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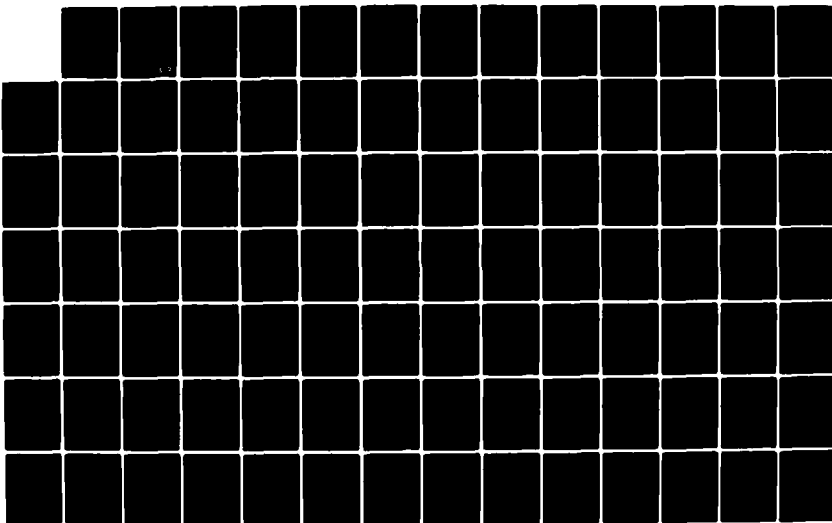
JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 75D
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LACKLAND AFB TX ENGLISH LANGUAGE CENTER... 01 JUN 79

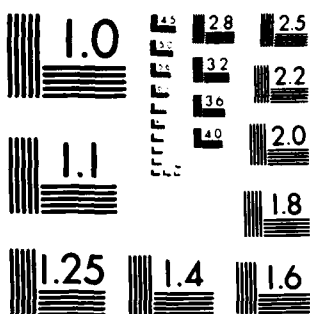
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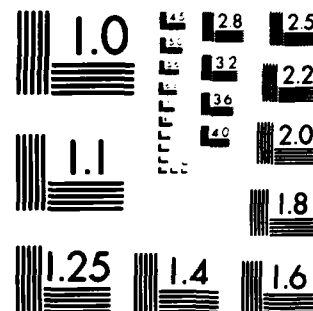
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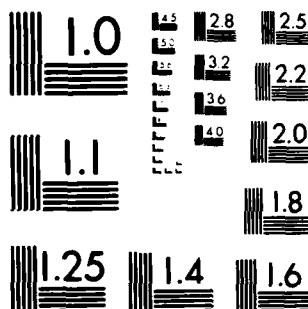




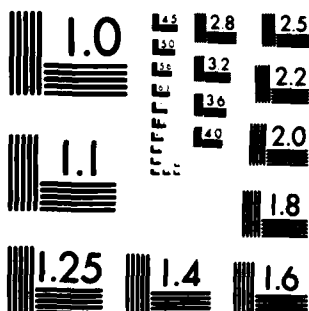
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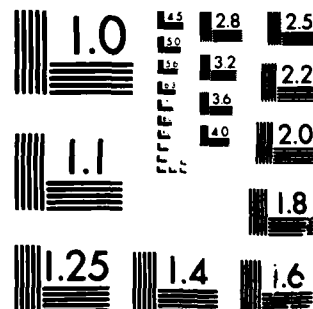
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JOB LANGUAGE PERFORMANCE REQUIREMENTS

FOR 75D

NO3

PERSONNEL RECORDS SPECIALIST

REFERENCE SOLDIER'S MANUAL DATED

1 June 1979

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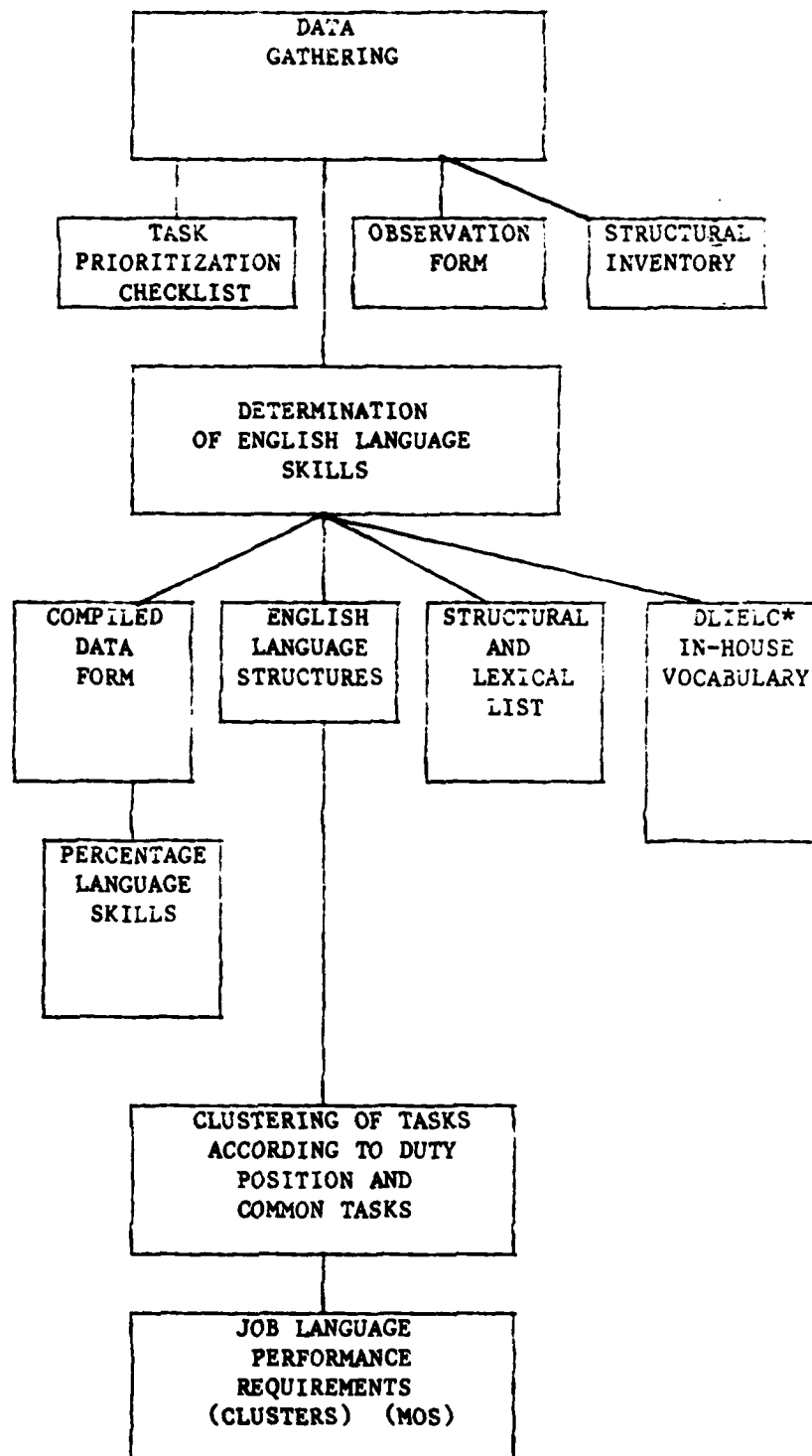


FIGURE 1

*Defense Language Institute English Language Center

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER	2. GOVT ACCESSION NO. <i>AD-A121128</i>	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) Job Language Performance Requirements (JLPR) for Pre-BT Extended Course <i>Mos 750</i>		5. TYPE OF REPORT & PERIOD COVERED <i>Final</i>
7. AUTHOR(s) Defense Language Institute-English Language Center		6. PERFORMING ORG. REPORT NUMBER
9. PERFORMING ORGANIZATION NAME AND ADDRESS Defense Language Institute-English Language Center ATTN: DLIELC-LEACA Lackland Air Force Base, TX 78236		8. CONTRACT OR GRANT NUMBER(s)
11. CONTROLLING OFFICE NAME AND ADDRESS		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) Training Developments Institute ATTN: ATTG-DOR Fort Monroe, VA 23651		12. REPORT DATE 007-1902 <i>1 JUNE 1977</i>
		13. NUMBER OF PAGES <i>228</i>
		15. SECURITY CLASS. (of this report) UNCLASSIFIED
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution unlimited.		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Job Language Performance Requirements (JLPR) Task Inventory Lexical Analysis Common Tasks Structural Analysis Listening English Language Skills Speaking Task Prioritization Checklist Reading		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The Job Language Performance Requirements (JLPR) study was conducted to deter- mine language tasks the soldier must do in studying/performing job tasks. The language skills (listening, reading, writing, speaking) required to learn each Army job task were identified, conditions studied and standards determined. The data that generated the JLPR is identified.		

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2. Task Inventory Compiled Data Form
3. Percentage Language Skills
4. Observation Forms
5. Structural/Lexical List
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PREFACE

INSTRUCTIONS FOR REVIEW OF JOB LANGUAGE PERFORMANCE REQUIREMENTS

This report is organized in six main sections. Sections I-IV discuss methods, forms and rationale for gathering, organizing and analyzing research data used to develop Job Language Performance Requirements (JLPR). Please look through these sections to get a general understanding of the background underlying the JLPR. Sections V and VI are the major substantive portions of the analysis. They are the results of the analysis and constitute the basis for development of any MOS-oriented English language materials. Section V contains the JLPR by cluster/topic, while Section VI contains the JLPR covering the entire range of clusters/topics.

The appendices, one through eight, contain all the information used to determine the Job Language Performance Requirements. Please write any suggestions or changes directly on the document or attach additional notes, if necessary.

The points covered in the six major sections are supported in greater detail in eight appendices. Below is an overview of these appendices.

Appendix one contains the Task Prioritization Checklist. It was taken to the field to collect the raw data. This form was approved for use by the Department of the Army.

Appendix two contains the Task Inventory Compiled Data Form. It was used to organize data from Unit and AIT respondents.

Appendix three defines the language skills by percentage. This form includes computations of language skills for each task cluster.

Appendix four contains the Observation Form used in the recording of types of listening and speaking skills required, as seen by observers, in the learning and performing of a task. The variety of environmental situations is also included on this form.

Appendix five contains the final list of structural and lexical items found through data gathering and organization.

Appendix six contains the DLIELC in-house vocabulary list. This is a task by task listing of the vocabulary extracted from the Soldier's Manual.

Appendix seven contains the machine-generated vocabulary for this MOS prepared by the United States Army Training and Doctrine Command (TRADOC), Fort Monroe, Virginia.

Appendix eight contains the list of structural and lexical items requisite to this MOS.

Thank you for your cooperation. It is greatly appreciated.

SECTION I

DATA GATHERING

INTRODUCTION

This section discusses the procedures and forms in the gathering of data used to determine the Job Language Performance Requirements for this MOS.

SECTION I: DATA GATHERING

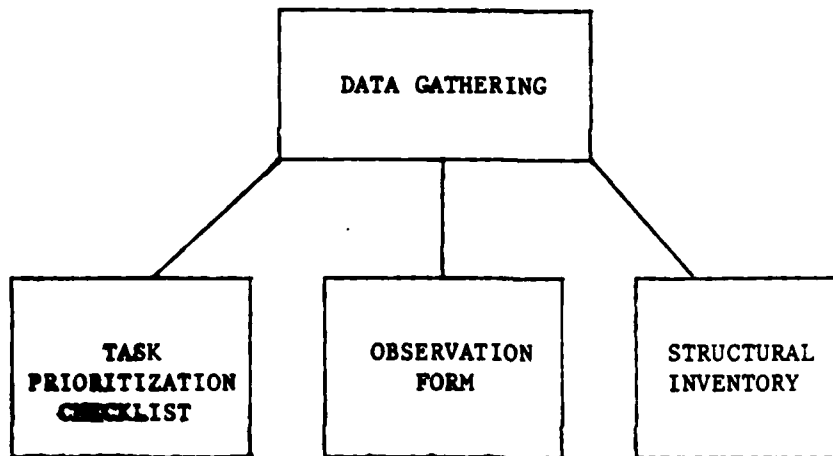


FIGURE 2

In order to establish Job Language Performance Requirements for this MOS the curriculum development specialists at the Defense Language Institute English Language Center (DLIELC) analyzed the current learning and working situations, and individual tasks. The goal was to collect data which would help identify the Job Language Performance Requirements pertinent to this MOS.

To conduct this analysis, training specialists visited the AIT School and Unit cadre. Interviews were conducted using a Task Prioritization Checklist, (Appendix 1). For each task, first-line supervisors answered the following questions:

1. Is the task taught?
2. How is the task taught?
3. Is the task tested?
4. How is the task tested?
5. How important are speaking, listening, reading and writing in learning and performing the task?
6. What are the results of poor performance in performing the task.

Additional data were gathered through use of an Observation Form and an analysis of language structures in the Soldier's Manual for this MOS.

The Observation Form (Appendix 4) was used to record actual observations of the learning situations, populations, tasks, and language.

The lexical and structural analysis was done by a panel of language specialists who first listed all structures found in the Soldier's Manual for this MOS and then all structures, standard and non-standard, noted on the Observation Forms for all vocabulary from the Soldier's Manual. All lists were then combined into an overall lexical and structural inventory.

SUMMARY/CONCLUSION:

The tools for data gathering were:

1. The Task Prioritization Checklist (Appendix 1)
2. The Task Inventory Compiled Data Form (Appendix 2)
3. The Observation Form (Appendix 4)
4. A Structural and Lexical Inventory (consisting of rough drafts of all vocabulary and structures in this MOS).

These tools were used to form the data pool from which the Job Language Requirements were determined.

SECTION II

DETERMINATION OF ENGLISH LANGUAGE SKILLS

INTRODUCTION

This section discusses the organization of the raw data into information used to determine the English language skills pertinent to this MOS.

SECTION II: DETERMINATION OF ENGLISH LANGUAGE SKILLS

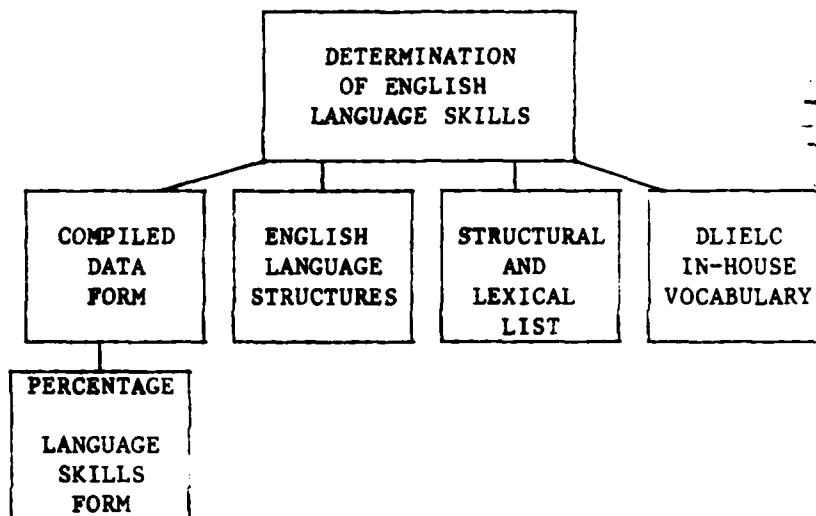


FIGURE 3

The raw data collected as described in Section II above was used to determine the English Language skills which the soldier must learn to learn and perform the task. The Compiled Data Form, Appendix 2, was used to organize the observation and analysis data. Selected information from the Task Prioritization Checklist was recorded directly on this form. Specifically three variables were used to determine the language skills involved. They were:

1. Methods of teaching.
2. Methods of testing.
3. The actual respondents' ratings of the four English language skills.

From each of the three variables the following skills were determined:

VARIABLE	ENGLISH LANGUAGE SKILLS
- Methods of Teaching - demonstration - lecture - hands on - self-paced	listening, listening, writing - listening reading, writing -

Methods of Testing performance oral written	listening speaking writing, reading
Rating of English Language Skills listening speaking reading writing	*a response of 2 or 3 on a scale of 1 to 3 was tallied a response of 1, 2, or 3 on a scale of 1 to 5 was tallied

*See A1

In order to determine the relations of the various skills in the MOS, data from the three variables were tallied on the Percentage Language Skills Form. An average was then found using the following formula:

$$TR \div TxVxR = \% \text{ of use}$$

T = total number of tasks per cluster

V = language skill variable per cluster**

R = maximum number of respondents in any task in that cluster

TR = total tally of responses per task per skill

% of use = use of the language skill in the task

Percentages found in this MOS were:

Listening	36%
Speaking	16%
Reading	18%
Writing	17%

As shown by the figures, listening is the most important skill in this MOS. However, in particular duty sections, percentages varied. Appendix 3, the Percentage Language Skills Form, shows the actual skill percentages in each duty position.

**See A3

Organization of structural and lexical items was done by comparing a structural and lexical list extracted from the Soldier's Manual with a structural inventory list extracted from ALC (American Language Center) materials through Volume 2400, at the end of which a trainee is normally qualified for Specialized English Technical Terminology training. By comparing the lists redundancies were eliminated, leaving the final list of structural and lexical items indicated by grammatical title in Appendix 5.

SUMMARY/CONCLUSION:

Organization of the data included the recording of responses on the Task Inventory Compiled Data Form, use of the Percentage Language Skills Form, and the DLIELC in-house structural analysis list. Skills were analyzed by duty section. The actual lexical items in this MOS were grouped and listed task by task. This information was then used to determine the specific Job Language Performance Requirements.

SECTION III

CLUSTERING OF COMMON AND DUTY POSITION TASKS

INTRODUCTION

Due to the overlapping of certain elements among the various MOS, tasks were clustered in order to prevent duplication of effort for each MOS.

This section contains a listing of the clusters for this MOS.

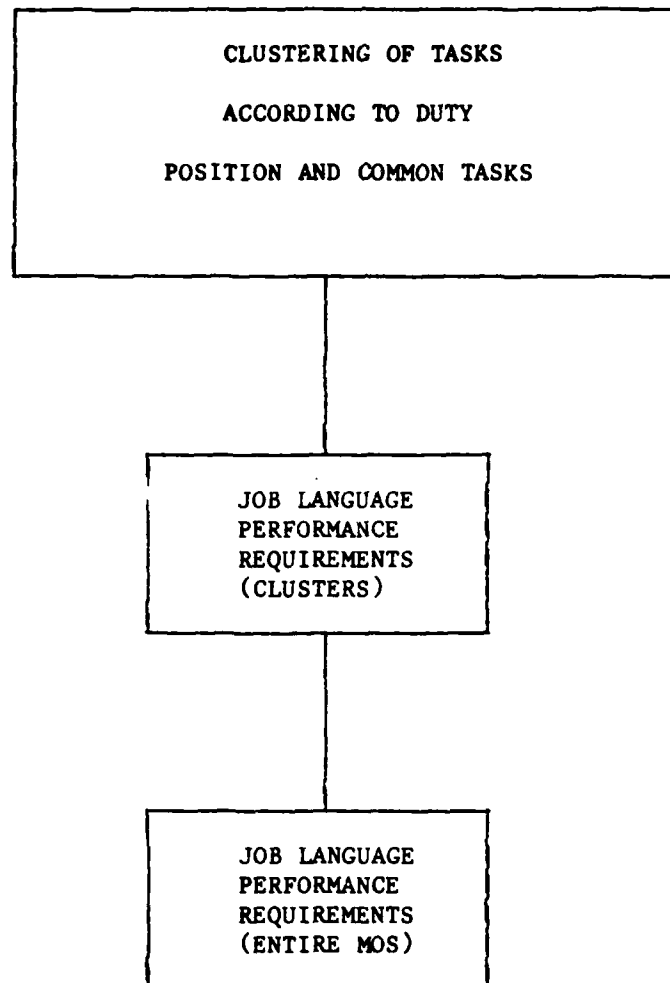


FIGURE 4

SECTION III: CLUSTERING OF COMMON AND DUTY POSITION TASKS

Clustering was done by using the common and duty position tasks in the Soldier's Manual.

The following clusters are in this MOS:

1. FIRST AID
2. NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS
3. INDIVIDUAL FITNESS
4. SECURITY AND INTELLIGENCE
5. LAND NAVIGATION
6. M16A1 RIFLE
7. GRENADES
8. LEADERSHIP
9. TYPING
10. PROCESSING
11. WORK REPORTS
12. DATA AND RECORD PREPARATION

SECTION IV

JOB LANGUAGE PERFORMANCE REQUIREMENTS

INTRODUCTION

This section discusses the format for the Job Language Performance Requirements.

SECTION IV: JOB LANGUAGE PERFORMANCE REQUIREMENTS

The format for the Job Language Performance Requirements is:

TASK:
CONDITION:
STANDARD:

A. TASK

The Job Language Performance Requirements state the language tasks the soldier must do in studying/performing specific MOS job tasks. A task addressing language would be one of reading, listening, speaking or writing. Job tasks, as seen in the Soldier's Manual, are those which pertain to the soldiers duties. To write these as language tasks required the following explanations of what the soldier would speak, read, listen and write. Below are the kinds of explanations that had to be made in this MOS.

SPEAKING

Produces oral utterances to report/inform/explain/elicit response/respond.

Analysis of this MOS indicates verbal reports entailing those activities directly related to the soldiers job tasks.

The speaking act to respond or elicit response in this MOS is an oral response to a command or visual signal.

Speaking to explain involves situations of instruction in any training situation.

Speaking to inform involves producing oral utterances to communicate necessary information.

READING

Read for information/to learn.

Printed and written materials are used throughout this MOS. The soldier is expected to read technical manuals, fields manuals, soldier's manual, written communication and audio-visual aids. Content of these materials is presented in formats and styles ranging from simple factual words or sentences to complex passages containing highly technical vocabulary, often with ellipsis. The purpose is to teach the student, so the student reads them to learn. Reading to learn involves reading names, attributes, information, procedures, explanations of how systems work, concepts, vocabulary terms, and definitions which are committed to short or long term memory for immediate or later recognition.

Basically, the soldier will use these reading materials to supplement what is stated in a lecture by integrating the information from the different texts or written communiques into his understanding of the previous lecture.

The soldier must develop the ability to understand the words in context, to read in thought units, and then select and understand the main ideas. The soldier must retain, apply, and integrate these ideas with past experience to use in his MOS.

Reading to learn, then, is a synthesis. What is read is to be retained in memory for integration in new experiences.

Reading for information, on the other hand, is quite different. The read material is to be retained only in short term memory, used for a specific purpose (i.e., look up a metric equivalent of 37 pounds) and then forgotten.

LISTENING

Listen to oral information to learn/to report.

In this MOS, lecture is a main method of instruction. The lecture is often supplemented by a demonstration. The soldier listens to the lecture to learn data pertinent to the task. Analysis of lecture presentations indicated many language variables. The soldier hears sub-standard usages, various registers of style and formality, colloquialisms, even profanity, in situations ranging from a barracks to a field. The soldier must differentiate between the types of language functions. Is it expression, exchange, description, explanation, argumentation, persuasion, statement, request, or order? The oral information may be directly from the speaker and/or indirectly such as over the telephone, radio, TV, or tape. The soldier must organize and gain meaning from what is heard. Out of all these variables, the soldier must identify or infer the main ideas or major points.

Analysis of this MOS did not and could not specify all types of spontaneous language the soldier would be exposed to. The POI, though, does show the general form of the constrained oral language the soldier must listen to in order to learn the task.

B. CONDITIONS

The condition is what the soldier will be given in order to do the task. For the MOS job, the soldier is given paper, pencil, and printed materials. For language purposes, he will be given certain structural and lexical features as found through the data gathering and organizing from interviews and observations. Again, for the job that the soldier will be given, the material may be under normal working conditions, though other conditions may be added such as with or without protective gear or in darkness.

The soldier will read lists, tables, procedures, checklists or signs, and will hear scenarios, lectures, explanations, and commands. Therefore, these are listed with the Job Language Performance Requirements as possible conditions.

C. STANDARDS

The standard for our purpose is 100%. A standard for understanding or speaking cannot be tested as saying the soldier will disassemble a .45 caliber pistol in eight minutes. Because of this, 100% understandable speech or 100% legibility is used as a reference.

SUMMARY/CONCLUSION:

- The Job Language Performance Requirements including tasks, conditions, and standards, were first written for each task cluster. The clusters were then combined into the Job Language Performance Requirements for the entire MOS.

SECTION V

JOB LANGUAGE PERFORMANCE REQUIREMENTS (CLUSTERED)

INTRODUCTION

Sections I, II, III, and IV described how Job Language Performance Requirements were identified and constructed.

This section contains the Job Language Performance Requirements for each task cluster pertinent to this MOS.

FIRST AID

I. PERCENTAGE LANGUAGE SKILLS

Listening	42%
Speaking	26%
Reading	15%
Writing	17%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to respond
CONDITIONS:	Given a medical scenario involving simple questions about an illness in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral utterances
TASK:	Produce oral utterances to explain
CONDITIONS:	Given a simple medical scenario requiring an oral interpretation in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of captioned illustrations, procedures, tables and explanations
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

081-831-1004	Perform mouth-to-mouth resuscitation and external cardiac massage
081-831-1005	Stop bleeding
081-831-1006	Identify signs and treat for shock

NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS

I. PERCENTAGE LANGUAGE SKILLS

Listening	75%
Speaking	31%
Reading	21%
Writing	16%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to perform
CONDITIONS:	Given oral warnings or verbal commands regarding simulated NBC situations (scenarios) in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral utterances
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given NBC situations requiring oral alarms
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations and notations defined as explanations
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

031-503-1002 Put on and wear a protective mask

INDIVIDUAL FITNESS

I. PERCENTAGE LANGUAGE SKILLS

Listening	48%
Speaking	23%
Reading	9%
Writing	7%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn and perform
CONDITIONS: Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS: 100% understanding of oral communication

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond
CONDITIONS: Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS: 100% understandable oral utterances

TASK: Read for information
CONDITIONS: Given printed MOS training materials in the form of procedures, manuals, charts, captioned illustrations and explanations
STANDARDS: 100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-327-0201 Maintain individual physical fitness appropriate to unit mission

SECURITY AND INTELLIGENCE

I. PERCENTAGE LANGUAGE SKILLS

Listening	6%
Speaking	7%
Reading	2%
Writing	2%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to orally interact
CONDITIONS:	Given oral challenges, passwords and scenarios in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral information
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Produce spontaneous oral utterances to interact
CONDITIONS:	Given the requirement to orally respond to challenges, passwords and security situations in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, tables and warnings
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-331-0801	Use challenge and password
071-331-0851	Enforce noise, light, and litter discipline

LAND NAVIGATION

I. PERCENTAGE LANGUAGE SKILLS

Listening	0%
Speaking	0%
Reading	0%
Writing	0%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral utterances
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of marked maps, definitions, captioned illustrations, instructions and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record
CONDITIONS:	Given a requirement to record the grid reference
STANDARDS:	100% legible written content

III. TASK NUMBERS AND TITLES

071-329-1005 Determine a location on the ground

M16A1 RIFLE

I. PERCENTAGE LANGUAGE SKILLS

Listening	64%
Speaking	30%
Reading	16%
Writing	15%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations, warnings and references
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of a range card
STANDARDS:	100% understanding of printed content
TASK:	Write to record
CONDITIONS:	Given a requirement to complete a range card
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

071-311-2007 Engage targets with an M16A1 rifle

GRENADES

I. PERCENTAGE LANGUAGE SKILLS

Listening	19%
Speaking	0%
Reading	0%
Writing	0%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn and perform
CONDITIONS: Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)

STANDARDS: 100% understanding of oral communication

TASK: Listen for information
CONDITIONS: Given oral instructions to perform task specific assignments in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)

STANDARDS: 100% understanding of oral information

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)

STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond
CONDITIONS: Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)

STANDARDS: 100% understandable oral utterances

TASK: Read to learn
CONDITIONS: Given printed MOS training materials in the form of warnings, procedures, definitions, captioned illustrations and references

STANDARDS: 100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-314-2104 Engage targets with an M203 grenade launcher and apply immediate action to reduce a stoppage-
071-325-4402 Engage enemy targets with hand grenades

LEADERSHIP

I. PERCENTAGE LANGUAGE SKILLS

Listening	0%
Speaking	0%
Reading	0%
Writing	0%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, DA forms, explanations and procedures
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

121-030-2501	Prepare the rater's section of an Enlisted Evaluation Report (EER)
--------------	--

TYPING

I. PERCENTAGE LANGUAGE SKILLS

Listening	47%
Speaking	18%
Reading	40%
Writing	35%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of DA forms, procedures and references
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, DA forms, explanations and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-004-1201 Type a basic comment to a Disposition Form (DA Form 2496)
121-004-1202 Type a military letter
121-004-1203 Type a nonmilitary letter
121-004-1204 Type an indorsement to a military letter
121-004-1205 Type a Joint Messageform, DD Form 173
121-004-1216 Type a memorandum
121-004-1230 Type a second or subsequent comment to a Disposition
Form
121-004-1232 Type straight copy material

PROCESSING

I. PERCENTAGE LANGUAGE SKILLS

Listening	31%
Speaking	11%
Reading	23%
Writing	25%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, DA forms, explanations and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to inform
CONDITIONS:	Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable and legible written content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-017-1208	Process the Personnel Transaction Register by Originator (PTRO)
121-017-1229	Process a completed Officer Evaluation Report, DA Form 67-7
121-018-1201	Process Transfer Data Records (TDR)
121-018-1203	Process officer accession
121-018-1204	Process enlisted accession
121-018-1205	Accept customer input
121-018-1207	Take corrective action based on the percent of transaction acceptability
121-018-1209	Accept cyclic report production

V-12-750

31

121-018-1210 Make distrubution of cycle reports
121-018-1211 Control customer input internally
121-018-1213 Verify punched cards
121-018-1214 Process the Zero Balance (C-27) Report
121-018-1216 Process error suspense/correction cards
121-018-1222 Process the Army Authorization Documents (TAADS)
121-018-1223 Process the CAP III Roster

WORK REPORTS

I. PERCENTAGE LANGUAGE SKILLS

Listening	52%
Speaking	18%
Reading	45%
Writing	47%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable oral responses
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of reports, procedures and references
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, reports, explanations and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-018-1217	Work the Unit Personnel Accountability Notice (C-40) Report
121-018-1218	Work the Personnel Transaction Register By Originator (P-11) Report

121-018-1219 Work the Personnel Transaction Register By Unit (P-01)
Report
121-018-1220 Work the Unresolved Error (P-29) Report

DATA AND RECORD PREPARATION

I. PERCENTAGE LANGUAGE SKILLS

Listening	49%
Speaking	26%
Reading	40%
Writing	42%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn
CONDITIONS: Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS: 100% understanding of oral communication

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS: 100% understandable oral responses

TASK: Read to learn
CONDITIONS: Given printed MOS training materials in the form of procedures and references
STANDARDS: 100% understanding of printed content

TASK: Read for information
CONDITIONS: Given printed MOS training materials in the form of instructions, reports, DA forms, explanations and procedures
STANDARDS: 100% understanding of printed content

TASK: Write to record and report
CONDITIONS: Given the requirement to complete forms and produce written reports.
STANDARDS: 100% understandable and legible written content

TASK: Write to inform
CONDITIONS: Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 6)
STANDARDS: 100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-017-1201	Prepare a Record of Emergency Data, DD Form 93
121-017-1202	Update the Personnel Qualification Record, DA Form 2, Part 1
121-017-1203	Prepare a Record of Court-Martial Conviction, DA Form 2-2

121-017-1204 Prepare/maintain DA Form 2-1, Part II, Personnel
 Qualification Record (PQR) (Enlisted)
 121-017-1205 Prepare/maintain DA Form 2-1, Part II, Personnel
 Qualification Record (Officer)
 121-017-1207 Prepare SIDPERS Input and Control Data, DA Form 3728
 121-017-1209 Prepare SIDPERS Input and Control Data - Officer Transfer
 Data Record, DA Form 3807
 121-017-1210 Prepare SIDPERS Input and Control Data - Enlisted
 Accessions, DA Form 3808
 121-017-1211 File documents in the Military Personnel Records Jackets
 121-017-1228 Initiate an Officer Evaluation Report, DA Form 67-7
 121-004-1215 Post regulations and directives

SECTION VI

JOB LANGUAGE PERFORMANCE REQUIREMENTS (Entire MOS)

INTRODUCTION

This section contains language tasks for each generic skill for this MOS. Listed below each task are the types of receptive or productive language activity involved.

LISTENING

TASK: Understand oral language intended to inform or instruct.

CONDITIONS: Given explanations, procedures, rules, instructions or definitions in simple to complex lexicon and syntax; formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5 & 6)

STANDARDS: 100% understanding and assimilation of presented oral language task.

The following are specific conditions found in this language task:

Warnings
Described situations
Directions
Lectures
Commands, Orders
Sound tracks (films, tapes)
Standard/Non-standard English
Instructions
SQT questions

TASK: Understand spontaneous oral language or language via a technical medium - such as a radio telephone - intended to inform and elicit responses.

CONDITIONS: Given scenarios, questions, commands or requests in simple to complex lexicon and syntax, formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5, & 6)

STANDARDS: 100% understanding and assimilation of oral language in order to apply and respond.

The following are specific conditions found in this language task:

Shouting
Radio communications
Coded messages
Spellings
Conversation
Requests

SPEAKING

TASK: Formulate and produce appropriate oral responses spontaneously.

CONDITIONS: Given any verbal stimulus in the form of questions, scenarios, instructions, or cues in any training situation.
(Appendices 5 & 6)

STANDARDS: 100% understandable oral response using correct lexicon and syntax for the training situation.

The following are specific conditions found in the language task:

Explanations
Statements
Repetitions
Counting
Corrections
Assignments
Notifications
Oral reports
Answers
Clarifications
Information

TASK: Produce oral utterances to interact and communicate spontaneously or via a technical medium such as radio telephone.

CONDITIONS: Given a communicative situation (Appendices 4, 5, & 6 Soldier's Manual) in any training situation.

STANDARDS: 100% understandable communication using correct lexicon and syntax for the communication act.

The following are specific conditions found in this language task:

Requesting information
Requesting permission
Transmitting messages
Call signs
Vocal signals
Shout warnings
Radio communications
Target locations
Directions (N,S,E,W)
Directions, general
Requests for fire
Report on the results of fire
Challenges/Passwords
Training sessions
Interaction

READING

TASK: Read MOS training in the form of printed prose or graphic representations in order to learn processes, concepts, vocabulary, definitions and identifications, to calculate problems, intercept codes and complete forms.

CONDITIONS: Given technical, non-technical, lexical and structural features in simple to complex printed form in any training situation.
(Appendices 4, 5 & 6)

STANDARDS: 100% understanding of printed content.

The following are specific conditions found in this language task:
Captions with illustrations.

Lists	Extracts
Procedures	Columns
Information	Indices
Definitions	Charts
Outlines	Methods
Signs	Technical Vocabulary
Markers	Standard Operating Procedures
References	Cartoons
Rules	Problems
Maps	Manuals
Flags	Graphic Training Aids
Military Documents	
I.D. Papers	
Regulations	

TASK: Identify, understand, and interpret written utterances pertinent to MOS training in technical or non-technical language.

CONDITIONS: Given technical, non-technical, lexical and structural features in simple to complex written form in any training situation.
(Appendices 4, 5 & 6)

STANDARDS: 100% understanding of written content.

The following are specific conditions found in this language task:

Lists
Information
Descriptions
Radiation readings off dosimeter
Coordinate scales
Callsigns-suffices
Three-letter codes
Examples
Calculations
Markings
Radio communications
Range cards
Notes
Messages

WRITING

- TASK:** Upon instruction, write in conventional orthography, letter, numbers, words or sentences appropriate to the training situation.
- CONDITIONS:** Given standardized forms, paper or answer sheets and the instructions to list, answer, describe or recall.
- STANDARDS:** 100% syntactical and lexical correctness and legibility of writing which is also appropriate in style and usage to training situations. (Appendix 4)

The following are specific conditions found in this language task:

Ratings
Signatures
Range cards
Data symbols
Answers
Descriptions
Notes
Reports

- TASK:** Write, in conventional orthography, letters, or specialized code, numbers, words or sentences in order to transmit or record information.
- CONDITIONS:** Given standardized forms or paper and oral communication.
- STANDARDS:** 100% syntactical and lexical correctness of writing which can be read by another speaker of English.

The following are specific conditions found in this language task:

Technical forms
Codes
Grid coordinates
Decoded messages
Encoded messages
Logbooks
Plottings
Figures
Reports
Tags
Range cards
Applicable DA forms

APPENDICES

1. Task Prioritization Checklist
2. Task Inventory Compiled Data Forms
3. Percentage Language Skills
4. Observation Form
5. Structural/Lexical list
6. Vocabulary (DLIELC in-house)
7. Vocabulary (machine-generated)
8. English Language Structures

APPENDIX 1

TASK PRIORITIZATION CHECKLIST

This Checklist was approved by the
Department of the Army in 1980.

MOS IN WHICH YOU WERE TRAINED: _____
 POSITION: _____
 UNIT: _____

*RATING: 1=low
2= med
3= high

YES
NO
IS TAUGHT?

IMPORTANCE
OF:
LISTENING*
SPEAKING*
READING*
WRITING*
LEARNING*

LECTURE
SELF-FACED
DEMONSTRATION
HANDS-ON

YES
NO
IS TASK
TESTED?
WR

WRITTEN
ORAL
PERFORMANCE

POOR PERSON
PERFORMANCE RESULTS IN
DANGER TO EQUIPMENT

114

APPENDIX 2

TASK INVENTORY COMPILED DATA FORM

This form was used to record data from
the Task Prioritization Checklist.

DATA OBTAINED FROM FR. JACKSON TRAINING SPECIALIST

1002

2/5C

TRAINING SPECIALIST

071 34. 0X51

5610 RITZ AND
N766162NCE

TRAINING SPECIALIST

071-514 2104

۱۳۵۶ هجری قمری

DATA OBTAINED FROM TRAINING SPECIALIST

7071 60 111

TYPIST

DATA OBTAINED FROM	TRAINING SPECIALIST
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121-004-1705

→ 1 d 1 1

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

[illegible]

$\rightarrow \sim 1 \text{ d } 1 \text{ L}$

TRAINING SPECIALIST

1-1:03

Page 55, 26

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

[illegible]

MOS

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

RATING OF ELS		METHODS OF TESTING		METHODS OF TEACHING		CRITICALITY		AIT	
writing		written		self-paced		danger to person or		difficulty?	
reading		oral		hands-on		equipment		tested?	
speaking		performance		demonstration		importance		taught?	
listening				lecture					

TASK	NUMBER
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
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98	98
99	99
100	100

121-018-1704

5021-810-1205

12101X-1207

Page 55 of 56

DATA OBTAINED FROM	TRAINING SPECIALIST
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220 32 55/17

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

[illegible]

MOS	NUMBER OF RESPONDENTS
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DATA OBTAINED FROM

TRAINING SPECIALIST

[illegible]

TASK NUMBER	DESCRIPTION	ESTIMATED DURATION	START DATE	END DATE	STATUS
1	Project Initiation	2 weeks	2023-01-01	2023-01-15	Completed
2	Requirement Gathering	3 weeks	2023-01-15	2023-02-01	In Progress
3	System Design	4 weeks	2023-02-01	2023-02-25	Not Started
4	Development	6 weeks	2023-02-25	2023-04-05	Not Started
5	Testing	3 weeks	2023-04-05	2023-04-25	Not Started
6	Deployment	2 weeks	2023-04-25	2023-05-10	Not Started
7	Project Closure	1 week	2023-05-10	2023-05-15	Not Started

121-018-1213

121.018-1214

9121-810121

221-810 111

920553028

DATA OBTAINED FROM TRAINING SPECIALIST

121018-1718

WAZR REF0275

TRAINING SPECIALIST

TASK	NUMBER
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On the 1st of April 1900

TRAINING SPECIALIST

5081

DATA AND RECORD MANAGEMENT

TRAINING SPECIALIST

DATA AND RECORD RECORDING

NUMBER OF RESPONDENTS

TRAINING SPECIALIST

[illegible]

NUMBER OF RESPONDENTS

TRAINING SPECIALIST

RATING OF ELS	METHODS OF TESTING	METHODS OF TEACHING	CRITICALITY	AIT
writing				
reading				
speaking				
listening				
written				
oral				
performance				
self-paced				
hands-on				
demonstration				
lecture				
danger to person or equipment				
importance				
difficulty?				
tested?				
taught?				

TASK	NUMBER
1	1
2	2
3	3
4	4
5	5
6	6
7	7
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12	12
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99	99
100	100

121-017-1211

21-017-1228

21-004-1215

DATA AND RECORD REPRESENTATION

APPENDIX 3

PERCENTAGE LANGUAGE SKILLS

This appendix contains the computations for the percentages of listening, speaking, reading and writing involved in each cluster.

Some clusters have two sets of computations because some Task Prioritization Forms were received after original computations and had to be added on.

TR = total number of responses to variations in the cluster
 T = number of tasks in the cluster
 V = variables
 R = maximum number of respondents in any task in that cluster

PERCENTAGE LANGUAGE SKILLS NOS 75D

FORMULA	LISTENING	SPEAKING	READING	WRITING
$\frac{TR + (T)(V)(R)}{TR} = \%$	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
FIRST AID 071-831-1004 071-831-1006	$3 \times 5 \times 11 = 165$ 15 13 13 12 17 70 $165 / 70 = 2.357$ 42%	$3 \times 2 \times 11 = 66$ 9 8 17 $66 / 17 = 3.88$ 258%	$3 \times 3 \times 11 = 99$ 0 5 10 15 $99 / 15 = 6.6$ 152%	$3 \times 4 \times 11 = 132$ 12 10 5 4 22 $132 / 22 = 6$ 167%
	42%	258%	152%	167%
NBC 071-831-1002	$1 \times 5 \times 8 = 40$ 7 2 6 7 8 30 $40 / 30 = 1.33$ 75%	$1 \times 2 \times 8 = 16$ 2 3 5 $16 / 5 = 3.2$ 313%	$1 \times 3 \times 8 = 24$ 1 1 3 5 $24 / 5 = 4.8$ 208%	$1 \times 4 \times 8 = 32$ 2 1 1 5 $32 / 5 = 6.4$ 21%
	75%	313%	208%	21%
PHYSICAL FITNESS 071-831-1001	$1 \times 5 \times 15 = 75$ 9 3 6 10 8 36 $75 / 36 = 2.08$ 480%	$1 \times 2 \times 15 = 30$ 4 3 7 $30 / 7 = 4.28$ 233%	$1 \times 3 \times 15 = 45$ 1 0 3 4 $45 / 4 = 11.25$ 059%	$1 \times 4 \times 15 = 60$ 3 1 0 0 4 $60 / 4 = 15$ 60%
	480%	233%	059%	60%
				62%

TR = total number of responses to variables in the cluster
 T = number of tasks in the cluster
 V = number of variables
 R = minimum number of respondents in any task in that cluster

PERCENTAGE LANGUAGE SKILLS NOS 75D

FORMULA	LISTENING	SPEAKING	READING	WRITING
$\frac{TR}{T \times V} (R) = \%$	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
147-116-163-161 071-321-0521 071-331-0521	$2 \times 5 \times 7 = 70$ $\begin{array}{r} 1 \\ 0 \\ 1 \\ 1 \\ 4 \end{array} \quad \begin{array}{r} .057 \\ 70 \overline{) 4.000} \end{array}$	$2 \times 2 \times 7 = 28$ $\begin{array}{r} 1 \\ 2 \end{array} \quad \begin{array}{r} .071 \\ 28 \overline{) 2.000} \end{array}$	$2 \times 3 \times 7 = 42$ $\begin{array}{r} 0 \\ 0 \\ 1 \\ 1 \end{array} \quad \begin{array}{r} .024 \\ 42 \overline{) 1.000} \end{array}$	$2 \times 4 \times 7 = 56$ $\begin{array}{r} 1 \\ 0 \\ 0 \\ 0 \\ 1 \end{array} \quad \begin{array}{r} .057 \\ 56 \overline{) 1.000} \end{array}$
	6%	7%	2%	2%
LA-12 NA-116-163-161 071-321-0521	$1 \times 5 \times 0 = 0$	$1 \times 2 \times 0 = 0$	$1 \times 3 \times 0 = 0$	$1 \times 4 \times 0 = 0$
	0%	0%	0%	0%
147-116-163-161 071-321-0521	$1 \times 5 \times 15 = 75$ $\begin{array}{r} 10 \\ 7 \\ 10 \\ 10 \\ 11 \\ 48 \end{array} \quad \begin{array}{r} .640 \\ 75 \overline{) 48.000} \end{array}$	$1 \times 2 \times 15 = 30$ $\begin{array}{r} 3 \\ 6 \\ 9 \end{array} \quad \begin{array}{r} .300 \\ 30 \overline{) 9.000} \end{array}$	$1 \times 3 \times 15 = 45$ $\begin{array}{r} 1 \\ 1 \\ 5 \\ 7 \end{array} \quad \begin{array}{r} .156 \\ 45 \overline{) 7.000} \end{array}$	$1 \times 4 \times 15 = 60$ $\begin{array}{r} 7 \\ 1 \\ 1 \\ 0 \\ 7 \end{array} \quad \begin{array}{r} .150 \\ 60 \overline{) 7.000} \end{array}$
	1.4%	3.0%	1.6%	1.5%
				1.3

PERCENTAGE LANGUAGE SKILLS
MOS 75D

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = maximum number of respondents in any task in that cluster

FORMULA	LISTENING	SPEAKING	READING	WRITING
$\frac{TR + (T)(V)(R)}{TR} = \%$	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
071-314 2104 071-325-4462	$2 \times 5 \times 9 = 90$ 3 0 3 3 4 13 $\frac{186}{70 \overline{) 13.000}}$	$2 \times 2 \times 7 = 28$ 0 0	$2 \times 3 \times 92 = 552$ 0 0	$1 \times 4 \times 5 = 20$ 0 0
	19%	0%	0%	0%
LEADERSHIP	$1 \times 5 \times 0 = 0$	$1 \times 2 \times 0 = 0$	$2 \times 0 = 0$	$1 \times 4 \times 0 = 0$
121032-2521				
	0%	0%	0%	0%
TRAINING	$8 \times 5 \times 16 = 640$ 50 45 71 65 72 303 $\frac{176}{640 \overline{) 303.000}}$	$8 \times 5 \times 3 = 120$ 12 45 $\frac{176}{120 \overline{) 45.000}}$	$8 \times 5 \times 6 = 240$ 27 41 84 154 $\frac{176}{240 \overline{) 154.000}}$	$3 \times 4 \times 5 = 60$ 45 27 41 66 181 $\frac{176}{60 \overline{) 181.000}}$
	18%	18%	41%	50%
				64

PERCENTAGE LANGUAGE SKILLS
NOS 75D

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = number of respondents in any task in that cluster

FORMULA	LISTENING	SPEAKING	READING	WRITING
$\frac{TR}{T \times (V)(R)} = \%$	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
PERSONAL	$15 \times 5 \times 20 = 1500$ 78 104 99 78 105 464 $1500 \overline{) 464.000}$	$15 \times 2 \times 20 = 600$ 14 50 64 $600 \overline{) 64.000}$	$15 \times 3 \times 20 = 900$ 8 84 116 208 $900 \overline{) 208.000}$	$15 \times 4 \times 20 = 1200$ 10 8 80 10 303 $1200 \overline{) 303.000}$
	31%	11%	23%	25%
WORK REPORTS	$4 \times 5 \times 17 = 340$ 30 38 39 32 38 177 $340 \overline{) 177.000}$	$4 \times 2 \times 17 = 136$ 4 21 25 $136 \overline{) 25.000}$	$4 \times 3 \times 17 = 204$ 9 37 45 91 $204 \overline{) 91.000}$	$4 \times 4 \times 17 = 272$ 38 9 37 40 125 $272 \overline{) 125.000}$
	52%	18%	45%	47%
GROUP AND PERSONAL PRESENTATION	$11 \times 5 \times 21 = 1155$ 95 134 101 102 131 563 $1155 \overline{) 563.000}$	$11 \times 2 \times 21 = 462$ 27 91 118 $462 \overline{) 118.000}$	$11 \times 3 \times 21 = 693$ 23 102 150 215 $693 \overline{) 215.000}$	$11 \times 4 \times 21 = 924$ 134 23 102 130 287 $924 \overline{) 287.000}$
	49%	26%	41%	41%

APPENDIX 4

OBSERVATION FORMS

The attached forms were taken to the actual training where observers recorded actual training situations and language used in the training. These forms were used to indicate the CONDITIONS for the Job Language Performance Requirements in this MOS.

DOS

PERSON RECORDING

LOCATION
(UNIT/AIT)

SUBJECT

* TASK NUMBER IF KNOWN

Physical Environment of Instruction.

- A. Classroom
 - B. Open Areas (live firefield- mark-up terrain)
 - C. Large enclosed area (bleacher sites)
(Warehouse size)
 - D. Other
- Comments:

Styles of Communication Instructor, Verbal order

- A. Formal Speech
- B. Informal Speech
- C. Regional/Ethnic
- D. Body Language
- E. Profanity
- F. Shop talk/slang
- G. Non-standard English
- I. Other

Comments:

Media of Instruction

- A. Films
 - B. Video cassettes
 - C. Graphic Training Aids (diagrams, etc....)
 - D. Illustrations (requiring reading/not requiring reading)
 - E. Maps
 - F. Mock-ups
 - G. Models/Amulate
 - H. Real equipment
 - I. Transparencies
 - J. Tape cassettes
 - K. Training Publications (required/available)
 - L. Signs/Notices
 - M. P.A. System
 - N. Normal Voice
 - O. Soldier's Manual
 - P. Chalkboard
 - Q. Other
- Comments:

Mode of Response

- A. Manipulating a piece of equipment/device
- B. Answers (spoken - written)
- C. Signals
- D. Performance
- E. Taking Notes
- F. Teamwork
- G. Other

Comments:

Instructional Ratio

- A. Instructor, one-to-one/class
 - B. Peer/one-to-one
 - C. Group or Committee Group (group of instructors of whom one teaches one portion of the whole)
 - D. Small (12 or less)
 - E. Large (more than 12)
 - F. Other
- Comments:

67

APPENDIX 5

STRUCTURAL/LEXICAL LIST

Attached is the list of
structural and lexical items
for this MOS.
(For discussion, see Section II)

STRUCTURAL ITEMS

SENTENCE PATTERNS

SIMPLE: One subject and one predicate

1. Subject and action verb
Firer aims.
2. Subject and action verb and direct/indirect object
Many things cause burns.
3. Subject and linking verb and subjective complement
This is very important.

COMPOUND: Two or more sentences joined by:

1. Coordinating conjunction

Explain the task and ask the trainees if they understand the task, and the conditions they are expected to perform at the end of the session, the conditions under which they must operate, and the standard they must achieve.

2. Conjunctive adverb

Do not start or stop the vehicle while the radio is on or you may damage the set.

3. Semicolon

A light pressure is exerted on the driving spring when the bolt is forward; however, never attempt to cock the gun while the backplate is off and the driving spring assembly is in place.

COMPLEX: One or more dependent clauses

1. Adjectival (functions as an adjective by modifying nouns and pronouns)

At the bottom of the map you will find three different bar scales which will help you to change map distance to miles, meters, or yards.

2. Adverbial (functions as an adverb by modifying verbs, adjectives, and other adverbs) The mouth-to-nose method is performed in the same way except you blow into his nose while you pinch his lips closed with one hand.

3. Noun (functions as a noun) The person who is performing artificial respiration quickly blows into the casualty's lungs after each five compressions.

SENTENCE TYPES

1. INTERROGATIVE

(do, does, modal, wh-, tag, inverted)
But what about the other 15 meters?
Ask, "What is there?"

2. DECLARATIVE

Classified information will not be discussed over the telephone.

3. EXCLAMATORY

HALT!

4. IMPERATIVE

Issue the challenge in a soft voice and wait for the (requests, commands, second person (singular/plural, negative/affirmative), First and second person (let's)) stranger to reply with the correct password.

5. ELLIPSIS:

Split the bracket until fire for effect is possible. Most common type of ellipsis--subject deleted

6. FRAGMENT

Movement to occupy a position.
All other parts.

ADVERBIAL CLAUSES

1. PURPOSES

Training must be conducted so that at least 80% of the students can accomplish the task trained to the standards specified for the task.

2. CONTRAST

Although natural terrain features are likely not to change and make good reference points to orient a map, you may also use manmade features such as roads, bridges, etc., to orient your map.

3. COMPARISON

Place suitable material under him as well as over him if necessary.

4. RESULT

Blending is the use of camouflage materials on, over, and around an object so that it appears to be part of the background.

5. MANNER

Take deep breath and place mouth around soldier's mouth; then blow forcefully as you observe his chest.

6. TIME

When you have to go a certain distance on foot without any landmarks to guide you, you can measure distance pretty accurately by counting your paces.

Split the bracket until fire for effect is possible.

7. PLACE

Loosen clothing at neck, waist, and other places where it tends to bind.

8. CAUSE

Be careful not to depress the trigger, since this will cause the firing pin to be released.

9. ADVERSATIVE

The casualty has no fractures, but has a bleeding wound.

10. CONDITION

If it isn't, your rifle can still fire, but it could possibly explode, causing you harm.

PHRASES

1. GERUND

(upon) Hearing the correct password, give permission to pass if you have no other reasons to doubt.

2. PARTICIPIAL

Using a straightedge draw a line between the two objects.

3. INFINITIVE

To camouflage exposed skin paint the shiny areas with a dark color.

4. PREPOSITIONAL

Under certain light conditions, front sight ports can be seen, but you can't determine whether you are looking through, above, or to the side of the rear sight aperture.

LEXICAL ITEMS

ADJECTIVALS

"rifle bore cleaner"
"waste material"
"burning residue"
"semi-fixed ammunition"
"extracting/loading ammunition"
"firing hammer"
"four life-saving steps"
"chest/heart massage"
"tourniquet material"
"field material"
"field condition"
"mouth-to-mouth resuscitation"

ADJECTIVES

1. WORD + ABLE

AVAILABLE

2. COMPARATIVES

Threat main tanks are smaller than the US main battle tanks.

3. SUPERLATIVES

The most dangerous targets are those that see you, have the capability of killing you, and appear to be preparing to engage you.

PRONOUNS

1. INDEFINITE

Have someone walk the FDL (if enemy situation permits), and determine dead space (sections of FDL where individual drops below line of sight).

2. POSSESSIVE

Shake his shoulder and shout, "Are you OK.?"

3. SUBJECTIVE

This will give you correct nomenclature.

4. OBJECTIVE

It will also give you the correct functioning.

5. REFLEXIVE

Keep yourself clear of the muzzle.

VERBS

1. VERB TENSES

Make sure you clearly understand the task you are to teach.

--You will be tested.

--If they elect to take it, they must complete the test once they have begun the first event or else they will receive a NO GO for the entire test.

--If the soldier is breathing, mouth-to-mouth resuscitation is not necessary.

--When all 10 pebbles have been moved to the left pocket, you have traveled one kilometer.

--Have someone walk the FDL and determine dead space.

--Sensing is an instantaneous determination by the grenadier as to where the grenade exploded.

present progressive verb
present verb (uninflected, third
person, indicative)
past tense (regular/irregular)
present perfect
future

2. TYPES

intransitive
(You) train for results.

transitive
Mask the casualty.

linking
The skin becomes inflamed.

3. VOICE

active

recognize
protect
is facing
remove
explode
sounds
points out
seen

appear
seek
secure
wear
mask
stored
do require
could affect

has
must be
wipe
rinse
put brush
empty
reassemble
reinstall

passive

given
is protected
is sprayed

are alerted
are reported
have been corrected

are authorized
be corrected

passive+verb+ing
"task will be performed
using procedures"
modal+passive voice
"can be determined"
modal+negative+passive
"must not be eliminated"

4. MODALS

You must demonstrate, once every 6 months, that you can meet or exceed the minimum level of physical fitness required of each member of your unit in accordance with the standards contained in AR 600-9.

Personnel over the age of 40 may elect not to take the APFT. The pulse should be found in the soft area between the Adam's apple and the large muscle on the side of the neck.

Injury or death could result.

During surveillance the operator will have to adjust the range focus to get a sharp image at different ranges.

"might have to be placed"
"be"
"will be given"
"should be"
"must"
"must be"
"can"
"can be"
"may be"
"should not be"

5. AUXILIARIES

(do, does, negative)

Do not zero in under 100 meters.

If the round does not fall within 5 meters of target, zeroing procedures are called for.

GERUNDS

Sensing is an instantaneous determination by the grenadier as to where the grenade explodes with respect to the target.

INFINITIVES

To fire, hold the M16A1 in the rest with your right shoulder firmly against the weapon's butt plate.

ADVERBS +

1. SUPERLATIVE

When such a line of fire exists, the primary sector will be assigned, based on it, with the FDL being the sector limit closest to the friendly troops.

2. INDEFINITE

The launcher has a heavy coat of oil on working parts, and a light coat of oil elsewhere.

3. FREQUENCY

Apply a little graphite grease to the threads of the antenna section for easy removal and to prevent the sections from seizing if they have been rarely removed.

4. OTHER

Assembly procedure for the grenade launcher merely reverses disassembly steps.

5. COMPARATIVE

The care, cleaning, lubrication and adjustment of the mount used with the gun are no less important.

VERBS AND PREPOSITIONS

Line up the key in the receptacle with the slot in the cable connector.

VERBS AND ADVERB

(particles)

Put on the protective mask within nine seconds of the chemical alarm and remain in the contaminated area for at least two minutes without making further adjustments to the mask.

APPENDIX 6

VOCABULARY (DLIELC IN-HOUSE)

The following vocabulary list was extracted from the Soldier's Manual task by task and then categorized into GENERAL, BASIC AND TECHNICAL vocabulary.

Mos 75 D

TASK # 121-004-1201

TYPE A BASIC COMMENT TO A DISPOSITION

GEN ENG.

abbreviations	four	right
additional	from	same as
addresses	given	second
after	green	see
already	identification	several
approval	if	should
approving	in	signature
be	inch	signed
because	know/known	start
beginning	last	there is
below	leave	third
beyond	left	through
both	length	top
bottom	live	typing
can be	many	using/use
center of	meet	under
change	more than	when
contain	most	white
copies	not	will be
corner	numbers	yellow
corrected	of	your
data	off	
describe	office	
dictionary	on	
discussed	one	
divide	only	
each one	or	
edge of	page	
ends	paper	

17

Mos 75 D
121-004-1201

Type a Basic Comment to a Deposit.

Basic

Abbreviation
Access to
action
address
approval
authority
based on
comment
completed
connection with
contained in
coordination
determine
directly
follow
handwritten
headquarters
if any
if necessary
in accordance with
include
installation
length
list
local
military
number
office
sign
signature

Technical

abbreviation
Access to
accordance with
action
administrative
approximately
assemble
authority
"ATTN"
basic
black
body of
bond paper
capitalization
chapter
contents
continuation
copies
correspondence
date
dictionary
Disposition Form CUS
distribution
draft
eighth
equipment
errors
exceed
figure

MDS 75 D

121-004-1201

Type A basic Comment to A disposition

Technical cont.

enclosure

indent

"In-Turn"

line

manifold

margin

materials

matters

multiple

numbered

official

original / originator

paragraph

percentages

personnel

phrase

pink

plain bond paper

punctuation

refer

reference

requirements

review

spaces

spell / ing

subdivision

subject

subparagraphs

succeeding

successor

MOD 12 D
121-004-1203

Type a non Military Letter

General

address

any

appear on

begin

below

briefly

complete

copies

correct

date

describe

dictionary

differs from

equipment

enough

error

first

five

following

from

fully

50

the list #1

1165 75 D

121 - 004 - 1203

Type a Non Military Letter

Gen Eng

Basic Mil

address	less
appear on	many
only	more
begin	meet
help	name
briefly	number
complete	me
correct	only
copies	page
	figure
	right
date	require
different from	same as
dictionary	second
describe	should
equipment	see
enough	
error	
following	use
five	
fully	will be
first	when
sign	
given	

however

if
(in such
- case)

know

agency
access to
apply

civilian
contain

differences
example
government

identify

left

military
necessary
office

performance
review
eight

requirement
signature

symbol
standard

steps
task

21

1109 75 D

121-004-1203

Sk. No. 1

Type a Nonmilitary Letter

Check Box

	letterhead
	listing, or
	list, or
appropriate	line (in letter)
abbreviation	margin
addressee	material
approving	nonmilitary
authority	numbered
assemble	
account for	outlined
"as stated"	office
body	prescribed
block	paragraph
based on	
capitalization	require
continuation	refer to
complimentary	reference
close	salutation
center	subject
	single
	symbol
draft	SCF
determine	spell/ing
distribution	supervisor
double	space
error	type, or
enter	terminology
format	task
fifth	unfamiliar
fourth	use
final	
Figure	variable
guidance	
handwritten	

8-2

Skill level

MLS 75D

121-004-1202

Type a Military Letter

Gen Eng

Basic Mil

A above	examples	one	written	activities	signature
addresses		on	with	approve	task
additional		only	will be	authority	
at least	F followed by	other		assemble	used
along	fourth		yellow	communication	
also	fifth		your	code	
after	first			pages	
				Commander	
				distribution	
				determine	
				equipment	
				example	
				figure, n	
				headquarters	
				identify	
				IAW (in	
				accordance	
				with)	
				include	
				infantry	
				left	
				line, n	
				local	
				military	
				organization	
				office	
				performance	
				paragraph	
				references	
				requirement	
				supervisor	
				so p	

83

St. No 1

Type a Military Letter

MS 75D

121-004-1202

Teach Eng

"ATTN"	letterhead
authority	line of letter
authorized	listed
abbreviation	manifold
addresses	multiple
based on	multi-page
body of letter	margin
capitalization	print
colon	precede
contain	paragraph
correspondence	punctuation
continuation	phrase
continuation	
contents of	reference
concurrently	refer to
draft	signature
double	block
divide	spell
document	subject
exceed	symbol
ending	SOP
enter	subparagraph
file	"Subject"
furnished	standard
following	step; spacing
format	type
guidance	typewriter
hyphenate	"THRU"
handwritten	set (margin)
indent	
ink	
inclosure	
"in-trans"	

1c. luv

Gen Eng

Type an endorsement to a Military Letter

75 D

121-004-1204

Basic mil

after	last line	authority	Sack
also	letter	agency	Top of
always	length	communication	unit
appears	left	designation	zip code
beginning	more than	directly	
basic	met	exceptions	
below		forward	
between	necessary	following	
behind	number, n	figure	
bottom	now	include	
corrected		insure	
completed		information	
copies	only	identify	
consists of	one	list	
dictionary	pink	left	
directly	prepare	military	
date	page	minimum	
	present	organization	
errors	place, 15	outside of	
enough	paper	performance	
entire	ready	review	
eighth	receive	requires	
end of	second	rules	
first	same as		
following	through		
	three		
given	third		
however	top of		
	used		
	white		

85

2w #1

Type an endorsement to a Military Letter

75D
121-009-1204

Check List

assemble	IAW (in accordance with)	Training
abbreviations	list	Type
approving	line	task
authority	length	"THRU"
address	letterhead	"TO"
approximately		typewriter
addressee	margin	
agency	multi-	
additional	manifold	variables
body	number, n	
based on		bond
current date	omit	
correspondence	outline	
capitalization	pink	
contained	phrase	
codes	performance	
continuation	paragraph	
	preparing -	
draft	agency	
determine	prescribe	
distribution		
example	reference	
exceptions	requirements	
equipment	reply, n, n	
enter	sorted	
file		
first		
format	spell	
handwritten	SOP	
heading, n	"subject"	
	space	
indorsement	single	
insecure	step	

86

Sk. Lw. #1

Type a Joint Message form
DD form 173

1105 75 D

RI - 004. 1205

Gen Eng

Basic Mil

after	known	time	action	urgency
also	length	there are	contact	upper
all	left	them	classification	
	location		contain	will be
because	letter	use	copies	
begin, or	last	when	commander	
below	lower	with	code	
the beginning	more than	who else	consult	
	means	white	determine	
corrected	most	will be	distribute	
check	much, many	work	ends	
called	number	whether	installation	
corner	necessary	word	information	
copies	normally	year	initial	
consist of	one	yellow	important	
correct	only		messages	
calendar	prepare		minimum	
dictionary	phone		materials	
date			maximum	
depend on	ready		necessary	
different	reach		preparation	
enough			period	
electrically	soon			
entire	sent		situation	
each	short		supervisor	
easier	such		satisfactory	
allow	should		security	
first	show		signature	
finish	special		sign, or	
for example	sometimes		second	
never	same			

8

sk list #1

Type a Joint Message form
DD form 173

004-1205

Index

	forward to	
additional	Figure	RELEASE TIME
addressee	file	reference
abbreviations	final	release, N
assemble	geographic	required
administrative	GCT (	releaser
address	(Greenwich	
authorized	Civil Time)	
appropriate	handling	sender
	"INFO"	spelling
blank	IAW	spaced
block	indicate	SOP
book block	internally	security
based on	initial	symbol
classification	joint	slant
CLASS block	message form	signature
capitalization	"Julian"	specific
capital letters	locally	
command title	local time	
"conver"	line	transmitted
commencing	margin	Telegram
code	messages	typed
correctness	message form	telecommunications
coordination	"Mail"	"TO"
characters	manner	
convert to	nonelectrical	urgency
digits	normally	"unclassified"
double space		upper
draft	office	
distribution	observe	writer
drafter	paragraph	zone
deliver	precedence	
determined	previous	
	preceded by	

211

St. lv #1

Post Regulations & Directives

004-1215

Gen Eng

Basic ~~Eng~~ Military

at, as	
add	quickly
black	
below	run the risk of
change, w/n	receive
completely	
date	see
each	should
end of	top of
front	tell
	two
	time
Happens	use
in	which
if	write
	word
keep	when
lose, &	would
must be	
meet	
more than	
number	
new	
next to	
Thrice	
after	
other	
old	
one	

attention
according to
basic
classified
controlled
directive
equipment
information
instructions
issued
initial
meet
promptly
regulations
standard
supervisor
single

24

Sw¹

Post Regulations & Directives

75 D

121 - 004 - 1215

Seck Eng

annotate	
access to	
allow	mark
affected	material
basic	margin
bound change	
change	number
cover	neatness
current date	
check mark	outdated
	on-the-job
deleted	
directly	polices
dispose of	procedures
Dr	publications
draw	prescribed
directives	post, v.
enter	paragraph
existing	parentheses
	promptly
format	
footnotes	review
form of	regulations
formal	"Resc" (rescinded)
Figure	required
filing	remove
insert	
issued	sheet
interior	standard
informed	superseded (Supad)
information	single
IAW	
initial	time

75

St. Lev #1

75D

Type a Memorandum

121-004-1216

Gen Eng

Basic Mil

also
any
about
beginning
below
copies
date

enough

fourth
for

ques
given

is
in
if

left
letter

meet

necessary

second
see

there are/is

attention
authority
AA
example
equipment
expected
headquarters
information
identify
include

job

left
materials
military
number
office

preparing

required
recommend
standard
supervisor
step

through
task

91

Lt. lev = 1

Type a Memorandum

750

121-004-1216

Tech Enj

action	list, n
agency	letterhead
assemble	memorandum
address	margins
addressees	multiple
assembly	
authorized	
abbreviation	nonmilitary
agreements	number
access to	
AR	paragraph
approving	prescribed
	reply, n
	recording
contain	reference
capitalization	requirements
corrected	"subject"
capital letter	stop
close, n	symbol
correspondence	spelling
	type
draft	task
dictionary	title
distribution	"THRU"
	transmit
errors	
enter	
final	
figure	
format	
inclosures	

9.

Skew #1

Gen Eng

Type a Second or Subsequent
Comment to a Disposition Form

Basic Mil

MOS 75 D

121-004-1230

after	one		
also	on		
additional	only		complete
any	page		correct
be sure	paper		distribution
begin/ning	ready		example
behind			errors
below	same as		follow
copy	should		headquarters
correct	sure		installation
dictionary	there is		include
date	those		identify
edge			left
end	used		office
enough	white		prepared
entire	with		personnel
from	whether or not		reply
for	yellow		required
for example			standard
green			step
in order to			superior
IAW			second
if			through
include			Talk
know			
last			
left			
met			
number			
necessary			

93

St. 1st

Type a second or subsequent
Comment to a Disposition Form

MOS - 750
121-004-1230

Jack Eng

actions	final	step
access to	forward	symbol
approving	Figure	
authority		task
assembled		type
additional	heading	typewriter
authoriz	internal	
abbreviation	installation	
addressee	inclosures	
approximately		
body	line	
basic	local	
based on	list	
below	material	
bond paper	margin	
breavity	manifold	
	number	
contain		
capitalization	originate	
comment	office	
copies	printed	
complete	punctuation	
CMT (comment)	paragraph	
code	pink	
correspondence	personnel	
	proceed	
disposition OF	reference	
draft	require	
distribution		
determine	separate	
date	sheet	
entire	set	

94

AD-A121 128

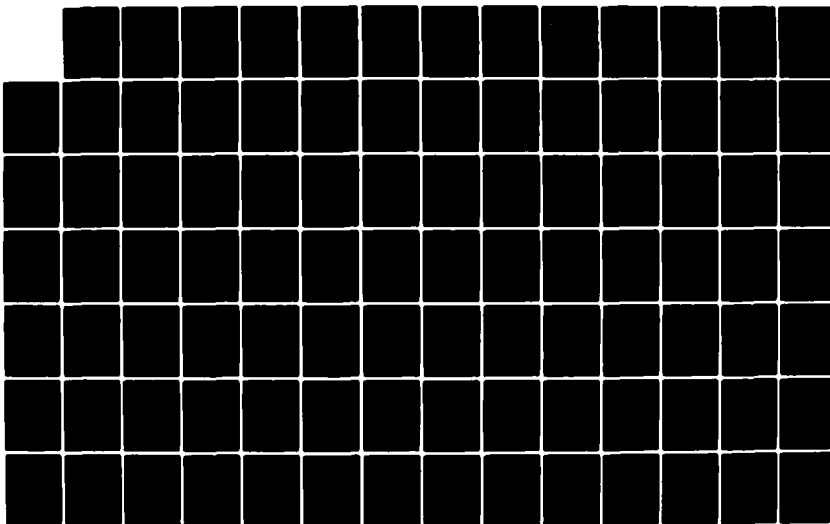
JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 75D
PERSONNEL RECORDS SPECI... (U) DEFENSE LANGUAGE INST
LACKLAND AFB TX ENGLISH LANGUAGE CENTER... 01 JUN 79

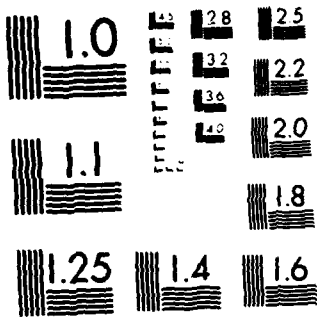
2/3

UNCLASSIFIED

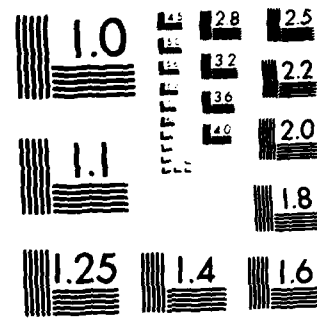
F/G 5/9

NL

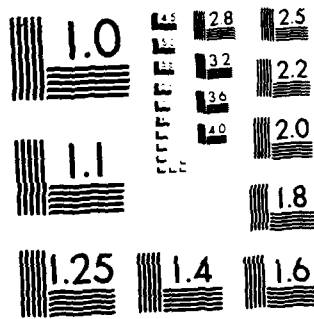




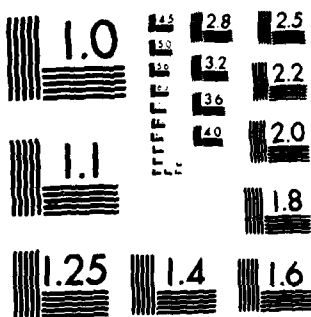
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



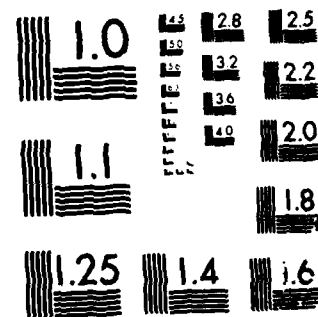
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

It is #1

Gen Eng

Type Straight Copy Material

MCS - 75 D

121-004-1232

Basic Mil

Tech Eng

additional

can

count

error

each

for

from

awarded

credit

copy

count

divide

detail

extra following

copy

computed

divide

extract

exceed

error

form

minute

number

need

minimum

notice

obtain

office

g w p m

(gross words

per minute)

identical

material

manner

office

will

words

standard

SPT

net

(n w p m)

(net words per

minute)

original

rate performed

per

rate

required

straight

subtract

scorable

type

text

1
95

St lv #1

Prepare a Record of Emergency Data
DD form 93

MOS 75D
121-017-1201

Gen Eng

Basic M.I.

all	mail	armed services)	preparation
as follows	married	allowances (money)	reason
	middle (name)	address	record, n
birth	mother	belongs	rank
blue	number	blank (space)	remark
black	name, n	birth	require
	not/no/none	commander	request
	other	casualty	reverse
can be		death	review
child/children	package	deceased	
copy	paper	details	section
different from	prepare	data	servic
desire	person	divorced	(miles d)
date		document	side
daughter	received	destroyed	sign
during	review	emergency	single
		equipment	soldier
each	same	followed by	
father	second	form	
first	see	grade	
	should		
get	similar to	identify	
give	son	in case of	
information			
link	unknown	list, n	
instead of	used by	note	
item	use	notified	
include		officer	
if	wishes	officer	
leave	written		
living	will be	non-	

90

lv #1

Prepare a Record of Emergency Data DD form 93

1105 - 75 D
121-017-12

Jack Eoz

access to
as directed by
authorized
attach
appropriate
box (on paper)
beneficiary
blank
capital letter
card copy
chapter
clarify
comments (written)
company (business)
contain
continuation
copy
currently
commercial
data
designation
distribute
document
emergency
enter
entries
~~insurance~~
eligible
file
HQA
hypphen

gratuity

"gr."
life
local
letter code
maiden (name)
manifold
maintain
MFRJ
notification
number
non-notification
office
name
outprocessing
pay
payment
personal
policy (insurance)
purpose
plus
record, n
relationship
SNCO
separated
source
spouse
stated
split
Steps 1-10

Table
transmit
transmittal
type
typewriter
unpaid
update
verified
witnesses
written
yearly
gratuity

97

Sk ler 01

Update the Personnel Qualification Record DA form 2 part 1

HCOS 75D
121-017-1202

Gen Eng

Basic Mil

accurate

any
above

before
comes over your desk
change

correct
check
can be
draw
does
desk

found
from
for
get
here

if
keeping
may
made
must be
military
new
old
over
on

pencil
required

send
through
this / that

when
with
will be
which

available
back to
commander

career
check
contact

equipment
entitled
item
information
inspect
officer
office
personnel
provide
posted
prepare

requirement
reported
review

soldier
standard
supplies
supervisor

unit

98

Slaker #1

update the Personnel Qualifications
Record DA form 2, part 1

nos 75 D

121-019-1202

Tech Eng

affect
access to
available
appropriate
attach

MPRJ
manager
note

office
PAC

Branch
blank

personnel Qualification Record
PQR

current
consistent
corrections
code
Chapters
concerns

~~post~~ post
Pam
"pull"
procedures
pertain to
prepare
product
Qualification

determine
DA form
document
data
draw a line

record, n.
refer to
replace

equipment
enter
element

SIDPERS
source
status

fine line
form
forward to
filed
input to

SIB (SIDPERS Interface Branch)
servicing
specific
subcourse
Table
transmittal
Task
update
unit

insure
IAW
individual
line

99

Task #1 Prepare a Record of Court-Martial
Conviction, DA form 2-2

Gen Eng

any make sure
all second
and
as follows
address
being
bottom
check
corner
do
exactly
for
first

get
given if
not
one
left
prepare
return
read
right
will be
while
when
year
number
taken from
date
day
month

Basic Mil

articles
Army
charges
conditions
copy
except
equipment

following
headquarters
order
official
office
organization
permanent
posted
provide with
received
record, n
signature
soldier
standard
supplies

brief
AWOL
include
grade
unless
approve
return

1/81

100) Prepare a Record of Court-Martial
Convictions, DA form 2-2

105 - 75 D

121-017-1203

Test Eng

action
acquittal
accus to
afferted
approved
blank
charges
conviction
court-martial
component
copy
conditions
distribute
DA form
disapproved
exists

~~ex~~
form
file
findings
historical
issuing
insert
margin
member
M PRJ
outcome
office
official
order
obtain
permanent

receipt
rendering
section
stated
step 2
sentences (legal)
sheet
treated
(is treated as)

upper
duplicate
grades E-6
controlled
single
sufficient
SSN

type of
violated
synopsis
specification
offense
adjudged
block
custodian
established
Staff Judge Advocate
stamped with
the type of
documented
modified
sets aside
alters

per
exception
~~sub~~ subsequent
administrative
outlined

107

MOB 75 D
 121-017-120
 The lev #1 Prepare & Maintain DA Form 2-1, Part II
 PQR (enlisted)

Gen Eng

prepare	year	leave
which	month	language
for	score	education
other	test	each
but	next	active duty
also	line	before
not	below	make out
only	same	behind
provides	erase	city
given	oldest	born
will be	new	birth
your	there is / an	top
first	only	erase
any	tells you	
questions	already	
there is	other	
if	can be	
know	should be	
all	must	
using	send	
black	page	
blue	above	
pen	so dates	
begin	left, or	
complete	arrived back	
name	spent	
last	yes	
middle	no	
make sure	accompanied by	
after	with	
in	shown	
no / not	check	

Basic Eng Mail

enlisted	training
record	civilian
document	course
information	unit
personnel	promoted
commander	rank
soldier	pay grad
office	height
supplies	weight
equipment	glasses
preparation	state
tasks	birth
requires	married
copies	depend it
the form	mailing
permanent	address
situation	remarks
SSN	call in
check	
blank	
full name	
evaluated	
tested	
initialed	
circled	
deals with	
assignment	
numerous	
guidance	
section	
grades E-6	
overseas	

122

Sw #1 Prepare/Maintain DA form 2-1, Part II 121-017-1204
PQR (enlisted)

Deck Eng

maintain	deletion	restricted	status
personnel	part	occupational	native
qualification	controlled	title	naturalized
record	columns	licensed	derivative
SIDPERS	appropriate	certification	spouse
document	rules	specific	home of record
valuable	"FROM"	BT	job title
managers	"THRU"	BCT Training	duties
current	CORUS	line out	description
historical	AREA	reduced to	disagree
maintenance	COUNTRY	appointment	Professional
access to	geographic	reduction	continuous
blank	area	block	active service
update	abbreviation	COMP (Component)	restricted
available	paragraph	completion	remaining
chapter	NTC (normal tour	special	submission
disposition	completed)	type	parentheses
DA form	sponsored	level	submitted
MPRS	dependent	Geneva Conv.	previous
refer to	exception of	"Benefits of	applicable
typewriter	code	an Honorable	continuation
capital letters	character	Discharge'	mandatory
full name	remainder	RACE REL	controlled
hyphens	include	(race relation)	soldiers
enter	SQI (skill	duplication	optional
permanent	qualification	authorized	temporary
entry	indicator)	functional	correction
digits	ASI (additional	contracted	annotate
SQT	Skill Indicator	consec	original
note	Identifier	leads to	forward
		Figure	

103

It is

Prepare / maintain DA form 2-1 part II
PQR (officer)

MOS 75 D

121 - 017-120

Gen Eng

Brief Mil.

very like must carefully given very similar to should be only would do no / not three any long dates aviator pencil leave prepared from check change unless when once - if in addition showing after whether school	below hours none list name location identify number months necessary be given teach the same as during days while w/change in by form
--	--

officer information enlisted grade office supplies equipment personnel complete MOS standard qualified aircraft discussed required pilot instructor indicate unit trained instruct qualification blank rating permanent receive holds (a ratings) currently placed in example medical	attention subject the following AWOL birth preparation processing in / out
---	---

181

Prepare/maintain DA form 2-1 part II

121-017-1205

PQR (officer)

Jack Eng

creator
maintain
officer
accurate
enlisted
counterpart
provide
source
current
historical
data
ordered
active
duty
commissioned
ROTC
perform
task
exception
item
entry
MOS
title
refers to
digit
form
maintenance
disposition
plus
blank
table
codes

applicable
permanent
the type of
currently
initial, adj
flying
status
restriction
unrestricted
accumulated
instrument
category
fixed
rotary wing
expiration
internship
residences
fellowships, n
appointment
private practice
staff position
"DURAT"
(duration)
length of stay
post
outlined
confinement
unfavorable
incomplete
loyalty
investigation
result of
court-martial

disciplinary
insure
reviewed
remake
preparation
reassignment
ETS
outprocessing
TDY
forward, v
duplicate
copy
file
original
classification
manual
occupational

Sk. Lev 1

PREPARE SIDPERS INPUT AND CONTROL DATA,
DA FORM 3728

465-75 D
121-017-1207

Gen. Eng.

BASIC MIL..ENG.

primary
which
usually
from
take
information
need
for
prepare
may
will be
made
looking
after
whether or not
change
necessary
report
question
check
to see if
using
locate
first
always
date
year
month
day
there are
four
most
two
three
letters
(alphabet)

next
all
only
for
five

form
personnel
records
come in contact
with
recognize
properly
interview
standard
office
supply
equipment
soldier
available
enter
special
manner
top
bottom
line
capital letter
information
data
differ from
depending on
action
follow
except for
zero
mark

however
some
has
leave
next
when
must
in this manner
draw
print
through
short
line
number
~~Alphabet~~
alphabet
name
get
rules
with
many

as possible

128
106

LEVEL 1

MOS 75 D
121-017- 1207

PREPARE SIDPERS INPUT AND CONTROL DATA
DA FORM 3728

TECH ENG.

input
control
data
mark
means
entered
SIDPERS
base
document
source
record
specialist
responsibility
access to
pamphlet
determination
requirement
submit
form

IAW
appendix
reportable
identify
procedure
outlined
pinpointed
type
transaction
corresponding
mnemonic
personnel
spaces
characters
(alphabet)
consists
boxes
block
blank
coding
underline
diagonal
horizontal
bold line
Figure
exact
compound
name
hyphen
apostrophe
SSN
Originator
Code
published by
SIB

insure
essential
elements
Action Data
mark sense
response position
asterisk
period
authentication
local
column
slash
mark
forward to
MILPO
LETTER of Instruction
(LOI)

107

PROCESS THE PERSONNEL TRANSACTION REGISTER
BY ORIGINATOR (PTRO)GEN. ENG

of
all
printed
every
assist
by
those
changes
which
accepted
require
given
with
will be
for
when
receive
against
check
if
total
number
last
~~to see if~~
to see if
locate
differ
there are
errors
add
should
have
work
first
pull
correct
change
after
with
one
once
the same
~~both~~
new
find
next
can be

use
above
and

BASIC MIL.. ENG.

listing
report
records
specialist
accepted
standard
office
supplies

equipment
error
prepare
form
personnel
submit

identified
processed
information
reason
action, n
document
organization

letter (alphabet)

128

PROCESS THE PERSONNEL TRANSACTION REGISTER BY
ORIGINATOR (PTRO)

TECH ENG	document
process	generated
computer	originally
transaction	submitted
unprocessed	deleted
originator	mark sense
key	category
assists	chapter
output	resubmitted
cycle	proper
PTRO	side of the card
system	paragraph
error resolution	accomplishes
current	IAW
attached	procedures
Error Suspense Cards	resolved
(ESC)	transmittal
access to	SIB
DA	file
Pam	Type-of-Transaction Codes
blank	
form	
previous	
annotated	
IAW	
nonessential	
assemble	
submission	
SIB	
insure	
Personnel Transaction	
Register by Originator	
balance	
total	
based on	
discrepancy	
mnemonic	
sum	
equal	
corresponding	
pertain	
particular	
resolution	
require	
digit	
identifies	
essential validity	
nonessential validity	
essential compatibility	
nonessential compatibility	
error	
determine	
type of	
reflects	
checking	
appendix	

109

MOS 75D
121-017-1209

PREPARE SIDPERS INPUT AND CONTROL DATA
OFFICER TRANSFER DATA RECORD, DA FORM 3807

Gen Eng.

used
information
on
is made up of
which
should be
important
carefully
by
must be
arrive
does not
when
received
in addition
get
your
copies
provide
whether
open
page
all
will
black
blue
ink
printed
accurate
letters
correct
without
error
last
check
other
through

BASIC MIL. ENG.

officer
record
document
extremely important
prepared
command
ready
standard
office
supplies
equipment
copies
data
complete
following
guidance
review
supervisor

TECH ENGLISH

SIDPERS
input
control
data
transfer
Officer Transfer
Record (TDR)
enter
Personnel File
historical
information
current facts
relevant
forwarded
losing command
in the event that
inprocessing
previously
cards
access to
blank
forms
DA
Pam
consistent
IAW
assembled
confirmed
incoming officer
obtain

blank
item
essential
nonessential
reverse
sheet
research
MPRJ
insure
accurate
letters (alphabet)
numerals
block style
rules of coding
as stated in
task
elements
accomplishing
submission
related
forward
SIDPERS Interface Branch
(SIB)

110

Lt Col #1

MOS 45D

121-017-1210

Prepare SIDPER S Input &
Central Data Enlisted Accessions, DA Form 3808

Gen Eng

Basic Mil. Eng

used
information
on

arriving
should be
must
ready

prepare
will be
get

before
begin
locate

copy
also

need

check

black

blue

ink

all

without

every

with

after

correct

last

other

in addition

by

no/not

soldier
information

form

prepare

standard

office

supplies

equipment

copy

item

minimum

are recorded

note

follow the
rules of coding

task

is completed

review

111

Sk. br #1

.. MES 45 E

121 - 017 - 1210

Prepare SIDPERS input and control
Data Enlisted Accessions, DA Form 3808

Task Eny

*SIDPERS	to be entered
prepare	specific
input	guidance
control	listed
data	incure
Enlisted Transfer	card
Record (TOR)	process
SIDPERS Personnel	block letters
File (SPR)	numerals
forward.	coding
losing command	as stated in
DA form 3808	task
improving	accomplishing
enlisted soldier	submission
access to	related
Pam	document
MPRJ	SIB
blank	(SIDPERS
form	Interface Branch)
consistent with	MILPO
assemble	chapter
obtain	organization
available	Type-of-Transaction
a copy of	Codis.
Figure	
determine	
essential	
nonessential	
columns	

112

St. W. #1

1005 75 D

121 - 017 - 1211

File Documents in the Military
Personnel Records Jacket

Gen Eng

Basic Mil

Tech Eng

keep
record
of
every
both
receive
as soon as
get
name
make sure
all
when
has
below
left side
date
newest
newest
however
will
always
tag
old
no / not
check with
to see if
take it to
return
right side of

Federal
requires
Army
service
soldier
officer
enlisted
standard
office
supplies
equipment
SSN
correct
review
completed
remove
authorized
dealing with
supervisor
guidance

law
military
Personnel
Records
Jacket
(M P R J)
201 File
Field File
extremely
important
responsibility
insure
maintained
documents
require
filing
access to
SOP
Temporary
verify
action
document
review
DA form
post, v
determine
filing
position
referring to
appendix
title
archive

chronologi
order
supplies
Emergency
Data
listed
Action
Pending
Section
supervisor
favorable
regard
"flag"
column
to be
forward
O. & P. F
outside of
local so.
file, n
qualify
folder

113

St. Ler #1

MOS - 730

Initiate an Officer Evaluation
Report, on form 67-7

121-017-1228

Gen Eng

is prepared
for
all
information
each
move from
such as
from
given
which
may
will be
made
dates
can come
ways
may
change
reason
first
thing
to do
look at
on
to see
when
last
days
after
must
other
if

initial
after
third
fifth
such as
beginning
closing
number
total
actual
days
less
top of
the back of
return
recently

Basic 1121

officer
commissioned/
warrant
provides
duty
performance of
assignment
primary
require
reports
prepare
notify
copy of
soldier
using
record
SSN
grade
rank
example
promoted
serve as
"thru"
section
unit
station
major
command
phone number
duty days
place, v

114

sk lev-1

MOS - 750

121-017-1228

Initiate an Officer Evaluation Report, DA form 67-7

Lech Eng

- | | |
|---|---|
| <ul style="list-style-type: none">Officer Evaluation Report (OER)periodic basisperformance of dutyserves aspromotionselectionassignmentpreparationaccess toMPRTDA formPamrating schemeblankIAWdeterminationtransmittedproperratesuspense dateestablishedcontrolinsuresubmission / submitreportrequestofficer's ratebased onRegular Army commissionobtaincompute | <ul style="list-style-type: none">requestorrequiredcurrentratedindorserestablishedproceduresthe schemein line withdesireshyphendigitalternatespeciaty codeblockrated duty daysnonratedexcess of / excessivemarkedenterpositionrequirementoverprintedassemblea packetDFsuspense fileprocedurereporttimelyreviewer |
|---|---|

115

St. Louis

MOB 73D
121-017-1229

Process a Complete Officer
Evaluation Report, DA form 67-7

Gen Eng

Basic Milit. Eng

although
difficult
error
common
because of
number
people
carelessness
will be
already
remove
all
only
from
your
include
as well as
correct
using
recheck
make sure
also
if
the period
begins with
look at
last
day
to see that
agree with
both
other
data

only
one
each
should be
questions
review
no/not
top of
last name
under
both
added
signed
discussed
envelope
involved in
must
given
more than

Officer
properly
prepare
important
accurate
complete / completion
standard
office
supplies
equipment
personnel
records
unit
organization
station
major command
phone number
information
reason for
soldier
qualification
duty
score
response
SSN
comments
minimum
correctly
initials (name)
place, or
HQDA
unfolded

116

Skew

Process a Completed Officer
Evaluation Report, DA form 67-7

Each Eng

MOS 750

121-017-1229

Officer Evaluation Report
(OER)

Part

realize
future
insure
document
prepared
access to
MPRI
DA form
rating scheme
OER log
verified
accuracy
posted
forward to
HQDA
IAW
receipt
scan
report
the enter
indorse
portion of
reviewer
proper
file
suspense
folder
incoming
administrative

Personal data
rated
enter
station code
are covered
period
originally
submitted
code
paragraph
appendix
report based on
item
description
duties
matches, or
professional attributes
not observed
needs improvement
substantiate
corresponding
remark
demonstrated
performance
present
numerical score
appropriate
box
reverse side
block

applicable
justification
entries
scores
transferred
authentication
signature
block
appear
initials
Personnel Officer
notify
officials

117

Sk. Lw. #1
 Technical
 Tasks

Process Transfer Data Records
 (TDR)

MOS - 75D
 A 51 W-5

121-018-1201

Gen Eng

Basic Mnt

Tech Eng

cannot
 remember
 thorough
 each
 year
 must be
 the key to
 given
 for
 will be
 no/not
 will be
 prepare
 all
 without
 change
 once
 receive
 if
 individual
 checking
 to see if
 from
 looking in
 your
 when
 with
 made by
 how
 depend on
 send

accurate
 Army personnel
 assignment
 soldier
 available
 correct
 officer
 enlisted
 orders, n
 system
 data
 on the card
 complete / per
 accompanies
 standard
 office
 supplies
 equipment
 received
 is required

accountability
 overemphasized
 flow through
 personnel data
 accurate
 correctly
 processed
 TDR
 incoming
 access to
 cards
 DA Pam
 TDR log
 currently
 appropriate
 IAW
 forms
 MILPO
 annotated
 verified for
 completion of
 data
 reduction
 data base
 Alpha Poster
 51B
 losing command
 control log
 inform
 expedited
 diverted
 procedures

chapter
 volume
 paragraph
 item
 section

1A

St. Leo #1

Process Officer Accusation

1105 - 75 D

AS1 W-5

121 - 018 - 1203

Gen Eng

Basic Incl

Tech Eng

with
will be
checked
made
make sure
all.
received
prepare
properly
sent to
carefully
send back
until
different

officer
warrant officer
ordered
graduate from
OCS (Officer
Candidate School
US MA (U.S. Military
Academy
Army
standard
office
supplies
equipment
required
completed
departure
accept

individual	dependent
considered as	error
warrant	review
officer	guide
accusation	chapter
active duty	procedur
civil life	incorrectly
enlisted status	form
direct	note
appointment	administr
documents	identify
incure	problem
accounted for	acceptable
prepared	active duty
accurately	on file
input	inform
data base	separation
DA form	transacted
attached to	suspense
Batch Control	processes
miscellaneous	in the cycle
access to	data reduct
DA Pam	next cycle
Alpha Host	assigned
Active	SIG
Locator File	servicing
proper	area
IAW	type of
enlisted status	losing
terminated	submit
prior to	revoke
acceptance & discharge	

Sk. lv¹

Gen Eng

when
within
24 hrs.
return
after
must
from
for
received
prepare
given
with
new
coming from
check
using
to see if
if
return
name
any
other
and

Process Enlisted
Accession
Basic Mil

enlists
overseas
area
separated
commission
warrant officer
dropped from
reported
standard
office
supplies
equipment
soldier
guide, n
completed
Alpha Poster

'OS 75D

AS1 W-5

121-018-1204

Ich Eng

individual
considered as
accession
Active Army
relieved from
active duty
rolls
erroneously
DFR (dropped
from rolls)
documents
accounted for
properly prepare
input
accomplished
timeliness
accuracy
Batch control
miscellaneous
access to
IAW
DT Pam
status
chapter
procedure
SS+N
appears
Record Status Code SC
accept
process
code
176

St Lev 1

Accept Customer Input

MO5 - 75 D

AS1 - W-5

121 - 018 - 1205

Gen Eng

Basic Mtl

Task Eng

all
entering
leaving
will be
through
the use of
until
have been
completed
given
from
include
by checking
received
return to
number
on arrival
make sure
don't forget

strict control
processing
property
prepared
soldier
standard
office
supplies
complete
orders, n
present
include
errors
review
report to
assistance
unit
career counselor
accepted
his/her

customer
input/output
Control section (1/0 con
thoroughly
reviewed
brought under control
control logs
established
procedures
exercised
throughout
processing cycle
action
levels
Batch Control
access to
DT Pam
input Control log
TOR
Strength Statistics log
Alpha Roster
current unresolved
error report
Personnel Transaction
Register by Originator
(PTRO)
Blank
forms
Chief Analyst
document
deficiencies
agent

Accept Customer Input

1105 75 D

121 - 018 - 1205

Tick Eny

consistent

unresolved error

corresponding correction

receipt

scan

completeness

accuracy

income

batch control number

proper sequence

submitted

previously

the count

annotate

matches

insure

transaction

outstanding errors

in balance

forward to

data reduction

suspend

submit

compare

Slc 20-1

MOS - 750

ASI - W-5

121-018-1207

Take Corrective Action Based on
the Percent of Transaction Acceptability

Gen Eng
in order to
from
met
may be
taken
given
made
the cause of
include
which
each
user
better than
equal to
if
there were
number of
to see if
can be
located
in addition
problem
so that
should
so great
needs to be

Basic Mil
Department of
the Army
standards
rate
to correct
reports
standard
office
supplies
equipment
corrective action
held responsible for
units
Training
review
missing
halt
contact
identify

Tech Eng
insure
accurate data
SIOBERS files
established
acceptability
MILAO
SIB
determine
rate
cycle
note
Transaction
DA Pam.
correct
deficiency
output
reports
distribution
access to
Cycle Inventory Sheet
available
percentages
computed
serviced units
high error rates
to resolve
cycle return
system adjustment
subtract from
Total
DA/MILPAC direct
identified 17/3

MOS 750
121-018-1207

Tech Eng

- overall
- acceptance rate
- chapter
- section
- paragraph
- post
- the percent
- based on

no organization master file header (E-FID Transactions)

aggregate total
analyst

systems

inform

Chief Analyst

your findings

internal

can be traced

contact

corrective action

run

SIB Chief

sk lev #1

Accept Cyclic Report Production

MOS 75-D

ASI-W-5

121-D19 1209

Gen Eng

Basic Mil

Tech Eng

must be
by
all
are produced
along with
before
sent
there are
many
can
cause
no/not
are
present
given/give
telephone
call
from
ready
will be
made
proper
with
errors
arrival at
find
count
correct
checking
if
any
missing
ask

using
for
other
to see if
carefully
pick up
require
sign, or
return
immediately
'good'
prepare
take
two
copies
showing
number
tape

reports
as requested
produced
notifying
standard
office
supplies
equipment
errors
information
physically
require
attain
transfer
classified
load
unload
accept
unacceptable
negative
vehicle
include

report reproduction
monitored
SIB
insure
SIRCHS
Report Schedule Code
cycle
input
verify/verification
management information
Systems Office (MISO)
factors
inspect cards
correct
inventoried
Tape Control Log
output
for pickup
part paper
access to
PCN AAC X-99 Report
annotate
production
IAW
Pam
Cycle Output Tapes
collected
posted
transfer
AUTODIN
HQDA
SIDPERS Audit Trail Print

125

Accept Cyclic Report Production
Tech Eng (con't)

document

- punched card

jobs

- interpreted

guide

x-99

note

classified

recording

sign, or

original

deficiencies

pull the report

P-03/P-07 reports

S.B. Chief

Data Messageform

Communication Center

determine

procedure

unacceptable

accept

section

chapter

paragraph

Sk. Level 1

MOS 75 D ASI W-5

121-018-1210

GEN ENG.

must be
quickly
proper
cause
those
served
additional
work
for
given
or
will be
with
each
from
received
on
table
copies
in oder
all
using
your
write
making
make sure
last
page
double
check
number
return
picks up
signature
date
anything
burned
place
call
after

BASIC MIL. ENG.

report
proper
improper
user
distributed
schedule
standard
office
supplies
equipment
prepared
authorized
signature
separate
identical
order
requirements
various
attached
agency
review
classified
material
job
marking
troop
~~shelves~~
shelves

TECH ENG

DISTRIBUTION
computer
efficiently
dispatched
user
reports
confusion
SIDPERS analyst
good
determined
access to
DA Pam
local distribution schedule
cycle
IAW
add
appendix
inventory sheet
SIDPERS Output Receipt Log
inclusion
receiving
agency
customer
stacks
carbon copies
insuring
identical order
requirements
sequence of
card
output
review
sort
DA Forms
type
originator
Unit Manning Reports (UMR)
detach
strength
treat
"cut off"
portion
classified material
appropriate
~~header card~~
header card
trays
cycle input
NCOIC
I/O Control
salvage
excess
shredded
files
local
policy
receiving agency

127

Sk. Level 1

MOS 75 D ASI W- 5

CONTROL CUSTOMER INPUT INTERNALLY 121-018-1211

GEN ENG

within
must be
closely
lost
no/ not
all
for
given
from
time
until
entry

as soon as
receive
prepare
each
group
following
number
sent

with
may
use
depending on
return
record
date
carefully
added
to see if
changes
made
new
count
end
at least
working period
any
when
received back
check
in front of
other
behind
take
date

BASIC MIL. ENG

control
realize
affects
soldier
document
accounted for
standard
office
supplies
equipment
entry
turnover
receive
task

prepare
priority
group
include
information
attach

duplicated
card
unit

added
withdrawn
separate
place,v
source
set
aside

TECH ENG.

input
internally
customer
DIB
monitored
insure
files
update
documents
in a proper manner
access to
blank
Data Reduction Batch Control
cards
DA Pam
Batch Control Log
Routing Slip Overprint
Distribution NCOIC
sort
task
Accept Customer Input
transactions
type
based on
priorities
established
SIB Chief
group
Batch
SIDPERS Cycle Number
chapter
section
Figure
Shipment Control Chart
data reduction
annotate
time out
time in
in lieu of
log
local SOP
disposition
originator code
Unit Processing Code
applicable
routing slip
reflect
card file drawer
retained
programmer
" stickes up"
time received
parameter
cycle tray
tub file
batches
inform
Batch Control Log

128

St. lw. #1

Gen. Enz

important
in order to
meet
must
there are
no / not / none
given
from
errors
names
will
appear
with
found
allow
sent back
when
prepared
identified
all
information
check
return
if
does
to see if
call
different from
correct, n
match, n
incorrect
be taken

Verify Punched Cards
Basic Military Enz

exceed
apparent
errors
standard
office
supplies
equipment
request
required
soldier
SSN
duty status
identified
report, n
sight verify
properly
individual
unit
preparation
process
notify
in the future
card
for correction
fill out
form

MES 75D

~~AS1~~ AS1 W-5

121-018-1213

Tech Enz

verify
punched
card
acceptability
timeliness
transaction
insure
proper format
prior to
input
cycle
keypunched cards
source document
internal control analyst
access to
Alpha Roster
Personal Zero Balance Report
suspense file
blank
SIDPERS Input
Deficiency Worksheet
consistent
cards originator
unprocessible
identified
annotated
specific
pertinent
machine verify
I/O Control Analyst
are punched

129

MCS - 75 D
121-018-1213 .

Verify Punched Card
Tech Eng

suspend
corrective action
incorrect
fill out
was pulled
routing slips

PROCESS THE ZERO BALANCE (C-27) REPORT

GEN ENG.
must
have
knowledge
in order to
given
last
check
will be
made
complete
end
month
one
by
all
show
changes
from
should
name
list
using
after
date
missing
pages
to see if
no/not
requires
prepared
immediately
new
are present
report
failure
errors
are found
any
differences
equal
make
arrival
departure
daily
until
next
is received
should have been

BASIC MILITARY ENG.
unit
responsible for
status
assists
conditions
report
is required
submitted
processed
assigned
inform
installation
prepared
contact
personnel
totals
equipment
standard
office
supplies
serviced
count
duplicate
temporary
action
occur
the following
grade
soldier

TECH ENG.
Process
zero
balance
report
reconcile
accountable
strength
data
SIDPERS Organizational
Master File (SOMF)
SIDPERS Personnel File (SPF)
insure
compatibility
Personnel Administrative Spec.
Specialist
Unit Clerk
actual status
resolve
out-of-balance
current
cycle
access to
DA Pam
Chief Analyst
Alpha Roster
PDC cards
OSTR
transaction
submitted
annotate
SSAN
documentation
designation
end of month
attached
adjust
totals
system
error
gain
lose
individuals
erroneous
corrections
originator
coding
resolution
Personnel Data Cards (PDC)
compare
verify
dropped from
retain
arrival
departure
step
submission

It is

Process Error Suspense/Correction
Cards

1105 - 75 D
AS1 - W - 5
121 - 018 - 1216

Gen Eng

Basic Mil Eng

Tech Eng

during
these
cards
contain
each
record, n
error
must
identify
no / not
change
in addition
to keep
make sure
the use of
correct
from
to take
given
every
number
with
total
count
found
agrees with
if
send
to help
differences
front of

return
when
there are
check
must / met

identified
assigned
system
assist
submit
correct
action
record
notice
standard
office
supplies
equipment
assistance
require
instruct
notices
soldier
unit

process / ing
error
suspense
correction
cards
~~computer~~
computer
generated
SIDPERS Personnel File (SPF)
transaction
editing
phase
unique
Error Control Number
monitor
data originator
resolve
conditions
insure
current
SIDPERS Data Analyst
"D/73"
delete
SESF
attached to
applicable
blank
DA forms
layout card
input card
Chief Data Analyst

131

1105 75D
AS1 W-5

Trans Error
Tech Eng (con 1)

Suspense/correction

121-015-
1214

previous

cycle

P-11 report

notes

turn them over to

I/O input Analyst

"floaters"

data base

miscellaneous

"picked up"

Skc lvs 1

Check the Unit Personnel Accountability

Notice (C-40) Report

Basic Mil Eng

MOS 750

ASI W-5

121-018-1217

Gen Eng

Tech Eng

DYST (duty station)

ASAP

AWOL

DRF

to lose

revoked

gaining

REVA

(revocation assignment)

DPRT (departure transaction)

rejected

contact

assigned - not - joined

(ASNJ)

cancelled

determination

diverted

data base

locator file

SIB

condition

outlined

have been dealt with

chief Analyst

Personnel Accountability Notice

Report / id

extremely

figures

involving

budgeting

manpower

monitor

insure

contains

resolved

data originator

current

cycle

access to

PTRO

Unresolved

Error Report

Transaction

submit

UPIN

reflects

expired

ETS

Reenlistment

Error Suspense

Cera

notify

departure

extended

accurate personnel decision standard office supplies individual reenlist

notify departure soldier contact

extend AWOL duty status assigned without

delay assignment unchanged unit

appear error

ASAP

HQ DA

important are used in must given for each receive check to see if does with send immediately depart no / not return when less than days failure whether report, n over call other meet arrival once over another write

133

24 Feb 1

1405-750
121-018-1218

Work the Personnel Transaction
Register by Originator (P-11) Report

Gen Eng

Basic Mil

Tech. Eng.

from
are reported
by
shows
each
exactly
becomes
with
proper
on
given
those
are present
no/not
will be
taken
at
to see if
all
pages
agree with
any
between
the
two
again
locate
for
a copy
fulfill
when
is received
problem

errors
result from
assist
submit
proper
contained
report
corrected
standard
office
equipment
supplies
equal to
total
processed
review
notify
necessary
corrective
action
guidance
unit
work
job

work (a report)
Personnel Transaction
Register by Originator
(PTRO)
submission
SIDPERS Personnel
Change Reports
Data Analyst
job
originator
timely
input
receive
errors
access to
Personnel Transaction
Summary by
Originator (PTSC)
Error Suspense
Cards (ESC)
blank forms
80/80 layout card
current
reflect
insure
Transaction
SIB level
corrective action
processed
14W
appendix
OA Pam

matches
annotate
file copy
developed
review
discrepancy
corresponding ca
mnemonic
step-by-step
forward, n
Data Reduction
Batch Control &
S/O Control Section
copy, n
Input Refinement
Worksheet
Distribution
Chief Data Analyst
chapter

134

See kw 1

Work the Personnel Transaction Register by unit (P-01) Report

MOOS - 75D

ASI - W-5

121-018-1219

Gen Eng provides all of for ability prepared which given will be in made identified on cannot list, n number of from one check to see if latest reported when do not during time between date locate differences with to correct

arrivals waiting for be found have day must be take first next necessary your higher to find time period other than large classes set up, n the same problem area the subject can be brought up meeting

Basic Mil activity related to provides submitted by responsible standard office supplies equipment strengths informed of messages against assigned personnel equals total contact identified report, n clerk class of business missing inform available corrections incorrect on the back of SSN Roster covered unit disregard

Tech Eng work (a report), n. Personnel Transaction Register by Unit (PTR) audit trail input transactions PSIDPERS Personnel File (SPF) Data Analyst monitor originated current report access to DA Pam cycle Personnel Zero Balance source document files Alpha Roster balanced condition placed in, n E-FID No Organizational Master File Header Chief Data Analyst / nonessential submission 135 Control Analyst Corrective Remedial

He has 1 Work the Personnel Transaction
Register by Unit (P-01) Report

MOS - 75D

121-015-1219

Tech Eng

OSTR Transaction

was produced

appropriate

refer to

C-27 report

I/O NC OIC

suspense

TDR

Personnel Administration

Specialist (Unit Clerk)

are accounted for

unrecognizable

system

SIB

Originator Code

U PC (Unit Processing Code)

data

error card

LOS

servicing area

research

files

missing

MILPO

Type

source

documents

submit

Internal Control Clerk

data reduction

"worked" (files, report)

part

136

WORK THE UNRESOLVED ERROR (P-29)
REPORT

MOS 75D
121-018-1220

GEN ENG.
must be
in
error
as soon as
possible
in order to
take
all
given
with
check
will be
made
complete
list
prepared
for
more
after
received
to see that
pages
report, n
none
last
to find
total
count
no/not
date
are present
which
these
note, n
saying
end of
working day
still
next
day
your
with
actions
phone
conversations
want

BASIC MIL..ENG
errors
personnel
corrected
report, v
action
~~corrected~~
standard
office
supplies
equipment
prepared
identifying
review, v
missing
local
accept
initial
form
a note
is aware of
conditions
note, v
inform
close of business
include

TECH ENG.
data
"purify"
data base
analyst
monitor
insure
unresolved
recors
corrected
timely monner
current
cycle
access to
customers
input
include
Error Suspense Cards
DA Pam
SIBO
originators
basis
resolved
I/O Anayst
intact
missing
post, v
figure (number)
chart
in excess of
receipt
exist
inform
annotate
procedures
P-29 Report

PROCESS THE ARMY AUTHORIZATION DOCUMENTS
(TAADS)

MOS 75 D
121-018-1222

GEN ENG.
with
provides
for
which
will
help
single
must
close
must be
made
all
given
change
prepared
using
directed
changes
no/not
until
are accepted by
return
between
report,n
if
date
days
check
to see if
replied
to take place
to determine if
again
received
sent
did
numbers
any
new
when
appear
once
those
through
place,v
during
next
lost
send back
have been produced
remove
there are
differences
added
only
accuracy

BASIC MIL.ENG.
process
Army
authorization
documents
establish
operating
level
installation
coordination
maintained
accuracy
communication
directing
standard
office
supplies
equipment
form
prepared
accepted
system
notify
corrections
unit
active status
error
resulting from
message
replied
contact
copies
supervisor
as requested
have been produced
serviced by
conditions
destroy
records,n
further
action
required
listed,v
area

TECH ENG.
SIDPERS/TAADS Interface
automated
update
capability
SIDPERS Authorized Strength File (SASF)
input
interface cycle
Personnel Authorization File(PAF)
data
source of
managers
regardless of
insure
local G-3 Force Development
notification
discrepancies
accuracy
projected changes
Modified Table of Organization and
Equipment (MTOE)
thru
access to
DA Pam
blank forms
Authorized Master File (AMF)
"ASTE"
"ALOS"
transactions
adjust
data base
directed
Unit Manning Rosters
generated
validation
against
data reduction
punched cards
verify
A-13/A-21
corrections
"matched"
inmatched
active status
resulting from
reconciliation -
receipt
effective
future
prior to
rebut
DA
force-load
sustained
G-3 rebuttal
provide with
unit/acc to

138

MOS 75D
121-018-1222

TECH. ENG

additions
deletions
SIB
posted
Processed
produced
check against
send through
card tray
punched,v
as requested
reporcessing
notify
belongs to
serviced by
detail records
submit
appear on
determine if
inactive
action
activated
step 20
on file
"flag"
refer to
par~~a~~graph
line number

PROCESS THE CAP III ROSTER

MOS 75D
121-018-1223

GEN ENG.

are used to
form of
report
is prepared
eight
parts
must be
check
all
each
are present
given
with
received
from
will be
made
return of
is complete
along with
sent
number
equals
total
to see if
they are
good
count
does
no/not
in addition
ask for
when
call
follow
instructions
put
wait for
once
contains

BASIC MIL ENG

notify
enlisted
cards
gains
losses
assignments
cancelled
action
previous
report,n
spot check
review of
upon
original
copy
documents
distribution
contains
required
parts
paper report

TECH ENG.

process
Centralized Assignment Procedures
CAP III
Roster cards
MILPO
MILPERCEN
directed
notification
requisitions
deletion
deferment action
insure
prescribed
sequence
PERSINS
Processing Activity Code (PPA)
punch card
output
accompanies
current
corresponding
via
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header
trailer cards
retransmission
CAP III cycle
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condition
input
tray
distribution
T-02 Report
key punch section
paper report
source document
action

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APPENDIX 7

Appendix 7 is the machine-generated vocabulary list. It was not useful for our purposes. It is included as a vocabulary reference.

HEADQUARTERS

UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

DATA CONTROL NUMBER

Job No/Proj No

Admission

AUG 21 1990

WFA



MOS-75D SKILL-1-23

112

PREPARED BY: OPERATIONS DIV. DPEO

COPIES of _____

FREQUENCY/WORD

WORD FREQUENCY DISTRIBUTION

FREQUENCY/WORD

FREQUENCY/WORD

430	TH	600	PASS	349	REMOVE
429	SEC	599	FOR	294	MODEL
428	TRUCK	598	TECHNICAL	293	SYSTEM
427	FLY	597	TEST	183	SUPPORT
426	ENGINE RANGE	596	MEASURES	158	HYDRAULIC
425	YOU	595	TEST	126	REPLACE
424	AND	594	REPAIR	125	REEL
423	CONDITIONS	593	WORKS	124	ALARM
422	CONDITIONS	592	WORKS	123	ALARM
421	CONDITIONS	591	WORKS	122	ALARM
420	CONDITIONS	590	WORKS	121	ALARM
419	CONDITIONS	589	WORKS	120	ALARM
418	CONDITIONS	588	WORKS	119	ALARM
417	CONDITIONS	587	WORKS	118	ALARM
416	CONDITIONS	586	WORKS	117	ALARM
415	CONDITIONS	585	WORKS	116	ALARM
414	CONDITIONS	584	WORKS	115	ALARM
413	CONDITIONS	583	WORKS	114	ALARM
412	CONDITIONS	582	WORKS	113	ALARM
411	CONDITIONS	581	WORKS	112	ALARM
410	CONDITIONS	580	WORKS	111	ALARM
409	CONDITIONS	579	WORKS	110	ALARM
408	CONDITIONS	578	WORKS	109	ALARM
407	CONDITIONS	577	WORKS	108	ALARM
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405	CONDITIONS	575	WORKS	106	ALARM
404	CONDITIONS	574	WORKS	105	ALARM
403	CONDITIONS	573	WORKS	104	ALARM
402	CONDITIONS	572	WORKS	103	ALARM
401	CONDITIONS	571	WORKS	102	ALARM
400	CONDITIONS	570	WORKS	101	ALARM
399	CONDITIONS	569	WORKS	100	ALARM
398	CONDITIONS	568	WORKS	99	ALARM
397	CONDITIONS	567	WORKS	98	ALARM
396	CONDITIONS	566	WORKS	97	ALARM
395	CONDITIONS	565	WORKS	96	ALARM
394	CONDITIONS	564	WORKS	95	ALARM
393	CONDITIONS	563	WORKS	94	ALARM
392	CONDITIONS	562	WORKS	93	ALARM
391	CONDITIONS	561	WORKS	92	ALARM
390	CONDITIONS	560	WORKS	91	ALARM
389	CONDITIONS	559	WORKS	90	ALARM
388	CONDITIONS	558	WORKS	89	ALARM
387	CONDITIONS	557	WORKS	88	ALARM
386	CONDITIONS	556	WORKS	87	ALARM
385	CONDITIONS	555	WORKS	86	ALARM
384	CONDITIONS	554	WORKS	85	ALARM
383	CONDITIONS	553	WORKS	84	ALARM
382	CONDITIONS	552	WORKS	83	ALARM
381	CONDITIONS	551	WORKS	82	ALARM
380	CONDITIONS	550	WORKS	81	ALARM
379	CONDITIONS	549	WORKS	80	ALARM
378	CONDITIONS	548	WORKS	79	ALARM
377	CONDITIONS	547	WORKS	78	ALARM
376	CONDITIONS	546	WORKS	77	ALARM
375	CONDITIONS	545	WORKS	76	ALARM
374	CONDITIONS	544	WORKS	75	ALARM
373	CONDITIONS	543	WORKS	74	ALARM
372	CONDITIONS	542	WORKS	73	ALARM
371	CONDITIONS	541	WORKS	72	ALARM
370	CONDITIONS	540	WORKS	71	ALARM
369	CONDITIONS	539	WORKS	70	ALARM
368	CONDITIONS	538	WORKS	69	ALARM
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366	CONDITIONS	536	WORKS	67	ALARM
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361	CONDITIONS	531	WORKS	62	ALARM
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328	CONDITIONS	498	WORKS	29	ALARM
327	CONDITIONS	497	WORKS	28	ALARM
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324	CONDITIONS	494	WORKS	25	ALARM
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321	CONDITIONS	491	WORKS	22	ALARM
320	CONDITIONS	490	WORKS	21	ALARM
319	CONDITIONS	489	WORKS	20	ALARM
318	CONDITIONS	488	WORKS	19	ALARM
317	CONDITIONS	487	WORKS	18	ALARM
316	CONDITIONS	486	WORKS	17	ALARM
315	CONDITIONS	485	WORKS	16	ALARM
314	CONDITIONS	484	WORKS	15	ALARM
313	CONDITIONS	483	WORKS	14	ALARM
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311	CONDITIONS	481	WORKS	12	ALARM
310	CONDITIONS	480	WORKS	11	ALARM
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308	CONDITIONS	478	WORKS	9	ALARM
307	CONDITIONS	477	WORKS	8	ALARM
306	CONDITIONS	476	WORKS	7	ALARM
305	CONDITIONS	475	WORKS	6	ALARM
304	CONDITIONS	474	WORKS	5	ALARM
303	CONDITIONS	473	WORKS	4	ALARM
302	CONDITIONS	472	WORKS	3	ALARM
301	CONDITIONS	471	WORKS	2	ALARM
300	CONDITIONS	470	WORKS	1	ALARM

143

1	CARD	16	FIG
2	DOE	16	REQUOTED
3	ME	15	PARL-MARCO
4	WAL	15	PETARY
5	WAL	15	VALVES
6	WAL	14	FILL
7	WAL	14	CUTUP
8	WAL	14	RINGS
9	WAL	14	TICK
10	WAL	13	AXLE
11	WAL	13	DEFECTIVE
12	WAL	13	MOUNT
13	WAL	13	SECURE
14	WAL	13	TESTER
15	WAL	13	DEFECTS
16	WAL	12	MAKE
17	WAL	12	REMOVAL
18	WAL	12	TIME
19	WAL	12	XVIII
20	WAL	11	MOVE
21	WAL	11	RETURN
22	WAL	11	CARTRIDGES
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WORD FREQUENCY DISTRIBUTION
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2 MEATS
3 MORE
4 S/A
5 PARALLEL
6 PETITION
7 POST-PCAP
8 PUBLICATIONS
9 REACHED
10 REFERENCE
11 REPAIR
12 REPT
13 SELECT
14 SIGNATURE
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SPRINGFIELD

152

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LINE	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT
1	CONCRETE	1	CU YD	1.00	1.00
2	CEMENT	1	CU YD	1.00	1.00
3	GRAVEL	1	CU YD	1.00	1.00
4	IRON	1	CU YD	1.00	1.00
5	STEEL	1	CU YD	1.00	1.00
6	BRICK	1	CU YD	1.00	1.00
7	ROOFING	1	CU YD	1.00	1.00
8	PAINT	1	CU YD	1.00	1.00
9	GLASS	1	CU YD	1.00	1.00
10	WATER	1	CU YD	1.00	1.00
11	ELECTRIC	1	CU YD	1.00	1.00
12	PLUMBING	1	CU YD	1.00	1.00
13	MECHANICAL	1	CU YD	1.00	1.00
14	LANDSCAPE	1	CU YD	1.00	1.00
15	CONCRETE	1	CU YD	1.00	1.00
16	CEMENT	1	CU YD	1.00	1.00
17	GRAVEL	1	CU YD	1.00	1.00
18	IRON	1	CU YD	1.00	1.00
19	STEEL	1	CU YD	1.00	1.00
20	BRICK	1	CU YD	1.00	1.00
21	ROOFING	1	CU YD	1.00	1.00
22	PAINT	1	CU YD	1.00	1.00
23	GLASS	1	CU YD	1.00	1.00
24	WATER	1	CU YD	1.00	1.00
25	ELECTRIC	1	CU YD	1.00	1.00
26	PLUMBING	1	CU YD	1.00	1.00
27	MECHANICAL	1	CU YD	1.00	1.00
28	LANDSCAPE	1	CU YD	1.00	1.00
29	CONCRETE	1	CU YD	1.00	1.00
30	CEMENT	1	CU YD	1.00	1.00
31	GRAVEL	1	CU YD	1.00	1.00
32	IRON	1	CU YD	1.00	1.00
33	STEEL	1	CU YD	1.00	1.00
34	BRICK	1	CU YD	1.00	1.00
35	ROOFING	1	CU YD	1.00	1.00
36	PAINT	1	CU YD	1.00	1.00
37	GLASS	1	CU YD	1.00	1.00
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39	ELECTRIC	1	CU YD	1.00	1.00
40	PLUMBING	1	CU YD	1.00	1.00
41	MECHANICAL	1	CU YD	1.00	1.00
42	LANDSCAPE	1	CU YD	1.00	1.00
43	CONCRETE	1	CU YD	1.00	1.00
44	CEMENT	1	CU YD	1.00	1.00
45	GRAVEL	1	CU YD	1.00	1.00
46	IRON	1	CU YD	1.00	1.00
47	STEEL	1	CU YD	1.00	1.00
48	BRICK	1	CU YD	1.00	1.00
49	ROOFING	1	CU YD	1.00	1.00
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51	GLASS	1	CU YD	1.00	1.00
52	WATER	1	CU YD	1.00	1.00
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54	PLUMBING	1	CU YD	1.00	1.00
55	MECHANICAL	1	CU YD	1.00	1.00
56	LANDSCAPE	1	CU YD	1.00	1.00
57	CONCRETE	1	CU YD	1.00	1.00
58	CEMENT	1	CU YD	1.00	1.00
59	GRAVEL	1	CU YD	1.00	1.00
60	IRON	1	CU YD	1.00	1.00
61	STEEL	1	CU YD	1.00	1.00
62	BRICK	1	CU YD	1.00	1.00
63	ROOFING	1	CU YD	1.00	1.00
64	PAINT	1	CU YD	1.00	1.00
65	GLASS	1	CU YD	1.00	1.00
66	WATER	1	CU YD	1.00	1.00
67	ELECTRIC	1	CU YD	1.00	1.00
68	PLUMBING	1	CU YD	1.00	1.00
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COLLECTIONS

RECEIVED

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LINE	DATE	DESCRIPTION	AMOUNT	BALANCE
1	1900	TO BALANCE	100.00	100.00
2	1901	BY BALANCE	100.00	200.00
3	1902	TO BALANCE	100.00	300.00
4	1903	BY BALANCE	100.00	400.00
5	1904	TO BALANCE	100.00	500.00
6	1905	BY BALANCE	100.00	600.00
7	1906	TO BALANCE	100.00	700.00
8	1907	BY BALANCE	100.00	800.00
9	1908	TO BALANCE	100.00	900.00
10	1909	BY BALANCE	100.00	1000.00
11	1910	TO BALANCE	100.00	1100.00
12	1911	BY BALANCE	100.00	1200.00
13	1912	TO BALANCE	100.00	1300.00
14	1913	BY BALANCE	100.00	1400.00
15	1914	TO BALANCE	100.00	1500.00
16	1915	BY BALANCE	100.00	1600.00
17	1916	TO BALANCE	100.00	1700.00
18	1917	BY BALANCE	100.00	1800.00
19	1918	TO BALANCE	100.00	1900.00
20	1919	BY BALANCE	100.00	2000.00
21	1920	TO BALANCE	100.00	2100.00
22	1921	BY BALANCE	100.00	2200.00
23	1922	TO BALANCE	100.00	2300.00
24	1923	BY BALANCE	100.00	2400.00
25	1924	TO BALANCE	100.00	2500.00
26	1925	BY BALANCE	100.00	2600.00
27	1926	TO BALANCE	100.00	2700.00
28	1927	BY BALANCE	100.00	2800.00
29	1928	TO BALANCE	100.00	2900.00
30	1929	BY BALANCE	100.00	3000.00
31	1930	TO BALANCE	100.00	3100.00
32	1931	BY BALANCE	100.00	3200.00
33	1932	TO BALANCE	100.00	3300.00
34	1933	BY BALANCE	100.00	3400.00
35	1934	TO BALANCE	100.00	3500.00
36	1935	BY BALANCE	100.00	3600.00
37	1936	TO BALANCE	100.00	3700.00
38	1937	BY BALANCE	100.00	3800.00
39	1938	TO BALANCE	100.00	3900.00
40	1939	BY BALANCE	100.00	4000.00
41	1940	TO BALANCE	100.00	4100.00
42	1941	BY BALANCE	100.00	4200.00
43	1942	TO BALANCE	100.00	4300.00
44	1943	BY BALANCE	100.00	4400.00
45	1944	TO BALANCE	100.00	4500.00
46	1945	BY BALANCE	100.00	4600.00
47	1946	TO BALANCE	100.00	4700.00
48	1947	BY BALANCE	100.00	4800.00
49	1948	TO BALANCE	100.00	4900.00
50	1949	BY BALANCE	100.00	5000.00
51	1950	TO BALANCE	100.00	5100.00
52	1951	BY BALANCE	100.00	5200.00
53	1952	TO BALANCE	100.00	5300.00
54	1953	BY BALANCE	100.00	5400.00
55	1954	TO BALANCE	100.00	5500.00
56	1955	BY BALANCE	100.00	5600.00
57	1956	TO BALANCE	100.00	5700.00
58	1957	BY BALANCE	100.00	5800.00
59	1958	TO BALANCE	100.00	5900.00
60	1959	BY BALANCE	100.00	6000.00
61	1960	TO BALANCE	100.00	6100.00
62	1961	BY BALANCE	100.00	6200.00
63	1962	TO BALANCE	100.00	6300.00
64	1963	BY BALANCE	100.00	6400.00
65	1964	TO BALANCE	100.00	6500.00
66	1965	BY BALANCE	100.00	6600.00
67	1966	TO BALANCE	100.00	6700.00
68	1967	BY BALANCE	100.00	6800.00
69	1968	TO BALANCE	100.00	

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UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

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OPERATIONS DIV. DEPT. OF DEFENSE

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CATE 80255 195
COUNT4 WORD4

ING FREQUENCY
NT3 WORD3

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MOS WORD LISTING/DESCF

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591 DA	
677 A	
772 PERSONNEL	
816 IAM	
841	
145 RECORDS	
146	
148 STOPS	
149 GUNFIRE	
150 TRANSECTION	
151 VOJ	
91 OFFICE	
95 CM	
87 AR	
73 FILE	
71 INPUT	
50 HELD	
64 CODE	
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57 DOCUMENT	
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35 SYSTEM	
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33 DATA	
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31 COMPLETE	
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2208 THE	STATIST
532 OF	52 AUTHOR
319 AR	52 EQUIPMENT
255 PA4	52 SUPPLIES
216 ITEM	51 RECORD
157	49 STANDARDS
138 WITH	43 5
124 ARE	47 MANUAL
115 REPORT	45 2
110 NOT	44 WHICH
105 NAME	41 7
96 AS	40 NO
93 OFFICER	39 THROUGH
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84 CATE	81 IT
72 SEE	70 SIR
66	65 FORMS
63 TRAYSATIONS	61
60 BLANK	57 STANDARD
56 ACTION	54 SERVICE
52 COMMENTS	52 DOCUMENT
52 ID	52 PERFORMANCE
50 6	48 USER
47 PART	45 E
42 PREPARE	41 MAKE
39 8	38 A
38 REVIEW	37 ARMY
37 PRCEEDURES	36 CRIGINATOR
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37 EACH
37 RECEIVE
36 SECTION
35 PROCEDURE
34 CURRENT
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33 DOCUMENT
32 NEW
31 CHAPTER
30 CHECK
30 REPORTS

COUNT1 WORD1

COUNT2 WORD2

COUNT3 WORD3

COUNT4 WORD4

29 UCE	29 DA	29 H	29 ACTIVE
29 AVAILABLE	29 DAYS	28 ERRORS	29 OFFICER'S
29 SEND	29 THEM	27 9	28 PREPARED
26 PROCESSING	26 S	27 BATCH	27 VR
27	27 AT	26 PREPARE	27 CHANGE
27 CONDITIONS	27 MISSING	26 J2	26 C
26 GRACE	26 GRADE	25 CAN	26 SUPERVISOR
25 ENTRY	25 C6	25 LAST	25 ENTRIES
24 11	25 INDIVIDUAL	24 ACCORDANCE	25 SUBMITTED
24 STAFF	24 THESE	23 ABOVE	24 ALPHA
23 MANAGEMENT	23 POST	23 PENLISTMENT	23 LISTED
22 TIME	23 TYPE	22 12	23 TEIL
22 M14	22 11	22 PEMBER	22 10
22 STEP	22 V4	21 13	22 MUST
21 C6	21	21 ASSIGNMENT	21 C A
21 C-27	21 00	21 III	21 C
21 LINES	21 REDUCTION	21 RETURN	21 LIST
21 OFFICE	21 V4	20 ANCL	21 SEPARATION
20 FORMAT	20 MAY	20 MOS	20 C6 961
20 TABLE	19 4	19 2B	20 PLCCK
19 24	19 J	19 PROCESS	20 SOP
19 25	19 TEMPORARY	19 THEY	19
19 26	19 D	18	19
18 CH	18 CONDITION	18 E	18
18 BASE	18 REMOVE	18 TAKE	18 I
18 CDR	18 UP	18 HERE	18 THAN
18 TRAINING	17 E	17 15	18 Y
17 FILE	17 G=6	17 H=6	17 16
17 F6	17 APPENDIX	17 AUTHORIZED	17 ACTIONS
17 ADMINISTRATIVE	17 CUSTOMER	17 DF	17 RETING
17 CARGO	17 LEAVE	17 MADE	17 FINANCE
17 JUNE	17 PLACE	17 CS	17 CUT
17 PERMIT	17 SPON	17 TAKEN	17 RATING
17 SHORT	16 17	16 10	17 WFO
16 CONDITIONS	16 EF	16 FILES	16 ASA
16 CONTACT	16 MPRJS	16 NEXT	16 FIRST
16 WOOD	16 REQUIREMENT	16 SIGN	16 ORIGINAL
16 PERCH	15	15	16 TRANSFER
16 TYPE-OF- TRANSACTION	15 DISTRIBUTION	15 GENERAL	15
15 REP	15 IMPROCESSING	15 INSURANCE	15 IDENTIFY
15 INCLUDE	15 PROCESSED	15 SHOULD	15 OUTPUT
15 PREPARATION	15 SYSTEM	15 USING	15 SIGNATURE
15 AS	14 APPER	14 APPLICABLE	14 74 E=6
14 END/FR	14 DESTROY	14 FIGURE	14 COMPLETION
14 COMPT-VARTIAL	14 NOTIFY	14 ONLY	14 LETTER
14 RELAYS-48V	14 PREVIOUS	14 PRODUCED	14 CUTPROCESSING
14 PRACT			14 SERVICED

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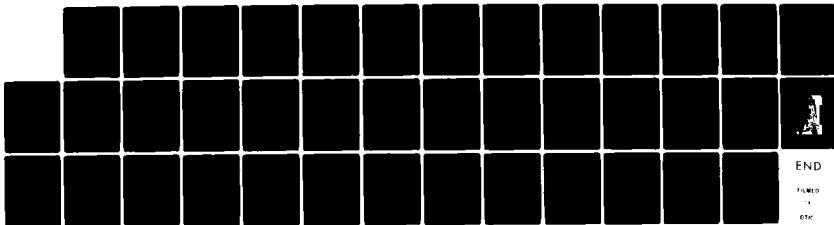
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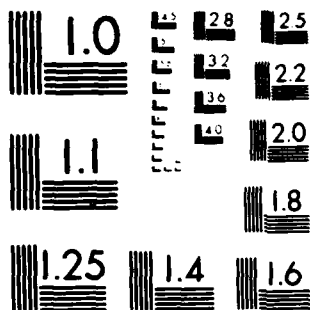
JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 750
PERSONNEL RECORDS SPECI... (U) DEFENSE LANGUAGE INST
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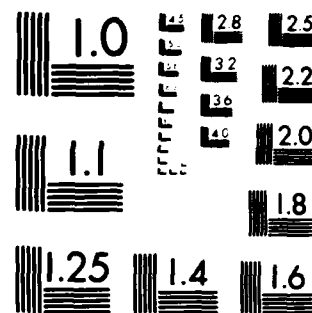
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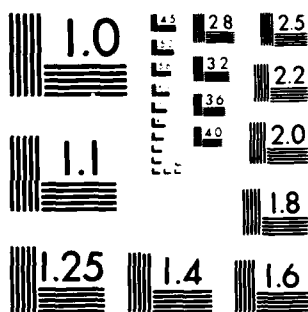




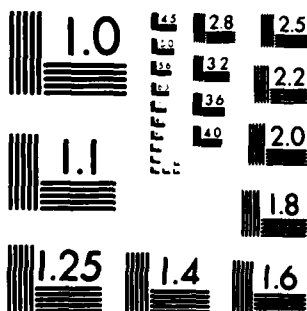
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



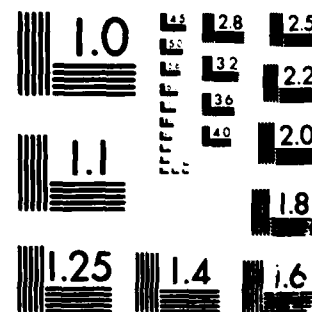
MICROCOPY RESOLUTION TEST CHART
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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

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COUNT4 NCR

ING/DESCEND... FREQUENCY
COUNT3 WCR93

WDS WORD
COUNT2 WCR02

2 VTCUES	2 RECIVES	2 BENEFICIARIES	2 PFCIN
2 BELONGS	2 BENEFICIARIES	2 BFCRM	2 PFAFFICIARY
2 BENJAMIN	2 BFCRM	2 BONUS	2 BLACK/BLUE-BLACK
2 BLVD	2 BONUS	2 BT	2 BERN
2 BRLNG	2 BT	2 CARACH	2 BURNED
2 CABET	2 CARACH	2 CAREFULLY	2 CARDS
2 CAREFUL	2 CAREFULLY	2 CHARACTER	2 CONCITIONS
2 CERTIFICATION	2 CHARACTER	2 COMBAT	2 CASE
2 CLASSES	2 COMBAT	2 COMPUTE	2 CHECKED
2 COMPANY	2 COMPUTE	2 CONTAINER	2 COMMANDER
2 CONFINEMENT	2 CONTAINER	2 COURT- MARIAL	2 CONCERNING
2 COUNTERPART	2 COURT- MARIAL	2 CYCLES	2 CONTINUE
2 CUSTODIANS	2 CYCLES	2 CYCLES	2 COVEPAGE
2 DA-CONTROLLED	2 CYCLES	2 CA/HILPAC	2 CYCLES
2 DEFICIENCIES	2 CA/HILPAC	2 DELETION	2 DAILY
2 DEFENDENTS	2 DELETION	2 DEPENDS	2 EMPAPMENT
2 DESIGNATOR	2 DEPENDS	2 DETERMINATION	2 ESTABLISHED
2 DISABILITY	2 DETERMINATION	2 DISAPPROVED	2 DIDN'T
2 DISTRIBUTION	2 DISAPPROVED	2 DIVERTED	2 DISCREPANCY
2 DRAFT	2 DIVERTED	2 EPAN	2 DIVIDER
2 DUTIES	2 EPAN	2 DY	2 ERASER
2 ELECTED	2 DY	2 ELEMENTS	2 EXCEPTION
2 EX	2 ELEMENTS	2 ERASE	2 E9
2 EX	2 ERASE	2 EX/CITY	2 FID
2 EX/EB	2 EX/CITY	2 E9 4	2 FLAGGED
2 FAILURE	2 E9 4	2 FATHER	2 GAIN
2 FIVE	2 FATHER	2 FLAG	2 HAND-CARRYING
2 FORCE-LOADED	2 FLAG	2 FOREIGN	2 HCLDS
2 GC	2 FOREIGN	2 GREY	2 HCLVER
2 HEADJING	2 GREY	2 HIGHER	2 IMMEDIATE
2 HOSPITAL	2 HIGHER	2 HOURS	2 INCLUSIVE
2 I	2 HOURS	2 I-	2 INTERNALLY
2 INACTIVE	2 I-	2 INCLUSION	2 CONDIT
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2 ISSUED	2 INSTRUCTIONS	2 ITE	
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2 LEAST	2 MOW	2 LENGTH	
2 LOCATE	2 LENGTH	2 LODIN	
2 MACHINE	2 LODIN	2 MAINTAINED	
2 MARY	2 MAINTAINED	2 MESSAGE	
2 MINIMUM	2 MESSAGE	2 MISCELLANEOUS	
2 MOS/SSI	2 MISCELLANEOUS	2 NATIONAL	
2 NUC	2 NATIONAL	2 G	
2 OVERPRINT	2 G	2 CVERSEA	
2 PANG	2 CVERSEA	2 PARA	
2 PAYMENT	2 PARA	2 PCN-CLL	
2 PERCENTAGE	2 PCN-CLL	2 PERIODS	
2 PHYSICAL	2 PERIODS	2 PICKED	
2 PORTS	2 PICKED	2 POL	

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COUNTY OF LOS ANGELES

CONFIDENTIAL

COUNT4 40034

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1 F
1 FEATURES
1 FELLOWSHIPS
1 FIFTH
1 FILLING
1 FINISHED
1 FLEET
1 FLYING
1 FOR
1 FORT
1 FPO
1 GAVE
1 GED
1 GLASSES
1 GRADUATED
1 G2
1 HAND-CARRIED
1 HISTORICAL
1 HYPER
1 IDENTICAL
1 IN
1 INCHES
1 INCLUDES
1 INDIVIDUALS/ACTIVITIES
1 INITIALING
1 INSERT
1 INTERNSHIPS
1 ISSUING
1 I6
1 JOINT
1 JUMP
1 LAST/CURRENT
1 LEAVING
1 LEVEL 4
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1 MAJORITY
1 MANNING

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1 INPROCESS
1 INSPECT
1 INTERPRETED
1 ITE
1 JN33496
1 JR
1 JUMPS-ARMY
1 L
1 LATERAL
1 LEFT-HAND
1 LICENSE
1 LISTED/GIVEN
1 LO
1 LOGS
1 LI
1 MAIL 2
1 MAINTENANCE
1 MANDATORY
1 MANUALLY

1 FACILITY
1 FEEL
1 FILE
1 FILE CONDITIONS
1 FINIS
1 FIVE-SET
1 FLT
1 FOLD
1 FCR
1 FORMATS
1 FOUR-CARD
1 FLCS
1 GENEVA
1 CR
1 CUARD
1 PAD
1 HEIGHT
1 PCPE
1 HOUSING/HOUSING
1 I
1 IA
1 IDENTIFIERS
1 IMPUNIZATIONS
1 IN
1 INCL
1 INDICATES
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1 INITIATED/UPDATED
1 INPUT CONDITIONS
1 INTERMEDIATE
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1 JUDGE
1 JUST
1 LANGUAGE
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1 LITTLE
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~~1~~ 1 ANNUAL
1 MEETING
1 PI
1 MONTHLY
1 MP
1 MA
~~1~~ 1 NEEDS
1 NO
1 NONCOMMERCIAL
1 ACT
1 ACTIVIFYING
1 AUM
1 NURSE
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1 CF
1 OFFICIALS
1 CNCL
1 OPERATOR'S
1 CROSSERS 2
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1 CRI
1 ORIGINATED
1 CS
1 CUTPROCESS
1 P
1 P-C9
1 PAC/UNIT
1 PAGES/REPORTS
1 PARAPHLETS
1 PARENTHESSES
1 PAST
1 PCRE-RD
1 PEN
1 PERFORMED
1 PERSONNEL
1 PICKING
1 PILOT'S
1 PG-1
1 PREP
1 PREVIOUS
1 PRISONERS
1 RECORDED
1 RECORDS ENTRIES
1 PROCEDURES
1 PROCESSES
1 PRODUCE

1 PLACED
1 PE
1 PHE
1 PHOD
1 MODIFIES
1 MOVEMENT
1 MULTIPLE
1 NATURALIZED
1 NEW-TO-KNOW
1 NEWST
1 NON-PAY/EXCESS
1 NORMALLY
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1 NUCLEAR
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1 CLOSEST
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1 ORGANIZATIONS
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1 OUTCOME
1 OVERALL
1 P-07
1 PAC
1 PICKET
1 PAN
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1 PCM-POL
1 PE
1 PERIODIC
1 PERSONNEL 6
1 PICK
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1 PLACEMENT
1 PRECEDING
1 PREPUNCHED
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1 PROCESSES
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1 PROCEEDINGS 2
1 PROCESSING 4

~~1 MATRIN~~
1 MATTERS
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1 MECHANIC
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1 PE
1 PERCENTAGES
1 PERIOD
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1 PHIS
1 PICKUP
~~1 PLANNING~~
1 PRACTICE
1 PRIORITIES
1 PROBLEMS
~~1 PROJECTS~~
~~1 PUBLIC AFFAIRS~~
~~1 RESEARCH~~

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75 D 1/2

DATE 00255 1956 PAG
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COUNT1 WORD1

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DATE 80255 1956
COUNT4 WCRD4

HOS WORD LISTING/ASCEND: SEQUENCE
COUNT2 WORD2 COUNT3 WORD3

COUNT1 WCRD1

2 ASGMT	4 ASI	1 ASI/SSI	4 /SIDE
2 ACIS	4 ASK	1 ASKING	1 ASKING
1 ASSIGN	9 ASSIGNED	21 ASSIGNMENT	2 ASSIGNMENT/REENLI:
1 ASSIGNMENTS	1 ASSISTANCE	5 ASTC	27 AT
4 ATTACH	8 ATTACHED	3 ATTEMPT	1 ATTENTION
2 ATTESTING	1 ATTH	10 AUDIT	1 AUTHENTICATION
1 AUTHCO	3 AUTHORITY	1 AUTHORIZES	1 AUTHENTICATION
4 AUTORIZATION	17 AUTHORIZED	4 AUTODIN	1 AUTOMATED
1 AUTOMATIC	1 AUTHORIZED	4 AVAILABILITY	29 AVAILABLE
3 AVENUE	1 AVIATOR	7 AWARD	1 AWARDED
3 AXPODS	1 AWARE	1 AWAY	4 AWL/PDV
20 AXOL	4 AS	1 B 2	1 B 2
1 BACK	1 BACKUP	50 B	1 B 2
13 BACK	12 BAR	1 BACKUP	13 BALANCE
2 BALANCED	1 BAT	18 BASE	4 BASED
2 BASIS	1 BE	27 BATH	2 BATHES
1 BATT	1 BE	2 OCT	1 PD
1 BDA	2 BECOMES	1 BE	130 DE
1 BECAUSE	8 BEFORE	1 BECT	72 BEEN
1 BEFORE	1 BEING	2 BEGIN	2 BEHIND
17 BEING	1 BEING	2 BELONGS	8 BELOW
1 BEN	2 BENJAMIN	2 BENEFICIARIES	2 BENEFICIARY
2 BENEFITS	3 BRYOND	1 BESO	1 BETTER
10 BETWEEN	3 BIAH	2 BFORM	1 BHE
1 BI	1 BIPMENT	1 BID	1 BHOAL'S
1 BIPMENT	1 BIPMENT	9 BIRTH	1 BJ
1 BKS	1 BIPMENT	1 BIRTH	3 BLACK
2 BLACK/BLUE-BLACK	1 BIPMENT	60 BLANK	1 BLACK
1 BLACK	1 BIPMENT	1 BLF	1 BLTARY
20 BLACK	1 BLDIER	2 BLUE	1 BLUE/BLACK
2 BLVD	1 BLUCKS	1 BMDL	1 BL
1 BLVD	1 BMDLETS	2 BONUS	1 BMDAS
2 BMDH	1 BOLD	1 BOTH	1 BMDON
1 BMDR	1 BOSTER	1 BOXES	1 BMDON
1 BMDR	5 BCK	1 BOXES	1 BMDON
1 BMDR	1 BMDR	2 BRANCHES	1 BMDON
1 BMDR	19 BRANCH	1 BRANCHES	5 BRIEF
1 BMDR	1 BRANCH	3 BS	1 BSE
1 BMDR	1 BROUGHT	2 BT	1 BMDR
1 BMDR	1 BROUGHT	1 BURIED	1 BURN
1 BMDR	1 BUSINESS	11 BUT	1 BURN
1 BMDR	1 BUSINESS	1 BI	1 BURN
1 BMDR	1 BUSINESS	19 C 2	1 BURN
1 BMDR	1 BUSINESS	1 C 2	21 C
1 BMDR	1 BUSINESS	21 C-27	4 CALL
1 BMDR	4 C-11	2 C-DET	1 CAMPAIGNS
1 BMDR	1 CABINETS	1 C-DET	4 CAN'T
1 BMDR	1 CAMP-4476	1 CAN/SHOULD	3 CAPITAL
1 BMDR	25 CAN	15 CAP	53 CARD
1 BMDR	6 CAPNOT	1 CARD	
1 BMDR	2 CARBON		

283

5 CAREER	2 CARES	66 CAPDS	2 CARE
2 CARES	2 CAREFUL	2 CAREFULLY	1 CARRIED
3 CAUSE	3 CASES	6 CASUALTY	1 CATEGORY
1 CAUSE	2 CAUSED	1 CAUSE	5 CENTER
1 CAUSE/EDUCATION	1 CAUSALIZED	1 CAUSE	1 CERTAIN
6 CERTIFICATE	1 CERTIFIED	2 CERTIFICATION	1 CERTIFIED
1 CERTIFICATE	1 CERTIFIED	4 CHARGED	1 CHARGES
31 CHARGES	4 CHARGING	31 CHAPTER	2 CHARACTER
5 CHARGERS	1 CHARGE	1 CHARGE	3 CHARGES
1 CHART	61 CHECK	2 CHECKED	1 CHECKED/CORRECTED
2 CHECKING	8 CHECKLIST	3 CHILDREN	1 CHEN
31 CHIEF	3 CHILD	3 CITY	1 CHRONOLOGICAL
1 CIRCLED	1 CITIZENSHIP	2 CLASSES	1 CIVIL
1 CIVILIAN	1 CLARIFY	3 CLEARANCE	1 CLASSIFICATION
9 CLASSIFIED	5 CLEAR	1 CLOSE	1 CLEARED
1 CLIPPING	6 CLERK	1 CO	1 CLOSING
4 CLOTHING	1 CLOTHES	3 CODES	66 CODE
1 CODE	4 CODES 4	4 CODES 5	6 CODES 2
5 CODES 3	1 CODES 7	1 CODES 9	5 CODES 6
1 CODES 7	1 CODES 9	3 CODING	8 CODES
1 CODES 9	1 CODES 9	1 COLUMBIA	12 COLUMN
1 CODES 9	1 CODES 9	3 COMES	1 COMING
1 CODES 9	1 CODES 9	13 COMMANDER	1 COMMANDER/REELISTH
1 CODES 9	1 CODES 9	1 COMMERCIAL	8 COMMISSIONED
1 CODES 9	1 CODES 9	1 COMMUNICATING	3 COMMUNICATION
1 CODES 9	1 CODES 9	1 COMMUNICATIONS	1 COMM
1 CODES 9	1 CODES 9	5 COMPARE	1 COMPATIBILITY
1 CODES 9	1 CODES 9	31 COMPLETE	34 COMPLETED
1 CODES 9	1 CODES 9	4 COMPLETION	14 COMPLETION
1 CODES 9	1 CODES 9	1 COMPUTATION	2 COMPLAINING
1 CODES 9	1 CODES 9	27 CONDITIONS	2 COMPLAINMENT
1 CODES 9	1 CODES 9	1 CONGRESS	1 CONSECUTIVE
1 CODES 9	1 CODES 9	1 CONSIDERATION	1 CONSIDERED
1 CODES 9	1 CODES 9	1 COURT	3 CERTAIN
1 CODES 9	1 CODES 9	2 COURTIER	1 CONTINENTAL
1 CODES 9	1 CODES 9	2 CONTINUE	1 CONTINUOUS
1 CODES 9	1 CODES 9	1 CONTRIBUTED	1 CONTROL
1 CODES 9	1 CODES 9	1 CONTROLLED	2 CONVENIENCE
1 CODES 9	1 CODES 9	7 CONVICTION	3 COORDINATE
1 CODES 9	1 CODES 9	64 COPY	1 COR
1 CODES 9	1 CODES 9	1 COR	35 CORRECT
1 CODES 9	1 CODES 9	17 CORRECTED	11 CORRECTIONS
1 CODES 9	1 CODES 9	1 CORRESPONDENCE	1 CORRESPONDENCE
1 CODES 9	1 CODES 9	1 CORRESPONDENCE 3	5 CORRESPONDING
1 CODES 9	1 CODES 9	1 CORRESPONDENCE 4	2 COUNTERPART
1 CODES 9	1 CODES 9	1 COUNSELOR	4 COURSE
1 CODES 9	1 CODES 9	1 COURIER	4 COURTS-PARTIAL
1 CODES 9	1 CODES 9	1 COURTS-PARTIAL	4 CPRP
1 CODES 9	1 CODES 9	2 COVERAGE	1 CREDITABLE
1 CODES 9	1 CODES 9	1 CPT	

55 CORUS	1 FORMS/RECORDS	CRT	31 FORWARD
8 FORWARDED	4 FORWARDING	10 FOURD	1 FOUR
1 FOUR-CARD	1 FOUROR	1 FPO	146 FROM
1 FROM	4 FULL	1 FUMCS	4 FURTHER
8 FUTURE	9 F4 Z	8 G	9 G-3
10 G=	109 G=	2 GAIN	1 GAINING
1 GAVE	1 GCHO	1 CC	1 CF
1 GED	15 GENERAL	2 GENERALLY	1 GENERATED
1 GENVA	1 GEOGRAPHIC	51 GET	6 GIVE
4 GIVEN	1 GLASSES	2 GO	3 GGD
1 GRANTED	3 GOVERNMENT	1 GR	26 GPCE
1 GRADUATE	26 GRADE	8 GRDES	1 GRADUATED
1 GRADUITY	2 GREAT	11 GROUP	1 GUARD
13 GUIDANCE	3 GUIDE	1 GUNRY	1 G2
1 HLT	29 H	3 HAND-CARRY	1 HAD
2 HARRISON	1 HAND-CARRIED	3 HAND-CARRY	2 HAN-CARRYING
5 HEADQUARTERS	91 HAS	3 HASTY	56 HAVE
6 HELP	45 HE	6 HEADER	2 HAVING
22 HLY	7 HEALTH	1 HEIGHT	3 HELD
1 HOLDING	1 HERE	4 HIGH	2 HIGHER
3 HONORABLE	89 HIS	1 HISTORICAL	5 HCLD
1 HOSTILE	2 HCLDS	1 HOME	1 HONOR
2 HREVER	2 HOURS	2 HOSPITAL	1 HOSPITAL/TEACHING
1 HYPHEN	3 H2	1 HOUSING/HOUSING	3 HPM
1 I	2 HYPHENS	16 HDA	1 IRS
1 I	3 I	1 I CONDITIONS	1 I
1 I	18 I	1 I	2 I
1 I	3 IAW AR	9 I/O	2 I
52 ID	1 IDENTICAL	3 IDENTIFICATION	216 I
1 IDENTIFIER	1 IDENTIFIERS	4 IDENTIFIES	9 IDENTIFIED
1 IDENTIFYING	234 IF	22 II	15 IDENTIFY
2 IMMEDIATE	3 IMMEDIATELY	1 IN	21 II
1 IMMUNIZATIONS	5 IMPOSED	1 IN	1 IMMUNIZATION
1 IN	471 IN	4 IN/OUT	1 IN
2 INACTIVATION	2 INACTIVE	1 INC	1 IN
1 INCL	1 INCL	1 INCLUDING	1 INCHES
1 INCLUDES	7 INCLUDING	2 INCLUSION	15 INCLUDE
5 INCORRECT	13 INCORRECT	1 INCREMENTS	2 INCLUSIVE
6 INDEGATE	4 INDICATED	1 INDICATES	3 INDEPENDENCE
1 INDIVIDUALS/ACTIVITIES	25 INDIVIDUAL	6 INDIVIDUAL'S	3 INDICATOR
1 INFORMATION 3	1 INF	1 INF	5 INDIVIDUALS
1 INITIALLY	47 INFORMATION	11 INITIAL	7 INFORM
7 INK	3 INITIATE	4 INITIATED	1 INITIATING
15 INPROCESSING	1 INPR	1 INPROCES	1 INITIATED/UPDATED
3 INPUTTING	1 INPUT CONDITIONS	71 INPUT	1 INPROCESS
1 INSPECT	1 INQUIRY	8 INCY	3 INPUT/CUTPUT
2 INSTRUCTIONS	5 INSTALLATION	2 INSTEAD	1 INSERT
38 INSTRUCT	6 INSTRUCTOR	3 INSTRUMENT	2 INSTRUCT
	13 INTERFACE	1 INTERMEDIATE	15 INSURANCE
			4 INTERNAL

2 INTERMEDIATE CONDITIONS	1 INTERMEDIATE	1 INTERMEDIATE	1 INTERMEDIATE
5 INTD	6 INVENTORY	3 INVESTIGATION	2 INVESTIGATIONS
1 INVECTE	279 IS	5 ISN'T	2 ISSUED
1 ISSUED/REISSUED	1 ISSUING	81 IT	1 ITE
1 ITE	2 ITE	1 ITE>	216 ITEM
42 ITEMS	7 ITS	4 IV	2 IX
1 I	6 5	19 J	4 J
1 J	17 JACKET	1 JACKETS	5 JACKETS
1 JAIL	35 JH	1 JN39495	1 JN39496
1 JAILING	10 JH	1 JOBS	3 JOIN
1 JAILOR	1 JR	1 JUDGE	1 JUL
1 JAILOR	1 JUMPS-ARMY	1 JUST	2 JUSTICE 2
2 JUSTICE	25 J2	2 K	2 KEEP
6 KEEPING	2 KEPT	3 KEY	3 KEYPUNCH
2 KEYPUNCH	7 KEYSER	1 KIN	2 KNCM
1 K	7 K4	1 L	4 L
1 L	2 LCL	1 LANGUAGE	2 LARGE
1 L	25 LST	1 LAST/CURRENT	4 LATER
1 LATERAL	4 LATIST	3 LAW	1 LAYOUT
6 LFER	1 LEADS	2 LEAST	17 LEAVE
1 LEAVING	4 LEFT	1 LEFT-HAND	2 LENGTH
3 LESS	2 LESSON	14 LETTER	9 LETTERS
2 LETTERS/NUMERALS	1 LEVEL	1 LEVEL	1 LEVEL 4
4 LEVEL	1 LICENSE	1 LICENSED	3 LIEN
1 LIFE	10 LINE	23 LISTED	3 LINES
21 LIST	1 LISTE	1 LIVING	1 LISTED/GIVEN
1 LITTLE	1 LIV	1 LCCA	1 LC
1 LLOYD	1 LOADING	5 LOCATION	37 LOCAL
4 LOCALLY	2 LOCATE	1 LOGS	5 LOCATOR
2 LOGG	37 LOG	8 LOGI	1 LOGI
1 LOGS	3 LONGER	2 LOUIS	2 LOGE
3 LOGING	9 LOST	4 L5	1 LOYALTY
1 LOG	1 LI	2 MACHINE	1 P
1 M	1 MA	2 MACHINE	17 PAGE
1 M	1 MAIL 2	8 MAIL	1 MAILED
6 M	1 MAINTAIN	2 MAINTAINED	1 MAINTAINING
1 MAINTAINING	1 MAINTENANCE	1 MAJ	2 MAJOR
1 MAJORITY	41 MAKE	3 MAKING	23 MANAGEMENT
1 MAJORITY	1 MANIFEST	1 MANIFOLD	1 MANNING
47 MAJORITY	1 MANUALLY	1 MANJARE	3 MANN
1 MAJORITY	3 MARK	2 MARKED	1 PARKING
1 MAJORITY	2 MARY	6 MASTER	1 MATCH
3 MARRIED	3 MATCHES	1 MATERIAL	1 MATERIALS
1 MATCHES	20 MAY	1 ME	4 MEANS
1 MATTERS	1 MEETING	22 MEMBER	9 MEMBERS
4 MEDICAL	1 MERELY	2 MESSAGE	1 MESSAGEFORM
6 MEMBERS	2 MET	1 METHOD	1 MI
5 MESSAGES	7 MIDDLE	2 MIL	112 MILITARY
5 MICROPHONE	9 MILPERCEN	68 MILPO	1 MILPG-TYPE
3 MILPG-27	2 MINIMUM	2 MISCELLANEOUS	4 MISO
3 MINIMIZE			

208

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58 PAF

59 PAF

12 PACT

3 PAID

12 PAMPHLET

5 PAPER

2 PARAMETER

1 PART

2 PASSED

2 PAYMENT

1 PCN-POI

1 PCN-RO

1 PDY

1 PEN

2 PER

4 PERFORM

1 PERFORMING

2 PERIODS

3 PERGO

272 PERSONNEL

1 PHS

2 PICKED

1 PILOT

17 PLACE

3 PLUS

1 POINT

1 POSITION

3 POSTED

2 PR

12 PRESENT

5 PREVIOUSLY

6 PRINTED

1 PRINTING

4 PROBLEM

1 PROCEED

9 PROCEDURES

1 PROCEDURES

4 PROCEDURES

1 PROCEDURES

1 PROCEDURES

2 PROCESSES

28 PROCESSING

1 PRODUCTION

3 PROGRAM

2 PROGRESSION

1 PROMOTION/REDUCTION

3 PROVIDE

1 PTR

3 PAGES

1 PAMPHLET

2 PARA

1 PARENT

47 PART

1 PAST

3 PCN

1 PCN-POI

5 PCS

14 PENCIL

2 PERCENT

1 PERIOD

17 PERMANENT

16 PERSON

1 PERSONNEL

2 PERSONS

2 PHYSICAL

1 PICKING

1 PILOT'S

9 PLACED

3 PLCS

3 POLICIES

3 PORTION

5 POSITIONS

3 POSTING

1 PRACTICE

15 PREPARATION

4 PREPARING

3 PREPARED

1 PRIMARY

2 PRINTLINE

4 PRISONER

1 PROBLEMS

1 PROCEDE

1 PROCEDURES

8 PROCEDURES

2 PROCEDURES

37 PROCEDURES

1 PROCES

1 PRODUCE

1 PROFESSIONAL

1 PROGRAM

1 PROJECTED

7 PROPER

4 PROVIDED

12 PTR

1 PAGES/REPORTS

2 PAMS

4 PARAGRAPH

1 PARENTHESIS

1 PARTLY

1 PATIENTS

2 PCM-CII

3 PCM-PII

7 PDC

1 PENCIL

2 PERCENTAGE

11 PERFORMANCE

10 PERIOD

5 PERMANENTLY

3 PERSONAL

1 PERSONNEL

1 PERTINENT

7 PHYSICALLY

1 PICKS

1 PL

1 PLACEMENT

2 PC

6 POLICY

2 PCPTS

1 POSSIBLE

2 PCI

1 PRECEDING

61 PREPARE

1 PREPUNCHED

1 PREVIOUS

2 PRINCIPAL

6 PRIOR

1 PRISONERS

1 PRICE

35 PROCEDURE

1 PROCEDURES

10 PROCEDURES

4 PROCEDURES

1 PROCEDURES-SPECIAL

15 PROGRESS

14 PRODUCE

1 PROFICIENCY

4 PROGRAM

1 PROJECTED

6 PROPERLY

2 PROVIDES

12 PTPU

DATE 90255 1956
COUNT4 WORD4

SEQUENCE
COUNT3 WORD3

MOS WORD LISTING/ASCENDING
COUNT2 WORD2

COUNT1 WORD1

1 PULL
1 PUNISHMENT
1 PUT
5 P29
1 P94
1 P94
2 QUALIFIES
1 QUESTIONNAIRE
1 P
2 RACE
5 PATER
3 RCE
2 PEAR
5 REASON
1 REBUT
37 RECEIPT
2 RECON
2 RECONCILIATION
5 RECORDED
1 RECORDS
10 RECORDS 4
1 RECORDS 8
5 REDUCED
1 REEPLISTMENT CON
19 REFER
1 REFIL
1 REGULAR
1 REFLECTED
4 RELATIONSHIP
1 REMAIN
2 REMAKE
4 REMOVED
2 REPETITIOUS
2 REPLY
115 REPORT
8 REPORTING
1 REPORTS/PARTS
1 REPROCESSING
5 REQUEST
4 REQUIRE
13 REQUIRES
4 RESOLUTION
1 RESPCNS
1 RESTRICTION
2 RETAINED

2 PULL
1 PUNCHING
2 PURPOSES
7 P11
9 P91
5 CUP
19 QUALIFIED
1 QUESTION
17 Q5
1 RI
8 RATED
2 RCPAC
2 REACHES
1 READY
3 REASSIGNMENT
4 RECEIPT
3 RECEIPT
1 RECONCILED
51 RECORD
1 RECORDS F
7 RECORDS 3
1 RECORDS 7
1 RED
21 REDUCTION
2 REEPLISTED
1 REFER
1 REFERRING
2 REFUSED
11 REGISTER
1 REJECT
1 RELATIONS
1 RELIEF
3 REMAINS
18 REMOVE
1 REPLYED
2 REPORT CONDITIONS
2 REPORTING
1 REPORTING 5
1 REPORTS/CARDS
1 REPRIMANDS
1 REPRIMANDS
1 REQUIREMENTS
2 RESIDENCIES
2 RESPECTIVELY
9 RESTRICTED
1 RETAIN

2 PULRYO
9 PUNCHED
1 PURPOSE
2 PUI
1 PUI CONDITIONS
5 Q
30 QUALIFICATION
34 Q5
4 R
1 RATE
17 RATHS
1 READJUSTMENT
2 REASSIGNED
1 REC
7 RECEIVING
3 RECOMMENDED
1 RECORD
6 RECORDS CONDITIONS
6 RECORDS 2
2 RECORDS 6
1 RECORDS/ DOCUMENTS
1 REEPLIST
1 REFERRAL
1 REFLECTS
2 REISSUED
5 RELATED
1 RELIABLE
4 REMAINING
4 REMOVAL
1 REPLACEMENTS
2 REPLY
10 REPORTED
1 REPORTING 3
30 REPORTS
2 REPRESENTATIVE
1 REPRODUCTION
1 REQUESTS
16 REQUIREMENT
2 REPLY
5 RESERVE
2 RESOURCES
2 REST
1 RESULTING

1 PUNCH
2 PUNISHMENTS
1 PUNTING
6 P5
2 P94
1 PUNISH
1 QUALIFY
1 QUALIFY
1 Q3 36
1 R
4 RANK
2 RATES
1 RATES
2 REACHABLE
2 REASONS
2 REEPLIST
31 RECEIVED
1 RECEIVED
1 RECORDS A
1 RECORDS ORDS 2
6 RECORDS 5
145 RECORDS
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2 REEPLISTMENT
1 REFERENCES
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1 REFORMATION
2 REFORM
1 REFORMER
2 REFORMS
1 REFORMING
1 REFORM
1 REFORMABLE
1 REFORMING 3-8-1
1 REFORMS CONDITION
1 REFORMS
4 REFORMED
8 REFORMED
49 REFORMED
1 REFORMING
1 RESEARCH
11 RESEARCH
4 REFORMISTALE
1 REFORMIT

CAZ 3255 1956 PA
COUNT4 WCZ

KING JAMES
 COUNTY, MD 21

2020M 21:00J
COUNT2 WORD2
1 GRM 50M

16-39 11-1

~~SECRET~~

1 SIGNED
1 START
1 STATEMENT
21 STATION
1 STAY
1 STEP-BY-STEP
1 STOP
24 SUBVOLT
9 SUPPORT
25 SUPPORTED
1 SWIFT
52 SUPPLIES
~~SWITCH~~
2 TALKING
10 TALKHOUSE
1 TALK
1 TAPOL
7 SYSTEM 2
2 SYSTEMS
1 T
2 TASKS
2 TASKS
12 TDOS
4 TELEPHONE
1 TEMP
6 TERMINATED
6 TEST
1 TH
1 THA
~~THAT~~
5 THEIR
24 THESE
22 THIS
1 THREE-DIGIT
1 TIMELY
3 TITLES
1 TOLD
10 TOURS
1 TRA
2 TRAINED
~~TREASURY~~
~~TREASURY~~
1 TRANSFERRED
6 TRAY

1 STABILIZED
57 STANDARD
1 STARTED
6 STATEMENT
2 STATIONED
~~2 STEPS~~
72 STEPS
1 STOWALL
4 STRENGTHS
2 SUBJECT
1 COMMITTING
1 CONTRACTING
11 SUMMARY
1 SUPPLY
4 SUPPORTING
~~3 SUSPENSE~~
3 SUSPENSE/CORRECTION
1 SW
1 SYNOPSIS,
1 SYSTEM 3,
2 T
12 T
20 TABLE
4 TAPES
1 TAUGHT
1 TDY
23 TELL
2 TEMPORARILY
4 TERMINATION
1 TESTED
1 THT
18 THAN
~~2 THREE~~
208 THE
29 THEM
19 THEY
9 THOSE
39 THROUGH
1 TION
1 TO
1 TOO
2 TOUR
2 TRA
1 TRAFFIC
~~1 TRAINING~~
~~1 TRAY~~
106 TRANSACTION
1 TRANSFERING
1 TRAYS

STACKS

3	STANDARDS
5	STATE
1	STATEMENTS
3	STATISTICS
22	STEP
1	STICKS
6	STR
2	STYLE
10	SUBMISSION
1	SUBSEQUENT
4	SUCH
26	SUPERVISOR
1	SUPPORT
34	SURE
6	SUSPEND
4	SUSPENSION
2	SA
1	SYSTEM E
15	SYSTEM
1	T
1	T-02
18	TAKE
1	TAS
1	TEA
1	TEAM
2	TELLING
19	TEMPORARY
1	TERMS
1	TESTING
2	TH
157	THAT
1	THE
1	THE
9	THEN
1	THE
1	THE
2	THRU
1	TIT
1	TO
8	TOP
3	TR
2	TRA/AWL
1	TRAIL
18	TRAINING
1	TRAINS
1	TRANSAC
63	TRANSACTIONS
1	TRANSMIT
1	TREND

CCOUNT4 MCRD4

NG/ASCENDING SEQUENCE

COUNT3 MCRD3

MCS WORD

COUNT2 MCRD2

WT1 MCRD1

2 TRY	1 TUS	1 TURN	1 TURNOVER
5 TWO	3 TWO-CHARACTER	1 TWO-DIGIT	23 TYPE
1 TYPE-OF-	16 TYPE-OF- TRANSACTION	1 TYPE-OF- TRANSACTION	2 TYPE-OF- TRANSACTION
2 TYPE-OF-	1 TYPE-OF- TRANSACTION	1 TYPE-OF- TRANSACTION	1 TYPE-OF- TRANSACTION
7 TYPE-OF-TRANSACTION	3 TYPED	1 TYPES	3 TYPEWRITER
9 TYPING	1 TS	1 T6	1 T8
1 U	1 U	10 U	1 UPR
2 UPDS	3 UNACCEPTABLE	2 UNAVAILABLE	7 UNDER
1 UNEMPLOYED	1 UNFAVORABLE	1 UNI	1 UNIFORM
101 UNIT	1 UNIT-TYPE	1 UNIT/MILPO	2 UNITED
2 UNITS	1 UNKNOWN	4 UNLESS	4 UNMATCHED
1 UNPAID	1 UNRECOVERABLE	11 UNPROCESSED	1 UNRECOGNIZABLE
1 UNRELIABLE/UNRESPONSIBLE	14 UNRESOLVED	14 UNRESTRICTED	12 UN-IL
10 UP	3 UPC	1 UPCS	1 UPC
1 UPDA	12 UPDATE	6 UPDATED	3 UPDATING
2 UPDATED	1 UPD	3 UPDN	2 UPPER
1 UPPERHOST	4 US	3 USR	1 USC
3 USE	1 USE	7 USED	1 USEDPORT
40 USER	15 USING	2 USM	1 USUALLY
11 UTIL	6 V	21 VA	1 VACATED
1 VACATES	3 VALID	1 VALIDATION	2 VARIOUS
1 VEHICLE	2 VERIFIED	1 VERIFIES	7 VERIFY
2 VERIFYING	1 VERSIONS	4 VERY	1 VETERAN'S
1 VETERANS	1 VETERANS	1 VETERANS*	2 VGLI
2 VI	2 VIA	2 VII	2 VIII
4 VI CES	1 VIOLATED	1 VIOLATED	1 VITAL
1 VI ID	1 VIOLDED	2 VOL	1 VCLUPE
22 V4	4 V5	1 W	3 W
1 WAIT	2 WAITING	2 WAIVER	1 WAT
7 WANTS	14 WARRANT	32 WAS	2 WASHINGTON
1 WEARS	1 WEIGHT	1 WELL	1 WENT
12 WEIR	8 WHAT	1 WHEN	50 WHEN
1 WHENEVER	2 WHERE	5 WHETHER	1 WICH-TIE
44 WHICH	1 WHILE	17 WHO	1 WHICEVER
3 WILDE	5 WHOSE	1 WI	62 WILL
1 WIND	3 WISHES	138 WITH	1 WITHDRAWN
7 WITHIN	10 WITHOUT	2 WITNESS	2 WOOD
4 WORKING	1 WORKED	2 WORKING	5 WORKSHEET
1 WORKSHEETS	4 WOULD	2 WPN	4 WRITE
2 WRITTEN	2 W2	8 X	9 X-99
1 X	18 Y	4 YEAR	1 YEAR/MONTH
1 YEARLY	10 YEARS	4 YES	1 YET
1 YCU I	97 YOU	90 YOUR	12 ZERO
			2 ZIP

ADMINIST

HEADQUARTERS

DATA CONTROL NUMBER

100 NO / PROJECT NO

UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

WCA

SSgt CTA

NOV 18 1980

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Mos - 75D
Skill Level 1 and 2

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MOS WORD LIST BY PAGE

1	COMMISSIONED	6,1	5,1	1,6					
1	COMPATIBILITY	21,1							
1	COMPUTATION	3,1							
1	CONDITION	11,2	1,16						
1	CONFINEMENT	21,1	1,1						
1	CONTROL	1,7	91,2	11,3	7,2	5,1	2,2		
1	CONVICTION	2,6	1,1						
1	COURT-MARTIAL	2,3	1,1						
1	CREDITABLE	1,1							
1	CUSTODIAN	2,2	1,7						
1	DE-CONTROLLED	1,2							
1	DEATH	1,75	31,1	21,1	13,1	11,15	2,8		
1	DEB	1,43	3,12	2,15	32,1	30,1	19,1		
1	DECLARATIONS	1,1							
1	DENIED	1,3							
1	DEPARTURE	2,1	1,1						
1	DEBTS	1,1	32,4	24,3	6,4				
1	DEBTER	1,1							
1	DELEGATE	1,1							
1	DETAINED	1,1							
1	DE	32,2	18,1	6,2	2,4	1,8			
1	DISABILITY	1,9							
1	DISCHARGE	1,2							
1	DISCREPANCY	1,4	7,5	2,1					
1	DISTRIBUTION	1,2							
1	DIVERSED	32,1	11,1	1,13					
1	DVICE	1,2							
1	DIST	6,4							
1	DIST	1,2							
1	DSEP	1,1							
1	DUPPLICATE	1,8	2,3						
1	ELIGIBILITY	1,4							
1	ENLISTMENT/REENLISTMENT	1,2							
1	ENROUTE	1,1							
1	ESSENTIAL	11,1	1,10						
1	ESS/ESSA	30,1	24,1	21,2					
1	EXPIRATION	24,2	12,1	6,1	1,2				
1	EXTING	1,2	2,1	5,1	1,4				
1	FORMAT	7,14	6,1						
1	G. IN	1,2							
1	GED	1,1							
1	GE. DE	1,1							
1	GRADUITY	2,5	1,21						
1	IDENTIFICATION	2,1							
1	IMMEDIATE	2,2	1,1						
1	IMMUNIZATION	2,1	1,1						
1	IMMUNIZATION	40,1							
1	IMMUNIZATION	1,5							
1	IMMUNIZATION	1,1							
1	IMMUNIZATION	13,1							
1	INPUT/OUTPUT	1,3							

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[illegible]

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END WORD LIST BY PAGE

	TRA	1.1				
3	TRANSMIT	2.1				
3	TWN	1.1				
3	UNSS	11.2				
3	UNACCEPTABLE	1.2	11.1			
3	UNATCHED	11.4				
3	UPDATE	31.1	2.1	1.9		
3	UJAR	1.3				
3	VALID	1.1	21.1			
3	VERIFYFC	2.1	30.1			
3	VESIFY	1.6	1.1			
3	VOLI	1.2	11.1			
3	WAWER	1.2				
3	WITNESS	1.1	2.1			
3	XBSNT	1.1				
4	XCB	1.2				
5	ABBREVIATION	2.1				
5	ACCEP*	1.2				
5	ACCOUNTING	1.1				
5	ACCOUNTED	1.1				
5	AJJUDINT	1.1				
5	ADMINISTRATION	1.4				
5	ASSISTANCE	1.1				
5	ATTENTION	12.1				
5	BIZ	1.11				
5	CIVIL	1.1				
5	COMALNO	1.8				
5	CONCRE	32.1	1.4			
5	COMPLETE	1.28	3.1	11.1		
5	CONFUCT	15.1	7.1			
5	CONFIRMED	1.1				
5	CONSIDERATION	1.1				
5	CONSISTENT	1.7	2.1			
5	CONTINUE	1.1	7.1			
5	CONVENIENCE	1.2				
5	CROSS-REFERENCE	1.3				
5	DEFENDENTS	5.1	3.1			
5	DESCRIBED	11.1				
5	DETERMINE	1.19	30.2			
5	DEVELOPMENT	1.1	11.4			
5	DIRECTORIAL	2.1				
5	DIGITAL	1.3				
5	DIRECT	1.5				
5	DIRECTED	2.1	1.1	11.1		
5	DISREGARD	1.1				
5	E-FID	1.4	11.1			
5	FOPELCT	1.1				
5	EFFECTIVE	2.1	1.1	11.2		
5	EFFECTIVITY	1.1	31.1	21.1		
5	SLEANT	31.1	1.2			

$$v^2 v$$

MOS WORD LIST BY PAGE

5	TOY	1,1			
5	TERM	1,3	24,1	6,1	
5	UTER	21,1	13,2	11,21	
5	UNRECOGNIZABLE	1,1		6,1	2,2
5	USWA	1,2			
5	V2	1,17	32,1	13,1	6,1
5	VALIDATION	11,1			2,1

APPENDIX 8

ENGLISH LANGUAGE STRUCTURES AND LEXICON

The following list is included as an addition to the structural and lexical list. These structures and lexical items are very basic.
(See Section II for discussion.)

LIST OF LEXICAL AND STRUCTURAL ITEMS FOR ENGLISH LANGUAGE STRUCTURES

Sentences:

- | | |
|------------------|-------------------------|
| A. Declarative | statement |
| B. Interrogative | question |
| | 1. wh- questions |
| | 2. tag questions |
| | 3. yes/no questions |
| C. Imperative | command, polite request |
| D. Exclamatory | exclamation |

Sentence Complexity:

- | | |
|---------------------|---|
| A. Simple | one full subject and predicate |
| B. Compound | two or more independent clauses joined by: |
| | 1. punctuation |
| | 2. punctuation and conjunctive adverb |
| | 3. coordinate conjunction |
| C. Complex | one or more dependent clauses and an independent clause |
| D. Compound-Complex | two or more independent clauses and one or more dependent clauses |

Verbs:

- | | |
|----------------------------|---|
| A. Concord | subject-verb agreement |
| B. Transitive | takes an object |
| C. Intransitive | doesn't take an object |
| D. Copula | to be |
| E. Linking | connectors |
| F. Auxiliaries of tense | will, do, did |
| G. Auxiliaries of modality | should, ought to, must to, have to, have got to, able to, can, may, might, could, would |
| H. Tense | present, past |
| I. Aspect | perfect, progressive |

Verbal Forms:

- | | |
|-----------------------|---------------|
| A. Present Participle | active voice |
| B. Past Participle | passive voice |

Voice:

- | | |
|------------|----------------------------|
| A. Active | subject does action |
| B. Passive | subject does not do action |
| | 1. agent expressed |
| | 2. agent not expressed |

Nouns:

- | | |
|---------------|-----------|
| A. Singular | man, pen |
| B. Plural | men, pens |
| C. Count | chairs |
| D. Mass | flour |
| E. Possessive | soldier's |
| F. Collective | fish |

Adjectives:

- | | |
|--------------------------|---------------------------|
| A. Predicative | The tank is green. |
| B. Attributive | The green tank is moving. |
| C. Degrees of comparison | |
| 1. regular | big, bigger |
| 2. irregular | worse, worst |
| D. Ordinal/Cardinal | |
| Numbers | first, one |

Adverbs:

- | | |
|-------------------|-------------------------|
| A. Time/Frequency | immediately, today, ago |
| B. Place/Position | here, there, everywhere |
| C. Manner | maybe, possibly |
| D. Negative | no, never |
| E. Comparison of | nearest, harder |
| F. Degree | thoroughly, completely |

Articles:

- | | |
|---------------|-----------|
| A. Definite | a, the |
| B. Indefinite | any, some |

Pronouns:

- | | |
|------------------|---------------------|
| A. Personal | you |
| B. Demonstrative | that |
| C. Indefinite | anybody, both, each |
| D. Reflexive | himself, yourself |
| E. Cases of | I, me, my, mine |
| F. Relative | who, whom, whose |
| G. Interrogative | who, which, what |

Conjunctions:

- | | |
|-----------------------|------------------------------|
| A. Coordinating | and, but, or, nor |
| B. Subordinating | because, if, as, that, after |
| C. Correlative | either, or |
| D. Conjunctive adverb | therefore, furthermore |

Prepositions:

A. Simple

- | | |
|----------------------------------|------------|
| 1. place | on, in |
| 2. time | in, at, on |
| 3. direction/motion | to |
| 4. manner/agent/
instrument | by, with |
| 5. measurement/
number amount | of |

B. Compound:

according to, because of, by means

Vocabulary:

words from 1100 through 2400 -
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Special Expressions/Idioms

"knock it off" "can it, buddy"

Verb Combinations

two word verbs