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Personnel Procurement

Mobilization Cross-Leveling (MCL) System User Manual

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SUMMARY of CHANGE

DA PAM 601-5-9

Mobilization Cross-Leveling (MCL) System User Manual

This revision provides new procedures that are necessary in the execution of programs in all chapters.

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Personnel Procurement

Mobilization Cross-Leveling (MCL) System User Manual

By Order of the Secretary of the Army:

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it compatible with the Army electronic publishing database. No content has been changed.

Summary. The objective of the User Manual for the Mobilization Cross-Leveling System (MCL) is to provide authorized users with the information necessary to effectively and efficiently use the system.

Applicability. This pamphlet applies to the Active Army. It does not apply to the U.S. Army Reserve or the Army National Guard.

Proponent and exception authority. The proponent agency of this pamphlet is the Deputy Chief of Staff for Personnel.

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Contents (Listed by paragraph and page number)

Chapter 1

GENERAL INFORMATION, page 1

Purpose • 1-1, page 1

Project References and Information • 1-2, page 1

Explanation of Terms • 1-3, page 1

Principles of Operation • 1-4, page 1

Security and Privacy • 1-5, page 2

Chapter 2

SYSTEM SUMMARY, page 2

System Application • 2-1, page 2

System Operation • 2-2, page 3

System Configuration • 2-3, page 3

System Organization • 2-4, page 3

Performance • 2-5, page 4

Data Base • 2-6, page 4

Hotline Procedures • 2-7, page 4

*This pamphlet supersedes DA Pam 601-5-9, 23 April 1986.

Contents—Continued

Chapter 3

INVENT PROGRAM, page 4

Section I

PROGRAM SUMMARY, page 4

Purpose • 3-1, page 4

Applicability • 3-2, page 4

Options • 3-3, page 5

Section II

INPUT/OUTPUT DESCRIPTIONS, page 5

Data Items • 3-4, page 5

Output • 3-5, page 8

Section III

PROGRAM OPERATION, page 8

Initiation Procedures • 3-6, page 8

Procedures • 3-7, page 8

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 28

System Errors • 3-8, page 28

Operation Errors • 3-9, page 28

Chapter 4

OSSRCH PROGRAM, page 28

Section I

PROGRAM SUMMARY, page 28

Purpose • 4-1, page 28

Applicability • 4-2, page 28

Options • 4-3, page 28

Section II

INPUT/OUTPUT DESCRIPTIONS, page 29

Data Items • 4-4, page 29

Output • 4-5, page 29

Section III

PROGRAM OPERATION, page 29

Initiation Procedures • 4-6, page 29

Procedures • 4-7, page 29

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 34

System Errors • 4-8, page 34

Operation Errors • 4-9, page 34

Chapter 5

ASSIGN PROGRAM, page 34

Section I

PROGRAM SUMMARY, page 34

Purpose • 5-1, page 34

Applicability • 5-2, page 35

Functions • 5-3, page 35

Contents—Continued

Options • 5-4, page 35

Section II

INPUT/OUTPUT DESCRIPTIONS, page 35

Data Items • 5-5, page 35

Output • 5-6, page 35

Section III

PROGRAM OPERATION, page 36

Initiation Procedures • 5-7, page 36

Procedures • 5-8, page 36

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 52

System Errors • 5-9, page 52

Operation Errors • 5-10, page 52

Chapter 6

UFENCE PROGRAM, page 53

Section I

PROGRAM SUMMARY, page 53

Purpose • 6-1, page 53

Applicability • 6-2, page 53

Functions • 6-3, page 53

Options • 6-4, page 53

Section II

INPUT/OUTPUT DESCRIPTIONS, page 53

Data Items • 6-5, page 53

Output • 6-6, page 53

Section III

PROGRAM OPERATION, page 54

Initiation Procedures • 6-7, page 54

Procedures • 6-8, page 54

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 63

System Errors • 6-9, page 63

Operation Errors • 6-10, page 64

Chapter 7

PASSCH PROGRAM, page 64

Section I

PROGRAM SUMMARY, page 64

Purpose • 7-1, page 64

Applicability • 7-2, page 64

Section II

INPUT/OUTPUT DESCRIPTIONS, page 64

Data Items • 7-3, page 64

Output • 7-4, page 64

Section III

PROGRAM OPERATION, page 64

Contents—Continued

Initiation Procedures • 7-5, page 64

Procedures • 7-6, page 64

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 65

System Errors • 7-7, page 65

Operation Errors • 7-8, page 66

Chapter 8

UNITS PROGRAM, page 66

Section I

PROGRAM SUMMARY, page 66

Purpose • 8-1, page 66

Applicability • 8-2, page 66

Options • 8-3, page 66

Section II

INPUT/OUTPUT DESCRIPTIONS, page 66

Data Items • 8-4, page 66

Output • 8-5, page 67

Section III

PROGRAM OPERATION, page 67

Initiation Procedures • 8-6, page 67

Procedures • 8-7, page 67

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 73

System Errors • 8-8, page 73

Operation Errors • 8-9, page 74

Chapter 9

UPDATE PROGRAM, page 74

Section I

PROGRAM SUMMARY, page 74

Purpose • 9-1, page 74

Applicability • 9-2, page 74

Functions • 9-3, page 74

Options • 9-4, page 74

Section II

INPUT/OUTPUT DESCRIPTIONS, page 75

Data Items • 9-5, page 75

Output • 9-6, page 75

Section III

PROGRAM OPERATION, page 75

Initiation Procedures • 9-7, page 75

Procedures • 9-8, page 75

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 87

System Errors • 9-9, page 87

Operation Errors • 9-10, page 87

Contents—Continued

Chapter 10

MAILBOX PROGRAM, page 87

Section I

PROGRAM SUMMARY, page 87

Purpose • 10-1, page 87

Applicability • 10-2, page 87

Functions • 10-3, page 88

Options • 10-4, page 88

Section II

INPUT/OUTPUT DESCRIPTIONS, page 88

Data Items • 10-5, page 88

Output • 10-6, page 88

Section III

PROGRAM OPERATION, page 88

Initiation Procedures • 10-7, page 88

Procedures • 10-8, page 88

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 107

System Errors • 10-9, page 107

Operation Errors • 10-10, page 107

Information Messages • 10-11, page 108

Chapter 11

MCLCODE PROGRAM, page 108

Section I

PROGRAM SUMMARY, page 108

Purpose • 11-1, page 108

Applicability • 11-2, page 108

Functions • 11-3, page 108

Section II

PROGRAM OPERATION, page 108

Initiation Procedures • 11-4, page 108

Procedures • 11-5, page 108

Section III

OUTPUT DESCRIPTIONS, page 108

Output • 11-6, page 108

(Title and paragraph not used.) • , page 110

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 110

System Errors • 11-7, page 110

Operation Errors • 11-8, page 110

Chapter 12

CKTERM PROGRAM, page 110

Section I

PROGRAM SUMMARY, page 110

PURPOSE • 12-1, page 110

Contents—Continued

Applicability • 12–2, *page 110*

Section II

INPUT/OUTPUT DESCRIPTIONS, page 111

Data Items • 12–3, *page 111*

Output • 12–4, *page 111*

Section III

PROGRAM OPERATION, page 111

Initiation Procedures • 12–5, *page 111*

Procedures • 12–6, *page 111*

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 125

System Errors • 12–7, *page 125*

Operation Errors • 12–8, *page 127*

Chapter 13

MGTERM PROGRAM, page 127

Section I

PROGRAM SUMMARY, page 127

Purpose • 13–1, *page 127*

Applicability • 13–2, *page 127*

Functions • 13–3, *page 127*

Section II

INPUT/OUTPUT DESCRIPTIONS, page 128

Data Items • 13–4, *page 128*

Output • 13–5, *page 128*

Section III

PROGRAM OPERATION, page 128

Initiation Procedures • 13–6, *page 128*

Procedures • 13–7, *page 128*

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES, page 142

System Errors • 13–8, *page 142*

Operation Errors • 13–9, *page 145*

Chapter 14

RPTSPT PROGRAM, page 145

Section I

PROGRAM SUMMARY, page 145

Purpose • 14–1, *page 145*

Applicability • 14–2, *page 145*

Section II

INPUT/OUTPUT DESCRIPTIONS, page 145

Input • 14–3, *page 145*

Output • 14–4, *page 145*

Initiation Procedures • 14–5, *page 145*

Section III

ERROR MESSAGES AND CORRECTION PROCEDURES, page 146

Contents—Continued

System Errors • 14–6, *page 146*
Operation Errors • 14–7, *page 147*

Appendix A. SIGN-ON/SIGN-OFF PROCEDURES, *page 148*

Table List

Table 3–1: INVENT Reporting Options, *page 5*
Table 3–2: INVENT Data Items, *page 6*
Table 3–3: MCL Data Items Description, *page 6*
Table 4–1: OSSRCH Data Items, *page 29*
Table 5–1: ASSIGN Data Items, *page 35*
Table 6–1: UFENCE Data Items, *page 54*
Table 8–1: UNITS Data Items, *page 66*
Table 9–1: UPDATE Data Items, *page 75*
Table 10–1: MAILBOX Data Items, *page 88*
Table 11–1: MCLCODE Data Items, *page 110*
Table 12–1: CKTERM Data Items, *page 111*
Table 13–1: MGTERM Data Items, *page 128*
Table 14–1: RPTSPT Data Items, *page 145*
Table A–1: INFONET Messages, *page 149*

Figure List

Figure 3A: Procedures, *page 9*
Figure 3B: Procedures—Continued, *page 10*
Figure 3C: Procedures—Continued, *page 11*
Figure 3D: Procedures—Continued, *page 12*
Figure 3E: Procedures—Continued, *page 13*
Figure 3–1: INVENT MACOM Report, *page 14*
Figure 3–1: INVENT MACOM Report—Concluded, *page 15*
Figure 3–2: INVENT CONUSA Report, *page 15*
Figure 3–2: INVENT CONUSA Report—Continued, *page 16*
Figure 3–3: INVENT Installation/MACOM Report, *page 17*
Figure 3–3: INVENT Installation/MACOM Report—Continued, *page 18*
Figure 3–4: INVENT Installation Report, *page 19*
Figure 3–5: INVENT MSC Report, *page 20*
Figure 3–6: INVENT UIC Report, *page 21*
Figure 3–7: INVENT MACOM-UIC Report, *page 22*
Figure 3–7: INVENT MACOM-UIC Report—Continued, *page 23*
Figure 3–8A: INVENT CONUSA-Installation-UIC Report, *page 24*
Figure 3–8B: INVENT CONUSA-Installation-UIC Report—Continued, *page 24*
Figure 3–9: INVENT Installation/MACOM-UIC Report, *page 25*
Figure 3–10: INVENT MSC-UIC Report, *page 26*
Figure 3–11: INVENT MACOM/CONUSA/Installation Report, *page 27*
Figure 4A: Procedures, *page 30*
Figure 4B: Procedures—Continued, *page 31*
Figure 4C: Procedures—Continued, *page 32*
Figure 4D: Procedures—Continued, *page 33*
Figure 4–1: Enlisted Report by MOS/SKILL and by MOS/GRADE, *page 34*
Figure 5A: Procedures, *page 37*
Figure 5B: Procedures—Continued, *page 38*
Figure 5C: Procedures—Continued, *page 39*
Figure 5D: Procedures—Continued, *page 40*
Figure 5E: Procedures—Continued, *page 41*
Figure 5F: Procedures—Continued, *page 42*

Contents—Continued

- Figure 5–1: ASSIGN Report, *page 43*
- Figure 5–1: ASSIGN Report—Continued, *page 44*
- Figure 5–1: ASSIGN Report—Continued, *page 45*
- Figure 5–2: ASSIGN Search by UIC, *page 46*
- Figure 5–2: ASSIGN Search by UIC—Continued, *page 47*
- Figure 5–3: ASSIGN Search by Installation, *page 48*
- Figure 5–3: ASSIGN Search by Installation—Continued, *page 49*
- Figure 5–3: ASSIGN Search by Installation—Continued, *page 50*
- Figure 5–3: ASSIGN Search by Installation—Continued, *page 51*
- Figure 5–4: ASSIGN Individual and Multiple Assignments, *page 51*
- Figure 5–4: ASSIGN Individual and Multiple Assignments—Continued, *page 52*
- Figure 6A: Procedures, *page 55*
- Figure 6B: Procedures—Continued, *page 56*
- Figure 6C: Procedures—Continued, *page 57*
- Figure 6D: Procedures—Continued, *page 58*
- Figure 6E: Procedures—Continued, *page 59*
- Figure 6F: Procedures—Continued, *page 60*
- Figure 6–1: UFENCE Modification Sample, *page 61*
- Figure 6–2: UFENCE Fence Sample, *page 62*
- Figure 6–3: UFENCE Unfence Sample, *page 63*
- Figure 7A: Procedures, *page 65*
- Figure 8A: Procedures, *page 67*
- Figure 8B: Procedures—Continued, *page 68*
- Figure 8C: Procedures—Continued, *page 69*
- Figure 8–1: UNITS Report by MACOM – Summary Display, *page 70*
- Figure 8–1: UNITS Report by MACOM – Summary Display—Continued, *page 71*
- Figure 8–1: UNITS Report by MACOM – Summary Display—Continued, *page 72*
- Figure 8–2: UNITS Report by Installation – Status Display, *page 72*
- Figure 8–2: UNITS Report by Installation – Status Display—Continued, *page 73*
- Figure 9A: Procedures, *page 76*
- Figure 9B: Procedures—Continued, *page 77*
- Figure 9C: Procedures—Continued, *page 78*
- Figure 9D: Procedures—Continued, *page 79*
- Figure 9E: Procedures—Continued, *page 80*
- Figure 9–1: UPDATE Find an Individual, *page 81*
- Figure 9–2: UPDATE Add a Record, *page 82*
- Figure 9–3: UPDATE Delete a Record, *page 83*
- Figure 9–4: UPDATE Update a Record, *page 84*
- Figure 9–5: UPDATE Move a Unit, *page 85*
- Figure 9–6: UPDATE Setting the Arrival Date for a Unit, *page 86*
- Figure 9–7: UPDATE Arriving an Individual, *page 86*
- Figure 9–8: UPDATE Unarriving an Individual, *page 87*
- Figure 10A: Procedures, *page 89*
- Figure 10B: Procedures—Continued, *page 90*
- Figure 10C: Procedures—Continued, *page 91*
- Figure 10D: Procedures—Continued, *page 92*
- Figure 10E: Procedures—Continued, *page 93*
- Figure 10F: Procedures—Continued, *page 94*
- Figure 10G: Procedures—Continued, *page 95*
- Figure 10H: Procedures—Continued, *page 96*
- Figure 10I: Procedures—Continued, *page 97*
- Figure 10J: Procedures—Continued, *page 98*
- Figure 10K: Procedures—Continued, *page 99*
- Figure 10L: Procedures—Continued, *page 100*
- Figure 10M: Procedures—Continued, *page 101*

Contents—Continued

- Figure 10N: Procedures—Continued, *page 102*
- Figure 10O: Procedures—Continued, *page 103*
- Figure 10-1: MAILBOX Review Incoming Messages, *page 104*
- Figure 10-2: MAILBOX Create a Message, *page 104*
- Figure 10-3: MAILBOX Create a Distribution List, *page 105*
- Figure 10-4: MAILBOX Send a Message, *page 105*
- Figure 10-5: MAILBOX Check on Receipt of Messages, *page 106*
- Figure 10-6: MAILBOX Review/Update the User Distribution List, *page 107*
- Figure 11-1: MCLCODE Report, *page 109*
- Figure 12A: Procedures, *page 112*
- Figure 12B: Procedures—Continued, *page 113*
- Figure 12C: Procedures—Continued, *page 114*
- Figure 12D: Procedures—Continued, *page 115*
- Figure 12E: Procedures—Continued, *page 116*
- Figure 12F: Procedures—Continued, *page 117*
- Figure 12G: Procedures—Continued, *page 118*
- Figure 12H: Procedures—Continued, *page 119*
- Figure 12I: Procedures—Continued, *page 120*
- Figure 12-1: CKTERM Report Sample, *page 121*
- Figure 12-2: CKTERM Update Sample, *page 122*
- Figure 12-3: CKTERM Verify Sample, *page 123*
- Figure 12-4: CKTERM Forced Verification Sample, *page 124*
- Figure 12-4: CKTERM Forced Verification Sample—Continued, *page 125*
- Figure 12-A: System Error Messages, *page 126*
- Figure 12-B: System Error Messages—Continued, *page 127*
- Figure 13A: Procedures, *page 129*
- Figure 13B: Procedures—Continued, *page 130*
- Figure 13C: Procedures—Continued, *page 131*
- Figure 13D: Procedures—Continued, *page 132*
- Figure 13E: Procedures—Continued, *page 133*
- Figure 13F: Procedures—Continued, *page 134*
- Figure 13G: Procedures—Continued, *page 135*
- Figure 13H: Procedures—Continued, *page 136*
- Figure 13-1: MGTERM Report Sample, *page 137*
- Figure 13-2: MGTERM Update Sample, *page 138*
- Figure 13-2: MGTERM Update Sample—Continued, *page 139*
- Figure 13-3: MGTERM Change Verification Window Sample, *page 139*
- Figure 13-4: MGTERM Command Assignment Update Sample, *page 140*
- Figure 13-5: MGTERM Download Sample, *page 141*
- Figure 13-6: MGTERM Spooling Sample, *page 142*
- Figure 13-A: System Error Messages, *page 143*
- Figure 13-B: System Error Messages—Continued, *page 144*
- Figure 14-A: System Error Messages, *page 146*
- Figure 14-B: System Error Messages—Continued, *page 147*

Chapter 1

GENERAL INFORMATION

1-1. Purpose

The objective of the User Manual for the Mobilization Cross-Leveling System (MCL) is to provide authorized users with the information necessary to effectively and efficiently use the system.

1-2. Project References and Information

a. References. These documents and regulations provide information that impacts on or controls MCL usage:

- (1) DoD Standard 7935, Automated Data Systems Documentation Standards;
- (2) AR 25-55, The Department of the Army Freedom of Information Act Program;
- (3) AR 340-21, The Army Privacy Program;
- (4) AR 380-19, Information Systems Security;
- (5) AR 601-210, Regular Army Enlistment Program; and
- (6) USAREC Regulation 601-61, Recruit Quota System.

b. Information

(1) MCL is an on-line management information system that allocates skilled manpower resources to Army units that require such resources. Managers can report the unit strengths and the associated personnel records; process personnel levies against installations; and reassign personnel to understrength units, thus improving the readiness status of these units. MCL allows the display of authorized strengths, actual strengths, and net over or short totals for selected combinations of specialty and grade. There is an additional option of receiving information broken down by unit or by a designated command level. There is also the ability to search for personnel who meet specified MOS and grade criteria within a given unit. This information expedites the accomplishment of the reassignment. Managers can fence a unit making it unavailable for reassigning personnel.

(2) The References section contains selected documents and regulations that provide information that impacts on or controls MCL usage.

1-3. Explanation of Terms

a. *Authorized User.* A person who is granted access to MCL and who possesses the information to use the system correctly.

b. *User Identification Number.* A unique account number assigned to users allowing them system access and allowing the KEYSTONE Office the ability to monitor and control system usage.

c. *System Password.* A series of characters allowing access to MCL.

d. *Data Item.* An item of information, used by MCL, that has specific format and value requirements.

e. *Input.* The data, and data items, that are entered in response to MCL program prompts.

f. *Output.* The data, VSAM, CMS, and tape files, reports, and listings that MCL produces.

1-4. Principles of Operation

a. *General.* This manual assumes familiarity with the Army's normal Mobilization Cross-Leveling procedures and policies. However, there are certain aspects of using MCL with which even experienced personnel may not be familiar. Automation requires certain standard methods of data entry and format. Some basic principles of operation that apply throughout MCL are presented in this appendix. All social security numbers and names in this manual are fictional.

b. *Data Entry.* Type information into the terminal to communicate with MCL. Use the backspace key and type over any typing errors. Press Enter to send the information just entered to the computer. If entering several values on one line, press Enter only at the end of the line. There are certain basic principles of data entry that must be observed in order to correctly execute the programs.

c. *Data Items.* Enter all data items directly under the corresponding data item title. Be certain not to enter data under the slashes. Any value typed directly under a slash is not sent to the computer. Errors such as this cause unrecognizable responses and can be costly.

d. *Data Format.* Each piece of information must be entered in the exact format specified. Some data formats that are almost always the same include:

(1) Social Security numbers must always be valid nine digit numbers entered without spaces or dashes. For example, 111223333, 222334444, 333445555.

(2) Names are always entered in last name, first name, middle initial order with no commas or periods up to a maximum of ten characters. For example:

DAVIS ROBERT L
KANE JOHN R
HARRIS ANNE F

(3) Dates are entered in DD/MM/YY format, including the slashes unless otherwise specified. For example, 15 November 1989 is entered as 15/11/89.

e. Data Accuracy. It is critical that all entries be correct. Be certain to read all information that is entered on the terminal. It is a good idea to display newly entered information, and some programs support this. Transmitting erroneous information to the computer only cause additional problems for the user at a later time.

f. On-Line Processing. Generally, processing done over a keyboard terminal and telephone line is considered on-line processing. Input is entered on and output received from the terminal in the on-line mode.

1-5. Security and Privacy

a. Sensitivity Level. MCL is classified Unclassified-sensitive two (US 2) according to the provisions of AR 380-19 Information Systems Security. The highly sensitive components of MCL include all data files, the database, system initiation procedures, including all user passwords, identification numbers, telephone access numbers, location IDs, and all computer programs. At a minimum, all systems of record will be safeguarded in accordance with the access, storage, handling, transmission, and destruction provisions of AR 380-19. Additionally, all input and output that contains personal information such as names, social security numbers, aptitude test scores, and any other personal data are governed by the provisions of the Privacy Act of 1974.

b. Security Procedures References. The publications that contain specific security measures and procedures listed in the References section.

(1) Privacy Act of 1974.

(2) AR 25-55, The Department of the Army Freedom of Information Act Program.

(3) AR 340-21, The Army Privacy Program.

(4) AR 380-19, Information Systems Security.

c. General Security Provisions. The release of personal information that may be obtained by MCL is governed by the provisions of AR 25-55, AR 340-21, and the Privacy Act of 1974.

d. Each MCL terminal is assigned a Terminal Area Security Officer (TASO) in writing by the installation/unit commander where the terminal is located. Terminal Area Security Officers are responsible for the following:

(1) Issuing instructions specifying security requirements and operating procedures;

(2) Establishing that each terminal user's identity, need-to-know, level of clearance, and access authorizations are commensurate with the data available;

(3) Managing the control of MCL terminal user identification numbers, file identification numbers and passwords;

(4) Implementing controls to prevent entry of unauthorized transactions or data over the MCL terminals;

(5) Ensuring local compliance with security operating procedures for that terminal site;

(6) Taking all possible actions to ensure overall system security; and

(7) Coordinating with the KEYSTONE Automatic Data Processing System Security Office (ADPSSO) regarding all practices dangerous to overall system security and all instances of security violation.

e. Minimum Security Requirements. The telephone access number, passwords, location ID, and all other access codes constitute restricted information that cannot be posted in the terminal area, or displayed in any way where unauthorized personnel may see them. Only authorized users may access these codes. Users may not exchange or transfer access codes among themselves. Any output from MCL that contains personal information must be kept in a secured place, and any output that is to be discarded must be torn and mutilated beyond recognition.

Chapter 2 SYSTEM SUMMARY

2-1. System Application

a. Purpose. MCL provides the Army with the capability to make the best use of available personnel assets, and, in particular, to achieve the optimal distribution of personnel among units. MCL, through a system of interactive computer programs, aids in rapid and efficient cross-leveling and redistribution activities to a variety of command levels.

b. Capabilities and Improvements. The following list contains the capabilities and improvements to the present cross-leveling capabilities inherent in the MCL system.

(1) An up-to-date on-line data base containing unit information and personnel data.

(2) The capability to search a list of units for which combinations of specialty and grade are under or over strength.

(3) The means to identify the unit(s) from which personnel may be reassigned as well as the individual(s) to be reassigned.

(4) Reassignment capability in a real-time mode with the automatic update of assigned strength data for both units affected by the reassignment.

(5) Improved accuracy and effectiveness of cross-leveling due to the above improvements.

c. Additional Features. Communication with MCL is through on-line terminals linked to the main computer by ordinary voice grade telephone lines. During an MCL program run, a conversation is, in essence, being carried on with the main computer. The computer prints messages or prompts at the user's terminal, and the user enters appropriate responses. All of the prompts are written in easily understood English phrases that do not require any previous data processing experience. The MCL programs are designed as a series of logically progressive steps that perform the cross-leveling functions. One program can be run after another without logging off the system, so that operations requiring more than one program can be performed smoothly and efficiently. The system design allows considerable flexibility in re-executing a program, selecting another program, and signing off the system. After a short while, use of these programs should be efficient and productive.

d. Functions. MCL's principal functions are as follows:

(1) Reports the authorized and assigned strength totals for each combination of MOS and grade within an individual unit or command level.

(2) Reports the authorized, assigned, and net over or short totals for those units within a command hierarchy which meet or exceed a net over or short threshold level, for up to five combinations of MOS and grade.

(3) Searches for individuals with a specified combination of MOS and grade within a unit or displays all individuals assigned to a unit.

(4) Makes reassignments for the purpose of cross-leveling among units.

(5) Designates a unit as being "fenced". Units and their assigned personnel designated as fenced will appear on reports with a message indicating that the units are fenced and will not be available for cross-leveling.

2-2. System Operation

Managers of specific command levels are able to perform all MCL reporting functions on the MCL system. The reassignment of individuals and the designation of units as being fenced or not fenced are normally performed on individuals and units under the authority of that command level. Reassignment of individuals outside of the manager's area of responsibility may be performed after the manager obtains the approval of the personnel manager in whose jurisdiction those individuals are found.

2-3. System Configuration

MCL is an interactive system run on a timesharing service provided for by a General Services Administration contract. Data input and output normally take place through the use of CRT or hardcopy terminals which are connected by telephone to the main computer. High-speed line printers should be used to print lengthy reports. MCL programs are written in FORTRAN using interactive programming techniques.

2-4. System Organization

MCL is a series of interactive programs that reports the manpower strength levels for specified combinations of specialty and grade and for specific command levels. These programs enable managers to shift personnel to meet manpower needs, and when cross-leveling is completed, to designate those units as being fenced and no longer available for cross-leveling. These operations are performed by the programs described below.

a. Officer/Warrant/Enlisted Inventory (INVENT). This program generates a report of authorized, assigned, and net over or short totals by combinations of specialty and grade for an input unit identification code. Reports of this type can also be generated down to the unit level through a command hierarchy. A report format giving summations at a command level is also available.

b. Over/Short Search (OSSRCH). This program reports those units within an input command level which meet or exceed an input net over or short threshold level for an input combination of specialty and grade.

c. Personnel Search/Reassignment (ASSIGN). This program operates in four modes. The first mode reports all personnel assigned to a specific unit. The second mode lists personnel meeting input specifications for specialty and grade, for a given unit or installation. The third mode reassigns an individual from one unit to another. The fourth mode reassigns a group of individuals to a UIC.

d. Unit Update/Fencing (UFENCE). This program allows designation of a unit as being fenced or not fenced. It also allows the update of authorized strengths for different specialty and grade combinations for input units, and the addition of new skill and grade combinations for a specific unit.

e. Units Program (UNITS). This program produces reports of the requisition strength, the actual strength and the percentage ratio for units in the three categories of commissioned, warrant, and enlisted personnel.

f. Update Unit Information (UPDATE). This program performs updates to personnel records, sets arrival dates for units, and moves units.

g. Mail System (MAILBOX). This program allows messages to be sent or received, or determines the status of messages previously sent.

h. MCL Installation Code Information (MCLCODE). This program lists the installation codes used in the MCL System.

i. Check Terminal Information Records (CKTERM). This program reports and performs updates and verifications of terminal information records.

j. Manage Terminal Information Records (MGTERM). This program produces reports, performs updates and verifications, and downloads terminal information records. It also allows the change of the command group of any user ID, and the adjustment of the limit of user ID consoles allowed to spool to specific locations.

2-5. Performance

The normal interface with MCL is through CRT or hardcopy terminals. Response time for interactive processing is normally within a few seconds after data has been entered. The entered data is edited on-line, thus permitting easy correction and preventing the extensive reporting of incorrect data.

2-6. Data Base

The MCL system reports and updates seven files.

a. The Personnel File contains personnel data from the Personnel Information Systems Directorate (PERSINSD), consisting of the personnel records for all ranks and grades of the Active Army, Army Reserve, and National Guard. This information includes the unit to which the individual is currently assigned and the unit to which the individual was previously assigned, as well as other pertinent mobilization data.

b. The UIC Cell File contains the authorized and actual strength totals for combinations of Unit Identification Code (UIC), Military Occupational Specialization (MOS), and grade, in all units of all components of the Army.

c. The UIC Data File lists the unit name, identification code, commanding organization identification codes, and other unit data organized by UIC.

d. The Command Hierarchy File contains hierarchy links representative of the Army command structure.

e. The Summation Cells File contains aggregated, authorized, and assigned strength totals for combinations of specialty and grade at each command level.

f. The Driver File stores program driver records used in the MCL system driver.

g. The Mail File contains information for the message system, MAILBOX.

2-7. Hotline Procedures

Use the following procedures if you encounter a problem while running a program.

a. Verify your input data by checking the appropriate User Manual chapter, and Appendix D, MCL Data Items Description, and then make sure you typed the input data correctly.

b. Log off, log back on and try to duplicate the problem.

c. If you successfully duplicate the problem, save hardcopy output, if possible, and call the KEYSTONE Branch: AUTOVON 221-6075-8397

Commercial 202-325-6075-8397

d. Do not call Computer Sciences Corporation or System Automation.

Chapter 3 INVENT PROGRAM

Section I PROGRAM SUMMARY

3-1. Purpose

a. INVENT provides personnel inventory reports. Use INVENT to report personnel strength for specific skill and grade combinations or to report the summarized strength for officers, warrant officers and enlisted personnel.

b. The reports include: The required and authorized strength, the actual number of personnel assigned, the number that the assigned strength is over or under the authorized strength, and a percentage representing the ratio of the surplus or shortage of personnel to the authorized strength.

3-2. Applicability

The following groups use INVENT:

a. U.S. Total Army Personnel Command (PERSCOM)

b. Personnel Information Systems Command (PERSINSCOM)

c. Army Reserve Personnel Center (ARPERCEN)

d. Installations

e. Continental U.S. Armies (CONUSAs)

f. Major Army Commands (MACOMs)

g. Pentagon Offices.

3-3. Options

Use the 11 INVENT reporting options to report the different command levels and command level hierarchies. Reports for larger command levels can be broken down by subordinate command level. Table 3-1, INVENT Reporting Options, describes the command level hierarchies and types of reports.

**Table 3-1
INVENT Reporting Options**

Option Number	Report	Command Level Hierarchy	M	Units N	F
1	M/G SUM	Major Army Command (MACOM)	X X		
2	M/G SUM	Continental U.S. Army (CONUSA)	X X		
3	M/G SUM	INSTALLATION/MACOM	X X	X	X
4	M/G SUM	Installation	X X		
5	M/G SUM	Major Subordinate Command (MSC)	X X		
6	M/G SUM	Unit Identification Code (UIC)	X X	X X	X X
7	M/G SUM	MACOM-UIC	X X	X X	X X
8	M/G SUM	CONUSA-INSTALLATION-UIC	X X	X X	X X
9	M/G SUM	INSTALLATION/MACOM-UIC	X X	X X	X X
10	M/G SUM	MSC-UIC	X X	X X	X X
*11	M/G SUM	MACOM-CONUSA-INSTALLATION	X X	X X	X X

Legend for Table 3-1:

M/G — MOS/GRADE, Combination, or All Report

SUM — Summary Report

M — Mobilized Units

N — Non-Mobilized

F — Fenced

Notes:

* Available only to certain users.

Section II INPUT/OUTPUT DESCRIPTIONS

3-4. Data Items

INVENT input items are listed below in Table 3-2, INVENT Data Items. For a description of the data items, see Table 3-3, MCL Data Items Description.

**Table 3-2
INVENT Data Items**

Field Name	Label	Input	Output	Field Size
Unit Identification Code	UIC	X		6
Unit Name	UNIT NAME		X	
Career Management Field	CMF	X		2
Branch	BRANCH	X		2

**Table 3-3
MCL Data Items Description**

Field Label	Type	Description
ARLOC	N	5 character Army location code.
ARV	AN	Personnel arrival indicator.
ASGN OR ASSIGNED	N	Number of personnel within a given category. (Commissioned, warrant, enlisted, or total actually assigned to a unit).
ASI	AN	Enter two characters to specify an additional skill. See AR 611-201.
AUTHORIZED STRENGTH	N	Enter a number that will be the number of personnel of a particular MOS and grade combination authorized for a specific unit.
BRANCH	N	Enter a 2 digit code (01-99) to report officer data for PSSI within the branch.
CMF	N	Enter a 2 digit code (01-99) to report enlisted data for MOS within the CMF.
CODE	A	The installation code for the MCL Installation being reported.
COMMAND	AN	Valid names for the command groups to be reported.
COMPO	N	Enter a valid component indicator: 1=Active Army 2=Army Reserve 3=National Guard
CONUSA or CONUSA CODE	N	Enter 0-9 designating a Continental U.S. Army.
DATE	N	Effective date of SIDPERS Update.
DISTRIBUTION LIST NUMBER	N	A valid number for a message description list.
ENL REQ	N	Number of enlisted personnel required for a unit to be up to strength.
ENL. AUTH	N	Enter the number of enlisted personnel authorized for a specific unit.
GUIC GAINING-UIC	AN	Enter a W followed by five other characters to designate the unit that is gaining the personnel.
GD, GRADE, or GRD	AN	Enter two characters: Warrant Officer=WO Officer=0 followed by an integer such as 1; or 0 followed by an integer range between 0 and 9 such as 1-3. Enlisted=E followed by an integer range between 0 and 9 such as E5-7.
INST or INSTALLATION	A	Enter up to four letters designating a particular installation.
ITEM	A	4 characters designating the SIDPERS item.
IVALUE	A	12 characters designating the new value of the item.
LIC	AN	Enter two characters to indicate a language skill.
LINE NUMBER	N	The number of the message line which is to be changed or deleted, or of the line preceding lines to be inserted.
LUIC	AN	6 characters indicating the losing unit.
MACOM or	AN	Enter two characters to designate a Major Army Command.
MESSAGE NUMBER	N	The number of the message to be processed.

**Table 3-3
MCL Data Items Description—Continued**

Field Label	Type	Description
MOBILIZATION DATE	N	Enter the date on which the unit is to be mobilized, using YYMMDD format. The data must be after the current date.
MOS, PMOS, SMOS	AN	Warrant MOSs consist of three digits followed by a letter. Enlisted MOSs consist of two digits followed by a letter and another digit.
MSC or MSC CODE	AN	Enter five numeric characters (same as Troop Program Sequence Number - TPSN) designating a Major Subordinate Command.
NAME	A	Enter the first five characters of the service member's name. Enter 12 characters of the TPU member name.
NUMBER	N	Enter 1 through 10 to choose a particular command hierarchy structure (as described in Table 3-1).
OFF REQ	N	Number of commissioned officer personnel required for a unit to be up to strength.
OFF AUTH	N	Enter the number of commissioned personnel authorized for the specific unit.
OVER/SHORT	N	An interger representing the difference between the authorized strength and the assigned strength.
PERCENT FILLED or & OF FILL	N	A percentage representing the ratio between the actual strength and the authorized strength of a given skills and grade combination in a specified unit.
PERCENTEAGE	N	The percentage by which the reported units are to be over and under strength. The range of valid understrength percentages is 0-999.
PMC	AN	Enter a letter indicatin the individual's status upon mobilization.
PMOS/PSSI	AN	Enter four characters to designate a secondary specialty for warrant or enlisted ranks. A warrant MOS will consist of three digits followed by a letter. An inlisted MOS will consist of two digits followed by a letter and a digit.
PSSI	AN	Enter 5 characters designating a primary officer skill. A primary officer PSSI identifier consists of two digits followed by a letter. A secondary officer PSSI consists of two ditits. A PSSI for special officers (chaplains, medical officers) consists of two digits followed by three letters.
PSSI/MOS	AN	The specialty code that is being searched for. If the output value is 99999 for an officer, 999X for warrant, or 99X9 for enlisted personnel, the PSSI or MOS for these individuals was not valid upon data base load.
REMARKS	A	General comments.
RQ/AUTH	N	The required and authorized strength given command level.
SEC MOS	AN	Secondary specialty for enlisted or warrant ranks.
SEC SSI	AN	Secondary specialty for commissioned officers.
SEX	A	The sex of the recruit: M=Male F=Female
SKILL	N	Enlisted skill level range is 0-5.
SMOS/SSSI	AN	Enter four characters to designate a specialty for warrant or inlisted ranks. A warrant MOS will consist of three digits followed by a letter. An enlisted SMOS will consist of two digits followed by a letter and a digit.
SQI	AN	Enter a character indicating the class of special qualification.
SSI, PSSI,	AN	Enter two to five characters to designate a specialty for commissioned officers. An SSI designating a primary officer skill will consist of two digits followed by a letter. An SSI designating a secondary officer skill will consist of two digits. A officer (chaplains, medical officers) will consist of two digits followed by three letters.
SSN	N	Enter a valid social security number.
STATUS	A	Enter two characters.
TASO	AN	The name of the terminal security officer.
TASO TELEPHONE AUTOVON COMMERCIAL	AN	The telephone number, without parentheses or hyphens, of the terminal security officer.

**Table 3-3
MCL Data Items Description—Continued**

Field Label	Type	Description
TELEPHONE #	N	The telephone number of the phone used for the terminal to access the system.
THRESHOLD	N	The percentage limit set by the user in searching for units with specific personnel needs or surpluses.
TOT REQ	N	The total number of personnel required for a unit to be up to strength.
TPSN	N	Enter five digits to specify the troop program sequence.
UIC or	AN	Enter "W" followed by five characters to specify a particular unit.
TRANS	AN	3 character transaction type.
UNIT NAME	AN	21-character unit name.
USER	AN	The name of the primary user.
USER ID or USERID	N	A valid user ID number.
USER MAIL ADDRESS	AN	The office/station mailing address for the primary user.
USER NUMBER	AN	A valid user number which is on the system.
USER TELEPHONE NUMBERS AUTOVON COMMERCIAL	AN	The telephone numbers, without parentheses or hyphens, of the primary user.
WAR REQ	N	Number of Warrant Officer Personnel required for a unit to be up to strength.
WAR AUTH	N	Enter the number of warrant officers for a specific unit.

3-5. Output

INVENT produces personnel inventory reports. For examples refer to Figures 3-1, INVENT CONUSA Inventory Report, through 3-12, INVENT "ALL" Report. Data items are listed in Table 3-2, INVENT Data Items, and described in Table 3-3, MCL Data Items Description.

Section III PROGRAM OPERATION

3-6. Initiation Procedures

After completing the sign-on procedures described in Appendix A, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Type INVENT and press ENTER.

3-7. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press ENTER after responding to a prompt. Choosing the CRT OPTION (C), INVENT prompts:

CONTINUE? Y/N Enter Y to continue or N to stop the report. Reporting options 7 through 11 produce very lengthy reports that should be sent to a high-speed printer.

Prompt (1):

CRT(C) OR HARDCOPY(H)?

Next Prompt

Enter one of the following responses:

Enter C to display on a CRT.

2

Enter H to print on paper.

2

INVENT displays this list only at the beginning of the session. Note: Only certain managerial users (in Groups 1 and 5) will see Option 11.

INVENTORY REPORTS CAN BE GENERATED BY:

1. MACOM
 2. CONUSA
 3. INSTALLATION/MACOM
 4. INSTALLATION
 5. MSC
 6. UIC OR REPORTS CAN BE DETAILED BY:
 7. MACOM-UIC
 8. CONUSA-INSTALLATION-UIC
 9. INSTALLATION/MACOM-UIC
 10. MSC-UIC
 11. MACOM/CONUSA/INSTALLATION
-

Prompt (2): PLEASE ENTER A NUMBER, HELP(H), END(E), OR EXIT(X):

Next Prompt

Enter one of the following responses:

Enter 1 for a MACOM report.

4

Enter 2 for a CONUSA report.

3

Enter 3 for an Installation/MACOM report.

3

Enter 4 for an Installation report.

3

Enter 5 for an MSC (Major Subordinate Command) report.

3

Enter 6 for a UIC (Unit Identification Code) report.

3

Enter 7 for a MACOM-UIC report.

11

Enter 8 for a CONUSA-Installation-UIC report.

11

Enter 9 for an Installation/MACOM-UIC report.

11

Enter 10 for an MSC-UIC report.

11

Enter 11 for a MACOM/CONUSA/INSTALLATION report.

12

Only certain managerial users (in Groups 1 and 5) have this option.

Enter H to list the reports that can be produced

2

by the INVENT program. Enter E or X to end INVENT.

EXIT

Figure 3A. Procedures

Refer to Figures 3-1, INVENT MACOM Report, through 3-11, INVENT MACOM/CONUSA/Installation, for examples of the reports.

Prompt (3):

Selecting report options 2 through 6 will display one of the following:

ENTER CONUSA CODE, END (E), OR EXIT (X)
ENTER INSTALLATION/MACOM, END (E), OR EXIT (X)
ENTER INSTALLATION CODE OR END (E) OR EXIT (X)
ENTER MSC CODE, END (E) OR EXIT (X)
ENTER UIC(S) OR END (E) OR EXIT (X)

Next Prompt

Enter codes for either a CONUSA, an Installation/MACOM, an Installation, an MSC, or a UIC. 6
Enter E to end and choose another report. 2
Enter X to exit the INVENT program. EXIT

Prompt (4):

ENTER MACOM CODE OR RANGE (XX-XX), HELP(H), END(E), OR EXIT(X):

Next Prompt

Enter one of the following responses:
Enter a MACOM code to report a single MACOM. 6
Enter MACOM code, a dash, and a second MACOM 5
to report a range. Enter H to display the HELP module.
3
Enter E to end this path. 2
Enter X to exit INVENT. EXIT

Prompt (5):

DETAILED REPORT(D), TOTAL ONLY(T), END(E), OR EXIT(X):

Next Prompt

Enter one of the following responses:
Enter D for a detailed report. 5

Figure 3B. Procedures—Continued

<u>Enter T</u> for a total only report.	5
<u>Enter E</u> to end this path.	3
<u>Enter S</u> to exit INVENT.	EXIT

Prompt (6):

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

Next Prompt

Enter <u>one</u> of the following responses:	
<u>Enter B</u> to process a Branch.	8
<u>Enter C</u> to process a CMF.	8
<u>Enter M</u> to process up to 5 MOS/GRADE combinations.	9
<u>Enter E</u> to return to the previous prompt-	
- Option 1:	4
- Options 2 through 6:	3
- Options 7 through 10:	11
- Option 11:	13

Prompt (7):

ENTER BRANCH CODE, END(E), OR EXIT(X)
 ENTER CMF CODE, END(E), OR EXIT(X)

Next Prompt

Enter <u>one</u> of the following responses:	
<u>Enter a valid Branch code (1-99),</u>	
<u>or a valid CMF code (1-99)</u>	8
<u>Enter E</u> to return to previous prompt.	6
<u>Enter X</u> to exit INVENT.	EXIT

Prompt (8):

ENTER MOS, COMBINATIONS OF MOS AND GRADE RANGE,
 ALL(A), SUMMARY(SUM), END(E) OR EXIT(X):
 PSSI PSSI PSSI PSSI PSSI
 MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/

Next Prompt

Enter <u>one</u> of the following responses:	
<u>Enter up to five PSSI or MOS, combination of PSSI and</u>	9
<u>grade or combinations MOS and grade beneath the slashes.</u>	

Figure 3C. Procedures—Continued

INVENT prints the report.
Enter ALL to report all MOS. See Figure 3-12, INVENT "ALL" Report, for a sample report. 10
Enter SUM to report the required/authorized strengths and the assigned strengths of the officers, warrant officers, and enlisted personnel. INVENT prints the report. 9
- In the case of a MACOM range report, a list of MACOMs not on file will precede the report.
Enter E to end or to report another command organization. 6
Enter X to exit INVENT. EXIT

See Figure 3-1, INVENT CONUSA Inventory Report, for a sample of report type 2 (CONUSA).
See Figure 3-2, INVENT MACOM-UIC Inventory Report, for a sample of report type 7 (MACOM-UIC). See Figure 3-3, INVENT MACOM TOTAL SUMMARY, for a sample of report type 1 (MACOM).

Prompt (9):

DISPLAY OFFICER (O), ENLISTED (E), OR BOTH (B)

Next Prompt

Enter one of the following responses:

Enter O to report only officers. INVENT prints the report.

9

Enter E to report only enlisted. INVENT prints the report.

9

Enter B to report both. INVENT prints the report.

9

Prompt (10):

Selecting report options 7 through 10 will display one of the following:

ENTER MACOM CODE, END (E), OR EXIT (X)

ENTER CONUSA CODE, END (E), OR EXIT (X)

ENTER INSTALLATION/MACOM, END (E), OR EXIT (X)

ENTER MSC CODE, END (E), OR EXIT(X)

Next Prompt

Enter codes for a MACOM, a CONUSA, an Installation/MACOM, or an MSC.

6

Enter E to end and return to:

11

Enter X to exit INVENT.

EXIT

Figure 3D. Procedures—Continued

Prompt (11):

Report options 7 - 10:

DO YOU WANT THIS REPORT TO INCLUDE:
1. MOBILIZED-NON FENCED UNITS
2. NOT MOBILIZED UNITS
3. FENCED UNITS
PLEASE ENTER NUMBER(S), END(E) OR EXIT(X):

Next Prompt

Enter one of the following responses:
Enter 1 to report mobilized-non fenced units. 6
Enter 2 to report not-mobilized units. 6
Enter 3 to report fenced units. 6
Enter E to end this path. 2
Enter X to exit INVENT. EXIT

Prompt (12): (Only users in Groups 1 and 5 have this option.)

ENTER MACOM CODE, END (E), OR EXIT (X)

Next Prompt

Enter a MACOM code. 13
Enter E to end this path. 2
Enter X to exit the INVENT program. EXIT

Prompt (13):

REPORT BY CONUSA (C), CONUSA/INSTALLATION (I), END (E), OR EXIT (X)

Next Prompt

Enter a C, or an I to report by a CONUSA, or a CONUSA/Installation. 5
Enter E to end and return to the previous prompt. 12
Enter X to exit the INVENT program. EXIT

Figure 3E. Procedures—Continued

INVENT

CRT(C) OR HARDCOPY(H)?

H

INVENTORY REPORTS CAN BE GENERATED BY:

- 1. MACOM
- 2. CONUSA
- 3. INSTALLATION/MACOM
- 4. INSTALLATION
- 5. MSC
- 6. UIC

OR REPORTS CAN BE DETAILED BY:

- 7. MACOM-UIC
- 8. CONUSA-INSTALLATION-UIC
- 9. INSTALLATION/MACOM-UIC
- 10. MSC-UIC

PLEASE ENTER A NUMBER, HELP(H), END(E), OR EXIT(X):

1

ENTER MACOM CODE OR RANGE(XX-XX), HELP(H), END(E), OR EXIT(X):

XA-X9

DETAILED REPORT(D), TOTAL ONLY(T), END(E) OR EXIT(X):

T

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

M

ENTER MOS(S), COMBINATION(S) OF MOS AND GRADE RANGE,
ALL(A), SUMMARY(SUM), END(E) OR EXIT(X):

PSSI	PSSI	PSSI	PSSI	PSSI
MOS /GD	/MOS /GD	/MOS /GD	/MOS /GD	/MOS /GD

SUM

MACOM CODE XC IS NOT ON FILE AND IS NOT INCLUDED IN ROLLUP.
 MACOM CODE XZ IS NOT ON FILE AND IS NOT INCLUDED IN ROLLUP.
 MACOM CODE X9 IS NOT ON FILE AND IS NOT INCLUDED IN ROLLUP.

** TOTAL **
 OFFICER/WARRANT/ENLISTED INVENTORY SUMMARY
 90/03/29

MACOM
XA - X9

OFFICER

RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
5314	5314	0	100%

WARRANT OFFICER

RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
392	224	-168	57%

Figure 3-1. INVENT MACOM Report

ENLISTED E1-4

RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
3414	2705	-709	79%

ENLISTED E5-9

RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
5486	3597	-1889	65%

ENTER MOS(S), COMBINATION(S), OF MOS AND GRADE RANGE,
 ALL(A), SUMMARY(SUM), END(E) OR EXIT(X):
 PSSI PSSI PSSI PSSI PSSI
 MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/
 X

Figure 3-1. INVENT MACOM Report—Concluded

PLEASE ENTER A NUMBER, HELP(H), END(E) OR EXIT(X):
 2
 ENTER CONUSA CODE OR END(E) OR EXIT(X):
 5
 ENTER MOS(S), COMBINATION(S) OF MOS AND GRADE RANGE, ALL(A),
 SUMMARY(SUM), END(E) OR EXIT(X):
 PSSI PSSI PSSI PSSI PSSI
 MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/
 11A 03 11B 02 11C 03 11C1 E2 12C1 E4

OFFICER/WARRANT/ENLISTED INVENTORY
 90/02/14

CONUSA
 5

OFFICER (PRIMARY)

SSI FILLED	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT
11A	03	200	150	-50	75%
11B	02	300	200	-100	66%
11C	03	200	120	-80	60%
TOTAL		700	470	-230	67%

Figure 3-2. INVENT CONUSA Report

ENLISTED					
MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
11C1	E2	300	300	-	100%
12C1	E4	300	210	-90	70%
TOTAL		600	510	-90	85%
SUMMATION TOTALS FOR 5					
OFFICER		700	470	-230	67%
ENLISTED		600	510	-90	85%
		1300	980	-320	71%

ENTER MOS(S), COMBINATION(S) OF MOS AND GRADE RANGE, ALL(A),
SUMMARY(SUM), END(E) OR EXIT(X):
PSSI PSSI PSSI PSSI PSSI
MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/
X

Figure 3-2. INVENT CONUSA Report—Continued

PLEASE ENTER A NUMBER, HELP(H), END(E), OR EXIT(X):
3
 ENTER INSTALLATION/MACOM, END(E), OR EXIT(X)
MEAD/AS
 REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)
C
 ENTER CMF CODE, END(E), OR EXIT(X)
71

OFFICER/WARRANT/ENLISTED INVENTORY
 90/ 2/14

INSTALLATION-MACOM
 FT. MEAD, MD AS

MOS	GRADE	RQ/AUTH	ENLISTED		PERCENT FILLED
			ASSIGNED	OVER/SHORT	
71C		1	0	-1	-
71D		3	2	-1	66%
71L		569	328	-241	57%
73C		2	5	3	250%
73D		11	10	-1	90%
75B		16	20	4	125%
75C		7	9	2	128%
75D		3	3	0	100%
75E		0	3	3	-
75F		0	2	2	-

CONTINUE? Y/N

N

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

M

ENTER MOS, COMBINATIONS OF MOS AND GRADE RANGE

ALL(A), SUMMARY(SUM), END(E), OR EXIT(X):

PSSI PSSSI PSSSI PSSSI PSSSI
 MOS /GD /MOS /GD /MOS /GED /MOS /GD /MOS /GD

A

DISPLAY OFFICER(O), ENLISTED(E), OR BOTH(B)

B

Figure 3-3. INVENT Installation/MACOM Report

OFFICER/WARRANT/ENLISTED INVENTORY
90/ 2/14

INSTALLATION-MACOM
FT. MEAD, MD AS

OFFICER (PRIMARY)					
MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
00B	08	1	0	-1	-
00D	02	0	5	5	-
11A	03	1	8	7	800%
11A	04	0	2	2	-
12A	03	0	4	4	-
12A	04	0	1	1	-
12C	04	0	1	1	-

CONTINUE? Y/N

N

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Figure 3-3. INVENT Installation/MACOM Report—Continued

PLEASE ENTER A NUMBER, HELP(H), END(E), OR EXIT(X):

4

ENTER INSTALLATION CODE, END(E), OR EXIT(X)

MEAD

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

B

ENTER BRANCH CODE, END(E), OR EXIT(X)

12

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

INSTALLATION
FT. MEADE, MD

OFFICER (PRIMARY)

SSI	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
12A		18	79	58	422%
12B		0	10	10	-
12C		0	3	3	-
TOTAL		18	89	71	494%

SUMMATION TOTALS FOR FT. MEADE, MD

		18	89	71	494%
--	--	----	----	----	------

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Figure 3-4. INVENT Installation Report

PLEASE ENTER A NUMBER, HELP(H), END(E), OR EXIT(X):

5

ENTER MSC CODE, END(E), OR EXIT(X)

99999

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

B

ENTER BRANCH CODE, END(E), OR EXIT(X)

12

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

MSC
99999

ENLISTED

SSI	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
12A		125	9	-116	7%
12B		132	2	-130	1%
12C		74	8	-66	10%
TOTAL		331	19	-312	5%

SUMMATION TOTALS FOR 99999

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Figure 3-5. INVENT MSC Report

PLEASE ENTER A NUMBER, HELP(H), END(E), OR EXIT(X):

6

ENTER UIC(S), END(E), OR EXIT(X)

WAAXAA

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

B

ENTER BRANCH CODE, END(E), OR EXIT(T)

15

OFFICER/WARRANT/ENLISTED INVENTORY
90/ 2/14

UIC	***FENCED***	MACOM	CONUSA	ARLOC
WAAXAA	0101 BN ATK HEL AH -64	FC	2	21128

OFFICER (PRIMARY)

SSI	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
15A		0	24	24	-
15B		17	0	-17	-
15C		1	0	-1	-
15T		0	2	2	-
TOTAL		18	26	8	144%

SUMMATION TOTALS FOR WAAXAA

18 26 8 144%

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Figure 3-6. INVENT UIC Report

PLEASE ENTER A NUMBER, HELP(H), END(E) OR EXIT(X):

7

DO YOU WANT THIS REPORT TO INCLUDE:

1. MOBILIZED - NON FENCED UNITS
2. NON MOBILIZED UNITS
3. FENCED UNITS

PLEASE ENTER NUMBER(S), END(E) OR EXIT(X):

1 2

ENTER MACOM CODE OR END(E) OR EXIT(X):

TC

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

M

ENTER MOS(S), COMBINATION(S) OF MOS AND GRADE RANGE, ALL(A),
SUMMARY(SUM), END(E) OR EXIT(X):

PSSI PSSI PSSI PSSI PSSI
MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/
11 03 214E WO 223B WO 11C1 E2 12C1

OFFICER/WARRANT/ENLISTED INVENTORY
90/02/14

MACOM-UIC **MOBILIZED**

TC WAAXAA 0229 BN ATTACK HEL WAAXAA CONUSA 2 ARLOC 21128

OFFICER (SECONDARY)

SSI	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
11	O3	100	150	50	150%
TOTAL		100	150	50	150%

WARRANT OFFICER

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
214E	WO	200	100	-100	50%
223B	WO	300	270	-30	90%
TOTAL		500	370	-130	70%

ENLISTED

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
11C1	E2	300	300	-	-
12C1	E1	200	160	-40	80%
12C1	E4	300	210	-90	70%
TOTAL		800	670	-130	83%

Figure 3-7. INVENT MACOM-UIC Report

SUMMATION TOTALS FOR TC

OFFICER	100	150	50	150%
WARRANT OFFICER	500	370	-130	70%
ENLISTED	800	670	-130	83%
	1400	1190	-210	68%

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OF EXIT(X)
X

Figure 3-7. INVENT MACOM-UIC Report--Continued

PLEASE ENTER A NUMBER, HELP(H), END(E) OR EXIT(X):

8

DO YOU WANT THIS REPORT TO INCLUDE:

1. MOBILIZED - NON FENCED UNITS
2. NOT MOBILIZED UNITS
3. FENCED UNITS

PLEASE ENTER NUMBER(S), END(E) OR EXIT(X):

1

ENTER CONUSA CODE, END(E) OR EXIT(X):

1

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

M

ENTER MOS(S), COMBINATION(S) OF MOS AND GRADE RANGE

ALL(A), SUMMARY(SUM), END(E) OR EXIT(X):

PSSI PSSI PSSI PSSI PSSI

MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/

11B1

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

CONUSA - INSTALLATION - UIC	***MOBILIZED***	MACOM	ARLOC
1 WILMINGTON WSQSAA	0360 DET CMD&CON PSYOP CO	FC	10945

ENLISTED

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
11B1	E4	0	1	1	-
	TOTAL	0	1	1	-

Figure 3-7. INVENT MACOM-UIC Report--Continued

PLEASE ENTER A NUMBER, HELP(H), END(E) OR EXIT(X):

8

DO YOU WANT THIS REPORT TO INCLUDE:

1. MOBILIZED - NON FENCED UNITS
2. NOT MOBILIZED UNITS
3. FENCED UNITS

PLEASE ENTER NUMBER(S), END(E) OR EXIT(X):

1

ENTER CONUSA CODE, END(E) OR EXIT(X):

1

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

M

ENTER MOS(S), COMBINATION(S) OF MOS AND GRADE RANGE

ALL(A), SUMMARY(SUM), END(E) OR EXIT(X):

PSSI PSSI PSSI PSSI PSSI

MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/ MOS /GD/

11B1

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

CONUSA - INSTALLATION - UIC	***MOBILIZED***	MACOM	ARLOC
1 WILMINGTON WSQSAA	0360 DET CMD&CON PSYOP CO	FC	10945

ENLISTED

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
11B1	E4	0	1	1	-
	TOTAL	0	1	1	-

Figure 3-8A. INVENT CONUSA-Installation-UIC Report

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

CONUSA - INSTALLATION - UIC	***MOBILIZED***	MACOM	ARLOC
1 WILMINGTON WVK9AA	0417 DET REPL (400)	FC	10945

CONTINUE ? Y/N

N

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Figure 3-8B. INVENT CONUSA-Installation-UIC Report—Continued

PLEASE ENTER A NUMBER, HELP(H), END(E) OR EXIT(X):

9

DO YOU WANT THIS REPORT TO INCLUDE:

1. MOBILIZED - NON FENCED UNITS
2. NOT MOBILIZED UNITS
3. FENCED UNITS

PLEASE ENTER NUMBER(S), END(E) OR EXIT(X):

1

ENTER INSTALLATION/MACOM, END(E) OR EXIT(X):

MEADE/FC

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

C

ENTER CMF CODE, END(E), OR EXIT(X)

16

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

INSTALLATION - MACOM - UIC	***MOBILIZED***	CONUSA	ARLOC
FT. MEADE, MD FC WH5GAA 2050 DET ORTHOPEDIC-KB		1	24571

ENLISTED

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
16D		0	1	1	-
TOTAL		0	1	1	-

INSTALLATION - MACOM - UIC	***MOBILIZED***	CONUSA	ARLOC
FT. MEADE, MD FC WP9LAA 0136 HSP COMBAT SUPPORT		1	24571

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

CONTINUE Y/N ?

N

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Figure 3-9. INVENT Installation/MACOM-UIC Report

PLEASE ENTER A NUMBER, HELP(H), END(E) OR EXIT(X):

10

DO YOU WANT THIS REPORT TO INCLUDE:

1. MOBILIZED - NON FENCED UNITS
2. NOT MOBILIZED UNITS
3. FENCED UNITS

PLEASE ENTER NUMBER(S), END(E) OR EXIT(X):

1

ENTER MSC CODE, END(E) OR EXIT(X):

99999

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

B

ENTER BRANCH CODE, END(E), OR EXIT(T)

12

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

MSC - UIC	***MOBILIZED***	MACOM	CONUSA	ARLOC
99999 WXXXXX	HOLDING PEN	22	8	99999

OFFICER (PRIMARY)

SSI	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
12A		0	14	14	-
12B		0	8	8	-
12C		0	10	10	-
	TOTAL	0	32	32	-

OFFICER/WARRANT/ENLISTED INVENTORY

90/ 2/14

MSC - UIC	***MOBILIZED***	MACOM	CONUSA	ARLOC
99999 W5F3AA	USA GOWEN FLD	FC	6	16350

CONTINUE? Y/N

N

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Figure 3-10. INVENT MSC-UIC Report

PLEASE ENTER A NUMBER, HELP(H), END(E) OR EXIT(X):

11

ENTER MACOM CODE, END(E) OR EXIT(X)

AS

REPORT BY CONUSA(C), CONUSA/INSTALLATION(I), END(E), OR EXIT(X)

C

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

C

ENTER CMF CODE, END(E), OR EXIT(T)

12

OFFICER/WARRANT/ENLISTED INVENTORY
90/ 2/14

MACOM AS CONUSA 1

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
12B		3	3	0	100%
12C		2	3	1	150%
	TOTAL	5	6	1	120%

MACOM AS CONUSA 2

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
12B		0	1	1	-
	TOTAL	0	1	1	-

MACOM AS CONUSA 6

MOS	GRADE	RQ/AUTH	ASSIGNED	OVER/SHORT	PERCENT FILLED
12B		0	1	1	-
TOTAL		0	1	1	-
GRAND TOTAL		5	8	3	160%

REPORT BY BRANCH(B), CMF(C), MOS/GRADE(M), END(E), OR EXIT(X)

X

Note: This option is only available to certain managerial users.

Figure 3-11. INVENT MACOM/CONUSA/Installation Report

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

3-8. System Errors

The following is a list of possible system errors. If any of these error messages, or any other error messages not described here, should appear, call the KEYSTONE Branch immediately.

- a. VSAM ERROR=XXXX ON LUN XXX
- b. VMCF ERROR=XXXXXXXX FOR LUN XXX
- c. NO SINK AVAILABLE FOR LUN XXX
- d. 79 INVALID NUMREC IN SIOXX
- e. ERROR - SIOXX - FOR KEY XXXX XXXXXXXXXXXX XXXX
AND ACTION XXXX NUMERIC=XXXXXXXXXXXXXXXX
- f. THIS OPTION NOT AVAILABLE AT THIS TIME
ACTION IS XXXX XXXX
*** TRACE BACK ***
ENTRY POINT ENTRY ADDRESS RETURN ADDRESS
- g. KEY/RECORD DISAGREE, KEY=XXXXXXXX RECORDS: XXXXXXXXXXXX
*** TRACE BACK *****
ENTRY POINT ENTRY ADDRESS RETURN ADDRESS
- h. XX ERR WITH MSC ROUTINE
- i. XX ERR IN INST ROUTINE
- j. XX ERR IN ARMR ROUTINE
- k. ERR IN #199 FOR CONUSA
- l. XX ERR IN MACOM ROUTINE

3-9. Operation Errors

Operation error messages occur when invalid data is entered. INVENT repeats the prompt after each error message. Check Table 3-2, INVENT Data Items, for a list of valid data, and Table 3-3, MCL Data Items Description, for a description of valid data.

Chapter 4 OSSRCH PROGRAM

Section I PROGRAM SUMMARY

4-1. Purpose

OSSRCH has one function, to report units that are under or over their authorized strength by a specific percentage for a given combination of grade or skill and specialty.

4-2. Applicability

The following groups use OSSRCH:

- a. U.S. Total Army Personnel Command (PERSCOM, IRMO and MOC),
- b. Installations,
- c. Continental U.S. Armies (CONUSA),
- d. Major Army Commands (MACOM), and
- e. Pentagon Offices.

4-3. Options

OSSRCH provides the following options:

- a. Searches for units by Continental U.S. Army (CONUSA) Installation, Major Army Command (MACOM) Installation, or Major Subordinate Command (MSC).
- b. Two searches are available:
 - (1) Searches for all units at or above a specified percentage of strength.

(2) Searches for all units at or below a specified percentage of strength. Percentage of strength is equal to (the required wartime strength divided by the assigned strength) times 100.

Section II INPUT/OUTPUT DESCRIPTIONS

4-4. Data Items

OSSRCH input items are listed below in Table 4-1, OSSRCH Data Items. For a description of these items consult Table 3-3, MCL Data Items Description.

Field Name	Label	Input	Output	Field Size
Army Location Code	ARLOC	X	X	5
Assigned Strength	ASSIGNED		X	1
Continental U.S. Army Code	CONUSA	X		1
Grade or Rank GRADE	GD	X	X	4
Installation Code INSTALLATION	INST	X	X	4
Major Army Command Code	MACOM	X	X	2
Military Occupational Specialty	MOS	X	X	4
Major Subordinate Command Code	MSC	X		5
Overage or Shortage	OVER/SHORT		X	3
Percentage Filled	% OF FILL		X	3
Required and Authorized Strength	RQ/AUTH		X	3
Primary Special Skill Identifier	PSSI	X	X	5
Enlisted Skill Level	SKILL	X	X	1
Threshold Percentage	PERCENTAGE THRESHOLD	X X		1 1
Unit Identification Code	UIC		X	6

4-5. Output

OSSRCH provides output in the form of reports. Refer to Figure 4-1, Enlisted Reported by MOS/SKILL and by MOS/ GRADE, for an example. The data items are listed in Table 4-1, OSSRCH Data Items, and explained in Table 3-3, MCL Data Items Description.

Section III PROGRAM OPERATION

4-6. Initiation Procedures

After signing-on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter OSSRCH and press Enter.

4-7. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press Enter after responding to a prompt. Choosing the CRT OPTION (C), OSSRCH prompts: **CONTINUE? Y/N** Enter Y to continue or N to stop the report.

Prompt (1):

CRT(C) OR HARDCOPY(H)?

Next Prompt

Enter one of the following:

Enter C to display on a CRT.

2

Enter H to print on paper.

2

Prompt (2):

SEARCHES CAN BE PERFORMED BY:

1. MACOM-CONUSA-UIC
2. CONUSA-INSTALLATION-UIC (FORSCOM UNITS ONLY)
3. INSTALLATION/MACOM-UIC (USER MUST ENTER "ALL" OR A SPECIFIC MACOM)
4. MSC-UIC PLEASE ENTER A NUMBER, HELP(H), OR END(E):

Figure 4A. Procedures

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter 1</u> to search a MACOM.	3
<u>Enter 2</u> to search a CONUSA.	3
<u>Enter 3</u> to search a specific installation.	3
<u>Enter 4</u> to search an MSC.	3
<u>Enter H</u> to display Help information.	2
The HELP screen is displayed in Figure 4-1, OSSRCH HELP Display.	
<u>Enter E</u> to end OSSRCH.	EXIT

Prompt (3): OSSRCH displays one of the following, depending upon the specified command level.

ENTER CONUSA CODE, END(E) OR EXIT(X):
 ENTER INSTALLATION CODE/MACOM, END(E) OR EXIT(X):

ENTER MACOM CODE, END(E) OR EXIT(X):
 ENTER MSC CODE, END(E) OR EXIT(X):

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter the CONUSA, Installation/MACOM, MACOM, MSC code(s)</u> or ALL to continue the search.	4
<u>Enter E</u> to return to the previous prompt.	2
<u>Enter X</u> to exit OSSRCH.	EXIT

Prompt (4):

SEARCHES CAN BE PERFORMED FOR:

A. UNITS AT OR ABOVE A CERTAIN PERCENTAGE OF STRENGTH:

B. UNITS AT OR BELOW A CERTAIN PERCENTAGE OF STRENGTH:

PLEASE ENTER A LETTER, END(E) OR EXIT(X):

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter A</u> to search for units above a certain percentage of strength.	5
<u>Enter B</u> to search for units below a certain percentage of strength.	5
<u>Enter E</u> to return to the prompt for the command level code.	3
<u>Enter X</u> to exit OSSRCH.	EXIT

Figure 4B. Procedures—Continued

Prompt (5):

ENLISTED REPORT BY MOS/SKILL, ENTER Y, N, HELP(H),
END(E), OR EXIT(X):

Next Prompt

Enter one of the following:

<u>Enter Y</u> to report on enlisted over/short for MOS/SKILL combinations.	6
<u>Enter N</u> to report on enlisted over/short for MOS/GRADE combinations.	7
<u>Enter H</u> to display HELP information.	5
<u>Enter E</u> to return to previous prompt	4
<u>Enter X</u> to exit OSSRCH.	EXIT

Prompt (6):

ENTER MOS(S), COMBINATION(S) OF MOS AND SKILL, HELP(H), END(E), OR
EXIT(X):

MOS /SKILL/MOS /SKILL/MOS /SKILL/MOS /SKILL/MOS /SKILL

Next Prompt

Enter one of the following:

<u>Enter up to five MOS or combinations of MOS/SKILL</u>	8
<u>under the slashes. Enter H</u> to display HELP information.	6
<u>Enter E</u> to return to previous prompt.	5
<u>Enter X</u> to exit OSSRCH.	EXIT

Prompt (7):

ENTER MOS(S), COMBINATION(S) OF MOS AND GRADE HELP(H), END(E), OR
EXIT(X): PSSI PSSI PSSI PSSI PSSI
MOS /GD/ / MOS /GD/ / MOS /GD/ / MOS /GD/ / MOS /GD/

Next Prompt

Enter one of the following:

<u>Enter up to five MOS, SSI, or combinations of grade or</u>	8
<u>grade range and MOS or SSI</u> to perform a search.	
<u>Enter E</u> to end or to return to the previous prompt.	5
<u>Enter H</u> to display HELP information.	7
<u>Enter X</u> to exit OSSRCH.	EXIT

Figure 4C. Procedures—Continued

Prompt (8):

PLEASE ENTER A PERCENTAGE, END(E) OR EXIT(X):

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter the percentage in order</u> by which the units are to be over or under strength to get a report for the PSSI MOS/GD or MOS/SKILL combination specified. Figure 4-1, Enlisted Report by MOS/SKILL and by MOS/GRADE is a sample report.	8
<u>Enter E</u> to return to the previous prompt.	7
<u>Enter X</u> to exit OSSRCH.	EXIT
OSSRCH prints the unit-strength report and repeats the previous prompt.	

CRT (C) HARDCOPY (H) ?

H

SEARCHES CAN BE PERFORMED BY:

1. MACOM-CONUSA-UIC
2. CONUSA-INSTALLATION-UIC (FORSCOM UNITS ONLY)
3. INSTALLATION/MACOM-UIC (USER MUST ENTER "ALL" OR A SPECIFIC MACOM)
4. MSC-UIC

PLEASE ENTER A NUMBER, HELP(H) OR END(E):

3

ENTER INSTALLATION CODE/MACOM, END(E) OR EXIT(X):

BRAG/FC

SEARCHES CAN BE PERFORMED FOR:

- A. UNITS AT OR ABOVE A CERTAIN PERCENTAGE OF STRENGTH
- B. UNITS AT OR BELOW A CERTAIN PERCENTAGE OF STRENGTH

PLEASE ENTER A LETTER, END(E) OR EXIT(X):

A

ENLISTED REPORT BY MOS/SKILL, ENTER Y, N, HELP(H), END(E), OR EXIT(X):

Y

ENTER MOS (S), COMBINATION (S) OF MOS AND SKILL, HELP(H), END(E), OR EXIT(X):

MOS /SKILL/MOS /SKILL/MOS /SKILL/MOS /SKILL/MOS /SKILL

11B1 3

PLEASE ENTER A PERCENTAGE, END(E) OR EXIT(X):

0

Figure 4D. Procedures—Continued

OVER/SHORT SEARCH
87/7/15

		MOS				THRESHOLD			
		11B3				0% >=			
UIC	CON- USA	MACOM	ARLOC	INST	SKILL	AUTH	ASSIGN	OVER/ SHORT	% OF FILL
WAA5AA	2	FC	37099	BRAG	3	4	0	-4	0%
WAA5B0	2	FC	37099	BRAG	3	0	2	2	-
WAA5D0	2	FC	37099	BRAG	3	0	12	12	-
TOTAL						4	14	10	350%
WAA8AA	2	FC	37099	BRAG	3	4	0	-4	0%
WAA9B0	2	FC	37099	BRAG	3	0	1	1	-
WABFAA	2	FC	37099	BRAG	3	0	6	6	-
WABFA1	2	FC	37099	BRAG	3	0	2	2	-
TOTAL						0	8	8	-

DO YOU WISH TO CONTINUE ? (Y/N)

N

PLEASE ENTER A PERCENTAGE, END(E), OR EXIT(X):

X

Figure 4-1. Enlisted Report by MOS/SKILL and by MOS/GRADE

**Section IV
ERROR MESSAGES AND CORRECTION PROCEDURES**

4-8. System Errors

The following is a list of possible system errors. If any of these error messages, or any other error messages not listed below appear, call the KEYSTONE Branch immediately.

- a. VSAM ERROR=XXXX ON LUN XXX
- b. VMCF ERROR=XXXXXXXX FOR LUN XXX
- c. NO SINK AVAILABLE FOR LUN XXX
- d. **** TRACE BACK **** ENTRY POINT ENTRY ADDRESS RETURN ADDRESS

4-9. Operation Errors

Operation error messages occur when invalid data is entered. OSSRCH repeats the prompt after each error message. For a list of valid data items, check Table 4-1, OSSRCH Data Items. For a description of data items see Table 3-3, MCL Data Items Description.

**Chapter 5
ASSIGN PROGRAM**

**Section I
PROGRAM SUMMARY**

5-1. Purpose

ASSIGN reports the personnel assigned to a specific unit (UIC) as well as all personnel possessing a specified grade,

specialty, and additional qualifications within a specified unit or installation. ASSIGN reassigns personnel with desired qualifications to other units. Personnel who are reassigned may be assigned to a different combination of specialty and grade to reflect a change in job or rank.

5-2. Applicability

The following groups use ASSIGN:

- a. U.S. Total Army Personnel Command (PERSCOM, IRMO and MOC). May perform reassignments.
- b. Installations. May perform reassignments.
- c. Continental U.S. Armies (CONUSA). May not perform reassignments.
- d. Major Army Commands (MACOM). May not perform reassignments.
- e. Pentagon Offices. May not perform reassignments.

5-3. Functions

ASSIGN has four functions.

a. *Report.* ASSIGN reports personnel assigned to a specific unit together with each individual's specialty, language, and rank or grade.

Note: For WUT units only, each mode output includes a field, "ARV", indicating whether an individual has arrived or not arrived.

b. *Search.* ASSIGN searches units or installations for personnel meeting specified combinations of specialty, rank, and grade.

c. *Assign.* ASSIGN reassigns an individual from one unit to another. Neither unit may be fenced at the time the reassignment takes place.

d. *Multiple Assignment.* ASSIGN reassigns a group of individuals to a UIC. A maximum of 20 individuals can be assigned at a time to a specified UIC.

5-4. Options

ASSIGN provides these options:

- a. The Search Mode conducts searches for personnel within a specified unit or within all units associated with a specified installation; and
- b. The Assign Mode can display the record before or after the assignment is made.

Section II

INPUT/OUTPUT DESCRIPTIONS

5-5. Data Items

ASSIGN input items are listed in Table 5-1, ASSIGN Data Items. For a description of these items consult Table 3-3, MCL Data Items Description.

5-6. Output

ASSIGN provides output in the form of reports. Refer to Figure 5-1, ASSIGN Report, for an example. The data items are listed in Table 5-1, ASSIGN Data Items. For a description of data items see Table 3-3 MCL Data Items Description.

Table 5-1
ASSIGN Data Items

Field Name	Label	Input	Output	Field Size
ARLOC	ARLOC		X	5
Personnel Arrival Indicator	ARV		X	1
Additional Skill Identifier	ASI	X	X	2
CONUSA	CONUSA		X	1
Grade or Rank	GD GRD	X	X	2
Gaining Unit Identification Code	GAINING-UIC	X		6
Installation Code	INSTALLATION	X		4
Language Identity	LIC	X	X	2

Table 5-1
ASSIGN Data Items—Continued

Field Name	Label	Input	Output	Field Size
MACOM	MACOM	X	X	2
Military Occupational Specialty	MOS, PMOS, or SMOS	X	X	4
Name	NAME	X	X	5
Personnel Mobilization Category	PMC	X	X	1
Secondary Military Occupational Specialty	SEC MOS		X	4
Secondary Specialty Skill Identifier	SEC SSI		X	5
Gender	SEX		X	1
Special Qualification Indicator	SQI	X	X	1
Special Skill Identifier	SSI, PSSI, or SSSI	X	X	5
Social Security Number	SSN	X	X	9
Unit Identification Code	UIC	X		6

Section III

PROGRAM OPERATION

5-7. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter ASSIGN and press Enter.

5-8. Procedures

A description of possible responses follows each prompt. Complete all steps and continue to the next prompt. Press Enter after responding to a prompt. Choosing the CRT OPTION (C), ASSIGN prompts: CONTINUE? YES OR NO. Enter Y to continue or N to stop the report.

Prompt (1):

CRT(C) OR HARDCOPY(H)?

Next Prompt

Enter one of the following:
Enter C to display on a display on a CRT. 2
Enter H to print on paper. 2

Prompt (2):

REPORT(R), SEARCH(S), ASSIGN(A), MULTIPLE ASSIGNMENTS(M) OR END(E)?

Next Prompt

Enter one of the following:
Enter R to report the assigned personnel for a unit. 3
Enter S to search for personnel with a skill and grade combination. 6
Enter A to reassign an individual. 13
Enter M to reassign a group of individuals. 18
Enter E to exit ASSIGN. EXIT

ASSIGN Report Procedures.

Prompt (3):

ENTER ALPHABETICAL(AB) OR MOS(MS) SORT:

Next Prompt

Enter one of the following:
Enter AB to report personnel alphabetically by name. 4
Enter MS to report personnel by MOS. 4

Figure 5A. Procedures

Prompt (4):

ENTER UIC, END(E) OR EXIT(X):

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter the UIC</u> to report the personnel assigned to a unit.	4
If a UIC is entered in the form W7UTXX or W7XCXX, ASSIGN continues to the next prompt.	5
<u>Enter E</u> to return to the initial prompt.	2
<u>Enter X</u> to exit ASSIGN. EXIT	

Prompt (5):

DO YOU WANT TO REPORT ARRIVED(A), NOT ARRIVED(N), OR BOTH(B)?

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter A</u> to report assigned personnel in W7UT or W7XC units who have arrived.	4
<u>Enter N</u> to report assigned personnel in W7UT or W7XC units who have not arrived.	4

ASSIGN Search Procedures.

Prompt (6):

SEARCH BY INSTALLATION(I), UIC(U), INSTALLATION/MACOM(M), END(E) OR EXIT(X):

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter I</u> to search by installation.	7
<u>Enter U</u> to search by individual unit.	12
<u>Enter M</u> to search by installation and MACOM codes.	8
<u>Enter E</u> to return to the initial prompt.	2
<u>Enter X</u> to exit ASSIGN.	EXIT

Figure 5B. Procedures—Continued

Prompt (10):

DO YOU WISH TO CHANGE SEARCH CRITERIA FOR EACH UIC AS IT IS PROCESSED?
(Y/N), END(E) OR EXIT(X):

Next Prompt

Enter one of the following:
Enter Y to change search criteria. 11
Enter N to search by current criteria. 11
Enter E to return to initial prompt. 2
Enter X to exit ASSIGN. EXIT

Prompt (11):

DISPLAY BY SSN(S), OR TOTAL BY SEARCH CRITERIA(T), END(E) OR EXIT(X):

Next Prompt

Enter one of the following:
Enter S to display individuals by SSN.
If you choose to change search criteria: 9
If you do not change search criteria: 6
Enter T to display totals.
If you choose to change search criteria: 9
If you do not change search criteria: 6
Enter E to return to the initial search prompt. 6
Enter X to exit ASSIGN. EXIT

Prompt (12):

ENTER UICS, END(E) OR EXIT(X): (A BLANK LINE TERMINATES UIC INPUT)

Next Prompt

Enter one of the following:
Enter up to seven UICs to report the 9
individuals who meet the specified
qualifications.
Note: Only W7UT and W7XC reports include the
arrived (ARV) field.
Enter E to return to the initial search prompt. 6
Enter X to exit ASSIGN. EXIT

Figure 5D. Procedures—Continued

ASSIGN Individual Assignment.

Prompt (13):

INDIVIDUAL ASSIGNMENTS CAN BE ACCOMPLISHED:
1. WITH PERSONNEL RECORD DISPLAYED BEFORE ASSIGNMENT
2. NO DISPLAY OF PERSONNEL RECORD
PLEASE ENTER DISPLAY CODE NUMBER, END(E) OR STOP(S):

Next Prompt

Enter one of the following:
Enter 1 to display the record before the assignment. 14
Enter 2 to skip displaying the record. 17
Enter E to return to the initial prompt. 2
Enter S to exit ASSIGN. EXIT

Display Record.

Prompt (14):

ENTER SSN, END(E) OR STOP(S):

Next Prompt

Enter one of the following:
Enter the corresponding SSN to reassign an individual. 15
ASSIGN displays the individual's record.
Enter E to return to the previous prompt. 14
Enter S to exit ASSIGN. EXIT

Prompt (15):

ENTER SSI UIC /MOS/GD, END(E) OR STOP(S):

Next Prompt

Enter one of the following:
Enter the gaining UIC, together with a new MOS and grade, if desired, to reassign the individual. 16
Enter E to return to the individual assignments prompt. 13
Enter S to exit ASSIGN. EXIT

Figure 5E. Procedures—Continued

Prompt (16):

ENTER REMARKS FOR SSN XXXXXXXXXX OR END(E) FOR NO REMARKS

Next Prompt

Enter any remarks associated with the record.
Enter E to complete the transaction without entering any remarks.
ASSIGN displays a message that the transaction was successful.
When displaying records: 14
When not displaying records: 17
When processing multiple assignments: 18

No Display of Record.

Prompt (17):

ENTER SSI
SSN/GAINING-UIC /MOS/GRD, END(E) OR STOP(S):

Next Prompt

Enter one of the following:
Enter an SSN and a gaining UIC, together with 16
a new MOS or SSI, and grade, if desired, to
reassign an individual.
Enter E to return to the individual assignments 13
prompt.
Enter S to exit ASSIGN. EXIT

ASSIGN Multiple Assignments.

Prompt (18):

ENTER GAINING UIC, END(E) OR STOP(S):

Next Prompt

Enter one of the following:
Enter the gaining UIC to process a multiple 19
assignment.
Enter E to return to the initial prompt. 2
Enter S to exit ASSIGN. EXIT

Figure 5F. Procedures—Continued

Prompt (19):

ENTER A 5 CHAR NAME/SSN, "NOMO", END(E) OR STOP(S)
NAME /SSN

Next Prompt

Enter one of the following:
Enter the first five characters of the individual's last name, and the individual's social security number to reassign an individual. You may enter up to 20 names. Enter NOMO when there are no more names. Enter E to return to the initial prompt. Enter S to exit ASSIGN.

16
2
EXIT

CRT(C) OR HARDCOPY?(H) ?

C

REPORT(R), SEARCH(S), ASSIGN(A), MULTIPLE ASSIGNMENTS(M), OR
END(E)?

R

ENTER ALPHABETICAL(AB) OR MOS (MS) SORT:

AB

ENTER UIC, END(E) OR EXIT(X):

WQXHAA

** NOTE ** UIC: WQXHAA HAS NOT ARRIVED

PERSONNEL SEARCH/ASSIGNMENT PROGRAM
87/ 8/28

UIC			CONUSA	MACOM	ARLOC
WQXHAA	0163	CO AMMO CONV DS	6	FC	06653

** UNIT: WQXHAA **

OFFICERS

SSN	/	NAME	/GRD/	SEX/	SSI /SQT/	SEC	SSI /	ASI /LIC/LIC/PMC/ARV
268703958		MOORMAN DALE	02	M	92A			V N
323400324		PREST THOMAS	02	M	91D			V N
29505647		SMELTZER ROB	02	M	12C			V N

WARRANT OFFICERS

SSN	/	NAME	/GRD/SEX/	MOS /	SQT/	SEC	MOS /	ASI/LIC/LIC /PMC/ARV
555567912		FACKELDY JOH	WO M	630A				V N
235505776		GLOECKNER MA	WO M	411A				V N
501263284		YOUNG GARY L	WO M	630A				V N

Figure 5-1. ASSIGN Report

NOTE: Only W7UT and W7XC reports include the arrived (ARV) field.

ENLISTED

SEC	SSN	/	NAME	/GRD/SEX/	MOS	/SQI/	MOS	/	ASI	/LIC/LIC/PMC/ARV
	571410157		AGUILAR PETE	E2 M	64C1	O				V N
	558538203		ARIHART RICH	E4 M	64C1	O				V N
	557989606		ALLEC DAVID	E5 M	55B2	O				V N
	569256083		ALLEN KIRK E	E5 M	63B2	O				V N
	556576889		ANDERSON JEF	E2 M	62B1	O				V N
	550374515		ARMIJO MICHA	E3 M	55B0	O				V N
	560792192		BAGDON JOHN	E2 M	94B1	O				V N
	517498477		BAHLKE MARK	E3 M	64C1	O				V N
	517948477		BAHLKE MARK	E2 M	64C1	O				V N
	551132151		BAKER CLEVE	E2 M	44B1	O				V N
	110621448		BEAULIEU DON	E3 F	55B1	O				V N
	9324949		BEAULIEU JER	E3 M	55B1	O				V N
	554377668		BELENO RODEL	E4 M	55B0	O				V N
	548575611		BERRYMAN JAM	E3 M	11B1	O				V N

CONTINUE ? YES OR NO

N

ENTER UIC, END(E) OR EXIT(X):

E

REPORT(R), SEARCH(S), ASSIGN(A), MULTIPLE ASSIGNMENTS(M) OR END(E)?

R

ENTER ALPHABETICAL(AB) OR MOS (MS) SORT:

MS

ENTER UIC, END(E) OR EXIT(X):

WQXHAA

** NOTE ** UIC: WQXHAA HAS NOT ARRIVED
PERSONNEL SEARCH/ASSIGNMENT PROGRAM
87/ 8/28

UIC				CONUSA	MACOM	ARLOC
WQXHAA	0163	CO AMMO CONV DS		6	FC	06653

** UNIT: WQXHAA **

OFFICERS

SSN	/	NAME	/GRD /SEX/	SSI	/SQI/	SSI	/	ADI	/LIC/LIC/PMC
29505647		SMELTZER ROB	02 M	12C					V
323400324		PREST THOMAS	02 M	91D					V
268703958		MOORMAN DALE	02 M	92A					V

Figure 5-1. ASSIGN Report—Continued

WARRANT OFFICERS

SEC	SSN	/	NAME	/GRD/SEX/	SSI	/SQI/	SSI	/	ASI	/LIC/LIC/PMC
	235505776		GLOECKNER MA	WO M	411A					V
	501263284		YOUNG GARY L	WO M	630A					V
	555567912		PACKELDY JOH	WO M	630A					V

ENLISTED

SSN	/	NAME	/GRD/SEX/	MOS	/SQI/	SEC	MOS	/	ASI	/LIC/LIC/PMC
443788764		ROSS MICHAEL	E2 M	11B1	O					V
545319517		BOTELHO MICH	E2 M	11B1	O					V
554439181		SALISBURY JA	E2 M	11B1	O					V
563474932		PICARELLI FR	E2 M	11B1	O					V
565553559		MORRIS DANIE	E2 M	11B1	O					V
548575611		BERRYMAN JAM	E3 M	11B1	O					V
566922878		CORIEL ENRIQ	E3 M	11B1	O					V
4602124		TIGGS HERBER	E4 M	11B1	O					V
471785410		SKALICKY TOD	E4 M	11B1	P					V
546198780		JOHNSON TYKE	E4 M	11B1	O					V
5683490868		WALKER MARK	E4 M	11B1	O					V
28569099		DONOVAN PETE	E3 M	11C1	O					V
77581831		KERWIN WILLI	E4 M	11H1	O					V
446472770		CORZON EUGEN	E3 M	12B1	O					V

CONTINUE ? YES OR NO

N

ENTER UIC, END(E) OR EXIT(X):

E

Figure 5-1. ASSIGN Report—Continued

CRT(C) OR HARDCOPY(H)?

H

REPORT(R), SEARCH(S), ASSIGN(A), MULTIPLE ASSIGNS(M), OR END(E)?

S

SEARCH BY INSTALLATION(I), UIC(U), END(E) OR EXIT(X):

U

ENTER UICS, HELP(H), END(E), OR EXIT(X):

(A BLANK LINE TERMINATES UIC INPUT.)

WAA5AA

PSSI

SSSI

PMOS/ / / /GD/ASI/LIC/SQI/SMOS/PMC, END(E) OR EXIT(X)

11B1

P

DO YOU WISH TO CHANGE SEARCH CRITERIA FOR EACH

UIC AS IT IS PROCESSED? (Y/N), END(E)

N

DISPLAY BY SSN(S), OR TOTAL BY SEARCH CRITERIA(T), END(E), OR EXIT(X):

S

UIC CONUSA MACOM ARLOC

WAA5AA 0017C1 SQDN AIR RECCN (ABN) 2 FC 37099

** UNIT: WAA5AO **

SSN	/ NAME	/GRD	/SEX/	MOS	/SQI/	SEC MOS	/ASI/LIC/LIC/PMC
526256139	FORGACH ERNE	E3	M	11B1	P		YY
511688492	COLSTON JAME	E4	M	11B1	P	C2	YY
526339926	TASSLER ANTH	E4	M	11B1	P		YY

** UNIT: WAA5BO **

SSN	/ NAME	/GRD	/SEX/	MOS	/SQI/	SEC MOS	/ASI/LIC/LIC/PMC
317687541	VOYLES JOHN	E4	M	11B1	P		YY
376862486	FORGAR SCOTT	E4	M	11B1	P	C2	YY
542946466	PETERSON TER	E4	M	11B1	P		YY

** UNIT: WAA5CO **

SSN	/ NAME	/GRD	/SEX/	MOS	/SQI/	SEC MOS	/ASI/LIC/LIC/PMC
57483772	AGOSTO MANUE	E4	M	11B1	P	C2	YY
114560318	CHOUINARD JA	E4	M	11B1	P	C2	YY
527778085	FIGUERCA GRE	E4	M	11B1	P		YY

Figure 5-2. ASSIGN Search by UIC

** UNIT: WAA5DO **

SEC

SSN /	NAME	/GRD/SEX/	MOS	/SQI/	MCS	/ASI	/LIC/LIC/PMC
230233081	RALSTON STEP	E3	M	11B1	P	C2	YY
241416223	SPEARMAN RIC	E3	M	11B1	P	C2	YY
7663607	METAYER SCOT	E4	M	11B1	P		YY
229154791	DACOSTA SHAU	E4	M	11B1	P		YY
250156297	ROBINSON JAM	E4	M	11B1	P		YY
327645626	ALESI JOHN B	E4	M	11B1	P		YY
512805862	HESTER TROY	E4	M	11B1	P	31V1P	C2 YY
521312791	ALLEN DANIEL	E4	M	11B1	P		YY
543727570	RODRIGUEZ TR	E4	M	11B1	P		C2 YY
554451522	MURPHY BRIAN	E4	M	11B1	P		YY
21542542	CONROY PATRI	E5	M	11B1	P		YY

CONTINUE ? YES OR NO

N

SEARCH BY INSTALLATION(I), UIC(U), END(E), OR EXIT(X):

U

ENTER UICS, END(E), OR EXIT(X):

(A BLANK LINE TERMINATES UIC INPUT.)

WAA5AA

PSSI				SSSI
PMOS/	/	/	/GD/ASI/LIC/SQI/SMOS	/PMC, END(E) OR
EXIT(X)				

C2

DO YOU WISH TO CHANGE SEARCH CRITERIA FOR EACH
UIC AS IT IS PROCESSED? (Y/N), END(E)

N

DISPLAY BY SSN(S), OR TOTAL BY SEARCH CRITERIA(T), END(E), OR EXIT(X):

T

UIC	INSTALLATION	TOTAL
WAA5AA		9

OFFICERS:	0
WARRANT OFFICERS:	0
ENLISTED:	9

Figure 5-2. ASSIGN Search by UIC—Continued

SEARCH BY INSTALLATION(I),UIC(U),INSTALLATION/MACOM(M),END(E) OR
EXIT(X):

I

ENTER THE INSTALLATION NAME, END(E) OR EXIT(X):

MEAD

SSSI

PMOS/ / / /GD/ASI/LIC/SQI/SMOS /PMC, END(E) OR
EXIT(X)

11A

DO YOU WISH TO CHANGE SEARCH CRITERIA FOR EACH
UIC AS IT IS PROCESSED? (Y/N), END(E)

N

DISPLAY BY SSN(S), OR TOTAL BY SEARCH CRITERIA(T), END(E), OR EXIT(X):

S

*****MOBILIZED*****

UIC	INST	CONUSA	MACOM	ARLOC
WOGXAA WOGXCO HQ FIRST US ARMY	MEAD	1	FC	24571

** UNIT: WOGXCO **

SSN	NAME	/GRD/SEX/	SSI	/SQI/	SEC	SSI	/ASI/	LIC/	LIC/	PMC
383609438	CAMPBELL FRE	C2 M	11A		00	5P	SP	RU		
31381499	AMBROGI JAME	C3 M	11A		54A00	5S				
163409005	CONWAY JOSEP	C3 M	11A		54A00	5Z				
199527152	GLUSICA DANI	C3 M	11A		54A00	5S				
244926453	CHAPMAN REGI	C3 M	11A		41A00	5S	LA			
309502429	SIMMONS MICH	C3 M	11A		11B00					A
406720360	MILLER STEPH	C3 M	11A		00	5P				
584660130	BERRIOS LUIS	C3 M	11A		00	5G	LA			
191382816	PALBUS MICHA	C4 M	11A		35D00					
194388451	MITTEN ROBER	C4 M	11A							A
215449741	RIORDAN CHAR	C4 M	11A		91B00	5N				
221301239	DAVIS RICHA	C4 M	11A		41A00	5N				
253749150	FAVORITE RAL	C4 M	11A		54A00	3K	SR	LA		
263685964	POLLARD RUSS	C4 M	11A							A
264884057	DAY JOHN FRE	C4 M	11A		54A00	3Z				
264960475	GORDON ROY V	C4 M	11A		54A00	5P				
415843591	GARRISON BUC	C4 M	11A		41A00	5N				
483609953	DANISH CLEME	C4 M	11A		54A00	5U				
37280489	MCKENNA MILT	C5 M	11A		54A00	5K				
189326636	LEWIS STERLI	C5 M	11A		91B00	3M				
296381925	SHELLABARGER	C5 M	11A		54A00	5P				
409807072	HOUSLEY JAME	C5 M	11A		54A00	3H				
418565977	BECK ALBERT	C5 M	11A		54A00					
445404901	TYLER JOHN L	C5 M	11A		92B00	5G				A
542467664	SIMPSON PATR	C5 M	11A		50A00	5H				
37222885	KELLEY JAMES	C6 M	11A		54A00	6Z				

Figure 5-3. ASSIGN Search by Installation

** UNIT: WOGX01 **

SSN	/	NAME	/GRD/SEX/	SSI	/SQI/	SEC	SSI	/ASI/LIC/LIC/PMC
81367757		TRACY DANIEL	C5 M	11A			54A00	
409702920		DYER JERRY D	C5 M	11A			31A00 5P	

UIC						INST	CONUSA	MACOM	ARLOC
WOUSAA	WOUSCO	GAR	HQ	USA	FT MEAD	MEAD	1	FC	24571

** UNIT: WOUSAA **

SSN	/	NAME	/GRD/SEX/	SSI	/SQI/	SEC	SSI	/ASI/LIC/LIC/PMC
6400904		BIGLEY DANIE	C3 M	11A				A
220687106		ROSENBERG DA	C3 M	11A		48A00	5S	
262251158		HARRIS LAWRE	C3 M	11A		92B00	5P	
313489529		RUSSON JOHN	C3 M	11A				A
587865239		FRANCK JOHN	C3 M	11A				A
5506221		MURPHY MICHA	C4 M	11A		92A00	5T VS	
229560174		JORDAN ADOLP	C4 M	11A		41A00	5Z	
368565136		BERGER PATRI	C4 M	11A		51A00	5S	
214460266		DEGRANGE DAV	C5 M	11A		41A00	5N	
462669794		BROOKS BRUCE	C5 M	11A		41A00	5S GM	

SEARCH BY INSTALLATION(I), UIC(U), INSTALLATION/MACOM(M) END(E) OR EXIT(X):

I

ENTER THE INSTALLATION NAME, END(E), OR EXIT(X):

RICH

PSSI

SSSI

PMOS/ / / / /GD/ASI/LIC/SQI/SMOS /PMC,END(E) OR EXIT(X)

11B

DO YOU WISH TO CHANGE SEARCH CRITERIA FOR EACH UIC AS IT IS PROCESSED? (Y/N), END(E) OR EXIT(X):

N

DISPLAY BY SSN(S), OR TOTAL BY SEARCH CRITERIA(T), END(E) OR EXIT(X):

T

*****MOBILIZED*****

Figure 5-3. ASSIGN Search by Installation—Continued

UIC	INSTALLATION	TOTAL
WASNAA	RICH	0
WAYBAA	RICH	0
WAOPAA	RICH	1
WBYAAA	RICH	0
WB77AA	RICH	0
WCJ6AA	RICH	1
WC1PAA	RICH	0
WC2VAA	RICH	0
WDN6AA	RICH	21
WDN9AA	RICH	0
WDPRAA	RICH	0
WD8XAA	RICH	8
WGR8AA	RICH	0
WG4ZAA	RICH	0
WH1TAA	RICH	0
WH9QAA	RICH	346
WG9RAA	RICH	345
W0S6AA	RICH	0
W330AA	RICH	14
W4UHAA	RICH	5
W4UJAA	RICH	142

***** THE TOTALS ARE *****

*	# OF W7UT PERSONNEL:	0	*
*	# OF W7XC PERSONNEL:	0	*
*	# OF W7XXTR PERSONNEL:	0	*
*	# OF W369AA PERSONNEL:	0	*
*	# OF WH6SAA PERSONNEL:	0	*
*	# OF NON-HOLDING UIC PERSONNEL:	883	*
*	TOTAL FOR THE MOBILIZED IS:	883	*

 *****MOBILIZED*****

UIC	INSTALLATION	TOTAL
WQX8AA	RICH	0
WRYDAA	RICH	0
WVNAAA	RICH	0
WVOUAA	RICH	1
W7UT44	RICH	185

Figure 5-3. ASSIGN Search by Installation—Continued

```

***** THE TOTALS ARE *****
*           # OF W7UT PERSONNEL:                185   *
*           # OF W7XC PERSONNEL:                 0     *
*           # OF W7XXTR PERSONNEL:              0     *
*           # OF W369AA PERSONNEL:              0     *
*           # OF WH6SAA PERSONNEL:              0     *
*           # OF NON-HOLDING UIC PERSONNEL:      1     *
*           TOTAL FOR THE MOBILIZED IS:         186   *
*****

```

TOTAL PERSONNEL RECORDS FOR INSTALLATION RICH: 1069

SEARCH BY INSTALLATION(I), UIC(U), INSTALLATION/MACOM(M), END(E) OR EXIT(X):

Figure 5-3. ASSIGN Search by Installation—Continued

CRT(C) OR HARDCOPY(H) ?

C

REPORT(R), SEARCH(S), ASSIGN(A), MULTIPLE ASSIGNMENTS(M), OR END(E)?

A

INDIVIDUAL ASSIGNMENTS CAN BE ACCOMPLISHED:

1. WITH PERSONNEL RECORD DISPLAYED BEFORE ASSIGNMENT
2. NO DISPLAY OF PERSONNEL RECORD

PLEASE ENTER DISPLAY CODE NUMBER, END(E) OR STOP(S):

2

ENTER

SSN /GAINING-UIC/ MOS /GRD, END(E) OR STOP(S):

123456789 WAA5AA

ENTER REMARKS FOR SSN 123456789 OR END(E) FOR NO REMARKS

E

REASSIGNMENT OF SSN: 123456789 FROM UNIT: W83Z09 TO UNIT:WAA5AA
SUCCESSFUL

ENTER

SSN /GAINING-UIC/ MOS / GRD, END(E) OR STOP(S):

E

PLEASE ENTER DISPLAY CODE NUMBER, END(E) OR STOP(S):

1

ENTER SSN, END(E) OR STOP(S):

123456789 W83Z09

UIC			CONUSA	MACOM	ARLOC
W83ZAA	W83ZCO	DET SEL SVC	1	1P	11935

** UNIT: W83Z09 **

Figure 5-4. ASSIGN Individual and Multiple Assignments

```
SSN      / NAME      /GRD/SEX/ SSI /SQI/ SEC SSI /ASI/LIC/LIC/PMC
123456789 BOCHNIOWICH 06  M  41B                                     V
```

```
ENTER SSI
UIC /MOS /GD, END(E) OR STOP(S):
WAA6AA 11B1 E3
ENTER REMARKS FOR SSN 123456789 OR END(E) FOR NO REMARKS
E
REASSIGNMENT OF SSN 123456789 FROM UNIT W83Z09 TO UNIT WAA6AA
SUCCESSFUL
PLEASE ENTER DISPLAY CODE NUMBER, END(E) OR STOP(S):
E
REPORT(R), SEARCH(S), ASSIGN(A), MULTIPLE ASSIGNMENTS(M), HELP(H) OR
END(E)?
M
ENTER GAINING UIC, END(E) OR STOP(S):
W83Z09

ENTER A 5 CHAR NAME/SSN, 'NOMO', END(E) OR STOP(S)
NAME / SSN
BOCHN 123456789

ENTER REMARKS FOR SSN 123456789 OR END(E) FOR NO REMARKS
E
123456789 SUCCESSFULLY REASSIGNED FROM AAGAA TO W83Z09

ENTER GAINING UIC, END(E) OR STOP(S):
E
REPORT(R), SEARCH(S), ASSIGN(A), MULTIPLE ASSIGNMENTS(M) OR END(E)?
E
```

Figure 5-4. ASSIGN Individual and Multiple Assignments—Continued

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

5-9. System Errors

The following is a list of possible system errors. If any of these error messages or any error messages not listed below appear, call the KEYSTONE Branch immediately.

- a. VSAM ERROR=XXXX ON LUN XXX
- b. VMCF ERROR=XXXXXXXX FOR LUN XXX
- c. NO SINK AVAILABLE FOR LUN XXX
- d. **** TRACE BACK ****

```
ENTRY POINT    ENTRY ADDRESS    RETURN ADDRESS
```

5-10. Operation Errors

Operation error messages can occur when invalid data is entered. ASSIGN repeats the prompt after each error message. Check Table 5-1, ASSIGN Data Items, for a list of data items, and Table 3-3, MCL Data Items Description, for a detailed description of the data.

Chapter 6 UFENCE PROGRAM

Section I PROGRAM SUMMARY

6-1. Purpose

UFENCE changes the fencing status of a unit and adds new units to those that are eligible for cross leveling. UFENCE updates the list of skill and grade combinations required for a specific unit, and changes the required and authorized strength for any skill and grade combination listed for a specific unit.

6-2. Applicability

The following groups use UFENCE:

- a. Major Commands (MACOM),
- b. Continental U.S. Armies (CONUSA), and
- c. System Managers.

6-3. Functions

UFENCE has four functions:

- a. *Add*. UFENCE adds a unit to those units eligible for cross leveling. Note: Only certain managerial users have this option.
- b. *Update*. UFENCE updates the list of combinations of specialty and grade required for a unit, or the required and authorized strengths for such combinations of specialty and grade.
- c. *Fence*. UFENCE indicates that the unit is fenced and not available for cross leveling.
- d. *Unfence*. UFENCE indicates that the unit is not fenced and is now available for cross leveling. Note: Only certain managerial users can unfence units fenced by other installations.

6-4. Options

UFENCE provides the following options:

- a. *Insert*. You may insert a new specialty and grade combination into the list of combinations required for a specific unit.
- b. *Change*. You may change the required and authorized strength for a specialty and grade combination for a specified unit.
- c. *Delete*. You may delete a specialty and grade combination from the list of combinations required for a specific unit, provided that the unit has no assigned personnel strength in that specialty and grade combination.

Section II INPUT/OUTPUT DESCRIPTIONS

6-5. Data Items

UFENCE input items are listed below in Table 6-1, UFENCE Data Items, and explained in Table 3-3, MCL Data Items Description.

6-6. Output

UFENCE provides no output other than the error and information messages as indicated in the Procedures section, and error messages as indicated in the Error Messages section. For examples of processing and output, refer to Figures 6-1, UFENCE Modification Sample, through 6-3, UFENCE Unfence Sample.

Table 6-1
UFENCE Data Items

Field Name	Label	Input	Output	Field Size
Required and Authorized Strength	AUTHORIZED STRENGTH	X		4
Component Indicator	COMPO	X		1
Continental U.S. Army Indicator	CONUSA	X		1
Aggregate Total Enlisted Strength	ENL. AUTH	X		4
Grade or Rank	GRD, GD	X		2
Major Army Command Mode	MACOM	X		2
Military Occupational Specialty	MOS	X		4
Unit Name	NAME	X		11
Unit Number	NUMBER	X		4
Aggregate Total Officer Strength	OFF. AUTH	X		4
Command Status Code	STATUS	X		2
Troop Program Sequence Number	TPSN	X		5
Unit Identification Code	UIC	X		6
Aggregate Total Warrant Officer Strength	WAR. AUTH	X		4

Section III

PROGRAM OPERATION

6-7. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter UFENCE and press Enter.

6-8. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press Enter after responding to a prompt. For processing examples refer to Figures 6-1, UFENCE Modification Sample, through 6-3, UFENCE Unfence Sample.

Prompt (1): One of the following prompts will be displayed, depending on MCL user ID. Only certain managerial users are allowed to ADD (A).

ADD(A), MODIFY(M), FENCE(F), UNFENCE(U), OR
END(E)?
MODIFY(M), FENCE(F), UNFENCE(U), OR END(E)?

Next Prompt

Enter one of the following:

Enter A to add a new unit. (Not all users have this option.) 2

Enter M to update unit information. 11

Enter F to fence a unit. 6

Enter U to unfence a unit. 6

Enter E to exit UNFENCE. EXIT

Figure 6A. Procedures

Prompt (2):

ENTER UIC, END(E) OR EXIT(X)

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter the UIC</u> to add a new unit.	3
Note: Unit W7XXTR has no AA level and units WH6SAA and W369AA are holding UIC's with no subordinates, therefore no subordinate units may be added.	
<u>Enter E</u> to return to the previous prompt.	1
<u>Enter X</u> to exit UFENCE.	EXIT

Prompt (3):

UNIT# / STATUS / NAME OF UNIT/ MACOM / ARLOC / CONUSA/COMPO

	<u>Next Prompt</u>
Enter the data under the appropriate headings.	4

Prompt (4):

TPSN /OFF.AUTH/WAR.AUTH/ENL.AUTH/

	<u>Next Prompt</u>
Enter the data under the appropriate headings.	5

Prompt (5):

DISPLAY (D), CHANGE (C), OK (O), END (E) OR EXIT (X)?

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter D</u> to display the unit record.	5
<u>Enter C</u> , the first three letters of the item label and the new value, to change an item value.	5
<u>Enter O</u> to add the new unit record to the list of existing units. UFENCE reports the successful addition of the unit and returns to the first prompt.	1
<u>Enter E</u> to cancel the addition of the new unit.	1
<u>Enter X</u> to exit UFENCE.	EXIT

Figure 6B. Procedures—Continued

Fence and Unfence Procedures. You have the option of batch or interactive processing. Batch processing means that the unit will be included in a batch of units to be processed at a later time. Interactive processing means that the unit will be processed immediately after the UIC is entered. You will not be able to fence a unit that has not arrived, or to fence units not associated with your installation. Certain management users (with a user level of 4 or 5) may unfence a unit fenced by a different installation. Field users (with a user level of 1-3) may not.

Prompt (6):

BATCH(B), INTERACTIVE(I), END(E) OR EXIT(X)

Next Prompt

Enter one of the following:

<u>Enter B</u> to fence or unfence units as part of a batch.	7
<u>Enter I</u> to fence or unfence units interactively.	7
<u>Enter E</u> to return to the initial prompt.	1
<u>Enter X</u> to exit UFENCE.	EXIT

Prompt (7):

ENTER UP TO 10 UIC(S), END(E) OR EXIT(X):

Next Prompt

Enter one of the following:

<u>Enter up to 10 UICs</u> , with a space after each UIC entered, either to fence or unfence a unit.	8
<u>Enter E</u> to return to the first prompt.	1
<u>Enter X</u> to exit UFENCE.	EXIT

Prompt (8):

DISPLAY(D), CHANGE(C/UIC/UIC), OK(O), END(E), OR EXIT(X):

Next Prompt

Enter one of the following:

<u>Enter D</u> to display the UIC's just entered.	8
<u>Enter C/UIC/UIC</u> (C/incorrect UIC/correct UIC) to correct a UIC.	8

Figure 6C. Procedures—Continued

<u>Enter O</u> if the information is correct. UFENCE will display information messages.	1
When fencing a unit scheduled for fencing by your installation:	9
When unfencing a unit fenced by your installation:	10
When modifying requirements:	13
<u>Enter E</u> to return to the previous prompt.	7
<u>Enter X</u> to exit UFENCE.	EXIT

Prompt (9):

UNIT XXXXXX HAS BEEN SCHEDULED FOR FENCING BY YOUR INSTALLATION
DO YOU WANT TO CONTINUE PROCESSING THIS UNIT? (Y/N)

Next Prompt

Enter one of the following:
Enter Y to continue processing.
In the fence mode: 1
In the unfence mode: 10

Prompt (10):

UNIT XXXXXX WAS FENCED BY YOUR INSTALLATION
DO YOU STILL WANT TO UNFENCE IT?

Next Prompt

Enter one of the following:
Enter Y to unfence a unit that was fenced by your installation. You will receive information messages. 1
Enter N to return to first prompt. 1

Prompt (11):

INSERT(I), CHANGE(C), DELETE(D), END(E) OR OR EXIT(X)

Figure 6D. Procedures—Continued

Next Prompt

Enter one of the following:

<u>Enter I</u> to insert a new combination of specialty and grade into the list of those required for a unit.	12
<u>Enter C</u> to change the authorized strength in a given unit for a combination of specialty and grade.	12
<u>Enter D</u> to delete a combination of specialty and grade from the list of those combinations required for a specific unit.	12
<u>Enter E</u> to return to the first prompt.	1
<u>Enter X</u> to exit UFENCE.	EXIT

Prompt (12):

ENTER UIC, END(E) OR EXIT(X):

Next Prompt

Enter one of the following:

<u>Enter a UIC code</u> to continue with the operation.	8
<u>Enter E</u> to return to the first prompt.	1
<u>Enter X</u> to exit UFENCE.	EXIT

Prompt (13):

ENTER MOS/GRD, END(E) OR EXIT(X):

Next Prompt

Enter one of the following:

<u>Enter a specialty code and a grade separated by a slash,</u> to insert a new combination.	14
<u>Enter a specialty code and a grade</u> to change the authorized strength for a combination.	15
<u>Enter a specialty code and a grade</u> to delete a combination.	13
UFENCE reports the successful deletion.	
<u>Enter E</u> to return to the previous prompt.	12
<u>Enter X</u> to exit UFENCE.	EXIT

Figure 6E. Procedures—Continued

Prompt (14):

ENTER STRENGTH END (E) OR EXIT (X)

Next Prompt

Enter one of the following:

Enter the authorized strength to insert a new combination of specialty and grade. UFENCE reports the successful insertion. 13

Enter END to return to the prompt for the MOS/GRD. 13

Enter EXIT to exit UFENCE. EXIT

Prompt (15):

CURRENT AUTHORIZED STRENGTH IS XXXX
CHANGE (YES OR NO)

Next Prompt

Enter one of the following:

Enter Y to change the authorized strength. 16

Enter N to return to the previous prompt. 13

Enter X to exit UFENCE. EXIT

Prompt (16):

ENTER AUTHORIZED STRENGTH

Next Prompt

Enter the new value to change the authorized strength. 13
UFENCE reports the success of the transaction.

Figure 6F. Procedures—Continued

MODIFY(M), FENCE(F), UNFENCE(U), OR END(E)?
M
INSERT(I), CHANGE(C), DELETE(D), END(E) OR EXIT(X)
I
ENTER UIC, END(E) OR EXIT(X)
WAAXAA
ENTER MOS/GRD, END(E) OR EXIT(X)
12B1/E9
ENTER STRENGTH END(E), OR EXIT(X)
5555
12B1 /E9 SUCCESSFULLY INSERTED FOR UIC WAAXAA WITH AUTHORIZED STRENGTH
5555
ENTER MOS/GRD END(E) OR EXIT(X)
END
ENTER UIC, END(E) OR EXIT(X)
END
INSERT(I), CHANGE(C), DELETE(D), END(E) OR EXIT(X)
C
ENTER UIC, END(E) OR EXIT(X)
WAAXAA
ENTER MOS/GRD END(E) OR EXIT(X)
12B1/E9
CURRENT AUTHORIZED STRENGTH IS 5555
CHANGE (YES OR NO)
Y
ENTER AUTHORIZED STRENGTH
8888
AUTHORIZED STRENGTH FOR 12B1 /E9 IS 8888
ENTER MOS/GRD END(E) OR EXIT(X)
END
ENTER UIC, END(E) OR EXIT(X)
END
INSERT(I), CHANGE(C), DELETE(D), END(E) OR EXIT(X)
D
ENTER UIC, END(E) OR EXIT(X)
WAAXAA
ENTER MOS/GRD END(E) OR EXIT(X)
12B1/E9
DELETION OF 12B1 /E9 FOR UIC WAAXAA SUCCESSFUL
ENTER MOS/GRD END(E) OR EXIT(X)
X

Figure 6-1. UFENCE Modification Sample

ADD(A), MODIFY(M), FENCE(F), UNFENCE(U), OR END(E)?
F
BATCH(B), INTERACTIVE(I), END(E), OR EXIT(X)?
B
ENTER UP TO 10 UIC, END(E), OR EXIT(X)
WABAAA WABBAA WABCAA
DISPLAY(D), CHANGE(C/UIC/UIC), OK(O), END(E), OR EXIT(X)
Q
UIC WABAAA WILL BE FENCED THIS EVENING.
UIC WABBAA WILL BE FENCED THIS EVENING.
UIC WABCAA WILL BE FENCED THIS EVENING.
ADD(A), MODIFY(M), FENCE(F), UNFENCE(U), OR END(E)?
F
BATCH(B), INTERACTIVE(I), END(E), OR EXIT(X)?
I
ENTER UP TO 10 UIC, END(E), OR EXIT(X)
WABCAA WABEAA
DISPLAY(D), CHANGE(C/UIC/UIC), OK(O), END(E), OR EXIT(X)
C/ WABEAA / WABDAA
DISPLAY(D), CHANGE(C/UIC/UIC), OK(O), END(E), OR EXIT(X)
Q
*** UNIT WABCAA HAS BEEN SCHEDULED FOR FENCING BY YOUR INSTALLATION
DO YOU WANT TO CONTINUE PROCESSING THIS UNIT? (Y/N)
Y
UNIT WABCAA HAS BEEN SUCCESSFULLY FENCED.
UNIT WABDAA HAS BEEN SUCCESSFULLY FENCED.

Figure 6-2. UFENCE Fence Sample

```

ADD(A), MODIFY(M), FENCE(F), UNFENCE(U), OR END(E)?
U
BATCH(B), INTERACTIVE(I), END(E), OR EXIT(X)?
B
ENTER UP TO 10 UIC, END(E) OR EXIT(X)
WABBAA WABDAA WABEAA
DISPLAY(D), CHANGE(C/UIC/UIC), OK(O), END(E), OR EXIT(X)
D
WABBAA WABDAA WABEAA
DISPLAY(D), CHANGE(C/UIC/UIC), OK(O), END(E), OR EXIT(X)
Q
*** UNIT WABBAA HAS BEEN SCHEDULED FOR FENCING BY YOUR INSTALLATION
DO YOU WANT TO CONTINUE PROCESSING THIS UNIT? (Y/N)
Y
*** UNIT WABBAA HAS NOT BEEN FENCED BY ANY INSTALLATION
*** UNIT WABDAA WAS FENCED BY YOUR INSTALLATION.
DO YOU STILL WANT TO UNFENCE IT? (Y/N)
Y
UIC WABDAA WILL BE UNFENCED THIS EVENING.
*** UNIT WABBAA HAS NOT BEEN FENCED BY ANY INSTALLATION
ADD(A), MODIFY(M), FENCE(F), UNFENCE(U), OR END(E)?
E

UFENCE
CURRENTLY PROCESSING UNIT WABAAA
CURRENTLY PROCESSING UNIT WX0812

```

Figure 6-3. UFENCE Unfence Sample

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

6-9. System Errors

The following is a list of possible system errors. If any of these error messages, or any other error messages not listed below appear, call the KEYSTONE Branch immediately.

- a. VSAM ERROR=XXXX ON LUN XXX
- b. VMCF ERROR=XXXXXXXX FOR LUN XXX
- c. NO SINK AVAILABLE FOR LUN XXX
- d. **** TRACE BACK ****

ENTRY POINT	ENTRY ADDRESS	RETURN ADDRESS
-------------	---------------	----------------
- e. ERROR ON LUN=XXX
- f. VSAM ERROR RETURN CODE=XXXX
- g. ACTION CODE=XXX
- h. KEYS (IN HEX)=XXXXXXXX
- i. RECORD TYPE=XXX
- j. SPARE VARIABLE1=XXXXXX
- k. SPARE VARIABLE2=XXXXXX
- l. ERROR::: INVALID ACTION PASSED TO SIO11
CHECK PARAMETERS, ACTION=XXXXX
- m. ERROR::: INVALID RECORD TYPE PASSED TO SIO11
CHECK PARAMETERS, RECTYPE=XXXXX

- n. ERROR::: INVALID RECORD TYPE PASSED TO SIO11
FOR ACTION 51. RECTYPE=XXXXX
- o. TRIED TO DECREMENT AN ASSIGNED FIELD TO NEGATIVE VALUE

6-10. Operation Errors

Operation error messages will occur when invalid data is entered. UFENCE repeats the prompt after each error message. Check Table 6-1, UFENCE Data Items, for a list of data items, and Table 3-3, MCL Data Items Description, for a detailed description of the data.

Chapter 7 PASSCH PROGRAM

Section I PROGRAM SUMMARY

7-1. Purpose

PASSCH enables all users to change logon passwords. Passwords in conjunction with user Ids permit access to the programs in the MCL system. Users with passwords not changed within a specified time limit are automatically connected to the second prompt, bypassing the system prompt. The password must be changed.

7-2. Applicability

ALL groups access PASSCH.

Section II INPUT/OUTPUT DESCRIPTIONS

7-3. Data Items

PASSCH requires input of both the old and new passwords. The new password may not exceed eight characters in length, but must be at least six. It may contain letters and digits, but no spaces or dashes. For example, 3FOX30 is acceptable.

7-4. Output

PASSCH provides no output. Passwords are automatically posted to the password directories and are available only to management personnel.

Section III PROGRAM OPERATION

7-5. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter PASSCH and press Enter.

7-6. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press Enter after responding to a prompt.

Prompt (1):

YOU WILL HAVE TWO ATTEMPTS TO CHANGE YOUR LOGON PASSWORD
IF THESE ATTEMPTS FAIL YOU WILL BE LOGGED OFF

ENTER YOUR LOGON PASSWORD:

Next Prompt

Enter the following:

Enter your current logon password.

2

Prompt (2):

ENTER A NEW LOGON PASSWORD:

Next Prompt

Enter the following:

Enter a new logon password of the form described in
the Data Items section. The password must be
different from the current and previous passwords.

3

Prompt (3):

REENTER YOUR NEW LOGON PASSWORD FOR VERIFICATION:

Next Prompt

Enter the following:

Enter the new password again.

4

Prompt (4):

DIRECTORY UPDATED ONLINE.
YOU HAVE SUCCESSFULLY CHANGED YOUR LOGON PASSWORD

Next Prompt

PASSCH ends.

EXIT

Figure 7A. Procedures

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

7-7. System Errors

The following is a list of possible system errors. If any of these error messages, or any other error messages not listed below appear, call the KEYSTONE Branch immediately.

- a. TOO MANY MASS READS
- b. INVALID ACTION CODE
- c. PASSWORD FILE DEFINE ERROR

7-8. Operation Errors

Operation error messages occur when invalid data is entered. PASSCH repeats the prompt after the first error message. Reenter correct data. PASSCH ends after the second message.

If a password has been forgotten, call the KEYSTONE Branch.

Chapter 8 UNITS PROGRAM

Section I PROGRAM SUMMARY

8-1. Purpose

UNITS reports the requisition strength, the actual strength, and the ratio of actual to requisitioned strength for commissioned, warrant, and enlisted personnel.

8-2. Applicability

All user groups access UNITS.

8-3. Options

UNITS provides the following options:

- a. Choice of the type of command level which will have its unit strengths reported. These are MACOM, CONUSA, installation or MSC.
- b. Choice of which specific command level to report.
- c. Choice of displaying reports of fenced, mobilized but unfenced, or non-mobilized units.
- d. Choice of displaying Summary or Status Reports.

Section II INPUT/OUTPUT DESCRIPTIONS

8-4. Data Items

UNITS input items are listed below in Table 8-1, UNITS Data Items. For a more detailed description of these items, consult Table 3-3, MCL Data Items Description.

Table 8-1
UNITS Data Items

Field Name	Label	Input	Output	Field Size
Army Location Code	ARLOC		X	5
Number Assigned	ASGN		X	4
Continental U.S. Army Code	CONUSA	X	X	1
Enlisted Personnel Required	ENL REQ		X	4
Installation Designation	INSTALLATION	X		4
Major Army Command Code	MACOM	X	X	2
Major Subordinate Command Code	MSC	X		4
Unit Name	NAME		X	24
Percentage of Requirement Filled	% of Fill		X	4
Commissioned Officer Personnel Required	OFF REQ		X	4
Unit Status	STATUS		X	24
Total Personnel Required	TOT REQ		X	4
Unit	UNIT		X	6

8-5. Output

UNITS provides output as defined in Table 8-1, UNITS Data Items. For a more detailed description of the data, consult Table 3-3, MCL Data Items Description. Examples of processing are in Figures 8-1, UNITS Report by MACOM Summary Display, and 8-2, UNITS Report by Installation-Status Display.

Section III PROGRAM OPERATION

8-6. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter UNITS and press Enter.

8-7. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press Enter after responding to a prompt. Choosing the CRT OPTION(C), UNITS prompts:
CONTINUE? Y/N. Enter Y to continue or N to stop.

Prompt (1):

CRT (C) OR HARDCOPY (H)?

Next Prompt

Enter one of the following:

Enter C to display on a CRT. 2

Enter H to print on paper. 2

Prompt (2):

UNIT REPORTS CAN BE GENERATED BY:

1. MACOM
2. CONUSA (FC DATA ONLY)
3. INSTALLATION
4. MSC (TPSN)

PLEASE ENTER A NUMBER OR EXIT (X):

Next Prompt

Enter one of the following:

Enter 1 to produce a Unit report for a MACOM. 3

Enter 2 to produce a Unit report for a CONUSA. 4

Enter 3 to produce a Unit report for an installation. 5

Enter 4 to produce a Unit report for an MSC. 6

Enter X to exit UNITS. EXIT

Figure 8A. Procedures

Prompt (3):

ENTER MACOM CODE, END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

Enter the code designating for which MACOM to produce 7
a Unit report.

Enter E to return to the initial prompt. 2

Enter X to exit UNITS. EXIT

Prompt (4):

ENTER CONUSA CODE, END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

Enter the code designating for which CONUSA to produce 7
a Unit report.

Enter E to return to the initial prompt. 2

Enter X to exit UNITS. EXIT

Prompt (5):

ENTER INSTALLATION CODE, END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

Enter the code designating for which installation 7
to produce a Unit report.

Enter E to return to the initial prompt. 2

Enter X to exit UNITS. EXIT

Prompt (6):

ENTER MSC CODE, END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

Enter the code designating for which MSC to produce 7
a Unit report.

Enter E to return to the initial prompt. 2

Enter X to exit UNITS. EXIT

Figure 8B. Procedures—Continued

Prompt (7):

DO YOU WANT THIS REPORT TO INCLUDE:

1. MOBILIZED - NOT FENCED UNITS
2. NOT MOBILIZED UNITS
3. FENCED UNITS

PLEASE ENTER NUMBER(S), END (E) OR EXIT (X):

Next Prompt

Enter one of the following:

Enter 1, 2, 3, or a combination of these numbers to 8
indicate which units should be included in the report.

Enter E to return to the previous prompt.

- If you selected MACOM: 3
- If you selected CONUSA: 4
- If you selected INSTALLATION: 5
- If you select MSC: 6

Enter X to exit UNITS. EXIT

Prompt (8):

DO YOU WANT SUMMARY DATA TO BE DISPLAYED? (Y/N)

Next Prompt

Enter one of the following:

Enter Y to include summary data in the report.

Enter N to exclude summary data from the report.

UNITS prints the report and returns to the 2
initial prompt.

Figure 8C. Procedures—Continued

CRT (C) OR HARDCOPY (H)?

H

UNIT REPORTS CAN BE GENERATED BY:

1. MACOM
2. CONUSA (FC DATA ONLY)
3. INSTALLATION
4. MSC

PLEASE ENTER A NUMBER OR EXIT (X):

1

ENTER MACOM CODE, END (E), OR EXIT (X):

FC

DO YOU WANT THIS REPORT TO INCLUDE:

1. MOBILIZED - NOT FENCED UNITS
2. NOT MOBILIZED UNITS
3. FENCED UNITS

PLEASE ENTER NUMBER(S), END (E), OR EXIT (X):

1

DO YOU WANT SUMMARY DATA TO BE DISPLAYED? (Y/N)

Y

MACOM FC - INSTALLATION

UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS					
OFF	% OF	WO	% OF	enl	% OF	TOT	% OF			
REQ ASGN	FILL	REQ ASGN	FILL	REQ ASGN	FILL	REQ ASN	FILL			
W4NGAA	8	FC	EG170 LS	LOGISTCL SPT	NOT FENCED-MOBILIZED					
33	0	0%	3	0	0%	320	0%	356	0	0%

MACOM FC - INSTALLATION

UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS						
OFF	% OF	WO	% OF	enl	% OF	TOT	% OF				
REQ ASGN	FILL	REQ ASGN	FILL	REQ ASGN	FILL	REQ ASN	FILL				
WH09AA	8	FC	GE064 EN SF (AEN) + FSE	NOT FENCED -MOBILIZED							
33	0	0%	3	0	0%	320	0	0%	356	0	0%

Figure 8-1. UNITS Report by MACOM - Summary Display

MACOM FC - INSTALLATION

UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS						
OFF REQ ASGN	% OF FILL	WO REQ ASGN	% OF FILL	enl REQ ASGN	% OF FILL	TOT REQ ASN	% OF FILL				
WH1EAA	8	FC	JA404 EN SF	(AEN) + FSE	NOT FENCED-MOBILIZED						
39	0	0%	23	0	0%	296	0	0%	358	0	0%

MACOM FC - INSTALLATION

UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS						
OFF REQ ASGN	% OF FILL	WO REQ ASGN	% OF FILL	enl REQ ASGN	% OF FILL	TOT REQ ASN	% OF FILL				
W32KAA	8	FC	KS976 ET US ARMY SF	KOREA	NOT FENCED-MOBILIZED						
1	0	0%	1	0	0%	11	0	0%	13	0	0%

MACOM FC - INSTALLATION

UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS						
OFF REQ ASGN	% OF FILL	WO REQ ASGN	% OF FILL	enl REQ ASGN	% OF FILL	TOT REQ ASN	% OF FILL				
WDX3AA	8	FC	FM027 HHD C8T AVN BN		NOT FENCED-MOBILIZED						
13	0	0%	9	0	0%	66	0	0%	88	0	0%

MACOM FC - INSTALLATION

UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS						
OFF REQ ASGN	% OF FILL	WO REQ ASGN	% OF FILL	enl REQ ASGN	% OF FILL	TOT REQ ASN	% OF FILL				
WARUAA	9	FC	FM189 HHC BOE SEP LT BDE		NOT FENCED-MOBILIZED						
281	0	0%	18	0	0%	1309	0	0%	1608	0	0%
WA54AA	9	FC	FM189 END ARMY		NOT FENCED-MOBILIZED						
0	0	0%	1	0	0%	40	0	0%	41	0	0%
WBYJAA	9	FC	FM189 CO CET SPTP LT BDE		NOT FENCED-MOBILIZED						
5	0	0%	0	0	0%	170	0	0%	175	0	0%
WB6HAA	9	FC	FM189 CET BOD		NOT FENCED-MOBILIZED						
1	0	0%	1	0	0%	15	0	0%	16	0	0%

Figure 8-1. UNITS Report by MACOM - Summary Display—Continued

WDBPAA	9	FC	FM189 HHC ENGR BN LID	NOT FENCED -MOBILIZED
16	0	0%	1 0 0%	135 0 0%
152	0	0%		
WDBUAA	9	FC	FM189 END LID	NOT FENCED -MOBILIZED
22	0	0%	5 0 0%	450 0 0%
477	0	0%		

Figure 8-1. UNITS Report by MACOM - Summary Display—Continued

UNITS
 CRT (C) OR HARDCOPY (H)?
H
 UNIT REPORTS CAN BE GENERATED BY:
 1. MACOM
 2. CONUSA (FC DATA ONLY)
 3. INSTALLATION
 4. MSC
 PLEASE ENTER A NUMBER OR EXIT (X):
3
 ENTER INSTALLATION CODE, END (E), OR EXIT (X):
BRAG
 DO YOU WANT THIS REPORT TO INCLUDE:
 1. MOBILIZED - NOT FENCED UNITS
 2. NOT MOBILIZED UNITS
 3. FENCED UNITS
 PLEASE ENTER NUMBER(S), END (E), OR EXIT (X):
1
 DO YOU WANT SUMMARY DATA TO BE DISPLAYED? (Y/N)
N

INSTALLATION BRAG					
UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS
WAA5AA	2	FC	37099	SQDN AIR RECON (ABN)	NOT FENCED-MOBILIZED
WAA7AA	2	FC	37099	CO ABN/AMBL DIV	NOT FENCED-MOBILIZED
WAA8AA	2	FC	37099	BN COMBAT AVN	NOT FENCED-MOBILIZED
WAA9AA	2	FC	37099	BN ABN DIV	NOT FENCED-MOBILIZED
WABDAA	2	FC	37099	HQB DIVARTY ABN	NOT FENCED-MOBILIZED
WABEAA	2	FC	37099	ABN DIV SPT CMD	NOT FENCED-MOBILIZED
WABJAA	2	FC	37099	BN 105T ABN	NOT FENCED-MOBILIZED

Figure 8-2. UNITS Report by Installation - Status Display

UNIT	CONUSA	MACOM	ARLOC	NAME	STATUS
WABKAA	2	FC	37099	BN 105T ABN	NOT FENCED-MOBILIZED
WABLAA	2	FC	37099	BN 105T ABN	NOT FENCED-MOBILIZED
WABMAA	2	FC	37099	BN AIRBORNE	NOT FENCED-MOBILIZED
WABNAA	2	FC	37099	BN ABN E/W TOW	NOT FENCED-MOBILIZED
WABSAA	2	FC	37099	BN AIRBORNE	NOT FENCED-MOBILIZED
WABTAA	2	FC	37099	BN AIRBORNE	NOT FENCED-MOBILIZED
WABUAA	2	FC	37099	BN AIRBORNE	NOT FENCED-MOBILIZED
WABVAA	2	FC	37099	BN AIRBORNE	NOT FENCED-MOBILIZED
WABWAA	2	FC	37099	BN AIRBORNE	NOT FENCED-MOBILIZED
WABYAA	2	FC	37099	BN MAINT ABN DIV	NOT FENCED-MOBILIZED
WARMAA	2	FC	37099	BN 105T AASLT	NOT FENCED-MOBILIZED
WAUKAA	2	FC	37099	HHC CPS AIRBORNE	NOT FENCED-MOBILIZED
WAXFAA	2	FC	37099	BTY HAWK	NOT FENCED-MOBILIZED
WAYNAA	2	FC	37099	CO CORPS	NOT FENCED-MOBILIZED
WAZ3AA	2	FC	37099	BN COMBAT ABN	NOT FENCED-MOBILIZED
WAOWAA	2	FC	37099	HHB BDE	NOT FENCED-MOBILIZED
WA26AA	2	FC	37099	ETY B TGT ACQ (-)	NOT FENCED-MOBILIZED
WA4RAA	2	FC	37099	BN CMD OPS CORPS	NOT FENCED-MOBILIZED
WA64AA	2	FC	37099	DET POSTAL	NOT FENCED-MOBILIZED
WA77AA	2	FC	37099	BN CEWI 082 ID ABN	NOT FENCED-MOBILIZED
WA8TAA	2	FC	37099	OO NBC DEF	NOT FENCED-MOBILIZED
WA89AA	2	FC	37099	DET NBC ELEMENT	NOT FENCED-MOBILIZED
WBB6AA	2	FC	37099	CO LIGHT EQUIP ABN	NOT FENCED-MOBILIZED
WBC3AA	2	FC	37099	CO CARTO CORPS(XVIII)	NOT FENCED-MOBILIZED
WBD0AA	2	FC	37099	DET FFTG FIRE TRK	NOT FENCED-MOBILIZED
WBD1AA	2	FC	37099	TM FIRE TRUCK	NOT FENCED-MOBILIZED
WBEQAA	2	FC	37099	DET WATER TRANS	NOT FENCED-MOBILIZED
WBEQAA	2	FC	37099	DET WATER TRANS	NOT FENCED-MOBILIZED
WBFSAA	2	FC	37099	DET WELL DRILLING	NOT FENCED-MOBILIZED
WBF8AA	2	FC	37099	UNIT FIN SPT	NOT FENCED-MOBILIZED
WBGUAA	2	FC	37099	HHC COSCOM	NOT FENCED-MOBILIZED
WBGZAA	2	FC	37099	MMC COSCOM	NOT FENCED-MOBILIZED
WBHVAA	2	FC	37099	UNIT SUP OPT & MAINT	NOT FENCED-MOBILIZED
WBH0AA	2	FC	37099	HSP MASH	NOT FENCED-MOBILIZED
WBJ0AA	2	FC	37099	DET EXPLOS DISPOSAL	NOT FENCED-MOBILIZED
WBMVAA	2	FC	37099	TM ENTOMOLOGY SVC	NOT FENCED-MOBILIZED
WBPJAA	2	FC	37099	TM BLOOD DISTRIB	NOT FENCED-MOBILIZED
WBQVAA	2	FC	37099	TM SURGICAL-KA	NOT FENCED-MOBILIZED
WBR9AA	2	FC	37099	TM MAXILLOFACIAL	NOT FENCED-MOBILIZED
WBSBAA	2	FC	37099	DET DENTAL SERVICE	NOT FENCED-MOBILIZED
WBSUAA	2	FC	37099	DET AIR AMBULANCE	NOT FENCED-MOBILIZED

Figure 8-2. UNITS Report by Installation - Status Display—Continued

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

8-8. System Errors

The following is a list of possible system errors. If any such error messages or any other messages not listed below appear, call the KEYSTONE Branch immediately.

- a. ERROR IN SIO121 COUNTER UPDATING.
- b. ERROR IN SORT
- c. ERROR ON LUN XXX

VSAM ERROR RETURN CODE=XXXX
ACTION CODE=XXX
KEYS (IN HEX)=XXXXXX XXXXXXXX
RECORD TYPE=XXX
SPARE VARIABLE 1=XXX XXX
SPARE VARIABLE 2=XXX XXX

- d. ERROR: TEXT MUST END WITH A PERIOD – QUIT
- e. XXXX INVALID NUMBER IN SIO121
- f. NO SINK AVAILABLE FOR LUN XXX
- g. THIS OPTION NOT AVAILABLE AT THIS TIME
- h. TRIED TO DECREMENT AN ASSIGNED FIELD TO NEGATIVE VALUE
- i. VMCF ERROR=XXXX XXX FOR LUN XXX
- j. VSAM ERROR=XXXX ON LUN XXX

8–9. Operation Errors

Operation messages occur when invalid data is entered. UNITS repeats the prompt after each error message. Check Table 8-1, UNITS Data Items, and Table 3-3, MCL Data Items Description, for correct data.

Chapter 9 UPDATE PROGRAM

Section I PROGRAM SUMMARY

9–1. Purpose

UPDATE Program displays an individual personnel record, performs various update functions on individual personnel records, and sets the arrival date for a unit.

9–2. Applicability

The following groups use UPDATE:

- a. Installations,
- b. MACOMs, and
- c. PERSCOM.

9–3. Functions

UPDATE has eight functions to select from. These include:

- a. *Find*. Searches and displays an individual personnel record.
- b. *Add*. Adds personnel records.
- c. *Delete*. Deletes a personnel record.
- d. *Update*. Updates personnel records.
- e. *Move*. Changes the Installation or MACOM of a unit (available only to installation personnel).
- f. *Set*. Sets the arrival (mobilization) date for a unit.
- g. *Arrive*. Arrives an individual assigned to a W7UT, W7XC, W7XXTR, W369AA, or WH6SAA unit.
- h. *Unarrive*. Unarrives an individual assigned to a W7UT, W7XC, W7XXTR, W369AA, or WH6SAA unit.

9–4. Options

UPDATE provides the following options:

- a. Display the information just entered.
- b. Change the information if it is incorrect.
- c. OK to confirm that the information is correct.
- d. End to quit without updating.

Section II INPUT/OUTPUT DESCRIPTIONS

9-5. Data Items

UPDATE requires entry of some of the items listed below in Table 9-1, UPDATE Data Items. For a detailed description of these items, consult Table 3-3, MCL Data Items Description.

9-6. Output

UPDATE provides output as shown in Figure 9-1 (UPDATE Finding an Individual Personnel Record) through 9-9 (UPDATE Unarriving an Individual). The data items are listed in Table 9-1, UPDATE Data Items, and explained in Table 3-3, MCL Data Items Description.

**Table 9-1
UPDATE Data Items**

Field Name	Label	Input	Output	Field Size
Additional Skill Indicator	ASI	X	X	2
Grade or Rank	GD, GRD	X	X	2
Installation Language Indicator Code	INSTALLATION	X		4
	LIC	X	X	2
MACOM	MACOM	X		2
Mobilization Date	MOBILIZATION DATE	X		6
Name of Soldier	NAME	X		12
Personnel Mobilization Category	PMC	X	X	1
Primary Military Occupational Specialty	PMOS/PSSI	X	X	4
Sex	SEX	X	X	1
Secondary Military Occupational Specialty	SMOS/SSSI	X	X	4
Special Qualification Indicator	SQI	X	X	1
Social Security Number	SSN	X	X	9
Unit Identification Code	UIC	X	X	6

Section III PROGRAM OPERATION

9-7. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Type UPDATE and press ENTER.

9-8. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press ENTER after responding to a prompt.

Prompt (1):

- WOULD YOU LIKE TO:
1. FIND AN INDIVIDUAL.
 2. ADD PERSONNEL RECORDS.
 3. DELETE A PERSONNEL RECORD.
 4. UPDATE PERSONNEL RECORDS.
 5. MOVE A UNIT.
 6. SET THE ARRIVAL DATE FOR A UNIT.
 7. ARRIVE AN INDIVIDUAL(S) OR
 8. UNARRIVE AN INDIVIDUAL
- PLEASE ENTER AN OPTION NUMBER OR END (E):

Next Prompt

Enter one of the following:

<u>Enter 1</u> to find a record.	2
<u>Enter 2</u> to add personnel records.	3
<u>Enter 3</u> to delete a personnel record.	9
<u>Enter 4</u> to update personnel records.	4
<u>Enter 5</u> to move a unit.	3
<u>Enter 6</u> to set the arrival date for a unit.	3
<u>Enter 7</u> to arrive an individual.	9
<u>Enter 8</u> to unarrive an individual.	4

Find a record:

Prompt (2):

INPUT SSN, END (E) OR EXIT (X)

Next Prompt

Enter one of the following:

<u>Enter the social security number</u> to find that individual personnel record. UPDATE displays the information.	2
<u>Enter E</u> to end and return to the initial prompt.	1
<u>Enter X</u> to exit UPDATE.	EXIT

Add a record, Move a unit, Set a unit arrival date:

Prompt (3):

INPUT UIC, END (E) OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter a valid UIC.</u> When adding records:	4
---	---

Figure 9A. Procedures

When moving a unit:	10
When setting the arrival date for a unit:	13
<u>Enter E</u> to end and return to the initial prompt.	1
<u>Enter X</u> to exit UPDATE.	EXIT

Update records, Unarrive an individual:

Prompt (4):

ENTER AN SSN, END(E) OR EXIT(X)

Next Prompt

Enter <u>one</u> of the following:	
<u>Enter the social security number of the individual.</u>	
When adding a record:	5
When updating a personnel record:	6
When unarriving an individual:	4
(UPDATE displays a successful transaction message.)	
<u>Enter E</u> to end and return to the previous prompt.	
When adding a record:	3
When updating a personnel record:	1
When unarriving a personnel record:	1
<u>Enter X</u> to exit UPDATE.	EXIT

Prompt (5):

PLEASE ENTER THE FOLLOWING INFORMATION BETWEEN THE SLASHES, END(E), OR EXIT(X):

	PSSI		SSSI
/NAME	/PMOS	/GD/SEX/SQI/ASI/LIC/SMOS/PMC/	

Next Prompt

Enter <u>one</u> of the following:	
<u>Enter valid data</u> under the appropriate headings.	7
If invalid data combinations are entered:	6
<u>Enter E</u> to end and return to the previous prompt.	4
<u>Enter X</u> to exit UPDATE.	EXIT

Figure 9B. Procedures—Continued

Prompt (6):

ENTER ONLY NEW INFORMATION DIRECTLY BELOW THE OLD
INFORMATION (\$ CAUSES BLANKS) OK(O), END(E) OR
EXIT(X):
UIC / SSN / NAME /PMOS/GD/SEX/SQI/ASI/LIC/SMOS/PMC

Next Prompt

Enter one of the following:

Enter the new information between the slashes under 7
the old. Enter a dollar sign (\$) to create blanks.
Enter E to end and return to the previous prompt. 4
Enter X to exit UPDATE. EXIT

Prompt (7):

DISPLAY(D), CHANGE(C), OK(O), END(E), OR EXIT(X)

Next Prompt

Enter one of the following:

Enter D to display the information. 7
Enter C to change the information. 7
Enter O to confirm that the information is correct. 8
Enter E to quit without adding or updating. 4
Enter X to exit UPDATE. EXIT

Prompt (8):

ENTER REMARKS FOR XXX XXXXXXXXXX OR END(E) FOR NO
REMARKS

Next Prompt

Enter any remarks associated with the record or
Enter E to complete the transaction without
entering any remarks. (UPDATE displays a
successful transaction message.)

When adding records: 4
When deleting records: 9
When updating records: 4

Figure 9C. Procedures—Continued

Delete a record, Arrive individuals:

Prompt (9):

ENTER UP TO 20 (1 PER LINE) 5 CHAR NAME/SSN, END(E), OR
EXIT(X)

Next Prompt

Enter the five character name and social security
number of each individual record AND
Enter a blank line when there are no more records.
When deleting records: 8
When arriving an individual: 1
(UPDATE displays a successful transaction message.)

Prompt (10):

XXXXXX IS UNDER INSTALLATION XXXX AND ITS MACOM IS XX
1. CHANGE INSTALLATION
2. CHANGE MACOM
PLEASE ENTER NUMBER, END (E) OR EXIT (X)

Next Prompt

Enter one of the following:
Enter 1 to change the Installation. 11
Enter 2 to change the MACOM. 12
Enter E to return to the previous prompt. 3
Enter X to exit UPDATE. EXIT

Prompt (11):

PLEASE ENTER NEW INSTALLATION CODE, END (E), OR EXIT (X):

Next Prompt

Enter one of the following:
Enter a new Installation Code to change the 3
Installation.
Enter E to return to the first Move prompt. 3
Enter X to exit UPDATE. EXIT

Figure 9D. Procedures—Continued

Prompt (12):

PLEASE ENTER NEW MACOM CODE, END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

Enter a new MACOM code to change the MACOM.

3

Enter E to return to the first Move prompt.

3

Enter X to exit UPDATE.EXIT

Prompt (13):

XXXXXX MOBILIZED ON YY/MM/DD

ENTER MOBILIZATION DATE (YYMMDD), END (E), OR EXIT (X)

Next Prompt

Enter one of the following:

Enter the current mobilization date (YYMMDD).

3

If you are changing a future mobilization date to an immediate date:

14

Enter E to return to the previous prompt.

3

Enter X to exit UPDATE.

EXIT

Prompt (14):

PROCESS UNIT IMMEDIATE(I) OR BATCH(B)?

Next Prompt

Enter one of the following:

Enter I for immediate processing.

3

Enter B for delayed processing.

3

Figure 9E. Procedures—Continued

-
- WOULD YOU LIKE TO:
1. FIND AN INDIVIDUAL
 2. ADD PERSONNEL RECORDS
 3. DELETE A PERSONNEL RECORD
 4. UPDATE PERSONNEL RECORDS
 5. MOVE A UNIT
 6. SET THE ARRIVAL DATE FOR A UNIT
 7. ARRIVE AN INDIVIDUAL(S) OR
 8. UNARRIVE AN INDIVIDUAL

PLEASE ENTER AN OPTION NUMBER OR END(E):

1

INPUT SSN, END (E) OR EXIT (X)

850022222

SSN	/NAME	PSSI	SSSI
		/PMOS /GRD/SEX/SQI/ASI/LIC/SMOS/PMC	
850022222	BLAKE, JAY	11B1 E3 M 1 2B CH	12C1 A

IS IN UNIT WAGZAA WHICH WILL ARRIVE ON 90/ 9/16 INPUT SSN, END (E) OR
EXIT (X)

X

Figure 9-1. UPDATE Find an Individual

WOULD YOU LIKE TO:

1. FIND AN INDIVIDUAL
2. ADD PERSONNEL RECORDS
3. DELETE A PERSONNEL RECORD
4. UPDATE PERSONNEL RECORDS
5. MOVE A UNIT
6. SET THE ARRIVAL DATE FOR A UNIT
7. ARRIVE AN INDIVIDUAL(S) OR
8. UNARRIVE AN INDIVIDUAL

PLEASE ENTER AN OPTION NUMBER OR END(E):

2

INPUT UIC, END (E) OR EXIT (X)

WABNAA

ENTER AN SSN, END(E) OR EXIT(X):

123220001

PLEASE ENTER THE FOLLOWING INFORMATION BETWEEN THE SLASHES, END (E) OR EXIT (X):

	PSSI		SSSI
/NAME	/PMOS	/GD/SEX/SQI/ASI/LIC/SMOS	/PMC
JACK SMITH	11B1	E3 M 2 2B CH 11C1	B

DISPLAY(D), CHANGE(C), OK(O), END (E), OR EXIT(X):

O

ENTER REMARKS FOR SSN 123220001 OR END(E) FOR NO REMARKS

E

SSN 123220001 HAS BEEN SUCCESSFULLY ADDED

ENTER AN SSN, OR END(E) OR EXIT(X)

X

Figure 9-2. UPDATE Add a Record

WOULD YOU LIKE TO:

1. FIND AN INDIVIDUAL
2. ADD PERSONNEL RECORDS
3. DELETE A PERSONNEL RECORD
4. UPDATE PERSONNEL RECORDS
5. MOVE A UNIT
6. SET THE ARRIVAL DATE FOR A UNIT
7. ARRIVE AN INDIVIDUAL(S) OR
8. UNARRIVE AN INDIVIDUAL

PLEASE ENTER AN OPTION NUMBER OR END(E):

3

ENTER UP TO 20 (1 PER LINE) 5 CHAR NAME/SSN, END(E), OR EXIT(X)
SANDS/670622222

ENTER REMARKS FOR 670622222 OR END(E) FOR NO REMARKS

E

1 INDIVIDUAL(S) WERE SUCCESSFULLY DELETED

ENTER UP TO 20 (1 PER LINE) 5 CHAR NAME/SSN, END (E), OR EXIT (X)

X

Figure 9-3. UPDATE Delete a Record

WOULD YOU LIKE TO:

1. FIND AN INDIVIDUAL
2. ADD PERSONNEL RECORDS
3. DELETE A PERSONNEL RECORD
4. UPDATE PERSONNEL RECORDS
5. MOVE A UNIT
6. SET THE ARRIVAL DATE FOR A UNIT
7. ARRIVE AN INDIVIDUAL(S) OR
8. UNARRIVE AN INDIVIDUAL

PLEASE ENTER AN OPTION NUMBER OR END(E):

4

ENTER AN SSN, END(E) OR EXIT(X)

123456789

ENTER ONLY NEW INFORMATION DIRECTLY BELOW THE OLD
INFORMATION (\$ CAUSES BLANKS) OK(O), END(E) OR EXIT(X):

UIC	/	SSN	/	NAME	/	PMOS	/	GD	/	SEX	/	SQI	/	ASI	/	LIC	/	SMOS	/	PMC
WAA9AA		123456789		JESSIE JAMES		11B1		E2		M		2		2B		11B1				B
<u>WAA6AA</u>						<u>11C3</u>														

DISPLAY(D), CHANGE(C), OK(O), END(E), OR EXIT(X)

O

ENTER REMARKS FOR THE UIC OR END(E) FOR NO REMARKS

E

ENTER REMARKS FOR THE PMOS OR END(E) FOR NO REMARKS

E

UPDATE OF SSN: 123456789 SUCCESSFUL

ENTER AN SSN 123456789, END(E) OR EXIT(X)

X

Figure 9-4. UPDATE Update a Record

WOULD YOU LIKE TO:

1. FIND AN INDIVIDUAL
2. ADD PERSONNEL RECORDS
3. DELETE A PERSONNEL RECORD
4. UPDATE PERSONNEL RECORDS
5. MOVE A UNIT
6. SET THE ARRIVAL DATE FOR A UNIT
7. ARRIVE AN INDIVIDUAL(S) OR
8. UNARRIVE AN INDIVIDUAL

PLEASE ENTER AN OPTION NUMBER OR END(E):

5

INPUT UIC, END (E) OR EXIT (X):

WSR7AA

WSR7AA IS UNDER INSTALLATION AGUA AND ITS MACOM IS FC

1. CHANGE INSTALLATION
2. CHANGE MACOM

PLEASE ENTER A NUMBER, END (E), OR EXIT (X):

1

PLEASE ENTER NEW INSTALLATION CODE, END (E), OR EXIT (X):

A-DE

INPUT UIC, END (E) OR EXIT (X):

WSR7AA

WSR7AA IS UNDER INSTALLATION A-DE AND ITS MACOM IS FC

1. CHANGE INSTALLATION
2. CHANGE MACOM

PLEASE ENTER A NUMBER, END (E) OR EXIT (X):

2

PLEASE ENTER NEW MACOM CODE, END (E) OR EXIT (X):

WA

INPUT UIC, END (E) OR EXIT (X):

E

Figure 9-5. UPDATE Move a Unit

WOULD YOU LIKE TO:

1. FIND AN INDIVIDUAL
2. ADD PERSONNEL RECORDS
3. DELETE A PERSONNEL RECORD
4. UPDATE PERSONNEL RECORDS
5. MOVE A UNIT
6. SET THE ARRIVAL DATE FOR A UNIT
7. ARRIVE AN INDIVIDUAL(S) OR
8. UNARRIVE AN INDIVIDUAL

PLEASE ENTER AN OPTION NUMBER OR END(E):

6

INPUT UIC, END (E) OR EXIT (X):

WSR7AA

WSR7AA IS DUE TO MOBILIZE ON 0/ 0/ 0

ENTER MOBILIZATION DATE (YYMMDD), END (E), OR EXIT (X)

900727

INPUT UIC, END (E), OR EXIT (X)

X

Figure 9-6. UPDATE Setting the Arrival Date for a Unit

WOULD YOU LIKE TO:

1. FIND AN INDIVIDUAL
2. ADD PERSONNEL RECORDS
3. DELETE A PERSONNEL RECORD
4. UPDATE PERSONNEL RECORDS
5. MOVE A UNIT
6. SET THE ARRIVAL DATE FOR A UNIT
7. ARRIVE AN INDIVIDUAL(S) OR
8. UNARRIVE AN INDIVIDUAL

PLEASE ENTER AN OPTION NUMBER OR END(E):

7

ENTER UP TO 20 (1 PER LINE) 5 CHAR NAME/SSN, END (E), OR EXIT (X)

BURLE/212388303

1 INDIVIDUAL(S) WERE SUCCESSFULLY ARRIVED

ENTER UP TO 20 (1 PER LINE) 5 CHAR NAME/SSN, END (E), OR EXIT (X)

X

Figure 9-7. UPDATE Arriving an Individual

```

WOULD YOU LIKE TO:
  1.  FIND AN INDIVIDUAL
  2.  ADD PERSONNEL RECORDS
  3.  DELETE A PERSONNEL RECORD
  4.  UPDATE PERSONNEL RECORDS
  5.  MOVE A UNIT
  6.  SET THE ARRIVAL DATE FOR A UNIT
  7.  ARRIVE AN INDIVIDUAL(S) OR
  8.  UNARRIVE AN INDIVIDUAL
PLEASE ENTER AN OPTION NUMBER OR END(E) :
8

ENTER SSN, END (E), OR EXIT (X)
316361251
316361251 HAS BEEN SUCCESSFULLY UNARRIVED FROM UNIT W7UT

ENTER SSN, END (E), OR EXIT (X)
X

```

Figure 9-8. UPDATE Unarriving an Individual

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

9-9. System Errors

The following is a list of possible system errors. If any of these error messages or any other error messages not listed below appear, call the KEYSTONE Branch immediately.

- a. VSAM ERROR=XXXX ON LUN XXX
- b. VMCF ERROR=XXXXXXXX FOR LUN XXX
- c. NO SINK AVAIL FOR LUN XXX
- d. XXXXX TRACK BACK XXXXX ENTRY POINT ENTRY ADDRESS RETURN

9-10. Operation Errors

Operation error messages occur when invalid data is entered. Check that you entered the data correctly. For a list of valid data items, see Table 9-1, UPDATE Data Items. For a description of data items refer to Table 3-3, MCL Data Items Description.

Chapter 10 MAILBOX PROGRAM

Section I PROGRAM SUMMARY

10-1. Purpose

MAILBOX enables you to receive messages sent by other MCL users, to create and send messages to other users, to create and change message distribution lists, to check on receipt of messages, and to update users identification.

10-2. Applicability

All groups access MAILBOX.

10-3. Functions

MAILBOX has six functions:

- a. Review incoming messages.
- b. Create, display, delete or change a message.
- c. Create, display, delete or change a distribution list.
- d. Send a message.
- e. Check on receipt of messages.
- f. Review/update the user distribution list. (Managers only)

10-4. Options

MAILBOX provides the following options:

- a. Create. Create a new message or distribution list.
- b. Display. Display an existing message or distribution list.
- c. Delete. Delete a message or a distribution list.
- d. Change. Change a message or a distribution list.
- e. Receive. Receive messages.
- f. Send. Send messages.
- g. Check on receipt of messages.
- h. Update users identification. (Managers only)

Section II

INPUT/OUTPUT DESCRIPTIONS

10-5. Data Items

MAILBOX input items are listed in Table 10-1, MAILBOX Data Items. For a description of these items consult Table 3-3, MCL Data Items Description.

10-6. Output

MAILBOX provides no printed output since it is used interactively. Figures 10-1, MAILBOX Review Incoming Messages, through 10-6, MAILBOX Review/Update the User Distribution List, illustrate the interactive processing.

Table 10-1
MAILBOX Data Items

Field Name	Label	Input	Output	Field Size
1. Distribution List Number	DISTRIBUTION LIST NUMBER	X		3
2. Line Number	LINE NUMBER	X		2
3. Message Number	MESSAGE NUMBER	X		4
4. User ID	USER ID	X		3
5. User Number	USER NUMBER	X		3

Section III

PROGRAM OPERATION

10-7. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Type MAILBOX and press ENTER.

10-8. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press ENTER after responding to a prompt.

Prompt (1): **(Note:** Only certain managerial users see Option 6.)

ENTER:

- (1) TO REVIEW INCOMING MESSAGES,
- (2) TO CREATE, DISPLAY, DELETE OR CHANGE A MESSAGE,
- (3) TO CREATE, DISPLAY, DELETE OR CHANGE A DISTRIBUTION LIST,
- (4) TO SEND A MESSAGE OR
- (5) TO CHECK ON RECEIPT OF MESSAGES.
- (6) TO REVIEW/UPDATE THE USER-DISTRIBUTION LIST
ENTER A NUMBER, OR EXIT(X)

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter 1</u> to see messages on file.	2
<u>Enter 2</u> to process messages.	4
<u>Enter 3</u> to process a distribution list.	21
<u>Enter 4</u> to send a message.	36
<u>Enter 5</u> to check on receipt of messages.	43
<u>Enter 6</u> to review/update the user distribution list.	45
Note: Only certain managers have this option.	
<u>Enter X</u> to exit MAILBOX.	EXIT

(a). Message Review Procedures.

Prompt (2):

If there are no messages in your mail queue, MAILBOX informs you that there are none waiting, and returns to the initial prompt.

If there are messages, MAILBOX prompts:

MESSAGE # NNNN
FROM: XXXX
WAS SENT YYMMDD
SEE MESSAGES NOW Y OR N?

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter Y</u> to see the messages.	3
<u>Enter N</u> to skip the messages. The message(s) remain in your mail queue.	1

Figure 10A. Procedures

Prompt (3):

ENTER MESSAGE NUMBER, ALL(A), END(E), OR EXIT(X)

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter A</u> to view all messages in the queue. MAILBOX displays the messages.	1
<u>Enter the number of a specific message.</u> MAILBOX displays the message.	3
<u>Enter E</u> to end and return to the initial prompt.	1
<u>Enter X</u> to exit MAILBOX.	EXIT

(b). Message Processing Procedures.

Prompt (4):

ENTER:

- (1) TO CREATE A MESSAGE,
- (2) TO DISPLAY A MESSAGE,
- (3) TO DELETE A MESSAGE OR
- (4) TO CHANGE A MESSAGE.

ENTER A NUMBER, END(E), OR EXIT(X).

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter 1</u> to create a new message.	5
<u>Enter 2</u> to display a message.	16
<u>Enter 3</u> to delete a message.	16
<u>Enter 4</u> to change a message.	16
<u>Enter E</u> to end and return to the initial prompt.	1
<u>Enter X</u> to exit MAILBOX.	EXIT

Prompt (5):

ENTER TEXT OF MESSAGE WITH "NOMO" AS THE LAST LINE

	<u>Next Prompt</u>
<u>Enter the desired message.</u> Enter <u>NOMO</u> as the last line of the message.	6

Figure 10B. Procedures—Continued

Prompt (6):

DISPLAY(D), CHANGE(C), OK(O), OR END(E)?

Next Prompt

Enter one of the following:

<u>Enter D</u> to display the message created.	7
<u>Enter C</u> to change the message.	8
<u>Enter O</u> if the message is approved.	20
<u>Enter E</u> to and end return to the first prompt of the Message Processing section.	4

Prompt (7):

MESSAGE # NNNN WAS CREATED ON YYMMDD BY XXXX.

Next Prompt

MAILBOX displays the message text. No response is necessary:	6
--	---

Prompt (8):

ENTER:

- (1) TO ADD LINES TO THE END OF THE MESSAGE,
- (2) TO CHANGE EXISTING LINES OF THE MESSAGE,
- (3) TO DELETE LINES FROM THE MESSAGE, OR
- (4) TO INSERT LINES WITHIN THE MESSAGE.

ENTER A NUMBER, OR END(E).

Next Prompt

Enter one of the following:

<u>Enter 1</u> to add lines to the message.	9
<u>Enter 2</u> to change the message.	10
<u>Enter 3</u> to delete lines.	10
<u>Enter 4</u> to insert lines.	14
<u>Enter E</u> to return to the previous prompt.	6

Figure 10C. Procedures—Continued

Prompt (9):

MESSAGE # NNNN WAS CREATED ON YYMMDD BY XXXX.
MAILBOX repeats the message text, and prompts:
ENTER THE LINES TO BE ADDED WITH "NOMO" AS
THE LAST LINE.

Next Prompt

Enter the additional lines. Enter NOMO as
the last line.

10

Prompt (10):

MESSAGE # NNNN WAS CREATED ON YYMMDD BY XXXX.
MAILBOX repeats the message text, including line
numbers, and prompts:
ENTER LINE NUMBER OR END(E).

Next Prompt

Enter one of the following:

Enter the number of the line to be changed,
if in change mode.

11

Enter the number of the line to be deleted,
if in delete mode.

13

Enter E to return to the previous prompt.

8

Prompt (11):

ENTER NEW LINE OR "NOMO".

Next Prompt

Enter new line of text.

12

Enter NOMO to delete existing line.

12

Prompt (12):

ENTER LINE NUMBER OR END(E).

Next Prompt

Enter one of the following:

Enter the number of the next line to be changed.

11

Enter E to return to the options menu of
the change function.

8

Figure 10D. Procedures—Continued

Prompt (13):

LINE # N DELETED
ENTER LINE NUMBER OR END(E).

Next Prompt

Enter one of the following:

Enter the number of the next line to be deleted. 13

Enter E to return to the options menu of the
change function. 8

Prompt (14):

MESSAGE # NNNN WAS CREATED ON YYMMDD BY XXXX.
MAILBOX repeats the message text, including line
numbers, and prompts:
NEW LINE WILL FOLLOW THE LINE NUMBER ENTERED.
ENTER LINE NUMBER OR END(E).

Next Prompt

Enter one of the following:

Enter the number of the line which will precede the
line being inserted. 15

Enter E to return to the options menu of the
change function. 8

Prompt (15):

ENTER NEW LINE OR "NOMO".

Next Prompt

Enter the line to be inserted. 15

Enter "NOMO" when there are no more lines
to be inserted. 8

Figure 10E. Procedures—Continued

Prompt (16):

ENTER MESSAGE NUMBER, ALL(A), END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

Enter A to view a list of the existing message(s). 16

When displaying: enter the message number to view a specific message along with the date and source information. 4

When deleting: enter the specific message number to be deleted. 17

When changing: enter the specific message number to be changed. 8

Enter E to return to the first prompt of the Message Processing section. 4

Enter X to exit MAILBOX. EXIT

Prompt (17):

DISPLAY MESSAGE FIRST Y OR N?

Next Prompt

Enter one of the following:

Enter Y to view the message. 18

Enter N to skip the message. 19

Prompt (18):

MAILBOX prints the message text along with the source and date information, and prompts:

DELETE Y OR N?

Next Prompt

Enter one of the following:

Enter Y to delete the message. 19

Enter N to retain the message. 4

Figure 10F. Procedures—Continued

Prompt (19):

MESSAGE NUMBER
NNNN DELETED

Next Prompt

No response is necessary.

4

Prompt (20):

THIS MESSAGE CAN NOW BE REFERRED TO AS # NNN.

Next Prompt

No response is necessary.

4

(c). Distribution List-Processing Procedures.

Prompt (21):

ENTER:

- (1) TO CREATE A DISTRIBUTION LIST,
- (2) TO DISPLAY A DISTRIBUTION LIST,
- (3) TO DELETE A DISTRIBUTION LIST, OR
- (4) TO CHANGE A DISTRIBUTION LIST.

ENTER A NUMBER, END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

Enter <u>1</u> to create a distribution list.	22
Enter <u>2</u> to display a distribution list.	33
Enter <u>3</u> to delete a distribution list.	33
Enter <u>4</u> to change a distribution list.	33
Enter <u>E</u> to return to the initial prompt.	1
Enter <u>X</u> to exit MAILBOX.	EXIT

Figure 10G. Procedures—Continued

Prompt (22):

ENTER ONE OR MORE USER NUMBERS, ALL(A), END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

Enter a specific user number(s). 23

Enter A to view a list of users currently
on the system. 22

Enter E to return to the previous prompt. 21

Enter X to exit MAILBOX. EXIT

Prompt (23):

DISPLAY(D), CHANGE(C), OK(O) OR END(E)?

Next Prompt

Enter one of the following:

Enter D to view the distribution list. 24

Enter C to change the distribution list. 25

Enter O if the distribution list is approved. 32

Enter E to return to the first prompt of the
Distribution List section. 21

Prompt (24):

DISTRIBUTION LIST N INCLUDES THE FOLLOWING USERS

NNNN XXXX, XXXX

NNNN XXXX, XXXX

Next Prompt

No response is necessary. 21

Figure 10H. Procedures—Continued

Prompt (25):

ENTER:

- (1) TO ADD ADDITIONAL USER NUMBERS TO THE DISTRIBUTION LIST,
 - (2) TO REPLACE A GIVEN USER ON THE DISTRIBUTION LIST OR
 - (3) TO DELETE A GIVEN USER FROM THE DISTRIBUTION LIST.
- ENTER A NUMBER OR END(E).

Next Prompt

Enter one of the following:

- Enter 1 to add users. 26
- Enter 2 to replace a specific user. 27
- Enter 3 to delete a specific user. 30
- Enter E to return to the previous prompt. 23

Prompt (26):

DISTRIBUTION LIST N INCLUDES THE FOLLOWING
USERS
NNNN XXXX, XXXX
NNNN XXXX, XXXX
ENTER ONE OR MORE USER NUMBERS, ALL(A), END(E), OR
EXIT(X).

Next Prompt

Enter one of the following:

- Enter the user number(s) to be added to the distribution list. 25
- Enter A to view a list of users currently on the system. 22
- Enter E to return to the previous prompt. 25
- Enter X to exit MAILBOX. EXIT

Prompt (27):

DISTRIBUTION LIST N INCLUDES THE FOLLOWING
USERS
NNNN XXXX, XXXX
NNNN XXXX, XXXX
ENTER USER TO BE REPLACED, END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

- Enter the user number to be replaced. 28
- Enter E to return to the previous prompt. 25
- Enter X to exit MAILBOX. EXIT

Figure 10I. Procedures—Continued

Prompt (28):

ENTER NEW USER NUMBER, END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

Enter the new user number.

29

Enter E to return to the previous prompt.

27

Enter X to exit MAILBOX.

EXIT

Prompt (29):

USER NNNN REPLACED WITH USER NNNN

ENTER USER TO BE REPLACED, END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

Enter another user number to be replaced.

28

Enter E to return to the distribution list.

27

Enter X to exit MAILBOX.

EXIT

Prompt (30):

DISTRIBUTION LIST N INCLUDES THE FOLLOWING
USERS

NNNN XXXX, XXXX

NNNN XXXX, XXXX

ENTER USER NUMBER, END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

Enter the user number to be deleted.

31

Enter E to return to the previous prompt.

25

Enter X to exit MAILBOX.

EXIT

Prompt (31):

USER NNNN DELETED ENTER USER NUMBER, END(E), OR
EXIT(X).

Next Prompt

Enter one of the following:

Enter another user number to be deleted.

31

Enter E to return to the options menu for changing a
recently created distribution list.

25

Enter X to exit MAILBOX.

EXIT

Figure 10J. Procedures—Continued

Prompt (32):

THIS DISTRIBUTION LIST CAN NOW BE REFERRED TO AS # NNN.

Next Prompt

No response is necessary.

21

Prompt (33):

ENTER DISTRIBUTION LIST NUMBER, ALL(A), END(E), OR EXIT(X).

Next Prompt

Enter one of the following:

When displaying: enter the number of the distribution list to be displayed.

34

When deleting: enter the number of the distribution list to be deleted.

35

When changing: enter the number of the distribution list to be changed

25

Enter A to display all distribution lists currently on file.

33

Enter E to return to the previous prompt.

21

Enter X to exit MAILBOX.

EXIT

Prompt (34):

DISTRIBUTION LIST NNN INCLUDES THE FOLLOWING USERS

NNNN XXXX, XXXX

NNNN XXXX, XXXX

Next Prompt

No response is necessary.

21

Prompt (35):

DISTRIBUTION LIST NNNN DELETED

Next Prompt

No response is necessary.

21

Figure 10K. Procedures—Continued

(d). Message-Sending Procedures.

Prompt (36):

ENTER MESSAGE NUMBER, ALL(A), END(E), OR EXIT(X)

Next Prompt

Enter one of the following:

Enter a specific message number.	37
<u>Enter A</u> to view a list of message numbers.	36
<u>Enter E</u> to return to the initial prompt.	1
<u>Enter X</u> to exit MAILBOX.	EXIT

Prompt (37):

ENTER:

- (1) TO SEND THE MESSAGE TO A SINGLE USER OR
- (2) TO SEND THE MESSAGE TO ALL USERS ON A DISTRIBUTION LIST.
- (3) TO SEND THE MESSAGE TO ALL USERS ON THE MAIL SYSTEM.

ENTER A NUMBER, END(E) OR EXIT(X).

Next Prompt

Enter one of the following:

<u>Enter 1</u> for a single user.	38
<u>Enter 2</u> for all users on a distribution list.	40
<u>Enter 3</u> for all users on the mail system.	39
<u>Enter E</u> to return to the previous prompt.	36
<u>Enter X</u> to exit MAILBOX.	EXIT

Prompt (38):

ENTER USER NUMBER, ALL(A), END(E), OR EXIT(X)

Next Prompt

Enter one of the following:

<u>Enter a user number.</u>	39
<u>Enter A</u> to list all users currently on the system.	38
<u>Enter E</u> to return to the previous prompt.	37
<u>Enter X</u> to exit MAILBOX.	EXIT

Figure 10L. Procedures—Continued

Prompt (39):

MESSAGE SENT

Next Prompt

No response is necessary.

1

Prompt (40):

ENTER DISTRIBUTION LIST NUMBER, ALL(A), END(E), OR EXIT(X)

Next Prompt

Enter one of the following:

Enter a distribution list number.

41

Enter A for all distribution lists.

40

Enter E to return to the options menu for destination of distribution.

37

Prompt (41): MAILBOX displays the message along with the date and source information and:

DISTRIBUTION LIST NNN INCLUDES THE FOLLOWING
USERS:
NNNN XXXX,XXXX
NNNN XXXX,XXXX
OK TO SEND Y OR N?

Next Prompt

Enter one of the following:

Enter Y to send the message.

42

Enter N if the message is not OK to send.

36

Prompt (42):

MESSAGE SENT

Next Prompt

No response is necessary.

1

Figure 10M. Procedures—Continued

(e). Procedures for Checking on Receipt of Messages.

Prompt (43):

ENTER MESSAGE NUMBER, ALL(A), END(E) OR EXIT(X)

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter a specific message number.</u>	44
<u>Enter A</u> to request that all messages be sent.	44
<u>Enter E</u> to return to the initial prompt.	1
<u>Enter X</u> to exit MAILBOX.	EXIT

Prompt (44):

ENTER:

- (1) TO DISPLAY USERS WHO HAVE SEEN THE MESSAGE,
 - (2) TO DISPLAY USERS WHO HAVE NOT SEEN THE MESSAGE OR
 - (3) TO DISPLAY ALL USERS THE MESSAGE WAS SENT TO.
- ENTER A NUMBER, END(E), OR EXIT(X).

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter 1</u> to list the users who have seen the message.	43
If none, MAILBOX displays a message that no records were found.	
<u>Enter 2</u> to list users who have not seen the message.	43
If none, MAILBOX displays a message that no records were found.	
<u>Enter 3</u> to list of users to whom the message was sent.	43
<u>Enter E</u> to return to the first prompt in the Message-Sending section.	43
<u>Enter X</u> to exit MAILBOX.	EXIT

Note: Only certain managerial users can access this path.

Prompt (45):

UPDATE(U), REPORT(R), END(E), OR EXIT(X)

	<u>Next Prompt</u>
Enter <u>one</u> of the following:	
<u>Enter U</u> to update the User Distribution List.	46
<u>Enter R</u> to report the User Distribution List.	48
<u>Enter E</u> to return to the initial prompt.	1
<u>Enter X</u> to exit MAILBOX.	EXIT

Figure 10N. Procedures—Continued

Prompt (46):

INPUT USERID NUMBER, END(E) OR EXIT(X)

Next Prompt

Enter one of the following:

Enter the MCL User ID.

47

Enter E to return to the previous prompt.

45

Enter X to exit MAILBOX.

EXIT

Prompt (47):

ID/ LOCATION /OFFICE SYMBOL/OFFICE NAME/PHONE #

Next Prompt

Enter all information under the headings.

48

It is not necessary to enter the user ID.

Prompt (48):

DISPLAY(D), CHANGE(C), OK(O), OR END(E)?

Next Prompt

Enter one of the following:

Enter D to display the information.

48

Enter C to change the information.

48

Enter O if the information is correct.

46

Enter E to return to the previous prompt.

46

Prompt (49):

INPUT USERID NUMBER, ALL(A), END(E), OR EXIT(X)

Next Prompt

Enter one of the following:

Enter the MCL User ID. MAILBOX displays the record.

49

Enter A to report all users on the Distribution list

49

Enter E to return to the first User Distribution prompt.

45

Enter X to exit MAILBOX.

EXIT

Figure 100. Procedures—Continued

MESSAGE # 565
FROM: FT HOOD, MAJ SMITH
WAS SENT 841006
SEE MESSAGES NOW Y OR N? Y
ENTER MESSAGE NUMBER, ALL(A), END(E), OR EXIT(X)
565
MESSAGE 565
FROM: FT HOOD, MAJ SMITH
WAS SENT 841006
1 THIS IS A TRIAL MESSAGE
2 THE CONTENTS ARE NOT OFFICIAL
3 END OF TEST MESSAGE
MESSAGE NUMBER, ALL(A), END(E), OR EXIT(X)
X

Figure 10-1. MAILBOX Review Incoming Messages

ENTER:
 (1) TO CREATE A MESSAGE,
 (2) TO DISPLAY A MESSAGE,
 (3) TO DELETE A MESSAGE OR
 (4) TO CHANGE A MESSAGE.
ENTER A NUMBER, END(E), OR EXIT(X).
1
ENTER TEXT OF MESSAGE WITH "NOMO" AS THE LAST LINE

NOMO
DISPLAY(D), CHANGE(C), OK(O), OR END(E).
O
THIS MESSAGE CAN NOW BE REFERRED TO AS #327
ENTER:
 (1) TO CREATE A MESSAGE,
 (2) TO DISPLAY A MESSAGE,
 (3) TO DELETE A MESSAGE OR
 (4) TO CHANGE A MESSAGE.
ENTER A NUMBER, END(E), OR EXIT(X).
X

Figure 10-2. MAILBOX Create a Message

ENTER:

- (1) TO CREATE A DISTRIBUTION LIST,
- (2) TO DISPLAY A DISTRIBUTION LIST,
- (3) TO DELETE A DISTRIBUTION LIST OR
- (4) TO CHANGE A DISTRIBUTION LIST.

ENTER A NUMBER, END(E), OR EXIT(X). 1

ENTER ONE OR MORE USER NUMBERS, ALL(A), END(E), OR EXIT(X). 1672
DISPLAY(D), CHANGE(C), OK(O), OR END(E)?

O

THIS DISTRIBUTION LIST CAN NOW BE REFERRED TO AS # 51 ENTER:

- (1) TO CREATE A DISTRIBUTION LIST,
- (2) TO DISPLAY A DISTRIBUTION LIST,
- (3) TO DELETE A DISTRIBUTION LIST OR
- (4) TO CHANGE A DISTRIBUTION LIST.

ENTER A NUMBER, END(E), OR EXIT(X).

X

Figure 10-3. MAILBOX Create a Distribution List

ENTER MESSAGE NUMBER, ALL(A), END(E), OR EXIT(X),

4041

ENTER:

- (1) TO SEND THE MESSAGE TO A SINGLE USER OR
- (2) TO SEND THE MESSAGE TO ALL USERS ON A DISTRIBUTION LIST

ENTER A NUMBER, END(E), OR STOP(S).

ENTER USER NUMBER, ALL(A), END(E), OR EXIT(X)

1132

MESSAGE SENT

ENTER:

- (1) TO REVIEW INCOMING MESSAGES,
- (2) TO CREATE, DISPLAY, DELETE OR CHANGE A MESSAGE,
- (3) TO CREATE, DISPLAY, DELETE OR CHANGE A DISTRIBUTION LIST,
- (4) TO SEND A MESSAGE OR
- (5) TO CHECK ON RECEIPT OF MESSAGES.

ENTER A NUMBER, OR EXIT(X)

X

Figure 10-4. MAILBOX Send a Message

ENTER MESSAGE NUMBER, ALL(A), END(E) OR EXIT(X):

3080

ENTER:

- (1) TO DISPLAY USERS WHO HAVE SEEN THE MESSAGE,
- (2) TO DISPLAY USERS WHO HAVE NOT SEEN THE MESSAGE OR
- (3) TO DISPLAY ALL USERS THE MESSAGE WAS SENT TO.

ENTER A NUMBER, END(E), OR EXIT(X)

3

MESSAGE # 3080 WAS SENT ON 841123 TO:

PRESIDIO, CAPT HAMBLEY

MESSAGE HAS NOT BEEN RECEIVED

GOWENFIELD - MAJ CLARK

MESSAGE HAS NOT BEEN RECEIVED

TOBYHONNAN, CULVER

MESSAGE HAS NOT BEEN RECEIVED

ENTER MESSAGE NUMBER, ALL(A), END(E) OR EXIT(X)

X

Figure 10-5. MAILBOX Check on Receipt of Messages

```

ENTER :
(1) TO REVIEW INCOMING MESSAGES,
(2) TO CREATE, DISPLAY, DELETE OR CHANGE A MESSAGE,
(3) TO CREATE, DISPLAY, DELETE OR CHANGE A DISTRIBUTION
LIST,
(4) TO SEND A MESSAGE OR
(5) TO CHECK ON RECEIPT OF MESSAGES.
(6) TO REVIEW/UPDATE THE USER DISTRIBUTION LIST.
ENTER A NUMBER, OR EXIT(X):
6
UPDATE(U), REPORT(R), END(E), OR EXIT(X)
R
INPUT USER ID NUMBER, ALL(A), END(E), OR EXIT(X)
110
ID / LOCATION / OFFICE SYMBOL / OFFICE NAME / PHONE# /
110 FT SAM HOUSTON N/A N/A N/A
INPUT USERID NUMBER, ALL(A), END(E), OR EXIT(X)
E
UPDATE(U), REPORT(R), END(E), OR EXIT(X)
U
INPUT USERID NUMBER, END(E) OR EXIT(X)
43
ID / LOCATION / OFFICE SYMBOL / OFFICE NAME / PHONE# /
Silver Spring SA SA 5650000
DISPLAY(D), CHANGE(C), OK(O), OR END(E)?
O
INPUT USERID NUMBER, END(E) OR EXIT(X)
X

```

Figure 10-6. MAILBOX Review/Update the User Distribution List

Note: Only certain managerial users have this option.

Figure 10-6. MAILBOX Review/Update the User Distribution List

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

10-9. System Errors

The following is a list of possible system errors. If any such error messages or any other error messages not listed below appear, call the KEYSTONE Branch immediately.

- a. VSAM ERROR=XXXX ON LUN XXX
- b. VMCF ERROR=XXXXXXXX FOR LUN XXX
- c. NO SINK AVAILABLE FOR LUN XXX
- d. **** TRACE BACK ****

ENTRY POINT	ENTRY ADDRESS	RETURN ADDRESS
-------------	---------------	----------------

10-10. Operation Errors

Operation error messages occur when invalid data is entered. MAILBOX repeats the prompt after each error message, or a list of valid data items check Table 10-1, UPDATE Data Items. For a description of data items see Table 3-3, MCL Data Items Description.

10–11. Information Messages

MAILBOX issues information messages for various reasons. No action is required unless otherwise indicated by the message itself.

Chapter 11 MCLCODE PROGRAM

Section I PROGRAM SUMMARY

11–1. Purpose

MCLCODE generates a list of the installation codes which are used in the Mobilization Cross-Leveling (MCL) System.

11–2. Applicability

All user groups access MCLCODE.

11–3. Functions

MCLCODE has one function. It generates an alphabetical listing of the MCL installation codes. For each installation, the program also reports the name and ARLOC of the installation, and the CONUSA to which it belongs.

Section II PROGRAM OPERATION

11–4. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter MCLCODE and press Enter. MCLCODE automatically prints the listing for the first twenty Installations.

11–5. Procedures

MCLCODE displays the following prompt. Press Enter after responding.

CONTINUE (Y/N) OR STOP (S)?

Enter Y to obtain the next twenty MCL Installation codes. MCLCODE will print the listing and repeat this prompt until the list has been exhausted. Enter N or S to end the program without further processing.

Section III OUTPUT DESCRIPTIONS

11–6. Output

MCLCODE provides an alphabetical listing of MCL installation codes including the name and ARLOC of the installation, and the CONUSA to which it belongs. Refer to Figure 11-1, MCLCODE Report, for a sample MCLCODE report. Table 11-1, MCLCODE Data Items, lists the terms used in the MCLCODE report. Refer to Table 3-3, MCL Data Items Description, for a detailed explanation of the output data.

<u>CONUSA</u>	<u>NAME</u>	<u>ARLOC</u>	<u>CODE</u>
4	A-COLUMBUS, OH	39170	A-CO
2	A-AUGUSTINE (ST), FL	12798	A-AU
6	A-CARSON CITY, NV	32130	A-CA
2	A-CHARLESTON, SC	45132	A-CH
5	A-CORPUS CHRISTI, TX	48187	A-CO
4	A-DETROIT, MI	26221	A-DE
2	A-HUNTER, GA (ARMY)	13426	A-HU
4	A-INDIANAPOLIS, IN	18396	A-IN
2	A-JACKSONVILLE, FL	12419	A-JA
4	A-JEFFERSON PG, IN	18403	A-JE
5	A-NEW ORLEANS, LA	22644	A-NE
5	A-NORTH LITTLE ROCK, AR	05634	A-NO
1	A-RICHMOND, VA	51745	A-RI
6	A-SANTA ROSA, CA	06801	A-SA
2	A-SUNNY POINT, NC	37840	A-SU
2	A-WILMINGTON, NC	37962	A-WI
1	ABERDEEN, MD	24003	ABER
1	ALBANY, NY	36016	ALBA
0	ANCHORAGE, AK	02042	ANCH

CONTINUE (Y/N) OR STOP (S)? N

Figure 11-1. MCLCODE Report

**Table 11-1
MCLCODE Data Items**

Field Name	Field Label	Field Size
CONUSA	CONUSA	1
Installation	NAME	4
ARLOC	ARLOC	5
Installation Code	CODE	4

(Title and paragraph not used.)
Paragraph not used.

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

11-7. System Errors

The following is a list of possible system errors. If any of these error messages or any other messages not listed below appear, call the KEYSTONE Branch immediately.

- a. VSAM ERROR=XXXX ON LUN XXX
- b. VMCF ERROR=XXXXXXXX ON LUN XXX
*** TRACE BACK***
ENTRY POINT ENTRY ADDRESS RETURN ADDRESS
- c. NO SINK AVAILABLE FOR LUN XXX
- d. XX ERR IN XXXX ROUTINE
- e. ERROR DEFINING XXXX FILE

11-8. Operation Errors

There are no operation error messages for MCLCODE.

Chapter 12 CKTERM PROGRAM

Section I PROGRAM SUMMARY

12-1. PURPOSE

- a. CKTERM has three functions. These include:
 - (1) *Report*. Allows you to report all terminal information records within their hierarchy. Depending upon your access capability, you may also report the Remarks section of this record.
 - (2) *Update*. Allows you to update the terminal information record for your terminal. KEYSTONE users may also update the Remarks section of any terminal.
 - (3) *Verify*. Allows you to verify the terminal information record for your terminal. This must be done at least once during each verification period, set by the KEYSTONE Branch.
- b. CKTERM is accessed through two structures:
 - (1) *Regular processing*. You may report, update, and verify all terminal information records within their chain of command.
 - (2) *Forced verification processing*. You must verify the terminal information record before continuing to any other processing. Only the update and verify functions are available in this structure.

12-2. Applicability

All KEYSTONE System users access CKTERM.

Section II INPUT/OUTPUT DESCRIPTIONS

12-3. Data Items

CKTERM input items are listed below in Table 12-1, CKTERM Data Items. For a description of these items consult Table 3-3, MCL Data Items Description.

12-4. Output

CKTERM provides output in the form of a display on the terminal. The items displayed are described in Table 12-1, CKTERM Data Items, and explained in Table 3-3, MCL Data Items Description.

**Table 12-1
CKTERM Data Items**

Field Name	Label	Input	Output	Field Size
Command Groups	COMMAND	X		5
Remarks	REMARKS			24
Terminal Area Security Officer	TASO		X	24
Terminal Area Security Officer Telephone Numbers	TASO TELEPHONE NUMBERS AUTOVON COMMERCIAL		X	7 10
Telephone Number	TELEPHONE #			7
Primary User	USER			24
User Identification	USER ID	X		3
User Mail Address	USER MAIL ADDRESS	X		3 lines of 24
User Telephone Numbers	USER TELEPHONE NUMBERS AUTOVON COMMERCIAL			7 10

Section III PROGRAM OPERATION

12-5. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter CKTERM and press Enter.

12-6. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press Enter after responding to a prompt.

Initial Prompt

- | | |
|-------------------------------------|----|
| (a) Regular processing. | 1 |
| (b) Forced Verification processing. | 16 |
-

(a) Regular Processing Procedures.

Prompt (1):

MCL
KEYSTONE TERMINAL MANAGEMENT

Next Prompt

- | | |
|--------------------------------|---|
| No response is required. | |
| - If KEYSTONE management user: | 2 |
| - If Command group user: | 3 |
| - If Field user: | 4 |
-

Prompt (2):

TERMINAL INFORMATION MANAGEMENT
REPORT (R), UPDATE (U), VERIFY (V), END (E), OR EXIT (X):

Next Prompt

- | | |
|--|------|
| Enter <u>one</u> of the following: | |
| <u>Enter R</u> to report terminal information. | 5 |
| <u>Enter U</u> to update terminal information. | 7 |
| <u>Enter V</u> to verify terminal information. | 15 |
| CKTERM displays the record. | |
| <u>Enter E or X</u> to exit CKTERM. | EXIT |
-

Figure 12A. Procedures

Prompt (3):

REPORT (R), UPDATE (U), VERIFY (V), OR END (E):

Next Prompt

Enter one of the following:

<u>Enter R</u> to report terminal information.	6
<u>Enter U</u> to update the terminal information.	9
CKTERM displays the terminal information.	
<u>Enter V</u> to verify terminal information.	15
CKTERM displays the record.	
<u>Enter E</u> to exit CKTERM.	EXIT

Prompt (4):

REPORT (R), UPDATE (U), VERIFY (V), OR END (E):

Next Prompt

Enter one of the following:

<u>Enter R</u> to report terminal information.	4
CKTERM displays the terminal information.	
<u>Enter U</u> to update the terminal information.	9
CKTERM displays the terminal information.	
<u>Enter V</u> to verify the terminal information.	15
CKTERM displays the terminal information.	
<u>Enter E</u> to exit CKTERM.	EXIT

Prompt (5):

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):

Next Prompt

Enter one of the following:

<u>Enter C</u> and the <u>COMMAND GROUP NAME</u> , separated by a <u>VALID DELIMITER</u> , to select a command group.	
<u>Enter L</u> and the <u>USER IDs</u> , separated by <u>VALID DELIMITERS</u> , to select a list of USER IDs. CKTERM reports the terminal information.	
<u>Enter R</u> , and the <u>STARTING USERID</u> , the <u>ENDING USERID</u> , separated by <u>VALID DELIMITERS</u> , to indicate a range of USER IDs. CKTERM reports the terminal information.	
<u>Enter E</u> to return to the previous prompt.	2
<u>Enter X</u> to exit CKTERM.	EXIT

Figure 12B. Procedures—Continued

Prompt (6):

ENTER USER ID SELECTION (A, L, R), HELP(H), END(E), OR EXIT(X):

Next Prompt

Enter one of the following:

<u>Enter A</u> to select all USER IDs, within the user's command group, currently on file. CKTERM reports the terminal information.	6
<u>Enter L</u> and the USER IDs, separated by valid delimiters, to select a list of userids within the user's command group.	6
<u>Enter R</u> , the starting USER ID, and the ending USER ID, separated by valid delimiters, to indicate a range of USER IDs within the user's command group. CKTERM reports the terminal information.	6
<u>Enter H</u> to display the help module.	6
<u>Enter E</u> to return to the previous prompt.	3
<u>Enter X</u> to exit CKTERM.	EXIT

Prompt (7):

UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter T</u> to update terminal information. CKTERM displays the terminal information.	8
<u>Enter R</u> to update the remarks section.	13
<u>Enter H</u> to display the help module.	7
<u>Enter E</u> to return to the previous prompt.	2
<u>Enter X</u> to exit CKTERM.	EXIT

Prompt (8):

ENTER BLOCK # TO BE UPDATED (1-5), ALL (A), DISPLAY UPDATED RECORD (D), UPDATE OK (O), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter the block number</u> of the section to be updated.	10
<u>Enter A</u> to update all of the sections.	10
<u>Enter D</u> to display the record with all current changes.	8
<u>Enter O</u> to confirm that the data is correct as shown. The OK function must be used to post any changes.	
- If the data is valid and changes were made:	11
- If the data is valid and no changes were made:	7
- If the data is not valid, CKTERM displays a message.	8
<u>Enter H</u> to display the help module.	8
<u>Enter E</u> to return to the previous prompt.	7
<u>Enter X</u> to exit CKTERM.	EXIT

Figure 12C. Procedures—Continued

Prompt (9):

ENTER BLOCK # TO BE UPDATED (1-5), ALL (A), DISPLAY UPDATED RECORD (D), UPDATE OK (O), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

Enter the block number of the section to be updated. 10

Enter A to update all of the sections. 10

Enter D to display the record with all current changes. 9

Enter O to confirm that the data is correct as shown.

The OK function must be used to post any changes.

- If the date is valid and changes were made: 12

- If the data is valid and no changes were made,

- If command group user: 3

- If field user; 4

- If the data is not valid, CKTERM displays a message. 9

Enter H to display the help module. 9

Enter E to return to the previous prompt.

- If Command group user: 3

- If Field user: 4

Enter X to exit CKTERM. EXIT

Prompt (10):

CKTERM prints a line of data from the requested section.

Next Prompt

Enter one of the following:

Enter the new data. CKTERM displays the new line of data.

Enter a \$ as the first non-blank character to blank out the line.

Press Enter to leave the data as it was entered.

- If additional lines of data are to be processed, CKTERM 10
displays the next line.

- If all requested lines have been processed:

- if KEYSTONE user: 8

- if command group user: 9

- if field user: 9

Figure 12D. Procedures—Continued

Prompt (11):

VERIFY NEW TERMINAL INFORMATION RECORD? (Y/N)

Next Prompt

Enter one of the following:

Enter Y to verify the data in the new terminal information record. CKTERM displays an information message. 7
Enter N to post the changes without verification. 7

Prompt (12):

VERIFY NEW TERMINAL INFORMATION RECORD? (Y/N)

Next Prompt

Enter one of the following:

Enter Y to verify the data in the new terminal information record. CKTERM displays an information message.
- If command group user: 3
- If field user: 4
Enter N to post the changes without verification.
- If command group user: 3
- If field user: 4

Prompt (13):

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):

Next Prompt

Enter one of the following:

Enter C and the command group name, separated by a valid delimiter, to select a command group. 14
Enter L and the USER IDs, separated by valid delimiters, to select a list of USER IDs. 14
Enter R, the starting USER ID, and the ending USER ID, separated by valid delimiters, to indicate a range of USER IDs. 14
Enter H to display the help module. 13
Enter E to return to the initial prompt. 2
Enter X to exit CKTERM. EXIT

Figure 12E. Procedures—Continued

Prompt (14):

USER ID/REMARKS
XXXX XXXXXXXX

Next Prompt

Enter one of the following:

Enter new remarks.

Enter a \$ as the first non-blank character to blank out the line.

Press Enter to leave the remarks as entered.

- If additional USER IDs have been requested: 14
- If all requested USER IDs have been processed: 13

Prompt (15):

PLEASE CHECK THAT THE ABOVE INFORMATION IS CURRENT AND CORRECT.

IF THE INFORMATION IS INCORRECT, USE THE UPDATE MODE TO CORRECT THE RECORD.

IF THE ABOVE INFORMATION IS CORRECT, PLEASE VERIFY THE RECORD AT THIS TIME.

VERIFY (Y/N).

Next Prompt

Enter one of the following:

Enter Y to indicate the record has been verified. CKTERM displays a message indicating the date of verification.

Enter N to return to the initial prompt without verifying the record.

- If KEYSTONE user: 2
- If command group user: 3
- If field user: 4

Figure 12F. Procedures—Continued

(b) Forced Verification Processing Procedures.

Prompt (16):

KEYSTONE TERMINAL MANAGEMENT
ENTER VERIFY (V), OR UPDATE (U):

Next Prompt

Enter one of the following:

Enter V to verify the terminal information record.

CKTERM displays the record.

- If the terminal information is complete: 17

- If the terminal information is incomplete: 18

Enter U to update the terminal information record.

CKTERM displays the record.

- If KEYSTONE user: 19

- All others: 20

Prompt (17):

PLEASE CHECK THAT THE ABOVE INFORMATION IS CURRENT AND
CORRECT.

IF THE INFORMATION IS INCORRECT, USE THE UPDATE MODE TO
CORRECT THE RECORD.

IF THE ABOVE INFORMATION IS CORRECT, PLEASE VERIFY THE
RECORD AT THIS TIME.

VERIFY (Y/N):

Next Prompt

Enter one of the following:

Enter Y to indicate that the record is correct. EXIT

CKTERM displays the date of verification and exits.

Enter N to make changes in the record. 16

Prompt (18):

WARNING: TERMINAL INFORMATION IS INCOMPLETE, RECORDS CANNOT BE
VERIFIED AT THIS TIME. PLEASE ENTER UPDATE MODE AND COMPLETE
TERMINAL INFORMATION RECORD.

Next Prompt

No response is required.

16

Figure 12G. Procedures—Continued

Prompt (19):

ENTER BLOCK # TO BE UPDATED (1-5), ALL (A), DISPLAY UPDATED RECORD (D), UPDATE OK (O), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter the block number</u> of the section to be updated.	21
<u>Enter A</u> to update all of the sections.	21
<u>Enter D</u> to display the record with all current changes.	19
<u>Enter O</u> to confirm that the data is correct as shown.	
The OK function must be used to post any changes.	
- If the data is valid and changes were made:	22
- If the data is valid and no changes were made:	16
- If the data is not valid, CKTERM displays a message.	19
<u>Enter H</u> to display the help module.	19
<u>Enter E or X</u> to return to the previous prompt.	16

Prompt (20):

ENTER BLOCK # TO BE UPDATED (1-5), ALL (A), DISPLAY UPDATED RECORD (D), UPDATE OK (O), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter the block number</u> of the section to be updated.	21
<u>Enter A</u> to update all of the sections.	21
<u>Enter D</u> to display the record with all current changes.	20
<u>Enter O</u> to confirm that the data is correct as shown.	
The OK function must be used to post any changes.	
- If the data is valid and changes were made:	22
- If the data is valid and no changes were made:	16
- If the data is not valid, CKTERM displays a message.	20
<u>Enter H</u> to display the help module.	20
<u>Enter E or X</u> to return to the previous prompt.	16

Prompt (21):

CKTERM prints a line of data from the requested section.

Next Prompt

Enter one of the following:

Enter the new data. A "\$" may be entered as the first non-blank character on the line to blank out the line. CKTERM displays the new line of data.
Press Enter to leave the data as it was entered.

Figure 12H. Procedures—Continued

-
- If additional lines of data are to be processed, CKTERM prints the next line. 21
 - If all requested lines have been processed, CKTERM returns to the previous prompt.
 - If KEYSTONE user: 19
 - All others: 20
- Enter a \$ as the first non-blank character on the line to blank out the line.
-

Prompt (22):

VERIFY NEW TERMINAL INFORMATION RECORD (Y/N)

Next Prompt

Enter one of the following:

Enter Y to verify the data in the new terminal information record. CKTERM displays an information message and exits. EXIT

Enter N to post the changes without verification. 16

Figure 12I. Procedures—Continued

KEYSTONE TERMINAL MANAGEMENT

REQUEST(R), RETAIN(T), MCL(M), OR END(E):

R

TERMINAL INFORMATION MANAGEMENT

REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):

R

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):

C KEYSTONE

TERMINAL INFORMATION FOR: MCL000 LAST VERIFIED: 00/00/00

- | | |
|---------------------------|----------------------------|
| 1. USER: MAJOR BROWN | 2. TASSO: LT COL SMITH |
| 3. USER TELEPHONE NUMBERS | 4. TASSO TELEPHONE NUMBERS |
| AUTOVON: 1111111 | AUTOVON: 2222222 |
| COMMERCIAL: 1234567890 | COMMERCIAL: 0987654321 |
| 5. USER MAIL ADDRESS: | |
| BLDG #1 | |
| FIRST STREET | |
| SMALLTOWN, MD 00000 | |

4. REMARKS:

TERMINAL INFORMATION FOR MCL001 LAST VERIFIED: 00/00/00

.
.
.

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):

E

REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):

E

Figure 12-1. CKTERM Report Sample

TERMINAL INFORMATION MANAGEMENT

REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):

U

UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP(H), END(E), OR EXIT(X):

T

TERMINAL INFORMATION FOR: MCL000 LAST VERIFIED: 00/00/00

- | | |
|---|--|
| 1. USER: MAJOR BROWN | 2. TASSO: LT COL SMITH |
| 3. USER TELEPHONE NUMBERS
AUTOVON: 1111111
COMMERCIAL: 1234567890 | 4. TASSO TELEPHONE NUMBERS
AUTOVON: 2222222
COMMERCIAL: 0987654321 |
| 5. USER MAIL ADDRESS:
BLDG #1
FIRST STREET
SMALLTOWN, MD 00000 | |

12. REMARKS:

ENTER BLOCK # TO BE UPDATED (1-5), ALL(A), DISPLAY UPDATED RECORD (D), UPDATE OK (O), HELP(H), END(E), OR EXIT(X):

1

1.USER: MAJOR BROWN
MAJOR BROWNING
1.USER: MAJOR BROWNING

ENTER BLOCK # TO BE UPDATED (1-5), ALL(A), DISPLAY UPDATED RECORD (D), UPDATE OK (O), HELP(H), END(E), OR EXIT(X):

0

VERIFY NEW TERMINAL INFORMATION RECORD? (Y/N):

N

TERMINAL INFORMATION RECORD UPDATED AS OF 18/07/85.

UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP(H), END(E), OR EXIT(X):

R

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):

C OCAR

USER ID/REMARKS
UZK000
TERMINAL #1 IS FAULTY
MCL001FIELD LEVEL

.
.
.

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):

E

UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP(H), END(E), OR EXIT(X):

E

REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):

Figure 12-2. CKTERM Update Sample

REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):

Y

TERMINAL INFORMATION FOR: MCL000 LAST VERIFIED: 00/00/00

- | | |
|---------------------------|----------------------------|
| 1. USER: MAJOR BROWN | 2. TASSO: LT COL SMITH |
| 3. USER TELEPHONE NUMBERS | 4. TASSO TELEPHONE NUMBERS |
| AUTOVON: 1111111 | AUTOVON: 2222222 |
| COMMERCIAL: 1234567890 | COMMERCIAL: 0987654321 |
| 5. USER MAIL ADDRESS: | |
| BLDG #1 | |
| FIRST STREET | |
| SMALLTOWN, MD 00000 | |

12. REMARKS:

PLEASE CHECK THAT THE ABOVE INFORMATION IS CURRENT AND CORRECT. IF THE INFORMATION IS INCORRECT, USE THE UPDATE MODE TO CORRECT THE RECORD.

IF THE ABOVE INFORMATION IS CORRECT, PLEASE VERIFY THE RECORD AT THIS TIME.

VERIFY (Y/N):

Y

TERMINAL INFORMATION RECORD VERIFIED AS OF 18/07/85.
REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):

Figure 12-3. CKTERM Verify Sample

KEYSTONE TERMINAL MANAGEMENT
ENTER VERIFY(V), OR UPDATE(U):

V
TERMINAL INFORMATION FOR: MCL000 LAST VERIFIED: 00/00/00
1. USER: MAJOR BROWN 2. TASSO: LT COL SMITH
3. USER TELEPHONE NUMBERS 4. TASSO TELEPHONE NUMBERS
 AUTOVON: 1111111 AUTOVON: 2222222
 COMMERCIAL: 1234567890 COMMERCIAL: 0987654321
5. USER MAIL ADDRESS:
 BLDG #1
 FIRST STREET
 SMALLTOWN, MD 00000

12. REMARKS:

PLEASE CHECK THAT THE ABOVE INFORMATION IS CURRENT AND CORRECT. IF THE INFORMATION IS INCORRECT, USE THE UPDATE MODE TO CORRECT THE RECORD.

IF THE ABOVE INFORMATION IS CORRECT, PLEASE VERIFY THE RECORD AT THIS TIME.

VERIFY (Y/N):

N
ENTER VERIFY(V), OR UPDATE(U):

U
ENTER BLOCK # TO BE UPDATED (1-5), ALL(A), DISPLAY UPDATED RECORD(D),
UPDATE

OK(O), HELP(H), END(E), OR EXIT(X):

1

1.USER: MAJOR BROWN
MAJOR BROWNING
1.USER: MAJOR BROWNING

ENTER BLOCK # TO BE UPDATED (1-5), ALL(A), DISPLAY UPDATED RECORD(D),
UPDATE

OK(O), HELP(H), END(E), OR EXIT(X):

Q

VERIFY NEW TERMINAL INFORMATION RECORD? (Y/N):

N
TERMINAL INFORMATION RECORD UPDATED AS OF 18/07/85.

ENTER VERIFY(V), OR UPDATE(U) =

V

Figure 12-4. CKTERM Forced Verification Sample

TERMINAL INFORMATION FOR: MCL000 LAST VERIFIED: 00/00/00

1. USER: MAJOR BROWNING	2. TASSO: LT COL SMITH
3. USER TELEPHONE NUMBERS	4. TASSO TELEPHONE NUMBERS
AUTOVON: 1111111	AUTOVON: 2222222
COMMERCIAL: 1234567890	COMMERCIAL: 0987654321

5. USER MAIL ADDRESS:
BLDG #1
FIRST STREET
SMALLTOWN, MD 00000

6. REMARKS:

PLEASE CHECK THAT THE ABOVE INFORMATION IS CURRENT AND CORRECT. IF THE INFORMATION IS INCORRECT, USE THE UPDATE MODE TO CORRECT THE RECORD.

IF THE ABOVE INFORMATION IS CORRECT, PLEASE VERIFY THE RECORD AT THIS TIME.

VERIFY (Y/N):

Y

TERMINAL INFORMATION RECORD VERIFIED AS OF 18/07/85.

Figure 12-4. CKTERM Forced Verification Sample—Continued

Section IV ERROR MESSAGES AND CORRECTION PROCEDURES

12-7. System Errors

The following is a list of possible system errors. If any such error messages or any other error messages not listed below appear, call the KEYSTONE Branch immediately.

-
- a. Any message which contains one of the following phrases:
 XXXX FILE NOT INCREMENTED
 XXXX FILE NOT DECREMENTED
 XXXX FILE NOT UPDATED
 - b. Any message which contains one of the following phrases:
 COUNTERS WOULD BECOME NEGATIVE
 UNSUCCESSFUL UPDATE OF XXXXX
 RESERVATIONS WOULD BECOME NEGATIVE
 - c. **** TRACE BACK ****
 ENTRY POINT ENTRY ADDRESS RETURN ADDRESS
 XXXXXXXX ZZZZZZZZ ZZZZZZZZ
 - d. ERROR: ON LUN = XXXXXX
 VSAM ERROR RETURN CODE = XXXXXX
 ACTION CODE = XXX
 KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
 RECORD TYPE = XXX
 SPARE VARIABLE X = XXXXXX
 CALL KEYSTONE BRANCH
 - e. SYSTEM ERROR: INVALID XXXXX IN XXXX
 : ILLEGAL XXXXXX
 : OCCURRED IN XXX WHEN CALLING XXXX
 : IN XXXXXX WHEN RUNNING XXXXX
 : RETURNED BY XXXX
 : ERROR IN XXXX
 : XXXX NOT FOUND
 : RECORD DESCRIPTOR HAS XXXXXXXX RETURN CODE IS XX
 : PLEASE CALL KEYSTONE BRANCH
 - f. ERROR: READING XXXXX
 : INVALID XXXX INDICATOR IN SUBROUTINE XX
 : XXX NOT FOUND ON XXXX FILE
 : XXXXX ERROR-SUBROUTINE XXXXXX
 : SIOXX-FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
 : ILLEGAL XXXX PASSED TO XXXXXX
 : BAD XXXX IN XXXXXX
 : IN XXXXX - XXXXXX
 : CANNOT FIND XXXX ON XXXXXX
 - g. FATAL ERROR - XXXXXX
 - h. SIOXX ERROR: XXXXXX
 - i. INVALID XXXXX IN SIOXX
 - j. INVALID VALUE FOR XXXXX IN XXXXXX
 - k. BAD RETURN FROM XXXX IN XXXXXX
 - l. PROBLEM WITH XXXX XXXX RECORD
 VALIDATING XXXXXX IN XXXXXX

Figure 12-A. System Error Messages

-
- READING XXXXXXXX IN XXXXXX
 - m. UNABLE TO GET DATA FROM XXXXXX
VALIDATE XXXX - XXXXXX
DECODE XX TYPE XXXXXX
 - n. VSAM ERROR = XXXX ON LUN XXX
 - o. VMCF ERROR = XXXXXX FOR LUN XXX
 - p. NO SINK AVAILABLE FOR LUN XXX
 - q. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
 - r. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
 - s. LOGIC ERROR: XXXXXX XXXXX
 - t. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT
(XXXX)
 - u. THIS OPTION NOT AVAILABLE AT THIS TIME
ACTION IS XXXX
 - v. NO XXXXXX FOUND IN XXXXX
 - w. XXXXXX RECEIVED BY XXXX IS INCORRECT
 - x. \$CTS ERROR IN XXXX ROUTINE

Figure 12-B. System Error Messages—Continued

12-8. Operation Errors

Operation error messages occur when invalid data is entered. CKTERM repeats the prompt after each error message. For a list of valid data items check Table 12-1, CKTERM Data Items. For a description of data items see Table 3-3, MCL Data Items Description.

Chapter 13 MGTERM PROGRAM

Section I PROGRAM SUMMARY

13-1. Purpose

MGTERM reports, updates, and verifies terminal information records, downloads terminal information records, changes the terminal verification window, changes the command group of any user ID, and adjusts the limited number of user ID consoles allowed to spool to specific locations.

13-2. Applicability

Only KEYSTONE accesses MGTERM.

13-3. Functions

MGTERM has four functions. These include:

- a. *Report.* MGTERM reports any terminal information record, the current terminal verification window, command assignments for any user IDs, and session spooling information for any user IDs.
- b. *Update.* MGTERM updates the terminal information record for the user's ID, the remarks section of any terminal information record, the terminal verification window, command assignments for any user IDs, and session spooling information for any user IDs.
- c. *Verify.* MGTERM verifies the terminal information record for the user's ID only.
- d. *Download.* MGTERM downloads the terminal information records for any user ID to a remote device.

Section II
INPUT/OUTPUT DESCRIPTIONS

13-4. Data Items

MGTERM input items are listed below in Table 13-1, MGTERM Data Items. For a description of these items consult Table 3-3, MCL Data Items Description.

13-5. Output

MGTERM provides output in the form of a display on the terminal. The items displayed are listed in Table 13-1, MGTERM Data Items, and explained in Table 3-3, MCL Data Items Description.

Table 13-1
MGTERM Data Items

Field Name	Label	Input	Output	Field Size
1. Command Groups	COMMAND	X		5
2. Remarks	REMARKS			24
3. Terminal Area Security Officer	TASO		X	24
4. Terminal Area Security Officer Telephone Numbers	TASO TELEPHONE NUMBERS AUTOVON COMMERCIAL		X	7 10
5. Telephone Number	TELEPHONE #		X	7
6. Primary User	USER		X	24
7. User Identification	USER ID	X		3
8. User Mail Address	USER MAIL ADDRESS		X	3 lines of 24
9. User Telephone Numbers	USER TELEPHONE NUMBERS AUTOVON COMMERCIAL		X	7 10

Section III
PROGRAM OPERATION

13-6. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter MGTERM and press Enter.

13-7. Procedures

A description of possible responses follows each prompt. Complete all steps to continue to the next prompt. Press Enter after responding to a prompt.

Prompt (1):

ENTER SELECTION (T, V, C, D, S), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter T</u> to report, update, or verify terminal information records.	2
<u>Enter V</u> to report or update the terminal verification window. MGTERM prints a message displaying the current verification window.	10
<u>Enter C</u> to report or update the command assignment for any user IDs.	12
<u>Enter D</u> to download the terminal information records for any user ID to a remote device.	15
<u>Enter S</u> to report or update the user IDs set to spool consoles to specified location.	17
<u>Enter H</u> to display the help module.	1
<u>Enter E</u> or <u>X</u> to exit MGTERM.	EXIT

Prompt (2):

TERMINAL INFORMATION MANAGEMENT
REPORT (R), UPDATE (U), VERIFY (V), END (E) OR
EXIT (E):

Next Prompt

Enter one of the following:

<u>Enter R</u> to report terminal information records.	3
<u>Enter U</u> to update terminal information records for the user's ID only, or the remarks section of the terminal information record for any user ID.	4
<u>Enter V</u> to verify terminal information records.	7
<u>Enter E</u> to return to the initial prompt.	1
<u>Enter X</u> to exit MGTERM.	EXIT

Figure 13A. Procedures

Prompt (3):

ENTER USER ID SELECTION (C, L, R), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter C and the command group name, separated by a valid delimiter, to select a command group.</u>	3
<u>Enter L and all desired user IDs, separated by valid delimiters, to select a list of user IDs.</u>	3
MGTERM displays the requested terminal information records.	
<u>Enter R, the starting USERID, and the ending USERID, separated by valid delimiters to indicate a range of user IDs.</u>	3
<u>Enter H to display the help module.</u>	3
<u>Enter E to cancel the current action and return to the previous prompt.</u>	2
<u>Enter X to exit MGTERM.</u>	EXIT

Prompt (4):

UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP (H),
END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter T to update terminal information. MGTERM prints the terminal information for the user's ID only.</u>	5
<u>Enter R to update the remarks section for any user ID.</u>	8
<u>Enter H to display the help module.</u>	4
<u>Enter E to cancel this action and return to the previous prompt.</u>	2
<u>Enter X to exit MGTERM.</u>	EXIT

Prompt (5):

ENTER BLOCK # TO BE UPDATED (1-5), ALL (A),
DISPLAY UPDATED RECORD (D), UPDATE OK (O), HELP
(H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:

<u>Enter the block number of the section to be updated.</u>	6
<u>Enter A to update all of the sections.</u>	6
<u>Enter D to display the record with all current changes.</u>	5

Figure 13B. Procedures—Continued

Enter O to verify that the changes are correct.
- If changes are correct. 7
- If not, MGTERM prints a message. 5
Press Enter or Enter E to return to the previous prompt. 4
Enter H to display the help module. 5
Enter X to exit MGTERM. EXIT

NOTE: The UPDATE OK (O) option must be used in order to post any changes made to the file.

Prompt (6):

MGTERM prints a line of data.

Next Prompt

Enter one of the following:
Enter the new values.
Enter \$ as first non-blank character to delete current values.
Press Enter to avoid making any changes.

- If additional user IDs have been requested: 6
- If all user IDs have been processed: 5

Prompt (7):

VERIFY NEW TERMINAL INFORMATION RECORD? (Y/N)

Next Prompt

Enter one of the following:
Enter Y to verify the data in the terminal information record.
- If correct. 4
- If not, MGTERM displays a message. 3
Enter N to post changes without verification.
MGTERM displays an information message. 4

Prompt (8):

ENTER USER ID SELECTION (C, L, R), HELP (H),
END (E), OR EXIT (X):

Figure 13C. Procedures—Continued

Next Prompt

Enter one of the following:
Enter C and the command group name, separated by a valid 9
delimiter, to select a command group.
Enter L and all desired user IDs, separated by valid 9
delimiters, to select a list of user IDs.
Enter R, the starting USERID, and the ending USERID, 9
separated by valid delimiters, to indicate a range of
user IDs.
Enter H to display the help module. 8
Enter E to return to the previous prompt. 4
Enter X to exit MGTERM. EXIT

Prompt (9):

USER ID/ REMARKS

Next Prompt

Enter one of the following:
Enter the new remarks.
Enter \$ as first non-blank character to delete
current remarks.
Press Enter to avoid making any changes.
- If additional user IDs have been requested: 9
- If all user IDs have been processed: 8

Prompt (10):

CURRENT VERIFICATION WINDOW IS XX DAYS
UPDATE (U), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:
Enter U to update the current verification window. 11
Enter E to return to the initial prompt. 1
Enter X to exit MGTERM. EXIT

Prompt (11):

ENTER NEW VERIFICATION WINDOW:

Figure 13D. Procedures—Continued

Next Prompt

Enter one of the following:
Enter a number (THREE DIGIT MAXIMUM) to update the verification window. MGTERM displays a message. 1
Press Enter to avoid making any changes. MGTERM displays a message. 1

Prompt (12):

REPORT (R), UPDATE (U), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:
Enter R to report the command assignment for any user IDs. 13
Enter U to update the command assignment for any user IDs. 13
Enter H to display the help module. 12
Enter E to return to the initial prompt. 1
Enter X to exit MGTERM. EXIT

Prompt (13):

ENTER USER ID SELECTION (A, C, L, R), HELP (H),
END (E), OR EXIT (X):

Next Prompt

Enter one of the following:
Enter A to select command assignment information for all user IDs currently on file.
Enter C and the command group name, separated by a valid delimiter, to select a command group.
Enter L and all desired user IDs, separated by valid delimiters, to select a list of user IDs.
Enter R, the starting USERID, and the ending USERID, separated by valid delimiters, to indicate a range of user IDs.

- If the user is in report mode, MGTERM reports the desired information. 13
- If the user is in update mode: 14
Enter H to display the help module. 13
Enter E to return to the previous prompt. 12
Enter X to exit MGTERM. EXIT

Figure 13E. Procedures—Continued

Prompt (14):

USER ID/ REMARKS

Next Prompt

Enter one of the following:
Enter the new command code.
Enter \$ as first non-blank character to delete current remarks.
Press Enter to avoid making any changes.

- If additional command codes have been requested: 14
- If all command codes have been processed: 13

Prompt (15):

TERMINAL INFORMATION DOWNLOAD FOR REQUEST USERS

ENTER REMOTE ID TO RECEIVE DOWN LOAD, HELP (H),
END (E), OR EXIT (E):

Next Prompt

Enter one of the following:
Enter user ID to specify to where information will be downloaded. 16
Enter M to download information to your monitor. 16
Enter D to download information to your read/write disk. 16
Enter H to display the help module. 15
Enter E to return to initial prompt. 1
Enter X to exit MGTERM. EXIT

Prompt (16):

ENTER USER ID SELECTION (A, C, L, R), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter one of the following:
Enter A to download the terminal information records for all user IDs currently on file. 16
Enter C and the command group name, separated by a valid delimiter, to select a command group. 16
Enter L and all desired user IDs, separated by valid delimiters, to select a list of user IDs. 16
Enter R, the starting USERID, and the ending USERID, separated by valid delimiters, to indicate a range of valid user IDs. 16

Figure 13F. Procedures—Continued

<u>Enter H</u> to display the help module.	16
<u>Enter E</u> to return to the previous prompt.	15
<u>Enter X</u> to exit MGTERM.	EXIT

Prompt (17):

KEYSTONE SESSION MANAGEMENT

REPORT (R), UPDATE (U), HELP (H), END (E), OR EXIT (E):

Next Prompt

Enter <u>one</u> of the following:	
<u>Enter R</u> to report users currently set to spool consoles.	18
<u>Enter U</u> to update users currently set to spool consoles.	18
<u>Enter H</u> to display HELP module.	17
<u>Enter E</u> to return to the initial prompt.	1
<u>Enter X</u> to exit MGTERM.	EXIT

Prompt (18):

ENTER USER ID SELECTION (A, C, L, R), HELP (H), END (E), OR EXIT (X):

Next Prompt

Enter <u>one</u> of the following:	
<u>Enter A</u> to select spooling information for all user IDs currently on file.	19
<u>Enter C and the command group name, separated by a valid delimiter,</u> to select spooling information for a specific command group.	19
<u>Enter L and all desired user IDs, separated by valid delimiters,</u> to select spooling information for a list of user IDs.	19
<u>Enter R, the starting USERID, and the ending USERID, separated by valid delimiters,</u> to indicate a range of user IDs.	19
<u>Enter H</u> to display the help module.	18
<u>Enter E</u> to return to the previous prompt.	17
<u>Enter X</u> to exit MGTERM.	EXIT

Prompt (19):

SHOW ONLY USER IDS WITH SPOOL ON (S), ALL USERIDS (A), END (E), OR EXIT (X):

Figure 13G. Procedures—Continued

Next Prompt

Enter one of the following:

Enter S to report or update only those selected user IDs that have their spool switch set to 'on.'

Enter A to report or update all selected user IDs.

- If the user is in report mode, MGTERM will report the desired information and return to a previous prompt. 18
- If the user is in update mode: 20

Enter E to return to the previous prompt. 18

Enter X to exit MGTERM. EXIT

Prompt (20):

MGTERM prints a line of data.

Next Prompt

Enter one of the following:

Enter a valid value under the appropriate field to change the value of that field. MGTERM updates the field, repeats the changed record, and displays the next line of data.

Enter \$ as first non-blank character to delete current remarks.

Press Enter to avoid making any changes.

- If additional values remain to be updated: 20
 - If all data has been processed: 18
 - If you receive an error message: 21
-

Prompt (21):

HAVE YOU RECEIVED INTERNAL QA APPROVAL TO DO THIS? (Y, N)

Next Prompt

Enter one of the following:

Enter Y if you have QA approval. MGTERM updates the value.

Enter N if you do not have QA approval.

MGTERM prints a message.

- If additional user IDs have been requested: 20
- If all user IDs have been processed: 18

Figure 13H. Procedures—Continued

KEYSTONE TERMINAL MANAGEMENT
TERMINAL INFORMATION MANAGEMENT
REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):
R
ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):
C KEYSTONE

TERMINAL INFORMATION FOR: MCL000 LAST VERIFIED: 00/00/00
1. USER: MAJOR BROWN 2. TASA: LT COL SMITH
3. USER TELEPHONE NUMBERS 4. TASA TELEPHONE NUMBERS
 AUTOVON: 1111111 AUTOVON: 2222222
 COMMERCIAL: 1234567890 COMMERCIAL: 0987654321
5. USER MAIL ADDRESS:
 BLDG #1
 FIRST STREET
 SMALLTOWN, MD 00000

12. REMARKS:

TERMINAL INFORMATION FOR MCL001 LAST VERIFIED: 00/00/00

.
. .
.

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):
E
REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):
E

Figure 13-1. MGTERM Report Sample

KEYSTONE TERMINAL MANAGEMENT
TERMINAL INFORMATION MANAGEMENT

REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):

U

UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP(H),
END(E), OR EXIT(X):

T

TERMINAL INFORMATION FOR: MCL000

LAST VERIFIED: 00/00/00

1. USER: MAJOR BROWN

2. TASSO: LT COL SMITH

3. USER TELEPHONE NUMBERS

4. TASSO TELEPHONE NUMBERS

AUTOVON: 1111111

AUTOVON: 2222222

COMMERCIAL: 1234567890

COMMERCIAL: 0987654321

5. USER MAIL ADDRESS:

BLDG #1

FIRST STREET

SMALLTOWN, MD 00000

12. REMARKS:

ENTER BLOCK # TO BE UPDATED (1-5), ALL(A), DISPLAY UPDATED RECORD (D),
UPDATE

OK (O), HELP(H), END(E), OR EXIT(X):

1

1. USER: MAJOR BROWN

MAJOR BROWNING

1. USER: MAJOR BROWNING

ENTER BLOCK # TO BE UPDATED (1-5), ALL(A), DISPLAY UPDATED RECORD (D),
UPDATE

OK (O), HELP(H), END(E), OR EXIT(X):

O

VERIFY NEW TERMINAL INFORMATION RECORD? (Y/N):

N

TERMINAL INFORMATION RECORD UPDATED AS OF 18/07/85.

UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP(H), END(E),
OR EXIT(X):

R

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):

C OCAR

USER ID/REMARKS

MCL000

TERMINAL #1 IS FAULTY

MCL001

FIELD LEVEL

.
. .
. .

Figure 13-2. MGTERM Update Sample

ENTER USER ID SELECTION (C, L, R), HELP(H), END(E), OR EXIT(X):
E
UPDATE TERMINAL INFORMATION (T), REMARKS SECTION (R), HELP(H), END(E),
OR EXIT(X):
E
REPORT(R), UPDATE(U), VERIFY(V), END(E), OR EXIT(X):
E

Figure 13-2. MGTERM Update Sample—Continued

KEYSTONE TERMINAL MANAGEMENT

ENTER SELECTION (T, V, C, D, S), HELP (H), END (E), OR EXIT (X):
V
CURRENT VERIFICATION WINDOW IS 1 DAYS.

UPDATE (U), END (E), OR EXIT (X):

U
ENTER NEW VERIFICATION WINDOW:
21
VERIFICATION WINDOW IS NOW 21 DAYS.

ENTER SELECTION (T, V, C, D, S), HELP (H), END (E), OR EXIT (X):
E

Figure 13-3. MGTERM Change Verification Window Sample

KEYSTONE TERMINAL MANAGEMENT

ENTER SELECTION (T, V, C, D, S), HELP(H), END(E), OR EXIT(X):

C

REPORT(R), UPDATE(U), HELP(H), END(E), OR EXIT(X):

U

ENTER USER ID SELECTION (A,C,L,R), HELP(H), END(E), OR EXIT(X):

MCL233 MCL240

USER ID/COMMAND CODE/	COMMAND	/ LEVEL
MCL233 201	MILPERCEN	FIELD USER
0		
MCL233 0	UNASSIGNED	
MCL234 201	MILPERCEN	FIELD USER
200		
MCL234 200	MILPERCEN	COMMAND USER
MCL235 201	MILPERCEN	FIELD USER
501		
MCL235 201	MILPERCEN	FIELD USER
MCL237 201	MILPERCEN	FIELD USER
301		
MCL237 301	TRADOC	FIELD USER
MCL238 201	MILPERCEN	FIELD USER
701		
MCL238 401	FORSOM	FIELD USER
MCL239 201	MILPERCEN	FIELD USER
MCL240 201	MILPERCEN	FIELD USER
200		
MCL240 200	MILPERCEN	COMMAND USER

ENTER USER ID SELECTION (A,C,L,R), HELP(H), END(E), OR EXIT(X):

E

REPORT(R), UPDATE(U), HELP(H), END(E), OR EXIT(X):

E

ENTER SELECTION (T, V, C, D, S), HELP(H), END(E), OR EXIT(X):

E

Figure 13-4. MGTERM Command Assignment Update Sample

KEYSTONE TERMINAL MANAGEMENT

ENTER SELECTION (T,V,C,D,S), HELP(H), END(E), OR EXIT(X):

D

TERMINAL INFORMATION DOWNLOAD FOR REQUEST USERS.

ENTER REMOTE ID TO RECEIVE DOWNLOAD, HELP(H), END(E), OR EXIT(X):

MCL005

INFORMATION WILL BE DOWN LOADED TO UZK005.

ENTER USER ID SELECTION (A,C,L,R), HELP(H), END(E), OR EXIT(X):

R MCL900 MCL999

ENTER REMOTE ID TO RECEIVE DOWN LOAD, HELP(H), END(E), OR EXIT(X):

M

INFORMATION WILL BE DOWN LOADED TO YOUR MONITOR.

ENTER USER ID SELECTION (A,C,L,R), HELP(H), END(E), OR EXIT(X):

L MCL100 MCL121

ZK	10014/ 7/85	30167
1		301
ZK	12114/ 7/85	603225
		301

ENTER USER ID SELECTION (A,C,L,R), HELP(H), END(E), OR EXIT(X):

E

ENTER REMOTE ID TO RECEIVE DOWNLOAD, HELP(H), END(E), OR EXIT(X):

E

ENTER SELECTION (T,V,C,D,S), HELP(H) END(E), OR EXIT(X):

E

Figure 13-5. MGTERM Download Sample

KEYSTONE TERMINAL MANAGEMENT

ENTER SELECTION (T, V, C, D, S), HELP(H), END(E), OR EXIT(X):

S

KEYSTONE SESSION MANAGEMENT

REPORT(R), UPDATE(U), HELP(H), END(E), OR EXIT(X):

R

ENTER USER ID SELECTION (A, C, L, R), HELP(H), END(E), OR EXIT(X):

A

SHOW ONLY USER IDS WITH SPOOL ON(S), ALL USERIDS(A), END(E), OR EXIT(X):

S

CURRENT NUMBER OF REQUEST USERS WITH SPOOLING ON: 6

MAXIMUM NUMBER OF REQUEST USERS WITH SPOOLING ON: 25

USER ID/SWITCH/START/ END / DESTINATION

MCL001	ON	1445	1650	SAC061
MCL024	ON	1720	1659	RMT684
MCL224	ON	330	458	UZO014
MCL230	ON	1430	1730	UZQ021
MCL289	ON	1200	1600	SAC039
MCL482	ON	1000	1430	SAC019

ENTER USER ID SELECTION (A, C, L, R), HELP(H), END(E), OR EXIT(X):

E

REPORT(R), UPDATE(U), HELP(H), END(E), OR EXIT(X):

E

ENTER SELECTION (T, V, C, D, S), HELP(H), END(E), OR EXIT(X):

E

Figure 13-6. MGTERM Spooling Sample

Section IV

ERROR MESSAGES AND CORRECTION PROCEDURES

13-8. System Errors

The following is a list of possible system errors. If any of these error messages, or any other error messages not listed below appear, call the KEYSTONE Branch immediately.

-
- a. Any message which contains one of the following phrases:
 XXXX FILE NOT INCREMENTED
 XXXX FILE NOT DECREMENTED
 XXXX FILE NOT UPDATED

 - b. Any message which contains one of the following phrases:
 COUNTERS WOULD BECOME NEGATIVE
 UNSUCCESSFUL UPDATE OF XXXXX
 RESERVATIONS WOULD BECOME NEGATIVE

 - c. **** TRACE BACK ****
 ENTRY POINT ENTRY ADDRESS RETURN ADDRESS
 XXXXXXXX ZZZZZZZZ ZZZZZZZZ

 - d. ERROR: ON LUN = XXXXXX
 VSAM ERROR RETURN CODE = XXXXXX
 ACTION CODE = XXX
 KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
 RECORD TYPE = XXX
 SPARE VARIABLE X = XXXXXX
 CALL KEYSTONE BRANCH

 - e. +SYSTEM ERROR: INVALID XXXXX IN XXXX
 : : ILLEGAL XXXXXX
 : : OCCURRED IN XXX WHEN CALLING XXXX
 : : IN XXXXXX WHEN RUNNING XXXXX
 : : RETURNED BY XXXX
 : : ERROR IN XXXX
 : : XXXX NOT FOUND
 : : RECORD DESCRIPTOR HAS XXXXXXXX RETURN CODE IS
 : : XX
 : : PLEASE CALL KEYSTONE BRANCH
 : : PLEASE NOTIFY THE KEYSTONE OFFICE

 - f. ERROR: READING XXXXX
 : : INVALID XXXX INDICATOR IN SUBROUTINE XX
 : : XXX NOT FOUND ON XXXX FILE
 : : XXXXX ERROR-SUBROUTINE XXXXXX
 : : SIOXX-FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
 : : ILLEGAL XXXX PASSED TO XXXXXX
 : : BAD XXXX IN XXXXXX
 : : IN XXXXX - XXXXXX
 : : CANNOT FIND XXXX ON XXXXXX

Figure 13-A. System Error Messages

-
- g. FATAL ERROR - XXXXXX
 - h. SIOXX ERROR: XXXXXX
 - i. INVALID XXXXX IN SIOXX
 - j. INVALID VALUE FOR XXXXX IN XXXXXX
 - k. BAD RETURN FROM XXXX IN XXXXXX
 - l. PROBLEM WITH XXXX XXXX RECORD
VALIDATING XXXXXX IN XXXXXX
READING XXXXXXXX
IN XXXXXX
 - m. UNABLE TO GET DATA FROM XXXXXX
VALIDATE XXXX - XXXXXX
DECODE XX TYPE XXXXXX
 - n. VSAM ERROR = XXXX ON LUN XXX
 - o. VMCF ERROR = XXXXXX FOR LUN XXX
 - p. NO SINK AVAILABLE FOR LUN XXX
 - q. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
 - r. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
 - s. LOGIC ERROR: XXXXXX XXXXX
 - t. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT
(XXXX)
 - u. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
 - v. NO XXXXXX FOUND IN XXXXX
 - w. XXXXXX RECEIVED BY XXXX IS INCORRECT
 - x. \$CTS ERROR IN XXXX ROUTINE

Figure 13-B. System Error Messages—Continued

13-9. Operation Errors

Operation error messages occur when invalid data is entered. MGTERM repeats the prompt after each error message. For a list of valid data items, check Table 13-1, MGTERM Data Items. For a description of data items see Table 3-3, MCL Data Items Description.

Chapter 14 RPTSPT PROGRAM

Section I PROGRAM SUMMARY

14-1. Purpose

RPTSPT reports SIDPERS transactions alphabetically by name and indexed by installation.

14-2. Applicability

The following groups use RPTSPT:

- a. Installations,
- b. MACOMs, and
- c. PERSCOM.

Section II INPUT/OUTPUT DESCRIPTIONS

14-3. Input

RPTSPT requires no input items.

14-4. Output

RPTSPT output items are listed alphabetically by field label in Table 14-1, RPTSPT Data Items. For an explanation of these items, see Table 3-3, MCL Data Items Description.

Table 14-1
RPTSPT Data Items

Field Name	Label	Input	Output	Field Size
Effective Date	DATE		X	8
Gaining Unit	GUIC		X	6
Installation Code	INSTALLATION		X	4
ASI, GRD, LIC, NAME, PMC, PMOS, SEX, SMOS, SQI, and UIC	ITEM		X	4
New Value of Item	IVALUE		X	12
Losing Unit	LUIC		X	6
TPU Member Name	NAME		X	12
Remarks	REMARKS		X	5
Social Security Number	SSN		X	9
Transaction Type	TRANS		X	3

14-5. Initiation Procedures

After signing on, the system displays:

ENTER PROGRAM NAME, "LIST" OR "OFF"

Enter RPTSPT and press Enter. RPTSPT prints the report.

Section III
ERROR MESSAGES AND CORRECTION PROCEDURES

14-6. System Errors

The following is a list of possible system errors. If any of these error messages, or any other messages not listed below appear, call the KEYSTONE Branch immediately.

-
1. Any message that contains one of the following phrases:
XXXX FILE NOT INCREMENTED
XXXX FILE NOT DECREMENTED
XXXX FILE NOT UPDATED

 2. Any message that contains one of the following phrases:
COUNTERS WOULD BECOME NEGATIVE
UNSUCCESSFUL UPDATE OF XXXXX
RESERVATIONS WOULD BECOME NEGATIVE

 3. **** TRACE BACK ****
ENTRY POINT ENTRY ADDRESS RETURN ADDRESS
XXXXXXXXX ZZZZZZZZ ZZZZZZZZ

 4. ERROR: ON LUN = XXXXXX
VSAM ERROR RETURN CODE = XXXXXX
ACTION CODE = XXX
KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
RECORD TYPE = XXX
SPARE VARIABLE X = XXXXXX
CALL KEYSTONE BRANCH

 5. SYSTEM ERROR: INVALID XXXXX IN XXXX
 : ILLEGAL XXXXXX
 : OCCURRED IN XXX WHEN CALLING XXXX
 : IN XXXXXX WHEN RUNNING XXXXX
 : RETURNED BY XXXX
 : ERROR IN XXXX
 : XXXX NOT FOUND
 : RECORD DESCRIPTOR HAS XXXXXXXX RETURN CODE IS XX
 : PLEASE CALL KEYSTONE BRANCH

 6. ERROR: READING XXXXX
 : INVALID XXXX INDICATOR IN SUBROUTINE XX
 : XXX NOT FOUND ON XXXX FILE
 : XXXXX ERROR-SUBROUTINE XXXXXXX
 : SIOXX-FOR KEY XXXXXXX AND ACTION XXXX NUMREC =
 : XXXXXXXX
 : ILLEGAL XXXX PASSED TO XXXXXXX
 : BAD XXXX IN XXXXXXX
 : IN XXXXX - XXXXXXX
 : CANNOT FIND XXXX ON XXXXXXX

Figure 14-A. System Error Messages

-
7. FATAL ERROR - XXXXXX
 8. SIOXX ERROR: XXXXXX
 9. INVALID XXXXX IN SIOXX
 10. INVALID VALUE FOR XXXXX IN XXXXXX
 11. BAD RETURN FROM XXXX IN XXXXXX
 12. PROBLEM WITH XXXX XXXX RECORD
VALIDATING XXXXXX IN XXXXXX
READING XXXXXX
IN XXXXXX
 13. UNABLE TO GET DATA FROM XXXXXX
VALIDATE XXXX - XXXXXX
DECODE XX TYPE XXXXXX
 14. VSAM ERROR = XXXX ON LUN XXX
 15. VMCF ERROR = XXXXXX FOR LUN XXX
 16. NO SINK AVAILABLE FOR LUN XXX
 17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
 18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
 19. LOGIC ERROR: XXXXXX XXXXX
 20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR
COMPONENT (XXXX)
 21. THIS OPTION NOT AVAILABLE AT THIS TIME
ACTION IS XXXX
 22. NO XXXXXX FOUND IN XXXXX
 23. XXXXXX RECEIVED BY XXXX IS INCORRECT
 24. \$CTS ERROR IN XXXX ROUTINE

Figure 14-B. System Error Messages—Continued

14-7. Operation Errors

There are no operation error messages for RPTSPT.

Appendix A SIGN-ON/SIGN-OFF PROCEDURES

A-1. Introduction

The system is accessed by computer terminals that are linked to the main computer via ordinary telephone lines. Follow exactly the procedures described in this appendix.

A-2. Signing On with INFONET

To initiate on-line processing, it is necessary to establish a communications link between your terminal and the computer using the telephone system. INFONET is a system that is used to link terminals to mainframe computers. Follow the procedures described below to use INFONET for accessing the computer.

a. Instructions. Begin the sign-on procedure by following the instructions appropriate for your terminal.

(1) For an ASCII teletype (TTY) terminal, or a Personal Computer equipped with an RS232C Communications Interface and a Terminal Emulation Package or a Communicating Word Processor CONUS users follow steps d-k, Users in Puerto Rico, see para. A-2:

(a) Turn on the terminal. (For terminals hard-wired directly to INFONET, go to step 6.)

(b) If at a communicating word processor, load the communications programs diskette. For other terminals skip this step and continue at step (3).

(c) Terminal Specifications:

- Transmission Mode: Asynchronous
- Transmission Speed: 300 or 1200 Baud
- Parity: None or Even
- Communication Mode: Half Duplex
- Transmission Code: ASCII (Eight Bit, one start, one stop)
- Communications Code: RS232C
- MODEM: Bell 103J (300 baud) or 212A (1200 baud)

Note: Requirements differ in most overseas locations. Contact the KEYSTONE Office for assistance in this area.

- Other Requirements:

- Non Burst Transmission
- Auto Line Feed Turned off (If applicable)
- Press Enter to provide line turn around with NEX representation of 8D.
- If overseas, both the terminal and modem must be approved for DATEX-P use by the DBP and assigned a FTZ number.

(d) Dial the INFONET access number. To obtain the access number contact the KEYSTONE office.

(e) After hearing the high pitch tone, switch your modem to data.

(f) Press Enter once to activate the network.

(g) In response to the # sign, prompt, type the letter C, followed by Enter.

Routing Information. Keep track of routing information. If communications problems are encountered this information is needed to track the problem to the cause.

FORMAT: Origin RRC-origin PORT/destination RRC-destination PORT

(h) Type the letters IK in response to the CENTER prompt.

(i) After the system has responded with VM/370 ONLINE, press Enter once.

(j) The system will respond with an exclamation point (!) and a period (.), please enter your logon ID.

(k) The system will respond with ENTER YOUR LOGON PASSWORD.

(l) And last, enter your password.

(2) Use the program **PASSCH** if you need to change your password. If passwords have not been changed within the time limit, PASSCH is invoked. Refer to Chapter 7, PASSCH for specific information.

(3) Each user ID is associated with a terminal information record. This record must be verified as being correct at intervals set by the KEYSTONE Branch. If no such verification has taken place within the required interval of time, the system initiates the program CKTERM. Refer to Chapter 12, CKTERM for specific information.

b. Puerto Rico. KEYSTONE users in these locations will dial-up through an International Record Carrier (IRC) to access, the INFONET network. Obtain the IRC access number, user name and password for your particular location from the KEYSTONE office.

Puerto Rico – Guaynabo, Fort Buchanan

To LOGON:

1. Dial your IRC access number.

2. When you hear the high pitch tone, place the telephone receiver in the coupler of the CDI miniterm.
3. In response to the IRC message, "please type your terminal identifier", type an A.
4. In response to the message, "please logon", enter your IRC user name followed by a carriage return.
5. Next, enter your IRC password.
6. Follow steps #7 to #11 on para. A-2.

A-3. Sign-on Problems

Problems encountered while attempting to sign-on which are not the fault of the user are generally attributable to the telephone link between the user and the computer. Garbled output, random or missing characters, misinterpreted (though correctly entered) commands and abrupt service terminations may all be due to poor telephone links. Persistent problems should be reported to the KEYSTONE Branch.

Table A-1
INFONET Messages

MESSAGE: CENTER

ACTION: Enter IK.

MESSAGE: CENTER NOT AVAILABLE

ACTION: INFONET is unable to connect to your host. This happens when one of the following occurs:

- All ports are busy.
 - The dedicated line fails.
 - The host rejects log-ons.
 - The hardware malfunctions.
- Try again after a few minutes.
-

MESSAGE: CENTER NOT IDENTIFIABLE

ACTION: Reenter IK.

MESSAGE: GOODBYE

ACTION: You are disconnected from INFONET. No action required if you end your session. Otherwise, you must logon again.

MESSAGE: PORT:XXX

ACTION: The port number indicates your network access point. This is useful during troubleshooting.

A-4. Sign-off Procedures

- 1) When the (!.) exclamation point, period prompt is displayed with VM Read status, enter "LOGOFF" and press Enter.
 - 2) The system responds "LOGOFF AT XX:XX:XX EDT (Day of week) XX/XX/XX LOGOFF COMPLETELY" from the host.
- "CLR PAD" (from the pad or front end processor).
 "GOOD BYE" (from the network, connection broken).

Routing Information. Keep track of routing information. If communication problems are encountered this information is needed to track the problem to the cause.

FORMAT: origin RRC-origin PORT/destination RRC-Destination PORT

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