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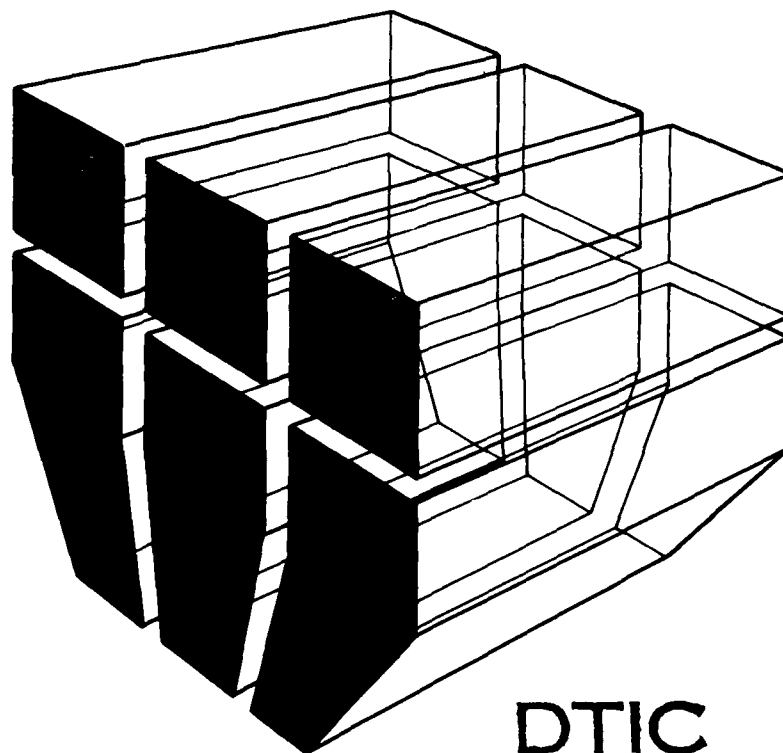
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TECHNICAL REPORT P-141
August 1984

AD-A146 936

**HOUSING OPERATIONS MANAGEMENT SYSTEM (HOMES) - VOLUME I:
EXECUTIVE SUMMARY**

by
Robert Blackmon



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inventory, enhance service to Army service members, and reduce the cost of managing the housing system.

This volume summarizes the work done by the U.S. Army Construction Engineering Research Laboratory (USA-CERL) in designing and developing HOMES during FY81 through FY83.

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FOREWORD

This research was conducted for the Army Housing Management Division, Housing and Systems Branch, Office of the Chief of Engineers under Project 4A762731AT41, "Military Facility Engineering Technology"; Task Area D, "Housing Management"; Work Unit 054, "Housing Operation Management System."

The work was performed by the Facilities System (FS) Division of the U.S. Army Construction Engineering Research Laboratory (CERL). Mr. E. A. Lotz is Chief of CERL-FS.

COL Paul J. Theuer is Commander and Director of CERL, and Dr. L. R. Shaffer is Technical Director.

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HOUSING OPERATIONS MANAGEMENT SYSTEM
(HOMES)--VOLUME 1: EXECUTIVE SUMMARY

1 INTRODUCTION

Background

The quality and availability of housing has a major impact on the Army's ability to retain trained personnel and sustain maximum military preparedness. Many documents support the need for improving the quality of housing, including letters from dissatisfied Army personnel, reports of investigations and surveys, and assessments by commanders. For example, General Frederick J. Kroesen, Commander in Chief, USAREUR, recently stated that "Family Housing will remain our number one peacetime problem until such time as the near and long-range programs are funded at a level above hardcore minimum essential."¹ A special report on family housing in USAREUR begins with the statement, "Family housing facility management in USAREUR is a big business that profoundly affects troop morale and reenlistment decisions. The soldier whose family is unhappy is not an effective soldier."² Members of Congress and leadership within the Department of Defense have reacted to this situation by requesting that the Army improve the responsiveness of housing.

The volume of housing demand requests generates a great deal of paperwork. Processing this huge volume of data manually often causes delay in responding to requests and can generate errors. To solve this problem, the U.S. Army Construction Engineering Research Laboratory (USA-CERL) has designed the Housing Operations Management System (HOMES). HOMES is a comprehensive computer-based housing management system designed to support both installation and Major Command (MACOM) requirements and to provide an interface with Headquarters, Department of the Army (HQDA), for reporting purposes.

Objective

The objective of this report is to summarize the work done by CERL during FY81-FY83 to design and develop HOMES.

Approach

The operational and management problems experienced by Army housing personnel were defined. The concept of HOMES was developed to help solve these problems by designing an automated management system that would provide complete and accurate housing data and reduce the time and expense of administering Army housing operations. The functions performed by Army housing

¹Letter, Hq, USAREUR, 25 June 1982, subject: FY 83/84 Command Operating Budget, signed by General Frederick J. Kroesen, Commander in Chief.

²Commander in Chief, United States Army, Europe, Family Housing Facilities in United States Army, Europe, Special Report, undated.

personnel were analyzed and, based on this information, HOMES was defined as a series of integrated functional modules. Contracts were awarded to develop software for one of the eight defined modules. The module was field-tested at Fort Bragg, NC, and enhancements made based on experience gained during the test.

Mode of Technology Transfer

System Documentation, prescribed by AR 18-1, and the COBOL programs will be delivered to FESA, the designated ARA. The program will be completed and installed on the VIABLE system for access by individual organizations. The ARA will install the appropriate hardware and communication systems at each installation designated to receive HOMES, train potential users, check out system operations, assist in establishing the initial database, provide Users Manuals, and provide support to all users. System changes identified by the users will be developed by the ARA, incorporated into the VIABLE control software, and appropriate change notices will be issued for the users.

2 PROBLEM DEFINITION

Two actions have recently been taken to improve housing management. An independent Army Family Housing Account was established to better provide the resources needed to improve housing. DA consolidated all housing management functions into one organization at Army commands and installations.

The housing inventory includes family units, barracks, transient quarters, officers quarters, enlisted quarters, and guest houses. Government-owned and -controlled facilities as well as those occupied by military personnel in the civilian community are included. The intent of the current policy is that the civilian community be the primary source of housing for military personnel and that government facilities be constructed only when that source does not meet requirements.

The deficiencies that support the need for corrective action include: (1) inadequately maintained government housing, (2) government housing that does not satisfy criteria, (3) inadequate and/or substandard furnishings, (4) low and/or improper use of facilities, (5) substandard and/or costly off-post accommodations, (6) long waiting times for housing, (7) inadequate assistance to personnel seeking housing, and (8) lack of a concerted capability to maintain a creditable off-post location roster. One primary cause of these deficiencies is the low quality of the management information system used by housing personnel at all command levels. Housing managers use mostly manual procedures, except for the automated Housing Information Management System (HIMS)--a standard DA system used at a few installations to support assignments and terminations activities. The huge quantity of information that must be processed overburdens the limited number of housing personnel. This seriously impedes their ability to achieve a performance level required by housing action demands.

Processing such a large volume of data while maintaining accurate information is impossible. As a result, operational activities are based on incomplete and sometimes erroneous information, manually maintained logs and files, and the skill level and memories of housing personnel. The quality of these activities is reflected in substandard planning, programming, and budgeting and other management actions. Without adequately defined requirements and creditable data, resource allocation priorities cannot be responsive to actual needs, and housing deficiencies will not be eliminated.

The decision to investigate the use of computer technology in housing management was based on the following considerations:

a. Housing management involves processing very large quantities of data. Current management practices are highly labor-intensive, requiring maintenance of various logs, records, and files, and a periodic operational crisis to generate standard reports. Operational efficiency depends greatly on the clerk's ability to mentally manage a large amount of information.

b. Little, if any, effort can be made to process the data to provide management with analyses and summaries to help improve the efficiency and effectiveness of operations. Automation helps respond to these problems by processing data more productively and creating the ability to furnish the

management of information needed to upgrade the responsiveness of housing to Army goals.

c. According to housing personnel, management improvements could be made in several areas if the availability of accurate information were improved.

d. Very few installations were using the batch mode of HIMS, and each user had adopted his/her own techniques to overcome system deficiencies or to increase its usefulness. While HIMS simplifies the production of several reports, it adds significantly to the workload, since it is used parallel to manual operations.

e. Several installation Housing Managers were acquiring their own micro-computer-based systems or were actively seeking computer-based solutions for some of their major operational problems. This indicated a need for centralized help in establishing computer-based systems and acceptance of computers by housing personnel for management purposes.

f. A solution from a central source could avoid many of the problems as well as the costs involved if managers independently acquired their own computer systems. Such problem areas include data communication, data integrity, duplication of effort, and lack of standardization.

The overriding motivations for developing HOMES were: (1) to furnish a well-orchestrated, ADP-supported management information system that would provide the current, accurate, and complete data needed to fully substantiate management and operational decisions, (2) to facilitate housing support to service members, and (3) to provide this support cost-effectively, efficiently, and in a timely manner.

The technology needed to field a worldwide housing management system exists although it appears never to have been used to support a fully interactive management system as has been defined for housing. Computer support during the Module I software development period was provided by the Boeing Computer Service (BCS) and the use of dedicated lines. Other computer services and communication networks are also available. The final deployment configuration will depend on decisions concerning the use of the VIABLE regional computer centers, the SEWBOS minicomputers in Europe, and the eventual role of microcomputers at installations with minor requirements.

3 HOMES OVERVIEW

General Description

HOMES is intended to be a comprehensive automated management system designed to help housing personnel perform daily operational functions, provide more complete and accurate data for reviewing and analyzing managerial performances, and automatically satisfy upward reporting requirements.

HOMES is designed to satisfy the following needs:

- a. Reduce the labor requirements needed to record, process, and transmit essential data.
- b. Improve the accuracy/consistency of daily operations through the use of standard procedures and computer-based algorithms.
- c. Provide managers/supervisors with timely, accurate, and responsive reports that are standard or location-unique.
- d. Maximize use of the Army's housing inventory.
- e. Maximize the quality of support and assistance provided to service members and their families.
- f. Minimize the cost of managing the housing system.
- g. Assure that projected programs accurately reflect housing needs for new construction, rehabilitation, maintenance, repair, and improvement.
- h. Provide responsive, accurate information at minimum cost in response to requirements.
- i. Improve the responsiveness of utilities conservation programs.
- j. Enhance relationships with other organizations essential to the effective and efficient accomplishment of the housing mission.
- k. Minimize expenditures of Basic Allowance for Quarters (BAQ) funds when quarters are available.
- l. Optimize use of the custodial and operations work force.
- m. Provide a room reservation system for transient and guest house facilities in order to minimize the number of Statements of Nonavailability issued, and to optimize the service provided to transient personnel.
- n. Improve the accuracy of projected short- and long-range costs generated within the planning, programming, and budgeting process.
- o. Provide timely cost information for budget review.

p. Provide accurate management information with respect to manpower used in accomplishing the Army housing function at the installation level.

The system will apply current technology to Army housing management in order to lower management costs and improve housing support to service members. HOMES will encompass all types of Army housing and provide programs for use at the Major Command (MACOM) and installation levels. The system will form a worldwide network that electronically links all levels of management, both horizontally and vertically, within the Department of the Army. The system design must consider all systems currently being used in the field, perform daily transactions interactively, and require minimum training of housing personnel.

The intention of the CERL study was to provide a computer-based HOMES system, plus improvements in the operations which could not economically be made part of the computerized system. Initial emphasis was placed on defining the computer system and the impact of the changes it would make on the operating system.

Modular Design

Housing management activities were examined by reviewing Army regulations and existing standard operating procedures from several installations, and interviewing housing personnel at all levels. This provided an analysis of the functions performed by housing personnel and their data requirements. HOMES was then defined as a large program consisting of the following series of fully integrated functional modules (see Appendices A through H):

Installation

- Assignments and Terminations (A/T)
- Community Housing (CHO)
- Family Housing Survey (FHS)
- Unaccompanied Personnel Housing (UPH)
- Transient Housing
- Facility Management
- Financial Management
- Furnishing Management

(Leasing was originally treated as a separate functional area, but was later omitted. Leasing will be added to the Assignments and Terminations Module as the system is modified for OCONUS use.)

MACOM

- Family Housing Management
- Unaccompanied Personnel Housing Management
- Financial Management
- Engineering Management

HQDA

- Housing Management

A phased development process was planned for HOMES, with each functional module building on the previous one to maintain full integration. For example, the A/T module defined the basic database structure and common data elements that will be used in several modules. Subsequent modules will add their unique data fields to the database as they are developed. On the other hand, modules may change a screen display or process established by an earlier module. For example, the application form contained on screens 210 and 215 for the A/T function was reconfigured and more data fields added so it could also be used to satisfy the requirements of the CHO/FHS modules.

Modular development with a phased schedule provides for testing one functional area at a time to minimize possible interference with ongoing operations in the test site housing office.

The Office of the Chief of Engineers (OCE) identified about 165 potential installations to be directly supported by HOMES. These vary from major installations having a significant volume of daily transactions to those with small housing inventories and few daily transactions. The modular design of HOMES allows its configuration to be varied at each installation to meet individual workload requirements.

System Description

The system was designed as a series of integrated functional modules, each consisting of a set of network-related menu and data screens. Menu screens provide an easy way to operate the system through the program function (PF) keys. Menus allow the operator to quickly retrieve the needed data screen without taking unnecessary process steps. Figure 1, the Family Housing Menu, is a typical example of menus used throughout HOMES. By using the appropriate PF key, operators may initiate 10 different actions, ask for HELP (PF11), or take no action and return to the Master Menu 001 (PF12). Each module is subdivided into subfunctions and tasks which can be logically linked through the network. For example, the A/T module is subdivided into the following functions:

- Application Process
- Waiting List Management
- Assignment Process
- Termination Process
- Facility Management
- Data Comparison with SIDPERS and JUMPS
- Report Generation
- Management

Each function can be further divided into tasks. For example, the Waiting List Management function has been divided into the following tasks:

- Delete a person from a waiting list
- Change a person to another waiting list
- Change a person's waiting list position
- Add a new waiting list
- Redefine a waiting list

HOMES200	HOUSING OPERATION MANAGEMENT SYSTEM	20-NOV-82
	FAMILY HOUSING MENU	16 06 12
ENTER SERVICE MEMBER'S SSN FOR SELECTIONS 1, 2, 3, AND 5.		
PF1) APPLICATION/PERSONNEL PROCESSING	ENTER FACILITY ID OR ADDRESS FOR OPTIONS 3, 4, AND 6.	
	PF4) INSPECTION FOR ASSIGNMENTS AND TERMINATIONS	
PF2) WAITING LIST UPDATE	PF5) HOUSING TERMINATION	
PF3) HOUSING ASSIGNMENT	PF6) UPDATE FACILITY STATUS	
SSN	FACILITY ID	
	FAC	SUF
	ADDRESS	
	NUMBER	STREET NAME
WAITING LIST MAINTENANCE		
	ENTER WAITING LIST NUMBER FOR OPTIONS 7, 8, AND 9	
	WAITING LIST NUMBER IS	
PF7) CREATE A NEW WAITING LIST	*****	
PF8) CHANGE AN EXISTING WAITING LIST	PF10) SUPERVISORY CHANGES	
PF9) DELETE AN EXISTING WAITING LIST		
	PRESS THE PF KEY OF THE DESIRED SELECTION	
	PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN	
FT BRAGG	PRESS PF12 TO RETURN TO THE MASTER MENU HOMES001	

Figure 1. Family Housing Menu.

- Adjust the freeze zone
- Delete a waiting list

After identifying the function to be performed, the operator can efficiently move from the menu to the data screen. The subdivisions and tasks are those normally used by operating personnel. Data screens display available data, provide data fields for input to the system, and provide optional instructions that can be used to initiate some type of action or transaction. Figure 2 is an example of a data screen. When completely filled in, HOMES 131 will describe an available facility to help the applicant select the best alternative without inspecting the facilities.

The system has been designed to be user-friendly in the following ways:

- a. The terminology appearing on the screens is the same as generally used by trained housing personnel in each functional area. The user manual can be understood without explanation of special or computer-unique terms.
- b. Forms appearing on the screens or printed are generally the same as those in current use.
- c. Instructions appear on each screen which identify the data to be inserted to select options, show how to retrieve the HELP screen to obtain more information about the data screen, how to record input data onto the database, or how to obtain a menu screen if no action is to be taken. These instructions generally appear at the bottom of the screens. PF Key 11 is used to retrieve the HELP screens, and PF 12 is used to terminate the screen and return to a menu screen.
- d. All input data are edited using a set of predetermined rules; informative error messages will appear at the bottom of the screen until corrections are made. Fields containing errors are highlighted on the screen for easy identification. Editing rules check for the presence of required fields, the use of an acceptable response, the proper format of the response, and inter-relationships.
- e. In several cases, warning messages are used when the actions taken indicate a drastic change in the database. Operators must confirm their decision to make such a change before it will be accepted by the system.
- f. Acknowledgement statements will sometimes appear to inform the operator that the indicated action has been taken.
- g. Not all data fields must be completed to make the system operate properly. This feature allows the system to be used when much of the information needed to complete the database is being collected and recorded. Much of this type of data is descriptive and can be handled by other techniques until the HOMES database is complete. This feature of HOMES will add to the efficiency and productivity of the Housing Office.
- h. As the action is finished on each screen, the operator uses the PF keys to call for the next logical screen in the process. If the process is completed, the operator will be returned to a menu screen to start a new process.

```

HOMES210                                HOUSING OPERATION MANAGEMENT SYSTEM          20-NOV-82
                                         FAMILY HOUSING
                                         APPLICATION/PERSONNEL PROCESSING      12:52:15

SSN                                     NAME                                     RANK 004
                                         LAST                                     FIRST      MI

DATE OF APPLICATION FOR FAMILY HOUSING
TIME OF APPLICATION 0
ADVANCED APPLICATION (Y OR BLANK)      IF Y, ENTER THE FOLLOWING:
(GAINING INSTL & SUBINSTL, ANTICIPATED DATE DEPARTURE, DATE ARRIVAL SPONSOR,
FAMILY WILL ARRIVE AREAS, LOSING INSTL & SUBINSTL)
GAINING INSTL      SUBINSTL      ANTICIPATED DATE DEPARTURE
LOSING INSTL      SUBINSTL      DATE ARRIVAL SPONSOR
FAMILY WILL ARRIVE      OR WHEN GOVT HOUSING BECOMES AVAILABLE (Y OR N)
RESTRICTED TOUR (Y OR N)      IF YES, ENTER REMARKS BELOW
DESIRE GOVT HOUSING (Y OR N)
BRANCH OF SERVICE A PROMOTION SEQ. NO.      ASSIGNMENT PRIORITY 2
DATE OF RANK 07 OCT 76 DATE DEPART LAST PERM DUTY STATION
PBED      ELIGIBILITY DATE 24 JUN 81 SERVICE EXP DATE
SEX (M OR F)      MEDICAL REQUIREMENT (Y OR N)
ORGANIZATION HHC 18 ABC      DUTY PHONE
SPOUSE (Y OR N) MILITARY (Y OR N)
  IF MILITARY COMPLETE THE FOLLOWING:
SSN                                     NAME                                     RANK
                                         LAST                                     FIRST      MI

SPOUSE ORGANIZATION
HOUSING STATUS F      ELIGIBILITY STATUS E
ADDRESS FOR REPLY      OTHER ADDRESS

LAST ATTENDED SELF HELP      SCHEDULED FOR SELF HELP
REMARKS:
  PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
  PRESS PF1 TO PROCFS5 DEPENDENT INFORMATION
  PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
  PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

```

Figure 2. Example data screen.

i. Reports and records are incrementally updated with each transaction. Any report or record needed can be retrieved with the assurance that the data are current and accurate.

j. A/T orders are automatically produced by the system using the available data.

k. A simplified word processing capability is available that will use the system to produce standard letters and construct mailing lists based on specified parameters.

l. Clerical errors may be corrected without impacting the accuracy of accumulated report data. The system can produce amended or revocation orders if they are indicated by the corrections being made to the database.

m. Managers may set their own schedules for recurring standard reports and have more flexibility in getting only reports that are really needed.

n. All reports are computer-generated through either an on-line or batch function. Very little information must be added manually to standard reports.

A multiple-layer security system protects the data and limits access to the responsible functional organizations.

4 DEVELOPMENT OF HOMES FUNCTIONAL AREAS

Preparation

The CERL team organized to investigate specific functional areas of HOMES documented existing standard operating procedures and identified policy issues. Housing personnel at the installation, MACOM, and HQDA levels were interviewed to insure that the team understood the management process and the issues to be addressed.

Existing Army regulations were often written in broad terms to allow local managers to develop their own unique procedures, so procedures varied widely. CERL therefore developed a draft DA Pamphlet to increase standardization in current operations. The standard procedures could then be used as a basis for designing the computerized modules. Field personnel would be expected to modify their procedures upon receipt of the revised regulations, rather than having to adjust to the new procedure at the same time that the computerized system is deployed.

Concept Papers

Concept papers were developed for most of the proposed functional modules outlining the requirements for the computerized modules, and providing operational flowcharts and sample screen displays (see Appendix A for complete list).³ The process of using data screens and menus was designed to allow housing personnel to deal with data, forms, records, and orders on the same level used in current procedures and with a minimum of training/familiarization on use of the HOMES terminal.

Project Development Workshops

CERL sponsored a series of project development workshops to review the draft regulations and concept papers as they became available. Attendees included housing personnel from all command levels, CONUS and OCONUS installations, and several DA agencies. Both documents pertaining to a single functional area were reviewed, producing several benefits:

- a. The draft DA Pamphlet was thoroughly reviewed and an agreement reached on which procedures would become standard.
- b. A forum was provided for exchanging ideas among housing personnel; HQDA provided more insight on policy changes.
- c. The HOMES concept was accepted; all potential users will provide field support for system development and help overcome any user resistance during the deployment phase.

³Robert Blackmon, et al., Housing Operations Management System (HOMES), Concept Papers, Technical Report P-142 (U.S. Army Construction Engineering Research Laboratory [USA-CERL], 1983, unpublished).

d. The concept papers were reviewed and many recommendations generated. However, the review comments tended to be general or conceptual rather than detailed.

At the MACOM and HQDA levels, management procedures are much less defined than at the installation level. Initial CERL efforts concentrated on defining current practices. It was not envisioned that a regulation would be issued covering standard management procedures. Instead, a contract was awarded for documenting current HQDA procedures and recommending improvements. It was expected that the major impact of HOMES at HQDA would be to change the organizational structure and manual process; however, at the installation level, the computerized transaction-oriented modules would have the greatest impact. Advanced Technology Corporation produced two reports concerning the HQDA functions.⁴ CERL team members interviewed MACOM personnel, observed operations, and collected information. Several reports on current procedures were then prepared from these data.

⁴Housing Operations Management System (HOMES), Concept Papers, Technical Report P-142, Vol XVI, Current Method of Operation (Military Programs Housing) (CERL, March 1983, unpublished), and Vol XVII, Analysis of DAEN-MPH Organizational Effectiveness (Military Programs Housing) (CERL, March 1983, unpublished).

5 SOFTWARE DEVELOPMENT AND MAINTENANCE

Time-Sharing Services

A decision to develop HOMES with time-sharing services available from Boeing Computer Services was made based on the following considerations:

- a. The services were available through an existing General Services Administration (GSA) contract.
- b. The available database manager (IDMS/DC) is widely used and was considered a strong candidate for an Army standard system by the U.S. Army Computer Support Command (CSC).
- c. Systems developed using IDMS/DC should be easily transportable to other time-sharing systems.
- d. HOMES will be deployed on VIABLE wherever it is available, and VIABLE will use the Army standard database manager.
- e. Many computer firms have expertise in IDMS/DC.

Software Development

A software development contract for the A/T module was awarded through GSA to the Systems and Applied Sciences Corporation (SASC) of Arlington Heights, IL. System criteria given to the contractor were the available installation HOMES concept papers, the draft DA Pamphlet containing the proposed standard procedures, and the applicable Army Regulations governing software development. Task 1 given to SASC required a conceptual design for total installation of HOMES and the selection of computer tools/techniques to be used. Task 2 was the development and testing of the A/T module. Volumes V through IX (unpublished) of this report were produced under the contract to SASC. The first report pertaining to the A/T module functional requirements was the System/Subsystem Specification (SS). A committee of system and functional personnel from all command levels, which was briefed on the SS report, then disagreed with the guidance given in the concept paper and decided that a great deal more detailed guidance was needed. To overcome the deficiency, a Configuration Control Group (CCG) was formed to define detailed requirements. The CCG was charged with providing guidance throughout the development period to insure consistent guidance and evaluation of the end product by the same group that set the requirements. Two changes were made in the development process.

- a. A CCG was organized for each module.
- b. Functional descriptions were developed for each module.

The A/T Configuration Control Group was involved with developing each contract product (usually in defining detailed requirements), reviewing documents, and evaluating demonstrations. Throughout the process, the primary

difficulty was in defining or limiting the functions to be performed by HOMES and setting relative priorities on competing requirements. For example, the concept paper adequately covered the basic A/T process. The CCG redesigned the screens and flowcharts during the system/subsystem review to include data that would make the system more useful or the clerk's job easier. Certain tasks were not computerized, and an effort was made to minimize the use of manual look-up tables. Housing clerks answer a wide range of questions and should be able to use HOMES to provide answers. However, operating personnel had a difficult time identifying the types of questions involved or types of problems encountered which should be considered in designing HOMES. The CCG attempted to provide the capability for answering the more frequent questions and problems. An effort was made to limit the system capabilities to functions which appeared to be economically feasible. However, once the system was installed at Fort Bragg, the question of economics was forgotten and changes were made to provide additional capabilities on the basis of local needs.

Attitudes also changed during the development process. During initial development, OCE was concerned with data integrity and possible manipulation by field personnel to improve performance factors. Originally, system users were to be highly trained housing personnel with very low input entry error rates. The system was to be designed to prevent data manipulation. (Preventing data manipulation also prevents correction of input errors, since it is the same process.) It was determined that if errors were made, the impact should be minor, and clerks would be more accurate, knowing that errors cannot be corrected. However, this focus changed, and during the time the system was being installed, it was decided to modify the program to allow the clerks to correct errors.

The contractor was tasked with training the Fort Bragg personnel to use the system. This task included developing all materials for demonstrations, handouts, etc. The training materials were intended to be used only at Fort Bragg, since the Facilities Engineering Support Agency (FESA) was responsible for developing the training program for all follow-on installations. The development contractor was given the task to avoid a delay between system demonstration and startup of training and testing.

Functional Descriptions

Functional Descriptions (FD) were developed for seven functional areas in accordance with DOD Standard 7935.1-S: (1) Assignments and Terminations, (2) Community Housing, (3) Family Housing Survey, (4) Unaccompanied Personnel Housing, (5) Transient Housing, (6) Appropriated Funds - Financial Management, and (7) Nonappropriated Funds - Financial Management. Appendices B through H describe and provide example output of these seven functional areas. Development of the Furnishings FD was terminated before completion based on an OCE decision that FESA would perform this task. The Facility Management FD was also assigned to FESA. All FDs contain the requirements for a minimum MACOM HOMES system. Draft flowcharts and screen displays for Furnishings Management were furnished to FESA for their use in preparing the Functional Description.

To avoid duplication, a general FD was developed to contain all general paragraphs. The FDs for functional areas were then treated as annexes to the general FD.

FDs describe in detail how the proposed program will operate using logic charts and screen displays to illustrate both the data to be shown and the operator's alternative actions, as well as a narrative text to more fully explain the process. The FDs were reviewed several times by members of the appropriate CCG. The three major concerns in the reviews were accuracy, comprehension, and simplification of use. The use of screens generally follows the process developed in the A/T module. It was recognized that the number of screens used and the method for moving between screens may be changed by the software contractor to optimize the use of the selected database manager.

Testing

The A/T module was successfully tested at Fort Bragg, and the Housing Office started using the system, without backup, on 16 December 1982. The major phases of the test were conversion of the HIMS database to HOMES, testing all programs, operating HOMES in parallel with the existing manual/HIMS procedures, and operational evaluation by Fort Bragg personnel. CERL and contractor personnel executed the first three phases, made corrections as they were identified, and helped identify system enhancements for future consideration. The testing demonstrated the functional accuracy of all programs. The production database was updated from manual transactions which occurred during the testing, and then validated against the HIMS database. The module was operationally validated by operating HOMES in parallel with the ongoing manual system and reconciled daily. The system was then accepted for operational evaluation by the Fort Bragg Housing Manager, based on the test results.

During the testing, action was taken to correct several minor deficiencies. Several other deficiencies were also identified that could be corrected during the available time; however, these deficiencies do not prevent the use of the module. Several system enhancements were also identified in the process to address additional capabilities and other process simplification.

6 STATUS OF HOMES

Changes

When the system was defined, there was concern that personnel might be able to manipulate the operational statistics to improve their performance record. The system was designed to accept data only through the transaction screens, with only supervisors given the capability to correct a recorded social security number and to change the status of delete flags. When the module was installed at Fort Bragg, this lack of ability to correct clerical errors became a major problem. As a result, CERL contracted with BCS to develop supplemental programs to provide this capability. These programs, which were incorporated into the module during April 1983, allow the clerks to revise Facility History Records, and to publish amended or revocation orders, as appropriate, without creating errors in the report counters.

BCS was also given a contract to correct several other minor problems in the program.

Change in Mission

During November 1982, OCE revised the CERL mission and limited its responsibilities to completing the A/T module, developing the FDs for six modules, and completing the draft DA Pamphlet on standard management procedures. All other responsibilities were transferred to FESA. All development work was scheduled for completion by 1 June 1983. CERL was responsible for supporting the A/T module at Fort Bragg until it was converted and installed in the VIABLE system.

Support

CERL support of the Fort Bragg operations was furnished through a contract with BCS. BCS was to serve as the system manager and database administrator until installation of the VIABLE-based system at Fort Bragg.

7 BENEFITS AND COSTS

Workload Survey

All housing offices were surveyed by mail to find out the number of operating personnel involved, the volume of daily transactions, and the magnitude of the housing inventory. A telephone backup survey was then made to fill in data on some of the significant installations. A preliminary relationship between inventory and the type/quantity of HOMES hardware was developed for estimating purposes. FESA then used this information in a project cost-estimating computer program.

Economic Analyses

Automation Economic Analyses (AEA) were prepared for the assigned functional modules, in accordance with AR 18-1⁵ and TB 18-109⁶ with the cost breakdown structure modified by OCE. A milestone I AEA was developed for total HOMES, a Milestone II AEA for each functional module; and a Milestone II AEA for the A/T module after completion of system acceptance and operational testing at Fort Bragg. Eight alternatives were considered in the Milestone I AEA. The following three alternatives were considered in the rest of the AEAs.

- a. Continue current manual system supported by HIMS, which will be converted for operation on VIABLE and SEWBOS hardware.
- b. Deploy HOMES Army-wide, including Headquarters, on VIABLE and SEWBOS equipment.
- c. Deploy HOMES Army-wide, including Headquarters, through decentralized data processing and limited telecommunications to a central computer. Microcomputers will be used at smaller installations and minicomputers at larger installations.

Fort Bragg operations were used as the baseline throughout the analysis, using on-site performance survey data. Fort Bragg was considered representative of a large installation.

FESA provided the unit cost figures and an analysis of the hardware requirements.

Quantifiable Benefits

Table 1 summarizes the quantifiable present value of the system cost avoidance through FY90 reported in the AEAs. In calculating life-cycle cost

⁵Army Automation Management, Army Regulation 18-1 (Department of the Army, 15 August 1980).

⁶Army Automation: Economic Analysis, Technical Bulletin 18-109 (Department of the Army, 1 August 1980).

avoidance, it was assumed that site deployment would be spread over FY84 through FY89. For comparison, if site deployment could be accomplished during FY84, assuming the availability of funds, the estimated cost avoidance from FY83 through FY90 would vary between \$160 million to \$230 million--an increase in savings of \$52 million to \$75 million.

Table 2 summarizes the projected annual savings in housing personnel resources if HOMES is fully deployed.

Table 1

Summary of System Cost Avoidance Through FY90

	<u>Present Value of Cost Avoidance For Life Cycle (Millions of Dollars)</u>	
	<u>Low</u>	<u>High</u>
Assignments and Terminations	12.01	15.81
Community Housing	2.01	3.02
Housing Survey	13.68	20.51
Unaccompanied Personnel		
Housing	31.23	52.79
Transient Housing	42.30	52.55
Financial Management		
- Appropriated Funds	6.21	9.32
- Nonappropriated Funds	<u>0.83</u>	<u>1.25</u>
Total	\$108.27	\$155.25

Table 2

Projected Annual Savings in Personnel Resources

	<u>Annual Savings (Millions of Dollars)</u>	
	<u>Low</u>	<u>High</u>
Assignments and Terminations	1.52	2.28
Community Housing	0.58	0.87
Housing Survey	3.84	5.76
Unaccompanied Personnel Housing	0.54	0.54
Transient Housing	<u>0.92</u>	1.38
Financial Management		
- Appropriated Funds	0.34	0.51
- Nonappropriated Funds	<u>0.26</u>	<u>0.39</u>
Total	\$8.00	\$11.73

Unquantifiable Benefits

The following unquantifiable benefits could be realized from deploying HOMES. Due to the nature of these possible benefits, estimates were not prepared.

a. Improved support to the service members.

- (1) More timely and responsive processing of advance applications.
- (2) More timely processing of input in the A/T process and automated processing of orders.
- (3) Automated preparation of waiting lists and waiting time projections.
- (4) Community housing lists more current and responsive to service members' requirements.
- (5) More complete data on community housing and the use of automated products to manage the referral system.
- (6) Better data for identifying and managing substandard units in the community inventory.
- (7) More timely processing of complaints related to community housing.

b. More effective use of funds.

- (1) Comprehensive M&R data will allow more accurate budgeting and funding distribution and will reduce cost overruns.
- (2) Increased time and more complete data will allow better resource allocation decisions.
- (3) Automated report generation will simplify the report and analysis function.
- (4) The automated facility history function will provide better quality control, and better projection of requirements can be made based on the historical data. The process should also create more time for inspecting M&R work.
- (5) Budget submission will be improved by using the automated process and a standard methodology.
- (6) The system will provide more comprehensive data on design and construction progress on projects.
- (7) Standardization of comprehensive Deferred Maintenance and Repair (DMAR) data will allow for better identification of requirements.

c. Improved management of furnishings.

(1) The automated warehouse location system and the use of ADP-generated reports should provide better control.

(2) ADP-generated consumption rates will improve determination of deficit quantities and program levels.

(3) The system will provide improved programming and budgeting for replacement items.

d. Improved management information.

(1) The system will provide a comprehensive database for all aspects of housing, the capability to share data with other systems, and the ability to reduce errors and redundancy.

(2) Comprehensive, timely reports will be produced. Immediate transmission of data is possible.

(3) Ad hoc reports to meet management's requirements can be generated easily.

e. Improved analytical capability.

(1) Comparative analysis covering several installations can be performed at the MACOM level.

(2) Total installation coverage will enable 100 percent funding distribution on objective data.

(3) An automated system will permit data to be linked in any selected organizational arrangement.

(4) Automated analysis of funding requirements for all installations allows complete assessment of a funding increase/decrease impact on the housing program.

(5) Automated analysis simplifies assessment of impact on housing construction requirements caused by changes in projected strength.

(6) A more comprehensive M&R requirement projection can be made.

(7) MACOM budget and Program Development Increment Package (PDIP) development can be calculated easily.

8 SUMMARY

This report has summarized the work done to design and develop HOMES during FY81 through FY83. Problems experienced by Army housing personnel were defined and analyzed. The concept of HOMES was developed and defined in terms of a series of integrated functional modules. Software for one of these modules was developed and field-tested, and enhancements were made based on the test results. The benefits of using HOMES were defined and an economic analysis conducted; these studies showed that use of HOMES would save the Army millions of dollars annually and provide more efficient response to service members' housing needs.

APPENDIX A:

PUBLICATION LIST

The CERL research produced the COBOL coding for the A/T module as well as the publications list below. Generally, the early publications have been left as they existed when CERL submitted them for approval or accepted them from the software developer. However, several of the A/T system documents have been revised to reflect changes implemented after Fort Bragg acceptance of the system.

a. CERL Technical Report P-141, Housing Operations Management System (HOMES), System Documentation.

- (1) Volume I - Executive Summary, August 1984, published.
- (2) Volume II - General Functional Description, November 1983, unpublished.
- (3) Volume II, Annex 1 - Assignments and Terminations, March 1983, unpublished.
- (4) Volume II, Annex 2 - Community Housing, April 1983, unpublished.
- (5) Volume II, Annex 3 - Family Housing Survey, April 1983, unpublished.
- (6) Volume II, Annex 4 - Unaccompanied Personnel Housing, May 1983, unpublished.
- (7) Volume II, Annex 5 - Transient Housing, May 1983, unpublished.
- (8) Volume II, Annex 6 - Financial Management, Appropriated Funds, June 1983, unpublished.
- (9) Volume II, Annex 7 - Financial Management, Non-appropriated Funds, June 1983, unpublished.
- (10) Volume III - Conceptual Design Document, March 1983, unpublished.
- (11) Volume IV - Data Base Specifications For A/T, Community Housing Office, and Family Housing Survey Modules, March 1983, unpublished.
- (12) Volume V - Assignments and Terminations, System/Subsystem Specifications, March 1983, unpublished.
- (13) Volume VI - A/T Program Specifications, March 1983, unpublished.
- (14) Volume VII - A/T Users Manual, April 1984, published.
- (15) Volume VIII - A/T Test Plant, July 1983, unpublished.
- (16) Volume IX - A/T Training Manual, May 1983, unpublished.

- (17) Volume X - A/T Test Analysis Report, April 1983, unpublished.
- (18) Volume XI - CHO System/Subsystem Specifications, March 1983, unpublished.
- (19) Volume XII - Data Dictionary, March 1983, unpublished.
- b. CERL Special Report P-142, Housing Operations Management System (HOMES), Concept Papers.
 - (1) Volume I, Assignments and Terminations, March 1983, unpublished.
 - (2) Volume II, Off-Post Referrals, March 1983, unpublished.
 - (3) Volume III, Family Housing Survey, March 1983, unpublished.
 - (4) Volume IV, Maintenance, Repair, and Improvement (MRI), March 1983, unpublished.
 - (5) Volume V, Unaccompanied Personnel Housing (UPH), Permanent Party (PP), March 1983, unpublished.
 - (6) Volume VI, Unaccompanied Personnel Housing (UPH)/Transient (TRANS) and Guest Houses (GH), March 1983, unpublished.
 - (7) Volume VII, Financial Management, March 1983, unpublished.
 - (8) Volume VIII, Furnishings Management, May 1983, unpublished.
 - (9) Volume IX, Headquarters Family Housing Management, March 1983, unpublished.
 - (10) Volume X, Headquarters Unaccompanied Personnel Housing Management, March 1983, unpublished.
 - (11) Volume XI, Financial Management at Major Commands, March 1983, unpublished.
 - (12) Volume XII, Army Housing Management at Major Commands, March 1983, unpublished.
 - (13) Volume XIII, Family Housing Financial Management, HQDA and Major Commands, March 1983, unpublished.
 - (14) Volume XIV, Financial Management, Bachelor Housing Management, Labor, Furnishings, and Leasing (the .H Account), HQDA and Major Commands, March 1983, unpublished.
 - (15) Volume XV, Headquarters Engineering Management, March 1983, unpublished.
 - (16) Volume XVI, Current Method of Operation (Military Programs Housing), March 1983, unpublished.

(17) Volume XVII, Analysis of DAEN-MPH Organizational Effectiveness (Military Programs Housing), March 1983, unpublished.

c. Automation Economic Analysis for Milestone I, Operating Environment and Summary Information, December 1982, unpublished.

d. Family Housing, Assignments and Terminations, Module I, Automation Economic Analysis for Milestone II, December 1982, unpublished.

e. Community Housing, Module II, Automation Economic Analysis for Milestone II, May 1983, unpublished.

f. Family Housing Survey, Module III, Automation Economic Analysis for Milestone II, May 1983, unpublished.

g. Unaccompanied Personnel Housing, Permanent Party, Module V, Automation Economic Analysis for Milestone II, May 1983, unpublished.

h. Transient Housing, Module VI, Automation Economic Analysis for Milestone II, May 1983, unpublished.

i. Financial Management, Appropriated Funds, Module VII, Automation Economic Analysis for Milestone II, June 1983, unpublished.

j. Financial Management, Nonappropriated Funds, Module VII, Automation Economic Analysis for Milestone II, June 1983, unpublished.

k. Family Housing, Assignments and Terminations, Module I, Automation Economic Analysis for Milestone III, April 1983, unpublished.

APPENDIX B:

ASSIGNMENTS AND TERMINATIONS MODULE

The Assignments and Terminations (A/T) module of the installation-level HOMES has been completed and has been tested at Fort Bragg, NC. The module contains the following functions in a series of 44 programs.

- a. Application Process
- b. Waiting List Management
- c. Assignment Process
- d. Termination Process
- e. Facility Management (extent needed in A/T process)
- f. Data Comparisons with SIDPERS and JUMPS
- g. Report Generation
- h. Management

These module functions are generally described in Figures B1, B7, B12, and B16.

The application process (Figure B1) begins when the housing clerk receives either an advance DA Form 4787, or a HOMES application (Figure B2) that has been electronically transmitted via HOMES from another installation.

The information on the HOMES application is evaluated by the housing clerk. The clerk then fills out a DD 1747 response card, which is then sent to the applicant. This card lists information on available housing and estimated waiting times. The data from the DD 1747 response is entered onto the HOMES application for future reference.

The DA Form 4787 data are also entered onto the HOMES application for future reference. The HOMES application has space for data needed to correctly classify the applicant, including a promotion sequence number. Two addresses can be provided to insure that the response card will reach the applicant.

When an applicant reports to a new duty station, the housing clerk at that duty station will retrieve the applicant's advance application from HOMES (Figure B3), and give it to the applicant so he/she can review it and make any needed corrections. The HOMES application then becomes the applicant's personnel file for housing activities at the new duty station. A copy of the completed application will be printed for the applicant to sign for record purposes (Figure B4).

When a completed HOMES application form is entered into HOMES, the data on that application are put into the HOMES database. If facilities are

available that satisfy the applicant's grade and bedroom requirements, HOMES will display a list on the computer screen that indicates the status of each facility and its projected availability data (Figure B5). If facilities are available for assignment, the clerk using HOMES can immediately initiate the assignment process.

If facilities are not available, HOMES will display the menu shown in Figure B6, and then output a list of waiting lists or sublists that will satisfy the applicant's requirements, including the estimated waiting time for each list. After an applicant selects the waiting list of his/her choice, it is recorded in the database. HOMES has programs for managing a maximum of 99 waiting lists, and can perform the following waiting-list management functions:

- a. Delete a person from a waiting list
- b. Change a person to other waiting lists
- c. Change a person's waiting list position
- d. Add a new waiting list
- e. Redefine a waiting list
- f. Adjust the freeze zone
- g. Delete a waiting list

Figure B7 shows the assignment process. Figure B8 shows an example of HOMES' full description of a vacant facility. HOMES will record that the facility has been offered to an applicant or that the facility has been accepted by a sponsor. When these transactions are recorded in the HOMES database, the facility cannot be offered to others.

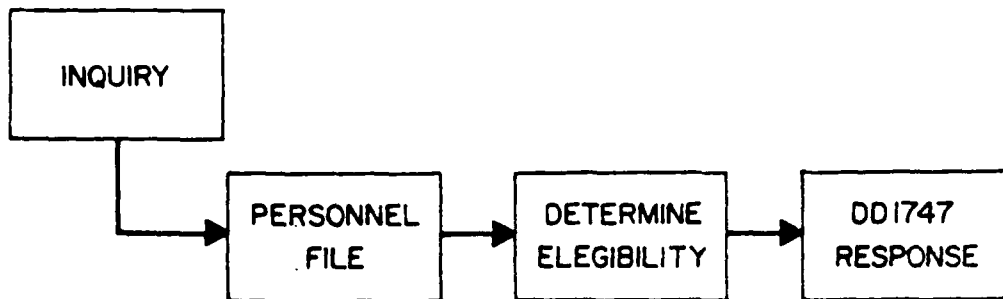
Figure B9 is an example of the HOMES assignment inspection schedule. After this inspection is completed satisfactorily, the clerk can make a facility assignment using the HOMES screen shown in Figure B10. If an applicant rejects the facility, the reason for the rejection must be recorded and the facility released for assignment to others. If the assignment is made from a substandard facility waiting list, the person is deleted from that list and is retained on all others. If assignment is made to an adequate facility, the person is dropped from all waiting lists. HOMES will print out the assignment order and update the facility history record and vacancy rates, as appropriate (Figure B11).

Figure B12 shows the termination process. The HOMES screen shown in Figure B9 is used by the clerk to schedule inspection, engineering, or administrative downtime, and to record the projected availability date for the facility being vacated. The clerk uses the termination screen (Figure B13) to record any charges being assessed for damages, the status of departing personnel, the new status of the vacated facilities, and the effective termination date. HOMES will print out the termination order (Figure B14) and update the facility history and vacancy roster, as appropriate. Advance applications can be forwarded immediately after notification or at the time the termination

order is issued. If the facility is not released for assignment because of an engineering or administrative hold, the clerk uses the HOMES screen shown in Figure B15 to record changes in facility status.

HOMES will produce series of standard reports, including those now produced by the Housing Information Management System (HIMS). Figure B16 lists the various data sources and output reports available through the system. In addition to these batch reports, HOMES provides an online query (OLQ) function for generating online reports from the database. Using the OLQ function, supervisors may display the list of available housing, a specified facility history file, a list of advance applications on file, and waiting lists. The OLQ function may be used by trained personnel to display any data contained in the database.

ADVANCED APPLICATION



APPLICATION

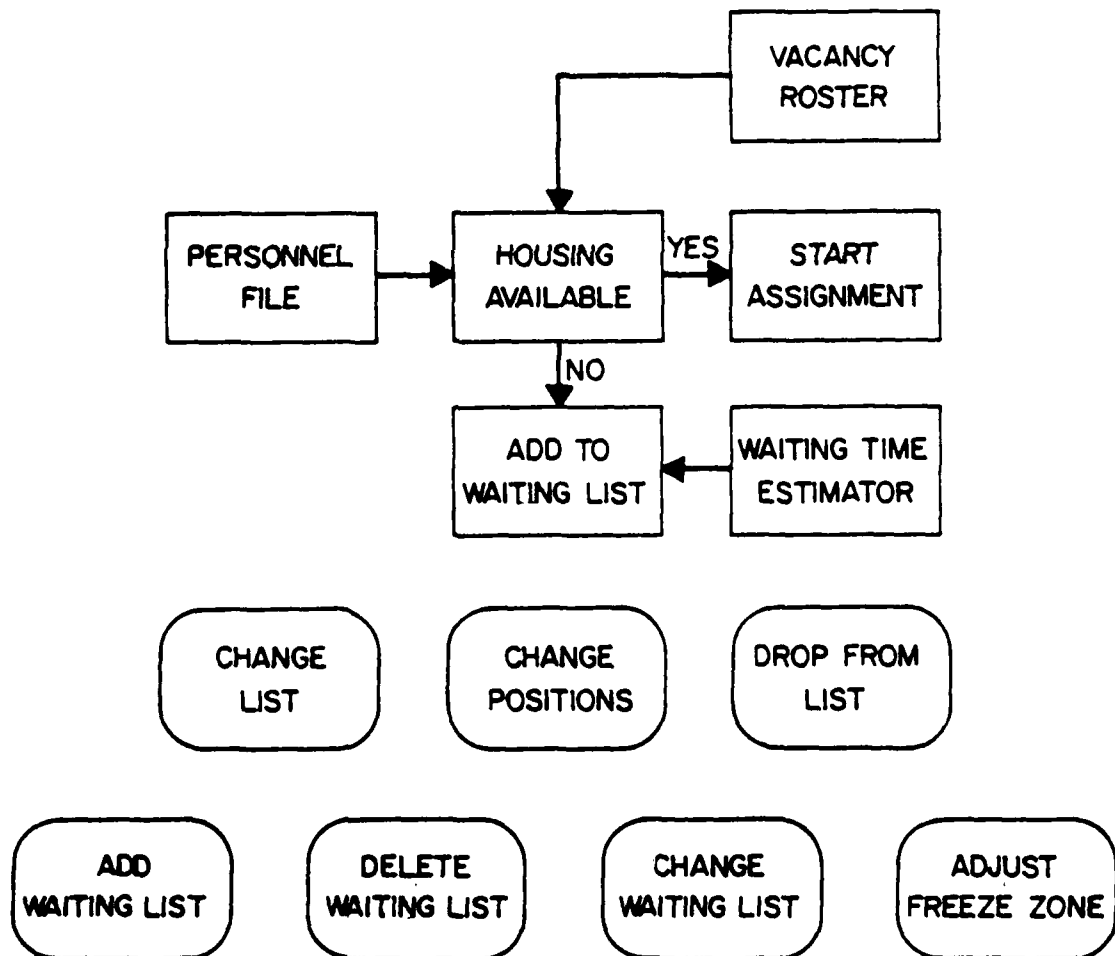


Figure B1. Application process.

```

HOMES215                HOUSING OPERATION MANAGEMENT SYSTEM                20-NOV-82
                           FAMILY HOUSING
                           APPLICATION/PERSONNEL PROCESSING                13 19 32
                           FAMILY MEMBERS AND OTHER HOUSEHOLD MEMBERS

SSN 994 36 8293          CRAB                      JACK
                           LAST                      FIRST          MI
                                           FAM.                      REDRM
                           CHILD'S MEMBR                      LOC. COUNT
                           NAME                      SEX      DOB    (Y/N)  RELAT. CODE (Y/N)
FIRST  MI      LAST          DD MM YY

```

AUTHORIZED BEDROOM COUNT ADJUSTED BEDROOM COUNT
 DD1747 REPLY CODE
 FROM 00 TO 00 (DA/WK/MO)
 PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
 PRESS PF1 TO PRINT SCREENS 210 AND 215
 PRESS PF2 TO DISPLAY FACILITIES AVAILABLE HOMES220 OR WAITING LIST MENU
 HOMES230 IF NO FACILITIES ARE AVAILABLE
 PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
 PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200
 SERVICE MEMBER INFORMATION SUCCESSFULLY UPDATED
 APPLICATION FOR SPONSOR UPDATED AT INSTL 37225 SUB 37225

Figure B2. (Cont'd).

HOMES200		HOUSING OPERATION MANAGEMENT SYSTEM		20-NOV-82	
		FAMILY HOUSING MENU		16 06 12	
ENTER SERVICE MEMBER'S SSN FOR		ENTER FACILITY ID OR ADDRESS			
SELECTIONS 1, 2, 3, AND 5.		FOR OPTIONS 3, 4, AND 6.			
PF1)	APPLICATION/PERSONNEL PROCESSING	PF4)	INSPECTION FOR		
			ASSIGNMENTS AND		
			TERMINATIONS		
PF2)	WAITING LIST UPDATE	PF5)	HOUSING TERMINATION		
PF3)	HOUSING ASSIGNMENT	PF6)	UPDATE FACILITY STATUS		
SSN		FACILITY ID			
		FAC	SUF		
		ADDRESS			
		NUMBER	STREET	NAME	
WAITING LIST MAINTENANCE		ENTER WAITING LIST NUMBER			
		FOR OPTIONS 7, 8, AND 9			
		WAITING LIST NUMBER IS			
PF7)	CREATE A NEW WAITING LIST	*****			
PF8)	CHANGE AN EXISTING WAITING LIST	PF10) SUPERVISORY CHANGES			
PF9)	DELETE AN EXISTING WAITING LIST				
		PRESS THE PF KEY OF THE DESIRED SELECTION			
		PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN			
		PRESS PF12 TO RETURN TO THE MASTER MENU HOMES001			
FT BRAGG					

Figure B3. Family housing menu (HOMES 200).

HOUSING OPERATIONS MANAGEMENT SYSTEM
APPLICATION FOR FAMILY HOUSING

SON NAME SOLDIER JOE

DATE OF APPLICATION 23 NOV 82 TIME OF APPLICATION 0800

ADVANCE APPLICATION

GAINING INSTL SUBINSTL ANTICIPATED DEPARTURE

LOSING INSTL SUBINSTL ARRIVAL OF SPONSOR

FAMILY ARRIVAL OR WHEN GOVT HOUSING BECOMES AVAILABLE

RESTRICTED TOUR

NUMBER OF SERVICE A PROMOTION SEV. NO. ASSIGNMENT PRIORITY

PART OF RANK TO JOIN TO DEPART LAST PERM DUTY STATION BY NOV 82

PREP TO OCT 80 ELIGIBILITY DATE 01 NOV 82 SERVICE EXP DATE 31 DEC 82

DEPT M MEDICAL REQUIREMENT N

ORGANIZATION ENGINEERS

DUTY PHONE 110 255-110

SPONSOR A MILITARY

SON NAME

RANK

SPOUSE ORGANIZATION

HOUSING STATUS F ELIGIBILITY STATUS E

ADDRESS FOR REPLY

110 BASTOGNE

FT BRAGG

NC 28307

OTHER ADDRESS

110 BASTOGNE

FT BRAGG

NC 28307

LAST ATTENDED SELF HELP

REMARKS

SCHEDULED FOR SELF HELP

FAMILY AND OTHER HOUSEHOLD MEMBERS

NAME	SEX	DOB	FAM MBR.	RELAT.	LODR	BEDRM	UNT
RALPH	M	10 JAN 70	Y	SON			
JOPHIE	F	10 JAN 70	Y	WIFE			
BETSY	F	22 MAY 80	Y	DAUGH			

AUTHORIZED BEDROOM COUNT 3 ADJUSTED BEDROOM COUNT

DD1747 REPLY CODE

FROM 0 TO 0 (DA/WK/MO)

SIGNATURE _____

Figure B4. Completed application.

HOMES220	HOUSING OPERATION MANAGEMENT SYSTEM				20-NOV-82
	FAMILY HOUSING				
	FACILITIES AVAILABLE				17 17 01
	PROJECTED				
	AVAILABILITY	O/A	APPLICANT	NOF	
FACILITY ID.	STATUS	DATE	CODE	SSN	REJECTS
R3642 11D	AVAIL	01-NOV-82			000

PRESS THE ENTER KEY TO CONTINUE DISPLAY OF AVAILABLE FACILITIES
 OR TO RETURN TO SCREEN HOMES215
 PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
 PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200
 FAMILY MEMBER INFORMATION ADDED/UPDATED FOR INSTL 37225 SUB 37225

Figure B5. Family housing facilities available (HOMES 220).

HOMES230	HOUSING OPERATION MANAGEMENT SYSTEM				20-NOV-82
	WAITING LIST UPDATE				
	MENU				13 23 30
	PF1) ADD A PERSON TO A WAITING LIST				
	PF2) CHANGE FROM ONE WAITING LIST TO ANOTHER				
	PF3) REMOVE A PERSON FROM A WAITING LIST				
	PF4) CHANGE WAITING LIST POSITION/REMARKS				
	WAITING LIST NO.				
	SSN 994 36 8293				
	NAME CRAB	JACK			
	LAST	FIRST	MI		
	PRESS THE PF KEY OF THE DESIRED SELECTION				
	PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN				
	PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200				
	FAMILY MEMBER INFORMATION ADDED/UPDATED FOR INSTL 37225 SUB 37225				
	NO AVAILABLE FAMILY HOUSING FACILITIES				

Figure B6. Waiting list update menu (HOMES 230).

ASSIGNMENT

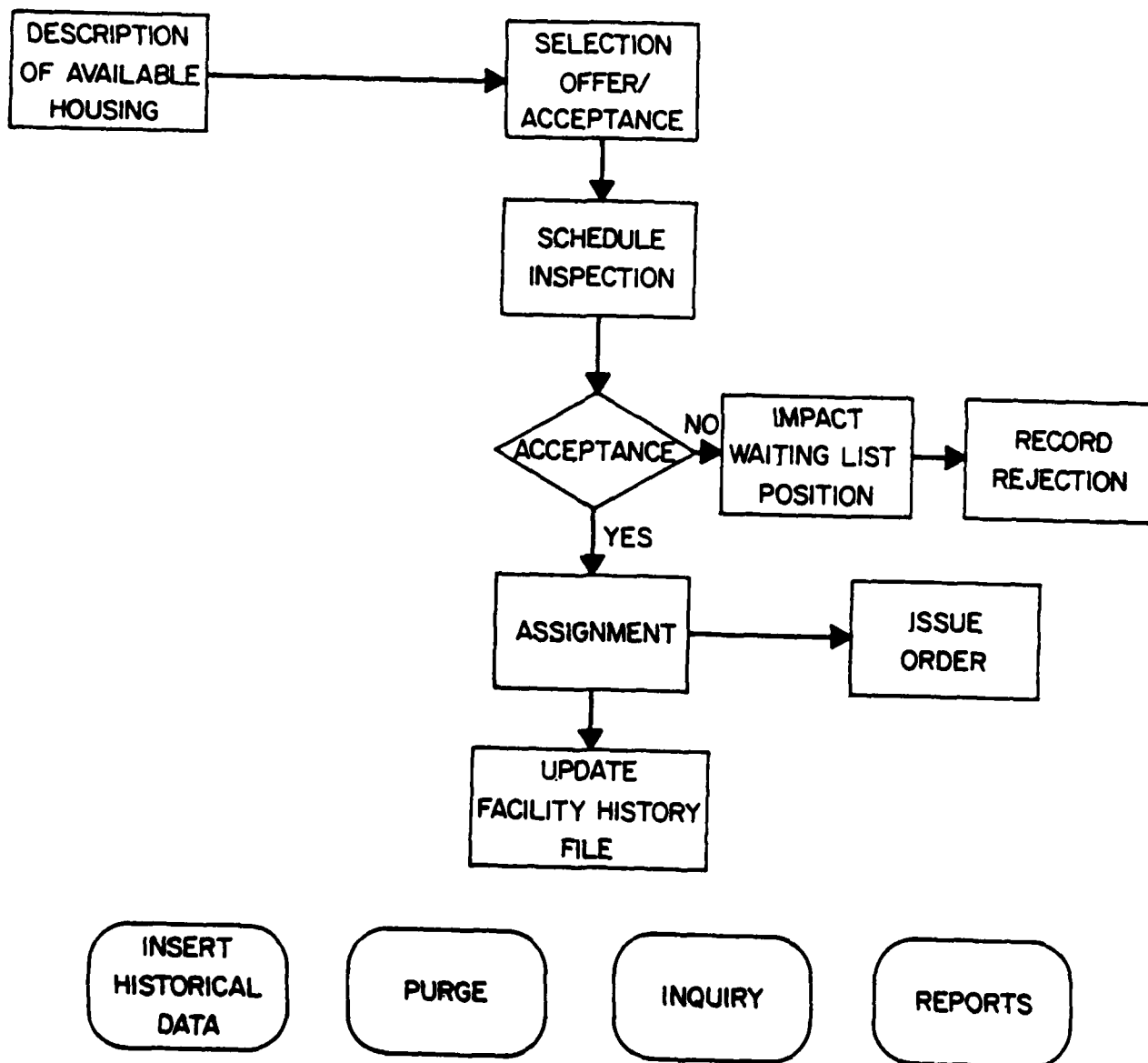


Figure B7. Assignment process.

HOMES131	HOUSING OPERATION MANAGEMENT SYSTEM	20-NOV-82
	FACILITY MANAGEMENT	
	DISPLAY/CHANGE FACILITY INFORMATION	15 59 37
FACILITY ID: 83642	11D	STREET ADDRESS:
FAC	SUF	11D BASTOGNE
09		NUMBER STREET NAME
ADC		FT BRAGG NC 29307
		CITY ST ZIP CODE
INSTALLATION 37225	SUBINSTALLATION CODE 37225	
GRADE DESIGNATION CODE G	STYLE STUCCO	
GRADE ALLOCATION CODE A	YR CONSTRUCTED/ACQUIRED 1955	
FACILITY CATEGORY CODE 05		
FACILITY STATUS 1B	EFFECTIVE DATE 31 OCT 82	
WAITING LIST NUMBER 26	SUBLIST NUMBER	
DATE INTERIOR PAINTED OCT 82	NUMBER BEDROOMS 3	
	NUMBER OF FLOORS IN FAMILY UNIT	
DATE FLOORS REFINISHED OCT 82	WHICH FLOOR IS UNIT ON	
DATE FLOORS SANDED OCT 82	MODIFIED FOR HANDICAPPED (Y OR N)	
	HEATING/AIR CONDITIONING	
	TYPE RANGE/OVEN	
BATHROOMS	NET SQUARE FOOTAGE	
WASHER, DRYER (Y OR N)	DISHWASHER (Y OR N)	
CRK HOUSING CODE	GARBAGE DISPOSAL (Y OR N)	
BASEMENT (Y OR N)	FIREPLACE (Y OR N)	
NUMBER UNITS IN BLDG 07		
OFFERED OR ACCEPTED (A OR U OR BLANK)	SSN	
DATE OFFER MADE		
PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE		
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN		
PRESS PF12 TO RETURN TO FACILITY MANAGEMENT MENU HOMES100		

Figure B8. HOMES display/change facility information (HOMES 131).

HOMES283	HOUSING OPERATION MANAGEMENT SYSTEM FAMILY HOUSING	20-NOV-82
	INSPECTION FOR ASSIGNMENTS & TERMINATIONS	17 51 38
	FACILITY ID: B3642 11D	09
	FAC SUF	ADC
	STREET ADDRESS 11D BASTOGNE	
	FT BRAGG NC 28307	
	SCHEDULED TERMINATION INSPECTION DATE 26 DEC 82	
	DD MMM YY	
	NUMBER OF INSPECTION FAILURES 0	
	CONTRACT CLEANING INSPECTION DATE	
	DD MMM YY	
	PRE-TERMINATION INSPECTION CONDUCTED (Y OR N) Y	
	PROJECTED ENGINEER RELEASE DATE	
	DD MMM YY	
	PROJECTED AVAILABILITY DATE 27 DEC 82	
	DD MMM YY	
	FACILITY RELEASED FOR REASSIGNMENT (BLANK OR N)	
	IF N, REMARKS ALL READYXXXXXXXX	
	FACILITY SCHEDULED FOR ASSIGNMENT INSPECTION (Y OR N)	
	SCHEDULED ASSIGNMENT INSPECTION DATE	
	DD MMM YY	
	PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE	
	PRESS PF1 TO DISPLAY HOMES260 TO CONTINUE TERMINATION	
	PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN	
	PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200	

Figure B9. HOMES inspection for assignments and terminations (HOMES 283).

HOMES240	HOUSING OPERATION MANAGEMENT SYSTEM		20-NOV-82
	FAMILY HOUSING		
	HOUSING ASSIGNMENT		17:19:06
SSN: 320 40 0741	FACILITY ID: B3642 11D		
NAME: SOLDIER	JOE	J	ADC: 09 FAC SUF
LAST	FIRST	MI	
ADDRESS 11D	BASTOGNE		
	NUMBER STREET NAME		
	FT BRAGG	NC 28307	
	CITY	ST ZIP CODE	
	FACILITY ACCEPTED OR REJECTED (A OR R)		
	WAIT LIST THAT CAUSED ACCEPTANCE		
	DATE OCCUPANT ASSIGNED FACILITY		
	IF REJECTED:		
	WAS IT FOR VALID REASON (Y OR N)		
	REASON:		
	INDICATE APPROPRIATE ACTION		
	1 DO NOT CHANGE WAITING LIST STATUS		
	2 PUT AT BOTTOM OF WAITING LIST THAT CAUSED REJECTION		
	3 REMOVE FROM WAITING LIST THAT CAUSED REJECTION		
	4 REMOVE FROM ALL WAITING LISTS		
	5 DO NOT REMOVE FROM MASTER; ADD TO SUB		
	PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE		
	PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN		
	PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200		

Figure B10. HOMES housing assignment (HOMES 240).

REFERENCE OR OFFICE SYMBOL		
AFZA-EH-FH	* ASSIGNMENT TO GOVERNMENT FAMILY * HOUSING * ASSIGNMENT *	
TO	SEE DISTRIBUTION	FROM AFZA-EH-FH DATE 24-NOV-82
THE FOLLOWING INDIVIDUAL HAS BEEN ASSIGNED TO GOVERNMENT FAMILY HOUSING		
NAME OF INDIVIDUAL		
RANK GRADE		
JCN		
MILITARY ORG. ARMY		
TYPE HOUSING ADEQUATE FAMILY HOUSING		
ADDRESS 110 BASTOGNE		
1. AUTHORITY AR210-50		
2. EFFECTIVE DATE 24 NOV 82		
3. QUARTERS ARE ASSIGNED FOR OCCUPANCY OF SPONSOR AND IMMEDIATE FAMILY MEMBERS.		
4. QUARTERS ARE ASSIGNED FOR OCCUPANCY OF FAMILY MEMBERS OF RESERVE MILITARY SPONSOR.		
5. MOVE IS MADE FOR THE CONVENIENCE OF: () GOVERNMENT () INDIVIDUAL		
6. ACTION IS NOT TAKEN AS PART OF INTRAPOST MOVE.		
FOR THE COMMANDER		
DISTRIBUTION		
FAO-3		
TRANS DIV-4		
CDR(INDV)-1		
INDV-1		
CHAP-1		
DEPT CH-8		
FIRE CH-1		
CLP-1		
FILE-3		

Figure B11. Assignment order.

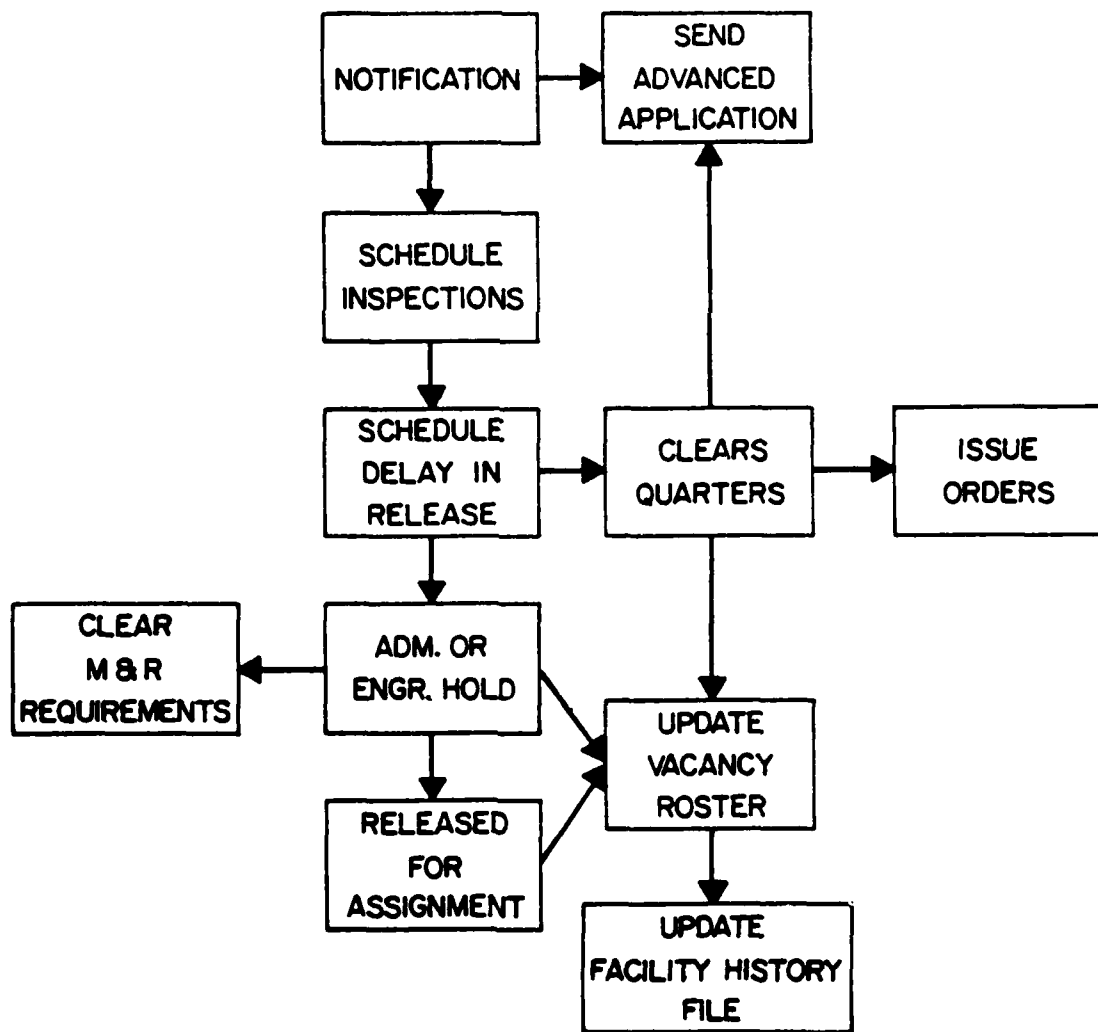


Figure B12. Termination process.

HOMES260

HOUSING OPERATION MANAGEMENT SYSTEM

20-NOV 92

FAMILY HOUSING

HOUSING TERMINATION

17 54 46

DDM

FACILITY ID: B3642 11D

NAME SOLDIER

IOE

J ADC 09 FAC SUF

LAST

FIRST

MI

ADDRESS 11D BASTOGNE

NUMBER STREET NAME

FT BRAGG

NC 28307

CITY

ST ZIP CODE

EFFECTIVE TERMINATION DATE

DD MM YY

ARE CHARGES TO BE ASSESSED (Y OR N)

CONTRACT CLEANING (Y OR N)

LEAVING SERVICE (Y OR N)

TRANSFERRING TO ANOTHER INSTALLATION (Y OR N)

NEW INSTALLATION:

NEW SUBINSTALLATION:

REMARKS

NEW STATUS

REMARKS

1-AVAIL 2-HOLD 3-MAINT 4-INACT 5-DIVERT

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE AND RETURN

TO HOMES200 OR HOMES210 FOR AN ADVANCE APPLICATION

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

Figure B13. HOMES housing termination (HOMES 260).

```

*****
REFERENCE OF OFFICE SYMBOL
AFZA-EH-FH      * TERMINATION FROM GOVERNMENT FAMILY
                  * HOUSING
                  *
                  * TERMINATION +
*****
TO  SEE DISTRIBUTION      FROM  AFZA-EH-FH      DATE  24-NOV-82  CPT
*****
1.  THE FOLLOWING INDIVIDUAL HAS BEEN TERMINATED FROM
    GOVERNMENT FAMILY HOUSING
    NAME  JOE          1 SOLDIER
    RANK  MAJ
    SSN   329 49 0741
    MILITARY ORG.: ARMY
    TYPE HOUSING  ADEQUATE FAMILY HOUSING
    ADDRESS      11D  BASTOGNE
2.  AUTHORITY  AR210-50
3.  EFFECTIVE DATE: 24 NOV 82
4.  MOVE IS MADE FOR THE CONVENIENCE OF:  ( ) GOVERNMENT
                                           ( ) INDIVIDUAL
5.  ACTION IS/IS NOT TAKEN AS PART OF INTRAPOST MOVE.

FOR THE COMMANDER  -----

DISTRIBUTION
FAO-3
TRANS DIV-4
CDR(INDV)-1
INDV-1
CHAP-1
DEPT SCH-8
FIRE CH-1
CLP-1
FILE-3
*****

```

Figure B14. Termination order.

HOMES270

HOUSING OPERATION MANAGEMENT SYSTEM
FAMILY HOUSING

20-NOV-82

UPDATE FACILITY STATUS

16 08 51

FACILITY ID: B3642 11D

ADC 09 FAC SUF

ADDRESS

11D BASTOGNE

NUMBER STREET NAME

FT BRAGG NC 28307

CITY ST ZIP CODE

CURRENT FACILITY STATUS AVAIL

NEW STATUS

EFFECTIVE DATE

DD MMM YY -

1 AVAILABLE FOR ASSIGNMENT = AVAIL

2 ADMINISTRATIVE HOLD = HOLD

3 FACILITY IN MAINTENANCE = MAINT

4 INACTIVE FACILITY = INACT

5 DIVERTED FACILITY = DIVERT

PROJECTED AVAILABILITY DATE

01 NOV 82

DD MMM YY

REMARKS

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF12 TO RETURN TO FACILITY MANAGEMENT MENU HOMES200

Figure B15. HOMES update facility status (HOMES 270).

REPORTS

SOURCES

TRANSACTION
COUNTERS

FACILITY HISTORY
FILE

WAITING LISTS

PERSONNEL FILES

FACILITY FILES

OUTPUT

STANDARD REPORTS
DDI4IQ, DDI4II, DD2576

HIMS SORT REPORTS
SPONSOR/DEPENDANT
REPORT

JUMPS & SIDPERS
COMPARISONS

ON-LINE QUERY
REPORTS

WAITING LIST

Figure B16. HOMES reports.

APPENDIX C:

COMMUNITY HOUSING MODULE

The Community Housing module contains the following functions in a series of 25 programs:

- a. Application process
- b. Housing selection
- c. Processing complaints
- d. Owner/agent processing
- e. Termination and validation
- f. Maintenance of community real estate listings
- g. Report generation
- h. Management

The module was generated through development of a detailed Functional Description. For detailed information, see the Functional Description.

The application process (Figure C1) begins with the service member reporting to the Community Housing Office and receiving counseling on housing. The clerk will retrieve the applicant's advance application from HOMES (Figures C2 and C3) and request the applicant to review it and make any needed corrections. If the application is not on file, the applicant will complete one, and the Clerk will enter it into HOMES. The HOMES application then becomes the applicant's personnel file for housing activities at the new duty station. A copy of the completed application will be printed for the applicant to sign for record purposes.

If the applicant wants to know the waiting time for government-owned family housing, the counselor will display HOMES 231, which shows the average expected waiting time for each housing category for which the applicant is eligible to apply. Once the application has been processed, the counselor will request that the sponsor sign a CHO certificate to acknowledge the services provided and that advice on restricted housing has been received.

If the applicant wants help locating housing on the local market, the counselor will retrieve HOMES 308 (Figure C4) and fill in the applicable selection criteria. HOMES 309 (Figure C5) will display a list of all available housing units that meet the selection criteria. A copy of the screen display will be furnished to the applicant for reference. The applicant may change his/her criteria at any time if the listing does not contain units that meet them. The search for housing may be limited to defined areas of the local community by using a one-digit code. Applicants are also advised not to reside in any housing designated on a list of restricted properties.

The service member is provided a Notification of Housing Selection (DD Form 1670) at the time he/she completes the application process. The form is to be completed and returned to the CHO at the time the service member completes negotiations for renting or purchasing a residence in the community. A similar notice must be submitted each time he/she changes residence. The process is illustrated in Figure C6. Data on this form (Figure C7) satisfy the military requirement of having on record the address and phone number of all service members living off-post. It also gives a qualitative and quantitative assessment of housing conditions. Therefore, the module provides a method for tracking the notification process, thus insuring that required documentation is submitted and processed in a timely manner (HOMES 311) (Figure C8).

If the service member selects a unit which is not on the HOMES database, an appropriate indicator will be added to HOMES 310, and the unit may be added to the database. If the service member selects housing on the restricted list, a letter is prepared to advise his/her Commander to initiate corrective action.

Figure C9 shows the process for administering complaints. The process involves: (1) the receipt and recording of allegations and supporting facts obtained from any source, (2) the investigation and resolution of each complaint, (3) the recording of all actions and decisions, (4) the continual tracking of each complaint throughout the process, (5) the period for the preparation and distribution of the status and history of each outstanding case, (6) the placing of individual housing facilities on restricted status when facts warrant such action, and (7) the preparation of the required reports. HOMES 342 (Figure C10) is used to record a complaint in the system. If the complaint from the occupant is based on Equal Opportunity (EO) discrimination, the housing may be placed on the restricted list if warranted. HOMES records and tracks all transactions.

Individual listings offered by an agency can be accepted for the referral system if the owner/agent provides assurance of nondiscrimination by the process shown in Figure C11. Owners/agents may have sanctions imposed on their listings if they violate EO laws. HOMES 330 (Figure C12) is used to record owner/agent data, including status. The system will not permit dropping an owner/agent if one or more of his/her units is occupied by a service member. The file of listings may contain both occupied and unoccupied units.

Data collected in the file include information needed to help the service member select and rent a suitable unit as well as data elements needed for input to the Family Housing Survey. The file will also be used to record the current status of the file (e.g., occupied, available for occupancy, not available) (Figures C13 and C14).

The CHO takes action to retain vacated units for incoming service members. Units are placed in a hold status until the owner/agent agrees to reserve the unit for service members. The unit is then placed in the Available Housing (AVLO) file.

To maintain the accuracy of the CHO records, service members must clear through CHO before leaving the post on a new assignment. CHO will compare HOMES and JUMPS records to identify personnel who are drawing BAQ or Rent Plus, but are registered with the CHO. Another comparison is made between

HOMES and SIDPERS records to identify those reported in HOMES as living in community housing and reported in SIDPERS as being assigned to another installation. Individuals identified in either comparison will be contacted for information, and measures will be taken to correct the records.

The system will generate the following reports:

a. Housing Referral Services Report, DD Form 1656, RCS DD-I and L(SA) 1311.

b. Activity summaries in accordance with the proposed DA Pamphlet.

(1) Daily Referral Sheet

(2) Daily Placement Sheet

(3) Monthly Referral Sheet (Recap)

(4) Monthly Placement Sheet (Recap)

The DD Form 1656 report will be prepared automatically and forwarded to the MACOM. The summaries will be produced on call, based on input from daily operations.

HOMES also provides an on-line query (OLQ) function for generating on-line reports from the database. Supervisors may use this function to display data from the database in a specified format.

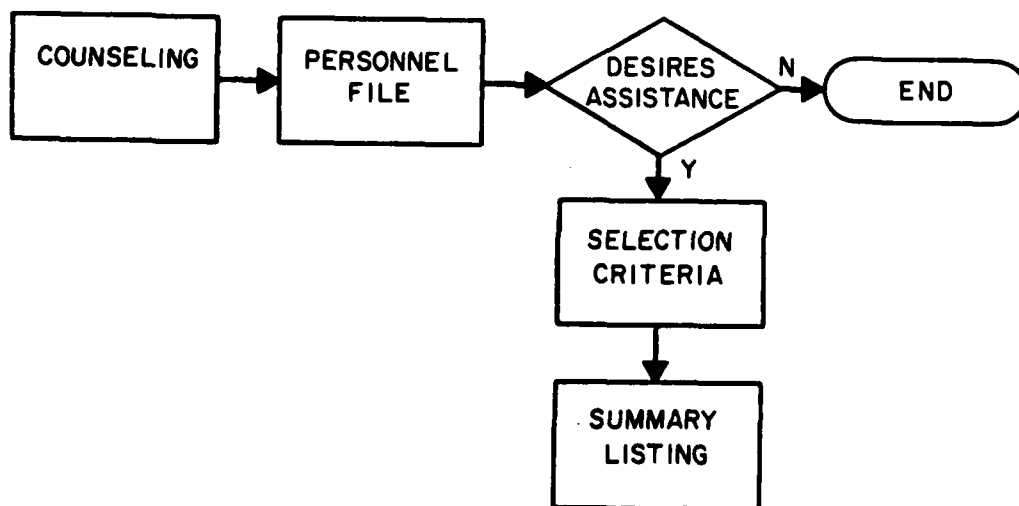


Figure C1. Application process.

HOMES210

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING

DD MMM YY7

APPLICATION AND PERSONAL DATA

APPLICATION NUMBER XXXXXXXX

I. GENERAL INFORMATION (MACHINE GENERATED)

SSN XXX XX XXXX NAME XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX X GRADE/RANK. YXXXXX
DATE OF APPLICATION XX XXX XX
FAMILY ARRIVAL DATE XX XXX XX OR WHEN HOUSING BECOMES AVAILABLE (Y/N) X
DESIRE GOVT HOUSING (Y/N) X DESIRE COMMUNITY HOUSING (Y/N) X
BPDE XX XXX XX DESIRE TO RENT OR PURCHASE (R/P) X
BRANCH OF SERVICE X SERVICE EXPIRATION DATE XX XXX XX
MEDICAL REQUIREMENT (Y/N) X SEX (M/F) X
ORGANIZATION XXXXXXXXXXXXXXXXXXXX DUTY PHONE XXX XXXX
ADDRESS FOR REPLY OTHER ADDRESS
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
SPOUSE (Y/N) X MILITARY (Y/N) X OTHER DEPENDENTS (Y/N) X
SSN XXX XX XXXX NAME XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX X GRADE/RANK XXXXXXXX
SPOUSE ORGANIZATION XXXXXXXXXXXXXXXXXXXX
HOUSING STATUS CODE X ELIGIBILITY STATUS CODE X
ANTICIPATED DEPARTURE DATE XX XXX XX
174/ REPLY CODE FROM XX XXX XX TO XX XXX XX

II. GOVERNMENT HOUSING APPLICATION DATA

TIME OF APPLICATION XXXX ADVANCED APPLICATION (Y/N) X IF Y, ENTER FOLLOWING:
GAINING INSTL XXXXX SUBINSTL XXXXX
LOSING INSTL XXXXX SUBINSTL XXXXX SPONSOR ARR DATE XX XXX XX
RESTRICTED TOUR (Y/N) X ASSIGNMENT PRIORITY X
DATE OF RANK XX XXX XX DATE DEPART LAST DUTY STA XX XXX XX PROM SEQ NO XXXXX
ELIGIBILITY DATE XX XXX XX
LAST ATTENDED SELF HELP XX XXX XX SCHEDULE FOR SELF HELP XX XXX XX
REMARKS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

III. COMMUNITY HOUSING APPLICATION DATA

RACIAL/ETHNIC MINORITY (Y/N) X FAMILY IN AREA (Y/N) X
INTEND TO BRING FAMILY TO AREA (Y/N) X
IF NO, WOULD BRING FAMILY TO AREA IF HOUSING WERE AVAILABLE (Y/N) X

KEY FUNCTION

ENTER) TO ENTER DATA

PF1) FOR DEPEND DATA SCREEN (HOMES215)

PF2) FOR WAITING TIME SCREEN (HOMES231)

PF3) TO PRINT APPLICATION

KEY FUNCTION

PF6) FOR SEL CRITERIA (HOMES 308)

PF7) TO PRINT CHO CERTIFICATE

PF11) BRING UP HELP SCREEN

PF12) RETURN TO COMMUNITY HOUSING
MENU (HOMES300)

Figure C2. Sponsor application.

DD MM YY

SSN XXX XX XXXX NAME XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX X

[illegible]

DD 1747 REPLY CODE XX
FROM XX TO XX (DA/WK/MO) XX

<u>KEY</u>	<u>FUNCTION</u>
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
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89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

```

ENTER)  TO ENTER DATA
PF1)    TO PRINT SCREENS 210 AND 215
PF2)    FOR WAITING TIME SCREEN (HOMES 231)
PF4)    FOR SELECTION CRITERIA SCREEN (HOMES308)
PF5)    TO RETURN TO HOMES210
PF11)   FOR HELP SCREEN
PF12)   TO RETURN TO FAMILY HOUSING MENU (HOMES200) OR COMMUNITY
        HOUSING MENU (HOMES300)

```

Figure C3. Family application.

HOMES308

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING
HOUSING SELECTION CRITERIA

DD MMM YY

ENTER THE DESIRED CRITERIA TO VIEW LISTINGS OF AVAILABLE COMMUNITY HOUSING

PURCHASE OR RENT (P OR R) X	DESIRED AREA CODES
IF PURCHASE, LOWEST PRICE \$XXXXXX	X X X X X X X X X X
HIGHEST PRICE \$XXXXXX	
IF RENT, LOWEST MONTHLY RENT \$XXXX	
HIGHEST MONTHLY RENT \$XXXX	

FURNISHED OR UNFURNISHED (F, U, OR E) X

CHILDREN (Y OR N) X GROUPS/SHARE (Y OR N) X

PETS (Y OR N) X

NUMBER OF BEDROOMS X NUMBER OF BATHROOMS X

MAXIMUM MILES FROM INSTALLATION XX

TYPE OF ACCOMMODATION: 1ST CHOICE X 2ND CHOICE X, 3RD CHOICE X

KEY FUNCTION

ENTER) TO ENTER DATA

PF1) FOR SUMMARY LISTING SCREEN (HOMES309)

PF2) TO RETURN TO APPLICATION SCREEN (HOMES210)

PF11) FOR HELP SCREEN

PF12) TO RETURN TO THE COMMUNITY HOUSING MENU (HOMES300)

Figure C4. Selection criteria.

HOMES309

HOUSING OPERATIONS MANAGEMENT SYSTEM
 COMMUNITY HOUSING
 COMMUNITY HOUSING VACANCIES

DD MMM YY

TYPE	FURN	DEP	RENT	PURCHASE	ALLOWED	DATE	AVAIL.	UTIL.	A/C	HEAT	UNIT-ID
C P S											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											
X	X	X	\$XXX	\$XXXXXXX	X X X	DD	MMM	YY	X/X	XXX	XXX XXXXXX
CONTACT: XXXXXXXXXXXXXXXXXXXX PHONE: XXX-XXXX ADDRESS: XXXXXXXXXXXXXXXXXXXX, XX											

KEY FUNCTION

ENTER) TO CONTINUE LIST ON ANOTHER SCREEN DISPLAY.

PF1) TO RETURN TO HOUSING SELECTION CRITERIA SCREEN (HOMES308)

PF11) FOR HELP SCREEN

PF12) TO RETURN TO THE COMMUNITY HOUSING MASTER MENU (HOMES300)

Figure C5. Vacancies.

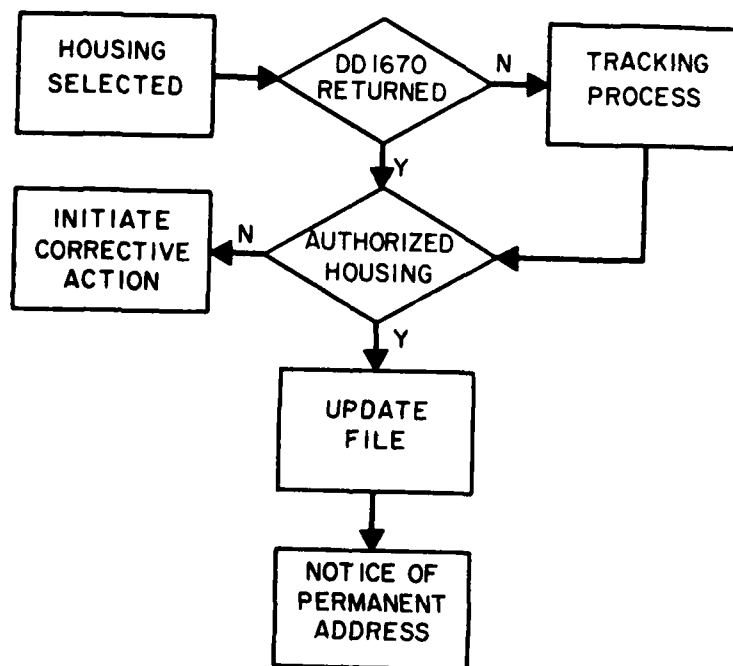


Figure C6. Housing selection.

HOMES310

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING
NOTIFICATION OF HOUSING SELECTION/UPDATE

DD MMM YY

COMMUNITY HOUSING APPLICATION NUMBER XXXXXXXX

SSN XXX XXX XX XXXX NAME XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX X

PERMANENT OR TEMPORARY SELECTION (P OR T) X

DATE OF SELECTION DD MMM YY

TYPE OF UNIT CODE X PURCHASED OR RENTED (P OR R) X

IF P:

PURCHASE PRICE \$XXXXXX

UTILITIES COST PER MO \$XXXX

IF R:

MONTHLY RENT \$XXXX

UTILITIES FURNISHED (Y/N) X

IF N, UTIL COST PER MO \$XXXX

NAME OF OWNER/AGENT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

OWNER/AGENT ID NUMBER XXXXXX

ADDRESS OF UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX UNIT ID NUMBER XXXXXX

XXXXXXXXXXXXXXXXXXXXX XX XXXXXXXX

FURNISHED/UNFURNISHED (U OR F)X NUMBER OF BEDROOMS X SHARE (Y OR N) X

SOURCE OF LISTING CODE X

SATISFIED WITH CHO SERVICE (Y/N) X

SATISFIED WITH COMMUNITY HOUSING (Y OR N) X

IF NOT SATISFIED WITH COMMUNITY HOUSING, ENTER AN "X" IN APPROPRIATE CATEGORY:

TOO SMALL X TOO FAR FROM INSTALLTION X OTHER X

(IF OTHER, INDICATE BELOW WITH AN "X" OR THE APPROPRIATE CODE):

INCOMPLETE UTILITIES X STRUCTURAL CONDITIONS X EQUIPMENT X NEIGHBORHOOD X

SELECTED UNIT IS IN HOMES DATA BASE (Y/N) X

DISCRIMINATION FOUND (Y/N) X

IF Y, DUE TO RACE X, COLOR X, SEX X, RELIGION X, NATIONAL ORIGIN X

UNIT INSPECTED (Y/N) X CONDITION CONFIRMED/REVERSED (C/R) X

KEY FUNCTION

ENTER) TO ENTER DATA

PF1) TO PRINT "NOTICE OF SELECTION OF PERMANENT HOUSING"

PF2) TO PRINT "NOTICE OF SELECTION OF RESTRICTED HOUSING"

PF3) TO GO TO TRACKING PROCESSOR MENU (HOMES311)

PF4) TO ESTABLISH LISTING RECORD AND GO TO FACILITY/UNIT FILE
MAINTENANCE MENU (HOMES320)

PF11) FOR HELP SCREEN

PF12) TO RETURN TO THE COMMUNITY HOUSING MASTER MENU (HOMES300)

Figure C7. Notification of selection.

HOMES311

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING
TRACKING PROCESSOR MENU

DD MM YY

SELECTED TRACKING FREQUENCIES IN DAYS:

INITIAL NOTIFICATION OF SELECTION	XX
NOTIFICATION OF PERMANENT SELECTION	XX
PERIODIC DATA VALIDATION REQUEST	XXX

KEY FUNCTION

PF1)	RUN INITIAL NOTIFICATION LISTS
PF2)	RUN PERMANENT SELECTION NOTIFICATION LISTS
PF3)	RUN PERIODIC DATA VALIDATION REQUESTS
PF4)	RUN ALL NOTIFICATION LISTS AND DATA VALIDATION REQUESTS
PF11)	FOR HELP SCREEN
PF12)	RETURN TO COMMUNITY HOUSING MENU (HOMES300)

Figure C8. Tracking processor menu.

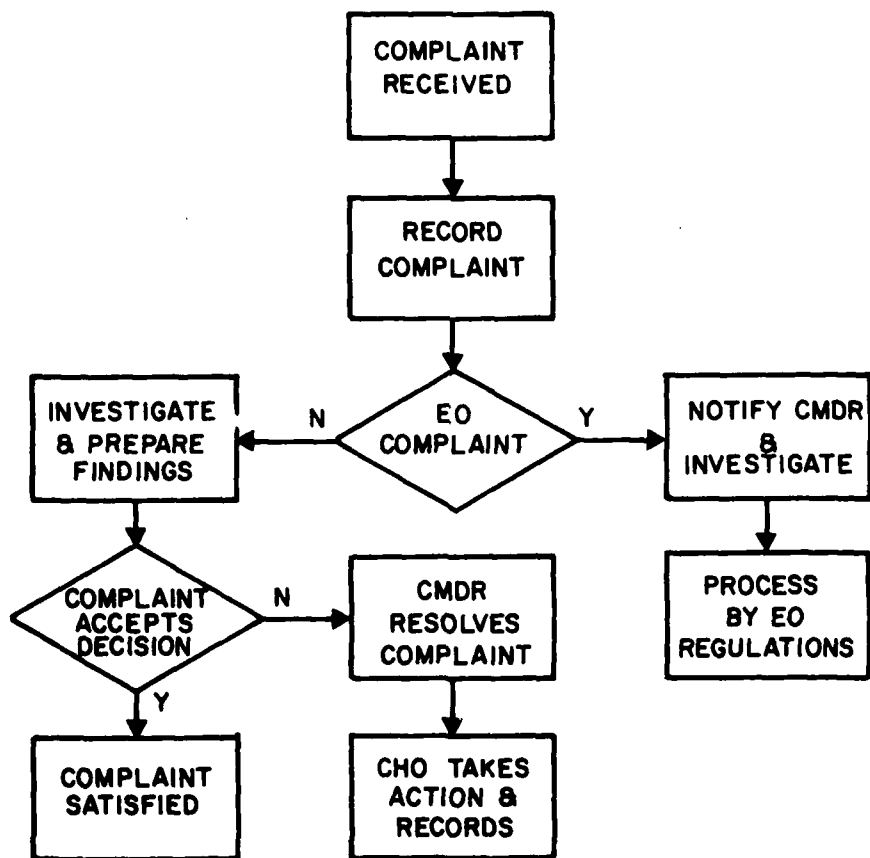


Figure C9. Processing complaints.

HOMES342

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING
ADDING A RECORD OF COMPLAINT

DD MMM YY

DATE OF COMPLAINT DD MMM YY

SERVICE MEMBER SSN XXX XX XXXX

BRANCH OF SERVICE CODE X

SERVICE MEMBER LAST NAME XXXXXXXXXXXXXXXXXXXX COMPLAINT ID NUMBER XXXXX

OWNER/AGENT ID NUMBER XXXXXX

NAME OF OWNER/AGENT XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX X
AGENCY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS OF UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXX

UNIT ID NUMBER XXXXXX

COMPLAINT TYPE CODE X
COMPLAINT CODE X
DISCRIMINATION CODE X

STATEMENT OF COMPLAINT

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

KEY FUNCTION

ENTER) TO ENTER DATA

PF11) FOR HELP SCREEN

PF12) TO RETURN TO THE COMPLAINT MASTER MENU (HOMES340)

Figure C10. Add a record of complaint.

OWNER/AGENT PROCESSING

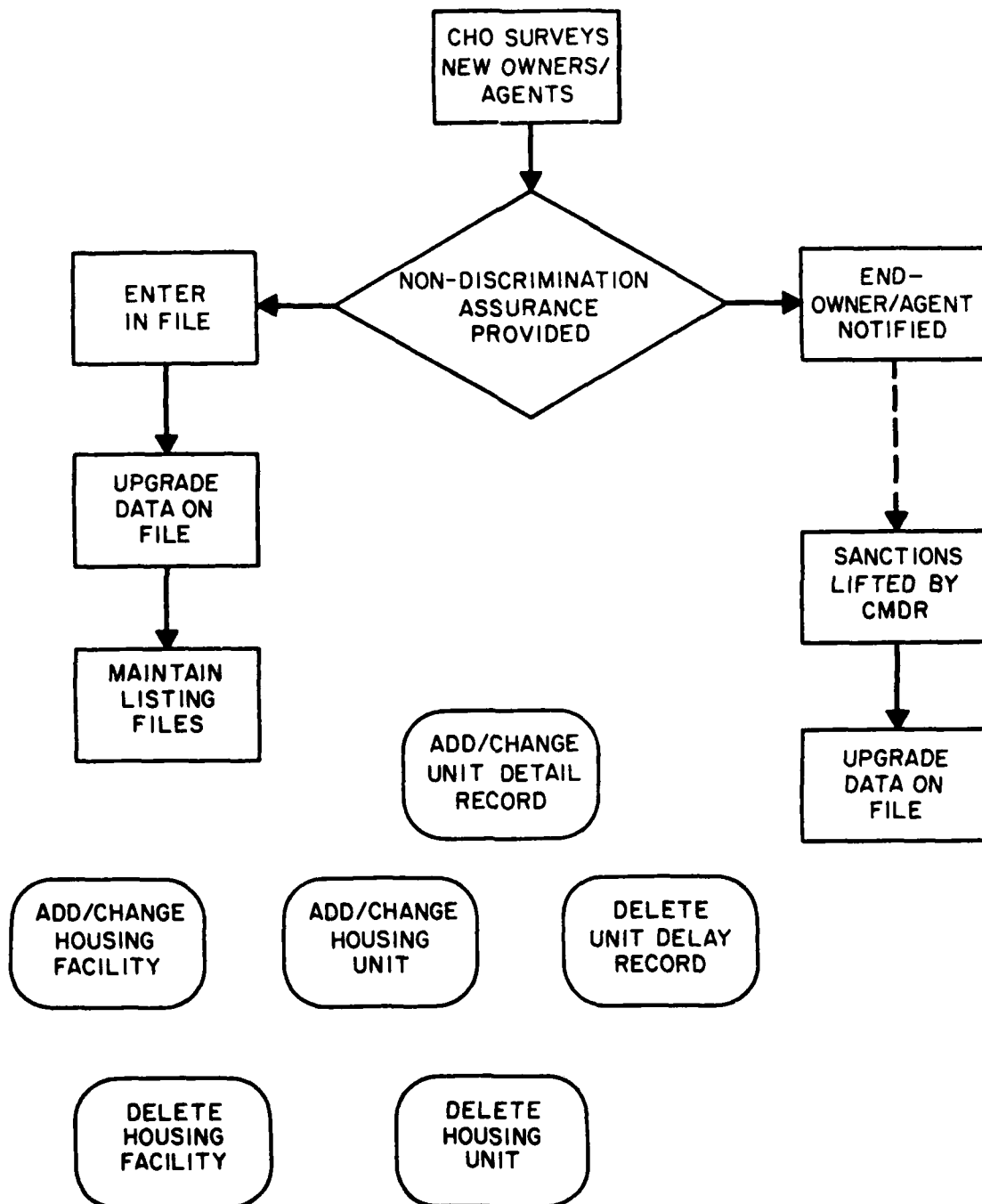


Figure C11. Owner/agent processing.

HOMES330

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING
ADD OWNER/AGENT RECORD

DD MMM YY

DATE ENTERED DD MMM YY

NAME OF AGENT/OWNER XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX X
AGENCY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS OF AGENT/OWNER XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXXX

PHONE NUMBER (OFFICE) XXX-XXXX
PHONE NUMBER (HOME) XXX-XXXX
OWNER STATUS CODE X

AGENT/OWNER (A/O) X
AGENT/OWNER ID NUMBER XXXXXX
SURVEYED (Y/N) X
IF Y, PROVIDE DATE OF SURVEY AND RESULTS
DATE SURVEYED DD MMM YY

RESTRICTED (Y/N) X
IF Y, DATE OF RESTRICTION DD MMM YY

SURVEY INFORMATION:
REQUESTED TO PROVIDE EO ASSURANCE (Y/N) X
OWNER REFUSED TO PROVIDE EO ASSURANCE (Y/N) X
OWNER COMPLIED (Y/N) X
NUMBER OF FACILITIES XXX
NUMBER OF UNITS XXXXX

REMARKS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

KEY FUNCTION

ENTER) ENTER TO ENTER DATA

PF11) FOR HELP SCREEN

PF12) TO RETURN TO THE COMMUNITY HOUSING MASTER MENU (HOMES300)

Figure C12. Add owner/agent record.

HOMES321

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING
ADD/CHANGE A COMMUNITY HOUSING FACILITY

DD MMM YY

DATE ENTERED DD MMM YY
FACILITY ID NUMBER XXXXXX
FACILITY STATUS CODE X

NAME OF OWNER/AGENT XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXX X
OFFICE PHONE NUMBER XXX-XXXX
OWNER/AGENT ID NUMBER XXXXXX

FACILITY INFORMATION

NAME OF FACILITY (IF APPLICABLE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS OF FACILITY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXX

DISTANCE FROM INSTL IN MILES XXX AREA CODE X
FHA OR VA HELD RENTAL HOUSING (Y/N) X
TRAVEL TIME TO INSTALLATION IN MINUTES XXX

RENTALS

UNIT DETAIL

RECORD ID NO	NO BR'S	NO UNITS	LOW RENT	HIGH RENT
XXXXXX	EFF	XXX	XXXX	XXXX
XXXXXX	1	XXX	XXXX	XXXX
XXXXXX	2	XXX	XXXX	XXXX
XXXXXX	3	XXX	XXXX	XXXX
XXXXXX	4	XXX	XXXX	XXXX
XXXXXX	5 OR MORE	XXX	XXXX	XXXX

SALES

UNIT DETAIL

RECORD ID NO	NO BR'D	NO UNITS	LOW PRICE	HIGH PRICE
XXXXXX	EFF	XXX	XXXXXX	XXXXXX
XXXXXX	1	XXX	XXXXXX	XXXXXX
XXXXXX	2	XXX	XXXXXX	XXXXXX
XXXXXX	3	XXX	XXXXXX	XXXXXX
XXXXXX	4	XXX	XXXXXX	XXXXXX
XXXXXX	5 or MORE	XXX	XXXXXX	XXXXXX

FOR OPTION 1 ENTER UNIT ID NUMBER IF CHANGE IS TO BE MADE XXXXXX

KEY FUNCTION

ENTER) TO ENTER DATA

PF1) TO ENTER OR CHANGE DATA ON UNITS IN THIS FACILITY (HOMES324)

PF11) FOR HELP SCREEN

PF12) TO RETURN TO THE COMMUNITY HOUSING MASTER MENU (HOMES 300)

Figure C13. Add/change a community housing facility.

HOMES323

HOUSING OPERATIONS MANAGEMENT SYSTEM
COMMUNITY HOUSING
ADD/CHANGE A COMMUNITY HOUSING UNIT

DD MMM YY

UNIT CATEGORY CODE X
TYPE OF UNIT CODE X
DATE ENTERED DD MMM YY

UNIT ID NUMBER XXXXXX
UNIT DETAIL RECORD ID NUMBER XXXXXX
FACILITY ID NUMBER XXXXXX

OCCUPIED (Y/N) X UNIT STATUS CODE X AVAILABILITY DATE DD MMM YY
NUMBER OF BEDROOMS X CHILDREN (Y/N) X PETS (Y/N) X

MONTHLY RENTAL \$XXXX
SALES PRICE \$XXXXX

KEY FUNCTION

ENTER) TO ENTER DATA

PF1) TO ADD/CHANGE A UNIT DETAIL RECORD (HOMES325)

PF2) TO ADD/CHANGE ANOTHER UNIT IN THIS FACILITY, RETURN TO HOMES323

PF3) TO RETURN TO ADD/CHANGE A FACILITY SCREEN (HOMES321)

PF4) TO RETURN TO FACILITY/UNIT FILE MAINTENANCE MENU (HOMES320)

PF11) FOR HELP SCREEN (HELP323)

PF12) TO RETURN TO COMMUNITY HOUSING MASTER MENU (HOMES300)

Figure C14. Add/change a community housing unit.

APPENDIX D:

FAMILY HOUSING SURVEY MODULE

The Family Housing Survey module incorporates two major changes:

- a. The need for the questionnaire has been eliminated.
- b. Automated preparation and processing of the survey will be done under HOMES.

The survey summary will be processed and transmitted in the same manner as other HOMES-generated reports. The module contains 11 programs designed to enter data, collect data from other fields, manipulate data, and display data in the survey format.

A limited amount of data that reflect current statistics (Figure D1 through D9) must be entered just before generating a survey. Most of the input will be derived by processing the information on file to support the Assignments and Terminations and the Community Housing modules. When a request is made to generate the survey, an edit check will be made to determine whether all required data are available; if it is not, the operator will be advised what the missing data elements are. The survey reports will be generated based on the input instructions given on Figure D10.

The processing algorithms defined in the Functional Description include specifications for a number of mathematical relationships that must be satisfied. The available data from the other modules will often be incomplete because it is impossible to have completely current personal information on every individual. Thus, certain data will have to be extrapolated to bring the reported numbers in line with the mathematical relationship requirements. In essence, this means treating the available data as a sample, as has been done in the past by using the questionnaire. With this procedure, the sample size will provide a greater percentage of the population than the questionnaire, so available data will be more representative. Lower limits for the sample sizes will be specified. If these limits are not met, the applicable data record will have to be updated until specified criteria have been met.

The system will be able to play "what if" games by changing input values. For instance, the impact on housing of bringing a new unit onto an installation could be analyzed by changing ASIP projections.

The installation will have access to an OLQ capability for deriving analyses and summaries on an ad hoc basis.

The Family Housing Survey submission from the installation will not be changed at the MACOM. Instead, changes will be made on a companion record of the survey established at the MACOM. This companion record will reflect MACOM changes and will be the version transmitted to DA as the official submission. The transmission will be done electronically as a data file, similar to the method used by the installation. To keep abreast of current planning

proposals, the installation will give access to the companion record after it is completed.

Normally, the MACOM will have no reason to change information presented in the DD Form 1377 or information in the DD Form 1378 from the DD Form 1377, since the data are derived from statistical records.

The MACOM will be able to produce a prioritized compilation of program requirements by installation. This compilation will accompany the MACOM's submissions of the total package of housing surveys for all installations to OCE. Programs to analyze data submitted in the installation surveys will be provided to help prioritize requirements.

As with the installation, the MACOM will also have access to an OLQ capability to derive analyses and summaries on an ad hoc basis.

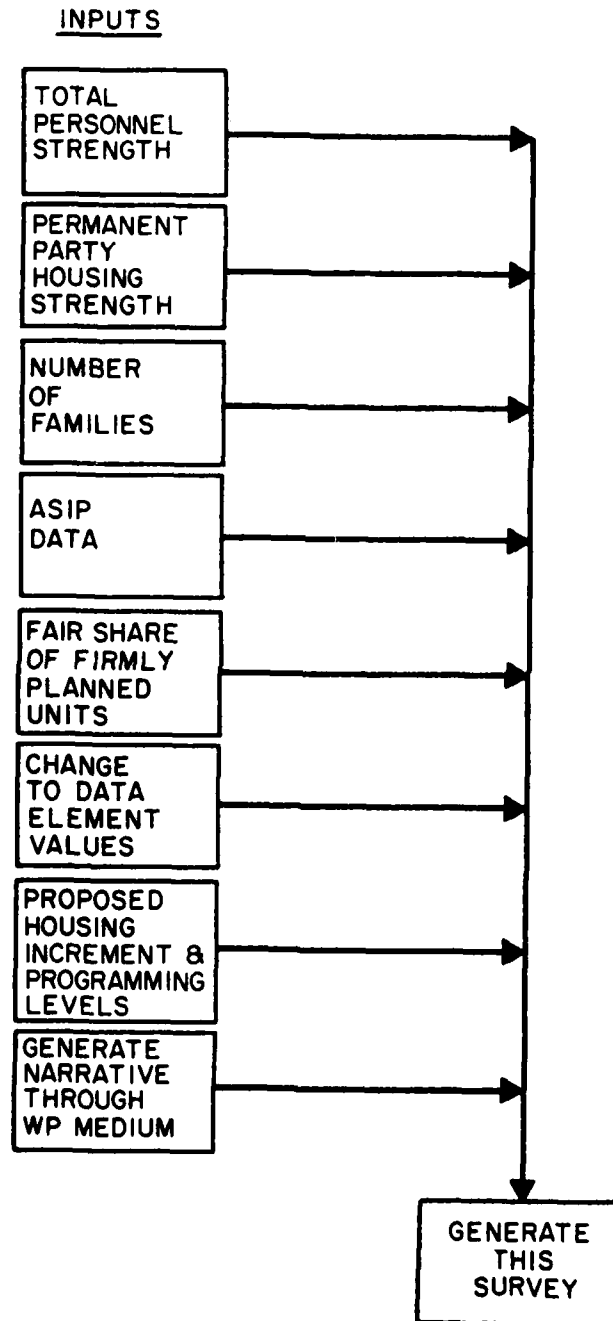


Figure D1. Data reflecting current statistics.

HOMES405

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
TOTAL PERSONNEL STRENGTH

DD MMM YY

	OFFICERS	ELIGIBLE ENLISTED	CIVILIANS	OTHER ENLISTED
ARMY	XXXXX	XXXXX	XXXXX	XXXXX
NAVY	XXXXX	XXXXX	XXXXX	XXXXX
AIR FORCE	XXXXX	XXXXX	XXXXX	XXXXX
OTHER	XXXXX	XXXXX	XXXXX	XXXXX
KEY CIVILIANS			XXX	
SIDPERS INPUT	XXXXX	XXXXX		XXXXX
KEY CIVILIANS IN HOMES DATA BASE			XXX	

KEY FUNCTION

ENTER) ENTER THE DATA

PF1) BRING UP HELP SCREEN

PF2) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D2. Total personnel strength (HOMES 405).

HOMES410

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
PERMANENT PARTY HOUSING STRENGTH

DD MMM YY

	OFFICERS	ELIGIBLE ENLISTED	CIVILIANS	OTHER ENLISTED
ARMY	XXXXX	XXXXX		XXXXX
NAVY	XXXXX	XXXXX		XXXXX
AIR FORCE	XXXXX	XXXXX		XXXXX
MARINES	XXXXX	XXXXX		XXXXX
OTHER	XXXXX	XXXXX		XXXXX
KEY CIVILIANS			XXX	
SIDPERS INPUT	XXXXX	XXXXX		XXXXX

KEY FUNCTION

ENTER) ENTER THE DATA

PF11) BRING UP HELP SCREEN

PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D3. Permanent party housing strength (HOMES 410).

HOMES415

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
NUMBER OF FAMILIES

DD MMM YY

	OFFICERS	ELIGIBLE ENLISTED	CIVILIANS	OTHER ENLISTED
ARMY	XXXXX	XXXXX		XXXXX
NAVY	XXXXX	XXXXX		XXXXX
AIR FORCE	XXXXX	XXXXX		XXXXX
MARINES	XXXXX	XXXXX		XXXXX
OTHER	XXXXX	XXXXX		XXXXX
KEY CIVILIANS			XXX	

JUMPS INPUT	XXXXX	XXXXX		XXXXX
-------------	-------	-------	--	-------

INFORMATION FROM HOMES DATA BASE

ARMY	XXXXX	XXXXX		XXXXX
NAVY	XXXXX	XXXXX		XXXXX
AIR FORCE	XXXXX	XXXXX		XXXXX
MARINES	XXXXX	XXXXX		XXXXX
OTHER	XXXXX	XXXXX		XXXXX
KEY CIVILIANS			XXX	

KEY FUNCTION

ENTER) ENTER THE DATA

PF11) BRING UP HELP SCREEN

PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES430)

Figure D4. Number of families (HOMES 415).

HOMES420

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
ASIP DATA

DD MMM YY

INSTL CODE XXXXX

SUBINSTL CODE XXXXX

FISCAL YEAR

XX

	PERMANENT	TENANT	STUDENTS	STUDENTS
	PARTY	UNITS	PCS	TDY
OFFICERS	XXXXX	XXXXX	XXXXX	XXXXX
WARRANT OFFICERS	XXXXX	XXXXX	XXXXX	XXXXX
ENLISTED	XXXXX	XXXXX	XXXXX	XXXXX
CIVILIANS	XXXXX	XXXXX		

KEY FUNCTION

ENTER) ENTER THE DATA

PF11) BRING UP HELP SCREEN

PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D5. ASIP data (HOMES 420).

HELP425

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
FIRMLY PLANNED COMMUNITY CONSTRUCTION

DD MMM YY

FAIR SHARE OF FIRMLY PLANNED UNITS

1 BR	XXXXX
2 BR	XXXXX
3 BR	XXXXX
4 BR	XXXXX
5 OR MORE BR	XXXXX

KEY FUNCTION

ENTER) ENTER THE DATA

PF11) BRING UP HELP SCREEN

PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D6. Firmly planned community construction (HOMES 425).

HELP430

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
CHANGE DATA ELEMENT VALUES

DD MMM YY

DD FORM X

LINE NUMBER XXX

COLUMN X

NEW VALUE XXXXXX

KEY FUNCTION

ENTER) ENTER THE DATA

PF10) RETURN THIS SCREEN TO CHANGE ANOTHER DATA ELEMENT

PF11) BRING UP HELP SCREEN

PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D7. Change data element values (HOMES 430).

HELP435

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
PROPOSED HOUSING INCREMENTS AND PROGRAMMING LEVELS

DD MMM YY

SUBSECTION NUMBER X		FISCAL YEAR XX		
	OFFICERS	ELIGIBLE ENLISTED	KEY CIVILIANS	OTHER ENLISTED
NEW CONSTRUCTION	XXXX	XXXX	XXXX	XXXX
OTHER	XXXX	XXXX	XXXX	XXXX
SPECIFY XXXXXXXXXXXXXXXX				

KEY FUNCTION

ENTER) ENTER THE DATA

PF1) RETURN TO HOMES435 TO ADD INFORMATION TO OR CHANGE ANOTHER SUBSECTION

PF11) BRING UP HELP SCREEN

PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D8. Proposed housing increments and programming levels (HOMES 435).

HOMES440

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
NARRATIVE GENERATION MENU

DD MMM YY

INSTL CODE XXXXX

SUBINSTL CODE XXXXX

KEY FUNCTION

- PF1) GENERATE REMARKS FOR BOX 114, DD FORM 1377
- PF2) GENERATE REMARKS FOR BOX 103, DD FORM 1378
- PF3) GENERATE NARRATIVE FOR ALL BOXES ON DD FORM 1379
- PF4) GENERATE NARRATIVE FOR BOX 1, MISSION, ON DD FORM 1379
- PF5) GENERATE NARRATIVE FOR BOX 2, LOCATION, ON DD FORM 1379
- PF6) GENERATE NARRATIVE FOR BOX 3, COMMUNITY SUPPORT, ON DD FORM 1379
- PF7) GENERATE NARRATIVE FOR BOX 4, HOUSING ON POST, ON DD FORM 1379
- PF8) GENERATE NARRATIVE FOR BOX 3, JUSTIFICATION OF PROPOSED HOUSING,
ON DD FORM 1379
- PF9) RETURN TO HOMES440 TO CHANGE NARRATIVE JUST ENTERED OR FOR ANOTHER BOX
- PF11) BRING UP HELP SCREEN
- PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D9. Narrative generation menu (HOMES 440).

HELP445

HOUSING OPERATIONS MANAGEMENT SYSTEM
FAMILY HOUSING SURVEY
SURVEY GENERATION

DD MMM YY

INSTL CODE XXXXX SUBINSTL CODE XXXXX AS OF DATE DD MMM YY

AUTHENTICATION OFFICIAL: INTERMEDIATE OR FINAL (I OR F) X

GRADE XXXXX
NAME XXXXXXXXXXXXXXXXXXXXXXXX
TITLE XXXXXXXXXXXXXXXXXXXXXXXX

DATE IF OTHER THAN CURRENT DATE DD MMM YY

KEY FUNCTION

PF1) GENERATE DD FORM 1377
PF2) GENERATE DD FORM 1378
PF3) GENERATE DD FORM 1379
PF4) GENERATE DD FORMS 1377 AND 1378
PF5) GENERATE DD FORMS 1377, 1378, AND 1379
PF6) TRANSMIT DATA FILE COPY OF SURVEY TO NEXT COMMAND LEVEL

PF11) BRING UP HELP SCREEN
PF12) RETURN TO FAMILY HOUSING SURVEY MENU (HOMES400)

Figure D10. Survey generation (HOMES 445).

APPENDIX E:

UNACCOMPANIED PERSONNEL HOUSING MODULE

The Unaccompanied Personnel Housing (UPH) module contains the following functions:

- a. Facility management
- b. Application
- c. Assignment
- d. Waiting list update (personnel and administrative)
- e. Termination
- f. Barracks management
- g. Housekeeping
- h. Finances
- i. Supervisory aids and reports

Figures E1 through E8 highlight selected functions. The facility management menu provides a means of adding a detailed description of a facility to the facility file, change entered information, or delete a facility from the facility file. In addition, the facility status may be updated, historical facility information and modernization information recorded, and key inventory data maintained.

The application process (Figure E1) begins when an applicant completes a HOMES application (Figure E2). This application contains sufficient information to determine the applicable type of housing. The system displays available facilities, and the clerk initiates the assignment process. If no facilities are available, the applicant's name may be added to an appropriate waiting list and a Statement of Nonavailability issued. The following functions may be performed for waiting lists:

- a. Add/delete an applicant to/from a waiting list
- b. Change applicant to different list
- c. Change applicant's position on a waiting list
- d. Create/delete waiting lists
- e. Change existing waiting list.

The assignment process (Figure E3) begins when a facility is available for an applicant. The system provides a description of the facility, and an

offer is made to the applicant. If he/she is interested, an assignment inspection is scheduled and completed.

When the quarters are accepted, assignment orders (Figures E4 and E5) are issued. When the quarters are not accepted, appropriate waiting list action is taken, and the quarters are offered to the next eligible applicant.

Figure E6 summarizes the termination process. When the Housing office is notified of an impending termination, pre-termination and termination inspections are scheduled and performed. After any outstanding charges are reconciled, a termination order (Figure E7) is issued.

Barracks Management is a special consideration of the UPH module, through which unit-assigned space and the use of this space may be monitored. Individual assignments and terminations as well as miscellaneous personnel information may be recorded.

The following functions are available through the housekeeping menu:

- a. Permanent Party Housekeeping Room Summary. This is a record of rooms currently receiving maid service.
- b. Update Existing Maid Service Agreement. This allows current maid service to be discontinued or new maid service to be initiated.
- c. Maintenance Record. Any maintenance problems may be recorded through this screen.

The finance menu provides access to monetary activities by shift, individual accounts receivable records, a daily transaction record, and a detailed shift summary for the manager's use.

HOMES will produce both standard reports and miscellaneous reports. Figure E8 shows some of the reports produced.

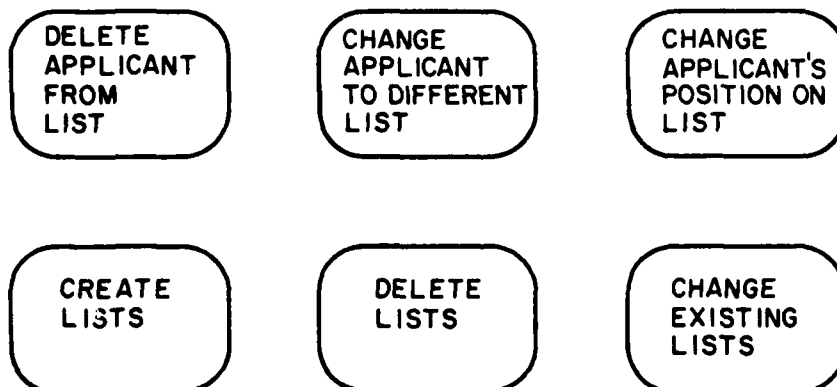
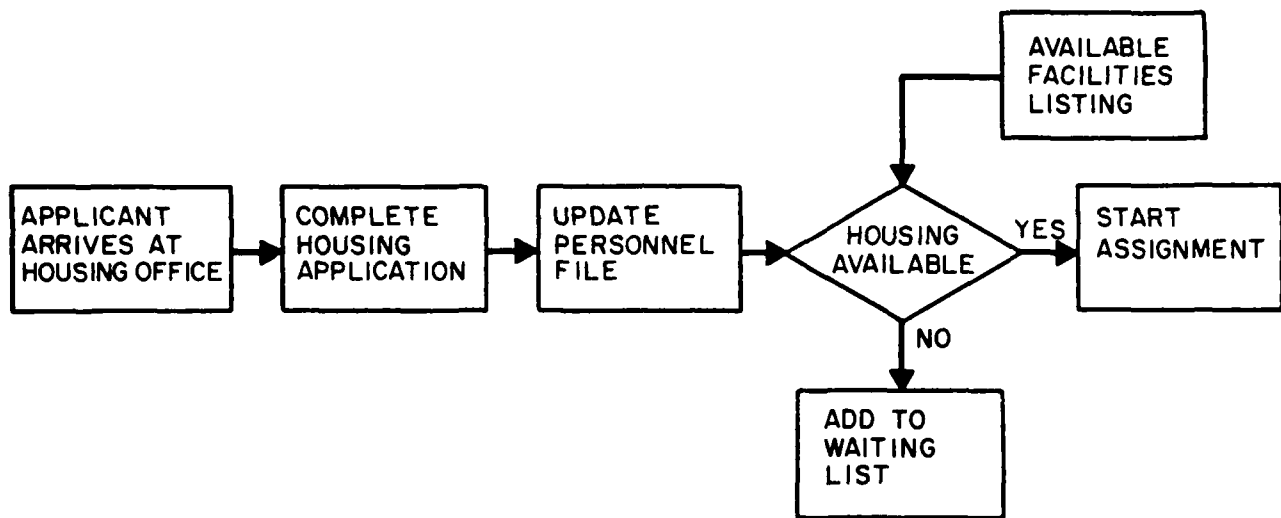


Figure E1. Application.

HOUSING OPERATION MANAGEMENT SYSTEM
UNACCOMPANIED HOUSING
APPLICATION/PERSONNEL PROCESSING

SSN ----- NAME ----- LAST ----- FIRST ----- MI ----- RANK ----- SEX -----
DATE OF APPLICATION ----- TIME OF APPLICATION -----

DESIRE GOVT. HOUSING (Y OR N) ----- MARITAL STATUS ----- ELIGIBILITY STATUS -----
BRANCH OF SERVICE ----- PROMOTION SEQ. NO. ----- ASSIGNMENT PRIORITY -----
DATE OF RANK ----- SERVICE EXPIRATION DATE -----
ELIGIBILITY DATE ----- DATE DEPART LAST PERM DUTY STATION -----
MEDICAL REQUIREMENT: ----- HANDICAPPED ----- A/C -----
ORGANIZATION ----- UIC ----- DUTY PHONE -----

FAMILY MEMBERS (Y OR N) -----
RESTRICTED TOUR (Y, N, OR BLANK) ----- IF YES, ENTER REMARKS BELOW
IF NO, APPLIED FOR FAMILY HOUSING (Y OR N) -----

ADVANCED APPLICATION (Y OR BLANK) ----- IF Y, ENTER THE FOLLOWING:
(GAINING INSTL AND SUBINSTL, ANTICIPATED DATE DEPARTURE, DATE ARRIVAL)

GAINING INSTL ----- SUBINSTL ----- ANTICIPATED DATE DEPARTURE -----
LOSING INSTL ----- SUBINSTL ----- DATE ARRIVAL -----

ADDRESS: ----- PHONE: -----

REMARKS: -----

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE

PRESS PF1 TO DISPLAY FACILITIES AVAILABLE HOMES 722 OR WAITING LIST MENU HOMES 740 IF NO FACILITIES
ARE AVAILABLE

PRESS PF10 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF11 TO RETURN TO APPLICATION MENU HOMES 720

PRESS PF12 TO RETURN TO UPH MENU HOMES 700

Figure E2. Application for UPH.

REFERENCE OR OFFICE SYMBOL

ACCEPTANCE OF UNACCOMPANIED PERSONNEL
HOUSING

TO:

FROM:

DATE:

1. Name:

Rank:

SSN:

Type Housing:

Address:

2. Daily Rate:

3. I agree to accept maid service and pay the above daily rate
service charge.

or

I do not agree to accept maid service. I am responsible to clean my own
living area.

4. Effective Date:

5. I assume responsibility for all quarters assigned, the property therein
and my personal valuables.

Signature

Figure E4. Housing acceptance.

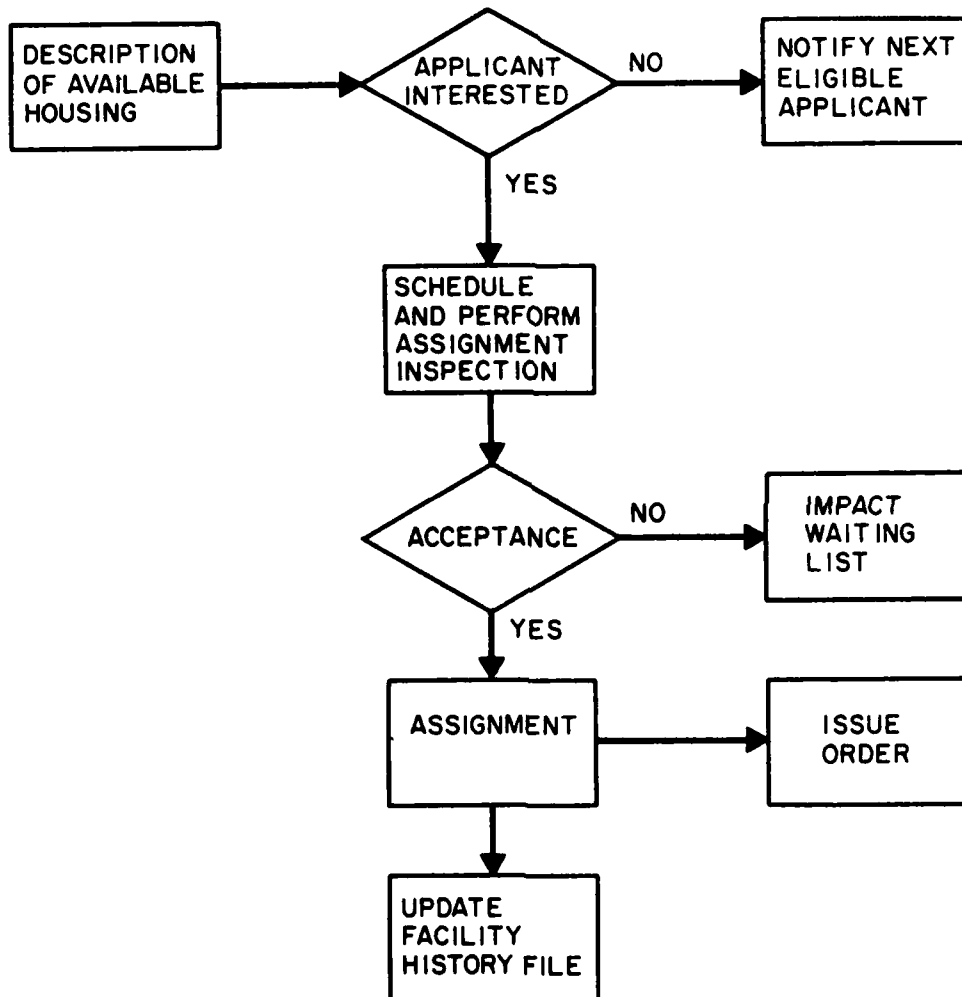


Figure E3. Assignment.

REFERENCE OR OFFICE SYMBOL

ASSIGNMENT TO UNACCOMPANIED PERSONNEL
HOUSING

ASSIGNMENT #:

TO:

FROM:

DATE:

1. The following individual has been assigned to unaccompanied personnel housing:

Name:

Rank:

SSN:

Military Organization:

Type Housing:

Address:

2. Authority AR 210-xx.

3. Effective Date:

4. Move is made for convenience of Government or individual (G or I)? ____

FOR THE COMMANDER:

DISTRIBUTION:

Figure E5. Housing assignment order.

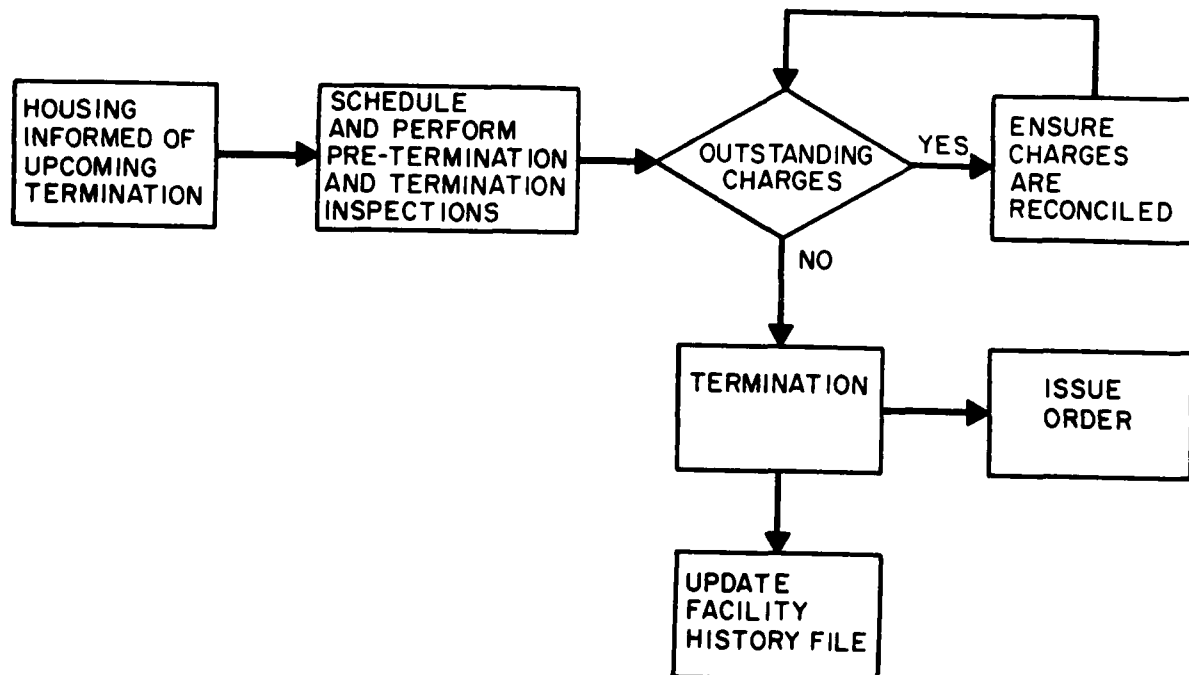


Figure E6. Termination.

REFERENCE OR OFFICE SYMBOL

TERMINATION FROM UNACCOMPANIED PERSONNEL
HOUSING

TERMINATION #:

TO:

FROM:

DATE:

1. The following individual has been terminated from unaccompanied personnel housing.

Name:

Rank:

SSN:

Military Organization:

Type Housing:

Address:

2. Authority AR 210-xx.
3. Effective Date:
4. Move is made for convenience of Government or individual (G or I)?

FOR THE COMMANDER:

DISTRIBUTION:

Figure E7. Termination order.

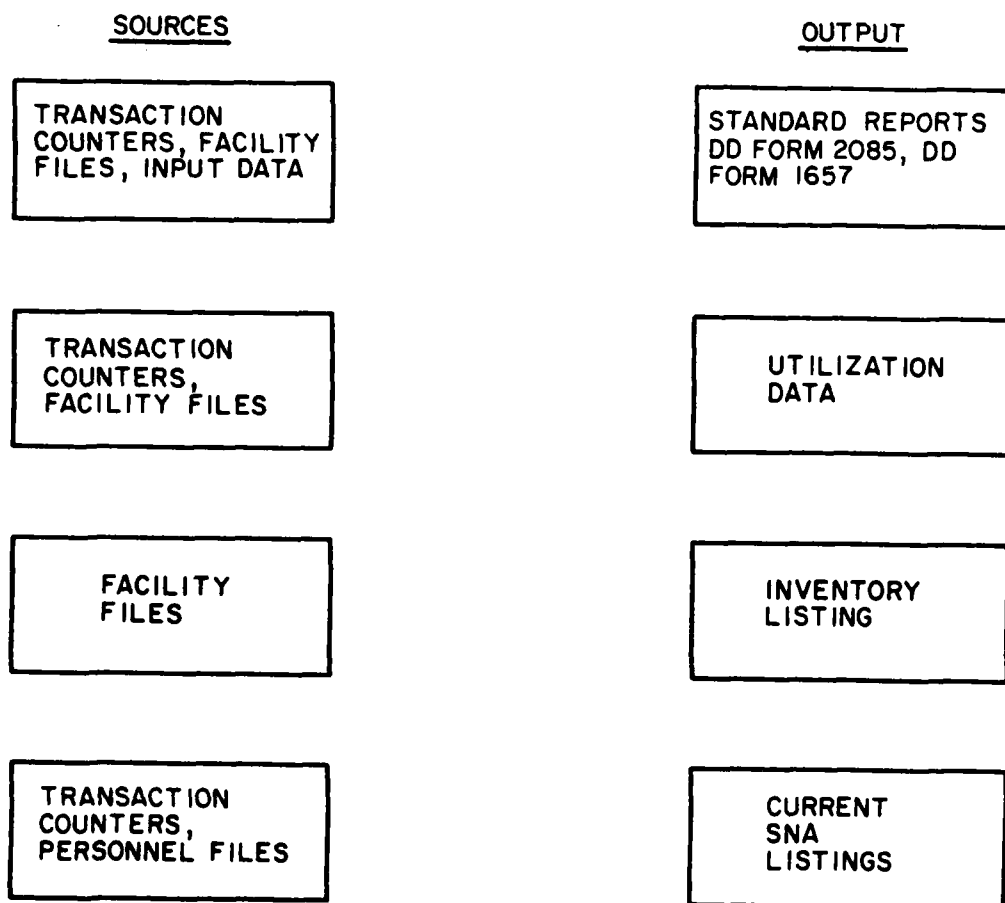


Figure E8. Reports.

APPENDIX F:

TRANSIENT HOUSING MODULE

The Transient Housing module contains the following functions:

- a. Check in/checkout
- b. Reservations
- c. Cashiering
- d. Management control
- e. Accounts receivable
- f. Facility management
- g. Housekeeping

Figure F1 illustrates check-in procedures. When a guest wants transient accommodations, the system will determine whether he/she has a reservation. If so, any necessary information besides that obtained with the reservation will be recorded through HOMES 511 (Figure F2) and an assignment made. When this is done, an account is automatically set up for the guest. If there is no reservation, the available quarters may be displayed to determine if there is an appropriate vacancy. If so, all necessary information is recorded on the check-in screen, an assignment made, and an account automatically established. If no room is available, pertinent data is recorded (Figure F3) and a Statement of Nonavailability is issued (Figure F4).

When a guest wants to check out, his/her account is displayed, payment is received for any outstanding charges, and a guest receipt is provided. For a checkin or checkout, housekeeping files are automatically updated.

Various reports such as in-house guests, room status scan, and special services, are also available. Figure F5 shows individual reservation procedures. When a reservation is requested, room availability is checked. If rooms are available, reservation information is recorded (Figure F6), and the reservation is automatically made. If no rooms are available, no reservation is made. Group reservations are made similarly, except that rooms are reserved by the clerk. For individual or group reservations, a confirmation letter may be sent. Reservation reports such as arrivals, cancellations, and reservations for a particular room are also available.

The cashiering menu provides access to the shift summary, which is a general summary of the monetary activities during a shift. Also accessed are the guest folios, which provide the charges and payments for a given account.

The management control menu provides access to various reports. Among these are (1) a manager's shift report, which is a detailed summary of the cashiering activities during a shift, and (2) the daily transaction record, which summarizes the daily transactions according to receipts, accounts

receivable and refunds by type of account. Figure F7 shows selected reports. Accounts may be displayed, selected for invoicing, or listed by age through the accounts receivable menu.

The facility management menu provides a means to add a detailed description of a facility to the facility file, change entered information, or delete a facility from the facility file. In addition, the facility status may be updated, historical facility information and modernization information recorded, and key inventory data maintained.

The housekeeping menu allows the condition of a room to be recorded and provides a vehicle for supplies management. Various reports, such as vacant rooms, occupied rooms, scheduled departures, and a maintenance record, are also available.

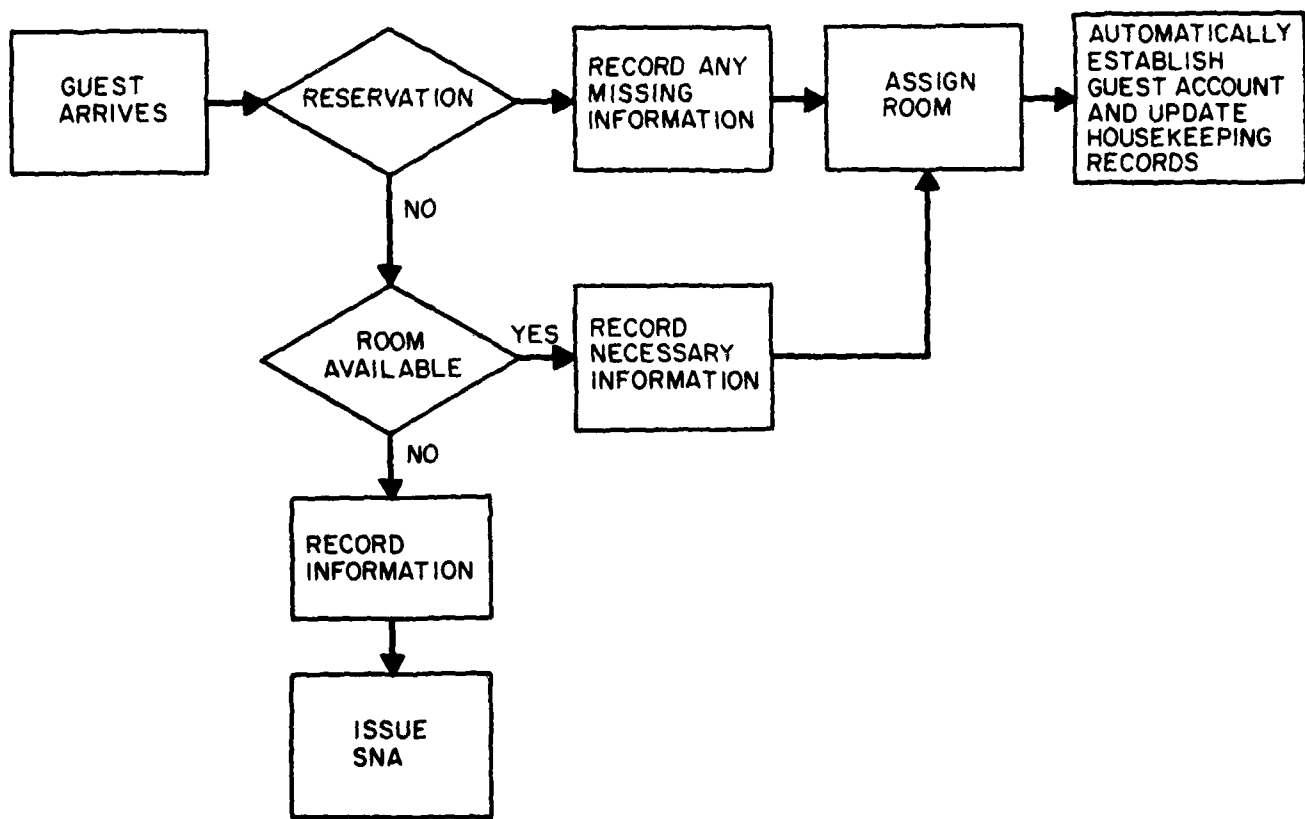


Figure F1. Check in.

HOMES 511

HOUSING OPERATION MANAGEMENT SYSTEM
TRANSIENT HOUSING
CHECK-IN, INDIVIDUAL

ARRIVAL DATE _ _ _ _ _ TIME _ _ _ _ _ NIGHTS _ _ _ _ _ SCHED. DEPARTURE DATE _ _ _ _ _
GROUP # _ _ _ _ _ GROUP NAME _ _ _ _ _ POC _ _ _ _ _ LAST _ _ _ _ _ RANK _ _ _ _ _ PHONE _ _ _ _ _
ADULTS _ _ _ _ _ # CHILDREN _ _ _ _ _ # ROOMS _ _ _ _ _ CONNECTING _ _ _ _ _ SPECIAL SERVICE _ _ _ _ _
LAST NAME _ _ _ _ _ FIRST _ _ _ _ _ RANK _ _ _ _ _ SSN _ _ _ _ _
BRANCH OF SERVICE _ _ _ _ _ ORGANIZATION _ _ _ _ _ VISITOR STATUS _ _ _ _ _
ADDRESS _ _ _ _ _
CITY _ _ _ _ _ STATE _ _ _ _ _ COUNTRY _ _ _ _ _ ZIP _ _ _ _ _
PHONE _ _ _ _ _ INSTALLATION _ _ _ _ _

OTHER NAMES:

ROOM CATEGORY _ _ _ _ _ ROOM #(S) _ _ _ _ _ RATE _ _ _ _ _
ROOM OVERRIDE _ _ _ _ _ PAYMENT TYPE _ _ _ _ _
BOOKED _ _ _ _ _ CLERK _ _ _ _ _ MODIFIED _ _ _ _ _ CLERK _ _ _ _ _
REMARKS: _ _ _ _ _
_ _ _ _ _

CONTROL # _ _ _ _ _ SHARE _ _ _ _ _

- PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
- PRESS PF10 FOR FURTHER INFORMATION ABOUT THIS SCREEN
- PRESS PF11 TO RETURN TO FRONT DESK MENU HOMES 510
- PRESS PF12 TO RETURN TO TRANSIENT MENU HOMES 500

Figure F2. Check-in information.

HOMES 513

HOUSING OPERATION MANAGEMENT SYSTEM
TRANSIENT HOUSING
STATEMENT OF NON-AVAILABILITY

NAME
LAST

FIRST

RANK
MI

SSN

DATE OF
STATEMENT
STATEMENT

I. QUARTERS

- GOV. QUARTERS WERE NOT AVAILABLE TO THE ABOVE-NAMED INDIVIDUAL THROUGH
- GOV. QUARTERS WERE NOT AVAILABLE TO ABOVE-NAMED INDIVIDUAL AND DEPENDENTS THROUGH
- GOV. QUARTERS UTILIZATION IMPRACTICABLE FOR ABOVE-NAMED INDIVIDUAL THROUGH

II. MESS

- GOV. MESS WAS NOT AVAILABLE TO THE ABOVE-NAMED MEMBER FOR THE NUMBER OF MEALS SHOWN OPPOSITE EACH OF THE FOLLOWING DATES OR PERIODS.
- GOV. MESS NOT AVAILABLE TO BOTH THE ABOVE-NAMED MEMBER AND HIS DEPENDENT(S) FOR THE NUMBER OF MEALS SHOWN OPPOSITE THE FOLLOWING DATES OR PERIODS.
- UTILIZATION OF GOV. MESS AVAILABLE AT THIS STATION BY THE ABOVE-NAMED MEMBER (WILL NOT) (IS) (WAS) IMPRACTICABLE FOR THE NUMBER OF MEALS SHOWN OPPOSITE THE FOLLOWING DATES OR PERIODS.
- OFFICERS' OPEN MESS WAS NOT AVAILABLE TO THE ABOVE-NAMED OFFICER FOR AT LEAST TWO MEALS ON THE FOLLOWING DATES GOV. QUARTERS WERE AVAILABLE.

DATES

BREAKFAST

LUNCH

DINNER

ALL

through
through
through
through

REMARKS:

APPROVING OFFICER:

RANK

TITLE

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE

PRESS PF10 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF11 TO RETURN TO FRONT DESK MENU HOMES 510

PRESS PF12 TO RETURN TO TRANSIENT MENU HOMES 500

Figure F3. Statement of nonavailability record.

GOVERNMENT QUARTERS AND MESS (Complete with ink, ball-point pen or typewriter, DO NOT use lead pencil.)				No.	
TRAVELER'S NAME AND GRADE			SERVICE NUMBER/SOCIAL SECURITY ACCOUNT NUMBER		DATE OF STATEMENT
I. QUARTERS					
A. GOVERNMENT QUARTERS WERE NOT AVAILABLE TO THE ABOVE-NAMED MEMBER ON THE FOLLOWING DATES OR FOR THE FOLLOWING PERIODS:					
B. GOVERNMENT QUARTERS <i>(were not) (will not be)</i> AVAILABLE TO BOTH THE ABOVE-NAMED MEMBER AND HIS DEPENDENT(S) ON THE FOLLOWING DATES OR FOR THE FOLLOWING PERIODS:					
C. UTILIZATION OF GOVERNMENT QUARTERS BY THE ABOVE-NAMED MEMBER <i>(is) (was)</i> IMPRACTICABLE FOR THE FOLLOWING DATES OR THE FOLLOWING PERIODS:					
II. MESS					
A. GOVERNMENT MESS WAS NOT AVAILABLE TO THE ABOVE-NAMED MEMBER FOR THE NUMBER OF MEALS SHOWN OPPOSITE EACH OF THE FOLLOWING DATES OR PERIODS.					
B. GOVERNMENT MESS <i>(was not) (will not be)</i> AVAILABLE TO BOTH THE ABOVE-NAMED MEMBER AND HIS DEPENDENT(S) FOR THE NUMBER OF MEALS SHOWN OPPOSITE THE FOLLOWING DATES OR PERIODS.					
C. UTILIZATION OF GOVERNMENT MESS AVAILABLE AT THIS STATION BY THE ABOVE-NAMED MEMBER <i>(will be) (is) (was)</i> IMPRACTICABLE FOR THE NUMBER OF MEALS SHOWN OPPOSITE THE FOLLOWING DATES OR PERIODS.					
D. OFFICERS' OPEN MESS WAS NOT AVAILABLE TO THE ABOVE-NAMED OFFICER FOR AT LEAST TWO MEALS ON THE FOLLOWING DATES GOVERNMENT QUARTERS WERE AVAILABLE.					
DATE		NO. MEALS		DATE	
REMARKS (Continue on reverse if more space is required.)					
ISSUING ORGANIZATION AND STATION					
TYPED NAME, GRADE AND TITLE OF AUTHORIZED APPROVING/CERTIFYING OFFICER				SIGNATURE	

DO FORM 1351-5
1 JAN 68

PREVIOUS EDITIONS ARE OBSOLETE.

FORM APPROVED BY COMPTROLLER GENERAL, U. S. 2 JUNE 1965

Figure F4. Statement of nonavailability.

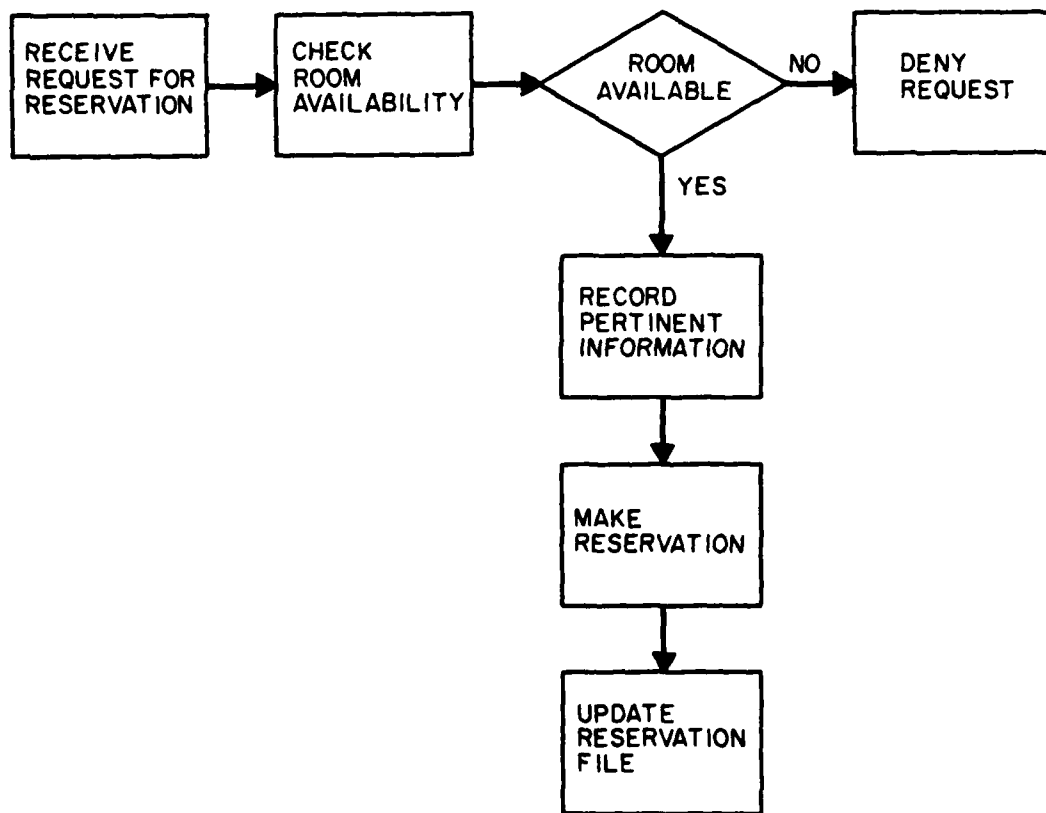


Figure F5. Reservations.

HOMES 521

HOUSING OPERATION MANAGEMENT SYSTEM
TRANSIENT HOUSING
INDIVIDUAL RESERVATIONS

ARRIVAL DATE: --- TIME: --- NIGHTS: --- SCHED. DEPARTURE DATE: ---
ADULTS: --- # CHILDREN: --- # ROOMS --- CONNECTING --- SPECIAL SERVICES: ---
LAST NAME --- FIRST --- RANK --- SSN ---
SERVICE BRANCH --- ORGANIZATION --- VISITOR STATUS ---
ADDRESS ---
CITY --- STATE --- COUNTRY --- ZIP ---
PHONE --- INSTALLATION ---
OTHER NAMES: ---
ROOM CATEGORY --- ROOM #(S) --- DATE ---
ROOM OVERRIDE ---
BOOKED: --- CLERK: --- MODIFIED: --- CLERK: ---
CANCELLED: --- CLERK: --- REASON: ---
REMARKS: ---
CONTROL #: --- SHARE ---

PRESS PF1 TO DISPLAY ROOM AVAILABILITY HOMES 515

PRESS PF2 TO DISPLAY ROOM STATUS SCAN HOMES 516

PRESS PF3 TO PRINT CONFIRMATION LETTER

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE

PRESS PF10 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF11 TO RETURN TO INDIVIDUAL RESERVATIONS MENU HOMES 520

PRESS PF12 TO RETURN TO TRANSIENT MENU HOMES 500

Figure F6. Individual reservation information.

SOURCES

TRANSACTION
COUNTERS

FACILITY
FILE

FACILITY
FILE

CASHIERING
FILE

OUTPUT

STANDARD REPORTS
DD FORM 4630

PERMANENT PARTY
VACANCIES

EXTENDED
OCCUPANCY REPORT

DAILY TRANSACTION
REPORT, MANAGER'S
SHIFT REPORT

Figure F7. Reports.

APPENDIX G:

FINANCIAL MANAGEMENT-APPROPRIATED FUNDS MODULE

The Appropriated Funds Financial Management module helps budget analysts and clerks perform the following functions:

- a. Planning, programming, and budgeting
- b. Budget execution
- c. Review and analysis

Figures G1, G9, and G12 show the overall system flow for each of these functions.

The Planning, Programming, and Budgeting process is accomplished on HOMES by developing resource requirements for each program element, where program element is defined as some combination of Army Management Structure Code (AMS), Element of Expense (EOE), and Housing Category. The AMS-EOE-Housing Category Selection is made by "paging" through a series of menus until the appropriate program element has been defined.

Figure G2 shows the Requirements Development menu, listing the options available in developing resource requirements. In summary, the user has the opportunity to view historical data for the program element selected. A graphics package is also included. Figures G3 and G4 are examples of historical data formats and a graphical display.

Resource requirements are developed by two types of Requirements Development Worksheets. The first is the Budget- and Program-Year Requirements Development Worksheet, on which total unconstrained requirements are entered and stored for each month of the budget year and as a lump sum total for the program year. Requirements are entered not only in terms of total dollars needed, but also in terms of the items for which the dollars are being requested (e.g., furniture, work-years, kilowatt-hours); they are entered independently of expected funding levels. Once funding levels have been determined, the user enters dollars on the second worksheet, called the Financed and Unfinanced Requirements Development Worksheet. Financed dollar amounts are entered for both the budget year and the program year. Also, an Unfinanced Requirement Priority is attached to the budget year for requirements whose funding seems doubtful. Figures G5 and G6 are worksheets for developing electricity requirements.

Once the worksheets have been completed for each program element, HOMES produces output as shown in Figure G7--the Requirements Development Products Menu.

During budget execution, the user has available the capabilities given in Figure G8--the HOMES Budget Execution Menu. Committed dollar amounts are entered into the HOMES Commitments and Obligations Ledger. Figure G9 shows the overall system flow during budget execution, and Figure G10 shows the format of the Commitments and Obligations Ledger.

At the point when funding is committed, HOMES verifies that a previously established commitment ceiling has not been exceeded.

Many entries to the Ledger are optional. If the user elects to use them, many output products become available. One of these products is the Reimbursable Order and Contract Ledger. By entering a Reimbursable Order (RO) Number or Contract Number into the Commitments and Obligations Ledger, HOMES establishes entries in the RO and Contract Ledger. This ledger allows budget analysts to track obligations and expenditures against certain select ROs and Contracts. Upon user request, HOMES will list all the ROs and contracts that are in a specified percentage range liquidated. Figure G11 shows the format of the Reimbursable Order and Contract Ledger.

Figure G12 shows the overall system flow during Review and Analysis. The user enters little data during this function. Detailed activity cost data from the Standard Finance System (STANFINS) or other local Finance and Accounting Office Systems are matched to HOMES cost data by means of the Document Number, which is a mandatory entry in the HOMES Commitments and Obligations Ledger. In a VIABLE environment, HOMES will read STANFINS output daily, which will update the Commitments and Obligations Ledger, Reimbursable Order and Contract Ledger, and HOMES historical files; from these, actual cost data are compared with planned cost data developed during the Planning, Programming, and Budgeting function. Figures G13 and G14 show two examples of output Products.

HOMES
PLANNING, PROGRAMMING, & BUDGETING
FOR APPROPRIATED FUNDS

OVERALL SYSTEM FLOW

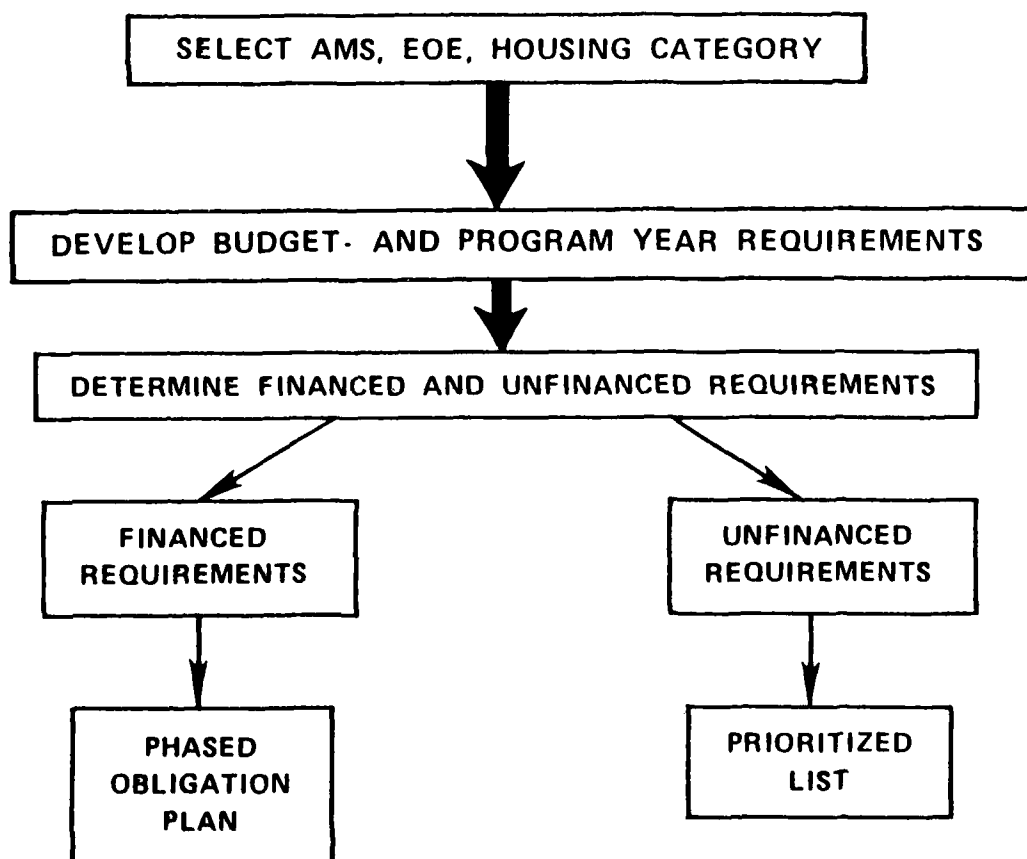


Figure G1. Flow of planning, programming, and budgeting process.

HOMES
Financial Management
Planning, Programming, and Budgeting
for Appropriated Funds

Requirements Development Menu

PF1 Historical Data

PF3 Budget and Program Year Total Requirements Development Worksheet

PF4 Budget and Program Year Total Requirements Corrections/Update

PF5 All Funded Reimbursable Requirements Development Worksheets

PF7 Financed and Unfinanced Requirements Development Worksheets

PF8 Financed and Unfinanced Requirements Corrections/Updates

PF9 Select New AMS, EOE, or Housing Category

PF10 Worksheet Deletions

PF11 Sign Off

Figure G2. Requirements development menu.

PURPOSE	(NAME)	(AGE)	(NAME)	(HOUSING CATEGORY)
X X 2 2 1				
X X 2 2 2				
X X 2 2 3				
1 9 1 0 . X X 2 2 6	(ANS)			

13

104

[illegible]

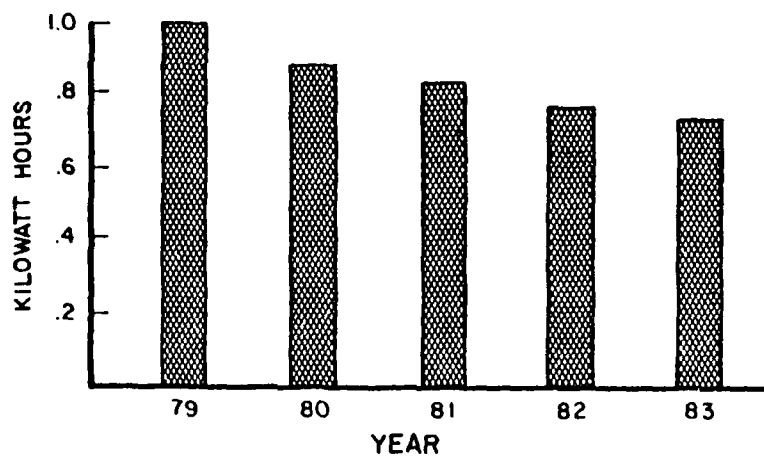
Press PFI to continue

Figure G3. Historical data.

HOMES
Financial Management
Planning, Programming, and Budgeting
for Appropriated Funds

PURPOSE -----

(NAME) (AMS) (NAME) (EOE) (NAME) (HOUSING CATEGORY)



CONSUMPTION PER DWELLING UNIT PER DEGREE-DAY

Press PF1 to Select More Graphical Displays

Press PF2 to Continue

Figure G4. Example graphical display.

BOMES
Financial Management
Planning, Programming, and Budgeting
for Appropriated Funds
Financed and Unfinanced Requirements Development Worksheet

PURPOSE _____ DATE _____

(NAME) _____ (AMS) _____ (NAME) _____ (EOE) _____ (NAME) _____ (HOUSING CATEGORY) _____

ENTER BUDGET YEAR FINANCED AMOUNT HERE \$ _____

ENTER BUDGET YEAR UNFINANCED PRIORITY HERE _____

TOTAL REQUIREMENTS		BUDGET YEAR				UNFINANCED			
		FINANCED		Cumulative		Cumulative			
		Total Dollars	Total Units	Dollars	Units	Dollars	Units	Dollars	Units
OCT									
NOV									
DEC									
JAN									
FEB									
MAR									
APR									
MAY									
JUN									
JUL									
AUG									
<u>SEP</u>									
TOTAL									

REMARKS

ENTER PROGRAM YEAR FINANCED AMOUNT HERE _____

TOTAL REQUIREMENTS		PROGRAM YEAR FINANCED		UNFINANCED	
Total Dollars	Total Units	Dollars	Units	Dollars	Units

TOTAL

PRESS ENTER to Compute Financed and Unfinanced Amounts
 Press PFI to continue

Figure G6. Financed and unfinanced requirements development worksheet.

NOMES
Financial Management
Planning, Programming, and Budgeting
for Appropriated Funds
Requirements Development Products Menu

Select one or more of the following:

- ☐ AMS within EOE (Specify EOE)

- ☐ EOE within AMS (Specify AMS)

- ☐ Monthly (Specify Month)

- ☐ Cumulative
- ☐ Housing Category by COB Format
- ☐ Direct, ☐ Reimbursable, ☐ Total ☐
- ☐ Financed, ☐ Unfinanced, ☐ Total ☐
- ☐ COB Utilities Analysis Schedule
- ☐ Dollars, ☐ Units, ☐ Both ☐
- ☐ Recurring ☐ Nonrecurring ☐ New Requirements ☐
- ☐ AMS and EOE Labeling
- ☐ Prior Year ☐ Current Year ☐ Budget Year ☐ Program Year ☐

Press ENTER to produce the desired report

Figure G7. Requirements development products menu.

HOMES
FINANCIAL MANAGEMENT
APPROPRIATED FUNDS
BUDGET EXECUTION

PF1 Enter a new document into commitments and obligations ledger
PF2 Amend/modify an existing document in commitments and obligations ledger
PF3 View an entry in the commitments and obligations ledger
PF4 View an entry in the reimbursable order and contract ledger
PF5 Input actual units of measure consumed
PF6 Establish a commitments ceiling
PF7 Enter range of document numbers
PF8 Report of unobligated commitments
PF9 Report of STANFINS reconciliation amendments/modification to COMM&OBL ledger
PF10 STANFINS reconciliation
PF11 Funding document audit trail

Figure G8. HOMES budget execution menu.

HOMES
APPROPRIATED FUNDS
BUDGET EXECUTION

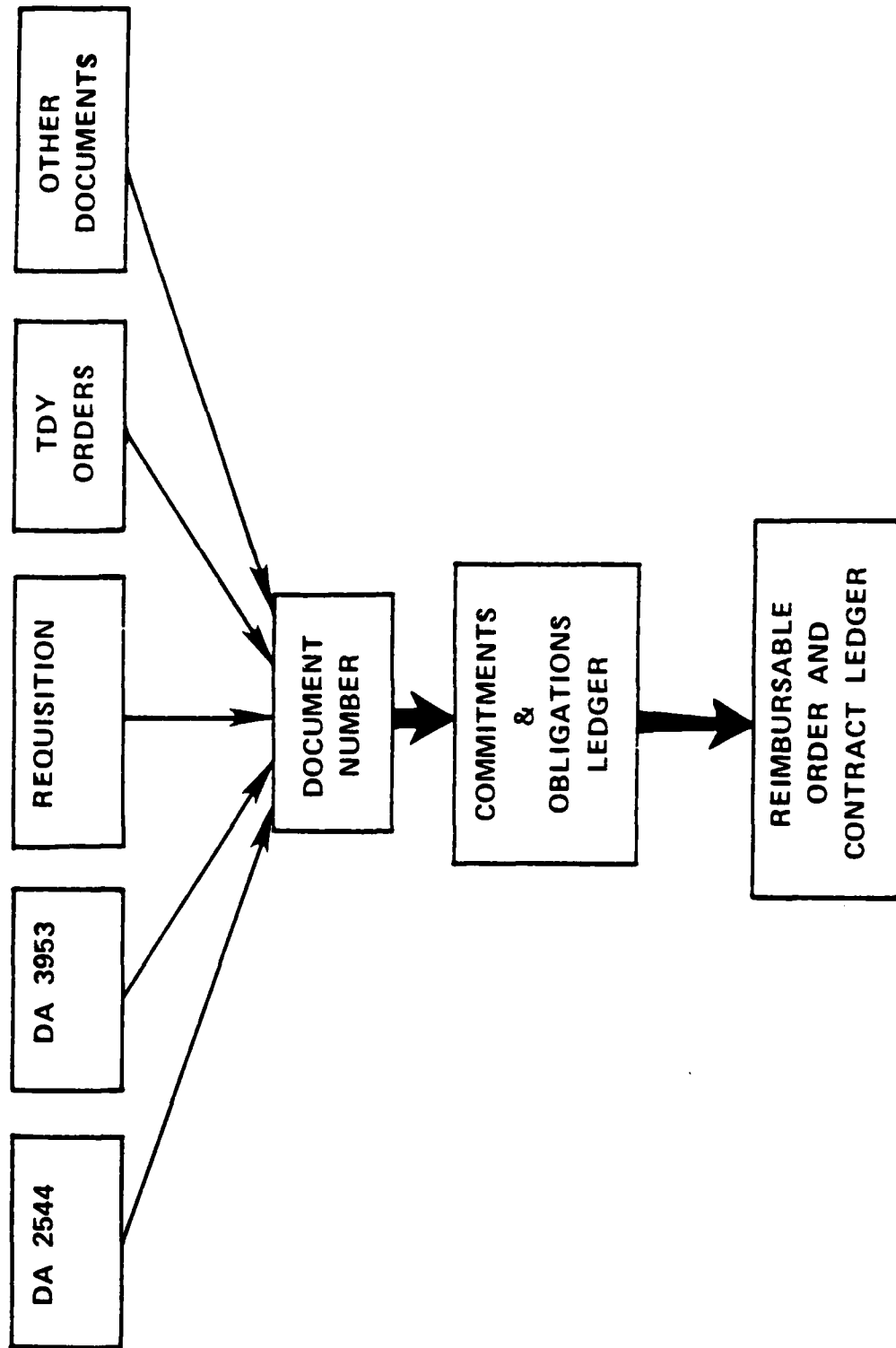


Figure G9. Budget execution flow.

HOMES
FINANCIAL MANAGEMENT
APPROPRIATED FUNDS
BUDGET EXECUTION

REIMBURSABLE ORDER AND CONTRACT LEDGER

Reimbursable Orders

DOCUMENT NUMBER	R.O. NUMBER	PROJECT NUMBER	DESCRIPTION	APC	R/NR/NEW	DATE	OBLIGATION AMOUNT	EXPENSE	CUMULATIVE EXPENSE	UNLIQUIDATED BALANCE
--------------------	----------------	-------------------	-------------	-----	----------	------	----------------------	---------	-----------------------	-------------------------

(Repeat for as many documents as necessary)

Contracts

DOCUMENT NUMBER	CONTRACT NUMBER	PROJECT NUMBER	DESCRIPTION	APC	R/NR/NEW	DATE	OBLIGATION AMOUNT	EXPENSE	CUMULATIVE EXPENSE	UNLIQUIDATED BALANCE
--------------------	--------------------	-------------------	-------------	-----	----------	------	----------------------	---------	-----------------------	-------------------------

Figure G11. Reimbursable order and contract ledger.

**HOMES
APPROPRIATED FUNDS
REVIEW & ANALYSIS**

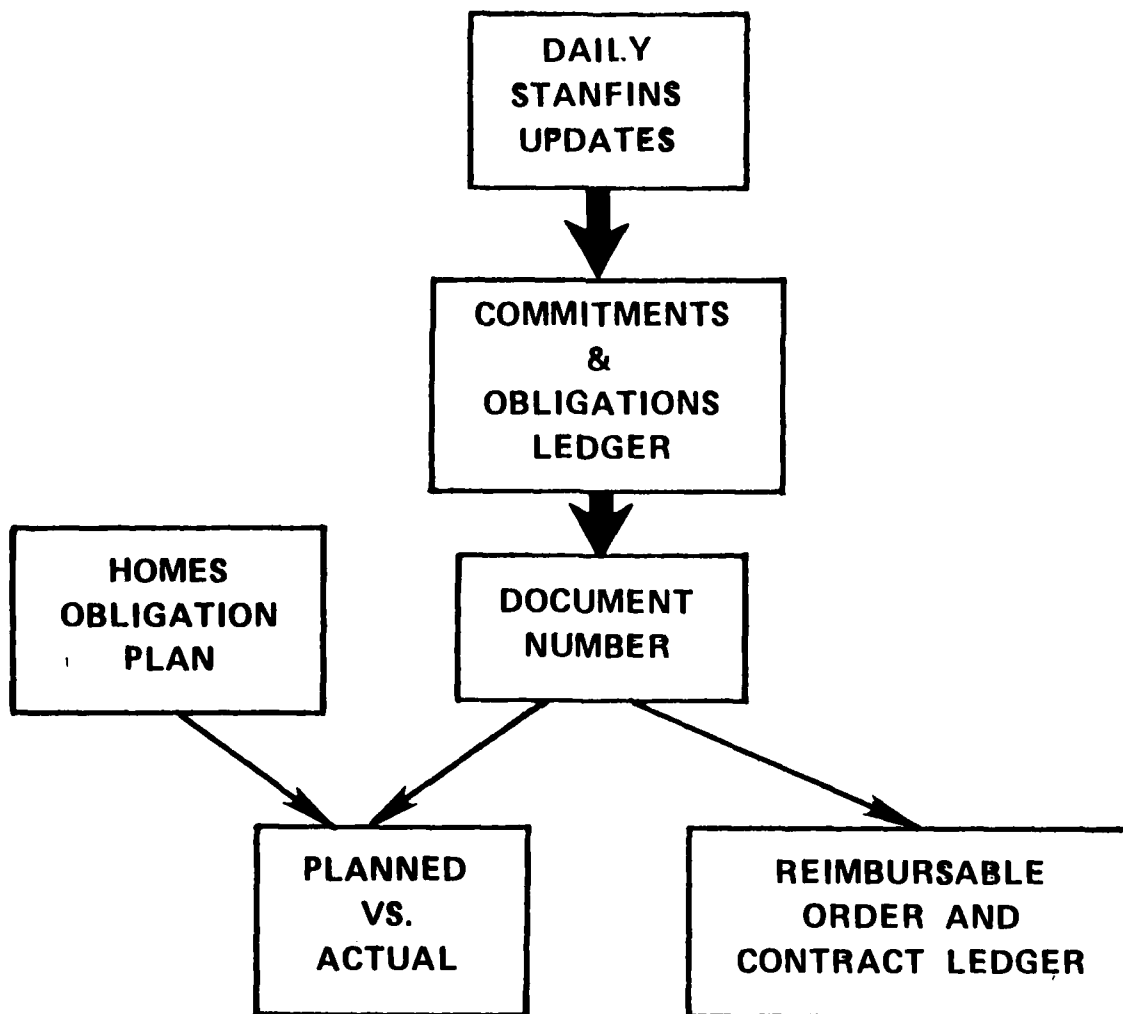


Figure G12. Review and analysis flow.

HOMES
 Financial Management
 Appropriated Funds
 Review and Analysis
 Planned vs. Actual Performance Analysis Display

	DOLLARS	UNITS	DEVIATION
	PROGRAM ACTUAL	PROGRAM ACTUAL	DOLLARS X
AMS	-----		
OBJECT CLASS SUMMARY			
EOE	----		
EOE	----		
EOE	----		
AMS	-----		
OBJECT CLASS SUMMARY			
EOE	----		
EOE	----		
EOE	----		

Figure G13. Planned vs. actual performance analysis display.

HOMES
 Financial Management
 Appropriated Funds
 Review and Analysis
 Complete Program Status Analysis

	DOLLARS	UNITS	DEVIATION
	PROGRAM ACTUAL	PROGRAM ACTUAL	DOLLARS X
1900.00000 OPERATION AND MAINTENANCE			
DIRECT			
FUNDED REIMBURSABLE			
1910.00000 OPERATION			
.XX***			
***** (AMS)			
OBJECT CLASS SUMMARY			
**** (EOE)			
**** (EOE)			
(CONTINUE THIS PATTERN FOR ALL 1910 AMS CODES)			
1920.00000 MAINTENANCE			
.XX***			

OBJECT CLASS SUMMARY			
**** (EOE)			
**** (EOE)			
(CONTINUE THIS PATTERN FOR ALL 1920 AMS CODES)			

Figure G14. Complete program status analysis.

APPENDIX H:

FINANCIAL MANAGEMENT-NONAPPROPRIATED FUNDS MODULE

The Nonappropriated Funds Financial Management module assists billeting fund custodians with the following functions:

- a. Budget programming
- b. Budget execution
- c. Review and analysis

For Budget Programming, the user develops estimates for the five parameters which affect the profit or loss of the billeting fund. Figure H1 shows the overall system flow during Budget Programming. Some of the historical data used are accessed through HOMES modules, while other historical data are accessed through the Nonappropriated Fund Information Standard System (NAFISS). The five parameters are included in the Budget Programming Menu given in Figure H2, and examples of data entry displays for each parameter are given in Figures H3 through H7. Figures H8 and H9 show the format of profit/loss calculation output.

The functions that HOMES performs during budget execution are listed on the Operating Budget Execution Menu given in Figure H10. Items such as the voucher register, check register, and general ledger are not included in HOMES, since NAFISS will provide them on a real-time basis.

The fixed-asset reports are produced by HOMES using NAFISS data and are used by billeting personnel when taking inventory. Figures H11 and H12 give examples.

The HOMES payroll reports are used as input to NAFISS. Essentially HOMES provides the capability to split employees' time among the separate activities of Distinguished Visitor Quarters (DVQ), Visiting Officer and Enlisted Quarters (VOQ and VEQ), Guest House (GH), and Permanent Party Officer and Senior Enlisted Quarters (OQ and SEQ). Figure H13 gives a sample payroll report.

HOMES also provides an expendable supplies management system. In effect, HOMES manages supplies that are of too little value to be included in the NAFISS inventory. The functions performed by HOMES in managing supplies are listed on the Supply Management Menu given in Figure H14. Figure H15 gives an example of a supplies report.

The last functions HOMES provides during budget execution deals with tracking costs related to capital expenditures projects. These are accomplished by tracking projects from approval (by a link with the DD Form 1391 Processor) through project execution (by providing data input displays for entering types of costs involved and funding sources). Examples of a capital expenditure report and an input display are given in Figures H16 and H17.

During Review and Analysis, HOMES produces financial statements, ratio analysis reports, and budget variance reports. The Budget Review and Analysis Menu shown in Figure H18 lists these functions, and examples are provided in Figures H19 through H23.

BUDGET PROGRAMMING

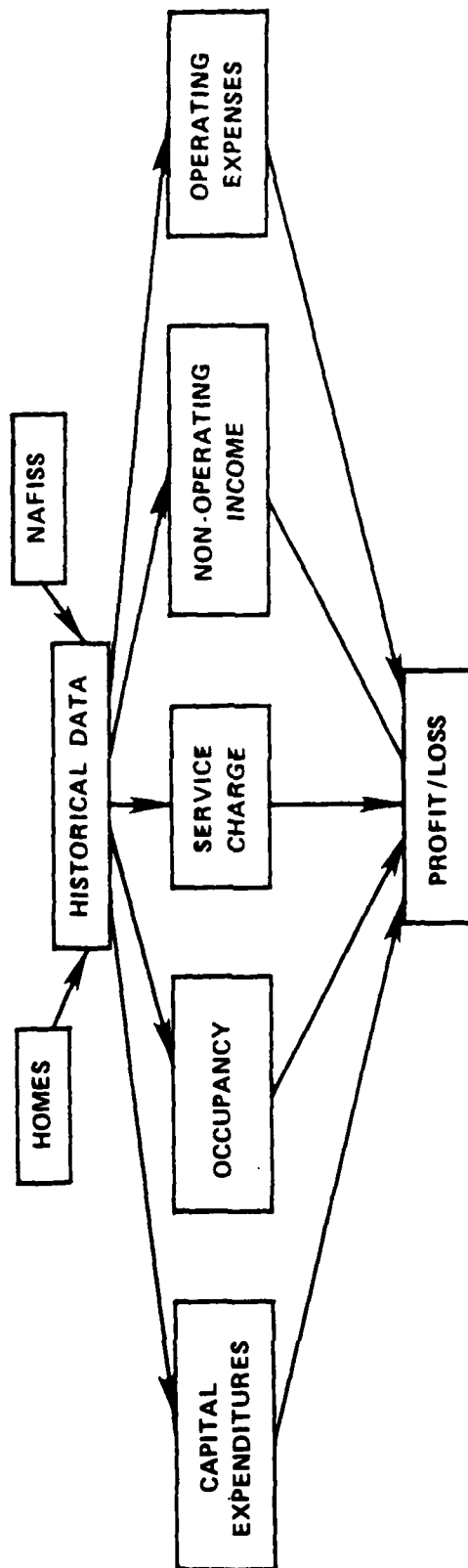


Figure H1. Budget programming flow.

HOMES
NAF FINANCIAL MANAGEMENT
BUDGET PROGRAMMING MENU

PF1 INPUT CAPITAL EXPENDITURES DATA
PF2 PROJECT OCCUPANCY
PF3 INPUT SERVICE CHARGE RATES
PF4 INPUT NON-OPERATING INCOME
PF5 INPUT OPERATING EXPENSES
PF6 BUDGET PROGRAMMING OUTPUT PRODUCTS
PF7 SIGN OFF

Figure H2. Budget programming menu.

HOMES

HOUSING OPERATION MANAGEMENT SYSTEM

NAF FINANCIAL MANAGEMENT

CAPITAL EXPENDITURES PROJECT DATA INPUT DISPLAY

DD

MM

YY

PROJECT I.D.

PROJECT TITLE

PROJECT DESCRIPTION

JUSTIFICATION

ORDER OF PRIORITY

IF THIS PROJECT IS TO BE INSERTED
BETWEEN TWO EXISTING PRIORITIZED PROJECTS,
ENTER THE PRIORITY NUMBERS BETWEEN WHICH
THIS PROJECT WILL BE INSERTED

SOURCES OF FUNDS

NON-APPROPRIATED FUNDS

APPROPRIATED FUNDS

DD FORM 1391 REQUIRED?(y/n)

DATE REQUIRED

DD

MM

YY

DD FORM 1391 SUBMITTED?(y/n)

DATE SUBMITTED

DD

MM

YY

DEPRECIATION LIFE (yrs)

PROGRAMMED EXECUTION DATE

FY

QTR

ESTIMATED COST

TOTAL

DVQ

VOQ

VEQ

GH

Equipment

Labor

Material

Design Costs

Total

FY

ESTIMATED PROJECT COST DISTRIBUTION BY MONTH

OCT

NOV

DEC

QTR

JAN

FEB

MAR

QTR

APR

MAY

JUN

QTR

JUL

AUG

SEP

QTR

TOTAL

APF

DVQ

VOQ

VEQ

GH

NAF

DVQ

VOQ

VEQ

GH

TOTAL

PRESS ENTER TO ENTER INFORMATION IN THE HOMES DATA BASE

Figure H3. Capital expenditures project data input display.

ROOMS ---

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

-- / -- / --
DD MM YY

PROJECTED OCCUPANCY WORKSHEET

Activity: DVO	OCT	NOV	DEC	QTR	JAN	FEB	MAR	QTR	APR	MAY	JUN	QTR	JUL	AUG	SEP	QTR	TOTAL
Total Room Days Possible YTD	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Yr Avg	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Adjustments to avg.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total Room Days Available YTD	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Yr Avg	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Adjustments to avg.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Primary Utilization Total YTD	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Yr Avg	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Adjustments to avg.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Primary Utilization ECG	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
YTD	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Yr Avg	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Adjustments to avg.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Primary Utilization IDY	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
YTD	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Yr Avg	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Adjustments to avg.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Primary Utilization Other	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
YTD	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Yr Avg	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Adjustments to avg.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Secondary Utilization Total	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
YTD	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
FY-3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Yr Avg	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Adjustments to avg.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

Figure H4. Projected occupancy worksheet.

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

BUDGET PROGRAMMING

NON-OPERATING INCOME INPUT DISPLAY

DD / MM / YY

ACCOUNT OCT NOV DEC QTR JAN FEB MAR QTR APR MAY JUN QTR JUL AUG SEP QTR TOTAL

*** INTEREST INCOME

*** RESALE INCOME

ACTIVITY --

ITEM --

UNITS --

--- SALES PRICE/UNIT

--- COGS/UNIT

*** GROSS INCOME

PRESS ENTER TO INPUT INCOME FOR ANOTHER RESALE ITEM
PRESS PF1 TO INPUT INCOME FROM ANOTHER NON-OPERATING ACCOUNT
PRESS PF2 TO RETURN TO BUDGET PROGRAMMING MENU

Figure H5. Non-operating income input display.

HOMES
HAP FINANCIAL MANAGEMENT
BUDGET PROGRAMMING

SERVICE CHARGE RATE INPUT DISPLAY

ENTER THE SERVICE CHARGE RATE FOR EACH ACTIVITY AND EACH TYPE OF OCCUPANT

	SERVICE CHARGE													
	PRIMARY	SECONDARY	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
CURRENT			P	S	P	S	P	S	P	S	P	S	P	S
DVQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VOQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VEQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CH	*	*	*	*	*	*	*	*	*	*	*	*	*	*
OQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
EQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
OTHER	*	*	*	*	*	*	*	*	*	*	*	*	*	*

PROJECTED														
DVQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VOQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VEQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CH	*	*	*	*	*	*	*	*	*	*	*	*	*	*
OQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
EQ	*	*	*	*	*	*	*	*	*	*	*	*	*	*
OTHER	*	*	*	*	*	*	*	*	*	*	*	*	*	*

Press ENTER to Return to the Budget Programming Menu

Figure H6. Service charge rate input display.

HOMES
NAF FINANCIAL MANAGEMENT
BUDGET PROGRAMMING

OPERATING EXPENSES INPUT DISPLAY

NAF ACCOUNT	ACTIVITY * * * _		MONTH * * * _		LAST YEAR BUDGET NAF APP	LAST YEAR ACTUAL NAF APP	DEVIATION DOLLARS X	EXPERIENCE FACTOR X (+) CHANGE (OVER ACTUAL)	TOTAL PROJECTED EXPENSE	ANTICIPATED APPROPRIATED FUND SUPPORT	NAF REQUIREMENT
* OPERATING EXPENSES	*	*	*	*	*	*	*	*	*	*	*
* LABOR EXPENSES	*	*	*	*	*	*	*	*	*	*	*
* DIRECT EXPENSES	*	*	*	*	*	*	*	*	*	*	*
* SUPPLIES	*	*	*	*	*	*	*	*	*	*	*
* OTHER DIRECT EXP.	*	*	*	*	*	*	*	*	*	*	*
* TOTAL DIRECT EXPENSE	*	*	*	*	*	*	*	*	*	*	*
INDIRECT EXPENSES	*	*	*	*	*	*	*	*	*	*	*
* UTILITIES	*	*	*	*	*	*	*	*	*	*	*
* COMMUNICATIONS	*	*	*	*	*	*	*	*	*	*	*
* MAINT. AND REP. EQUIP.	*	*	*	*	*	*	*	*	*	*	*
* VEHICLE MAINT. AND OPR. EXP.	*	*	*	*	*	*	*	*	*	*	*
* FREIGHT EXP.	*	*	*	*	*	*	*	*	*	*	*
* TRAVEL EXP.	*	*	*	*	*	*	*	*	*	*	*
* ENTERTAINMENT EXP.	*	*	*	*	*	*	*	*	*	*	*
* ACCTG. SVC. EXP.	*	*	*	*	*	*	*	*	*	*	*
* CONTRACTUAL SCE.	*	*	*	*	*	*	*	*	*	*	*
* EQUIP. RENTAL	*	*	*	*	*	*	*	*	*	*	*
* INTEREST EXP.	*	*	*	*	*	*	*	*	*	*	*
* MISCELLANEOUS EXP.	*	*	*	*	*	*	*	*	*	*	*
* DEPRECIATION EXP.	*	*	*	*	*	*	*	*	*	*	*
TOTAL OTHER EXPENSES	*	*	*	*	*	*	*	*	*	*	*

REMARKS -----

PRESS PFI TO CONTINUE

Figure H7. Operating expenses input display.

HOMES
NAF FINANCIAL MANAGEMENT
BUDGET PROGRAMMING

PROFIT/LOSS SUMMARY
OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP TOTAL

NET SALES REVENUE
LESS: COST OF GOODS SOLD
GROSS INCOME - SALES
INCOME FROM OTHER ACTIVITIES
GROSS INCOME FROM OPERATIONS
OPERATING EXPENSES
BUDGET-YEAR PROFIT/LOSS
% OF OPERATING EXPENSES

PRESS PFI TO RETURN TO THE BUDGET PROGRAMMING OUTPUT PRODUCTS MENU

Figure H8. Budget programming.

HOMES
NAF FINANCIAL MANAGEMENT
BUDGET PROGRAMMING

PROFIT/LOSS SUMMARY
OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP TOTAL

NET SALES REVENUE

LESS: COST OF GOODS SOLD

GROSS INCOME - SALES

INCOME FROM OTHER ACTIVITIES

GROSS INCOME FROM OPERATIONS

OPERATING EXPENSES

BUDGET-YEAR PROFIT/LOSS

% OF OPERATING EXPENSES

CAPITAL EXPENDITURES REQUIREMENT

MONTHLY CONTRIBUTION
TO SINKING FUND

FY --	*	*	*	*	*	*	*	*	*	*	*	*	*
FY --	*	*	*	*	*	*	*	*	*	*	*	*	*
FY --	*	*	*	*	*	*	*	*	*	*	*	*	*
FY --	*	*	*	*	*	*	*	*	*	*	*	*	*
FY --	*	*	*	*	*	*	*	*	*	*	*	*	*

% OF TOTAL REQUIREMENT

PRESS PF1 TO RETURN TO THE BUDGET PROGRAMMING OUTPUT PRODUCTS MENU

Figure H9. Profit/loss summary.

HOMES _ _ _

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

_ _ / _ _ / _ _
D D M M M Y Y

OPERATING BUDGET EXECUTION MENU

- PF1) FIXED ASSET REPORT BY ROOM
- PF2) FIXED ASSET INVENTORY LIST
- PF3) PAYROLL REPORT MENU
- PF4) SUPPLY MANAGEMENT MENU
- PF5) SUPPLY REPORT MENU
- PF6) CAPITAL EXPENDITURES BUDGET OUTPUT REPORT MENU
- PF7) CAPITAL EXPENDITURES INPUT

PRESS THE PF KEY OF THE DESIRED SELECTION

PRESS PF12 TO RETURN TO HOMES FINANCIAL MANAGEMENT MENU

Figure H10. Operating budget execution menu.

HOUSES ----

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

-- / -- / --
D D M M Y Y

FIXED ASSET REPORT BY ROOM
OUTPUT REPORT

ACTIVITY ----

BUILDING ----

ROOM ----

ASSET NUMBER	SHORT DESCRIPTION	QUANTITY	ACQUISITION COST	ASSET LIFE (MO)	ACQUISITION DATE	DEPRECIATION PER MONTH	ACCUMULATED DEPRECIATION TO DATE	LAST UPDATE
-----------------	----------------------	----------	---------------------	--------------------	---------------------	------------------------------	--	----------------

(CONTINUE FOR EACH ROOM OF EACH BUILDING FOR THE GIVEN ACTIVITY)

ACTIVITY RECAP (FOR EACH BUILDING AND FOR TOTAL ACTIVITY AT END OF REPORT)

TOTAL ACTIVE/INACTIVE

ACTIVE

INACTIVE

PRESS PF12 TO RETURN TO OPERATING BUDGET EXECUTION MENU

Figure H11. Fixed asset report by room.

HOMES _ _ _

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT / /

FIXED ASSET INVENTORY LIST BY ROOM
OUTPUT REPORT

ACTIVITY _ _ _

PREPARED BY _ _ _ _ _

BUILDING _ _ _ _ _

CALLED BY _ _ _ _ _

ROOM _ _ _ _

CHECKED BY _ _ _ _ _

DATE _ _ _ _ _

ASSET		SHORT	DATE PURCHASED	LAST			
NUMBER	QUANTITY	DESCRIPTION	YR MO DA	UPDATE	YR MO DA	NARRATIVE	CHANGES

(CONTINUE FOR EACH ROOM OF EACH BUILDING FOR THE GIVEN ACTIVITY)

PRESS F12 TO RETURN TO OPERATING BUDGET EXECUTION MENU

Figure H12. Fixed asset inventory list by room.

HOMES - - -

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

DD / MM / YY

TOTAL PAYROLL REPORT
BY ACTIVITY FOR

THE PERIOD DD / MM / YY TO DD / MM / YY

ACTIVITY - - -	HOURS WORKED	ANNUAL LEAVE	ADMIN LEAVE	SICK LEAVE	LWOP	F.I.C.A.	SOC. SEC.	STATE TAX	BENEFITS	OTHER	TOTAL
----------------	-----------------	-----------------	----------------	---------------	------	----------	--------------	--------------	----------	-------	-------

CLASSIFICATION

- o MAID
- o CUSTODIAL
- o MAINTENANCE
- o CLERICAL
- o SUPERVISOR
- o OTHER
- TOTAL

(CONTINUE FOR EACH ACTIVITY)

PRESS THE PF KEY OF THE DESIRED SELECTION
PRESS PF12 TO RETURN TO PAYROLL REPORT MENU

Figure H13. Total payroll report.

HOMES _ _ _

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

 / /
D D M M M Y Y

SUPPLY MANAGEMENT MENU

- PF1) RECEIPT OF SUPPLIES
- PF2) SUPPLY ISSUE
- PF3) SUPPLY REORDER
- PF4) SET REORDER LEVEL
- PF5) ON-HAND INVENTORY INPUT

PRESS THE PF KEY OF THE DESIRED SELECTION

PRESS PF12 TO RETURN TO OPERATING BUDGET EXECUTION MENU

Figure H14. Supply management menu.

HOMES

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

EXPENDABLE SUPPLIES REPORT

FOR THE PERIOD DD / MM / YY TO DD / MM / YY

DD / MM / YY

NONAPPROPRIATED FUNDS

STOCK #	ITEM DESC.	SIZE	UNIT	BEGINNING INVENTORY	TOTAL RECEIVED	TOTAL ISSUED	MONTHLY ISSUED AMOUNT:	CH1	CH2	DVQ	VOQ	VEQ	ACTUAL		THEORETICAL		VARIANCE	
													ENDING PHYSICAL INVENTORY	COUNT	ENDING PHYSICAL INVENTORY	COUNT	ENDING PHYSICAL INVENTORY	COUNT

APPROPRIATED FUNDS

STOCK #	ITEM DESC.	SIZE	UNIT	BEGINNING INVENTORY	TOTAL RECEIVED	TOTAL ISSUED	MONTHLY ISSUED AMOUNT	SEQ	BOQ	MONTHLY PHYSICAL INVENTORY	ENDING PHYSICAL INVENTORY	CALCULATED		VARIANCE	
												INVENTORY	COUNT	INVENTORY	COUNT

PRESS THE PF KEY OF THE DESIRED SELECTION
PRESS PF1 FOR APPROPRIATED FUNDS REPORT
PRESS PF2 FOR NONAPPROPRIATED FUNDS REPORT
PRESS PF3
PRESS PF4
PRESS PF12 TO RETURN TO SUPPLY REPORT MENU

Figure H15. Expendable supplies report.

HOMES ---

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

DD / MM / YY

CAPITAL EXPENDITURES BUDGET

YTD INDIVIDUAL PROJECT STATUS, ACTUAL EXPENSE
OUTPUT REPORT

Priority Number	Project I.D.	Project Name	Amount Budgeted		Amount Spent		Deviation (\$)	Deviation (%) From Projected	Funds Remaining
			Total	APF	NAF	YTD	APF	NAF	
1	TUBREP	TUBREPLACEMENT	15,000			10,000			10,000
		DVQ	3,000			1,500			2,000
		VOQ	3,000			1,500			-0-
		VEQ	3,000			1,500			3,000
		GH	3,000			1,500			3,000

PRESS THE P7 KEY OF THE DESIRED SELECTION

PRESS P7/12 TO RETURN TO CAPITAL EXPENDITURES BUDGET OUTPUT REPORT MENU

Figure H16. Capital expenditures report.

HOMES _ _ _

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

DD / MM / YY

INPUT ACTUAL CAPITAL EXPENDITURES
(SCREEN 8)

ACTUAL SOURCE OF FUNDS
NONAPPROPRIATED ____
APPROPRIATED ____

ACTUAL COST DD / MM / YY

	TOTAL	DVQ	VOQ	VEQ	GH
EQUIPMENT	____	____	____	____	____
LABOR	____	____	____	____	____
MATERIAL	____	____	____	____	____
DESIGN COST	____	____	____	____	____
GRAND TOTAL	____	____	____	____	____

Figure H17. Input actual capital expenditures.

WOMES ---

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

DD / MM / YY

BUDGET REVIEW AND ANALYSIS MENU

- PF1) BALANCE SHEET SELECTION MENU
- PF2) INCOME STATEMENT SELECTION MENU
- PF3) CASH BUDGET SELECTION MENU
- PF4) RATIO ANALYSIS
- PF5) BUDGET VARIANCE

PRESS THE PF KEY OF THE DESIRED SELECTION

PRESS PF12 TO RETURN TO WOMES MASTER MENU

Figure H18. Budget review and analysis menu.

HOME5 - - -

HOUSING OPERATION MANAGEMENT SYSTEM
NAV FINANCIAL MANAGEMENT

DD / MM / YY

Balance Sheet YTD by Quarter - Output Report
Consolidated
DVQ

For: QTR I

Current Assets	
Cash	23873
Investments	128291
Receivables	25000
Prepaid Insurance	7600
Other Prepaid Exp	22355
Total Current Assets	207019
Fixed Assets (net)	29481
Other Assets	1878
Total	31167
Total Assets	238179

Current Liabilities	
Accounts Payable	25000
Deposits Payable	2500
Accrued Sal. & Wages	20000
Accrued Annual Leave	40600
Accrued Payroll Taxes	1800
Total Current Liabilities	86600

Long Term Liabilities	
Total Liabilities	86600
Net Worth	151579

PRESS THE PF KEY OF THE DESIRED SELECTION

Total Liabilities & Net Worth 238179

PRESS PF12 TO RETURN TO BUDGET REVIEW AND ANALYSIS MENU

Figure H19. Balance sheet YTD by quarter output report.

HOMES _ _ _

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

DD / MM / YY

Income Statement Comparison by Month - Output Report
Consolidated
DVQ

For:

	OCT	NOV
Net Sales Rev	8,121	7,180
Less: Cost of Goods Sold	5,088	4,484
Gross Inc-Sales	3,033	2,696
Inc From Other Acct	8,218	3,446
Gross Inc From Ops	8,249	8,122
Operating Expenses		
Labor Expenses	8,300	8,041
Direct Expenses		
Supplies	1,787	333
Other Direct Expense	44	42
Total Direct Exp	1,831	375
Indirect Expenses		
Utilities	275	280
Communications	123	122
Maint & Rep Equip	80	55
Vehicle Maint & Opn Exp	405	128
Freight Exp	34	9
Travel Exp	-0-	-0-
Entertainment Exp	-0-	-0-
Acctg Sys Exp	75	62
Contractual Svcs		
Equip Rental		
Interest Exp		
Miscellaneous Exp	3	-0-
Depreciation Exp	771	770
Total Other Exp	134	291
Net Inc (Loss)	19,752	(2,001)

PRESS THE PF KEY OF THE DESIRED SELECTION

PRESS PF12 TO RETURN TO BUDGET REVIEW AND ANALYSIS MENU

Figure H20. Income statement comparison by month output report.

HOMES _ _ _

HOUSING OPERATION MANAGEMENT SYSTEM
 NAF FINANCIAL MANAGEMENT D D / M M M / Y Y
 CASH BUDGET BY QUARTER - OUTPUT REPORT
 CONSOLIDATED
 DVQ

FOR:

<u>Beginning Cash Balance</u>	50000	48674
<u>Funds Provided:</u>		
Net Income	8813	(8304)
Depreciation/Amortization	1448	1443
Decreases In:		
Accounts Receivable		
Interest Receivable		
P.P. Inv. Written Off	1500	1500
Advances Rec.		
All Other Assets	2815	2815
Increases In:		
Accounts Payable		
Other Liabilities		
<u>Total Funds Provided</u>	14874	(3548)
<u>Funds Applied:</u>		
Net Loss		
Increases In:		
Accounts Receivable		
All Other Assets	18000	
Capital Expenditure:		
Investments		
Decreases In:		
Accounts Payable		
Other Liabilities		
<u>Total Funds Applied</u>	18000	
<u>Net Increase (Decrease)</u>	(3326)	(3548)
<u>Ending Balance</u>	<u>46674</u>	<u>43126</u>

PRESS THE PF KEY OF THE DESIRED SELECTION

PRESS PF12 TO RETURN TO BUDGET REVIEW AND ANALYSIS MENU

Figure H21. Cash budget by quarter output report.

HOMES _ _ _

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

_ _ / _ _ _ / _ _

RATIO ANALYSIS

FOR THE PERIOD

_ _ / _ _ _ / _ _ to _ _ / _ _ _ / _ _

	<u>ACTUAL</u>	<u>EXPECTED RANGE</u>
CURRENT RATIO	_____	_____
ACID TEST RATIO	_____	_____
INVENTORY TURNOVER RATIO	_____	_____
NET INCOME RATIO	_____	_____
ACCOUNTS RECEIVABLE TURNOVER	_____	_____
WORKING CAPITAL		

PRESS THE PF KEY OF THE DESIRED SELECTION

PRESS PF12 TO RETURN TO BUDGET REVIEW AND ANALYSIS MENU

Figure H22. Ratio analysis.

HOMES - - -

HOUSING OPERATION MANAGEMENT SYSTEM
NAF FINANCIAL MANAGEMENT

 / /

BUDGET VARIANCE REPORT

<u>ACCOUNT</u>	<u>BUDGETED</u>	<u>ACTUAL</u>	<u>\$</u> <u>DEVIATION</u>	<u>%</u> <u>DEVIATION</u>
----------------	-----------------	---------------	-------------------------------	------------------------------

PRESS PF12 TO RETURN TO BUDGET REVIEW AND ANALYSIS MENU

Figure H23. Budget variance report.

CERL DISTRIBUTION

Chief of Engineers

ATTN: Tech Monitor
 ATTN: DAEN-ASI-L (2)
 ATTN: DAEN-CCP
 ATTN: DAEN-CV
 ATTN: DAEN-CWE
 ATTN: DAEN-CWM-R
 ATTN: DAEN-CWO
 ATTN: DAEN-CWP
 ATTN: DAEN-EC
 ATTN: DAEN-ECC
 ATTN: DAEN-ECG
 ATTN: DAEN-ECF
 ATTN: DAEN-ECH
 ATTN: DAEN-ED
 ATTN: DAEN-EDC
 ATTN: DAEN-EDM
 ATTN: DAEN-EM
 ATTN: DAEN-ECZ
 ATTN: DAEN-ZCE
 ATTN: DAEN-ZCI
 ATTN: DAEN-ZCM

FESA, ATTN: Library 22060
 ATTN: DEF III 29906

US Army Engineer Districts
 ATTN: Library (41)

US Army Engineer Divisions
 ATTN: Library (14)

US Army Europe
 AEAEN-ODCS/Engr 09403
 ISAE 09081
 V Corps
 ATTN: DEH (11)
 VII Corps
 ATTN: DEH (15)
 21st Support Command
 ATTN: DEH (12)
 USA Berlin
 ATTN: DEH (11)
 SASRTAF
 ATTN: DEH (10)
 Allied Command Europe (ACE)
 ATTN: DEH (3)

3th USA, Korea (19)

ROK/US Combined Forces Command 96301
 ATTN: EUSA-HHC-CFC/Engr

USA Japan (USARJ)
 ATTN: AJEN-FE 96343
 ATTN: DEH-Honshu 96343
 ATTN: DEH-Okinawa 96331

Area Engineer, AEDC-Area Office
 Arnold Air Force Station, TN 37389

416th Engineer Command 60623
 ATTN: Facilities Engineer

US Military Academy 10966
 ATTN: Facilities Engineer
 ATTN: Dept of Geography &
 Computer Science
 ATTN: DSCPER/MAEN-A

AMMRC, ATTN: DRXMR-WE 02172

USA ARRCOM 61299
 ATTN: DRCIS-RI-I
 ATTN: DRSAR-IS

DARCOM - Dir., Inst., & Svcs.
 ATTN: DEH (23)

DLA ATTN: DLA-WI 22314

DNA ATTN: NADS 20305

FORSCOM
 FORSCOM Engineer, ATTN: AFEN-DEH
 ATTN: DEH (23)

MSC
 ATTN: HSLO-F 78234
 ATTN: Facilities Engineer
 Fitzsimons AMC 80240
 Walter Reed AMC 20012

INSCOM - Ch, Insl. Div.
 ATTN: Facilities Engineer (7)

MDW
 ATTN: DEH (3)

MTMC
 ATTN: MTMC-SA 20315
 ATTN: Facilities Engineer (3)

NARADCOM, ATTN: DRONA-F 01760

TRACOM, F. Div. 23090

TRADOC
 HQ, TRADOC, ATTN: ATEN-DEH
 ATTN: DEH (19)

TSARCOM, ATTN: STSAS-F 63120

USACC
 ATTN: Facilities Engineer (2)

WVSTCOM
 ATTN: DEH
 Fort Shafter 96858
 ATTN: APEN-IM

SHAPE 09055
 ATTN: Survivability Section, CCB-OPS
 Infrastructure Branch, LANDA

HQ USEUCOM 09128
 ATTN: ECJ 4/7-LOE

Fort Belvoir, VA 22060 (7)
 ATTN: Canadian Liaison Officer
 ATTN: Water Resources Support Center
 ATTN: Engr Studies Center
 ATTN: Engr Topographic Lab
 ATTN: ATZA-DTE-SU
 ATTN: ATZA-DTE-EM
 ATTN: R&D Command

CRREL, ATTN: Library 03755

WES, ATTN: Library 39180

HQ, XVIII Airborne Corps and
 Ft. Bragg 28307
 ATTN: AFZA-FE-EE

Chanute AFB, IL 61868
 3345 CES/DE, Stop 27

Norton AFB CA 92409
 ATTN: AFRCE-MX/DEE

Tyndall AFB, FL 32403
 APESC/Engineering & Service Lab

NAFAC
 ATTN: RDT&E Liaison Office (6)
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