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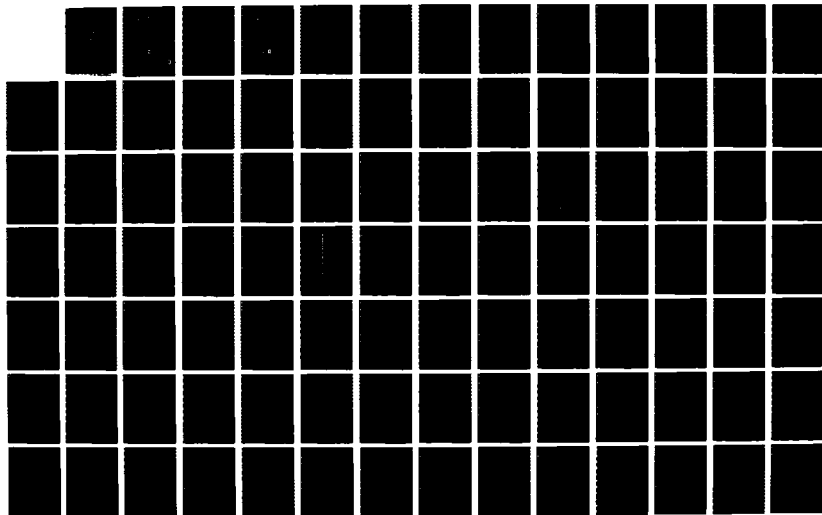
CRT SCREEN FORMATS SUPPORTING THE CIVILIAN MANPOWER
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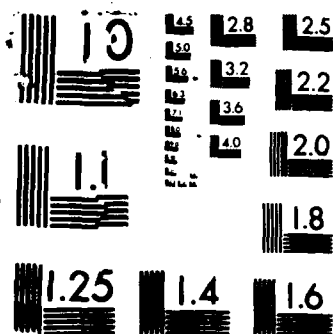
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CRT Screen Formats Supporting the Civilian Manpower Costing Process

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By:

Robert L. Schroeder, Project Director
Larry E. Bradley, Project Manager
John J. Durant
Einar Berge

9 April 1984

Contract Number MDA903-84-C-C117
Item Number 0002AB

MANAGEMENT TECHNOLOGIES DIVISION

**GENERAL
RESEARCH**



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Submitted To:

Office of the Comptroller of the Army
(Operations and Maintenance)
Program Budget Division
Attn: Mrs. Jean S. Rogers
Room 3B666, The Pentagon
Washington, D.C. 20310

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Per Mr. Larry Bradley, Dept. of the Army,
ATTN: SAFM-BUO-C

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SECTION 1

PROJECT DESCRIPTION

1.1 Introduction

The Civilian Manpower Costing Process that supports the Army Planning, Programing, Budgeting and Execution System (PPBES) is complex and labor intensive. Currently, to complete the process a substantial amount of data must be gathered, manipulated, analyzed and distributed to virtually all elements of the Department of Army Staff (ARSTAF). The center of this activity is the Manpower Team of the Program and Budget Division (DACA-OMP), Directorate for Operation and Maintenance, Army.

Because of the central role DACA-OMP plays in the civilian manpower program and budget activities, it is imperative that its procedures be accurate and timely. The timeliness and accuracy of civilian manpower cost data provided by DACA-OMP can be improved significantly by reducing administrative and data manipulation time, expediting report production capability, and improving data entry procedures. Automation of the existing manual procedures, as described in this report, will provide these needed enhancements, allowing analysts to spend more time in analysis and evaluation.

1.2 Purpose

This report, entitled "CRT Screen Formats Supporting the Civilian Manpower Costing Process," is submitted in response to Contract No. MDA903-84-C-0117 (Item 0002AB).

The purposes of this report are to:

- Identify CRT screen formats that will enhance the efficiency and responsiveness of DACA-OMP in performing the civilian manpower costing process.

- 20 2) Describe the CRT screen formats that are to be used by DACA-OMP in generating standard reports, entering data into the designated data sets, and reviewing input data.
- 20 3) Define the data elements that make up the CRT screens.
- 20 4) Provide detailed descriptions of new CRT screen formats that require ADP program development or modification.

1.3 Background

Currently, many of the actions performed by DACA-OMP in accomplishing civilian manpower costing involve entering data on ADP coding sheets, requesting standard ADP reports, and reviewing data. In many cases, the data entered on coding sheets are extracted from reports and other sources, recorded on manual spreadsheets, and reformatted for entry on the ADP coding sheets. Then the coding sheets are submitted to the US Army Management Systems Support Agency (USAMSSA) for key punching and entry into the FORDIMS-P/BS data base. In addition, requests for standard reports are manually prepared and forwarded to USAMSSA.

This report describes CRT screen formats that will assist DACA-OMP by providing some of the automated procedures that are needed to support the civilian manpower costing process. The screen formats are presented for deployment in two phases. Phase I deployments will provide DACA-OMP the capability of using screen formats currently part of the FORDIMS-P/BS computer programs. These screens are designed for use by ADP trained personnel and are not totally user friendly. To overcome this difficulty, Phase I of this project provides detailed operating instructions, which, with a short period of training, will allow the DACA-OMP analysts to use the existing screen formats for performing a number of critical tasks explained in later sections of this report.

The screens presented for deployment during Phase II have been designed to provide user friendly screen formats that will reduce manual

operations and expedite data entry, review, and change. Since these screens will require program modifications, they will not be immediately available for use by DACA-OMP analysts.

1.4 Organization

This report is organized into three sections.

- This first section provides general information concerning the project.
- Section 2 provides operating instructions for deployment of the Phase I CRT screen formats that can be used immediately by DACA-OMP.
- Section 3 describes the Phase II user friendly CRT screen formats that will require computer program development to facilitate entry of the input data into the P/BS data sets.

SECTION 2

PHASE I SCREEN FORMATS

2.1 Introduction

Entry of DACA-OMP generated data is currently accomplished by key punch operations support provided by USAMSSA. Some of these data can be entered remotely through the FORDIMS-P/BS which enables operators to input data recorded on ADP coding sheets through the use of screens available on remote entry devices. Many of these screens can be used by non-ADP personnel after a short period of training. Operating instructions for CRT screen formats that are useful to civilian manpower analysts in DACA-OMP will be described in this section.

2.2 Procedures

The screens described in this section are now available for use by USAMSSA personnel. Access to the same screens will be provided to DACA-OMP personnel through the remote Four-Phase DATA IV/50 consoles located in the DACA-OMP secure room. Using this capability, DACA-OMP analysts can submit production reports and edit existing data. Primary data entry functions will remain with USAMSSA. On an infrequent basis, DACA-OMP personnel may perform selected data entry through their remote consoles. Computer program modifications are not required to provide the capability for remote access to the established screens. However, use of those screen formats requires that established rules and protocols must be followed.

2.3 Screen Formats and Instructions

The screen formats described in the remainder of this section may be called up on the Four-Phase Data IV/50 remote consoles located in the DACA-OMP secure room. For use of each screen format display, step by step instructions that correspond to the cursor position on the screen are provided. The appropriate entry at each cursor position is executed by pressing the ENTER key on the keyboard. When that is done, the

cursor moves automatically to the next position which requires operator input or response. In the event incorrect data is entered on the screen, the operator may correct the error by simple procedures if the entry has not been executed. The unexecuted entry may be corrected by moving the cursor over the first character in the erroneous entry and overtyping the correct data. The cursor is moved by use of the arrow keys on the console keyboard. In the event incorrect data is entered on the screen and entry has been executed (typing in SAVE and depressing the ENTER key; explained in instructions for Screen #6), the entry must be corrected with a change transaction using the change techniques discussed in this section.

Throughout this report data that is to be entered is enclosed in quotation marks. The quotation marks are used only to identify the data that is to be entered and should not be typed on the screen by the operator.

2.4 P/BS Access Screens

In Phase I, DACA-OMP will be able to submit requests for production of standard reports, enter edit data and have limited ability for raw data entry. Access to the library and dataset needed for submitting reports for production and data edit and entry can be gained by following instructions for the screens described in this paragraph. The screens are listed in the sequential order in which an operator must proceed in order to submit reports for production and read and enter data.

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2.4.1 P/BS Access - SCREEN #1

TITLE: System Entry

PURPOSE: To enter P/BS System

LOGON UXXXX

ENTER PASSWORD - - => XXXX

ENTER ACCOUNT - - => tb000183urk

CLASSIFICATION - - => U

ENTER the highest security classification
for this session by indicating:

S - SECRET
N - SECRET NOFORN
C - CONFIDENTIAL
O - FOR OFFICIAL USE ONLY
P - PRIVACY RELATED
U - UNCLASSIFIED

SPECIAL INSTRUCTIONS

READY

ispf

INSTRUCTIONS

P/BS Access - SCREEN #1

1. ENTER, "LOGON" and user identification number "UXXXX"
2. ENTER Password "XXXX"
3. ENTER Account Number "tb000183urk"
This number represents the first DACA-OMP Data Processing Request Number for the fiscal year and will change annually.
4. ENTER the appropriate security classification for the action being processed. This will normally be "U" unless classified reports are being executed.
5. Special instructions or other information regarding the system will be displayed on the screen. Those should be reviewed for necessary action.
6. After a period of time is allowed to review the special instructions the word READY will appear.
7. ENTER "ispf". You are now up on the system and the next screen (SCREEN #2) will appear.

2.4.2 P/BS Access - SCREEN #2

TITLE: SPF-MVS Primary Option Menu

PURPOSE: To select menu option.

SPF-MVS PRIMARY OPTION MENU

SELECT OPTION - - => 2

- 0 SPF PARMS - SPECIFY TERMINAL AND SPF PARAMETERS
- 1 BROWSE - DISPLAY SOURCE DATA OR OUTPUT LISTINGS
- 2 EDIT - CREATE OR CHANGE SOURCE DATA
- 3 UTILITIES - PERFORM SPF UTILITY FUNCTIONS
- 4 FOREGROUND - COMPILE, ASSEMBLE, LINK EDIT, OR DEBUG
- 5 BACKGROUND - COMPILE, ASSEMBLE, OR LINK EDIT
- 6 COMMAND - ENTER TSO COMMAND OR CLIST
- 7 SUPPORT - TEST DIALOG OR CONVERT MENU/MESSAGE FORMATS
- T TUTORIAL - DISPLAY INFORMATION ABOUT SPF
- X EXIT - TERMINATE SPF USING LIST/LOG DEFAULTS
- U USAMSSA - INHOUSE DEVELOPED FUNCTIONS FOR GENERAL USE

PRESS END KEY TO TERMINATE SPF

INSTRUCTIONS

P/BS Access - SCREEN #2

1. The only option available to DACA-OMP users is Option 2 EDIT. DO NOT ATTEMPT TO SELECT ANY OTHER OPTION. Otherwise, serious damage to existing programs could occur.
2. ENTER the number "2" and depress the ENTER key. The next screen (SCREEN #3) will appear.

2.4.3 P/BS Access - SCREEN #3

TITLE: Edit-Entry Panel (Data)

PURPOSE: To enter transaction library for data input or select report production screen. (See 2.4.7 for executing reports using this same screen.)

EDIT - ENTRY PANEL

ENTER/VERIFY PARAMETERS BELOW:

SPF LIBRARY:

PROJECT - - -> SDPU.FDM

LIBRARY - - -> MISC - - -> - - -> - - ->

TYPE - - -> DATA

MEMBER - - -> (BLANK FOR MEMBER SELECTION LIST)

OTHER PARTITIONED OR SEQUENTIAL DATASET:

DATASET NAME - - ->

VOLUME SERIAL - - -> (IF NOT CATALOGED)

DATASET PASSWORD - - -> (IF PASSWORD PROTECTED)

PROFILE NAME - - -> (BLANK DEFAULTS TO DATASET TYPE)

INSTRUCTIONS

P/BS Access - SCREEN #3

1. To bring up a screen that will lead to the data entry screen, depress ENTER key when this screen appears. This will cause the transaction library listing to appear (SCREEN #4).
2. To ENTER the reports submission screen, follow instructions in 2.4.7.

NOTE: The lower section of the screen beginning at "OTHER PETITIONED OR SEQUENTIAL DATASET" may be disregarded.

2.4.4 P/BS Access - SCREEN #4

TITLE: Transaction Library Listing

PURPOSE: To select examples of prior transactions to be used as a guide to input data for new transactions

EDIT - SDFU.FDM.MISC.DATA

COMMAND INPUT - - ->

SCROLL - - -> PAGE

NAME	VFR.MOD	CREATED	LAST MODIFIED	SIZE	INIT	MCD	ID
ALLO01							
ALLO02							
AUDTRACT							
AYDTRAGG							
AUDTRAP							
AUDTRCLD	01.06	80/11/25	81/03/06 09:04	128	145	6	V141X5J
AUDTRCLS	01.03	80/11/25	80/11/26 13:06	90	90	90	A025T0A
AUDTRCMD	01.00	80/10/28	80/10/28 22:33	150	150	0	A479X5S
AUDTRCM2	01.00	80/10/28	80/10/28 22:29	145	145	0	A479X5S
BATCHHDR	01.01	83/12/22	83/12/22 10:14	26	50	0	U4466
BATCHR05	01.05	83/09/05	83/12/06 15:15	111	34	0	U4466

INSTRUCTIONS

P/BS Access - SCREEN #4

1. To identify a report on the listing to be called up, position the cursor to the left of the NAME (e.g., ALL002) and type in "s" (SELECT).
2. Depress ENTER key. This will cause the report selected to appear on the screen (SCREEN #5).

2.4.5 P/BS Access - SCREEN #5

TITLE: Prior Transaction Report

PURPOSE: To provide a guide for inputting data for new transactions.

EDIT - SDFU.FDM.MISC.DATA(ALL002)

COLUMNS 001 072

COMMAND INPUT - - ->

SCROLL - - -> HALF

TOP OF DATA

cols	000001	D3APM8316661FY84/85COBDACA-BUF	1	JUL83NEEDS AOMBA 4SCW FY 1984/85
	000002	D3APM8316662 X MANPOWER ADJUSTMENTS RESULTING FROM DA REVIEW OF THE FY 8		
	000003	D3APM8316663		4SCW B01 SUPPLY OPERATIONS
	000004	D3APM8316664		INCREASE TO SUPPLY
	000005	G3APM8316661	850331	393196B0000A001 +0000001+0000000+0
	000006	G3APM8316661	840331850331393196B0000A001	+0000001+0000000+0
	000007	D3APM8316671FY84/85COBDACA-BUF	1	JUL83NEEDS AOMBA DB4A FY 1984/85
	000008	D3APM8316672 X MANPOWER ADJUSTMENTS RESULTING FROM DA REVIEW OF THE FY 8		

INSTRUCTIONS

P/BS Access - SCREEN #5

1. The screen shows previously coded transactions as they appear in the selected report, i.e., ALL002, by line item. Note that these transactions are examples only and may not be currently valid.
2. To input data in the standard 80-column format, position the cursor at the first line of the report (i.e., 000001) and enter "cols". Depress the ENTER key. This will cause the blank, unlabeled columns (1-80) to appear (see P/BS Access Screen #6).
3. You are now ready to enter data in accordance with the FORDIMS User's Guide and paragraph 2.4.6 of this report using P/BS Access Screen #6.

To read the right portion of the screen, depress the PF11 key and the screen will scroll left. To scroll back to the right, depress the PF10 key.

2.4.6 P/BS Access - SCREEN #6

TITLE: New Transaction

PURPOSE: To provide a screen for entering data for new transactions.

EDIT - SDPU.FDM.MISC.DATA(Name)

COLUMNS 001 072

COMMAND INPUT - - ->

SCROLL - - -> HALF

TOP OF DATA

000001

INSTRUCTIONS

P/BS Access - SCREEN #6

1. The blank screen will appear on the CRT. The operator must first ENTER the report name in the parenthesis following the data set identification using not more than eight characters.
2. The screen has 80 unlabeled columns, six of which are used for the line number which corresponds to a separate transaction, as can be seen by reference to Screen #5.
3. ENTER Line number, "000001" for the first line and space over two spaces.
4. ENTER data from the coding sheet in the same order and spacing as used on the coding sheet. Note that only 72 columns are available for data on this portion of the screen.
5. When the 72 columns are filled, depress the ENTER key and then the PF11 key to scroll the screen to the left to show the additional 8 columns. ENTER the remaining data and depress the ENTER key.
6. After entering all the data for line 000001, scroll the screen back to the right by depressing the PF10 key.
7. After line 000001 has been filled and ENTERED, the cursor automatically repositions to the next line. The operator can enter additional lines until the screen is filled.
8. When the operator has completed entering all the desired data, verified that it is correct and made any alterations of data that are

desired, depress the PF12 key to move the cursor back to the COMMAND INPUT position.

9. Type in "save" and depress the ENTER key and the data is placed in the data set.
10. Depress the PF3 key and return to Screen #5.

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2.4.7 P/BS Access - SCREEN #7

TITLE: EDIT - ENTRY PANEL (REPORTS)

PURPOSE: To allow user to execute standard P/BS reports.

EDIT - ENTRY PANEL

ENTER/VERIFY PARAMETERS BELOW:

SPF LIBRARY:

PROJECT - - => SDPU.FDM

LIBRARY - - => MISC - - => - - => - - =>

TYPE - - => DATA

MEMBER - - => (BLANK FOR MEMBER SELECTION LIST)

OTHER PARTITIONED OR SEQUENTIAL DATASET:

DATASET NAME - - =>

VOLUME SERIAL - - => (IF NOT CATALOGED)

DATASET PASSWORD - - => (IF PASSWORD PROTECTED)

PROFILE NAME - - => (BLANK DEFAULTS TO DATASET TYPE)

INSTRUCTIONS

P/BS Access - SCREEN #7

1. SCREEN #3 (paragraph 2.3.3) is used as the starting point for executing standard P/BS reports. When the above screen appears it must be changed by positioning the cursor and entering new parameters as follows:

PROJECT: Place the cursor over the S in SDPU.FDM and overtype "sdpu.jt" and depress the ENTER key..

LIBRARY: Place the cursor over the M in MISC and overtype "pbs.jcl" and depress the ENTER key.

TYPE: Place the cursor over the D in DATA and overtype "cntl" and depress the ENTER key.

2. LOCATE the desired report in the report index stored in the data base by entering the letter "1" and one of the report numbers shown in Appendix A (i.e., rk5b521). Depress the ENTER key and the report index will appear on the screen.
3. Place an "s" (SELECT) to the left of the report desired and depress the ENTER key. This will display the report.
4. ENTER "sub" (SUBMIT) and depress the ENTER key. This will create a job order for USAMSSA to execute the report.
5. Select additional reports for production by repeating steps 3 and 4.

2.5 P/BS Data Input

During Phase I, DACA-OMP will have the capability to input P/BS data on a CRT screen(s) which displays an unlabeled standard 80-column coding sheet format. This screen is called up on the CRT by following the procedures in paragraphs 2.4.1 to 2.4.6. Data elements must be entered on the CRT screen exactly as configured in the P/BS Action Sheets and Audit Cards found in Appendix C, FORDIMS User's Guide. For user convenience, the following subparagraphs include copies of these documents and a brief explanation of their use. Paragraph 2.4.1 presents the P/BS ACTION SHEET - COA HEADER FILE, with detailed coding instructions, as an example of how to enter the data into the CRT. The same procedures are used to enter the data for the remaining P/BS Action Sheets and Audit Cards using the data element codes found in Appendix B. The operator is cautioned that the data must be transferred from the form to the screen in the exact format shown; thus, detailed instructions for each form are unnecessary. In Phase II, user friendly screens are provided with detailed coding instructions included.

2.5.1 P/BS Action Sheet - COA Header File - (Fig. 2.1)

PURPOSE: Used by personnel in DACA-OMP to add or change P/BS HEADER FILE data pertaining to civilian cost and manyear actions only. Use of this screen is limited to changing Header File data that were initially entered by DACA-OMP.

DESCRIPTION: Consists of a single screen in an 80-column card format as displayed in Appendix C, FORDIMS User's Guide (Figure C.3). Circled numbers in the instructions correspond to circled numbers on the screen format. They are used for reference only and are not part of the screen.

P/BS ACTION SHEET - COA HEADER FILE									
P/BS GUIDANCE/AUTHORITY									
1		2		3		4		5	
ACTING		BECOM		PLS VB		DTG		ACTOR	
4		5		6		7		8	
10		11		12		13		14	
15		16		17		18		19	
20		21		22		23		24	
25		26		27		28		29	
30		31		32		33		34	
35		36		37		38		39	
40		41		42		43		44	
45		46		47		48		49	
50		51		52		53		54	
55		56		57		58		59	
60		61		62		63		64	
65		66		67		68		69	
70		71		72		73		74	
75		76		77		78		79	
80		81		82		83		84	
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125		126		127		128		129	
130		131		132		133		134	
135		136		137		138		139	
140		141		142		143		144	
145		146		147		148		149	
150		151		152		153		154	
155		156		157		158		159	
160		161		162		163		164	
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525		526		527		528		529	
530		531		532		533		534	
535		536		537		538		539	
540		541		542		543		544	
545		546		547		548		549	
550		551		552		553		554	
555		556		557		558		559	
560		561		562		563		564	
565		566		567		568		569	
570		571		572		573		574	
575		576		577		578		579	
580		581		582		583		584	
585		586		587		588		589	
590		591		592		593		594	
595		596		597		598		599	
600		601		602		603		604	
605		606		607		608		609	
610		611		612		613		614	
615		616		617		618		619	
620		621		622		623		624	
625		626		627		628		629	
630		631		632		633		634	
635		636		637		638		639	
640		641		642		643		644	
645		646		647		648		649	
650		651		652		653		654	
655		656		657		658		659	
660		661		662		663		664	
665		666		667		668		669	
670		671		672		673		674	
675		676		677		678		679	
680		681		682		683		684	
685		686		687		688		689	
690		691		692		693		694	
695		696		697		698		699	
700		701		702		703		704	
705		706		707		708		709	
710		711		712		713		714	
715		716		717		718		719	
720		721		722		723		724	
725		726		727		728		729	
730		731		732		733		734	
735		736		737		738		739	
740		741		742		743		744	
745		746		747		748		749	
750		751		752		753		754	
755		756		757		758		759	
760		761		762		763		764	
765		766		767		768		769	
770		771		772		773		774	
775		776		777		778		779	
780		781		782		783		784	
785		786		787		788		789	
790		791		792		793		794	
795		796		797		798		799	
800		801		802		803		804	
805		806		807		808		809	
810		811		812		813		814	
815		816		817		818		819	
820		821		822		823		824	
825		826		827		828		829	
830		831		832		833		834	
835		836		837		838		839	
840		841		842		843		844	
845		846		847		848		849	
850		851		852		853		854	
855		856		857		858		859	
860		861		862		863		864	
865		866		867		868		869	
870		871		872		873		874	
875		876		877		878		879	
880		881		882		883		884	
885		886		887		888		889	
890		891		892		893		894	
895		896		897		898		899	
900		901		902		903		904	
905		906		907		908		909	
910		911		912		913		914	
915		916		917		918		919	
920</									

INSTRUCTIONS

1. Call up screen using procedures explained in 2.4.1 to 2.4.6 above.
2. ENTER TCODE (1) as follows:

D3A - Add a standard action header
D3C - Add an overprogramming action header
D5A - Change header data
3. SOURCE (2) is a constant "C" for Comptroller.
4. FICOD (3) is a constant "M" for MAIN.
5. ENTER ACTNO "XXXXXX" (4) from DACA-OMP P/BS Master Manpower Action Register.
6. Columns 13-80 (corresponds to Card #1 indicated in Col. 12):
 - a. ENTER DOCMT (5), the title of the authorizing document e.g., DF CMT 2.
 - b. ENTER FLSYM (6), the file symbol for the office responsible for the action e.g., DACA-BUF.
 - c. ENTER DTDTG (7), the Date-Time Group of the authorizing message or date of the authorizing document e.g., 052200Z MAY 83 or 05 MAY 83.
 - d. ENTER ACTOF (8), the last name of the individual responsible for the action e.g., ROGERS.
 - e. ENTER AGENCY (9), the ARSTAF office that originated the action e.g., DACA.

f. ENTER DAGUD (10), the directive or concept which authorizes the action e.g., MRIS PDIP RESTRUCTURE. NOTE: The first four positions are reserved for PDIP.

7. Columns 13-80 (corresponds to Card #2 indicated in Col. 12) and Columns 13-45 (corresponds to Card #3 indicated in Col. 12):

ENTER SUBJT (11), the subject of the action document e.g., RESTRUCTURE OF MRIS PDIPS FOR FY 83 AND FY 84.

8. Columns 46-80 (corresponds to Card #3 indicated in Col. 12) and Columns 13-80 (corresponds to Card #4 indicated in Col. 12):

ENTER TRPUR (12), the purpose of the action e.g., RESTRUCTURE OF MRIS PDIPS FOR FY 83 AND FY 84 TO ALIGN WITH FY 85-FY 89 POM DELETIONS.

2.5.2 P/BS Action Approvals - (Fig. 2.2) and P/BS Action Extensions - (Fig. 2.3)

These two forms are used by DACA-OMP and DAPE-MBA to change the status of specified P/BS actions identified by ACTNO. The forms also allow the action officer to enter the appropriate "compute flag" that tells the system which cost and cost related computations to perform when an action goes from an Unapproved to an Approved or Extended status.

The use of these forms is governed in paragraph C-4d, Appendix C, FORDIMS User's Guide.

	Entered by (initials)	Date entered (date)
1) Not a member		
2) Member		
3) Not a member		
4) Member		
5) Not a member		
6) Member		
7) Not a member		
8) Member		
9) Not a member		
10) Member		
11) Not a member		
12) Member		
13) Not a member		
14) Member		
15) Not a member		
16) Member		
17) Not a member		
18) Member		
19) Not a member		
20) Member		
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23) Not a member		
24) Member		
25) Not a member		
26) Member		
27) Not a member		
28) Member		
29) Not a member		
30) Member		
31) Not a member		
32) Member		
33) Not a member		
34) Member		
35) Not a member		
36) Member		
37) Not a member		
38) Member		
39) Not a member		
40) Member		
41) Not a member		
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86) Member		
87) Not a member		
88) Member		
89) Not a member		
90) Member		
91) Not a member		
92) Member		
93) Not a member		
94) Member		
95) Not a member		
96) Member		
97) Not a member		
98) Member		
99) Not a member		
100) Member		

WASH. D. C.
VOLUME 1
PART 1

[illegible]

Legend: 1. 11/11/11
2. 11/11/11

OUCSPEA FROM 464 (17 JAN 80)

Figure 2.2 P/BS Action Approvals

_____ Date entered (date)
 _____ Entered by (initials)

REPORT OF THE

C. L. DA

1000

MEMO

[illegible]

DOCSPER FORM 456 (17 JAN 60)

Figure 2.3 P/BS Action Extensions

2.5.3 P/BS Action Approvals by ACTNO Ranges - (Fig. 2.4) and P/BS
Action Extensions by ACTNO Ranges - (Fig. 2.5)

These two forms are used by DACA-OMP and DAPE-MBA to change the status of an entire series or "range" of ACTNOs.

The use of these forms is governed by paragraphs C-4d(1) through (4) and C-4e, Appendix C, FORDIMS User's Guide.

Transaction Code:
KBA - Extend a Range of Actions

Source Codes:
C COA
P DCSPER

P/BS ACTION EXTENSIONS
BY ACTNO RANGES

Data entered (date): _____
Entered by (initials): _____

STARTING ACTNO												ENDING ACTNO												Remarks	COORDINATION				
C												C													OCA	DCSPER			
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											
K8	A	M																											

LEGEND: F - FICOD
C - Card Number

Figure 2.5 P/BS Action Extensions by ACTNO Ranges

ODCSPER FORM 488 (30 JUL 80)

2.5.4 P/BS Action Deletions - (Fig. 2.6)

This form is used by DACA-OMP and DAPE-MBA to delete unapproved actions or portions thereof. Actions can be deleted from the HEADER FILE and/or AUDIT FILE (ACTNO Level) or specified data can be deleted from the AUDIT FILE (Delta Data Level). Deletion of records from the MAIN FILE IS NOT permitted.

Use of this form is governed by paragraph C-4f, Appendix C, FORDIMS User's Guide.

Data entered (date): _____
Entered by (initials): _____

Transaction Code
G2A - Delete Specified AUDIT FILE Data, But
Retain HEADER FILE Data

Transaction Codes

D1A	Delete Entire Action, Both HEADER & AUDIT FILES
D2A	Delete ALL AUDIT FILE Data for an Action.

Source Codes
C COA
P DSPER

[illegible]

LAGAND F FICOD
C Card Number

00CSPER FORM 466 (17 JAN 80)

Figure 2.6 P/BS Action Deletions

2.5.5 P/BS Audit Card #1 - (Fig. 2.7), #2 - (Fig. 2.8), #3 - (Fig. 2.9), #4 (Fig. 2.10), - #5 (Fig.2.11) and #6 - (Fig. 2.12)

These forms are used for adding or changing civilian manpower cost and cost related AUDIT FILE data elements after they have been entered on the P/BS HEADER FILE. Note that columns 1-48 of each card contains the same descriptive data elements. The cost data elements in columns 49-80 differ on each card.

The use of these forms is governed by paragraph C-4g, Appendix C, FORDIMS User's Guide.

ADD OR CHANGE BCOMP, BCOCO, CASHA, CASCO

Date entered (date): _____
Entered by (initials): _____

[illegible]

OCA FORM 10 (17 JAN 80)

Figure 2.8 P/BS Audit Card #2

ADD OR CHANGE OTIME, OTICO, BBENE, BBECO

Entered by (individual)

[illegible]

LEGEND
S - Source
F - FICOD
C - Card Number

OCA FORM 19 (17 JAN 80)

Figure 2.9 P/BS Audit Card #3

ADD OR CHANGE FECMP, SVPAY

Date entered (date)
Entered by (initials)

[illegible]

OCA FORM 20 (17 JAN 80)

Figure 2.10 P/BS Audit Card #4

Date entered (date): _____
Entered by (initials): _____

Transfer New Codes

3 Add	Q3A Add Audit Line
5 Change	Q5A Change Audit Line Data

[illegible][illegible]

OCA FORM 21 117 JAN 80

Figure 2.11 P/BS Audit Card #5

P/BS AUDIT CARD # 6 - CDA

ADD OR CHANGE CAPER, OTHER, OTTCO, BEPER, BEPCO, FEPER, BUPER

Date entered (date): _____
Entered by (initials): _____

Preparation Codes
1 Add
2 Change

CLIA - Add Audit Line
CDA - Change Audit Line Data

3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add		3 Add	
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2.5.6 P/BS Audit Card #7 - (Fig. 2.13), #8 - (Fig. 2.14) and #9 (Fig. 2.15)

These cards may be used in lieu of P/BS AUDIT CARDS #1 through #6 to change AUDIT FILE data when the LITEM is known.

The use of these forms is governed by paragraph C-4h, Appendix C, FORDIMS User's Guide.

CHANGE AUCCO, AMYRC, MDAYS, MYRNC, OTMYR, BCOMP, SCOCO, CASNA, CASCO, OTIME, OTICO

Date entered (date) : _____
Entered by (initials) : _____

[illegible]

DOCA FORM 73 (17 JAN 60)

Figure 2.13 P/BS Audit Card #7

CHANGE CAPEN, OTHER, OTPCO, BEPER, BEPCO, PEPER, SUPER

PAYMENT CODE	LIA CHARGE AUDIT LINE DATE
---------------------	-----------------------------------

[illegible]

LEGISLATION	Source	Citing Number
1977	PL 95-135	101-101
1978	PL 95-600	102-102
1979	PL 96-373	103-103
1980	PL 96-486	104-104
1981	PL 97-177	105-105
1982	PL 97-424	106-106
1983	PL 98-149	107-107
1984	PL 98-473	108-108
1985	PL 99-190	109-109
1986	PL 99-554	110-110
1987	PL 100-203	111-111
1988	PL 100-690	112-112
1989	PL 101-508	113-113
1990	PL 101-508	114-114
1991	PL 102-190	115-115
1992	PL 102-585	116-116
1993	PL 103-161	117-117
1994	PL 103-465	118-118
1995	PL 104-104	119-119
1996	PL 104-291	120-120
1997	PL 105-105	121-121
1998	PL 105-278	122-122
1999	PL 106-106	123-123
2000	PL 106-407	124-124
2001	PL 107-107	125-125
2002	PL 107-273	126-126
2003	PL 108-108	127-127
2004	PL 108-273	128-128
2005	PL 109-109	129-129
2006	PL 110-101	130-130
2007	PL 110-273	131-131
2008	PL 111-101	132-132
2009	PL 112-102	133-133
2010	PL 113-103	134-134
2011	PL 114-104	135-135
2012	PL 115-105	136-136
2013	PL 116-106	137-137
2014	PL 117-107	138-138
2015	PL 118-108	139-139
2016	PL 119-109	140-140
2017	PL 120-101	141-141
2018	PL 121-101	142-142
2019	PL 122-102	143-143
2020	PL 123-103	144-144
2021	PL 124-104	145-145
2022	PL 125-105	146-146
2023	PL 126-106	147-147
2024	PL 127-107	148-148
2025	PL 128-108	149-149
2026	PL 129-109	150-150
2027	PL 130-110	151-151
2028	PL 131-111	152-152
2029	PL 132-112	153-153
2030	PL 133-113	154-154
2031	PL 134-114	155-155
2032	PL 135-115	156-156
2033	PL 136-116	157-157
2034	PL 137-117	158-158
2035	PL 138-118	159-159
2036	PL 139-119	160-160
2037	PL 140-120	161-161
2038	PL 141-121	162-162
2039	PL 142-122	163-163
2040	PL 143-123	164-164
2041	PL 144-124	165-165
2042	PL 145-125	166-166
2043	PL 146-126	167-167
2044	PL 147-127	168-168
2045	PL 148-128	169-169
2046	PL 149-129	170-170
2047	PL 150-130	171-171
2048	PL 151-131	172-172
2049	PL 152-132	173-173
2050	PL 153-133	174-174
2051	PL 154-134	175-175
2052	PL 155-135	176-176
2053	PL 156-136	177-177
2054	PL 157-137	178-178
2055	PL 158-138	179-179
2056	PL 159-139	180-180
2057	PL 160-140	181-181
2058	PL 161-141	182-182
2059	PL 162-142	183-183
2060	PL 163-143	184-184
2061	PL 164-144	185-185
2062	PL 165-145	186-186
2063	PL 166-146	187-187
2064	PL 167-147	188-188
2065	PL 168-148	189-189
2066	PL 169-149	190-190
206		

OCA FORM 75 (17 JAN 80)

Figure 2.15 P/BS Audit Card #9

SECTION 3

Phase II Screen Formats

3.1 Introduction

This section provides a description of new screen formats that are designed to be user friendly. These screen formats are not currently available in the FORDIMS-P/BS. Consequently, revisions to the FORDIMS-P/BS computer programs must be written to make the formats available on the Four-Phase Data IV/50 equipment located in DACA-OMP and to enter the information in the FORDIMS-P/BS data base in the correct P/BS format.

3.2 Screen Formats and Instructions

The screen formats described in the remainder of this section are designed as user friendly screens using an automatically repositioning cursor to lead the user from entry to entry. When programmed and deployed, the screens may be called up on the Four-Phase Data IV/50 CRT by DACA-OMP operators. For ease of use, the data fields used for entry of civilian manpower costing data are the same as those used in the FORDIMS-P/BS. For convenience of users of this report the FORDIMS-P/BS data element dictionary is reproduced in Appendix B.

For each screen described in this section detailed step by step instructions for use of the screen are provided. When each entry is executed by pressing the ENTER key on the console keyboard, the cursor will automatically move to the next data entry position.

The computer program will provide access to a HELP function which will display the instructions written in this document. To enter the HELP function, the operator will type in the word "HELP". After reviewing the instructions the operator will strike the PF3 key to return to the original screen.

3.2.1 P/BS Data Input Screens

TITLE: Civilian Cost Data Input Option Menu

PURPOSE: To allow user to select appropriate CRT screen for data input to P/BS.

CIVILIAN DATA INPUT OPTION MENU

SELECT OPTION - - ->

1. P/BS ACTION SHEET - COA HEADER FILE
2. P/BS ACTION APPROVAL/EXTENSION
3. P/BS ACTION DELETION
4. AUDIT FILE ADD/CHANGE - PRIOR YEAR ACTUALS
5. AUDIT FILE ADD/CHANGE - OTHER

INSTRUCTIONS

Civilian Cost Data Input Option Menu

1. To select this menu ENTER "civ cost" after MEMBER in P/BS Access SCREEN #3 (Section II; paragraph 2.4.3).
2. Select option for appropriate action and ENTER option number after SELECT OPTION = = =>, e.g., "2".
3. This will cause the selected input screen to appear on the CRT. You are now ready to input data on the selected screen as explained in appropriate following paragraphs (paragraphs 3.2.2 through 3.2.5).

3.2.1A Header File Screen

The purpose of this screen is to provide DACA-OMP the capability to add or change P/BS HEADER FILE data pertaining to civilian cost and man-year actions only. Use is limited to changing Header File data that were initially entered by DACA-OMP.

The screen contains the applicable data elements found in OCA Form 16 (Figure C-3, Appendix C, FORDIMS User's Guide) formatted into a user friendly configuration for ease of data entry. Circled numbers on the screen format correspond to circled numbers in the instructions. They are provided for ease of reference and are not part of the actual format.

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P/BS ACTION SHEET - COA HEADER FILE

TITLE: HEADER FILE

PURPOSE: To add or change P/BS HEADER FILE data pertaining to civilian
 cost and manyear actions.

HEADER FILE

TCODE	- - =>	(1)
SORCE	- - =>	(2)
FICOD	- - =>	(3)
ACTNO	- - =>	(4)
DOCMT	- - =>	(5)
FLSYM	- - =>	(6)
DTDTG	- - =>	(7)
ACTOF	- - =>	(8)
AGNCY	- - =>	(9)
DAGUD	- - =>	(10)
SUBJT	- - =>	(11)
TRPUR	- - =>	(12)

INSTRUCTIONS

1. Call up screen using procedures explained in 3.2.1 above.
2. ENTER applicable TCODE (1) as follows:

D3A - Add a standard action header
D3C - Add an overprogramming action header
D5A - Change header data
3. SORCE (2) is a constant "C" for Comptroller.
4. FICOD (3) is a constant "M" for MAIN.
5. ENTER ACTNO "XXXXXX" (4) from DACA-OMP P/BS Master Manpower Action Register.
6. ENTER DOCMT (5) , the title of the authorizing document, e.g., DF CMT 2 (10-character limit).
7. ENTER FLSYM (6) , the file symbol for the office responsible for the action, e.g., DACA-BUF (10-character limit).
8. ENTER DTDTG (7) , the Date-Time Group of the authorizing message or date of the authorizing document, e.g., 052200ZMAY83 or 05MAY83.
9. ENTER ACTOF (8) , the last name of the individual responsible for the action, e.g., ROGERS or first 8 letters of last name.
10. ENTER AGENCY (9) , the ARSTAF office that originated the action, e.g., DACA (4-character limit).

11. ENTER DAGUD (10) , the directive or concept which authorizes the action, e.g., MRIS PDIP RESTRUCTURE. NOTE: The first five positions are reserved for PDIP (i.e., 4 alphanumeric characters followed by a blank [24-character limit]).
12. ENTER SUBJT (11) , the subject of the action document, e.g., RESTRUCTURE OF MRIS PDIPS FOR FY83 AND FY84. (If entry exceeds 80 characters, start a separate line up to 20 additional characters.)
13. ENTER TRPUR (12) , the purpose of the action, e.g., RESTRUCTURE OF MRIS PDIPS FOR FY83 AND FY84 TO ALIGN WITH FY85-FY89 POM DELETIONS. (If entry exceeds 20 characters, start a separate line up to 23 additional characters.)

3.2.2 P/BS Action Approval/Extension Screen

The purpose of this screen is to provide the capability to change the status of specified P/BS actions, identified by ACTNO or a range of ACTNOs. The screen also provides the capability to enter the appropriate "compute flag" that tells the system which cost and cost related computations to perform when an action goes from an Unapproved to an Approved or Extended status.

In addition, the screen may also be used to enter "trial-approval" and "trial extensions" of actions; however, USAMSSA must be notified in advance when inputting these data in order to establish a work file on the P/BS data base.

The screen combines the applicable data elements found in ODCSPER Forms 464, 465, 487 and 488 (Appendix C, FORDIMS User's Guide) into a single user friendly configuration for ease of data entry.

Circled numbers on the screen format correspond to circled numbers in the instructions. They are provided for ease of reference and are not part of the actual format.

TCODE	①
-------	---

[illegible]

3.2.3 P/BS Action Deletions Screen

The purpose of this screen is to provide the capability to delete unapproved actions or portions thereof. Actions can be deleted from the HEADER FILE and/or AUDIT FILE (ACTNO Level) or specified data can be deleted from the AUDIT FILE (delta data level). Deletion of records from the MAIN FILE is NOT permitted.

The screen contains the applicable data elements found in ODCSPER Form 466 (Appendix C, FORDIMS User's Guide) in a user friendly configuration for ease of data entry.

P/BS ACTION DELETIONS

TITLE: P/BS Action Deletions

PURPOSE: To delete all or part of an unapproved action previously entered into the partition dataset.

P/BS ACTION DELETIONS

TCODE = = =>

SORCE = = =>

ACTNO = = =>

LITEM = = =>

REMARKS = = =>

INSTRUCTIONS

1. ENTER applicable TCODE:

TCODES

OPTIONS

D1A - Delete entire ACTION, both HEADER and AUDIT FILES

D2A - Delete all AUDIT FILE data; retain HEADER FILE data

G2A - Delete specified AUDIT FILE data; retain HEADER FILE data

2. ENTER SORCE "C" for DACA-OMP.
3. ENTER ACTNO "XXXXXX".
4. If TCODE is G2A enter LITEM of specific AUDIT FILE data to be deleted (LITEM not applicable to D1A and D2A).
5. ENTER REMARKS as appropriate to explain the reason for the deletion. Only 60 characters, including blank spaces may be used.

3.2.4 Audit File Add/Change - Prior Year Actuals Screens

3.2.4.1 The Prior Year Actuals screens are used to input civilian personnel costs for the prior year and update the P/BS in order to establish a baseline for subsequent budget and program years. The screens for inputting prior year actual costs consolidate data previously recorded on the P/BS ACTION SHEET-DCSPER and P/BS AUDIT CARDS #2, #3 and #4 (Appendix C, FORDIMS User's Guide). These screens are designed in a user friendly configuration for ease of data entry directly from source documents. After the data is entered it will be automatically reformatted into the coding sheet formats which are required for acceptance by the FORDIMS-P/BS data base.

3.2.4.2 It should be noted that the data elements found in these screens are the same as those found in the "AUDIT FILE ADD/CHANGE - OTHER" screens (paragraph 3.2.5). A separate screen has been developed for inputting prior year actual cost data due to the large volume of data to be input in a short period of time and manner in which the source data for direct input is configured on spread sheets.

A limited edit capability is provided to preclude invalid or erroneous entry of data elements. These entries will be rejected on the screen. Types of edits are:

- An erroneous Alpha character in an all numeric field
- Invalid RCOMD
- Invalid AMSCO
- Invalid CTYPE

Circled numbers on the screen formats correspond to circled numbers in the instructions. They are provided for ease of reference and are not a part of the actual format.

3.2.4.3 Prior Year Actuals - SCREEN #1

TCODE	G3A ①								
SORCE	C ②								
FICOD	M ③								
ACTNO	④								
EDATE	⑤								
TDATE	⑥								
RCOMD	⑦								
	AMSCO	⑧							
	CTYPE	⑨							
			+						
	ACIVC	⑩							
			+						
	AFTPC	⑪							
			+						
	AMYRC	⑫							

INSTRUCTIONS

Prior Year Actuals - SCREEN #1

1. Screen is selected through P/BS Data Input Screens described in 3.2.1 above.
2. TCODE (1) will always be G3A for this action.
3. SORCE (2) will always be "C".
4. FICOD (3) will always be "M".
5. ENTER ACTNO (4) from DACA-OMP P/BS Master Manpower Action Register.
6. ENTER EDATE (5). This is the date that the HQDA guidance becomes effective.
7. ENTER TDATE (6). This is the date the the HQDA guidance is no longer effective.
8. ENTER RCOMD (7) e.g., 8901 (USAREUR/7A). Data is entered and processed by RCOMD.
9. ENTER first AMSCO (8) reported by the RCOMD in CSFOR 78 Report.
10. List reported CTYPEs (9) for above AMSCOs from CSFOR 78 Report.
11. ENTER ACIVC (10) and AFTPC (11) for each CTYPE from DAPE CSFOR 78 Report Worksheet using plus or minus sign as appropriate.
12. ENTER reported man months worked for each CTYPE from CSFOR 78 Report under AMYRC (12) using plus or minus sign as appropriate. The man months will be automatically converted to AMYRC.
13. Depress PF11 key to call up next screen.

3.2.4.4 Prior Year Actuals - SCREEN #2

TCODE	G3A ①						
SORCE	C ②						
FICOD	M ③						
ACTNO	④						
EDATE	⑤						
TDATE	⑥						
RCOMD	⑦						
	AMSCO	CTYPE	+	BCOMP	+	CASHA	
	⑧	⑨		⑬		⑭	

INSTRUCTIONS

Prior Year Actuals - SCREEN #2

14. Screen #2 is called up by depressing the PF11 key when completed with previous screen. This will display fields ① through ⑨ , as completed in steps 1 through 12 above, and data fields BCOMP ⑬ and CASHA ⑭.
15. ENTER BCOMP ⑬ and CASHA ⑭ from CSFOR 78 Report using plus or minus sign as appropriate.

3.2.4.5 Prior Year Actuals - SCREEN #3

TCODE	G3A ①						
SORCE	C ②						
FICOD	M ③						
ACTNO	④						
EDATE	⑤						
TDATE	⑥						
RCOMD	⑦						
	AMSCO ⑧	CTYPE ⑨	+ -	OTIME ⑮	+ -	CASHA ⑯	

INSTRUCTIONS

Prior Year Actuals - SCREEN #3

16. Screen #3 is called up when PF11 key is depressed after last entry on previous screen. This will display fields 1 through 9, as completed in steps 1 through 12 above, and data fields OTIME (15) and BBENE (16).
17. ENTER OTIME (15) and BBENE (16) from CSFOR 78 Report using plus or minus sign as appropriate.

3.2.4.6 Prior Year Actuals - SCREEN #4

TCODE	G3A ①						
SORCE	C ②						
FICOD	M ③						
ACTNO	④						
EDATE	⑤						
TDATE	⑥						
RCOMD	⑦						
	AMSCO ⑧	CTYPE ⑨	+ -	FECMP ⑪	+ -	SVPAY ⑫	

INSTRUCTIONS

Prior Year Actuals - SCREEN #4

18. Screen #4 is called up when PF11 key is depressed after last entry on previous screen. This will display fields 1 through 9, as completed in steps 1 through 12 above, and data fields FECMP (17) and SVPAY (18).
19. ENTER FECMP (17) and SVPAY (18) from CSFOR 78 Report.
20. When the PF3 key is depressed after SVPAY data has been entered the operator will automatically be returned to Screen #1 with the cursor at the ACTNO position. To code remaining AMSCOs in the RCOMD follow steps 9 through 17 above.
21. Code remaining RCOMD as in steps 8 through 17 above.
22. To terminate the prior year actuals data entry, type "END" and depress the ENTER key.

NOTE: Steps 22-25 and 27 are performed off-line.

23. Request USAMSSA produce trial printout of Basic Level Appropriation Workpapers.
24. Verify ES and FTP data against DAPE 113 Report. If deviations exist resolve them in favor of DAPE 113 Report and annotate workpapers.
25. Verify cost data against BEAMS and 1183 Reports. Resolve deviations in favor of BEAMS and 1183 Reports and annotate workpapers.

26. Enter adjusted data from workpapers into appropriate screen.
27. Input verified data into P/BS data base for update and preparation of Basic Level Appropriation Workpapers.

3.2.5 Audit File Add/Change - Other Screens

The purpose of the Audit File Add/Change - Other Screens is to add or change civilian manpower cost and cost related AUDIT FILE data elements (other than prior year actual costing) after they have been entered on the P/BS HEADER FILE. The screens for adding or changing manpower cost and cost related data elements in the P/BS consist of data elements contained in P/BS AUDIT CARDS #1 through #9 (Appendix C, FORDIMS User's Guide). The data elements have been reformatted into a user friendly configuration for ease of data entry directly from source documents. The data entered through these user friendly screens will be reformatted automatically into compatible formats for entry into the P/BS data base.

3.2.5.1 Audit File Add/Change - SCREEN #1

TITLE: Add/Change Audit Files (Screen #1)

PURPOSE: To allow the operator to identify the record which is to be added or changed and call up the screen that displays the cost elements that will be added or changed.

ENTER/VERIFY DATA BELOW:

1. TCODE - - ->
 ADD - - -> G3A
 CHANGE - - -> G5A
2. SORCE - - -> C
3. FICOD - - -> M
4. ACTNO - - -> XXXXXX
5. EDATE (IF APPLICABLE) - - -> YYMMDD
6. TDATE (IF APPLICABLE) - - -> YYMMDD
7. LITEM - - ->
 KNOWN
 UNKNOWN
8. RCOMD - - ->
9. AMSCO - - ->
10. CTYPE - - ->

INSTRUCTIONS

Add/Change Audit Files (Screen #1)

1. ENTER one of the following TCODEs:
G3A - To ADD previously unentered data to the AUDIT FILE
G5A - To CHANGE data already on the AUDIT FILE
2. SOURCE is a constant "C" (COMPTROLLER).
3. FICOD is a constant "M" (MAIN).
4. ENTER the ACTNO "XXXXXX" (taken from the DACA-OMP P/BS MASTER MANPOWER ACTION REGISTER).
5. ENTER EDATE "YYMMDD," if applicable.
6. ENTER TDATE "YYMMDD," if applicable.
7. If LITEM known, ENTER LITEM "XXXXXX". When ENTER key is depressed Screen #2 automatically comes up showing the LITEM just entered.
8. If LITEM not known, depress ENTER key to move cursor to RCOMD and ENTER RCOMD "XXXX".
9. ENTER AMSCO "XXXXXX". (This is an example of 6-digit AMSCO; if working with 11-digit AMSCO ENTER entire AMSCO.)
10. ENTER CTYPE "XXXX". Upon depressing the PF11 key, Screen #2 will automatically come up showing the RCOMD, AMSCO and CTYPE just entered.

11. When returning to this screen from Screen #2, the cursor will return to the LITEM position. Proceed as described in instruction 7 above. If RCOMD or AMSCO do not change, depress the ENTER key to move to the next data element. The value previously entered will not change unless the operator enters a new value.

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3.2.5.2 Audit File Add/Change - Other Screen #2

TITLE: Add/Change Audit Files (Screen #2)

PURPOSE: To allow the operator to add or change values for the listed cost data elements. The screen includes information showing which record was chosen.

<u>AUDIT FILE ADD/CHANGE - OTHER</u>											
LITEM			RCOMD			AMSCO			CTYPE		
AUCCO	-	-	-	>		BBECO	-	-	-	>	
AMYRC	-	-	-	>		ADSAL	-	-	-	>	
MYRCO	-	-	-	>		ADSCO	-	-	-	>	
MDAYS	-	-	-	>		AYSAL	-	-	-	>	
OTMYR	-	-	-	>		AYSCO	-	-	-	>	
BCOMP	-	-	-	>		CAPER	-	-	-	>	
BUCOCO	-	-	-	>		OTPER	-	-	-	>	
CASHA	-	-	-	>		OTPCO	-	-	-	>	
CASCO	-	-	-	>		BEPER	-	-	-	>	
OTIME	-	-	-	>		BEPCO	-	-	-	>	
OTICO	-	-	-	>		FEPER	-	-	-	>	
BBENE	-	-	-	>		SVPER	-	-	-	>	

INSTRUCTIONS

Add/Change Audit Files (Screen #2)

1. ENTER appropriate data next to the listed data element.
2. The ENTER key is depressed after the data for each element is typed in. If only one data element is to be changed the cursor can be moved to that data element by repeatedly depressing the ENTER key until the cursor is located at the correct data element.
3. Depressing the PF10 key after SVPER is entered will return to the LITEM position of screen #1 so that a new LITEM number can be entered. Proceed as described in instruction #7 for Screen #1.

APPENDIX A
LIST OF OCA STANDARD REPORTS

APPENDIX A

List of OCA standard Reports in P/BS

RK5 - 501 Civilian Personnel Costs, Basic Level Appropriation Workpapers

RK5 - 502 Civilian Personnel Costs, Basic Level Appropriation Workpapers (OMA BASOP Minus RPMA)

RK5 - 503 Civilian Personnel Costs, Basic Level Appropriation Workpapers (OMA RPMA only)

RK5 - 504 Civilian Personnel Costs, Basic Level Appropriation Workpapers (AMHA only)

RK5 - 505 Civilian Personnel Costs, Foreign National Separation Allowance (FNSA) Basic Level Appropriation Workpapers

RK5 - 506 Civilian Personnel Costs, Basic Level Command Workpapers

RK5 - 507 Civilian Personnel Budget Calculation

RK5 - 508 Civilian Man-Years and Costs of Direct and Indirect Hire

RK5 - 509 Employee Classification Detail Report - Main File

RK5 - 510 Employee Classification Summary Report - Main File

RK5 - 511 Employee Classification Detail Report - Audit Trail

RK5 - 512 Employee Classification Summary Report - Audit Trail

RK5 - 513 Audit Trail by Appropriation

RK5 - 514 Audit Trail by Appropriation (OMA BASOP only)

RK5 - 515 Audit Trail by Appropriation (AMHA only)

RK5 - 516 Audit Trail by Action Number

RK5 - 517 Audit Trail by RCOMD, ACTNO, FY

RK5 - 518 OPAGY Summary Report

RK5 - 519 President's Budget Report

RK5 - 520 Budget Subactivity Report

- RK5 - 521 Civilian Personnel Costs (OP-8) (OP-8A); Foreign National Personnel (OP-10)
- RK5 - 522 Audit Trail by RCOMD, FY, ACTNO
- RK5 - 523 Overtime Man-Year by Appropriation
- RK5 - 524 Overtime Man-Year by Command (OPAGY)

APPENDIX B

LIST OF FORDIMS-P/BS DATA ELEMENT DICTIONARY

(1)
MNEMONIC

(2)
DATA ELEMENT DESCRIPTION

	(3) <u>FIELD FUNCT - LENGTH</u>	(4) <u>DESCRIPTION TYPE</u>	(5) <u>DATA DEFINED BY</u>	(6) <u>DATA SOURCE REFERENCE</u>	(7) <u>DATA INPUT BY</u>
ACIVC	7	N	DAPE-MBA	P/BS User's Guide	DAPE-MBA
ACTNO	6	N	DAPE-MBA or DACA-OMP	Action Log in DAPE-MBA or DACA-OMP	DAPE-MBA or DACA-OMP
ACTOF	8	A	DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP
ADSAL	6	N	DACA-OMP	CSFOR-78 or PARR or COB	System generated or DACA-OMP
				ADSAL = (BCOMP/APMYR)/(No. of work days) or ADSAL = AYSAL/No. of work days	
ADSCO	1	A	DACA-OMP	P/BS User's Guide	DACA-OMP
AENLC	7	N	DAPE-MBA	P/BS User's Guide	DAPE-MBA

(1)
MNE/MONIC

(2)
DATA ELEMENT DESCRIPTION

(1) MNE/MONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) DATA DEFINED BY		(5) DATA SOURCE REFERENCE		(6) DATA INPUT BY	
		FUNCTION LENGTH	TYPE	FUNCTION LENGTH	TYPE	FUNCTION LENGTH	TYPE	FUNCTION LENGTH	TYPE
AFTPC	Authorized Full Time Permanent Strength Change - Used to indicate the amount of a change in programmed authorized full time permanent (FTP) spaces.	7	N	DAPE-MBA		P/BS User's Guide		DAPE-MBA	
AGNCY	HQDA Originating Agency - The office, division, or branch that originated an action at HQDA.	4	A	DAPE-MBA or DACA-OMP		AR 10-5		DAPE-MBA or DACA-OMP	
AMSCO	Army Management Structure Code - A standard classification of Army activities and functions used for programming, budgeting, accounting, and manpower control.	11	A/N	DACA-FAA		AR 37-100-series and the AMSCO Data Base		DAPE-MBA or DACA-OMP	
AMYRC	Authorized Civilian Man-Years Change - Used to indicate the amount of a change in programmed authorized civilian man-years for a given year or years. $AMYRC(79) = ((ACIVC(78) + ACIVC(79))/2) \times (LAPS1, LAPS2, \text{ or } LAPS3)$	7	N	DAPE-MBA and DACA-OMP		P/BS User's Guide		DAPE-MBA or DACA-OMP	
AOFFC	Authorized Officer End Strength Change - Used to indicate the amount of a change in programmed authorized officer end strength.	7	N	DAPE-MBA		P/BS User's Guide		DAPE-MBA	
APCAT	Appropriation Category - The official accounting codes used in classifying financial and budgetary data. In FORDIMS APCAT identifies the budget appropriation from which civilian manpower is funded and/or by which military manpower is functionally accounted (e.g., all active military manpower is funded from the Military Personnel, Army (MPA) appropriation but it is functionally charged against other appropriations such as OMA, RDT&E, and MCA).	4	N	DACA-FAA		AMSCO Data Base		System generated from the AMSCO Data Base	

(1) MNECHONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCT- LENGTH	LENGTH				
APCIV	<u>Approved Civilian End Strength</u> - The programmed authorized civilian end strength in the current budget position.	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
APENL	<u>Approved Enlisted End Strength</u> - The programmed authorized enlisted end strength in the current budget position.	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
APFTP	<u>Approved Full Time Permanent</u> - The programmed full-time permanent (FTP) civilian end-year authorization in the current budget position.	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
APMYR	<u>Approved Civilian Man-Years</u> - The programmed civilian man-years authorization in the current budget position.	7		N	DAPE-MBA and DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP*
APOFF	<u>Approved Officer End Strength</u> - The programmed authorized officer end strength in the current budget position.	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
APWOF	<u>Approved Warrant Officer End Strength</u> - The programmed authorized warrant officer end strength in the current budget position.	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
AUCCO	<u>Authorized Civilian Compute Flag</u> - Code used to trigger automatic computation of AMYRC, BCMP, CASHA, OTIME, BBENE, FECMP, and SVPAY for CTYPES 105, 106, and 205.	1		A	DACA-OMP	P/BS User's Guide	DACA-OMP

* "Approved" data is not actually input. Instead, the status of "unapproved" data already in the data base is changed to "approved" through entry of a TCODE K5A approval action by the responsible functional user indicated in column (7).

(1) MEMORIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCTION- LENGTH					
AWOFC	Authorized Warrant Officer End Strength Change - Used to indicate the amount of a change in programmed authorized warrant officer end strength.	7	N		DAPE-MBA	P/BS User's Guide	DAPE-MBA
AYSAL	Average Yearly Civilian Salary - The average yearly civilian salary expressed in dollars and cents (contains two decimal positions: i.e., \$\$\$\$.\$t). AYSAL = (ADSAL) x (No. of work days) or AYSAL = BCOMP/APMYR	7	N		DACA-OMP	CSFOR-78 or PARR or COB or PY Rpt (CSCAB-205)	System generated or DACA-OMP
AYSCO	AYSAL Compute Flag - Code used to trigger automatic computation of BCOMP, OTIME, BBENE, CASHA, FECMP, ADSAL, and SVPAY for CTYPES 105, 106, and 205.	1	A		DACA-OMP	P/BS User's Guide	DACA-OMP
BASOP	Base Operations Flag - Code used to identify Base Operations AMSCOs. This code is obtained from the AMSCO Data Base.	1	N		DACA-FAA	AMSCO Data Base and AR 37- 100-series	System generated
BBECO	BBENE Compute Flag - Code used to trigger automatic computation of BCOMP, OTIME, CASHA, FECMP; SVPAY for CTYPES 105, 106, and 205; ADSAL; and AYSAL.	1	A		DACA-OMP	P/BS User's Guide	DACA-OMP
BBENE	Basic Civilian Benefits - The dollar and cents value of basic civilian benefits, such as life and health insurance, paid by the US Government (contains two decimal positions; i.e., \$\$\$\$.\$t). BBENE = (BCOMP) x (BEPER)	11	N		DACA-OMP	CSFOR-78 or PARR or COB or PY Rpt (CSCAB-205)	System generated or DACA-OMP

(1) MNE/MONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCTION	LENGTH				
BCOMP	Basic Civilian Compensation - The dollar and cents value of base pay excluding any overtime or benefits (contains two decimal positions; i.e., \$\$\$\$\$\$.44). BCOMP = (ADSAL) x (No. of work days) x (APMYR) or BCOMP = (AYSAL) x (APMYR) or BCOMP = OTIME/OTPER or BCOMP = BBENE/BEPER	12	N		DACA-OMP	CSFOR-78 or PARR or COB or PY Rpt (CSCAB-205)	System generated or DACA-OMP
BCOCO	BCOMP Compute Flag - Code used to trigger automatic computation of CASHA; OTIME; BBENE; FECMP; SVPAY for CTYPES 105, 106, and 205; ADSAL; and AYSAL.	1		A	DACA-OMP	P/BS User's Guide	DACA-OMP
BEPER	BEPER Compute Flag - Code used to trigger automatic computation of BCOMP; CASHA; OTIME; BBENE; FECMP; SVPAY for CTYPES 105, 106, and 205; ADSAL; and AYSAL.	1		A	DACA-OMP	P/BS User's Guide	DACA-OMP
BEPER	Benefits Percent of BCOMP - Civilian benefits expressed as a percentage of basic civilian compensation (contains four decimal positions). BEPER = BBENE/BCOMP	6		N	DACA-OMP	P/BS User's Guide	System generated or DACA-OMP
BGSTR	Begin Strength - The programmed authorized civilian end strength at the start of the fiscal year. BGSTR = (APCIV for the previous FY)	7		N	DACA-OMP	P/BS User's Guide	System generated

(1) MINEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCTION- LENGTH	TYPE			
CAPER	Cash Awards Percent of BCOMP - Civilian cash awards expressed as a percentage of basic civilian compensation (contains four decimal positions). CAPER = CASHA/BCOMP	6	N	DACA-OMP	P/BS User's Guide	System generated or DACA-OMP
CASCO	CASHA Compute Flag - Code used to trigger automatic computation of BCOMP; OTIME; FECMP; SVPAY for CTYPES 105, 106, and 205; BBENE; ADSAL; and AYSAL.	1	A	DACA-OMP	P/BS User's Guide	DACA-OMP
CASHA	Cash Awards - The aggregate dollar and cents value of the following special payments: • Cash awards • Hazardous duty pay • Night work differential • Post differential • Sunday pay • Other payments above basic rates (contains two decimal positions; i.e., \$\$\$\$\$.¢¢). CASHA = (BCOMP) X (CAPER)	10	N	DACA-OMP	CSFOR-78 or PARR or COB or PY Rpt (CSCAB-205)	System generated or DACA-OMP

(1) MNEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCT - LENGTH	LENGTH				
CIVID	Civilian Identity Code - Used to categorize civilian strengths as US direct hire (USDH), foreign national direct hire (FNDH), or indirect hire (IDH). Exempt hire (EXH) is added for prior year/actual strength reporting purposes.			N	DACA-OMP	P/BS User's Guide	System generated
COMPO	Component Code - Identifies the duty status of an organization: COMPO 1 = Active Army; 2 = National Guard; 3 = Army Reserve; 4 = Unmanned units; B = active NG; and C = active Army Reserve.	1		A/N	DAMO-FD	FSS User's Guide	DAPE-MBA
CTYPE	Civilian Type Code - Used to break out civilian strengths by different types of civilians (e.g., graded US, wage grade US, German, Korean, Japanese, etc.)	3		N	OSD/OMB	P/BS User's Guide	DAPE-MBA or DACA-OMP
DAGUD	DA Guidance - Identifies the directive or concept originated by HQDA or received by HQDA from higher authority which authorizes a force structure, manpower, or funding action. (The first 15 positions are old CBS "AUTHR.")	25		A/N	Congress or OMB or OSD or HQDA	P/BS User's Guide	DAPE-MBA or DACA-OMP
DPCAT	Defense Planning and Programing Category - An aggregation of program elements (see PECOD) into OSD functional categories (i.e., Strategic, Tactical/Mobility, Auxiliary Activities, Support Activities, Individuals, and Miscellaneous, and the subcategories thereof).	4		A/N	OSD	Memo from ASD(M,RA &L), 13 Nov 77, subject: Defense Planning and Programing Categories by Program Element; and the DPCAT REPORT (PF-0131-78)	System generated

(1) MNEEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNC-	LENGTH				
DOCMT	<u>Authorizing Document</u> - The HQDA document that provides guidance to the field concerning a particular force structure or manpower management action. (Used with FLYSM and DTDIG.)	10		A/N	DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP
DTDIG	<u>Date-Time Group</u> - Identifies the date-time group of the HQDA message (e.g., 172200Z Nov 79) or letter (e.g., 17 Nov 79) that provides guidance to the field concerning a particular force structure or manpower management or funding action. (Used with DOCMT and FLYSM.)	12		A/N	DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP
EDATE	<u>Effective Date</u> - The date (YYMMDD) that HQDA guidance becomes effective.	6		N	DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP
EXCIV	<u>Extended Civilian End Strength</u> - The programmed authorized civilian end strengths to be included in the PBG.**	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
EXENL	<u>Extended Enlisted End Strength</u> - The programmed authorized enlisted end strength to be included in the PBG.**	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
EXFTP	<u>Extended Full Time Permanent Spaces</u> - The programmed authorized civilian full time permanent (FTP) spaces to be included in the PBG.**	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*

*"Extended" data is not actually input. Instead, the status of "unapproved" or "approved" data already in the data base is changed to "extended" through entry of a ICODE K6A extension transaction by the responsible functional user indicated in column (7).

**For prior years (PYs), both programed and actual values are maintained in these data fields in the P/BS (provided that actual data are input by the functional user).

(1) MNE:MONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCTION- LENGTH	LENGTH				
EXMYR	<u>Extended Civilian Man-Years</u> - The programmed authorized civilian man-years to be included in the PBG.**	7		N	DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP*
EXOFF	<u>Extended Officer End Strength</u> - The programmed authorized officer end strength to be included in the PBG.**	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
EXWOF	<u>Extended Warrant Officer End Strength</u> - The programmed authorized warrant officer end strength to be included in the PBG.**	7		N	DAPE-MBA	P/BS User's Guide	DAPE-MBA*
FECMP	<u>Former Employees Compensation</u> - The dollar and cents value of pensions, annuities, or other benefits due to former employees or their survivors based on their length of service. Does not include benefits paid from funds financed through employer and/or employees contributions and premiums. (FECMP contains two decimal positions; i.e., \$\$\$\$\$.00.) FECMP = (BCOMP) x (FEPER) or FECMP = (ADSAL) x (No. of work days) x (AMYRC) x (FEPER) or FECMP = (AYSAL) x (AMYRC) x (FEPER)	12		N	DACA-OMP	COB or PARR or PY Rpt (CSCAB-205)	System generated or DACA-OMP

*"Extended" data is not actually input. Instead, the status of "unapproved" or "approved" data already in the data base is changed to "extended" through entry of a ICODE K6A extension transaction by the responsible functional user indicated in column (7).

**For prior years (PYs), both programmed and actual values are maintained in these data fields in the P/BS (provided that actual data are input by the functional user).

(1) MNE/MONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) DATA DEFINED BY		(5) DATA SOURCE REFERENCE		(6) DATA INPUT BY	
		LENGTH	TYPE	BY	BY	REFERENCE	BY	BY	BY
FEPER	FECMP Percent of BCOMP - Former employees compensation expressed as a percentage of basic civilian compensation (contains four decimal positions). FEPER = FECMP/BCOMP	6	N	DACA-OMP	System generated or PY Rpt or (CSCAB-205)	COB or PARR or PY Rpt (CSCAB-205)	System generated or DACA-OMP		
FICOD	Force Identification Code - A code that uniquely identifies a work area in the P/BS data base. (FICOD has a different meaning in the FSS.)	1	A/N	DAPE-MBA or DACA-OMP	System generated or DAPE-MBA or DACA-OMP	P/BS User's Guide	System generated or DAPE-MBA or DACA-OMP		
FLSYM	File Symbol of Action Office - The file symbol of the office that is responsible for an action (i.e., the office symbol of the action officer).	10	A/N	DAPE-MBA or DACA-OMP	DAPE-MBA or DACA-OMP	AR 340-9	DAPE-MBA or DACA-OMP		
FNCAT	Functional Category - A code used to identify various unit aggregations (e.g., the AMHA groupings: A = OSA, B = Army Staff, C = Staff Spt Agencies, D = MACOMs, E = MACOM and SUB-MACOM Staff Spt Activities, and F = SUB-MACOMs).	1	A/N	DAPE-MBA	System generated	FSS User's Guide	System generated		
FYEAR	Fiscal Year - Used to indicate the fiscal year (FY) of a current position record.	2	N	P/BS	System generated	P/BS User's Guide	System generated		
IDATE	Initial Date of Action - The date (YYMMDD) an action is first entered into the FORDIMS P/BS. This is audit trail data.	6	N	P/BS	System generated	P/BS User's Guide	System generated		

(1) MEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCT- LENGTH	LENGTH				
LAPSI	<u>Lapse Rate 1</u> - Approved civilian man-years expressed as a percentage of the average approved civilian end strength for two years. LAPSI is the lapse rate on the current file position. (LAPSI has four decimal positions.) $LAPSI = AMYRC(78)/((APCIV(77) + APCIV(78))/2)$ or LAPSI = (The lapse rate prescribed by OSD.)	5	N	OSD or DACA-OMP	P/BS User's Guide	DACA-OMP	
LAPS2	<u>Lapse Rate 2</u> - A variation of LAPSI tailored to a particular command based on additional considerations (e.g., the command's actual manpower utilization history). LAPS2 = (A lapse rate developed by DACA-OMP).	5	N	DACA-OMP	P/BS User's Guide	DACA-OMP	
LAPS3	<u>Lapse Rate 3</u> = Another variation of LAPSI based on additional considerations (e.g., a combination of the OSD-prescribed rate and a command's actual utilization history). LAPS3 = (Another lapse rate developed by DACA-OMP).	5	N	DACA-OMP	P/BS User's Guide	DACA-OMP	
LITEM	<u>Line Number</u> - A sequential number assigned by the P/BS to an audit record (an "action" line). LITEM can then be used with ACTNO as a substitute for RCOMD, UICOD, AMSCO, CTYPE, EDATE, and TDATE to identify that record.	6	N	P/BS	P/BS User's Guide	System generated initially; thereafter input by user.	
MACOM	<u>Major Command Code</u> - The major command or DA staff agency to which an RCOMD or a unit is assigned. (formerly called ASGMT in FAS and ICOMD in AFP and CBS.)	2	A/N	TAGO	AK 680-29	System generated	

(1) MNE/MONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCT- LENGTH	TYPE			
MDAYS	Man-Days - Used to indicate the number of man-days in excess of a complete man-year (i.e., used in lieu of fractional man-years).	3	N	DACA-OMP	P/BS User's Guide	DACA-OMP
MYRCO	Man-Years Compute Flag - Code used to trigger automatic computation of BCOMP; CASHA; OTIME; BBENE; FECMP; SVPAY for CTYPES 105, 106, and 205; AYSAL; and ADSAL.	1	A	DACA-OMP	P/BS User's Guide	DACA-OMP
OPAGY	Operating Agency - A DA organizational entity to which funds are allocated or suballocated. (The first two positions of RCOMD.)	2	N	COA	AR 37-100	System generated
OPRGM	OMA Program - Identifies the first major subdivision (first position) of the OMA cost account (OMA AMSCO). It corresponds to the FYDP program (PRGM) but applies solely to OMA resources.	2	N	DACA-FAA	AR 37-100 and AR 37-100-XX	System generated
OTICO	OTIME Compute Flag - Code used to trigger automatic computation of BCOMP; BBENE; CASHA; FECMP; SVPAY for CTYPES 105, 106, and 205; AYSAL; and ADSAL.	1	A	DACA-OMP	P/BS User's Guide	DACA-OMP
OTIME	Overtime - The dollar and cents cost of services in excess of the established work period (contains two decimal positions; i.e., \$\$\$\$\$. ~~cc~~). OTIME = (BCOMP) x (OTPER)	10	N	DACA-OMP	CSFOR-78 or COB or PARR or PY Rpt (CSCAB-205)	DACA-OMP or System generated
OTMYR	Overtime and Holiday Pay Man-Years - The civilian man-years computed against overtime and Holiday Pay.	8	N	DACA-OMP	OMB Circular A-11	System generated

(1) MNEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD LENGTH		(4) DESCRIPTION		(5) DATA DEFINED BY		(6) DATA SOURCE REFERENCE		(7) DATA INPUT BY	
		FUNCTION		TYPE		BY		REFERENCE		BY	
OTPCO	OTPER Compute Flag - Code used to trigger automatic computation of OTIME.	1		A		DACA-OMP		P/BS User's Guide		DACA-OMP	
OTPER	OTIME Percent of BCOMP - The cost of overtime expressed as a percentage of basic civilian compensation (contains four decimal positions). OTPER = OTIME/BCOMP	6		N		DACA-OMP		P/BS User's Guide		System generated or DACA-OMP	
PECOD	Program Element Code - program/budget code that groups the forces, manpower, and costs associated with an organization or group of similar organizations. A basic building block of the FYDP.	6		A/N		OSD		DOD Handbook 7045.7-H, FYDP Program Structure		System generated	
PPDSA	Programed Paid Drill Strength Aggregate - The total number of military personnel programmed for pay during the Fiscal Year. This includes all personnel programmed to receive pay for annual training, 24/48 drills, and replacement training (PPDSN + PPDSW + PPDSE = PPDSA) for National Guard (COMPO 2) or Army Reserve Units (COMPO 3).	10		N		NGB or OCAR		P/BS User's Guide		System generated	
PPDSE	Programed Paid Drill Strength Enlisted - The end strength total of enlisted personnel programmed to receive pay for annual training, 24/48 drills, and replacement training during the fiscal year for National Guard (COMPO 2) or Army Reserve Units (COMPO 3). The distribution to each AMSCO is determined by: $\text{Distribution} = ((\text{XENL per AMSCO}) / (\text{EXENL per COMPO})) \times (\text{PPDSE})$	8		N		NGB or OCAR		P/BS User's Guide		NGB or OCAR thru DAPE-MBA	

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CRT SCREEN FORMATS SUPPORTING THE CIVILIAN MANPOWER
COSTING PROCESS (U) GENERAL-RESEARCH CORP MCLEAN VA
MANAGEMENT TECHNOLOGIES DIV R L SCHROEDER ET AL

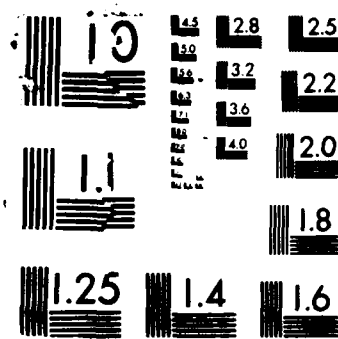
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(1) MNEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) DATA DEFINED BY		(5) DATA SOURCE REFERENCE		(6) DATA INPUT BY	
		FUNC- LENGTH	TYPE	8	N	NGB or OCAR	P/BS User's Guide	NGB or OCAR thru DAPE-MBA	
PPDSO	Programed Paid Drill Strength Officer - The end strength total of officer personnel programmed to receive pay for annual training and 24/48 drills during the Fiscal Year for National Guard (COMPO 2) or Army Reserve Units (COMPO 3). The distribution to each AMSCO is determined by: $(AMSCO \text{ distribution}) = ((EXOFF \text{ per AMSCO}) / (EXOFF \text{ per COMPO})) \times (PPDSO)$	8	N			NGB or OCAR	P/BS User's Guide	NGB or OCAR thru DAPE-MBA	
PPDSW	Programed Paid Drill Strength Warrant Officer - The end strength total of warrant officer personnel programmed to receive pay for annual training and 24/48 drills during the Fiscal Year for National Guard (COMPO 2) or Army Reserve Units (COMPO 3). The distribution to each AMSCO is determined by: $(AMSCO \text{ distribution}) = ((EXWOF \text{ per AMSCO}) / (EXWOF \text{ per COMPO})) \times (PPDSW)$	8	N			NGB or OCAR	P/BS User's Guide	NGB or OCAR thru DAPE-MBA	
PROGM	FYDP Program - Identifies one of the 10 programs of the DOD Five Year Defense Program (FYDP). A "program" is an aggregation of program elements that are considered together because of their mission or task similarity. The 10 major Defense programs are: 01 - Strategic Forces 02 - General Purpose Forces 03 - Intelligence and Communications 04 - Airlift/Sealift 05 - Guard and Reserve Forces 06 - Research and Development 07 - Central Supply and Maintenance 08 - Training, Medical, and Other General Personnel Activities 09 - Administration and Associated Activities 10 - Support of Other Nations	2	N			OSD	DOD Handbook 7045.H, FYDP Program Structure	System generated	

(1) MNEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD DESCRIPTION		(4) TYPE	(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCT- LENGTH	LENGTH				
RCOMD	Resource Command - A code used to identify organizations to which manpower is separately programmed and budgeted by HQDA. (RCOMD combines and replaces the former OPAGY and MCOMD codes.)	4		A/N	DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP
SBPGM	OMA Subprogram - Identifies the first sub-division within the OMA Program Account, expressed in terms of the second position of the OMA cost account (e.g., subprograms C (Communications), I (Intelligence), and O (Other) of Program 3).	1		A	DACA-FAA	AR 37-100 and AR 37-100-XX	System generated
SORCE	Input Source Code - Identifies the originator of a transaction (e.g., OCA, ODCSPER, USAMSSA, or FORDIMS). This is audit trail data.	1		A	USAMSSA		System generated or user
SUBJT	Subject - Used to record the subject of the action document (letter, message, or PBG) sent to the command.	100		A/N	DAPE-MBA or DACA-OMP		DAPE-MBA or DACA-OMP
SVPAY	Severance Pay - The amount of the separation allowance in dollars and cents paid to foreign national employees (CTYPES 105, 106, and 205) upon termination of their employment. (SVPAY contains two decimal positions; i.e., \$\$\$\$\$. ~~tt~~ .) SVPAY = (BCOMP) x (SVPER)	11		N	DACA-OMP	COB or PARR or PY Rpt (CSCAB-205)	System generated or DACA-OMP
SVPER	SVPAY Percent of BCOMP - The cost of severance pay expressed as a percentage of basic civilian compensation (contains four decimal positions). SVPER = SVPAY/BCOMP	6		N	DACA-OMP	P/BS User's Guide	System generated or DACA-OMP

(1) MNEMONIC	(2) DATA ELEMENT DESCRIPTION	(3) FIELD LENGTH		(4) DESCRIPTION TYPE		(5) DATA DEFINED BY	(6) DATA SOURCE REFERENCE	(7) DATA INPUT BY
		FUNCTION	LENGTH			BY	REFERENCE	BY
TCODE	Transaction Code - A code used to identify the kind of transaction being entered into FORDIMS. The P/BS TCODES are: D1A - Delete an entire action. D2A - Delete all lines for an action but do <u>not</u> delete the header. D3A - Add a standard action header. D3C - Add an overprogramming action header. D5A - Change header data. G2A - Delete audit line. G3A - Add audit line. G5A - Change audit line data. K5A - Approve an action. K6A - Extend an action. L2A - Delete a multiple authority record. L3A - Add a multiple authority record. *M2A - Delete a main file record.* *M3A - Add a main file record.* *M5A - Change a main file record.*	3		A/N		USAMSSA	P/BS User's Guide	DAPE-MBA or DACA-OMP
TDATE	Termination Date - The date (YYMMDD) that guidance is no longer effective.	6		N		DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP
TRPUR	Transaction Purpose - Used to describe the purpose of an action. Also used in PBG and budget documents.	102		A/N		DAPE-MBA or DACA-OMP	P/BS User's Guide	DAPE-MBA or DACA-OMP
UDATE	Update Date - The calendar date (YYMMDD) of each change applied to the P/BS data base. This is audit trail data.	6		N		P/BS	P/BS User's Guide	System generated

*M2A, M3A, and M5A are used only to update prior year (PY) "programmed" data to "actual" data.

(1) <u>MNEMONIC</u>	(2) <u>DATA ELEMENT DESCRIPTION</u>	(3) <u>FIELD DESCRIPTION</u> <u>FUNCT-LENGTH</u>	(4) <u>DATA DESCRIPTION</u> <u>TYPE</u>	(5) <u>DATA DEFINED BY</u>	(6) <u>DATA SOURCE REFERENCE</u>	(7) <u>DATA INPUT BY</u>
UICOD	Unit Identification Code - A code that uniquely identifies a particular MTOE or TDA organization (called a "unit"). This information is used when guidance is directed to a specific unit in an RCOMD.	6	A/N	DAMO-FDA	AR 310-49	DAPE-MBA
UTIME	Update Time - The 24-hour clock time (HHMMSS) of each change applied to the P/BS data base. This is audit trail data.	6	N	P/BS	P/BS User's Guide	System generated

END

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