ACIC

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PRODUCTION MANAGEMENT AND CONTROL SYSTEM

INTEGRATED STATUS

REPORTING SYSTEM

USERS GUIDE
June 1967

USAF AERONAUTICAL CHART AND INFORMATION CENTER
ST. LOUIS, MO. 63118

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FOREWORD

The information contained in this publication is presented for the guidance of ACIC personnel in preparing the input documents required for Phase I of the Integrated Status Reporting System. At the present time, the guide is incomplete. It will be complete with the addition of the section explaining the error codes.

As explained in the preceding paragraph, the Users Guide has been developed to assist in the preparation of the input documents and handling of the discrepancy reports. It does not attempt to affix the responsibility for the completing of the various forms; this information will be supplied in the division and plant procedures being developed by members of the PROMACS, ISRS Phase I Implementation Team.

The sample Job Plan designed for photo services is not included in this paper. It was still undergoing final coordination at the time the exhibits were drawn.

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LIST OF EXHIBITS

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1. Introduction

    1.1 Purpose

    The purpose of this document is to provide ACIC personnel with
information concerning the input required for PROMACS, Integrated Status
Reporting System, Phase I. The document is designed to provide the user
with the information necessary to prepare the input documents and to
interpret the error messages that result from the edit and update routines.

    1.2 Organization

    The paper is divided into three main sections. The Introduction
briefly summarizes how the system works. The Input Document Section
describes the purpose of the input documents, what the data fields should
contain, and how the information will be edited. The Discrepancy Section
will list the error codes assigned by the edit and update programs, explain
the meaning and significance of the error message and explain the necessary
corrective action.

    1.3 System Objectives

    Phase I of the Integrated Status Reporting System is designed
to provide status information concerning individual assignments and the
fiscal year program. The status of individual assignments is shown on
weekly reports. Resource utilization and fiscal year progress is reported
on a series of monthly and quarterly reports.

    The status of an assignment or the fiscal year program will be
reported by the comparison of planned data and actual data. Planned data
is entered into the system by means of the Job Plan Record and the Skill
Extension Card. Actual data is entered by means of the Daily Labor Card,
Completion/Cancellation/Suspension Record and the Movement Routing Record.

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Authorization is given for a new job identification code by means of the New Assignment Record. This record must be received before any other records are accepted. Before any actual charges are accepted, the planning data for the job identification code-organization combination must be on file. This means that a Job Plan Record must be prepared by an organization before the other input records will be accepted. The type of plan determines the amount of checking that will be done on the various input records.

The type of Job Plan Record will also determine the level of detail displayed on the output reports. Cost charges will be accumulated and shown on the output reports at the same level of detail as the Job Plan Record.

1.4   Related Documents

The Users Guide is one of a related series of publications. For the complete documentation and procedures concerning Phase I of the Integrated Status Reporting System, the following should be consulted:

1.4.1   The Programmers Documentation

1.4.2   The P&D Plant and Division Procedures

1.4.3   ACIC Regulation 171-1

1.4.4   Air Force Regulation 171-10

1.4.5   ACC Keypunch Procedures

2   Revised 21 June 1967

2. Input Documents

2.1 Introduction

The purpose of this section of the Users Guide is to provide a sample of each input document, explain the purpose of the document, and define the system requirements for the document.

The sample input forms included in this document represent the ACIC forms. There may be some difference between the sample documents and those issued by the Forms Control Office. However, the representation is for all practical purposes, the same as the ACIC form will be when it is printed.

The purpose of each input document is stated in general terms. The mechanics of how the data is used, or who is responsible for the data is not given. This information is given in other publications.

The system requirements explains each data element of the input that is used by PROMACS. If the data element is not explained, it is not keypunched from the form. The editing of the data elements is also explained.

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2.2   Record of New Assignments

    2.2.1   Purpose

        The purpose of the Record of New Assignments is to:

        o   authorize a new job identification code

        o   provide a description for the job identification code

    2.2.2   Requirements

        The Record of New Assignments must be submitted prior to or along with the submittal of any other input type. This is necessary because all input records, except the type 2 Job Plan Records, are checked to see that the job identification code was authorized.

    2.2.3   Input Preparation

        When preparing the Record of New Assignments, the following should be observed:

        2.2.3.1   Date

        Enter as month, day and year. Only the last character of the year should be used. The date will be used to help identify the input record if it is rejected. It will also be used to indicate the date that the job was opened. It will be checked for valid characters.

        2.2.3.2   Job Identification

        Use the standard eight character identification code. All eight positions must be used. This is the code that all other input records, except type 2 Job Plans, are compared to. The first 5 positions are checked for a valid CIP line item. The last 3 positions are checked for proper alpha-numeric characters.

        2.2.3.3   Job Description

        Any alpha-numeric combination may be used. Columns

4   Revised 21 June 1967

41, 42, and 43 of the description field are reserved for indicating
items that are to appear on the Plant Status Nav-Plan Report and the security
classifications or restrictions of these assignments.

In Column 41, use a 1 to indicate a new base assignment,
other than a 1:250,000 scale. Use a 2 to indicate a 1:250,000 scale new
base assignment. Use a 3 to indicate a revise/reprint assignment other than
1:250,000 scale. Use a 4 to indicate a revise/reprint 1:250,000 scale
assignment. For any chart series that is not to appear on the Nav-Plan
Report, use any number 5 through 9.

In Column 42, indicate the security classification of
the chart.

In column 43, indicate the security handling restrictions
for the chart.

If the assignment is other than a chart series, the
positions should be blank. When writing the Job Description, care should be
exercised so that the description is not classified higher than SECRET.
Unclassified titles are desirable.

The Job Description field is checked to see that it
contains some data. It cannot be blank.

PROMACS RECORD OF NEW ASSIGNMENTS

DATE			ORGN FROM	CONTROL NO.		
					PAGE _____ OF _____	
MO	DAY	YR				

JOB IDENT	JOB DESCRIPTION	ORGN TO

6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	

NAME & TITLE	SIGNATURE

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EXHIBIT 2-1 RECORD OF NEW ASSIGNMENTS

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2.3   Authorized Job Master Change Record

   2.3.1   Purpose

   The purpose of the Authorized Job Master Change Record is to:

   o   reinstate cancelled, or completed jobs provided

that they have not been cancelled or completed for more than two weeks,

   o   reinstate suspended jobs

   o   delete all the information associated with a job or job

identification organization combination, and

   o   change the job status, status date, job description, type

completion, completion date, or quantity fields.

   2.3.2   Requirements

   The Authorized Job Master Change Record must be used to reinstate

a cancelled, suspended or completed job. However, if the job has been cancelled

or completed for more than two weeks, it is removed from the data base. Therefore,

it is necessary to reinstate the job by means of the New Assignment Record.

   Existing records may be changed or deleted but new records

may not be added to the file with this record.

   When a job identification or a job identification-organization

combination is deleted from the master file, it is desirable that the cost

data associated with these records be removed first.

   2.3.3   Input Preparation

   When preparing the Authorized Job Master Change Record, the

following should be observed.

   2.3.3.1   Transaction Date

   Enter as month, day, and year. Use only the last

character of the year. The field should be all numeric. The transaction date

is used to help identify the card should it be rejected. The field is checked

for valid characters.

2.3.3.2 Job Identification

Enter the standard eight character job identification. All eight positions must be used. This field is used as a control field for the record. It must match an existing job identification code on the master file. This field cannot be changed or deleted with the type change C.

2.3.3.3 Organization From

Enter the code of the organization submitting the input. This field will be blank if the change or deletion is to apply to the entire job and not just the job identification-organization combination. When the organization code appears, it must match with an existing organization on the master file for the job identification code. This field cannot be changed or deleted with the type change C.

2.3.3.4 Job Status

Enter one of the following numbers:

1 = open

2 = suspended

3 = cancelled

4 = completed

This field may be blank, or it must contain one of the above numbers. This field may not be deleted with the use of the type change C.

2.3.3.5 Status Date

Enter as month, day, and year. Use only the last character of the year. This field may be blank. It cannot be deleted with the use of the type change C. It is checked for valid numbers.

2.3.3.6 Job Description

Any alpha-numeric combination may be used. The same considerations described in the New Assignment Record should be observed.

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This field may be blank.

2.3.3.7   Type Completion

Enter one of the following numbers:

1 = section completion

2 = branch completion

3 = division completion

This field may be blank. If the Completion Date field is not blank, this field cannot be blank. When the type completion is changed to a lower level completion, all organizations involved with the change must submit this change. The field is checked for valid numbers or blanks.

2.3.3.8   Completion Date

Enter as month, day, and year. Use only the last character of the year. This field may be blank. It is checked for valid numbers.

2.3.3.9   Quantity

Enter any number of six digits or less. The field may be blank. It is checked for numeric characters. The numbers must be right justified.

2.3.3.10   Type Change

Enter either a C or D. To change any field other than the Job Identification or Organization From, enter the correct data in the proper field and use the type change C. To delete one or more fields, but not those stated above, use the type change C and enter a zero (0) in the appropriate field. The zero must be right justified.

To delete the job identification or the job identification organization combination, use the type change D. Other than the control fields, the rest of the card must be blank.

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When the type change D is used, all data associated with the job identification or the job identification-organization combination will be deleted from the master file. Cost data that is still on the master file will be removed and the deleted records will be printed on the Discrepancy Report.

2.3.3.11 Transaction Code

Enter 01. This field cannot be blank.

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PROMACS AUTHORIZED JOB MASTER CHANGE RECORD

CONTROL NO.	EXT.

TRANS DATE			JOB ID			ORGN			JOB STATUS	STATUS DATE			JOB DESCRIPTION	TYPE COMPLETION	COMPL DATE			QUANTITY	TYPE CHANGE		TRANS CODE
MO	DAY	YEAR	LINE ITEM	SPEC JOB	DIVISION	BRANCH	SECTION		MONTH	DAY	YEAR			MONTH	DAY	YEAR				

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 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

NAME & TITLE

LEGEND:

JOB STATUS	TYPE COMPLETION	TYPE CHANGE
1.- OPEN	1.- SECTION	C = CHANGE
2.- SUSPENDED	2.- BRANCH	D = DELETE
3.- CANCELLED	3.- DIVISION	
4.- COMPLETED		

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EXHIBIT 2-2 AUTHORIZED JOB MASTER CHANGE RECORD

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2.4   Completion/Cancellation/Suspension Record

   2.4.1   Purpose

        The purpose of the Completion/Cancellation/Suspension Record
is to report:

        o section, branch, division, and plant completions,

        o the quantity of items produced,

        o cancellations, and

        o suspensions.

   2.4.2   Requirements

        This form is required whenever a P&D Plant completion occurs,
or a job is suspended or cancelled. It may be used in lieu of a Movement
Routing Record to record section, branch, or division completions.

        After a job is completed, or cancelled, input records will be
accepted for two weeks. After this period, all input documents referencing
the completed or cancelled assignment will be rejected. If the job is
suspended, charges will be accepted, but the user will receive a message on
the Discrepancy Report saying that the job is suspended.

   2.4.3   Input Preparation

        When preparing the Completion/Cancellation/Suspension Record,
the following should be observed.

      2.4.3.1   Date

        Enter month, day, and year. Use only the last character
of the year. The field should be all numeric. This date is used as the
completion, cancellation, or suspension date. It is checked for valid
numeric characters.

      2.4.3.2   Organization From

        This is the code of the organization that is responsible
for the completion, cancellation, or suspension. The code should consist of

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two alphabetic and two numeric characters.

2.4.3.3 Job Identification

Enter the standard eight character job identification. All eight positions must be used. This code must match a job identification that had been previously established.

2.4.3.4 Action Code

This field is used to indicate what the input is to represent.

1 = section completion

2 = branch completion

3 = division completion

4 = plant completion

S = suspension

C = cancellation

These are the only characters that can be used in this field.

2.4.3.5 Remarks

Enter the number of items produced. The quantity is used for the Resource Accountability System. This field will be checked for numeric characters or blanks.

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PROMACS COMPLETION/CANCELLATION SUSPENSION RECORD

DATE					ORGN FROM					CONTROL NUMBER	PAGE ____ OF ____
1	2	3	4	5	6	7	8	9			
MO		DAY	YR	DIVISION	BR	SEC					

JOB IDENT								JOB DESCRIPTION	ACT CODE	REMARKS
10	11	12	13	14	15	16	17		18	

NAME & TITLE

SIGNATURE

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ACTION CODE LEGEND

1 = SECTION COMPLETION
2 = BRANCH COMPLETION
3 = DIVISION COMPLETION
4 = PLANT COMPLETION
S = SUSPENSION
C = CANCELLED

EXHIBIT 2-3 COMPLETION/CANCELLATION SUSPENSION CARD

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2.5   Job Plan Record

2.5.1   Purpose

The purpose of the Job Plan Record is to provide planning data for the output reports, determine the level of editing of the other input records, and to determine the level of detail appearing on the output reports. This purpose is accomplished through three types of Job Plans.

2.5.1.1   Type 1 Job Plan is used to estimate the manhours required for the job identification and/or function codes that make up the assignment within one organization.

2.5.1.1.1   If the Job Plan is submitted for the assignment by job identification and organization, the input records will be compared to the appropriate validity tables for validation. The data will be summarized by job identification and organization for reporting on the weekly status reports.

2.5.1.1.2   If the Job Plan is submitted for the assignment by job identification, function code and organization, the input records will be compared to the Authorized Job Master File on these fields. The remaining portion of the labor identification code, (operation, quality, and skill codes) will be compared to the appropriate validity tables for validations. The data will be summarized by job identification, function code, and organization for reporting on the weekly status reports.

2.5.1.2   Type 2 Job Plan is used to estimate the manhours required or to be allocated to a CIP sub-line item within one organization.

2.5.1.2.1   The input records will be compared to the Authorized Job Master file for validation on the CIP line item and

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organization. The labor identification code will be compared to the appropriate validity tables for validation. The data will be summarized by CIP line item and organization for reporting on the weekly status reports.

2.5.1.3 Type 3 Job Plan is used to estimate the manhours required for the job identification and operations that make up any assignment within one organization.

2.5.1.3.1 The input records will be compared to the Authorized Job Master on job identification, labor identification and organization for validation. The data will be summarized by job identification, labor identification and organization for reporting on the weekly status reports.

2.5.2 Requirements

2.5.2.1 There must be a job plan for every organization that is charging time to an assignment, both production and open assignments.

2.5.2.2 Any one assignment can have a combination of type plans submitted for it provided they are for different organizations.

2.5.2.2.1 An organization can have a combination of a type plan 2 and any other type plan. A type plan 1 and 3 cannot be submitted for the same job identification and organization.

2.5.2.3 All jobs that are to appear on the Plant Status Nav-Plan Report require a type 1 plan with the function code or a type 3 plan.

2.5.2.4 Because of the nature of their work and their method of estimating jobs, job plans for photo services branches, will be additive.

This means that the manhour estimates submitted for a job, labor identification and organization combination will be added to the manhour estimate for any like plan.

2.5.2.5   To change from type of plan to another type of plan will require the following action.

2.5.2.5.1   To change from a Type Plan 2 to a Type Plan 1 or 3 will require the submittal of the new plan.

2.5.2.5.1.1   If the change is to replace the type 2 plan record, then submit a Job Plan Change Record (See 2.6) to delete the Type 2 plan.

2.5.2.5.1.2   If the change is to break out a specific assignment to permit detail reporting, then submit a Job Plan Change Record (See 2.6) to reduce the number of estimated manhours reported for the CIP line item through the type 2 Job Plan.

2.5.2.5.2   To change from a type 1 plan to a type 3 Job Plan simply requires the submittal of the type 3 Job Plan records. The computer will automatically adjust the data base.

2.5.2.5.3   To change from a detail plan (3 to 1, 1 to 2, or 3 to 2) to a gross plan will require the submittal of Job Plan Change records (See 2.6) to delete the detail plans.

2.5.2.6   After the job plan has been submitted, any additions or corrections must be submitted on the Job Plan Change Record or the Milestone Detail Change Record (See 2.8).

2.5.3   Input Preparation

When preparing the Job Plan Record the following should be observed.

2.5.3.1   Date

The date the job plan is prepared. Enter the numeric month, day, and the last digit of the year. The date is used to help identify the record should it be rejected.

2.5.3.2   Job Identification

If a type 2 Job Plan, enter the five character CIP line item code, leaving the last three or low order positions blank. If a type 1 or type 3 plan, enter the eight character job identification code as shown on the Daily Record of New Assignments.

2.5.3.3   Type Plan

Enter the type plan code of 1, 2, or 3. This field cannot be blank.

2.5.3.4   Organization

Enter the Division, Branch and Section code of the organization that will be working on the assignment.

2.5.3.5   Line Code

This field is numeric and is used to sequence the data within job and organization for reporting on the Section-Branch Status Report. This field will be blank for all Job Plans except type 3. The Line Code consists of three characters. The first two positions should be used to sequence the known or planned operations required to accomplish the assignment, the last position should be reserved to permit inserting of milestones and unplanned or unknown operations at a later date.

2.5.3.6   Labor Identification

This field is composed of four separate code groups: function, operation, quality and skill. This field will not be used if the type plan is 2. Type 1 plans will only use the function code segment of the

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field.

2.5.3.6.1 Skill

This field may be blank for a type 3 plan. If the field is not blank, it must contain one of the standard single character skill codes.

2.5.3.6.2 Function

This field may be blank if the type plan is 1; however, if the Job Plan is for a job which appears on the Nav-Plan Status Report, the function cannot be blank. The field must be completed for type 3 plans. Only the standard function codes may be used.

2.5.3.6.3 Operation

The field may not be blank for type plan 3. Only the standard quality codes may be used.

2.5.3.6.4 Quality

If a type plan is 3, the field may not be blank. Only the standard quality codes may be used.

2.5.3.7 Milestone Description

This field only applies to a type 3 plan when the labor identification field is blank. Any alpha-numeric combination may be used. If the labor identification field is not blank, this field will not be keypunched.

2.5.3.8 Manhour Estimate

Enter the manhour estimate for the job-organization combination. If the type plan is 3, each labor identification must have a manhour estimate. Tenths of an hour may be entered. This field is blank only for milestone events.

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2.5.3.9 Schedule Start

Enter the month, day, and year that the job or phase of the job is expected to begin. Use only the last character of the year. This field may be blank. However, to make the status reports more meaningful, the schedule start date should be entered.

2.5.3.10 Schedule Stop

Enter the month, day, and year that the job or phase of the job is scheduled for completion. Use only the last character of the year. This field may be blank. However, to make the status reports more meaningful, the schedule stop date should be entered.

2.5.3.11 Organization To

Enter the code of the organization that will work on the job next. Any level of organization may be used. The field may be blank.

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PROMACS JOB PLAN	DATE			JOB IDENT				T/P	JOB DESCRIPTION		CONTROL	EXTENSION
	MO	DAY	YR									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14			

ORGANI-ZATION			LINE CODE			LABOR IDENT				OPERATION AND/OR MILESTONE DESCRIPTION	MANHOUR ESTIMATE		SCHEDULED START			SCHEDULED COMPLETION			ORGN TO			PREPARED BY
DIVISION	BRANCH	SECTION				SKILL	FUNCTION	OPER-ATION	QUALITY			TENTHS	MONTH	DAY	YEAR	MONTH	DAY	YEAR	DIVISION	BRANCH	SECTION	NAME AND EXTENSION
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	

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EXHIBIT 2-4 JOB PLAN RECORD

2.6   Job Plan Change Record

2.6.1   Purpose

The purpose of the Job Plan Change Record is to:

o   add planning data to a Job Plan that has been submitted previously.

o   change planning data that has been previously submitted, or

o   delete planning data that has been submitted previously.

2.6.2   Requirements

The Job Identification, Line Code, Labor Identification, and Organization From fields are used as the control fields for this card. They can be deleted, but they cannot be changed. When changing or deleting data on the master file, the control field of the input must match exactly with the master file.

After a Job Plan has been established, this record must be used to add additional data to the master file. The type plan must be the same as that on the file. When new data is added to the file, the same restrictions as described for the Job Plan Record apply.

2.6.3   Input Preparation

When preparing the Job Plan Change Record, the following should be observed.

2.6.3.1   Transaction Date

Enter month, day, and year. Use only the last character of the year. The date is used to help identify the record, should it be rejected. This field is checked for valid numeric characters.

2.6.3.2   Job Identification

If a type plan is a 1 or 3, enter the standard eight character job identification code. If the type plan is 2, enter the standard

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five character CIP sub-line item identification. The last three positions should be blank, for the type 2 plan. This field is used as a control field. It must match a job identification code that has been previously established.

2.6.3.3 Line Code

If the type plan is a 1 or 2, this field must be blank. If the type plan is 3, and the type change is A, enter any three digit number that was not used on the original plan which will place the data in the desired position on the Section-Branch Status Report. If the type plan is 3, and the type change is C or D, the field may be blank. The line code is used to sequence the Section-Branch Status Report. It is checked for numeric characters or blanks.

2.6.3.4 Labor Identification

The labor identification is a control field.

2.6.3.4.1 Skill

If the type plan is a 1 or 2, this field must be blank. If the type plan is 3, the field may be blank. If it is not blank, one of the standard skill codes must be used.

2.6.3.4.2 Function

If the type plan is 1, the function may be blank. If the assignment is to appear on the Nav-Plan Status Report, the function cannot be blank. If the type plan is 2, the function must be blank. If the type plan is 3, the function cannot be blank. Only the standard function codes may be used.

2.6.3.4.3 Operation

If the type plan is 1 or 2, the operation must be blank. If the type plan is 3, the field may not be blank. Only the standard operation codes may be used.

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2.6.3.4.4 Quality

If the type plan is 1 or 2, the quality must be blank. If the type plan is 3, the field may not be blank. Only the standard quality codes may be used.

2.6.3.5 Organization From

Enter the standard organization code. This code must be two alphabetic characters and two numeric characters. It must be the same level of organization that will be charged on the Daily Labor Card. It must match with an organization that had been previously established for the job. This field is a control field.

2.6.3.6 Schedule Start

Enter the month, day, and year that the job or phase of the job is expected to begin. Use only the last character of the year. This field may be blank. It is checked for valid numeric characters or blanks.

2.6.3.7 Schedule Stop

Enter the month, day, and year that the job or phase of the job is scheduled for completion. Use only the last character of the year. This field may be blank. However, to make some of the status reports more meaningful, the schedule stop date should be entered. The field will be checked for valid numeric characters or blanks.

2.6.3.8 Estimated Manhours

If the type change is A, enter the manhour estimate for the job-organization combination. If the type plan is 3, each labor identification must have a manhour estimate. Tenths of an hour may be entered. If the type change is C, the field may be blank. The field is checked for numeric characters or blanks.

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2.6.3.9 Actual Start

Enter the month, day, and year. Use only the last character of the year. The field may be blank. It is checked for valid numeric characters or blanks.

2.6.3.10 Actual Stop

Enter the month, day, and year. Use only the last character of the year. The field may be blank. It is checked for valid numeric characters or blanks.

2.6.3.11 Status Note

Any seven position alpha-numeric combination may be used.

2.6.3.12 Organization To

Enter the standard organization code. This code must be two alphabetic characters and two numeric characters. It will be checked for validity.

2.6.3.13 Type Plan

Enter a 1, 2, or 3. These are the only allowable characters. This field cannot be blank for a type change A.

2.6.3.14 Type Change

Enter an A, C, or D. When the type change A is used, the same considerations described for the Job Plan should be observed. The type change A must be used to add additional phases to a type 3 plan or to add additional functions to a type 1 plan. To change a field, use the type change C. Enter the correct data in the appropriate field along with the control fields. The control fields depend on the type plan that was originally submitted. To delete one or more fields but not the control fields, enter a zero

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in the appropriate field along with type change C. To delete all the planning

data associated with the job organization or the phase of the job, use the

type change D. Only the control fields should contain data.

2.6.3.15 Transaction Code

Enter 07.

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PROMACS STATUS MASTER JOB PLAN CHANGE RECORD

Control No.	Ext.

A form titled "STATUS MASTER JOB PLAN CHANGE RECORD" with columns including: TRANS DATE (MONTH, DAY, YEAR), JOB ID. (LINE ITEMS, SPEC JOB), LINE CODE, LABOR IDENT (SKILL, FUNCTION, OPER., QUALITY), ORGN. FROM (DIVISION, BRANCH, SECTION), SCHEDULE DATES (START: MONTH, DAY, YEAR; STOP: MONTH, DAY, YEAR), EST M/HRS., ACTUAL DATES (START: MONTH, DAY, YEAR; STOP: MONTH, DAY, YEAR), ORGN. TO (DIVISION, BRANCH, SECTION), STATUS NOTE, TYPE PLAN, TYPE CHANGE, TRANS CODE. Column numbers 1 through 80.

NAME & TITLE

SIGNATURE

LEGEND: TYPE CHANGE
A - ADD
C - CHANGE
D - DELETE

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EXHIBIT 2-5 JOB PLAN CHANGE RECORD

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2.7   Cost Change Record

2.7.1   Purpose

The purpose of the Cost Change Record is to change the regular, overtime, and military manhours and manhour dollars for the current month, fiscal year, and cumulative to date.

2.7.2   Requirements

This record must be used to change any cost data associated with the current month, fiscal year, or cumulative to date. It cannot be used to change the current week. Only the Daily Labor Card can be used to add cost data to the current week. Whenever the manhours are changed, the associated manhour dollars must also be changed.

2.7.3   Input Preparation

When preparing the Cost Change Record, the following should be observed:

2.7.3.1   Transaction Date

Enter as month, day, and year. Use only the last character of the year. The field will be checked for valid numeric characters.

2.7.3.2   Job Identification

Enter the standard eight character job identification code. This field must match with a job identification code previously established.

2.7.3.3   Labor Identification

This field cannot be blank and must match with one previously established on the master file. The only exception is for a type change A and a Job Plan type 1 or 2 that has been submitted for the job identification-organization combination.

28   Revised 21 June 1967

2.7.3.3.1 . Skill

Enter the standard one character skill code.

2.7.3.3.2 Function

Enter the standard one character function code.

2.7.3.3.3 Operation

Enter the standard two character operation code.

2.7.3.3.4 Quality

Enter the standard one character quality code.

2.7.3.4 Organization

Enter the standard four character organization code. The codes used must conform to those used on daily labor cards. This field must match with one previously established for the job identification.

2.7.3.5 Change Period

The following codes apply:

1 = current period, fiscal year and cumulative to date.

2 = fiscal year, and cumulative to date.

3 = cumulative to date.

These are the only allowable characters.

2.7.3.6 Actual Manhours

2.7.3.6.1 Regular

Enter the number of regular manhours that are to be added or subtracted from the change period indicated. This field may be blank.

29   Revised 21 June 1967

2.7.3.6.2   Overtime

Enter the number of overtime manhours that are to be added to or subtracted from the change period indicated. This field may be blank.

2.7.3.6.3   Military

Enter the number of military manhours that are to be added or subtracted from the change period indicated. This field may be blank.

2.7.3.7   Actual Manhour Dollars

2.7.3.7.1   Regular

Enter the number of regular manhour dollars that are to be added or subtracted from the change period indicated. This field may be blank.

2.7.3.7.2   Overtime

Enter the number of overtime manhour dollars that are to be added or subtracted from the change period indicated. This field may be blank.

2.7.3.7.3   Military

Enter the number of military manhour dollars that are to be added or subtracted from the change period indicated. This field may be blank.

2.7.3.8   Type Change

Use A to add the data to the file and an S to subtract the data from an existing record.

2.7.3.9   Transaction Code

Enter 08.

PROMACS STATUS MASTER COST CHANGE RECORD

													CONTROL NO.	EXT.	

TRANS DATE			JOB ID		LABOR ID		ORGN	CHANGE PERIOD	ACTUAL MANHOURS			ACTUAL MANHOUR $			TYPE CHANGE		TRANS CODE

Legend row sub-headers:

MO	DAY	YEAR	LINE ITEM	SPEC	JOB	SKILL	FUNCTION	OPERATION	QUALITY	DIV	BRANCH	CHANGE PERIOD	REGULAR	OVERTIME	MILITARY	REGULAR	OVERTIME	MILITARY	TYPE CHANGE		TRANS CODE

Column positions: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 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

NAME & TITLE

SIGNATURE

LEGEND:

TYPE CHANGE	CHANGE PERIOD
A - ADD	1 = CURRENT PERIOD
S - SUBTRACT	2 = FISCAL YEAR
	3 = CUMULATIVE TO DATE

ACIC FORM JUNE 67 32a TEST

EXHIBIT 2-6 COST CHANGE RECORD

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2.8   Milestone Change Record

2.8.1   Purpose

The purpose of the Milestone Change Record is to:

o   add a milestone event to an existing job plan.

o   change an existing milestone event, or

o   delete an existing milestone event.

2.8.2   Requirements

When a new milestone event is added, the same restrictions as explained in the Job Plan Record apply. A milestone record applies only to a type 3 plan.

2.8.3   Input Preparation

When preparing a Milestone Change Record, the following should be observed:

2.8.3.1   Transaction Date

Enter month, day, and year. Use only the last character of the year. The date is used to help identify the record, should it be rejected. It is checked for valid numeric characters.

2.8.3.2   Job Identification

Enter the standard eight character job identification code. It must match a previously established job identification code. This is a control field.

2.8.3.3   Line Code

Enter the corresponding line code from the original job plan. If this is an add record (an A in the type change field) enter a previously unused line code. This is a control field.

2.8.3.4   Organization

Enter the standard organization code. This code must

be two alphabetic characters and two numeric characters. This field must match a previously established organization code for the job identification. This is a control field.

2.8.3.5   Milestone description

Any alpha-numeric combination may be used. This field cannot be blank if the type change is A.

2.8.3.6   Organization To

Enter the code of the organization that will work on the job next. Any level of organization may be used. The field may be blank. It is checked for validity.

2.8.3.7   Schedule Start

Enter the month, day, and year that the job or phase of the job is expected to begin. Use only the last character of the year. This field may be blank. It is checked for valid numeric characters or blanks.

2.8.3.8   Schedule Stop

Enter the month, day, and the year that the job or phase of the job is scheduled for completion. Use only the last character of the year. This field may be blank. However, to make the status reports more meaningful, the schedule stop date should be entered. It is checked for valid numeric characters or blanks.

2.8.3.9   Status Note

Enter any 7 position alpha-numeric combination. This field may be blank.

2.8.3.10   Type Change

Enter either A, C, or D. When the A code is used, a new milestone event will be added to the Job Plan. Use the type change C to change the milestone description, organization to, schedule start, schedule

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stop, and status note fields.   To delete one or more fields, but not
the control fields, enter a zero in the appropriate field along with the
type change C.   Use the type change D to delete complete milestone event.

2.8.3.11   Transaction Code

Enter 09.

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PROMACS STATUS MASTER MILESTONE CHANGE RECORD

| CONTROL NO. | EXT. |

A blank PROMACS Status Master Milestone Change Record form with columns: DATE (DAY, MONTH, YEAR), JOB ID (LINE ITEM, SPEC JOB), LINE CODE, ORGN (DIV, BR, SECT), MILESTONE DESCRIPTION, ORGN TO (DIV, BR, SECT), SCHED STOP, ACTUAL STOP, STATUS NOTE, TYPE CHANGE, TRANS CODE. Column numbers 1–80.

NAME & TITLE

SIGNATURE

LEGEND: TYPE CHANGE
A – ADD
C – CHANGE
D – DELETE

ACIC FORM JUNE 67 32b TEST

EXHIBIT 2-7 MILESTONE CHANGE RECORD

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2.9   Movement Routing Record

  2.9.1   Purpose

        The purpose of the Movement Routing Record is to record phase
or milestone completions and section, branch, or division completions.

  2.9.2   Requirements

        The Movement Routing Record can be used in lieu of the Daily
Completions Record to report section, branch, or division completions. Plant
completions cannot be reported with this record.

  2.9.3   Input Preparation

        When preparing the Movement Routing Record, the following
should be observed:

    2.9.3.1   Date

        Enter the month, day, and year. Use only the last
character of the year. The date is used to help identify the record should
it be rejected. It is also used as the completion date. It is checked for
valid numeric characters.

    2.9.3.2   Job Identification

        Enter the standard organization code. This field
must match with one already established on the master file.

    2.9.3.3   Line

        Enter the line number from the Job Plan. It is
required only for reporting the completion of a milestone event. It is checked
for numeric characters and blanks.

    2.9.3.4   Labor Identification

      2.9.3.4.1   Function

        Enter the standard function code. This
field is required only for reporting a phase completion. It must match a

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corresponding field on the master file or else be blank.

2.9.3.4.2   Operation

Enter the standard operation code. This field is required only for reporting a phase completion. It must match a corresponding field or the master file or else be blank.

2.9.3.4.3   Quality

Enter the standard quality code. This field is required only for reporting a phase completion. It must match a corresponding field on the master file or else be blank.

2.9.3.5   Organization From

Enter the standard organization code. If a phase completion is reported, the organization code must match a corresponding field on the master file. If a section, branch, or division completion is reported, the field is checked for validity.

2.9.3.6   Movement/Completion

If a phase completion (movement) is reported, the field must be blank. For other than a phase completion, the following must be used:

1 = a section completion.

2 = a branch completion.

3 = a division completion.

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PROMACS MOVEMENT ROUTING RECORD

JOB DESCRIPTION

1	2	3	4	5		6	7	8	9	10	11	12	13		14	15	16		17	18	19	20		21	22	23	24			25

DATE   JOB IDENT.   LINE   F OP Q   ORGN
FROM   ORGN
TO   M/c

REMARKS

SUBMITTED BY

RECEIVED BY

ACIC FORM 26 TEST
JUNE 67

EXHIBIT 2-8   MOVEMENT ROUTING RECORD

2.10   Status Record

    2.10.1   Purpose

The purpose of the Status Record is to record the status of a job, phase, or milestone event.

    2.10.2   Requirements

The use of the Status Record Card is optional. It can be used for a job if a type 1 plan had been submitted or for a phase or milestone event if a type 3 plan had been submitted. Any 7 position alpha-numeric code can be used to indicate status.

    2.10.3   Data Preparation

When preparing the Status Record, the following should be observed:

        2.10.3.1   Date

Enter the month, day, and year. Use only the last character of the year. The date is used to help identify the record, should it be rejected.

        2.10.3.2   Organization From

Enter the standard organization code. This code must be two alphabetic and two numeric characters. This field must match a corresponding field on the master file.

        2.10.3.3   Job Identification

Enter the standard eight character job identification code. This field must match a job identification code that had been previously submitted on a Job Plan.

        2.10.3.4   Line Number

This field is required only when the status applies to a milestone event. It is checked for numeric characters or blanks.

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2.10.3.5 Labor Identification

2.10.3.5.1 Skill

Enter the standard skill code. This field is required only if skill was submitted on the job plan for the job-organization combination. If the field is not blank, it must match the corresponding field on the master file.

2.10.3.5.2 Function

Enter the standard function code. This field is required only if the status applies to a phase of a type 3 Job Plan. If the field is not blank, it must match the corresponding field on the master file.

2.10.3.5.3 Operation

Enter the standard operation code. This field is required only if the status applies to a phase of a type 3 Job Plan. If the field is not blank, it must match the corresponding field on the master file.

2.10.3.5.4 Quality

Enter the standard quality code. This field is required only if the status applies to a phase of a type 3 Job Plan. If the field is not blank, it must match the corresponding field on the master file.

2.10.3.6 Status

Enter any seven position alpha-numeric code. The field cannot be blank.

PROMACS   STATUS RECORD

DATE					ORGN FROM				CONTROL NUMBER		PAGE __ OF __
1	2	3	4	5	6	7	8	9			

MO		DAY		YR	DIV		BR	SEC	LINE #	LBR ID						REMARKS
JOB IDENT					JOB DESC					S	F	OP	Q	STATUS		

10	11	12	13	14	15	16	17		18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	

NAME & TITLE		SIGNATURE	

ACIC FORM JUNE 67 27 TEST

EXHIBIT 2-9   STATUS RECORD

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2.11   <u>Daily Labor Card</u>

2.11.1   Purpose

The purpose of the Daily Labor Card is to record manhour expenditures.

2.11.2   Requirements

The detail requirements for the Daily Labor Card can be found in ACIC Reg 171-1.

A Job Plan Record must be submitted for the job identification-organization combination before Daily Labor Cards will be accepted.

Overtime hours worked must be reported on a green striped card.

If the Daily Labor Card has been determined invalid, re-submit the correct information on a red striped card.

2.11.3   Input Preparation

2.11.3.1   Date

Enter month, day, and year. Use only the last character of the year. The date is used to help identify the record, should it be rejected. This field is checked for valid numeric characters.

2.11.3.2   Organization

Enter the standard organization code. This code must be two alphabetic characters and two numeric characters. It must match a previously established organization code for the job identification.

2.11.3.3   Rate

Enter the applicable hourly rate. This field is checked for numeric characters.

2.11.3.4   M/I

Indicate M or I where applicable. The field is checked for M, I, or blank.

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2.11.3.5   Skill

Enter the applicable standard skill. It is checked for validity.

2.11.3.6   Job Identification

Enter the standard eight character job identification code. This field must match a previously established job identification code for the above organization.

2.11.3.7   Labor Identification

2.11.3.7.1   Function

Enter the applicable standard function code. In all cases this code must be valid. If the Job Plan that was submitted was a type 1 with a function code, it must match. If the Job Plan was a type 3 the function code must match the function code of the Job Plan.

2.11.3.7.2   Operation

The applicable standard operation code. In all cases this code must be valid. If a type 3 Job Plan had been submitted it must match the operation code of the Job Plan.

2.11.3.7.3   Quality

Enter the applicable standard quality code. In all cases this code must be valid. If a type 3 Job Plan had been submitted, it must match the quality code of the Job Plan.

2.11.3.8   Night Differential Rate

Enter the applicable night hourly rate. It is checked for numeric characters or blanks.

2.11.3.9   Time

Enter the hours worked. It is checked for numeric characters. It cannot be blank.

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1	2	3	4	5		11	12	13	14		15	16	17	18		19		20
MONTH		DAY		YR		EMPLOYEE NUMBER					ORGANIZATION					RATE - REG/OT		M/I	SKILL

DATE

JOB IDENTIFICATION	JOB DESCRIPTION	LABOR ID			N/D RATE	TIME
		F	OP	Q		

15 16 17 18

| EMPLOYEE'S NAME | DATAILED FROM | SUPERVISOR'S CERTIFICATION | TOTAL | |

ACIC FORM 22, MAY 67   PREVIOUS EDITION OF THIS FORM WILL BE
USED UNTIL STOCK IS EXHAUSTED   **DAILY LABOR RECORD**

EXHIBIT 2-10 DAILY LABOR CARD

2.12   Skill Extension Card

2.12.1   Purpose

The purpose of the Skill Extension Card is to enter the fiscal year manhour and contract dollar allocations, and the program rate into the system.

2.12.2   Requirements

A skill extension card is required whenever there is a change in the CIP allocations or rates. At the present time only fiscal year 68 for ACIC St. Louis cards are required.

2.12.3   Data Preparation

This card is presently being prepared by ACODA and their procedures should be followed. The fields that PROMACS uses are explained below:

2.12.3.1   ACIC Unit

Enter any number 1 through 6. One (1) is the only number used by PROMACS.

2.12.3.2   Fiscal Year

Enter the last character of the fiscal year. The number 8 is the only one used by PROMACS at this time.

2.12.3.3   Skill

Enter the two digit skill code used by ACODA.

2.12.3.4   Line Item

Enter the standard 5 character CIP line item code.

2.12.3.5   Number Jobs

Enter the number of new jobs to be completed during the fiscal year.

2.12.3.6   Completion Manyears

Enter the number of manyears allocated for the number of jobs in 2.12.3.5.

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2.12.3.7 Number Jobs Inventory

Enter the number of jobs currently in the pipeline that will be completed during the fiscal year.

2.12.3.8 Inventory Manyears

Enter the number of manyears allocated for the number of jobs in 2.12.3.7.

2.12.3.9 Contract Dollars

Enter the number of contract dollars allocated for new jobs to be completed during the fiscal year.

2.12.3.10 Contract Dollars Inventory

Enter the number of contract dollars allocated for completing jobs currently in the pipeline during the fiscal year.

2.12.3.11 Transaction Code

Enter 50.

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SKILL EXTENSION CARD

ACIC UNIT	FISCAL YEAR	SKILL	LINE ITEM		NO. JOBS	COMPLETION MANYEARS		NO. JOBS INV.	INVENTORY MANYEARS		CONTRACT DOLLARS		INVENTORY CONTRACT DOLLARS		TRANS CODE

EXHIBIT 2-11 SKILL EXTENSION CARD

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2.13   Production Schedule Card

2.13.1   Purpose

The purpose of the Production Schedule Card is to enter the scheduled completions by month, division, and skill for a CIP line item.

2.13.2   Requirements

The Production Schedule Card is required to supply schedule data for the Resource Utilization Analysis Reports. If the card is not submitted, the schedule fields will remain blank.

The input card is designed so that the production schedule is a sliding arrangement. The first month field on the card always represents July. However, it always represents the next July. For example, during July 1967 the month represented is July 1967. During the month of August, the same field represents July 1968.

2.13.3   Data Preparation

When preparing the Production Schedule Card the following should be observed:

2.13.3.1   Date

Enter the month, day, and year. Use only the last character of the year. The date is used to determine the applicable year for the production schedule. This field is checked for valid numeric characters.

2.13.3.2   CIP Line Item

Enter the standard 5 character CIP line item code. This is a control field. It must match a corresponding field created by the Program Category Card.

2.13.3.3   Organization

Enter the first two characters of the standard 4 character code. This field is checked for proper alphabetic characters.

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2.13.3.4 Skill

Enter the standard alphabetic skill code. This field is checked for proper alphabetic characters.

2.13.3.5 Production Schedule by Month

Enter the number of items scheduled for completion during the next 12 months. These fields are checked for numeric characters or blanks.

2.13.3.6 A-C-D

Enter A, C, or D. Use A to add a new CIP line item, division, skill combination to the file. Use C to change the production schedule. Use D to delete the schedule for the CIP line item, division, and skill combination.

2.13.3.7 Transaction Code

Enter 52.

PRODUCTION SCHEDULE CARD

DATE	LINE ITEM	DIV	SKILL	PRODUCTION SCHEDULE														TYPE CHANGE	TRANS CODE
				JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				

EXHIBIT 2-12 PRODUCTION SCHEDULE CARD

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2.14   Program Category Card

2.14.1 Purpose

The purpose of the Program Category Card is to group the CIP sub-line items into program categories, and to enter the CIP sub-line item description and the program category description into the PROMACS system.

2.14.2 Requirements

A Program Category Card is required whenever a CIP line item is added or deleted from the available codes. It is also required whenever the program categories change.

2.14.3 Data Preparation

When preparing the Program Category Cards the following should be observed:

2.14.3.1 CIP Subline Item Code

This is the standard five character alpha-numeric code. All authorized sub-line item codes must be included on these cards.

2.14.3.2 CIP Subline Item Description

A twenty character description of the sub-line item.

2.14.3.3 Program Category Code

This is a three position alpha-numeric code used to identify the program category. It should be the same as one of the sub-line item codes that are being summarized to form the program category. A program category code must be shown for each sub-line item code.

2.14.3.4 Program Category Description

A twenty character description of the program category. This description needs to be entered only once for each program category code.

2.14.3.5 A-C-D

Use A to add information to the file, C to change information, and D to delete information. The C code can only be used to

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change one of the description fields or the Program Category Code. The CIP Subline item code must contain information regardless of what indicator is used.

2.14.3.6 Transaction Code

The transaction code for the Program Category Card is 55.

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PROGRAM CATEGORY CARD

CIP SUB-LINE ITEM CODE	CIP SUB-LINE ITEM DESCRIPTION	PROGRAM CATEGORY CODE	PROGRAM CATEGORY DESCRIPTION				A B C D	TRANS CODE

AF FORM 1530
APR 61

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PUNCH CARD TRANSCRIPT

* U.S. GOVERNMENT PRINTING OFFICE : 1962 OF—947-456

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EXHIBIT 2-13 PROGRAM CATEGORY CARD

2.15   Skill Rate Card

2.15.1 Purpose

The purpose of the Skill Rate Card is to enter a rate and description for each skill.

2.15.2 Requirements

The Skill Rate Card is required to calculate the manhour dollar fields on the Resource Utilization Analysis Reports. It is also used to furnish a description of the skill.

2.15.3 Data Preparation

When preparing the Skill Rate Card the following should be observed:

2.15.3.1 Skill

Enter the standard one character alphabetic skill code. This field is checked for alphabetic characters only.

2.15.3.2 Rate

Enter the manhour to manhour dollar conversion rate that applies to the skill. This field is checked for numeric characters only.

2.15.3.3 Description

Enter any combination of alpha-numeric characters. Ten positions are allowed for the description. This field is not checked except it cannot be blank for type change A record.

2.15.3.4 A-C-D

Enter either A, C, or D. Use A to add a new skill to the file. Use C to change or add to a skill already in the file. Use D to delete a skill already in the file.

2.15.3.5 Transaction Code

Enter 54.

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SKILL RATE CARD

S K I L L	RATE	DESCRIPTION		T Y P E C H A N G E	T R A N S C O D E

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 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

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EXHIBIT 2-14 SKILL RATE CARD

2.16   Validity Tables

2.16.1   Purpose

The purpose of the Validity Tables is to provide data for the edit program to check input records for proper codes.

2.16.2   Requirements

There will be six tables established. The tables can be updated whenever it is required.

2.16.3   Data Preparation

2.16.3.1   Quality Control Record

This card will be used to enter the authorized quality control codes. All the current quality codes can be entered on a single card. Additions or deletions will be possible with the use of the add (A) or delete (D) codes. The transaction code for this card is 94.

2.16.3.2   Operation Description Record

This card will be used to enter the authorized operation codes and their descriptions. The operation codes will become part of the validity tables. The operation codes and their descriptions will be used for preparing the Section Status Report. Four codes and their descriptions may be entered on each card. Operation codes may be added or deleted with the use of the add (A) or delete (D) code. Operation descriptions may be added with the use of the add (A) or change (C) codes. The transaction for this card is 95.

2.16.3.3   Function Code Record

This card will be used to enter the function codes associated with the cost charge number. All the current function codes may be entered on a single card. Additions or deletions will be possible with the use of the add (A) or delete (D) codes. The transaction code for this card is 96.

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2.16.3.4 Skill Code Record

This card will be used to enter the authorized skill codes. All the current skills may be entered on a single card. Additions or deletions will be possible with the use of the add (A) or delete (D) code. The transaction code for this card is 97.

2.16.3.5 Organization Code Record

This card will contain the four alpha-numeric character organization code. Nineteen organization codes may be entered on each card. The add (A)-delete (D) code will be used to indicate whether the organization codes are to be added to or deleted from the table. The transaction code for this card is 98.

2.16.3.6 CIP Sub-Line Item Code Record

This card will contain the five character CIP Sub-line Item Identification. It is possible to enter fifteen sub-line item codes on a single card. The add (A)-delete (D) code will be used to indicate whether the sub-line item codes are to be added to or deleted from the table. The transaction code for this card is 99.

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QUALITY CONTROL CODE CARD

AF FORM 1530
APR 61

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UNTIL STOCK IS EXHAUSTED.

PUNCH CARD TRANSCRIPT

* U.S. GOVERNMENT PRINTING OFFICE : 1963 OF—773-150

EXHIBIT 2-15 QUALITY TABLE

OPERATION CARD

O P E R A T I O N	OPERATION DESCRIPTION	O P E R A T I O N	OPERATION DESCRIPTION	O P E R A T I O N	OPERATION DESCRIPTION	O P E R A T I O N	OPERATION DESCRIPTION	BLANK	A C D	T R A N S C O D E

PUNCH CARD TRANSCRIPT

AF FORM 1530   PREVIOUS EDITION OF THIS FORM WILL BE USED UNTIL STOCK IS EXHAUSTED.

EXHIBIT 2-16 OPERATION TABLE

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FUNCTION CODE CARD

F U N C T I O N	F U N C T I O N	F U N C T I O N	F U N C T I O N	F U N C T I O N																																					A D D D E L E T E	T R A N S C O D E

AF FORM 1530
APR 61
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PUNCH CARD TRANSCRIPT

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EXHIBIT 2-17 FUNCTION TABLE

SKILL CODE CARD

| SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | SKILL CODE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ADD/DELETE | TRANS CODE |

AF FORM 1530 APR 61

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PUNCH CARD TRANSCRIPT

* U.S. GOVERNMENT PRINTING OFFICE : 1963 O7—711—116

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EXHIBIT 2-18 SKILL TABLE

ORGANIZATION CODE CARD

ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	ORGN CODE	BLANK	ADD/DELETE	TRANS CODE

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EXHIBIT 2-19 ORGANIZATION TABLE

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CIP SUB-LINE ITEM CODE

CIP SUB-LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	CIP SUB LINE ITEM CODE	BLANK	ADD DELETE	TRANS CODE

AF FORM 1530 — PREVIOUS EDITION OF THIS FORM WILL BE USED UNTIL STOCK IS EXHAUSTED.

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EXHIB 2-20 CIP LINE ITEM TABLE

2.17   Allocation Adjustment Record

2.17.1 Purpose

The purpose of the Allocation Adjustment Record is to adjust three fields on the Resource Allocation Master File. These fields are the manhours for completed items, fiscal year completions, and fiscal year cancellations.

2.17.2 Requirements

Because completed and cancelled jobs are removed from the Status Master File, it is necessary to adjust the totals concerning these jobs that are carried on the Resource Allocation Master File whenever a completed or cancelled job is reinstated.

2.17.3 Input Preparation

When preparing the Allocation Adjustment Record, the following should be observed:

2.17.3.1 Line Item

Enter the standard 5 character CIP line item. This is a control field and must match a corresponding field on the Allocation Master File.

2.17.3.2 Organization

Enter the first two characters of the standard organization code. This is a control field and must match a corresponding field on the Allocation Master File.

2.17.3.3 Skill

Enter the standard one character alphabetic skill code. This is a control field and must match a corresponding field on the Allocation Master File.

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2.17.3.4 Manhours for Completed Items

Enter the number of manhours that are to be added to or subtracted from the total manhours expended for the line item, skill, and division. The field is checked for numeric characters or blanks.

2.17.3.5 Fiscal Year Completions

Enter the number of completions necessary to adjust the total completions for the line item and division. The field is checked for numeric characters and blanks.

2.17.3.7 Add-Subtract

Indicate with an A (add) or S (subtract), whether the amounts in the Manhours for Completed Items, Fiscal Year Completion, and Fiscal Year Cancellations are to be added to, or subtracted from the corresponding totals.

2.17.3.8 Transaction Code

Enter 56.

ALLOCATION ADJUSTMENT CARD

LINE ITEM	DIV	SKILL	MANHOURS FOR COMPLETED ITEMS	FISCAL YEAR COMPL.	FISCAL YEAR CANCEL.		TYPE CHANGE	TRANS CODE

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EXHIBIT 2-21 ALLOCATION ADJUSTMENT CARD

2.18   Chart Completion Card

2.18.1 Purpose

The purpose of the Chart Completion Card is to enter information necessary to support the DIA ATM Management System.

2.18.2 Requirements

This card is required whenever there is a Plant completion for an ATM product. The card will also be required for JOG's when they are brought into the DIA system.

2.18.3 Input Preparation

When preparing the Chart Completion Card the following should be observed:

2.18.3.1 Edition Number

Enter the appropriate edition number. The field is checked for numeric characters.

2.18.3.2 Edition Data

Enter the month and year only. The field is checked for proper numeric characters.

2.18.3.3 Handling Code

Enter the appropriate handling code. The field is checked for alphabetic characters.

2.18.3.4 Type Material

Enter the appropriate code. The field is checked for alphabetic characters.

2.18.3.5 Datum

Enter a one **character** datum code. The field is checked for alphabetic characters

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2.18.3.6 PIP

Enter either 0 (zero) or 1. These are the only acceptable entries.

2.18.3.7 Country Codes

Enter the appropriate alphabetic country code. The field is checked for alphabetic characters.

2.18.3.8 Intelligence Data

Enter the month and year only. The field is checked for valid numeric characters.

2.18.3.9 Source Item

Enter the appropriate source code. The field is checked for numeric characters.

2.18.3.10 Job Identification

Enter the standard eight character job identification code. This field must match a corresponding field on the file.

2.18.3.11 Card Code

Enter a 1 (one).

CHART COMPLETION

EDITION #	EDIT DATE		HANDLING CODE	TYPE MATERIAL	DATUM	PIP	COUNTRY CODE											INTELL DATA		SOURCE ITEM	SUFFIX																																JOB IDENT.																							CARD CODE #1

Country Code columns: 1 2 3 4 5 6 7 8 9 10

Job Ident: PROG# | LINE ITEM | SPEC JOB

Column numbers: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 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

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EXHIBIT 2-22 COMPLETION CARD ATM

2.19   AB Card

   2.19.1   Purpose

      The purpose of the AB Card is to supply information necessary
for the DIA ATMP Production Management System.

   2.19.2   Requirements

      The AB Card is required for all products included in the DIA
ATMP Production Management system.   The card is required prior to the completion
of the product.

   2.19.3   Input Preparation

      For detailed information concerning the preparation of the AB
Card see DIAM 65-5-1.

EXHIBIT 2-23 AB CARD DIA

3.   Discrepancy Codes and Reports

3.1 Introduction

The purpose of this section of the User's Guide is to provide general information that must be considered when correcting the errors printed on the discrepancy reports. It will also define the error codes that will appear on the discrepancy reports, explain why the input was considered to be in error, and give suggested courses of action to correct the error. Sample discrepancy reports will also be provided.

3.2 General Information

Four discrepancy reports are produced by the edit and updating cycles of the processing. These reports will contain the image of the input card that has been rejected. The maximum number of error codes printed will be six. If there are more than six errors in a card, error code 99 will be printed on the reports. The complete card must be checked manually to determine all the errors.

Some of the input cards are reformatted during the processing to tape. If an error is encountered in these records, the tape record is printed. The Daily Labor Card, Completion/Cancellation/Suspension Card, and the Movement Routing Cards are reformatted as follows:

- o Multiple entries on the Daily Labor Card appear as separate tape records.

- o The Completion/Cancellation/Suspension Card is divided into a Completion Record, a Cancellation/Suspension Record and/or Movement Routing Record.

- o The Movement Routing Card appears as two separate tape records.

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The Completion Record and the Cancellation/Suspension tape formats are similar to the input document. When the input document is used to record a section, branch, or division completion, a Movement Routing Record is generated. If this portion of the input record is in error, the discrepancy reports will contain the image of a Movement Routing Record (Transaction Code 10) even though a Completion/Cancellation/ Suspension Card (Transaction Code 02) was input.

To facilitate sequential file processing of the Movement Routing Card for section, branch, or division completions, two tape records are generated. The first record processed will contain only Job ID, Organization and Type Completion data. The second record will be identical to the input card except type completion will be blank. The discrepancy reports may contain one or both of these records, depending on the error(s) encountered. The Transaction Date of the first record will be established as the Completion Date for the section, branch, or division completion action reported.

Part of the card image on the discrepancy reports will be a transaction code which is used to identify the input record. The following transaction codes apply:

00	New Assignment Record
01	Authorized Job Master Change Record
02	Completion Record
04	Cancellation/Suspension Record
06	Job Plan Record
07	Job Plan Change Record
08	Cost Change Record
09	Milestone Change Record

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10	Movement Routing Record
12	Status Record
20	Daily Labor Card
50	Skill Extension Card
52	Production Schedule Card
54	Skill Rate Card
55	Program Category Card
94	Quality Table
95	Operation Table
96	Function Table
97	Skill Table
98	Organization Table
99	CIP Line Item Table

Unmatched Daily Labor Cards should be corrected as soon as the discrepancy reports are received. This will allow the status reports to show the exact amount of hours spent during the reporting period. Corrections should be submitted on a yellow striped Daily Labor Card. If it is impossible to submit these corrections in time to be processed in the proper period, a Cost Change Record should be used to enter the manhours and the manhour dollars in the proper accounting period.

At the end of each processing of the PROMACS Status Master Update program, cost totals are printed on the discrepancy report. These totals will show the hours this week, hours this month, dollars this month, hours this fiscal year, dollars this fiscal year, hours to date, and dollars to date for the following:

  o Old Status Master Total - the sum of the cost data at

    the beginning of the processing.

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o Daily Labor Card Total - the sum of the cost data added to the master file by means of the Daily Labor Cards.

o Adjustment Total - the sum of the cost data added or subtracted from the master file by means of the Cost Change Record or the Authorized Job Master Change Record.

o Cancellation-Completion Total - the sum of the cost data removed from the master file because the job was cancelled or completed for more than two weeks.

o New Status Master Total - the sum of the cost data that is written on the New Status Master. It should equal the algebraic sum of the other four totals.

3.3 Discrepancy Codes

The following is a list of Error Codes utilized in the PROMACS Discrepancy Reports. The Error Code Column corresponds to the cause for an input card to be printed on the report. The Process/Reject column signifies that a card was either rejected (R) or processed (P). A card is entered into the processing as long as validity is insured. The cause for the error is explained in terms of what has been determined by the computer program as being invalid. Corrective action suggesting how to successfully process the data in error is presented.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
01	Invalid CIP Line Item Code	R	The first five characters of the job identification code were compared against a table of valid CIP line item codes and found to be in error.	If the first five characters of the job identification code are invalid, correct the input card and resubmit it. If the first five characters of the job identification code are valid, add the CIP line item to the Validity Tables and the Program Category Table, and resubmit the input card.
02	Invalid Specific Job Number Code	R	The last three positions of the job identification code were in error. The last three characters must be AAN (alphabetic, alphabetic, numeric). Type Two Job Plan must be blank.	Correct the input card and resubmit it.
03	Invalid Function Code	R	The function code was compared against a table of valid function codes and found to be in error.	If the function code is invalid, correct the input card and resubmit it. If the function code is valid, add the function code to the Validity Tables and resubmit the input card.
04	Invalid Operation Code	R	The operation code was compared against a table of valid operation codes and found to be in error.	If the operation code is invalid, correct the input card and resubmit it. If the operation code is valid, add the operation code to the Validity Tables and resubmit the input card.

ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
05	Invalid Quality Code	R	The quality code was compared against a table of valid quality codes and found to be in error.	If the quality code is invalid, correct input card and resubmit it. If the quality code is valid, add the quality code to the Validity Tables and resubmit the input card.
06	Invalid Organization Code	R	The organization code was compared against a table of valid organization codes and found to be in error.	If the organization code is invalid, correct the input card and resubmit it. If the organization code is valid, add the organization code to the Validity Tables and resubmit the input card.
07	Invalid Skill Code	R	The Skill code was compared against a table of valid skill codes and found to be in error.	If the skill code is invalid, correct the input card and resubmit it. If the skill code is valid, add the skill code to the Validity Tables and resubmit the input card.
		R	The skill code for a Job Plan, Types 1 and 2, was not blank.	Correct the input card and resubmit it.
08	Invalid Transaction Code	R	The transaction code is incorrect.	Correct the input card and resubmit it.
09	Invalid Line Code	R	The line code was not of the proper format. It should be NNN, NN blank, or all blank.	Correct the input card and resubmit it.
10	Item already in table	R	An attempt was made to add an existing code to the table.	If the desired action was to add the code to the tables, no corrective action is required. If the desired action was to change or delete a code in the table, correct the input card and resubmit it.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
11	Cost Record did not match for the Type 3 Job Plan	R	A Type 3 Job Plan was entered for the job identification-organization combination, but it did not authorize the charge number appearing on the Daily Labor Card or the Cost Change Record.	If the charge number on the input is correct, submit a Job Plan Change Record for the charge and resubmit the Daily Labor Card or the Cost Change Record. If the charge number on the input card is incorrect, correct the input card and resubmit it.
12	No planning information for the charge number with a Type 1 Job Plan	R	A Type 1 Job Plan was entered for the job identification-organization combination, but it did not authorize the charge number appearing on the Daily Labor Card or the Cost Change Record.	If the charge number on the input is correct, submit a Job Plan Change Record for the charge and resubmit the Daily Labor Card or the Cost Change Record. If the charge number on the input card is incorrect, correct the input card and resubmit it.
13	No planning information for the cost record	R	No planning information has been entered for the job identification-organization combination.	If the charge number on input card is correct submit a Job Plan Record for the charge and resubmit the original input. If the charge number on the input card is incorrect, correct and resubmit.
14	Invalid transaction date	R	Date field contains an invalid character or is later than the processing date.	Correct the transaction date and resubmit the activity in the same format.
15	Invalid status date	R	Status date field contains invalid character or is later than the processing date.	Correct the status date and resubmit the activity in the same format.
16	Incorrect labor identification	R	Depending on the type of input involved, either there was a labor identification and should not be, or there was no labor identification and there should be.	Correct the input card and resubmit it.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
17	Invalid Type Authorization or Plan	R	Invalid character in type authorization or plan field.	Correct the type authorization code and resubmit in the same format.
18	Invalid Type Completion	R	Invalid character in type completion field.	Correct the activity record and resubmit in the same format.
19	Invalid Quantity	R	Invalid characters in quantity field.	Correct the field and resubmit the input in the same format.
20	Invalid Cancelled or Suspended Code	R	Invalid character in this field.	Correct the activity and resubmit the input in the same format.
21	Non-blank Data Fields for a delete activity	R	The data fields for a deletion were not blank.	If the desired action was to delete the control fields, only the control fields may contain data. If the desired action was to add or change information associated with the control fields, correct the type change field on the input card and resubmit it.
22	Invalid Manhour Estimate	R	Invalid characters in estimated manhour field. This field must be blank or numeric.	Correct activity and resubmit in same format.
23	Invalid Scheduled Start Date	R	Invalid characters in scheduled start date field or scheduled start is later than scheduled stop. This field may be blank or numeric.	Correct activity and resubmit the input in same format.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
24	Invalid Scheduled Stop Date	R	Invalid characters in the scheduled stop date field or the stop date is earlier than the scheduled start date.	Correct the activity and resubmit the input in the same format.
25	Line or Phase Code for Type 2 Job Plan	R	A Type 2 Job Plan record was submitted with a line code or a labor identification code.	Correct the input record and resubmit it.
26	No match on the Master File	R	The control fields of the input record did not match any corresponding fields on the Master File.	Reference Section 2 of the User's Guide to determine the control fields on the input card involved. Check the fields on the input card and correct them if necessary.

May need a New Assignment Record or Job Plan Record. |
27	Not Used			
28	New Assignment Record Submitted Against Previously Authorized Job	R	The job identification code has already been authorized by a New Assignment Record.	None required.
29	Description Field in Error	R	The New Assignment Record must have a description.	Add the description field to the input record and resubmit it.
30	Job has been cancelled or completed for more than two weeks	R	Activity was submitted against a job identification code that has been cancelled or completed for more than two weeks.	The only way this activity can be added to the file is to reopen the job identification code with a New Assignment Record. All past charges should be re-entered by means of the Cost Change Record.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
31	Invalid Job Status Code	R	The job status field did not contain the proper code (1, 2, 3, 4, or blank).	Correct the job status field and resubmit the input card.
32	Duplicate Job Plan Record	R	A Job Plan Record of the same type for the job identification-organization combination has already been submitted.	No corrective action required.
33	Incorrect Job Plan Conversion	R	A Job Plan Record was used in an attempt to change the type plan originally submitted. The Job Plan Record can only be used to change a Type 1 plan to a Type 3 plan.	Use the Job Plan Change Record to correct or add to the original Job Plan Record.
34	Changing Job Plan that does not exist	R	A Job Plan Change Record was used in an attempt to change or delete a job plan record that does not exist.	Verify and correct, if necessary, the control fields of the input record. Be sure the type change field is correct.
35	Milestone event was submitted in error	R	A milestone event was submitted against a type 1 or 2 Job Plan.	Verify the control fields of the input document and correct them if necessary.
36	Line and Skill Codes are not blank	R	The Line Code and Skill Code for a Type 1 plan were not blank.	Correct the input card and resubmit it.
37	Type plan does not agree	R	The type plan field on the change record does not agree with the type plan field on the master file.	Correct the input card and resubmit it.
38	Duplicate Authorized Job Master Change Record	P/R	Duplicate Authorized Job Master Change Records were submitted. The first record is processed.	No corrective action required.

ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
39	Organization field should be blank	R	The Authorized Job Master Change Record was not the proper format. When the organization field contains data, the change record must apply to the type completion and completion date only.	Correct the input card and resubmit it.
40	Invalid Actual Start Date	R	The characters in the Actual Start Date field were not valid or the date was after the processing date.	Correct the input card and resubmit it.
41	Invalid Actual Stop Date	R	The characters in the Actual Stop Date field were not valid or the date was after the run date.	Correct the input card and resubmit it.
42	Invalid Type Change Code	R	The Type Change Field contained an invalid character.	Consult Section 2 of the User's Guide for the allowable characters in the Type Change Field. Correct input card and resubmit it.
43	Invalid Change Period	R	The Change Period Field contained an invalid character. Only 1, 2, or 3 can be used.	Consult Section 2 of the User's Guide for the change period codes. Correct the input card and resubmit it.
44	Manhour Field must be numeric	R	The manhour field was not numeric.	Correct the input card and resubmit it.
45	Manhour Dollar Field must be numeric	R	The manhour dollar field was not numeric.	Correct the input card and resubmit it.
46	Invalid date	R	The date field contained invalid characters.	Correct the input card and resubmit it.
47	Incorrect suspension, cancellation, or completion	R	An attempt was made to suspend, cancel, or complete a job that has already been deleted from the master file.	No corrective action required.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
48	Authorized Job Master Change Record after completion/cancellation/suspension	P	An Authorized Job Master Change Record was submitted after a Completion/Cancellation/Suspension Record.	No corrective action is required. The Authorized Job Master Change Record is processed.
49	Invalid suspension or cancellation	R	An attempt was made to suspend a job that had already been cancelled.	No corrective action required.
50	Activity against a cancelled or completed assignment	P	Activity was submitted against a job that was cancelled or completed for less than two weeks.	No corrective action required.
51	Status field was blank	R	The status field on the Status Record card cannot be blank.	Correct the input card and resubmit it.
52	Invalid employee number	R	The employee number field was not blank.	Resubmit the data on a Daily Labor Card.
53	Non-numeric Rate	R	The employee rate contained alphabetic characters.	Resubmit the data on a Daily Labor Card.
54	Invalid M/I Code	R	The M/I field did not contain a blank, M, or I.	Resubmit the data on a Daily Labor Card.
55	Invalid time	R	The hours worked field contained other than numeric characters.	Resubmit the data on a Daily Labor Card.
56	Invalid type hours	R	This is a keypunch mistake.	Resubmit the data on the proper colored card.
57	Invalid Completion Date	R	The completion date field contained invalid characters.	Correct the input card and resubmit it.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
58	Invalid Job Plan Change Record	P	A Job Plan Change Record removed planning data from the Master File even though cost data existed in the record.	If the cost data is correct, submit a Job Plan or Job Plan Change Record for the cost data. If the cost data is incorrect, submit a Cost Change Record to remove the cost data.
59	Both the manhour and manhour dollar fields did not contain data.	P	Either the manhour or the manhour dollar fields contained data.	No corrective action required.
60	Cost fields became negative	R	After performing the calculations indicated by the Cost Change Record, one or more of the cost fields on the master file became negative.	Correct the input card and resubmit it.
61	Cost data became invalid	R	After performing the calculations indicated by the Cost Change Record, the cumulative figures became less than the fiscal year or the fiscal year became less than the current period.	Correct the input card and resubmit it.
62	Not Used			
63	Not Used			
64	Attempt to delete a blank field	P	The input card deleted a field that was already blank.	No corrective action required.
65	Duplicate Completion Date	P	An actual stop date has already been entered for this phase.	No corrective action reouired.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
66	Cost charges on file for deleted job.	P	A job identification or a job identification-organization combination was deleted from the file even though cost data existed on the file.	If the transaction was correct, no further action is required. If the transaction was in error, reinstate the job with a Record of New Assignments, Job Plan Record and a Cost Change Record.
67	Not Used			
68	Invalid Type Change Field	R	An attempt was made to add data to an already filled field.	Correct the Type Change Field and resubmit the input card.
69	Deletion of a blank field.	P	A blank field was deleted by the change record.	No corrective action required.
70	Unplanned charges occurred when going from type plan 2 to type plan 1	P	Charges already on the master file became unplanned as the result of changing the job plan to type 1.	Submit the necessary Job Plan Change Records to plan for all the costs on the master file.
71	Unplanned charges resulted when the Job Plan Record was changed to Type 3	P	Charges already on the Master File became unplanned as the result of changing the job plan to type 3.	Submit the necessary Job Plan Change Records to plan for all the costs on the Master File.
72	Changed type plan from 3 to 1	R	An attempt was made to change a type 3 job plan to type 1 plan.	The type 3 plan must be deleted with the Job Plan Change Record before the type 1 plan is submitted.
73	Changed to existing type plan	P	An attempt was made to add additional planning information to a job plan that had already been submitted.	Use a Job Plan Change Record to add the new data.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
74	Unknown skill code	R	The skill on the input card was not in the Skill Rate Table.	If the skill code is correct, add the skill to the Skill Rate Table and resubmit the input card. If the skill code is not valid, correct the input card and resubmit it.
75	Incorrect Production Schedule Card	R	An attempt was made to change or delete a production schedule that has never been submitted.	Correct the ACD code and resubmit the input data.
76	Incorrect change code	R	An attempt was made to add a production schedule to one that has already been submitted.	Correct the change code and resubmit the input data.
77	Incorrect Adjustment	R	An Allocation Adjustment Card was submitted for which no data exists on the Master File.	Correct the input card and resubmit it.
78	Unplanned allocation data	P	Charges were accrued against a CIP Line Item-Division-Skill for which no allocation planning data exists.	Submit a Skill Extension Card to allocate resources to the CIP Line-Item Division-Skill combination.
79	Unknown Program Category Code	P	The CIP Line-Item has not been assigned a Program Category Code.	Submit Program Category Card.
80	80-80 Duplication	P/R	Identical cards were submitted.	The first card is processed. All other duplicates are rejected. No corrective action is required.
81	Duplication through sort field	R	The control fields of two or more of the same type cards were duplicates.	Correct the input card and resubmit it.
82	Not Used			

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
83	Invalid Skill Code	R	The skill code was invalid.	Inform ACCD of the new skill code and re-submit the input card.
84	Invalid Rate Entry	R	The rate entry was incorrect.	Correct the input card and resubmit it.
85	Invalid Line Item Identification	R	The line item identification was not of the proper format.	Correct the input card and resubmit it.
86	Description is Blank for Add	R	An attempt was made to add a new entry to the Skill Rate Table or the Program Category Table without the proper description.	Add the description to the input record resubmit it.
87	Invalid Program Category Identification	R	The program category code was not of the proper format.	Correct the input card and resubmit it.
88	Invalid Organization Code	R	The organization code was not alphabetic.	Correct the input card and resubmit it.
89	Invalid Manhours Entry	R	The manhour field was not numeric.	Correct the input card and resubmit it.
90	Invalid Completions Entry	R	The completions field was not numeric or blank.	Correct the input card and resubmit it.
91	Invalid Cancellations Entry	R	The cancellations field was not numeric or blank.	Correct the input card and resubmit it.
92	Invalid ACIC Unit Number	R	The ACIC Unit field contained a character other than 1, 2, 3, 4, 5, or 6.	Correct the input card and resubmit it.
93	Invalid Fiscal Year	R	The number 8 is the only allowable character.	When the fiscal year should be 9, notify ACCD.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
94	Invalid Jobs Number	R	The number of new jobs scheduled for completion was in error. The field contained an alphabetic character.	Correct the input card and resubmit it.
95	Invalid Completion Manyears Value	R	The Completion Manyears Value field contained an alphabetic character.	Correct the input card and resubmit it.
96	Invalid Inventory Jobs Value	R	The Inventory Jobs value contained an alphabetic character.	Correct the input card and resubmit it.
97	Invalid Inventory Value	R	The Inventory Manyears field contained an alphabetic character.	Correct the input card and resubmit it.
98	Invalid Completion Dollars Value	R	The Completion Dollars field contained an alphabetic character.	Correct the input card and resubmit it.
99	More than 6 errors in the card	R	More than six errors were found in the input card. Five are listed on the report.	Correct the input card and resubmit it. The complete card must be checked manually to determine all the errors.
100	Invalid Inventory Dollars Value	R	The Inventory Dollars field contained an alphabetic character.	Correct the input card and resubmit it.
101	Invalid Quantity	R	The Quantity field contained an alphabetic character.	Correct the input card and resubmit it.

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ERROR CODE	DESCRIPTION	PROCESS REJECT	CAUSE	CORRECTIVE ACTION
94	Invalid Jobs Number	R	The number of new jobs scheduled for completion was in error. The field contained an alphabetic character.	Correct the input card and resubmit it.
95	Invalid Completion Manyears Value	R	The Completion Manyears Value field contained an alphabetic character.	Correct the input card and resubmit it.
96	Invalid Inventory Jobs Value	R	The Inventory Jobs value contained an alphabetic character.	Correct the input card and resubmit it.
97	Invalid Inventory Value	R	The Inventory Manyears field contained an alphabetic character.	Correct the input card and resubmit it.
98	Invalid Completion Dollars Value	R	The Completion Dollars field contained an alphabetic character.	Correct the input card and resubmit it.
99	More than 6 errors in the card	R	More than six errors were found in the input card. Five are listed on the report.	Correct the input card and resubmit it. The complete card must be checked manually to determine all the errors.
100	Invalid Inventory Dollars Value	R	The Inventory Dollars field contained an alphabetic character.	Correct the input card and resubmit it.
101	Invalid Quantity	R	The Quantity field contained an alphabetic character.	Correct the input card and resubmit it.

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3.4 Discrepancy Reports

Four discrepancy reports are produced at critical points in the processing cycle. These reports list the activity data that has not met the tests to insure accurate updating of the Data Base. Corrective action should be taken and the data resubmitted within the same processing cycle. This will insure the accuracy of the Data Base, thus enhancing its value. Reports produced will portray factual and complete status only if the activity data are current and correct.

3.4.1   The first discrepancy report (PCN 91329) is a product of the Activity Edit Program. A card image is printed followed by the error codes defining the discrepancy or discrepancies (See Exhibit 3-1). This report is in sequence by Transaction Code within Job ID for each organization. If an organization had no errors reported, the discrepancy report will be one page, identifying the organization followed by the message, "YOU HAD NO ERRORS IN YOUR INPUT."

3.4.2   The Status Master Discrepancy Report (PCN 11305) is a product of the Status Master Update Program. This report reflects the image of the input record, followed by error codes relating to the discrepancies encountered (See Exhibit 3-2). In addition, a Status Master Record will be printed if cost charges are present for a deleted job (See Exhibit 3-2.1). The format will show actual hours and dollars this month, fiscal year, and cumulative totals for the categories of Regular, Overtime, and Military. The total hours for this week are printed to the right of the monthly totals. This condition is identified by Error Code 66. The (M) print line references the monthly totals, (F) the fiscal, and (C) the cumulative totals. Cost totals will appear on the last page of the

Discrepancy Report (See Exhibit 3.2.2). Heading information is printed
to identify the vertical columns of totals by hours and dollars for this
week, this month, fiscal year, and accrued to date. The horizontal lines
are identified by heading information to the left of each print line.
There will be one print line for each of the following: Old Status,
Daily Labor, Adjustments, Cancel-Complete, and New Status. These totals
may be used to cross-check with previous run totals plus current activity
by Daily Labor, Adjustment, and Cancel-Complete categories. The New
Status should be a net result of processing all activity against the Old
Status data file. This report may also provide a quick look at plant
activity during the current processing cycle.

3.4.3   The Resource Allocation Edit Discrepancy Report
(PCN 91306) is a product of a Card-to-Tape and Edit Program. The error
code and description are printed, followed by the image of the record in
error. These input records are critical to the Resource Allocation
Processing Cycle. Errors should be corrected and resubmitted within the
current processing cycle to achieve realistic and true reports for the
month.

3.4.4   The Resource Allocation Master Discrepancy Report
(PCN 51308) is a product of the Resource Allocation Update Program. The
record image is followed by errors encountered in attempting to update
the Resource Allocation Master File (See Exhibit 3-4). The inputs appli-
cable to this processing are the Production Schedule, Skill Rate, Program
Category, and Allocation Adjustment Records. Corrective action may be
taken by determining the error and following the recommended procedures.

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3.5 Discrepancy Reports Template

This template is included as an aid in interpreting the PROMACS Discrepancy Reports. It is utilized by lining up the Transaction Code on the printed line with the corresponding code on the template. For example, —— (Transaction Code 00) on the template is lined up with the corresponding transaction code on the discrepancy report. The data fields, Date, Job ID, and Job Description, consequently appear in the appropriate windows. The windows identify the data fields by name and size. In researching the error codes, the user has, in plain view, the fields referenced as being in error. The record description appears to the far right of each code to assist the user in identifying the record and relating data fields. The proper format for each field is defined in this manual. Corrective action may be taken by determining the error and referencing the input record definition to determine the correct methods to employ.

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SECURITY CLASSIFICATION

PCN 91329   PAGE XXX
PERIOD ENDING MM-DD-YY

STATUS ACTIVITY DISCREPANCY REPORT   ORGANIZATION CODE XXXX

06217 3CRCPCD9 LUNAR MOSAICS 1:1,000,000 COMP

06227 3CRCPCD9 DB01 1 06217 LUNAR MOSAICS 1:1,000,000 COMP 0 06217   0 C

06227 DR10 3CRCPBD4 4   1900

06227 DB01 3CRCPBE5

06227 3CRCPCD9 3 DC41 010 C CD9P TERRAIN EMBOSS   8670 06257 08307 DR01

06237 3CRCPCD9 015 C CC4P DC41 06257 08307   5210

06237 3CRCPCD9 C CD9P DC41 1   900   95000   A

06237 3CRCDCD9 021 DC41 PHOTO SERVICE   06227 C

06237 3CRCPCD9   CD9P DC41

06237 DC41 3CRCPCD9 021   07

06237   DC41 535   C 4CRCPCD9 CD9P 800

00 *** XX,XX,XX,XX,XX,XX

01 *** XX,XX,XX,XX,XX,XX

02 *** XX,XX,XX,XX,XX,XX

04 *** XX,XX,XX,XX,XX,XX

06 *** XX,XX,XX,XX,XX,XX

C 07 *** XX,XX,XX,XX,XX,XX

08 *** XX,XX,XX,XX,XX,XX

09 *** XX,XX,XX,XX,XX,XX

10 *** XX,XX,XX,XX,XX,XX

12 *** XX,XX,XX,XX,XX,XX

20 *** XX,XX,XX,XX,XX,XX

SECURITY CLASSIFICATION

EXHIBIT 3-1 ACTIVITY EDIT DISCREPANCY REPORT

SECURITY CLASSIFICATION

STATUS ACTIVITY DISCREPANCY REPORT

P   A

D9   TERRAIN EMBOSS   A

E   A

C   A

DC41   A

3CRCP   A

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SECURITY CLASSIFICATION

ORGANIZATION CODE ****

SECURITY CLASSIFICATION
PCN 91329   PAGE XXX
PERIOD ENDING MM-DD-YY

94 *** XX,XX,XX,XX,XX,XX

95 *** XX,XX,XX,XX,XX,XX

96 *** XX,XX,XX,XX,XX,XX

97 *** XX,XX,XX,XX,XX,XX

98 *** XX,XX,XX,XX,XX,XX

99 *** XX,XX,XX,XX,XX,XX

*** 08

SECURITY CLASSIFICATION

SECURITY CLASSIFICATION

SECURITY CLASSIFICATION

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EXHIBIT 3-1.1

SECURITY CLASSIFICATION

SECURITY CLASSIFICATION

*** PROMACS MASTER UPDATE PROGRAM --- ERROR CONDITIONS AND POSSIBLE ERROR CONDITIONS ***

```
06237  3CRCPCD9  015  C  CC4P  DC41  06257  08307    5210                        C  07 *** 69,68,67

06227  3CRCPCD9  DB01 1  06217  LUNAR MOSAICS 1:1,000,000 COMP  0  06217      0  C     01 *** 64

06237  DC41  3CRCPCD9  021                07                                        12 *** 26

06237  3CRCDCD9  021  DC41  PHOTO SERVICE              06227  C                      09 *** 64

06237  3CRCPCD9  C  CD9P  DC41  1      900                  95000              A     08 *** 60,61,58,59,62,63
       3CRCPCD9       CD9P   DC41   C                                                   *** 70,71,72,73

06237          DC41   535      C  3CRCPCD9  CD9P  800                                20 *** 11,12,19

06237  3CRCPCD9      CD9P    DC41                                                   10 *** 65,26

06227  3CRCPCD9  3  DC41  010   C  CD9P  TERRAIN EMBOSS    8670  06257  08307  DR01   06 *** 32
```

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SECURITY CLASSIFICATION

SECURITY CLASSIFICATION

SECURITY CLASSIFICATION

EXHIBIT 3-2 STATUS MASTER DISCREPANCY REPORT

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION

PCN 11305   PAGE 999

*** PROMACS MASTER UPDATE PROGRAM --- ERROR CONDITIONS AND POSSIBLE ERROR CONDITIONS

XXXXXXXX XXXX XXXX X XXX   M XXXXXX.X   XXXX.X   XXXX.X   XXXXXXX.XX   XXXXX.XX   XXXXX.XX   XXXXXX.X
                              F XXXXXX.X XXXXX.X   XXXXX.X   XXXXXXXX.XX   XXXXXX.XX XXXXXX.XX
                              C XXXXXX.X XXXXX.X   XXXXX.X   XXXXXXXX.XX   XXXXXX.XX XXXXXX.XX   *** 66

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION

EXHIBIT 3-2.1

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION
                                                                                      PCN 11305

PROMACS WEEKLY SUMMARY REPORT

	HOURS THIS WEEK	HOURS THIS MONTH	DOLLARS THIS MONTH	HOURS FISCAL YEAR	DOLLARS FISCAL YEAR	HOURS TO DATE	DOLLARS TO DATE
OLD STATUS	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-
DAILY LABOR	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-
ADJUSTMENTS	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-
CANCEL-COMPLETE	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-
NEW STATUS	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-	XXXXXXXXXX.XX-

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION

EXHIBIT 3-2.2

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION
                                                                                PCN 91306

PROMACS RESOURCE ALLOCATION EDIT DISCREPANCY REPORT

08   UNRECOGNIZABLE CARD
A 357 AIR INFO S   A54

 85   INVALID LINE ITEM ID
6CMXXMISCELLANEOUS JOB   6CMMISCELLANEOUS   A55

102   INVALID CHANGE CODE
051073CRCDDAA00001000010000100001000010000100001000010000100001000010000100001   N52

 83   INVALID SKILL CODE
3CRCDDCC000001050000100000A   A56

 94   INVALID JOBS NUMBER
 95   INVALID COMPLETION MAN YRS
 96   INVALID INVENTORY JOBS NO.
 97   INVALID INVENTORY MAN YRS
 98   INVALID COMPLETION DOLLARS
100   INVALID INVENTORY DOLLARS
3018063CRCD   A000A000000A000000A000A000000A000000A000A000000A   50

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION

FIGURE 3-3 RESOURCE ALLOCATION EDIT DISCREPANCY

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION

DISCREPANCY REPORT OF RESOURCE ALLOCATION MASTER UPDATE

PCN 51308   PAGE XX

PERIOD ENDING DA MTH YR

```
E    435   ENGRAVER    A                                                    54 *** 10

3EHAU   JOG REVISE/REPRINT     3EH  JOG REVISE/REPRINT     A                55 *** 10

2                                                                              *** 74

06237  3EHAU  DC  C     90   88   84   51   51   19   22   0   0   0   0   0  A  52 *** 75

3EHAU  DC  C      0   980  760                                              56 *** 77

3EHAV  DC  C     25    0   435   20                                            *** 78

3EHAZ                                                                          *** 79
```

SECURITY CLASSIFICATION   SECURITY CLASSIFICATION   SECURITY CLASSIFICATION

FIGURE 3-4 RESOURCE ALLOCATION MASTER DISCREPANCY REPORT

PROMACS DISCREPANCY REPORT

	ERROR CODES	RECORD DESCRIPTION
00		NEW ASSIGNMENT
01		AUTHORIZED JOB MASTER CHANGE
02/03		COMPLETION CANCELLATION SUSPENSION
06		JOB PLAN
07		JOB PLAN CHANGE
08		COST CHANGE
09		MILESTONE CHANGE
10		MOVEMENT ROUTING
12		STATUS RECORD
20		DAILY LABOR
22		PRODUCTION SCHEDULE
24		SKILL RATE
33		PROGRAM CATEGORY
34		ALLOCATION ADJUSTMENT
35/36/37		QUALITY/FUNCTION/SKILL
35		OPERATION TABLE
38		ORGANIZATION TABLE
39		CIP LINE ITEM

Field labels (left form area):

- DATE | JOB I.D. | JOB DESCRIPTION
- DATE | JOB I.D. | ORGN | JOB STATUS | STATUS DATE | JOB DESCRIPTION | JOB COMPLETION | COMPL DATE | QTY | TYPE
- DATE | ORGN FROM | JOB I.D. | HQ | Inventory Protocol
- DATE | JOB ID | TYPE PLAN | ORGN | LINE | SKILL | LABOR ID | MILESTONE DESCRIPTION | SCHED | SCHED START | SCHED START | ORGN TO
- DATE | JOB ID | LINE | SKILL | ORGN ID | SCHED START | SCHED STOP | EST MAN HOURS | ACTUAL START | ACTUAL STOP | ORGN TO | STATUS NOTE | TYPE
- DATE | JOB I.D | SKILL | LABOR ID | ORGN | REGULAR | OVERTIME | MILITARY HOURS | REGULAR | OVERTIME | MILITARY DOLLARS | TYPE
- DATE | JOB ID | LINE | ORGN | MILESTONE DESCRIPTION | ORGN TO | SCHED | ACTUAL STOP | TYPE
- DATE | JOBID | VORG | ORGN FROM | M/S
- DATE | ORGN FROM | JOB ID | LINE NR | SKILL | LABOR ID | STATUS
- DATE | ORGN | RATE | M/T | SKILL | JOB I.D. | HRS | REG QT
- DATE | LINE ITEM | DV/SKILL | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | TYPE
- SKILL RATE | DESCRIPTION | TYPE CHANGE
- CIP | DESCRIPTION | CAT DESCRIPTION | A/C/I
- LINE ITEM | DV/SKILL | Y A CHNG | T1 CHNG | T4 CHNG
- QUALITY CODE FUNCTION/SKILL | ADD/DELETE
- OP | OP DESCRIPTION | A/C/D
- ORGN | A/C/D
- CIP | A/C/D