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The Base Management Engineering Data System is an automated system for collecting and summarizing management engineering data. Its purpose is to relieve management engineering personnel from the burden of performing manual summations and computations in order that they may devote more time to the analysis and decision-making aspects of a work measurement study. BMEDS is organized into three subsystems: Work Center Description (WORDS), Data Collection (DACS), and Lead Team Analysis (LTAS).

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Washington DC 20330

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Management Engineering

BASE MANAGEMENT ENGINEERING DATA SYSTEM (BMEDS): E515-QQ

This manual establishes the procedures for operating the automated system for the conduct of Air Force Management Engineering studies. It applies to all major commands and separate operating agencies. The data in this manual are used in conjunction with AFM 171-212, Automatic Processing Systems and Procedures, Base Management Engineering Data System.

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PART ONE

GENERAL

Chapter 1

INTRODUCTION

1.1 PURPOSE. The purpose of this manual is to provide management engineering personnel with the information necessary to effectively use the Base Management Engineering Data System. It was developed in accordance with the provisions of Department of Defense Manual 4120.17M and is organized to provide the appropriate levels of detailed information to various users. Those interested in a general overview should refer only to Parts One and Two. Personnel desirous of receiving detailed system operating instructions should also refer to Part Three.

1.2 REFERENCES:

- a. AFM 25-5, Management Engineering Policies and Procedures.
- b. AFM 171-100, Automated Data Systems (ADS) Standards.
- c. AFM 171-126, Volume II, Standard Air Force Statistical Utility System: P104Q/TL.
- d. AFM 171-212, Base Management Engineering Data System.
- e. AFM 300-4, Data Elements and Codes.
- f. DODM 4120.17M, Automated Data Systems Documentation Standards Manual.

1.3 TERMS AND ABBREVIATIONS:

BMEDS - Base Management Engineering Data System

CATEGORY - For purposes of this manual, category will be used as an all-inclusive term to denote category, task, sub-task, element, or sub-element levels.

CATEGORY LEVEL - This term will be used when referring to the category level only, exclusive of the sub-levels.

COLLECTION TEAM - This term is synonymous with that of an Input Team described in AFM 25-5.

DACS - Data Collection Subsystem

FILES/TAPES - For the purposes of this manual, the words file and tape are generally interchangeable. As a rule, the word file is used when referring to data or sets of data stored on a tape. The word tape is used when referring to the physical tape itself.

LTAS - Lead Team Analysis Subsystem

MEP - Management Engineering Program

MET - Management Engineering Team

PCN - Product Control Number. This is a number used to identify input and output products. The first six characters of the Base Management Engineering Data System PCNs will be a constant SE515-. The next three positions will be a unique numeric designation assigned to a specific input or output. The last two characters of all output products will be reflected in this manual as XX, representing the Out Study Identifier, which is a variable which is assigned to identify the file. All printed outputs will reflect the PCN in the upper right and lower left of each page.

SLACK VARIABLE - For the purposes of this manual, the term slack variable will be used when referring to a category established by the Lead Team for the purpose of recording data pertaining to a category which may be encountered by the Collection Team during measurement, but which the Lead Team did not identify.

WORDS - Work Center Description Subsystem

1.4 SECURITY AND PRIVACY:

1.4.1 SECURITY. All data files and computer programs in the Base Management Engineering Data System are unclassified.

1.4.2 PRIVACY. The Base Management Engineering Data System does not contain any personal information. Consequently, privacy restrictions are not applicable.

1.5 RESPONSIBILITIES. AFM 25-5 outlines responsibilities within the framework of the Management Engineering Program. Further delineation of responsibilities necessary to fulfill the requirements of the Base Management Engineering Data System are as follows:

a. AFMEA will designate a Lead Team to function as the overall monitor for accomplishing Air Force common studies for specified work centers using the Base Management Engineering Data System; in like manner, MAJCOMs will designate a Lead Team for command studies.

b. Lead Management Engineering Teams will:

(1) Establish the Work Center Description as described in Chapter 3.

(2) Provide guidance and assistance to the Collection Management Engineering Teams during the data collection process.

(3) Consolidate and evaluate the Data Collection Subsystem data by exercising the Lead Team Analysis Subsystem as described in Chapter 5.

(4) Create and provide to Data Automation all input data for the Work Center Description Subsystem and the Lead Team Analysis Subsystem.

c. Collection Management Engineering Teams will:

(1) Accomplish the data collection for specified work centers using instructions outlined in Chapter 4.

(2) Create and provide to Data Automation all input data for the Data Collection Subsystem.

d. Data Automation will process the system input and produce requested outputs.

e. The Air Force Data Systems Design Center, Manpower Systems Division is responsible for:

(1) The computer programming and associated documentation required for the Base Management Engineering Data System.

(2) Developing, documenting, and maintaining Data Automation procedures in AFM 171-212.

(3) Documenting and maintaining functional procedures set forth in this manual.

PART TWO

SUMMARY

Chapter 2

SYSTEM SUMMARY

2.1 SYSTEM APPLICATION. The Base Management Engineering Data System is an automated system for collecting and summarizing management engineering data using the concepts and policies established by AFM 25-5. Its purpose is to relieve management engineering personnel from the burden of performing manual summarizations and computations in order that they may devote more time to the analysis and decision-making aspects of a work measurement study. The system is capable of accepting basic work measurement data and performing the statistical computations and analysis necessary to produce outputs in the standard formats required by AFM 25-5.

2.2 SYSTEM OPERATION:

a. AFMEA or MAJCOMs will designate a Lead Team to function as the overall monitor for accomplishing a study of a specified work center using the Base Management Engineering Data System. The Lead Team will establish in the Work Center Description Subsystem the nucleus of decision data which will be used by the Collection Teams in the data collection phase. At the conclusion of the data collection phase, the Collection Team will send detailed and summarized data back to the Lead Team. The Lead Team will input this information to the Lead Team Analysis Subsystem for the development of various arrays to assist in the final determination of the manhours required for the work center being studied; and to obtain data for further analyses by exercising the standard statistical analyses programs in AFM 171-126.

b. The Base Management Engineering Data System is designed to enhance the Management Engineering Program's ability to achieve the goals of maintaining existing standards current and providing the basic data necessary to establish new standards. The specific responsibilities outlined in this regulation and AFM 25-5 do not preclude or prohibit the use of the Base Management Engineering Data System for local use by a base of major command when providing management engineering services requested by a local manager or commander.

2.3 SYSTEM CONFIGURATION. The Base Management Engineering Data System is operated on the Air Force Standard Base Level Burroughs 3500 computers. The card reader and printer available in the servicing Data Processing Installation are used for system input and output.

2.4 SYSTEM ORGANIZATION. The organization of the Base Management Engineering Data System parallels that of Management Engineering studies conducted manually under the provisions of AFM 25-5. It begins with the identification of the area to be studied. This is followed by the actual collection or measurement of the workload. The collected data are then arrayed and analyzed to determine correlation. The system does not perform the functions of translating the measurement data into manpower standards. Following is a brief explanation of the three segments, or subsystems, of the Base Management Engineering Data System.

a. WORK CENTER DESCRIPTION SUBSYSTEM (WORDS). Input to the WORDS is the sole responsibility of the Lead Team. It basically involves defining the various attributes of the study such as the work centers, workload factors, measurement techniques, major commands, units, etc. These data are defined and entered in finite detail and are edited extensively to insure correctness and completeness. Attention to detail during this definition or description phase will pay high dividends, in terms of efficient processing, during the follow-on phases. Chapter 3, Part Three, provides a detailed description of this subsystem.

b. DATA COLLECTION SUBSYSTEM (DACS). After the study has been described fully in the WORDS, these data are duplicated and furnished in automated form to each of the teams that will act as collection teams for the study. The actual conduct of the work measurement effort is accomplished as specified in AFM 25-5 and independently from the data system. Input to the Data Collection Subsystem begins at the end of the first day when the measurement data, which were obtained and recorded using regular techniques, are summarized and input to the BMEDS. This process is repeated at the end of each measurement period until the study is completed at which time the total data are furnished to the Lead Team in automated form. A detailed description of this subsystem is contained in Chapter 4, Part Three.

c. LEAD TEAM ANALYSIS SUBSYSTEM (LTAS). After receiving all of the study data from all of the collection teams, the Lead Team performs certain analyses of the data. The system produces various arrays of the data and performs correlation and regression analyses against the majority of them. All outputs from this subsystem are optional and are obtained by the use of input selection cards. Additionally, the study data may be adjusted and the arrays and comparisons reaccomplished, as required. A detailed description of the Lead Team Analysis Subsystem is contained in Chapter 5, Part Three.

d. That completes the functions of the BMEDS. The system does not translate the collected data into manpower standards. Additional analyses of the data can be performed by inputting it into the various standard statistical analysis programs outlined in AFM 171-126.

2.5 PERFORMANCE:

a. BASIC FILE. The Base Management Engineering Data System was originally designed to prepare and store narrative work center descriptions using automated methods. However, it was determined that it would be more economical from both a personnel and equipment standpoint to prepare work center descriptions in typewritten form on AF Forms 1110. Work center descriptions will therefore continue to be manually prepared on AF Forms 1110 by the Lead Team in accordance with AFM 25-5. Only the category, task, sub-task, element, and sub-element titles will be used in the Work Center Description Subsystem to form the foundation around which all data will be collected. The source of workload count and other special instructions and information must also be interchanged between Lead and Collection Teams by manual typewritten means.

b. FILE BUILD AND UPDATE. The initial "build" action in the WORDS will create a tape against which update actions will be taken. Each subsequent update processing action will create a new tape in the Work Center Description Subsystem and the Data Collection Subsystem. The Lead Team Analysis Subsystem selection cards will be processed against one tape. The files to be updated will be identified in each output product as a result of Study Identifiers assigned by Lead Teams and Collection Teams.

c. The three subsystems of the Base Management Engineering Data System will accommodate a maximum of 40 input bases. The record limitation is 80,000 measurement records per base.

d. The Work Center Description Subsystem and the Data Collection Subsystem may be used for a single point study, or a study encompassing up to 40 input bases. However, a minimum of three bases must provide input for a specific Functional Account in order to exercise the Lead Team Analysis Subsystem.

2.6 DATA BASE:

a. DESCRIPTION FILE. This file contains all of the records established in the WORDS for a work center. The description file is considered complete after the final update action has been taken and the data are ready for transmission to the Collection Teams.

b. ADDRESS FILE. This file is comprised of the description file data appropriate to each Collection Team as defined in the Address Extract Card. The Address File is used to transmit Work Center Description Subsystem data from the Lead Team to the Collection Teams.

c. MEASUREMENT FILE. This file contains all of the work measurement transactions entered into the Data Collection Subsystem by the Collection Teams. The measurement file is used to produce operational audit, work sampling, time study, and workload factor worksheets, summaries and reports.

d. ANALYSIS FILE. This file is established in the Lead Team Analysis Subsystem by the merge of measurement files from the various Collection Teams. The analysis file is used to produce selected arrays of work measurement data.

2.7 GENERAL DESCRIPTION OF INPUTS, PROCESSING, OUTPUTS. An explanation of the general flow of input/output processing for each subsystem is as follows:

2.7.1 WORDS INPUT/OUTPUT PROCESSING:

a. The Lead Team will initiate the Description Input Card File, PCN SE515-810, which is explained in detail in Chapter 3, Part Three, to establish the basic work center study plan. Six outputs will be made available to the Lead Team to assist them in establishing an accurate study plan which will be used by the Collections Teams. These outputs are:

(1) The WORDS Update Card Input, PCN SE515-107-XX, which provides a visual reference of all the Card Transactions that were input.

(2) The Input Error List, PCN SE515-111-XX, which provides a code and definition for error conditions before the transactions are processed against the Work Center Description Subsystem tape.

(3) The Update Error List, PCN SE515-112-XX, which provides a listing of the input for which no measurement record can be found on tape.

(4) The Level of Activity Error List, PCN SE515-113-XX, which contains the level of activity errors which occurred as a result of the improper placement of a category, task, sub-task, element or sub-element.

(5) The Standard Task & Workload Description Register, PCN SE515-121-XX, which reflects the workload factors, functional accounts, categories, study initiators and study terminators that the Lead Team established in the Work Center Description Subsystem.

(6) The Work Center Description List, PCN SE515-151-XX, which reflects the titles of categories in the paragraphing structure of AF Form 1110, or, if desired, a modification of the AF Form 1110 paragraph structure to permit the collection of data to the levels required.

b. When outputs described in subparagraphs (5) and (6) above reflect the desired information, the Lead Team will initiate the Address Extract Card File, PCN SE515-830, to establish tape files applicable to each Collection MET. If errors are found when processing this input, a Level of Activity Error List described in (4) above or a WORDS Final Edit List, PCN SE515-610, which will reflect errors due to a mismatch of PAS numbers and Identity keys, will be received. If there are no errors, a tape will be created for each Collection Team. This tape is called the Address File, PCN SE515-912. The Lead Team will provide the Data Processing Installation with instructions for transmitting these tapes to the appropriate Collection Team. The MET Identity File, PCN SE515-840,

although part of the Work Center Description Subsystem, is input by the Collection Team to establish a study tape from the Address File and receive the outputs described in paragraphs (4) and (5) above, as well as 2.7.2a(1), b(1), c(1), and d(1) below.

2.7.2 DACS INPUT/OUTPUT. The Collection Team may initiate any of the nineteen different card formats in the Data Collection Input File, PCN SE515-820, which are explained in detail in Chapter 4, Part Three. Specific input/output will be dependent upon the type of study techniques employed.

a. Operational Audit input can produce the following output:

(1) Operational Audit Worksheet, PCN SE515-222-XX, will be provided when worksheets are requested in the DACS Control Card. Worksheets are designed so that operational audit data are entered directly on the worksheets and then forwarded to keypunch without transcribing the data on AF Forms 1530.

(2) Operational Audit Data, PCN SE515-255-XX, will contain operational audit data in AF Form 1040 format.

(3) Operational Audit Record, PCN SE515-275-XX, will contain the monthly allowed time for each category level in AF Form 499 format.

b. Work Sampling input can produce the following outputs:

(1) Work Sample Data Collection Record, PCN SE515-221-XX, which consists of worksheets which allow for the daily summarization of work sampling data.

(2) Work Sampling Record - Daily, PCN SE515-251-XX, reflects daily work sampling transactions in the same format as Page 1 of AF Form 1111, "Work Sampling Record".

(3) Work Sampling Record - Category Computations, PCN SE515-252-XX, provides work sampling data in the format required on Page 2 of AF Form 1111.

(4) Work Center Productivity Record, PCN SE515-241-XX, provides a summary of direct and indirect productive time by day.

c. Time Study input will produce the following outputs:

(1) Time Study Worksheet, PCN SE515-223-XX, reflects the format in which data are to be collected using time study techniques.

(2) Time Study Data Report, PCN SE515-257-XX, is comprised of Parts A and Part B. Part A provides detailed time study input in a format similar to Page 2 of AF Form 1112, "Time Study Data"; and Part B provides data in the format and computations required by Page 1 of AF Form 1112.

(3) Time Study Data Summary, PCN SE515-278-XX, reflects time study data in AF Form 313, "Time Study Record" format.

d. Shift Profile input requests will produce the following outputs:

(1) Shift Profile Data Collection Record, PCN SE515-242-XX, reflects the serial number to be used when preparing the Shift Profile Input Card and the daily shift profile input effected by the Shift Profile Input Card.

(2) Shift Profile Transaction Report, PCN SE515-243-XX, reflects the number of samples of transferable work and nontransferable work for each clock time specified in the Shift Profile Input Card. Summarized manhours sampled are also reflected for each clock time.

(3) Manhour/Shift Profile Analysis, PCN SE515-244-XX, provides the transferable, nontransferable and minimum manning manhours calculated by the computer.

e. Other outputs will provide general information as follows:

(1) Data/Detail Error List, PCN SE515-212-XX, indicates input errors because card formats or input instructions were not followed.

(2) Transaction Update Error List, PCN SE515-210-XX, indicates errors because there is no related record on file for the input data and duplicate transactions.

(3) Transaction Update Record, PCN SE515-211-XX, indicates the transactions that were processed.

(4) Input Control, PCN SE515-213-XX, indicates the input tape number and number of records written.

(5) Output Control, PCN SE515-214-XX, indicates the output tape number and the number of records written.

(6) Data Collection Subsystem Report Initiator, PCN SE515-279-XX, provides a record of the output products requested in the DACS Control Card.

f. Workload Factors, PCN SE515-253-XX, provides a separate page for each workload factor number which was established in the Work Center Description Subsystem. Both the historical count and actual count records will be shown on the same page. If no workload data were input, a message will be printed stating this.

g. Standard Input Data Computation, PCN SE515-271-XX, reflects data in AF Form 308 "Standard Input Data Computation" format. This computation will be the last report to be requested in the Data Collection Subsystem.

2.7.3 LTAS INPUT/OUTPUT. The Lead Team will request the merging of Collection Team tapes by submitting an Analysis Merge File, PCN SE515-415, to the Data Processing Installation. After the merge has been accomplished, a variety of output listings may be received by inputting the Selection File, PCN SE515-416. Outputs will be titled as Parts A through C and E through J of the Lead Team Analysis Report, PCN SE515-407-XX.

a. Part A - Transaction Register, reflects the LTAS Selection transactions regardless of whether they were processed or rejected in error.

b. Part B - Workload Factor Analysis, reflects the monthly historical workload factor data for each base measured.

c. Part C - Category Array, reflects the direct and indirect manhours by category for each measurement base, as well as the total workload factor data.

- d. Part D - Reserved for future use.
 - e. Part E - Category/Work Unit Analysis, depicts workload values and manhours for selected workload factors.
 - f. Part F - Direct Manhour Correlation, provides the correlation of direct manhours for each category.
 - g. Part G - Percentage Analysis, presents a grouping of the percentage of manhours for selected categories through sub-elements, in relation to the total direct manhours.
 - h. Part H - Task Manhour Array, provides a comparison of the manhour/work unit relationships at each measurement base.
 - i. Part I - Unit Time Array, reflects manhours divided by selected work units for each measurement base.
 - j. Part J - Percentage Array, reflects the time spent on each task through sub-element level for each measurement base expressed as a percentage of the total direct manhours.
 - k. Analysis Summary Cards, PCN SE515-913, is an output from the RAP-Card Generator input which is part of the Selection File. The Analysis Summary Cards will reflect total manhours and workload factor data for each base and can be used as input to the Regression Analysis Program, NTLR-10.
- 2.8 KEYPUNCH INSTRUCTIONS. The Management Engineering Teams will be responsible for the creation of all data transcription documents relating to the system. This includes initial source input, control data and all subsequent corrections. The responsibility for keypunch and verification of these data will be determined locally.
- 2.9 FIELD ASSISTANCE. When known or suspected errors exist in instructions, procedures, text for the preparation of input data, audit procedures, computer printed products or other related user products, contact the system monitor in Data Automation for assistance in determining the need for and preparation of a B3500 Difficulty Report (DIREP).

PART THREE
STAFF FUNCTIONS

Chapter 3

WORK CENTER DESCRIPTION SUBSYSTEM (WORDS)

3.1 STAFF INPUT REQUIREMENTS:

3.1.1 GENERAL. The Work Center Description Subsystem (WORDS) provides the foundation for the computer input necessary to perform a work measurement study. Table 3.1 relates the necessary decisional data outlined in the preliminary phase procedures of AFM 25-5 with the card types which will input these data to the Base Management Engineering Data System. The Lead Team will create the appropriate input on AF Forms 1530 or other locally devised keypunch forms in the formats described in paragraph 3.4. The Lead Team will forward the card input to the Data Processing Installation in two separate phases: build and update as described in paragraph 3.5. The build phase is the initial submission of card input to establish a work center title description record. The update phase consists of add, delete, or change actions, and the insertion of study controllers to stipulate the beginning and ending points for the employment of work sampling, operational audit and time study techniques. As many update actions as are required may be taken to finalize the file before it is transmitted to the Collection MET for the collection of measurement data within the boundaries established in this subsystem by the Lead Team. Lead Teams have a number of design alternatives available to them in the WORDS. The selection of methodologies depends upon the type of study to be performed and the correlations desired in Lead Team Analysis Subsystem. The underlying principle of the system is that all measurement teams must adhere to the basic constraints established by the Lead Team in WORDS so that comparative analyses are meaningful in the Lead Team Analysis Subsystem.

TABLE 3-1			
WORDS INPUT AND PURPOSE			
R U L E	A	B	C
1	Prepare a Functional Account Card	with a card identity FO	when it is necessary to identify each work center.
2			establish separate Functional Account Shreds for known additives.
3			establish a slack variable Functional Account Shred to permit the recording of additive data which may be encountered during measurement.
4	Workload Factor Title Card	WI	describe potential workload factors against which actual and historical workload data may be collected.
5			provide a means of entering actual workload data for LTAS correlation and regression analysis.
6			provide a means of recording historical information such as personnel authorized, personnel assigned, etc.
7	Functional Account Workload Card	F1	relate the Workload Factor Numbers applicable to each Functional Account Shred.
8	Activity Level Title Card	01, 02, 03, 04, 05	identify the categories, tasks, sub-tasks, elements, and sub-elements appropriate to each Functional Account within a work center.
9			identify categories by direct or indirect types.
10			identify fixed, variable, or personnel generated standard types.
11			identify the Associated Workload Factor Number for a category level.
12	Location Card	C	provide organizational data for the installation being measured.
13	WORDS Parameter Card	\$I	establish significant standards of operation for each Functional Account Shred; i.e., available time, allowance factor, degree of accuracy.

TABLE 3-7 (Continued)			
WORDS INPUT AND PURPOSE			
R U L E	A	B	C
	Prepare a	with a card identity of	when it is necessary to
14	WORDS Control Card	\$C	provide instruction on the type of processing action to be taken with each batch of input, or to request a Standard Task & Workload Description Register, PCN SE515-121-XX.
15	Study Initiator and Terminator Card	20	identify the Functional Account/ Shreds to be measured by work sampling.
16		30	identify the Functional Account/ Shreds to be measured by time study.
17		31	
17		38	identify the specific tasks within a Functional Account against which time study data is to be collected.
17		39	
18		40	identify the Functional Account/ Shreds to be measured by operational audit.
18		49	
19		41	identify the specific tasks within a Functional Account against which operational audit data is to be collected.
19		48	
20	Operational Audit Parameter Card	42	provide a means of entering pre-established operational audit frequency or times if desired.
21	Master Control Card	M	change the Functional Account/ Shred or direct indirect designations for a volume of records
22	WORDS Special Delete Card	Z	delete a volume of records with one card transaction
23	Address Extract Card	X	associate the PAS number of the activity to be studied with the Functional Account Shreds appropriate to that activity, and
24			associate the activity to be studied with the MET that will conduct the study.
25	Identity Card	ID	identify the file which is to be used to select the appropriate data for transmission to each Collection MET.
26	MET Identity Card	Varied	establish a Collection Team measurement file.

3.1.2 CATEGORY/STUDY INITIATOR AND TERMINATOR RELATIONSHIP. Ideally, the category through sub-elements established in the WORDS should be synonymous with those reflected on the AF Forms 1110, Work Center Description, so that there is a paragraph numbering relationship between the AF Form 1110 and the Standard Task & Workload Description Register and Work Center Description List. It is important to recognize at this point that the subsequent Data Collection Subsystem is designed to collect operational audit data only at the lowest categories established in the WORDS. Conversely, the Data Collection Subsystem will accept work sampling statistics only at category levels. Lead Teams must, therefore, design the WORDS Work Center Description in consonance with the levels at which work measurement data are to be collected. If it is absolutely certain that operational audit is not to be performed; that is, if work sampling is to be the only technique to be employed, only category levels should be defined at whatever levels work sampling data are desired. If operational audit is the only technique to be employed, all categories must be defined to the lowest element to be measured. If both techniques are specified, all categories are to be defined and the Data Collection Subsystem will select the lowest levels for operational audit measurement and category levels for work sampling measurement.

3.1.3 SLACK VARIABLES. The Lead Team's selection of the slack variable reporting method depends, to a large degree, on the analysis desired in the Lead Team Analysis Subsystem. Additives may be entered into the system by establishing a separate slack variable Functional Account/Shred, or by entering slack variable categories within the Standard Work Description of an established Functional Account Shred. Slack Variables entered in a separate Functional Account Shred can be identified as pure additives in the Lead Team Analysis Subsystem. Slack variable categories included in the Standard Work Description of an established Functional Account Shred will be combined with the manhours of other categories in that Functional Account Shred. Slack variables provide a means of collecting data in categories not initially identified by the Lead Team.

3.1.4 WORKLOAD FACTORS:

a. The Data Collection Subsystem provides for the collection of historical and actual workloads for each Workload Factor Number established in the WORDS. The Lead Team Analysis Subsystem performs correlation and regression analysis

against the historical workload reported in the Historical Workload Count Card (W4) of DACS. The actual workload data reported in the Actual Workload Count Card (W5) of DACS is not used in the Lead Team Analysis Subsystem. When work sampling is the primary measurement method, the Lead Team may desire correlation and regression analysis using actual workload data. This may be done by establishing two Workload Factor Numbers for each workload factor. One Workload Factor Number can be used to input the Historical Workload Count Card and Actual Workload Count Card transactions. The second Workload Factor Number established for the same workload factor can subsequently be used by the Collection Team to input the actual workload figure in the Historical Workload Count Card and thus permit correlation and regression analysis using actual workload data. In such instances, the Lead Team should provide separate instructions to indicate whether the actual daily average or computed monthly average based on the actual workload figures should be used.

b. Other data, such as personnel authorized, personnel assigned, personnel loaned, or personnel borrowed may be recorded in the system by assigning a separate Workload Factor Number to each item. When such data is to be collected for more than one Functional Account, a separate Workload Factor Number will be necessary for each item for each Functional Account.

3.1.5 FILE CONTROL. It is possible that the METs will be simultaneously developing and/or collecting data for more than one work center and/or that the Data Processing Installation may service more than one MET. It, therefore, becomes necessary to establish a means of identifying the file which is to be updated to the Data Processing Installation. This is accomplished by using In and Out Study Identifiers in the WORDS, DACS, and LTAS Control Cards. Each output product in the system will describe the Study Identifier in the last two characters of the PCN. The Study Identifier can be changed at any time by assigning the new designation desired in the Out-Study Identifier field of the control cards. Although the Study Identifier can be changed at any time, this action should be taken only when the need to change or assign a new Study Identifier has been clearly demonstrated as essential. Indiscriminate changing of Study Identifiers can cause an unwarranted additional workload in the Data Processing Installation. The procedure of assigning Study Identifiers is basically as follows:

a. When the initial build action is taken in the WORDS, the Lead Team will establish a 2-character Study Identifier in the WORDS Control Card. Each time WORDS update action is taken, this In-Study Identifier will be used in the WORDS Control Card. When the Lead Team forwards the tapes to the Collection METs, the In-Study Identifier used by the Collection MET is that which the Lead Team had assigned.

b. The Collection Team may assign a different Study Identifier to each study they are engaged in only with the approval of the Lead Team. The control card for each DACS update action will contain the In-Study Identifier assigned. At the conclusion of the DACS, Collection Teams will forward the DACS tape to the Lead Team and advise them of the Study Identifier.

c. The Collection Team Study Identifier becomes the In-Study Identifier used in the LTAS Merge Card. By processing the DACS, the Lead Team may assign a different Study Identifier to each individual Collection MET tape which will become the identifying number should any changes be made to the individual DACS tapes by the Lead Teams at some future time. A separate Study Identifier will be assigned to the merged LTAS tape.

3.2 COMPOSITION RULES. Not applicable.

3.3 VOCABULARY. Not applicable.

3.4 INPUT FORMATS. The keypunch instructions for this subsystem have been entered on AF Forms 1190 and are enclosed as Attachment 2. Detailed instructions relating to the data fields which are to be completed follow. Card columns not mentioned are to be left blank.

3.4.1 DESCRIPTION INPUT CARD FILE, PCN SE515-810. This file contains the card transactions itemized in Rules 1 through 22 of Table 3-1 which are necessary to build and update a WORDS Description File. A WORDS Control Card must be submitted with the initial build request and with each subsequent update action. It is suggested that cards for the build action be prepared in the order of Rules 1 through 14 of Table 3-1. The Master Control Card, the WORDS Special Delete Card, the Study Initiator and Terminator Cards, and the Operational Audit Parameter Card should not be prepared until the initial build action has been taken since these cards require a Serial Number which is assigned during the build process. After the

initial build action, all card types in Rules 1 through 22 may be processed in as many update actions as necessary to establish the desired Work Center Description. An explanation of each card type follows:

a. FUNCTIONAL ACCOUNT CARD. Functional Account Cards define the Functional Accounts and their Shreds applicable to the work center being measured. Each Functional Account and Functional Account Shred reported in the Activity Level Title Card must have a Functional Account Card. Up to 50 separate functional account shreds may be entered for each study. Lead Teams may desire to establish additive Functional Account Shred(s) so that additive data may be recorded in the DACS.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter FØ
ACTION FILE MAINTENANCE	3	A - Add D - Delete C - Change A delete action requires the completion of card columns 1 through 9 only. A delete action will also delete the data on record for the Functional Account/Workload Card (F1). Change actions can be taken on any item except the Functional Account and Shred. To change a Functional Account, a delete and add action must be completed since this is the controlling item upon which the computer bases its action.
FUNCTIONAL ACCOUNT	4-7	Enter the Functional Account to be reported in the Activity Level Title Card. Card columns 4, 5, and 6 must be numeric. Card column 7 can be alpha or numeric.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTIONAL ACCOUNT SHRED	8-9	Enter the Functional Account Shred. This field may be left blank.
FUNCTIONAL ACCOUNT ABBREVIATION	11-28	Enter the abbreviated title of the Functional Account contained in FU500, AFM 300-4, Volume XII.
FUNCTIONAL ACCOUNT SHRED ABBREVIATION	29-46	Enter the abbreviated title of the Functional Account Shred which describes the function or additive category which is being identified. If there is an entry in card columns 8 and 9, this field must also be completed.

b. WORKLOAD FACTOR TITLE CARD. This card identifies the title of the workload factor and work units applicable to the work center being studied. As explained in paragraph 3.1.4, the DACS provides for the collection of historical and actual workloads for each Workload Factor Number entered in the system. The LTAS will perform correlation and regression analysis using the workload data entered in the DACS Historical Workload Count Card (W4). Correlation and regression analysis using only actual workload data in the LTAS may be obtained by assigning two separate Workload Factor Numbers for each Workload Factor Title. For example, correlation and regression analysis is desired using actual workload data for the workload "Number of Tons Shipped". The WORDS should assign a Workload Factor Number 01 to Number of Tons Shipped and a Workload Factor Number 02 to Number of Tons Shipped - Actual. Workload Factor Number 02 can then be used in the DACS to enter an actual workload figure in the Historical Count Card (W4), and thus have the LTAS use this record for correlation and regression analysis. Other information such as personnel assigned or personnel authorized can be recorded by identifying each with a Workload Factor Number and Title. It may be advisable to establish several extra Workload Factor Numbers in a study in the event that some workload unit counts were not taken into consideration in the WORDS.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter W1 (numeric one)
ACTION FILE MAINTENANCE	3	A - Add C - Change D - Delete
SERIAL NUMBER	4-9	Leave blank on the initial build action. After the build action has been taken, enter the appropriate Serial Number as follows: When adding, enter the Serial Number of the line above. When deleting or changing, enter the Serial Number of the line being deleted or changed. Delete actions require completion only to card column 17.
WORK SEQUENCE NUMBER	10-11	Leave blank on initial build unless there is more than one card used to define the Workload Factor Title. After the build action has been taken, enter the "SEQ" number assigned by the computer, which appears in the column before the Serial Number on PCN SE515-121-XX, "Standard Task & Workload Description Register". When more than one card is being added to define the title, an ascending number is assigned to each card. Example: Three cards are required to define the title of Workload Factor 01. The Work Center Sequence number of the first card would be 01, the second card 02, the third card 03.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
WORKLOAD FACTOR NUMBER	16-17	Enter 01 through 99 to identify and control the individual workload factors applicable to the work center under study. Workload Factor Numbers must be numbered consecutively beginning with 01; or a missing Workload Factor error will result in the WORDS Final Edit List.
WORKLOAD FACTOR TITLE	20-62	Enter the title of the Workload Factor. If necessary, up to 99 continuation cards may be used per workload factor number to provide a clear workload title.
SEQUENCE NUMBER	76-80	Use for the initial build only, if desired, as explained in the Sequence Number instructions for the Activity Level Title Card.

c. FUNCTIONAL ACCOUNT/WORKLOAD CARD. This card matches the workloads described in the Workload Factor Title Card that are applicable to the functional accounts in the Functional Account Card. Card entries are:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter F1 (numeric 1)
ACTION FILE MAINTENANCE	3	A - Add D - Delete

Change actions will not process in this card. Workload Factors may be revised by submitting a delete action. Example: Workloads 01, 02, 03, 04, and 05 were put in for a Functional Account Shred. It is desired

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		to delete factors 04 and 05 only. A delete action should be processed with 0405 in card columns 10 through 13. Conversely, factors 06 and 07 may be added by entering 06 and 07 in card columns 10 to 13 with an add action.
FUNCTIONAL ACCOUNT	4-7	Enter the Functional Account reported in the Functional Account Card.
FUNCTIONAL ACCOUNT SHRED	8-9	Enter the Functional Account Shred reported in the Functional Account Card.
WLF-NR	10-11	Enter the Workload Factor Numbers assigned in columns 16 and 17 of the Workload Factor Title Card, which are appropriate to each Functional Account or Shred shown in card columns 4 to 9 above. Up to 26 different Workload Factor Numbers may be entered on one card. Additional cards may be used when more than 26 Workload Factor Numbers are applicable to a Functional Account.
WLF-NR	12-13	
WLF-NR	14-15	
WLF-NR	16-17	
WLF-NR	18-19	
WLF-NR	20-21	
WLF-NR	22-23	
WLF-NR	24-25	
WLF-NR	26-27	
WLF-NR	28-29	
WLF-NR	30-31	
WLF-NR	32-33	
WLF-NR	34-35	
WLF-NR	36-37	
WLF-NR	38-39	
WLF-NR	40-41	
WLF-NR	42-43	
WLF-NR	44-45	
WLF-NR	46-47	
WLF-NR	48-49	
WLF-NR	50-51	
WLF-NR	52-53	
WLF-NR	54-55	
WLF-NR	56-57	
WLF-NR	58-59	
WLF-NR	60-61	

d. ACTIVITY LEVEL TITLE CARD. This card contains the titles of the basic categories, tasks, sub-tasks, elements, and sub-elements which are to be introduced into the system for each Functional Account/Shred within a work center and should follow the pattern of the category titles reflected in AF Form 1110, Work Center Description. Slack variables can be established just as any other category except that the Title in card columns 20-49 will in some way identify it as an extra category. See paragraph 3.1.3. These cards will form the data base upon which all measurement statistics will be collected by the Collection Teams in the Data Collection Subsystem. Each category level within a Functional Account should receive an 01 Card Transaction. Each task within a Functional Account should receive an 02 Card Transaction, etc. The system will assign the Line Number paragraphing based on the sequential order of the input or in the order of the assigned Sequence Numbers. All direct and indirect tasks for a Functional Account/Shred must be grouped together. Different Functional Account/Shreds should not be interspersed among each other or between direct and indirect tasks. A review of paragraph 3.7.5 and Attachment 12 will aid in understanding the intent of this card file.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter 01 for each category. Enter 02 for each task. Enter 03 for each sub-task. Enter 04 for each element. Enter 05 for each sub-element. Insure that all categories are assigned 01, all tasks 02, etc. Proper paragraphing will result by maintaining proper sequence either by the use of Sequence Numbers described below or by manually maintaining the proper card sequence for the initial processing.
ACTION FILE MAINTENANCE	3	A - Add D - Delete C - Change

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		The initial build will be made with "A" actions. Subsequent delete actions are required to be completed only to card column 9. Once study initiators and terminators have been entered in the file, an add action cannot be taken immediately following the study initiator or terminator. However, the desired action can be taken by changing the first Serial Number following the initiator or terminator to what is desired to be reflected on the first line and adding to the subsequent line what was originally on the first line; or, by resubmitting the cards for another build action. A "change" action will not change a Functional Account or category. Functional Accounts may be revised by the submission of a delete action and an add action, or by the submission of a Master Control Card. Categories are also changed by a delete action and an add action.
SERIAL NUMBER	4-9	Leave blank on the initial file build. Serial Numbers are assigned by the computer based on the initial sequencing of cards by manual means or by the use of the Sequence Number. After the initial build has occurred, the Serial Number becomes the base upon which add, delete, or change actions are taken. To add a line after the initial build, use the Serial Number of the line just before the location that the added line is to appear. When adding more

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		than one line under a Serial Number, either (1) use the same Serial Number for all entries, or (2) enter the Serial Number on the first add card of the group and manually place the cards in back of the add card containing the serial number. In either case, assign a sequence number in card column 76 through 80 to depict the order in which lines are to appear. A sequence number in card columns 76 to 80 must also be assigned to all update add actions.
ASSOCIATED WORK- LOAD FACTOR NUMBER	10-11	Use the Workload Factor Number assigned in the Workload Factor Title Card which is applicable to the individual category level that is being defined in this card. Leave blank if not applicable. The association of a workload factor with a category level has the result of providing the correlation of the specified workload factor with the associated category level man-hours in the initial run of the LTAS. However, such correlation may be obtained for any workload factor entered into the system by exercising request options after the LTAS initial run.
FUNCTIONAL ACCOUNT	12-15	Use the Functional Account defined in AFM 300-4, Vol XII, FU500 that is applicable to the work center being studied. Each Functional Account used must be defined in a Functional Account Card.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTIONAL ACCOUNT SHRED	16-17	Use a 2-character code which further defines a Functional Account or work center. This entry is also used to identify additive categories, if required, by assigning an arbitrary 2-character code which will distinguish the account from the others. Each shred is considered a separate Functional Account and must begin with an 01 category identification in card columns 1 and 2. The field can be blank.
STANDARD TYPE	18	Leave blank for a multiple point standard. Use one of the following for a single point standard: F - fixed. This indicates that the workload factors are not expected to show a direct relationship to categories. V - variable. This indicates that there is a direct relationship between the workload factor and the category. P - personnel generated. This indicates that there is no direct relationship between workload factors and category; however, the total manhours are related to total fixed and variable manhours in the work center. The use of this field is optional. However, if it is not used for single point standards, the system will not provide fixed, variable, or personnel-generated manhours applicable to each category.
WORK CATEGORY	19	Each line must have one of the following: D - for direct category through sub-element, or I - for indirect category through

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		sub-element. All direct categories must be listed first within a Functional Account followed by the indirect categories. The system will add the following indirect non-productive categories at the end of each Functional Account: nonavailable, unavoidable delay, personal/rest and idle when the first update action is taken.
TITLE	20-49	Assign a descriptive title to all categories. Only one 30-character line is permitted for each category. Therefore, titles must be clear but concise.
SEQUENCE NUMBER	76-80	The assignment of Sequence Numbers is optional. If used, enter 00001 through 99999 in the order in which the paragraphing structure is to appear on the Standard Task & Workload Description Register and the Work Center Description List. Numbering must begin with the Workload Factor Title Card and continue on through the Activity Level Title Cards. No other input cards receive a Sequence Number. Sequential order may also be maintained by preparing the AF Form 1530 in proper order and maintaining this order until the cards are processed into the system. The first time the cards are read into the system, the Sequence Number loses its identity to the Serial Number assigned by the computer. If one card has a Sequence Number, all

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		Workload Factor Title Cards and Activity Level Title Cards must be numbered from 00001 through 99999. Should you elect not to use Sequence Numbers, the field must be left blank on all cards. If for some reason sequential order is disrupted to a large degree, it is more advantageous to resubmit cards in their proper order in a new build action rather than take corrective action by means of add, delete, and change actions. Sequence numbers must also be assigned to all update add transactions. If only one line is being added under a serial number, enter 00001 in card columns 76 to 80. If more than one line is being added under a specific serial number, number in sequential order. Example: Three tasks are to be added under Serial Number 00011. All three entries would be coded with Card Transaction 02, Serial Number 00011. The line which is to appear first is coded with Sequence Number 00001 in card columns 76 to 80; the second line receives 00002 and the third line 00003.

e. LOCATION CARD. A Location Card is to be prepared for each installation whose work center or function is to be studied. A maximum of 40 Location Cards may be submitted for each work center study. The data to be punched in each card are:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD IDENTITY	1	Enter C.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
ACTION FILE MAINTENANCE	3	A - Add D - Delete C - Change Use an "A" in the initial build or when adding a new Personnel Accounting Symbol (PAS) Number in an update action. A "D" action, completed to card column 7, will delete the entire line. Use a "C" action to change any element of information except the Personnel Accounting Symbol Number. The PAS Number can be changed only by delete and add actions since the PAS is the controlling item upon which the computer bases its action.
PERSONNEL ACCOUNTING SYMBOL NUMBER	4-7	Enter the PAS Number of the unit being studied. The PAS Number may be obtained from the PAS monitor in the CBPO, or from the PAS Directory. The last four characters of the 8-character PAS Number shown in the PAS Directory should be used.
OPERATING COMMAND	8-10	Enter the Operating Command of the unit being studied, such as TAC, SAC.
INSTALLATION LOCATION NAME	11-27	The Installation Location Name is limited to 17 characters. More than 17 characters will result in an error condition.
ORGANIZATION NUMBER	28-31	Enter the four numeric designation assigned to the organization under study, if appropriate. Begin entries in card

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		column 28; unused spaces may be left blank.
ORGANIZATION KIND	32-34	Enter the appropriate Organization Kind such as LOG, SUP, etc., in accordance with OR265, AFM 300-4, Volume XII.
ORGANIZATION TYPE	35-36	Enter the appropriate Organization Type such as WG, DT, etc., in accordance with OR293, AFM 300-4, Volume XII.

f. WORDS PARAMETER CARD. This card establishes the study parameters for each Functional Account/Shred that is to be used by the Collection Team in the Data Collection Subsystem. A WORDS Parameter Card must be submitted for each Functional Account/Shred established in the WORDS, or the system will reject the attempt to process the data to the Collection METs. A similar parameter card is also prescribed for use in the Data Collection Subsystem to be used only when Lead Team approval is obtained by Collection METs. The predetermined factors described below are written into the program and will be used unless other factors are specified. Each Functional Account and Shred requires a WORDS Parameter Card prepared as follows:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter \$I.
ACTION FILE MAINTENANCE	3	A - Add D - Delete Only one WORDS Parameter Card can be deleted during each update action.
SERIAL NUMBER	4-9	Must be zero filled.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTIONAL ACCOUNT	10-13	Enter the Functional Account for which the parameters are being established.
FUNCTIONAL ACCOUNT SHRED	14-15	Enter the Functional Account Shred for which the parameters are being established.
AVAILABLE TIME	17-19	Enter the number of hours available to the work center each month. If left blank, 144 will be assumed.
PERSONAL AND REST ALLOWANCE FACTOR	21-24	Enter the Personal Rest Allowance Factors to be used, expressed to three decimal places. The decimal is assumed and is not to be entered in the card. A factor must be more than 1.000 and less than 1.500. If left blank, 1.116 is assumed.
ACCURACY	26	Enter the degree (1 to 9) of accuracy required in work sampling reports. If no value is supplied, 3% is assumed.
FREQUENCY OF PERFORMANCE	28	Enter one of the following to indicate frequency of operation. If no value is supplied, 1 (a 5-day workweek) will be assumed. This data is used to compute the adjustment factor for work sampling data. 1 for 5-day workweek 2 for 5 1/2-day workweek 3 for 6-day workweek 4 for 6 1/2-day workweek 5 for 7-day workweek

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
NUMBER OF SAMPLING DAYS	31-32	Enter the Number of Sampling Days included in the study. If no value is supplied, 21 is assumed. This entry is for information only. The DACS will compute and use the Number of Sampling Days for which the Collection Team provided work sampling input.

g. WORDS CONTROL CARD. A control card is required for each batch of input to be processed. It is to be placed in front of all other input transactions when submitting the input card deck to the Data Processing Installation. The purpose of the WORDS Control Card is to provide instructions on the type of action to be taken and to describe the file that is to be updated. The first input processing of a work center will always be a file build. Subsequent changes to the file build are to be processed as update actions. Build and update actions cannot be taken at the same time. There is no limit as to the number of individual update actions which may be taken. When build or update transactions are processed, the Standard Task & Workload Description Register, PCN SE515-121, and the Work Center Description List, PCN SE515-151, are automatically provided. If it is desired to obtain these listings without update actions, this control card provides the means to do so. The WORDS Control Card format is:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSCRIPT	1-2	Enter \$C.
OPTION KEY 1	10	Enter one of the following in card column 10. If a second option is being requested, enter it in card column 15; and the third option, in card column 20:
OPTION KEY 2	15	
OPTION KEY 3	20	
		B for Build
		U for Update

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		R for Standard Task & Workload Description Register, PCN SE515-121.
		D for Work Center Description, PCN SE515-151.
		W for Workload Factor Descrip- tion only, which is part of the Standard Task & Workload Descrip- tion Register, PCN SE515-121.
IN-STUDY IDENTIFIER	25-26	In the first build action, enter two characters to identify the file being established. Lead teams should establish unique In-Study Identifiers for each individual study they are per- forming in order that the Data Processing Installation may distinguish one file from the other. For subsequent update actions, enter the Study Ident- ifier against which update action is taken. This Study Identifier will appear as the last two characters of the PCN number in the most recent out- puts.
OUT-STUDY IDENTIFIER	27-28	This field may be left blank unless it is desired to change the identity of the file, in which case, the desired 2- character identification should be entered. When this field is left blank, the system assumes that the Out-Study Identifier is the same as the In-Study Identifier entered in card col- umns 25 and 26 above.

h. STUDY INITIATOR AND TERMINATOR CARDS. These cards are entered into the system to identify the Functional Account/Shreds which will be measured by work sampling, time study and/or operational audit. Since work sampling data are collected at the category level only, no further data collection boundaries beyond Functional Account are required. The system will select only the categories within a Functional Account and produce worksheets at category level. Operational audit and time study techniques require the collection of data at the very lowest category established; therefore, it is necessary to further specify the beginning and ending points for data collection purposes. This is accomplished through the assignment of operational audit and time study data collection initiators and terminators, in addition to study initiators and terminators. Each Functional Account must therefore have appropriate study initiators at the beginning of each Functional Account and appropriate terminators at the end of each Functional Account. In addition, operational audit and time study must have data collection initiators and terminators within each Functional Account. The card format is:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter 20 for a Work Sampling Study Initiator Card. Enter 29 for a Work Sampling Study Terminator Card. Enter 30 for a Time Study Initiator Card. Enter 39 for a Time Study Terminator Card. Enter 31 for a Time Study Data Collection Initiator Card. Enter 38 for a Time Study Data Collection Terminator Card. Enter 40 for an Operational Audit Study Initiator Card. Enter 49 for an Operational Audit Study Terminator Card. Enter 41 for an Operational Audit Data Collection Initiator Card. Enter 48 for an Operational Audit Data Collection Terminator Card.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
ACTION FILE MAINTENANCE	3	A - Add D - Delete
SERIAL NUMBER	4-9	The initiator Serial Numbers should be the Serial Number appearing above the line where the initiator is to begin. Terminator Serial Numbers are Serial Numbers which appear on the line where the terminator is to end.

i. OPERATIONAL AUDIT PARAMETER CARD. This card provides the Lead Team with the ability to enter pre-established standard per accomplishment times or frequencies to be used by the Collection Team in the DACS. These times or frequencies will appear on the operational audit worksheets furnished the Collection Teams at the beginning of a study. The pre-established times and frequencies will not be activated in DACS until an operational audit transaction is submitted by the Collection Team for a specific Serial Number. Operational Audit Study Initiators and Terminators must be entered into the system prior to or at the same time the Operational Audit Parameter Card is used.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter 42.
ACTION FILE MAINTENANCE	3	A - Add C - Change D - Delete
SERIAL NUMBER	4-9	Enter the Serial Number of the line to which it is desired to add a pre-established frequency or time. The Standard Task & Workload Description Register will indicate the pre-established values immediately below the line to which the pre-established values are applicable. Therefore, when changes or delete

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		actions are taken, the serial number should be that shown on the line immediately above the pre-established values.
OPERATIONAL AUDIT FREQUENCY	11-15	Enter the pre-established frequency that is the number of times an activity is performed in accordance with the frequency which is entered in card column 17. One decimal place is allowed. Example: 00050 would be entered for a task performed five times.
FREQUENCY OF PERFORMANCE	17	Enter one of the codes to indicate the frequency of the activity performance reported in card columns 11 to 15 above. 1 for Daily - 5-day workweek 2 for Daily - 5 1/2-day workweek 3 for Daily - 6-day workweek 4 for Daily - 6 1/2-day workweek 5 for Daily - 7-day workweek W for Weekly M for Monthly Q for Quarterly Y for Yearly
MANHOURS ALLOWED PER ACCOMPLISH- MENT	20-25	Enter the pre-established allowed manhours per accomplishment, three decimal places are allowed. Example: It takes one hour to accomplish a task; entry would read "001000" in card columns 20 to 25.

j. MASTER CONTROL CARD. The Master Control Card may be used when it is necessary to change Functional Account/Shreds or direct and indirect designations for categories. Once a Master Control Card is initiated, appropriate "M" actions must be continued to the end of the Serial Numbers reflected in the Standard Task & Workload Description Register, even though the remaining data does not require a change. The break in start and stop Serial Numbers will occur between Functional Accounts and direct and indirect categories within a Functional Account.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD IDENTITY	1	Enter M.
START SERIAL NUMBER	4-9	Enter the Serial Number of the line where the action is to begin. Serial Numbers are found in the Standard Task & Workload Description Register, PCN SE515-121-XX.
STOP SERIAL NUMBER	10-15	Enter the Serial Number reflected in the Standard Task & Workload Description Register where it is desired to stop. The subsequent Start Serial Number should be the number following the Stop Serial Number used.
FUNCTIONAL ACCOUNT	16-19	Enter the Functional Account which you want to appear on the subsequent listing.
FUNCTIONAL ACCOUNT SHRED	20-21	Enter the Functional Account Shred which you want to appear on the subsequent listing.
CATEGORY	22	Enter: D for direct I for indirect which you want to appear on the subsequent listing.

k. WORDS SPECIAL DELETE CARD. The WORDS Special Delete Card is used to delete a volume of records from the Standard Task & Workload Description Register.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD IDENTITY	1	Enter Z.
START SERIAL NUMBER	4-9	Enter the Serial Number appearing on the line where the delete action is to begin.
STOP SERIAL NUMBER	10-15	Enter the Serial Number of the last record which is to be deleted.

3.4.2 ADDRESS EXTRACT CARD FILE, PCN SE515-830. This file consists of two card types, the Identity Card and the Address Extract Card. The purpose of the file is to prepare for the WORDS file for transmission to the Collection METs.

a. IDENTITY CARD. One Identity Card must be prepared and must be placed in front of the Address Extract Cards. This Identity Card provides the Data Processing Installation with the identification of the basic file which is to be used to select the appropriate Functional Account data to be transmitted to each Collection MET:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter ID.
IN STUDY IDENTIFIER	4-5	Enter the Study Identifier which identifies the tape file which is to be used to select the Functional Account data for transmission to the Collection METs. This number should be the same as the last Out-Study Identifier assigned, which is reflected as the last two characters of the PCN in the Standard Task & Workload Description Register, PCN SE515-121-XX.

b. ADDRESS EXTRACT CARD. The purpose of this card is to associate the PAS Number and Functional Accounts of the activities to be studied with the MET that will perform the data collection phase (covered in Chapter 4) for that specific PAS; and to create an Address File, PCN SE515-912, which is the tape that will be transmitted to each MET. A separate card is prepared for each Functional Account/Shred appropriate to each PAS as follows:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD IDENTITY	1	Enter X.
PAS NUMBER	2-5	Enter the PAS Number indicated in the Location Card.
FUNCTIONAL ACCOUNT	6-9	Enter the Functional Account.
FUNCTIONAL ACCOUNT SHRED	10-11	Enter the Functional Account Shred.
INPUT KEY	19-20	Enter a 2-digit number for each MET. The assignment of numbers is left to the discretion of the Lead Team. Each Collection MET should be advised of their input key number which is required for the preparation of the MET Identity Card explained below.

3.4.3 MET IDENTITY FILE, PCN SE515-840. This file acts as an interface between WORDS and DACS. The Collection METs will prepare the MET Identity Card to obtain the output products described in paragraph 4.4.1 of Chapter 4. Lead Teams may elect to obtain a copy of these outputs so that a record of Serial Numbers are available for reference should questions arise in the Data Collection Subsystem. This may be done by forwarding an MET Identity Card for those bases for which outputs are desired, prior to instructing the Data Processing Installation to forward the tapes to the addresses provided to them for each Input Key. It is unnecessary to request outputs for all bases since the Serial Numbers will change only when applicable Functional Account/Shreds change for a base. For example: The Address Extract Cards specified that Bases A and B will collect data for Functional Account/Shreds

2510, 2511, and 251301. Base C will collect for 2510 and 251301. Base D will collect for 2511 and 251301. The outputs for Bases A and B will reflect the same Serial Numbers for each category. Output Serial Numbers for Base C may differ from A, B, or D. Output Serial Numbers for Base D may be different than A, B, or C. The MET Identity Card is prepared as follows:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
INPUT KEY	1-2	Enter the Input Key number established in card columns 19 and 20 of the Address Extract Card. This field is numeric.
CARD IDENTITY	3	Enter X.
OUT STUDY IDENTIFIER	4-5	Collection Teams will enter the 2-character designation to be assigned to the file.

3.5 SAMPLE INPUT. Figure 3-1 contains several illustrations of how Punch Card Transcript forms are to be completed for keypunching of card input.

a. Card input is contained in three input files described above; namely: (1) the Description Input Card File, PCN SE515-810, consisting of 20 different types of card inputs, described in paragraph 3.4.1, (2) the Address Extract Card, PCN SE515-820, consisting of two card types, described in paragraph 3.4.2, and (3) the MET Identity File, PCN SE515-840, consisting of one card type. Figure 3-2 illustrates the assembly of cards for the first build action processing. The WORDS Control Card must be the first transaction card in the deck. When keypunched cards are ready to send to the Data Processing Installation for processing, the PCN will be written clearly on the front of the deck and the cards forwarded to the Data Processing Installation together with any other requests for computer service that the Data Processing Installation may require. Verbal contact should be made with the BMEDS System Monitor at the servicing Data Processing Installation to establish local procedures for BMEDS processing.

Functional Account Card and Functional Account Worksheet Card (Addrs)	
FA250001	MUNITIONS MAINT SUPERVISION
FA250001	91919202123
Worksheet Factor Title Cards (Update action)	
WIA0000001	09 TOTAL NUMBER OF PERSONNEL AUTHORIZED IN
WIA0000002	09 SUBORDINATE UNITS
Activity Level Title Cards (Build Action using sequence numbers)	
01A	042512 MAINTAINS WEAPONS RELEASE SYSTEMS
02A	2512 MAINTAIN PVLBM
(Update action)	
03A0000225	2512 IRATE PERFORMANCE
04A0000225	2512 ICOUNSEL PERSONNEL
05A0000317	2512 MAINTAINS MOBILITY INFO
06A0000031	
LOCATION CARD	
CA FVGTAC CANNON AFB	0310000000
WORDS PARAMETER CARD (using all predetermined factors)	
07A000000250001	
WORDS CONTROL CARD (build action)	
08	03
Study Initiators and Terminates (word sequence)	
09A00000169	
09A00000351	

Figure 3-1. WORDS Sample Input.

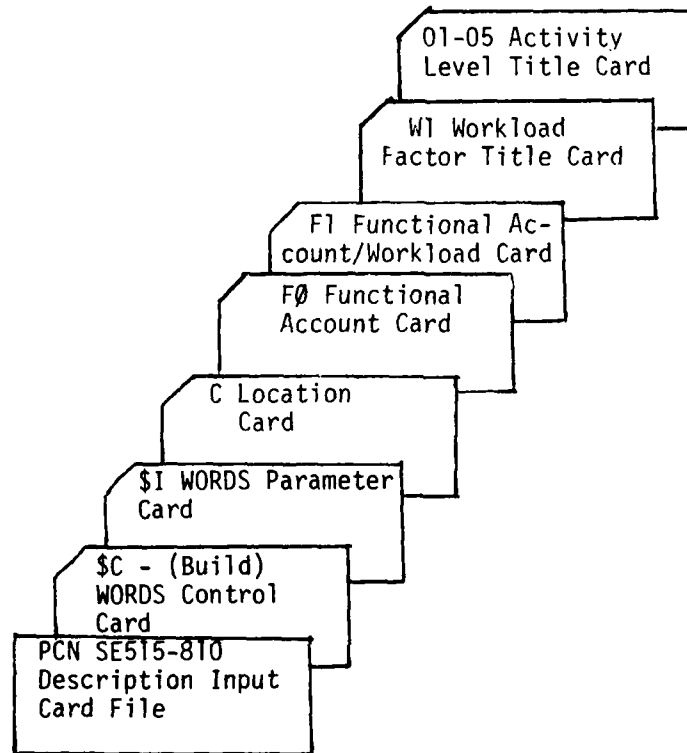


Figure 3-2. Build Actions.

b. The build action will create a file and produce output products against which update actions may be taken. Each update submission will create a new file and produce new outputs. Each update file is identified by a Study Identifier and date. In addition, the update/report tape number is shown in the upper right of each page of the Standard Task and Workload Description Register, PCN SE515-121. The Study Identifier is that shown in the In-Study Identifier field of the WORDS Control Card. It is Data Processing Installation standard practice to update the most recent file processed; therefore, the Lead Team is not required to furnish a date or tape number unless a file other than the most recent one is to be updated. If such is the case, the Data Processing Installation Monitor should be contacted to determine the method locally used for providing special instructions. The date of processing is reflected in the upper left of each printed output. An Out-Study Identifier appears in the upper right and lower left of each output page as the last two characters of the PCN. This becomes the In-Study Identifier for the subsequent update. Update actions may contain any or all of the transaction types shown in Figure 3-3. PCN SE515-810 will be written clearly on the front of the deck. The WORDS Control Card must be the first transaction card in the deck.

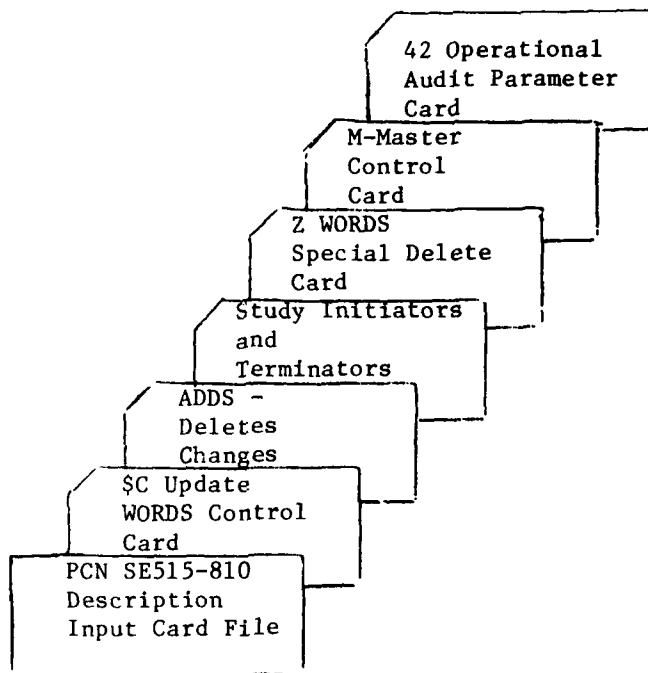


Figure 3-3. Update Actions.

c. When the Standard Task & Workload Description Register, PCN SE515-121-XX, reflects all the necessary data in the prescribed formats, the file is ready to select the Functional Account/Shreds pertinent to each Personnel Accounting Symbol and to assign an Input Key to each Collection MET. This is accomplished by preparing the Address Extract Card File, PCN SE515-830. The Address Extract Card File will create a tape for each Collection MET. Once the WORDS tapes are finalized and transmitted from the Lead Team to the Collection Team, the basic data can be changed only by reentering the WORDS, with the exception that the significant standards of operation may be changed by the Collection METs in a DACS Parameter Card upon Lead Team approval. The establishment of slack variables will permit Collection Teams to enter additive data

in the DACS. The Address Extract Card File must be arranged as shown in Figure 3-4 with the Identity Card first and the Address Extract Cards following. PCN SE515-830 must be written in front of the card deck.

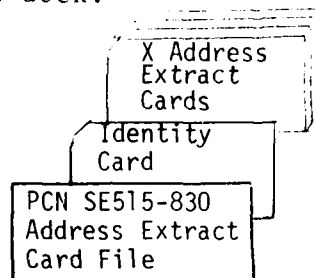


Figure 3-4. Extract Actions.

d. The Lead Team will furnish the Data Processing Installation with the base name and address for each of the Input Keys established in the Address Extract Card and request that the tapes be mailed to the Data Processing Installation of the appropriate Collection MET. The Lead Team will also advise each Collection MET of their Input Key Number. Upon receipt of their Address File Tape, PCN SE515-840, to the Data Processing Installation for the creation of a measurement file. The Lead Team may desire to obtain copies of outputs applicable to selected bases prior to the mailing of the tapes to the Collection MET. In such cases, the Lead Team will forward an MET Identity Card for each Input Key Number for which outputs are desired in accordance with Figure 3-5.

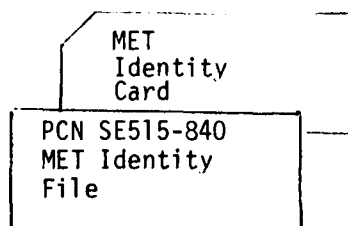


Figure 3-5. Creating a Measurement File.

3.6 OUTPUT REQUIREMENTS. Outputs from the WORDS are produced as a result of input requests explained in paragraph 3.5 above and are as follows:

3.6.1 BUILD AND UPDATE OUTPUTS. The following output listings are produced whenever a build or update action is taken in the WORDS. The listings are produced to provide the Lead Team with a visual record of the data which has been entered into the WORDS.

- a. WORDS Update Card Input, PCN SE515-107-XX.
- b. Input Error List, PCN SE515-111-XX.
- c. Update Error List, PCN SE515-112-XX.
- d. Level of Activity Error List, PCN SE515-113-XX.
- e. Standard Task & Workload Description Register, PCN SE515-121-XX.
- f. Work Center Description List, PCN SE515-151-XX.

3.6.2 ADDRESS EXTRACT CARD OUTPUTS. The outputs produced from the Address Extract Card File are the WORDS Final Edit, PCN SE515-610-XX, which will indicate to the Lead Team any errors which may occur in the final edit. If there are no errors, a tape is created for transmission to the Collection METs. This tape output is titled the Address File, PCN SE515-912.

3.6.3 MET IDENTITY CARD FILE OUTPUT. The Collection MET will input an MET Identity Card and as a result of this input, a measurement tape will be created against which the DACS transactions will be processed. The Lead Team can also input MET Identity Cards prior to the mailing of the tapes to the Collection MET to obtain the outputs described in paragraph 4.4.1 of Chapter 4.

3.7 OUTPUT FORMATS. The following explanation of each output is keyed to each output illustrated in Attachments 8 to 14.

3.7.1 WORDS UPDATE CARD INPUT, PCN SE515-107-XX. Refer to Attachment 8. This listing displays the cards that were processed in the order in which they were input for processing. The heading reflects the 80-character numbering of an

input record followed by the data contained in each input card under the appropriate card column. The purpose of the listing is to provide a reference record of card transactions.

3.7.2 INPUT ERROR LIST, PCN SE515-111-XX. Refer to Attachment 9. The WORDS edits input cards before they are processed into the system. As a result of this edit, an Input Error List may be produced which contains error codes and messages defining the error conditions. If there are no errors, no listing is produced. This first two columns are the error code and sub-code. When there is a sub-code assigned, the error message follows. It briefly describes the error condition. The card in error is printed to the right of the error message. Attachment 5, Figure A5-1 lists all the error codes which can appear on this error list, and the corrective action which must be taken. All transactions in error must be corrected and resubmitted.

3.7.3 UPDATE ERROR LIST, PCN SE515-112-XX. Refer to Attachment 10. This listing identifies errors which occur as the input is being edited for tape processing. Transactions appearing on this list have not been entered into the subsystem and corrective action must be taken. Attachment 5, Figure A5-2, reflects the error code and its definition. The first and second columns of the Update Error List contain the error code and error code definition, respectively, followed by the Serial Number of the cards in error.

3.7.4 LEVEL OF ACTIVITY ERROR LIST, PCN SE515-113-XX. Refer to Attachment 11. This list reflects error conditions reflected in Attachment 5, Figure A5-3.

a. The "Work Sequence Required" condition appears when the Work Sequence Number in the Workload Factor Title Card (W1) was incorrectly applied to the input. The Workload Factor Number and Title of the card in error is printed. Necessary corrective action must be taken and cards resubmitted.

b. The "Flow of Categories is not in Order" condition will appear when the card input does not reflect the proper level of activity within a Functional Account. For example, a task which receives Card Transcript 03 in the Activity Level Title Card was placed after Card Transcript 01. The 03 action would be reflected as a level of activity error because it was not preceded by an 02 category card. Columns 1 and 2 of the Level of Activity Error List contain the error code and error

code message, respectively. The first six digits of column 3 are the Serial Number and the last two digits are the Card Transaction in the Activity Level Title Card. The Serial Number shown in card column 3 is that which appears in the Standard Task and Workload Description Register, PCN SE515-121-XX, and represents those Line Numbers which were caused to be out of line number sequence by the action taken in the update. The 4th column is the Functional Account. Column 5 contains the Work Category and the Line Number corresponding to the Line Number in the Standard Task and Work Description Register. The last column contains the title of the category. The system has accepted the cards; therefore, each entry should be related to the appropriate line on the Standard Task & Workload Description Register to determine the necessary corrective action which must be taken.

3.7.5 STANDARD TASK & WORKLOAD DESCRIPTION REGISTER, PCN SE515-121-XX. Refer to Attachment 12. This register displays work center data established by the Lead Team. It is provided each time a build or update action is taken and forms the basis for subsequent update actions. The update/report tape number will be printed in the upper right for information only. This is the tape number that contains the description file reflected in the register and against which the next update action is taken; or, if no changes are necessary, against which an address file will be established to transmit the file from the Lead Team to the Collection METs. The register provided as a result of the build action will display data in the same card type sequence as the cards were in when they were submitted for a build action. Subsequent update actions will effect a rearrangement of data in the following manner:

- a. All locations to be measured in alphabetical order by PAS Number.
- b. The Functional Account/Shreds assigned to the work center under study and the Workload Factor Numbers applicable to each Functional Account/Shred.
- c. The WORDS Parameter Card data for each Functional Account/Shred.
- d. The Workload Factor Title Card data, which should be in numerical order by Workload Factor Numbers.

e. The last portion of the listing contains the data submitted by the Activity Level Title Cards and the Study Initiator and Terminator Cards. When study initiators and terminators are entered, the system will add four standard indirect nonproductive categories to the categories established by the Lead Team in the Activity Level Title Card. These categories are nonavailable, unavoidable delay, personal/rest and idle, which may be used for work sampling. Provision is made to permit addition of four more indirect nonproductive categories in the DACS by means of a Work Sample Additive Card. Pre-established Operational Audit Frequencies or times entered in the WORDS are printed below the line to which they are applicable. Columnar explanations are as follows:

(1) The "CC" column reflects the category/sub-element Card Transaction entered in the Activity Level Title Card.

(2) The "PAS" column reflects the Personnel Accounting Symbol. This column will be left blank in outputs processed in WORDS; however, it will be completed with the PAS Number of the activity to be measured when the Collection Team receives a Standard Task & Workload Description Register upon processing the MET Identity Card File, PCN SE515-840, in accordance with Chapter 4.

(3) The "FAC" column reflects the Functional Account/Shred to be measured.

(4) The "Type" column reflects the direct or indirect Work Category.

(5) The "Line Nr" column is assigned by the system and represents the sequence of paragraph structuring required by AFM Form 1110, and that reflected in the Work Center Description List, PCN SE515-151-XX.

(6) The "Title" column reflects the category titles.

(7) The "Ser-Nr" column reflects the Serial Number assigned by the system. The Serial Number assigned in the WORDS may not necessarily be the same one that is assigned to the same category in the output provided to the Collection Teams since the Functional Accounts applicable to a measurement base may vary.

(8) The "Study" column reflects the study technique to be used for each category; i.e., WS, Work Sampling; OA, Operational Audit; TS, Time Study. There must be at least one study indicator and terminator indicated at the beginning and end of each Functional Account; and if the technique is operational audit or time study, a data collection initiator and terminator must also be assigned within the Functional Account.

(9) The "WLF" column reflects the workload factor number of the workload factor associated with the category indicated in the Activity Level Title Card. Refer to Attachment 12.

3.7.6 WORK CENTER DESCRIPTION LIST, PCN SE515-151-XX. Refer to Attachment 13. This list presents an array of the categories, tasks, sub-tasks, elements, and sub-elements in the standard paragraph structuring of AF Form 1110 for each Functional Account. It reflects the same categories and line numbers as the Standard Task & Workload Description Register, PCN SE515-121-XX. In order to correct the Work Center Description List, corrections must be made to the Standard Task & Workload Description Register.

3.7.7 WORDS FINAL EDIT LIST, PCN SE515-610-XX. Refer to Attachment 14. This list indicates errors which are found as a result of the final edit of the WORDS data and the matching of PAS Numbers with the Identity Key. The columnar arrangement of data will vary depending upon the type of errors. Basically, each line will contain the card input which is in error and the error message. Error messages which may appear on the list are shown in Attachment 5, Figure A5-4. If there are no errors, the message "NO ERRORS FOUND ON INPUT TAPE" is printed.

3.7.8 ADDRESS FILE, PCN SE515-912. This output is in the form of a tape which is created for transmission to each Collection MET. The Lead Team will provide its Data Processing Installation with information regarding the method of tape transmission and the location to which each tape is to be transmitted.

3.8 SAMPLE OUTPUTS. Refer to Attachments 8 through 14.

3.9 UTILIZATION OF SYSTEM OUTPUTS. All WORDS outputs are used by the Lead Team primarily to establish the work center

file with the content, and in the sequence and format desired. Each Collection MET receives a Standard Task & Workload Description Register and Work Center Description List upon the initial processing of the Data Collection Subsystem containing the Functional Account and workload factor data applicable to their MET.

Chapter 4

DATA COLLECTION SUBSYSTEM (DACS)

4.1 STAFF INPUT REQUIREMENTS. The Data Collection Subsystem provides for the collection of measurement data by the Collection Management Engineering Teams based on the foundation established by the Lead Team in the Work Center Description Subsystem. The Collection METs are responsible for providing all of the input to the DACS using work sampling, operational audit, and time study techniques. Various computations are made based upon the input data to produce work measurement reports outlined in the measurement phase procedures of AFM 25-5. The Collection MET will create appropriate inputs on AF Forms 1530 or the worksheets produced by the DACS and/or other locally devised forms in the formats described in paragraph 4.4. The input required in the DACS is dependent upon the study methods being employed and the type of output products desired. Table 4-1 in paragraph 4.6 outlines the type of products received as a result of specific inputs requested in the DACS Control Card. Input can be divided into the following six classifications: control card transactions, work sampling transactions, operational audit transactions, time study transactions, shift profile transactions, and workload transactions. Input may be processed daily or as frequently as deemed necessary to update the measurement file. Up to 1,000 update transactions may be submitted in each processing cycle. When all input has been processed and output products reviewed for accuracy and content, the measurement data are forwarded to the Lead Team for the LTAS review. Serial Numbers assigned cannot be changed since the system is designed to assign individual Serial Numbers to each data collection point.

4.2 COMPOSITION RULES. There are no special composition rules applicable to the Base Management Engineering Data System.

4.3 VOCABULARY. Only Department of Defense and Air Force standard data elements and related features authorized in AFM 300-4, Data Elements and Codes, are used in the Base Management Engineering Data System. See Attachment 1 for a list of data elements and codes used in the system.

4.4 INPUT FORMATS. The keypunch instructions for the DACS have been entered on AF Form 1190 and are enclosed as Attachment 3. Detailed instructions relating to the data fields follow. Card columns not mentioned are to be left blank.

4.4.1 MET IDENTITY FILE, PCN SE515-840. A contact point for coordination of DACS input and output should be established between the Collection MET and their servicing Data Processing Installation. The first action to be taken by the Collection MET upon notification that their Address File, PCN SE515-912 was received by their servicing Data Processing Installation is the preparation and submission of an MET Identity Card prepared in accordance with the instructions below. The keypunched card will then be forwarded to the Data Processing Installation identified as PCN SE515-840 for the creation of a measurement file. A Standard Task & Workload Description Register, PCN SE515-121-XX, and Work Center Description List, PCN SE515-151-XX, will be received for review and information. These products contain the workload factors and categories for each Functional Account applicable to the base to be measured. In addition, a Work Sample Data Collection Record, PCN SE515-221-XX and Operational Audit Worksheet, PCN SE515-222-XX, will be received if work sampling and operational audit study initiators and terminators were both indicated. A Shift Profile Data Collection Record, PCN SE515-242-XX, will also be received. A Time Study Worksheet, PCN SE515-223-XX, will be received if time study initiators and terminators were specified. These outputs display the Serial Numbers and categories against which measurement data will be collected. Outputs are described in detail in paragraphs 3.7.5 and 3.7.6 of Chapter 3, and paragraphs 4.7.6, 4.7.7, and 4.7.8 of this chapter. If for any reason it becomes necessary to create only a measurement file or produce only the standard output listing stated above, this need must be identified to the Data Processing Installation as prescribed locally. The MET Identity Card is prepared as follows:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
INPUT KEY	1-2	Enter the Input Key number provided by the Lead Team. Collection Teams must obtain an Input Key number from their Lead Team.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD IDENTITY	3	Enter X.
OUT STUDY IDENTIFIER	4-5	Enter the 2-character designation to be assigned to the file. This designation will be reflected as the last two characters of the Product Control Number appearing on all output products.

4.4.2 DATA COLLECTION INPUT CARD FILE, PCN SE515-820.

This file contains the 19 different types of card transactions that may be input in the DACS. The types of card transactions to be prepared depend on the type of study techniques employed and outputs desired. Figure 4-3 on page 4-35 provides a visual aid in determining the necessary card transactions. A detailed explanation of each card type follows. The first card of each batch of input must be a DACS Control Card containing the In Study Identifier.

a. DACS CONTROL CARD. The DACS Control Card has two purposes. One is to specify the type of product desired and the other is to assign or specify the file identifiers used for updating purposes. The first transaction card in the DACS update deck must be the DACS Control Card containing the In-Study Identifier in card columns 31 and 32. As many control cards as are necessary may be submitted. Processing may be accomplished without completing card columns 10 through 27; however, no output products other than error and transaction listings will be provided. Table 4-1, paragraph 4.6 is an aid in describing the outputs which will be received as a result of the DACS Control Card options exercised. Several methods may be used to obtain the type of study products required as explained below:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter \$C.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTIONAL ACCOUNT	10-13	Enter the Functional Account assigned to the work center for which products are desired. One card is required for each separate Functional Account. If products are desired for all work centers, enter "STUDY" in card columns 10 to 14. Leave card column 15 blank.
FUNCTIONAL ACCOUNT SHRED	14-15	Enter the Functional Account Shred.
OPTION 1	17-18	Options may be exercised three different ways. The first is to enter up to 4 of the 5 codes indicated below to define the type of study product being requested. These fields are used in conjunction with card column 29. For example: work sampling and operational audit worksheets are desired; therefore, card columns 17 and 18 would contain "WS"; card columns 20 and 21 would contain "OA" and card column 29 below a "W". Enter any four of the following codes. Begin entries in card column 17. Leave unused fields blank: WS - Work Sampling OA - Operational Audit TS - Time Study WL - Workload SP - Shift Profile
OPTION 2	20-21	
OPTION 3	23-24	
OPTION 4	26-27	

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
OR OPTION 5	17-19	OR The word "ALL" may be entered in card columns 17 to 19 when it is desired to receive products for all study techniques which have been entered in the WORDS. Again, card column 29 will identify the type of product.
OR OPTION 6	17-21	OR Enter FINAL in card columns 17 to 21 when a final report is being requested in AF Form 308 format. A final report request with a "T" in card column 29 will create another tape and will provide copies of all reports and summaries except shift profile. A final report with an "S" in card column 29 will also create another file and will produce copies of all summaries except shift profile and will also provide copies of operational audit reports.
OPTION-KEY	29	Enter one of the following to indicate the type of product required. If all three products are required, three cards must be submitted. Table 4-1 identifies the type of output products received. W for Worksheets S for Summaries T for Reports
* OA PRINT OPTION	30	Use only for operational audit output requirements. Enter "E" when you want the "Operational Audit Data, PCN SE515-255-XX" to reflect only those categories/sub-elements that have had

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		operational audit input transactions entered against them by Card Transactions 42, 50 or 51.
		Leave blank when you want the "Operational Audit Data, PCN SE515-255-XX" to reflect all categories/sub-elements. Zeros will be printed in the Activity Frequency and Monthly Allowed Manhours columns of those categories/sub-elements for which there were no operational audit input transactions.
IN-STUDY IDENTIFIER	31-32	An In-Study Identifier is required only in the first DACS Control Card of each input deck. The In-Study Identifier for the first DACS processing will be the same as the Out-Study Identifier assigned in the MET Identity Card and will normally be the same throughout the Data Collection Subsystem unless it is elected to change the identifier by the assignment of a different Out-Study Identifier below. The Study Identifier is reflected as the last two characters of the Product Control Numbers in the last group of output products processed.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
OUT-STUDY IDENTIFIER	33-34	Leave blank unless it is desired to change the identification of the file in which case the desired identification will be entered. This will become the In-Study Identifier for the next processing update action. When the field is left blank, the system will assume the Out-Study Identifier to be the same as the In-Study Identifier.

b. DACS PARAMETER CARD. Parameters were established for each Functional Account Shred by the Lead Team in the WORDS. These parameters are reflected in the Standard Task and Workload Description Register, PCN SE515-121-XX, as the \$INPUT. When it is necessary to change one or all of the parameters established in the WORDS, a DACS Parameter Card may be submitted. Lead Team approval should be obtained prior to changing established parameters which will change computations. In order to change the study parameters in the measurement file, a DACS Parameter Card must be submitted with input processing data; i.e., work sampling, operational audit, time study, shift profile, or workload data input; or a final report request. Entries left blank from card columns 17 to 32 will assume the values entered in the WORDS Parameter Card or the previous DACS Parameter Card. Instructions continue on page 4-7.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter \$I.
FUNCTIONAL ACCOUNT	10-13	Enter the Functional Account for which the factors are being established. If the same factors are applicable to all Functional Accounts Shreds with the work center, enter the word "STUDY" beginning in card column 10, and leave card column 15 blank.
FUNCTIONAL ACCOUNT SHRED	14-15	Enter the Functional Account Shred.
AVAILABLE TIME	17-19	Enter the number of hours available to the work center each month.
PERSONAL AND REST ALLOWANCE FACTOR	21-24	Enter the Personal and Rest Allowance Factor to be used. The factor is expressed in three decimal places and must be more than 1.000 and less than 1.5000.
ACCURACY	26	Enter the degree (1 to 9%) of accuracy required in work sampling reports.
FREQUENCY OF PERFORMANCE	28	Enter one of the following to indicate the frequency of operation. This entry is used to compute the adjustment factor for work sampling data. 1 for 5-day workweek 2 for 5 1/2-day workweek 3 for 6-day workweek

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		4 for 6 1/2-day workweek 5 for 7-day workweek
NUMBER OF SAMPLING DAYS	31-32	Enter the Number of Sampling Days in the study. This entry is for information only. The system will calculate the total Number of Sampling Days from the Work Sample Data Collection Cards input into the system and use that total for calculating the adjustment factor.

c. HISTORICAL WORKLOAD COUNT CARD. The Lead Team Analysis Subsystem uses the data reported in this card to perform correlation and regression analysis. Although the card is designed to input historical workload, the Lead Team may provide instructions to enter actual workload information as a historical record for specified workload factors in order that actual data will be available for the correlation and regression analyses in the LTAS. For example, the Lead Team established two Workload Factor Numbers; i.e., 01 for Inspections Performed and 02 for Inspections Performed-Actual. Historical Workload Count Cards and Actual Workload Count Cards (explained below) will be input for Workload Factor Number 01. Either the total or average actual count, which may be obtained from output PCN SE515-253-XX, is then input by a Historical Workload Card for Workload Factor Number 02. Those months whose Workload Value is zero filled are considered in the monthly average computation. Those months coded unknown are not considered in the monthly average computation. Lead Teams may have established a Workload Factor Number for standard items of information such as personnel authorized, personnel assigned, etc. This data can be entered in this historical card or the Actual Workload Count Card depending on the wishes of the Lead Team.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter W4.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
ACTION FILE MAINTENANCE	7	A - Add C - Change D - Delete A delete action requires entries only to card column 22.
PERSONNEL ACCOUNTING SYMBOL NUMBER	9-12	Enter the PAS Number of the activity for which data are being collected. This must be the PAS Number which was assigned in the WORDS.
WORKLOAD FACTOR NUMBER	13-14	Enter the Workload Factor Number which is applicable to the data being collected.
EFFECTIVE DATE OF WORKLOAD COUNT	17-22	Enter year, month, day. Exam- ple: workload as of 31 Mar 75 would be 750331. Only one card per month, per year will process.
WORKLOAD VALUE	29-38	Enter the workload count. Pro- vision has been made to permit expression in 3 decimal places. Therefore, the whole number 150 would be entered as follows in card columns 29 thru 38: 0000150000. The decimal 1.5 would be entered as 0000001500. UNKNOWN may be entered in card columns 29 to 35 (leave 36 to 38 blank) for unknown workloads. Entries coded UNKNOWN are ignored and such months are not used in computing averages. When the field is zero filled, those months are considered in the average computation.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
WORKLOAD AVERAGE DAYS	39-42	Enter the average number of operational workdays per month which is associated with the workload factor; i.e., 2099, 2317, etc.

d. ACTUAL WORKLOAD COUNT CARD. This card is used to input actual workload data based on a specified workload period during the progress of the study period. A card will be required for each day that measurement is accomplished.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter W5.
ACTION FILE MAINTENANCE	7	A - Add C - Change D - Delete A delete action requires entries only to card column 19.
PERSONNEL ACCOUNTING SYMBOL NUMBER	9-12	Enter the PAS Number of the activity being measured.
WORKLOAD FACTOR NUMBER	13-14	Enter the appropriate Workload Factor Number for which workload is being collected. The Workload Factor Numbers must correspond to those established in the WORDS.
DAY OF MONTH	17-19	Enter 001 to 366 as appropriate.
WORKLOAD VALUE	29-38	Enter the actual count of workload expressed to 3 decimal places, if applicable. Example: 675 would be entered as 0000675000 and 6.751 would be 0000006751.

e. WORK SAMPLE DATA COLLECTION CARD. This card is used to input the total number of work samples taken each day for each category. Should an occasion arise when work sampling data must be collected below category level, the detailed measurement data can be collected to whatever levels desired and combined for input into the appropriate category of the DACS. If desired, the Work Sample Data Collection record may be used as the document to keypunch from since the card column entries correspond to those indicated below. The system will accept only one add card per category per day. Delete actions will not process; however, a zero balance in the Workload Value of a change action may be made. The system will summarize the Number of Sampling Days reported in the Day of Month field and use the total number of sampling days to compute the adjustment factor for the Standard Input Data Computation Report, PCN SE515-271-XX. Up to 94 days of work sampling data will be accepted; however, no more than 30 days can be submitted at one time or the system will reject all the data. Input should be submitted in Julian date sequence or the possibility of change rejections may result. For example, if the Work Sampling Data Collection Cards for day 199 were submitted after day 200 and subsequent changes for day 199 and 200 were processed together, the change for day 199 will be rejected as a "no matching file on record" error. When this occurs, the change action for one day only (i.e., day 199) should be resubmitted. All good work sample transactions will be reflected in the Transaction Update Register, PCN SE515-211-XX. Necessary change actions should be processed against the new values reflected in the most recent Transaction Update Register reflecting the Category Serial Number and day to be changed. Submit a 25 Card Transaction for each sampled day.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 21.
ACTION FILE MAINTENANCE	7	A - Add C - Change Only one add action may be submitted for each day for each Serial Number.
FUNCTIONAL ACCOUNT	9-12	Enter the Functional Account appropriate to the data being collected or changed.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTIONAL ACCOUNT SHRED	13-14	Enter Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number of the category level being sampled or changed from the Work Sample Data Collection Record, PCN SE515-221-XX or Transaction Update Record, PCN SE515-211-XX.
DAY OF YEAR	23-25	Enter 001 thru 336 as appropriate.
WORK SAMPLING DATA	26-29	Enter the number of samples taken, by day, for each category, or the revised number of samples taken for the category being changed. Example: 50 samples were taken for day 032 for Serial Number 000305; the entry in card columns 26 to 29 would read 0050. Note that the field must be zero filled if used.

f. WORK SAMPLE CATEGORY CARD. This card is used to record the amount of non-sampled overtime, and/or to signal the system to ignore or to use the allowance factor for each category. The non-sampled overtime reported in card columns 23 to 29 will appear in the overtime column of the Work Sampling Record-Category Computations, PCN SE515-252-XX, and also in the overtime column of the Standard Input Data Computation, PCN SE515-271-XX. When an N is indicated in card column 30, the Transaction Update Register, PCN SE515-211-XX, will contain the message "NO ALW/FAC" (no allowance factor) on the Serial Number line to which the message pertains. The Allowed Time in the Work Sampling Record-Category Computations, PCN SE515-252-XX, for that category will then be the same as the leveled time since the system will not apply the allowance factor in the DACS Parameter Card to that specific category. If at a future time, it is decided to use the established allowance factor for that category, a Y is entered in card column 30 and the Transaction Update Record will state "USE ALW/FAC"

(use Allowance Factor) on the applicable Serial Number line. The Allowed Time computation will then be based on the Allowance Factor in the last DACS Parameter Card.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 22.
ACTION FILE MAINTENANCE	7	A - Add C - Change
FUNCTIONAL ACCOUNT	9-12	Enter Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number of the category for which data is being entered.
NON-SAMPLED OVERTIME	23-29	Enter the amount of non-sampled overtime for each category. Two decimals are allowed. Example: 10 1/2 hours would be reflected as 0001050.
ALLOWANCE FACTOR CODE	30	Leave blank if the Allowance Factor in the last Parameter Card is to be used. Enter N if the Allowance Factor in the last Parameter Card is not to be used. Enter Y if an N was previously used.

g. WORK SAMPLE UPDATE CARD. This record will cause a single day's work sampling information reflected in the Work Sampling Record-Daily, PCN SE515-251-XX, to be ignored, reinstated, or deleted. When the message to ignore data is fed into the system, a message to reinstate it may be provided at a later date. When a delete action is taken, the data are deleted from the file and cannot be reinstated.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 23.
ACTION FILE MAINTENANCE	7	D - Delete E - Ignore G - Reinstate
FUNCTIONAL ACCOUNT	9-12	Enter the Functional Account
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number from PCN SE515-221-XX, Work Sample Data Collection Record. The appropriate Serial Number will appear at the end of the rec- ord in a statement, "To ignore, reinstate, or delete a day's sampling for this work center, use Serial Number _ _ _ _ _".
DAY OF YEAR	23-25	Enter the appropriate Julian Date: 001 to 366.

h. WORK SAMPLE LEVELING FACTOR CARD. This card permits the entering of pace leveling factors into the system. Up to 15 leveling factors may be entered for each day. When no Work Sample Leveling Factor Card is input, the system will assume the leveling factor to be 1.00. Therefore, Work Sample Leveling Factor Cards are submitted as add actions only when they are submitted at the same time and for the same day as the Work Sample Data Collection Card input. All other Work Sample Leveling Factor Card input will be submitted as change actions.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 24.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
ACTION FILE MAINTENANCE	7	A - Add C - Change
FUNCTIONAL ACCOUNT	9-12	Enter Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number assigned to the 24 Card Transactions in the Work Sample Data Collection Record, PCN SE515-221-XX.
DAY OF YEAR	23-25	Enter 001 to 366 as appropriate.
LEVELING FACTOR-1	26-28	Up to 15 pace leveling factors may be entered in one card. Two decimals are permitted. Examples: Pace rating factors of 1.02 and .95 are used, entry in card columns 26 to 28 would 102; in card columns 29 to 31, entry would be 095. The field used must be zero filled.
-2	29-31	
-3	32-34	
-4	35-37	
-5	38-40	
-6	41-43	
-7	44-46	
-8	47-49	
-9	50-52	
-10	53-55	
-11	56-58	
-12	59-61	
-13	62-64	
-14	65-67	
-15	68-70	

i. WORK SAMPLE MANHOUR POPULATION CARD. This card records the data necessary to obtain the manhour population which appears in the manhours sampled column in the Work Sampling Record-Category Computations, PCN SE515-252-XX. When the Work Sample Manhour Population Card is submitted at the same time and for the same day as the Work Sample Data Collection Card, it is submitted as an add action; otherwise, all submissions should be change actions. The reason for this is that the system assumes zeros when no Work Sample Manhour Population Card is submitted for a given day.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 25.
ACTION FILE MAINTENANCE	7	A - Add C - Change
FUNCTIONAL ACCOUNT	9-12	Enter the Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number assigned to the 25 Card Transactions by the computer in the Work Sample Data Collection Record, PCN SE515-221-XX. (NOTE: The Serial Number for the 24 and 25 Card Transactions will be the same.)
DAY OF YEAR	23-25	Enter appropriate Julian date: 001 to 366.
ASSIGNED HOURS	26-31	Enter the daily assigned time of the work center (number of personnel times the duty hours of each person). Two decimal places are permitted. Example: Five people times eight hours per day would equal 004000 in card columns 26 to 31.
BORROWED HOURS	32-37	Enter the number of daily bor- rowed hours. Two decimal places are permitted. Zero fill the field, if used.
SAMPLED OVERTIME HOURS	38-43	Enter the total number of daily sampled overtime hours. Two decimal places are permitted. Zero fill the field, if used.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
LOANED HOURS	44-49	Enter the daily loaned hours. Two decimal places are allowed. Zero fill the field if used.

j. SHIFT PROFILE CARD. This card is used to input shift profile information.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 26.
ACTION FILE MAINTENANCE	7	A - Add C - Change D - Delete A delete requires completion to card column 20 only.
FUNCTIONAL ACCOUNT	9-12	Enter the Functional Account for which the shift profile is being prepared.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number which appears on the shift profile worksheet.
DAY OF YEAR	23-25	Enter the Julian date 001 thru 366 as applicable. If shift profile data are being col- lected during December and are to continue on into Jan- uary, the first digit of the January day of year is to be 4. Examples: January 1st becomes 401; January 2d becomes 402, etc., to 499.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
LOCAL TIME	26-29	Enter the time during which the time samples are taken; i.e., 1:35 PM would be entered as 1335.
SHIFT PROFILE TRANSFERABLE	30-35	Enter the number of samples of transferable work taken in the time specified in card columns 26 to 29 above. Example: 10 samples would be 000010.
SHIFT PROFILE NON-TRANSFERABLE	36-41	Enter the number of samples of non-transferable work which were taken in the time specified in card columns 26 to 29.
SAMPLED MANHOURS NON-PRODUCTIVE	42-46	Enter the number of samples of non-productive time taken during the time specified in card columns 26 to 29.
SHIFT PROFILE MANHOURS	47-52	Enter the total available man-hours at the time samples are being taken. Two decimals are allowed. Example: Samples are being taken every half-hour with three people present. Entry in card columns 47 to 52 would be 000150.

k. WORK SAMPLE ADDITIVE CARD. This card is used to enter unique titles for non-productive categories which may occur during the process of work sampling. Four non-productive categories; namely, nonavailable, unavoidable delay, personal/rest, and idle will be generated by the program. Up to four other titles may be entered by the use of this card. Only change actions may be submitted since the program has already assigned category numbers and generated a Serial Number for each of the four additional lines for which titles may be provided.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 27.
ACTION FILE MAINTENANCE	7	C - Change
FUNCTIONAL ACCOUNT	9-12	Enter the appropriate Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Use the Serial Number assigned to categories 94 or 95 or 96 or 97 in the Work Sample Data Collection Record, PCN SE515-221-XX.
TITLE	23-52	Enter the title of the additive.

1. TIME STUDY HISTORY UPDATE CARD. This card will be used to record elapsed time when using time study techniques. Up to ten cycles may be recorded on one card. The Time Study Worksheet, PCN SE515-223-XX, corresponds to the format of this card.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 32.
ACTION FILE MAINTENANCE	7	A - Add C - Change E - Ignore G - Reinstate
FUNCTIONAL ACCOUNT	9-12	Enter the appropriate Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
SERIAL NUMBER	15-20	Enter the Serial Number of the task being timed. Serial Numbers are reflected in PCN SE515-223-XX, Time Study Worksheet.
WORK SEQUENCE NUMBER	21-22	Leave blank for add actions. Use the Sequence Number assigned in the Time Study Data Report, PCN SE515-257-XX, for change, ignore, or reinstate actions.
TIME STUDY OCCURENCES	24-25	Enter the number of occurrences per cycle, which is the number of times the task occurs during the timed cycle.
TIME STUDY DATA-0	26-29	These entries represent elapsed stop watch readings taken during a time study. Time is expressed in hundreths of an hour. Fields not used may be left blank. Fields which have entries must be zero filled. If there is a foreign element applicable to an entry, the Foreign Element Code is placed in the field to which it pertains. Foreign Element Codes are described in the Time Study Foreign Element Card. Example: An occurrence which takes 10 hundreths of an hour would be recorded as 0010 in card columns 26 to 29. If there were a Foreign Element Code, the entry would read A010; the "A" card in card column 26 representing the Foreign Element Code.
1	30-33	
2	34-37	
3	38-41	
4	42-45	
5	46-49	
11	50-53	
12	54-57	
13	58-61	
14	62-65	

m. TIME STUDY PACE RATING FACTOR CARD. This card is used to reflect the Pace Rating Factor for each of the ten cycles recorded in the Time Study History Update Card explained above.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 33.
	7	A - Add C - Change E - Ignore G - Reinstate
FUNCTIONAL ACCOUNT	9-12	Enter the Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number assigned in the Time Study Worksheet, PCN SE414-223-XX.
WORK SEQUENCE NUMBER	21-22	Leave blank for add actions. For change, ignore, or reinstate actions; enter the work sequence number assigned in the Time Study Data Report, PCN SE515-257-XX.
PACE RATING		
FACTOR - 1	26-29	Enter the Pace Rating Factor
2	30-33	applicable to each time cycle.
3	34-37	Two decimals are permitted.
4	38-41	Example: A 95% Pace Rating
5	42-45	Factor would be shown as 0095
6	46-49	in card columns 26 to 29.
7	50-53	
8	54-57	
9	58-61	
10	62-65	

n. TIME STUDY FOREIGN ELEMENT CARD. This card is used to define and report observed occurrences which are to be excluded from the time study standards. Each observed extraneous occurrence is to be assigned an alpha code. This alpha code is also used in the appropriate card column field of the Time Study History Update Card explained in paragraph "1" above.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 37.
ACTION FILE MAINTENANCE	7	A - Add C - Change D - Delete. Complete to card column 22 only.
FUNCTIONAL ACCOUNT	9-12	Enter the appropriate Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number assigned in the Time Study Worksheet, PCN SE515-223-XX. All foreign elements applicable to one work center will use the same Serial Number.
WORK SEQUENCE NUMBER	21-22	Leave blank for an add action. On change actions, enter the Work Sequence Number assigned in the Time Study Data Report, PCN SE515-257-XX.
FOREIGN ELEMENT SYMBOL	23	Enter an alpha character for each extraneous occurrence or foreign element which is to be omitted from the time study standards. A definition for each foreign element will be provided in card columns 29 to 48 below.
FOREIGN ELEMENT DURATION	24-28	If the duration of the foreign element is to be measured separately, enter the time of the foreign element here. Two

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		decimal places are allowed. If the time is included in card columns 26 to 65 of the Time Study History Update Card, leave blank.
FOREIGN ELEMENT DESCRIPTION	29-48	Enter the description of the foreign element.

o. TIME STUDY WORK UNIT CARD. This card is used to enter data into the system to provide monthly production or frequency and work unit titles required by AF Form 313, Time Study Record.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 38.
ACTION FILE MAINTENANCE	7	Enter A for Add C for Change
FUNCTIONAL ACCOUNT	9-12	Enter the appropriate Func- tional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number assigned to the 38 card transaction from the Time Study Worksheet, PCN SE515-223-XX.
WORK SEQUENCE NUMBER	21-22	Leave blank for an add action. For changes, use the sequence number assigned in Time Study Data Report, PCN SE515-257-XX.
TIME STUDY FREQUENCY	24-28	Enter the average monthly pro- duction for the work unit being measured.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
WORK UNIT TITLE	29-54	Enter the title of work unit which is being measured.

p. OPERATIONAL AUDIT DATA CARD. This card is used to enter or change operational audit information. The Operational Audit Worksheet, PCN SE515-222-XX, may be used as the document to keypunch from, since the card column entries correspond to those below. Computations will be performed using the information in this card to produce an Operational Audit Data Listing, PCN SE515-255-XX, in AF Form 1040 format, and a Part I Operational Audit Summary, PCN SE515-275-XX, in AF Form 499 format. Negative operational audit data may be input by entering a dash in card column 33. If preestablished data were entered in the WORDS by the Lead Team, an Operational Audit Data Card must be submitted in its entirety in this subsystem to activate the entry.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 42.
ACTION FILE MAINTENANCE	7	A - Add C - Change D - Delete A delete action will not erase the category, but will zero the reported statistics out.
FUNCTIONAL ACCOUNT	9-12	Enter the Functional Account
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Use the Serial Number reflected in the Operational Audit Worksheet, PCN SE515-222-XX, for the category for which data are being reported.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
WORK SEQUENCE NUMBER	21-22	The work sequence number is required only on a change action. Refer to the column to the right of the serial number in the Operational Audit Data list, PCN SE515-255-XX.
PERSONNEL NUMBER	23-24	Enter the number of personnel required to perform a given task. The field may be left blank if one person is required. If more than one person is required, the field must be completed. Example: Enter 02 when two people are required. Do not zero fill the field.
OPERATIONAL AUDIT FREQUENCY	25-29	Enter the number of times an activity is performed in accordance with the frequency which is entered in card column 30. One decimal place is allowed. Example: 00090 would be entered for a task performed nine times.
FREQUENCY OF PERFORMANCE	30	Enter one of the following codes to indicate the frequency of the activity performance reported in card columns 25 to 29 above. 1 for Daily - 5-day workweek 2 for Daily - 5 1/2-day workweek 3 for Daily - 6-day workweek 4 for Daily - 6 1/2-day workweek 5 for Daily - 7-day workweek W for Weekly M for Monthly Q for Quarterly Y for Yearly

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
OPERATIONAL AUDIT KEY	32	Enter "C" if the allowed time is to be computed based on the DACS Parameter Card allowance factors. Leave blank if the allowed time is included in the allowed manhours per accomplishment below.
MANHOURS ALLOWED PER ACCOMPLISH- MENT	33-38	Enter the allowed manhours per accomplishment. Three decimal places are allowed. Example: It takes one hour to accomplish a task; entry would read 001000 in card columns 33 to 38. Enter an 11 overpunch in card column 33 for negative entries. (NOTE: An 11 overpunch may be indicated on keypunch input as a dash over the numeric character. Example: 001000.)

q. OPERATIONAL AUDIT ADDITIVE CARD. When the task descriptions established in the WORDS do not cover tasks which are being performed, they are entered in the system by means of an Operational Audit Additive Card. Card transaction 50 is to be used to enter direct additives. Card transaction 51 is to be used to enter indirect additives. Additive data are computer in the DACS except for the final Standard Input Data Computation in the AF Form 308 format. This additive data will not be arrayed or compared in the LTAS.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 50 for Additive Direct. Enter 51 for Additive Indirect.
ACTION FILE MAINTENANCE	7	A - Add C - Change D - Delete

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTIONAL ACCOUNT	9-12	Enter the appropriate Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter the Functional Account Shred.
SERIAL NUMBER	15-20	Use the Serial Number of the item just before the location of where the additive is applicable. Use the Operational Audit Worksheet to determine proper placement. If more than one additive is to be added in that place, the same Serial Number is used. The proper placement will be determined by the Work Sequence Code explained in card columns 21 and 22 below.
WORK SEQUENCE NUMBER	21-22	A Sequence Number must be assigned to all additives. The first additive within a Serial Number will be assigned sequence code 02, the second 03, and so on. Example: Two additive tasks are to be entered under Serial Number 0014, sequence code 02; the second additive will be assigned Serial Number 00014, sequence code 03.
PERSONNEL NUMBER	23-24	Leave blank if only one person is required to perform a given task. If more than one person is required, the field must be completed with the appropriate number; i.e., 02, 03, etc.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
OPERATIONAL AUDIT FREQUENCY	25-29	Enter the number of times an activity is performed in accordance with the frequency which is entered in card column 30. One decimal place is allowed.
FREQUENCY OF PERFORMANCE	30	Enter one of the following to indicate frequency of the activity performance reported in card columns 25 to 29 above. 1 for Daily - 5-day workweek 2 for Daily - 5 1/2-day workweek 3 for Daily - 6-day workweek 4 for Daily - 6 1/2-day workweek 5 for Daily - 7-day workweek W for Weekly M for Monthly Q for Quarterly Y for Yearly
OPERATIONAL AUDIT KEY	32	Enter C if the allowed time is to be computed based on the DACS Parameter Card allowance factors. Leave blank if the allowed time is included in the Allowed Manhours Per Accomplishment indicated below.
MANHOURS ALLOWED PER ACCOMPLISHMENT	33-38	Enter the Allowed Manhours Per Accomplishment. Three decimal places are allowed.
STANDARD TYPE	39	Leave blank if this is a multiple-point standard or if single-point standard types were not designed into the WORDS. If

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		standard types were designated in the WORDS, enter one of the following: F for Fixed V for Variable P for Personnel Generated
LINE NUMBER	44-51	The Line Number is used to determine the proper paragraphing to correspond with the paragraphing reflected in the Work Center Description List, PCN SE515-151. In card columns 44 and 45, enter the paragraph number of the category in which the additive is to appear; in card column 46, enter the letter to denote the task; in card columns 47 and 48, enter the number to indicate the sub-paragraphing of sub-tasks; in card column 49, enter the letter to denote the sub-paragraphing of the elements; in card columns 50 and 51, enter the number to indicate the sub-paragraph of the sub-element. Unused card columns may be left blank.
TITLE	52-80	Enter the Title of the direct or indirect additive.

r. OPERATIONAL AUDIT MANNING FACTOR CARD. This card will be used to reflect operational audit directed minimum manning requirements on AF Form 499, Operational Audit Record.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	5-6	Enter 52.
ACTION FILE MAINTENANCE	7	A - Add C - Change D - Delete

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTIONAL ACCOUNT	9-12	Enter Functional Account.
FUNCTIONAL ACCOUNT SHRED	13-14	Enter Functional Account Shred.
SERIAL NUMBER	15-20	Enter the Serial Number indicated for the 52 Card Transaction which appears on the bottom of the Operational Audit Worksheet, PCN SE515-222-XX.
WORK SEQUENCE NUMBER	21-22	Complete only for change or delete actions. The Work Sequence Number will appear in Part II Minimum Manning Computations, PCN SE515-275-XX.
PERSONNEL NUMBER	23-25	Enter the minimum manning required for a specific shift. Example: Two personnel are required; entry would be 002.
ACTIVITY FREQUENCY	30	Enter one of the following to indicate frequency of work performed. 1 for Daily - 5-day workweek 2 for Daily - 5 1/2-day workweek 3 for Daily - 6-day workweek 4 for Daily - 6 1/2-day workweek 5 for Daily - 7-day workweek W for Weekly M for Monthly Q for Quarterly Y for Yearly T for Other (Enter the conversion factor in card columns 40 to 43.)
NORMAL WORK HOURS	32-39	Enter the normal shift of the work center in 24-hour time. Example: 8:00 AM to 4:30 PM shift would be shown as 08001630.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
AVERAGE DAYS PER MONTH	40-43	Enter the desired conversion factor when "T" is entered in card column 30. Two decimal places are allowed.

4.5 SAMPLE INPUT:

a. Figure 4-1 illustrates how worksheets produced by the system are completed for keypunching of card input. Figure 4-2 contains several illustrations of how Punch Card Transcript Forms are to be prepared for keypunching of card input.

b. When keypunched cards are ready to send to the Data Processing Installation for processing, the PCN will be written clearly on the front of the deck and the cards forwarded to the Data Processing Installation together with any other request for computer service that may be required. Separate requests for computer service (work orders) should be prepared for each individual input base in order that outputs will be segregated by each base.

c. The subsystem will accept any or all of the input illustrated in Figure 4-3. Transactions and requests for specific products may be submitted at the same time. Each time transactions are processed, a new measurement file is created.

d. The Collection MET can test different parameters by submitting only a DACS Parameter Card and a DACS Product Request Card, which does not request a final report. Such action will not disrupt the factors already established in the measurement file since no new measurement file is created whenever a DACS Control Card or a DACS Parameter Card is submitted together or individually. (Exception: A new measurement file is created when a final report is requested in the DACS Product Request Card.) Figure 4-4 illustrates card arrangement for this type of processing.

1 35A9

3349 3

DM-165-21232 M29

ST 000342 ()	03	INTE	• 0010
ST 000344 ()	05	DESIGNER\DESIG	• 0001
ST 000345 ()	01	UNAVOIDABLE DELTA	• 0001
ST 000346 ()	00	MODAVAVITVORE	• 0002

Б У М Т С

ST	000338	1	14	BEKEDOM2	IMVAF	.	2
ST	000333	1	13	BEKEDOM2	CEENUB	.	0
ST	000332	1	15	012C02262	E BECEIN2Z IMZABNCLM	.	13
ST	000333	1	11	WIMWIM2	EDUTYMENT	.	1
ST	000358	1	10	BEKEDOM2	ZNYBYA DUTLE2	.	0
ST	000313	1	8	WIMWIM2	MOBILITIA TMO	.	1
ST	000313	1	8	COMD0C12	-BECEIN2Z IMVIM2	.	1
ST	000301	1	3	BEKEDOM2	FOR-COMD0C12 MEELING2	.	0
ST	000300	1	9	BEKEDOM2	ADMDA	.	0
ST	000300	1	2	BEKEDOM2	IMVABIZATION	.	1
ST	000300	1	2	BEKEDOM2	IMVABIZATION	.	1

TWO KEY

15000	272	32A32R	ZHONGWU	ZHANGJIAN	1	15000	45
51000	273	CHENG	JIAOYUE	ZHONGWU	5	51000	45
40000	282	WANG	CHONGJIAN	CHONGJIAN	6	40000	45
40000	2107	JIT	WU	ZHANGJIAN	4	40000	45

Y 33410

33

37AG	JAINR2
S	5300LN
24E	S
	CPOTD2

ЭЛТИТ ВХОДЯТА
ВЗНОШУМ

37A 040123P04 00174200J CAT 040000000
TIAN 20011000 00174200J

02 39VT JRD
32A3J3R 2MOQA3W NCITJMU7B02

Figure 4-10. DACS Worksheet Input/Output Data Correction Record

(141-9 22)
SLES RTD-MW

(15-2 1002)
AGS

105-45 221

DM-155-21232 MJP
MMVF 3000 2AP

PCN 5515-222-HU

PREPARED 76 OCT 13
 COMMAND: TAC
 FUNCTION: MUNITIONS MAINT
 LOCATION: HONESTAD AFB
 SUB-FUNCTION: WEAPONS RELEASE
 ORG TYPE: SQ
 PAS: FVMM
 W/C: 2512

OPERATIONAL AUDIT WORKSHEET

PERS RDR	FREQ	CODE	KEY	TIME
2	2	3	3	3
34	56789	0	2	365678

SERIAL CC NUMBER	TYPE/LEVEL	ACTIVITY DESCRIPTION TITLE
9-14 = (2512)		
567890/12		

DIRECT

01 000167	01 MAINTAINS WEAPONS RELEASE SYS			
02 000168	A MAINTAIN PYLON			
03 000169	01 INSPECT PYLON (PHASE)			
03 000171	02 INSPECT PYLON FOR CORROSION			
03 000172	03 INSPECT PYLON FOR SERVICEABILITY			
03 000173	04 PERFORM UNSCHED PYLON MAINT			
03 000174	05 REMOVE AND REINSTALL PYLON			
04 000175	A REMOVE PYLON			
04 000176	B REINSTALL PYLON			
02 000177	B MAINTAIN BOMB RACK			
03 000178	01 INSPECT RACK AFTER FIRING			
03 000179	02 ACPLISH MONTHLY YRLY PHASE INS			
03 000180	03 ACPLISH SLAVE PISTON INSP			
03 000181	04 PERFORM UNSCHED MAINT ON BOMBR			
03 000182	05 REMOVE-REINSTALL BOMB RACK			
04 000183	A REMOVE RACK			
04 000184	B REINSTALL RACK			
02 000185	C MAINTAIN TRIPLE EJECTOR RACK			
03 000186	01 PERFORM MONTHLY/ANNUAL TER INSP			
03 000187	02 INSPECT TER FOR CORROSION			
03 000188	03 PERFORM UNSCHED MAINT ON TER			
02 000189	D MAINTAIN MULTIPLE EJECTOR RACK			
03 000190	01 PERFORM MONTHLY-ANNUAL MER INSP			
03 000191	02 INSPECT MER FOR CORROSION			

PAGE 1

PAGE 1

PCN 5515-222-HU FILE 10 AG32P

Figure 4-1. DACS Worksheet Input. (Continued)

Figure 4-2. MCS Sample Input.

Figure 4-2. MCS Sample Input.

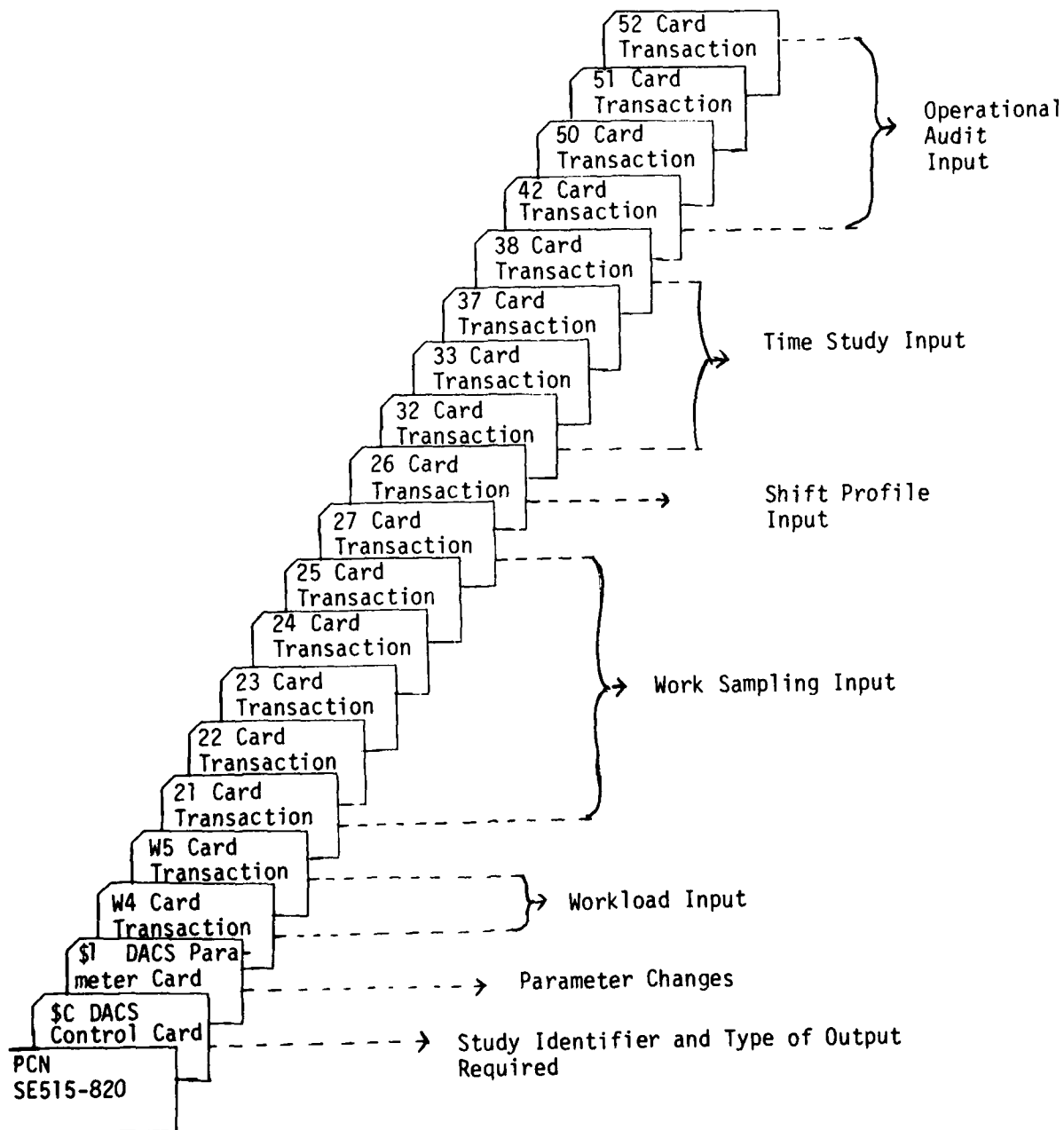


Figure 4-3. Process and Update Transactions.

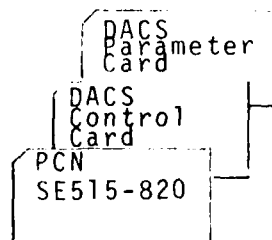


Figure 4-4. Output Processing.

4.6 OUTPUT REQUIREMENTS. Output from the DACS is variable and produced as a result of the action taken or the type of product requested by the Collection MET. Table 4-1 describes the outputs received under these various conditions and the basic purpose of the output.

TABLE 4-1			
DACs OUTPUTS AND THEIR PURPOSE			
	A	B	C
S T E P	When the Collection MET takes or requests the following action	the following output is received	to be used for the following purpose
1	Request for work sampling work-sheets in the DACS Control Card (WS in CC 17 and 18 and W in CC 29).	Work Sample Data Collection Record, PCN SE515-221-XX	to obtain Serial Numbers for each category and for the random leveling factor and manhours sampled.
2			to record work sampling data.
3	Work sampling report in the DACS Control Card (WS in CC 17 and 18 and T in CC 29).	Work Center Productivity Record, PCN SE515-241-XX	to obtain percentages of direct and indirect productive samples for each day work sampling was performed.
4			to reflect the percent of occurrence and upper and lower control limits.
5	Work sampling summary in the DACS Control Card (WS in CC 17 and 18 and an S in CC 29).	Work Sampling Record-Daily, PCN SE515-251-XX	to provide all work sampling data in the format required by page 1, AF Form 1111, Work Sampling Record.

TABLE 4-T (Continued)

DACS OUTPUTS AND THEIR PURPOSE

	A	B	C
5	When the Collection MET takes for requests the following action	the following output is received	to be used for the following purpose.
6		Work Sampling Record Category Computations, PCN SE515-252-XX	to provide all work sampling data required by Page 2, AF Form 1111, Work Sampling Record.
7	Operational audit worksheet in the DACS Control Card (OA in CC 17 and 18 and a W in CC 29).	Operational Audit Worksheet, PCN SE515-222-XX	to record operational audit data for all categories in the format of AF Form 1040, Operational Audit Data.
8			to provide Serial Numbers for categories to be measured by operational audit and the minimum manning factor entry (Card Transaction 52).
9	Operational audit report in the DACS Control Card (OA in CC 17 and 18 and a T in CC 29).	Operational Audit Data, PCN SE515-255-XX	to provide operational audit data in the format of AF Form 1040, Operational Audit Data, for multiple point and single point standards.
10	Operational audit summary in the DACS Control Card (OA in CC 17 and 18 and an S in CC 29).	Operational Audit Record, PCN SE515-275-XX	to provide the operational audit summary and minimum manning computations required by AF Form 499, Operational Audit Record.
11	Time study worksheets in the DACS Control Card (TS in CC 17 and 18 and a W in CC 29).	Time Study Worksheet, PCN SE515-223-XX	to provide a worksheet for recording up to 10 cycles of time study data.
12			to provide Serial Numbers for tasks to be time studied and for Foreign Element Codes and Pace Rating Factors.
13	Time study reports in the DACS Control Card (TS in CC 17 and 18 and T in CC 29).	Time Study Data Report, PCN SE515-257-XX	to provide time study data required by Page 2 of AF Form 1112, Time Study Data.
14			to provide a computation of allowed time required by Page 1 of AF Form 1112, Time Study Data.

TABLE 4-1 (Continued)

DACS OUTPUTS AND THEIR PURPOSE

	A	B	C
S T E P	When the Collection MET takes or requests the following action	the following output is received	to be used for the following purpose.
15	Time study summary in the DACS Control Card (TS in CC 17 and 18 and an S in CC 29).	Time Study Data Summary, PCN SE515-278-XX	to provide time study data required by AF Form 313, Time Study Record.
16	Shift profile worksheets in the DACS Control Card (SP in CC 17 and 18 and W in CC 29)	Shift Profile Data Collection Record, PCN SE515-242-XX	to provide the Serial Numbers to be used to record shift profile information.
17			to provide a consolidation of transferable, non-transferable, and non-productive samples taken.
18	Shift Profile Summaries in the DACS Control Card (SP in CC 17 and 18 and an S in CC 29).	Manhour/Shift Profile Analysis, PCN SE515-244-XX	to provide the number of transferable, non-transferable manhours, and minimum manning data.
19	Shift Profile Report in the DACS Control Card (SP in CC 17 and 18 and a T in CC 29).	Shift Profile Transaction Report, PCN SE515-243-XX	to provide the number of transferable and non-transferable samples taken.
20	Request for workload factor worksheets, reports or summaries in the DACS Control Card (WL in CC 17 and 18 and either an S or T in CC 29).	Workload Factors, PCN SE515-253-XX	to provide the historical and actual workload factors for each work center.
21			to provide a record of workload data reported with computed monthly averages.
22	Final report in the DACS Control Card (Final in CC 17 to 21 and a T in CC 29).	Standard Input Data Computation, PCN SE515-271-XX	to provide the data required by AF Form 308, Standard Input Data Computation
23		PLUS reports and summaries outlined in Steps 3, 5, 6, 9, 10, 13 and 15	

TABLE 4-1 (Continued)

DACS OUTPUTS AND THEIR PURPOSE

	A	B	C
S T E P	When the Collec- tion MET takes or requests the following action	the following output is received	to be used for the following purpose.
24	Final summaries in the DACS Con- trol Card (Final in CC 17 to 21 and an S in CC 29).	Standard Input Data Computation, PCN SE515-271- XX	
25		PLUS reports and summaries outlined in Steps 5, 9, 10 and 15	
26	All card trans- actions	Data Collec- tion Subsystem Report Initia- tor, PCN SE515-279-XX	to provide the requestor with a record of the type of products requested in the DACS Product Request Card.
27		Input Control, PCN SE515- 213-XX	to provide a record of the input reel number and the number of input records read by the computer.
28		Output Con- trol, PCN SE515-214-XX	to provide the output reel number and the number of records written and read.
29		Transaction Update Rec- ord, PCN SE515-211-XX	to provide a written record of all the transactions processed in the update.
30		Transaction Update Error List, PCN SE515-210-XX	to provide the error code condi- tions for transactions which do not correspond to those already on record.
31		Data/Detail Error List, PCN SE515- 212-XX	to provide the error code condi- tion for input which is not in the correct card format.

4.7 OUTPUT FORMATS. The following explanation of each output is keyed to each output illustrated in Attachments 15 to 35.

4.7.1 TRANSACTION UPDATE ERROR LIST, PCN SE515-210-XX. See Attachment 15. This list will identify rejected input data that does not correspond to data already on record. Columnar explanations are as follows:

a. "ERR CDE" defines the error code applicable to the card in error. A list of error codes which may appear in this Transaction Update Error List is provided in Attachment 6, Figure A6-1.

b. "ERROR MESSAGE" provides a brief definition of the error code. Attachment 6, Figure A6-1, lists the error messages which may appear, along with a further explanation of the message.

c. "CARD COLUMN - INPUT RECORD" provides a printed image of the data in the card in error.

4.7.2 TRANSACTION UPDATE RECORD, PCN SE515-211-XX. See Attachment 16. This record will reflect the transactions processed in the update action. The formats of the Transaction Update Record will be determined by the type of card transactions which were input into the system.

a. The upper portion of Attachment 16 reflects a sample output as a result of inputting the Historical Workload Count Card (W4) and Actual Count Workload Card (W5) transaction. The product will be formatted as follows:

(1) Column 1, Action, will indicate whether the transaction was an add, delete, or change.

(2) Column 2, WLF NR, will print the Workload Factor Number against which the add, delete, or change was taken.

(3) Column 3, PAS, will reflect the Personnel Accounting Symbol. The card transaction, W4 or W5, is to the left of the PAS.

(4) Column 4, Type Transaction, will indicate "historical count" for a W4 Card Transaction or "actual count" for a W5 Card Transaction.

(5) Column 5, Eff-Date, is the Effective Date of Workload reported in the W4 and W5 card transactions.

(6) Column 6, Value, is the historical or actual workload count reported or being deleted. Old and new values will be reflected for a change transaction.

(7) Column 7, Work Days, will reflect the average number of operational work days per month associated with the historical workload factor only. Actual Count, W-5 transactions, will have no entry in this column.

b. The lower portion of Attachment 16 reflects the following columnar headings for all other types of card transactions. The card transactions are arranged in ascending Serial Number sequence within each Functional Account.

(1) Column 1, Action, will indicate add, change, or delete, depending on the type of file maintenance action taken. The message "adjusted" indicates that the Work Sample Data Collection Card (21) and the Work Sample Manhour Population Card (25) were both processed for the day shown on the listing. The message "generated" indicates that work samples were submitted in the 21 Card Transaction but no 25 Card Transaction was submitted for that day. However, in both cases, the system will summarize and reflect the samples taken by (a) non-productive, (b) direct, (c) indirect, and (d) total number of samples taken for the day. The "add" data above the "adjusted" message also reflects the day, the leveling factor reported in the Work Sample Leveling Factor Card (24); and the "new value" of the manhour population computed as indicated in the next two lines, which were reported in the 25 Card Transaction.

(2) Column 2, Serial, indicates the Serial Number against which the transaction was taken. The zeros are dropped from the Serial Numbers in this listing for reading ease. If this listing is used to make a change, insure the Serial Number is zero filled on the input card. Note that the "adjusted" and "generated" Serial Numbers are the same as those assigned to the 24 and 25 Card Transactions in the Work Sample Data Collection Record, PCN SE515-221-XX.

(3) Column 3, SQ, indicates the sequence code which appeared in the input card.

(4) Column 4, CC, indicates the type of card transaction.

(5) Column 5, PAS, is the Personnel Accounting Symbol.

(6) Column 6, Y, will contain the D for direct or I for indirect to identify the category type.

(7) Column 7, CA T ST E SE, contains the line number of the category: task, sub-task, element, sub-element, as applicable.

(8) Column 8, S, contains an F, V, or P to denote fixed, variable, or personnel-generated types for a single point standard. The column will be blank for multi-point standards.

(9) Column 9, Field Descriptions, will contain the statistical data reported. When a change is submitted, the "old and new" values will be supplied.

4.7.3 DATA/DETAIL ERROR LIST, PCN SE515-212-XX. Refer to Attachment 17. This list provides the error conditions which were detected as a result of a machine edit prior to the matching of input data to the measurement tape file. Each error will have an error code assigned, a printout of the error message, and a card image of the card in error. Action should be taken to correct the cards in error for processing in the subsequent update action. Error code explanations are contained in Attachment 6, Figure A6-2. If there are no errors, a message "Negative Report" will be printed.

4.7.4 INPUT CONTROL, PCN SE515-213-XX. Refer to Attachment 18. This listing provides a record of the input tape reel number against which the submitted transactions were processed. A record of the records written in each file identification is recorded in the event that research is required by the program monitor.

4.7.5 OUTPUT CONTROL, PCN SE515-214-XX. Refer to Attachment 19. This listing will indicate the output reel number of the tape which contains the most recent update data. The next batch of input is normally processed against this reel number. The number of records read in each file identity is provided. The subsequent Input Control, PCN SE515-213, readings should

agree with these output readings. This data is provided in the event that research is required by the program monitor.

4.7.6 WORK SAMPLE DATA COLLECTION RECORD, PCN SE515-221-XX. Refer to Attachment 20. A Work Sample Data Collection Record will be provided for each Functional Account to be studied by the Collection Team when the initial MET Identity Card is submitted. Additional copies may be requested by processing a DACS Control Card (\$C) which requests work sample worksheets. The primary purpose of the listing is to provide the Serial Number to be used for the preparation of the Work Sample Data Collection Card (21), Work Sample Leveling Factor Card (24), and Work Sample Manhour Population Card (25). Also, the Serial Number for the Work Sample Update Card (23) is provided at the bottom of the listing in the statement "To ignore, reinstate, or delete a day's sampling for this Work Center, use Serial Number ". The Serial Number for the 24 and 25 Card Transaction will be the same. The Serial Numbers for each category vary and are not necessarily the same as those reflected in the Standard Task and Workload Description Register, PCN SE515-121-XX, since each measurement method may initiate a different number for the category. The Work Sample Data Collection Record provides the card column alignments of the 21, 24, and 25 Card Transactions and, therefore, can be used as the work sample card punch input form if desired by entering the day in card columns 23 to 25 and the total number of samples taken for that day in card columns 26 to 29 for the 21 Card Transaction; the random leveling factors in card columns 26 to 70 of the 24 Card Transaction; and the manhour population data in card columns 26 to 49 of the 25 Card Transaction. The four untitled lines beneath the "idle" category can be used to enter additional categories by means of a Work Sample Additive Card (27).

4.7.7 OPERATIONAL AUDIT WORKSHEET, PCN SE515-222-XX. Attachment 21 depicts the format of an Operational Audit Worksheet and reflects all of the card columns of information necessary for the input of Card Transaction 42, Operational Audit Data Card. The worksheet may be used in lieu of AF Form 1530, Punch Card Transcript, to forward operational audit data for keypunching. An Operational Audit Worksheet will be provided for each Functional Account when the initial MET Identity Card is submitted. Additional worksheets may be requested by processing a DACS Control Card (\$C). Explanation of columnar entries are:

a. Column 1, CC, contains the identification of whether the activity description is at category level (01), task level (02), sub-task (03), element (04), or sub-element (05).

b. Column 2, Serial Number, contains the Serial Number of the category through sub-element which is being measured by operational audit. Insure that the Serial Numbers on the worksheet are the ones used to input operational audit data for a specific category since they may differ from those shown on the Standard Task and Workload Description Register, PCN SE515-121-XX. The Serial Number to be used for the Operational Audit Manning Factor Card (52) appears at the bottom of the worksheet.

c. Column 3, Type/Level, will define the direct and indirect activities. All direct categories will be listed first under the heading "Direct," followed by indirect categories, under the heading "Indirect." The level refers to the paragraph structuring of the categories through sub-tasks and is used as the Line Number for Card Transactions 50 and 51, Operational Audit Additive Card. This Line Number is retained into the Lead Team Analysis Subsystem.

d. Column 4, Activity Description, are the categories which were prescribed in the WORDS Subsystem to be measured by operational audit methods. Note that the system permits the collection of data only at the lowest level defined within a category. These levels can easily be distinguished by the "I" marks beneath card columns 23 to 38 headings.

e. The balance of entries are explained in detail in the Operational Audit Data Card, Card Transaction 42. When pre-established frequencies or Manhours Allowed Per Accomplishment were entered in the WORDS by the Lead Team, the data will be printed on the worksheet. An Operational Audit Data Card (42) must be submitted to activate the pre-established data.

4.7.8 TIME STUDY WORKSHEET, PCN SE515-223-XX. Refer to Attachment 22. This product provides a worksheet to record time study data for up to 10 cycles. The format of the worksheet is similar to that contained in page 2 of AF Form 1112, Time Study Data, described in AFM 25-5. The Serial Numbers to be used for each step are shown, as well as the Serial Number for the pace rating factors. Card Transactions 32, 33, and 37, Time Study History Update Card, Time Study Pace Rating Factor Card, and the Time Study Foreign Element Card, will provide the input to this worksheet.

4.7.9 WORK CENTER PRODUCTIVITY RECORD, PCN SE515-241-XX. See Attachment 23. This listing identifies the productivity percentages reported for direct and indirect categories for each day. The calendar date, Julian date, and study day are all printed for ease of reference. The average percentage is computed, upper and lower control limits are established, and high and low boundaries are identified. When a 23 Card Transaction is taken to ignore a day's sampling, the calendar and Julian dates will be printed and zero percentages reflected in parentheses for that day.

4.7.10 SHIFT PROFILE DATA COLLECTION RECORD, PCN SE515-242-XX. Refer to Attachment 24. This product provides the Serial Number required to input the Shift Profile Card (26). As card transactions are input to the system, the information contained in them will be added to this record. A Shift Profile Data Collection Record will be provided for each Functional Account when the initial MET Identity Card is submitted. Subsequent Shift Profile Data Collection Records may be obtained by requesting shift profile worksheets in the DACS Control Card (\$C).

4.7.11 SHIFT PROFILE TRANSACTION REPORT, PCN SE515-243-XX. Refer to Attachment 25. This report consolidates the transferable, non-transferable, and sampled manhours reported in the Shift Profile Cards (26) for each stratified period for the entire sampling period.

4.7.12 MANHOUR/SHIFT PROFILE ANALYSIS, PCN SE515-244-XX. Refer to Attachment 26. This product provides the manhours required for transferable work, non-transferable work, and the total minimum manning based on the data reported in the Shift Profile Cards (26). The transferable and non-transferable manning is computed by the system based on the number of samples in each group divided by the total number of samples taken times the sum of manhours divided by the number of sampling days. The minimum manning figure is the rounded figure of the non-transferable computation.

4.7.13 WORK SAMPLING RECORD - DAILY, PCN SE515-251-XX. Refer to Attachment 27. This output is in the basic format of the AF Form 1111, Work Sampling Record. The Serial Number shown is applicable to the 24 or 25 Card Transactions. The sampling day, Julian date, and day of month are all printed for reference ease. The Manhours Sampled is computed from the data reported in the Work Sample Manhour Population Card (25). The number of samples is a summarization of the

input provided by the Work Sample Data Collection Card (21). The productivity column is computed by the system to reflect the percentage of samples that were devoted to productive categories. A further breakdown of the productivity by direct and indirect categories appears in the Work Center Productivity Record, PCN SE515-241-XX. Leveling Factors are averaged each day from the Leveling Factors reported in the Work Sample Leveling Factor Card (24) or is assumed to be 1.00 if no 24 Card Transaction was processed for that day. To change the Leveling Factor or Manhours Sampled, submit a 24 or 25 Card Transaction using the Serial Number shown on this listing. To change the Number of Samples, submit a 21 Card Transaction using the Serial Number for the specific category being changed. The number of samples by category is reflected in the Work Sampling Record Category Computations, PCN SE515-252-XX, and the number of samples by day for each Serial Number will appear in the last Transaction Update Record, PCN SE515-211-XX, which had an action for the Serial Number being changed. To delete, ignore, or reinstate a day's work sampling data, use the Serial Number appearing on the bottom of the Work Sample Data Collection Record, PCN SE515-221-XX, which contains the message, "To ignore, reinstate, or delete a day's sampling for this Work Center, use Serial Number _ _ _ _ _." Data being ignored will be parenthesized.

4.7.14 WORK SAMPLING RECORD - CATEGORY COMPUTATIONS, PCN SE515-252-XX. Refer to Attachment 28. This product is produced from work sampling data input into the system. The computer performs the necessary computations to arrive at the end-of-study computations required by AFM 25-5 to complete Section I., AF Form 1111, Work Sampling Record. The total number of samples agrees with that reflected in the Work Sampling Record, PCN SE515-251-XX. The percent occurrence, measured time, leveled time, and allowed time are all computed by the system in accordance with AFM 25-5. The Allowed Time computation is based on the Personal and Rest Allowance Factor entered in the WORDS or DACS Parameter Card (\$I) or the Allowance Factor Code in the Work Sample Category Card (22) when no allowance factor is permitted. The overtime represents the Non-Sampled Overtime reported in the Work Sample Category Card (22). The samples required figure is based on the accuracy indicated in the WORDS or DACS Parameter Card (\$I).

4.7.15 WORKLOAD FACTORS, PCN SE515-253-XX. This listing reflects historical and actual workload data for each Workload Factor Number established in the work center. Attachment 29 contains a sample of this output. Each Workload Factor Number will begin on a new page followed by the historical count reported in the Historical Workload Count Card (W4) and the actual daily workload count reported in the Actual Workload Count Card (W5). The system will compute a monthly average historical count and an historical average daily count based on the Workload Average Days reported in the W4 card. The actual count record reported in the Actual Workload Count Card will be reflected in this daily count portion. A cumulative daily count for each day will be computed. If the workload being reported does not lend itself to a cumulative count, such as population served, this column should be disregarded. The historical average workload will consist of the cumulative historical average daily count. As previously explained in the Historical Workload Count Card (W4) explanation, the Lead Team may have established Workload Factor Numbers specifically for the purpose of entering actual workload data in the historical record so that it will be used in the Lead Team Analysis Subsystem.

- * 4.7.16 OPERATIONAL AUDIT DATA, PCN SE515-255-XX. Refer to Attachment 30. This listing reflects AF Form 1040, Operational Audit Data, required by AFM 25-5. The data reflected is derived from the input reported in Card Transaction 42, Operational Audit Data Card, and Card Transactions 50 and 51, Operational Audit Additive Card, except for the monthly frequency and allowed manhours per month which are produced by the system. If a single-point standard is under study, the category manhour totals will be broken down to reflect fixed, variable, and personnel generated manhours. The OA PRINT OPTION in card column 30 of the DACS Control Card (explained in Paragraph 4.4.2a) determines whether all category/sub-elements will be printed, or only those category-level hierarchies having positive or negative data values, or pre-established values. The "CC" column reflects 01 for category level, 02 for task, 03 for sub-task, 04 for element, and 05 for sub-element. Change or delete actions will be submitted against the appropriate Serial Numbers containing positive or negative data values. Add or delete actions will be submitted to activate or deactivate the pre-established values entered in WORDS if they have not already been submitted. Serial Numbers for other operational audit categories to initiate add actions are obtained from the Operational Audit Worksheet, PCN SE515-222-XX. The Line Number and category titles are those which appear in the Operational Audit Worksheet, PCN SE515-222-XX, and Work Center Description List, PCN SE515-151-XX.

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Additives entered by Card Transactions 50 or 51 will appear at the bottom of the listing. The system establishes a one under personnel required unless another figure is provided in the Operational Audit Data Card (42). The WORDS or DACS Parameter Card Allowance Factor will be printed in the upper right of the listing but will be used in the monthly allowed manhour computation only when a "C" is entered in card column 32 of the Operational Audit Data Card (42). A summary of the standard and additive direct and indirect allowed manhours is provided at the bottom of the page. Negative operational audit data can be identified by the minus characters in the allowed manhours.

4.7.17 TIME STUDY DATA REPORT, PCN SE515-257-XX. Refer to Attachment 31. Part A of this listing will be in the same format as the worksheet described above, but will contain the transactions which were processed in Card Transaction 32, Time Study History Update Card; Card Transaction 33, Time Study Cycle Pace Rating Factor Card; and Card Transaction 37, Time Study Foreign Element Card. The computer will accomplish the following for each element:

a. Computation of the elapsed time totals under "CUMM TOTAL".

b. Summarization of the number of good readings under the column "Good Readings".

c. Computation of the selected average for each activity under the "selected average" column. This is the total acceptable reading for each element divided by the number of acceptable readings. Part B of the time study will provide a computation of allowed time for each element as required by page 1 of AF Form 1112, Time Study Data. The method of arriving at the computations is outlined in AFM 25-5 under the instructions for completing AF Form 1112.

4.7.18 STANDARD INPUT DATA COMPUTATION, PCN SE515-271-XX. Refer to Attachment 32. This product presents the manhour data in the format and computations required by AFM 25-5 for the AF Form 308, Standard Input Data Computation. The adjustment factor in the upper left is computed by the system from the Frequency of Performance in the WORDS or DACS Parameter Card and the Number of Sampled Days reported in the Work Sample Data Collection Cards. The manpower availability rate is derived from the Available Time reported in the WORDS or DACS Parameter Card.

4.7.19 OPERATIONAL AUDIT RECORD, PCN SE515-275-XX. Reference Attachment 33. This output provides the data required by AFM 25-5 for the AF Form 499, Operational Audit Record. Section I is an Operational Audit Summary of the monthly allowed time by category. Section II contains the minimum manning computations based on the data input in the Operational Audit Manning Factor Card (52). The manhours per shift is computed by the system based on the shift hours and minimum required personnel. The monthly manhours is computed by the system based on the manhours per shift times days per month. No provision is made to subtract lunch time from the manhours per shift or the monthly manhours. The Available Time in the WORDS or DACS Parameter Card (\$I) is used to compute the minimum manning. The remark portion of Part II will reflect the standby time computed by subtracting the work sampling and operational audit allowed hours from the required minimum manning manhours. This standby time will be carried into the Lead Team Analysis Subsystem if it is a positive figure but dropped if it is negative.

4.7.20 TIME STUDY DATA SUMMARY, PCN SE515-278-XX. Refer to Attachment 34. This product provides the information required in AFM 25-5 for the AF Form 313, Time Study Record.

4.7.21 DATA COLLECTION SUBSYSTEM REPORT INITIATOR, PCN SE515-279-XX. Refer to Attachment 35. This listing provides a record of the output products which are scheduled for execution. This information is generated by the types of input and the products requested in the DACS Control Card. The code under the study method in Attachment 35 is described in the Report Code Description in the lower left portion of the listing.

4.8 SAMPLE OUTPUTS. Refer to Attachments 15 through 35.

4.9 UTILIZATION OF SYSTEM OUTPUTS. All DACS outputs will be used by Collection Teams to review and analyze collected measurement data which will be used by the Lead Team in the Lead Team Analysis Subsystem. Lead Teams may request copies of output products for review as the studies progress. The Collection Team will provide the Data Processing Installation with the Lead Team's base name and address to insure that the final tape is forwarded to the Lead Team's servicing Data Processing Installation.

Chapter 5

LEAD TEAM ANALYSIS SUBSYSTEM (LTAS)

5.1 STAFF INPUT REQUIREMENTS:

5.1.1 GENERAL. Upon receipt of the collection data from the Collection Management Engineering Teams, the Lead Team may desire to obtain a copy of the final reports for each measurement point for review and reference. This may be done by submitting a Data Collection Subsystem Control Card for each data collection measurement point. The merging of data from the Collection Management Engineering Teams may commence whenever two or more submissions are received, although the optimum situation would be to wait until all data are received. The merging of data is accomplished by submitting an Analysis Merge File, PCN SE515-415, to the Data Processing Installation. Data from at least three Collection Management Engineering Teams must be merged before selection cards are submitted to produce desired output products. Selection cards are submitted as PCN SE515-416, Selection File. All requests for Data Processing Installation processing are described in terms of the Product Control Number (PCN). Each Data Processing Installation may require additional "request for processing" data. Such information should be coordinated between the Lead Team and the Servicing Data Processing Installation before processing begins. Should the Lead Team be required to change input data of a base, such changes can be made by exercising the Data Collection Subsystem change instructions against the file of the measurement base being changed. Only those tapes which have been changed require remerging into the Lead Team Analysis Subsystem.

5.1.2 EQUATIONS USED. AFM 25-5 equations have been programmed into the system to provide LTAS output products. Linear correlation and regression analysis are used. Each analysis of workload and category manhours is subjected to the following tests:

- a. Coefficient of determination which is computed in accordance with paragraph 6-14d of AFM 25-5, 8 August 1973.
- b. A Yes or No answer to the realistic relationship using the criteria established by paragraph 6-17b(1) of AFM 25-5, 8 August 1973.
- c. A Yes or No answer as to whether the data passes the Student "t" Test established by paragraph 6-13a(3)(a) of AFM 25-5, 8 August 1973.
- d. A Yes or No answer as to whether the analysis is acceptable because it meets the criteria established by a, b, and c above.

5.2 COMPOSITION RULES. There are no special composition rules applicable to the Base Management Engineering Data System.

5.3 VOCABULARY. Only Department of Defense and Air Force standard data elements and related features authorized in AFM 300-4, Data Elements and Codes, are used in the Base Management Engineering Data System. See Attachment 1 for a list of AFM 300-4 standard data elements and codes used in this system.

5.4 INPUT FORMATS. The keypunch instructions for the LTAS have been entered on AF Form 1190 and are enclosed as Attachment 4. Detailed instructions relating to the data fields follow. Card columns not mentioned should be left blank.

5.4.1 DACS CONTROL CARD. Lead Teams may obtain final reports and summaries by preparing a DACS Control Card for each file against which such products are desired. The DACS Control Card is explained in paragraph 4.4.2a of Chapter 4. The requests for final reports and/or summaries will create another file; therefore, at this point, the files may also be reidentified by assigning individual Out-Study Identifiers to provide for an identification arrangement which may be more meaningful to the Lead Team. The In-Study Identifier in card columns 31 and 32 of the DACS Control Card must contain the Study Identifier assigned by the Collection MET. If the Lead Team desires to assign their own nomenclature, this is done through the use of the Out-Study Identifier in card columns 33 and 34. If card columns 33 and 34 are left blank, the In-Study Identifier will be assumed. Since these are the Collection Team input files against which future changes may be made, if necessary, Lead Teams should coordinate retention dates with the Data Processing Installation.

5.4.2 ANALYSIS MERGE FILE, PCN SE515-415. This file consists of the Analysis Merge Card and the Analysis Merge Trailer Card which initiate the merging of the individual measurement data from each Collection Management Engineering Team into one tape. Additionally, this file is used when the Lead Team corrects input data from a Collection MET after the merge action has taken place and remerging of files is necessary. When this occurs, only those files that have been changed require remerging:

a. ANALYSIS MERGE CARD:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD IDENTITY	1	Enter N if the card is being used to initiate the first merge action.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		Enter Y if the merging of two or more sets of data has already taken place and this is a continuation of additional merge actions. Enter M if a file already merged was changed and this is a remerging of the corrected file. When M is used, insure that the In-Study Identifier (CC 8 and 9 below) for this file is the same as that of the file which has already been merged so that the system will select the appropriate file to be changed.
NUMBER OF TAPES	2-3	Enter 01 to 40 to indicate the sets of data to be merged. Do not consider the LTAS file already established; enter only those additional files to be merged.
STUDY IDENTIFIER	4-5	Complete only when a Y or an M is entered in CC 1. When Y or M is used, enter the Out-Study Identifier of the last Lead Team Analysis Subsystem file. Otherwise, leave blank.
OUT-STUDY IDENTIFIER	6-7	Enter the two characters assigned by the Lead Team to identify the new LTAS file. If left blank, the system will assume 00.
IN-STUDY IDENTIFIER	8-9 10-11 12-13 14-15 16-17 18-19 20-21 22-23 24-25 26-27 28-29 30-31 32-33 34-35 36-37	Enter the Study Identifier of each DACS tape to be merged. If the Lead Team processed final reports, as explained in paragraph 5.4.1, use the Study Identifiers assigned in CC 33 and 34 of the DACS Control Card. If the Lead Team did not process the final reports, enter the Out-Study Identifier assigned by the Collection Teams.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
	38-39	
	40-41	
	42-43	
	44-45	
	46-47	
	48-49	
	50-51	
	52-53	
	54-55	
	56-57	
	58-59	
	60-61	
	62-63	
	64-65	
	66-67	
	68-69	
	70-71	
	72-73	
	74-75	
	76-77	
	78-79	

b. ANALYSIS MERGE TRAILER CARD. Since 40 files may be merged at one time and the Analysis Merge Card is capable of identifying a maximum of 36, an Analysis Merge Trailer Card is used to enter the remaining four Study Identifiers to be merged. No Card Identity is necessary. Simply continue with the Study Identifiers in card columns 8 and 9 through card columns 14 and 15. The Analysis Merge Trailer Card must be placed immediately after the Analysis Merge Card when forwarding the cards for processing.

5.4.3 SELECTION FILE, PCN SE515-416. This file consists of four card types which are used to obtain various arrays and analyses of measurement data. An LTAS Control Card must be included with each submission. Control types are explained as follows:

a. LTAS CONTROL CARD. Only one LTAS Control Card may and must be submitted with each input submission. It must be the first processing card in the deck. The LTAS Control Card indicates the In Study Identifier of the file against which the requests are being processed. In addition, the LTAS Control Card can be used to obtain the products described below by entering "initial" in the Type Run along with a Search Option. When the Type Run does not contain the word "initial", the LTAS Control Card must be followed by one of the other three request cards. Analysis Select Cards (91) or Array Request Cards (92) cannot be submitted together with an LTAS Control Card containing "initial" in card columns 3 to 9.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter \$C
TYPE RUN	3-9	Enter "INITIAL" or leave blank. When the word INITIAL is entered with a 00 or blank in the Search Option field, Parts A, B, and C of PCN SE515-407-XX will be produced. When INITIAL is entered with a 01 in the Search Option field, a Part E for each associated Workload Factor, and a Part H of PCN SE515-407-XX will be produced. Leave blank when these outputs are not required.
STANDARD DEVIATIONS	10-11	Enter 01 to 30 to indicate the number of standard deviations for control limits. One decimal place is assumed. When the field is left blank, 2.0 is used and a message is indicated in Part A - Transaction Register stating "Note that standard deviation is 2.0."
SEARCH OPTION	12-13	Complete only when the word INITIAL is indicated in CC 3 through 9. Enter 00 (or leave blank) to produce a Part A - Transaction Register; a Part B - Work Factor Analysis; and a Part C - Category Array. Enter 01 to produce Parts A, B, and C plus a Part E - Category/Work Unit Analysis for Associated Workload Factors, and a Part H, Task Manhour Array.
MEASUREMENT POINT	14-17	Enter the word NAME when it is desired to have the measurement point identified by Installation Location Name in the output products. Enter the word UNIT when it is desired to have the measurement point identified by Organization Number, Kind, and Type on the output products.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
IN-STUDY IDENTIFIER	19-20	Enter the Study Identifier of the LTAS file against which the request is being processed.

- b. ANALYSIS SELECT CARD. This card is prepared when analysis of
 * selected categories or combinations of categories is desired. Up to two hundred different Analysis Select Cards and Array Request Cards can be submitted in one processing request. However, the same Line Number (paragraph number) cannot be requested on different analysis cards.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter 91.
FUNCTIONAL ACCOUNT	3-6	Enter the Functional Account and Shred of the work units to be analyzed.
FUNCTIONAL ACCOUNT SHRED	7-8	Enter the Functional Account Shred.
LINE NUMBER	9-16	Enter the Line Number of the specific category for which products are desired. Each card must have a Line Number. The Line Number is obtained from the Line Number column of the Standard Task & Workload Description Register, PCN SE515-121-XX, established in the WORDS, or from Part C, Category Array, or Part H, Task Manhour Array. Begin entries in CC 9 and leave unused spaces blank. When it is desired to obtain analyses for combined categories, enter XX in CC 9 and 10. CC 1 through 16 are left blank. Up to five categories may be combined as indicated in CC 22 through 31 below.
ANALYSIS CODE	17	Enter A to obtain a correlation and regression analysis against a work unit. CC 18 and 19 must be completed when A is used. Enter B to obtain a correlation and regression analysis of category manhours against the sum of all direct categories. Enter C to obtain a percentage analysis against direct manhours.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		When the field is left blank, analyses code A is assumed by the system and CC 18 and 19 must be completed.
WORKLOAD FACTOR	18-19	If A was selected for CC 17 above, or if CC 17 was left blank, the desired Workload Factor Number must be reflected in this field. Leave blank if B or C was indicated in CC 17.
COMBINATION	20-21	Enter 01 to 05 to indicate the number of categories to be combined. Leave blank if no combination is being requested.
CATEGORY NUMBER	22-23	Enter the Category Numbers of the categories to be combined. A quick reference for Category Numbers is the Work Center Description, PCN SE515-151-XX or the Standard Task and Workload Description Register, PCN SE515-121-XX, obtained in the WORDS, or Part C, Category Array. Leave unused fields blank.
CATEGORY NUMBER	24-25	
CATEGORY NUMBER	26-27	
CATEGORY NUMBER	28-29	
CATEGORY NUMBER	30-31	
BASE NUMBER	32-41	The purpose of this entry is to identify the bases against which it is desired to flag high and low control points. The subsystem assigns a Base Number to each Installation Location. This Base Number will be reflected in Part C, Category Array, which is automatically provided on the initial run. These are the Base Numbers which are to be entered in CC 32 to 41. Each Base Number consists of two digits; therefore, a selection of five bases may be made. Begin entries in CC 32; leave unused card columns blank. When the field is left blank, high and low control points for all bases will be flagged.
EXCLUSIONS	42-67	Indicate the Base Number of the bases which are to be excluded from the analysis. Up to 13 bases may be excluded. Begin entries in CC 42. Leave unused CC blank. Base Numbers are assigned in Part C, Category Array.

- c. ARRAY REQUEST CARD. This card permits a selection of the type
* of array formats desired. Up to two hundred different Array Request Cards
and Analyses Select Cards can be submitted in one processing request.
However, the same Line Number cannot be used to request different arrays
in any one submission. The card is prepared as follows:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTIONS	1-2	Enter 92.
FUNCTIONAL ACCOUNT	3-6	Enter the appropriate Functional Account.
FUNCTIONAL ACCOUNT SHRED	7-8	Enter the appropriate Functional Account Shred.
LINE NUMBER	9-16	Arrays are provided at one level below the Line Number indicated in this card column field. For example, if the Line Number reflects category 02, an array of all tasks under category 02 will be provided. If the Line Number reflects 02A (category 02, task A), arrays for all sub-tasks under task A will be pro- vided. Line Numbers can be obtained from the Standard Task & Workload Description Register, PCN SE515-121-XX, established in the WORDS. Begin entries in CC 9. Leave unused card columns blank.
ARRAY CODE	17	Enter A to obtain a work unit and manhour array for each base. The Workload Factor Number must be indicated in CC 18 and 19 below. Enter B to obtain an array of manhours divided by the work unit. The Work- load Factor Number must be indicated in CC 18 and 19 below. Enter C to obtain the percentage of Direct Manhours Array.

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
		Enter D to obtain a Manhour Array. NOTE: A Manhour Array will automatically be produced in conjunction with an Analysis Select Card for one level lower than the analysis itself.
WORKLOAD FACTOR NUMBER	18-19	This card field must be completed when Array Code A or B has been entered in CC 17 above to indicate the Workload Factor Numbers of the work units to be arrayed.

d. RAP - CARD GENERATOR. This card initiates the action to produce a card deck which may be used as input to obtain further analyses from the Regression Analysis Program (RAP) or any other suitable utility program. Only one RAP-Card Generator request for any one work center can be submitted for each processing cycle. The cards will reflect the manhours for each Functional Account for each base and the mean workload values. The input card format is as follows:

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
CARD TRANSACTION	1-2	Enter 93.
FUNCTIONAL ACCOUNT	3-6	Enter the appropriate Functional Account.
FUNCTIONAL ACCOUNT SHRED	7-8	Enter the Functional Account Shred.
WORKLOAD FACTOR NUMBER	9-10	Enter the number of the Workload Factors for which cards are to be generated. Up to five numbers may be entered on one card.
WORKLOAD FACTOR NUMBER	11-12	
WORKLOAD FACTOR NUMBER	13-14	
WORKLOAD FACTOR NUMBER	15-16	
WORKLOAD FACTOR NUMBER	17-18	

<u>DATA NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
REMARKS	30-80	Enter whatever remarks are deemed appropriate. This information is used to prepare a remarks card which is a necessary input to the Regression Analysis Program.

5.5 SAMPLE INPUTS:

a. Figure 5-1 contains several illustrations of how Punch Card Transcript Forms are to be prepared for keypunching of input.

b. The Analysis Merge Card must be the first type of card input to the Lead Team Analysis Subsystem to initiate the merging of data received from the Collection Management Engineering Teams. Input will be forwarded to the Data Processing Installation, as illustrated in Figure 5-2, together with any other request for computer services that may be required. PCN SE515-415 will be written clearly on the front of the deck followed by the Analysis Merge Card and Analysis Merge Trailer Card, if one is necessary.

c. Subsequent to the processing of the Analysis Merge Card, an LTAS Control Card with INITIAL in card columns 3 to 9 should be submitted before any other selection or request cards are processed. Input will be forwarded to the Data Processing Installation with PCN SE515-416 written clearly on the front. Refer to Figure 5-3.

d. The system will now accept requests for data in the Analysis Select Card or Array Request Card. As many of these cards as are necessary may be submitted at one time. An LTAS Control Card must accompany each request. PCN SE515-416 must be written clearly on the front of the card deck and cards arranged as shown in Figure 5-4. Cards are forwarded to the Data Processing Installation, together with any other request for services that may be required.

5.6 OUTPUT REQUIREMENTS. The following outputs are generated in the Lead Team Analysis Subsystem. Table 5-1 relates the type of products produced with the type of input prepared.

a. The Lead Team Analysis Report, PCN SE515-407-XX, consists of nine different types of analyses and arrays, which are separately identified as Parts A through C and E through J. It is produced upon the request of and for use by the Lead Team in the form of a listing.

ANALYSIS NAME CARD		(1st merge) (Subsequent merge) (Range after existing DCS tape)	
INITIAL	NAME	HB	HB
012512	13	24	
012512	05	B	
012500	11	C	03030608
(Combination of 3 categories) (Part G)			
022500	A	101	
022500	B	209	
022500	C	C	
(Part H) (Part I) (Part J)			
REQ. CARD GENERATOR			
032512	0607091011		
032500	0910111213		
FOR NTLR-19 MORRIS AB FACTORS 06 07 09 10 11			
FOR NTLR-16			

AF Form 1550 (Rev. 1-76) PUNCH CARD TRANSCRIPT

Figure 5-1. LTAS Sample Input.

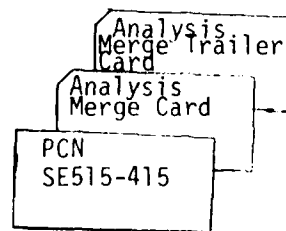


Figure 5-2. Analysis Merge Card.

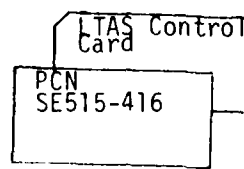


Figure 5-3. Initial Run.

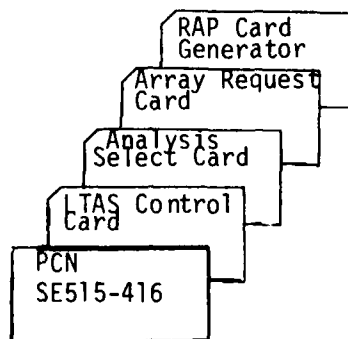


Figure 5-4. Request Data.

TABLE 5-1				
HOW LTAS OUTPUT IS GENERATED				
R U L E	A	B	C	D
1	When the input submitted is all LTAS input	and	you will receive Part A - Transaction Register	for the purpose of providing record of the type of request made & to indicate error messages.
2	an LTAS Control Card (\$C)	it is an initial request with Search Option 00	Part B - Workload Factor Analysis	providing a grouping of workload data by month for each base.
3			Part C - Category Array	providing Direct & Indirect manhours by category for each base.
4			Part E - Category/Work Unit Analysis	providing correlation & regression analysis against the Associated Workload Factor only.
5			Part H - Task Man-hour Array	providing a comparison of manhour work unit relationship of the Associated Workload Factor.
6			Part E - Category/Work Unit Analysis	indicating that there is no acceptable degree of correlation with the associated Workload Factor.
7	an Analysis Select Card (91)	an Analysis Code A is used	Part E - Category/Work Unit Analysis	providing correlation and regression analysis between manhours and selected Workload Factors.
8			Part H - Task Man-hour Array	providing a comparison of manhour/work unit.

TABLE 5-1 (Continued)

HOW LTAS OUTPUT IS GENERATED

R U L E	A	B	C	D
9	When the input submitted is an Analysis Select Card (91)	and	you will receive	for the purpose of
10		an Analysis Code B is used	Part F - Direct Man-hour Correlation	providing direct manhour values by category for each base.
11			Part H - Task Man-hour Array	providing comparison of manhour/work unit.
12		an Analysis Code C is used	Part G - Percentage Analysis	providing percentage analysis by category.
13	an Array Request Card (92)		Part H - Task Man-hour Array	providing comparison of manhour/work unit.
14		an Array Code A is used	Part H - Task Man-hour Array	same as above, except no workload comparison will be provided.
15		an Array Code B is used	Part I - Unit Time Array	providing manhours divided by selected work units for each base.
16		an Array Code C is used	Part J - Percentage Array	providing a percentage of time spent on each task through sub-element in relation to total direct manhours.
17	a RAP-Card Generator		Analysis Summary Cards	providing card input into other utility programs.

b. The Analysis Summary Cards, PCN SE515-913-XX, are card outputs to serve as input to other utility programs should the Lead Team desire to do so.

5.7 OUTPUT FORMATS. An explanation of each output is indicated below. Parts A through C and E through J are separate parts of the Lead Team Analysis Report, PCN SE515-407-XX.

5.7.1 PART A - TRANSACTION REGISTER. See Attachment 36. A Part A Transaction Register will be produced at the beginning and end of each run. In addition, other Parts A may be generated when no matching Line Number can be found for the input being requested, or when the same Line Number is used more than once.

a. The first Part A - Transaction Register will reflect all of the input cards and provide an action message PROCESSED AS INPUT, or one of the error codes and action messages reflected in Attachment 7. Since this listing is the result of an edit of the card input only, and is not at this point compared with the data in the LTAS Analysis File; it is possible that the action message will indicate PROCESSED AS INPUT and another Part A further along in the output listing will reflect a NO MATCHING LINE NUMBER message for the same transaction.

b. A standard warning message stating NUMBER OF INPUT BASES MAY PRECLUDE RELIABLE ANALYSIS is printed at the end of the Transaction Register whenever there are less than six bases providing input.

c. The last Part A Transaction Register will indicate the LAST RECORD PROCESSED or that there were NO ACCEPTABLE ASSOCIATED WORK UNITS. Other Part A Transaction Registers will be printed when there is no matching Line Number on the tape for the data being requested, or when the same Line Number is used more than once. The general rule for the use of the Line Number is that requests cannot be made together when they are at the same paragraph Line Number level or one level lower. Example: Line Numbers 02 and 02A01A will each be processed if submitted together; however, Line Numbers 02 and 02A or 02B, will not be processed since the 02A and 02B levels are one paragraph level lower than 02, and the system automatically provides arrays at one level lower than the Line Number requested.

5.7.2 PART B - WORKLOAD FACTOR ANALYSIS. Attachment 37 reflects a sample of Part B Workload Factor Analysis which reflects the monthly historical workload data for each Work load Factor at each base. Historical workloads are averaged and a standard deviation is computed around the average. Upper and lower control limits are established using the following equation.

$$\text{Mean} - \bar{X} = \frac{\sum X}{N}$$

$$\text{Standard Deviation} - op = \sqrt{\frac{N (\sum X^2) - (\sum X)^2}{N (N - 1)}}$$

$$\text{Control Limits} - \text{Upper} - \bar{X} + op$$

$$\text{Low} - \bar{X} - op$$

Where $\bar{X}$ = Mean

X = Workload values

N = Number of months being measured

op = Standard Deviation

5.7.3 PART C - CATEGORY ARRAY. Attachment 38 provides an illustration of the Part C Category Array which contains a list of the monthly allowed times for each category level at each base. Direct and indirect sub-totals are provided as well as a work center total. Above each base name or unit designation will be a 2-digit Base Number assigned to each base. This is used as the Base Number input for the Analysis Select Card.

5.7.4 PART E - CATEGORY/WORK UNIT ANALYSIS. Refer to Attachment 39. The Part E Category/Work Unit Analysis reflects correlation and regression analysis between manhours and selected Workload Factors. If bases fall beyond or below selected control limits, they will be flagged High or Low. The historical Workload Average will be listed for each base under the column Workload Value. The total allowed manhours for the specified category for each base will be indicated under the column Manhours. The mean, Sy/x and upper and lower control limit will be computed at the end of each column. Bases which fall above or below the control limits are identified by High or Low. The Part E received as a result of the submission of Search Option 01 on an initial LTAS Control Card will reflect only those Workload Factors and categories which were designated as having an Associated Workload Factor in the WORDS. (These can be verified by checking the WLF column in the Standard Task and Workload Description Register, PCN SE515-121-XX.) If there is no acceptable degree of correlation, the output will specify "Acceptable-No" for each related category and Associated Workload Factor Number; however, workload values and manhours will be displayed.

5.7.5 PART F - DIRECT MANHOUR CORRELATION. Refer to Attachment 40. The Direct Manhour Correlation will contain correlation and regression between manhours for a selected category and the sum of total direct manhours from other categories. The mean, Sy/x and upper and lower control levels are printed on the bottom of the listing. High and low bases are flagged.

5.7.6 PART G - PERCENTAGE ANALYSIS. Refer to Attachment 41. Part G Percentage Analysis reflects the selected category percentage of manhours in relation to the total direct manhours. High and low points are flagged.

5.7.7 PART H - TASK MANHOUR ARRAY. Refer to Attachment 42. Part H will reflect an array of manhours for each task within the selected category. A Part H may be received by submitting an Initial LTAS Control Card with Search Option 01. In such actions, a Part H will be received only when there is an acceptable degree of correlation between the Associated Workload Factor and Category specified in the WORDS. If there is no acceptable degree of correlation, no Part H will be provided. If there is, it will reflect the tasks only in those categories that have Associated Workload Factors. A Part H may also be received by submitting an Analysis Select Card (91) which will provide a comparison of the manhours and the Workload Factor Number specified in the Analysis Select Card. In addition, a Part H may be received with Array Code A or D indicated in the Array Request Card. Array Code A will provide an array of manhours with the specified Workload Factor indicated. Array Code D will provide an array of manhours with no Workload Factor comparison.

5.7.8 PART I - UNIT TIME ARRAY. Refer to Attachment 43. The Work Units reflected in the Part I Unit Time Array reflects the average historical count for the Workload Factor Number specified in the listing. The unit time figures for each of these categories are arrived at by dividing the manhours for these categories by the average workload factors.

5.7.9 PART J - PERCENTAGE ARRAY. Refer to Attachment 44. Part J Percentage Array reflects each task as a percentage of the total direct manhours for each base to provide a comparative analysis of task percentages.

5.7.10 ANALYSIS SUMMARY CARDS, PCN SE515-913. Analysis Summary Cards will be produced which may be input to the NTLR-10 Regression Analysis Program or other utility program. The data in the cards will be in the card column format indicated in Attachment 45.

5.8 SAMPLE OUTPUTS. All sample outputs are illustrated in Attachments 36 to 45.

5.9 UTILIZATION OF SYSTEM OUTPUTS. Lead Teams will use the output data from the LTAS to analyze and compare work measurement data from Collection METs to facilitate the identification and resolution of any inconsistencies which might make the reported data incompatible for development of a sound, logical manpower standard. LTAS output data may also serve to provide input information for the application of additional statistical tests in accordance with AFM 171-126. Lead Teams should coordinate with their Data Processing Installations to insure that B3500 floating point capability is available prior to initiating AFM 171-126 actions.

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AFM 25-212

1 December 1976

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DAVID C. JONES, General, USAF
Chief of Staff

JAMES J. SHEPARD, Colonel, USAF
Director of Administration

AFM 25-212

Attachment 1

1 December 1976

A1-1

BMEDS STANDARD DATA ELEMENTS AND CODES

DATA NAME	TITLE	AFM 300-4		
		REF	NR	VOL
ACCURACY	Accuracy	PE	601	VI
ACTION-FILE-MAINT	Action (File Maintenance)	AC	770	XII
ALLOW-FAC	Allowance Factor	AL	447	IV
ASGD-HRS	Assigned Hours	HO	831	VI
ASSOC-WLF	Associated Workload Factor Number	SE	640	XII
AT	Allowed Time	AL	446	IV
AVAIL-TIME	Available Time (Assigned Manhours Per Month)	HO	831	VI
AVG	Average	PE	600	XII
BASE-NP	Base Number	ID	180	XII
BOR-HRS	Borrowed Hours	HO	831	VI
CARD-ID	Card Identity	CA	660	XII
CARD-TRANST	Card Transaction	CA	660	XII
COMB-NR	Combination Number	ID	180	XII
DA	Day of Month	DA	790	VI
DAY-OF-YEAR	Day of Year	DA	955	VI
FORN-DES	Foreign Element Description	FO	672	IV
FORN-DUR	Foreign Element Duration	TI	496	IV
FORN-SYM	Foreign Element Symbol	ID	180	XII
FREQ-PERF	Frequency of Performance	PE	612	IV
FUNCT-ACCT	Functional Account	FU	500	XII

<u>DATA NAME</u>	<u>TITLE</u>	<u>AFM 300-4</u>		
		<u>REF</u>	<u>NR</u>	<u>VOL</u>
FUNCT-ACCT-SHRED	Functional Account Shred	FU	500	XII
FUNCT-ACCT-ABRV	Functional Account Abbreviation	FU	500	XII
INPUT-KEY	Input Key	SU	565	XII
INSTL-LOC-NAME	Installation or Location Name	IN	747	XII
IN-STUDY-ID	In-Study Identifier	SU	052	XII
LEV-FAC	Leveling Factor	WO	690	IV
LINE-NR	Line Number	SE	640	XII
LND-HRS	Loaned Hours	HO	831	VI
LOCAL-HOUR	Time of Day - 24 Hour Clock	TI	460	XII
MHRS-ACC	Manhours Allowed per Accomplishment	TI	496	IV
MHRS-ACC-MO	Manhours Allowed per Accomplishment per Month	TI	496	IV
MHRS-CAT	Manhours Allowed per Category	TI	496	IV
MHRS-FX	Manhours Allowed for Fixed Tasks	HO	831	VI
MHRS-PERS-GEN	Manhours Allowed per Personnel Generated Task	HO	831	VI
MHRS-VAR	Manhours Allowed for Variable Tasks	HO	831	VI
MH-SHIFT-PROFILE	Manhour/Shift Profile	MA	520	IV
MO	Month of Year	MO	500	VI
NRM-WRK-HRS	Normal Working Hours	HO	831	VI
N-SAM-DA	Number of Sampled Days	WO	690	IV
OA-FREQ	Operational Audit Frequency	PE	612	IV
OPR-COMD	Operating Command	MA	360	XII
ORG-KIND	Organization Kind	OR	265	XII
ORGN-NO	Organization Number	OR	269	XII

<u>DATA NAME</u>	<u>TITLE</u>	<u>AFM 300-4</u>		
		<u>REF</u>	<u>NR</u>	<u>VOL</u>
ORGN-TYPE	Organization Type	OR	293	XII
OUT-STUDY-ID	Out-Study Identifier	SU	052	XII
PACE-A-FAC	Pace of Work Factor	RA	770	IV
PAS-NR	Personnel Accounting Symbol Number	PE	620	II
PERS-NBR	Personnel Number	PE	663	XII
P&R-A-FACTOR	Personal and Rest Allowance Factor	RA	770	IV
SAM-MHRS-NON-P	Manhours Sampled - Nonproductive	HO	831	VI
SAM-MHRS-NON-T	Manhours Sampled - Non-Transferable	HO	831	VI
SAM-MHRS-TRANS	Manhours Sampled or Transferable	HO	831	VI
SEQ-NR	Sequence Number	SE	640	XII
SERIAL-NR	Serial Number	SE	640	XII
SP-MHRS	Shift Profile Manhours Sampled	MA	520	IV
SP-NTRANS	Shift Profile Non-Transferable	MA	520	IV
SP-TOT	Shift Profile Total of Transferable	MA	520	IV
SP-TRANS	Shift Profile Transferable Time	MA	520	IV
START-SERIAL-NR	Start Serial Number	SE	640	XII
STOP-SERIAL-NR	Stop Serial Number	SE	640	XII
TITLE	Title	SU	565	XII
TS-AC-RDS	Time Study Acceptable Readings per Element	TI	496	IV
TS-DATA-RCD	Time Study Data Record	TI	496	IV
TS-TOT	Time Study Summation per Element	TI	496	IV
TS-TOT-CAT	Time Study Summation per Category	TI	496	IV

<u>DATA NAME</u>	<u>TITLE</u>	<u>AFM 300-4</u>		
		<u>REF</u>	<u>NR</u>	<u>VOL</u>
WK-SEQ-NR	Work Center Sequence	SE	640	XII
WL-AV-DA	Workload Average Days	DA	975	VI
WL-AVG	Workload Average	PE	600	XII
WL-EFF	Effective Date of Workload Count	DA	770	VI
WLF-NR	Workload Factor Number	SE	640	XII
WL-SUM	Workload Summary	PE	600	XII
WL-THRU	Thru Date of Workload Count	DA	770	VI
WLF-TITLE	Workload Factor Title	SU	565	XII
WL-VALUE	Workload Value	WO	691	IV
WORK-CAT	Work Category	WO	661	IV
WS-CAT	Total Number of Work Samples per Category	WO	690	IV
WS-DATA	Work Sampling Data Count	WO	690	IV
WS-DAY	Total Number of Samples Taken per Day	WO	690	IV
WS-LEV-FAC	Work Sampling Leveling Factor	WO	690	IV
WS-MH	Daily Manhours Sampled	WO	690	IV
WS-OT	Amount of Non-Sampled Overtime by Category	WO	690	IV
WS-SAM-OT	Work Sampling Sampled Overtime	WO	690	IV
WS-TOT	Total Number of Work Samples per Study	WO	690	IV
WS-TOT-MH	Total Manhours Sampled	WO	690	IV

WORDS KEY/UNCH FORMATS

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DESCRIPTION INPUT CARD FILE	ACTIVITY LEVEL FILE CARD	UNCLASSIFIED	
		RCS/PCN SL515-810	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	See Note.
ACTION-FILE-MAINT	3	1AN	A, C or D
SERIAL-NR	4-9	60N	000001, 000002, etc. or blank.
WLF-NR	10-11	20N	01, 02, etc. to 90 or blank.
FUNCT-ACCT	12-15	4AN	CC 12, 13, & 14 must be numeric.
FUNCT-ACCT SHRED	16-17	2AN	May be blank.
STND-TYPE	18	1AL	F, V, P or blank.
WORK-CAT	19	1AL	D or I
TITLE	20-49	50AN	
BLANK	50-75	20AN	
SEQ-NR	76-80	50N	00001, 00002, etc. or blank.
NOTE: ENTER 01 for Category 02 for Task 03 for Sub-task 04 for Element 05 for Sub-element			

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RECORD LAYOUT			
FILE TITLE DESCRIPTION INPUT FILE	RECORD TITLE LOCATION CARD		CLASSIFICATION
			UNCLASSIFIED RCS/PCN SE515-810
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-ID	1	1AL	C
BLANK	2	1	
ACTION-FILE-MAINT	3	1AL	A, C or D
PAS-NR	4-7	4AN	
OPR-CMD	8-10	3AL	
INSTL-LOC-NAME	11-27	17AN	
ORGN-NO	28-31	4UN	
ORG-KIND	32-34	3AL	
ORG-TYPE	35-36	2AL	
BLANK	37-80	44	

RECORD LAYOUT

FILE TITLE DESCRIPTION INPUT CARD FILE	RECORD TITLE FUNCTIONAL ACCOUNT CARD	CLASSIFICATION	
		UNCLASSIFIED	
		RCS/PCN SE515-810	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	FØ
ACTION-FILE-MAINT	3	1AL	A, C or D
FUNCT-ACCT	4-7	4AN	CC 4, 5 and 6 must be numeric
FUNCT-ACCT-SHRED	8-9	2AN	May be blank
BLANK	10	1	
FUNCT-ACCT-ABRV	11-28	18AN	
FUNCT-ACCT-SHRED- ABRV	29-46	18AN	
BLANK	47-80	34	

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Attachment 2

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DESCRIPTION INPUT CARD FILE	WORKLOAD FACTOR TITLE CARD		UNCLASSIFIED
			RCS/PCN SE515-810
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	W1
ACTION-FILE-MAINT	3	1AN	A, C, or D
SERIAL-NR	4-9	6UN	000001, 000002, etc. or blank.
WK-SEQ-NR	10-11	2N	01, 02, etc, or blank
BLANK	12-15	4	
WLF-NR	16-17	2UN	01, 02, etc.
BLANK	18-19	2	
WLF-TITLE	20-62	43AN	
BLANK	63-75	13	
SEQ-NR	76-80	5UN	00001, 00002, etc. or blank.

RECORD LAYOUT

DESCRIPTION INPUT CARD FILE	RECORD TITLE FUNCTIONAL ACCOUNT/ WORKLOAD CARD	CLASSIFICATION	
		UNCLASSIFIED	
		RCS/PCN	
		SE515-810	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSC	1-2	2AN	F1
ACTION-FILE-MAINT	3	1AL	A or D
FUNC-ACCT	4-7	4AN	4, 5, 6 must be numeric
FUNC-ACCT-SHRED	8-9	2AN	
WLF-NR	10-11	2UN	01, 02, etc. in each WLF-NR or leave blank
WLF-NR	12-13	2UN	
WLF-NR	14-15	2UN	
WLF-NR	16-17	2UN	
WLF-NR	18-19	2UN	
WLF-NR	20-21	2UN	
WLF-NR	22-23	2UN	
WLF-NR	24-25	2UN	
WLF-NR	26-27	2UN	
WLF-NR	28-29	2UN	
WLF-NR	30-31	2UN	
WLF-NR	32-33	2UN	
WLF-NR	34-35	2UN	
WLF-NR	36-37	2UN	
WLF-NR	38-39	2UN	
WLF-NR	40-41	2UN	
WLF-NR	42-43	2UN	
WLF-NR	44-45	2UN	
WLF-NR	46-47	2UN	
WLF-NR	48-49	2UN	
WLF-NR	50-51	2UN	
WLF-NR	52-53	2UN	
WLF-NR	54-55	2UN	
WLF-NR	56-57	2UN	
WLF-NR	58-59	2UN	
WLF-NR	60-61	2UN	
BLANK	62-80	19	

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RECORD LAYOUT

FILE TITLE DESCRIPTION INPUT CARD FILE	RECORD TITLE MASTER CONTROL CARD	CLASSIFICATION	
		UNCLASSIFIED	RCS/PCN SE515-810
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-1D	1	1AN	M
BLANK	2-5	2	
START-SERIAL-NR	4-9	6UN	000001, 000002, etc.
STOP-SERIAL-NR	10-15	6UN	000010, 000011, etc.
FUNCT-ACCT	16-19	4AN	
FUNCT-ACCT-SHRED	20-21	2AN	May be blank.
WORK-CAT	22	1AN	D or I
BLANK	23-80	58	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DESCRIPTION INPUT CARD FILE	WORK SAMPLING STUDY INITIATOR AND TERMINATOR CARDS	UNCLASSIFIED	
		RCS/PCN SE515-810	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
WORK SAMPLING STUDY INITIATOR CARD			
CARD-TRANSCAT	1-2	2UN	20
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	
WORK SAMPLING STUDY TERMINATOR CARD			
CARD TRANSCAT	1-2	2UN	29
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	
BLANK	10-80	71	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DESCRIPTION INPUT CARD FILE	TIME STUDY INITIATOR AND TERMINATOR CARDS		UNCLASSIFIED
			RCS/PCN SE515-810
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
TIME STUDY INITIATOR CARD			
CARD-TRANSCT	1-2	2UN	30
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	
TIME STUDY TERMINATOR CARD			
CARD-TRANSCT	1-2	2UN	39
ACTION-FILE-MAING	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	
TIME STUDY DATA COLLECTION INITIATOR CARD			
CARD-TRANSCT	1-2	2UN	31
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	
TIME STUDY DATA COLLECTION TERMINATOR CARD			
CARD-TRANSCT	1-2	2UN	38
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DESCRIPTION INPUT CARD FILE	OPERATIONAL AUDIT STUDY INITIATOR AND TERMINATOR CARDS	UNCLASSIFIED	
		RCS/PCN SE515-810	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
OPERATIONAL AUDIT STUDY INITIATOR CARD			
CARD-TRANSCT	1-2	2UN	40
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	
OPERATIONAL AUDIT STUDY TERMINATOR CARD			
CARD-TRANSCT	1-2	2UN	49
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	
OPERATIONAL AUDIT DATA COLLECTION INITIATOR CARD			
CARD-TRANSCT	1-2	2UN	41
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	
OPERATIONAL AUDIT DATA COLLECTION TERMINATOR CARD			
CARD-TRANSCT	1-2	2UN	48
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	000001, 000002, etc.
BLANK	10-80	71	

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RECORD LAYOUT			
FILE TITLE DESCRIPTION INPUT CARD FILE	RECORD TITLE "WORDS" SPECIAL DELETE		CLASSIFICATION UNCLASSIFIED
			RCS/PCN SE515-810
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-ID	1	1AN	000001, 000002, etc. 000021, 000022, etc.
BLANK	2-3	2	
START-SERIAL-NR	4-9	6HX	
STOP-SERIAL-NR	10-15	6HX	
BLANK	16-80	65AN	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DESCRIPTION INPUT CARD FILE	OPERATIONAL AUDIT PARAMETER CARD		UNCLASSIFIED
			RCS/PCN SE515-810
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2UN	42
ACTION-FILE-MAINT	3	1AL	A, C or D
SERIAL-NR	4-9	6UN	
BLANK	10	1	
OA-FREQ	11-15	5UN	
BLANK	16	1	
FREQ-PERF	17	1AN	1, 2, 3, 4, 5, W, M, Q, Y
BLANK	18-19	2	
MIIRS-ACC	20-25	6UN	
BLANK	26-80	55	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DESCRIPTION INPUT CARD	WORDS CONTROL CARD		UNCLASSIFIED
			RCS/PCN SE515 810
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	\$C
BLANK	3-9	7	
OPTION KEY	10	1AL	B-U-D-R or W
BLANK	11-14	4	
OPTION KEY	15	1AL	B-U-D-R or W
BLANK	16-19	4	
OPTION KEY	20	1AL	B-U-D-R or W
BLANK	21-24	4	
IN-STUDY ID	25-26	2AN	
OUT-STUDY ID	27-28	2AN	
BLANK	29-80	52	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DESCRIPTION INPUT CARD FILE	WORDS PARAMETER CARD		UNCLASSIFIED
			RCS/PCN
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	\$I
ACTION-FILE-MAINT	3	1AL	A or D
SERIAL-NR	4-9	6UN	Must be 000000
FUNCT-ACCT	10-13	4AN	
FUNCT-ACCT-SHRED	14-15	2AN	
BLANK	16	1	
AVAIL-TIME	17-19	3UN	Blank
BLANK	20	1	
P&R-A-FACTOR	21-24	4UN	Blank
BLANK	25	1	
ACCURACY	26	1UN	Blank
BLANK	27	1	
FREQ-PERF	28	1UN	Blank or 1, 2, 3, 4, 5
BLANK	29-30	2	
N-SAM-DA	31-32	2UN	Blank or Numeric
BLANK	33-80	48	

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
DESCRIPTION INPUT CARD FILE	IDENTITY CARD		UNCLASSIFIED RCS/PCN SE515-830
CARD-TRANSCT	1-2	2UN	ID
BLANK	3	1	
IN STUDY ID	4-5	2AN	
BLANK	6-80	75	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
ADR-EXT CARD FILE	ADDRESS EXTRACT CARD		UNCLASSIFIED
			RCS/PCN
			SE515-830
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-ID	1	1AN	X
PAS-NR	2-5	4AN	
FUNCT-ACCT	6-9	4AN	
FUNCT-ACCT-SHRED	10-11	2AN	May be blank
BLANK	12-18	7	
INPUT KEY	19-20	2UN	01, 02, etc.
BLANK	21-80	60	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
ADDRESS DUMP FILE	MET IDENTITY CARD		UNCLASSIFIED
			RCS/PCN
			SE515-840
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
INPUT KEY	1-2	2UN	01, 02, etc.
CARD ID	3	1A	X
OUT-STUDY ID	4-5	2AN	
BLANK	6-80	75	

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	DACS CONTROL CARD		UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	\$C
BLANK	3-9	7	
FUNCT-ACCT	10-13	4AN	When word "study" is used, CC 15 is blank.
FUNCT-ACCT-SHRED	14-15	2AN	
BLANK	16	1	
OPTION-1	17-18	2AL	TS, WS, OA, WL, SP. Word "All" may be entered in CC 17-19. Word "Final" may be entered in CC 17-21.
BLANK	19	1	
OPTION-2	20-21	2AL	
BLANK	22	1	
OPTION-3	23-24	2AL	TS, WS, OA, WL, SP or blank.
BLANK	25	1	
OPTION-4	26-27	2AL	TS, WS, OA, WL, SP or blank.
BLANK	28	1	
KEY	29	1AL	W, S or T
IN-STUDY IDENTIFIER	31-32	2AN	
OUT-STUDY IDENTIFIER	33-34	2AN	
BLANK	35-80	46	

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DATA COLLECTION INPUT CARD FILE	DACS PARAMETER CARD	UNCLASSIFIED	
		RCS/PCN SE515-820	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	\$I
BLANK	3-9	7	
FUNCT-ACCT	10-13	4AN	
FUNCT-ACCT-SHRED	14-15	2AN	
BLANK	16	1	
AVAIL-TIME	17-19	3UN	May be blank.
BLANK	20	1	
P&R-A-FACTOR	21-24	4UN	1000 to 1500 or blank.
BLANK	25	1	
ACCURACY	26	1UN	1 to 9 or blank.
BLANK	27	1	
FREQ-PERF	28	1AN	1-2-3-4-5 or blank.
BLANK	29-30	2	
N-SAM-DAY	31-32	2UN	May be blank.
BLANK	33-80	48AN	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	HISTORICAL WORKLOAD COUNT CARD		UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2AN	W4
ACTION-FILE-MAINT	7	1AL	A, C or D*
BLANK	8	1	
PAS-NR	9-12	4AN	
WLF-NR	13-14	2UN	
BLANK	15-16	2	
WL-EFF	17-22	6UN	Year, Month, Day
BLANK	23-28	6	
WL-VALUE	29-38	10UN	Zero fill when field is used
WL-AV-DA	39-42	4UN	
BLANK	43-80	38	
* "D" only requires completion to card column 22.			

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	ACTUAL WORKLOAD COUNT CARD		UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2AN	W5
ACTION-FILE-MAINT	7	1AL	A, C or D*
BLANK	8	1	
PAS-NR	9-12	4AN	
WLF-NR	13-14	2UN	
BLANK	15-16	2	
DAY OF MONTH	17-19	3UN	
BLANK	21-28	8	
WL-VALUE	29-38	10UN	Zero fill when field is used
BLANK	39-80	42	
*D only requires completion to card column 22.			

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DATA COLLECTION INPUT CARD FILE	WORK SAMPLE DATA COLLECTION CARD	UNCLASSIFIED	
		RCS/PCN	
		SE515-820	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4		
CARD-TRANSCT	5-6	2UN	21
ACTION-FILE-MAINT	7	1AL	A or C
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
BLANK	21-22	2	
DAY-OF-YR	23-25	3UN	
WS-DATA	26-29	4UN	Prefix with zeros.
BLANK	30-80	51	

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	WORK SAMPLE CATEGORY CARD		UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	22
ACTION-FILE-MAINT	7	1AL	A or C
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
BLANK	21-22	2	
WS-OT	23-29	7UN	Field must be zero filled.
ALLOW-FAC	30	1AL	Y, N or blank.
BLANK	31-80	50	

RECORD LAYOUT			
FILE TITLE DATA COLLECTION INPUT CARD FILE	RECORD TITLE WORK SAMPLE UPDATE CARD		CLASSIFICATION UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	23
ACTION-FILE-MAINT	7	1AL	D, E or G
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
BLANK	21-22	2	
DAY-OF-YR	23-25	3UN	
BLANK	26-80	55	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	WORK SAMPLE LEVELING FACTOR CARD		UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	24
ACTION-FILE-MAINT	7	1AL	A or C
BLANK	8	1AN	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
BLANK	21-22	2	
DAY-OF-YR	23-25	3UN	001 to 366
LEV-FAC-1	26-28	3UN	
-2	29-31	3UN	
-3	32-34	3UN	
-4	35-37	3UN	
-5	38-40	3UN	
-6	41-43	3UN	
-7	44-46	3UN	
-8	47-49	3UN	
-9	50-52	3UN	
-10	53-55	3UN	
-11	56-58	3UN	
-12	59-61	3UN	
-13	62-64	3UN	
-14	65-67	3UN	
-15	68-70	3UN	
BLANK	71-80	10	

RECORD LAYOUT			
FILE TITLE DATA COLLECTION INPUT CARD FILE	RECORD TITLE WORK SAMPLE MANHOUR POPULATION CARD		CLASSIFICATION UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	25
ACTION-FILE-MAINT	7	1AL	A or C
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
BLANK	21-22	2	
DAY-OF-YR	23-25	3UN	
ASGD-HRS	26-31	6UN	
BOR-HRS	32-37	6UN	
WS-SAM-OT	38-43	6UN	
LND-HRS	44-49	6UN	
BLANK	50-80	31	

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RECORD LAYOUT			
FILE TITLE DATA COLLECTION INPUT CARD FILE	RECORD TITLE SHIFT PROFILE CARD		CLASSIFICATION UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	26
ACTION-FILE-MAINT	7	1AL	A, C or D*
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
BLANK	21-22	2	
DAY-OF-YR	23-25	3UN	
LOCAL-HR	26-29	4UN	
SP-TRANS	30-35	6UN	
SP-NTRANS	36-41	6UN	
SAM-MIIRS-NON-P	42-46	5UN	
SP-MIIRS	47-52	6UN	
BLANK	53-80	28	
*D requires completion to card column 20 only.			

RECORD LAYOUT			
FILE TITLE DATA COLLECTION INPUT CARD FILE	RECORD TITLE WORK SAMPLE TITLE ADDITIVE	CLASSIFICATION UNCLASSIFIED	
		RCS/PCN SE515-820	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSC	5-6	2UN	27
ACTION-FILE-MAINT	7	1AL	C
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
BLANK	21-22	2	
TITLE	23-52	30AN	
BLANK	53-80	28	

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DATA COLLECTION INPUT CARD FILE	TIME STUDY HISTORY UPDATE CARD	UNCLASSIFIED	
		RCB/PCN SE515-820	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	32
ACTION-FILE-MAINT	7	1AL	A, C, E or G
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
WK-CTR-SQ	21-22	2UN	May be blank.
BLANK	23	1	
TS-OCC	24-25	2UN	
TS-DATA-RCD-1	26-29	4UN	Zero fill used fields. Unused fields may be left blank
2	30-33	4UN	
3	34-37	4UN	
4	38-41	4UN	
5	42-45	4UN	
6	46-49	4UN	
7	50-53	4UN	
8	54-57	4UN	
9	58-61	4UN	
10	62-65	4UN	
BLANK	66-80	15	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DATA COLLECTION INPUT CARD FILE	TIME STUDY PACE RATING FACTOR CARD	UNCLASSIFIED	
		RCS/PCN SE515-820	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	33
ACTION-FILE-MAINT	7	1AL	A, C, E, G
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
WK-3E ₁ -NR	21-22	2UN	
BLANK	23-25	3	
PACE-A-FACTOR-1	26-29	4UN	Used field must be zero filled. Unused fields may be left blank
2	30-33	4UN	
3	34-37	4UN	
4	38-41	4UN	
5	42-45	4UN	
6	46-49	4UN	
7	50-53	4UN	
8	54-57	4UN	
9	58-61	4UN	
10	62-65	4UN	
BLANK	66-80	15	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	TIME STUDY FOREIGN ELEMENT CARD		UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	37
ACTION-FILE-MAINT	7	1A	A, C or D*
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
WK-SEQ-NR	21-22	2UN	
FORN-SYM	23	1AL	
FORN-DUR	24-28	5AN	
FORN-DES	29-48	20AN	
BLANK	49-80	32	
*D requires completion to card column 22 only .			

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
DATA COLLECTION INPUT CARD FILE	TIME STUDY WORK UNIT CARD	UNCLASSIFIED	
		RCS/PCN	
		SE515-820	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2AN	38
ACTION-FILE-MAINT	7	1AL	A or C
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
WK-SEQ-NR	21-22	2UN	
BLANK	23	1	
TS-FREQ	24-28	5UN	
TITLE	29-54	26AN	
BLANK	55-80	26	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	OPERATIONAL AUDIT DATA CARD		UNCLASSIFIED
			RCS/PCN
			SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSET	5-6	2UN	42
ACTION-FILE-MAINT	7	1AL	A, C or D
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
WK-SEQ-NR	21-22	2UN	May be blank.
PERS-NBR	23-24	2UN	
OA-FREQ	25-29	5UN	
FREQ-PERF	30	1AN	1, 2, 3, 4, 5, W, M, Q, Y
BLANK	31	1	
KEY	32	1AL	C or blank
MIRS-ACC	33-38	6UN	
BLANK	39-80	42	

RECORD LAYOUT			
FILE TITLE DATA COLLECTION INPUT CARD FILE	RECORD TITLE OPERATIONAL AUDIT ADDITIVE CARD		CLASSIFICATION UNCLASSIFIED
			RCS/PCN SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSCT	5-6	2UN	50 or 51
ACTION-FILE-MAINT	7	1AL	A, C or D
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
WK-SEQ-NR	21-22	2UN	
PERS-NBR	23-24	2UN	
OA-FREQ	25-29	5UN	
FREQ-PERF	30	1AN	1, 2, 3, 4, 5, W, M, W, Y
BLANK	31	1	
KEY	32	1AN	
MEHS-ACC	33-38	6UN	
STND-TYPE	39	1AL	Blank, F, V, P
BLANK	40-43	4AN	
LINE-NR	44-51	8AN	
TITLE	52-80	29AN	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
DATA COLLECTION INPUT CARD FILE	OPERATIONAL AUDIT MANNING FACTORS		UNCLASSIFIED
			RCS/PCN
			SE515-820
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
BLANK	1-4	4	
CARD-TRANSC	5-6	2UN	52
ACTION-FILE-MAINT	7	1AL	A, C or D.
BLANK	8	1	
FUNCT-ACCT	9-12	4AN	
FUNCT-ACCT-SHRED	13-14	2AN	
SERIAL-NR	15-20	6UN	
WK-SEQ-NR	21-22	2UN	May be blank
PERS-NBR	23-25	3UN	
BLANK	26-29	4	
FREQ-PERF	30	1AN	1, 2, 3, 4, 5, M, Q, T, W, Y
BLANK	31	1	
NRM-WRK-HRS	32-39	8UN	
AV-DA	40-43	4UN	
BLANK	44-80	37	

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
ANALYSIS MERGE FILE	ANALYSIS MERGE CARD		UNCLASSIFIED
			RCS/PCN SE515-415
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-ID	1	1AN	Y, M or N
NO-TAPES	2-3	2UN	
STUDY-ID	4-5	2AN	
OUT-STUDY-ID	6-7	2AN	
IN-STUDY-ID	8-9	2AN	
	10-11	2AN	
	12-13	2AN	
	14-15	2AN	
	16-17	2AN	
	18-19	2AN	
	20-21	2AN	
	22-23	2AN	
	24-25	2AN	
	26-27	2AN	
	28-29	2AN	
	30-31	2AN	
	32-33	2AN	
	34-35	2AN	
	36-37	2AN	
	38-39	2AN	
	40-41	2AN	
	42-43	2AN	
	44-45	2AN	
	46-47	2AN	
	48-49	2AN	
	50-51	2AN	
	52-53	2AN	
	54-55	2AN	
	56-57	2AN	
	58-59	2AN	
	60-61	2AN	
	62-63	2AN	
	64-65	2AN	
	66-67	2AN	
	68-69	2AN	
	70-71	2AN	
	72-73	2AN	
	74-75	2AN	
	76-77	2AN	
	78-79	2AN	

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RECORD LAYOUT			
FILE TITLE	RECORD TITLE		CLASSIFICATION
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	UNCLASSIFIED
			RCS/PCN SE515-415
IN-STUDY-1D	8-9	2AN	
	10-11	2AN	
	12-13	2AN	
	14-15	2AN	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
		UNCLASSIFIED	
SELECTION FILE	LTAS CONTROL CARD	RCS/PCN	
		SE515-416	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	\$C
TYPE-RUN	3-9	7AL	Initial or blank
STD-DEV	10-11	2UN	Ø1 to 30
SCH-OPT	12-13	2UN	ØØ, Ø1, Ø2, Ø3
MSMT-PT	14-17	4AL	
BLANK	18	1	
IN-STUDY-ID	19-20	2AN	
BLANK	21-80	60	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
SELECTION FILE	ANALYSIS SELECT CARD	UNCLASSIFIED	
		RCS/PCN	
		SE515-416	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	91
FUNCT-ACCT	3-6	4UN	
FUNCT-ACCT-SHRED	7-8	2AN	
LINE-NR	9-16	8AN	
ANAL-CD	17	1AL	A,B, or C
WLF-NR	18-19	2UN	
COMB	20-21	2UN	May be blank.
CAT-NR-1	22-23	2UN	May be blank.
CAT-NR-2	24-25	2UN	May be blank.
CAT-NR-3	26-27	2UN	May be blank.
CAT-NR-4	28-29	2UN	May be blank.
CAT-NR-5	30-31	2UN	May be blank.
BASE-NOS	32-41	10UN	
EXCL	42-67	26UN	
BLANK	68-80	13	

RECORD LAYOUT			
FILE TITLE	RECORD TITLE	CLASSIFICATION	
SELECTION FILE	ARRAY REQUEST CARD	UNCLASSIFIED	
		RCS/PCN	
		SE515-416	
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	92
FUNCT-ACCT	3-6	4UN	
FUNCT-ACCT-SHRED	7-8	2AN	
LINE-NR	9-16	8AN	Begin in card column 9; unused card columns may be blank.
ARRAY-CD	17	1AL	A, B, C or D
WLF-NR	18-19	2UN	Must be completed if card column 17 is A or B. Otherwise, leave blank.
BLANK	20-80	61	

RECORD LAYOUT			
FILE TITLE SELECTION FILE	RECORD TITLE RAP CARD GENERATOR		CLASSIFICATION UNCLASSIFIED
			RCS/PCN SE515-416
FILE DESCRIPTION	RECORD POSITIONS	TYPE/CLASS	SPECIAL INSTRUCTIONS
CARD-TRANSCT	1-2	2AN	93
FUNCT-ACCT	3-6	40N	
FUNCT-ACCT-SHRED	7-8	2AN	
WLF-NR-1	9-10	2UN	
WLF-NR-2	11-12	2UN	
WLF-NR-3	13-14	2UN	
WLF-NR-4	15-16	2UN	
WLF-NR-5	17-18	2UN	
BLANK	19-29	11	
REMARKS	30-80	51AN	

WORDS ERROR CODES

A5.1 WORDS ERROR LISTS. Errors which result from processing the WORDS may appear in one or more of the four WORDS output error lists. The figures below contain the error message and an explanation of the corrective action to be taken:

a. Figure A5-1 reflects error messages which may appear on the Input Error List, PCN SE515-111-XX.

b. Figure A5-2 reflects error messages which may appear on the Update Error List, PCN SE515-112-XX.

c. Figure A5-3 reflects error messages which may appear on the Level of Activity Error List, PCN SE515-113-XX.

d. Figure A5-4 reflects error messages which may appear on the WORDS Final Edit List, PCN SE515-610-XX.

A5.2 DISCONTINUED ERROR MESSAGES. In addition to the error messages indicated above, the Lead Team should be aware of the discontinued (DSED) error messages which occur when a program is discontinued. DSED messages may occur: (1) whenever a WORDS Final Edit List, PCN SE515-610 is processed, or, (2) whenever processing is attempted without correcting the WORDS Final Edit List, or, (3) whenever other processing difficulties are encountered. A DSED message is printed out on the supervisory printer (SPO) in teletype format and is primarily directed to the computer operator to advise him of the reason for discontinuance. However, in most instances, the Lead Team will be involved in the corrective action and, therefore, should be acquainted with the DSED messages reflected in Figure A5-5.

ERROR CODE	SUB-CODE	PRINTED MESSAGE	CORRECTIVE ACTION TO BE TAKEN
100		OPTION KEY IS NOT B, U, R, W, OR D	Check card column 10 of the WORDS Control Card (\$C) which must contain a B, U, R, W, or D. Card columns 15 and 20 must also contain one of these alphas or be blank.
101		CANNOT SUBMIT UPDATE AND BUILD TOGETHER	Remove the appropriate WORDS Control Card (SC). An update and build cannot be submitted at the same time.

Figure A5-1. Error Messages on the Input Error List, PCN SE515-111.

ERROR CODE	SUB-CODE	PRINTED MESSAGE	CORRECTIVE ACTION TO BE TAKEN
102		CANNOT SUBMIT UPDATE AND BUILD TOGETHER	Remove the appropriate WORDS Control Card (\$C). A build and update cannot be submitted at the same time.
103		OPTION KEY IS NOT B, U, R, W, OR D	Check the WORDS Control Card (\$C). Something other than B, U, R, D, or W is in card columns 10, 15, or 20.
110		WORDS CONTROL CARD MUST BE IN FRONT OF DECK	Prepare a WORDS Control Card (\$C) and resubmit request. Insure that the \$C card is in front of the submission deck.
112	01	PAS NUMBER IS MISSING	Correct card columns 4-7 of the Location Card (C). The PAS is missing on a build action.
112	02	OPERATING COMMAND IS MISSING	Correct card columns 8-10 of the "C" card. The Operating Command is missing.
112	03	INSTALLATION LOCATION IS MISSING	Correct card columns 11-27 of the "C" card. The Installation Location Name is missing.
112	07	PAS NUMBER IS MISSING	Correct card columns 4-7 of the "C" card. The PAS is missing on an update action.
113	01	FUNCTIONAL ACCOUNT INCOMPLETE	Complete the Functional Account in card columns 4-7 of the Functional Account Card (F0). This error will appear on a build action only.
113	02	FUNCTIONAL ACCOUNT ABBREV INCOMPLETE	Complete the Functional Account abbreviation in card columns 11-28 of the F0 card.
113	03	FUNCTIONAL ACCOUNT SHRED ABBREV INCOMPLETE	Complete the Functional Account Shred abbreviation in card columns 29-46 of the F0 card.
113	04	FUNCTIONAL ACCOUNT INCOMPLETE	Complete the Functional Account in card columns 4-6 of the F0 card. This error will appear on an update action.
113	05	CARD COLUMN 2 SHOULD BE 0 OR 1	Check card column 2 of the F0 or F1 card to insure that it is either 0 or 1.
113	06	FUNCTIONAL ACCOUNT INCOMPLETE	Complete the Functional Account in card columns 4 to 9 of the F1 card.

Figure A5-1. Error Messages on the Input Error List, PCN SE515-111. (Continued)

ERROR CODE	SUB-CODE	PRINTED MESSAGE	CORRECTIVE ACTION TO BE TAKEN
113	07	WORKLOAD FACTOR NUMBERS MUST BE NUMERIC.	Check card columns 10-11, 12-13 through 28-29 of the F1 card to insure that they are numeric.
115	01	FIRST THREE POSITIONS OF FAC MUST BE NUMERIC	Check card columns 16-18 of the Master Control Card (M) card. The Functional Account is not numeric in the first three positions.
115	03	DIRECT-INDIRECT WORK CATEGORY IS MISSING	Enter D or I in card column 22 of the "M" card. The direct or indirect Work Category is missing.
115	04	FAC AND WORK CATEGORY ARE BOTH MISSING	Check card columns 16-22 of the "M" card. The Functional Account and Work Category are both missing from the "M" card.
115	05	WORK CATEGORY MUST BE D OR I	Check card column 22, Work Category, of the M card. Something other than D or I was indicated.
116	01	WORKLOAD FACTOR NUMBER MUST BE NUMERIC	Check card columns 16-17 of the Workload Factor Title Card (W1) card. The Workload Factor Number is not numeric.
116	03	SERIAL NUMBER IS NOT NUMERIC	Check card columns 4-9 of the W1 card. The Update Serial Number is not numeric or blank.
116	04	SERIAL NUMBER IS BLANK AND NOT FOLLOWING AN ADD	Check card columns 4-9 of the W1 card. The Serial Number is blank and the card did not follow an add action.
116	05	WORK SEQUENCE IN ERROR	Check card columns 10-11 of the W1 card. The Work Sequence contains an alpha or is blank or an update.
117		INVALID CARD IDENTITY	Check card columns 1 or 2 of the card in error.
118	01	CC 1 AND 2 MUST BE 01, 02, 03, 04, OR 05	Check card columns 1 and 2 of the Activity Title Card which must contain 01, 02, 03, 04, or 05.
118	02	ACTIVITY LEVEL TITLE IS MISSING	Check card columns 20-49 of the Activity Level Title Card. The title is missing.
118	03	SERIAL NUMBER MUST BE NUMERIC OR BLANK	Check card columns 4-9 of the Activity Level Title Card. The update Serial Number must be numeric or blank.
118	04	SERIAL NUMBER IS BLANK AND NOT FOLLOWING AN ADD	Check card columns 4-9 of the Activity Level Title Card. The Serial Number is blank and the card does not follow an add action.

Figure A5-1. Error Messages on the Input Error List, PCN SE515-111. (Continued)

ERROR CODE	SUB-CODE	PRINTED MESSAGE	CORRECTIVE ACTION TO BE TAKEN
118	05	WORKLOAD FACTOR NUMBER IS NOT NUMERIC	Check card columns 10-11 of the Activity Level Title Card. The Workload Factor Number must be numeric.
118	06	WORK CATEGORY IS NOT D OR I	Check card column 19 of the Activity Level Title Card. The Work Category is not D or I.
119	01	SERIAL NUMBER IS NOT NUMERIC	Check card columns 4-9 of the Study Initiator or Terminator Card in error. The Serial Number is not numeric.
119	02	CARD COLUMN 3 MUST BE A OR D	Check card column 3 of the Study Initiator or Terminator Card in error. File Maintenance is not A or D.
120	01	START SERIAL NUMBER INCORRECT	Check card columns 4-9 of the WORDS Special Delete Card (Z). The Start Serial Number is blank or contains an alpha.
120	02	STOP SERIAL NUMBER INCORRECT	Check card columns 10-15 of the Z card. The Stop Serial Number is blank or contains an alpha.
121		CARD COLUMN 3 ACTION IS INCORRECT	Check card column 3 of the card in error. The Action File Maintenance is incorrect.
123	01	FUNCTIONAL ACCOUNT IN ERROR	Check card columns 10-15 of the WORDS Parameter Card (\$I). The Functional Account is in error.
123	02	AVAILABLE TIME IN CC 17-19 CONTAINS AN ALPHA	Check card columns 17-19 of the \$I card. The Available Time contains an alpha.
123	03	P&R ALLOW FACTOR INCORRECT	Check card columns 21-24 of the \$I card. The Personal and Rest Allowance Factor must be blank, more than 1,000, or less than 1,500.
123	04	ACCURACY MUST BE BLANK OR 1 THRU 9	Check card column 26 of the \$I card. Accuracy must be blank or 1 through 9.
123	05	FREQ PERF MUST BE BLANK OR 1 THRU 5	Check card column 28 of the \$I card. Frequency of Performance must be blank or 1 through 5.

Figure A5-1. Error Messages on the Input Error List, PCN SE515-111. (Continued)

ERROR CODE	SUB-CODE	PRINTED MESSAGE	CORRECTIVE ACTION TO BE TAKEN
123	06	NR SAMPLING DAYS MUST BE BLANK OR NUMERIC	Check CC 31 & 32 of the \$I card. The Number of Sampling Days must be blank or numeric.
124	01	OA FREQ MUST BE BLANK OR NUMERIC	Check CC 11-15 of the Operational Audit Parameter Card (42). OA Frequency must be blank or numeric.
124	02	ACTV FREQ MUST BE 1, 2, 3, 4, 5, W, M, Q, or Y	Check CC 17 of the 42 card. The Frequency of Performance must be 1, 2, 3, 4, 5, W, M, Q, or Y.
124	03	MHRS ALWD PER ACCMPL MUST BE BLANK OR NUM	Check CC 20-25 of the 42 card. The Man-hours allowed per Accomplishment must be blank or numeric.
124	04	OA PARAMETER CARD NOT ALLOWED ON BUILD	Submit the 42 cards in an update action, insuring that OA Study Initiators & Terminators are also established.
125		M CARD NOT ALLOWED ON A BUILD	Remove M cards from the build submission.
203		NEED A WORDS CONTROL CARD	Prepare a WORDS Control Card & place in front of the card transactions. The card deck contains transactions but no WORDS Control Card.

Figure A5-1. Error Messages on the Input Error List, PCN SE515-111.

ERROR CODE	PRINTED MESSAGE	CONDITION
124	OA STUDY INITIATORS/ TERM REQUIRED	OA Study Initiators & Terminators (40, 41, 48, & 49 Transactions) must be submitted prior to or together with the 42 cards.
131	THIS SERIAL NUMBER IS NOT ON RECORD	The Serial Nr that was entered in the Activity Level Title Card could not be found in the file. No action was taken against the transaction.

Figure A5-2. Error Messages in the Update Error List, PCN SE515-112.

ERROR CODE	PRINTED MESSAGE	CONDITION
210	FLOW OF CATEGORIES IS NOT IN ORDER	The flow of categories is not in order. Examples: A category level was established between a task & subtask; or an element was established directly under a category.
222	SERIAL NUMBER LIMIT EXCEEDED	The Serial Number exceeds 993000.
225	WORK SEQUENCE REQUIRED	More than one W1 card was submitted for a Workload Factor Number & the Work Sequence Numbers were incorrectly assigned. The system will read the blank first & assign an 01 in a build action.

Figure A5-3. Error Messages in the Level of Activity Error List, PCN SE515-113.

MESSAGE	ACTION TO BE TAKEN
DUPLICATE WORKLOAD FACTOR NUMBER	Assign a different number or delete one of the duplicate workload factors in the Functional Account Workload Cards and Workload Factor Title Card.
ERROR - IMPOSSIBLE TO MEASURE THIS TASK	Prepare Study Initiators and Terminator Cards in the categories which do not have study initiators or terminators or delete the categories/subelements from the file. This message will appear for all categories/subelements which do not have study initiators and terminators.
FAC ERROR ON CARD COPY	Check the Functional Account in the Address Extract Card with that in the Functional Account Card.
FUNCTIONAL ACCT CODE XXXXXX HAS CONTROL RECORD BUT NO MATCHING F RECORD	Prepare a Functional Account Card (F0) for each corresponding WORDS Parameter Card (\$I).
FUNCTIONAL ACCT CODE XXXXXX HAS F RECORD BUT NO MATCHING CONTROL RECORD	Prepare a WORDS Parameter Card (\$I) for each Functional Account established in the Functional Account Card (F0).
INVALID ASSOCIATED WORKLOAD FACTOR	Prepare a Workload Factor Title Card (W1) to describe the Workload Factor reported in card columns 10 and 11 of the Activity Level Title Card, or correct the Workload Factor Number in the appropriate Activity Level Title Card.
INVALID CAT/TASK NR SEQ IN AQQ15A	Review the Standard Task & Workload Description Register to determine the correct placement of the categories. Correct the appropriate Activity Level Title Cards.
MISSING WLF	Insure that each of the Workload Factor Numbers in the Functional Account/Workload Card (F1) has a corresponding Workload Factor Title Card (W1).
INPUT KEY INVALID	Check the Input Key in card columns 1 and 2 of the MET Identity Card. They must be numeric and greater than 0.
NO CONTROL RECORDS	Prepare a WORDS Parameter Card (\$I) for each Functional Account in the study.
NO MATCH FOR ASSOCIATED WLF	Insure that there is a Workload Factor Title Card and a Functional Account/Workload Card established for the Workload Factor Number shown in card columns 10 and 11 of the Activity Level Title Card.

Figure A5-4. Error Messages on the WORDS Final Edit List, PCN SE515-610.

MESSAGE	ACTION TO BE TAKEN
OPS AUDIT INDICATED BUT NOT STARTED	Prepare Study Initiator and Terminator Cards with Card Transactions 41 and 48 or delete Card Transactions 40 and 49, if operational audit technique is not to be used.
PAS ERROR ON CD-COPY	Check the PAS number in the Address Extract Card (X) with that in the Location Card (C). They must be compatible.
THIS RECORD IGNORED - TOO MANY CONTROL RECORDS	Check the WORDS Parameter Cards. More than 50 WORDS Parameter Cards (\$I) submitted.
TOO MANY BASES	Reduce the number of input bases to 40. System does not permit more than 40 bases to be measured.
TOO MANY FUNCT ACCT CODES	Change the Activity Level Title Cards, Functional Account Cards, and Functional Account/Workload Cards. Files have been established for more than 50 Functional Accounts
TOO MANY FUNCTIONS	Reduce the number of Functional Accounts. More than 50 Functional Accounts are described in the Functional Account Cards (FØ).
TIME STUDY INDICATED BUT NOT STARTED	Prepare Study Initiator and Terminator Cards with card transactions 31 and 38 or delete card transactions 30 and 39 if time study technique is not to be used.
WKLD FACTOR MISSING	Establish at least one Workload Factor Title Card (W1) in the Study.

Figure A5-4. Error Messages on the WORDS Final Edit List, PCN SE515-610.

MESSAGE	ACTION TO BE TAKEN
DSED BAD INPUT TAPE	Check In-Study Identifiers to insure that the Correct tape was used. If the correct tape was used, the errors on the WORDS Final Edit List, PCN SE515-610, must be corrected and submitted as an update action.
DSED ERRORS ON AQQ15A	Correct the errors appearing on the WORDS Final Edit List, PCN SE515-610, and submit the corrections as an update action. This message appears as a result of a tape edit.
DSED ERRORS ON AQQ51D	Contact the Field Assistance Branch, AUTOVON 921-4021, Gunter AFS. This message will occur only when the MET Identity File contains no records after being copied to disk after the initial edit.

Figure A5-5. Discontinued (DSED) Error Messages.

MESSAGE	ACTION TO BE TAKEN
DSED INVALID KEY READ DSED INVALID KEY WRITE	Contact the Data Processing Installation System Monitor for assistance in preparing a Difficulty Report (DIREP). A copy of the contents of the Description File (AQQ15A) should be attached to the DIREP.
DSED NO VALID TRANSACTIONS	Correct errors in the WORDS Final Edit List, PCN SE515-610, and submit corrections in a WORDS update action. This message will occur when all of the Address Extract Cards and MET Identity Cards are in error.
DSED TOO MANY FAC	Delete the number of Functional Account Codes so that only 50 are on record for a study. Submit deletions as WORDS update action.
DSED UCC ERROR	Correct the WORDS Final Edit List, PCN SE515-610, and submit corrections as a WORDS update action. This message will occur when one or more of the Address Extract Cards or MET Identity Cards are in error.

Figure A5-5. Discontinued (DSED) Error Messages. (Continued)

DACS ERROR CODES

A6.1 DACS ERROR LISTS. Errors which result from processing the DACS will appear in one of the two error outputs as follows:

a. The Transaction Update Error List, PCN SE515-210-XX, which will identify errors which do not correspond to data already on record. Figure A6-1 reflects the error codes which may appear in the listing, together with an explanation of the error condition.

b. The Data/Detail Error List, PCN SE515-212-XX, will identify the errors detected to the card input prior to matching it to the measurement file. Figure A6-2 reflects the error codes which may appear in the listing together with an explanation of the error conditions.

A6.2 DISCONTINUED ERROR MESSAGES. A DSED message is printed out on the supervisory printer (SP0) and is primarily directed to the computer operator. The Input Team may become involved in corrective action and therefore should become acquainted with the messages in Figure A6-3.

ERROR CODE	PRINTED MESSAGE	EXPLANATION
001	NO MATCH FOR SERIAL NR	There is no matching serial number in file for the work sample 23 card transaction.
002	DUPLICATE ACTIONS FOR SAME DAY AND FAC	Duplicate delete, ignore, or reinstate actions were submitted for the same day and functional account in the 23 card.
003	MORE THAN 30 DAYS BEING IGNORED OR REINSTATED	More than 30 work sampling days are being ignored or reinstated in the same run.
004	NO ACTION-DAY ALREADY BEING IGNORED	No action was taken against the work sampling ignore or reinstate transaction because the day is already being ignored.
005	NO ACTION-DAY IS NOT BEING IGNORED	No action was taken against the work sampling reinstate action because the day was not being ignored.
006	MORE THAN 30 DAYS SUBMITTED FOR ONE PASS	More than 30 days of work sampling was submitted in one pass.
007	DUPLICATE TRANSACTION	More than one work sample transaction was entered for the same day and serial number; or more than one operational audit transaction was put in for the same serial number; or more than one workload transaction was entered with the same date for the same workload factor.

Error Codes on the Transaction Update Error List, PCN

ERROR CODE	PRINTED MESSAGE	EXPLANATION
008	NO MATCH FOR SERIAL NR	There is no matching serial number in file for the work sample 21 transaction.
010	CANNOT CHANGE-WAS PREVIOUSLY TOLD TO IGNORE DAY	Work sampling changes are not allowed because a previous transaction was submitted to ignore this day.
011	OLD AND NEW VALUES ARE THE SAME	The old and new values for the work sampling change are identical.
012	DAY RECORD IS ALREADY ON FILE	The day record for the 21 add transaction is already on file.
013	94 WS DAYS ON FILE- NO FURTHER EDITS	There are more than 94 days of work sampling data on file. Processing will continue without positive edits.
014	NO MATCHING SERIAL NR	There is no matching serial number in file for the 22 add transaction.
015	OLD AND NEW VALUES ARE THE SAME	The old and new values for the 22 change transaction are identical.
016	NO MATCHING SERIAL NUMBER	There is no matching serial number for the 24 or 25 transaction.
020	NO DAY RECORD FOR THIS CHANGE	There is no day of year record for the 24 or 25 change transaction.
024	DAY RECORD ALREADY ESTABLISHED	There is already a day of year record on file for the day of year submitted in the 24 or 25 add transaction. Twenty-four or 25 should be submitted as a change.
025	OLD AND NEW LEVELING FACTORS ARE THE SAME	The old leveling factor is the same as the new leveling factor submitted in the 24 change transaction.
026	OLD AND NEW HOURS ARE THE SAME	The old assigned manhours, borrowed hours, sampled overtime hours, and loaned hours are the same as the new hours submitted in the 25 change transaction.
027	THERE IS NO SERIAL NUMBER FOR THIS ADDITIVE	There is no serial number established for the work sample additive submitted in the 27 change transaction.
028	NO MATCHING RECORD IN FILE	There is no matching record in file. This may be an indication that the proper study initiators were not established in WORDS.
029	NO MATCHING SERIAL NUMBER	There is no matching serial number in the file for the Shift Profile Card (26) or the day of year does not match.
031	SHIFT PROFILE DATA ALREADY ON FILE FOR THIS DAY	There is shift profile data already on file for the day of year in the 26 transaction.

Figure A6-1. Error Codes on the Transaction Update Error List, PCN SE515-210. (Continued)

ERROR CODE	PRINTED MESSAGE	EXPLANATION
035	NO MATCHING MASTER WORKLOAD RECORD ON FILE	There is no master workload record on file to match the W4 & W5 workload transaction.
036	ADD RECORD IS ALREADY ON FILE	There is an add record already on file for the W4 & W5 workload transactions.
037	CANNOT CHANGE OR DELETE-NO WORKLOAD FACTOR DATA	There is no matching workload factor data to change or delete.
038	NO MATCHING SERIAL NR OR WK SEQ NR	There is no matching serial number or work center sequence on file for the 52 operational audit transaction.
039	NO MATCHING SERIAL NR OR WK SEQ NR	There is no matching serial number or work center sequence on file for the 42 operational audit transaction.
040	OA TRANSACTION IS ALREADY ON FILE	There is an operational audit 42 transaction already on file for this serial number.
041	NO MATCHING SERIAL NR OR WK SEQ NR	There is no matching serial number or work center sequence on record for the 50 & 51 delete or change transactions.
042	STANDARD TYPE IS IN ERROR	The standard type in the 50 & 51 transactions is in error. If this is a single-point study F, V, or P may be in CC 39. If this is a multiple-point study, CC 39 should be blank.
043	FUNCTIONAL ACCOUNT/SHRED DOES NOT MATCH	The functional account/shred does not match that in the file or the serial number & functional account/shred are not compatible. This is applicable to all card transactions except \$C, \$I, W4, & W5.
044	INVALID CATEGORY NUMBER FOR OA ADDITIVE	CC 44 & 45 must contain a line number already established in the measurement file.
300	NO MATCHING SERIAL NR	There is no matching serial number for the time study 32 and 33 transactions.
301	WORK CENTER SEQUENCE DOES NOT MATCH	The work center sequence does not match the time study 32 & 33 transactions. Check card columns 21 and 22.
370	NO MATCHING SERIAL NUMBER	There is no matching serial number for the time study 37 & 38 transactions.
371	WK SQ NR DOES NOT MATCH	The work center sequence does not match the time study 37 & 38 transactions. Check card columns 21 and 22.
372	AN ADD RECORD IS ALREADY ON FILE	There is an add already on file for the time study 37 & 38 transactions.
390	AN ADD RECORD IS ALREADY ON FILE	There is an add already on file for the time study 32 & 33 transactions.

Figure A6-1. Error Codes on the Transaction Update Error List, PCN SE515-210. (Continued)

ERROR CODE	PRINTED MESSAGE	EXPLANATION
**1	CONTACT FAB, GUNTER AFS, AUTOVON 921-4021	File processing is incomplete. Contact the Field Assistance Branch, AUTOVON 921-4021, Gunter AFS.
**2	CONTACT FAB, GUNTER AFS, AUTOVON 921-4021	File processing is incomplete. Contact the Field Assistance Branch, AUTOVON 921-4021, Gunter AFS.

Figure A6-1. Error Codes on the Transaction Update Error List, PCN SE515-210. (Continued)

ERROR CODE	PRINTED MESSAGE	EXPLANATION
010	SERIAL NUMBER MUST BE NUMERIC	The serial number is not numeric. Check card columns 15-20 of the card in error.
011	FIRST THREE POSITIONS OF FAC MUST BE NUMERIC	The first three characters of the functional account are not numeric. Check card columns 10, 11, and 12 of \$C and \$I cards or card column 9, 10, and 11 of other card types.
020	CARD TRANSACTION CODE IS INVALID	The card transaction code is invalid. Check card columns 1 and 2 of \$C and \$I cards or card columns 5 and 6 of other card types.
025	THERE IS NO MATCHING FAC/SHRED IN FILE	There is no matching functional account shred in the control file. Check the functional account in card columns 10 to 15 of the \$I and \$C cards with those in the Standard Task and Workload Description Register, PCN SE515-121.
030	ACTION CODE SHOULD BE A, C OR D	The action code should be A, C, or D. Check card column 7.
031	ACTION CODE SHOULD BE D, E OR G	The action code should be D, E, or G. Check card column 7.
032	ACTION CODE SHOULD BE C	The action code should be C. Check card column 7.
033	ACTION CODE SHOULD BE A, C, E OR G	The action code should be A, C, E, or G. Check card column 7.
034	ACTION CODE SHOULD BE A OR C	The action code should be A or C. Check card column 7.
040	DATA VALUE IS ZERO OR NOT ZERO FILLED	The data values are zero. Check card columns 26-29 of the 21 card transaction. This error code will also appear when there is an overflow of data exceeding 9999.
050	OPTIONS MUST BE WS, OA, TS, WL, SP, ALL OR FINAL	The options in the \$C card are something other than WS, OA, TS, WL, SP, All, or Final.

Figure A6-2. Error Codes on the Data/Detail Error List, PCN SE515-212. (Continued)

ERROR CODE	PRINTED MESSAGE	EXPLANATION
053	OPTION KEY MUST BE W, S OR T	The option key in card column 29 of the \$C card should be W, S, or T.
054	OPTIONS MUST BE WS, OA, TS, WL, SP, ALL OR FINAL	The options in the \$C card are all blank. At least one of the following should appear: WS, OA, TS, WL, SP, All, or Final.
055	CARD COLUMN 2 MUST BE C OR I	Card column 2 of the \$C or \$I card is not a C or an I.
056	PER ALLOWANCE MUST BE NUMERIC OR BLANK	The personal and rest allowance factor in the \$I card is not numeric or blank. Check card columns 21 to 24.
057	AVAILABLE TIME MUST BE NUMERIC OR BLANK	The available time in the \$I card is not numeric or blank. Check card columns 17-19.
059	ACCURACY MUST BE NUMERIC OR BLANK	The accuracy in the \$I card is not numeric or blank. Check card column 26.
061	THIS DUPLICATE \$I STUDY CARD IGNORED	More than one DACS Parameter Card for a functional account was submitted. The first one that entered the system was processed. The one appearing on this error list did not process.
062	FREQ OF PERF MUST BE BLANK OR 1, 2, 3, 4 OR 5	The frequency of performance on the \$I card is not 1, 2, 3, 4, 5, or blank. Check card column 28.
063	NR SAMPLE DAYS MUST BE BLANK OR GREATER THAN 0	The number of sampling days in the \$I card is not greater than zero or blank. Check card columns 31 and 32.
064	STANDARD TYPE MUST BE BLANK OR F, V OR P	The standard type is not F, V, or P for single-point standard or blank for multiple-point standard. Check card column 39 of the 50 and 51 card types.
065	THERE IS NO CHANGE TO MAKE	There is no change to make. The non-sampled overtime and allowance factor code in the 22 change card are both blank. Check card columns 23-30; or the operational audit frequency, activity frequency, and manhours allowed per accomplishment in the 42 change card are blank. Check card columns 25-30 and 33-38.
066	THERE IS NOTHING TO ADD	There is nothing to add. The non-sampled overtime and allowance factor code in the 22 add card are both blank. Check card columns 23-30.

Figure A6-2. Error Codes on the Data/Detail Error List, PCN SE515-212.
(Continued)

ERROR CODE	PRINTED MESSAGE	EXPLANATION
200	JULIAN DATE IS NOT 001 TO 366	The Julian date is not 001 to 366, or for the Shift Profile Card (26), 401 to 499 (see error code 264). Check card columns 23-25 of card in error.
222	NON-SAMPLED OVERTIME MUST BE NUMERIC	The non-sampled overtime in the 22 card is not numeric. Check card columns 23-29.
241	LEVELING FACTOR MUST BE NUMERIC	The leveling factor is not numeric. Check card columns 26-70 of the 24 card.
250	HOURS CANNOT ALL BE BLANK OR ZERO	The assigned manhours, borrowed hours, sampled overtime hours, and loaned hours are all zero or blank in the 25 card. Check card columns 26-49.
251	ASGD MHRs MUST BE BLANK OR NUMERIC	The assigned manhours in the 25 card are not blank or numeric. Check CC 26-31.
252	BORROWED HRS MUST BE BLANK OR NUMERIC	The borrowed hours in the 25 card are not blank or numeric. Check card columns 32-37.
253	SAMPLED OT HRS MUST BE BLANK OR NUMERIC	The sampled overtime hours in the 25 card are not blank or numeric. Check CC 38-43.
254	LOANED HRS MUST BE BLANK OR NUMERIC	The loaned hours in the 25 card are not blank or numeric. Check card columns 44-49.
262	LOCAL TIME MUST BE NUMERIC	The local time is not numeric or is greater than 2400 in the 26 card. Check CC 26-29.
263	EACH FIELD IN CC 30-46 MUST BE BLANK OR NUMERIC	The shift profile transferable, shift profile non-transferable, or sampled manhours non-productive are not blank or numeric in the 26 card. Check card columns 30-46.
264	REMINDER-JANUARY DAY OF YEAR MUST BE 4XX	During the month of December, this error code will appear in the error list as a reminder to code the January day of year in the 26 card as 4xx (401, 402, etc.) if the shift profile data collection is to continue on into January.
265	CC 47-52 MUST BE NUMERIC	The Shift Profile Manhours in card columns 47-52 of the 26 card must be numeric.
331	PACE RATING FACTOR MUST BE NUMERIC	The pace rating factor in the Time Study History Update Card is not numeric. Check card columns 26-65 of the 33 card.
371	FOREIGN ELEMENT MUST BE BLANK OR ALPHA	The time study foreign element symbol is not blank or alphabetic. Check card column 23 of the 37 transaction.
372	FOREIGN ELEMENT DURATION MUST BE NUMERIC	The foreign element duration is not numeric. Check card columns 24-28 of the 37 card.

Figure A6-2. Error Codes on the Data/Detail Error List, PCN SE515-212.
(Continued)

ERROR CODE	PRINTED MESSAGE	EXPLANATION
381	TIME STUDY FREQUENCY MUST BE NUMERIC	The time study frequency is not numeric. Check card columns 24-28 of the 38 card.
421	PERSONNEL NUMBER MUST BE NUMERIC	The personnel number in the 42, 50, and 51 cards is not numeric or is zero filled. Check card columns 23 and 24.
422	OA FREQUENCY MUST BE NUMERIC	The operational audit frequency is not numeric. Check CC 25-29 of the 42, 50, and 51 cards.
423	ACTY FREQ MUST BE 1, 2, 3, 4, 5, W, M, Q, Y OR T	The activity frequency in the 42 and 52 cards is not one of the following: 1, 2, 3, 4, 5, W, M, Q, Y, or T. Check CC 30.
424	OA KEY MUST BE BLANK OR C	The operational audit key is not C or blank. Check card column 32 of the card in error.
425	MHRS PER ACCOMPL MUST BE NUMERIC	The manhours allowed per accomplishment is not numeric. Check card columns 33-38 of the operational audit card in error.
503	ACTY FREQ MUST BE 1, 2, 3, 4, 5, W, M, Q OR Y	The activity frequency in the 50 and 51 cards is not 1, 2, 3, 4, 5, W, M, Q, or Y. Check card column 30.
521	NORMAL WK HRS MUST BE NUMERIC & 0001 THRU 2400	The normal work hours in the 52 card are not numeric or are greater than 2400. Check card columns 32-39.
601	WKLD VALUE MUST BE NUMERIC OR UNKNOWN	The workload value in the W4 or W5 card is not numeric or unknown. Check CC 29-38.
602	WKLD FACTOR NR MUST BE NUMERIC	The workload factor number in the W4 or W5 card is not numeric. Check card columns 13 and 14.
603	EFF DATE OF WKLD COUNT IS IN ERROR	The effective date of workload count in the W4 or W5 card is not numeric; or the month is not 1 to 12; or the day is not 01 to 31, or 001 to 366. Check card columns 17-22.
605	WKLD AVG DAYS MUST BE ALLOWABLE VALUE	The workload average days in the W4 card is not an allowable value; i.e., 20:99, 23:17, 25:34, 28:26, 30:44. Check card columns 39-42.
607	INVALID LINE NR	The Line Number in CC 44-51 of the 50 and 51 cards is invalid.
608	OA PRINT OPTION MUST BE E OR BLANK	Card Column 30 of the DACS Control Card must either be blank or contain an E.

Figure A6-2. Error Codes on the Data/Detail Error List, PCN SE515-212.
(Continued)

PROGRAM NQQ210 MESSAGES	ACTIONS TO BE TAKEN
DSED NO RECORDS IN CONTROL FILE	Check with your Data Processing Installation to insure that the correct tape number was used. This message appears when the input AQOD** tape has no records.
DSED UCC ERROR	Insure that the DACS Control Card has a \$C in card columns 1 and 2, and that the card is the first in the deck.
PROGRAM NQQ290 MESSAGES	ACTIONS TO BE TAKEN
DSED FILE ERROR	Check with your Data Processing Installation Systems Monitor. This message appears when the AQQ21A disk has no records.
PROGRAM NQQ330 WORK SAMPLING REPORT PROCESSOR	ACTIONS TO BE TAKEN
DSED CONTROL FILE EMPTY	Check with your Data Processing Installation Systems Monitor. This message appears when the AQQ21A disk has no records.
DSED MAX ALLOW- ANCE SER NR EXCEEDED	Work Sample Additive Cards and Operational Audit Additive Cards may not be submitted because the serial number limitation has been exceeded. This message will appear when the new serial number addition is greater than 995999.
NQQ350 SHIFT PROFILE REPORT PROCESSOR	ACTIONS TO BE TAKEN
DSED AQQ21A CONTROL FILE EMPTY	Contact your Data Processing Installation Monitor. This message appears when the AQQ12A disk has no records.
DSED AQQ20F EMPTY	Contact your Data Processing Installation Monitor. This message appears when the AQQ20F disk has no records.

* Figure A6-3. DACS Discontinued (DSED) Error Messages.

LTAS ERROR CODES

A7.1 LTAS ERROR LIST. Errors which result from processing the LTAS will appear in the Part A, Transaction Register, of PCN SE515-407-XX. A7-1 reflects the error codes and their explanation.

A7.2 DISCONTINUED ERROR MESSAGES. The Lead Team should also be aware of the discontinued (DSED) error messages which occur when a program is discontinued. A DSED message is printed out on the supervisory printer (SPO) in teletype format and is primarily directed to the computer operator to advise him of the reason for discontinuance. However, in most instances, the Lead Team will be involved in the corrective action and, therefore, should be acquainted with the DSED messages reflected in Figure A7-2.

ERROR CODE	PRINTED MESSAGE	EXPLANATION
001	CARD TRANSACTION IS INVALID	The card transaction is invalid. Check card columns 1 and 2.
002	TYPE RUN MUST BE BLANK OR INITIAL	The type run is not blank or does not contain the word initial. Check card columns 3 through 9 of the \$C card.
003	FIRST 3 POSITIONS OF FAC MUST BE NUMERIC	The first 3 characters of the functional account are not numeric. Check CC 3-8 of the 91, 92, or 93 card.
004	LINE NUMBER IS INCORRECT	The line number must contain an XX or a category line number. Check card columns 9-16.
005	WORKLOAD FACTOR MUST BE NUMERIC OR BLANK	The workload factor in the 91 or 92 card is not numeric or blank. Check card columns 18 and 19.
006	NO MATCHING LINE NR	There is either no matching line number in the file or the same line and/or one paragraph level lower was requested in the same submission. Check CC 9-16.
007	COMBINATION MUST BE 02, 03, 04, 05	The combination in the 91 card is not 02, 03, 04, or 05. Check card columns 20 and 21.
008	CATEGORY NUMBERS ARE INCORRECT	The category numbers to be combined are in error. Check CC 22-31 of the 91 card.
009	BASE NUMBER IS INVALID	The base number in the 91 card is invalid. Check card columns 32-41.
010	EXCLUSIONS ARE INVALID	The exclusions in the 91 card are invalid. Check card columns 42-67.

Figure A7-1. Error Messages in Part A, Transaction Register, of PCN SE515-407.

ERROR CODE	PRINTED MESSAGE	EXPLANATION
011	WKLD FACTORS MUST BE NUMERIC	The workload factors in the 93 card are not numeric. Check card columns 9-18.
012	THERE ARE DUPLICATE WKLD FACTOR NUMBERS	The workload factor entries in the 93 card contain duplicate workload factor numbers. Check card columns 9-18.
037	WKLD FACTOR MUST BE NUMERIC	The workload factor number in the 92 card is not numeric or blank. Check CC 18 and 19.
The following codes are warnings that default values have been assumed.		
021	NOTE THAT STANDARD DEVIATION IS 2.0	This message will appear when no standard deviation was indicated in card columns 10 and 11 of the \$C card. The system assumes the standard deviation to be 2.0.
022	NOTE THAT SEARCH OPTION IS SET TO Ø	The system assumes search option Ø when there is no entry in card columns 12 and 13 of the \$C card.
023	NOTE THAT MSMT POINT IS SET TO UNIT	The system will print unit nomenclature when card columns 14-17 of the \$C card are left blank.
024	NOTE THAT ANALYSIS CODE IS SET TO A	The system assumes analysis code A when card column 17 of the 91 card is blank.
025	NOTE THAT ARRAY CODE IS SET TO D	The system will assume array code D when card column 17 of the 92 card is left blank.
026	NOTE THAT BASE NR IS SET TO ALL	The system will provide high and low control points for all bases when card columns 32-41 of the 91 card are left blank.
027	NOTE THAT WKLD FACTOR IS SET TO BLANK	No workload averages will be indicated in the Analysis Summary Cards since card columns 9-18 of the 93 card were left blank.

Figure A7-1. Error Messages in Part A, Transaction Register, of PCN SE515-407. (Continued)

PROGRAM NQ400 MESSAGE	ACTIONS TO BE TAKEN
DSED USER CONTROL CARD ERROR	This message appears when the Analysis Merge Card is in error. For example: (a) The Card Identity in card columns 1 and 2 must be N or Y and must be used correctly; (b) The number of tapes in card columns 2 and 3 must be a number from 01 to 40; (c) The number of tapes in card columns 2 and 3 must be compatible with the number of In Study Identifiers beginning in card column 6.

Figure A7-2. Discontinued (DSED) Error Messages.

PROGRAM NQQ400 MESSAGE	ACTIONS TO BE TAKEN
DSED FAC ERROR	Check data being merged to insure compatibility of functional accounts. This message appears when there are more than 50 functional accounts.
DSED MERGED TAPES WILL EXCEED 40	Check input tape numbers to insure that all tapes are for the same study and that the numbers are correct. This message appears when the number of tapes being merged exceeds 40.
DSED PAS TBL ERROR	Check input tape numbers to insure that all tapes are for the same study and numbers are correct. This message appears when the number of base names exceeds 40.
DSED FILE ERROR	Check input tape number to insure that correct tape number was used. This message appears when an unrecognized record type has been encountered.
DSED ERRORS IN SUMMARIES	Check input to insure that a valid study is being merged. This message appears when time values have been summarized and there is no category time data.
DSED TOO MANY MANHOURS	Check validity of measured time on input data. This message appears when the total direct, indirect, or work center manhours has exceeded 99,999.99.
DSED DISK FILE ERROR	Request the Data Processing Installation System Monitor to determine which measurement file was being read when this condition occurred. Request the final reports and summaries for that base. Re-execute the Analysis Merge File, PCN SE515-415. This message will appear when the final reports and summaries were not requested in the DACS.
PROGRAM NQQ410 MESSAGE	ACTIONS TO BE TAKEN
DSED FILE ERROR	Check the input tape number to insure that the correct tape number was used. This message appears when the record type or sequence is invalid.
DSED NO GOOD TRANS	Check the input tape number. This message appears when all the input is rejected.
DSED NO UCC	Submit an LTAS Control Card. This message appears when no LTAS Control Card was submitted or it is not the first card in the deck.
DSED USER CONTROL ERROR	Correct the LTAS Control Card and resubmit the request.

Figure A7-2. Discontinued (DSED) Error Messages. (Continued)

PROGRAM NQQ410 MESSAGE	ACTIONS TO BE TAKEN
DSED DUPE WL RECORDS	Check Workload Factors, PCN SE515-253, for duplicate entries; correct and resubmit through the DACS if necessary. Remerge and re-execute the LTAS. This message appears when historical workload data for the same month and year were reported more than once for a workload factor or work unit within a PAS.
DSED INVALID KEY DSED INVALID READ DSED INVALID WRITE	Contact the Data Processing Installation System Monitor for assistance in preparing a Difficulty Report (DIREP). A listing of the contents of the Analysis File (AQQ40A) must be attached to the DIREP. These messages appear when an invalid key is generated for a random file access.
DSED WL DATA SIZE ERROR	Check workload values reported in the DACS and correct if necessary. This message appears when the sum of workload values exceeds 99,999,999.

Figure A7-2. Discontinued (DSED) Error Messages. (Continued)

PCN SES15-112-HA

UPDATE ERROR LIST

UPDATE PROCESSOR - EDIT ERRORS AND CONTROL MESSAGES

PREPARED 76 OCT 05

131	THIS SERIAL NUMBER IS NOT ON RECORD	000157
131	THIS SERIAL NUMBER IS NOT ON RECORD	000360
124	OA STUDY INITIATORS/TERM REQUIRED	42A000100
124	OA STUDY INITIATORS/TERM REQUIRED	42A000121
124	OA STUDY INITIATORS/TERM REQUIRED	42A000202

PCN SES15-112-HA

END PAGE 1

PREPARED 73 OCT 04

LEVEL OF ACTIVITY ERROR LIST

PCN 8E519-113-MA

SEQUENCE INITIATOR - WARNING AND CONTROL MESSAGES

225 WORK SEQUENCE REQUIRED W1 WLF NR 06 TITLE! ANN-89 CHECK

229 WORK SEQUENCE REQUIRED W1 WLF NR 08 TITLE: DUPLICATE OF WLF NR 0

210 FLOW OF CATEGORIES IS NOT IN ORDER 00003004 250001 002A00A COUNSEL PERSONNEL

210	FLOW OF CATEGORIES IS NOT IN ORDER	00003204	250001	002A000	PREPARE AIRMAN PERF REPORTS
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210 FLOW OF CATEGORIES IS NOT IN ORDER 00003404 250001 002A00C INDORSE AIRMAN PERF REPORTS

210 FLOW OF CATEGORIES IS NOT IN ORDER 00014604 2512 105A00A COUNSEL PERSONNEL

210	FLOW OF CATEGORIES IS NOT IN ORDER	00014804	2512	105A008	PREPARE AIRMAN PERF REPT
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210	FLOW OF CATEGORIES IS NOT IN ORDER	00015004	2512	105A00C	INDORSE AIRMAN PERF REPT
210	FLOW OF CATEGORIES IS NOT IN ORDER	00015004	2512	105A00C	INDORSE AIRMAN PERF REPT

210	FLOW OF CATEGORIES IS NOT IN ORDER	00015204	2512	105A00D	PREPARE CIVILIAN PERF REPT.
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210	FLOW OF CATEGORIES IS NOT IN ORDER	00015404	2512	105A00E	PREPARE OFCR EFFTYVNESS REPT
-----	------------------------------------	----------	------	---------	------------------------------

210 FLOW OF CATEGORIES IS NOT IN ORDER 00015604 2512 105A00F INDOORSE OFCR EFFTYVNESS REPT

000150 DUILD COMPLETE - CONTROL PASSED TO REPORT PROCESSOR -000140

PCN 98515-113-WA

END PAGE 1

STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

CC	PAS	FAC	DAC	TYPE	LINE	NR	STND	TITLE	UPDATE/REPORT TAPE NR	38757
WORKLOAD DESCRIPTIONS									SEP	SEN-NR
W1				01				MUNITIONS SORTIES FLOWN	01	000001
W1				02				AIRCRAFT POSSESSED	01	000002
W1				03				SCHEDULED INSPECTIONS PERFORMED	01	000003
W1				04				RELEASE EQUIPMENT ASSIGNED	01	000004
W1				05				AWM-13 CHECK	01	000005
W1				06				AWM-49 CHECK	01	000006
W1				07				JETTISON CHECK	01	000007
W1				08				ADDITIVE, DEFINE MANUALLY	01	000008
W1				09				TOTAL NUMBER OF PERSONNEL AUTHORIZED IN	01	000009
W1				09				SUBORDINATE UNITS	02	000009
W1				10				WORKLOAD FACTORS 11 THRU 10 ARE DUPLICATES	01	000010
W1				10				OF 01 THRU 08 AND ARE TO BE USED IN THE	02	000010
W1				10				DACS TO ENTER ACTUAL WORKLOAD VALUES	03	000010
W1				11				MUNITIONS SORTIES FLOWN	01	000011
W1				12				AIRCRAFT POSSESSED	01	000012
W1				13				SCHEDULED INSPECTIONS PERFORMED	01	000013
W1				14				RELEASE EQUIPMENT ASSIGNED	01	000014
W1				15				AWM-13 CHECK	01	000015
W1				16				AWM-49 CHECK	01	000016
W1				17				JETTISON CHECK	01	000017
W1				18				ADDITIVE, DEFINE MANUALLY	01	000018
W1				19				PERSONNEL AUTHORIZED-250001	01	000019
W1				20				PERSONNEL ASSIGNED-250001	01	000020
W1				21				PERSONNEL BORROWED-250001	01	000021

STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

CC	PAS	FAC	OAC	TYPE	LINE	NR	SYND	TITLE	UPDATE/REPORT TAPE NR:	38757
WORKLOAD DESCRIPTIONS				WLF					SEP	SEP-MR
W1				22				PERSONNEL LOANED-250001	01	000022
W1				23				PERSONNEL AUTHORIZED-2512	01	000023
W1				24				PERSONNEL ASSIGNED-2512	01	000024
W1				25				PERSONNEL BORROWED-2512	01	000025
W1				26				PERSONNEL LOANED-2512	01	000026

A12-4

AFM 25-212

Attachment 12

1 December 1976

PCN SES15-121-HR

STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 26 OCT 04

UPDATE/REPORT TAPE NR: 38757
SER-NR STUDY MLFCC PAS FAC DAC TYPE LINE NR STND
CA T ST E SE TITLE

WORK SAMPLING STUDY INITIATED

OPERATIONAL AUDIT INITIATED

O/A DATA COLLECTION INITIATED

CC	PAS	FAC	DAC	TYPE	LINE NR	STND	TITLE	ACTV FREQ	MHRS ALWD
01	2512		D 01				MAINTAINS WEAPONS RELEASE SYS	000169	NS OA 04
02	2512		D 01 A				MAINTAIN PYLON	000170	OA
03	2512		D 01 A 01				INSPECT PYLON (PHASE)	000171	OA
03	2512		D 01 A 02				INSPECT PYLON FOR CORROSION	000173	OA
42			000	OA	PRE-ESTABLISHED VALUES	000	FREQ: -0	ACTV FREQ:	MHRS ALWD: 1.000
03	2512		D 01 A 03				INSPECT PYLON FOR SERVICEABILITY	000174	OA
03	2512		D 01 A 04				PERFORM UNSCHED PYLON MAINT	000175	OA
03	2512		D 01 A 05				REMOVE AND REINSTALL PYLON	000176	OA
04	2512		D 01 A 05 A				REMOVE PYLON	000177	OA
04	2512		D 01 A 05 B				REINSTALL PYLON	000178	OA
02	2512		D 01 B				MAINTAIN BOMB RACK	000179	OA
03	2512		D 01 B 01				INSPECT RACK AFTER FIRING	000180	OA
03	2512		D 01 B 02				ACPLISH MONTHLY VRLY PHASE INS	000181	OA
03	2512		D 01 B 03				ACPLISH SLAVE PISTON INSP	000182	OA
03	2512		D 01 B 04				PERFORM UNSCHED MAINT ON BOMBR	000183	OA
03	2512		D 01 B 05				REMOVE-REINSTALL BOMB RACK	000184	OA
04	2512		D 01 B 05 A				REMOVE RACK	000185	OA
04	2512		D 01 B 05 B				REINSTALL RACK	000186	OA
02	2512		D 01 C				MAINTAIN TRIPLE EJECTOR RACK	000187	OA
03	2512		D 01 C 01				PERFORM MONTHLY/ANNUAL TER INSP	000188	OA
03	2512		D 01 C 02				INSPECT TEN FOR CORROSION	000189	OA

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STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

CC	PAS	FAC	OAC	TYPE	LINE	NR	SYND	TITLE	DATE/REPORT	TAPE	NR	SEC-NR	STUDY	WCF
TASK DESCRIPTIONS														
03		2512		D 01 C 03				PERFORM UNSCHED MAINT ON TER				000190	DA	
02		2512		D 01 D				MAINTAIN MULTIPLE EJECTOR RACK				000191	DA	
03		2512		D 01 D 01				PERFORM MONTHLY-ANNUAL WER INSP				000192	DA	
42			000	DA	PRE-ESTABLISHED VALUES	000		FREQ: 2.0	ACTV FREQ: WK	MHRS	ALWD: .000			
03		2512		D 01 D 02				INSPECT WER FOR CORROSION				000193	DA	
03		2512		D 01 D 03				PERFORM UNSCHED MAINT ON WER				000194	DA	
02		2512		D 01 E				MAINTAIN MISSILE LAUNCHER				000195	DA	
03		2512		D 01 E 01				PERFORM INSPECTION				000196	DA	
04		2512		D 01 E 01 A				INSPECT RELATED COMPONENT				000197	DA	
04		2512		D 01 E 01 B				INSPECT LAUNCHER				000198	DA	
03		2512		D 01 E 02				PERFORM UNSCHED MAINT-LAUNCHER				000199	DA	
03		2512		D 01 E 03				REMOVE AND REINSTALL LAUNCHER				000200	DA	
04		2512		D 01 E 03 A				REMOVE LAUNCHER				000201	DA	
04		2512		D 01 E 03 B				REINSTALL LAUNCHER				000202	DA	
02		2512		D 01 F				MAINTAIN A BOMB OR ROCKET DISP				000203	DA	
03		2512		D 01 F 01				PERFORM AFTER FIRING INSP-DISP				000204	DA	
03		2512		D 01 F 02				OVERHAUL DISPENSER				000205	DA	
03		2512		D 01 F 03				PERFORM UNSCHED MAINT ON DISP				000206	DA	
02		2512		D 01 G				MAINTAIN CENTRALINE ADPTR ASSY				000207	DA	
03		2512		D 01 G 01				PERFORM AFTER FLIGHT ADPTR INSP				000208	DA	
03		2512		D 01 G 02				PERFORM CORRUPTION ADPTR INSP				000209	DA	
03		2512		D 01 G 03				PERFORM UNSCHED MAINT ON ADPTR				000210	DA	
01		2512		D 02				PERFORMS ELECTRICAL CHECKS				000212	MS DA	
02		2512		D 02 A				PERFORM COMPLETE OPERATNL CHCK				000213	DA	

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STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

CC	PAS	FAC	OAC	TYPE	LINE	NR	STND	TITLE	UPDATE/REPORT TAPE NR	SER-NR	STUDY	WLF
TASK DESCRIPTIONS	CA	T	S	E	S	E						
02	2512			D	02	B		PERFORM JETTISON CHECK	000214	0A		
01	2512			D	03			PERFORM CONFIGURATION CHANGES	000216	WS	0A	
01	2512			D	04			COMPLIES WITH TCDS	000218	WS	0A	
02	2512			D	04	A		COMPLY WITH TCDS	000219	0A		
02	2512			D	04	B		REMOVE & REINSTALL EQUIPMENT	000220	0A		
01	2512			I	05			PROVIDES INTERNAL SUPERVISION	000222	WS	0A	
02	2512			I	05	A		ADMINISTER PERSONNEL	000223	0A		
03	2512			I	05	A	01	INDOCTRINATE PERSONNEL	000224	0A		
03	2512			I	05	A	02	MONITOR TRAINING	000225	0A		
03	2512			I	05	A	03	RATE PERFORMANCE	000226	0A		
04	2512			I	05	A	03	COUNSEL PERSONNEL	000227	0A		
04	2512			I	05	A	03	PREPARE AIRMAN PERF REPT	000228	0A		
04	2512			I	05	A	03	INDORSE AIRMAN PERF REPT	000229	0A		
04	2512			I	05	A	03	PREPARE CIVILIAN PERF REPT	000230	0A		
04	2512			I	05	A	03	PREPARE OFCR EFFTNESS REPT	000231	0A		
04	2512			I	05	A	03	INDORSE OFCR EFFTNESS REPT	000232	0A		
03	2512			I	05	A	04	NOMINATE PERSONNEL FOR AWARD	000233	0A		
03	2512			I	05	A	05	MONITOR NIGHT IMPR PROGRAM	000234	0A		
02	2512			I	05	B		SUPERVISE PERSONNEL	000235	0A		
03	2512			I	05	B	01	SCHEDULE PERSONNEL	000236	0A		
03	2512			I	05	B	02	DEVELOP POLICY & PROCEDURE	000237	0A		
03	2512			I	05	B	03	DIRECT & CONTR WK CTR ACTIVITY	000238	0A		
03	2512			I	05	B	04	INFORM PERSONNEL	000239	0A		
03	2512			I	05	B	05	RESOLVE PERSONNEL PROBLEMS	000240	0A		

STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

CC	PAS	FAC	OAC	TYPE	LINE	NR	STND	TITLE	UPDATE/REPORT TAPE NR:	30757	SER-NR	STUDY	WLF
TASK DESCRIPTIONS													
02	2512			I 05 C				REVIEW INCOMING COMMUNICATION			000241	DA	
02	2512			I 05 D				REVIEW OUTGOING COMMUNICATION			000242	DA	
02	2512			I 05 E				REVIEW REPORT & STATISTICAL DATA			000243	DA	
02	2512			I 05 F				DEVELOP PLAN			000244	DA	
02	2512			I 05 G				DEVELOP BUDGET ESTIMATE			000245	DA	
02	2512			I 05 H				COORDINATE			000246	DA	
02	2512			I 05 I				INSPECT FACILITY			000247	DA	
42				*** DA PRE-ESTABLISHED VALUES ***				FREQ: 1.0 ACTV FREQ: D1 MHRS ALWD: .000					
02	2512			I 05 J				INVESTIGATE ACCIDENT OR INJURY			000248	DA	
02	2512			I 05 K				RECEIVE VISITING OFFICIAL			000249	DA	
01	2512			I 06				PERFORMS ADMINISTRATION			000251	VS DA	
02	2512			I 06 A				DRAFT COMMUNICATION			000252	DA	
03	2512			I 06 A 01				DRAFT LETTER			000253	DA	
03	2512			I 06 A 02				DRAFT MESSAGE			000254	DA	
03	2512			I 06 A 03				DRAFT REPORT			000255	DA	
03	2512			I 06 A 04				DRAFT PLAN SCHEDULE ROSTER			000256	DA	
03	2512			I 06 A 05				PROOF READ			000257	DA	
02	2512			I 06 B				TYPE COMMUNICATION			000258	DA	
03	2512			I 06 B 01				TYPE LETTER			000259	DA	
03	2512			I 06 B 02				TYPE MESSAGE			000260	DA	
03	2512			I 06 B 03				TYPE REPORT			000261	DA	
03	2512			I 06 B 04				TYPE PLAN SCHEDULE ROSTER ETC			000262	DA	
03	2512			I 06 B 05				TYPE AIRMAN PERF REPORT			000263	DA	
03	2512			I 06 B 06				TYPE UICR PERF REPORT			000264	DA	

PCN SES1S-121-HB					
STANDARD TASK & WORKLOAD DESCRIPTION REGISTER					
CC	PAS	FAC	DAC	TYPE LINE NR	SYND
TASK DESCRIPTIONS	CAT	SYS	E	SE	TITLE
03	2512		I	06 B 07	TYPE OFCR EFFECTIVENESS REPT
					000265 DA
03	2512		I	06 B 08	TYPE IND TO PERF REPORT
					000266 DA
02	2512		I	06 C	PROCESS INCOMING-OUTGOING COMM
					000267 DA
03	2512		I	06 C 01	PROCESS UNCLASS INCOMING COMM
					000268 DA
03	2512		I	06 C 02	PROCESS UNCLASS OUTGOING COMM
					000269 DA
02	2512		I	06 D	MAINTAIN UNCLASS CORRES FILE
					000270 DA
03	2512		I	06 D 01	ESTABLISH FILE
					000271 DA
03	2512		I	06 D 02	RECORD DISPOSITION
					000272 DA
03	2512		I	06 D 03	FILE UNCLASSIFIED CORRES
					000273 DA
03	2512		I	06 D 04	MAINTAIN SUSPENSE FILE
					000274 DA
03	2512		I	06 D 05	MAINTAIN LOG & REGISTER
					000275 DA
03	2512		I	06 D 06	MAINTAIN PERSL LOCATOR FILE
					000276 DA
03	2512		I	06 D 07	MAINTAIN SECURITY FILE
					000277 DA
02	2512		I	06 E	CONTROL CLASSIFIED MATERIAL
					000278 DA
03	2512		I	06 E 01	RECEIPT FOR CLASSIFIED MATL
					000279 DA
03	2512		I	06 E 02	INVENTORY CLASSIFIED MATL
					000280 DA
03	2512		I	06 E 03	DESTROY CLASSIFIED MATL
					000281 DA
02	2512		I	06 F	PERFORM RESEARCH FOR MGMT INFO
					000282 DA
02	2512		I	06 G	MAINTAIN PUBL FILE-UNCLASS
					000283 DA
03	2512		I	06 G 01	PREPARE PUBL REQNT TABLE
					000284 DA
03	2512		I	06 G 02	ORDER PUBL
					000285 DA
03	2512		I	06 G 03	POST & FILE PUBL
					000286 DA
03	2512		I	06 G 04	SCREEN INDEX AND PUBL FILE
					000287 DA
02	2512		I	06 H	MAINTAIN STOCK OF BLANK FORMS
					000288 DA

ATTACHMENT 12

1 December 1976

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PCN SES15-121-HB

STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

UPDATE/REPORT TAPE NR: 38757
SER-NR STUDY WLF

CC PAS FAC
TASK DESCRIPTIONS

DAC TYPE LINE NR STND
CA T ST E SF TITLE

02	2512	1 06 I	MAINTAIN WALL CHART-BULLTN BD	000289	DA
02	2512	1 06 J	OPERATE DUPLICATING MACHINE	000290	DA
02	2512	1 06 K	INITIATE-RECEIVE TELEPHN CALLS	000291	DA
02	2512	1 06 L	ACKNOWLEDGE VISITOR	000292	CA
02	2512	1 06 M	ESCORT VISITOR	000293	UA
02	2512	1 06 N	PROVIDE STENO SERVICE	000294	UA
03	2512	1 06 M 01	TAKE DICTATION	000295	DA
03	2512	1 06 M 02	TAKE MINUTES	000296	DA
03	2512	1 06 M 03	TRANSCRIBE MOVES & RECORDING	000297	DA
03	2512	1 06 M 04	MAINTAIN APPOINTMENT RECORD	000298	DA
01	2512	1 07	PREPARES FOR-CONDUCTS MEETINGS	000300	WS DA
02	2512	1 07 A	PREPARE FOR MEETING	000301	UA
02	2512	1 07 B	CONDUCT MEETING	000302	DA
02	2512	1 07 C	ATTEND MEETING	000303	DA
01	2512	1 08	CONDUCTS-RECEIVES TRAINING	000305	WS UA
02	2512	1 08 A	DEVELOP TRAINING MATERIAL	000306	DA
02	2512	1 08 B	CONDUCT TRAINING	000307	DA
03	2512	1 08 B 01	PREPARE FOR TRAINING	000308	UA
03	2512	1 08 B 02	INSTRUCT	000309	DA
03	2512	1 08 B 03	ADMINISTER TEST	000310	DA
02	2512	1 08 C	RECEIVE TRAINING	000311	UA
03	2512	1 08 C 01	RECEIVE INSTRUCTION	000312	DA
03	2512	1 08 C 02	TAKE TEST	000313	DA
03	2512	1 08 C 03	HEAD PUBL FOR FAMILIARIZATION	000314	UA

PCN SES15-121-HB FILE ID A0014P

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Attachment 12

1 December 1976

PCN SES15-121-HB

STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

UPDATE/REPORT TAPE NR: 38757
SER-NR STUDY WLFCC PAS PAC
TASK DESCRIPTIONSOAC TYPE LINE NR STND
CA Y ST E SE TITLE

02	2512	1 08 D	MAINTAIN CONSOLIDATED TNG RECO	000315	DA
01	2512	1 09	MAINTAINS MOBILITY INFO	000317	WS DA
02	2512	1 09 A	MAINTAIN ALERT RECALL ROSTER	000318	DA
02	2512	1 09 B	MAINTAIN MOBILITY STATUS	000319	DA
01	2512	1 10	PERFORMS SUPPLY DUTIES	000321	WS DA
02	2512	1 10 A	MAINTAIN EQUIPMENT ACCOUNT	000322	DA
03	2512	1 10 A 01	DETERMINE AUTH FOR EQUIP	000323	DA
03	2512	1 10 A 02	RESEARCH STOCK NR & NONENCLTR	000324	DA
03	2512	1 10 A 03	PREPARE JUSTIF & CHG REQ	000325	DA
03	2512	1 10 A 04	TAKE FOLLOW UP ACTION	000326	DA
03	2512	1 10 A 05	RECEIVE & TURN-IN EQUIP	000327	DA
03	2512	1 10 A 06	CONDUCT INVENTORY	000328	DA
03	2512	1 10 A 07	MAINTAIN CUSTODIAN DOCUMENT	000329	DA
02	2512	1 10 B	OBTAIN EXPENDABLE SUPPLIES	000330	DA
01	2512	1 11	MAINTAINS EQUIPMENT	000332	WS DA
02	2512	1 11 A	MAINTAIN OFFICE EQUIPMENT	000333	DA
02	2512	1 11 B	MAINTAIN SHOP EQUIPMENT	000334	DA
02	2512	1 11 C	MAINTAIN ASSIGNED VEHICLE	000335	DA
01	2512	1 12	DISCUSSES & RECEIVES INSTRUCTN	000337	WS DA
01	2512	1 13	PERFORMS CLEANUP	000339	WS DA
02	2512	000	ON PRE-ESTABLISHED VALUES 000	ACTV FREQ	0.0
01	2512	1 14	PERFORMS TRAVEL	000341	WS DA
01	2512	1 15	NONAVAILABLE	48	000343
01	2512	1 16	NONAVAILABLE	000344	WS

D/A DATA COLLECTION TERMINATED

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PCN SES15-121-HB

STANDARD TASK & WORKLOAD DESCRIPTION REGISTER

PREPARED 76 OCT 04

CC	PAS	FAC	DAC	TYPE	LINE NR	STNO	CA	TYPE	SE	TITLE	UPDATE/REPORT TAPE NR: 38757	SEN-NR	STUDY	WLF
TASK DESCRIPTIONS														
01	2512			1	91					UNAVOIDABLE DELAY	000345	WS		
01	2512			1	92					PERSONAL/REST	000346	WS		
01	2512			1	93					IDLE	000347	WS		
01	2512			1	94						000348	WS		
01	2512			1	95						000349	WS		
01	2512			1	96						000350	WS		
01	2512			1	97						000351	WS		
WORK SAMPLING STUDY TERMINATED											29	000353		
OPERATIONAL AUDIT TERMINATED											49	000355		

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PCN 5515-151-H8

WORK CENTER DESCRIPTION LIST

PREPARED 76 OCT 04

WORK CENTER: WEAPONS RELEASE 2512 /

01. MAINTAINS WEAPONS RELEASE SYS

A. MAINTAIN PYLON

01. INSPECT PYLON (PHASE I)

02. INSPECT PYLON FOR CORROSION

03. INSPECT PYLON FOR SERVICEABILITY

04. PERFORM UNSCHED PYLON MAINT

05. REMOVE AND REINSTALL PYLON

A. REMOVE PYLON

B. REINSTALL PYLON

B. MAINTAIN BOMB RACK

01. INSPECT RACK AFTER FIRING

02. ACCOMPLISH MONTHLY TRLY PHASE INS

03. ACCOMPLISH SLAVE PISTON INSP

04. PERFORM UNSCHED MAINT ON BOMBR

05. REMOVE-REINSTALL BOMB RACK

A. REMOVE RACK

B. REINSTALL RACK

C. MAINTAIN TRIPLE EJECTOR RACK

01. PERFORM MONTHLY/ANNUAL TER INSP

02. INSPECT TER FOR CORROSION

03. PERFORM UNSCHED MAINT ON TER

D. MAINTAIN MULTIPLE EJECTOR RACK

01. PERFORM MONTHLY-ANNUAL MER INSP

02. INSPECT MER FOR CORROSION

PCN 5515-151-H8 FILE 10 A0014R

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PCN SES15-151-HB

WORK CENTER DESCRIPTION LIST

PREPARED 76 OCT 04

WORK CENTER: WEAPONS RELEASE 2512 /

03. PERFORM UNSCHED MAINT ON NER

E. MAINTAIN MISSILE LAUNCHER

01. PERFORM INSPECTION

A. INSPECT RELATED COMPONENT

B. INSPECT LAUNCHER

02. PERFORM UNSCHED MAINT-LAUNCHER

03. REMOVE AND REINSTALL LAUNCHER

A. REMOVE LAUNCHER

B. REINSTALL LAUNCHER

F. MAINTAIN A BOMB OR ROCKET DISP

01. PERFORM AFTER FIRING INSP-DISP

02. OVERHAUL DISPENSER

03. PERFORM UNSCHED MAINT ON DISP

G. MAINTAIN CENTERLINE ADPTR ASSY

01. PERFORM AFTER FLIGHT ADPTR INSP

02. PERFORM CORRECTION ADPTR INSP

03. PERFORM UNSCHED MAINT ON ADPTR

02. PERFORMS ELECTRICAL CHECKS

A. PERFORM COMPLETE OPERATNL CHEC

B. PERFORM JETTISON CHECK

03. PERFORM CONFIGURATION CHANGES

04. COMPLIES WITH TCDOIS

A. COMPLY WITH TCDO

B. REMOVE & REINSTALL EQUIPMENT

PCN SES15-151-HB FILE ID A0014R

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PCN SESIS-151-H8	
PREPARED 76 OCT 04	WORK CENTER DESCRIPTION LIST
WORK CENTERS: WEAPONS RELEASE 2512 /	
05. PROVIDES INTERNAL SUPERVISION	
A. ADMINISTER PERSONNEL	
01. INDOCTRINATE PERSONNEL	
02. MONITOR TRAINING	
03. RATE PERFORMANCE	
A. COUNSEL PERSONNEL	
B. PREPARE AIRMAN PERF REPT	
C. INDORSE AIRMAN PERF REPT	
D. PREPARE CIVILIAN PERF REPT	
E. PREPARE OFCR EFFTYNESS REPT	
F. INDORSE OFCR EFFTYNESS REPT	
04. NOMINATE PERSONNEL FOR AWARD	
05. MONITOR MGMT IMPR PROGRAM	
B. SUPERVISE PERSONNEL	
01. SCHEDULE PERSONNEL	
02. DEVELOP POLICY & PROCEDURE	
03. DIRECT & CONTR WK CTR ACTIVITY	
04. INFORM PERSONNEL	
05. RESOLVE PERSONNEL PROBLEMS	
C. REVIEW INCOMING COMMUNICATION	
D. REVIEW OUTGOING COMMUNICATION	
E. REVIEW REPORT & STATISTCL DATA	
F. DEVELOP PLAN	
G. DEVELOP BUDGET ESTIMATE	
PCN SESIS-151-H8 FILE ID A0014R	PAGE 3

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WORK CENTER DESCRIPTION LIST

PREPARED 26 OCT 04

WORK CENTER: WEAPONS RELEASE 2512 /

M. COORDINATE

I. INSPECT FACILITY

J. INVESTIGATE ACCIDENT OR INCIDENT

K. RECEIVE VISITING OFFICIAL

04. PERFORMS ADMINISTRATION

A. DRAFT COMMUNICATION

01. DRAFT LETTER

02. DRAFT MESSAGE

03. DRAFT REPORT

04. DRAFT PLAN SCHEDULE ROSTER

05. PROOF READ

B. TYPE COMMUNICATION

01. TYPE LETTER

02. TYPE MESSAGE

03. TYPE REPORT

04. TYPE PLAN SCHEDULE ROSTER ETC

05. TYPE AIRMAN PERF REPORT

06. TYPE OFCR PERF REPORT

07. TYPE OFCR EFFECTIVENESS REPT

08. TYPE IND TO PERF REPORT

C. PROCESS INCOMING-OUTGOING COMM

01. PROCESS UNCLASS INCOMING COMM

02. PROCESS UNCLASS OUTGOING COMM

D. MAINTAIN UNCLASS CORRESP FILE

PCM SESIS-151-HB FILE ID A0014R

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PCN SES15-151-HB

WORK CENTER DESCRIPTION LIST

PREPARED 76 OCT 04

WORK CENTER: WEAPONS RELEASE 2512 /

- 01. ESTABLISH FILE
- 02. RECORD DISPOSITION
- 03. FILE UNCLASSIFIED CORRES
- 04. MAINTAIN SUSPENSE FILE
- 05. MAINTAIN LOG & REGISTER
- 06. MAINTAIN PERSL LOCATOR FILE
- 07. MAINTAIN SECURITY FILE
- E. CONTROL CLASSIFIED MATERIAL
 - 01. RECEIPT FOR CLASSIFIED MATL
 - 02. INVENTORY CLASSIFIED MATL
 - 03. DESTROY CLASSIFIED MATL
- F. PERFORM RESEARCH FOR MGMT INFO
- G. MAINTAIN PUBL FILE-UNCLASS
 - 01. PREPARE PUBL REQNT TABLE
 - 02. ORDER PUBL
 - 03. POST & FILE PUBL
 - 04. SCREEN INDEX AND PUBL FILE
- H. MAINTAIN STOCK OF BLANK FORMS
- I. MAINTAIN WALL CHART-BULLTN BD
- J. OPERATE DUPLICATING MACHINE
- K. INITIATE-RECEIVE TELEPHN CALLS
- L. ACKNOWLEDGE VISITOR
- M. ESCORT VISITOR
- N. PROVIDE STENO SERVICE

PCN SES15-151-HB FILE ID A0014A

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PCN 5515-151-HB

WORK CENTER DESCRIPTION LIST

PREPARED 76 OCT 04

WORK CENTER: WEAPONS RELEASE 2512 /

01. TAKE DICTATION

02. TAKE MINUTES

03. TRANSCRIBE NOTES & RECORDING

04. MAINTAIN APPOINTMENT RECORD

07. PREPARES FOR-CONDUCTS MEETINGS

A. PREPARE FOR MEETING

B. CONDUCT MEETING

C. ATTEND MEETING

08. CONDUCTS-RECEIVES TRAINING

A. DEVELOP TRAINING MATERIAL

B. CONDUCT TRAINING

01. PREPARE FOR TRAINING

02. INSTRUCT

03. ADMINISTER TEST

C. RECEIVE TRAINING

01. RECEIVE INSTRUCTION

02. TAKE TEST

03. READ PUBL FOR FAMILIARIZATION

D. MAINTAIN CONSOLIDATED TNG RECD

09. MAINTAINS MOBILITY INFO

A. MAINTAIN ALERT RECALL ROSTER

B. MAINTAIN MOBILITY STATUS

10. PERFORMS SUPPLY DUTIES

A. MAINTAIN EQUIPMENT ACCOUNT

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PCN SESIS-151-HB

WORK CENTER DESCRIPTION LIST

PREPARED 76 OCT 04

WORK CENTER: WEAPONS RELEASE 2512 /

- 01. DETERMINE AUTH FOR EQUIP
- 02. RESEARCH STOCK NR & NOMENCLTR
- 03. PREPARE JUSTIF L CHG REQ
- 04. TAKE FOLLOW UP ACTION
- 05. RECEIVE & TURN-IN EQUIP
- 06. CONDUCT INVENTORY

07. MAINTAIN CUSTODIAN DOCUMENT

B. OBTAIN EXPENDABLE SUPPLIES

11. MAINTAINS EQUIPMENT

- A. MAINTAIN OFFICE EQUIPMENT
- B. MAINTAIN SHOP EQUIPMENT
- C. MAINTAIN ASSIGNED VEHICLE

12. DISCUSSES & RECEIVES INSTRUCTN

13. PERFORMS CLEANUP

14. PERFORMS TRAVEL

90. NONAVAILABLE

91. UNAVOIDABLE DELAY

92. PERSONAL/REST

93. IDLE

94.

95.

96.

97.

PCN SESIS-151-HB FILE ID A001AR

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PCN SES15-610-HA

WORDS FINAL EDIT LIST

PREPARED 76 OCT 06

00014904	2512	001805A	REMOVE RACK	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00014904	2512	001805A	REMOVE RACK	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015004	2512	001805B	REINSTALL RACK	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015004	2512	001805B	REINSTALL RACK	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015102	2512	001C	MAINTAIN TRIPLE EJECTOR RACK	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015203	2512	001C01	PERFORM MONTHLY/ANNUAL TER INSP	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015203	2512	001C01	PERFORM MONTHLY/ANNUAL TER INSP	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015303	2512	001C02	INSPECT TER FOR CORROSION	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015303	2512	001C02	INSPECT TER FOR CORROSION	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015403	2512	001C03	PERFORM UNSCHED MAINT ON TER	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015403	2512	001C03	PERFORM UNSCHED MAINT ON TER	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015502	2512	001D	MAINTAIN MULTIPLE EJECTOR RACK	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015603	2512	001D01	PERFORM MONTHLY-ANNUAL HER INSP	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015603	2512	001D01	PERFORM MONTHLY-ANNUAL HER INSP	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015703	2512	001D02	INSPECT HER FOR CORROSION	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015703	2512	001D02	INSPECT HER FOR CORROSION	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015803	2512	001D03	PERFORM UNSCHED MAINT ON HER	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015803	2512	001D03	PERFORM UNSCHED MAINT ON HER	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00015902	2512	001E	MAINTAIN MISSILE LAUNCHER	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00016003	2512	001E01	PERFORM INSPECTION	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00019304	2512	105A00A	COUNSEL PERSONNEL	INVALID CAT/TASK NR SEQ IN INPUT TAPE
00032601	250A	001	ADDITIVE A TO 250001	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00032702	250A	001A	ADDITIVE A TO 250001	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00032803	250A	001A01	ADDITIVE A TO 250001	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00032904	250A	001A01A	ADDITIVE A TO 250001	ERROR---IMPOSSIBLE TO MEASURE THIS TASK
00033005	250A	001A01A01	ADDITIVE A TO 250001	ERROR---IMPOSSIBLE TO MEASURE THIS TASK

PCN SES15-610-HA

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PCN: SES15-210-HD

TRANSACTION UPDATE ERROR LIST

PREPARED: 76 SEP 24 09:46

[illegible]

ERR
CODE

CARD COLUMN - INPUT RECORD

036 ADD RECORD IS ALREADY ON FILE

036 ADD RECORD IS ALREADY ON FILE
035 NO MATCHING MASTER WORKLOAD RECORD ON FILE

035 NO WATCHING MASTER WORKLOAD RECORD ON FILE

043 FUNCTIONAL ACCOUNT/SWRED DOES NOT MATCH 52A 250002000100 00223172 08001600 0800

DO8 NO WATCH FOR SERIAL NR

038 MD MACHING SERIAL NR DR WK 50 NR

007 DUPLICATE TRANSACTION

007 DUPLICATE TRANSACTION

008 NO MATCH FOR SERIAL NR

039 NO MATCHING SERIAL NR OR WK SEQ NR

039 NO MATCHING SERIAL NR JR BK SEQ NR

039 NO MATCHING SERIAL NR DR WK SEQ NR

042 STANDARD TYPE IS IN ERROR

DTIC DAY RECORD IS ALREADY ON FILE

005 NO ACTION-DAY IS NOT BEING IGNORED

043 FUNCTIONAL ACCOUNTY/SHRED DOES NOT MATCH

~~005 NO ACTION-DAY IS NOT BEING IGNORED~~

OLD OLD AND NEW VALUES ARE THE SAME

005 NO ACTION-DAY IS NOT BEING IGNORED

~~005 NO ACTION-DAY IS NOT BEING IGNORED~~

005 NO ACTION-DAY IS NOT BEING IGNORED

016 NO WATCHING SERIAL NUMBER

~~NO DAY RECORD FOR THIS CHANGE~~

NEW VALUE: 10

PCN: 52919-210-10

page

AFM 25-212

Attachment 16

1 December 1976

A16-1

PCN: SES15-211-HU

PREPARED: 76 OCT 13 10:35

TRANSACTION UPDATE RECORD

ACTION	ALF-NR	PAS	TYPE TRANSACTION	EFF-DATE	VALUE	WORK DAYS
ADDED	2	M4A FVHM	HISTORICAL COUNT	750201	42.000	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	750331	54.600	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	750430	36.700	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	750531	36.300	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	750630	34.200	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	750731	31.200	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	750831	32.600	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	750930	32.200	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	751031	40.000	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	751130	38.200	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	751231	32.400	20.99
ADDED	2	M4A FVHM	HISTORICAL COUNT	760131	33.800	20.99
ADDED	2	M5A FVHM	ACTUAL COUNT	032	34.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	034	34.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	036	34.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	037	34.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	038	34.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	039	34.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	040	34.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	043	32.000	
ADDED	2	M5A FVHM	ACTUAL COUNT	044	32.000	

A16-2

AFM 25-212

Attachment 16

1 December 1976

PCN: SESIS-211-HO

PREPARED: 76 OCT 13 10:35 TRANSACTIONS UPDATE RECORD

ACTION	SERIAL	SO	CC	PAS	FAC	OSC	Y	C	A	S	T	E	S	E	S	FIELD DESCRIPTIONS	NEW VALUE	TOTAL
ADD	342	21A	FVMH	2512			I	90								DAY: 046	10	
ADD	344	21A	FVMH	2512			I	92								DAY: 046	47	
ADD	345	21A	FVMH	2512			I	93								DAY: 046	73	
ADD	345	21A	FVMH	2512			I	93								DAY: 054	107	
CHANGE	346	27C	FVMH	2512			I	94								OLD 01 NEW 01 STANDBY		
ADD	350	25A	FVMH	2512												DAY: 024 LEV-FACTOR: 1.00 NEW VALUE: 20.00 ABOVE MHS - ASSIGNED + BORROWED + SAMPLED - LOANED 20.00 0.00 0.00	20.00	
ADD	350	25A	FVMH	2512												DAY: 034 LEV-FACTOR: 1.00 NEW VALUE: 158.00 ABOVE MHS - ASSIGNED + BORROWED + SAMPLED - LOANED 158.00 0.00 0.00	158.00	
ADJUSTED	350		FVMH	2512				034								NON-PRODS: 77 DIR-SAM: 61 IND-SAM: 20 TOTAL: 158		
ADD	350	25A	FVMH	2512												DAY: 036 LEV-FACTOR: 1.00 NEW VALUE: 191.00 ABOVE MHS - ASSIGNED + BORROWED + SAMPLED - LOANED 191.00 0.00 0.00	191.00	
ADJUSTED	350		FVMH	2512				036								NON-PRODS: 0 DIR-SAM: 46 IND-SAM: 40 TOTAL: 86		
ADD	350	25A	FVMH	2512												DAY: 037 LEV-FACTOR: 1.00 NEW VALUE: 149.00 ABOVE MHS - ASSIGNED + BORROWED + SAMPLED - LOANED 149.00 0.00 0.00	149.00	
ADJUSTED	350		FVMH	2512				037								NON-PRODS: 0 DIR-SAM: 59 IND-SAM: 0 TOTAL: 59		
ADD	350	25A	FVMH	2512												DAY: 038 LEV-FACTOR: 1.00 NEW VALUE: 160.00 ABOVE MHS - ASSIGNED + BORROWED + SAMPLED - LOANED 160.00 0.00 0.00	160.00	
ADJUSTED	350		FVMH	2512				038								NON-PRODS: 0 DIR-SAM: 42 IND-SAM: 0 TOTAL: 42		
GENERATED	350		FVMH	2512				032								NON-PRODS: 90 DIR-SAM: 42 IND-SAM: 40 TOTAL: 172		
GENERATED	350		FVMH	2512				053								NON-PRODS: 0 DIR-SAM: 54 IND-SAM: 0 TOTAL: 54		
GENERATED	350		FVMH	2512				054								NON-PRODS: 107 DIR-SAM: 40 IND-SAM: 0 TOTAL: 155		

PCN: SESIS-211-HO

PAGE 2

PCN SES15-213-HO

INPUT CONTROL

INPUT AQ00HO REEL NUMBER: 37349

TOTAL RECORDS READ:	850
AQ021A RECORDS WRITTEN:	3
AQ020B RECORDS WRITTEN:	14
AQ020A RECORDS WRITTEN:	112
AQ020D RECORDS WRITTEN:	618
AQ020E RECORDS WRITTEN:	23
AQ020F RECORDS WRITTEN:	54
AQ032A RECORDS WRITTEN:	9
AQ032B RECORDS WRITTEN:	2
AQ033A RECORDS WRITTEN:	14
AQ034A RECORDS WRITTEN:	1

PREPARED: 76 OCT 15

END PAGE 1

PCN SES15-213-HO

AFM 25-212

Attachment 19

1 December 1976

A19-1.

PCN: SES15-214-HD

OUTPUT CONTROL

OUTPUT AQ00H REEL NUMBER: 30747

TOTAL RECORDS WRITTEN: 046

AQ021A RECORDS READ:	3
AQ020B RECORDS READ:	14
AQ020A RECORDS READ:	110
AQ020D RECORDS READ:	618
AQ020E RECORDS READ:	23
AQ020F RECORDS READ:	54
AQ032A RECORDS READ:	7
AQ032B RECORDS READ:	2
AQ033A RECORDS READ:	14
AQ034A RECORDS READ:	1

PREPARED: 76 SEP 27

PCN: SES15-214-HD

END PAGE 1

PCN SES15-221-HU

PAS CODE FVMM

(CC 9-14)
HK-CIR 2512(CCOI 5-7)
21A

WORK SAMPLE DATA COLLECTION RECORD

PREPARED 26 OCT 14

COMMAND TAC LOCATION HONESTAD AFB
FUNCTION MUNITIONS MAINTURG TYPE SG
SUBFUNCTION WEAPONS RELEASECC SERIAL DATE CATEGORY TITLE
NUMBER
2 2
567893 345

(CC 26-29)

DIRECT

21 000208 () 1 MAINTAINS WEAPONS RELEASE SYS *

21 000212 () 2 PERFORMS ELECTRICAL CHECKS *

21 000216 () 3 PERFORM CONFIGURATION CHANGES *

21 000218 () 4 COMPLIES WITH TCJOIS *

INDIRECT

21 000247 () 5 PROVIDES INTERNAL SUPERVISION *

21 000296 () 6 PERFORMS ADMINISTRATION *

21 000301 () 7 PREPARES FOR-CONDUCTS MEETINGS *

21 000313 () 8 CONDUCTS-RECEIVES TRAINING *

21 000317 () 9 MAINTAINS MOBILITY INFO *

21 000328 () 10 PERFORMS SUPPLY DUTIES *

21 000333 () 11 MAINTAINS EQUIPMENT *

21 000335 () 12 DISCUSSES & RECEIVES INSTRUCTN *

21 000337 () 13 PERFORMS CLEANUP *

21 000339 () 14 PERFORMS TRAVEL *

OTHER

21 000342 () 90 NONAVAILABLE *

21 000343 () 91 UNAVOIDABLE DELAY *

21 000346 () 92 PERSONAL/REST *

21 000345 () 93 IDLE *

PCN SES15-221-HU

PAGE 1

PAGE 1

1 December 1976

END PAGE 2

PCN SES15-222-HO

OPERATIONAL AUDIT WORKSHEET

PREPARED 76 OCT 14

COMMAN: TAC LOCATION: HONESTAD AFB
FUNCTION: HUMINTIONS MAINT SUB-FUNCTION: WEAPONS RELEASE

ORG TYPE: SO PAS: FVNM

W/C: 2512

SERIAL ACTIVITY DESCRIPTION PERS A C T I V I T Y
CC NUMBER TYPE/LEVEL TITLE RORD FREQ CODE KEY TIME

CARD-COLUMN 5-7 = (42A) 9-14 = (2512) 2 2 3 3 3
1 2 22 34 56789 0 2 345678
567890 12

DIRECT

01 000167 01 MAINTAINS WEAPONS RELEASE SYS
02 000168 A MAINTAIN PYLON
03 000169 01 INSPECT PYLON (PHASE)
03 000171 02 INSPECT PYLON FOR CORROSION
03 000172 03 INSPECT PYLON FOR SERVICEABILITY
03 000173 04 PERFORM UNSCHED PYLON MAINT
03 000174 05 REMOVE AND REINSTALL PYLON
04 000175 A REMOVE PYLON
04 000176 B REINSTALL PYLON
02 000177 B MAINTAIN BOMB RACK
03 000178 01 INSPECT RACK AFTER FIRING
03 000179 02 ACPLTSH MONTHLY YALY PHASE INS
03 000180 03 ACPLTSH SLAVE PISTON INSP
03 000181 04 PERFORM UNSCHED MAINT ON BOMBR
03 000182 05 REMOVE-REINSTALL BOMB RACK
04 000183 A REMOVE RACK
04 000184 B REINSTALL RACK
02 000185 C MAINTAIN TRIPLE EJECTOR RACK
03 000186 01 PERFORM MONTHLY/ANNUAL TER INSP
03 000187 02 INSPECT TER FOR CORROSION
03 000188 03 PERFORM UNSCHED MAINT ON TER
02 000189 D MAINTAIN MULTIPLE EJECTOR RACK
03 000190 01 PERFORM MONTHLY-ANNUAL MER INSP
03 000191 02 INSPECT MER FOR CORROSION

PCN SES15-222-HO FILE ID A0032P

PAGE 1

PAGE 1

SES15-223-PC

TIME STUDY WORKSHEET

PREPARED 76 OCT 19

COMMAND: JAA LOCATION: MUNIER AFS
FUNCTION: ITEM ACCOUNTING SUB-FUNCTION: KEYPUNCH

SERIAL SV	CC	NUMBER	SV	ELEM	TITLE	N	N1	N2	N3	N4	N5	N6	N7	N8	N9	CUMM	GOOD	TOTAL	READINGS	SELECTED	AVERAGE
32	000005	01	OPERATES	KEYPUNCH																	
32	000006	02	CARD	TV																	
32	000007	03	PUNCH	UP TO 40 CARD COLUMNS																	
32	000008	04	PUNCH	40 TO 80 CARD COLUMNS																	
32	000009	05	CARD	OUT																	
33	000010		PAGE	MATING FACTORS																	

FOREIGN ELEMENTS
CC S/N SV SYMBOL DURATION DESCRIPTION

37 000011 0

WORK UNITS

CC SERIAL SV PROD OR FREQ TITLE

38 000012 0

END PAGE 1

PCN SES15-223-PC FILE TO ANSWERS

PCN 55515-241-HD

WORK CENTER PRODUCTIVITY RECORD

PREPARED 20 OCT 15

COMMAND: FAC LOCATION: HOMEHEAD AFB

ORG TYPE: SQ

PAS CODE: FVMH WK CTR: 2512

SUBFUNCTION: WEAPONS RELEASE

PERCENTAGE BY DAY

CAL DATE	JUL DATE	STUDY DAY	DIRECT	INDIRECT	TOTAL
01 FEB	76032	01	-244	-232 HI	-477
02 FEB	76033	02	-237	-237 HI	-473
03 FEB	76034	03	-386 HI	-126	-513 HI
04 FEB	76035	04	(1.000)	(-0.000)	(1.000)
05 FEB	76036	05	-241	-209 HI	-450
06 FEB	76037	06	-396 HI	-056 LM	-450
07 FEB	76038	07	-262	-149	-411
08 FEB	76039	08	-368 HI	-046 LM	-414
09 FEB	76040	09	-399 HI	-098	-497 HI
10 FEB	76041	10	-344	-062 LM	-406
11 FEB	76042	11	-265	-220 HI	-475
12 FEB	76043	12	-273	-062 LM	-335 LM
13 FEB	76044	13	-258	-027 LM	-286 LM
14 FEB	76045	14	-258	-062 LM	-320
15 FEB	76046	15	-321	-065 LM	-387
16 FEB	76047	16	-234	-140	-374
17 FEB	76048	17	-228	-251 HI	-479
18 FEB	76049	18	-232	-103	-335 LM
19 FEB	76050	19	-256	-130	-386
20 FEB	76051	20	-327	-171	-497 HI
21 FEB	76052	21	-222	00.357	00.495
22 FEB	76053	22	-321	00.183	00.420
23 FEB	76054	23	-234	00.232	00.420
24 FEB	76055	24	-228	00.219	00.345
25 FEB	76056	25	-232		
26 FEB	76057	26	-256		
27 FEB	76058	27	-327		
28 FEB	76059	28	UCL		
			P		
			LCL		

PCN 55515-241-HD

END PAGE 1

END PAGE 1

PCN SE515-242-HU

SHIFT PROFILE DATA COLLECTION RECORD

PREPARED 26 OCT 15

PAS CODE: FVM
WK CTR: 2512

COMMAND: FAC
FUNCTION: HUMINTS MAIN

LOCATION: HONESTAD AFB

SUBFUNCTION: WEAPONS RELEASE

ORG-TYPE: SO

NON-PRODUCTIVE

PRODUCIVE

MANHOURS

CC NUMBER

SAMPLE DAY NO

HOUR

TRANS

MON-TRANS

NON-TRANS

PRODUCIVE

MANHOURS

CC NUMBER

SAMPLE DAY NO

HOUR

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MANHOURS

CC NUMBER

AFM 25-212

Attachment 25

1 December 1976

A25-1

PCN SE515-243-HO

PAS CODE: FVMW
WK CTR: 2512

SHIFT PROFILE TRANSACTION REPORT

PREPARED 76 OCT 15
COMMANDE: TAC
FUNCTION: MUNITIONS MAINT

LOCATION: HONESTAD AFB

ORG-TYPE: SO
SUBFUNCTION: WEAPONS RELEASE

HOUR	S/TRANS	S/NON-TRANS	S/TOTAL	S/MANHOURS
0800	12	3	15	7.50
0806	5	0	5	5.50
0823	17	7	24	12.00
0825	11	0	11	5.50
0834	11	3	14	7.50
0857	9	2	11	7.50
0909	8	10	18	12.00
0925	1	9	10	7.50
0929	9	5	14	7.50
0936	6	4	10	5.50
0955	18	6	24	12.00
1020	7	3	10	5.50
1026	16	4	20	12.00
1028	16	2	18	12.00
1053	9	4	13	7.50
1058	8	5	13	7.50
1059	6	6	12	5.50
1110	12	8	20	12.00
1119	9	6	15	7.50
1126	10	4	14	7.50
1133	7	1	8	7.50
1139	8	5	13	7.50
1208	13	1	14	7.50
1209	12	0	12	7.50
1217	16	8	24	12.00
1239	14	10	24	12.00
1249	2	12	14	7.50
1257	6	8	14	7.50
1312	3	12	15	7.50
1315	3	0	3	6.00
1319	3	12	15	7.50
1327	10	2	12	7.50
1349	2	9	11	7.50
1350	5	5	10	6.00
1358	0	13	13	7.50
1414	5	5	10	6.00
1427	7	3	10	7.50
1441	5	4	9	6.00
1449	6	2	8	7.50
1507	4	9	13	7.50
1525	7	6	13	7.50
1530	9	1	10	6.00
1534	9	4	13	7.50
1536	1	9	10	7.50
1548	5	7	12	6.00
1602	11	15	26	13.50

PCN SE515-243-HO

PAGE 1

PAGE 1

PCN SES15-244-HD

MANHOUR/SHIFT PROFILE ANALYSIS

PREPARED 76 OCT 15
 COMMAND: TAC
 FUNCTION: HUMINTIONS NAINT

LOCATION: HONESTAD AFB
 SUBFUNCTION: WEAPONS RELEASE
 PAS CODE: FVMM
 WK CTR: 2512

ORG-TYPE: SQ
 MINIMUM MANNING

NON-TRANSFERRABLE

TRANSFERRABLE

HOUR

0800	6.00	1.50	2
0806	5.50	0.00	0
0823	8.49	3.49	4
0825	5.50	0.00	0
0834	5.88	1.60	2
0857	6.13	1.35	2
0909	5.32	6.66	7
0925	0.75	6.75	7
0929	4.81	2.67	3
0936	3.30	2.20	3
0955	9.00	3.00	3
1020	3.85	1.65	2
1026	9.81	2.17	3
1028	10.65	1.33	2
1053	5.19	2.30	3
1058	4.61	2.88	3
1059	2.20	3.30	4
1110	7.20	4.80	5
1119	4.50	3.00	3
1126	5.35	2.13	3
1133	6.56	0.93	1
1139	4.61	2.88	3
1208	6.96	0.53	1
1209	7.50	0.00	0
1217	7.99	3.99	4
1239	6.99	6.99	5
1249	1.06	6.42	7
1257	3.21	4.28	5
1312	1.50	6.00	6
1315	6.00	0.00	0
1319	1.50	6.00	6
1327	6.24	1.24	2
1349	1.35	6.13	7
1350	3.00	3.00	3
1358	0.00	7.50	8
1414	3.00	3.00	3
1427	5.25	2.25	3
1441	3.33	2.66	3
1449	5.62	1.87	2
1507	2.30	5.19	6
1525	4.03	3.45	4
1530	5.40	0.60	1
1534	5.19	2.30	3
1536	0.75	6.75	7
1548	2.49	3.49	4
1602	2.85	3.88	4

PCN SES15-244-HD

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AFM 25-212

Attachment 27

1 December 1976

A27-1

PCN 55515-251-HO

PREPARED 76 OCT 15 WORK SAMPLING RECORD - DAILY

COMMAND: IAC LOCATION: HOMESTEAD AFB ORG TYPE: SQ

FUNCTION: MUNITIONS MAINT SUBFUNCTION: WEAPONS RELEASE WK CTR: 2512

SERIAL NUMBER	SAMPLING DAY	JULIAN DATE	DAY OF MONTH	MANHOURS SAMPLED	NUMBER OF SAMPLES	PRODUCTIVITY	AVERAGE LEVELING FACTOR
000350	01	76032	FEB 01	172.00	172	0.477	1.00
000350	02	76033	FEB 02	169.00	169	0.473	1.00
000350	03	76034	FEB 03	158.00	158	0.513	1.00
000350	03	76035	FEB 04	(167.00)	(167)	(11.000)	(1.00)
000350	04	76036	FEB 05	191.00	191	0.450	1.00
000350	05	76037	FEB 06	149.00	149	0.450	1.00
000350	06	76038	FEB 07	160.00	160	0.431	1.00
000350	07	76039	FEB 08	152.00	152	0.434	1.00
000350	08	76040	FEB 09	153.00	153	0.497	1.00
000350	09	76043	FEB 12	160.00	160	0.406	1.01
000350	10	76044	FEB 13	181.00	181	0.475	1.00
000350	11	76045	FEB 14	161.00	161	0.335	0.98
000350	12	76046	FEB 15	182.00	182	0.286	0.99
000350	13	76051	FEB 20	162.00	162	0.389	0.97
000350	14	76052	FEB 21	167.00	167	0.361	0.99
000350	15	76053	FEB 22	168.00	168	0.367	0.99
000350	16	76054	FEB 23	171.00	171	0.374	1.00
000350	17	76055	FEB 24	175.00	175	0.480	1.00
000350	18	76057	FEB 26	194.00	194	0.335	0.99
000350	19	76058	FEB 27	207.00	207	0.366	1.00
000350	20	76059	FEB 28	199.00	199	0.497	0.99
TOTAL:				3431.00	3431		19.91
AVERAGE:				171.55	172	0.420	1.00

PCN 55515-251-HO

END PAGE 1

END PAGE 1

PCN SES15-252-H0									
PREPARED 76 OCT 15 WORK SAMPLING RECORD - CATEGORY COMPUTATIONS									
COMMAND: TAC LOCATION: HOMESTEAD AFB									
FUNCTION: MUNITIONS MAIN									
SERIAL NUMBER	TYPE/NO	CATEGORY TITLE	SUBFUNCTION: WEAPONS RELEASE		PAS CODE: FVM		WK CTR: 2512		(1-116) ALLOWED
			NUMBER OF SAMPLES	PERCENT OCCURRENCE	MEASURED	LEVELLED	OVERTIME		
DIRECT									
000208	01	MAINTAINS WEAPONS RELEASE SYS	796	-232	795.99	795.99	888.32		
000212	02	PERFORMS ELECTRICAL CHECKS	136	-040	137.24	137.24	153.16		
000214	03	PERFORM CONFIGURATION CHANGES	0						
000218	04	COMPLIES WITH TCIOIS	56	-016	54.90	54.90	61.27		
INDIRECT									
000247	05	PROVIDES INTERNAL SUPERVISION	117	-034	116.65	116.65	130.18		
000296	06	PERFORMS ADMINISTRATION	92	-027	92.64	92.64	103.39		
000301	07	PREPARES FOR-CONDUCTS MEETINGS	50	-015	51.46	51.46	57.43		
000313	08	CONDUCTS-RECEIVES TRAINING	23	-007	24.02	24.02	26.81		
000317	09	MAINTAINS MOBILITY INFO	7	-002	6.86	6.86	7.66		
000328	10	PERFORMS SUPPLY DUTIES	37	-011	37.74	37.74	42.12		
000333	11	MAINTAINS EQUIPMENT	18	-005	17.16	17.16	19.15		
000335	12	DISCUSSES & RECEIVES INSTRUCTN	58	-017	58.33	58.33	65.10		
000337	13	PERFORMS CLEANUP	44	-013	44.60	44.60	49.77		
000339	14	PERFORMS TRAVEL	7	-002	6.86	6.86	7.66		
TOTAL PRODUCTIVE:			1441	-420	1441.02	1444.45	1612.02		
OTHER									
27 000342	90	NONAVAILABLE	1004	-293	1005.28				
27 000343	91	UNAVOIDABLE DELAY	0						
27 000344	92	PERSONAL/REST	47	-014	48.03				
27 000345	93	LOLE	502	-146	500.93				

PCN SES15-252-H0

PREPARED 76 OCT 15 WORK SAMPLING RECORD - CATEGORY COMPUTATIONS

COMMAND: TAC LOCATION: HOMESTEAD AFB

FUNCTION: MUNITIONS MAIN

SERIAL NUMBER

TYPE/NO

CATEGORY TITLE

SUBFUNCTION: WEAPONS RELEASE

PAS CODE: FVM

WK CTR: 2512

(1-116) ALLOWED

OVERTIME

NUMBER OF SAMPLES

PERCENT OCCURRENCE

MEASURED

LEVELLED

130.18

103.39

57.43

26.81

7.66

42.12

19.15

65.10

49.77

7.66

1612.02

1005.28

48.03

500.93

1004

0

47

502

1004

-293

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-293

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PCN SES15-253-HQ

W O R K L O A D F A C T O R S
 LOCATION: HONESTAD AFB
 ORG TYPE: 50

PREPARED 76 OCT 15

COMMAND: TAC PAS: FVHM

FACTOR NDR 02 TITLE

W1 AIRCRAFT POSSESSED

HISTORICAL COUNT	AS OF	COUNT	ND. OPER WORK DAYS
W4	28 FEB 75	53,200	20.99
W4	31 MAR 75	54,600	20.99
W4	30 APR 75	36,700	20.99
W4	31 MAY 75	36,300	20.99
W4	30 JUN 75	36,200	20.99
W4	31 JUL 75	31,200	20.99
W4	31 AUG 75	32,600	20.99
W4	30 SEP 75	32,200	20.99
W4	31 OCT 75	40,000	20.99
W4	30 NOV 75	38,200	20.99
W4	31 DEC 75	32,400	20.99
W4	31 JAN 76	33,800	20.99

TOTALS
 MONTHLY AVERAGE: 37,950
 AVERAGE ND. OPERATIONAL WORK DAYS: 20.99
 HISTORICAL AVERAGE DAILY COUNT: 1,808

ACTUAL COUNT	JUL DATE	CAL DATE	ACTUAL CNT	CUMULATIVE DAILY COUNT	HISTORICAL AVERAGE WORKLOAD
W5	76032	01 FEB 76	34,000	34,000	1,808
W5	76034	03 FEB 76	34,000	68,000	3,616
W5	76036	05 FEB 76	34,000	102,000	5,424
W5	76037	06 FEB 76	34,000	136,000	7,232
W5	76038	07 FEB 76	34,000	170,000	9,040
W5	76039	08 FEB 76	34,000	204,000	10,848
W5	76040	09 FEB 76	34,000	238,000	12,656
W5	76043	12 FEB 76	32,000	270,000	14,464
W5	76044	13 FEB 76	32,000	302,000	16,272
W5	76045	14 FEB 76	32,000	334,000	18,080
W5	76051	20 FEB 76	32,000	366,000	19,888
W5	76052	21 FEB 76	32,000	398,000	21,696
W5	76053	22 FEB 76	32,000	430,000	23,504
W5	76054	23 FEB 76	32,000	462,000	25,312
W5	76055	24 FEB 76	32,000	494,000	27,120
W5	76057	26 FEB 76	32,000	526,000	28,928
TOTALS				526,000	
AVERAGES:				32,875	

PCN SES15-253-HQ

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Attachment 50

1 December 1976

PCN SES15-255-HG

OPERATIONAL AUDIT DATA

PREPARED 76 OCT 75

COMMAND: TAC LOCATION: HOMESTEAD AFB ORG TYPE: SQ PAS: FVMH
 FUNCTION: MUNITIONS MAINT SUB-FUNCTION: WEAPONS RELEASE

W/C: 2512

SERIAL ACTIVITY DESCRIPTION PERS ACTIVITY CONV MONTHLY MONTHLY MANHOURS FACTOR
 CC NUMBER TYPE/LEVEL TITLE RQD FREQUENCY FACTOR FREQ

02 000328 01 8 OBTAIN EXPENDABLE SUPPLIES 1 1-0 M 1-00 1-00 2-03 2-03 3-05
 01 000337 01 13 PERFORMS CLEANUP 1 1-0 1 20-99 20-99 -170 3-57 3-57
 STANDARD TOTALS 510.52

ADDITIVE DIRECT
 03 000203 01 F 02 OVERHAUL DISPENSER 1 1-0 M 4-35 4-35 ADDITIVE CATEGORY MANHOURS -05
 04 000203 02 01 F 02 A DISASSEMBLE DISPENSER -011 -011 DIRECT MANHOURS -05

ADDITIVE INDIRECT
 01 000220 05 PROVIDES INTERNAL SUPERVISION 1 1-0 Q -33 -33 1-050 -35
 02 000245 05 1 INSPECT FACILITY 1 1-0 Q -33 -33 3-050 1-01
 03 000245 02 05 1 01 ACTUAL INSPECTION 1 1-0 Q -33 -33 ADDITIVE CATEGORY MANHOURS 1-36
 03 000245 03 05 1 02 WRITE UP -FOLLOW UP 1 1-0 Q -33 -33 ADDITIVE INDIRECT MANHOURS 1-36
 ADDITIVE TOTALS 1-41

OPERATIONAL AUDIT SUMMARY
 STANDARD 472-01 38-51 510.52
 ADDITIVE -05 1-36 1-41
 TOTAL 472-06 39-87 511-93

PCN SES15-255-HG

FILE ID

A00320

END PAGE

2

END PAGE

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AFM 25-212

Attachment 31

1 December 1976

A31-1

SE515-257-PC

TIME STUDY DATA REPORT

PREPARED 16 OCT 22
 COMMAND: JHA LOCATIONS: GUNTER AFS
 FUNCTION: ITEM ACCOUNTING

PART - A
 PAS: FRL7
 W/C: 416102

SERIAL SQ	CC	NUMBER	NO	ELEM	TITLE	N	M1	M2	M3	M4	M5	M6	M7	M8	M9	CUMM	GOOD	TOTAL	READINGS	SELECTED	AVERAGE				
32	000005	02	02	CARD IN			1*	2*	0002*	3*	1*	2*	3*	2*	2*	2*	0.000	0	0.000	0.000					
32	000007	02	03	PUNCH JP TO 40 CARD COLUMNS			65*	0090*	0075*	7*	0080*	8*	0070*	8*	5*	0070*	0.180	9	0.180	0.020					
32	000003	02	04	PUNCH 40 TO 80 CARD COLUMNS			5*	4*	5*	7*	0080*	6*	6*	5*	5*	4*	0.930	5	0.930	0.186					
32	000003	02	05	CARD CUT			0001*	3*	2*	0002*	3*	1*	2*	2*	1*	1*	0.450	9	0.450	0.050					
33	000010						PACE RATING FACTORS															0.150	8	0.150	0.019
							1.00*	0.80*	0.95*	1.00*	0.98*	1.00*	1.00*	1.00*	1.00*	0.97*	9.750	10	9.750	0.975					

CC	S/N	SO	SYMBOL	DURATION	DESCRIPTION
37	000011	A	50		CARD STUCK
37	000011	01	0		VISITOR
37	000011	02	60		REPLENISH CARDS
37	000011	03	0		ERROR
37	000011	04	0		CLARIFICATION
37	000011	05	0		

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PCN SE515-257-PC FILE ID A0034P

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AFM 25-212

Attachment 31

1 December 1976

SES15-257-PC

PREPARED 76 OCT 22
 COMMAND: JAA LOCATION: GUNTER AFS
 FUNCTION: ITEM ACCOUNTING SUB-FUNCTION: KEYPUNCH
 TIME STUDY DATA REPORT PART - B ORG TYPE: CE
 PAS: FRL7
 W/C: 416102

OPERATION TITLE: OPERATES KEYPUNCH WORK-UNIT: CARDS PUNCHED
 ALLOWANCE FACTOR 1.116

ELEMENT	AVERAGE TIME	LEVELLED TIME	ALLOWED TIME	OCCURRENCE PER CYCLE	ALLOWED TIME PER WORK UNIT
01	0.000	0.000	0.000	1	0.000
02	0.020	0.020	0.022	1	0.022
03	0.186	0.181	0.202	1	0.202
04	0.050	0.049	0.055	1	0.055
05	0.019	0.019	0.021	1	0.021

TOTAL WORK UNIT ALLOWED TIME: 0.300

PCN SES15-257-PC FILE ID A0334P END PAGE 2

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Attachment 32

1 December 1976

A32-1

PCN SES15-271-HQ

PREPARED 76 OCT 15 STANDARD INPUT DATA COMPUTATION

COMMAND: TAC LOCATION: HOMESTEAD AFB

FUNCTION: MUNITIONS MAINT SUB-FUNCTION: WEAPONS RELEASE

ORG TYPE: SQ

PASE: FVUM

W/C: 2512

ADJUSTMENT FACTOR 20.99 / 20 = 1.050

MANPOWER AVAILABILITY RATE 144

PRODUCTIVE CATEGORIES

TOTAL MONTHLY
ALLOWED TIMEOPERATIONAL
AUDITTIME
STUDYW O R K S A M P L I N G
ALLOWED OVERTIME SUM ADJUSTED

01	MAINTAINS WEAPONS RELEASE SYS	888.32	888.32	932.74	265.46	1198.19
02	PERFORMS ELECTRICAL CHECKS	153.16	153.16	160.82	32.62	193.44
03	PERFORM CONFIGURATION CHANGES					0.00
04	COMPLIES WITH TCTOIS	61.27	61.27	64.33	173.94	238.27
	TOTAL DIRECT	1102.75	1102.75	1157.89	472.01	1629.90

INDIRECT

05	PROVIDES INTERNAL SUPERVISION	130.18	130.18	136.69	.96	137.65
06	PERFORMS ADMINISTRATION	103.39	103.39	108.56	9.72	118.28
07	PREPARES FOR-CONDUCTS MEETINGS	57.43	57.43	60.30		60.30
08	CONDUCTS-RECEIVES TRAINING	26.81	26.81	28.15	21.21	49.36
09	MAINTAINS MOBILITY INFO	7.66	7.66	8.04		8.04
10	PERFORMS SUPPLY DUTIES	42.12	42.12	44.23	3.05	47.28
11	MAINTAINS EQUIPMENT	19.15	19.15	20.11		20.11
12	DISCUSSES & RECEIVES INSTRUCTN	65.10	65.10	68.36		68.36
13	PERFORMS CLEANUP	49.77	49.77	52.26	3.57	55.83
14	PERFORMS TRAVEL	7.66	7.66	8.04		8.04
	TOTAL INDIRECT	509.27	509.27	534.74	38.51	573.25

STANDARD TOTAL

1612.02

1692.63

510.52

2203.15

MANPOWER REQUIRED 15.300

PCN SES15-271-HQ

END PAGE 3

PCN 5515-275-HO

PREPARED 76 OCT 15
 COMMAND: TAC
 LOCATION: HONESTAD AFB
 FUNCTION: MUNITIONS MAINT
 SUB-FUNCTION: WEAPONS RELEASE

ORG TYPE: 50
 PAS: FVHM

W/C: 2512

1. OPERATIONAL AUDIT SUMMARY

CATEGORIES
 MONTHLY
 ALLOWED TIME

DIRECT

1. MAINTAINS WEAPONS RELEASE SYS	265.45
2. PERFORMS ELECTRICAL CHECKS	32.62
3. PERFORM CONFIGURATION CHANGES	.00
4. COMPLIES WITH TCTOIS	173.94
DIRECT MANHOUR TOTAL	472.01

INDIRECT

5. PROVIDES INTERNAL SUPERVISION	.96
6. PERFORMS ADMINISTRATION	9.72
7. PREPARES FOR-CONDUCTS MEETINGS	.00
8. CONDUCTS-RECEIVES TRAINING	21.21
9. MAINTAINS MOBILITY INFO	.00
10. PERFORMS SUPPLY DUTIES	3.05
11. MAINTAINS EQUIPMENT	.00
12. DISCUSSES & RECEIVES INSTRUCTIN	.00
13. PERFORMS CLEANUP	3.57
14. PERFORMS TRAVEL	.00
INDIRECT MANHOUR TOTAL	38.51

ADDITIVE DIRECT

1. MAINTAINS WEAPONS RELEASE SYS	.05
ADDITIVE DIRECT MANHOUR TOTAL	.05

PCN 5515-275-HO FILE 10 ADD325

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AFM 25-212

Attachment 33

1 December 1976

PCN SES15-275-HO

W/C: 2512

PREPARED 76 OCT 15
 COMMAND: IAC
 FUNCTION: MUNITIONS MAINT
 LOCATION: HONESTAD AFB
 SUB-FUNCTION: WEAPONS RELEASE
 ORG TYPE: SQ
 PAS: FVMH

OPERATIONAL AUDIT RECORD

I. OPERATIONAL AUDIT SUMMARY

CATEGORIES MONTHLY ALLOWED TIME

ADDITIVE INDIRECT

S. PROVIDES INTERNAL SUPERVISION 1.36
 ADDITIVE INDIRECT MANHOUR TOTAL 1.36
 ADDITIVE MANHOUR TOTAL 1.41

STANDARD 510.52

ADDITIVE 1.41
 ALLOWED 511.93

II. MINIMUM MANNING COMPUTATIONS

SERIAL CC NUMBER	SO	SHIFT HOURS	RD PERS	MANHOURS PER SHIFT	DAYS PER MONTH	MONTHLY MANHOURS
52	000352 01	0800 - 1630	2	17.00	4.35	73.95
52	000352 02	0800 - 1630	1	8.50	9.45	80.32
52	000352 03	0800 - 1630	4	34.00	20.99	713.66
52	000352 04	1600 - 2400	2	16.00	20.99	335.84
52	000352 05	2400 - 0800	2	16.00	20.99	335.84

TOTAL MANHOURS PER MONTH 1539.61

MINIMUM MANNING 10.692

REMARKS

MINIMUM MANHOURS 1539.61

LESS WORK SAMPLING 1692.63

LESS OPS AUDIT 511.93

PCN SES15-275-HO FILE ID A00325

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Attachment 33

1 December 1976

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PCM SESIS-275-HO

W/C: 2512

OPERATIONAL AUDIT RECORD

PREPARED 76 OCT 15

COMMAND: TAC LOCATION: HOMESTEAD AFB
FUNCTION: MUNITIONS MAINT SUB-FUNCTION: WEAPONS RELEASE

ORG TYPE: SQ PAS: FVMM

I. OPERATIONAL AUDIT SUMMARY

CATEGORIES MONTHLY
ALLOWED TIME

2204.56

STANDBY TIME

664.95-

END PAGE 3

END PAGE 3

PCM SESIS-275-HO FILE ID A00325

SESIS-278-PC

TIME STUDY DATA SUMMARY

PREPARED 76 OCT 22

COMMAND: JAA LOCATION: GUNTER AFS
FUNCTION: ITEM ACCOUNTING SUB-FUNCTION: KEYPUNCH

CATEGORY WORK UNIT/ACTIVITY

ORG TYPE: CE
PAC: FRL7
W/C: 416102

AU TIME PRD AL TIME CAT TOTAL

TOTAL ALLOWED HOURS -00

TOTAL ALLOWED HOURS -00

TOTAL ALLOWED HOURS -00

TOTAL ALLOWED HOURS -00

0.030 5545 166.35 166.35

TOTAL ALLOWED HOURS 166.35

1 CARDS PUNCHED

END PAGE 1

PCN SESIS-278-PC FILE ID A22342

PCN SES15-279-HG

DATA COLLECTION SUBSYSTEM REPORT INITIATOR
DACS-RETRIEVAL

PREPARED 76 DEC 15

THE FOLLOWING ROUTINES HAVE BEEN SCHEDULED FOR EXECUTION

QA	WS	TS	SP	ML	FIN
N00320	N00330	N00340	N00350	N00360	
DA	WS	TS	SP	ML	
R	R	R	R	R	
NO REPORT	NO REPORT	NO REPORT	NO REPORT	NO REPORT	

EXECUTION CODES/PCN FOR FAC: 250A

EXECUTION CODES/PCN FOR FAC: 2500001

QA	WS	TS	SP	ML
R	R	R	R	R
NO REPORT	NO REPORT	NO REPORT	NO REPORT	NO REPORT

EXECUTION CODES/PCN FOR FAC: 2512

QA	WS	TS	SP	ML
1	1	1	0	0
SES15-255	SES15-261	SES15-257	SES15-262	SES15-253
SES15-275	SES15-251	SES15-258	SES15-263	
SES15-252	SES15-270	SES15-264		

PCN SES15-279-HG FILE ID A0031P

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AFM 25-212

Attachment 35

1 December 1976

PCN SES15-279-HO

DATA COLLECTION SUBSYSTEM REPORT INITIATOR
DACS-RETRIEVAL

PREPARED 26 OCT 75

REPORT CODE DESCRIPTIONS:

A = NO REPORT
B = WORK SHEET ONLY
C = WORKSHEET ONLY
A = REPORT & WORK SHEET
B = REPORT ONLY
C = SUMMARY & WORK SHEET
D = SUMMARY, WORK SHEET & REPORT
E = SUMMARY ONLY
F = RESERVED
G = RESERVED
H = RESERVED
I = REPORT & SUMMARY

PCN SES15-279-HO

FILE ID A0031P

END PAGE 2

PCN 5515-407-HB

LEAD TEAM ANALYSIS REPORT

PART A - TRANSACTION REGISTER

CARD IMAGE

PREPARED 76 OCT 19

1 2 3 4 5 6 7 8
12 3456789012345678901234567890123456789012345678901234567890

SC	NAME NR	ERROR CODE	ACTION
95 2512 01	B	021	NOTE THAT STANDARD DEVIATION IS 2.0
91 2512 02	AA6	001	CARD TRANSACTION IS INVALID
91 2512 02	AA6	003	FIRST 3 POSITIONS OF FAC MUST BE NUMERIC
91 2512 02	AA6	026	NOTE THAT BASE NR IS SET TO ALL
92 25000115A01	C		PROCESSED AS INPUT
91 2512 02	AA6	005	WKLD FACTOR MUST BE NUMERIC OR BLANK
91 2512 02	AA6	026	NOTE THAT BASE NR IS SET TO ALL
91 2512 02	AA6	007	COMBINATION MUST BE 02-03-04-OR 05
91 2512 02	AA6	026	NOTE THAT BASE NR IS SET TO ALL
91 2512 02	AA6	026	NOTE THAT BASE NR IS SET TO ALL
92 2500010911	C		PROCESSED AS INPUT
93 2512 0102030415	INPUT TO NYLR 10		PROCESSED AS INPUT
91 250001XX	C 03030608	026	NOTE THAT BASE NR IS SET TO ALL
91 250001XX	A11	026	NOTE THAT BASE NR IS SET TO ALL
92 25000101A	A11		PROCESSED AS INPUT
92 25000102	C		PROCESSED AS INPUT
91 2512 14	C	026	NOTE THAT BASE NR IS SET TO ALL
91 2512 13	24	024	NOTE THAT ANALYSIS CODE IS SET TO A
91 2512 13	A24	026	NOTE THAT BASE NR IS SET TO ALL
92 25000101B	809		PROCESSED AS INPUT
91 2512 12	B	026	NOTE THAT BASE NR IS SET TO ALL
91 2512 0X	C 050607091011	026	NOTE THAT BASE NR IS SET TO ALL
91 2512 05	B	026	NOTE THAT BASE NR IS SET TO ALL
92 2512 00B	A23		PROCESSED AS INPUT
92 25000101H	A02		PROCESSED AS INPUT

PCN 5515-407-HB

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PCN SES15-407-HB

LEAD TEAM ANALYSIS REPORT

PREPARED 76 OCT 19

PART B - WORKLOAD FACTOR ANALYSIS

WORKLOAD FACTOR B 2 TITLES AIRCRAFT POSSESSED

CONTROL LIMITS SET AT 2.0 STANDARD DEVIATIONS.

TEST SQ ECL	EGLIN AFB	ENGLAND AFB	CANNON AFB	NELLIS AFB	MYRTLE BEAC	LUKE AFB	HOMESTEAD A	MT HOME AFB
FEB 75	12.000	18.000	40.300	52.000	65.600	110.700	53.200	40.800LW
MAR 75	12.000	17.000	30.300	49.000	52.500	113.800	54.600H1	48.600
APR 75	12.000	18.000	44.200	52.000	3.100	110.000	36.700	55.100
MAY 75	15.000	6.000	56.300	61.000	56.100	110.000	36.300	62.400
JUN 75	15.000	6.000	56.800	76.000	81.500	112.400	34.200	66.400
JUL 75	14.000	5.000	61.700	76.000	91.400	115.600	31.200	64.000
AUG 75	12.000	6.000	70.700	81.000	92.500	113.700	32.600	64.000
SEP 75	15.000	5.000	69.000	81.000	93.400	113.000	32.200	58.700
OCT 75	17.000	3.000	83.700	83.000	49.700	110.000	40.000	60.200
NOV 75	15.000	10.000	87.200	76.000	23.700	111.200	38.200	61.000
DEC 75	16.000	16.000	94.400	79.000	27.600	109.300	32.400	68.000
JAN 76	15.000	19.000	103.500	74.000	26.100	112.500	33.800	68.000
MEAN	14.167	10.083	28.371	70.000	55.267	111.850	37.950	59.767
STD DEV	1.749	6.612	22.585	12.742	30.621	1.950	7.906	8.154
UCL	17.666	23.307	111.678	95.484	116.510	115.751	53.763	76.076
LCL	10.668		21.338	44.516		107.949	22.137	43.458

PCN SES15-407-HB

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PREPARED 76 OCT 20

LEAD TEAM ANALYSIS REPORT

PCN SES15-407-HB

PART C - CATEGORY ARRAY

WGRM CENTER CODE 2512 TITLE WEAPONS RELEASE

CATEGORY

01 TEST SQ EG 02 ECLIN AFB 03 ENGLAND AF 04 CANNON AFB 05 NELLIS AFB 06 MYRTLE BEA 07 LUKE AFB 08 HONESTHEAD 10 MT HOME AF

01	02	03	04	05	06	07	08	10
TEST SQ EG	ECLIN AFB	ENGLAND AF	CANNON AFB	NELLIS AFB	MYRTLE BEA	LUKE AFB	HONESTHEAD	MT HOME AF
01 MAINTAINS WEAPON	516.050	605.240	1622.750	1813.020	1375.110	816.240	3631.090	1198.190
02 PERFORMS ELECTRIC	26.180	55.900	227.920	856.840	643.770	55.310	345.210	193.440
03 PERFORM CONFIGURE	23.790		10.380		156.100		89.500	9.260
04 COMPLETES WITH TC					102.720	21.740		238.270
** TOTAL DIRECT	564.020	661.140	1661.050	2669.860	2277.700	893.290	4065.800	1629.900
05 PROVIDES INTERNA	90.440	172.580	269.370	1055.520	208.120	241.960	946.120	137.650
06 PERFORMS ADMINIS	45.210	77.780	165.760	397.370	379.080	207.390	242.930	118.280
07 PREPARES FOR-COM	14.280	9.710	82.890	322.860	29.740	27.650		60.300
08 CONDUCTS-RECEIVE	40.460	12.160	72.520	136.590	334.440	124.430	483.130	49.360
09 MAINTAINS MOBILI		2.430	31.080			13.820		8.040
10 PERFORMS SUPPLY	40.460	24.310	20.720	310.460	126.370	13.820	332.430	47.280
11 MAINTAINS EQUIPM	49.990	12.160	20.720	136.590	44.590	6.920	89.500	20.110
12 DISCUSSES & RECE	19.040	36.450	93.240	149.020	111.490	165.920	140.440	68.360
13 PERFORMS CLEANUP	73.780	21.880	20.720	223.520	81.760	103.700	255.710	55.830
14 PERFORMS TRAVEL	42.840	21.880	72.520	173.840	163.530	34.560	588.140	8.040
** TOTAL INDIRECT	416.500	391.340	849.540	2905.770	1679.160	940.170	3078.600	573.250
* WORK CENTER TOTAL	980.520	1052.480	2510.590	5575.630	3756.860	1833.460	7144.400	2203.150

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LEAD TEAM ANALYSIS REPORT

PREPARED 26 OCT 79

PART E - CATEGORY/WORK UNIT ANALYSIS

WORK CENTER CODE 2512 TITLE WEAPONS RELEASE

CONTROL LIMIT IS 2.0 STD ERROR OF ESTIMATE

COMBINATION OF CATEGORIES 01 02 03 04

WORKLOAD FACTOR TESTED NR 02 TITLE AIRCRAFT POSSESSED

COEFFICIENT OF DETERMINATION 0.8169 REALISTIC RELATIONSHIP YES

PASSES T TEST YES ACCEPTABLE YES
*****MEASUREMENT WORKLOAD
POINT VALUE

MANHOURS

NAVERICK

TEST 50 EC 14.167 564.02 LOW

EGLIN AFB 10.083 661.14 LOW

ENGLAND AF 28.371 1661.05

CAMDEN AFB 66.508 2669.86

WELLS AFB 70.000 2277.70

MYRTLE BEA 55.267 893.29

LUNN AFB 111.850 4065.80 HIGH

HONESTEAD 37.950 1629.90

MT MORE AF 59.767 2511.74

MEAN

50.440

1881.61

ST/X

518.11

2917.83

UCL

865.38

LCL

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LEAD TEAM ANALYSIS REPORT
PART F - DIRECT MANHOOR CORRELATION

CONTROL LIMIT IS 2.0 STD ERROR OF ESTIMATE

	PASSES	T	TEST	YES	ACCEPTABLE	NO

PREPARED 76 OCT 19

TYPE WEAPONS RELEASE

WORK CENTER CODE 2512

CATEGORY 35 TITLE PROVIDES INTERNAL SUPERVISION

-DEFICIENCY OF DETERMINATION 0.6200 REALISTIC RELATIONSHIP NO

MEASUREMENT	DIRECT MM	HAVERICK
POINT	VALUE	MANHJURS

TEST 50 EG 93 05 1531 566-020 90-47

EGG	661.140	172.58
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ENGLAND AF 1661-050 269-37

COMMON AFB	2669.860	1055.52	HIGH
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VELLIS AFB 2277-700 208-12

4VRTLE 0EA 893.290 241.96

LUKE AFB 4065-800 946-12 HIGH

10NESTEAD 1629.900 137.65

4T HOME AF	2511.740	369.67
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4EAK	1881.611	387.91
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SY/X
235-63

859-18

191

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PREPARED 76 OCT 19
 WORK CENTER CODE 2512
 COMBINATION OF CATEGORIES 06 07 09 10 11
 TITLE WEAPONS RELEASE
 LEAD TEAM ANALYSIS REPORT
 PART C - PERCENTAGE ANALYSIS
 CONTROL LIMIT IS 2.0 STD ERROR OF ESTIMATE

MEASUREMENT POINT	TOTAL DIRECT MANHOURS	MANHOURS	PERCENTAGE	MAVERICKS
TEST SQ EGLIN	566.02	169.940		.27
EGLIN AFB	661.14	126.390		.19
ENGLAND AFB	1661.05	321.170		.19
CANNON AFB	2669.86	1167.280		.44
WELLS AFB	2277.70	579.780		.25
MYRTLE BEACH AFB	893.22	269.400		.30
LUKE AFB	4065.80	664.860		.16
HOMESTEAD AFB	1629.90	254.010		.16
WT MORE AFB	2511.74	838.460		.33
MEAN	1881.61	485.721		.25
SV/X				.10
JCL				.46
LCL				.03

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LEAD TEAM ANALYSIS REPORT
PART M - TASK MANHOUR ARRAY

PREPARED 76 OCT 20

WORK CENTER CODE 250001 TITLE SUPERVISION
CATEGORY 02 TITLES ADMINISTRATION

LINE-NR 02

MSMT PTE	EGLIN AFB	MYRTLE BEA	LUKE AFB	HOMESTEAD	SHAW AFB	MT HOME	AF BERGSTROM
TASK A	11.72	15.70	10.36	0.00	9.32	7.00	10.54
TASK B	4.61	4.20	3.36	0.00	4.61	4.61	5.08
TASK C	2.37	3.01	2.24	0.00	2.20	2.15	6.41
TASK D	0.74	2.18	0.13	0.00	0.35	0.74	0.74
TASK E	15.11	15.11	12.59	0.00	10.08	10.08	12.59
TASK F	2.10	3.15	1.26	0.00	1.26	1.05	3.57
TASK G	0.50	1.48	0.50	0.00	0.50	0.33	0.17

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LEAD TEAM ANALYSIS REPORT
PART I - UNIT TIME ARRAY

PREPARED 76 OCT 19

TITLE SUPERVISION

WORK CENTER CODE 250001

CATEGORY 31 TITLE: MANAGEMENT

LINE-MR 010 WLF MR 09 TITLE TOTAL NUMBER OF PERSONNEL AUTHORIZED IN

NSAT PTS EGLIN AFB MYRTLE BEA LUKE AFB HOMESTEAD SHAW AFB MT HOME AF BERGSTROM

WORK UNITS	51.000	82.667	48.500	0.000	47.333	45.500	79.200
SUBTASK 01	0.10	0.09	0.14	0.00	0.15	0.15	0.11
SUBTASK 02	0.02	0.02	0.02	0.00	0.02	0.02	0.01
SUBTASK 03	0.41	0.25	0.43	0.00	0.33	0.35	0.27
SUBTASK 04	0.09	0.09	0.13	0.00	0.08	0.08	0.09
SUBTASK 05	0.21	0.13	0.14	0.00	0.22	0.18	0.20
SUBTASK 06	0.03	0.04	0.04	0.00	0.44	0.02	0.02
SUBTASK 07	0.09	0.01	0.06	0.00	0.07	0.08	0.08

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PREPARED 16 OCT 19

LEAD TEAM ANALYSIS REPORT
PART J - PERCENTAGE ARRAY

WORK CENTER CODE 250001 TITLE SUPERVISION

CATEGORY 02 TITLE: ADMINISTRATION

LINE-NR 02

PSMT	PTS	EGLEIN AFB	MYRTLE BEA	LUKE AFB	HOMESTEAD	SHAW AFB	MT HOME AF	BERGSTROM
DIRECT	MM	136.410	163.900	135.970	0.000	152.250	120.560	164.470
TASK	A	0.09	0.10	0.08	0.00	0.06	0.06	0.06
TASK	B	0.03	0.03	0.02	0.00	0.03	0.04	0.04
TASK	C	0.02	0.02	0.02	0.00	0.01	0.02	0.04
TASK	D	0.01	0.01	0.00	0.00	0.00	0.01	0.00
TASK	E	0.11	0.09	0.09	0.00	0.07	0.08	0.08
TASK	F	0.02	0.02	0.01	0.00	0.01	0.01	0.02
TASK	G	0.03	0.01	0.00	0.00	0.00	0.00	0.00

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CARD INPUT REFERENCE					
CARD TITLE	CARD COLUMNS 1&2 OR 5&6	TEXT PAGE	ATTACHMENT PAGE	PCN/PRGM ID/FILE ID	
WORDS Control Card	SC	3-21	A2-12	810/NQQ110/AQQ11C	
WORDS Parameter Card	SI	3-19	A2-13	"	
Workload Factor Title Card	W1	3-9	A2-4	"	
Activity Level Title Card	01-05	3-12	A2-1	"	
Functional Account Card	F0	3-7	A2-3	"	
Functional Account/Workload Card	F1	3-10	A2-5	"	
Location Card	C	3-17	A2-2	"	
Study Initiator/Terminator Cards	**	3-23	A2-7-9	"	
WORDS Special Delete Card	Z	3-27	A2-10	"	
Master Control Card	M	3-26	A2-6	"	
Operational Audit Parameter Card	42	3-24	A2-11	"	
Identity Card	ID	3-27	A2-14	830/NQQ510/AQQ51C	
Address Extract Card	X	3-28	A2-15	"	
MET Identity Card	**	3-29	A2-16	840/NQQ520/AQQ52C	
DACS Control Card	SC	4	A3-1	820/NQQ210/AQQ21C	
DACS Parameter Card	SI	4-6	A3-2	"	
Historical Workload Count Card		4-8	A3-3	"	
Actual Workload Count Card	W4	4-10	A3-4	"	
Work Sample Data Collection Card	W5	21	A3-5	"	
Work Sample Category Card	22	4-12	A3-6	"	
Work Sample Update Card	23	4-13	A3-7	"	
Work Sample Leveling Factor Card	24	4-14	A3-8	"	
Work Sample Manhour Population Card	25	4-15	A3-9	"	
Shift Profile Card	26	4-17	A3-10	"	
Work Sample Additive Card	27	4-18	A3-11	"	
Time Study History Update	32	4-19	A3-12	"	
Time Study Pace Rating Factor Card	33	4-20	A3-13	"	
Time Study Foreign Element Card	37	4-21	A3-14	"	
Time Study Work Unit Card	38	4-23	A3-15	"	
Operational Audit Data Card	42	4-24	A3-16	"	
Operational Audit Additive Card	50/51	4-26	A3-17	"	
Operational Audit Manning Factor	52	4-29	A3-18	"	

** Refer to text page

CARD INPUT REFERENCE (CONTINUED)				
CARD TITLE	CARD COLUMNS 1&2 OR 5&6	TEXT PAGE	ATTACHMENT PAGE	PCN/PRGM ID/FILE ID
Analysis Merge Card	N/Y/M	5-2	A4-1-2	415/NQQ400/AQQ40C
LTAS Control Card	SC	5-5	A4-2	"
Analysis Select Card	91	5-6	A4-4	416/NQQ410/AQQ41C
Array Request Card	92	5-8	A4-5	"
RAP-Card Generator Card	93	5-9	A4-6	"