



Personnel

**PERSONNEL CONCEPT III (CIVILIAN)
END USERS MANUAL**

This manual implements Air Force Policy Directives 36-26, *Military Force Management, 36-5, Civilian Personnel Resource Management*. This manual provides guidance and procedures for functional users at all levels to operate Personnel Concept III (PC-III). This volume applies to all civilian personnel flights (CPFs), Active, Air Force Reserve (AFRes), and Air National Guard (ANG); it also pertains to unit personnel offices, work centers, supervisors, and commanders with a need to access the personnel data system. PC-III is a military system which was modified to accommodate civilian personnel actions. Both military and civilians organizations have access to this portion of the PDS. Submit requests for change and technical assistance to HQ AFPC/DPD, 550 C Street West, Suite 16, Randolph AFB TX 78150-4718. Submit proposed changes involving AFRes through HQ USAF/REPP. Proposed supplements that affect any personnel function performed at major command (MAJCOM) level or below are processed as prescribed in Air Force Instruction 37-160, *The Air Force Publications and Forms Management Programs-Developing and Processing Publications*, table 2. HQ AFPC/DPDXA must approve all supplements.

This volume does not supplement or supersede personnel management policies and procedures established and directed by other Air Force publications. Throughout this volume, particularly in the decision logic tables (DLTs), a necessary relationship is established with directives written by functional offices. When a conflict exists between this volume and the prescribing or policy directive, the prescribing or policy directive takes precedence over this publication.

This volume is affected by the Privacy Act of 1974. It gives the procedures for maintaining and collecting information in Personnel Data System (PDS). The authority to collect and maintain the data in this system of record is Title 10 U.S.C., Section 8013. This volume does not prescribe any forms that require a Privacy Act Statement. System of Records Notice F030 AF MP A, *A Personnel Data System (PDS)*, applies.

SUMMARY OF REVISIONS

This volume is reformatted to conform with new Air Force policy.

Supersedes AFMAN 36-2622, Volume 5, 1 Oct 1993. Certified by: HQ AFPC/DPD (Colonel Lawrence R.Keller)
OPR: HQ AFPC/DPDXA (Mr Richard G. Seibel) Pages: 130/Distribution:
F

Paragraph

Chapter 1--General Information*Section A--Purpose and Scope*

Purpose.....	1.1
Scope of this Chapter.....	1.2

Section B--Privacy Act and Security

General.....	1.3
Responsibilities.....	1.4
Computer Security Safeguards.....	1.5
System Requirements.....	1.6

Section C--System Administration Policy and Responsibilities

System Administration Policy.....	1.7
PC-III Design.....	1.8
Access Requirements.....	1.9

Chapter 2--System Fundamentals*Section A--Systems Overview*

Systems Architecture.....	2.1
System Application.....	2.2
Equipment Configuration.....	2.3
Equipment Requirements.....	2.4
Virtual Managers (VM).....	2.5

Section B--System Fundamentals

The Online System.....	2.6
Computer System Access.....	2.7
Database and Edits.....	2.8
Record Type.....	2.9
Data Handling.....	2.10
Database Maintenance Manager.....	2.11
PC-III Processing.....	2.12
PC-III Refresh.....	2.13
Access to PC-III.....	2.14
Login and Password Procedures.....	2.15
PC-III Screens.....	2.16
Command Lines.....	2.17
System Comments.....	2.18
PC-III Control and Function Keys.....	2.19
Inquiries.....	2.20
Updates.....	2.21
Reports.....	2.22
RIPs.....	2.23
Reject Notices.....	2.24
Transaction Registers (Trs).....	2.25
Laser Forms and Letters.....	2.26

Section C--Menu Options

Introduction.....	2.27
Custom Options.....	2.28
Other Options.....	2.29

Chapter 3--Office Automation*Section A--Office Automation Environments*

Introduction.....	3.1
Production and Products.....	3.2

Electronic Office Mail.....	3.3
Updates and Rejects.....	3.4
AFMAN 36-2622 Volume 5 1 March 1997	3

Paragraph

Single Uniform Retvl Formats.....	3.5
Prelude Information System.....	3.6
Incoming Coordinations.....	3.7
Coordination Status.....	3.8
History Coordinations.....	3.9
Rpts on Individual Personnel.....	3.10
Transaction Registers.....	3.11
Section B--Office Automation (F10) Commands	
Introduction.....	3.12
View.....	3.13
Print.....	3.14
Edit.....	3.15
Move.....	3.16
Delete.....	3.17
Undelete.....	3.18
Sortdir.....	3.19
Create.....	3.20
Ckmail.....	3.21
Chdir.....	3.22
Rmdir.....	3.23
Mkdir.....	3.24
Email.....	3.25
Inturn.....	3.26
Upload.....	3.27
Download.....	3.28
Boards.....	3.29
Default.....	3.30
Coord.....	3.31
Process.....	3.32
Status.....	3.33
Next.....	3.34
Quit.....	3.35

Chapter 4--Civilian Applications

Section A--Employee Career Brief

Employee Career Brief.....	4.1
----------------------------	-----

Section B--Civilian Appraisal & Award Reports

Introduction.....	4.2
Aprsl Rpt By Name By Organiza.....	4.3
Aprsl Rpt By Name By Spec PAS.....	4.4
Aprsl Rpt By Name By Spec OfSy.....	4.5
Aprsl Rpt By Name By Spec Orgn.....	4.6
Aprsl Rpt By Rating By Spc PAS.....	4.7
Aprsl Rpt By Rating By Name.....	4.8
Aprsl Rpt On Emp W/O Curr Aprsl.....	4.9
Aprsl Rpt W/O Curr Aprsl By Ofc.....	4.10
Civ Current/Past Appraisal Data.....	4.11
AF 860 Performance Plan.....	4.12
Emp W/O Curr Aprsl By Org Stru.....	4.13

Section C--Rating Comparisons by Grd Lvl

Introduction.....	4.14
By Command.....	4.15

Paragraph

Section D--Rating Level/Factor Average

Introduction.....4.17
 By Year/Minority.....4.18
 By Year, GS/GM Only.....4.19

Section E--Performance Aprsl Average Data

Introduction.....4.20
 Aprsl Average By Command.....4.21
 Aprsl Average By Series/Grade.....4.22

Section F--Civilian Award Reports

Introduction.....4.23
 GS Awds Distribution by Year.....4.24

Section G--Awd Comparisons by Grade Level

Introduction.....4.25
 By Command.....4.26
 By Selected Command.....4.27

Section H--Award Percentage Reports

Introduction.....4.28
 Awd Pct by Minority Within Cmd.....4.29
 Awd Pct by Minority by Command.....4.30

Section I--Award Inquiry

Introduction.....4.31
 Indiv Employee Award Data.....4.32

Section J--Emergency Essential/Key Information

E-E/Key Position Information.....4.33

Section K--Employee & Position Data Display

Employee Inquiry.....4.34
 Position Inquiry.....4.35

Section L--Health Benefits Open Season

Check Present Registration.....4.36

Section M--Physical Exam Reports

Introduction.....4.37
 Injury Reporting Form.....4.38
 SF 78 Physical Requirements.....4.39
 Physical Exam Inquiry.....4.40
 Physical Exam Updt-Supervisor.....4.41
 Report Employees Req Physicals.....4.42
 Report Empl Past Due Physical.....4.43
 Report Phy Exam Inclusive Dts.....4.44
 Empl Req Physicals - Projected.....4.45
 Empl Req Physicals W/O Exam Dts.....4.46

Section N--SF 52 Applications

SF-52 Establish Identical Position.....4.47
 SF-52 Cancel Position.....4.48
 SF-52 Fill Position.....4.49
 SF-52 Other.....4.50
 USAFE Form 52.....4.51
 MLC Pers Action USFJ-11/186.....4.52
 Reviewing Coordinations.....4.53

Section O--Thrift Savings Open Season

Check Present Enrollment.....4.54

Section P--Produce DD Form 1556

Produce DD Form 1556.....4.55

Paragraph

Section Q--Produce DD Form 1610-TDY Order
 Produce DD Form 1610-TDY Order.....4.56

Section R--AF Form 971 - Inquiry/Update
 AF Form 971 - Inquiry/Update.....4.57

Section S--Civilian ACCELL Applications
 Introduction.....4.58
 ACCELL Help - Key Information.....4.59
 Civilian Locator.....4.60
 Civilian Position Locator.....4.61
 Employee Career Brief Inquiry.....4.62
 Investigation/Clearance Data.....4.63
 Thrift Savings Inquiry.....4.64
 Health Benefits Registration.....4.65
 Skill Data.....4.66
 Base Level Career Program.....4.67
 Supervisor's Employee Brief.....4.68
 Current Apsl Data/Award History.....4.69

Chapter 5--CPF-Unique Applications
 Introduction.....5.1
 Processing the SF-52.....5.2
 Processing Fill Personnel Transactions.....5.3
 Physical Exam Update - Central Civilian Personnel Office (CCPO).....5.4
 Auto Merit Cert Process.....5.5
 Produce DD Form 1614 - PCS Order.....5.6

Chapter 6 --Security Clearance Applications
Section A--Introduction
 Automated Security Clearance Approval System (ASCAS).....6.1

Section B--Security Clearance Inquiry
 Civ Indvl Security Clearance Inq.....6.2

Section C--Security Clearance Tracer
 Introduction.....6.3
 Recert of Clearance Elig.....6.4
 Req Status of Investigation.....6.5
 Req Interim Clearance Elig.....6.6
 Reporting Naturalization.....6.7

Section D--ASCAS Rosters
 ASCAS Tracer Status Report.....6.8
 ASCAS Roster by Alpha.....6.9
 ASCAS Roster Unit by Orgstr.....6.10
 ASCAS Roster by Grade.....6.11
 Personnel Security Clnc Report.....6.12
 Personnel Security Mismatch.....6.13

Chapter 7--Administrative Applications
 Create AF Form 1945-Problem Rpt.....7.1
 Maintenance (AF 597) Reporting.....7.2
 PC-III User PSM Manual - Vol 6.....7.3
 Change Your Password.....7.4
 Print Menu Reports.....7.5

Paragraph

PC-III Release Documentation.....	7.6
Maintain Letter Head Information.....	7.7
Maintain Reply Block Information.....	7.8
Store and Forward--Civilian.....	7.9
Produce AUTOS Travel Order.....	7.10
Produce AUTOS Travel Amend.....	7.11
Create/Edit User's Custom Menus.....	7.12
Chapter 8--Civilian Bulletin Board System (BBS)	
<i>Section A--General Information</i>	
Introduction.....	8.1
<i>Section B--BBS Information for Civilian Personnel Flights (CPFs)</i>	
Procedures.....	8.2
Not To Do Maintenance.....	8.3
To Do Maintenance.....	8.4
Exiting the BBS.....	8.5
Additional Help Information.....	8.6
<i>Section C--BBS Information for Supervisors, Managers, Etc.</i>	
Procedures.....	8.7
Employee Access to BBS.....	8.8
Help Screens.....	8.9
Chapter 9--Information Retrievals/Manager Plus	
<i>Section A--Introduction</i>	
General Information.....	9.1
<i>Section B--Information Retrieval</i>	
Overview.....	9.2
Operation.....	9.3
Edit.....	9.4
New.....	9.5
Load.....	9.6
Save.....	9.7
Delete.....	9.8
Run.....	9.9
Options.....	9.10
Quit.....	9.11
<i>Section C--Manager Plus Fixed Retrievals</i>	
User DOS Sel Civ Data Extract.....	9.12
Appraisal Data Retrieval.....	9.13
Award Data Retrieval.....	9.14
Apprsl/Award Data Retrieval.....	9.15
Chapter 10--Reports and RIPs	
<i>Section A--Reports</i>	
Introduction.....	10.1
Civilian Strength Information.....	10.2
Combined Civ/Mil Strength.....	10.3
<i>Section B--RIPs (Reserved for future use)</i>	

Paragraph

Chapter 11--Orderly Room/CPF Customer Service Applications

Section A--General Information

Introduction.....11.1
 Menu Selections.....11.2

Section B--Applications

On-Screen Assistance.....11.3
 Employee Name Change Request.....11.4
 Req for Voluntary Retirement.....11.5
 Request for Resignation.....11.6
 Health Benefits Inquiry.....11.7
 Thrift Savings Inquiry.....11.8
 Career Brief Inquiry.....11.9
 Career Program.....11.10
 Register in Career Program.....11.11
 Add Program/Geo-Loc Codes.....11.12
 Delete All Geo-Loc and Prgm Cds.....11.13
 Delete All Geographic Loc Codes.....11.14
 Delete All Career Program Codes.....11.15
 Delete Specific Career Prgm Cds.....11.16
 Delete Specific Geo-Loc Codes.....11.17
 Complete SF 172 Form.....11.18
 Geographic Availability RIP.....11.19
 Indiv CSB GEO-LOC Info RIP Rqst.....11.20
 Update Central Skills Bank.....11.21
 Remove CSB Registration.....11.22
 Update Locator Information.....11.23

Chapter 12--Locator Information

Introduction.....12.1
 ACCELL Civilian Locator.....12.2
 ACCELL HELP (Key Information).....12.3
 Civilian Update.....12.4

Chapter 13--Headquarters Air Force (HAF) Access

Introduction.....13.1
 Civilian SURF Request.....13.2
 HAF Online Access.....13.3

Chapter 14--PC-III System Administration

Introduction.....14.1
 Refresh Management.....14.2
 Table Management.....14.3
 CCPO Restructuring Program.....14.4

Figures

Pages

1.1. Appointment of CSSO/ADPE Custodian.....12
 1.2. Appointment of TASO.....13
 1.3. PC-III Access/Deletion Request.....14
 1.4. PC-III Login/Password Designation.....15
 2.1. PC-III Login Procedures.....26
 4.1. SF/USAFE-52 Management Processing Menus.....69

	Pages
5.1. SF/USAFE-52 CPF Processing Menus.....	78
8.1. Bulletin Board System Main Menus.....	102

Tables

1.1. Functional Responsibilities: GSA, ESA, and EPA.....	16
2.1. Main Menu Selections Available to Various User Classes.....	28
2.2. PC-III Action, Control, and Function Keys.....	28
2.3. ACCELL Default Function Keys.....	30
3.1. Menu Bar Selections--OA Environments.....	42
5.1. ACCELL Function Keys (Auto Merit Cert Process).....	80
9.1. Information Retrieval Search Operator Definitions.....	108
9.2. Information Retrieval Search Types.....	109
9.3. Information Retrieval Logical Operators.....	110

Attachment

1. Glossary of References, Abbreviations, Acronyms, and Terms.....	128
--	-----

Chapter 1

GENERAL INFORMATION

Section A--Purpose and Scope

1.1. Purpose. This manual has been prepared primarily as a source of information and procedures for PC-III users in the civilian personnel community assigned to various levels: CPFs, work centers, orderly rooms, commanders, managers, and supervisors at all levels. Some users will have more opportunities to become familiar with PC-III than will others. Therefore, a major objective is to develop the style and content of this manual for the benefit of those who may have a limited understanding of both the personnel system and PC-III. Even though this manual pertains to civilians personnel data system, the military will also have access to PDS.

1.2. Scope of This Chapter. This chapter contains information on Privacy Act and security, as well as PC-III system management responsibilities; it applies equally to CPF, MPF, and CRPO PSMs unless otherwise stated. The term "PSM" applies equally to civilian, RegAF, ANG, and AFRes system managers. Not all inclusive, this chapter is designed to help PSMs operate and manage PC-III equipment, processes, and administration.

Section B--Privacy Act and Security

1.3. General. The Privacy Act of 1974 requires protection of records containing personal data to prevent possible invasion of privacy and release of information to unauthorized persons. In particular, this act requires that all agencies establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of personal information and records. It is designed to protect records against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained. Data security involves protection against accidental or intentional disclosure, modification, or destruction.

1.4. Responsibilities. The major provisions of the Privacy Act that most directly involve the PC-III system or network limit the disclosure of personal information to authorized persons and agencies. These controls include methods for providing positive identification of authorized system users, authenticating their right to have access to specific data, and preventing them from gaining access to data and programs to which they are not entitled.

1.4.1. PC-III remote terminals are available for commanders, managers, orderly room personnel, staff agencies, and individuals. Commanders can run inquiries and generate reports on any or all of their assigned personnel. Their designated representatives can update specified data items in personnel records. Individuals have inquiry and update capability against their own records to accomplish certain functions.

1.4.2. The PC-III network greatly increases the number of personnel system terminals. Because the terminal is the primary device for accessing personnel data, the chances for unauthorized access to personal information are also increased.

1.4.3. Commanders at all levels with access to personnel records through PC-III must take reasonable precautions to ensure that proper safeguards are established.

1.5. Computer Security Safeguards:

1.5.1. Physical Security. The first approach to protecting access to terminals and systems is physical security. Wherever possible, the equipment should be in a limited access area. A simple way to prevent such access is to physically lock the terminal location when it is not in use. As a minimum, the area must be secured at the end of each workday. During shorter non-use periods, other physical security measures can be used.

1.5.2. Appointments. Each agency (unit, CPF, MPF, staff agency, etc.) is required to appoint a primary and alternate computer system security officer (CSSO) and a primary and alternate terminal area security officer (TASO) and notify the gateway system administrator (GSA) in writing. (See figures 1.1 and 1.2 for sample appointment letters.) Submit changes to these responsibilities, in writing, to the GSA no later than 30 days prior to the effective dates.

1.5.3. User Verification. Users are held accountable for their actions by positive identification. This is done by writing each processed application to a log file and attaching the specific user's login to that application. Passwords also establish positive identification:

1.5.3.1. Login. Each user is assigned a login, which is a matter of general knowledge since it is displayed on the terminal and various output media as a means of product distribution.

1.5.3.2. Password. Password management is vital to the physical security of PC-III. A password is a string of characters that positively identifies an authorized user. It is restricted in that it is assigned by the computer and is known only to the authorized user who has the corresponding login.

1.5.4. Access Requirements:

1.5.4.1. The base automated information system security manager controls access to the BLPS.

1.5.4.2. The GSA controls access to the PC-III network and issues logins for each authorized system user. Individual logins and passwords are required to gain access to PC-III applications. Knowledge of a password associated with a login is considered proof of authority to use the capabilities associated with that login. The primary element of PC-III access control is the secrecy of each authorized user's password.

1.5.4.3. The GSA can issue new passwords in situations where passwords have been forgotten or compromised. This allows authorized users to gain access to PC-III and have the computer issue new passwords. The GSA must have positive user identification (ID card, personal recognition, etc.) before making changes.

1.5.4.4. Controls and Policy. Activities using PC-III must strictly control the assignment and use of logins and passwords. They must limit system access to valid users by designating them to the GSA in writing. Requests must indicate specific system (for example, orderly room, commander, CPF customer service, wing staff etc.) and function and data element requirements. Persons who separate, resign, etc., must be removed from access (See figure 1.3 for PC-III Access/Deletion Request). Individual users must acknowledge receipt of their

logins/passwords. The GSA must retain these acknowledgments until they are no longer required (for example, PCS, retirement, separation, etc.). See figure 1.4 for a sample login designation letter.

10

AFMAN 36-2622 Volume 5 1 March 1997

1.5.4.4.1. Password Management. Users are responsible for safeguarding their passwords from unauthorized disclosure or use. Every 3 months, upon initial entry (login) into the system, each user will be informed of password expiration. The computer will generate four random passwords, of which the user must choose one. When the new password is entered, the user will be prompted to reenter it for confirmation. Notify the GSA immediately to expire a password if there is any reason to believe it has been compromised.

1.5.4.4.2. Audit Trails. The PC-III audit trail is an internal system tracking mechanism that records detailed information, such as the name of a person who logged on, the date or time of logon, and the date or time of logoff. An accurate log of all transactions involving information flow is accumulated and monitored so that if a problem arises, an accurate account of all events leading up to the problem may be traced.

1.5.4.4.3. Implementation. An effective security program necessitates assigning responsibilities for administering it, establishing controls, and initiating the necessary procedures for operating it. Security concerns are an integral part of the active planning, development, and operation of the PC-III network. The PC-III security program will be highly successful if it receives the required amount of management support.

1.6. System Requirements. The GSA is responsible for controlling access to the PC-III network. When a request is received, the GSA must access the appropriate EP and perform any action necessary under the User Management utility.

Section C--System Administration Policy and Responsibilities

1.7. System Administration Policy. Overall responsibility for operation and maintenance of PC-III belongs to the PSM who is collocated with the PC-III gateway (GW) computer. Normally, this is the active duty PSM, but in some cases it may be the CPF PSM. In some cases, responsibilities can be delegated to non-gateway PSMs who are geographically separated from the GW installation or PSMs whose access requirements are limited to a single endpoint (EP).

1.7.1. Gateway System Administrator (GSA). The GSA is the host PSM and, as such, is responsible for the entire PC-III network. The gateway and core endpoint will reside in the GSA's office; therefore, the PSM works for the entire base. All PC-III users are customers of the GSA, who must be responsive to all of them. Gas will use a variety of menu-driven applications to maintain the network. Access is available to all gateway applications and UNIX Shell. GSA are responsible for ensuring system availability and reliability. They will track transactions and ensure products are distributed and records are updated. Table 1.1 lists GSA responsibilities.

1.7.2. Endpoint System Administrator (ESA). Normally an ESA is a PSM from the host PSM office. GSA is used, as a login, to denote the GW only; all other EPs have an ESA. An ESA is an EP PSM responsible for that particular EP. All PSMs from the host PSM office will have a GSA login on the GW and an ESA login on all other EPs. In some configurations, there are EPs where it is not practical for the host PSM office (GSA) to function as the ESA. In these cases, an on-site individual may be designated as ESA and given sufficient training to function as such. ANG and AFRes PSM offices act as ESAs for their EPs. ESAs also have access to all applications resident on an EP. They are responsible for all actions on their EPs including login control and troubleshooting. Table 1.1 lists ESA responsibilities.

1.7.3. Endpoint Administrator (EPA). EPAs are persons from base units who have EPs in their offices. They are the front-line liaisons between the GSA and base users. They have a broad base of responsibilities including equipment custodian and trouble shooting. Applications for EPAs are mainly to view only with very few menu items that actually involve action. EPA is an additional duty for someone in the orderly room ordinarily and PSMs must take this into account. Table 1.1 lists EPA responsibilities.

1.7.4. Non-Host PSMs. Other PSM types are within the PC-III system. The first are AFRes and ANG PSMs (RPSM and GPSM). The current configuration and plans expect RPSMs and GPSMs to be responsible for their EPs and to complete all actions on them. The other PSM types are active duty and civilian PSMs (APSM and CPSM). These are used at every Air Force installation configured with PC-III that has a collocated CPF/MPF.

1.7.4.1. CPF Host. When the CPF is the host PSM for the installation, it becomes the GSA/ESA office. This is only planned for the AFMC bases at this time. With the CPF PSM as the GSA/ESA, the military PSM will be given an APSM login to use in support of MPF functions only.

1.7.4.2. MPF Host. When the MPF is the host PSM for the installation, it becomes the GSA/ESA office. This configuration is prevalent at over 95% of the installations to receive PC-III. The CPF PSM will be given a CPSM login, which has limited access to the system, to use in support of CPF functions only.

1.8. PC-III Design. The design of PC-III allows integration with other functional systems (existing or planned) and allows for maximum use of computer resources already in the Air Force inventory. Interoperability exists or will exist among PC-III, base level mainframe systems, AFPC systems, MAJCOM distributed data processing systems, and Combat Personnel Control System (CPCS). Interoperability with other base level functional systems is desirable.

1.9. Access Requirements. Access to PC-III will be determined by the operational need of the individual. The approval authority for PC-III logins is the GSA, who will approve and build all logins on the network, excluding ANG and AFRes EPs. Each base organization will be responsible for determining who within the organization needs access and what level that access should be.

1.9.1. PSM Access. GSA and ESA logins will not be built for anyone outside the GSA office, such as ANG and AFRes EP PSMs or extreme remote EPs. These logins have UNIX Shell access and are for PSMs only. The GSA must ensure that no user outside the GSA office is given a login with UNIX Shell access.

1.9.2. CPF/MPF Access. CPF/MPF chiefs and section chiefs are authorized to request logins for CPF/MPF-assigned persons, who will be assigned the appropriate CPF/MPF user class.

1.9.3. Unit Access. Unit commander or their duly authorized representative are designated to request access for persons assigned to their units. Access should be limited to the extent required to complete a person's taskings. Orderly room personnel should not be granted commander access. The only persons granted this access would be commanders, first sergeants, and executive officers. TDY approval authority access should be given to those individuals who have the authority to approve TDYs only. Customer service access may be delegated to any person with easy access to a terminal location to be used for orderly room customer service. Work center access is reserved for large unit branches with a central administration position, such as an aircraft maintenance unit or a technical administration office. Such access allows for complete updates and generation of personnel forms. Work centers can be a great value for an orderly room's workload problems. All access within a unit is requested under the unit commander's signature.

1.9.4. Staff Agency Access. Staff agencies are considered to be wing/base level agencies falling outside the normal operating squadron. These agencies include, but are not limited to, CPF, education office, social actions, etc. Such agency directors are authorized to sign letters of request for PC-III access. Access limit will be that of the functional work center.

1.9.5. Wing Commander and Staff Access. Wing commander access will be granted to the wing commander and designated (by the commander) official only. All others at this level will receive wing staff access. Wing deputies (DO, MA, etc.) will receive the appropriate logins as requested. In these instances, the deputy may request access via letter; the GSA will verify the position and approve the request.

Figure 1.1. Appointment of Computer Security Support Officer (CSSO)/Automated Data Processing Equipment (ADPE) Custodian.

SAMPLE

(date)

MEMORANDUM FOR 347 MSS/DPMD

FROM: 3751 FTD/CC

SUBJECT: Appointment of Computer Security Support Officer (CSSO)/Automated Data Processing Equipment (ADPE) Custodian

1. In accordance with AFR 700-6, Chapter 2, Paragraph 2-3c, the following persons are assigned as primary and alternate CSSO/ADPE custodians for PC-III equipment assigned to this unit.

RANK/NAME	BLDG/RM	OFC SYM	CUSTODIAN CODE	SIGNATURE
GS-7 Richard Barron (P)	585/112	DPCID	435	_____
GS-6 Lucille Santana (A)	585/112	DPCIR	435	_____

2. Custodians can be reached at extensions 3222/3223.

3. We will provide a replacement equipment custodian 30 days (45 days for non-CONUS locations) prior to the departure of the primary or alternate equipment custodian.

JOHN MONTGOMERY, Col, USAF
Commander

Figure 1.2. Appointment of Terminal Area Security Officer (TASO).

SAMPLE

(date)

MEMORANDUM FOR 347 MSS/DPMD

FROM: 3751 FTD/CC

SUBJECT: Appointment of Terminal Area Security Officer (TASO)

1. In accordance with AFR 205-16, Paragraph 5i, the following persons are assigned as primary and alternate terminal area security officer(s) for the automated data processing equipment located in Bldg ____, Room ____, Randolph AFB TX.

NAME (Primary)	RANK	DUTY TITLE	SIGNATURE
Barbara Nemec	GS-7	Chief, Admin	_____

NAME (Alternate)	RANK	DUTY TITLE	SIGNATURE
Philip W. Cox	GS-6	Chief, Instr	_____

2. TASOs can be reached at extensions 3456/3457.

3. We will provide a replacement TASO 30 days (45 days for non-CONUS locations) prior to the departure of the primary or alternate TASO.

ROBERT E. MOUSNER, Maj, USAF
Commander

Figure 1.3. PC-III Access/Deletion Request.

SAMPLE

(date)

MEMORANDUM FOR 347 MSS/DPMD

FROM: Unit/Agency Identification

SUBJECT: PC-III Access/Deletion Request

Please (add or delete) the (following or attached) person(s) (to or from) the PC-III system access files.

(Either attach a listing of individuals or list them here. Include GRADE/TITLE, NAME, SSN, OFFICE SYMBOL, DUTY PHONE, and access requirements as follows):

ADD TO ACCESS LIST:

GS-8 Arthur E. Powell, 000-00-0000, 347 MSS/SVH, 3443, access to all unit requirements.

GS-7 Wayne Onstott, 000-00-0000, 347 MSS/CCQ, 3564, access to wing staff endpoint only.

DELETE FROM ACCESS LIST:

GS-9 Lewis M. Hurley, 000-00-0000, 347 MSS/SVH, 3443, had access to all unit requirements.

SHIRLEY BRENDING, Lt Col, USAF
Commander

__ Atch (if used)
PC-III Access List

Figure 1.4. PC-III Login/Password Designation.

SAMPLE

(date)

MEMORANDUM FOR Individual Login: (Login[s] established)

FROM: 347 MSS/DPMD

SUBJECT: PC-II Login/Password Designation

1. IAW the Personnel Concept-III (PC-III) Computer Security Support Plan dated 21 July 87, this letter identifies your login ID(s) for access to the PC-III endpoint computer assigned to your organization. Return endorsement of this letter is required to confirm receipt. Inform us of any user information that requires correction. Please ensure these logins are retained, as they are your only means of accessing the computer.
2. You are responsible for contacting this office upon PCS, PCA, retirement, or resignation. Your endpoint administrator has been designated the point of contact for any problems or questions regarding changes to your login designation.
3. You should immediately log on to the PC-III network and use your initial password to prevent unauthorized access. Your password is _____. You will be informed at logon that your password has expired and you are required to change it. The system will generate four new ones from which to choose.
4. The PC-III passwords may be upper or lower case or upper and lower case letters. You must input your password exactly as it appears on this letter and exactly as it appears on the screen. Select your new password by entering the number (1-4), for the password easiest for you to remember. You must then enter the one you have chosen.
5. If you need more information, please call the 347 MSS/DPMD at extension 3842.

WILLIAM S. HALL, MSgt, USAF
Chief, Personnel Systems Management

1st Ind _____

Date: _____

TO: 347 MSS/DPMD

I hereby acknowledge receipt of my initial PC-III login.

(Signature and Title)

Table 1.1. Functional Responsibilities for Gateway, System Administrator (GSA), Endpoint system Administrator (ESA), and Endpoint Administrator (EPA).

I T E M	Responsibilities	G S A	E S A	E P A
1	Function as system administrator for all base users.	X		
2	Functions as system administrator for users.		X	X
3	Advise the CPF/MPF chief on PC-III technical matters.	X		
4	Maintain good rapport with PC II users.	X	X	X
5	Act as liaison between PC-III users and GSA.			X
6	Help users understand PC-III information.	X	X	X
7	Act as custodian for all PC-III network equipment.	X		
8	Act as custodian for PC-III equipment.		X	
9	Act as custodian for endpoint equipment.			X
10	Prepare documentation to add/delete/move PC-III hardware; forward to GSA.			X
11	Complete required forms for addition of PC-III equipment.	X	X	X
12	Help EPAs trouble shoot hardware problems, including modems, muxes, terminals, Eps, and printers.	X		
13	Perform hardware trouble shooting.	X		X
14	Use the FAC POC for problem reporting.	X		
15	Contact applicable contract vendors when directed to do so by FAC; maintain incident numbers.	X		
16	Use in-system AF Forms 597 for equipment outages.	X		
17	Initiate automated AF Forms 597 for equipment failures.			X
18	Review and complete PC-III hardware problem reports.			X
19	Evaluate requests for system access.	X	X	
20	Maintain file of authorized system users.	X	X	
21	Restrict users from system access, when required.	X	X	
22	Add users, when appropriate.	X	X	
23	Ensure password reset requests are authentic.	X	X	
24	Research records dropped from file and delete logins, if required.	X	X	
25	Maintain set idle time for security, ensure sufficient idle time is set for users.	X	X	
26	Monitor network communications status.	X		
27	Maintain system message of the day.	X		
28	Maintain endpoint message of the day.		X	X
29	Inform users of scheduled outages by message of the day.	X	X	X
30	Provide users' group training on system-wide modifications (non-application).	X	X	
31	Conduct training for remote ESAs & all EPAs.	X		
32	Request base training team help for user.			X
33	Evaluate suggestions/P-Status on PC-III modifications.	X	X	
34	Review and distribute biweekly PC-III current problems/AF Form 1945 reports from DPMDFB3.	X		
35	Review biweekly PC-III current problems/AF Form 1945 reports.		X	X
36	Review, sign, and maintain log on all PC-III hardware and software problem reports.	X		
37	Analyze PC-III status reports to evaluate data flow and endpoint status.	X	X	
38	Use PC-III log files to ascertain application problems.	X	X	
39	Help users track software problems.	X	X	
40	Build and maintain PC-III local tables.	X	X	

Table 1.1. Continued.

I T E M	Responsibilities	G S A	E S A	E P A
41	Coordinate with GSA on local table building to ensure all actions are completed.		X	
42	Use group/work center table application to update unit changes.	X		
43	Ensure PC-III products are sent correct destinations.	X	X	
44	Evaluate requests for CRONTAB reports.	X	X	
45	Determine valid dates and times for CRONTAB reports.	X	X	
46	Ensure AVKG03 packages process through G00.	X		
47	Provide BLPS inquiry service to non-PC-III units.	X		
48	Run PC-III manning DESIREs when running a manning EOD.	X		
49	Load and install scheduled PC-III releases and updates.	X		
50	Help load and install PC-III releases and updates.		X	
51	Terminate "hung" users and processes.	X	X	X
52	Review E-Mail and act on problems reported.	X		
53	Ensure GWEP is updated and currently; notify DPMDFB5 of changes to ensure Mailman tables are accurate.	X		
54	Ensure GWEP is updated and currently; notify GSA of changes.		X	
55	Ensure Interactive Communications Interface (ICI) is on line daily.	X		
56	Periodically check ICI transactions to ensure they are being updated on the SBLC.	X		
57	Resolve ICI problems; for example, cycle conflicts.	X		
58	Reboot all AT&T 3B2s once a week.	X		
59	Reboot the AT&T 3B2 once a week.		X	
60	Schedule system backups; ensure all Eps are backed up for release and periodic backups are done on user files.	X		
61	Perform system backups.		X	
62	Shut down system when notified by GSA.			X
63	Stop/start PC-III drivers, as requested by GSA.			X
64	Review network analyzer and correct reported problems.	X		
65	Back up network analyzer on a regular basis.	X		
66	Clean filter on the gateway, when required.	X		
67	Clean filter on 3B2, when required.		X	X
68	Act as print manager for core; help EPAs with print problems.	X		
69	Redirect print jobs, as necessary.		X	X
70	Enable/disable printers, as required.			X
71	Review refresh status of all endpoints each morning; take corrective action as required.	X		
72	Periodically scheduled a full refresh for all endpoints.	X		
73	Perform manual refreshes, as required.	X		
74	Correct aborted refreshes on all applicable endpoints.	X		
75	Verify UUCP connections every morning.	X		
76	Ensure NSOs and CSSOs are appointed for each site and unit.	X		

NOTE: ESAs are responsible for all actions on their endpoints.

Chapter 2

SYSTEM FUNDAMENTALS

Section A--Systems Overview

2.1. Systems Architecture. The PC-III systems architecture provides an automated link to the existing personnel system. This link gives endpoint (EP) level users, orderly rooms, and designated base level agencies (for example, security police, hospital, etc.) the ability to access data immediately. Various levels of the network (HQ USAF, base, CPF, and EPs) are designed to maintain their own functional capabilities independently. PC-III incorporates extensive user-friendly tutorials (menus, help screens, etc.) to help users accomplish routine personnel actions by using terminals located in work centers and other key areas. Automated forms combine direct customer inputs with standard information from the personnel data base. The current manually intensive unit interaction with the base level personnel system (BLPS) is simplified for many daily activities.

2.2. System Application. Types of PC-III users include commanders and staff agencies (RM, DO, etc.); unit orderly rooms; individuals; civilian resource managers; active, AFRes, ANG CPFs and MPFs; non-personnel activities (for example, security police, finance, etc.); and major unit work centers. It provides more timely information and better service to Air Force members at all levels. PC-III decentralizes over 2,000 characters of information on each person, military and civilian; provides the ability to maintain personnel information; and allows commanders and managers near real-time retrieval capability for alpha rosters and other routine reports. Update of personnel data is limited to elements authorized for input at the activity level. A central gateway computer connects with each EP processor (for example, orderly rooms, staff agencies, etc.), as well as the Phase IV system and AFPC computers. Over this network, users can send and receive messages, letters, reports, and other information to and from other bases, MAJCOMs, and AFPC.

2.3. Equipment Configuration. The equipment configuration that comprises a PC-III network consists of the following:

2.3.1. Gateway (GW). The GW is a combination communications processor and mini-computer system with a portable operating system environment (POSE) platform. It provides the software interface to several EP processors, various host computers, and communications networks. The GW provides the key link in the PC-III network.

2.3.2. EP Processor (EP). The EP is a communications processor and mini-computer system with a POSE platform. It connects to a GW and directly supports PC-III work centers (staff agency, CPF, etc.). EPs interface with the AFPC, Sperry Phase IV (base level), and other computers through the GW.

2.3.3. PC-III Communications Network. The communications network connects all terminals with an EP, all EPs to the GW, and the GW to external systems such as AFPC, Sperry Phase IV, and other DDN hosts.

2.3.4. Terminals. A personal computer (PC) that can emulate a VT-100 terminal or an AT&T-605 terminal used to access the PC-III network.

2.3.5. Printers. The PC-III system uses two printer types:

2.3.5.1. A high-speed (up to 10 pages per minute) letter-quality laser printer for forms and letter preparation.

2.3.5.2. A medium-speed (near letter-quality) dot matrix printer to be used as either companion (screen prints) or as EP system printers.

2.4. Equipment Requirements. The overall objective of PC-III is to provide the best possible support for customers by reducing time-consuming paper processes and labor-intensive personnel procedures. The standard

multi-user small computer requirements contract (SMSCRC) details specific equipment requirements to achieve this objective. The UNIX V operating system is the primary driver.

2.5. Virtual Managers (VMs). VMs are individual software programs that direct specific actions taking place. These actions include but are not limited to menus, security, mail, and applications. The report VM formats information into usable products for online review or printing. It accepts data from the application VM to assemble and format reports in various configurations (informational, statistical arrays, etc.). It has the ability to control the placement and format of fields, headings, footings, page numbers, and column titles. This alleviates the need for many user-requested DESIREs, as reports are accessible at the EP level. Reports can be generated whenever required. The PC-III report VM is not a replacement for the BLPS DESIRE system. It is an addition which provides an alternative retrieval method. The PSM should ensure that PC-III reports are not duplicated by DESIRE. For more information on individual VMs, see, chapter 4.

2.5.1. VM Operations. A VM has operations that act on data under its control. The data and VMs reside on each individual EP. Each VM has a driver, its own private data, and a set of defined operations to manipulate the data. The driver for each VM uses a standard interface procedure call (VMcall) for input and output. Each manager is self contained and does not directly depend on another manager to function.

2.5.2. Error Handling. If an error or reject occurs outside the PC-III application, the affected record is reset to the original value during the refresh process. Error messages are routed through OA to the input source for review and action. The application can be reinput with correct information if the reject is returned to the CPF.

Section B--System Fundamentals

2.6. The Online System. Under PC-III, information systems technology is used to provide administrative and personnel support to orderly rooms and work centers in operational units. Its goals are to provide timely mission information to commanders and managers and better service to individuals. The system is designed to be on line 24 hours a day, seven days a week.

2.7. Computer System Access. The PC-III concept allows all PC-III units access to individual records. This access may be limited to specific work centers, units, staff agencies, or base-wide access (wing commander). Unauthorized access poses a greater risk than under BLPS. It is imperative that commanders and managers at all levels ensure that remote access is monitored, only authorized personnel use the PC-III terminals, and retrieved data is considered privileged and used for official business only. They must also ensure that classified information is not introduced into the system and all personnel using PC-III terminals are aware of their responsibilities for computer terminal access and release of data from the system.

2.8. Database and Edits. The software platform of PC-III supports five general environments: Production, Application Development, System Management, Office Management, and External. It provides a totally menu-driven capability so that users in the orderly room, personnel office, or a staff agency can input, process, and output data. BLPS data identification numbers (DIN) are used to communicate with the PDS; however, they are not visible to users. Reasons for not passing edits will be displayed in cleartext on the PC-III terminal at the time of transaction update in most cases. In other cases, rejects occur at BLPS and are returned to the user's EP. Audit trails have been established for the PSM's use to ensure database accuracy.

2.9. Record Type. PC-III records are stored on every EP; they are accessed by record type and SSN: for civilians, officers, and airmen.

2.9.1. PC-III Database Query VM. Tables used to support PC-III operations are maintained on the database query VM; they are used to determine database layouts, characteristics, and locations within the PC-III network. This VM comprises three major tables: Standard Data Element Routing, Local Data Element Routing, and Database Locator Table.

2.9.2. PC-III System VM. While each VM in PC-III has a driver that handles such things as checking security and integrity, writing the audit trail, performing configuration management checks, dealing with other VM communication, and performing operations as received in its queue, the system VM is the network driver. It

provides facilities to establish backups and recoveries, signals to invoke end-of-day procedures in each VM, accumulates audit trails from each VM, and analyzes them to take actions to ensure continued integrity.

2.10. Data Handling. The decision logic table (DLT) VM controls data handling under PC-III. It handles data editing and the resulting actions from successful or unsuccessful edits; fully implements the functionality of DLT technology; and expands current BLPS implementation. The DLT language, SAMUEL, is part of the DLT VM private memory. The database maintenance manager provides for storage of standard and unique data, a data dictionary of EP data elements, database reorganizations, mass file conversions, and centralized local encode and decode tables.

2.11. Database Maintenance Manager (DBMM):

2.11.1. The DBMM maintains the tables used to determine data base layouts and characteristics, which include the following:

2.11.1.1. PC-III long and short data names.

2.11.1.2. Encode and decode table names.

2.11.1.3. Size and class of data.

2.11.1.4. Associated relationships.

2.11.1.5. File names for references not in tables.

2.11.1.6. Record types.

2.11.2. For the most part, since PC-III is an extension of the BLPS, these tables contain similar information as those in BLPS. The major differences are that the DINs normally associated with BLPS are not visible to the PC-III user. User-friendly screens keep users from having to revert to a DIN table for information. Help screens that contain information necessary to complete the update and inquiry transaction are also available. The transaction formatter VM converts data transactions from a sender's format to a receiver's format. It provides the means by which data integrity is maintained between PC-III and PDS.

2.12. PC-III Processing. Update of personnel data is limited to elements authorized for input at the EP level. Data is subjected to limited validity and compatibility editing. Unlike BLPS, PC-III can operate when the base level (Phase IV) system is down. Each unit and agency has access to records assigned to it; for example, a supply squadron orderly room can access records of all civilian and military personnel assigned to that unit.

2.13. PC-III Refresh. When an updated record is stored on the master file, it contains the new data. At the time the record is being updated on the BLPS mainframe, any vertical transactions that must be sent to AFPC or MAJCOM are generated and stored, and the record is flagged for EOD processing. During EOD processing (S00), all flagged records are refreshed back to all EPs that contain the record. If the data being updated fails the BLPS edits, the BLPS record is flagged but not updated. Rather, the existing (old) BLPS information is refreshed back to the EP from which the record was updated, and a reject message explaining the transaction failure is generated to the input source.

2.14. Access to PC-III. PC-III system access is controlled by the gateway systems administrator (GSA) or endpoint systems administrator (ESA) who issues logins and passwords. Submit requests for access by letter as described in figure 1.3. Unit commanders should sign letters for unit personnel; staff agency chiefs should sign letters for staff agency personnel. When an individual no longer requires access due to retirement, reassignment, resignation, etc., be sure to notify the GSA.

2.15. Login and Password Procedures. The login is a string of lower case, alphabetical characters normally consisting of the first letter of the user's first name and up to seven letters of the last name; for example, Robert M.

Jones would be assigned the login "rjones". This login is assigned to establish and maintain accountability for all actions taken in PC-III.

2.15.1. The first time you use your login, the system will generate four passwords; the original one will have expired.

2.15.2. The system will then ask you to choose one and type the number.

2.15.3. The system will prompt you to memorize the password and enter it into the system. It will not be displayed on the screen as you enter it.

2.15.4. If you enter the login or the password incorrectly, the system will prompt you to retype it. Once your password is successfully entered, you are ready to use PC-III.

2.15.5. Figure 2.1 contains detailed login instructions.

2.16. PC-III Screens. Four kinds of screens are available in PC-III: menu, SSN prompt, data entry, and help screens.

2.16.1. Menu Screens. The first screen you see when accessing PC-III will be a menu screen. As the name implies, it gives a list of topics from which to select. The menu structure was created to go from a broad, general area to an area dealing specifically with a personnel action or program.

2.16.1.1. The first one is always called the main menu. Table 2.1 shows selections available to various user classes.

2.16.1.2. After you make a selection, another menu called a sub-menu may appear. It may take as many as six of them to get to the action you need. To make a selection, press the Transmit (+) key at the far right of the keyboard to continue.

2.16.1.3. You can directly access an application (bypass sub-menus) by pressing the F4 key, selecting the Search command, and inserting the menu name in the space which appears at the center of the screen.

2.16.2. SSN/CPCN Prompt Screens. Use these screens to identify the record or records you need to access. Type the CPCN or the SSN and record type of the employee whose record you want. If you do not know the record type, there is an F4 prompt that tells you the available record types. There are prompt screens for both single and multiple (as many as 10) records.

2.16.3. Data Entry Screens. Use these screens to change data in a record or to insert information to be generated on a printed form. Be careful when changing a record; the transaction processes immediately and cannot be retrieved.

2.16.4. Help Screens. Several screens exist in PC-III to help you use general and function keys, make selections on data entry screens, and provide information on the personnel application being used

2.16.4.1. Use the F9 key for information on key usage at the menu, SSN prompt, and data entry screen levels.

2.16.4.2. Use the F1, F2, and F4 keys while working with data entry screens.

2.16.4.2.1. F1 gives information on various selections and helps you make the right choice for the specific screen with which you are working.

2.16.4.2.2. F2 gives a broad overview of the entire application with which you are working.

2.16.4.2.3. F4 contains the actual selection choices to input for a specific data field; for example, geographic preferences, TDY reasons, etc. In some instances, F4 drives a search function to help locate certain items within a list.

2.16.4.3. The Command Line (see paragraph 2.17) at the bottom of each screen will indicate which help keys are available for that screen.

22

AFMAN 36-2622 Volume 5 1 March 1997

2.17. Command Lines. At the bottom of each PC-III screen is a command line, which lists options to help you make more selections in PC-III; they will vary from screen to screen. Here is a list that explains the functions of those options.

2.17.1. F1=Help, F2=Help, and F1/2=Help. The display of any of these at a data entry screen indicates that some kind of help screen is available. Within a Help screen, the command line tells you how to move the screen up and down and how to exit it and return to the application on which you were working.

2.17.2. F3/Esc=Exit, F3=Exit, and Esc=Exit. The display of one of these indicates that you can use either or both of those keys to exit from where you are to the previous screen or menu. **NOTE:** In some instances F3 functions as a transmit key.

2.17.3. F4=Prompt/F4=Search. **PROMPT** means that there is a list of choices for a particular data entry field from which you can select the appropriate response. **SEARCH** means that you can bypass menus and screens by manually inputting a character string and go directly to the application or selection.

2.17.4. F5=Refresh. If the screen contains garbled material, you can clear it or "repaint" the screen by pressing F5.

2.17.5. F7/PgUp and F8/PgDn. Use these keys to move to subsequent or previous pages of a multiple-page application.

2.17.6. F9=Key Help. For a quick review of the various key functions, press F9.

2.17.7. F10-Menu. If a menu bar containing one or more options is at the top of the screen, press F10 to access it. If a menu bar is not at the top but F10 is listed in the Command Line, press F10 to display it. In many functions, the only option is **QUIT**. Some functions, particular in the systems areas, allow you to access other records, print, and temporarily move over to Office Automation and work on other files. Use the Right and Left Arrows to move among menu bar choices.

2.17.8. Space=Mark. This indicates that to make a selection, you must place the cursor on the line of the item to be selected and press the Space Bar. If you press it a second time, you will deselect the item. In other instances, you must make selections by typing an **X**, so make note of the Command Line to see if this command is displayed.

2.17.9. Transmit (+). This indicates that pressing this key will access, load, send, or save whatever function on which you are currently working.

2.17.10. In Office Automation, command lines, also called menu bars, appearing across the top of the screen display options available for Office Automation products, such as **VIEW**, **EDIT**, **PRINT**, **DELETE**, **BOARDS**, and **QUIT**.

2.18. System Comments. Whenever you take an action in PC-III, the computer displays a message on the status of that action. Here are some of the most frequently seen comments:

2.18.1. **Working.** This indicates that while you are waiting for a response to the action, the system is active. A counter will show how long the application is taking to process.

2.18.2. **Counting Records.** This indicates that the system has selected records and is counting and sorting them.

2.18.3. Record Updated. This confirms that your update transaction processed within PC-III.

2.18.4. All Transactions Rejected. This tells you that the update failed and why. If the reason provided is not clear, you may need to get in touch with the CPF for an explanation.

2.18.5. No Records Found. This indicates one of three situations: A record did not exist for the SSN input; the SSN is good, but the record is not on your endpoint; or the report you requested did not select any records meeting the criteria.

AFMAN 36-2622 Volume 5 1 March 1997

23

2.18.6. Application Will Complete in Background. This indicates that a report requested is being processed and will be placed in Office Automation.

2.18.7. Screen Completed Normally. This indicates that you have transmitted your input and that the system is acknowledging receipt of it.

2.18.8. Screen Canceled by User. This indicates that you have terminated the application, usually after pressing Esc.

2.19. PC-III Control and Function Keys. Table 2.2 lists standard control and function keys and their uses. Many applications in PC-III are in the ACCELL format, and key usage for them differs somewhat from that of the standard keys. See table 2.3 for a list of those keys and their normal default uses.

2.20. Inquiries. PC-III has three kinds of inquiries: single, multiple, and reports. Immediate inquiry requests cause data to be displayed immediately on the terminal used to enter the requests. A PC-III inquiry extracts the contents of predefined data items from the EP record. Data is retrieved from the EP database and is currently limited to preprogrammed requests.

2.20.1. Single Inquiry. Access one record.

2.20.2. Multiple Inquiry. Input as many as 10 SSNs/CPCNs, depending on the application, at the prompt screen to receive information on all records selected.

2.20.3. Reports. PC-III reports provide an array of information on records selected. Some are found on the menu under the personnel program to which they pertain; others are found under the main menu title Reports and RIPS. After a report is completed, it goes to Office Automation, Production, and Products.

2.21. Updates:

2.21.1. You can update the EP computer, even if the BLPS mainframe is down. Data being updated to a record must pass basic data accuracy and validity edits. If data is found to be in accordance with the edits, three different actions may occur.

2.21.1.1. The EP data base is updated and the data is passed to the transaction formatter virtual manager (TFVM) which arranges the data into Mailman packets and passes it to the GW where it is stored until called for by the BLPS mainframe. Here again, the data is carefully edited. If the data passes the BLPS edits, it is accepted and replaces the old data in the record.

2.21.1.2. The EP database is not updated, but the data is passed to the TFVM which processes it as a normal update.

2.21.1.3. The Interactive Communications Interface (ICI) takes the transaction directly to the SBLC. If the transaction updates the record, it will send new data back. If not, a reject will be sent immediately to the Updt-Rej directory.

2.21.2. PC-III offers two types of updates:

2.21.2.1. Single Update. Update data on one record.

2.21.2.2. Multiple Update. Update the same data on as many as 10 records at once.

2.22. Reports. As stated in paragraph 2.20.3 reports are another form of inquiry in PC-III. Managers and supervisors use them as sources of information to monitor various personnel programs and the status of employees whom they supervise. PC-III reports are intended to replace reports and rosters the CPF used to provide on a periodic basis.

24

AFMAN 36-2622 Volume 5 1 March 1997

2.22.1. Some reports have the option to limit the selection to certain grades, pay plans, periods of time, etc while others select everyone.

2.22.2. Some reports have a Help screen (F2) behind them that shows how the report format looks.

2.22.3. PC-III reports run in the background; therefore, while a report is collecting data and formatting, the terminal is still available for use.

2.22.4. When the report is completed, it goes to Office Automation. See paragraph 3.17 for information on viewing reports.

2.22.5. The CRON suspense system can automatically produce frequently requested reports. Give the name of the report and when it is to be run to the PSM, who can then set it up in CRON. The only limitation is that only reports requiring no interaction--no parameters or variables input--can be set up in CRON.

2.22.6. See chapter 10 for a list and description of reports available under the Reports and RIPs menu.

2.23. RIPs. Two types of RIPs are produced in PC-III: user requested and automatically produced because of an event. RIP formats have been redesigned for PC-III to tailor the products to an 80-column output format. Each RIP is packaged, flows through the PC-III Mailman network, and resides on the EP until called for by the user, who can review and/or print the product:

2.23.1. To request a RIP, select Reports and RIPs on the main menu and then RIPs on the sub-menu. Although no civilian RIPs are presently available under this menu, some RIP requests are imbedded in individual applications.

2.23.2. At the next screen, type the SSN and record type and a list of RIPs will be displayed.

2.23.3. Wherever in PC-III you request a RIP, it is produced in OA Reports on Individual Personnel: In the employee's work center if one exists, or in the unit civilian resource manager's office if one exists, or in the orderly room.

2.23.4. PC-III sends the RIP request to BLPS to run; it is normally processed at night and available the next day:

2.23.4.1. RIPs which are automatically generated are also produced by BLPS and flow electronically to Office Automation, Production and Products for viewing and printing.

2.23.4.2. RIPs run on employees assigned to non-PC-III units default to Office Automation of the CPF work center that is the OPR for those RIPs.

2.24. Reject Notices. Information entered at a PC-III screen goes through several checks before the computer accepts it:

2.24.1. At the screen level, edits check the validity of the input and reject it if a problem exists. A reject remark also appears, giving the reason for the reject.

2.24.2. If the input passes the screen level edits, it is edited again when it reaches BLPS. If it fails the edits at this level, a reject comes back through Office Automation, Updates and Rejects, with a short message as to why the input failed.

2.24.3. Another series of edits occurs at the Headquarters Air Force (HAF) files level. If the input passes both the PC-III and BLPS level edits but rejects at the HAF level, the reject is sent back to the appropriate CPF work center who passes it to the initiator to correct.

2.25. Transaction Registers (TRs). Another feature of PC-III is the routing of management notices to unit orderly rooms.

AFMAN 36-2622 Volume 5 1 March 1997

25

2.25.1. These notices, commonly called TRs, indicate actions a unit must take or information needed to make personnel decisions affecting employees or personnel programs. Other TRs indicate that something has changed on the data base which may impact a personnel program.

2.25.2. TRs are processed from the BLPS through PC-III to the unit. Within PC-III, TRs go to a unit's OA Transaction Registers. It is possible that files having several TRs will be received daily at a unit orderly room. An orderly room should not delete a file of TRs until the actions required are taken. The CPF will receive its normal TRs from BLPS.

2.26. Laser Forms and Letters. Several PC-III applications produce laser forms or letters.

2.26.1. Laser Forms. These are images of the cut-sheet versions of SF/DD/AF forms. Many applications producing laser forms have menu titles such as Produce DD Form 1556, **Request, Authorization Agreement, Certification of Training and Reimbursement**. The data entry screen used within an application to complete a laser form does not look like the actual form itself. After you transmit a data entry screen that produces a laser form, you will receive the comment Application Will Complete in the Background. Go in to the OA Production and Products environment where you can view, edit, print, or delete the form. When requesting the form be printed, be sure to select a laser printer as a dot matrix printer will not produce the actual form.

2.26.2. Laser Letters. These work the same way as forms. The applications which produce laser letters allow text to be added and are produced in a standard military letter format. Laser letters also go to the OA Production and Products where they are viewed, edited, printed, or deleted.

Section C--Menu Options

2.27. Introduction. At the PC-III Main Menu and at certain sub-menus, the top menu bar across the screen will display the following items: CUSTOM OPTIONS, DISPLAY ENVIRONMENT, RUN APPLIC, and QUIT. Press F10 to access this bar, use the Left and Right Arrows to make your selection, and press Transmit; or type the first letter of the option.

2.28. Custom Options. Use this to create a customized menu, modify a menu, delete a menu, and move back and forth between the standard menus and your customized menu. By customizing your menu, you will be able to access frequently used items more rapidly and bypass altogether those you use infrequently or not at all:

2.28.1. Switch to Custom Menus. If you are in the standard menu mode, use this to change to your custom menu. If you do not have a custom menu, a message will tell you.

2.28.1.2. Create/Edit/Delete Custom Menu. Use this to create a menu, add to or delete items from it, or remove it altogether:

2.28.1.2.1. Create or Modify Custom Menu. Select this and a list of all available menu items will be displayed. If you are creating a new custom menu, each will be coded with a V (visible). To mask each item you do not want displayed in the customized menu, type an I (invisible) in the brackets [] at the left of it. If you are modifying an existing custom menu, you can also change items previously coded I back to V by typing V in the brackets. After

you finish editing, press Transmit to save the changes. A message will tell you that your custom menu has been created or updated, as applicable. Press return to continue.

2.28.1.2.2. Remove Custom Menu. Select this and a message will warn you that the custom menu will be deleted. Type Y to remove it or N if you change your mind; press Transmit. A message will tell you that your custom menu has been removed. Press return to continue.

2.28.2. Switch to Standard Hierarchical Menus. This is the reverse process of SWITCH TO CUSTOM MENUS. Use this if you need to access an item not visible on your customized menu.

2.29. Other Options.

2.29.1. Display Environment. Use this to display the system under which you are running. It may be useful in tracing system problems. A user message will display information such as unit, office, DB access, terminal, endpoint, login ID, user ID, and group ID.

2.29.2. Run Applic. This option is used to test and run new applications before they are released to the field. If you are able to access it, notify your PSM. Your machine is improperly configured.

2.29.3. Quit. Use this if you want to do either of two things: EXIT PC-III MENU SYSTEM and EXIT MENU BAR. Make your choice and press Transmit.

Figure 2.1. PC-III Login Procedures:

1. You will receive your first login and password from the GSA. More than likely, you will first use it during initial PC-III training. If you are using a smart terminal, the PC3VT emulator must be activated. When you have done this, press Return once to look at a login prompt:

```
login:
```

2. The login will consist of the first letter of your first name and up to seven letters of your last name. For example, the login for Barbara Stapleton would be bstaplet. Always type it in lower case letters.

3. PC-III is very particular when it comes to accepting logins and passwords. If you make an error while typing the login or password, you can correct it only by pressing Shift/@ and starting over or by pressing Return until you receive a new login prompt and starting over. Never use Caps Lock when you enter your login or password.

4. After you enter your login, the system will ask for a password. It will consist of eight random letters, each of which may be upper or lower case. Remember, if you make an error while typing in the password, press Shift/@ and reenter it or press Return to get a new login prompt. The password will not be displayed on the screen.

```
login: bstaplet
Password:
```

5. One of two things will happen. If you made an error while entering your login and password, a LOGIN INCORRECT message and a new login prompt will appear. Just start again. If you entered the login and password correctly, the screen should appear similar to this:

```
login: bstaplet
Password:
Your password has expired. Choose a new one
```

/bin/passwd: Changing password for bstaplet
Old Password:

6. Type the password one more time and press Return. Remember, the password is not displayed on the screen as it is typed.

Figure 2.1. Continued.

After you enter the password, press Return to see the new password choices. The screen should appear similar to this:

```
login: bstaplet
Password:
Your password has expired. Choose a new one
/bin/passwd: Changing password for bstaplet
Old Password:
Working . . .
Hit return to see passwords . . .

Pick one of the following . . .
1. tidnffle (spelled t-i-D-n-f-f-l-e)
2. dethysur (spelled D-E-T-H-y-S-U-R)
3. twssatra (spelled t-w-s-s-a-t-r-A)
4. maliswin (spelled M-A-L-i-S-W-I-N)
```

7. Select a password, type the corresponding number, and press Return twice. After memorizing or writing down the new password, type it in, using upper and lower case letters exactly as they are shown, and press Return.

8. Remember, the new password will not be displayed on the screen as you type it. If you enter it incorrectly, the system will return to the point where you select a new one. Begin again.

9. After you enter the new password, information about the system will appear, followed by the word Working, which is used throughout PC-III to let you know that the system is neither idle nor down.

```
Enter new password:
UNIX System V Release 3.2.2 AT&T 3B2
097001
Copyright (c) 1984, 1986, 1987, 1988 AT&T
All Rights Reserved
Warning: .last login did not exit, creating it
Working . . .
```

10. Next will be the main PC-III menu; you are now logged in. The new password is good for 90 days and will automatically expire. At that point, you will need to select a new one by repeating these procedures.

Table 2.1. Main Menu Selections Available to Various User Classes.

I T E M	Main Menu Selection	USER CLASS								
		G S A	E S A	C P S M	A P S M	C P F	E P A	R / G P S M	C C / O R	W K C T R
1	Military Applications								X	X
2	Civilian Applications			X		X			X	X
3	PC-III System Admin	X	X	X	X		X	X		
4	UNIX System Admin	X	X	X	X		X	X		
5	Office Automation	X	X	X	X	X	X	X	X	X
6	Locator Information		X	X		X	X		X	X
7	HAF Access	X	X	X	X	X			X	X
8	Indiv Data Inquiries								X	X
9	Mil ACCELL Inquiries		X		X		X	X	X	X
10	Emulate System Users	X	X							
11	Reports & RIPs			X		X			X	X
12	Admin Applications	X	X	X	X	X	X	X	X	X
13	Mailman Utilities	X						X		
14	Security Clearance Applications			X		X			X	X
15	Info Retrieval/Manager Plus		X	X	X	X		X	X	X
16	Civilian BBS		X	X		X			X	X
17	Scan Office Mail	X								

NOTE: Complete menu and sub-menu lists are available in PC-III under Administrative Applications, Print Menu Reports, to the following user classes: GSA, ESA, CPSM, APSM, RPSM, and GPSM.

Table 2.2. PC-III Action, Control, and Functions Keys.

I T E M	A	B	C
	KEY TITLE	KEY PURPOSE	USES
1	Enter and Return (AT&T)	Selection Key or Directional Key	Highlight menu selections and tab through fields on data entry screens. Scroll the text down one line at a time while viewing a product in Office Automation. Not a Transmit Key!

2	+ or Enter (AT&T)	Transmit Key	Select a menu or send data entry screen data to the computer for processing.
3	Del	Delete Key	Delete the character on which the cursor currently rests.
4	Ins	Insert Key	Inserts text within lines of existing text at the data entry screen level.
5	Esc	Exit & Cancel Key	From a menu, exit PC-III or the current menu; from a data entry screen, cancel an application.
6	Tab	Directional Key	Move thru or skip fields on data entry screens

(Table continued on next page)

Table 2.2. Continued.

	A	B	C
I T E M	KEY TITLE	KEY PURPOSE	USES
7	PgUp	Directional Key	In help screens and products displays, move one page back.
8	PgDn	Directional Key	In Help screens and product displays, move one page ahead. Same as F8 .
9	^b (Ctrl/b)	Directional Key	On data entry screens, go back one field or go to the previous page.
10	^n (Ctrl/n)	Directional Key	Return from a menu to the main menu at the menu screen level. Go to the next record in a Multiple record inquiry.
11	^p (Ctrl/p)	Directional Key	In a multiple record inquiry, return to the previous page.
12	^y (Ctrl/y)	Exit key for computers connected to a LAN	Drop the communication line connection between the terminal and a local area network.
13	F1	Help Key	At prompt and data entry screen levels, give guidelines on formatting data (for example, insert data in YYMMDD format, such as 920831 for 31 Aug 92) and general guidance.
14	F2	Help Key	At menu and data entry screen levels, give broad help on a PC-III application or a personnel program.
15	F3	Exit and Cancel Key	From a menu, exit PC-III or the current menu; from a data entry screen, transmit an application.
16	F4	Prompt Key	Display available choices for completing entries on data entry screens.
		Search Key	Search for user-input data strings.
17	F5	Paint Key	At all levels, redraw or refresh a screen; normally, when screen graphics are not working properly.
18	F7	Directional Key	In Help screens and product displays, move one page back. Same as PgUp .
19	F8	Directional Key	In Help screens and product displays, move one page ahead. Same as PgDn .

20	F9	Key Help	Give information on key usage in PC-III.
21	F10	Command Menu Bar	Display a menu bar across the top of the screen, showing available quick commands--varies with action being taken.

Table 2.3. Accell Default Function Keys.

	A	B	C
I T E M	KEY TITLE	KEY PURPOSE	USES
1	F1	Field Help	Give Help about a field; not available on all fields.
2	F2	System Help	Give help, using the ACCELL data base manager.
3	F3	Previous Form	Return to the previous screen. (if multiple).
4	F4	Next Form	Advance to the next screen (if multiple).
5	F5	Refresh	Redraw the screen.
6	F6		No default assigned.
7	F7	Previous Page	Return to the previous record (if multiple); same as PgUp .
8	F8	Next Page	Advance to the next record (if multiple); same as PgDn .
9	F9	Exit	Exit the application and return to the menus.
10	F10	More Key	List the next set of function keys.
11	F11	Clear Find	Clear the screen to enter new search criteria.
12	F12	Find	Begin to search, based on search criteria input.
13	F13	Clear Add	Clear the screen to add a record (future release).
14	F14	Add/Update	Add or update a record (future release).
15	F15		No default assigned.
16	F16	First Record	Return to the first record (if multiple).
17	F17	Last Record	Advance to the last record (if multiple); this will tell how many records were selected.
18	F18		No default assigned.
19	F19		No default assigned.
20	F20		No default assigned.
21	PgUp	Page Up	Return to the previous record (if multiple); same as F7 .
22	PgDn	Page Down	Advance to the next record (if multiple); same as F8 .

NOTES:

1. The above uses are programmed defaults, but they may be changed to accommodate special requirements for particular applications. Any differences in usage for an application will be displayed at the bottom of the screen.
2. Function key **F11** through **F20** can be accessed by using the **Shift** key and **F1** through **F10** keys in numerical sequence; for example, **F12 = Shift/F2; F16 = Shift/F6; F19 = Shift/F9**; etc.
3. In the Automated Merit Certificate Process, also in the ACCELL format, these keys differ significantly in function.

Chapter 3

OFFICE AUTOMATION

Section A--Office Automation Environments

3.1. Introduction. Office Automation (OA) is the PC-III function through which various user processes occur (sending files between users with electronic mail, producing rosters, etc.):

3.1.1. Environments. OA consists of 10 major areas, or environments: Reports--Production and Products, Email--Electronic Office Mail, Updt-Rej--Updates and Rejects, SURFs-- Single Unit RtvI Formats, Private--Prelude Information System, Coord--Incoming Coordinations, Status--Coordination Status, History--History Coordinations, RIPS--Reports on Individual Personnel, and TRs--Transaction Registers.

3.1.2. Directories and Files. Each OA environment will be defined and its uses described in the following paragraphs. First, two terms need to be defined:

3.1.2.1. Directory: A list of products (reports, letters, messages, forms, etc.), that appears as soon as you enter an environment. The first entry is the root directory, identified by .. under the Package Name or Subject heading. If there are no products, this will be the only entry.

3.1.2.2. File: A product itself. Within PC-III, a directory contains a list of products or files.

3.1.3. Options. Specific options are accessible through the use of the F10 function key. See Section B for details on what they do and how they work; also, see table 3.1 for a summary of which options are available in each environment. **NOTE:** The Prelude Information System is in an entirely different format and only the List Private Directory menu item has any of these options available.

3.1.4. Key Usage. Except for Prelude, in which function key usage is different, most keys in OA function similarly to those of other PC-III applications. Some variations exist and are covered here:

3.1.4.1. Space=Mark. Use the Space Bar to place an X next to or mark one or more files in a directory before accessing the F10 menu bar. You can mark as many files as you wish. To remove an X, press the Space Bar a second time.

3.1.4.2. Insert=MarkAll. Use the Ins key if you want to place Xs next to or mark all files in a directory before accessing the F10 menu bar.

3.1.4.3. Delete=UnmarkAll. Use the Del key to remove all marks or Xs; this is the reverse of using the Ins key.

3.2. Production and Products (Reports). This environment is a central collection and processing point for forms, letters, and reports created by the various PC-III applications. When a PC-III process which generates a

printable form or report is completed, the product is sent to and saved in Production and Products. In this environment, you can view and edit files, mail them to other users, or save them before they are printed. When files have been reviewed and are no longer required, they should be deleted. The Production and Products directory contains several information columns:

3.2.1. X. An X in this column indicates that a file has been selected.

3.2.2. Package Name. An external file name to help in identifying a file.

3.2.3. OA Keys. Various items of identifying information, such as a user's logname or the name or SSN of the person whose data is in a file.

3.2.4. Size. The number of characters of information in a file, including control information passed along with the file.

32

AFMAN 36-2622 Volume 5 1 March 1997

3.2.5. Date/Time. The date and time a package was created or last modified. Whenever you use the EDIT, DELETE, and MOVE commands, the date and time will change; otherwise, they will remain the same.

3.2.6. Type. The type of file:

3.2.6.1. Dir. A directory, such as .. or Trashcan.

3.2.6.2. Ascii. An ASCII file.

3.2.6.3. Prod. A production file created from a PC-III application; it can be a letter, a form, or a report.

3.2.6.4. Empty. A file containing no data; it should be deleted.

3.2.6.5. Bad. A file that OA software is unable to translate; it should be deleted.

3.2.6.6. Data. A file other than an ASCII or PC3-prod file; the data is not viewable and the file should be deleted.

3.2.7. To access a file, highlight it and press the Space Bar to mark it with an X. Repeat this for other files, if needed, and press F10. Select the appropriate menu bar option and press Transmit. To unmark a file, press the Space Bar again.

3.3. Electronic Office Mail (Email). Email is available to an entire office, and each mail message is stored as a file. Files can be manipulated just as reports and forms in Production and Products can. In this environment, you can view and edit files, mail them to other users, or save them before they are printed. The Email directory has several information columns:

3.3.1. Subject. The file name.

3.3.2. From. The sender.

3.3.3. Size. The number of data characters in the file.

3.3.4. Data. The date the file was created.

3.3.5. Type. The type of file:

3.3.5.1. Dir. A directory, such as .. or Trashcan.

3.3.5.2. Email. An electronic mail message.

3.3.5.3. Ascii. An ASCII file.

3.3.6. To access a file, highlight it and press the Space Bar to mark it with an X. Repeat this step for subsequent files, if needed, and press F10. Select the appropriate menu bar option and press Transmit.

3.3.7. See Section B, below, for information on options. When files are no longer required, they should be deleted.

3.4. Updates and Rejects (Updt-Rej). The directory is basically the same as Production and Products except that it contains only BLPS updates and rejects. The Package Name is either UPDATE or REJECT, the OA Keys column has the logname of the user who caused the transaction to flow to the BLPS, and the Type column is either Dir or Trans. Use this the same way as you would use a transaction register checking to make sure all updates processed correctly and you identify and correct those that did not. Endpoint users cannot retransmit a transaction if it rejects:

3.4.1. To access an UPDATE or REJECT file, highlight it, press the Space Bar to mark it with an X, and press F10. Select the appropriate menu bar option and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

33

3.4.2. CPF users have the capability to correct rejects and resubmit them to DCPDS; to do so, follow these steps. Select EDIT at the menu bar and press Transmit to enter the Prelude editor; remember that the function keys work differently. Remove all extraneous lines above and below the update transaction. Correct the rejected transaction and press F1 to save the changes and exit. Select PROCESS at the menu bar and press **Transmit**. Continue to monitor the corrected transaction to make sure it does flow to the BLPS.

3.5. Single Uniform Retvl Formats (SURFs). The directory is basically the same as Production and Products except that it contains only SURFs. The Type column is either Dir or PC3-surf. To access a SURF, highlight it and press the Space Bar to mark it with an X. Repeat this step for subsequent SURFs, if needed, and press F10. Select the appropriate menu bar option and press Transmit.

3.6. Prelude Information System (Private). While Email is available to an entire office, Prelude mail is private correspondence between two users. Prelude allows you to complete office automation functions in your private directory. It contains a word processor for creating letters, documents, etc. which you can edit and print. It also has a mail system that allows you to send and receive private mail to and from other system users on the endpoint. The word processor and mail systems are interactive with PC-III, using a process called Boards. **NOTE:** Prelude uses different function keys to perform its various processes. Please note the action bar menu located at the bottom of the screen. See the GSA's AT&T user manuals for more information:

3.6.1. Moving Files within Prelude. Choose a Prelude application that makes use of Boards. In this environment, Boards has four sub-options; explanations of how they work follow:

3.6.1.1. Read from a Clipboard. Use this to read or copy a clipboard to your current file. If you are bringing a file from PC-III to Prelude, be sure to set the proper margins. In PC-III, the left and right margins are 1 and 80 (ragged). Place the cursor at the position in the file where you want to copy the clipboard. Press F3; select BOARDS and READ; at the prompt, type the name of the board and press Return. The clipboard will be added at the cursor location.

3.6.1.2. Write to a Clipboard. Use this to "write" (copy) a text file or a block of text to a clipboard. You must be editing the document to be copied into the clipboard. Place the cursor at the beginning of the document, paragraph, or sentence to be copied into the clipboard. Press F3; select BOARDS and WRITE; at the prompt, type the name of the board and press Return. Then mark the end of the text to be copied. Use the Arrow keys to highlight the text portion and press Return; if the whole document is to be copied, use Ctrl/E to highlight it and press Return. The text will be copied to the clipboard.

3.6.1.3. Append to a Clipboard. Use this to add or append a text block to an existing clipboard. You must be editing the document to be appended to the clipboard. Place the cursor at the beginning of the document, paragraph, or sentence to be appended to the clipboard. Press F3; select BOARDS and APPEND; at the prompt, type the name of the board and press Return. At the prompt, mark the end of the text to be appended. Use the Arrow keys to highlight the text portion and press Return; if the whole document is to be appended, use Ctrl/E to highlight it and press Return. The text will be added to the clipboard.

3.6.1.4. Delete a Clipboard. Use this to delete a clipboard from the files. Press F3; select BOARDS and DELETE; at the prompt, type the name of the board and press Return. The board is deleted and cannot be recovered.

3.6.2. Moving Files from Prelude to PC-III Office Automation. Go into Prelude Information System, Word Processor. Access the document and place the cursor at the beginning of the document or the document part that is to be brought back to PC-III. To move files from PC-III Office Automation to Prelude, see Boards (paragraph 3.29):

3.6.2.1. Press F3 (Menu), B (Boards), and W (Write). Press F5 (Pick) and highlight the name of the board being used. Using the Arrow keys, highlight the portion of the document to be written to the board. If writing the whole document to the board, press Ctrl/E. Press Return. An exact copy of the portion of the document highlighted has been written to the board named. Press F1 (Quit), Y (Yes), and Return. Press F1 (Quit) and Y (Yes); you are out of Prelude.

34

AFMAN 36-2622 Volume 5 1 March 1997

3.6.2.2. Go into Office Automation, Production and Products. Press F10, select BOARDS, and press Transmit. Select READ A CLIPBOARD and press Transmit. Select the board being used and press Transmit. Give the board a new file name and press Transmit. The board has been read to Production and Products.

3.6.2.3. Press Esc to go to the Production and Products directory and mark the new file. Press F10 and V (View). The edited document is displayed and the process is complete. This file can be modified just as any other.

3.7. Incoming Coordinations (Coord). Within this environment, some personnel actions can be processed, routed, modified, and approved. While SF/USAFE-52 actions are processed through a system of menus (see figures 4.1 and 5.1), others are processed through the F10 menu bar:

3.7.1. Coordination. Coordination within PC-III allows several users in different offices to review a request and take action on it. The submitting office can route the request through these coordination points electronically.

3.7.2. Incoming Coordinations. Actions which are ready for review are sent to this directory where they can be edited and, in some cases, the route file adjusted.

3.7.3. Initiator. The initiator is the owner which may be a unit, a work center, or a wing/staff office--wherever the action is begun. An exception is those actions initiated by employees in customer service (for example, name change requests). CPF Administration "owns" these actions. The initiator has overall responsibility for an action and can track its progress in Coordination Status.

3.7.4. Reviewer. A reviewer may edit the request, add comments, indicate approval or disapproval, etc., and send it to the next user. The last reviewer, usually the approving authority, finalizes the action and sends it to the completion point. Reviewers receive copies of new action requests in their Incoming Coordination's directories.

3.7.5. Routing. All actions flowing through coordination are controlled by system routing; it may be hard-coded, dynamic, or both:

3.7.5.1. Hard-Coded Routing. Each coordination action has at least two points on its route: the origination point (INITIATOR on the route file display) and the completion point. These start and stop points, along with any other mandatory stops the action must make, are programmed into the system. This route is hard-coded, or fixed, and cannot be changed by the user. Any addressee on the route file display having an R (required) in the column to the far right cannot be deleted.

3.7.5.2. Dynamic Routing. Some routing is discretionary. You can send an action to offices outside the hard-coded route for review, coordination, or approval or disapproval through the dynamic routing process. This does not change the hard-coded route the request must take, but it lets you personalize the route the action takes before it gets to the completion point by adding other reviewers who need to coordinate on the request.

3.7.6. **Reviewing Coordinations.** Select Office Automation, Incoming Coordinations and press Transmit. (See paragraphs 4.53, 5.2, and 5.3 for information on SF/USAFE-52 actions.) A list of files available for review will be displayed. To access a file, highlight it, press the Space Bar to mark it, and press F10. Select the appropriate menu bar option and press Transmit. See Section B for an explanation of available options.

3.8. Coordination Status (Status). This environment contains the status of packages that are created as Coordinations:

3.8.1. The Package Name is a user-friendly name that matches the Package Name of the coordination package in Incoming Coordinations or in History Coordinations. Likewise, the OA Keys column contains a key name that matches the OA Keys column of the coordination package in Incoming Coordinations or in History Coordinations. The last column, Stat (Status), contains one of four entries:

AFMAN 36-2622 Volume 5 1 March 1997

35

3.8.1.1. Dir. A directory, such as .. or Trashcan.

3.8.1.2. Term. A terminated package.

3.8.1.3. Comp. A completed package.

3.8.1.4. Pend. A package received that is being processed by a user identified in the route file.

3.8.2. To access a Status file, highlight it and press the Space Bar to mark it with an X. Repeat this step for subsequent files, if needed, and press F10. Select the appropriate menu bar option and press Transmit.

3.8.3. When a coordination action has been completed, the owner and each reviewer of the package must delete the action's status file. Access the top menu bar, select STATUS, and press Transmit. A list of all current status files will appear. Mark the coordination files to delete and press F10. Select DELETE from the menu bar and press Transmit to delete the files.

3.8.4. You may delete a Status file at any time; however, until the action requested has been completed or terminated, the status file is refreshed each time a coordination action is taken. It will continue to reappear in Coordination Status until the action is completed and deleted.

3.9. History Coordinations (History). After an action has been completed, a copy goes to the History file at one of two places. If a hard-coded History addressee exists, it goes to that addressee. If there is no History addressee in the route file, it goes to the History file of whoever completes it. This copy cannot be edited:

3.9.1. The directory is basically the same as Coordination Status. To access a file, highlight it and press the Space Bar to mark it with an X. Repeat this step for subsequent files, if needed, and press F10. Select the appropriate menu bar option and press Transmit.

3.9.2. After you are completely finished with a file, you should delete it. However, before doing so if a problem surfaces, you can take it out of History and place it back into Incoming Coordinations to continue processing. See paragraph 3.31.7 for information on Reset. A COMPLETE or a TERMINATE action must be done on a coordination file before it can be deleted. Go into History Coordinations. At the list of history files displayed, make a note of the file name or number for reference in deleting the Status file. Highlight the file to be deleted, mark it with an X, and press F10. Select Delete from the menu bar and press Transmit. Go into Coordination Status. At the list of status files displayed, highlight the file to be deleted, mark it with an X, and press F10. Select DELETE from the menu bar and Transmit.

3.10. Rpts on Individual Personnel (RIPs). The directory is basically the same as Production and Products except that it contains only RIPs. The Package Name is the short RIP name, the OA Keys column contains the RIP name and an SSN, and the Type column is either Dir or PC3-rip. To access a RIP, highlight it and press the Space

Bar to mark it with an X. Repeat this step for subsequent RIPs, if needed, and press F10. Select the appropriate menu bar option and press Transmit.

3.11. Transaction Registers (TRs). The directory is basically the same as Production and Products except that it contains only TRs. The Package Name is Transaction Registers, the OA Keys column has a dash, and the Type column is either Dir or PC3-tr. To access a TR, highlight it; press the Space Bar to mark it with an X, repeating for subsequent TRs, if needed; and press F10. Select the appropriate menu bar option and press Transmit.

Section B--Office Automation (F10) Commands

3.12. Introduction. Each Office Automation environment has a top menu bar, accessible by pressing F10, which contains a series of commands to help you manage files. **NOTE:** The Prelude Information System has a completely different set of commands for most of its functions; the F10 menu bar is accessible only at the LIST PRIVATE DIRECTORY menu item. See table 3.1 for a summary of F10 options available for each Office Automation environment. Some restrictions exist within various environments on the use of these options. When the directory is displayed, you can select a file to manage or manipulate. Use the Up and Down Arrows to highlight

36

AFMAN 36-2622 Volume 5 1 March 1997

it, press the Spacebar to mark it with an X, and press Transmit. To select more than one file, repeat the procedure until all the ones you want are marked and press Transmit. To select all files in the directory, press Ins. If you change your mind or want to select a new list of files, press Del to remove the Xs and start over. After selecting the file or files you want, press F10 to access the menu bar. Use the Right and Left Arrows to highlight the command you want to select and press Transmit.

3.13. View (View Marked Files). Use this to look at a file that you have marked; you cannot make any modifications. At the directory, highlight the first file you want to view by using the Up and Down Arrows; press the Space Bar to mark it with an X. Continue this procedure to view more than one file. Select VIEW at the menu bar and press Transmit to view the first file. If it has more than one page, use F8 to advance and F7 to return to previous pages. If you mark more than one file, press F3 after each to display the next. After you have finished viewing all files, press F3 again to return to the directory.

3.14. Print (Print Marked Files). Use this to print one or more files. Highlight the file you want, press the Space Bar to mark it with an X, and press F10 or Transmit. Select PRINT at the menu bar and press Transmit. A screen with these headings will be displayed: PRODUCT NAME, FORM TYPE, COPIES, SELECTED PRINTER, BANNER, and PAGES. Below will be the print information for your selected file. If you want to use the settings listed, press Transmit. If not, follow the steps below. When the settings are satisfactory, press Transmit. To change the printer default setting, rather than the setting for a specific file, see paragraph 3.30, Default:

3.14.1. COPIES. The cursor will be in the COPIES column. Although the system defaults to one copy, you can increase the number, not to exceed 99, by typing the number desired over the number 1 in the COPIES column.

3.14.2. SELECTED PRINTER. To change the printer setting, use the Right Arrow to move to the SELECTED PRINTER column where the default printer is displayed. To change the printer for that file only, two methods are available. Use the Space Bar to toggle among the choices until you select the one you want and press Transmit. As an alternative, press F4 in this column for a menu of available printers; highlight the one you want, using the Up and Down Arrows; and press Transmit.

3.14.3. BANNER. To change the banner setting, use the Right Arrow to move to the BANNER column. The system defaults to no banner (N). If the file will be printed in an area where identifying you as the owner may be difficult, you may want to set the banner to print. If so, press the Space Bar to change the banner from N (no) to Y (yes) and press Transmit.

3.14.4. PAGES. To select beginning and ending pages to be printed if you do not want the entire file, use the Right Arrow to move to the PAGES column. To begin with a page other than 1, enter it in the first blank; move to the second blank and enter the ending page number if other than the last page. To print all pages, make no entries in this field.

3.15. Edit (Edit Marked Files). Use this to modify the text of files within Office Automation environments. Mark the file you want to edit in the same manner as you would when using the VIEW command; you will then enter a Prelude editor. The marked file will be displayed and you will be able to scroll through it and make modifications. Remember that the function keys work differently in Prelude. Press F1 to save the changes and return to the directory. If you decide not to save the changes, press F4 instead.

3.16. Move (Move Files between Directories). Use this to move all marked files to another directory that has been created previously with the MKDIR command. Files can be moved up or down the directory structure which can be multi-layered:

3.16.1. Non-SF/USAFE-52 Files. Highlight each file you want to move to another directory, press the Space Bar to mark it, and press F10. Highlight Move at the menu bar and press Transmit. At the sub-menu of existing directories, highlight the one to which you want the files moved and press Transmit.

3.16.2. SF/USAFE-52 Files. Highlight the directory line (..) and press the Space Bar to mark it. Do the same for each file you want to move to another directory and press F10. If you fail to select the .. directory, you will access the SF-52 processing menu instead. Highlight MOVE at the menu bar and press Transmit. At the sub-menu of directories, highlight the one to which you want the files moved and press Transmit.

3.17. Delete (Delete Marked Files). Use this to remove files when they are no longer needed. Highlight the files to be deleted, press the Space Bar to mark each, press F10, select Delete, and press Transmit. Deleted files are sent to the Trashcan, where after seven days they are automatically and permanently deleted. To delete Dir (directory) files, you must use RMDIR (see paragraph 3.23). If you delete a file, you can recover it as long as you do it within the 7-day time. To delete a file from the Trashcan immediately, highlight the file at the Trashcan directory, press the Space Bar, press F10, high-light Delete, and press Transmit. You will receive the following warning: Files in Trashcan will be deleted permanently. Do you wish to continue (y/n)? Press y to delete or n if you change your mind and press Transmit. If you accidentally delete a file or later need it, use Undelete to retrieve it from the Trashcan and return it to the active directory.

3.18. Undelete (Undelete Marked Files from a Trashcan). Use this to retrieve deleted files and restore them to the current directory. At the directory, highlight Trashcan and press Transmit. **NOTE:** Do not mark them with the Space Bar. All files in the Trashcan will be displayed. To recover a file, highlight it, press the Space Bar, press F10, highlight UNDELETE, and press Transmit. The file will then be restored to the home (..) directory.

3.19. Sortdir (Sort the Current Directory Information). Use this to specify a sort that may be more convenient for you. The home (..) directory always remains in the first place and is excluded from any sorting modifications you make. Highlight SORTDIR at the menu bar and press Transmit. The sub-menu that follows has several options, listed below. Highlight the option you want and press Transmit. What you select will be automatically saved and will remain the sort until it is changed again:

3.19.1. Marked Files - First. Place one or more specific files at the beginning of the directory. You must first mark the files with an X by pressing the Space Bar.

3.19.2. File Name - Alpha. Sort alphabetically by file name.

3.19.3. File Name - Rev Alpha. Sort alphabetically in reverse by file name.

3.19.4. OA Keys - Alpha. Sort alphabetically by key name.

3.19.5. OA Keys - Rev Alpha. Sort alphabetically in reverse by key name.

3.19.6. File Size - Ascending. Sort by text length from shortest to longest.

3.19.7. File Size - Descending. Sort by text length from longest to shortest.

3.19.8. Date/Time - Ascending. Sort by date and time from earliest to latest.

3.19.9. Date/Time - Descending. Sort by date and time from latest to earliest.

3.20. Create (Create an Empty ASCII File). Use this to start a new text file. Press F10, select CREATE at the menu bar, and press Transmit. You will be prompted to enter a new file name. Type the name and press Transmit. Then you will enter the Prelude editor to create the file. Remember that the function keys work differently in Prelude. After you have finished creating the file, press F1 to save the changes and exit. Through the use of other options, you can place the file into coordination, download it to a PC, send it through Email, etc.

3.21. Chkmail (Check Office Automation for New Mail). Use this to see if any new Office Automation packages have arrived since you last entered any of the areas of Products, Email, Updt-Rej, SURFs, Coord, Status, History, Rips, and TRs. Press F10, select CHKMAIL, and press Transmit. A menu will list the specific environments that contain new mail. When you are finished, press Return to return to the menu bar and resume the work you were doing previously.

38

AFMAN 36-2622 Volume 5 1 July 96

3.22. Chdir (Change to First Marked Directory). Use this to move from one directory to another within the same environment. Highlight the directory to which you want to change, press F10, select CHDIR, and press Transmit. The name of the directory you have entered will be displayed on the second line at the top of the screen; for example, in "/usrb/RJCCPO/admin/Production/ Documents," the name of the directory is Documents. The first entry in the directory will be .. to indicate the root directory itself. To return to the home directory, highlight the .. directory, press F10, select CHDIR, and press Transmit.

3.23. Rmdir (Remove Marked Directories). Use this to remove a directory that is no longer needed. Highlight each directory you want to remove, press the Space Bar to mark each, press 10, select RMDIR, and press Transmit. The directory or directories will be removed. If a directory contains files, you must remove them with the DELETE option. If it has a Trashcan, you must DELETE files within it and use RMDIR to delete the Trashcan.

3.24. Mkdir (Create a New Directory). Use this to create a new directory under the current one. Press F10, highlight MKDIR, and press Transmit. Enter a name for the directory you want to create and press Transmit. The new directory will be created. You can put other files into it by using the MOVE command.

3.25. Email (Send Office Automation Email). Use this to send files to users with whom you can communicate in PC-III. Highlight the file you want to send and mark it. Press F10, select Email at the menu bar, and press Transmit. A screen to which you can add addresses will be displayed. Press F10 and a second menu bar with these options will then be displayed:

3.25.1. Office (Add an Office Addressee). Use this to add office addressees. Select it and you will receive a menu that includes MPF/CPF, UNIT, GROUP, and TABLE. You can then do one of two things: To access a sub-menu of specific units and work centers at your station, press Transmit again, highlight the one you want to insert, mark it, and press Transmit. To narrow or expand the list of available addressees, select from the options listed below. Be sure to save the changes if you are not going to forward the file during this session. If you leave the file without saving them or forwarding the action, any inserted addressees will be lost:

3.25.1.1. MPF/CPF. To select a specific CPF, type in the 2-position CPF ID. Be sure to change the Table setting (see below) from L (local) to W (worldwide) if the CPF is at another station.

3.25.1.2. UNIT. To select a specific organization or office within a single unit, type in the 4-position unit ID and press Transmit. A list will be displayed. Highlight the one you want, mark it, and press Transmit.

3.25.1.3. GROUP. To select a specific work center, type in the short name (normally 3 to 7 characters) and press Transmit. This will take you directly to your selection.

3.25.1.4. **TABLE.** The default is L (local addresses). To select an addressee at another station, type W (worldwide) and press Transmit.

3.25.2. **User (Add a Local System User Addressee).** Use this to add an individual as opposed to an office. Select it and a menu of available addressees will be displayed. Highlight the one or ones to whom you want to send the message, press the Space Bar to mark each, and press Transmit.

3.25.3. **View (View Email Message).** Use this to look at a message; when finished, press F3 to return to the menu.

3.25.4. **Delete (Delete Current Addressee).** Use this to remove an unwanted addressee in the route file. Highlight the one you want removed and press Transmit. This is a hot key.

3.25.5. **Subject (Change the Subject).** Use this to change the title or subject of the message. Select it and you will be prompted to enter a new title. After so doing, press Transmit.

3.25.6. **Comment (Append Comment to Email).** Use this to add comments to the message but not to incorporate them into the text itself. Select this and you will go into the Prelude editor. Remember that the function keys work differently in Prelude. After you have completed your comments, press F1 to save them and exit.

AFMAN 36-2622 Volume 5 1 March 1997

39

3.25.7. **Transmit (Send Email to Selected Addressees).** Use this to forward the completed message; press Transmit. A copy of the message will remain until you delete it. Messages addressed to offices will be sent to their respective Email environments; messages addressed to individual users will be sent to their respective Prelude environments.

3.25.8. **Quit (Quit Menu Bar).** Use this to escape the menu bar and return to the work screen.

3.26. Inturn (Create In-Turn Coordination). Use this to move a file from Production and Products to Incoming Coordinations. Highlight the file you want, press the Space Bar to mark it, press F10, highlight INTURN, and press Transmit. At the prompt, type in a title and press Transmit. At this point, follow the procedures for Incoming Coordinations. You can build a route file and send the report to other offices for coordination. Each recipient can edit the package with the Prelude editor. When a package arrives at the last address, the addressee must do either a COMPLETE or a TERMINATE. After one of those actions is taken, the History addressee will get a final copy of the package in the History area.

3.27. Upload (Kermit Transfer Marked File from PC to PC-III). Use this to bring files into PC-III so they can be processed, coordinated, forwarded, etc., through the PC-III network. Some limitations exist. You can upload only from a PC running MS-DOS and either the MPCVT or the PC3VT emulator and only files saved in an ASCII format can be uploaded. Also, this process will not work from an AT&T 605 terminal; you must use a "smart" terminal:

3.27.1. When selecting UPLOAD, follow these guidelines. You must know from which drive and directory the file is to be uploaded. Make sure the terminal is reading from that drive and directory before initiating this application. If needed, check the drive and directory by pressing Alt/D to toggle from PC-III to the "smart" terminal. Use the DOS commands to change to the proper directory and drive. Then type "exit," press Return, and the system will return to the point in PC-III from which it was toggled. Remember the exact name and extension of the file to upload and, more importantly, ensure that it was saved in ASCII format. The file will be placed into the current directory.

3.27.2. Enter the directory or sub-directory where you want the file to be uploaded. Press F10, highlight UPLOAD, and press Transmit. At the prompt, type in the name and extension, if any, of the file to be uploaded and press Transmit. A Kermit processing screen will appear while the file is being uploaded. The shorter the file, the shorter the time the screen will be displayed. After the uploading process is complete, you must exit from the directory and reenter it again to access the file.

3.28. Download (Kermit Transfer File from PC-III to PC). Use this to mark a PC-III file and download it to a directory on your PC. Remember, this application will place the file into the current directory and drive:

3.28.1. Use Alt/D to toggle from PC-III to the "smart" terminal and change to the proper drive and directory into which to place the selected file. Then type "exit" and press Return to return to PC-III. After the file is downloaded, it will be available to you for use with DOS software. Highlight the file to be downloaded, press F10, highlight DOWNLOAD, and press Transmit. A Kermit processing screen will appear while the file is being downloaded. The shorter the file, the shorter the time the screen will be displayed. ASCII files retain the first eight characters of their file names. PC-III products receive the name DOWNLOAD.XXX with the XXX representing a 2- or 3-position alphanumeric extension. Although the screen may be visible for only a few seconds, make note of the DEST: name given so that you can locate it later.

3.28.2. To access the file, return to the C: prompt of the directory or emulator you are in.

3.29. Boards (Read/Write/Delete/Append/View Prelude Clipboard Files). Use this to transfer files between PC-III Office Automation environments and various Prelude environments. Some applications may require taking a letter created in PC-III into the Prelude word processor to modify it:

3.29.1. Moving Files within Office Automation. To access Boards, the cursor must not be resting on the root directory (..); it must be on a file. In this environment, Boards has five sub-options; explanations of how they work follow:

40

AFMAN 36-2622 Volume 5 1 March 1997

3.29.1.1. Read a Clipboard. Files moved to a clipboard must be "read" to a permanent file before you can modify them. Highlight the file to be read, press the Space Bar to mark it, press F10, select BOARDS, and press Transmit. At the sub-menu, highlight READ A CLIPBOARD and press Transmit. At the sub-menu, highlight the name of the clipboard and press Transmit. Type a file name to which the clipboard will be copied and press Transmit. The clipboard will be copied to that file.

3.29.1.2. Write to a Clipboard. Use this to copy (write) a text file onto a clipboard, either an existing one or a new one that you create. Highlight the file to be copied, press the Space Bar to mark it, press F10, select BOARDS, and press Transmit. At the sub-menu, highlight WRITE TO A CLIPBOARD and press Transmit. At the sub-menu, highlight either the name of an existing clipboard or <NEW BOARD> and press Transmit. If you select the latter, type a name for the clipboard and press Transmit. **NOTE:** Do not use the name of an existing one unless you want to replace the original file text. The new file text will overlay the old. The text will be copied into the clipboard. To use this clipboard (view, edit, etc.), use the READ A CLIPBOARD option from any Office Automation environment.

3.29.1.3. Delete a Clipboard. Use this to delete a clipboard that you no longer need. Highlight any file, press F10, select BOARDS, and press Transmit. At the sub-menu, highlight DELETE A CLIPBOARD and press Transmit. At the sub-menu, highlight the clipboard to be deleted and press Transmit. The clipboard will be deleted and cannot be recovered.

3.29.1.4. Append to a Clipboard. Use this to add or append a text file to an existing clipboard. Highlight the file to be added, press the Space Bar to mark it, press F10, select BOARDS, and press Transmit. At the sub-menu, select APPEND TO A CLIPBOARD and press Transmit. Then highlight the name of the board to be added and press Transmit. The text will be added to the selected clipboard at the end of the file already on it.

3.29.1.5. View a Clipboard. Use this to look at the text or contents of a clipboard. Highlight any file, press F10, highlight BOARDS, and press Transmit. At the sub-menu, highlight VIEW A CLIPBOARD, and press Transmit. Then highlight the clipboard you want to look at and press Transmit. After you have finished, press F3 to return to the menu.

3.29.2. Moving Files from Office Automation to Prelude. Go into the Office Automation environment where the file to move resides. Mark the file, press F10, select Boards, and press Transmit. Select WRITE TO A CLIPBOARD and press Transmit. Select the name of the clipboard if it already exists and press Transmit. If not, select <NEW BOARD> and press Transmit; then, enter the name of the new clipboard and press Transmit. The board named now contains a copy of the file marked. To move files from Prelude to Office Automation, see paragraph 3.6.

3.30. Default (Change Default Printer). Use this to change the printer default--the printer to which PC-III will send your print requests unless you tell it to do otherwise. The default will remain so until you change it again. Press F10, select Default, and press Transmit. The next screen will display your laser and line default settings. Use the Up and Down Arrows, as needed, to shift between laser and line printer, depending on which one you want to change. Use the Space Bar to toggle among the choices until you select the one you want and press Transmit. As an alternative, press F4 on this line for a menu of available printers. Highlight the one you want, using the Up and Down Arrows, and press Transmit. Transmit again to save the changes. A message, Default Printer Update Status, with the new settings will be displayed. Press Return to continue.

3.31. Coord (Process Marked Coordination/History Files). Use this to coordinate on other than SF/USAFE-52 actions. The mechanics are similar to those of SF-52s, except that options are accessed from the F10 menu bar rather than from a processing menu. Select COORD and a route file screen will be displayed. Press F10 for a sub-menu which serves the same function as the ROUTE option for SF-52 applications. It includes these options:

3.31.1. Save (Save Changes to the Coordination Route). Use this to save changes if you are not ready to move the file.

3.31.2. Forward (Forward the Coordination to Next Future Addressee). Use this to move the file to the next office. When you select FORWARD, changes you made to the text or route file will be saved automatically.

3.31.3. Complete (Complete the Coordination [at the History Addressee]). If you are in the last office to coordinate on an action, use this to finalize it. Otherwise, do not use it as no further action can be taken after COMPLETE is activated.

3.31.4. Terminate (Terminate the Coordination - Do Not Forward). Use this to cancel an action if it has been submitted in error or if the originator decides to discontinue it. As with COMPLETE, no further action can be taken after TERMINATE is activated.

3.31.5. Insert (Insert Addressees after the Address at the Cursor). Use this when building a route file. Be sure to place the cursor in the correct position or the addressee you add may not be in the sequence you wanted.

3.31.6. Delete (Delete Address at the Cursor). Use this if an addressee was added in error or if it is no longer necessary to send the action to that addressee. Be sure to place the cursor in the correct position or you will delete the wrong addressee.

3.31.7. Reset (Reset to First Future Addressee). Use this to reset the status of addressees designated in the Type column of the route file as Current or Delivered if an action must be returned to a previous reviewer or if it must be pulled from History Coordinations and returned to Incoming Coordinations. Highlight the earliest addressee to which the action must be returned, press F10, highlight RESET, and press Transmit. This is available only in History Coordinations.

3.31.8. Convert (Convert File to Autos Format and Save in Production). This function is used exclusively by Travel Pay at Accounting & Finance to format TDY orders and amendments for AUTOS processing.

3.31.9. Comment (Process the Coordination Comment Section). Select this and a sub-menu will be displayed; it contains the following options:

3.31.9.1. View. Use this to review or look at the comments file for the coordination action. If it does not contain any comments, a message will tell you so. You cannot make any changes to the file.

16	RMDIR	X	X	X	X	X	X	X	X	X	X
17	CREATE	X	X			X					
18	INTURN	X									
19	UPLOAD	X									
20	DOWNLOAD	X	X	X	X			X	X		X
21	BOARDS	X	X								
22	NEXT	X	X	X	X	X	X	X	X	X	X
23	QUIT	X	X	X	X	X	X	X	X	X	X

NOTE: The **F10** menu bar can be accessed in Private (Prelude Information System) only at the LIST PRIVATE DIRECTORY menu item.

Chapter 4

CIVILIAN APPLICATIONS

Section A--Employee Career Brief

4.1. Employee Career Brief (Application: carbr1):

4.1.1. Overview. This 9-page brief provides supervisors with information on individual employees. It contains data on an employee's current position, education, performance, awards, thrift savings status, career program registration, and other job-related subjects. It is an on-screen, immediate inquiry. (See also ACCELL EMPLOYEE CAREER BRIEF INQUIRY, paragraph 4.62).

4.1.2. Operation. To obtain a career brief:

4.1.2.1. Select EMPLOYEE CAREER BRIEF at the Civilian Applications menu and press Transmit.

4.1.2.2. At the first screen, type the employee's SSN and press Transmit.

4.1.2.3. After the brief appears, use F8, PgDn, or Enter to view subsequent pages and F7 or PgUp to return to previous ones. Do not press Transmit until you have finished viewing it.

4.1.2.4. Here is a summary of the pages and their contents:

4.1.2.4.1. Page 1 is an overview screen. It gives a table of contents to help you find the appropriate information. Use F8 or PgDn to go to the next page.

4.1.2.4.2. Pages 2 through 8 contain information on the following, respectively: position, employee data, education, performance, awards, thrift savings status, and career program registration. Use F8 or PgDn to go to the next page.

4.1.2.4.3. Page 9 offers the options of requesting Training Data and Experience Data RIPs on employees; they require overnight processing. Type Y in the proper blanks and press Transmit. They will be produced in OA Reports & RIPs of the employee's work center if PC-III configured or in CPF Admin as PC3TNG (training) and PC3EXP (experience). Check OA Updates and Rejects to determine if the RIP requests flowed to DCPDS.

4.1.2.5. After you have finished:

4.1.2.5.1. If you viewed the brief and wish to do nothing further, use Esc to exit and return to the menu.

4.1.2.5.2. If you press Transmit, you will be asked DO YOU WISH TO SAVE A COPY IN YOUR PRODUCTION AREA? (y/n). Type y if so or n if not and press Transmit again.

4.1.2.6. If you typed y, the brief will be produced in OA Production and Products.

4.1.2.7. If you have a companion printer, you may print any or all of the screens by pressing Print Screen. If you wish to send the brief to a printer, see paragraph 3.14.

Section B--Civ Appraisal and Award Reports

4.2. Introduction. All applications in this section come under the Civ Appraisal and Award Reports menu. In some instances, you will need to go into sub-menus to obtain access to certain applications.

AFMAN 36-2622 Volume 5 1 March 1997

44

4.3. Aprsl Rpt By Name By Organiza (Application: cvap10):

4.3.1. Overview. This report provides information on current performance and promotion ratings (numerical), cash awards, quality step increases (QSI), and other forms of recognition. More than one PAS may be involved. Sort is alphabetical within each organization.

4.3.2. Operation. To obtain this report:

4.3.2.1. Select APRSL RPT BY NAME BY ORGANIZA at the Civ Appraisal and Award Reports menu and press Transmit.

4.3.2.2. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.4. Aprsl Rpt By Name By Spec PAS (Application: cvap11):

4.4.1. Overview. This report provides information on current performance and promotion ratings (numerical), cash awards, quality step increases (QSI), and other forms of recognition. Sort is alphabetical.

4.4.2. Operation. To obtain this report:

4.4.2.1. Select APRSL RPT BY NAME BY SPEC PAS at the Civ Appraisal and Award Reports menu and press Transmit.

4.4.2.2. At the next screen, type the selected PAS (eight characters) and press Transmit.

4.4.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.5. Aprsl Rpt By Name By Spec OfSy (Application: cvap12):

4.5.1. Overview. This report provides information on current performance and promotion ratings (numerical), cash awards, and other forms of recognition. Sort is alphabetical within each office symbol.

4.5.2. Operation. To obtain this report:

4.5.2.1. Select APRSL RPT BY NAME BY SPEC OFSY at the Civ Appraisal and Award Reports menu and press Transmit.

4.5.2.2. At the next screen, type the selected office symbol (up through eight characters) and press Transmit. You may mask the selected office symbol. For example, if you want everyone within the personnel directorate, type "DP*"; selecting "DP" would ignore employees assigned to DPA, DPB, DPC, DPR, DPX, etc.

4.5.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.6. Aprsl Rpt By Name By Spec Orgn (Application: cvap16):

4.6.1. Overview. This report provides information on current performance and promotion ratings (numerical), cash awards, and other forms of recognition. Sort is alphabetical within each organizational structure code (OSC).

4.6.2. Operation. To obtain this report:

4.6.2.1. Select APRSL RPT BY NAME BY SPEC ORGN at the Civ Appraisal and Award Reports menu and press Transmit.

45

AFMAN 36-2622 Volume 5 1 March 1997

4.6.2.2. At the next screen, type the selected OSC and press Transmit. You may mask the selected OSC. For example, if you want everyone in OSC DO and below, type "DO*"; selecting "DO" would ignore employees assigned to DOA, DOC, DOE, DOM, etc.

4.6.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.7. Aprsl Rpt By Rating By Spc PAS (Application: cvap15):

4.7.1. Overview. This report provides information on current performance and promotion ratings (numerical), cash awards, and other forms of recognition. Sort is by performance rating in descending order.

4.7.2. Operation. To obtain this report:

4.7.2.1. Select APRSL RPT BY RATING BY SPC PAS at the Civ Appraisal and Award Reports menu and press Transmit.

4.7.2.2. At the next screen, type the selected PAS (eight characters) and press Transmit.

4.7.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.8. Aprsl Rpt By Rating By Name (Application: cvap14):

4.8.1. Overview. This report provides information on current performance and promotion ratings (numerical), cash awards, and other forms of recognition. More than one PAS may be involved. Sort is by PAS and overall rating in descending order and alphabetically within each performance rating.

4.8.2. Operation. To obtain this report:

4.8.2.1. Select APRSL RPT BY RATING BY NAME at the Civ Appraisal and Award Reports menu and press Transmit.

4.8.2.2. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.9. Aprsl Rpt On Emp W/O Curr Apsl (Application: cvapp3):

4.9.1. Overview. This report provides a list of employees without current performance appraisals on file. Sort is alphabetical.

4.9.2. Operation. To obtain this report:

4.9.2.1. Select APRSL RPT ON EMP W/O CURR APSL at the Civ Appraisal and Award Reprts menu and press Transmit.

4.9.2.2. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.10. Aprsl Rpt W/O Curr Apsl By Ofc (Application: cvap13):

4.10.1. Overview. This report provides a list of employees who do not have current performance appraisals on file. Sort is by office symbol, if applicable, and then alphabetically.

4.10.2. Operation. To obtain this report:

AFMAN 36-2622 Volume 5 1 March 1997

46

4.10.2.1. Select APRSL RPT ON EMP W/O CURR APSL BY OFC at the Civ Appraisal and Award Reports menu and press Transmit.

4.10.2.2. At the next screen, type the selected office symbol (up through eight characters) and press Transmit. You may mask the selected office symbol. For example, if you want everyone within the personnel directorate, type "DP*"; selecting "DP" would ignore employees assigned to DPA, DPB, DPC, DPR, DPX, etc.

4.10.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.11. Civ Current/Past Appraisal Data (Application: apslsdis):

4.11.1. Overview. This application provides immediate on-screen information on current and historical appraisal data. It is in the ACCELL format; selection is limited to one employee at a time.

4.11.2. Operation. To obtain this display:

4.11.2.1. Select CIV CURRENT/PAST APPRAISAL DATA at the Civ Appraisal and Award Reports menu and press Transmit.

4.11.2.2. At the next screen, enter the SSN of the employee on whom you want appraisal information and press F12.

4.11.2.3. Page one will be displayed. Press F4 to see page two; press Enter to return to page one.

4.11.2.4. If you have a companion printer, you may print either or both of the screens by pressing Print Screen.

4.12. AF 860 Performance Plan (Application: af860):

4.12.1. Overview. This application allows you to complete an AF Form 860 **Civilian Performance and Promotion Appraisal--Performance Plan** on an employee. You have two options: Complete a performance plan only, a continuation sheet only, or both.

4.12.2. Operation. To complete this performance plan:

- 4.12.2.1. Select AF 860 PERFORMANCE PLAN on the Civ Appraisal and Award Reports menu and press Transmit.
- 4.12.2.2. At the first screen, enter the SSN of the employee on whom you want to complete a performance plan and press Transmit.
- 4.12.2.3. At the second screen, enter p, c, or b for performance plan, continuation sheet, or both, respectively, (whichever is appropriate) and press Transmit.
- 4.12.2.4. At the third screen, which prompts you to begin the performance plan and continuation sheet, press F3.
- 4.12.2.5. The first of several screens for the AF Form 860 will be displayed. Type information in the fields as appropriate. Use Tab to move past unused fields and use PgDn to move to the next page.
- 4.12.2.6. When the AF Form 860 is finished, press Transmit. The plan will be saved in OA Production and Products.
- 4.12.2.7. Press F3 to begin the multiple-page continuation sheet if you have selected this option. If not, your performance plan is finished. As with the basic AF Form 860, use the Tab to bypass fields and the PgDn to move to the next page.

47

AFMAN 36-2622 Volume 5 1 March 1997

- 4.12.2.8. When you have made all entries, press Transmit. The sheet will be saved in OA Production and Products.
- 4.12.2.9. Press F3. You will be asked, DO ANOTHER CONTINUATION? (y/n). Type y if so or n if not and press Transmit.

4.13. Emp W/O Curr Aprsl By Org Stru (Application: cvap17):

- 4.13.1. Overview. This report provides information on employees within a selected organizational structure code (OSC) who do not have current performance appraisals on file.
- 4.13.2. Operation. To obtain this report:
 - 4.13.2.1. Select EMP W/O CURR APRSL BY ORG STRU at the Civ Appraisal and Award Reports menu and press Transmit.
 - 4.13.2.2. At the next screen, type the selected OSC and press Transmit. You may mask the selected OSC. For example, if you want everyone OSC JR and below, type "JR*"; selecting "JR" would ignore employees assigned to JRT, JRTA, JRTAB, JRTB, etc.
 - 4.13.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

Section C--Rating Comparisons By Grd Lvl

4.14. Introduction. This sub-menu comes under the Civ Appraisal and Award Reports menu.

4.15. By Command (Application: cvapsl8):

- 4.15.1. Overview. This statistical report displays the number and percent of employees whose performance ratings fall into each adjective rating; for example, superior, excellent, etc. It is sorted by command, by grade level, and by rating.
- 4.15.2. Operation. To obtain this report:

4.15.2.1. Select **BY COMMAND** at the Rating Comparisons By Grd Lvl sub-menu and press Transmit.

4.15.2.2. On the select screen, enter the year you want to start the search and the year to which you want to compare it. The start year must be earlier than the end year, and they must be consecutive; for example, 90 & 91, etc. Press Transmit.

4.15.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.16. By Selected Command (Application: cvapsl9):

4.16.1. Overview. This statistical report displays the number and percentage of employees whose performance ratings fall into each adjective rating; for example, superior, excellent, etc. Within commands, it is sorted by pay grade in ascending order, and by rating in descending order.

4.16.2. Operation. To obtain this report:

4.16.2.1. Select **BY SELECTED COMMAND** at the Rating Comparisons By Grd Lvl sub-menu and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

48

4.16.2.2. On the select screen, enter the year you want to start the search and the year to which you want to compare it. The start year must be less than the end year, and the years must be consecutive; for example, 90 & 91, etc. You must enter a single MAJCOM code; for example, 0J, 09, etc. Press Transmit.

4.16.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

Section D--Rating Level/Factor Average

4.17. Introduction. This sub-menu comes under the Civ Appraisal and Award Reports menu.

4.18. By Year/Minority (Application: cvapsl1):

4.18.1. Overview. This statistical report displays information on performance ratings by minority group within each command.

4.18.2. Operation. To obtain this report:

4.18.2.1. Select **BY YEAR/MINORITY** at the Rating Level/Factor Average sub-menu and press Transmit.

4.18.2.2. At the first screen, enter the year for which records are to be selected and press Transmit. Only data for that year will be analyzed.

4.18.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.19. By Year, GS/GM Only (Application: cvapsl3):

4.19.1. Overview. This statistical report provides information on ratings by minority group by grade and is limited to employees in the GS and GM pay plans.

4.19.2. Operation. To obtain this report:

4.19.2.1. Select **BY YEAR, GS/GM ONLY** at the Rating Level/Factor Average sub-menu and press Transmit.

4.19.2.2. At the first screen, enter the year for which you wish records to be selected and press Transmit.

4.19.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

Section E--Performance Aprsl Average Data

4.20. Introduction. This sub-menu comes under the Civ Appraisal and Award Reports menu.

4.21. Aprsl Average By Command (Application: cvapsl7):

4.21.1. Overview. This statistical report displays overall performance ratings, appraisal factor averages, total employees receiving each rating, and the percentage of the total each rating represents within a command.

4.21.2. Operation. To obtain this report:

4.21.2.1. Select APRSL AVERAGE BY COMMAND at the Performance Aprsl Average Data sub-menu and press Transmit.

4.21.2.2. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

49

AFMAN 36-2622 Volume 5 1 March 1997

4.22. Aprsl Average By Series/Grade (Application: cvapsl6):

4.22.1. Overview. This statistical report is limited to a single occupational series within the grade specified and displays overall performance ratings, appraisal factor averages, total employees receiving each rating, and the percentage of the total each rating represents. Sort is by PAS.

4.22.2. Operation. To obtain this report:

4.22.2.1. Select APRSL AVERAGE BY SERIES/GRADE at the Performance Aprsl Average Data sub-menu and press Transmit.

4.22.2.2. At the first screen, type the 4-digit occupation series followed by the lowest and highest grades to be selected, and press Transmit.

4.22.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

Section F--Civilian Award Reports

4.23. Introduction. This sub-menu comes under the Civ Appraisal and Award Reports menu.

4.24. GS Awds Distribution by Year (Application: cvawds4):

4.24.1. Overview. This statistical report displays the number and types of awards, as well as percentages of the total each type represents, given within a pay plan during a calendar year. Only one pay plan and one year can be selected at a time. Sort is by directorate.

4.24.2. Operation. To obtain this report:

4.24.2.1. Select GS AWDS DISTRIBUTION BY YEAR at the Civilian Award Reports sub-menu and press Transmit.

4.24.2.2. On the select screen, enter the pay plan and the year you want to search and press Transmit.

4.24.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

Section G--Awd Comparisons by Grade Level

4.25. Introduction. This sub-menu comes under the Civilian Award Reports sub-menu, which comes under the Civ Appraisal and Award Reports menu.

4.26. By Command (Application: cvawds1):

4.26.1. Overview. This statistical report compares the number of awards by type and by grade of recipient by pay plan, along with percentages, over a 2-year period.

4.26.2. Operation. To obtain this report:

4.26.2.1. Select BY COMMAND at the Awd Comparisons by Grade Level sub-menu and press Transmit.

4.26.2.2. On the select screen, enter the year you want to start the search and the year to which you want to compare it. The start year must be less than the end year and the years must be consecutive; for example, 90 & 91. Press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

50

4.26.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.27. By Selected Command (Application: cvawds5):

4.27.1. Overview. This statistical report displays the number of awards by type and by grade of recipient by pay plan, along with percentages, within selected commands over a 2-year period.

4.27.2. Operation. To obtain this report:

4.27.2.1. Select BY SELECTED COMMAND at the Awd Comparisons by Grade Level sub-menu and press Transmit.

4.27.2.2. On the select screen, type the consecutive starting and ending years; for example, 90 & 91. Then enter a single MAJCOM code; for example, 0J, 0U. Press Transmit.

4.27.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

Section H--Award Percentage Reports

4.28. Introduction. This sub-menu comes under the Civilian Award Reports sub-menu which comes under the Civ Appraisal and Award Reports menu.

4.29. Awd Pct by Minority Within Cmd (Application: cvawds2):

4.29.1. Overview. This statistical report displays information on the number of awards by ethnic group and award type given during a selected calendar year. It is limited to persons in pay plans GS and GM.

4.29.2. Operation. To obtain this report:

4.29.2.1. Select AWD PCT BY MINORITY WITHIN CMD at the Award Percentage Reports sub-menu and press Transmit.

4.29.2.2. At the first screen, type the year for which records are to be selected and press Transmit. Only data found for that year will be analyzed.

4.29.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.30. Awd Pct by Minority by Command (Application: cvawds3):

4.30.1. Overview. This statistical report displays the number of awards by ethnic group and award type given during a selected calendar year. It is limited to employees in pay plans GS and GM and may include employees in more than one command.

4.30.2. Operation. To obtain this report:

4.30.2.1. Select AWD PCT BY MINORITY BY COMMAND at the Award Percentage Reports sub-menu and press Transmit.

4.30.2.2. At the first screen, type the year for which you wish records selected and press Transmit.

4.30.2.3. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

51

AFMAN 36-2622 Volume 5 1 March 1997

Section I--Award Inquiry

4.31. Introduction. This sub-menu comes under the Civilian Award Reports sub-menu which comes under the Civ Appraisal and Award Reports menu.

4.32. Indiv. Employee Award Data (Application: currawd):

4.32.1. Overview. This is a multi-page display containing information on an employee's awards. It is an on-screen, immediate inquiry.

4.32.2. Operation. To get this inquiry:

4.32.2.1. Select INDIV. EMPLOYEE AWARD DATA at the Award Inquiry sub-menu and press Transmit.

4.32.2.2. At the first screen, type the employee's SSN and press Transmit.

4.32.2.3. The first page of information will be displayed; press PgDn to view the second page.

4.32.2.4. At the bottom of page 2, you will be asked, PRINT DATA? (Y or N). Type Y if so and N if not.

4.32.2.5. If you wish to print the display, it will be sent to a printer; if not, you will be returned to the menu. If you have a companion printer, you may press Print Screen to print an immediate copy.

Section J--Emergency Essential/Key Information

4.33. E-E/Key Position Information (Application: eeinfo):

4.33.1. Overview. This application displays certain information about a specific duty position or an individual, depending on the selection made. It is an immediate, on-screen inquiry.

4.33.2. Operation. To obtain this information:

4.33.2.1. Select E-E / KEY POSITION INFORMATION at the Emergency Essential/Key Information menu and press Transmit.

4.33.2.2. At the first screen, type either the SSN of the employee or the civilian personnel control number (CPCN) of the position and the record type and press Transmit.

4.33.2.3. The next screen will display the information you have requested. If you have a companion printer, you may print it by pressing Print Screen.

Section K--Employee & Position Data Display

4.34. Employee Inquiry (Application: empinfm):

4.34.1. Overview. This multi-page report displays current duty, pay, current detail, appraisal, security, award, education, career program registration, and miscellaneous information on individuals selected. It is an immediate inquiry.

4.34.2. Operation. To obtain an employee inquiry:

4.34.2.1. Select EMPLOYEE INQUIRY at the Employee & Position Data Display menu and press Transmit.

4.34.2.2. At the first screen, type in the SSNs and record types of as many as six employees on whom you want to select records and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

52

4.34.2.3. After the first inquiry page appears on the screen, you may use F8, PgDn, or Enter to view subsequent pages and F7 or PgUp to return to previous pages.

4.34.2.4. When you have finished with a record, press Transmit to view the next one.

4.34.2.5. Press Transmit after the last record, and you will be asked WOULD YOU LIKE TO MAKE MORE INQUIRIES? (y/n). Type y if so or n if not and press Transmit.

4.34.2.6. If you have a companion printer and wish to print these inquiries, press Print Screen.

4.35. Position Inquiry (Application: posmn):

4.35.1. Overview. This multi-page report displays position, duty, security, and PRP information for selected civilian personnel control numbers (CPCNs) and incumbents. It is an immediate inquiry.

4.35.2. Operation. To obtain a position inquiry:

4.35.2.1. Select POSITION INQUIRY at the Employee & Position Data Display menu and press Transmit.

4.35.2.2. At the first screen, type in as many as six CPCNs and press Transmit.

4.35.2.3. After the first inquiry page appears on the screen, you may use F8, PgDn, or Enter to view subsequent pages and F7 or PgUp to return to previous pages.

4.35.2.4. Press Transmit after you have finished with one record to view the next one.

4.35.2.5. After the last record, press Transmit and you will be asked WOULD YOU LIKE TO MAKE MORE INQUIRIES? (y/n). Type y if so or n if not and press Transmit.

4.35.2.6. If you have a companion printer and wish to print these inquiries, press Print Screen.

Section L--Health Benefits Open Season

4.36. Check Present Registration (Application: hlthben):

4.36.1. Overview. This application displays an employee's name, SSN, FEHB enrollment status, health plan, and enrollment code. It is an on-screen, immediate inquiry.

4.36.2. Operation. To obtain this information:

4.36.2.1. Select CHECK PRESENT REGISTRATION at the Health Benefits Open Season menu and press Transmit.

4.36.2.2. At the first screen, type the SSN of the employee on whom you need this information and press Transmit.

4.36.2.3. A 1-page display will appear. If you have a companion printer and wish to print it, press Print Screen.

Section M--Physical Exam Reports

4.37. Introduction. This menu comes under the Physical Exam/Injury Reporting menu.

4.38. Injury Reporting Form (Application: injrpt):

53

AFMAN 36-2622 Volume 5 1 March 1997

4.38.1. Overview. This application allows a unit to notify management and the CPF when an employee receives an on-the-job injury. It appears on the CPF menu as INJCPO but works exactly the same. The report includes information on date, location, and nature of the injury. Use of this application does not eliminate the requirement to file a CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) through normal channels.

4.38.2. Operation. To submit this notification:

4.38.2.1. Select INJURY REPORTING FORM at the Physical Exam Reports menu and press Transmit.

4.38.2.2. On the first screen, enter the SSN of the injured employee and press Transmit.

4.38.2.3. The notification consists of two pages of data entry. Enter information pertaining to the injury in the appropriate fields and press Transmit.

4.38.2.4. This report will be produced in OA Production and Products. You may route this copy to anyone who needs to be informed of the incident by using options available in Office Automation. A second copy of the report will be forwarded to CPF Administration as a heads-up notification to the CPF staff.

4.39. SF 78 Physical Requirements (Application: sf78):

4.39.1. Overview. This application allows you to prepare an SF78, **Certificate of Medical Examinations**, for specifying functional requirements and environmental factors for an employee position.

4.39.2. Operation. To perform this function:

4.39.2.1. Select SF 78 PHYSICAL REQUIREMENTS at the Physical Exam/Injury Reporting menu and press Transmit.

4.39.2.2. The application is a 7-page data entry screen. Page 1 includes the purpose of the exam, position title, and description of employee requirements; pages 2-4 include functional requirements; and pages 5-7 include environmental factors. Use PgDn or F7 to move to subsequent pages.

4.39.2.3. Enter X by each of the applicable functional requirements and environmental factors. Annotate the appropriate figures where required.

4.39.2.4. After you have made all entries, press Transmit. The form will be produced in OA Production and Products; a second copy will be forwarded to the CPF Administration's OA Production and Products.

4.40. Physical Exam Inquiry (Application: phxinq):

4.40.1. Overview. This single page report lets you review the information on type of physical examination and date of last exam for as many as eight employees. It is an immediate inquiry.

4.40.2. Operation. To obtain a physical exam inquiry:

4.40.2.1. Select PHYSICAL EXAM INQUIRY at the Physical Exam/Injury Reporting menu and press Transmit.

4.40.2.2. At the first screen, enter SSNs of as many as eight employees on whom you want records selected and press Transmit.

4.40.2.3. After the last record, you will be asked WOULD YOU LIKE TO MAKE MORE INQUIRIES? (y/n). Enter y if you want to continue making inquiries or n if not and press Transmit.

4.40.2.4. If you have a companion printer, you may press Print Screen to print these inquiries.

AFMAN 36-2622 Volume 5 1 March 1997

54

4.41. Physical Exam Updt-Supervisor (Application: phxuds):

4.41.1. Overview. This application allows a supervisor to enter the date of the latest examination or to delete the date of the last examination from a record. **NOTE:** Only the CPF can enter the type of examination; see the CPF-unique application in chapter 5.

4.41.2. Operation. To submit this notification:

4.41.2.1. Select PHYSICAL EXAM UPDT-SUPERVISOR at the Physical Exam Reports menu and press Transmit.

4.41.2.2. On the first screen, enter the SSN of the employee and press Transmit.

4.41.2.3. You may enter the new date of last exam as YYMMDD or request that the date of last exam be deleted. If a date is entered, it must be a past date. Press Transmit.

4.41.2.4. The system runs a logic check against each entry and returns an error message to the screen if it fails; for example, you attempted to update an exam date when no type of exam was recorded. If the request passes the edit, the system will prepare an update transaction to DCPDS. The record is updated immediately. Confirmations are returned to OA Updates and Rejects.

4.42. Report Employees Req Physicals (Application: phxpos):

4.42.1. Overview. This report displays a list of employees whose physical exams are not current. It includes the dates and types of the most recent exams. Sort is alphabetical by PAS.

4.42.2. Operation. To obtain this report:

4.42.2.1. Select REPORT EMPLOYEES REQ PHYSICALS at the Physical Exam Reports menu and press Transmit.

4.42.2.2. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.43. Report Empl Past Due Physical (Application: phxpda):

4.43.1. Overview. This report displays a list of employees whose physical exams are overdue. It includes the dates and types of the most recent exams. Sort is alphabetical by PAS.

4.43.2. Operation. To obtain this report:

4.43.2.1. Select REPORT EMPL PAST DUE PHYSICAL at the Physical Exam Reports menu and press Transmit.

4.43.2.2. This report will be produced in OA Production and Products. If no records that match the selected criteria are found (past due physical exams), an error message will be sent either to OA Production and Products or to OA Email.

4.44. Report Phy Exam Inclusive Dts (Application: phxinc):

4.44.1. Overview. This report displays a list of employees whose latest physical exams occurred within selected dates. Sort is alphabetical by PAS.

4.44.2. Operation. To obtain this report:

4.44.2.1. Select REPORT PHY EXAM INCLUSIVE DTS at the Physical Exam Reports menu and press Transmit.

55

AFMAN 36-2622 Volume 5 1 March 1997

4.44.2.2. At the first screen, enter the earliest and latest dates for which you want records selected and press Transmit.

4.44.2.3. This report will be produced in OA Production and Products. If no records that match the selected criteria are found, an error message will be sent to OA Email.

4.45. Empl Req Physicals - Projected (Application: phxprj):

4.45.1. Overview. This report displays a list of employees whose next physical exams are projected in the system.

4.45.2. Operation. To obtain this report:

4.45.2.1. Select EMPL REQ PHYSICALS - PROJECTED at the Physical Exam Reports menu and press Transmit.

4.45.2.2. This report will be produced in OA Production and Products. If no match is found, an error message will be sent either to OA Production and Products or to OA Email.

4.46. Empl Req Physicals W/O Exam Dts (Application: phxnes):

4.46.1. Overview. This report displays a list of employees without physical exam dates recorded in the system who require exams. Sort is alphabetical by PAS.

4.46.2. Operation. To obtain this report:

4.46.2.1. Select EMPL REQ PHYSICALS W/O EXAM DTS at the Physical Exam Reports menu and press Transmit.

4.46.2.2. This report will be produced in OA Production and Products. If no match is found, an error message will be sent to OA Email.

4.47. SF-52 Establish Identical Position (Application: estia):

4.47.1. Overview. This application initiates a request to establish an additional position identical to one already in existence and lets you electronically track the request's progress through the coordination process.

4.47.2. Operation. To generate this request:

4.47.2.1. Select SF-52 ESTABLISH IDENTICAL POSN at the SF 52 Applications menu and press Transmit.

4.47.2.2. At the first screen, enter the civilian personnel control number (CPCN) of the position already in existence and press Transmit.

4.47.2.3. Page 1 is an informational screen; no changes can be made. Review the data carefully; this information will be used to establish the new position. Press Return or PgDn to get to page 2.

4.47.2.4. On page 2, enter the necessary information: office symbol, request number, proposed effective date, not to exceed date (if applicable), point of contact, etc. Use Tab or Return to skip fields when necessary; left and right arrows to move within fields. Enter dates in year, month, day format; for example, 930622. Enter remarks as appropriate; they will be printed on the SF-52 in Part D, Remarks by Requesting Office.

4.47.2.4.1. You can enter only the titles of the requesting and authorizing officials. The names of the requesting and authorizing individuals, as well as their corresponding dates, are electronically authenticated.

56

AFMAN 36-2622 Volume 5 1 March 1997

4.47.2.4.2. When you finish your data entries, press Transmit. The management portion of the SF-52 has now been filled in. The SF-52 needs to be finalized before routing it to the CPF for processing. To place it into the coordination process, press F10 to access the menu bar, select Forward, and press Transmit. See paragraph 4.53 for detailed instructions. The request will be placed in the first future addressee's OA Incoming Coordinations. All subsequent processing of the SF-52 will take place in OA Incoming Coordinations.

4.47.2.5. A status file will be established in OA Coordination Status to allow the initiator to track the movement of the file. See paragraph 4.53.7.

4.48. SF-52 Cancel Position (Application: cancel):

4.48.1. Overview. This application initiates a request to cancel a position and track electronically the request's progress through the coordination process.

4.48.2. Operation. To generate this request:

4.48.2.1. Select SF-52 CANCEL POSITION at the SF 52 Applications menu and press Transmit.

4.48.2.2. At the first screen, enter the civilian personnel control number (CPCN) of the position you want cancelled and press Transmit. If the position is encumbered, obligated, or committed, a message will appear, informing you that you may specify a date for the cancellation action but that it will not be effected until the employee is placed in another position or otherwise vacates the position.

4.48.2.3. Page 1 is an informational screen; no changes can be made. Review the position data carefully to ensure that this is the position you wish to cancel. Press Return or PgDn to get to page 2.

4.48.2.4. On page 2, enter the necessary information: office symbol, request number, proposed effective date, point of contact, etc. Use Tab or Return to skip fields when necessary; left and right arrows to move within fields. Enter dates in year, month, day format; for example, 930622. Press F4 to view the table supporting the Reason for Cancellation field. Highlight the appropriate reason or enter the reason if none on the table are applicable and press Transmit.

4.48.2.4.1. If you are canceling an encumbered position, be sure to fill out the information pertaining to it (last two fields on the screen). This data will provide necessary information to others in your unit and at the CPF.

4.48.2.4.2. You can enter only the titles of the requesting and authorizing officials. The names of the requesting and authorizing individuals, as well as their corresponding dates, are electronically authenticated.

4.48.2.4.3. When you finish your data entries press Transmit. The management portion of the SF-52 has now been filled in. The SF-52 needs to be finalized before routing it to the CPF for processing. To place it into the coordination process, press F10 to access the menu bar, select Forward, and press Transmit. See paragraph 4.53 for detailed instructions. The request will be placed in the first future addressee's OA Incoming Coordinations. All subsequent processing of the SF-52 will take place in OA Incoming Coordinations.

4.48.2.5. A status file will be established in OA Coordination Status to allow the initiator to track the movement of the file. See paragraph 4.53.7.

4.49. SF-52 Fill Position (Application: fill):

4.49.1. Overview. This application initiates a request to fill a position and track electronically the request's progress through the coordination process.

4.49.2. Operation. To generate this request:

4.49.2.1. Select SF-52 FILL POSITION at the SF 52 Applications menu and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

57

4.49.2.2. At the first screen, enter the civilian personnel control number (CPCN) of the position to be filled and press Transmit.

4.49.2.3. On Page 1, enter key information: request number, not to exceed date (if applicable), and proposed effective date. If required, change the other fields. Use Tab or Return to skip fields when necessary; Left or Right Arrows to move within fields. Enter dates in year, month, day format; for example, 930622. Use Return or PgDn to get to page 2.

4.49.2.4. Continue to enter data on Page 2 (work schedule, position sensitivity, alternative certification, etc.). There are F4 prompts to call up tables for selection of entries for certain fields. Place the cursor on the desired entry and press Transmit. You may enter remarks as appropriate; remarks entered on this page will appear on the SF52 in Part D, Remarks by Requesting Office.

4.49.2.5. Enter the appropriate information on page 3. Internal comments will not be printed on the SF52 but will be displayed when the SF52 is viewed.

4.49.2.5.1. You can enter only the titles of the requesting and authorizing officials. The names of the requesting and authorizing individuals, as well as their corresponding dates, are electronically authenticated.

4.49.2.5.2. When you finish your data entries, press Transmit. The management portion of the SF-52 has now been filled in. The SF-52 needs to be finalized before routing it to the CPF for processing. To place it into the coordination process, press F10 to access the menu bar, select Forward, and press Transmit. See paragraph 4.53 for detailed instructions. The request will be placed in the first future addressee's OA Incoming Coordinations. All subsequent processing of the SF52 will take place in OA Incoming Coordinations.

4.49.2.6. A status file will be established in OA Coordination Status to allow the initiator to track the movement of the file. See paragraph 4.53.7.

4.50. SF-52 Other (Application: 52gen):

4.50.1. Overview. Use this to initiate management request actions not covered by the SF-52 ESTABLISH IDENTICAL POSN, SF-52 CANCEL POSITION, and SF-52 FILL POSITION applications.

4.50.2. Operation. To generate this request:

4.50.2.1. Select SF-52 OTHER at the SF 52 Applications menu and press Transmit.

4.50.2.2. At the first screen, enter the civilian personnel control number (CPCN) on which you want information extracted and the record type (CA for a US civilian position or CL for a local national position). Depending on the action you want to take, you may select where information is to be completed. Select From Side, and the position information will be printed in Blocks 7-14; select To Side, and the position information will be printed in Blocks 15-22; or select both for From and To side.

4.50.2.3. On page 1, enter all necessary information: type of action, request number, NTE date (if applicable), etc. Continue entering the necessary information on pages 2 and 3. Use Tab or Return to skip fields when necessary; Left or Right Arrows to move within fields. Enter dates in year, month, day format; for example, 930622. Enter remarks as appropriate; they will be printed on the SF-52 in Part D, Remarks by Requesting Office. Use Return or PgDn to get to page 2.

4.50.2.3.1. You can enter only the titles of the requesting and authorizing officials. The names of the requesting and authorizing individuals, as well as their corresponding dates, are electronically authenticated.

58

AFMAN 36-2622 Volume 5 1 March 1997

4.50.2.3.2. When you finish your data entries, press Transmit. The management portion of the SF52 has now been filled in. The SF52 needs to be finalized before routing it to the CPF for processing. To place it into the coordination process, press F10 to access the menu bar, select Forward, and press Transmit. See Paragraph 4.53 for detailed instructions. The request will be placed in the first future addressee's OA Incoming Coordinations. All subsequent processing of the SF52 will take place in Incoming Coordinations.

4.50.2.4. A status file will be established in OA Coordination Status to allow the initiator to track the movement of the file. See paragraph 4.53.7.

4.51. USAFE Form 52 (Application: afe52):

4.51.1. Overview. This application essentially serves the same purpose in Germany with local national employees as does the SF-52 with US citizen employees. Its operation is similar. It is used to request personnel and position actions.

4.51.2. Operation. To generate this request:

4.51.2.1. Select USAFE FORM 52, **Request for Personnel Action -- Non-US (Germany)**, at the SF 52 Applications menu and press Transmit.

4.51.2.2. The first of five data entry screens will be displayed. Enter the appropriate information, using Tab to skip fields and PgDn to view subsequent pages. After all entries have been made, press Transmit.

4.51.2.2.1. You can enter only the title of the authorizing official. The name of the authorizing individual, as well as the corresponding date, is electronically authenticated.

4.51.2.2.2. When you finish your data entries, press Transmit. The management portion of the USAFE-52 has now been filled in. The USAFE-52 needs to be finalized before routing it to the CPF for processing. To place it into the coordination process, press F10 to access the menu bar, select Forward, and press Transmit. See

paragraph 4.53 for detailed instructions. The request will be placed in the first future addressee's OA Incoming Coordinations. All subsequent processing of the USAFE-52 will take place in OA Incoming Coordinations.

4.51.2.3. A status file will be established in OA Coordination Status to allow the initiator to track the movement of the file. See paragraph 4.53.7.

4.52. MLC Pers Action USFJ-11/186 (Application: usfj):

4.52.1. Overview. This application essentially serves the same purpose in Japan with local national employees as does the SF52 with US citizen employees. Unlike the SF-52, you cannot authorize, coordinate, or route this application through PC-III. All actions following completion of the form must be done manually.

4.52.2. Operation. To generate this request:

4.52.2.1. Select MLC PERS ACTION USFJ-11/186 (MLC Personnel Action Request/MLC Personnel Work Order) at the SF52 Applications menu and press Transmit.

4.52.2.2. The first of five data entry screens for the USFJ Form 11 will be displayed. Enter the appropriate information, using Tab to skip unused fields and PgDn to view subsequent pages. F2 Help screens are available. After all entries have been made, press Transmit.

4.52.2.3. Next you will receive the following message: This completes the USFJ Form 11. Do you need to prepare a USFJ Form 186 to go with it? ((Y)es/(N)o) [N]. If so, enter Y and press Transmit. If not, enter N and press Transmit.

4.52.2.4. If you select Y, the first of five data entry screens will be displayed. Complete the Form 186 in a manner similar to that of the Form 11. To cancel the application or discard the Form 186, press Esc and you will receive *AFMAN 36-2622 Volume 5 1 March 1997* **59**

the following message: Do you want to A) Discard the data from both the USFJ Form 11 and USFJ Form 186. B) Discard the data from the USFJ Form 186 ONLY. Enter A OR B [B]. Make the appropriate selection and press Transmit. Otherwise, press Transmit after completing the form. F2 Help screens are available.

4.52.2.5. After transmitting the completed form(s), you will receive the following message: A copy of this form(s) will be sent to your Office Automation, Production and Products directory. A second copy will be sent to the CPF Admin. Forward the original form(s) to the CPF for processing after required authorization is completed.

4.52.2.6. Exit the application using F3 and go into OA Production and Products. Highlight the file, press the Space Bar to mark it with an X, and press Transmit.

4.52.2.7. The F10 menu bar with several options will then be displayed. Highlight the appropriate one and press Transmit.

4.52.2.7.1. View. Use this to look at the form; you cannot make any changes.

4.52.2.7.2. Edit. Use this to make any corrections or additions. Be sure to press Transmit to save any changes you make.

4.52.2.7.3. Print. Use this to send the form to a laser printer. See paragraph 3.14.

4.52.2.7.4. Delete. Use this to delete the package after you have printed all necessary copies.

4.52.2.7.5. Quit. Use this to exit the application and discontinue processing.

4.53. Reviewing Coordinations. After the initiator completes SF-52 and USAFE-52 screens and transmits, the initial route file will be displayed. The initiator is the first future addressee followed by the servicing CPF Administration. CPF Admin is also listed as the history addressee. Addressees that need to coordinate on the SF-52 may be added at any time along the way. The submitting organization can "request" and "authorize" an

SF-52 and can "authorize" a USAFE-52 electronically. SF-52s must be "authorized" prior to routing them to the CPF for processing. To initiate processing, enter OA Incoming Coordinations, your electronic "in-basket." To access a file, highlight it, press the Space Bar to mark it with an X, and press F10. A processing menu will be displayed (see figure 4.1) which will include the options listed below.

4.53.1. View. Use this to view the file; you cannot make any changes. It is the means to view your electronic "in-basket."

4.53.2. Edit. Use this to add information and make changes, if applicable. Highlighted fields let you know what information you can edit. Requesting and authorizing fields and their respective dates cannot be edited in order to comply with electronic authentication requirements.

4.53.3. Print. Use this to send the SF-52 to a printer. If you do so before the REQUEST and AUTHORIZE functions have been done, Part A, Blocks 5 and 6 (SF-52) and Part I, Block 14 (USAFE-52), will not include the electronic authentication.

4.53.4. Request. Use this to authenticate electronically Part A, Block 5, Action Requested By. The SF-52 is displayed for you to view and to edit if necessary. When you are finished, press Transmit. The following message will be displayed: Complete the Action Requested by Block on SF 52? (y/n). Type y and press Transmit. If you select this option by mistake or are not authorized to complete Part A, Block 5, type n and press Transmit. If you type y and press Transmit, your signature block, based on your login, and the system date will be electronically authenticated for the requesting official. The next time the SF-52 is viewed, the requesting official and date fields will be completed. The USAFE-52 does not have this option.

4.53.5. Authorize. Use this to authenticate electronically Part A, Block 6 (SF-52) and Part I, Block 14 (USAFE-52), Action Authorized By. The SF-52 is displayed for you to view and to edit if necessary. When you have finished, press Transmit. The following message will be displayed: Complete the Action Authorized by Block

60

AFMAN 36-2622 Volume 5 1 March 1997

on SF 52? (y/n). Type y and press Transmit. If you select this option by mistake or are not authorized to complete Part A, Block 6/Part I, Block 14, type n and press Transmit. If you type y and press Transmit, your signature block, based on your login, and the system date will be electronically authenticated for the authorizing official. The next time the SF-52 is viewed, the authorizing official and date fields will be completed. After this block is completed, no more editing is possible until the package arrives at the CPF.

4.53.6. Route. Use this to move an SF/USAFE-52 action from your Incoming Coordinations through the management chain and on to the CPF. This is the process used to move the SF-52 from "in-basket" to "in-basket" electronically. When you select Route, a routing selection window showing addressees in the current route file will be displayed. The status of each one will appear under the Type column as Initiator, Delivered, Current, Future, or History. Users who have seen the file will be flagged Delivered; the one who currently has it, Current; those who have yet to see it, Future; and the one who has the file copy, History. To access the menu bar for the following options, press F10 or Transmit:

4.53.6.1. Save. Use this to save any changes you made to the route file for future use without moving the file itself.

4.53.6.2. Forward. Use this to send the file to the next addressee listed as Future in the Status window. **NOTE:** Be sure that a Future addressee is in the route file before you forward the file. The FORWARD option automatically saves any changes to the route file.

4.53.6.3. Complete. Reserved for the CPF only, it is used after the action is approved and all coordination has been completed.

4.53.6.4. Terminate. Use this to cancel the action if it was submitted in error, incorrectly authorized, or needs to be returned without action because of funding, etc. You can take no more action after you terminate.

4.53.6.5. Insert. Use this to add addressees to the route file. CPF Administration must remain the last addressee, but you may insert others who need to review the action. Before inserting one, you must highlight the line immediately above where the new addressee is to be added. All addressees must be inserted after the one flagged as Current. When you have the proper line highlighted, press Transmit. A sub-menu listing MPF/CPF, UNIT, GROUP, and TABLE will be displayed. At this point, you can do one of two things: If specific parameters are unknown, press Transmit to access the complete address table; press Transmit again, highlight the addressee you want to insert, mark it with an X, and press Transmit. If you have specific known parameters to enter, select from the options below.

4.53.6.5.1. MPF/CPF. To select a specific CPF, enter the 2-character CCPO-ID. Be sure to change the Table setting from L (local) to W (worldwide) if the CPF is at another installation.

4.53.6.5.2. UNIT. To select a specific organization or office, enter the 4-position unit ID.

4.53.6.5.3. GROUP. To select a specific user group, enter the short name (normally 3 to 7 characters).

4.53.6.5.4. TABLE. The default is L (local). To select an addressee at another installation, enter W (worldwide).

4.53.6.5.5. When you finish, if you forward the action, changes will be saved automatically. If you are not ready to use FORWARD, be sure to save the changes before exiting.

4.53.6.6. Delete. Use this to delete Future addressees from the route file if they do not need to coordinate. Be sure to highlight the address to be deleted. You cannot delete hardcoded addressees (designated by an R in the right-hand column).

4.53.6.7. Comment. Use this to attach comments to the SF-52. They can be added at any time during the coordination process and stay with the SF-52 through completion. Select COMMENT and press Transmit; several sub-options will appear. Use VIEW and PRINT to look at and print the comments file. Use ADD to create a comments file or to add comments to an existing one; you will be taken into a Prelude editor to enter comments. If you agree or disagree, select AGREE or DISAGREE, as appropriate, and your choice will be entered automatically.

AFMAN 36-2622 Volume 5 1 March 1997

61

4.53.7. Status. Use this to track the movement of a USAFE/SF- 52 through the addressee flagged as Current. When it has been forwarded, all addressees can also track its progress in OA Coordination Status. Only after an SF/USAFE-52 has been completed or terminated should the status file be deleted. Go into Coordination Status, highlight the status file, mark it with an X, and press F10. Select DELETE and press Transmit.

4.53.8. A typical SF-52 process may consist of the following steps:

4.53.8.1. The requesting official (user 1) selects SF-52 FILL POSITION from the menu, completes it, and transmits. The SF-52 form has now been filled in.

4.53.8.2. Since the initiator and the requesting official are the same, he or she selects FORWARD when the initial route file is displayed and transmits to deliver the SF-52 to Office Automation for further processing.

4.53.8.3. User 1 selects the SF-52 from the OA Incoming Coordinations directory.

4.53.8.4. User 1 selects REQUEST from the PROCESS SF52 menu, views/edits for any changes necessary, transmits, answers Y when prompted, and transmits.

4.53.8.5. User 1 then selects ROUTE from the PROCESS SF52 menu, selects INSERT to add any other addressees as well as authorizing official's address to the route file, and FORWARDS.

4.53.8.6. Intervening addressees view or edit the SF-52 from their OA Incoming Coordinations directory, select ROUTE when finished, and FORWARD to next addressee in the route file. If they are the approval authority for manpower, they ADD A COMMENT, indicating approval prior to selecting FORWARD.

4.53.8.7. The authorizing official (user 2) selects the SF-52 from the OA Incoming Coordinations directory.

4.53.8.8. User 2 selects AUTHORIZE from the PROCESS SF52 menu, views or edits for any changes necessary, transmits, answers Y when prompted, and transmits.

4.53.8.9. User 2 then selects ROUTE from the PROCESS SF52 menu and FORWARDS it to the CPF.

Section O--Thrift Savings Open Season

4.54. Check Present Enrollment (Application: tspenr):

4.54.1. Overview. This application displays an employee's name, SSN, salary, TSP status and rate, and other associated information. It is an on-screen, immediate inquiry.

4.54.2. Operation. To obtain this information:

4.54.2.1. Select CHECK PRESENT ENROLLMENT at the Thrift Savings Open Season menu and press Transmit.

4.54.2.2. At the first screen, type the SSN of the employee on whom you need this information and press Transmit.

4.54.2.3. A 1-page display will appear. If you wish to print it, press Print Screen. Press Transmit to return to the menu.

Section P--Produce DD Form 1556

4.55. Produce DD Form 1556 (Application: dd1556):

4.55.1. Overview. This application allows you to generate a DD Form 1556, **Request, Authorization Agreement, Certification of Training and Reimbursement**, for an employee attending training.

4.55.2. Operation. To produce this form:

62

AFMAN 36-2622 Volume 5 1 March 1997

4.55.2.1. Select PRODUCE DD FORM 1556 at the Civilian Applications menu and press Transmit.

4.55.2.2. At the first screen, type the SSN of the employee to attend training and press Transmit.

4.55.2.3. This form has seven screens. At the first one, fill in the blanks, using Tab or Enter to move about and skip fields when necessary. When you enter the last entry on the page, the screen will advance to the next one. To view subsequent pages, use F8 or PgDn; to return to previous ones, use F7 or PgUp.

4.55.2.4. Several data fields require single-character codes (for example, see page 4). If F4 is displayed at the bottom for any such field, press F4, type the appropriate code, and press Transmit. Except for entering F4 codes, do not use Transmit until the form is completed and you are ready to produce it.

4.55.2.5. Continue through the remainder of the pages until all work is complete and press Transmit.

4.55.2.6. This form will be produced in OA Production and Products.

4.55.2.7. To print the DD Form 1556, see paragraph 3.14.

Section Q--Produce DD Form 1610-TDY Order

4.56. Produce DD Form 1610-TDY Order (Application: tdyord):

4.56.1. Overview. This application allows you to generate a DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**. (See also AUTOMATED TRAVEL ORDERS under Administrative Applications).

4.56.2. Operation. To produce this form:

4.56.2.1. Select PRODUCE DD FORM 1610 at the Civilian Applications menu and press Transmit.

4.56.2.2. At the first screen, type the SSN of the employee who will be traveling on TDY and press Transmit.

4.56.2.3. Four screens are associated with this form. On the first one, enter information in the blanks, using Tab or Enter to move about and skip fields when necessary. After you make the last entry on the page, the screen will advance to the next page. To view subsequent pages, use F8 or PgDn; to return to previous ones, use F7 or PgUp. Do not press Transmit until the form is completed and you are ready to produce it.

4.56.2.4. Continue through the remainder of the pages until all work is complete and press Transmit.

4.56.2.5. This form will be produced in OA Production and Products.

4.56.2.6. To print the DD Form 1610, see paragraph 3.14.

Section R--AF Form 971 - Inquiry/Update

4.57. AF Form 971 - Inquiry/Update (Application: SUPBRF):

4.57.1. Overview. This 11-page application provides supervisors with information on individual employees. It contains employee information; supervisor comments; and employee experience, awards, performance ratings, promotion factors, and training information. Supervisors may add comments and make other changes if required.

4.57.2. Operation. To obtain this form:

4.57.2.1. Select AF FORM 971 - INQUIRY/UPDATE (Supervisor's Employee Brief) at the Civilian Applications menu and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

63

4.57.2.2. At the first screen, type the employee's SSN and press Transmit.

4.57.2.3. After the brief appears, use F8 or PgDn to view subsequent pages and F7 or PgUp to return to previous ones. Updatable fields are highlighted. Use Right and Left Arrows to move within fields and Tab or Return to bypass fields. Do not press Transmit until you have finished viewing and updating the form.

4.57.2.4. Here is a summary of pages, contents, and purposes:

4.57.2.4.1. Page 1 is employee information. You may make changes to the address and home phone number if appropriate. Do not use special characters such as hyphens, commas, slashes, asterisks, etc. F8 or PgDn to go the next page.

4.57.2.4.2. Page 2 is emergency information. You may make changes to the name, relationship, address, home phone, and work phone of the employee's emergency contact if appropriate. Press F8 or PgDn to go to the next page.

4.57.2.4.3. Pages 3 through 5 allow you to review comments only. Press F8 or PgDn to go to the next page. Page 6 allows you to enter up to four comments; they must not be of a negative or unfavorable nature. The date of the comments being entered cannot be prior to the latest or most recent comment on file (see pages 3-5). Enter the date in YYMMDD order (for example 930625) and enter up to two lines of text per comment.

4.57.2.4.4. Pages 7 through 10 contain position, education, performance, and award information respectively. You cannot make any updates here. Press F8 or PgDn to go to the last page.

4.57.2.4.5. Page 11 offers the options of requesting Training Data and Experience Data RIPs on employees. These products require overnight processing. Enter Y in the proper blanks and press Transmit. They will be produced in OA Reports & RIPs of the employee's work center if PC-III configured or in CPF Admin as PC3TNG (training) and PC3EXP (experience).

4.57.2.5. After you have finished:

4.57.2.5.1. If you viewed the brief only and wish to do nothing further, use Esc to exit and return to the menu.

4.57.2.5.2. If you made any updates, press Transmit. You can check OA Updates and Rejects to determine if the RIP requests and/or updates flowed to DCPDS.

4.57.2.6. When you press Transmit, you will be asked DO YOU WISH TO SAVE A COPY IN YOUR PRODUCTION AREA? (y/n). Enter y if you wish to send a copy of the SF-971 to Office Automation where it can be printed, or n if not and press Transmit again.

4.57.2.7. If you entered y, the brief will be produced in OA Production and Products.

4.57.2.8. If you have a companion printer, you may print any or all of the screens by pressing Print Screen. If you wish to send the brief to a printer, see Paragraph 3.14.

Section S--Civilian ACCELL Applications

4.58. Introduction. ACCELL is a database management system whose applications offer many unique options. A primary advantage of ACCELL is the speed in which you can receive responses. This is why many of the applications have been rewritten for use within ACCELL. Many of the key functions differ from those used with standard PC-III applications. See table 2.2 for an explanation of the default key definitions and uses.

4.59. ACCELL Help - Key Information (Application: achelp):

4.59.1. Overview. This application introduces ACCELL and gives a description of key functions and search criteria. It also gives information in a sub-menu on several other topics, including user commands; moving between forms; using information levels; adding, finding, updating, and deleting records; editing screen fields; and zooming to forms.

4.59.2. Operation. To obtain ACCELL help:

4.59.2.1. Select ACCELL HELP - KEY INFORMATION at the Civilian ACCELL Applications menu and press Transmit.

4.59.2.2. At the introductory screen, press F4 to view the first of several screens on key usage and search criteria. Press F4 to view subsequent pages and F3 to return to previous ones.

4.59.2.3. Use F3 to return to the introductory screen and press F2 if you wish to see a sub-menu of selected topics.

4.59.2.4. If you want information on one of those topics, use the Up and Down Arrow keys to highlight it or type the corresponding number and press Enter.

4.59.2.5. Some of these help topics have a single screen; others have several. On the multiple-screen topics, use F3 and F4 to page up and down, respectively.

4.59.2.6. Pressing F4 at the last page of a sub-menu topic will return you to the sub-menu.

4.59.2.7. You may find it useful to use Print Screen to make copies of some of the help screens for future reference.

4.59.2.8. Press F9 to return to the Civilian ACCELL Applications menu.

4.60. Civilian Locator (Application: locator):

4.60.1. Overview. This inquiry provides on-screen information on duty phone, home phone, local address, grade, office symbol, and PAS.

4.60.2. Operation. To access the locator:

4.60.2.1. Select CIVILIAN LOCATOR at the Civilian ACCELL Applications menu and press Transmit.

4.60.2.2. Use Enter to move from one data field to another if necessary.

4.60.2.3. To locate one or more employees:

4.60.2.3.1. Type the name (last name, first name, and middle initial separated by spaces but without punctuation) in upper- case letters or the SSN of the employee you want to locate and press F12 to begin the search. When finished, press F11 to clear the screen for another inquiry. Partial names are allowed. **NOTE:** ACCELL is case sensitive.

4.60.2.3.2. You may request data on more than one employee. For example, even though the screen size for a value appears fixed (for example, nine characters for SSN), multiple SSNs may be entered by separating each with a comma.

4.60.2.3.3. If you want to locate all employees to whose records you have access, press F12 at the SSN field. Use F8 to view subsequent records and F7 to return to previous ones.

4.60.2.3.4. You may also use office symbol, PAS, etc., as select criteria.

AFMAN 36-2622 Volume 5 1 March 1997

65

4.60.2.4. Press F9 to return to the Civilian ACCELL Applications menu.

4.61. Civilian Position Locator:

4.61.1. Overview. This inquiry provides on-screen information on one or more duty positions. If the position is filled, information on the incumbent is also provided. Such information includes pay plan, series, grade, target grade, duty location code, MPCN, type of position, encumbered/obligated/committed status, title, AFSC, PAS, office symbol, skill qualifications, supervisory level, FLSA status, work schedule, position sensitivity, etc.

4.61.2. Operation. To access the position locator:

4.61.2.1. Select CIVILIAN POSITION LOCATOR at the Civilian ACCELL Applications menu and press Transmit. Then select either CIV POS LOCATOR FOR US EMPLOYEE (ORGN) or CIV POS LOCATOR FOR LOCAL NATLS (ORGLOC), as appropriate and press Transmit.

4.61.2.2. Use Enter to move from the CPCN field to the SSN field if necessary.

4.61.2.3. To locate one or more positions:

4.61.2.3.1. Type the CPCN or the employee's SSN on which you want to inquire and press F12; when finished, press F11 to clear the screen for another inquiry. You must be on the first page of a record to do this. **NOTE:** ACCELL is case sensitive.

4.61.2.3.2. If you want to inquire on all positions within your ability to access, press F12 on a cleared screen.

4.61.2.3.3. Use F4 to view the second page after the display has appeared; use Enter to view the first page again.

4.61.2.3.4. To view subsequent records, use Enter to back up to the first page of the current record and press F8.

4.61.2.3.5. To bypass the second page in a group of records and view only the first page, continue to press F8.

4.61.2.4. Press F9 to return to the Civilian ACCELL Applications menu.

4.62. Employee Career Brief Inquiry:

4.62.1. Overview. This inquiry provides on-screen information from a career brief. It consists of seven pages of information on an employee's current position, education, performance, awards, thrift savings status, career program registration, and other job-related subjects.

4.62.2. Operation. To access the career brief:

4.62.2.1. Select EMPLOYEE CAREER BRIEF INQUIRY at the Civilian ACCELL Applications menu and press Transmit. Then select either CAREER BRIEF INQ FOR US EMPLOYEE (CARBRF) or CAREER BRIEF INQ FOR LOCAL NATIONAL (CABLOC), as appropriate, and press Transmit.

4.62.2.2. Enter the SSN of the employee whose career brief you want to view and press F12.

4.62.2.3. The next screen will display the employee's name, SSN, and office symbol. Press F4 for a sub-menu of available subjects.

4.62.2.4. If you want information on one of those subjects, use the Up and Down Arrow keys to highlight it or type the corresponding number and press Enter.

4.62.2.5. After you have finished viewing a topic, press Enter to return to the sub-menu; select more subjects if needed.

4.62.2.6. To view another career brief, press F3; you will be returned to the SSN screen.

4.62.2.7. Press F11 to clear the screen for more inquiries.

4.62.2.8. Press F9 to return to the Civilian ACCELL Applications menu.

4.63. Investigation/Clearance Data (Application: miscdat):

4.63.1. Overview. This inquiry provides on-screen information on grade, appointment type, date arrived on station, date of security clearance investigation completion, position sensitivity, security clearance status and date, and investigation type.

4.63.2. Operation. To access security information:

4.63.2.1. Select INVESTIGATION/CLEARANCE DATA at the Civilian ACCELL Applications menu and press Transmit.

4.63.2.2. To access one or more employees:

4.63.2.2.1. Type the SSN of the employee on whom you want security information and press F12; when finished, press F11 to clear the screen for another inquiry.

4.63.2.2.2. If you want to select all records to which you have access, press F12 at the SSN field.

4.63.2.2.3. Use F8 to view subsequent records and F7 to return to previous ones.

4.63.2.3. Press F9 to return to the Civilian ACCELL Applications menu.

4.64. Thrift Savings Inquiry (Application: tspenr):

4.64.1. Overview. This inquiry provides on-screen information on retirement plan, Thrift Savings Plan (TSP) enrollment status, contribution rate, date of last change, funds distribution, SCD, pay plan, series, grade, step, and basic salary.

4.64.2. Operation. To access TSP information:

4.64.2.1. Select THRIFT SAVINGS INQUIRY at the Civilian ACCELL Applications menu and press Transmit.

4.64.2.2. To access one or more employees:

4.64.2.2.1. Type the SSN of the employee on whom you want TSP information and press F12; when finished, press F11 to clear the screen for another inquiry.

4.64.2.2.2. If you want to select all records to which you have access, press F12 at the SSN field.

4.64.2.2.3. Use F8 to view subsequent records and F7 to return to previous ones.

4.64.2.3. Press F9 to return to the Civilian ACCELL Applications menu.

4.65. Health Benefits Registration (Application: hlthben):

4.65.1. Overview. This inquiry provides on-screen information on Federal Employees Health Benefits (FEHB) enrollment status, plan, and enrollment code.

4.65.2. Operation. To access FEHB information:

4.65.2.1. Select HEALTH BENEFITS REGISTRATION at the Civilian ACCELL Applications menu and press Transmit.

4.65.2.2. To access one or more employees:

4.65.2.2.1. Type the SSN of the employee on whom you want FEHB information and press F12; when finished, press F11 to clear the screen for another inquiry.

4.65.2.2.2. If you want to select all records to which you have access, press F12 at the SSN field.

4.65.2.2.3. Use F8 to view subsequent records and F7 to return to previous ones.

4.65.2.3. Press F9 to return to the Civilian ACCELL Applications menu.

4.66. Skill Data (Application: skildat):

4.66.1. Overview. This inquiry provides on-screen information on skills, shreds, and sub-shreds, in code and in cleartext.

4.66.2. Operation. To access skill information:

4.66.2.1. Select SKILL DATA at the Civilian ACCELL Applications menu and press Transmit.

4.66.2.2. To access one or more employees:

4.66.2.2.1. Type the SSN of the employee on whom you want skill data and press F12; when finished, press F11 to clear the screen for another inquiry.

4.66.2.2.2. If you want to select all records to which you have access, press F12 at the SSN field.

4.66.2.2.3. Use F8 to view subsequent records and F7 to return to previous ones.

4.66.2.3. Press F9 to return to the Civilian ACCELL Applications menu.

4.67. Base Level Career Program (Application: caring):

4.67.1. Overview. This inquiry provides on-screen information on current career program registration and identification, as well as pay plan, series, and grade.

4.67.2. Operation. To access career program information:

4.67.2.1. Select BASE LEVEL CAREER PROGRAM at the Civilian ACCELL Applications menu and press Transmit.

4.67.2.2. To access one or more employees:

4.67.2.2.1. Type the SSN of the employee on whom you want career program information and press F12; when finished, press F11 to clear the screen for another inquiry.

4.67.2.2.2. If you want to select all records to which you have access, press F12 at the SSN field.

4.67.2.2.3. Use F8 to view subsequent records and F7 to return to previous ones.

4.67.2.3. Press F9 to return to the Civilian ACCELL Applications menu.

4.68. Supervisor's Employee Brief:

4.68.1. Overview. This inquiry provides on-screen information from an employee brief. It consists of several sections with information on an employee's current position, education, performance, awards, thrift savings status, career program registration, and other subjects.

4.68.2. Operation. To access the employee brief:

4.68.2.1. Select SUPERVISOR'S EMPLOYEE BRIEF at the Civilian ACCELL Applications menu and press Transmit. Then select either SUPERVISOR'S BRIEF FOR US EMP (SUPBRF) or SUPERVISOR'S BRIEF FOR LOCAL NAT (SUPLOC), as appropriate, and press Transmit.

4.68.2.2. To access one or more employees:

4.68.2.2.1. Type the SSN of the employee on whom you want a brief and press F12; when finished, press F11 to clear the screen for another inquiry. You must be on the first page of a brief to do this.

4.68.2.2.2. If you want to select all records to which you have access, press F12 at the SSN field.

4.68.2.2.3. Use F4 to view subsequent pages of the same brief and F3 to return to previous ones.

4.68.2.2.4. At the end of the first brief, return to the first page and press F8 for the next brief. Continue to press F8 if you want to skip briefs.

4.68.2.3. Press F9 to return to the Civilian ACCELL Applications menu.

4.69. Current Apsl Data/Award History (Application: awdsdis):

4.69.1. Overview. This inquiry provides on-screen information on current appraisal rating, effective date, appraisal period, and rating type; organization; basic salary rate; pay plan and series; grade and step; position title; and award types, dates, and amounts.

4.69.2. Operation. To access civilian award information:

4.69.2.1. Select CURRENT APSL DATA/AWARD HISTORY at the Civilian ACCELL Applications menu and press Transmit.

4.69.2.2. To access one or more employees:

4.69.2.2.1. Type the SSN of the employee on whom you want award history information and press F12; when finished, press F3 to return to page one and press F11 to clear the screen for another inquiry.

4.69.2.2.2. If you want to select all records to which you have access, press F12 at the SSN field.

4.69.2.2.3. Use F4 to view the second page of an inquiry and F3 to return to the first page.

4.69.2.2.4. At the end of the first inquiry, return to page one and press F8 for subsequent inquiries; press F7 to return to previous ones.

4.69.2.3. Press F9 to return to the Civilian ACCELL Applications menu.

Figure 4.1. SF/USAFE-52 Management Processing Menus.

SF-52.

PROCESS SF52
View
Edit
Print
Request
Authorize
Route
Status
Quit

USAFE-52.

PROCESS SF52
View
Edit
Print
Authorize
Route
Status
Quit

Chapter 5

CPF-UNIQUE APPLICATIONS

5.1. Introduction. The contents of this chapter include applications and aspects of applications to which only the CPF has access. Information on other civilian applications common to the CPF, management, work centers, etc., is contained in other chapters throughout this manual. Chapter 11 contains customer service applications.

5.2. Processing the SF-52. When an SF-52 reaches the CPF, it may be sent to work centers for editing, coordination, and processing. Following is a list of applications and the names by which they appear in Incoming Coordinations: SF 52 CANCEL POSITION, SF 52 ESTABLISH IDENTICAL POSN, SF 52 FILL POSITION, SF 52 RESIGNATION, SF 52 NAME CHANGE, SF 52 RETIREMENT (VOL), SF 52 OTHER, and USAFE FORM 52. The options available will be determined by the menu which appears when you select a specific SF/USAFE-52 from OA Incoming Coordinations. Explanations of those options follow; not all of them are available for each type of SF/USAFE-52. See figure 5.1.

5.2.1. View. Use this to display SF-52 screens only; you cannot make any changes to the request or coordinate on the action.

5.2.2. Edit. Use this to change, add, or correct information on the SF-52 screens. Fields that can be edited are highlighted as you move through the screens. To edit and coordinate for your functional area in the same process, use the CPF OFFICE COORDINATION option, which lets you edit an action and automatically records your review of the request in Part C--Reviews and Approval of the SF-52 (See paragraph 5.2.8.). That block is limited to six reviewers. The Reviews and Approval used for Part C of the SF-52 cannot be edited in order to comply with electronic authentication requirements. (This is the Work Center Final Reviews and Approval section on the Internal CPF Coordination screen and the Approval Official/Approval Date on the SF-52 Approval screen.) If you are not the final reviewer for your functional area, add your coordination to the Internal CPF Coordination section to indicate your review. Coordinations made in this section will not appear on the SF-52.

5.2.3. Remarks. Use this to complete the SF-52, Part F, Remarks for SF-50. When you select it, a SELECT ACTION screen will appear. Select ADD to add a remark code. Use the arrows or press the highlighted letter to move to the desired code and press Transmit. If the remark code selected from the table requires data insertions, screens will appear to allow for the literal entries. Do not use special characters in these fields. Select QUIT from the remarks table when done and answer Y to save the remarks file. Select CHANGE when the data insertion fields for a remark require changing, DELETE when deleting a remark code previously added, VIEW when wanting to display the remarks, and QUIT when finished.

5.2.4. Process Personnel Transaction. After all editing is done, all reviews and regulatory and legal requirements met, and the action approved and authorized, use this to format and flow the applicable PTI to DCPDS. At present, only the ESTABLISH, CANCEL, and Promotion and Reassignment natures of action on a FILL generate transactions to DCPDS.

5.2.4.1. When an SF-52 request is an ESTABLISH or a CANCEL, the system will generate a PTI 052, based on the data entered. The request will flow automatically to DCPDS. The transaction, together with the DCPDS response message, will be returned to OA Updates and Rejects for the user who transmitted the PROCESS PERSONNEL TRANSACTION option.

5.2.4.2. When an SF-52 request is a FILL and the nature of action (NOA) is 702 (Promotion) or a 721 (Reassignment), this option will generate the PTI for flowing to DCPDS through PC-III. A series of screens provides for entry of additional information before the PTI is formatted. See paragraph 5.3 for additional details. The transaction, together with the DCPDS response message, will be returned to OA Updates and Rejects for the user who transmitted the PROCESS PERSONNEL TRANSACTION option. Change of appointing office (PTI CAO) and the other PTIs for a FILL are not available for processing through PC-III at the present time.

5.2.5. Retrieve Employee Information. Use this to retrieve the From information for the SF-52. The employee's record must reside on your core. On the first screen, enter the SSN of the selected employee. If the SSN is found,

the employee data is entered into the From side of the SF-52 if you select SAVE EMPLOYEE DATA by entering a 1 and pressing Transmit. Use 2 to reenter another SSN if entered in error or not found, and use 3 to quit the retrieval process without saving.

5.2.6. Retrieve Position Information. Reserved for future use.

5.2.7. Change Position Data (052). Reserved for future use.

5.2.8. CPF Office Coordination. Use this to electronically authenticate Part C, Block 1, Reviews and Approval, of the SF-52. The process takes two steps. In step 1, you are shown the SF-52 request screens and may move through them to view the data or edit it as necessary. When you finish, press Transmit. You will then be asked Are You Ready to Coordinate (y/n)? If you are the reviewer for your functional area and have completed your work on the action, enter y and press Transmit. If you are not the reviewer or if you have to make additional changes, enter n and press Transmit. This area is limited to six office or function approvals. If you are not the final reviewer for your functional area, record your coordination in the Internal CPF Coordination section. When you press Transmit with y in the field, PC-III will electronically authenticate your action by placing the office/function, your login, and the date in the Reviews and Approval field. The next time the SF-52 is viewed or edited, the reviewing/approving official's office or initials and the date will appear on the screen. **NOTE:** If you exceed the six areas and receive the You have no more room for Coordination message, data entered during the session will be lost. In such cases, use the EDIT option to reenter the data.

5.2.9. Approve the SF-52. If you have the authority to approve the SF-52 action, use this to authenticate Part C, Block 2, Reviews and Approval, electronically. When you select this, the SF-52 screens are displayed for your review and editing. When you finish, press Transmit. The following question will appear: Are You Ready to Approve/Disapprove the SF52 (y/n)? If not, enter n and press Transmit to return to the menu. If so, enter y and press Transmit. PC-III will electronically authenticate the signature for this block, based on your login and will add the date, based on the current system date. An SF 52 Approval screen will be shown. Check either APPROVAL or DISAPPROVAL, as appropriate, and add necessary comments. This is the only time you can edit this screen. You must be logged in as the SF-52 Approval Authority to use this option. **NOTE:** To view remarks before approving the SF-52, use the VIEW or REMARKS options.

5.2.10. Route. Use this to move the SF-52 from OA Incoming Coordinations. When you select ROUTE, a routing selection window showing addressees in the current route file and their status under TYPE will be displayed. The status actions displayed under TYPE will consist of Initiator, Delivered, Current, Future, and History. Users who have already seen the package will be flagged as Delivered; the user who currently has the package will be flagged as Current; users yet to receive the package will be flagged as Future; and the office that has the file copy of the package will be flagged as History. To move the SF-52, press F10 or Transmit, and the top menu bar will be displayed with the following options:

5.2.10.1. Save. Use this to save any changes you make to the route file for future use without moving the file itself.

5.2.10.2. Forward. Use this to pass the file to the next addressee listed as Future in the Status window. Be sure that a Future addressee is in the route file before you forward it. FORWARD automatically saves new changes made to the route file.

5.2.10.3. Complete. Use this after all internal processing has been completed and the final SF-52 is printed. COMPLETE removes permanently the electronic SF-52 from Incoming Coordinations and sends a final update to the Status File. For some actions (CANCEL, ESTABLISH, and FILL/702/721), ensure that the transaction has been processed and a confirmation received that the transaction successfully updated DCPDS before using this update.

5.2.10.4. Terminate. Use this to cancel an action submitted in error, incorrectly authorized, or cancelled by the submitter. No further action can be taken against the request after you TERMINATE. The Status File is updated to reflect the action.

5.2.10.5. Insert. Use this to add any other addressees to the route file if requirements necessitate your doing so. Before inserting an addressee, make sure that you highlight the line above the line where the new addressee is to be added. All addressees must be inserted after the one labeled Current. When you have the proper line highlighted, press Transmit. A submenu listing MPF/CPF, UNIT, GROUP and TABLE will be displayed. Select the appropriate one, and another sub-menu will display the applicable units and offices. In the same manner, select the appropriate one and press Transmit. Be sure to SAVE the changes if you are not ready to FORWARD the file; selecting FORWARD saves automatically.

5.2.10.6. Delete. Use this to delete addressees labeled Future from the route file. Make sure the highlight bar is on the address to be deleted before you press Transmit.

5.2.10.7. Comment. Use this to attach comments to the SF-52. Comments can be added at any time along the way and stay with the package through completion. Select COMMENT and press Transmit to see the sub-options. Use VIEW and PRINT to look at and print the comments file. Use ADD to create a comments file or to add comments to an existing one; you will be taken into a Prelude editor to enter comments. If you agree/disagree, select AGREE/DISAGREE and your choice will be entered automatically.

5.2.10.8. Reset. This is available in OA History Coordinations only. It allows the history addressee (CPF Administration) to restart the SF-52. This is a means to recover an SF-52 which was "Completed" too soon, "Terminated" in error, or lost in the routing process. Prior to using this option, place the cursor on the addressee that needs to receive the SF-52 again. This will cause that addressee, as well as any addressees that follow, to become Future addressees. Use the FORWARD option to route the SF-52 to the first Future addressee's OA Incoming Coordinations for subsequent processing.

5.2.11. Status. Use this to view any movement and action taken on the SF-52 up to the Current user. When you FORWARD it, all addressees can track the movement through OA Coordination Status.

5.2.12. Print. Use this to print the SF-52 and a copy of the SF-52 clearance/comments screen, if applicable. The SF-52 may be printed at any time. When printing the SF-52 for filing in the OPF, make sure the approving authority has authenticated the action. Attach a copy of the clearance sheet and a copy of the completed status file.

5.2.13. Incorrect Menu. If you select an SF-52 for CPF processing and receive the management's PROCESS SF52 menu (figure 5.2) rather than the CPF PROCESS SF52 menu (figure 5.1), check the request carefully. It may be an SF-52 that has been generated within the CPF and is still being coordinated (as when a unit routes the action for internal coordination before sending it to the CPF) or the submitting organization inadvertently forwarded the request before electronically authenticating Part A, Block 6, Action Authorized By, of the SF-52. In the latter case, ROUTE it back to the unit for authentication and subsequent return to the CPF for processing.

5.3. Processing Fill Personnel Transactions. The SF-52 must be completed in accordance with FPM Supplement 296-33 before selecting this option.

5.3.1. CAO Processing. CAO processing is not available in PC-III at this time. If this is a CAO, press y to back out of the routine.

5.3.2. Remarks Processing. To process remarks, you must indicate which ones are to be sent up with the transaction. Move the cursor to the column to the left of the remark code and X the remarks to be sent. Any insertion DINs (VAA through VFP) with an X will also go up in the transaction. Space out the X if necessary.

5.3.3. Optional Screen. This screen contains mandatory data entry items for the additional minimum "required" DINs necessary for the transaction to process.

5.3.4. Additional Optional Screen. If other DINs are required, answer Y when prompted. An additional screen will appear with fields for other optional DINs most frequently used.

5.3.5. Additional DINs Needed. If you still need to input more DINs, answer Y when prompted, and an Optional DIN Input screen will appear, where you input both the DIN and the data in a freestyle format. A period (.) must follow the data input; continue with this process until all necessary DINs are input.

5.3.6. Updates and Rejects. Update confirmation and reject messages are returned to OA Updates and Rejects. Limited edits are available within PC-III to check the action before it is transmitted. Since the action is retained in OA Incoming Coordinations until completed, you can reprocess any rejected actions. As an alternative, you can also reprocess an action by using the PROCESS option on the top menu bar in OA Updates and Rejects. Remember to remove all extraneous lines leaving only the transaction before you press Transmit.

5.4. Physical Exam Update - CCPO (Application: phxudt):

5.4.1. Overview. This application lets you update the date and type of an employee's last physical examination and delete the date and type of the previous one. This applies only to record type CA. See also chapter 4, Section M, for related applications available to commanders, managers, and orderly rooms.

5.4.2. Operation. Select PHYSICAL EXAM UPDATE - CCPO at the Physical Exam/Injury Reporting menu and press Transmit.

5.4.2.1. At the SSN prompt screen, enter the SSN of the person whose record you want to update and press Transmit.

5.4.2.2. The next screen will display certain information about the person. At the Typ Exm: block, press F4 for a list of exam types. Highlight the appropriate one using the Up and Down Arrows, if necessary, and press Transmit.

5.4.2.3. Type in the date of the exam (YYMMDD).

5.4.2.4. Type X in the Delete: block to delete the previous exam type and date, if applicable, and press Transmit.

5.4.2.5. A message stating that the record is being updated will appear. You should check OA Updates and Rejects to make sure the update processed through the base-level computer.

5.5. Auto Merit Cert Process (Application: brwssrc):

5.5.1. Overview. The Automated Merit Certificate Process is a function of the Promotions and Placements Referral System (PPRS). It provides a means of identifying persons within a designated work area who are eligible for grouping, ranking, and referral. This application is in the ACCELL format.

5.5.2. Operation. Select AUTO MERIT CERT PROCESS from the Civilian Applications menu under CPF Affirmative Employment (Staffing) and press Transmit:

5.5.2.1. PEP Directory. A Promotion Evaluation Pattern (PEP) directory will be displayed with the following data items for each PEP file: Source Name, Date, Time, SON, Update, Ownerid, #CRR, SPCR, and Expires. The following directory options for each file are listed at the bottom of the screen:

5.5.2.1.1. F13 Brwz CRR (Browse Candidate Referral Roster).

5.5.2.1.2. F14 Brwz SPR (Browse Special Placement Roster).

5.5.2.1.3. F15 Cert Dir (Certificate Directory).

5.5.2.1.4. F16 Copy PEP (Copy Promotion Evaluation Pattern).

5.5.2.1.5. F17 Del PEP (Delete Promotion Evaluation Pattern).

5.5.2.1.6. F18 Ext Expr (Extend PEP Expiration Date).

74

AFMAN 36-2622 Volume 5 1 March 1997

5.5.2.1.7. F19 Print (Print PEP File Directory).

5.5.2.2. PEP Owner. A new PEP has no owner initially. After a user claims a PEP and becomes the owner, only that user can delete and alter CRRs and SPCRs and can create, delete, and alter certificates. Other users can only view and copy them.

5.5.2.3. Key Usage. Although ACCELL default key functions are explained in chapter 2, table 2.3, the usage of certain function keys will vary, depending upon the actual process or phase of a process involved. Not all function keys can be accessed in all phases. See table 5.1 for a key usage summary.

5.5.2.3.1. Command Lines. The bottom two lines of a screen, Command Lines, list function keys and their specific purposes which are accessible within that process or phase of the process. Only 12 functions can be displayed at a time on the screen. If F10 More Key is displayed, you can press F10 to see a continuation of functions accessible.

5.5.2.3.2. Functions. Functions listed on Command Lines may range from F1 through F20. To access the higher numbered keys not present on the keyboard, usually F13 through F20, subtract 10 from the one you want; for example, F16 - 10 = F6. Press the Shift key and the corresponding lower-numbered key; for example, Shift/F3 = F13; Shift/F7 = F17; Shift/F10 = F20, etc.

5.5.2.3.3. F2 UI Menus. Some data update fields have menus from which to select responses. If a Command Line displays F2 UI Menu, press F2 to make a selection according to the menu instructions.

5.5.2.3.4. F12 Find. To search for a particular rank, name, SSN, office symbol, progression level, etc., press F11 to clear the screen and move the cursor to the field you want to search. Type in the search parameter(s) and press F12. If you press F12 without entering search parameters, all records will be selected and displayed.

5.5.2.3.5. Moving within a Record. To move from one data field within a record to another, press Return or Down Arrow. To move backward from one data field within a record to another, press Up Arrow. To move back and forth between lines 1 and 2 of a 2-line record, press Tab.

5.5.2.4. Information Line. This line immediately above the Command Lines contains information or instructions which include key use and data field explanations. If you enter incompatible data in a restricted field, a reject notice will appear here. If you prepare to delete a file, a warning will appear here before the transaction consummates.

5.5.2.5. Printing. In most cases, you can send reports and certificates to OA Production and Products by pressing F19. See paragraph 3.14 for information on printing products on a laser printer.

5.5.3. F13 Brwz CRR. Use PgDn or PgUp to highlight the file you want to review or update. The number of records in that CRR will be noted in the #CRR column. Press F13 (Shift/F3). The CRR will display various items of data on each individual, some of which can be updated. Use PgDn or PgUp to move from one record to another. Use F8 or F7 to move from one page to another, as necessary.

5.5.3.1. Update a Record. The following information for an existing record can be updated: current ranking, office symbol, progression level and factor, performance appraisal total, appraisal rating, award points, test score, remarks fields, special screening code, qualification determination code, and user maintained literal remarks field.

5.5.3.1.1. To change a person's ranking, you should first enter other necessary information changes in the appropriate data fields before changing the ranking. Then enter the new rank number in the entry field at the far left of the screen and press Return. An entry in the User Maintained Literal Remarks field is required when you do this. After the required information is entered, the screen is redrawn and the record moved to a new location. Note that the Old Rank field will still indicate the original location of the record.

5.5.3.1.2. For updating the Qualification Determination (QD) Code data field, a menu of selections is available. Press F2. Highlight your choice, using PgDn or PgUp. Use F7 or F8 to move between the menu pages, if necessary. Use F3 to select your choice. You can use F9 to exit without making a choice.

5.5.3.1.3. Use of the Special Screening Code (SC) data field is optional. If needed, specific selection codes and tables can be built and maintained manually at the local level.

5.5.3.1.4. After making necessary changes to one record, use F20 (Shift/F10) to save them; then press Return to edit the next record. You may use F3 to save the changes and return to the PEP directory if you are finished.

5.5.3.2. Add a Record. To add a record not currently in the file, highlight the appropriate record position on the Browse Roster and press F13 (Shift/F3). An Add Candidate data entry screen will be displayed.

5.5.3.2.1. Type the appropriate information in each data field. If you fill a field completely, the cursor will advance to the next field. If not, press Return to advance.

5.5.3.2.2. To update the QD data field, a selection menu is available. Press F2; highlight your choice, using PgDn or PgUp. Use F7 or F8 to move between pages, if necessary. Use F3 to select your choice or use F9 to exit without making a choice.

5.5.3.2.3. After you have entered all the information, press F20 to save and stay on the add screen for multiple records. You may use F3 to save the changes and return to the CRR file if you are finished.

5.5.3.3. Press F19 (Shift/F9) to obtain a copy of the updated CRR. It will be produced in OA Production and Products.

5.5.4. F14 Brwz SPR. Use PgDn or PgUp to highlight the file you want to review or update and press F14 (Shift/F4). If NO is present in the SPCR column of the PEP directory, no SPR file is available. The SPR will display various items of data on each individual, some of which can be updated. Use PgDn or PgUp to move from one record to another. Use F8 or F7 to move from one page to another, as necessary.

5.5.4.1. Update a Record. The following information for an existing record can be updated: office symbol, progression level and factor, performance appraisal total, appraisal rating, award points, test score, remarks fields, referral comments (ineligibility code), and literal remarks.

5.5.4.1.1. Type changes or additions in the appropriate data fields. If you fill a field completely, the cursor will advance to the next field. If not, press Return to advance. Continue to press Return, as needed, to move to other data fields that need to be updated.

5.5.4.1.2. For updating the Referral Comment (ineligibility code) data field, a menu of selections is available. Press F2. Highlight your choice, using PgDn or PgUp. Use F3 to select your choice. You can use F9 to exit without making a choice.

5.5.4.1.3. After making necessary changes to one record, use F20 (Shift/F10) to save them; then press Return to edit the next record. You may use F3 to save the changes and return to the PEP directory if you are finished.

5.5.4.2. Add a Record. To add a record not currently in the file, press F13 (Shift/F3), and a data entry screen will be displayed.

5.5.4.2.1. Type the appropriate information in each data field. If you fill a field completely, the cursor will advance to the next field. If not, press Return to advance to the next.

5.5.4.2.2. For updating the Referral Comment (ineligibility code) data field, a menu of selections is available. Press F2. Highlight your choice, using PgDn or PgUp. Use F7 or F8 to move between the menu pages, if necessary. Use F3 to select your choice. You can use F9 to exit without making a choice.

5.5.4.2.3. After you have entered all the information, press F20 to save and stay on the add screen for multiple records. You may use F3 to save the changes and return to the SPR file if you are finished.

5.5.4.3. Press F19 (Shift/F9) to obtain a copy of the updated SPR. It will be produced in OA Production and Products.

5.5.5. F15 Cert Dir. To access this PEP file sub-directory, use PgDn or PgUp to highlight the file and press F15 (Shift/F5). The sub-directory will display the following information for any existing certificate: certificate name, type, SF-52 number, date issued, position title, permanent pay plan and grade, office symbol, location, and sort type.

5.5.5.1. Add CRR. Use this to create a CRR referral certificate. Press F13 (Shift/F3) at the certificate sub-directory. A data entry screen will be displayed.

5.5.5.1.1. Type the appropriate information in each data field. If you fill a field completely, the cursor will advance to the next field. If not, press Return to advance.

5.5.5.1.2. Enter a 1- to 7-character password and select one of the four sorts displayed; these are mandatory fields. If the certificate is entered into electronic coordination, all future recipients must know the password to access it.

5.5.5.1.3. To update the Table Comments and QD fields, selection menus are available. Press F2; highlight your choice, using PgDn or PgUp. You can add seven entries under Table Comments and three under Qualification Determination Codes. Use F7 or F8 to move between the menu pages, if necessary. Use F3 to select your choice or use F9 to exit without making a choice.

5.5.5.1.4. After completing all entries, press F4 to save the data. A candidate list, based upon the criteria you entered, will be displayed. Phone and location fields can be updated.

5.5.5.1.5. Press F18 (Shift/F8) to move the completed certificate into OA Incoming Coordinations (See paragraphs 3.7, 3.8, 3.9, and 3.31), or press F19 (Shift/F9) to move it into OA Production and Products for printing (see paragraph 3.14). Press Return and F3 to return to the certificate sub-directory.

5.5.5.2. Add SPCR. Use this to create an SPC referral certificate. Press F14 (Shift/F4) at the certificate sub-directory. A data entry screen will be displayed.

5.5.5.2.1. Type the appropriate information in each data field. If you fill a field completely, the cursor will advance to the next field. If not, press Return to advance.

5.5.5.2.2. Enter a 1- to 7-character password and select one of the three sorts displayed; these are mandatory fields. If the certificate is entered into electronic coordination, all future recipients must know the password to access it.

5.5.5.2.3. To update the SPCR Type and Table Comments fields, selection menus are available. Press F2; highlight your choice, using PgDn or PgUp. You can add seven entries under Table Comments. Use F7 or F8 to move between the menu pages, if necessary. Use F3 to select your choice or use F9 to exit without making a choice.

5.5.5.2.4. After completing all entries, press F4 to save the data. A candidate list, based upon the criteria you entered, will be displayed. Phone and location fields can be updated.

5.5.5.2.5. Press F18 (Shift/F8) to move the completed certificate into OA Incoming Coordinations (See paragraphs 3.7, 3.8, 3.9, and 3.31), or press F19 (Shift/F9) to move it into OA Production and Products for printing (see paragraph 3.14). Press Return and F3 to return to the certificate sub-directory.

5.5.5.3. Brwz Cert. To view a certificate for eligible candidates, highlight it, using PgDn or PgUp, as necessary, and press F15 (Shift/F5). The certificate will display name, SSN, phone, location, office symbol, remark code, and action code for each candidate, as well as the password, sort type, and selective screening code (if used).

5.5.5.4. Del Cert. Each PEP file can hold a maximum of five certificates. To delete one, highlight it on the sub-menu, using PgDn or PgUp, as necessary, and press F17 (Shift/F7). The Information Line will then prompt you with the question, Delete this certificate (yes/no)? Type yes and press Return. If you change your mind or selected the incorrect one, enter no and press Return. Certificates cannot be recalled.

5.5.6. F16 Copy PEP. To copy a file for a working extract, use PgDn or PgUp to highlight it and press F16 (Shift/F6). You may receive a comment saying Selected PEP is over 90 days old. Do you wish to copy anyway? Type either yes or no and press Return. If you selected yes, enter in a name for the extract at the next screen and press F3 to create and save the new file.

5.5.7. F17 Del PEP. To delete a PEP file from the directory, no certificates can be attached; if there are any, they must be deleted. Use PgDn or PgUp to highlight it and press F17 (Shift/F7). The Information Line will then prompt you with the question, Delete this PEP (yes/no)? Enter yes and press Return. If you change your mind or selected the incorrect one, enter no and press Return. Use of this application permanently removes the selected file and it cannot be recovered.

5.5.8. F18 Ext Expr. To extend the expiration date of a PEP file, use PgDn or PgUp to highlight it and press F18 (Shift/F8). Type the new expiration date in the right-hand column in YYMMDD format and press Return. If a PEP file is due to expire soon and you need it longer, be sure to extend the date. When an expiration date arrives, the actual deletion will not consummate until the next end-of-day is run. Deletion is final; the file cannot be recovered.

5.5.9. F19 Print. Selecting this will send a copy of the PEP directory listing to OA Production and Products.

5.6. Produce DD Form 1614 - PCS Order (Application: dd1614):

5.6.1. Overview. This application allows you to prepare a laser-produced DD Form 1614, **Request and Authorization for DoD Civilian Permanent Duty Travel**. The update portion consists of eight pages of information to enter. This function applies only to record type CA.

5.6.2. Operation. Select PRODUCE DD FORM 1614 - PCS ORDER at the Civilian Applications menu and press Transmit.

5.6.2.1. At the SSN prompt screen, enter the SSN of the person selected for PCS and press Transmit.

5.6.2.2. At each of the following pages, enter the information required. Tab past unused fields and through fields not completely filled. Use F8 or PgDn to go to subsequent pages and F7 or PgUp to return to previous ones. Press Transmit when finished.

5.6.2.3. This order will be produced in OA Production and Products. There you can edit it to make corrections, modifications, etc., before it is signed and published.

5.6.2.4. See paragraph 3.14 for instructions on printing this form on a laser printer.

Figure 5.1. SF/USAFE-52 CPF Processing Menus

RESIGNATION, RETIREMENT, AND NAME CHANGE

PROCESS SF52
View
Edit
Print
Approve SF52
CPF Office Coordination
Route
Status
Quit

OTHER

PROCESS SF52
View
Edit
Print
Remarks
Retrieve Employee Information
Approve SF52
CPF Office Coordination
Route
Status
Quit

FILL

PROCESS SF52
View
Edit
Remarks
Process Personnel Transaction
Retrieve Employee Information
Retrieve Position Information
Change Position Data (052)
CPF Office Coordination
Approve the SF52
Route

Status
Print
Quit

Figure 5.1. Continued.

ESTABLISH IA AND CANCEL

PROCESS SF52
View
Edit
Print
Approve SF52
CPF Office Coordination
Process Personnel Transaction
Route
Status
Quit

USAFE-52

PROCESS SF52
View
Edit
Print
CPF Office Coordination
Route
Status
Quit

SF-52 HISTORY COORDINATIONS

PROCESS HISTORY COPY OF SF52
View
Print
Delete the Package
Route
Status
Quit

Table 5.1. ACCELL Function Keys (Auto Merit Cert Process)

	A	B	C
I T E M	KEY TITLE	COMMAND LINE LABEL(S)	USES
1	F1	None Assigned	
2	F2	UI Menu	List available choices for a specific data field.
		System Help	A Help screen is available.
3	F3	Save/Exit	Save changes and exit the application.
		Save	Save changes without exiting.
		Previous Form	Select menu item and return to the previous screen.
4	F4	Save	Save changes without exiting.
		Next Form	Select menu item and advance to the next screen.
5	F5	Refresh	Redraw the screen.
6	F6	None Assigned	
7	F7	Previous Page	Return to the previous page (if multiple).
8	F8	Next Page	Advance to the next page (If multiple).
9	F9	Cancel	Exit the application without saving changes.
10	F10	More Key	List the next set of function keys.
11	F11	Clear Find	Clear the screen to enter new search criteria.
12	F12	Find	Locate a particular file.
13	F13	Browse CRR Add CRR	Review and/or update a CRR. Add a new CRR.
14	F14	Browse SPCR	Review and/or update an SPCR.
		Add SPCR	Add a new SPCR.
		Add/Update	
15	F15	Certificate Directory	Review the directory of certificates.
		Browse Certificate	Review and/or update a certificate.
16	F16	Copy PEP	Copy/duplicate a PEP file.
		1st Record	Return to the first menu page.
17	F17	Delete PEP	Delete a PEP file from the directory.
		Delete Certificate	Delete a certificate from the directory.
		Last Record	Advance to the last menu page.
18	F18	Extend Expiration	Change the expiration date of a PEP file.
		Coord	Send file to OA Incoming Coordinations.
19	F19	Print	Send file to OA Production and Products.
20	F20	Save	Save changes without exiting.
		Add Record	Save an added record to file.
21	PgUp	Previous Record	Return to the previous line.

22	PgDn	Next Record	Advance to the next line.
----	------	-------------	---------------------------

NOTE: Refer to the Command Lines for available function keys and their specific uses.

Chapter 6

SECURITY CLEARANCE APPLICATIONS

Section A--Introduction

6.1. Automated Security Clearance Approval System (ASCAS). The ASCAS is used to request security clearance information from the Air Force Security Clearance Office (AFSCO). The main components are tracer actions on investigation status, RIP production (to give investigation status and results), update of clearance data on the base-level files, and ASCAS roster maintenance.

Section B--Security Clearance Inquiry

6.2. Civ Indvl Security Clearance Inq (Application: asccv5):

6.2.1. Overview. This inquiry will display security clearance information on a selected employee; information includes type and date of clearance and position sensitivity. It is an on-screen, immediate inquiry and is limited to record type CA.

6.2.2. Operation. To obtain this inquiry:

6.2.2.1. Select CIV INDIV SECURITY CLEARANCE INQ at the Security Clearance Inquiry sub-menu and press Transmit.

6.2.2.2. At the first screen, enter the SSN of the person on whom you wish to inquire and press Transmit.

6.2.2.3. The next screen will display the requested information. To print it, press Print Screen.

Section C--ASCAS Tracer Request (Application: tracer)

6.3. Introduction. This application consists of several options and sub-options designed to help the security police perform the actions you request. Select ASCAS TRACER REQUEST at the Security Clearance Tracer sub-menu and press Transmit. Enter the SSN and record type of the person on whom you want to initiate a tracer and press Transmit. Paragraphs 6.4 through 6.7 will go into detail on the four basic options you now have available at a sub-menu titled Tracer Request Reasons: RECERT OF CLEARANCE ELIG, REQ STATUS OF INVESTIGATION, REQ INTERIM CLEARANCE ELIG, and REPORTING NATURALIZATION.

6.4. Recert of Clearance Elig:

6.4.1. Overview. Use this option to obtain previous clearance/investigation data. Select RECERT OF CLEARANCE ELIG at the Tracer Request Reasons sub-menu and press Transmit. Another menu with the categories listed below will then be displayed. Select the one appropriate to your request and press Transmit: PRIOR MIL SVC/ACTIVE RESERVE, PRIOR MIL SVC CADET, PRIOR CIVIL

SVC, PRIOR DOD CONTRACTOR, OTHER-PRIOR CLEAR DATA AVAIL, and OTHER-PRIOR CLEAR NOT AVAIL.

6.4.2. Operation. The screen sequence for each of the categories varies. The information screen will have the category title at the top; it will contain various items of personal and security information and some basic instructions. When entering dates, use the YYMMDD format. When selecting menu items, use Up and Down Arrows to highlight the correct ones. To exit, enter N and press Transmit. To continue, enter Y and press Transmit:

6.4.2.1. Prior Mil Svc/Active Reserve. Highlight and press Transmit. At the information screen, enter Y and press Transmit:

6.4.2.1.1. Select ACTIVE MILITARY SERVICE or PARTICIPATING RESERVIST and press Transmit.

82

AFMAN 36-2622 Volume 5 1 March 1997

6.4.2.1.2. Select the specific prior service status (ENLISTED, OFFICER, WARRANT OFFICER, OTHER) and press Transmit.

6.4.2.1.3. Select prior service component and press Transmit.

6.4.2.1.4. Enter prior certification From and To dates and press Transmit.

6.4.2.1.5. Using the Tab, if necessary, enter X in the brackets by the option you want and press Transmit. The screen sequence will vary depending on your selection.

- Prior Clearance and Investigation Data Available. Highlight CLEARANCE ELIGIBILITY, enter Prior Clearance Agency/ Date of Prior Clearance, highlight SECURITY INVESTIGATION BASIS, and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Prior Investigation Data Available. Highlight SECURITY INVESTIGATION BASIS and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Neither. Press Transmit.
- Quit Screen. Select only to exit and discontinue the request.

6.4.2.1.6. Enter any previous name(s) and place of birth, if applicable, and press Transmit. If not, just press Transmit.

6.4.2.1.7. After completing one of the options in paragraph 6.4.2.1.5, you will be at the ASCAS Tracer Initiation screen. Enter any appropriate comments, enter Y, and press Transmit.

6.4.2.1.8. Select the appropriate security police office, if your base has more than one, and press Transmit. A route file screen will be displayed. Press F10, select FORWARD at the menu bar, and press Transmit. The request will be sent to security police for approval.

6.4.2.1.9. The completed request will be returned to OA History Coordinations and the BLPS update will be returned to OA Updates and Rejects of the submitting office.

6.4.2.2. Prior Mil Svc Cadet. Highlight and press Transmit. At the information screen, enter Y and press Transmit.

6.4.2.2.1. Select the commission source and press Transmit.

6.4.2.2.2. Enter prior certification From and To dates, date commissioned, date entered active duty, and press Transmit.

6.4.2.2.3. Using the Tab, if necessary, enter X in the brackets by the option you want and press Transmit. The screen sequence will vary depending on your selection:

- Prior Clearance and Investigation Data Available. Highlight CLEARANCE ELIGIBILITY, enter Prior Clearance Agency/ Date of Prior Clearance, highlight SECURITY INVESTIGATION BASIS, and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Prior Investigation Data Available. Highlight SECURITY INVESTIGATION BASIS and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Neither. Press Transmit.
- Quit Screen. Select only to exit and discontinue the request.

6.4.2.2.4. Enter any previous names and place of birth, if applicable and press Transmit. If not, just press Transmit.

6.4.2.2.5. After completing one of the options in paragraph 6.4.2.2.3, you will be at the ASCAS Tracer Initiation screen. Enter any appropriate comments, enter Y, and press Transmit.

6.4.2.2.6. Select the appropriate security police office, if your base has more than one, and Transmit. A route file screen will be displayed. Press F10, select FORWARD at the menu bar, and press Transmit. The request will be sent to security police for approval.

6.4.2.2.7. The completed request will be returned to OA History Coordinations and the BLPS update will be returned to OA Updates and Rejects of the submitting office.

6.4.2.3. Prior Civil Svc. Highlight and press Transmit. At the information screen, enter Y and press Transmit:

6.4.2.3.1. Enter prior civil service agency and prior service From and To dates; press Transmit.

6.4.2.3.2. Using the Tab, if necessary, enter X in the brackets by the option you want and press Transmit. The screen sequence will vary, depending on your selection.

- Prior Clearance and Investigation Data Available. Highlight CLEARANCE ELIGIBILITY, enter Prior Clearance Agency/Date of Prior Clearance, highlight SECURITY INVESTIGATION BASIS, and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Prior Investigation Data Available. Highlight SECURITY INVESTIGATION BASIS and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Neither. Press Transmit.
- Quit Screen. Select only to exit and discontinue the request.

6.4.2.3.3. Enter any previous names and place of birth, if applicable and press Transmit. If not, just press Transmit.

6.4.2.3.4. After completing one of the options in paragraph 6.4.2.3.2, you will be at the ASCAS Tracer Initiation Screen. Enter any appropriate comments, enter Y, and press Transmit.

6.4.2.3.5. Select the appropriate security police office, if your base has more than one, and press Transmit. A route file screen will be displayed. Press F10, select FORWARD at the menu bar, and press Transmit. The request will be sent to security police for approval.

6.4.2.3.6. The completed request will be returned to OA History Coordinations and the BLPS update will be returned to OA Updates and Rejects of the submitting office.

6.4.2.4. Prior DOD Contractor. Highlight and press Transmit. At the information screen, enter Y and press Transmit:

6.4.2.4.1. Select CLEARANCE ELIGIBILITY and press Transmit.

6.4.2.4.2. Select SECURITY INVESTIGATION BASIS and press Transmit.

6.4.2.4.3. Enter name of clearance agency, date of clearance, and From and To dates of active clearance; press Transmit.

6.4.2.4.4. Using the Tab, if necessary, enter X in the brackets by the option you want and press Transmit. The screen sequence will vary depending on your selection:

84

AFMAN 36-2622 Volume 5 1 March 1997

- Prior Clearance and Investigation Data Available. Highlight CLEARANCE ELIGIBILITY, enter Prior Clearance Agency/ Date of Prior Clearance, highlight SECURITY INVESTIGATION BASIS, and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Prior Investigation Data Available. Highlight SECURITY INVESTIGATION BASIS and enter Prior Investigative Agency/Date of Prior Investigation. Press Transmit after each.
- Neither. Press Transmit.
- Quit Screen. Select only to exit and discontinue the request.

6.4.2.4.5. Enter any previous names and place of birth, if applicable, and press Transmit. If not, just press Transmit.

6.4.2.4.6. After completing one of the options in paragraph 6.4.2.4.4, you will be at the ASCAS Tracer Initiation screen. Enter any appropriate comments, enter Y, and press Transmit.

6.4.2.4.7. Select the appropriate security police office, if your base has more than one, and press Transmit. A route file screen will be displayed. Press F10, select FORWARD at the menu bar, and press Transmit. The request will be sent to security police for approval.

6.4.2.4.8. The completed request will be returned to OA History Coordinations and the BLPS update will be returned to OA Updates and Rejects of the submitting office.

6.4.2.5. Other-Prior Clear Data Avail. Highlight and press Transmit. At the information screen, enter Y and press Transmit:

6.4.2.5.1. Select CLEARANCE ELIGIBILITY and press Transmit.

6.4.2.5.2. Enter prior clearance agency and date of prior clearance and press Transmit.

6.4.2.5.3. Select SECURITY INVESTIGATION BASIS and press Transmit.

6.4.2.5.4. Enter prior investigative agency and date of prior investigation and press Transmit.

6.4.2.5.5. At the ASCAS Tracer Initiation Screen, enter any appropriate comments, enter Y, and press Transmit.

6.4.2.5.6. Select the appropriate security police office, if your base has more than one, and press Transmit. A route file screen will be displayed. Press F10, select FORWARD at the menu bar, and press Transmit. The request will be sent to security police for approval.

6.4.2.5.7. The completed request will be returned to OA History Coordinations, and the BLPS update will be returned to OA Updates and Rejects of the submitting office.

6.4.2.6. Other-Prior Clear Not Avail. Highlight and press Transmit. At the information screen, enter Y and press Transmit:

6.4.2.6.1. Select SECURITY INVESTIGATION BASIS and press Transmit.

6.4.2.6.2. Enter prior investigative agency and date of prior investigation and press Transmit.

6.4.2.6.3. At the ASCAS Tracer Initiation screen, enter any appropriate comments, enter Y, and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

85

6.4.2.6.4. Select the appropriate security police office, if your base has more than one, and press Transmit. A route file screen will be displayed. Press F10, select FORWARD at the menu bar, and press Transmit. The request will be sent to security police for approval.

6.4.2.6.5. The completed request will be returned to OA History Coordinations and the BLPS update will be returned to OA Updates and Rejects of the submitting office.

6.5. Req Status of Investigation:

6.5.1. Overview. Use this option to determine the progress of security clearance investigations that have been initiated.

6.5.2. Operation. Select REQ STATUS OF INVESTIGATION at the Tracer Request Reasons sub-menu and press Transmit. At the information screen, enter Y, and press Transmit:

6.5.2.1. Select SECURITY INVESTIGATION BASIS and press Transmit.

6.5.2.2. Enter date investigation was requested and press Transmit.

6.5.2.3. Select OPENING NOTIFICATION DATED (YYMMDD) or NO OPENING NOTIFICATION RECEIVED, as appropriate, and press Transmit.

6.5.2.4. If you selected the first option in paragraph 6.5.2.3, enter the date of opening notification and Transmit. If you selected the second option, this step does not apply.

6.5.2.5. At the ASCAS Tracer Initiation screen, enter any appropriate comments, enter Y, and press Transmit. The request will be sent to security police for approval. The completed response will be returned to OA History Coordinations.

6.6. Req Interim Clearance Elig:

6.6.1. Overview. Use this to request interim clearances on employees, when necessary, prior to final clearance approval.

6.6.2. Operation. Select REQ INTERIM CLEARANCE ELIG at the Tracer Request Reasons sub-menu and press Transmit. At the information screen, enter Y, and press Transmit:

6.6.2.1. Select CLEARANCE ELIGIBILITY and press Transmit.

6.6.2.2. Select SECURITY INVESTIGATION BASIS and press Transmit.

6.6.2.3. Enter the following information: Date of current investigation or local files check; date new investigation was requested; grade, name, and position/title of person granting an emergency waiver; and date waiver was granted. Press Transmit.

6.6.2.4. Select SENSITIVE POSITION (CRITICAL/NON-CRITICAL) and press Transmit.

6.6.2.5. At the ASCAS Tracer Initiation screen, enter any appropriate comments, enter Y, and press Transmit. The request will be sent to security police for approval. The completed response will be sent to OA History Coordinations.

6.7. Reporting Naturalization:

6.7.1. Overview. Use this option to verify the citizenship status of naturalized persons.

86

AFMAN 36-2622 Volume 5 1 March 1997

6.7.2. Operation. Select REPORTING NATURALIZATION at the Tracer Request Reasons sub-menu and press Transmit:

6.7.2.1. At the information screen, enter the following information: Naturalization certificate number, name as it appears on passport, naturalization date, and name and location of court. Press Transmit.

6.7.2.2. At the ASCAS Tracer Initiation screen, enter any appropriate comments, enter Y, and press Transmit. The request will be sent to security police for approval. The completed response will be sent to OA History Coordinations.

Section D--ASCAS Rosters

6.8. ASCAS Tracer Status Report (Application: asccv6):

6.8.1. Overview. This report provides information on security clearance investigations in progress. For each person on whom an investigation is incomplete, it will indicate investigation type, date requested, and number of days processing time:

6.8.2.1. Select ASCAS TRACER STATUS REPORT at the Civilian ASCAS Rosters sub-menu and press Transmit.

6.8.2.2. This report will be produced in OA Production and Products. If no match is found, a notice will be sent to OA Email.

6.9. ASCAS Roster by Alpha (Application: asccv1a):

6.9.1. Overview. This report provides security clearance information on all employees to whose records you have access. The information includes security clearance, investigation type, eligibility date, citizenship, access required, and office symbol. Sort is alphabetical.

6.9.2. Operation. To obtain this report:

6.9.2.1. Select ASCAS ROSTER BY ALPHA at the Civilian ASCAS Rosters sub-menu and press Transmit.

6.9.2.2. This report will be produced in OA Production and Products. If no match is found, a notice will be sent to OA Email.

6.10. ASCAS Roster Unit by Orgstr (Application: asccv1b):

6.10.1. Overview. This report provides security clearance information on all employees to whose records you have access. The information includes security clearance, investigation type, eligibility date, citizenship, access required, office symbol, and organizational structure code (OSC). Sort is by OSC.

6.10.2. Operation. To obtain this report:

6.10.2.1. Select ASCAS ROSTER UNIT BY ORGSTR at the Civilian ASCAS Rosters sub-menu and press Transmit.

6.10.2.2. This report will be produced in OA Production and Products. If no match is found, a notice will be sent to OA Email.

6.11. ASCAS Roster by Grade (Application: asccv1c):

6.11.1. Overview. This report provides security clearance information on all employees to whose records you have access. Information includes security clearance, investigation type, eligibility date, citizenship, access required, and office symbol. Sort is alphabetical by grade in ascending order.

AFMAN 36-2622 Volume 5 1 March 1997

87

6.11.2. Operation. To obtain this report:

6.11.2.1. Select ASCAS ROSTER BY GRADE at the Civilian ASCAS Rosters sub-menu and press Transmit.

6.11.2.2. This report will be produced in OA Production and Products. If no match is found, a notice will be sent to OA Email.

6.12. Personnel Security Clnc Report (Application: asccv3):

6.12.1. Overview. This report provides security clearance information on all employees to whose records you have access. The information includes security clearance, date of clearance, and position sensitivity. Sort is alphabetical.

6.12.2. Operation. To obtain this report:

6.12.2.1. Select PERSONNEL SECURITY CLNC REPORT at the Civilian ASCAS Rosters sub-menu and press Transmit.

6.12.2.2. This report will be produced in OA Production and Products. If no match is found, a notice will be sent to OA Email.

6.13. Personnel Security Mismatch (Application: asccv4):

6.13.1. Overview. This report identifies employees who do not have security clearances or whose clearances are not commensurate with the requirements for their duty positions. Sort is alphabetical.

6.13.2. Operation. To obtain this report:

6.13.2.1. Select PERSONNEL SECURITY MISMATCH at the Civilian ASCAS Rosters sub-menu and press Transmit.

6.13.2.2. This report will be produced in OA Production and Products. If no match is found, a notice will be sent to OA Email.

Chapter 7

ADMINISTRATIVE APPLICATIONS

7.1. Create AF Form 1945-Problem Rpt (Application: af1945):

7.1.1. Overview. This application allows you to produce an automated AF Form 1945 (Personnel System Exception Report (PSER)) to document systems issues involving file maintenance, output, and other problems. The coordination process for the AF Form 1945 has also been automated.

7.1.2. Operation. To produce an AF Form 1945:

7.1.2.1. Select CREATE AF FORM 1945-PROBLEM REPORT at the Administrative Applications menu and press Transmit.

7.1.2.2. This is a 7-page application. Use pages 1 and 2 to prepare data for the front side and the remaining pages for any data that may need to be continued on the reverse.

7.1.2.2.1. On page 1, enter the following information in the appropriate blanks: To and from addressees; control number; FSA version; table update control; CPF identification; GWEP number (if it is a PC-III problem); and name,

88

AFMAN 36-2622 Volume 5 1 March 1997

grade, and phone of PSM. Use Tab or Return to skip data fields or to move to the next one if one is not completely filled; use Right and Left Arrows to move within a field. Use PgDn or F8 to move to the next page.

7.1.2.2.2. On page 2, indicate the nature of the problem (file maintenance, output, or other) and enter up to 14 lines of text to explain the problem you are reporting. On the next to last line, a screen will appear telling you that if you can't finish on the last line to state that you will continue on the reverse. Press the Space Bar to remove the screen and continue typing. Use PgDn or F8 to move to the next page.

7.1.2.2.3. Pages 3 through 7 comprise the reverse of the form; use them, as necessary, to continue your text.

7.1.2.3. After you have finished and have reviewed the AF Form 1945 for accuracy, press Transmit.

7.1.2.4. This form will be produced in OA Production and Products.

7.1.2.5. To print this form, see paragraph 3.14. To get an actual image of the AF Form 1945, not just the input data, you must send it to a PC-III laser printer.

7.1.2.6. If the problem you are reporting relates to an application, send the AF Form 1945 to the appropriate CPF OPR; if it relates to hardware, send it directly to the GSA. Do not send it directly to AFPC or use it to request system enhancements.

7.2. Maintenance (AF 597) Reporting (Application: af597):

7.2.1. Overview. This application provides a means of initiating, updating, and finalizing fully automated AF Forms 597, **ADPE Maintenance Record** (RCS: MPC-DPMDX(M)9201). The PC-III application consists of four pages. Most data fields have F1 help screens available to help you complete a form. Some have F4 prompts also.

7.2.2. Operation. Select MAINTENANCE (AF 597) REPORTING at the Administrative Applications menu and press Transmit. Three options will be displayed:

7.2.2.1. Initiate Maintenance Report. To start a new report, select this and press Transmit:

7.2.2.1.1. You will receive a screen saying that you must have a document number before proceeding. A message saying DO YOU WISH TO CONTINUE (Y/N)? [N] will also be present. If you do, enter Y and press Transmit; if not, just press Transmit.

7.2.2.1.2. The first page of a 4-page report format will be displayed. Enter the appropriate data, using the corresponding F1 prompts if needed. Some fields are restrictive. If you omit a mandatory field or enter incompatible data, a frame telling you of your error will appear. Use Up and Down Arrows to move to other fields when necessary. After you have made all the entries, press Transmit.

7.2.2.1.3. If the report passed all the DLT edits, you will get a receipt message. If not, a reject message will tell you what you did wrong. In that event, press Return and correct your error. When finished, press Transmit and then Esc to exit.

7.2.2.1.4. A print menu will appear. If the settings are satisfactory, press Transmit. To select another printer, highlight the one you want and press Return. To change number of copies, press F10, highlight COPIES, enter in the correct number, and press Transmit. To change the banner setting, press F10, highlight Banner, highlight the correct setting, and press Transmit. When all settings are correct, press Transmit. If you are not ready to print, select QUIT and Transmit to exit.

7.2.2.2. Update/Edit Maintenance Report. To add information to or to make corrections on an existing report, select this and press Transmit:

7.2.2.2.1. You will receive a frame listing existing document numbers. Highlight the one you want to edit or update and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

89

7.2.2.2.2. You may receive a message telling you that a carry over document may be needed. A frame saying DO YOU WISH TO CONTINUE (Y/N)? [N] will also be present. If you do not, press Transmit. If you do, enter Y and press Transmit.

7.2.2.2.3. The first page of the 4-page report will be displayed. Enter the appropriate data using the corresponding F1 prompts if needed. Some fields are restrictive. If you omit a mandatory field or enter incompatible data, a message will tell you of your error. Use Up and Down Arrows to move to other fields when necessary. After you have made all the entries, press Transmit.

7.2.2.2.4. If the report passed all the DLT edits, you will get a receipt message. If not, a reject message will tell you what you did wrong. In that event, press Return and correct your error. When finished, press Transmit and then Esc to exit.

7.2.2.2.5. A print menu will appear. If the settings are satisfactory, press Transmit. To select another printer, highlight the one you want and press Return. To change number of copies, press F10, highlight COPIES, enter in the correct number, and press Transmit. To change the banner setting, press F10, highlight BANNER, highlight the correct setting, and press Transmit. When all settings are correct, press Transmit. If you are not ready to print, select QUIT and Transmit to exit.

7.2.2.3. Close Out Maintenance Report. To finalize a report after all actions are complete, select this and press Transmit:

7.2.2.3.1. You will receive a frame listing existing document numbers. Highlight the one to finalize and press Transmit.

7.2.2.3.2. You may receive a screen telling you that a carry over document may be needed. A message saying DO YOU WISH TO CONTINUE (Y/N)? [N] will also be present. If you do not, press Transmit. If you do, enter Y and press Transmit.

7.2.2.3.3. The first page of the 4-page report will be displayed. Enter the appropriate data, using the corresponding F1 prompts if needed. Some fields are restrictive. If you omit a mandatory field or enter incompatible data, a frame telling you of your error will appear. Use Up and Down Arrows to move to other fields when necessary. After you have made all the entries, press Transmit.

7.2.2.3.4. You will receive a screen telling you that after you close the document, it will no longer be available and will be sent to AFPC for processing. A message saying DO YOU WISH TO CONTINUE (Y/N)? [N] will also be present. If you do not, press Transmit. If you do, enter Y and press Transmit.

7.2.2.3.5. If the report passed all the DLT edits, you will get a receipt message. If not, a reject message will tell you what you did wrong. In that event, press Return and correct your error. When finished, press Transmit and then Esc to exit.

7.2.2.3.6. A print menu will appear. If the settings are satisfactory, press Transmit. To select another printer, highlight the one you want and press Return. To change number of copies, press F10, highlight COPIES, enter in the correct number, and press Transmit. To change the banner setting, press F10, highlight BANNER, highlight the correct setting, and press Transmit. When all settings are correct, press Transmit. If you are not ready to print, select QUIT and Transmit to exit.

7.3. PC-III User PSM Manual - Vol 6 (Application: regread):

7.3.1. Overview. Use this to get copies of changes to AFMAN 36-2622, Volume 6. In many cases, you will have access to the latest changes here earlier than to the printed hardcopy changes. (GSA)

7.3.2. Operation. Select PC-III USER PSM MANUAL - VOL 6 at the Administrative Applications menu and press Transmit.

90

AFMAN 36-2622 Volume 5 1 March 1997

7.4. Change Your Password (Application: passwd):

7.4.1. Overview. Use this if it becomes necessary to change your password for any reason (for example, security compromise).

7.4.2. Operation. Select CHANGE YOUR PASSWORD at the Administrative Applications menu and press Transmit:

7.4.2.1. Messages saying Changing password for xxxxxxxx and Old Password [Use Return Key After Password]: will appear. Enter your current password and press Return.

7.4.2.2. A message stating New Password [Use Return Key After Password]: will appear. Enter a password of your choice and press Return. **NOTE:** The password must contain at least six characters with a combination of letters and numbers, or it may contain eight alphabetical characters with a combination of upper and lower case letters.

7.4.2.3. A message stating Re-enter New Password [Use Return Key After Password]: will appear. Reenter the new password and press Return.

7.4.2.4. Use this password until it expires or you decide to change it again.

7.5. Print Menu Reports (Application: mrprint):

7.5.1. Overview. This application provides lists of menu items in several categories. It is available only to PSMs.

7.5.1.1. Individual Menu Reports. This is composed of menu items. For each one selected, a list of applications and screen names within that menu item will be displayed.

7.5.1.2. Hierarchical Menu Report without Help Flag. This is composed of user groups. For each one selected, a list of screen names and applications available to that user group will be displayed.

7.5.1.3. Hierarchical Menu Report with Help Flag. This comprises user groups. For each one selected, a list of screen names and applications available to that user group, indicating if F1 help screens exist, will be displayed.

7.5.1.4. Print Help Documentation. This comprises information screens for applications. Each screen explains the corresponding application, including concept, procedure, and warnings.

7.5.2. Operation. Select the desired report at the Print Menu Reports menu and press Transmit:

7.5.2.1. A sub-menu of menu items will appear. Use PgDn/F8 and PgUp/F7, as necessary, to locate the correct page. Use Up and Down Arrows to highlight the specific menu item you want, press the Space Bar to place an X next to it, and press Transmit.

7.5.2.2. A message asking Where Would You like the report to go? will appear. Select YOUR OFFICE AUTOMATION PRODUCTION AND PRODUCTS AREA, A LINE PRINTER, or A LASER PRINTER by highlighting it, enter X next to your choice, and press Transmit.

7.5.2.3. If you select PRODUCTION AND PRODUCTS, the report will be saved in OA Production and Products.

7.5.2.4. If you select A LINE PRINTER or A LASER PRINTER, a print menu will appear. If the settings are satisfactory, press Transmit. If not, see paragraphs 7.5.2.4.1 through 7.5.2.4.4:

7.5.2.4.1. To select another printer, highlight the one you want and press Return.

7.5.2.4.2. To change the number of copies, press F10, highlight COPIES, enter in the correct number, and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

91

7.5.2.4.3. To change the banner setting, press F10, highlight BANNER, highlight the correct setting, and press Transmit.

7.5.2.4.4. When all settings are correct, press Transmit. If you are not ready to print, select QUIT and press Transmit to exit.

7.6. PC-III Release Documentation (Application: docread):

7.6.1. Overview. This application provides information on the most recent changes to PC-III. When a system modification is made, either a release or a patch, this application is updated so that you can remain current on changes and enhancements and can modify your practices or procedures accordingly.

7.6.2. Operation. To access these files, select PC-III RELEASE DOCUMENTATION at the Administrative Applications menu and press Transmit.

7.6.2.1. A menu listing various PC-III releases will be displayed. Highlight the one you want using the Up and Down Arrows, if necessary, and press Transmit. These files are available: active duty (RDOCACT), education services (RDOCEDC), Air National Guard (RDOCGRD), Air Force Reserve (RDOCREs), and civilian (RDOCCIV).

7.6.2.2. The next menu will offer VIEW and PRINT options.

7.6.2.3. Select VIEW to look at the release and press Transmit. Use F8 or PgDn to view subsequent pages and F7 or PgUp to return to previous ones. Press Esc or F3 to exit when you finish.

7.6.2.4. Select PRINT if you want a copy and press Transmit.

7.6.2.5. At the next screen a message will say Pick a Printer and will list your default draft and laser printers. Another message at that screen will say, Current Settings Banner = Off and Copies = 1.

7.6.2.6. If you are satisfied with the default settings, press Transmit. If not, press F10 to access the menu bar which will offer the following options:

7.6.2.6.1. Copies. To change the number of copies, highlight this and press Transmit. A prompt saying Number [] will appear. Enter the number you want and press Transmit.

7.6.2.6.2. Set Default. To change printer defaults, highlight this and a Default Printer Settings menu will appear. Highlight the one you want to change (line or laser) and press F4 for the Pick a Line (Pick a Laser) Printer menu. Highlight the printer you want and press Transmit. Press Transmit a second time and press Return to lock in the change.

7.6.2.6.3. Banner. To change the banner setting, highlight this and press Transmit. A menu will appear, offering these options: TURN BANNER ON, TURN BANNER OFF, and QUIT. Highlight your choice and press Transmit. If you are sending the file to a printer where identifying you as the owner may be difficult, TURN BANNER ON may be appropriate.

7.6.2.6.4. Exit. Highlight this and a menu will appear offering these options: EXIT MENU BAR, EXIT TO THE MAIN MENU, and RESUME. Highlight your choice and press Transmit. Use EXIT MENU BAR or RESUME to return you to where you were working. Do not use EXIT TO THE MAIN MENU unless you have finished.

7.6.2.7. After you made all print setting changes, press Transmit. Press Esc or F3 to exit the application.

7.7. Maintain Letter Head Information (Application: tblm03):

7.7.1. Overview. This allows you to make additions, changes, and deletions to the table of authorized letterheads for use within PC-III.

7.7.2. Operation. Select MAINTAIN LETTER HEAD INFORMATION at the Administrative Applications menu and press Transmit. A small menu will display the following options:

7.7.2.1. Update. To modify a letterhead address currently residing on the local table, select UPDATE and press Transmit:

7.7.2.1.1. A message stating Letter Head Maintenance Enter PAS Code [] will appear.

7.7.2.1.2. Enter the appropriate PAS and press Transmit.

7.7.2.1.3. A screen with as many as four lines of the existing text will appear. Use the Up and Down Arrows, as necessary, to highlight the lines to be modified. After making your changes, press Transmit.

7.7.2.1.4. A message stating Update Completed Please make a selection will appear.

7.7.2.1.5. Select QUIT at the Maintain Letter Head Information menu and press Transmit. If you use Esc or F3, your changes will not be saved.

7.7.2.1.6. A message stating Process will be updating table lm03 with your changes. The update may run 3-4 minutes on a busy system will appear. Press Esc or F3 to exit.

7.7.2.2. Add. To add a letterhead address not currently residing on the local table, select ADD and press Transmit.

7.7.2.2.1. A screen with space for the new PAS and as many as four lines of text will appear. Use the Up and Down Arrows, as necessary, to highlight the lines on which to enter text. After entering all the text, press Transmit.

7.7.2.2.2. A frame stating Add Completed Please make a selection will appear.

7.7.2.2.3. Select QUIT at the Maintain Letter Head Information menu and press Transmit. If you use Esc or F3, your changes will not be saved.

7.7.2.2.4. A message stating Process will be updating table lm03 with your changes. The update may run 3-4 minutes on a busy system will appear. Press Esc or F3 to exit.

7.7.2.3. Delete. To delete a letterhead address currently residing on the local table, select DELETE and press Transmit.

7.7.2.3.1. A message stating Letter Head Maintenance Enter PAS Code [] will appear.

7.7.2.3.2. Enter the PAS to be deleted and press Transmit.

7.7.2.3.3. A message stating Delete Completed Please make a selection will appear.

7.7.2.3.4. Select QUIT at the Maintain Letter Head Information menu and press Transmit. If you use Esc or F3, your changes will not be saved.

7.7.2.3.5. A user message stating Process will be updating table lm03 with your changes. The update may run 3-4 minutes on a busy system will appear. Press Esc or F3 to exit.

7.7.2.4. View. To look at a letterhead address currently residing on the local table, select VIEW and press Transmit. You cannot make any updates with this option:

AFMAN 36-2622 Volume 5 1 March 1997

93

7.7.2.4.1. A message stating Letter Head Maintenance Enter PAS Code [] will appear.

7.7.2.4.2. Enter the PAS of the address you want to see and press Transmit.

7.7.2.4.3. Press Esc or F3 to exit the application.

7.7.2.5. Quit. You must use this to save all updates you make; otherwise, they will be lost.

7.8. Maintain Reply Block Information (Application: tblm03r):

7.8.1. Overview. This allows you to make additions, changes, and deletions to the table of authorized reply blocks (REPLY TO ATTENTION OF) for use within PC-III.

7.8.2. Operation. Select MAINTAIN REPLY BLOCK INFORMATION at the Administrative Applications menu and press Transmit. A small menu will display the following options:

7.8.2.1. Update. To modify a reply block address currently residing on the local table, select UPDATE and press Transmit.

7.8.2.1.1. A message stating Reply Block Maintenance Enter PAS Code [] will appear.

7.8.2.1.2. Enter the appropriate PAS and press Transmit.

7.8.2.1.3. A screen with as many as three lines of the existing text will appear. Use the Up and Down Arrows, as necessary, to highlight the lines to be modified. After making your changes, press Transmit.

7.8.2.1.4. A message stating Update Completed Please make a selection will appear.

7.8.2.1.5. Select QUIT at the Maintain Reply Block Information menu and press Transmit. If you use Esc or F3, your changes will not be saved.

7.8.2.1.6. A user message stating Process will be updating table lm03 with your changes. The update may run 3-4 minutes on a busy system will appear. Press Esc or F3 to exit.

7.8.2.2. Add. To add a reply block address not currently residing on the local table, select ADD and press Transmit:

7.8.2.2.1. A screen with space for the new PAS and as many as three lines of text will appear. Use the Up and Down Arrows, as necessary, to highlight the lines on which to enter text. After entering all the text, press Transmit.

7.8.2.2.2. A message stating Add Completed Please make a selection will appear.

7.8.2.2.3. Select QUIT at the Maintain Reply Block Information menu and press Transmit. If you use Esc or F3, your changes will not be saved.

7.8.2.2.4. A user message stating Process will be updating table lm03 with your changes. The update may run 3-4 minutes on a busy system will appear. Press Esc or F3 to exit.

7.8.2.3. Delete. To delete a reply block address currently residing on the local table, select DELETE and press Transmit:

7.8.2.3.1. A frame stating Reply Block Maintenance Enter PAS Code [] will appear.

7.8.2.3.2. Enter the PAS to be deleted and press Transmit.

7.8.2.3.3. A frame stating Delete Completed Please make a selection will appear.

94

AFMAN 36-2622 Volume 5 1 March 1997

7.8.2.3.4. Select QUIT at the Maintain Reply Block Information menu and press Transmit. If you use Esc or F3, your changes will not be saved.

7.8.2.3.5. A user message stating Process will be updating table lm03 with your changes. The update may run 3-4 minutes on a busy system will appear. Press Esc or F3 to exit.

7.8.2.4. View. To look at a reply block address currently residing on the local table, select VIEW and press Transmit. You cannot make any updates with this option:

7.8.2.4.1. A frame stating Reply Block Maintenance Enter PAS Code [] will appear.

7.8.2.4.2. Enter the PAS of the reply block you want to see and press Transmit.

7.8.2.4.3. Press Esc or F3 to exit the application.

7.8.2.5. Quit. You must use this to save all updates you make; otherwise, they will be lost.

7.9. Store and Forward--Civilian (Application: acstore):

7.9.1. Upload Transactions From Diskette:

7.9.1.1. Overview. With this function you can batch process reformatted DIN/data BLPS transactions using any word processing software through PC-III. To use it, you must be attached to the core endpoint and must use a smart terminal.

7.9.1.2. Operation. To perform this transfer:

7.9.1.2.1. Select UPLOAD TRANSACTIONS FROM DISKETTE at the Store and Forward - Civilian menu and press Transmit.

7.9.1.2.2. A message stating This Process Will Not Work From A Dumb Terminal. Do You Wish To Continue: [] will appear. If you are using a dumb terminal, enter n and press Transmit to return to the menu. If you are using a smart terminal and wish to continue, enter y and press Transmit.

7.9.1.2.3. A message at the top of the screen stating Enter File Name: Ex: MYFILE.DAT [] and another one at the bottom of the screen stating **NOTE:** You must use Alt-D to escape to DOS and change to the appropriate directory/drive where your upload file resides before continuing will appear.

7.9.1.2.4. After using Alt/D to enter DOS, go to the drive and directory where the file to be uploaded resides. If you need to write down the file name, do so at this time. At the directory prompt, enter EXIT and press Enter.

7.9.1.2.5. In the space provided, enter the file name exactly as it is displayed in the directory and press Transmit to start the transfer which is done through software called Kermit.

7.9.1.2.6. While your upload action is being processed, a message stating Calling Kermit -- Please Wait! will appear at the bottom of the screen. You will also see other momentary messages dealing with uploading and building Mailman packages for DCPDS processing.

7.9.1.2.7. When the transfer is complete, a confirmation message will be displayed. Updates to be uploaded into PC-III must be in the same format used to put them in over a UTS 40. A file should contain only one record per line (multiple DINs, but single record) and cannot exceed an 80-column line. It should not have any blank lines, so delete any before saving the file.

7.9.1.2.8. If you entered an invalid file name, a reject notice will be displayed on the screen at the end of the processing routine.

AFMAN 36-2622 Volume 5 1 March 1997

95

7.9.2. Upload DESIREs From Diskette. As with the upload of BLPS transactions, this process lets you upload DESIREs via PC-III. When you select UPLOAD DESIREs FROM DISKETTE from the Store and Forward - Civilian menu, follow the same basic steps as outlined in Paragraph 7.9.1. Uploaded DESIREs will be batch processed to the BLPS for processing during the next BLPS end-of-day. Although the input source is through PC-III, the output will be in BLPS format.

7.10. Produce AUTOS Travel Order (Application: autoor):

7.10.1. Overview. This is a fully automated method of preparing a DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, sending it through coordination to the TDY approval authority and accounting, and printing it on a laser printer after it is approved. All actions except for actual signatures can be performed through PC-III.

7.10.2. Operation (Requesting). To prepare a TDY order request:

7.10.2.1. Select PRODUCE AUTOS TRAVEL ORDER at the Administrative Applications menu and press Transmit.

7.10.2.2. At the first screen, enter the SSN and record type of the primary traveler. Also, enter the SSNs and record types of as many as nine more persons, if applicable, and press Transmit.

7.10.2.3. Then the following screen messages will appear: Checking for military and/or civilian SSNs, Processing the primary traveler, Check for additional civilian travelers (if you have input more than one SSN), and Combining all the information to be displayed on the screen.

7.10.2.4. After the system has verified the SSNs, the first page of a 5-page data entry format will be displayed.

7.10.2.4.1. Complete the blocks, as appropriate, and use the Tab or Enter to bypass unused fields and to move beyond those not completely filled. Approx No of Days TDY, Proceed O/A Date, and Purpose of TDY are required fields.

7.10.2.4.2. At the block requesting the purpose of the TDY, press F4 and highlight either ADM or MSN, as appropriate, and press Transmit.

7.10.2.4.3. After you select the basic purpose, another list of options will be displayed. Highlight the appropriate one and press Transmit. **NOTE:** Do not use Transmit again until you have finished preparing the order. Use PgDn or F8 to move to the next page.

7.10.2.5. Continue to enter information on the remaining pages. Use PgDn and PgUp if you want to review pages and press Transmit when finished.

7.10.2.6. The order request will be produced in OA Incoming Coordinations.

7.10.2.7. Go into OA Incoming Coordinations, highlight the TDY order, and press Transmit.

7.10.2.8. At the menu bar, select COORD and press Transmit.

7.10.2.9. Select FORWARD and press Transmit. This will send the request to the unit's TDY approval authority. Until the action has been completed, a suspense copy will remain in OA History Coordinations. You can check the status in OA Coordination Status when necessary. See paragraphs 3.7, 3.8 and 3.9 for more information on the coordination process.

7.10.3. Operation (Producing). To prepare an approved TDY order:

96

AFMAN 36-2622 Volume 5 1 March 1997

7.10.3.1. After all action has been completed and the approved TDY order has been returned to OA Incoming Coordinations, highlight the TDY order and press Transmit.

7.10.3.2. At the menu bar, select EDIT and press Transmit.

7.10.3.3. Check to make sure the action has been approved. **NOTE:** To obtain a printed copy of the file, you must open the approved request through EDIT. See paragraph 3.14 for more information on printing. If the order has been disapproved, you will not be able to print it.

7.10.3.4. After the completed order has been printed and signed, return to OA Incoming Coordinations, highlight the TDY order, and press Transmit.

7.10.3.5. At the menu bar, select COORD and press Transmit.

7.10.3.6. Select COMPLETE and press Transmit.

7.10.3.7. Return to OA History Coordinations, highlight the order, and press Transmit.

7.10.3.8. At the menu bar, select DELETE and press Transmit.

7.10.3.9. After the document has been deleted, delete the coordination from the coordination file:

7.10.3.9.1. Go into OA Coordination Status, highlight the coordination for the order to be deleted and press Transmit.

7.10.3.9.2. At the menu bar, select DELETE and press Transmit.

7.11. Produce AUTOS Travel Amend (Application: amenor):

7.11.1. Overview. This is a fully automated method of preparing an AF Form 973, **Request and Authorization for Change of Administrative Orders**, sending it through coordination to the TDY approval authority and accounting, and printing it on a laser printer after it is approved. All actions except for actual signatures can be performed through PC-III.

7.11.2. Operation (Requesting). To prepare a TDY order amendment request:

7.11.2.1. Select PRODUCE AUTOS TRAVEL AMEND at the Administrative Applications menu and press Transmit.

7.11.2.2. At the first screen, enter the SSN and record type of the primary traveler. Also, enter the SSNs and record types of as many as nine more persons, if applicable, and press Transmit.

7.11.2.3. Then the following screen messages will appear: Checking for military and/or civilian SSNs, Processing the primary traveler, Check for additional civilian travelers (if you have input more than one SSN), and Combining all the information to be displayed on the screen.

7.11.2.4. After the system has verified the SSNs, the first page of an 8-page data entry format will be displayed. Complete the blocks, as appropriate, and use the Tab or Enter to bypass unused fields and to move beyond those not completely filled. Use PgUp or F8 to move to the next page.

7.11.2.5. Continue typing data on the remaining pages which allow you to amend, rescind, or revoke the original order; and to add, amend, or delete individual items. Use PgDn and PgUp if you want to review pages and when finished, press Transmit.

7.11.2.6. The amendment request will be produced in OA Incoming Coordinations.

AFMAN 36-2622 Volume 5 1 March 1997

97

7.11.2.7. Go into OA Incoming Coordinations, highlight the TDY order amendment, and press Transmit.

7.11.2.8. At the menu bar, select COORD and press Transmit.

7.11.2.9. Select FORWARD and press Transmit. This will send the request to the unit's TDY approval authority. Until the action has been completed, a suspense copy will remain in OA History Coordinations. You can check the status in OA Coordination Status when necessary. See paragraphs 3.7, 3.8 and 3.9 for more information on the coordination process.

7.11.3. Operation (Producing). To prepare an approved TDY order amendment:

7.11.3.1. After all action has been completed and the approved amendment has been returned to OA Incoming Coordinations, highlight the TDY order and press Transmit.

7.11.3.2. At the menu bar, select EDIT and press Transmit. See paragraph 3.14 for more information on printing. If the amendment has been disapproved, you will not be able to print it.

7.11.3.3. After the completed amendment has been printed and signed, return to OA Incoming Coordinations, highlight the amendment, and press Transmit.

7.11.3.4. At the menu bar, select COORD and press Transmit.

7.11.3.5. Select COMPLETE and press Transmit.

7.11.3.6. Return to OA History Coordinations, highlight the amendment, and press Transmit.

7.11.3.7. At the menu bar, select DELETE and press Transmit.

7.11.3.8. After the document has been deleted, delete the coordination from the coordination file:

7.11.3.8.1. Go into OA Coordination Status, highlight the coordination for the amendment to be deleted, and press Transmit.

7.11.3.8.2. At the menu bar, select Delete and press Transmit.

7.12. Create/Edit User's Custom Menus (application: mcustom-psm). PSMs can use this application to help others create, modify, or delete their custom menus if assistance is needed. Select it and a list of valid PC-III users will be displayed. From this you can select the user or users on whose menus you wish to work. The actual mechanics of customizing menus are the same as described in paragraph 2.28.

Chapter 8

CIVILIAN BULLETIN BOARD SYSTEM (BBS)

Section A--General Information

8.1. Introduction. The BBS is an automated means for the CPF to disseminate information affecting employees, supervisors, and managers, such as health benefits/thrift savings plan open season registration dates, appraisal and award submission requirements, recent regulatory changes, etc. It is designed to give you information on the PC-III system in the form of various Help screens and current notices.

Section B--BBS Information for CPFs

8.2. Procedures. Although most BBS procedures are documented within the application, a few key concepts and steps will be discussed here. Select CIVILIAN BULLETIN BOARD SYSTEM at the main menu and press
98 *AFMAN 36-2622 Volume 5 1 March 1997*

Transmit. You will then receive the following message: Only one user is allowed to do maintenance on the bbs at a time. Do you really want to do maintenance at this time or defer to someone else (y or n)?

8.2.1. Answer y (yes) if you need to update the BBS; others will be locked out of the update mode until you are finished, but they can still read, print, or download BBS items to a PC.

8.2.2. Answer n (no) if you only need to read, print, or download items to a PC, or if you know that someone else has a priority to update the BBS.

8.3. Not to Do Maintenance. If you select n at the maintenance request statement, the BBS main menu will give you the following options: LIST BBS MESSAGE FOR VIEWING, PRINT BBS MESSAGE, and COPY/DOWNLOAD FILE TO PC:

8.3.1. List BBS Message for Viewing. Press Transmit, select the message you want to read, highlight it by using the Up and Down Arrows, if necessary, and press Transmit again. After you finish, press Esc or F3 once to return to the message list or twice to return to the BBS main menu.

8.3.2. Print BBS Message. If you have viewed a message you want to print, select this and press Transmit:

8.3.2.1. Select the message you want to print, highlight it by using the Up and Down Arrows, if necessary, and press Transmit.

8.3.2.2. See paragraph 3.14 for procedures to print files on a PC-III-connected printer. If you have a companion printer and want an immediate copy, you may use Print Screen.

8.3.2.3. After you finish, press Esc or F3 once to return to the message list or twice to return to the BBS main menu.

8.3.3. Copy/Download File to PC. Individuals, organizations, and CPFs can download selected items or the entire contents of one MS-DOS file from the BBS to any PC connected to PC-III. The system downloads to the same drive and directory that is used for your PC3VT emulator. After the downloading is finished, the BBS will provide the MS-DOS name but not its 3-character extension. If you watch closely, you can see the complete MS-DOS file name displayed as the system is downloading; if you miss it, just display everything with a name of bbs_msg* in your PC3VT emulator directory to locate it. To copy one or more of the BBS messages to a PC file, select this and press Transmit:

8.3.3.1. Select either of the following options, using the Up and Down Arrows, if necessary:

8.3.3.1.1. Entire BBS File. Press Transmit. You will receive a message similar to the following: Download successful, PC filename is [bbs_msg.???]. Go to MS-DOS, display all the file names that start with bbs-msg and isolate the files full name. [Hit return to continue].

8.3.3.1.2. Individual Message. Press Transmit. At the display that appears, highlight the message you want downloaded or copied and Transmit. You will receive a message similar to the following: Download successful, PC filename is [bbs_msg.???]. Go to MS-DOS, display all the file names that start with bbs-msg and isolate the files full name. [Hit return to continue].

8.3.3.2. If you press Return after completing either of the above two options, you will be back at the BBS main menu.

8.4. To Do Maintenance. If you select y at the maintenance request statement, the BBS main menu will give you the same options as outlined in paragraph 8.3, plus the following: EDIT OR CREATE MESSAGES, DELETE MESSAGE, TRANSMIT UPDATED BBS TO ENDPOINTS, RECOVER DELETED BBS FILE, and IMPORT FILE FROM PRODUCTION AREA:

8.4.1. Edit or Create Messages. If you select EDIT, remember these limitations: The text cannot exceed 60 lines in length and 78 characters in width. The first line must not exceed 59 characters; if you make it longer, it will truncate to 59 to make room for the internal date. The BBS can hold up to 60 messages at a time. If you add a 61st message, it will roll off the oldest and store the latest as number 1. A message list will be displayed:

8.4.1.1. Select the first line, NEW ENTRY, if you want to prepare a new message; highlight an existing one if you want to make changes. Use the Up and Down Arrows, if necessary, and press Transmit.

8.4.1.2. The following message will be displayed: You may enter a maximum of 60 lines of text in the editor. Enter the subject on line 1 and message on lines 2-60. [Hit return to continue].

8.4.1.3. After you finish your message, press F2 to save it. Then press F3 to leave the editor.

8.4.1.4. Another menu, Select Viewing Mode, will appear, offering you the following options: RESTRICT TO THOSE PERSONNEL WITH LOGONS, AVAILABLE TO ALL PERSONNEL AND INTERESTED MILITARY, and DELETE NEW MESSAGE, RESTORE OLD MESSAGE. Select one and press Transmit.

8.4.1.5. Since the BBS editor has some limitations, you may prefer to prepare, edit, and refine your BBS item by using a word processor and uploading the item to PC-III. To do this, follow the instructions below:

8.4.1.5.1. Edit your message to no more than 60 lines long by 78 characters wide. If you do not, the BBS will trim it to fit. Remember, the first line cannot exceed 59 characters.

8.4.1.5.2. Save the message as an ASCII file. See your word processing documentation for procedures.

8.4.1.5.3. Use MS-DOS or your word processor to move the message into the same drive and directory that contains your PC3VT (PC-III) emulator software.

8.4.1.5.4. Since the BBS cannot load a document directly from your PC, you must first upload it to OA Production and Products and then import it into the BBS. To do so, follow these steps:

- Go into OA Production and Products. Press F10 to access the menu bar. Select FILES and press Transmit; then select UPLOAD FROM PC and press Transmit.
- Go into the BBS main menu, select IMPORT FILE FROM PRODUCTION AREA, press Transmit, and follow the procedures.
- If you have not already done so, select EDIT in the BBS to add a Subject line. Press Return to get a blank line and type in a subject. Remember to not exceed the 60th line or the 59th character on the first line.

8.4.1.5.5. You can also prepare a message by using Prelude, the word processing software that comes with PC-III. To do this, save the Prelude message to the PC-III Board (clipboard), transfer it from the clipboard to OA Production and Products, and go into the BBS and import it.

8.4.1.5.6. If you have a problem uploading from MS-DOS, your PC-III upload software (KERMIT) or the ASCII SAVE option in your word processor may be set incorrectly. To check Kermit, sign on to PC-III, press Alt/F10, select KERMIT from the top menu bar, highlight KERMIT-SETUP, and press Transmit. Make sure Kermit is set to upload by using Kerm SVI procedures. If it is incorrect, type Kerm SVI over Kerm SVX save the setup. To check your word processor, refer to your word processor documentation and insure it is not set to Save ASCII Files with Tabs.

8.4.2. Delete Message:

100

AFMAN 36-2622 Volume 5 1 March 1997

8.4.2.1. To delete an item, highlight it on the message list of the menu and press Transmit. A message with the subject line of the item to be deleted saying Are you sure you want to delete message #_? (y or n): will appear. Type y to delete it or n to retain it and press Transmit.

8.4.2.2. To delete all items in the BBS from the endpoints, delete everything from BBS and Transmit the empty BBS.

8.4.3. Transmit Updated BBS to Endpoints. BBS items can be sent through PC-III to all endpoints either as RESTRICTED TO SUPERVISORS AND MANAGERS or as AVAILABLE TO ALL EMPLOYEES. If a BBS file is restricted, only managers and supervisors, as well as authorized user classes on PC-III (orderly rooms, CPF work centers, unit civilian resource managers, etc.), can view the file through PC-III menus. If a BBS file is unrestricted, the message will be available to users prior to the login prompt. Enter BBS and press Transmit to view unrestricted messages:

8.4.3.1. If you select this, press Transmit and the following message will appear: Transmission successful. [Hit return to continue].

8.4.3.2. Everything in the BBS goes as a package every time you press Transmit. Be aware that if you place something in the BBS as a draft, someone else in the CPF could accidentally send the BBS to the network without realizing that your draft went too.

8.4.3.3. You may view unrestricted messages by using a login or by signing on via the bbs pseudo login. You will then be able to see unrestricted messages.

8.4.4. Recover Deleted BBS File. Be careful when you recover a previous version of the BBS. You recover the whole BBS, not just selected files. It is possible to recover something that someone else wanted to stay deleted:

8.4.4.1. If you select this, press Transmit and you will receive this warning: The backup is from (time) on (date). Do you really want to replace the bbs with the backup? (y or n).

8.4.4.2. If you select y (yes), press Transmit. The following message will appear: BBS successful recovered. [Hit return to continue]. You will be returned to the BBS main menu.

8.4.4.3. If you select n (no), press Transmit. The following message will appear: Recovery aborted. [Hit return to continue]. You will be returned to the BBS main menu.

8.4.4.4. Each time you do a recovery think about what version is out on the endpoints. If the current one is wrong, quickly validate the version you recovered and get it transmitted to the endpoints.

8.4.5. Import File From Production Area:

8.4.5.1. If you select this, a Production Import menu listing files you can import will be displayed.

8.4.5.2. Highlight the file you want and press Transmit. A menu with the following options will appear: RESTRICT TO THOSE PERSONNEL WITH LOGONS, AVAILABLE TO ALL PERSONNEL AND INTERESTED MILITARY, and DELETE NEW MESSAGE, RESTORE OLD MESSAGE. Highlight the appropriate one and press Transmit.

8.4.5.3. You will then be returned to the BBS main menu.

8.4.5.4. To view internally documented import help, press F1 at the Production Import menu.

8.5. Exiting the BBS. When you press Esc or F3 at the BBS main menu, the following message may be displayed: The current bbs is newer than the version on the endpoints. Do you wish to transmit the new version? (y or n):

AFMAN 36-2622 Volume 5 1 March 1997

101

8.5.1. If you enter n (no), you will simply exit the BBS. Changes made during this session will not be sent to endpoints.

8.5.2. If you enter y (yes), the following message should be displayed: Transmission successful. [Hit return to continue]. Press Return, Esc, or F3 to exit.

8.6. Additional Help Information. Although there is a lengthy Help screen in the system (F2) on the BBS main menu, some expert level concepts were omitted and are discussed below:

8.6.1. F4 gives you the ability to find a word from the location of the cursor to the end of the message. Pay attention to the location of the cursor before you press F4; when you do, the cursor will jump to the top of the screen.

8.6.2. Ctrl/R (^R) allows you to find and change text. It is much like doing a /Change to a DESIRE. As with F4, it operates from the location of the cursor to the end of the message; pay attention to the location when you press Ctrl/R.

8.6.3. Ctrl/K (^K) does a Clear to End of Line.

8.6.4. Ctrl/P (^P) allows you to take what was cleared with Ctrl/K and put it anywhere on the screen and repeat it as many times as you want, saving time by duplicating without retyping.

8.6.5. Insert is always active when you create a message. If you back up on a line and type, everything to the right of the cursor moves off the screen. As soon as you get to the end of the line or press Return, the text will reappear at the beginning of the next line.

8.6.6. PgDn displays the bottom line of the previous page as the first line of the next page when you are in the EDIT mode. This can help you keep track of where you are in the message.

8.6.7. F5 repaints the screen with the contents of memory and normally restores the keyboard if the cursor locks up or you otherwise lose control of the screen. The system may lose track of what is displayed on the screen and where versus what is actually stored in memory.

Section C--BBS Information for Supervisors, Managers, Etc.

8.7. Procedures. Select CIVILIAN BULLETIN BOARD SYSTEM at the main menu and press Transmit. A BBS main menu will give you the following options: LIST BBS MESSAGE FOR VIEWING, PRINT BBS MESSAGE, and COPY/DOWNLOAD FILE TO PC:

8.7.1. List BBS Message for Viewing. Press Transmit and select the message you want to read, highlight it by using the Up and Down Arrows, if necessary, and press Transmit. After you have finished, press Esc or F3 once to return to the message list or twice to return to the BBS main menu.

8.7.2. Print BBS Message. If you have viewed a message you want to print, select this and press Transmit:

8.7.2.1. Select the message you want to print, highlight it by using the Up and Down Arrows, if necessary, and press Transmit.

8.7.2.2. See paragraph 3.14 for procedures on printing files on a PC-III-connected printer. If you have a companion printer and want an immediate copy, you may use Print Screen.

8.7.2.3. After you finish, press Esc or F3 once to return to the message list or twice to return to the BBS main menu.

8.7.3. Copy/Download File to PC. To copy one or more of the BBS messages to a PC file, select this and press Transmit.

102

AFMAN 36-2622 Volume 5 1 March 1997

8.7.3.1. Select either of the following options, using the Up and Down Arrows, if necessary:

8.7.3.1.1. Entire BBS File. Press Transmit. You will receive a message similar to the following: Download successful, PC filename is [bbs_msg.???]. Go to MS-DOS, display all the file names that start with bbs_msg and isolate the files full name. [Hit return to continue].

8.7.3.1.2. Individual Message. Press Transmit. At the display that appears, highlight the message you want downloaded or copied and press Transmit. You will receive a message similar to this: Download successful, PC filename is [bbs_msg.???]. Go to MS-DOS, display all the file names that start with bbs_msg and isolate the files full name. [Hit return to continue].

8.7.3.2. If you press Return after completing either of the above two options, you will be back at the BBS main menu.

8.8. Employee Access to BBS. To allow employees access to BBS, enter bbs at the login prompt on any terminal connected to PC-III and press Return. Access through this channel does not let employees view messages intended only for supervisors and managers.

8.9. Help Screens. While you are in the BBS menus, several Help screens are available for your use and information. While you are viewing a Help screen, use F8 or PgDn to move forward through the pages and use F7 or PgUp to return to previous ones. Use F3 or Esc to leave a Help screen and return to where you were previously:

8.9.1. F1 gives you general information on several special keystroke options available both for managers and for viewers.

8.9.2. F2 gives suggestions to new users for creating bulletin board items.

8.9.3. F4 gives you a list of related topics including standard key usage for the BBS and information on importing files from OA Production and Products into the BBS while you are viewing F1 or an F2 screens.

Figure 8.1. Bulletin Board System Main Menus.

BULLETIN BOARD SYSTEM MAIN MENU

FOR CPF (TO DO MAINTENANCE)

BBS Main Menu List BBS Messages for Viewing Print BBS Message Copy/Download File to PC Edit or Create Messages Delete Message Transmit Updated BBS to Endpoints Recover Deleted BBS File Import File from Production Area Quit/Exit BBS
--

FOR CPF (NOT TO DO MAINTENANCE) AND OTHER USERS

BBS Main Menu List BBS Messages for Viewing Print BBS Message Copy/Download File to PC Quit/Exit BBS
--

Chapter 9

INFORMATION RETRIEVALS/MANAGER PLUS

Section A--Introduction

9.1. General Information. Manager Plus is a single-user data base management software package. It was designed to give you--as a commander, a manager, or a supervisor--the capability to format information retrieved from PC-III into user-designed products. Although Manager Plus uses information provided by PC-III, it is not a PC-III application, as such. If you are interested in Manager Plus but do not have the software, ask your GSA to get it for you. To access this function, select INFO RETRIEVALS/MANAGER PLUS at the main PC-III menu and press Transmit.

Section B--Information Retrieval (Application: portal)

9.2. Overview. The Information Retrieval system lets you create and maintain special products which include the information you select according to the limits you place on the files to be screened. In effect, it serves as a user-friendly method of creating the equivalent of DESIRE products without having to request them from the PSM and wait until the following day to receive them. Information Retrieval is designed neither to replace the DESIRE system nor to eliminate the role of the PSM in providing DESIRE service.

9.3. Operation. To access this application, select INFORMATION RETRIEVAL at the Info Retrievals/Manager Plus menu and press Transmit. To begin with, a blank screen with a menu bar will be displayed. At that menu bar, several functions are provided for your use: EDIT, NEW, LOAD, SAVE, DELETE, RUN, OPTIONS, and QUIT. Each of these has a Help screen which you can access by pressing F1. Each F1 screen has a directory of all the Help screens available, which you can view by pressing F10. Use F8 or PgDn to view subsequent pages and F7

or PgUp to return to previous ones. Each of these functions will be explained in more detail in paragraphs 9.4 through 9.11.

9.4. Edit. Select this if you want to create a new file or modify an existing one and press Transmit. While in this function, you will need to define the data fields to display and search; set the search criteria; and define the search type, logical operator, and sort option:

9.4.1. The first screen to be displayed will be Fields to Display Selected[0]. This is the first of many pages of data identification numbers (DINs) and data names from which you can select from 1 through 255 for your file. Notice the column to the far right, which contains the tables from which the DINs and data names came. While you are working with civilian records, be sure to use DINs which apply to civilian records or which are common to all records; for example, comall, civpos, comciv, cytbl, and civilian:

9.4.1.1. Use F8 or PgDn to page through the list of DINs and F7 or PgUp to return to previous pages.

9.4.1.2. You can use End to go to the end of the list and Home to return to the beginning.

9.4.1.3. Use the Up and Down Arrows to highlight each DIN you want. To select, press the Space Bar at the highlighted DIN. If you change your mind about a DIN you have selected, return to it, highlight it, and press the Space Bar again to deselect it.

9.4.1.4. Each time you select a consecutive number will be placed within the brackets to the right of the DIN and the counter at the top of the screen will give you the same cumulative figure. You can monitor yourself so that you do not exceed 255. The sequence in which you select DINs will be the sequence in which the information on your product will be displayed.

9.4.1.5. After making all your selections, press Transmit.

9.4.2. The next screen similar to the previous one will also display a list of DINs, except that it will be Fields to Search Selected[0]. You may place limits on your search, such as sex, pay plan, grade, latest appraisal rating, etc., for a maximum of 10. This can help eliminate unwanted records:

104

AFMAN 36-2622 Volume 5 1 March 1997

9.4.2.1. Use F8 or PgDn to page through the list and F7 or PgUp to return to previous pages.

9.4.2.2. You can use End to go to the end of the list and Home to return to the beginning.

9.4.2.3. Use the Up and Down Arrows to highlight each DIN you want. To select, press the Space Bar at the highlighted DIN. If you change your mind about a DIN you have selected, return to it, highlight it, and press the Space Bar again to deselect it.

9.4.2.4. Each time you select, a consecutive number will be placed within the brackets to the right of the DIN, and the counter at the top of the screen will give you the same cumulative figure. You can monitor yourself so as not to exceed 10.

9.4.2.5. If you wish to select all records and place no restrictions on your selection:

9.4.2.5.1. Press Transmit at the first page of Fields to Search Select[0].

9.4.2.5.2. At the next screen, a highlighted bar labeled DEFAULT will be displayed. Press Transmit.

9.4.2.6. If you wish to place limitations on the records to be selected:

9.4.2.6.1. Select the limitations among the fields by highlighting each (up to 10) and pressing the Space Bar at each. After you have made all your search selections, press Transmit.

9.4.2.6.2. The next screen will be labeled SEARCH PARAMETER ENTRY which will contain the parameters you entered previously:

- At the Search Operator column, press F4 for a menu of choices. Use the Up and Down Arrows, if necessary, to select the one you want to use (see table 9.1 and notes for more information) and Transmit. Tab to the next column; use Shift/Tab if you need to return to the previous column.
- At the T (search type) column, press F4 for a menu of choices. Use the Up and Down Arrows, if necessary, to select the one you want to use (see table 9.2 for more information) and press Transmit. Tab to the next column; use Shift/Tab if you need to return to a previous column.
- At the Search Value column, type the values you want to use (see tables 9.1 and 9.2 for more information) and press Transmit.

9.4.2.6.3. The next screen is Select Sort Field which will list the DINs and data names you selected for display. Using the Up and Down Arrows, if necessary, highlight the sort you want or the DEFAULT (random selection) and press Transmit.

9.4.3. A screen telling you the number of lines per page, the DINs selected, the tables from which they were selected, the search operator selected, and the sort will be displayed.

9.4.4. See paragraphs 9.6, 9.7, 9.9, and 9.10 below for more information on LOAD, SAVE, RUN, and OPTIONS, respectively.

9.5. New. Select this to clear the current query setup from memory and work on something else. Press Transmit. This does not delete or remove the current query from the library file as long as you remember to first save it (see paragraph 9.7).

9.6. Load. Select this to load a pre-defined query into memory. When you press Transmit, you will be asked Name of Local Query (F4=Prompt). Either enter the name of the query or press F4 for a list of current queries in the library file, highlight the one you want, and press Transmit.

9.7. Save. Select this to save the current query setup or definition to the library file.

AFMAN 36-2622 Volume 5 1 March 1997

105

9.7.1. When you press Transmit, you will be asked Name of Local Query (F4=Prompt). Either enter the name of the query or press F4 for a list of current queries in the library file, highlight the one you want, and press Transmit.

9.7.2. If you type the name of an inquiry that already exists, you will receive the following warning: [file name] already exists - overwrite it? Enter Y if you want to overwrite it or N if you do not and select a new file name.

9.8. Delete. Select this to delete a query. When you press Transmit, you will be asked Name of Local Query (F4=Prompt). Either enter the name of the query or press F4 for a list of current queries in the library file, highlight the one you want to delete, and press Transmit.

9.9. Run. Select this to execute the current query. When you press Transmit, select from the following options:

9.9.1. Run query and send output to screen. If you select this, enter the name of the file at the F4 prompt and press Transmit. The following notice will be displayed: Running query...please wait. Your file will then be displayed.

9.9.2. Run query and send output to file. If you select this, you will receive the following message: Enter name of target file: Enter the file name and press Transmit. The following notice will be displayed: Running query... please wait. The output will be sent to the specified file. It will be created in your OA Production and Products, where you can then view, edit, or print it.

9.10. Options. Select this to perform special functions. Press Transmit and highlight the option you want to select:

9.10.1. Lines per page. The default is 24. To change it, press Transmit and overtype 24 with the new number (at least 4) and press Transmit again. If you set the lines per page at 0, Information Retrieval will not display or write the page header.

9.10.2. Query type Local/Central. The default is LOCAL. Press Transmit to toggle from L (local) to C (central) and vice versa.

9.10.2.1. Central contains pre-defined queries which you can edit but not delete. You can save modified Central queries only to Local under new names.

9.10.2.2. Local contains queries defined at base or unit level which you can load, save, or delete.

9.10.3. Automatic data menus. The default is AUTOMATIC. You can enable or disable the automatic options menu while setting search criteria. (You can do the same thing at the selection menu by pressing F4.) Press Transmit to toggle from Y (yes) to N (no) and vice versa.

9.10.4. Manager Plus. Use this to tell the Information Retrieval function to reformat output file date to be compatible with Manager Plus format. Press Transmit to toggle between Y (yes) and N (no). If you set Y and select RUN from the main menu, you will be prompted to provide a file name. This will be the file where the query output will be stored--in OA Production and Products.

9.10.4.1. Use F3 to exit and save changes.

9.10.4.2. Use Esc to exit without saving changes.

9.11. Quit. Select this to do the following:

9.11.1. View an index of all the available Help screens by pressing F1. Use F8 or PgDn to view subsequent pages and F7 or PgUp to return to previous ones.

9.11.2. Return to the MA Plus Fixed Format Retrieval menu and press Transmit. You cannot exit the menu by pressing F3 or Esc.

Section C--Manager Plus Fixed Retrievals
106

AFMAN 36-2622 Volume 5 1 March 1997

9.12. User DOS Sel Civ Data Extract (Application: dosalpc):

9.12.1. Overview. This function will display certain information on civilian employees to whose records you have access. Information includes grade, AFSC, employee status, position sensitivity, duty title, appraisal ratings, etc.

9.12.2. Operation. To obtain this data, select USER DOS SEL DIV DATA EXTRACT at the Manager Plus Fixed Retrievals menu and press Transmit:

9.12.2.1. This report will be produced in OA Production and Products. Because the information will be displayed in a raw format, it will be necessary to download the file into another environment.

9.12.2.2. To download, do the following:

9.12.2.2.1. Go into OA Production and Products; highlight the file using the Up and Down Arrows, as necessary; and press Transmit.

9.12.2.2.2. Select FILE from the menu bar and press Transmit.

9.12.2.2.3. Select DOWNLOAD TO PC at the File sub-menu and press Transmit. (If you wish to verify the size of the file before you download it, select STATUS OF FILE at the File menu and press Transmit.)

9.12.2.2.4. Press F3 or Esc to exit the File commands and the OA menu.

9.12.2.3. The file will be placed into the directory that contains your PC-III emulator or into your C drive, depending on the PC-III emulator in use. You can then import the file into any data base management program that will accept ASCII files.

9.13. Appraisal Data Retrieval (Application: maaps1):

9.13.1. Overview. This function will display appraisal information on employees to whose records you have access.

9.13.2. Operation. To obtain this data, select APPRAISAL DATA RETRIEVAL at the Manager Plus Fixed Retrievals menu and press Transmit:

9.13.2.1. The following message will then be displayed: THIS APPLICATION WILL NOT WORK FROM A DUMB TERMINAL. ALSO, IT WILL RUN IN FOREGROUND LOCKING UP YOUR TERMINAL UNTIL END OF JOB. DO YOU WISH TO CONTINUE: [Y].

9.13.2.2. Press Transmit if you want to continue or enter N and press Transmit if you do not.

9.13.2.3. A message similar to the following will then be displayed: Manager Plus Civilian Aprsl data file being created- maaps1.txt.

9.13.2.4. Processing may take several minutes. Another message similar to the following will be displayed: Query completed - Formatting file for manager plus -- stand by!

9.13.2.5. Shortly thereafter, the following message will be displayed: Receiving file - MAAPSL1.TXT/Bytes received = xxxxx.

9.13.2.6. After a few minutes the screen will return you to the Manager Plus Fixed Retrievals menu.

9.13.2.7. The file will be placed automatically into the directory that contains your PC-III emulator or into your C drive, depending on the emulator in use. You can then import the file into any database management program that will accept ASCII files.

9.14. Award Data Retrieval (Application: maawds1):

9.14.1. Overview. This function will display award information on employees to whose records you have access.

9.14.2. Operation. To obtain this information, select AWARD DATA RETRIEVAL at the Manager Plus Fixed Retrievals menu and press Transmit:

9.14.2.1. The following message will then be displayed: THIS APPLICATION WILL NOT WORK FROM A DUMB TERMINAL. ALSO, IT WILL RUN IN FOREGROUND LOCKING UP YOUR TERMINAL UNTIL END OF JOB. DO YOU WISH TO CONTINUE: [Y].

9.14.2.2. Press Transmit if you want to continue or enter N and press Transmit if you do not.

9.14.2.3. A message similar to the following will then be displayed: Manager Plus Civilian Award data file being created- maawds1.txt.

9.14.2.4. Processing may take several minutes. Another message similar to the following will be displayed: Query completed - Formatting file for manager plus -- stand by!

9.14.2.5. Shortly thereafter, the following message will be displayed: Receiving file - MAAWDS1.TXT/Bytes received = xxxxx.

9.14.2.6. After a few minutes, the screen will return you to the Manager Plus Fixed Retrievals menu.

9.14.2.7. The file will be placed automatically into the directory that contains your PC-III emulator or into your C drive, depending on the emulator in use. You can then import the file into any database management program that will accept ASCII files.

9.15. Apprsl/Award Data Retrieval (Application: maawap1):

9.15.1. Overview. This function will display appraisal and award information on employees to whose records you have access.

9.15.2. Operation. To obtain this information, select APPRSL/AWARD DATA RETRIEVAL at the Manager Plus Fixed Retrievals menu and press Transmit:

9.15.2.1. The following message will then be displayed: THIS APPLICATION WILL NOT WORK FROM A DUMB TERMINAL. ALSO, IT WILL RUN IN FOREGROUND LOCKING UP YOUR TERMINAL UNTIL END OF JOB. DO YOU WISH TO CONTINUE: [Y].

9.15.2.2. Press Transmit if you want to continue or enter N and press Transmit if you do not.

9.15.2.3. A message similar to the following will then be displayed: Manager Plus Civ Awd and Apsl data file being created - maawap1.txt.

9.15.2.4. Processing may take several minutes. Another message similar to the following will be displayed: Query completed - Formatting file for manager plus -- stand by!

9.15.2.5. Shortly thereafter, the following message will be displayed: Receiving file - MAAWAP1.TXT/Bytes received = xxxxx.

9.15.2.6. After a few minutes, the screen will return you to the Manager Plus Fixed Retrievals menu.

9.15.2.7. The file will be placed automatically into the directory that contains your PC-III emulator or into your C drive, depending on the emulator in use. You can then import the file into any database management program that will accept ASCII files.

Table 9.1. Information Retrieval Search Operation Definitions.

	A	B
I T E M	OPERATOR	RECORD WILL BE SELECTED IF THE FIELD VALUE IS
1	=	Equal to the search value
2	<>	Not equal to the search value
3	>	Greater than the search value
4	<	Smaller than the search value
5	>=	Greater than or equal to the search value
6	<=	Smaller than or equal to the search value
7	LIKE	LIKE the search Value (NOTE 1)
8	SHLIKE	SHLIKE the search value (NOTE 2)
9	REGLIKE	REGLIKE the search value(NOTE 3)
10	IN	IN the search value (NOTE 4)
11	IS	IS not the search value (NOTE 5)

NOTES:

1. LIKE allows comparison of characters or strings to a string value. It also allows ignoring single characters or any number of characters through the use of wild card characters: `_` to ignore a single character and `%` to ignore a string of characters of any length (including zero). This is an IBM operator; it works pretty much the same as SHLIKE (NOTE 2).

Example: Select employees with names similar to Carr:
bba LIKE C 'CAR|

Names selected might include Carr, Card, Carl, Cary, etc., which contain that exact number of letters and no more.

Example: Select employees with names similar to Jones:
bba LIKE C 'JO%'

Names selected might include Jones, Jonas, Johnson, Johnston, Johanssen, Jobes, Josephs, etc., which may have more than one letter at the wild card position.

2. SHLIKE allows comparison of characters or strings to a string value. It also allows ignoring single characters or any number of characters through the use of wild card characters: `?` to ignore a single character and `*` to ignore a string of characters of any length. This is an AT&T operator; it works pretty much the same as LIKE (NOTE 1).

Example: Select employees with office symbols DPC?:
bch SHLIKE C 'DPC?'

Office symbols selected might include DPCG, DPCI, DPCM, etc., which contain that exact number of letters and no more.

Example: Select employees with Staffing in their duty titles:
jbj SHLIKE C '*STAFFING*'

Duty titles selected might include Staffing Specialist, Staffing Technician, Staffing Supervisor, Chief of Staffing, etc., with more than one letter at the wild card positions.

3. REGLIKE allows comparison of a string of characters returned from a search condition by using a regular expression. The pattern contains a string that you are comparing to the value of the selected field.

Example: Select all employees whose names begin with the letters A through K.
bba REGLIKE C ^[A-K]

4. IN allows comparison of a DIN to a set of values rather than to just one value. The search type must be set at N (non-character). Each value for which you are searching must be within single quotes and the values must be within parentheses.

Example: Select all personnel with office symbols DPCID, DPCIM, and DPCIR.

bch IN N ('DPCID','DPCIM','DPCIR')

5. IS allows you to search fields that are null or have no value. The search type must be set at N (noncharacter).

Example: Select all personnel with no duty phone:

bcg IS N (' ')

Table 9.2. Information Retrieval Search Types.

	A	B	C
I T E M	TYPE	NAME	FUNCTION
1	C	Character	A literal value. When you use C, the single quotes will be placed around the value automatically.
2	N	Noncharacter/ Numeric	Not a literal value. When you use N, the single quotes will not be placed around the value automatically; you must input them.

Table 9.3. Information Retrieval Logical Operations.

	A	B
I T E M	Operator	FUNCTION
1	AND	Records selected must conform to previous search conditions and the conditions that follow.
2	OR	Records selected must conform to previous search conditions OR the conditions that follow.

Chapter 10

REPORTS AND RIPS

Section A--Reports

10.1. Introduction. The PC-III system includes many reports for use by personnel, commanders, managers, and supervisors. Only those dealing with civilian personnel are covered in this chapter. While some of those reports

are available to all users, others are limited to CPFs, commanders, units, or work centers. Therefore, the menus which contain these reports will vary among the different users.

10.2. Civilian Strength Information. Several civilian strength reports are available in PC-III. CPFs can access them at the Reports & RIPs menu, Reports sub-menu, Civilian Strength Information sub-menu. Units and work centers can access them at the Reports & RIPs menu, Reports sub-menu, Unit Strength Information sub-menu, Types of Civ Strength sub-menu. Highlight each report you want and press **Transmit**. All reports are sent to OA Production and Products. Some immediately go to Production, but others allow you first to specify select criteria.

10.2.1. Civilian Strength by Unit (Application: cvstr1). This report displays the number of employees assigned, by grade, who are present for duty and not present for duty. You may select record type CA, CL, or both. Sort is by PAS; then by pay plan. It is available to CPFs, units, and work centers.

10.2.2. Civilian Strength Totals (Application: cvstr2). This report displays the number of employees assigned, by grade, who are present for duty and not present for duty. You may select record type CA, CL, or both. Sort is by pay plan. It is available to CPFs, units, and work centers.

10.2.3. Strength by Pay Plan/Grade (Application: cvstr3). This report displays the number of employees assigned, by grade, who are present for duty and not present for duty. Sort is by pay plan; then by unit. It is available to CPFs, units, and work centers.

10.2.4. Civ Count by Pay Plan (Application: cvstr4). This report displays the number of employees assigned by pay plan. The numbers are divided into encumbered and vacant positions with totals for each. It is available to CPFs, units, and work centers.

10.2.5. Strength by Appointment Type (Application: cvstr5). This report displays the number of employees assigned by appointment type. Within each appointment type, numbers are divided by pay plan. It is available to CPFs, units, and work centers.

10.2.6. Civ Strength by US, Non-US, Both (Application: cvstr6). This report displays the number of employees as determined by the criteria you select: By record type CA, CL, or both; by type of report (full time, part time, intermittent, LWOP, or all); and by PAS, MFP, office symbol, or PEC.

AFMAN 36-2622 Volume 5 1 March 1997

111

10.2.7. Strength by Work Schedule (Application: cvstr7). This report displays the number of employees as determined by the criteria you select: By record type CA, CL, or both; and by PAS, MFP, office symbol, or PEC.

10.2.8. List of Temporary Employees (Application: cvtmp). This report displays name, SSN, duty title, office symbol, position number, pay plan, series, grade, appointment type, and appointment code of each temporary employee assigned. You may select record type CA, CL, or both. It is available to CPFs, units, and work centers.

10.2.9. List of Vacant Positions (Application: cvvac). This report displays all vacant civilian positions by unit. Information for each position includes office symbol, position number, duty title, pay plan, series, grade, and date of vacancy. You may select record type CA or CL and you may specify PAS, office symbol, or MFP. It is available to CPFs, units, and work centers.

10.2.10. ART Discrepancy Report - RESCPO (Application: artsta1). This report contains information on discrepancies regarding Air Reserve technicians (ARTs). It is available only to CPFs that service AFRes units.

10.3. Combined Civ/Mil Strength (Application: cvmil1). Units and work centers can access this at the Reports & RIPs menu, Reports sub-menu, Unit Strength Information sub-menu. It displays the number of personnel assigned by civilian, officer, and enlisted categories. Civilian employees are sorted by pay plan. It indicates, by grade in each pay plan, how many are present for duty and not present for duty.

Section B--RIPs (Reserved for future use)

Chapter 11

ORDERLY ROOM/CPF CUSTOMER SERVICE APPLICATIONS

Section A--General Information

11.1. Introduction. This chapter may be copied and used at terminals dedicated to customer service inquiries and updates. The intent of this chapter is to help you, the customer, make certain inquiries and updates involving your personnel records. Let the person responsible for the PC-III terminal which you are about to use know what you need to do so you can be identified properly and get started. After the personnel technician or clerk has logged you in to the system and a screen labeled SSAN PROMPT SCREEN appears, do the following:

11.1.1. Enter your social security number (SSN) in the first block--nine characters without hyphens.

11.1.2. Enter your record identification type:

CA - Civilian AF employee (Appropriated Fund) CL - Direct/indirect hire non-US citizen employee
--

11.1.3. Press Transmit--the key at the far right side of the keyboard marked with a + sign (or Enter for AT&T 605 keyboards).

11.2. Menu Selections. After you have transmitted the above information, a Welcome screen will appear. Please take the time to read this especially if you have not used PC-III before; it will help you operate the terminal properly. After you have read what you need, press Transmit again:

112

AFMAN 36-2622 Volume 5 1 March 1997

11.2.1. If you are using a terminal in a work center or a unit, the first menu you see will contain the selections below. If you are using a terminal in the CPF, only the first selection will be displayed.

Civilian Custsvc Applications Enlisted Custsvc Applications Officer Custsvc Applications
--

11.2.2. Make sure the Civilian Custsvc Applications line is highlighted. If it is not, use the Up or Down Arrow keys to highlight it and press Transmit.

11.2.3. The second menu will list the available inquiries, requests, and updates. It should look something like this:

Civilian Custsvc Applications Employee Name Change Request Req for Voluntary Retirement Request for Resignation Health Benefits Inquiry

Thrift Savings Inquiry
Career Brief Inquiry
Career Program...
Complete SF 172 Form
Geographic Availability RIP
Indiv CSB GEO-LOC Info RIP Rqst
Update Central Skills Bank
Remove CSB Registration
Update Locator Information

11.2.4. Highlight the one you need using the Up and Down Arrows, if necessary, and press Transmit.

Section B--Applications

11.3. On-Screen Assistance. The following pages will tell you how to work each application. Some of them have on-screen assistance available:

11.3.1. F1 or F2. If either of these appears on the bottom menu bar, you may press that key for a display of information about that application. The help screen may have several pages. If so, press PgDn to view subsequent pages and PgUp to view previous ones.

11.3.2. F4=Prompt. If this appears on the bottom menu bar, there is specific information available for the data field on which the cursor is presently resting. In most cases, pressing F4 will list choices from which you can select items to enter into the corresponding data field.

11.3.3. F3 or Esc. When you have finished with a help screen, press Esc or F3 to return to the application on which you are working and continue.

11.4. Employee Name Change Request (Application: nmecus). This request, when completed, will generate an SF52, **Request for Personnel Action**, for you to sign and take to the CPF for processing:

11.4.1. Highlight the application on the menu and press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

113

11.4.2. Enter your new name without punctuation and your work phone. Select the reason for the change, enter a or b, and press Transmit.

11.4.3. A copy of your SF-52 request will be printed on a laser printer. A message advising you to bring documentation to the CPF to verify the change when you process it will appear. **NOTE:** This request will not be processed until you bring the SF-52 or supporting documentation to the CPF.

11.4.4. Press Esc or F3 to return to the menu.

11.5. Req for Voluntary Retirement (Application: retcus). A copy of this request will be sent to the CPF for processing:

11.5.1. Highlight the application on the menu and press Transmit.

11.5.2. Enter your proposed retirement date in year, month, day order; for example, 931110.

11.5.3. Enter your reason; you have three lines to use, if necessary. Use the Tab key to move to the next block when you have finished.

11.5.4. Enter your forwarding address in the appropriate block and press Transmit. This is the address to which all correspondence will be sent after you retire.

11.5.5. A copy of your SF-52 will be printed on a laser printer. A message informing you that the CPF will contact you for an appointment will appear.

11.5.6. Press Esc or F3 to return to the menu.

11.6. Request for Resignation (Application: rescus). A copy of this request will be sent to the CPF for processing:

11.6.1. Highlight the application on the menu and press Transmit.

11.6.2. Enter your proposed resignation date in year, month, day order; for example, 930930.

11.6.3. Enter your reason for resigning; you have three lines to use if necessary. Use the Tab key to move to the next block when you have finished.

11.6.4. Enter your forwarding address and press Transmit. This is the address to which all correspondence will be sent.

11.6.5. A copy of your SF-52 will be printed on a laser printer. A CPF representative will get in touch with you to schedule an appointment.

11.6.6. Press Esc or F3 to return to the menu.

11.7. Health Benefits Inquiry (Application: hlthbe2). This inquiry provides you with information only:

11.7.1. Highlight the application on the menu and press Transmit.

11.7.2. A screen displaying your enrollment status, plan, and Federal Employee Health Benefit code will appear.

11.7.3. Press Esc or F3 to return to the menu.

11.8. Thrift Savings Inquiry (Application: tspenr2). This inquiry provides you with information only:

11.8.1. Highlight the application on the menu and press Transmit.

114

AFMAN 36-2622 Volume 5 1 March 1997

11.8.2. A screen displaying your Thrift Savings Plan (TSP) status, current rate, eligibility date, and date of last change will appear.

11.8.3. Press F2 for an explanation of TSP status codes.

11.8.4. Press Esc or F3 to return to the menu.

11.9. Career Brief Inquiry (Application: carbrfx). This inquiry provides you with information only:

11.9.1. Highlight the application on the menu and press Transmit.

11.9.2. A screen displaying several categories of information the brief contains will appear.

11.9.3. Since this is a multiple-page brief, use the PgUp and PgDn keys to view the pages.

11.9.4. The last page has blocks to mark if you want Training Data and Experience Data reports on individual personnel (RIPs). Mark Y in the appropriate blocks if you want either or both of these and press Transmit. Training Data and Experience Data RIPs will be produced overnight and will be returned to one of the following places:

11.9.4.1. Not all organizations are attached to a work center, orderly room, or resource center. If your unit is not directly supported by PC-III, reports will be returned to Office Automation, Reports on Individual Personnel, at CPF Administration.

11.9.4.2. If your unit is directly supported by PC-III: Office Automation, Reports on Individual Personnel, of your work center (if that function exists), of the unit's civilian resource manager (if that function exists), or of the unit orderly room.

11.9.5. Press Transmit; you will be asked if you want a copy of the career brief saved in Production. If you do, enter Y; if not, enter N and press Transmit. The brief will be returned to the same office or work center as the training and experience RIPs in Office Automation, Production and Products. Overnight processing is not required.

11.9.6. To verify that RIP requests flowed to the Defense Civilian Personnel Data System, you can check Office Automation, Updates and Rejects, of the same office to which the RIPs will be returned.

11.10. Career Program. This is not an actual application; it is a sub-menu item which will further display sub-menus and applications when you select it. Here is a list of items within the Career Program sub-menu. Each will be covered in the following pages.

Career Program Register in Career Program (cprgint) Add Program/Geo-Loc Codes (cprgadd) Career Program Delete Actions...

Career Program Delete Actions Delete All Geo-Loc and Prgm Cds (cprgde1) Delete All Geographic Loc Codes (cprgde2) Delete All Career Program Codes (cprgde3) Delete Specific Career Prgm Cds (cprgde4) Delete Specific Geo-Loc Codes (cprgde599)
--

11.11. Register in Career Program (Application: cprgint). This update allows you to initially register in the Career Program. If you are already registered and wish to either make changes or delete your registration, you will not be able to use this application; instead, use one of the following:

11.11.1. Highlight the application on the menu and press Transmit.

11.11.2. If a screen displaying your name, SSN, organization, office symbol, and career program status codes appears, you are already registered and can go no further. Press Esc.

11.11.3. If a screen displaying general instructions on using this application appears, read the instructions carefully and press PgDn.

11.11.4. A screen displaying your name, SSN, organization, and office symbol will appear. It will have spaces for as many as six career program and career program cadre IDs:

11.11.4.1. A menu displaying career occupational categories will partially overlay it. Use PgDn to go to the second page if necessary and PgUp to return to the first. Use Up and Down Arrows to highlight your choice and press Transmit.

11.11.4.2. Another menu with cadre IDs will partially overlay the screen. Highlight your selection and press Transmit.

11.11.5. You may repeat the procedures in paragraphs 11.11.4.1 and 11.11.4.2 to add as many as five more selections. If you make a total of six selections, you will be advanced to the next screen of the application. If your selections total fewer than six, press Esc after your last entry. When the menu disappears, press PgDn to advance to the next screen.

11.11.6. The next screen will have spaces for as many as 20 geographic location preferences:

11.11.6.1. A menu displaying geographic locations will partially overlay it. Use PgDn to go to subsequent pages and PgUp to return to previous ones, as necessary. Use Up and Down Arrows to highlight your choice and press Transmit.

11.11.6.2. A second menu displaying grades and supervisory/non-supervisory preferences will partially overlay the screen. Use PgDn to go to subsequent pages and PgUp to return to previous ones, as necessary. Use the Up and Down Arrows to highlight your choice and press Transmit.

11.11.6.3. A third menu displaying job specialties will partially overlay the screen. Use PgDn to go to subsequent pages and PgUp to return to previous ones, as necessary. Use the Up and Down Arrows to highlight your choice and press Transmit.

11.11.7. You may repeat the procedures in paragraphs 11.11.6.1 through 11.11.6.3 to add as many as 19 more selections. If you want to make more than 20 selections, press Esc after the 20th. When the menu disappears, press PgDn to access a continuation screen which will allow you to add as many as 20 more selections. Repeat those same procedures, as necessary. After making your last entry, press Esc and Transmit.

11.11.8. You will receive the following message: "A copy of your Initial Registration has been electronically sent to the CPF for approval. If approved, a product will be system generated and distributed to you."

11.11.9. Press Esc or F3 to return to the menu.

11.12. Add Program/Geo-Loc Codes (Application: cprgadd). This update allows you to supplement an existing Career Program with additional information. If you have not previously registered, you will not be able to use this application. To register initially, see paragraph 11.11:

116

AFMAN 36-2622 Volume 5 1 March 1997

11.12.1. Highlight the application on the menu and press Transmit.

11.12.2. A screen will appear saying that if you do not know the current codes in your record you may obtain a Geo-Loc Availability RIP:

11.12.2.1. If you need the RIP, enter Y and press Transmit. Your request will be processed and will take more than one day. At this point, you must wait until you have the RIP before proceeding further. Press Esc to return to the menu.

11.12.2.2. If you know the current codes, just press Transmit.

11.12.3. A welcome screen will appear. Press PgDn.

11.12.4. A screen with basic instructions will appear. Read them and press PgDn.

11.12.5. A screen displaying your name, SSN, organization, and office symbol will appear. It will have spaces for as many as six career program and career program cadre IDs. If all the spaces are filled and you wish to add new choices, press Esc to exit the application. It will be necessary to delete choices to make room for new ones. To

continue, use the Arrow keys to move the cursor to the first unfilled code block under Current Career Program ID and press F4:

11.12.5.1. A menu displaying career occupational categories will partially overlay the screen. Use PgDn to go to the second page if necessary and PgUp to return to the first. Use Up and Down Arrows to highlight your choice and press Transmit.

11.12.5.2. Press F4 again. Another menu with cadre IDs will partially overlay the screen. Highlight your selection and press Transmit.

11.12.6. You may repeat the procedures in paragraphs 11.12.5.1 and 11.12.5.2 to add as many as five more selections. If you make a total of six selections, you will be advanced to the next screen of the application. If your selections total fewer than six, press Esc after your last entry. When the menu disappears, press PgDn to advance to the next screen.

11.12.7. The next screen will have spaces for as many as 20 geographic location preferences:

11.12.7.1. A menu displaying geographic locations will partially overlay it. Use PgDn to go to subsequent pages and PgUp to return to previous ones, as necessary. Use Up and Down Arrows to highlight your choice and press Transmit.

11.12.7.2. A second menu displaying grades and supervisory/non-supervisory preferences will partially overlay the screen. Use PgDn to go to subsequent pages and PgUp to return to previous ones, as necessary. Use the Up and Down Arrows to highlight your choice and press Transmit.

11.12.7.3. A third menu displaying job specialties will partially overlay the screen. Use PgDn to go to subsequent pages and PgUp to return to previous ones, as necessary. Use the Up and Down Arrows to highlight your choice and press Transmit.

11.12.8. You may repeat the procedures in paragraphs 11.12.7.1 through 11.12.7.3 to add as many as 19 more selections. If you want to make more than 20 selections, press Esc after the 20th. When the menu disappears, press PgDn to access a continuation screen which will allow you to add as many as 20 more selections. Repeat those same procedures as necessary. After making your last entry, press Esc and Transmit.

11.12.9. You will receive the following message: "A copy of your Additional Registration has been electronically sent to the CPF for approval. If approved, a product will be system generated and distributed to you."

AFMAN 36-2622 Volume 5 1 March 1997

117

11.12.10. Press Esc or F3 to return to the menu.

11.13. Delete All Geo-Loc and Prgm Cds (Application: cprgde1). This update will remove you from the Career Program system. Do not use this if you want to delete certain codes and remain registered:

11.13.1. Highlight the application on the menu and press Transmit.

11.13.2. You will receive the following message: "You have selected to remove yourself from the Career Program System. Your record will be updated to reflect this action."

11.13.3. Press Esc or F3 to return to the menu.

11.14. Delete All Geographic Loc Codes (Application: cprgde2). This update will remove all of your geographical preference codes from the Career Program system. Do not use this if you want to delete certain geographical codes and retain others:

11.14.1. Highlight the application on the menu and press Transmit.

11.14.2. You will receive the following message: "You have selected to remove ALL your Career Program Geo-Loc code(s). Your record will be updated to reflect this action."

11.14.3. Press Esc or F3 to return to the menu.

11.15. Delete All Career Program Codes (Application: cprgde3). This update will remove all of your career program codes from the Career Program system. Do not use this if you want to delete certain career program codes and retain others:

11.15.1. Highlight the application on the menu and press Transmit.

11.15.2. You will receive the following message: "You have selected to remove ALL your Career Program codes. Your record will be updated to reflect this action."

11.15.3. Press Esc or F3 to return to the menu.

11.16. Delete Specific Career Prgm Cds (Application: cprgde4). This update allows you to remove certain Career Program codes from your record and retain others:

11.16.1. Highlight the application on the menu and press Transmit.

11.16.2. A screen displaying your name, SSN, organization, and office symbol will appear. It will have as many as six career program and career program cadre IDs listed.

11.16.3. Using the Arrow keys, if necessary, enter the codes you want to delete to the right of the current codes. After you have made all entries, press Transmit.

11.16.4. You will receive the following message: "You have elected to delete selected Program codes from your record. Your record will be updated to reflect this action."

11.16.5. Press Esc or F3 to return to the menu.

11.17. Delete Specific Geo-Loc Codes (Application: cprgde5). This update allows you to remove certain geographical location codes from your record and retain others:

11.17.1. Highlight the application on the menu and press Transmit.

118

AFMAN 36-2622 Volume 5 1 March 1997

11.17.2. A screen will appear saying that if you do not know the current codes in your record, you may obtain a Geo-Loc Availability RIP:

11.17.2.1. If you need the RIP, enter Y and press Transmit. Your request will be processed and will take more than one day. At this point, you must wait until you have the RIP before proceeding further. Press Esc to return to the menu.

11.17.2.2. If you know the current codes, just press Transmit.

11.17.3. A screen displaying your name, SSN, organization, and office symbol will appear. It will have as many as 40 geographic location preferences.

11.17.4. Using the Arrow keys, if necessary, enter the code(s) you want to delete to the right of the current codes. After you have made all entries, press Transmit.

11.17.5. You will receive the following message: "You have elected to delete selected Geo-Loc codes from your record. Your record will be updated to reflect this action."

11.17.6. Press Esc or F3 to return to the menu.

11.18. Complete SF 172 Form (Application: sf172). This update lets you prepare a change to an existings F171, **Application for Federal Employment.**

11.18.1. Highlight the application on the menu and press Transmit.

11.18.2. A screen displaying personal information will appear. Type any changes or additions that you need; use the Tab key to bypass blocks that need no changes.

11.18.3. As you finish each page, use the PgDn key to move to the next page. If you need to return to a previous page, use the PgUp key.

11.18.4. When you have finished all pages and are satisfied with the contents, press Transmit.

11.18.5. Your SF172 will be printed on the customer service laser printer and a copy of the form will be sent to the CPF. A message advising you that you must provide a signed copy with appropriate documentation to the CPF for final approval will appear. No action will be taken against the SF172 until you present a signed copy and appropriate documentation to the CPF.

11.18.6. Press Esc or F3 to return to the menu.

11.19. Geographic Availability RIP (Application: geoava). This report on individual personnel (RIP) provides you with information only. It will require at least one day to process.

11.19.1. Highlight the application on the menu and press Transmit.

11.19.2. A message saying that your request will be processed will appear. The RIP will be produced overnight and will be returned to one of the following places:

11.19.2.1. Not all organizations are attached to a work center, orderly room, or resource center. If your unit is not directly supported by PC-III, RIPs will be returned to Office Automation, Production and Products, in CPF Administration.

11.19.2.2. If your unit is directly supported by PC-III: Office Automation, Production and Products, of your work center (if that function exists), of the unit's civilian resource manager (if that function exists), or of the unit orderly room.

11.19.3. Press Esc or F3 to return to the menu.

11.20. Indiv CSB GEO-LOC Info RIP Rqst (Application: csbgloc). This report on individual personnel (RIP) provides you with information on your current CSB registration. It will require at least one day to process.

11.20.1. Highlight the application on the menu and press Transmit.

11.20.2. To tell the system where to send your RIP, enter your name or unit in the first block and your phone number in the second and press Transmit.

11.20.3. A message saying that your request will be processed will appear. The RIP will be produced overnight and will be returned to one of the following places:

11.20.3.1. Not all organizations are attached to a work center, orderly room, or resource center. If your unit is not directly supported by PC-III, RIPs will be returned to Office Automation, Production and Products, in CPF Administration.

11.20.3.2. If your unit is directly supported by PC-III: Office Automation, Production and Products, of your work center (if that function exists), of the unit's civilian resource manager (if that function exists), or of the unit orderly room.

11.20.4. Press Esc or F3 to return to the menu.

11.21. Update Central Skills Bank (Application: csbreg). This request will provide an update to your Central Skills Bank (CSB) registration. It allows you to establish a CSB registration with 1-48 geographic preferences, add 1-5 new geographic preferences, delete 1-24 geographic preferences, change 1-5 geographic preference grade levels, or modify personal data.

11.21.1. Highlight the application on the menu and press Transmit.

11.21.2. At the first page, do the following:

11.21.2.1. Enter in your address, home phone, duty phone (commercial and DSN), etc., if changes are needed. Duty phone (DSN) is a mandatory field. Use Tab to move through fields, if necessary.

11.21.2.2. Indicate if you are eligible or not for an air reserve technician (ART) position by entering Y (yes) or N (no) in the space provided. An entry is required in this field.

11.21.2.3. Press PgDn to go to the next page.

11.21.3. At the second page, do the following:

11.21.3.1. If you want to establish one pay grade as the lowest acceptable for all geographic preferences, enter it next to the appropriate pay plan. You may enter a lowest acceptable grade for each pay plan. If your lowest acceptable will vary with your geographic preferences, leave this blank.

11.21.3.2. Indicate the purpose of this update by entering the appropriate letter in the space provided:

11.21.3.2.1. (E)stablish employee on CSB. Use this if you have no previous enrollment in CSB.

120

AFMAN 36-2622 Volume 5 1 March 1997

11.21.3.2.2. (A)dd up to 5 new geographic location codes. Use this to add as many as five geographic location codes to an existing CSB enrollment.

11.21.3.2.3. (D)elete up to 24 geographic location codes. Use this to delete existing geographic location codes. You may need to call up your geographical location RIP before selecting this option.

11.21.3.2.4. (C)hange up to 5 geographic location codes. Use this to change the grade level selections for as many as five previously selected locations. You may need to review your current registration before selecting this option.

11.21.3.2.5. (M)odify personal data. Use this to update your phone or address--information a selecting supervisor may need to get in touch with you.

11.21.3.3. Press PgDn to go to the next page.

11.21.4. The remaining pages give you a chance to register for up to 48 geographic locations for which you want to be considered, 12 per page, if you are establishing a CSB registration.

11.21.4.1. Press F4 for a menu of choices, using PgDn to view subsequent pages of those choices.

11.21.4.2. Use Up and Down Arrows to highlight each choice and press Space Bar to place an X next to each. Please note that a counter at the top of the page keeps track of the number of locations you select.

11.21.4.3. After you have selected all your choices, press Transmit and then PgDn.

11.21.5. A supplementary page will appear at the right on which to enter the lowest grade acceptable for each pay plan for each location. If you have already indicated on the first page one minimum grade for all locations selected, ignore this part. Use PgDn as far as necessary until you are finished and press Transmit.

11.21.6. You will receive a notice, Application will complete in the Background. Not all organizations are attached to a work center, orderly room, or resource center. If your unit is not directly supported by PC-III, confirmation that the transaction flowed to the Defense Civilian Personnel Data System will be sent to Office Automation, Updates and Rejects, in CPF Administration. If your unit is directly supported by PC-III, confirmation will be sent to Office Automation, Updates and Rejects, of your work center (if that function exists), of the unit's civilian resource manager (if that function exists), or of the unit orderly room.

11.21.7. Press Esc or F3 to return to the menu.

11.22. Remove CSB Registration (Application: csbdel). This request will remove your entire CSB registration.

11.22.1. Highlight the application on the menu and press Transmit.

11.22.2. To delete yourself from CSB registration, press Transmit; if you make a mistake and do not want to delete your registration, press Esc.

11.22.3. You will receive a notice, Application will complete in the Background. Not all organizations are attached to a work center, orderly room, or resource center. If your unit is not directly supported by PC-III, confirmation that the transaction flowed to the Defense Civilian Personnel Data System will be sent to Office Automation, Updates and Rejects, in CPF Administration. If your unit is directly supported by PC-III, confirmation will be sent to Office Automation, Updates and Rejects, of your work center (if that function exists), of the unit's civilian resource manager (if that function exists), or of the unit orderly room.

11.22.4. Press Esc or F3 to return to the menu.

11.23. Update Locator Information (Application: civupdt). This request allows you to change address and telephone information, as well as emergency contact information:

AFMAN 36-2622 Volume 5 1 March 1997

121

11.23.1. Highlight the application on the menu and press Transmit.

11.23.2. On the first page, enter the appropriate changes to locator information, using the Tab when necessary, to skip fields needing no changes. Press PgDn when you have finished with the first page.

11.23.3. On the second page, enter the appropriate changes to emergency contact information, using the Tab when necessary, to skip fields needing no changes. Press Transmit when you have finished with the second page.

11.23.4. The updated information will flow to the base level computer.

11.23.5. Press Esc or F3 to return to the menu.

Chapter 12

LOCATOR INFORMATION

12.1. Introduction. Within the Locator Information function of PC-III, a number of military and civilian applications exist in units and work centers. Only those that pertain to civilian personnel will be covered here.

12.2. ACCELL Civilian Locator (Application: locator):

12.2.1. Overview. This inquiry provides on-screen information on duty phone, home phone, local address, grade, office symbol, and PAS. It also includes emergency contact information.

12.2.2. Operation. To access the locator:

12.2.2.1. Select ACCELL CIVILIAN LOCATOR at the Locator Information menu and press Transmit.

12.2.2.2. Use Enter to move from one data field to another, if necessary.

12.2.2.3. To locate one or more employees:

12.2.2.3.1. Enter the name (last name, first name, and middle initial separated by spaces but without punctuation or any portion of the last name) in uppercase letters or the SSN of the employee you want to locate and press F12; when finished, press F11 to clear the screen for another inquiry. **NOTE:** If you enter a partial last name, you may receive data on more than one employee.

12.2.2.3.2. If you want to locate all employees to whose records you have access, press F12 at the Name field. Use F8 to view subsequent records and F7 to return to previous ones.

12.2.2.3.3. You may also use office symbol, record ID, PAS, street address, city, state, and ZIP code to select employees having those common criteria.

12.2.2.4. Press F4 to access the second page which contains emergency contact information.

12.2.2.5. When finished, press F11 to clear the screen and then F9 to return to the Locator Information menu.

12.3. ACCELL HELP (Key Information) (Application: achelp):

12.3.1. Overview. This inquiry provides on-screen information on ACCELL key usage which differs from regular key usage within PC-III, as well as information on the use of search criteria.

12.3.2. Operation. To access this help function:

122

AFMAN 36-2622 Volume 5 1 March 1997

12.3.2.1. Select ACCELL HELP (KEY INFORMATION) at the Locator Information menu and press Transmit.

12.3.2.2. The first screen is a welcome screen which explains the status line and the FYI line. Press F4 to go to the next screen.

12.3.2.3. The second screen gives an explanation of key usage. Press F4 to go to the next screen.

12.3.2.4. The third screen is a continuation of the previous one. Press F4 to go to the next screen.

12.3.2.5. The fourth screen provides information on using search criteria for the locator. Press F3 to review any previous pages or F9 to return to the menu.

12.3.2.6. See chapter 2, table 2.2, for a detailed explanation of ACCELL key usage.

12.4. Civilian Update (Application: civupdt).

12.4.1. Overview. This application allows you to update changes in an employee's duty phone, home phone, information release consent status, local address, city, state, and ZIP code. It also allows you to update changes in emergency contact information: Name, relationship, home phone, work phone, local address, city, state, and ZIP code on who is to be notified in an emergency.

12.4.2. Operation. To update civilian locator information:

12.4.2.1. Select CIVILIAN UPDATE at the Locator menu and press Transmit.

12.4.2.2. At the prompt screen, enter the individual's SSN and record type; press Transmit.

12.4.2.3. Page 1 displays name, SSN, record ID, grade, office symbol, and other personal information on the selected employee. Enter needed changes in the appropriate blocks using Tab to skip any not requiring changes or Shift/Tab to return to any you passed. When you are finished, press PgDn or F8.

12.4.2.4. Page 2 displays emergency contact information. Enter needed changes in the appropriate blocks using Tab and Shift/Tab, if necessary. When you are finished, press Transmit.

Chapter 13

HEADQUARTERS AIR FORCE (HAF) ACCESS

13.1. Introduction. These functions provide a means for accessing personnel information from AFPC files as well as accessing information from base-level files.

13.2. Civilian SURF Request (Application: SRGETCA):

13.2.1. Overview. This application lets you request Standard Uniform Retrieval Formats (SURFs) on as many as 10 employees at a time. When choosing more than one, whatever SURF or SURFs you select will be produced for each. To request different SURFs for different employees, you must make separate transactions.

13.2.2. Operation. Select HAF ACCESS at the main menu and CIVILIAN SURF REQUEST at the sub-menu. Units with military and civilians assigned will also have OFFICER SURF REQUEST and ENLISTED SURF REQUEST options; they will not be covered here:

13.2.2.1. When you select CIVILIAN SURF REQUEST, a screen allowing you to enter as many as 10 SSNs will be displayed. After you enter the SSNs, press Transmit.

AFMAN 36-2622 Volume 5 1 March 1997

123

13.2.2.2. The following messages should appear: Standby - I am checking for invalid SSNs; then There were no invalid SSNs found. If you receive a message saying No records found instead of the second message, either you entered the SSN incorrectly or the employee is not on file. Check your information and reenter that request in a separate transaction.

13.2.2.3. Another screen listing available SURFs will then be displayed. SURFs include the following: EDUCATIONAL AREA ADDITIONAL DATA, APPRAISAL HISTORY DATA, CIVILIAN AWARDS DATA, and TRAINING HISTORY.

13.2.2.4. Enter an X in the brackets next to each SURF you want and press Transmit.

13.2.2.5. Finally, the message, YOUR SURF REQUEST WAS SENT TO HQ AFPC - FOR PROCESSING. PRODUCT WILL RETURN TO OFFICE AUTOMATION, IN PRODUCTION will be displayed. An additional reminder of the request will be stored in Email.

13.2.2.6. The request goes to HAF to retrieve the information. When it is processed, it will be returned to OA Production and Products. Turnaround time varies with the number of transactions on the endpoint.

13.3. HAF Online Access (Application: hafacc). This function, available only to certain user classes on the core endpoint, essentially provides direct access to the HAF files in the same way APDS-II does. CPF users can use PC-III terminals to perform the same functions formerly done on the ITT machines.

Chapter 14

PC-III SYSTEM ADMINISTRATION

14.1. Introduction. This chapter is intended for the civilian personnel system manager (CPSM); it covers only those system administration applications unique to the civilian personnel environment. Refer to AFMAN 36-2622, Volume 6, for other applications relating to PC-III system administration.

14.2. Refresh Management. The processes discussed below are vital to maintaining PEP databases and close coordination between the GSA and the CPSM/ESA is essential. Fully automated processes are being developed and they should be available in a future release:

14.2.1. Backup Civilian PEP DATABASE (Application: pepback). (ESA/CPSM) This application must be run before the PC-III database is reinitialized or reconstructed in order to prevent permanent loss of PEP data. Selecting this will start the backup process. The following message will be displayed: PEP BACKUP STARTED -- Any further record updates will not be included in this backup. A summary of the backup will be put in esa/Email as PEPBKUP.

14.2.2. Restore Civilian PEP DATABASE (Application: paprest). (ESA/CPSM) This application must be run after the PC-III database reinitialization or reconstruction is complete in order to restore the previously backed up data. Selecting this will start the restoration process. A warning that PEP records currently on the database may be overlaid will be displayed. Then a message giving the label of the backup file to be overlaid will be displayed.

14.3. Table Management:

14.3.1. Create Auth Code Data Entry Menu (Application: cnv463). (CPSM) This creates a data entry table from Central Table 463 (ORIG-APPT-AUTH-CODES) for use with SF-52 applications. The data table will display both code and cleartext when the F4 prompt is activated. Whenever Central Table 463 is changed in a release or a patch, this table must be refreshed to PC-III, and then through PC-III this application must be processed. When you select this, a message saying that the data entry table has been built will appear.

14.3.2. Rebuild Remarks Data Entry Menu (Application: cnv036). (CPSM) This adds local remarks from Local Table *11 (NONSTANDARD-SF-50-REMARKS) to the remarks data entry menus for use with SF52 applications.
124 AFMAN 36-2622 Volume 5 1 March 1997

The data entry table will display local remarks at the end of the table after the standard ones. If you change Local Table *11, that table (036) must be refreshed to PC-III; then through PC-III this application must be processed. When you select this, messages saying that the data entry tables for SF-52 remarks have been updated will appear.

14.3.3. Update Remarks Data Entry Menus (Application: cnvrnk). (CPSM) This application is used to delete remarks from the tables used to complete the SF-50 remark sections of SF-52 actions. This capability is necessary in the event that OPM requires a new remark code or a code is missing from the table until a PC-III release provides an updated table. You can also use this to view the contents of the two remark tables:

14.3.3.1. Select this and a screen allowing you to pick either table rmk000 or rmk700 will appear. Table rmk000, a generic table, contains an extract of Central Table 12 remarks and Table rmk700 contains an extract of Central Table 12 remarks pertaining to 7## natures of action (NOAs). If a new remark pertains to a 7## NOA, add it to both tables; otherwise, add it to rmk000 only. Similarly, if an old remark pertained to a 7## NOA, remember to delete it from both tables.

14.3.3.2. Enter the appropriate 6-position table number rmk000 or rmk700, and press Transmit.

14.3.3.3. The next menu will display the options available: VIEW, ADD, DELETE, and QUIT. ADDs and DELETES are saved to a temporary file until you quit. At that time, if you indicate that you want to save these changes, the table is replaced.

14.3.3.4. View. Select this to view the entire table. The 4-character remarks with their cleartext definitions will be displayed. You should use this after making changes to ensure they have been updated.

14.3.3.5. Add. Select this to access a data entry screen:

14.3.3.5.1. Enter the new 4-character code and corresponding cleartext and press Transmit. If you enter a code resident on the table, it will reject.

14.3.3.5.2. You may also include insertion DINs. Instructions on how to enter them will be on the data entry screen, so follow them closely.

14.3.3.5.3. When the update is complete, a message indicating that the remark has been added will appear.

14.3.3.5.4. Press F3 and the message Are there more remarks to be added? (y/n) will appear. Use y to continue or n if finished and press Transmit.

14.3.3.5.5. Select Quit and the message Do you wish to save the new remarks table? (y/n) will appear. Enter y and press Transmit. A message saying that the new table has been saved will appear.

14.3.3.6. Delete. Select this to access a data entry screen. Be sure you do not delete any valid OPM remarks from the table:

14.3.3.6.1. Enter the 4-character code to be deleted and press Transmit. When the update is complete, a message indicating that the remark has been deleted will appear.

14.3.3.6.2. Press F3 and Quit. The message Do you wish to save the new remarks table? (y/n) will appear. Enter y and press Transmit. The message New data entry table for remarks has been saved will appear.

14.3.3.7. Quit. If you use F3 or Esc to exit immediately after an update, the warning EXITING WITHOUT A SAVE will appear. Use QUIT instead and you will be asked Do you wish to save the new remarks table? (y/n). Choose your response and press Transmit.

14.4. CCPO Restructuring Program. These applications are to be accomplished when a CCPO-ID change occurs; they require close coordination between the GSA and the CPSM:

AFMAN 36-2622 Volume 5 1 March 1997

125

14.4.1. Add New CCPO-ID PAS Codes-lm025 (Application: ccpoadd). (ESA) Select this to add new CCPO-IDs (first two characters of a PAS) to the local table. Run this application on every EP that services civilians whose CCPO-ID has changed:

14.4.1.1. Add New PAS. To add a new PAS and update the local table, enter the first two characters of the old (existing) PAS and of the new one and press Transmit. Select QUIT and the program will update the compiled local tables. It may take a few seconds before you are returned to the previous menu.

14.4.1.2. View Table lm025. Table lm025 is available here to review before making updates and to verify that entered changes have been updated.

14.4.2. Chg Gp/Wkcncr Tbl for CCPO Chgs (Application: ccpochg). (ESA) Select this to modify this table to allow database access for civilian and military records. This application is in a Prelude editor which will let you change database access checks where a line entry exceeds 80 characters. The editor will wrap lines exceeding 80

characters but will display only 80 at a time. Run this application on every EP that services civilians whose CCPO-ID has changed:

14.4.2.1. In most cases, the database access check is based on the PAS-Admin or PAS. If the check is against all eight positions of a code when a civilian PAS is changed, the entry must be changed to check only the last three or four positions to give units or work centers access to civilian records.

14.4.2.2. If the database access check within the group/work center tables is based on the last three or four positions of a PAS-Admin or PAS, no change is required.

14.4.2.3. Below is an example of old and new work center tables/files. **NOTE:** The pipe symbol is represented by

```
Old: /usrb/pc3/system/data/Offices/wkcntr.ls.y
B0000000000|347th Supply Sq|RJ0JFCKS|unit|B*|bc6 = 'RJ0JFCKS'||
BA000000000|Supply Distribution|RJ0JFCKS|wkcntr|BA*|bc6 =
RRJ0JFCKS' and aaj shlike 'MEM*'||
```

```
New: /usrb/pc3/system/data/Offices/wkcntr.ls.y
B0000000000|347th Supply Sq|RJ0JFCKS|unit|B*|bc6 shlike '*CKS'|||
BA000000000|Supply Distribution|RJ0JFCKS|wkcntr|BA*|bc6 shlike
*CKS' and aaj shlike 'MEM*'||
```

14.4.3. Add/Chg CCPO-ID For .login File (Application: ccpoid). (ESA) Select this to modify this file for each office to ensure coordination packages can be sent to the correct CPF. Enter the first two characters of the new PAS and of the old (existing) one and press Transmit. A new entry will be added to the .login file for each office on that EP. Run this application on every EP that services civilians whose CCPO-ID has changed.

14.4.4. Chg CCPO-ID for O/A Addr Table (Application: ccpogw). (GSA only) Select this to change Email address tables to indicate the new CCPO-ID. This table is used to route E-Mail and SF-52s among offices, units, and work centers:

14.4.4.1. Enter the old and new CCPO-IDs. If the GW supports more than one CPF, this will allow for more than one CCPO-ID change. If changing more than one, repeat the process of entering old and new CCPO-IDs. The local.tbl located in the /usrb/pc3/oa/data/Addr directory will be changed.

14.4.4.2. After making all the necessary changes go to MAILMAN UTILITIES, CONFIGURATION, OFFICE AUTOMATION ADDRESS MAINTENANCE, to view the CPF offices to ensure that all changes have been made. After viewing them, press Transmit to send the new address table (local.tbl) to all EPs.

126

AFMAN 36-2622 Volume 5 1 March 1997

14.4.5. Add CCPO-ID to Mailman Prgms (Application: chccpo). (GSA) Select this so that the table will allow ICI/EOD refresh programs to recognize the new CCPO-ID. Sign on to the GW as GSA. After selecting this, you will receive a message stating that this change will take about 10 minutes to run. After it has finished, rebuild the new tables and distribute them to all EPs. To do so, select Mailman Utilities, Configuration, and follow the instructions outlined below:

14.4.5.1. To ensure that refreshes will work:

14.4.5.1.1. LOCAL PC-III SYSTEM; Transmit.

14.4.5.1.2. DOMAIN DATABASE; Transmit.

14.4.5.1.3. Select your base's name; Transmit.

- 14.4.5.1.4. F10; ACTIONS; Transmit.
- 14.4.5.1.5. LIST OTHER NAMES; Transmit.
- 14.4.5.1.6. F10; ACTIONS; Transmit.
- 14.4.5.1.7. Enter the new CCPO-ID followed by -ccpo (Example: 41-ccpo); Transmit.
- 14.4.5.1.8. When the add is complete, Esc back to the CONFIGURATION menu.
- 14.4.5.2. To ensure ICI transactions will go to the SBLC:
 - 14.4.5.2.1. CURRENT HOSTS; Transmit.
 - 14.4.5.2.2. DOMAIN DATABASE; Transmit.
 - 14.4.5.2.3. Select your base's name; Transmit.
 - 14.4.5.2.4. F10; ACTIONS; Transmit.
 - 14.4.5.2.5. LIST OTHER NAMES; Transmit.
 - 14.4.5.2.6. F10; ACTIONS; Transmit.
 - 14.4.5.2.7. Enter the new CCPO-ID followed by -ccpo (Example: 41-ccpo); Transmit.
 - 14.4.5.2.8. Esc back to the CONFIGURATION menu.
- 14.4.5.3. To ensure Mailman will send the ICI transactions to the SBLC:
 - 14.4.5.3.1. CURRENT HOSTS; Transmit.
 - 14.4.5.3.2. BLPS; Transmit.
 - 14.4.5.3.3. SYSTEM MENU; Transmit.
 - 14.4.5.3.4. Select the first AC item that has a Y for online; Transmit.
 - 14.4.5.3.5. F10; ACTIONS; Transmit.
 - 14.4.5.3.6. LIST OFFICES; Transmit.
 - 14.4.5.3.7. F10; ACTIONS; Transmit.
 - 14.4.5.3.8. ADD NEW OFFICE; Transmit.
 - 14.4.5.3.9. Enter the new CCPO-ID in the CBPO-code field; Transmit.
 - 14.4.5.3.10. Esc back to the CONFIGURATION menu.
- 14.4.5.4. To send a current copy of the tables to all EPs:
 - 14.4.5.4.1. LOCAL PC-III SYSTEM; Transmit.
 - 14.4.5.4.2. DOMAIN DATABASE; Transmit.

- 14.4.5.4.3. BUILD/DISTRIBUTE HOST TABLES; Transmit.
- 14.4.5.4.4. BUILD; Transmit.
- 14.4.5.4.5. REMOVE BUILT TABLES; Transmit (to delete any tables that may have already been built).
- 14.4.5.4.6. BUILD; Transmit.
- 14.4.5.4.7. BUILD DISTRIBUTION TABLES (BACKGROUND); Transmit (to build tables).
- 14.4.5.4.8. WATCH; Transmit. When the process is complete, the status will show Build Complete for Distribution Host; use Ctrl/C to exit.
- 14.4.5.4.9. DISTRIBUTE; Transmit.
- 14.4.5.4.10. BUILD INSTALLATION PACKAGES; Transmit.
- 14.4.5.4.11. ALL HOSTS; Transmit. When the process is complete, the status will show Packaged.
- 14.4.5.4.12. DISTRIBUTE; Transmit.
- 14.4.5.4.13. SEND PACKAGES FOR INSTALLATION; Transmit (to send the packages).
- 14.4.5.4.14. ALL HOSTS; Transmit (for all EPs).

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

GLOSSARY OF REFERENCES, ABBREVIATION, ACRONYMS, AND TERMS

<i>Abbreviation or Acronym</i>	<i>Definition</i>
ADPE	Automated Data Processing Equipment
ADPF	Automated data processing facility. The structure or parts of a structure which house and support data processing capabilities.
AFPC	Air Force Personnel Center, Randolph AFB TX.
AFPCPC	Air Force Civilian Personnel Center, Randolph AFB TX.
AFRes	Air Force Reserve.

ANG	Air National Guard.
BAISSM	Base automated information security system manager.
BLPS systems	Base Level Personnel System. Encompasses civilian and military personnel data for active duty, AFRes, and ANG.
CPF (CCPO)	Civilian Personnel Flight/Central Civilian Personnel Office.
CPSM	Civilian personnel system manager.
DCPDS	Defense civilian personnel data system; formerly known as the personnel data system-civilian (PDS-C).
DDN	Defense data network. The long haul network used to connect the AFPC network, GW, and remote Eps.
EP	Endpoint processor is a micro- or mini-computer connected by communication line to the gateway. It directly support CPF/MPF, orderly room, and other PC-III work center. It takes information entered through a terminal, processes it, and sends it to the gateway for further processing or distribution. It also receives information from the gateway.
EPA and	Endpoint administrator. A person from a base-level unit who is responsible for the EP computer and all attached peripheral devices; front-line liaison between users and a GSA.
ESA	Endpoint systems administrator. A PSM responsible for an endpoint.
FAC	The Field Assistance Center at AFPC.
GSA	Gateway systems administrator. The host PSM, responsible for the gateway and the entire PC-III network. The GSA sets up user access to PC-III, based on the commander requests.
GSU	Geographically separated unit.
HAF	Headquarters Air Force master personnel/manpower data system files at AFPC, Randolph AFB TX.
AFMAN 36-2622	Volume 5 Attachment 1 1 March 1997 129
LAN	Local area network, which may be a base band or a broad band communications network.
MPC (CBPO)	Military Personnel Flight/Consolidated Base Personnel Office. This includes active duty, ANG, and AFRes MPFs.
PAS an	Personnel accounting symbol. An 8-character, alphanumeric code that designates an Air Forces unit: Positions 1 and 2, CPF or MPF ID; positions 3 and 4, MAJCOM ID; position 5, F; and positions 6 through 8, specific organization.
PC:	Personal Computer.
PC-III	Personnel Concept III. A computer system designed to bring automated personnel

records to employees, supervisors, and commanders.

PC-III Network	The communications network which interconnects all PC-III components and the gateway to external systems.
PC-III System	The gateway, EP(s), terminals, and other connected equipment.
PDS	Personnel data system.
PSM	Personnel systems manager.
RIP	Report on Individual Personnel. A standardized, formatted computer product from base-level files that displays certain information on an individual.
SURF from	Single Uniform Retrieval Format. A standardized, formatted computer product HAF-level files that displays certain information on an individual.

Terms

ACCELL--An information retrieval system within PC-III which provides on-screen responses to certain applications. Key functions differ significantly from those used in standard PC-III applications.

Access--The capability to view and manipulate information stored in a computer system.

Application--(DOD) 1. The system or problem to which a computer is applied. Reference is often made to an application as being either of the computational type, wherein arithmetic computations predominate, or of the data processing type, wherein data handling operations predominate. 2. In the intelligence context, the direct extraction and tailoring of information from an existing foundation of intelligence and near real time reporting. It is focused on and meets specific, narrow requirements, normally on demand. (JP 1-02)

Enter/Return--A key normally used within the PC-III environment to move from data field to data field or to move from page to page. Its functions are different from those of the Transmit key. In other environments, it is used to load, send, or save information. Normally, it is located between the alphabetic and numeric keyboards.

Files--Products (for example, reports, personnel actions, messages, RIPs) contained in one of the directories found in the Office Automation area.

Gateway--The center of all PC-III activity on the base. It is a communications processor that provides software interface among its EPs, Phase IV, HAF, and other DDN host computers.

Information Retrieval--A user-friendly system designed to give commanders, managers, and supervisors the ability to prepare the equivalent of DESIRE products and receive immediate responses rather than overnight responses.

130

AFMAN 36-2622

Volume 5

Attachment 1

1 March 1997

Kermit--Software imbedded in PC-III which is used to upload and download files from other systems into PC-III.

Login--The first item needed to access PC-III. It consists of the first letter of a user's first name and as many as seven letters of the last name (Example: David Robertson would be assigned a login of droberts). For security reasons, a login is assigned to all actions an individual takes in PC-III. They are not given to every person on the base. Each organization's commander selects who has access to PC-III.

Menu--Main menu: The first screen after accessing PC-III. It allows selection of functions from the titles listed. Sub menu: Other menus below the main menu which are layered from broad, general topics to specific topics. The layering makes it easier to determine where a user is within the system.

Office Automation--The environment within PC-III for sending mail. Major areas: Production and Products, Prelude, Electronic Office Mail, Incoming Coordinations, Coordination Owner's Copies, Unfinished Remote Applications, and Rejects and Updates. Employees who are not supervisors do not have access to Office Automation.

Password--(DOD, NATO) A secret word or distinctive sound used to reply to a challenge. See also challenger; countersign; reply. (JP 1-02)

Prelude--Software incorporated into PC-III used for office automation functions such as word processing and private mail.

Printer--Companion or PcPrint printers attached to Z-248s, Wangs, or other terminals can be used to print the contents of screens with the Print Screen function. Laser printers that are used exclusively for PC-III are letter quality printers attached to EPs; they can be used to produce such forms as SF-52, SF-172, and DD-1556. Draft, endpoint, or line printers that are used exclusively for PC-III are dot matrix printers attached to EPs; they can be used to print reports.

Report--A product that supervisors and managers can generate through PC-III. Since PC-III reports run in the background, terminal access is still available while the computer is collecting data. When a report is completed, it is sent to Office Automation, Production and Products.

Syntax--Rules governing the structure of a language.

Terminal--The device used to communicate with endpoints. Intelligent (smart) terminals include Zenith 248, Unisys, Wang, Sperry PC, etc. PC-III-supplied (dumb) terminals include AT&T 605 and AT&T 700. Dumb terminals cannot extract information from PC-III and put it onto a disk.

Transmit--A key which functions within the PC-III environment to load, send, or save information. It is different from the Enter/Return key. Normally, it is located on the far right side of the keyboard and may be labeled with a plus (+) sign.

User--Any person who interacts directly with a computer system.