) ENDS-WHEN COPY AND ORIGINAL ARE EMITTED FROM THE MACHINE (LIGHT GOES OFF) CONDITIONS-3M THERMO-FAX "SECRETARY"
FF	207	TAL	BRPVM01	BRPNT11	368	MACHINE TIME, VERIFAX COPIER, EXPOSURE TIME STARTS-WHEN EXPOSURE BUTTON HAS BEEN PRESSED INCLUDES-TIME EXPOSURE LIGHT IS ON ENDS-WHEN EXPOSURE LIGHT GOES OFF CONDITIONS-VERIFAX VISCOUNT COPIER (MODEL 3)
FF	207	TAL	BRPVM02	BRPNT12	472	MACHINE TIME, VERIFAX COPIER, ACTIVATE TIME STARTS-WHEN ACTIVATE BUTTON HAS BEEN PRESSED INCLUDES-TIME ACTIVATE LIGHT IS ON ENDS-WHEN ACTIVATE LIGHT GOES OFF CONDITIONS-VERIFAX VISCOUNT COPIER (MODEL 3)
FF	207	TAL	BRPZM01	BRPNT13	727	MACHINE TIME, WARM-UP, XEROX COPIER STARTS-WHEN "ON" BUTTON IS PRESSED INCLUDES-TIME REQUIRED FOR MACHINE TO WARM UP TO START REPRODUCING COPIES ENDS-WHEN MACHINE STARTS EXPOSURE CONDITIONS-XEROX 914 COPIER
FF	207	TAL	BRPZM02	BRPNT14	223	MACHINE TIME, EXPOSURE, XEROX COPIER STARTS-AFTER "PRINT" BUTTON HAS BEEN PUSHED AND WHEN EXPOSURE LIGHT COMES ON INCLUDES-EXPOSURE LIGHT MOVING DOWN EXPOSING ORIGINAL, AND RETURN OF LIGHT TO STARTING POSITION ENDS-WHEN EXPOSURE LIGHT HAS RETURNED TO THE STARTING POSITION, READY FOR THE NEXT EXPOSURE CONDITIONS-XEROX 914 COPIER

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FF	207	TAL	BRPZM03	BRPMT15	692	MACHINE TIME, PRINT OUT, XEROX COPIER STARTS-WHEN ORIGINAL HAS BEEN EXPOSED AND EXPOSURE LIGHT HAS RETURNED TO STARTING POSITION INCLUDES-MACHINE TIME FOR COPY TO BE PRINTED OUT ENDS-WHEN COPY CLEARS MACHINE AND IS DROPPED INTO THE RECEIVING TRAY CONDITIONS-XEROX 914 COPIER
FF	207	TAL	BRPZM04	BRPMT16	32	MACHINE TIME, PRINT OUT, XEROX COPIER, ADDITIONAL PRINT OUT TIME FOR 14 INCH COPIES STARTS-WHILE MACHINE IS PRINTING OUT COPY INCLUDES-THE ADDITIONAL TIME REQUIRED TO PRINT OUT A 14 INCH COPY RATHER THAN AN 11 INCH COPY ENDS-WHEN COPY CLEARS MACHINE AND IS DROPPED CONDITIONS-XEROX 914 COPIER
FF	207	TAL	MRPPS02	MRPSA01	1079	SWITCH, ACTUATE, START AND STOP, PHOTO-COPIER COLD MACHINE STARTS-WITH REACH TO ON-OFF BUTTON INCLUDES-TURNING MACHINE ON, WARM UP TIME, AND TURNING MACHINE OFF ENDS-WITH OFF-BUTTON PRESSED
FF	207	TAL	MRPAC01	MRPSC01	735	SHEET, COPY, SINGLE, ORIGINAL-ONE COPY-APECO MODEL 171 STARTS-WITH ORIGINAL AND COPY PAPER IN HAND INCLUDES-FEEDING ORIGINAL AND COPY INTO MACHINE, MACHINE TIME AND GETTING COPY AND ORIGINAL FROM MACHINE ENDS-WITH ORIGINAL AND COPY IN HAND AS COPY CLEARS THE MACHINE CONDITIONS-ORIGINAL AND COPY MUST BE PREALIGN-ED, TOP EDGES SEPARATED SLIGHTLY, PRIOR TO FEEDING INTO MACHINE
FF	207	TAL	MRPPC01	MRPSC02	336	SHEET, COPY, SINGLE, ORIGINAL ON 3M AUTOMATIC DRY PHOTO-COPIER, MODEL 209-SINGLE COPY ONLY STARTS-WITH MACHINE WARM AND ORIGINAL IN HAND INCLUDES-PLACING ORIGINAL IN FEED TRAY, SETTING COUNTER DIAL, PRESSING BUTTON, GETTING ORIGINAL AND COPY FROM TRAY ENDS-WITH ORIGINAL AND COPY REMOVED FROM EXIT TRAYS AND IN HANDS
FF	207	TAL	MRPPC02	MRPSC03	74	SHEET, COPY, SINGLE, ORIGINAL, ON 3M AUTOMATIC DRY PHOTO-COPIER MODEL 209-MULTIPLE COPIES STARTS-WITH MACHINE WARM AND ORIGINAL IN HAND INCLUDES-PLACING ORIGINAL IN FEED TRAY, SETTING COUNTER DIAL, PRESSING BUTTON, GETTING ORIGINAL AND COPY FROM TRAY ENDS-WITH ORIGINAL AND COPY REMOVED FROM EXIT TRAYS AND IN HANDS
FF	207	TAL	MRPPC03	MRPSC04	456	SHEET, COPY, SINGLE, BOUND ORIGINAL, PHOTO-COPIER 3M MODEL 209 DRY COPIER STARTS-WITH BOOK HELD IN HAND, OPENED TO PROPER PAGE, REACH TOWARD BOOK COPY BUTTON INCLUDES-GET AND PRESS BUTTON, RAISING AND CLOSING LID, INSERTING AND REMOVING PAGE AND REMOVE COPY FROM TRAY ENDS-WITH COPY IN HAND, REMOVED FROM EXIT TRAY CONDITIONS-APPLIES TO BOUND PAGE ONLY. BRPMT15 MUST BE USED WITH THIS ELEMENT TO ALLOW FOR EXPOSURE TIME. MULTIPLY DIAL SETTING BY TIME FOR BRPMT01

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FF	207	TAL	MRPTC01	MRPSCC5	153	SHEET,COPY,SINGLE,FROM ORIGINAL,3M THERMO-FAX SECRETARY MODEL STARTS-WITH ORIGINAL AND COPY PAPER,AND BACK-UP PAPER WHERE REQUIRED,ALIGNED IN HANDS INCLUDES-MOVING PAPERS INTO MACHINE,MACHINE PROCESS TIME,AND GETTING THE ORIGINAL AND COPY FROM MACHINE ENDS-WITH ORIGINAL AND COPY IN HAND AS THEY ARE EMITTED CONDITIONS-8X10 1/2 INCH COPIES. MACHINE TIME BEGINS AS PAPER STARTS BEING PULLED INTO THE MACHINE AND ENDS WHEN COPY CLEARS MACHINE FEED
FF	207	TAL	MRPVC01	MRPSCC6	1314	SHEET, COPY,SINGLE/FIRST COPY,VERIFAX MODEL 3 STARTS-WITH ORIGINAL IN HAND,REACH FOR COVER LATCH INCLUDES-OPENING COVER,EXPOSING MAT,DEVELOPING MAT AND MAKING ONE COPY FROM MAT ENDS-WITH MAT IN HAND AND COPY PLACED ASIDE CONDITIONS-VERIFAX MODEL 3
FF	207	TAL	MRPVC02	MRPSC07	268	SHEET,COPY,ADDITIONAL, FROM SINGLE SHEET ORIGINAL,VERIFAX MODEL 3 STARTS-MCLCING EXPOSED MAT,REACH FOR CLOSED CLAMP WITH OTHER HAND INCLUDES-PUTTING MAT IN SOLUTION,GETTING COPY PAPER,MAKING COPY,SEPARATING COPY AND MAT, PLACE ASIDE ENDS-WITH MAT IN HAND AND COPY PLACED ASIDE,IF ADDITIONAL COPIES ARE REQUIRED,WITH COPY IN HAND AND MAT DISCARDED,IF ADDITIONAL COPIES ARE NOT REQUIRED CONDITIONS-VERIFAX MODEL3,ONLY TWO ADDITIONAL COPIES PER MAT
FF	207	TAL	MRPZC01	MRPSC08	1670	SHEET,COPY,SINGLE,-11 INCH SHEET,XEROX 914 COPIER STARTS-WITH MACHINE OFF AND DOCUMENT IN HAND, REACH FOR THE "ON" BUTTON INCLUDES-TURNING ON MACHINE,PLACING AND REMOVING ORIGINAL FROM GLASS,EXPOSING AND PRINTING ONE COPY AND REMOVING COPY ENDS-WITH DOCUMENT AND COPY IN HAND AS COPY CLEARS THE RECEIVING TRAY CONDITIONS-XEROX 914 COPIER
FF	207	TAL	MRPZC02	MRPSC09	1702	SHEET,COPY,SINGLE,-14 INCH SHEET,XEROX 914 COPIER STARTS-WITH MACHINE OFF AND DOCUMENT IN HAND, REACH FOR THE "ON" BUTTON INCLUDES-TURNING ON MACHINE,PLACING AND REMOVING ORIGINAL FROM GLASS,EXPOSING AND PRINTING ONE COPY AND REMOVING COPY ENDS-WITH DOCUMENT AND COPY IN HAND AS COPY CLEARS THE RECEIVING TRAY CONDITIONS-XEROX 914 COPIER
FF	207	TAL	MRPZC03	MRPSC10	1029	SHEET,COPY,SINGLE,ORIGINAL,ONE SIDE,11 INCH COPY AND MACHINE WARM,XEROX 914 COPIER STARTS-WITH ORIGINAL IN HAND AND MACHINE WARM-RELOC LIGHT ON,REACH TO COVER HANDLE INCLUDES-OPENING COVER,PLACING ORIGINAL,SELECTING NUMBER OF COPIES,PUSHING PRINT BUTTON, MACHINE TIME AND GETTING ORIGINAL AND COPY ENDS-WITH DOCUMENT AND COPY IN HAND AS COPY CLEARS THE RECEIVING TRAY CONDITIONS-XEROX 914 COPIER

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	207	TAL	MRPZC04	MRPSC11	1061	SHEET,COPY,SINGLE,ORIGINAL,ONE SIDE,14 INCH COPY AND MACHINE WARM,XEROX 914 COPIER STARTS-WITH ORIGINAL IN HAND AND MACHINE WARM RELEAD LIGHT ON,REACH TO COVER HANDLE INCLUDES-OPENING COVER,PLACING ORIGINAL,SELECTING NUMBER OF COPIES,PUSHING PRINT BUTTON, MACHINE TIME AND GET ORIGINAL AND COPY ENDS-WITH DOCUMENT AND COPY IN HAND AS COPY CLEARS THE RECEIVING TRAY CONDITIONS-XEROX 914 COPIER
FF	207	TAL	MRPZC05	MRPSC12	1962	SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 11 INCH FIRST COPY-COLD MACHINE, XEROX 914 COPIER STARTS-WITH MACHINE OFF AND DOCUMENT IN HAND, REACH FOR "CN" BUTTON INCLUDES-TURNING ON MACHINE, PLACING ORIGINAL, EXPOSING, TURNING OVER, REMOVING ORIGINAL AND GETTING COPIES ENDS-WITH DOCUMENT AND COPIES IN HAND AS THEY CLEAR THE TRAY CONDITIONS-XEROX 914 COPIER
FF	207	TAL	MRPZC06	MRPSC13	1994	SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 14 INCH FIRST COPY-COLD MACHINE, XEROX 914 COPIER STARTS-WITH MACHINE OFF AND DOCUMENT IN HAND, REACH FOR "CN" BUTTON INCLUDES-TURNING ON MACHINE,PLACING ORIGINAL, EXPOSING,TURNING OVER,REMOVING ORIGINAL AND GETTING COPIES ENDS-WITH DOCUMENT AND COPIES IN HAND AS THEY CLEAR THE TRAY CONDITIONS-XEROX 914 COPIER
FF	207	TAL	MRPZC07	MRPSC14	1321	SHEET,COPY,SINGLE,ORIGINAL,BOTH SIDES, 11 INCH SHEET, WARM MACHINE, XEROX 914 COPIER STARTS-WITH ORIGINAL IN HAND,REACH TO COVER HANDLE INCLUDES-MAKING COPY OF BOTH SIDES OF AN ORIGINAL ENDS-WITH ORIGINAL AND COPIES IN HAND AS COPIES CLEAR THE RECEIVING TRAY CONDITIONS-XEROX 914 COPIER
FF	207	TAL	MRPZC08	MRPSC15	1353	SHEET,COPY, SINGLE,ORIGINAL,BOTH SIDES,14 INCH SHEET,WARM MACHINE, XEROX 914 COPIER STARTS-WITH ORIGINAL IN HAND, REACH TO COVER HANDLE INCLUDES-MAKING COPY OF BOTH SIDES OF AN ORIGINAL ENDS-WITH ORIGINAL AND COPIES IN HAND AS COPIES CLEAR RECEIVING TRAY CONDITIONS-XEROX 914 COPIER
AF	208	MAL	S4P1E2	MFRCI01	51	DECK,INSERT,MICROFILM CARTRIDGE INTO MICROFILM READER STARTS-WITH A MOVE OF THE DECK TO THE READER INCLUDES-POSITIONING AND INSERTING MICROFILM CARTRIDGE DECK INTO THE READER ENDS-WITH RELEASE OF THE DECK CONDITIONS-SEATED AT READER
AF	208	MAL	S4P1E1	MFRCO01	83	DECK,OBTAIN,MICROFILM CARTRIDGE FROM STORAGE FILE STARTS-WITH REACH TO THE STORAGE FILE INCLUDES-IDENTIFYING AND OBTAINING THE DESIRED MICROFILM CARTRIDGE DECK ENDS-WITH DECK IN OTHER HAND CONDITIONS-STORAGE FILE IN CLOSE PROXIMITY TO SEATED OPERATOR

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CCDE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
AF	208	MAL	S4P3E5	MFRCR01	34	DECK, REMOVE, MICROFILM CARTRIDGE FROM MICROFILM READER STARTS=WITH A REACH TO THE RELEASE LEVER INCLUDES=DEPRESSING LEVER AND REMOVING MICROFILM CARTRIDGE DECK FROM THE READER ENDS=WITH DECK IN HAND CONDITIONS=SEATED AT READER
AF	208	MAL	S4P3E5	MFRDS01	40	DECK, STORE, MICROFILM CARTRIDGE IN FILE STARTS=WITH A MOVE OF THE DECK TO THE FILE INCLUDES=POSITIONING AND INSERTING MICROFILM CARTRIDGE DECK INTO THE FILE ENDS=WITH RELEASE OF THE DECK CONDITIONS=STORAGE FILE IN CLOSE PROXIMITY TO SEATED OPERATOR
AF	208	TAL	S4P2E4	MFRMA01	750	MICROFILM, ADVANCE, READER MACHINE, FILM TO DESIRED FRAME, PRINT, ETC. STARTS=WITH A REACH TO ADVANCE KNOB INCLUDES=TURNING KNOB, DEPRESSING THREADING LEVER, CONTROL OF FILM ADVANCE TO APPROXIMATE LOCATION, REACH TO HAND CRANK TO ALIGN AND FOCUS TO DESIRED FRAME, READING TO ASCERTAIN DESIRED DATA ENDS=WITH RELEASE OF HAND CRANK
AF	208	TAL	S4P2E4	MFRMR01	332	MICROFILM, REWIND, READER MACHINE, FILM, TO STOP POSITION, MACHINE TIME INCLUDED STARTS=WITH A REACH TO REWIND KNOB INCLUDES=TURNING KNOB, MACHINE TIME TO REWIND MICROFILM TO STOP POSITION ENDS=WITH MACHINE STOPPED AND FILM REWOUND IN CARTRIDGE
AF	208	MAL	S4P1E3	MFRSA01	23	SWITCH, ACTUATE, MICROFILM READER STARTS=WITH A REACH TO THE READER SWITCH INCLUDES=TURN MACHINE ON OR OFF ENDS=WITH RELEASE OF THE SWITCH
FF	209	MAL	MIDDS01	MIDCS01	26	DOCUMENT, STAMP, WITH AUTOMATIC TIME STAMP STARTS=WITH MOVE OF DOCUMENT TO STAMP INCLUDES=INSERT DOCUMENT INTO STAMP AND REMOVE AFTER STAMPING ENDS=WITH STAMPED DOCUMENT IN HAND CONDITIONS=DOCUMENT IN HAND
FF	209	MAL	MIDDS02	MIDCS02	31	DOCUMENT, STAMP, WITH MANUAL TYPE STAMP STARTS=WITH MOVE OF DOCUMENT TO STAMP INCLUDES=INSERT DOCUMENT INTO STAMP, MANUALLY ACTIVATE STAMP AND REMOVE DOCUMENT ENDS=WITH STAMPED DOCUMENT IN HAND CONDITIONS=DOCUMENT IN HAND
FF	209	MAL	MIDDS03	MIDCS03	47	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO A CLOSE LOCATION, FIRST DOCUMENT STARTS=WITH STAMP IN HAND IN CONTACT WITH INK PAD, PRESS STAMP ON INK PAD, OTHER HAND IN CONTACT WITH DOCUMENT INCLUDES=INK STAMP, MOVE TO AND STAMP DOCUMENT ENDS=STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT CONDITIONS=STAMP SIZES 1/4X1-1/4 INCH TO 2X3-1/4 INCH

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MIDDS04	MIDOSC4	62	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO A CLOSE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE STARTS=WITH STAMP IN HAND CONTACTING DOCUMENT, MOVE STAMP AWAY, OTHER HAND CONTACTING DOCUMENT INCLUDES=MOVE DOCUMENT ASIDE TO AN APPROXIMATE LOCATION AND STAMP NEXT DOCUMENT ENDS=WITH STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT CONDITIONS=STAMP SIZE 1/4 X 1-1/4 INCH TO 2 X 3-1/4 INCH
FF	209	MAL	MIDDS05	MIDDS05	35	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT STARTS=WITH STAMP IN HAND IN CONTACT WITH INK PAD, PRESS STAMP ON INK PAD, OTHER HAND IN CONTACT WITH DOCUMENT INCLUDES=INK STAMP, MOVE TO AND STAMP DOCUMENT ENDS=STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT CONDITIONS=STAMP SIZES 1/4 X 1-1/4 INCH TO 2 X 3-1/4 INCH
FF	209	MAL	MIDDS06	MIDDS06	55	DOCUMENT, STAMP, WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION, EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE STARTS=WITH STAMP IN HAND CONTACTING DOCUMENT, MOVE STAMP AWAY, OTHER HAND CONTACTING DOCUMENT INCLUDES=MOVE DOCUMENT ASIDE TO AN APPROXIMATE LOCATION AND STAMP NEXT DOCUMENT ENDS=WITH STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT CONDITIONS=STAMP SIZE 1/4 X 1-1/4 INCH TO 2 X 3-1/4 INCH
FF	209	MAL	MIDDS07	MIDCS07	27	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, FIRST DOCUMENT STARTS=WITH STAMP IN HAND CONTACTING DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT INCLUDES=MOVE STAMP, POSITION, STAMP DOCUMENT AND MOVE PLUNGER HANDLE UPWARD ENDS=WITH STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT
FF	209	MAL	MIDDS08	MIDSC8	78	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, ADDITIONAL DOCUMENTS AND ASIDE STARTS=WITH STAMP IN HAND CONTACTING DOCUMENT, MOVE STAMP AWAY, OTHER HAND CONTACTING DOCUMENT INCLUDES=MOVE DOCUMENT ASIDE TO AN APPROXIMATE LOCATION AND STAMP NEXT DOCUMENT ENDS=WITH STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT
FF	209	MAL	MIDDS09	MIDDS09	21	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT STARTS=WITH STAMP IN HAND CONTACTING DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT INCLUDES=STAMP DOCUMENT AND MOVE PLUNGER HANDLE UPWARD ENDS=WITH STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MIDDS10	MIDDS10	65	DOCUMENT, STAMP, WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, ACCIDENTIONAL DOCUMENT AND ASIDE STARTS-WITH STAMP IN HAND CONTACTING DOCUMENT, MOVE STAMP AWAY, OTHER HAND CONTACTING DOCUMENT INCLUDES-MOVE DOCUMENT ASIDE TO AN APPROXIMATE LOCATION AND STAMP NEXT DOCUMENT ENDS-WITH STAMP IN HAND IN CONTACT WITH DOCUMENT, OTHER HAND IN CONTACT WITH DOCUMENT
FF	209	MAL	MIDLA01	MIDLA01	226	LABEL, ATTACH, GUMMED FOLD TYPE TO FOLDER OR CARD STOCK STARTS-WITH LABEL IN HANDS, GUMMED SIDE DOWN, MOVE LABEL TO MOISTENER INCLUDES-MOISTEN LABEL, FOLD AND ATTACH TO FOLDER OR CARD STOCK ENDS-WITH FOLDER IN HAND CONDITIONS-LABEL SIZES 1-1/8 X 3-1/4 INCH TO 1-1/8 X 3-3/4 INCH-APPLIED TO EDGE, USING A SPONGE OR ROLLER TYPE MOISTENER
FF	209	MAL	MIDLA02	MIDLA02	144	LABEL, ATTACH, GUMMED FLAT TYPE TO FOLDER, CARD STOCK OR PACKAGE STARTS-LABEL IN HANDS, GUMMED SIDE DOWN, MOVE LABEL TO MOISTENER INCLUDES-MOISTEN LABEL AND ATTACH TO FOLDER, CARD STOCK OR PACKAGE ENDS-HANDS IN CONTACT WITH SURFACE CONDITIONS-LABEL SIZES 1-1/4 X 1-3/4 INCH TO 4 X 5-1/2 INCH-APPLIED TO FLAT SURFACE, USING A SPONGE OR ROLLER TYPE MOISTENER
FF	209	MAL	MIDLA03	MIDLA03	135	LABEL, ATTACH, FLAT PRESSURE SENSITIVE TYPE TO FOLDER, CARD STOCK OR PACKAGE STARTS-WITH SHEET OF LABELS IN HAND, MOVE TO LABEL WITH OTHER HAND INCLUDES-REMOVE LABEL FROM BACKING AND ATTACH TO SURFACE ENDS-WITH HAND IN CONTACT WITH SURFACE CONDITIONS-PRESSURE SENSITIVE FILE FOLDER OR ADDRESS LABELS 3-1/2 X 1/2 INCH TO 3-1/2 X 1-1/2 INCH, WITH PROTECTIVE BACKING
FF	209	MAL	MIDLA04	MIDLAC4	112	LABEL, ATTACH, DYMO TAPE WRITER, TO SURFACE AT AN APPROXIMATE LOCATION STARTS-WITH LABEL IN HAND, MOVE TO LABEL WITH OTHER HAND INCLUDES-REMOVE PROTECTIVE BACKING FROM TAPE AND ATTACH TO SURFACE ENDS-HAND IN CONTACT WITH SURFACE CONDITIONS-LABELS UP TO 3 INCHES IN LENGTH
FF	209	MAL	MIDLC01	MIDLC01	204	LABEL, CUT, TO LENGTH, DYMO TAPE WRITER STARTS-WITH TAPE WRITER IN RIGHT HAND, REACH TO TAPE ROLLER KNOB INCLUDES-ROLL TAPE PAST CUTTING BAR, ENGAGE TAPE LOCK AND CUT OFF LABEL ENDS-LABEL IN LEFT HAND, TAPE WRITER IN RIGHT HAND
FF	209	MAL	MIDLMO1	MIDLPO1	51	LABEL, PREPARE, PER CHARACTER DYMO TAPE WRITER STARTS-WITH TAPE WRITER IN HAND REACH TO PRINTING WHEEL INCLUDES-TURN PRINTING WHEEL TO DESIRED CHARACTER AND ACTUATE TAPE WRITER HANDLE ENDS-TAPE WRITER IN HAND CONDITIONS-APPLICABLE FOR EITHER NAMES, STOCK NUMBERS, CLOCK NUMBERS, OR BADGE NUMBERS

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MIDLS01	MIDLS01	21	LABEL, SPACING, BETWEEN WORDS OR CHARACTERS, CYMC TAPE LABEL WRITER STARTS=WITH WRITER IN HAND, REACH TO TAPE ROLLER KNOB INCLUDES=APPLY PRESSURE TO KNOB AND ROTATE ENDS=WITH TAPE WRITER IN HAND
FF	209	MAL	MICPO01	MIDPO01	52	PAO, OPEN/CLOSE, INK STARTS=BOTH HANDS IN CONTACT WITH INK PAO LID, LIFT EDGE OF PAO INCLUDES=OPEN AND CLOSE LID ENDS=HAND IN CONTACT WITH LID CONDITIONS=FRICITION TYPE LID
FF	209	MAL	MIDTA01	MIDTA01	68	TAB, ATTACH, METAL SIGNAL, TO CARD STOCK STARTS=WITH A REACH TO TAB AND CARD STOCK INCLUDES=MOVE TAB AND CARD STOCK TO CENTER OF DESK AND ATTACH TAB TO CARD STOCK ENDS=WITH CARD STOCK IN HAND CONDITIONS=CARD STOCK ON DESK TOP, 3-5 INCH REACH
FF	209	MAL	MIDTA02	MIDTA02	76	TAB, ATTACH, METAL SIGNAL, TO FOLDER OR DIVIDER STARTS=WITH DRAWER OPEN, REACH TO TAB, FOLDER IN OTHER HAND INCLUDES=MOVE TAB TO FOLDER AND ATTACH ENDS=FOLDER IN HAND CONDITIONS=FOLDER/DIVIDER UPRIGHT IN FILE, 15 TO 20 INCH REACH AREA
FF	209	MAL	MICTA03	MIDTA03	156	TAB, ATTACH, EITHER FOLDED (UP TO 3 INCHES LONG) OR ROUND PROJECTION TYPE GUMMED INDEX, TO CARD STOCK OR SHEET STARTS=WITH TAB IN HAND, CARD STOCK/SHEET ON DESK IN NORMAL WORK AREA, REACH TO OTHER END OF TAB OR MOVE TAB TO MOISTENER INCLUDES=MOISTEN TAB AND ATTACH TO CARD STOCK OR SHEET ENDS=WITH ATTACHED TAB IN HAND CONDITIONS=TWO DIFFERENT TYPE TAB ATTACHMENTS ARE COMBINED FOR USE OF EITHER
FF	209	MAL	BOGMCXX	BOGCMXX VARIABLE	53 100 25 14	CHAIR, MOVE, WITH CASTERS, WHILE SITTING STARTS=WITH OPERATOR IN SITTING POSITION INCLUDES=PULLING OR PUSHING CHAIR FROM OR TO WORK POSITION ENDS=WITH CHAIR MOVED AND OPERATOR STILL SEATED IN CHAIR CONDITIONS=OPERATOR FACING DESK CASE 01 CHAIR FROM WORK POSITION=1 FT. 02 CHAIR TO WORK POSITION=1 FT. 03 MOVE CHAIR (FIRST FOOT ONLY) 04 MOVE CHAIR (EACH ADDITIONAL FOOT)
FF	209	MAL	BOGTCXX	BOGCTXX VARIABLE	68 125	CHAIR, TURN, SWIVEL CHAIR STARTS=WITH BOTH FEET ON FLOOR INCLUDES=MOTIONS TO START & TURN CHAIR ENDS=WHEN BOTH FEET ON FLOOR AT NORMAL WORKING ATTITUDE CONDITIONS=PERSON SITTING IN CHAIR & TURNS 90 OR 180 DEGREES CASE 01 TURN SWIVEL CHAIR 90 DEGREES 02 TURN SWIVEL CHAIR 180 DEGREES
FF	209	TAL	BOGMA01	BOGMA01	28	MANUAL ADDITION, PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION STARTS=WITH READ DIGIT INCLUDES=TIME AND MOTIONS TO REAC, MENTALLY ADD FIGURES AND WRITE ANSWER ENDS=WITH ANSWER RECORDED CONDITIONS=APPLICATION RULE, COUNT THE TOTAL NUMBER OF DIGITS IN THE PROBLEM EXCLUDING THE ANSWER & MULTIPLY BY THE TMU VALUE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	TAL	BOGMMXX	BOGMMXX	VARIABLE	<p>MANUAL MULTIPLICATION</p> <p>STARTS-WITH WRITING INSTRUMENT HELD IN HAND WITHIN FRACTIONAL MOVE OF WRITING SURFACE</p> <p>INCLUDES-MENTAL TIME TO MULTIPLY & MOTIONS TO WRITE FIGURES IN ANSWER</p> <p>ENDS-WITH WRITING INSTRUMENT IN HAND & IN CONTACT WITH WRITING SURFACE AT COMPLETION OF PROBLEM</p> <p>CASE 01 MULTIPLY ONE DIGIT BY ONE DIGIT 02 MULTIPLY TWO DIGIT BY ONE DIGIT 03 MULTIPLY THREE DIGIT BY ONE DIGIT 04 MULTIPLY FOUR DIGIT BY ONE DIGIT 05 MULTIPLY FIVE DIGIT BY ONE DIGIT 06 MULTIPLY TWO DIGIT BY TWO DIGIT 07 MULTIPLY THREE DIGIT BY TWO DIGIT 08 MULTIPLY FOUR DIGIT BY TWO DIGIT 09 MULTIPLY FIVE DIGIT BY TWO DIGIT 10 MULTIPLY THREE DIGIT BY THREE 11 MULTIPLY FOUR DIGIT BY THREE 12 MULTIPLY FIVE DIGIT BY THREE</p> <p>078 115 175 215 268 290 545 675 882 707 1027 1225</p>
FF	209	TAL	BCAHS01	BOGMS01	24	<p>MANUAL SUBTRACTION, PER DIGIT, AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION</p> <p>STARTS-WITH READ DIGIT</p> <p>INCLUDES-TIME & MOTIONS TO READ, MENTALLY SUBTRACT FIGURES & WRITE ANSWER</p> <p>ENDS-WITH ANSWER RECORDED</p> <p>CONDITIONS-APPLICATION RULE, COUNT THE TOTAL NUMBER OF DIGITS IN THE PROBLEM EXCLUDING THE ANSWER & MULTIPLY BY THE TMU VALUE</p>
FF	209	TAL	BOGCTXX	BOGTCXX	VARIABLE	<p>TELEPHONE, CONVERSATION, TIME</p> <p>STARTS-WHEN TALKING BEGINS.</p> <p>INCLUDES-CONVERSATION TIME ONLY.</p> <p>ENDS-WHEN TALKING ENDS.</p> <p>CONDITIONS-TIME VALUES WERE DEVELOPED IN ALL TYPES OF ORGANIZATIONS</p> <p>CASE 01 TAKE MESSAGE FOR PERSON OUT OF OFFICE 02 RELAY CALL TO PERSON IN OFFICE. 03 CONDUCT ROUTINE BUSINESS.</p> <p>845 411 4651</p>
FF	209	MAL	BOGDD01	BOGTD01	34	<p>TELEPHONE, DIAL, ONE DIGIT</p> <p>STARTS-WITH POSITION FINGER TO DIAL HOLE</p> <p>INCLUDES-MOTIONS TO DIAL ONE DIGIT</p> <p>ENDS-AT END OF DIAL RETURN</p> <p>CONDITIONS-REACH TO DIAL FIRST DIGIT IS LIMITED OUT BY LISTENING TIME</p>
FF	209	TAL	BOGTIXX	BOGTIXX	VARIABLE	<p>TELEPHONE, IDENTIFICATION</p> <p>STARTS-THE OPERATOR/INDIVIDUAL ON THE LINE AND BEGINNING TO SPEAK THE FIRST SYLLABLE OF THE FIRST WORD</p> <p>INCLUDES-PRONOUNCING THE WORD-OPERATOR OR THE ORGANIZATION TITLE, THE INDIVIDUALS NAME AND THE WORD-SPEAKING</p> <p>ENDS-WITH THE WORDS PRONOUNCED</p> <p>CASE 01 IDENTIFICATION BY OPERATOR 02 IDENTIFICATION BY INDIVIDUAL ANSWERING CALL</p> <p>18 87</p>
FF	209	TAL	BOGTL01	BOGTL01	39	<p>TELEPHONE, LISTEN, FOR BUSY SIGNAL, DIAL TONE, OR PARTY ALREADY ON LINE</p> <p>STARTS-WITH RECEIVER IN POSITION AT EAR AND SIGNAL STARTING TO IMPINGE ON EARDRUM</p> <p>INCLUDES-LISTENING TO IDENTIFY SIGNAL</p> <p>ENDS WITH RECEIVER IN POSITION AT EAR AND WITH SIGNAL RECOGNIZED</p> <p>CONDITIONS-THE SAME RECOGNITION TIME IS ALLOWED FOR A BUSY SIGNAL, A DIAL TONE OR FOR PARTY ON LINE</p>

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTCP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	TAL	BOGTLO2	BOGTLO2	209	TELEPHONE, LISTEN FOR PARTY TO ANSWER RING STARTS-WHEN DIAL HAS RETURNED TO STOP AFTER DIALING LAST CHARACTER INCLUDES-ELAPSED TIME FOR PARTY TO ANSWER RINGING TELEPHONE ENDS-WHEN SOUND OF VOICE IS HEARD FROM PARTY ANSWERING TELEPHONE
FF	209	MAL	MOGARXX	MOGARXX VARIABLE	132 207	ARTICLE, REMOVE, FROM A DESK DRAWER STARTS-WITH OPENING DESK DRAWER INCLUDES-REMOVING A STAPLER, STAPLE REMOVER, RULER, SCOTCH TAPE, PENCIL, PEN, ERASER, RUBBER BAND, PAPER CLIP, ETC., FROM A SIDE OR THE CENTER DRAWER ENDS-WITH DESK DRAWER CLOSED CASE 01 SIDE DESK DRAWER 02 CENTER DESK DRAWER
AF	209	MAA	AA11	MOGBA01	74	BOOKCASE, ACCESS, OPEN OR CLOSE GLASS DOOR STARTS-REACH TO GLASS DOOR INCLUDES-GETTING KNOB AND MOVING DOOR UP/DOWN, SLICING DOOR INTO/OUT OF CABINET ENDS-KNOB RELEASED CONDITIONS-APPLIES TO PULL-OUT/LET-DOWN OR RAISE-UP/PUSH BACK. OPERATOR AT BOOKCASE
FF	209	MAL	MOGCC01	MOGCC01	66	CABINET, CLOSE, 2 DOOR STORAGE, WITH BOTH HANDS EMPTY, OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS. STARTS-WITH HANDS IN FRONT OF BODY AND BODY FACING CABINET INCLUDES-CLOSING AND LATCHING DOORS ENDS-WITH DOORS CLOSED AND HANDLE RELEASED CONDITIONS-APPLIES TO 2 DOOR OFFICE SUPPLY CABINET WITH LATCHING CONTROLLED BY TURNING ONE HANDLE
FF	209	MAL	MOGCC01	MOGCC01	49	CABINET, OPEN, 2 DOOR STORAGE, WITH BOTH HANDS EMPTY, OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS. STARTS-WITH REACH BY HANDS FROM POSITION IN FRONT OF CABINET INCLUDES-UNLATCHING AND OPENING DOORS DELETE BAD ENTRY ENDS-WITH DOORS OPENED AND RELEASED CONDITIONS-APPLIES TO 2 DOOR OFFICE SUPPLY CABINET WITH UNLATCHING CONTROLLED BY TURNING ONE HANDLE
FF	209	MAL	MOGDCXX	MOGDCXX VARIABLE	67 25	DRAWER, CLOSE, DESK, ALL SIDES & CENTER STARTS-WITH HAND ON HANDLE OR DRAWER INCLUDES-CLOSING OF DRAWER. CASE 01 INCLUDES NECESSARY MOVEMENT OF CHAIR ENDS-WITH DRAWER CLOSED & HANDLE RELEASED CONDITIONS-DOES NOT INCLUDE REACH TO DRAWER HANDLE CASE 01 CENTER DESK DRAWER 02 EACH SIDE DESK DRAWER
FF	209	MAL	MOGDOXX	MOGDOXX VARIABLE	80 51	DRAWER, OPEN, DESK, ALL SIDES AND CENTER STARTS-REACH TO DRAWER FROM SITTING POSITION WITH HANDS IN WORK PLACE ON DESK TOP INCLUDES-GETTING HANDLE OF SIDE DRAWER OR BOTTOM EDGE OF CENTER DRAWER AND SLIDING DRAWER OPEN. CASE 01 INCLUDES NECESSARY MOVEMENT OF CHAIR ENDS-WITH DRAWER OPEN AND RELEASED CONDITIONS-DOES NOT INCLUDE MOTIONS TO REMOVE OR PLACE OBJECTS IN DRAWER CASE 01 CENTER DESK DRAWER 02 EACH SIDE DESK DRAWER

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION																														
FF	209	MAL	MCADCXX	MOGNCXX	VARIABLE	<p>NUMBER/DIGIT,COPY,MANUALLY STARTS-WITH LOOK TO NUMERAL AT SOURCE DOCUMENT AND WRITING INSTRUMENT HELD IN HAND WITHIN FRACTIONAL MOVE OF WRITING SURFACE. INCLUDES-READ AND TRANSCRIBE NUMERALS (UP THRU 10). ENDS-WITH WRITING INSTRUMENT IN HAND AND IN CONTACT WITH WRITING SURFACE AT THE COMPLETION OF LAST DIGIT. CONDITIONS-DESCRIPTIONS AND TMU VALUES ARE VARIABLE TO CASE.</p> <p>CASE 01 FIRST DIGIT OF A NUMBER 02 EACH ADDITIONAL DIGIT OF A NUMBER UP THROUGH 5 DIGITS 03 FIRST 6 DIGITS OF A NUMBER 04 EACH ADDITIONAL DIGIT OF A NUMBER CONTAINING 7 THROUGH 10 DIGITS</p>																														
					54																															
					23																															
					211																															
					25																															
FF	209	MAL	MOGTCXX	MOGTCXX	VARIABLE	<p>TELEPHONE, CALL STARTS-WITH HANDS REACHING FOR TELEPHONE FROM WORKPLACE INCLUDES-GET PHONE, LISTEN FOR DIAL TONE, DIAL DIGIT(S), WAIT WHILE RINGING AND IDENTIFICATION OCCUR, HANG UP AND RETURN HAND ENDS-WITH HAND AT REST IN WORKPLACE CONDITIONS-DOES NOT INCLUDE CONVERSATION TIME WITH PERSON ANSWERING CALL. APPLIES TO STANDARD DIAL TELEPHONE ON DESK TOP. DOES INCLUDE CONSTANT TIME FOR TELEPHONE CALL (SOURCE CODE MOG-TC-01) FOR ALL CASES</p> <p>CASE 01 CALL ONE DIGIT NUMBER 02 CALL TWO DIGIT NUMBER 03 CALL THREE DIGIT NUMBER 04 CALL FOUR DIGIT NUMBER 05 CALL FIVE DIGIT NUMBER 06 CALL SIX DIGIT NUMBER 07 CALL SEVEN DIGIT NUMBER 08 CALL SEVEN DIGIT TIE LINE NUMBER WITH ONE DIGIT TANDEM CODE 09 CALL EIGHT DIGIT TIE LINE NUMBER WITH ONE OR TWO DIGIT TANDEM CODE 10 CALL NINE DIGIT TIE LINE NUMBER WITH TWO OR THREE DIGIT TANDEM CODE 11 CALL TEN DIGIT TIE LINE NUMBER WITH THREE DIGIT TANDEM CODE 12 CALL COMMERCIAL NUMBER 13 CALL OPERATOR</p>																														
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					746																															
					400																															
FF	209	MAL	TCAMHXX	TOGMMXX	TABLE	<p>MANUAL MULTIPLICATION, FIRST AND ADDITIONAL DIGITS STARTS-WITH LOCK TO DOCUMENT AND WRITING INSTRUMENT IN HAND CLOSE TO WRITING SURFACE INCLUDES-LOCK AT SOURCE DOCUMENT, REAC NUMERALS, TRANSCRIBE MULTIPLICAND AND MULTIPLIER, UNDERLINE PROBLEM, MENTALLY MULTIPLY AND RECORD ANSWER ENDS-WITH WRITING INSTRUMENT IN HAND AND IN CONTACT WITH WRITING SURFACE</p> <p>NUMBER OF DIGITS IN MULTIPLICAND</p> <table border="1"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>NUMBER OF DIGITS IN MULTIPLIER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 A</td> <td>178</td> <td>244</td> <td>342</td> <td>395</td> <td>479</td> </tr> <tr> <td>2 B</td> <td></td> <td>526</td> <td>640</td> <td>760</td> <td>948</td> </tr> <tr> <td>3 C</td> <td></td> <td></td> <td>845</td> <td>1095</td> <td>1269</td> </tr> </tbody> </table>		1	2	3	4	5	NUMBER OF DIGITS IN MULTIPLIER						1 A	178	244	342	395	479	2 B		526	640	760	948	3 C			845	1095	1269
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DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MPFBC01	MPFBC01	30	BINDER,CLOSE,2-3 RING LOOSE LEAF TYPE STARTS=WITH HANDS AT EDGES OF BINDER,REACH TOWARD RING(S) INCLUDES=GETTING RING(S) WITH THUMB(S) AND FOREFINGER(S) AND CLOSING THE RING(S) ENDS=WITH RING(S) CLOSED AND RELEASED
FF	209	MAL	MPFBC02	MPFBC02	143	BINDER,CLOSE,TECHNICAL ORDER TYPE WITH RING AND CENTER POST LOCKING MECHANISM STARTS=WITH REACH TO TRANSFER BAR BY BOTH HANDS INCLUDES=ASSEMBLING THE TRANSFER BAR AND BINDER COVER TO THE BINDER ENDS=WITH COVER IN PLACE AND RING RELEASED
FF	209	MAL	MPFBC03	MPFBC03	217	BINDER,CLOSE,4 POST TYPE,WITH SCREW AND LEVER LATCH MECHANISM STARTS=WITH REACH TO TRANSFER BAR BY BOTH HANDS INCLUDES=INSTALLING TRANSFER BAR AND COVER ON BINDER,ACTUATING THE LATCHING MECHANISM ENDS=WITH SCREWS TIGHTENED AND RELEASED
FF	209	MAL	MPFBC04	MPFBC04	159	BINDER, CLOSE,2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM STARTS=WITH KEY IN HAND AND WITH MOVE OF KEY TOWARD HOLE IN BINDER INCLUDES=PLACING COVER ON BINDER,TIGHTENING THE LOCKING MECHANISM AND REMOVING KEY FROM BINDER ENDS=WITH KEY DISENGAGED FROM BINDER AND HELD IN HAND
FF	209	MAL	MPFBC05	MPFBC05	118	BINDER,CLOSE,2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR MECHANISM STARTS=WITH REACH TO LATCH AND TOP EDGE OF BINDER INCLUDES=PLACING THE COVER ON THE BINDER POSTS AND ACTUATING THE LATCHING MECHANISM ENDS=WITH COVER IN PLACE, LATCH BAR RELEASED
FF	209	MAL	MPFBC06	MPFBC06	115	BINDER,CLOSE,2 POST LEDGER TYPE,WITH BUTTON TYPE LATCH MECHANISM STARTS=WITH REACH TO TOP AND BOTTOM EDGE OF BINDER COVER INCLUDES=PLACING THE COVER ON THE BINDER POSTS AND ACTUATING THE LATCH MECHANISM ENDS=WITH SLIDE BUTTON CLOSED AND RELEASED
FF	209	MAL	MPFB8XX	MPFB8XX	VARIABLE	BAND,INSTALL,RUBBER, ON BUNDLE OR ROLL STARTS=WITH BUNDLE/ROLL IN ONE HAND,RUBBER BAND IN THUMB & INDEX FINGER OF OTHER HAND INCLUDES=MOVING RUBBER BAND TO AND PLACING IT AROUND BUNDLE OR ROLL ENDS=WITH BUNDLE OR ROLL IN HAND
					37	CASE 01 SINGLE WRAP UP TO 3X8X2 INCHES - 1 TO 3 INCHES FROM END OF BUNDLE
					60	02 SINGLE WRAP,8X10 TO 11X14 INCH UP TO 2 INCH THICKNESS -CENTER OF BUNDLE
FF	209	MAL	MPFB001	MPFB001	26	BINDER,OPEN,2-3 RING LOOSE LEAF TYPE STARTS=WITH HANDS AT EDGES OF BINDER,REACH TOWARD RING OPENING TABS INCLUDES=GETTING TABS AND OPENING RINGS ENDS=WITH RINGS OPENED AND TABS RELEASED

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MPF8002	MPF8002	128	BINDER, OPEN, TECHNICAL ORDER TYPE RING AND CENTER POST LOCKING MECHANISM STARTS-WITH REACH TO RING FROM END OF BINDER LYING ON WORK SURFACE INCLUDES-REMOVING THE BINDER COVER AND TRANSFER BAR, LAYING THEM ASIDE ENDS-WITH TRANSFER BAR ASIDE AND RELEASED
FF	209	MAL	MPF8003	MPF8003	126	BINDER, OPEN, 4 POST TYPE, WITH SCREW AND LEVER LATCH MECHANISM STARTS-WITH REACH TO SCREW HEADS FROM CUTER EDGES OF OPEN BINDER INCLUDES-UNFASTENING LATCHING MECHANISM, REMOVING AND LAYING ASIDE BOTH THE FRONT COVER AND TRANSFER BAR ENDS-WITH LAYING TRANSFER BAR ASIDE AND RELEASED
FF	209	MAL	MPF8004	MPF8004	137	BINDER, OPEN, 2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM STARTS-WITH KEY IN HAND MOVE TO INSERT KEY INCLUDES-INSERTING KEY, LOOSENING LOCKING MECHANISM, TAKING COVER OFF AND LAYING COVER ASIDE ENDS-WITH LAYING COVER ASIDE AND RELEASED
FF	209	MAL	MPF8005	MPF8005	76	BINDER, OPEN, 2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR AND MECHANISM STARTS-WITH REACH TO LATCH AND TOP EDGE OF BINDER INCLUDES-ACTUATE LATCH BAR, REMOVING AND LAYING COVER ASIDE ENDS-WITH LAYING COVER ASIDE, LATCH AND COVER RELEASED
FF	209	MAL	MPF8006	MPF8006	89	BINDER, OPEN, 2 POST LEDGER TYPE WITH BUTTON TYPE LATCH MECHANISM STARTS-WITH REACH TO TOP EDGE OF BINDER AND TO BUTTON INCLUDES-ACTUATING BUTTON, REMOVING AND LAYING COVER ASIDE ENDS-WITH LAYING COVER ASIDE AND RELEASED
FF	209	MAL	MPFBRXX	MPFBRXX	VARIABLE	BAND, REMOVE, RUBBER, FROM BUNDLE OR ROLL STARTS-WITH BUNDLE/ROLL IN HAND AND REACH TO RUBBER BAND INCLUDES-GRASP RUBBER BAND AND REMOVAL FROM BUNDLE ENDS-WITH RUBBER BAND AND BUNDLE IN HANDS 33 CASE 01 BUNDLE OR ROLL UP TO 3X8X2 INCHES 41 02 BUNDLE, 8X10 TO 11X14 INCH UP TO 2 INCH THICKNESS
FF	209	MAL	MPFCA01	MPFCA01	36	CLIP, ATTACH, SPRING TYPE BINDER, TO PAPERS 1/4 TO 1 INCH CAPACITY STARTS-WITH CLIP AND PAPERS IN HAND AND APPLY PRESSURE TO CLIP HANDLE INCLUDES-OPEN CLIP AND ATTACH TO PAPERS ENDS-WITH RELEASE OF CLIP AND PAPERS IN HAND CONDITIONS-ATTACH TO PAPERS, 1/4 TO 9/32 INCH CAPACITY OR 5/16 TO 1 INCH CAPACITY
FF	209	MAL	MPFCA02	MPFCA02	29	CLIP, ATTACH, GEM OR IDEAL PATTERN PAPER CLIP TO PAPERS-UP TO 1-3/4 INCH WIDE AND 2-1/2 INCH LONG STARTS-WITH PAPERS AND TOP END OF CLIP IN HAND AND MOVE CLIP TO PAPERS INCLUDES-ATTACH CLIP TO PAPERS ENDS-WITH CLIPPED PAPERS IN HAND

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	OWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MPFCR01	MPFCR01	28	CLIP, REMOVE, SPRING TYPE BINDER FROM PAPERS 1/4 TO 1 INCH CAPACITY STARTS=WITH PAPERS AND CLIP IN HAND AND APPLY PRESSURE TO HANDLES INCLUDES=OPEN CLIP AND REMOVE FROM PAPERS ENDS=WITH PAPERS AND CLIP IN EACH HAND
FF	209	MAL	MPFCR02	MPFCR02	16	CLIP, REMOVE, GEM OR IDEAL PATTERN PAPER CLIP FROM PAPERS UP TO 1-3/4 INCH WIDE AND 2-1/2 INCH LONG STARTS=WITH PAPERS AND CLIP IN HAND AND APPLY PRESSURE TO CLIP INCLUDES=REMOVE CLIP ENDS=WITH PAPERS AND CLIP IN EACH HAND
FF	209	MAL	MPFFAXX	MPFFAXX VARIABLE		FASTENER, ATTACH, ACCO TYPE STARTS=WITH MATERIAL LYING ON WORK SURFACE IN FRONT OF WORKER AND REACH TO PRONGED BAR INCLUDES=GETTING PRONGED BAR, BENDING PRONGS AND CLOSING FASTENER ENDS=WITH RELEASE OF SLICE OR PRONGS CONDITIONS=SEE CASES
					74	CASE 01 ATTACH 2-3/4 INCH ACCO TYPE FASTENER, WITHOUT LOCKSTRAP AND PRONGS BENT OUTWARD
					226	02 ATTACH 2-3/4 OR 8-1/2 INCH ACCO TYPE FASTENER, WITH LOCKSTRAP AND OVERLAPPING PRONGS
					219	03 ATTACH 8-1/2 INCH ACCO TYPE FASTENER, WITH LOCKSTRAP AND WITHOUT OVERLAPPING PRONGS
FF	209	MAL	MPFFC01	MPFFC01	30	FASTENER, CLOSE, 2-3/4 INCH ACCO TYPE, WITHOUT LOCKSTRAP AND PRONGS BENT OUTWARD STARTS=WITH A REACH TO PRONGS INCLUDES=BENDING AND FLATTENING PRONGS OUTWARD ENDS=WITH RELEASE OF FLATTENED PRONGS CONDITIONS=MATERIAL LYING ON WORK SURFACE IN FRONT OF WORKER
FF	209	MAL	MPFFC02	MPFFC02	182	FASTENER, CLOSE, 2-3/4 OR 8-1/2 INCH ACCO TYPE WITH LOCKSTRAP AND WITH OR WITHOUT OVERLAPPING PRONGS STARTS=WITH A REACH TO LOCKSTRAP INCLUDES=INSTALLING LOCKSTRAP AND PLACING SLIDES OVER PRONGS ENDS=WITH A RELEASE OF SLIDES CONDITIONS=MATERIAL LYING ON WORK SURFACE IN FRONT OF WORKER
FF	209	MAL	MPFFO03	MPFFOXX VARIABLE		FASTENER, OPEN, 2-3/4 OR 8-1/2 INCH ACCO TYPE STARTS=WITH A REACH TO THE SLIDE INCLUDES=MOVING SLIDES CLEAR OF BOTH PRONGS, STRAIGHTENING PRONGS, REMOVING AND LAYING ASIDE LOCKSTRAP ENDS=WITH RELEASE OF LOCKSTRAP CONDITIONS=MATERIAL LYING ON WORK SURFACE IN FRONT OF WORKER
					150	CASE 01 2-3/4 OR 8-1/2 INCH FASTENER WITH LOCKSTRAP AND OVERLAPPING PRONGS
					91	02 8-1/2 INCH FASTENER WITH LOCKSTRAP BUT WITHOUT OVERLAPPING PRONGS
FF	209	MAL	MPFFO01	MPFFO03	34	FASTENER, OPEN, 2-3/4 INCH ACCO TYPE WITHOUT LOCKSTRAP AND PRONGS BENT OUTWARD STARTS=WITH A REACH TO PRONGS INCLUDES=MOVING PRONGS UP AND STRAIGHTENING ENDS=WITH RELEASE OF PRONGS CONDITIONS=MATERIAL LYING ON WORK SURFACE IN FRONT OF WORKER

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION																																		
FF	209	MAL	MPFFAC1	MPFFP01	44	FASTENER, PREPARE, 2-3/4 OR 8-1/2 INCH ACCO TYPE FOR ATTACHMENT STARTS-WITH REACH TO ACCO FASTENER PRONGED BAR INCLUDES-GETTING PRONGED BAR AND BENDING BOTH PRONGS ENDS-WITH RELEASE OF PRONGS, ACCO IN HAND CONDITIONS-THIS IS A CONSTANT FOR USE WITH EACH ACCO ATTACH-CASE 01 TO 03																																		
FF	209	MAL	MPFHPO1	MPFHPO1	14	HANDLES, PLACE, BINDER CLIP, IN DOWN POSITION STARTS-WITH REACH TO CLIP HANDLES BY FINGERS INCLUDES -MOVE CLIP HANDLES DOWN AGAINST MATERIAL ENDS-WITH MATERIAL IN HAND CONDITIONS-CLIPPED MATERIAL IN HAND, INDEX AND MID FINGER OF OTHER HAND BETWEEN HANDLES, IN CONTACT WITH CLIP TOP																																		
FF	209	MAL	MPFHPO2	MPFHPO2	48	HANDLES, PLACE, BINDER CLIP, IN UP POSITION STARTS-WITH A REACH TO CLIP HANDLES INCLUDES-GRASP AND UPWARD MOVEMENT OF CLIP HANDLES ENDS-WITH MATERIAL IN HAND CONDITIONS-ONE HAND HOLDING CLIP AND/OR MATERIAL																																		
FF	209	MAL	MPHSIXX	MPFSIXX	VARIABLE	SHEET(S), INSERT, 1-25 SHEETS IN BINDER/FASTENER STARTS-WITH BOTH HANDS HOLDING SHEET(S) INCLUDES-GETTING, MOVING & POSITIONING SHEET(S) ENDS-WITH BOTH HANDS ON SHEET(S)																																		
					57	CASE 01-UP TO 5 1/2 X 8 1/2 INCH IN 2 OR 3 RING LOOSELEAF BINDER																																		
					66	02 SHEETS 5 1/2 X 8 1/2 THRU 8 1/2 X 12 INCH IN 2 OR 3 RING LOOSELEAF BINDER																																		
					82	03 ON PRONGS OF 3 INCH ACCO FASTENER																																		
					101	04 ON PRONGS OF 8 INCH ACCO FASTENER																																		
FF	209	MAL	MPHPRXX	MPFSRXX	VARIABLE	SHEET(S), REMOVE, FROM BINDER STARTS-WITH REACH TO CENTER OF SHEET(S) IN BINDER ON DESK INCLUDES-REMOVING SHEETS ENDS-WITH REMOVED SHEETS IN HAND CONDITIONS-SEE CASES																																		
					28	CASE 01 REMOVE 1-10 SHEETS FROM 3-8 INCH ACCO PAPER FASTENER 1-6 INCH CAPACITY																																		
					50	02 REMOVE 11-50 SHEETS FROM 3-8 INCH ACCO PAPER FASTENER 1-6 INCH CAPACITY																																		
					55	03 REMOVE LEDGER SHEETS 1-50 FROM PCST BINDERS UP TO 3/8 DIAMETER 1-6 INCH CAPACITY																																		
DL	209	MAL	BMSD	YPCFSXX	TABLE	DOCUMENTS, STAPLE STARTS-WITH DOCUMENTS IN LEFT HAND INCLUDES-MOVE DOCUMENTS TO STAPLER, POSITION, STAPLE DOCUMENTS AND LAY ASIDE ON DESK ENDS-WITH THE RELEASE OF THE DOCUMENTS CONDITIONS-HAND STAPLER ON TOP OF DESK DISTANCE TO STAPLER																																		
						<table border="1"> <thead> <tr> <th rowspan="2">ALIGNMENT</th> <th colspan="3">NORMAL PRESSURE</th> <th colspan="3">EXTRA PRESSURE</th> </tr> <tr> <th>6IN</th> <th>12IN</th> <th>20IN</th> <th>6IN</th> <th>12IN</th> <th>20IN</th> </tr> </thead> <tbody> <tr> <td>NORMAL- N</td> <td>39</td> <td>48</td> <td>60</td> <td>45</td> <td>54</td> <td>66</td> </tr> <tr> <td>CAREFUL-C</td> <td>44</td> <td>54</td> <td>66</td> <td>50</td> <td>60</td> <td>72</td> </tr> <tr> <td>EXACT- E</td> <td>50</td> <td>59</td> <td>71</td> <td>56</td> <td>65</td> <td>77</td> </tr> </tbody> </table>	ALIGNMENT	NORMAL PRESSURE			EXTRA PRESSURE			6IN	12IN	20IN	6IN	12IN	20IN	NORMAL- N	39	48	60	45	54	66	CAREFUL-C	44	54	66	50	60	72	EXACT- E	50	59	71	56	65	77
ALIGNMENT	NORMAL PRESSURE			EXTRA PRESSURE																																				
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DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TNU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	BPHBA01	BPHCA01	78	CARDS/PAPERS, ALIGN, 50 CARDS OR PAPERS 8X12 IN. SIZE-APPROXIMATE ALIGNMENT LYING ON FLAT SURFACE STARTS-WITH TWO HAND REACH TO SIDES OF BATCH LYING ON FLAT SURFACE INCLUDES-REACHING TO AND PATTING EDGES OF BATCH ENDS-WITH FINGERS OF BOTH HANDS IN CONTACT WITH EDGES OF BATCH LYING ON FLAT SURFACE CONDITIONS-LIMITED TO ALIGNMENT WITHIN APPROX. ONE QUARTER OF AN INCH WHILE LYING ON FLAT SURFACE
FF	209	MAL	BPHBPO1	BPHCH01	37	CARDS, HANDLE, PICKUP FROM FLAT SURFACE, LOOSELY STACKED, UP TO 25 CARDS IN BATCH STARTS-WITH REACH TO BATCH OF CARDS ON FLAT SURFACE INCLUDES-REACHING TO AND GETTING COMPLETE CONTROL OF BATCH PRIOR TO MOVING ELSEWHERE ENDS-WITH HAND IN COMPLETE CONTROL OF BATCH IN CONTACT WITH FLAT SURFACE CONDITIONS-EXCLUDES MOVEMENT OF BATCH AFTER PICKUP
FF	209	MAL	BPHBPO2	BPHCH02	52	CARDS, HANDLE, PICKUP FROM FLAT SURFACE WITH TWO HANDS, LOOSELY STACKED, 25-50 CARDS IN BATCH STARTS-WITH REACH TO BATCH OF CARDS ON FLAT SURFACE INCLUDES-REACHING TO AND GETTING COMPLETE CONTROL OF BATCH PRIOR TO MOVING ELSEWHERE ENDS-WITH HAND IN COMPLETE CONTROL OF BATCH IN CONTACT WITH FLAT SURFACE CONDITIONS-EXCLUDES MOVEMENT OF BATCH AFTER PICKUP
FF	209	MAL	BPHBJ01	BPHCJ01	15	CARDS/PAPERS, JOSTLE, ONE TIME, ANY SIZE STARTS-WITH TWO HAND RELEASE OF BATCH HELD IN A VERTICAL PLANE INCLUDES-RELEASING, REACHING, GRASPING, AND MOVING BATCH ENDS-WITH JOSTLED BATCH HELD IN A VERTICAL PLANE
FF	209	MAL	BPHDTXX	BPHDTXX VARIABLE		DOCUMENT(S), TURN, WITH BOTH HANDS STARTS-WITH ONE HAND RELEASE OF DOCUMENTS HELD IN BOTH HANDS INCLUDES-RELEASING, REACHING, GRASPING, AND TURNING DOCUMENTS ENDS-WITH GRASP OF TURNED DOCUMENTS HELD IN BOTH HANDS CONDITIONS-SEE CASES
					25	CASE 01 TURN 3X5 INCH SIZE PAPER 90 DEGREES IN VERTICAL PLANE
					26	02 TURN 8X12 INCH SIZE PAPER 90 DEGREES IN VERTICAL PLANE
					29	03 TURN PAPER, THRU 8X12 INCH SIZE, 180 DEGREES, VERTICAL AXIS
					30	04 TURN PAPER, THRU 8X12 INCH SIZE, 180 DEGREES, HORIZONTAL AXIS
FF	209	MAL	BPHBPO3	BPHSH01	31	SHEETS, HANDLE, BATCH PICK UP, ANY SIZE, FROM FLAT SURFACE WITH ONE HAND-UP TO 25 PAPERS LOOSELY STACKED STARTS-WITH REACH TO BATCH OF PAPERS ON FLAT SURFACE INCLUDES-REACHING TO AND GETTING COMPLETE CONTROL OF BATCH PRIOR TO MOVING ELSEWHERE ENDS-WITH HANDS IN COMPLETE CONTROL OF BATCH PARTLY IN CONTACT WITH FLAT SURFACE CONDITIONS-EXCLUDES MOVEMENT OF BATCH AFTER PICKUP

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	BPMRP04	BPHSH02	41	SHEETS, HANDLE, BATCH PICK UP, ANY SIZE, FROM FLAT SURFACE WITH TWO HANDS-25-50 PAPERS, LOOSELY STACKED STARTS-WITH REACH TO BATCH OF PAPERS ON FLAT SURFACE INCLUDES-REACHING TO AND GETTING COMPLETE CONTROL OF BATCH PRIOR TO MOVING ELSEWHERE ENDS-WITH HANDS IN COMPLETE CONTROL OF BATCH PARTLY IN CONTACT WITH FLAT SURFACE CONDITIONS-EXCLUDES MOVEMENT OF BATCH AFTER PICKUP
FF	209	MAL	MPHDF01	MPHDF01	150	DOCUMENT, FOLD, THRU 8 1/2 X 15 INCH SIZE, TWO FOLDS STARTS-WITH GET BOTTOM EDGE OF SHEET LYING ON DESK INCLUDES-MOVEMENTS TO FOLD SHEET TWICE ENDS-WITH BOTH HANDS ON FOLDED SHEET, ON DESK CONDITIONS-CLOSE SYMMETRICAL ALIGNMENT
FF	209	MAL	MPHEIXX	MPHDIXX	VARIABLE	DOCUMENT(S), INSERT, IN ENVELOPES STARTS-WITH REACH TO FLAP OF ENVELOPE ON DESK AND OTHER HAND HOLDING DOCUMENT(S) INCLUDES-OPENING ENVELOPE AND INSERTING DOCUMENT(S) ENDS-WITH HANDS IN CONTACT WITH ENVELOPE, DOCUMENT(S) INSERTED AND ENVELOPES SECURED CONDITIONS-CASES 03 AND 04 INCLUDE TIME TO WIND STRING TO CLOSE FLAP
					83	CASE 01 STANDARD 9 1/2X12 INCH OR LESS, SIDE OPENING TYPE, LOOSE FIT ENVELOPE, ON DESK
					114	02 STANDARD 10X14 THRU 12X16 INCH, SIDE OPENING TYPE, LOOSE FIT ENVELOPE, ON DESK
					198	03 INTER-OFFICE 9 1/2 X 12 THRU 12X16 INCH, END OPENING TYPE, LOOSE FIT ENVELOPE, SMALL DOCUMENTS
					228	04 INTER-OFFICE 9 1/2 X 12 THRU 12 X 16 INCH, END OPENING TYPE, LOOSE FIT ENVELOPE, LETTER SIZE (8 1/2 X 10 1/2 INCH) DOCUMENTS
NS	209	MAL	TY6	MPH0001	62	DOCUMENT (COPY, DRAFT), OBTAIN, FROM DESK CRAWLER STARTS-WITH REACH TO DOCUMENT IN DRAWER INCLUDES-CONTACTING, SLIDING AND GRASPING DESIRED DOCUMENT AND MOVING TO TOP OF DESK ENDS-WITH RELEASE OF DOCUMENT ON TOP OF DESK CONDITIONS-SITTING AT DESK
NS	209	MAL	TY13	MPH0002	32	DOCUMENT (COPY, DRAFT), OBTAIN, AND MOVE TO WORKPLACE/TYPewriter STARTS-WITH REACH TO DOCUMENT INCLUDES-GET DOCUMENT TO BE TYPED, REAC, OR TRANSCRIBED AND MOVE TO WORKPLACE OR TYPewriter ENDS-WITH RELEASE OF DOCUMENT IN WORKING POSITION CONDITIONS-DOCUMENT AVAILABLE ON DESK/TABLE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTP ELEMENT	TWU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MPHERXX	MPHCRXX	VARIABLE	<p>DOCUMENT(S), REMOVE, FROM ENVELOPE STARTS-WITH REACH TO ENVELOPE HELD IN OTHER HAND INCLUDES-GETTING & REMOVING DOCUMENT ENDS-WITH REMOVED DOCUMENT HELD IN ONE HAND & ENVELOPE HELD IN OTHER HAND</p> <p>57 CASE 01 ENVELOPE, OPEN ON SIDE, UP TO 4 1/2 X 10 1/2 INCH MAIL ENVELOPE</p> <p>46 02 ENVELOPE, OPEN ON ENC, UP TO 4 1/2 X 10 1/2 INCH MAIL ENVELOPE</p> <p>71 03 ENVELOPE, OPEN ON SIDE, 9 1/2 X 12 THRU 12X16 INCH MAIL ENVELOPE</p> <p>125 04 ENVELOPE, ENC FLAP, 9 1/2 X 12 TO 12X16 INCH, INTER-OFFICE, (INCLUDES TIME TO UNWIND STRING TO OPEN FLAP)</p>
NS	209	MAL	C1C2A	MPHOSXX	VARIABLE	<p>DOCUMENT, SORT, SHEETS/PAGES, BY HAND STARTS-WITH REACH TO SHEETS OR BATCH INCLUDES-GET BATCH WITH LEFT HAND, FEEDING TCP SHEET TO RIGHT HAND FOR MOVEMENT ASIDE ENDS-WITH SHEETS RELEASED CONDITIONS-CASES COVER FAST OR SLOW DECISION SORTING SORT BASED ON QUICK DECISION INVOLVING ONE PERCEPTION AS IN NUMERIC SORTING</p> <p>33 CASE 01 NUMBER OF PILES 2</p> <p>40 02 NUMBER OF PILES 3-4</p> <p>45 03 NUMBER OF PILES 5-6</p> <p>52 04 NUMBER OF PILES 7-10</p> <p>49 05 NUMBER OF PILES 2-4</p> <p>WORDS</p> <p>49 CASE 05 NUMBER OF PILES 2-4</p> <p>63 06 NUMBER OF PILES 5-7</p>
FF	209	MAL	MPHOU01	MPHCU01		<p>48 DOCUMENT, UNFOLD, THRU 8 1/2 X 15 INCH SIZE, TWO FOLDS STARTS-REMOVED DOCUMENT HELD IN HAND INCLUDES-UNFOLDING DOCUMENT ENDS-WITH BOTH HANDS HOLDING UNFOLDED DOCUMENT</p>
FF	209	MAL	MPHEOXX	MPHEO01		<p>76 ENVELOPE, OPEN, MAILING TYPE STARTS-WITH POINT OF OPENER WITHIN ONE INCH OF INSERTION, OPENER HELD IN HAND & OTHER HAND ON ENVELOPE ON DESK INCLUDES-INSERTING OPENER, & PROCESS TIME INCLUDING APPLY PRESSURE, CUTTING, & RECOIL OF OPENER AT END OF CUT ENDS-WITH ONE HAND ON OPENED ENVELOPE & OTHER HAND HOLDING OPENER CONDITIONS-USING 9 INCH KNIFE TYPE HAND OPENER</p>
FF	209	MAL	MPHESXX	MPHESXX	VARIABLE	<p>ENVELOPE, SEAL, GUMMED FLAP STARTS-REACH TO ENVELOPE/MOISTENER INCLUDES-GETTING, MOISTENING AND SEALING ENVELOPE ENDS-WITH BOTH HANDS ON SEALED FLAP OF ENVELOPE CONDITIONS-FLAP 9 TO 16 INCHES LONG</p> <p>182 CASE 01 MOVING FLAP ACROSS MOISTENER</p> <p>112 02 USE TONGUE/SPONGE-END MOISTENER ON FLAP</p>
DL	209	MAL	BMLW	MPHIO01		<p>105 ITEM, DELETE, ON WORK SHEET/DOCUMENT STARTS-LOCK TO THE WORK SHEET/DOCUMENT INCLUDES-LINE OUT AN ITEM ON A WORK SHEET/DOCUMENT USING A PENCIL ENDS-ITEM LINED OUT CONDITIONS-PENCIL IN HAND</p>

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TNU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	209	MAL	MPHLA02	MPHLC01	31	LATCH, CLOSE, ON HANDLE OF GUILLOTINE PAPER CUTTER STARTS-WITH REACH TO THE OPEN LATCH, OTHER HAND IS ON HANDLE OF CLOSED BLADE INCLUDES-GETTING AND PLACING LATCH ON HANDLE ENDS-WITH ONE HAND ON CLOSED LATCH AND OTHER HAND ON BLADE HANDLE CONDITIONS-DOES NOT INCLUDE MOVE TO CLOSE THE BLADE
FF	209	MAL	MPHLA01	MPHLO01	38	LATCH, OPEN, ON HANDLE OF GUILLOTINE PAPER CUTTER STARTS-WITH REACH TO CLOSED HANDLE OF CUTTER WHICH IS SITTING ON TABLE INCLUDES-GET HANDLE AND LATCH AND REMOVE LATCH ENDS-WITH ONE HAND ON REMOVED LATCH AND OTHER HAND ON BLADE HANDLE CONDITIONS-DOES NOT INCLUDE MOVE TO OPEN BLADE
FF	209	MAL	MPHPF01	MPHPF01	23	PAGE/SHEET, FLIP, CORNER OF CARD OR PAPER TO TURN, REMOVE, COUNT OR SEARCH STARTS-WITH REACH TO CORNER, OR TRANSFER TO OTHER HAND, BOOK OF PAGES OR STACKS OF SHEETS LYING ON DESK INCLUDES-GETTING, REGRASPING, & OR MOVING TO OTHER HAND ENDS-WITH REGRASPED CORNER IN HAND
FF	209	MAL	MPHSCXX	MPHSCXX VARIABLE		SHEET(S), CUT, ON 15X15 INCH GUILLOTINE TYPE PAPER CUTTER STARTS-WITH ONE HAND HOLDING BLADE TO LIFT, OTHER HAND HOLDING PAPER ON CUTTING BOARD INCLUDES-LIFT BLADE, POSITION SHEET(S) AND LOWERING BLADE TO CUT STOCK. ENDS-WITH HANDLE OF BLADE IN ONE HAND, OTHER HAND ON SHEETS AND REQUIRED CUT COMPLETED. CONDITIONS-CLASSIFICATION OF TOLERANCE IS INDICATED BY CASE DESCRIPTION. CASE 01 APPROXIMATE CUT CASE 02 CLOSE CUT CASE 03 EXACT CUT
					64	
					80	
					122	
FF	209	MAL	MPHSP01	MPHSP01	61	SHEET(S), PUNCH, HOLES STARTS-MOVE SHEET(S) TO PUNCH, WITH BOTH HANDS INCLUDES-MOVING, POSITIONING SHEET(S) AND PUNCHING HOLES ENDS-WITH ONE HAND ON PUNCHED SHEET(S), OTHER HAND IN CONTACT WITH LEVER CONDITIONS-PUNCH HOLES WITH COMMON OFFICE PUNCH UP TO 1/16 INCH THICKNESS. 2-3 HOLE PUNCH
FF	209	MAL	MPHSSXX	MPHSSXX VARIABLE		SHEET(S), SEPARATE, ALONG PERFORATION STARTS-WITH REACH TO FORMS INCLUDES-GETTING & TEARING FORMS APART ENDS-WHEN FORMS BREAK CONTACT, ONE HAND HOLDING TORN FORM & OTHER ON ADJOINING FORM CONDITIONS-FORMS ON DESK IN POSITION FOR TEARING CASE 01 SEPARATE MULTIPLE FORM SHEETS ALONG 9 INCH PERFORATION CASE 02 SEPARATE MULTIPLE FORM SHEETS ALONG 10-15 INCH PERFORATION CASE 03 SEPARATE SINGLE SHEET PAPER/ CARCSTOCK ALONG 9 INCH PERFORATION CASE 04 SEPARATE SINGLE SHEET PAPER/ CARCSTOCK ALONG 10-15 INCH PERFORATION
					44	
					81	
					33	
					59	

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION																																																																		
FF	209	MAL	TPHAAXX	TPHOAXX	TABLE	<p>DOCUMENTS, ALIGN, BATCH, CARDS/SHEETS (PAPERS) STARTS-WITH REACH TO TOP OF JOSTLED BATCH HELD IN BOTH HANDS INCLUDES-FINAL ALIGNMENT OF PAPERS IN BATCH ENDS-WITH REACH TO SIDE OF COMPLETELY ALIGNED BATCH HELD IN BOTH HANDS CONDITIONS-ALIGN BATCH OF CARDS OR PAPERS THRU 8 1/2 X 15 INCH QUANTITY & ITEM</p> <table border="1"> <thead> <tr> <th></th> <th>JOSTLE ONLY</th> <th>PICK UP/JCSTLE</th> </tr> </thead> <tbody> <tr> <td>UP TO 25 CARDS</td> <td>A 32</td> <td>101</td> </tr> <tr> <td>26 TO 50 CARDS</td> <td>B 44</td> <td>122</td> </tr> <tr> <td>UP TO 10 BONDS/TISSUES</td> <td>C 41</td> <td>104</td> </tr> <tr> <td>11 TO 20 BONDS/TISSUES</td> <td>C 72</td> <td>135</td> </tr> <tr> <td>21 TO 30 BONDS</td> <td>E 98</td> <td>204</td> </tr> <tr> <td>21 TO 30 TISSUE/BOND-TISSUE</td> <td>F 119</td> <td>225</td> </tr> <tr> <td>31 TO 40 BONDS</td> <td>G 116</td> <td>222</td> </tr> <tr> <td>31 TO 40 TISSUE/BOND-TISSUE</td> <td>H 158</td> <td>264</td> </tr> <tr> <td>41 TO 50 BONDS</td> <td>J 158</td> <td>264</td> </tr> <tr> <td>41 TO 50 TISSUE/BOND-TISSUE</td> <td>K 188</td> <td>294</td> </tr> </tbody> </table>		JOSTLE ONLY	PICK UP/JCSTLE	UP TO 25 CARDS	A 32	101	26 TO 50 CARDS	B 44	122	UP TO 10 BONDS/TISSUES	C 41	104	11 TO 20 BONDS/TISSUES	C 72	135	21 TO 30 BONDS	E 98	204	21 TO 30 TISSUE/BOND-TISSUE	F 119	225	31 TO 40 BONDS	G 116	222	31 TO 40 TISSUE/BOND-TISSUE	H 158	264	41 TO 50 BONDS	J 158	264	41 TO 50 TISSUE/BOND-TISSUE	K 188	294																																	
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FF	209	MAL	TPHSAXX	TPHSSXX	TABLE	<p>SHEET(S), SEPARATE, FROM PERFORATED BORDER OF MULTI-SHEET(S) FORM LISTING STARTS-WITH REACH TO BORDER, BOTH HANDS HOLDING CORNER OF SHEET OF FORM LAYING ON DESK INCLUDES-GETTING AND HOLDING BORDER AND TEARING SHEET(S) ENDS-WHEN SHEET(S) BREAK CONTACT WITH FORM ONE HAND ON BORDER & OTHER HAND HOLDING CORNER SHEET DISTANCE FROM CORNER TO BORDER IN INCHES</p> <table border="1"> <thead> <tr> <th>TEAR DISTANCE IN INCHES</th> <th>CASE</th> <th>A</th> <th>B</th> <th>C</th> <th>C</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1-3</td> <td>A</td> <td>31</td> <td>36</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4-9</td> <td>B</td> <td>35</td> <td>40</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10-15</td> <td>C</td> <td></td> <td></td> <td>77</td> <td>90</td> <td>95</td> </tr> <tr> <td>16-21</td> <td>D</td> <td></td> <td></td> <td>90</td> <td>94</td> <td>99</td> </tr> </tbody> </table>	TEAR DISTANCE IN INCHES	CASE	A	B	C	C	E	1-3	A	31	36				4-9	B	35	40				10-15	C			77	90	95	16-21	D			90	94	99																															
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DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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FF	209	MAL	TPHTAXX	TPHSTXX	TABLE	<p>SHEET(S), TEAR, FROM GLUED PAD STARTS=WITH LIFT SHEET(S), BOTH HANDS HOLDING CORNER OF SHEET(S), PAC LYING ON DESK INCLUDES=LIFTING & TEARING SHEET(S) ENDS=WHEN SHEETS BREAK CONTACT FROM PAC. ONE HAND ON PAC & OTHER HAND HOLDING TORN SHEET(S) INCHES LIFTED</p> <table border="1"> <thead> <tr> <th>TORN</th> <th>1-3</th> <th>4-9</th> <th>10-15</th> <th>16-21</th> <th>22-27</th> </tr> </thead> <tbody> <tr> <td></td> <td>CASE A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> </tr> <tr> <td>1-3</td> <td>A</td> <td>10</td> <td>14</td> <td>18</td> <td>22</td> </tr> <tr> <td>4-9</td> <td>B</td> <td>14</td> <td>18</td> <td>22</td> <td>26</td> </tr> <tr> <td>10-15</td> <td>C</td> <td>18</td> <td>22</td> <td>26</td> <td>30</td> </tr> <tr> <td>16-21</td> <td>D</td> <td>22</td> <td>26</td> <td>30</td> <td>34</td> </tr> <tr> <td>22-27</td> <td>E</td> <td>26</td> <td>30</td> <td>34</td> <td>38</td> </tr> </tbody> </table>	TORN	1-3	4-9	10-15	16-21	22-27		CASE A	B	C	D	E	1-3	A	10	14	18	22	4-9	B	14	18	22	26	10-15	C	18	22	26	30	16-21	D	22	26	30	34	22-27	E	26	30	34	38
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NS	209	MAL	C6A7E	BTYPAG1	33	<p>PAPER, ASICE, FINISHED STARTS=PAPER IN LEFT HAND INCLUDES=REACH TO PAPER WITH RIGHT HAND & MOVE TO DESK TOP AND RELEASE ENDS=PAPER ON DESK CONDITIONS=NO CARBONS REMOVED AND NO SCRTING REQUIREC. MANUAL OR ELECTRIC TYPEWRITER</p>																																										
NS	213	MAL	OPTIC	MACBPXX	VARIABLE	<p>BUTTON, PUSH, CONTROL TYPE SWITCH STARTS=REACH TO BUTTON INCLUDES=ALL MOTIONS REQUIRED TO GAIN CONTROL AND ACTUATE PUSH BUTTON ENDS=WITH HANDS READY TO PERFORM NEXT WORK ELEMENT CONDITIONS=CASE VARIABLE IS DISTANCE SWITCH IS LOCATED FROM OPERATOR</p> <table border="1"> <thead> <tr> <th>29</th> <th>40</th> <th>63</th> </tr> </thead> <tbody> <tr> <td>CASE 01 CONTROL BUTTON WITHIN 14 INCHES OF OPERATORS HAND</td> <td>02 CONTROL BUTTON WITHIN 24 INCHES OF OPERATORS HAND</td> <td>03 CONTROL BUTTON NOT WITHIN REACH OF OPERATOR (A SIDESTEP TO OPPOSITE END OF MACHINE AND RETURN INCLUDED IN STANDARD)</td> </tr> </tbody> </table>	29	40	63	CASE 01 CONTROL BUTTON WITHIN 14 INCHES OF OPERATORS HAND	02 CONTROL BUTTON WITHIN 24 INCHES OF OPERATORS HAND	03 CONTROL BUTTON NOT WITHIN REACH OF OPERATOR (A SIDESTEP TO OPPOSITE END OF MACHINE AND RETURN INCLUDED IN STANDARD)																																				
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NS	213	MAL	OPTIC4	MACBP04	69	<p>BUTTONS, PUSH, CONTROL, MULTIPLE SET STARTS=REACH TO SWITCH INCLUDES=LOOKING AT SWITCH, GETTING, MOVING AND RELEASING SWITCH, REPEATING THESE MOTIONS 3 ADDITIONAL TIMES ENDS=HANDS TO INDEFINITE LOCATION CONDITIONS=OPERATOR STANDING AT SWITCH</p>																																										
NS	213	MAL	OPTIC5	MACBP05	64	<p>BUTTONS, PUSH, CONTROL SET LINE PRINT CONTROL STARTS=EXAMINE CONTROL INCLUDES=GETTING, OPENING, AND TURNING PRINT CONTROL ENDS=RE-EXAMINATION OF CONTROL CONDITIONS=OPERATOR STANDING AT SWITCH</p>																																										
NS	213	MAL	OPTIJ18	MMBD01	25	<p>BRUSH-HOLDER, DISENGAGE, CONTROL TAPE (IBM ACCTG MACHINE) STARTS=REACH TO BRUSH HOLDER INCLUDES=GETTING HOLDER, WITH SUBSEQUENT RELEASE OF CATCH IN ORDER TO MOVE BRUSH HOLDER UPWARD ENDS=HAND CUT OF THE WAY CONDITIONS=OPERATOR STANDING AT MACHINE</p>																																										
NS	213	MAL	OPTIH10	MMCA01	32	<p>CLUTCH, ADJUST, PLATEN STARTS=WITH REACH TO KNOB INCLUDES=GRASP, TURN & APPLY PRESSURE ENDS=WITH RELEASE OF KNOB CONDITIONS=IBM ACCOUNTING MACHINES</p>																																										

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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NS	213	MAL	DPT1J1E	MMCC01	33	COVER,CLOSE,CARRIAGE-CONTROL TAPE (IBM ACCTG MACHINE)-CLOSE CARRIAGE COVER STARTS-REACH TO CARRIAGE COVER INCLUDES-CONTACT WITH AND MOVEMENT DOWN OF CARRIAGE COVER ENDS-RELEASE OF CARRIAGE COVER CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C1A	MMCH01	40	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM HOPPER STARTS-REACH TO CARDS IN HOPPER INCLUDES-GETTING CARDS AND WEIGHT AND MOVING TO MACHINE TCP ENDS-RELEASE CARDS. CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C1B	MMCH02	70	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM TRAY STARTS-CONTACT WITH CARDS INCLUDES-MOVING,GETTING & LIFTING CARDS UP ENDS-BODY TURN AWAY FROM TRAY CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C1C	MMCH03	54	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM RACK (1 HAND) STARTS-MOVE IN FRONT OF RACK INCLUDES-REACHING TOWARD CARDS WITH BOTH HANDS,TURNING RIGHT HAND AND CONTACTING CARDS WITH THUMB & MOVING CARD UP WHILE LEFT HAND MOVES CARDS TOWARD RIGHT HAND ENDS-GRASP OF CARDS IN RIGHT HAND CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C1D	MMCH04	117	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM RACK (2 HANDS) STARTS-MOVE IN FRONT OF RACK INCLUDES-GETTING CARDS WITH BOTH HANDS,MOVING CARDS FROM RACK TO PLATFORM OR REST, AND ADJUSTING STACK ENDS-RELEASING OF CARDS CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C1E	MMCH05	30	CARDS, HANDLE, (IBM ACCTG MACHINE)-REMOVE CARDS FROM ONE POCKET STARTS-REACH TO CARDS IN POCKET INCLUDES-GETTING CARDS FROM POCKET ENDS-CARDS IN BOTH HANDS CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C1F	MMCH06	60	CARDS,HANDLE,(IBM ACCTG MACHINE) REMOVE CARDS FROM STACK AT BOTTOM OF MACHINE STARTS-REACH TO STACK INCLUDES-GETTING AND MOVING CARDS TO TOP PLATFORM ENDS-WITH LEFT HAND PUSHING AGAINST STOP CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C2A	MMCH07	130	CARDS,HANDLE,(IBM ACCTG MACHINE) PLACE CARDS IN HOPPER STARTS-TRANSFER CARDS FROM LEFT TO RIGHT HAND INCLUDES-REACHING TO SLIDING PRESSURE PLATE WITH LEFT HAND,GETTING PLATE AND PUSHING IT AGAINST STOP,MOVING CARDS TO AND PLACING THEM IN HOPPER WITH RIGHT HAND ENDS-RELEASING CARDS AND PLATE AND MOVING HANDS ASIDE CONDITIONS-OPERATOR STANDING AT MACHINE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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NS	213	MAL	DPT2C2B	MDMCH08	66	CARDS,HANDLE,(IBM ACCTG MACHINE) - PLACE CARDS IN TRAY STARTS=REACH TO CARDS INCLUDES=PLACING CARDS IN TRAY OR BOX ENDS=SEATING OF CARDS CONDITIONS=OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C2C	MDMCH09	52	CARDS,HANDLE,PLACE CARDS IN RACK STARTS=MOVEMENT OF CARDS TOWARD RACK INCLUDES=POSITIONING AND PLACING OF CARDS TO BACK OF RACK ENDS=RELEASE OF CARDS CONDITIONS=OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C2D	MDMCH10	20	CARDS,HANDLE,PLACE CARDS ON MACHINE TOP STARTS=MOVE CARDS TO MACHINE TOP INCLUDES=TURNING HAND AND RELEASING CARDS ON MACHINE ENDS=HANDS ASIDE CONDITIONS=OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C4	MDMCH11	135	CARDS,HANDLE, FAN NEW CARDS STARTS=REACH TO CARDS INCLUDES=FANNING NEW CARDS ENDS=FINAL REGRASP OF CARDS CONDITIONS=OPERATOR STANDING OR SITTING AT WORK AREA
NS	213	MAL	DPT2C5	MDMCH12	78	CARDS,HANDLE,VERIFY SEVERAL (3 TO 5) CARDS STARTS=MOVE CARDS APART WITH BOTH HANDS INCLUDES=POSITIONING AND MOVING CARDS TO READ POSITION ENDS=CARDS ARE READ CONDITIONS=OPERATOR STANDING OR SITTING AT WORK AREA
NS	213	MAL	DPT2C6	MDMCH13	42	CARDS,HANDLE,COMPARE 2 CARDS STARTS=REACH TO TOP OF CARD INCLUDES=ALIGNING TWO CARDS FOR COMPARISON ENDS=WITH A FINAL GRASP OF THE NEXT CARD TO BE COMPARED CONDITIONS=OPERATOR STANDING OR SITTING AT WORK STATION
NS	213	MAL	DPT2C7	MDMCH14	46	CARDS,HANDLE,ASSEMBLE CARDS AND DECK STARTS=REACH TO CARDS WITH RIGHT HAND INCLUDES=PICKING UP CARDS AND TRANSFERRING THEM TO LEFT HAND ENDS=WITH DECK IN LEFT HAND CONDITIONS=OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT2C8	MDMCH15	51	CARDS,HANDLE,SORT CARDS TO CORRECT SEQUENCE STARTS=RELEASE CARDS FROM RIGHT HAND INCLUDES=POSITIONING FINGER ON CARD,MOVING CARD CUT AND INTO PROPER SEQUENCE AND RELEASING ENDS=HANDS AT REST CONDITIONS=OPERATOR AT WORK AREA
NS	213	MAL	DPT1J1A	MDMCR01	36	COVER,RAISE,CARRIAGE=CONTROL TAPE (IBM ACCTG MACHINE) STARTS=REACH TO CARRIAGE COVER INCLUDES=GETTING AND MOVING COVER UPWARD ENDS=RELEASE OF COVER CONDITIONS=OPERATOR STANDING AT MACHINE LEFT HAND IS PLACED ON MACHINE DURING PROCESS

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUP-ATTN	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	213	MAL	DPT1F1	MOMCSXX VARIABLE		COLUMN-SGRT, SET, FIRST AND OTHER (IBM SORTING MACHINES) STARTS-REACH TO LEVER HANDLE INCLUDES-GETTING LEVER HANDLE, RELEASING RAISING LEVER, MOVING KNOB DOWN, & SLIDING GUIDE (ARRCW) TO PROPER COLUMN ENDS-WITH RELEASE OF KNOB CONDITIONS-OPERATOR STANDING AT MACHINE, CASE 02 CONTAINS MOTIONS TO TURN LEVER ONLY CASE 01 SET COLUMN SORT (FIRST) 02 SET COLUMN SORT (OTHER)
					82 43	
NS	213	MAL	DPT2D1	MOMMH01	145	MATERIALS, HANDLE, DATA MACHINE STARTS-SELECTION OF CORRECT BOX INCLUDES-OBTAINING BOX OF MATERIAL FROM SHELF ENDS-TURN FROM SHELF WITH BOX AT HIP CONDITIONS-OPERATOR STANDING AT SHELF AVERAGE WEIGHT OF BOX = 20 LBS
NS	213	MAL	DPT1J2	MOMPA01	95	PAPER, ALIGN, IN ROLLERS-CONTROL TAPE (IBM ACCTG MACHINE) STARTS-REACH TO CRANK HANDLE WITH LEFT HAND INCLUDES-GETTING KNOB ON CRANK AND CRANKING TO ALIGN THE PAPER ENDS-RELEASE OF CRANK AND RESUME FULL BALANCE CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H1	MOMPHXX VARIABLE		PAPER, HANDLE, REMOVE AND INSTALL PAPER (IBM ACCTG MACHINE) ENGAGE AND DISENGAGE PAPER BRAKE STARTS-REACH TO BRAKE HANDLE INCLUDES-ENGAGE OR DISENGAGE BRAKE ENDS-RELEASE OF BRAKE CONDITIONS-OPERATOR STANDING AT MACHINE CASE 01 ENGAGE PAPER BRAKE 02 DISENGAGE PAPER BRAKE
					27 45	
NS	213	MAL	DPT1H2A	MOMPH03	35	PAPER, HANDLE, REMOVE AND INSTALL PAPER (IBM ACCTG MACHINE) REMOVE CARRIAGE BAR STARTS-REACH TO BAR WITH BOTH HANDS INCLUDES-MOVE BAR OUT OF SLOT TO FRONT OF MACHINE ENDS-WITH RELEASE OF BAR CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H2B	MOMPH04	85	PAPER, HANDLE, REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) INSTALL CARRIAGE BAR STARTS-REACH TO BAR WITH BOTH HANDS INCLUDES-MOVE BAR TO NECESSARY SLOT ENDS-RELEASE OF BAR CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H3	MOMPH05	172	PAPER, HANDLE, REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) WALK AROUND MACHINE STARTS-TURN TO SIDE OF MACHINE INCLUDES-WALKING 2 PACES TO EDGE, TURNING TOWARD MACHINE, AND WALKING 2 PACES TO CENTER ENDS-TURNED FACING MACHINE CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H4	MOMPH06	133	PAPER, HANDLE, REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) REMOVAL OF PAPER STARTS-REACH TO PAPER ON MACHINE INCLUDES-STACK AND MOVE PAPER AWAY FROM MACHINE ENDS-BOGCY TURN TOWARD CLOSET CONDITIONS-OPERATOR STANDING AT MACHINE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	213	MAL	DPT1H5	MOMPH07	39	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) PLACE PAPER ON MACHINE STARTS-MOVE PAPER ON MACHINE INCLUDES-POSITIONING OF PAPER TO GUIDE ENDS-RELEASE OF PAPER CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H6	MOMPH08	25	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) OPEN PAPER GUIDES STARTS-REACH TO GUIDES INCLUDES-POSITIONING FINGERS,CONTACTING AND MOVING GUIDE ENDS-RELEASE OF GUIDE CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H7	MOMPH09	83	PAPER,HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE)-SLICE PAPER UNDER LEVER & ROLLER STARTS-REACH TO PAPER INCLUDES-GETTING & MOVING PAPER UNDER LEVER TO ROLLER ENDS-RELEASE OF PAPER CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H8	MOMPH10	70	PAPER, HANDLE,REMOVE & INSTALL PAPER (IBM ACCTG MACHINE) POSITION PAPER GUIDE TO PAPER STARTS-REACH TO GUIDE KNOB WITH LEFT HAND & PAPER GUIDE WITH RIGHT HAND INCLUDES-OPENING,MOVING & RELEASING KNOB, REACHING TO GUIDE,MOVING,POSITIONING TO PAPER,AND ADJUSTING TO LINE UP ENDS-RELEASING GUIDE CONDITIONS-OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT1H11	MOMPT01	62	PLATEN,TURN,KNOB STARTS-WITH REACH TO KNOB INCLUDES-GRASP,APPLY PRESSURE AND MOVE KNOB ENDS-WITH RELEASE OF KNOB CONDITIONS-IBM ACCTG. MACHINES
NS	213	MAL	DPT1A5	MOMSUX	VARIABLE	MACHINE,SET-UP,REPLACE CONTROL PANEL IN SMALL OR LARGE BOARD RACK STARTS-WITH BOARD IN CARRYING POSITION IN RIGHT HAND, REACH TO BOARD SIDE WITH LEFT HAND INCLUDES-GETTING BOARD AND POSITIONING AS NECESSARY TO MOVE INTO RACK ENDS-BOARD IN RACK CONDITIONS-OPERATOR AT RACK. WT ALLOWANCE- 6 LBS. ALPHABETICAL ACCTG MACHINE 72 CASE 01 SMALL BOARD RACK 101 02 LARGE BOARD RACK
NS	213	MAL	DPT1A1	MOMSU03	235	MACHINE,SET-UP,GET CONTROL PANEL FROM CABINET STARTS-REACH TOWARD CABINET INCLUDES-STOOPING IN FRONT OF CABINET, IDENTIFYING DESIRED BOARD,GETTING HANDLE, SLIDING BOARD OFF TRACK, AND LIFTING BOARD TO CARRY POSITION ENDS-BODY TURNED TOWARD MACHINE AND BOARD IN CARRYING POSITION
NS	213	MAL	DPT1A2	MOMSU04	123	MACHINE,SET-UP,GET CONTROL PANEL FROM SMALL BOARD RACK STARTS-EYES TO RACK INCLUDES-SELECTION OF DESIRED BOARD AND OBTAIN BOARD AND CARRY TOWARD MACHINE ENDS-BODY MOTION TOWARD MACHINE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	213	MAL	DPT1A3	MOMSU05	134	MACHINE,SET-UP, GET CONTROL PANEL FROM LARGE BOARD RACK STARTS=EYES TO RACK INCLUDES-SELECTING DESIRED BOARD, GETTING AND MOVING TO CARRYING POSITION ENDS=BODY TURNED TOWARD MACHINE AND BOARD IN CARRYING POSITION
NS	213	MAL	DPT1A4	MOMSU06	194	MACHINE,SET-UP,REPLACE CONTROL PANEL IN DESK TYPE CABINET STARTS=REACH TO FRONT OF BOARD FOR CONTROL INCLUDES=MOVEMENT OF BOARD TO DESIRED TRACK, POSITIONING OF BOARD AND RELEASING ENDS=BODY TURN TOWARD MACHINE
NS	213	MAL	DPT1B1A	MOMSU07	80	MACHINE,SET-UP(IBM 402 CONTROL PANEL)-OPEN GATE OPERATION STARTS=REACH TO GATE HANDLE INCLUDES=REACH TO GATE HANDLE AND OPEN GATE ENDS=RELEASE OF GATE HANDLE CONDITIONS=OPERATOR STANDING IN FRONT OF ACCOUNTING MACHINE
NS	213	MAL	DPT1B1B	MOMSU08	59	MACHINE,SET-UP(IBM 402 CONTROL PANEL) REMOVE BOARD OPERATION STARTS=REACH TO BOARD INCLUDES=GETTING BOARD AND PLACING IN CARRY POSITION ENDS=MOVE TO DESK RACK CONDITIONS=OPERATOR STANDING IN FRONT OF ACCOUNTING MACHINE
NS	213	MAL	DPT1B1C	MOMSU09	137	MACHINE,SET-UP (IBM 402 CONTROL PANEL) INSTALL BOARD STARTS=REACH TO BOARD HANDLE INCLUDES=MOVING BOARD TO SLOT, POSITIONING & MOVING DOWN ENDS=RELEASE OF BOARD AND HANDS ASIDE CONDITIONS=OPERATOR STANDING IN FRONT OF ACCOUNTING MACHINE
NS	213	MAL	DPT1B1D	MOMSU10	89	MACHINE,SET-UP (IBM 402 CONTROL PANEL) CLOSE GATE STARTS=REACH TO GATE HANDLE INCLUDES=GETTING HANDLE, STOOPING, AND MOVING HANDLE TO STOP ENDS=RELEASING HANDLE AND ARISING CONDITIONS=OPERATOR STANDING IN FRONT OF GATE OF IBM 402 ACCOUNTING MACHINE
NS	213	MAL	DPT1B2A	MOMSU11	52	MACHINE,SET-UP(IBM 519 CONTROL PANEL)REMOVE GATE OPERATION STARTS=REACH TO DOOR HANDLE INCLUDES=GETTING, AND DOWNWARD ARC MOVEMENT APPLIED TO DOOR HANDLE ENDS=RELEASE OF DOOR HANDLE CONDITIONS=OPERATOR STANDING IN FRONT OF ACCOUNTING MACHINE
NS	213	MAL	DPT1B2B	MOMSU12	72	MACHINE,SET-UP (IBM 519 CONTROL PANEL) REMOVE BOARD OPERATION STARTS=REACH TO BOARD HANDLE INCLUDES=GETTING, DISENGAGING LOCK AND MOVEMENT OF BOARD HANDLE TO UPRIGHT POSITION ENDS=BOARD LIFTED OUT OF CRADLE CONDITIONS=OPERATOR STANDING IN FRONT OF ACCOUNTING MACHINE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	213	MAL	DPT182C	MOMSU13	114	MACHINE,SET-UP (IBM 519 CONTROL PANEL) INSTALL BOARD STARTS=MOVE BOARD IN DIRECTION OF CRADLE INCLUDES=ALIGNING BOARD VERTICALLY TO CRADLE, BENDING TO HORIZONTAL POSITION AND FORCING BOARD TO LOCK POSITION ENDS=BOARD IN FULL LOCK POSITION AND OPERATOR AT STOOP POSITION CONDITIONS=OPERATOR STANDING IN FRONT OF ACCOUNTING MACHINE
NS	213	MAL	DPT182D	MOMSU14	92	MACHINE,SET-UP(IBM 519 CONTROL PANEL)-CLOSE GATE OPERATION STARTS=REACH TO GATE HANDLE INCLUDES=GETTING HANDLE AND CLCSING GATE ENDS=ARISE FROM STOOP CONDITIONS=OPERATOR STANCING IN FRONT OF ACCOUNTING MACHINE
NS	213	MAL	DPT183A	MOMSU15	55	MACHINE,SET-UP,OPEN GATE TO REMOVE AND INSTALL CONTROL PANEL BOARD STARTS=WITH REACH TO HANDLE INCLUDES=STOOPING TO GRASP,GAINING CONTROL RAISING HANDLE ENDS=WITH RELEASE OF HANDLE CONDITIONS=CONTROL PANELS 077,089,514,552
NS	213	MAL	DPT183B	MOMSU16	44	MACHINE,SET-UP,REMOVE CONTROL PANEL BOARD STARTS=WITH REACH TO BOARD INCLUDES=GAIN CONTROL OF BOARD & ARISE WITH BOARD ENDS=WITH ARISE WITH BOARD IN HAND CONDITIONS=CONTROL PANELS 077,089,514,552
NS	213	MAL	DPT183C	MOMSU17	98	MACHINE,SET-UP,INSTALL CONTROL PANEL BOARD STARTS=WITH MOVEMENT OF BOARD TOWARD MACHINE INCLUDES=POSITIONING AND ALIGNMENT OF BOARD & INSERTION INTO MACHINE ENDS=WITH RELEASE OF BOARD CONDITIONS=CONTROL PANELS 077,089,514,552
NS	213	MAL	DPT183D	MOMSU18	75	MACHINE,SET-UP,CLOSE CONTROL PANEL GATE STARTS=WITH REACH TO HANDLE INCLUDES=ALL MOTIONS TO CLOSE GATE ENDS=WITH ARISE FROM MACHINE CONDITIONS=CONTROL PANELS 077,089,514,552
NS	213	MAL	DPT281	MOMTH01	60	TRAYS,HANDLE,(IBM ACCTG MACHINE) UNLOCK TRAY FASTENER STARTS=REACH TO FASTENER CATCH ON TRAY WITH RIGHT HAND AND TO TRAY FRONT WITH LEFT HAND INCLUDES=GETTING CATCH,MOVING IT TO STOP AND RELEASING,CONTACTING FASTENER,MOVING IT BACK AND RELEASING IT ENDS=REACH TO FRONT OF TRAY WITH RIGHT HAND WHILE LEFT HAND RESTS ON FRONT OF TRAY CONDITIONS=OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT282	MOMTH02	27	TRAYS,HANDLE,(IBM ACCTG MACHINE) - LOCK TRAY FASTENER STARTS=REACH TO FASTENER INCLUDES=CONTACT WITH FASTENER CATCH WITH SUBSEQUENT MOVEMENT TO CARDS AND THEN STOP ENDS=MOVEMENT OF HANDS AWAY FROM RELEASE AREA CONDITIONS=OPERATOR STANCING AT MACHINE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTD ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	213	MAL	DPT283	MONTH03	83	TRAYS,HANDLE,(IBM ACCTG MACHINE) REMOVE TRAY STARTS=REACH TO HANDLE ON TRAY INCLUDES=GETTING,AND MOVING HANDLE UP REGRASPING TRAY WITH BOTH HANCS AND MOVING IT UP ENDS=TRAY MOVED OUT,HELD IN BOTH HANCS CONDITIONS=OPERATOR STANDING AT MACHINE WT ALLOWANCE = 20 LBS
NS	213	MAL	DPT284	MONTH04	30	TRAYS,HANDLE,(IBM ACCTG MACHINE) PUT TRAY DOWN STARTS=MOVE TRAY TO FLAT SURFACE INCLUDES=RELEASING TRAY AT DESIRED POSITION ENDS=HANC ASIDE CONDITIONS=OPERATOR STANDING AT MACHINE WT ALLOWANCE = 20 LBS
NS	213	MAL	DPT285	MONTH05	31	TRAYS,HANDLE,(IBM ACCTG MACHINE)-PICK UP TRAY STARTS=REACH TO TRAY INCLUDES=PICK UP TRAY ENDS=TRAY LIFTED CONDITIONS=OPERATOR STANDING AT MACHINE
NS	213	MAL	DPT286	MONTH06	85	TRAYS,HANDLE,(IBM ACCTG MACHINE)-PLACE TRAY IN FILE DRAWER STARTS=MCVE OF TRAY TO DRAWER INCLUDES=PCPOSITIONING OF TRAY IN CRGER TO SLIDE IN AND DOWN WITHIN THE FILE DRAWER ENDS=RELEASE CF TRAY CONDITIONS=OPERATOR STANDING AT FILE CRAWER
NS	213	MAL	DPT1J1C	MONTH01	77	TAPE,REMOVE,CLD CONTROL TAPE (IBM ACCTG MACHINE) STARTS=REACH TO TENSION LEVER WITH LEFT HANC AND REAR TAPE GUICE WITH RIGHT HANC INCLUDES=MOVING TENSION LEVER UPWARD & RELEASING WHILE SIMULTANEOUSLY MOVING TAPE FROM PINS & OUT OF MACHINE ENDS=RELEASING OLD TAPE AND REACHING TO NEW TAPE CONDITIONS=INDIVIDUAL STANDING AT MACHINE
NS	213	MAL	DPT1H12	MONTH01	26	VERNIER,TURN,KNOB STARTS=WITH REACH TO KNOB INCLUDES=GRASP AND MOVE KNOB TO POSITION PAPER TO EXACT ALIGNMENT ENDS=WITH RELEASE OF KNOB CONDITIONS=IBM ACCOUNTING MACHINES
NS	213	MAL	DPK4812	BKPCM01	44	CARD, MOVE, TO HOPPER STARTS=REACH TO CARD WITH LEFT HANC INCLUDES=GETTING AND MOVING CARD TO HOPPER WITH SUBSEQUENT RELEASE ENDS=RETURN OF LEFT HANC TO WORK AREA CONDITIONS=SITTING AT KEY PUNCH MACHINE
NS	213	MAL	DPK489	BKPCRC1	44	CARD,REMOVE,FROM RELEASE HOPPER STARTS=REACH TO CARDS IN HOPPER INCLUDES=GETTING AND MOVING CARD TO WORK AREA & REGRASPING CARD AT WORK AREA ENDS=CARD AT WORK AREA IN LEFT HANC IN WORKING POSITION CONDITIONS=SITTING AT KEY PUNCH MACHINE
NS	213	MAL	DPK4816	BKPCS01	31	CARD,SIGHT-CHECK,PUNCHED STARTS=MOVEMENT OF CARCS WITH BOTH HANCS TO UP POSITION INCLUDES=SIGHT CHECK CARCS ENDS=EYE FOCUS TO SIGHT CHECK CARCS CONDITIONS=SITTING AT KEY PUNCH MACHINE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	213	MAL	BKPK001	BKPK001	5	KEY, DEPRESS STARTS-WITH REACH TO KEY, HANDS IN NORMAL OPERATING POSITION AT KEYBOARD INCLUDES-REACHING TO, TOUCHING, DEPRESSING AND RELEASING A KEY ENDS-WHEN FINGER RAISES, BREAKING CONTACT WITH KEY CONDITIONS-024/026/029 TYPE CARD PUNCH MACHINES
FF	213	TAL	BKPMTX	BKPMTX	VARIABLE	MACHINE TIME, DUPLICATE OR SKIP COLUMN(S) STARTS-(MANUAL CONTROL) WHEN FUNCTION KEY IS DEPRESSED. (PROGRAM CONTROL) AUTOMATIC BY CONTACT SWITCH INCLUDES-MACHINE TIME TO DUPLICATE OR SKIP COLUMN(S) IN A PUNCH CARD ENDS-WHEN SPECIFIED COLUMNS HAVE PROCESSED THROUGH THE PUNCH STATION OF MACHINE, EXCEPT CASE 02 ENDS WHEN FINGER IS LIFTED FROM FUNCTION KEY. ADD BKPRTO1 FOR MACHINE REACTION TIME
					15	CASE 01 MACHINE PROCESS TIME TO DUPLICATE 10 COLUMNS WITH AUTOMATIC (PROGRAM) CONTROL
					3	02 MACHINE PROCESS TIME TO DUPLICATE A COLUMN WITH KEYBOARD MANUAL CONTROL
					4	03 MACHINE PROCESS TIME TO SKIP 10 COLUMNS, AUTOMATIC OR KEYBOARD CONTROL
					7	04 MACHINE PROCESS TIME TO SKIP OUT COMPLETED CARD AND REGISTER COLUMN 1 OF FOLLOWING CARD AT PUNCH STATION
NS	213	MAL	DPK483	BKPR001	29	REGISTER KEY, DEPRESS STARTS-LOCK AT KEY INCLUDES-REACH TO KEY, MOVE AND RELEASE KEY ENDS-REACH OUT OF WAY CONDITIONS-SITTING AT KEY PUNCH MACHINE
FF	213	FAL	BKPRTO1	BKPRTO1	6	REACTION TIME, PER OCCURRENCE OF AUTOMATIC SKIP OR DUPLICATION STARTS-WITH ONSET OF STIMULUS AT INSTANT MACHINE OPERATION STOPS INCLUDES-REACTION TIME BETWEEN MACHINE OPERATION AND INITIATION OF RESPONSE MOTION ENDS-WITH INITIATION OF RESPONSE MOTIONS, SUCH AS REACH FINGER TO NEXT KEY, ETC. CONDITIONS-REACTION TIME IS THE INTERVAL BETWEEN THE ONSET OF THE STIMULUS AND THE INITIATION OF THE RESPONSE MOTION OR ACTION
NS	213	MAL	DPK384	MKPCB01	30	CARD, BATCH, SET-UP, REPLACE I.D. CARD STARTS-REACH TO CARD ON DESK INCLUDES-GETTING CARD AND MOVING TO BATCH ENDS-CARD IN PLACE AND BATCH IN LEFT HAND CONDITIONS-SITTING AT PRINTING CARD PUNCH MACHINE, CARDS IN CLIPPED BATCHES
NS	213	MAL	DPK385	MKPCB02	53	CARD, BATCH, SET-UP, PLACE BLANK CARD BEHIND DECK STARTS-REACH TO BLANK CARD ON DESK INCLUDES-CONTACTING, SLICING, REGRASPING AND MOVING CARD TOWARDS COMPLETED DECK AND POSITIONING BEHIND DECK ENDS-BLANK CARD BEHIND DECK HELD IN LEFT HAND CONDITIONS-SITTING AT PRINTING CARD PUNCH MACHINE, CARDS IN CLIPPED BATCHES

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	213	MAL	MKPCDXX	MKPCDXX	VARIABLE 125 245	CARD, DUPLICATE, 80 COLUMNS STARTS-WITH REACH TO DUPLICATING KEY, HAND IN NORMAL OPERATING POSITION AT KEYBOARD INCLUDES-DEPRESSING DUPLICATING KEY, AND PROCESS TIME TO DUPLICATE AN 80 COLUMN PUNCH CARD ENDS-WHEN COMPLETED CARD SKIPS OUT OF THE PUNCH STATION CONDITIONS-NOTE-IF 7 OR MORE DUPLICATIONS ARE REQUIRED, TIME WILL BE SAVED BY CHANGING THE PROGRAM UNIT TO CONTROL THE MACHINE FUNCTION AUTOMATICALLY. USING IBM 024/026/G29 CARD PUNCH MACHINES CASE 01 USING PROGRAM CONTROL 02 USING MANUAL CONTROL
FF	213	MAL	MKPSD01	MKPCD03	11	CARD, SKIP, OR DUP, MANUALLY, EACH OCCURRENCE DURING CARD PUNCHING. STARTS-WITH REACH TO FUNCTION KEY, HANDS IN NORMAL OPERATING POSITION AT KEYBOARD. INCLUDES-CONTACTING, DEPRESSING, AND RELEASING FUNCTION KEY AND REACTION TIME TO ENDING OF MACHINE OPERATION. ENDS-WITH RELEASE OF CONTACT WITH FUNCTION KEY HELD DURING PROCESS TIME. CONDITIONS-PROCESS TIME NOT INCLUDED IN THIS ELEMENT, APPROPRIATE MACHINE TIME MUST BE ADDED
NS	213	MAL	DPK3A8	MKPCG01	69	CARD, GET, NEW PROGRAM STARTS-REACH TO PROGRAM CARDS ON KEY PUNCH INCLUDES-LOOKING AT AND MOVING 1ST CARD, LOOKING AT 2ND CARD, MOVING, REGRASPING & MOVING OUT 2ND CARD ENDS-SELECTED PROGRAM CARD IN RIGHT HAND CONDITIONS-OPERATOR IS STANDING IN FRONT OF PRINTING CARD PUNCH MACHINE
FF	213	MAL	MKPCI01	MKPCI01	47	CARD, INSERT, MANUALLY, INTO READ OR PUNCH STATION OF CARD BED. STARTS-WITH MOVE OF CARD IN HAND TOWARD CARD BED. INCLUDES-MANUALLY PLACING AN EAM CARD INTO THE PUNCH OR READ STATION OF A CARD PUNCH MACHINE. ENDS-WITH CARD IN PLACE AND HAND RETURNED TO SELF OR TO KEYBOARD. CONDITIONS-USING IBM 024/026/029 CARD PUNCH MACHINES
NS	213	MAL	DPK3A15	MKPCM01	128	CARDS, MEASURE, KEYPUNCH STARTS-GET CARDS AND GAUGE INCLUDES-ALIGNMENT OF GAUGE TO CARDS, AND READING NUMBER ON GAUGE ENDS-ASIDE GAUGE CONDITIONS-CARDS AND GAUGE ON TABLE
FF	213	MAL	MKPC001	MKPC001	69	CARDS, OBTAIN, HANDFUL (AVG 200 CARDS) FROM A STANDARD 2000 COUNT EAM CARD BOX STARTS-WITH REACH TO LID OF CARD BOX INCLUDES-OPENING LID, REMOVING HANDFUL OF CARDS, AND CLOSING LID ENDS-WHEN LID IS CLOSED WITH CARDS IN OTHER HAND CONDITIONS-EAM CARDS

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWSTOP ELEMENT	TNU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	213	MAL	MKPCP01	MKPCP01	139	CARD, PLACE, PROGRAM, ONTO IBM MACHINE PROGRAM DRUM STARTS=WITH MOVE OF PROGRAM CARD IN ONE HAND TOWARDS EMPTY DRUM IN OTHER HAND INCLUDES=PLACING, ALIGNING AND LOCKING PROGRAM CARD ONTO PROGRAM DRUM ENDS=WITH RELEASE OF LOCKING LEVER ON DRUM ASSEMBLY HELD IN OTHER HAND CONDITIONS=USING IBM 024/026/029 CARD PUNCH MACHINES
FF	213	MAL	MKPCRO1	MKPCRO1	60	CARD, REMOVE, PROGRAM, FROM IBM MACHINE PROGRAM DRUM STARTS=WITH REACH TO CLAMPING STRIP HANDLE ON DRUM ASSEMBLY HELD IN OTHER HAND INCLUDES=MOVING HANDLE TO UNLOCK CARD AND REMOVING CARD FROM PROGRAM DRUM ENDS=WITH EMPTY DRUM IN ONE HAND AND PROGRAM CARD IN OTHER HAND CONDITIONS=USING IBM 024/026/029 CARD PUNCH MACHINES
NS	213	MAL	DPK3A7	MKPCS01	42	CARD, SLOT, PLACE OLD CARD IN STARTS=RELEASE OF DRUM BY RIGHT HAND INCLUDES=REACH TO DRUM, GRASP AND MOVE DRUM ASIDE WITH RIGHT HAND, LEFT HAND MOVES CARD TO MACHINE, REGRASPS CARD, MOVES TO FASTENER THEN POSITIONS AND RELEASES CARD. ENDS=RETURN OF LEFT HAND TO REST POSITION CONDITIONS=OPERATOR IS STANDING IN FRONT OF PRINTING CARD PUNCH MACHINE
FF	213	MAL	MKPDA01	MKPDA01	116	CARDS, ALIGN, CECK, INTO A PRECISE BLOCK STARTS=WITH MOVE OF CECK TO ALIGNING SURFACE, DECK UNDER CONTROL OF OPERATOR INCLUDES=PATting AND PRESSING A CECK OF EAM CARDS INTO PRECISE ALIGNMENT ENDS=WITH ALIGNED DECK IN HAND AND RESTING UPON THE ALIGNING SURFACE CONDITIONS=1/2 TO 2 1/2 INCH THICK DECK OF EAM CARDS
FF	213	MAL	MKPDC01	MKPDC01	160	DECK, CHECK, CARD, BY RIFFLING STARTS=WITH MOVE OF DECK TO ALIGNING SURFACE, DECK IN POSSESSION INCLUDES=ALIGNING, RIFFLING AND SIGHT CHECKING A DECK OF EAM CARDS FROM 1/2 TO 2 1/2 INCHES THICK ENDS=WITH DECK IN HAND AFTER LAST CARD HAS ESCAPED FROM THUMB CONTROLLING THE SECOND RIFFLE CONDITIONS=EAM CARDS
FF	213	MAL	MKPDIO1	MKPDIO1	106	DRUM, INSTALL, PROGRAM TYPE ON IBM CARD PUNCH MACHINE STARTS=WITH MOVE OF DRUM ASSEMBLY TOWARD THE SPINDLE, PROGRAM UNIT COVER IS OPEN INCLUDES=INSTALLING AND LATCHING THE PROGRAM DRUM IN PLACE, CLOSING THE COVER AND ENGAGING THE PROGRAM SENSING MECHANISM ENDS=WITH HANDS AT REST IN NORMAL OPERATING POSITION AT KEYBOARD CONDITIONS=USING IBM 024/026/029 CARD PUNCH MACHINES

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
NS	213	MAL	DPK3A1	MKPMXX	VARIABLE	<p>DRAWER, MOVE, OPEN AND CLOSE CARC CABINET</p> <p>STARTS-REACH TO DRAWER HANDLE WITH EITHER HAND</p> <p>INCLUDES-GETTING DRAWER HANDLE, MOVING TO OPEN OR CLOSE CABINET DRAWER</p> <p>ENDS-RELEASE OF DRAWER HANDLE</p> <p>CONDITIONS-INDIVIDUAL IS SITTING IN FRONT OF KEY PUNCH CARD CABINET</p> <p>49 CASE 01-OPEN CARC CABINET DRAWER</p> <p>42 CASE 02-CLOSE CARC CABINET DRAWER</p>
FF	213	MAL	MKPDRO1	MKPCRO1	91	<p>DRUM, REMOVE, PROGRAM TYPE, FROM IBM CARD PUNCH MACHINE</p> <p>STARTS-WITH REACH AWAY FROM NORMAL OPERATING POSITION AT KEYBOARD</p> <p>INCLUDES-DISENGAGING SENSING UNIT, OPENING THE PROGRAM UNIT COVER AND REMOVING THE PROGRAM DRUM ASSEMBLY FROM THE MACHINE</p> <p>ENDS-WITH DRUM ASSEMBLY IN HANDS AT FRONT OF BODY</p> <p>CONDITIONS-USING IBM 024/026/029 CARC PUNCH MACHINES</p>
FF	213	MAL	MKPCSXX	MKPCSXX	VARIABLE	<p>DECK, SIGHT-CHECK, CARD PUNCHING</p> <p>STARTS-WITH MOVING OF DECK TO LINE OF VISION, ALIGNED DECK IN HANDS</p> <p>INCLUDES-LIFTING DECK TO LINE OF VISION AND SIGHT CHECKING THE PUNCHED HOLES</p> <p>ENDS-WITH DECK LOWERED TO TABLE OR SELF AND STILL IN HAND</p> <p>CONDITIONS-EAM PUNCHED CARDS</p> <p>35 CASE 01 SIGHT CHECK KEY PUNCHING, FIRST FIELD</p> <p>9 CASE 02 SIGHT CHECK KEY PUNCHING, EACH ADDITIONAL FIELD</p>
FF	213	MAL	MKPDTEX	MKPDTEX	VARIABLE	<p>DOCUMENT, TURN, ASIDE SOURCE DOCUMENT</p> <p>STARTS-WITH HAND ON DOCUMENT WHEN LAST CHARACTER HAS BEEN PUNCHED</p> <p>INCLUDES-TURNING DOCUMENT ASIDE, LOCKING TO NEXT DOCUMENT & READING FIRST TWO CHARACTERS OF THE FIRST DATA UNIT</p> <p>ENDS-WITH FIRST CHARACTERS READ & START OF KEY PUNCHING</p> <p>40 CASE 01 DOCUMENT TURN ASIDE & READ FIRST DATA UNIT ON NEXT DOCUMENT, LAST FIELD PUNCHED NUMERIC</p> <p>53 CASE 02 DOCUMENT, TURN ASIDE & READ FIRST UNIT ON NEXT DOCUMENT, LAST FIELD PUNCHED ALPHA</p>
FF	213	MAL	MKPHLO1	MKPHLO1	126	<p>HOPPER, LCAD, HORIZONTAL TYPE, WITH DECK OF CARDS</p> <p>STARTS-WITH MOVE OF DECK TOWARD HOPPER</p> <p>INCLUDES-PUSHING PRESSURE PLATE BACK INSERTING CARD DECK, RELEASING PLATE AND CHECKING ALIGNMENT OF CARCS.</p> <p>ENDS-WITH CARD DECK IN HOPPER AND HANDS RETURNED TO KEYBOARD.</p> <p>CONDITIONS-USING IBM 024/026/029 CARC PUNCH MACHINE</p>
FF	213	MAL	MKPHU01	MKPHU01	47	<p>HOPPER, UNLOAD, HORIZONTAL TYPE CARD</p> <p>STARTS-WITH REACH TO CARCS IN HOPPER, HAND EMPTY</p> <p>INCLUDES-GETTING AND REMOVING CARCS FROM HOPPER</p> <p>ENDS-WITH CARCS IN HAND, LIFTED CLEAR OF HOPPER</p> <p>CONDITIONS-USING IBM 024/026/029 CARC PUNCH MACHINES. DOES NOT APPLY TO REMOVING CARCS FROM CARD STACKER ON LEFT SIDE OF MACHINE</p>

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	213	MAL	MKPOPO1	MKPOPO1	15	X/OVERPUNCH STARTS-DURING PUNCHING WITH REACH TO MULTI-PUNCH KEY INCLUDES-PUNCHING TWO CHARACTERS INTO A SINGLE COLUMN OF AN ADP CARD ENDS-WITH RELEASE OF MULTI-PUNCH KEY
FF	213	MAL	MKPROXX	MKPROXX	VARIABLE	DATA, READ, (ADDITIONAL DATA UNIT) FROM SOURCE DOCUMENT STARTS-WITH A LOOK TO NEXT INFORMATION SOURCE INCLUDES-IDENTIFYING & READING DATA ENDS-WITH FIRST CHARACTER(S) REAC AND START OF KEY PUNCHING CONDITIONS-NOTE-GOOD-SOURCE DOCUMENTS ARE THOSE HAVING GOOD LEGIBILITY AND WITH THE UNITS OF DATA IN THE SAME ORDER FROM DOCUMENT TO DOCUMENT FAIR-SOURCE DOCUMENTS ARE THOSE WITH GOOD LEGIBILITY AND RANDOM ORDER OF DATA FROM DOCUMENT TO DOCUMENT OR WITH THE UNITS OF DATA IN THE SAME ORDER FROM DOCUMENT TO DOCUMENT BUT WITH POOR LEGIBILITY POOR-SOURCE DOCUMENTS ARE THOSE WITH BOTH POOR LEGIBILITY AND RANDOM ORDER OF DATA
					4	CASE 01 FROM MISCELLANEOUS DOCUMENTS CLASSIFIED GOOD
					14	02 FROM MISCELLANEOUS DOCUMENT CLASSIFIED FAIR
					23	03 FROM MISCELLANEOUS DOCUMENT CLASSIFIED POOR
					22	04 FROM PUNCH CARD TRANSCRIPT SOURCE DOCUMENT
FF	216	TAL	BCABOXX	BCABOXX	VARIABLE	BAR, DEPRESS, OF 10 KEY ADDING OR CALCULATOR MACHINE STARTS-WITH HAND ON KEY BOARD & REACH TO BAR INCLUDES-GET, DEPRESS & RELEASE BAR ENDS-WHEN MACHINE HAS COMPLETED THE PRINTING PROCESS CONDITIONS-10 KEY ADDING OR CALCULATOR MACHINE NOT APPLICABLE TO MULTI-COLUMN CALCULATOR
					15	CASE-01-DEPRESS PLUS OR MINUS BAR
					26	02-DEPRESS TOTAL BAR
FF	216	MAL	BCAKD01	BCAKD01	5	KEY, DEPRESS, ADDING MACHINE OR CALCULATOR STARTS-WITH REACH TO KEY, FINGERS ON HOME KEY INCLUDES-CONTACT AND DEPRESS KEY ENDS-WITH FINGER RAISED TO RESTORE KEY CONDITIONS-MACHINE USED LESS THAN ONE HOUR PER DAY & NOT APPLICABLE TO MULTI-COLUMN MACHINE INTERMITTENT USE. INCLUDES TIME TO RESTORE KEY BETWEEN KEY STROKES
FF	216	MAL	BCAKD02	BCAKD02	3	KEY, DEPRESS, 10 KEY ADDING OR CALCULATING MACHINE, USED 1 OR MORE HOURS PER DAY STARTS-WITH REACH TO KEY, FINGERS ON HOME KEY. INCLUDES-CONTACT AND DEPRESS KEY. ENDS-WITH RELEASE OF KEY. CONDITIONS-NOT APPLICABLE TO MULTI-COLUMN CALCULATING MACHINE, CONTINUOUS USE. TIME TO RESTORE KEY IS LIMITED OUT BY REACH TO NEXT KEY
FF	216	MAL	BCAKD03	BCAKD03	15	KEY, DEPRESS, ENTER FIRST DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR STARTS-WITH LOOK TO KEYBOARD TO LOCATE COLUMN INCLUDES-CONTACT AND DEPRESS KEY ENDS-WITH RELEASE OF KEY, HAND OVER KEYBOARD

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	216	HAL	BCAKD04	BCAKD04	8	KEY, DEPRESS, ENTER ADDITIONAL DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR OR ADDING MACHINE. STARTS-WITH REACH TO KEY AND HAND ON KEY BOARD INCLUDES-CONTACT AND DEPRESS KEY ENDS-WITH RELEASE OF KEY.

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTDP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
FF	216	TAL	BCAMRXX	BCAMRXX	VARIABLE	MACHINE, RUN TIME, FOR MULTI-COLUMN KEYBOARD CALCULATOR STARTS-WHEN ACTUATING BAR MAKES CONTACT INCLUDES-MACHINE RUN TIME ONLY AND CARRIAGE TRAVEL IF IT OCCURS ENOS-WHEN ACTUATING BAR BREAKS CONTACT CONDITIONS-TIME AND DESCRIPTION VARIABLE BY CASE
				26	01	FIRST DIGIT OF MULTIPLIER WHEN USING FRIDEN CALCULATOR. NOTE (NOT APPLICABLE TO SQUARE ROOT CALCULATOR)
				19	02	EACH ADDITIONAL DIGIT OF MULTIPLIER WHEN USING FRIDEN CALCULATOR. NOTE (NOT APPLICABLE TO SQUARE ROOT CALCULATOR)
				3	03	CARRIAGE TRAVEL FOR FRIDEN, MARCHANT, AND MONROMATIC CALCULATOR, EXCEPT WHEN COMPUTING QUOTIENT ON FRIDEN AND THE QUOTIENT AND PRODUCT ON MARCHANT OR MONROMATIC (NOT APPLICABLE TO THE SQUARE ROOT CALCULATOR).
				9	04	CLEAR FRIDEN CALCULATOR.
				47	05	FIRST DIGIT OF MULTIPLIER USING A MARCHANT DECI-MAGIC CALCULATOR. (EXCEPT THE ZERO).
				20	06	EACH ADDITIONAL DIGIT OF THE MULTIPLIER ON A MARCHANT DECI-MAGIC CALCULATOR. (EXCEPT ZERO).
				15	07	EACH DIGIT IN MULTIPLIER USING A MARCHANT MOCEL CM/EFA.
				53	08	FIRST DIGIT OF THE MULTIPLIER USING A MONROMATIC 88N CALCULATOR (EXCEPT ZERO).
				70	09	FIRST AND SECOND DIGITS OF THE MULTIPLIER USING A MONROMATIC 88N CALCULATOR (EXCEPT ZERO).
				23	10	EACH ADDITIONAL DIGIT OVER 2 OF THE MULTIPLIER USING A MONROMATIC 88N CALCULATOR (EXCEPT ZERO).
				12	11	ENTER DIVIDEND USING A FRIDEN CALCULATOR, NO CARRIAGE TRAVEL AND NOT APPLICABLE TO THE SQUARE ROOT CALCULATOR
				17	12	REGISTER DIGIT VALUE OF THE QUOTIENT USING A FRIDEN CALCULATOR, (EXCEPT ZERO) AND NOT APPLICABLE TO THE SQUARE ROOT CALCULATOR.
				13	13	CARRIAGE TRAVEL WHEN QUOTIENT IS BEING COMPUTED USING A FRIDEN CALCULATOR. (NOT APPLICABLE TO THE SQUARE ROOT CALCULATOR)
				78	14	REGISTER THE FIRST DIGIT OF THE QUOTIENT USING A MARCHANT DECI-MAGIC CALCULATOR. (INCLUDES ZERO)
				7	15	REGISTER EACH ADDITIONAL DIGIT OF THE QUOTIENT USING A MARCHANT DECI-MAGIC CALCULATOR. (INCLUDES ZERO)
				20	16	CARRIAGE TRAVEL WHEN COMPUTING QUOTIENT USING A MARCHANT DECI-MAGIC CALCULATOR
				36	17	REGISTER FIRST DIGIT OF THE QUOTIENT USING A MARCHANT MOCEL CM/EFA CALCULATOR. (INCLUDES ZERO)
				9	18	REGISTER EACH ADDITIONAL DIGIT OF THE QUOTIENT USING A MARCHANT MOCEL CM/EFA CALCULATOR. (INCLUDES ZERO)
				19	19	CARRIAGE TRAVEL WHEN COMPUTING QUOTIENT USING A MARCHANT MOCEL CM/EFA CALCULATOR.
				222	20	REGISTER FIRST DIGIT OF THE QUOTIENT USING A MONROMATIC CALCULATOR. (EXCEPT ZERO)
				13	21	REGISTER ADDITIONAL DIGIT OF THE QUOTIENT USING A MONROMATIC CALCULATOR. (EXCEPT ZERO)

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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FF	216	TAL	BOMTXX	BCAMTXX	VARIABLE	<p>MACHINE TIME, FOR 10 KEY MACHINES STARTS-WITH KEY DEPRESSED. INCLUDES-MACHINE TIME ONLY. ENOS-WHEN MACHINE STOPS. CONDITIONS-CASES 01,02 AND 03 APPLY WHEN USING A 10 KEY ADDING MACHINE WITH ONE ROW OF MULTIPLIER KEYS. REMINGTON TYPE MACHINE. CASES 04 AND 05 APPLY WHEN USING 10 KEY CALCULATOR. FRIDEN TYPE MACHINE</p> <p>43 CASE 01 MULTIPLY BY 1 OR LAST MULTIPLIER DIGIT. 23 02 MULTIPLY BY ADDITIONAL DIGIT. 20 03 GET TOTAL OF ADDITIONS. 33 04 MULTIPLY BY 1 DIGIT 21 05 MULTIPLY BY ADDITIONAL DIGIT.</p>
FF	216	MAL	MCADEXX	MCADEXX	VARIABLE	<p>DIGIT(S), ENTER STARTS-LOOK TO NUMERAL, OPERATOR AT WORK PLACE FACING CALCULATOR, WITH HAND ON KEYBOARD INCLUDES-READ NUMERAL, LOOK TO KEYBOARD AND ENTER NUMERAL INTO KEYBOARD NOTE-NO EYE TRAVEL IN CASE 2,3,7,8 & 9 TIME INCLUDES MACHINE RUN TIME IN CASE 6 & 9 ENOS-CASE 1,2,3,4,5,7 & 8-LAST DIGIT ENTERED, WITH HAND ON KEYBOARD CASE 6 & 9-WHEN ACTUATING BAR BREAKS CONTACT CONDITIONS-MULTI-COLUMN & 10 KEY CALCULATOR</p> <p>51 CASE 01 ENTER FIRST DIGIT INTO MULTI-COLUMN KEYBOARD, OR 10 KEY SMALL KEYBOARD- FRIDEN CALCULATOR ENTER ADDITIONAL DIGIT(S) THROUGH FIFTH DIGIT INTO</p> <p>13 02 MULTI-COLUMN KEYBOARD CALCULATOR 10 03 A 10 KEY-SMALL KEYBOARD FRIDEN CALCULATOR ENTER FIRST SIX DIGITS OF A NUMBER 165 04 MULTI-COLUMN CALCULATOR 153 05 A 10 KEY-SMALL KEYBOARD FRIDEN CALCULATOR 231 06 THE MULTIPLIER KEYS OF A MERCHANT CALCULATOR ENTER EACH ADDITIONAL DIGIT(S), FROM 7 THROUGH 10 DIGITS INTO</p> <p>15 07 A MULTICOLUMN CALCULATOR 12 08 A 10 KEY SMALL KEYBOARD, FRIDEN CALCULATOR 24 09 THE MULTIPLIER KEYS OF A MERCHANT CALCULATOR</p>
FF	216	MAL	MCAHCXX	MCAHCXX	VARIABLE	<p>MACHINE,CLEAR STARTS-WITH HAND ON WRITING SURFACE WITHIN 12 INCHES OF CLEARANCE KEYS INCLUDES-REACH & DEPRESS KEYS & MACHINE RUN TIME ENOS-WHEN MACHINE RUN TIME IS COMPLETED OR FINGER RAISED FROM KEY CONDITIONS-SEE CASES FOR TYPES OF MACHINES CASE 01 MACHINE,CLEAR TO ADD OR SUBTRACT ON FRIDEN CALCULATOR</p> <p>24 02 MACHINE CLEAR TO ADD OR SUBTRACT ON MERCHANT CALCULATOR</p> <p>17</p>
FF	216	MAL	MCAHXX	MCAHXX	VARIABLE	<p>MACHINE,RUN TIME,FRIDEN CALCULATOR STARTS-WHEN MULTIPLY BAR MAKES CONTACT INCLUDES-MACHINE RUN TIME TO CLEAR DIALS CARRIAGE TRAVEL TIME AND TIME TO MULTIPLY BY 1ST AND ADDITIONAL DIGIT(S) ENOS-WHEN MULTIPLY BAR BREAKS CONTACT CONDITIONS-MULTI COLUMN FRIDEN CALCULATOR</p> <p>38 CASE 01 MACHINE RUN TIME TO MULTIPLY BY THE 1ST DIGIT OF THE MULTIPLIER 22 02 MACHINE RUN TIME TO MULTIPLY BY ADDITIONAL DIGIT OF THE MULTIPLIER</p>

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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FF	216	MAL	MCATT01	MCATT01	58	<p>TAPE, TEAR, PRINTING CALCULATOR STARTS-WITH HAND ON KEY BOARD, REACH TO TAPE INCLUDES-GET, PULL & TEAR OFF TAPE ENDS-WITH TAPE IN HAND CONDITIONS-PRINTING ADDING OR CALCULATOR MACHINE</p>																																																																																																																																																																																																																																																												
FF	216	MAL	TCAAAXX	TCAMAXX	TABLE	<p>MACHINE, ADDITION, WITH TEN KEY ADDING OR CALCULATOR MACHINE STARTS-WITH DEPRESS KEY, HAND ON KEYBOARD AND EYES ON NUMERAL INCLUDES-ENTER NUMERAL INTO MACHINE, DEPRESS ADD BAR, MACHINE PRINTS NUMERAL ON TAPE, AND LOOK TO NEXT NUMERAL ENDS-WHEN TOTAL BAR BREAKS CONTACT AND MACHINE RUN TIME IS COMPLETED, HAND ON KEYBOARD</p> <p>NUMBER OF QUANTITIES</p> <table border="1"> <thead> <tr> <th>AVERAGE NO. OF DIGITS IN QUANTITY</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr><td>1</td><td>A</td><td>62</td><td>80</td><td>98</td><td>116</td><td>134</td><td>152</td><td>170</td><td>188</td><td>206</td></tr> <tr><td>2</td><td>B</td><td>68</td><td>89</td><td>110</td><td>131</td><td>152</td><td>173</td><td>194</td><td>215</td><td>236</td></tr> <tr><td>3</td><td>C</td><td>74</td><td>98</td><td>122</td><td>146</td><td>170</td><td>194</td><td>218</td><td>242</td><td>266</td></tr> <tr><td>4</td><td>D</td><td>80</td><td>107</td><td>134</td><td>161</td><td>188</td><td>215</td><td>242</td><td>269</td><td>296</td></tr> <tr><td>5</td><td>E</td><td>86</td><td>116</td><td>146</td><td>176</td><td>206</td><td>236</td><td>266</td><td>296</td><td>326</td></tr> <tr><td>6</td><td>F</td><td>92</td><td>125</td><td>158</td><td>191</td><td>224</td><td>257</td><td>290</td><td>323</td><td>356</td></tr> <tr><td>7</td><td>G</td><td>98</td><td>134</td><td>170</td><td>206</td><td>242</td><td>278</td><td>314</td><td>350</td><td>386</td></tr> <tr><td>8</td><td>H</td><td>104</td><td>143</td><td>182</td><td>221</td><td>260</td><td>299</td><td>338</td><td>377</td><td>416</td></tr> <tr><td>9</td><td>J</td><td>110</td><td>152</td><td>194</td><td>236</td><td>278</td><td>320</td><td>362</td><td>404</td><td>446</td></tr> <tr><td>10</td><td>K</td><td>116</td><td>161</td><td>206</td><td>251</td><td>296</td><td>341</td><td>386</td><td>431</td><td>476</td></tr> <tr><td></td><td></td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td></td><td></td><td>K</td><td>M</td><td>N</td><td>P</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td></tr> <tr><td>1</td><td>A</td><td>224</td><td>242</td><td>260</td><td>278</td><td>296</td><td>314</td><td>332</td><td>350</td><td>368</td></tr> <tr><td>2</td><td>B</td><td>257</td><td>278</td><td>299</td><td>320</td><td>341</td><td>362</td><td>383</td><td>404</td><td>425</td></tr> <tr><td>3</td><td>C</td><td>290</td><td>314</td><td>338</td><td>362</td><td>386</td><td>410</td><td>434</td><td>458</td><td>482</td></tr> <tr><td>4</td><td>D</td><td>323</td><td>350</td><td>377</td><td>404</td><td>431</td><td>458</td><td>485</td><td>512</td><td>539</td></tr> <tr><td>5</td><td>E</td><td>356</td><td>386</td><td>416</td><td>446</td><td>476</td><td>506</td><td>536</td><td>566</td><td>596</td></tr> <tr><td>6</td><td>F</td><td>389</td><td>422</td><td>455</td><td>488</td><td>521</td><td>554</td><td>587</td><td>620</td><td>653</td></tr> <tr><td>7</td><td>G</td><td>422</td><td>458</td><td>494</td><td>530</td><td>566</td><td>602</td><td>638</td><td>674</td><td>710</td></tr> <tr><td>8</td><td>H</td><td>455</td><td>494</td><td>533</td><td>572</td><td>611</td><td>650</td><td>689</td><td>728</td><td>767</td></tr> <tr><td>9</td><td>J</td><td>488</td><td>530</td><td>572</td><td>614</td><td>656</td><td>698</td><td>740</td><td>782</td><td>824</td></tr> <tr><td>10</td><td>K</td><td>521</td><td>566</td><td>611</td><td>656</td><td>701</td><td>746</td><td>791</td><td>836</td><td>881</td></tr> </tbody> </table>	AVERAGE NO. OF DIGITS IN QUANTITY	2	3	4	5	6	7	8	9	10	1	A	62	80	98	116	134	152	170	188	206	2	B	68	89	110	131	152	173	194	215	236	3	C	74	98	122	146	170	194	218	242	266	4	D	80	107	134	161	188	215	242	269	296	5	E	86	116	146	176	206	236	266	296	326	6	F	92	125	158	191	224	257	290	323	356	7	G	98	134	170	206	242	278	314	350	386	8	H	104	143	182	221	260	299	338	377	416	9	J	110	152	194	236	278	320	362	404	446	10	K	116	161	206	251	296	341	386	431	476			11	12	13	14	15	16	17	18	19			K	M	N	P	R	S	T	U	V	1	A	224	242	260	278	296	314	332	350	368	2	B	257	278	299	320	341	362	383	404	425	3	C	290	314	338	362	386	410	434	458	482	4	D	323	350	377	404	431	458	485	512	539	5	E	356	386	416	446	476	506	536	566	596	6	F	389	422	455	488	521	554	587	620	653	7	G	422	458	494	530	566	602	638	674	710	8	H	455	494	533	572	611	650	689	728	767	9	J	488	530	572	614	656	698	740	782	824	10	K	521	566	611	656	701	746	791	836	881
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DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

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S1	222	MAL	C-26	MIDCA01	1119	CARD, ANNOTATE, ADJUSTMENTS FROM SHIPMENT PLANNING WORKSHEET STARTS-WITH READ ADJUSTED LINE ITEM NUMBER INCLUDES-ELEMENTS REQUIRED TO OBTAIN CARC, TO TRANSCRIBE QUANTITY SHIPPED, QUANTITY ADJUSTED AND TOTAL PIECES ENDS-TRANSCRIBE QUANTITY FROM SHIPMENT PLANNING WORK SHEET TO MRO CONTROL/STATUS REQUEST CARD (ZBM) CONDITIONS-APPLICATION FOR MRO CONTRL/STATUS REQUEST CARC ONLY
S1	222	MAL	C-38	MIDCS01	450	CARD, SELECT, DATA STARTS-WITH READ AND RETAIN NUMBER OF DESIRED DATA CARD INCLUDES-READ DESIRED CARD, OBTAIN CARD DECK, SEPARATE CARDS FOR READING AND READ NUMBERS ENDS-WITH REMOVAL OF DESIRED CARC CONDITIONS-SHIPPING DOCUMENTATION
S1	222	MAL	C-25	MIDDA01	593	DOCUMENT, ATTACH, TO DATA CARDS STARTS-WITH A REACH TO DOCUMENTS INCLUDES-ELEMENTS REQUIRED TO JOSTLE DOCUMENTS AND CARCS-FOLD DOCUMENTS AND SECURE. ENDS-WITH RELEASE OF DOCUMENTS AND CARDS CONDITIONS-SHIPMENT PLANNING DOCUMENTATION
S1	222	MAL	C-37	MIDOMXX VARIABLE		DOCUMENTS, MATCH STARTS-WITH REACH TO DOCUMENTS INCLUDES-ELEMENTS TO OBTAIN DOCUMENT, SCAN DOCUMENT AND READ AND RETAIN SHIPPING UNIT NUMBER (S.U.N.) ENDS-WITH ASICE VERIFIED DOCUMENT CONDITIONS-GBL, DD1348-1, CONSIST LIST
					97	CASE 01 TIME TO READ AND RETAIN NUMBER ON FIRST DOCUMENT
					190	02 TIME TO COMPARE NUMBER ON EACH ADDITIONAL DOCUMENT, INCLUDES DOCUMENT OBTAIN AND ASICE. TIME PER EACH DOCUMENT
S1	222	MAL	C-21	MIDDR01	492	DOCUMENT, REVIEW, SHIPMENT PLANNING WORK SHEET, FOR ENTRIES, MATCH CARDS STARTS-WITH REACH TO DOCUMENT(S) INCLUDES-MOTIONS NECESSARY TO OBTAIN DOCUMENT, MOVE TO WORK AREA, REVIEW FOR ENTRIES AND SELECT CARCS ENDS-WITH CARCS REMOVED FROM TRAY CONDITIONS-APPLIES TO SHIPMENT PLANNING DOCUMENT ONLY, TIME PER CARD MATCHED
S1	222	MAL	C-28	MIDDR02	297	DOCUMENT, REVIEW, PULL CARDS TO COMPARE DATA. STARTS-WITH REACH TO DOCUMENT INCLUDES-ELEMENTS TO REMOVE DOCUMENT, SCAN DOCUMENT- SCAN CARDS AND SELECT REQUIRED CARCS ENDS-WITH CARCS REMOVED FROM TRAY CONDITIONS-APPLIES TO DD1348-1 SHIPPING DOCUMENT ONLY, TIME PER DOCUMENT/CARD MATCHED
S1	222	MAL	C-1-5	SIDCMXX VARIABLE		CARDS, MATCH, TO SHIPMENT PLANNING WORKSHEET (SPWS) OR DD1348-1 SHIPPING DOCUMENTS STARTS-WITH A REACH TO DOCUMENTS/CARCS INCLUDES-ELEMENTS REQUIRED TO OBTAIN, READ AND MATCH DOCUMENTS, ALIGN AND ATTACH CARCS TO DOCUMENTS AND PLACE IN BASKET FOR KEYPUNCH ENDS-WITH DOCUMENTS IN BASKET CONDITIONS-VARIOUS ACTIONS ARE NOTED FOR EACH CASE
					852	CASE 01 NO ADJUSTMENTS TO SPWS
					2290	02 SHORTAGE/OVERAGE ANNOTATED-SPWS
					2354	03 EXTRACT ANNOTATED TO SPWS
					547	04 NO ADJUSTMENTS TO 1348-1 DOCUMENT
					1243	05 OVERAGE/SHORTAGE ON 1348-1

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
DL	222	MAL	ECPG	SLOPC01	5752	<p>PLANOGRAPH, COMPLETE STARTS-WITH REACH TO GET PLANOGRAPH INCLUDES-ALL THE MOTIONS NECESSARY TO GET PLANOGRAPH, GET PENCIL FROM POCKET, DRAW DIAGRAM OF STORAGE AREA, ANNOTATE LOCATION, STOCK NUMBER AND LOT NUMBER, NOMENCLATURE (21 LETTERS), SIGN AND DATE, ASIDE PLANOGRAPH AND RETURN PENCIL TO POCKET ENDS-WITH PENCIL/PEN RETURNED TO POCKET</p>
SI	222	MAL	T-32-33	STYMPXX VARIABLE	5292 5123	<p>MESSAGE, PREPARE, FORM, DD 173 STARTS-WITH TURN OF CHAIR INCLUDES-ALL ELEMENTS REQUIRED TO PLACE DOCUMENT IN TYPEWRITER-OBTAIN COPY MATERIAL AND TYPE MESSAGE. PROOF READ AFTER COMPLETION ENDS-WITH ASIDE FINISHED MESSAGE CASE 01 MESSAGE FOR DRUG SHIPMENTS 02 BIOLOGICAL MESSAGE</p>
DL	222	MAL	ECWP	MWRN01	113	<p>PRIORITY NUMBER, WRITE STARTS-WITH SCAN DOCUMENT TO LOCATE WRITING POINT (PENCIL AND DOCUMENT IN HAND) INCLUDES-ALL THE MOTIONS NECESSARY TO LOCATE WRITING POINT AND PRINT THREE LETTERS, DASH ENDS-WITH WRITING COMPLETE (PENCIL AND DOCUMENT IN HAND)</p>
DL	222	MAL	ECMR	SWRCC01	3068	<p>CARD (MAGAZINE DATA), COMPLETE (RECEIVING) STARTS-WITH REACH TO GET CARD INCLUDES-ALL THE MOTIONS NECESSARY TO GET MAGAZINE CARD, GET PEN FROM POCKET, ANNOTATE CARD WITH STOCK NUMBER, NOMENCLATURE, LOCATION, TYPE STORAGE, LOT NUMBER, CONDITION, AMOUNT PER PACKAGE, PACKAGES PER STACK, LIGHT PACKAGES PER STACK, DATE, DOCUMENT NUMBER, PLUS OR MINUS, QUANTITY, BALANCE, SIGNATURE AND REMARKS, ASIDE CARD AND RETURN PEN TO POCKET ENDS-WITH ASIDE CARD AND RETURN PEN TO POCKET</p>
DL	222	MAL	ECMS	SWRCC02	1578	<p>CARD (MAGAZINE DATA), COMPLETE (SHIPPING) STARTS-WITH REACH TO GET CARD INCLUDES-ALL THE MOTIONS NECESSARY TO GET CARD, GET PEN FROM POCKET, ANNOTATE CARD WITH DATE, DOCUMENT NUMBER, MINUS, QUANTITY, BALANCE, SIGNATURE AND REMARKS, ASIDE CARD AND RETURN PEN TO POCKET ENDS-WITH ASIDE CARD AND RETURN PEN TO POCKET</p>
DL	222	MAL	ECRC	SWRCP01	3625	<p>CARD (BIN REPLENISHMENT-DC FORM 856), PREPARE STARTS-WITH TURN BODY FROM CART INCLUDES-ALL THE MOTIONS NECESSARY TO TURN AND GET FORM DD 856 (BIN REPLENISHMENT CARD) FROM CART, GET PENCIL FROM POCKET, WRITE PRIORITY CODE, BIN LOCATION, BULK LOCATION, STOCK NUMBER, QUANTITY, DATE (FOUR DIGITS), SIGNATURE, INVOICE NUMBER ON CARD, TEAR OFF PERFORATED PORTION FROM TAG, ATTACH "SIGNAL" TAG UNDER BIN TAG HOLDER, ASIDE "NOTICE" AND REQUEST TAGS TO CART, RETURN PENCIL TO POCKET, REMOVE "SIGNAL" PORTION OF TAG FROM BIN, DESTROY "SIGNAL" PORTION OF TAG ENDS-WITH DESTROY "SIGNAL" PORTION OF TAG</p>

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
DL	222	MAL	ECRP	SWRDP01	429	DOCUMENT(PER PALLET SHIPPEC OR RECEIVED), PROCESS STARTS-WITH VISUAL COUNT OF CONTAINERS INCLUDES-ALL THE MOTIONS NECESSARY TO COUNT THE NUMBER OF CONTAINERS ON THE PALLET,GET DOCUMENT,GET PENCIL FROM POCKET,WRITE THE NUMBER OF CONTAINERS ON THE PALLET,ASIDE DOCUMENT,GET WORKSHEET,MAKE TALLY(TICK)MARK ON WORKSHEET,ASIDE WORKSHEET AND RETURN PENCIL TO POCKET ENDS-WITH ASIDE WORKSHEET AND RETURN PENCIL TO POCKET
DL	222	MAL	ECSB	SWRCP02	917	DOCUMENT(PER BILL OF LADING-SHIPPING), PROCESS STARTS-WITH REACH TO GET DOCUMENT(BILL OF LADING) INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT(BILL OF LADING),SCAN FOR REFERENCE POINTS,READ CONSIGNEE NAME AND ADDRESS,GET PENCIL FROM POCKET,SIGN DOCUMENT,CATE DOCUMENT AND RETURN PENCIL TO POCKET,FOLD AND INSERT DOCUMENT IN ENVELOPE,ASIDE ENVELOPE ENDS-WITH DOCUMENT IN ENVELOPE AND ASIDE
DL	222	MAL	ECRB	SWRDP03	1495	DOCUMENT(PER BILL OF LADING RECEIVED), PROCESS STARTS-WITH DOCUMENT IN HAND INCLUDES-ALL THE MOTIONS NECESSARY TO LOCATE POINTS ON SHEET,VERIFY CARRIERS INITIALS AND NUMBER,MODE OF SHIPMENT,BILL OF LADING NUMBER, GET PENCIL FROM POCKET AND ANNOTATE DOCUMENT WITH CONTROL NUMBER,TOTAL WEIGHT,CATE OF RECEIPT,CHECKERS NAME,ASIDE DOCUMENT AND RETURN PENCIL TO POCKET ENDS-WITH DOCUMENT ASIDE AND PENCIL RETURNED TO POCKET
DL	222	MAL	ECSL	SWRDP04	501	DOCUMENT(SINGLE LINE ITEM-PARCEL POST-PACK), PROCESS STARTS-WITH REACH TO GET DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET THE DOCUMENT,GET A PENCIL FROM POCKET,ANNOTATE PACKING INFORMATION ON DOCUMENT-PRINT INITIALS (THREE LETTERS),JULIAN DATE,TYPE OF CONTAINER (THREE LETTERS),WEIGHT AND CUBE,NUMBER OF CONTAINERS,ASIDE DOCUMENT AND RETURN PENCIL TO POCKET ENDS-WITH DOCUMENT ASIDE AND PENCIL RETURNED TO POCKET
DL	222	MAL	ECKD	SWRCP05	848	DOCUMENT(KEY-PACK MULTI-LINE PACKS), PROCESS STARTS-WITH GET KEY DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT(S),GET PENCIL FROM POCKET,PRINT INITIALS(THREE LETTERS),JULIAN DATE,"KEY DOC", "X DOCUMENT COMBINED",TYPE OF CONTAINER, WEIGHT AND CUBE OF CONTAINERS,NUMBER OF CONTAINERS,ASIDE DOCUMENT AND RETURN PENCIL TO POCKET ENDS-WITH DOCUMENT AND PENCIL RETURNED TO POCKET

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
DL	222	MAL	ECRT	SWRDP06	1598	DOCUMENT, PROCESS-PER LINE ITEM RECEIVED AT OCEAN TERMINAL STARTS-WITH DOCUMENT IN HAND INCLUDES-ALL THE MOTIONS NECESSARY TO MOVE AND SCAN RECEIPT DOCUMENT FOR REFERENCE POINTS, VERIFY TCN, NOMENCLATURE AND QUALITY, OBTAIN PENCIL FROM POCKET, ANNOTATE QUANTITY RECEIVED, TOTAL NUMBER OF CONTAINERS, POC HOLD AREA LOCATION, COUNT TALLY (TICK) MARKS, MAKE CALCULATION (TWO DIGITS) AND WRITE TOTAL PALLETS, RETURN PENCIL TO POCKET ENDS-WITH RETURN PENCIL TO POCKET (DOCUMENT IN HAND)
DL	222	MAL	ECLP	SWRCP07	565	DOCUMENT, PROCESS-PER LINE ITEM PACKED STARTS-WITH REACH TO GET DOCUMENT (CD 1348-1) INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT, VERIFY STOCK NUMBER, ITEM DESCRIPTION AND UNIT OF ISSUE, ASIDE DOCUMENT ENDS-WITH ASIDE DOCUMENT
DL	222	MAL	SPP-9	SWRCP08	1702	DOCUMENT (PER LINE ITEM PACKAGED), PROCESS STARTS-WITH REACH TO GET DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT AND VERIFY MATERIAL WITH DOCUMENT (DWMSTOP ELEMENT 222 SWRDP07), LOCATE INFCR-MATICA FOR P AND P METHODS FROM CARC FILE/MANUAL (DWMSTOP ELEMENT 920 MFLILO1), ANNOTATE DOCUMENT WITH INITIALS, DATE AND NUMBER OF PIECES, ASIDE DOCUMENT, RETURN PENCIL TO POCKET ENDS-WITH PENCIL RETURNED TO POCKET AND DOCUMENT ASIDE
DL	222	MAL	ECLS	SWROP09	954	DOCUMENT (PER LINE ITEM SHIPPED), PROCESS STARTS-WITH REACH TO GET DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET SHIPPING DOCUMENT, LOCATE POINTS, READ CONSIGNEE NAME AND ADDRESS, VERIFY STOCK LOCATION, STOCK NUMBER AND NUMBER OF CONTAINERS, GET PENCIL FROM POCKET, COUNT TALLY (TICK) MARKS, MAKE CALCULATION AND WRITE TOTAL NUMBER OF PALLETS, RETURN PENCIL TO POCKET AND ASIDE DOCUMENT ENDS-WITH DOCUMENT ASIDE AND PENCIL RETURNED TO POCKET
DL	222	MAL	ECLL	SWRDP10	1878	DOCUMENT (PER LINE ITEM SHIPPED-LOT VERIFICATION REQUIRED), PROCESS STARTS-WITH REACH TO GET DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO PROCESS DOCUMENT PER LINE ITEM SHIPPED (DWMSTOP ELEMENT 222 SWRCP09), VERIFY LGT NUMBER, SIGN AND DATE TWO TIMES, ASIDE DOCUMENT AND RETURN PENCIL TO POCKET ENDS-WITH DOCUMENT ASIDE AND PENCIL RETURNED TO POCKET
DL	222	MAL	ECPP	SWRCP11	1426	DOCUMENT (PER PARCEL POST ITEM RECEIVED), PROCESS STARTS-WITH RECEIPT DOCUMENT IN HAND INCLUDES-ALL THE MOTIONS NECESSARY TO LOCATE POINTS ON DOCUMENT, VERIFY STOCK NUMBER, ITEM DESCRIPTION AND UNIT OF ISSUE, COUNT PIECES, GET PENCIL FROM POCKET, ANNOTATE DOCUMENT WITH QUANTITY RECEIVED, NUMBER OF CONTAINERS, STORAGE LOCATION AND TOTAL NUMBER OF PIECES, RETURN PENCIL TO POCKET ENDS-WITH PENCIL RETURNED TO POCKET

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
DL	222	MAL	ECLR	SWRCP12	1358	DOCUMENT (PER LINE ITEM RECEIVED), PROCESS STARTS-WITH SCAN DOCUMENT TO LOCATE REFERENCE POINT(S) (DOCUMENT IN HAND) INCLUDES-ALL THE MOTIONS NECESSARY TO LOCATE POINTS AND VERIFY STOCK NUMBER, ITEM DESCRIPTION AND UNIT OF ISSUE, GET PENCIL FROM POCKET AND ANNOTATE DOCUMENT WITH QUANTITY RECEIVED, TOTAL NUMBER OF CONTAINERS, STORAGE LOCATION, COUNT TALLY (TICK) MARKS, MAKE CALCULATION AND WRITE TOTAL PALLETS, RETURN PENCIL TO POCKET ENDS-WITH PENCIL RETURNED TO POCKET
DL	222	MAL	ECLA	SWRCP13	2282	DOCUMENT (PER LINE ITEM RECEIVED)-LOT SEGREGATION REQUIRED), PROCESS STARTS-WITH SCAN DOCUMENT FOR REFERENCE POINT (DOCUMENT IN HAND) INCLUDES-ALL THE MOTIONS NECESSARY TO PROCESS DOCUMENT PER LINE ITEM RECEIVED (DWMSTP ELEMENT 222 SWRCP12), VERIFY LOT NUMBER, SIGN AND DATE DOCUMENT, RETURN PENCIL TO POCKET ENDS-WITH PENCIL RETURNED TO POCKET
DL	222	MAL	ECOD	SWROP14	676	DOCUMENT (OTHER THAN KEY-PACKING MULTI-LINE ITEM PACK), PROCESS STARTS-WITH REACH TO GET DOCUMENT (PENCIL IN HAND) INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT, PRINT INITIALS (THREE LETTERS), JULIAN DATE, "COMBINED W/" AND DOCUMENT NUMBER (EIGHT LETTERS, 11 DIGITS), ASIDE DOCUMENT ENDS-WITH DOCUMENT ASIDE (PENCIL IN HAND)
DL	222	MAL	ECPL	SWRCP15	1531	DOCUMENT (PER PACKING LIST-KEY DOC.), PROCESS STARTS-WITH REACH TO GET KEY DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET AND PROCESS KEY DOCUMENT (SEE DWMSTP ELEMENT 222 SWRCP05), GET AND PULL COPIES FROM DD 1348-1, ALIGN AND FOLD COPIES AND INSERT INTO ENVELOPE ENDS-WITH COPIES OF DD 1348-1 IN ENVELOPE CONDITIONS-FOR MULTI-LINE ITEM DOCUMENTS-PER PACKING LIST-ADD TIME TO ANNOTATE OTHER THAN KEY DOCUMENTS (DWMSTP ELEMENT 222 SWRCP14) AND ADD 94 TMUS PER LINE ITEM OVER TWO FOR PULLING COPIES OF DD 1348-1
DL	222	MAL	ECCB	SWROP16	1271	DOCUMENT (BREAKDOWN OF CONSOLIDATED PACK), PROCESS STARTS-WITH GET PENCIL FROM POCKET INCLUDES-ALL THE MOTIONS NECESSARY TO GET PENCIL, MAKE TICK MARK FOR EACH PIECE AS REMOVED FROM CONTAINER, TOTAL TICK MARKS AFTER LAST PIECE, ANNOTATE DOCUMENT WITH TOTAL NUMBER OF PIECES REMOVED, RETURN PENCIL TO POCKET ENDS-WITH RETURN PENCIL TO POCKET CONDITIONS-BASED ON AVERAGE OF 50 PIECES PER CONTAINER-SUBTRACT 17 TMUS PER PIECE LESS THAN 50 AND ADD 17 TMUS PER PIECE OVER 50
DL	222	MAL	ECST	SWROP18	1121	DOCUMENT, PROCESS-PER LINE ITEM SHIPPED FROM OCEAN TERMINAL STARTS-WITH REACH TO GET A DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT, SCAN FOR REFERENCE POINTS, READ CONSIGNEE, NAME AND ADDRESS, VERIFY HOLD AREA LOCATION, BILL OF LADING NUMBER AND NUMBER OF CONTAINERS, OBTAIN PENCIL FROM POCKET, COUNT TICK (TALLY) MARKS, MAKE CALCULATIONS (3 DIGITS), WRITE TOTAL NUMBER OF PALLETS, RETURN PENCIL TO POCKET, ASIDE DOCUMENT ENDS-WITH ASIDE DOCUMENT

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
CL	222	MAL	ECOS	SWRCP19	6483	DOCUMENT(DD FORM 808-OVER/SHORT FREIGHT), PROCESS STARTS-WITH REACH TO GET DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT,GET PEN,ANNOTATE DOCUMENT WITH CASE NUMBER(3 DIGITS),REPORT DATE(JULIAN),"TO"(3 DIGITS,7 LETTERS),ORIGIN OF MATERIAL(1 COMMA,12 LETTERS),SHIPPERS NAME,BILLING REFERENCE(6 DIGITS),CARRIER DESTINATION(9 LETTERS),VEHICLE IDENTIFICATION(4 DIGITS,5 LETTERS),BILL OF LADING NUMBER(7 DIGITS,2 LETTERS),CARRIER NOTIFIED(6 LETTERS),PERSON CONTACTED(14 LETTERS),HOW AND DATE CONTACTED(4 DIGITS,8 LETTERS),NUMBER AND TYPE OF PACKAGES(2 DIGITS,4 LETTERS),ARTICLE DESCRIPTION(2 DIGITS,33 LETTERS),PACKAGE NUMBERS AND MARKS(13 DIGITS,3 LETTERS),WEIGHT(2 DIGITS,3 LETTERS),REMARKS(9 LETTERS),CHECKER NAME,TITLE AND DATE CHECKED(4 DIGITS,22 LETTERS),CHECKERS SIGNATURE(10 LETTERS),ASIDE DOCUMENT AND PEN ENDS-WITH DOCUMENT AND PEN ASIDE
CL	222	MAL	ECIS	SWRCP20	6397	DOCUMENT(DD FORM 6-DAMAGED/IMPROPER SHIPMENT REPORT),PROCESS STARTS-WITH REACH TO GET REPORT INCLUDES-ALL THE MOTIONS NECESSARY TO GET REPORT,GET PEN,ANNOTATE REPORT WITH "TO"(3 DIGITS,7 LETTERS),REQUISITION NUMBER(14 CHARACTERS),REPORT DATE(4 DIGITS),DATE SHIPPED(4 DIGITS),CONSIGNOR(1 DASH,12 LETTERS),BILL OF LADING NUMBER(7 DIGITS,2 LETTERS),DATE RECEIVED(4 DIGITS),CONSIGNEE(1 COMMA,2 PERIODS AND 25 LETTERS),DELIVERING CARRIER AND FREIGHT BILL OF LADING NUMBER(1 DASH,7 DIGITS,6 LETTERS),TRANSPORTATION MODE(5 LETTERS),STOCK NUMBER AND DESCRIPTION(1 DASH,2 PERIODS,7 DIGITS,8 LETTERS),TYPE OF CARRIER EQUIPMENT(6 LETTERS),NUMBER OF CONTAINERS/CONDITION(3 DIGITS),NUMBER OF ITEMS/CONDITION(2 DIGITS),DEFICIENCY DESCRIPTION(5 DIGITS,67 LETTERS),REPORTING INSTALLATION(3 DIGITS,14 LETTERS),REPORTED BY AND TITLE(26 LETTERS),ASIDE REPORT ENDS-WITH REPORT AND PEN ASIDE
CL	222	MAL	ECLI	SWRCP21	1025	DOCUMENT(PER LINE ISSUED),PROCESS STARTS-WITH REACH TO OBTAIN DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT AND DETERMINE STOCK LOCATION PREPARATORY TO MOVING TO LOCATION,VERIFY MATERIAL, READ QUANTITY TO BE ISSUED AND ASIDE DOCUMENT AT LOCATION-AFTER ISSUE,GET PENCIL FROM POCKET AND GET DOCUMENT,RECORD ISSUE QUANTITY(THREE DIGITS),PRINT INITIALS AND WRITE DATE,RETURN PENCIL TO POCKET ENDS-WITH PENCIL RETURNED TO POCKET(DOCUMENT IN HAND)
DL	222	MAL	ECMD	SWRCP22	617	DOCUMENT(INTRA-CEPCT MOVEMENT),PROCESS STARTS-WITH REACH TO GET DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO GET DOCUMENT,GET CLIPBOARD,AFFIX DOCUMENT TO CLIPBOARD,GET PENCIL FROM POCKET,LOCATE POINTS ON DOCUMENT AND WRITE WAREHOUSE NUMBER,TIME OF ARRIVAL,NUMBER OF PALLETS,REPLACE PENCIL IN POCKET,REMOVE DOCUMENT FROM CLIPBOARD,PLACE DOCUMENT AND CLIPBOARD ASIDE ENDS-WITH DOCUMENT AND CLIPBOARD ASIDE

DEFENSE WORK MEASUREMENT STANDARD TIME DATA ELEMENTS

DATA SOURCE	OCCUPATION	QUALITY	SOURCE CODE	DWMSTOP ELEMENT	TMU VALUE	OPERATION/ELEMENT DESCRIPTION
DL	222	MAL	ECRP	SWRDP23	714	DOCUMENT, PROCESS-PER PIECE(AIR CARGO) RECEIVED STARTS-WITH REACH TO GET AIR CARGO MANIFEST INCLUDES-ALL THE MOTIONS NECESSARY TO GET MANIFEST, SCAN LABEL FOR REQUISITIONER SERIAL, READ SERIAL, SCAN MANIFEST FOR REQUISITIONER SERIAL AND MATCH, READ SHIP TO CODE AND CCN-SIGNEE ON MANIFEST, MATCH WITH SAME ON LABEL, READ PIECE COUNT ON MANIFEST, GET PENCIL FROM POCKET AND INITIAL MANIFEST, RETURN PENCIL TO POCKET ENDS-WITH RETURN PENCIL TO POCKET
DL	222	MAL	ECBS	SWRDP24	1466	DOCUMENT, PROCESS-PER BIN STOW(ONE LINE ITEM) STARTS-WITH REACH TO PICK UP DOCUMENT INCLUDES-ALL THE MOTIONS NECESSARY TO PICK UP DOCUMENT AND DETERMINE STOCK LOCATION, ASIDE DOCUMENT(WHEN PUTTING MATERIAL ON CART), PICK UP DOCUMENT AND READ STOCK LOCATION(PREPARE TO MOVE TO LOCATION), VERIFY LOCATION, STOCK NUMBER, ITEM DESCRIPTION AND UNIT OF ISSUE(AT STOCK LOCATION), GET PENCIL FROM POCKET AND ANNOTATE WITH DATE, SIGNATURE, ASIDE DOCUMENT(AT LOCATION), RETURN PENCIL TO POCKET ENDS-WITH ASIDE DOCUMENT, PENCIL RETURNED TO POCKET
DL	222	MAL	ECBR	SWRDP17	4721	DOCUMENT, PROCESS-PER BIN REPLENISHMENT STARTS-WITH TURN BODY FROM CART INCLUDES-ALL THE MOTIONS NECESSARY TO PREPARE BIN REPLENISHMENT CARD(DD FORM 856-SEE DWMSTOP ELEMENT 222 SWRCP01), OBTAIN DD FORM 856 "REQUEST" PART AND SCAN FOR REFERENCE POINT, DETERMINE STOCK LOCATION, ASIDE DD FORM 856 TO CART-AT LOCATION, GET DD FORM 856, READ STOCK LOCATION, VERIFY STOCK LOCATION, STOCK NUMBER, ITEM DESCRIPTION, UNIT OF ISSUE, ASIDE DD FORM 856 "REQUEST" PART ENDS-WITH ASIDE DD FORM 856 "REQUEST"
DL	222	MAL	ECWC	SWRSH01	234	SIZE OF CARTON, WRITE ON FORM STARTS-WITH GET PENCIL FROM POCKET(OCCUMENT IN HAND) INCLUDES-ALL THE MOTIONS NECESSARY TO GET PENCIL FROM POCKET, LOCATE WRITING POINT AND WRITE THE SIZE OF THE CARTON ON THE FORM AND RETURN THE PENCIL TO POCKET ENDS-WITH PENCIL RETURNED TO POCKET(OCCUMENT IN HAND)
AE	234	MAL	SPOLK	SAMPPXX VARIABLE	1314 812	PLATE(S), PREPARE, ADDRESSOGRAPH FOR INDIVIDUAL OR ACTIVITY STARTS-WITH MOVE TO THE ADDRESSOGRAPH MACHINE INCLUDES-TYPING AN ADDRESSOGRAPH PLATE INCLUDING NUMBER, NAME AND ADDRESS FOR EITHER INDIVIDUAL OR ACTIVITY ENDS-WITH COMPLETED PLATE(S) IN HAND CASE 01 TIME TO TYPE THE FIRST OR A SINGLE ADDRESSOGRAPH PLATE 02 TYPING TIME FOR EACH ADDITIONAL PLATE THAT IS PREPARED