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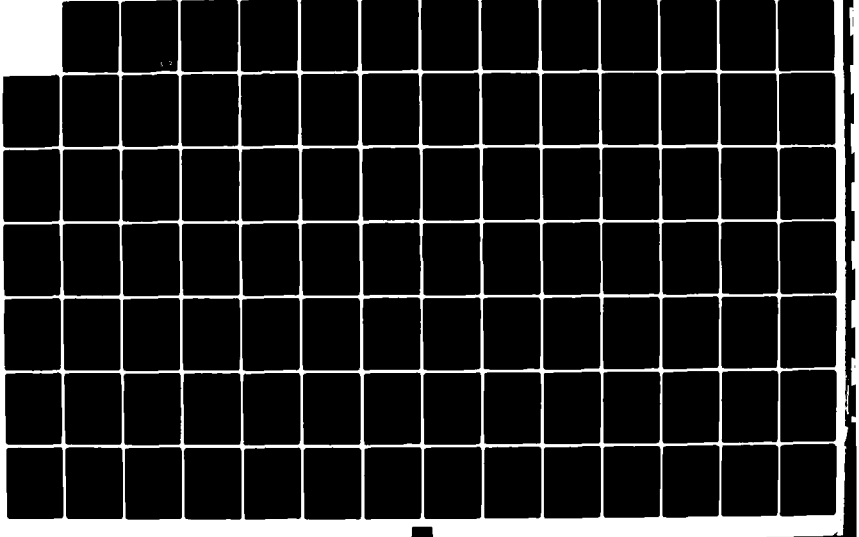

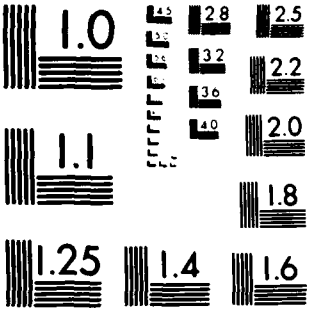

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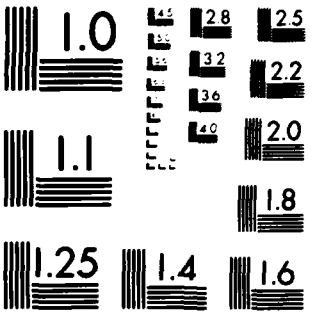

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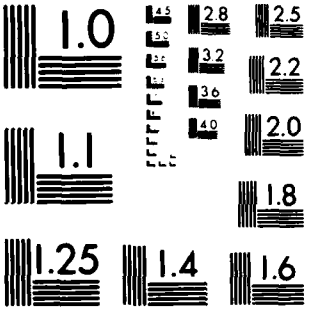

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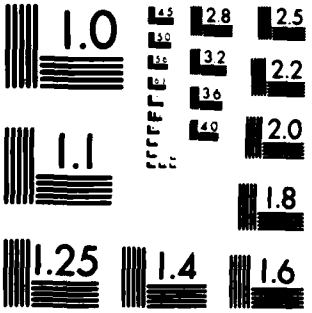

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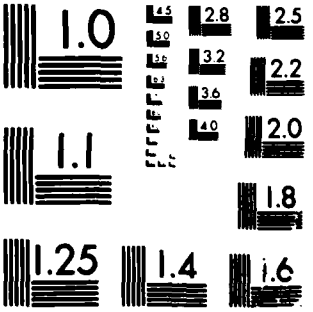

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OCT 1982

AD A121128

JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR 75D MOS PERSONNEL RECORDS SPECIALIST

REFERENCE SOLDIER'S MANUAL DATED

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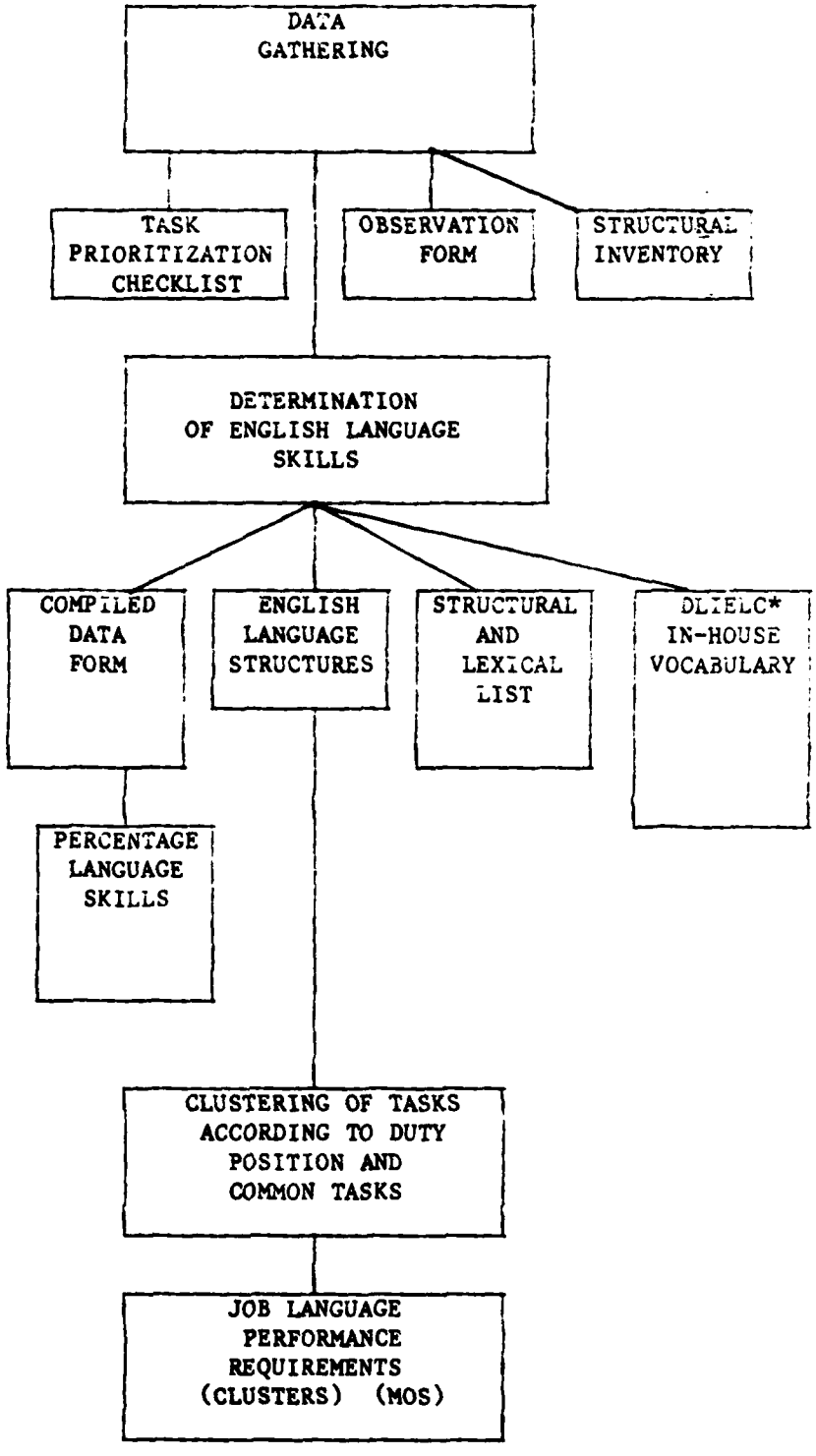

FIGURE 1

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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 determine 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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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.

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

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

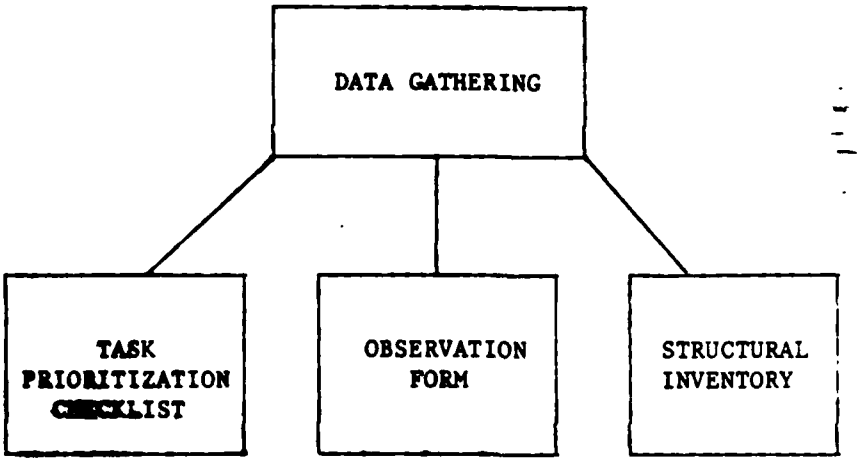

FIGURE 2

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.

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SECTION II: DETERMINATION OF ENGLISH LANGUAGE SKILLS

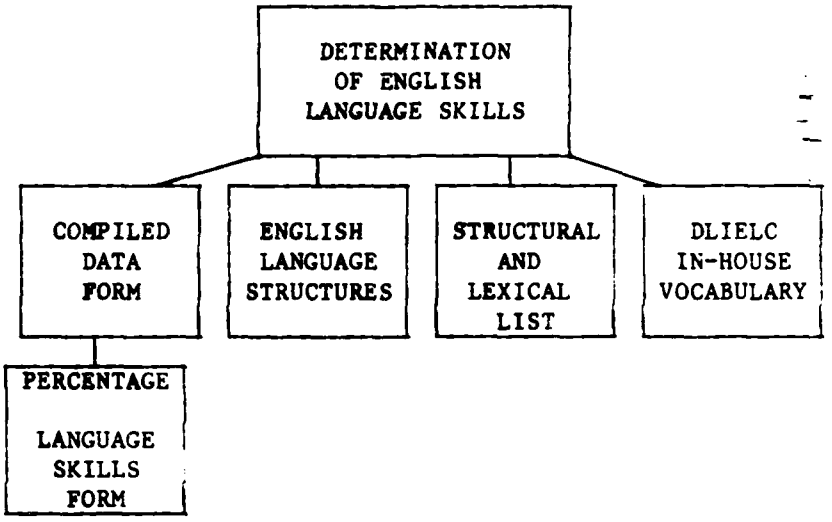

FIGURE 3

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

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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 Technial 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.

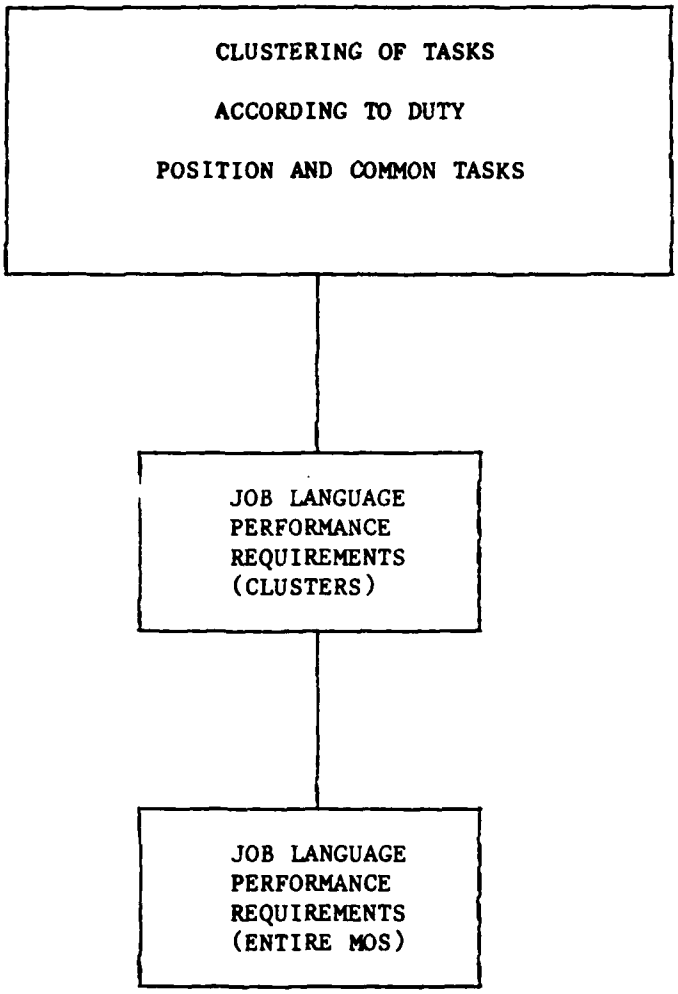
CLUSTERING OF TASKS
ACCORDING TO DUTY
POSITION AND COMMON TASKS
JOB LANGUAGE
PERFORMANCE
REQUIREMENTS
(CLUSTERS)
JOB LANGUAGE
PERFORMANCE
REQUIREMENTS
(ENTIRE MOS)

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 (Appendic- 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

26

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)

28

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. PRECENTAGE 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 Orginator (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

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

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

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APPENDIX 1

TASK PRIORITIZATION CHECKLIST

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

YOUR CURRENT MOS:_____
(PRESENTLY ENG IN)

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

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

IS TASK TAUGHT?		IMPORTANCE OF:				HOW TAUGHT				IS TASK TESTED?		HOW TESTED?			POOR PERFORMANCE RESULTS IN DANGER TO	
YES	NO	LISTENING*	SPEAKING*	READING*	WRITING*	LECTURE	SELF-PACED	DEMONSTRATION	HANDS-ON	YES	NO	WRITTEN	ORAL	PERFORMANCE	PERSON	EQUIPMENT

APPENDIX 2

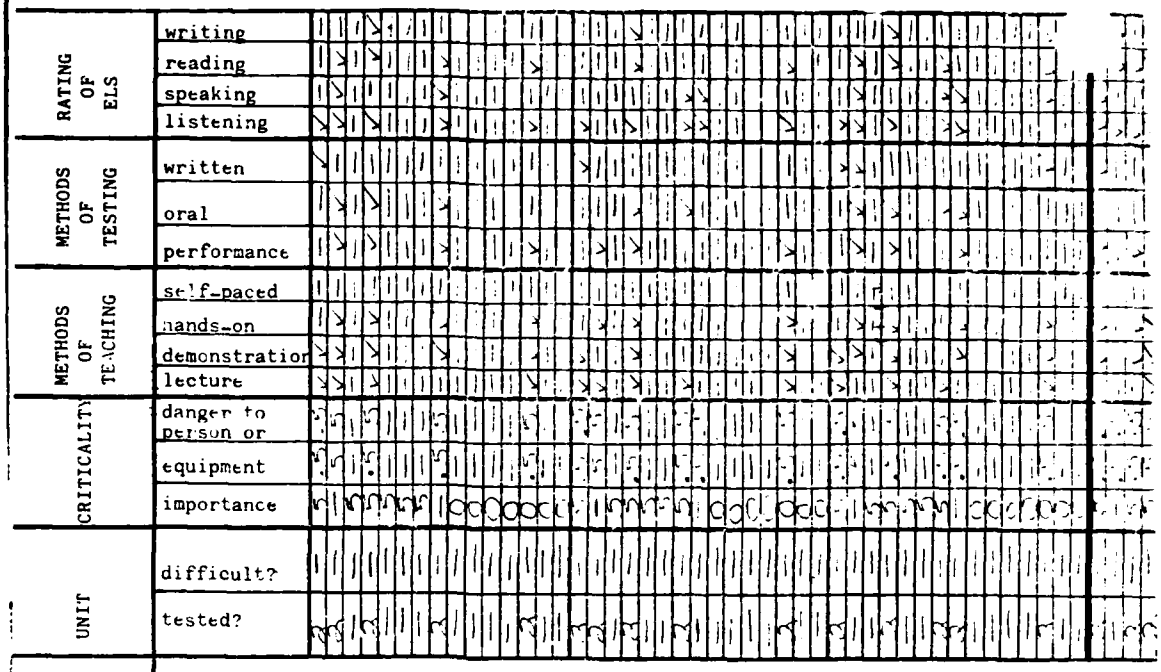
TASK INVENTORY COMPILED DATA FORM

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

PAGE 1 OF

MOS 75D NUMBER OF RESPONDENTS 15

DATA OBTAINED FROM Gilbreath, Kelly, Ft. Campbell TRAINING SPECIALIST



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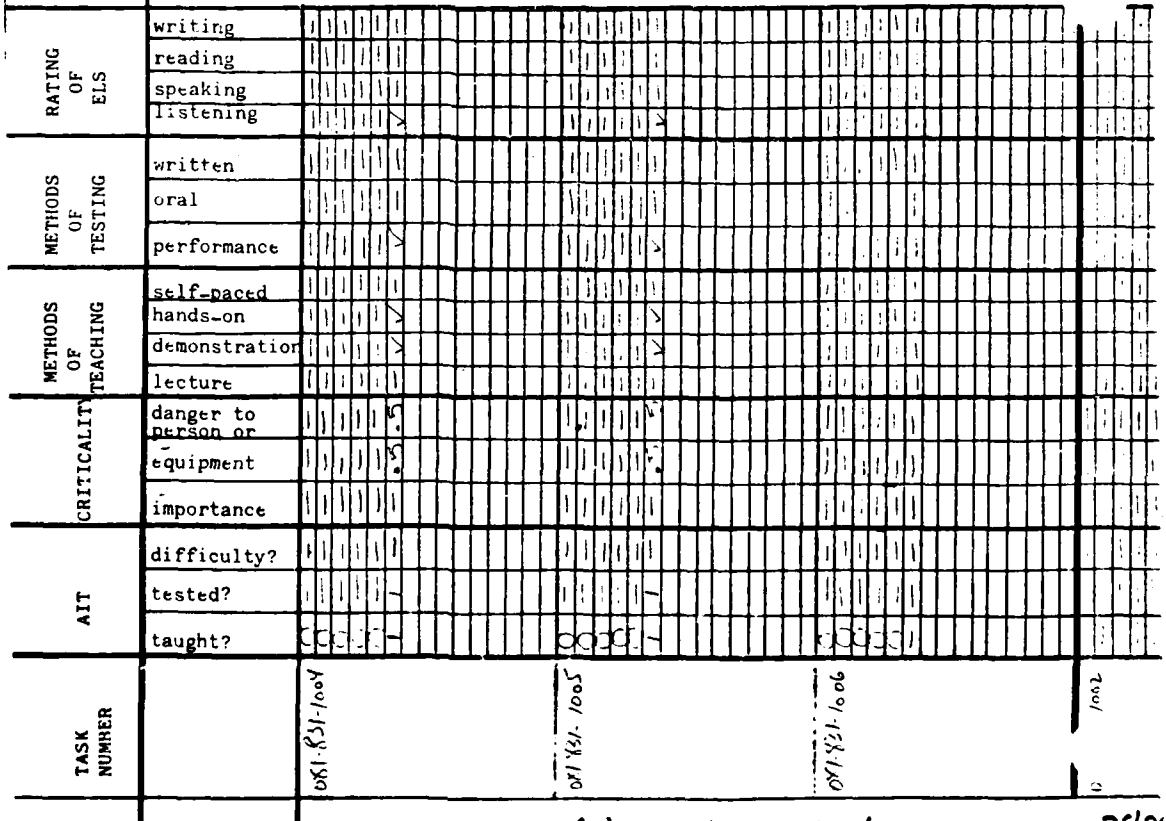


FIRST 910

NBC

PAGE 2 OF 1

MOS 75D NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

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

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
AIT	difficulty?				
	tested?				
	taught?				
TASK NUMBER			071-327-0201	071-331-0401	071-331-0451

NSC INDIVIDUAL FITNESS SECURITY AND INTELLIGENCE

PAGE 3 OF 4

MOS _____ NUMBER OF RESPONDENTS _____

DATA OBTAINED FROM _____ TRAINING SPECIALIST _____

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

MOS _____ NUMBER OF RESPONDENTS _____

DATA OBTAINED FROM _____ TRAINING SPECIALIST _____

RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
AIT	difficulty?				
	tested?				
	taught?				
TASK NUMBER			071-329-1005	071-311-2007	071-314-2104

GRENADES MIGAI RIFLE LAND NAVIGATION

PAGE 4 OF 11

MOS 75[illegible] NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

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

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

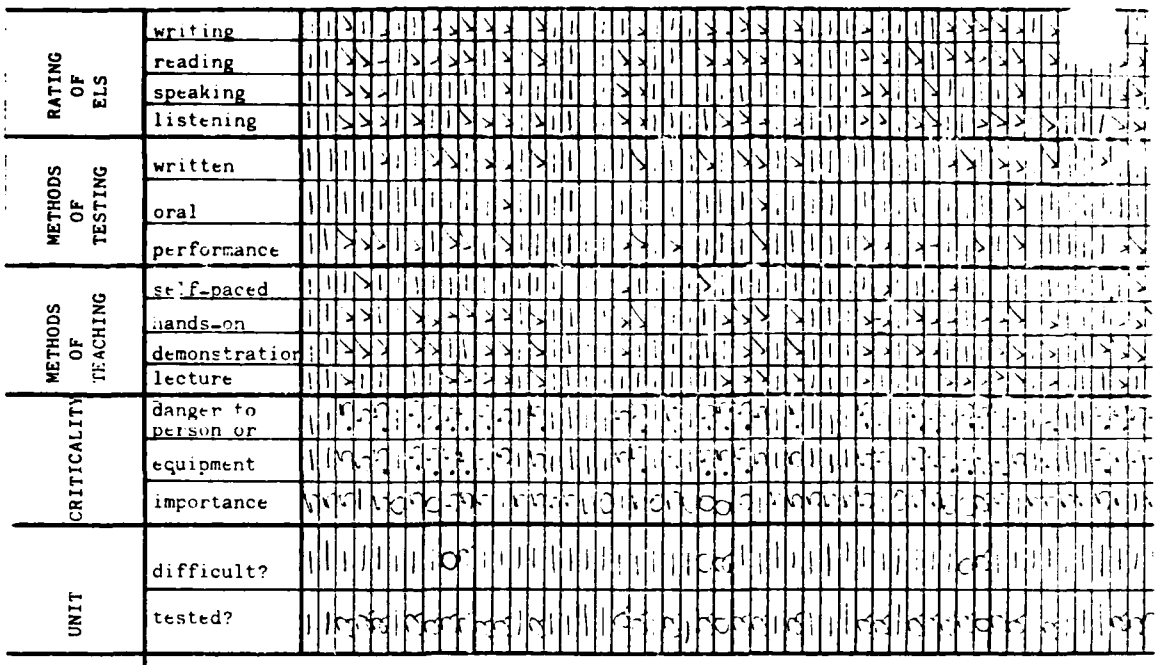
RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
AIT	difficulty?				
	tested?				
	taught?				
TASK NUMBER		071-325-4402	121-080-2501	121-004-1101	111-004-1102

GRENADES LEG DEASVIP TYPING

PAGE ___ OF ___

MOS 72 NUMBER OF RESPONDENTS ____

DATA OBTAINED FROM ____ TRAINING SPECIALIST ____



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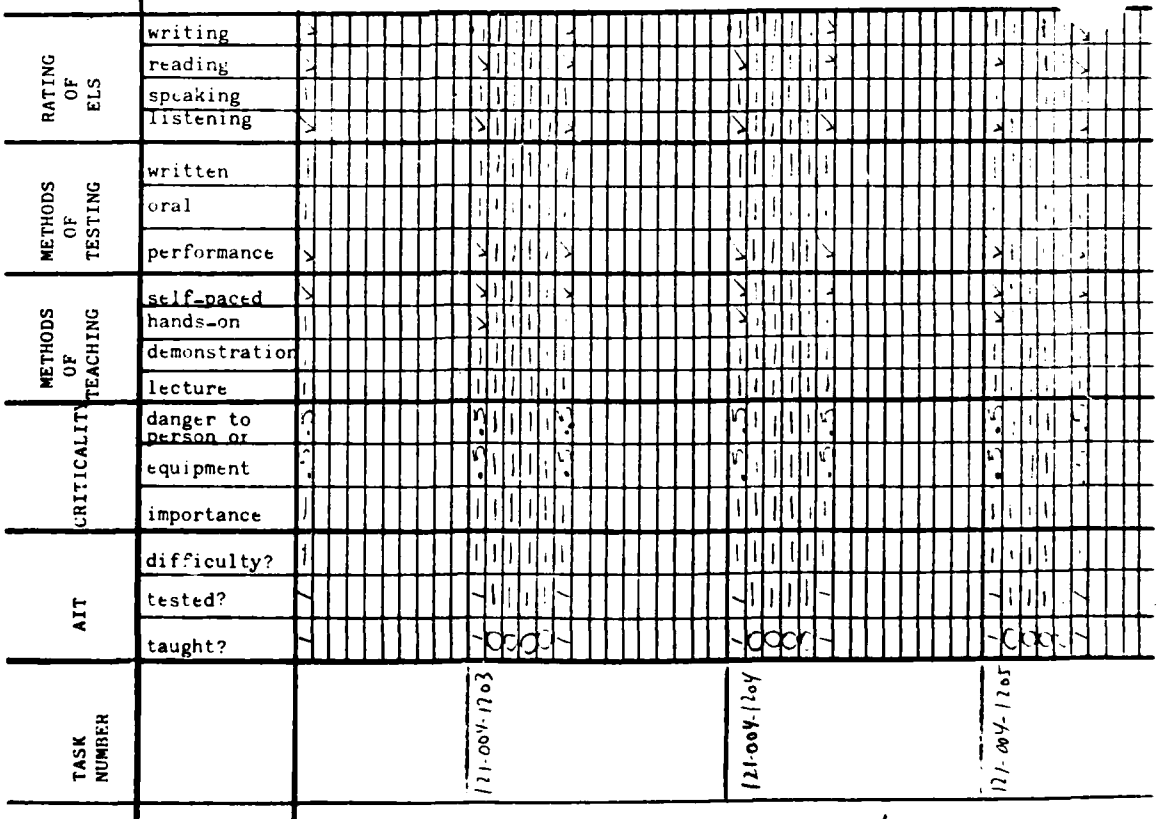
DATA OBTAINED FROM ____ TRAINING SPECIALIST ____



PAGE 6 OF 11

MOS 75D NUMBER OF RESPONDENTS

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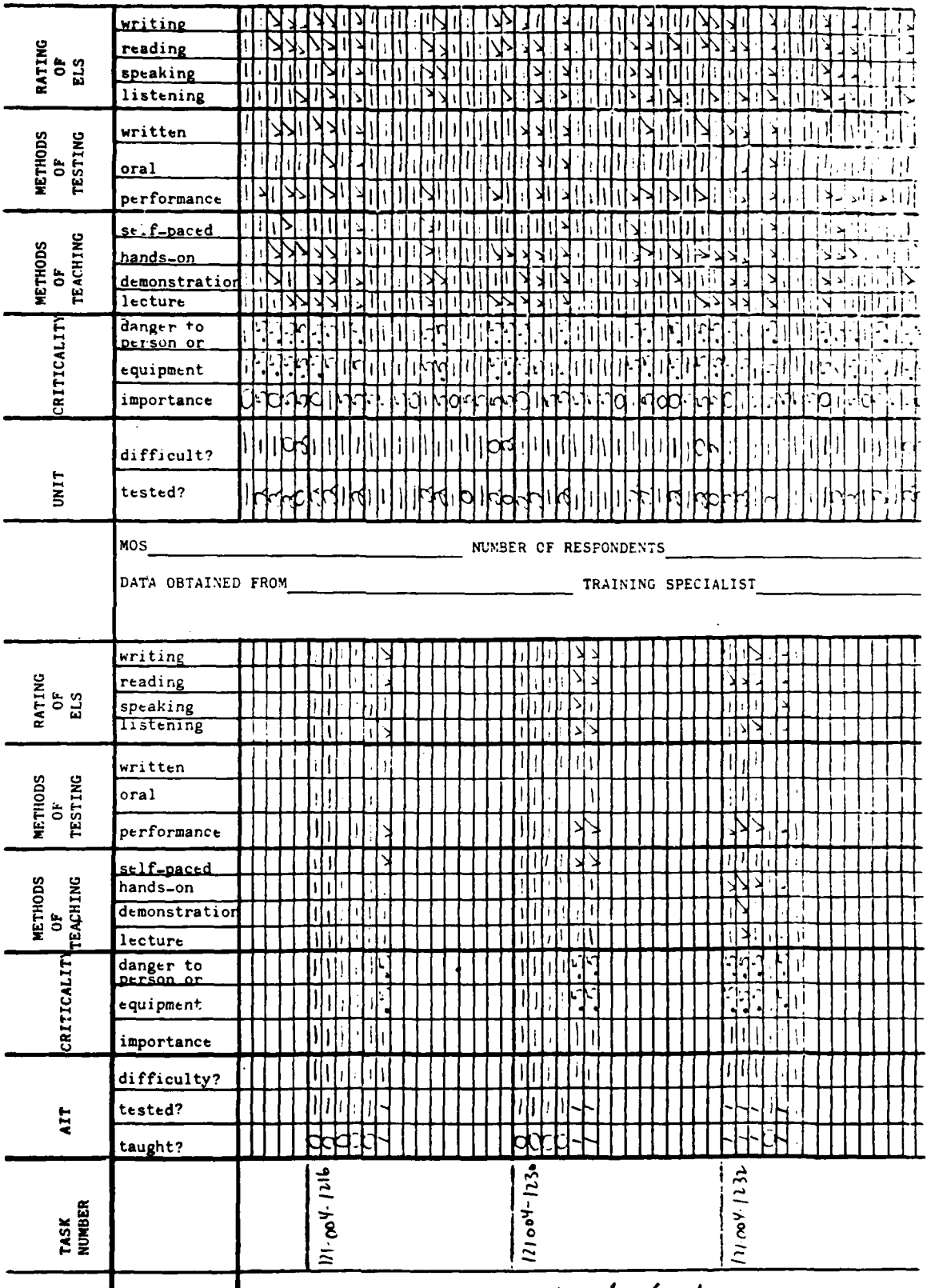


MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

TYPING

PAGE 1 OF 1

MOS 25Z NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

| | | |

PAGE 6 OF 7

MOS 27D NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		121-078-1104	121-078-1105	121-078-1107
RATING OF ELS	writing	X	X	X
	reading	X	X	X
	speaking	X	X	X
	listening	X	X	X
METHODS OF TESTING	written	X	X	X
	oral	X	X	X
	performance	X	X	X
METHODS OF TEACHING	self-paced	X	X	X
	hands-on	X	X	X
	demonstration	X	X	X
	lecture	X	X	X
CRITICALITY	danger to person or	3	3	3
	equipment	3	3	3
	importance	3	3	3
UNIT	difficult?	3	3	3
	tested?	3	3	3

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
AIT	difficulty?			
	tested?			
	taught?	0	0	0
TASK NUMBER		121-078-1104	121-078-1105	121-078-1107

Page 55 INC

PAGE 6 OF

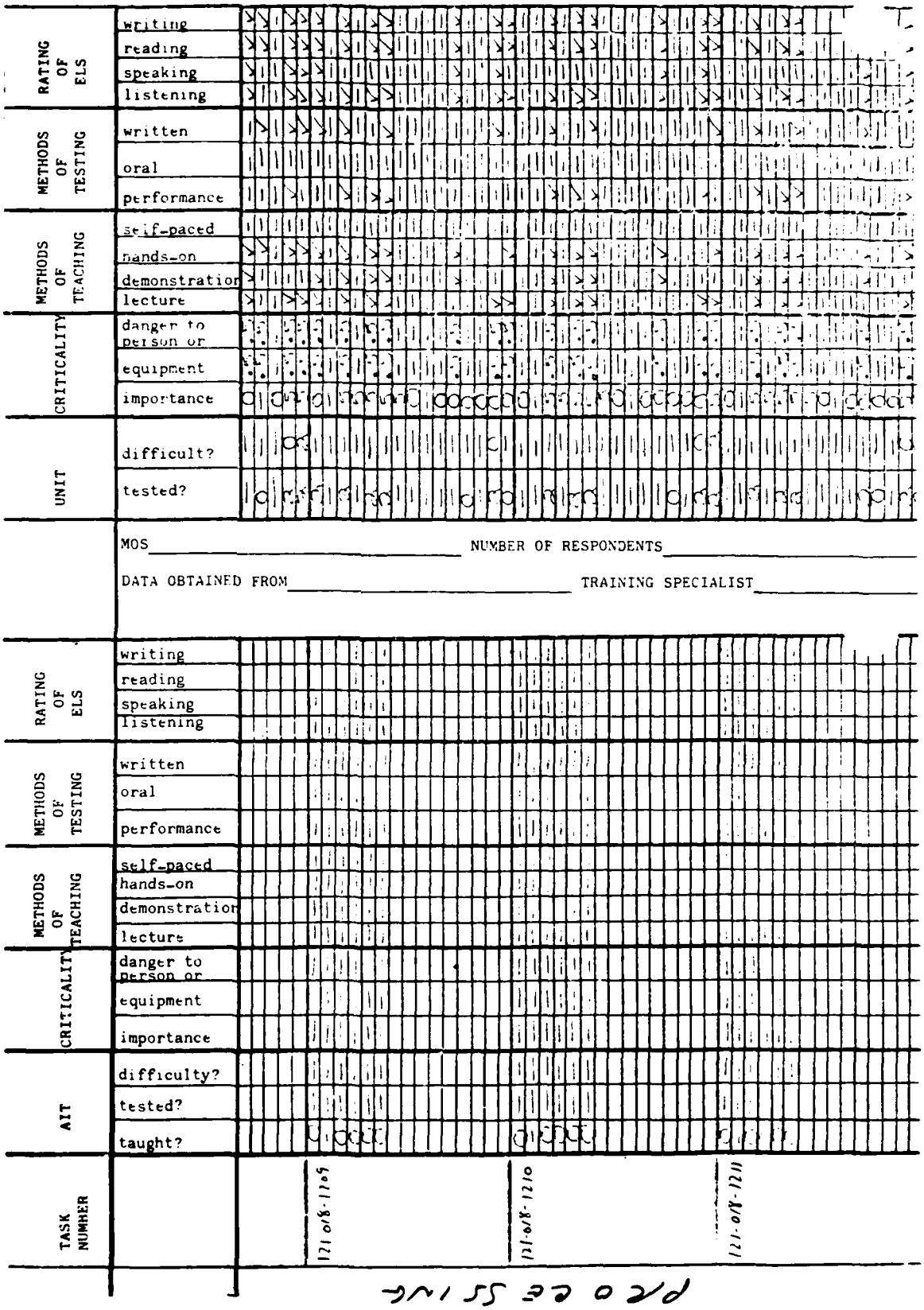
MOS _____ NUMBER OF RESPONDENTS _____

DATA OBTAINED FROM _____ TRAINING SPECIALIST _____

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

MOS _____ NUMBER OF RESPONDENTS _____

DATA OBTAINED FROM _____ TRAINING SPECIALIST _____



RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
AIT	difficulty?	
	tested?	
	taught?	
TASK NUMBER		121-018-1209 121-018-1210 121-018-1211

PROCESSING

PAGE 12 OF 1

MOS 75D NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		121-078-1213	121-078-1214	121-078-1216	121-078-1112
RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance	5	5	5	5
UNIT	difficult?	5	5	5	5
	tested?	5	5	5	5

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
AIT	difficulty?				
	tested?				
	taught?	0	0	0	0
TASK NUMBER					

PROCESSING

PAGE 11 OF 11

MOS _____ NUMBER OF RESPONDENTS _____

DATA OBTAINED FROM _____ TRAINING SPECIALIST _____

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

MOS _____ NUMBER OF RESPONDENTS _____

DATA OBTAINED FROM _____ TRAINING SPECIALIST _____

RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
AIT	difficulty?			
	tested?			
	taught?			
TASK NUMBER		121-018-1223	121-018-1217	121-018-1218

PROCESSING WORK REPORTS

PAGE 1 OF 1

MOS 75D NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

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

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
AIT	difficulty?			
	tested?			
	taught?			
TASK NUMBER		121-018-1219	121-018-1220	121-017-1201

WORK REPORTS

DATA AND RECORD PREPARATION

PAGE 1 OF

MOS 25U NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

| | | |

PAGE 1 OF 2

MOS 24 NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

| | | |

PAGE 1 OF

MOS 25n NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

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

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
AIT	difficulty?	
	tested?	
	taught?	
TASK NUMBER		121-017-1211 / 121-017-1228 / 121-004-1215

DATA AND RECORD PREPARATION

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 variables 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
MOS 75D

FORMULA	LISTENING	SPEAKING	READING	WRITING
TR ÷ (T)(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%
FIRST AID 081-831-1004 THRU 081-831-1006	3×5×11=165 15 13 13 12 17 70 .424 165/70.000	3×2×11=66 9 8 17 .258 66/17.000	3×3×11=99 0 5 10 15 .152 99/15.000	3×4×11=132 13 0 5 4 22 .167 132/22.000
	42%	26%	15%	17%
NBC [illegible]-1002	1×5×8=40 7 2 6 7 8 30 .750 40/30.000	1×2×8 16 2 3 5 .313 16/5.000	1×3×8=24 1 1 3 5 .208 24/5.000	1×4×8 32 2 1 1 1 5 [illegible] 32/[illegible]
	75%	31%	[illegible]	[illegible]
INDIVIDUAL FITNESS 071-327-0201	1×5×15=75 9 3 6 10 8 36 .480 75/36.000	1×2×15=30 4 3 7 .233 30/7.000	1×3×15=45 1 0 3 4 .089 45/4.000	1×4×15=60 3 1 0 0 4 60/4.000
	48%	23%	9%	9%
				62

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = [illegible]ables
R = [illegible]imum number of respondents in any task in that [illegible]ster

PERCENTAGE LANGUAGE SKILLS
MOS 75D

FORMULA	LISTENING	SPEAKING	READING	WRITING
TR ÷ (T)(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%
[illegible] INTELLIGENCE 071-331-0[illegible] 071-331-0[illegible]	2×5×7=70 1 1 0 1 1 4 .057 70⟌4.000	2×2×7=28 1 1 2 .071 28⟌2.000	2×3×7=42 0 0 1 1 .024 42⟌1.000	2×4×7=[illegible] 1 0 0 0 1 .018 56⟌1.000
	6%	7%	2%	2%
LAND NAVIGATION 071-329-1[illegible]	1×5×0=0	1×2×0=0	1×3×0=0	1×4×0=0
	0%	0%	0%	0%
[illegible] RIFLE 071-311-2007	1×5×15=75 10 7 10 10 11 48 .640 75⟌48.000	1×2×15=30 3 6 9 .300 30⟌9.000	1×3×15=45 1 1 5 7 .156 45⟌7.000	1×4×15=60 7 1 1 0 7 .1[illegible] 60⟌7.000
	64%	30%	16%	[illegible]
				[illegible]

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

PERCENTAGE LANGUAGE SKILLS
MOS 75D

FORMULA	LISTENING	SPEAKING	[illegible]	WRITING
TR ÷ (T)(V)(R) = %	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-sc[illegible]aced -w[illegible]tten (test) -r[illegible]ng (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 - 100%	4 = 100%
[illegible] 071-314 2104 071-325-4402	2×5×7=70 3 0 3 3 4 13 .186 70 ⟌ 13.000	[illegible] 0 0 0	[illegible] 0 0 0 0	[illegible] 0 0 0 0
	19%	0%	0%	0%
LEADERSHIP 121-030-2501	1×5×0=0	1×2×0=0	3×0=0	1×4×0=0
	0%	0%	0%	0%
TYPING	8×5×16=640 50 45 71 65 72 303 [illegible] 640 [illegible]	8×[illegible]=256 12 [illegible] 4[illegible] .176 [illegible]	8×5×16=384 27 41 84 154 [illegible] [illegible]	8×4×16=512 4[illegible] 27 41 66 181 [illegible]
	[illegible]	18[illegible]	[illegible]	[illegible]

64

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

PERCENTAGE LANGUAGE SKILLS
MOS 75D

FORMULA	LISTENING	SPEAKING	READING	WRITING
TR ÷ (T)(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%
PROCESSING	15x5x20= 1500 78 104 99 78 105 464 .309 1500 ⟌ 464.000	15x2x20= 600 14 50 64 .107 600 ⟌ 64.000	15x3x20= 900 8 84 116 208 .231 900 ⟌ 208.000	[illegible] [illegible] [illegible] [illegible] [illegible] 303 [illegible] [illegible]
	31%	11%	23%	[illegible]
WORK REPORTS 121.018 1217 [illegible] [illegible]	4x5x17= 340 30 38 39 32 38 177 .521 340 ⟌ 177.000	4x2x17= 136 4 21 25 .184 136 ⟌ 25.000	4x3x17= 204 9 37 45 91 .4[illegible] 204 ⟌ 91.000	4x4x17= 272 38 9 37 4[illegible] 12[illegible] 272 ⟌ [illegible]
	52%	18%	45%	47%
SAVE AND RECORD PREPARATION	11x5x21= 1155 95 134 101 102 131 563 .487 1155 ⟌ 563.000	11x2x21= 462 27 91 118 .255 462 ⟌ 118.000	11x3x21= 693 23 102 150 275 .397 693 ⟌ 275.000	11x4x21= 924 134 23 102 130 387 [illegible] 924 ⟌ [illegible]
	49%	26%	[illegible]	[illegible]

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.

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:OS_____ PERSON RECORDING_____ LOCATION (UNIT/AIT_____

UBJECT_____ * TASK NUMBER IF KNOWN_____

ysical 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:

edia of Instruction

. Films
. Video cassettes
. Graphic Training Aids (diagrams, etc....)
. Illustrations (requiring reading/not requiring reading)
. Maps
. Mock-ups
. Models/Aimulate
Real equipment
. Transparencies
. Tape cassettes
. Training Publications (required/available)
. Signs/Notices
. P.A. System
. Normal Voice
. Soldier's Manual
. Chalkboard
. Other
Comments:

Mode of Response

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

structional Ratio

. Instructor or -to-one/class
. Peer/one-to-one
Group or Committee Group (group of instructors of whom one teaches one portion of the wh
- Small (12 or less)
- Large (more than 12)
. Other
Comments:

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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.

10

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	appear	has
protect	seek	must be
is facing	secure	wipe
remove	wear	rinse
explode	mask	put brush
sounds	stored	empty
points out	do require	reassemble
seen	could affect	reinstall

passive

given	are alerted	are authorized
is protected	are reported	be corrected
is sprayed	have been 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. AUXILLIARIES

(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
TASC # 121-004-1201
TYPE A BASIC COMMENT TO A DISPOSITI

GEN ENG.

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

MCS 15 D
121-004-1201
Type a Basic Comment to a Disposit

Basic	Technical
abbreviation	abbreviation
access to	access to
action	accordance with
address	action
approval	administrative
authority	approximately
based on	assemble
comment	authority
completed	"ATTN"
connection with	basic
contained in	black
coordination	body of
determine	bond paper
directly	capitalization
follow	chapter
handwritten	contents
headquarters	continuation
if any	copies
if necessary	correspondence
in accordance with	date
include	dictionary
installation	Disposition Form (SF
keyl h	distribution
list	draft
local	eighth
military	equipment
number	errors
office	exceed
Sign	figure
signature	

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
parentheses
personnel
phrase
pink
plain bond paper
punctuation
refer
reference
requirements
review
spaces
spelling
subdivision
subject
subparagraphs
succeeding

MOS 15 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

Sk lev #1

MOS 75D
121-004-1203

Type a Non Military Letter

Gen Eng				Basic Mil
	less			
address	many			agency
appear on	more			access to
any	meet			apply
begin	name			
	number			
below	one			civilian
briefly	only			contain
complete	page			
correct	prepare			
copies				differences
	right			example
date	require			government
differ from	same as			
dictionary	second			identify
describe	should			
equipment	see			left
enough				
error				military
following	use			necessary
five				office
fully	will be			
first	when			performance
from				review
given				right
				requirement
however				signature
				symbol
if				standard
(in such				steps
case)				task
know				

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M09 75D
121-004-1203

Sk. lev. 1

Type a Nonmilitary Letter

Tech Eng	
	letterhead
	listing, n
	list, v
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	SOP
determine	spell/ing
distribution	supervisor
double	space
error	type, v
enter	terminology
format	task
fifth	unfamiliar
fourth	use
final	
Figure	variable
guidance	
handwritten	
v.	

8'v

Skill lev 1

MLS 75D
121-004-1202

Type a Military Letter

Gen Eng

A
above
addresses
addressed
at least
alone
also
after

B begin
below
between
be sure
bottom

C corrected
copies
center
completed

D daily
dictionary
date
divided
describe
discussed

E examples

F followed by
fourth
fifth
first

G given

H

I inch
if
identification
include

K know

L letter
left
last
leave off
length
less

M more than
must be
military
meet, v.
many

O one
on
only
other

P paper
paragraph
page
prepared
place, v

R require
right
ready

S start
same
sign, v
second
sentence
see
single
several
third

T top
type
ten
three

W written
with
will be

Y yellow
your

Basic Mil

A activities
approve
authority
assemble

C communication
code
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
SOP

signature
task
used

87

Sk. lev 1 Type a Military Letter MOS 75D
121-004-1202

Tech Eng

"ATTN"	letterhead			
authority	line of letter			
authorized	listed			
abbreviation	manifold			
address	multiple			
based on	multi-page			
body of letter	margin			
capitalization	preprint			
colon	precede			
contain	paragraph			
correspondence	punctuation			
continuation	phrase			
center, v.				
contents of	reference			
consecutively	refer to			
draft	signature			
~~date~~ double	block			
divide	spell			
document	sheets symbol			
exceed	SOP			
ending	subparagraph			
enter	"Subject"			
file furnished	standard			
following	step; spacing			
format	type			
guidance	typewriter			
	"THRU"			
hyphenate				
handwritten	set (margin)			
indent				
inch				
inclosure				
"in-turn"				

84

Sk. lev 1

75 D
121-004-1204

Type an Indorsement to a Military Letter

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

85

Lw #1

75D
121-004-1204

Type an Endorsement to a Military Letter

Tech Eng

assemble	IAW (in accordance with)	training
abbreviations	list	type
appropriate	line	task
authority	length	"THRU"
address	letterhead	"TO"
approximately		typewriter
addressee	margin	
agency	multi-	
additional	manifold	variable
body	number, v	
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, v	
enter	retired	
file		
fiscal		
format	spell	
handwritten	SOP	
heading, n	"subject"	
	space	
indorsement	single	
insure	step	

MCS 75 D
R1 - 604.1205

Sk. lev. #1

Type a Joint Massage form
~~DD~~ DD form 173

Gen Eng				Basic Mil	
				action	urgency
after	known	time		contact	upper
also	length	there are		classification	
all	left	them		contain	will be
	location			copies	
because	letter	use		commander	
begin, v	last	when with		code	
below	lower	who else		consult	
~~the beginning~~	more than	white		determine	
	means	will be work		distribute	
corrected	most much, many	whether		ends	
check	number	word year		installation	
called	necessary	yellow		information	
orner	normally			initial	
copies	one			important	
consist of	only			messages	
correct				minimum	
calendar	prepare			materials	
dictionary	phone			maximum	
date				necessary	
depend on	ready				
different	reach			preparation	
enough				period	
electrically	soon				
entire	sent				
each	short			situation	
easier	such			supervisor	
allow	should			satisfactory	
first	show			security	
finish	special			signature	
for example	sometimes			sign, v	
hacer	same			second	

8

Ac lev #1 Type a Joint Message form DD form 173 004-1205

Tech Eng

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

Sk. lev #1 Post Regulations & Directi- 004 - 1215

Gen Eng			Basic Military	
at, as			attention	
add	quickly		according to	
black			basic	
below	run the risk of			
change, w,n			classified	
completely	receive		controlled	
			directive	
date	see		equipment	
each	should		information	
end of	top of		instructions	
front	tell		issued	
	two		initial	
	time			
happens			meet	
	use		promptly	
			regulations	
in	which			
if	write		standard	
	word		supervisor	
keep	when		single	
lose, o	would			
must be				
meet				
more than				
number				
new				
next to				
otherwise				
often				
other				
old				
one				

Tech Eng

annotate
access to
allow
affected
basic
bound change
change
cover
current date
check mark
deleted
directly
dispose of
DH
draw
directives
enter
existing
format
footnote
form of
formal
Figure
filing
insert
issued
interim
informed
information
IAW
initial

mark
material
margin
number
neatness
outdated
on-the-job
policies
procedures
publications
prescribed
post, v.
paragraph
parenthesis
promptly
review
regulations
"Resc" (rescinded)
required
remove
sheet
standard
superseded (Supes)
single
time

Sk. lev #1

75D

Type a Memorandum

121-004-1316

Con Eng		Basic Mil
also		attention
any		authority
about		AR
beginning		example
below		equipment
copies		expected
date		headquarters
		information
enough		identify
		include
fourth		
for		job
goes		left
given		materials
		military
is		number
in		office
if		
		preparing
left		
letter		required
		recommend
meet		standard
		supervisor
necessary		step
second		through
see		Task
Here are/is		

91

Sk lev = 1

Type a Memorandum

750
121-004-1210

Tech Eng

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

9

Sk lev #1 — Type a Second or Subsequent Comment to a Disposition Form — MOS 75D — 121-004-1230

Gen Eng — Basic Mil

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

93

St Lev 1

Type a Second or Subsequent Comment to a Disposition Form

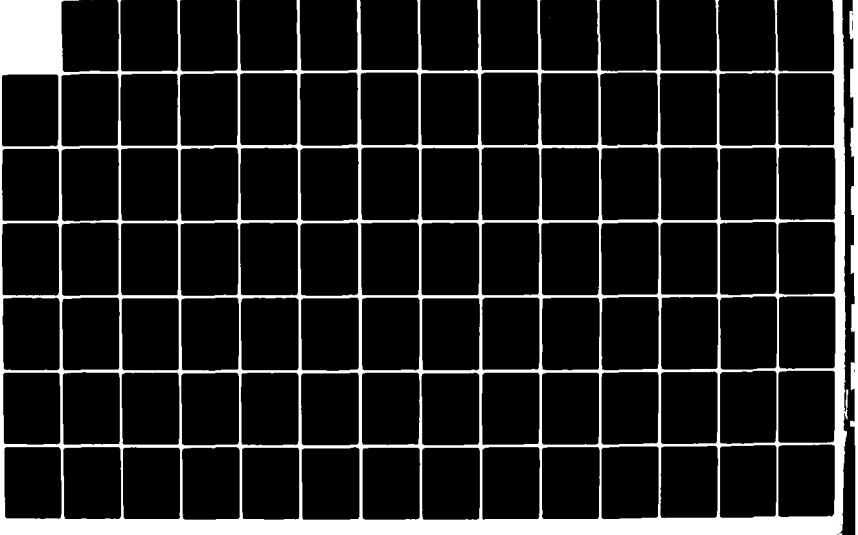
MOS-75D
121-004-1230

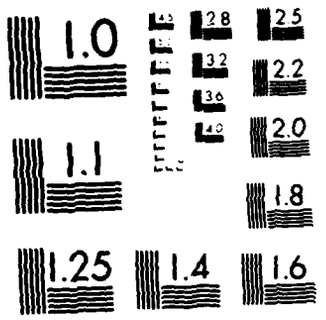
Tech Eng

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

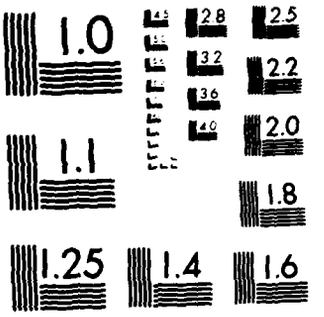
9 1/2

AD-A121 128 JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 75D 2/3
PERSONNEL RECORDS SPECI..(U) DEFENSE LANGUAGE INST
LACKLAND AFB TX ENGLISH LANGUAGE CENTER.. 01 JUN 79
UNCLASSIFIED F/G 5/9 NL

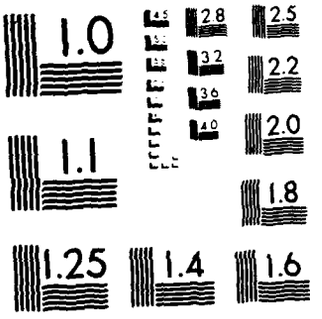




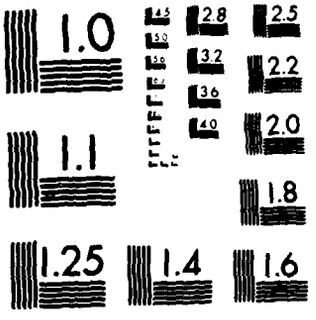
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



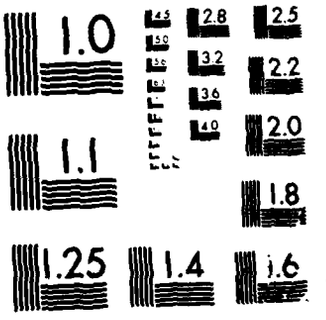
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



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

Sk lev #1 Type Straight Copy Material MCS - 75 D
121-004-1232

Gen Eng		Basic Mil	Tech Eng
additional		awarded	
can		credit	copy
count		copy	computed
errors		count	
each		divide	divide
for		details	extract
from		extra	exceed
		following	errors
			form
			gwpm
minute		minimum	(gross words
number		notice	per minute)
need		obtain	identical
		office	material
office			manner
		standard	
will		SQT	net
words			(nwpm)
			(net words per
			minute)
			original
			~~rate~~ performed
			per
			rate
			required
			straight
			subtract
			scorable
			type
			text

95

Sk lev #1 Prepare a Record of Emergency Data MOS 75D 121-017-1201

D D form 93

Gen Eng

Basic Mil

	mail	armed (services)	preparation
all	married	allowances (money)	
as follows	middle (name)	address	reason
	mother		record, n
birth	member	belongs	rank
blue	name, n	blank (space)	remark
black	not/no/none	birth	require
		commander	request
	other	casualty	reverse
can be		death	review
child/children	package	deceased	
copy	paper	details	section
different from	prepare	data	servic (miler y)
desire	person	divorced	
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			
ink	unknown	list, v	
instead of	used by	note	
item	use	notified	
include		office	
if	wishes	officer	
leave	written		
living	will be	pay	

9

lev #1 Prepare a Record of Emergency Data
DD form 93

MOS - 75D
121-017-12

Tech Eng

access to
as directed by
authorized
attack
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
HQDA
hyphen

"Gr."

life
local
letter code
maiden (name)
manifold
maintain
MPRJ
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 lev 1 Update the Personnel Qualification Record MOS 75D
DA form 2 part 1 121-017-1202

Gen Eng

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

Basic Mil

available
back to
commander
career
check
contact

equipment
enlisted
item
information
inspect
officer
office
personnel
provide
posted
prepare

requirement
reported
review
soldier
standard
supplies
supervisor
unit

98

Task # 1 Update the Personnel Qualifications Record DA form 2, part I

MOS 75D
121-019-1202

Tech Eng

affect	MPRJ
access to	manager
available	note
appropriate	office
attach	PAC
Branch	personnel Qualification Record
blank	PQR
current	~~post~~ past
consistent	Pam
corrections	"pull"
code	procedures
Chapters	pertain to
concerns	prepare
	product
determine	Qualification
DA form	
document	record, n.
data	refer to
draw a line	replace
equipment	
enter	SIDPERS
element	source
	status
fine line	SIB (SIDPERS Interface Branch)
form	servicing
forward to	specific
filed	subcourse
input to	Table
insure	transmittal
IAW	Task
individual	update
line	unit

99

MOS - 75 D

Task No. 1 Prepare a Record of Court-Martial Conviction, DA form 2-2 121 - 017 - 1203

Gen Eng

any
all
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

make sure
second

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

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

105 - 75D
121 - 017 - 1203

Tech Eng

action
acquittal
access to
affected
approved
blank
charges
conviction
court-martial
component
copy
conditions
distribute
DA form
disapproved
exists
~~of~~
form
file
findings
historical
issuing
insert
margin
member
MPRJ
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
modifies
sets aside
alters

per
exception
~~sees~~ subsequent
administrative
outlined

10

MOS 75D

Ste lev #1 Prepare & Maintain DA Form 2-1, Part II 121-017-120
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/are	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	~~a~~ date	
begin	left, o	
complete	arrived back	
name	spent	
last	yes	
middle	no	
make sure	accompanied by	
after	with	
in	shown	
no/not	check	

Basic Eng Skil

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
copied	depen. st
the form	mailing
permanent	address
situation	remarks
SSN	call in
check	
blank	
full name	
evaluated	
rated	
~~rated~~	
circled	
deals with	
assignment	
numerous	
guidance	
section	
grades E-6	
overseas	

MOS 75D

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

Tech Eng

maintain
personnel
qualification
record
SIDPERS
document
valuable
managers
current
historical
maintenance
access to
blank
update
available
chapter
disposition
DA form
MPRJ
refer to
typewriter
capital letters
full name
hyphens
enter
permanent
entry
digits
SQT
note

deletion
part
controlled
columns
appropriate
rules
"FROM"
"THRU"
CORUS
AREA
COUNTRY
geographic
area
abbreviation
paragraph
NTC (normal tour
completed)
sponsored
dependent
exception of
code
characters
remainder
include
SQI (skill
qualification
indicator)
ASI (additional
skill ~~indicat~~
identifier

restricted
occupational
title
licensed
certification
specific
BT
BCT training
line out
reduced to
appointment
reduction
block
COMP (component)
completion
special
type
level
Geneva Conv.
"Benefits of
an Honorable
Discharge"
RACE REL
(race relations)
duplication
authorized
functional
contracted
course
leads to
figure

status
native
naturalized
derivative
spouse
home of record
job title
duties
description
disagree
Professional
continuous
active service
restricted
remaining
submission
parentheses
submitted
previous
applicable
continuation
mandatory
controlled
soldiers
optional
temporary
correction
annotate
original
forward

103

Sk lev #1 Prepare / maintain DA form 2-1 part II MOS 75D 121-017-120
P.Q.R (officer)

Gen Eng

every	below			officer	attention
like	hours			information	subject
must	none			enlisted	the following
carefully	list			grade	AWOL
given	name			office	birth
very	location			supplies	preparation
similar to	identify			equipment	processing
should be	number			personnel	in / out
only	months			complete	
would	necessary			MOS	
do	be given			standard	
no / not	teach			qualified	
three	the same as			aircraft	
any	during			discussed	
long	days			required	
dates	while			pilot	
aviator	w/change			instructor	
pencil	in			indicate	
leave	by			unit	
prepared	form			trained	
from				instruct	
check				qualification	
change				blank	
unless				rating	
when				permanent	
once				receive	
if				holds (a rating)	
in addition				currently	
showing				placed in	
after				example	
whether				medical	
school					

Basic Mil.

121

MOS - 75D

Prepare/maintain DA form 2-1 part II 121-017-1205
P QR (officer)

Tech Enz

aviator
maintain
officer
accurate
enlisted
counterpart
provide
source
current
historical
data
ordered
active
duty
commissioned
ROTC
perform
task
exception
item
entry
MOS
title
refer 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
notary wing
expiration
internship
residencies
fellowship, n
appointment
private practice
staff position
"DURAT"
(duration)
length of stay
post
outlined
confinement
unfavorable
incomplete
loyalty
investigation
results of
court-martial

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

105

MOS - 75 D
121 - 017 - 1207

Sk. Lev 1

PREPARE SIDPERS INPUT AND CONTROL DATA, DA FORM 3728

Gen. Eng.		BASIC MIL..ENG.
primary	next	form
which	all	
usually	only	personnel
from	for	records
take	five	come in contact with
information		recognize
need		properly
for		interview
prepare		standard
may		office
will be		supply
made		equipment
looking		soldier
after		available
whether or not		enter
change		special
necessary		manner
report		top
question		bottom
check		line
to see if		capital letter
using		information
locate		data
first		differ from
always		depending on
date		action
year		follow
month		except for
day		zero
there are		mark
four		
most		
two		
three		
letters (alphabet)		
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		

LEVEL 1

MOS 75 D

121-017- 1207

PREPARE SIDPERS INPUT AND CONTROL DATA
DA FORM 3728

TECH EHG.

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

SK. LEV. 1

MOS 75D
121-017-1208

PROCESS THE PRESONNEL TRANSACTION REGISTER
BY ORIGIANTOR (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
read

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)

108

PROCESS THE PERSONNEL TRANSACTION REGISTER BY ORIGINATOR (PTRO)

TECH ENG

process
computer
transaction
unprocessed
originator
key
assists
output
cycle
PTRO
system
error resolution
current
attached
Error Suspense Cards (ESC)
access to
DA
Pam
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

document
generated
originally
submitted
deleted
mark sense
category

Chapter
resubmitted
proper
side of the card
paragraph
accomplishes
IAW
procedures
resolved
transmittal
SIB
file
Type-of-Transaction Codes

MOS 75D
121-017-1209

PREPARE SIDPERS INPUT AND CONTROL DATA
OFFICER TRANSRE DATA RECORD, DA FORN 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
shbmission
related
forward

SIDPERS Interface Branch (SIB)

Sk lev #1

MOS 45D
121-017-1210

Prepare SIDPERS Input &
Control Data Enlisted Accessions, DA Form 3808

Gen Eng	Basic Mil. Eng
used	soldier
information	information
on	form
arriving	prepare
should be	standard
must	office
ready	supplies
prepare	equipment
will be	copy
get	item
before	minimum
begin	are recorded
locate	note
copy	follow the
also	rules of coding
need	task
check	is completed
black	review
blue	
ink	
all	
without	
every	
with	
after	
correct	
last	
other	
in addition	
by	
no/not	

111

Sk. lev #1

MCS 45 D
121 - 017 - 1210

Prepare SIDPERS Input and Control
Data Enlisted Accessions, DA Form 3808

Tech Eng

SIDPERS
prepare
input
control
data
Enlisted Transfer
Record (TDR)
SIDPERS Personnel
File (SPR)
forward.
losing command
DA form 3808
inprocessing
enlisted soldier
access to
Pam
MPRJ
blank
form
consistent with
assemble
obtain
available
a copy of
Figure
determine
essential
nonessential
columns

to be entered
specific
guidance
listed
insure
card
process
block letters
numerals
coding
as stated in
task
accomplishing
submission
related
document
SIB
(SIDPERS
Interface Branch)
MILPO
chapter
organization
Type-of-Transaction
Codes.

112

St. Lev. #1

MOS 75D
121-017-1211

File Documents in the Military Personnel Records Jacket

Gen Eng		Basic Mil	Tech Eng	
keep		Federal	law	chronologi
record		requires	Military	order
of		Army	Personnel	uppermost
every		service	Records	Emergency
both		soldier	Jacket	Data
receive		officer	(MPRJ)	listed
as soon as		enlisted	201 File	Action
get		standard	Field File	Pending
name		office	extremely	Section
make sure		supplies	important	suspensi
all		equipment	responsibility	favorab
when		SSN	insure	regardle
has		correct	maintained	"flag"
below		review	documents	column
left side		completed	require	to be forward
date		remove	filing	OMPF
~~newest~~		authorized	access to	outside o
newest		dealing with	SOP	local so.
however		supervisor	temporary	file, n
will		guidance	verify	qualify
always			action	folder
tap			document	
old			review	
no/not			DA form	
check with			post, v	
to see if			determine	
take it to			filing	
re-int			position	
return			referring to	
right side of			appendix	
			title	
			appear	

113

St Ser #1

MOS - 73 D

121-017-1228

Initiate an Officer Evaluation Report, DA Form 67-7

Gen Eng		Basic Mgt
is prepared	initial	officer
for	after	commissioned/
all	third	warrant
information	fifth	provides
each	such as	duty
move from	beginning	performance of
such as	closing	assignment
from	number	primary
given	total	require
which	actual	reports
may	days	prepare
will be	less	notify
made	top of	copy of
dates	the back of	soldier
can come	return	using
ways	recently	record
~~may~~		SSN
change		grade
reason		rank
first		example
thing		promoted
to do		serve as
look at		"thru"
on		section
to see		unit
when		station
last		major
days		command
after		phone number
must		duty days
other		place, v
if		

1/14

stc lev 1

NOS - 75D
121 - 017 - 1228

Initiate an Officer Evaluation Report, DA form 67-7

Tech Eng

- Officer Evaluation Report (OER)
- periodic basis
- performance of duty
- serves as
- promotion
- selection
- assignment
- preparation
- access to
- MPRJ
- DA form
- Pam
- rating scheme
- blank
- IAW
- determination
- transmitted
- proper
- rater
- suspense date
- established
- control
- insure
- submission / submit
- report
- request
- officer's rater
- based on
- Regular Army commission
- obtain
- compute

- requestor
- required
- current
- rated
- indorser
- established
- procedures
- the scheme
- in line with
- desires
- hyphen
- digit
- alternate
- specialty code
- block
- rated duty days
- nonrated
- excess of / excessive
- marked
- enter
- position
- requirements
- overprinted
- assemble
- a packet
- DF
- suspense file
- ~~procedure~~
- report
- timely
- reviewer

1/13

St Lev 1

MOS 73D
121-017-1229

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

Gen Eng

although
difficult
error
common
because of
number
people
carelessness
will be
already
remove
all
any
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
discovered
envelope
involved in
must
given
more than

Basic Milit. Eng

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, a
HQDA
unfolded

1/16

Skelton,

MOS 750
121-017-1229

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

Tech Eng

Officer Evaluation Report (OER)
realize
future
insure
document
prepared
access to
MPRJ
DA form
rating scheme
OER log
verified
accuracy
posted
forward to
HQDA
IAW
receipt
scan
report
the rater
indorser
portion of
reviewer
proper
file
suspense
folder
incoming
administrative

Part
Personal data
rated
enter
station code
are covered
period
originally
submitted
code
paragraph
appendix
report based on
item
description
duties
matches, r
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

Mk. Sw. #1
technical
tasks

MOS - 75D
A 51 W-5
121-018-1201

Process Transfer Data Records (TDR)

Gen Ens	Basic Mil	Tech Ens	
cannot	accurate	accountability	chapter
remember	Army personnel	overemphasized	volume
thousand	assignment	flow through	paragraph
each	soldiers	personnel data	item
year	available	accurate	section
must be	correct	correctly	
the key to	officer	processed	
given	enlisted	TDR	
for	orders, n	incoming	
will be	system	access to	
no / not	data	cards	
will be	on the card	DA Pam	
prepare	complete / res	TDR log	
all	accompanies	currently	
without	standard	appropriate	
change	office	IAW	
once	supplies	forms	
receive	equipment	MILPO	
if	received	annotated	
individual	is required	verified for	
checking		completion of	
to see if		data	
from		reduction	
looking in		data base	
your		Alpha Roster	
when		SIB	
with		losing command	
made by		control log	
how		inform	
depend on		expedited	
send		diverted	
		procedures	

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St. No. 1

Process Officer Accession

MOS - 75D
ASI W-5
121 - 010 - 1203

Gen Eng	Basic Mil	Tech Eng	
with	officer	individual	dependent
will be	warrant officer	considered as	error
checked	ordered	warrant	review
made	graduates from	officer	guide
make sure	OCS (officer	accession	chapter
all	candidate School	active duty	procedure
received	US MA (U.S. Military	civil life	incorrectly
prepare	Academy	enlisted status	form
properly	Army	direct	note
visit to	standard	appointment	administrative
carefully	office	documents	identify
send back	supplies	insure	problem
until	equipment	accountable for	acceptable
different	required	prepared	active duty
	completed	accurately	on file
	departure	input	inform
	accept	data base	separation
		DA form	transaction
		attached to	suspense
		Batch Control	processes
		miscellaneous	in the system
		access to	data reduction
		DA Pam	next cycle
		Alpha Roster	assigned
		Active	SIB
		Locator File	servicing
		proper	area
		IAW	type of
		~~enlisted status~~	losing
		terminated	submit
		prior to	revoke
		acceptance	discharge

St. Lev 1

Gun Enz

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
send

Process Enlisted Accession

Basic Mil

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

'OS 75D
AS1 W-5
121-018-1204

Tech Enz

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

170

St lev 1 — Accept Customer Input — 1105 - 75 D, AS1 - W-5, 121 - 018 - 205

Gen Eng	Basic Mil	Tech Eng
all	strict control	customer
entering	processing	input / output
leaving	properly	Control section (I/O ca
will be	prepared	thoroughly
through	soldier	reviewed
the use of	standard	brought under control
until	office	control logs
have been	supplies	established
completed	complete	procedures
given	orders, n	exercised
from	present	throughout
include	include	processing cycle
by clicking	errors	action
received	review	levels
return to	report to	Batch Control
number	assistance	access to
on arrival	unit	DA Pam
make sure	career counselor	Input Control Log
don't forget	accepted	TDR
	his / her	Strength Statistics by
		Alpha Roster
		current unresolved
		error report
		Personnel Transaction
		Register by Originator (PTRO)
		blank
		forms
		Chief Analyst
		document
		deficiencies
		agent

1105 75 D

Accept Customer Input

121 - 018 - 1225

Tech Eng

consistent
unresolved error
corresponding correction
receipt
scan
completeness
accuracy
insure
batch control number
proper sequence
submitted
previously
the count
annotate
matches
insure
transaction
outstanding errors
in balance
forward to
data reduction
suspend
submit
compare

Sk lev #1

MOS - 76D
ASI - W-5
121-018-1207

Take Corrective Action Based on
the Percent of Transaction Acceptability

Gen Eng	Basic Mil	Tech Eng
in order to	Department of	insure
from	the Army	accurate data
meet	standards	SIDPERS files
may be	rate	established
taken	to correct	acceptability
given	reports	MILPO
made	standard	SIB
the cause of	office	determine
include	supplies	rate
which	equipment	cycle
each	corrective action	note
user	held responsible for	Transaction
better than	units	DA Pam.
equal to	Training	correct
if	review	deficiency
there were	missing	output
number of	halt	reports
to see if	contact	distribution
can be	identify	access to
located		Cycle Inventory Sheet
in addition		available
problem		percentages
so that		computed
should		serviced units
so great		high error rates
needs to be		to resolve
		cycle rerun
		system adjustment
		subtract from
		total
		DA/MILPAC input
		identified

1 V3

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
rerun
SIB Chief

Sk lev #1

MOS 75-D
ASI - W-5
121 - D18 1209

Accept Cyclic Report Production

Gen Eng		Basic Mil	Tech Eng
must be	using	reports	report reproduction
by	for	as requested	monitored
all	other	produced	SIB
are produced	to see if	notifying	insure
along with	carefully	standard	SIRCUS
before	pick up	office	Report Schedule Cards
sent	require	supplies	cycle
there are	sign, v	equipment	input
many	return	errors	verify / verification
can	immediately	information	Management Information
cause	"good"	physically	Systems Office (MISO)
no / not	prepare	require	factors
are present	take	obtain	input cards
given / give	two	transfer	correct
telephone	copies	classified	inventoried
call	showing	load	Tape Control Log
from	number	unload	output
ready	tape	accept	for pickup
will be		unacceptable	part paper
made		negative	access to
proper		vehicle	PCN AAC X-99 Report
with		include	annotate
errors			production
arrival at			IAW
find			Pam
count			Cycle Output Tapes
correct			collected
checking			posted
if			transfer
any			AUTODIN
missing			HQDA
ask			SIDPERS Audit Trail Report

125

121-018-1209

Accept Cyclic Report Production
Tech Eng (cont)

document
punched card
jobs
interpreted
guide
X-99
note
classified
recording
sign, v
original
deficiencies
pull the report
P-03/P-07 reports
SIB Chief
data Message form
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
~~f~~s
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 Recipt Log
inclusion
receiving
agency
customer
stacks
carbon copies
insuring
identical order
requirements
sequence of
card
output
review
sort
DA Forms
type
origninator
Unit Manning Reports (UMR)
detach
strength
treat
"cut off"
portion
classified material
appropriate
~~f~~
header card
trays
cycle input
NCOIC
I/O Control
salvage
excess
shredded
files
local
policy
receiving agency

127

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

Ste lev. #1

MCS 75D
~~SIS~~ ASI W-5
121-018-1213

Verify Punched Cards

Gen. Eng	Basic Military Eng	Tech Eng
important	exceed	verify
in order to	apparent	punched
meet	errors	card
must	standard	acceptability
there are	office	timeliness
no / not / none	supplies	transaction
given	equipment	insure
from	request	proper format
errors	required	prior to
names	soldier	input
will	SSN	cycle
appear	duty status	keypunched cards
with	identified	source document
found	report, n	Internal Control Analyst
allow	sight verify	access to
sent back	properly	Alpha Roster
when	individual	Personal Zero Balance Report
prepared	unit	suspense file
identified	preparation	blank
all	process	SIDPERS Input
information	notify	Deficiency Worksheet
check	in the future	consistent
return	card	~~cards~~ originator
if	for correction	unprocessable
does	fill out	identified
to see if	form	annotated
call		specific
fferent from		pertinent
correct, v		machine verify
match, v		I/O Control Analyst
incorrect		are punched
be taken		[illegible]

129

NOS - 75 D
121-618-1213

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
compatability
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

Tw 1

MOS - 75 D
ASI - W - 5
121 - 018 - 1216

Process Error Suspense/Correction Cards

Gen Eng		Basic Mil Eng	Tech Eng
during	return	identified	process/ing
these	when	assigned	error
cards	there are	system	suspence
contain	check	assist	correction
each	meet/met	submit	cards
record, n		correct	~~computed~~
errors		action	computer
must		record	generated
identify		notice	SIDPERS Personnel File (SPF)
no/not		standard	transaction
change		office	editing
in addition		supplies	phase
to keep		equipment	unique
make sure		assistance	Error Control Number
the use of		require	monitor
correct		instruct	data originator
from		notices	resolve
to take		soldier	conditions
given		unit	insure
every			current
number			SIDPERS Data Analyst
with			"D/73"
total			delete
count			SESF
found			attached to
agrees with			applicable
if			blank
send			DA forms
to help			layout card
differences			input card
front of			Chief Data Analyst

131

MOS 75D
ASI W-5

Process Error Suspense/correction 121-018-1216

Tech Eng (con't)

previous
cycle
P-11 report
noted
~~m~~ turn them over to
I/O Input Analyst
"floaters"
data base
miscellaneous
"picked up"

132

MOS 75D
ASI W-5
121-018-1217

Sk lev 1

Work the Unit Personnel Accountability Notice (C-40) Report

Gen Eng	Basic Mil Eng	Tech Eng
important	accurate	Personnel
are used in	personnel	Accountability
must	decision	notice
given	standard	Report / is
for	office	extremely
each	supplies	figures
recive	individual	involving
check	reenlist	budgeting
to see if	notify	manpower
does	departure	monitor
with	soldier	insure
send	contact	contain
immediately	extend	received
depart	AWOL	data originator
no / not	duty status	current
return	assigned	cycle
when	without	access to
less than	delay	PTRD
days	assignment	Unresolved
failure	unchanged	~~Unit~~ Error Report
whether	unit	Transaction
report, on	appear	submit
over	error	UPAN
call	ASAP	reflects
other	HQDA	expired
meet		ETS
arrival		Reenlistment
once		Error Suspense
ever		Card
another		notify
avoid		departure
		extended

DYST (duty station)
ASAP
AWOL
DRF
to lose
revoked
gaining
RFVA
(revocation assignment)
DPRT (departure Transaction)
rejected
contract
assigned-not-joined (ASNJ)
cancelled
determination
diverted
data base
Locator File
SIB
condition
outlined
have been dealt with
Chief Analyst

Sk lev 1

MOS-75D
121-018-1218

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

Gen Eng	Basic Mil	Tech. Eng.	
from	errors	work (a report)	matches
are reported	result from	Personnel Transaction	annotate
by	assist	Register by Originator	file copy
shown	submit	(PTRO)	developed
each	proper	submission	review
exactly	contained	SIDPERS Personnel	discrepancy
becomes	report	Change Reports	corresponding ca
with	corrected	Data Analyst	mnemonic
proper	standard	job	step-by-step
on	office	originator	forward, v
given	equipment	Timely	Data Reduction
those	supplies	input	Batch Control C
are present	equal to	resolve	I/O Control Section
no/not	total	errors	copy, n
will be	processed	access to	Input Deficiency
taken	review	Personnel Transaction	Worksheet
at	notify	Summary by	Distribution
to see if	necessary	Originator (PTSO)	Chief Data Analyst
all	corrective	Error Suspense	chapter
pages	action	Cards (ESC)	
agree with	guidance	blank forms	
any	unit	80/80 layout card	
between	work	current	
the two	job	reflect	
again		insure	
locate		Transaction	
for		SIB level	
a copy		corrective action	
fully		processed	
when		IAW	
is received		appendix	
problem		DA Pam	

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Lesson 1 — Work the Personnel Transaction Register by Unit (P-01) Report

MOS - 75D
ASI - W-5
121-010-1219

Gen Eng		Basic Mil	Tech Eng
provides	arrivals	activity	work (a report), n.
all	waiting for	related to	Personnel Transaction
of	be found	provides	Register by Unit (PTR)
for	have	submitted by	audit trail
ability	day	responsible	input
prepared	must be	standard	transactions
which	take	office	PSIDPERS Personnel File (SPF)
given	first	supplies	
will be	next	equipment	Data Analyst
in	necessary	strengths	monitor
made	your	informed of	organizational
identified	his/her	messages	current
on	to find	against	report
cannot	time period	assigned	access to
list, n	other than	personnel	DA Pam
number of	large	equals	cycle
from	classes	total	Personnel Zero Balance
one	set up, v	contact	source
check	the same	identified	document
to see if	problem	report, n	file
latest	area	clerk	Alpha Roster
reported	the subject	close of business	balanced
when	can be brought up	missing	condition
do not		inform	placed in, v
during	meeting	available	E-FID
time		corrections	No Organizational Roster
between		incorrect	File Header
date		on the back of	Chief Data Analyst
locate		SSN Roster	nonessential
differences		covered	submission
with		unit	Control Analyst
to correct		disregard, n	Corrective/Remedial

Sk Lev 1 Work the Personnel Transaction Register by Unit (P-01) Report

MOS - 75D
121 - 018 - 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
UPC (Unit Processing Code)
data
error card
LOI
servicing area
research
files
missing
MILPO
type
source
documents
submit
Internal Control Clerk
data reduction
"worked" (files, report)
part

136

WORK THE INRESOLVED 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
rhese
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
reeors
corrected
timely monner
currect
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

137

MOS 75 D

121-018-1222

PROCESS THE ARMY AUTHORIZATION DOCUMENTS (TAADS)

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 dtermine 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
acciracy
communication
directing
standard
office
supplies
equipment
form
bepreared
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 Inerface
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/MTOE

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
paragraph
line number

PROCESS THE CAP III ROSTER

MOS 75D
121-018-1223

GEN ENG.	BASIC MIL ENG	TECH ENG.
are used to	notify	process
form of	enlisted	Centralized Assignment Procedures CAPIII
report	cards	Roster cards
is prepared	gains	MILPO
eight	losses	MILPERCEN
parts	assignments	directed
must be	cancelled	notification
check	action	requisitions
all	previous	deletion
each	report,n	deferment action
are present	spot check	insure
given	review of	prescribed
with	upon	sequence
received	original	PERSINS
from	copy	Processing Activity Code (PPA)
will be	documents	punch card
made	distribution	output
return of	contains	accompanies
is complete	required	current
along with	parts	corresponding
sent	paper report	via
number		AUTODIN
equals		MISO
total		parts
to see if		is complete
they are		original
good		Audit Sheet and Parts III IV
count		unprocessed
does		transaction
no/not		remaining cards
in addition		receipt
ask for		documents
when		header
call		trailer cards
follow		retransmission
instructions		CAP III cycle
put		solve
wait for		out of balance
once		condition
contains		input
		tray
		distribution
		T-02 Report
		key punch section
		paper report
		source document
		action

14/0

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

DATA CONTROL NUMBER _____
Job No/Proj No

UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

AUG 21 1980

MOS-75D - Skill 1-2

PREPARED BY: OPERATIONS DIV, DPED

FREQUENCY/WORD		FREQUENCY/WORD		FREQUENCY/WORD	
432	TO	432	PARA	349	REMOVE
[illegible]	[illegible]	[illegible]	FOR	294	MODEL
[illegible]	[illegible]	277	TECHNICAL	291	SYSTEM
[illegible]	[illegible]	[illegible]	[illegible]	283	SUPPORT
[illegible]	[illegible]	[illegible]	TEST	268	HYDRAULIC
236	YOU	227	PG	226	REPLACE
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	FUEL
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	CONDITIONS	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
87	CATERPILLAR	87	REQUIREMENTS	86	MECHANIC'S
82	WELL	85	ALIGNED	8[illegible]	CYLINDER
79	COMPLETED	76	COMPLETE	65	CONTROL
6[illegible]	NECESSARY	59	DOOR	59	NOTE
58	INSERTING	57	DIESEL	55	PERFORM
55	[illegible]	55	GEAR	52	FULL
[illegible]	[illegible]	5[illegible]	[illegible]	5[illegible]	[illegible]
[illegible]	[illegible]	48	[illegible]	48	POSITION
[illegible]	[illegible]	47	[illegible]	47	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	43	[illegible]
[illegible]	[illegible]	42	WEAR	42	LEVELL
[illegible]	[illegible]	[illegible]	PISTON	39	REVERSE
[illegible]	[illegible]	38	VEHICLE	38	LINES
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

FREQUENCY	WORD	FREQUENCY/%		FREQUENCY/%	
[illegible]	[illegible]	.6	DURING	.6	FIG
.6	[illegible]	.6	[illegible]	.6	REQUIRED
.6	VALVE	.5	[illegible]	.5	[illegible]-MARCO
.5	[illegible]	.5	BAGS	.5	ROTARY
.5	SEAL	.5	SUBCOURSES	.5	VALVES
.4	CIRCUIT	.4	DISCARD	.4	FILL
.4	LIFT	.4	LOSS	.4	OUTER
.4	[illegible]	.4	MEASURE	.4	RINGS
.4	SATISFACTORY	.4	TANK	.4	TIGHT
.4	WASHERS	.4	XVI	.3	AXLE
.3	[illegible]	.3	COTTER	.3	CORRECTIVE
.3	FITTING	.3	MECHANICAL	.3	MOUNT
.3	[illegible]	.3	PUMPS	.3	SECURE
.3	SYSTEMS	.3	TOLERANCE	.3	TESTED
.3	XV	.2	CONDITION	.2	DEFECTS
.2	[illegible]	.2	HOSE	.2	WORK
.2	[illegible]	.2	METAL	.2	REMOVAL
.2	[illegible]	.2	[illegible]	.2	TUBE
.2	WIRES	.2	XVII	.2	XVIII
.1	[illegible]	.1	[illegible]	.1	HOSE
.1	[illegible]	.1	MARINE	.1	METER
.1	[illegible]	.1	WELDED	.1	[illegible]
.1	[illegible]	.1	[illegible]

FREQUENCY	WORD
6	[illegible]
6	[illegible]
5	[illegible]
6	[illegible]
6	[illegible]
6	[illegible]
6	[illegible]
5	[illegible]
5	[illegible]
6	[illegible]
5	[illegible]
5	[illegible]
5

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
[illegible]	[illegible]	3 DISPATCH
3 [illegible]	3 [illegible]	3 DUST
3 [illegible]	3 [illegible]	3 EXPANDER
3 FILTERS	3 FIT	3 FOOT-POUNDS
3 FURTHER	3 GAP	3 GASOLINE-DRIVEN
3 [illegible]	3 HARNESSES	3 HI-TEMPERATURE
3 [illegible]	3 HYDROMETER	3 JOINT
3 [illegible]	3 LENGTH	3 LINDER
3 [illegible]	3 LOCKING	3 LOCKNUTS
3 LV	3 LX	3 MAKING
3 MIXER	3 MOISTURE	3 MOUNTS
3 MULTIPLE	3 NEAR	3 NICKS
3 OIL-TYPE	3 PACK	3 PAD
3 [illegible]	3 PIPE	3 PLINTER
3 [illegible]		3 [illegible]
3 [illegible]	3 REPORTS	3 REGET
3 [illegible]	3 [illegible]	3 SEATS
3 [illegible]	3 [illegible]	
3 [illegible]	3 SUN	3 TAGS
3 [illegible]	3 TIGHT	3 TIMES
3 [illegible]	3 TOOLS	3 TOP
3 [illegible]	3 UNG	3 VERTICAL
3 YOKES	3 WIRING	3 XX
3 [illegible]	2 [illegible]	2 [illegible]
2 [illegible]	2 BARREL	2 [illegible]
2 [illegible]	2 BOOK	2 BOXES
2 BURNS	2 BULLDOZER	2 BUMPER
2 CALIBRATE	2 CUT	2 BYPASS
2 CAREFULLY	2 CONNECT	2 CAGE
2 [illegible]	2 CASE/COVERS	2 CEMENT
2 CONNECT		
2 CONTAINERS	2 CONNECTING	2 CONNECTORS
2 DAYLIGHT	2 COUPLINGS	2 COVERING
	2 DEPTH	2 DEVELOP
2 EXCEEDS	2 DISTRIBUTION	2 EASILY
2 EXCHANGE	2 EXCEPT	
2 FILLING	2 EXTEND	2 FABRICATE
2 FIND	2 FECTS	2 FEEDER
2 GAUGES	2 FINGER	2 FUNCTION
2 HERE	2 GEARBOX	2 GENERATING
2 HOUSH	2 HIGHER	2 HC
2 IRON		2 HUNTS
2 LEAN	2 JAN	2 JUSTING
2 LENDERS	2 LEAST	2 LESS
2 LIN	2 LINEAR	2 LIP
2 LONG		2 LOOKING
2 MAIN	2 LOCK	2 LOSS
2 MATE	2 MALLET	2 MANCE
2 MINUTE	2 MEMBERS	2 MINIMUM
		2 MISSION

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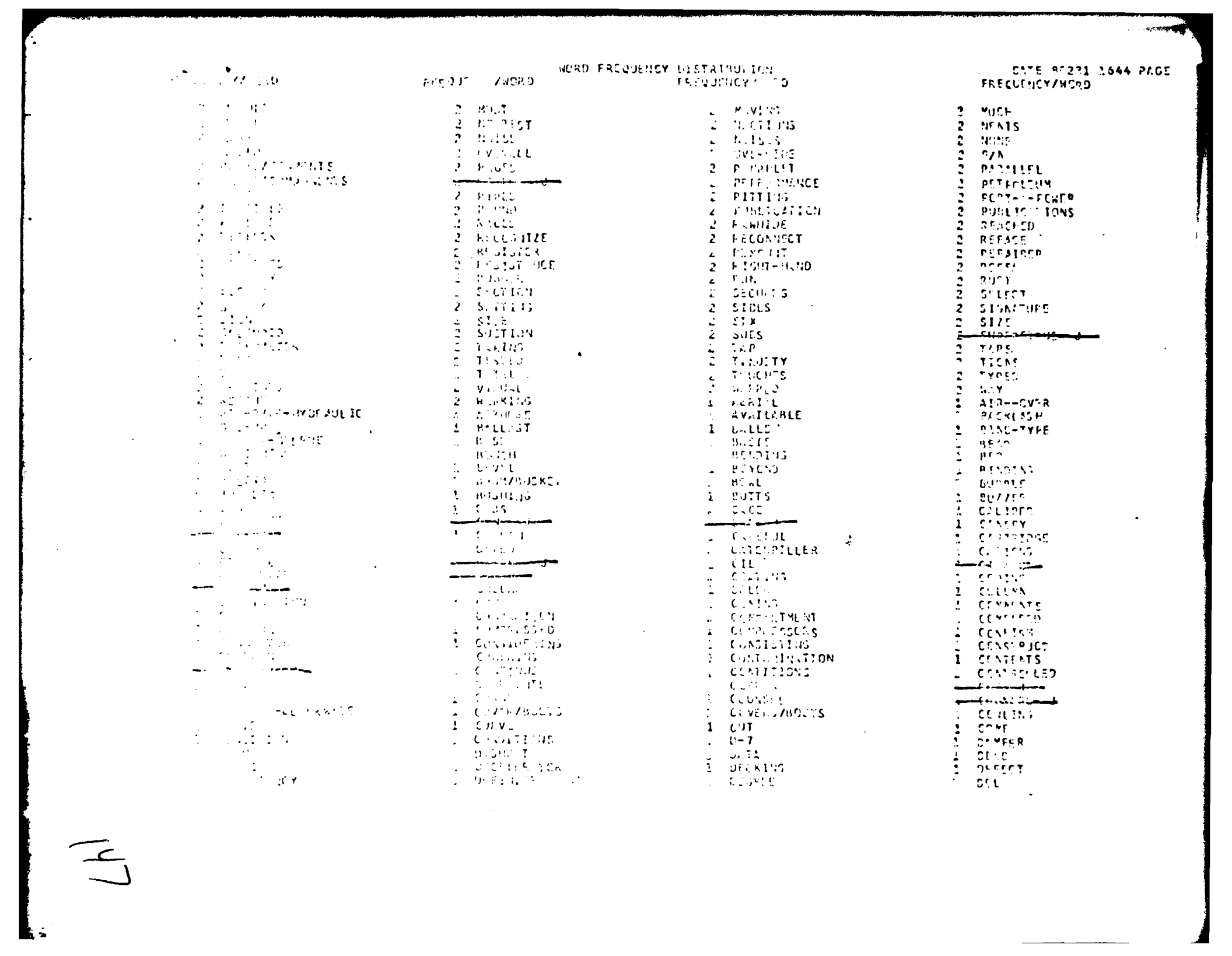


1 DEFLECTIONAL
1 DEVICES
1 DIFFING
1 DISCONNECTING
1 DISTINGUISH
1 DOWN
1 EXPANDERS
1 EXPANDING
1 EXPANSION
1 EXTRACTING
1 FACES
1 FASTENER
1 FICATIONS
1 FILM
1 FOUR
1 GALLERIES
1 GEARING
1 GROOVE
1 HALFWAY
1 HELICOPTER
1 HOLLOWS
1 HOUSING
1 HOW
1 HYDRAULIC
1 JOINTMENTS
1 KEYWAY
1 LOOKING
1 LIGHTEN
1 LOWERING
1 LOCATING
1 LOOKS
1 LUNGER
1 LOW-SPEED
1 MAIN
1 MAINTAIN
1 MAJOR
1 MAN- JUAL
1 MANUALLY
1 MARKER
1 MAXIMUM
1 MEETS
1 MIDDLE
1 MIXER
1 MOUNTED

FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD		FREQUENCY/WORD		FREQUENCY/WORD	
[illegible]	TOUTH		TOPOGRAPHIC	1	TOPIKY
[illegible]	TRANSIONAL	1	TOTALS	1	TOUCH
[illegible]	TURNED	1	TUFF		~~[illegible]~~
[illegible]	U-BOLTS		U[illegible]		UIRED
[illegible]	VAL	1	VANES	1	VARIABLE
[illegible]	~~[illegible]~~	1	VEHICLE'S		VENTS
[illegible]	VIBRATION	1	VICEABLE	1	VISE
[illegible]	W/FRONT	1	W[illegible]	1	WARE
[illegible]	[illegible]	1	WORKNESSESS	1	WEARING
[illegible]	WE THERWORN	1	WEDGE	1	WEDGES
[illegible]	WEST	1	WIDELY		~~[illegible]~~
[illegible]	WOOD	1	WOODRUFF	1	WORK
[illegible]	XXI	1	XXXI	1	XXXIX
[illegible]	YES	1	ZERO	1	ZEROS

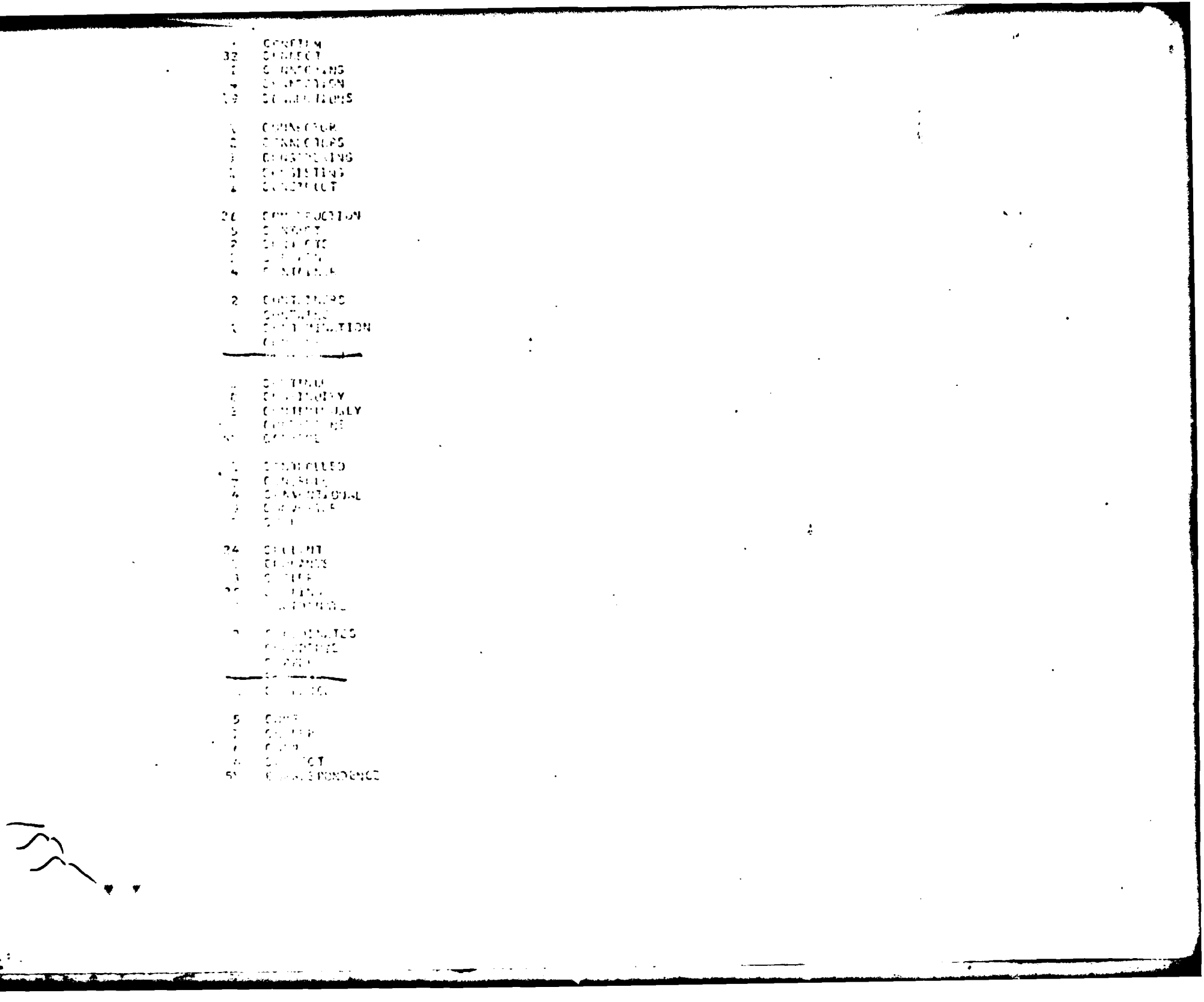
52

[illegible] FREQUENCY DISTRIBUTION [illegible]455 UNIQUE ITEMS [illegible]7,383 RECORDS

[illegible]

[illegible]

[illegible]



[illegible] DECELERATOR
[illegible] DECK
[illegible] DECKING
[illegible] DED
[illegible] DEEP

[illegible] DEFECT
[illegible] DEFECTIVE
[illegible] DEFECTS
[illegible] DEFICIENCIES
[illegible] DEFICIENCY

[illegible] DEFINITE
[illegible] DEFINE
[illegible] DEFINES
[illegible] DEL
[illegible] DELS

[illegible] DENIED
[illegible] DENTS
[illegible] DEPOT
[illegible] DEPARTS
[illegible] DEPARTURES

[illegible] DEPTH
[illegible] DERRICK
[illegible] DERRICK
[illegible] DESCRIPTION
[illegible] DESIGN

[illegible] DETAILED
[illegible] DETERMINE
[illegible] DEVICE
[illegible] DEVELOPMENT

25 DEVICE
11 DEVICES
[illegible] DIAL
[illegible] DIAMETER
57 DIESEL

[illegible]

[illegible] DIFFERENTIAL
[illegible] DIGITS
[illegible] DIMENSIONS

[illegible] DIPPING
1 DIPSTICK
207 DIRECT
5 DIRECTION
1 DIRECTIONAL

[illegible]
[illegible]ING
[illegible]
[illegible]ION
[illegible]
[illegible]
[illegible]

JUSTIFYING
JUSTIFYMENTS
KEEPING
KEPT

1	KOTS
8	KEY
	[illegible]
10	[illegible]
5	[illegible]
3	[illegible]
[illegible]	[illegible]
4	[illegible]
4	[illegible]
4	[illegible]
	[illegible]
6	[illegible]
[illegible]	[illegible]--OFF
[illegible]	[illegible]
4	[illegible]
4	[illegible]
1	[illegible]
10	[illegible]
[illegible]	[illegible]
2	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
1	[illegible]
5	[illegible]-WESTINGHOUSE
4[illegible]	[illegible]
[illegible]	[illegible]
4	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]/LOWERING
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
	[illegible]
3	[illegible]
2	[illegible]
51	[illegible]
[illegible]	[illegible]
	[illegible]
3[illegible]	[illegible]
[illegible]	[illegible]

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19	PARTS
2	PARTS/COMPONENTS
[illegible]	PASSAGE
[illegible]	PASSAGEWAYS
[illegible]	PAST
[illegible]	PAVING
12	[illegible]
[illegible]	PENCIL
5	[illegible]
[illegible]	PERCEIVED
13	[illegible]
71	PERFORMANCE
[illegible]	[illegible]
2	[illegible]
[illegible]	[illegible]
[illegible]	PERMEABLE
5	PERSONNEL
[illegible]	[illegible]
[illegible]	[illegible]
8	[illegible]
7	[illegible]
25	PIN
[illegible]	PINCH
5	PINION
[illegible]	[illegible]
[illegible]	[illegible]
5	[illegible]
[illegible]	PIPES
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
2	PLATING
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
7	[illegible]
[illegible]	[illegible]
[illegible]	POLLUTION
[illegible]	[illegible]

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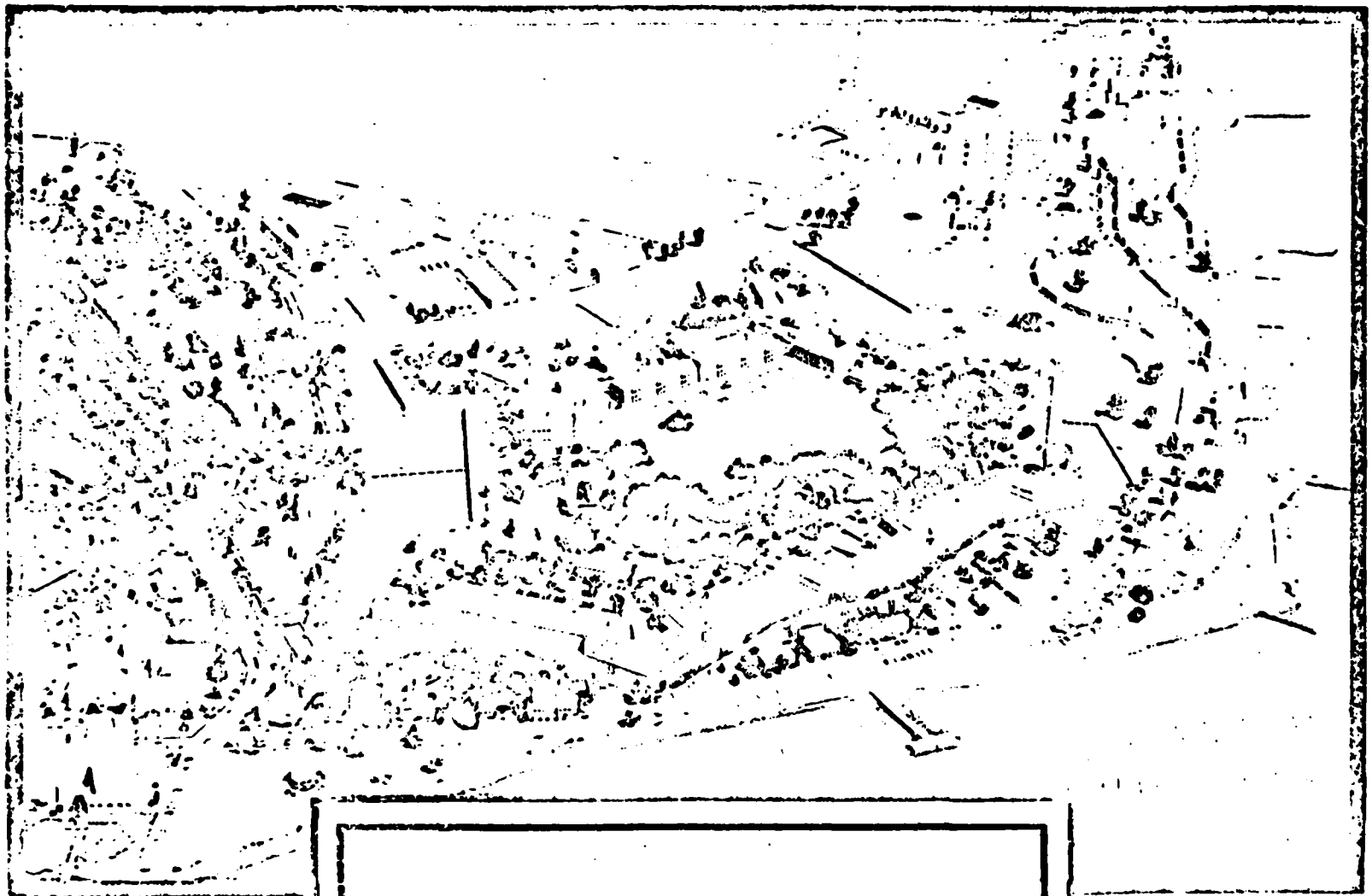
DATA CONTROL NUMBER ____
Job N

HEADQUARTERS
UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23651

SEF



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ATDR [illegible] 109-1 [illegible]

PREPARED BY: OPERATIONS DIV DPEO

COPY ____ of ____ CO

MOS WORD LISTING/DESCR[illegible]NG FREQUENCY — CATE 80255 195

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
[illegible]		2208	THE	679	TO	661	AND
591	DA	582	OF	494	FORM	471	IN
407	A	319	AR	308	FOR	279	IS
272	PERSONNEL	255	PAY	250	OR	234	IF
216	LAW	216	ITEM	202	ON	161	
[illegible]		157		157	THAT	146	FROM
145	RECORDS	138	WITH	131	MPRJ	130	BE
125	[illegible]	124	ARE	121	BY	118	AN
116	SIGNERS	115	REPORT	114	ENTER	113	ALL
112	MILITARY	110	NOT	[illegible]		[illegible]	
106	TRANSACTION	105	NAME	101	DATA	101	UNIT
97	YOU	96	AS	96	SM'S	94	
93	OFFICE	93	OFFICER	91	HAS	90	YOUR
85	SM	84	1	84	DATE	83	WHEN
82	AR	82	DD	81	IT	80	HIS
73	FILE	72	BEEN	72	SEE	72	STEPS
71	INPUT	70	ANY	70	SIB	70	SOLDIER'S
70	RECORD	68	ROSTER	66		66	CARDS
66	CODE	65	DOCUMENTS	65	FORMS	64	COPY
64	LEVEL	63	SOLDIER	63	TRANSACTIONS	62	ENTER
62	THIS	62	WILL	61		61	CHECK
[illegible]		61	PREPARE	60	BLANK	58	DA
58	3	57	CONTROL	57	STANDARD	56	GIVEN
56		56	ACCESS	56	ACTION	56	HAVE
55	ERROR	54		54	SERVICE	53	CARD
52	DOCUMENT	52	STATISTICS OPERATIO	52	COMMENTS	52	3
52	4	52	AUTHOR	52	DOCUMENT	52	OPERATOR
52		52	EQUIPMENT	52	ID	52	ORGANIZATION
52	SUMMARY DOCUMENT	52	SUPPLIES	51	PERFORMANCE	51	ENLISTED
51	GET	51	RECORD	50	6	50	CYCLE
50	WHEN	49	STANDARDS	[illegible]		49	REQUIRED
48		43	5	48	USER	47	2
47	INFORMATION	47	MANUAL	47	PART	47	SUBMIT
44	NUMBER	45	2	45	E	45	HE
45	NOTE	44	WHICH	42	PREPARE	42	EF
42	ITEMS	41	7	41	MAKE	40	
40	[illegible]	40	NO	39	8	39	
39	APPROPRIATE	39	THROUGH	38	A	38	
38	CHANGES	38	INSURE	38	REVIEW	38	TOR
37	1	37	REFERENCES	37	ARMY	37	EACH
37	LOCAL	37	LOG	37	PROCEDURES	37	RECEIVE
36	9	36	ORDER	36	ORIGINATOR	36	SECTION
35	PURPOSE	35	CORRECT	35	JN	35	PROCEDURE
35	STATUS	34	COMPLETED	34	COPIES	34	CURRENT
34	FOLLOWING	34	05	34	SURF	33	IN
33	WRITER	33	CHIEF	33	DETERMINE	33	DOCUMENT
33	DUTY	33	ONE	32	ANALYST	32	NEW
32	TASK	32	WAS	31	AR	31	CHAPTER
31	COMPLETE	31	FORWARD	31	RECEIVED	30	CHECK
30	3	30	OTHER	30	QUALIFICATION	30	REPORTS

MOS WORD TING/DESCENDI REQUENCY D' 80255 1958 P

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WC
31	USE	29	CA	29	[illegible]	29	ACTIVE
29	AVAILABLE	29	DAYS	29	H	29	OFFICER'S
29	SEND	29	THEM	28	ERRORS	28	PREPARED
28	PROCESSING	28	S	27	9	27	VR
27	[illegible]	27	AT	27	BATCH	27	CHANGE
27	CONDITIONS	27	MISSING	26	PREPARE	26	C
26	GRADE	26	GRADE	26	J2	26	SUPERVISOR
25		25	<6	25	CAN	25	ENTRIES
25	ENTRY	25	INDIVIDUAL	25	LAST	25	SUBMITTED
24	11	[illegible]		24	ACCORDANCE	24	ALPHA
24	STRENGTH	24	THESE	23	ABOVE	23	LISTED
23	MANAGEMENT	23	POST	23	REENLISTMENT	23	TEIL
23	TIME	23	TYPE	22	12	22	10
22	MIN	22	II	22	MEMBER	22	POST
22	STEP	22	V4	21	13	21	< A
21	<6	[illegible]		21	ASSIGNMENT	21	C
21	C=27	21	00	21	III	21	LIST
21	ORDERS	21	REDUCTION	21	RETURN	21	SEPARATION
21	SERVICE	21	VA	[illegible]		20	<6 #6]
[illegible]		[illegible]		20	AWOL	20	BLOCK
20	FORMAT	20	MAY	20	MOS	20	SOP
20	TABLE	19	4	19	28	19	=
19	#4	[illegible]		[illegible]		19	BRANCH
[illegible]		19	J	19	PROCESS	19	QUALIFIED
19	NUMBER	19	TEMPORARY	19	THEY	19	TOTAL
18	COMPLETE	19	D	19		18	14
18	CH	[illegible]		[illegible]		[illegible]	
18	BASE	18	CONDITION	18	E	18	I
18	CPO	18	REMOVE	18	TAKE	18	THAN
18	TRAINING	18	UP	18	WERE	18	Y
17	FILE	17	E	17	15	17	16
17	F=6	17	G=6	17	H=6	17	ACTIONS
17	ADMINISTRATIVE	17	APPENDIX	17	AUTHORIZED	17	BEING
17	CONDUCTED	17	CUSTOMER	17	DF	17	FINANCE
17	JOINT	17	LEAVE	17	MADE	17	OUT
17	PAYMENT	17	PLACE	17	Q5	17	RATING
17	SPOT	17	SHOWN	17	TAKEN	17	WHO
16	CONDITIONS	16	17	16	10	16	AEA
16	CONTACT	16	EF	16	FILES	16	FIRST
16	MOS	16	MPRJS	16	NEXT	16	ORIGINAL
16	PERSON	16	REQUIREMENT	16	SIGN	16	TRANSFER
16	TYPE-OF- TRANSACTION	15		15		[illegible]	
15	ACP	15	DISTRIBUTION	15	GENERAL	15	IDENTIFY
15	INCLUDE	15	INPROCESSING	15	INSURANCE	15	OUTPUT
15	PREPARATION	15	PROCESSED	15	SHOULD	15	SIGNATURE
15	SSN	15	SYSTEM	15	USING	14	/4 E=6
14	AND/OR	14	APPEAR	14	APPLICABLE	14	COMPLETION
14	COURT-MARTIAL	14	DESTROY	14	FIGURE	14	LETTER
14	NECESSARY	14	NOTIFY	14	ONLY	14	OUTPROCESSING
14	PENCIL	14	PREVIOUS	14	PRODUCED	14	SERVICED

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
14	THESE	14	UNRESOLVED	14	WARRANT	13	REVIEW
13	COLD	13	80	13		13	
13	COMMANDER	13	ANNOTATE	13	BACK	13	BALANCE
13	FIND	13	COUNT	13	CODES	13	ENTERED
13	MTL	13	GUIDANCE	13	INCORRECT	13	INTERFACE
12	DETERMINE	13	NAMES	13	REQUIRES	13	SO
12	ADDRESS	12	ONCE	12	PLACE	12	1
12	CORRECTIVE	12	AREA	12	BAR	12	COLUMN
12	NOTICE	12	DEROS	12	DIFFERENCES	12	ETS
12	PERCENT	12	OPERATIONS	12	PAGE	12	PAMPHLET
12	[illegible]	12	PTRO	12	PTRU	12	T
11	FOR	12	UNTIL	12	UPDATE	12	ZERO
11	L	11	5	11	20	11	A3
11	DUPLICATE	11	DURING	11	BUT	11	CORRECTIONS
11	INITIAL	11	OBTAIN	11	ESSENTIAL	11	CROUP
11	[illegible]	11	RESOLVE	11	OPERATING	11	PERFORMANCE
11	[illegible]	11	TITLE	11	RETURNED	11	STATION
10	MOVE	10	19	11	UNPROCESSED	11	UTL
10	1	10		10	19	10	08
10	DATED	10	DAY	10		10	PR
10	FAD	10	FOLLOW	10	AUDIT	10	BETWEEN
10	J B	10	K4 K	10	DISCHARGE	10	EVALUATION
10	NONESSENTIAL	10	NUMBERS	10	FOUND	10	G=
10	PROCEDURES 3	10	RECORDS 4	10	LINE	10	NCO
10	SOLE	10	SPECIFIC	10	PENDING	10	PERIOD
10	TERRI	10	TOTALS	10	REPORTED	10	SERVICING
10	YEARS	9	REMOVE	10	SPF	10	SUBMISSION
9	23	9	24	10	U	10	WITHOUT
9	[illegible]	9	58	9	F	9	10
9	[illegible]	9	5	9	2	9	4
9	ASSIGNED	9	BIRTH	9	80	9	POST
9	COLUMNS	9	CONVICTIONS	9	ADMINISTRATIVELY	9	ASF
9	DFR	9	EDUCATION	9	CERTIFICATE	9	CLASSIFIED
9	FAIL	9	G-3	9	CUSTODIAN	9	D
9	LETTERS	9	LOST	9	FILED	9	FOLLOWS
9	MONTH	9	OLD	9	I/O	9	IDENTIFIED
9	PLACED	9	PROCEDURES	9	MEMBER'S	9	MILPERCEN
9	SAME	9	SCHEME	9	OVERSEAS	9	PARTS
9	STANDING	9	SUBCOURSE	9	P81	9	RESTRICTED
9	TRUE	9	TYPING	9	SECURITY	9	SHOW
8	RETURN	8		9	THEN	9	THOSE
8	21	8	27	9	X-99	8	REFER
8	-	8	08	8	NOTE	8	REFERENCE
8	ANNOTATED	8	=	8	9	8	RR
8	CHECKLIST	8	ATTACHED	8	FILE	8	INSURE
8	COMPLETING	8	CODES	8	ACCURACY	8	AGAINST
		8	CONSISTENT	8	BEFORE	8	BELOW
				8	COMMAND	8	COMMISSIONED
				8	DENTAL	8	DETERMINED

MOS WORD 1 NG/DESCENDING EQUENCY CA 255 1958 PA

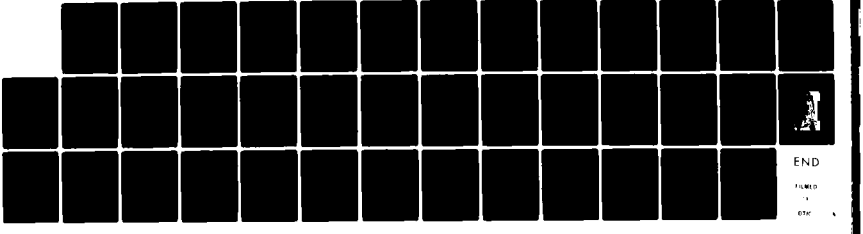
COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD
8 FILING	8 FORWARDED	8 FUTURE	8 G
8 GRADES	8 INDY	8 LIFE	8 LORI
8 MAIL	8 MAILING	8 OER	8 ORIGINATORS
8 PAF	8 PAY	8 POSITION	8 PROCEDURES 2
8 PUNCHED	8 RATED	8 REPORTING	8 REQUESTED
8 REVIEWED	8 RULES	8 SEPARATE	8 SIDPERS/TAADS
8 TOP	8 TRANSMITTAL	8 WHAT	8 X
7 AFTER	7 ANNOTATE	7 OBTAIN	7 USE
7 AR	7 5	7 7	7 HB
7 5B	7 7B	7 9B	7 A
7	7 ISB	7	7
7 ACCESSION	7 ADDRESSES	7 APPROVED	7 AWARD
7 CONVICTION	7 COURSES	7 EXAMPLE	7 FLAGGING
7 HEALTH	7 INCLUDING	7 INFORM	7 INK
7 ITS	7 KEYSER	7 K4	7 MIDDLE
7 MONTHS	7 NONE	7 NOTICES	7 C
7 P-01	7 PDC	7 PHYSICALLY	7 PROGRAMMER
7 PROPER	7 P11	7 RECEIVING	7 RECORDS 3
7 SALLY	7 SHOWS	7 SIDE	7 SIGNED
7 SOLDIERS	7 STATED	7 SYSTEM 2	7 TYPE-OF-TRANSACTION
7 UNDER	7 USED	7 VERIFY	7 WANTS
7 WITHIN	6 ASK	6 POST	6 22
6 26	6 EB	6 REFERENCES	6 3B
6	6 DB	6 2B	6
6 ANNOTATE	6 FB	6 VB	6
6 ACCOUNTABILITY	6 =6A	6	6 A-13
6 ARRIVES	6 ADDED	6 ADMA	6 ALSO
6 CODES 2	6 CANNOT	6 CASUALTY	6 CLERK
6 EITHER	6 DID	6 DISCHARGED	6 DYST
6 F1	6 ENTITLED	6 EVERY	6 EXPIRATION
6 H=	6 FILL	6 FINAL	6 GIVE
6 INDIVIDUAL'S	6 HEADER	6 HELP	6 INDICATE
6 KEEPING	6 INSTRUCTOR	6 INVENTORY	6 5
6 NOTIC	6 LEADER	6 MASTER	6 MEMBERS
6 PRIOR	6 PDCS	6 POLICY	6 PRINTED
6 RECORDS CONDITIONS	6 PROMOTION	6 PROPERLY	6 P5
6 RETURNS	6 RECORDS 2	6 RECORDS 5	6 RETIRED
6 STATEMENT	6 SCORE	6 SET	6 SMITH
6 TEST	6 STR	6 SUSPEND	6 SUSPENDED
6 V	6 TRAY	6 TWO	6 UPDATED
5 NOTIFY	5 CODE	5 FORWARD	5 GET
5 125	5 ON	5 PACKAGE	5 RELIEF
5	5 11	5 DB	5
5	5 A	5 3B	5 6B
5 DISTRIBUTE	5 MAKE	5 AG	5 DETERMINE
5 ACCOUNTABILITY	5 ACCESSED	5 @1	5 A-21
5 [illegible]	5 AMOUNT	5 ACCOUNTING	5 ADDITION
5 [illegible]	5 BOX	5 ANNUAL	5 ARRIVAL
		5 BRIEF	5 CAREER

COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD4
5 CENTER	5 CHARACTERS	CLEAR	5 CLOTHING
5 CODES 3	5 CODES 6	COMPARE	5 CORRESPONDING
5 [illegible]	5 DEFICIENCY	5 DEPARTED	5 DESTROYED
5 DEVELOPMENT	5 DIRECT	5 DUE	5 E-FID
5 [illegible]	5 EQUAL	5 ETC	5 EXCEPT
5 EXISTS	5 EXPIRED	5 EXTENSION	5 F
5 FOLLOWED	5 HEADQUARTERS	5 HOLD	5 IMPOSED
5 [illegible]	5 INDIVIDUALS	5 INSTALLATION	5 INTO
5 [illegible]	5 JACKETS	5 LOCATION	5 LOCATOR
5 [illegible]	5 MICROFICHE	5 MOST	5 NOTIFIED
5 OFFICIAL	5 OVER	5 P-11	5 PAPER
5 POS	5 PERMANENTLY	5 POSITIONS	5 PQR
5 [illegible]	5 PTO	5 Q	5 QMF
5 [illegible]	5 REASON	5 RECORDED	5 REDUCED
5 RELATED	5 REMARKS	5 REQUEST	5 RESERVE
5 [illegible]	5 ROUTING	5 SELECTION	5 SENT
5 SEPARATED	5 SEQUENCE	5 SERVICEMEN'S	5 SITUATION
5 [illegible]	5 TERM	5 THEIR	5 WHETHER
5 [illegible]	5 WORKSHEET	4 INSURE	4 LEAVE
4 [illegible]	4 DA	4 G	4 AR
4 DA	4 STANDARD	4 29	4 29
4 31	4 32	4 CB	4 L L
4	4	4 2	4 AR
4	4 ASSEMBLE	4 REVIEW	
4 [illegible]	4 A-19	4 IVR	4 129
4 AFBIN	4 AGENCY	4 ADD	4 ADMINISTRATION
4 [illegible]	4 APPLY	4 ALONG	4 ALREADY
4 ARTICLE	4 ASI	4 ARR	4 ARRIVED
4 [illegible]	4 ATTACH	4 ASIDE	4 ASK
4 [illegible]	4 AWL/POY	4 AUTHORIZATION	4 AUTODIN
4 C-11	4 CALL	4 A5	4 BASED
4 CHANGING	4 CODES 4	4 CAN'T	4 CHANGED
4 CORRECTION	4 COUNTRY	4 CODES 5	4 COMPLETENESS
4 [illegible]	4 CPRP	4 COURSE	4 COURTS-MARTIAL
4 DELAY	4 DETAIL	4 CURRENTLY	4 C40
4 [illegible]	4 DMLC	4 DIRECTING	4 DISCREPANCIES
4 [illegible]	4 EXCHANGE	4 EFFECTIVE	4 ELIGIBILITY
4 ENTITLED	4 FOLDER	4 EXTENDED	4 E5
4 FORWARDING	4 FULL	4 FORCE	4 FORCE-LOAD
4 HIGH	4 IDENTIFIES	4 FURTHER	4 GIVEN
4 INITIATED	4 INTERNAL	4 IN/OUT	4 INDICATED
4 LATER	4 LATEST	4 IV	4 L
4 L5	4 MEANS	4 LEFT	4 LOCALLY
4 MORE	4 MTOE	4 MEDICAL	4 MISO
4 OCCUPATIONAL	4 OFFICERS	4 N	4 NEEDED
4 OMPF	4 OUT-OF-BALANCE	4 OFFICERS'	4 OMF
4 PARAGRAPH	4 PCN-C40	4 OUTSTANDING	4 P
4 PREPARING	4 PRINT	4 PCN-P29	4 PERFORM
4 PROCEDURES 4	4 PROCEDURES 5	4 PRISONER	4 PROBLEM
		4 PROCEDURES 7	4 PROGRAM

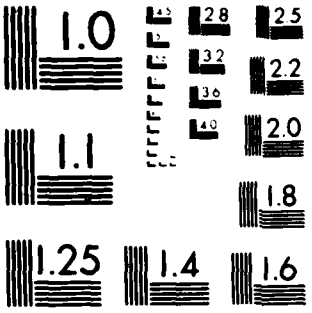
AD-A121 128 JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 75D PERSONNEL RECORDS SPECI..(U) DEFENSE LANGUAGE INST LACKLAND AFB TX ENGLISH LANGUAGE CENTER.. 01 JUN 79 F/G 5/9 NL

3/3

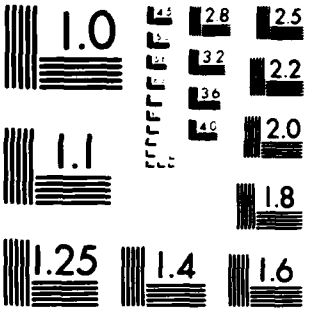
UNCLASSIFIED



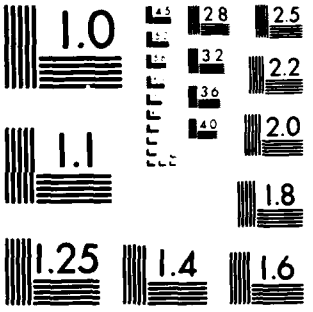
END



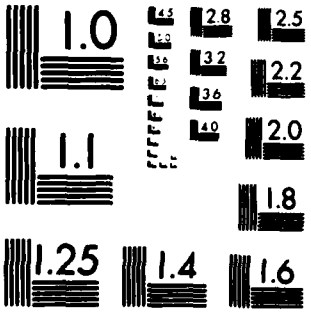
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS 1963 A



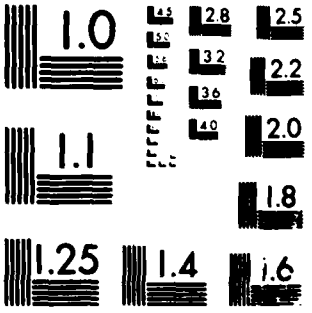
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS 1963 A



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

MOS WORD I ING/DESCENDIN EQUENCY DAT 0255 1958 PA

COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WOR
4 PROVIDED	4 R	4 RANK	4 RECEIPT
4 RELATIONSHIP	4 REMAINING	4 REMOVAL	4 REMOVED
4 REPRODUCED	4 REQUIRE	4 RESOLUTION	4 RESPONSIBLE
4 RETIRE	4 RIGHT	4 RSC	4 SECOND
4 SSP	4 SHIFT	4 SHOWING	4 SLIP
4 SPECIALIST	4 SSNS	4 STRENGTHS	4 SUCH
4 SUPPORTING	4 SUSPENSION	4 TAPE	4 TAPES
4 TELEPHONE	4 TELLS	4 TERMINATED	4 TERMINATION
4 UNLESS	4 UNMATCHED	4 US	4 VERY
4 VINES	4 VS	4 WORDING	4 WOULD
4 WRITE	4 YEAR	4 YES	~~3 [illegible]~~
3 [illegible]	3 AT	3 ATTACH	3 COMPARE
3 COORDINATE	3 DISCHARGE	3 GIVE	3 ITEM
3 MAIL	3 OPEN	3 RELEASE	3 RETIREMENT
3 THERE	3 USING	3 A	3 D
3 6	3 I	3 30	3 33
3 34	3 35	3 12	3 3
3 8	3	3	3
3 [illegible]	3 BB	3 2	3 4B
3 [illegible]	3	3 A	3 CHECK
3 EACH	3 VERIFY	3 <6	3 <C#P
~~[illegible]~~	~~[illegible]~~	3 <6 #<6	3 <6
3	~~[illegible]~~	3 $< &<6$ I6	3 $< #<6
~~[illegible]~~	~~[illegible]~~	3 _*	3 >K
~~[illegible]~~	~~[illegible]~~	3 = Z=Q#P	3 A-17
3 ARC	3 ACCEPTED	3 ACTIVITY	3 ADJUST
3 ADT	3 AIRCRAFT	3 ALEXANDRIA	3 ALLOW
3 APP	3 APPEARING	3 ATTEMPT	3 AUTHORITY
3 AVENUE	3 AWARDS	3 BEYOND	3 BIAW
3 BLACK	3 BS	3 C=	3 CAPITAL
3 CASES	3 CAUSE	3 CHARGES	3 CHECKLISTS
3 CHILD	3 CHILDREN	3 CITY	3 CIVILIAN
3 CLEARANCE	3 CODES	3 CODING	3 COMES
3 COMMUNICATION	3 COMPONENT	3 CONTAIN	3 CONTAINED
3 [illegible]	3 CONTINUATION	3 CONUS	3 COORDINATE
3 [illegible]	3 COVER	3 CROSS-REFERENCE	3 CUSTODY
3 [illegible]	3 DAAG-PES	3 DC	3 DEATH
3 DELETE	3 DELETED	3 DENIED	3 DEPART
3 DESIGNATIONS	3 DETERMINES	3 DFS	3 DICTATE
3 DIFFERENT	3 DIRECTED	3 DIRECTLY	3 DISPOSITION
3 EFFICIENCY	3 ELEMENT	3 ELIGIBLE	3 EMERGENCY
3 END	3 ENLISTMENT	3 ENVELOPE	3 ERRONEOUS
3 E&C	3 ESTABLISHED	3 EXCESS	3 EXTRACT
3 F	3 FINDINGS	3 GOOD	3 GOVERNMENT
3 GUIDE	3 HAND-CARRY	3 HASN'T	3 HELD
3 HONORABLE	3 HOW	3 HQ	3 I
3 IAW AR	3 IDENTIFICATION	3 IMMEDIATELY	3 INDEPENDENCE
3 INDICATOR	3 INITIATE	3 INPUT/OUTPUT	3 INPUTTING
3 INSTRUMENT	3 INVESTIGATION	3 JOIN	3 KEY
3 KEYPUNCH	3 LAW	3 LESS	3 LIEU

MOS WORD LISTING/DESCENDING FREQUENCY — DATE 80255 1958 PA

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
3	LINES	3	LONG	3	LONGER	3	LOSING
3	M	3	MAKING	3	MANY	3	MARGIN
3	MOCK	3	MARRIED	3	MATCHES	3	MILPC-27
3	MINIMIZE	3	MO	3	MOSC	3	NORMAL
3	NOTIFICATION	3	OFFENSE	3	ORDERED	3	ORGANIZATIONAL
3	OTHERWISE	3	OUTLINED	3	P-29	3	P*
3	PLACE	3	PAID	3	PCN	3	PCN-PII
3	PE	3	PMOS	3	PERSONAL	3	PG
3	PLUS	3	POSTING	3	POLICIES	3	PORTION
3	POSTED	3	RATED	3	PREJUDICED	3	PROGRAM 3
3	PROVIDE	3	RCS	3	RCS	3	REASSIGNMENT
3	REC	3	RECOMMENDED	3	REMAINS	3	RESUBMIT
3	SEPARATION	3	SCHEDULE	3	SENTENCE	3	SENTENCES
3	SHOULD	3	SIMILAR	3	SKILL	3	SOCIAL
3	SPC	3	SPECIALTY	3	SPENT	3	STAMPED
3	STANDARDS	3	STATISTICS	3	SUSPENSE/CORRECTION	3	THREE
3	TERMS	3	TR	3	TWO-CHARACTER	3	TYPED
3	TYPEWRITER	3	UNACCEPTABLE	3	UPC	3	UPDATING
3	UPON	3	USAR	3	VALID	3	VIII
3	W	3	WASHINGTON	3	WHOM	3	WISHES
2	ACQUITTAL	2	AS	2	ASSIGN	2	AUDIT
2	AUTOM	2	CAREFULLY	2	DESTROY	2	DRAW
2	BOOTING	2	ERRONEOUS	2	FINDINGS	2	FOLLOW
2	IDENTIFY	2	LINE	2	LOOK	2	NUMBER
2	KICK	2	RECORD	2	REGARDLESS	2	SEPARATION
2	OEP	2	SUBMIT	2	THE	2	TYPE
2	UNDER	2	UPON	2	VERIFY	2	WITHIN
2	PERSONNEL	[illegible]		[illegible]		2	AR
2	C	2	IMPORTANT USE	2	I	2	7
2	H	2	J	2		[illegible]	
[illegible]		2	36	2	37	2	38
2	39	2	40	2	41	2	44
2	45	2	46	2	47	2	48
2		2		[illegible]		2	ENLISTED
2	PUT	2	16	2	21	2	25
2	C	2	4	2	GBT	2	VRE
2	VOHE	2	ABR	2	COMPLETE	2	CONTROL
2	CORRECT	2	DD	2	DISPOSE	2	FORWARD
2	IF	2	OBTAIN	2	PACKAGE	2	PLACE
2	STOPERS	2	SUBMIT	2	TEC	2	WRNG
2	ITEMS	2	TRANSACTION	[illegible]		[illegible]	
2	5	[illegible]		2		2	A
2	AI	2	ABBREVIATIONS	2	ACB	2	ACCEPT
2	ACCESS	2	ACCOMPLISHING	2	ACCURATE	2	ACROSS
2	AD	2	AFQT	2	AGREE	2	AGREEMENT
2	ALIEN	2	ALLIED	2	ALLOWANCE	2	ALLOWANCES
2	ALWAYS	2	AN	2	APO	2	APPOINTMENTS
2	APPRO	2	AR	2	ARDUS	2	ARRANGE
2	ARRIVALS	2	ASCENDING	2	ASGMT	2	ASIS
2	ASSIGNMENT/REENLISTMENT	2	ATTESTING	2	BALANCED	2	BASIS

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COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
2	[illegible]	2	ACT	2	BECOMES	2	BEGIN
2	BLIND	2	BELONGS	2	BENEFICIARIES	2	BENEFICIARY
2	BENEFITS	2	BENJAMIN	2	BFCRM	2	BLACK/BLUE-BLACK
2	BLUE	2	BLVD	2	BONUS	2	BORN
2	[illegible]	2	BRING	2	BT	2	BURNED
2	[illegible]	2	CADET	2	CANNON	2	CARDS CONDITIONS
2	CARE	2	CAREFUL	2	CAREFULLY	2	CASE
2	CAUSED	2	CERTIFICATION	2	CHARACTER	2	CHECKED
2	CHECKING	2	CLASSES	2	COMBAT	2	COMMANDER
2	COMMENT	2	COMPANY	2	COMPUTE	2	CONCERNING
2	CONDUCT	2	CONFINEMENT	2	CONTAINER	2	CONTINUE
2	CONVENIENCE	2	COUNTERPART	2	COURT- MARTIAL	2	COVERAGE
2	CREATED	2	CUSTODIANS	2	CYCLES	2	CYCLES
2	D-25	2	DA-CONTROLLED	2	DA/MILPAC	2	DAILY
2	DEALING	2	DEFICIENCIES	2	DELETION	2	DEPARTMENT
2	DEPARTURE	2	DEPENDENTS	2	DEPENDS	2	DESIGNATED
2	DESTRUCTION	2	DESIGNATOR	2	DETERMINATION	2	DIDN'T
2	DIARY	2	DISABILITY	2	DISAPPROVED	2	DISCREPANCY
2	[illegible]	2	DISTRIBUTE	2	DIVERTED	2	DIVIDER
2	DOESN'T	2	DPRT	2	DRAW	2	DRAWER
2	DROPPED	2	DUTIES	2	DY	2	E
2	E-FIVE	2	ELECTED	2	ELEMENTS	2	ENLISTMENT/REENLIS
2	ECHELS	[illegible]		2	ERASE	2	ERASED
2	ESS	2	EX	2	EXACTLY	2	EXCEPTION
2	EXCEPTIONS	2	E2/E3	2	E9 4	2	E9
[illegible]		2	FAILURE	2	FATHER	2	FID
2	FITNESS	2	FIVE	2	FLAG	2	FLAGGED
2	FLYING	2	FORCE-LOADED	2	FOREIGN	2	GAIN
2	GENERALLY	2	GO	2	GREAT	2	HAND-CARRYING
2	HEARTSON	2	HEADING	2	HIGHER	2	HOLDS
2	HER	2	HOSPITAL	2	HOURS	2	HOWEVER
2	HYDENS	2	I	2	I=	2	IMMEDIATE
2	INACTIVATION	2	INACTIVE	2	INCLUSION	2	INCLUSIVE
2	INSTEAD	2	INSTRUCT	2	INSTRUCTIONS	2	INTERNALLY CONDIT
2	INVESTIGATIONS	2	ISSUED	2	ITE	2	IX
2	JUSTICE 2	2	JUSTICE	2	K	2	KEEP
2	KEPT	2	KEYPUNCHED	2	KNOW	2	LABEL
2	LARGE	2	LEAST	2	LENGTH	2	LESSON
2	LETTERS/NUMERALS	2	LOCATE	2	LOGIN	2	LOSE
2	LOWIS	2	MACHINE	2	MAINTAINED	2	MAJOR
2	MARNED	2	MARY	2	MESSAGE	2	MET
2	MIL	2	MINIMUM	2	MISCELLANEOUS	2	MODIFIED
2	MONTH'S	2	MOS/SSI	2	NATIONAL	2	NOTED
2	NOV	2	NUC	2	O	2	ONTO
2	OUTSIDE	2	OVERPRINT	2	OVERSEA	2	P
2	P-33	2	PAMS	2	PARA	2	PARAMETER
2	PASSED	2	PAYMENT	2	PCN-CII	2	PER
2	PERCENT	2	PERCENTAGE	2	PERIODS	2	PERMIT
2	PERSONS	2	PHYSICAL	2	PICKED	2	PLACING
2	PO	2	PORTS	2	POI	2	PR

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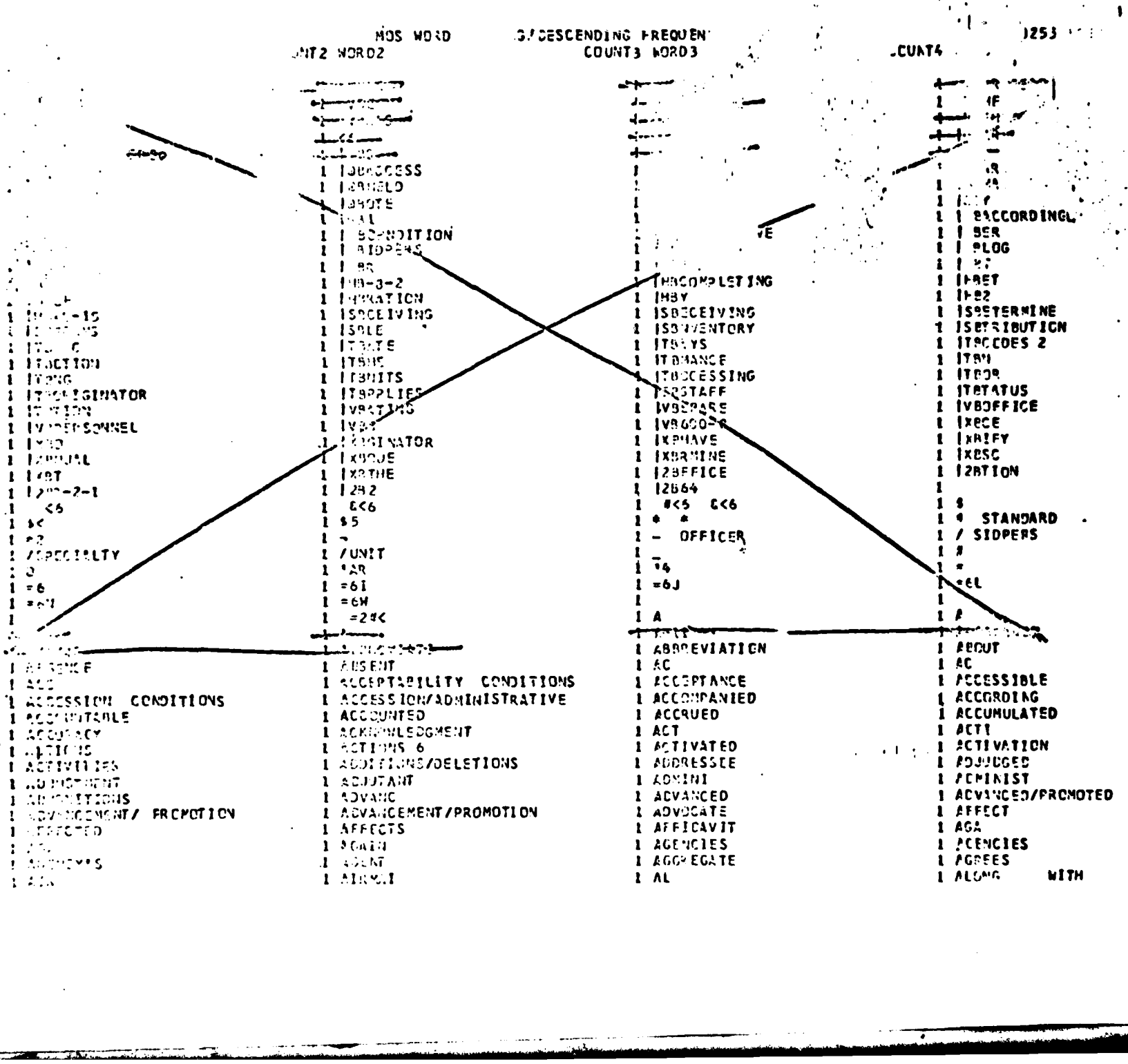
COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
2	PRESCRIBED	2	PRINCIPAL	2	PRINTLINE	2	PROCEDURES 6
2	PROCEDURES 8	2	PROCESSES	2	PROGRESSION	2	PROVIDES
2	PUERTO	2	PULL	2	PUNISHMENTS	2	PURPOSES
2	P.1	2	P94	2	QUALIFIES	2	RACE
2	RCPAC	2	REACHES	2	READ	2	READABLE
2	REASONS	2	REASSIGNED	2	REBUTTAL	2	RECOM
2	RECONCILIATION	2	RECORDS 6	2	REENLISTED	2	REFUSED
2	REISSUED	2	RELEASE	2	REMAKE	2	RENDERING
2	REPETITIOUS	2	REPLY	2	REPORT	2	REPORT CONDITIONS
2	REPORTING	2	REPRESENTATIVE	2	RERUN	2	RESIDENCIES
2	RESOURCES	2	RESPECTIVELY	2	REST	2	RETAINED
2	RETIREMENT	2	REVIEWING	2	RICO	2	ROLLS
2	RULES	2	S	2	SCHEDULED	2	SCHOOL
2	SENIOR	2	SETS	2	SHELVES	2	SHIPMENT
2	SINGLE	2	SIRCUS	2	SKILLS	2	SO
2	SOME	2	SOME	2	SPACES	2	SPEAKING
2	SPECIAL	2	SPECIALTIES	2	SPECIALTIES/MOS	2	SPEED
2	SPELL	2	SPOUSE	2	SQI	2	SCT
2	ST	2	SSI	2	SSI/MOS	2	ST
2	STA	2	STACKS	2	STAFF	2	STATES
2	STATIONED	2	STILL	2	STYLE	2	SUBJECT
2	SURETY	2	SUSTAINED	2	SW	2	SYSTEMS
2	T	2	TANDS	2	TASKS	2	TEMPORARY
2	TELLING	2	TEMPORARILY	2	TH	2	TH
2	TENU	2	TOUR	2	TRA	2	TRA/AWL
2	TRACE	2	TRAINED	2	TRY	[illegible]	[illegible]
2	TYPE-OF-	2	UNRS	2	UNAVAILABLE	2	UNITED
2	UNITS	2	UPGRADED	2	UPPER	2	USMA
2	VARIOUS	2	VERIFIED	2	VERIFYING	2	VGLI
2	VI	2	VIA	2	VII	2	VOL
2	WAITING	2	WAIVER	2	WHERE	2	WITNESS
2	WORD	2	WORKING	2	WPM	2	WRITTEN
2	W2	2	ZIP	1		1	[illegible]
1		1		1	AFT	1	ALL
1	AMOUNT	1	AWOL	1	BAD	1	BASED
1	CADETS	1	CALL	1	CODING	[illegible]	[illegible]
1	COMPLETION	1	CONFINEMENT	1	CORRECT	1	CUSTODIAN
1	DATE/TIME	1	DD	1	DELETE	1	DEROGATORY
1	DET	1	DI	1	DISHONORABLE	1	DISMISSAL
1	DIVIDE	1	DO	1	DOCUMENTS	1	DON'T
1	DROP	1	ENLISTED	1	EQUIPMENT	1	ESTABLISH
1	EXCESS	1	FAILURE	1	FAMILY	1	FORW
1	HAND-CARRY	[illegible]	[illegible]	[illegible]	[illegible]	1	HONORABLE
1	I	1	I	1	INDICATE	1	INFORM
1	INFORMATION	1	ITEMS	1	LIST	1	MAINT
1	NOT	1	NOW	1	OFFICER	1	ORIGINATOR
1	OUTPROCESS	1	PERMANENTLY	1	PHS	1	POSTING
1	PRINT	1	RE	1	READ	1	REPLACE
1	REPRODUCE	1	RESEARCH	1	RESULTS	1	RETAIN
1	SCREEN	1	SEPARATE	1	SEPARATI VBON	1	SERVICE



COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD4
[illegible]	1 ALTERS	1 AMENDED	1 AMF
1 AMOUNTS	1 AN	[illegible]	1 AN
1 AND	1 AND	1 AND	1 AND/ OR
1 AND/OR	1 AND/OR	1 ANNOTA	1 ANNOTATION
1 APPLICATIONS	[illegible]	[illegible]	1 ANOTHER
1 APPOINTMENT	1 AP	1 APPELLATE	[illegible]
1 AR	1 APPLICATION	1 APPLIES	1 APPOINTED
1 ARMY	1 APPOINTMENTS/REDUCTIONS	[illegible]	1 APPROPRIATE
1 AR 640-10	1 AR	[illegible]	1 ARM
1 ASKING	1 ARMY/RA	1 ARNG/USAR	1 AR 340-15
1 ATTENTION	1 ARS	1 AS	1 ASI/SSI
1 AUTHORITY'S	1 ASSIGN	1 ASSIGNMENTS	1 ASSISTANCE
[illegible]	1 ATTN	1 AUTHENTICATION	1 AUTHOR
1 AWAY	[illegible]	1 AUTOMATED	1 AUTOMATIC
1 B 01	1 AVIATOR	1 AWARDED	1 AWARE
1 BIT	1 B 2	1 B 6	1 B
1 BOA	[illegible]	1 BACKUP	[illegible]
1 BOOT	1 BATER	1 BCATION	1 BD
[illegible]	1 BE	1 BE	1 BECAUSE
1 BI	1 BEFORE	1 BEING	1 BEN
1 BIPMENT	1 BESD	1 BETTER	[illegible]
[illegible]	1 BIB	[illegible]	[illegible]
[illegible]	[illegible]	1 BKS	[illegible]
1 BLUE/BLACK	1 BLACK/BLUEBLACK	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	1 BLOCKS
1 BOTH	[illegible]	[illegible]	[illegible]
[illegible]	1 BOLD	[illegible]	[illegible]
[illegible]	1 BOTTOM	[illegible]	1 BOXES
[illegible]	[illegible]	1 BPRIATE	[illegible]
[illegible]	[illegible]	1 BRANSACTION	[illegible]
[illegible]	[illegible]	1 BROUGHT	1 BSE
[illegible]	[illegible]	[illegible]	[illegible]
1 BUSE	1 BURIED	1 BURN	1 BUSINESS
[illegible]	[illegible]	1 BI	1 C
1 C	1 C	1 C	1 C
1 C	1 C	1 CA	1 CABINETS
1 CAMF-4476	1 CAMF/4476/DTD	1 CAMPAIGNS	1 CAPABILITY
1 CAN/SHOULD	1 CANCELED	1 CAPTURED	1 CARD
1 CARD/CLASSIFIEI	1 CARRIED	1 CATEGORY	1 CENTER FCRT
1 CENTER/EDUCATION	1 CENTRALIZED	[illegible]	1 CERTAIN
1 CERTIFICATE/ LETTER	1 CERTIFIED	1 CHANG	[illegible]
1 CHANGE	1 CHARGE	1 CHART	1 CHECKED/CORRECTED
1 CHOM	1 CHRONOLOGICAL	1 CIRCLED	1 CITIZENSHIP
1 CIVIL	1 CLARIFY	1 CLASSIFICATION	1 CLEARED
1 CLEARING	1 CLOSE	1 CLOSING	1 CMITH
1 CO	1 CODES	1 CODES CONDITIONS	1 CODES 7
1 CODES 8	1 CODES 9	1 CODESE-OF- TRANSACTION	1 CODIN
1 COLE	1 COLLECT	1 COLU	1 COLUMBIA
1 COMING	1 COMMANDER/REENLISTMENT	1 COMMENTS	1 COMMERCIAL
1 COMMITMENT	1 COMMON	1 COMMONWEALTH	1 COMMUNICATIONS 2

COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD4
1 [illegible]S 8	1 COMMUNICATIC	COMP	1 CO[illegible]ING
1 CONFIDENTIALITY	1 [illegible]	1 COMPLETE	1 C[illegible]ED/UPDATED
1 CONSIDERATION	1 CONFIRMED	1 CONGRESS	1 CON[illegible]NCTION
1 CONSECUTIVE	1 CONSECUTIVELY	1 CONSIDERATION	1 CONSIDERATIONS
1 [illegible]ERED	1 CONT	1 CONTINENTAL	1 CONTINUING
1 CONTINUOUS	1 CONTRACTED	1 CONTRIBUTED	1 CONTROL DATA
1 CONTROL	1 CONTROLLED	1 CONVENTION	1 [illegible]
1 [illegible]	1 CORNER	1 [illegible]	1 CORRECT
1 CORRECT/UPDATE	1 CORRECTIVE/REMEDIAL	1 CORRESPONDENCE	1 CORRESPONDENCE 2
1 CORRESPONDENCE 3	1 CORRESPONDENCE 4	1 COULD	1 COUNSELER
1 [illegible]	1 COUNTER/ESCORT	1 CPT	1 CPTP
1 CREDITABLE	1 CROSS	1 CROSS-RE	1 CUSTOMERS
1 CW4	1 CYCL	1 CYCLE	1 CYCLIC
1 CII	1 CSI CONDITIONS	1 D	1 D
1 D	1 DA	1 DA	1 [illegible]
1 DA-DIRECTED	1 DA FORM	1 DAPC-MSP-T	1 DAPC-PSD-A
1 DAPC-PSR	1 DATE	1 DA PAM 600-8-2	1 DAT
1 DATE	1 DAUGHTER	1 DATE	1 DATE
1 DATES/PERIODS	1 DECEASED	1 DAYS*	1 DEADLINE
1 DEALS	1 DELAYED	1 [illegible]	1 DECORATIONS
1 DECEET	1 DEPENDING	1 DELETIONS	1 DEPARTING
1 [illegible]	1 DESCRIBED	1 DEPN	1 DEPIVATIVE
1 [illegible]	1 DESERTION 4	1 DESCRIPTION	1 DESERTER
1 [illegible]	1 DESK	1 DESIGNATE	1 DESIGNATORS 6
1 DESIRE	1 DETC	1 [illegible]	1 DETAILS
1 DETERMINED	1 DIGIT	1 DETE	1 DIAGONAL
1 DIFFERENCE	1 DIS	1 DIGITAL	1 DIRECTIVE
1 DIRECTORY	1 DISPOSAL	1 DISAGREE	1 DISCIPLINARY
1 DISCUSSED	1 DISTRIBUT	1 DISQUALIFIED	1 DISREGARD
1 DISTINCTIVE	1 DIVORCED	1 DISTRICT	1 DIVING
1 DIVISION	1 DOCUMENTATION	1 DO 14	1 [illegible]
1 [illegible]	1 DOD	1 DOCUMENTED	1 DOCUMENTS 5
1 DOCUMENTS/FORMS	1 DRIVER'S	1 DOT	1 DOUBLE
1 DPP	1 [illegible]	1 [illegible]	1 DULY
1 [illegible]	1 DURATION	1 DUPLICATE	1 DUPLICATED
1 [illegible]	1 E-1	1 [illegible]	1 [illegible]
1 ES	1 ECHELONS	1 E-5 3	1 EARLIER
1 ER	1 ELIGIBILITY	1 [illegible]	1 ELECTION
1 [illegible]	1 ENLISTED ACCESSION	1 EMPLOYED	1 END-OF-MONTH
1 [illegible]	1 [illegible]	1 ENLISTMENTS	1 ENROUTE
1 ENTERING	1 ENTIRE	1 ENTER	1 ENTER
1 [illegible]	1 EQUIVALENT	1 ENTRANCE	1 [illegible]
1 ESSAYS	1 ESCORT	1 ER	1 ES
1 [illegible]	1 EVALUATED	1 ESCS	1 ESTATE
1 EXAMINATION	1 [illegible]	1 EVIDENCED	1 EXACT
1 EXCEED	1 EXCEEDING	1 EXAMPLES	1 EXC
1 EXECUTER	1 EXIST	1 EXCESS/U	1 EXECUTED
1 EXPEDITED	1 EXPLAIN	1 EXISTING	1 [illegible]
1 E2	1 E9 2	1 EXTEND	1 [illegible]
		1 E9 3	1 F

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COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD4
1 F	1 F	FACE	1 FACILITY
1 FAR	1 FEATURES	1 FEB	1 FEEL
[illegible]	1 FELLOWSHIPS	[illegible]	[illegible]
1 FIELDS	1 FIFTH	1 FIGURES	1 FILE CONDITIONS
1 FILLED	1 FILLING	1 FINANCIAL	1 FINDS
1 FISC	1 FINISHED	1 FIVE-PART	1 FIVE-SET
1 FIXED	1 FLIGHT	1 FLOATERS	1 FLT
1 FLUSH	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
1 FOOT	1 FOR	1 FOR	1 FOR
1 FORM/RECORDS	1 FORT	[illegible]	1 FORMATS
1 FOUR	1 FPO	1 FOUR	1 FOUR-CARD
1 FRIEND	1 GAVE	1 FRONT	1 FUNDS
1 GAINING	1 GEO	1 GCMD	[illegible]
[illegible]	1 GLASSES	1 GENERATED	1 GENEVA
1 GEOGRAPHIC	1 GRADUATED	1 GOVERNED	1 GR
1 GRADE	1 G2	1 GRATUITY	1 GUARD
1 GUNNERY	1 HAND-CARRIED	1 H	1 HAD
1 HALT	1 HISTORICAL	1 HE	1 HEIGHT
1 HERE	[illegible]	1 HOLDING	1 HOME
1 HONOR/	1 HYPHEN	1 HOSTILE	1 HOUSING/HOUSING
1 HRS	1 I	[illegible]	1 I
1 I	1 IDENTICAL	1 I	1 IA
1 IAW	[illegible]	1 IDENTIFIER	1 IDENTIFIERS
1 IDENTIFYING	1 IN	1 IMMUNIZATION	1 IMMUNIZATIONS
1 IN	1 INCHES	1 IN	1 IN
1 INC	1 INCLUDES	1 INCIDENT	1 INCL
1 INCLUDING	1 INDIVIDUALS/ACTIVITIES	1 INCREMENTS	1 INDICATES
1 INDIV	1 INITIALING	1 INF	1 INF
1 INFORMATION 3	[illegible]	1 INITIALLY	1 INITIATED/UPDATED
1 INPR	1 INSERT	1 INPROCESS	1 INPUT CONDITIONS
1 INQUIRY	1 INTERNSHIPS	1 INSPECT	1 INTERMEDIATE
1 INTERNATIONAL	1 ISSUING	1 INTERPRETED	1 INVOLVE
1 ISSUED/REISSUED	1 I6	1 ITE	1 ITE
[illegible]	1 JN33495	[illegible]	1 JACKETS CONDITIO
1 JOEL	1 JOINT	1 JN33496	1 JN33503
1 JOYS	1 JUMP	1 JR	1 JUDGE
1 JUL	1 L	1 JUMPS-ARMY	1 JUST
1 KIN	1 LAST/CURRENT	1 L	1 LANGUAGE
1 LAS	1 LEAVING	1 LATERAL	1 LAYOUT
1 LEADS	1 LEVEL 4	1 LEFT-HAND	1 LEVEL
1 LEVEL	1 LISTE	1 LICENSE	1 LICENSED
1 LIKEOUT	1 LIVING	1 LISTED/GIVEN	1 LITTLE
1 LIV	1 LOCA	1 LO	1 LOAD
1 LOADING	1 LTC	1 LOGS	1 LOI
1 LOYALTY	1 MAIDEN	1 LT	1 M
1 MA	1 MAINTAINING	1 MAIL 2	1 MAILED
1 MAINTAIN	1 MAJORITY	1 MAINTENANC	1 MAINTENANCE
1 MAJ	1 MANNING	1 MANDATORY	1 MANIFEST
1 MANIFOLD		1 MANUALLY	1 MANUARE

1 [illegible]
1 MATERIALS
1 [illegible]
1 MICRO-TYPE
1 [illegible]/YEAR
1 [illegible]
1 [illegible]
1 [illegible]
1 [illegible]
1 NON-HOSTILE
1 [illegible]
1 [illegible]
1 [illegible]
1 [illegible]
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1 OBVIOUS
1 [illegible]
1 [illegible]
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1 [illegible]
1 [illegible]
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1 OUTPUT
1 P
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1 PACKAGE
1 PAIR
1 [illegible]
1 PARENTS
1 PATIENTS
1 PDY
1 PENCILED
1 PERFORMING
1 [illegible]
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1 MESSAGEFORM
1 MNEMONIC
1 MOTHER
1 MPR
1 NATIVE
1 NEED
1 NETWORK
1 NON-NOTIFICATION
1 NORM
1 NOTHING
1 NTC
1 NUMBERED
1 [illegible]
1 OCCASIONS
1 OF
1 [illegible]
1 OFTEN
1 OPEN
1 OR
1 ORG
1 [illegible]
1 ORIGI
1 ORIGINATOR-PREPARED
1 OTHERS
1 [illegible]
1 PI
1 PA
1 PACKAGED
1 PAM
1 PARAGRAPHS
1 PART
1 PCN-PO1
1 PE
1 PERCENTAGES
1 PERIOD
1 PERSONNEL 5
1 PHS
1 PICKUP
1 [illegible]
1 [illegible]
1 PRACTICE
1 [illegible] REVIEWED
1 PRIORITIES
1 PROBLEMS
1 [illegible]
1 [illegible]
1 [illegible]
1 [illegible]

1 [illegible]
1 PE
METHOD
MODIFIES
1 MOVEMENT
1 MULTIPLE
1 NATURALIZED
1 NEED-TO-KNOW
1 NEWEST
1 NON-PAY/EXCESS
1 NORMALLY
1 NOTIC
1 NUCLEAR
1 NUMEROUS
1 [illegible]
1 OCCUR
1 OF
1 OFFICER/WARRANT
1 OLDEST
1 OPERATIONS 2
1 OR
1 ORGA
1 ORGANIZATIONS
1 [illegible]
1 ORIGINATOR'S
1 OUTCOME
1 OVERALL
1 P-07
1 PAC
1 PACKET
1 PAM
1 PARENT
1 PARTLY
1 PCN-PO1
1 PE
1 [illegible]
1 PERIODIC
1 PERSONNEL 6
1 PICK
1 PILOT
1 PLACEMENT
1 [illegible]
1 PRECEDING
1 PREPUNCHED
1 PRIORITY
1 [illegible]
1 PROCEDURES
1 [illegible]
1 PROCEEDINGS 2
1 PROCESSING 4

1 [illegible]
1 MEETING
1 MI
1 MONT
1 MP
1 MA
1 [illegible]
1 NEEDS
1 NOI
1 NONCOMMERCIAL
1 NOT
1 NOTIFYING
1 NUM
1 NURSE
1 [illegible]
1 [illegible] PREVIOUS
1 OF
1 OFFICIALS
1 ONCE
1 OPERATOR'S
1 ORDERS 2
1 ORGAND
1 ORI
1 ORIGINATED
1 OS
1 OUTPROCESS
1 P
1 P-09
1 PAC/UNIT
1 PAGES/REPORTS
1 PAMPHLETS
1 PARENTHESES
1 PAST
1 PCRE-RD
1 PEN
1 PERFORMED
1 [illegible]
1 PERSONNEL
1 PICKING
1 PILOT'S
1 PO-1
1 [illegible]
1 PREPA
1 PREVIOUS
1 PRISONERS
1 [illegible]
1 [illegible]
1 PROCEDURES 5
1 PROCES
1 PRODUCE

COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD4
[illegible]	1 PRODUCTION	PROFESSIONAL	1 PROFICIENCY
[illegible]	1 PROGRAM 4	1 PROJECTED	1 PROMOTED
[illegible]	1 PROPERTY	1 PSNCO	1 PTR
1 PYSD	1 PULLED	1 PUNCH	1 PUNCHING
1 P[illegible]SHMENT	1 PURPOSE	1 PUT	1 PUTTING
1 P[illegible] CONDITIONS	1 P94 CONDITIONS	[illegible]	[illegible]
[illegible]	[illegible]	1 QUESTION	1 QUESTIONNAIRE
[illegible]	1 R	1 R	[illegible]
1 RATE	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	1 READJUSTMENT
1 READY	1 REBUT	1 REC	1 RECOMMEND
1 RECEIVED	[illegible]	1 RECORD	1 RECORDS A
1 RECORDS F	1 RECORDS	1 RECORDS ORDS 2	1 RECORDS 7
1 RECORDS 8	1 RECORDS/ DOCUMENTS	1 RED	[illegible]
[illegible]	[illegible]	1 REENLIST	1 REENLIST
1 REENLISTMENT CONDITIONS	[illegible]	1 REFER	1 REFERENCES
1 REFERRAL	1 REFERRING	1 REFILE	1 REFLECTED
1 REFUSALS	[illegible]	1 REGARDLESS	[illegible]
1 REGULAR	1 REGULATION	1 REJECT	1 REJECTED
[illegible]	1 RELATIONS	1 RELIABLE	1 RELIEF
1 REMAIN	1 REMINDER	[illegible]	[illegible]
1 REPLACE	1 REPLACEMENTS	1 REPLIED	1 REPOR
1 REPLENISHABLE	[illegible]	1 REPORTING 0-8-1	1 REPORTING 3
1 REPORTING 5	1 REPORTS CONDITION	1 REPORTS/CARDS	1 REPORTS/PARTS
[illegible]	1 REQUIRED	1 REPROCESSING	1 REPRODUCTION
1 REQUIR	1 REQUESTS	[illegible]	1 REQUIREMENTS
1 REQUIRING	[illegible]	[illegible]	1 RESEARCH
[illegible]	1 RESTRICTION	1 RESULTING	1 RETAIN
[illegible]	1 RETRANSMISSION	[illegible]	1 RETURNING
[illegible]	1 REVIEW/UPDATE	1 REVIEWED/UPDATED	1 REVOKED
[illegible]	1 RIGHT-HAND	1 ROSE	[illegible]
[illegible]	1 ROSTERS	1 ROTARY	1 ROUTE
1 RUN	1 RUN	1 S	1 S
1 S	1 S	[illegible]	[illegible]
[illegible]	1 SALVAGE	1 SAMPLE	1 SCAN
1 SCHEDU	1 SCHEME CONDITIONS	1 SCORES	[illegible]
1 S[illegible]	1 SEAL	1 SECRETARY	1 SECTIC
1 SECTIONS	[illegible]	1 SELECTED	1 SEPARATEE
1 SEPARATES	1 SEPARATING	1 SEPARATION 5	1 SEPARATION 7
[illegible]	1 SERIOUS	1 SERVICE 3	1 SERVING
1 SHIP	1 SHEETS	1 SHORT	1 SHRED
1 SHREDDED	1 SID	1 SID/SIB	1 SIDPER
1 SIGNALS 4	1 SIDPERS	1 SIGHT-VERIFY	1 SIGN
1 SIGNIFICANT	1 SIMPLY	1 SINCE	1 SINGLE-TYPE
1 SIX-DIGIT	1 SLASHES	1 SLIGHT	1 SLIPS
1 SMS	1 SNCO	1 SO	1 SOLDIE
1 SOLVE	1 SORT	1 SP	[illegible]
1 SPECIALISTS	1 SPECIALTIES 2	1 SPECIALTIES 3	1 SPECIFICATION
1 SPECIFIED	1 SPECIFIES	1 SPLIT	1 SPONSORED
1 SPOUSE'S	1 SQI/ASI	1 SQIS	1 SSAN

1 [illegible]
1 STAY
1 STICKS
1 [illegible]
1 SUBTRACT
1 SUPPLY
1 SURETY 2
1 [illegible]
1 SYSTEM
1 [illegible]
1 [illegible]
1 TEAM
1 TESTING
1 [illegible]
1 THE
1 [illegible]
1 THREE-DIGIT
1 TO
1 TR
1 TRAIL
1 [illegible]
1 [illegible]
1 [illegible]
1 [illegible]
1 [illegible]
1 [illegible]
1 T5
1 U
1 [illegible]
1 UNKNOWN
1 UNRELIABLE/UNRESPONSIBLE
1 [illegible]
1 [illegible]
1 VACATES
1 [illegible]
1 [illegible]
1 VOID
1 WAIT
1 WELL
1 WHICH THE
1 WINGED
1 XI

1 STARTED
1 [illegible]
1 STOP
1 SUBMITTING
1 SUBTRACTING
1 SUPPORT
1 [illegible]
1 SYMBOL
1 SYSTEM 3
1 [illegible]
1 THOUGHT
1 TEMP
1 [illegible]
1 [illegible]
1 THE
1 THIN
1 TIMELY
1 TO
1 TRA
1 TRAILER
1 [illegible]
1 TRANSA
1 TRANSFERRED
1 TREND
1 TWO-DIGIT
1 [illegible]
1 T6
1 UMN
1 UNIFORM
1 UNPAID
1 UNRESTRICTED
1 UPC
1 USEPORTED
1 VALIDATION
1 VETERAN'S
1 VINES/4333
1 VOIDED
1 WANT
1 WENT
1 WHILE
1 WITHDRAWN
1 YEAR/MONTH

1 [illegible]
1 STATEMENT
1 [illegible]
1 STOVALL
1 SUBSEQUENT
1 SUFFICIENT
1 [illegible]
1 SVC
1 SYNOPSIS
1 SYSTEMED
1 T-02
1 TDA
1 TERMS
1 [illegible]
1 THE
1 THE
1 THIRD
1 [illegible]
1 TOLD
1 TRACED
1 [illegible]
1 [illegible]
1 TRANSAC
1 TRANSFERRING
1 TUB
1 TYPE-OF-
1 [illegible]
1 T3
1 UNDERLINED
1 UNIT-TYPE
1 UNPROCESSABLE
1 UPCS
1 UPPERMOST
1 USUALLY
1 VEHICLE
1 [illegible]
1 VIOLATED
1 VOLUME
1 WEEK'S
1 WHEN
1 WHEEVER
1 WORKED
1 YEARLY

1 STABILIZED
1 STATEMENTS
1 STEP-BY-STEP
1 STR[illegible]
1 SUB[illegible]TIAL
1 [illegible]
1 [illegible]
1 SW
1 SYSTEM E
1 [illegible]
1 TA
1 TDY
1 TESTED
1 [illegible]
1 THE
1 [illegible]
1 [illegible]
1 TIT
1 TOO
1 TRAFFIC
1 [illegible]
1 [illegible]
1 TRANSAC
1 TRANSMIT
1 TURN
1 [illegible]
1 TYPES
1 U
1 UNFAVORABLE
1 UNIT/MILPC
1 UNRECOGNIZABLE
1 UPD
1 USC
1 VACATED
1 VERIFIES
1 VETERANS
1 VITAL
1 W
1 WEIGHT
1 WHENEVER
1 WI
1 WORKSHEETS
1 YET
1 YOU

75 D 1/2

MOS WORD LISTING/ASCENDING SEQUENCE

DATE 80255 1956 PAG

COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD4
[redacted]	[redacted]	[redacted]	[redacted]

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COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
3	A-17	4	A-19	5	A-21	1	A/C/ID
3	A/C	[illegible]		1	ABBREVIATION	2	ABBREVIATIONS
1	ABOUT	23	ABOVE	1	ABSENCE	1	ABSENT
1	AC	1	AC	2	ACB	1	ACC
2	ACCEPT	1	ACCEPTABILITY CONDITIONS	5	ACCEPTABILITY	1	ACCEPTANCE
3	ACCEPTED	2	ACCESS	56	ACCESS	5	ACCESSED
1	ACCESSIBLE	1	ACCESSION CONDITIONS	7	ACCESSION	1	ACCESSION/ADMINISTR
1	ACCOMPANIED	2	ACCOMPLISHING	24	ACCORDANCE	1	ACCORDING
6	ACCOUNTABILITY	1	ACCOUNTABLE	1	ACCOUNTED	5	ACCOUNTING
1	ACCRUED	1	ACCUMULATED	1	ACCURACY	8	ACCURACY
2	ACHIEVE	1	ACKNOWLEDGMENT	2	ACROSS	1	ACT
[illegible]		56	ACTION	1	ACTIONS	1	ACTIONS 6
17	ACTIONS	1	ACTIVATED	1	ACTIVATION	29	ACTIVE
1	ACTIVITIES	3	ACTIVITY	2	AD	4	ADD
6	ADDED	5	ADDITION	5	ADDITIONAL	1	ADDITIONS/DELETIONS
12	ADDRESS	1	ADDRESSEE	7	ADDRESSES	1	ADJUDGED
[illegible]		1	ADJUSTMENT	1	ADJUTANT	6	ADMS
[illegible]		[illegible]		4	ADMINISTRATION	17	ADMINISTRATIVE
5	ADMINISTRATIVELY	1	ADMONITIONS	3	ADT	[illegible]	
1	ADVANCED	1	ADVANCED/PROMOTED	1	ADVANCEMENT/ PROMOTION	1	ADVANCEMENT/PROMOTI
1	ADVOCATE	16	AEA	1	AFFECT	1	AFFECTED
1	AFFECTS	1	AFFIDAVIT	2	AFOT	33	AFTER
1	AGA	1	AGA	1	AGAIN	4	AGAIN
8	AGAINST	1	AGENCIES	1	AGENCIES	4	AGENCY
1	AGENCYS	1	AGENT	1	AGGREGATE	2	AGREE
2	AGREEMENT	1	AGREES	1	AIR	3	AIRCRAFT
[illegible]		1	AL	3	ALEXANDRIA	2	ALIEN
113	ALL	2	ALLIED	3	ALLOW	2	ALLOWANCE
2	ALLOWANCES	1	ALLOWS WITH	4	ALONG	1	ALOS
24	ALPHA	4	ALREADY	6	ALSO	1	ALTERS
2	ALWAYS	1	AMENDED	1	AMF	5	AMOUNT
1	AMOUNTS	1	AN	2	AN	118	AN
[illegible]		1	AN	32	ANALYST	1	AND
1	AND	1	AND	663	AND	1	AND/ OR
1	AND/OR	1	AND/OR	14	AND/OR	[illegible]	
13	ANNOTATE	8	ANNOTATED	1	ANNOTATION	1	ANNOTATIONS
5	ANNUAL	[illegible]		[illegible]		1	ANOTHER
77	ANY	1	ANYTHING	1	AP	2	APO
3	APP	14	APPEAR	3	APPEARING	4	APPEARS
1	APPELLATE	17	APPENDIX	[illegible]		[illegible]	
14	APPLICABLE	1	APPLICATION	1	APPLIES	4	APPLY
1	APPOINTED	1	APPOINTMENT	2	APPOINTMENTS	1	APPOINTMENTS/REDUCTI
[illegible]		[illegible]		1	APPROPRIATE	39	APPROPRIATE
7	APPROVED	1	AR	2	AR	1	AR
319	AR	124	ARE	12	AREA	1	ARISEN
1	ARM	1	ARMY	37	ARMY	1	ARMY/RA
1	ARNG/USAR	2	ARNGUS	4	ARR	2	ARRANGE
5	ARRIVAL	2	ARRIVALS	4	ARRIVED	6	ARRIVES
1	AR 340-15	1	AR 640-10	1	ARS	4	ARTICLE
1	AS	96	AS	2	ASCENDING	9	ASF

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
2	ASGMT	4	ASI	1	ASI/SSI	4	/SIDE
2	ASIS	4	ASK	1	ASKING	[illegible]	
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	ATTN	10	AUDIT	1	AUTHENTICATION
1	AUTHOR	3	AUTHORITY	1	AUTHORITY'S	[illegible]	
4	AUTHORIZATION	17	AUTHORIZED	4	AUTODIN	1	AUTOMATED
1	AUTOMATIC	[illegible]		4	AVAILABILITY	29	AVAILABLE
3	AVENUE	1	AVIATOR	7	AWARD	1	AWARDED
3	AWARDS	1	AWARE	1	AWAY	4	AWL/PDY
20	AWOL	4	AS	1	B 2	1	B C
[illegible]		[illegible]		58	B	[illegible]	
13	BACK	1	BACKUP	[illegible]		13	BALANCE
2	BALANCED	12	BAR	18	BASE	4	BASED
2	BASIS	1	BAT	27	BATCH	2	BATCHES
1	BATTP	[illegible]		2	BCT	1	BD
1	BDA	1	BE	1	BE	130	BE
1	BECAUSE	2	BECOMES	1	BECT	72	BEEN
1	BEFORE	8	BEFORE	2	BEGIN	2	BEHIND
17	BEING	1	BEING	2	BELONGS	8	BELOW
1	BEN	[illegible]		2	BENEFICIARIES	2	BENEFICIARY
2	BENEFITS	2	BENJAMIN	1	BESO	1	BETTER
10	BETWEEN	3	BEYOND	2	BFORM	1	BHE
1	BI	3	BIAW	1	BIB	1	BIDUAL'S
1	BILITARY	1	BIPMENT	9	BIRTH	1	BJ
1	BKS	[illegible]		[illegible]		3	BLACK
2	BLACK/BLUE-BLACK	[illegible]		60	BLANK	[illegible]	
[illegible]		1	BLDIER	1	BLE	1	BLITARY
20	BLOCK	1	BLOCKS	2	BLUE	1	BLUE/BLACK
2	BLVD	1	BMPLETS	1	BNNEL	1	BC
[illegible]		1	BOLD	2	BONUS	1	BONAS
2	BOWN	1	BOSTER	1	BOTH	1	BOTTOM
1	BOUR	5	BOX	1	BOXES	[illegible]	
[illegible]		[illegible]		[illegible]		[illegible]	
[illegible]		19	BRANCH	2	BRANCHES	[illegible]	
[illegible]		[illegible]		[illegible]		5	BRIEF
2	BRING	1	BROUGHT	3	BS	1	BSE
[illegible]		[illegible]		2	BT	[illegible]	
[illegible]		[illegible]		1	BURIED	1	BURN
2	BURNED	1	BUSINESS	11	BUT	[illegible]	
121	BY	[illegible]		1	BI	[illegible]	
[illegible]		[illegible]		19	C 2	[illegible]	
[illegible]		[illegible]		[illegible]		21	C
[illegible]		4	C-11	21	C-27	[illegible]	
1	CA	1	CABINETS	2	CADET	4	CALL
40	CAMP	1	CAMP-4476	[illegible]		1	CAMPAIGNS
1	CAMPATIBILITY	25	CAN	1	CAN/SHOULD	4	CAN'T
1	CANCELED	6	CANNOT	15	CAP	3	CAPITAL
1	CAPTURED	2	CARBON	1	CARD	53	CARD

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MCS WORD [illegible]TING/ASCENDING [illegible]QUENCE D [illegible]80255 1956 PA

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WC
~~1~~	~~[illegible]~~	2	CARDS CONDITIONS	66	CARDS	2	CARE
5	CAREER	2	CAREFUL	2	CAREFULLY	1	CARRIED
2	CASE	3	CASES	6	CASUALTY	1	CATEGORY
3	CAUSE	2	CAUSED	~~1~~	~~[illegible]~~	5	CENTER
1	CENTER/EDUCATION	1	CENTRALIZED	~~1~~	~~[illegible]~~	1	CERTAIN
9	CERTIFICATE	~~1~~	~~[illegible]~~ ~~LETTER~~	2	CERTIFICATION	1	CERTIFIED
~~1~~	~~[illegible]~~	27	CHANGE	4	CHANGED	~~1~~	~~CHANGE~~
33	CHANGES	4	CHANGING	31	CHAPTER	2	CHARACTER
5	CHARACTERS	1	CHARGE	1	CHARGE	3	CHARGES
1	CHART	61	CHECK	2	CHECKED	1	CHECKED/CORRECTED
2	CHECKING	8	CHECKLIST	3	CHECKLISTS	1	CHEM
33	CHIEF	3	CHILD	3	CHILDREN	1	CHRONOLOGICAL
1	CIRCLED	1	CITIZENSHIP	3	CITY	1	CIVIL
3	CIVILIAN	1	CLARIFY	2	CLASSES	1	CLASSIFICATION
9	CLASSIFIED	5	CLEAR	3	CLEARANCE	1	CLEARED
1	CLEARING	6	CLERK	1	CLOSE	1	CLOSING
5	CLOTHING	~~1~~	~~[illegible]~~	1	CO	66	CODE
1	CODES	1	CODES CONDITIONS	3	CODES	6	CODES 2
5	CODES 3	4	CODES 4	4	CODES 5	5	CODES 6
1	CODES 7	1	CODES 9	1	CODES 9	8	CODES
~~1~~	~~[illegible] TRANSACTION~~	~~1~~	~~[illegible]~~	3	CODING	~~1~~	~~[illegible]~~
1	COLLECT	~~1~~	~~[illegible]~~	1	COLUMBIA	12	COLUMN
9	COLUMNS	2	COMMAT	3	COMES	1	COMING
3	COMMAND	2	COMMANDER	13	COMMANDER	1	COMMANDER/REENLISTM
2	COMMENT	1	COMMENTS	1	COMMERCIAL	8	COMMISSIONED
1	COMMITMENT	1	COMMON	1	COMMONWEALTH	3	COMMUNICATION
1	COMMUNICATIONS 2	1	COMMUNICATIONS 8	1	COMMUNICATIONS	1	COMP
2	COMPANY	5	COMPARE	1	COMPARING	1	COMPATIBILITY
~~1~~	~~[illegible]~~	31	COMPLETE	1	COMPLETE	34	COMPLETED
1	COMPLETED/UPDATED	4	COMPLETENESS	8	COMPLETING	14	COMPLETION
3	COMPONENT	1	COMPUTATION	2	COMPUTE	2	CONCERNING
14	CONDITION	27	CONDITIONS	2	CONDUCT	2	CONFINEMENT
1	CONFIRMED	1	CONGRESS	1	CONJUNCTION	1	CONSECUTIVE
1	CONSECUTIVELY	1	CONSIDERATION	1	CONSIDERATIONS	1	CONSIDERED
8	CONSISTENT	1	CONT	16	CONTACT	3	CONTAIN
1	CONTAINED	2	CONTAINER	3	CONTAINS	1	CONTINENTAL
3	CONTINUATION	2	CONTINUE	1	CONTINUING	1	CONTINUOUS
1	CONTRACTED	1	CONTRIBUTED	1	CONTROL DATA	1	CONTROL
57	CONTROL	1	CONTROLLED	3	CONUS	2	CONVENIENCE
1	CONVENTION	7	CONVICTION	9	CONVICTIONS	3	COORDINATE
34	COPIES	64	COPY	1	COR	~~1~~	~~COR~~
1	CORNER	1	CORR	1	CORRECT	35	CORRECT
1	CORRECT/UPDATE	17	CORRECTED	4	CORRECTION	11	CORRECTIONS
12	CORRECTIVE	~~1~~	~~[illegible]~~	3	CORRECTNESS	1	CORRESPONDENCE
1	CORRESPONDENCE 2	1	CORRESPONDENCE 3	1	CORRESPONDENCE 4	5	CORRESPONDING
1	COULD	1	COUNSELOR	13	COUNT	2	COUNTERPART
4	COUNTRY	1	COURIER	1	COURIER/ESCORT	4	COURSE
7	COURSES	~~2~~	~~COURT-MARTIAL~~	14	COURT-MARTIAL	4	COURTS-MARTIAL
3	COVER	2	COVERAGE	4	COVERED	4	CPRP
1	CPT	1	CPTP	2	CREATED	1	CREDITABLE

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COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
1	CROSS	[illegible]	[illegible]	3	CROSS-REFERENCE	34	CURRENT
4	CURRENTLY	9	CUSTODIAN	2	CUSTODIANS	3	CUSTODY
17	CUSTOMER	1	CUSTOMERS	1	CW4	1	CYCL
1	CYCLE	50	CYCLE	2	CYCLE'S	2	CYCLES
1	CYCLIC	1	C11	3	C2	4	C40
1	C&I CONDITIONS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
9	C	5	D-23	2	D-25	1	DA
1	DA	591	DA	[illegible]	[illegible]	2	DA-CONTROLLED
1	DA-DIRECTED	2	DA/MILPAC	1	DA	3	DAAG-PES
2	DAILY	1	DAPC-MSP-T	1	DAPC-PSD-A	1	DAPC-PSR
1	DA FORM	1	DA PAM 600-8-2	1	DAT	101	DATA
1	DATE	1	DATF	1	DATE	1	DATE
56	DATE	10	DATES	1	DATES/PERIODS	1	DAUGHTER
13	DAY	29	DAYS	1	DAYS'	3	DC
62	DC	1	DEADLINE	2	DEALING	1	DEALS
1	DEATH	1	DECEASED	1	DECIDED	1	DECORATIONS
2	DEFICIENCIES	5	DEFICIENCY	1	DEGREE	4	DELAY
1	DELAYED	3	DELETE	3	DELETED	2	DELETION
1	DELETIONS	3	DENIED	8	DENTAL	3	DEPART
5	DENTED	1	DEPARTING	2	DEPARTMENT	2	DEPARTURE
[illegible]	[illegible]	2	DEPENDENTS	1	DEPENDING	2	DEPENDS
1	DEPOT	1	DERIVATIVE	12	DEROS	1	DESC
1	DESCRIBED	1	DESCRIPTION	1	DESERTER	1	DESERTERS
1	DESERTION 4	1	DESIGNATE	2	DESIGNATED	2	DESIGNATION
3	DESIGNATIONS	2	DESIGNATOR	[illegible]	[illegible]	1	DESIRE
1	DFER	14	DESTROY	[illegible]	[illegible]	5	DESTROYED
4	DETAIL	1	DETAILS	1	DETAINED	1	DETE
1	DETE	2	DETERMINATION	33	DETERMINE	8	DETERMINED
3	DETERMINES	5	DEVELOPMENT	17	DF	9	DFR
1	DFC	1	DIAGONAL	3	DICTATE	6	DID
2	DIENT	1	DIFFERENCE	12	DIFFERENCES	3	DIFFERENT
1	DIGIT	1	DIGITAL	2	DIGITS	5	DIRECT
3	DIRECTED	4	DIRECTING	1	DIRECTIVE	3	DIRECTLY
1	DIRECTORY	1	DIS	2	DISABILITY	1	DISAGREE
2	DISAPPROVED	10	DISCHARGE	6	DISCHARGED	1	DISCIPLINARY
4	DISCREPANCIES	2	DISCREPANCY	1	DISCUSSED	1	DISPOSAL
3	DISPOSITION	2	DISQUAL	1	DISQUALIFIED	1	DISREGARD
1	DISTINCTIVE	1	DISTRIBUT	2	DISTRIBUTE	15	DISTRIBUTION
1	DISTRICT	2	DIVERTED	2	DIVIDER	1	DIVING
1	DIVISION	1	DIVORCED	4	DLOS	4	DM L<
1	DO 14	21	DO	[illegible]	[illegible]	[illegible]	[illegible]
33	DOCUMENT	1	DOCUMENTATION	1	DOCUMENTED	1	DOCUMENTS 5
65	DOCUMENTS	1	DOCUMENTS/FORMS	1	DOD	13	DOES
2	DOESN'T	1	DOT	1	DOUBLE	2	DPRT
2	DRAW	2	DRAWER	1	DRF	1	DRIVER'S
2	DROPPED	1	DSEP	5	DUE	1	DULY
[illegible]	[illegible]	[illegible]	[illegible]	1	DUPLICATE	11	DUPLICATE
1	DUPLICATED	[illegible]	[illegible]	1	DURATION	1	DURI
11	DURING	2	DUTIES	33	DUTY	2	DY
6	DYST	2	E	18	E	[illegible]	[illegible]

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MCS WORD [illegible]ING/ASCENDING [illegible]QUENCE

DA[illegible] 20255 1956 PA

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WO[illegible]
[illegible]	[illegible]	5	E-FID	2	E-FIDS	1	E-1
1	E-7 3	37	EACH	1	EARLIER	1	EB
1	[illegible]	9	EDUCATION	16	EF	42	EF
4	[illegible]	[illegible]	[illegible]	3	EFFICIENCY	5	EFID
6	[illegible]	2	[illegible]	1	ELECTION	3	ELEMENT
2	[illegible]	1	[illegible]	1	ELIGIBILITY	4	ELIGIBILITY
3	[illegible]	3	[illegible]	1	EMPLOYED	3	END
1	[illegible]-MONTH	[illegible]	[illegible]	1	ENLISTED ACCESSION	51	ENLISTED
3	[illegible]	2	ENLISTMENT/REENLISTMENT	1	ENLISTMENTS	1	ENROUTE
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
11[illegible]	[illegible]	13	[illegible]	1	ENTERING	1	ENTIRE
4	[illegible]	1	[illegible]	25	ENTRIES	25	ENTRY
[illegible]	[illegible]	[illegible]	[illegible]	5	EQUAL	2	EQUALS
[illegible]	[illegible]	52	EQUIPMENT	[illegible]	[illegible]	1	EQUIVALENT
1	[illegible]	2	ERASE	2	ERASED	3	ERRONEOUS
55	[illegible]	28	ERRORS	1	ES	2	ESA
1	[illegible]	3	ESC	1	ESCORT	1	ESCS
11	[illegible]	3	ESTABLISHED	1	ESTATE	5	ETC
1[illegible]	[illegible]	4	[illegible]	[illegible]	[illegible]	1	EVALUATED
1[illegible]	EVALUATION	6	EVERY	1	EVIDENCED	2	EX
1	EXACT	2	EXACTLY	1	EXAMINATION	1	EXAMPL
7	EXAMPLE	1	EXAMPLES	1	EXC	1	EXCEED
1	EXCEEDING	5	EXCEPT	2	EXCEPTION	2	EXCEPTIONS
3	EXCESS	1	EXCESS/U	4	EXCHANGE	1	EXECUTED
1	EXECUTOR	1	EXIST	1	EXISTING	1	EXISTING!
5	EXISTS	1	EXPEDITED	6	EXPIRATION	5	EXPIRED
1	EXPLAIN	1	EXTEND	4	EXTENDED	1	EXTENSIO
5	EXTENSION	3	EXTRACT	6	E1	1	E2
2	E2/E3	4	E6	1	E9 2	1	E9 3
2	E9 4	2	E9	1	F	1	F
1	F	3	F	5	F	2	F=
1	FACE	1	FACILITY	2	FAILURE	10	FAC
1	FAR	2	FATHER	4	FAVORABLE	1	FEATURES
1	FEB	1	FEEL	1	FELL	1	FELLOWSHIPS
1	FI	[illegible]	[illegible]	2	FID	1	FIELDS
1	FIFTH	14	FIGURE	1	FIGURES	1	FILE CONDITIONS
73	FILE	9	FILED	16	FILES	8	FILING
6	FILL	1	FILLED	1	FILLING	6	FINAL
17	FINANCE	1	FINANCIAL	13	FIND	3	FINDINGS
1	FINDS	1	FINE	1	FINISHED	16	FIRST
2	FITNESS	2	FIVE	1	FIVE-PART	1	FIVE-SET
1	FIXED	2	FLAG	2	FLAGGED	7	FLAGGING
1	FLIGHT	1	FLOATERS	1	FLT	1	FLUSH
2	FLYING	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	4	FOLDER
[illegible]	[illegible]	10	FOLLOW	5	FOLLOWED	[illegible]	[illegible]
34	FOLLOWING	9	FOLLOWS	1	FOR	1	FOR
1	FOR	308	FOR	4	FORCE	4	FORCE-LOAD
2	FORCE-LOADED	2	FOREIGN	1	FORGET	494	FORM
[illegible]	[illegible]	[illegible]	[illegible]	20	FORMAT	1	FORMATS

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COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
55	FORMS	1	FORMS/RECORDS		ORT	31	FORWARD
8	FORWARDED	4	FORWARDING	10	FOUND	1	FOUR
1	FOUR-CARD	1	FOUROR	1	FPO	146	FROM
1	FROM	4	FULL	1	FUNCS	4	FURTHER
8	FUTURE	9	F4 Z	8	G	9	G-3
10	G=	109	G=	2	GAIN	1	GAINING
1	GAVE	1	GCMD	1	GE	1	GE
1	GED	15	GENERAL	2	GENERALLY	1	GENERATED
1	GENEVA	1	GEOGRAPHIC	51	GET	6	GIVE
4	GIVEN	1	GLASSES	2	GO	3	GOOD
1	GOVERNED	3	GOVERNMENT	1	GR	26	GRADE
1	GRATUITY	26	GRADE	8	GRADES	1	GRADUATED
13	GUIDANCE	2	GREAT	11	GROUP	1	GUARD
1	HALT	3	GUIDE	1	GUNNERY	1	G2
2	HARRISON	29	H	3	HAND-CARRIED	1	HAD
5	HEADQUARTERS	1	HAND-CARRIED	3	HASN'T	2	HAND-CARRYING
6	HELP	91	HAS	6	HEADER	56	HAVE
22	HIM	45	HE	1	HEIGHT	2	HEADING
1	HOLDING	7	HEALTH	4	HIGH	3	HELD
3	HONORABLE	1	HERE	1	HISTORICAL	2	HIGHER
1	HOSTILE	80	HIS	1	HOME	5	HOLD
2	HOWEVER	2	HOLDS	2	HOSPITAL	1	HONOR/
1	HYPHEN	2	HOURS	1	HOUSING/HOUSING	1	HOSPITAL/TEACHING
1	I	3	HQ	16	HQDA	3	HOW
1	I	2	HYPHENS	1	I CONDITIONS	1	HRS
1	IA	3	I	1	I	1	I
52	ID	18	I	1	I	2	I
1	IDENTIFIER	3	IAW AR	9	I/O	2	I=
1	IDENTIFYING	1	IDENTICAL	3	IDENTIFICATION	216	IAW
2	IMMEDIATE	1	IDENTIFIERS	4	IDENTIFIES	9	IDENTIFIED
1	IMMUNIZATIONS	234	IF	22	II	15	IDENTIFY
1	IN	3	IMMEDIATELY	1	IMMUNIZATIONS	21	III
2	INACTIVATION	5	IMPOSED	1	IN	1	IMMUNIZATION
1	INCIDENT	471	IN	4	IN/OUT	1	IN
1	INCLUDES	2	INACTIVE	1	INC	1	IN
5	INCOMING	1	INCL	1	INCLOUING	1	INCHES
6	INDICATE	7	INCLUDING	2	INCLUSION	15	INCLUDE
1	INDIVIDUALS/ACTIVITIES	13	INCORRECT	1	INCREMENTS	2	INCLUSIVE
1	INFORMATION 3	4	INDICATED	1	INDICATES	3	INDEPENDENCE
7	INK	25	INDIVIDUAL	6	INDIVIDUAL'S	3	INDICATOR
15	INPROCESSING	1	INF	1	INF	5	INDIVIDUALS
3	INPUTTING	47	INFORMATION	11	INITIAL	7	INFORM
1	INSPECT	3	INITIATE	4	INITIATED	1	INITIALING
2	INSTRUCTIONS	1	INPR	1	INPROCES	1	INITIATED/UPDATED
33	INSURE	1	INPUT CONDITIONS	71	INPUT	1	INPROCESS
		1	INQUIRY	8	INQY	3	INPUT/OUTPUT
		5	INSTALLATION	2	INSTEAD	1	INSERT
		6	INSTRUCTOR	3	INSTRUMENT	2	INSTRUCT
		13	INTERFACE	1	INTERMEDIATE	15	INSURANCE
						4	INTERNAL

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COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WO
2	INTERNALLY CONDITIONS	1	INTERNATIONAL	1	INTERNSHIPS	1	INTERPRETED
5	INTO	6	INVENTORY	3	INVESTIGATION	2	INVESTIGATIONS
1	INVOLVE	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	IX	6	J	19	J	1	J
1	JACK	17	JACKET	1	JACKETS CONDITIONS	9	JACKETS
1	JAIL	35	JN	1	JN38495	1	JN38496
1	JANITOR3	10	JOB	1	JOBS	3	JOIN
1	JOINT	1	JR	1	JUDGE	8	JUL
1	JUMP	1	JUMPS-ARMY	1	JUST	2	JUSTICE 2
2	JUSTICE	26	J2	2	K	2	KEEP
6	KEEPING	2	KEPT	3	KEY	3	KEYPUNCH
2	KEYPUNCHED	7	KEYSER	1	KIN	2	KNOW
10	KNOX	7	K4	1	L	4	L
1	L	2	LABEL	1	LANGUAGE	2	LARGE
1	LAS	25	LAST	1	LAST/CURRENT	4	LATER
1	LATERAL	4	LATEST	3	LAW	1	LAYOUT
6	LEADER	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
24	LEVEL	1	LICENSE	1	LICENSED	3	LIED
1	LIKE	10	LINE	1	LINEOUT	3	LINES
21	LIST	1	LISTE	23	LISTED	1	LISTED/GIVEN
1	LITTLE	1	LIV	1	LIVING	1	LC
1	LOAD	1	LOADING	1	LOCA	37	LOCAL
4	LOCALLY	2	LOCATE	5	LOCATION	5	LOCATOR
2	LOGIN	37	LOG	1	LOGS	1	LOI
1	LONG	3	LONGER	8	LOSE	2	LOSE
3	LOSING	9	LOST	2	LOUIS	1	LOYALTY
1	LTC	1	LT	4	LS	1	M
3	M	1	MA	2	MACHINE	17	MACE
1	MAIDEN	1	MAIL 2	8	MAIL	1	MAILED
6	MAILING	1	MAINTAIN	2	MAINTAINED	1	MAINTAINING
1	MAINTENANC	1	MAINTENANCE	1	MAJ	2	MAJOR
1	MAJORITY	41	MAKE	3	MAKING	23	MANAGEMENT
1	MANDATORY	1	MANIFEST	1	MANIFOLD	1	MANNING
47	MANUAL	1	MANUALLY	1	MANJARE	3	MANY
3	MARGIN	3	MARK	2	MARKED	1	MARKING
3	MARRIED	2	MARY	6	MASTER	1	MATCH
1	MATCHED	3	MATCHES	1	MATERIAL	1	MATERIALS
1	MATTERS	20	MAY	1	ME	4	MEANS
4	MEDICAL	1	MEETING	22	MEMBER	9	MEMBER'S
6	MEMOS	1	MERELY	2	MESSAGE	1	MESSAGEFORM
5	MESSAGES	2	MET	1	METHOD	1	MI
5	MICROFICHE	7	MIDDLE	2	MIL	112	MILITARY
3	MILPO-27	9	MILPERCEN	68	MILPO	1	MILPO-TYPE
3	MINIMIZE	2	MINIMUM	2	MISCELLANEOUS	4	MISO

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COUNT1	WORD1	COUNT2	WORD2	COUN.3	WORD3	COUNT4	WORD4
27	MISSING	1	MNEMONIC	3	MO	2	MODIFIED
1	MODIFIES	[illegible]	[illegible]	9	MONTH	1	MONTH/YEAR
2	MONTH'S	7	MONTHS	4	MORE	20	MOS
2	MOS/SSI	3	MOSC	5	MOST	1	MOTHER
1	MOVEMENT	1	MP	1	MPR	1	MPR
131	MPRJ	16	MPRJS	13	MTL	4	MTCE
1	MULTIPLE	22	MUST	1	M4	4	N
1	NA	105	NAME	13	NAMES	2	NATIONAL
1	NATIVE	1	NATURALIZED	10	NCO	6	NCOIC
[illegible]	[illegible]	[illegible]	[illegible]	14	NECESSARY	1	NEED
1	NEED-TO-KNOW	4	NEEDED	1	NEEDS	1	NEGATIVE
1	NETWORK	32	NEW	1	NEWEST	16	NEXT
47	NO	[illegible]	[illegible]	1	NON-HOSTILE	1	NON-NOTIFICATION
1	NON-PAY/EXCESS	1	NONCOMMERCIAL	7	NONE	10	NONESSENTIAL
1	NOTATED	1	NORM	3	NORMAL	1	NORMALLY
1	NOT	110	NOT	45	NOTE	2	NOTED
1	NOTES	1	NOTHING'	[illegible]	[illegible]	12	NOTICE
7	NOTICES	3	NOTIFICATION	5	NOTIFIED	14	NOTIFY
1	NOTIFYING	1	NOTING	2	NOV	1	NTC
2	NUC	1	NUCLEAR	1	NUM	1	NUMBER
46	NUMBER	1	NUMBERED	10	NUMBERS	1	NUMEROUS
1	NURSE	1	O	2	O	1	O
7	O	1	O<	1	O	11	OBTAIN
1	OBVIOUS	1	OCCASIONS	4	OCCUPATIONAL	1	OCCUR
8	OCR	1	OF PREVIOUS	1	OF	1	OF
1	OF	1	OF	582	OF	1	OFI
3	OFFENSE	1	OFFI	93	OFFICE	93	OFFICER
1	OFFICER/WARRANT	29	OFFICER'S	4	OFFICERS	4	OFFICERS'
5	OFFICIAL	1	OFFICIALS	1	OFFI9	1	OFTEN
9	OLD	1	OLDEST	4	OMF	4	OMPF
202	ON	1	ONCE	33	ONE	1	ONES
14	ONLY	2	ONTO	1	OPEN	11	OPERATING
1	OPERATIONS 2	12	OPERATIONS	1	OPERATOR'S	1	OPTIONAL
1	OR	1	OR	250	OR	18	ORB
36	ORDER	3	ORDERED	1	ORDERS 2	21	ORDERS
1	ORG	1	ORG	1	ORGA	1	ORGAND
1	ORGANIZ	1	ORGANIZATI	52	ORGANIZATION	3	ORGANIZATIONAL
1	ORGANIZATIONS	1	ORI	1	ORI	1	ORIGI
16	ORIGINAL	1	ORIGINAT	1	ORIGINATED	1	ORIGINATO
36	ORIGINATOR	1	ORIGINATOR-PREPARED	1	ORIGINATOR'S	8	ORIGINATORS
1	OS	1	OSTR	30	OTHER	1	OTHERS
3	OTHERWISE	17	OUT	4	OUT-OF-BALANCE	1	OUTCOME
3	OUTLINED	1	OUTPROCESS	14	OUTPROCESSING	1	OUTPUT
15	OUTPUT	2	OUTSIDE	1	OUTSTANDI	4	OUTSTANDING
5	OVER	1	OVERALL	2	OVERPRINT	2	OVERSEA
9	OVERSEAS	1	P	2	P	1	P
4	P	1	P]	7	P-01	2	P-03
1	P-07	1	P-09	5	P-11	3	P-29
3	P'	1	PA	1	PA	1	PAC
1	PAC/UNIT	1	PACKAGE	1	PACKAGED	1	PACKET

COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 W
8 PRE	12 PAGE	3 PAGES	1 PAGES/REPORTS
[illegible]	3 PAID	[illegible]	[illegible]
275 PAN	12 PAMPHLET	1 PAMPHLETS	2 PAMS
[illegible]	5 PAPER	2 PARA	4 PARAGRAPH
1 PARAGRAPHS	2 PARAMETER	1 PARENT	1 PARENTHESES
1 PARENTS	1 PART	47 PART	1 PARTLY
8 PARTS	2 PASSED	1 PAST	1 PATIENTS
8 PAY	2 PAYMENT	3 PCN	2 PCN-C11
4 PCN-040	1 PCN-P01	1 PCN-P01	3 PCN-P11
4 PCN-P20	1 PCRF-RO	5 PCS	7 PDC
6 PDCC	1 PDY	[illegible]	[illegible]
3 PE	1 PEN	14 PENCIL	1 PENCILED
10 PENDING	2 PER	2 PERCENT	2 PERCENTAGE
1 PERCENTAGES	4 PERFORM	[illegible]	11 PERFORMANCE
1 PERFORMED	1 PERFORMING	1 PERIOD	10 PERIOD
1 PERIODIC	2 PERIODS,	17 PERMANENT	5 PERMANENTLY
2 PERMIT	3 PERSO	16 PERSON	3 PERSONAL
[illegible]	[illegible]	1 PERSONNEL 5	1 PERSONNEL 6
1 PERSONNEL	272 PERSONNEL	2 PERSONS	1 PERTINENT
3 PG	1 PHS	2 PHYSICAL	7 PHYSICALLY
1 PICK	2 PICKED	1 PICKING	1 PICKS
1 PICKUP	1 PILOT	1 PILOT'S	1 PL
[illegible]	17 PLACE	9 PLACED	1 PLACEMENT
2 PLACING	3 PLUS	3 PMOS	2 PO
1 PM-1	1 POINT	3 POLICIES	6 POLICY
1 POR	[illegible]	3 POSITION	2 PORTS
[illegible]	8 POSITION	5 POSITIONS	1 POSSIBLE
23 POST	3 POSTED	3 POSTING	2 PCI
5 POS	2 PR	1 PRACTICE	1 PRECEDING
[illegible]	[illegible]	15 PREPARATION	61 PREPARE
22 PREPARED	[illegible] REVISED	4 PREPARING	1 PREPUNCHED
2 PRESCRIBED	12 PRESENT	3 PREVIOUS	1 PREVIOUS
14 PREVIOUS	5 PREVIOUSLY	1 PRIMARY	2 PRINCIPAL
4 PRINT	6 PRINTED	2 PRINTLINE	6 PRIOR
1 PRIORITIES	1 PRIORITY	4 PRISONER	1 PRISONERS
1 PRIVATE	4 PROBLEM	1 PROBLEMS	1 PROCE
1 PROCED	1 PROCED	1 PROCEDU	35 PROCEDURE
1 PROCEDURES	9 PROCEDURES	1 PROCEDURES ENTS	1 PROCEDURES GN
1 PROCEDURES REPARE	1 PROCEDURES URE	8 PROCEDURES 2	10 PROCEDURES 3
4 PROCEDURES 4	4 PROCEDURES 5	2 PROCEDURES 6	4 PROCEDURES 7
2 PROCEDURES 8	1 PROCEDURES 9	37 PROCEDURES	1 PROCEDURES-SPECIA
1 PROCEDURESRDER	1 PROCEEDINGS 2	1 PROCES	19 PROCESS
15 PROCESSED	2 PROCESSES	[illegible]	[illegible]
1 PROCESSING 4	28 PROCESSING	1 PRODUCE	14 PRODUCED
1 PRODUCTION CONDITIONS	1 PRODUCTION	1 PROFESSIONAL	1 PROFICIENCY
[illegible]	3 PROGRAM 3	1 PROGRAM 4	4 PROGRAM
7 PROGRAMMER	2 PROGRESSION	1 PROJECTED	1 PROMOTED
6 PROMOTION	1 PROMOTION/REDUCTION	7 PROPER	6 PROPERLY
1 PROPERTY	3 PROVIDE	4 PROVIDED	2 PROVIDES
1 PSNCO	1 PTR	12 PTRO	12 PTPU

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COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
1	PTSD	2	PUERTO	2	PULL	1	PULLED
1	PUNCH	9	PUNCHED	1	PUNCHING	1	PUNISHMENT
2	PUNISHMENTS	1	PURPOSE	2	PURPOSES	1	PUT
1	PUTTING	2	P01	7	P11	5	P29
6	P5	1	P81 CONDITIONS	9	P81	1	P84 CONDITIONS
2	P84	5	Q	5	Q#P	1	QUALI
1	QUALIF	30	QUALIFICATION	19	QUALIFIED	2	QUALIFIES
1	QUALIFRY	[illegible]	[illegible]	1	QUESTION	1	QUESTIONNAIRE
1	QT 8K6	34	Q5	17	Q5	1	R
1	R	4	R	1	RI	2	RACE
4	RANK	1	RATE	8	RATED	5	RATER
3	RATIS	17	RATING	2	RCPAC	3	RCS
1	RDNG	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	2	REACHES	2	READ
2	REMOVALS	1	READJUSTMENT	1	READY	5	REASON
2	REASONS	2	REASSIGNED	3	REASSIGNMENT	1	REBUT
2	RECEIPTAL	1	REC	4	RECEIPT	37	RECEIVE
31	RECEIVED	7	RECEIVING	3	RECENT	2	RECOM
1	RECOMMEND	3	RECOMMENDED	1	RECONCILED	2	RECONCILIATION
[illegible]	[illegible]	1	RECORD	51	RECORD	5	RECORDED
1	RECORDS A	6	RECORDS CONDITIONS	1	RECORDS F	1	RECORDS
1	RECORDS ORDS 2	6	RECORDS 2	7	RECORDS 3	10	RECORDS 4
6	RECORDS 5	2	RECORDS 6	1	RECORDS 7	1	RECORDS 8
145	RECORDS	1	RECORDS/ DOCUMENTS	1	RED	5	REDUCED
[illegible]	[illegible]	[illegible]	[illegible]	21	REDUCTION	[illegible]	[illegible]
1	REDLIST	1	REDLIST	2	REENLISTED	1	REENLISTMENT CON
23	REENLISTMENT	[illegible]	[illegible]	1	REFER	19	REFER
1	REFERENCES	1	REFERRAL	1	REFERRING	1	REFILE
1	REFLECTED	1	REFLECTS	2	REFUSED	[illegible]	[illegible]
1	REFUSEDLESS	[illegible]	[illegible]	11	REGISTER	1	REGULAR
1	REGULATION	2	REISSUED	1	REJECT	1	REJECTED
[illegible]	[illegible]	5	RELATED	1	RELATIONS	4	RELATIONSHIP
2	RELEASE	1	RELIABLE	1	RELIEF	1	REMAIN
1	REMEMBER	4	REMAINING	3	REMAINS	2	REMAKE
5	REMARKS	4	REMOVAL	18	REMOVE	4	REMOVED
2	REMOVING	[illegible]	[illegible]	[illegible]	[illegible]	2	REPETITIOUS
1	REPLACE	1	REPLACEMENTS	1	REPLIED	2	REPLY
[illegible]	[illegible]	2	REPORT	2	REPORT CONDITIONS	115	REPORT
1	REPORTABLE	10	REPORTED	2	REPORTING	[illegible]	[illegible]
1	REPORTING 0-6-1	1	REPORTING 3	1	REPORTING 5	8	REPORTING
1	REPORTS CONDITION	30	REPORTS	1	REPORTS/CARDS	1	REPORTS/PARTS
1	REPRIMAND	2	REPRESENTATIVE	1	REPRIMANDS	1	REPROCESSING
4	REPRODUCED	1	REPRODUCTION	[illegible]	[illegible]	5	REQUEST
8	REQUESTED	1	REQUESTS	[illegible]	[illegible]	4	REQUIRE
49	REQUIRED	16	REQUIREMENT	1	REQUIREMENTS	13	REQUIRES
1	REQUIRING	2	RERUN	[illegible]	[illegible]	[illegible]	[illegible]
1	RESEARCH	5	RESERVE	2	RESIDENCIES	4	RESOLUTION
11	RESOLVE	2	RESOURCES	2	RESPECTIVELY	1	RESPONS
4	RESPONSIBLE	2	REST	9	RESTRICTED	1	RESTRICTION
3	RESULT	1	RESULTING	1	RETAIN	2	RETAINED

COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
3	RETENTION	4	RETIRE	6	RETIRED	2	RETIREMENT
[illegible]	[illegible]	1	RETRANSMISSION	[illegible]	[illegible]	21	RETURN
11	RETURNED	1	RETURNING	6	RETURNS	[illegible]	[illegible]
5	REVERSE	38	REVIEW	1	REVIEW/UPDATE	8	REVIEWED
1	REVIEWED/UPDATED	2	REVIEWING	1	REVOKED	1	RFC
2	RFD	4	RIGHT	1	RIGHT-HAND	2	ROLLS
1	[illegible]	[illegible]	[illegible]	1	ROSTER CONDITIONS	68	ROSTER
1	ROTERS	1	ROTARY	1	ROUTE	5	ROUTING
1	RSN	4	RSC	2	RULER	8	RULES
1	RUN	1	S	1	S	2	S
1	S	1	S	28	S	[illegible]	[illegible]
[illegible]	[illegible]	1	SAFE	7	SALLY	1	SALVAGE
9	SAVE	1	SAMPLE	1	SCAN	1	SCHOOL
3	SCHEDULE	2	SCHEDULED	1	SCHEME CONDITIONS	9	SCHEME
2	SCHOOL	6	SCORE	1	SCORES	[illegible]	[illegible]
[illegible]	[illegible]	1	SEAL	4	SECOND	1	SECRETARY
[illegible]	[illegible]	36	SECTION	1	SECTIONS	5	SECURITY
72	SEE	[illegible]	[illegible]	1	SELECTED	5	SELECTION
21	SEND	2	SENIOR	5	SENT	3	SENTENCE
1	SENTENCES	4	SEP	8	SEPARATE	5	SEPARATED
[illegible]	[illegible]	1	SEPARATES	1	SEPARATING	1	SEPARATION 5
1	SEPARATION 7	21	SEPARATION	[illegible]	[illegible]	5	SEQUENCE
1	SERIOUS	1	SERVICE 3	54	SERVICE	14	SERVICED
5	SERVICEMEN'S	10	SERVICING	1	SERVING	6	SET
2	SETS	10	SGLI	3	SHADED	[illegible]	[illegible]
17	SHEET	1	SHEETS	2	SHELVES	4	SHIFT
2	SHIPMENT	1	SHORT	15	SHOULD	9	SHOW
4	SHOWING	17	SHOWN	7	SHOWS	1	SHRED
1	SHREDDED	70	SIB	1	SID	1	SID/SIB
7	SIDE	1	SIDPER	1	SIDPERS 4	1	SIDPERS
110	SIDPERS	8	SIDPERS/TAADS	1	SIGHT-VERIFY	1	SIGN
16	SIGN	15	SIGNATURE	7	SIGNED	1	SIGNIFICANT
3	SIMILAR	1	SIMPLY	1	SINCE	2	SINGLE
1	SINGLE-TYPE	2	SIRCUS	5	SITUATION	1	SIX-DIGIT
3	SKILL	2	SKILLS	1	SLASHES	1	SLIGHT
4	SLIP	1	SLIPS	85	SM	96	SM'S
6	SMITH	1	SMS	1	SNCO	2	SO
1	SO	13	SO	3	SOCIAL	1	SOLDIE
63	SOLDIER	70	SOLDIER'S	7	SOLDIERS	1	SOLVE
72	SOME	2	SOME	3	SOON	20	SOP
1	SORT	21	SOURCE	1	SP	2	SPACES
2	SPEAKING	[illegible]	[illegible]	2	SPECIAL	4	SPECIALIST
1	SPECIALISTS	1	SPECIALTIES 2	1	SPECIALTIES 3	2	SPECIALTIES
2	SPECIALTIES/MOS	3	SPECIALTY	10	SPECIFIC	1	SPECIFICATION
1	SPECIFIED	1	SPECIFIES	2	SPEED	2	SPELL
3	SPENT	10	SPF	1	SPLIT	1	SPONSORED
2	SPOUSE	1	SPOUSE'S	2	SQI	1	SQI/ASI
1	SQIS	2	SQT	2	SR	1	SSAN
2	SQI	2	SSI/MOS	1	SSIS	15	SSN
4	SSIG	1	ST	2	ST	2	STA

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COUNT1 WORD1	COUNT2 WORD2	COUNT3 WORD3	COUNT4 WORD4
[illegible]	1 STABILIZED	[illegible]TACKS	2 STAFF
1 STAMPED	57 STANDARD	3 STANDARDS	9 STANDING
1 START	1 STARTED	5 STATE	7 STATED
1 STATEMENT	6 STATEMENT	1 STATEMENTS	2 STATES
11 STATION	2 STATIONED	3 STATISTICS	35 STATUS
1 STAY	[illegible]	22 STEP	1 STEP- BY-STEP
1 STEP-BY-STEP	72 STEPS	1 STICKS	2 STILL
1 STOP	1 STOVALL	6 STR	1 STREET
24 STRENGTH	4 STRENGTHS	2 STYLE	[illegible]
9 SUBCOURSE	2 SUBJECT	10 SUBMISSION	47 SUBMIT
25 SUBMITTED	1 SUBMITTING	1 SUBSEQUENT	1 SUBSTANTIAL
1 SUBTRACT	1 SUBTRACTING	4 SUCH	1 SUFFICIENT
52 SUMMARY DOCUMENT	11 SUMMARY	26 SUPERVISOR	[illegible]
52 SUPPLIES	1 SUPPLY	1 SUPPORT	[illegible]
[illegible]	4 SUPPORTING	34 SURE	1 SURETY 2
2 SURETY	[illegible]	6 SUSPEND	6 SUSPENDED
36 SUSPENSE	3 SUSPENSE/CORRECTION	4 SUSPENSION	2 SUSTAINED
1 SVC	1 SW	2 SW	1 SY
1 SYMBOL	1 SYNOPSIS,	1 SYSTEM E	1 SYSTEM
7 SYSTEM 2	1 SYSTEM 3	15 SYSTEM	1 SYSTEMED
2 SYSTEMS	2 T	1 T	1 T
1 T	12 T	1 T-02	1 TA
2 TABS	20 TABLE	18 TAKE	17 TAKEN
4 TAPE	4 TAPES	1 TAS	32 TASK
2 TASKS	1 TAUGHT	1 TDA	38 TDR
12 TDPS	1 TDY	1 TEAM	2 TEJPORARY
4 TELEPHONE	23 TELL	2 TELLING	4 TELLS
1 TEMP	2 TEMPORARILY	19 TEMPORARY	5 TERM
4 TERMINATED	4 TERMINATION	1 TERMS	10 TERRI
6 TEST	1 TESTED	1 TESTING	2 TH
1 TH	1 TH	2 TH	1 THA
1 THA	18 THAN	157 THAT	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	2208 THE	[illegible]	[illegible]
5 THEIR	29 THEM	9 THEN	14 THERE
24 THESE	19 THEY	[illegible]	1 THIRD
62 THIS	9 THOSE	[illegible]	3 THREE
1 THREEDIGIT	39 THROUGH	2 THRU	23 TIME
1 TIMELY	1 TION	1 TIT	11 TITLE
3 TITLES	1 TO	1 TO	679 TO
1 TOLD	1 TOO	8 TOP	19 TOTAL
10 TOTALS	2 TOUR	3 TR	1 TR
1 TRA	2 TRA	2 TRA/AWL	2 TRACE
1 TRACED	1 TRAFFIC	1 TRAIL	1 TRAILER
2 TRAINED	[illegible]	18 TRAINING	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
1 TRANSFERRED	106 TRANSACTION	63 TRANSACTIONS	16 TRANSFER
6 TRAY	1 TRANSFERRING	1 TRANSMIT	8 TRANSMITTAL
	1 TRAYS	1 TREND	9 TRUE

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COUNT1	WORD1	COUNT2	WORD2	COUNT3	WORD3	COUNT4	WORD4
2	TRY	1	TUB	1	TURN	1	TURNOVER
4	TWO	3	TWO-CHARACTER	1	TWO-DIGIT	23	TYPE
1	TYPE-OF-	16	TYPE-OF- TRANSACTION	[illegible]	[illegible]	2	TYPE-OF- TRANSACTION
2	TYPE-OF-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7	TYPE-OF-TRANSACTION	3	TYPED	1	TYPES	3	TYPEWRITER
9	TYPING	1	T5	1	T6	1	T8
1	U	1	U	10	U	1	UPR
2	UPDS	3	UNACCEPTABLE	2	UNAVAILABLE	7	UNDER
1	UNDEFINED	1	UNFAVORABLE	1	UNI	1	UNIFORM
151	UNIT	1	UNIT-TYPE	1	UNIT/MILPO	2	UNITED
2	UNITS	1	UNKNOWN	4	UNLESS	4	UNMATCHED
1	UNPAID	1	UNPROCESSABLE	11	UNPROCESSED	1	UNRECOGNIZABLE
1	UNSATISFACTABLE/UNRESPONSIBLE	14	UNRESOLVED	1	UNRESTRICTED	12	UNTIL
18	UP	3	UPC	1	UPCS	1	UPC
1	UPDA	12	UPDATE	6	UPDATED	3	UPDATING
2	UPGRADED	1	UPO	3	UPON	2	UPPER
1	UPPERMOST	4	US	3	USAR	1	USC
3	USE	1	USE	7	USED	1	USEPORTED
48	USER	15	USING	2	USMA	1	USUALLY
11	UTL	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 ADMINIST	1	VETERANS	1	VETERANS'	2	VGLI
2	VI	2	VIA	2	VII	2	VIII
4	VIDES	[illegible]	[illegible]	1	VIOLATED	1	VITAL
1	VOID	1	VOIDED	2	VOL	1	VOLUME
22	VS	4	VS	1	W	3	W
1	WAIT	2	WAITING	2	WAIVER	1	WANT
7	WANTS	14	WARRANT	32	WAS	2	WASHINGTON
1	WEEK'S	1	WEIGHT	1	WELL	1	WENT
13	WERE	8	WHAT	1	WHEN	50	WHEN
1	WHENEVER	2	WHERE	5	WHETHER	1	WHICH THE
44	WHICH	1	WHILE	17	WHO	1	WHOEVER
3	WHOM	5	WHOSE	1	WI	62	WILL
1	WIRED	3	WISHES	138	WITH	1	WITHDRAWN
7	WITHIN	10	WITHOUT	2	WITNESS	2	WORD
4	WORDING	1	WORKED	2	WORKING	5	WORKSHEET
1	WORKSHEETS	4	WOULD	2	WPM	4	WRITE
2	WRITTEN	2	W2	8	X	9	X-99
1	XI	18	Y	4	YEAR	1	YEAR/MONTH
1	YEARLY	10	YEARS	4	YES	1	YET
1	YOU I	97	YOU	90	YOUR	12	ZERO
						2	ZIP

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HEADQUARTERS

DATA CONTROL NUMBER _____
JOB NO / PROJECT NO

UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

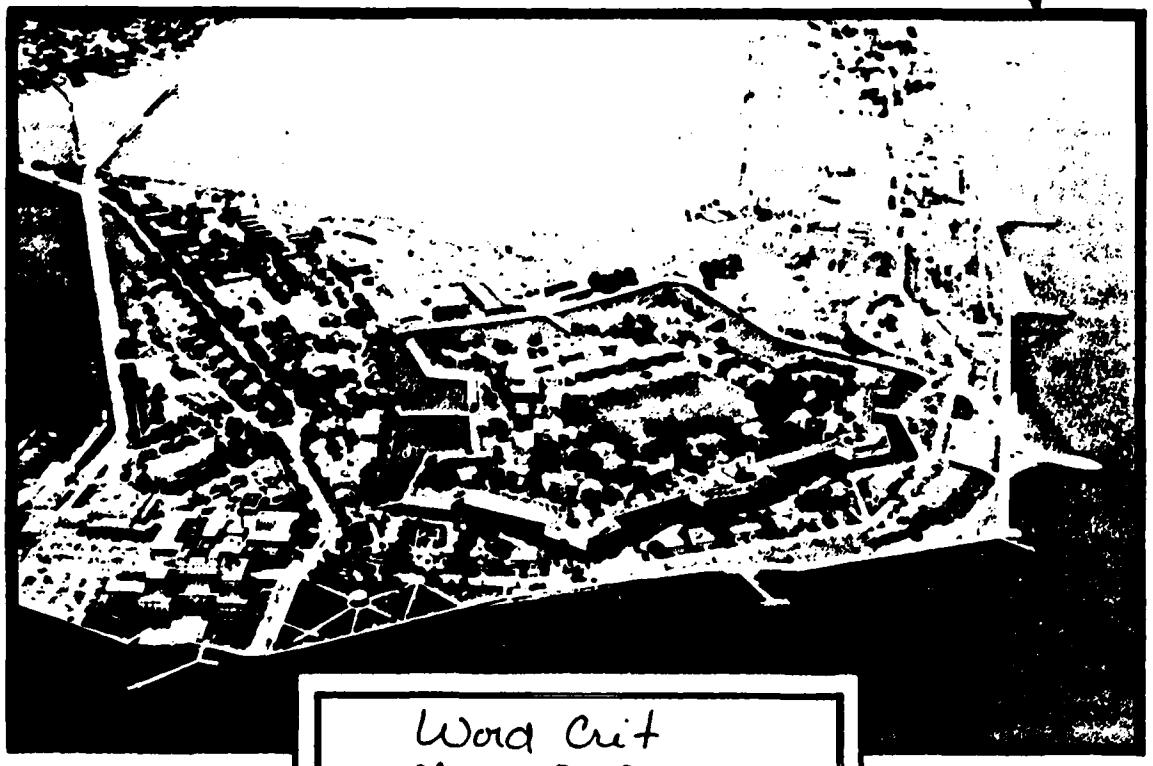
FORT MONROE, VIRGINIA 23651

WCA

~~53rd CTA~~

NOV 18 1980

DLI



Word Crit
Mos - 75D
Skill Level 1 and 2

PREPARED BY: OPERATIONS DIV, DPFO

COPY ____ OF ____ COPIES

ATDP FORM Oct 80 109-1 Feb 80 edition may be used until exhausted.

11B-75D
Skill Level 1+2

1	ACCEPTABILITY	11,2	1,3											
1	ACCESS	2,8	1,41	13,1	11,3	6,1	3,1	21,1						
1	ACCESSION	1,3	11,4											
1	ACCOUNTABILITY	1,6												
1	ACCOUNTABLE	1,1												
1	ACCURACY	21,1	11,3	1,4										
1	ACKNOWLEDGMENT	1,1												
1	ADJUDGED	1,1												
1	ADMINISTRATIVE	1,10	11,1	6,1	3,1	2,3	13,1							
1	ADVANCED/PROMOTED	1,1												
1	AGE	6,1	1,12	15,3										
1	ALIEN	7,1	3,1											
1	ALPHA	13,1	11,3	1,20										
1	ANNOTATE	11,2	1,11											
1	ANNUAL	32,1	21,1	15,1	1,2									
1	APPELLATE	7,1												
1	APPENDIX	1,14	7,1	5,1	15,1									
1	APPROVED	1,1												
1	APPOINTMENT	1,1												
1	APPOINTMENTS/REDUCTIONS	2,1												
1	AR	32,2	30,2	24,1	21,5	19,1	15,3	13,5	12,2	11,4	6,10	5,9	3,17	2,30
		1,228												
1	ARNG/USAR	1,1												
1	ARNGUS	1,2												
1	ARRIVAL	1,4	5,1											
1	ARTICLE	1,1	2,3											
1	ASGMT	1,2												
1	ASI/SSI	5,1												
1	ASSIGNMENT/REENLISTMENT	1,2												
1	ATTACH	1,2	91,1	2,1										
1	AUDIT	18,1	11,1	1,8										
1	AUTHENTICATION	11,1												
1	AUTHORITY	7,1	5,1	1,1										
1	AWARD	1,6	5,1											
1	AWL/PDY	1,4												
1	AWOL	2,1	1,19											
1	BATCH	91,2	1,25											
1	BENEFICIARY	2,2												
1	BENEFITS	2,1	1,1											
1	BESD	3,1												
1	BRANCH	1,13	40,1	6,2	2,3									
1	CASUALTY	2,3	1,3											
1	CENTRALIZED	1,1												
1	CERTIFICATE	40,1	2,2	1,6										
1	CHARACTER	1,2												
1	CHRONOLOGICAL	1,1												
1	CLASSIFICATION	1,1												
1	CLASSIFIED	1,6	11,3											
1	CLEARANCE	1,2	40,1											
1	CODING	1,3												

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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	1,47	91,2	11,3	7,2	5,1	2,2			
1	CONVICTION	2,6	1,1							
1	COURTS-MARTIAL	2,3	1,1							
1	CREDITABLE	1,1								
1	CUSTODIAN	2,2	1,7							
1	DA-CONTROLLED	1,2								
1	DAT	1,75	31,1	21,1	19,1	11,15	2,8			
1	DD	1,43	3,12	2,15	32,1	30,1	19,1	11,3	7,5	6,1
1	DECORATIONS	1,1								
1	DENIED	1,3								
1	DEPARTURE	2,1	1,1							
1	DERBS	1,1	32,4	24,3	6,4					
1	DESERTER	1,1								
1	DESIGNATE	1,1								
1	DETAINED	1,1								
1	DF	32,2	18,1	6,2	2,4	1,8				
1	DFR	1,9								
1	DISABILITY	1,2								
1	DISCHARGE	1,4	7,5	2,1						
1	DISCREPANCY	1,2								
1	DISTRIBUTION	32,1	11,1	1,13						
1	DIVERTED	1,2								
1	DLOS	6,4								
1	DRT	1,2								
1	DSEP	1,1								
1	DUPLICATE	1,8	2,3							
1	ELIGIBILITY	1,4								
1	ENLISTMENT/REENLISTMENT	1,2								
1	ENROUTE	1,1								
1	ESSENTIAL	11,1	1,10							
1	ETS/ESA	30,1	24,1	21,2						
1	EXPIRATION	24,2	12,1	6,1	1,2					
1	EXTRACT	1,2	2,1							
1	FORMAT	7,14	6,1	5,1	1,4					
1	G.IN	1,2								
1	GED	1,1								
1	GRADE	2,5	1,21							
1	GRATUITY	2,1								
1	IDENTIFICATION	2,2	1,1							
1	IMMEDIATE	2,1	1,1							
1	IMMUNIZATION	40,1								
1	IMPROPER	1,5								
1	INCREMENTS	1,1								
1	INPROCESS	13,1								
1	INPUT/OUTPUT	1,3								

1	INQUIRY	6,1						
1	INTERFACE	40,1	6,3	1,9				
1	INTERMEDIATE	1,1						
1	INVESTIGATION	1,2						
1	JUNIOR-[illegible]	1,1						
1	KEYPUNCH	1,3						
1	LAST/CURRENT	1,1						
1	LATERAL	2,1						
1	LOI	1,1						
1	MAILDEK	2,1						
1	MANIFOLD	2,1						
1	MESSAGEFORM	11,1						
1	MICROFICHE	1,1	11,4					
1	MILPERCEN	1,9						
1	MILPO	6,3	3,1	2,3	1,54	91,1	31,1	11,5
1	MISO	1,1	11,3					
1	MNEMONIC	1,1						
1	MOS	1,12	15,1	5,5	2,2			
1	MOS/SSI	1,2						
1	MOSC	5,2	2,1					
1	MPRJ	2,15	1,106	21,1	19,2	6,3	3,2	91,2
1	MTL	1,13						
1	NATIVE	3,1						
1	NATURALIZED	3,1						
1	NON-NOTIFICATION	2,1						
1	NONESSENTIAL	1,10						
1	NONRATED	1,1						
1	NOTIFICATION	1,3						
1	NTC	9,1						
1	NUCLEAR	1,1						
1	OCCUPATIONAL	1,4						
1	OER	1,8						
1	OFFENSE	1,1	2,2					
1	OFFICIAL	1,4	2,1					
1	OMPF	2,1	1,3					
1	ORB	1,18						
1	ORDER	2,15	1,17	91,1	30,1	7,2		
1	ORIGINAL	11,1	6,1	2,2	1,12			
1	OSTR	1,1						
1	OUT-OF-BALANCE	1,4						
1	OUTPROCESS	1,1						
1	OVERSEAS	1,5	7,1	2,2	19,1	6,1		
1	P&C/UNIT	13,1						
1	PCS	1,5						
1	PDC	13,2	2,1	1,4				
1	PDY	1,1						
1	PERIODIC	1,1						
1	PERMANEN	1,13	13,1	2,2	91,1			
1	PHOTO	1,3						
1	POR	1,5						

1	PRIN.LINE	21,2										
1	PROMOTION/REDUCTION	1,1										
1	PTRD	1,12										
1	PTRJ	1,7	21,4	2,1								
1	PUNISHMENT	1,1										
1	QUALIFICATION	1,21	3,1	2,4	91,2	6,1	5,1					
1	RANK	1,2	2,2									
1	RATER	1,5										
1	REASSIGNMENT	1,3										
1	RECORDS	21,3	18,1	13,2	11,8	6,1	3,3	2,14	1,110	40,1	32,1	24,1
1	REENLIST	1,1										
1	REFERENCES	1,1										
1	REGULATION	1,1										
1	RETIRE	5,1	1,3									
1	REVIEW	11,2	6,1	2,1	1,27	32,2	21,1	19,2	15,2			
1	REVOKED	1,1										
1	SECURITY	2,1	1,8									
1	SEPARATE	77,1	2,1	1,6								
1	SGLI	1,9	19,1									
1	SIB	6,4	1,45	91,1	40,1	11,19						
1	SID	6,1										
1	SICPERS	31,1	21,2	13,2	11,8	6,7	3,2	2,6	1,88			
1	SIRCUS	1,2										
1	SOP	19,1	13,1	2,1	1,15	40,1	32,1					
1	SPF	1,7	11,1	2,2								
1	SQI	5,2										
1	SQT	1,2										
1	SRI	1,2										
1	SSN	1,11	2,4									
1	STATUS	12,2	11,3	7,1	3,1	2,1	1,27					
1	STRENGTH	1,18	11,4	2,2								
1	SUBCOURSE	91,1	13,1	1,7								
1	SUMMARY	11,6	2,1	1,4								
1	SURETY	1,2										
1	SUSPEND	1,4	11,2									
1	SUSPENSE	1,22	6,3	2,1	32,3	31,1	30,1	24,1	21,1	15,2		
1	SUSPENSION	1,4										
1	SYNOPSIS	2,1										
1	TDA	6,1										
1	TDR	6,4	1,30	40,4								
1	TOUR	5,1	1,1									
1	TRANSACTION	21,1	11,7	6,2	3,1	2,1	1,94					
1	TRANSFER	1,13	11,3									
1	TRANSMITTAL	2,1	1,6	11,1								
1	TYPE-OF-TRANSACTION	1,6	91,1									
1	UNFAVORABLE	1,1										
1	UNPROCESSABLE	1,1										
1	UNPROCESSED	11,2	1,9									
1	UPC	1,3										
1	UTL	1,11										

1	VACATED	2,1												
1	VIOLATED	2,1												
1	VOL	1,2												
2	COMPANY	2,2												
2	PERSONNEL	91,4	1,206	3,7	2,23	12,1	11,5	7,3	6,9	40,1	32,2	30,1	24,1	21,4
		19,1	18,1	13,3										
3	ACCOMPANIED	5,1												
3	ACCOMPLISHING	1,2												
3	ACCORDANCE	1,18	3,1	2,1	21,1	11,2	6,1							
3	ACCRUED	1,1												
3	ACCUMULATED	12,1												
3	ACTIVATED	11,1												
3	ACTIVE	2,1	1,13	30,1	11,7	7,6	3,1							
3	ACTIVITY	77,1	11,1	1,1										
3	ADDITIONS/DELETIONS	11,1												
3	AFQT	1,2												
3	ALCS	11,1												
3	ANALYST	11,4	1,28											
3	APPLICABLE	1,6	5,1	2,4	40,1	7,1	6,1							
3	APPLICATION	7,1												
3	APPROPRIATE	1,25	7,2	5,1	3,2	2,4	40,1	31,1	30,1	24,1	13,1			
3	ASCENDING	1,2												
3	ASF	11,9												
3	ATTESTING	2,2												
3	ATTRIBUTION	11,2	1,2											
3	AUTOMATED	1,1												
3	AVAILABILITY	1,4												
3	CAREER	1,3	2,2											
3	COMMANDER	40,2	2,4	1,7										
3	COMMENT	1,2												
3	COMMUNICATION	11,3												
3	CONSECUTIVE	1,1												
3	CONUS	1,1	2,2											
3	COORDINATE	1,3												
3	CORRECT/UPDATE	1,1												
3	CPAP	1,4												
3	DA	91,8	77,2	40,7	32,4	31,2	30,4	1,410	6,24	5,1	3,10	2,63	24,3	21,7
		19,2	18,2	15,3	13,5	12,1	11,32							
3	DECEASED	2,1												
3	DEFICIENCY	1,5												
3	DERIVATIVE	3,1												
3	DIRECTIVE	7,1												
3	DISCIPLINARY	1,1												
3	DISPOSITION	21,1	18,1	1,1										
3	DISQUALIFIED	1,1												
3	DISTRIBUTE	1,2												
3	DOCUMENT	1,33	2,3											
3	DOCUMENTATION	1,1												
3	DOCUMENTED	1,1												
3	ERRONEOUS	1,3												

3	EVALUATION	1,10											
3	EXPEDITED	1,1											
3	FAO	1,8	2,2										
3	FOREIGN	3,1	1,1										
3	GCMD	7,1											
3	GEOGRAPHIC	2,1											
3	GUIDANCE	1,9	3,1	2,3	5,1								
3	HISTORICAL	13,1											
3	HONORABLE	7,1	2,1	1,1									
3	HQDA	1,11	11,1	2,4									
3	IAW	2,20	1,15	43,1	32,4	31,1	30,1	24,2	21,5	19,2	18,1	15,3	13,1	12,3
		11,2	6,6	3,6									
3	INCIDENT	1,1											
3	INCOMING	1,5											
3	INDIVIDUAL	2,3	1,15	91,1	77,1	40,1	19,1	6,1	3,2				
3	INITIAL	12,1	2,6	1,4									
3	INITIATE	13,1	1,2										
3	INITIATED/UPDATED	1,1											
3	INSTRUCTIONS	1,2											
3	INTERNAL	11,1	1,3										
3	LOCATION	12,1	1,4										
3	LOG	11,3	1,34										
3	MAINTAIN	13,1											
3	MAJORITY	1,1											
3	MANAGEMENT	2,4	1,15	19,1	13,1	6,1	3,1						
3	MANIFEST	2,1											
3	MANUAL	2,3	1,34	13,1	11,5	6,3	3,1						
3	MARGIN	2,1	1,2										
3	MEMBER	2,4	1,13	40,1	21,1	13,1	3,2						
3	MINIMIZE	1,3											
3	MINIMUM	2,1	1,1										
3	MISCELLANEOUS	1,2											
3	NI	2,1											
3	OBVIOUS	1,1											
3	OMF	11,4											
3	PERFORMANCE	32,1	19,1	6,2	1,7								
3	PHS	40,1											
3	POR	19,1											
3	REMAKE	1,2											
3	RETENTION	1,3											
3	SEC	1,1											
3	ROSTER	6,5	1,54	32,3	31,1	24,1	13,1	11,3					
3	ROC	1,4											
3	SCHEDULE	1,3											
3	SELECTION	6,1	3,1	2,1	1,2								
3	STABILIZED	1,1											
3	STANDARD	11,3	6,1	2,6	1,45	21,1	13,1						
3	STATION	1,11											
3	TEMPORARY	13,1	2,1	1,17									
3	TERMINATED	11,1	1,3										

3	TRA	1,1							
3	TRANSMIT	2,1							
3	UAK	1,1							
3	UMGS	11,2							
3	UNACCEPTABLE	1,2	11,1						
3	UNMATCHED	11,4							
3	UPDATE	31,1	21,1	2,1	1,9				
3	USAR	1,3							
3	VALID	1,1	30,1	21,1					
3	VERIFIED	2,1	1,1						
3	VERIFY	1,6	11,1						
3	VGLI	1,2							
3	WAIVER	1,2							
3	WITNESS	1,1	2,1						
4	ABSENT	1,1							
4	ACB	1,2							
5	ABBREVIATION	2,1							
5	ACCEPT	1,2							
5	ACCRUING	1,1							
5	ACCOUNTED	1,1							
5	ADJUTANT	1,1							
5	ADMINISTRATION	1,4							
5	ASSISTANCE	1,1							
5	ATTENTION	12,1							
5	BAS	1,11							
5	CIVIL	1,1							
5	COMMAND	1,8							
5	COMPARE	32,1	1,4						
5	COMPLETE	1,28	3,1	2,1	11,1				
5	CONDUCT	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	DEPENDENTS	5,1	3,1						
5	DESCRIBED	11,1							
5	DETERMINE	1,19	30,2	21,1	15,1	11,6	7,1	5,2	3,1
5	DEVELOPMENT	1,1	11,4						
5	DIAGONAL	2,1							
5	DICTATE	1,3							
5	DIRECT	1,5							
5	DIRECTED	2,1	1,1	11,1					
5	DISREGARD	1,1							
5	E-FIO	1,4	11,1						
5	ECHELONS	1,1							
5	EFFECTIVE	2,1	1,1	11,2					
5	EFFICIENCY	1,1	31,1	21,1					
5	ELEMENT	31,1	1,2						

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5	TDY	1,1					
5	TERM	1,3	24,1	6,1			
5	UNIT	21,1	13,2	11,21	6,1	2,2	1,74
5	UNRECOGNIZABLE	1,1					
5	USMA	1,2					
5	VA	1,17	32,1	19,1	6,1	2,1	
5	VALIDATION	11,1					

5	END-OF-MONTH	1,1							
5	ENLISTED	6,2	3,1	2,4	1,34	32,3	30,2	12,1	11,4
5	EQUIPMENT	2,5	1,38	40,1	21,1	13,1	11,5	3,1	
5	EQUIVALENT	1,1							
5	ESCORT	1,1							
5	ESTABLISHED	91,1	11,1	1,1					
5	EXECUTED	1,1							
5	FID	1,1	40,1						
5	FIELDS	1,1							
5	FIVE-SET	1,1							
5	FLAG	1,1	11,1						
5	FORCE-LOAD	11,4							
5	FOUR-CARD	1,1							
5	GENEVA	2,1							
5	HEADQUARTERS	2,2	1,3						
5	INACTIVE	11,2							
5	INCLUDE	2,5	1,8	12,1	5,1				
5	INDICATOR	5,1	1,2						
5	INFORMATION	12,1	11,2	5,1	2,6	1,37			
5	INSTALLATION	40,3	6,1	1,1					
5	INSTRUCTOR	2,5	1,1						
5	INVENTORY	11,2	1,4						
5	JACKET	1,10	3,2	2,5					
5	NOTIFIED	11,2							
5	NICE	11,4							
5	NCO	11,1	1,9						
5	NCOIC	11,1	1,5						
5	NECESSARY	3,1	1,12	12,1					
5	NEGATIVE	11,1							
5	NON-HOSTILE	1,1							
5	OCCASIONS	1,1							
5	OPTIONAL	3,1							
5	ORGANIZATION	1,33	91,1	40,1	11,7	6,2	3,1	2,2	
5	PSNCO	1,1							
5	RDYS	1,1							
5	REVERSE	2,1	1,4						
5	SECTION	1,25	91,1	19,1	6,1	5,1	2,7		
5	SEQUENCE	1,5							
5	SHEED	1,1							
5	SITUATION	1,4	2,1						
5	SKILL	1,1	5,2						
5	SM	1,66	3,2	2,3	21,1	13,1	7,2		
5	SOMF	11,2							
5	SPECIALIST	1,4							
5	SUBSEQUENT	2,1							
5	SUPERVISOR	91,1	32,2	1,15	11,2	6,4	3,1	2,1	
5	SUSTAINED	11,2							
5	SVC	1,1							
5	TASDS	11,2							
5	TASK	1,24	24,1	12,3	6,1	3,1	91,2		

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

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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 - Elementary and Intermediate Phase of General English materials
Special Expressions/Idioms	"knock it off" "can it, buddy"
Verb Combinations	two word verbs

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