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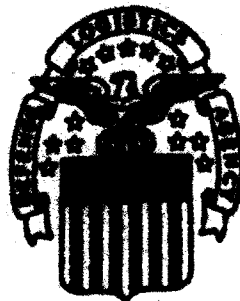
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**PROPERTY CONTROL SYSTEM ANALYZER
VERSION 2.0
USERS GUIDE**

December 1992

OPERATIONS RESEARCH AND ECONOMIC ANALYSIS OFFICE



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**DEPARTMENT OF DEFENSE
DEFENSE LOGISTICS AGENCY
OPERATIONS RESEARCH AND ECONOMIC ANALYSIS OFFICE
CAMERON STATION
ALEXANDRIA, VA 22304-6100**

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SECTION 1 INTRODUCTION

The Property Control System Analyzer (PCSA) model is designed to assist property administrators (PAs) perform analyses. The model is a series of computer programs, databases, and stored knowledge about property analysis procedures which provide informed assistance. The model acts as a guide through the data collection process and offers a series of screens which provide the PA guidance with respect to time frames, documentation, and specific Federal Acquisition Regulation (FAR) requirements. It automatically determines the status of an analysis based on the Department of Defense (DoD) Property Manual sampling plan. It also prints out working papers from the analysis when necessary.

The purpose of this guide is to familiarize PAs with the model. It does not supersede formal guidance in the DoD Property Manual. This guide shows how to install the model and define system requirements. It discusses the various data files created and shows how to use the menu options.

The PCSA Main Menu is divided into two sections (see Figure 3-1). The 15 functions in the top section are used to collect analysis data in a spreadsheet format based on the revised DoD Property Manual. The items in the bottom section provide maintenance and support features, and are briefly described here. More detailed information is found in the sections which follow. RESULTS OF ANALYSIS determines the status of the various functions, or of the system as a whole. The results are based on the "Double Sampling Plan" found within the DoD Property Manual. HARDCOPY OF WORKING PAPERS prints copies of the spreadsheet information. PROPERTY ADMINISTRATION GUIDANCE provides guidance such as time frames involved with various aspects of an analysis, applicable FAR requirements, and necessary contractor documentation. UTILITIES OPTIONS and OPTIONS MODULE provide miscellaneous maintenance functions. VIEW/ALTER CONTRACTOR DATA allows you to maintain and specify multiple contractor codes.

In this guide, the word <Enter> is used anytime you are required to press the ENTER key. All required keystrokes appear in bold lettering.

NOTE: If you are familiar with PCSA version 1, you may prefer to read the summary of changes in Appendix D and refer to this guide only when necessary.

SECTION 2 INSTALLATION

Installation instructions are provided in Appendix A (for 5.25" disks) and Appendix B (for 3.5" disks). Refer to the appropriate appendix for information.

The SIDEWAYS software package should be installed in the same directory as PCSA. Refer to your SIDEWAYS documentation for installation instructions. The recommended SIDEWAYS configuration is shown in Appendix C.

To start the model, type **PCSA** <Enter> from the directory in which PCSA resides.

IMPORTANT NOTE: If you are installing PCSA for the first time, you must establish a contractor code (via Main Menu option K) before saving any data. The code **SAMP** which is used for first-time installation is not an established code. Section 3.2 describes how to establish a contractor code.

**SECTION 3
CONDUCTING AN ANALYSIS**

3.1 GENERAL INFORMATION

A selection is made from the Main Menu (Figure 3-1) by typing the letter or number corresponding to the desired choice and then pressing <Enter>. Menu selections are described in the following paragraphs.

Defense Logistics Agency
Property Control System Analyzer

Ver: 2.0

Main Menu

To analyze/review a function, type the corresponding number, then <Ent>.

- | | | | |
|---|----------------------|----|-----------------------|
| 1 | PROPERTY MANAGEMENT | 9 | REPORTS |
| 2 | ACQUISITION | 10 | CONSUMPTION |
| 3 | RECEIVING | 11 | UTILIZATION |
| 4 | IDENTIFICATION | 12 | MAINTENANCE |
| 5 | RECORDS | 13 | SUBCONTRACTOR CONTROL |
| 6 | MOVEMENT | 14 | DISPOSITION |
| 7 | STORAGE | 15 | CONTRACT CLOSEOUT |
| 8 | PHYSICAL INVENTORIES | | |

Select the following by typing the corresponding letter, then <Ent>.

- | | | | |
|---|----------------------------------|---|---------------------|
| K | VIEW/ALTER CONTRACTOR DATA | R | RESULTS OF ANALYSIS |
| P | PROPERTY ADMINISTRATION GUIDANCE | G | UTILITIES OPTIONS |
| W | HARDCOPY OF WORKING PAPERS | O | OPTIONS MODULE |

Type Q <Ent> to quit

Figure 3-1. PCSA Main Menu

3.2 SPECIFYING A CONTRACTOR CODE

Data is collected for all analyses based on a unique 4-digit code which is used to identify a particular analysis. For DCMAO personnel, the code will likely represent a particular contractor. At DPRO locations, the code may identify a particular contract or project. Only one code may be active at a time, and a code remains active until changed. The code that is active when a machine is turned off is the active code when the machine is turned back on. To specify or change this code, select the "VIEW/ALTER CONTRACTOR DATA" option by typing K <Enter> from the Main Menu. You are then prompted for a 4-digit code. The currently active code appears in the highlighted box. Other codes which are on the system are listed near the bottom of the screen. To change the active code, type over it and press <Enter>. You are then prompted to supply information

concerning the contractor or project, which you may do as desired. The model works the same with or without this data. If the code has been input previously, the model displays the information regarding this code, and you may modify this information.

3.3

THE FUNCTION MODULES

The selections on the Main Menu numbered 1 through 15 correspond to the various functions as laid out in the new version of the DoD Property Manual. To select a function, type the corresponding number and press <Enter>. A list of segments for the selected function is then displayed. Figure 3-2 is an example of the list of segments for Function 5, RECORDS. Samples are generated and drawn, and data is collected, at the segment level.

The first time a segment is selected for a particular contractor code, you are given a choice of three types of sampling plans, as shown in Figure 3-3. They are: random; judgement; and sight. Each is briefly described below.

Function 5 -- RECORDS

Choose which Functional Segment you wish to analyze by entering the appropriate number.

1. All Records of Government Property
2. Material Records
3. Industrial Plant Equipment Records
4. Warranty Item Records
5. Custodial Records

If you wish to leave this function, enter Q.

Figure 3-2. Function screen

- Random sampling is used when the lot size or some other constraint precludes the use of a 100% sample. When the lot size is provided, the model generates a number of random integers based on the DoD Property Manual double sampling plan. Though the integers appear on the screen in the order they are generated, they appear in the spreadsheet in ascending order.

Function 5 - RECORDS
Segment - ALL RECORDS OF GOVERNMENT PROPERTY

Choose which sampling technique you will be employing by entering the appropriate number.

1. RANDOM SAMPLING
2. JUDGEMENT SAMPLING
3. SIGHT SAMPLING
- Q. QUIT

Figure 3-3. Sampling types screen

- Judgement sampling is used when a 100% sample is drawn, or the PA simply wants to look at a particular area of review. The model then prompts you for the total number of items to be analyzed, not to exceed 100. No random numbers are generated in this case. The spreadsheet for this segment is simply numbered from one to the number of items.
- Sight sampling is a method whereby no sample is drawn, nor is any spreadsheet generated. You simply annotate whether the criteria specified in the DoD Property Manual is being adequately met. This method lends itself well to areas such as storage and limited surveys.

When a segment is chosen, and a sampling plan is specified, a spreadsheet appears on the screen. The columns of the spreadsheet correspond to information the PA needs to analyze. An example is given in Figure 3-4 of a spreadsheet for the RECORDS function. Because the spreadsheets are designed to be applicable for any situation, not every column is applicable in every case. For example, Material Management Accounting System (MMAS) information is required by some columns in the RECORDS function. However, only a handful of contractors are currently using an approved MMAS system. Thus, in most cases, these columns would not be applicable.

There are three types of columns in the PCSA spreadsheets. The first is a data input column. These are data fields which the PA completes for record keeping purposes. The second is a calculation column. These are columns the model automatically fills in with the results of computations. Examples of these computations are the difference between two dates, and the many calculations in the CONSUMPTION function. These calculations are made any time a line (record) of the screen has been completed. The third type of column is the decision column. These columns are one space wide and

Function - RECORDS
 Segment - ALL RECORDS OF GOVERNMENT PROPERTY

Random Number	Sample Item	Contract Number	Part Number
12	TIRES	DLA70089M0101	XYZ2345
16	BEARINGS	DLA50087G9789	ABC 98 YYY
19	SCREENS	DAA09088B3476	DDD 768 RT5
36	MONITOR	NOO10489M9696	235-98-9
38	RADIATOR	F3460188G5674	234-56-45
64	WEAR PLATE	F3460188G5674	234-76-23
65	PROPELLER	F4260085M5536	G654-88
74	LATHE	DAAA0987G6464	JJ77-999
81	TEST KIT	FO960389M1132	JV-BK-69
108	VALVE	DLA70086B5780	287767718
154	ELECTROLYSIS DEVICE	DAAA0987M3306	456-87-69
162	HELMET	DAAA0989M3306	44-90-88876
163	KEYBOARD	NOC10486M3482	JJ-TT-785
214	PADDLES	DLA50087B4396	76-34-7895

Up, down arrow (record up, down) Contractor - BONN
 PgUp, PgDn (page up, down) Lot Size - 500
 Ctrl+Left/Right arrow (page left/right) Sample Size - 34
 ESC=Exit F1=Help F2=Memo F3=Guidance Screen 1 of 7

Figure 3-4. Sample spreadsheet

usually have the term "adequate" in their title. There is one decision column per criterion. These are the columns which the model uses to make determinations as to the status of functions, segments, and criteria. The PA inputs a "Y" or "S" if the criterion is satisfied, and an "N" or "U" if it is not. The model reads a blank in this column as a satisfactory. However, at least one input must be made somewhere in the column to indicate to the model that this criterion was reviewed.

Guidelines for moving around a spreadsheet, or to move from one page or screen of a spreadsheet to another, appear in the lower left corner of the spreadsheet. The up arrow and down arrow keys are used to move up and down a column. The PgUp and PgDn keys are used to page up and down, respectively, when the number of sample items exceeds the screen capacity. The Ctrl-LeftArrow and Ctrl-RightArrow keys are used to page left and right, respectively. (Ctrl-LeftArrow means to press the left arrow key while holding down the CTRL key. Similarly for Ctrl-RightArrow.). The ENTER key moves right one field. The Ins, Del, and Backspace keys are used to insert and

delete characters within a field. The left arrow and right arrow keys are used to move left or right within a field. Ctrl-Y is a quick way of erasing the contents of a field. Pressing Esc exits the spreadsheet and returns you to the previous menu.

Note: The random number and sample item columns can only be input and edited from Screen 1 of any segment, even though they are displayed on all screens of the segment.

In addition to the above keys, pressing F1 displays general screen help, pressing F2 displays a memo screen, and pressing F3 displays guidance help (i.e., a screen of FAR references, necessary contractor documentation, and some very general guidance). The guidance screens are applicable only to the segment being analyzed, and are explained further in section 6. Choosing the memo option calls up a block for input of any messages or conditions applicable to that segment. There are ten lines of fifty characters per line in each block. These blocks do not behave as conventional word processors. Use the arrow keys and the Enter key to move around the memo area. Pressing PgUp or PgDn immediately exits the memo screen and returns you to the spreadsheet. Pressing the ESC key also exits the memo screen; however, when ESC is used, the last line which was typed may not be saved. Use the ESC key carefully.

3.4 THE OPTIONS MODULE

The options module is used to copy data from one segment to another, or to add extra data input columns not specifically requested elsewhere in the model. Select the options module by typing O <Enter> from the PCSA Main Menu. You are then prompted to either copy sample data, or add additional data columns.

By selecting the "Copy sample data option," you can copy the random number, sample item, contract number, and part number fields from one segment to any (or several) other segments. This may be done for any segment of any function except for the Storage, Reports, Subcontractor Control, and Contract Closeout functions. A "holding file" is used to gather and disseminate data. The process has two steps: in step 1, data are copied from a source function and segment to the holding file; in step 2, data are copied from the holding file to as many functions and segments as desired. To begin, select option 2, "Copy data TO holding file from PCSA file." You are then prompted for the function and segment containing the data to be copied. Once the desired function and segment have been specified, the data are copied to the holding file. Next, select option 1, "Copy data FROM holding file TO PCSA file." You are then prompted for the function and segment to which to copy the data in the holding file. Data remains in the holding file until overwritten by other data. Therefore, once data has been copied to the holding file, it may be copied to as many segments as desired without "reloading" the holding file. Safeguards are built into the model so that data cannot be copied into a segment already

containing data. Before copying data to the target segments, it is a good idea to view the contents of the holding file to ensure they are correct. This is done by selecting option 3, "View data in holding file." If the data in the holding file is not the data you wish to copy, then repeat the above process with the correct data.

If you wish to use additional columns in a segment to gather data not collected elsewhere in the model, then select option 2, the "Additional data columns option." You are then prompted to either turn the (extra data) columns ON or OFF, and to specify the desired function and segment. If you choose to turn them on, another screen displays which allows you to supply your own column headings, or use the default headings. Use the arrow keys, Enter key, PgUp, PgDn, and Esc keys to move around the input fields, and follow screen instructions. If you turn the extra data columns on, the spreadsheet for the specified function and segment will consist of three additional 15-character columns, plus a one-character "adequate" field. The fields are informational only. They are not used in an analysis. You may turn the columns off when they are no longer necessary.

**SECTION 4
RESULTS OF ANALYSIS**

4.1 GENERAL INFORMATION

Once data has been input into the model for an analysis, you will want to see the status of the analysis. To do so, select "RESULTS OF ANALYSIS" from the PCSA Main Menu by typing R <Enter>. You are then prompted (see Figure 4-1) to specify either a detailed report for each function, or a consolidated report for the entire analysis. If any data has been added or modified for the contractor, choose the "Individual Function" option first. This causes the model to evaluate the specified function. If you would like to evaluate every function, then you should do so individually. Choosing option G, "All Functions," causes the model to evaluate each function; however, they do not appear on the screen as they are done.

<p style="text-align: center;">SUMMARY MODULE</p> <p style="text-align: center;">Choose which type of summary you wish to utilize.</p> <ul style="list-style-type: none">1. Summary for Individual Functions2. Summary for Entire Survey <p style="text-align: center;">If you wish to leave this function, enter Q.</p>
--

Figure 4-1. PCSA Summary Module menu

4.2 INDIVIDUAL FUNCTIONS

When a function is chosen for evaluation, a screen appears with headings of CRITERION #, METHOD, LOTSIZE, SAMPLE SIZE, DEFECTIVES, and STATUS. Figure 4-2 is an example of the results screen for the Records function. The left side of the screen shows the segments of the function. The criterion numbers for each segment correspond to the criterion numbers as they appear in the revised version of the DoD Property Manual. If no sample was generated for a segment, the model displays "Nothing in this segment was reviewed during this survey." If a sample was generated for a segment, but no data was entered into a particular decision column, all information on that criterion's status report will say "N/A." The METHOD column refers to the type of sampling used. An "R" indicates random sampling, a "J" judgement sampling, and an "S" sight sampling. The LOTSIZE (or population size) is what was specified in random sampling cases. The SAMPLE size is based on the lotsize as prescribed in the double sampling plan. When judgement sampling is used, lotsize and sample size are equal. In cases of sight sampling, both sizes are equal to one. DEFECTIVES is the number of negative responses found in the decision column for that particular criterion.

FUNCTIONS - RECORDS			CONTRACTOR - BONN			STATUS
CRITERION #	METHOD	LOTSIZE	SAMPLE SIZE	DEFECTIVES		
All Records of Government Property	1	R	500	34	0	S
	2	R	N/A	N/A	N/A	N/A
	3	R	N/A	N/A	N/A	N/A
	4	R	N/A	N/A	N/A	N/A
	5	R	N/A	N/A	N/A	N/A
	6	R	N/A	N/A	N/A	N/A
Material Records	1	J	35	35	4	U
	2	J	35	35	1	S
	3	J	N/A	N/A	N/A	N/A
IPE Records	1	S	1	1	0	S
Wrrnty Items	1	R	100	25	1	2
Custodial Records	1	Nothing in this segment was				
	2	reviewed during this survey.				

Figure 4-2. Function results screen

One of three possibilities appears in the STATUS column. An "S" indicates the criterion is satisfactory. A "U" indicates the criterion is unsatisfactory. A "2" indicates a second sample is necessary to evaluate the criterion. When using random sampling, either an "S", "U", or "2" appears, based on the double sampling plan chart. When using judgement sampling, an "S" or "U" appears, based on a 10% threshold. If 10% or more of the sample size (used interchangeably with lotsize in this case) is deemed defective, the criterion is considered unsatisfactory. Less than 10% is considered satisfactory. Sight sampling makes its decision based directly on a single response, as opposed to a percentage of several responses. A blank (no response) is indicated by "N/A."

4.3

THE ENTIRE ANALYSIS

Once the appropriate individual functions have been evaluated, you may evaluate the survey as a whole. To do so, select option 2 from the Summary Module, "Summary for Entire Survey." First, a screen appears reminding you to run the individual functions before running the survey evaluation. Next, the model displays a screen evaluating each function (see Figure 4-2), and then the entire analysis (see Figure 4-3). When evaluating a function, a "U" in any

Contractor - BONN		
Function	Status	Second Sample
-----	-----	-----
Property Management	N/A	
Acquisition	S	
Receiving	2	S
Identification	U	
Records	U	
Movement	N/A	
Storage	2	S
Physical Inventories	N/A	
Reports	N/A	
Consumption	N/A	
Utilization	N/A	
Maintenance	N/A	
Subcontractor Control	N/A	
Disposition	N/A	
Contract Closeout	N/A	

This analysis is rated UNSATISFACTORY.

Figure 4-3. Analysis results screen

criterion indicates the entire function is unsatisfactory. If no "U" appears in any of the criteria, then any "2" which appears indicates a second sample is necessary. If neither of these conditions occur, and at least one "S" is present, the function is deemed satisfactory. Second sample results appear in the "Second Sample" column.

Evaluating an entire analysis is similar to evaluating an individual function. However, in this case, the functions are checked for an "S," "2," or "U" rather than the criteria.

4.4 WHEN A SECOND SAMPLE IS NECESSARY

When using random sampling, there are times when a second sample is necessary to adequately evaluate the segment. When this is the case, you may request that a second sample be generated. This is done the next time you access the spreadsheet of the given segment. If a second sample is desired, respond to the prompt by pressing 2. Any other keystroke allows you to work on the original spreadsheet. When a second sample is requested, the sample generated is equal in size to the first sample, and none of the original random numbers are duplicated. When both first and second samples are present, you are allowed to select which sample to work with each time the

spreadsheet for the segment is accessed. If data is altered in the first sample so that it is either satisfactory or unsatisfactory on its own, you are automatically sent to the first sample whenever that segment is accessed.

SECTION 5
HARDCOPY OF WORKING PAPERS (AND MEMOS)

To print working papers for any (or all) functions, type **W** <Enter> from the PCSA Main Menu. You are then prompted for the function(s) to print. Select as many functions as desired, then press **P** to print the selected functions. Nothing is printed until **P** is pressed. If you change your mind and wish to cancel the print request, press **Q** (Quit without printing). The documents are printed sideways on the printer. For each function selected, all segments with spreadsheets generated using random or judgement sampling are printed. If a second sample exists for a particular segment, it prints immediately following the first sample. If no analysis was done for a segment of a selected function, the segment is skipped. Segments using sight sampling are not printed. The process for printing a hardcopy of a sight sampled segment is different. First, select the "RESULTS OF ANALYSIS" option from the PCSA Main Menu. Then, specify the desired function. The results screen which is generated for that function may be used as the case file copy. Press **Shift-PrtSc** to print a copy of the screen. Make sure the printer has paper and is on-line.

You can adjust the number of lines (records) on a printed page by pressing **L** from the HARDCOPY OF WORKING PAPERS screen. The default value is 25 records per page, which is fine for standard 8.5" by 11" paper and the recommended settings for SIDEWAYS. You may adjust this value for different size paper or different SIDEWAYS settings.

You may print the memos from an analysis by pressing **M** from the HARDCOPY OF WORKING PAPERS screen. All memos for the current contractor code are printed immediately. It is not necessary or possible to select specific memos. Memos are printed in standard text - they are not printed sideways.

Finally, you may change the current contractor code by pressing **K** from the HARDCOPY OF WORKING PAPERS screen.

**SECTION 6
PROPERTY ADMINISTRATION GUIDANCE**

Property Administration Guidance can be accessed in two ways: one is by pressing **F3** from a spreadsheet, and the other is to select option **P**, **PROPERTY ADMINISTRATION GUIDANCE**, from **PCSA Main Menu**. If guidance is accessed from a spreadsheet, the screen displays

Criterion	FAR/DFARS References
1	45.505 (c), 45.505-3, 45.509-2 (a) 52.245-5(c)(4), 52.245-2(c)(2), 52.245-10(b), 52.245-18(b)
2	52.244-2, 52.245-10(b), 52.245-18(b), 245.302-1-71, 245.302-1-72
3	45.311, 45.505-3(f)(3)
4	52.244-2, 45.3, 45.302-1(4), 52.245-18, 245.302-1-72, 245.302-71, 245.302-1-70

Figure 6-1. Guidance screen

references and guidance for the segment currently being reviewed. If guidance is accessed from the **PCSA Main Menu**, another menu appears, allowing you to select a function and segment. The guidance presented consists of three parts: applicable **FAR** references, contractor documentation to be reviewed, and some general guidance on the segment. These screens are for information only, and do not replace formal **DLA** guidance. Figures 6-1 and 6-2 are examples of the guidance screen for the Acquisition Authority segment of the Acquisition function. Press **Esc** to exit the guidance screen.

While viewing guidance, use the arrow keys, and the **PgUp** and **PgDn** keys to move around the screen display.

You may edit/modify the text in the guidance screens, and add your own text. To insert a blank line at the cursor, press **Ctrl-N**. To delete the line at the cursor, press **Ctrl-Y**. To save any changes, press **Ctrl-W**. To exit without saving changes, press **Esc**.

FUNCTION 2 - ACQUISITION
SEGMENT 1 - ACQUISITION AUTHORITY

Contractor Documentation

Contractor policies and procedures, material requisitions, transfer documents, p.o.'s, purchase requisitions, fabrication orders, or other request orders for one year preceding the date of review, or since the last analysis, whichever is less. A statistical sample shall be used. Also, when sampling any acquisition of facilities or STE, the PA should ensure that the contractor has the proper approvals as required by contract provisions and regulations.

Guidance

The PA will ensure that only those items and quantities authorized by contract terms and conditions were acquired or fabricated. The PA will ensure that the classification is proper. Documentation should be reviewed by the PA to ensure that contractor acquisitions were not excessive and to determine if the property was appropriately charged as a direct cost under the contract.

Figure 6-2. Guidance screen (continued)

SECTION 7 UTILITIES

7.1 GENERAL INFORMATION

The UTILITIES option of the PCSA Main Menu is used to backup, restore, and delete analyses. These options (see Figure 7-1) are designed to allow Property Administrators to transmit analysis information and workpapers through floppy disks. A floppy disk may also be maintained as a "file copy".

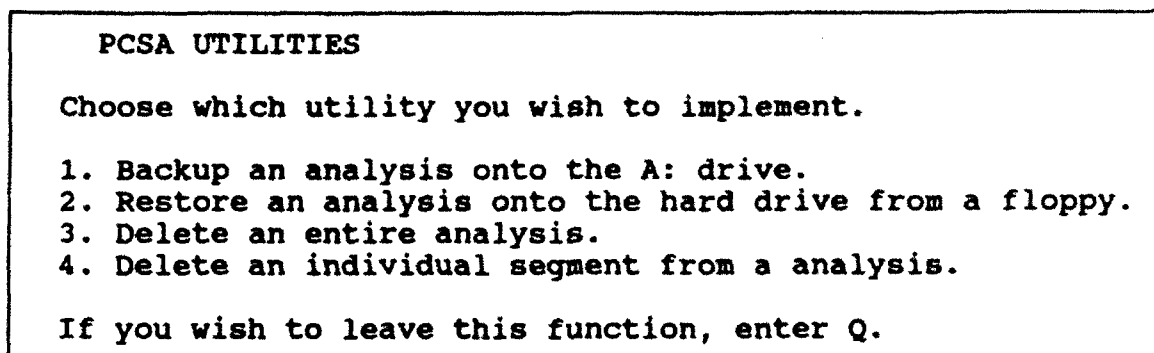


Figure 7-1. PCSA Utilities menu

7.2 BACKING UP AN ANALYSIS ONTO THE A: DRIVE

It is often advisable to back up data from an analysis to offset the possibility of its being lost or erased from the hard drive. **Passing a laptop computer through airport security scanners may contribute to malfunctioning of the hard drive.** If information is backed up more than once during the course of an analysis, each succeeding backup updates all aspects of the analysis. Analyses should certainly be backed up upon completion. **When attempting to back up an analysis, be sure that a formatted floppy disk is present in the A: drive.** For information on formatting disks see your DOS documentation.

7.3 RESTORING AN ANALYSIS FROM THE A DRIVE

This option is necessary when attempting to transfer information from a floppy disk with analysis information to the laptop (or desktop) computer. **When using this option, be sure to have the disk containing survey information in the A: drive.** Information downloaded from PCSA onto a floppy disk may be transferred to any other computer containing the PCSA model.

When an analysis is restored from the A: drive, any new segments (from the A: drive) replace existing segments (on the hard drive)

for the contractor code. If segments exist on the hard drive for a contractor code, the segments which are not restored from the A: drive remain on the hard drive - they are not deleted. This may result in an undesirable mixture of old data (already on the hard drive) and new data (from the A: drive). For example, suppose five segments for function 2 are already on the hard drive, and you are restoring only the first two segments from the A: drive. The result is that the first two segments on the hard drive will be replaced by the new segments from A:, and the last three segments will remain on the hard drive as they were before the restore. If you do not want to keep the last three segments, they must be deleted individually (see section 7.5, Deleting an Individual Segment, below.)

When an analysis is restored from the A: drive, all memos for the contractor code on the hard drive are deleted, and the memos from A: become the new memos for the contractor code. This works somewhat differently than when segments are restored, as explained in the paragraph above.

7.4 DELETING AN ENTIRE ANALYSIS

This option should be used with extreme caution. When utilized, you should be certain that the analysis is no longer needed or was backed up onto a floppy disk. Once information has been deleted from the PCSA model it is not recoverable. Safeguards have been built in, however, to minimize the risk of accidentally deleting data that is still needed. When attempting to delete data, you are prompted twice to verify that the analysis chosen for deletion is the right one.

7.5 DELETING AN INDIVIDUAL SEGMENT

Deleting an individual segment is much like deleting an entire analysis. You are prompted for verification before the data is actually deleted. Deleting an individual segment most often occurs when you have chosen a sampling type you no longer wish to use. If a second sample exists for the segment, the second sample data is deleted first. You must then specify the segment again if you wish to delete the first sample also. You are not allowed to delete a first sample if a second sample for the segment exists.

7.6 DELETING MEMOS

If an entire analysis is deleted, then all memos associated with the analysis are also deleted. If an individual segment is deleted, the memo for that segment is NOT deleted. If the deleted segment were activated at a later time (for example, by using a different sampling type), then the memo would still be available. Memos may not be deleted individually.

**APPENDIX A
INSTALLATION FOR 5.25" DISKS**

PCSA Version 2 runs in any directory on any drive with a drive designation of C or higher (i.e., C, D, E, etc.). If PCSA is already installed on your computer, you should install Version 2 on the same drive and directory in which it currently resides. This will ensure that any data are retained and properly converted to new file formats. After installation, you can copy PCSA to another drive. If you are installing PCSA for the first time, or you do not wish to retain old data, you may select any drive and directory.

Before starting the installation procedure, you must create a directory on the drive in which PCSA is to reside. As an example, to create a directory named PCSA, type `MD\PCSA <Enter>`, if this has not already been done.

If your disk drive is not drive A, then you must temporarily assign it to A before running this procedure. To do so, type `ASSIGN A=* <Enter>`, where * is the name of your disk drive. For example, if your drive is drive B, then type `ASSIGN A=B <Enter>`.

The PCSA Version 2 installation package contains nine diskettes - one labeled INSTALLATION, and eight program disks numbered 1 through 8. To start the installation procedure, insert the INSTALLATION disk into drive A and type `A:INSTALL <Enter>` from any directory.

The installation program first requests the drive and directory in which PCSA is to be installed. You must specify both the drive and directory. After the response has been verified, each of the eight program disks is requested by number. Insert each disk into drive A as requested, and follow the screen instructions. It may take a few minutes to process each disk, depending on the speed of your computer. Wait for a prompt before proceeding to the next disk.

After the eight program disks have been processed, you are prompted to insert the disk labeled INSTALLATION back into drive A. At this time, any data files are converted to the new file formats, and some other files are initialized. A few information messages display on the screen. Follow screen instructions, and wait for the message indicating the installation is complete.

If you wish to move PCSA to a different drive, first create a directory on the new drive, and then copy the entire contents of the PCSA directory to the desired drive using the DOS COPY command.

If you assigned another drive to drive A, type `ASSIGN <Enter>` to "un-assign" it.

**APPENDIX B
INSTALLATION FOR 3.5" DISKS**

PCSA Version 2 runs in any directory on any drive with a drive designation of C or higher (i.e., C, D, E, etc.). If PCSA is already installed on your computer, you should install Version 2 on the same drive and directory in which it currently resides. This will ensure that any data are retained and properly converted to new file formats. After installation, you can copy PCSA to another drive. If you are installing PCSA for the first time, or you do not wish to retain old data, you may select any drive and directory.

Before starting the installation procedure, you must create a directory on the drive in which PCSA is to reside. As an example, to create a directory named PCSA, type **MD\PCSA <Enter>**, if this has not already been done.

If your 3.5" disk drive is not drive A, then you must temporarily assign it to A before running this procedure. To do so, type **ASSIGN A=* <Enter>**, where * is the name of your 3.5" drive. For example, if your 3.5" drive is drive B, then type **ASSIGN A=B <Enter>**.

The PCSA Version 2 installation package contains four disks. To start the installation procedure, insert disk 1 into drive A and type **A:INSTALL <Enter>** from any directory.

The installation program first requests the drive and directory in which PCSA is to be installed. You must specify both the drive and directory. After the response has been verified, each disk is requested by number. Insert each disk into drive A as requested, and follow the screen instructions. It may take a few minutes to process each disk, depending on the speed of your computer. Wait for a prompt before proceeding to the next disk.

After the disks have been processed, you are prompted to insert disk number 1 back into drive A. At this time, any data files are converted to the new file formats, and some other files are initialized. A few information messages display on the screen. Follow screen instructions, and wait for the message indicating the installation is complete.

If you wish to move PCSA to a different drive, first create a directory on the new drive, and then copy the entire contents of the PCSA directory to the desired drive using the DOS COPY command.

If you assigned another drive to drive A, type **ASSIGN <Enter>** to "un-assign" it.

**APPENDIX C
RECOMMENDED SIDEWAYS CONFIGURATION**

S I D E W A Y S version 3.21

S/N-00000-00
IBM Graphics Printer

Printer port:	LPT1:	
Vertical form size (inches):	11.00	
Horizontal form size (inches):	8.00	
Character font:	Normal	5 x 15 dot matrix
Density:	Single	
Character spacing (dots):	1	12.00 characters per inch
Line spacing (dots):	3	6.66 lines per inch
Left margin (inches):	0.00	
Top margin (inches):	0.00	
Bottom margin (inches):	0.00	53 lines per page
Starting page:	1	
Glue lines:	0	
Directory:	C:\PCSA	

Enter name of print file:

F1:help

F10:exit

**APPENDIX D
SUMMARY OF CHANGES SINCE VERSION 1**

1. Data input screens.

On the "random" and "judgement" sampling screens, function keys are used to move through the screens, as indicated by the menu in the lower left corner of each screen. The following keys are active:

Up and down arrow keys	- move up or down a column.
Ctrl+RightArrow	- moves right one page.
Ctrl+LeftArrow	- moves left one page.
PgUp and PgDn	- moves up and down one page.
ENTER	- moves right one field.
F1	- displays general help (press ESC to return).
F2	- displays a memo area (press ESC to return).
F3	- displays guidance help (press ESC to return).

While in the general help screens (F1 key pressed) or guidance screens (F3 key pressed), the arrow keys and PgUp and PgDn keys move through the display.

Changes/additions may be made to the general and guidance help screens. See the section on Guidance below for more information.

While editing a record, the ENTER key moves right one field. The INS, DEL, and BACKSPACE keys insert and delete text within a field. CTRL-Y erases all text within a field.

In the forward direction, the record pointer wraps around to the top when the last record is reached. In the backward direction, the record pointer stops at the top record.

2. On-the-spot calculations.

Calculations are now performed and displayed immediately after the record is edited. It is not necessary to change pages.

Date calculations do not display when the difference between two dates is greater than 10000 days. This normally occurs when one of the dates is missing.

3. Memos.

The size of the memo area was increased to 10 lines of 50 characters per line. The presence of a memo is indicated by the word "Memo" to the right of a segment name on the first screen of each function, and in the upper right-hand corner of each segment screen.

The capability to print memos was added. This is done from the HARDCOPY OF WORKING PAPERS screen (W on the PCSA Main Menu), by selecting the (new) choice M (Print Memos).

Memos are maintained at contractor-function-segment level. The memo in a second sample is the same as in the first sample for a particular contractor-function-segment.

If an entire survey for a contractor is deleted, all the memos for that survey are deleted. However, if only a segment of a survey is deleted, the memo for the segment is not deleted. If the deleted segment were activated later on, the memo for the segment would still be available.

4. Second samples.

Second sample information (for random sampling) is now analyzed when option R (RESULTS OF ANALYSIS) is selected. If a second sample is available, it is evaluated immediately following evaluation of the first sample. When the results are displayed, a message "Second Sample" appears in the upper right-hand corner of the screen. When the results of an entire analysis are displayed, the second sample results appear in a column to the right of the first sample results.

When information for a function is printed, second sample information (if available) is printed immediately following the first sample information.

When second sample information is available, the result of the analysis of a function is evaluated as follows, where S is satisfactory, U is unsatisfactory, and 2 indicates another sample is necessary:

<u>First sample</u>	<u>Second Sample</u>	<u>Result</u>
S	Anything	S
U	Anything	U
2	S	S
2	U	U
2	2	U
2	Nothing	2

5. Guidance.

Guidance text was updated. Guidance is accessed by pressing F3 from the data entry screens, or by selecting PROPERTY ADMINISTRATION GUIDANCE (option P) from the PCSA Main Menu.

You may modify your own guidance text. The following keys are active while viewing guidance:

ESC	- Exit without saving changes to the text.
Ctrl-W	- Exit and save changes to the text.
Arrow keys	- Move the cursor around the screen.
PgUp, PgDn	- Move up or down one screen.
Ctrl-PgUp	- Move to the top of file.
Ctrl-PgDn	- Move to the bottom of file.
Delete	- Delete character under the cursor.
Ins	- Toggle Insert mode on and off.
Ctrl-Y	- Delete the entire line at the cursor.
Ctrl-N	- Insert a blank line at the cursor.

Note: If you make any changes to the guidance text and wish to save the changes, press Ctrl-W. To exit without saving any changes, press ESC.

You may also use any text editor or word processor to edit/modify the guidance text. The text for a particular function-segment is stored in a standard ASCII file in the PCSA directory with the following naming convention:

HELPfs.TXT

where f is the function (10 through 15 are denoted by A through F), and s is the segment number. As an example, the text for function 12 (denoted by C) segment 2 is stored in file HELPC2.TXT. If you edit a file, be sure to save it in ASCII format.

6. Extra-data screen columns headings.

You may supply your own column headings on the "extra data" screens, or use default headings. This is done immediately after "extra data" columns are activated in the usual way for a particular contractor-function-segment (via Main Menu option O). The headings remain in effect until changed, and appear whenever "extra data" columns are used for the contractor-function-segment (i.e., on first and second sample screens, and printed output).

7. Hardcopy of working papers.

The capability to adjust the maximum number of records per printed page was added. The adjustment is made from the HARDCOPY OF WORKING PAPERS screen (option W on the PCSA Main Menu), by selecting choice L.

On standard 8.5 by 11 inch paper, 25 records fill a printed page. This is in addition to the report title and column headings. If the sample size is larger than 25 records, the remaining records are printed in the next SIDEWAYS section. This is analogous to a page break. The value 25 can be changed for different size paper, or for different line spacing settings in SIDEWAYS.

The capability to print memos was added, by selecting choice M (Print memos) from the HARDCOPY OF WORKING PAPERS screen.

8. Other changes.

- All references to drive and directory C:\PCSA were removed. PCSA can now run in any directory on any drive.
- All contract number input fields were shortened to 13 characters.
- In Function 5 (Records), Segment 2 (Material), screen 3, the MMAS Unit Cost field was changed to allow 3 decimal positions (instead of 2), and the MMAS Cost Allocated field was changed to accept a decimal point.
- In Function A (Consumption), Segment 1 (Reasonableness), screen 6, the Unit Price field was increased to 5 digits. The maximum value is now 99999.99.
- The "out of memory" problem which occurred with SIDEWAYS 3.3 was corrected.
- Several minor cosmetic changes were made.

REPORT DOCUMENTATION PAGE

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13. ABSTRACT (Maximum 200 words) The Property Control System Analyzer (PCSA) model is designed to assist property administrators (PAs) perform analyses. The model is a series of computer programs, data bases, and stored knowledge about property analysis procedures which provide informed assistance. The model acts as a guide through the data collection process and offers a series of screens which provide the PA guidance with respect to time frames, documentation, and specific Federal Acquisition Regulation requirements. It automatically determines the status of an analysis based on the Department of Defense Property Manual sampling plan. It also prints out working papers from the analysis when necessary. The purpose of this guide is to familiarize PAs with the model. It does not supersede formal guidance in the Department of Defense Property Manual. This guide shows how to install the model and define system requirements. It discusses the various data files created and shows how to use the menu options.				
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