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USER'S GUIDE FOR AN ADVANCED TECHNOLOGY UNIT
TRAINING AND MANAGEMENT SYSTEM (ATUTMS)

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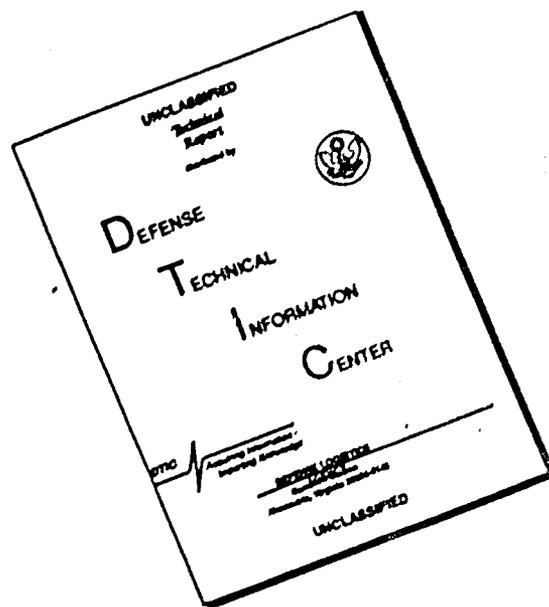
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SECTION 1 INTRODUCTION

1.0 OBJECTIVE

The objective of this document is to assist U.S. Army personnel in using the Advanced Technology Unit Training and Management System (ATUTMS). Most personnel will require only a limited background knowledge of how ATUTMS actually operates in order to perform their assignments. This document has been designed to guide individuals how to use the system routinely without referring to massive support documentation. It is assumed that each user has been given introductory training on the use of ATUTMS including a demonstration of his particular area of responsibility. Soldiers who are expert at using ATUTMS will be interested in the more detailed documentation listed under References.

1.1 ATUTMS COMPONENTS

The ATUTMS system includes the following components:

- 1) Relational Database (INGRES)
- 2) Word processing (MOSE)
- 3) Computer System Tools (i.e., Mail, Phone)

This manual emphasizes using the relational database and contains limited information on both word processing and computer system tools as they are already well-documented.

1.1.1 Relational Database

ATUTMS uses the relational database management system, INGRES, to record information and to produce reports needed for battalion management.

INGRES is utilized to store, add, change, and delete data, and to generate reports. The relational database includes the three functional areas of the battalion: Personnel, Training and Logistics.

1.1.2 Word Processing

Word processing is accomplished on ATUTMS by using a software program called MUSE. MUSE consists of a powerful text editor, a spelling checker, and the capability to print documents on either a dot-matrix printer or the system letter-quality printer.

1.1.3 Computer System Tools

Useful tools available on the ATUTMS computer system, in addition to the database management system and word processing, are MAIL and PHONE. Using these tools, the user can communicate with other users on-line or send messages to be read later.

1.2 REFERENCE DOCUMENTS

Three types of documentation centers have been set up to provide documentation support to users. At each terminal the following documentation is available.

- 1) User Guide for the Advanced Technology Unit Training and Management System (this guide)
- 2) VAX VMS Primer
- 3) MUSE User Guide
- 4) EDT Quick Reference Guide

At a site in each major battalion building, specifically in the PAC, the HEB training room, A and C Battery training rooms and the motor pool rail car, the following documents are available:

- 1) EDT, Introduction to the Editor
- 2) VAX/VMS Command Language User Guide
- 3) INGRES Self-Instruction Guide
- 4) Soldier's Guidebook to INGRES
- 5) C. Itoh Model CIT-101 Users Manual
- 6) C. Itoh Model 1550 Users Manual
- 7) Leading Edge User Manual (Prowriter)

The following documents are at a third documentation center at the computer site:

- 1) INGRES Users Manual, Volumes I and II
- 2) VAX/VMS Command Language User's Guide
- 3) VAX-11 Utilities Reference Manual
- 4) VAX/VMS System Message and Recovery Procedures
- 5) VAX/VMS System Services Reference Manual
- 6) VAX/VMS System Management and Operations Guide

SECTION 2
ATUTMS SYSTEM DESCRIPTION

2.0 DESCRIPTION

2.1 HARDWARE CONFIGURATION

The ATUTMS hardware is based on a central computer located in the battalion headquarters building. Terminals are distributed throughout the battalion facilities to make them easily available to users. The central computer is a VAX 11/750, manufactured by the Digital Equipment Corporation. Fourteen C. Itoh Model 101 terminals are connected to the computer via a patch panel in the computer room. Ten C. Itoh Model 1550 dot matrix printers are connected to selected terminals and a letter quality printer is located in the Battalion headquarters.

2.2 SOFTWARE CONFIGURATION

The ATUTMS software consists of:

- 1) VAX/VMS - the operating system
- 2) INGRES - the database management system
- 3) MUSE - the word processor

2.2.1 VAX/VMS

The operating system provides system services which schedule and allocate resources, such as memory and processing time. It also drives hardware devices, such as terminals, disks, and printers. Most operating system actions occur without the user's awareness. (Refer to Section 7.)

2.2.2 INGRES

INGRES consists of a set of software modules which are used to store and retrieve data. INGRES can be used directly to create databases, update and retrieve data, and write reports, or the user can use menus that have been written using INGRES. Menus have been set up for each functional area in the battalion: personnel, training, and logistics. If the user follows these menus by selecting one of the choices listed, he will eventually get to a fill-in-the-blank type form for accessing data or generating a report.

2.2.2.1 Personnel

The personnel portion of the database consists of a large portion of the soldier information currently contained in the SIDPERS personnel system, plus additional data on daily duty and deployment status, drivers, and the Personnel Reliability Program (PRP). The personnel portion of the MTO&E is also available. As soldiers arrive and depart from the battalion, the PAC adds and deletes them from the database. The PAC also maintains current mealcard numbers, important dates such as EER, and date of loss, MOS, GT and SQT scores. The S2 shop maintains fields related to security, such as clearances and the PRP roster. The batteries update the duty status of soldiers absent from duty or training and maintain the drivers roster. Current and projected leaves are updated in the PAC. Output reports are available from the personnel data. The Daily Status Report summarizes the status for battery or battalion and lists the individuals under each category. The Battalion or Battery Roster is an alphabetical listing of each individual and the Unit Manning report lists individuals by duty position as authorized in the MTO&E. The Skill Inventory counts authorized, required, and assigned personnel by grade and MOS.

2.2.2.2 Training

The training portion of the database contains a training schedule, the scores of units and individuals trained, and reference tables identifying

the ARTEP, MOS and Common Skills tasks pertaining to the battalion. Events can be entered into the training schedule with as much detail as required. The reference tables mentioned above are available to aid the scheduler in selecting tasks. Personnel data is also available to aid in selecting specific units or individuals for training. After the training event has taken place, scores for the units and/or individuals involved are entered into the database. Summary reports can then be run to show the effectiveness of the training at the battalion, battery or section level. Other reports include the Training Schedule, an Instructor Schedule, a detailed Training Event Summary showing tasks to be trained, an Event Roster showing all participating personnel and a Job Book report showing a soldier's status on all events trained to date.

2.2.2.3 Logistics

The Logistics portion of the database is designed to allow battalion personnel to keep track of the status of each piece of equipment maintained by the battalion. This includes trucks, jeeps, howitzers, rifles, and tents. The database consists of relatively stable information such as the description, model number, and serial number of each piece of equipment. This information only changes every few months. Also included in the database are highly volatile data such as the current operational status of certain pieces of equipment (such as vehicles and howitzers), which soldier is the hand receipt holder for each piece of equipment, and service schedules and repair history of each piece of equipment. This data is updated daily by the battalion maintenance personnel. Other volatile areas are the Prescribed Load List, and the Document Register. Data is kept concerning the quantity on hand, and re-order status of spare parts. The Logistics portion of ATUTMS is also capable of providing printed reports containing current information from the previously mentioned areas. Often-used reports are the Document Register report (supply actions), the 2406 Form report (equipment status), the Hand Receipt report (who is responsible for each piece of equipment), and the Prescribed Load List (PLL) report (current status of spare parts).

2.2.3 MUSE

MUSE is a word processor. It enables each soldier to create his own documents and store them in the computer as long as he wishes. The MUSE text editor enables the user to perform basic editing functions such as entering text, moving, copying and deleting text, as well as specifying text to be centered, emboldened, and underlined. The text editor allows the user to step forward or backward through the text by using letter, word, line or page capabilities. A very useful feature is the ability to incorporate database outputs within documents created by MUSE.

2.2.4 MAIL and PHONE

MAIL and PHONE are programs which let you send messages to other users on the VAX. With MAIL, you can send a message to another user and he can read it any time he likes. If he is not on the VAX when you send it, it will be waiting for him when he logs on. PHONE, on the other hand, is good for sending quick messages to users who are currently on the VAX. You can read more about MAIL and PHONE in Sections 7.2 and 7.3.

SECTION 3
USING THE MVUMS SYSTEM

3.0 THE PROCESS

3.1 GETTING STARTED

In order to get started, you need to learn about the terminal and how to identify yourself to the computer.

3.1.1 The Terminal

The terminal lets you send commands or information to the computer and receive responses and information in return. Most personnel will be using the CIT-101 terminals located throughout the battalion. Those of you using the Grid Compass computer as a terminal should refer to Section 3.4: Using the Grid, for instructions.

Make sure the terminal is turned on. The switch is in back on the left side. Familiarize yourself with the keyboard. It looks very much like a typewriter but with a few extra keys. Like a typewriter, it has a SPACE bar at the bottom, SHIFT keys near either end of it and a CAPS LOCK above the SHIFT on the left. Above the SHIFT on the right is a key labeled RETURN. To the right of the RETURN key is a key labeled DELETE. You will be using these two a lot, so from now on we will shorten them to [RET] and [DEL]. Once you have a Username and Password and are familiar with the terminal you can try logging in. For more information on the terminal and its keyboard see the C. Itoh Model CIT-101 Users Manual.

3.1.2 Logging On and Off the Computer

Logging in means signalling the computer that you are ready to begin and then identifying yourself as an authorized user. When completed, you can

start using the computer. It is a simple procedure but a little background information will be helpful for the first time.

3.1.2.1 Usernames and Passwords

To login you will need a Username and a Password. These can be obtained from the computer system manager. The Username identifies you to the computer. It is different from all other Usernames on the computer and is used to keep track of all the work you do there. The Password is used to protect this work from untrained or unauthorized users. Not everyone is allowed to use the computer so you must obtain authorization from your commander or supervisor to get a Username and Password.

3.1.2.2 Logging In

Press [RET] to get the attention of the computer. It will respond by asking you for your Username. Type your Username and then press [RET]. It will then ask you for your Password. Type your Password and then press [RET] again. For security reasons, your Password will not appear on the screen as you type it. A brief message will appear followed by a dollar sign (\$). When you see the dollar sign, you have successfully completed logging in and the computer is ready for use. If your Username is SMITH, the login will look like this (the commands you type are shown in capital letters, the computer's responses are shown in lower case letters):

[RET]

Username: SMITH[RET]

Password: [RET]

ON TIME Welcome to the 1-11 FA BN VAX/VMS 11/750

Send complaints to GRIPE, new ideas to SUGGESTION via Mail.

\$ The dollar sign means that the computer is standing by, ready to begin work. If you make a mistake typing your Username or Password, press [DEL] and the last letter you typed will be deleted. If you do not correct your mistake or if you use the wrong password, the message "user authorization failure" will be displayed and you will have to press [RET] and start over.

3.1.2.3 Logging Off

When you have finished working at the terminal, enter the command LOGOFF (or LO or BYE) [RET] and you will be disconnected from the computer and the terminal will be available for the next user. Never leave your terminal unattended without logging off. Otherwise, an unauthorized person will be able to use the terminal with your Username and Password already entered to read or change data you are responsible for. See the section on Security which follows for more information.

3.1.2.4 Selecting and Protecting Passwords

The password you enter when you log on to the computer provides the main source of protection and privacy for the data contained in the computer. Therefore, you must protect your password at all times.

Do NOT give your password to anyone unless they have a valid reason for using it. Remember that even if they have good intentions, they may not have the proper training to use the computer and may destroy data by accident. If you do have to give your password to someone, change it to a new password as soon as they have completed their work. Instructions for changing a password are given below.

Do NOT write your password down anywhere near your terminal. In fact you should choose a password that is easy enough for you to remember without having to write it down. Do not make it too easy. Your first name or middle name does NOT make a good password. Your birth date is NOT good either.

A good password is at least six characters long and can be made up of any combination of letters or numbers up to a maximum of thirty-two characters. It should be something easy to remember but difficult for anyone else to guess. Let's say that your favorite dish at the local Mexican restaurant is # 27, the Enchiladas Rancheras. A good password would be "27ENCHILADAS". The more ridiculous the better. You should also change it periodically just to be safe. Here's how to change your password.

To change your password:

\$ SET PASSWORD

The computer will respond with three questions.

Old password: (Type in the old password here)

New password: (Type in the new password here)

Verification: (Type in the new password again)

The verification is needed because as when you log in, the password does not show when you type. The computer wants to make sure you know what you typed.

Suppose you want to change your password from 27ENCHILADAS to TACOS19, you would type in the upper case commands below. The computer's responses are shown in lower case letters.

\$ SET PASSWORD

Old password: 27ENCHILADAS[RET]

New password: TACOS19[RET]

Verification: TACOS19[RET]

Remember that when you do it, the passwords will not show up on the screen.

3.1.2.5 For More Information

If you want more information on logging in and entering commands, read Chapter 1 of the VAX/VMS Primer Manual available at each terminal. VAX is the name of the computer you are using and VMS is the name of the main control program, or operating system, which lets you log in and use the facilities of the computer. Note that where it refers to the VT100 terminal you can substitute the CTT-101 terminal.

3.2 SECURITY

Basic operations on the database include adding, retrieving, updating and deleting data. The operations you can perform and the data you can access are limited to those areas for which you are responsible. The battalion commander and the executive officer have access to all data. The S-1 and designated members of the PAC have access to all Personnel data. Battery commanders and designated members of each battery have access to data only for their own battery. Therefore, if the battalion commander requests a set of information on all soldiers, data for each soldier in the battalion will be returned. If a battery commander makes the same request, the database will respond with data only for those soldiers in his battery. This means that the battery commander has only a partial view of all the data available. Many users are denied even a partial view of some data. If a user tries to look at data for which he is not authorized, the message "PROTECTION VIOLATION" is displayed and he is not allowed to view or change the data.

This protection depends on the Username and Password used to log in to the computer. Permission to access data is granted by the computer system manager whenever a new user receives a Username and Password. Therefore, it is very important to protect and change passwords periodically.

3.3 USING THE PRINTERS

3.3.1 C. Itoh Printers

The printer is attached to the terminal by a cable. This cable allows information sent from the computer to the terminal to be transmitted to the printer. The power switch is on the lower left side of the printer. When it is on, the green light marked POWER in front of the printer will light. The SEL white square button in front of the printer is used to select and deselect the printer. When the printer is selected, the green light marked SEL will light. You would want the select light off to delay printing while you are working on the printer (like changing the paper) without losing any print lines. Make sure that the SEL light is on when you are ready to print. The two other white square buttons in front of the printer are for advancing the paper one line (LF - Line Feed) or one page (TOF - Top of Form). In order to use these, first turn the select light off. The red PE light notifies you when you are out of paper. For more information on the printer including how to change the paper or ribbon, refer to the C. Itoh Model 1550 Users Manual or the Leading Edge User Manual.

In most cases, using the printer is simply a matter of checking the POWER and SEL lights when the computer asks you to prepare the printer. When you request a report, you can choose to have it sent to either the terminal or the printer. If you enter P for printer, the report automatically comes out on the printer. There are two other ways of printing you can use to save the information on the terminal screen.

Press CTRL-PF1 You will get a print out of everything that appears on the screen.

Press CTRL-PF2 Everything that scrolls by on the screen will
or be copied over to the printer until you press
CTRL-PF4 SHIFT-PF4. In this case CTRL-PF2 and CTRL-PF4 are the same.

For advanced users, commands are available for printing files on the C. Itch printers attached to the terminals. The commands are:

```
$ PRINT10      filename.ext  (Print at 10 chars per inch)
$ PRINT12      filename.ext  (Print at 12 chars per inch)
$ PRINT17      filename.ext  (Print at 17 chars per inch)
$ PRINTPRO     filename.ext  (Print with proportional letter
                             spacing. The appearance is similar to
                             typewriter print.)
```

If you enter one of these commands without giving a filename, nothing will be printed, but the printer will be set to print at the characters per inch desired. Then, if you print something with a CTRL-PF1, CTRL-PF2, or CTRL-PF4, it will be printed in the style selected.

Examples:

```
$ PRINT12 DATA.TXT - The file DATA.TXT will be printed at 12 cpi.
$ PRINT17 - The printer will be set to print at 17 cpi until reset
            by another command or shut off and back on.
```

Printing at 12 or 17 cpi allows wide printouts to fit on narrow paper.

3.3.2 Letter Quality Printer

A letter quality printer is located in the Battalion Headquarters building. Most uses of this printer are to print MUSE work processing documents. To do this, specify printer device 2 in the MUSE print options menu. For advanced users the copy command can be used to send a file to the letter quality printer. The printer is a terminal to the VAX and it has a terminal device name: "TXA3:". The required copy command is:

```
$ COPY filename.ext TXA3:
```

The punctuation is important, do not forget the period (.) or the colon (:).

3.4 USING THE GRID

The GRID can be used as both a stand-alone computer and as a terminal to the VAX. The computer has a keyboard, a display screen, and a built-in storage device called bubble memory. The floppy disk drive is in a separate unit and both it and the printer are connected to the basic unit by cables. As a stand-alone computer, the GRID has a word processor, a graphics package, a spreadsheet and the BASIC programming language. As a terminal, it can be connected directly to a port into the VAX with the serial interface cable or it can be connected to the telephone lines with a phone jack. With the phone connection, the built-in modem transmits the signal to another modem at the VAX with an ordinary phone call.

To use the GRID as a terminal, first you need the correct software. The software program is called GRIDVT100. It must be in either your bubble memory or on your floppy disk. As with all GRID software, you make your selection by using the arrow keys to position on the choice and then pressing [RET]. Each time you make a choice, the next level is presented until you have selected the device, subject, file and kind. A terminal description file has been set up which contains the information for accessing the computer. When you select a description file, it will automatically call GRIDVT100. After selecting the description file and after the terminal menu is presented, hold down the CODE key and press return to confirm your selection. You can also make your own terminal description file. Refer to the GRIDVT100 manual for how to fill in the fields in this file. If you have a direct connection to the VAX, put a period (.) for a phone number; if you are using a phone jack, fill in a phone number. The speed or baud rate should be 9600 for a direct connection. If you find you are missing characters, then you may have to go to 4800 baud. Be sure the system manager has set your port on the VAX to the speed you are using. For the phone connection, use 1200 baud. To disconnect from the computer after you have logged off, use CODE-A.

Since the GRID has a smaller keyboard, sometimes key combinations are necessary to transmit a character. The following is a list of some of these combinations:

C. Itoh Key	GRID Combination Keys
DELETE	CODE-0
NO SCROLL	CODE-9
\	CODE-SHIFT-*
PF1 (Menu Key)	CODE-SHIFT-1
[CODE-<
]	CODE->

3.5 BEGINNING WORK

If you want to begin working in Personnel, Training or Logistics type the command MENU and press [RET]. A menu of choices will be displayed from which you can choose the type of work to begin. Type PERSONNEL (or P), TRAINING (or T), LOGISTICS (or L), UTILITIES (or U) and you can start work. Instructions for using these choices are contained in the sections which follow. This is how you would use MENU to start working in Training:

\$ MENU [RET]

1st Battalion 11th Field Artillery
Training Management System

- * Personnel
- * Training
- * Logistics
- * Utilities
- * Exit

Help Personnel Training Logistics Utilities Exit: TRAINING [RET]

A new menu will be displayed that will lead you to the different Training activities. If you do not want to go any farther, type EXIT (or E) [RET] and you will go back to the dollar sign (\$).

3.5.1 Using Query by Forms (QBF)

Query by Forms (QBF) provides an easy way to enter, update and retrieve the information stored in a database. It does this by using forms quite similar to the paper forms you use every day, to guide you through these activities. A sample form is shown below. Note that like a paper form, it has labeled fields indicating where to place required information. Unlike a paper form, QBF can check data as it is entered, warn when mistakes are made and either provide you with a list of correct answers or tell you where to find them. As noted above, the three major functions of QBF are data entry, data updating and data retrieval. Before attempting those, we will look at how you can move around the screen to get to the different fields.

3.5.1.1 Moving Around the Form

Look at the terminal screen and locate the flashing cursor. Locate the TAB key on the left side of the keyboard. Press it a few times and notice that the cursor jumps from field to field on the form. Press it enough times and it will move all around the form until it jumps back to where it started. Move the cursor backwards by holding down the key labeled CTRL and pressing the letter P for Previous. This combination of keys is known as a CONTROL-P. Other control characters like this will be used to send special commands to the terminal. The RETURN key will also move the cursor around the form but, as demonstrated later, it has a different effect than TAB when entering data. Finally, to get from the form down to the menu at the bottom of the screen, press the PF1 key at the top of the key pad on the right side of the key board. The cursor will move down to the menu, allowing you to type in your choice of commands. Type HELP for example, followed by a RETURN, and a help message will be displayed on the screen.

PERSONAL DATA			
name:		ssn:	
mpc:	sex:	race:	dob:
dependents:		ethnic:	
citizen:	marital:	religion:	
HELP QUERY GO END			

3.5.1.2 Moving Within a Field

Move the cursor to the "name" field. Locate the —> (right arrow) key in the top row of the keyboard. Press the key, hold it down and the cursor will move across the field. When it reaches the end of the field it will stop moving. Press the <— (left-arrow) key and send it back to the beginning of the field. Now press the SPACE BAR at the bottom of the keyboard several times. The cursor will move across the field. Press the DELETE key in the middle row of the keyboard on the right side. The cursor will move back to the left. Though the result looks the same, we will see that these last two keys have a much different effect than the arrow keys.

3.5.1.3 Entering Data Into a Field

Move the cursor to the "name" field. Type your name in capital letters, last name first, and no commas as shown in the form below, then use the arrow keys to move back across the field. The letters in your name are not affected. Now move across the field using the SPACE BAR and the DELETE

key. Notice that the letters are erased as the cursor passes over them. Try typing another name right over the first one. Each new letter typed replaces an old letter. This is how typing mistakes are corrected in QBF. Notice that you do not always have to re-type a whole field. Use the arrow keys to move across correct data to the portion of the field in error.

3.5.1.4 Error Checking by QBF

Move the cursor to the "dependents" field. Type in the letter "A" for example, and then attempt to move to the next field using TAB. An error message will appear at the bottom of the screen warning that a number, not a letter is required. When possible, the error message will tell you what the possible answers are. Move to the "marital" field and enter something except "M" or "S". When you attempt to move to the next field, QBF warns you that "M" for married and "S" for Single are the only valid entries for that field. The field is blanked out and the cursor is repositioned at the beginning of the field so you can enter the correct data.

PERSONAL DATA

name: SMITH JOHN MICHAEL

ssn:

mpc:

sex:

race:

dob:

dependents:

ethnic:

citizen:

marital:

religion:

HELP QUERY GO END:

3.5.1.5 Using the Database

Now that you know how to move around screens and fields you can start to actually use the database. There are three basic ways to use QBF. Add or Append brand new data to the database, change or Update data already in the database and look at or Retrieve data in the database. We will look at Append, Update and Retrieve one at a time. With each type of operation the form will look the same except for the menu at the bottom. This menu tells how to perform each type of operation.

3.5.1.6 Appending Data

The form below is a sample of an Append form. For example, when a new soldier arrives at the battalion a new record with his personal information must be appended (added) to the database. Note the instructions at the bottom. With this type of form, you move from field to field entering data. If an error occurs, read the message and make corrections. When the entire form is filled in, hit a CONTROL-Z and the message "Writing data..." will appear. When the data has been written out, the fields in the form will be cleared so that another set of data can be entered. When you are finished entering data, press PF1 (the MENU KEY) and a new menu will appear. This is shown in the second form below. Typing ADD is the same as pressing the CONTROL-Z. If you are through entering data type END.

PERSONAL DATA

name: SMITH JOHN MICHAEL ssn: 123456789

mpc: sex: race: dob:

dependents: ethnic:

citizen: marital: religion:

APPEND #1 (control-z to add, <MENU KEY> to return)

PERSONAL DATA

name: ssn:

mpc: sex: race: dob:

dependents: ethnic:

citizen: marital: religion:

HELP ADD END: END

3.5.1.7 Updating Data

Updating with QBF actually requires both a Retrieve and an Update. This is necessary because the correct record must be located before it can be changed. Retrieves in QBF are easy. If for example, you want to locate information about a John Michael Smith, enter SMITH JOHN MICHAEL in the name field as in the first form below and hit a CONTROL-Z. The second form will appear a moment later with all information about John Smith filled in. You can then move around the form and type in any corrections needed. It could be that John now has 3 dependents instead of 2. This is typed into the dependents field and the PFI key is pressed. The third form then appears and if WRITE is selected, the new data is written to the data base. The next section shows more sophisticated retrieves.

PERSONAL DATA

name: SMITH JOHN MICHAEL

ssn:

mpc:

sex:

race:

dob:

dependents:

ethnic:

citizen:

marital:

religion:

ENTER QUERY (<MENU KEY> to return or to run)

PERSONAL DATA

name: SMITH JOHN MICHAEL

ssn: 123456789

mpc: E

sex: M

race:

dob: 601208

dependents: 3

ethnic:

citizen: Y marital: M

religion:

HELP QUERY WRITE DELETE END:WRITE

3.5.1.8 Retrieving Data

Retrievals or queries in QBF can become quite sophisticated because there are some special operators you can use in the form. For example, to see information on everyone with the last name Smith who is either an officer or a warrant officer, born in 1960 or later, who has 3 or more dependents and is married, fill out the query form as follows:

3.5.1.9 Summary of Basic QBF Commands

o Moving Around the Screen

Key

TAB	Move to the Next Field.
CONTROL-N	Move to the Next Field.
CONTROL-P	Move to Previous Field.
RETURN	Move to Next Field clearing everything right of the cursor in the current field.

o Moving Within a Field

Key

—>	Move right in a field (right-arrow key).
<—	Move left in a field (left-arrow key).
	Move down in a field (down-arrow key). This applies to fields covering 2 or more lines.
	Move up in a field (up-arrow key). This applies to fields covering 2 or more lines.

o Editing Data in a Field

Key

DELETE	Delete the character to the left of the cursor.
CONTROL-D	Delete all data from the cursor to the end of the field.
CONTROL-X	Clear the current field.
CONTROL-A	Duplicate (append) data from the same field on the previously entered form.

- o Entering Data Into a Field

Move to the field using the commands listed above and simply type in the data.

- o Selecting Items from the Menu at the Bottom of the Screen

Key

PF1 The cursor moves to the bottom right corner of the screen. Type in the item of your choice from the menu followed by pressing the RETURN key. Only type in enough letters from your choice to make it different from the others.

- o Redrawing the Screen

Key

CONTROL-W The screen is redrawn. This is useful when static on the line from the computer to the terminal has caused stray characters to appear on the screen.

3.5.1.10 Summary of Advanced QBF Commands

QBF provides advanced editing features designed to let the experienced user update more rapidly, especially when updating data already in the database. The basic commands still work as before.

- o Initiating Advanced Edit Mode

Key

CONTROL-E QBF now accepts Edit Mode commands.

- o Moving Around the Screen

Key

N Move to the Next Field.

P Move to the Previous Field.

- o Moving Within a Field

Key

F (character) Search forward for a character.

G (character) Search backward for a character.

W Move to next word in field.

} (character) Move forward to a character.

{ (character) Move backward to a character.

] Move to end of field.

[Move to beginning of a field.

- o Editing Data in a Field

Key

U Undo the previous command.

C<*><text> Change target range to new text.

D<*><text> Delete target range.

S<new text> Substitute current text with new text.

I<new text> Insert new text after cursor.

R<character> Replace character under cursor with new character.

X Delete character under cursor.

^ Change case of character under cursor.

- * The target range is selected by typing one of the form movement commands immediately before the text. (The form movement commands are listed above.)

SECTION 4
PERSONNEL

4.1 PERSONNEL DATABASE

The personnel portion of the database stores all the data about an individual soldier except for training scores. You can append (add) new soldiers, update current information about existing soldiers, or depart soldiers. The daily status report is an important part of personnel and it must be updated daily. The MTO&E is consulted to produce reports which compare assigned strength to authorized to help identify shortages or excesses in personnel assignments. In addition to the basic soldier data, there are several rosters of individuals who belong to some program or have a special status or condition. These are the Personnel Reliability Program roster (PRP), the drivers roster, and the roster of special conditions. This last roster is confidential and contains individuals who may be undeployable due to a pending unfavorable action or who belong to the overweight program.

4.1.1 Capabilities and Procedures

The Personnel application offers many advantages to the battalion Personnel and Administration Center (PAC), the S2 area and to the batteries. In the PAC, much of the work that was previously done by hand can now be done with the aid of the computer. The Battalion Roster shows the current count of soldiers in each battery and important information about each soldier, such as driver qualification and mealcard number. The Unit Manning report shows current assignments and provides a means for identifying open duty positions. The skill inventory report replaces the manual procedure of counting authorized and assigned strength by MOS and grade. Each report can be requested for a single battery or for the whole battalion.

Information is available in the query mode also. The fields in the individual soldier record are divided into four areas: personal, qualifications, unit-related data, and service-related data. Under the

Update/Retrieve menu, there is a separate menu item for each area and one for the whole record. Pick the field or combination of fields that describe the soldiers you want to see. For instance, if you want to find all the personnel who have a 76Y MOS, choose the Qualifications menu under Update. Using the TAB key, go to the field for MOS and type in 76Y*. The star (*) is used to say that you want all skill levels within the MOS. To make the query, hold down the CTRL key and the Z key at the same time (CTRL/Z). This tells the computer to search for everyone who matches the fields that you filled in. Another query that would be typical in the PAC is to find who is due for an Efficiency report (OER and EER). The last ER date is in the service related portion of the soldier record. Choose Service under Update/Retrieve and enter the year and month, for example 8502 would be February, 1985. If you want to know who is due in February, 1985 and who is also due to terminate his service within the next three months, then fill in <850601 in the ETS date. The less than sign (<) before the ETS date means you want every date before the one you fill in. When you enter CTRL/Z, the computer will search only for those soldiers matching these dates. Once the first soldier is found, use CTRL/F to move on to the next individual. Continue to use CTRL/F until there are no more matches. Section 3.5.1 on Using Query By Forms explains more about how to move around in the form and how to enter and update the fields.

As shown in Section 3.5 on Beginning Work, typing MENU leads to the main ATUTMS menu. Type PERSONNEL (or P), and you will get to the personnel menu. It does not matter whether capitals or lower case letters are used when using the menus, but when you enter the data into the fields on the forms, you MUST use capitals. Names are always entered as last name first, followed by first name and middle. No commas are used in the name (for example: SMITH JOHN JAMES). In most cases, you will only need to enter the last name followed by a star (*) to find an individual (SMITH*). In this case, the star (*) is used to save you from typing in the whole name with the same exact middle name. Most of the dates in Personnel are six numbers: two for the year, two for the month, and the last two are the day, (for example, 850831).

In some cases, only the year and month are required, (i.e., 8508). The section on assigning a new soldier has a list of the fields and an example of each.

4.1.2 Menu Map

The menu map for personnel (Figure 4-1) is a quick reference to use with the personnel menus. Each box represents a display on the screen and the lines under it lead to the different choices. At the completion of your work, enter EXIT (or E) to go back to the menu you came from and continue exiting until you reach the \$ prompt.

4.1.3 Menus and Reports

This section shows each menu and report form in the Personnel functional area. The menus are ways of getting to the forms and reports. On the menu, you will see the choices listed, and at the bottom there is a list of one-word descriptions for each choice. The cursor, (the blinking box), is at the end of this list. Pick the first letter or letters from the list of one-word descriptions and then press [RET]. A screen form is similar to a paper form with titles and blank lines. Fill in the blank lines and tab to the next blank line. The reports take all the data currently in the computer, and combine and format it. A report can be displayed on the terminal or printed at the printer.

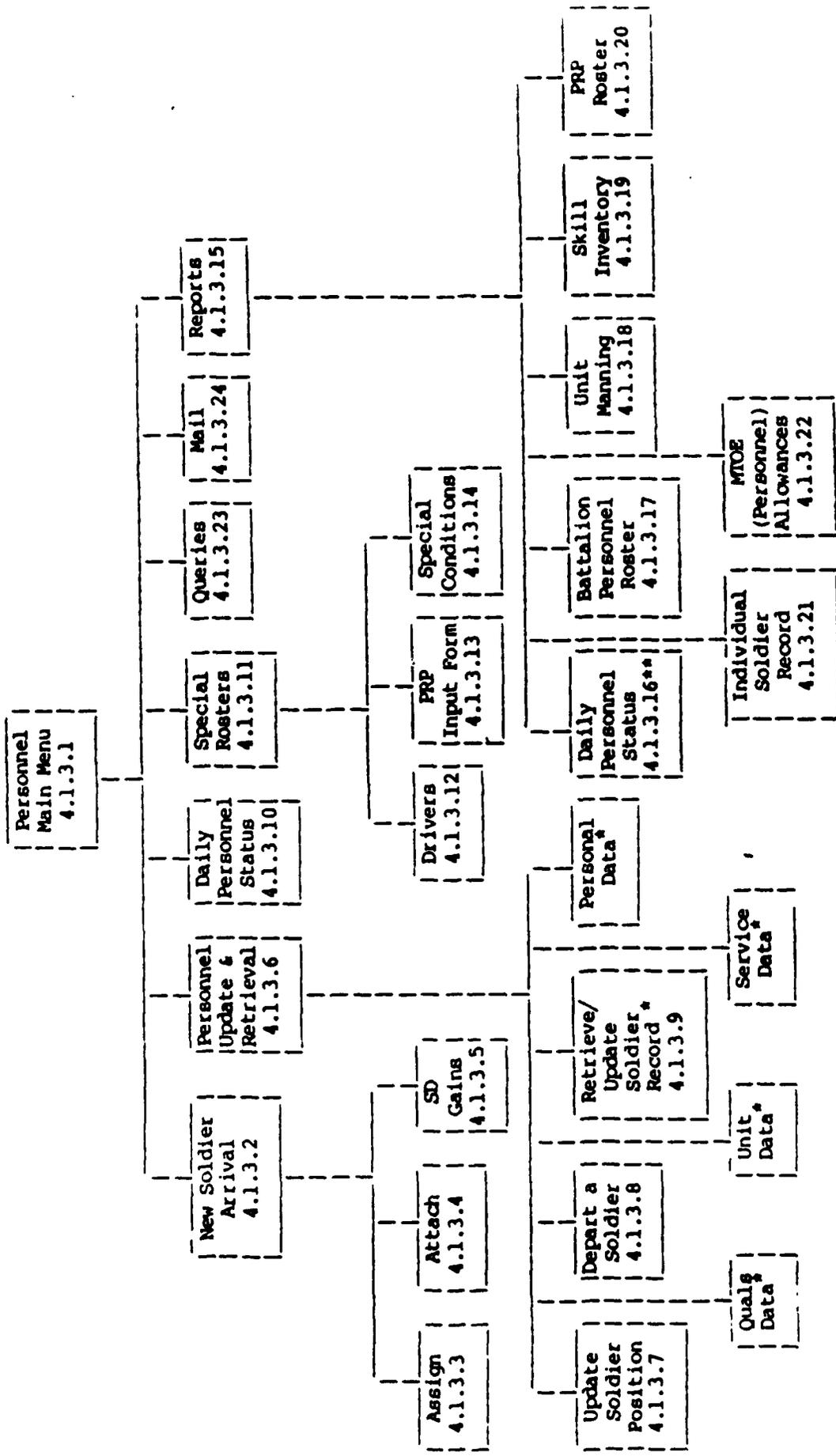


Figure 4-1. Menu Map For Personnel

* The data contained herein are subsections of the data in Individual Soldier Record (Section 4.1.3.9).

** The Daily Personnel Detail Report is linked to the Daily Status Report and appears subsequently.

4.1.3.1 Personnel Main Menu

The personnel main menu is the first level of choice when deciding where to do your work. When leaving this menu, there is another set of choices which take you to the specific job you need to do. From here you can enter a new soldier into the database, enter the daily status for a soldier who is absent, enter a soldier into a roster, request a report, or look at supporting personnel data.

PERSONNEL MAIN MENU

- * New Soldier Arrival Add a soldier for the first time to the database. The soldier may be assigned, attached, or SD gain.

- * Update/Retrieve
 Soldier Data Change or look at any data about a soldier, including personal, qualifications, unit, and service data; also changes of position and departures.

- * Daily Status Input Enter status for soldiers who are absent from duty or absent from training.

- * Special Rosters Enter a soldier into a roster: drivers, PRP, special or derogatory status.

- * Reports Request a Personnel report: daily status, Bn or Btry roster, PRP, skill inventory, unit manning.

PERSONNEL MAIN MENU

- * New Soldier Arrival
- * Update/Retrieve Soldier Data
- * Daily Status Input
- * Special Rosters
- * Reports
- * Query Supporting Data
- * Mail
- * Exit

Help New Update Daily Special Reports Queries Mail Exit:

- | | |
|-------------------------|---|
| * Query Supporting Data | Look at or update the supporting data in Personnel: unit names, religions, education codes, clearances. |
| * Mail | Use mail to send messages without leaving the menus. |
| * Exit | Exit Personnel and go back to the main menu. |

4.1.3.2 New Soldier Arrival

Use this menu when a soldier arrives in the battalion for the first time. If he is transferring within the battalion from one unit to another, do not use this, go to the update menu and select POSITION for position change. Most new arrivals will be assigned to the battalion, but in some cases the new arrival may be temporarily attached or a SPECIAL DUTY gain. If he is to be assigned to the battalion choose the ASSIGNED (or AS) menu item. Notice that ASSIGNED and ATTACHED both start with the same letter "A". In cases like this you must enter as many letters as will make the choices different.

COMMANDS

ASSIGNED - Select this choice for the normal arrival of a soldier in the battalion.

ATTACHED - Select this choice if a soldier is attached to this unit but is still also assigned to his home unit.

SD GAIN - Select this choice if a soldier is on special duty with this battalion.

EXIT - Exit this menu and return to the main personnel menu.

For an explanation of the fields in the soldier record, select **DICTIONARY** at the bottom of this screen or select **HELP** under assigning a new soldier. The values for religion, military education, civilian education, and security clearances can be found under **Queries** in the main Personnel menu.

NEW SOLDIER ARRIVAL
MENU

- * Assigned
- * Attached
- * SD Gains
- * Exit

Help Dictionary Assigned Attached SD Exit:

4.1.3.3 Assign New Soldier

The form that appears on the screen after you choose ASSIGNED contains four categories of fields: personal, qualifications, unit data, and service data. Some of the fields already have values. These are called default values and you can type over the value if it is not what you need or you can keep the value by using the tab key to skip past it. Some of the fields are mandatory; this means you must enter something. These fields are NAME, SSN, MPC, DOB, RANK, GRADE, MOS, UPC and POSITION. Without these fields, the reports will not work. Many fields have checks in them to help you enter the correct data. If the check fails, a message will print on the bottom of the screen giving you some advice. Section 3.2 on Security explained how a "PROTECTION VIOLATION" can prevent you from adding or updating data. If this happens, see the system operator. You also can be prevented from adding a soldier if he is already in the database.

The following is a list of the fields for assigning a new soldier to the battalion.

ASSIGN NEW SOLDIER

PERSONAL DATA

name: [REDACTED] ssn: [REDACTED] mpc: [REDACTED]
sex: _____ race: _____ dob: 990101 dependents: _____
ethnic: _____ citizen: _____ marital: _____
religion: _____ hor: _____

QUALIFICATION DATA

rank: [REDACTED] grade: [REDACTED] dor: _____ mos: [REDACTED]
asi: _____ smos: _____ sasi: _____ lang: _____
scty_status: _____ scty_clnc: _____ phys_categ: _____
pulhes: _____ gt_score: _____ promo_ind: _____
mil_educ: _____ civ_educ: _____ bonus_mos: _____
sqt_score: _____ sqt_date: _____

UNIT DATA

upc: [REDACTED] position: [REDACTED] battle_pos: _____
report_date: _____ arrive_date: _____ depart_date: _____
date_loss: _____ req_no: _____ reg_br: _____
reg_home: _____ tf_badge: _____ mealcard: _____
mealcard_dt: _____ sep_rations: _____

SERVICE DATA

pay_entry: _____ active_serv: _____ ets_date: _____
term_serv: _____ rater1: _____
rater2: _____ rater3: _____ last_er: _____
rater_date: _____ photo_susp: _____
last_combat_dt: _____ combat_area: _____ ret_os: _____
forgrn_serv: _____ days_leave: _____

* Note: The boxes indicate that the field must be filled in.

Field	Size	Contents	Example
hor	15	Home of Record	ELGIN, IL
lang	10	Language Identifier	FR
last_combat	6	Year and Month - Last Combat	700101
last_er	6	Year and Month - Last Efficiency Rating	8405
marital	1	Marital Status	S
mealcard	8	Mealcard Number	J2157312
mealcard_dt	6	Date Mealcard Issued	840101
mil_educ	10	NCO Graduate/Military Education Level	PLC GRAD
mos	5	Military Occupational Specialty Code	13B10
mpc	1	Military Personnel Class	E
name	27	Individual Soldier's Name	SMITH JOE
newupc	5	UPC of receiving unit if soldier is detached	DF501
oqt_dt	6	Year and Month of OQT Completion	840101
oldupc	5	UPC of sending unit if soldier is attached	DF501
organic	1	Indicator if soldier is an SD gain	S
pay_entry	6	Pay Entry Basic Date (PEBD)	840101
photo_susp	6	Year and Month of Photograph Suspense	8402
phys_categ	1	Physical Category Code	A
position	4	Duty Position	JA02
promo_ind	1	Promotion Indicator	P
pulhes	6	Physical Profile	111111
race	1	Race	C, M, N, R, X
rank	4	Rank	SGT
rater1	16	Name or title of first EER or OER rater	1SG
rater2	16	Name or title of first EER or OER rater	BTRY CDR
rater3	16	Name or title of third EER or OER rater	BN CDR
rater_date	6	Effective Date of Rating	840101
reg_br	2	Regimental Branch	FA
reg_home	10	Regimental Home	
reg_no	4	Regimental Number	1234
religion	26	Religion	NO-REL-PREF
report_date	6	Date Assigned to this Unit	840101
sasi	2	Secondary Additional Skill Identifier	5H
scty_clnc	2	Security Clearance	TS
scty_status	4	Status of Security Clearance	BI
sep_rations	1	Flag to indicate separate rations	S
sex	1	Sex	M
smos	5	Secondary MOS	11B10
sqt_date	6	Date of SQT test	840102
sqt_score	2	Skill Qualification Test Score	95
ssn	9	Social Security Number	1234456789
term_serv	1	Term of Service	6
tf_badge	5	TACFIRE Badge Number	6-69

4.1.3.4 Attach a Soldier

To attach a soldier, enter items that might be used while he is on duty in the unit. The meaning of each field is the same as assigning a soldier. An extra field is presented with a default value already filled in. The Attach field has an "A" to indicate an attached status. Be sure to depart attached soldiers the same way you would depart an assigned individual.

ATTACH A SOLDIER

name: [REDACTED] ssn: [REDACTED] mpc: [REDACTED] attch: A

sex: M dob: [REDACTED] grade: _____ mos: _____

asi: _____ rank: _____ dor: _____ upc: [REDACTED]

position: _____ battle-position: _____

arrive_date: _____ depart_date: _____

mealcard: _____ mealcard_dt: _____

tf_badge: _____

APPEND #1 (control-Z to add, (MENU KEY) to return)

NOTE: The boxes indicate that the field must be filled in.

4.1.3.5 SD Gains

An SD gain needs only those fields that might be used while a soldier is on unit duty. The meaning of each field is the same as for assigning a soldier. The SD field should have an S for SD gain. Be sure to depart this soldier when he leaves the unit.

SD GAINS

name: ssn: mpc: SD:

sex: M dob: grade: _____ mos: _____

dor: _____ rank: _____ asi: _____ upc:

position: _____ battle_pos: _____ arrive_date: _____

depart-date: _____ mealcard: _____ mealcard_dt: _____

tf-badge: _____

APPEND #1 (control-Z to add, <MENU KEY> to return)

NOTE: The boxes indicate that the field must be filled in.

4.1.3.6 Updating and Retrieving Soldier Data

Select UPDATE (or U) to look at or change data about a soldier in the battalion. The update/retrieve menu will display more specific choices of what can be changed or viewed:

PERSONNEL UPDATE AND RETRIEVAL MENU

- * Position Change To change position within the battalion. Remember to change both the UIC and the POSITION if the transfer is between batteries.

- * Depart a Soldier To depart a soldier from the battalion. Also use this form to detach a soldier to another unit.

- * Individual Soldier Record To update or retrieve any or all of the fields in the soldier record.

- * Personal Data To update or retrieve data in the personal portion of the record. This includes race, date of birth, etc.

- * Qualifications To update or retrieve data in the qualifications portion of the record. This includes MOS, SQT scores, rank, etc.

- * Unit Data To update or retrieve data related to the unit or the battalion such as mealcard number and date of loss.

PERSONNEL UPDATE AND RETRIEVAL
MENU

- * Position Change
- * Depart a Soldier
- * Individual Soldier Record
- * Personal Data
- * Qualification Data
- * Unit Data
- * Service Data
- * Exit

Help Position Depart Individual Personal Quals Unit Service Exit:

* Service Data

To update or retrieve service related data. This includes date of loss, ets_date, last EER, etc.

* Exit

Return to the main personnel menu.

Position (or PO) is the command for changing an individuals's UPC or position and DEPART (D) is for deleting him from the database. INDIVIDUAL (or I) is the menu item to view or change any field in the soldier record. It looks the same as the form for assigning a new soldier. The remaining choices in the update menu are: PERSONAL (or PE), QUALS (or Q), UNIT (or U), and SERVICE (or S). These correspond to the sections in the individual soldier record and have the same fields. It is easier to find a particular item because there are fewer fields to skip.

4.1.3.7 Update Soldier Position

To move a soldier from one battery to another or to change his position within a battery, choose POSITION (or PO). Retrieve the soldier by making a query and type in the new position code and UPC. Do not forget the UPC or he will not appear in the right roster. The battle position is an optional field that could contain a different position for war-time use.

UPDATE SOLDIER POSITION

name: _____

ssn: _____

position: _____

upc: _____

ENTER QUERY (<MENU KEY> to return or to run)

4.1.3.8 Depart a Soldier

For departures, choose the DEPART command (or D). Again, make a query for the soldier you want and choose DELETE (or D) to delete him from the database. This will also delete his training records, hand receipts, and membership in any other rosters. This form is also used to detach a soldier. Enter a "D" in the Detached field and the UPC of the receiving unit. To return a detached soldier, enter a blank in this field. The detached status may also be changed by entering a blank in the ATTACH field under Unit Data. Do not choose the delete option if you are only detaching a soldier.

DEPART A SOLDIER

Name: _____ SSN: _____

If this soldier is DETACHED, enter a "D" in the DETACHED field and the receiving unit in the UNIT field.

Detached: _____ Unit: _____

ENTER QUERY (<MENU KEY> to return or to run)

4.1.3.9 Retrieve/Update Individual Soldier Record

The fields in the Individual Soldier Record are the same as those in the Assign New Soldier form. Also, each of the four categories of data has a separate form. The Individual form is most useful when you want to look at many different kinds of fields or if you do not know the category. The smaller forms for each category are useful when you want to change or look at the same field for many different soldiers.

RETRIEVE/UPDATE SOLDIER RECORD

PERSONAL DATA

name: ssn: mpc:
sex: _____ race: _____ dob: dependents: _____
ethnic: _____ citizen: _____ marital: _____
religion: _____

QUALIFICATION DATA

rank: grade: dor: _____ mos:
asi: _____ dmos: _____ dasi: _____ smos: _____

ENTER QUERY (<MENU KEY> to return or to run)

NOTE: The fields continue to list as you tab past each field. All categories of data are presented.

NOTE: The boxes indicate that the field must be filled in.

PERSONAL DATA

name: [REDACTED] ssn: _____
mhc: _____ sex: _____ race: _____ dob: [REDACTED]
dependents: _____ ethnic: _____
citizen: _____ marital: _____ religion: _____
hor: _____

ENTER QUERY (<MENU KEY> to return or to run)

QUALIFICATION DATA

name:  ssn: _____
rank: _____ grade: _____ dor: _____ mos: _____
asi: _____ smos: _____ sasi: _____ lang: _____
scty_status: _____ phys_categ: _____ scty_clnc: _____
pulhes: _____ gt_score: _____ promo_ind: _____
mil_educ: _____ civ_educ: _____ bonus_mos: _____
sqt_score: _____ sqt_date: _____

ENTER QUERY (<MENU KEY> to return or to run)

UNIT DATA

name:



ssn: _____

upc:



position:



battle_pos: _____

report_date:

arrive_date:



depart_date: _____

date_loss:

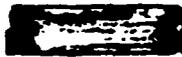


reg_no: _____

reg_br: _____

reg_home: _____

mealcard:



mealcard_dt: _____

sep_rations: _____

tf_badge: _____

attch: _____

ENTER QUERY (<MENU KEY> to return or to run)

NOTE: The boxes indicate that the field must be filled in.

SERVICE DATA

name:	ssn:	
pay_entry:	active_serv:	ets_date:
term_serv:	last_er:	
rater1:	rater2:	rater3:
rater_date:	photo_susp:	
ret_os:	last_combat:	combat_area:
forgn_serv:	days_leave:	

ENTER QUERY (<MENU KEY> to return or to run)

4.1.3.10 Daily Personnel Status

The daily status should be updated each morning. If someone's status is the same as yesterday, his status does not need changing, but if someone returns to present for duty (PDY), then his status does need to be changed. There is also a field to enter planned status.

To enter someone's status, type his name in the name field as ALL CAPITALS and last name first (SMITH JOHN JOSEPH JR), or type just his last name followed by a star (SMITH*). If there is more than one match find the name you want by entering CTRL/F (hold down the CTRL key and the F key at the same time). When the right name is displayed, enter the status, the begin and end dates, and the location and reason for this status change.

Use the following status codes (IN CAPITALS):

AWOL	ORU
APPOINTMENT	PASS
CONFINEMENT	PDY
CQ	QUARTERS
DETAIL	SD EXTERNAL
GUARD	SD INTERNAL
HOSPITAL	SICK CALL
IN/OUT	TDY
LEAVE	UNIT DUTY
MIL SCHOOL	

DAILY PERSONNEL STATUS

name: ssn: _____

status:

actual_begin: actual_end: _____

planned_status: _____

plan_begin: _____ plan_end: _____

location: _____ reason: _____

HELP QUERY GO END <Command>:

NOTE: The boxes indicate that the field must be filled in.

4.1.3.11 Special Rosters

To enter a soldier into the drivers, PRP, or special conditions roster, choose SPECIAL (or S). Since REPORTS (or R) is another choice in the menu, R would not be unique. Under rosters, you have DRIVERS (or D), PRP (or P), and SPECIAL (or S). After you have selected a roster, there will be a list of actions displayed on the bottom of the screen. To enter a soldier into one of these rosters, choose APPEND (or A); to change information or to enter a new field, choose UPDATE (or U). Choose RETRIEVE (or R) if you only need to look at the data and EXIT (or E) to go back to the rosters menu. For the rosters, you need to enter the full name and social security number when you are appending. Have a copy of the battery roster nearby to check the spelling. The name is compared to the SOLDIER table; if it is not in there or if it is spelled differently, you cannot add the name to the roster.

SPECIAL ROSTERS MENU

- * Drivers
- * Personnel Reliability Program
- * Special
- * Exit

Help Drivers PRP Special Exit:

4.1.3.12 Drivers Roster

This roster contains fields for drivers, their license number, license class the bumper number of the vehicle they drive, and their position. The license classes can be either 5 TON, 2 1/2 TON, JEEP, GOAT or TMP. If an individual has more than one license, make a separate entry for each. For the first license, you can retrieve the driver in update mode; for additional licenses, use the append mode.

DRIVERS ROSTER

name:  ssn: _____ upc: _____
train_status: _____ status_date: _____
lic_class:  lic_no: 
driv_pos: _____ bumper: 

ENTER QUERY (<MENU KEY> to return or to run)

NOTE: The boxes indicate that the field must be filled in.

4.1.3.13 PRP Roster

The PRP roster contains soldiers registered in the Personnel Reliability Program who should be entered into the PRP roster. This roster also contains important dates for required reading, training, and testing scores and SAS team. The meanings of the fields are as follows:

PRP ROSTER FIELDS

Field	Type	Size	Content
c_int_score	integer	1	Custodian Initial Test Score
c_int_test	date	12	Custodian Initial Test Date
c_semi_score	integer	1	Custodian Semi-annual Test Score
c_semi_test	date	12	Custodian Semi-annual Test Date
compl_3180	date	12	Date DA form 3180 was completed
cust	character	1	Custodian? (Y or N)
ed_evac	date	12	Emergency Destruction and Evacuation Date
init_3180	date	12	Date DA form 3180 was initiated
init_score	integer	1	Score from Initial Test
init_test	date	12	Date of Initial Test
init_trng	date	12	Date of Initial Training
name	character	27	Individual soldier's Name
pos	character	4	Critical or Controlled Position:CRIT or CONT
qtrly_trng	date	12	Date of last quarterly refresher training
rqd_read_beg	date	12	Date that required reading was begun
rqd_read_end	date	12	Date that required reading was finished
sas_team	character	5	Sealed Authentication System Team (BTRY)
semi_retest	date	12	Date of last semi-annual retest
semi_score	integer	1	Score from last semi-annual retest
side	character	4	Red or Blue side in SAS team
ssn	text	9	Social Security Number

PRP ROSTER

_____ |
|name: _____ | ssn: _____ pos: _____
|_____ |

init_3180: _____ compl_3180: _____ ed_evac: _____
rqd_read_beg: _____ rqd_read_end: _____
init_trng: _____ qtrly_trng: _____
init_test: _____ init_score: _____
semi_retest: _____ semi_score: _____
sas_team: _____ side: _____

APPEND #1 (control-Z to add, <MENU KEY> to return)

4.1.3.14 Roster of Special Conditions

The special roster contains soldiers who have an unfavorable action pending or who have some special condition. Access to this roster is limited to commanders, the S1 and S2 and 1st sergeants. The information in this roster is used to determine deployability. The conditions are: COURT MARTIAL, MEDICAL PROFILE, SOLE FAMILY MEMBER, SOLE PARENT, DRUG/ALCOHOL, CHAPT 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and ARTICLE 15 FIELD or COMPANY, OVERWEIGHT, and PREGNANT.

ROSTER OF SPECIAL CONDITIONS

name:

ssn:

condition:

date:

comment:

ENTER QUERY (<MENU KEY> to return or to run)

4.1.3.15 Report Menu

Choose REPORTS (or R) to get one of the personnel reports. From the reports menu: choose DAILY (or D) to get the daily status report, ROSTER (or R) to get a battalion or battery roster, UNITMAN (or U) to get the unit manning report, SKILL (or S) to get the skill inventory or shortages report, INDIVIDUAL (or I) to get all the data about one individual, and MTOE to get the personnel portion of the MTO&E.

A report usually first consists of a calculation phase. Sometimes the calculation phase requests the UPC for the battery. You can enter one of the UPC's: DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or a "*" to request the report for the whole battalion. If you only have permission to see one battery, the "*" only gives you that one battery. The program prints messages at the bottom of the screen telling you what is being calculated.

When the calculation phase is complete, a report menu appears which may also have a space to put the UPC of the battery. Again, use the "*" to request the whole battalion. The PF1 key takes you to the bottom of the screen where you have two choices: REPORT (or R) and END (or E). Choose REPORT (or R) to format the report. Unless you format a new report, the last one generated is the one that will print. The report program also prints messages at the bottom of the screen. When the report is formatted, the same report menu returns. This time, choose END (or E) to go to the print menu. In the print menu, you can send the output to the PRINTER (or P) and the TERMINAL (or T). Since you will return to this menu again, you can send many copies to the printer or you can look at the report on the terminal screen and then decide to print it.

Daily - The Daily status report counts duty status and total strength for officers, enlisted, and warrant officers. There are two reports, the second lists individuals under each status.

REPORT MENU

- * Daily Personnel Status
- * Personnel Roster
- * Unit Manning Report
- * Skill Inventory
- * Individual Personnel Record
- * MTOE (Personnel Portion)
- * Exit

Help Daily Roster Unitman Skill Individual MTOE Exit:

- Roster - The battalion or battery roster lists soldiers alphabetically.
- PRP - The PRP report gives the Personnel Reliability Program roster.
- Unitman - The Unit Manning Report lists soldiers by position in the MTO&E.
- Skill - The Skill Inventory counts assigned, authorized, and required by MOS and grade.
- Individual - The Individual Soldier Record is all the data for one soldier.
- MTOE - The Personnel portion of the MTO&E lists required and authorized positions.

4.1.3.16 Daily Personnel Status Report

The Daily Personnel Status Report gives a breakdown of daily attendance by officers, warrant officers, and enlisted soldiers. First, the total strength is accounted for according to whether they are assigned, attached or detached. Next, the Absent from Duty personnel are itemized by type of status. The Present for Duty counts are the result of subtracting the Absent from Duty amount from the total strength. The Absent from Training personnel are itemized by type of status also. These individuals are considered Present for Duty, but they are not available for training. Finally, the Present for Training category includes any Special Duty (SD gains) personnel.

The second report under the Daily Personnel Detail Report lists the detailed information about dates and locations for each individual who is Absent from Duty or Absent from Training.

6-AUG-1984

22:00:58

1st Battalion 11th Field Artillery
Ft. Lewis, WA 98433

DAILY PERSONNEL STATUS REPORT

A. STRENGTH	Officer	Warrant	Enlisted
	-----	-----	-----
1. ASSIGNED	33	2	513
2. ATTACHED	0	0	1
3. DETACHED	0	0	0
	-----	-----	-----
4. TOTAL	33	2	514
B. ABSENT FROM DUTY	Officer	Warrant	Enlisted
	-----	-----	-----
1. LEAVE	2	0	43
2. TDY	0	0	1
3. AWOL	0	0	0
4. CONFINEMENT	0	0	0
5. HOSPITAL	0	0	0
6. MIL SCHOOL	0	0	6
7. QUARTERS	0	0	1
8. SD EXTERNAL	1	0	6
9. PASS	0	0	15
	-----	-----	-----
10. TOTAL	3	0	72
C. PRESENT FOR DUTY	Officer	Warrant	Enlisted
	-----	-----	-----
1. PDY	30	2	442
D. ABSENT FROM TRAINING	Officer	Warrant	Enlisted
	-----	-----	-----
1. UNIT DUTY	1	1	33
2. IN/OUT	0	0	5
3. DETAIL	0	0	1
4. GUARD	0	0	0
5. CG	0	0	5
6. APPOINTMENT	0	0	1
7. SICK CALL	0	0	3
8. ORU	0	0	0
9. SD INTERNAL	0	1	10
	-----	-----	-----
10. TOTAL	1	2	58
E. PRESENT FOR TRAINING	Officer	Warrant	Enlisted
	-----	-----	-----
1. ORGANIC	29	0	384
2. SD GAINS	0	0	0
	-----	-----	-----
3. TOTAL	29	0	384

7-AUG-1984

00:13:37

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

DAILY PERSONNEL DETAIL REPORT

B. ABSENT FROM DUTY

1. LEAVE

Name	Rank	Bty	Begin	End	Reason	Location
	SGT	A			EMERGENCY	
	PFC	A	84.07.09	84.07.16	ORDINARY	
	SSG	A				
	SSG	A				
	SP4	A				
	SSG	A				
	PFC	A				
	PFC	A				
	PV1	B				
	SP4	B				
	SSG	B				
	SFC	B				
	SP4	B				
	PV1	B				
	SP4	B				
	SP4	B				
	PFC	B				
	SP4	B				
	SSG	C	84.07.23	84.08.16		
	PFC	C	84.07.15	84.08.11		
	1SG	C	84.08.02	84.08.08		
	PFC	C	84.08.01	84.08.30		
	SSG	C	84.07.28	84.08.08		
	PFC	C	84.08.01	84.08.20		
	PV1	C	84.08.27	84.08.08		
	SSG	C	84.07.20	84.08.10		
	SGT	C	84.07.16	84.08.14		
	SP4	C	84.07.21	84.08.10		
	PV2	HMB	84.07.23	84.08.16		
	LTC	HMB	84.07.26	84.08.08		
	SGT	HMB	84.07.18	84.08.17		
	PFC	HMB	84.07.23	84.08.10		
	PV2	HMB	84.08.04	84.08.20		
	PV1	HMB	84.08.05	84.08.18		
	1LT	HMB	84.08.01	84.08.07		
	SP4	HMB	84.07.23	84.08.06		
	SFC	HMB	84.07.17	84.08.10		
	SGT	HMB	84.08.02	84.08.13		
	PV2	SVC				
	SSG	SVC				
	PV2	SVC				
	SP4	SVC				
	PFC	SVC				
	PV2	SVC				
	SSG	SVC	84.07.15			
2. TDY		SFC	068469341	SVC	84.02.01	

4.1.3.17 Battalion Personnel Roster

The Battalion (or Battery) Roster lists individuals in each battery in alphabetical order. The other fields listed in this report are: Grade, Rank, Primary MOS, Date Assigned, Date of Rank, Driver's License Class, Duty Status, Mealcard Number with a separate rations indicator, and Security Clearance Level. Please remember that social security numbers should not be exposed any more than necessary in order to do your job.

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

BATTALION PERSONNEL ROSTER

Name	Social Security	Grade	PMOS	Battery	Date Assigned	DOR	Driver's License Class --- Date	Duty Status	Meal Card	Sec Clr
Battery HMB										
		E3	91810	HMB	830623	840101		CQ	J1457215	U
		E3	34K10	HMB	831128	840713	GOAT	LEAVE	J1457059	U
		E4	34K10	HMB				POY		
		E2	13F10	HMB	840315	840510		SD INTERNAL	J4157495S	S
		E7	94840	HMB	840212	840108		ATTACHED	J4192343S	S
		E7	13C40	HMB	821112	840528		POY	J4192388S	S
		E3	34K10	HMB	840106	840816		POY	J1457143	U
		O3	13A00	HMB	840228	830701		LEAVE	J4192389S	T
		E2	74V10	HMB	840126	840321		POY	J4192390S	U
		E1	82C10	HMB	840620	840120		POY	J1457540	
		E3	34K10	HMB	831129	840324	GOAT	POY	J1457060	U
		E6	94830	HMB	830805	831004	GOAT	POY	J4192392S	T
		E6	05C30	HMB	831031	831019	GOAT	POY	J4192393S	S
		E5	17C20	HMB	830620	810712	JEEP	LEAVE	J4192394S	C
		E3	13F10	HMB	840109	840401		SD INTERNAL	J1457133	S
		E4	82C10	HMB	840410	840204		POY	J1457536	U
		O1	13A00	HMB	840706	840113		SD INTERNAL	J4192395S	
		E2	54E10	HMB	840222	840322		POY	J4192396S	U
		E5	13F20	HMB	830405	840607		SD INTERNAL	J1457563	S
		E6	82C30	HMB	820204	820807		LEAVE	J4192397S	S
		E5	6382L	HMB	830510	830801	2 1/2 TON	POY	J4192398S	U
		E4	05C10	HMB	830909	840201	GOAT	POY	J4192399S	U
		E3	34K10	HMB	831117	840707	GOAT	POY	J4192400S	U
		E7	13F40	HMB	830328	810902	GOAT	LEAVE	J4157359S	T
		E6	94830	HMB	821130	800111		POY	J4192401S	S
		E7	75240	HMB	840910	840607		POY		S
		E2	13F10	HMB	840518	840718	JEEP	POY	J1457508	
		E6	13F30	HMB	840124	800724	JEEP	POY	J4192402S	T
		E5	13F20	HMB	830714	790510	JEEP	SD INTERNAL	J4157320S	T
		O4	13A5S	HMB	821101	810803		POY	J4157320S	T
		E2	13F10	HMB	840125	840321		SD INTERNAL	J1457293	S
		E2	76Y10	HMB	840224	840306		LEAVE	J1457366	U
		E7	75240	HMB	830504	840331		POY	J4192403S	S
		E7	13C4L	HMB	821123	820302	5 TON	LEAVE	J4192405S	T
		E8	13M50	HMB	831227	810912		POY	J4192406S	T
		E4	13F10	HMB	830525	820501	JEEP	POY	J1457223	S
		E6	13F30	HMB	840821			POY		
		E4	82C10	HMB	840501	840701		POY	J4192407S	

4.1.3.18 Unit Manning Report

The Unit Manning Report is a roster of the battalion, by battery, of each authorized or required position in the Table of Organizations and Equipment (TO&E). If the position is not filled, the name is called ****unassigned****. Fields that print in this report are: Duty Position, Position Title, Soldier Name, Social Security Number, Authorized Grade and MOS, Actual Grade and MOS, Date of Rank, Secondary MOS, Duty Status, Deployability, Date Assigned to Unit, Date Reported to Unit, Expiration Term of Service (ETS) Date, Estimated Date of Loss, Actual Date of Departure and Security Clearance.

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

UNIT MANNING REPORT

1st WAB Battery 00

Pos No.	Duty Title	Name	ASN	Act Grd	DOB	Act NOS	NOS	DNOS	SNOS	SNOS	Deploy	ASI	Assign Date	Report Date	ETS Date	Loss Date	Report Date	Act Ctr	
11 BN COMBAT SECTION																			
0401	BATTALION COMMANDER		05	011201	1300	13A5H	13000	54000	LEAVE	Y	00	030401	030409						
0403	EXECUTIVE OFFICER		04	010003	1300	13A5S	13000	41000	POY	Y	00	021101	021101	AAAAA					
0405	S3		03	791229	1300	13000	13000	41000	POY	Y	00	020201	020201	AAAAA					
0407	C-E STAFF OFFICER		03	770030	2500	25A00	25000	41000	POY	Y	00	030914	030914	AAAAA					
0409	MOTOR OFFICER		02	030314	1301	13000	13000	00000	POY	Y	00	030816	030823	AAAAA					
0411	S1		01	030103	1301	13000	13000	00000	POY	Y	00	030826	030826	AAAAA					
0413	S2		03	020201	1305	13A5P	13000	00000	POY	Y	00	020009	020009	AAAAA					
0415	COMB SERGEANT MAJOR		00	790419	0020	13Y2H	00200	03000	POY	Y	00	040319	040319	070126					
0419	VEHICLE DRIVER		04	040214	13010	13010	13010	00000	CO	Y	00	031011	031011	070214	040000				
11 OPS/INTEL PLATOON HQ																			
0002	PLANS-OPERATIONS OFF		03	12000	13A5S				POY	Y	00	040502							
0004	OPERATIONS SERGEANT		00	010912	13Y50	13A50	13Y50	71L2H	POY	Y	00	031227	031230	051005					
0006	FIRE CONTROL NCO		07	020302	13040	13040	00040	00040	POY	Y	00	021123	021124	040126					
0008	CHEMICAL STAFF NCO		04	790517	04030	04030	04030	11030	POY	Y	00	021014	021022	091006					
0011	CLECK TYPIST		03	031202	71L10	71L10	00000	00000	POY	Y	00	030602	030606	051201					
0013	TF OPERATIONS SP		04	040216	13010	13010	13010	13010	POY	Y	00	040300	040300	090103					
0015	TF OPERATIONS SP		04	030702	13010	13020	13010	00000	POY	Y	00	040110	040110	040130					
0017	TAC VIBE DNOS SPEC			30010															
11 OPERATIONS-FB SEC																			
0032	FIRE DIRECTION OFF		03	010404	13000	13A5P	13000	92000	POY	Y	00	040123	040123						
0034	TF COMPUTER OPERATOR		04	000724	13030	13030	13030	13030	POY	Y	00	010409	010409	040021					
0036	TF COMPUTER OPERATOR		04	010003	13030	13030	13030	34030	POY	Y	00	021112	021112	001220	040910				
0038	TF EQUIP SP		04	040201	13020	13010	13020	00000	POY	Y	00	031110	031110	040707					
0039	TF EQUIP SP		04	021124	13020	13010	13020	00000	POY	Y	00	021217	021216	051129	040014				
0043	TF OPERATIONS SP		04	030302	13010	13010	13010	00000	POY	Y	00	030722	040026	040407					
0045	TF OPERATIONS SP		03	031012	13010	13010	13010	00000	POY	Y	00	040216	040216	071011					
0047	TF OPERATIONS SP		04	021005	13010	13010	13010	00000	POY	Y	00	040315	040315	040013					
11 INTEL																			
17010																			
0092	INTEL SPECIALIST		02	021127	13035	13035	13035	00000	LEAVE	Y	00	030014	030023						
0094	TARGETING OFFICER		02	031126	35000	37000	35000	00000	POY	Y	00	031201	031201	050420					
0096	INTEL OFFICER (OICC)		07	010115	13050	13040	13050	11030	LEAVE	Y	00	020405	020405	090719					
0098	INTELLIGENCE SERGEANT		04	031004	94030	94030	94030	17030	POY	Y	00	030005	030016	051214					
11 SURVEY PLATOON HQ																			
0092	RECON-SURVEY OFFICER		02	021127	13000	13000	13000	00000	POY	Y	SP	030711	030711						
0094	PLATOON SERGEANT		07	020210	02040	02040	02040	41040	POY	Y	00	020013	020016	041204					
0096	VEHICLE DRIVER		03	040424	02010	02010			POY	Y	00	040501							
11 SURVEY SECTION																			

4.1.3.19 Skill Inventory Report

The Skill Inventory Report counts the number of soldiers at each grade and MOS. Grades E1, E2, and E3 are summed to produce the first grade. For each grade and MOS, the TO&E is used to supply the required and authorized amounts. The number of assigned personnel is produced by counting the current assigned strength in the main soldier information table. Both the columns and the rows have totals and the grand total is at the lower right corner.

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SKILL INVENTORY

MOS	E1-E2-E3			E4			E5			E6			E7			E8			E9			ALL GRADES		
	REQD	AUTH	ASGD	REQD	AUTH	ASGD	REQD	AUTH	ASGD	REQD	AUTH	ASGD	REQD	AUTH	ASGD	REQD	AUTH	ASGD	REQD	AUTH	ASGD	REQD	AUTH	ASGD
00R	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
00Z	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
05C	2	1	1	2	2	3	2	2	0	1	1	2	0	0	0	0	0	0	0	0	0	7	6	6
11B	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
13B	151	126	140	88	70	68	21	21	29	21	21	23	7	7	7	0	0	0	0	0	0	288	245	267
13C	2	2	0	3	3	4	2	2	1	2	2	2	1	1	1	0	0	0	0	0	0	10	10	8
13E	6	6	5	6	6	15	3	3	3	3	3	2	0	0	0	0	0	0	0	0	0	18	18	25
13F	27	27	35	20	20	16	30	30	10	9	9	6	4	4	4	0	0	0	0	0	0	90	90	71
13H	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
13M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	0	0	1	1	2
13Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	6	0	0	0	6	6	6
17C	0	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	6
31V	5	4	1	0	0	0	2	2	2	4	4	3	0	0	0	1	1	0	0	0	0	12	11	6
36K	16	11	11	14	12	3	4	4	3	0	0	0	0	0	0	0	0	0	0	0	0	34	27	17
44B	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
54E	0	0	1	0	0	1	4	4	2	1	1	1	0	0	0	0	0	0	0	0	0	5	5	5
63B	9	9	10	10	9	2	7	7	9	5	5	3	1	1	2	0	0	0	0	0	0	32	31	26
63D	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
71D	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0
71L	0	0	2	3	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3
71Q	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
75B	2	1	2	1	1	0	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	5	4	3
75Z	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	0	0	0	0	0	1	1	2
76C	0	0	4	11	11	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	11	5
76V	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
76W	2	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	1
76Y	2	0	5	7	7	2	1	1	1	5	5	4	1	1	1	0	0	0	0	0	0	16	14	13
82C	3	3	5	2	2	2	2	2	2	1	1	2	1	1	1	0	0	0	0	0	0	9	9	12
91B	2	1	3	5	4	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	9	7	6
91C	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
94B	5	2	6	9	6	2	5	5	3	5	5	5	1	1	1	0	0	0	0	0	0	25	19	17
96B	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	1	1	1
TOT	234	195	237	183	157	125	86	86	70	62	62	55	17	17	19	0	0	0	1	1	0	591	526	514

4.1.3.20 PRP Roster Report

The Personnel Reliability Program (PRP) contains important data about individuals in the PRP Program. It lists important dates related to training and testing. Initial test and retest scores are also included. The format for the dates is YY.MM.DD. For example, 84.05.02 would be May 2, 1984. Dates are entered as the events happen, so different individuals will have different dates filled in depending on their progress through the program.

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PERSONAL RELIABILITY PROGRAM ROSTER

Name	SSN	UPC	Rank	3180	Camp	Training		Req Reading		Init		Semi	C_Semi		SAS	Pos	Cost	Ed_max
						Init	Strly	Begin	End	Test	Score		Test	Score				
DALAB 1LT								03.07.11	03.07.13	03.07.14		02.04.05.09	05	0	0			04.02.77
DALAB 1SG								04.01.23	04.01.25	04.01.25		00.04.00.04	94	0	0			
DALAB SFC								04.05.12	04.01.23	04.01.25		07.04.00.04	94	0	0			
DALAB SSG												0	0	0	0			
DALAB SSG								04.05.09	04.07.10	04.07.19		0	0	0	0			
DALAB SSG								04.04.09	04.04.11	04.04.11		04	0	0	0			
DALAB 1LT								04.02.21	04.03.02	04.03.04		95	0	0	0			
DALAB SSG												0	0	0	0			
DALAB 1SG								04.05.09	02.09.13	02.09.17		94.04.02.00	94	0	0			03.09.09
DALAB CPT								03.10.07	03.08.16	03.08.10		09.03.11.15	95	0	0			
DALCO SPT								04.05.09	03.07.11	03.07.13		04.04.05.09	100	0	0			04.02.10
DALCO 1LT								04.05.09	02.09.13	02.09.17		93.04.00.03	100	0	0			04.02.10
DALCO CPT								04.05.09	04.02.24	04.02.24		00.04.00.04	94	0	0			
DALCO SFC												0	0	0	0			
DALCO SSG												0	0	0	0			
DALCO 2LT												0	0	0	0			
DALCO 1LT								04.05.09	02.09.13	02.09.17		92.04.02.10	94	0	0			04.02.10
DALSO 1LT								04.02.10	02.09.13	02.09.17		95.04.03.04	93	0	0			04.02.10
DALSO CPT								04.05.09	02.09.13	02.09.17		94.04.02.10	90	0	0			04.02.10
DALTO SSG								04.02.14	04.01.23	04.01.25		04.04.05.09	82	0	0			
DALTO MAJ								03.12.12	02.12.06	02.12.00		94.04.01.15	94	0	0			04.01.13
DALTO SSG								04.02.10	03.04.25	03.04.27		85.04.02.10	90	0	0			04.02.10
DALTO 1LT								04.05.09	02.09.13	02.09.17		07.04.00.03	82	0	0			04.02.10
DALTO LTC												0	0	0	0			
DALTO MAJ												0	0	0	0			
DALTO CPT								04.03.06	02.09.13	02.09.17		90.04.03.04	97	0	0			04.03.04
DALTO CPT								04.08.03	02.09.13	02.09.17		94.04.00.11	0	0	0			04.02.10
DALTO 1LT								04.04.16	02.09.08	02.09.17		05.04.04.17	0	0	0			03.09.09
DALTO CPT								04.03.09	02.10.12	02.10.14		93.04.03.04	100	0	0			04.03.04
DALTO CPT								04.05.09	02.09.13	02.09.17		97.04.02.10	100	0	0			04.02.10
DALTO 1LT								04.08.02	04.01.23	04.01.25		07.04.05.09	82	0	0			04.02.10
DALTO 1LT								04.08.02	03.07.11	03.07.13		07.04.05.09	90	0	0			04.02.10

4.1.3.21 Individual Soldier Record

The Individual Soldier Record report is simply a listing of all the fields in the SOLDIER table. This report asks you for the name of the individual. You can use star (*) to stand for the last part of the name, for example MCGRADY*. You can also use star (*) alone in the name field to retrieve all the soldiers in the battery. Do this only if you need it, it takes a long time to print.

19-DEC-1984

11:51:02

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

INDIVIDUAL SOLDIER RECORD

PERSONAL DATA

Name:		Ssn:
Mpc: E	Hor:	Sex: M
Race: C	Dob: 610521	Marital: M
Dependents:	3 Ethnic: X	Religion: NO-REL-PREF
Citizen: 1		

QUALIFICATIONS

Rank: SGT	Grade: E5	Asi: 00
Dor: 830701	Mos: 76Y20	Scty_status: 6
Lang:	Scty_clnc: S	Cur_promo_dt: 0000
Pulhes: 111111	Phys_categ: A	Dmos: 76Y30
Cur_promo_pt:	0 Promo_ind:	Mil_educ: PLC GRAD
Dasi: 00	Civ_educ: HS GRAD	Verif_smos:
Smos: 00000	Sasi: 00	Bonus_date:
Verif_dt:	Bonus_mos:	Unit:
Ojt_dt:	Gt_score: 117	

UNIT DATA

Arrive_date: 830901	Report_date: 830905	Upc: DGLA0
Oldupc: DF501	Newupc:	Depart_date:
Position: PA21	Battle_pos: PA21	Reg_no:
Reg_br:	Reg_home:	Date_loss:
Mealcard: J4192220	Mealcard_dt:	Tf_badge:
Attch:	Organic: 0	

SERVICE DATA

Ets_date: 860515	Term_serv:	3 Ret_os: 830729
Active_serv: 800826	Pay_entry: 800703	Photo_susp:
Last_er: 8401	Rater1: 1SG	Rater2: BTRY CDR
Rater3: BN CDR	Rater_date:	Last_combat:
Combat_area: 2	Forgn_serv: 5	Spec_pay:
Incent_pay:	Susp_favor:	Priv_dispute:
Days_leave: 0.000		

4.1.3.22 MTO&E Report

The personnel portion of the Modified Table of Organization and Equipment (MTO&E) is listed in this report. Each section in each unit is identified separately and the SIDPERS position codes that belong to each unit are also listed. Other fields appearing in this report are: authorized MOS, ASI, grade and rank; paragraph and line from the TO&E; and branch of service. Totals are calculated for each section. Notice that in this version of the TO&E, when there are two or more sections under the same paragraph, each section name has a different number or letter to distinguish it from other sections.

MODIFICATION TABLE of ORGANIZATION and EQUIPMENT

PERSONNEL ALLOWANCES

Unit ID	Pac	Line	Use	Pos	Pos Title	Rank	Grade	Mo	Asst	Lt	Br	Required	Authorized
COMMAND SECTION													
EN CMD	101	1	DGLT0	JA05	BATTALION COMMANDER	LTC	O5	13E00	5H		FA	1.000	1.000
EN CMD	101	2	DGLT0	JA10	EXECUTIVE OFFICER	MAJ	O4	13E00			FA	1.000	1.000
EN CMD	101	3	DGLT0	JA15	S3	MAJ	O4	13E00	5H	5M	FA	1.000	1.000
EN CMD	101	4	DGLT0	JA20	C-E STAFF OFFICER	CPT	O3	25A00	5M	4B	SC	1.000	1.000
EN CMD	101	5	DGLT0	JA25	CHAPLAIN	CPT	O3	56A00			CH	1.000	1.000
EN CMD	101	6	DGLT0	JA30	MOTOR OFFICER	CPT	O3	13E91			FA	1.000	1.000
EN CMD	101	7	DGLT0	JA35	S1	CPT	O3	13E41			FA	1.000	1.000
EN CMD	101	8	DGLT0	JA40	S2	CPT	O3	13E35	5H	5M	FA	1.000	1.000
EN CMD	101	9	DGLT0	JA45	S4	CPT	O3	13E92			FA	1.000	1.000
EN CMD	101	10	DGLT0	JA50	COMMAND SGT MAJOR	CSM	E9	00250			NC	1.000	1.000
EN CMD	101	11	DGLT0	JA55	LIGHT VEHICLE DRIVER	PFC	E3	13B10			NC	1.000	1.000
EN CMD	101	11	DGLT0	JA60	LIGHT VEHICLE DRIVER	PFC	E3	13B10			NC	1.000	1.000
TOTALS FOR PARAGRAPH:												12.000	12.000
OPS8-INTEL PLATOON HQ													
OPS-INTEL	102	1	DGLT0	JC05	PLANS-OPERATIONS OFF	CPT	O3	13E00	5H	5U	FA	1.000	1.000
OPS-INTEL	102	2	DGLT0	JC10	CHEMICAL OFFICER	ILT	O2	74A00			CM	1.000	1.000
OPS-INTEL	102	3	DGLT0	JC15	OPERATIONS SERGEANT	MSG	E8	13Y50	0B		NC	1.000	1.000
OPS-INTEL	102	4	DGLT0	JC20	FIRE CONTROL NCO	SFC	E7	13C40			NC	1.000	1.000
OPS-INTEL	102	5	DGLT0	JC25	NBC NCO	SSG	E6	54E30			NC	1.000	1.000
OPS-INTEL	102	6	DGLT0	JC30	CLERK TYPIST	SP4	E4	71L10			NC	1.000	1.000
OPS-INTEL	102	7	DGLT0	JC35	CHBT SIGNALER	SP4	E4	31K10			NC	1.000	1.000
OPS-INTEL	102	8	DGLT0	JC40	LIGHT VEHICLE DRIVER	PFC	E3	13B10			NC	1.000	1.000
OPS-INTEL	102	9	DGLT0	JC45	TF OPERATIONS SPEC	PFC	E3	13C10			NC	1.000	1.000
OPS-INTEL	102	9	DGLT0	JC50	TF OPERATIONS SPEC	PFC	E3	13C10			NC	1.000	1.000
OPS-INTEL	102	10	DGLT0	JC55	TF OPERATIONS SPEC	SP4	E4	13C10			NC	1.000	1.000
TOTALS FOR PARAGRAPH:												11.000	11.000
OPERATIONS-FD SECTION													
OPS-FDC	103	1	DGLT0	JE05	FIRE DIRECTION OFF	CPT	O3	13E00	5H		FA	1.000	1.000
OPS-FDC	103	2	DGLT0	JE10	TF COMPUTER OPERATOR	SSG	E6	13C30			NC	1.000	1.000
OPS-FDC	103	2	DGLT0	JE15	TF COMPUTER OPERATOR	SSG	E6	13C30			NC	1.000	1.000
OPS-FDC	103	3	DGLT0	JE20	TF EQUIPMENT SPEC	SP5	E5	13C20			NC	1.000	1.000
OPS-FDC	103	3	DGLT0	JE25	TF EQUIPMENT SPEC	SP5	E5	13C20			NC	1.000	1.000
OPS-FDC	103	4	DGLT0	JE30	TF OPERATIONS SPEC	PFC	E3	13C10			NC	1.000	1.000
OPS-FDC	103	4	DGLT0	JE35	TF OPERATIONS SPEC	PFC	E3	13C10			NC	1.000	1.000
TOTALS FOR PARAGRAPH:												7.000	7.000
INTELLIGENCE SECTION													

4.1.3.23 Query Supporting Data

The following is a list of the types of support data that you may look at or modify:

Daily Status Codes	Codes and deployability for statuses in daily status report.
Special Conditions	Conditions and deployability in special conditions roster.
Religions	Names of religions in the individual soldier record.
Grades and Ranks	Corresponding grade for each rank.
Military Education	Military education codes in individual soldier record.
Civilian Education	Civilian education codes in individual soldier record.
Unit Names	Unique name for each section in the battalion.
Security Status	Codes for security clearance investigation status.
Clearances	Codes for security clearances.
Exit	Return to the main personnel menu.

The information in these tables does not change on a regular basis. It consists of reference data and descriptions for many of the codes in the SOLDIER record. This is a good reference when you need to know the correct values for these fields.

QUERY/UPDATE SUPPORTING TABLES

- * Daily Status Codes
- * Special Conditions Codes
- * Religions
- * Grades and Ranks
- * Military Education Codes
- * Civilian Education Codes
- * Unit Names
- * Security Status Codes
- * Clearances
- * Exit

Help Daily Special Religion Grades Miled Cived Units Scty Clearance Exit:

4.1.3.24 Mail

The last choice in the Main Personnel Menu is Mail. It is the same as executing mail from outside the menu. If you are in Personnel and need to send or read mail, this is the faster way to get there.

SECTION 5 TRAINING

5.1 TRAINING DATABASE

The Training portion of the database lets you use the computer to build training schedules, keep track of training scores and create training reports. These reports can be very useful in organizing training events. After a training event is over, other reports can show which tasks were done well and which tasks need more practice. As you will see later, the computer can handle ARTEP tasks, MOS tasks, Common Skills, PT Qualification and Weapons Qualification.

5.1.1 Capabilities and Procedures

The best way to see how the computer can help with Training is to demonstrate; for example, a commander has decided that his unit needs more training in some Common Skills tasks. He will have his training clerk schedule a Common Skills training event. The clerk will log on to the computer and using menus shown below, will do the following things:

- 1) Look at the training schedule on the screen and find out when the event can be scheduled. If the battalion staff has scheduled an ARTEP exercise the Common Skills event will have to come before or after it. If a special classroom is needed he can check to see if some other unit in the battalion will be using it.
- 2) Add a new event to the training schedule by calling up a form onto the screen and entering the date, time, location instructor and other necessary information. The tasks to be trained and the soldiers participating are also entered. If the clerk does not know the exact task numbers or the names of all the soldiers in his unit, he can ask the computer to look

them up for him. Then he can just check off the tasks and soldiers he wants from a list. This event will show up in the Training Schedule report the next time it is run.

- 3) Have the computer print some reports that summarize the event and show what tasks will be trained and a roster of participating soldiers. These reports can be given to the commander for review and changes made if needed.
- 4) After the commander has approved the event, the clerk can give a copy of the reports to the instructor so that he can prepare for the training. The clerk can also have the computer print out a score sheet that the instructor can use to record each soldier's score for each task.
- 5) When the training is complete, the clerk will use the score sheet filled in by the instructor to enter the scores into the computer.
- 6) After the scores are all entered, that clerk can run reports for the commander showing how the entire unit performed, how each section performed and a Job Book to show how each soldier performed. The commander can then use this information to help determine what tasks, if any, his unit needs more training in and which sections should take part in the additional training. Section chiefs can also use the reports to help identify soldiers who may need further instruction.

This is just one way the the computer can be used to help with Training. Many events in the schedule, such as PT and Formations, are not this complicated and only require simple time, date and location information. But this example does show the three main things that the user works with in Training. These are the Training Schedule, Training Scores and Training Reports. In the next sections, how to use the menus to schedule events, enter

scores and run the reports will be explained. Before going on to the menus, note one more important feature.

In order for the computer to make sure that only real tasks are scheduled and to help you look up tasks you are not sure about, information about each ARTEP, Mission and Task must be stored in the computer. This information is known as the Training Reference Data and is based on the ARTEP and MOS training manuals. It simply consists of lists of all the tasks that go with each ARTEP and Mission and all the tasks that go with each MOS. Most of this information is already available in the computer but once in a while, the computer may tell you that it does not recognize a task. If this happens, this task will have to be entered into the computer using the menus shown below.

5.1.2 Menu Map

The Menu Map in Figure 5-1 shows how to get to all the menus used to enter training data and run training reports. Use this map to keep track of where you are in the whole training system as you read this guide. If you have not used the system before start with the Training Schedule, then the Schedule Reports and then work with the scores. In the section following the menus, there are samples of each Training Report produced.

As shown in Section 3.5 on Beginning Work, typing MENU leads to the main ATUTMS menu. Type TRAINING (or T), and you will get to the Training menu. It does not matter whether you use capitals or lower case when using the menus, but when you enter the data into the fields on the forms, you MUST use capitals. Section 3.5.1 on Using Query By Forms explains how to move around in the form and how to enter and update the fields.

5.1.3 Menus and Reports

This section gives examples of each menu and form in the Training area. The menus are ways of getting to the forms and reports. On the menu, you will see the choices listed and at the bottom, there is a list of one-word descriptions for each choice. The cursor (the blinking box) is at the end of this list. Pick the first letter or letters from the list of one-word descriptions and then press [RET].

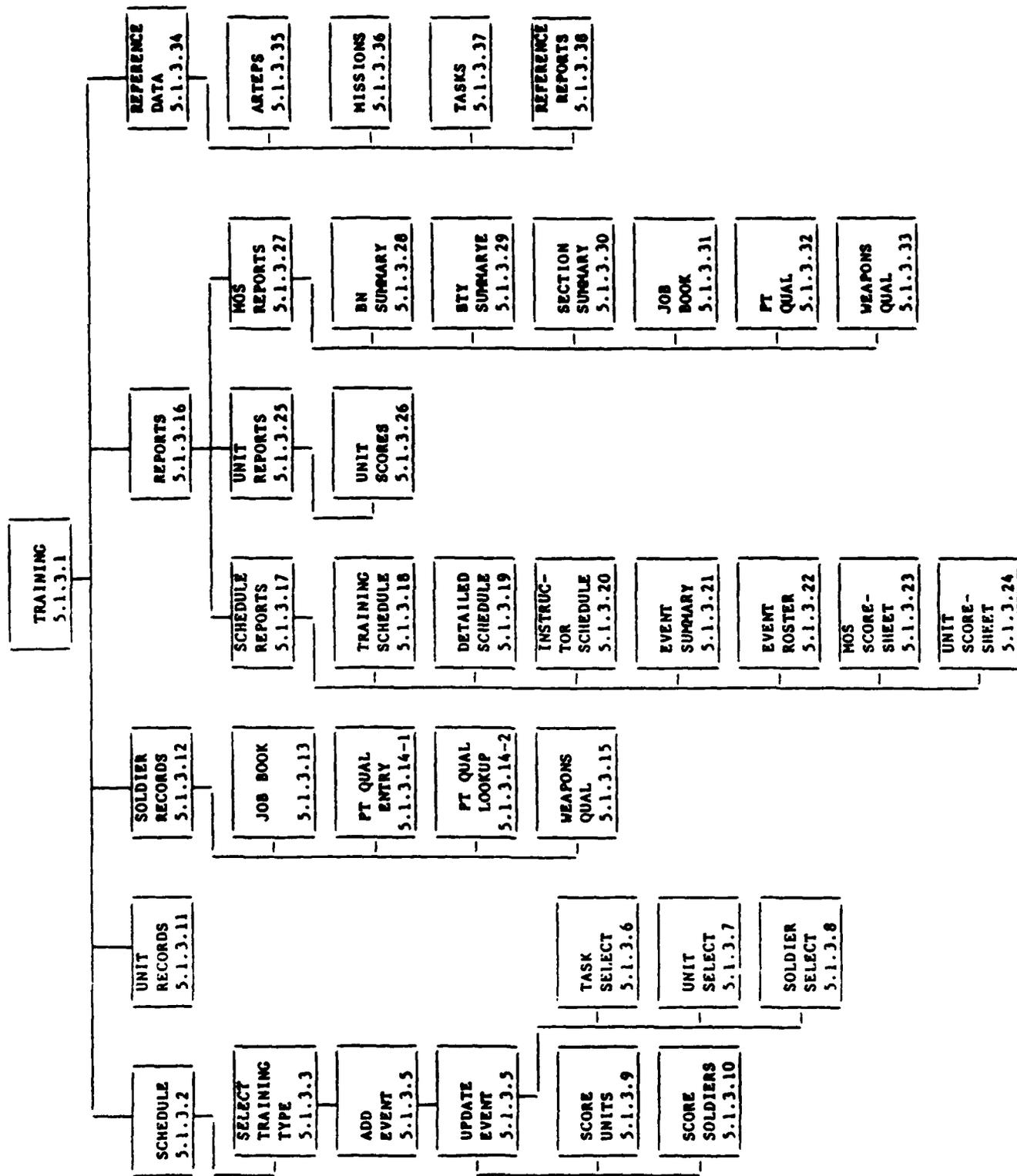


FIGURE 5-1. Menu Map for Training

TRAINING MAIN MENU

- * Schedule
- * Unit Records
- * Soldier Records
- * Reports
- * Reference Data
- * Exit

Help Schedule Unit Soldier Report Reference Exit:

These reports include the Training Schedule, Score Summaries and Job Books.

* Exit

Exit from Training and go back to the main menu.

EXAMPLES

To select a command just type in the first two or three letters of the command you want to execute and then press the RETURN key. (From now on we'll use [RET] to stand for pressing the RETURN key).

- 1) You can select the Schedule command by typing any of the the following:

SCHEDULE [RET]

SCHED [RET]

SC [RET]

- 2) You can select the REPORT command by typing any of the following:

REPORT [RET]

REP [RET]

R [RET]

- 3) You can see that you can save time by just typing in enough letters of a command to make it different from any other command on the screen. If you type in just the letter "S" the computer will not be able to tell if you meant SCHEDULE or SOLDIER. The terminal will beep and the message "s is an ambiguous prefix" will appear at the bottom. If this ever happens with any command, just try again using enough letters to make a difference.
- 4) If you enter a completely wrong command, the terminal will beep and the message "incorrect prefix" will appear. Just try again with the right command.

5.1.3.2 Training Schedule

If you have not used these commands before, read the discussion that follows to learn what these commands can do.

This is the main menu for working with the training schedule. You can schedule training events for your battery by using the commands available here.

TRAINING SCHEDULE COMMANDS

- | | |
|----------|---|
| * Help | Display this help information. |
| * Add | Add a new event to the schedule. |
| * Copy | Make a new event by copying an old one. |
| * Attach | Attach a sub-event to a main event. |
| * Delete | Delete an event from the schedule. |
| * Find | Search the schedule for an event. |
| * Update | Change an event you created earlier. |
| * Score | Enter training scores for an event. |
| * End | Return to the main Training menu. |

DISCUSSION

When working with the training schedule, the window on the screen lets you view a brief outline of the schedule. There are more lines in the

TRAINING SCHEDULE MENU

Event	Date	Begin	End	Bty	Description
REQ:FDH-420	17-sep-1984	0001	1700	C	POST GUARD
MOS:DRS-382	17-sep-1984	0600	2400	HBB	13B TASKS
REQ:LJD-70	17-sep-1984	0645	0745	BN	PT
ART:DRS-366	17-sep-1984	0700	2200	HBB	MISSION SPT MORTAR SHOOT
REQ:DRS-375	17-sep-1984	0700	2400	HBB	FIRE SUPPORT
REQ:LJD-73	17-sep-1984	0800	0900	BN	BILLET MAINT/PERS HYGIENE
COM:LAS-1	17-sep-1984	0900	1200	A	NBC PROFICIENCY

Help Add Copy Attach Delete Find Update Score End

more lines in the schedule than will fit in this window; later on we will show you how to move the schedule up or down in the window so that you can see the rest of it. The column in the window labeled "Event" is a code used by the computer to tell events apart. The first three letters tell you the type of training (MOS, REQuired, ARTep, etc.), the next three letters are the scheduler's initials and the number on the end is a sequence counter. You will see more about this later.

The commands described below will let you build and maintain a training schedule for your battery. Remember that there is only one, big schedule in the computer for the whole battalion. You will only be working on the part of the schedule that concerns your battery. Also, while anyone can look at the events that you have scheduled, only you or the S3 can change or delete an event you have created. The S3 can also schedule events for the whole battalion. These will appear in the schedule with the battery listed as BN.

All the data you enter into the schedule can be printed out by running the Schedule reports. You can read about these reports in the help menu for the Training Reports menu.

MOVING AROUND THE SCREEN

When you first see this screen, the cursor (the little blinking square) will be in the top row of the window. Use the up and down arrow keys to move the cursor up and down in the window. If there are more lines of the schedule below the bottom of the window, moving the cursor down all the way will force all the data to move up in the window so that new data will fit. If you want to jump all the way to the bottom of the schedule, use CTRL-F to go all the way forward. If you want to jump back to the top use CTRL-B. CTRL-F means pressing the CTRL key and the F key at the same time. When you are ready to select a command from the bottom of the screen, press the PF1 key near the upper right corner of the keyboard. The cursor will jump to the bottom of the screen and let you type a command on the bottom line.

MORE ON COMMANDS

- HELP - Display this help information.

- ADD - Add a new event to the schedule. A new screen will be displayed which lets you pick the type of training you want to schedule. Then another screen will appear with blank fields

for filling in the date, time and other data. When you are finished, you will return to this menu (Training Schedule) and the new event will appear in the top row of the window. To ADD a new event to the schedule, press the PF1 key and enter ADD (or AD).

COPY - Add a new event to the schedule by copying an old one. This saves a lot of typing if both events are almost the same. Often all you will have to change is the date and time. To COPY an event, use the arrow keys to move the cursor on top of the event you want to copy. Then press PF1 and type in COPY (or C).

ATTACH - Attach a sub-event to a main event. This is almost like ADDing an event except that the new event code will be the same as the main event with an extra letter attached to the end of it. For example the first sub-event attached to event MOS:JMD-102 would be MOS:JMD-102A, the second would be MOS:JMD-102B and so on. Then, when you see them on the screen or in the schedule report, they will all appear together.

Sub-events are used to add details to larger events. If the S3 schedules PT for the whole battalion, it will show up in the schedule report with the battery column set to BN. If you want to say exactly what kind of PT your battery will be doing, say a four-mile run, you can attach a sub-event for your battery to the BN main event. Then, when you print the schedule, it will show exactly what each battery will be doing for that event. Or if you have scheduled an ARTEP main event and some sections in your battery need to refresh the supporting Soldiers' Manual tasks for that ARTEP, you could attach a MOS sub-event to the main ARTEP event that shows the extra training they will be doing. You can add as many as 26 sub-events (A-Z) to a main event.

To ATTACH a sub-event, use the arrow keys to move the cursor over the main event. Then press the PF1 key, enter ATTACH (or AT) and you will proceed just like an ADD.

DELETE - Delete the event on which the cursor is resting. You can only delete events that you have created. Also, you must not delete events after the S3 has approved the schedule. If an event must be canceled or rescheduled after the schedule has been approved, the S3 must do it. To DELETE an event from the schedule, move the cursor on top of the event, press the PF1 key and enter DELETE (or D).

FIND - The FIND command lets you search the schedule to find the event or set of events that you want to work with. You can, for example fill the window with just the events scheduled for your battery starting the week of 21-JAN-85. With less data in the window, it will be easier to move it around and work will go more quickly. To use the FIND command press the PF1 key and type in FIND (or F). You will then be asked what you want to search for in each column as follows:

Event: Type in an event code or use a "*" if you do not know the whole code. *LJD* will find all events scheduled by LJD. COM* will find all Common Skills scheduled by LJD and so on. COM:LJD-71 will only find the one event. Type in a * or just press [RETURN] if you want to see any event.

Date: Type in the date you want to look at. Entering 15-DEC-84 will show that days schedule only. Entering >1-JUL-84 will start the search back in July of 84. Using <1-DEC-84 will limit the search to events before December. If you do not

enter a date (just press [RETURN]), then the search will ONLY be from today on.

Battery: Enter HHB, A, B, C, SVC or * (or [RETURN]) for all.

Desc: Use the wildcard character "*" to pick off key words. For example, *PT* will find all events with the word PT in it.

The best way to become familiar with the FIND command is play with it until you are used to it. You cannot hurt anything by trying it, so experiment.

UPDATE - Change any of the fields set when the event was first ADDED. You can also specify details for the event such as specific tasks to train, units to be trained and specific soldiers within those units. More help is available from the update screen.

SCORE - Enter the scores for the tasks trained after the event has taken place. You can always score an event for the units who participated and if MOS or Common Skills were trained, you can also enter scores for individual soldiers.

Before you start entering scores, you will be asked if you want to pre-set all the dates for all the scores to one date. You can use this if most of the training took place on the same day and you do not want to keep entering the same date for each score.

To SCORE an event, place the cursor over an event and enter SCORE (or S).

END - Return to the main Training menu.

5.1.3.3 Training Type Selection

This menu lets you select what type of training you are going to schedule for a training event. You simply enter your initials in the field at the top, then tab down to the list of training types and type an X next to the type of training you want. Use the arrow keys to move up and down the list. The type of training you select along with your initials are used by the computer to create a code number for the event. You will see this number at the top of the screen when you are done.

COMMANDS

- | | |
|---------|--|
| * Help | Display this help information. |
| * Write | Write the data you have entered and go to the next screen. |
| * End | Abort this action and return to the main Schedule menu. |

EXAMPLE

If your initials were JMS, you selected MOS training and this was the 27th event you had scheduled, the event code would be MOS:JMS-27.

If you are doing a COPY of an event, you will not have to select the training type as it will already be filled in.

TRAINING TYPE SELECTION

Scheduler Id: TMA
 (your initials)

Check off(x) type of training.	X	Type	Title
	<input type="checkbox"/>	REQUIRE	Required Training
Check one type only	<input checked="" type="checkbox"/>	COMMON	Common Skills Training
	<input type="checkbox"/>	MOS	MOS Training
	<input type="checkbox"/>	6-100	The Field Artillery Cannon Battery
	<input type="checkbox"/>	6-400-1	The Field Artillery Cannon Battalion - TACFIRE

Help Write End:

5.1.3.4 Training Event (Adding)

This menu is used to add a new event to the training schedule. Fill in the fields on the screen using the examples on the screen for guidance.

COMMANDS

- * Help Display this help information.
- * Write Write the data you have entered and go on to the next screen.
- * End Abort adding the event and return to the Training Schedule screen WITHOUT saving any of the data you typed in.

FIELDS

- * Event Automatically set by the computer. You cannot change it.
- * Desc Brief description of the event.
- * Date Date of event in format dd-mmm-yy (12-NOV-84).
- * Time Start and ending times in format hhmm (1530).
- * Battery HHB, A, B, C, SVC or BN. BN events are only entered by the S3.

TRAINING EVENT (Adding)

Event: COM:TMA-168 Desc: _____
Date: _____ (dd-mm-yy Example: 7-JUL-84)
Time: _____ to _____ (hhmm to hhmm Example: 0800 to 1430)
Battery: _____ (HHB, A, B, C, SVC, BN)
Particip: _____ Instructor: _____
Type: _____ Location: _____
Uniform: _____ Refs: _____
Status: _____ (ADDED, CANCLD, RESCHD or blank)
Remarks: _____

Scheduled by: _____

Help Write End

(FIELDS)

- * Particip Participants in the event - BTY(-), SEL PERS, etc.
- * Instruct Instructor's name or position - 1 SGT, SGT Smith.
- * Type PE, LECTURE, etc.

(FIELDS)

- * Location Building number or area name.
- * Uniform FIELD, DUTY, PT, etc.
- * Refs Number of the manual on which training is based.
- * Status ADDED, CANCLD, RESCHD. Set by S3 if an approved schedule must be altered.
- * Remarks Notes and comments.

5.1.3.5 Training Event (Updating)

This menu is used to update an event in the training schedule. Just fill in the fields on the screen using the examples on the screen for guidance. If you want to add details to the event, including tasks, units and soldiers, just tab past the Remarks field and an extension of the screen will scroll up from the bottom. Then you can enter data into the windows that you will see there. The COMMANDS and FIELDS sections below explain how to enter this data.

COMMANDS

- * Help Display this help information.

- * Insert Insert a new row into the Task, Units or Name windows. The window affected is the window the cursor is on. A new row will open up in the window and you can type data in there. Put the cursor in the right spot in the window, press the PF1 key and enter INSERT (or I).

- * Delete Delete a row from a window. If you want to delete a task, unit or name from one of the windows, just put the cursor on the top of the one to delete, press the PF1 key and type DELETE (or D).

- * Lookup Lookup takes you to a different screen where you can select Tasks, Units or Names without having to know Task codes, Unit names or SSNs. Just put

TRAINING EVENT (Update)

Event: _____ Desc: _____
 Date: _____ (dd-~~mm~~-yy Example: 7-JUL-84)
 Time: _____ to _____ (hhmm to hhmm Example: 0800 to 1430)
 Battery: _____ (HHB, A, B, C, SVC, BN)
 Particip: _____ Instructor: _____
 Type: _____ Location: _____
 Uniform: _____ Refs: _____
 Status: _____ (ADDED, CANCLD, RESCHD or blank)
 Remarks: _____

Scheduled by: _____

Training Type: _____

Training Event Detail

Mission/MOS	Task	Title

Unit	Name	Grade	SSN	MOS	Unit

Help Insert Delete Lookup Write More End

(COMMANDS)

the cursor in the Task, Unit or Name window, press PF1 and enter LOOKUP (or L). A shortcut is to press CTRL-Z instead of PF1 and L. The data you lookup will automatically be transferred from the lookup screen to this screen.

- * More
Move to the lower half of the screen where you will find windows for adding more detail to an event. The windows let you enter lists of tasks, units and soldiers.

- * Write
Write the data you have entered and go on to the next screen.

- * End
Abort updating the event and return to the Training Schedule screen WITHOUT saving any of the data you typed in.

FIELDS

- * Event
Automatically set by the computer.

- * Desc
Brief description of the event.

- * Date
Date of event in format dd-mm-yy (12-NOV-84).

(FIELDS)

- * Time Start and ending times in format hhmm (1530).
- * Battery HHB, A, B, C, SVC or BN. BN events are only entered by the S3.
- * Particip Participants in the event - BTY(-), SEL PERS, etc.
- * Instruct Instructor's name or position - 1 SGT, SGT Smith.
- * Type PE, LECTURE, etc.
- * Location Building number or area name.
- * Uniform FIELD, DUTY, PT, etc.
- * Refs Number of the manual on which training is based.
- * Status ADDED, CANCLD, RESCHD. Set by S3 if an approved schedule must be altered.
- * Remarks Notes and comments.

WINDOWS

Use the INSERT and DELETE commands to add data to and remove data from these windows. You can also just add data to the bottom of each window by typing it in. New rows will open up as you press the RETURN or arrow keys. You can also use the LOOKUP command to choose items for these windows from a

list. The items you choose will appear in the windows when you return to this screen.

* Tasks

Enter the Mission for ARTEP tasks or the MOS for MOS Tasks. Then type in the task code in the task column. You do not have to type in the title. If you do not know what the task codes are, move the cursor to the Task window and use the LOOKUP command.

* Units

Enter the units (sections) to be trained. If you do not know the unit names for your battery, move the cursor to the Units window and use the LOOKUP command.

* Names

Enter the SSNs of the soldiers to train in this event. If you do not have a list of SSNs for the soldiers in your battery, move the cursor to the Names window and use the LOOKUP command to get one on the screen.

5.1.3.6 Task Selection

This menu lets you choose the Tasks that will be trained in the event you are scheduling. All the Missions or MOSs that belong to the type of training you selected for this event (6-100, 6-400-1, MOS, COMMON) will appear in the window on the left. Put the cursor over the Mission or MOS that you want to train, use the TASK command, and the Tasks that go with it will appear in the window on the right. Tab over to that window and put an X next to the tasks from that Mission (or MOS) that you want to train. If you change your mind, blank out the X.

COMMANDS

- | | |
|------------|--|
| * Help | Display this help menu. |
| * Task | Load the task window with the tasks that go with the Mission or MOS under the cursor. Use CTRL-Z for a shortcut. |
| * Top | Jump back to the top of the window. You can also use CTRL-B. |
| * Bottom | Jump forward to the bottom of the window. You can also use CTRL-F. |
| * Continue | Return to the Training Event menu, transferring all the Tasks checked off here to the Task window on that menu. |

TRAINING EVENT TASK SELECTION

ARTEP: COMMON

COM1

Place cursor over a Mission.. ..then select Task from menu to load Tasks

Mission/MOS	Title	X	Task	Title
COM1	COMMON SKILLS LEVEL 1		031-503-1001	Maintain M17 Mask
COM2	COMMON SKILLS LEVEL 2	X	031-503-1002	Wear M17-Series Mask
			031-503-1003	Store M17 Series
				Protective Mask
		X	031-503-1007	Decontaminate Skin/
				Personal Equipment
			031-503-1009	Use Latrine in MOPP 4
			031-503-1011	Maintain M25 Mask
		X	031-503-1012	Wear M25 Mask

Help Task Top Bottom Continue

NOTE: Fields are blank at initial menu selection. Sample data is shown for clarification.

5.1.3.7 Unit Selection

This menu lets you choose the units from your battery that will participate in the training event you are scheduling. Just use the arrow keys to move up and down the list. Type an "X" next to any unit of your choice. If you change your mind, just blank out the X.

COMMANDS

- | | |
|------------|---|
| * Help | Display this help menu. |
| * Continue | Return to the Training Event menu transferring all the Units checked off here to the Units window on that menu. |

TRAINING EVENT UNIT SELECTION

Check off(x)
unit(s) to
include in
this event.

Check off(x)	Unit	Name
	B AMMO	AMMUNITION SECTION
	B BTRY HQ	BATTERY HEADQUARTERS
	B COMMO	COMMUNICATIONS SEC
	B FDC	FIRE DIR CIR
	B FIRE	FIRING BTRY HQ
X	B HOW 1	B HOWITZER SECTION 1
X	B HOW 2	B HOWITZER SECTION 2
	B HOW 3	B HOWITZER SECTION 3
X	B HOW 4	B HOWITZER SECTION 4
	B HOW 5	B HOWITZER SECTION 5
	B HOW 6	B HOWITZER SECTION 6
	B MAINT	MAINTENANCE SECTION

Help Continue

NOTE: Fields are blank at initial menu selection. Sample data is shown for clarification.

TRAINING EVENT SOLDIER SELECTION

	X	Name	Grade	SSN	MCS	Unit
Check-off(x)						
soldiers to train.						

Help Find Top Bottom Continue

(COMMANDS)

HOW would get all the soldiers from all the howitzer sections in a battery. Enter * or [RETURN] to get any unit.

* Top

Jump back to the top of the window. You can also use CTRL-B.

UNIT SCORES

Unit	Status	Date	Mission/MOS	Task	Title

Help Find Next Top Bottom Write End

(COMMANDS)

- * Write Write all the data you have entered into permanent records. Then you will be returned to the Training Schedule menu.
- * End Abort this data entry session and leave WITHOUT SAVING any of the data you have entered. Use this only if you have made a lot of mistakes and want to start over again.

Soldier Scores

MOS	Task	Status	Date	Title

Help Next Top Bottom Write End

(COMMANDS)

*** Write**

Write all the data you have entered into permanent records. Then you will be returned to the Training Schedule menu.

* End

Abort this data entry session and leave WITHOUT SAVING any of the data you have entered. Use this only if you have made a lot of mistakes and want to start over again.

5.1.3.11 Unit Training Scores

This menu can be used to look at unit training scores. Use the commands shown below to select an ARTEP and then select which tasks or units you want to work with in that ARTEP. The training event code is also shown so that you can look back at the training schedule if you need more information about how the training was conducted. This menu is not designed for entering large numbers of unit scores. Its primary use is viewing of current scores. To enter a large number of scores see the Unit Scores menu in Section 5.1.3.9.

COMMANDS

* HELP

Display this help information. Press the PF1 key and type HELP.

* FIND

Find the set of tasks and units you want to see. Remember that the ARTEP and UPC fields at the top of the screen must be filled in. You will be asked which unit, task, date or event you want to see. This is done so you will not have to look at all the scores at one time. Suppose you wanted to see how all units of Battery A did on tasks for Mission 3-II of ARTEP 6-100, trained in event ART:JMD-123. You would first enter 6-100 in the ARTEP field and DGLAO in the UPC

UNIT TRAINING RECORDS

ARTEP: _____

UPC: _____

Unit	Task	Status	Date	Title	Event

Help Find Update Next Delete End

(COMMANDS)

field at the top of the screen. Then you would use the find command and enter * for Unit, 3-II-* for Task and ART-JMD-123 for Event. The desired tasks will appear in the window.

* Add

Add a new score. You will have to be sure to type in the task codes correctly. **IMPORTANT:** Unit scores are usually entered through the

(COMMANDS)

Training Schedule menus. Those menus make it easier to enter many scores at the same time. The ADD command should be used only if a few scores need to be entered.

- * Update Change an existing score or date. Press PF1, then type Update (or U). You will be asked for the new date and score.

- * Delete Delete an entry from the table.

- * Next Jump ahead to the next unit in the window. This is faster than using the arrow key.

- * End Return to the main Training menu.

5.1.3.12 Help for Menu: Soldier Training Records

This menu lets you work with individual soldier training records.

COMMANDS

- * Job Book Work with a soldier's Job Book of MOS tasks and Common Skills.

- * PT Lookup Lookup PT Qual Scores. This automatically calculates Pass/Fail Status.

- * PT Entry Enter PT scores.

- * Weapons Enter and review Weapons Qual scores.

- * Exit Return to the main training menu.

SOLDIER TRAINING RECORDS

- * Job Book
- * PT Qual Lookup
- * PT Qual Entry
- * Weapons Qual
- * Exit

Help Job Book Pt Lookup Pt Entry Weapons Exit:

JOB BOOK

Name	MOS	Grade	SSN	Unit	UPC
DOE JOHN	13B10	E3	123456789	OPS-INTEL	DGLTO

MOS	Task	Score	Date	Title
COM1	031-503-1001	P	24-jul-1984	Maintain M17 Mask
COM1	031-503-1002	P	24-jul-1984	Wear M17-Series Mask
COM1	031-503-1007	P	24-jul-1984	Decontaminate Skin/Personal Equipment
COM1	031-503-1015	P	24-jul-1984	Put on and Wear Protective Clothing
COM1	031-503-1019	P	24-jul-1984	Recognize CB Hazard
COM1	071-311-2001	F	24-jul-1984	Maintain M16A1 Rifle
COM1	071-318-2201	P	24-jul-1984	Prepare/Restore an M72A2 LAW for Firing
COM1	071-325-4405	P	24-jul-1984	Identify and Employ Hand Grenades
COM1	071-325-4412	P	24-jul-1984	Install and Fire/Recover an NI8A1 Claymo
COM1	071-329-1001	P	24-jul-1984	Identify Terrain Features On A Map
COM1	071-329-1002	P	24-jul-1984	Determine Grid Coordinates

Help Names Scores Find Update Add Del Remove Undo End

NOTE: Fields are blank at initial menu selection. Sample data is shown for clarification.

5.1.3.14 Physical Training (PT) Scores

1) PT Qual Entry

PT Qual Scores are entered using QBF (Query By Forms). If you are not familiar with QBF, see Section 3.5.1 Using Query By Forms. Instructions for using QBF with this form follow:

- a) Make a query using the battery field and name field if necessary.
- b) Enter data in all fields except Name, SSN and Battery. This information is already in the computer. You do not have to enter Pass/Fail status or age either. The computer will calculate that automatically in the PT report and in the PT Lookup menu.
- c) Remember, if your work gets interrupted, you can pick up where you left off by remembering the name of the last soldier you scored. If, for example, his last name is JOHNSON, make your first query with the Name field set to ">=JOHNSON*". This will let you start with JOHNSON instead of having to go through the entire list to reach the names which follow.

PHYSICAL TRAINING (PT) SCORES (ENTRY)

Name: _____ SSN: _____ Bty: _____

Weight: _____ Height: _____

Date: _____ (Example: 5-JUN-1984)

Temp: _____ Condition: _____ Remarks: _____

SITUPS

Raw: _____ Pts: _____

PUSHUPS

Raw: _____ Pts: _____

2-MILE RUN

Raw: _____ Pts: _____

2) PT Qual Lookup

The PT Qual Lookup menu lets you use QBF to view scores you entered in the PT Qual Entry menu. The main advantage of this menu is that it automatically calculates Pass/Fail based on the raw PT Scores you have entered. It cannot be used for entering data. If you are not familiar with QBF, see Section 3.5.1 Using Query By Forms.

PHYSICAL TRAINING (PT) SCORES (LOOKUP)

Name: _____ SSN: _____ Bty: _____

Age: _____ Weight: _____ Height: _____

Date: _____ Next Date: _____

Temp: _____ Condition: _____ Remarks: _____

SITUPS

Raw: _____ Pts: _____

PUSHUPS

Raw: _____ Pts: _____

2-MILE RUN

Raw: _____ Pts: _____

Tot_pts: _____

Pass/Fail: _____

ENTER QUERY (<MENU KEY> to return or to run)

5.1.3.15 Individual Weapons Qualifications

Weapons Qual Scores are entered using QBF (Query By Forms). If you are not familiar with QBF, see Section 3.5.1 Using QBF. Instructions for using QBF with this form are as follows:

- 1) Make a query using the Battery field and, if necessary, the Name field.
- 2) Enter data in all fields except Name, SSN and Battery (Bty). This information is already in the computer.
- 3) If a soldier has not been trained to use a weapon, leave the fields for that weapon blank.

WEAPONS QUALIFICATION

Name: _____ SSN: _____ Bty: _____

	<u>Date</u>	<u>Score</u>	<u>Class</u>	<u>Qual?</u>
M16A1 -	_____	_____	_____	_____
.45CAL -	_____	_____	_____	_____
.50CAL -	_____	_____	_____	_____
M203 -	_____	_____	_____	_____
M60 -	_____	_____	_____	_____

(Enter dates in format 5-JUN-1984)

(Values for classification are M - Marksman, S - Sharpshooter, E - Expert)

(Enter Q for Qualified, U for Unqualified, blank if not applicable)

TYPE IN NEW DATA (<MENU KEY> to return, ctrl-F for next row)

5.1.3.16 Training Reports

This menu lets you choose the kind of report you want to run. Different sets of reports are available for the Training Schedule, Unit Scores and MOS Scores.

COMMANDS

- * Help Display this help information.

- * Schedule Go to the Training Schedule Reports menu where you can select the type of schedule report you want to run.

- * Unit Go to the Unit Training Reports menu where you can run reports on unit training scores.

- * MOS Go to the MOS Training Reports menu where you can run reports on individual training scores.

- * Exit Return to the main Training menu.

TRAINING REPORTS

- * Schedule
- * Unit Training
- * MOS/Common Skills
- * Exit

Help Schedule Unit MOS Exit:

TRAINING SCHEDULE REPORTS

- * Schedule
- * Detailed Schedule
- * Instructor Schedule
- * Event Summary
- * Roster of Participants
- * MOS Score Sheet
- * Unit Score Sheet
- * Exit

Help Schedule Detail Instructor Event Roster MOS Unit Exit:

(COMMANDS)

- * Roster
Run the Event Roster Report. This is a listing of all the soldiers who have been scheduled to participate in a training event. It also shows their current duty status. If run the day of the event, this will tell the instructor why soldiers are absent (HOSPITAL, GUARD DUTY, etc).

- * MOS
Run the MOS Score Sheet report. If you have selected both tasks and soldiers for an event, this report

(COMMANDS)

will create a score sheet for each soldier with a place for entering the score and date of each task trained. The instructor can fill out this score sheet and turn it in later so the scores can be typed into the computer.

* Unit

Run the Unit Score Sheet report. If you have selected both tasks and units for an event, this report will create a score sheet for each unit with a place for entering the score and date of each task trained. The instructor can fill out this score sheet and turn it in later so the scores can be typed into the computer.

* Exit

Return to the Training Reports Menu.

TRAINING SCHEDULE REPORT SELECTION

Specify Type of Schedule:

Begin_date: _____

End_date: _____ Use format DD-MMM-YY i.e., 28-JUN-84

Battery: _____ HBB, A, B, C, SVC, BN or * for all.

Status: * _____ ADDED, CANCLD, RESCHD, *D* for any update, * for all

First select REPORT to create a NEW version of the Schedule for printing.
Then select END to go to the Print Menu.

Help Report End

Send Schedule Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

19 NOV 1984

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

TRAINING SCHEDULE

Date	Time	Qty	Participants	Status	Description	Location	Type	Refs	Uniforms	Instructor	Event	Remarks
Nov 03-Dec 04	0100-2400	HWB B 2/23			FIST SPT	FT TRJIN CAL	PE	2/23 OPORDER	FIELD		REG:DRS-400	
	0445-0745	BN ALL(-)			PT	BN AREA	PE	FM 21-20	PT		REG:LDJ-402	VIC BLDG 3213,14,15
	0745-0945	BN ALL(-)			BILLET MAINT/PER HTSIDE	BN AREA	PE	BNTRY SOP	DUTY		REG:LDJ-405	VIC BLDG 3213,14,15
	0900-1200	A ALL(-)			MAINTENANCE SUSTAINMENT	MOTOR POOL	PE	BNTRY SOP	DUTY		REG:ILAS-130	
	0900-0915	BN ALL(-)			FORMATION/AREA POLICE	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-470	VIC BLDG 3213,14,15
	0915-1815	HWB ALL (-)			MAINT TRAINING	VIC BLDG 3220	PE	TN,FM	DUTY		REG:DRS-537	MAINT TRAINING WILL BE ON OBSERVATION PIC
	0915-1815	C BTRY (-)			LUBE ORDER CLASS	BLDG 3220	PE	LO	DUTY		REG:FM-512	NOTE: 1 SELECTED PERSONNEL WILL PERFORM
	0915-1430	SAC SEL PER.			MISSION SUPPORT	BLDG 03215	PE	BTRY	DUTY		REG:MET-123	BNTRY/BN/PAINT, SUPPLY, FOOD SERVICE, AND * SUPPORT.
	0915-1815	SAC ALL (-)			BN. MOTOR STABLES	BLDG 03229	PE	BN. SOP	DUTY		REG:MET-124	NOTE: 2 THIS PERIOD WILL BE DEVOTED TO 5 CHIEFS/PLT SGT'S TO INSTRUCT THEIR PERS: HOW TO CHANGE THE OIL, TOWNS, FLUID AND O INDICATOR OF THEIR VEH.
	0920-1430	HWB SEL PERS			BC INVENTORY	BLDG 3215	PE	BC NOTES	DUTY		REG:DRS-468	
	1015-1130	SAC ALL (-)			PREP. DA FORM 7404	BLDG 03229	PE	FM 6-130 1/2	DUTY		MOS:MET-125	NOTE: 3 THIS PERIOD IS DEVOTED TO SEC CHIEF/PLT. SGT. TO INSTRUCT AND GIVE HWB EXERCISE TO THEIR PERSONNEL FROM FM 4 SSI-721-1322.
	1015-1130	HWB ALL (-)			MOTOR STABLES	VIC BLDG 3220	PE	TN'S PH'S	DUTY		REG:DRS-534	
	1145-1300	BN ALL(-)			COMMON MAINT	BLDG 3230	PE	BTRY SOP	DUTY		REG:FM-509	
	1300-1400	SAC ALL (-)			APPD PLT. INSPECT.	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-470	VIC BLDG 3213,14,15
Nov 04-Dec 04	0100-2400	HWB B 2/23			SPECIAL WEAPONS TRNG	TTC BLDG	PE	TWP-1100-204	DUTY		REG:MET-124	
	0445-0745	BN ALL(-)			MAINT SUSTAINMENT	VIC BLDG 3220	PE	TN'S PH'S	DUTY		REG:DRS-535	
	0745-0945	BN ALL(-)			MAINT SUSTAINMENT	BLDG 3230	PE	BTRY SOP	DUTY		REG:FM-509	
	0900-1200	A ALL(-)			TRAINING MEETING	VIC BLDG 3213	PE	BN SOP	DUTY		REG:LDJ-470	
	0915-1815	HWB ALL (-)			FORMATION/MOVEMENT	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-500	NOTE: 1 THIS PERIOD IS DEVOTED TO THE 31 TO INSPECT THE O.V.H., VEH., AND SF 44 DRIVERS. THEY WILL INSURE THAT ALL VEH REQUIREMENTS ACCORDING TO FT. LEWIS REG NOTE: 4 THIS PERIOD IS DEVOTED TO THE 31 IN APPLICATION TO PRACTICE THE ROAD PROC TWO VEH CONTROL ACCORDING TO TM 9-1100 VEHICLE AND COMB MAINTANCE
	0915-1815	C BTRY (-)			APPD PLT. INSPECT.	BLDG 03229	PE	BTRY S.O.P.	DUTY		REG:MET-127	
	1315-1630	SAC BN, APPD SEC.			SPECIAL WEAPONS TRNG	TTC BLDG	PE	TWP-1100-204	DUTY		ART:MET-124	
	1315-1630	HWB ALL (-)			MAINT SUSTAINMENT	VIC BLDG 3220	PE	TN'S PH'S	DUTY		REG:DRS-535	
	1400-1630	SAC ALL SEC. CHIEF'S			TRAINING MEETING	BLDG 03215	PE	FM 25-2	DUTY		REG:FM-505	
	1445-1700	BN ALL(-)			FORMATION/RECAL	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-505	VIC BLDG 3213,14,15
	0100-2400	HWB B 2/23			FIST SPT	FT TRJIN CAL	PE	2/23 OPORDER	FIELD		REG:DRS-401	
	0445-0745	HWB SEL PERS			BTRY TRAINING MEETING	BLDG 3213	PE	TNG CAL	DUTY		REG:DRS-511	
	0630-0730	BN ALL(-)			BILLET MAINT/PER HTSIDE	BN AREA	PE	BTRY SOP	DUTY		REG:LDJ-404	VIC BLDG 3213,14,15
	0730-0745	BN ALL(-)			FORMATION/AREA POLICE	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-491	VIC BLDG 3213,14,15

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5.1.3.19 Detailed Training Schedule Report Selection

This menu is exactly the same as the menu for the regular Training report menu and is used the same way (Section 5.1.3.18). However, the report produced shows more detail than the regular Schedule report. Any event for which you have specified units and tasks (see Section 5.1.3.6) will be expanded in the report to several lines listing each unit and the tasks they will be trained in. Also, if these events have been scored (Section 5.1.3.9), the scores for each task will also be printed.

DETAILED TRAINING SCHEDULE REPORT SELECTION

Specify Type of Schedule:

Begin_date:

End_date:

Use format DD-MMM-YY i.e., 28-JUN-84

Battery:

HFB, A, B, C, SVC, BN or * for all.

Status: *

ADDED, CANCLD, RESCHD, *D* for any update, * for all

First select REPORT to create a NEW version of the Schedule for printing.

Help Report End

Send Detailed Schedule Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

Detailed Training Schedule

19-NOV-1984

16:27:14

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

TRAINING SCHEDULE

Date	Time	Qty	Participants	Status	Description	Location	Type	Refs	Uniform	Instructor	Event	Remarks	
Nov 17-Dec-84	0700 1430 0715 1445	HMB HMB	SEL PERS ALL(-)		BC INVENTORY NR 20 SURVEY CTT TRAINING 031-503-1001 MAINTAIN M17 MASK 031-503-1002 WEAR M17-SERIES MASK 031-503-1003 STORE M17 SERIES PROTECTIVE MASK 031-503-1007 DECONTAMINATE SKIN/PERSONAL EQUIPMENT 031-503-1009 USE LATRINE IN MOPP 4 031-503-1010 REPLACE FILTERS IN YOUR M17-SERIES PM 031-503-1014 USE M8 DETECTOR PAPER TO DETECT CHEM 031-503-1015 PUT ON AND WEAR PROTECTIVE CLOTHING 031-503-1017 CHANGE PROTECTIVE OVERGMENTS. 031-503-1018 REACT TO NUCLEAR HAZARD 031-503-1019 RECOGNIZE CB HAZARD 031-503-1020 USE M9 PAPER 031-503-1021 MARKING A CONTAMINATED AREA 031-503-2002 DECONTAMINATE EQUIPMENT USING M17 031-503-2002 DECONTAMINATE EQUIPMENT USING THE ABC MAINT SUSTAINMENT	BLDG 3213 SECTION ROOMS	PE PE	BC NOTES FM 21-2	DUTY DUTY	BC SECTION CHIEFS PSB		REG:DRS-550 REG:LJD-583A	
Nov 18-Dec-84	0700 1430 0715 1445	HMB HMB	SEL PERS ALL(-)		VIC BLDG 3228 PE TR'S, RM'S DUTY PSB/SEC							REG:DRS-557	
Nov 19-Dec-84	0700 1400 0715 1445	HMB HMB	SEL PERS ALL(-)		MNS TRAINING BC INVENTORY NR 5 COMMO BC INVENTORY NR 15 PAC CTT TRAINING 001-031-1005 PREVENT SHOCK 001-031-1007 GIVE FIRST AID FOR BURNS 001-031-1008 RECOGNIZE AND GIVE FIRST AID FOR HEAT 001-031-1009 GIVE FIRST AID FOR FROSTBITE 001-031-1014 PUT ON FIELD OR PRESSURE DRESSING 001-031-1017 PUT ON A Tourniquet 001-031-1025 APPLY A DRESSING TO AN OPEN ABDOMINAL 001-031-1026 APPLY A DRESSING TO AN OPEN CHEST WOUND 001-031-1033 APPLY A DRESSING TO AN OPEN HEAD WOUND 001-031-1034 SPLINT A SUSPECTED FRACTURE 001-031-1040 TRANSPORT A CASUALTY USING A ONE-MAN 001-031-1041 TRANSPORT A CASUALTY USING A TWO-MAN C	BN AREA COMMO SHOP BLDG 3212 BN AREA	PE PE PE PE	SLO MANUALS BC NOTES BC NOTES FM 21-2	DUTY DUTY DUTY DUTY	SECTION CHIEFS BC BC SECTION CHIEFS		REG:LJD-584A REG:DRS-551 REG:DRS-552 REG:LJD-585A	
Nov 20-Dec-84	0745 1445	HMB	ALL(-)		CTT TRAINING 071-328-5302 SUPERVISE MAINTENANCE ON INDIVIDUAL T 071-331-0003 COLLECT/REPORT INFORMATION - SALUTE	BN AREA PE	FM 21-2	DUTY	SECTION CHIEFS			REG:LJD-584A	

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

TRAINING SCHEDULE

Date	Time	Qty	Participants	Status	Description	Location	Type	Refs	Uniforms	Instructor	Event	Rewards
Nov 31-Dec-04	0645-0745	BN	ALL(-)	PT		BN AREA	PE	PH 21-20	PT	1S0/ASST	RE0:1J0-404	VIC BLDG 3213,14,15
	0745-0845	BN	ALL(-)	BILLET MAINT/PER HYGIENE	BN AREA	PE	BTRY SOP		DUTY	1S0/P50/CF8	RE0:1J0-611	VIC BLDG 3213,14,15
	0900-0915	BN	ALL(-)	FORMATION/AREA PLACE	BN AREA	PE	PH 21-5		DUTY	1S0/P50/CF8	RE0:1J0-619	VIC BLDG 3213,14,15
	0915-1140	0	130(-)	130 SBT TRAINING	BLDG 3214/20	PE	PH 4-50		DUTY	CF8/PS8	RE0:1TF-238	
0915-1140	0	130(-)	130 PSC/ANNUAL GUNNERY	TACT/IRE/3214	PE	PH 6-40		DUTY	SET LIND/ SPA COMME	RE0:1TF-234		
Nov 01-Jan-05	0601-2400	BN	ALL(-)	NEW YEAR HOLIDAY	FLW	PE	SEE REMARKS	CIV	VOCO	RE0:1J0-634	REF: FL CIRL 329-1	
Nov 07-Jan-05	0645-0745	BN	ALL(-)	PT		BN AREA	PE	PH 21-20	PT	1S0/ASST	RE0:1J0-405	VIC BLDG 3213,14,15
	0745-0845	BN	ALL(-)	BILLET MAINT/PER HYGIENE	BN AREA	PE	BTRY SOP		DUTY	1S0/P50/CF8	RE0:1J0-612	VIC BLDG 3213,14,15
	0900-0915	BN	ALL(-)	FORMATION/AREA PLACE	BN AREA	PE	PH 21-5		DUTY	1S0/P50/CF8	RE0:1J0-620	VIC BLDG 3213,14,15
	0915-1130	C	SEL PER8	CC INVENTORY (SEE REMARKS)	BLDG 3215	PE	SEE REMARKS		DUTY	BC	RE0:FPH-621	ALL VEH, TLR, NEW (W/DUM, B11) REF: AR 710-2 735-11
0915-1130	BN	ALL(-)	MAINTENANCE SUSTAINMENT	SEE REMARK	PE	BN SOP		DUTY	1S0/SEC CHIEF	RE0:1J0-641	LOC: SEC ROOMS, MOTOR POOL	
0915-1300	SAC	SEL PER.	MISSION SUPPORT	BLDG 03215	PE	BTRY		DUTY	BC/1 SBT.	RE0:MET-227	NOTE: 1 SELECTED PERSONNEL WILL PERFORM BTRY/PM/MAINT, SUPPLY, FOOD SERVICE, AND APPLIN SUPPORT.	
0915-1015	SAC	ALL (-)	BN. MOTOR STABLES	BLDG 03229	PE	BN SOP		DUTY	SEC.CHIEF/PLT SGT'S	RE0:MET-220	NOTE: 2 THIS PERIOD WILL BE DELETED TO SEE CHIEFS/PLT SGT'S TO INSTRUCT THEIR PERSONNEL CHECKING & SERVICING THE BATTERIES, PLUS WHEN NEEDED TO MAINT THE AIR BUSES OF THE KOSAZ CYS TR...	
0915-1140	0	SEL PER8	LOW DENSITY TRAINING	BLDG 3214/20	PE	PH'S, TR'S		DUTY	SECTION CHIEFS	RE0:TF-230		
	SAC	BN,APPD SEC.	SPECIAL WEAPONS TRNG	TTC BLDG	PE	TRP-1100-204		DUTY	SET,BILWORTH/CPA DRD ART/MET-230	RE0:MET-230		
1015-1145	SAC	SAC HQ'S PLT	LOW DENSITY MOB TRNG	TBA BY CHIEF	PE	BTRY SOP		DUTY	SEC.CHIEF/PLT SGT.	POS/MET-231	NOTE: 4 THIS PERIOD IS DELETED TO 300 SEC BN ADMINITION TO PRACTICE THE BATAI PROCEDURES AND WHEN CONTROL ACCORDING TO TR P-1100-204 13	
1015-1145	SAC	ALL (-)	BTRY MOTOR STABLES	BLDG 03229	PE	BTRY S.O.P.		DUTY	SEC.CHIEF'S	RE0:MET-229	NOTE: 5 SEC CHIEF'S WILL TRAIN PER. BN SPEC M SKILLS,3AR TASK 113-300-9904, 430 TASK 091-474-1024, 707 TASK 101-321-1140, 740 1A'S 101-321-1157, 940 TASK 101-324-1153, 440 TASK 091-440-1254.	
1140-1150	BN	ALL(-)	FORMATION/RECALL	BN AREA	PE	PH 21-2		DUTY	1S0/P50/CF8	RE0:1J0-632	NOTE: 3 THIS PERIOD IS DELETED TO SEC.CHIEF'S INSURE THAT PROPER MAINTENANCE AIDS IS COMPLETE EACH OF HIS ASSIGNED VEHICLES AND THAT THEY A LINED ACCORDING TO THE PROPER LUBE ORDER.	
Nov 03-Jan-05	0630-0730	BN	ALL(-)	BILLET MAINT/PER HYGIENE	BN AREA	PE	BTRY SOP		DUTY	1S0/P50/CF8	RE0:1J0-613	VIC BLDG 3213,14,15
	0630-0730	0	HQ'S	TRAINING MEETING	BLDG 3214	PE	BTRY SOP		DUTY	SFC NGA	RE0:1TF-238	

5.1.3.20 Instructor Schedule Report Selection

This menu is almost identical to the regular Schedule report menu and is used in the same way (Section 5.1.3.19). The only difference is that the report is sorted by instructor as well as date and time. In this way, you can give an instructor a personalized schedule of all his training events.

INSTRUCTOR SCHEDULE REPORT SELECTION

Specify Dates and Battery for Instructor Report:

Begin_date: (dd-mmm-yy, i.e., 28-JUN-84)

End_date:

Battery: HHB, A, B, C, SVC, BN or * for all.

Select: REPORT to create a NEW version of the Schedule for printing.

END to go to the Print Menu and activate the printer.

Help Report End

Send Instructor Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

INSTRUCTOR SCHEDULE

HHB Battery

Instructor	Date	Time	Participants	Description	Location	Type	Refs	Uniform	Event	Remarks
	Mon 27-Aug-64	0100 - 2400	Sol Pers	Laser Strike	YFC	PE	BN LOI	Field	REG:005-241	
ISS/Asst	Mon 27-Aug-64	0645 - 0745	All (-)	PT	Vic Bldg 3213	PE	PH 21-20	PT	REG:005-250	PT will consist of Condition Drill one(1), and a four mile run.
	Wed 29-Aug-64	0645 - 0745	All (-)	PT	Vic Bldg 3213	PE	PH 21-20	PT	REG:005-1	
BN COB/PC	Mon 27-Aug-64	1015 - 1130	All (-)	BN MTR Stables	Vic Bldg 3220	PE	TH'S, PH'S, LO	Duty	REG:005-257	
ISS/PSG	Mon 27-Aug-64	0900 - 0915	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-254	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-259	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	REG:005-254	
	Tue 26-Aug-64	0730 - 0745	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-262	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-264	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	REG:005-267	
	Wed 29-Aug-64	0900 - 0915	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-264	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-265	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	REG:005-269	
	Thu 30-Aug-64	0730 - 0745	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-270	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	REG:005-271	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	REG:005-276	
PSG/ASST	Mon 27-Aug-64	0915 - 1015	All (-)	Btry Maint TRNG	Vic Bldg 3220	PE	TH'S, PH'S	Duty	REG:005-255	
PSG/Section Chief	Mon 27-Aug-64	1315 - 1400	All (-)	Maint Sustainment	Bldg 3220	PE	TH'S, PH'S	Duty	REG:005-240	
	Tue 26-Aug-64	0745 - 1400	All (-)	Maint Sustainment	Bldg 3220	PE	TH'S, PH'S	Duty	REG:005-263	Individuals returning from YFC will clean, terrain equipment. Returns - Insured equip. to owner.

5.1.3.21 Training Event Summary Report

This menu is used to run the Training Event Summary Report which contains all the usual time, date and location information as well as a list of the tasks to be trained. It can be submitted to a commander for review or used to notify an instructor about the training he will be conducting. To run this report enter an Event code from the Training Schedule and then use the REPORT and END commands.

TRAINING EVENT SUMMARY REPORT

This report produces a one-page summary of a training event including all data from the Schedule report and all tasks to be trained in the event. To run this report enter an event code from the training schedule.

| Event: _____ |
|_____ |

Select REPORT to create a NEW Event Report,
then END to go to the Print Menu and print the Report.

Help Report End

Send Training Event Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

17-DEC-1984

05:56:27

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433
HNB Battery

TRAINING EVENT SUMMARY

Event: COM:DRS-536 Desc: NBC CHAMBER/PROF TEST
Date: 17-DEC-84 Time: 0730 - 1630
Particip: SEL PERS Instruct: PFC BUDREN
Type: PE Location: nbc chamber 1
Uniform: MOP 4 Refs: FM 21-2
Remarks:

Mission/MOS	Task	Title
COM1	031-503-1002	Wear M17-Series Mask
	031-503-1003	Store M17 Series Protective Mask
	031-503-1007	Decontaminate Skin/Personal Equipment
	031-503-1009	Use Latrine in MOPP 4
	031-503-1018	React to Nuclear Hazard
	031-503-1020	Use M9 Paper
	031-503-1021	Marking a Contaminated Area
	031-503-2002	Decontaminate Equipment Using M11
	031-503-2002	Decontaminate Equipment Using the ABC M11
	031-831-1015	Restore Breathing Using Back Press Armlift Method
	031-831-1030	Use Nerve Agent Antidote Kit

5.1.3.22 Training Event Roster Report

This report provides a roster of all soldiers to be trained in a scheduled training event. It can be used by an instructor to be sure everyone scheduled for training is present. To run this report enter an event code from the training schedule and then use the REPORT and END commands.

TRAINING EVENT ROSTER REPORT

| Event: _____ |

Select REPORT to create a NEW Event Roster report.
then END to go to the Print Menu and print the report.

Help Report End

Send Event Roster Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

17-DEC-1984

06:01:24

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433
HHB Battery

TRAINING EVENT ROSTER

Event:	COM:DRS-536	Desc:	NBC CHAMBER/PROF TEST
Date:	17-DEC-84	Time:	0730 - 1630
Particip:	SEL PERS	Instruct:	PFC BUDREN
Type:	PE	Location:	nbc chamber 1
Uniform:	MOP 4	Refs:	FM 21-2
Remarks:			

Unit	Name	Rank	Status as of 17-Dec-84
4-23C FIST		SGT	PDY
BDE FSS		SFC	LEAVE
BN COMMO		SGT	PDY
		SP4	PDY
		SGT	PDY
HHB HQ		PV2	PDY
		1SG	PDY
HHB MAINT		PV2	PDY
		SSG	PDY
OPS-FDC		SSG	TDY
OPS-INTEL		SFC	PDY
		PFC	LEAVE
		SP4	PDY
PAC		SFC	PDY
		SP4	PDY
		PFC	PDY
		SP4	PASS
		SP4	PDY
		PV2	DETACHED
PADS 1		SP4	PDY
		SSG	PDY
PADS 2		SSG	PDY
PADS 3		PV2	PDY
RADIO		SSG	PDY
		SGT	PDY
		SP4	PDY

3.7.3.23 MOS Training Event Score Sheet

This report produces a score sheet for every soldier to be trained in an MOS or Common Skills training event. The instructor can enter the scores on this sheet and then turn them in so that they can be entered into the computer (Section 5.1.3.10). To run the report enter an event code from the Training Schedule and, if you like, a title to appear at the top of each page. Then use the REPORT and END commands.

MOS TRAINING EVENT SCORE SHEET

| Event: _____ |

(Optional)

| Title: _____ |
| _____ |

Select REPORT to create a NEW Event report.
then END to go to the Print Menu and print the report.

Help Report End

Send MOS Score Sheet Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

14-NOV-1984

19:41:37

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433
HHB Battery

EVENT MOS:DRS-527 SCORE SHEET

MOS	Task	Status	Date	Title
Name :				SSN: Grade: E3 UPC: DGLT0
31K10	113-588-1016	-	_____	Install Reel Unit RL-31 Ground Operation
	113-588-1019	-	_____	Install Buried Field Wire Crossing
	113-588-1021	-	_____	Install Surface Field Wire Line
	113-588-1066	-	_____	Recover a Field Wire Line
	113-588-3008	-	_____	Repair Field Wire
Name :				SSN: Grade: E4 UPC: DGLT0
31K10	113-588-1016	-	_____	Install Reel Unit RL-31 Ground Operation
	113-588-1019	-	_____	Install Buried Field Wire Crossing
	113-588-1021	-	_____	Install Surface Field Wire Line
	113-588-1066	-	_____	Recover a Field Wire Line
	113-588-3008	-	_____	Repair Field Wire
Name :				SSN: Grade: E4 UPC: DGLT0
31K10	113-588-1016	-	_____	Install Reel Unit RL-31 Ground Operation
	113-588-1019	-	_____	Install Buried Field Wire Crossing
	113-588-1021	-	_____	Install Surface Field Wire Line
	113-588-1066	-	_____	Recover a Field Wire Line
	113-588-3008	-	_____	Repair Field Wire

5.1.3.24 Unit Training Event Score Sheet

This report produces a score sheet for every unit to be trained in an ARTEP or MOS training event. The instructor can enter the scores on this sheet and then turn them in so they can be entered into the computer. To run the report enter an event code from the Training Schedule and, if you like, a title to appear at the top of each page. Then use the REPORT and END commands.

UNIT TRAINING EVENT SCORE SHEET

| Event: _____ |

(Optional)

| Title: _____ |
| _____ |

Select REPORT to create a NEW Event report.
then END to go to the Print Menu and print the report.

Help Report End

Send Unit Score Sheet Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

11-DEC-1984

14:09:24

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433
HNB Battery

EVENT REQ:LJD-596A SCORE SHEET

Mission	Task	Status	Date	Title
Unit: 2-23A FIST			ARTEP: COMMON	UPC: DGLT0
COM1	071-311-2001	---	_____	Maintain M16A1 Rifle
	071-311-2003	---	_____	Load, Reduce a Stoppage, and Clear an M1
	071-311-2004	---	_____	Battlesight Zero an M16A1 Rifle
	071-311-2102	---	_____	Load/Unload/Clear M203
	071-311-2104	---	_____	Immediate Action M203
	071-311-3001	---	_____	Perform Operator Maintenance on .45 Pist
	071-312-3007	---	_____	Prepare a Range Card for an M60 Machine
	071-318-2201	---	_____	Prepare/Restore an M72A2 LAW for Firing
	071-318-2202	---	_____	Engage Targets with an M72A2 LAW
	071-318-2203	---	_____	Apply Immediate Action to M72A2 LAW
Unit: 2-23B FIST			ARTEP: COMMON	UPC: DGLT0
COM1	071-311-2001	---	_____	Maintain M16A1 Rifle
	071-311-2003	---	_____	Load, Reduce a Stoppage, and Clear an M1
	071-311-2004	---	_____	Battlesight Zero an M16A1 Rifle
	071-311-2102	---	_____	Load/Unload/Clear M203
	071-311-2104	---	_____	Immediate Action M203
	071-311-3001	---	_____	Perform Operator Maintenance on .45 Pist
	071-312-3007	---	_____	Prepare a Range Card for an M60 Machine
	071-318-2201	---	_____	Prepare/Restore an M72A2 LAW for Firing
	071-318-2202	---	_____	Engage Targets with an M72A2 LAW
	071-318-2203	---	_____	Apply Immediate Action to M72A2 LAW
Unit: 2-23 BN FS			ARTEP: COMMON	UPC: DGLT0
COM1	071-311-2001	---	_____	Maintain M16A1 Rifle
	071-311-2003	---	_____	Load, Reduce a Stoppage, and Clear an M1
	071-311-2004	---	_____	Battlesight Zero an M16A1 Rifle
	071-311-2102	---	_____	Load/Unload/Clear M203
	071-311-2104	---	_____	Immediate Action M203
	071-311-3001	---	_____	Perform Operator Maintenance on .45 Pist
	071-312-3007	---	_____	Prepare a Range Card for an M60 Machine
	071-318-2201	---	_____	Prepare/Restore an M72A2 LAW for Firing
	071-318-2202	---	_____	Engage Targets with an M72A2 LAW
	071-318-2203	---	_____	Apply Immediate Action to M72A2 LAW

5.1.3.25 Unit Training Reports

Unit Training Reports lists summary of unit training scores. Note that units can be scored for MOS and Common Skills training as well as ARTEP training.

COMMAND

- * Help Display this help information.

- * Unit Run the Unit Scores report which lists Passes and Fails for tasks in which units have been trained.

- * Exit Return to the main Training Report Menu.

UNIT TRAINING REPORTS

- * Unit Scores
- * Exit

Help Unit Exit:

5.1.3.26 Unit Training Scores Report Selection

This menu is used to run the Unit Scores report. Unit training scores that have been entered into the computer (Section 5.1.3.11) can be printed in job book format.

COMMANDS

- * Report Create a new version of the report for printing using the information entered into the form.
- * End Go to the print menu. This should be used AFTER the REPORT Command.

FIELDS

- * UPC Enter the UPC of the unit to report on.
- * Unit Enter the name of the unit (section) to report on (or * for all).
- * ARTEP Enter the ARTEP code of the tasks to report on. The codes COMMON and MOS can be used to view Common Skills and MOS training results.
- * Mission Enter the mission code of the tasks to report (or * for all).
- * Event Enter an event code from the Training Schedule if you want a score report for all tasks in a particular event.

UNIT TRAINING SCORES REPORT SELECTION

UPC: _____ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or * for all.

Unit: * _____ Enter Unit name or * for all.

ARTEP: * _____ Enter ARTEP code of * for all.

Mission: _____ Enter Mission or * for all.

Event: * _____ Training Event code or * for all.

Title: _____ (optional)

Select REPORT to create a new version of the Unit Scores report.

...End to go to the Print menu and Print the new report.

Help Report End

12-DEC-1984

07:49:25

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

UNIT TRAINING SCORES

Unit: HHB HQ - BATTERY HEADQUARTERS

UPC: DGLTD

ARTEP	Mission	Task	Status	Date	Title
COMMON	COM1	-----			COMMON SKILLS LEVEL 1
		071-325-4405	NP	30-Oct-84	Identify and Employ Hand Grenades
		071-325-4412	T	30-Oct-84	Install and Fire/Recover an M18A1
		031-503-1003	T	30-Oct-84	Store M17 Series Protective Mask
		031-503-1007	NE	22-Oct-84	Decontaminate SKIN/Personal Equipment
		031-503-1009	T	30-Oct-84	Use Latrine in MOPP 4
		031-503-1018	T	30-Oct-84	React to Nuclear Hazard
		031-503-1020	T	22-Nov-84	Use M9 Paper
		031-503-1021	NP	30-Oct-84	Marking a Contaminated Area
		031-503-2002	T	30-Oct-84	Decontaminate Equipment Using M11
		031-503-2002	T	22-Nov-84	Decontaminate Equipment Using ABC M11
		031-831-1015	T	30-Oct-84	Restore Breathing Using Back Press
		031-831-1030	T	30-Oct-84	Use Nerve Agent Antidote Kit

5.1.3.27 MOS/Common Skills Reports

These reports list and summarize MOS and Common Skills Training scores.

COMMANDS

- * BN
Run the Battalion MOS Task Summary report. This report lists the total number of Passes, Fails and Not Evaluated for each task in which you are interested. You could, for example, ask to see how well the entire Battalion did on Common Skill Level 1 tasks. (This report takes a long time to run so you should not run it during peak usage hours.)

- * Battery
Run the Battery MOS Task Summary report. This is identical to the BN Task Summary except that number of Passes and Fails are broken down by battery so that you can see how well a particular battery performed a set of tasks. This report is slow and should not be run during peak usage hours.

- * Section
Run the Section MOS Task Summary report. This is identical to the Battery Task Summary except that number of Passes and Fails are broken down by section so that you can see

how well a section battery performed a set of tasks. This report is slow and should not be run during peak usage hours.

MOS TASK REPORTS

- * BN Summary
- * Battery Summary
- * Section Summary
- * Job Book
- * PT Qualification
- * Weapons Qualification
- * Exit

Help BN Battery Section JobBook PT Weapons Exit.

(COMMANDS)

- * Job Book
Run the Job Book Report. This produces a Job Book listing of any or all tasks for which a soldier has been trained. You can select soldiers by name or by unit.

- * PT
Run the PT Qualification Report. This takes raw PT scores and automatically calculates whether or not a soldier qualifies. This reports on a whole battery at a time.

(COMMANDS)

- * Weapons Run the Weapons Qualification Report. This reports on a whole battery at a time.

- * Exit Return to the main Training Report menu.

BATTALION MOS TASK SUMMARY REPORT

WARNING: This Report Makes Heavy Usage of System Resources.
Running it during peak hours is not recommended.

MOS: _____ MOS of Tasks to Report or * for all.
Begin_date: _____ Begin date of Score period DD-MMM-YY.
End_date: _____ End date of Score period.
Event: _____ Event in which tasks trained (optional)

Help Report End

Send BN MOS Task Sum Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

3-NOV-1984

22:31:30

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

STATUS SUMMARY FOR SELECTED TASKS
FOR BATTALION

Type	Task	Pass	Fail	NE	Title
COM1	031-503-1001	436	1	49	Maintain M17 Mask
	031-503-1002	430	9	49	Wear M17-Series Mask
	031-503-1007	379	8	110	Decontaminate SKin/Personal Equipment
	031-503-1015	429	17	51	Put on and Wear Protective Clothing
	031-503-1019	361	26	111	Recognize CB Hazard
	071-311-2001	378	8	111	Maintain M16A1 Rifle
	071-311-3001	44	2	420	Maintain .45 Pistol
	071-318-2201	379	10	109	Prepare/Restore an M72A2 LAW for Firing
	071-325-4405	381	7	109	Identify and Employ Hand Grenades
	071-325-4412	352	33	112	Install M18A1 Mine
	071-329-1001	358	29	111	Identify Terrain Features On a Map
	071-329-1002	360	27	111	Determine Grid Coordinates
	071-329-1003	379	9	109	Determine a Magnetic Azimuth using a Compass
	081-831-1007	386	4	108	Give First Aid for Burns
	081-831-1009	386	1	110	Give First Aid For Frostbite
	081-831-1016	386	3	108	Put on Field or Pressure Dressing
	081-831-1031	378	11	109	Nerve Agent-Buddy
	878-920-1001	329	47	111	Identify OPFOR Veh
Totals:		6531	249	2610	

5.1.3.29 MOS Task Battery Summary

This report is identical to the Battalion MOS Task Summary report described in Section 5.1.3.28 except that the Pass/Fail/Not Eval totals are given by battery rather than battalion. The menu is also identical except that the UPC must be given in addition to MOS, Date and Event.

MOS TASK BATTERY SUMMARY

UPC: _____ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or * for all.

MOS: _____ MOS of Tasks to report.

Begin_date: _____ Begin Date of Score Period DD-MMM-YY.

End_date: _____ End Date of Score Period.

Event: _____ Event in which tasks trained.

Help Report End

Send Bty MOS Task Summary Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

16-JUN-1984

20:31:30

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

STATUS SUMMARY FOR SELECTED TASKS
UPC: DGLT0

Type	Task	Pass	Fail	NE	Title
COM1	031-503-1002	32	4	24	Wear M17-Series Mask
	031-503-1003	33	3	24	Store M17 Series Protective Mask
	031-503-1007	36	0	24	Decontaminate SKIN/Personal Equipment
	031-503-1009	33	3	24	Use Latrine in MOPP 4
	031-503-1018	36	0	24	React to Nuclear Hazard
	031-503-1020	36	0	24	Use M9 Paper
	031-503-1021	35	1	24	Marking a Contaminated Area
	031-503-2002	72	0	48	Decontaminate Equipment Using the ABC M11
	031-831-1015	36	0	24	Restore Breathing Using Back Press Armlift Method
	031-831-1030	36	0	24	Use Nerve Agent Antidote Kit
Totals:		385	11	264	
Totals:		385	11	264	

5.1.3.30 MOS Task Section Summary

This report is identical to the Battalion MOS Task Summary report described in Section 5.1.3.28 except that the Pass/Fail/Not Eval totals are given by selection instead of battalion. The menu is also identical except that the UPC must be given in addition to MOS, Date and Event.

MOS TASK SECTION SUMMARY

UPC: _____ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or * for all.

MOS: _____ MOS of Tasks to report.

Begin_date: _____ Begin Date of Score Period DD-MM-YY.

End_date: _____ End Date of Score Period.

Event: _____ Event in which tasks trained.

Help Report End

Send Section Task Summary Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

3-SEP-1984

21 JS

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

STATUS SUMMARY FOR SELECTED TASKS BY UNIT
UPC: DGLA0

Unit	Type	Task	Pass	Fail	NE	Title
A AMMO	COM1	031-503-1001	8	0	4	Maintain M17 Mask
		031-503-1002	8	0	4	Wear M17-Series Mask
		031-503-1007	7	1	4	Decontaminate Skin/Personal Equipment
		031-503-1015	8	0	4	Put on and Wear Protective Clothing
		031-503-1019	4	4	4	Recognize CB Hazard
		071-311-2001	7	1	4	Maintain M16A1 Rifle
		071-311-3001	0	0	12	Maintain .45 Pistol
		071-318-2201	6	2	4	Prepare/Restore an M72A2 LAW for Firing
		071-325-4405	7	1	4	Identify and Employ Hand Grenades
		071-325-4412	5	3	4	Install M18A1 Mine
		071-329-1001	6	2	4	Identify Terrain Features On a Map
		071-329-1002	4	4	4	Determine Grid Coordinates
		071-329-1003	8	0	4	Determine a Magnetic Azimuth using a Compass
		081-831-1007	8	0	4	Give First Aid for Burns
		081-831-1009	8	0	4	Give First Aid For Frostbite
		081-831-1016	8	0	4	Put on Field or Pressure Dressing
		081-831-1031	8	0	4	Nerve Agent-Buddy
		878-920-1001	6	2	4	Identify OPFOR Veh
Totals:			116	20	80	

5.1.3.31 Job Book Report Selection

This menu is used to run the Job Book report. All MOS and Common Skills tasks for which scores have been entered can be included in this report.

COMMANDS

- * Report Create a new version of the report for printing using the information entered into the form.
- * End Go to the print menu. This should be used AFTER the REPORT Command.

FIELDS

- * UPC UPC code of unit to report on.
- * Name Name of individual soldier to report on. Must be the same spelling used in the Personnel Roster. Enter a * to report on everyone in the unit.
- * MOS MOS code of tasks to report on. Use COM1, COM2, etc. for Common Skills. Use * for all tasks.
- * Event Event code from Training Schedule. Report will only show tasks trained in that event.
- * TITLE Enter the title you want to appear on the top of each page of the report. It is alright to leave it blank.

JOB BOOK REPORT SELECTION

UPC:_____ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or * for all.
Name:___*___ Enter Name or * for all.
MOS:_____ MOS of Tasks to report.
Event:___*___ Training Event code or * for all.

(optional)

| Title:_____ |
|_____ |

Select REPORT to create a new copy of the Job Book report.
... END to go to the Print menu and Print the new menu.

Help Report End

Send Job Book Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

(COMMANDS)

* Title

14-AUG-1984

20:32:11

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

JOB BOOK

Name: SMITH ROBERT

SSN: 123456789 Grade: E6 UPC: DGLT0

Type	Task	Status	Date	Title
CDM1	031-503-1001	P	19-Jul-84	Maintain M17 Mask
	031-503-1002	P	19-Jul-84	Wear M17-Series Mask
	031-503-1007	P	19-Jul-84	Decontaminate SKIN/Personal Equipment
	031-503-1015	P	19-Jul-84	Put on and Wear Protective Clothing
	031-503-1018	P	30-Oct-84	React to Nuclear Hazard
	031-503-1019	P	19-Jul-84	Recognize CB Hazard
	071-311-2001	P	19-Jul-84	Maintain M16A1 Rifle
	071-311-3001	F	19-Jul-84	Perform Operator Maintenance on .45 Pist
	071-318-2201	P	19-Jul-84	Prepare/Restore an M72A2 LAW for Firing
	071-325-4405	P	19-Jul-84	Identify and Employ Hand Grenades
	071-325-4412	P	19-Jul-84	Install and Fire/Recover an M18A1 Claymo
	071-329-1001	P	30-Oct-84	Identify Terrain Features On a Map
		F	19-Jul-84	Identify Terrain Features On a Map
	071-329-1002	P	30-Oct-84	Determine Grid Coordinates
		P	19-Jul-84	Determine Grid Coordinates
	071-329-1003	P	30-Oct-84	Determine a Magnetic Azimuth using a Com
		P	19-Jul-84	Determine a Magnetic Azimuth using a Com
	071-331-0801	N	30-Oct-84	Use Challenge and Password
	081-831-1007	P	19-Jul-84	Give First Aid for Burns
	081-831-1009	P	19-Jul-84	Give First Aid For Frostbite
	081-831-1016	P	30-Oct-84	Put on Field or Pressure Dressing
		P	19-Jul-84	Put on Field or Pressure Dressing
	081-831-1031	P	19-Jul-84	Administer First Aid to a Nerve Agent Ca
	081-831-1034	P	30-Oct-84	Splint a Suspected Fracture
	113-571-1016	P	30-Oct-84	Send a Radio Message
	441-091-1040	P	30-Oct-84	Visually Identify Threat Aircraft
	878-920-1001	P	30-Oct-84	Identify OPFOR Veh
		P	19-Jul-84	Identify OPFOR Veh

5.1.3.32 PT Qualification Report

This menu runs the PT Qual report. Enter the battery to report on and then use the Report and End commands. The data used by this report is entered as described in Section 5.1.3.14.

PT QUALIFICATION REPORT

This report calculates PT Qualification Scores for the battery specified.

Battery: _____ Enter HNB, A, B, C, SVC or * for all.

Select REPORT to create a new copy of the PT Qual report.

... END to go to the Print menu and Print the new menu.

Help Report End:

FL QUALIFICATION SCORES

Name	SN	BTY	Date	Test Date	Temp	Weather	Situps/ Pts	Pushups/Pts	Run/ Pts	To/Pts	P/F	Age	Weight	Weight	Remarks
		C	040314	040914	45	COLD	50	70	41	61	216	P	27	190	70
		C	040621	041221	50	SUNNY	73	100	72	100	291	P	27	150	70
		C	040314	040914	50	CLOUDY	53	73	48	100	254	P	23	140	60
		C	040307	040907	50	CLOUDY	40	40	50	70	190	P	23	100	60
		C	040307	040907	50	CLOUDY	40	40	40	60	225	P	24	155	70
		C	040104	040704	50	CLOUDY	50	70	50	70	200	P	24	170	64
		C	040305	040905	50	CLEAR	50	70	55	75	222	P	21	130	60
		C	040104	040704	50	CLOUDY	50	70	50	70	200	P	20	167	73
		C	040314	040914	50	CLOUDY	44	62	50	70	229	P	22	164	60
		C	040314	040914	50	CLOUDY	57	77	40	64	241	P	19	160	73
		C	040104	040704	50	CLOUDY	50	72	50	72	212	P	31	156	70
		C	040621	041221	50	SUNNY	44	70	73	100	277	P	22	142	60
		C	040305	040905	50	CLEAR	50	70	69	100	249	P	20	123	60
		C	040123	040723	40	CLOUDY	47	67	50	70	232	P	20	164	70
		C	040404	041004	0	RAIN	42	62	45	65	227	P	00	140	70
		C	040307	040907	50	CLOUDY	57	77	52	72	209	P	20	191	60
		C	040314	040914	50	CLOUDY	60	100	79	100	209	P	20	147	65
		C	040601	041201	55	SUNNY	40	90	50	70	262	P	00	100	73
		C	040104	040704	50	CLOUDY	50	70	50	70	202	P	20	152	60
		C	040417	041017	70	CLEAR	50	70	50	70	200	P	00	173	70
		C	040307	040907	50	CLOUDY	50	70	50	70	200	P	25	140	60
		C	040324	040924	40	CLEAR	42	64	44	64	220	P	00	140	60
		C	040621	041221	50	SUNNY	41	64	73	100	250	P	20	214	70
		C	040305	040905	50	CLEAR	51	71	49	69	200	P	19	172	73
		C	040307	040907	50	CLOUDY	55	75	50	70	213	P	22	140	72
		C	040104	040704	50	CLOUDY	40	62	40	64	232	P	25	190	73
		C	040104	040704	50	CLOUDY	50	70	50	70	200	P	21	165	70
		C	040621	041221	50	SUNNY	70	100	70	100	297	P	22	145	60
		C	040307	040907	50	SUNNY	59	80	52	72	212	P	20	140	64
		C	040314	040914	42	CLOUDY	70	100	70	100	209	P	24	155	60
		C	040615	041215	55	SUNNY	46	64	50	75	204	P	00	172	60
		C	030323	030923	45	CLOUDY	34	40	34	40	173	F	00	137	64
		C	040409	041009	50	CLOUDY	40	60	40	60	203	F	00	203	73
		C	040305	040905	50	CLEAR	49	100	70	100	203	P	20	153	60
		C	040314	040914	50	CLOUDY	53	73	54	74	243	P	20	145	70
		C	040319	040919	50	CLOUDY	47	94	70	100	277	P	20	197	73
		C	040314	040914	50	CLOUDY	40	62	41	61	234	P	24	134	60
		C	040321	040921	45	CLOUDY	55	75	50	70	219	P	23	170	70
		C	040314	040914	50	CLOUDY	40	60	49	100	232	P	25	185	71

5.1.3.33 Weapons Qualification Report

This menu runs the Weapons Qual report. Enter the battery to report on and then use the Report and End commands. The data used by this report is entered as shown in Section 5.1.3.15.

WEAPONS QUALIFICATION REPORT

This report calculates PT Qualification Scores for the battery specified.

Battery: _____ Enter HHB, A, B, C, SVC or * for all.

Select REPORT to create a new copy of the Weapons Qual report.

... END to go to the Print menu and Print the new menu.

Help Report End:

11-DEC-1984

11:26:10

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

WEAPONS QUALIFICATION REPORT

Name	SSN	Bty	M16A1			.45 CAL			.50 CAL			M49			M203							
			Date	Score	Class	Qual	Date	Score	Class	Qual	Date	Score	Class	Qual	Date	Score	Class	Qual				
		HMB	11-Nov-84	1234	M	0	09-Nov-84	1234	M	0	23-Dec-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	11-Nov-84	1234	S	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	11-Nov-84	1234	E	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	07-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	11-Nov-84	1234	S	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	14-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	29-Nov-84	1234	S	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	23-Nov-84	1234		U	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0
		HMB	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0

TRAINING REFERENCE DATA

- * ARTEPs
- * Missions/MOSs
- * Tasks
- * Report on Tasks
- * Exit

Help ARTEP Mission Task Report Exit:

numbers of the ARTEPs, Missions and Tasks and their titles. In fact, if a new training manual is sent to you, you will have to type in the new task numbers and their titles using the forms that follow this one.

The computer uses the information stored here when printing out training reports so that all the titles and numbers will be correct. It also uses the numbers and titles when you are building a detailed training event. If you try to schedule a task for training and the computer says it cannot find that task, you will have to come here and type in that task so the computer will know about it.

Remember that Tasks belong to Missions and Missions belong to ARTEPs. This means that you cannot add a new task to the database unless the Mission and ARTEP that own it are already in the computer. That is why you should always check to (1) see if a task's ARTEP and (2) the task's mission, are in the computer. If they are not, use the ARTEP and Mission forms to

enter them. The ARTEPs and Missions do not change that often so you should not have to do this frequently.

Since all we have talked about so far is ARTEPs and Missions, you may be wondering how MOS and Common Skills tasks are handled. To make them easier to work with on the computer, we've made up some ARTEP and Mission codes for them. MOS skills have an ARTEP code of "MOS" and use MOS codes for missions. For example 13B10 tasks belong to ARTEP "MOS" and Mission 13B10 (Cannoneer Level 1). Common Skills level two tasks belong to ARTEP "COMMON" and Mission "COM2".

In order to keep data that is entered accurate, the S3 shop has final authority over data that is entered here, and who can enter it. If you discover that the computer cannot find the tasks you are looking for, check with the training NCO in the S3 shop.

QBF (Query By Forms) is used to run all three of the reference data menus. If you are not familiar with QBF, see Section 3.5.1, Using Query By Forms, for instructions.

5.1.3.35 ARTEP Reference Data

This data is used by the database to ensure that only valid ARTEPs are used in the Training Schedule and the Training Scores. If a new ARTEP is assigned to the battalion, it must be entered here before any of the Missions and Tasks belonging to that ARTEP can be put into the database. The ARTEP number and title should come straight from an ARTEP manual. The only exceptions are two ARTEPs created to allow the database to help with individual soldier training. These are the ARTEPs COMMON for Common Skills training and MOS for MOS training.

ARTEP REFERENCE DATA

ARTEP: c_____ Title: c_____

5.1.3.36 Mission Reference Data

This data is used to make sure that only valid Missions are used in the Training Schedule and Training Scores. If a new ARTEP is assigned to the battalion, the Missions belonging to it must be entered here AFTER entering the ARTEP code and title into the computer using the ARTEP menu.

To help with individual training, the ARTEPs "MOS" and "COMMON" have been created. If a new MOS is assigned to the battalion, enter the MOS in the Mission field (i.e., 13B10) and its title in the title field. To help with Common Skills, the "Missions" COM1, COM2 etc., should be used.

MISSION REFERENCE DATA

ARTEP: _____

Mission: _____

Title: _____

Unit: _____

Weight: _____

5.1.3.37 Task Reference Data

This data is used to make sure that only valid tasks are used in the Training Schedule and Scores. If a new ARTEP or Mission is assigned to the battalion, the tasks belonging to them must be entered here AFTER the ARTEP, and then the Missions are entered in their respective menus.

FIELDS

- * ARTEP Code from ARTEP manual. The code COMMON is used for Common Skills and the code MOS is used for MOS training.

- * Mission Mission code from ARTEP manual. For Common Skills the mission codes are COM1 for level 1, COM2 for level 2 and so on. For MOS training the mission codes are MOS codes such as 13B10, 13B20, etc.

- * Training Time Time for initial training.

- * Retraining Time for refresher training.

- * Decay Time in which skill decays.

- * Comments Any notes about the best way to train this task.

TASK REFERENCE DATA

ARTEP: _____ Mission/MCS: _____

Task: _____ Title: MANAGE _____

Training time: _____ (Hours minutes-Ex: 3 hrs 30 mins)

Retraining time: _____ (Hours minutes-Ex: 1 hr)

Decay time: _____ (Days - Ex: 90 days)

Comments: _____

BROWSE DATA (<MENU KEY> to return, CTRL-F for next row)

5.1.3.38 Training Reference Data Report

This menu is used to run a report showing all tasks stored in the computer. These tasks are printed by ARTEP code and Mission. To run the report enter an ARTEP code and then use the Report and End commands. Remember that COMMON and MOS are also ARTEP codes.

TRAINING REFERENCE DATA REPORT

Select ARTEP to report on:

ARTEP: * _____ (Enter * for all)

First Select REPORT to create a NEW version of the Report for printing.
...then END to go to the PRINT Menu and activate the printer.

Help Report End

Send Training Reference Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

Task Summary by ARTIEP and Mission

Artcp	Artcp Title	Mission	Mission Title	Task	Task Title
4-100	The Field Artillery Cannon Battery	3-1-1	PROVIDE FIELD ARTILLERY FIRES	3-1-1-1 3-1-1-2 3-1-1-3 3-1-1-4 3-1-1-5 3-1-1-6 3-1-1-7 3-1-2-1 3-1-2-2 3-1-2-3 3-1-2-4 3-1-2-5	DELIVER field artillery fires. MOVE. COMMUNICATE. PERFORM battery service support operations. DEFEND and SECURE battery area and materiel. COORDINATE field artillery support. ACQUIRE targets. DIRECT/ COORDINATE delivery of field artillery fires. COMMAND/CONTROL battery movement operations. COMMAND/CONTROL battery communication operations. COMMAND/CONTROL battery service support operations. PLAN, COORDINATE, and CONTROL defense and security of the battery. DIRECT/COORDINATE battery fire support coordination. DIRECT/COORDINATE battery target acquisition. SUPERVISE installation and operation of battery communications. INSTALL/PRODUCE switchboard service. COORDINATE battery communications with battalion. DIRECT/CONTROL battery occupation and establishments DIRECT/CONTROL delivery of fires. DIRECT/CONTROL firing battery recovery and preparation for movement.
		3-1-2	PROVIDE COMMAND AND CONTROL	3-1-3-1 3-1-3-2 3-1-3-3 3-1-4-1 3-1-4-2 3-1-4-3	PREPARE a nuclear weapon for firing. PERFORM change yield procedures. (203-mm, M72 units) PERFORM cancelled firing procedures. DESTROY nuclear weapons. PREPARE nuclear weapons for movement. ESTABLISH and MAINTAIN fire direction center. PREPARE and REPORT operational information. DETERMINE observer location using laser rangefinder. ATTACK targets. DETERMINE firing data. CONTROL/ COORDINATE fire missions. PREPARE and REPORT operational information. ESTABLISH and MAINTAIN battery FDC. ATTACK targets. DETERMINE firing data. CONTROL/ COORDINATE fire missions. PREPARE monitor for conduct of fire missions. EXECUTE fire commands. RECOVER and PREPARE for movement. MANAGE and SUBMIT records and reports. STORE/TRANSFERT ammunition.
		3-1-3	PROVIDE COMMUNICATIONS ELECTRONICS SUPPORT		
		3-1-4	DIRECT FIRING BATTERY OPERATIONS		
		3-1-5	PROVIDE NUCLEAR WEAPONS SUPPORT		
		3-1-6	PROVIDE FIRE DIRECTION SUPPORT		
		3-1-7	PROVIDE MORTAR FIRES		

SECTION 6
LOGISTICS

6.1 LOGISTICS

The Logistics application is designed to allow battalion personnel to keep track of the status of each piece of equipment maintained by the battalion. This includes such things as trucks, jeeps, howitzers, rifles, tents and other equipment necessary to fight a war. The database consists of relatively stable information such as the description, model number, and serial number of each piece of equipment. This information changes only every few months. Also included in the database are highly volatile data such as the current operational status of certain pieces of equipment (such as vehicles and howitzers), which soldier is currently responsible for each piece of equipment, service schedules and repair history of each piece of equipment. This data is updated daily by the battalion personnel. Other volatile areas are the Prescribed Load List, and the Document Register. Data is kept here concerning the quantity on hand and reorder status of spare parts. The logistics portion of ATUTMS is also capable of providing printed reports containing current information from the aforementioned areas. Often used reports are those such as the Document Register report, the 2406 form reports (vehicle status, the Hand Receipt reports (who is responsible for each piece of equipment, and the PLL reports (current status of spare parts).

6.1.1 Capabilities and Procedures

The logistics portion of ATUTMS is primarily designed to reduce the manual labor required to produce the DA Form 2406 report. The two parts of Form 2406, (frontside and backside), are required at various intervals, (daily and biweekly), and contain information about the repair history of the major end-items within the battalion. The operator can request the computer to print the reports whenever he needs them. They will be accurate as long as the logistics database within the computer is current. Because of this large

store of information, numerous other reports are possible concerning such things as the Document Register, the Prescribed Load List and Battalion Property.

The Logistics application functions mainly as a repository of information. Records in the database may be added, changed, and deleted at any time in order to reflect the current status of the battalion. The personnel who should be responsible for managing that data are the same ones who normally would be responsible for it in a manual system. The computer can be asked to print reports either by the personnel who manage the data, or by the recipient of the report.

6.1.2 Menu Map

The menu map for Logistics (Figure 6-1) is a quick reference to use with the Logistics menus. Each box represents a display on the screen and the lines under it lead to the different choices. At the completion of your work, enter EXIT (or E) to go back to the menu you came from and continue exiting until you reach the \$ prompt.

6.1.3 Menus and Reports

This section shows each menu and report form in the Logistics functional area. The menus are ways of getting to the forms and reports. On the menu, you will see the choices listed, and at the bottom there is a list of one word descriptions for each choice. The cursor, (the blinking box), is at the end of this list. Pick the first letter or letters from the list of one-word descriptions and then press [RET]. A screen form is similar to a paper form with titles and blank lines. Fill in the blank lines and tab to the next blank line. The reports take all the data currently in the computer, combine, and format it. A report can be displayed on the terminal or printed at the printer.

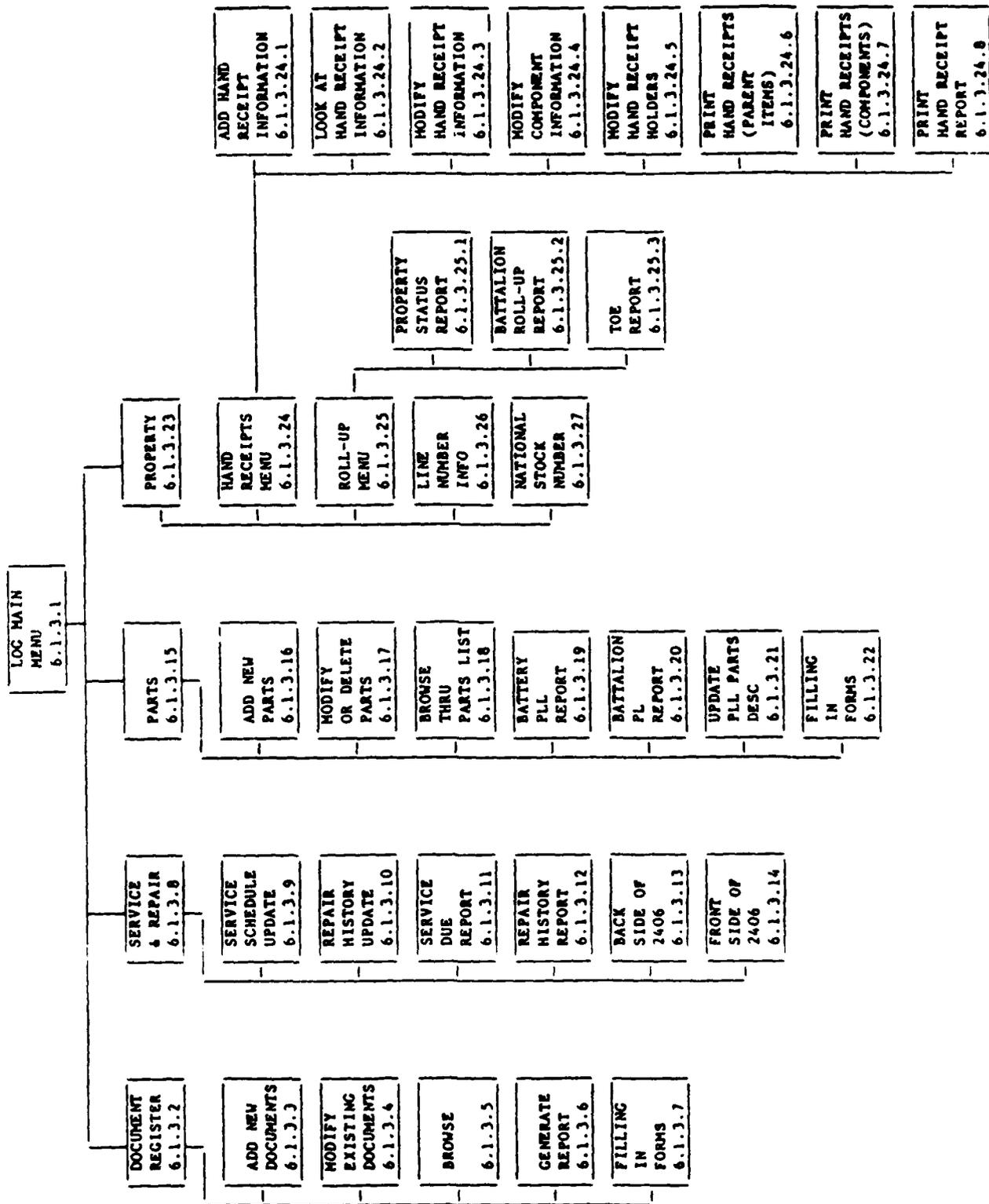


FIGURE 6-1. Menu Map for Logistics

6.1.3.1 Logistics Main Menu

The main Logistics Menu is the first level of choice when deciding where to do your work. From this menu you can go to the menus for each of the four major areas of logistics.

LOGISTICS

- * DOC - Document Register
- * MAINT - Service and Repair
- * PLL - Parts
- * PROP - Property
- * EXIT - Exit Application

HELP DOC MAINT PPL PROP EXIT:

- * DOC Document Register Menu. Maintain the Document Register records, and print the Document Register report.
- * MAINT Service and Repair Menu. Maintain the Major End-Item service schedule and repair records, print the service, repair, and 2406 reports.
- * PLL Prescribed Load List Menu. Maintain the PLL records and print the PLL reports.
- * PROP Property Menu. Maintain Hand Receipt records, print the Hand Receipt forms, reports, and the property roll-up reports.

6.1.3.2 Document Register

This menu provides access to the Document register table and reports.

DOCUMENT REGISTER

- * ADD - Add new documents.
- * MOD - Modify existing documents.
- * LOOK - Browse through existing documents.
- * REP - Generate report.
- * FORM - How to enter data on Document Register form.
- * EXIT - Leave this menu.

HELP ADD MOD LOOK REP FORM EXIT:

- | | |
|--------|--|
| * ADD | Add new documents. Allows the user to enter new document register records. |
| * MOD | Modify existing documents. Allows the user to modify existing document register records. |
| * LOOK | Browse through existing documents. Allows the user to examine existing document register records. |
| * REP | Generate report. Generates the document register report and prints it on the user's printer. |
| * FORM | How to enter data on Document Register form. Gives instructions on how to use the cursor control keys while entering data on the document register form. |

6.1.3.3 Add New Documents

This function allows the user to enter new information into the Document Register table. The standard QBF functions are available. All the information on the following screen should be entered for each supply action.

DOCUMENT REGISTER INFORMATION

| _____ |
| DODAAC: _____ |
| _____ |

(W68LOR, W68LOQ, W80YAA, W80YAB, W80YAC, W80YAD)

| _____ |
| Docno: _____ |
| _____ |

NSN: _____

Time: now _____

Document Sent To: (e.g., LOR): _____

Class: _____

Description of Item: _____

Priority (03,06,13): _____

Request For: _____

Quantity Requested: _____

Quantity Rec'd/Turn-in: _____

Quantity Due In: _____

Follow-up Date: _____

Follow-up Status: _____

Completion Status: _____

Completion Date: _____

Remark: _____

APPEND #1 (control-Z to add, <MENU KEY> to return)

6.1.3.4 Modify Existing Documents

This function allows the user to change or delete information in the Document Register table. The standard QBF functions are available. Typically, only follow-up and completion information is changed; however, corrections may be made to any field.

DOCUMENT REGISTER INFORMATION

| _____ | (W68L0R, W68LQ, W80YAA, W80YAB, W80YAC, W80YAD)
| DODAAC: _____ |
| _____ |

| _____ |
| Docno: _____ | NSN: _____ | Time: _____ |
| _____ |

Document Sent To: (e.g., LOR): _____ Class: _____
Description of Item: _____ Priority (03,06,13): _____
Request For: _____ Quantity Requested: _____
Quantity Rec'd/Turn-in: _____ Quantity Delivered In: _____
Follow-up Date: _____ Follow-up Status: _____
Completion Status: _____ Completion Date: _____
Remark: _____

APPEND #1 (control-2 to add, <MENU KEY> to return)

6.1.3.5 Browse

This function allows the user to retrieve information from the Document Register table. The standard QBF functions are available. Typically, the user will want to search for a record based on the DODAAC and/or the Document Number.

DOCUMENT REGISTER INFORMATION

| _____ |
| DODAAC: _____ |
| _____ |

(W68L0R, W68L0Q, W80YAA, W80YAB, W80YAC, W80YAD)

| _____ |
| Docno: _____ |
| _____ |

NSN: _____

Time: _____

Document Sent To: (e.g., LOR): _____

Class: _____

Description of Item: _____

Priority (03,06,13): _____

Request For: _____

Quantity Requested: _____

Quantity Rec'd/Turn-in: _____

Quantity Due In: _____

Follow-up Date: _____

Follow-up Status: _____

Completion Status: _____

Completion Date: _____

Remark: _____

APPEND #1 (control-Z to add, <MENU KEY> to return)

6.1.3.6 Generate Report

This function will ask the user for his (Department of Defense Activity Address Code) DODAAC, and will print a report containing all the information in the Document Register for Supply Actions pertaining to the specified DODAAC. The report is sorted by Document Number (date and serial number).

DOCUMENT REGISTER REPORT

Enter DODACC: (W58L0R, W80YAA, W80YAB, W80YAC, W80YAD, W58L0Q)

Select: REPORT - to generate a new listing of the document register report.
END - to go to the print menu and display or print the report.

Help Report end

Send LODOCREG Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433
DOCUMENT REGISTER FOR SUPPLY ACTIONS
DDMAC: W6BLR

DOCUMENT NUMBER		Doc Sent to	Stock Number	Description	Request For	PD Initials	QUANTITY		DATE	Completed	Remarks
Date	Serial						Requested	Acc'd-turnin			
205	- 205	LOK	5965-01-072-4415	GUNASSY	HR-2/23	13	1	0	1	13-oct-1984	/18.04
206	- 206	LOK	4036-01-074-7881	GUY, PLATE	HR-2/23	13	1	0	1	13-oct-1984	/18.69
213	- 213	LOK	1080-00-100-1454	STAKE, ALUM.	HR-2/23	13	40	0	40	13-oct-1984	/145.0
216	- 216	LOK	5020-00-084-7149	AVT. AB-591	HR-2/23	13	4	0	4	13-oct-1984	/147.2
219	- 219	LOK	5020-00-906-1115	WATCHING UNIT	HR-2/23	13	1	0	1	13-oct-1984	/117.7
220	- 220	LOK	3985-00-012-5425	STEELRING, REINFORCIN	HR-2/23	13	1	0	0	13-sep-1984	/144.1
221	- 221	LOK	5020-00-089-3883	KIT. AT-092	HR-2/23	13	5	0	5	13-oct-1984	/141.1
222	- 222	LOK	1080-00-107-8563	KIT-REPAIR	HR-2/23	13	3	0	3	13-oct-1984	/198.4
4104	- 0206	LOK	6135-01-043-1970	BATTERY	PLL	06	MM	2	2	9-aug-1984	/102.2
4104	- 0207	LOK	5340-00-253-1910	HUBCAP, DUST	HQ-17	13	1	1	0	9-aug-1984	/16.00
4104	- 0220	LOK	2540-00-176-9225	WINTERKIT-H541	ALL-H541'S	13	14	0	0	2-aug-1984	4 CIL0 /22.35
4104	- 0221	LOK	5995-01-090-7077	VEH, CABLEASSY	FDC	13	1	0	1	80 4192	/1156
4104	- 0224	LOK	5340-00-350-7826	SPRING, HEL	HP	13	1	0	1	5-sep-1984	/18.00
4107	- 0203	LOK	5930-00-699-9430	SWITCH, IGR	PLL	13	1	0	0	3-aug-1984	914.12
4107	- 0204	LOK	4730-00-208-9930	ADAPTER	FDC	13	1	1	0	9-aug-1984	/18.11
4107	- 0210	LOK	3330-00-509-0120	GASKET, STRAINER	FDC	13	1	1	0	15-aug-1984	/18.21
4107	- 0211	LOK	4520-00-555-8537	RING, ADA	FDC	13	1	0	1	80 4230	/19.27
4107	- 0214	LOK	5365-00-209-3071	VENTURASSY	FDC	13	1	1	0	21-aug-1984	/18.64
4107	- 0215	LOK	5305-00-854-6689	SCREW	FDC	13	1	1	0	15-aug-1984	/18.74
4107	- 0220	LOK	4520-00-340-0090	CAP	FDC	13	1	0	1	80 4230	/16.8
4107	- 0221	LOK	2590-00-679-3179	THROTTLE-ASSY	HQ-12	13	1	0	0	3-aug-1984	/3.96
4107	- 0226	LOK	4530-00-277-3247	BURNER	FDC	13	1	0	0	80 4230	/167.
4107	- 0229	LOK	2540-00-177-9181	BRACKET	HQ-37	13	1	0	1	80 4192	/1193/38
4107	- 0235	LOK	1080-00-563-6342	POLES	HP	13	1	0	1	80 4201/127.	80 4201/127.
4191	- 0202	R20	2610-00-262-0677	TIRE	HQ-21	06	MM	21	0	14-apr-1984	0MM /00.5
4191	- 0210	LOK	4720-00-203-2660	HOSE-RUBBER	HQ-30	13	1	0	0	3-aug-1984	/18.70
4191	- 0211	LOK	2990-00-079-0610	CLAMP-ASSY	HQ-23	06	MM	1	0	24-jul-1984	/2.56
4191	- 0212	LOK	2990-00-000-7144	HANGER-EXH-PIPE	HQ-23	06	MM	1	0	27-jul-1984	/1.84
4191	- 0213	LOK	2990-00-000-7145	PIPE-EXH	HQ-23	06	MM	1	0	24-jul-1984	/23.1
4191	- 0215	LOK	6620-00-115-9042	INDICATOR	PLL	13	1	1	0	27-jul-1984	/19.3
4191	- 0210	LOK	5306-00-735-2930	BOLT-U	HQ-23	06	MM	1	0	27-jul-1984	/16.41
4191	- 0220	LOK	5340-01-041-0717	HANDLE	HQ-16	13	1	1	0	24-jul-1984	/111.
4191	- 0221	LOK	2540-01-046-9403	SEAT-ASSY	HQ-16	13	2	2	0	6-jul-1984	/89.1
4191	- 0222	LOK	2540-01-040-8529	PTS-KIT-WINDSHIELD	H-POOL	13	6	6	0	27-jul-1984	/23.8
4191	- 0223	LOK	5995-01-090-7076	PRI-ROADCABLE	FDC	13	0	0	0	24-jul-1984	/1600
4191	- 0224	LOK	5901-09-090-7074	INTERFACE-CABLEASSY	FDC	13	2	2	0	24-jul-1984	/1600
4191	- 0225	LOK	5995-01-090-2613	VEH-BATTERYCABLE	FDC	13	1	0	1	24-jul-1984	/1600
4191	- 0226	LOK	6680-00-933-3599	SPEEDOMETER	HQ-12	06	MM	1	0	24-jul-1984	/199/300.
4192	- 0201	LOK	2530-00-245-1170	WHEEL-CYLINDER	HQ-12	06	MM	1	0	24-jul-1984	/124.
4192	- 0202	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	2	2	0	27-jul-1984	/13.8
4192	- 0203	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	1	0	0	3-aug-1984	/15.4
4192	- 0203	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	0	0	0	3-aug-1984	21.1
4192	- 0203	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	0	0	0	24-jul-1984	/15

6.1.3.7 Filling In Forms

This function will generate the "Filling in Forms" screen. For more information, refer to the description of QBF in Section 3.5.1.

FILLING IN FORMS

Once you have selected an operation to be performed on a form (ADD, MOD, LOOK), you will be presented with a fill-in-the-blank form. The keystrokes for moving around the form are:

TAB	Next field
CTRL-P	Previous field
PF1	Move to menu at bottom of screen
DEL	Delete character in a field
left arrow	Move 1 character to left within field (no deletions)
right arrow	Move 1 character to right within field (no deletions)
CTRL-A	Fill in field with previous value

When adding new entries (ADD option) or updating existing entries (MOD option) old or wrong field entries can be typed over. The RETURN key will clear out fields.

End:

6.1.3.8 Service and Repair

This menu provides access to the Service and Repair tables and reports.

SERVICE AND REPAIR

UPDATE: * SER - Service Schedule Update
 * REP - Repair History Update

REPORTS: * SDU - Service Due
 * RHI - Repair History
 * BAC - Backside of 2406
 * FRO - Frontside of 2406

* EXIT - Leave this menu

HELP SER REP SDU RHI BAC FROM EXIT

* SER	Service Schedule Update. Update the Service Schedule table.
* REP	Repair History Update. Update the Repair History table.
* SDU	Service Due. Print the Service Due report.
* RHI	Repair History. Print the Repair History report.
* BAC	Backside of 2406. Print the DA Form 2406 report (backside).
* FRO	Frontside of 2406. Print the DA Form 2406 report (frontside).

6.1.3.9 Service Schedule Update

This option allows the user to modify existing service records and enter new ones. The user will first be asked for the Unit Identification code (UIC) and bumper/rack number of the item in question. When those have been entered, the computer searches for the item, and if it is found, displays the header information (refer to screen).

All existing records are displayed in the Browse and Update portion of the screen.

Then the cursor is positioned to the Actual Date Field of the oldest existing record. Now the user can modify the Actual date, actual mileage or hours, and the remarks fields, or use the control J and control K keys to move the cursor to older or more current records. When all modifications have been made, the user may position the cursor to the area for new records by using the TAB key, and enter any new records. The Type of service, date due, miles or hours due, and mile or hours code must be entered. The remaining fields may be left blank. Typically, the user will update the "actuals" fields of the oldest record to indicate that service has been performed on the item, and then enter a new record to show when the next scheduled service is due. When all modifications and new entries have been made, the user must press the MENU key, and the computer will ask for a new bumper/rack number. If none is entered, the computer will return to the Service and Repair menu.

| Enter Unit Identification Code: |

| Enter Bumper or Rack Number: |

SERVICE SCHEDULE

UIC: Bumper/Rack: NSN: Serial:
 Line: Model: Description:

	s:due date	m/h due	m/h	actual date	act'l m/h	remark
BROWSE & UPDATE						
APPEND						

6.1.3.10 Repair History Update

This option is virtually identical to the Service table update. When the user enters a UIC and a bumper/rack number, the same header information is displayed. All existing records for the item are displayed in the Browse and Update portion of the screen.

Control J and Control K may be used to modify the Job number, Requisition number and remarks of old records. When the TAB key is pressed new records may be entered. The occurrence date, action, and status must be entered, the remaining fields may be left blank. When the user presses the MENU key, the computer will ask for another bumper/rack number as in the Service option.

VALID ACTION CODES ARE:

- 1) O-admitted to the Organization (battery) maintenance shop
- 2) S-waiting for spare parts to be supplied
- 3) X-sent to the support maintenance shop
- 4) R-released to active service

VALID STATUS CODES ARE:

- 1) O-operational
- 2) N-not operational
- 3) L-limited operation

| Enter Unit Identification Code: |

| Enter Bumper or Rack Number: |

REPAIR HISTORY

UIC: Bumper/Rack: NSN: Serial:
Line: Model: Description:

BROWSE & UPDATE:

occur date	ais	job #	req #	remark

APPEND:

occur date	ais	job #	req #	remark

6.1.3.11 Service Due Report

This report will ask for:

- a) UIC
- b) Beginning date
- c) Ending date

and will print the Service Schedule report sorted by bumper number. Only those services scheduled between the requested dates (inclusive) will appear.

SERVICE DUE REPORT

| UIC: _____ | (DGLAO, DGLBO, DGLCO, DGLSO, DGLTO)
| _____ |

| From Date: _____ | (Examples: TODAY, 01-JAN-1984)
| _____ |

| To Date: _____ |

Select: REPORT to create a new version of the Service Due report.
END to go to the Print Menu for displaying the report.

Help Report End

Send LOSERVREP Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

11:32:12

LOGISTICS SERVICE SCHEDULE REPORT FOR DGLAO FROM 1-OCT-84 TO 1-NOV-84

Bumper	NSN	Description	Model	Serial#	Due Date	Maint	Miles/Hours	M/H	Remarks
A-15	232000508905	TRUCK CARGO: DROP SIDE 5 TO		C329-10306	17-oct-1984	A	10579	M	
A-25	232000508905	TRUCK CARGO: DROP SIDE 5 TO		C329-10429	25-oct-1984	A	10599	M	
A-E20	6115008891446	GEN ST GAS ENG: 1.50W 60HZ	MEP 015A	0A69015069	20-oct-1984	0	1448	H	
A-E21	6115008891446	GEN ST GAS ENG: 1.50W 60HZ	MEP 015A	6A-67-5972	17-oct-1984	0	1145	H	
A-E31	6115000178238	GEN ST	MEP021A	CB71-0388	27-oct-1984	0	631	H	
A-H12	1025010266648	HOWITZER MEDIUM TOWED: 155	M198	342	10-oct-1984	0	111111112	H	
A-H13	1025010266648	HOWITZER MEDIUM TOWED: 155	M198	320	1-nov-1984	0	111111112	H	
A-H16	1025010266648	HOWITZER MEDIUM TOWED: 155	M198	343	27-oct-1984	0	1	H	

6.1.3.12 Repair History Report

This function produces the Repair History report sorted by bumper/rack number and repair occurrence date. All records in the Logistics Repair History Report are printed.

LOGISTICS REPAIR HISTORY REPORT

Select: REPORT to create a new version of the Repair History report.
END to go to the Print Menu for display of the report.

Help Report End

Send LOREPREP Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

6.1.3.13 2406 Repair Report (Back side)

This function prints the back side of the 2406 Repair Report. The report is sorted by 2406 Sequence number and Serial number for any item with a 2406 sequence number, and whose last known repair action is not "R" (released).

DAILY REPAIR REPORT - (BACK SIDE 2406)

- * HELP - Displays a screen that makes you sa_ "HELP".
- * REPORT - Generates a new report.
- * END - Prints the last report that was generated.

Help Report End:

Send back_2406

Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

23-OCT-1984
84297

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

11:42:31

2406 REPAIR REPORT - NONAVAILABLE STATUS (Itemized)

Seq #	Model	Serial #	Bumper	Non-Avail Reason	Status Code	Date		Job # or	Req #	Remarks or Part number	Mtno
						Non-Avail	Admitted to Shop				
04	MEP 015A	508416	H-E3	C	N	84287	84287		42570227	GASKET	
04	MEP 015A	508416	H-E3	B	N	84287	84287		42570228	Strap jumper	788-0431
04	MEP 015A	508416	H-E3	B	N	84287	84287		42570229	GASKET	797-3513
04	MEP 015A	508416	H-E3	B	N	84287	84287		42570229	CABLE ASSY	792-9777
08	M5442	C329-10417	C-15	C	N	84242	84242		42420201	WINCH SHAFT	134-4644
08	M5442	C329-10417	C-15	B	N	84242	84242		42420201	WINCH SHAFT	134-4644
08	M5442	C329-10437	C-12	C	N	84242	84242		42420201	WINCH SHAFT	134-4644
08	M5442	C329-10437	C-12	B	N	84242	84242		42420201	WINCH SHAFT	134-4644
13	M561	1621C	H-64	C	N	84192	84192			TELE RUNS OPEN	
13	M561	1621C	H-64	D	N	84192	84192	60-192		TELE RUNS OPEN	
13	M561	1621C	H-64	D	N	84232	84232	XW-127		AMPLIFIER INOP	GRC-106
13	M561	2972C	H-63	C	N	84278	84278		42460221	PIPE EXHAUST	
13	M561	2972C	H-63	B	N	84278	84278		42460221	PIPE EXHAUST	880-7145
13	M561	2972C	H-63	B	N	84170	84170		41700202	PROP SHAFT	
17	M3562	053914179	S-22	C	N	84170	84170		41700202	PROP SHAFT	924-1529
17	M3562	053914179	S-22	B	N	84170	84170			HOLE IN TRACTOR HULL	
17b	M561	3936C	H-15	C	N	84240	84240			HOLE IN TRACTOR HULL	
17b	M561	3936C	H-15	D	N	84240	84240	VE-052		HOLE IN TRACTOR HULL	
17b	M561	5021C71	H-62	C	N	84244	84244		42440218	U-JOINT	781-7806
17b	M561	5021C71	H-62	B	N	84244	84244		42440218	U-JOINT	781-7806
17b	M561	6670C	H-18	C	N	84222	84222			TRANS LINKAGE BRON	
17b	M561	6670C	H-18	D	N	84222	84222			TRANS LINKAGE BRON	
18	M3562	18225	H-8	C	N	84235	84235		42350200	U-JOINT	615-1736
18	M3562	18225	H-8	B	N	84235	84235		42350200	U-JOINT	615-1736
18	M3562	18225	H-8	B	N	84235	84235		42490203	KIT FRI AXLE	941-6166
18	M3562	C00440071	B-23	C	N	84241	84241			TRUNION AXLE UNSER	
8	M813A1	C13611403	S-11	C	N	84243	84243			TRUNION AXLE UNSER	
	M813A1	C13611403	S-11	D	N	84243	84243			PUMP UNIT UNSER	
	M813A1	C13611403	S-11	C	N	84257	84257			PUMP UNIT UNSER	
	M813A1	C329-10267	A-16	C	N	84229	84229			PUMP UNIT UNSER(CODED 'F')	
		C329-10287	A-16	B	N	84229	84229		42430208	WIRE ROPE	921-3613
		C329-10287	A-16	B	N	84229	84229		42440204	NIPPLE	262-3154
		C329-10287	A-16	B	N	84229	84229		42450205	CLEVIS	941-8668
		C329-10287	A-16	B	N	84229	84229			WIRE ROPE	

01
02
03

6.1.3.14 Materiel Condition Status Report (Front Side of 2406)

This function prints the Materiel Condition Status Report. The report is tallied and sorted by 2406 Sequence number and Serial number for each item that has a 2406 sequence number.

MATERIEL CONDITION STATUS REPORT

(Front Side 2406)

- * REPORT - Generates a new report
- * END - Prints the last report generated

Send LC2406F Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

MATERIEL CONDITION STATUS FROM: 01-OCT-84 TO: 01-NOV-84

Item	Description	Model	ECC	Lin	Auth Qty	On Hand Qty	Possible Days	Available Days	OS	DT	SS	SM	Req Qty	Req Days	ES	ER	E										
01	ANALYZER SET ENGINE; PORTABLE SOLID STATE	STE-1CEPH	KC	A56243	6	1	32	32	0	0	0	0	0	0	0	0	0										
02	COMPUTER GROUP GUN DIRECTION; DL-200	GYK-29(V)	JY	C40499	3	1	32	32	0	0	0	0	3	96	100	33	0										
04	GEN ST GAS ENG; 1.5MW 40HZ JPH 2 WIRE AC 120V SHOCK	MEP 015A	08	J43918	16	14	440	417	31	0	0	0	0	0	0	0	0										
05	GEN ST GAS ENG; 1.5MW DC 28V SHOCK TACTICAL UTILITY	MEP 025A	08	J44055	34	18	574	574	0	0	0	0	0	0	0	0	0										
06	GEN ST	MEP021A	08	J45836	0	4	128	128	0	0	0	0	0	0	0	0	0										
07	GEN ST GAS ENG; 3MW DC 28V SKD-SHW TBLR FRAME MTD TA	MEP 024A	08	J46110	2	4	128	128	0	0	0	0	0	0	0	0	0										
08	TRUCK CARGO 5 TON LONG WHEELBASE W/W	M5442	HI	X40968	0	28	894	834	62	0	0	0	28	896	93	93	0										
12	RADIO SET	AN/PRC-77	JR	Q38299	6	54	1720	1720	0	0	0	0	54	1720	100	100	0										
13	TRK CGO 1-1/4T M561	M561	HF	X39940	0	2	64	31	0	0	32	1	2	64	40	48	0										
15	TRK ANB 1-1/4T	M792	HF	X38961	0	1	32	32	0	0	0	0	1	32	100	100	0										
16	TRK CGO 1-1/4T	M884	HF	X39453	0	1	32	32	0	0	0	0	1	32	100	100	0										
17	TRK CGO 2 1/2T W/W	M35A2	HG	X40146	0	16	512	388	62	0	0	0	16	512	75	75	0										
17	TRK CGO 2 1/2T W/W	M35A2	HG	X40146	0	1	32	1	31	0	0	0	1	32	3	3	0										
17B	TRK CGO 1-1/4T M561	M561	HF	X39940	0	15	480	387	31	0	62	0	0	0	0	0	0										
18	TRUCK CARGO; DROP SIDE 5 TON 4X6 W/E	M813A1	HI	X40794	49	49	1568	1475	31	31	0	0	49	1568	94	94	0										
18	TRUCK CARGO; DROP SIDE 5 TON 4X6 W/E	M35A2C	HI	X40794	49	38	1216	1123	31	31	0	0	49	1548	92	71	0										
18a	TRK CGO D/S M35A2C	M35A2C	HG	X40077	0	10	320	320	0	0	0	0	0	0	0	0	0										
18b	TRK CGO D/S M35A2C	M35A2C	HG	X40077	0	1	32	32	0	0	0	0	0	0	0	0	0										
19	TRK CGO 2 1/2T W/W	M35A2	HG	X40146	0	18	320	320	0	0	0	0	18	320	100	100	0										
20	TRUCK CARGO; 2 1/2T M35A2	M35A2	HG	X40009	0	2	64	64	0	0	0	0	2	64	100	100	0										
20a	TRUCK CARGO; 2 1/2T M35A2	M35A2	HG	X40009	0	2	64	64	0	0	0	0	0	0	0	0	0										
21	TRUCK CARGO 5 TON LONG WHEELBASE W/W	M5442	HI	X40968	0	9	280	257	31	0	0	0	9	280	89	89	0										
21b	TRUCK CARGO 5 TON LONG WHEELBASE W/W	M5442	HI	X40968	0	1	32	32	0	0	0	0	0	0	0	0	0										
21c	TRUCK CARGO 5 TON LONG WHEELBASE W/W	M5442	HI	X40968	0	8	256	225	31	0	0	0	0	0	0	0	0										
22	TRUCK UTILITY; 1/4 TON	M151A2	MB	X60833	0	37	1104	1104	0	0	0	0	37	1104	100	100	0										
Totals for etc A																187	249	7968	7501	240	62	63	1	249	7968	94	94

6.1.3.15 Parts

This menu provides access to the Prescribed Load List (PLL-Parts) tables and reports.

6.1.3.16 Add New Parts

This function allows the user to add information to the PLL table. The standard QBF functions are available. All fields on the following screen should be entered for each PLL item that is stocked by each battery.

ADD NEW PARTS

PRESCRIBED LOAD LIST

| _____ |
| UIC: _____ |
| _____ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

| _____ |
| NSN: _____ |
| _____ |

Authorized Quantity: _____

Date Established: _____

On-hand Quantity: _____

APPEND #1 (control-Z to add, <MENU KEY> to return)

6.1.3.17 Modify or Delete Parts

This function allows the user to add, change and delete information in the PLL table. The standard QBF functions are available.

MODIFY OR DELETE PARTS

PRESCRIBED LOAD LIST

| _____ |
| UIC: _____ |
| _____ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

| _____ |
| NSN: _____ |
| _____ |

Authorized Quantity: _____

Date Established: _____

On-hand Quantity: _____

ENTER QUERY (<MENU KEY> to return or to run)

6.1.3.18 Browse Through Parts List

This function allows the user to retrieve information from the PLL table. The standard QBF functions are available.

BROWSE THROUGH PARTS LIST

PRESCRIBED LOAD LIST

| _____ |
| UIC: _____ |
| _____ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

| _____ |
| NSN: _____ |
| _____ |

Authorized Quantity: _____

Date Established: _____

On-hand Quantity: _____

ENTER QUERY (<MENU KEY> to return or to run)

6.1.3.19 Prescribed Load List for Battery (Battery PLL Report)

This function asks the user to enter a UIC (battery code) and prints the status of all PLL items for the requested battery. The report is sorted by UIC and NSN. The quantity due, document number, and priority are automatically retrieved from the Document Register table where supply actions exist.

PLL BATTERY REPORT

| Enter UIC: | (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0 *)

Select: REPORT to create a new version of the PLL report
END to go to the Print Menu for display of the report

Help Report End:

Send LOPLLREP Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

11:54:55

PRESCRIBED LOAD LIST FOR BATTERY: A

NSN	Description	Auth	Date Establ	Onhand	Due-in	Document No	Priority
025010385408	PIN FIRING M198	2		2	1	W80YAA42868202	13
025010469384	CARRIER MA98	2		2	0		
2530000402188	UNIT ASSY	2		2	0		
2530006930679	BRAKE SHOE 2-1/2T	2		0	2	W80YAA42750214	06
530006930680	BRAKE SHOE 2-1/2T	2		2	1	W80YAA42868206	13
530007376689	CYLINDER M831	2		2	0		
2530007410883	BOOT STEER 2-1/2T	2		2	0		
530007411070	CYLINDER 2 1/2TON	2		1	1	W80YAA42640206	13
530007539267	CYLINDER 2-1/2T	2		0	2	W80YAA41640212	06
2530010464689	PARTS KIT M198	2		2	0		
7540000500010	ARM WINDS	2		2	0		
540002559212	BLADE W/W 2-1/2T	2		2	0		
2540003914322	MOTOR WIPER M813A1	2		2	0		
2540008400022	MIRROR 2 1/2T	2		2	0		
590003078856	SWITCH 2-1/2T	2		2	0		
610000519450	INNER TUBE STON	2		2	1	W80YAA42480251	06
2610002620453	TIRE M813	2		1	1	W80YAA42650205	13
2610002620677	TIRE 2-1/2T	2		0	2	W80YAA42480217	06
610002697332	INNER TUBE 1/4T	2		2	0		
2610002697383	INNER TUBE 2 1/2TON	2		1	1	W80YAA42010200	06
2610002697383	INNER TUBE 2 1/2TON	2		1	1	W80YAA42410203	13
610006781363	TIRE 1/4T	2		2	0		
2910002550724	MODIFI CARB 1/4T	2		2	0		
2910005753498	PUMP FUEL	2		2	0		
910009174735	PARTS KIT MEB025A	2		2	0		
910011445262	FUEL PUMP	2		2	0		
2920002254841	PARTS KIT 1.5KW	2		1	1	W80YAA42850204	13
2920003043493	STARTER M813A1	2		1	1	W80YAA42750208	13
2920000107002	SPARK PLUG	4		4	0		
2920009092483	GENERATOR 1/4T	2		2	0		
2940002254842	FILTER 1.5KW	2		1	1	W80YAA42900203	13
9940008762212	FILTER	2		2	0		
3030007911357	BELTS M813A1	2		2	0		
3030008340507	BELT M813A1	2		2	0		
3110001588355	BEARING M198	2		0	2	W80YAA32730200	06
110001588355	BEARING M198	2		0	12	W80YAA32730201	06
3110010284860	BEARING M198	2		0	2	W80YAA32730202	06
7330011454566	SEAL M198	2		2	0		
5930006929258	SWITCH M813	2		2	0		
593000889865	SWITCH M813A1	2		2	0		
6135001201020	BATTERY BA-30	18		0	1	W80YAA41640204	13
6135001201020	BATTERY BA-30	18		0	1	W80YAA42120201	13
6135001201020	BATTERY BA-30	18		0	18	W80YAA42760200	06
6135001201020	BATTERY BA-30	18		0	36	W80YAA42850201	06
6135010363495	BATTERY BCS	6		6	0		
6140000572553	BATTERY 1/4T	2		2	0		

6.1.3.20 Battalion PLL Rollup Report

This function prints the Battalion PLL Rollup Report. The report is similar to the battery PLL report, but lists all records in the PLL table regardless of battery.

BATTALION PLL ROLLUP REPORT

Select REPORT to generate a new report

Select END to go to print menu

Help Report End:

Send LOBNPLLREP Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

14:46:08

PRESCRIBED LOAD LIST - BATTALION ROLLUP

NSN	Description	Auth	Date Establ	Onhand	Due-in
1005000542251	GUARD HAND	2		2	0
1015010120271	PAO M198	4	29-may-1984	2	2
1025010305408	PIN FIRING M198	6	22-aug-1980	5	1
1025010409304	CARRIER MA98	6	22-aug-1980	2	2
1025011304123	POWER SUPPLY BCS	2		1	0
1025011304208	CIRCUIT CRD BCS	2		0	0
1025011304209	CIRCUIT CRD BCS	2		2	0
1025011304211	CIRCUIT CRD BCS	2		2	0
1025011304212	CIRCUIT CRD BCS	2		2	0
1025011304213	CIRCUIT CRD BCS	2		2	0
1025011304214	CIRCUIT CRD BCS	2		1	0
1025011304215	CIRCUIT CRD BCS	2		2	0
1025011304216	CIRCUIT CRD BCS	2		1	0
1025011304217	CIRCUIT CRD BCS	2		2	0
2510007697407	FASTNER 1/4T	2		2	0
2520000061953	PARTS KIT M561	2		0	6
2520001763331	PARTS KIT 1/4T	8	1-aug-1992	6	7
2520001763333	YOKE UNIVER 1/4T	2		2	1
2520001763334	UNIVERSAL 1/4T	2		2	1
2520006783115	PARTS KIT 1/4T	4		2	0
2520006783123	DIFF 1/4T	2		2	0
2520006830598	HORN 1/4T	2		2	1
2520007817806	PARTS KIT M561	2		0	4
2520007817806	PARTS KIT M561	2		0	4
2520010540803	PARTS KIT 1/4T	2		0	2
2530000402108	UNIT ASSY	6		6	1
2530000061942	PARTS KIT STEERING	2		2	0
2530001763337	SPINDLE 1/4T	2		2	0
2530001768942	TIE ROD 1/4T	2		0	2
2530002451170	CYLINDER M561	4		2	4
2530002451170	CYLINDER, WHEEL	4		2	4
2530002744511	CYLINDER 2-1/2T	6	10-aug-1920	5	0
2530006781284	BRAKE 1/4T	2		2	0
2530006930679	BRAKE SHOE 2-1/2T	10	14-oct-1983	6	2
2530006930680	BRAKE SHOE 2-1/2T	8	14-oct-1983	0	2
2530007373238	LEVER 2-1/2T	2		2	0
2530007376689	CYLINDER M831	8	30-jan-1984	0	0
2530007389061	RING SIDE	2	30-jan-1984	2	2
2530007410803	BOOT STEER 2-1/2T	8	14-jul-1984	0	0
2530007411070	CYLINDER 2 1/2TON	2		1	1
2530007521767	BRAKE SHOE 2 1/2T	4		2	0
2530007539267	CYLINDER 2-1/2T	6		0	10
2530008071341	PARTS KIT 1/4T	9		9	1
2530009019685	CORE FLEX	2		2	0
2530009747568	CYLINDER	4	14-jul-1984	2	0

6.1.3.21 Update PLL Parts Description

This function allows the user to add, change and delete information in the PLL description table. The standard QBF functions are available. It is the user's responsibility to make sure this table contains the NSN and description of every PLL item used by the battalion.

PREScribed LOAD LIST DESCRIPTION

NSN:	DESCRIPTION OF ITEM:
------	----------------------

HELP UPDATE RETRIEVE APPEND EXIT:

6.1.3.22 Filling In Forms

FILLING IN FORMS

Once you have selected an operation to be performed on a form (ADD, MOD, LOOK), you will be presented with a fill-in-the-blank type form. Following are the keystrokes for moving around the form:

TAB	Next field
CTRL-P	Previous field
PF1	Move to menu at bottom of screen
DEL	Delete character in a field
Left Arrow	Move 1 character to left within field (no deletions)
Right Arrow	Move 1 character to right within field (no deletions)
CTRL-A	Fill in field with previous value

When adding new entries (ADD option) or updating existing entries (MOD option), old or wrong field entries can be typed over. The RETURN key will clear out fields.

End:

6.1.3.23 Property

This menu provides access to the property tables and reports.

PROPERTY

- * HAND - Hand Receipts menu
- * ROLL - Rollup menu
- * LINE - Line Number Information
- * NSN - National Stock Number Information
- * EXIT - Exit Application

HELP HAND ROLL LINE NSN EXIT:

- * HAND Hand Receipts menu. Access to Hand receipt items, components, and holder information. Also, the Hand receipt forms and reports.

- * ROLL Rollup menu. Access to the Property status, Battery and Battalion property rollup reports.

- * LINE Line Number Information. Modify information by Line Item Number.

- * NSN National Stock Number Information. Modify information by NSN.

6.1.3.24 Hand Receipts Menu

This menu provides access to the Hand Receipt tables and reports.

HAND RECEIPTS

- * ADD - Add Hand Receipt Information
- * LOOK - Look at Hand Receipt Information
- * MOD - Modify Hand Receipt Information
- * COMP - Component Information
- * HOLD - Holder Identification
- * HRPA - Print Hand Receipts (parent items)
- * HRCO - Print Hand Receipts (components)
- * REP - Print Hand Receipt Report
- * EXIT - Leave this menu

HELP ADD LOOK MOD HOLD COMP HRPA HRCO REP EXIT:

- * ADD Add Hand Receipt Information. Add records to the Hand Receipt table.
- * LOOK Look at Hand Receipt Information. Look at records in the Hand Receipt table.
- * MOD Modify Hand Receipt Information. Modify records in the Hand Receipt table.
- * COMP Component Information. Modify records in the Hand Receipt Components table.
- * HOLD Holder Identification. Modify records in the Hand Receipt Holders table.

6.1.3.24.1 .Add Hand Receipt Information

This function allows the user to add information to the Hand Receipt table. The standard QBF functions are available. All the fields on the following screen should be filled in for every item of property within the entire battalion.

HAND RECEIPT INFORMATION

| _____ |
| UIC: _____ |
| _____ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0) Unit: _____

| _____ |
| Receipt#: _____ |
| _____ |

Line number: _____ Reportable Line: _____ NSN: _____
Serial#: _____ Bumper/Rack: _____ USA code: _____
Quantity Authorized: _____ Quantity On Hand: _____ Sub-Hand Receipt#: _____
Is this a Component (Y/N): _____ Seq#: _____

APPEND #1 (control-Z to add, <MENU KEY> to return)

6.1.3.24.2 Look at Hand Receipt Information

This function allows the user to retrieve information from the Hand Receipt table. Typically, the user will want to examine records by NSN and serial number.

HAND RECEIPT INFORMATION

| UIC: _____ | (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0) Unit: _____
| _____ |

| Receipt#: _____ |
| _____ |

Line number: _____ Reportable Line: _____ NSN: _____
Serial#: _____ Bumper/Rack: _____ USA code: _____
Quantity Authorized: _____ Quantity On Hand: _____ Sub-Band Receipt#: _____
Is this a Component (Y/N): _____ Seq#: _____

ENTER QUERY (<MENU KEY> to return or to run)

6.1.3.24.3 Modify Hand Receipt Information

This function allows the user to change or delete any of the information in the Hand Receipt table.

MODIFY HAND RECEIPT INFORMATION

UIC: _____ (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0) Unit: _____

Receipt#: _____

Line number: _____ Reportable Line: _____ NSN: _____

Nomenclature: _____

Serial#: _____ Bumper/Rack: _____ USA code: _____

Quantity Authorized: _____ Quantity On Hand: _____ Sub-Band Receipt#: _____

Component (Y/N): _____ Seq#: _____

ENTER QUERY (<MENU KEY> to return or to run)

6.1.3.24.4 Modify Component Information

This function allows the user to add, change and delete information in the Hand Receipt components table. The standard QBF functions are available. It is the user's responsibility to be sure that this table contains one record that corresponds to each record in the Hand Receipt table flagged as a component.

COMPONENTS DEFINITION

| PARENT NSN: _____ | | COMPONENT NSN: _____ |

Description: _____

Authorized Quantity: _____

Unit of Issue: _____

Type: _____

Model: _____

ENTER QUERY (<MENU KEY> to return or to run)

6.1.3.24.5 Modify Hand Receipt Holders

This function allows the user to add, change and delete information in the Hand Receipt Holder table. The standard QBF functions are available. It is the user's responsibility to make sure that this table contains one record for each Hand Receipt number that is in use by each battery.

HAND RECEIPT HOLDER INFORMATION

| UIC: | (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

| Receipt#: |

Social Security Number of Hand Receipt Holder:

ENTER QUERY (<MENU KEY> to return or to run)

6.1.3.24.6 .Print Hand Receipts (Parent Items)

This function asks the user for his UIC and Hand Receipt number, (either, or both may be a star [*]). This function then prints Hand Receipt Forms sorted by UIC, Hand Receipt number, Line Item number, and NSN.

HAND RECEIPT FORMS

| _____ |
| UIC: _____ |
| _____ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

| _____ |
| Receipt#: _____ |
| _____ |

Select: REPORT to create a new version of the Repair History report.
END to go to the Print Menu for display of the report.

Help Report End

Send LOHANDREP Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

30-OCT-1984

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

18:33:28

COMPONENTS HAND RECEIPT - NUMBER: 8 for UNIT: DGLS0
HOLDER: GRAY KENT EVERETTE
PARENT: 5100007540661 TOOL KIT WELDERS:
SERIAL # 79W19632
TYPE OF COMPONENTS:

Line	NSN	Description	On Hand	U1	Serial #
W58075	5110002430901	BLADE, HAND, HACKSAW: HSS; 0.625 in thk; 12 in lg; 24 teeth	1	E	
W58075	7920002691259	BRUSH, WIRE, SCRATCH: shoe handle; straight rectangular face;	2	E	
W58075	5110001867107	CHISEL, COLD, HAND: 1/2 in w of cut; 5-3/4 in lg 81348 666-C	1	E	

I accept responsibility for the property shown on pages ____ to ____ of this printout.

Signature: _____ Date: _____.

6.1.3.24.7 Print Hand Receipts (Components)

This functions asks the user for his UIC and Hand Receipt number, and parent NSN. It then prints the Hand Receipt Components report for that parent item. Components are sorted alphabetically by description.

| Enter UIC (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0): |

| Enter Hand Receipt number: |

| Enter parent NSN (13 digits): |

HAND RECEIPT COMPONENTS FORM

Select REPORT to generate a new report
Select END to go to print menu

Help Report End:

Send LOERCO Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

0-OCT-1984

1st Battalion 11th Field Artillery
Fort Lewis, WA 98433

18:33:28

COMPONENTS HAND RECEIPT - NUMBER: 8 for UNIT: DGLSO
HOLDER: GRAY KENT EVERETTE
PARENT: 5180007540661 TOOL KIT WELDERS:
SERIAL # 79419432
TYPE OF COMPONENTS:

Line	NSN	Description	On Hand	UI	Serial #
075	5110002430901	BLADE, HAND, HACKSAW: HSS; 0.025 in thk; 12 in lg; 24 teeth	1	E	
1075	7920002691259	BRUSH, WIRE, SCRATCH: shoe handle; straight rectangular face;	2	E	
458075	5110001867107	CHISEL, COLD, HAND: 1/2 in w of cut; 5-3/4 in lg 81348 666-C	1	E	

I accept responsibility for the property shown on pages ____ to ____ of this printout.

Signature: _____ Date: _____.

6.1.3.24.8 Print Hand Receipt Report

This report asks the user to enter a UIC and Hand Receipt number, then prints a Hand Receipt Property Status Report sorted by Line item number, NSN, and serial number.

| Enter UIC (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0): |

| Enter Hand Receipt number: |

HAND RECEIPT PROPERTY STATUS REPORT

This report requires WIDE paper

- * REPORT - Generates a new report
- * END - Prints the last report that was generated

Help Report End:

Send LOPEAND Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

6.1.3.25 Rollup Menu

This menu provides access to the property Rollup reports.

6.1.3.25.1 Property Status Report

This function asks the user to enter a UIC, then prints a Property Status Report for that UIC. Items are sorted by Line item number, NSN, and Serial number.

PROPERTY STATUS REPORT

This report requires WIDE paper.

- * REPORT Generates a new report
- * END Prints the last report that was generated

Help Report End

Send LOPSTAT Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

24 OCT 1984

1st Battalion 316th Field Artillery
Fort Lewis, WA 98033

11:06:56

LOGISTICS PROPERTY STATUS REPORT FOR: DELAG

Line#	Report	NSN	Serial#	Regid#	bumper	Seq	Description	Model	Qty	U/I	IME	Owner	Status	Remarks	Job#	Document#
					A-22		unknown		1	99		unknown				
					A-23		unknown		1	99		unknown				
					A-8		unknown		1	99		unknown				
A22496	A22496	129009720073	0325-17201				AIMING CIRCLE;		1	EA	3	TAPPA PETER VINCENT				
B49272	B49272	105500179701					RAYDET-WHITE; W/SCABARD FOR M16A1 RIFLE		101	EA	3	TAPPA PETER VINCENT				
B67266	B67266	129009720073	0325-17200				BIACULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE		1	EA	1	DOBBIUS O C				
C1797	C1797	127001021444	30031114				COMPUTER SET FIELD ARTILLERY GENERAL		1	SE	16	MARION SAMUEL ALLEN				
C1797	C1797	127001021444	3000555				COMPUTER SET FIELD ARTILLERY GENERAL		1	SE	16	MARION SAMUEL ALLEN				
C8145	C8145	1088001031244					CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT UT MADAR S		1	EA	2	BURKHARDT MICHAEL ANTHONY				
C8213	C8213	1088001031244					CAMOUFLAGE SCREEN SUPPORT SYSTEM; WOODLAND/DESER		1	EA	2	BURKHARDT MICHAEL ANTHONY				
E43317	E43317	6465001515337	1110				COMPASS MAG UMFD LENS		1	EA	3	TAPPA PETER VINCENT				
E43317	E43317	6465001515337	1100				COMPASS MAG UMFD LENS		1	EA	3	TAPPA PETER VINCENT				
E43317	E43317	6465001515337	1230				COMPASS MAG UMFD LENS		1	EA	3	TAPPA PETER VINCENT				
E43317	E43317	6465001515337	1237				COMPASS MAG UMFD LENS		1	EA	3	TAPPA PETER VINCENT				
E43317	E43317	6465001515337	3007				COMPASS MAG UMFD LENS		1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	207410				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217112				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217129				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217131				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217134				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217137				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217139				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217142				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	217147				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	218090				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	223742				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E43270	E43270	1290009304240	224659				COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT				
E70044	E70044	431000430005	647010				COMP UNIT MCP; TRK 2 WML PHEU TIRMS GAS DRAN S C 6-311-PC		1	EA	0	PUGH STEVEN GREGORY				
E70044	E70044	431000430005	647010				COMPTR GUN DIRECT M10		1	EA	0	PUGH STEVEN GREGORY				
F91465	F91465	4230007201610	0340-16244				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16246				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16319				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16320				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16321				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16322				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16324				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16326				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16327				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16329				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16330				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16332				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16333				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16334				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16337				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16339				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16340				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16342				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16343				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16344				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16345				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16346				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16347				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16348				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16349				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16350				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16351				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16352				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16353				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16354				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16355				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16356				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16357				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16358				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16359				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16360				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16361				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16362				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16363				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16364				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16365				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16366				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16367				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16368				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16369				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16370				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16371				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16372				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16373				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16374				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465	F91465	4230007201610	0340-16375				DECOM APP ABC-M11		1	EA	5	PSALMOS BOBBY G				
F91465</																

6.1.3.25.2 Battalion Rollup Report

This function prints the Battalion Property Rollup Report sorted by Reportable Line item number and UIC.

Select: REPORT to create a new version of the Battalion Rollup
END to go the Print Menu for displaying the report.

Help Report End

Send LOBNROLL Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

BATVALIDY PROPERTY ROLL-UP

Line	Subline	UIC	MSN	UI	Reqd	Auth	OnHand	Due In	Ricc	ERC	Description	Model	Price	Document
		06L40	232009240073	--	0	0	3	0	-		---unknown---	---unknown---	0.00	---none---
			0.0 Percent Fill		0	0	3							
990034		06L00	743002049023		0	0	2	0	-		TYPEWRITER NP NON-ELEC		210.00	---none---
		06L00	743002049023		0	0	4	0	-		TYPEWRITER NP NON-ELEC		210.00	---none---
			0.0 Percent Fill		0	0	6							
A03109		06L50	254003195724		0	0	1	0	-		TAMP-BOAS F/TIRK 2-1/2		350.00	---none---
			0.0 Percent Fill		0	0	1							
A03210		06L50	-----none-----	EA	0	2	0	0	2		ACCESSORY OUTFIT GASOLINE FIELD RANGE: ACCOM 50 MEN		0.00	FC0612511005
			0.0 Percent Fill		2	2	0							
A22494		06L40	1290010670407	EA	4	4	1	0	1		AIMING CIRCLE:		1300.00	FC0612511005
		06L00	1290010670407	EA	4	4	4	0	1		AIMING CIRCLE:		1300.00	FC0612511005
		06L00	1290010670407	EA	4	4	3	0	1		AIMING CIRCLE:		1300.00	FC0612511005
		06L00	1290010670407	EA	0	0	1	0	-		AIMING CIRCLE:		1300.00	---none---
			75.0 Percent Fill		12	12	9							
A23701		06L70	-----none-----		2	2	0	0	1		AIR CONDITIONER: FLANOM A/C AC 115V 1PH 60CY 4000BTU		0.00	FC0612511005
			0.0 Percent Fill		2	2	0							
A32060		06L40	-----none-----	EA	2	2	0	0	1		ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
		06L00	-----none-----	EA	2	2	0	0	1		ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
		06L00	-----none-----	EA	2	2	0	0	1		ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
		06L00	-----none-----	EA	2	2	0	0	1		ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
		06L00	-----none-----	EA	2	2	0	0	1		ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		2450.00	FC0612511005
			27.3 Percent Fill		11	11	3							
A53491		06L40	-----none-----		9	9	0	0	2		AMPLIFIER-POWER SUPPLY GROUP: 00-174/VRC		0.00	FC0612511005
		06L00	-----none-----		9	9	0	0	2		AMPLIFIER-POWER SUPPLY GROUP: 00-174/VRC		0.00	FC0612511005
		06L00	-----none-----		9	9	0	0	2		AMPLIFIER-POWER SUPPLY GROUP: 00-174/VRC		0.00	FC0612511005

6.1.3.25.3 TOE Report

This function prints the Table of Equipment Report sorted by UIC, Line item number, and Paragraph number.

Select: REPORT to create a new version of the Table of Equipment
report.

END to go the Print Menu for displaying the report.

Help Report End

Send LOEMTOE Report to:

- * Printer
- * Terminal
- * End

Help Printer Terminal End:

LOGISTICS TABLE OF EQUIPMENT

UIC	Line	Par	Description	Unit	Authorizing Doc	reqd	auth	delta-r	delta-a	NewLin	New Date	Ricc	Rmk	Select code
D6L80	A22496	284	AIMING CIRCLE:		FC06125T108511	4	4	99999	99999			1		
D6L80	A32860	291	ALARM CHEMICAL AGENT AUTOMATIC; PORTABLE MHWPACK		FC06125T108511	1	1	99999	99999			1		
D6L80	A32860	295	ALARM CHEMICAL AGENT AUTOMATIC; PORTABLE MHWPACK		FC06125T108511	1	1	99999	99999			1		
D6L80	A53491	291	AMPLIFIER-POWER SUPPLY GROUP; 06-174/VARC		FC06125T108511	1	1	99999	99999			2		
D6L80	A53491	294	AMPLIFIER-POWER SUPPLY GROUP; 06-174/VARC		FC06125T108511	1	1	99999	99999			2		
D6L80	A53491	295	AMPLIFIER-POWER SUPPLY GROUP; 06-174/VARC		FC06125T108511	1	1	99999	99999			2		
D6L80	A53491	296	AMPLIFIER-POWER SUPPLY GROUP; 06-174/VARC		FC06125T108511	6	6	99999	99999			2		
D6L80	A56243	292	ANALYZER SET ENGINE; PORTABLE SOLID STATE		FC06125T108511	1	1	99999	99999			1		
D6L80	A79381	291	ANTENNA GROUP; OE-254(1)/GRC		FC06125T108511	1	1	99999	99999			2		
D6L80	A79381	294	ANTENNA GROUP; OE-254(1)/GRC		FC06125T108511	1	1	99999	99999			2		
D6L80	A79381	295	ANTENNA GROUP; OE-254(1)/GRC		FC06125T108511	1	1	99999	99999			2		
D6L80	B07126	293	AXLE CABLE REEL; RL-27		FC06125T108511	2	2	99999	99999			2		
D6L80	B14181	296	BAG CARGO AERIAL DELIVERY; COTTON DUCK COLLAPSIBLE S		FC06125T108511	12	12	99999	99999			2		
D6L80	B49272	291	BAYONET-KNIFE; W/SCABBARD FOR M16A1 RIFLE		FC06125T108511	99	99	99999	99999			2		
D6L80	B67766	291	BINOCULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE 7X		FC06125T108511	1	1	99999	99999			2		
D6L80	B67766	294	BINOCULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE 7X		FC06125T108511	2	2	99999	99999			2		
D6L80	B67766	295	BINOCULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE 7X		FC06125T108511	1	1	99999	99999			2		
D6L80	C00601	291	CHARGER RADJAC DETECTOR; PP-4378/PO		FC06125T108511	2	2	99999	99999			2		
D6L80	C17797	295	COMPUTER SET FIELD ARTILLERY GENERAL;		FC06125T108511	2	2	99999	99999			2		
D6L80	C40499	295	COMPUTER GROUP GUN DIRECTION; OL-200		FC06125T108511	1	1	99999	99999			2		
D6L80	C62375	291	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	3	3	99999	99999			2		
D6L80	C62375	292	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	1	1	99999	99999			2		
D6L80	C62375	294	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	4	4	99999	99999			2		
D6L80	C62375	295	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	6	6	99999	99999			2		
D6L80	C66116	295	CABLE STUB; CX-163/G		FC06125T108511	2	2	99999	99999			2		
D6L80	C68719	291	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	2	2	99999	99999			2		
D6L80	C68719	294	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	2	2	99999	99999			2		
D6L80	C68719	295	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	2	2	99999	99999			2		
D6L80	C68719	296	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	6	6	99999	99999			2		
D6L80	C68856	293	CABLE TELEPHONE; WD-1/TT RL-159/U 5280 FT		FC06125T108511	7	7	99999	99999			2		
D6L80	C68993	293	CABLE TELEPHONE; WD-1/TT RX-306/G 2640 FT		FC06125T108511	6	6	99999	99999			2		
D6L80	C89145	291	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT VT RADAR SCAT		FC06125T108511	4	4	99999	99999			2		
D6L80	C89145	292	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT VT RADAR SCAT		FC06125T108511	2	2	99999	99999			2		
D6L80	C89145	293	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT VT RADAR SCAT		FC06125T108511	1	1	99999	99999			2		
D6L80	C89145	294	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT VT RADAR SCAT		FC06125T108511	3	3	99999	99999			2		
D6L80	C89145	295	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT VT RADAR SCAT		FC06125T108511	2	2	99999	99999			2		
D6L80	C89145	296	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT VT RADAR SCAT		FC06125T108511	36	36	99999	99999			2		
D6L80	C89145	297	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT VT RADAR SCAT		FC06125T108511	18	18	99999	99999			2		
D6L80	C89213	291	CAMOUFLAGE SCREEN SUPPORT SYSTEM; WOODLAND/DESERT PL		FC06125T108511	4	4	99999	99999			2		

6.1.3.26 Line Number Information

This function allows the user to add, change and delete information in the Line item information table. The standard QBF functions are available. It is the user's responsibility to make sure that this table contains one record for every Line Item Number used by the battalion.

LINE INFORMATION

LINE NUMBER: _____

Description: _____
Model Number: _____ Emergency Readiness Code: _____
Class: _____ Unit of Issue: _____
HIO: _____ (H)ousing, I)nstallation, or O)rg) ECC: _____

ENTER QUERY (<MENU KEY> to return or to run)

6.1.3.27 National Stock Number

This function allows the user to add, change and delete information in the NSN table. The standard QBF functions are available. It is the user's responsibility to make sure that this table contains one record for every NSN used by the battalion.

NATIONAL STOCK NUMBER INFORMATION

NSN: _____

SEC Code: _____

Line: _____

Unit Price: _____

Technical Manual Number and Date: _____

ENTER QUERY (<MENU KEY> to return or to run)

SECTION 7
VAX UTILITIES

7.1 WORDPROCESSING

MUSE is a word processor software program which is present on the ATUTMS system. A series of fifteen self-instruction lessons are available on the computer for the user to learn at his own speed. These lessons are:

- Lesson 1 - Getting Started
- Lesson 2 - Printing a Document
- Lesson 3 - Creating Your Own Documents
- Lesson 4 - Inserting and Deleting
- Lesson 5 - Centering, Emboldening and Tabulation
- Lesson 6 - The Format Line and Indentation
- Lesson 7 - Search and Replace
- Lesson 8 - Moving and Copying Text Within a Document
- Lesson 9 - Moving and Copying Text Into and Out of Other Documents
- Lesson 10 - Destroying Unwanted Documents
- Lesson 11 - Spelling Checker
- Lesson 12 - Advanced Screen Manipulation
- Lesson 13 - Decimal Tabulation
- Lesson 14 - Pagination
- Lesson 15 - Column Manipulation

To enter the MUSE program, type MUSE after the VMS \$ prompt. MUSE will present a menu and the cursor will be positioned at the first choice (EDIT). Any of the choices may be selected and used, or one of the self-instruction lessons may be selected. To begin a lesson, enter the MUSE main menu, then press the ESC key followed by the Q key. MUSE will ask you to enter a document name. Type LESSON1 or LESSON2, etc. The specified lesson will be displayed on the screen and it will give instructions on what to do.

7.2 MAIL

MAIL is a VMS which allows you to send mail to other users on this VAX. You can:

- 1) Send mail to other VAX users
- 2) Read your mail
- 3) Reply to your mail
- 4) File your mail
- 5) Forward your mail
- 6) Print your mail
- 7) Search your mail
- 8) Delete your mail

To use MAIL enter the following command:

```
$ MAIL
```

The computer will respond with:

```
MAIL>
```

You can then type any of the commands described below, followed by pressing the RETURN key. The MAIL commands are:

SEND

Sends mail to another user/s. You will be prompted for the names of receiving user/s and the subject of the mail -

```
To: username[,username]
```

```
Subj: [text]
```

Note that the username is the name that a user logs on with. See Section 3.1.2.1 for more information. If a file-spec is specified on the SEND command, that file will be sent to the user/s. If a file is not specified, you will be prompted for the text of the mail.

Format

```
SEND filename
```

Qualifiers

/EDIT

Specifies that an editor is to be called to edit the message being sent. If a file-spec filename is specified on the SEND command, a copy of the file will be edited. If no filename is specified, the editor will be started with an empty file.

/LAST

Specifies that the last message sent should be used as the test for this message. The /EDIT qualifier is ignored if the /LAST qualifier is used.

READ

Displays your mail messages. The first time you enter the command, the first page of your oldest mail message will be displayed. Each time you enter it, the next page, or if there are no more pages, the next message will be displayed.

Format

READ message - number

The message's number in the message file is listed next to the filename when you read your mail. To read a specific message, enter its number on the READ command.

For Example:

MAIL> READ 22 will display message 22.

MAIL> 22 will do the same thing.

If you receive new mail while you are reading mail, just enter READ MAIL to read it.

Pressing just (return) (or just a number) performs the same as the READ command.

BACK

Backup to the previous message.

DELETE

Deletes the current (last read) message from your list of mail messages. The message is not actually deleted from the file until you either exit mail or read another message, you can recover it by aborting MAIL with QUIT or CTRL/Y.

DIRECTORY

Lists a summary of your mail messages. The message number, sender's name, date, and subject of each of your mail messages are displayed.

FORWARD

Sends a copy of the current (last read) message to another user/s. You will be prompted, just as in the SEND command, for the names of the user/s to whom you wish to forward the message.

LISTS

If you send mail to a number of users that are always the same, it is convenient to use a distribution list. A distribution list is just a file that contains the names of the users to whom you want to send mail.

To create a distribution list, use the EDIT or CREATE commands, and enter one user name per line. Comments can also be included and are any line that has an exclamation mark (!) as its first character. For example:

```
$ CREATE NCOS.DIS
!Mail list of NCOS in A Battery
SMITH
JONES
DOE
```

To use the distribution list, enter its name as the last entry at the user name prompt -

```
To: @NCOS or To: MILLER,WOODS,@NCOS
```

NEXT

Skips to the next mail message and displays it. This is useful when paging through your mail messages and you encounter a particularly long message that you would like to skip.

REPLY

Sends a reply to the sender of the current (last read) message. This command is similar to the SEND command, except that the receiving user is the user that sent the current message.

Format

REPLY

Qualifiers

/EDIT

Specifies that an editor is to be called to edit the reply.

SEARCH

Searches for a message containing the specified text string.

Format

SEARCH search-string

If the search-string parameter is specified, the messages in the current file, starting with the first message, will be searched for a message containing the specified string. If the string is found anywhere in the message, that is, in the "From:...", "To:...", "Subj:...", or message text, the message will be displayed.

If the search-string parameter is not specified, the next message containing the previously specified search-string will be searched for.

EXIT

Exits the MAIL program.

QUIT

This command exits the Mail facility. It differs from EXIT, however, in that any mail which you have marked for deletion is not deleted.

7.3 PHONE

PHONE is a VMS utility which lets you conduct a "conversation" with another user. When you PHONE someone the screen gets divided into two sections. Everything that you type appears in the top part of your screen while at the same time, everything the other user types appears in the bottom part of your screen. To PHONE someone use the command:

```
$ PHONE username
```

To answer a PHONE call the command is:

```
$ ANSWER
```

To exit PHONE press CTRL-Z or r, use the HANGUP command.

Details of these and other PHONE commands can be found below. Be careful not to use PHONE too much. It can be annoying since it demands immediate attention. Usually it is better to use MAIL. If you do not want to receive any PHONE calls enter the command:

```
$ SET TERMINAL/NOBROADCAST
```

This will also shut off the "New mail from..." messages so be sure to check mail once in a while if you are using NOBROADCAST.

ANSWER

The ANSWER command is used to answer the phone when someone is calling you. If someone calls you when you are not currently using the PHONE facility, a message will be broadcast to your terminal. If you are using PHONE, the message will appear on your screen in PHONE's standard message line.

You can do one of three things when your phone rings:

- o Ignore the call.
- o ANSWER the phone, establishing a conversation with the caller.
- o REJECT the call.

If you want to answer you will have to exit whatever you are working on and return to the dollar sign (\$) to enter the ANSWER command.

Characters

The following table describes all of the special characters accepted by PHONE, and shows the differences between command input and conversation input.

CHARACTER	AS PART OF COMMAND	AS PART OF CONVERSATION
delete	delete previous character	same
line feed	ignored	delete previous word
return	end of command	start new line in viewport
tab	ignored	tab to next tab stop
CTRL/G	ignored	ring the bell
CTRL/L	ignored	clear the viewport
CTRL/Q	negate a CTRL/S	same
CTRL/S	freeze the screen	same
CTRL/U	clear current command	clear current viewport line
CTRL/W	refresh the entire screen	same
CTRL/Z	equivalent to EXIT	equivalent to HANGUP
DIAL		

DIRECTORY

The DIRECTORY command allows you to obtain a list of those people with whom you could talk on your system or any other system in a network. If you enter the command without additional information, you will receive a list of people on your system. The complete syntax of the DIRECTORY command is:

DIRECTORY

The following information is displayed about each person:

- o Their process name and user name.
- o Whether or not their terminal can be used as a telephone.
- o Whether or not they are currently using PHONE.

The directory is displayed line by line on your terminal until the entire list is displayed or until you type any key on the keyboard.

The parameter to this command may also be a logical name.

EXIT

The EXIT command is the standard VMS command for leaving a utility. When you enter this command, PHONE does an automatic HANGUP and then returns to DCL.

Typing CTRL/Z during a command is equivalent to entering the EXIT command.

FACSIMILE

The FACSIMILE command allows you to include the contents of a file into your conversation. It requires a file specification, and proceeds to send the contents of that file to everyone in the conversation. Thus the complete syntax is:

FACSIMILE file-spec

PHONE continues to send the file until it reaches end of file or until you type any key at your keyboard.

HANGUP

The HANGUP command is used to hang up your own phone. This disconnects the link to anyone you are currently talking to, anyone you have on hold, and anyone who has you on hold.

Typing CTRL/Z during a conversation is equivalent to entering the HANGUP command.

HELP

The HELP command allows you to obtain information about the PHONE facility. To obtain information about an individual command or topic, type HELP followed by the command or topic name:

HELP topic

HELP also accepts all of the other standard VMS help argument formats.

The information you request is displayed at your terminal until you type any character at your keyboard.

HOLD

This command allows you to put people on hold. When you enter the command, everyone you are currently talking to (including anyone who has you on hold) is placed on hold. Each such person is informed of the fact that they have been placed on hold.

MAIL

The MAIL command is used to send a short phone message to another person. This is useful when you cannot reach someone and would like to let them know that you called. The command requires the user name of the person to receive the message and a message enclosed in quotation marks (""). Thus the full syntax is:

MAIL user-name "short message"

The standard VMS MAIL facility is used to send the phone message.

REJECT

The REJECT command is used to reject a phone call from another person. The person is informed that you do not want to talk to them right now.

If the optional EXIT parameter is specified, PHONE performs an automatic EXIT command after rejecting the call.

Switch_hook

The switch hook character is used to signal that you are about to enter a command. Normally, all text typed is considered part of the conversation. However, when you type a switch hook, all characters up to the next carriage return (or switch hook) are treated as a command.

The switch hook is optional if you are not carrying on a conversation when you enter the command.

The switch hook character is always displayed in column 1 of line 2. The default character is the percent sign (%).

UNHOLD

The UNHOLD command enables you to reverse the previous HOLD command. People you are currently talking to are informed that you have hung up on them, and the people you previously put on hold are brought off hold.