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REQUEST MANAGER'S HANDBOOK

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Personnel Procurement

REQUEST MANAGER'S HANDBOOK

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

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Summary. The primary purpose of the Manager's Handbook is to clearly and concisely describe the functional purposes and uses of the REQUEST System. A non-technical description of the major functional modules within the REQUEST system will include the functions of and interrelationships between the system modules, and the management options and capabilities implicit in each module.

Applicability. Not applicable.

Proponent and exception authority. The proponent agency of this pamphlet is the US Army Military Personnel Center.

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Contents (Listed by paragraph and page number)

Chapter 1

PURPOSE AND INTRODUCTION, page 1

PURPOSE OF THE REQUEST MANAGER'S HANDBOOK • 1-1, page 1

CONTENTS OF THE MANAGER'S HANDBOOK • 1-2, page 1

INTRODUCTION TO REQUEST • 1-3, page 1

Core Reservation Programs • 1-3-1, page 2

Accessions Control by Army Managers • 1-3-2, page 5

Chapter 2

HISTORY AND DEVELOPMENT OF THE REQUEST SYSTEM, page 7

HISTORY OF THE REQUEST SYSTEM • 2-1, page 7

SYSTEM DEVELOPMENT • 2-2, page 7

Chapter 3

RECENT MAJOR SYSTEM ENHANCEMENTS, page 8

THE UVL ENHANCEMENT • 3-1, page 8

THE MMM ENHANCEMENT • 3-2, page 8

Chapter 4

FUNCTIONAL MODULES OF THE REQUEST SYSTEM, page 9

THE QUALIFICATIONS MODULE • 4-1, page 9

Introduction • 4-1-1, page 9

What Qualifications Are • 4-1-2, page 9

Contents—Continued

- The MOS Description • 4-1-2-1, *page 10*
- MOS Title and Remarks • 4-1-2-2, *page 11*
- Minimum Qualifications • 4-1-2-3, *page 11*
- MEPSCAT Code • 4-1-2-4, *page 12*
- Dynamic Factors • 4-1-2-5, *page 13*
- DEP Controls • 4-1-2-6, *page 13*
- Annual Fine-Tuning • 4-1-2-7, *page 16*
- Search Windows • 4-1-2-8, *page 16*
- How Qualifications Affect the Reservation Process • 4-1-3, *page 17*
- Wait List Processing • 4-1-4, *page 18*
- Time-Dependent Qualifications and Seasonality • 4-1-4-1, *page 19*
- Time-Dependent Qualifications. • 4-1-4-1-1, *page 19*
- Seasonality • 4-1-4-1-2 , *page 22*
- How Qualifications Policy is Determined • 4-1-5, *page 25*
- How Managers May Influence Qualifications • 4-1-6, *page 25*
- List of Programs and Files in the Qualifications Module • 4-1-7, *page 26*
- THE OPTIONS MODULE • 4-2, *page 26*
- Introduction • 4-2-1, *page 26*
- How Options Policy Is Determined • 4-2-2, *page 28*
- Manager's Capabilities Within the Options Module • 4-2-3, *page 28*
- Control of Options for Specific MOS/CTS Combinations • 4-2-3-1, *page 28*
- Control of Options Qualifications • 4-2-3-2, *page 30*
- Control of Quotas and Status • 4-2-3-3 , *page 31*
- Creation of Options File Records • 4-2-3-4, *page 31*
- Record Replication Capabilities • 4-2-3-5, *page 31*
- REQUEST System Limitations on Options • 4-2-4, *page 32*
- How Options Affect the Accession Process • 4-2-5, *page 32*
- List of Programs and Files in the Options Module • 4-2-6, *page 34*
- THE BONUS MODULE • 4-3, *page 34*
- Introduction • 4-3-1, *page 34*
- Managerial Controls Within the BONUS Module • 4-3-2, *page 35*
- MOS/RECSTA Controls • 4-3-2-1, *page 35*
- Control of Qualifications • 4-3-2-2, *page 35*
- Budget Controls and Status • 4-3-2-3, *page 35*
- Effect of the BONUS Module on Army Accession • 4-3-3, *page 36*
- How Bonuses Affect the Accession Process • 4-3-4, *page 38*
- Bonus Policy Determination • 4-3-5, *page 38*
- Applicable Programs and Files • 4-3-6, *page 38*
- THE ANNUAL PROGRAM MODULE • 4-4, *page 38*
- Introduction • 4-4-1, *page 38*
- Manager's Capabilities Within the Annual Program Module • 4-4-2, *page 40*
- Control of Annual Quotas and Status Codes • 4-4-2-1, *page 40*
- Control of Annual Accessions by Accession Characteristics • 4-4-2-2, *page 40*
- How Annual Quotas, Annual Status Codes, and Accession Accounting Records Affect the Reservation Process • 4-4-3, *page 43*
- List of Programs and Files in the Annual Program Module • 4-4-4, *page 44*
- THE BT MODULE • 4-5, *page 45*
- Introduction • 4-5-1 , *page 45*
- Managers' Capabilities Within the BT Module • 4-5-2, *page 46*
- Control of BT Quotas. • 4-5-2-1, *page 46*
- Control of BT Locations • 4-5-2-2, *page 47*
- Control of BT Location Availability • 4-5-2-3, *page 47*
- Control of BT Reassignment • 4-5-3, *page 48*
- How BT Quotas and BT Location Availability Affect the Reservation Process • 4-5-4, *page 48*
- List of Programs and Files in the BT Module • 4-5-5, *page 49*

Contents—Continued

| |
|---|
| THE AIT QUOTA MODULE • 4-6, <i>page 49</i> |
| Introduction • 4-6-1, <i>page 49</i> |
| Manager's Capabilities Within the AIT Quota Module • 4-6-2, <i>page 49</i> |
| Maintaining the AIT Quota File • 4-6-2-1, <i>page 50</i> |
| Control of Weekly Limit Quotas • 4-6-2-2, <i>page 50</i> |
| The AIT Reassignment Module • 4-6-2-3, <i>page 51</i> |
| Control of BT Reassignment • 4-6-2-3-1, <i>page 52</i> |
| Summary of Retrainee Reservation Process • 4-6-2-3-2, <i>page 52</i> |
| Additional Programs • 4-6-2-3-3, <i>page 54</i> |
| Factors in the Reassignment Reservation Process • 4-6-2-3-4, <i>page 54</i> |
| Qualifications • 4-6-2-3-4-1, <i>page 54</i> |
| The MOS Description, Title, and Remarks • 4-6-2-3-4-1A, <i>page 55</i> |
| Minimum Qualifications • 4-6-2-3-4-1B, <i>page 55</i> |
| Dynamic Factors • 4-6-2-3-4-1C, <i>page 55</i> |
| The Retrainee Window • 4-6-2-3-4-1D, <i>page 55</i> |
| How Qualifications Policy is Determined • 4-6-2-3-4-1E, <i>page 56</i> |
| How Managers May Influence Qualifications • 4-6-2-3-4-1F, <i>page 56</i> |
| Option4 Processing • 4-6-2-3-4-2, <i>page 56</i> |
| The Annual Program • 4-6-2-3-4-3, <i>page 56</i> |
| The Annual Quota • 4-6-2-3-4-3A, <i>page 56</i> |
| Status Codes • 4-6-2-3-4-3B, <i>page 57</i> |
| AIT Quotas Within the AIT Reassignment Module • 4-6-2-3-4-4, <i>page 57</i> |
| Weekly Limit Quotas • 4-6-2-3-4-4A, <i>page 57</i> |
| AIT Class Quotas • 4-6-2-3-4-4B, <i>page 57</i> |
| Managing AIT Status Codes and Class Seat Sharing • 4-6-2-3-4-4C, <i>page 58</i> |
| The Hierarchy Process • 4-6-2-3-4-5, <i>page 58</i> |
| Control of Individual AIT Class Quotas • 4-6-2-4, <i>page 58</i> |
| Managing AIT Class Status Codes • 4-6-2-5, <i>page 62</i> |
| AIT Class Seat Sharing • 4-6-2-6, <i>page 63</i> |
| How AIT Class Quotas Affect the Reservation Process • 4-6-3, <i>page 64</i> |
| List of Programs and Files • 4-6-4, <i>page 66</i> |
| THE UNIT DISTRIBUTION MODULE • 4-7, <i>page 67</i> |
| Introduction • 4-7-1, <i>page 67</i> |
| Manager Capabilities and Controls • 4-7-2, <i>page 69</i> |
| Controls Over Status • 4-7-2-1, <i>page 69</i> |
| Control Over Priority • 4-7-2-2, <i>page 69</i> |
| Control of First Assignment Unit/Option Associations • 4-7-2-3, <i>page 69</i> |
| Control of MOS Quotas • 4-7-2-4, <i>page 70</i> |
| Control of Unit Windows and General File Information • 4-7-2-5, <i>page 70</i> |
| Effect on the Reservation Process • 4-7-3, <i>page 70</i> |
| List of Programs and Files in the Unit Distribution Module. • 4-7-4, <i>page 71</i> |
| THE UVL MODULE • 4-8, <i>page 72</i> |
| Introduction • 4-8-1, <i>page 72</i> |
| How UVL Works • 4-8-2, <i>page 72</i> |
| How Unit Vacancy Information is Entered on REQUEST • 4-8-2-1, <i>page 72</i> |
| Unit Bonuses • 4-8-2-2, <i>page 73</i> |
| Commuting Distance Codes • 4-8-2-3, <i>page 73</i> |
| Priorities • 4-8-2-4, <i>page 73</i> |
| UVL Hierarchies • 4-8-2-5, <i>page 74</i> |
| Reserving a Unit Vacancy • 4-8-2-6, <i>page 74</i> |
| Verifying Unit Arrival • 4-8-2-7, <i>page 75</i> |
| Tracking Non-Arrivals • 4-8-2-8, <i>page 75</i> |
| Management Capabilities • 4-8-3, <i>page 75</i> |
| How a Vacancy is Processed by UVL • 4-8-4, <i>page 77</i> |
| How the Reservation Process is Affected by UVL • 4-8-5, <i>page 77</i> |

Contents—Continued

- Programs and Files • 4-8-5, *page 79*
- THE DATA DICTIONARY MODULE • 4-9, *page 80*
- Introduction • 4-9-1, *page 80*
- General Description • 4-9-2, *page 81*
- Factor Dictionary • 4-9-2-1, *page 81*
- Program Dictionary • 4-9-2-2, *page 85*
- Policy Changes and Management • 4-9-3, *page 87*
- Policy and Planning Considerations • 4-9-4, *page 87*
- Programs and Files in the Data Dictionary Module • 4-9-5, *page 88*
- THE HIERARCHY MODULE • 4-10, *page 88*
- Introduction • 4-10-1, *page 88*
- Hierarchy Structure • 4-10-2, *page 89*
- Framework • 4-10-2-1, *page 89*
- Completing the Hierarchy Structure for a Specific MOS • 4-10-2-2, *page 91*
- Hierarchy Calculations • 4-10-2-3, *page 92*
- The Hierarchy Program • 4-10-3, *page 92*
- Testing • 4-10-3-1, *page 93*
- Simulation • 4-10-3-2, *page 93*
- Army Policy and Hierarchy Management • 4-10-4, *page 93*
- Hierarchy and the Reservation Process of REQUEST • 4-10-5, *page 93*
- List of Programs and Files • 4-10-6, *page 93*
- THE PERSONNEL MODULE • 4-11, *page 94*
- Introduction • 4-11-1, *page 94*
- Types of Personnel • 4-11-2, *page 94*
- Managers' Capabilities • 4-11-3, *page 95*
- Transaction • 4-11-3-1, *page 95*
- Recruit • 4-11-3-2, *page 96*
- Balance • 4-11-3-3, *page 97*
- SAS • 4-11-4, *page 97*
- Programs and Files • 4-11-5, *page 98*
- THE RMS MODULE • 4-12, *page 100*
- Introduction • 4-12-1, *page 100*
- Managers' Capabilities Within RMS • 4-12-2, *page 101*
- Control of Personal Data Required by RMS • 4-12-2-1, *page 104*
- Control of Qualifications • 4-12-2-2, *page 104*
- Control of Quotas • 4-12-2-3, *page 106*
- Communicating With Users • 4-12-2-4, *page 107*
- Creating Specialized Report Packages for MEPS Personnel. • 4-12-2-5, *page 107*
- Conducting Mobilization Test Exercises • 4-12-2-6, *page 107*
- Control of Automatic Assignment Processing • 4-12-2-7, *page 108*
- How Assignment Processing Occurs Within RMS • 4-12-3, *page 108*
- Eligibility Value • 4-12-3-1, *page 108*
- Area Combat Multiplier • 4-12-3-2, *page 109*
- Quota Value • 4-12-3-3, *page 109*
- Matching Algorithm • 4-12-3-4, *page 110*
- Inductee Assignment Processing • 4-12-3-5, *page 110*
- Volunteer Assignment Processing • 4-12-3-6, *page 110*
- Post-Assignment Reports • 4-12-4, *page 111*
- List of RMS Programs and Files • 4-12-5, *page 111*
- SUMMARY OF THE REQUEST RESERVATION PROCESS • 4-13, *page 112*
- Army Reserve and National Guard Reservation Processing • 4-13-1, *page 113*
- Active Army Reservation Processing • 4-13-2, *page 113*

Contents—Continued

Chapter 5

MAINTENANCE PROCESSING SCHEDULE AND ITS IMPACT ON ARMY USERS, page 119

INTRODUCTION • 5-1, page 119

WEEKLY MAINTENANCE SCHEDULE • 5-2, page 119

Monday Through Saturday Processing • 5-2-1, page 121

KICKER Processing • 5-2-1-1, page 121

Additional Processing • 5-2-1-2, page 121

Sunday Processing • 5-2-2, page 122

IMPACT OF THE SAC WEEKLY BATCH PROCESSING SCHEDULE ON ARMY USERS • 5-3, page 122

LIST OF SAC MAINTENANCE PROGRAMS • 5-4, page 123

Chapter 6

MANAGEMENT SUMMARIES, page 123

MANAGEMENT SUMMARY OF THE RUDIST PROGRAM • 6-1, page 123

Introduction. • 6-1-1, page 123

Purpose • 6-1-1-1, page 123

Program Function • 6-1-1-2, page 123

Data Input Sources • 6-1-2, page 123

Description of Output Modes • 6-1-3, page 126

The Unit Vacancy Information Mode (UNITPRO) • 6-1-3-1, page 126

The Option/Unit Associations Mode (FIRSTA) • 6-1-3-2, page 126

The Unit Information Mode (DISPRI) • 6-1-3-3, page 126

The Command Summary Information Mode (DDSRPT) • 6-1-3-4, page 126

The General Information Mode • 6-1-3-5, page 127

The User Information Mode • 6-1-3-6, page 127

Description of Output Fields • 6-1-4, page 127

UNITPRO Output Description • 6-1-4-1, page 127

FIRSTA Output Description • 6-1-4-2, page 128

DISPRI Sample • 6-1-4-3, page 128

DDSRPT Output Description • 6-1-4-4, page 129

RUDIST General Information Report Output Description • 6-1-4-5, page 129

RUDIST User Access Report Output Description • 6-1-4-6, page 130

MANAGEMENT SUMMARY OF THE NEWQTA PROGRAM • 6-2, page 130

Introduction • 6-2-1, page 130

Purpose • 6-2-1-1, page 130

Program Function • 6-2-1-2, page 131

Class Seats Available Through the REQUEST Fine Tuning Window • 6-2-1-3, page 131

Class Seats Available Through REQUEST Seat Sharing • 6-2-1-4, page 131

User Input • 6-2-2, page 132

Data Input Sources • 6-2-3, page 132

Description of Output Fields • 6-2-4, page 133

NEWQTA Output Description — A RECSTA Date Inside the Fine Tuning Window • 6-2-4-1, page 133

NEWQTA Output Description - A RECSTA Date Outside the Fine Tuning Window • 6-2-4-2, page 136

NEWQTA Output Description - Totals Report • 6-2-4-3, page 137

MANAGEMENT SUMMARY OF THE AAPROG PROGRAM • 6-3, page 139

Introduction • 6-3-1, page 139

Purpose • 6-3-1-1, page 139

Program Function • 6-3-1-2, page 139

User Input • 6-3-2, page 140

Data Input Sources • 6-3-3, page 140

Description of Output Fields • 6-3-4, page 141

Output Description for Regular Reports • 6-3-4-1, page 141

Output of the Annotated Reports • 6-3-4-2, page 144

Output of the All Component Composite Report • 6-3-4-3, page 147

Output of the USAREC Accessions Accounting Report • 6-3-4-4, page 148

Contents—Continued

- Output of the ODCSPER Form Five Report • 6-3-4-5, *page 149*
- User Access Report Output • 6-3-4-6, *page 150*
- Card Output • 6-3-4-7, *page 150*
- MANAGEMENT SUMMARY OF THE KWIKSALE PROGRAM • 6-4, *page 150*
- Introduction • 6-4-1, *page 150*
- Purpose of the Management Summary • 6-4-1-1, *page 151*
- Program Function • 6-4-1-2, *page 151*
- User Input • 6-4-2, *page 151*
- Data Input • 6-4-3, *page 151*
- Description of Output Fields • 6-4-4, *page 152*
- The Detailed Report • 6-4-4-1, *page 152*
- The Cumulative Report • 6-4-4-2, *page 153*

Appendixes

- A. BIBLIOGRAPHY — PROJECT REFERENCES, *page 155*
- B. THE MANAGEMENT CONTROL MODULE, *page 156*

Table List

- Table 1-1: REQUEST core reservation programs, *page 2*
- Table 1-2: REQUEST System enlistment categories, *page 4*
- Table 4-1: The MOS Description, *page 10*
- Table 4-2: Annual fine-tuning percentages, NOS 91B1, NPS enlistment type, *page 16*
- Table 4-3: Search Windows, *page 16*
- Table 4-4: SEARCH Window Accession Characteristic: AFQT and EDUC, *page 17*
- Table 4-5: Core reservation program checklist, *page 17*
- Table 4-6: List of Programs in the Qualifications Module, *page 26*
- Table 4-7: Enlistment types, *page 27*
- Table 4-8: Possible groupings of MOSs within the Options module, *page 27*
- Table 4-9: Manager-specified option characteristics, *page 30*
- Table 4-10: Record Replication Capabilities, *page 32*
- Table 4-11: Record Replication, *page 32*
- Table 4-12: List of Programs and Files in the Options Module, *page 34*
- Table 4-13: Primary managerial options, *page 35*
- Table 4-14: Minimum qualifications sample, *page 35*
- Table 4-15: Managerial controls over the rate of budget expenditure, *page 36*
- Table 4-16: AA FY MOS ACCESSION FY MISSION MANAGEMENT ODCSPER FORM 5, *page 39*
- Table 4-17: Three types of REQUEST System quota controls, *page 39*
- Table 4-18: Accession Accounting Record with one accession characteristic, *page 42*
- Table 4-19: Accession Accounting Record with two accession characteristics, *page 42*
- Table 4-20: Core reservation program checklist, *page 43*
- Table 4-21: List of Programs and Files in the Annual Program Module, *page 44*
- Table 4-22: BT and AIT training classes taken by trainees in AA enlistment categories, *page 45*
- Table 4-23: BT and AIT training classes taken by trainees in AR enlistment categories, *page 45*
- Table 4-24: BT and AIT training classes taken by trainees in NG enlistment categories, *page 46*
- Table 4-25: BT location status codes sample, *page 47*
- Table 4-26: Core reservation program checklist, *page 48*
- Table 4-27: List of Programs and Files in the BT Module, *page 49*
- Table 4-28: Weekly limit quotas report, *page 51*
- Table 4-29: Weekly limit quotas after adjustment, *page 51*
- Table 4-30: QUALIFICATIONS SUBSETS, *page 54*
- Table 4-31: Admission of retrainee Smith under various retrainee window/percent conditions, *page 57*
- Table 4-32: Sample RETMCP hierarchy, *page 58*
- Table 4-33: Three methods of fine-tuning AIT class quotas, *page 59*
- Table 4-34: AIT class quotas calculated using the annual fine-tuning percentages, *page 60*

Contents—Continued

| | |
|-------------|--|
| Table 4-35: | AIT class quotas calculated using the class fine-tuning percentages., <i>page 61</i> |
| Table 4-36: | Manual fine-tuning of AIT class quotas, <i>page 62</i> |
| Table 4-37: | AIT Class Status Codes Record (before adjustment), <i>page 63</i> |
| Table 4-38: | Results of change of enlistment type and sex status codes, <i>page 63</i> |
| Table 4-39: | Results of change of component status code, <i>page 63</i> |
| Table 4-40: | AIT class quotas by component and enlistment type, <i>page 64</i> |
| Table 4-41: | Seat sharing results within the sharing window, <i>page 64</i> |
| Table 4-42: | Seat sharing results outside the sharing window, <i>page 64</i> |
| Table 4-43: | Core reservation program checklist, <i>page 65</i> |
| Table 4-44: | List of Programs and Files, <i>page 66</i> |
| Table 4-45: | Possible command and unit reports, <i>page 67</i> |
| Table 4-46: | Command Level of Reservations vs. Quota, <i>page 68</i> |
| Table 4-47: | Depiction of command MOS quota vs. reservations report, <i>page 68</i> |
| Table 4-48: | Report Formats, <i>page 68</i> |
| Table 4-49: | Manager's modification capabilities, <i>page 69</i> |
| Table 4-50: | Core reservation program checklist, <i>page 71</i> |
| Table 4-51: | List of Programs and Files in the Unit Distribution Module, <i>page 71</i> |
| Table 4-52: | Display of Bonuses, <i>page 73</i> |
| Table 4-53: | The Progress of a Vacancy, <i>page 77</i> |
| Table 4-54: | Programs, <i>page 79</i> |
| Table 4-55: | Sample record formats, <i>page 81</i> |
| Table 4-56: | Data Dictionary File List, <i>page 88</i> |
| Table 4-57: | Data Dictionary File List, <i>page 94</i> |
| Table 4-58: | Possible Enlistment Types for Recruits, <i>page 95</i> |
| Table 4-59: | Personnel Module: Programs and Files, <i>page 98</i> |
| Table 4-60: | MOS Mandatory Qualifications, <i>page 104</i> |
| Table 4-61: | MOS Desirable Qualifications, <i>page 105</i> |
| Table 4-62: | Current RMS Flags, <i>page 105</i> |
| Table 4-63: | The example below illustrates the use of fill priorities, <i>page 106</i> |
| Table 4-64: | RMS Programs and Files, <i>page 111</i> |
| Table 5-1: | KICKER processing, <i>page 121</i> |
| Table 5-2: | REQUEST System unavailable or reserved for SAC maintenance, <i>page 122</i> |
| Table 5-3: | LIST of SAC MAINTENANCE PROGRAMS, <i>page 123</i> |
| Table 6-1: | Data Input Sources, <i>page 124</i> |
| Table 6-2: | UNITPRO output, <i>page 127</i> |
| Table 6-3: | Explanation of the corresponding numbered entries from Table 6-2, <i>page 127</i> |
| Table 6-4: | Sample FIRSTA output, <i>page 128</i> |
| Table 6-5: | Explanations of the corresponding numbered entries from Table 6-4, <i>page 128</i> |
| Table 6-6: | Sample DISPRI output, <i>page 128</i> |
| Table 6-7: | Explanations of the corresponding numbered entries in Table 6-6, <i>page 129</i> |
| Table 6-8: | Explanations of the corresponding numbered output items in Figure 6-3, <i>page 129</i> |
| Table 6-9: | Sample RUDIST General Information report, <i>page 130</i> |
| Table 6-10: | Explanations of the corresponding numbered output items in Table 6-9, <i>page 130</i> |
| Table 6-11: | Sample RUDIST User Access report, <i>page 130</i> |
| Table 6-12: | Explanations of the corresponding numbered output items in Table 6-11, <i>page 130</i> |
| Table 6-13: | Application of the fine tuning window to the NEWQTA report date, <i>page 131</i> |
| Table 6-14: | Explanations of flowchart in Figure 6-4, <i>page 132</i> |
| Table 6-15: | Explanations of the corresponding numbered output items in figure 6-5, <i>page 134</i> |
| Table 6-16: | Explanations of the corresponding numbered output items in Figure 6-6, <i>page 137</i> |
| Table 6-17: | Explanations of the corresponding numbered output items in Figure 6-7, <i>page 138</i> |
| Table 6-18: | Data Input Sources, <i>page 140</i> |
| Table 6-19: | Regular Complete report output, <i>page 142</i> |
| Table 6-20: | Regular Type report output, <i>page 142</i> |
| Table 6-21: | Regular MOS Report output, <i>page 143</i> |

Contents—Continued

- Table 6-22: Explanations of the corresponding numbered output items in Tables 6-18 through 6-21 and Figure 6-9, *page 143*
- Table 6-23: Explanations of the corresponding numbered entries in figures 6-10 and 6-11, *page 146*
- Table 6-24: Explanations to corresponding numbered entries in Figure 6-12, *page 148*
- Table 6-25: Explanations to corresponding numbered entries in Figure 6-13, *page 149*
- Table 6-26: Explanations to corresponding numbered entries in Figure 6-14, *page 149*
- Table 6-27: Sample AAPROG User Access Report output, *page 150*
- Table 6-28: Explanations to corresponding numbered entries in Table 6-26, *page 150*
- Table 6-29: Description of input sources illustrated in Figure 6-4-1, *page 151*
- Table 6-30: Explanation of the corresponding numbered entries from Figure 6-16, *page 153*
- Table B-1: List of Programs and Files, *page 157*

Figure List

- Figure 1-1: Applicant and Army factors balanced via REQUEST core programs, *page 3*
- Figure 1-2: REQUEST functional modules, *page 6*
- Figure 4-1: MOS description qualifications, *page 11*
- Figure 4-2: Sample MOS title and remarks, *page 11*
- Figure 4-3: Sample set of minimum qualifications, *page 11*
- Figure 4-4: Sample reservation rejection messages, *page 12*
- Figure 4-5: Sample DEP Controls report, *page 14*
- Figure 4-6: EXAMPLE OF DEP CONTROLS, *page 15*
- Figure 4-7: Sample time-dependent groups and requirements, *page 19*
- Figure 4-8: EXAMPLE OF TIME-DEPENDENT QUALIFICATION, *page 21*
- Figure 4-9: Sample seasonality record, *page 22*
- Figure 4-10: Seasonality applied to a time-dependent record, *page 22*
- Figure 4-11: EXAMPLE OF TIME-DEPENDENT QUALIFICATION – MOS 13B1 CANNON CREWMAN (WITH SEASONALITY), *page 23*
- Figure 4-12: EXAMPLE OF TIME-DEPENDENT QUALIFICATION – MOS 13B1 CANNON CREWMAN (WITH SEASONALITY), *page 24*
- Figure 4-13: Options Procedure, *page 29*
- Figure 4-14: AARQST 3-level check including enlistment options check, *page 33*
- Figure 4-15: Manager's bonus controls, *page 37*
- Figure 4-16: Determining qualifications using 'overlay' process, *page 55*
- Figure 4-17: UVL Hierarchical Links, *page 74*
- Figure 4-18: Factors in a UVL Reservation, *page 78*
- Figure 4-19: Factor Dictionary entry for SOC SEC #, *page 82*
- Figure 4-20: Factor Dictionary entry for NAME, *page 82*
- Figure 4-21: Factor Dictionary entry for GT and GM, *page 84*
- Figure 4-22: Factor Dictionary Entry for MATH, *page 85*
- Figure 4-23: Program Dictionary Record Sample for AABNPS, *page 86*
- Figure 4-24: Hierarchy structure sample, *page 90*
- Figure 4-25: A group of level-one elements, *page 91*
- Figure 4-26: 714 Form, *page 102*
- Figure 4-27: Individuals' Flow Through RMS, *page 103*
- Figure 4-28: MOS Desirable Qualifications, *page 105*
- Figure 4-29: FLOW OF REQUEST RESERVATION PROCESS, *page 115*
- Figure 4-30: FLOW OF REQUEST RESERVATION PROCESS, *page 116*
- Figure 4-31: Wait List processing, *page 117*
- Figure 5-1: REQUEST System weekly maintenance schedule, *page 120*
- Figure 6-1: RUDIST update modes, *page 125*
- Figure 6-2: Sources of RUDIST output, *page 126*
- Figure 6-3: DDSRPT sample, *page 129*
- Figure 6-4: SOURCES OF NEWQTA OUTPUT, *page 133*
- Figure 6-5: NEWQTA output (RECSTA date inside the fine tuning window), *page 134*

Contents—Continued

Figure 6-6: NEWQTA output (RECSTA date outside the fine tuning window), *page 136*

Figure 6-7: NEWQTA output (totals report by component), *page 138*

Figure 6-8: Sources of AAPROG Output, *page 141*

Figure 6-9: Fiscal Year Summary Report output, *page 143*

Figure 6-10: Annotated Complete report output, *page 145*

Figure 6-11: Annotated Total report output, *page 146*

Figure 6-12: All Component Composite Report output, *page 147*

Figure 6-13: Accessions Accounting Report output, *page 148*

Figure 6-14: ODCSPER Form Five Output, *page 149*

Figure 6-15: Sources of KWIKSALE Output, *page 152*

Figure 6-16: KWIKSALE detailed report sample, *page 153*

Glossary

Index

Chapter 1 PURPOSE AND INTRODUCTION

1-1. PURPOSE OF THE REQUEST MANAGER'S HANDBOOK

a. The success of the Army's enlistment operations is essential to its meeting its mission. The Recruit Quota System (REQUEST[®]) is an automated tool designed to aid the three U.S. Army components (Active Army, Army Reserve, and National Guard) in meeting their mission goals. Managers need a clear understanding of the REQUEST System in order to provide the most efficient management of these enlistment operations. To gain this understanding, managers need to have a non-technical explanation of the purpose of the system, the uses of the system, and the valid range of parameters which they may select to control the system. The REQUEST Manager's Handbook will serve as a document to provide these descriptions for system managers.

b. Further, as shifts in the economy cause alternating cycles of employment opportunities, the REQUEST System is being made more flexible; capabilities have been added to allow managers to set parameters that will affect the recruiting effort. This entails more sophisticated management of the system. The REQUEST Manager's Handbook will clarify these system capabilities for managers by specifying how managers may change the system parameters.

c. The primary purpose of the Manager's Handbook, then, is to clearly and concisely describe the functional purposes and uses of the REQUEST System. A non-technical description of the major functional modules within the REQUEST system will include the functions of and interrelationships between the system modules, and the management options and capabilities implicit in each module.

d. A major emphasis in the design of the Manager's Handbook will be to overcome the lack of a consistent and central source of information on the functional aspects of the system, as well as the problem of information and skills lost with managers' reassignments. The Manager's Handbook will also be used as a training tool for both current and newly assigned managers. The Handbook's focus on the functional aspects of the REQUEST System should improve the current managers' effectiveness in utilizing these systems. The history and development of the REQUEST System will be included in the Handbook to acquaint newly assigned managers with the system. In addition, the Manager's Handbook will meet managers' needs for essential information on all major enhancements to the REQUEST System, such as the MOS Match Module (MMM) and the Unit Vacancy Listing (UVL) System.

1-2. CONTENTS OF THE MANAGER'S HANDBOOK

This Handbook contains:

1. An introduction to the REQUEST System (Chapter 1);
2. A discussion of the history and development of the REQUEST System (Chapter 2);
3. A description of two major enhancements to REQUEST (Chapter 3);
4. Chapters describing the functions of and manager's capabilities within the twelve functional modules of REQUEST, as well as a summary chapter (Paragraphs 4-1 through 4-13);
5. Weekly system maintenance processing and the impact of this processing schedule on Army users of the REQUEST System (Chapter 5);
6. A management summary of the RUDIST program's management report presenting a description of the methodology of, the inputs to, and the outputs from that report (Chapter 6);
7. A glossary of terms unique to REQUEST, organized alphabetically for quick reference (Glossary);
8. A bibliography of documents containing information relevant to REQUEST (Appendix A); and
9. An appendix detailing management control of the REQUEST System itself (Appendix B).
10. An index to the terms and procedures described in the REQUEST Manager's Handbook.

1-3. INTRODUCTION TO REQUEST

a. The REQUEST System is designed to facilitate the entry of applicants into the Active Army, Army Reserve, and National Guard. Using terminals linked to a main computer, Guidance Counselors are able to access information easily and to insure that applicants will be assigned to an appropriate MOS at the optimum time and location.

b. The REQUEST System assists the Army in meeting two types of accession objectives: quantity objectives and quality objectives. To maintain its force structure, the Army must fill its enlistment quotas for a specified number, i.e.,

quantity of recruits in a given year. In addition, this number of recruits must be distributed by MOS, training class, and unit. These quantity objectives are of primary importance to the Army.

c. Besides these primary quantity objectives, the Army also has secondary accession objectives concerned with the quality of its recruits. These objectives involve optimizing the quality of recruits and minimizing recruit loss.

d. Optimizing recruit quality includes monitoring and controlling the types of personnel recruited (i.e., their aptitude, education, skills, sex, and enlistment type) and their distribution into MOSs and units where they can achieve maximum performance. Minimizing losses involves monitoring those recruits who leave the Army, e.g. DEP no-shows and training drop-outs.

e. The REQUEST System has capabilities which aid Army managers in meeting both these quantity and quality accession objectives. The system provides for:

- Control of accession flow;
- MOS qualifications checking;
- Job/applicant matching;
- Allocation of training seats;
- Unit assignment;
- Enlistment option control;
- Monetary incentives;
- Enlistment verification;
- Personnel reports; and
- Interactive management controls.

f. The system capabilities listed above are accessible to managers within the REQUEST System's computer programs. REQUEST provides the Army with two types of programs: core reservation programs and management control programs. The core reservation programs allow Guidance Counselors to make training class reservations for qualified applicants. The management control programs permit Army managers to influence many of the factors which go into the making of a reservation and thus to control which applicants are assigned to specific MOSs and training classes. Refer to Paragraph 1-3-1 for a more detailed discussion of the core reservation programs and to Paragraph 1-3-2 for a more complete discussion of management control programs.

1-3-1. Core Reservation Programs

a. The REQUEST programs that allow Guidance Counselors to make reservations for qualified applicants are known as "core" programs. Table 1-1 lists these core reservation programs for each Army component. For detailed instructions how to run any of these core programs, refer to the REQUEST User Manual corresponding to the individual program's name.

Table 1-1
REQUEST core reservation programs

| Active Army | Army Reserves | National Guard |
|-------------|---------------|----------------|
| AABILD | ARBILD | NGBILD |
| AACNCL | ARCNCL | NGCNCL |
| AACNFR | ARCNFR | |
| AAGET | ARGET | NGGET |
| AARQST | ARRQST | NGRQST |

b. Briefly stated, the core programs function as follows. The Guidance Counselor enters an applicant's personal characteristics and preferences onto the REQUEST System. The system then displays several MOSs for which the applicant qualifies, along with the appropriate and available training class Seats and unit assignments for these MOSs. When an applicant selects a specific MOS, the Guidance Counselor may reserve that MOS and its corresponding training and unit assignments via the core reservation programs. If an appropriate assignment cannot be found for a highly qualified applicant, the applicant may be placed on a Wait List until the optimum placement is located.

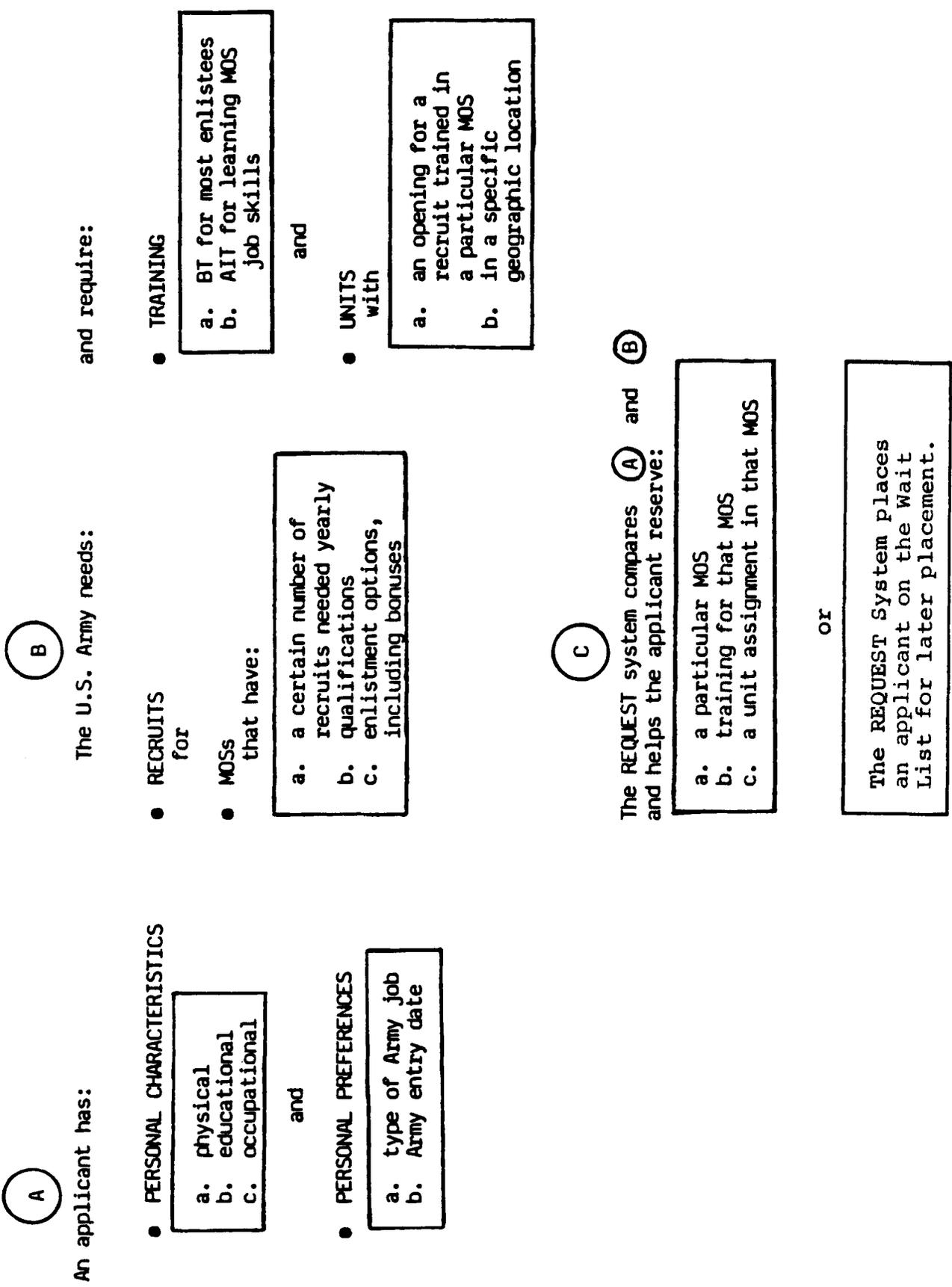


Figure 1-1. Applicant and Army factors balanced via REQUEST core programs

c. Figure 1-1 illustrates the various Army and applicant factors which REQUEST balances during this reservation process.

d. The core programs' determination of an applicant's training needs takes into consideration both the types of training the Army offers and the applicant's enlistment category.

e. There are three general types of training: Basic Training (BT), Advanced Individual Training (AIT), and functional training.

f. Basic Training (BT) begins immediately after reception station processing is completed. Weapons and military courtesy are the primary areas of training. Advanced Individual Training (AIT) is the training which leads to qualifications to perform a specific job or MOS. The course length varies from self-paced courses of a week or less to two or three part courses where the MOS has a prerequisite MOS lasting over two years. In some cases enlistees must have on-the-job training (OJT) due to the nature of the MOS or infrequency of formal training.

g. Some soldiers need additional training beyond AIT to be able to fill a specific job not normally performed in the MOS. This is called functional training. An example is a computer repairman who receives functional training in repair of a particular piece of hardware found in very few locations. Functional training is also given in general fields not related to a particular MOS such as Basic Airborne Training (BAT), Ranger, and Special Forces.

h. Upon completion of the final phase of training (AIT or functional) the soldier is sent to his first permanent duty assignment. The assignment is based upon the enlistment contract, or the needs of the Army if a unit was not promised as a condition of enlistment. Normally, the soldier will serve the remainder of the term of enlistment at this unit. The term of enlistment is served in addition to the term of training.

i. The type of training (BT, AIT, functional) each recruit receives depends on that recruit's enlistment category. An "enlistment category" is a REQUEST System term for recruits grouped on the basis of three attributes: component, enlistment type, and gender. The REQUEST System currently supports a total of 34 enlistment categories. Of these 34, there are 12 enlistment categories for AA recruits, 14 for AR recruits, and 8 for NG recruits. These 34 enlistment categories are listed below in Table 1-2.

Table 1-2
REQUEST System enlistment categories

| Enlistment Category | Description |
|---------------------|---|
| AANPSM | Active Army non-Prior Service male |
| AANPSF | Active Army non-Prior Service female |
| AAPSM | Active Army Proor Service male |
| AAPSF | Active Army Service female |
| AAISM | Active Army In-Service male |
| AAISF | Active Army In-Service female |
| AACASM | Active Army Civilian Acquired Skill male |
| AACASF | Active Army Civilian Acquired Skill female |
| AAPCASM | Active Army Prior Service + Civilian Acquired Skill male |
| AAPCASF | Active Army Prior Service + Civilian Acquired Skill female |
| AARETM | Active Army Retrainee male |
| AARETF | Active Army Retrainee female |
| ARNPSM | Army Reserve non-prior Service male |
| ARNPSF | Army Reserve non-prior Service female |
| ARIRNM | Army Reserve non-prior Service enlisting in Individual Ready Reserve male |
| ARIRNF | Army Reserve non-prior Service enlisting in Individual Ready Reserve female |
| ARISM | Army Reserve In-Service male |
| ARISF | Army Reserve In-Service female |
| ARRETM | Army Reserve Retrainee male |
| ARRETF | Army Reserve Retrainee female |
| ARSPT1M | Army Reserve Split 1 trainee male |
| ARSPT1F | Army Reserve Split 1 trainee female |
| ARSPT2M | Army Reserve Split 2 trainee male |
| ARSPT2F | Army Reserve Split 2 trainee female |
| ARCASM | Army Reserve Civilian Acquired Skill male |
| ARCASF | Army Reserve Civilian Acquired Skill female |
| NGNPSM | National Guard non-Prior Service male |
| NGNPSF | National Guard non-Prior Service female |
| NGISM | National Guard In-Service male |
| NGISF | National Guard In-Service female |
| NGSPT1M | National Guard Split 1 trainee male |
| NGSPT1F | National Guard Split 1 trainee female |
| NGSPT2M | National Guard Split 2 trainee male |
| NGSPT2F | National Guard Split 2 trainee female |

j. After a training space reservation based on the applicant's enlistment category has been made, managers need to know whether the applicant actually enlisted in the Army. (Sometimes, applicants, for personal reasons, do not enlist even though they have a reservation.) If the applicant did enlist, the REQUEST core programs confirm that enlistment. If the applicant did not enlist, his reservation is cancelled on REQUEST and made available to other applicants. Thus, training resources are not wasted by allocating training class seats to applicants who never actually enlist.

1-3-2. Accessions Control by Army Managers

a. As described in Paragraph 1-3-1, every time a Guidance Counselor makes a reservation on REQUEST, the system takes many factors into consideration in order to find a match of personnel and skills. The system finds MOSs for which the applicant qualifies, for which there is class space, and for which there are unit vacancies. These factors allow Army managers to implement Army needs, priorities, and requirements on the system. By modifying the factors that determine which recruits are assigned to which jobs, managers can regulate the accession process.

b. The REQUEST computer programs that allow managers to modify or turn off these various accession factors are grouped in this Handbook into modules, or groups, of programs according to their particular function within REQUEST. The following paragraphs will identify and briefly describe each of these functional modules.

(1) *Qualifications Module*. Within this module, managers may determine the necessary qualifications for each MOS. Control variables within the qualifications module include minimum qualifications; DEP controls (which may require higher qualifications for longer DEP periods); Wait List (to aid in the enlistment of applicants for whom allinitial reservation attempts fail); time-dependent qualifications for a particular component (which may require higher qualifications for longer DEP periods) (Wait List only); seasonality adjusters (which adjust time-dependent qualifications to change the qualifications for an MOS in a specified season) (Wait List only); and annual fine-tuning.

(2) *Quota Module*. Managers control the number of class seats available for a specified MOS, class, and start date by component (Active Army, Army Reserve, National Guard), type, and sex. Managers may also control weekly limits, class quotas, class fine-tuning, class status codes, and seat sharing (whereby class seats may be shared by all components, types, and sexes).

(3) *Basic Training Module*. In the case of a BT/AIT reservation (i.e., "through-ticket" classes), REQUEST can only make a reservation for a class if there is basic training (BT) space at a location associated with the AIT location. REQUEST may also make a reservation only if the BT location is available for that week. This module allows managers to control the number of BT spaces, BT location availability, and the linkage between BT locations, AIT locations, and location IDs.

(4) *Annual Program Module*. The annual program defines recruiting objectives by fiscal year, MOS, enlistment type, and sex, and by component. REQUEST accesses this portion of the system to determine whether the yearly limit has been met for a recruit with a given MOS, type, and sex. Accession accounting records, which can monitor and control the flow of reservations by fiscal year, MOS, and accession characteristics (AFQT, education, etc.), are also reported and updated within this module.

(5) *Personnel Module*. All known data on Active Army, Army Reserve, and National Guard recruits is maintained in this module of REQUEST. Managers may use this module to monitor the number of recruits already enlisted in the Army and their corresponding attributes, and the number of recruits with future reception station dates (i. e., those in the Delayed Entry Program).

(6) *Unit Distribution Module*. This module may be used to control and monitor the distribution of MOS vacancies and reservations to units available under certain enlistment options.

(7) *Unit Vacancy Listing Module*. The Unit Vacancy Listing (UVL) System provides automated accession of recruits for the Army Reserve. The system matches the skills, geographic location, and availability of recruits against unit vacancies, requirement dates, MOS requirements, and the geographic locations of units. System managers use UVL to control the flow of Army Reserve personnel among units, and also to assign recruitment goals by skill.

(8) *Bonus Module*. The Bonus module maintains monetary incentives information by MOS, sex, enlistment type, and reception station month. The module is capable of maintaining additional incentives by characteristic and option. Managers set incentives on the system to encourage accession into MOSs and options with high priorities.

(9) *Options Module*. Managers access this module in order to authorize enlistment options by component, type, and sex for a specified MOS; to establish associated options; and to control the number of options enlistments by reception station month.

(10) *Hierarchy Module*. The hierarchy is a structure which determines and ranks the optional qualifications-job matches for a recruit. The system manager can create the hierarchical structure to be used, and can assign to this structure an order of weights and transformation functions which represent Army policies and requirements. The system manager may use this module to reflect the Army's current policies and requirements in the REQUEST System.

(11) *Data Dictionary Module*. The Data Dictionary is a table containing factors used throughout the system. Each factor is listed with a corresponding range of valid values. The Data Dictionary determines the type of information collected concerning recruits, and thus affects the assignment process.

(12) *REQUEST Mobilization System (RMS) Module*. RMS assigns individuals to MOSs during a period of mobilization. The system balances individuals' qualifications and attributes with Army needs and policies. Army managers may implement changes in requirements and policies easily.

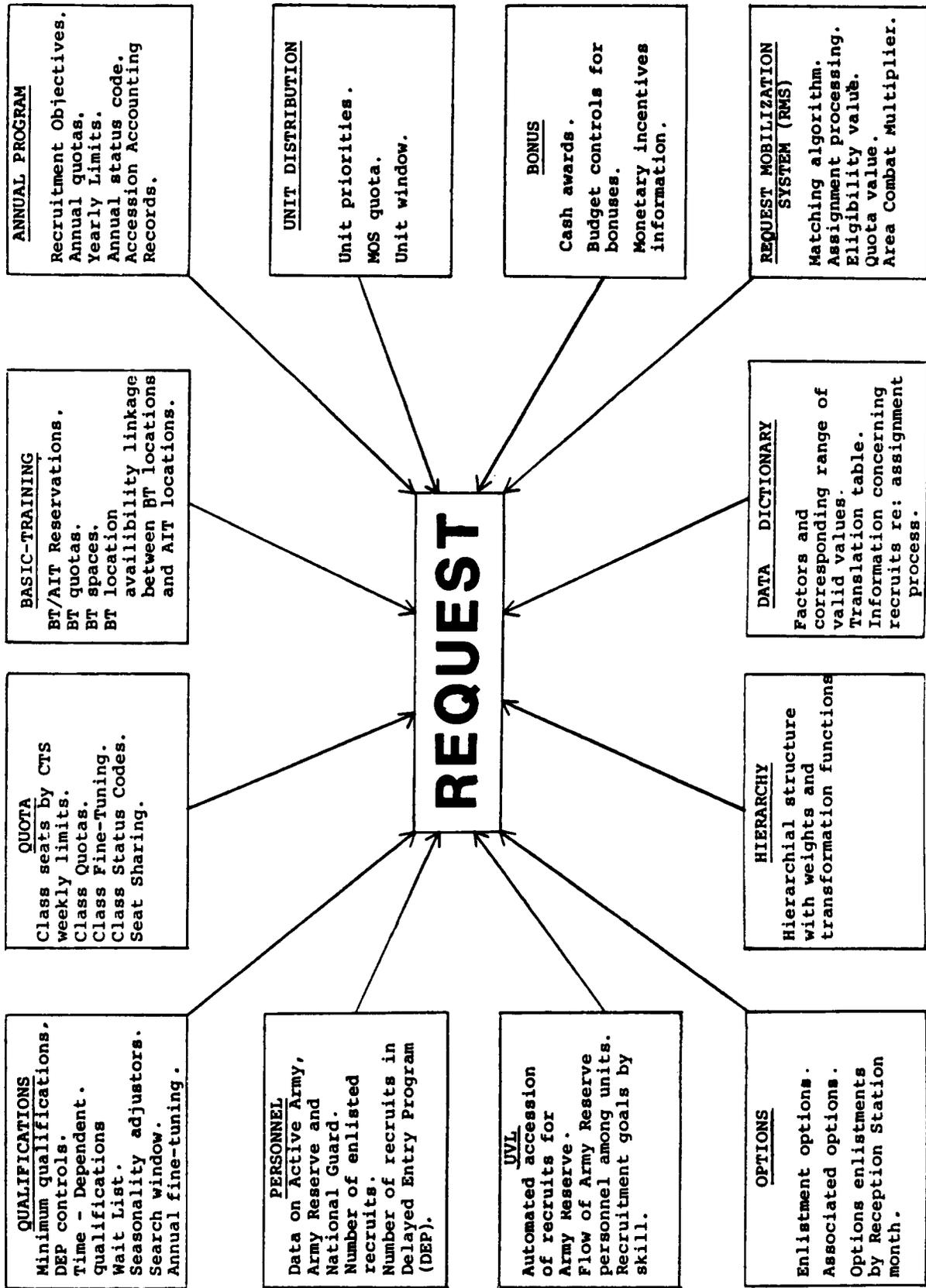


Figure 1-2. REQUEST functional modules

Chapter 2

HISTORY AND DEVELOPMENT OF THE REQUEST SYSTEM

2-1. HISTORY OF THE REQUEST SYSTEM

a. Prior to the installation of the automated REQUEST System in 1972, Army Guidance Counselors (then known as Career Counselors) and managers performed all accession tasks manually. After determining which MOSs the applicant qualified for, the Guidance Counselor dialed Schools Branch for information or training space availability. Because of the large number of Guidance Counselors phoning, there were often four hours or more of busy signals before Schools Branch personnel could be reached. Even then, the Guidance Counselor was often restricted to one or two inquiries which resulted in only a yes or no answer on the availability of a specific skill and class date without any advice on alternatives. In some cases, the questions were taken by phone at Schools Branch, but the answers were not received until four or five days later. For Army Reserve components, the time lag was as much as 60 days. In addition to these serious time problems, each training space reserved was recorded on a hand-written reservation sheet filed by day of reservation. Unfortunately, the information on these sheets was often unretrievable.

b. As serious as these problems were, manual processing of accessions was adequate primarily because with the draft, Guidance Counselors only processed a small portion of the total number of Army accessions. All drafted accessions, the larger portion of the total since volunteering involved an extra year's service, were assigned training at the Army's convenience.

c. The advent of the all-volunteer Army drastically changed Army accessions processing needs. The Army could no longer tolerate its cumbersome, time consuming manual procedures. In the new circumstances, all Army accessions would be recruited, and Army enlistment options would need to be more complex to attract qualified applicants away from other military and civilian job opportunities.

d. The REQUEST System was installed in August 1972 to automate Army accessions procedures. The system gave Guidance Counselors and managers "on-line" (that is, direct and immediate) access to information about MOSs and training spaces. Initially, REQUEST consisted of seven computer terminals on which Guidance Counselors entered an applicant's personal qualifications. Within a few seconds, the REQUEST System responded at the user's terminal with information on MOSs matching the applicant's skills and training class availability. Gone were the lengthy waits for Schools Branch responses. Guidance Counselors could then make an immediate reservation for the applicant in the appropriate MOS and training class.

e. This automatic review of qualifications and automatic reservation of training space reduced the number of contractual disputes and associated costs of broken contracts. The personnel records and reservations entered on REQUEST could be stored for later retrieval, a substantial improvement over the frequent loss of records processed manually before 1972.

f. Besides easing Guidance Counselors' tasks, the initial REQUEST system also gave Army managers improved control of accessions and training spaces. REQUEST produced a variety of management reports on the accessions process. In addition, the system's message capability enabled various levels of command to communicate policy changes on high priority directives to Guidance Counselors within seconds rather than days.

g. REQUEST has grown from this seven-terminal system into the Army's largest automated personnel management system. The number of REQUEST system computer programs has increased from about a dozen in 1972 to the present size of 252 programs. From its seven computer terminals in 1972, REQUEST now includes more than 300 terminals with 600 authorized users at nearly 200 locations worldwide.

h. A brief history of the system's growth will illustrate the increased capabilities REQUEST has made available to its users since its introduction in 1972. By August 1973, the REQUEST system had been physically expanded from seven to over 100 terminals, including one terminal at each Armed Forces Entrance and Examining Station (AFEES, now known as Military Enlistment Processing Station, or MEPS). In July 1974, at the Army's directive, access to the REQUEST system was expanded to include processing for the National Guard and Army Reserve.

2-2. SYSTEM DEVELOPMENT

a. After July 1974, the REQUEST System underwent a series of enhancements to extend the Army's control of accessions.

b. These enhancements, listed by name, date, and type of modifications to REQUEST, were:

(1) The Basic Airborne Training (BAT) modification (October 1975). Gave Army managers control of the weekly flow of accessions into BAT from BT/AIT training classes.

(2) The Fine Tuning modification (January 1976). Gave Army managers the ability to fine tune weekly training quotas by major categories of enlistments such as Active Army, Reserve, Women's Army Corps, and In-Service.

(3) The Prior Service Enlistment modification (May 1976). Gave Army managers control of Prior Service enlistments, by skill and grade, on a weekly and yearly basis.

(4) The Distribution Subsystem (June 1976). Gave Army managers control of distribution of the school seats to units available under various enlistment options.

(5) The Enlisted Trainee Accession Management System (ETAMS, June 1976). Gave Army managers the power to distribute accessions by skill and aptitude area score, taking Affirmative Action policies into consideration.

(6) The Advanced Individual Training (AIT) In-Unit Classes modification (June 1977). Gave managers control of AIT classes taught informally within a unit during the same time period as their formal AIT training class counterparts.

(7) The MOS Validation/U.S. Army Reserve (USAR) Geographic Locator Systems (May 1978). The MOS Validation System gave Army Reserve managers the ability to offer enlistment reservations in an MOS which is validated for the enlistee's Reserve unit identification code (UIC). The U.S. Army Reserve Geographic Locator System allowed Army Reserve managers to locate Army Reserve units within reasonable commuting distance of a Specific zip code; these units must also have MOSs validated via the MOS Validation System.

(8) The U.S. Army Reserve (USAR)/National Guard Bureau (NGB) Split Training Program System (February 1980). Gave Army managers the ability to control and monitor the accession and training of Army Reserve and National Guard Split Training Program participants. Split Training Program personnel choose to receive basic training (BT) instruction at one time and Advanced Individual Training (AIT) instruction within 12 months of successful completion of basic training.

(9) The Recruiter ID modification (September 1980). Gave Army managers the ability to identify the recruiter responsible for a reservation and also to track zero contract recruiters.

(10) The ETAMS modification (November 1980). Continued to give Army managers distribution of accessions by skill and aptitude area score, but substituted gender (male or female enlistee) for Affirmative Action considerations.

(11) The REQUEST Mobilization System (RMS, April 1981). Gave Army managers the ability to process individuals into the Army rapidly and efficiently during a period of mobilization.

(12) The Unit Vacancy Listing System (UVL, October 1981). Gave Army Reserve recruiters world-wide access to unit vacancy information via computer terminals.

(13) The MOS Match Module (MMM, March 1982). Gave Army managers greatly increased control over the match between applicants' qualifications and Army MOS priority and quota requirements.

c. Two of the enhancements listed in Chapter 2, UVL and MMM, are of particular interest to current managers and will be discussed in further detail in Chapter 3.

Chapter 3

RECENT MAJOR SYSTEM ENHANCEMENTS

3-1. THE UVL ENHANCEMENT

a. In 1981, the Unit Vacancy Listing (UVL) System enhancement to REQUEST was implemented to automate accession of recruits for the Army Reserve. Refer to Paragraph 4-8 of this handbook for a detailed discussion of UVL. Prior to UVL, Reserve unit vacancies (authorized but unfilled MOS-specific openings within the unit) were manually listed at the individual unit and forwarded to the District Recruiting Command (DRC) servicing the corresponding geographical region. Recruiter inquiries on unit vacancies then had to be telephoned in to the DRC by other units or DRCs. Telephoning for unit vacancy information was cumbersome and costly, especially for In-Service Recruiters (ISRs) overseas.

b. The UVL enhancement changed the procedures both for reporting and sharing unit vacancy information. Individual units now report their vacancies to the Major U.S. Army Reserve Command (MUSARC), where the unit vacancy data is entered into UVL. Army Reserve recruiters worldwide, as well as managers in the continental United States, can then use UVL programs to gain access to unit vacancy information via computer terminals.

3-2. THE MMM ENHANCEMENT

a. The MMM enhancement enables the Army to match applicants to the MOSs for which they are best qualified. MMM accomplishes this match by comparing classification effectiveness (how well an applicant can be expected to perform in a particular MOS) with mission achievement (Army goals and quotas). Using a mathematical formula (or "algorithm"), the system calculates the "payoff value" of assigning an applicant to each job for which he or she qualifies. Before the MMM enhancement, the payoff value calculated by the system was independent of the performance of past applicants for the same MOS. Since the enhancement, the payoff value is based on the performance of all past applicants in the MOS. The jobs are ranked in order of payoff value and displayed in that order. Prior to the MMM enhancement, any change in the matching formula required System Automation Corporation (SAC) programmer intervention. Now, managers can easily modify the matching formula used in calculating this payoff value. For example, an accession characteristic such as education level or AFQT score can be added to the formula for consideration in the calculation of an assignment's payoff value. Before MMM, the only characteristics scored in the matching formula were the ASVAB score and the remaining class seats.

b. Army managers may either utilize or bypass this MMM “payoff value” assignment method. Managers may choose to use the payoff value method in a “buyer’s market,” when the civilian economy may present many attractive opportunities to potential Army recruits. Under those conditions, the Army needs to use REQUEST to offer applicants the greatest possible range of enlistment opportunities. On the other hand, in a “seller’s market,” when there are fewer civilian opportunities open to people of recruiting age, the Army need not provide as extensive a menu of enlistment choices. In that case, Army managers may choose to forego the payoff value assignment method in favor of presenting applicants with a more limited selection of enlistment opportunities. Thus, the MMM enhancement has made REQUEST much more flexible in adapting Army accession procedures to a fluctuating civilian economy.

c. Besides providing Army managers with greater control over assignments into MOSs, the MMM enhancement to REQUEST generates reports utilizing the REQUEST/Statistical Analysis System (SAS). Managers may use the SASCP program to report recruit information from a variety of REQUEST files from fiscal year 1981 through accessions-to-date. The SASCP program may also be used to produce statistical analyses, graphic plots, and charts. Once managers have created and saved a SAS report, they may use that report again to expand the analysis of new recruit characteristics. For example, a SAS report of all male recruits with AFQTs over 60 could be expanded to report all male recruits with AFQTs over 60 and with a high school degree. Before the MMM enhancement, recruit information reports could only be produced from the Recruit file. These pre-MMM reports’ statistical analyses were less extensive than those provided by the SASCP program. There was also no capability to expand an existing report, as there is after the MMM enhancement.

d. Finally, the MMM enhancement provides an option for the applicant for whom all initial accession attempts fail. At the Army’s discretion, this kind of applicant can be placed on a Wait List. The Wait List is processed periodically to take advantage of cancellations and of automatic lowering of desirable qualifications as a class start date approaches. The Wait List can also be processed after managers make major changes to accession control variables. When Wait List processing identifies an applicant who can be accommodated, the REQUEST system can be used to notify the appropriate Guidance Counselor so the applicant can be recalled. For more information on the Wait List component of the REQUEST System, refer to Paragraph 4-1, the Qualifications Module.

Chapter 4

FUNCTIONAL MODULES OF THE REQUEST SYSTEM

4-1. THE QUALIFICATIONS MODULE

4-1-1. Introduction

a. This paragraph presents the Qualifications module of REQUEST, in which managers may determine the necessary qualifications for an MOS. Applicants unable to locate assignment selections may be admitted to the Wait List, subject to conditions specified in Paragraph 4-1-4. Qualifications related to enlistment options and bonuses are discussed in Paragraphs 4-2 and 4-3, respectively.

b. Paragraph 4-1-2 describes the different types of qualifications associated with each MOS. Paragraph 4-1-3 explains how qualifications affect the reservation process. Paragraph 4-1-4 describes Wait List processing for qualified applicants who cannot find an assignment selection during the normal reservation process. Paragraph 4-1-5 traces the path from determining qualifications policy to implementing it on the REQUEST System. Paragraph 4-1-6 discusses the capabilities which managers have with respect to qualifications. Finally, Paragraph 4-1-7 presents a list of programs and files used by this portion of REQUEST.

4-1-2. What Qualifications Are

a. The REQUEST System allows managers to report and control the personal characteristics and attributes of recruits enlisted into each MOS. Qualifications such as education, aptitude test scores, and skills determine whether or not an individual is eligible for a given MOS. An individual with a particular set of qualifications may be eligible for an MOS one week, but ineligible the next week, since higher qualifications may be required for delayed entry.

b. Every MOS has a set of qualifications associated with it on the system. Each set of qualifications consists of the following subsets:

1. The MOS description;
2. The MOS title and remarks;
3. Minimum qualifications;
4. Dynamic factors;

5. DEP controls;
6. Annual fine-tuning; and
7. Search windows.

c. This paragraph will describe each portion of the MOS qualification set listed above in greater detail. Unless otherwise specified, each portion applies to all three components.

4-1-2-1. The MOS Description

a. This portion contains information such as the MOS code and the corresponding skill cluster and Career Management Field (CMF); AIT course lengths and beginning dates for OSUT classes; and course types (e.g., OSUT). This portion also indicates if enlistment into the MOS requires training in any prerequisite MOSs, or if the MOS is in turn a prerequisite for other MOSs. The MOS description also contains the priority of that MOS. Priorities, which signify the need of the Army to fill the corresponding MOS, may be set anywhere from 1 to 9, with 1 being the highest priority.

b. Additionally, this paragraph contains flags, which indicate whether the MOS is open to specified categories of applicants. MOS flags appear for the following categories:

| | | |
|-------------------|---|---|
| CAS | 0 | This MOS is not available for Civilian Acquired Skill (CAS) personnel. |
| | 1 | This MOS is available for CAS personnel and does not require AIT classes. |
| | 2 | This MOS is available for CAS personnel and requires AIT classes. |
| BN | Y | Indicates that the MOS is available for bonuses. |
| VP | Y | Indicates that Veteran's Educational Assistance Program (VEAP) is associated with the MOS. Anyone enlisting in the MOS must be eligible for VEAP. |
| PSD | Y | Indicates that the MOS is associated with Personnel Security Screening Detachment (PSSD). Anyone enlisting in the MOS must be eligible for PSSD. |
| MAL AVAIL | Y | Indicates that the MOS is available to males. |
| FEM AVAIL | Y | Indicates that the MOS is available to females. |
| AA, AR & NG AVAIL | | Indicates that the MOS is open to each of the components. |

c. The MOS description also contains unit distribution percentages, which apply to the window on the Unit Distribution file. Outside of the window, the percentage displayed in the MOS description represents the percent of the quota for the RECSTA month, MOS, and unit which can be sold. If, for example, the unit distribution window is set at 30 days, and the unit distribution percentage is 33%, then 33% of the quota for the RECSTA month and MOS/unit can be sold beyond the 30-day window.

d. Within the window, the unit distribution percentage does not apply. Finally, the MOS description contains the expected no-show and attrition rates for the corresponding MOS, and the minimum term of enlistment for the MOS, in years.

e. Figure 4-1 shows an MOS description for MOS 91B1.

| MOS | SC | CMF | ID | PRI | AVAIL | | OSUT | | CAS | BN | VP | PSD | TRM | UNT% | A-R% | N-S% |
|------|------|-----|------|-------|-----------|----------|------|-----|-----|-----|------|-----|-----|------|------|------|
| | | | | | MAL | FEM | MAL | FEM | | | | | | | | |
| 91B1 | HS | 91 | 3 | 9 | Y | Y | Y | Y | 0 | N | N | N | 3 | 33 | 7 | 75 |
| AIT | CRS | | PH1 | PH2 | BEG DATES | | AA | AR | NG | MOS | PREQ | #TD | | | | |
| | OSUT | LEN | | | OSUT-MAL | OSUT-FEM | | | | | | | | | | |
| 10/0 | 0/0 | 0/0 | 10/0 | 0/0/0 | 0/0/0 | Y | Y | Y | N | | 0 | | | | | |

Figure 4-1. MOS description qualifications

4-1-2-2. MOS Title and Remarks

This portion contains the MOS title and remarks describing the MOS and its requirements. Figure 4-2 is a sample.

```

REMARKS
MEDICAL SPECIALIST
CRS LGTH 6 WKS; FOR AA OPT 19 UNITS: MRID & LAIR, RQR UNIT CONFIRMATION AND
LTR OF CERTIFICATION

```

Figure 4-2. Sample MOS title and remarks

4-1-2-3. Minimum Qualifications

a. Individuals must meet or surpass all minimum qualifications associated with an MOS in order to be eligible for that MOS. In that sense, minimum qualifications are "threshold requirements". For example, for the minimum qualification "AFQT GE 40", only individuals whose AFQT score is 40 or above will be allowed to enlist in that MOS. Figure 4-3 displays some sample minimum qualifications.

```

/ FACTOR / OP / VALUE1 / VALUE2 /
.....
1. PHY PROF GE 2222211
2. CP GE NOR
3. ST GE 95

```

Figure 4-3. Sample set of minimum qualifications

b. In this example, applicants for the MOS would have to possess a physical profile greater than or equal to 2222211, a color perception of normal, and an ST score higher than or equal to 95.

c. In addition, up to 6 minimum qualifications may be “linked” by managers, meaning that either qualification may be satisfied for an applicant to be eligible for the MOS. For example, if an MOS links the two factors “ED GE HSDG” and “AFQT GE 100”, an applicant would have to have a high school degree or an AFQT greater than 100 in order to be eligible for the MOS.

d. Managers will receive a specific reservation rejection message, generated through AARQST, if an applicant does not meet minimum qualifications for an MOS. This message provides detailed information for management users and more general system information for field users. This two-level reservation rejection message encountered during the reservation process serves two purposes:

(1) management users receive a detailed message which displays the specific reason for a rejection, while field users’ messages give only the information appropriate to their level.

(2) managers may use these detailed messages as a problem-solving tool. While field users must stop the reservation process at the first rejection message, managers may continue checking the entire program to locate all potential reasons for a reservation rejection.

e. Figure 4-4 displays sample reservation rejection messages for minimum qualifications and options tests.

AARQST RESERVATION REJECTION REASONS

```

REASON REJECTED      * MANAGEMENT MESSAGE          * FIELD MESSAGE
*****
**                  *                  *
MIN QUALS OR COMP- * APPLICANT DOES NOT MEET MINI- * APPLICANT DOES NOT MEET
ONENT/SEX RESTRIC- * MUM QUALIFICATIONS OR MOS UN- * MOS OR QUALITY REQUIRE-
TION              * AVAILABLE FOR COMPONENT/SEX * MENTS
                  * OR MINIMUM QUALS NOT MET FOR *
                  * ANY OPTIONS OR DESIRED OPTION *
                  * OR DEP CONTROLS NOT MET      *
*****
**                  *                  *
NO OPTION QUALS   * MINIMUM QUALS NOT MET FOR    * OPTIONS UNAVAILABLE
MET              * ANY OPTIONS OR DESIRED      *
                  * OPTION OR DEP CONTROLS NOT *
                  * MET                          *
*****
**                  *                  *
DESIRED OPTION    * MINIMUM QUALIFICATIONS ARE    *
QUALS NOT MET    * NOT MET FOR OPTION XX OR DEP *
                  * CONTROLS NOT MET            *
*****

```

Figure 4-4. Sample reservation rejection messages

4-1-2-4. MEPSCAT Code

The MEPSCAT score represents a qualification whose importance varies depending on the needs and priorities of the Army. The MEPSCAT code indicates the weight that can be lifted by the applicant, ranging from F (less than 40 pounds) to Z (over 200 pounds). An ‘E’ code indicates that no MEPSCAT test was given. The required minimum MEPSCAT code for a particular MOS may be overridden using the MEPSCAT override indicator (MPOVER) controlled by USAREC. In AA processing, the MPOVER indicator is set using the OVRIDE program. In AR processing, the AROVRD program is used. If the MPOVER indicator is in the ‘off’ mode, the applicant’s reservation attempt will fail if he or she does not meet the minimum MEPSCAT qualifications. If the MPOVER indicator is in the ‘on’ mode, all MOSs will be considered regardless of the recruit’s MEPSCAT code. However, if the recruit does not meet the MEPSCAT qualification for the MOS being considered, the following warning message will be displayed in

the Search and Lookup modes of AARQST, or the Lookup mode only in ARRQST:

“Warning: Applicant is not MEPSCAT qualified for this MOS.”

If a reservation is made, the recruit’s MEPSCAT code on the recruit record will be compared with the MOS strength factor (MEPQUAL) on the Quals file. If the MEPSCAT value is lower, the warning message will appear with the reservation, and the manager will be aware that the reservation has been made with knowledge of the recruit’s inadequate MEPSCAT value.

4-1-2-5. Dynamic Factors

Managers may use the Data Dictionary module to add new data elements to the MOS qualifications records. They may also specify if these elements are to be scored by the hierarchy. For example, managers may add a data element called “Qualifying ASVAB”. This field will appear in all MOS records; managers controlling qualifications may then specify for each MOS what the qualifying ASVAB for the MOS will be (e.g., ST, DLAB). If the “Qualifying ASVAB” factor has also been added to the hierarchy, the applicant’s score on the ST or DLAB for the corresponding MOS will be computed in the MOS Placement Index (MPI). Dynamic factors may thus be used to add descriptive information about an MOS to the system. Refer to Paragraph 4-9 for a further explanation of the Data Dictionary module.

4-1-2-6. DEP Controls

a. DEP Controls. DEP (Delayed Entry Program) controls are valid only for the Active Army. They allow managers to vary the level of threshold qualifications for an MOS over a range of RECSTA months and to require higher qualifications for longer DEP periods. By using DEP controls, the Army guarantees that future class seats are reserved for more qualified applicants. For example, an applicant being processed in January whose RECSTA date is in February may not be required to have a high school degree. However, a degree may be required if his or her RECSTA date is in June. In order to be eligible for an MOS, applicants must meet or exceed all DEP control qualifications. Therefore, a recruit could be qualified for an MOS in the current RECSTA month and not qualified for the same MOS in future reception station months.

b. Figure 4-5 displays a report, generated by the QUALS program, which shows class status, by RECSTA month, for two of a possible three accession characteristics. Reports can be generated for one MOS or a range of MOSs.

***** DEP CONTROLS FOR MAIN TABLE *****

***** EFFECTIVE A.O. DD/MM/YY *****

***** DATE OF REPORT: DD/MM/YY *****

** NPSM **

| PRIMARY EDUC | SECONDARY AFQT | TERTIARY | RSM MAY 84 | RSM JUN 84 | RSM JUL 84 | RSM AUG 84 |
|-----------------|-------------------|----------|------------------|------------------|------------------|------------------|
| HSDG-PROF | 65- 99 | | X | X | X | X |
| HSDG-PROF | 50- 64 | | X | X | X | X |
| HSDG-PROF | 31- 49 | | X | X | X | C |
| HSDG-PROF | 21- 30 | | X | X | X | C |
| HSDG-PROF | 16- 20 | | C | C | C | C |
| HSSR-HSSR | 31- 99 | | X | X | X | X |
| HSSR-HSSR | 16- 30 | | C | C | C | C |
| NHDG-GEDH | 50- 99 | | X | X | X | C |
| NHDG-GEDH | 31- 49 | | C | C | C | C |
| NHDG-GEDH | 16- 30 | | C | C | C | C |

X -- OPEN

C -- CLOSED

Figure 4-5. Sample DEP Controls report

c. In this sample, an applicant with an educational status (primary accession characteristic) of high school graduate to professional can enter an MOS in July 1984, if his AFQT (secondary accession characteristic) is 21-30. However, if his or her desired RECSTA month is August, an AFQT score of 50-64 would be required. Figure 4-6 depicts this same example graphically.

EXAMPLE OF DEP CONTROLS

MOS 13B1 CANNON CREWMAN

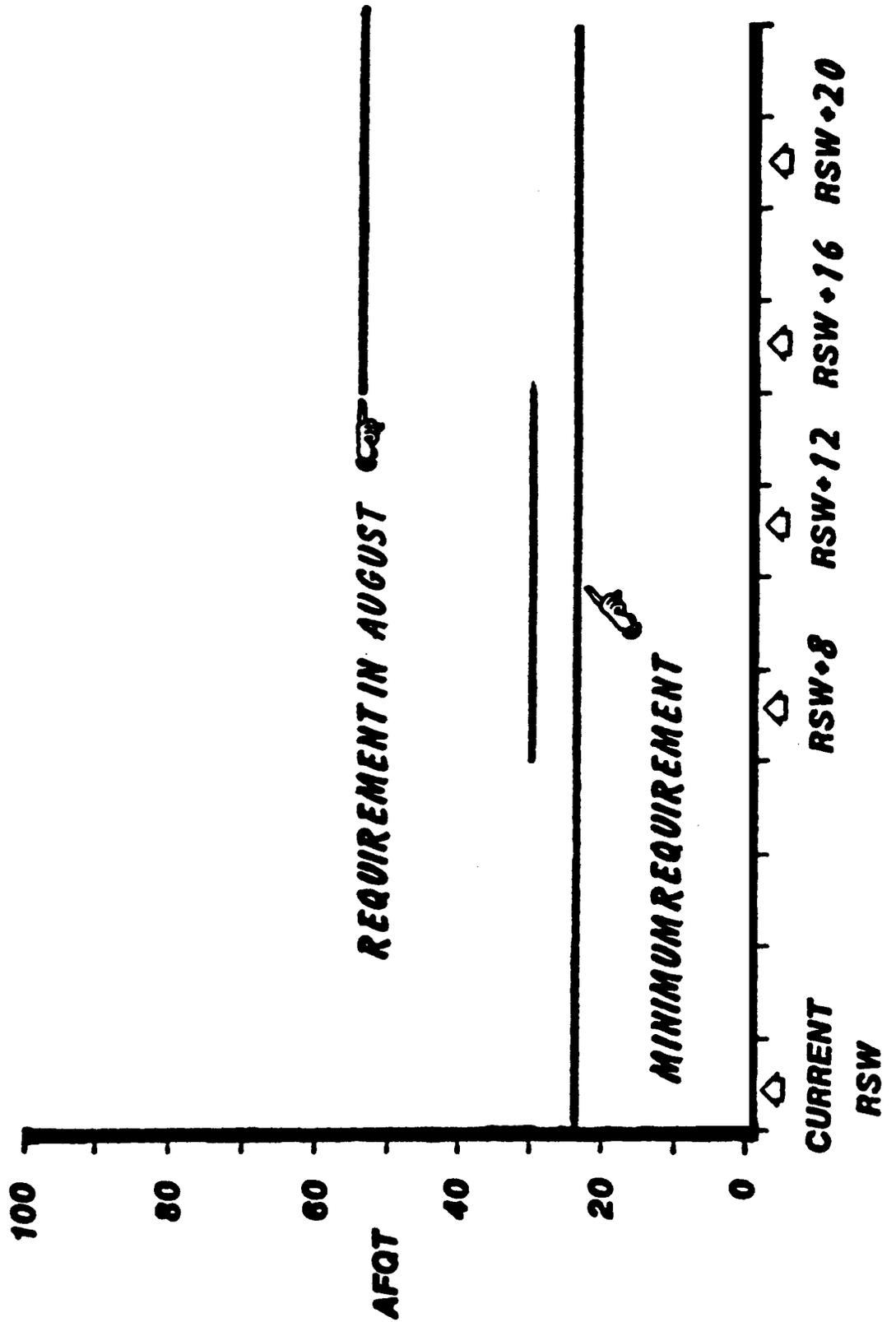


Figure 4-6. EXAMPLE OF DEP CONTROLS

4-1-2-7. Annual Fine-Tuning

This portion of the qualifications for an MOS indicates, by fiscal year, the percentage of the total seats in that MOS which are open to a specified component, enlistment type, and sex. In Table 4-2, for example, 58% of the seats in the MOS for Fiscal Year 83 are open to Active Army applicants, 99% of that 58% (or 57%) are open to non-prior service Active Army applicants, and 19% of the 57% (or 11%) of the seats are open to Active Army non-prior service females. Annual fine-tuning is applied only if there are no split quotas in a class record in the AIT Quotas module. Further, in order for these percentages to be applied, the annual fine-tuning switch, which is part of the AIT Quotas module of REQUEST, must be turned on. Since OSUT classes are either male or female, an OSUT male class will have an annual fine-tuning value of 100%, and the female class a value of 0%. Refer to Paragraph 4-6 for a more detailed explanation of fine-tuning.

Table 4-2
Annual fine-tuning percentages, NOS 91B1, NPS enlistment type

| | MOS | CMP | NPS | M | F |
|----|------|-----|-----|-----|-----|
| AA | 91B1 | 58 | 99 | 100 | 19 |
| AR | | 30 | 72 | 100 | 64 |
| NG | | 14 | 100 | 100 | 100 |

4-1-2-8. Search Windows

a. A search window is the number of weeks the system allows an applicant to search for an available class seat. It is defined differently depending on whether the applicant is using the search mode or the lookup mode of the reservation process. In the search mode, the search window begins with the desired start reception station date. In the lookup mode, the system will find the first week with an opening for the specified MOS; the search window will extend from that week. The search window is dependent on levels of accession characteristics set by system manager responsible for recruiting and accession management. For example, the following levels could be set for AFQT:

Table 4-3
Search Windows

| Level | AFQT Score Range | Length of Search Window (in weeks) |
|-------|------------------|------------------------------------|
| 1 | 50-99 | 9 |
| 2 | 31-49 | 6 |
| 3 | 10-30 | 3 |

b. If an applicant has an AFQT score of 40, the system would be allowed to search for a class for six weeks, for example. Obviously, the longer the search window, the greater the chance of more classes being open for an applicant.

c. Search windows are the same for all MOSs. In the case where there are different search windows set for separate qualification factors, which window does the system follow? On the Data Dictionary, there is a factor named "MIN/MAX" The full title is currently "SEARCH WINDOW MIN/MAX INDICATOR". The valid values for the factor are either MIN or MAX. If the value in the Data Dictionary is set to "MIN", the lesser of the search window weeks is used in the search. If the value is set to "MAX", the greater of the search windows is used in the search.

d. In the following example, there are two search windows in effect, one for AFQT and one for EDUC (education).

Table 4-4
SEARCH Window Accession Characteristic: AFQT and EDUC

SEARCH Window Accession Characteristics: AFQT

| <u>Level</u> | <u>Score Range</u> | <u># of SEARCH Weeks</u> |
|--------------|--------------------|--------------------------|
| 1 | 50-99 | 9 |
| 2 | 31-49 | 6 |
| 3 | 10-30 | 3 |

*** AND ***

SEARCH Window Accession Characteristics: EDUC

| <u>Level</u> | <u>Range</u> | <u># of SEARCH Weeks</u> |
|--------------|--------------|--------------------------|
| 1 | HSDG | 4 |
| 2 | NSDG | 1 |

e. If an applicant possessed an AFQT score of 60 allowing him/her to search nine weeks and was a NHDG allowing a one-week search, would the system search for nine weeks or for one week? If the MIN/MAX factor in the Data Dictionary was set to "MIN", the system would examine one week (i.e., the entered RECSTA date). If the MIN/MAX factor was set to "MAX", the system would examine nine weeks (the entered RECSTA, the entered RECSTA + 1, the entered RECSTA + 2,... the entered RECSTA + 8).

f. Search windows apply only to the Active Army.

4-1-3. How Qualifications Affect the Reservation Process

a. The reservation process compares the recruit's personal characteristics and attributes with the MOS qualifications set by system managers. In this way, the system can determine for which MOSs a recruit qualifies.

b. The series of checks made by the core reservation programs to determine appropriate assignments is shown in Table 4-5. The asterisk next to a step identifies that step as an MOS qualifications check.

Table 4-5
Core reservation program checklist

| <u>Checklist</u> | <u>Required answer to make a reservation</u> |
|---|--|
| *1) Does the applicant meet the MOS minimum qualifications? | YES |
| *2) Does the applicant pass the individual MOS restrictions (e.g., male-only MOS)? | YES |
| 3) Does the applicant meet the minimum qualifications for any primary enlistment options? | YES |
| 4) Have the AIT weekly limit quotes been met? | NO |
| 5) Have the BT weekly quotas been met? | NO |
| 6) If non-OSUT, are these BT locations available for the week? | YES |
| *7) Does the applicant meet DEP Control qualifications? | YES |
| *8) Does the applicant meet time-dependent MOS qualifications (Wait List only)? | YES |
| 9) Is the Annual Program status code open for this MOS and SCTS combination? | YES |
| 10) Does the number of reservations equal the MOS's yearly limit (i.e., adjusted original quota)? | NO |
| 11) Do Accession Accounting records (if any) eliminate this applicant? | NO |
| 12) Is the AIT class status code open? | YES |
| 13) Has the AIT class quota been met? | NO/YES |
| 14) Is the status of the primary enlistment options open? | YES |

Table 4-5
Core reservation program checklist—Continued

| Checklist | Required answer to make a reservation |
|--|--|
| 15) Is there a first assignment unit associated with the primary enlistment option with space available for the MOS? | YES |

c. REQUEST finds all MOSs for which the recruit meets minimum qualifications. It then eliminates MOSs from this list based on whether the recruit meets MOS restrictions.

d. After checking qualifications for options and bonuses, the REQUEST search mode scores the applicant qualifications (AQ) side of the hierarchy for all MOSs which have not yet been eliminated. It is at this point that dynamic factors are considered. For each MOS, the hierarchy will assign a score based on the applicant's degree of qualification for the dynamic factors which have been entered on the hierarchy.

e. Once the AQ side of the hierarchy has been scored, REQUEST checks the Search Window. Once again, the length of the Search Window depends on the recruit's qualifications as compared to the Search Window qualifications set by system managers.

f. After checking quotas and class space, the system looks at DEP controls for MOSs that still qualify. MOSs for which the recruit does not meet DEP controls are eliminated from the search. Finally, class prerequisites and MOS restriction flags are checked.

g. REQUEST checks other non-qualification factors, and then computes the MOS side of the MOS Placement Index (MPI). The AQ side and the MOS side are combined and normalized. Remaining MOSs are displayed to the recruit in the order computed by the MPI.

h. The processing for the Lookup mode utilizes the same checklist as the search mode; the difference is that rather than checking all MOSs, REQUEST will check only the MOSs specified by the Guidance Counselor.

4-1-4. Wait List Processing

a. Applicants who are unable to locate an appropriate assignment may be placed on the Wait List until a mutually satisfactory placement is found, subject to Wait List qualifications. The purpose of the Wait List is to enable the Army to find an appropriate assignment for the applicant for whom the initial search process fails. The applicant can enter the Wait List subject to the following conditions:

(1) No assignment selection was found in the Search mode of AARQST. If minimum qualifications are not met, the applicant's name is placed on the Wait List Ineligible file for statistical analysis. His or her record is maintained on the BILDREC file. At the applicant's request, a new search process may be initiated to locate an appropriate selection. If no new search request is made, the name is purged after a brief holding period (2 days, at present) and the applicant must begin the entire reservation process again.

(2) Minimum Wait List qualifications were met. These qualifications are set by management and can be adjusted to reflect changes in Army policy. The applicant's name is placed on the Eligible-Declined file for statistical analysis. His or her record is handled as in the above example.

(3) The applicant accepted Wait List status. The applicant can stay on the Wait List for a specific period of time set by management. This interval is called the Applicant Consideration Period (ACP) and is currently set at 90 days. The applicant is notified of the ACP by AARQST when Wait List status is accepted, and is automatically removed from the Wait List when this period is exceeded. The applicant may be resubmitted for Wait List processing at the discretion of the Guidance Counselor.

b. Each night, the Active Army Wait List Processor (AAWLP) automatically searches for an assignment for each applicant on the Wait List, AAWLP search restrictions are:

(1) The component must be AA.

(2) The enlistment type must be NPS or PS taking BT and AIT.

(3) The assignments will be Option 3, Unit uncommitted and no associated options.

c. AAWLP checks assignments for all reception station (RECSTA) dates within the ACP. When AAWLP finds a possible assignment for an applicant in the nightly search, the date for that assignment is checked against the tentative reservation window (TRW). The TRW is a period, initially set at 21 days from the current date, which may be challenged by management.

d. If the assignment RECSTA falls less than 21 days in the future, no tentative reservation is made. Instead, a message is routed via the BMESS program to the guidance counselor location at the first sign-on of the next day that a possible assignment exists for one of the applicants. The applicant is then processed through the AARQST program.

This prevents the withdrawal from the REQUEST System close to the RECSTA date of class seats which may be declined.

e. If the assignment RECSTA falls beyond 21 days in the future, the AAWLP makes a tentative reservation (TR) for the applicant, updates all the REQUEST files, and notifies the Guidance Counselor, through BMESS, that a TR has been made for an applicant. The Guidance Counselor has a time limit, the tentative reservation duration period (TRDP), within which to notify the applicant and confirm the TR. The TRDP is initially set at seven days, but may be changed by management. If the applicant accepts the TR, the Guidance Counselor uses AAWAIT to complete the TR made by AAWLP. If the applicant declines, AAWAIT is used to cancel the reservation. The REQUEST files are updated and the seat is returned to the REQUEST System for others. If the TRDP period is exceeded with no action being taken, the class assignment is automatically returned to the REQUEST System.

f. A qualified applicant can remain on the Wait List until the Applicant Consideration Period (ACP) has expired. At the end of the ACP, applicants are removed from the Wait List and placed on the AA Ineligible file with an accompanying notation specifying that the ACP had expired.

4-1-4-1. Time-Dependent Qualifications and Seasonality

Unlike routine processing procedures, Wait List does not utilize DEP controls for delayed entry applicants. Instead, Wait List employs time-dependent qualifications and seasonality to control its delayed entry processing.

4-1-4-1-1. Time-Dependent Qualifications.

a. As in DEP controls, time-dependent qualifications are valid only for the Active Army and allow managers to vary the level of threshold qualifications for an MOS over time. In this way, higher qualifications could be required for longer DEP periods. However, unlike DEP controls which are based on RECSTA months, time-dependent qualifications are based on RECSTA weeks. For example, an applicant whose reception station date is one month from the current RECSTA week may not be required to have a high school degree for the present, but may be required to have a degree if his or her RECSTA data is three months from the reservation date. Applicants must meet or exceed all time-dependent qualifications to qualify for a specified MOS.

b. Time-dependent qualifications are defined in four-week increments. Figure 4-7 shows a sample of time-dependent groups and their corresponding requirements for AFQT scores.

| GROUP | WEEK | GROUP | WEEK |
|--------------|--------------|--------------|---------------|
| 1 | CRW-CRW+3 | 2 | CRW+4-CRW+7 |
| 3 | CRW+8-CRW+11 | 4 | CRW+16-CRW+15 |
| MOS: 13B1 | | FACTOR: AFQT | |
| COND: GE | | | |
| ** GROUPS ** | | | |
| | 1 | | 2 |
| | 20 | | 24 |
| | 3 | | 4 |
| | 30 | | 40 |

Figure 4-7. Sample time-dependent groups and requirements

c. In this sample, an applicant who enlists today (group 1) can enter MOS 13B1 if his or her AFQT score is 20 or greater; if the reception station date is 10 weeks in the future (group 3), an AFQT of 30 for MOS 13B1 would be required. Figure 4-8 depicts this same example graphically.

EXAMPLE OF TIME-DEPENDENT QUALIFICATION

MOS 13B1 CANNON CREWMAN
(NO SEASONALITY)

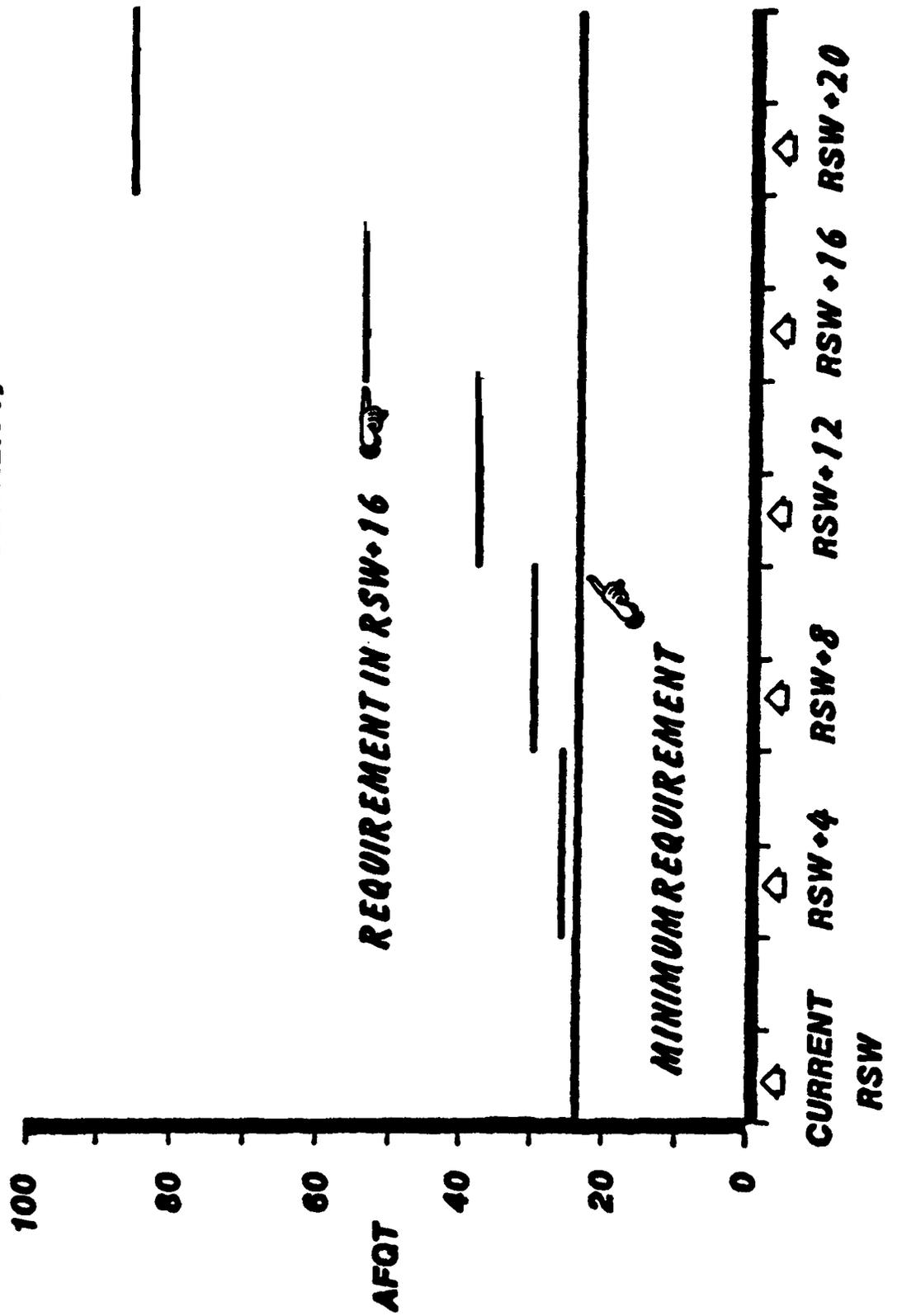


Figure 4-8. EXAMPLE OF TIME-DEPENDENT QUALIFICATION

d. Time-dependent qualifications will reserve future class seats for more qualified recruits. It is important to remember that time-dependent qualifications are applied in terms of the difference between the current RECSTA week and the recruit's desired reception station date. As time passes, these qualifications move forward – four weeks from today, in the example in Figure 4–5, an enlistee with a RECSTA date four weeks in the future from then will require an AFQT of 25, not 30.

4–1–4–1–2. Seasonality

a. As discussed in the previous paragraph, time-dependent qualifications are defined only in terms of the number of weeks an applicant will DEP, and are independent of the calendar date or time of year.

b. The seasonality adjustor is a positive multiplier defined for every reception station week in the fiscal year. This allows managers to adjust time-dependent qualifications to account for seasonal changes in recruiting patterns. Like time-dependent qualifications, seasonality adjustors are valid only for the Active Army.

c. The seasonality adjustor could be applied during the summer, when the number of applicants is high, to increase the qualifications necessary for assignment to all MOSs. Seasonality could be applied, for example, to allow only highly-qualified applicants to DEP into the summer months. See the examples in Figures 4–9 and 4–10.

| | | | | | | | | | | | |
|---------|----|----|----|----------|----|----|-----|----------|-----|-----|-----|
| October | | | | November | | | | December | | | |
| .7 | .8 | .7 | .6 | .6 | .8 | .9 | 1.0 | 1.1 | 1.2 | 1.1 | 1.4 |

Figure 4–9. Sample seasonality record

"TODAY" = October 1
MOS = 13B1
Factor = AFQT

| <u>Weeks</u> | <u>TD AFQT Value</u> | <u>Seasonality Adjustor</u> | <u>Required Score</u> |
|--------------|----------------------|-----------------------------|-----------------------|
| CRSW+6 | 24 | .9 | 22 |
| CRSW+7 | 24 | 1.0 | 24 |
| CRSW+8 | 30 | 1.1 | 33 |
| CRSW+9 | 30 | 1.2 | 36 |
| CRSW+10 | 30 | 1.1 | 33 |

Figure 4–10. Seasonality applied to a time-dependent record

d. If "TODAY" shifts to November 1 (i.e., the current RECSTA week is November 1), the time-dependent values will shift with it. This means that an applicant making a reservation on November 1 and wishing to have a reception station date six weeks in the future has a time-dependent AFQT minimum of 24, the same as an applicant making a reservation on October 1. The seasonality adjustor, however, will change from .9 to 1.1, the multiplier that has been set for CRSW-6, which has now shifted to the third week in December.

e. If the application of a seasonality adjustor to a time-dependent qualification results in a score or level which is lower than the level of the minimum qualification, the value of the minimum qualification will take precedence. If the same application results in a value that is higher than the valid range of values for that factor, nobody will be able to enlist in that MOS during that week.

f. Figures 4–11 and 4–12 are graphic depictions of time-dependent qualifications with seasonality applied.

EXAMPLE OF TIME-DEPENDENT QUALIFICATION

**MOS 13B1 CANNON CREWMAN
(WITH SEASONALITY)**

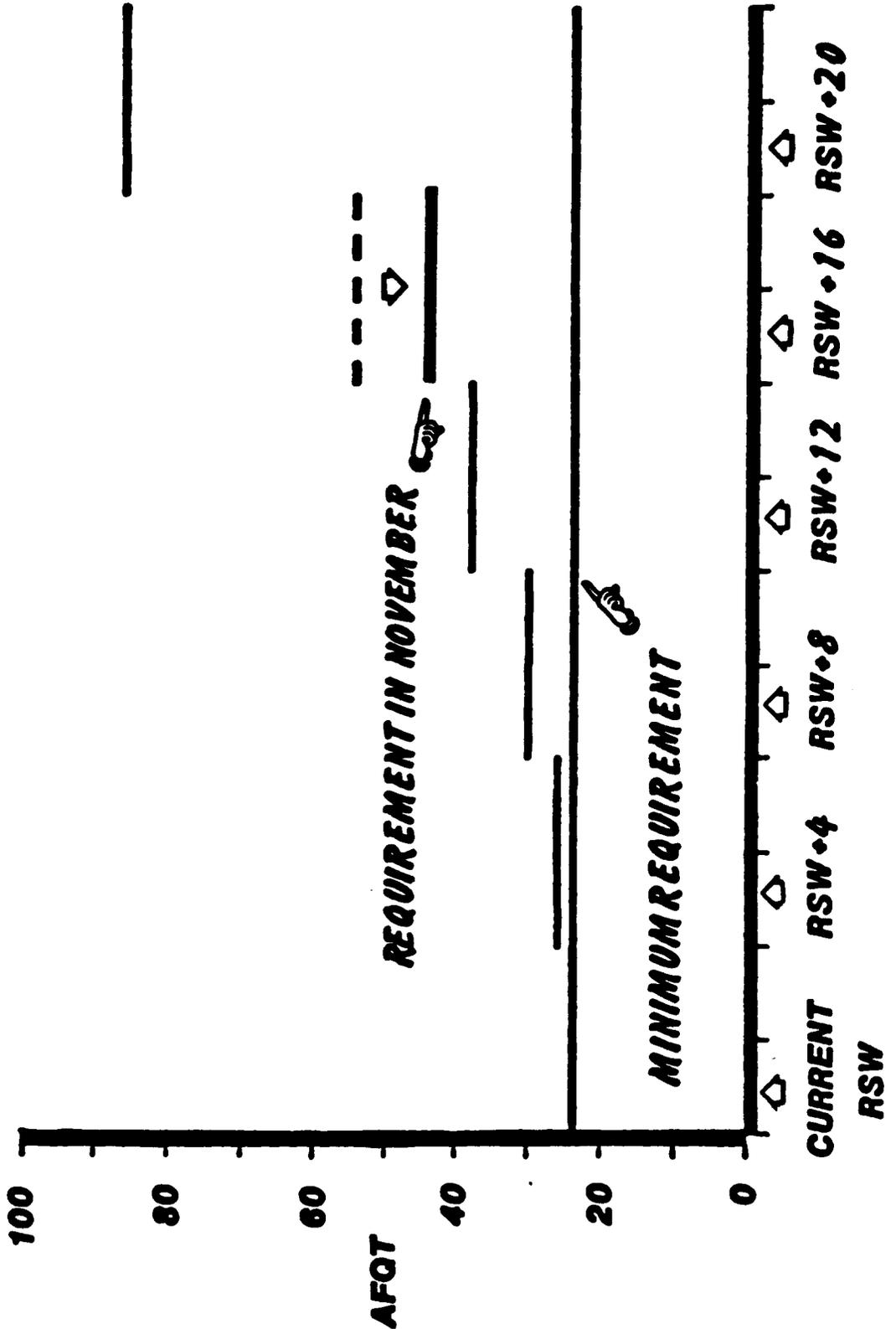


Figure 4-11. EXAMPLE OF TIME-DEPENDENT QUALIFICATION – MOS 13B1 CANNON CREWMAN (WITH SEASONALITY)

EXAMPLE OF TIME-DEPENDENT QUALIFICATION

MOS 13B1 CANNON CREWMAN
(WITH SEASONALITY)

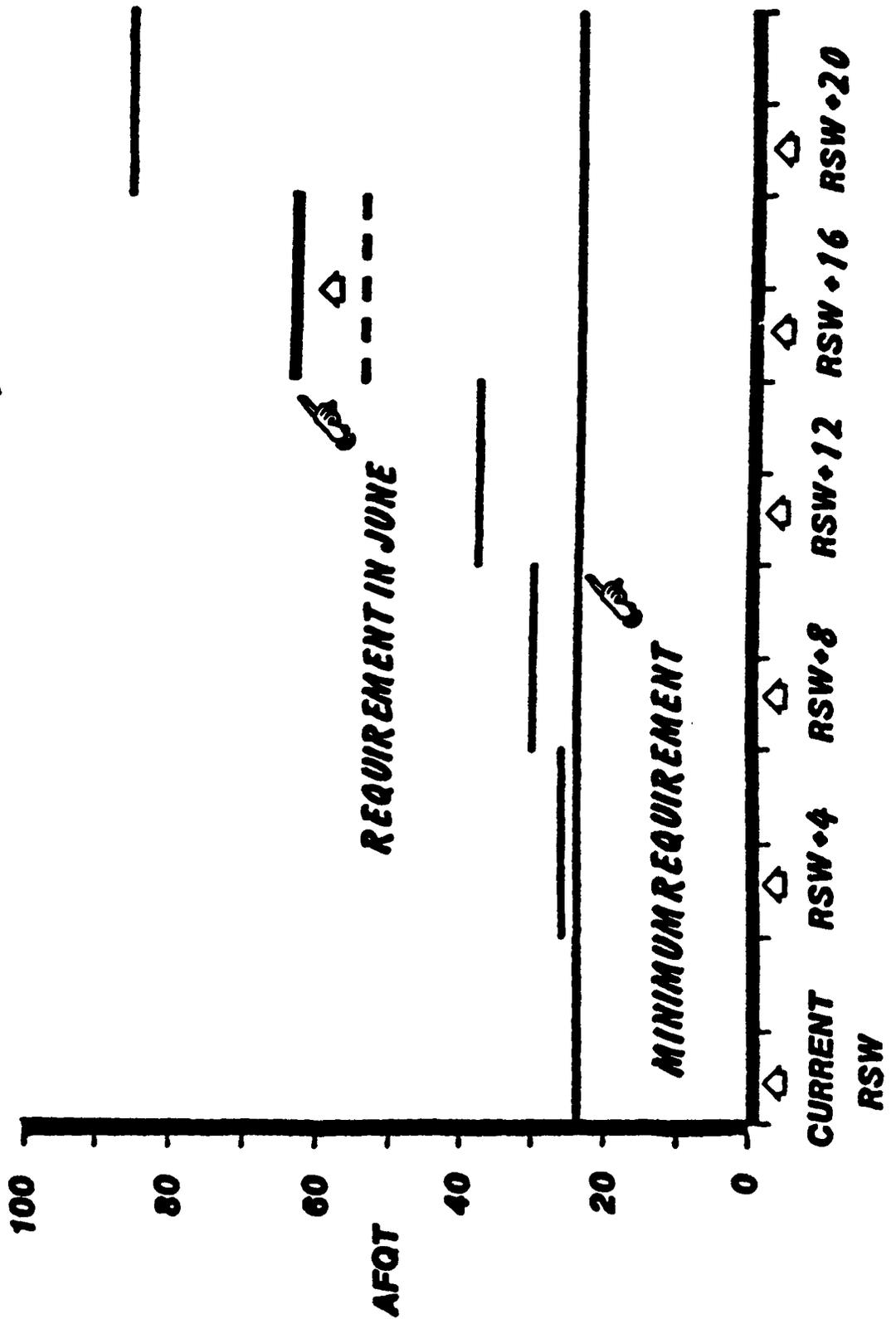


Figure 4-12. EXAMPLE OF TIME-DEPENDENT QUALIFICATION – MOS 13B1 CANNON CREWMAN (WITH SEASONALITY)

4-1-5. How Qualifications Policy is Determined

Army policy for each portion of the qualifications for an MOS is determined by DCSPER and placed on the system by USAREC or Accession Management. Based on the Army budget and congressionally mandated recruiting requirements, DCSPER calculates a "quality of the force matrix". This matrix establishes, in general terms, the percentages of specified qualifications needed. USAREC and the classifications and Standards Branch spread this matrix to a profile broken down by MOS. Specific policy and implementation on the system for each portion of MOS qualifications is handled as follows:

- (1) DEP controls are loaded into the system by USAREC.
- (2) Time-dependent qualifications and seasonality multipliers are loaded into the system by USAREC.
- (3) Minimum qualifications are determined by regulatory policy, DCSPER dictates what they are to be, and Accession Management loads them on the system.
- (4) Dynamic factors are determined by DCSPER, and implemented on REQUEST by Accession Management.
- (5) Search Windows are put into the system by USAREC.
- (6) Prerequisite MOSs are established by TRADOC, and implemented on the system by Accession Management.
- (7) MOS priorities are determined by DCSPER and loaded by Accession Management.
- (8) Linked factors are determined by DCSPER, and loaded by Accession Management.
- (9) Expected no-show and attrition rates are compiled from ATRRS data.

4-1-6. How Managers May Influence Qualifications

a. As discussed in the previous paragraphs, responsible system managers can use the Qualifications module to influence the types of individuals enlisting into specified MOSs. This paragraph will identify the capabilities available to managers in this area, as well as the REQUEST programs and files which give them these capabilities.

b. Responsible functional managers can:

- Report the MOS description, title and remarks, and minimum qualifications for specified MOSs, and the annual fine-tuning records for specified fiscal years.
- Add a new MOS and corresponding qualifications, or delete MOSs and corresponding qualifications.
- Change MOS priorities. Valid values are from 1 to 9, with 1 being the highest.
- Change prerequisite MOSs.
- Update minimum qualifications for an MOS. Up to 30 minimum qualifications may be specified per MOS.
- Add a linked factor for an MOS.
- Report the DEP Control Reference Record, table number for specified MOSs, tables, and factor ranges.
- Update DEP Control table number for specified MOSs, tables, and factor ranges.
- Report Wait List applicants by LOCID in the following categories:
 - 1) Tentative Reservations
 - 2) Reservations now possible
 - 3) All applicants on Wait List awaiting processing by AAWLP.
- Complete or cancel a Wait List Tentative Reservation (TR) made by AAWLP, or delete a Wait List Record which was created through AARQST.
- Update time-dependent qualifications for an MOS. A maximum of six time-dependent qualifications may be specified per MOS (Wait List only).
- Update seasonality records for all MOSs. Valid values for seasonality range from .01 to 99.99. Zero is not a valid seasonality value (Wait List only).
- Update search windows. Up to five accession characteristics are allowed for search windows. Within each character-

istic a maximum of seven levels of ranges are allowed.

- Change the expected no-show and attrition rates for a specified MOS.
- Change the MOS title and additional remarks for a specified MOS.
- Replicate time-dependent qualifications from one MOS to other specified MOSs (Wait List only).
- Replicate fine-tuning percentages from a specified MOS and fiscal years for other specified MOSs and fiscal years.
- Update associations between CMFs and MOSs, staff IDs and MOSs, or skill clusters and MOSs.
- Update an MOS description.
- Update AIT locations at which an MOS is offered.
- Update fine-tuning percentages for specified MOSs and fiscal years, or for all MOSs in a specified fiscal year.

4-1-7. List of Programs and Files in the Qualifications Module

a. The following is an alphabetic list of the programs in the Qualifications module, with a brief description of each program's purpose.

Table 4-6
List of Programs in the Qualifications Module

| Program | Purpose |
|---------|--|
| AAGET | Displays status of override indicator for DEP controls |
| AAWAIT | Monitors and processes applicants who accept Wait List status. |
| AAWLP | Searches for assignment for applicants on Wait List. |
| OVRIDE | Sets override indicator for recruit records on Hold status. |
| QUALS | Reports and updates all data on Quals file. |
| RUDEP | Reports and updates DEP Controls. |

b. The following is an alphabetic list of the computer files that contain the information processed in the Qualifications module.

Eligible Declined file

Ineligible file

Qualifications file 1

Qualifications file 2

Title and Remarks and Additional Requirements file

Wait List file

4-2. THE OPTIONS MODULE

4-2-1. Introduction

a. This paragraph describes the functions of the Options module and the management capabilities within this module. Paragraph 4-2-1 introduces the manager to enlistment options, describing their types and providing examples

of options available to potential recruits. Paragraph 4–2–2 describes how options policy is determined by Army policy makers. Paragraph 4–2–3 details managers’ various capabilities within the Options module. Paragraph 4–2–4 discusses REQUEST System limitations on options. Paragraph 4–2–5 describes how options affect the accession process. Paragraph 4–2–6 provides a list of all Options module computer programs and their purpose, and also a list of Options module files.

b. Enlistment options are incentives presented to qualified Active Army applicants to encourage their enlistment into needed MOSs. Enlistment options currently made available on the REQUEST system by Army managers provide a variety of choices to prospective enlistees. A sampling of these options includes: service in specialized areas such as the Army Communications Command, Army Airborne forces, or Army bands; educational options like the College Fund program; term of service options for duty tours of 2, 3, or 4 years; and cash bonuses of varying amounts.

c. Enlistment options are only offered in connection with a specific MOS and CTS combination. Throughout this paragraph, the abbreviation CTS will be used to identify the component (C), enlistment type (T), and sex (S) of applicants. The component will always be Active Army (AA) because enlistment options are only available to AA applicants. There can be six enlistment types as shown in Table 4–7.

**Table 4–7
Enlistment types**

| Enlistment type | Abbreviation |
|---|--------------|
| 1. Non prior service | NPS |
| 2. Prior service | PS |
| 3. Civilian acquired skills | CAS |
| 4. Prior service and civilian acquired skills | PCAS |
| 5. In-service | IS |
| 6. Retraining | RET |

d. The gender or sex will of course be male or female.

e. Also throughout this paragraph, the term MOS will be defined to include a manager’s ability to manipulate more than just one individual MOS. Managers may assign enlistment options to one MOS at a time; however, they may also assign options to a list of MOSs (not necessarily in numeric sequence), a range of MOSs (in numeric sequence) or to all possible MOSs. In addition, managers may assign enlistment options to two special categories of MOSs. The first category is a Career Management Field (CMF), which contains all the MOSs related to that particular field or area of work. For instance, CMF 19, Armor, consists of seven MOSs, among them 19D1, Cavalry Scout, and 19E1, Tank Driver. Refer to the Army Occupational Handbook for a complete description of CMFs and their related MOSs. Another special category of MOSs is a skill cluster. Skill clusters contain one or more CMFs and their associated MOSs. Thus, a skill cluster is a broader category than a CMF. The skill cluster EG, engineering, would include CMF 51, General Engineering, and CMF 12, Combat Engineering, among others. Table 4–8 illustrates the various ways managers can work with MOSs within the Options module.

**Table 4–8
Possible groupings of MOSs within the Options module**

| MOS group | Example |
|-------------------|------------------------|
| One MOS | 42D1 |
| A list of MOSs | O2T1, 24Q1, 00B1, 73C1 |
| A range of MOSs | 17K1 through 21L1 |
| All MOSs | all possible Army MOSs |
| One CMF | CMF 19 (Armor) |
| One skill cluster | EG (engineering) |

f. For example, the combination of the MOS O3C1 (Physical Activities Specialist), enlistment type PS (Prior Service), and gender (male) would allow the eligible applicant to opt for U.S. Army Airborne (Option 4). Candidates are only allowed to choose one primary enlistment option. However, primary options may have as many as thirteen associated or secondary options. In this case, Option 4 (a primary option) has four secondary options: a cash bonus (Option 17), a College Fund Program (Option 27), an 18-Month European Enlistment (Option 28), and a Buddy European Enlistment (Option 29). The applicant’s choice of secondary options is restricted according to Accessions Management Branch policy, which determines the combinations of primary and secondary options that will be offered to the applicant.

g. Besides providing enlistment incentives, options are a form of quality assurance for Army personnel managers.

To continue with the example of the MOS O3C1 for Prior Service males, Army managers currently limit the cash bonus option for that MOS/CTS combination to those applicants who agree to enlist for four years. This restriction assures managers of attracting only those applicants seriously interested in this MOS; otherwise, these applicants might not be willing to serve for four years when other MOSs demand shorter terms of enlistment.

h. Options are not offered in reassignment processing, except during the processing of Basic Airborne Training (BAT) qualifications. If the soldier desires BAT training, he or she may request Option 4, U.S. Army Airborne.

4-2-2. How Options Policy Is Determined

The starting point for entry of an enlistment option into the Army accession process is the list of Authorized Enlistment Options published in AR 601-210, the Regular Army Enlistment Program. This list provides the name of the option, the enlistment type and gender of the applicant for which it is available, and other enlistment options with which this option may be combined. Managers consult this list and then enter authorized enlistment options into the REQUEST System. Managers may only create options found on the AR 601-210 list.

4-2-3. Manager's Capabilities Within the Options Module

a. The Options module REQUEST is structured so that managers can readily implement Army enlistment options policy. To implement this policy, certain factors such as the MOS, enlistment type, and unit are quantified on the REQUEST system as "parameters," or controls. Army managers, by running the REQUEST computer programs detailed in Paragraph 4-2-6, can manipulate these parameters to exercise the capabilities of the Options module.

b. The four major capabilities within this module which are open to management parameter control appear below; the paragraph of the Handbook where each capability is discussed appears in parentheses after its corresponding entry:

(1) Army policymakers publish a list of authorized enlistment options. Using this list, managers can add, revise, or eliminate enlistment options available for specific MOS/CTS combinations. (Paragraph 4-2-3)

(2) Certain qualifications must be met by an applicant before an enlistment option is displayed in the core REQUEST program AARQST. Managers can specify qualifications for both primary and secondary options. (Paragraph 4-2-3)

(3) Enlistment options for specific MOS/CTS combinations have a limited number of reservations which can be made before the option is closed to applicants. Managers can set this reservations limit and declare the option open or closed. (Paragraph 4-2-3)

(4) Options file monthly records for primary option, MOS, and CTS combinations need to be created. Managers can automatically create these records. (Paragraph 4-2-3)

c. See Figure 4-13 for a graphic representation of options procedure.

4-2-3-1. Control of Options for Specific MOS/CTS Combinations

a. Managers may add primary and secondary enlistment options for use by core REQUEST programs, change certain features of options currently on REQUEST, and delete options from REQUEST.

b. Adding an enlistment option to REQUEST is a three-step process. First, the manager enters the pre-determined characteristics of the option onto REQUEST by collecting from AR 610-210 the option number, its title, its CTS data, and other options with which the option may be associated. Second, the manager determines and enters onto REQUEST the remaining characteristics of the option to be added. Refer to Table 4-9 for a description of these manager-specified option parameters and their valid values.

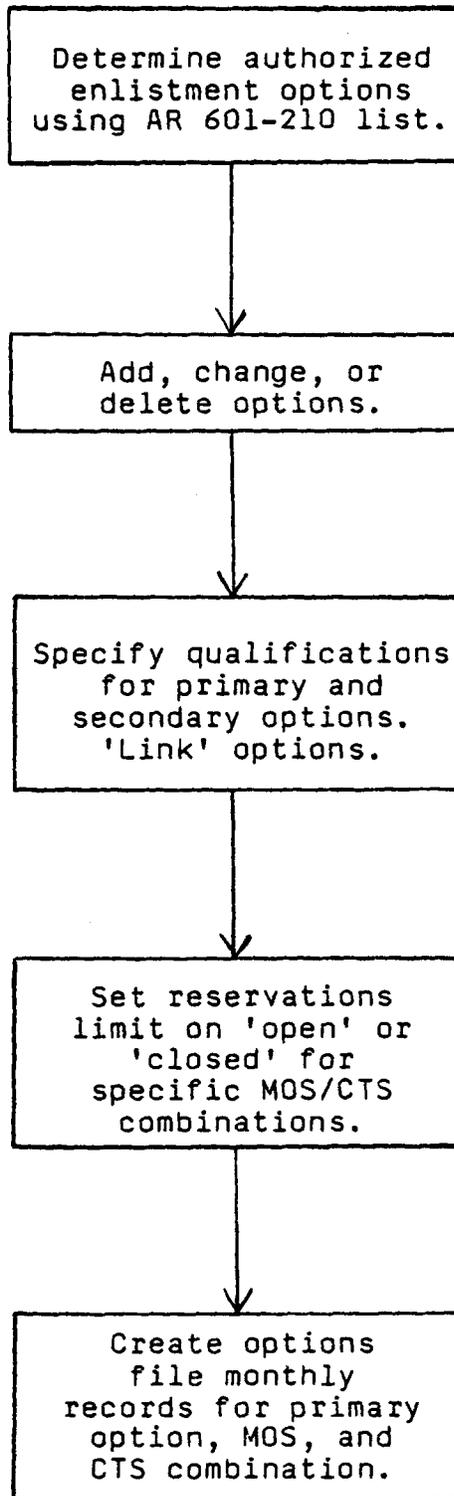


Figure 4-13. Options Procedure

**Table 4-9
Manager-specified option characteristics**

| Option Parameter | Valid Values |
|----------------------|--|
| Implied unit | If = UNCM, uncommitted first assignment; if = blank, guaranteed first assignment. |
| Indicator | If = Y, a primary option; if = C, closed or not available. |
| Status of the option | If = O, open or currently available; if = C, closed or not available. |
| Term of enlistment | If = 2, 3, 4, 5, or 6, the number of years service required to get this option; if = 0, no specified number of years required |

c. The third step in making an enlistment option available to applicants is to complete the information about the option on the REQUEST System. If the manager adds a primary option, that option, its associated secondary options, its status, and the quota of reservations to be accepted for this primary option must be attached in the OPTION program to a specific MOS/CTS combination. If the manager adds a secondary option or options, this secondary option information must be associated in the OPTION program with one particular primary option already connected to an MOS/CTS combination. Both primary and secondary options can be added for one month or several months.

d. Besides adding enlistment options, managers can make changes of varying complexity to primary and secondary enlistment options already on REQUEST. Managers would first use the OPTION program to obtain reports about all the enlistment options currently on the system and then proceed with any desired changes. The simplest change would be a revision of one option feature such as its required term of enlistment. A more complex change would be to revise the status of either a primary or secondary option already attached to an MOS/CTS combination. The most complex option change involves revising several features of a primary option: its status, its quota, and its associated secondary options.

e. Managers may decide that a particular option is no longer needed to attract qualified applicants. In that case, managers are able to eliminate both primary and secondary options from the REQUEST System. Managers have two choices in eliminating an option. The first choice is to remove the option completely, making it unavailable for any MOS/CTS combination. The second choice is to eliminate the availability of an option for a particular CTS and its accompanying MOS.

f. The REQUEST System provides one further type of enlistment options control besides the control of options for the MOS/CTS combinations described above. This control relates to enlistment options that require a security clearance, or Personnel Security Screening Detachment (PSSD). In the RPPSSD computer program, managers can obtain a report of basic training locations capable of conducting this security check and also a report of the MOSs and the enlistment options that require this security check. The RPPSSD program also allows managers to add to or eliminate from the list of available options those which require a security check, or PSSD.

4-2-3-2. Control of Options Qualifications

a. Managers determine the standards an applicant must meet so as to be eligible for a particular enlistment option. For example, managers set the qualifications for Option 27, College Fund Program, as first, an AFQT score of 50 or higher, and second, civilian education of at least a high school diploma.

b. Managers have complete control over these options qualifications. This control includes the ability to:

- determine the qualifications for enlistment options.
- link a pair of qualifications required for an option.
- revise options qualifications.
- eliminate specific qualifications from options.

c. The only REQUEST System constraint on this management control of options qualifications is that the qualifications chosen must be contained in the REQUEST Master Data Dictionary.

d. The procedures for adding, revising, or eliminating qualifications are straightforward. Managers use the OPTION program to report the qualifications currently needed for each MOS/CTS combination. Then, by specifying the option and CTS, managers may add, revise, or delete qualifications.

e. Another feature of options qualifications control, however, needs further explanation. Besides adding, revising,

and eliminating qualifications, managers may also “link” two qualifications for a particular option. If two qualifications are linked, the applicant need only meet one or the other of them to be eligible for that enlistment option.

f. For example, for Option 25, Electronic Warfare/Cryptological Operations, managers might link a mathematics qualification (the applicant’s civilian math education included trigonometry) and a years of education qualification (the applicant has completed at least fifteen years of civilian education). In this example, to be eligible for Option 25, the applicant would need either a trigonometry course or a minimum of fifteen years education, but not both. An options qualification may only be linked to one other qualification at a time.

g. Besides creating qualifications links, managers may break the link between qualifications. In that case, the applicant would need to meet both qualifications to be eligible for the option. In the example given above, if the link between the mathematics qualification and the years of education is broken, the applicant would need both trigonometry and fifteen years’ civilian education to qualify for Option 25.

4-2-3-3. Control of Quotas and Status

a. Once primary enlistment options have been entered onto REQUEST, managers may exercise two more controls over enlistment options. First, they may determine the quota (maximum number) of reservations to be allowed for a specified MOS and CTS combination. Should the reservations quota be met, managers may also increase the quota, if desired.

b. Second, because managers set the status of primary enlistment options, they control the availability of primary enlistment options for particular MOS/CTS combinations. Managers may assign primary options a status of “open” (available to eligible applicants) or “closed” (not available to eligible applicants). An added feature of status control is the manager’s ability to determine the length of time the open or closed status is in effect. This length may be set for one month, for a range of months, or without a time limit.

c. To facilitate this managerial control of quotas and status, the OPTION program provides several reports with information on options quota and status. Managers may report primary options, their current status, the current quota of applicants for each option, and the number of reservations already made for that option. Managers may also report both open and closed primary options allocated to specific MOS/CTS combinations.

4-2-3-4. Creation of Options File Records

a. The Options file of the REQUEST System contains all the information related to enlistment options. There are several types of information on this file, one of which is a monthly options record. The monthly options records contains the status, the quota, the number of reservations made, and up to five secondary options associated with one primary option. The primary option on the monthly options record is also associated with a specific MOS/CTS combination, as described earlier in Paragraph 4-2-1.

b. Because primary options can be associated with any MOS or MOS group over a period of several months, there are thousands of possible combinations of primary option/MOS/CTS for a given month. Each of these possible combinations requires its own monthly Options file record. To prevent managers from having to create or eliminate these thousands of records manually, one by one, the REQUEST System allows managers to create new monthly records on the Options file or to eliminate monthly records from the file automatically, using an existing monthly record as a model. This process of automatic record creation and elimination is known as replication. Managers may replicate Options file records using the RPLOPT program. The following paragraph details replication capabilities using RPLOPT.

4-2-3-5. Record Replication Capabilities

a. Record Replication Capabilities details.

(1) The current month must be used as the beginning of the range of months for record replication.

(2) Replication may not be used to add or eliminate records automatically for any month prior to the current month.

(3) Records may be added to or eliminated from the Options file up to the last RECSTA month listed on the Quota file.

(4) In the replicate - add option, records will not be added for the primary option specified if that option does not appear in the Options Authorization record for the specified MOS and CTS.

(5) In the replicate delete option, the program will not allow the deletion of a Monthly Option record which has a reservation count of greater than zero.

(6) In the replicate-change option:

- Changes can be made in existing Monthly Option records for a range of primary options, enlistment types, and sex.
- Reservation counts on the Monthly Option records will not be changed.
- Changes will be performed only on existing records. No records will be added.
- The change to the original record to be replicated will be made regardless of the answer to the “READY TO REPLICATE” prompt.

b. To illustrate this replication process, suppose that the December 1982 monthly Options file record for the MOS 03C1 for Prior Service males contained the following information:

**Table 4-10
Record Replication Capabilities**

| MOS | OPTION | STATUS | QUOTA | RESERVATIONS | ASSOCIATED OPTIONS |
|------|--------|--------|-------|--------------|--------------------|
| O3C1 | 3 | 0 | 5000 | 125 | 17,27 |
| | 19 | 0 | 3000 | 250 | 17,27 |

c. Suppose that the manager wishes to create a replica of this December 1982 record for the months of January, February, and March 1983 to apply to Prior Service males for the MOSs O3C1, 4201, and 1181. Using the RPLOPT program, the manager may create this set of nine records.

d. After replication, the January, February, and March 1983 Options file record for the MOS O3C1 would look like this:

**Table 4-11
Record Replication**

| MOS | OPTION | STATUS | QUOTA | RESERVATIONS | ASSOCIATED OPTIONS |
|------|--------|--------|-------|--------------|--------------------|
| O3C1 | 3 | 0 | 5000 | 0 | 17,27 |
| | 19 | 0 | 3000 | 0 | 17,27 |

e. The records for the MOSs 42D1 and 11B1 would be identical to the O3C1 record. Note that the replicated records contain exactly the same information as the December 1982 model record with one exception: the reservations count will not be transferred from December 1982 because this count must be accumulated each month.

f. On the other hand, managers may wish to use the record replication capability to eliminate monthly Options file records for particular primary option/MOS/CTS combinations. Again using the RPLOPT program, managers may choose one monthly record as a model and then proceed to eliminate a series of records for other months and other primary option/MOS/CTS combinations. Note that when a series of monthly Options file records is deleted automatically from the Options file via the RPLOPT program, the number of reservations on each of those monthly records will not be saved but will also be eliminated.

4-2-4. REQUEST System Limitations on Options

a. Managers need to be aware of certain REQUEST system limitations on the number and content of enlistment options.

b. The following limitations apply to the number of enlistment options on REQUEST. The system can contain no more than 25 options (primary or secondary) at any given time. In addition, the system supports a maximum of 5 secondary options associated with each primary option. In cases where the maximum number of available enlistment options has been reached, managers would need to eliminate an option currently on the system in order to make room for another option.

c. There is also a system limitation on the definition of options qualifications. Managers may only use those terms, or "factors", which are defined in the REQUEST Data Dictionary. This limitation insures that options qualifications will be defined in a consistent manner.

4-2-5. How Options Affect the Accession Process

a. Management control of enlistment options has a direct impact on the list of MOSs displayed to an applicant in the Search mode of the core accession program AARQST. To understand this impact, managers need to know how the AARQST program works in its Search mode.

b. AARQST checks the applicant's personal data against the Army's MOS priority needs and training class availability. This check is carried out at three levels, as depicted in Figure 4-14. Answers to all AARQST questions at Level 1 must be obtained as indicated in this figure before AARQST proceeds to Levels 2 and 3. Note that it is at the second and third levels that enlistment options come into play.

| | Required Answer: |
|--|---------------------|
| Level 1: MOS Checks | |
| a. Has the fiscal year quota for the MOS been met? | No |
| b. Is the applicant qualified for this MOS? | Yes |
| c. Are there training spaces and class dates available for this MOS within the applicant's search window? | Yes |
| | Required Answer: |
| Level 2: Primary Enlistment Options Checks | |
| a. Is the applicant eligible for any of the primary enlistment options associated with the MOS from Level 1? | Yes |
| b. Is the status of the primary option(s) open? | Yes |
| c. Is there space for the primary option for that month and CTS? | Yes |
| Level 3: Primary Options/Unit Check | |
| a. Is there a unit associated with the primary option(s) with space for this MOS? | Yes |

Figure 4-14. AARQST 3-level check including enlistment options check

c. To illustrate how options affect the accession process, let us use the example of an applicant who has passed all AARQST Level 1 checks. Our sample applicant is a non-prior service male who has been determined eligible for MOS 42D1, Dental Lab Specialist. The primary options associated with this MOS/CTS combination are: Option 3 (Training of Choice), Option 18 (Special Unit), Option 19 (Station of Choice), and Option 26 (Two-Year Enlistment). In its Level 2 check, the AARQST program must determine:

- (1) if this applicant meets the requirements managers have set for any of these options; and
- (2) if the options for which the applicant meets the requirements are open.

d. If the applicant is found eligible for one or more of these primary options, and if those options are open, AARQST proceeds to its third level of checking. Let us presume that the AARQST program found the sample applicant eligible for Option 3 (Training of Choice) and Option 19 (Station of Choice). AARQST now performs its third level check for units which are associated with Options 3 and 19 and which have space for an MOS 42D1 enlistee.

e. When the requisite unit is available, the AARQST program displays the MOS 42D1 with enlistment Options 3 and 19 to the applicant. At this point, the applicant selects either option 3 or option 19, since only one primary option may be chosen. The Guidance Counselor enters the applicant's primary option choice into the AARQST program.

f. The AARQST program next matches the applicant's personal qualifications against the qualifications managers have attached to secondary options associated with the selected primary option. Our sample applicant chose Option 19, Station of Choice, and was found eligible for both its secondary options: Option 17 (Cash Bonus) and Option 27 (College Fund Program). The applicant may then choose either or both of these secondary options.

g. Once the applicant has selected the primary and secondary enlistment options accompanying a specific MOS/CTS combination, the role of enlistment options in the accession process is complete. At this point, the applicant must

decide whether or not to make a reservation for the complex combination of MOS, training dates and locations, and enlistment options presented.

4-2-6. List of Programs and Files in the Options Module

a. The following is an alphabetic list of programs in the Options module and a brief description of each program's purpose.

Table 4-12
List of Programs and Files in the Options Module

| Program | Purpose |
|---------|--|
| OPTION | Reports and updates information on Active Army enlistment options. |
| RPLOPT | Automatically creates or eliminates monthly records from the Options file. |
| RPPSSD | Reports and updates up to three enlistment options associated with Personnel Security Screening Detachments (PSSDs). |

b. The following is an alphabetic list of the computer files that contain the information processed in the Options module.

Basic Training file

Location of Training/Prerequisite Skills file

Options file

4-3. THE BONUS MODULE

4-3-1. Introduction

a. The BONUS module provides managers with the capability to attach monetary incentives to specific job skills and RECSTA dates, and to establish or alter the qualifications required to receive these awards upon enlistment. Managers set standards and offer incentives which will generate manpower into those MOS specialties with a shortage of personnel, and at the times which will best serve the accession process in reaching enlistment quotas.

b. Paragraph 4-3-1 introduces Army managers to the BONUS module and to the budget and cash awards which the module can manipulate. Paragraph 4-3-2 describes the manager's controls over the elements and options of the module. Paragraph 4-3-3 discusses the effect of these controls upon Army accession policy. Paragraph 4-3-4 illustrates how bonuses affect the accession process. Paragraph 4-3-5 covers the applicability and access levels of the different user groups to the module's various functions. Paragraph 4-3-6 lists the applicable programs and files.

c. Monetary incentives are intended to enhance an enlistment reservation offer and induce an applicant to choose an MOS position and starting date beneficial to the Army accession process. Bonus amounts will vary with the priority of the MOS, as determined by the Hierarchy score (see Paragraph 4-10), and the urgency of need for personnel in the particular job specialty. Bonuses may also fluctuate in conjunction with qualification criteria and RECSTA entry dates linked to an MOS by Army managers. A base award amount is established for each MOS, which may then be increased for different entry dates or qualification levels. These increases may not exceed the maximum bonus level imposed by Army managers according to their annual budget.

d. The budget for bonus awards is established for each fiscal year by the Monetary Incentive branch of MILPER-CEN as a portion of the total accessions budget. Managers can monitor the budget and remaining balance totals for any week of a fiscal year, then allot portions of the balance to specific MOS skills as incentive awards. Portions of each MOS allocation are, in turn, spread over the entire fiscal year, with a percentage of each MOS training class targeted for bonuses.

e. To illustrate how this system operates, a manager can run the RECAP report, on the BONUS program's Bonus MOS Information mode, to determine the total annual bonus budget, for example \$500,000 for this fiscal year, of which \$400,000 remains after six months. The manager might allocate \$40,000 of this balance to increase reservations for a particular MOS in the final six months of the year. Of this \$40,000, he or she might further target \$10,000 to each of the four training class start dates remaining in the year, with base awards of \$1000 to be offered to up to 10% of the individuals reserving places in each class. The manager can then fine-tune these figures, using the managerial controls

discussed in Paragraph 4-3-2, to assure that budget limits are not exceeded and to increase or decrease weekly incentives as indicated by actual reservation figures.

4-3-2. Managerial Controls Within the BONUS Module

In the early version of the REQUEST System, managers could only attach bonus awards to specific MOSs. The MMM enhancement to the system (see Paragraph 3-2) provided managers with capabilities to set incentives not just by MOS, but also for each skill cluster and Career Management Field (CMF). Now, managers can also link bonuses to desired RECSTA months, and attach minimum qualifications which are necessary to receive an award. The following paragraphs detail these additional managerial controls.

4-3-2-1. MOS/RECSTA Controls

a. Table 4-13 lists the primary factors to which a manager can attach cash awards.

Table 4-13
Primary managerial options

| Factor | Example |
|---------------|------------|
| MOS | 12E1 |
| List of MOSs | 12E1, 12F1 |
| Range of MOSs | 12B to |
| CMF | 12E1 |
| Skill Cluster | 12E1 |
| Staff ID | 100 |

b. A manager can attach bonuses to any of the primary factors listed in the left column of Table 4-13. Depending upon the Bonus budget and projected Army needs, the manager can choose to attach incentives to a single MOS needing reservations, or to a more general group such as a CMF or range of MOSs within a CMF.

c. The bonus can be further defined by limiting awards to a single month, or to a range of months in which slow sales are anticipated. Thus, the manager might decide to offer a base award to anyone entering MOS 12F in the course of a fiscal year, or to limit bonuses to reservations made for June, or June to September, for example. A manager may also attach an additional incentive, above the base award, for reservation commitments for specific weeks, or for the qualifications described in the following paragraph.

4-3-2-2. Control of Qualifications

a. Managers can establish minimum qualification values which an applicant must meet to receive a cash incentive. Managers may select from the qualification factors contained on the Data Dictionary (see Paragraph 4-9), such as AFQT scores or education level. The factor is linked to an operator (greater than, less than, or between) and to a minimum value or value range depending upon the operator. Table 4-14 shows an example of a minimum qualification standard.

Table 4-14
Minimum qualifications sample

| FACTOR | OPERATOR | VALUE 1 | VALUE 2 |
|-----------------|--------------------------|---------------------------|---------|
| Education Level | Greater than or equal to | HSDG (High School Degree) | |
| AFQT Score | Between | 60 | 70 |

b. If the values shown in table 4-14 are linked to a bonus, applicants must have at least a high school degree and an AFQT score between 60 and 70 to qualify for a bonus in their desired MOS. Those who score below the minimum values may still reserve an MOS position, but are not eligible for the cash award. Bonus qualifications may also be linked with additional incentives above the base amount. For example, the base award for meeting the minimum qualifications set in table 4-14 might be established at \$500, to which an additional \$100 incentive may be attached for applicants who have a college degree, or who scored 70 to 80 on the AFQT. Higher awards may be added on until the bonus ceiling is attained — the dollar limit which one individual may receive in bonuses.

4-3-2-3. Budget Controls and Status

a. Managers should be aware that Bonus options are available only if the Bonus option is available on the monthly option record and there is money remaining on the monthly Bonus record. Cash incentives may only be offered as long

as the Bonus budget, described in Paragraph 4–3–1, is not exceeded. For this reason, bonus awards are usually targeted at only a percentage of the individuals entering an MOS for any given class date or range of months — the first 25% of qualified applicants, for example. Managers can set this training class percentage according to the balance remaining in the annual budget and the priority of the MOS.

b. Once either the budget total is exhausted or the class percentage goal is awarded, the manager closes the status of the bonus for the specific MOS. Bonuses may only be offered while status is open, so a manager can temporarily step the expenditure of the Bonus budget when necessary, by monitoring the budget totals, and updating status accordingly.

c. Table 4–15 lists the managerial controls over the rate of budget expenditure.

Table 4–15
Managerial controls over the rate of budget expenditure

| CONTROLS |
|---|
| – Closing status indicator |
| – Changing the percent per training |
| – Modifying the amount of base award for an MOS |
| – Modifying the maximum bonus limit |
| – Altering the qualification factor values |

c. By monitoring monthly budget totals and the remaining budget balance, a manager can pace the rate of budget expenditure over the course of the fiscal year. Then, using the controls listed in table 4–15, the manager can temporarily suspend bonuses by closing the status indicator, or can slow bonus expenditures by universally decreasing award amounts, and increasing qualification standards to make bonuses more difficult to attain.

4–3–3. Effect of the BONUS Module on Army Accession

a. Cash incentives induce personnel into the Army. The Bonus Module gives managers a means of influencing which MOSs and RECSTA dates these applicants will choose when making their reservations. The module also provides control over the month these reservations will be made for, to provide a regular flow of personnel over the course of the year. Figure 4–15 illustrates the manager’s bonus control process.

b. To illustrate this effect, the example from Paragraph 4–3–1 may be carried further. A manager notes from the BONUS program’s MOS Information Report that reservations in MOS 55B (Ammunition Specialist) are low in relation to the corresponding quota. Historically, the summer months are a low sales period for 55B reservations. As shown in Paragraph 4–3–1, the manager checks the budget total (\$500,000), ascertains the remaining balance (\$400,000), and then allots \$40,000 to spur sales of MOS 55B. Since summer months are the problem period for sales, the manager targets the largest share of the \$40,000 for this time span, assigning \$20,000 for the training class beginning in June. He or she also sets the training class percentage at a high 75% level — three-quarters of the individuals in the June class may be offered bonuses. The manager divides the remaining balance of the MOS allotment to the final class starting dates and affixes a lower training percent to each class. The result should be a higher total of reservations for the June class date and proportionately more applicants for the remaining classes. If sales still lag, the manager can raise the base award amount, making the option more lucrative, or link additional bonuses to specific RECSTA weeks. If the response is too great, conversely, the manager may lower incentives, raise minimum qualifications, or temporarily suspend the bonus by closing the status indicator.

c. To a certain extent, managers can also control the caliber of personnel entering an MOS, CMF, or skill cluster. By offering cash incentives linked to higher qualification factors from the Data Dictionary, the MOS is more likely to receive a larger percentage of higher quality applicants.

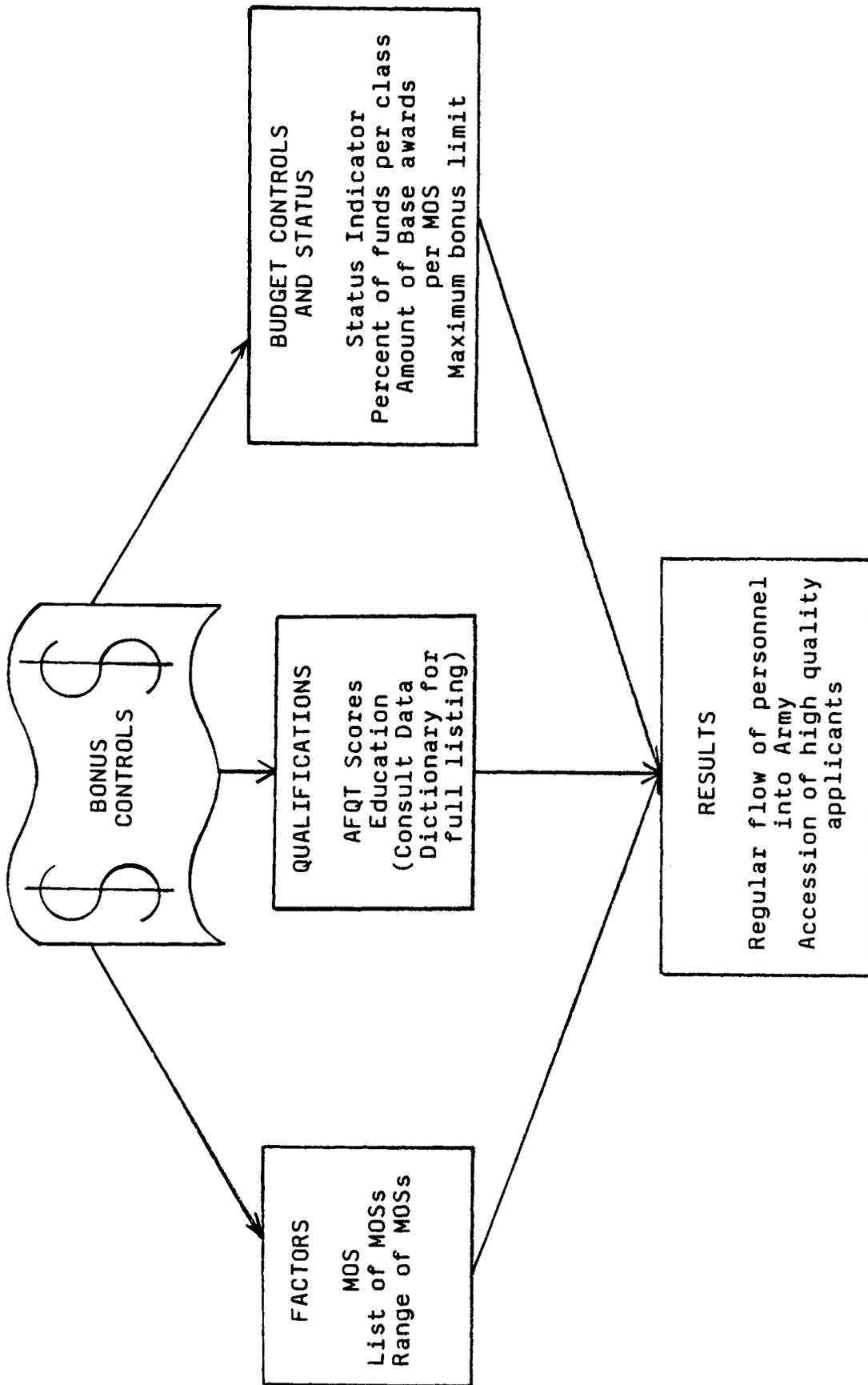


Figure 4-15. Manager's bonus controls

4-3-4. How Bonuses Affect the Accession Process

Bonus incentives are a secondary enlistment option which may be linked to one of the primary options, such as Station of Choice or Unit of Choice (see Paragraph 4-2), for example, to induce personnel into a reservation slot. After an applicant has been matched with an MOS and primary option by the core reservation process, the system then matches his or her qualifications and RECSTA date with available secondary options. A cash incentive may be offered if: the applicant meets all qualification factors, the status of the option is open, and a valid unit of first assignment under the option can be found. Failure to merit a bonus, however, will not prevent an applicant from enlisting.

4-3-5. Bonus Policy Determination

Monetary incentives policy is determined and implemented at various management levels of MILPERCEN. A portion of the entire Army budget for each fiscal year is allotted to MILPERCEN for cash incentives, on the basis of budget figures calculated at the Monetary Incentives branch. The total bonus budget is then allotted by MOS, RECSTA week, and qualification with specific policy implemented in the following manner:

- Budget totals, maximum bonus awards, and base award amounts are established by the Monetary Incentives branch and loaded into the system by Accessions Management.
- RECSTA weeks linked to bonuses are set and loaded by Accessions Management.
- Minimum qualifications are established by DCSPER, linked to bonus awards by Monetary Incentives branch, and loaded by Accessions Management.
- Training class percentage is determined and loaded by the Schools branch of Accessions Management with input from TRADOC.
- Status is monitored and updated by Accessions Management.
- BONUS program reports can be accessed by the REQUEST/RETAIN branch and TRADOC.

4-3-6. Applicable Programs and Files

All monetary incentive information is contained on the BONUS file. Updates of this file and all BONUS module functions, discussed in Paragraph 4-3-2, can be accomplished by running the BONUS program.

4-4. THE ANNUAL PROGRAM MODULE

4-4-1. Introduction

a. This chapter describes the Annual Program module of the REQUEST System. Paragraph 4-4-1 introduces the manager to the purpose of the Annual Program module. Paragraph 4-4-2 details management capabilities within the Annual Program module. Paragraph 4-4-3 illustrates how annual program controls affect the reservation process. Paragraph 4-4-4 lists the computer programs and files found within this Annual Program module.

b. The annual program defines Army recruiting objectives by fiscal year, MOS, enlistment type and sex, and component. REQUEST accesses this portion of the system to determine whether the yearly limit has been met for recruits with a given MOS, enlistment type, and sex. Accession Accounting records, which can monitor and control the flow of accessions by fiscal year, MOS, and accession characteristics, are also reported and updated within the Annual Program module.

c. The purpose of the Annual Program module is twofold. First, the module allows Army managers to monitor and to control the number of accessions into all MOSs. Second, Army managers may monitor and control the quality of annual accessions into an MOS according to accession characteristics such as AFQT score and educational level. Managers then allocate the percentage of recruits with these particular accession characteristics allowed to enlist in an MOS in a given fiscal year.

d. Army managers monitor accessions via a series of reports available in the Annual Program module. These reports provide managers with data to evaluate progress toward two Army accession objectives: annual program objectives by MOS and distribution of recruits among MOSs by accession characteristics. The AAPROG, ARPROG, and NGPROG programs allow Army personnel to monitor MOS fill by any combination of component, enlistment type (PS and NPS), and sex. Current status of progress toward the annual program (e.g., percent fill and number left to go) can be compared to the number of class seats available to that MOS for the remainder of the fiscal year. The data can be obtained for one MOS, MOSs in a SC or CMF, a user specified list of MOSs, or all MOSs. AAPROG also displays the

status of MOS Accession Mission Management by RECSTA year. See table 4-16 for a sample report format. Managers in Accession Management Branch and Monetary Incentives Branch have the capability to update columns B-E in this report. The data is arrayed in a manner that allows easy comparison among MOSs. REQUEST managers can also create tapes of the Annotated Complete Report data.

e. Army managers control the number of accessions each fiscal year by establishing an annual quota to reflect training requirement objectives and capacity constraints for each MOS. The annual quota is one of the three types of quotas which REQUEST provides to managers to control the number of recruits. The other two types of quotas are AIT weekly limit quotas and AIT class quotas. Table 4-17 illustrates these three types of REQUEST System quotas.

Table 4-16
AA FY MOS ACCESSION FY MISSION MANAGEMENT ODCSPER FORM 5

| AA FY MOS ACCESSION FY MISSION MANAGEMENT ODCSPER FORM 5 - AS OF _____ | | | | | | | | | | |
|--|--|---------------------------------|---|---|-----------------------------------|----------------------------|-----------------------------|------------|-----------------------|--------------------|
| MOS | (A) Scheduled Training Capacity | (B) Inventory Requirement | (C) Unconstrained Training Program | (D) Constrained Training Program | (E) Reservation Requirement | (F') Reservation ACC | (F'') Reservation DEP | (F) TOT | (G) Seats To Go | (H) Flexibility |
| 05H | 77 | 82 | 88 | 77 | 81 | 31 | 30 | 61 | 20 | 0 |
| 16C | 100 | 82 | 86 | 86 | 94 | 40 | 25 | 65 | 32 (97) | +3 |
| 13E | 50 | 31 | 35 | 35 | 39 | 7 | 15 | 22 | 11 (33) | -6 |
| 72H | *27 | 18 | 24 | 24 | 27 | 8 | 10 | 18 | 9 | 0 |

Notes:

* This number cannot decrease but could increase if changes to RC open up seats or vice versa

(A) Number of scheduled training seats allocated to the Active Component on REQUEST. This number will be for the period 1 Oct FY ____ to 30 Sept FY ____ and will represent the number of seats which support the FY accession mission (DAPC-PL).

(B) The unconstrained/unadjusted requirement for input to the force (AIT Graduates) factored to the period 1 Oct - 30 Sept (DAPC-PL).

(C) The number required to be input to AIT/OSUT in the period 1 Oct - 30 Sept without regard to constraints in the training base. If the MOS is constrained, the constrained number is in column D.

(D) The programmed input to AIT/ OSUT factored to the period 1 Oct - 30 Sept. If C is greater than D, the MOS was constrained in the arbitration process and the result is shown in D. (DAPC-PL)

(E) The USAREC Mission - This is (D) plussed up for no show rate and BT Attrition. The aggregated total for all MOS is equal to the FY mission. (DAPC-PL)

(F') Number of verified enlistments for 1 Oct thru 30 Sept, as of the date of the report (REQUEST).

(F'') Number of reservations in the Delayed Entry Program for 1 Oct thru 30 Sept, as of the date of the report (REQUEST).

(F) Number of reservations for accession 1 Oct - 30 Sept as of the date of the report (REQUEST).

(G) Number of seats which remain unreserved from date of report to 30 Sept (REQUEST).

(H) The result of (F) + (G) - (E) = (H): If +, can make E; if -, USAREC has lost seats; if 0, cannot miss any more (REQUEST).

Table 4-17
Three types of REQUEST System quota controls

| |
|------------------------|
| Annual Quotas |
| By Component |
| By MOS |
| By Enlistment Type |
| By Sex |
| AIT Weekly Limit Quota |
| By Component |
| By Enlistment Type |
| By Sex |
| AIT Class Quotas |
| By Component |
| By Enlistment Type |
| By Sex |

f. The first type, annual quotas, is the subject of this paragraph of the Handbook. Refer to Paragraph 4-6 for an explanation of AIT weekly limit and AIT class quotas.

4-4-2. Manager's Capabilities Within the Annual Program Module

The two major capabilities for managers within this module are listed below. The paragraph of the Handbook where each capability is discussed appears in parentheses after its corresponding entry.

(1) Managers can create and adjust annual program quotas and status codes to control the number of recruits enlisting in an MOS by fiscal year and combination of component, enlistment type, and sex (Paragraph 4-4-2).

(2) Managers can create and adjust Accession Accounting records. Using these records, managers can count and limit the percentage of recruits with specified accession characteristics allowed into an MOS for each fiscal year and combination of component, enlistment type, and sex (Paragraph 4-4-2).

4-4-2-1. Control of Annual Quotas and Status Codes

a. The REQUEST System maintains an Annual Accessions file for each Army component. These files contain MOS annual quotas, the percentage of reservations made to date related to each MOSs annual quota, and annual status codes (open or closed) for each MOS. This Annual Accessions file information is available for all 34 enlistment categories.

b. The Annual Accessions file also contains Accession Accounting records. These records contain information about applicant accession characteristics (for example, a specified range of AFQT scores) required for enlistment into a MOS in a given fiscal year. The Accession Accounting records are also available for all 34 enlistment categories.

c. The Annual Program module enables managers to establish and to revise annual quotas, annual status codes, and the Accession Accounting records on these Annual Accessions files. The rest of this chapter will detail control of annual quotas and status codes; Paragraph 4-4-2 will discuss control of Accession Accounting records.

d. There are two types of annual quotas on the Annual Accessions files. The first is called the "original projection" quota and refers to the annual number of reservations first anticipated to be needed for each MOS. The second type of annual quota is the "adjusted original" quota, which indicates a revision of the original projection quota as actual accessions into the MOS occur.

e. Using the AAPROG, ARPROG, and NGPROG programs respectively, managers may establish both the original projection and the adjusted original annual quotas. A typical sequence of managerial actions with these two types of quotas would occur as follows:

f. Managers would enter the original projection quota at the beginning of each fiscal year. For example, Active Army managers might initially enter 6000 as the original projection quota for fiscal year 1982 for MOS 71L1, Administrative Specialist, for AA male NPS applicants. Next, using the report capability of AAPROG (or ARPROG or NGPROG) managers would monitor reservations into each MOS as the fiscal year progressed. By January 1983, to continue the AA example, the AAPROG program might report 1000 reservations for MOS 71L1 by male NPS applicants.

g. In this example, since one-fourth of the fiscal year has elapsed but less than one-fourth of the original projection quota has been met, managers would next use the AAPROG program to revise the adjusted original quota to reflect the number of actual accessions. In this sample case, managers might change the adjusted original quota to 4000. Managers can continue to report both types of quotas and to revise the adjusted original quota throughout the fiscal year.

h. Like annual quotas, annual status codes are maintained in the REQUEST System by fiscal year for all MOSs and combinations of component, enlistment type and sex. The purpose of these annual status codes is to indicate the availability of the MOS to applicants trying to make a reservation.

i. Annual status codes have two valid values: YES and NO. A status code of YES indicates that the MOS is open to further reservations. A status code of NO means that no more reservations may be made even if the annual quota for the MOS has not yet been filled. Managers use the AAPROG (or ARPROG or NGPROG) program to set the value of the annual status code. Refer to Paragraph 4-4-3 for a discussion of how these annual status codes affect the reservation process.

4-4-2-2. Control of Annual Accessions by Accession Characteristics

a. Accession characteristics are personal qualities (physical, mental, and educational) associated with each applicant. Examples of accession characteristics include color perception (physical), AFQT score (mental), and years of education (educational). The core reservation programs compare these applicant characteristics with MOS qualifications to determine an applicant's eligibility for an MOS.

b. Within the Annual Program module, managers may single out one or more of these accession characteristics to gain control over the personal qualities of recruits. This capability is known as "Accession Accounting". Using this capability, managers can count and limit the percentage of recruits with specified accession characteristics allowed into an MOS for each fiscal year and enlistment category.

c. For instance, managers could use the Accession Accounting capability to count the number of AA non-Prior

Service females with the accession characteristic of a high school equivalency diploma who enlist in MOS 05C1, Radio Teletype Operator, in 1982. This tracking of the number of female recruits with this particular accession characteristic enables managers better to know the personal qualities of recruits enlisting in MOS 05C1. Managers may further use Accession Accounting to limit the number of AA non-Prior Service females with high school equivalency diplomas enlisting in MOS 05C1 in 1982. Managers express this limit as a percent. In this example, managers could use accession accounting to limit to 25% the number of female recruits as specified above. By restricting enlistment in 1982 into MOS 05C1 in this manner, managers can use their chosen accession characteristic as a control over the personal qualities of AA non-Prior Service female recruits.

d. To implement Accession Accounting, managers use the AAPROG, ARPROG or NGPROG programs. These programs allow managers to create or adjust an Accession Accounting record. On this record, the manager specifies:

- (1) The fiscal year for which Accession Accounting is in effect
- (2) The MOS (or MOS combination)
- (3) The applicant's component, type, and sex (CTS) combination
- (4) Accession characteristics and their corresponding ranges of values
- (5) The maximum percentage of recruits within the accession characteristic's range of values allowed to enlist in the MOS
- (6) A reservation denial code linked to the maximum percentage of recruits.

e. The first three Accession Accounting record entries have previously been discussed in this Handbook. However, the last three Accession Accounting record entries need further explanation.

f. In specifying accession characteristics for an Accession Accounting record, managers use data items from the Recruit portion of the system that are also listed in the REQUEST Data Dictionary and have a translation table value in that dictionary. Up to 15 separate Accession Accounting records, one record for every specified accession characteristic, can be created for each combination of fiscal year, MOS, and enlistment category. For example, managers could create an Accession Accounting record with the AFQT score as an accession characteristic for MOS 11B1, Infantryman, Active Army, fiscal year 1982, for non-Prior Service males.

g. Once managers have chosen an accession characteristic, the AAPROG (or ARPROG or NGPROG) program enables managers to set as many as seven ranges of valid values for each specified accession characteristic. To continue the MOS 11B1 example, managers could subdivide the valid overall range of AFQT values (between 0 and 100) into three more detailed ranges: 0–40, 41–80, and 81–100.

h. In building or adjusting an Accession Accounting record, managers need also to specify a maximum percentage of recruits. This percentage represents the portion of recruits within the specified accession characteristic's valid range (or ranges, if so subdivided) that will be allowed to reserve a training seat for that MOS and CTS combination. Valid values of this maximum percentage are 0%–99%.

i. Finally, managers need to set the reservation denial code. This code indicates whether applicants with scores within the accession characteristic's range of values will be denied a reservation once the specified percentage of reservations has occurred. When managers enter "YES" for the denial code, the core reservation programs will deny a reservation for the MOS, fiscal year, and CTS combination. When "NO" is entered for the denial code, the percentage entered on the Accession Accounting records will not result in denying a reservation. By creating Accession Accounting records with the entry NO for every denial code, managers use the Accession Accounting capability to monitor recruits by accession characteristic but not to deny reservations because of the specified accession characteristic.

j. A sample Accession Accounting record is shown in Table 4–18 for MOS 11B1, Active Army, non-Prior Service males. The "Start" and "End" values give the range of scores for the accession characteristic AFQT. The "% for Denial" sets the limit on the percentage of recruits allowable within that score range. The last column, headed by "Deny?", is the reservation denial code. If the entry under "Deny?" is yes, reservations will be denied when the percentage is met. If the entry is no, reservations will not be denied on the basis of the accounting records. Table 4–18 specifies that not more than 10% of AA NPS male recruits may have AFQT scores less than 41. Since there is no denial based on scores ranging above 40, the other requirements would have no effect on reservations.

Table 4-18
Accession Accounting Record with one accession characteristic

FY: 82
MOS: 11B1
AA NPS male

| Accession Characteristic: AFQT | | | | |
|--------------------------------|-----------|--------------|-------|--|
| Start Value | End Value | % for Denial | Deny? | |
| 0 | 40 | 10 | Y | |
| 41 | 80 | 70 | N | |
| 81 | 100 | 20 | N | |

k. Managers may also choose to place a second accession characteristic on each of the 15 Accession Accounting records available for a fiscal year, MOS, and CTS combination. In that case, managers would specify one characteristic as primary and the other characteristic as secondary. For example, managers could choose the accession characteristics AFQT score and CO score, making the CO score the primary accession characteristic and the AFQT score the secondary characteristic. Table 4-19 illustrates a record with two accession characteristics.

Table 4-19
Accession Accounting Record with two accession characteristics

FY: 82
MOS: 11B1
AA NPS male
Primary Accession Characteristic: CO Score
Values : 50 – 70

| Secondary Accession Characteristic: AFQT | | | | |
|--|-----------|--------------|-------|--|
| Start Value | End Value | % for Denial | Deny? | |
| 0 | 40 | 10 | Y | |
| 41 | 80 | 70 | N | |
| 81 | 100 | 20 | N | |

l. What are the results of creating an Accession Accounting record with two accession characteristics? The secondary characteristic adds another set of requirements to be checked before a reservation can be made. In the example in table 4-18, an AA NPS male in fiscal year 1982 would have to have a CO score between 50 and 70 before the AFQT score restrictions would have any effect on a reservation. If the applicant's CO score were 60, the core programs would then check his AFQT score. If his AFQT score were between 0 and 40 and the % for denial in this AFQT score range (10%) had been reached, this applicant would be denied a reservation on the basis of the Accession Accounting record.

m. If, on the other hand, the applicant's CO score were not between 50 and 70, the AFQT score restrictions on the Accession Accounting record would not apply. Combining two accession characteristics on the Accession Accounting record thus decreases the number of applicants to whom the Accession Accounting record restrictions apply but also allows managers to specify in greater detail the qualities of recruits they are either tracking or preventing from enlisting.

n. Once managers have designed one Accession Accounting record, they may wish to apply the identical Accession Accounting values to other MOSs.

o. Managers may use the RPLAAR program to have the values from one Accession Accounting record replicated, or automatically duplicated, across combinations of fiscal year, MOS, and CTS. Managers should note that only accession characteristics are replicated; reservation counts are not replicated when new Accession Accounting records are added via this replication capability. The RPLAAR program also gives managers the option of deleting Accession Accounting records automatically across combinations of fiscal year, MOS, and CTS.

p. Why would managers choose to add the Accession Accounting record requirements to the reservation process? There are several reasons. FIRST, accession accounting requirements can be used to enforce an equitable distribution of talent within each MOS. Second, these requirements can place ceilings on recruits with characteristics limited by law (Category IV applicants, for example). Finally, the use of Accession Accounting records allows Active Army

managers to track the percentage of recruits with particular accession characteristics allowed into an MOS for each fiscal year and CTS combination.

4-4-3. How Annual Quotas, Annual Status Codes, and Accession Accounting Records Affect the Reservation Process

a. The Annual Program module of REQUEST assists managers in meeting annual Army recruiting objectives for MOSs. The computer programs within this module allow managers to establish quotas for each MOS by fiscal year, by combinations of component, enlistment type, and gender, and by the personal characteristics of recruits.

b. To understand how control of MOS annual quotas and recruit accession characteristics affects the reservation process, it is necessary to have an overview of the series of checks made in the core reservation programs prior to the match between the applicant and the MOS. Table 4-20 illustrates this core program checklist. The asterisk next to a step identifies that step as an MOS annual quota or accession accounting check.

Table 4-20
Core reservation program checklist

| Checklist | Answer required to make a reservation |
|--|---------------------------------------|
| 1) Does the applicant meet the MOS minimum qualifications? | YES |
| 2) Does the applicant pass the individual MOS restrictions (e.g., male-only MOS)? | YES |
| 3) Does the applicant meet the minimum qualifications for any primary enlistment options? | YES |
| 4) Have the AIT weekly limit quotas been met? | NO |
| 5) Have the BT weekly quotas been met? | NO |
| 6) If non-OSUT, are these BT locations available for the week? | YES |
| 7) Does the applicant meet DEP control qualifications? | YES |
| 8) Does the applicant meet time-dependent MOS qualifications (Wait List only)? | YES |
| *9) Is the Annual Program status code open for this MOS and CTS combination? | YES |
| *10) Does the number of reservations equal the MOS's yearly limit (i.e., adjusted original quota)? | NO |
| *11) Do Accession Accounting records (if any) eliminate this applicant? | NO |
| 12) Is the AIT class status code open? | YES |
| 13) Has the AIT class quota been met? | NO/YES |
| 14) Is the status of the primary enlistment option(s) open? | YES |
| 15) Is there a first assignment unit associated with the primary enlistment option with space available for the MOS? | YES |

c. In the reservation program checklist shown above, there are three steps (8, 9, 10) in which MOS annual quotas and accession accounting records established by managers have a direct impact on the making of a training class reservation. Each of these steps will be briefly examined below.

d. In step (8), the core programs check the annual status code. As long as the annual status code is YES, the applicant continues to be eligible for the MOS. If the annual status code is NO, no reservation can be made for the MOS.

e. The REQUEST System automatically tracks reservations made into each MOS and CTS combination throughout the fiscal year. In step (9), the system checks whether the number of reservations equals that MOS's adjusted original annual quota. (Note that it is the adjusted original annual quota and not the original projection annual quota which the core reservation programs check.) When the number of reservations equals the annual quota, the REQUEST System automatically sets an internal indicator or flag, thereby preventing any further reservations. If, on the other hand, the MOS annual quota has not reached, reservation checking will proceed. Managers should understand that this closing of reservations into MOSs whose annual quota has been met is an automated REQUEST System function independent of managers' control.

f. When the number of reservations matches the MOS's annual quota, managers have two choices. Their first choice

is to leave that MOS closed to further reservations for the remainder of the fiscal year. Their second choice is to increase manually the MOSs adjusted original annual quota via the AAPROG (or ARPROG or NGPROG) program.

g. Once the manager increases this quota, the REQUEST System automatically resets its internal indicator and once again allows reservations into the MOS. Should the manager choose to increase the quota, he should also use the AAPROG (or ARPROG or NGPROG) program to determine if the MOS's status code is YES, for open to reservations. Without an annual status code of YES, no reservations can be made even if the MOS annual quota has not yet been filled.

h. The core programs will only check the Accession Accounting record (step 10) if managers have chosen to use the Accession Accounting capability of the REQUEST System. Assuming that Accession Accounting is in effect, the core programs access the Accession Accounting record for the manager-specified:

- Accession characteristic(s) and corresponding range of values;
- Maximum percentage of recruits within the accession characteristic's range of values; and
- The reservation denial code.

i. The core programs will only continue checking the eligibility of the applicant for this MOS when the following conditions are met:

- (1) The applicant has the specified accession characteristic and either:
- (2) The maximum percentage of recruits with this accession characteristic has not been reached

or:

(3) The maximum percentage of recruits with this characteristic has been reached but the reservation denial code is NO.

j. If the conditions described in the three steps above are not met, no reservation will be allowed for that MOS. When these three conditions are met, the reservation checking process continues.

4-4-4. List of Programs and Files in the Annual Program Module

a. The following is an alphabetic list of programs in the Annual Program module, with a brief description of each program's purpose.

Table 4-21
List of Programs and Files in the Annual Program Module

| Program | Purpose |
|----------|---|
| AAPROG | Reports and updates the Annual Accession file (AA only). |
| ARPROG | Reports and updates the Annual Accession file (AR only). |
| FROZEN | Reports MOS annual quota information. |
| MNTLGOAL | Reports Accession Accounting records and various quotas from the Annual Accessions file (AA, AR, and NG). |
| NGPROG | Reports and updates the Annual Accession file (NG only). |
| RPLAAR | Replicates Accession Accounting records on the Annual Accessions file. |

b. The following is an alphabetic list of the computer files that contain the information processed in the Annual Program module.

Annual Accessions files

Data Dictionary file

4-5. THE BT MODULE

4-5-1. Introduction

a. The U.S. Army, Army Reserve, and National Guard all offer their personnel several kinds of training classes. These classes ensure that Army personnel can perform successfully both within the military environment and also within a specific MOS.

b. The type of training each recruit receives depends on that recruit's enlistment category. Refer to Paragraph 1-3-1 for a complete description of REQUEST System enlistment categories. Table 4-22 through Table 4-24 illustrate the various training class sequences of trainees in these AA, AR, and NG enlistment categories. For reasons of space in these illustrations, the separate male/female categories were not listed. Thus, the AA enlistment category PS in the figure refers to both the AAPSM and AAPSF enlistment categories.

Table 4-22
BT and AIT training classes taken by trainees in AA enlistment categories

| Enlistment Category (AA) | BT | AIT |
|--------------------------|------|-------|
| AAPS | Yes* | Yes** |
| AANPS | Yes | Yes |
| AACAS | Yes | Yes** |
| AAPCAS | Yes* | Yes** |
| AAIS*** | No | Yes |
| AARET | Yes | Yes |

Notes:

* Only if AIT is: 1) needed, and 2) an OSUT class.

** At the discretion of MEP personnel.

*** The REQUEST System only makes training class reservations for IS personnel whose seat was reserved through the ALICIA program. Otherwise, IS reservations are made through the RETAIN System.

Table 4-23
BT and AIT training classes taken by trainees in AR enlistment categories

| Enlistment Category (AR) | BT | AIT |
|--------------------------|------|-------|
| ARNPS | Yes* | Yes* |
| ARIS | No | Yes |
| ARIRN | Yes | Yes |
| ARSP1 | Yes | No |
| ARSP2 | No | Yes |
| AARET | Yes | Yes |
| ARCAS | Yes | Yes** |

Notes:

* Either BT or AIT or BT and AIT

** At the discretion of MEPS personnel

Table 4-24
BT and AIT training classes taken by trainees in NG enlistment categories

| Enlistment Category (NG) | BT | AIT |
|--------------------------|------|------|
| NGIS | No | Yes |
| NGNPS | Yes* | Yes* |
| NGSP1 | Yes | No |
| NGSP2 | No | Yes |

Notes:

* Either BT or AIT or both BT and AIT

c. This Handbook will devote two separate chapters to managers' control over training classes. The rest of this chapter's discussion will focus on managers' controls over Basic Training. Paragraph 4-5-2 will describe managers' capabilities within the BT module of REQUEST. Paragraph 4-5-3 will discuss how managers' setting of BT quotas and BT locations affects the reservation process. Paragraph 4-5-4 provides a list of the computer programs and files found within the BT module. Paragraph 4-6 describes managers' controls over AIT classes.

4-5-2. Managers' Capabilities Within the BT Module

Managers have three major capabilities within the BT module of REQUEST. These three capabilities are listed below; the paragraph of this Handbook where each capability is discussed appears in parentheses after its corresponding entry.

- 1) Managers can establish quotas, by RECSTA week, for the number of individuals taking BT. (Paragraph 4-5-2)
- 2) Managers can assign specific BT locations to AIT training locations or to AA and AR/NG location IDs. (Paragraph 4-5-2)
- 3) Managers can declare BT locations open or closed to reservations. (Paragraph 4-5-2)

4-5-2-1. Control of BT Quotas.

a. The programs in this BT module give managers control over two types of BT quotas. For each RECSTA week, managers can monitor and revise:

- The BT capacity quota
- The BT limit quota.

b. The first type of BT quota, the BT capacity, represents the maximum number of trainees that can take BT at an individual BT location. The BT locations associated with this first type of BT quota can be further specified as male, female, or BT3 locations. The BT capacity quota applies to all trainees regardless of their component affiliation.

c. To illustrate a BT capacity quota, suppose that the male BT location Fort Jackson has a BT capacity of 655 for the RECSTA week of 6 December 1982. This BT capacity quota would mean that a maximum of 655 trainees could receive BT training at Fort Jackson the RECSTA week of December 6.

d. The BT capacity quota restricts reservations within the core reservation programs. Once 655 reservations involving male BT at Fort Jackson have been made for the RECSTA date of 6 December 1982, no further reservations for that BT location would be possible without manager intervention. Using the RPTBCT program, managers may increase the BT capacity, thereby opening that BT location to further reservations.

e. The second type of BT quota is the BT limit. The BT limit represents the maximum number of trainees who can take BT, applied at the component level. The BT limit is not linked to individual BT locations, but rather is an overall weekly limit for AA, AR, and NG trainees. For instance, for the RECSTA week of 13 December 1982, the BT limit might be as follows:

| | | |
|----------|----------|----------|
| AA LIMIT | AR LIMIT | NG LIMIT |
| 1320 | 200 | 500 |

f. This sample BT limit would mean that a maximum of 1320 AA enlistees, 200 AR enlistees, and 500 NG enlistees could take BT the week of December 13.

g. Like the BT capacity, the BT limit also restricts reservations. In the example, once 1320 AA reservations for BT

have been made for the RECSTA date of December 13, no further reservations could be made within the core reservation programs. However, as with the BT capacity, managers may use the RPTBCT program to increase the BT limit, thus re-opening reservations to AA applicants for that RECSTA week.

4-5-2-2. Control of BT Locations

a. When an applicant’s enlistment category requires BT, the core reservation programs must find the applicant a BT site, or “location”. BT locations are associated with both:

- AIT training locations
- AA and AR/NG locations within the geographic area of a MEPS.

b. Furthermore, each BT location is given a priority of either primary or secondary. An applicant would be sent to a primary BT location unless its capacity and limit quotas had been met. In that case, the applicant would go to the secondary BT location. Using the RPTBCT program, managers may monitor and control both BT locations and the BT location priority.

c. Managers have several choices in controlling BT locations. First, managers may assign additional BT locations to either AIT locations or AA and AR/NG locations linked to one MEPS location. In assigning these additional BT locations, managers designate a location priority (either primary or secondary). Finally, managers may eliminate BT locations corresponding to either AIT locations or AA and AR/NG locations.

d. To illustrate this control of BT locations, managers could use the RPTBCT program to assign Forts Knox and Leonard Wood as BT locations associated with the AIT location Fort Benjamin Harrison, making Fort Knox the primary BT location with Fort Leonard Wood the secondary location. Managers could use the same program to assign Forts Dix and Jackson as BT locations associated with the AA location Boston, with Fort Dix the primary and Fort Jackson the secondary BT location. Also via the RPTBCT program, managers could eliminate the primary BT location Fort Dix and the secondary BT location Fort Jackson from the list of BT locations associated with the AR/NG location Fort Hamilton, New York.

4-5-2-3. Control of BT Location Availability

a. Each BT location on the REQUEST System Basic Training file has a corresponding location availability status code. This status code represents the availability of that BT location for reservations. The status code has two valid values: Yes and No. If the BT location’s status code is Yes, a reservation may be made for that BT location. If the BT location’s status code is No, no reservation can occur. However, special situations exist in which an applicant will be admitted to a BT location even if the status code is No. If an applicant has requested an MOS which requires Personnel Security and Screening Detachment (PSSD) processing, an assignment must be made to a BT location which offers PSSD. If all BT locations supplying PSSD are unavailable, the REQUEST system will automatically override the NO status code and assign the applicant to an appropriate BT unit. The qualified applicant is insured of BT with PSSD placement regardless of the status code.

b. Managers use the RPTBCT program to declare BT locations either open or closed to reservations. Managers may make these status codes apply to a BT location for one RECSTA week or for a range of RECSTA weeks. Managers may also apply BT location status codes by individual component (AA, AR, and NG) and BT location type (male, female, or BT3 location).

c. To illustrate the use of BT location status codes, suppose that for the RECSTA week 12 June 1982, Army managers wish to make the male BT location, Fort Jackson, available to AR and NG trainees only. Table 4-25 illustrates setting BT location status codes as described.

**Table 4-25
BT location status codes sample**

| | | Reception Station Week of 6/12/82 | | |
|-------------|------|-----------------------------------|-----|-----|
| BT LOCATION | TYPE | AA | AR | NG |
| JACKSON | MALE | NO | YES | YES |

d. With the Fort Jackson status codes set as shown in table 4-25, male AA applicants will not be able to make a reservation involving BT at Fort Jackson during the specified RECSTA week. Note that a BT location status code of NO closes that location to reservations even if the BT location's quota has not been reached.

4-5-3. Control of BT Reassignment

Managers may reassign recruits who were unable to complete BT as an alternative to automatic separation from the Army. This BT 'recycle' process is controlled within the AIT Reassignment Module. See Paragraph 4-6-2 for a detailed description of the BT 'recycle' process.

4-5-4. How BT Quotas and BT Location Availability Affect the Reservation Process

a. To understand how control of BT location availability affects the reservation process, managers need an overview of the series of checks made in the core reservation programs. Table 4-26 illustrates this core program checklist. The asterisk next to a step identifies that step as a BT quota or BT location availability check.

Table 4-26
Core reservation program checklist

| Checklist | Answer required to make a reservation |
|--|---------------------------------------|
| 1) Does the applicant meet the MOS minimum qualifications? | YES |
| 2) Does the applicant pass the individual MOS restrictions (e.g., male-only MOS)? | YES |
| 3) Does the applicant meet the minimum qualifications for any primary enlistment options? | YES |
| 4) Have the AIT weekly limit quotas been met? | NO |
| *5) Have the BT weekly quotas been met? | NO |
| *6) If non-OSUT, are these BT locations available for the week? | YES |
| 7) Does the applicant meet DEP control qualifications? | YES |
| 8) Does the applicant meet time-dependent MOS qualifications (Wait List only)? | YES |
| 9) Is the Annual Program status code open for this MOS and CTS combination? | YES |
| 10) Does the number of reservations equal the MOS's yearly limit (i.e., adjusted original quota)? | NO |
| 11) Do Accession Accounting records (if any) eliminate this applicant? | NO |
| 12) Is the AIT class status code open? | YES |
| 13) Has the AIT class quota been met? | NO/YES |
| 14) Is the status of the primary enlistment option(s) open? | YES |
| 15) Is there a first assignment unit associated with the primary enlistment option with space available for the MOS? | YES |

b. In the reservation program checklist shown above, there are two steps (5, 6) in which the BT quotas and BT locations established by managers have a direct impact on the making of a reservation. Each of these steps will be examined below.

c. In step (5), the core programs check the two types of BT quotas: the BT limit and the BT capacity. Refer to Paragraph 4-5-2 for a detailed discussion of these two types of quotas. If the number of reservations made equals either the BT limit or the BT capacity, no more reservations can be made. If neither BT quota has been filled, the core programs proceed to step (6).

d. In step (6), the core programs check the availability of BT locations. Refer to Paragraph 4-5-2 for a definition of terms used in connection with BT locations. This step (6) actually consists of three parts.

e. First, the core programs find an available class suitable to the applicant's MOS. Once the appropriate AIT class has been found, the core programs find the primary BT location associated with that AIT class location. For example, the primary BT location for an AIT location at Fort Benjamin Harrison could be Fort Knox. If the primary BT location (Knox) is closed to reservations (because either a BT quota has been reached or managers have set this BT location's status code at No) the core programs check the secondary BT location. Assuming the secondary BT location for Fort

Benjamin Harrison is Fort Dix and that the secondary BT location (Dix) is open to reservations, a reservation including BT at Fort Dix could be made. Otherwise, if neither the primary nor the secondary BT location associated with the AIT location Fort Benjamin Harrison is open, the core programs proceed to step two.

f. In the second step of locating BT space, the core programs check the availability of BT training at the primary and secondary BT locations linked to one MEPS. Each MEPS has a series of BT locations (either AA or AR/NG) within its geographic area. The core programs proceed to check for available BT space first at the primary and then at the secondary BT location attached to the MEPS. If BT space is available at either the primary or the secondary BT location, a reservation could be made. Otherwise, the core programs proceed to their final step.

g. Third, the core programs check for any available BT location on the list of all BT locations maintained on the REQUEST System. If BT space is found, a reservation can occur. However, if BT space cannot be found after this three-step procedure is completed, no reservation can be made by that applicant for the MOS under consideration.

4-5-5. List of Programs and Files in the BT Module

a. The following is an alphabetic list of the programs in the BT module, with a brief description of each program's purpose.

| Program | Purpose |
|---------|---|
| BCTAIT | Reports the AIT weekly quotas and the number of BT reservations for each BT location. |
| BTUPD | Reports female BT capacity and current reservations information. |
| EXPECT | Reports the number of BT and OSUT reservations at specified reception stations by RECSTA date. Categorized by component, sex, OSUT, and BT. |
| RPBCT | Reports quotas and reservation information by week and month for BT and BT3 training. |
| RPPSSD | Reports and updates BT locations with Personnel Security Screening Detachments. |
| RPTAIT | Reports the status of AIT classes in a specific BT or AIT location. |
| RPTBCT | Reports and updates BT quotas, BT locations, and BT location availability (open or closed to reservations). |

b. The following is an alphabetic list of the data files used within the BT module.

- Basic Training file
- Location of Training file
- Personnel Security Screening Detachment file

4-6. THE AIT QUOTA MODULE

4-6-1. Introduction

a. As described in Paragraph 4-5-1, the Army provides AIT classes every fiscal year to prepare both new recruits and in-service personnel for work in an MOS. To supervise these AIT classes efficiently, managers need to know the number of individuals requiring AIT training in each MOS. In the Annual Program module discussed in Paragraph 4-4, Army managers establish this number, or "annual quota", at the beginning of the fiscal year and then adjust it periodically throughout the year. Because the annual quota for MOSs is subject to change, managers need the ability to adjust the "AIT quotas", that is, the number of individuals to be AIT-trained in each MOS throughout the fiscal year. Within this AIT Quota module, managers may set quotas for individual AIT classes and also weekly limit quotas of recruits and retrainees.

b. Paragraph 4-6-2 of this Handbook will describe managers' controls over AIT quotas. Paragraph 4-6-3 will discuss how AIT quotas affect the accession process. Paragraph 4-6-4 provides a list of the computer programs and files found within this module.

4-6-2. Manager's Capabilities Within the AIT Quota Module

a. Army managers control the quantity of recruits reserving AIT training class seats through a series of AIT quota

controls. The controls available to managers within the AIT Quota module are listed below. The paragraph of the Handbook where each of these controls is discussed appears in parentheses after its corresponding entry.

- (1) Managers can maintain the AIT Quota file. (Paragraph 4-6-2)
 - (2) Managers can set weekly limit quotas on the number of recruits and retrainees. (Paragraph 4-6-2)
 - (3) Managers can control the assignment of retrainees to BT or AIT classes via the AIT Reassignment Module. (Paragraph 4-6-2)
 - (4) Managers can set the quota of AIT seats available for individual AIT classes. (Paragraph 4-6-2)
 - (5) Managers can open or close individual AIT classes to future reservations. (Paragraph 4-6-2)
 - (6) Managers can set the conditions for AIT class seat sharing among components. (Paragraph 4-6-2)
- b.* Managers can utilize the NEWQTA program as a quota report tool to aid in the allocation of AIT class seats. Reports may display the number of unfilled seats, the number of seats available through the sharing window, and the status of the fine-tuning window. REQUEST managers are also able to create a magnetic tape of the reports by sex, all components, totals, all MOSs, and RECSTA date with monthly RECSTA date ranges.

4-6-2-1. Maintaining the AIT Quota File

a. The REQUEST System maintains an AIT Quota file containing information on AIT classes available to recruits in all Army enlistment categories. These AIT classes are associated with their corresponding RECSTA week date. Using the BQUOTA (batch processing) program, managers add and delete AIT classes from the Quota file as needed. With the CQUOTA (batch processing) and RUQUOT (interactive processing) programs, managers may make changes to AIT classes already entered on the Quota file.

b. The Quota file consists of two sections: fixed and dynamic. The fixed section contains permanent data elements related to AIT classes. An example of a data element on the fixed portion of the Quota file is the retrainee percent. Each data element has a valid value or values. For example, the valid value of the retrainee percent is the most current percentage (between 0% and 100%) entered by managers via RUQUOT. Managers may alter the retrainee percent (within its valid range of values). However, the data element retrainee percent is a fixed entry on the Quota file and cannot itself be altered.

c. By contrast, managers can add new data elements to the dynamic portion of the Quota file. The dynamic portion is like a manager's worksheet. On this worksheet, managers can add new data elements (and their valid values) relating to AIT classes. Managers use the RUDICT program in the Data Dictionary portion of the system to add new data elements to the Quota file. If managers add a new data element to this dynamic section of the Quota file, the new data element will then appear in the RUQUOT program either as an additional report heading or as an additional prompt for data entries.

d. The only precondition to the addition of new data elements is that these elements must exist on the REQUEST Data Dictionary. Refer to Paragraph 4-6 for a discussion of how managers use the Data Dictionary to add data elements to the AIT Quota file.

4-6-2-2. Control of Weekly Limit Quotas

a. Managers are able to monitor and control weekly limit quotas for new enlistees and retrainees. These quotas are associated with a RECSTA week date (thus the name "weekly limit quota") but not with an MOS.

b. The weekly limit quotas allow managers to place restrictions on two types of individuals. First, weekly limit quotas apply to enlistees in all three Army components and to some enlistment type and sex combinations. Weekly limit quotas for AA enlistees, for example, can currently be set on the REQUEST System for non-Prior Service, Prior Service, and In-Service males and females.

c. Second, weekly limit quotas control the number of retrainees that are assigned to AIT classes. Retrainees are those individuals who did not finish or successfully complete their first AIT class and therefore must be assigned to another AIT class.

d. Managers may use the RUQUOT program to report or change the weekly limit quotas for enlistees and retrainees. USAREC, USAR OCAR, and Pentagon users may report the Weekly Limit records on the Quota file, but may not update information. Table 4-28 illustrates a report of weekly limit quotas broken down by components.

Table 4-28
Weekly limit quotas report

| RECSTA WEEK 2/8/83 | | | | | |
|-----------------------------------|-------|-------|-----|-----|-----|
| WEEKLY LIMIT QUOTAS (TOTALS ONLY) | | | | | |
| RETRAINEES | | | | | |
| AA | AR | NG | AA | AR | NG |
| 17500 | 15000 | 13500 | 200 | 100 | 100 |

e. Managers may change any or all of these four weekly limit quotas. In this example, managers might choose to decrease the AR quota of enlistees to 10000 and to increase the retrainee quota to 1000. Table 4-29 displays the weekly limit quotas after such a change.

Table 4-29
Weekly limit quotas after adjustment

| RECSTA WEEK 2/8/83 | | | | | |
|-----------------------------------|-------|-------|-----|-----|-----|
| WEEKLY LIMIT QUOTAS (TOTALS ONLY) | | | | | |
| RETRAINEES | | | | | |
| AA | AR | NG | AA | AR | NG |
| 17500 | 10000 | 13500 | 500 | 300 | 200 |

f. Utilizing the weekly limit quotas feature of this module gives managers control over training seat allocations on a week to week basis.

4-6-2-3. The AIT Reassignment Module

a. Retrainees are those individuals who did not finish or successfully complete a BT or class and AIT therefore must be assigned to another training class.

b. To allow control over the assignment of retrainees, the REQUEST System includes the AIT Reassignment Module, a fully integrated REQUEST subsystem designed to streamline the process of reassigning recruits who have failed to complete BT or AIT training classes. The Module enables managers to select new training class reservations for all three components of the Army. In addition, managers can perform the following functions:

- (1) Direct the search and reservation process toward the needs of the Army;
- (2) Generate management reports of the reservations made by field users;
- (3) Use terminals to process retrainee reservations;
- (4) Complete and/or cancel any reassignments; and
- (5) Access information on all reassignments.

c. The AIT Reassignment Module benefits the Army in two ways:

(1) It provides a system for ensuring that retrainees will receive a class assignment suited to their skills and to the Army's needs; and

(2) It increases the probability that the retrainee will remain in school and help fulfill the Army's training mission.

d. How does the reservation system for retrainees differ from the REQUEST System as a whole? The AIT

Reassignment Module omits capabilities which are not applicable to the reassignment process. These omissions are:

- (1) Prerequisite processing;
- (2) Bonus processing;
- (3) Option processing, except for Option 4, or Basic Airborne Training (BAT);
- (4) Unit processing;
- (5) Unit Vacancy Listing (UVL) processing;
- (6) MEPSCAT code processing;
- (7) Split 1 and Split 2 processing;
- (8) Wait List processing;
- (9) DEP controls;
- (10) Accession accounting;
- (11) Personnel Security and Screening Detachment (PSSD) and Veteran's Educational Assistance Program (VEAP) processing;
- (12) REQMCS counter updates;
- (13) Updates of Transaction file or Balance files; and
- (14) Age or education adjustment for high school seniors (HSSR).

e. The following summary of the AIT Reassignment Module is divided into four parts: 1) a summary of BT reassignment controls and restraints; 2) a summary of the core programs in the module and their role in the reservation process; 3) additional management programs; and 4) submodules which outline factors involved in the reservation process, such as qualifications or quotas.

4-6-2-3-1. Control of BT Reassignment

a. Recruits who are unable to complete BT may be processed in one of two ways: 1) they may be separated from the Army; or 2) they may be reassignment to another BT class as a BT 'recycle.' This decision to 'recycle' is made on a case-by-case basis, according to a set of criteria determined by the Trainee Assignment Branch. For example, a recruit whose training is interrupted by an injury will be assigned to another BT class upon recovery. A recruit whose training is incomplete due to a felony conviction will be separated from the Army and excluded from the reassignment process.

b. A BT 'recycle' is subject to the following restrictions:

(1) The BT recycle will be reassigned into a class at the same location as his or her original class, whenever possible. As a result, the reservation for a BT class can be considered a replacement action, rather than a 'new' reservation;

(2) The BT recycle will be assigned a new AIT or AIT/BAT class based upon the retrainee window or the AIT date within the retrainee window (see Paragraph 4-6-2 for an explanation of the retrainee window); and

(3) The BT recycle will be given his or her original AIT MOS assignment, whenever possible, in addition to all other authorized MOSs (based on his departing MOS).

c. The actual reservation for a BT recycle is processed within the AIT Reassignment Module, rather than the REQUEST core reservation system. See Paragraph 4-6-2, the AIT Reassignment Module, for detailed information on the reservation process for BT and AIT retraining.

4-6-2-3-2. Summary of Retrainee Reservation Process

a. The following system overview describes the programs in the AIT Reassignment Module and their role in the retrainee reservation process.

b. The reservation process begins with the building of a retrainee record using the RETBLD program. RETBLD

enables users to create new retrainee recruit records, modify existing records without new AIT reservations, and display or delete the contents of retrainee recruit records and holding records. All users are allowed to create a retrainee record consisting of six items in addition to the recruit's component and SSN. In AA reassignment processing, these six fields are:

1. name;
2. sex;
3. BT or AIT retrainee code (BT or AIT);
4. LOCID of original reservation;
5. security clearance code (Y or N); and
6. RECSTA date of original reservation.

c. A seventh field, the SPLIT indicator, is added for AR and NG processing.

d. At this point in the reservation process, field user and management capabilities differ. To complete the record, a field user must wait until the RETRTV program runs during the nightly batch processing of KICKER. RETRTV accesses the Recruit Record file for remaining necessary recruit data, adds it to the data input through RETBLD, and creates a complete holding record. The user may display the record on his or her terminal the following morning by again executing the RETBLD program.

e. Management users have two choices: 1) build the entire record using RETBLD, or; 2) use RETRTV to construct the record. Managers may use RETBLD to complete a recruit holding record in 'rush' situations. For example, if a retrainee qualifies for an AIT class which begins the next day, the manager may build the recruit's record and process the reservation immediately. This procedure enables managers to fill AIT classes on extremely short notice. If a 'rush' situation does not exist, managers may wait until the nightly batch processing of RETRTV and complete the record the following day. For management use, RETRTV will automatically generate a printed report at Trainee Assignment Branch (TAB).

f. Before the actual reservation process begins, managers may run the RETSAL program to display the AIT training seats open to retrainees. RETSAL reports available seats by AIT date, MOS, and location for all three components. Using RETSAL reports, managers can avoid MOSs that have no available training seats.

g. Managers may also execute the RETBLD program to display the complete recruit record. The report output can be checked to verify that the record is accurate and complete before the actual reservation process begins.

h. After the record is built and verified, RTRQST is executed to make a retrainee reservation, according to the following steps:

- (1) Determine the retrainee window;
- (2) Check the list of authorized, that is, unrestricted MOSs;
- (3) Check the BAT qualifications;
- (4) Check the MOS availability;
- (5) Check the minimum qualifications;
- (6) Determine the appropriate RECSTA dates for reservations and check if AIT class seats are available for those dates;
- (7) Check the weekly limit, annual and class quotas;
- (8) Sort the remaining MOS according to retrainee hierarchy;
- (9) Display the choices to potential retrainee;
- (10) Enter the recruit's choice - automatically updates the following files;
 - Annual file
 - Quota file
 - BAT file (if applicable)
 - Retrainee Recruit file.

i. If the user wishes to cancel the reservation made, he or she may use the RTCNCL program. When RTCNCL is run, the reservation is cancelled and the complete holding record is returned to the Retrainee Recruit file. At that time,

the user is allowed to make a new reservation immediately. However, the seat reserved during RTRQST will not be returned to the Quota file, Annual file, or BAT file until the nightly batch processing of the CANDEL programs.

4-6-2-3-3. Additional Programs

The AIT Reassignment Module contains additional programs which are used to report or update file information:

1. RETSAL – reports available seats by AIT date, MOS, and location for all components.
2. RETMCP – controls MOSs that are restricted and prioritizes the skills offered to recruits. See Paragraph 4-6-2 for additional information.
3. RETQAL – updates and reports retrainee minimum qualifications. See Paragraph 4-6-2 for additional information.
4. RETRPT – provides a summary of reservations for one, a list, or all, training installations for all three components.
5. ACTAPE – creates a tape of all reservations on the Retrainee Recruit file.

4-6-2-3-4. Factors in the Reassignment Reservation Process

The following factors apply to both BT and AIT reservations. However, managers should refer to Paragraph 4-6-2 for additional limitations specific to BT reassignment processing.

4-6-2-3-4-1. Qualifications

- a. The AIT Reassignment Module allows manager control over the qualifications required for retrainee assignment to an MOS.
- b. Every MOS accessed in the AIT Reassignment Module has a set of associated qualifications, as in the REQUEST Qualifications Module. While each set of qualifications is composed of subsets, the number of subsets required in the AIT Reassignment Module is less than the number present in the REQUEST Qualifications Module. The following table shows a comparison of the qualifications subsets.

Table 4-30
QUALIFICATIONS SUBSETS

| REQUEST | AIT Reassignment |
|------------------------------|--|
| 1. The MOS description | The MOS description |
| 2. The MOS title and remarks | The MOS title and remarks |
| 3. Minimum qualifications | Minimum qualifications |
| 4. MEPSCAT code | <u>No</u> MEPSCAT code |
| 5. Dynamic factors | Dynamic factors |
| 6. DEP controls | <u>No</u> DEP controls |
| 7. Annual fine-tuning | <u>No</u> independent fine-tuning system |
| 8. Search window | Retrainee window |
| 9. Wait list | <u>No</u> wait list |

c. In addition, Wait List processing, time-dependent qualifications, and seasonality are eliminated in the AIT Reassignment Module.

d. The following paragraphs will describe these subsets and compare them with corresponding subsets in the REQUEST System.

4-6-2-3-4-1A. The MOS Description, Title, and Remarks

This portion of the qualifications set is identical to the description, title, and remarks appearing in the REQUEST System. Refer to Paragraph 4-1-2 for samples of these outputs.

4-6-2-3-4-1B. Minimum Qualifications

a. All individuals must meet or surpass all minimum qualifications associated with an MOS in order to be eligible for that MOS. However, an additional set of minimum qualifications exists for retrainees who wish to enter a specific MOS. The minimum MOS qualifications for a retrainee may be the same as those specified for a new recruit, or they may differ. Retrainee minimum qualifications take priority over new recruit qualifications. This 'overlay' process ensures that the retrainee will need to meet only those qualification levels appropriate to his specific situation. Figure 4-16 illustrates this 'overlay' process.

| <u>New Recruit Qualifications</u> | | | | | <u>Retrainee Qualification</u> | | | | |
|-----------------------------------|-----------------|-------------|------------------|------------------|--------------------------------|-----------------|-------------|------------------|------------------|
| | <u>/ FACTOR</u> | <u>/ OP</u> | <u>/ VALUE 1</u> | <u>/ VALUE 2</u> | | <u>/ FACTOR</u> | <u>/ OP</u> | <u>/ VALUE 1</u> | <u>/ VALUE 2</u> |
| 1. | PHY PROF | GE | 2222211 | | 1. | PHY PROF | GE | 2222211 | |
| 2. | CP | GE | NOR | | 2. | CP | GE | NOR | |
| 3. | ST | GE | 95 | | 3. | ST | GE | 80 | |
| | | | | | 4. | CIT | GE | Y | |

| <u>Qualifications After 'Overlay'</u> | | | | |
|---------------------------------------|-----------------|-------------|------------------|------------------|
| | <u>/ FACTOR</u> | <u>/ OP</u> | <u>/ VALUE 1</u> | <u>/ VALUE 2</u> |
| 1. | PHY PROF | GE | 2222211 | |
| 2. | CP | GE | NOR | |
| 3. | ST | GE | 80 | |
| 4. | CIT | GE | Y | |

Figure 4-16. Determining qualifications using 'overlay' process

b. Since factors 1 and 2 of the retrainee qualifications were identical to those in the new recruit qualifications, no values were changed. However, since the retrainee qualifications substitute an ST value of 80 for the original ST score, the 'overlay' system substitutes this value for the former ST score. Also, the CIT value of 'Y' is added to the qualifications during 'overlay'.

c. Managers may 'link' minimum qualifications in the AIT Reassignment Module, meaning that either qualification may be satisfied for an applicant to be eligible for the MOS. For example, if an MOS links the factors "AFQT GE 90" or "ED GE HSDG" an applicant would need a AFQT score greater than or equal to 90 or a high school degree to qualify for the MOS.

d. Managers and field users will receive specific reservation rejection messages if an applicant fails to meet minimum qualifications, or any other MOS admission requirements, such as quota checks. However, unlike the REQUEST System, managers and field users will not receive messages of different detail levels. See Paragraph 4-1-2 for an explanation of reservation rejection messages in REQUEST.

4-6-2-3-4-1C. Dynamic Factors

Managers may request the addition of data elements to the MOS qualifications record; they may also request that elements be scored by the hierarchy. Refer to Paragraph 4-1-2 for additional information on dynamic factors, and to Paragraph 4-9 for a further explanation of the Data Dictionary module.

4-6-2-3-4-1D. The Retrainee Window

The retrainee window is the number of days the system allows an applicant to search for an available class seat. The retrainee window indicates how many days prior to the start of an AIT class a retrainee may be eligible to fill empty class seats. The window must be a value between 0 and 99; 21 days is the current value. The retrainee window is an integral part of the formula for determining AIT class quotas for retrainees. Refer to Paragraph 4-6-5 for information on the use of this window in the class quota formula which determines the retrainee percent in each AIT class. Since

the AIT Reassignment Module contains no lookup mode in RTRQST, the retrainee window is used only in the search and reservation mode.

4-6-2-3-4-1E. How Qualifications Policy is Determined

MOS qualifications are determined by DCSPER, Trainee Assignment Branch, and Accessions Management Branch and loaded onto the AIT Reassignment Module system by Trainee Assignment Branch and Accession Management using the RETQAL program. This qualifications policy is determined as in Paragraph 4-1-5. Specific policy and implementation for each portion of MOS qualifications is handled as follows:

1. Minimum qualifications are determined by regulatory policy. DCSPER dictates what they will be, and Accession Management places them on the system.
2. Linked factors are determined by DCSPER and loaded by Accession Management.
3. Dynamic factors are determined by DCSPER and Trainee Assignment Branch and implemented on the AIT Reassignment Module by Accession Management and Trainee Assignment Branch.
4. Retrainee windows are determined by Accession Management and Trainee Assignment Branch and placed on the system by Accession Branch.

4-6-2-3-4-1F. How Managers May Influence Qualifications

- a. This paragraph identifies the capabilities available to managers in terms of retrainee qualifications.
 - b. Responsible managers can:
 - Update minimum qualifications for an MOS;
 - Add a linked factor for an MOS;
 - Update the retrainee window; and
 - Update the allocation percentages of unfilled AIT seats to retrainees.

4-6-2-3-4-2. Option4 Processing

There is no option, or associated option, processing in the AIT Reassignment Module, with the exception of Option 4, U.S. Army Airborne. If a BT or AIT retrainee desires Basic Airborne Training (BAT), the BAT date will be assigned as in the current AARQST program (see Paragraph 4-2-5). However, if the retrainee without BAT training desires an MOS that requires BAT, RTRQST will prompt the manager for an 'N' or 'Y' response to BAT. The manager must respond 'Y' to the BAT prompt. If an MOS requires BAT and the manager enters 'N', the program will transmit a message stating that BAT is required and will continue the prompting until the correct response, 'Y', is entered.

4-6-2-3-4-3. The Annual Program

The Annual Program in the AIT Reassignment Module, like the REQUEST System as a whole, is concerned with monitoring annual retrainee accessions into MOSs. However, the primary function of the retrainee Annual Program is to monitor and report annual accessions rather than to control accession characteristics. The retrainee Annual Program contains no provision for accession characteristics.

4-6-2-3-4-3A. The Annual Quota

- a. The retrainee annual quotas are loaded onto the Annual file by Accessions Management Branch (AMB) using AA, AR, and NGPROG. These quotas are entered using the Annual Program module of the REQUEST System itself.
- b. However, quotas in the AIT Reassignment Module are updated by the Trainee Assignment Branch (TAB) as well as AMB. The process of incrementing and decrementing retrainee accessions is controlled by managers using RTRQST, which automatically updates files when a reservation is made. The annual quotas are maintained by fiscal year for all MOSs and combinations of component (C), enlistment type (T) (retrainees, in this instance), and sex (S). Quotas by sex are derived by minimizing the number of unfilled seats by C, CT, or CTS. 'Minimizing' means that these figures are compared and only the smallest is reported. For example, the quotas for males are derived by minimizing the number of unfilled AIT seats by C, CT, and CTS. Female quotas are derived by minimizing the C, CT, CTS, and total number of females.
- c. Annual quotas are incremented for a new retrainee reservation only under the following circumstances: 1) if the new retrainee's MOS is different from the departing MOS; and 2) if the fiscal year of the new reservation is different from the fiscal year of the previous reservation. Only the quota for the retrainee's new MOS is incremented: the annual quota for the departing MOS does not change. If the retrainee's new MOS remains the same and the fiscal years of the

prior and new reservation are consistent, no change is made to the annual quota. The annual quota which was updated will automatically be decremented if a manager cancels a reservation, using RTCNCL.

4-6-2-3-4-3B. Status Codes

a. Like annual quotas, annual status codes are maintained by fiscal year and MOS for all CTS combinations. The purpose of status codes is to indicate the availability of the MOS to applicants trying to make a reservation.

b. Annual status codes have two valid values: YES and NO. A status code of YES indicates that the MOS is open to further reservations. A status code of NO means that no more reservations may be made. Status codes in the AIT Assignment Module are also updated by TAB and AMB using the AA, AR, and NGPROG programs.

4-6-2-3-4-4. AIT Quotas Within the AIT Reassignment Module

a. AIT class quotas, retrainee weekly limit quotas, and status codes for retrainees are controlled within the REQUEST System by Accession Management Branch, as outlined in Paragraph 4-6-2. The initial class quotas and status codes are entered into the system using the BQUOTA program in batch mode, with changes entered via CQUOTA (batch) and RUQUOT (interactive) programs. Retrainee percentages for each AIT class are loaded automatically using the DOBITS program initiated nightly by KICKER. However, Accession Management Branch managers can adjust the retrainee weekly limit quota by using the RUQUOT program interactively.

b. The AIT Reassignment Module provides managers with varied capabilities concerning AIT quotas. The following paragraphs deal with these capabilities.

4-6-2-3-4-4A. Weekly Limit Quotas

Managers' capabilities within the AIT Reassignment Module are comparable to those within the REQUEST System. Refer to Paragraph 4-6-4 for detailed information on weekly limit quotas, including table 4-28 which illustrates the new recruit and retrainee quotas broken down by component.

4-6-2-3-4-4B. AIT Class Quotas

a. While AIT class quotas for new recruits are controlled by 'fine-tuning' methods (see Paragraph 4-6-5), retrainee class quotas represent only the portion of an AIT class to be reserved by retrainees, expressed as a percent value. Valid values for this retrainee portion range from 0%-100%. Once managers determine the retrainee percent, the REQUEST System automatically assigns retrainees to that portion of the AIT class.

b. To illustrate manager's control of retrainee assignments, suppose that managers decide to encourage the enrollment of only non-retrainees into AIT classes until one week prior to the class start date. Class assignments require coordination of the retrainee window (refer to Paragraph 4-6-5) and the retrainee percent. Managers would use the RUQUOT program to set the retrainee window equal to seven, representing a seven day window. As a result, retrainees would only be eligible for unfilled AIT class seats one week ahead of the beginning of the class. To continue this example, suppose that managers also decide to limit the percent of retrainees within AIT classes to 15% of the total enrollment. Note that the percent of retrainees is only applicable within the retrainee window. Table 4-31 shows the results of these retrainee window and retrainee percent controls on the admission of retrainee Smith to an AIT class seat.

Table 4-31
Admission of retrainee Smith under various retrainee window/percent conditions

| | Retrainee Window | Retrainee percent | Days prior to class start | % of retrainees already in the AIT class | Admitted | Not Admitted |
|--------|------------------|-------------------|---------------------------|--|----------|--------------|
| Case 1 | 0 | N/A | N/A | N/A | | X |
| Case 2 | 7 | 15% | 10 | 5% | | X |
| Case 3 | 7 | 15% | 6 | 10% | X | |
| Case 4 | 7 | 15% | 6 | 15% | | X |

c. In Case 1, retrainee Smith would not be admitted because the retrainee window equals 0, indicating that no retrainees will be eligible for AIT classes. In Case 2, the retrainee window is open seven days prior to the class start; since it is ten days before the class start when Smith applies, he would not be admitted. In Case 3, Smith would be admitted to an AIT class because (1) he is applying on day six and the retrainee window is set to seven, and (2) managers have set the retrainee percent at 15% but so far only 10% of the class is composed of retrainees. In Case 4, Smith would not be admitted because AIT classes already have their allowed percentage (15%) of retrainees.

d. The control of AIT class seat allocation to retrainees helps managers in two ways. First, these controls ensure maximum AIT class fill. Second, control of retrainee training class assignments results in the Army's fulfilling its contracts with retrainees.

e. Managers may not adjust the retrainee percent using annual or class fine-tuning. Instead, they must use the manual fine-tuning method. In manual fine-tuning, percentages do not apply; managers enter the actual numeric quota for each component, component/enlistment type (retrainees, in this case), and component/enlistment type/sex. This manual process overrides the retrainee percent and allows adjustment in the number of retrainees allotted for AIT classes.

4-6-2-3-4-4C. Managing AIT Status Codes and Class Seat Sharing

Managers may control AIT class status codes for retrainees as in the REQUEST AIT Quota Module, that is, by using the RUQUOT program. Refer to Paragraph 4-6-5 for a detailed explanation of the AIT class status code process and the AIT class seat sharing procedures.

4-6-2-3-4-5. The Hierarchy Process

a. The Hierarchy Process is designed to provide a skill selection algorithm which is used to match the skills of the retrainee with the current needs of the Army. This algorithm is used to generate a list of AIT class selections which will satisfy the Army's priorities and the retrainee's desire for an appropriate placement.

b. The AIT Reassignment Module hierarchy process is less complex than the Hierarchy Module of the REQUEST System. However, the Retrainee Assignment Hierarchy portion of the RETMCP program provides the ability to report, add, update, and delete the factors to be considered in the assignment program. Trainee Assignment Branch (TAB) determines the factors to be used when ordering the list of skills presented to the retrainee, and the priority associated with each factor in the hierarchy. The priority order of the factors, the "assignment priority", determines the order in which AIT classes will be displayed to the retrainee. See table 4-32 for an example of a RETMCP hierarchy for MOS 24T1.

c. The Retrainee Assignment Hierarchy priorities specified are:

**Table 4-32
Sample RETMCP hierarchy**

| Factor # | Factor Abbreviation | Assignment Priority | Sorting Scheme |
|----------|---------------------|---------------------|----------------|
| 39 | MOS PRI | 1 | ASCENDING |
| 137 | CLASS FILL % | 2 | ASCENDING |
| 106 | AA ANNUAL FILL % | 5 | ASCENDING |
| 138 | CLASS PRIORITY | 3 | ASCENDING |
| 108 | AIT STARTS | 4 | ASCENDING |

d. In this example, the factor with the highest priority, assignment priority 1, is MOS PR1, the MOS priority. The AA annual fill % is priority 5. As a result, AIT classes in high priority MOSs will be offered first, while the AA annual fill % will have little effect on the order in which classes are displayed to the retrainee.

e. The priorities assigned to hierarchy factors are balanced with two retrainee factors: 1) qualifications; and 2) MOS restrictions. An MOS will not be offered to a potential retrainee, regardless of priority, if he or she is not qualified. In addition, certain MOSs are 'restricted', that is, not authorized for reservation, based on the departing MOS. If the recruit has failed in an AIT class related to a specific MOS, he or she will be unable to make a reservation for a seat in another MOS if there is a high probability that he or she will fail again. For example, a recruit with a departing MOS of 24T1, Infantryman, will be unable to reserve a class seat for the 'restricted' MOS 61F1, Marine Hull Repairer.

f. This combination of priority values for MOSs, and restrictions for unsuitable MOSs, achieves two purposes: 1) it helps to insure that the retrainee will achieve success in his new AIT class; and 2) it meets the Army's need to fill MOS vacancies with successful, qualified soldiers. The improved algorithm will increase the chances that the retrainee will remain in school and help fulfill the Army's training mission.

4-6-2-4. Control of Individual AIT Class Quotas

a. Managers may adjust the quota of seats available for individual AIT classes.

b. To make this adjustment, managers need to know that seats in individual AIT classes are associated with:

- an MOS
- the RECSTA week date
- the class location(s)
- the class type.

- c. A brief explanation of each of these AIT class seat associations follows.
- d. The RECSTA week/AIT class seat association has already been described in Paragraph 4-6-2. The AIT class/location link means that AIT classes for that particular RECSTA week and MOS can be taught in either one or several locations. These classes are known as multi-location classes.
- e. The AIT class type refers to the distinction between regular (formal) and in-unit AIT classes. Regular AIT classes are taught at AIT training locations. In-unit classes, on the other hand, are conducted at unit locations. In-unit classes are further categorized as:
- (1) Train and retain (the unit conducts AIT training and then keeps the trained recruit for service in that unit)
 - (2) Train and pass (the unit conducts AIT training and then sends the trained recruit on to another unit for service).
 - (3) Train and retain/train and pass (both (1) and (2) above).
- f. Finally, both types of training classes, formal and in-unit, can be either OSUT (One Station Unit Training sites) or non-OSUT (other than One Station Unit Training sites). OSUT classes are those in which BT and AIT training are conducted at the same training location. In addition, the contents of BT and AIT training are merged in an OSUT class. A further characteristic of OSUT classes is that their trainees are either all males or all females. In contrast, non-OSUT classes are those in which BT and AIT training are conducted at separate training sites. Unlike OSUT classes, non-OSUT classes are made up of both male and female trainees.
- g. The REQUEST System allows managers to exercise varying degrees of control over the number of recruits (defined by component, enlistment type, and sex) that managers choose to admit to AIT classes. This ability to determine class composition is known as "fine-tuning." There are three methods of fine-tuning of AIT class quotas available: manual, class, and annual. Table 4-33 illustrates these three methods.

Table 4-33
Three methods of fine-tuning AIT class quotas

| Method | Description |
|--------|--|
| Annual | Establishes the percentage (by MOS, component, enlistment type, and sex) allowed to enroll for each fiscal year. |
| Class | Established the percentage (by component, enlistment type, and sex) allowed to enroll for individual AIT classes. |
| Manual | Establishes the numeric quota (by component, enlistment type, and sex) allowed to enroll for individual AIT classes. NO PERCENTAGES APPLY. |

h. The first method of fine-tuning managers may choose is annual fine-tuning. Annual fine-tuning enables managers to establish percentages for specified MOSs and fiscal years. These annual percentages are used in determining the quota of recruits allowed to enroll in individual AIT classes. Managers enter the annual fine-tuning percentages in the Qualifications portion of the system via the QUALS program. Refer to Paragraph 4-1 of this Handbook for further discussion of this capability. However, the AIT class quotas derived from the annual fine-tuning percentages are reported and can be revised in the AIT Quota portion of the system. Thus, annual fine-tuning will be described in detail in this AIT Quota module.

i. The basis for the annual fine-tuning percentage is the REQUEST quota. The REQUEST quota represents the sum of the following three AIT quotas:

- (1) The adjusted original REQUEST quota (for "through ticket" enlistees, i.e., those who take BT and AIT training classes consecutively);
- (2) The Split 1 quota (for AR and NG "split ticket" enlistees, i.e., those who take BT in a training class sequence split into two non-consecutive sessions; and
- (3) The Split 2 quota (for AR and NG "split ticket" enlistees, i.e., those who take AIT in a training class sequence split into two non-consecutive sessions).

j. Managers enter these through ticket, Split 1, and Split 2 quotas when adding an AIT class to the Quota file via the BQUOTA program. They may also change the through ticket, Split 1 and Split 2 quotas when using the CQUOTA program to update information about on AIT class.

k. Once managers have entered these through ticket, Split 1 and Split 2 quotas for specific AIT classes, the BQUOTA (for new classes) or CQUOTA (for updated classes) program automatically computes the quotas for that AIT class using the following formula:

$$\text{AIT class quota} = \text{REQUEST quota} \times \text{C\%} \times \text{CT\%} \times \text{CTS\%}$$

where

C% represents the component percentage, CT% stands for the component/enlistment type percentage, and CTS stands for the component/enlistment type/sex percentage.

l. Using the RUQUOT program, managers may report the results of this REQUEST System fine-tuning computation. These results will be expressed as numeric quotas for each component, component/enlistment type, and component/enlistment type/sex combination. RUQUOT also reports the fine-tuning method used to arrive at the reported quotas. The methods will be identified in the RUQUOT program as:

ON/Y = annual (yearly) fine-tuning

ON/C = class fine-tuning

ON/M = manual fine-tuning

OFF = no fine-tuning applied to AIT class quotas.

m. Table 4-34 illustrates the application of annual fine-tuning percentages to a REQUEST quota of 120 for a formal, non-OSUT AIT class where the sum of the Split 1 and Split 2 quotas is zero. The class quotas are shown being calculated first by the component percentage (C%), then by the component/enlistment type percentage (CT%), and finally by the component/enlistment type/sex percentage (CTS%).

Table 4-34
AIT class quotas calculated using the annual fine-tuning percentages

| FINE-TUNE = ON/Y | | | | | | | | | |
|------------------|---|---------------|---|------------|---|--------------|---|-------------|--|
| AIT class quota | = | REQUEST quota | × | C% (AA) | × | CT% (NPS) | × | CTS% (M) | |
| 90 | = | 120 | × | 75% | | | | | |
| 40 | = | 120 | × | 75% | × | 47% | | | |
| 40 | = | 120 | × | 75% | × | 47% | × | 100% | |
| | | | | (AA) | | (NPS) | | (F) | |
| 10 | = | 120 | × | 75% | × | 47% | × | 34% | |
| | | | | (AR) | | (NPS) | | (M) | |
| 60 | = | 120 | × | 50% | | | | | |
| 12 | = | 120 | × | 50% | × | 20% | | | |
| 1 | = | 120 | × | 50% | × | 20% | × | 10% | |
| | | | | (NG) | | (NPS) | | (M) | |
| 60 | = | 120 | × | 50% | | | | | |
| 12 | = | 120 | × | 50% | × | 20% | | | |
| 1 | = | 120 | × | 50% | × | 20% | × | 10% | |

n. In this example, the REQUEST quota for this AIT class is 120 class seats. Managers have used annual fine-tuning to allot percentages of this REQUEST quota to applicants identified at the component, component/enlistment type, and component/enlistment type/sex levels of detail. At the component level, for instance, 90 is the maximum number of seats managers wish to allot to AA applicants, 60 the maximum number for AR applicants, and 60 the maximum for NG applicants.

o. Note that it is possible for the fine-tuned component quota totals (90 + 60 + 60 = 210) to be greater than the REQUEST quota (120). However, no matter how great the component quota totals, it is the REQUEST quota which

controls reservation-making for this class. The system will never allow the REQUEST quota for an AIT class to be oversold. In other words, once the number of reservations for this AIT class equals 120, the system will automatically prevent any further reservations.

p. Class fine-tuning is the second method managers may choose. Class fine-tuning enables managers to establish the percentage of recruits (by component, enlistment type, and sex) allowed to enroll in an individual AIT class. Managers enter the class fine-tuning percentages in the RUQUOT program. As with the annual fine-tuning percentages, the REQUEST quota is the basis for the class fine-tuning percentage computation. The formula used in computing the AIT class quotas (AIT class quota = REQUEST quota × C% × CT% × CTS%) is the same for both annual and class fine-tuning.

q. To demonstrate the use of the class fine-tuning capability, suppose that managers wish to establish quotas for an in-unit, non-OSUT class for MOS 05H1, with the sum of the Split 1 and Split 2 quotas equal to zero. Using the RUQUOT program, managers would first set the fine-tuning indicator to "ON/C" to indicate their desire to use the class fine-tuning method. They would then enter their desired class fine-tuning percentages. These new class fine-tuning percentages and their resulting quotas would go into effect for this AIT class on the next business day after overnight processing by the REQUEST System.

r. Table 4-35 illustrates the application of class fine-tuning percentages to this AIT class for MOS 05H1.

Table 4-35
AIT class quotas calculated using the class fine-tuning percentages.

| | |
|----------------|--------|
| RECSTA DATE: | 7/3/83 |
| MOS: | 05H1 |
| FINE-TUNE: | ON/C |
| REQUEST QUOTA: | 29 |

RESERVATION INFORMATION

| | AA | | NPS | |
|------------|-----|-----|------|-----|
| | TOT | TOT | MALE | FEM |
| QUOTA | 3 | 1 | 0 | 0 |
| FINE-TUNE% | 10 | 20 | 30 | 0 |
| | AR | | NPS | |
| | TOT | TOT | MALE | FEM |
| QUOTA | 3 | 2 | 1 | 0 |
| FINE-TUNE% | 10 | 50 | 50 | 0 |
| | NG | | NPS | |
| | TOT | TOT | MALE | FEM |
| QUOTA | 15 | 2 | 1 | 0 |
| FINE-TUNE% | 50 | 10 | 50 | 0 |

s. In this example, the class fine-tuning percentages managers entered in the RUQUOT program resulted in the system's calculation of the quotas listed for each component, component/enlistment type, and component/enlistment type/sex. For instance, managers entered a class fine-tuning percentage of 10% for AA applicants. The REQUEST System then calculated the AA quota using this percentage. As a result, the AA quota for the class is 3 (10% of the REQUEST quota is 2.9, rounded to 3).

t. As with the annual fine-tuning percentages, it is the REQUEST quota and not the class fine-tuned quotas which controls reservation-making for this class. Once the number of reservations equals the REQUEST quota of 29, the system will automatically deny reservations for this AIT class.

u. The third type of AIT class quota fine-tuning available to managers is manual fine-tuning. The manual fine-tuning method enables managers to enter the number of recruits (by component, type, and sex) allowed to enroll in an AIT class. The major difference between manual fine-tuning and the other two types of fine-tuning (annual and class) is that

no percentages apply when manual fine-tuning is used. Instead, managers may enter the actual numeric quota for each component, component/enlistment type, and component/enlistment type/sex. Suppose that managers wish to manually fine-tune the quotas for the in-unit, non-OSUT class for MOS 05H1 in table 4-33 whose quotas were fine-tuned using the class fine-tuning percentages. Managers would use the RUQUOT program to set the fine-tuning indicator to "ON/M" for manual fine-tuning. They would then use RUQUOT to enter the desired quotas. Table 4-36 illustrates the manual fine-tuning of quotas for this AIT class.

Table 4-36
Manual fine-tuning of AIT class quotas

| | | | | |
|-------------------------|--------|-----|------|-----|
| RECSTA DATE: | 7/3/83 | | | |
| MOS: | 05H1 | | | |
| FINE-TUNE: | ON/M | | | |
| REQUEST QUOTA: | 29 | | | |
| RESERVATION INFORMATION | | | | |
| | AA | | NPS | |
| | TOT | TOT | MALE | FEM |
| QUOTA | 10 | 9 | 8 | 7 |
| | AR | | NPS | |
| | TOT | TOT | MALE | FEM |
| QUOTA | 4 | 3 | 2 | 1 |
| | NG | | NPS | |
| | TOT | TOT | MALE | FEM |
| QUOTA | 0 | 0 | 0 | 0 |

v. Managers may also choose not to apply any if these three possible fine-tuning methods (annual, class, or manual) to AIT class quotas. In that case, the unfilled seats in the AIT class are available on a first-come, first-served basis to all components, component/enlistment type, and component/enlistment type/sex combinations. Managers must set the fine-tuning indicator in the RUQUOT program to its OFF position to make unfilled AIT class seats available in this way.

w. Use of the three AIT class quotas fine-tuning methods described above gives Army managers extensive control of AIT training class seat allocation because quotas can be established for trainees in all 34 enlistment categories.

4-6-2-5. Managing AIT Class Status Codes

a. The REQUEST System allows managers to affect AIT class quotas in another way besides the control of the number of AIT class seats discussed in Paragraph 4-6-2. This second method of AIT class quota control involves setting AIT class status codes. Class status codes have only two valid values:

- YES (the class is open to reservations)
- NO (the class is closed to reservations).

b. Like the numeric AIT class quotas, AIT class status codes are associated with:

- an MOS
- RECSTA week date
- training class type
- all three Army component, enlistment type, and sex combinations.

c. Managers may use the RUQUOT program to change these AIT class status codes. For example, as AIT class seats begin to fill with their allotted trainees from the various components, managers would want to change the corresponding class status code from YES to NO. Once the status code is NO, the core REQUEST reservation programs would not allow any further reservations for that component, class type, enlistment type, MOS, and RECSTA week date. Table 4-37 illustrates a sample AIT class status code record.

Table 4-37
AIT Class Status Codes Record (before adjustment)

Reception Station Date 22/11/82

| | | | | | | | | | | |
|------|-----|------|-----|---------|-----|---------|-----|---------|-----|-----|
| MOS | AA | /NPS | MAL | FEM/PS | MAL | FEM/IS | MAL | FEM/RET | MAL | FEM |
| 11B1 | YES | YES | YES | YES YES | YES | YES YES | YES | YES YES | YES | YES |

d. Table 4-38 illustrates the effect of changes to the enlistment type and sex status codes on this sample record.

Table 4-38
Results of change of enlistment type and sex status codes

Reception Station Date 22/11/82

| | | | | | | | | | | |
|------|-----|------|-----|--------|-----|---------|-----|---------|-----|-----|
| MOS | AA | /NPS | MAL | FEM/PS | MAL | FEM/IS | MAL | FEM/RET | MAL | FEM |
| 11B1 | YES | NO | NO | NO YES | NO | YES YES | YES | YES YES | YES | YES |

e. In the change in table 4-38, a NO status code under enlistment type NPS automatically closes AIT classes to both male and female NPS applicants. However, a NO under MALE in the Prior Service (PS) column closes out AIT classes to male PS enlistees only; female PS enlistees may still reserve a class seat.

f. Table 4-39 illustrates the effect of changing the component (AA) status code on the sample record.

Table 4-39
Results of change of component status code

Reception Station Date 22/11/82

| | | | | | | | | | | |
|------|----|------|-----|--------|-----|--------|-----|---------|-----|-----|
| MOS | AA | /NPS | MAL | FEM/PS | MAL | FEM/IS | MAL | FEM/RET | MAL | FEM |
| 11B1 | NO | NO | NO | NO NO | NO | NO NO | NO | NO NO | NO | NO |

g. In this change, a NO status code under the component type AA automatically closes out that AIT class to all AA enlistees for RECSTA week 22/11/82 in MOS 11B1.

h. Managers are not limited to changing class status codes for one MOS at a time. Using the RUQUOT program, managers can have the status code values replicated across MOSs (or MOS combinations) when the status code values are identical.

4-6-2-6. AIT Class Seat Sharing

a. Seat sharing among components is another feature of AIT class seat control available to managers in this module. Seat sharing means the accessibility of another component's unfilled AIT class seats to trainees from a component whose percentage of class seats has already been filled. Note that seat sharing is directly related to the class and annual fine-tuning percentages described in Paragraph 4-6-2. Seat sharing is only possible when the fine-tuning percentages are "on," or in effect. (When fine-tuning is off, there is no need for seat sharing because no component percentages are in effect.)

b. To illustrate seat sharing, suppose that managers fine-tune a class so that 50% of its seats are available to AA trainees, 25% to AR trainees, and the remaining 25% to NG trainees. Once AA reservations for the class constitute 50% of the class quota, that class is closed to AA trainees. However, with the seat sharing capability of REQUEST, an AA trainee could still reserve a seat in that class. If either the AR or NG class seat reservations had not reached 25% of the class quota, the AA trainee could reserve the unfilled AR or NG seat if the RECSTA date is within the seat sharing window.

c. This seat "sharing window" refers to the number of days prior to the RECSTA date in which individuals from an Army component that is closed out from the class can reserve a class seat. Managers may use the RUQUOT program to set the value of the sharing window. Valid values are from 0 to 99 days. If, in the example given above, managers set the sharing window at five days, AA trainees could fill the free AR and NG seats within five days of the class start date. Thus, when the fine-tuning percentages are on and the sharing window is open, seat sharing may occur in the core REQUEST reservation programs.

d. There is also another set of conditions where seat sharing may occur. The fine-tuning percentages are on, but one component has met its yearly limit for an MOS. Under these conditions, there are different results depending on whether the RECSTA date is inside or outside the sharing window.

e. In the case where the RECSTA date is inside the sharing window, a component may use any of the unfilled seats belonging to the other two components after determining it has no unfilled seats available for itself. When the

RECSTA date is outside the sharing window, the other two components may use any of the unfilled seats of the component whose MOS yearly limit has been met on a first-come, first-served basis.

f. Table 4-40 through table 4-42 illustrate the application of these seat sharing principles when one component has met its MOS yearly limit. Table 4-40 establishes the conditions for seat sharing. In this figure, Q = quota, R = reservations, Comp = total number of class seats available to the component, PS = Prior Service enlistee, and NPS = Non-Prior Service enlistee.

Table 4-40
AIT class quotas by component and enlistment type

| AA MOS yearly limit=met AIT class status=open | | | | AR MOS yearly limit=not met AIT class status=open | | | | NG MOS yearly limit=not met AIT class status=open | | | | | | | | | | | |
|---|-----|------|----|---|----|-----|----|---|----|-------|----|-----|----|------|----|-------|----|-----|----|
| AIT Class | | Comp | | AA PS | | NPS | | Comp | | AR PS | | NPS | | Comp | | NG PS | | NPS | |
| Q | R | Q | R | Q | R | Q | R | Q | R | Q | R | Q | R | Q | R | Q | R | Q | R |
| 200 | 155 | 100 | 75 | 50 | 40 | 50 | 35 | 60 | 30 | 40 | 20 | 10 | 10 | 50 | 50 | 25 | 25 | 25 | 20 |

g. Several outcomes of seat sharing in the first sample case (fine-tuning percentages are on, the MOS yearly limit is met, and the RECSTA date is within the sharing window) are illustrated in table 4-41.

Table 4-41
Seat sharing results within the sharing window

| Component/ enlistment type | Outcome |
|-------------------------------|---|
| 1. AAPS | – no seat because MOS yearly limit met |
| 2. ARPS | – seat available in ARPS |
| 3. ARNPS | – no seat in ARNPS; may take 1 of 25 + 0 unfilled seats from other 2 components |
| 4. NGNPS | – no seat in NG; may take 1 of 25 + 30 unfilled seats from other 2 components |

h. Several results of seat sharing in the second case (fine-tuning percentages are on, the MOS yearly limit is met, but the RECSTA date is outside the sharing window) are illustrated in Table 4-42.

Table 4-42
Seat sharing results outside the sharing window

| Component/ enlistment type | Outcome |
|-------------------------------|--|
| 1. AAPS | – no seat because MOS yearly limit met |
| 2. ARPS | – seat available in ARPS |
| 3. ARNPS | – no seat in ARNPS; may take 1 of AA's unfilled seats |
| 4. NGNPS | – no seat at all for NG; may take 1 of AA's 25 unfilled seats. |

i. Army managers can use this seat sharing capability to ensure maximum AIT class fill as the class start date approaches.

4-6-3. How AIT Class Quotas Affect the Reservation Process

a. For an applicant to make a reservation in a particular AIT class, the core REQUEST reservation programs perform a series of quality and quantity checks. Army managers, using the capabilities of this AIT class quota module described in the preceding paragraphs, control the quantity checks and thus directly affect the reservation process.

b. To understand how control of AIT class quotas affects the reservation process, it is necessary to have an overview

of both the quality and quantity checks made in the core programs. Table 4-43 illustrates these checks in the order that the core programs perform them. The asterisk next to a step identifies it as an AIT quota check.

Table 4-43
Core reservation program checklist

| Checklist | Answer required to make a reservation |
|--|---------------------------------------|
| 1) Does the applicant meet the MOS minimum qualifications? | YES |
| 2) Does the applicant pass the individual MOS restrictions (e.g., male-only MOS)? | YES |
| 3) Does the applicant meet the minimum qualifications for any primary enlistment options? | YES |
| *4) Have the AIT weekly limit quotas been met? | NO |
| 5) Have thre BT weekly quotas been met? | NO |
| 6) If non-OSUT, are these BT locations available for the week? | YES |
| 7) Does the applicant meet time-dependent MOS qualifications? | YES |
| 8) Is the Annual Program status code open for this MOS and CTS combination? | YES |
| 9) Does the number of reservations equal the MOS's yearly limit (i.e., adjusted original quota)? | NO |
| 10) Do Accession Accounting records (if any) eliminate this applicant? | NO |
| *11) Is the AIT class status code open? | YES |
| *12) Has the AIT class quota been met? | NO/YES |
| *13) Is the sharing window open? | YES |
| 14) Is the status of the primary enlistment option(s) open | YES |
| 15) Is there a first assignment unit associated with the primary enlistment option with space available for the MOS? | YES |

c. In the reservation program checklist shown above, there are four steps (4, 11, 12, and 13) in which AIT class quotas established by managers have a direct impact on the making of a training class reservation. We will briefly examine each of these steps.

d. In step (4), the core programs check whether the weekly limit has been met. Recall that managers may manually establish quotas on weekly limits for:

- components
- components/enlistment type/sex
- retrainees (AA only).

e. If the weekly limit established by managers has not been met, the reservation checking process continues. When the weekly limit has been met, however, no reservation can be made for that RECSTA week.

f. In step (11), the core programs check the AIT class status code. Managers may attach an open or closed status code to each AIT class by component, enlistment type, and sex. If the manager has closed the class to the applicant's component, enlistment type, and sex, no reservation can be made. If the manager has declared the AIT class open, the reservation checking process continues.

g. In step (12), the core programs check whether the AIT class quota has been met. Remember that managers may manually or automatically fine-tune individual AIT class quotas for:

- Components
- Components/enlistment types
- Components/enlistment types/sex.

h. If the individual AIT class quota established by managers has not been reached, a reservation can now be made by this applicant. However, if the class quota has been met (reservations = quota), the applicant may still get the class seat in step (13).

i. The final reservations quantity check occurs in step (13). Here, the core programs check the AIT class seat sharing window. Note that managers may establish the length of the seat sharing window in days. If the applicant's RECSTA date falls within the manager-specified sharing window, the applicant can then reserve that training class seat even though that AIT class quota has been met. If the manager, on the other hand, has made seat sharing unavailable, no reservation could be made.

4-6-4. List of Programs and Files

a. The following is an alphabetic list of programs in the AIT Quota module and a brief description of each program's purpose.

| Table 4-44 List of Programs and Files | |
|--|--|
| Program | Purpose |
| AADSR | Prints a daily status report of available AIT training spaces and the corresponding recruiting objectives for various enlistment types. |
| ACTAPE | Creates a tape of all reservations on the Retrainee Recruit file. |
| AITPRO | Reports AIT projection data on the number of AA applicants expected to complete AIT training. |
| ALICIA | Reserves or cancels AIT class seats without creating a record on the Recruit file. |
| BCTAIT | Reports the AIT weekly quotas and the number of BT reservations for each BT location. |
| BQUOTA | Adds and deletes AIT classes (batch). |
| CQUOTA | Changes quotas on AIT class records (batch). |
| FINDIT | Reports reservation and training data for AR and NG recruits. |
| GETREP | Reports AR and NG Reserve Entry Program (REP) recruit training data for user-specified AIT dates and MOSs. |
| GETUM1 | Reports AA recruit training data for user-specified AIT dates and MOSs. |
| ISSALE | Reports AIT spaces open to AR in-service personnel. |
| NEWQTA | Reports quota and reservation information, including the number of seats available through the sharing window and the status of fine-tuning. |
| RETBLD | Enables users to create new retrainee records, modify existing records without new AIT reservations, and display and delete retrainee holding records. |
| RETGET | Reports the recruit records of retrainees for any combination of component, location, and social security number. |
| RETMCP | Enables the management user to report and update the MOSs which are restricted for a specified group of retrainees. In addition, RETMCP enables the user to define the hierarchical importance of the factors to be evaluated in determining the order in which specific skills are to be offered to applicants. |
| RETQAL | Enables the management user to report and update the minimum qualifications required for the assignment of a retrainee recruit to a specified MOS. |
| RETRPT | Reports the number of reservations made for retrainee recruits for a user-specified range of dates. Management users may obtain a summary of reservations for one, a list, or all training installations for all three components (AA, AR, NG). |
| RETRTV | Accesses the Recruit Record file for recruit data. This information is added to the data input through RETBLD to create a complete, updated holding record. RETRTV runs only during the nightly batch processing of KICKER. |
| RETSAL | Reports available retrainee training seats for all three components (AA, AR, NG). |
| RPTAIT | Reports the status of AIT classes in a specific location (BT or AIT) for user-specified RECSTA week dates. |
| RTCNCL | Cancels retrainee reservations and returns holding record to Retrainee Recruit file. The seat reserved is returned to the Quota, Annual, and BAT files during the nightly batch processing of CANDEL. |
| RTRQST | Assigns retrainee to a new BT or AIT class. |

Table 4-44
List of Programs and Files—Continued

| Program | Purpose |
|---------|--|
| RUQUOT | Reports and updates AIT class quotas on the Quota file for Army components, enlistment types, MOSs, and AIT class types. |
| SPTLIN | Reports the projected number of AIT class seats needed in the future for the AR and NG. |
| TRAIL | Reports the changes made to the Quota file. |

b. The following is an alphabetic list of the files that contain the information processed in the AIT Class Quota module.

- Qualification file
- Quota file

4-7. THE UNIT DISTRIBUTION MODULE

4-7-1. Introduction

a. This chapter discusses the functions and related programs of the Unit Distribution module and the management capabilities within the module. Paragraph 4-7-1 introduces the variable elements of this module and their effect on unit distribution reports. Paragraph 4-7-2 describes management capabilities and controls within the system. Paragraph 4-7-3 outlines the module's effect on Army accession objectives. Paragraph 4-7-4 provides a glossary of pertinent REQUEST System programs and files.

b. The Unit Distribution module reports and updates data pertinent to Active Army command and unit distribution. Distribution encompasses the breakdown of the Army into commands and the apportionment of units within those commands. Unit Distribution also includes the allotment of MOS positions to specific units, according to quotas established by DCSPER. Actual unit distribution figures are established by comparing these unit quota figures to the current reservations made for the unit under the various enlistment options. The Unit Distribution module also considers unit/option associations, allowing Accession Management to add or delete first assignment unit choices from an option plan.

c. Because unit distribution is a tangled interrelation of commands and units, and MOS quotas within those groups, the Unit Distribution module can be accessed for reports with data arranged in subsets of different depth of content. Distribution can be monitored at the command level for an overview of recruitment success, or by individual unit for a more specific range of distributional data. By accessing one or more reports, a manager can build an accurate representation of requirements at both levels.

d. Table 4-45 illustrates the general range of report content available at both the command and unit levels.

Table 4-45
Possible command and unit reports

| | |
|----------------|---|
| <u>COMMAND</u> | <ul style="list-style-type: none"> • Recruitment quotas vs. reservations, reported by month. • MOS quotas vs. reservations reported by month. • Units contained within each command. |
| <u>UNIT</u> | <ul style="list-style-type: none"> • Command/Unit associations. • Status. • Unit/option associations. • MOS vacancies by unit. • MOS vacancies by month. |

e. Command strength is available as either a comparison of monthly, command recruitment quotas versus reservations (enlistment commitments) or as MOS quotas versus reservations by sex and month.

f. Table 4-46 depicts the output to the most general query possible for recruitment effectiveness — the number of command level reservations made, as compared with the original quota or capacity — in a range between February 1984 and April 1984.

Table 4-46
Command Level of Reservations vs. Quota

| February 1984 | | March 1984 | | April 1984 | |
|----------------|--------------|------------|-----|------------|-----|
| Original Quota | Reservations | Orig | RES | Orig | RES |
| 13 | 8 | 8 | 0 | 12 | 9 |

g. The command summary can be compared with the similar, though slightly more descriptive, overview of MOS quotas versus actual requirement by command, sex, and again, month depicted in Table 4-47.

Table 4-47
Depiction of command MOS quota vs. reservations report

| January 1984 | | | |
|---------------|-----|--|-----|
| FORSCOM | | | |
| | REQ | | RES |
| 17C1 Male | 61 | | 41 |
| Female | 0 | | 0 |
| Total Male | 61 | | 41 |
| Fem | 0 | | 0 |
| February 1984 | | | |
| 17C1 Male | 54 | | 32 |
| Fem | 0 | | 0 |
| Total Male | 54 | | 32 |
| Fem | 0 | | 0 |

h. For actual requirement figures, the manager must access unit vacancy data for the command concerned, by first establishing the units in each functional command or command group. With this information the manager can access the Unit Distribution module to monitor actual unit distribution by capacity, reservations, and range of RECSTA dates, as well as recruitment status and priority by command, unit, or MOS.

i. The Unit Distribution module indicates unit strength as a comparison of MOS capacity or quota to vacancies and reservations for future personnel trained in the specific MOS. MOS vacancies are reported for both commands or units in the formats shown in table 4-48.

Table 4-48
Report Formats

| FORMAT |
|------------------------|
| Single MOS or Unit |
| List of MOSs or Units |
| Range of MOSs or Units |
| All MOSs or Units |

j. For each of these formats, a unit vacancy report will indicate the need for personnel by showing status as open (accepting personnel) or closed (not accepting personnel) and as a comparison of capacity versus reservations, listed separately by sex.

k. Priority of the unit for recruitment is also indicated. Priority is shown on either a 1–225 REQUEST scale or the Army’s 1–15 requirement aid scale, though requirement aid priority is currently not used; lower numbers are indicative of higher priority. Priority numbers are determined by Army managers to reflect the current distributional requirements of each unit, and are one of the manager’s key tools for controlling MOS distribution (see 4-7-2).

4–7–2. Manager Capabilities and Controls

a. In addition to generating the reports discussed in Paragraph 4–7–1, Army managers can also update the Unit Distribution file to ensure that output on these reports will reflect current Active Army strength and status.

b. Table 4–49 illustrates the range of managerial modification capabilities and the module data which can be altered.

Table 4–49
Manager’s modification capabilities

| Manager can: | Module Item: |
|--------------|---|
| – Add | – Unit status. |
| – Delete | – MOS capacity. |
| – Modify | – REQUEST priority. |
| | – Requirement aid priority. |
| | – Unit of first assignment choices under enlistment options. |
| | – General file information (number of units, time range, unit windows). |
| | – Unit quotas. |

c. Modification of the file items on the right side of table 4–49, comprises to a large extent the manager’s control of unit distribution, since alteration of any item will have a direct impact on the accession process. Each of these is discussed further in the following paragraphs.

4–7–2–1. Controls Over Status

One of the manager’s primary controls over distribution is alteration of unit status. The status is reported and altered by the UNITPRO mode of the RUDIST program. By closing the status of a unit, a manager can prevent reservations from being made for specific MOS vacancies in a unit, once the quota is filled. Closing the status effectively prevents Guidance Counselors from selling the unit vacancy. For example, a Guidance Counselor checking the availability of a particular unit under an associated option plan (see Paragraph 4–7–2) for a candidate in MOS 44B1 (Metal Worker) will first access the unit vacancy data for 44B1 and the units available under the option until he finds a unit or units with open status.

4–7–2–2. Control Over Priority

a. Each unit is assigned a REQUEST priority number by DCSPER, ranging from 1 to 225, with the lower range of numbers indicating higher priority. Responsible accessions managers can establish this priority to reflect the immediate requirement of a unit; the nature of the unit’s mission, rate of attrition, and rate of sales also factor into the decision. Thus, if EUR1 becomes desperately understaffed in MOS 31E (Field Radio Repairers) through attrition and lack of reservations, the manager will assign a high priority to increase sales of the position.

b. A high priority number increases the probability of sales for a unit. Priority units will show more often at Guidance Counselor terminals since only the upper range of priority numbers are displayed on the terminals at one time. This higher visibility radically increases the chance of sales. A Guidance Counselor can, of course, access data for all units on demand, but the priority units are shown and offered first.

c. To alter a unit’s priority, Accessions Management must use the DISPRI mode of RUDIST. After entering the new values, new priority data should then reflect automatically in the UNITPRO and FIRSTA reports, and new priority units appear on MEPS terminals when Guidance Counselors run the LOCFND program.

d. In addition, a unit may be given highest priority, or ‘fenced’, status. If the unit is ‘fenced’, seats will be manually subtracted from the total number of available unit seats and specifically designated for the priority unit before allocation of available seats to remaining units. This manual process is performed by the Distribution Branch, and guarantees that the ‘fenced’ unit will be filled.

4–7–2–3. Control of First Assignment Unit/Option Associations

a. The first assignment function of Unit Distribution module reports those units currently offered in association with an enlistment option. Army managers to add or delete units from these option groups. Deletion of a unit effectively

removes the unit from consideration under the option plan, thus slowing sales of the unit. Addition of a unit conversely, has the opposite effect – increasing the chance of sales.

b. Thus, when a Guidance Counselor is checking if Ft. Leonard Wood is a valid unit choice under Option 19 (Station of Choice), the presence or lack of the unit on the terminal determines to a large extent if the sale is made for Ft. Leonard Wood, or to another station included under the option. The manager can greatly enhance sales of a station or unit by inclusion in an option group.

4-7-2-4. Control of MOS Quotas

DCSPER managers control the maximum number of reservations to be accepted by a unit for each RECSTA month in a specific MOS and by sex. This quota is determined according to the structure and mission of the unit – how many 36Ks (Tactical Wire Operations Specialists) are required for a communications unit, for example – and by projected figures for normal loss through attrition. If 150 Tactical Wire Operations Specialists are allotted to the VHFS unit, of which 130 are currently present, and two per month are being lost through normal rotation and attrition, a manager might set a quota of 36 for the next three month period. If the quota fills to the point at which unit status closes, the manager can retard the quota to reflect the current status. Managers might also increase quotas during summer months, for a unit which traditionally sells poorly in winter. Control of the unit quota will affect the rate of sales and can be employed to anticipate normal loss of personnel due to attrition, no-shows, or seasonal fluctuations of enlistment.

4-7-2-5. Control of Unit Windows and General File Information

a. The unit distribution window is the time range in months during which a recruit can access 100% of the quota for available units. Outside of the unit window, a unit distribution percentage, displayed for each MOS description in the Qualifications module, represents a percent of the unit's quota which can be sold. For example, if a candidate makes a reservation today for a RECSTA date within the unit window (three months for this example) for the next 90 days he can be sold a reservation in any unit available under his option which has an opening in his MOS. If, on the other hand, the candidate wishes to reserve for a date four months in the future (outside of the window) the system checks the unit distribution percentage on the QUALS module for that MOS to determine the percentage of the unit's quota which can be sold outside of the window. A detailed explanation of the Unit Window is contained in the Qualifications module (Paragraph 4-1).

b. By extending the time range in which 100% of the quota can be sold, a manager increases the likelihood of unit quotas being reached, since applicants can be offered a wider range of entry dates. Because the unit window applies to all units however, popular units may sell their quotas at the expense of slower moving units if the window is lengthened.

4-7-3. Effect on the Reservation Process

a. The Unit Distribution module provides Army managers with an overview of unit strength in specific MOS skills. By comparing current unit strength and status with reservation commitments, projected AIT completions, and first assignment options for enlistees entering immediately or in subsequent months, a manager can monitor and manipulate the flow of enlistees to the priority units most in need of personnel and all units which are below their specified MOS allotment.

b. In the report mode, the Unit Distribution Module is used to access current quota and reservation figures upon which managers base their decisions concerning unit status, priority, and quota changes - factors which greatly influence the sales of an MOS or unit. Status, priority and quotas are a manager's primary tools for channeling recruits only to those units in need of personnel.

c. The update mode of the Unit Distribution module is used to constantly modify the Unit Distribution file so that it reflects current strength figures and thereby allows managers to project future deficiencies and to prevent personnel redundancies or shortfalls.

d. Ultimately, Unit Distribution module reports contribute the distribution data upon which Army personnel managers can base decisions concerning recruitment options and bonus incentives to lure candidates into deficit MOS positions. Manpower deficiency or excess figures also have an impact on the Qualifications Module (Paragraph 4-1) causing standards to be raised or lowered.

e. The reservation process compares the recruits' MOS, RECSTA entry date, and first assignment unit option, if any, with the status and quota of the option unit. In this way, the system can determine if a vacancy exists within the time span requested.

f. The series of checks made by the core reservation programs to eliminate an assignment is shown in table 4-50. The asterisk next to a step identifies that step as a unit distribution check.

Table 4–50
Core reservation program checklist

| Checklist | Answer required to make a reservation |
|---|---------------------------------------|
| 1) Does the applicant meet the MOS minimum qualifications? | YES |
| 2) Does the applicant pass the individual MOS restrictions (e.g., male-only MOS)? | YES |
| 3) Does the applicant meet the minimum qualifications for any primary enlistment options? | YES |
| 4) Have the AIT weekly limit quotas been met? | NO |
| 5) Have the BT weekly quotas been met? | NO |
| 6) If non-OSUT, are these BT locations available for the week? | YES |
| 7) Does the applicant meet time-dependent MOS qualifications? | YES |
| 8) Is the Annual Program status code open for this MOS and CTS combination? | YES |
| *9) Does the number of reservations equal the MOS's yearly limit (i.e., adjusted original quota)? | NO |
| 10) Do Accession Accounting records (if any) eliminate this applicant? | NO |
| 11) Is the AIT class status code open? | YES |
| 12) Has the AIT class quota been met? | NO/YES |
| 13) Is the status of the primary enlistment option(s) open? | YES |
| *14) Is there a first assignment unit associated with the primary enlistment option with space available for the MOS? | YES |

g. After determining the applicant's MOS, qualification for an option unit and quota limits for the BT and AIT training units for the specified RECSTA entry date, the Unit Distribution module must then determine if the quota for reservations in the particular MOS is filled (Step 9).

h. If the quota is not filled, the system checks further for AIT class availability and then the availability of a unit of first assignment associated with the applicant's enlistment option plan (Step 14). REQUEST also finds the units which are open to an applicant under the various option plans (Unit of choice and Station of choice). The Unit Distribution module checks which units are associated with an option and which of the units have open status, then lists the units according to priority number.

4–7–4. List of Programs and Files in the Unit Distribution Module.

The following is a list of the programs involved in the Unit Distribution module, and a short description of the function of each.

Table 4–51
List of Programs and Files in the Unit Distribution Module

| Program | Function |
|---------|--|
| AITPRO | Reports projected AIT completions (estimating the number of graduates available to all units). |
| BALFOR | Reports unit quota and reservation data for specified MOSs and RECSTA dates. |
| BRKOUT | Reports distribution of reservations for each command by MOS, RECSTA date, sex, and enlistment type. |
| LOCFND | Reports unit vacancies for user specified RECSTA dates. |
| MADIST | Reports major command requirements and reservations for specific MOSs and RECSTA dates. |
| MUPRO | Reports reservation data for specific MOSs and units. |
| RUDIST | Reports and updates the Unit Distribution file data on unit vacancies, option/unit associations, unit distribution data, general file information, and user access information. Reports command quota and reservations by month. |
| UNITVAC | Reports priority unit vacancies by RECSTA date, MOS, enlistment type and option. |

Table 4-51
List of Programs and Files in the Unit Distribution Module—Continued

| Program | Function |
|---------|---|
| UNTUPD | Calculates seats available for distribution among units by RECSTA month and MOS. Supplies the Unit Distribution file male and female quotas for each MOS/unit and month and distributes seats according to quotas. UNTUPD is automatically run nightly in a batch mode initiated by KICKER (see Paragraph 5-2-1). |

4-8. THE UVL MODULE

4-8-1. Introduction

a. REQUEST requires all Army Reserve recruits, with the exception of Split 2 and Individual Ready Reserve (IRR) enlistment types, to reserve a unit vacancy. The Unit Vacancy Listing (UVL) System allows guidance counselors, MUSARC Transfer Agents, and In-Service Recruiters to make automated reservations for spaces in Army Reserve units. UVL provides Army Reserve managers with worldwide access, through the REQUEST System, to Reserve unit vacancy information. Unit vacancies are displayed on the UVL system by combinations of Unit Identification Code (UIC), MOS, or zip code. UVL also allows worldwide access to an information network where messages, questions, and answers can be communicated between the various commands and user levels.

b. There are three types of unit information maintained and reported by UVL. Unit data information includes descriptive information about a unit, such as the unit address and the UIC. Unit vacancy information describes vacancies within a unit. Reserved vacancy information describes vacancies within a unit for which reservations have been made. Reserved vacancy records remain on the REQUEST System 90 days after the expected arrival date or until the individual is verified at the unit.

c. UVL permits greater and more flexible control of Army Reserve accessioning for several levels of field users and managers. Recruiters and Major U.S. Army Reserve Command (MUSARC) transfer agents within each District Recruiting Command (DRC) may use UVL to gain immediate access to actual Troop Program Unit (TPU) vacancies. MUSARC users create and maintain records of these unit vacancies. Strength accounting managers at the MUSARC, Continental U.S. Army (CONUSA), and FORSCOM levels may use UVL management reports as a tool for accurate and up-to-date information regarding new accessions and the number of unit vacancies. These figures are compared with the Personnel Structure Composition System (PERSACS) requirements and manual calculations on strength and requirements made at the CONUSA and FORSCOM levels. USAREC managers may use UVL reports to compare their recruiting goals with the number of unit vacancies, to identify the necessary number of vacancies to meet recruiting goals.

d. There are two types of unit vacancy reservations which may be made by UVL, depending on the type of enlistment. If the unit vacancy is being reserved by a recruit at the MEPS, a reservation may be made, via the ARRQST program, for a training seat and a unit vacancy at the same time.

e. The second type of UVL reservation may be made by a MUSARC Transfer Agent (MTA) or an In-service Recruiter (ISR). The MTA will make a unit vacancy reservation for an Army Reserve member who is moving to a different geographic area outside of the current MUSARC. Using the UVRESERV program, the MTA can look for unit vacancies in the area where the individual is moving and can reserve a vacancy. Since the individual has already received training in an MOS, no AIT reservation is associated with the UVRESERV reservation. The ISR makes reservations for Active Army separatees who are joining the Army Reserve. This type of reservation is also made through the UVRESERV program; again, the individual is already AIT-qualified.

f. This chapter of the Handbook will discuss in greater detail the UVL module, and managers' capabilities with respect to UVL. Paragraph 4-8-2 discusses in detail the way in which UVL functions, including several concepts unique to UVL: the way in which unit vacancy information is entered on REQUEST; the concepts of unit bonuses, commuting distance codes, unit priorities, and UVL hierarchical links; and the processes of reserving a unit vacancy, verifying a unit arrival, and deleting non-arrivals from the system. Paragraph 4-8-3 details management capabilities with respect to UVL. Paragraph 4-8-4 shows what happens when a vacancy is reported on UVL. Paragraph 4-8-5 shows how a unit vacancy reservation affects the reservation process. Finally, Paragraph 4-8-6 presents a list of UVL programs and files.

4-8-2. How UVL Works

4-8-2-1. How Unit Vacancy Information is Entered on REQUEST

a. Commanders at the troop program unit (TPU) level have the responsibility for identifying unit vacancies for their individual unit, based on existing and projected shortfalls of personnel. They then report their vacancies to the MUSARC for their geographic area. Managers at MUSARCs or CONUSAs place the unit vacancy data on the REQUEST System, using the UVMANAGE program.

- b. Each unit vacancy has a unique record on the REQUEST System, consisting of the following information:
- (1) Unit Identification Code (UIC) corresponding to the unit possessing the vacancy.
 - (2) A system-generated control number unique to each vacancy. The first digit of this number indicates the initial commander priority (see Paragraph 4-8-2). Subsequent changes to this priority do not affect the control number, however. The only UIC for which control numbers are not generated is WONJAAA, the UIC designated for the Individual Ready Reserve (IRR).
 - (3) The date on which a replacement is required to fill the unit vacancy.
 - (4) Information concerning attributes required for the unit vacancy, including MOS, sex, Special Qualifications Indicator (SQI), Additional Skills Indicator (ASI), security clearance, enlisted grade, and language.
 - (5) The bonus associated with the unit vacancy (see Paragraph 4-8-2).
 - (6) Comments unique to the unit vacancy.
- c. The UVL processing loop is closed when each TPU is sent a record of its unit vacancies. This occurs once a month; on the first weekend of the month, the UVMAIL program is run. UVMAIL generates a mailing to each TPU of its unit vacancies, as well as data associated with the unit, such as address and unit designation.

4-8-2-2. Unit Bonuses

- a. As an incentive to encourage accessions into priority units in need of personnel, UVL reflects any available "Selected Reserve Incentive Program" (SRIP) bonuses. In addition, specified MOSs on the system are authorized for enlistment bonuses (see Paragraph 4-3).
- b. In some cases, a recruit reserving an Army Reserve training seat will be eligible for either the SRIP bonus or the enlistment bonus for a given MOS. In this case, the recruit is entitled to one or the other bonus, but not to both; he or she may choose the bonus with the higher cash award.
- c. When a unit vacancy is displayed, the bonus will be indicated as shown in table 4-52.

Table 4-52
Display of Bonuses

| | B | O | N |
|--|------------------|--------------|---|
| | M or blank | F or N | |

- d. The entries in the first column, under the "B", indicate whether the MOS corresponding to the unit vacancy is eligible for an enlistment bonus. If the entry is "M", a SRIP bonus is authorized based on the critical skill MOS. If the entry is blank, the MOS is not a critical skill MOS and no enlistment bonus is authorized for the MOS.
- e. The entries in the second column, under the "O", indicate whether a SRIP bonus is authorized for the unit. If the entry is "F", a SRIP bonus is authorized for enlistment and reenlistment based on unit priority. If the entry is "N", no SRIP bonus is available based on unit priority, though a bonus may still be available for a critical skill MOS.

4-8-2-3. Commuting Distance Codes

- a. An Army Reserve recruit is, naturally, interested in reserving a vacancy in a unit which is within commuting distance. AR 135-91 describes the distance which can be construed as "reasonable" commuting distance. FORSCOM managers maintain a system of zip codes, which are within commuting distance of each UIC, on the Zip Code Access file and Alternate Zip Code Access file. Both files contain identical information, though the Zip Code file is accessed by Zip Code and the Alternate Zip file by UIC. The original commuting distance code was set up when UVL was first developed; it is now maintained manually by FORSCOM.
- b. The zip codes which fall within a specified area may be easily translated into a commuting radius. In this way, a reservation for an Army Reserve recruit may take the recruit's area of residence, based on his or her zip code, into consideration. A search for a unit vacancy will consider the commuting radius corresponding to that zip code as a reasonable area in which a unit for the recruit may be located. A recruit may elect to reserve in a Unit outside of the commuting distance if he or she wishes.

4-8-2-4. Priorities

- a. UVL, like other portions of the REQUEST System, has a priority indicator associated with it. This indicator is entered as directed by FORSCOM and stored with the UIC and unit description data. Unlike other modules, however, UVL actually has two types of priority indicators. These are unit priority and commander priority.
- (1) Unit priorities are entered as directed by FORSCOM to indicate how important the unit is within the overall Army Reserve structure. Valid values are from 1 to 9, with 1 being the highest priority. This type of priority is

displayed in a unit data record but not displayed in a unit vacancy record. In a search for all UICs, the UICs found will be displayed in order of unit priority within each zip code. In a unit vacancy search, the vacancies found will be displayed in unit priority order, and then in commander priority order. Managers should be aware that priority 6 vacancies are not available for reservations and will generate only an error message. Alternative priority vacancies should be chosen.

(2) The commander priority represents each unit commander's priority for filling that particular vacancy based on the proximity of the vacancy date and urgency of need. Valid values for this type of priority are also between 1 and 9, with 1, the highest value, for use by FORSCOM only. These values are loaded by the responsible MUSARCs according to the unit commander's priority, and in the following code:

1. Only for use by FORSCOM.
2. Of vacancies in priorities 2-5, only 5% should be priority 2.
3. Of vacancies in priorities 2-5, only 15% should be priority 3.
4. Of vacancies in priorities 2-5, only 30% should be priority 4.
5. Of vacancies in priorities 2-5, a minimum of 50% should be priority 5.
6. Not in use at this time.
7. Enhanced strength.
8. Overstrength.
9. Officer vacancy.

b. When priority is displayed in a record, "PR" indicates commander priority, and unit priority is labeled "UNIT PRI."

4-8-2-5. UVL Hierarchies

a. UVL maintains a series of links between command levels, known as "hierarchies". These hierarchies, used for reporting purposes, define the relationship between a unit and the DRC with responsibility for recruiting for that unit. The hierarchical structure goes up the chain to the CONUSA level. A DRC has recruiting responsibility for those units which fall within the geographic area assigned to the DRC.

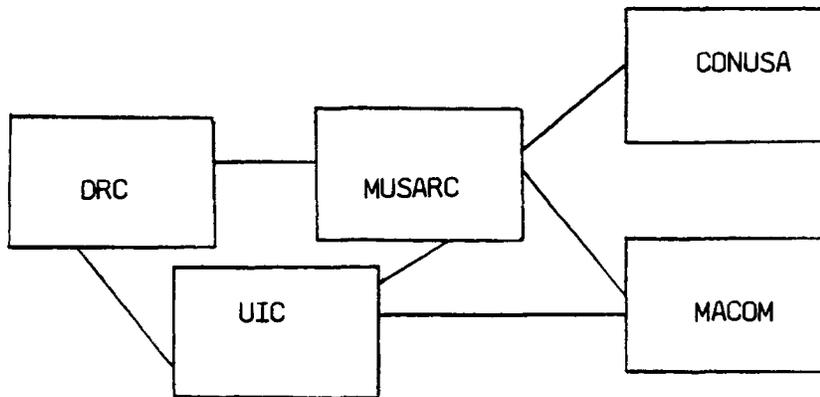


Figure 4-17. UVL Hierarchical Links

b. As shown in Figure 4-17, there are six hierarchical links in UVL: DRC to UIC; MUSARC to UIC; MACOM to UIC; MUSARC to DRC; CONUSA to MUSARC; and MACOM to MUSARC. A "MACOM" as used by UVL, represents a user-definable list of units, to be used for management reports. Using the MACOM-UIC and MACOM-MUSARC links, FORSCOM users have the capacity to build custom links.

4-8-2-6. Reserving a Unit Vacancy

a. As discussed in Paragraph 4-8-1, unit vacancies may be reserved in one of two ways: by a Guidance Counselor for a new recruit, using the ARRQST program, or by an ISR or MTA for transferees or Active Army separtees, using the UVRESERV program. In both programs, three unit vacancy modes are available:

- (1) Unit vacancy lookup;

- (2) Unit data information; and
- (3) Unit vacancy reservation.

b. In ARQST, REQUEST will reserve a training seat and a unit vacancy at the same time. The lookup mode may be used to find a unit vacancy by specified combinations of UIC, zip code, and/or MOSs. Since a Split 2 reservation will have already reserved a unit vacancy when reserving a Split 1 training seat, no unit vacancy reservation is possible for Split 2 enlistment types. Paragraph 4-8-4 shows how the REQUEST reservation process is affected by UVL.

c. In UVRESERV, an MOS, UIC and/or zip code may be entered for a unit vacancy lookup. Either a zip code or a UIC must be entered. When both are entered, the search for a unit vacancy for the specified UIC is followed by a search for unit vacancies in UICs which are within a reasonable commuting radius from the input zip code.

d. In addition, reservations are subject to further restrictions. A values determined by FORSCOM is entered by SAC into the data dictionary specifying a maximum range for both the Reservation-Enlistment date and the Enlistment-Arrival date. If either data range exceeds the number in the data dictionary and a training slot has not been held for the applicant, UVRESERV will prevent a reservation from being made. This process ensures that vacancies will be saved for those applicants who can either enlist or report to a unit at an early date.

e. Once a reservation has been made, it may be cancelled through the ARCNCL program. If a vacancy reservation has been cancelled, the original vacancy is automatically available on the system.

4-8-2-7. Verifying Unit Arrival

a. When a unit vacancy reservation is made through ARQST or UVRESERV, the unit vacancy record is automatically deleted from REQUEST. In its stead, a reserved vacancy record is created by the system, keyed by reservation date, UIC, and control number. The vacancy will no longer be displayed as part of a search or a lookup, but will be reported in management reports as a reserved vacancy.

b. In the case of an ARQST unit vacancy reservation, the reserved vacancy record will be automatically purged from the system 45 days after the recruit's ship date. In most cases, the recruiter is encouraged to escort them to their unit. KEYSTONE Branch, Accession Management Branch, and USAREC may run UNCONFAR to obtain a report of unconfirmed reservations. The ARCNFR program may be used to cancel an ARQST unit vacancy reservation. If the record is created using CHGAR, it may only be cancelled by CHGAR.

c. In the case of a UVRESERV reservation, there is no system guarantee that the individual will show up, since no one is escorting the recruit to the unit. REQUEST maintains a file which keeps track of when such individuals are expected to arrive at their unit. When a UVRESERV recruit or transferee arrives at the unit, the UVERIFY program is run by the commanding MUSARC to verify his or her arrival. The reserved vacancy record for the verified arrival is then automatically removed from the system.

d. The annual arrival confirmation is added to Accession Accounting records by ARLOAD and the reserved vacancy record is then purged by the system.

4-8-2-8. Tracking Non-Arrivals

a. REQUEST keeps track of UVRESERV recruits and transferees who have not arrived at a unit on their expected arrival date through the UVALERT program. After 60 days, the reserved vacancy record for a recruit who has not been verified as having arrived is posted to an "alert" file. Every Sunday night, the batch program KICKER posts new records to the UVALERT file, representing recruits who are more than 60 days late for unit arrival. UVPLERT may thus be used by managers to identify individuals for whom the unit has failed to provide notification of arrival to the responsible MUSARC.

b. Once the non-arrival is posted, the receiving unit has 30 days to verify arrival, or else the individual is lost to the unit. After 30 days, the reserved vacancy will then be purged by the next processing of the UVPURG portion of the KICKER program (see Chapter 5). A reserved vacancy record which has been purged from the system does not automatically regenerate the old vacancy.

4-8-3. Management Capabilities

a. Managers of UVL, as well as USAREC managers tasked with a recruiting mission, have a wide range of capabilities afforded them by UVL. This paragraph will detail those management capabilities, which fall into the following categories:

- Management of unit descriptive data;
- Management of bonus information available through the system;
- Management of zip codes;
- Management of hierarchical links;
- Management reporting; and

- Management communication to field users.

b. These management functions are further described below. The program which accomplishes each function is listed in parentheses after the description.

(1) Management of unit descriptive data – FORSCOM managers may add, delete, update, or report unit data information, such as unit priority, bonus codes, or address. CONUSA managers may report unit data information and update all fields except; zip code, bonus indicator, unit priority, city, and state. They may not add or delete information (UICMANAG).

(2) Management of bonuses– FORSCOM managers may add, delete, or report MOSs which are eligible for a bonus (BONMANAG).

(3) Management of commuting distance codes – FORSCOM managers may add, delete, or report the zip codes linked to a specified UIC. These links control the reasonable commuting distance portion of the vacancy lookup by zip code (ZIPFIX).

(4) Management of hierarchical links – FORSCOM, USAREC, and CONUSA managers may maintain the links described in Paragraph 4–8–2. For instance, they may add or delete MUSARCs which are linked to a particular CONUSA. FORSCOM managers may also build “custom” links between a MACOM and a group of units. If, for example, managers wish to group certain units together, they can create a MACOM which consists of the units in that group (REPMANAG, UICMANAG).

(5) Management reporting – UVL includes several management reports which managers may use as a tool for monitoring the status of open and reserved unit vacancies. Managers may display the following data with the programs shown in parentheses:

- All open unit vacancies for a specified UIC or for MOSs within a specified hierarchy (UVREPORT, UVROLLUP);
- All reserved unit vacancies for an MOS or for all MOSs within a specified hierarchy (RESRVDUV);
- A list of UICs for a specified MUSARC, DRC, or MACOM (REPMANAG, UICMANAG);
- A count of Army Reserve accessions for specified dates by MTA, ISR, or DRC (ACCESSION);
- A count of open and reserved vacancies by UIC (UVCOUNT);
- Recruit records for recruits who are more than 60 days late for unit arrival (UVALERT);
- Recruit records for individuals expected to arrive at a given unit on a specified date (UVEXPECT);
- A highspeed printer-generated listing of all unit descriptive data sorted by user-specified fields (RUNITS).

c. Managers also have several reporting capabilities which are not considered part of UVL, but rather part of the Personnel module (see Paragraph 4–11). Managers may display the following data with the following Personnel programs shown in parentheses:

- The total number of accessions for the entire Army Reserve or for a specific CONUSA or MUSARC, by day, month and year or any combination of these (BALANCAR, BALANCEC); and
- Specified Army Reserve recruit records by LOCID (ARGET, ARTRTP);
- Recruit records for reservations in specific reception stations and ranges of RECSTA dates (ARIVAL);
- Reservation and enlistment data for recruits in specific locations, ranges of RECSTA dates, and enlistment types (FINDIT);
- Recruit records by AIT data and MOS (GETREP);
- Total Army Reserve cancellations by reason code and day, month, and year (KANCL1);
- Unconfirmed reservations by LOCID and shipping dates (UNCONFAR);
- SPLIT1 reservations, made without a SPLIT2 reservation, by LOCID, CONUSA, MUSARC, or DRC (SWAR); and
- The status of MOS quotas by component and enlistment type for the current or next fiscal year (FROZEN).

d. Management communication to field users – USAREC ISRs in the U.S. and in Europe may send messages to field users. This capability includes a report only function (RCTNEWS) and a question and answer function between managers and field users (HOTLINIS).

4-8-4. How a Vacancy is Processed by UVL

a. The sequence followed when a vacancy is reported, and the effect on the UVL module, are illustrated in the following table and described below.

Table 4-53

The Progress of a Vacancy

| ACTION | PROGRAM |
|---|---|
| Loading of vacancy on REQUEST. | UVMANAG |
| Display of vacancy on unit vacancy reports. | UVREPORT, UVROLLUP, UVCONT, ARRQST, AND UVRESEV |
| Notification of units with vacancies. | UVMAIL |
| Reservation of vacancy and deletion of vacancy. | ARRQST, UVRESERV |

b. When a TPU commander detects a present or impending vacancy, he or she makes the responsible MUSARC managers aware of the deficiency. The MUSARC then loads the unit vacancy on the REQUEST System with the UVMANAG program. With UVMANAG, managers also indicate the date by which the vacancy must be filled and the commander's priority in the code explained in Paragraph 4-8-2.

c. REQUEST will now display the unit vacancy on all report programs, such as UVREPORT, UVROLLUP, and UVCOUNT; vacancies will also appear in the Lookup mode of ARRQST and UVRESERV, as explained in Paragraph 4-8-5. Additionally, once each month the UVMAIL program is run in batch mode to list all current unit vacancies by LOCID. These listings are mailed directly to the TPUs in which vacancies exist.

d. Through the UVL report programs, each DRC is also made aware of the vacancies within its jurisdiction. Recruiters within the DRC can then reserve vacancies for qualified candidates using the ARRQST program; MTAs or ISRs reserve a vacancy with UVRESERV.

e. When a vacancy is loaded on the REQUEST System, it remains on the Unit Vacancy List until the vacancy is filled with a reservation. Once the reservation is made with ARRQST or UVRESERV as described in the following paragraph, the unit vacancy is automatically deleted by REQUEST and the record transferred to the Army Reserve Recruit list.

4-8-5. How the Reservation Process is Affected by UVL

a. There are three modes of ARRQST which the Guidance Counselor may run: lookup, unit data, or reservation mode. In lookup mode, ARRQST will allow the Guidance Counselor to choose one of three possible entry parameters:

- (1) An MOS and a "Y" in the UV field.
- (2) No MOS and a "Y" in the UV field.
- (3) An MOS and an "N" in the UV field.

b. If the user chooses (1), REQUEST will search for all AIT classes for the MOS which fit the input criteria, and then for all units within a reasonable commuting distance from the entered zip code with vacancies in the desired MOS. If the user chooses (2), REQUEST will search for and display all MOSs with unit vacancies within a reasonable commuting radius of the input zip code. Finally, if the user chooses (3), REQUEST will perform an AIT class lookup only. In the unit data mode, REQUEST will display descriptive information about the user-entered UIC. Finally, in the reservation mode, REQUEST will make a reservation for the specified input criteria, if possible.

c. Similar to ARRQST, the UVRESERV program provides ISRs and MTA three modes: Lookup, unit data or reservation mode. In the Lookup mode, the ISR or MTA can instruct REQUEST to list vacancies by:

- UIC or zip code
- UIC and zip code
- UIC, zip code and MOS

d. If a UIC is specified, REQUEST lists the vacancies within the unit specified. If a zip code is specified, a list is provided of vacancies within commuting distance of the zip code entered. UVRESERV also allows the ISR or MTA to enter both a UIC and zip code, in which case the vacancies will be listed first by unit and then by units within commuting distance of the zip code. Additionally, an MOS can be specified which further restricts the list of unit vacancies.

e. In the unit data mode, REQUEST displays all unit description data pertinent to the unit specified. In the reservation mode of UVRESERV, ISRs and MTAs can reserve one of the unit vacancies found with the Lookup mode.

f. REQUEST maintains the reservation on the Army Reserve Recruit list until one of three things happens:

(1) The recruit is verified as having arrived at the unit, at which point the reservation will be deleted by the next quarterly run of the ARPURGE maintenance program. However, Split program reservations are not purged until the recruit is verified as having arrived at his or her Split 2 destination.

(2) The recruit has not been verified for unit arrival 60 days past the expected arrival date. The recruit record is placed in the Alert file for 30 days by the weekly processing of the KICKER program.

(3) The recruit has not been verified at the unit after 90 days past the expected arrival date. REQUEST then deletes the vacancy with the next weekly processing of the UVPURG portion of the KICKER program.

g. Figure 4-18 shows the criteria examined by UVL when a reservation is made for a unit vacancy.

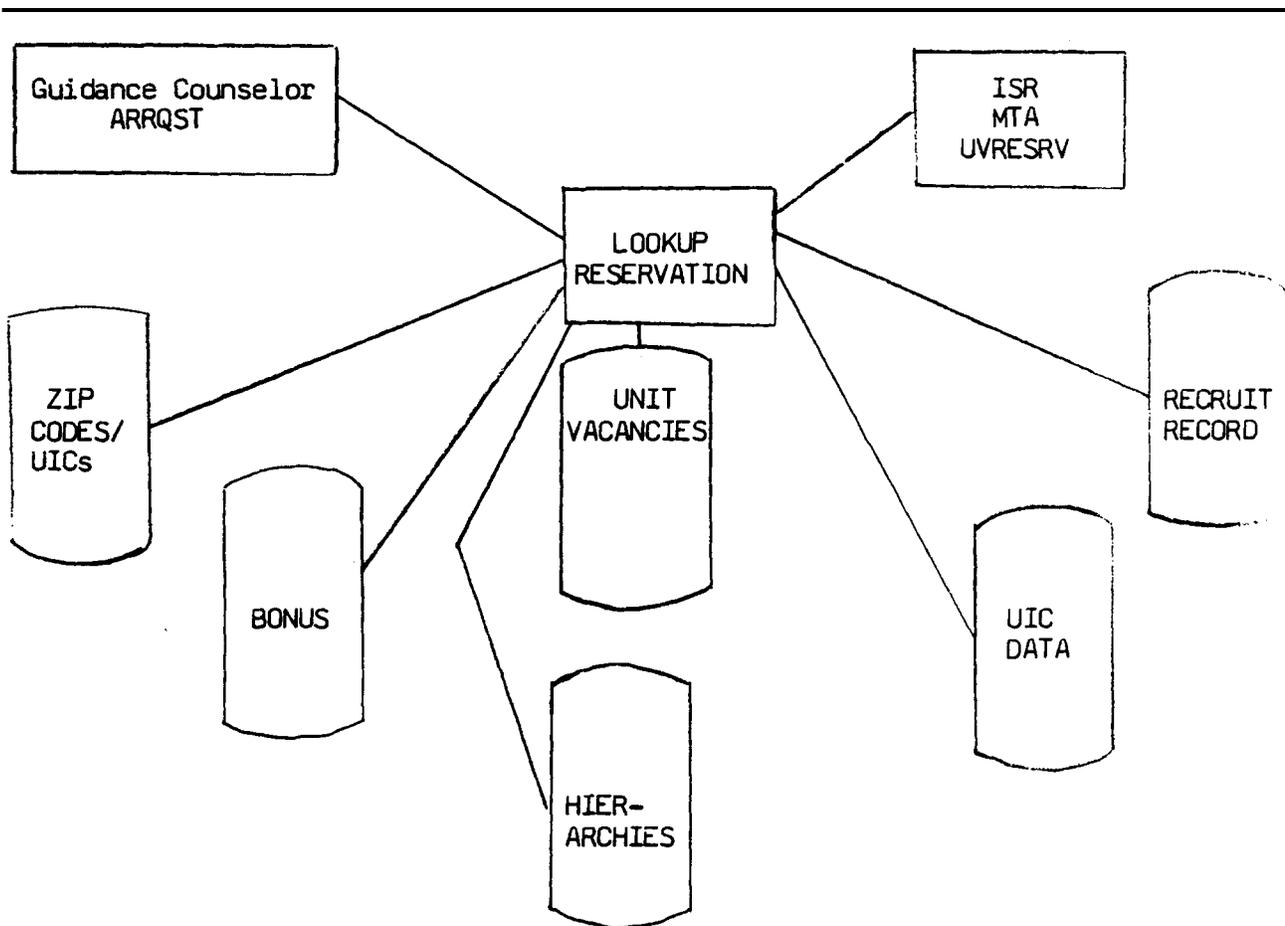


Figure 4-18. Factors in a UVL Reservation

4-8-5. Programs and Files

a. The following is an alphabetic list of the programs and files accessed by the UVL module. The list also includes programs available to the Army Reserve but not strictly considered part of UVL.

Table 4-54
Programs

| Programs | |
|----------|--|
| ACCESION | Reports Unit Vacancy reservations for a given date range in the following modes: <ul style="list-style-type: none">• ISR - reports by credit code• MTA - reports reservations for gaining MUSARC• DRC - reports reservations for a given DRC broken out by enlistment type |
| ARCNCL | Cancels unit vacancy reservations, as well as training reservations, if any. Cancellation of reservations which have been shipment verified is not allowed. Verification is processed through VERIFYAR or UVERIFY. |
| ARCNFR | Confirms the status of AR reservations at the end of the working day. Status includes: <ul style="list-style-type: none">• Shipped• accessed• cancelled• new shipment date scheduled for applicant with same RECSTA date• no final disposition |
| ARGET | Reports personnel records from the Recruit file for a specific LOCID. |
| ARIVAL | Reports recruit records for Army Reserve and National Guard reservations in specified reception stations and ranges of RECSTA dates. |
| ARLOAD | Creates an SAS AR recruit file, a file for AR recruits not verified for enlistment or shipment, and a file for recruits whose enlistment and shipment have been verified. |
| ARRQST | Looks up and reserves unit vacancies and training class seats. Used by Guidance Counselors. |
| ARTRTH | Reports specified Army Reserve recruit records. Displays up to 210 records for all LOCIDs. |
| ARTRTP | Reports specified Army Reserve recruit records from the history tapes. |
| BALANCAR | Displays the total number of accessions for the entire Army Reserve by day, month, and year or a specified time range. |
| BALANCEC | Displays the total number of accessions for a specified CONUSA or MUSARC by day, month, and year or a specified time range. |
| BONMANAG | Displays a specified or all MOS codes authorized for an enlistment bonus. Can add or delete an MOS code. |
| FINDIT | Reports reservation and enlistment data for Army Reserve and National Guard recruits in user-specified locations, ranges of reservation dates, and enlistment types. |
| FROZEN | Allows the modification of MOS status codes and reports the status of MOS quotas by component and enlistment type. |
| GETREP | Reports Army Reserve and National Guard recruit records by AIT date and MOS. |
| HOTLINIS | Allows ISRs to communicate with the management user at USAREC. |
| KANCL1 | Reports total AR & NG cancellations by reason code and by day, month, and year. |
| MESSAG | Allows the entry of messages onto the REQUEST network. |
| RCTNEWS | Displays messages from various sources which the user specifies. |
| REPMANAG | Reports the hierarchical links for MUSARC-CONUSA, MACOM-MUSARC, UIC-MACOM, DRC-MUSARC, and UIC-DRC. Allows the update of links between MUSARC-CONUSA, MACOM-MUSARC, UIC-MACOM, and DRC-MUSARC. |
| RESRVDUV | Reports reserved unit vacancies within a user-specified hierarchy which have not been verified. |
| RUNITS | Reports all UICs within a specified MUSARC or CONUSA. |

Table 4-54
Programs—Continued

| Programs | |
|----------|---|
| SWAR | Reports SPLIT1 reservations made without a SPLIT2 reservation, by LOCID, CONUSA, MUSARC, or DRC. |
| UICMANAG | Maintains the list of valid UICs in UVL and reports and updates hierarchical links for UIC-MUSARC and UIC-DRC. |
| UNCONFAR | Reports unconfirmed Army Reserve reservations by location IDs and ship dates. |
| UVALERT | Reports the records of personnel who have not been verified for unit arrival, and are 60 or more days past their expected arrival date. |
| UVCOUNT | Reports the number of unit vacancies or reserved vacancies for a specified MOS. |
| UVERIFY | Displays Recruit file records, and allows MTAs to verify shipment and unit arrival for ISR and MTA transactions. Access to the personnel records is by reservation date, UIC, and Control Number. |
| UVEXPECT | Reports all verified and unverified reservations made within a user-specified range of RECSTA weeks, in a hierarchy designated by the user. Alerts TPUs of impending arrivals. |
| UVMANAGE | Adds, updates, and deletes unit vacancies. |
| UVREPORT | Reports all unreserved unit vacancies on file for a given UIC. |
| UVRESERV | Looks up and reserves unit vacancies. Used by ISRs and MTAs. Reports unit data for a specified UIC. |
| UVROLLUP | Reports unit vacancies by MOS within a user-specified hierarchy. |
| ZIPFIX | Maintains zip code access to units. |

b. Files

UVL data is entered interactively on the following files and is stored until altered by subsequent interactive sessions:

- Alternate Zip file
- Army Reserve Hierarchy file
- MOS Bonus file
- Unit Identification Code file
- Zip Code Access file

c. Vacancy information is entered interactively on the Unit Vacancy List file. A vacancy record is deleted automatically when the vacancy is reserved.

d. Reservation information is entered interactively on the Army Reserve Recruit file and stored until the recruit is verified as having arrived at the unit. The reservation record will then be purged by the next quarterly run of the ARPURGE program. Recruit records for which verification of arrival is not confirmed within 90 days of the due date are purged by the next weekly processing of the UVPURG portion of the KICKER program.

e. Non-arrival flags are set automatically on the Alert file for personnel who have not been verified for unit arrival 60 days past their expected arrival date. The record remains on the Alert file for not more than 30 days or until the arrival is verified. The record is then purged by the next weekly run of the KICKER program.

4-9. THE DATA DICTIONARY MODULE

4-9-1. Introduction

a. The Data Dictionary is a file which lists all of the factors used by the REQUEST System. Each factor is precisely defined and its value(s) or range of values specified in order to ensure consistency throughout the system whenever a factor is used. For programs requiring data input, the Data Dictionary is used as an automatic internal editor, a reference to check that the entered values are within the defined parameters for a factor. Management can control those programs having dynamic prompt and display capability through a portion of the Data Dictionary. Managers can access the Data Dictionary by running the RUDICT program.

b. The Data Dictionary has two distinct parts, the Factor Dictionary and the Program Dictionary. The Factor Dictionary contains the list of factors used by the REQUEST system. Factors are pieces of information which have specific names for which particular values are entered or displayed during the running of REQUEST programs. For example, SOC SEC # (social security number) is a factor which is entered on each recruit's record as the record is

being created in the AABILD program and which is displayed by programs such as AAGET when recruit records are accessed. Each factor is precisely defined within the Factor Dictionary, including the acceptable values for the factor.

c. The Program Dictionary part of the Data Dictionary contains the Program Descriptor Records (PDRs) for those programs having dynamic prompt and display capabilities. This means that display, prompt or report formats can be modified as required by the Army. Format refers to the content and arrangement of factors during the execution of a program or in the report output. For example SOC SEC # is a factor in the data entry prompt of programs such as AABILD where recruit records are assembled. SOC SEC # is also used as part of a display in a program such as AAGET where recruit records are accessed and part of a report output format in programs such as SOLD where reservations are reported. The inclusion or exclusion of factors in such dynamic prompts and displays is reported and managed through the RUDICT program. This capability allows flexible control of REQUEST programs minimizing programming code changes.

d. RUDICT is the program which gives management access to the Data Dictionary. The impact upon the REQUEST system of changes to the Dictionary is extensive and the effects of a particular addition or modification should be thoroughly examined before the addition or change is made.

e. Paragraph 4-9-2 describes in detail the Factor Dictionary part of the Data Dictionary and the Program Dictionary. Policy changes and management of the Data Dictionary are described in Paragraph 4-9-3. Paragraph 4-9-4 contains suggestions for planning of Data Dictionary additions or changes. Programs and files relevant to the Data Dictionary are listed in Paragraph 4-9-5.

4-9-2. General Description

The Data Dictionary has two distinct parts, the Factor Dictionary and the Program Dictionary. The Factor Dictionary has a capacity of 1000 factors. The Program Dictionary can hold up to 200 program descriptor records. Factor and Program Dictionary reference records will give statistical information as to the contents of the Factor Dictionary and will list the programs currently on the Program Dictionary. These reference records can be reported through the RUDICT program.

4-9-2-1. Factor Dictionary

a. A factor is a particular piece of information. For example, NAME and Social Security Number (SOC SEC #) are factors contained within personnel and cancellation records. MOS Priority is a factor contained within MOS Qualifications records.

b. A factor may also be a "indicator" or a "control factor". An indicator tends to have only two values. For example, the citizenship (CIT) factor indicates by Y (YES) or N (NO) values the citizenship status of the applicant. The Required AGE - AR factor controls the age range of Army Reservists by Stopping the reservation processing of an applicant whose age does not fall within the value range as specified in the Factor Dictionary. A message is automatically sent to the user's terminal explaining the denial because of age.

c. In order to assure consistency throughout the REQUEST system, a factor is precisely defined in the Factor Dictionary. Whenever a particular factor is used in a program or on a file, the definition of that factor, including a valid range of values, conforms to the Factor Dictionary entry. To use SOC SEC # as an example again, 9 digits are required, the range of values is from 1 to 999999999, and a space at least 9 columns wide is required to enter or to display this factor. See Figure 4-19 for the complete Data Dictionary entry for SOC SEC #.

d. Similar records are stored in files. For example, in table 4-55, below, each record stored in file A has the same length and sequence of factors. File B contains records which differ in length and in the number and arrangement of factors from file A records. However, the segment of record set aside for MOS in both records conforms to the precise definition of the MOS factor in the Data Dictionary.

Table 4-55
Sample record formats

| | | | | | | |
|--------------------------|-----------|-----------|----------|---------|-----------|-------|
| LOCID | NAME | SOC SEC # | MOS | MOS PRI | BIRTHDATE | |
| Record format for file A | | | | | | |
| NAME | SOC SEC # | MOS | AITCLASS | CANCEL | DATE | Blank |
| Record format for file B | | | | | | |

e. A factor can have two entries: the Factor entry gives the factor's characteristics and lists the files on which the factor appears. The second entry is a Translation Table entry which lists valid values and/or a range of values. A Translation Table entry is not necessary for every factor. NAME for example has no Translation Table entry, SOC SEC # has a Translation Table entry because it has a defined range of values. See Figures 4-19 and 4-20.

```

FACTOR # 2 ABBREVIATION: SOC SEC # NAME: SOCIAL SECURITY NUMBER
/ DATE CREATED / DATE OF LAST UPDATE / DATE FACTOR BECAME INACTIVE / FCI /
  15/2/82      0/0/0
/ STATUS / COMPONENT / HIER-IND / QUAL-IND / TYPE / I/O DISP. LENGTH / RDFN /
  A      AA ARNG      N      N      110      9
FILES USING THIS FACTOR: 1 7 10 2 8 11 4 5 6
TRANSLATION TABLE ENTRY: YES
/ TRANS. POINTER / TRANS. ENTRY LENGTH / TRANS. LENGTH / TRANS. UPD. IND. /
  5              2              1              SAC/USER
TRANSLATION FOR FACTOR NUMBER: 138

                LOWER LIMIT:          1 UPPER LIMIT: 999999999

```

Figure 4-19. Factor Dictionary entry for SOC SEC #

```

FACTOR # 3 ABBREVIATION: NAME      NAME: NAME OF RECRUIT
/ DATE CREATED / DATE OF LAST UPDATE / DATE FACTOR BECAME INACTIVE / FCI /
  15/2/82      22/7/82
/ STATUS / COMPONENT / HIER-IND / QUAL-IND / TYPE / I/O DISP. LENGTH / RDFN /
  A      AA AR NG      N      N      300      28      NONE
FILES USING THIS FACTOR: 1 7 10 2 8 11 4 5 6
TRANSLATION TABLE ENTRY: NONE

```

Figure 4-20. Factor Dictionary entry for NAME

f. Factor Dictionary Entry. A Factor entry in the Data Dictionary includes the following information:

(1) Number, name and abbreviation. Each factor has a particular number within the dictionary and an abbreviated form by which it may be indexed. This short form is also the term by which it is listed in reports and/or data input prompts. For example, the MOS Priority factor usually appears in its abbreviated form, MOS PRI.

(2) Status. A factor may be active (A), that is, currently being used by REQUEST programs. A factor may be inactive (I), that is, not currently in use but still on the Data Dictionary. A factor may not be ready for use (N). N status usually occurs when a new factor is being added to the Dictionary and the factor's values, links to particular files or placement in the Program Dictionary structure are still to be determined.

(3) Dates. Dates of factor creation (inclusion in the Factor Dictionary), update (the latest modification of the original entry), and change of status are all recorded.

(4) File and Army Component link. The number of the file(s) whose records contain this factor and the Army component (AA, AR or NG), which uses the factor is indicated. This file-component link is important for the Program Dictionary portion of the Data Dictionary, which is discussed later in this paragraph. The AGE-AR factor discussed in the introduction is used only by the Army Reserve and this is so indicated in the Factor Dictionary entry.

(5) Special use. A factor's use in the Hierarchy, Paragraph 4-10, or as a qualification, Paragraph 4-1, is indicated as follows:

HIER-IND N = not used in the Hierarchy
 A = Applicant-side use
 M = MOS-side use
 QUAL-IND N = can not be used as a qualification in the MOS Qualifications file
 Y = can be used as a qualification in the MOS Qualifications file
 T = can be used as a time-dependent qualification in the MOS Qualifications file

(6) Translation Table entry. "Yes" or "no" indicates whether or not a factor has a Translation Table entry. The table is described in the following paragraph.

(7) Type and length. Each factor must have a factor type. A factor type is the numeric representation of the form in which the values for the factor are entered, displayed, and used. For example, NAME has type number 300 and an input-output display length of 28. Type 300 specifies that up to 68 characters (letters, numbers, or blanks) are allowed. The line space required on a terminal for the display of NAME or required in a report is 28 columns. The SOC SEC # factor has a type of 110 and a length of 9. Type 110 specifies that the factor is an integer with a single range with no default. SOC SEC # therefore must be entered and displayed as a number within one specified range (1 to 999999999). No default indicates that there is no value automatically inserted in the event that the user does not make an entry under SOC SEC # when it appears in a data entry prompt. This implies that the user must enter SOC SEC # before continuing. Figure 4-19 and 4-20 contain the Factor Dictionary entries for SOC SEC # and NAME.

g. Translation Table. Within the Factor Dictionary is a table which maintains and sometimes "translates" the values of certain types of factors. Not all factors require a Translation Table entry. For example, NAME requires no Translation Table record because there is no defined value or range of values. NAME's type as recorded in the Factor Dictionary entry specifies in effect that whatever set of characters is entered by a user for this factor is stored and displayed as entered. There are no checks made by the system to determine the correctness of the entry.

h. Test score factors, such as the GM (General Maintenance ASVAB test), have a valid range of numerical values. These factors require Translation Table records. The Translation Table record contains the precise range of values or codes which are valid for a particular factor. If a REQUEST program requires the user to enter information for a specific data input prompt, for example, GM the user's entry is checked against the valid values in the Translation Table record associated with the factor. (See Figure 4-21 below.) The user's entry must conform to the range of values defined or the user's entry will not be accepted and operation error messages will notify the user that an invalid entry has been made. The checking of values with the Translation Table entry is in effect an automatic internal editing process within the REQUEST system which assures the accuracy of information input for files and records.

```

FACTOR # 10 ABBREVIATION: GT NAME: GENERAL TECHNICAL
/ DATE CREATED / DATE OF LAST UPDATE / DATE FACTOR BECAME INACTIVE / FCI /
  15/2/82          9/6/82                                10
/ STATUS / COMPONENT / HIER-IND / QUAL-IND / TYPE / I/O DISP. LENGTH / RDFN /
  A      AA AR NG      N      T      112      3      NONE
FILES USING THIS FACTOR: 1 7 10 2 8 11 4 5 6
TRANSLATION TABLE ENTRY: YES
/ TRANS. POINTER / TRANS. ENTRY LENGTH / TRANS. LENGTH / TRANS. UPD. IND. /
  79              3              1              SAC/USER
TRANSLATION FOR FACTOR NUMBER: 10

```

```

DEFAULT VALUE:          -1 LOWER LIMIT:          0 UPPER LIMIT:          160

```

```

FACTOR # 11 ABBREVIATION: GT NAME: GENERAL TECHNICAL
/ DATE CREATED / DATE OF LAST UPDATE / DATE FACTOR BECAME INACTIVE / FCI /
  15/2/82          9/6/82                                0
/ STATUS / COMPONENT / HIER-IND / QUAL-IND / TYPE / I/O DISP. LENGTH / RDFN /
  A      AA AR NG      N      T      112      3      NONE
FILES USING THIS FACTOR: 1 7 10 2 8 11 4 5 6
TRANSLATION TABLE ENTRY: YES
/ TRANS. POINTER / TRANS. ENTRY LENGTH / TRANS. LENGTH / TRANS. UPD. IND. /
  79              3              1              SAC/USER
TRANSLATION FOR FACTOR NUMBER: 11

```

```

DEFAULT VALUE:          -1 LOWER LIMIT:          0 UPPER LIMIT:          160

```

Figure 4-21. Factor Dictionary entry for GT and GM

i. Translation Table Record. The following information is contained in a Translation Table record:

- (1) Factor number. This number is the same as the corresponding Factor Dictionary entry.
- (2) Technical specifications. Pointer location, space occupied within the Table, entry and translation lengths, and a record of which user updated the Translation Table record are detailed.
- (3) Values and codes. The valid values, range of values, and codes (if applicable) are listed. For example, SOC SEC #, the social security number factor, has a Translation Table record which defines limit value of 1, upper limit of 999999999. The MATH factor has a more complex record. Valid user input values are four "word codes", GEN for general, ALG for algebra, GEO for geometry, and TRI for trigonometry. These "word codes" are "translated" to numerical codes of 5, 10, 15 and 20. The MATH Factor type in the Factor Dictionary specifies a "default" code. A default value provides the system with something to put in the space in case the program user does not make an entry for the factor. In the case of the MATH factor (see Figure 4-22 below), blanks are inserted.

```

FACTOR # 7 ABBREVIATION: MATH NAME: MATH LEVEL CODE
/ DATE CREATED / DATE OF LAST UPDATE / DATE FACTOR BECAME INACTIVE / FCI /
  15/2/82      15/3/82
/ STATUS / COMPONENT / HIER-IND / QUAL-IND / TYPE / I/O DISP. LENGTH / RDFN /
  A      AA AR NG      A      Y      362      4      NONE
FILES USING THIS FACTOR: 1 7 10 2 8 11 4 5 6
TRANSLATION TABLE ENTRY: YES
/ TRANS. POINTER / TRANS. ENTRY LENGTH / TRANS. LENGTH / TRANS. UPD. IND. /
  54      11      1      SAC/USER
TRANSLATION FOR FACTOR NUMBER: 7

NUMBER OF CODES: 4 DEFAULT INTEGER CODE: -1
DEFAULT STRING: BLANKS
VALUES DISPLAY AS 'INTEGER CODE-CODED STRING'
  5-GEN      10-ALG      15-GEO      20-TRI

```

Figure 4-22. Factor Dictionary Entry for MATH

j. One Translation Table entry can be linked to multiple factors. This saves space within the Translation Table, which has a fixed capacity. Any change which requires modification of the Translation Table entry affects all factors linked to that entry and subsequently all programs which access the Data Dictionary and use any of the affected factors. Figure 4-21 illustrates Factor entries for two factors using the same Translation Table record. The 10 recorded for FCI (factor copy indicator) for factor #11 means that it shares with factor #10 the same Translation Table record.

4-9-2-2. Program Dictionary

a. The Program Dictionary structure is where the “dynamic prompt and display” capability control for the REQUEST system. The Program Dictionary contains program descriptor records (PDRs) for programs with this capability. These descriptor records control the order of appearance of factors for prompt and/or display purposes during the running of the programs. Factors used in this structure of the Data Dictionary must already exist in the Factor Dictionary.

b. Some programs require several distinct prompt or display formats. For example, the AA, AR and NGBILD programs all have particular prompt (data input) requirements which vary according to the particular enlistment type of the applicant whose record is being created. Such programs will have several program descriptor records (PDRs) in the Program Dictionary listed as AABNPS meaning AABILD, Non-Prior Service applicant, AABCAS meaning AABILD, Civilian Acquired Skills applicant, AABPS meaning AABILD, Prior Service Applicant, in order to make distinction among the various formats required within one program. Figure 4-23 illustrates a program descriptor record.

```

PROGRAM: AABNPS          PROGRAM UPDATE INDICATOR: SAC/USER
ONLINE PDR KEY: 1 BATCH PDR KEY: 2

NUMBER OF FACTORS IN ONLINE DESCRIPTION: 32
ONLINE DESCRIPTION:  2   3   34  25  32  23  6   5  31  29
                   26  30  4   24  7   8  33  9  10  11
                   12  13  14  15  16  17  18  19  20  21
                   22  194
NUMBER OF OPTIONAL ONLINE FACTORS: 6
OPTIONAL ONLINE FACTORS: 7   8  20  21  22  194

NUMBER OF FACTORS IN BATCH DESCRIPTION: 31
BATCH DESCRIPTION:  2   3   34  25  32  23  6   5  31  29
                   30  4   24  7   8  33  9  10  11  12
                   13  14  15  16  17  18  19  20  21  22
                   194

NUMBER OF OPTIONAL BATCH FACTORS: 6
OPTIONAL BATCH FACTORS: 7   8  20  21  22  194

```

Figure 4-23. Program Dictionary Record Sample for AABNPS

- c. The Program Dictionary record contains the name of the program and the users who may update the PDR.
- d. On-line within the Program Dictionary can refer to a "display" format, the arrangement of factors as they will appear in a report output or "display record" portion of a program. REQUEST programs whose function is to report information, for example, DSOLD, will have only one on-line PDR record used.
- e. Batch within the Program Dictionary can refer to data input formats, that is, the number and arrangement of factor prompts under which the program user will enter data. For other programs, it can be used if the program is running in Batch mode.
- f. The total number of factors to be used for display or data input is also recorded. The factor number of each factor as indexed in the Factor Dictionary is listed in the order in which the factors will appear.
- g. The number and description of optional factors is recorded. Optional factors must have a default value recorded in the Factor Dictionary Translation Table record. Optional factors must also be listed in the on-line or batch description of the PDR. The optional factor designation allows a record to be posted or displayed by a REQUEST program without a specific value entry for that particular factor being made by the user. In the sample above, which is the AABILD prompt and display Program Descriptor Record for non-prior service personnel, factor #7, the MATH LEVEL CODE, may be left blank by the user without generating error messages. The Factor Dictionary entry for factor #7 is included in Figure 4-22. Non-optional or required factors must have entries within the range of values described by the Factor Dictionary or messages are generated which inform the user of invalid entries and re-prompt the user for corrections. A record may be posted to the recruit file with no entries for optional factors. The record may not be posted as complete with required factors left blank.
- h. There is an essential chain, the links of which must be complete and accurate within the Program Dictionary program descriptor record.
 - (1) Program-file-component-factor link. The REQUEST program specified must use a file which is included in the Factor Dictionary definition of a factor. The Army component using the file must be indicated on the Factor Dictionary and must be accurate.
 - (2) Factor-Translation Table default value-optional designation link. A factor in the list of optional factors in the PDR must also appear in the PDR. It must have a default value specified in the Translation Table record connected to its index in the Factor Dictionary.

i. Table 4-56 lists the REQUEST files with factors in the Factor Dictionary which may be used in program descriptor records within the Program Dictionary. The personnel and cancellation file records are "dynamic". Other files such as the MOS Qualifications file, AIT Quota, and the Annual files contain only small dynamic sections where factors may be added for prompt or display purposes.

4-9-3. Policy Changes and Management

a. The REQUEST/RETAIN Branch coordinates management of the Data Dictionary for the REQUEST System. The Accession Management Branch, ODCSPER, and other Army agencies use programs which access the Data Dictionary.

b. Implementation of current Army policy or personnel requirements can sometimes be achieved through the management of the Data Dictionary. If these changes can be implemented through the RUDICT program, the expense of programming changes is avoided and the time lapse between the definition of the needed change and the accomplishment of such change is greatly reduced.

c. For example information regarding an applicant's experience with computers or with programming may be determined to be desirable. A new factor could be developed, entered on the Factor Dictionary, and by adjusting the Program Descriptor Record (PDR) in the Program Dictionary included within the data entry prompt formats in the AABILD program. If such information is desired in a record access program such as AAGET or a report program such as SOLD the PDRs in the Program Dictionary can be updated to include the new factor.

d. The Hierarchy, which assists in recommending MOS opportunities offered to applicants by the AARQST program, is the prime example of the interconnection of the Data Dictionary and REQUEST Programs. The hierarchy is described in Paragraph 4-10 of this handbook. All first level elements in the hierarchy structure for an MOS must be factors defined in the Factor Dictionary. A factor's precise definition and Translation Table record is used in defining the hierarchy structure.

4-9-4. Policy and Planning Considerations

a. Changes to the Data Dictionary can have wide impact throughout the REQUEST System, almost like the ripples of a stone dropped into a quiet pond. Preliminary considerations of the following questions may ensure that the impact is controlled and that the results are useful.

b. Adding a New Factor

(1) How will it be used?

In Hierarchy - for example, MOS priority.

As a Qualification - for example, Math Level Code.

Report factor - display or data input prompt - for example, NAME.

As a Control indicator - for example, AGE-AR.

Keep in mind that "counters" and factors which require computation may not be added. For example, a new factor which requires perhaps the addition of two scores, with the resulting value to be divided by four is not a good candidate.

(2) Factor characteristics, type and Translation Table values should be determined.

(3) Is the file to which the factor is to be added identified? Only those files listed in table 4-56 can have factors added.

(4) Which programs might use the factor? Are they already on the Program Dictionary?

(5) Space availability in the Factor Dictionary, Translation Table, and Program Dictionary should be checked through RUDICT.

(6) Duplication? Does the factor already exist within the system and on the Data Dictionary? Duplication is not permitted.

c. Modification of an Existing Factor

(1) Which files should contain the factor?

(2) Which programs use the factor/file?

(3) Are other factors affected by any change? Is a common Translation Table record used?

(4) Space considerations. Does modification affect the Translation Table Record? For example, if additional Translation Table space is required and not available at the present location in the Translation Table, the record is removed and placed at the end of the Table. The table has a defined capacity and the space vacated by the moved record cannot be reused. Space availability can be determined through the RUDICT program.

d. Program Descriptor Record Additions or Changes

(1) Is the program already on the Program Dictionary?

(2) Is the factor defined in the Factor Dictionary?

(3) Is the program-file-factor link accurate and compatible with the Dictionary?

(4) If a factor is to be designated as "optional", does it have a default value assigned in the Factor Dictionary? A factor with a default value does not necessarily need to be declared optional. However, factors with no default values

and no optional designation are “required” and the program user cannot proceed with the processing until valid values have been entered.

4-9-5. Programs and Files in the Data Dictionary Module

a. Programs using the files which are accessible to the RUDICT program are candidates for inclusion within the Program Dictionary. RUDICT report mode will list those programs currently on the Program Dictionary.

b. Files which are available to the Factor Dictionary are listed in table 4-56, below. All of the factors in files 1-11 can be dynamic. Only small portions of files 12, 13 and 14 contain dynamic factors.

**Table 4-56
Data Dictionary File List**

| FILE NUMBER (used in Factor Dictionary record) | FILE DESCRIPTION |
|--|-------------------------------|
| 1 | AA Personnel file |
| 2 | AA Cancellation file |
| 3 | AA Annual file |
| 4 | AA Wait List file |
| 5 | AA Eligible-declined file |
| 6 | AA Ineligible Applicants file |
| 7 | AR Personnel file |
| 8 | AR Cancellation file |
| 9 | AR Annual file |
| 10 | NG Personnel file |
| 11 | NG Cancellation file |
| 12 | NG Annual file |
| 13 | AIT Quota file |
| 14 | MOS Qualifications file |
| 15 | UIC file |

Notes:

All recruit and cancellation file record segments or fields are dynamic, that is, all factors on the records are in the Data Dictionary and can be used in program descriptor records in the Program Dictionary. the Annual, Quota and QUALS files have only a very small dynamic portion, the major portion of these file records are and not controlled by the Program Dictionary structure of the Data Dictionary.

4-10. THE HIERARCHY MODULE

4-10-1. Introduction

a. The Hierarchy module is designed to allow the Army to create the matching algorithm that will be used to match applicants with Army skills (MOSSs) according to the applicant’s qualifications and MOS priorities set by the Army to reflect current personnel requirements. The aim of the matching process is to recommend the skills for an applicant that are “best” for the applicant and the Army. This match or “payoff” computed by the Hierarchy is a combination of the applicant effectiveness score for the particular applicant—MOS match. The payoff is compared with past applicants for the MOS through a mathematical computation to “normalize” the payoff. This normalization is expressed numerically by the MPI (MOS priority index). MPI values range from 0 to 1000, with 1000 representing the optimal match.

b. Army enlistment opportunities that are displayed in the Search mode are presented in order of MPI, from highest to lowest. There may be some interruption in order number at the 6th and 7th place in the AARQST display to insert available AIT spaces which most nearly reflect the applicant’s preference for an MOS, CMF or Skill Cluster, reception station week, unit, bonus or option.

c. The HIARCY program enables management to report and adjust the characteristics considered in the matching algorithm.

d. Paragraph 4-10-2 will describe the Hierarchy structure in three stages: the framework or base skeleton; the completion of the structure to fit each MOS; and the calculations which enter into the “payoff” or combined applicant effectiveness – mission objective score. Paragraph 4-10-3 describes the HIARCY program capabilities, program testing, and the simulation program (AASIM). Paragraph 4-10-4 discusses policy and Hierarchy management. Paragraph 4-10-5 describes the relationship of Hierarchy to the REQUEST System reservation process. Paragraph 4-10-6 lists programs and files relevant to Hierarchy.

4-10-2. Hierarchy Structure

4-10-2-1. Framework

a. There is a hierarchical scoring structure for the Active Army component. The skeleton form can be visualized as the two dimensional diagram of the main support pillars and flat rooflines of a multi-level asymmetrical building. At the peak is the “payoff”. The horizontal roof line directly beneath the payoff connects the two distinct sides of the structure: the MOS-Status (MS) side and the Applicant-Qualifications (AQ) side. Figure 4-24 contains a sample skeleton structure.

b. This skeleton is constructed in the HIARCY program from the bottom up with a maximum of 16 levels. The first, or bottom level, on each side must consist of elements which are factors defined in the Data Dictionary. The Data Dictionary record must indicate that the factor is available for use in Hierarchy and the side of the structure, MS or AQ side, to which it may be attached. Paragraph 4-9 describes the Data Dictionary module of REQUEST. At the next higher level, several of these factors may be grouped together under one “roof” and given a group element name. The user assigns a name to this group and the group-element name cannot be in the Data Dictionary. A factor may be used more than once as long as repeated factors are not part of the same group-element, that is under the same “roof”.

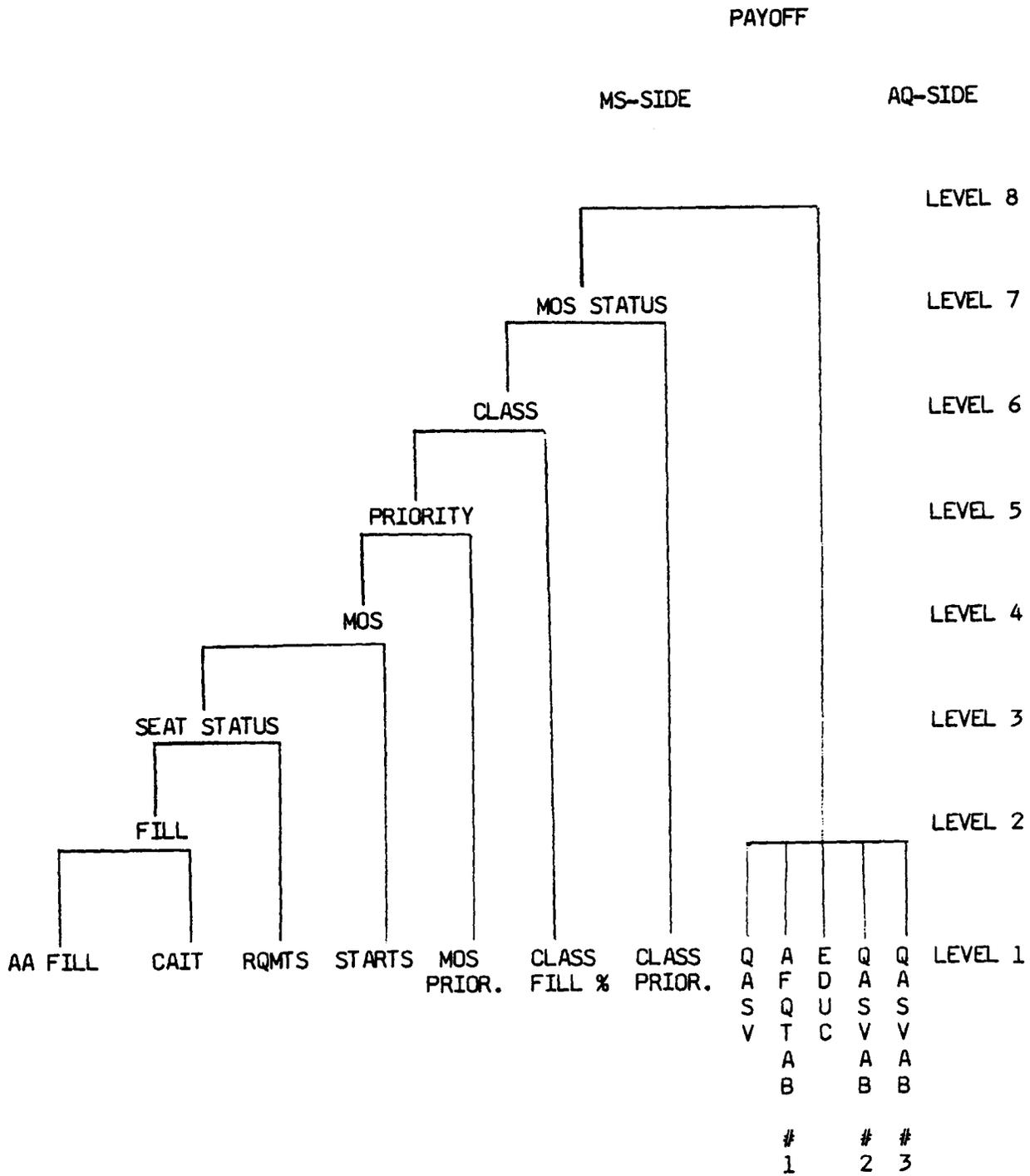


Figure 4-24. Hierarchy structure sample

4-10-2-2. Completing the Hierarchy Structure for a Specific MOS

a. One skeleton structure is in use for the Active Army component. The structure is completed, that is “customized” for each MOS or group of MOSs by assigning transformation functions and weights to each level-one element, and assigning weights to each group element at other levels. The transformation functions and weights are used to compute AQ-side and MS-side scores which are combined and result in the payoff.

b. A transformation function is a means by which factors with different translation values in the Data Dictionary, for example, AFQT (0-99) and Education (NHSA, HSDG,...), may be put on the same scale (0-1000) in order to be used in the mathematical matching algorithm. Transformation functions are assigned only to level one elements, that is factors defined in the Data Dictionary. The transformation function is a polynomial of degree 4 or less, or a table with value-score pairs. Each factor is defined in the Dictionary as having a specific value(s) or a range of valid values. For example, the AFQT factor, on the AQ-side of the structure in Figure 4-24, has a range of valid values of from 16 to 100. The MOS priority factor, on the MS-side of the hierarchy structure has a valid value range of from 1 to 9. The “value” part of the value-score pair is a factor’s value as defined in the Factor Dictionary. The “score” part of the value-score pair is a numerical evaluation (1 to 1000) representing the worth to the Army of this particular factor at a specific value level. For factors with more than one valid value, additional value-score pairs are designated. The value-score pairs are “transformed” by the HIARCY program to a transformation function, either polynomial or tabular. After transformation functions have been assigned, each level-one element is given a simple weight which signifies its relative importance within the group to which the factor belongs. Figure 4-25 illustrates a possible group of level-one elements with assigned transformation functions and weights.

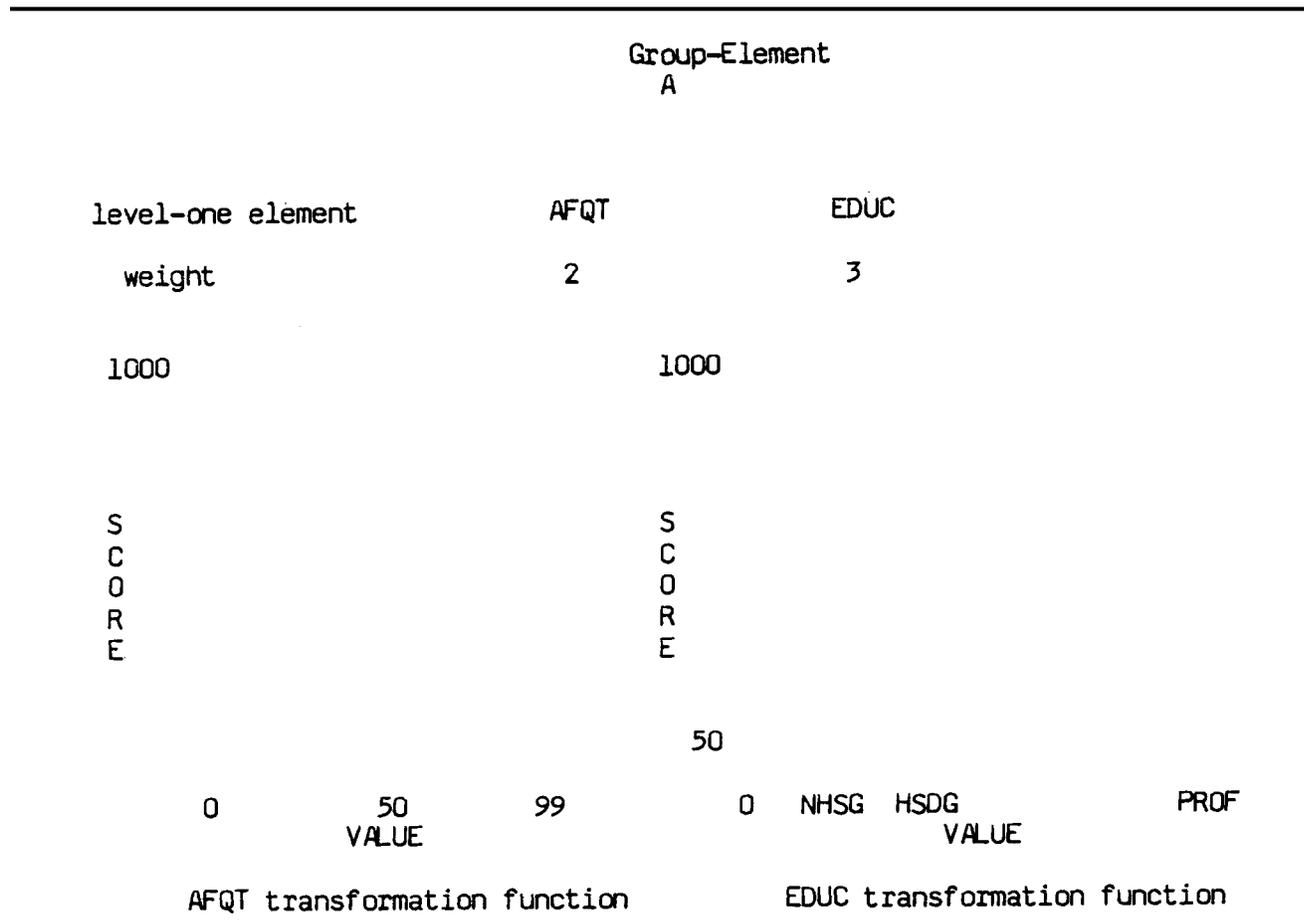


Figure 4-25. A group of level-one elements

4-10-2-3. Hierarchy Calculations

a. There is one active skeleton structure for the Active Army component filled out, i.e., customized, for each MOS or group of MOSs. The AARQST program checks a particular applicant's record for minimum MOS qualifications and checks MOS space availability before Utilizing the hierarchical structure to consider an applicant for a particular MOS. Minimum qualifications are set by ODCSPER and recorded in the MOS Qualifications file and MOS space availability is set.

b. The Hierarchy calculations are therefore performed for a limited list of job opportunities in processing each applicant. The following steps are involved for each MOS for which the applicant is being considered.

(1) AQ-side of the hierarchy. The transformation function value for each level one element is selected according to the applicant's characteristic values recorded his or her record. This function is multiplied by the weight, expressed as a fraction, assigned to that element. This combined value is added to the combined values of all other elements in the same group. This is done for all level one elements. From level two to the level below "payoff" where the AQ and MS sides of the structure are joined, there are only group-element and string weights involved in the calculations. When all of the calculations are done, a compound score at the top of the AQ-side of the hierarchy structure will reflect the classification effectiveness of the applicant being considered for the MOS.

(2) MS-side of the Hierarchy. The same type of calculation is performed on the MS-side of the structure. Combined values, which are calculated for the level one elements, reflect the particular week or day in which the Search is carried out. The status of the class regarding percent fill, available spaces, and time-dependent factors are all constantly changing as time for a class start approaches. A compound score is calculated for the MS-side of the Hierarchy structure which reflects the mission achievement objectives of this particular MOS.

(3) The compound string weights of the AQ and MS sides of the Hierarchy structure are multiplied by their respective simple weights, expressed as fractions, and added to produce "payoff".

(4) The payoff value is "normalized" by a computation which compares this particular applicant with past applicants for this MOS and the result is expressed as the MPI (MOS priority index). MPI rank controls the order in which MOS enlistment opportunities are presented in the Search mode of AARQST.

4-10-3. The HIARCY Program

The HIARCY program provides the following capabilities for management.

(1) Hierarchical skeleton. For the Active Army there is one "live" skeleton in use. HIARCY also contains a file where a temporary structure may be constructed and stored. A skeleton structure must be complete before it can be "customized" for an MOS.

(2) HIARCY provides a Function mode through which weights and transformation functions can be assigned to the existing skeleton for a particular MOS, or to the temporary structure. There is a test capability within this mode, which is also discussed in Paragraph 4-10-3.

(3) Duplicate mode allows weights and/or transformation functions to be assigned to additional MOSs, once set up for one MOS. This reduces the need for duplicate information.

(4) The Transfer procedure allows the moving of an entire permanent structure to the temporary file.

(5) The Save procedure allows for the moving of weights and functions for an MOS to the live structure. Save also allows for a new structure, plus weights and functions for all MOSs, to replace the current live structure.

(6) The Report mode of HIARCY provides for the retrieval of information on the structure skeleton, and for weights and transformation functions which have been stored on either the live (permanent) file or the temporary file. Either the structure or the weights and transformation functions may be reported. If the user has a graphics terminal, the Report mode can produce a diagram of the hierarchical structure. On a non-graphics terminal, information is listed for each element and each group-element in brief or detailed format. The Report of weights and transformation functions can be selected for one MOS, a range of MOSs, all MOSs, a CMF or Skill Cluster. Weights can be reported as simple weights or as compound string weights.

4-10-3-1. Testing

a. The Function mode of the HIARCY program contains a test path which allows the user to compute the payoff score for an imaginary person and MOS, by supplying values for all the data elements used by Hierarchy. The user may report intermediate scores for each element and group-element, or for the final payoff. This test capability is only effective when all weights and functions have been correctly defined.

b. The test path within HIARCY can only approximate the payoff for an imaginary applicant in relation to a specific MOS. A simulation program, AASIM, is developed which allows more extensive testing of the effects of hierarchy modifications and real or imaginary applicants. AASIM tests one side of a hierarchical structure at a time.

4-10-3-2. Simulation

a. The AASIM program provides three types of simulation which management can use to provide data for assessing the effectiveness of the current live structure and the general result of any changes in weights and transformation functions assigned to a specific MOS. Single Factor AQ Simulation will calculate the total AQ-side score or component scores for a single factor used in the AQ-side of the Hierarchy. Up to 16 applicant records can be used and the scores computed for one MOS, several MOSs, a CMF or Skill Cluster. This will allow management to determine the combination of applicant characteristics which results in the highest AQ-side total or component score, and to assess the influence on MOS rankings for applicants.

b. Single Applicant AQ Simulation will also calculate the total AQ-side Score and all component scores for one applicant in relation to many MOSs. It will provide data useful for predicting how an applicant with a particular combination of characteristics will score in relation to multiple MOSs.

c. MOS simulation calculates the total MS-side score and all component MOS-side scores for the factor values which exist at the time the simulation is run.

d. The Hierarchy structure used by AASIM is the only resident on the temporary file in the HIARCY program. The scores calculated are those below the "payoff". The applicant records used in the simulations are not checked for minimum qualifications and therefore the simulation will score applicants for MOS structures for which the applicant might never be considered.

e. The combination of the HIARCY and AASIM programs will allow management to examine alternative AQ-side and MS-side structures to fine-tune the hierarchy by determining what combinations of factors, weights and transformation functions will approximate the desired rank order of MOSs, and to produce a Hierarchy structure which will be effective in meeting manpower needs.

4-10-4. Army Policy and Hierarchy Management

a. Army policy determines specific manpower needs. External conditions such as the state of the economy, alternate employment opportunities and the time of year influence the number and type of applicants. Management decisions which take into account Army needs and external factors are implemented in areas such as Options and Bonuses, Paragraphs 4-2 and 4-3 of this handbook. These are outside the Hierarchy sphere, but influence an applicant's choice of enlistment opportunity. Decisions which set MOS quotas, priorities and minimum MOS qualifications directly affect the Hierarchy function and have an immediate effect upon the selections offered to a particular recruit.

b. The creation of a hierarchical structure to achieve Army manpower objectives is a complex undertaking. Together the HIARCY and AASIM programs will provide, over a space of time, data enabling management to predict the general affect of changes which might be made to an existing Hierarchy structure, or whether an alternate structure might prove more effective.

4-10-5. Hierarchy and the Reservation Process of REQUEST

a. The Hierarchy calculations are performed during the Search and Lookup process of the core REQUEST program, AARQST. The hierarchy scoring calculations are made after checks for minimum qualifications and quota status have limited the list of MOSs for which an applicant may be considered. The AQ-side score is calculated from data in the applicant's recruit file. The MS-side score is calculated from current data in the MOS Qualifications file, AA Annual file, and the Quota file. These scores are combined to create the "payoff". The payoff is then rated and expressed as the MPI. Enlistment opportunities are displayed in the AARQST program Search in order of MPI rank.

b. The Hierarchy module is central to the reservation process. By matching applicant and jobs, Hierarchy produces a list of jobs for which an applicant is qualified—jobs which at the same time represent Army requirements.

4-10-6. List of Programs and Files

a. The following is an alphabetic list of programs relevant to the Hierarchy module and a brief description of each program's purpose.

Table 4-57
Data Dictionary File List

| Program | Purpose |
|---------|---|
| AARQST | The display of available enlistment opportunities to applicants for which they qualify and which will help to fulfill Army needs. |
| AASIM | To provide for the testing of Hierarchy structures by simulations. |
| HIARCY | To report and manage the Hierarchy either by changing weights and transformation functions or by creating a new structure. |

b. The following is an alphabetic list of the files that contain the information processed in the Hierarchy module.

- AA Annual file
- AA Recruit file
- Hierarchy permanent and temporary files
- MOS Qualifications file
- Quota file

4-11. THE PERSONNEL MODULE

4-11-1. Introduction

a. The Personnel module of REQUEST contains information about Active Army, Army Reserve, and National Guard recruits. The module allows managers to report information relating to the attributes and enlistment data of particular recruits: which recruits fit specified criteria, when recruits are expected to enlist, their training assignments and unit assignments, and which reservations have been cancelled for a specified date. Managers may also report information expressed in terms of the numbers of recruits meeting specified criteria.

b. Since each REQUEST terminal at the MEPS is assigned a unique location ID, the identification of recruits processed through the MEPS is possible. Each location ID, in turn, is linked to credit codes which identify the District Recruiting Command (DRC) and recruiting area which feed into the MEPS. These means of identification, as well as reception station dates and other recruit information, help ensure the functioning of the Personnel module.

c. Since the Personnel module contains recruit information resulting from the reservation process, it does not directly affect the reservation process. By monitoring the personnel who have reserved class space, however, managers may determine whether quantity and quality accession goals are being met. They may then access another functional module, if necessary, to affect the reservation process in such a way that goals will be met. In this sense, the Personnel module acts as a control mechanism for the REQUEST System. Managers of the Personnel module can monitor the following:

- (1) The number of recruits who have reserved class seats up-to-the-minute on a given day, week, month, and year.
- (2) The types of recruits who have reserved class seats. In this function of the Personnel module, managers may display recruit records for those recruits who meet specified characteristics.
- (3) The number of recruits who have reserved class seats, categorized by their corresponding attributes, and the number of recruits with future reception station dates.

d. Function 1 above corresponds to the “transaction” portion of the module, which reports the number of transactions (reservations, cancellations) up to the moment. Function 2 corresponds to the “recruit” portion of the module, which displays recruit records, rather than numbers. Function 3 corresponds to the “balance” portion of the module, which reports numbers of recruits meeting specified characteristics. Balance reports are current as of the close-of-business on the previous evening.

e. Paragraph 4-11-2 discusses the types of personnel processed by REQUEST and monitored within the Personnel module. Managers’ capabilities within this module are presented in Paragraph 4-11-3. Paragraph 4-11-4 describes the Statistical Analysis System (SAS), which allows managers to create statistical analyses and report packages of desired personnel categories. Paragraph 4-11-5 lists the programs and files included in this module.

4-11-2. Types of Personnel

a. Within the Personnel module, managers can monitor recruits who fall within several types of categories. The breakdown of personnel may be by any of the following categories:

- (1) Sex
- (2) Enlistment category

(3) Mental group

(4) Location ID

(5) MOS

(6) Using SAS, managers may report records for any recruit characteristics captured during the reservation process.

b. Paragraph 4-11-3 discusses in further detail the ways in which managers can monitor each of these personnel categories.

c. Managers can also monitor recruits within their corresponding enlistment types. The possible enlistment types for recruits to the Active Army (AA), National Guard (NG), and Army Reserve (AR) are as follows:

Table 4-58
Possible Enlistment Types for Recruits

| | |
|------------------|--|
| PS (AA only) | Prior service with an honorable discharge and then a reenlistment. |
| NPS (AA, AR, NG) | Non-prior service. |
| CAS (AA) | Civilian acquired skill. |
| PCAS (AA only) | Prior service plus a civilian acquired skill. |
| IS (AA, AR, NG) | In-service trainee (Note: the REQUEST System only makes training class reservations for IS personnel whose seat was reserved through the ALICIA program. Otherwise, IS reservations are made through the RETAIN System.) |
| RET (AA) | Retrainee; someone who did not successfully complete an AIT class, and needs to be assigned to another class. |
| IRN (AR only) | Non-prior service enlistments into the Individual Ready Reserve. |
| SP1 (AR, NG) | Non-prior service with part 1 (BT) of the split training option. |
| SP2 (AR, NG) | Non-prior service with part 2 (AIT) of the split training option. |

4-11-3. Managers' Capabilities

The Personnel module is unlike other functional modules of REQUEST in that managers' update capabilities are limited. This does not mean, however, that managers do not have capabilities afforded them by this module. In certain cases, managers may change information on a recruit record, override controls set elsewhere in the system, or create recruit records without affecting reservation counts. As discussed in Paragraph 4-11-1, managers' capabilities within the Personnel module fall within three portions of the module: transaction, recruit, and balance. This paragraph presents managers' capabilities within each of these portions.

4-11-3-1. Transaction

The transaction portion of the Personnel module allows managers to monitor the up-to-the-minute status of accessions and cancellations. Within this portion, managers may also reserve training spaces without going through the core REQUEST programs. Specific management capabilities within this portion are listed below; the corresponding programs which give managers these capabilities are specified in parentheses.

- Managers can report, up-to-the-minute, the total number of reservations, cancellations, lockups, and searches made for a specified location for the day-so-far, week-to-date, month-to-date, and year-to-date (MANAGE, RPMGMT).
- Managers can report, up-to-the-minute, the total number of Delayed Entry Program (DEP) and non-DEP reservations sold and cancelled by region (PRODUC).
- Managers may make reservations and cancellations on the REQUEST System without using the core programs of the system. Such reservations do not actually create recruit records for specified individuals. Instead, they will update the reservation count throughout the REQUEST System (ALICIA).

- Managers may report the numbers of cancellations up-to-the-minute, for specified location IDs and reason codes, for the day-so-far, week-to-date, month-to-date, and year-to-date (CANCL1, KANCL1).

4-11-3-2. Recruit

a. The recruit portion of the Personnel module allows managers to report specified recruit records. In some cases, managers may use capabilities within this module to change specified records, or to override, for a specified recruit, controls set elsewhere in the system. The capability for managers to generate ad-hoc statistical analyses and reports also falls within this portion of the module. The information reported by programs in this portion may vary, since managers may change the recruit information through the Data Dictionary (see Paragraph 4-9).

b. Specific management capabilities within this portion, as well as the programs within which these capabilities may be effected, include the following:

- Managers may display specified recruit records by location ID. If the record has not yet been confirmed, managers may change the years of education, the level of education, the birth date, the order number, the enlistment date, race, term, option, and first assignment. Managers may also change the SP1 inactive indicator. When set to 'ON', it will prevent an SP2 reservation from being created with an inactive SP1 record and purge the record. For the National Guard, they may change the Unit Identification Code (UIC) (AAGET, ARGET, NGGET).
- Managers may display specified recruit records for all location IDs. Managers may specify up to 210 records at a time to be displayed (AATRTH, ARTRTH, NGTRTH).
- Managers may display specified recruit records from the REQUEST history tapes. These records are transferred to tape every three months (AATRTP, ARTRTP, NGTRTP).
- KEYSTONE and Accessions Management Branch managers may print out a REQUEST history tape on a high-speed printer. The output is produced in deferred batch and sent to the user's remote printer (HISTAP).
- Managers may display Army Reserve recruit records by MUSARC Transfer Agent (MTA), District Recruiting Command (DRC), or In-service Recruiter (ISR) (ACCESSION).
- Managers may display Army Reserve and National Guard recruit records for specified reception stations and ranges of reception station dates. Managers may then group applicants by MOS code, AIT location, and AIT date (ARIVAL).
- Managers may display cancellation history records by month, year, location ID, and SSN (CANHIS).
- Managers may display cancellation records for specified location IDs, dates, and cancellation codes (UNSOLD, KANCL2).
- Managers may correct erroneous information on a recruit record, create a new recruit record, or unverify a previously verified recruit record. Managers may allow managers to make prior service reservations for soldiers requiring no BT or AIT training or requiring BAT only (CHGAA only). Whenever a change is made on a recruit's record, or when a record is created, the ID of the individual who made the change is added to the recruit's record. Also, when a record is changed or created, a counter is incremented to show how many times the record was changed. They may control creation of SP1 and SP2 reservations (CHGAA, CHGAR, CHGNG).
- USAREC Managers may override quality controls that have been set in the Qualifications and Annual Program modules. For a specified recruit, managers can set the system so that it will ignore time-dependent, seasonality, or accession accounting switches (OVERRIDE).
- Managers may display recruit records by AIT date and MOS (GETUM1, GETREP).
- Managers may report Active Army applicants scheduled to be transported from a MEPS on a specified ship date (SHIP).
- Managers may display confirmed Active Army enlistments by enlistment date. They may then verify the number and type of enlistments for specified dates. This information may be compared and reconciled with trainee and accession data in the Automated Control of Trainees system (ACT) and the AFEES Reporting System (ARS) (ENLMNT).
- Managers may display a list of recruits expected to enlist for specified locations and by reception station date,

enlistment date, or reservation date. They may compare and reconcile this report with reports produced by the balance portion of the module (REPORT).

- Managers may locate recruit records with SSNs similar to a specified SSN (FINDSS).
- Managers may display records for all recruits with a reservation date on the current day. These records may be categorized by the credit code associated with the corresponding reservation (SOLD, DSOLD).
- Managers may display Army Reserve and National Guard recruit records for specified locations, ranges of reservation dates, and enlistment types (FINDIT).
- Managers may generate statistical analysis reports of recruit information (SASCP).
- Managers may report unconfirmed Army Reserve reservations by location and ship dates (UNCONFAR).
- Managers may report split BT reservations with a RECSTA date 14 months prior to a specified AIT date, and may thus help predict the number of AIT spaces needed in the future (SPTLIN).
- Managers may report all Split 1 reservations made without a split 2 reservation by CONUSA, MUSARC, DRC, or LOCID. Users access to the LOCID only report mode or all report modes is controlled by KEYSTONE Branch using user identification codes entered via DRVMAP. User groups include DRCs, MUSARCs, CONUSA, (for their CONUSA only), and FORSCOM (for one or all CONUSAs) (SWAR).

4-11-3-3. Balance

The balance portion of the Personnel module allows managers to monitor the number of recruits who have reserved class seats, categorized by their corresponding attributes. A REQUEST batch processing program called KICKER runs nightly and creates balance information from the daily transactions. KICKER, which also creates a nightly tape of cancellations and reservations, is discussed in further detail in Chapter 5 of this Handbook. Since balance reports are created nightly, the information reported is current as of close-of business on the day before the day on which the information is reported to managers. Specific management capabilities within this portion are listed below; the corresponding programs which give managers these capabilities are specified in parentheses.

- Managers may report verified Active Army and Army Reserve reservations by year, month, week, or day and by location ID, DRC, or RRC. They may also report this information by CONUSA or MUSARC. In addition, they may report reservation totals for the remaining weeks of the fiscal year. These reports are categorized by mental category, sex, level of education, and enlistment types. Managers may use these reports to monitor recruiting performance by geographic area and by time period. They may compare the reports to accession goals to determine how far along they are in meeting their mission (BALANCE, BALANCAR, BALANCEC, LOCBAL).
- Managers may report the unit distribution of reservations by command for specified enlistment types, sex, enlistment dates, and MOSs (BRKOUT).
- Managers may report Delayed Entry Program (DEP) reservations by reception station month or by calendar month. This allows them to verify monthly reservation counts up to 12 months in the future (DEPRPT).
- Managers may report reservation counts by reception stations and reception station dates. These counts, categorized by component, sex, OSUT class reservations, AIT, Split 1 (Phase 1), Split 2 (Phase 2), and BT reservations, allow managers to monitor the number of recruits expected to enlist on specified dates (EXPECT).
- Managers may report a count of Active Army reservations for high school seniors (HSSRPT).
- Managers may report the number of reservations made through REAITS for retrainees by location and reservation date (RESRPT).

4-11-4. SAS

a. The Statistical Analysis System (SAS) allows Army managers to create ad hoc report formats and statistical analyses for all recruit information. Managers can specify input criteria; SAS will then search all recruit records and report those records which satisfy the criteria, in the format specified by the manager.

b. For example, an Army manager could specify a report of all Active Army male recruits with an AFQT greater

than 60 and an enlistment date greater than the current date. Only Active Army male recruits who met both criteria would be reported.

c. SAS can also produce statistical analyses. Examples of the types of analyses which may be produced for specified input criteria include:

- Frequencies
- Cross-tabulations
- Regressions
- GUTTMAN scaling
- Univariate descriptive statistics
- Multivariate time series analyses

SAS may also produce graphic plots and charts.

d. Army managers use the SASCP program to create SAS “jobs”. A job is simply a report or analysis set up by the manager. Managers specify the input criteria and the report format or option they desire, each time they create a job. The actual reports are produced nightly, in batch mode, by the REQUEST System (see Chapter 5).

e. Once a SAS job has been created and saved, Army managers may use it again to expand the analyses of new recruit characteristics within the subsets of the original job. For example, a SAS report of all male recruits with AFQTs over 60 could be expanded to report all male recruits with AFQTs over 60 and a high school degree.

4-11-5. Programs and Files

a. The following is an alphabetic list of the programs and files which are part of the Personnel module:

| Table 4-59 Personnel Module: Programs and Files | |
|--|---|
| AAGET | Displays specified Active Army recruit records by location ID. |
| AATRTH | Displays specified Active Army recruit records for all location IDs. |
| AATRTP | Displays specified Active Army recruit records from the history tapes. |
| ACCESION | Displays Army Reserve recruit records by MUSARC Transfer Agent, DRC, or In-service Recruiter. |
| ALICIA | Processes REQUEST reservations and cancellations without creating recruit records. |
| ARGET | Displays specified Army Reserve recruit records by location ID. |
| ARIVAL | Reports recruit records for Army Reserve and National Guard reservations in specified reception stations and ranges of RECSTA dates. |
| ARTRTH | Reports specified Army Reserve recruit records. Displays up to 210 records for all LOCIDs. |
| ARTRTP | Reports specified Army Reserve recruit records from the history tapes. |
| BALANCAR | Reports Army Reserve accessions by year, month, week, or day and by DRC or RRC, categorized by mental categories, sex, high school degree and non-high school degree recipients, and enlistment type. |
| BALANCE | Reports verified Active Army reservations by week, and by DRC or RRC, categorized by sex, NPS/PS, mental category, high school degree or not. |
| BALANCEC | Reports the number of verified enlistments within a CONUSA or a MUSARC by year, month, week, or day. |
| BRKOUT | In batch mode, reports the distribution of reservations by command for specified enlistment types, sex, enlistment dates, and range of MOSSs. |
| CANCL1 | Reports Active Army cancellations for specified locations by reason code. |
| CANHIS | Reports cancellation history records by month, year, location ID, and SSN. |
| CHGAA | Allows managers to correct erroneous information on an Active Army recruit record, or to create a new record. New information is reflected only in the recruit files. Managers may also unverify a previously verified record. |
| CHGAR | Allows managers to correct erroneous information on an Army Reserve recruit record, or to create a new record. New information is reflected only in the recruit files. Managers may also unverify a previously verified record. |

Table 4-59
Personnel Module: Programs and Files—Continued

| | |
|----------|---|
| CHGNG | Allows managers to correct erroneous information on a National Guard recruit record, or to create a new record. New information is reflected only in the recruit files. Managers may also unverify a previously verified record. |
| DEPRPT | Reports DEP reservations by RECSTA month or calendar month. |
| DSOLD | Reports enlistments by reservation date and credit. |
| ENLMNT | Reports confirmed Active Army enlistments by enlistment date. |
| EXPECT | Reports numbers of reservations by reception station and RECSTA date. Categorized by component, sex, OSUT, BT, AIT, Split 1 (Phase 1) and Split 2 (Phase 2). |
| FINDIT | Reports reservation and enlistment data for Army Reserve and National Guard recruits in user-specified locations, ranges of reservation dates, and enlistment types. |
| FINDSS | Reports recruit records for recruits with SSNs similar to a user-specified SSN. |
| GETUM1 | Reports Active Army recruit records by AIT date and MOS. |
| GETREP | Reports Army Reserve and National Guard recruit records by AIT date and MOS. |
| HSSRPT | Reports the number of high school senior recruits in the Active Army. |
| KANCL1 | Reports total AR & NG cancellations by reason code and by day, month, and year. |
| KANCL2 | Reports by region or LOCID the cancelled records for specified dates and cancellation codes. |
| LOCBAL | Reports by DRC or by location ID all verified reservations from the beginning of the enlistment week to close-of-business on the previous day. Categorized by enlistment type, mental category, education, combat and non-combat, Europe and other. Also lists totals of reservations for remaining weeks in the fiscal year. |
| MANAGE | Reports the number of cancellations, reservations, and lookups and searches by location, day, week-to-date, month-to-date, and year-to-date. |
| NGGET | Displays specified National Guard recruit records by location ID. |
| NGTRTH | Reports specified National Guard recruit records. Displays up to 210 records for all LOCIDs. |
| NGTRTP | Reports specified National Guard recruit records from the history tapes. |
| OVERRIDE | Allows the user to override time-dependent qualifications, seasonality, and Accession Accounting switches for a specified recruit record. |
| PRODUC | Reports up-to-the-minute data on reservations sold and cancelled by region. Categorized by DEP and non-DEP. |
| REPORT | Reports recruit records for specified locations and either RECSTA date, enlistment date, or reservation date. |
| RESRPT | Reports the number of reservations made through REAITS for retrainees by location and reservation date. |
| SASCP | Generates statistical analyses and reports of recruit information. |
| SHIP | Reports applicants scheduled to be transported from a MEPS on a specified ship date. |
| SOLD | Reports the enlistments for recruits with a reservation date of the current day. |
| SPTLIN | Reports split BT reservations for reservations with an AIT date 14 months in the future. |
| SWAR | Reports SPLIT1 reservations made without a SPLIT2 reservation, by LOCID, CONUSA, MUSARC, or DRC. |
| UNCONFAR | Reports unconfirmed Army Reserve reservations by location IDs and ship dates. |
| UNSOLD | Reports records of recruits scheduled for enlistment who did not show up. |

b. Files

Balance file
AA Recruit file
AR Recruit file
NG Recruit file
Transaction file
REP Activity file
AA Cancellation file
AR Cancellation file
NG Cancellation file
Retrainee file

4-12. THE RMS MODULE

4-12-1. Introduction

a. This module describes the functions of the REQUEST Mobilization System (RMS) and the management capabilities within RMS. Paragraph 4-12-1 introduces the manager to RMS, describing its method of assigning volunteers and inductees to MOSs and training during a period of mobilization. Paragraph 4-12-2 details managers' capabilities within RMS. Paragraph 4-12-3 describes how assignment processing occurs within RMS. Paragraph 4-12-4 contains a list of post-assignment reports available through RMS. Paragraph 4-12-5 consists of a list of all RMS computer programs and their purpose, and also a list of RMS program files.

b. RMS is an automated personnel management system designed exclusively for managing accessions into the Army during a period of mobilization. The computer programs within RMS operate independently of REQUEST System programs, whose purpose is management of peacetime accessions. Because of the independence of its programs, RMS will be referred to as the RMS "system" in this paragraph of the Handbook. There is one point of interaction between RMS and the REQUEST System. One of the functions of RMS is to transfer the records of DEP and REP personnel from the peacetime REQUEST files to RMS's own Recruit file in order to avoid reprocessing these individuals when time is of the essence.

c. RMS is capable of classifying volunteers and inductees into an MOS within minutes after personal data has been entered into the system, and of assigning all individuals to a training location. The ability to enter an individual's personal data into the system and to receive assignment instructions quickly enables the Army to effectively control the flow of personnel through the MEPS building.

d. Inductees are classified and assigned through a matching process which optimizes the value to the Army of their assignment. This process takes into account each inductee's qualifications (aptitude test scores, education, physical profile, etc.) and attributes (sole surviving son, conscientious objector). It balances these factors against the needs of the Army and the constraints of wartime classification and assignment policies. RMS also considers factors such as minimization of transportation costs and geographic distribution of combat MOSs.

e. In some cases, the volunteer portion of the system will make use of the matching process described above. Instead of an assignment being made automatically, however, the individual being processed will be given a choice of MOSs and class seats. This portion of the system may be utilized for volunteers, prior service personnel, DEP personnel, Civilian Acquired Skill (CAS) personnel, or Army Reserve and National Guard personnel who may be required to change their assignment.

f. Volunteer REQUEST operates in two modes: Search and Reservation. The Search mode, which may be accessed by all groups listed above except CAS personnel, will perform a search (using the matching process) and will make a reservation for the desired class. Under current policy, however, these individuals would be reassigned to the same MOS, in which case the Reservation mode would be accessed. The Reservation mode does not use the matching process.

g. Since Army requirements and policies undergo frequent modifications during a period of mobilization, RMS is designed so that real-time changes may be easily implemented by Army managers. RMS is also designed to allow for periodic tests of its mobilization processing capacity. The RMS test mode enables managers to evaluate the effectiveness of RMS, other Army automated systems, and Army personnel during a simulated mobilization.

h. The major components, or subsystems, of RMS are the BUILDREC subsystem, which controls the data entry portion of the system; the Assignment Policy subsystem, which contains the qualifications portion of the system; the Training Quota subsystem, which handles class priorities, locations, and dates; the Match subsystem, which performs assignment processing for inductees; the Volunteer REQUEST subsystem, which performs assignment processing for volunteers, CAS personnel, DEPs, and REPS; and the Autoprocessing subsystem, which automatically assigns AA DEPs and Reserve DEPs from peacetime REQUEST files to training classes as if these individuals were inductees. In

addition, an Assignment Reporting subsystem processes and transmits management reports to users, and the Test subsystem allows managers to set conditions for periodic test mobilization exercises.

i. The RMS process functions as follows: an individual arrives at the MEPS, completes a 714 form (see Figure 4-26), is tested and formally enlisted in the Army. A MEPS guidance counselor will sit with the individual and ask for pertinent information, and enter that data on the terminal, a process that lasts only minutes. For inductees, the system will then go through a "matching" process, in which the individual's qualifications and attributes will be compared with Army quotas and needs to result in classification into an MOS. For volunteers, the system will compare Army quotas and needs to the individual's qualifications and attributes and will allow the individual to choose an MOS from a list displayed on the terminal. If an assignment is made, the system will generate a shipping report on the MEPS terminal which will contain the training locations and dates of training for BCT, AIT, 2nd AIT, or BAT, as applicable. Management reports, indicating who will be arriving at the reception station, are then available to the reception stations (RECSTA). Figure 4-27 depicts the flow of individuals through RMS.

4-12-2. Managers' Capabilities Within RMS

RMS is structured in such a way that management can easily implement changes in policy and selection criteria. Policies for each of the factors which are taken into consideration in the assignment process are quantified on the system as parameters. Army managers, by accessing certain RMS programs, can change these parameters to implement changes in policy. The areas which are open to management input appear below:

(1) The assignment personnel collect personal data from each individual or record. Management can modify the quantity and type of data required by the system.

(2) The prerequisite qualifications for an MOS determine an individual's eligibility for an MOS. Management can change these qualifications as the needs of the Army change.

(3) Training seats are filled on the basis of Army priorities. Management can influence the rate of fill for a particular training class by updating training seats. Management can also add or delete classes, locations of training, and MOSs which are prerequisites for other MOSs.

(4) The users of the programs may need assistance or advice. Management can communicate with these users by placing messages in a specified file.

(5) The need for reports of various subsets of the Recruit files may arise. Managers may create a report package which will display records for all personnel who satisfy specified requirements. MEPS users may then run the reports that have been created for their location ID.

(6) Army managers will need to test the Army's ability to process individuals entering the service during a period of mobilization. Management can set up periodic mobilization test exercises to simulate actual RMS mobilization processing of inductees, volunteers, and DEPs. This mobilization test capability of RMS can remain non-functional in a period of mobilization.

(7) There will be occasions (as in RMS mobilization test exercises, for example) when automatic rather than manual assignment of individuals to training classes will be preferable. Management can specify the conditions for automatic assignment processing.

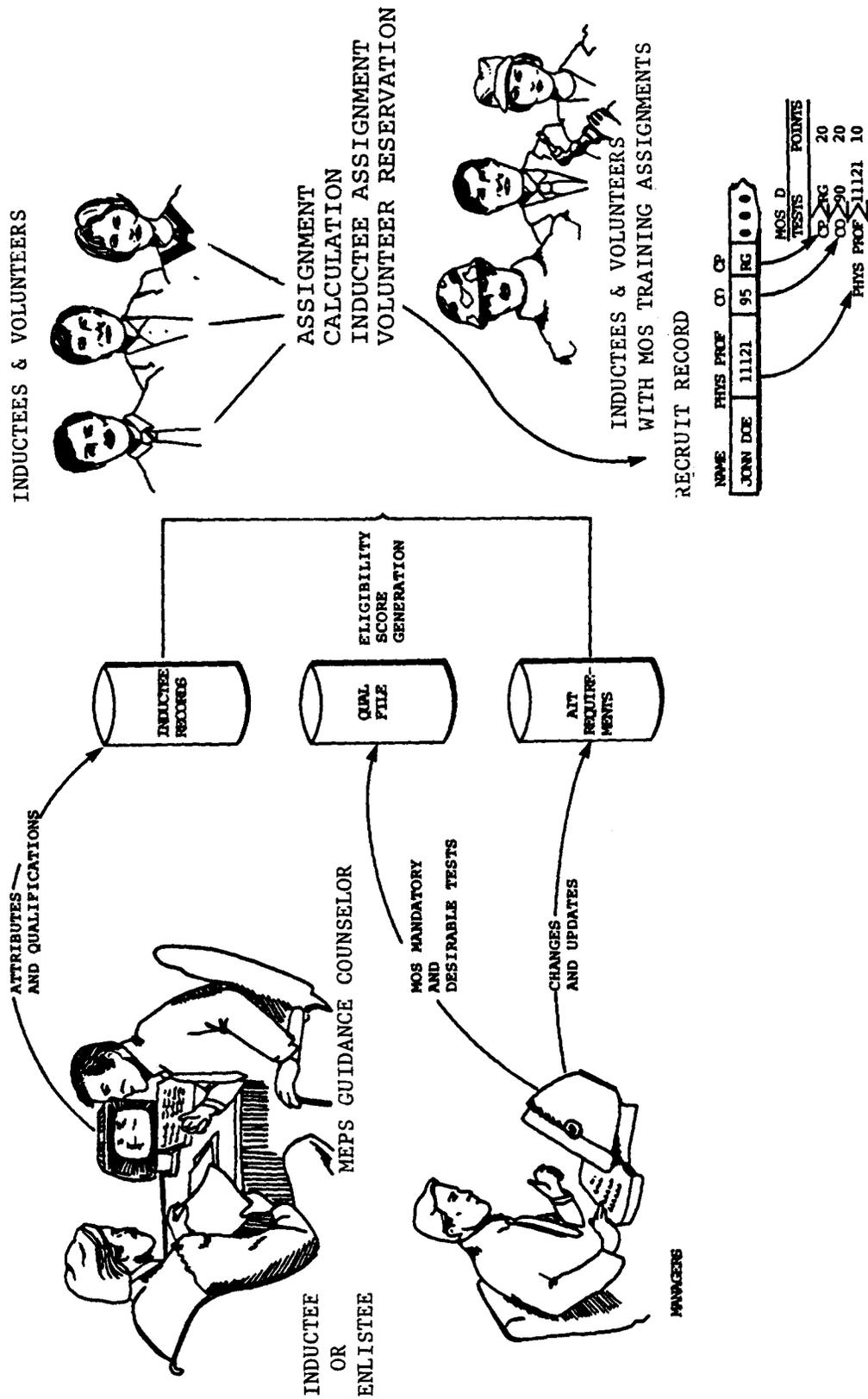


Figure 4-27. Individuals' Flow Through RMS

4-12-2-1. Control of Personal Data Required by RMS

a. The BUILDREC subsystem of RMS is the data entry portion of the system. Using the BUILDREC program, the guidance counselor can enter an inductee's or a volunteer's qualifications and attributes on the system. The program may also be used to complete a DEP record that may have been created previously. BUILDREC then enters the data for the individual on the Holding file. When the MATCH process or the Volunteer REQUEST process is initiated, the record is read from the Holding file and, if an assignment is made, the information is copied to the Recruit file. The Recruit file will be loaded with holding records transferred from peacetime REQUEST by the EXTRAC program. The MATCH subsystem and the Volunteer REQUEST module are described more fully in Paragraph 4-12-3.

b. The data entry process is made responsive to changes in Army policy through the use of a Data Dictionary which controls the structure of records on the Holding file. This Data Dictionary is composed of a list of all data items on the Holding file, the valid values for each data item, and the sequence in which data items are listed in the BUILDREC and GETREC programs. The Data Dictionary also contains the sequence of items collected by the DEP mode of BUILDREC. The RPDICT program allows Army managers to report and update the Data Dictionary. For example, suppose Army policy were to require that the shoe sizes of all individuals be entered onto the system. The factor "shoe size", as well as its valid range of values, could be added to the system by running RPDICT.

c. The management-controlled Data Dictionary enhances the flexibility of RMS by allowing the implementation of new policies to be effected almost immediately. RPDICT also impacts on the Qualifications component of the system, as discussed in the next paragraph.

4-12-2-2. Control of Qualifications

a. Managers can determine classification and assignment policies in RMS by establishing prerequisite qualifications for each MOS. These qualifications fall into three categories: mandatory qualifications, desirable qualifications, and additional requirements.

b. Mandatory qualifications must be satisfied in order for an individual to be assigned to a given MOS. Mandatory qualifications exist on the system with a corresponding value which represents the minimum required value for that MOS. A failure in meeting any one qualification is considered by the system as a complete failure. For example, an MOS may require, as a mandatory qualification, a high school education and a certain minimum score on an ASVAB. An individual who has not completed high school or who scores below the set minimum is not eligible for the MOS. Table 4-60 is an example of mandatory qualifications.

Table 4-60
MOS Mandatory Qualifications

| MOS 05K1 EW/SIGINT | | | |
|--------------------|---|----|-----------|
| EDUCATION | : | GE | : 11 NHSG |
| ST SCORE | : | GE | : 100 |
| COLOR PERCEPTION | : | GE | : R/G |
| CITIZEN | : | GE | : N |

c. If possessed by an individual, desirable qualifications may serve to make that individual better-qualified than another individual for a given MOS. For example, a desirable qualification for an MOS could be an AFQT score of 100 or above. While individuals with a lower score (and who satisfy the mandatory qualifications) will not be excluded from consideration for that MOS, an individual with the desirable score will be more likely to be assigned to the MOS.

d. RMS establishes these qualifications by generating a score which is associated with each desirable qualification and the degree of match between the individual's attributes and the MOS requirement. This score may be positive or negative, and it may increase (or decrease) as the individual's degree of qualification increases or decreases. A desirable qualification may be entered several times, making individuals with higher scores even more eligible for an MOS. Figure 4-28 is an example of desirable qualifications for two MOSs. For MOS 11B1, an individual with a CO score greater than or equal to 100 would receive 10 points. For MOS 26K1, an individual with an EL score greater than or equal to 120 would receive 10 points; an individual with an EL score greater than or equal to 140 would receive 20 points. Thus, an individual with an EL score of 150 would receive 30 points.

MOS 11B1 INFANTRYMAN

CO : GE : 100 : +10

**MOS 26K1 AERIAL ELECTRONIC WARNING/
DEFENSE EQUIPMENT REPAIRER**

EL : GE : 120 : +10
EL : GE : 140 : +20

Figure 4-28. MOS Desirable Qualifications

e. The mandatory and the desirable qualifications can include data tests on any of the following items:

**Table 4-61
MOS Desirable Qualifications**

| | |
|---------------------|----------------------|
| Citizenship Code | Education |
| Physical Profile | Math |
| Height | Science |
| Color Perception | DLAB Score |
| AFQT Score | Driver Battery Score |
| Auditory Perception | Driver License |
| Race | ASVAB Scores |
| Security Clearance | |

f. Additional requirements are qualifications that can not be easily quantifiable or that would cause an undue amount of data to be entered into the system. In most instances, additional requirements can be quickly and easily verified at the MEPS. Examples of additional requirements are an MOS which stipulates that an individual be able to lift 50 pounds or an MOS which requires a security interview.

g. Prerequisite qualifications for an MOS can further influence classification and assignment policies through the use of flags. These will indicate whether or not certain attributes are accepted by or restricted from the MOS. The flags currently used by RMS are explained below.

**Table 4-62
Current RMS Flags**

| | | |
|------------|---|---|
| CMBT MOS | Y | Indicates this is a combat arms MOS and will have the ACM applied during the Match process. |
| BATVOL | Y | If the individual is a BAT volunteer, the eligibility value will be increased, increasing the likelihood of being assigned to this MOS. |
| CONC OBJ | Y | Indicates that conscientious objectors may receive training in this MOS. |
| S-S-SON | Y | Indicates that sole surviving sons and daughters may receive training in this MOS. |
| MALE ONL | Y | Indicates that this MOS is available only to males. |
| FEMALE ONL | Y | Indicates that this MOS is available only to females. |
| ADD REQR | Y | This is automatically set to Y when additional requirements appear for this MOS. |
| CAS ONLY | 0 | This MOS is not available for CAS personnel. |
| | 1 | This MOS is available for CAS personnel requiring AIT. |
| | 2 | This MOS is available for CAS personnel not requiring AIT. |

h. Besides understanding the types of qualifications, managers need to know how they can influence qualifications. The Qualifications file for RMS will initially be loaded with data from the peacetime REQUEST Qualifications file. Managers can effect changes in both prerequisite and desirable qualifications through the XQUAL program. This program allows them to display, add, delete, and update records in the Qualifications file, which contains the MOS qualifications. The RPDICT program also affects the Qualifications file, since it gives managers the capability of determining whether or not a qualification is to be checked by RMS.

4-12-2-3. Control of Quotas

a. The Training Quota subsystem of RMS maintains quotas for AIT, BCT, and BAT schools. These quotas are initially loaded with data based on the MOB APRINT through the interface between RMS and the Army Training Requirements and Resources System (ATRRS). After initialization of the system, quotas may be updated either through the ATRRS interface or through Army management input to RMS, as detailed in this paragraph.

b. Training quotas can be entered into the system with a “fill priority” assigned to them. This means that Army management can determine the priorities whereby particular seats will be filled by RMS. There are three levels of priorities:

(1) Fair share — if no priority has been specified by Army management, or if priorities are equal, all training seats will be filled at the same rate.

(2) Priority by MOS — MOSs will be filled at different rates, depending on their priority. The valid range of an MOS priority is from 1 to 100, with 1 being the highest priority. These priorities will be initially loaded on the Quota file by the ATRRS interface or by Army management.

(3) Priority by class — classes within an MOS will be filled selectively, depending on their priority. This allows for a distribution of training seats among classes. The valid range for this priority is from 1 to 100, with 1 being the highest priority. Class priorities are entered using the MUNIVE program, or through the ATRRS interface.

Table 4-63
The example below illustrates the use of fill priorities

| MOS | CLASS | |
|------|----------|----------|
| | <u>A</u> | <u>B</u> |
| 11B1 | 4 | 5 |
| 96C1 | 4 | 2 |
| 14G1 | 4 | 2 |

c. Seats for class A will be filled at an equal rate, other factors being equal. Seats for class B, however, will be filled more quickly for MOS 96C1 and 14G1 than for 11B1, other factors being equal. This is because a priority of 2 is higher than a priority of 5. Finally, other factors being equal, class A will be filled for 11B1 before class B, since class A has a higher priority. Note that this example uses one number for both MOS priority and class priority, for the sake of illustration. Paragraph 4-12-3 demonstrates how management inputs to priorities may influence assignments made by RMS.

d. Management is capable of influencing AIT, BCT, and BAT classes through the use of several RMS programs.

e. The AIT Quota file maintains AIT quotas. It contains, for each AIT class, the MOS, training location, AIT start date, BT start date, priority indicator (showing the relative importance of filling this class before others), associated male and female BT locations, training quota (broken down by male and female quotas), record type (OSUT or non-OSUT), training type (formal class, train and retain, train and pass, train and retain/train and pass), status bits, and the number of reservations. AIT quotas can be affected by managers through the use of the following programs:

(1) BQUOTA, a batch program, can be run by Army managers to load, add, and delete AIT classes, or to purge entire weeks.

(2) LOADQT will load a tape from ATRRS onto the RMS AIT Quota and BT files. The program will post new quota records, update existing records, and purge outdated records. DUMPQT will dump RMS quota information and reservation counts onto a tape to be sent to ATRRS.

(3) RPTCAS can report and update requirements for CAS personnel, thus controlling both the types of skills possessed by Army personnel and the number of people possessing those skills.

(4) MUNIVE, an interactive program, can report and update training seats for AIT classes, as well as class priorities.

(5) MUPDLT will report and update the list of training locations.

(6) MUPDPR can report and update the list of MOS prerequisites. This will affect the AIT Quota file.

f. Basic Training quotas are maintained on a Basic Training file, which contains male and female quotas by training location and start date. These quotas apply to individuals who are assigned only to BT and not to an AIT class. There is a primary and secondary BT location for every MEPS and AIT location; managers can update these locations through the RPTBCT program. By doing this, they can minimize transportation costs. Managers have the capability of influencing BT quotas through the use of the following programs:

(1) RPTBCT can report and update BCT seats by location and start date.

(2) BTLOC can report, update, add and delete locations of BCT classes.

(3) LOADQT will load BT quotas as well as AIT quotas onto RMS from ATRRS.

g. Basic Airborne Training quotas are maintained by a BAT file. Army managers may specify separate BAT and non-BAT quotas for a given MOS. This MOS will then appear on the AIT Quota file as two separate MOSs; the BAT MOS will contain a "7" as its fourth digit. For example, MOS 11B7 would be the BAT component of MOS 11B1. BAT volunteers would be more likely to be assigned to the 11B7 class. The JUMP program reports the BAT file for most users. The KEYSTONE Branch, Accessions Management Branch, TRADOC, and SAC are allowed to report and update in the JUMP program. Only SAC is able to add, delete, and purge BAT quotas.

4-12-2-4. Communicating With Users

a. The HELP program allows management to communicate with users. HELP is intended to contain explanations of program functions and execution sequences. In addition, it can contain instructions for handling exceptions, or notice of program updates, and special messages.

b. The manager will enter the necessary information, as well as a key retrieval word. The user may then access information by entering those key words.

4-12-2-5. Creating Specialized Report Packages for MEPS Personnel.

Managers have the capability, in the RMS system, of creating report packages that generate reports of specified combinations of factors. Using the VSUBSET program, managers may specify criteria to be reported by users via the RPTDEP program. The criteria that is specified must be contained in the Data Dictionary, as reported by the RPDICT program. The specifications will be expressed in terms of Boolean logic (linked by "ands" and "ors"). For example, the search criteria:

A AFQT GT 90 OR A ENLISTMENT GT 5/6/82.

will report all personnel with AFQTs higher than 90 or those whose enlistment date is after June 5, 1982. VSUBSET will search the RMS Recruit file for records satisfying the specified criteria, will sort the records by MEPS location ID, and will create a "report package" for each MEPS. Each report package consists of the records found for the corresponding location which satisfy the criteria, as well as a description of what that package contains, or a set of instructions telling the user how to process the records that have been found.

4-12-2-6. Conducting Mobilization Test Exercises

a. RMS gives Army managers the capability of periodically conducting mobilization tests. These test exercises simulate actual mobilization conditions, thus allowing managers to evaluate the effectiveness of RMS, other Army automated systems, and Army personnel in processing individuals during mobilization. Two examples of such mobilization tests are: the Grand Payload test (May 1982) and the PROUD SABER/MOBEX 83 test (October 1982).

b. Assignment processing of inductees and volunteers during a mobilization test may continue to occur as described in Paragraph 4-12-3 with one important exception. In a test exercise, AA and/or Reserve DEPs may be processed in one of two ways.

c. The manager's choice of processing methods is directly related to whether or not the location ID processing the DEPs is participating in the RMS test. If the location ID is participating in the test, the manager will consider DEPs as volunteers and manually process DEPs at that location ID in the volunteer portion of RMS. If, however, the location ID is not participating in the RMS test, the manager may use the RMS autoproccessing programs GPAUTO, EXTRAC (test mode), and AUTPRO to process DEPs automatically.

d. If the manager chooses to assign DEPs automatically during an RMS mobilization test, the three autoprocessor programs must be run in the following sequence:

(1) First, GPAUTO is run to establish the number of DEPs to be autoprocessed. If desired, the manager may also use GPAUTO to establish the LOCIDs which will be participating in the RMS test. If the LOCID participates in the test, its DEPs will not be autoprocessed.

(2) Next, EXTRAC is run in its mobilization test mode to update the total distribution of records that will be autoprocessed for each of the LOCIDs not participating in the RMS test.

(3) GPAUTO is now run again to establish the totals to be autoprocessed for the manager-specified test hours. These

test hours can be varied via the GPAUTO program, but these variations should only occur one hour or more after the day's autoproducting cycle is complete. Within a day's autoproducting cycle, from the first hour to the last hour of the RMS test, managers should not use GPAUTO to make any changes to the test hours.

(4) Finally, AUTPRO uses the hourly test records updated by EXTRAC and the totals reported by GPAUTO to determine how many hourly records to assign automatically from the non-participating LOCIDs. AUTPRO is then run to submit the batch processing job which controls a one-day cycle of autoproducting.

4-12-2-7. Control of Automatic Assignment Processing

a. Assignments for AA and/or Reserve DEPs can be made using the "autoproducting", or automatic processing feature of RMS. Managers can utilize this feature either in conjunction with other RMS assignment programs or as a stand-alone capability of RMS.

b. Autoproducting is used along with other RMS assignment programs during an RMS mobilization test. If a location ID is participating in the RMS test, DEPs will be treated as volunteers and processed through the volunteer portion of RMS as described in Paragraph 4-12-3. If, however, the location ID is not participating in the RMS test, managers use the automatic assignment process to assign DEPs from the peacetime REQUEST system fills to RMS training classes.

c. Automatic assignment processing of DEPs has several important characteristics. First, DEPs who are autoproducted will be automatically assigned as an inductee to AIT classes, if eligible; otherwise, they will be assigned to BCT classes. Their assignment to AIT or BCT classes will be made according to the RMS search algorithm. Refer to Paragraph 4-12-3 for a complete description of the various values — Eligibility Value (EV), Quota Value (QV), and the Area Combat Multiplier (ACM) — which comprise the RMS search algorithm. Furthermore, certain entries from the peacetime DEP records (sole surviving son and conscientious objector, for example) will be set to their RMS default values. In the example, the RMS default values for sole surviving son and conscientious objector are both set to "no". Finally, the autoproducting programs automatically assign DEPs to the first MOS picked by the RMS search algorithm as there is no manual input with this automatic assignment method.

4-12-3. How Assignment Processing Occurs Within RMS

a. The Inductee and the Volunteer Assignment modules are the core of RMS. They use the management specified quotas and qualifications to rapidly classify inductees and volunteers (respectively) to MOSs and to assign them to training locations while they are still at the MEPS. This classification takes into account the training requirements and available assets. Thus, the management input capabilities to the system quotas and qualifications, discussed previously in Paragraphs 4-12-2 can be used to control the assignment process.

b. RMS matches the needs of the Army and the qualifications and attributes of the individual, using an optional assignment process. Using quota values (QV) and eligibility values (EV), as explained below, each individual (with the exception of volunteers, DEPs, and REPs not being processed through the Search mode of Volunteer REQUEST) is evaluated against every available job. A value is calculated which represents the payoff to the Army of assigning the individual to a given MOS. The sum of all the payoff values is maximized. At this point, an assignment will be made for an inductee. Individuals being processed through the volunteer portion of the system will be given their choice of MOSs and will then be assigned to the desired MOS. In this way, the Army maximizes the value of its training assignments.

c. The following paragraphs discuss in greater detail the process by which the system matches quotas and qualifications to assign individuals to MOSs.

4-12-3-1. Eligibility Value

a. The system compares the individual's qualifications and attributes (which have been entered by the guidance Counselor in BUILDREC) against qualifications for an MOS and assigns the individual an eligibility value (EV) for that MOS. The EV is a score which represents the degree to which an individual is qualified for a particular MOS. Attributes such as conscientious objector status and whether the individual is a sole surviving son or daughter are taken into consideration at this time. The higher an individual's EV, the better qualified he or she is for the MOS. The EV thus quantifies the payoff of assigning an inductee to a particular MOS.

b. The calculation of an EV is determined by the degree to which mandatory and desirable qualifications have been met for every requirement for an MOS. As discussed in Paragraph 4-12-2, mandatory qualifications must be satisfied in order for an individual to be eligible for a given MOS. They are thus binary (yes or no); individuals who meet mandatory qualifications are assigned a basic score of 50, the same for all MOSs.

c. Desirable qualifications, on the other hand, indicate the degree to which an individual is eligible for an MOS. Desirable qualifications may have positive or negative point values associated with them. For example, a manager could assign points, through the XQUAL program, for a desirable CO score by setting the point value higher as the CO score grew higher. In this way, all individuals with a CO score of 100, for example, would be eligible for the MOS in question; however, an individual with a CO score of 120 would be more likely to be assigned to the MOS than an individual with a CO score of 110, since the former would have a higher point value.

d. The system computes the sum of the mandatory and desirable point values for every qualification for an MOS,

and calls this new value PVAL. If any mandatory qualification for the MOS is not met, no EV is assigned; processing simply moves to the next MOS. Once PVAL has been computed for an MOS, the individual's EV for that MOS is computed as:

PVAL – AVERAGE PVAL (FOR THAT MOS) TO DATE

e. If the average to date is higher than PVAL, the individual will receive a negative EV, which will then be scaled from 0 to 100. While it is not likely that this individual will be assigned to the MOS, it is possible to be assigned, especially if he or she has a very high QV.

f. Subtracting the average PVAL to date allows RMS to compare the current applicant against a standard pool of applicants for that MOS. This comparison allows the system to optimize the choice of applicants for the MOS.

g. By allowing the Army to increase an individual's EV through the use of desirable qualifications, the system facilitates the assignment of extremely well-qualified candidates to an MOS.

h. The EV can be influenced by other factors. If, for example, an individual is a BAT volunteer and the MOS is BAT or has a BAT component, the EV's score will be increased; the individual will most likely be assigned to that MOS. As discussed in the next paragraph, the EV can also be influenced by the geographical distribution of combat arms assignments.

4-12-3-2. Area Combat Multiplier

a. The Area Combat Multiplier (ACM) is an algorithm which takes into consideration the wartime need to geographically disperse combat arms assignments. This ensures that no section of the country has a disproportionate share of individuals in combat MOSs.

b. For each MEPS, a history file is maintained which contains the number of individuals assigned to combat arms to date from that MEPS; the file also contains the total number of individuals assigned to date from that MEPS. An "Area ratio" is derived by dividing the former by the latter. This ratio is then compared to a "target ratio", which represents the number of inductees assigned to combat arms to date for all MEPS divided by the total number of inductees assigned to date for all MEPS.

c. The ACM, which is a ratio between .5 and 1.0, is calculated as a function of how far away an Area ratio is from a target ratio. If the Area ratio is less than the target ratio (i.e., it has a lower proportion of combat arms assignments than the cumulative system), the ACM for that MEPS will be 1.0. If, however, an Area ratio is greater than the target ratio, the ACM for that MEPS will be somewhat less than 1.0, depending on how far over the target ratio the Area ratio falls (the farther over, the lower the ACM).

d. For combat arms MOSs, the ACM is multiplied by the EV in the algorithm which is used to calculate payoffs to the Army. Since the ACM is a fraction less than 1, an individual with a lower ACM has less chance of being assigned to a combat MOS. The ACM will never make an individual ineligible or more eligible for a combat arms MOS, only less eligible. The RPTACM program will report ACMs by location ID.

4-12-3-3. Quota Value

a. RMS will calculate a quota value (QV) for each MOS. The QV, which will be between 0 and 1000, is calculated as a function of two components, class priority and fill rate. As discussed in Paragraph 4-12-2, every class has a priority assigned to it, whether it has been input by ATRRS or by an RMS system manager. This priority is a number between 1 and 100, with 1 being the highest priority. A fill weight, which determines how important a priority is in relation to other priorities, is associated with each priority. The fill weight (FW) is calculated as:

$$100 - \text{PRIORITY} + 1$$

b. If, for example, a class has a priority of 4, the fill weight for that class will be 97. The highest possible fill weight is thus 100 (associated with a priority of 1).

c. The other component of the QV is the fill rate, or percentage of fill, of a given class. This is calculated as:

$$100 * (\text{NUMBER OF SEATS SOLD} / \text{TOTAL NUMBER OF SEATS})$$

d. If the fill rate is higher than or equal to the fill weight (i.e., if the class is full based on the current fill weight), the QV will be assigned a value of 0; the likelihood of assignment to this class is reduced. If, however, the fill rate is lower than the fill weight, the QV will be calculated as:

$$1000 - (1000 * (\text{FILL RATE} / \text{FILL WEIGHT}))$$

e. For example, if a class has a fill rate of 20 (meaning one-fifth of the seats have been sold) and a fill weight of 80

(meaning it has a priority of 21), the QV will be 750. If the same class has a fill rate of 40 (indicating that two-fifths of the seats have been sold), the QV would be 500. Thus, as a class becomes more full, the QV becomes smaller, decreasing the likelihood of assignment to that class.

f. The QV may be affected by other factors. If, for example, the class is BAT and the individual is a BAT volunteer, the system will multiply the QV that has been calculated by 10, increasing the likelihood that the individual will be assigned to that class. If an individual is a female, the system will check the female limit before calculating the QV. If the female limit for that class has been met, the system will assign a QV of -9999, ensuring that the individual will not be assigned to that class.

g. Managers can influence a given QV by updating the training seats associated with a given class, as described in Paragraph 4-12-2.

4-12-3-4. Matching Algorithm

a. The RMS system uses the previously calculated EV, QV, and ACM to evaluate each individual against every possible job, and to calculate a "payoff" value, through a method known as matching. The system first scales the EVs and QVs to a range between 0 and 100, and modifies the EVs by the ACM, if necessary. It then combines the EV and the QV into an optimality index (OPI). The OPI represents the individual's "score" for a given MOS, and is calculated as:

$$(((QV + EV) * 100 + (100 - PRIORITY)) * 10 + RECORD\ TYPE/10) * 10000 + UNFILLED\ SEATS$$

b. The components of this algorithm are:

(1) The QV and EV, which are added together and multiplied by 100; this multiplication ensures that the sum will be a large figure, meaning that the QV and EV are really the significant components of the OPI.

(2) Priority, which is simply the class priority from the Quota file. As mentioned earlier, a priority of 1 is the highest possible value of a priority. By subtracting the priority from 100, and by adding the result (which will be larger as the priority becomes higher) to the computation, the system allows for the possibility of two OPIs being the same; the priority is acting as a sort of tie-breaker.

(3) Record type, which is the OSUT/non-OSUT indicator from the Quota file. The value of the record type will be 1 for non-OSUT, 11 for male OSUT, or 12 for female OSUT. Thus, if two OPIs are the same even after priority has been figured in, an OSUT class will result in a higher CPI than a non-OSUT class.

(4) Unfilled seats, which serve a final tie-breaking function: the more unfilled seats in a class, the higher the OPI.

c. The OPI is calculated for every class for which the individual is eligible and for which space exists. If either of those conditions were not met, either the EV or the QV would be less than zero; the system would not try to assign the individual to the training seat. When all OPIs have been calculated, RMS sorts them in ascending order and picks the MOS with the highest OPI value.

4-12-3-5. Inductee Assignment Processing

a. Assignments for inductees are processed through the RMSRCH program. Once the best possible assignment for an inductee has been calculated, RMS will actually make the assignment, in effect holding the class seat out of the available pool of training seats. Before notifying the inductee of the assignment, however, the system makes two additional checks.

b. First of all, a check is made against the Quota file to verify that the status of the class is open (set to 0). If the status is closed (set to 1), even if there are available seats in the class, the assignment can not be made. Managers can control status through the MUNIVE program.

c. Secondly, the additional requirements must be checked (if loaded for that skill). The guidance counselor will be prompted to verify that the individual meets these requirements (e.g., can the individual lift weights, is the individual afraid of the sight of blood) before the assignment is actually processed.

d. If no assignment can be made at this point, the individual will be assigned to a BCT training seat. In either case, a record of the assignment will be generated, all necessary files will be updated, the individual will be sent to the indicated reception station, and the appropriate reports will be generated.

e. The program UNMTCH will cancel reservations if it becomes necessary to do so. The use of this program, however, should be minimized. Cancellations should be exceptional, rather than standard.

4-12-3-6. Volunteer Assignment Processing

a. Assignments for individuals other than inductees are processed through the VLOOKUP and the VRQSTR programs after a new record has been created with BUILDREC. The guidance counselor may choose to perform a lookup for up to four MOSs by using VLOOKUP; if class space is available, a reservation may be made for one of the four. The Search mode of VRQSTR will first perform the matching process. Up to 5 optional MOSs and class seats will then be displayed; a reservation may be made for the desired MOS.

b. Before the system will process a reservation, two checks will be made: the first check will ensure that the status

of the desired class is open; the second check will ensure that the individual meets the additional requirements associated with the desired MOS.

c. If an assignment can not be made to the desired MOS, another class seat will be displayed for the individual. Once an assignment has been made, a record of the assignment will be generated, the necessary files will be updated, the individuals will be sent to the indicated reception station, and the appropriate reports will be generated.

d. The Volunteer Assignment module is designed for volunteers, Reserve personnel who are changing their assignment, DEPs, Civilian Acquired Skill (CAS) personnel, and prior service personnel. These individuals will be affected by and processed through the same programs as the inductees, with the exception of RMSRCH.

4-12-4. Post-Assignment Reports

Once an individual has been assigned to an AIT class seat, management reports will be generated to facilitate post-assignment processing. The following reports will be available:

- (1) MRIVAL and DUMPTR will report expected arrivals at a reception station for a given date.
- (2) RPTBCT, MUNIVE, JUMP, and RPTCAS will report the number of basic training, AIT, BAT, and CAS reservations on the system.
- (3) AFREP will report the assignments made for a given MEPS on a specified enlistment date.
- (4) RPTACM will report the Area Combat Multiplier counters.
- (5) The Scores mode of XQUAL will report the average score earned to date for each MOS; these scores are updated whenever RMSRCH or the Search mode of VRQSTR is run.
- (6) ASSIGN will report assignments made for specified assignment weeks and MOSs.
- (7) DSTRMS will report the distribution of AA inductees and volunteers by enlistment locations and/or reception station locations for a range of enlistment dates.
- (8) RMSCST reports statistics on CSU cost and elapsed time for the BUILDREC, RMSRCH, and VRQSTR programs for a range of enlistment dates.

4-12-5. List of RMS Programs and Files

a. The following is an alphabetic list of RMS programs and a brief description of each program's purpose.

Table 4-64

RMS Programs and Files

| Program | Purpose |
|----------|--|
| AFREP | Reports volunteer and inductee assignments for a specified enlistment date. |
| ASSIGN | Reports assignments made for specified dates and MOSs. |
| AUTPRO | Submits the job to automatically assign DEPs to BCT or AIT training classes either as part of or independent from an RMS test mobilization exercise (batch). |
| BQUOTA | Adds or deletes AIT classes (batch). |
| BTLOC | Reports, updates, adds or deletes BT locations of training. |
| BUILDREC | Enters, corrects, and reports an inductee's or a volunteer's data on the Holding file. Also completes records for DEPs. |
| DSTRMS | Reports the distribution of AA inductees and volunteers by enlistment locations and/or reception station locations for a range of enlistment dates (batch). |
| DUMPQAT | Dumps quotas and reservation counts onto a tape to be sent to ATRRS (batch). |
| DUMPTR | Reports the full training record of expected arrivals at a reception station. |
| EXTRAC | Transfers recruit records from the peacetime REQUEST files to the RMS files. In its mobilization test mode, updates the total distribution of records to be autoproccessed for each of the LOCIDs not participating in the RMS test (batch). |
| GETREC | Reports specified recruit records. |
| GPAUTO | Establishes parameters for autoproccessing DEPs and conducting a mobilization test exercise. |
| HELP | Enters and displays information and instructions to aid users in operating system modules. |
| JUMP | Reports, updates, adds or deletes BAT classes. |

Table 4-64
RMS Programs and Files—Continued

| Program | Purpose |
|---------|---|
| LOADQT | Loads AIT and BT quota records from an ATRRS tape onto the AIT Quota and BT files (batch). |
| MRIVAL | Reports expected arrivals at a specified reception station (short form). |
| MUNIVE | Reports or updates AIT classes (interactive). |
| MUPDLT | Reports, updates, adds or deletes AIT locations of training. |
| MUPDPR | Reports, updates, adds or deletes MOSs on the prerequisite MOS list. |
| RMSCST | Report statistics on the CSU cost and elapsed time for the BUILDREC, RMSRCH, and VRQSTR programs for a range of enlistment dates. |
| RMSEXG | Creates a Daily Data Transmission (DDT) tape to be sent to USAREC as part of an RMS test mobilization exercise (batch). |
| RMSRCH | Classifies an inductee to an MOS and assigns a training seat. |
| RPDICT | Adds or deletes information to be captured by BUILDREC; contains a check against the Qualifications file. |
| RPTACM | Reports the Area Combat Multiplier counters by location ID. |
| RPTBCT | Reports and updates BT classes. |
| RPTCAS | Reports and updates quotas and reservations on the Civilian Acquired Skill file. |
| RPTDEP | Lists and describes report packages created by VSUBSET for each MEPS, and displays specified reports. |
| UNMTCH | Cancels an assignment made by RMSRCH. |
| VLOOKUP | Searches for and displays AIT classes for individuals being processed by the volunteer portion of REQUEST. |
| VRQSTR | Performs searches and makes reservations for volunteers, CAS personnel, DEPs, women, prior service personnel, and REPs. |
| VSUBSET | Creates report packages for subsets of individuals who meet specified combinations of factors in the Data Dictionary. |
| XQUAL | Reports, modifies, adds or deletes the qualifications needed for a given MOS. |

b. The following is an alphabetic list of the computer files that contain the information processed by RMS programs.

- Additional Requirements and Remarks file
- AIT Quota file
- Basic Airborne Training file
- Basic Training Quota file
- Civilian Acquired Skill Quota file
- Data Dictionary for the Holding Recruit file
- Help file
- Holding Recruit file
- Location ID, Area Combat Multiplier, and Mobilization Test file
- MOS Annual Limits file
- Reception Station Recruit Index file
- Recruiter ID file
- Report Package file

4-13. SUMMARY OF THE REQUEST RESERVATION PROCESS

a. The preceding paragraphs in Chapter 4 have been presented to familiarize Army managers with the wide variety of accession controls they may exercise within the REQUEST System. These various controls were discussed according to a scheme of twelve functional modules. These modules represented a breakdown of the entire REQUEST System into its twelve major functions.

b. Of these twelve system functions, ten bear a direct relationship to the making of a reservation. (Only the Personnel and RMS modules do not have a direct impact on the reservation-making process.)

c. This chapter of the Handbook will describe the interrelationships among these ten REQUEST System functions which affect reservation-making. As each function is explained, it will be connected to its corresponding functional module(s) from the preceding paragraphs of Chapter 4. The purpose of this description is to demonstrate how REQUEST provides managers with a single, cohesive system for monitoring and controlling reservations.

d. Army Reserve and National Guard reservation processing will be discussed in Paragraph 4-13-1. Active Army reservation processing, which is more complex than AR and NG processing because of its Search structure, will be described in Paragraph 4-13-2.

4-13-1. Army Reserve and National Guard Reservation Processing

a. The REQUEST System processes Army Reserve and National Guard applicants in a Lookup mode prior to the making of a reservation. This Lookup function is found in the ARRQST and NGRQST programs, respectively.

b. The Lookup function of ARRQST enables the USAR Guidance Counselor to obtain a list of Army Reserve vacancies available to an AR applicant within the following parameters:

- Time (start and end reception station dates);
- Area (unit/zip code area);
- One MOS;
- Training requirements (BT, BAT, and/or AIT); and
- The applicant's qualifications.

c. The unit vacancies are reported according to unit priority (see Paragraphs 4-7 and 4-8). The reservation function of ARRQST allows the user to reserve a training space and a Reserve unit vacancy for an AR applicant.

d. The Lookup function of NGRQST enables the National Guard user to obtain a list of National Guard vacancies available to an NG applicant within the following parameters:

- Time (start and end reception station dates);
- One MOS;
- Training requirements (BT, BAT, and/or AIT); and
- The applicant's qualifications.

The reservation function of NGRQST allows the user to reserve training spaces for an MOS.

e. Figure 4-29 illustrates the flow of the AR and NG reservation process in the Lookup mode, beginning with the entry of applicant data into the system and resulting in a reservation. Each of the stages in this process will be explained and related to its corresponding functional module(s).

f. The point of entry into the AR and NG reservation process is the input of applicant data. Next, the Qualifications portion of the system (see Paragraph 4-1) checks the applicant data against the minimum qualifications for the desired MOS. If the applicant meets the minimum qualifications for that MOS, the system proceeds to stage (3).

g. At stage (3), the system checks a variety of quotas for the specified MOS: the Annual Program yearly limit quota (see Paragraph 4-4); the BT quota (see Paragraph 4-5); the AIT weekly limit and class quotas (see Paragraph 4-6); and the unit vacancy quotas (see Paragraphs 4-7 and 4-8). If the MOS meets all these quota requirements, the system proceeds to the next stage.

h. At stage (4) of the AR and NG Lookup/reservation process, the system tests whether to look through more RECSTA weeks. If there are more RECSTA weeks specified for this Lookup, the system gets the quotas for that RECSTA week and processes the MOS for that week. If there are no more RECSTA weeks specified, the flow of the reservation process goes to (4B).

i. At stage (4B), the system displays a list of training classes (AR and NG) and unit vacancies (AR only) for the MOS for which the applicant qualifies. At this point, the system prompts, "Reservation? Yes or No?" When the applicant answers yes, the Guidance Counselor uses REQUEST to record the applicant's reservation. AR applicants may reserve training class seats and a Reserve unit and space. NG applicants may reserve training spaces.

4-13-2. Active Army Reservation Processing

a. Active Army applicant processing prior to the making of a reservation can occur in two modes: Search and Lockup. The AA Lookup processing mode performs the same tests for qualifications and quotas as the AR and NG Lookup procedures described in Paragraph 4-13-1.

b. However, the Search processing mode for AA reservation-making expands significantly on the checks made in the Lookup mode. Figure 4-30 portrays the flow of the AA reservation process in this Search mode, beginning with the entry of applicant data into the system and culminating in the completion of a reservation. Each of the stages in this process will be explained and related to its corresponding functional module(s).

c. The point of entry into the AA reservation process is the input of applicant data. This data includes the applicant's personal characteristics (physical, educational, and occupational) and preferences (for an MOS/Skill Cluster/ Career Management Field and for an Army entry date).

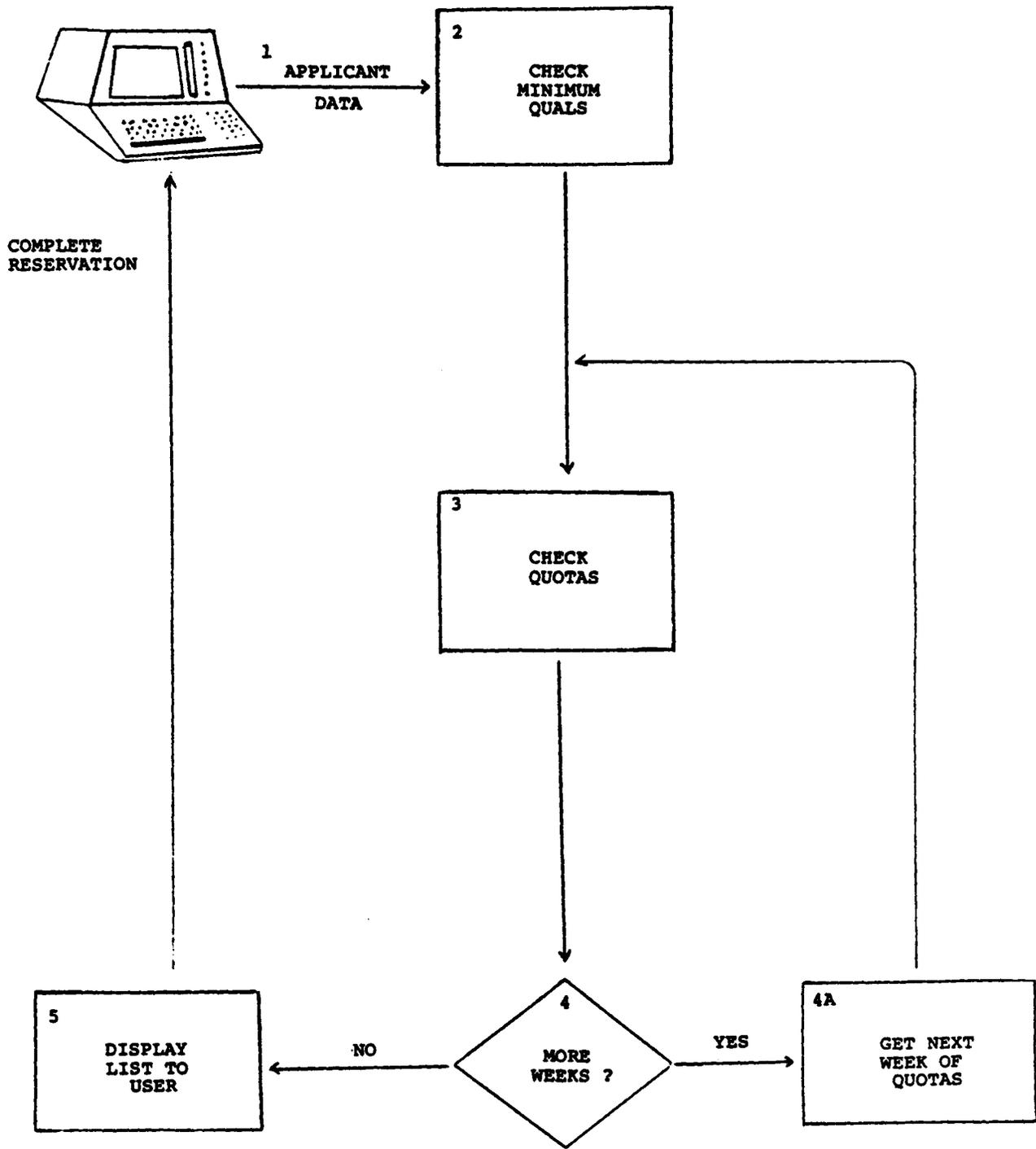


Figure 4-29. FLOW OF REQUEST RESERVATION PROCESS

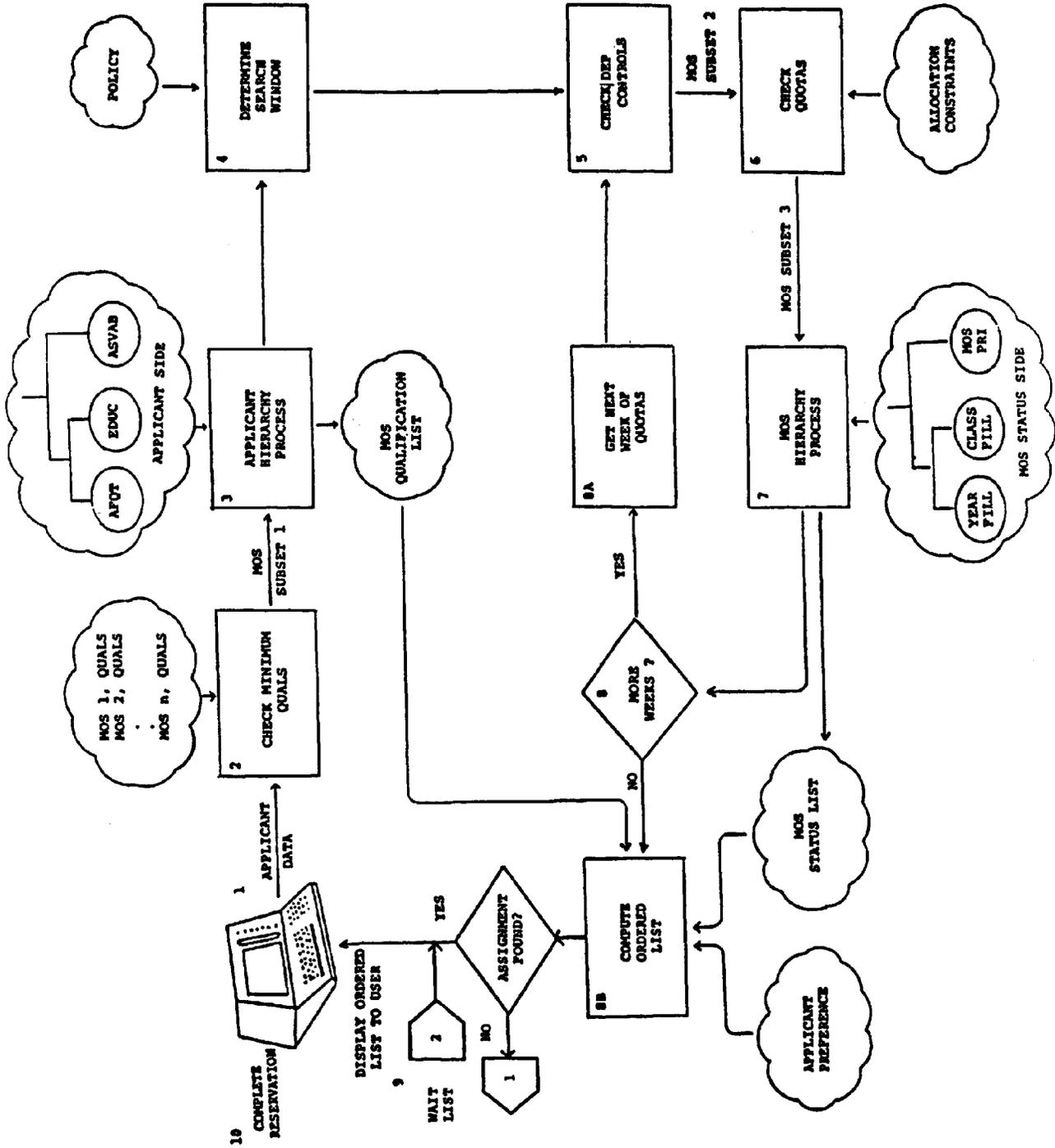


Figure 4-30. FLOW OF REQUEST RESERVATION PROCESS

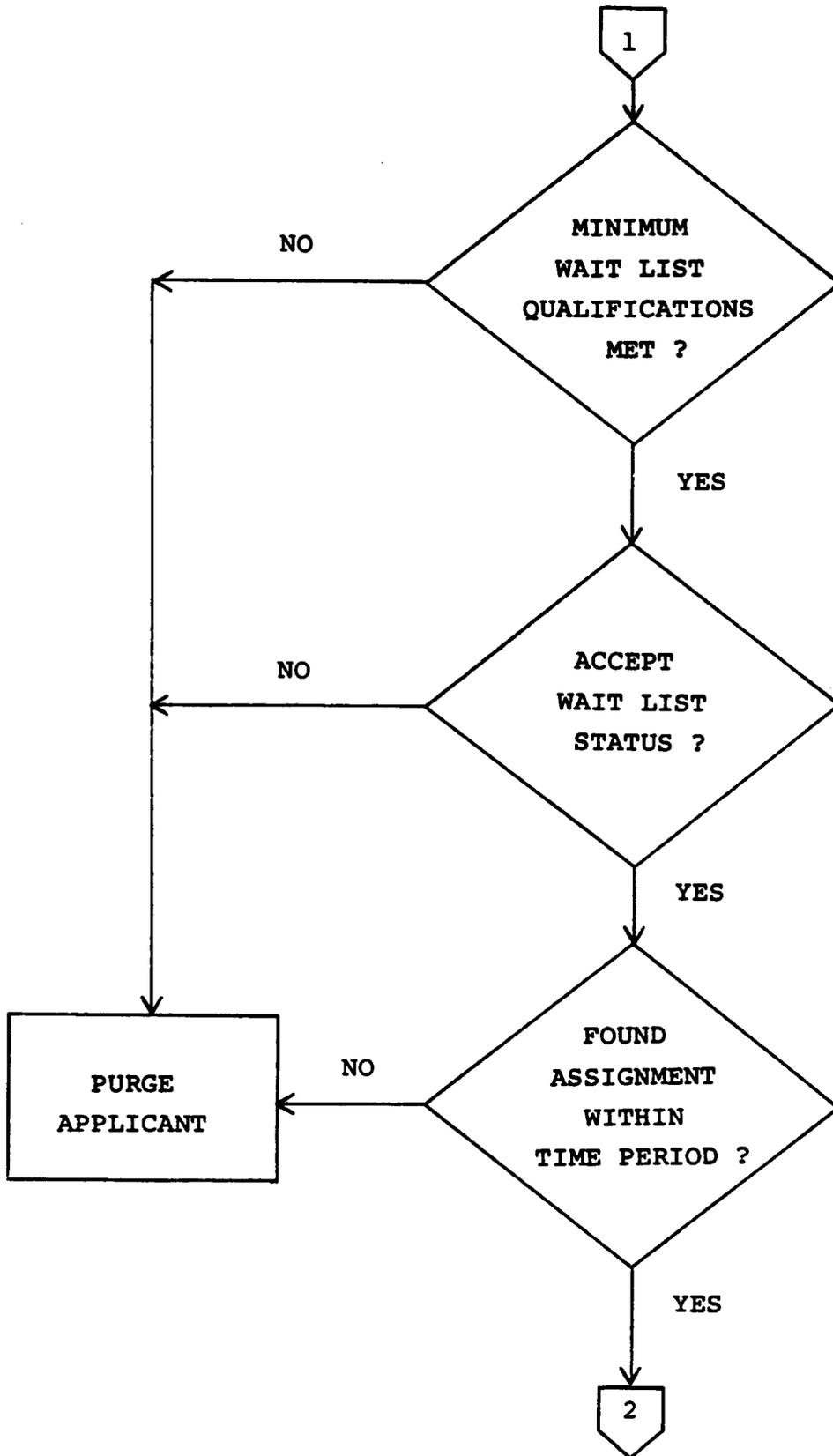


Figure 4-31. Wait List processing

d. At stage (2), the Qualifications portion of the system (see Paragraph 4-1) checks the applicant data against the minimum qualifications for every MOS (shown as MOS 1, QUALS, MOS 2, QUALS ... MOS n, QUALS in Figure 4-30). As a result of this comparison, the REQUEST System eliminates the MOSs whose minimum qualifications the applicant does not meet. Those MOSs whose minimum qualifications the applicant does meet are grouped (shown as MOS Subset 1 in Figure 4-30) and passed on to the Hierarchy portion of the system.

e. At stage (3), the applicant hierarchy processing occurs (see Paragraph 4-10). The system evaluates applicant side factors such as the AFQT score, ASVAB score, and educational level for all the MOSs in MOS Subset 1. This applicant side hierarchy processing produces an MOS qualifications list. This list reflects the classification effectiveness of the applicant for each MOS in MOS Subset 1. At a later stage (8B) of reservation processing, this MOS qualifications list will be one of three sources used to produce the ordered list of enlistment opportunities displayed by REQUEST.

f. The next stage (4) is to determine the number of weeks in the future that the system is to search for training class seats for the MOSs in MOS Subset 1. The length of this search period, or "search window", is based both on the applicant's qualifications and Army policy (see Paragraph 4-1).

g. Once the length of the search window has been determined, the system proceeds to stage (5) to check the MOSs under consideration for DEP controls (see Paragraph 4-1). As a result of this check for DEP control factors, some of the MOSs in MOS Subset 1 are eliminated. Those MOSs still under consideration are regrouped (shown as MOS Subset 2 on Figure 4-30) and passed on to stage (6).

h. At stage (6), the system checks the MOSs in MOS Subset 2 for a variety of quotas: the Annual Program yearly limit quota (see Paragraph 4-4); the Accession Accounting records, if in effect (see Paragraph 4-4); the BT quota (see Paragraph 4-5); and the AIT weekly limit and class quotas (see Paragraph 4-6). These quotas provide managers with several types of training seat allocation constraints. The MOSs which do not pass these quota requirements are eliminated from consideration. The MOSs that do meet the quota requirements are regrouped into MOS Subset 3 and passed to stage (7). There, the Hierarchy portion of the system (see Paragraph 4-10) evaluates MOS status side factors such as year fill and class fill percentages and the MOS Priority to produce an MOS status list. This list reflects the mission achievement objectives of each MOS in MOS Subset 3. At a later stage (8B) of reservation processing, this MOS status list will be one of three sources used to produce the ordered list of enlistment opportunities displayed by REQUEST.

i. At stage (8) of the AA Search/reservation process, the system tests whether or not to search through any more weeks. If there are more weeks in the applicant's search window, the system gets the next week's quotas (8A) and processes the MOSs for that week. If there are no more weeks in the search window, the flow of the reservation process goes to (8B).

j. At stage (8B), the applicant's preferences entered at stage (1), the MOS qualifications list produced at stage (3), and the MOS status list from stage (7) are used by the Hierarchy portion of the system to compute an ordered list of enlistment opportunities. (The Lookup structure of AARQST does not compute this ordered list.) This ordered list contains the enlistment opportunities identified by the system as the best match between Army priorities and applicant qualifications and preferences.

k. This ordered list is displayed to the user (typically, the Guidance Counselor) in sets of five MOSs at a time, up to a maximum of 25 MOSs. The applicant's enlistment choice is identified either by the letters "CH" (if that choice appears in the group of five MOSs displayed) or by its placement in sixth position on the display (if the applicant's choice does not appear in the group of five MOSs displayed on the ordered list). If no appropriate matches are available, the applicant is screened to determine if Wait List placement is possible. Applicants who meet the minimum qualifications for Wait List and accept Wait List status are placed on the list for future processing (see Paragraph 4-1). Applicants who fail the minimum qualifications for Wait List are placed on a holding file and are purged if an appropriate match is not found within a short period of time (usually two days).

l. The final stage (10) in the REQUEST AA Search/ reservation process is the completion of the applicant's reservation. When an applicant makes an enlistment choice, the system prompts the applicant to select one primary enlistment option available for that enlistment choice (see Paragraph 4-2). Next, the system prompts the applicant to select one or all of the secondary enlistment options attached to the specified primary option. Among these secondary option choices there may be enlistment bonuses available (see Paragraph 4-3). Then, the system displays up to seven units of first assignment, in order of their Army priority. If the applicant's unit of preference is not one of these seven, it will nevertheless be displayed (see Paragraphs 4-7 and 4-8).

m. At this point, the system prompts, "Reservation? Yes or No?". When the applicant answers yes, the Guidance

Counselor uses REQUEST to record the applicant's reservation for an MOS, RECSTA date, training classes, enlistment options and bonuses, and, in some cases, first assignment unit. The complex match between the applicant's characteristics and preferences and the Army's priorities and requirements is now complete.

Chapter 5

MAINTENANCE PROCESSING SCHEDULE AND ITS IMPACT ON ARMY USERS

5-1. INTRODUCTION

a. Each week System Automation Corporation (SAC) runs a series of programs in batch processing mode whose purpose is to maintain the REQUEST System. These SAC maintenance programs perform several important functions. They keep the data on REQUEST System files current, they reorganize system files for greater storage efficiency, and they format system files to enable managers to use the REQUEST/Statistical Analysis System (SAS).

b. Though Army managers do not themselves execute any of these SAC maintenance programs, managers need to understand the impact of SAC's weekly batch maintenance processing on their use of the REQUEST System.

c. Paragraph 5-2 will describe the REQUEST maintenance program weekly schedule and the functions of the programs run each week. Paragraph 5-3 will describe the impact of SAC maintenance programs on Army managers, use of the REQUEST System. Paragraph 5-4 will provide a list of SAC system maintenance programs.

5-2. WEEKLY MAINTENANCE SCHEDULE

a. The SAC maintenance programs are run on a weekly schedule. This schedule is subject to change. Using the BASHED program, managers can obtain a report of the most current weekly processing schedule. Figure 5-1 displays a typical weekly processing schedule.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------|--------|--------------|--------------|----------|--------|----------|-------------|
| 00:05 | | KICKER | KICKER | KICKER | KICKER | KICKER | XXX |
| | | KICKER | KICKER | KICKER | KICKER | KICKER | XXX |
| | | KICKER | KICKER | KICKER | KICKER | KICKER | XXX |
| 1:00 | | KICKER | KICKER | KICKER | KICKER | KICKER | XXX |
| | ===== | USER | BATCH | | JOBS | ===== | XXX |
| 2:00 | | ===== | SAS | LOADS | | =====UVL | XXX |
| | ===== | USER AND SAS | BATCH | JOBS | | =====SAS | XXX |
| | ===== | USER AND SAS | BATCH | JOBS | | ===== | XXX |
| 3:00 | | ===== | USER AND SAS | BATCH | JOBS | ===== | XXX |
| | | | | | | | XXX |
| 4:00 | | | | | | | XXX |
| | | | | | | | XXX |
| 5:00 | XPILOT | XPILOT | XPILOT | XPILOT | XPILOT | XPILOT | XXX |
| 5:15 | SUBPIL | SUBPIL | SUBPIL | SUBPIL | SUBPIL | SUBPIL | XXX |
| | | | | | | | XXX |
| 6:00 | | | | | | | XXX |
| | | | | | | | XXX |
| 9:00 | CANDEL | CANDEL | CANDEL | CANDEL | CANDEL | | XXX |
| | | | | | | | XXX |
| 11:00 | | | | | | | XXX |
| | | | | | | | XXX |
| 12:00 | CANDEL | CANDEL | CANDEL | CANDEL | CANDEL | | KICKER |
| | | | | | | | KICKER |
| 13:00 | | | | | | | KICKER |
| | | | | | | | KICKER |
| 14:00 | | | | | | | |
| 15:00 | CANDEL | CANDEL | CANDEL | CANDEL | CANDEL | | PURGES |
| 16:00 | | | | | | | |
| 17:00 | | | | | | | |
| 18:00 | CANDEL | CANDEL | CANDEL | CANDEL | CANDEL | | RELEASES |
| | | | | | | | (SAC) |
| 19:00 | | | | | | | FOR REQUEST |
| 20:00 | | | | | | XXX | |
| | | | | | | XXX | |
| 21:00 | CANDEL | CANDEL | CANDEL | CANDEL | CANDEL | XXX | OTHER |
| | | | | | | XXX | MAINTENANCE |
| | | | | | | XXX | |
| 22:00 | /// | /// | /// | /// | /// | XXX | /// |
| | /// | /// | /// | /// | /// | XXX | /// |
| 23:00 | /// | /// | /// | /// | /// | XXX | /// |
| | /// | /// | /// | /// | /// | XXX | /// |
| 24:00 | /// | /// | /// | /// | /// | XXX | /// |

KEY: /// = REQUEST FILE BACKUP BY BCS
 XXX = BCS MAINTENANCE PERIOD: REQUEST SYSTEM NOT AVAILABLE

Figure 5-1. REQUEST System weekly maintenance schedule

b. This sample weekly schedule shows the week's maintenance tasks, listed on figure 5-1 either by program name (KICKER, CANDEL) or by job type (user batch jobs, purges, releases). Each program or job type performed from Monday through Saturday will be discussed in Paragraph 5-2-1. The Sunday processing events will be discussed separately in Paragraph 5-2-2 because their functions are more varied and their processing times are more flexible than the Monday through Saturday processing events.

5-2-1. Monday Through Saturday Processing

In this section, the processing which occurs Monday through Saturday will be described, beginning with those tasks performed the earliest (0:05) and ending with tasks performed the latest (22:00 to 24:00).

5-2-1-1. KICKER Processing

a. The KICKER program starts at 0:05 and runs about 60-90 minutes Tuesdays through Saturdays. (KICKER is also run on Sundays, but its time of execution is more flexible.) The KICKER program, which is actually a series of nearly 20 programs, performs daily, weekly, and monthly functions.

b. These functions include:

- File creation (e.g. the Accessions file);
- File update (e.g. the Balance and Quota files);
- File monitoring (e.g. the Bonus file);
- File purges (e.g. holding records);
- Tape creation (e.g. the Bonus file); and
- Report generation (e. g. the AA daily status report).

c. An additional function of KICKER is the transmission of Quota file data to ATRRS. Each Sunday, the live Quota file including all transactions entered via BQUOTA, CQUOTA, RUQUOT, and AMDE, is compared to a tape of the Quota file from the previous Sunday. After comparing the two weeks of data, any change transactions are sent via the CXDISC program in KICKER to the IBM computer at Boeing Computer Services (BCS). BCS transmits the data across a communication link to the USAMSSA IBM computer at the Pentagon. ATRRS accesses the computer for this data, which is used in a trend analysis study. The purpose of the trend analysis is twofold: 1) to determine realistic AR and NG accession quotas; and 2) to ensure that recruiting missions will be met.

d. Refer to Table 5-1 for a detailed display of the KICKER processing schedule.

5-2-1-2. Additional Processing

a. The time from 1:30 to 2:00 Monday through Saturday is set aside for REQUEST user batch jobs. These are jobs Army users submitted by card decks on the previous day.

b. From 2:00 to 2:30 Tuesday through Saturday, "SAS loads" are performed. SAS, the Statistical Analysis System, is a reporting and analysis tool which Army users may utilize via the SASCP program. A SAS "load" refers to the procedure of creating files in SAS format from REQUEST System files so that any SAS jobs Army users have submitted in the SASCP program may be performed. Once the REQUEST files have been converted to SAS format, both SAS jobs and any remaining user batch jobs are processed from 2:30 to 3:00 Monday through Saturday.

**Table 5-1
KICKER processing**

| | File Creation | File Update | File Monitoring | File Purges | Tape Creation | Report Generation |
|--------|--|--|-----------------------------------|--------------------------|---------------|----------------------------------|
| Daily | Accession file (WPRTAR) | Balnace (WREPORT) | general monitoring (DRCACC, C3) | AA Recruit file (HLDPUR) | EXCHNG | AA Daily Status report (DSRBILD) |
| | Alert file (UPONDP) | Recrid file (RECRID) | | AR Recruit file (HLDPAR) | | |
| | CMS file (EXCHNG) | Quota file (DOBITS) | | NG Recruit file (HLDPNG) | | |
| | option index record on Unit Distribution file (UPONOP) | Hierarchy file (SAVEH1S) Data Dictionary (MMMVIC) | | | | |
| Weekly | | Accessions file (INDFIX - Sunday only) | Bonus file (UBON\$ - Sunday only) | | | |

**Table 5-1
KICKER processing—Continued**

| File Creation | File Update | File Monitoring | File Purges | Tape Creation | Report Generation |
|---------------|-------------|-----------------|-------------|---|-------------------|
| Monthly | | | | MIBTAPE – first Tuesday of first RECSTA week of RECSTA month | |

c. The next scheduled processing events are the running of XPILOT at 5:00 and SUBPIL at 5:15 Monday through Saturday. These two programs control the submission of the KICKER and CANDEL programs. Because of the XPILOT and SUBPILOT programs, the REQUEST System maintenance programs run in an automated, self-perpetuating cycle.

d. The next scheduled weekly processing event is the execution of the CANDEL program at three-hour intervals Monday through Friday. This program runs about 8 to 12 minutes. Its purpose is to process cancelled AA reservations. The final task is REQUEST System file backup, scheduled from 22:00 to 24:00 Monday through Friday. File backup means creation of duplicate records in case of loss or damage to the original file records.

5-2-2. Sunday Processing

a. The Sunday SAC maintenance processing schedule is more varied and more flexible than the Monday through Saturday schedule. The sample schedule in figure 5-1 above, which lists five different types of Sunday maintenance processing, illustrates the variety of Sunday processing.

b. On the Sunday in the example, the KICKER program would be run from 12:00 to 1:30. Next, SAS jobs for the Army Reserve's Automated Unit Vacancy subsystem of REQUEST would be processed. At 15:00, SAC would "purge", that is, erase outdated information from REQUEST System files. AT 18:00, a release of new or revised REQUEST System programs would occur. Finally, at 20:00, other maintenance work would be performed.

c. Other maintenance could include file reorganization and file reloads. File reorganization needs to occur after file purges. It involves making a copy of the newly purged file and then reorganizing the placement of information on the file for greater storage efficiency. Once the file is reorganized on the copy version, it then needs to be reloaded onto the REQUEST System. Reloading files transfers reorganized files from a copy version to the live REQUEST System files. If an Army user were to make an update during file reorganization and reloading time, there might not be a record of that update.

d. Besides having more varied events, the Sunday schedule is also more flexible than the Monday through Saturday schedule. The reason for this flexibility is that Sunday processing may be done in any order determined by SAC. The KICKER program will be run on Sundays, for instance, but it may be run anytime between 12:00 and 22:00 depending on the other processing which needs to be done on any given Sunday.

5-3. IMPACT OF THE SAC WEEKLY BATCH PROCESSING SCHEDULE ON ARMY USERS

a. Managers need to be aware that at certain times, SAC's weekly maintenance processing affects either their ability to sign on to the REQUEST System or the accuracy of the data they receive from REQUEST programs. Table 5-2 summarizes these times when managers cannot or are advised not to sign on to the REQUEST System.

**Table 5-2
REQUEST System unavailable or reserved for SAC maintenance**

| Time | Reason | Impact |
|---|---|-------------------------|
| 20:00 Saturday to 12:00 Sunday | BCS maintenance period; REQUEST not available. | No SAC or Army sign-on. |
| 0:05 to 1:30 Tuesday through Saturday | Kicker program running. | No Army sign-on. |
| 22:00 to 24:00 Sunday through Friday | REQUEST file backup by BCS. | No Army sign-on. |
| 12:00 to 22:00 Sunday system maintenance. | Reserved for SAC transactions may be lost. | No Army sign-on. |

b. The first unavailable time is from 20:00 Saturday to 12:00 Sunday. During those hours, Boeing Computer Services (BCS) performs its own system maintenance, and its computers on which the REQUEST System resides are unavailable to either SAC or Army users.

c. The second unavailable time is Tuesday through Saturday from 0:05 to 1:30. That time is reserved for SAC to run its KICKER program. The KICKER program automatically prevents managers from signing on to REQUEST until its processing is completed.

d. The third unavailable time is Monday through Friday from 22:00 to 24:00. Army users are automatically prevented from signing on during these hours. These times are reserved for REQUEST System file backup by BCS. This procedure involves making copies of the REQUEST System live files.

e. On Sundays, Army users are advised not to sign on to REQUEST. The Sunday processing schedule includes tasks such as file purges, file reorganization, and file reloads as described in Paragraph 5-2-2. These procedures involve making changes to the content of REQUEST System files. While these changes are occurring, the current version of the file is accessible to an Army user. However, if a user runs a program while that program's files are being revised, users cannot tell by looking whether the data they are receiving from the program is out of date or up to date.

5-4. LIST OF SAC MAINTENANCE PROGRAMS

Paragraph not used.

Table 5-3
LIST of SAC MAINTENANCE PROGRAMS

| | |
|-----------------|--|
| CANDEL | Processes cancelled AA reservations and decrements appropriate reservation counters. |
| KICKER | Creates, updates, and purges REQUEST System files; generates the AA daily status report, the AA and AR Balance reports, and SAC maintenance reports. |
| SUBPIL, XPILLOT | Automate the processing of the KICKER and CANDEL programs. |

Chapter 6

MANAGEMENT SUMMARIES

6-1. MANAGEMENT SUMMARY OF THE RUDIST PROGRAM

6-1-1. Introduction.

The following management summary explains the Report Unit Distribution program (RUDIST) and tracks the sources of its output information. Paragraph 6-1-1 defines the purpose of RUDIST and outlines the program functions and the role of RUDIST's six functional modes. Paragraph 6-1-2 shows the related programs and sources of data input. Paragraph 6-1-3 describes the output of each functional mode and traces the flow of data into the program and between functional modes.

6-1-1-1. Purpose

The management summary for RUDIST will identify the program output and will track the source of each piece of output. The summary serves a double purpose: it explains the origin and significance of report information, and it gives users a clearer view of the way pieces of the REQUEST System fit together.

6-1-1-2. Program Function

The RUDIST program enables managers to modify command and unit level distribution reports relevant to capacity, vacancies and reservations. Also, by manipulating unit capacities, status and priority with RUDIST, managers can regulate the flow of new applicants to units where they are most necessary. Report formats and functions are dictated by RUDIST's six functional modes, as described in the following paragraphs.

6-1-2. Data Input Sources

All RUDIST functions, except the Command Summary Information mode (DDSRPT) have update modes which enable a manager to add the distribution information detailed in Paragraph 6-1-4 and illustrated in Figure 6-1. Refer to Paragraph 6-1-3 for information concerning the RUDIST output modes. RUDIST also receives input from the sources illustrated in the flowchart in Figure 6-2 and further described below:

Table 6-1
Data Input Sources

| PROGRAM | INPUT |
|-----------------|--|
| AARQST | Automatically updates reservation data whenever a reservation is confirmed. |
| UNTUPD | Calculates seats available for unit distribution by RECSTA month and MOS. Supplies male and female reservation quotas for each month and distributes seats according to quotas. UNTUPD is processed in batch mode and the input appears on DDSRPT and UNITPRO reports. |
| OPTION | Updates the list of valid units of first assignment. The OPTION program, in turn, utilizes data supplied by RUDIST pertaining to both the units available for enlistment options and valid units of first assignment. |
| QUALS | Automatically adds an MOS and uncommitted unit vacancy slot to RUDIST records whenever a new MOS is added to QUALS records. |
| DATA DICTIONARY | Serves as an internal editor, controlling valid factor values and supplying translation tables. |

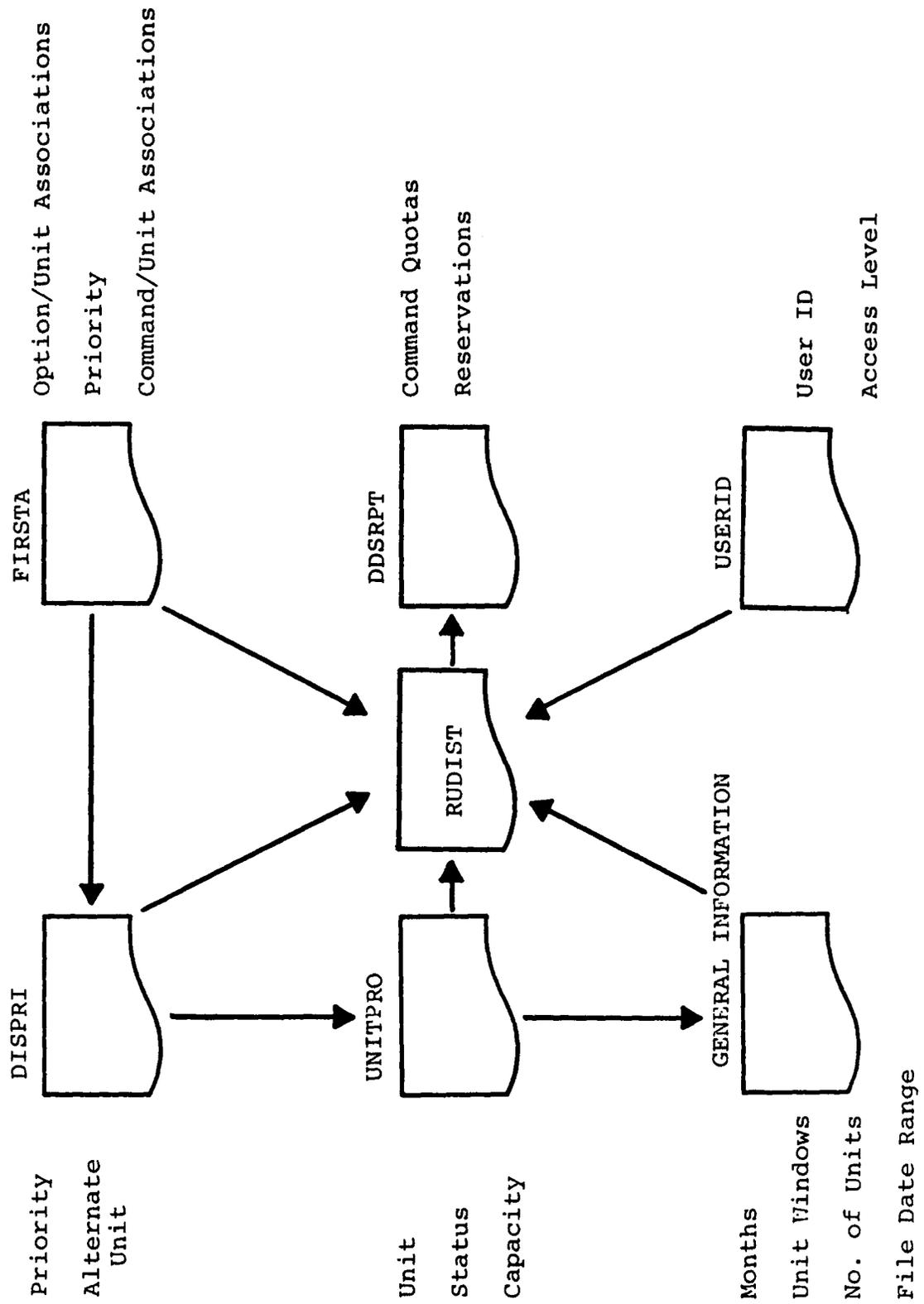


Figure 6-1. RUDIST update modes

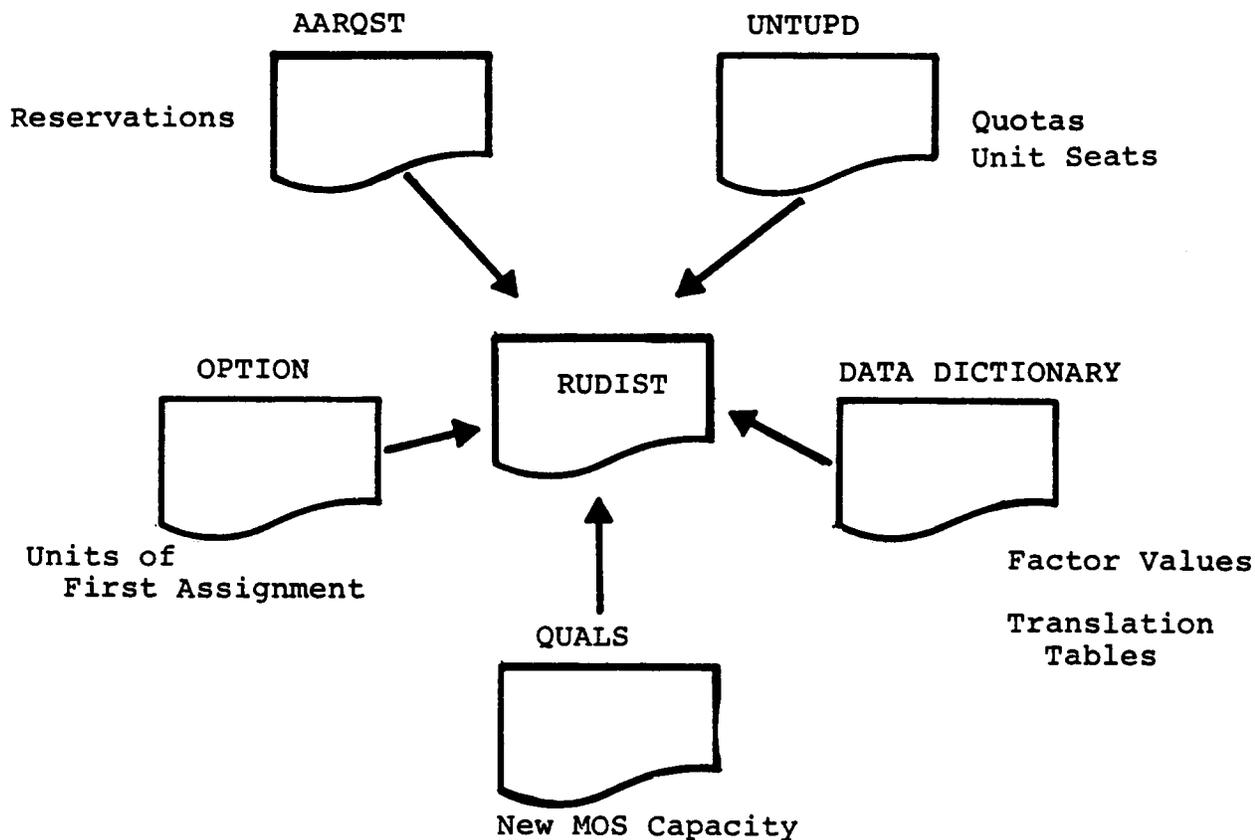


Figure 6-2. Sources of RUDIST output

6-1-3. Description of Output Modes

The following paragraphs explain RUDIST's six functional modes, which dictate the report formats and functions for the program.

6-1-3-1. The Unit Vacancy Information Mode (UNITPRO)

This mode reports and updates Unit Distribution records concerning status and capacities for user-specified units, RECSTA dates, and MOSs. UNITPRO compares the original capacity allotted for both males and females in the specified MOS(s) with current reservations for both sexes. Managers can also add, delete, or modify both unit status and MOS capacity with UNITPRO.

6-1-3-2. The Option/Unit Associations Mode (FIRSTA)

This mode reports and updates the first assignment units available under certain enlistment options. FIRSTA enables managers to add, delete, or modify units within the option groups and within functional commands.

6-1-3-3. The Unit Information Mode (DISPRI)

DISPRI provides users with the priority, alternate units, functional command, and command group of a specified unit. DISPRI enables the user to update and control unit REQUEST priority, on a 1 to 255 scale, and the Army requirements aid priority, on a 1 to 15 scale (requirements aid priority is not used anymore). The user can also add or delete units to or from command groups or functional commands with DISPRI.

6-1-3-4. The Command Summary Information Mode (DDSRPT)

This mode displays the original quota and actual number of reservations made for a user-specified range of months, or for the next fiscal year.

6-1-3-5. The General Information Mode

This mode allows managers to monitor or update: the overall number of units on the Unit Distribution file, the file time span, the current unit window number in months (see Paragraph 4-7) for a detailed explanation), and the number of months information will be retained on file. Responsible managers can modify all of these General Information report figures.

6-1-3-6. The User Information Mode

This reports and updates information pertaining to the users of the Unit Distribution module and their level of access.

6-1-4. Description of Output Fields

The following paragraphs explain the output fields and illustrate a sample report format of each functional mode.

6-1-4-1. UNITPRO Output Description

a. This RUDIST program sample represents the output of the UNITPRO mode for RECSTA dates between 1/1/81 and 31/1/81 and for MOS 11B1. The parentheses above a column correspond to an output description below.

Table 6-2
UNITPRO output

| DATA FOR RECEPTION STATION DATES BETWEEN 1/ 1/81 AND 31/ 1/81 | | | | | | | | | |
|---|-------------|---------------|-------------|------------|------------------|-----------------|-----------------|------------------|---------------|
| MOS | UNIT (1) | STATUS (2) | MALE (3) | RES (4) | FEM ORIG (3A) | FEM RES (4A) | PRIORITY (5) | ALT. UNIT (6) | FENCED (7) |
| 11B1 | AISR | 0 | 1 | 1 | 0 | 0 | 158 | ARMD | N |
| 11B1 | AMU | 0 | 1 | 1 | 0 | 0 | 15 | N | N |
| 11B1 | BBDE | 0 | 50 | 18 | 0 | 0 | 1 | EUR | N |
| 11B1 | EUR | 0 | 300 | 113 | 0 | 0 | 1 | EUR | Y |
| 11B1 | EUR2 | 0 | 0 | 0 | 0 | 0 | 1 | EUR | N |
| 11B1 | ITLY | 0 | 5 | 0 | 0 | 0 | 1 | | N |
| 11B1 | KOR2 | 0 | 40 | 34 | 12 | 6 | 3 | EUSA | N |
| 11B1 | OLDG | 0 | 5 | 0 | 0 | 0 | 6 | | N |
| 11B1 | UNCM | 0 | 1336 | 17 | 956 | 0 | 1 | | N |
| 11B1 | UN26 | 0 | 100 | 0 | 0 | 0 | 175 | | N |
| 11B1 | 1CAV | 0 | 14 | 14 | 0 | 0 | 31 | | N |

b. The following descriptions explain the corresponding numbered entries from Table 6-2:

Table 6-3
Explanation of the corresponding numbered entries from Table 6-2

| | | |
|------|----------|---|
| (1) | UNIT | The units which accept the specified MOS in the RECSTA date range indicated. Units are loaded on the system using the FIRSTA and DISPRI modes. |
| (2) | STATUS | The unit status is either I (closed) or O (open). This entry may be altered using this mode to reflect current need for reservations. |
| (3) | MALE | The original capacity allotted for males and females with this MOS can be reported and updated in these positions. |
| (3A) | FEM ORIG | |
| (4) | RES | The number of male (RES) and female reservations (FEM RES) previously made for the specified RECSTA dates. This data is automatically loaded on the system by the AARQST program. |
| (4A) | FEM RES | |
| (5) | PRIORITY | The REQUEST priority number between 1 and 255 with the lower numbers indicating higher priority. These numbers are loaded in the DISPRI mode. |
| (6) | ALT UNIT | The alternate units, if any, which will also accept the MOS, within the specified RECSTA range. Alternate units are inputted by updating data on the DISPRI report. |
| (7) | FENCED | The priority fill flag for a unit. If the unit is given highest priority, it is assigned a Y flag. Seats are manually subtracted by the Distribution Branch for this priority unit before allocation of available seats to remaining units. An N flag denies 'fenced' priority to a unit. |

6-1-4-2. FIRSTA Output Description

a. The sample in Table 6-4 is an excerpt of a report generated by RUDIST's FIRSTA mode. The parentheses above a figure correspond to an output description below.

Table 6-4
Sample FIRSTA output

| | | | | | | | | | | | | | | | | |
|---------|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| OPTION: | (1) | 13 | | | | | | | | | | | | | | |
| | (2) | 101A | 11AC | 129I | 172I | 18C | 193I | 1941 | 197I | 1ARM | 1CAV | 1INF | 2456 | 24IN | 25IN | 26AC |
| | | 2ACR | 2ARM | 31FA | 31IN | 3ARC | 3ARM | 3CAT | 3INF | 46EN | 4INF | 56AT | 5COR | 5INF | 6CAV | 76FA |
| | | 7COR | 7INF | 8INF | 9INF | AMU | BBDE | CDEC | CUR | INTS | KOR2 | OLDG | PACL | PACS | | |

b. The following descriptions define the corresponding numbered entries from Table 6-4:

Table 6-5
Explanations of the corresponding numbered entries from Table 6-4

| | | |
|-----|------------------------|--|
| (1) | OPTION XX | The Army enlistment option group number. |
| (2) | FIRST ASSIGNMENT UNITS | The units or stations of first assignment UNITS available under the corresponding enlistment options. These units are added, deleted, or altered using the FIRSTA mode or by running the OPTION program. |

6-1-4-3. DISPRI Sample

a. Table 6-6 shows a sample unit information report (DISPRI). The numbers in parentheses correspond to output descriptions in the following paragraph.

Table 6-6
Sample DISPRI output

| START UNIT/END UNIT | | | | | | |
|---------------------|-----------|---------------|-------------------|-------------------|---------------|--|
| UNIT | ALT. UNIT | RQST PRIORITY | REQ. AID PRIORITY | FUNCTIONL COMMAND | COMMAND GROUP | |
| (1) | (2) | (3) | (4) | (5) | (6) | |
| 101A | | 33 | 2 | FORSCOM | FORSCOM | |
| 10SF | | 30 | 4 | OVERSEAS | HAWAII | |
| 11AC | EUR | 12 | 1 | EUR1 | EUROPE | |
| 11AV | EUR | 15 | 1 | EUR1 | ALASKA | |
| 129I | | 73 | 2 | TRADOC | FORSCOM | |
| 172A | 172I | 31 | 2 | OVERSEAS | ALASKA | |
| 172I | | 31 | 2 | OVERSEAS | ALASKA | |
| 175R | | 18 | 1 | FORSCOM | FORSCOM | |
| 18AC | 18C | 63 | 3 | FORSCOM | FORSCOM | |
| 18C | | 64 | 3 | FORSCOM | FORSCOM | |
| 193I | | 30 | 2 | OVERSEAS | CANAL ZN | |

b. The following descriptions explain the corresponding numbered entries in Table 6-6:

Table 6-7
Explanations of the corresponding numbered entries in Table 6-6

| | | |
|-----|--------------------|--|
| (1) | UNIT | The user specified unit or range of units. |
| (2) | ALT UNIT | The alternate unit, if any, for the specified unit. Alternate units can be added or deleted with this mode of RUDIST. |
| (3) | RQST PRIORITY | The REQUEST priority code number from 1 to 255 for the specified unit. Priority numbers loaded with DISPRI will be reflected on the UNITPRO mode also. |
| (4) | REQ AID PRIORITY | The requirement aid priority is no longer used. |
| (5) | FUNCTIONAL COMMAND | The functional command to which the unit is Unit/Command associations can be altered using DISPRI and the updated data will be reflected on FIRSTA. |
| (6) | COMMAND GROUP | The command group to which the unit is Unit/command group associations can be altered using DISPRI and will then be displayed on FIRSTA. |

6-1-4-4. DDSRPT Output Description

a. Figure 6-3 shows a partial sample of a DDSRPT mode, Command Summary Report, for January 1981. The numbers in parentheses correspond to output descriptions below.

```

UNIT DISTRIBUTION SUBSYSTEM
SUMMARY REPORT FOR 1/ 1/81-30/ 4/81

      (3)
    ** EUROPE **

      JAN 81
    ORIG  RES
      (1) (2)
      828 426
  
```

Figure 6-3. DDSRPT sample

b. The following descriptions explain the corresponding numbered output items in Figure 6-3.

Table 6-8
Explanations of the corresponding numbered output items in Figure 6-3

| | | |
|-----|---------|---|
| (1) | ORIG | The original command quotas for reservations in the specified date range. Quotas are loaded on RUDIST by the UNTUPD program in batch mode. Data reported on DDSRPT is also inputted into the UNITPRO reports. |
| (2) | RES | The actual number of reservations made for each command for the user-specified date range. Reservation data is automatically inputted to RUDIST by the AARQST program and is also reported on UNITPRO. |
| (3) | COMMAND | The command group for which the quotas and reservations are being reported. |

6-1-4-5. RUDIST General Information Report Output Description

a. Table 6-9 depicts the output of the RUDIST general information report. The numbers in parentheses correspond to explanations below.

Table 6-9
Sample RUDIST General Information report

| NUMBER OF UNITS | FILE START DATE DD/MM/YY | FILE END DATE DD/MM/YY | UNIT WINDOW 1 | NO. OF MONTHS |
|-----------------|-----------------------------|---------------------------|------------------|---------------|
| (1) 264 | (2) 1/ 1/81 | (2A) 31/12/82 | (3) 3 | (4) 36 |

b. The descriptions below explain the corresponding numbered entries in Table 6-9:

Table 6-10
Explanations of the corresponding numbered output items in Table 6-9

| | | |
|------------|----------------------------------|--|
| (1) | NUMBER OF UNITS | The total number of units included in the UNITPRO, FIRSTA, and DISPRI modes. |
| (2 and 2A) | FILE START DATE FILE END DATE | The range of record entry dates covered in the Unit Distribution file. |
| (3) | UNIT WINDOW | The number, in months, of the unit window the time range in which 100% of units are available to an applicant for assignment. (See Paragraph 4-7-2). |
| (4) | NO. OF MONTHS | The number of months Unit Distribution file records will be retained on file. |

6-1-4-6. RUDIST User Access Report Output Description

a. Table 6-11 depicts a sample RUDIST user access report. The numbers in parentheses correspond to explanations below.

Table 6-11
Sample RUDIST User Access report

| USERID | TYPE |
|------------|---------------|
| (1) 313 | (2) UPDATE |
| 999 | REPORT |

b. The descriptions below correspond to the numbered entries in Table 6-11.

Table 6-12
Explanations of the corresponding numbered output items in Table 6-11

| | | |
|-----|--------|---|
| (1) | USERID | The last three digits of the user's identification number. |
| (2) | TYPE | The access capability assigned to the user ID. TYPE will be either report capability or update capability. Users with update capability will automatically have report capability also. |

6-2. MANAGEMENT SUMMARY OF THE NEWQTA PROGRAM

6-2-1. Introduction

This management summary explains the New Quota (NEWQTA) program and tracks the sources of its output information. Paragraph 6-2-1 explains the purpose of the management summary, the functions of the NEWQTA program, the REQUEST fine tuning window and its effect on NEWQTA program output, and the seat sharing possibility within REQUEST as it relates to NEWQTA. Paragraph 6-2-2 describes user input to the NEWQTA program. Paragraph 6-2-3 traces the flow of data into the program from other programs within the REQUEST System. Paragraph 6-2-4 provides a detailed description of the NEWQTA program's output, including three sample reports.

6-2-1-1. Purpose

The NEWQTA summary will identify the program output for the user and will trace the source of the output. This

summary serves a double purpose: it explains the origin and significance of NEWQTA report information, and it gives users a clearer view of the interaction between the NEWQTA program and other REQUEST System programs.

6-2-1-2. Program Function

a. The NEWQTA program reports AIT class quota and reservation information for an MOS (or MOS group) by either an AIT date or a reception station week (RECSTA) date. Managers may report this information at three levels of detail: by component (C), by component/enlistment type (CT), and by component/enlistment type/sex (CTS).

b. At each level of detail (C, CT, and CTS), the NEWQTA report includes:

- the AIT class seat quota;
- the number of reservations made; and
- the number of class seats available (taking into account the possibility of extra seats being open because of either the fine tuning window or seat sharing).

6-2-1-3. Class Seats Available Through the REQUEST Fine Tuning Window

a. The number of AIT class seats open to reservations is directly related to the status of the REQUEST fine tuning window at the time the NEWQTA report is produced. The REQUEST fine tuning window defines the number of days prior to the RECSTA date being reported when the unfilled class seats are open to applicants from any CTS, first come, first served. Note that the status code of an AIT class corresponding to the RECSTA date being reported has priority over the number of days in this fine tuning window. In other words, unfilled class seats are open to reservations only if the AIT class status code is yes; the status of the fine tuning window is of secondary importance. Refer to Paragraph 4-6-2 of this Handbook for more information on AIT class status codes.

b. Managers use the RUQUOT program to define the number of days in this fine tuning window. Note that in RUQUOT, this window is called the “sharing window” while in the NEWQTA program it is called the “fine tuning window.” In the REQUEST System, the fine tuning window is the same as the sharing window. Refer to Paragraph 4-6-2 of this Handbook for further discussion of managers’ control of the fine tuning window.

c. When managers generate a NEWQTA report, the NEWQTA program checks the number of days in the REQUEST fine tuning window. Suppose, for example, that there are 7 days in the fine tuning window. The NEWQTA program then calculates the number of days between the RECSTA week date and the date of the NEWQTA report (RECSTA date — the date of the NEWQTA report).

d. If the date of the NEWQTA report falls within the fine tuning window, i.e., within 7 days prior to the RECSTA week date, NEWQTA reports the RECSTA week date as inside the fine tuning window. As a result, all the unfilled class seats are open to applicants from any CTS, as long as the AIT class status code is open.

e. If, on the other hand, the date of the NEWQTA report does not come within the fine tuning window, NEWQTA reports the RECSTA week date as outside the fine tuning window. As a result, its unfilled class seats are closed to reservations unless seat sharing is in effect.

f. Table 6-13 illustrates the relationship between the NEWQTA report date, the number of days in the fine tuning window, and the RECSTA date.

Table 6-13
Application of the fine tuning window to the NEWQTA report date

| NEWQTA Report Date | Fine Tuning Window | RECSTA Date | Status of RECSTA Date |
|--------------------|--------------------|-------------|---------------------------------------|
| 6/5/83 | 7 days | 9/5/83 | <u>inside</u> the fine tuning window |
| 6/5/83 | 7 days | 16/5/83 | <u>outside</u> the fine tuning window |

6-2-1-4. Class Seats Available Through REQUEST Seat Sharing

a. The number of AIT class seats open to reservations is also directly related to the possibility of seat sharing. Seat sharing allows a component that has already reserved its quota of seats in a class to make reservations for class seats allotted to another component.

b. Seat sharing is only necessary outside the fine tuning window, where C, CT, or CTS quotas may be in effect. Inside the fine tuning window, there is no distribution of the REQUEST quota across CTS; therefore, unfilled class seats are open to reservations from any CTS.

c. Managers may use the RUQUOT program to distribute the class REQUEST quota by C, CT, and CTS. For example, managers might distribute the REQUEST quota of 50 for a given AIT class by allotting 30 seats to AA, 10

seats to AR, and 10 seats to NG. Managers could further spread each component's quota to the CT or CTS level, if desired. Refer to Paragraph 4-6-2 for a description of this management capability, known as "fine tuning" AIT class quotas.

d. The first condition for seat sharing, then, is that the RECSTA date of the NEWQTA report be outside the fine tuning window. The second condition for seat sharing is that a component has met its annual limit for that AIT class's MOS but still has unfilled seats in the class. To continue the example above, suppose that AA had a quota of 30 seats for an AIT class for MOS 05H1. Applicants from AA had reserved 10 seats and AA met its annual limit for MOS 05H1. Thus, AA has 20 unfilled seats in this AIT class. For that class, NEWQTA would report 20 seats open to sharing by other components.

e. The RECSTA date of the NEWQTA report may be outside the fine tuning window but have no seats to share because no component has met its annual limit for the class. In that case, NEWQTA will report 0 seats to be shared.

6-2-2. User Input

The manager may exercise the following options in generating a NEWQTA report:

- Valid range of dates: the date range of the NEWQTA report (one week or a series of weeks).
- Date type: a report of classes identified either by their RECSTA week date or their AIT date.
- Valid range of MOSs: a report of AIT classes for one MOS, a list of MOS codes, a range of MOS codes, all MOS codes, one Career Management Field, one staff ID, or one Skill Cluster.
- Type of report: a detailed report (weekly and monthly quotas and reservation information, plus grand totals for the specified date range) or a totals report (grand totals of quotas and reservation information for the specified date range).

6-2-3. Data Input Sources

NEWQTA receives its input from several other programs within the REQUEST System. These data input sources are illustrated in the flowchart in Figure 6-4 and further described below:

| Table 6-14 Explanations of flowchart in Figure 6-4 | |
|---|--|
| PROGRAM | INPUT |
| AAPROG, ARPROG, NGPROG | Supply the annual limit codes for each MOS. |
| AARQST, ARRQST, NGRQST | Automatically update reservation data whenever a reservation is confirmed. |
| BQUOTA, CQUOTA | Calculate the REQUEST Quota for each new (BQUOTA) or current (CQUOTA) AIT class. Compute the AIT class quotas for each C, CT, and CTS when either annual or class fine tuning is in effect. |
| RUQUOT | Provides: <ol style="list-style-type: none"> a. the number of days in the fine tuning window; b. the AIT class status codes (by CTS); c. the AIT class quota for each C, CT, and CTS when manual fine tuning is in effect; and d. the components that have met their annual limit for an MOS and thus have seats to share with other components. |

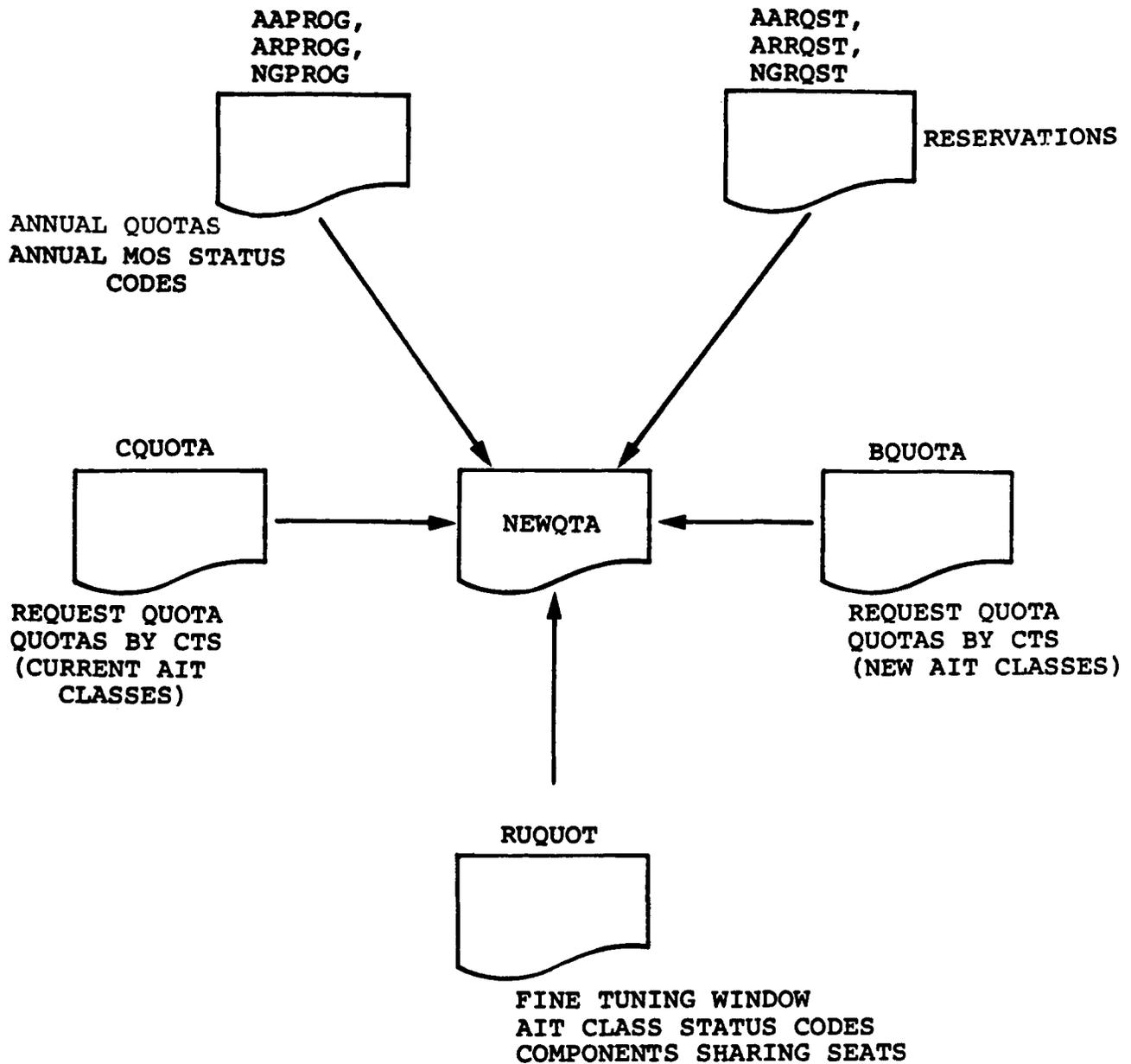


Figure 6-4. SOURCES OF NEWQTA OUTPUT

6-2-4. Description of Output Fields

The following paragraphs explain the output fields found on NEWQTA reports. Each paragraph will give an excerpt from a particular type of NEWQTA report and a description of that report's output fields. These paragraphs will illustrate a NEWQTA report for an AIT class whose RECSTA date is inside the REQUEST System's fine tuning window; will show the report generated for the same AIT class when its RECSTA date is outside the fine tuning window; and will illustrate a NEWQTA component totals report.

6-2-4-1. NEWQTA Output Description — A RECSTA Date Inside the Fine Tuning Window

a. The NEWQTA report sample in Table 6-15 illustrates the output from a NEWQTA report of quotas for a RECSTA date which falls inside the fine tuning window. (The RECSTA date being reported is 23/4/84. Today's date, that is, the date of this NEWQTA report sample, is 21/4/84. The fine tuning or "sharing" window in RUQUOT

contains 10 days. The difference between the RECSTA date and today's date is 2 days, or less than the number of days in the fine tuning window. Thus, the date being reported is inside the fine tuning window.)

b. The manager chose the following options in generating this report:

- level of detail – component/enlistment type/sex
- type of report – detailed
- date type – RECSTA week date
- date range – week of 9/5/83
- MOS range – one MOS (05HI)

c. The parentheses above or below each column of output on this report sample correspond to the description of the output following figure 6-5.

| | | | | | | | | | | | | |
|-------------|-------------|--------|-------|-------------|----------|-------|-------------|-------|-------|--------|-----|-----|
| MOS | RECSTA DATE | | | | AIT DATE | | | | | | | |
| 71L1 | 23/ 4/84 | | | | 21/ 6/84 | | | | | | | |
| | AA | | | | AR | | | | NG | | | |
| | (1) | (2) | (3) | (4) | (1) | (2) | (3) | (4) | (1) | (2) | (3) | (4) |
| | QUOTA | RESER | UNFIL | AVAIL/QUOTA | RESER | UNFIL | AVAIL/QUOTA | RESER | UNFIL | AVAIL/ | | |
| NPS | 51 | 4 | 47 | 59 | 27 | 7 | 20 | 59 | 15 | 4 | 11 | 59 |
| PS | 0 | 0 | 0 | 59 | | | | | | | | |
| IS | 1 | 1 | 0 | 59 | 0 | 0 | 0 | 59 | 0 | 0 | 0 | 59 |
| IRN | | | | | 0 | 0 | 0 | 0 | | | | |
| RET | 86 | 0 | 86 | 59 | | | | | | | | |
| SP1 | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SP2 | | | | | 74 | 89 | 0 | 89 | 23 | 22 | 1 | 59 |
| CMP | 52 | 5 | 47 | 59 | 100 | 96 | 4 | 59 | 37 | 26 | 11 | 59 |
| RQST QUOTA: | 186 | UNFIL: | 59 | OTHR QUOTA: | 2 | SHAR: | 47 | FTW: | YES | | | |
| | (5) | | (6) | | (7) | | (8) | | (9) | | | |

Figure 6-5. NEWQTA output (RECSTA date inside the fine tuning window)

Table 6-15
 Explanations of the corresponding numbered output items in figure 6-5

- (1) QUOTA The quota of class seats open to applicants from each C, CT, or CTS.
- NOTE: NEWQTA will report QUOTA as 0 if the class status code for the C, CT, or CTS is closed.
- For the component quota, NEWQTA reports the smallest of the following three numbers:
- the component quota on the Quota file;
 - the REQUEST Quota, or
 - the sum of component/enlistment type quotas:
 - for AA: NPS+PS+IS
 - for AR: NPS+IRN
 - for NG: NPS.
- For the component/type (CT) quota, NEWQTA reports the smallest of the following four numbers:
- the component quota on the Quota file;
 - the component/enlistment type (CT) quota on the Quota file;
 - the sum of the male CT/Sex quota and the female CT/Sex quota;
 - the REQUEST Quota.
- (2) RESER The number of reservations already made for this class by applicants from the C, CT, or CTS being reported.
- (3) UNFIL The number of AIT class seats still open to reservations. The UNFIL figure is calculated as:
- $$\text{C, CT, or CTS QUOTA} - \text{C, CT, or CTS RESERVATIONS} = ((1) - (2)).$$
- (4) AVAIL The number of class seats open to reservations by applicants from any CTS.
- AVAIL is equal to the total number of unfilled seats for the entire class when the RECSTA date is inside the fine tuning window. (Refer to Paragraph 4-6-4 of this management summary for an explanation of the AVAIL field when the RECSTA date is outside the fine tuning window.)
- NOTE: NEWQTA will report AVAIL as 0 if the class status code for the C, CT, or CTS is closed.
- (5) RQST QUOTA The overall quota for each AIT class used by the REQUEST System in making or denying a reservation.
- NOTE: the REQUEST Quota cannot be oversold.
- (6) UNF The total number of AIT class seats still open to reservations.
- The UNF figure at the class level is calculated as:
- $$\text{RQST QUOTA (5)} - \text{total reservations (AA + AR + NG reservations made)}.$$
- (7) OTHR QUOTA The number of seats in this class allocated to members of other military services (Navy, Air Force, etc.).
- (8) SHAR The number of class seats, over and above each component's own quota, that are open to reservations by applicants from other components.
- Class seats are shared when:
- the RECSTA date is outside the fine tuning window; and
 - one or more components has met its annual limit for the MOS connected to the AIT class being reported.
- NOTE: The RECSTA date is inside the fine tuning window in Figure 6-5. Thus, the number in the SHAR column is for information purposed only. The effective number of seats open in this class is the number in the AVAIL column (4).
- (9) FTW The fine tuning window identifies the status of the NEWQTA report date. Its values are either YES or NO.
- If FTW = YES, the RECSTA date being reported is inside the fine tuning window. In this case, unfilled class seats are open to reservations by any CTS, first-come, first-served, as long as the AIT class status code is open.
- If FTW=NO, the RECSTA date being reported is outside the fine tuning window. In that case, unfilled class seats are closed to reservations unless there are seats to be shared. (See (8), SHAR, above).
-

6-2-4-2. NEWQTA Output Description - A RECSTA Date Outside the Fine Tuning Window

a. The NEWQTA report in figure 6-6 shows the output from a NEWQTA report of quotas for a RECSTA date outside the fine tuning window. (The RECSTA date being reported is 7/5/83. Today's date, that is, the date of this NEWQTA report sample, is 6/7/83. The fine tuning or "sharing" window in RUQUOT contains 1 day. The difference between the RECSTA date and today's date is 2 days, or more than the number of days in the fine tuning window. Thus, the date being reported is outside the fine tuning window.)

b. The manager chose the following options in generating the report:

- level of detail – component/enlistment type/sex;
- type of report – detailed;
- date type – RECSTA week date;
- date range – week of 9/5/83; and
- MOS range – one MOS (05H1).

c. The parentheses above or below each column of output on this report sample correspond to the descriptions of the output following figure 6-6.

d. NOTE: The figures reported in the AVAIL column will be calculated differently in this report sample than the figures in the AVAIL column in the previous sample in Figure 6-5. This difference is the result of the RECSTA date being outside the fine tuning window.

| | | | | | | | | | | | | |
|------|-------------|-------|--------|-------------|----------|--------|-------------|-------|-------|--------|-----|-----|
| MOS | RECSTA DATE | | | | AIT DATE | | | | | | | |
| 05H1 | 7/ 5/83 | | | | 6/ 7/83 | | | | | | | |
| | AA | | | | AR | | | | NG | | | |
| | (1) | (2) | (3) | (4) | (1) | (2) | (3) | (4) | (1) | (2) | (3) | (4) |
| | QUOTA | RESER | UNFIL | AVAIL/QUOTA | RESER | UNFIL | AVAIL/QUOTA | RESER | UNFIL | AVAIL/ | | |
| NPS | 7 | 5 | 42 | 42 | 24 | 10 | 14 | 51 | 13 | 5 | 8 | 50 |
| PS | 1 | 0 | 0 | 0 | | | | | | | | |
| IS | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 42 | 0 | 0 | 0 | 42 |
| IRN | | | | | 0 | 0 | 0 | 0 | | | | |
| RET | 58 | 0 | 58 | 58 | | | | | | | | |
| SP1 | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SP2 | | | | | 30 | 34 | 0 | 42 | 9 | 0 | 9 | 51 |
| CMP | 47 | 5 | 42 | 42 | 54 | 44 | 10 | 51 | 22 | 5 | 17 | 59 |
| RQST | QUOTA: | 120 | UNFIL: | 65 | OTHR | QUOTA: | 64 | SHAR: | 42 | FTW: | NO | |
| | (5) | | (6) | | (7) | | | (8) | | (9) | | |

Figure 6-6. NEWQTA output (RECSTA date outside the fine tuning window)

Table 6-16
Explanations of the corresponding numbered output items in Figure 6-6

| | | |
|-----|------------|---|
| (1) | QUOTA | Same as this column in Figure 6-5 above. |
| (2) | RESER | Same as this column in Figure 6-5 above. |
| (3) | UNFIL | Same as this column in Figure 6-5 above. |
| (4) | AVAIL | The number of class seats open to reservations by applicants from any CTS. When the class RECSTA date is <u>outside</u> the fine tuning window, AVAIL is calculated as: UNFIL (3) + SHAR (8). The sum of (3) + (8) is then "minimized" with the figure in the total class unfilled column (6). "Minimizing" means that the NEWQTA program reports the smallest of the figures it is comparing. For example, in Figure 6-6, for NPS males, NEWQTA first sums the figures in field (3), UNFIL, and field (8), SHAR: $25 + 77 = 102$. NEWQTA then minimizes that sum of 102 with 80, the figure in field (6), UNFIL. Since 80 is less than 102, NEWQTA reports 80 seats in the AVAIL column for NPS males. The figures in the AVAIL columns for other enlistment types are calculated similarly. NOTE: The AVAIL column will never contain a number higher than the class UNFIL reported in field (6). |
| (5) | RQST QUOTA | Same as this column in Figure 6-5 above. |
| (6) | UNFIL | Same as this column in Figure 6-5 above. |
| (7) | OTHR QUOTA | Same as this column in Figure 6-5 above. |
| (8) | SHAR | The number of class seats allotted to one component that may be shared by another component. Class seats are shared when: a. the RECSTA date is outside the fine tuning window, and b. one or more components has met the annual limit for the MOS connected to the AIT class being reported. NOTE: The RECSTA date is <u>outside</u> the fine tuning window in Figure 6-6. Thus, the number of seats in this SHAR column will become part of the calculation of field (4), AVAIL, described above. |
| (9) | FTW | Same as this column in Figure 6-5 above. |

6-2-4-3. NEWQTA Output Description - Totals Report

a. The NEWQTA report sample in figure 6-7 represents the output from a NEWQTA totals report of the same RECSTA date reported in detail in earlier paragraphs.

b. The report parameters entered for this sample were:

- level of detail – component;
- type of report – totals;
- date type – RECSTA week date;
- date range – week of 9/5/83; and
- MOS range – one MOS (05H1).

c. The parentheses above each column of output on this report sample correspond to the description of the output following Figure 6-7.

GRAND TOTALS
 RECSTA DATE RANGE
 23/ 4/84 - 21/ 6/84
 MOS - 05H1

| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
|-----|-------------|------------|----------------|---------|---------------|----------------|----------------|------|
| | QUOTA | RESEV | UNFIL | AVAIL | RQST QUOTA | OTHER QUOTA | TOTAL UNFIL | SHAR |
| | | | | | 186 | 2 | 59 | 47 |
| AA | 52 | 5 | 47 | 59 | | | | |
| AR | 100 | 96 | 4 | 59 | | | | |
| NG | 37 | 26 | 11 | 59 | | | | |
| ALL | 186 | 127 | 62 | 59 | | | | |
| (9) | (9A) | (9B) | (9C) | (9D) | | | | |
| | (5) | (10) | (6) | (8) | | | | |
| | RQST QUOTA: | 186 UNFIL: | 59 OTHR QUOTA: | 2 SHAR: | | | 47 | |

Figure 6-7. NEWQTA output (totals report by component)

Table 6-17
 Explanations of the corresponding numbered output items in Figure 6-7

| | | |
|-----|-------------|--|
| (1) | QUOTA | Same as this column in Figure 6-7 above. |
| (2) | RESER | Same as this column in Figure 6-7 above. |
| (3) | UNFIL | Same as this column in Figure 6-7 above. |
| (4) | AVAIL | The number of class seats available for reservations by applicants from each C, CT, or CTS. The number of class seats available is equal to the total number of unfilled seats for the class when the RECSTA date is <u>inside</u> the fine tuning window. When the RECSTA date is <u>outside</u> the fine tuning window, AVAIL is calculated as: UNFIL (3) + SHAR (8). This sum is then minimized with the TOTAL UNFIL figure (7). Refer to previous paragraphs which describe the AVAIL column, for further explanation of minimizing. |
| (5) | RQST QUOTA | Same as this column in Figure 6-5 above. |
| (6) | OTHER QUOTA | Same as this column in Figure 6-5 above. |
| (7) | TOTAL UNFIL | The number of seats in this class that are still open to reservations. The TOTAL UNFIL figure is calculated as: REQUEST Quota - total reservations ((5) - (9B)). |
| (8) | SHAR | Same as this column in Figure 6-5 above. NOTE: The RECSTA date is inside the fine tuning window in Figure 6-7. Thus, the number in the SHAR column is displayed for information only. The effective number of seats open in this class is the number in the AVAIL column (4). |

Table 6-17
Explanations of the corresponding numbered output items in Figure 6-7—Continued

| | | |
|------|--------------------|--|
| (9) | ALL | A totals figure which sometimes represents the sum of the numbers in the columns above and at other times represents the smallest of several numbers. Refer to (9A) through (9D) below for the particular meaning of A11. |
| (9A) | ALL (Quota) | For the quota total, NEWQTA reports the <u>smaller</u> of these two numbers: a. the REQUEST Quota; or b. the sum of the AA, AR, and NG quotas in the column above. In Figure 6-7 above, NEWQTA reports "ALL" as 95 because the REQUEST Quota of 95 is smaller than the sum of the AA, AR, and NG quotas (52 + 55 + 11 = 118). |
| (9B) | ALL (Reservations) | The sum of the reservation figures in the columns directly above. No comparison with other numbers is made. |
| (9C) | ALL (Unfil) | For the unfilled seats total, NEWQTA reports the sum of the figures in the columns directly above. |
| (9D) | ALL (Available) | NEWQTA reports the <u>smaller</u> of these two numbers: a. the TOTAL UNFIL (see (7) above); and b. the sum of the AVAILABLE column for each component (AA Available + AR Available + NG Available). |
| (10) | UNFIL | The number of seats in this class that are still open to reservations. The UNFIL figure is calculated as the <u>smaller</u> of the following figures: a. the TOTAL UNFIL (7); or b. the sum of the unfilled seats of the three components. |

6-3. MANAGEMENT SUMMARY OF THE AAPROG PROGRAM

6-3-1. Introduction

This management summary explains the Annual Accession Program (AAPROG) of REQUEST and details the original sources of AAPROG's output information and reports. Paragraph 6-3-1 explains the purpose of this management summary and outlines the function of the program's eleven report modes. Paragraph 6-3-2 illustrates user input to AAPROG. Paragraph 6-3-3 traces sources of data input. Paragraph 6-3-4 addresses the actual output of the various reports, tracing the flow of data into AAPROG and between the program's functional modes.

6-3-1-1. Purpose

This summary will principally address the program output for AAPROG, explaining each data item on the various report formats and illustrating the original source of each piece of output. This information should help managerial users to understand both the origin and significance of the report information, giving him or her a clearer view of the way pieces of the REQUEST System fit together.

6-3-1-2. Program Function

AAPROG enables managers to monitor annual accession figures for the Active Army and to update the Annual Accession file of REQUEST so that it reflects current accession information. This enables managers to better control allocation of training space and the quality of applicants for those spaces. To control these accessions, managers must establish and revise annual quotas, annual status codes and accession accounting records on the Annual Accessions file. For a basis upon which to establish quotas and quality standards, the manager can access one of the eleven AAPROG report formats which are listed below, and explained in Paragraph 6-3-3.

AAPROG REPORT TYPES

- REGULAR COMPLETE REPORT
- REGULAR TYPE REPORT
- REGULAR MOS REPORT
- ANNOTATED COMPLETE REPORT
- ANNOTATED TOTAL REPORT
- ALL COMPONENTS COMPOSITE REPORT
- USAREC ACCESSION ACCOUNTING REPORT
- FISCAL YEAR SUMMARY REPORT
- USER REPORT
- ODCSPER FORM FIVE REPORT

6-3-2. User Input

The update function of AAPROG enables the user to add, delete or modify the following:

- Accessions records – required accession characteristic and values, a denial code and percentage for denial, and the fiscal year goal.
- Original projection figures for each MOS and fiscal year, Adjusted Original projections, and the status code for the adjusted quota.
- User access levels.

6-3-3. Data Input Sources

In addition to user input, AAPROG also receives data from the sources illustrated in the diagram in Figure 6-8, and further described below:

Table 6-18
Data Input Sources

| | |
|--------|--|
| AACNCL | Decrements reservation data when a reservation is cancelled. |
| AARQST | Automatically updates reservation data whenever a reservation is made. |
| ALICIA | Supplies reservation and cancellation data to the Annual Accessions file. |
| CHGAA | Changes recruit information. Can be used to add or delete applicant records. |
| DOBITS | Totals the daily input of reservation data into the Annual Accessions file. |
| REAIT5 | UPDATES retrainee reservation data when a reservation is made. |

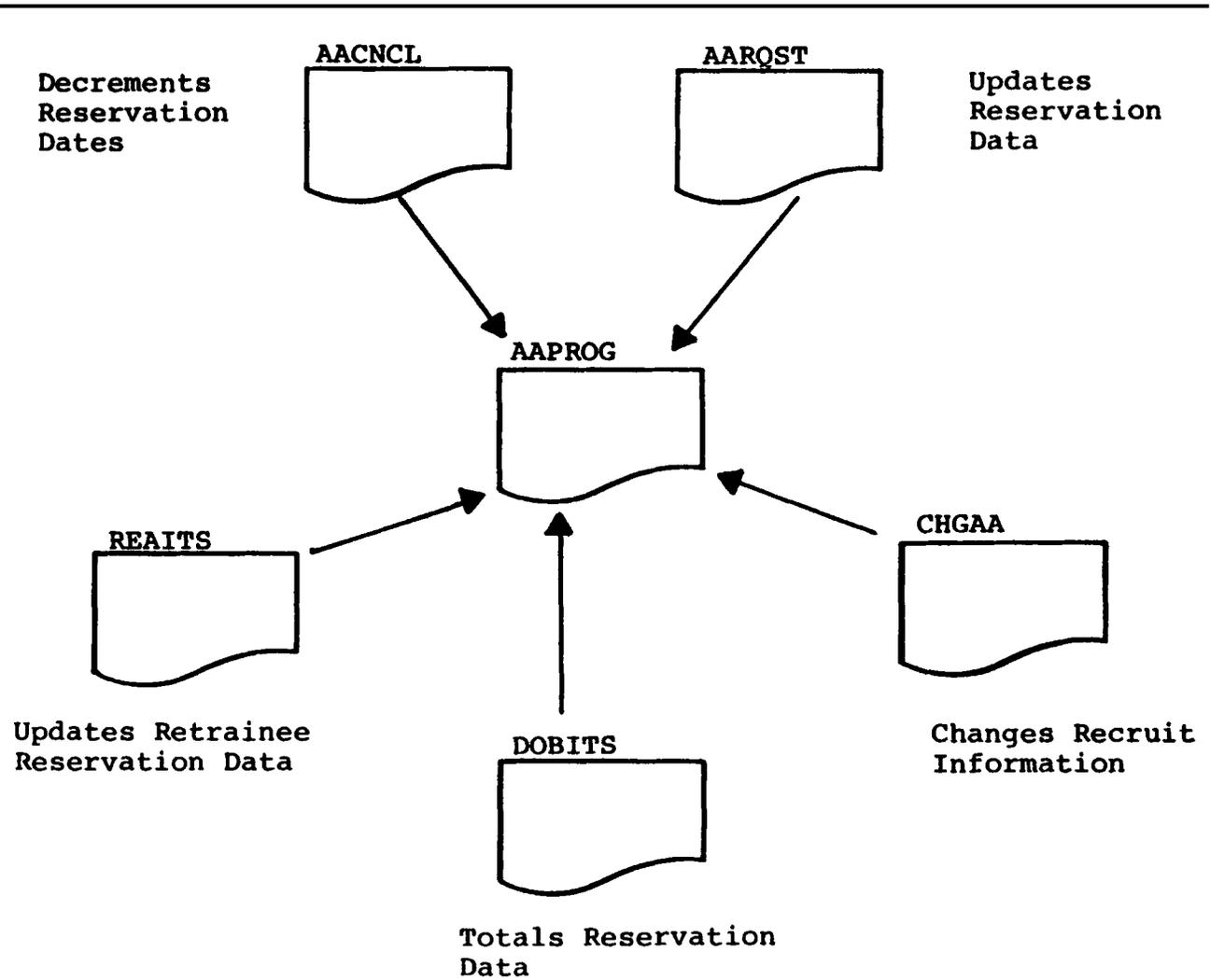


Figure 6-8. Sources of AAPROG Output

6-3-4. Description of Output Fields

Each of the following paragraphs provides a sample report for one or more similar AAPROG report types and describes the individual output fields for each format.

6-3-4-1. Output Description for Regular Reports

a. Several report formats — Regular Complete, Regular Type, Regular MOS, and Fiscal Year Summary — provide similar output information, for each fiscal year (FY) and MOS specified by the user. All of these reports display the MOS quota status, original quota projection, adjusted quota, fill number, and fill percentage which are described below. Tables 6-19 through 6-21, as well as Figure 6-9, provide samples of these AAPROG reports, for the Fiscal Year and MOS specified. The parentheses, inserted above like columns in each format, correspond to output descriptions following the samples.

b. The Regular Complete report shown below lists accessions information for both males and females with MOS 12E1 and with the enlistment types specified at the left of Table 6-19.

Table 6-19
Regular Complete report output

| MOS | FY 82 TRAINING OUTPUT | | | | |
|------|-----------------------|------------------|-----------------|-------------|---------------|
| | (1) OPEN | (2) ORIG PROJ | (3) ADJ ORIG | (4) FILL | (5) % FILL |
| 12E1 | YES | 560 | 415 | 384 | 93 |
| FEM | YES | 0 | 0 | 0 | 0 |
| NPS | YES | 560 | 415 | 318 | 77 |
| NPSM | YES | 560 | 415 | 318 | 77 |
| NPSF | NO | 560 | 415 | 0 | 0 |
| PS | NO | 73 | 109 | 52 | 48 |
| PSM | NO | 73 | 109 | 52 | 48 |
| PSF | NO | 73 | 109 | 0 | 0 |
| IS | YES | 23 | 39 | 14 | 36 |
| ISM | YES | 23 | 39 | 0 | 0 |
| ISF | YES | 23 | 39 | 0 | 0 |
| CAS | YES | 10000 | 10000 | 0 | 0 |
| CASM | YES | 10000 | 10000 | 0 | 0 |
| CASF | YES | 10000 | 10000 | 0 | 0 |
| RET | YES | 10000 | 10000 | 9 | 1 |
| RETM | YES | 10000 | 10000 | 9 | 1 |
| RETF | YES | 10000 | 10000 | 0 | 0 |

c. The Regular Type report, depicted below, provides accessions data for FY 82 and MOS 11H1, but without a male/female component breakdown for each enlistment type.

Table 6-20
Regular Type report output

| MOS | FY 82 TRAINING INPUT | | | | |
|------|----------------------|------------------|-----------------|-------------|---------------|
| | (1) OPEN | (2) ORIG PROJ | (3) ADJ ORIG | (4) FILL | (5) % FILL |
| 11H1 | YES | 1809 | 1 | 2 | 200 |
| FEM | YES | 0 | 0 | 0 | 0 |
| NPS | YES | 1809 | 1 | 1 | 100 |
| PS | NO | 0 | 0 | 0 | 0 |
| IS | YES | 1 | 1 | 1 | 100 |
| CAS | YES | 10000 | 10000 | 0 | 0 |
| RET | YES | 10000 | 10000 | 2 | 1 |

d. The Regular MOS Report sample below provides the FY 82 totals and FY82 female totals for MOS 11B1. The MOS report also provides a capacity figure, in addition to the Regular report accessions data it shares with the two preceding report types.

Table 6-21
Regular MOS Report output

| (1) | (2) | FY 82 TRAINING INPUT | | (5) | (6) |
|--------|-----------|----------------------|------|--------|-------|
| | | (3) | (4) | | |
| MOS O | ORIG PROG | ADJ ORIG | FILL | % FILL | CAP |
| 11B1 Y | 12424 | 100 | 93 | 93 | 13210 |
| FEM Y | 0 | 0 | 0 | 0 | 0 |

e. The Fiscal Year Summary Report provides yearly totals for the current, previous, and subsequent fiscal years, listed separately for each type. The Summary Report does not show quota status, as the previous reports do, nor does it provide a capacity figure.

T O T A L S B Y F Y

| | (2) | (3) | (4) | (5) | | (2) | (3) | (4) | (5) |
|--------|--------|--------|--------|-------|------|-------|-------|-------|-------|
| FY | ORIG | ADJ | FILL | %FILL | TYPE | ORIG | ADJ | FILL | %FILL |
| TYPE | PROG | ORIG | | | PROG | ORIG | | | |
| 82 | 142441 | 138628 | 132260 | 96% | FEM | 18487 | 19693 | 17544 | 90% |
| 82 NPS | 126730 | 135476 | 117464 | 87% | PS | 10598 | 10796 | 7661 | 71% |
| 82 IS | 11490 | 10982 | 7135 | 65% | CAS | ***** | ***** | 277 | 1% |
| 82 RET | ***** | ***** | 3276 | 1% | | | | | |
| 83 | 141687 | 149688 | 131217 | 88% | FEM | 16096 | 18056 | 16858 | 94% |
| 83 NPS | 126869 | 130747 | 121847 | 94% | PS | 7807 | 5844 | 5324 | 92% |
| 83 IS | 4954 | 4535 | 4046 | 90% | CAS | 43258 | 37931 | 308 | 1% |
| 83 RET | 3346 | 4367 | 954 | 22% | | | | | |
| 84 | 153447 | 137193 | 12004 | 9% | FEM | 16791 | 18402 | 2618 | 15% |
| 84 NPS | 134605 | 127891 | 11037 | 9% | PS | 7580 | 6438 | 58 | 1% |
| 84 IS | 4153 | 4078 | 909 | 23% | CAS | 40595 | 40853 | 52 | 1% |
| 84 RET | 4485 | 4456 | 0 | 0% | | | | | |

Figure 6-9. Fiscal Year Summary Report output

f. The following descriptions explain the corresponding numbered entries in Tables 6-18 through 6-21 and Figure 6-9. Capacity (6) appears only in Table 6-21.

Table 6-22
Explanations of the corresponding numbered output items in Tables 6-18 through 6-21 and Figure 6-9

| | | |
|-----|-----------|--|
| (1) | OPEN | The status of the original adjusted quota (explained in number three) is either Open (Yes or Y) or Closed (No or N). This entry can be modified with the update capability of AAPROG to indicate that the MOS is no longer accepting reservations or applicants |
| (2) | ORIG PROG | The projected number of annual reservations originally thought to be needed for both males and females of the various enlistment types. This entry can be inputted with AAPROG, based on the authorized training requirement from the Personnel Structure and Composition System (PERSACS) from ODCSPER. |
| (3) | ADJ ORIG | The revised projection, made after the beginning of the fiscal year. The Adjusted Original projection, or quota, is entered and modified with the update capability of AAPROG. |
| (4) | FILL | The actual number of reservations made for the specified MOS. This figure is automatically updated on the Annual Accessions file to reflect input from the AARQST, ALICIA, and CHGAA programs. |
| (5) | FILL % | The percentage of the adjusted quota figure which has been filled. FILL % is automatically calculated by REQUEST. |

Table 6-22**Explanations of the corresponding numbered output items in Tables 6-18 through 6-21 and Figure 6-9—Continued**

| | | |
|-----|-----|---|
| (6) | CAP | The total Active Army fiscal year capacity for both males and females with the specified MOS. This entry is automatically inputted by REQUEST and is a summation of spread class quotas for AIT and follow-on dates which fall in the user specified fiscal year. The Capacity calculation also takes into account Annual, Class, and Manual fine-tuning adjustments (see Paragraph 4-6). |
|-----|-----|---|

6-3-4-2. Output of the Annotated Reports

a. Figures 6-10 and 6-11 below depict sample AAPROG Annotated reports. The numbers in parentheses above like columns in the two formats correspond to output descriptions in the paragraphs following the samples. The Annotated Complete and Annotated Total reports include and expand upon the information described in the Regular reports in Paragraph 6-3-3. The Complete Report gives a breakdown of its accession data by enlistment type and sex, while the Total Report simply provides totals information for specified MOSs and fiscal years.

FY 82 TRAINING INPUT

| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
|------|-----|-------------------|-----------------|------|-------|-------|-----|-----------|-------------|-------------|---------------------|------|
| MOS | O | ORIG PROG | ADJ ORIG | FILL | (%) | TOGO | CAP | AA UNF | AA AVAIL | AA DELTA | CAIT GOAL/ACTUAL | |
| 12E1 | Y | 560 | 415 | 384 | (93) | 31 | 503 | 0 | 0 | -31 | 470/ | 384 |
| | | (13) TOTAL UNF | (14) REMARKS | | | | | | | | | |
| | | 0 | / | | | | | | | | | |
| FEM | Y | 0 | 0 | 0 | (0) | 0 | | | | | | |
| NPS | Y | 560 | 415 | 318 | (77) | 97 | | 0 | 0 | -97 | 444/ | 318 |
| | M | Y 560 | 415 | 318 | (77) | 97 | | 0 | 0 | -97 | 444/ | 318 |
| | F | N 560 | 415 | 0 | (0) | 415 | | 0 | 0 | -415 | 40/ | 0 |
| PS | N | 73 | 109 | 52 | (48) | 57 | | 0 | 0 | -57 | 456/ | 52 |
| | M | N 73 | 109 | 52 | (48) | 57 | | 0 | 0 | -57 | 456/ | 52 |
| | F | N 73 | 109 | 0 | (0) | 109 | | 0 | 0 | -109 | 56/ | 0 |
| IS | Y | 23 | 39 | 14 | (36) | 25 | | 0 | 0 | -25 | 470/ | 14 |
| | M | Y 23 | 39 | 0 | (0) | 39 | | 0 | 0 | -39 | 470/ | 0 |
| | F | Y 23 | 39 | 0 | (0) | 39 | | 0 | 0 | -39 | 70/ | 0 |
| CAS | Y | 10000 | 10000 | 0 | (0) | 10000 | | | | | | |
| | M | Y 10000 | 10000 | 0 | (0) | 10000 | | | | | | |
| | F | Y 10000 | 10000 | 0 | (0) | 10000 | | | | | | |
| RET | Y | 10000 | 10000 | 9 | (1) | 9991 | | | | | | |
| | M | Y 10000 | 10000 | 9 | (1) | 9991 | | | | | | |
| | F | Y 10000 | 10000 | 0 | (0) | 10000 | | | | | | |
| | | | | (15) | | | | | | | | |
| | | NUMBER OF MOS: | | 1 | | | | | | | | |
| | | | | (16) | | | | | | | | |
| | | MOS SHORTFALL: | | 1 | | | | | | | | |
| | | | | (17) | | | | | | | | |
| | | SHORTFALL: | | 31 | | | | | | | | |
| | | | | (18) | | | | | | | | |
| | | MOS OVERFILL: | | 0 | | | | | | | | |
| | | | | (19) | | | | | | | | |
| | | OVERFILL: | | 0 | | | | | | | | |

Figure 6-10. Annotated Complete report output

b. The Annotated Total report parallels the Complete report seen above, but provides only the combined total for male and females, regardless of enlistment type.

| AA ANNOTATED ANNPRO | | | | | | | | | | | |
|----------------------|--------------|-------------|------|---------|------|------|-----------|-------------|-------------|---------------------|------|
| FY 82 TRAINING INPUT | | | | | | | | | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| MOS | ORIG PROG | ADJ ORIG | FILL | (%) | TOGO | CAP | AA UNF | AA AVAIL | AA DELTA | CAIT GOAL/ACTUAL | |
| 11H1 | Y | 1809 | 1 | 2(200) | -1 | 1483 | 0 | 0 | 1 | 1478/ | 2 |
| | TOTAL UNF | REMARKS | | | | | | | | | |
| | 0 | / | | | | | | | | | |
| FEM | Y | 0 | 0 | 0(0) | 0 | | | | | | |

Figure 6-11. Annotated Total report output

c. The following descriptions define the corresponding numbered entries in figures 6-10 and 6-11. Numbers 1 through 5 are identical to the entries for the Regular Reports explained in Paragraph 6-3-3.

Table 6-23
Explanations of the corresponding numbered entries in figures 6-10 and 6-11

| | | |
|-----|-----------|--|
| (1) | OPEN | The status of the original adjusted quota is either Open (Yes or Y) or Closed (No or N). This entry can be modified with the update capability of AAPROG to indicate that the MOS is no longer accepting reservations or applicants. |
| (2) | ORIG PROG | The projected number of annual reservations originally thought to be needed for both males and females of the various enlistment types. This entry can be inputted with AAPROG, based on the authorized training requirement from the Personnel Structure and Composition System (PERSACS) from ODCSPER. |
| (3) | ADJ ORIG | The revised projection, made after the beginning of the fiscal year. The Adjusted Original projection, or quota, is entered and modified with the update capability of AAPROG. |
| (4) | FILL | The actual number of reservations made for the specified MOS. This figure is automatically updated on the Annual Accessions file to reflect input from the AARQST, ALICIA, and CHGAA programs. |
| (5) | FILL % | The percentage of the adjusted quota figure which has been filled. FILL % is automatically calculated by REQUEST. |
| (6) | TOGO | The number of reservations for the specified fiscal year which are still needed to meet the Adjusted Original quota. This entry is automatically calculated by REQUEST. |
| (7) | CAP | The capacity from the Annual Accessions Quota file, calculated as of the COB of the previous day. Capacity is a summation of spread class quotas for AIT and follow-on dates which fall in the user specified fiscal year. Capacity also takes Annual, Class, and Manual fine-tuning adjustments into account (see Paragraph 4-6). |
| (8) | AA UNF | The unfilled class spaces which may still be sold in the fiscal year, taking fine-tuning and status codes into account. This figure is summed at the COB of the previous day and only considers classes that have AIT or follow-on AIT dates in the fiscal year specified. |

Table 6-23
Explanations of the corresponding numbered entries in figures 6-10 and 6-11—Continued

| | | |
|------|---------------|--|
| (9) | AA AVAIL | The number of remaining class seats at the COB of the previous day. AA AVAIL takes seat sharing into consideration (see Paragraph 4-6-2), as well as fine tuning and status codes. The available seats figure is minimized with the TOT UNF (number 13) figure—that is, the smaller of the two figures is used. |
| (10) | AA DELTA | This entry is calculated by REQUEST by subtracting the TOGO figure from AA AVAIL. If the result is a positive number, it indicates the number of remaining seats still available to be sold in order to meet Annual quotas (Adjusted Original Projections). A negative result indicates a shortage of necessary training seats. |
| (11) | CAIT GOAL | The total number of class seats for AIT classes which are no longer available, since their Reception Station dates have passed as of the COB of the previous day. CAIT Goal takes fine-tuning into consideration and is minimized with the REQUEST quota at the class level. |
| (12) | CAIT ACTUAL | The sum total of reservations which have been sold as of COB of the previous day for classes which are no longer available. CAIT ACTUAL reflects the reservation information inputted by AARQST, CHGAA, and ALICIA, and processed nightly by DOBITS. |
| (13) | TOT UNF | The total number of unfilled quota spaces which may still be sold (the reception station date has not passed) as of the COB of the previous day. This figure does not take fine-tuning, seat sharing, or status codes into consideration, and may thus be taken as an accurate representation of physical seat space availability. |
| (14) | REMARKS | |
| (15) | NUMBER OF MOS | The total number of MOSs reported; this only appears when more than one MOS record was specified. |
| (16) | MOS SHORTFALL | The total number of MOSs on this report which have not met their Adjusted Original quota. |
| (17) | SHORTFALL | The total number of reservations necessary for the MOSs in MOS Shortfall above to achieve their Adjusted Original projections. This figure is the sum of all AA DELTA negative values. |
| (18) | MOS OVERFILL | The total number of MOSs which have exceeded their Adjusted Original quota. |
| (19) | OVERFILL | The total number of reservations by which the MOSs reported exceeded their Adjusted Original projections. This figure is a sum of all positive AA DELTA figures. |

6-3-4-3. Output of the All Component Composite Report

a. Figure 6-12 depicts a sample ALL Component Composite report for MOS 12E1. The numbers in parentheses correspond to the output explanation after the figure.

| TOTAL ARMY TRAINING SPACE SUMMARY | | | | | | | | | | | | |
|-----------------------------------|-------------|-----|-----|--------------|------|---|----------------|------|---|------------|------|----|
| MOS | ACTIVE ARMY | | | ARMY RESERVE | | | NATIONAL GUARD | | | TOTAL ARMY | | |
| | (1) | (2) | (3) | PGM | FILL | % | PGM | FILL | % | PGM | FILL | % |
| 12E1 | 415 | 384 | 93 | 0 | 0 | 0 | 0 | 0 | 0 | 415 | 384 | 93 |
| TOTALS | 415 | 384 | 93 | 0 | 0 | 0 | 0 | 0 | 0 | 415 | 384 | 93 |

Figure 6-12. All Component Composite Report output

b. The descriptions below correspond to the numbered entries in Figure 6-12:

| Table 6-24 | |
|---|---|
| Explanations to corresponding numbered entries in Figure 6-12 | |
| (1) PGM | The Active Army program, or quota of training spaces available, for MOS 12E1 in the specified fiscal year. This figure is listed for each specified MOS and then is totalled for all MOS entries within a component. The PGM is established by ODCSPER and represents the number of seats needed to support the fiscal year training mission. |
| (2) FILL | The actual number of reservations made for the specified MOS. This figure is automatically updated on the Annual Accessions file to reflect input from the AARQST, ALICIA, and CHGAA programs. |
| (3) % | The Fill %, or the percentage of the Adjusted Original quota figure which has been filled. Fill % is automatically calculated by REQUEST. |

6-3-4-4. Output of the USAREC Accessions Accounting Report

a. The AAPROG program sample in Figure 6-13 shows the output of the USAREC Accessions Accounting Report for fiscal year 1982, and specifically for prior-service males, with MOS 12E1. Managers at USAREC use this report to monitor reservations by accession characteristics which they have set using the update mode of AAPROG. The number in parentheses above a column corresponds to an output description after the figure.

| FY 82 | MOS | 12E1 | TYPE PS | SEX M | | | | | | | |
|-----------------------|--------------------------|------------------------|------------------------|-----------------|-------------------|--------------|-----|--------|---------------------|------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | |
| PRIMARY / ACCES- SION | /PRIMARY / START / VALUE | /PRIMARY / END / VALUE | / SECOND / ACCES- SION | / START / VALUE | / END / VALUE / % | /MAX/DENY/ / | / | GOAL / | /RESERVED /NUMBER/% | / | / |
| EDUC | | | | NHSG | GEDH | 0 | N | 0 | 15 | 38 | |
| EDUC | | | | COMP | ATTN | 0 | N | 0 | 0 | 0 | |
| EDUC | | | | HSDG | PROF | 0 | N | 0 | 25 | 63 | |
| TOTAL RESERVATIONS | | | (12) (40) | | | | | | | | |
| AFQT | | | | 16 | 30 | 0 | N | 0 | 0 | 0 | |
| AFQT | | | | 31 | 49 | 0 | N | 0 | 19 | 48 | |
| AFQT | | | | 50 | 64 | 0 | N | 0 | 7 | 18 | |
| AFQT | | | | 65 | 92 | 0 | N | 0 | 11 | 28 | |
| AFQT | | | | 93 | 99 | 0 | N | 0 | 3 | 8 | |
| TOTAL RESERVATIONS | | | 40 | | | | | | | | |

Figure 6-13. Accessions Accounting Report output

b. The following descriptions explain the corresponding numbered entries from Figure 6-3-6.

Table 6-25
Explanations to corresponding numbered entries in Figure 6-13

| | | |
|---------|------------------------------|---|
| (1 - 6) | ACCESSION FACTORS and VALUES | The primary and secondary accession factors and the range of required values (START and END VALUES) are loaded by USAREC using the update mode of AAPROG. Accession factor names, abbreviations, and valid ranges of values are available through the information capability of AAPROG. |
| (7) | MAX % | The maximum percentage of the total annual quota (Adjusted Original Projection) which can be filled with applicants whose scores fall within the qualifications range specified. Managers establish this figure with the update mode of AAPROG |
| (8) | DENY | The denial code indicates whether applicants with scores or qualifications within the valid value range should be denied a training seat once the MAX % is exhausted. The denial code is set using the update mode of AAPROG. |
| (9) | GOAL | The annual quota for reservations of the qualifications type specified. Managers set the FY goal using the update mode of AAPROG. |
| (10) | RESERVED NUMBER | The number of actual reservations of the specified type which have been made. This figure is automatically entered by REQUEST, based on input from AARQST, ALICIA, and CHGAA. |
| (11) | % | The percentage of the total number of reservations (12) made. This percentage is calculated by REQUEST by comparing Total Reservations (12) with the Reserved Number (10). |
| (12) | TOTAL RESERVATIONS | The sum of reservations in the Reserved Number column (10). This figure is calculated by REQUEST. |

6-3-4-5. Output of the ODCSPER Form Five Report

a. The sample in Figure 6-14 shows the output of the ODCSPER Form Five Report for fiscal year 1982 and MOS 12E1. Managers at the ODCSPER level use this report to monitor the sum of each day's confirmed enlistments and the accessions-to-date figures. The numbers in parentheses above each entry refer to an output description following the sample figure.

| AA FY 82 MOS ACCESSION MISSION MANAGEMENT | | | | | | | | | | |
|---|---------------|--------------|-------------|----------|-----|-----|-----|-----------|-----|------|
| ODCSPER FORM 5 - AS OF 29/ 4/83 | | | | | | | | | | |
| MOS | SCHED /TR CAP | UNCON REQ/TR | CON PROG/TR | RES REQ/ | ACC | DEP | TOT | SEATS /TO | GO | FLEX |
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| 12E1 | 0 | 0 | 0 | 0 | 0 | 21 | 0 | 21 | 0 | 21 |

Figure 6-14. ODCSPER Form Five Output

b. The following output descriptions explain the corresponding numbered entries from Figure 6-14.

Table 6-26
Explanations to corresponding numbered entries in Figure 6-14

| | | |
|-----|--------------------------------|--|
| (1) | SCHEDULED TRAINING CAPACITY | The number of scheduled training seats which are allocated to the Active Army for the fiscal year. This figure is established by ODCSPER and represents the number of seats needed to support the fiscal year training mission (DAPC-EPT). |
| (2) | INVENTORY REQUIREMENT | The number of AIT graduates which will be needed in the fiscal year. This figure is updated using AAPROG. |
| (3) | UNCONSTRAINED TRAINING PROGRAM | The number of personnel for which training seats will be needed in the fiscal year, without regard to constraints in the training base. This figure is updated with AAPROG according to the training mission. |

Table 6-26
Explanations to corresponding numbered entries in Figure 6-14—Continued

| | |
|-----------------------------|---|
| (4) CONSTRAINED | The actual number of seats available for training in the MOS and fiscal year. If (3) is greater than (4), the Unconstrained figure (3) is automatically constrained and listed in (4). This figure is loaded using AAPROG. |
| (5) RESERVATION REQUIREMENT | The Reservation requirement is calculated by adding the BT Attrition rate and estimated no-show rate to the Constrained Training Program figure in (4). This figure is loaded using AAPROG. |
| (6) RESERVATION ACCESSIONS | The number of verified enlistment in the MOS as of the COB of the previous day. This figure is updated nightly by the DOBITS program to reflect input from AARQST, CHGAA, and ALICIA. |
| (7) DEP RESERVATION | The number of Delayed Entry Program reservations for the specified MOS, as of the close of business of the previous day. This figure is updated nightly by the DOBITS program to reflect input from AARQST, CHGAA and ALICIA. |
| (8) RESERVATION TOTALS | The total number of Accession and DEP reservations for the specified MOS, as of the COB of the previous day. The total is calculated by REQUEST. |
| (9) SEATS TO GO | The number of unreserved training seats, calculated by REQUEST by subtracting Total Reservations (8) from the Reservation Requirement (5). |
| (10) FLEXIBILITY | This figure is calculated by REQUEST by adding Total Reservations (8) to Seats to Go (9), then subtracting the Reservation Requirement (5). |

6-3-4-6. User Access Report Output

a. Table 6-27 depicts a sample AAPROG user access report. The numbers in parentheses correspond to explanations below.

Table 6-27
Sample AAPROG User Access Report output

| USERID (1) | TYPE (2) |
|---------------|------------------|
| 313 | UPDATE |
| 384 | REPORT |
| 390 | REPORT (LIMITED) |

b. The descriptions below correspond to the numbered entries in Table 6-27.

Table 6-28
Explanations to corresponding numbered entries in Table 6-26

| | |
|------------|--|
| (1) USERID | The last three digits of the user's identification number. |
| (2) TYPE | The access capability assigned to the user ID. TYPE will be either REPORT (LIMITED), REPORT, UPDATE, or UPDATE (LIMITED). Users with update capability automatically have report capability also. Access levels are assigned using AAPROG. |

6-3-4-7. Card Output

a. By selecting the Card Output option and specifying an MOS, the user receives a card deck report similar to the Regular Complete Report. The terminal will display only the message below:

b. PLEASE CALL BCS (821-6050) WITH USER ID, TIME, AND PUN FILE NUMBER TO ARRANGE FOR DELIVERY OF CARDS. REPORT (R), UPDATE (U), OR END (E)?

6-4. MANAGEMENT SUMMARY OF THE KWIKSALE PROGRAM

6-4-1. Introduction

The following management summary explains the KWIKSALE Program and details the sources of its output information and reports. Paragraph 6-4-1 defines the purpose of this management summary and outlines the function of the program and its two report modes. Paragraph 6-4-2 describes the user input to the KWIKSALE program. Paragraph

6-4-3 traces the flow of data into the program from programs within the REQUEST System. Paragraph 6-4-4 describes the output of each report mode.

6-4-1-1. Purpose of the Management Summary

This summary will describe the program output for KWIKSALE and will trace the source of the output. This information will enable managers to understand the origin and significance of the report information and to better understand the interaction of the parts of the REQUEST System.

6-4-1-2. Program Function

The KWIKSALE program enables managers to report class vacancies by component, enlistment type, and sex (CTS) for one user-specified MOS or a range of MOSs and one reception station date or a range of dates. Management users only may specify a single component or all components to be included in the chosen report format.

6-4-2. User Input

The user has the option of generating a report for one RECSTA week or a specified range of RECSTA weeks. Other user options are summarized below:

- Valid range of dates: Reception station (RECSTA) date or range of dates (Mondays) in DD MM YY format.
- MOS codes: MOS, Career Management Field (CMF), Skill Cluster, or Staff ID code to specify the MOS or range of MOS codes for which vacancies are to be reported.
- Component: User capabilities differ by management level:
 - a. field user – ID of user automatically establishes link with appropriate component. For example, AA ID will automatically be linked to AA KWIKSALE;
 - b. Management user – choice of single component or all components.

6-4-3. Data Input

KWIKSALE receives input from the following programs within the REQUEST System. These data input sources are illustrated in the flowchart in Figure 6-15 and further described below:

Table 6-29
Description of input sources illustrated in Figure 6-4-1

| | |
|--------|--|
| AAPROG | Provides the Annual file with: |
| ARPROG | a. Open or closed status for a given MOS by year; and |
| NGPROG | b. CTS limits by MOS and fiscal year. |
| RPTBCT | Supplies limits for all basic combat training locations by RECSTA reservation quota to the BCT file. |
| QUALS | Supplies listing of all valid MOSs and their characteristics to the Quals file. |
| RUQUOT | Provides the following information, by CTS: <ol style="list-style-type: none">a. Fine tuning window;b. Seat sharing;c. AIT class seat quotas;d. Weekly limit quotas; ande. OSUT and AIT vacancies. |

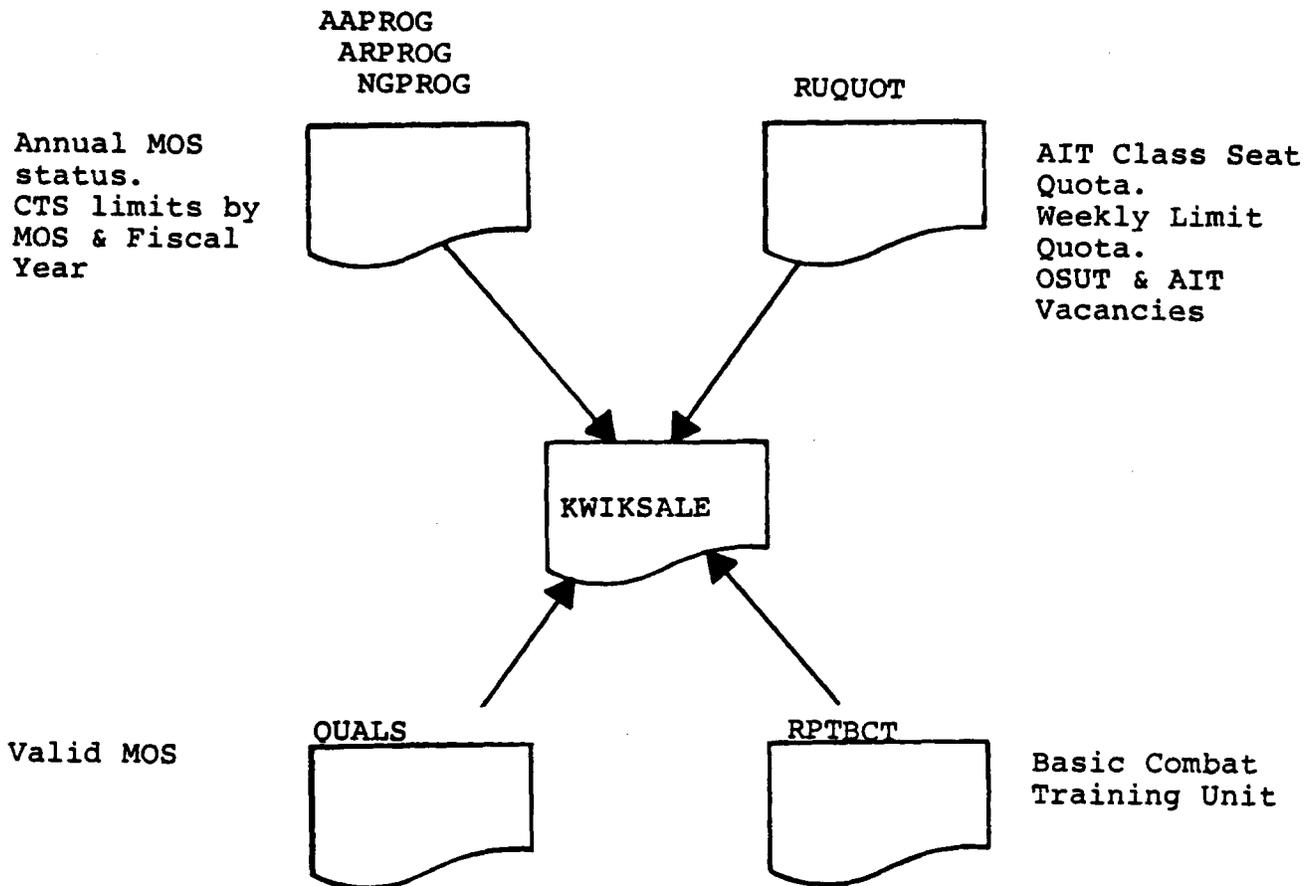


Figure 6-15. Sources of KWIKSALE Output

6-4-4. Description of Output Fields

The following paragraphs provide a sample of the Detailed and Cumulative report types and explain the output fields for each format.

6-4-4-1. The Detailed Report

a. The Detailed Report displays vacancies for each MOS, by week, within the designated RECSTA range. These vacancy listings are subdivided by component, type, and sex (CTS). The report also displays the totals by RECSTA week for total class vacancies, AIT (non-OSUT) class vacancies, OSUT class vacancies, and actual number of vacancies.

b. The following sample represents output for 23/1/84. The parentheses accompanying a column or row heading correspond to the output description following Figure 6-16.

AA KWIKSALE
 RECSTA RANGE: 23/ 1/84 - 30/ 1/84
 REPORT DATE: 31/ 1/84

RECSTA DATE: 23/ 1/84
 (12) MALE BT SPACES AVAILABLE: 88
 (12) FEMALE BT SPACES AVAILABLE: 140

| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
|---------------------|------|------|-----------------------|--------------------|-----------------------|--------------------|
| MOS | NPSM | NPSF | PSM OSUT BT/AIT | PSM AIT ONLY | PSF OSUT BT/AIT | PSF AIT ONLY |
| OSCI | 2 | 2 | 2 | 1 | 0 | 0 |
| OSHI | 14 | 14 | 14 | 13 | 0 | 0 |
| WEEKLY TOTAL | | | | | | |
| 23/ 1/84 | | | | | | |
| (8) TOT | 16 | 16 | 16 | 14 | 0 | 0 |
| (9) AIT | 16 | 16 | 16 | 14 | 0 | 0 |
| (10) OSUT | 0 | 0 | 0 | 0 | 0 | 0 |
| (11) CONS | 16 | 16 | 7 | 7 | 0 | 0 |

Figure 6-16. KWIKSALE detailed report sample

6-4-4-2. The Cumulative Report

a. The Cumulative Report displays only the total vacancies for a designated RECSTA range, formatted as in the Detailed Report. The row representing the actual number of vacancies, by RECSTA week, is omitted.

b. The following descriptions correspond to the numbers within parentheses in Figure 6-16.

Table 6-30
Explanation of the corresponding numbered entries from Figure 6-16

| | |
|---------------------|--|
| (1) MOS | The MOS being reported. The MOS number is obtained via the QUALS program and is compared with MOSs accessed by AAPROG, from the Annuals file, to insure validity. |
| | All vacancy numbers reported under column headings 2 through 11 are minimized using data provided by AAPROG and RUQUOT. 'Minimizing' means that the KWIKSALE program compares the figures and reports the smallest figure only. Quotas are adjusted according to fine tuning and the sharing window. |
| (2) NPSM | Non-prior service, male. |
| | The vacancy number is calculated by minimizing the NPSM adjusted quota, the NPST (non-prior service total) quota, the NPSM unfilled class seat quota (subject to fine-tuning and sharing window) and the AAT (Active Army Total) quota. |
| (3) NPSF | Non-prior service, female. |
| | The vacancy number is calculated as in (2) using the NPSF and NPST quotas, the NPSF unfilled class seats, and the AAT and AAF (Active Army Female) quotas. |
| (4) PSM OSUT BT/AIT | Prior service, male, OSUT class, taking both BT and AIT. The vacancy number is calculated as in (2), substituting PSM for NPSM quotas. |
| (5) PSM AIT Only | Prior service, male, taking AIT only. The vacancy number is calculated as in (4), using the RECSTA date (RSD) + 4 when searching for the AIT class date. |
| (6) PSF OSUT BT/AIT | Prior service, female, OSUT class, taking both BT and AIT. |
| | The vacancy number is calculated as in (2), substituting PSF for NPSF quotas. |

Table 6-30
Explanation of the corresponding numbered entries from Figure 6-16—Continued

| | |
|---|--|
| (7) PSF AIT Only | <p>Prior service, female, taking AIT only.</p> <p>The vacancy number is calculated as in (5), using the RSD + 4 when searching for the AIT class date.</p> <p>In entries 8-11 below, vacancy listings for the Detailed Report are calculated for the designated RECSTA <u>week</u>. Cumulative Report listings are calculated for the specified RECSTA <u>range</u>.</p> |
| (8) TOT | <p>The total class vacancies for each CTS.</p> <p>In the Detailed Report, these are obtained by minimizing the sum of all figures, by column, and the weekly limit.</p> <p>In the Cumulative Report, the figures are obtained by minimizing the sum of all weekly totals and the annual limit.</p> |
| (9) AIT | <p>The total number of non-OSUT class seats available for each CTS.</p> <p>In the Detailed Report, this figure represents the sum of all AIT (non-OSUT) seat vacancies.</p> <p>In the Cumulative Report, this figure minimizes the sum of weekly AIT vacancies with the annual limit.</p> |
| (10) OSUT | <p>The total number of OSUT class seats available for each CTS.</p> <p>In the Detailed Report, this figure represents the sum of all OSUT vacancies.</p> <p>In the Cumulative Report, this figure minimizes the sum of weekly OSUT vacancies with the annual limit.</p> |
| (11) CONS | <p>The actual number of vacancies for each CTS. Since these figures are reported by RECSTA week only, they appear only in the Detailed Report.</p> <p>The constrained totals are calculated by minimizing the available BT seats, the class total, and the weekly limit quotas specific to each CTS.</p> |
| (12) MALE BT SPACES AVAILABLE FEMALE BT SPACES AVAILABLE | <p>The unfilled BT spaces by sex. These figures are SPACES obtained using the RPTBCT program.</p> |

Appendix A

BIBLIOGRAPHY — PROJECT REFERENCES

The following reference sources were used in development of the REQUEST Manager's Handbook:

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

REQUEST System User/Operator's Guide

(System Automation Corporation, August, 1972)

REQUEST Distribution Subsystem Phase II User's Guide

(System Automation Corporation, March, 1976)

Enlisted Trainee Accession Management System (ETAMS) Concept Design

(System Automation Corporation, June, 1976)

ETAMS Modifications for the REQUEST System

(System Automation Corporation, July, 1976)

MOS Validation and USAR Geographic Locator User's Guide

System Automation Corporation, August, 1977)

Unit Distribution Information Paper

(System Automation Corporation, January, 1980)

Concept Design – USAR/NGB Split Training Program Subsystem for the U.S. Army REQUEST System

(System Automation Corporation, February, 1980)

REQUEST Mobilization System (RMS) Concept Design

(System Automation Corporation, December, 1980)

MOS Match Module (MMM) Concept Design

(System Automation Corporation, February, 1981)

Conversion Handbook

(System Automation Corporation, May, 1981)

MMM Manager's Handbook

(System Automation Corporation, November 1981)

RMS Manager's Handbook

(System Automation Corporation, November, 1981)

MMM Concept Paper

(System Automation Corporation, July, 1982)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Appendix B

THE MANAGEMENT CONTROL MODULE

B-1. Introduction

a. The programs in the Management Control module give REQUEST/RETAIN Branch managers a variety of controls over the REQUEST System itself. These management controls include:

- Control of user access to the REQUEST System;
- Collection of information on individual program usage by user or user group via the REQUEST Management Control Subsystem (REQMCS);
- Transmittal of messages to system users; and
- Control of Engineering Change Proposals (ECPs).

b. Even though the programs in this module have no direct effect on the quality or quantity of accessions, they do present managers with controls which affect the overall functioning of the REQUEST System.

B-2. User Access Controls

a. The REQUEST System is designed to allow system managers to grant or restrict access to system programs and to designate users' capabilities within certain system programs.

b. To grant or restrict access to any REQUEST System programs, managers use the Universal Driver Subsystem of REQUEST. Using the DRVMAP program of this subsystem, managers assign individual user IDs to a user group. User groups may differ by whether they are mainly Active Army, Army Reserve, or National Guard or by the type of management reports they can obtain. For example, all MEPS and DRC user IDs may be assigned to one user group, while Accession Management users are assigned to a different user group. Each user group is then allowed entry to a list of REQUEST specified by system managers via the DRVMAP program.

c. Once they have established user group access to REQUEST programs, managers can also control the time of access. The time when access is not allowed is called "lockout time". Managers may use the DRVMAP program to establish both program and user lockout times. Program lockout time means that a specified REQUEST program is unavailable to all users during the program lockout time named. For example, managers could choose to set 0:00 to 6:00 as the program lockout time for the AAPROG program. During those six hours, no user could access the AAPROG program. User lockout time refers to a time period when an individual user ID may not have access to the REQUEST System. For instance, user ID 134, MEPS Boston, could be locked out of the system from 21:00 to 24:00. For those three hours, users at the Boston MEPS would not have access to the REQUEST System.

d. In addition, managers may use certain REQUEST programs to designate the capabilities which that program's authorized users have. In specifying the user's possible actions within the program, managers may either:

- (1) Limit a user to obtaining that program's reports; or
- (2) Allow a user to update the program's variables as well as to obtain program reports.

e. The programs which allow managers to specify users' capabilities are: AAPROG, ARPROG, BONUS, NGPROG, OPTION, QUALS, RUDIST, and RUQUOT. Note that the user ID must have been given access to these eight programs in the DRVMAP program before managers can designate users' capabilities within these programs.

B-3. The REQMCS Subsystem

a. The REQUEST System is comprised of over 200 separate programs and is utilized by hundreds of users daily. In order to determine ways to improve the operation of REQUEST, managers need information about these multiple users, their actual utilization of individual REQUEST System programs, and the cost of such program usage.

b. The purpose of the REQUEST Management Control Subsystem (REQMCS) is to collect and report this information on REQUEST program usage by individual users or user groups on given days of the year. This data can be used to compare program usage patterns among single users or user groups for one day or over a period of time.

c. This collection and reporting of data on REQUEST programs via the REQMCS Subsystem is an optional feature of REQUEST. In other words, the overall function of REQUEST, which is to control and record personnel actions related to accessions, can be accomplished without the use of the REQMCS Subsystem. However, if managers choose to take advantage of this optional feature of the system, they would take the following steps.

d. First, managers would run the MCSWIT program. This program contains the Management Control Switch (MCS). Managers need to turn this MCS switch on to direct the REQUEST System to collect data for the REQMCS Subsystem. (If the MCS switch is off, no data will be collected, and, as a result, no REQMCS Subsystem reports can be obtained.)

e. Once data has been collected, managers may obtain three different types of reports. The first type is a report of

REQUEST program usage by user ID or user group on a specified day or range of days. Managers can obtain this report by running the RUSAGE program.

f. The second type of information available through the REQMCS Subsystem is a report of Computer Service Unit (CSU) cost data. This cost data can be reported either by the hour or by the day for individual user IDs or user groups. The CSU cost report may be obtained through the RSTATS program.

g. The third type of report is available through the RPTMCS program. The program provides summary reports of:
(1) The number of program executions for a range of dates for a single REQUEST program or all programs, including totals and averages; and

(2) The number of program executions for the entire REQUEST System for an individual program by hour of day.

h. The RPTMCS program also compares either system resource usage costs or program usage costs for two individual user IDs or for two user groups.

B-4. Transmitting Messages to System Users

a. The REQUEST System enables managers to transmit messages on-line to a wide variety of system users. These users include: the REQUEST/RETAIN Branch, USAREC, DRC/MEPS users, and Accession Management Branch.

b. Managers use the MESSAG program to create messages. The manager enters the text of the desired message at a terminal. Messages may be from 1 to 200 lines long. Initially, new messages are entered on a temporary, or Scratch, file where managers may modify or correct them as required. Once the manager is satisfied with the message's accuracy, it may then be placed in the REQUEST System's permanent Message file. A manager may have one message at a time on this permanent file. When the manager places a new message on the permanent Message file, the existing message from that manager will be automatically removed from the file.

c. Messages that are created through the use of the MESSAG program are subsequently reported to users by the RCTNEWS program. Each message identifies its management source and is numbered on the basis of the calendar year. For example, the first message originating from the REQUEST/RETAIN Branch in 1983 is labeled "REQUEST/RETAIN MESSAGE 83-1". Access to a given source's messages is granted or restricted on the basis of the user's identification number.

B-5. Control of Engineering Change Proposals

a. Managers have the capability of controlling an on-line file of active Engineering Change Proposals (ECPs). Active ECPs are those which are currently being considered, are in the process of being changed, or have just been finished and released.

b. Using the ASKECP program, managers may display a list of one or all active ECPs. This display includes information on the priority of the ECP, its status (work in progress, completed, or returned), and its scheduled delivery date.

B-6. List of Programs and Files

The following is an alphabetic list of programs in the Management Control module and a brief description of each program's purpose.

Table B-1
List of Programs and Files

| Program | Purpose |
|---------|--|
| AAPROG | Reports and updates user access to the AAPROG program. |
| ARPROG | Reports and updates user access to the ARPROG program. |
| ASKECP | Gives managers on-line control of Engineering Change Proposals (ECPs). |
| BONUS | Reports and updates user access to the BONUS program. |
| COSTS | Reports each Army component's timesharing bill. |
| DRVMAP | Reports and updates user and user group access to REQUEST programs. |
| MCSWIT | Sets the REQMCS Subsystem data collection switch. |
| MESSAG | Enables managers to transmit messages on-line to REQUEST System users. |
| NGPROG | Reports and updates user access to the NGPROG program. |
| OPTION | Reports and updates user access to the OPTION program. |

Table B-1
List of Programs and Files—Continued

| Program | Purpose |
|----------|---|
| QUALS | Reports and updates user access to the QUALS program. |
| RCTNEWS | Reports messages from managers to REQUEST System users. |
| RPTMCS | Gives summary and comparison reports on system resource usage and program usage. |
| RSTATS | Reports Computer Service Unit (CSU) cost data. |
| RUDIST | Reports and updates user access to the RUDIST program. |
| RUQUOT | Reports and updates user access to the RUQUOT program. |
| RUSAGE | Reports REQUEST program usage by user ID or user group. |
| SCHEDULE | Reports the weekly REQUEST program maintenance schedule. |
| USRCNT | Reports the user IDs and the total number of users on the REQUEST System at the time of inquiry. |
| ZLOG | Reports the various user IDS logged on to the REQUEST System and the processing mode of the sink machine. |

Glossary

Section I Abbreviations

AA

Active Army

ACM

Area Combat Multiplier. In RMS, a ratio that ensures a geographic dispersion of combat assignments

ACP

Applicant Consideration Period

ACT

Automated Control of Trainees system

AFEES

Armed Forces Entrance and Examining Station, now known as "MEPS"

AFQT

Armed Forces Qualifications Test

AIT

Advanced Individual Training

AQ

Applicant Qualifications (part of the hierarchy)

AR

Army Reserve

ASI

Additional Skills Indicator

ASVAB

Armed Services Vocational Aptitude Battery

ATRRS

Army Training Requirements and Resource System

AUTOPROCESSING

In RMS, automatic assignment of DEPs to AIT or BT classes

AUVS

Automated Unit Vacancy System

BAT

Basic Airborne Training

Batch

A type of processing which gives the manager delayed access (within several minutes to several hours) to information on the REQUEST System. Some of the computer programs on the REQUEST System use batch processing

BT

Basic Training

CAS

Civilian Acquired Skill

CIT

Citizenship

CMF

Career Management Field

CONUSA

Continental U. S. Army

Core Programs

The REQUEST programs which allow Guidance Counselors to make training class reservations for qualified applicants

CSU

Computer Service Unit

CTS

Component, Type, Sex

Data Dictionary

A file that controls the contents and sequence of factors collected during the data entry process

DCSPER

Deputy Chief of Staff for Personnel

DEP

Delayed Entry Program

DLAB

Defense Language Aptitude Battery

Dynamic Prompt

Capability to change program prompts without reprogramming

ECP

Engineering Change Proposal

ETAMS

Enlisted Trainee Accession Management System

EV

Eligibility Value. In RMS, a number which represents the degree to which an individual is qualified for a particular MOS

FACTOR

An entry on the Data Dictionary with valid values defined

Fine—Tuning

Managerial capability to determine AIT class composition (see Paragraph 4-6-2)

FORSCOM

Forces Command

FY

Fiscal Year

GM

General Maintenance portion of ASVAB score

Holding File

An RMS file on which all volunteers and inductees who have not yet received an assignment are placed

HSDG

High school degree

IRR

Individual Ready Reserve

IS

In—Service

ISR

In—Service Recruiter

JPI

Job Priority Index

LOCID

Location Identification

MACOM

Major Army Command

Match Process

The RMS subsystem in which Army needs are matched with individuals' qualifications and attributes to maximize the value to the Army of training assignments

MCS

Management Control Switch

MEPRS

MEPS Reporting System

MEPS

Military Enlistment Processing Station (formerly AFEES)

MEPSCAT

MEPS Strength Category

Min/Max

Search window min/max indicator. A data dictionary factor establishing either the minimum or maximum values as parameters for another given factor

MMM

MOS Match Module

MOS

Military Operational Specialty

MPI

MOS Priority Index

MTA

MUSARC Transfer Agent

MUSARC

Major US Army Reserve Command

NG

National Guard

NPS

Non—Prior Service

ODCSPER

Office of the Deputy Chief of Staff for Personnel

On—line

A type of processing which gives the manager immediate (within seconds) access to and control of information on the REQUEST System. Most of the computer programs on the REQUEST System use on—line processing

OPI

Optimality Index. In RMS, the result of an algorithm which represents an individual's "score" for a specified MOS. The OPI is calculated for every class for which an individual is eligible and for which space exists

OSUT

One Station Unit Training

PCAS

Prior Service Civilian Acquired Skill

PDR

Program Descriptor Record

PS

Prior service personnel

PSSD

Personnel Security and Screening Detachment

QV

Quota Value. In RMS, a number which represents the value to the Army of filling a particular training seat

RECBDE

Recruiting Brigades

RECBN

Recruiting Battalion

RECSTA

Reception Station

Retrainee Window

The number of days prior to the start of an AIT class, in which a retrainee may be able to fill any empty seats in the class

REP

Reserve Enlistment Program

REQUEST

Recruit Quota System

RMS

REQUEST Mobilization System

SAC

System Automation Corporation

SAS

Statistical Analysis System

SC

Skill Cluster

Seat Sharing Window

The number of days, prior to a RECSTA date, in which individuals from an Army component that is closed out from a class, because the component's percentage is filled, can reserve an AIT class seat (see Paragraph 4-6-2)

Split 1

Split ticket enlistment for AR and NG enlistees who take BT in a training class sequence Split into two non—consecutive sessions

Split 2

Split ticket enlistment for AR and NG enlistees who take AIT in a training class sequence Split into two non—consecutive sessions

SQI

Special Qualifications Indicator

String Weight

A simple number, multiplying factor at each ascending level of hierarchical computations (see Figure 4-24 in Chapter 4)

Threshold Requirement

The minimum qualifications necessary for an applicant to enlist

TPU

Troop Program Unit

TR

Tentative Reservation

TRADOC

Training and Doctrine Command

Transformation Function

A means by which factors with different translation values in the Data Dictionary may be put on the same 0 – 1000 scale in order to be used in a mathematical matching algorithm

Translation Table

A list in the Data Dictionary of valid values, and/or range of values, for each factor

TRDP

Tentative Reservation Duration Period

TRW

Tentative Reservation Window

UIC

Unit Identification Code

USAREC

United States Army Recruiting Command

VEAP

Veteran's Educational Assistance Program

Volunteer Assignment

The portion of RMS which makes assignments for volunteers

Window

The number of weeks the system allows an applicant to search for 100% of an available unit or class seat

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms**

This section contains no entries.

Index

AABILD 1-3, 4-9-1,7 8,9
AACNCL 1-3, 6-3-2
AACNFR 1-3
AADSR 4-6-28
AAGET 1-3, 4-1-22, 4-9-1,9, 4-11-4,7
AAPROG 4-4-1,4,5,6,10,11, 4-6-11, 6-2-4, B-2c
AAPROG Management Summary 6-3
AARQST 1-3, 4-1-4,5,12,13,21, 4-2-3,9,10,11, 4-6-10, 4-9-9, 4-10-1,6,8,9, 4-13-6, 6-1-1,5,8, 6-2-4
AASIM 4-10-1,7,8,9
AATRTH 4-11-4,7
AATRTP 4-11-4,7
AAWAIT 4-1-13,22
AAWLP 4-1-13,21,22
ACCESION 4-8-8,12
accession 4-2-3,9,10, 4-3-1,4,7, 4-8-1,2,8,12, 4-11-4,7, in RMS 4-12, 6-3
 accounting 1-7, 4-1-11, 4-4-1,3,4,5,6,8,9,10,11, 4-6-4, 4-8-6, 6-3
 characteristics 1-7, 4-1-6,7,9,10,21, 4-4-1,3,5,6,7,8,10, 4-6-11, 6-3-1,12
Accession Management Branch (AMB) 4-1-20, 4-2-2, 4-3-7, 4-4-1, 4-6-10,11, 4-7-1,5, 4-8-6, 4-9-9, 4-12-10
ACM (Area Combat Multiplier) 4-12-7,12,14,15
ACP (Applicant Consideration Period) 4-1-12,13
ACTAPE 4-6-7
Additional Skill Indicator (ASI) 4-8-2
adjusted original quota 4-4-4,9,10, 4-6-16, 6-3-4,6,7,9,10,11,12,13
Advanced Individual Training (AIT) (see AIT), 1-5,7
AFREP 4-12-17,18
AIT (Advanced Individual Training) 1-5,7
 quota module 1-7, 4-1-9, 4-6
 reassignment module 4-6-4,5,6,7,8,9,10,11,12,13
AIT Quota Module 4-6
 introduction 4-6-1
 AIT quota file 4-6-1
 weekly limit quotas 4-6-2
 AIT reassignment module 4-6-3
 BT reassignment 4-6-5
 retrainee reservation summary 4-6-5
 additional programs 4-6-7
 qualifications 4-6-7
 dynamic factors 4-6-9
 retrainee window 4-6-9
 determining qualifications policy 4-6-10
 manager's influence 4-6-10
 Option 4 processing 4-6-10
 annual quota 4-6-11
 annual status code 4-6-11
 AIT quotas 4-6-11
 hierarchy process 4-6-13
 individual AIT class quotas 4-6-14
 AIT class status codes 4-6-22
 AIT class seat sharing 4-6-24
 the reservation process 4-6-26
 programs and files 4-6-28
AITPRO 4-6-28, 4-7-8
ALICIA 4-6-28, 4-11-2,3,7, 6-3-2,7,10,11,12,13,14,15

annual fine-tuning 1-7, 4-1-1,9,20,21 4-6-8,11,15,16,17,18,24, 6-3-7,10

Annual Program Module 4-4

introduction 4-4-1

annual quotas and status codes 4-4-3

accession characteristics 4-4-5

the reservation process 4-4-8

programs and files 4-4-11

Annual quota 4-4-1,3,4,8,9,10,11

original projection 4-4-4

adjusted original 4-4-4,9,10

Annual status code 4-4-3,4,8,9,10

Applicant Consideration Period (ACP) 4-1-12,13

Applicant Qualifications (AQ) 4-1-12, 4-10-1,3,4,6,7,8, 4-13-4

AQ (Applicant Qualifications) (see Applicant Qualifications)

ARBILD 1-3

ARCNCL 1-3, 4-8-6,12

ARCNFR 1-3, 4-8-12

Area Combat Multiplier (ACM) 4-12-7,12,14,15

ARGET 1-3, 4-8-8, 12, 4-11-4,8

ARIVAL 4-8-8,12, 4-11-4,8

ARLOAD 4-8-6,12

AROVRD 4-1-5

ARPROG 4-4-1,4,5,6,10,11, 4-6-11, 6-2-4, B-2e

ARPURGE 4-8-10,14

ARRQST 1-3, 4-8-5,6,9,10,11,12, 4-13-1,6, 6-2-4

ARTRTH 4-8-12, 4-11-4,8

ARTRTP 4-8-8,12, 4-11-4,8

ASI (Additional Skill Indicator) 4-8-2

ASKECP B-5b

ASSIGN 4-12-18

automatic assignment processing (see autoprocessing system)

autoprocessing system 4-12-2,5,11,12,18

BALANCAR 4-8-8,12, 4-11-6,8

Balance (in Personnel Module) 4-11-1,3,5,6

BALANCE 4-11-6,8

BALANCEC 4-8-8,12, 4-11-6,8

BALFOR 4-7-8

base award 4-3-1,2,4,6,7

Basic Airborne Training (BAT) 1-5, 2-2, 4-2-2, 4-12-2,7,8,9,10,14,15,17,18

Basic Training (BT) (see BT)

BAT (Basic Airborne Training) 1-5, 2-2, 4-2-2, 4-12-2,7,8,9,10,14,15,17,18

batch processing 4-7-8, 4-8-6,9, 4-11-4,6,7,8, 4-12-9,12,18,19, 5, 6-1-1, 8

BCTAIT 4-5-7

BONMANAG 4-8-7,12

BONUS 4-3-7, B-2e

bonuses 4-1-1,2,12, 4-2-1,2,11, 4-3, 4-8-2,3,7,11,12, 4-13-6

Bonus Module 1-8, 4-3

introduction 4-3-1

MOS/RECSTA controls 4-3-2

qualifications control 4-3-2

budget controls and status 4-3-3

the accession process 4-3-4

determining bonus policy 4-3-7
 programs and files 4-3-7

BQUOTA 4-6-2,16, 4-12-9,18, 5-3, 6-2-4

BRKOUT 4-11-6,8

BSCHEd 5-1

BT (Basic Training) 1-5,7
 capacity 4-5-3,4,5
 limit 4-5-3,4,5
 location 4-1-11, 4-4-9, 4-5-3,4-5,7, 4-12-9,10,18
 location, primary 4-5-4, 4-12-10
 location, secondary 4-5-4, 4-12-9,10,18
 quota, weekly limit 4-4-4, 4-5-3,4,6,7
 quota, capacity 4-5-3,4,6,7
 recycle 4-5-5, 4-6-5

BT module 1-7, 4-5
 introduction 4-5-1
 BT quota 4-5-3
 BT location 4-5-4
 BT location availability 4-5-4
 BT reassignment 4-5-5
 the reservation process 4-5-5
 programs and files 4-5-7

BTLOC 4-12-18

BTUPOD 4-5-7

BUILDREC 4-12-2,5,13,16,17,18

CANCL1 4-11-3,8

CANDEL 4-6-7, 5-2,3,4,7

CANHIS 4-11-4,8

Career Management Field (CMF) 4-1-1,3,21, 4-2-2, 4-3-2,7, 4-4-1, 4-10-1,7, 4-13-2, 6-2-3

CAS (Civilian Acquired Skill) 4-1-2,3, 4-5-1,2, 4-12-1,2,8,10,17

Cash incentives 4-3-1,2,3,4,7

CHGAA 4-11-4, 8, 6-3-2,3,7,10,11,12,13,14,15

CHGAR 4-11-4,8

CHGNG 4-11-4,8

Civilian Acquired Skill (CAS) 4-1-2,3, 4-5-1,2, 4-12-1,2,8,10,17

CMF (Career Management Field) 4-1-1,3,21, 4-2-2, 4-3-2,7, 4-4-1, 4-10-1,7, 4-13-2, 6-2-3

commander priority 4-8-2,4,9

commuting distance code 4-8-2,3,7,10

Continental U.S. Army (CONUSA) (see CONUSA)

CONUSA (Continental U.S. Army) 4-8-1,2,4,5,7,8,12,13, 4-11-6,8,10

core reservation checklist 4-1-10,11

core reservation programs 1-3,5,7, 4-2-3,9, 4-3-7, 4-4-5,6,8,9,10, 4-5-3,4

COSTS Table B-1

CQUOTA 4-6-2,16, 5-3, 6-2-4

CTS (Component, Sex, Type) 1-5,6, 4-1-11, 4-2-1, 4-4-5, 6-2-1,2,3,4,7,8,9
 MOS/CTS combination 4-2-2,5,6,7,8,9,10,11, 4-4-6,7,8,9,10

daily processing 5

Data Dictionary Module 4-9
 introduction 4-9-1
 factor dictionary 4-9-2
 program dictionary 4-9-7
 policy control 4-9-9
 programs and files 4-9-10

Delayed Entry Program (DEP) 1-2,7, 4-11-3
DEP controls 1-7, 4-1-5,6,7,11,13,20,22, 4-13-4
DEP (Delayed Entry Program) 1-2,7, 4-11-3
DEPRPT 4-11-6,8
desirable qualifications 4-12-6,7,8,13,14
District Recruiting Command (DRC) 4-8-1,4,5,8,9,12,13, 4-11-1,4,6,7,8,9,10
DOBITS 6-3-2,11,14,15
DRC (District Recruiting Command) (see **District Recruiting Command**)
DRVMAP Table B-1
DSOLD 4-9-8, 4-11-5,8
DSTRMS 4-12-17,18
DUMPQT 4-12-10,18
DUMPTR 4-12-17,18
dynamic factors 4-1-1,6,12,20
Eligibility Value (EV) 4-12-12,13,14,15
enlistment
 category 1-5,6, 4-1-11, 4-2-1, 4-4-5
 options 4-2, 4-7-1,4,8, 4-13-6
 options, primary 4-2-2,3,5,7,8,9,10,11
 options, secondary 4-2-2,3,5,7,9,11
 type 4-2-1, 2, 3, 8, 4-8-1,5,8,12,13, 4-11-2,5,6,8,9
ENLMNT 4-11-5,9
entry (in Data Dictionary) 4-9
EV (Eligibility Value) 4-12-12,13,14,15
EXPECT 4-5-7
EXTRACT 4-12-5,11,12,18
factor 1-7,8
 dynamic 4-1-1,6,12,20
 in Data Dictionary Module 4-2-9, 4-3-2,3,4,7, 4-9, 6-1-1,3
 in Hierarchy Module 4-10-1,4
 in Qualifications Module 4-1-3,4,10,14,16,17
 linked 4-1-20,21
 MOS strength 4-1-5
factor dictionary 4-9
fair share 4-12-8
fencing 4-7-5, 6-1-5
fill priority 4-12-8,9,10
FINDIT 4-8-8,13, 4-11-5,9
FINDSS 4-11-5,9
fine-tuning 2-2, 4-6
 annual 1-7, 4-1-1,9,20,21, 4-6-8,11,15,16,17,18,24, 6-3-7,10
 class 1-7, 4-6-15,17,19,20,24,28, 6-3-7,10
 manual 4-6-13,15,17,21,22, 6-3-7,10
framework 4-11-1,2,3
FROZEN 4-4-11, 4-8-8,13
functional training 1-5
GETREC 4-12-5,18
GETREP 4-6-29, 4-8-8,13, 4-11-5,9
GETUM1 4-6-29, 4-11-5,9
GPAUTO 4-12-11,12,18

HELP 4-12-10,18

HIARCHY 4-10-1,4,6,7,8,9

hierarchical links 4-8-2,4,5,7,11,13

hierarchy 4-3-1, 4-6-6,9,13,14, 4-9-4,9, 4-10, 4-13-4,5

structure 1-8, 4-1-6, 4-10

AQ side 4-1-12, 4-10-1

MOS side 4-1-12, 4-10-1

Hierarchy Module 4-10

introduction 4-10-1

framework 4-10-1

hierarchy structure for a specific MOS 4-10-4

hierarchy calculation 4-10-6

HIARCHY program 4-10-6

policy 4-10-8

the reservation process 4-10-8

programs and files 4-10-8

HOTLINIS 4-8-9,13

HSSRPT 4-11-9

In-Service Recruiter (ISR) 4-8-1,5,8,9,10,11,12,13,14, 4-11-4

incentives (see cash incentives, bonuses)

indicators

Additional Skills (ASI) 4-8-2

annual quota 4-4-10

bonus status 4-3-4

DEP controls 4-1-22

factor 4-9-2,3,4,5,9

MEPSCAT override 4-1-5

MIN/MAX 4-1-10

OVERRIDE 4-1-22

options 4-2-5

Special Qualifications (SQI) 4-8-2

split 4-6-6, 4-11-4

Individual Ready Reserve (IRR) 4-8-1,2

inductee (in RMS) 4-12-1,2,5,11,12,13,14,16,17,18

IRR (individual Ready Reserve) 4-8-1,2

ISR (In-service Recruiter) 4-8-1,5,8,9,10,11,12,13,14, 4-11-4

ISSALE 4-6-29

JUMP 4-12-10,17,18

KANCL1 4-8-8,13, 4-11-3,9

KANCL2 4-11-4,9

KICKER 4-6-6-11, 4-8-6,7,10,14, 4-11-6, 5-2,3,4,5,6,7

KWIKSALE 6-4

level-one element 4-10-4,5,6

links

BT/MEPS 4-5-4,7

in AIT Reassignment Module 4-6-9,10

in Annual Program Module 4-4-5

in Bonus Module 4-3-2,3,6,7

in Data Dictionary Module 4-9-4,6,8

linked qualifications 4-1-4,20,21, 4-2-6, 4-3-2,3,7, 4-6-9

LOADQT 4-12-19

location availability 4-5-4,5
LOCBAL 4-11-9
LOCFND 4-7-5,8
lookup mode 4-1-5,9,12, 4-6-10, 4-8-5,6,7,9,10,11, 4-12-16, 4-13-1,2,3,6
MACOM 4-8-5,7,8,13
MADIST 4-7-8
Maintenance Processing Schedule Module 5
 introduction 5-1
 weekly maintenance schedule 5-1
 Monday through Saturday processing 5-3
 KICKER processing 5-3
 additional processing 5-3
 Sunday processing 5-5
 impact of batch processing schedule 5-5
 maintenance programs 5-7
Major U.S. Army Reserve Command (MUSARC) 4-8-1,5,8,9,10,11,12,13, 4-11-4,7
MANAGE 4-11-9
mandatory qualifications 4-12-6,7,13
matching algorithm 4-10-1,4, 4-12-1,2,5,7,12,15,16
maximum percentage 4-4-5
MCSWIT B-3d, Table B-1
MEPQUAL 4-1-5
MEPSCAT code 4-1-5, 4-6-4,8
 override indicator (MPOVER) 4-1-5
MESSAG 4-8-12, B-4b,c
MESSAGES
 BAT 6-4-10
 BMESS 4-1-13
 data dictionary 4-9-2,5,8
 MEPSCAT 4-1-5
 reservation rejection 4-1-4,5, 4-6-9
 RMS 4-12-5,10
 UVL 4-8-1,9,13
Military Occupational Specialty (MOS) (see MOS)
minimum Qualifications 4-1-1,3,4,5,11,12,17,20,21
MMM (MOS Match Module) 1-1, 2-3, 4-3-1
MNTLGOAL 4-4-11
mobilization (see REQUEST Mobilization System (RMS)) 1-8, 4-12
Monday through Saturday processing 5-3,4,5
MOS (Military Occupational Specialty)
 description 4-1-1,2,3,20,21, 4-6-8
 MOS Match Module (MMM) 1-1, 2-3, 4-3-1
 Priority Index (MPI) 4-1-6,12, 4-10-1,6,8
 prerequisite 4-1-2,21, 4-12-2,5,6,7,10
 priorities 4-1-2,20, 4-2-9, 4-3-1, 4-6-14, 4-10-1,4,8, 4-12-9
 quota 4-7-1,2,4,5,6,8, 4-8-8,13, 4-10-8, 4-13-2,5
 MOS/RECSTA controls 4-3-2,4
 restrictions 4-6-7,14
 status (MS) 4-10-1,4, 4-13-6
 title 4-1-1,3,20,21, 4-6-8
MPI (MOS Priority Index) 4-1-6,12, 4-10-1,6,8
MPOVER (MEPSCAT override indicator) 4-1-5

MS (Mos Status) 4-10-1,6,7,8
MTA (MUSARC Transfer Agent) 4-8-1,5,8,9,10,11,12,13, 4-11-4,7
MUNIVE 4-12-9,10,16,17,18
MUPDLT 4-12-10,18
MUPDPR 4-12-10,18
MUPRO 4-7-8
Musarc Transfer Agent (MTA) 4-8-1,5,8,9,10,11,12,13, 4-11-4,7
MUSARC (Major U.S. Army Reserve Command) 4-8-1,2,4,5,6,7,8,9,12,13, 4-11-6,10
NEWQTA 4-6-1,29, 6-2
NEWQTA Management Summary 6-2
NGBILD 1-3
NGCNCL 1-3
NGGET 1-3, 4-11-4,9
NGPROG 4-4-1,4,5,6,10,11, 4-6-11, 6-2-4, Table B-1
NGRQST 1-3, 4-13-1, 6-2-4
NGTRTH 4-11-4 9
NGTRTP 4-11-4,9
non-arrivals 4-8-2,6,14
One Station Unit Training (OSUT) 4-1-1,3,9,11, 4-5-1,7, 4-6-15, 4-11-6,9, 4-12-9,16
OPI (Optimality Index) 4-12-15,16
OPTION 4-2-5,11, 6-1-1,6, B-2e, Table B-1
options (see enlistment options)
Options Module 4-2
 introduction 4-2-1
 determining options policy 4-2-3
 options for specific MOS/CTS combinations 4-2-3
 options qualifications 4-2-6
 quotas and status 4-2-7
 options file records 4-2-7
 record replication capabilities 4-2-7
 REQUEST System limitations 4-2-9
 the accession process 4-2-9
 programs and files 4-2-11
original projection quota 6-3
OSUT (One Station Unit Training) 4-1-1,3,9,11, 4-5-1,7, 4-6-15, 4-11-6,9, 4-12-9,16
overlay (in qualifications) 4-6-8,9
OVERRIDE 4-1-5,22, 4-11-5,9
Payoff 4-10-1,3,4,6 7,8, 4-12-13,,14,15
PDR (Program Descriptor Records) 4-9-1,7,8,9
PERSACS (Personnel Structure Composition System) 4-8-1, 6-3-6,9
Personnel Module 4-11
 introduction 4-11-1
 personnel types 4-11-2
 transaction 4-11-3
 recruit 4-11-3
 balance 4-11-6
 SAS 4-11-7
 programs and files 4-11-7
Personnel Security Screening Detachment (PSSD) 4-1-3, 4-2-6, 4-5-5
Personnel Structure Composition System (PERSACS) 4-8-1, 6-3-6,9
personnel types (see enlistment types)
priority

BT location, primary 4-5-4
BT location, secondary 4-5-4
class 4-12-9,14,15,16
commander 4-8-2,4,9
MOS 4-1-2,20, 4-3-1,3, 4-9-2,3,9, 4-10-1,3,4, 4-12-9, 4-13-5
retrainee assignment 4-6-13,14
unit 4-7-1,3,4,5,6,8, 4-8-3,4,7, 4-13-1, 6-1-1,2,4,5,7

PRODUC 4-11-3,9

Program Descriptor Records (PDR) 4-9-1,7,8,9

program dictionary 4-9-1,7,8,9,10,11

PSSD (Personnel Security Screening Detachment) 4-1-3, 4-2-6, 4-6-4

Qualifications Module 1-7, 4-1, 4-7-6

introduction 4-1-1
MOS description 4-1-1
MOS title and remarks 4-1-3
minimum qualifications 4-1-3
MEPSCAT code 4-1-5
dynamic factors 4-1-6
DEP controls 4-1-6
annual fine-tuning 4-1-9
search windows 4-1-9
the reservation process 4-1-10
Wait List processing 4-12
time-dependent qualifications 4-1-13
seasonality 4-1-16
determining qualifications policy 4-1-20
manager's influence 4-1-20
programs and files 4-1-22

qualifications subsets 4-1-1,2,3,4,5, 4-6-8

QUALS 4-1-6,22, 6-1-1, Table B-1

quota file 4-6-2,7

dynamic portion 4-6-2
fixed portion 4-6-2

Quota Value (QV) 4-12-12,13,14,15,16

quotas

adjusted original 4-1-11, 4-4-4,9
annual 4-2-10, 4-4, 4-6-1,6,12, 4-13-2,5, 6-2-5
class 1-7, 4-1-9,11, 4-4-1,3,9, 4-6, 4-13-2,5, 6-2
in Options Module 4-2-5,7,10
in RMS Module 4-12-2,8,9,10,12,13
MOS/unit 4-7-1,2,4,5,6,8, 4-8-8,13, 4-10-8, 4-13-2,5
REQUEST 4-6-16,18,19,20,21, 6-2
split 4-6-16,19
weekly limit 1-7, 4-1-11, 4-4-1,3,9, 4-6-1,2,3,6,11,12, 4-13-2,5

QV (Quota Value) (see Quota Value)

RCTNEWS 4-8-9,13, Table B-1

REAITS 6-3-2

replication 4-2-7,8,9, 4-4-8,11, 4-6-23

recruit (in Personnel Module) 4-11-1,3

Recruit Quota System (REQUEST) 1-1

REPMANAG 4-8-7,8,13,14

REPORT 4-11-5,10
REQMCS subsystem 4-6-4
REQUEST Mobilization System (RMS) 1-8, 4-12
REQUEST quota 4-6-7,16,18,19,20,21, 6-2
REQUEST (Recruit Quota System) 1-1
reservation denial code 4-4-5,6,10
reservation rejection message 4-1-4,5, 4-6-9
reserved vacancy 4-8-1,6,7
RESRPT 4-11-6,10
RESRVDUV 4-8-7,13
RETBLD 4-6-5,6
RETMCP 4-6-7,13,29
RETQAL 4-6-7,10,29
RETRPT 4-6-7,29
RMS (Request Mobilization System) 1-8, 4-12
RMS Module 4-12
 introduction 4-12-1
 manager's capabilities 4-12-2
 personal data 4-12-5
 qualifications 4-12-6
 quotas 4-12-8
 communication with users 4-12-10
 MEPS report packages 4-12-10
 mobilization test exercises 4-12-11
 automatic assignment processing 4-12-12
 Eligibility Value 4-12-13
 area combat multiplier 4-12-14
 quota value 4-12-14
 matching algorithm 4-12-15
 inductee assignment processing 4-12-16
 volunteer assignment processing 4-12-16
 post-assignment reports 4-12-17
 programs and files 4-12-17
RMSCST 4-12-17,19
RMSEXG 4-12-19
RMSRCH 4-12-16,17,19
RPBCT 4-5-8
RPDICT 4-12-5,8,11,19
RPLAAR 4-4-8,11
RPLOPT 4-2-7,8,9,11
RPPSSD 4-2-6,11, 4-5-8
RPTACM 4-12-14,17,19
RPTAIT 4-5-8, 4-6-29
RPTBCT 4-5-3,4,5,8, 4-12-10,17,19, 6-4-1
RPTCAS 4-12-10,17,19
RPTDEP 4-12-11,19
RPTMCS Table B-1
RSTATS Table B-1
RUDEP 4-1-22
RUDICT 4-6-2, 4-9-1,2,9,10
RUDIST 4-7-4,5,8, 6-1, Table B-1
RUDIST Management Summary 6-1
RUNITS 4-8-8,13
RUQUOT 4-6-2,11,12,13,16,19,20,22,23,24,29, 5-3, 6-2-1,2,4,5,6,9, Table B-1
RUSAGE A-4

SAS (Statistical Analysis System) 4-8-12, 4-11-1,2,7, 5-1,2,3,5
SASCP 4-11-5,10, 5-3,5
SC (Skill Cluster) (see Skill Cluster)
SCHEDULE Table B-1
search mode 4-2-9, 4-6-10, 4-8-3,4,5,6,10, 4-12-1,11,12,13,14,15,16,17, 4-13-1,2,4,5,6
seasonality 1-7, 4-1-16,17,18,19
seat sharing 1-7, 4-6-1,13,24,25,26,28, 6-2-1,2,3
 window 4-2-10, 4-6-1,24,25,26,28,29, 4-13-4,5, 6-2
Selected Reserve Enlistment Program (SRIP) 4-8-2,3
sharing window (see seat sharing window)
SHIP 4-11-5,10
simulation (in Hierarchy Module) 4-10-1
Skill Cluster (SC) 4-2-2, 4-3-2,7, 4-4-1, 4-10-1,7, 4-13-2, 6-2-3
SOLD 4-11-5,10
split training 2-3, 4-6-4,16,17,19, 4-11-2,4,5,6,9,10
SPTLIN 4-6-29, 4-11-5,10
SRIP (Selected Reserve Enlistment Program) 4-8-2,3
Statistical Analysis System (SAS) 4-8-12, 4,11-1,2,7, 5-1,2,3,5
status
 AR reservation 4-8-12
 bonus 4-3-3,4,6,7
 option 4-2-5,7,8,9,10
 RMS class 4-12-16,17
 unit 4-4-3,4,8,10, 4-6-11
status code
 annual 4-4-3,4,8,10, 4-6-11
 class 1-7, 4-1-11,13, 4-6-13,22,23,28, 6-2-1,2,4,7,8,9
 location availability 4-5-4,5,7
 MOS 4-8-12,13
 unit 4-7-1,3,4,5,6,8
SUBPILOT 5-2,5,7
Sunday processing 4-8-6, 5-1,3,4,5,6
SWAR 4-8-8,13, 4-11-6,10
Tentative Reservation Duration Period (TRDP) 4-1-13
Tentative Reservation Window (TRW) 4-1-13
Tentative Reservation (TR) 4-1-13,21
testing, in Hierarchy Module 4-10-1,7,9
time-dependent qualifications 1-7, 4-1-11,13,14,16,17,20,21
TPU (Troop Program Unit) 4-8-1,2,9,14
TR (Tentative Reservation) 4-1-13
TRAIL 4-6-29
transaction (in Personnel Module) 4-11-1,3,6
transformation function 4-10-4,5,6,7,8,9
translation table 4-9-2,3,4,5,6,7,8,9,10
 entry 4-9-6,7,8,9,10
TRDP (Tentative Reservation Duration Period) 4-1-13
Troop Program Unit (TPU) 4-8-1,2,9,14
TRW (Tentative Reservation Window) 4-1-13
UIC (Unit Identification Code) 2-3, 4-8-1,2,10, 4-11-4
UICMANAG 4-8-7,8,13

UNCONFAR 4-8-6,8,13, 4-11-5,10

unit bonuses 4-8-2,3,7,11,12

unit data

distribution percentage 4-1-2, 4-7-5,6

Identification Code (UIC) 2-3, 4-8-1,2,15, 4-11-4

priority 4-7-3,4,5,6

status 4-7-4,6

vacancy 4-6-4, 4-7, 4-8-1,2,3,4,5,6,9,11,12,19

Unit Distribution Module 4-7

introduction 4-7-1

status 4-7-4

priority 4-7-4

first assignment/unit option associations 4-7-5

MOS quotas 4-7-5

unit windows 4-7-5

the reservation process 4-7-6

programs and files 4-7-8

Unit Vacancy Listing (UVL) Module 1-1, 2-3, 4-8

introduction 4-8-1

unit vacancy information 4-8-2

unit bonuses 4-8-2

commuting distance codes 4-8-3

priorities 4-8-4

UVL hierarchies 4-8-4

unit vacancy reservations 4-8-5

verifying unit arrival 4-8-6

tracking non-arrivals 4-8-6

manager's capabilities 4-8-7

vacancy processing by UVL 4-8-9

the reservation process 4-8-10

programs and files 4-8-11

unit window 4-1-2, 4-7-4,5,6, 4-1-4,8,9

UNITVAC 4-7-8

UNMTCH 4-12-16,19

USRCNT Table B-1

UNRESERV

UNSOLD

UNTFIL

UNTUPD 4-7-8, 6-1-1,8

UVALERT 4-8-3,8,13

UVCOUNT 4-8-8,9,13

UVERIFY 4-8-8,12,13

UVEXPECT 4-8-8,14

UVL (Unit Vacancy Listing) 1-1, 2-3, 4-6-4, 4-8

UVMAIL 4-8-2,9

UVMANAGE 4-8-2,9,14

UVPURG 4-8-6,11,14

UVREPORT 4-8-7,9,14

UVROLLUP 4-8-7,9,14

VEAP (Veteran's Educational Assistance Program) 4-1-2, 4-6-4

Veteran's Educational Assistance Program (VEAP) (see VEAP)

VLOOKUP 4-12-16,19

volunteer (in RMS) 4-12-1,2,5,7,10,11,12,14,15,16,17,18,19

VRQSTR 4-12-16,17,19

VSUBSET 4-12-19

Wait List 1-5,7, 4-1-1,11,12,13,14,15,16,17,18,19, 4-6-4,8, 4-13-4,6

weekly limit quotas 1-7, 4-1-11, 4-4-1,3,9, 4-6-1,2,3,6,11,12, 4-13-2,5

weekly processing 4-8-10,11,14

XPILOT 5-2,5,7

XQUAL 4-12-8,13,17,19

Zip code 4-8-1,3,4,5,7,10,11,14

ZIPFIX 4-8-7,14

ZLOG Table B-1

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