DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	THU VALUE	OCCUP-ATION	D&MSTDP ELEMENT	PAGE
ACTUATE SWITCH	22	203	BTYSA01	1
ACTUATE SWITCH,MICROFILM READER	23	208	MFRSA01	15
ACTUATE SWITCH,STOP PHOTO-COPIER COLD MACHINE	1079	207	MRPSA01	12
ADDITION MACHINE WITH TEN KEY ADDING OR CALCULATOR MACHINE	TABLE	216	TCAMAXX	47
ADDITION MANUAL PER DIGIT,AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	28	209	BOGMA01	18
ADJUST PLATEN CLUTCH	32	213	MOMCA01	31
ADVANCE FILM TO DESIRED FRAME,PRINT,ETC. MICROFILM READER MACHINE.	750	208	MFRMA01	15
ALIGN CARDS/PAPERS,50 CARDS OR PAPERS 8X12 INCHES,SIZE-APPROXIMATE ALIGNMENT LYING ON FLAT SURFACE	78	209	BPHCA01	26
ALIGN CARDS,DECK,INTO A PRECISE BLOCK	116	213	MKPDA01	41
ALIGN DOCUMENTS BATCH CARDS/SHEETS(PAPERS)	TABLE	209	TPHDAXX	30
ALIGN PAPER IN ROLLERS-CONTROL TAPE(IBM ACCTG MACHINE)	95	213	MOMPA01	34
ANNOTATE CARD ADJUSTMENTS FROM SHIPMENT PLANNENG WORKSHEET	1119	222	MIDCA01	49
ASIDE FINISHED PAPER	33	209	BTYPA01	31
ASSEMBLE CARDS AND DECK	46	213	MCMCM14	33
ATTACH ACCO TYPE FASTENER	VARIABLE	209	MPFFAXX	24
ATTACH CLIP SPRING TYPE BINDER TO PAPERS	36	209	MPFCA01	23
ATTACH DOCUMENT TO DATA CARDS	593	222	MIDDA01	49
ATTACH GEM OR IDEAL PAPER CLIP TO PAPERS, CLIP UP TO 1-3/4 INCHES WIDE AND 2-1/2 INCHES LONG	29	209	MPFCA02	23
ATTACH GUMMED LABEL FLAT TYPE TO FOLDER, CARD STOCK OR PACKAGE	144	209	MIDLA02	17
ATTACH LABEL FLAT PRESSURE SENSITIVE TYPE TO FOLDER,CARD STOCK OR PACKAGE	135	209	MIDLA03	17
ATTACH LABEL GUMMED FOLD TYPE TO FOLDER OR CARD STOCK	226	209	MIDLA01	17
ATTACH LABEL,DYMO TAPE WRITER,TO SURFACE AT AN APPROXIMATE LOCATION	112	209	MIDLA04	17
ATTACH METAL TAB SIGNAL TO FOLDER OR DIVIDER	76	209	MIDTA02	18
ATTACH METAL TAB SIGNAL TO CARD STOCK	68	209	MIDTA01	18
ATTACH TAB EITHER FOLDED(UP TO 3 INCHES LONG)OR ROUND PROJECTION TYPE GUMMED INDEX, TO CARD STOCK OR SHEET	156	209	MIDTA03	18
CHECK CARD DECK BY RIFFLING	160	213	MKPDC01	41
CLEAR MACHINE	VARIABLE	216	MCAMCXX	46
CLOSE BINDER TECHNICAL ORDER TYPE WITH RING AND CENTER POST LOCKING MECHANISM	143	209	MPFBC02	22
CLOSE BINDER 2 POST LEDGER TYPE,WITH BUTTON TYPE LATCH MECHANISM	115	209	MPFBC06	22

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DOWNSTOP ELEMENT	PAGE
CLOSE BINDER,2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR MECHANISM	118	209	MPFBC05	22
CLOSE BINDER,2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	159	209	MPFBC04	22
CLOSE BINDER,2-3 RING LOOSE LEAF TYPE	30	209	MPFBC01	22
CLOSE BINDER,4 POST TYPE,WITH SCREW AND LEVER LATCH MECHANISM	217	209	MPFBC03	22
CLOSE CABINET,2DOOR STORAGE,WITH BOTH HANDS EMPTY,OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	66	209	MOGCC01	20
CLOSE COVER,CARRIAGE-CONTROL TAPE(IBM ACCTG MACHINE)-CLOSE CARRIAGE COVER	33	213	MOMCC01	32
CLOSE DESK DRAWER ALL SIDES AND CENTER	VARIABLE	209	MOGDCXX	20
CLOSE FASTENER 2-3/4 INCH ACCO TYPE,WITH OUT LOCKSTRAP AND PRONGS BENT OUTWARD	30	209	MPFFC01	24
CLOSE FASTENER,2-3/4 OR 8-1/2 INCH ACCO TYPE WITH LOCKSTRAP AND WITH OR WITHOUT OVER-LAPPING PRONGS	182	209	MPFFC02	24
CLOSE LATCH ON HANDLE OF GUILLOTINE PAPER CUTTER	31	209	MPHLC01	29
COMPARE 2 CARDS	42	213	MOMCH13	33
COMPLETE MAGAZINE DATA CARD(RECEIVING)	3060	222	SWRCC01	50
COMPLETE MAGAZINE DATA CARD(SHIPPING)	1578	222	SWRCC02	50
COMPLETE PLANOGRAPH	5752	222	SLOPC01	50
CONTINUOUS TYPING,DEPRESS KEY AND HOLD FOR 1 INCH OF TYPE,WITH FINAL POSITIONING BY 3 REPEATED DEPRESSIONS	VARIABLE	203	MTYTCXX	4
CONVERSATION-TELEPHONE TIME	VARIABLE	209	BOGTCXX	19
COPY ADDITIONAL SHEET FROM SINGLE SHEET ORIGINAL,VERIFAX MODEL 3	260	207	MRPSC07	13
COPY INGLE SHEET FROM ORIGINAL,3M THERMO-FAX SECRETARY MODEL	153	207	MRPSC05	13
COPY NUMBER/DIGIT MANUALLY	VARIABLE	209	MOGNCXX	21
COPY SHEET SINGLE ORIGINAL ON 3M AUTOMATIC DRY PHOTO-COPIER MODEL 209-MULTIPLE COPIES	74	207	MRPSC03	12
COPY SHEET,SINGLE BOUND ORIGINAL PHOTO-COPIER 3M MODEL 209 DRY COPIER	456	207	MRPSC04	12
COPY SHEET,SINGLE ORIGINAL ON 3M AUTOMATIC DRY PHOTO-COPIER,MODEL 209-SINGLE COPY ONLY	336	207	MRPSC02	12
COPY SHEET,SINGLE,ORIGINAL-ONE COPY-APECO MODEL 171	735	207	MRPSC01	12
COPY SINGLE SHEET ORIGINAL,BOTH SIDES,14 INCH FIRST COPY-COLD MACHINE,XEROX 914 COPIER	1994	207	MRPSC13	14
COPY SINGLE SHEET-11 INCH SHEET,XEROX 914 COPIER	1670	207	MRPSC08	13
COPY SINGLE SHEET-14 INCH SHEET,XEROX 914 COPIER	1702	207	MRPSC09	13
COPY SINGLE SHEET,ORIGINAL,ONE SIDE,11 INCH COPY AND MACHINE WARM,XEROX 914 COPIER	1029	207	MRPSC10	13

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWMSTOP ELEMENT	PAGE
COPY SINGLE SHEET,ORIGINAL,BOTH SIDES,11 INCH SHEET,WARM MACHINE,XEROX 914 COPIER	1321	207	WRPSC14	14
COPY SINGLE SHEET,ORIGINAL BOTH SIDES,11 INCH FIRST COPY-COLD MACHINE,XEROX 914 COPIER	1962	207	WRPSC12	14
COPY SINGLE SHEET,ORIGINAL,ONE SIDE,14 INCH COPY AND MACHINE WARM,XEROX 914 COPIER	1061	207	WRPSC11	14
COPY SINGLE SHEET,ORIGINAL,BOTH SIDES,14 SHEET,WARM MACHINE XEROX 914 COPIER	1383	207	WRPSC15	14
COPY SINGLE/FIRST COPY SHEET, VERIFAX MODEL 3	1314	207	WRPSC06	13
CUT LABEL TO LENGTH,CYMO TAPE WRITER	204	209	WIDLC01	17
CUT SHEET(S) ON 15X15 INCH GUILLOTINE TYPE PAPER CUTTER	VARIABLE	209	WPHSCXX	25
DASH/UNDERLINE/ANY KEY TYPING,ELECTRIC TYPEWRITER	VARIABLE	203	BTYTCXX	1
DELETE ITEM ON WORK SHEET/DOCUMENT	105	209	WPHIC01	28
DEPRESS ADDING MACHINE OR CALCULATOR KEY	5	216	BCAKD01	43
DEPRESS BAR OF 10 KEY ADDING OR CALCULATOR MACHINE	VARIABLE	216	BCABDXX	43
DEPRESS KEY	5	213	BKPKC01	39
DEPRESS KEY ENTER FIRST DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR	15	216	BCAKD03	43
DEPRESS KEY,CONTINUOUS TYPE PER STROKE	5	203	BTYKD02	1
DEPRESS KEY,CONTINUOUS TYPE PER STROKE	4	203	BTYKD01	1
DEPRESS KEY,ENTER ADDITIONAL DIGIT ON MACHINE	8	216	BCAKD04	44
DEPRESS KEY,10 KEY ADDING OR CALCULATION MACHINE,USED 1 OR MORE HOURS PER DAY	3	216	BCAKC02	43
DEPRESS REGISTER KEY	29	213	BKPRD01	39
DIAL TELEPHONE,ONE DIGIT	34	209	BDGTC01	19
DISENGAGE BURSH-HOLDER,CONTROL TAPE(IBM ACCTG MACHINE)	25	213	WDMBD01	3
DUPLICATE CARD,80 COLUMNS	VARIABLE	213	WKFCDXX	4
DUPLICATE MACHINE TIME OR SKIP COLUMN(S)	VARIABLE	213	BKPMTXX	3
ELECTRO-STAT COPIER MACHINE TIME,EXPOSURE AND PRINT OUT TIME	703	207	BRPMT09	1
ENGAGE AND DISENGAGE IBM ACCTG MACHINE PAPER BRAKE	VARIABLE	213	WDMPHXX	3
ENTER DIGIT(S)	VARIABLE	216	WCACEXX	4
ENTER FIRST AND ADDITIONAL DIGITS IN DIVIDEND AND DIVISOR(MACHINE DIVISION)	TABLE	216	TCAMCXX	4
EXPOSURE MACHINE TIME-XEROX COPIER	223	207	BRPMT14	[illegible]
EXPOSURE TIME PER DIAL SETTING, PHOTO-COPIER	29	207	BRPMT01	
FAN NEW CARDS	135	213	WDMCH11	

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUPATION	DWMSTDP ELEMENT	PAGE
FILING DOCUMENT IN MANILA FOLDER	56	206	MFLCF01	8
FLIP PAGE/SHEET CORNER OF CARD OR PAPER TO TURN,REMOVE,COUNT OR SEARCH	23	209	MPHPF01	29
FOLD DOCUMENT THRU 8 1/2 X 15 INCH SIZE,TWO FOLDS	150	209	MPHDF01	27
GET NEW PROGRAM CARD	69	213	MKPCG01	40
HANDLE DOCUMENTS,SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLDHXX	9
HANDLE FOLDERS,SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLFHXX	10
HANDLE MATERIALS DATA MACHINE	145	213	MDMMH01	34
HANDLE TRAYS(IBM ACCTG MACHINE)REMOVE TRAY	83	213	MDMTH03	38
HANDLE TRAYS(IBM ACCTG MACHINE)-LOCK TRAY FASTENER	27	213	MDMTH02	37
HANDLE TRAYS(IBM ACCTG MACHINE) UNLOCK TRAY FASTENER	60	213	MDMTH01	37
HANDLE TRAYS(IBM ACCTG MACHINE)PLACE TRAY IN FILE DRAWER	85	213	MDMTH06	38
HANDLE TRAYS(IBM ACCTG MACHINE)PUT TRAY DOWN	30	213	MDMTH04	38
HANDLE TRAYS(IBM ACCTG MACHINE)PICK UP TRAY	31	213	MDMTH05	38
HANDLE 3X5 TO 5X9 INCH FILING CARD(S)	TABLE	206	TFLCHXX	9
IDENTIFICATION TELEPHONE	VARIABLE	209	BCGTIXX	19
INDEX LINE, ADDITIONAL,ELECTRIC TYPEWRITER	4	203	BTYLI02	1
INDEX LINE,ADDITIONAL,MANUAL TYPEWRITER	10	203	BTYLI01	1
INSERT CARD INTO FILE	32	206	MFLCH03	7
INSERT CARD MANUALLY INTO READ OR PUNCH STATION OF CARD DEC.	47	213	MKPCI01	40
INSERT DOCUMENT(S) IN ENVELOPES	VARIABLE	209	MPHCIXX	27
INSERT MICROFILM CARTRIDGE INTO MICROFILM FILM READER	51	208	MFRDI01	14
INSERT SHEET(S)1-25 SHEETS IN BINDER/ FASTENER	VARIABLE	209	MPFSIXX	25
INSTALL CARRIAGE BAR IBM ACCTG MACHINE	85	213	MDMPH04	34
INSTALL DRUM(PROGRAM TYPE) ON IBM CARD PUNCH MACHINE	106	213	MKPDI01	41
INSTALL PAPER(IBM ACCTG MACHINE) POSITION PAPER GUIDE TO PAPER	70	213	MDMPH10	35
INSTALL PAPER(IBM ACCTG MACHINE)SLICE PAPER UNDER LEVER & ROLLER	83	213	MDMPH09	35
INSTALL RUBBER BAND ON BUNDLE OR ROLL	VARIABLE	209	MPFBIXX	22
JOSTLE CARDS/PAPERS,ONE TIME,ANY SIZE	15	209	BPHCJ01	26
LISTEN FOR PARTY TO ASNWER TELEPHONE RING	209	209	BDGTL02	20
LISTEN FOR TELEPHONE BUSY SIGNAL,DIAL TONE	39	209	BDGTL01	19
LOAD HOPPER HORIZONTAL TYPE,WITH DECK OF CARDS	126	213	MKPHL01	42

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWMSTDP ELEMENT	PAGE
COPY SINGLE SHEET,ORIGINAL,BOTH SIDES,11 INCH SHEET,WARM MACHINE,XEROX 914 COPIER	1321	207	MRPSC14	14
COPY SINGLE SHEET,ORIGINAL BOTH SIDES,11 INCH FIRST COPY-COLD MACHINE,XEROX 914 COPIER	1962	207	MRPSC12	14
COPY SINGLE SHEET,ORIGINAL,ONE SIDE,14 INCH COPY AND MACHINE WARM,XEROX 914 COPIER	1061	207	MRPSC11	14
COPY SINGLE SHEET,ORIGINAL,BOTH SIDES,14 SHEET,WARM MACHINE XEROX 914 COPIER	1383	207	MRPSC15	14
COPY SINGLE/FIRST COPY SHEET, VERIFAX MODEL 3	1314	207	MRPSC06	13
CUT LABEL TO LENGTH,CYMO TAPE WRITER	204	209	MIDLC01	17
CUT SHEET(S) ON 15X15 INCH GUILLOTINE TYPE PAPER CUTTER	VARIABLE	209	MPHSCXX	29
DASH/UNDERLINE/ANY KEY TYPING,ELECTRIC TYPEWRITER	VARIABLE	203	BTYTCXX	1
DELETE ITEM ON WORK SHEET/DOCUMENT	105	209	MPHID01	28
DEPRESS ADDING MACHINE OR CALCULATOR KEY	5	216	BCAKD01	43
DEPRESS BAR OF 10 KEY ADDING OR CALCULATOR MACHINE	VARIABLE	216	BCABDXX	43
DEPRESS KEY	5	213	BKPKC01	39
DEPRESS KEY ENTER FIRST DIGIT ON MULTI-COLUMN KEYBOARD CALCULATOR	15	216	BCAKD03	43
DEPRESS KEY,CONTINUOUS TYPE PER STROKE	5	203	BTYKD02	1
DEPRESS KEY,CONTINUOUS TYPE PER STROKE	4	203	BTYKD01	1
DEPRESS KEY,ENTER ADDITIONAL DIGIT ON MACHINE	8	216	BCAKD04	44
DEPRESS KEY,10 KEY ADDING OR CALCULATION MACHINE,USED 1 OR MORE HOURS PER DAY	3	216	BCAKC02	4
DEPRESS REGISTER KEY	29	213	BKPRD01	3
DIAL TELEPHONE,ONE DIGIT	34	209	BDGTC01	1
DISENGAGE BURSH-HOLDER,CONTROL TAPE(IBM ACCTG MACHINE)	25	213	MDMBD01	3
DUPLICATE CARD,80 COLUMNS	VARIABLE	213	MKPCDXX	4
DUPLICATE MACHINE TIME OR SKIP COLUMN(S)	VARIABLE	213	BKPMTXX	3
ELECTRO-STAT COPIER MACHINE TIME,EXPOSURE AND PRINT OUT TIME	703	207	BRPMT09	1
ENGAGE AND DISENGAGE IBM ACCTG MACHINE PAPER BRAKE	VARIABLE	213	MDMPMXX	3
ENTER DIGIT(S)	VARIABLE	216	MCACEXX	
ENTER FIRST AND ADDITIONAL DIGITS IN DIVIDEND AND DIVISOR(MACHINE DIVISION)	TABLE	216	TCAMDXX	
EXPOSURE MACHINE TIME-XEROX COPIER	223	207	BRPMT14	
EXPOSURE TIME PER DIAL SETTING, PHOTO-COPIER	29	207	BRPMT01	
FAN NEW CARDS	135	213	MDMCH11	

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DOWNSTOP ELEMENT	PAGE
FILING DOCUMENT IN MANILA FOLDER	56	206	MFLCF01	8
FLIP PAGE/SHEET CORNER OF CARD OR PAPER TO TURN,REMOVE,COUNT OR SEARCH	23	209	MPHPF01	25
FOLD DOCUMENT THRU 8 1/2 X 15 INCH SIZE,TWO FOLDS	150	209	MPHDF01	27
GET NEW PROGRAM CARD	65	213	MKPCG01	40
HANDLE DOCUMENTS,SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLDHXX	9
HANDLE FOLDERS,SINGLE OR BATCH AT FILE LOCATION	TABLE	206	TFLFHXX	10
HANDLE MATERIALS DATA MACHINE	145	213	MOMMH01	34
HANDLE TRAYS(IBM ACCTG MACHINE)REMOVE TRAY	83	213	MOMTH03	38
HANDLE TRAYS(IBM ACCTG MACHINE)-LOCK TRAY FASTENER	27	213	MOMTH02	37
HANDLE TRAYS(IBM ACCTG MACHINE) UNLOCK TRAY FASTENER	60	213	MOMTH01	37
HANDLE TRAYS(IBM ACCTG MACHINE)PLACE TRAY IN FILE DRAWER	85	213	MOMTH06	38
HANDLE TRAYS(IBM ACCTG MACHINE)PUT TRAY DOWN	30	213	MOMTH04	38
HANDLE TRAYS(IBM ACCTG MACHINE)PICK UP TRAY	31	213	MOMTH05	38
HANDLE 3X5 TO 5X9 INCH FILING CARD(S)	TABLE	206	TFLCHXX	9
IDENTIFICATION TELEPHONE	VARIABLE	206	BCGTIXX	19
INDEX LINE, ADDITIONAL,ELECTRIC TYPEWRITER	4	203	BTYL102	1
INDEX LINE,ADDITIONAL,MANUAL TYPEWRITER	10	203	BTYL101	1
INSERT CARD INTO FILE	32	206	MFLCH03	7
INSERT CARD MANUALLY INTO READ OR PUNCH STATION OF CARD EEC.	47	213	MKPCI01	40
INSERT DOCUMENT(S) IN ENVELOPES	VARIABLE	209	MPHCIXX	27
INSERT MICROFILM CARTRIDGE INTO MICROFILM FILM READER	51	208	MFRDI01	14
INSERT SHEET(S)1-25 SHEETS IN BINDER/ FASTENER	VARIABLE	209	MPFSIXX	25
INSTALL CARRIAGE BAR IBM ACCTG MACHINE	85	213	MOMPH04	34
INSTALL DRUM(PROGRAM TYPE) ON IBM CARD PUNCH MACHINE	106	213	MKPDI01	41
INSTALL PAPER(IBM ACCTG MACHINE) POSITION PAPER GUIDE TO PAPER	70	213	MOMPH10	35
INSTALL PAPER(IBM ACCTG MACHINE)SLICE PAPER UNDER LEVER & ROLLER	83	213	MOMPH09	35
INSTALL RUBBER BAND ON BUNDLE OR ROLL	VARIABLE	209	MPFBIXX	22
JOSTLE CARDS/PAPERS,ONE TIME,ANY SIZE	15	209	BPHCJ01	26
LISTEN FOR PARTY TO ASNWER TELEPHONE RING	200	209	BOGTL02	20
LISTEN FOR TELEPHONE BUSY SIGNAL,DIAL TONE	39	209	BOGTL01	19
LOAD HOPPER HORIZONTAL TYPE,WITH DECK OF CARDS	126	213	MKPHL01	42

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWMSTDP ELEMENT	PAGE
LOCATE CARD IN TAB INDEX FILE	VARIABLE	206	BFLCLXX	6
LOCATE DOCUMENT POSITION IN FOLDER CONTAINING DOCUMENTS-SIZE 8X10 TO 8-1/2X14	VARIABLE	206	BFLDLXX	6
LOCATE FOLDER POSITION IN FILE OF FOLDERS 9X12 OR 9X15 INCH SIZE	VARIABLE	206	BFLFLXX	6
LOCK SHIFT KEY TYPEWRITER-MANUAL,ELECTRIC AND IBM SELECTRIC	VARIABLE	203	MTYKSXX	3
MACHINE TIME FOR 10 KEY MACHINES	VARIABLE	216	ECAMTXX	46
MACHINE TIME ONLY,ELECTRIC TYPEWRITER CONTINUOUS SPACING PER INCH	20	203	BTYSC01	1
MACHINE TIME PHOTO-COPIER TO READY FOR EXPOSURE FOR BOUND ORIGINALS	17	207	BRPMT06	11
MAKE TELEPHONE CALL	VARIABLE	209	MOGTCXX	21
MATCH CARDS TO SHIPMENT PLANNING WORKSHEET (SP&S)OR DD1348-1 SHIPPING DOCUMENTS	VARIABLE	222	SICCMXX	49
MATCH DOCUMENTS	VARIABLE	222	MICDMXX	49
MEASURE KEYPUNCH CARDS	128	213	MKPCM01	40
MOVE CARD TO HOPPER	44	213	BKPCM01	38
MOVE CHAIR WITH CASTERS WHILE SITTING	VARIABLE	209	BOGCMXX	18
MOVE TYPEWRITER FROM DESK SIDE WELL	348	203	MTYTM01	4
MOVE TYPEWRITER INTO STORAGE IN SIDE DESK WELL	459	203	MTYTM02	4
MULTIPLICATION MANUAL	VARIABLE	209	BOGMMXX	19
MULTIPLICATION MANUAL FIRST AND ADDITIONAL DIGITS	TABLE	209	TOGMMXX	21
MULTIPLICATION(MACHINE) WITH CALCULATOR	TABLE	216	TCAMMXX	48
OBTAIN CARDS,HANDFUL(AVG 200 CARDS) FROM A STANDARD 2000 COUNT EAM CARD BOX	69	213	MKPC001	40
OBTAIN COPY,DRAFT DOCUMENT FROM DESK DRAWER	62	209	MPHD001	27
OBTAIN DRAFT COPY DOCUMENT AND MOVE TO WORK PLACE/TYPEWRITER	32	209	MPHD002	27
OBTAIN MICROFILM DECK CARTRIDGE FROM STORAGE FILE	83	208	MFRC001	14
OPEN AND CLOSE CARD CABINET DRAWER	VARIABLE	213	MKPDMXX	42
OPEN BINDER TECHNICAL ORDER TYPE RING AND CENTER POST LOCKING MECHANISM	128	209	MPFB002	23
OPEN BINDER,2 POST LEDGER TYPE WITH BUTTON TYPE LATCH MECHANISM	85	209	MPFB006	23
OPEN BINDER,2 POST LEDGER TYPE WITH THUMB ACTUATED LATCH BAR AND MECHANISM	76	209	MPFB005	23
OPEN BINDER,2 POST LEDGER TYPE WITH KEY LOCKING MECHANISM	137	209	MPFB004	23
OPEN BINDER,2-3 RING LOOSE LEAF TYPE	26	209	MPFBC01	2
OPEN BINDER,4 POST TYPE,WITH SCREW AND LEVER LATCH MECHANISM	126	209	MPFB003	2
OPEN CABINET,2 DOOR STORAGE,WITH BOTH HANDS EMPTY,OR WITH ONE HAND HOLDING OBJECT WEIGHING LESS THAN 2.5 LBS.	49	209	MOGC001	2

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWNSTDP ELEMENT	PAGE
OPEN DESK DRAWER,ALL SIDES AND CENTER	VARIABLE	209	MOGDOXX	20
OPEN ENVELOPE,MAILING TYPE	76	209	MPHEC01	28
OPEN FASTENER,2-3/4 IN. ACCO TYPE WITHOUT LOCK STRAP AND PRONGS BENT OUTWARD	34	209	MPFF003	24
OPEN FILE DRAWER STANDARD UPRIGHT TYPE FILE,MULTI DRAWER	VARIABLE	206	MFLFOXX	8
OPEN LATCH ON HANDLE OF GUILLOTING PAPER CUTTER	38	209	MPHLO01	29
OPEN OR CLOSE GLASS BOOKCASE DOOR	74	209	MOGBA01	20
OPEN PAPER GUIDES(IBM ACCTG MACHINE)	25	213	MOMPH08	35
OPEN 2-3/4 OR 8-1/2 INCH ACCO FASTNER	VARIABLE	209	MPFFOXX	24
OPEN/CLOSE INK PAD	52	209	MIDP001	18
OVERPUNCH X	15	213	MKPOP01	43
PICK UP BATCH OF SHEETS,FROM FLAT SURFACE WITH TWO HANDS-25-50 PAPERS,LOOSELY STACKED	41	209	BPHSH02	27
PICKUP BATCH OF SHEETS FROM FLAT SURFACE WITH ONE HAND-UP TO 25 PAPERS LOOSELY STACKED	31	209	BPHSH01	26
PICKUP CARDS FROM FLAT SURFACE WITH TWO HANDS,LOOSELY STACKED,25-50 CARDS IN BATCH	52	209	BPHCH02	26
PICKUP CARDS FROM FLAT SURFACE,LOOSELY STACKED,UP TO 25 CARDS IN BATCH	37	209	BPHCH01	26
PLACE CARD IN VISIBLE INDEX FILE(3X5 TO 8X11 INCH CARD)	209	206	MFLCP01	7
PLACE CARDS IN HOPPER-IBM ACCTG MACHINE	130	213	MOMCH07	32
PLACE CARDS IN RACK	52	213	MOMCH09	33
PLACE CARDS IN TRAY-IBM ACCTG MACHINE	66	213	MOMCH08	33
PLACE CARDS ON MACHINE TOP	20	213	MOMCH10	33
PLACE HANDLES,BINDER CLIP,IN DOWN POSITION	14	209	MPFHP01	25
PLACE HANDLES,BINDER CLIP,IN UP POSITION	48	209	MPFHP02	25
PLACE OLD CARD IN CARD SLOT	42	213	MKPCS01	41
PLACE PAPER ON IBM ACCTG MACHINE	35	213	MOMPH07	35
PLACE PROGRAM CARD ONTO IBM MACHINE PROGRAM DRUM	139	213	MKPCP01	41
PLACE SUSPENSE DOCUMENT IN FILE REMOVE SUSPENSE DOCUMENT FROM FILE	232	206	MFLDS01	8
POSITION BALL TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	77	203	MTYCP03	2
POSITION BALL TO EXACT SPACE ON SAME LINE	36	203	MTYCP06	2
POSITION CARRIAGE TO EXACT SPACE ON SAME LINE	34	203	MTYCP05	2
POSITION CARRIAGE/BALL TO EXACT LINE FOR EACH ADDITIONAL 6 LINES, OR 1 INCH	13	203	MTYCP04	2
POSITION CARRIAGE/BALL TO EXACT LINE USING VARIABLE LINE SPACER FROM WITHIN 6 LINES OR 1 INCH	66	203	MTYCP02	2

DEFENSE WORK MEASUREMENT STANDARD TIME DATA
VERB/NOUN INDEX

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWMSTDP ELEMENT	PAGE
POSITION CARRIAGE/BALL TO EXACT LINE USING ROLLER KNOB FROM WITHIN 6 LINES OR 1 INCH	38	203	MTYCP01	2
PREPARE CARD(BIN REPLENISHMENT-DD FORM 856	3625	222	SWACP01	50
PREPARE FASTENER,2-3/4 OR 8-1/2 INCH ACCO TYPE FOR ATTACHMENT	44	209	MPFFP01	25
PREPARE LABEL WITH DYMO TAPE WRITER-PER CHARACTER	51	209	MICLP01	17
PREPARE MESSAGE FORM DD173	VARIABLE	222	STYMPXX	50
PREPARE PLATE(S) ADDRESSOGRAPH FOR INDIVIDUAL OR ACTIVITY	VARIABLE	234	SAMPPXX	55
PRINT OUT MACHINE TIME;XEROX COPIER ADDITIONAL PRINT OUT TIME FOR 14 INCH COPIES	32	207	BRPMT16	12
PRINT OUT MACHINE TIME,XEROX COPIER	692	207	BRPMT15	12
PRINT OUT TIME-PHOTO COPIER-FOR ROUND ORIGINALS	204	207	BRPMT04	1
PRINT OUT-PHOTO-COPIER MACHINE TIME PER COPY FOR MULTIPLE COPIES	277	207	BRPMT03	1
PRINT OUT-PHOTO-COPIER MACHINE TIME PER SINGLE COPY	262	207	BRPMT02	1
PROCESS DOCUMENT BREAKDOWN OF CONSOLIDATED PACK	1271	222	SWRDP16	5
PROCESS DOCUMENT OTHER THAN KEY-PACKING MULTI-LINE ITEM PACK	676	222	SWRDP14	5
PROCESS DOCUMENT PER BILL OF LADING RECEIVED	1495	222	SWRCP03	5
PROCESS DOCUMENT PER BILL OF LADING-SHIPPING	917	222	SWRDP02	5
PROCESS DOCUMENT PER LINE ITEM SHIPPED-LOT VERIFICATION REQUIRED	1878	222	SWRCP10	5
PROCESS DOCUMENT PER LINE ITEM RECEIVED-LOT SEGREGATION REQUIRED	2282	222	SWRCP13	
PROCESS DOCUMENT PER LINE ITEM RECEIVED	1358	222	SWRDP12	
PROCESS DOCUMENT PER LINE ITEM PACKAGED	1702	222	SWRDP08	
PROCESS DOCUMENT PER LINE ITEM PACKED	565	222	SWRCP07	
PROCESS DOCUMENT PER LINE ITEM RECEIVED AT OCEAN TERMINAL	1598	222	SWRDP06	
PROCESS DOCUMENT PER PACKING LIST-KEY DOC.	1531	222	SWRDP15	
PROCESS DOCUMENT PER PALLET SHIPPED OR RECEIVED	429	222	SWRDP01	
PROCESS DOCUMENT PER PARCEL POST ITEM RECEIVED	1426	222	SWRDP11	
PROCESS DOCUMENT(DD FORM 808-OVER/SHORT FREIGHT)	6483	222	SWRDP19	
PROCESS DOCUMENT(DD FORM 6-DAMAGED/IMPROPER SHIPMENT REPORT)	6397	222	SWRDP20	
PROCESS DOCUMENT(INTRA-DEPOT MOVEMENT)	617	222	SWRDP22	
PROCESS DOCUMENT(PER LINE ISSUED)	1025	222	SWRDP21	
PROCESS DOCUMENT-PER BIN STOW(ONE LINE ITEM)	1466	222	SWRDP24	
PROCESS DOCUMENT-PER BIN REPLENISHMENT	4721	222	SWRPD17	

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWNSTDP ELEMENT	PAGE
PROCESS DOCUMENT-PER LINE ITEM SHIPPED FROM OCEAN TERMINAL	1121	222	SWRDP18	53
PROCESS DOCUMENT-PER PIECE(AIR CARGO) RECEIVED	714	222	SWRDP23	55
PROCESS KEY-PACK MULTI-LINE PACKS DOCUMENT	948	222	SWRDP05	51
PROCESS PER LINE ITEM SHIPPED DOCUMENT	954	222	SWRDP09	52
PROCESS SINGLE LINE ITEM-PARCEL POST-PACK PROCESS	501	222	SWRDP04	51
PUNCH HOLES IN SHEET(S)	61	209	MPHSP01	29
PUSH BUTTON,CONTROL TYPE SWITCH	VARIABLE	213	MACBPXX	31
PUSH BUTTONS CONTROL SET LINE PRINT CONTROL	64	213	MACBP05	31
PUSH BUTTONS,CONTROL MULTIPLE SET	69	213	MACBP04	31
RAISE CARD FROM FILE TO READ AND PUSH BACK INTO FILE	30	206	MFLCH01	6
RAISE COVER,CARRIAGE-CONTROL TAPE(IBM ACCTG MACHINE)	36	213	MOMCR01	33
READ DATA(ADDITIONAL DATA UNIT) FROM SOURCE DOCUMENT	VARIABLE	213	MKPRDXX	43
RELEASE/CLEAR TAB,ALL STOPS CONTINUOUSLY, MANUAL OR ELECTRIC TYPEWRITER	57	203	MTYTR02	4
RELEASE/CLEAR TAB,PER STOP,WITH UP TO NINE INCHES OF CARRIAGE/BALL TRAVEL,MANUAL ELECTRIC OR IBM SELECTRIC TYPEWRITERS	20	203	MTYTR01	4
REMOVE AND INSTALL PAPER IBM ACCTG MACHINE ASIDE PAPER	133	213	MOMPH06	34
REMOVE ARTICLE FROM A DESK DRAWER	VARIABLE	209	MOGARXX	20
REMOVE CARD FROM FILE AND SET ASIDE	36	206	MFLCH02	7
REMOVE CARD FROM FILE AND TILT NEXT CARD	52	206	MFLCH04	7
REMOVE CARD FROM RELEASE HOPPER	44	213	BKPCR01	38
REMOVE CARD FROM VISIBLE INDEX FILE(3X5 TO 9X11 INCH CARD)	109	206	MFLCR01	7
REMOVE CARDS FROM HOPPER OF IBM ACCTG MACHINE	40	213	MOMCH01	32
REMOVE CARDS FROM ONE POCKET-IBM ACCTG MACHINE	30	213	MOMCH05	32
REMOVE CARDS FROM STACK AT BOTTOM OF MACHINE-IBM ACCTG MACHINE	60	213	MOMCH06	32
REMOVE CARDS FROM TRAY-IBM ACCTG MACHINE	70	213	MOMCH02	32
REMOVE CARRIAGE BAR(IBM ACCTG MACHINE)	35	213	MOMPH03	34
REMOVE CLIP SPRING TYPE BINDER FROM PAPERS	28	209	MPFCR01	24
REMOVE CLIP,GEM OR IDEAL PATTERN PAPER CLIP FROM PAPERS UP TO 1-3/4 INCH WIDE AND 2-1/2 INCH LONG	16	209	MPFCR02	24
REMOVE DECK MICROFILM CARTRIDGE FROM MICROFILM READER	34	206	MFRDR01	15
REMOVE DOCUMENTS FROM ENVELOPE	VARIABLE	209	MPHDRXX	28
REMOVE DRUM(PROGRAM TYPE)FROM IBM CARD PUNCH MACHINE	91	213	MKPDR01	42

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWMSTDP ELEMENT	PAGE
REMOVE IBM ACCTG MACHINE CARDS FROM RACK (TWO HANDS)	117	213	MCMCH04	32
REMOVE IBM ACCTG MACHINE CARDS (ONE HAND)	54	213	MCMCH03	32
REMOVE PROGRAM CARD FROM IBM MACHINE PROGRAM DRUM	60	213	MKPCR01	41
REMOVE RUBBER BAND FROM BUNDLE OR ROLL	VARIABLE	209	MPFBRXX	23
REMOVE SHEET(S) FROM BINDER	VARIABLE	209	MPFSRXX	25
REMOVE TAPE,OLD CONTROL TAPE(IBM ACCTG MACHINE)	77	213	MOMTR01	38
REPLACE CARD IN FILE,NEXT CARD TILTED-LOOSE	42	206	MFLCH06	7
REPLACE CARD IN FILE,NEXT CARD TILTED, CARD TIGHTLY PACKED IN FILE	56	206	MFLCH05	7
RETURN CARRIAGE/BALL	VARIABLE	203	MTYCRXX	3
REVIEW DD 1348-1 AND PULL CARDS TO COMPARE DATA	297	222	MIDDR02	49
REVIEW SHIPMENT PLANNING WORK SHEET FOR ENTRIES,MATCH CARDS	452	222	MIDCR01	[illegible]
REWIND MICROFILM READER MACHINE,FILM TO STOP POSITION, MACHINE TIME,INCLUDED	332	208	MFRMR01	15
ROTATE PHOTO-COPIER MACHINE TIME FILM FOR BOUND ORIGINALS	26	207	BRPMT05	[illegible]
RUN MACHINE TIME FOR MULTI-COLUMN KEYBOARD CALCULATOR	VARIABLE	216	BCAMRXX	45
RUN MACHINE TIME,FRIDEN CALCULATOR	VARIABLE	216	MCAMRXX	46
RUN TIME FOR DIVISION OPERATIONS ON CALCULATORS	TABLE	216	TCAMRXX	48
SEAL ENVELOPE,GUMMED FLAP	VARIABLE	209	MPHESXX	28
SELECT DATA CARD	450	222	MIDCS01	49
SEPARATE FORM(S) INTERLEAVED AND PULL SHEET(S)/CARBON(S)	TABLE	209	TPHFSXX	30
SEPARATE SHEET(S) ALONG PERFORATION	VARIABLE	209	MPHSSXX	29
SEPARATE SHEET(S)FROM PERFORATED BORDER OF MULTI-SHEET(S) FORM LISTING	TABLE	209	TPHSSXX	30
SET COLUMN-SORT FIRST AND OTHER(IBM SORTING MACHINES)	VARIABLE	213	MOMCSXX	34
SET MARGIN WITH MAGIC MARGIN OR MARGIN SET KEY OR VISIBLE SLIDING TYPE	42	203	MTYMS01	3
SET SPACING,SINGLE,DOUBLE OR TRIPLE LINE	22	203	MTYSS01	4
SET TAB POSITIONINGCARRIAGE BY 4 TO 8 REPEATED DEPRESSIONS OF SPACE BAR,MANUAL, ELECTRIC OR IBM SELECTRIC TYPEWRITER	34	203	MTYTS01	5
SET TAB WITH UP TO 1 INCH OF SPACING,IBM SELECTRIC TYPEWRITER	44	203	MTYTS02	5
SET-UP CARD BATCH,PLACE BLANK CARD BEHIND DECK	53	213	MKPCB02	39
SET-UP CARD,BATCH,REPLACE I.C CARD	30	213	MKPCB01	39
SET-UP MACHINE(IBM 402 CONTROL PANEL CLOSE GATE	89	213	MOMSU10	36

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWMSTDR ELEMENT	PAGE
SET-UP MACHINE(IBM 402 CONTROL PANEL)INSTALL BOARD	137	213	MDMSU09	36
SET-UP MACHINE(IBM 402 CONTROL PANEL)REMOVE BOARD OPERATION	59	213	MDMSU08	36
SET-UP MACHINE(IBM 402 CONTROL PANEL)-OPEN GATE OPERATION	80	213	MDMSU07	36
SET-UP MACHINE(IBM 519 CONTROL PANEL) CLOSE GATE OPERATION	92	213	MDMSU14	37
SET-UP MACHINE(IBM 519 CONTROL PANEL) INSTALL BOARD	114	213	MDMSU13	37
SET-UP MACHINE(IBM 519 CONTROL PANEL) REMOVE BOARD OPERATION	72	213	MDMSU12	36
SET-UP MACHINE(IBM 519 CONTROL PANEL) REMOVE GATE OPERATION	52	213	MDMSU11	36
SET-UP MACHINE,CLOSE CONTROL PANEL GATE	75	213	MDMSU18	37
SET-UP MACHINE,GET CONTROL PANEL FROM LARGE BOARD RACK	134	213	MDMSU05	36
SET-UP MACHINE,GET CONTROL PANEL FROM CABINET	235	213	MDMSU03	35
SET-UP MACHINE,INSTALL CONTROL PANEL BOARD	58	213	MDMSU17	37
SET-UP MACHINE,OBTAIN CONTROL PANEL FROM SMALL BOARD RACK	123	213	MDMSU04	35
SET-UP MACHINE,OPEN GATE TO REMOVE CONTROL PANEL BOARD	55	213	MDMSU15	37
SET-UP MACHINE,REMOVE CONTROL PANEL BOARD	44	213	MDMSU16	37
SET-UP MACHINE,REPLACE CONTROL PANEL IN DESK TYPE CABINET	154	213	MDMSU06	36
SET-UP MACHINE,REPLACE CONTROL PANEL IN SMALL OR LARGE BOARD RACK	VARIABLE	213	MDMSUXX	35
SET-UP PAPER SHEET(S) OF BOND/FORMS & CARDS	TABLE	203	TTYFSXX	5
SIGHT-CHECK DECK,CARD PUNCHING	VARIABLE	213	MKPOSXX	42
SIGHT-CHECK PUNCHED CARD	31	213	BKPCS01	38
SKIP CARD OR DUP,MANUALLY,EACH OCCURRENCE DURING CARD PUNCHING	11	213	MKPCD03	40
SORT CARDS BY HAND(PER CARD)	VARIABLE	206	MFLCSXX	8
SORT CARDS TO CORRECT SEQUENCE	51	213	MDMCH15	33
SORT DOCUMENT SHEETS/PAGES BY HAND	VARIABLE	209	MPHOSXX	28
SPACE BETWEEN WORDS OR CHARACTERS-- DYMO TAPE LABEL WRITER	21	209	MIDLS01	18
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION,ADDITIONAL DOCUMENT AND ASIDE	65	209	MIDDS10	17
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO AN APPROXIMATE LOCATION, FIRST DOCUMENT	21	209	MIDDS09	16
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION, ADDITIONAL DOCUMENTS AND ASIDE	78	209	MIDDS08	16

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWMSTDP ELEMENT	PAGE
STAMP DOCUMENT WITH A PLUNGER TYPE NUMBERING INK STAMP TO A CLOSE LOCATION,FIRST DOCUMENT	27	209	MIDDS07	16
STAMP DOCUMENT WITH AUTOMATIC TIME STAMP	26	209	MIDDS01	15
STAMP DOCUMENT WITH MANUAL TYPE STAMP	31	209	MIDDS02	15
STAMP DOCUMENT WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION,EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	55	209	MIDDS06	16
STAMP DOCUMENT WITH RUBBER INK STAMP TO AN APPROXIMATE LOCATION,FIRST DOCUMENT	35	209	MIDDS05	16
STAMP DOCUMENT WITH RUBBER INK STAMP TO A CLOSE LOCATION,EACH ADDITIONAL UP TO FIVE DOCUMENTS AND ASIDE	62	209	MIDDS04	16
STAMP DOCUMENT WITH RUBBER INK STAMP TO A CLOSE LOCATION,FIRST DOCUMENT	47	209	MIDDS03	15
STAPLE DOCUMENTS	TABLE	209	TPFDSXX	25
STORE DECK MICROFILM CARTRIDGE IN FILE	40	208	MFRDS01	15
SUBTRACTION MANUAL PER DIGIT,AFTER FIGURES HAVE BEEN TRANSCRIBED FOR COMPUTATION	24	209	BDGMS01	19
SUBTRACTION,TEN KEY ADDING MACHINE OR CALCULATOR	TABLE	215	TCAMSXX	48
TEAR SHEET(S) FROM GLUED PAD	TABLE	209	TPHSTXX	31
TEAR TAPE PRINTING CALCULATOR	58	216	MCATT01	47
THERMO-FAX MACHINE TIME	128	207	BRPMT10	11
TIGHTEN ROLLER	14	203	MTYRT01	3
TIME REACTION,PER OCCURENCE OF AUTOMATIC SKIP OR DUPLICATION	6	213	BKPRT01	39
TRAVEL CARRIAGE TIME FOR MANUAL,ELECTRIC OR BALL TRAVEL ON IBM SELECTRIC TYPEWRITER PER INCH OF TRAVEL	VARIABLE	203	BTYCTXX	1
TURN DOCUMENT ASIDE(SOURCE DOCUMENT)	VARIABLE	213	MKPDTXX	42
TURN DOCUMENT(S),WITH BOTH HANDS	VARIABLE	209	BPHDTXX	26
TURN PAGE,COPY MATERIAL TO BE TYPED	41	203	BTYPT01	1
TURN PLATEN KNOB	62	213	MDMFT01	35
TURN SWIVEL CHAIR	VARIABLE	209	BDGCTXX	18
TURN VERNIER KNOB	26	213	MDMVT01	38
TYPE LINE	VARIABLE	203	MTYLTXX	3
TYPE MAILING ADDRESS ON ENVELOPE	VARIABLE	203	STYETXX	9
UNFOLD DOCUMENT THRU 8 1/2 X 15 INCH SIZE, TWO FOLDS	48	209	MPHDU01	28
UNLOAD HOPPER,HORIZONTAL TYPE CARD	47	213	MKPHU01	42
VERIFAX COPIER MACHINE TIME,EXPOSURE TIME	368	207	BRPMT11	11
VERIFAX COPIER MACHINE TIME,ACTIVATE TIME	472	207	BRPMT12	11
VERIFY SEVERAL(3 TO 9) CARDS	78	213	MDMCH12	33
WALK AROUND IBM ACCTG MACHINE	172	213	MDMPH05	34

OPERATION/ELEMENT DESCRIPTION	TMU VALUE	OCCUP-ATION	DWSTDP ELEMENT	PAGE
WARM-UP MACHINE TIME-XEROX COPIER	727	207	BRPMT13	11
WARM-UP MACHINE TIME,CCLC MACHINE	2113	207	BRPMT07	11
WARM-UP MACHINE TIME,WARM MACHINE	1057	207	BRPMT08	11
WRITE PRIORITY NUMBER	113	222	WWRNW01	50
WRITE SIZE OF CARTON ON FORM	234	222	SWRSW01	55

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