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ORGANIZATION MODELING PROGRAM USER'S GUIDE

July 1993

Operations Research Office



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DEFENSE LOGISTICS AGENCY

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ORGANIZATION MODELING PROGRAM USER'S GUIDE

Rick Silla
DLA OPERATIONS RESEARCH OFFICE
c/o Defense General Supply Center
Richmond, VA 23297-5000

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SECTION 1
GETTING STARTED

The Organization Modeling Program (OMP) is an interactive microcomputer model designed to provide fast access to position and employee information frequently requested by management. Its primary functions are to retrieve and report activity information based on any combination of several criteria, and to model current and proposed organization structures. In addition, OMP provides features to maintain the several files and tables which it uses.

Activity data used by OMP are obtained from the Defense Business Management System (DBMS, formerly APCAPS). Data are extracted from files residing on a mainframe computer, creating an **extract file** of activity information. The **extract file** is then downloaded to a microcomputer, where it is processed in a procedure referred to as **download processing** to create the activity database files used by OMP. This operation is normally performed every two weeks. The mainframe program which extracts the data is provided separately, and may be obtained by contacting DORO-C at the address below.

Installation instructions are provided in Appendix A, OMP Installation. If you have been using the first release of OMP and wish to retain the files and tables for use in this version, refer to Appendix B, Summary of Changes, for information on converting the files. **It is recommended that you install this version to a different directory and continue using the previous version until you have had the opportunity to convert the necessary files.**

All functions in OMP are selected from a **Main Menu**. Each option of the **Main Menu** corresponds to one of the sections in this guide. Reference is made to related topics as they apply. If you wish to add locally developed programs to those provided with OMP, refer to Section 19, Local Applications, for information.

Throughout OMP, help is available by pressing **F1**. Also, you may invoke the DOS shell from most functions by pressing **Alt-F1**. While in DOS, you may use the normal DOS commands to search directories, copy files, etc. To return to OMP, type **EXIT**, then press **Enter**.

To start OMP, change to the directory in which OMP resides, and type:

OMP <Enter>

Direct questions and comments to:
DORO-C
P.O. Box 66422
Chicago, Illinois 60666-0422
DSN 930-5909 FTS/Commercial: (312) 825-5909

**SECTION 2
MAIN MENU**

When OMP is started, the first screen to appear is the **Main Menu** (see Figure 2-1). All functions, with the exception of local applications, are started from this menu, and you are returned here as each function completes. To select an option, use the up and down arrow keys (or press the first letter of the option) to highlight a choice, then press **Enter**. Press **Esc** to exit OMP and return to DOS. Each menu option is summarized below.

Defense Logistics Agency Organization Modeling Programs	
<p>Database Inquiry</p>	<p>Del/Ren/Copy/Archive Modify Tables PLFA Summaries MergeOMP OMP Add-ons Set Default Values XTR/ACF File Utility</p>
<p>Generate Org Charts Design Model Charts Design Model Boxes Select Printer Type</p>	
<p>Process Download Data Convert v1 XTR Files Check Database Files</p>	<p>Local Applications</p>

Figure 2-1. OMP Main Menu

Programs developed at individual sites may be added to and started from the OMP menu. If local programs are available, they appear in a sub-menu when the **Local Applications** option is selected. Use the up and down arrow keys (or press the first letter of an option) to highlight a choice, then press **Enter** to select it. Press **Esc** to return to the OMP Main Menu. See Section 18, **Local Applications**, for information on adding local programs.

Whenever the **Main Menu** is displayed (either when starting OMP or returning from a completed function) the disk is checked for available free space. If the amount of free space is less than two megabytes, a warning message is issued indicating a potential disk space shortage. You may still continue using any function, but should free up some disk space by deleting unnecessary files. No other messages are issued for disk space shortage.

Items which are functionally related to each other are grouped on the menu. Otherwise, the groupings have no significance. The following paragraphs briefly describe each menu option.

Database Inquiry	Queries the database and displays (or prints) retrieved information.
Generate Org Charts	Constructs and prints organization charts.
Design Model Charts	Specifies the arrangement of objects (data boxes, title and summary blocks) for an organization chart.
Design Model Boxes	Specifies which items should appear in the data boxes on organization charts, as an alternative to the standard default items.
Select Printer Type	Specifies which printer model will be used to print organization charts, and optionally defines settings for new printers.
Process Download Data	Processes data extracted from DBMS/APCAPS to create the database files used by OMP.
Convert v1 XTR Files	Converts old (version 1) OMP download (XTR) files to the new file format.
Check Database Files	Checks to ensure all the files in an activity's database set are available.
Del/Ren/Copy/Archive	Deletes, renames, copies, and archives (compresses) the various files used by OMP.
Modify Tables	Creates and edits the various tables used by OMP.
PLFA Summaries	Displays an activity's office symbols, cost codes, series, and geographic locations.
MergeOMP	Allows maintenance of vacancy positions.
OMP Add-ons	Additional report generators for various types of activity information.
Set Default Values	Specifies default directory paths, tables, and parameters used by OMP.
XTR/ACF File Utility	Splits and recombines download (XTR) files and activity (ACF) files so they can be edited in sections if they are too large for a text editor or word processor.
Local Applications	Invokes a menu of local programs that an individual site may wish to add to the standard OMP programs.

**SECTION 3
DATABASE INQUIRY**

3.1 INTRODUCTION

The Database Inquiry function is used to retrieve information for an activity or activities and display the information in various predefined formats. Several selection criteria may be used to request information. In addition, reports may be generated from the retrieval requests.

The following keys are active for this function:

- | | |
|---------------|--|
| F1 | Invokes help. |
| Alt-F1 | Enters DOS Shell (type Exit <Enter> to return to OMP). |
| F2 | Invokes the PLFA category summary function. |
| F4 | Selects the type of output display. |
| F5 | Redisplays previous retrieval. |
| F6 | Displays session log. |
| F7 | Prints a report of the retrieval (print must be requested from the output display screen, not the selection screen). |
| Home | Processes a retrieval request. |
| Esc | Returns to the previous screen, or to the Main Menu from the selection screen. |

Database Inquiry
Activity :
Office :
Cost code :
Series :
Location :
Pay plan :
Use the PgUp/PgDn keys to display additional selection criteria. Multiple entries are allowed for each criterion, and must be separated by commas. To exclude an entry from selection, precede the entry by a hyphen. To specify an exact match for an office symbol, precede the entry by an asterisk.
Display type: Grade Summary
ESC=Exit F2=PLFA Sums F4=Display type F5=Redisplay F6=Log Home=Process

Figure 3-1. Database Inquiry Selection Criteria Screen

3.2

SPECIFYING SELECTION CRITERIA

Retrieval requests are initiated by supplying the desired selection criteria on the *Database Inquiry* screen (Figure 3-1) and then pressing **Home** to process the request. Eleven selection criteria are available. All are optional, and each may contain multiple entries. Multiple entries must be separated by commas. Uppercase or lowercase characters may be used.

The eleven selection criteria are split over two screens, with six criteria on one screen, and five on the other. Use the **PgUp** or **PgDn** keys to swap screens. If any selection criteria on the screen other than the screen which is displayed have entries, the message "Other screen has entries" appears in the lower right corner of the *Database Inquiry* screen.

If a selection criterion is left blank, then all values for the field are accepted. For example, if *Office* is left blank, then all office symbols are accepted. Similarly, if *Activity* is left blank, then all activities currently on the database are accepted. In other words, a blank criterion is equivalent to requesting "all values for the field."

If a selection criterion entry is supplied, then all values for the field which begin with the characters of the entry are accepted. (The only exceptions to this rule are *Activity* and *Pay plan*. See the paragraphs below for further information). For example, if **A** is supplied for *Office*, then all office symbols beginning with **A** are accepted. This might include **A**, **AC**, **AF**, **AFI**, etc. Similarly, if **11** is supplied for *Series*, then all series beginning with **11** are accepted. This might include **1102**, **1103**, **1106**, etc.

Entries for *Activity* must be supplied as standard two-character DBMS symbols, or as any of four group names. The four valid group names are: **DISTRICT**, **CENTERS**, **DEPOTS**, and **SPECIAL**. Each group name corresponds to a table which contains a list of two-character activity symbols assigned to that group, and specifying a group name is equivalent to specifying each activity symbol in the group individually. For example, if **DEPOTS** is supplied for *Activity*, then all activity symbols in the **DEPOTS** table are accepted, just as if they were supplied individually. Each of the four group tables may be modified via the **Modify Tables** function (see Section 12, **Modify Tables**, for further information). The **DISTRICT**, **CENTERS**, and **DEPOTS** tables are furnished with the two-character activity symbols for the districts, centers, and depots, respectively, and the **SPECIAL** table may be used for any other grouping of activity symbols. Each table, however, may be modified to contain any list of two-character activity symbols, and used as desired.

When supplying entries for *Activity*, group names may be mixed with two-character symbols. For example, the entry:

XM,DEPOTS

accepts activity **XM**, plus all activity codes listed in the **DEPOTS** table.

When using group names, only the first three characters of the name are required. A shorter way to write the above is:

XM,DEP

Two other characters may be used to further qualify a selection entry:

- * A hyphen (-) preceding an entry **excludes** the entry from the values requested in the selection. A hyphen may be used for all selection criteria except **Activity**, whose entries must be specified directly.
- * An asterisk (*) preceding an office symbol specifies an **exact** match for the office, as opposed to a match on the beginning characters only.

If a selection criterion entry is preceded by a hyphen (-), then no values for the field which begin with the characters of the entry are included in the selection, or, equivalently, all values in the request are accepted **except those which begin with the entry**. For example, if **-A** is supplied as an **Office** entry, then all office symbols are accepted **except** those beginning with **A**. If all entries for a selection criterion have hyphens, then all values which do not begin with the entries are accepted.

If an **Office** entry is preceded by an asterisk (*), then only office symbols which match the entry **exactly** are accepted. For example, if ***A** is supplied as an **Office** entry, then only office symbol **A** is accepted. Other office symbols beginning with **A**, such as **AC, AF, AFI**, etc., are not accepted.

For **Office** entries, a hyphen (-) may be combined with an asterisk (*) to specify an "exact exclusion." For example, suppose an activity contains office symbols **A, AC, AF, AFI**, and **AP**. Specifying **-AF** would exclude all office symbols **beginning with AF** (i.e., **AF** and **AFI**), and accept the rest (i.e., **A, AC, AP**, plus any other office symbols). Specifying **-*AF** would exclude office **AF only**, and accept the rest (i.e., **A, AC, AFI, AP**, plus any other office symbols). When a hyphen (-) is combined with an asterisk (*), the order does not matter. The entry **-*AF** is equivalent to ***-AF**.

The following are examples of retrieval requests using three selection criteria, and how the requests would be interpreted:

Example 1 **Activity:** XM
 Office : A
 Pay plan: GM,GS

Selects: All records from activity XM whose office symbol begins with A and whose pay plans are GM or GS.

Example 2 **Activity:** XM,XL
 Office :
 Pay plan: GM,GS

Selects: All records from activities XM and XL which have GM or GS pay plans.

Example 3 **Activity:** DEP
Office :
Pay plan: -GW

Selects: All records from all activities in the DEPOTS table which do not have GW pay plans.

Example 4 **Activity:** XM
Office : -G,-R
Pay plan:

Selects: All records from activity XM whose office symbol does not begin with G or R.

Example 5 **Activity:** XM
Office : A
Pay plan: -GW

Selects: All records from activity XM whose office symbol begins with A and whose pay plan is not GW.

Example 6 **Activity:** XM
Office : *A,*C,*F
Pay plan: GM

Selects: All records from activity XM whose office symbol is exactly A, C, or F, and whose pay plan is GM.

Example 7 **Activity:** XM
Office :
Pay plan: 00

Selects: All military records from activity XM. Pay plans are 00 on military records.

Example 8 **Activity:** XM
Office :
Pay plan: -00

Selects: All records from activity XM which are not military. Pay plans are 00 on military records.

Example 9

Activity:
Office :
Pay plan:

Selects: All records from all activities on the database.

Example 10

Activity: XM
Office :
Pay plan: GS,-GW

Selects: All records from activity XM with pay plan GS. In this case -GW is superfluous, and is ignored, since GW pay plans are not included in GS pay plans.

Example 11

Activity: XM
Office :
Series : 11,-1102

Selects: All records from activity XM with whose series begin with 11, except for series 1102.

3.3

DISPLAYING THE RESULTS OF A RETRIEVAL

Five output display formats are available: *Grade summary*; *Activity list*; *Cost summary*; *Position types*; and *High grade percentages*. The default is *Grade summary*. To select a different output format, press F4 to display the selection box (Figure 3-2). Use the up and down arrow keys (or press the first letter of an item) to highlight a choice, and press Enter. The output format remains in effect until changed. The currently selected format is displayed in the lower left corner of the *Database Inquiry* screen (Figure 3-1). The formats are described in the following sections.

<p>Grade summary Activity list Cost summary Position types High grade percentages</p>

Figure 3-2. Selection Box for Display Type

You may change the output display for a retrieval without processing a retrieval request for the second time by selecting a new output format, and then pressing F5 to redisplay the results. Pressing F5 redisplay the results of the most recent retrieval, provided none of the selection criteria have changed. Redisplaying the results of a retrieval can save time

for long retrieval requests.

NOTE: If any of the selection criteria change and F5 is pressed, a message is issued asking if you wish to process a retrieval request with the new criteria. You may not redisplay the results of the previous retrieval if the selection criteria have changed - instead, you must press Home to process a new request.

3.3.1 GRADE SUMMARY OUTPUT DISPLAY

The *Grade summary* format (Figure 3-3) provides a breakdown of frequencies and average grades by pay plan and grade for all records which met the selection criteria. Summaries are also given, as well as a frequency count of military positions.

14 Apr 93		Grade Summary					
----- Plan -----		----- On Board -----		----- Summary -----			
	GS	GM	GS	GM	Plan	Freq	Avg
00					GS	34.00	10.82
01					GM	7.00	13.57
02					Scr	41.00	11.29
03					Tot	41.00	11.29
04	1.00		1.00		Mil	1.00	
05	2.00		2.00				
06	2.00		2.00				
07							
08					O/B		
09					GS	34.00	10.79
10					GM	7.00	13.57
11			1.00		Scr	41.00	11.27
12	23.00		22.00		Tot	41.00	11.19
13	4.00	4.00	4.00	4.00	Mil	1.00	
14		2.00		2.00			
15		1.00		1.00			
16							
17							
18							
19							
TT	34.00	7.00	34.00	7.00			

Print.....F7

Figure 3-3. Grade Summary Output Display

Each screen shows Plan and On-board values for two pay plans. If more than two pay plans are selected, then press any key to switch screens and display the additional pay plans (the word "More..." displays in the lower right corner if more than two pay plans are selected). If the *Pay plans* criterion is left blank on the *Database Inquiry* screen, then all pay plans in the requested activities are selected.

In the left-hand column, the labels 00 through 19 each correspond to a grade, and the label TT indicates the column total. The values listed under each pay plan are the frequencies for the corresponding grades, and the last value (the column total) is the total frequency for the pay plan. A blank indicates zero frequency. Part-time hours are included when frequencies are calculated.

The summary area in the upper right shows the total frequency (under the **Freq** column) and average grade (under the **Avg** column) for each pay plan on the current screen. One set of summary values is given for Plan positions, and another for On-board (O/B) positions. The row headed by the label **Scr** shows the total frequency and average grade for each pay plan on the current screen. The row headed by the label **Tot** shows the total frequency and average grade of all pay plans selected (i.e., the pay plans on the current screen plus any other pay plans not currently displayed). The row headed by the label **Mil** shows the frequency of any military positions which were selected. Average grade does not apply to military.

The date in the upper left is the as-of date of the data of the requested activity. If more than one activity was requested, then the earliest as-of date is used.

To print a formatted report of the results, press **F7** from any output display screen. The information on the printed report is identical to the information on the output display screen.

Press **Esc** to return to the *Database Inquiry* selection screen.

3.3.2 ACTIVITY LIST OUTPUT DISPLAY

The *Activity List* provides detailed information for each record which met the selection criteria. A long or short record may be displayed. Figure 3-4 shows a short record display.

Pressing **F8** alternates between a short and long record display. On a short record display, the information for each record is printed on one line, and the top line of the screen is used for column headings. On a long record display, the information for each record is printed on two lines, and the top two lines of the screen are used for column headings - the first line of column heading corresponds to the first line of the record, and the second line of column headings corresponds to the second line of the record.

Use the up and down arrow keys to scroll the display one line at a time, the **PgUp** and **PgDn** keys to scroll the display one page at a time, and the **Ctrl-PgUp** and **Ctrl-PgDn** keys to move to the top and bottom of file, respectively.

The label **Top rec** at the bottom of the screen indicates the record number of the top record, followed by the total number of records selected. In this example, 1 / 3 means that the top record is record number 1, and 3 records were selected. To quickly move to a specific record, type the record number at the **Goto record #** prompt, and press **Enter**. The file is then positioned so that the specified record number appears at the top of the screen.

AC Office	Pay Plan	O/B	Cost Code	PD Number	C	Employee Name
XM A	GM-1101-15		611613000	C4933S102	C	JONES, MICHAEL S
XM A	MAJ		611613000	A0000M310	N	SMITH, EDWARD C
XM A	GS-0318-07		611613000	C7265N001	C	ALLEN, MARY D

14 Apr 1993	Goto record #	Top rec: 1 / 3	Help.....F1
			Print.....F7

Figure 3-4. Activity List Output Display

The date in the lower left is the as-of date of the data of the requested activity. If more than one activity was requested, then the earliest as-of date is used.

To print a formatted activity listing, press F7. If a short record is currently displayed, then a short record is printed; otherwise, a long record is printed. The information on the printed listing is identical to the information on the display screen.

Press F1 for help. Abbreviations used in the column headings are explained in help.

Press Esc to return to the *Database Inquiry* selection screen.

3.3.3 COST SUMMARY OUTPUT DISPLAY

The *Cost summary* format (Figure 3-5) provides a breakdown of costs by pay plan and grade for all records which met the selection criteria. Summaries are also given, as well as military costs.

Each screen shows costs for up to three pay plans. One set of screens shows on-board costs, and another set shows plan costs. The last screen (not shown)

provides a summary of costs for each pay plan. Press any key to switch screens. If the *Pay plans* criterion was left blank on the *Database Inquiry* screen, then all pay plans in the requested activities are selected.

14 Apr 93		Cost Summary - On board (1 of 2)				Screen 3
	GS.....Cost		GM.....Cost		GW.....Cost	
00						
01						
02						
03						
04	1.00	29,018				
05	2.00	63,350				
06	2.00	64,437				
07	2.00	71,609				
08						
09						
10						
11						
12	23.00	1,374,777				
13	4.00	293,838	4.00	296,085		
14			2.00	172,403		
15			1.00	97,796		
16						
17						
18						
19						
TT	34.00	1,897,028	7.00	566,284	0.00	0
						Print.....F7

Figure 3-5. Cost Summary Output Display

In the left-hand column, the labels 00 through 19 each correspond to a grade, and the label TT indicates the column total. The values listed under each pay plan are the frequencies for the corresponding grades, followed by the total cost at each grade level. The last value (the column total) is the total frequency for the pay plan, followed by the total cost for the pay plan. A blank indicates zero frequency. Part-time hours are included when frequencies are calculated.

Civilian costs are based on annual salary rates, multiplied by the current benefit factor, and then adjusted for part-time hours if necessary. If an annual salary rate is not available, the value is obtained from a cost table. Since you may have several cost tables set up, a search is made to select one for use according to the following rules. First, the cost cross-reference table is searched to determine if a cost table has been assigned to the requested activity. If it has, then that table is used to obtain any needed costs. If a cost table cannot be found in the cost cross-reference table, then the default costs directory is searched to determine if a cost table with

a file name matching the requested activity symbol is available. If it is, then that table is used to obtain any needed costs. If a cost table matching the activity symbol is not found, then the cost table specified in the default values table is used (see Section 16, Set Default Values). If a table is still not found, a cost value of zero is used. Refer to Section 12, Modify Tables, for further information about cost tables.

The benefit factor is the value specified in the default values table (see Section 16, Set Default Values).

The summary screen (not shown here) shows the total frequency and total cost for each selected pay plan. One set of summary values is given for Plan positions, and another for On-board positions. The row headed by the label **Mil** shows the frequency of any military positions, followed by military costs.

The date in the upper left is the as-of date of the data of the requested activity. If more than one activity was requested, then the earliest as-of date is used.

To print a formatted report of the results, press **F7** from any output display screen. The information on the printed report is identical to the information on the output display screen.

Press **Esc** to return to the *Database Inquiry* selection screen.

3.3.4 POSITION TYPES OUTPUT DISPLAY

The *Position types* format (Figure 3-6) provides a breakdown of several position types by grade for all records which met the selection criteria. Ratios of selected position types are also shown. Two display screens are used - one showing plan frequencies and one showing on-board frequencies. Press any key to switch screens.

The abbreviations used in the column headings are:

Admn - Administrative, based on series.

Cler - Clerical, based on series and grade.

Prof - Professional, based on series.

Tech - Technical, based on series and grade.

Othr - Other, i.e., not Admn, Cler, Prof, or Tech.

Supv - Supervisory, based on position description number.

Nsup - Non-supervisory, based on position description number.

Jour - Journeyman, if actual grade is at the position's target grade.

Trne - Trainee, if actual grade is less than the target grade.

PrAT - Professional, administrative and technical, combined.

In the left-hand column, the labels 00 through 19 represent grade levels, and the label **TT** indicates the line of column totals. The values listed under each position type are the frequencies for the corresponding grades, and the row headed by the label **TT** shows the total frequency for each position type. A blank indicates zero frequency. Only civilian records are considered.

14 Apr 93		Position Types - Planned								- Ratios -	
	Admn	Cler	Prof	Tech	Othr	Supv	Nsup	Jour	Trne		
00											
01											Supv/Nsup
02											1 : 5.83
03											
04		1				1		1			Supv/Tech
05		2				2		2			2.00 / 1
06		2				2		2			
07		1		1		2		2			Supv/PrAT
08											1 : 5.83
09											
10											Cler/PrAT
11											1 : 5.83
12	23						23	22	1		
13	8					3	5	8			
14	1			1		2		2			
15				1		1		1			
16											
17											
18											
19											
TT	32	6	0	3	0	6	35	40	1		
					41		41		41	Print...F7	

Figure 3-6. Position Types Output Display

Position types which are based on series are determined from the entries in file **JOBCLASS.TBL**, which is provided with OMP and stored in the default OMP root directory. Series coded as **A** are administrative; those coded as **C** are clerical; those coded as **P** are professional; and those coded as **T** are technical. Series coded as **B** are technical if the grade is higher than 05; otherwise they are clerical. Series coded as **O** are not classified as any of the above, and are assigned to the category of "other". Series which are not found in the table are also assigned to the category of "other".

The position types are divided into three independent groups. One group consists of the types **Admn**, **Cler**, **Prof**, **Tech**, and **Othr**. Another consists of the types **Supv** and **Nsup**. The third group consists of the types **Jour** and **Trne**. The total frequency for each group is displayed immediately below the row labeled **TT**. The total frequency for the first group is in the column headed by **Othr**. The total frequency for the second group is in the column headed

by Nsup. The total frequency for the third group is in the column headed by Trne. These three values should always equal each other.

The date in the upper left is the as-of date of the data of the requested activity. If more than one activity was requested, then the earliest as-of date is used.

To print a formatted report of the results, press F7 from any output display screen. The information on the printed report is identical to the information on the output display screen.

Press Esc to return to the Database Inquiry selection screen.

3.3.5 HIGH GRADE PERCENTAGES OUTPUT DISPLAY

The High grade percentages format (Figure 3-7) provides a breakdown of high grade frequencies for GS, GM, and ES pay plans for all records which met the selection criteria. It also shows ratios of the high grade frequencies of the selected records to all high grades in the requested activities, and the ratios of the high grade frequencies of the selected records to all high grades in all activities on the local database. Results are reported separately for plan and on-board records.

14 Apr 93		High Grade Percentages									
		----- Plan -----					----- On Board -----				
		Sel	Act....%	*DLA....%		Sel	Act....%	*DLA....%			
GS13		4.0	38.0	11%	375.3	1%	4.0	38.0	11%	359.3	1%
GS14			5.8		27.8			5.8		30.4	
GS15			2.0		15.0			2.0		15.0	
GSTT		4.0	45.8	9%	418.0	1%	4.0	45.8	9%	404.6	1%
GM13		4.0	142.0	3%	1,200.0	0%	4.0	143.0	3%	1,170.0	0%
GM14		2.0	67.0	3%	549.0	0%	2.0	66.0	3%	529.0	0%
GM15		1.0	10.0	10%	83.0	1%	1.0	10.0	10%	83.0	1%
GMTT		7.0	219.0	3%	1,832.0	0%	7.0	219.0	3%	1,782.0	0%
ES01											
ES02											
ES03											
ES04											
ES05											
ES06											
ESTT											

* Based on 11 activities currently on local database.

Print.....F7

Figure 3-7. High Grade Percentages Output Display

All values are shown on a single display screen. Plan values are on the left side of the screen, and on-board values are on the right. The labels down the left column represent pay plans and grades. A pay plan followed by **TT** denotes a totals line for the pay plan.

Values under the **Sel** column are the frequencies (for the corresponding pay plans and grades) of all high grades which met the selection criteria. A blank indicates zero frequency. Part-time hours are included when frequencies are calculated.

Values under the **Act** column are the total frequencies (for the corresponding pay plans and grades) of all high grades from all activities specified in the retrieval request. Values under the **%** column (just to the right of the **Act** column) are the ratios of selected high grades (from the **Sel** column) to the total activity high grades (from the **Act** column), expressed as a percentage.

Values under the **DLA** column are the total frequencies (for the corresponding pay plans and grades) of all high grades from all activities on the local database. Values under the **%** column (just to the right of the **DLA** column) are the ratios of selected high grades (from the **Sel** column) to the total number of high grades in the database (from the **DLA** column), expressed as percentage.

The message in the lower left indicates how many activities are on the local database. The local database refers to all activities on the microcomputer.

As an example, suppose the values in Figure 3.7 are the results of a retrieval made for office symbol A and two activities, XA and XB. Then, looking at the first row of values, there are 4 GS-13s in office A for the two activities, as indicated under the **Sel** column. There are 38 GS-13s in activities XA and XB combined, as indicated under the **Act** column. And there are 375.3 GS-13s in all the activities on the database, as indicated under the **DLA** column. The percentage after **Act** means that office A (i.e., the selected records) contains 11% of the GS-13s in activities XA and XB (i.e., the requested activities). The percentage after **DLA** means that office A contains 1% of the GS-13s on the local database. The local database contains 11 activities.

NOTE: If the local database contains only one activity, the values under the **Act** column will equal the values under the **DLA** column.

The date in the upper left is the as-of date of the data of the requested activity. If more than one activity was requested, then the earliest as-of date is used.

To print a formatted report of the results, press **F7** from any output display screen. The information on the printed report is identical to the information on the output display screen.

Press **Esc** to return to the *Database Inquiry* selection screen.

3.4 THE SESSION LOG

Information about each retrieval is recorded in a *session log*, which can be displayed at any time by pressing **F6**. Figure 3-8 is a sample. The session log shows the type of output display requested, the selection criteria, the

name of the activity file, and the number of records selected. It also shows the cost table used if a cost summary output display was requested, and any errors encountered during the retrieval (e.g., if an activity file or cost table was not found). If errors are encountered, the message "Errors...F6" is displayed upon return to the *Database Inquiry* selection screen, and a tone sounds. The message indicates F6 should be pressed to determine the error. Most errors are the result of missing files.

NOTE: Each time the **Database Inquiry** function is selected from the **Main Menu**, a new session log is started. Each time **Home** is pressed to process a new retrieval, information for the retrieval is written to the log.

```
Display request ..... Grade summary
Selection criteria:
ACT... XM
OFF... M
Activity file ..... C:\OMP\DATABASE\OMP-XM.ACF
Index to use ..... C:\OMP\DATABASE\OMP-XM.NXO
Records selected ..... 55
```

Figure 3-8. Sample Log Entries for a Retrieval Request

Use the **up** and **down** arrow keys to scroll the display one line at a time, the **PgUp** and **PgDn** keys to scroll one page at a time, and the **Ctrl-PgUp** and **Ctrl-PgDn** keys to move to the top and bottom of file. Press **Esc** to return to the previous screen.

SECTION 4
GENERATE ORG CHARTS

4.1 INTRODUCTION

The **Generate Org Charts** function constructs and print organization charts. Data is selected by activity and office, and may be displayed in predefined or user specified formats. The arrangement of chart objects (data boxes, title block and summary block) is specified in a **model chart**, which must be designed prior to printing a chart (see Section 5, Design Model Charts, for further information). Blank charts, (i.e., the organization structure without data in the individual boxes) can also be generated. Optionally, charts may be saved on disk, and printed at a later time.

The following keys are active for this function:

F1	Invokes help.
Alt-F1	Enters DOS Shell (type Exit <Enter> to return to OMP).
F2	Invokes the PLFA category summary function.
F7	Prints the charts.
F9	Erases the data file.
Home	Processes a data retrieval request.
Esc	Returns to the Main Menu.

Generate Org Charts		
Two-character activity code:	Autochart table	:
Organization symbol	Cost table	:
Model chart	Plant code table	:
Type of box data (1-5)	Boxtype file	:
Show org costs? (Y or N)	Office title file	:
Date (Def=)	Plant codes? (Y or N):	:
Blank chart (# lines)	Summary box? (Y or N):	:
Last org:	Number of recs:	Total charts so far:
Cost table:	From:	
Plant table:	From:	
ESC=Exit F2=PLFA Sums F7=Print Charts F9=Erase EMPLOYEE.DAT Home=Process		

Figure 4-1. Generate Org Charts Selection Screen

All information necessary to generate a chart is supplied on the *Generate Org Charts* screen (Figure 4-1). You must specify which data (if any) are to appear in the boxes, and the name of a model, which is used as a reference to determine how the chart objects should be arranged. Additionally, you may specify other options, which are described in the following paragraphs. After supplying the information, press **Home** to process the request. Pressing **Home** does not generate a chart; rather, it saves the information (employee data, model, and options) in a file which is used to construct and print the chart later on. You may process as many charts in one session as desired. Each time **Home** is pressed, information for a new chart is added to the information for any previous charts. After all desired charts have been processed, press **F7** to construct and print the charts.

NOTE: Chart information is saved in an ASCII file named **EMPLOYEE.DAT**, in the default OMP root directory. **EMPLOYEE.DAT** remains available from session to session, and may be modified with a text editor or word processor. Whenever **F7** is pressed to print the charts, all charts saved in **EMPLOYEE.DAT** are printed consecutively, without interruption. If you do not wish to save old chart information, then you may clear **EMPLOYEE.DAT** by pressing **F9**. You are also prompted to clear **EMPLOYEE.DAT** at the beginning of each session, if it contains data.

Employee data are extracted by activity code and office symbol. Supply the activity code in the *Two-character activity code* field and the office symbol in the *Organization symbol* field. The office symbol must be the highest level symbol on the chart. If you wish to generate a blank chart (i.e., a chart in which no data appear in the boxes), then leave both fields blank.

Supply the desired model chart in the *Model chart* field. The model is used as a reference to determine how the objects on the chart should be arranged. It must be created and available before the chart is printed. See Section 5, *Design Model Charts*, for further information on model charts. A default name automatically displays in the *Model chart* field if an activity code and office symbol are present. The default name is formed by combining the activity code with the office symbol, and separating them with a hyphen (-). For example, the default model name for activity **XM** and office symbol **A** is **XM-A**. It is not necessary to use the default name. The model name must be eight characters or less. Do not use a file extension (the default extension is **MDL**). Model charts are retrieved from the default charts directory.

The *Type of box data* prompt is used to select a format for the data in the boxes on the charts. Four standard formats are available. They appear in a selection box when the cursor is placed on the *Type of box data* field (Figure 4-2). You may also design your own box format. To select a format, press the number which corresponds to your choice. The default is option 1, "Name and grade line only." If you wish to use your own format, then select option 5, "Use boxtype file," and supply the name of the boxtype file in the *Boxtype file* field (see below). A boxtype file is a file which contains format specifications other than the four standard formats. A boxtype file must be created and available before a chart is printed. See Section 6, *Design Model Boxes*, for information on boxtype files. Moving the cursor off the *Type of box data* field erases the selection box.

- Select one of the following:
1. Name and grade line only
 2. PD number line only
 3. Name/grade and PD number lines
 4. Summarized PD number lines
 5. Use boxtype file

Figure 4-2. Box Data Format Options

The **Show org costs** field is used to request that cost totals appear in the boxes and the summary block on the charts. To show costs, type a Y. Only costs for GM and GS pay plans are reported. Costs do not apply to blank charts.

The **Date** field is used to furnish a date or, optionally, some other text string to appear in place of a date on the charts. If an activity code is present in the **Two-character activity code** field, then the default date is the date of the activity's data file. The default date is used if the **Date** field is left blank. If the date supplied is in MM-DD-YYYY format, then the numeric month is converted to text when the chart is printed (e.g., 03-25-1993 is converted to 25 March 1993). The default date is always converted this way. Any other date format or text string is printed exactly as it is typed. To suppress printing a date on the charts, type a hyphen (-).

The **Blank chart** field is used to print a chart without data in the boxes. An entry in this field must be a number between 5 and 50, which indicates how many blank lines to use in the data area of a box (i.e., it controls how long the boxes are). A value less than 5 defaults to 5, and a value greater than 50 defaults to 50. If an entry is present in this field, the only other fields which apply are **Model chart**, **Office title file** and **Summary box**, and the only required field is **Model chart**.

The **Autochart table** field is used to process multiple charts automatically. An autochart table contains a list of model charts and other chart options, and must be created and available before it is selected. Refer to Section 12.4.5, Autochart Tables, for information on creating autochart tables. If the name of an autochart table is present in the **Autochart table** field, all charts listed in the autochart table are processed consecutively without interruption when Home is pressed. The only other required field is **Two-character activity code**. All other field entries apply to all charts in the autochart table, unless overridden by values in the table for specific charts. You may process additional charts individually before or after using autocharts. The name must be eight characters or less. Do not use a file extension (the default file extension is AUC). Autochart tables are retrieved from the default charts directory.

The **Cost table** is used when estimated costs are calculated on the charts, in lieu of actual costs. Civilian costs are based on annual salary rates, multiplied by the current benefit factor, and then adjusted for part-time hours if necessary. If an annual salary rate is not available, the value is obtained from a cost table. If the **Cost table** field is blank, a search is

made to select a table according to the following rules. First, the cost cross-reference table is searched to determine if a cost table has been assigned to the requested activity. If it has, then that table is used to obtain any needed costs. If a cost table cannot be found in the cost cross-reference table, then the default cost table directory is searched to determine if a cost table with a filename matching the requested activity symbol is available. If it is, then that table is used to obtain any needed costs. If a cost table matching the activity symbol is not found, then the cost table specified in the default values table is used (see Section 16, Set Default Values). If a table is still not found, cost values of zero are used. Refer to Section 12.4.3, Grade Cost Tables, and Section 12.4.8, Cost Cross-reference Table, for further information. Only costs for GM and GS pay plans are calculated on the charts. The name must be eight characters or less. Do not use a file extension (the default file extension is CST). Cost tables are retrieved from the default costs directory. Also, costs are only shown if the **Show org costs** field entry is Y.

The **Plant code table** field is used to provide headings for plant/shift groupings on the charts. A plant table contains a list of labels which are used as group headers when employees are grouped in some manner within the boxes on the chart. If the **Plant code table** field is blank, a search is made to select a table according to the following rules. First, the plant cross-reference table is searched to determine if a plant table has been assigned to the requested activity. If it has, then that table is used. If a plant table cannot be found in the plant cross-reference table, then the default plant table directory is searched to determine if a plant table with a filename matching the requested activity symbol is available. If it is, then that table is used. If a plant table matching the activity symbol is not found, then the plant table specified in the default values table is used (see Section 16, Set Default Values). If a table is still not found, a blank heading is printed. Refer to Section 12.4.4, Plant Code Tables, and Section 12.4.9, Plant Cross-reference Table, for further information. The name must be eight characters or less. Do not use a file extension (the default file extension is PLC). Plant code tables are stored in the default plants directory. Also, plant codes are only shown if the **Show plant codes** field entry is Y.

NOTE: Plant/shift headings can only be used if the download data was processed with the **Will the org charts use plant codes** field set to Y. Refer to Section 8, Process Download Data, for further information.

The **Boxtype file** is used to provide an alternate format for data in the boxes on the charts, rather than using one of the standard formats. A boxtype file must be created and available before the charts are printed. See Section 6, Design Model Boxes, for information on creating boxtype files. The name must be eight characters or less. Do not use a file extension (the default file extension is BXT). Boxtype files are retrieved from the default charts directory. Also, boxtype files are only used if the **Type of box data** field entry is 5.

The **Office title file** is used to provide office titles for the boxes on the charts, in addition to the standard office symbols. If the office title file is available and a title is found which corresponds to the office symbol in the box on the chart, the title is appended to the office symbol when the

chart is printed; otherwise, only the office symbol is printed. The name must be eight characters or less. Do not use a file extension (the default file extension is MAR). Office title files are retrieved from the default root directory. See Section 4.5, Office Title Files, for further information.

The *Plant code* field is used to indicate whether plant/shift titles should appear on the charts. If the entry is N (no), plant/shift titles are not printed. If the entry is Y (yes), plant/shift titles are printed if a plant code table is found (see *Plant code table* above).

The *Summary box* field is used to indicate whether the summary box should appear on the charts. If the field entry is N (no), no summary box is printed. If the field entry is Y (yes), a summary box is printed if a summary block is on the model chart (see Section 5, Design Model Charts).

4.3 PRINTING THE CHARTS

After all chart options have been selected and the chart information has been processed (by pressing Home), press F7 to construct and print the charts. When F7 is pressed, the screen display changes to that shown in Figure 4-3.

Print Organization Charts					
MODEL	SIDES	BOXES	LINES	DEVICE	STATUS
XM-A	1	6	73	Printer	Complete
XM-C	1	10	105	Printer	Waiting...

Printer
Disk
Both

ESC = Cancel F5 = Change device END = Skip this chart

Figure 4-3. Print Organization Charts Screen

The items on the screen are informational, and show the progress of each chart as it is printed. When the first chart is ready for output, a selection box is displayed which allows you to direct the output to either the printer, a disk file, or both. Use the up and down arrow keys to highlight your choice,

and press **Enter** to select it. The output device remains in effect until all charts are complete, or until it is changed. To change the output device, press **F5**, and select a different one. Press **End** to skip the current chart. Press **Esc** to cancel further printing and return to the *Generate Org Charts* screen.

All charts in the **EMPLOYEE.DAT** file are printed consecutively without interruption, provided the models are available. If a model is not available when a chart is constructed, the message "Bypassed - no model" displays in the **STATUS** column, and the chart is skipped.

Each chart output to disk is saved in an individual ASCII file and stored in the default charts directory. The filename is the name of the model which was used to construct the chart, with a file extension of either **SD1** or **SD2** appended to it. The **SD1** extension refers to "side 1," and the **SD2** extension refers to "side 2." "Side 2" is the portion of the chart which exceeds the maximum width of the current printer setting. If the chart width is less than or equal to the maximum width of the current printer setting, the entire chart is saved as a single file with a file extension of **SD1**. If the chart width exceeds the maximum width of the current printer setting, the chart is saved as two files - the left portion is saved with a file extension of **SD1**, and the right portion with a file extension of **SD2**.

After all charts have been printed (or saved on disk), press **Esc** to return to the *Generate Org Charts* screen.

4.4 THE EMPLOYEE.DAT FILE

All chart information is stored in file **EMPLOYEE.DAT**, an ASCII file which resides in the default OMP root directory. As each chart is processed, information for the chart is appended to the end of all previous chart information. When **F7** is pressed, all charts currently in **EMPLOYEE.DAT** are printed. After printing is complete, all chart information remains in **EMPLOYEE.DAT**, and any new charts are again appended to the end of the file. Data remains in **EMPLOYEE.DAT** from session to session. To clear the **EMPLOYEE.DAT** file, press **F9** from the *Generate Org Charts* screen. You are also prompted to clear **EMPLOYEE.DAT** at the beginning of each session.

The **EMPLOYEE.DAT** file may be edited with any suitable text editor or word processor. Although changes are normally not necessary, at times they may be desirable. An **EMPLOYEE.DAT** file can also be built from scratch. The following paragraphs describe the structure and format of the **EMPLOYEE.DAT** file. Use the file fragment in Figure 4-4 as an example. The line across the top indicates column positions, but does not appear in the actual file.

Information for each chart begins with the label ***MODEL** in columns 1 through 6, followed by either a space or a pound sign (**#**) in column 7. A space indicates data should appear in the boxes, and a pound sign indicates the chart should be blank (i.e., one with no data in the boxes). Figure 4-4 contains two charts. Data will appear in the boxes of the first chart only.

Beginning in column 8 (on the same line as the label ***MODEL**) is the name of the model. The model for the first chart is **XM-A**; for the second chart it is **XM-C**.

```

123456789012345678901234567890123456789012345678901234567890123456789012
*MODEL XM-A|N|04-06-1993|Y|XM
A      GM-1101-15 WILLIAMS M      S 11111115150000000000000000000000
A      MAJ      LAROW R      22000000000000000000000000000000
A      GS-0318-07 KLING C      11111107070000000000000000000000
AC     GM-1102-14 POMPONIO B      S 11111114140000000000000000000000
AC     GS-1102-13 DILLON M      11111113130000000000000000000000
AC     GS-1102-13 DORAN M      11111113130000000000000000000000
*MODEL#XM-C|N|As of 04-10-1993|N|XM
10

```

Figure 4-4. Example of EMPLOYEE.DAT file

Following the name of the model are four fields, separated by the pipe symbol (|). The first field indicates whether or not cost totals should appear on the charts. A Y indicates they should; an N indicates they should not. Cost totals will not appear on either chart.

The next field is the date. For the first chart the date is 04-06-1993; for the second it is As of 04-10-1993. Since the date of the first chart is in MM-DD-YYYY format, the date will appear as 4 June 1993 when the chart is printed. The date of the second will appear exactly as shown.

The field following the date indicates whether or not a summary block should appear on the charts. A Y indicates yes, and an N indicates no. A summary block will appear on the first chart only.

The last field indicates which office title file to use. Both charts will use file XM.MAR. The file extension MAR is automatically appended to the filename when the file is accessed.

Following the *MODEL line are one or more records. Blank charts (i.e., charts with a pound sign (#) in column 7 of the *MODEL line) contain a single record which denotes how many blank data lines should appear in the boxes on the charts. In the second chart of Figure 4-4, each box will contain 10 blank data lines. The boxes in the first chart will have data. The format of the data records in EMPLOYEE.DAT is as follows:

<u>Columns</u>	<u>Description</u>
1 - 5	Office symbol.
6 - 7	Plant code (blank if none).
8 - 36	Text exactly as it will appear in the box on the charts.
*37 - 37	Indicates if the record is used to calculate planned frequencies.
*38 - 38	Indicates if the record is used to calculate on-board frequencies.
*39 - 39	Indicates if the record is used to calculate planned

	average grade.
*40 - 40	Indicates if the record is used to calculate on-board average grade.
*41 - 41	Indicates if the record is used to calculate planned costs.
*42 - 42	Indicates if the record is used to calculate on-board costs.
43 - 44	Target grade.
45 - 46	Actual grade.
47 - 54	Plan cost.
55 - 62	Actual cost.

Fields with an asterisk (*) are either 0, 1, or 2. 0 indicates do not use in any calculations. 1 indicates use in civilian calculations only. 2 indicates use in military calculations only.

4.5 OFFICE TITLE FILES

Office title files may be used to supply standardized DLA office titles for the data boxes on the organization charts, as described in Section 4.2, Specifying Chart Options. The files may be downloaded from the mainframe or built from scratch. On the mainframe, the file is referred to as the "MAR table". Figure 4-5 shows sample office title table entries from a file which was downloaded from the mainframe and edited.

XXM GD	BF	DCMAO, DENVER
XXM GDA	BF	CONTRACT MGMT DIVISION
XXM GDAC	BF	CONTRACT OPERATIONS BR 1
XXM GDAD	BF	CONTRACT OPERATIONS BR 2
XXM GDAF	BF	FINANCIAL SERVICES BR

Figure 4-5. Sample Office Title File Entries

Positions 5 through 11 contain the office symbol, and positions 29 through 54 contain the office title. These are the only required entries. The other items are only shown to indicate how the records appear when they are downloaded from the MAR table on the mainframe. The mainframe file also contains several other types of records which were deleted after the file was downloaded.

The office title file used by OMP must contain the office symbols and office titles as shown in Figure 4-5. The other fields may be used as desired, or left blank. The office title file must have a file extension of **MAR**, and be stored in the default root directory. The first part of the filename may be any valid DOS filename.

If an *Office title file* entry is supplied on the *Generate Org Charts* screen, the office title file is searched for a matching office symbol as each box is constructed on the organization chart. If matching office symbol is found, the corresponding office title is appended to the office symbol, and the

entire string (symbol plus title) is used as the box title. If a matching office symbol is not found, only the office symbol is used as the box title.

SECTION 5
DESIGN MODEL CHARTS

5.1 **INTRODUCTION**

The **Design Model Charts** function is used to create and modify model charts. A model chart is an arrangement of chart objects (data boxes, title block and summary block) which is used as a reference when an organization chart is constructed and printed. Normally, each model describes the organization structure of a single office or directorate, although in cases of very large organizations a model may depict part of an organization, with continuation models depicting the rest. **A single model cannot be used for more than one organization.** Once a model is designed, changes are usually not necessary unless some aspect of the organization structure changes (e.g., a branch is added or removed, or an office symbol changes). In such cases, the model must be modified.

Models are designed in three separate steps, or *phases*. In the *DESIGN phase*, which must be done first, objects are arranged on the model so as to describe the pattern of the organization structure. In the *NAME phase*, each data box is assigned an organization symbol. In the *RELATE phase*, each data box is assigned its relative position in the organization hierarchy. Other features are available to add a chart title, view the completed model, and get and save models.

The following keys are active for this function:

F1	Invokes help.
Alt-F1	Enters DOS Shell (type Exit <Enter> to return to OMP).
F2	Invokes the PLFA category summary function.
F5	Displays the selection box.
F6	Switches between a normal (half) or condensed (full) screen display. The full display is useful for very wide charts.
F8	Turns the mouse on and off (if a mouse device is present).
F9	Shifts the model so that it is centered relative to a printed page.
Esc	Erases the selection box.

The following keys are used to add and remove objects (*DESIGN phase* only):

N	Adds and deletes a data box.
T	Adds and deletes the title block.
S	Adds and deletes the summary block.

If a mouse device is present and active, objects are added and removed as follows (*DESIGN phase* only):

Single click, left button	Adds and deletes a data box.
Single click, right button	Adds and deletes the title block.
Double click, right button	Adds and deletes the summary block.

The **Shifted arrow** keys are used to shift boxes left, right, up and down (*DESIGN phase* only).

The PgUp, PgDn, Home, and End keys scroll the screen display.

The arrow keys are used to either move the cursor or scroll the screen. Their effect depends on whether the mouse is on or off.

The following sections describe how to design and modify model charts. All operations are selected from a Selection box, which can be accessed at any time by pressing F5.

5.2 THE MODEL CHART WORK AREA

The model chart work area can be visualized as a rectangle 160 columns (character positions) wide and 100 rows long. On the display screen, however, only 80 columns and 20 rows of the total work area are visible at any given time (see Figure 5-1). The work area may be scrolled in any direction, so that any portion of it can be moved into the visible area. The upper-left portion (i.e., the first 20 rows and 80 columns) is usually sufficient to design models for most organization structures.

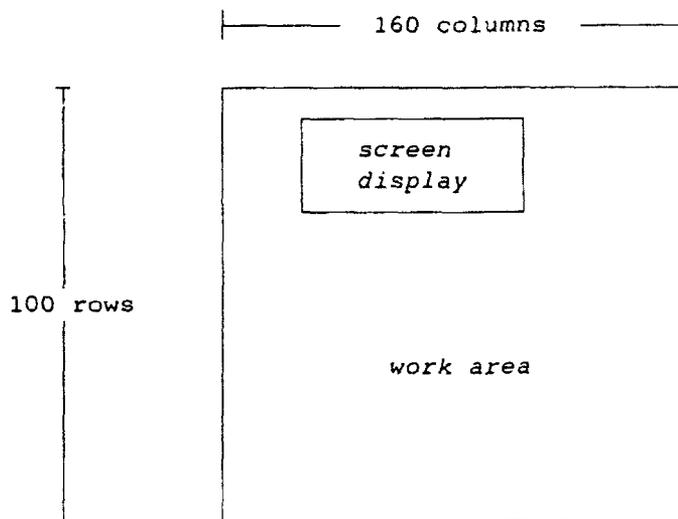


Figure 5-1. Model Chart Work Area

The upper portion of the model chart work screen (see Figure 5-2) displays the visible portion of the total work area. Towards the bottom of the screen, the Screen Row and Col values indicate the row and column of the cursor relative to the display screen. The Chart Row and Col values indicate the row and column of the cursor relative to the total work area. The Boxes value indicates the number of boxes currently in the model, whether they are in the visible area or not. The markers along the bottom of the work area indicate the position of the chart relative to 14" wide paper. 1 indicates the end of side one, 2 indicates the end of side two, and C indicates the center of a side.

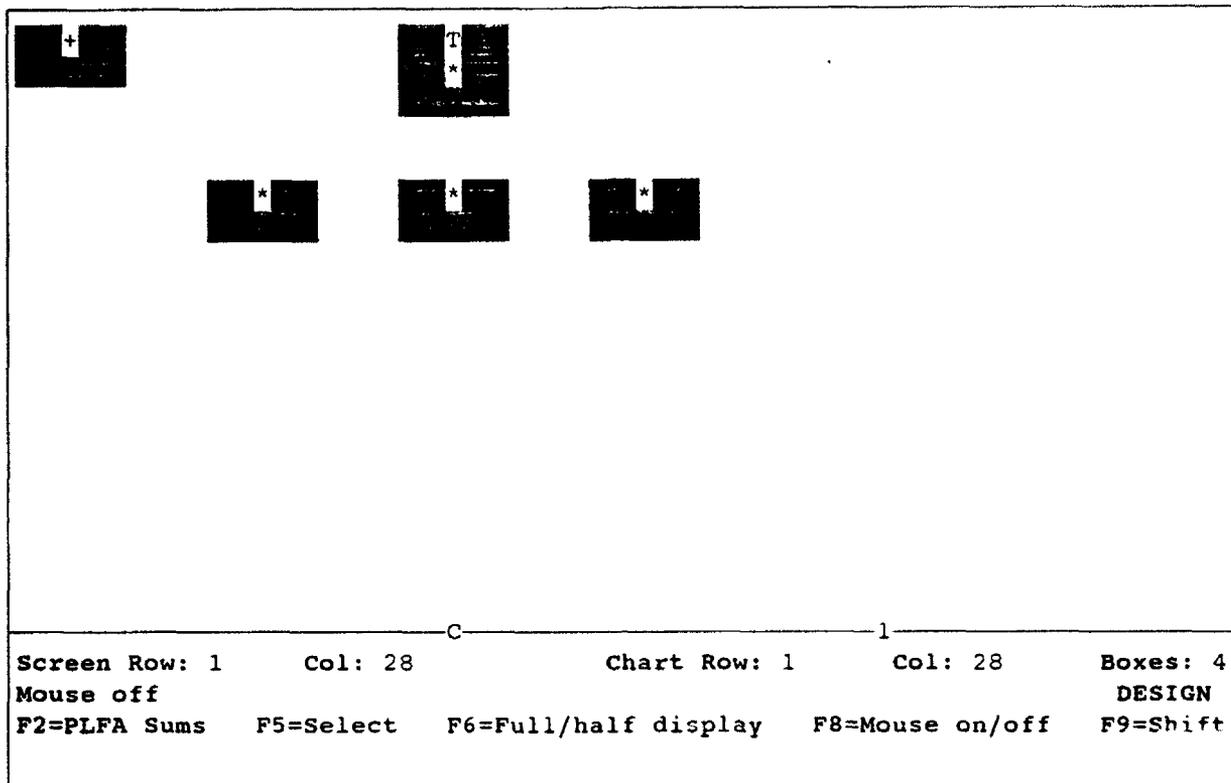


Figure 5-2. Model Chart Work Screen

5.3

THE SELECTION BOX

A selection box (Figure 5-3) is used to change among the various options when designing a model. Display the selection box by pressing F5. To select an option, use the up and down arrow keys (or press the first letter of the option) to highlight your choice, and press Enter. Press Esc to erase the box. The selection box is accessible from any option.

Design
Get
Clear
Name
Relate
View
Save
Title
Quit

Figure 5-3. The Selection Box

The normal procedure for designing a model is to arrange the chart objects using *Design*, associate the data boxes with their organization symbols using *Name*, describe the organization hierarchy using *Relate*, supply the chart title using *Title*, view the completed chart with *View*, and repeat the process as necessary. The following sections discuss each option in the selection box.

5.3.1 DESIGN

The *Design* option is used to add and remove objects from the model. While in this phase, the word **DESIGN** displays in the lower right of the work screen.

Three types of objects are used in a model: (a) data boxes (up to 99 are allowed); (b) summary blocks (only 1 is allowed); and (c) title blocks (only 1 is allowed). Each type is identified by a symbol in the top-center of the block (see Figure 5-2). The symbol for a data box is an asterisk (*). The symbol for a summary block is a plus sign (+). The symbol for a title block is the letter T. The relative location of each object on the model corresponds to the relative location of the block it represents on the printed charts. The locations are approximate, since adjustments are made when the chart is constructed and printed.

Objects are added and removed by either using the keyboard or a mouse device. If a mouse device is present, you can switch between the mouse and the keyboard by pressing F8. Either **Mouse on** or **Mouse off** displays in the lower-left of the screen to indicate whether the mouse is enabled. If a mouse device is present, **Mouse on** is the default.

NOTE: Only Microsoft and 100% compatible mouse devices are supported.

The keystrokes and mouse buttons used for each type of block are as follows:

<u>To add/delete a:</u>	<u>Press:</u>	<u>With a mouse:</u>
Data box	N	Single click - left button
Title block	T	Single click - right button
Summary block	S	Double click - right button

To add a block to the model, move the cursor to the desired location and press the appropriate key or mouse button. Uppercase or lowercase letters may be used. If the mouse is off, use the **arrow keys** to move the cursor. The object is displayed so that its symbol is under the cursor. To remove an object from the model, position the cursor over the symbol of the object, and press the appropriate key or mouse button. **The cursor must be positioned over the symbol in the object in order to remove it.** For example, to add a summary block, press S (or double-click the right mouse button). To remove a summary block, position the cursor over the symbol in the block (in this case it's the plus sign (+)), and press S (or double-click the right mouse button).

NOTE: If the mouse is on, the keyboard cannot be used to add or remove objects.

The effect of the **arrow keys** depends on whether the mouse is on or off. When the mouse is on, pressing the **left or right arrow** key shifts the work area one position right or left, respectively, and pressing the **up or down arrow** key shifts the work area one row down or up, respectively. When the mouse is off,

pressing the left or right arrow key moves the cursor left or right one position, respectively, and pressing the up or down arrow key moves the cursor up or down one row, respectively. Also, if the mouse is off and one of the arrow keys is pressed while the cursor is positioned at one edge of the screen display, the work area shifts one position. For example, if the cursor is positioned at the right edge of the screen, and the right arrow key is pressed, the work area shifts one position to the left. Remember, the Screen Row and Col values indicate the cursor row and column positions relative to the screen, and Chart Row and Col values indicate the cursor row and column positions relative to the entire work area.

The PgUp and PgDn keys shift the work area up and down ten rows at a time. The Home and End keys move to the far left and far right of the work area, respectively. The effect of these keys is the same whether the mouse is on or off.

Data boxes may be shifted in any direction using the shifted arrow keys (i.e., pressing one of the arrow keys while holding down the Shift key). To shift a data box left or right, position the cursor so that it is on the same row as the symbol in the data box, and press either Shift-LeftArrow (to shift left) or Shift-RightArrow (to shift right). All data boxes to the right of the cursor whose symbols are on the same row of the cursor are shifted. To shift a data box up or down, position the cursor so that it is above the data box, and press either Shift-UpArrow (to shift up) or Shift-DownArrow (to shift down). All data boxes below the cursor are shifted. A box will shift as long as it is not "blocked" by another data box or the cursor. If a box is shifted out of the visible area (i.e., the screen display) it is still in the model and will display if its location in the work area is moved into the visible area. If a box is shifted out of the work area, it is still available to the model, and may be shifted back into the work area; however, if the model is saved before it is shifted back, it is not used when the chart is constructed.

For most organization structures, the title block should be placed in the first row so that its symbol is directly above the C marker. The summary block should be placed in the far upper-left corner. The first data box should be placed directly under and touching the title block. The remaining data boxes should be aligned in rows, so that each row of data boxes is separated by (at least) three screen rows. Each row of data boxes should represent one level of the organization, although sometimes two rows are necessary. In either case, two levels of the organization should never appear on the same row. In the horizontal direction, boxes can be spaced so as to fill out as much of an output page as desired.

If some of the data boxes lie outside the visible area, use F6 to switch between a full (condensed) and half display. In a full display, the work area is condensed so that its entire width falls within the visible area. You cannot make changes to the model while in a full display. However, you can use the up and down arrow keys and PgUp and PgDn keys to scroll the display in the vertical direction.

Many arrangements are possible, but not all arrangements produce desired results. Although you can view a completed model to decide if it's satisfactory (see Section 5.3.6, View), the following points on what happens when charts are constructed may facilitate designing a model.

- * As the data boxes are filled with data, the boxes are extended. All boxes in the same row are extended to the length of the longest data box in the row, and all rows of boxes beneath the row are pushed down accordingly so that the boxes do not overlap. The program controls the exact placement of the boxes in the vertical direction when the chart is constructed.
- * As the summary box is filled with data, it is extended. The length of the summary box increases as the number of data boxes on the chart increases. The summary box does not force data boxes down. Consequently, it may overlap a data box.
- * Lines which connect the data boxes are never drawn around a box. Lines which intersect a data box at the top or bottom edge of the box (as is most often the case) always intersect the box at the center of the top or bottom edge. Lines are never drawn at an angle.
- * If boxes touch each other horizontally, they are separated by one space when the chart is constructed.

5.3.2 GET

Use *Get* to retrieve a saved model. When this option is selected, a dialog box displays allowing you to enter a model name. Supply the appropriate name without a file extension and press **Enter**. Press **Esc** to clear the dialog box without making a selection.

You can also select from a list of all models in the default directory, by leaving the dialog box entry blank and pressing **Enter**. When the list of models displays, use the arrow keys to highlight your choice, and press **Enter** to select it. You are then returned to the dialog box, and may override the selection or accept it by pressing **Enter**. Use the **PgUp** and **PgDn** keys if the list exceeds the screen capacity. Press **Esc** to return to the dialog box without a selection.

If a model is retrieved and the model currently in the work area has unsaved changes, you are prompted to save the current model. After a model is retrieved, you are immediately placed in *View*.

5.3.3 CLEAR

Use *Clear* to erase the model currently in the work area. If the model has unsaved changes, you are first prompted to save it.

5.3.4 NAME

The *Name* option is used to assign an organization symbol to each data box in the model. When this option is selected, the summary block and title block are temporarily hidden, and only the data boxes are shown. Also, the symbols in the data boxes are removed, and the boxes are numbered consecutively from left to right and top to bottom, beginning with number 1 in the topmost box. The numbers appear in the lower-left corner of the boxes, and are for identification purposes only. They do not reflect the hierarchy of the

organization.

The prompt "Enter the organization symbol for box 1" is displayed in the lower portion of the screen, and data box number 1 is highlighted. Type the organization symbol for box 1 and press **Enter**. The organization symbol then appears in box 1. The same process is repeated for each box in the model. After the organization symbol is supplied for the last (highest numbered) box, the cycle repeats beginning with box 1.

To skip a box, press **Enter** while leaving the organization symbol blank. To change a symbol, press **Enter** until the appropriate box is highlighted, and type the new symbol. All data boxes should have an organization symbol assigned.

A data box can be used for all records which have a common plant code, by supplying the plant code followed by a plus sign (+) instead of an organization symbol (e.g., 12+). The plant code must be two digits (i.e., plant codes 1 through 9 must be typed as 01+ through 09+). Also, the download processing must have been done with the *Will the org charts use plant codes* field equal to Y.

Data boxes which fall outside the visible area are moved into the visible area automatically when they are highlighted. It is not possible to shift the screen display or add and remove boxes while in *Name*. Also, it is not possible to cycle backwards through the boxes.

To exit the *Name* option, press **F5** to display the selection box, and select another option.

5.3.5 RELATE

The *Relate* option is used to describe the organization hierarchy. This determines how the lines which connect the boxes are drawn. When this option is selected, the summary block and title block are temporarily hidden, and only the data boxes are shown. Also, the symbols in the data boxes are removed, and the boxes are numbered consecutively from left to right and top to bottom, beginning with number 1 in the topmost box. The numbers appear in the lower-left corner of the boxes, and are for identification purposes only. They do not reflect the hierarchy of the organization.

The prompt "Enter the parent number for box 1" is displayed in the lower portion of the screen, and data box number 1 is highlighted. The parent number for a box is the number of the box which the highlighted box "reports to" in the organization hierarchy. If a box does not "report to" any other box in the model, then it is given its own number (i.e., the parent number is the same as the box number). Since the first (topmost) box in a model is the highest level organization symbol in the model and does not "report to" any other symbol in the model, type 1 as the parent for box 1 and press **Enter**. The parent number then appears in the lower-right of box 1. The same process is repeated for each box in the model. After the parent symbol is supplied for the last (highest numbered) box, the cycle repeats beginning with box 1.

NOTE: Only the first box should have equal parent and box numbers. Also, the parent number can never be greater than the box number.

To skip a box, press **Enter** while leaving the parent number blank. To change a number, press **Enter** until the appropriate box is highlighted, and type the new number. All data boxes should have a parent number assigned.

Data boxes which fall outside the visible area are moved into the visible area automatically when they are highlighted. It is not possible to shift the screen display or add and remove boxes while in *Relate*. Also, it is not possible to cycle backwards through the boxes.

To exit the *Relate* option, press **F5** to display the selection box, and select another option.

5.3.6 VIEW

The *View* option is used to view a model to determine if it's satisfactory. This is the only option in which the model is displayed complete with lines, organization symbols, and title. While in view, no changes can be made to the model (with the exception of changing the title).

If the entire model does not fit in a half screen display, an automatic adjustment is made to a full (condensed) display. It is not possible to manually switch between a full and half display. The model can be shifted up and down by using the up and down arrow, and **PgUp** and **PgDn** keys. It cannot be shifted left or right.

For the most part, the appearance of the model in *View* is a good indication of how the final chart will turn out. Ensure the organization symbols are correct, the lines are drawn properly, the spacing is satisfactory, etc. If something is wrong with the model, the chart will not turn out correctly.

Some situations which may occur when a chart is generated may not be obvious when viewing the model. For example, a summary block placed over a data box can overlap the data box if it (the summary block) extends far enough. A few adjustments to the model may be necessary before the charts are satisfactory.

5.3.7 SAVE

Use *Save* to save the current model. When this option is selected, a dialog box displays allowing you to enter a model name. Supply the desired name without a file extension (a file extension of **MDL** is automatically added) and press **Enter**. The name should conform to standard DOS naming conventions (eight characters or less, no embedded spaces, etc.). Press **Esc** to clear the dialog box.

If a file with the same name already exists, a warning message is issued, and you are allowed to cancel the request and supply a different name, or proceed with the save and overwrite the current file.

The model is saved in the default charts directory, which appears in the dialog box. To override the default directory, precede the model name with the desired directory name.

5.3.8

TITLE

The *Title* option is used to furnish the third line of the title block, which is normally the name of the organization. When this option is selected, a dialog box is displayed showing the current title (if any) allowing you to enter a new title. Supply the desired text and press **Enter**. Press **Esc** to clear the dialog box.

When a chart is generated, three lines are reserved for the title block. The following is an example:

DEFENSE CONTRACT MANAGEMENT DISTRICT NORTH CENTRAL
Organization Model
Directorate of Contract Management

The first line is the name of the PLFA. It is automatically supplied from the PLFANAME.TBL, and based on the activity code. The second line is fixed. It always appears in the title block exactly as shown. The third line is the entry supplied from the *Title* option.

NOTE: A title block only appears on the charts if a title block is in the model. If the model does not contain a title block, none of the three lines of the title appear on the chart.

When designing a model, the text of the title only appears in *View* and only if a title block is in the model.

5.3.9

QUIT

Select **Quit** to end the design process and return to the **Main Menu**. If the model currently in the work area has unsaved changes, you are prompted to save the model.

5.4

CONTINUATION CHARTS

Some organization structures are too large or too complex to fit on a single chart, and it may be desirable to depict the organization on two or more separate charts. Such charts are referred to as **continuation charts**.

Each individual chart in a set of continuation charts has its own model, and each chart is constructed and printed separately. In the model for the **first** chart in the set, the topmost box represents the highest level office symbol of the organization. In the model for an **additional** chart, the topmost box represents the highest level office symbol of the portion of the organization which is "carried over" to the chart. The box on the first chart which is "continued" becomes topmost box on the continuation chart.

Figure 5-4 and Figure 5-5 are examples of how continuation charts are designed. The model in Figure 5-5 is a continuation of the model in Figure 5-4. More specifically, office symbol **AB** is continued on the second chart, and all office symbols under **AB** are depicted on the second chart. Note that office symbol **AB** appears on both charts.

When assigning office symbols to the data boxes during the *Name* phase, the

office symbol of the box which is continued is preceded by an asterisk (*). In Figure 5-4, the office symbol is shown as *AB. In the continuation chart, the office symbol is shown as AB. The asterisk (*) will suppress putting data in the box for office symbol AB when the first chart is constructed. Instead, the message "See continuation chart" will appear in the box. The data for office symbol AB will appear in the box on the second chart.

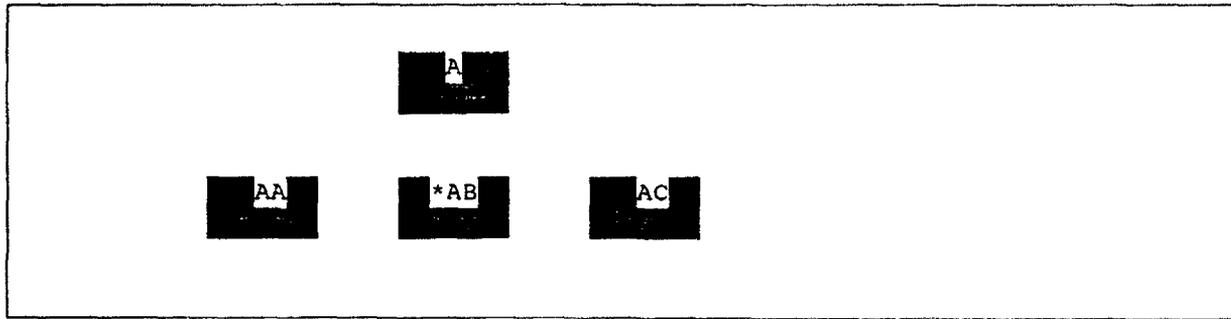


Figure 5-4. First Model in a Continuation Set

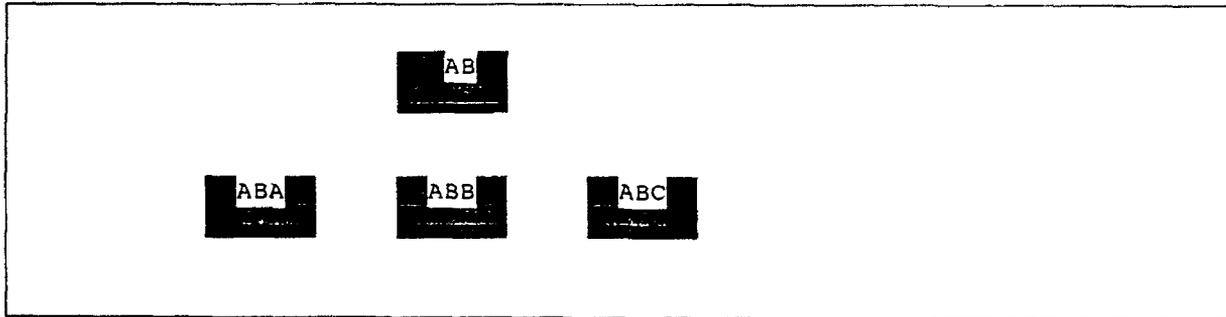


Figure 5-5. Second Model in a Continuation Set

The summary block on a continuation chart contains the summaries for each box on the chart in the usual way. The summary block on a chart which is continued (i.e., the first chart in the set), also contains summaries for each box on the chart; however, individual summaries for office symbols which appear on the continuation chart are not shown on the first chart - only the total for the office symbol is shown. For example, individual summaries for office symbols AB, ABA, ABB, and ABC will appear on the second chart, and summaries for office symbols A, AA, AB, and AC will appear on the first chart, but AB will not be broken down further (on the first chart).

When constructing the charts, extract the data in the usual way - by specifying the highest level symbol on the chart. Data is extracted for the first chart above by specifying office symbol A, and for the second chart by specifying office symbol AB.

5.5

SAMPLE DATA BOX

Figure 5-6 shows sample *name and grade* entries for a data box on the organization charts. Each data line contains the pay plan, series, and target grade, along with the employee name (or the word "(VACANCY)"). An **S** following the employee name indicates a supervisory position. A numeric value following the employee name denotes the actual grade, if it is different than the target grade. *PD number* entries (not shown) are the same as *name and grade* entries, with the exception that a PD number appears in place of the employee name.

GCQB				
GM-1910-13	JACKSON	P	S	
GS-1910-12	GRANT	H		11
05-Stewart Warner				
L GS-1910-09	KING	S		
NTGS-0318-04	ARMSTRONG	B		
RGS-0326-03	WILLIAMS	S		
GS-0326-03	(VACANCY)			
Plan:	5	8.00	O/B:	5 8.00
Mltr:	0		O/B:	0

Figure 5-6. Sample Name and Grade Data Box

An **L** at the beginning of a line indicates the employee is in some non-pay status (LWOP). An **N** indicates a non-ceiling position. A **T** indicates a temporary position. An **R** indicates rotation status.

The label "05-Stewart Warner" is a plant code heading. The four employees listed beneath it are assigned to the plant.

The summary lines at the bottom contain the frequency counts followed by average grades for GM/GS pay plans only. Military frequencies are also shown. **Plan values are based on target grades of the position.** Vacancies are included; non-ceiling positions are not. **On-board values are based on actual grades of the employees.** Non-ceiling positions are included; vacancies are not. If costs were requested on the charts, cost summaries also appear.

Figure 5-7 show sample *summarized PD number* entries. Each position description is summarized in two lines. The first line contains the number of positions at a particular grade, followed by the position title. The second line contains the pay plan, series, grade, and PD number. Box summaries do not appear for this data option.

AC	
1	CHIEF, CONTRACT ADMINISTR GM-1102-14 C7214S
4	CONTRACT SPECIALIST GS-1102-13 C0123N
3	CONTRACT SPECIALIST GS-1102-12 C6462N
1	MANAGEMENT ASSISTANT GS-0344-07
1	SECRETARY (OFFICE AUTOMAT GS-0318-06

Figure 5-7. Sample Summarized PD Number Data Box

5.6

SAMPLE SUMMARY BOX

Figure 5-7 shows a sample summary box of the organization charts. The summary box contains summary values for each data box on the charts, and the values are "rolled up" into the next highest level office symbol. The top entry is the summary for the entire organization. Values for both Plan and On-board positions/employees are given. Summaries are based on GS/GM pay plans only.

STATUS SUMMARY			
		PLANNED	ON BOARD
Z	34	9.00	8.97
ZE	5	11.20	11.20
ZO	21	7.70	7.65
ZS	3	10.00	10.00
ZW	3	11.67	11.67
ZOA	14	7.64	7.64
ZOC	6	7.00	6.80

Figure 5-8. Sample Summary Box

If costs were requested on the charts, cost summaries also appear. Military frequencies are shown if they apply. The only exceptions are *blank charts* and *summarized PD number charts*. Only the organization symbols appear in the summary boxes for these charts.

SECTION 6
DESIGN MODEL BOXES

6.1 INTRODUCTION

The Design Model Boxes function is used to specify alternate formats for the data boxes on the charts, which can be used in place of the predefined box formats. Once a model box is designed, it may be used for any chart. See Section 4, Generate Org Charts, for information on selecting a model box.

The following keys are active for this function:

- F1 Invokes help.
- Alt-F1 Enters DOS Shell (type Exit <Enter> to return to OMP).
- F2 Gets a saved model.
- F3 Save the current model.
- F4 Clears the work area.
- F5 Checks the model for errors.
- Tab Swaps between the civilian and military work areas.
- Esc Returns to the Main Menu.

Design/Modify a Model Box

<p style="text-align: center;">Civilian Format</p> <hr/> <p>AA-FFFF-BB K MMMMMMMM NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN</p>	<p style="text-align: center;">Military Format</p> <hr/> <p>HHHHHHHH K MMMMMMMM ~</p>
---	--

DESCRIPTION	ID	LEN	DESCRIPTION	ID	LEN	DESCRIPTION	ID	LEN
PAY PLAN (TAR)	A	2	MIL RANK (TAR)	H	8	CEILING CODE	O	1
GRADE (TAR)	B	2	MIL RANK (O/B)	I	8	DROP CODE	P	1
PAY PLAN (O/B)	C	2	COST CODE	J	9	PLANT CODE	Q	2
GRADE (O/B)	D	2	SUPERVISOR CODE	K	1	ROTATION CODE	R	1
STEP	E	2	GEOGRAPHIC LOC	L	9	PERM/TEMP CODE	S	1
SERIES	F	4	PD NUMBER	M	9	PART TIME HOURS	T	2
EMPLOYEE NAME	G	24	PD TITLE	N	29	SALARY	U	6

Model Box: [unnamed]

ESC=Exit TAB=Swap Area F2=Get File F3=Save File F4=Clear F5=Check

Figure 6-1. Work Screen for Designing Model Boxes

6.2

SPECIFYING FIELDS AND FORMATS

The upper portion of the screen for designing model boxes contains two work areas (see Figure 6-1). One is used to specify a format for civilian records, and the other for military records. The lower portion of the screen contains a list of all items (in the **DESCRIPTION** column) which may be used on the charts. Each item is followed by a letter (in the **ID** column) which identifies the item, and a number (in the **LEN** column) which specifies the maximum length of the field allowed in the box.

The letters in the **ID** column are used to assign an item to a data box, and the number of times the **ID** is replicated indicates how many characters of the item should be used. For example, in Figure 6-1, the first line in the civilian work area is:

```
AA-FFFF-BB      K      MMMMMMMMM
```

When the chart is constructed, the string "AA" will be replaced by the two characters of the target pay plan, since the uppercase letter A identifies that item, and the string is two characters long. Similarly, the string "FFFF" will be replaced by the four characters of the series.

Any character which is not an **ID** is printed exactly as it appears in the work area. This includes numbers, punctuation marks, lowercase letters, and uppercase letters between V and Z. In the example above, a hyphen (-) will appear between the pay plan and the series, and between the series and the target grade.

Character spacing is maintained. In the example above, the supervisory code (identified by K) will appear five spaces to the right of the target grade and five spaces to the left of the PD number.

The number of characters in an identifying string determines how many characters of the item to use when the charts are constructed. If the number of characters in an identifying string is less than the maximum number of characters allowed for an item, then the number of characters of the item is limited to the number of characters in the identifying string. If the number of characters in an identifying string is greater than the maximum number of characters allowed for an item, the extra characters are replaced by spaces. For example, the string JJJJJ would be replaced by the first five characters of the cost code. The string JJJJJJJJJJ would be replaced by the (maximum allowable) nine characters of the cost code, plus a space.

Up to three lines of format information are allowed for each civilian record and each military record. The civilian and military records may contain different items, but the number of formatted lines in the civilian record must equal the number of formatted lines in the military record. In Figure 6-1, the civilian and military formats contain different items. The target military rank is used in the military record, whereas the target pay plan, series, and grade are used in the civilian record. Each format, however, contains two formatted (i.e., non-empty) lines. The second line of the military format contains a caret (^) symbol. A caret (^) at the beginning of a line indicates the entire line should be replaced by spaces, but it is still considered a formatted line, and satisfies the requirement that the number of

formatted lines in each box must be equal.

An unformatted line cannot precede a formatted line. If one formatted line is used, it must be the first line. If two formatted lines are used, they must be the first two lines.

Use the **Tab** key to switch between the civilian and military work areas. While in a work area, use the **Enter** key and **up** and **down** arrow keys to move around. Press **F4** to clear the work areas. If the work area has unsaved changes, you are first prompted to save the model. Press **F5** to check the format information for errors. Press **Esc** to return to the **Main Menu**.

6.3 RETRIEVING A MODEL BOX

Press **F2** to retrieve a saved model. When this option is selected, a dialog box displays allowing you to enter a model name. Supply the appropriate name without a file extension and press **Enter**. Press **Esc** to clear the dialog box without making a selection.

You can also select from a list of all models in the default directory, by leaving the dialog box entry blank and pressing **Enter**. When the list of models displays, use the **arrow** keys to highlight your choice, and press **Enter** to select it. You are then returned to the dialog box, and may override the selection or accept it by pressing **Enter**. Use the **PgUp** and **PgDn** keys if the list exceeds the screen capacity. Press **Esc** to return to the dialog box without a selection.

If a model is retrieved and the model currently in the work area has unsaved changes, you are prompted to save the current model.

6.4 SAVING A MODEL BOX

Press **F3** to save the current model. When this option is selected, a dialog box displays allowing you to enter a model name. Supply the desired name without a file extension (a file extension of **BXT** is automatically added) and press **Enter**. The name should conform to standard DOS naming conventions (eight characters or less, no embedded spaces, etc.). Press **Esc** to clear the dialog box.

If a file with the same name already exists, a warning message is issued. You are allowed to cancel the request and supply a different name, or proceed with the save and overwrite the current file.

The model is saved in the default charts directory, which appears in the dialog box. To override the default directory, precede the model name with the desired directory name.

SECTION 7
SELECT PRINTER TYPE

7.1 INTRODUCTION

The **Select Printer Type** option is used to specify which type of printer will be used to print the organization charts, or if printing will be done using **SIDEWAYS**. It is also used to set print parameters for individual printers.

NOTE: This option only applies to the organization charts. It does not apply to the reports generated from a database query. Reports printed from a database query are printed in standard text format.

The following keys are active for this function:

- | | |
|---------------|--|
| F1 | Invokes help. |
| Alt-F1 | Enters DOS Shell (type Exit <Enter> to return to OMP). |
| F2 | Adds a new printer type (and its settings). |
| F4 | Edits/modifies printer settings. |
| F5 | Displays an ASCII chart. |
| Home | Selects a new printer. |
| Esc | Returns to the Main Menu. |

Select Printer Type	
Filename	Description
APLS2000	ALPS P2000G/P2100G Series
EPSONLQ	Epson LQ Series
HPLASJTP	Hewlett-Packard Laserjet Plus
HPLAS3D1	Hewlett-Packard Laserjet IIID
NOCODES	null. Printer must be set manually.
SIDEWAYS	Sideways

Current printer setting is ALPS P2000G/P2100G Series

ESC=Exit F2=Add new printer type F4=Edit F5=ASCII Chart Home=Set Printer

Figure 7-1. Select Printer Type Screen Display

7.2

SELECTING A PRINTER

Printers are selected from the *Select Printer Type* screen (see Figure 7-1). Use the up and down arrow keys to highlight a choice, and press **Home** to select it. The current printer setting is displayed in the lower left of the screen. Press **Esc** to return to the Main Menu.

NOTE: The printer must be selected before organization charts are generated, even if the charts are saved on disk.

Each entry in the **Filename** column is the name of a file containing the printer settings for a particular printer, and each entry in the **Description** column is an informational description of the filename. You can add settings for a new printer, or modify the setting for a printer. See Section 7.3, *Adding a New Printer and Modifying Settings*, for further information.

Select the **NOCODES** setting if you wish to adjust the printer manually. Some printers are adjustable from the console or with DIP switches located on or inside the printer. The recommended settings are 17 characters per inch, 8 lines per inch, and a font which prints "line draw" or "box" characters. Some printers (particularly laser printers) may require additional settings. The method varies from printer to printer, and you must refer to the printer's manual for information. The **NOCODES** setting will not send any commands to the printer when the organization charts are generated, and the manual settings will be used.

Select the **SIDEWAYS** setting if you wish to print the organization charts using the **SIDEWAYS** software package. You must also configure **SIDEWAYS** beforehand. Refer to Section 7.4, *Printing with SIDEWAYS*, for further information.

NOTE: Any selection other than **NOCODES** and **SIDEWAYS** will override the printer's current settings. After printing, you must reset the printer for normal use. The simplest way is to turn the printer off and then back on.

7.3

ADDING A NEW PRINTER AND MODIFYING SETTINGS

You can add a new printer to the list by pressing **F2**, or edit current settings for the highlighted printer by pressing **F4**. The *Edit Printer Settings* screen is then displayed (see Figure 7-2). The following paragraphs describe each entry.

The **Description** field is an identifying label for the printer setting. Any appropriate text can be supplied. A label is not required, but recommended. **SIDEWAYS** is the only exception (see Section 7.4, *Printing With SIDEWAYS*).

The **Max chars/side** field indicates the maximum number of characters to print on one side of a chart. If the width of a chart exceeds this number of character positions, the chart prints on two sides. For example, if the value is 200, "side 1" of the chart will contain the first 200 character positions, and "side 2" will contain the rest. The appropriate value depends on the size of the characters (i.e., the number of characters per inch), and the width of the paper used. A rule of thumb is to multiply the characters per inch by the width of the paper. For example, using the conventional size of 17 characters

per inch and 14" wide paper, a value of 238 is recommended (17 times 14 equals 238). The value may sometimes need a slight adjustment, since some printers (particularly laser printers) reserve space around the edges of the paper for margins. You may have to experiment to get the desired results. If you print using the SIDEWAYS software package, set this value to a very high number (e.g., 600).

Edit Printer Settings

Description :

Max chars/side:

Setup string :

Form feed char:

Type either the decimal or hex character value, then End to accept it. Press Enter to display the character only. Press Tab or Esc to return above.

<p>Decimal value?</p> <p>Char: Hex:</p>	<p>Hex value?</p> <p>Char: Dec:</p>
---	---

Edit file: [unnamed]

ESC = Return Tab = Next area F3 = Save file F5 = ASCII chart

Figure 7-2. Edit Printer Settings Screen Display

The *Setup string* is the sequence of characters which sets the printer. Each printer interprets certain predefined characters as commands, which set one or more options available on the printer. The characters are not printed, but are instead used to automatically adjust the printer in some way. You must refer to a printer's manual to determine which characters a printer uses as printer settings. As mentioned in Section 7.2, Setting a Printer, the recommended settings are 17 characters per inch, 8 lines per inch, and a font which prints "line draw" or "box" characters. Laser printers normally require additional settings. See Section 7.3.1, Using ASCII Codes, for information on specifying characters which cannot be typed from the keyboard. If you are printing through the SIDEWAYS software package, the *Setup string* must contain the full path to the SIDEWAYS program on your computer. See Section 7.4, Printing With SIDEWAYS, for further information.

The *Form feed character* field is used to specify the character which causes

the printer to eject the page after a chart is printed. Most printers (lasers included) interpret the ASCII 12 character as a form feed command. This is the normal value for this field (see Section 7.3.1, Using ASCII Codes, for information on how to specify a form feed character). The entry in the **Form feed character** field may also be a string of characters. Normally the string consists of only one character (i.e., the ASCII 12 character). However, other characters may be appended to it, which would issue commands to the printer after a chart is printed (e.g., to reset the printer to its default settings). This is the last string which is sent to the printer when a chart is generated. Leave this field blank for SIDEWAYS.

Press **F3** to save the printer settings. When this option is selected, a dialog box displays allowing you to enter a filename. Supply the desired name without a file extension (a file extension of PCS is automatically added) and press **Enter**. The name should conform to standard DOS naming conventions (eight characters or less, no embedded spaces, etc.). Press **Esc** to clear the dialog box.

If a file with the same name already exists, a warning message is issued, and you are allowed to cancel the request and supply a different name, or proceed with the save and overwrite the current file.

The file is saved in the default charts directory, which appears in the dialog box. To override the default directory, precede the model name with the desired directory name.

NOTE: Saving the printer settings does not set the printer. The printer must be set according to the steps in Section 7.1, Setting the Printer.

7.3.1 USING ASCII CODES

Many characters which are typically used by printers as setup commands cannot be typed from the keyboard. An alternate method must be used to specify these characters. The following paragraphs explain how this is done from the *Edit Printer Settings* display screen (see Figure 7-2).

Most microcomputers use a common set of characters known as the "ASCII character set," which consists of 256 characters. Pressing **F5** displays a chart of the ASCII character set. While viewing the chart, use the **PgUp** and **PgDn** keys to display different portions of the chart. Press **Esc** to return to the *Edit Printer Settings* screen.

Each of the 256 characters of the ASCII character set has a number assigned to it. The numbers run from 0 (which represents the first character) to 255 (which represents the last character). The numbers are sometimes referred to as "codes." On the ASCII chart, the numbers assigned to each character appear in the **Dec** column (**Dec** is an abbreviation for the word *decimal*, which is the way numbers are normally expressed). The characters themselves appear in the **Chr** column. As an example, decimal number 35 is assigned to the pound sign (**#**) character. The conventional terminology is "ASCII character 35 is the pound sign (**#**)" or "The pound sign (**#**) is ASCII code 35."

Characters which cannot be typed from the keyboard can be specified by using

their ASCII codes instead. The box in the lower-left is used to do this. If it is necessary to add a character to a string and the character is not on the keyboard, press **Tab** to move the cursor to the **Decimal** value prompt in the box in the lower-left of the screen, then type the decimal number of the appropriate character, and press **End**. The character is appended to the end of the current string (the current string is the string which is highlighted at the top). In addition, the character displays at the **Char** label in the box. Press **Esc** to move the cursor back to the current string.

Printer manuals always provide the ASCII codes for any characters which are used as printer settings. They are usually found in a table or an appendix. For example, the ASCII code for the character which is commonly used as a form feed command is 12. An entry in a manual might appear as:

<u>Command</u>	<u>Decimal</u>
Form feed	12

The character which represents ASCII code 12 cannot be typed from the keyboard. Consequently, it must be furnished using the box in the lower-left of the **Edit Printer Settings** screen.

Decimal values can also be expressed in a different form sometimes used in computer literature, known as *hexadecimal* notation. In the ASCII chart, the hexadecimal codes for the characters appear under **Hex** column. Printer manuals usually provide ASCII codes in both decimal and hexadecimal notation, and either one may be used, although decimal is normally easier. To specify a character using hexadecimal notation, press **Tab** until the cursor is at the **Hex value** prompt in the lower-right corner, then type the hexadecimal value of the appropriate character, and press **End**. The character is appended to the end of the current string. In addition, the character displays at the **Char** label in the box. Press **Esc** to move the cursor back to the current string.

When entering a value at the **Decimal value** prompt, the corresponding character is only appended to the current string if **End** is pressed. If you wish to display the character without appending it to the current string, press **Enter** instead. The same is true when supplying a value at the **Hex value** prompt. Also, when a decimal value is entered in the lower-left box, the equivalent hexadecimal value is displayed at the **Hex** label. When a hexadecimal value is entered in the lower-right box, the equivalent decimal value is displayed at the **Dec** label.

Successively pressing the **Tab** key moves the cursor between the current string and the boxes on the bottom. The current string is always highlighted. New characters are appended to the current string only.

7.4 PRINTING WITH SIDEWAYS

Organization charts may be printed using the **SIDEWAYS** software package. The charts may be printed as they are constructed, or saved on disk and printed at a later time. If charts are saved on disk, a batch file is also created, and the saved charts can be printed consecutively through **SIDEWAYS** by starting the batch file.

A printer setting file for **SIDEWAYS** is provided with **OMP**. However, you may

need to modify the setting to conform to the way SIDEWAYS is installed on your computer. To do so, highlight the **SIDEWAYS** option on the *Select Printer Type* screen (Figure 7-1), and press **F4** to display the *Edit Printer Settings* screen (Figure 7-2). The entry in the *Description* field must contain the single word **SIDEWAYS**. The entry in the *Setup string* field must contain the full file specification to the SIDEWAYS program on your computer, including drive and directory. Also, the *Form feed* field should be blank (SIDEWAYS controls form feeds). Change the entries as appropriate, and press **F3** to save the file if changes were made. Refer to Section 7.3, *Adding a New Printer and Modifying Settings*, for more detailed information on editing printer settings.

In addition to the above, you must configure SIDEWAYS itself. To do so, switch to the default OMP directory (e.g., \OMP2), and display the SIDEWAYS configuration screen by typing the full file specification to the SIDEWAYS program on your computer. For example, if SIDEWAYS resides in directory C:\SIDEWAYS, then type C:\SIDEWAYS\SIDEWAYS, and press **Enter**. The SIDEWAYS configuration screen (for version 3.3) is shown in Figure 7-3, along with the recommended settings for OMP. Press **F9** to save the settings. Refer to your SIDEWAYS manual for information on changing the values.

NOTE: The settings may be changed as desired. For example, you may prefer a larger or smaller character size, or a higher print density.

S I D E W A Y S Version 3.3		
Printer port:	LPT1:	
Vertical form size (inches):	11.00	
Horizontal form size (inches):	13.60	
Character font:	Tiny	4 x 12 dot matrix
Density:	Single	
Character spacing (dots):	1	14.40 characters per inch
Line spacing (dots):	3	8.00 lines per inch
Left margin (inches):	0.00	
Top margin (inches):	0.00	
Bottom margin (inches):	0.00	108 lines per page
Starting page:	1	
Glue lines:	0	
Directory:	C:\OMP2	
Enter name of print file:		
F1:help F3:save options F4:load options F9:save defaults F10:Exit (C) Copyright 1982-1990 Funk Software, Inc.		

Figure 7-3. Recommended SIDEWAYS Settings for Org Charts

The above example explains how to configure SIDEWAYS by starting it from the default OMP root directory. The reason for doing it this way is that SIDEWAYS creates a file of default settings (filename SIDEWAYS.DFT) in the default OMP root directory which contains the proper directory information when SIDEWAYS is invoked to print the charts.

The output device and printer model must also be specified in SIDEWAYS. The **Printer port** field in Figure 7-3 must be set to the appropriate output device. This overrides the *default output device* specified in the **Set Default Values** function of OMP. The printer model is specified in the SIDEWAYS setup program. To run the setup program, switch to the directory containing SIDEWAYS and type **SWSETUP <Enter>**. Refer to your SIDEWAYS manual for further information. The method for assigning a printer varies depending on which version of SIDEWAYS you are using.

Whenever charts are saved on disk, a batch file is automatically created which can facilitate printing the charts through SIDEWAYS at a later time. The name of the batch file is **SWOMP.BAT**, and it is stored in the default charts directory (e.g., \OMP2\CHARTS). Figure 7-4 is a sample SWOMP.BAT file.

```
C:\SIDEWAYS\SIDEWAYS XM-A.SD1
C:\SIDEWAYS\SIDEWAYS XM-GC.SD1
C:\SIDEWAYS\SIDEWAYS XM-GCQ.SD1
C:\SIDEWAYS\SIDEWAYS XM-K.SD1
```

Figure 7-4. Sample SWOMP BAT File

Each record (line) in SWOMP.BAT contains the full file specification for the SIDEWAYS program, followed by the name of a model chart. To print all the charts in the file, switch to the default charts directory (e.g., \OMP2\CHARTS) and type **SWOMP <Enter>**. The SWOMP.BAT file may be edited with any suitable text editor or word processor to add or delete charts.

In order to facilitate using SWOMP.BAT, switch to the default OMP charts directory (e.g., \OMP2\CHARTS), and display the SIDEWAYS configuration screen (Figure 7-3) by typing the full file specification to the SIDEWAYS program on your computer. For example, if SIDEWAYS resides in directory C:\SIDEWAYS, then type C:\SIDEWAYS\SIDEWAYS, and press **Enter**. The **Directory** value should be the default charts directory (e.g. C:\OMP2\CHARTS). Press **F9** to save the settings. Refer to your SIDEWAYS manual for information on changing the values.

**SECTION 8
PROCESS DOWNLOAD DATA**

8.1 INTRODUCTION

The **Process Download Data** option processes DBMS data downloaded from the mainframe in order to prepare the data for use by OMP. The activity data file, index files and activity summary files are created. DBMS data must be processed using this option before it can be used by OMP.

The following keys are active for this function:

F1	Invokes help.
Alt-F1	Enters DOS Shell (type Exit <Enter> to return to OMP).
Home	Initiates processing.
Esc	Returns to the Main Menu , or cancels processing if it is in progress.

NOTE: Download files from the previous version of OMP must be converted to the new format before they can be processed using this option. See Section 9, **Convert v1 XTR Files**, for further information.

8.2 OMP ACTIVITY DATABASE FILES

The **Process Download Data** option creates one set of database files for each activity processed. Each set consists of eleven files - one data file, eight index files, and two summary files. The files are stored in the default database directory. See Section 16, **Set Default Values**, for information on default directories. The entire set of eleven files for an activity must remain together. If an activity's data is transferred to another computer or another site, the entire set must be transferred.

The file names of all eleven files in the set begin with the string "OMP-", followed by the activity's two-character activity symbol. For example, all eleven files for activity **XM** begin with **OMP-XM**. Each file is then further identified by a unique file extension. The file names are automatically formed by the download processing program. OMP only recognizes activity files which conform to this naming convention.

NOTE: In the earlier versions of OMP, the activity's database file names were based on the two-character activity symbol of the **download file**. This is no longer the case. The activity's database file names are now based on the activity symbol of the **data**.

During download processing, it is possible to specify alternate names for the activity's set of database files. This might be desirable to keep a test or backup version of the activity's data. Section 8.3, **Specifying Criteria**, explains how to do so. In the alternate name, only the two-character activity symbol is changed. The filename will still conform to the standard naming convention. For example, you can specify that the names of all activity files for activity **XM** begin with **OMP-X2**, rather than the default **OMP-XM**. Only the file name is altered. The data remains unchanged.

All eleven files of an activity's database have the same date. The date

represents the "as-of" date of the data. The default date is the date of the download file. The default date can be changed during download processing.

8.3 SPECIFYING CRITERIA

All information necessary to process download data is supplied on the **Process Download Data** screen (see Figure 8-1). After all desired entries have been made, press **Home** to initiate processing, and wait for the completion message. Information messages are displayed while processing is in progress. Press **Esc** to cancel processing. Each field on the **Process Download Data** screen is described in the following paragraphs.

Process Download Data	
Download File	
Name of download (XTR) file	: XMDATA
Directory containing download file	: C:\OMP
Options	
Will the org charts use plant codes?	Y
Activity code(s) to process	:
Download data as-of date (MM-DD-YY)	: 04-22-93
Database directory to store output	: C:\OMP\DATABASE
Rename Table	
Rename table to use	: LOCAL
Directory containing rename table	: C:\OMP
ESC = Exit	
HOME = Process	

Figure 8-1. Process Download Data Screen

In the **Name of download (XTR) file** field, supply the filename of the data downloaded from DBMS. Do not use a file extension. A file extension of XTR is assumed. If the download file has a different file extension (or none at all), then it must be renamed before processing.

NOTE: In the previous versions of OMP, the download filename was required to contain a two-character activity symbol. This is no longer the case.

In the **Directory containing download file** field, supply the full path to the directory containing the download data file. Override the default directory

if necessary. See Section 16, Set Default Values, for information on setting the default directory path.

In the *Will the org charts use plant codes* field, type Y (yes) if plant/shift codes will be used on the organization charts; otherwise type N (no).

The *Activity code(s) to process* is used to indicate which activities in the download file to select for processing. Supply an entry according to the following:

- * If the download file contains only one activity, leave this field blank.
- * If the download file contains multiple activities and you wish to process all of them, type the word **ALL**.
- * If the download file contains multiple activities and you only wish to process certain ones, type the two-character activity symbols of the activities you wish to process, separated by commas. For example, the entry:

XM,XN

will create two sets of activity database files - one set for activity **XM**, and one set for activity **XN**. No other activities in the download file would be processed.

- * If you wish to change the default name for the activity database file, type the two-character activity symbol, followed by a hyphen, followed by a new two-character activity symbol. For example, the entry:

XM-X1,XN

processes activity **XM** first, but names the set of eleven database files so they begin with **OMP-X1** (as opposed to **OMP-XM**). From then on, activity symbol **X1** would be used to access the activity. Activity **XN** would be processed next, but not renamed. The names of its eleven database files would begin with **OMP-XN**, and activity symbol **XN** would be used to access the activity.

The *Download data as-of date* field is used to specify the date you wish to designate as the as-of date of the activity database files. Although the date of the download file always becomes the date of the activity database files, you may change the date of the download file, and thereby control the date of the activity files. The default date is the original date of the download file. This date is displayed when the cursor is placed on the field. If you wish to designate a different as-of date, change the displayed date as desired. The date must be typed in **MM-DD-YY** format, where **MM** represents the two-digit month, **DD** represents the two-digit day, and **YY** represents the last two digits of the year. Use leading zeros for the month and day if they apply (e.g., 02-01-93). If the default date is changed, a dialog box is displayed to verify the change (see Figure 8-2). In the box, the date of the download file is displayed, followed by the date you wish to use instead. Press **Y** (yes) if you wish to accept the new date. Press **N** (no) or **Esc** (cancel) if you

wish to retain the original date. If you accept the new date, the date of the download file is changed to the new date, and this then becomes the date of the activity's database files, and the as-of date of the activity's data. You must then press Home again to start processing.

The download file date is 03-23-93		
Your as-of date is set to 03-19-93		
Do you wish to use your as-of date?		
Y (yes)	N (no)	ESC (cancel)

Figure 8-2. Dialog Box to Verify Changing As-of Date

In the **Database directory to store output** field, supply the full path to the directory in which the activity's database files are to be stored. Override the default directory if necessary. See Section 16, Set Default Values, for information on setting the default directory path.

The **Rename table to use** is the name of a table to use if you wish to rename office symbols in the activity. See Section 12, Modify Tables, for information on rename tables. Do not supply a file extension. A file extension of RNM is assumed. If you do not wish to rename office symbols, leave this field blank.

In the **Directory containing rename table** field, supply the full path to the directory in containing the rename table. Override the default directory if necessary. The default directory is the root OMP directory. See Section 16, Set Default Values, for information on setting the default directory path.

SECTION 9
CONVERT v1 XTR FILES

9.1 **INTRODUCTION**

The **Convert v1 XTR Files** option is used to convert download files from the previous version of OMP (version 1) to the format used in the current version. Only then can the data be processed to create the activity database files. The values of any new fields which were added with this version of OMP are either filled with spaces or zeros, as appropriate.

The following keys are active for this function:

- | | |
|---------------|---|
| F1 | Invokes help. |
| Alt-F1 | Enters DOS Shell (type Exit <Enter> to return to OMP). |
| Home | Initiates processing. |
| Esc | Returns to the Main Menu , or cancels processing if it is in progress. |

Convert v1 XTR Files

	Old Download File	
Name of old download file	: XMOLD.XTR	
Directory containing old file	: C:\OMP	

	New Download File	
Name of new download file	: XMDATA.XTR	
Directory containing new file	: C:\OMP	

Note: Supply file extensions if appropriate. No file extensions are assumed.

ESC = Exit	HOME = Process
------------	----------------

Figure 9-1. Convert v1 XTR Files Screen

9.2

SPECIFYING CRITERIA

All information necessary to convert old download files is supplied on the **Convert v1 XTR Files** screen (see Figure 9-1). After all desired entries have been made, press **Home** to initiate processing, and wait for the completion message. Information messages are displayed while processing is in progress. Press **Esc** to cancel processing. Each field is described below.

The **Name of old download file** entry is the name of the old (OMP version 1) download file which is to be converted to the new format. Supply the full filename, including a file extension if appropriate.

In the **Directory containing old file** field, supply the full path to the directory in containing the old download file. Override the default directory if necessary. The default directory is the root OMP directory. See Section 16, **Set Default Values**, for information on setting the default directory path.

The **Name of new download file** entry is the name of the new download file in the new format. Supply the full filename, including a file extension if appropriate. If the file will be further processed using the **Process Download Data** option (see Section 8, **Process Download Data**), the recommended file extension is **XTR**.

In the **Directory to store the new file** field, supply the full path to the directory in which to store the converted download file. Override the default directory if necessary. The default directory is the root OMP directory. See Section 16, **Set Default Values**, for information on setting the default directory path.

NOTE: The new download file name can only be the same as the old name if the files are in different directories.

SECTION 10
CHECK DATABASE FILES

The **Check Database Files** option is used to determine if the set of database files for each activity in the default database directory is complete. Any files missing from a set are reported. This option should be used whenever activity data is received from another site or another computer.

The first line of the output display (see Figure 10-1) shows current date and time. The next two lines show the default database directory, and the number of ACF files (i.e., files with an ACF extension) in the directory, respectively. An ACF file (activity data file) is one of eleven files that comprise a complete set of database files for an activity. If any of the remaining ten files in the set are missing, they are listed, and the activity data is not usable by OMP.

The number of errors is the total number of missing files. The amount of available disk space is also shown.

Use the up and down arrow keys and **PgUp** and **PgDn** keys to scroll the display. Press **F7** to print the report. Press **Esc** to return to the **Main Menu**.

NOTE: This option does not validate the data in the files. It only checks for missing files.

```
16 June 1993                Check Database Files

OMP database check at 13:19:49 on 06-16-1993.

The default database directory is C:\OMP\DATABASE.
The directory contains 8 ACF (activity) files.

Number of errors detected : 0

Free bytes of disk space  : 67764480

                                ESC = Exit                F7 = Print
```

Figure 10-1. Check Database Files Screen Display

SECTION 11
DEL/REN/COPY/ARCHIVE

11.1 INTRODUCTION

The Del/Ren/Copy/Archive option is used to delete, rename, copy, and archive selected OMP files. The operations apply to model charts, database files, print charts (i.e., organization charts saved on disk), cost tables, and plant code tables.

The following keys are active for this function:

- F1** Invokes help.
- Alt-F1** Enters DOS Shell (type Exit <Enter> to return to OMP).
- F2** Changes the source directory (for file selection)
- F3** Changes the target directory (for copies)
- F5** Selects a file type.
- Home** Process a request.
- Esc** Returns to the Main Menu.

Delete/Rename/Copy/Archive Files							
C	FILE	NEWNAME	CREATED	C	FILE	NEWNAME	CREATED
	XM-GCAC		02-28-1991		XM-S		11-14-1990
	XM-A		03-30-1993		XM-C		03-19-1991
	XM-CF		06-15-1990		XM-GC		04-17-1991
	XM-GCA		02-28-1991		XM-K		01-24-1992
	XM-GCQ		04-19-1990		XM-Q		01-22-1991
	XM-L		10-07-1992		XM-D		12-05-1990
	XM-W		01-22-1991		XM-Z		11-14-1990

File type: Model charts	
Source dir: C:\OMP\CHARTS	Target dir: C:\OMP\CHARTS
ESC=Exit	F2=Source dir
F3=Target dir	F5=File type
Home=Process	

Figure 11-1. Delete/Rename/Copy/Archive Files Work Screen

11.2

PROCESSING A REQUEST

All operations are performed from the **Delete/Rename/Copy/Archive Files** work screen (see Figure 11-1). The **C** (command) column is used to specify the type of operation (copy, rename, delete, or archive). The filenames in the **FILE** column are the files for the current file type in the current source directory. File extensions are not shown. The **NEWNAME** column is used to specify a target filename for copies and renames. The dates in the **CREATED** column are the dates of the corresponding files. The type of file currently selected is displayed in the bottom portion of the screen following the label **File type**. Immediately below the file type the current source and target directories are displayed, following the **Source dir** and **Target dir** labels, respectively.

To select a file type, press **F5**. A selection box is displayed which lists the available types (see Figure 11-2). Use the **up** and **down** arrow keys (or press the first letter of an item) to highlight your choice, and press **Enter** to select it. Once a file type is selected, it remains in effect until changed. Use the **Esc** key to erase the selection box.

<p>Model charts Database files Prints charts Cost tables Plant tables</p>

Figure 11-2. Selection Box for File Type

Only files in the **default directory** for the selected file type are displayed. For example, only the **model charts** in the **default charts directory** would be listed. To list files of a particular file type from a directory other than the file type's default directory, press **F2**. A dialog box is displayed, which allows you to change the source directory. Supply a different directory as desired, and press **Enter** (or press **Esc** to remove the dialog box). Normally it is not necessary to change the source directory - it changes automatically as a new file type is selected. However, you may have test or backup files in other directories, or may wish to copy files from a floppy disk to the hard disk. Type an asterisk (*) to return to the default source directory for the current file type.

To specify an operation on a file, position the cursor in front of the filename and type either **D** to delete, **R** to rename, **C** to copy, or **A** to archive (compress) the file. Uppercase or lowercase letters may be used. Use the **arrow** keys to move the cursor. Use the **PgUp** and **PgDn** keys if the items exceed screen capacity. After all operations have been specified, press **Home** to process the request.

Multiple operations may be specified, and operations may be mixed. All **deletes** are performed first, all **copies** second, all **renames** third, and all

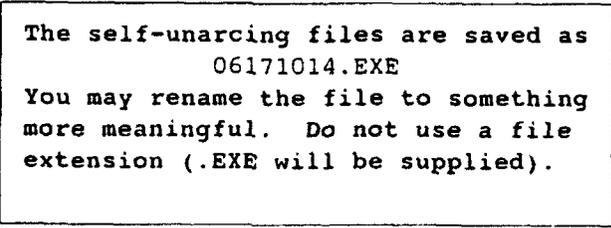
archives last. However, you cannot perform two successive operations on a file without refreshing the screen. To refresh the screen, reselect the file type.

The results of an operation appear in the **NEWNAME** column. The word ***ERROR** indicates the operation on the file did not complete successfully; otherwise, the operation completed successfully.

Whenever *copy* or *rename* operations are specified (i.e., by typing **C** or **R**), the cursor is positioned in the **NEWNAME** column. For *copy* operations, you must supply a target filename if the target directory is the same as the default directory. This satisfies the DOS requirement that a file cannot be copied to itself. If the target directory is different than the source directory and the **NEWNAME** (target) field is blank, the file retains its name after the copy is performed. For *rename* operations, a filename is required, and the target directory must be the same as the source directory. Press **Enter** after typing the filename.

To change the target directory, press **F3**. A dialog box displays which allows you to type a new directory. Supply the desired directory name, and press **Enter** (or press **Esc** to remove the dialog box). Type an asterisk to return to the default target directory for the current file type.

Whenever *archive* operations are requested (i.e., by typing **A**), all files selected in the request are compressed to the same self-unarcng file. The default filename for the archive (i.e., the group of compressed files) is formed from the date and time of the request (and an **EXE** file extension is added). A dialog box then displays which shows the default filename, and allows you to change it to something more meaningful (see Figure 11-3). Supply an alternate name if desired, and press **Enter**. Omit a file extension. A file extension of **EXE** is automatically supplied. To retain the default filename, leave the entry blank, or press **Esc**. The archive is saved in the default root directory (e.g., **\OMP2**). It is not saved in the current target directory.



The self-unarcng files are saved as
06171014.EXE
You may rename the file to something
more meaningful. Do not use a file
extension (.EXE will be supplied).

Figure 11-3. Dialog Box to Rename Archive

NOTE: Whenever database files are selected, only one filename is listed for each activity, even though an activity's set of database files consists of eleven files. Any operation, however, is performed on all eleven files. For example, if an activity's database is deleted, all eleven files in the set are deleted. Similarly, model charts may have

SD1 and SD2 file extensions. If a model chart is deleted, both sides of the chart are deleted.

SECTION 12
MODIFY TABLES

12.1 **INTRODUCTION**

The **Modify Tables** option is used to create or modify the tables used by OMP. Full screen text editing features are provided.

The following keys are active for this function:

F1	Invokes help.
Alt-F1	Enters DOS Shell (type Exit <Enter> to return to OMP).
F2	Gets a table.
F3	Saves a table.
F7	Prints a table.
Esc	Returns to the Main Menu.

The following keys are active while editing a table:

Ctrl-N	Inserts a blank line at the cursor.
Ctrl-Y	Deletes the line at the cursor.
Del	Deletes a character under the cursor.
Ins	Toggles character insert mode on and off.
PgUp	Moves the screen display up one page.
PgDn	Moves the screen display down one page.
Ctrl-PgUp	Moves to the top of file.
Ctrl-PgDn	Moves to the bottom of file.
Arrow keys	Move the cursor around the screen.
End	Moves the cursor to the far right of the record.
Home	Moves the cursor to the beginning of the record.

NOTE: All tables are saved as ASCII text files. You may optionally use any suitable text editor or word processor to edit them.

12.2 **ACCESSING A TABLE**

Press **F2** to access a table. A selection box is displayed listing the types of tables which may be modified or created with this option (see Figure 12-1). Use the up and down arrow keys (or press the first letter of an item) to highlight your choice, and press **Enter** to select it (or press **Esc** to erase the selection box).

For some types of tables, only one copy is maintained. For others, multiple copies may be maintained. If the selected table type has a single copy, the table is retrieved and displayed. If the selected table type can have multiple copies, a dialog box is displayed which allows you to specify a particular table. Supply the desired table name and press **Enter** (or press **Esc** to erase the dialog box). Do not use a file extension. The appropriate file extension is added to the name. The default directory for the table type is displayed in the dialog box. You can override the default directory by prefixing the table name with a different directory. If a table with the name you supply cannot be found, the table is assumed to be new, and the screen is cleared.

PLFA Names
Rename
Grade Costs
Plant Codes
Auto Charts
Centers List
Depots List
District List
Special List
Job Types
Costs X-ref
Plant X-ref

Figure 12-1. Table Selection Box

You can also select from a list of table names for the selected table type. To do so, leave the dialog box entry blank and press Enter. The names of all tables in the default directory for the selected table type are displayed. Use the arrow keys to highlight your choice, and press Enter to select it.

The full file specification for the current table is displayed in the lower left of the screen following the File label.

12.3 SAVING A TABLE

Press F3 to save a table. If the current table type has a single copy, the table is saved immediately. If the table type can have multiple copies, a dialog box is displayed which allows you to specify a name. Supply a name as desired and press Enter (or press Esc to erase the dialog box). Do not use a file extension. The appropriate extension is added to the name. The table is saved in its default directory, which is displayed in the dialog box. You can override the default directory by prefixing the table name with a different directory. If a table with the name you supply is different than the table you originally requested and the table already exists, a warning message is issued. You can either proceed with the save, or cancel it.

12.4 EDITING TABLES

While editing tables, appropriate column headings are provided at the top of the screen for each table type. When supplying table entries, begin the text so that it is left justified in a column (i.e., the first character of the text should be in line with the first character of the column heading).

Use the arrow keys to move the cursor around the screen. To insert a blank line at the cursor, press Ctrl-N. To delete the line at the cursor, press Ctrl-Y. To delete a character, position the cursor over the character and press Del.

Use the Ins key to toggle insert mode on and off. When insert mode is on and a character is typed, all characters to the right of the cursor are shifted

one position to the right. Overwriting does not occur. When insert mode is off, the character under the cursor is overwritten. Shifting does not occur.

Use the PgUp and PgDn keys to page up and down, respectively. Use Ctrl-PgUp and Ctrl-PgDn to move to the top and bottc. of file, respectively. Press End to move the cursor to the far right of the current line. Press Home to move the cursor to the beginning of the current line.

The following sections describe the format and usage of each table type.

12.4.1 THE PLFA NAME TABLE

The PLFA Name table is used to supply the activity name on organization charts, and the activity acronym on report listings. The filename is PLFANAME.TBL. It is stored in the OMP root directory (e.g., \OMP2). Only one table is maintained. A complete table is supplied with OMP.

AC	ACRONYM	ACTIVITY NAME
CA	DCSC	DEFENSE CONSTRUCTION SUPPLY CENTER
EA	DESC	DEFENSE ELECTRONICS SUPPLY CENTER
PA	DFSC	DEFENSE FUEL SUPPLY CENTER
PC	DFR	DEFENSE FUEL REGION - CENTRAL

Figure 12-2. Partial PLFA Name Table

The column headings are shown in Figure 12-2, along with sample entries. Items under AC (beginning in column 1) are two-character activity codes. Items under ACRONYM (beginning in column 6) are the activity acronyms. Items under ACTIVITY NAME (beginning in column 17) are the full activity names. The activity codes must be in uppercase. Acronyms and activity names may be in uppercase or lowercase.

12.4.2 RENAME TABLES

Rename tables are used to rename organization symbols during download processing. Multiple tables may be maintained. They are stored in the OMP root directory (e.g., \OMP2), and have a file extension of RNM. Rename tables are not supplied with OMP.

The column headings are shown in Figure 12-3, along with sample entries. Items under OLDNAME (beginning in column 1) are the current organization symbols. Items under NEWNAME (beginning in column 11) are the symbols to which the current symbol should be renamed. All entries must be in uppercase.

OLDNAME	NEWNAME
GCDD	GCD
GIDD	GID
HD*	D*
HA*	A*
HQ*	Q*

Figure 12-3. Partial Rename Table

An asterisk (*) may be used as a "wildcard" to represent any string of characters. If Figure 12-3, the line:

HD* D*

indicates all organization symbols beginning with HD should be renamed so that the symbol begins with D (i.e., the leading H should be dropped), and any other characters in the symbol should remain unchanged.

The *rename* table is searched beginning at the top until a match is made or the end of the table is reached. This can be used to exclude particular symbols from a wildcard entry. For example, if two lines appear as:

HDA HDA
HD* D*

all organization symbols beginning with HD would be renamed so the symbols begin with D, except for symbol HDA. The table search would encounter HDA first, and its symbol would stay the same (since it is renamed to the same symbol). At that point the table search would end, and never reach the wildcard entry on the next line.

Although multiple *rename* tables may be maintained, only one may be specified during download processing. See Section 8, Process Download Data, for information on how to specify a *rename* table. You may also designate a default *rename* table. See Section 16, Set Default Values, for information.

12.4.3 GRADE COST TABLES

Cost tables are used to provide grade costs when actual salaries are not available. Grade costs are used on organization charts and database inquiry cost summaries. Multiple tables may be maintained. They are stored in the default costs directory (e.g., \OMP2\COSTS), and have a file extension of CST. A "starter" cost table is supplied with OMP, with filename **STARTER.CST**. You may rename the file as desired.

The column headings are shown in Figure 12-4, along with sample entries. Items under **GRADE** (beginning in column 1) denote the pay plans and grades. Items under **COST** (beginning in column 16) are the salaries for the corresponding pay plan and grade. Costs are normally given at the step 5 level.

GRADE	COST
GS01	11990
GS02	13053
GS03	14714
GS04	16517
GS05	18481
GS06	20598
GS07	22887
GS08	25351
GS09	28001
GS10	30834
GS11	33875
GS12	40601
GS13	48281
GS14	57054
GS15	67112
GM13	48281

Figure 12-4. Partial Cost Table

Entries are grouped by pay plan, and grades run consecutively within a pay plan group. At least one blank line should separate pay plan groups. Costs should be given to whole dollars. Do not use commas, decimal points, or dollar signs.

Cost tables can be "assigned" to an activity, so that whenever costs are needed for the activity, the assigned table is used. This can be done in two ways. The first is to use the Cost Cross-reference table, as explained in Section 12.4.8, Cost Cross-reference Table, below. The second is to name the cost table as the activity symbol (e.g., table XM.CST would be used for activity XM).

When organization charts are generated, a specific table can be designated for all charts. See Section 4, Generate Org Charts, for information. You can also override the designated table for individual charts using Autocharts. See Section 12.4.5, Autochart Tables, for further information. This method has precedence over using the Cost Cross-reference table or using a table named as the activity, as explained in the above paragraph.

You can also designate a default cost table to be used if a table is not found according to the above conditions. See Section 16, Set Default Values, for information.

NOTE: If costs are needed and a cost table is not found, or the costs for a specific pay plan and grade are missing, a value of zero is used as the cost, and no messages are issued.

12.4.4

PLANT CODE TABLES

Plant code tables are used to provide group headings in the data boxes on the organization charts, when employees are grouped according to plant location, shifts, teams, etc. Multiple tables may be maintained. They are stored in the default plants directory (e.g., \OMP2\PLANTS), and have a file extension of PLC. No plant tables are provided with OMP.

The column headings are shown in Figure 12-5, along with sample entries. Items under CD (beginning in column 1) are either two-character plant codes, or the double asterisk (**) symbol, indicating a line label. Items under PLANT NAME (or MODELS) (beginning in column 6) are either plant code headings, model charts, or an END label (indicating the end of a group).

CD	PLANT NAME (or MODELS)
**	XM-W
01	01-Duty Station St Louis
**	END
**	XM-GCA
**	XM-GCAC
**	XM-GCD
**	XM-GCR
01	01-Barber Coleman
02	02-Woodward Governor
06	06-Soncraft
10	10-Astra Precision
**	END

Figure 12-5. Partial Plant Code Table

Each plant code label is identified by a two-character plant code. Plant codes are grouped by model chart. A model chart, denoted by a double asterisk (**) in the CD column, must begin each group of plant codes. An END label, also denoted by a double asterisk (**), must end each group. When an organization chart is constructed using the model, the plant codes in the model's group are the one's which are used.

Multiple models can use the same group of plant codes. All the models must be listed at the beginning of the group. In the second group in Figure 12-5, four models use the same group of plant codes.

The same two-character plant code can appear in more than one group. When a chart is constructed, the plant code appearing in the model's group is the one used. Any other occurrences of the plant code in other groups are ignored. In Figure 12-5, plant code 01 appears in two groups. The label "01-Duty Station St Louis" will be used for chart XM-W. The label "01-Barber

Coleman" will be used in the other four charts.

NOTE: A plant code can only appear once within a group. If the same plant code appears more than once in a group, only first occurrence is used.

Plant tables can be "assigned" to an activity, so that whenever plant codes are needed for the activity, the assigned table is used. This can be done in two ways. The first is to use the *Plant Cross-reference* table, as explained in Section 12.4.9, *Plant Code Cross-reference Table*, below. The second is to name the *plant* table as the activity symbol (e.g., table *XM.PLC* would be used for activity *XM*).

When organization charts are generated, a specific table can be designated for all charts. See Section 4, *Generate Org Charts*, for information. You can also override the designated table for individual charts using *Autocharts*. See Section 12.4.5, *Autochart Tables*, for further information. This method has precedence over using the *Plant Cross-reference* table or using a table named as the activity, as explained in the above paragraph.

You can also designate a default *plant* table to be used if a table is not found according to the above conditions. See Section 16, *Set Default Values*, for information.

NOTE: If plant codes are needed and a *plant* table is not found, or plant codes are missing, spaces are used as the plant label, and no messages are issued.

12.4.5 AUTOCHART TABLES

Autochart tables are used to generate multiple organization charts successively without interruption. Specific criteria can be specified for each chart to override default criteria. Multiple tables may be maintained. They are stored in the default charts directory (e.g., \OMP2\CHARTS), and have a file extension of *AUC*. No *Autochart* tables are provided with OMP.

OFFICE	MODEL	TYPE	COSTS	PLANTS	COST-TBL	PLANT-TBL	BOX-FILE
A	XM-A		N		XMC2	XMP2	
Q	XM-Q			N			
K	TESTK	5					KFMT

Figure 12-6. Sample Autochart Table

The column headings are shown in Figure 12-6, along with sample entries. Each line represents one chart. The only required entries are **OFFICE** and **MODEL**. Items in the **OFFICE** column specify the highest level organization symbol on the chart, and items in the **MODEL** column specify the model to use when constructing the chart. The remaining items are optional. Each

corresponds to a field on the *Generate Org Charts* (see Section 4, *Generate Org Charts*), and can be used to override entries on the *Generate Org Charts* screen for individual charts. For example, the third chart will use a boxtype file to format the data boxes on the chart (indicated by 5 in the **TYPE** column and file **KFMT** in the **BOX-FILE** column), while the first two charts will use the format specified on the *Generate Org Charts* screen.

Entries under **TYPE** must be 1 through 5, and indicate the type of box data to use on the chart. Entries under **COSTS** must be Y or N, and indicate if costs should appear on the chart. Entries under **PLANTS** must be Y or N, and indicate if plant codes should be used on the chart. Entries under **PLANT-TBL** and **COST-TBL** indicate specific plant and cost tables, respectively, to use for the chart. Entries under **BOX-FILE** indicate a boxtype file to use for the chart. Blank entries in any column indicate the corresponding entry on the *Generate Org Charts* screen should be used.

The same rules for supplying entries on the *Generate Org Charts* screen apply to the *Autocharts* table. For example, filenames must be supplied without file extensions, a boxtype file must be supplied if the type of box data is 5, etc.

See Section 4, *Generate Org Charts*, for information on how to use an *Autocharts* table to generate organization charts.

NOTE: The *Autocharts* table used in the previous version of OMP (filename **AUTOCHRT.TBL** in the \OMP directory) cannot be used in this version without modifications.

12.4.6 CENTERS, DEPOTS, DISTRICT, AND SPECIAL LIST TABLES

The *Centers List*, *Depots List*, *DCMC List*, and *Special List* tables are used to represent a group of activity symbols in the **Activity** field of the **Database Inquiry** function. Only one of each table is maintained. The filenames are **CENTERS.TBL**, **DEPOTS.TBL**, **DISTRICT.TBL**, and **SPECIAL.TBL**, respectively. All are stored in the OMP root directory (e.g., \OMP2). The *Centers*, *Depots*, and *District List* tables are provided with OMP. The *Special List* table is not.

ACTIVITY CODE
CA
EA
GA
IA
PA
TA

Figure 12-7. *Centers List Table*

All four tables have the same format - a single column listing the two-character activity codes in the group. Figure 12-7 is an example of the *Centers List* table.

The *Special List* table is an additional table which can be used for any grouping of activity codes. The entries in the other tables are not restricted to the activity codes in the group. They, too, can be used to represent any group of activity codes.

Section 3, Database Inquiry, describes how the four list tables are used.

12.4.7 JOB TYPES TABLE

The *Job Types* table is used to classify positions for the Database Inquiry function. The classifications are based on series. Only one table is maintained. The filename is `JOBCLASS.TBL`, and it is stored in the default root directory (e.g., `\OMP2`). The *Job Types* table is provided with OMP.

SERIES	JOB TYPE
00110	P
00119	T
00132	A
00140	P

Figure 12-8. Partial Job Types Table

The column headings are shown in Figure 12-8, along with sample entries. Entries under **SERIES** (beginning in column 1) are position series. Entries under **JOB TYPE** (beginning in column 17) indicate the job classification for the series - P for *professional*, T for *technical*, A for *administrative*, and C for *clerical*. A **JOBTYPE** coded as B is *technical* if the grade is above 05; otherwise, it is *clerical*.

See Section 3, Database Inquiry, for information on how the *Job Types* table information is used.

12.4.8 COSTS CROSS-REFERENCE TABLE

The *Costs Cross-reference* table is used to associate a specific cost table with an activity. Only one table is maintained. The filename is `COSTXREF.TBL`, and it is stored in the default root directory (e.g., `\OMP2`). An empty *Costs Cross-reference* table is provided with OMP.

AC	COST TABLE
XM	XMTEST
XN	XNTEST

Figure 12-9. Sample Cost Cross-reference Table

The column headings are shown in Figure 12-9, along with sample entries. Entries under AC (beginning in column 1) are two-character activity symbols. Entries under COST TABLE (beginning in column 10) are the names of cost tables assigned to the corresponding activity (without file extensions).

When a cost table is needed in the Database Inquiry function for an activity, the *Costs Cross-reference* table is searched to determine if a cost table has been assigned to the activity. Similarly, when a cost table is needed in the **Generate Org Charts** function for an organization chart and a specific cost table has not been supplied, the *Costs Cross-reference* table is searched. In either case, if the activity symbol is found in the *Costs Cross-reference* table, the corresponding cost table is used; otherwise, the search continues according to the method described in Section 12.4.3, Cost Tables.

12.4.9 PLANT CROSS-REFERENCE TABLE

The *Plant Cross-reference* table is used to associate a specific *plant* table with an activity. Only one table is maintained. The filename is **PLNTXREF.TBL**, and it is stored in the default root directory (e.g., \OMP2). An empty *Plant Cross-reference* table is provided with OMP.

AC	PLANT TABLE
XM	XMTEST
XN	XNTEST

Figure 12-10. Sample Plant Cross-reference Table

The column headings are shown in Figure 12-10, along with sample entries. Entries under AC (beginning in column 1) are two-character activity symbols. Entries under PLANT TABLE (beginning in column 10) are the names of cost tables assigned to the corresponding activity (without file extensions).

When a plant table is needed in the **Generate Org Charts** function for an organization chart and a specific plant table has not been supplied, the *Plant Cross-reference* table is searched. If the activity symbol of the chart is found in the *Plant Cross-reference* table, the corresponding plant table is used; otherwise, the search continues according to the method described in Section 12.4.4, Plant Code Tables.

SECTION 13
PLFA SUMMARIES

13.1 INTRODUCTION

The **PLFA Summaries** function reports summary activity information. Specifically, the function reports all office symbols, series, cost codes, and geographic locations by activity, and optionally by office within an activity.

The following keys are active for this function:

F1	Invokes help.
Alt-F1	Enters DOS Shell (type Exit <Enter> to return to OMP).
F2	Selects a new activity/office.
F7	Prints a report.
Home	Processes a request.
Esc	Returns to the Main Menu.

NOTE: This function may also be invoked from within the **Database Inquiry, Generate Org Charts, Design Model Charts, and Design Model Boxes** functions.

13.2 REQUESTING ACTIVITY INFORMATION

To request information for an activity, press **F2**. A selection box displays (see Figure 13-1), which allows you to specify the desired activity, and optionally, an office within the activity. Supply the entries as appropriate, and press **Home** to process the request (or press **Esc** to erase the dialog box).

Use the two-character activity symbol to specify an activity. If the **Office** entry is omitted, a summary for the entire activity is reported. If an **Office** symbol is supplied, a summary of all office symbols whose beginning characters match the requested office is reported. To restrict selection to a single office symbol, precede the office symbol with an asterisk (*). For example, an **Office** entry of **AF** reports summaries for **AF** and all office symbols beginning with **AF** (i.e., **AFI, AFP, etc.**). An **Office** entry of ***AF** restricts selection to **AF** only.

Activity:	
Office :	[optional]
F1=Help	ESC=Cancel

Figure 13-1. PLFA Summaries Selection Box

A sample output display is shown in Figure 13-2. Summaries of four categories are reported: office symbols; cost codes; series; and geographic

locations. Each category is headed by a description of the category and the selection criteria. The "as-of" date of the activity data is included.

PLFA Category Summary									
* Office symbols for activity code XM office A as of 04-06-93									
A	AC	AF	AFI	APF	AM	AT			
* Cost codes for activity code XM office A as of 04-06-93									
61161	61605	62301	63401	75101	76101				
* Series for activity code XM office A as of 04-06-93									
0000	0312	0318	0326	0344	1101	1102	1103	1163	2032
2130									
* Geographic locations for activity code XM office A as of 04-06-93									
		000000000		171670031		297080510			
ESC = Exit Alt-F1 = DOS Shell F2 = New Act/Org F7 = Print Home = Process									

Figure 13-2. PLFA Summaries Screen Display

Use the up and down arrow and PgUp and PgDn keys to scroll the screen display. Press F7 to print the report. Press F2 to select a new activity. Press Esc to return to the Main Menu, or to the previous screen if this function was not invoked from the Main Menu.

SECTION 14
MERGEOMP

14.1 INTRODUCTION

The MergeOMP function is used to maintain vacancy positions for an activity. A template of all positions in an activity is created from a download file at some point in time. Subsequent download files are then compared to the template. Any positions in the template which do not match positions in the (new) download file are considered vacancies. A new file is created which contains the current positions plus any vacancies. This file is then edited and used as the download file.

14.2 SELECTING AN OPTION

When MergeOMP is started, the *MergeOMP Options Screen* is displayed (see Figure 14-1). Select an option by pressing the number or letter corresponding to your choice. The first option, **Create a template file**, is used to create a template structure of activity positions. The second option, **Merge new extract with template**, compares a download file to the template created in the first option, and creates a new extract (XTR) file, with positions which do not match identified as vacancies. The new extract file is then used in the **Process Download Data** function as the activity download file. Each option is described in the following sections.

NOTE: MergeOMP can only operate on extract files which contain a single activity. If the original download file contains multiple activities, use the XTR/ACF File Utility function to create individual activity files from the download file. Refer to Section 17, XTR/ACF File Utility, for further information. The files must be in the default root directory (e.g., \OMP2).

<p style="margin: 0;">OMP Merge Utility</p> <ul style="list-style-type: none">1. Create a template file2. Merge new extract with templateX. Exit to main menu <p style="text-align: center; margin-top: 10px;">Make a selection</p>

Figure 14-1. MergeOMP Options Screen

14.3 CREATING A TEMPLATE FILE

When the **Create a template file** option is selected, the *Template File Selection Screen* is displayed (see Figure 14-2). In the **Enter name of XTR file** field, supply the name of the most recent download file. Do not use a file extension. A file extension of XTR is automatically added to the filename. If the download file does not have an XTR file extension, then it

must be renamed. In the **Enter 2 Character Activity Code** field, supply a two-character code to identify the activity in the download file. Press **Enter** to accept the values, or **Esc** to return to the *MergeOMP Options Screen*.

Enter name of XTR file	(omit file extension)
Enter 2 Character Activity Code	

Figure 14-2. *Template File Selection Screen*

When processing is complete, messages are displayed indicating the name of the download file, the name of the template file, and the number of records in the template. The name of the template file is formed by appending the two-character activity code to the string "TPLT-," and then adding a file extension of XTR. For example, suppose the name of the download file is **XMDATA.XTR**, and the file contains data for activity **XM**. The entry for the **Enter name of XTR file** field in Figure 14-2 would be **XMDATA** (without the file extension), and the entry for the **Enter 2 Character Activity Code** field would be **XM**. The template file which is created would be named **TPLT-XM.XTR**, indicating it is the template for activity **XM**. This file would then be compared to subsequent download files for activity **XM**, as explained in the next section.

The records in the template contain only major position information, such as activity, office, pay plan, series, etc. Items which do not identify a position, such as employee name, actual grade, etc., appear as either spaces or zeros.

14.4 MERGING A NEW DOWNLOAD FILE WITH THE TEMPLATE

When the **Merge new extract with template** option is selected, the *Merge Files Selection Screen* is displayed (see Figure 14-3). In the **Enter name of XTR file** field, supply the name of the appropriate new download file. Do not use a file extension. A file extension of XTR is automatically added to the filename. If the download file does not have an XTR file extension, then it must be renamed. In the **Enter 2 Character Activity Code** field, supply the two-character code which identifies the template file created in the **Create a template file** option. Press **Enter** to accept the values, or **Esc** to return to the *MergeOMP Options Screen*.

Enter name of XTR file	(omit file extension)
Enter 2 Character Activity Code	

Figure 14-3. *Merge Files Selection Screen*

For example, suppose the name of the new download file for activity XM is XMNEW.XTR. The entry in the *Enter name of XTR file* field in Figure 14-3 would be XMNEW (without the file extension), and the entry for the *Enter 2 Character Activity Code* field would be XM, which identifies template file TPLT-XM.XTR, created previously.

During processing, a file named FINALEXT.XTR is created. FINALEXT.XTR contains all records from the new download file (XMNEW.XTR in this example), plus any vacancy positions. The vacancy positions are the records in the template file (TPLT-XM.XTR in this example) which did not match any records in the new download file.

FINALEXT.XTR is eventually used as the download file for the activity, but first it must be edited in order to remove the record separator. The record separator is string of five asterisks (*****) located at the bottom of the file. Records below the record separator are positions which were in the new download file but not in the template (i.e., positions which were established after the template was created). The new positions (if any) are placed at the bottom of the file for easy identification. You can rename or copy FINALEXT.XTR as desired, and use it as the download file in the **Process Download Data** function.

NOTE: The record separator must be deleted from FINALEXT.XTR before it can be processed as a download file. If the file is too large for a text editor or word processor, you can use the **XTR/ACF File Utility** function to split it into equal parts, and then recombine it.

During processing, messages are displayed indicating the number of records in the download file which match and do not match the number of records in the template. Figure 14-4 is an example. The **Old Template** value is the number of records in the template created in step 1. The **New Extract** value is the number of records in the (new) download file which is being compared to the template. The **Match** value is the number of positions in the (new) download file which match records in the template. The difference between the **Old Template** value and the **Match** value is the number of positions assumed to be vacancies (i.e., positions in the (new) download file which were not found in the template). The **No-Match** value is the number of positions in the (new) download file which do not match any records in the template. These are positions which were established since the template was created, and they are listed at the end of file FINALEXT.XTR, after the record separator.

Old Template	New Extract	Match	No-Match
3143	3142	3141	1

Figure 14-4. Output Display from the Merge Process

When processing is complete, you can print any records which did not match the template (i.e., the positions established since the template was created and listed after the record separator), by pressing P.

SECTION 15
OMP ADD-ONS

15.1 INTRODUCTION

The OMP Add-ons function is used to generate several types of listings which contain information often requested by management. Since data are read from a download file (as opposed to the activity database files), listings may be generated before download processing. Optionally, reports may be printed. In addition, a Dbase III file may be created from the download data.

15.2 SPECIFYING A REPORT

When this function is started, the first screen to appear is the *File Selection Screen* (see Figure 15-1). In the *Enter name of XTR file* field, supply the name of the desired download file. Do not use a file extension. A file extension of XTR is assumed. If the download file does not have an XTR file extension, then it must be renamed. In the *Enter 2 Character Activity Code* field, supply the two-character code of the desired activity. To select all activities, leave the entry blank. Press **Enter** to accept the values, or **Esc** to return to the Main Menu.

Enter name of XTR file	(omit file extension)
Enter 2 Character Activity Code	(blank = all activities)

Figure 15-1. OMP Add-ons File Selection Screen

The next screen to appear is the *Report Selection Screen* (see Figure 15-2), which allows you to specify a type of report, or create a Dbase III file. The name of the download file and the number of records selected from above are displayed in the lower right of the screen. To select an option, press the number or letter corresponding to your choice. Each option is described in the following sections.

OMP Add On Reports	
1.	Specialized Position Listing
2.	Cost Code Summaries
3.	Average GS/GM Grade Listing
4.	Create DBASE III Interface File
X.	EXIT to Main Menu

Figure 15-2. OMP Add-ons Report Selection Screen

15.2.1

SPECIALIZED POSITION LISTING

If **Specialized Position Listings** (choice number 1) is selected, a menu is displayed allowing you to request a specific listing (see Figure 15-3). Press the number or letter corresponding to your choice.

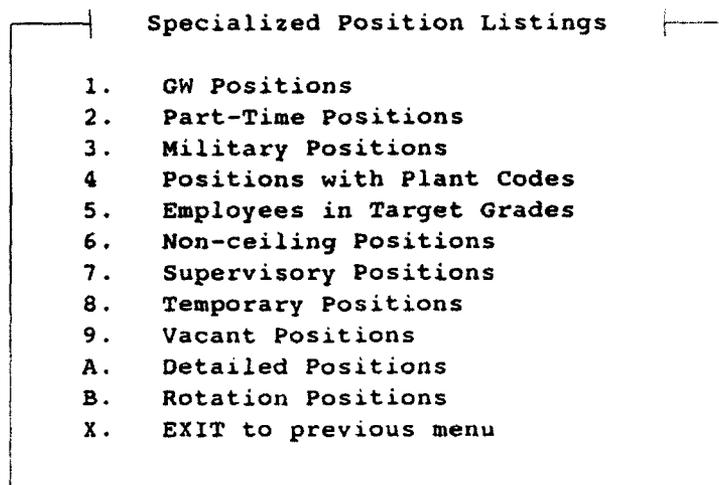


Figure 15-3. Specialized Position Listing Selection Screen

While viewing any listing, use the **up** and **down** arrow keys to scroll the display one record at a time, and the **PgUp** and **PgDn** keys to scroll one page at a time. Press **F7** to print the listing. Press **Esc** to exit.

15.2.2

COST CODE SUMMARIES

If **Cost Code Summaries** (choice 2) is selected, a series of menus is displayed allowing you to specify ceiling and/or non-ceiling positions (Figure 15-4), on-board and/or vacancy positions (Figure 15-5), and whether part-time hours should be considered in the computations (Figure 15-6). Select the options as desired by pressing the appropriate number or letter.

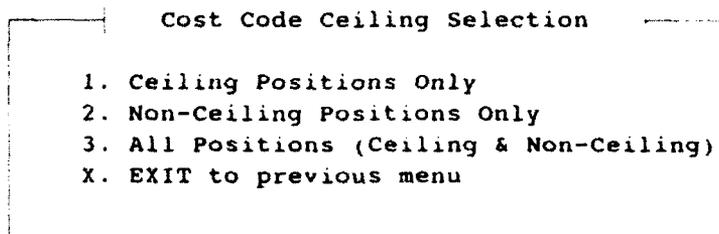


Figure 15-4. Ceiling/Non-ceiling Selection Screen

```

Cost Code Position Selection

1. On Board Employees Only
2. Vacancies Only
3. All Positions
X. EXIT to previous menu

```

Figure 15-5. Position Selection Screen

```

Cost Code FTE Selection

1. Count Each Position as 1 FTE
2. Compute FTE Based on Part Time Hours
X. EXIT to previous menu

```

Figure 15-6. FTE Selection Screen

	COST CD 1	COST CD 2	COST CD 3	COST CD 4	COST CD 5	COST CD 6	COST CD 7	COST CD 8
	61							
Office Symbol								
Off 1		A						
Off 2		GC						
Off 3								
Off 4								
Off 5								
Off 6								
Off 7								
Off 8								
Off 9								
Off 10								
Off 11								
Off 12								
Off 13								
Off 14								
Off 15								

Figure 15-7. Office and Cost Code Selection Screen

The last screen to appear is the Office and Cost Code Selection screen (Figure

15-7), which allows you to specify up to 8 cost codes and 15 office symbols. The results of the selection will be broken down by cost code and office, with totals for each. Results for an office will include all office symbols which begin with the office symbol entry. For example, the results for office symbol A would include office symbols A, AC, AF, AFI, etc. Similarly, results for a cost code will include all cost codes which begin with the cost code entry. Use the arrow keys to move through the fields. Press PgDn to accept the values and begin processing.

NOTE: To cancel processing, press Alt-C. Then, at the Continue? prompt, press Y (yes) to resume processing, or N (no) to quit and return to the Main Menu.

Cost Code Report													
Office	-----										Query	File	
Code	61	-	-	-	-	-	-	-	-	-	-	Total	Total
A	41.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	41.0	41.0
GC	110.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	110.0	306.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Query	151.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
File	813.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		

Press any key to continue...

Figure 15-8. Cost Code Report Screen Display

Figure 15-8 shows the results of a query made for office symbols A and GC, and cost code 61 (i.e., all cost codes beginning with 61). Office A has 41 cost codes beginning with 61, and office GC has 110. The totals for each cost code are shown in the Query and File rows, respectively, at the bottom of the screen, and the totals for each office symbol are shown in the Query and File columns, respectively, at the right of the screen. The Query values denote the number of records which were selected in the respective categories, and the File values denote the number of records in the entire file in the respective categories. For example, 151 records for offices A and GC combined

have cost codes beginning with 61, and the file contains 813 records with cost codes beginning with 61.

NOTE: The number of records in the file are based on the criteria from the previous menus.

After viewing the screen, press any key to continue. You are then given the option to print the report. Reply to the prompt as desired.

15.2.3 AVERAGE GM/GS GRADE LISTING

If Average GM/GS Grade Listing (choice 3) is selected, a menu is displayed allowing you to specify ceiling and/or non-ceiling positions (see Figure 15-4). Select an option as desired.

Office Symbol	
Off 1	A
Off 2	GC
Off 3	
Off 4	
Off 5	
Off 6	
Off 7	
Off 8	
Off 9	
Off 10	
Off 11	
Off 12	
Off 13	
Off 14	
Off 15	

Figure 15-9. Office Selection Screen

The next screen to appear is the Office Selection screen (Figure 15-9), which allows you to specify up to 15 office symbols. The results of the selection will be broken down by office. Results for an office symbol will include all office symbols which begin with the office symbol entry. For example, the results for office symbol A would include office symbols A, AC, AF, AFI, etc. Use the arrow keys to move through the fields. Press PgDn to accept the values and begin processing.

NOTE: To cancel processing, press Alt-C. Then, at the Continue? prompt, press Y (yes) to resume processing, or N (no) to quit and return to the Main Menu.

Average GM/GS Grade Report (On Board Only)			
Office Code	Number of Employees	Average Actual Grade	Average Target Grade
A	41	11.27	11.29
GC	306	9.75	9.96
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
-	0	0.00	0.00
Query Tot	347	9.93	10.12
File Tot	2986	9.99	10.03

Press any key to continue...

Figure 15-10. GM/GS Grade Report Screen Display

Figure 15-10 shows the results of a query made for office symbols A and GC. The Number of Employees, Average Actual Grade, and Average Target Grade columns show the results for each office. The totals are shown in the Query Tot and File Tot rows, respectively, at the bottom of the screen. The Query Tot values represent the number of records which were selected, and the File Tot values represent the number of records in the entire file. For example, for offices A and GC combined, the total number of employees is 347, and the average actual and target grades are 9.93 and 10.12, respectively.

NOTE: The number of records in the file are based on the criteria from the previous menus.

After viewing the screen, press any key to continue. You are then given the option to print the report. Reply to the prompt as desired.

15.2.4 CREATE DBASE III INTERFACE FILE

If Create Dbase III Interface File (choice number 4) is selected, a Dbase III file is created from the currently selected records. The filename is the same as the name of the download file, except with a file extension of DBF. The file is stored in the default root directory (e.g., \OMP2). The download file remains unchanged.

SECTION 16
SET DEFAULT VALUES

16.1 INTRODUCTION

The **Set Default Values** function specifies default directories, table names, and parameters used by OMP. The directories and parameters are required. The table names are optional, since tables may also be specified in the functions which use them.

The following keys are active for this function:

F1	Invokes help.
Alt-F1	Enters DOS Shell (type Exit <Enter> to return to OMP).
Home	Saves the values.
Esc	Returns to the Main Menu.

Set Default Values				
Root directory	:	C:\OMP		
DATABASE directory:		C:\OMP\DATABASE		
CHARTS directory	:	C:\OMP\CHARTS		
PLANTS directory	:	C:\OMP\PLANTS		
COSTS directory	:	C:\OMP\COSTS		
HELP directory	:	C:\OMP\HELP		
Download directory:		C:\OMP		
Output device	:	LPT?	Cost table :	Autochart table:
Benefit factor:		1.2955	Plant table:	Rename table :
ESC = Exit		Home = Save		

Figure 16-1. Set Default Values Criteria Screen

16.2 DEFAULT DIRECTORIES

OMP uses several directories to store program files, activity data, tables, etc. In the previous version of OMP, the directories were defined and fixed. In the current version, the directories are flexible. The directories created during installation will generally suffice for most situations, and never need

to be changed. However, on computers which maintain an unusually large number of activities, or which have large amounts of test data, it may be more convenient to organize files in alternate directories.

All default directories are specified in the upper portion of the **Set Default Values** screen (see Figure 16-1), and all are required. For each entry, supply the full pathname, including drive and directory. If a directory is not found, the message "Not available" appears to the right of the entry. A directory is not found if it has not yet been created, or if it is misspelled. A directory must be available before any function which accesses it is invoked. Press Home to save the values. Each directory is described in the following sections.

16.2.1 THE ROOT DIRECTORY

The root directory contains all OMP program files, all files created as the result of a split action (see Section 17, XTR/ACF File Utility), all archived files (see Section 11, Del/Ren/Copy/Archive), and the following tables:

- PLFA Name table
- Rename tables
- Centers List table
- Depots List table
- District List table
- Special List table
- Job Types table
- Costs Cross-reference table
- Plant Cross-reference table

16.2.2 THE DATABASE DIRECTORY

The database directory contains all activity database files. The database for each activity consists of a group of eleven files. The first part of the filename for each file in the group is the same, and the file extensions identify each file's role within the group. The entire group of eleven files must remain together.

The first part of the filename for each file in the group is formed by combining the string "OMP-" with the activity's two-character symbol. For example, all the files for activity XM would begin with OMP-XM. The eleven file in the group would be:

<u>Filename</u>	<u>Description</u>
OMP-XM.ACF	activity data
OMP-XM.NXO	office index
OMP-XM.NXS	series index
OMP-XM.NXC	cost code index
OMP-XM.NXL	geographic location index
OMP-XM.NXP	PD number index
OMP-XM.NXT	PD title index
OMP-XM.NXE	employee name index
OMP-XM.NXG	grade index
OMP-XM.SUM	activity summary statistics
OMP-XM.CAT	activity category summary

You may wish to utilize different *database* directories to maintain test or backup data for activities, and then switch to the appropriate directory as necessary.

16.2.3 THE CHARTS DIRECTORY

The *charts* directory contains all model charts, boxtype files, printer setting files, saved organization charts, and autochart tables. Each are identified by their file extensions, as follows:

<u>File extension</u>	<u>Description</u>
MDL	model charts
BXT	boxtype files
PCS	printer code settings
SD1,SD2	organization charts (sides 1 and 2)
AUC	autochart tables

You may wish to utilize different *charts* directories to maintain test or backup data, and then switch to the appropriate directory as necessary.

16.2.4 THE PLANTS DIRECTORY

The *plants* directory contains all plant code tables. The file extension is **PLC**.

You may wish to utilize different *plants* directories to maintain test or backup data, and then switch to the appropriate directory as necessary.

16.2.5 THE COSTS DIRECTORY

The *costs* directory contains all cost tables. The file extension is **CST**.

You may wish to utilize different *costs* directories to maintain test or backup data, and then switch to the appropriate directory as necessary.

16.2.6 THE HELP DIRECTORY

The *help* directory contains all help screen files. The only time the *help* directory should be changed is if OMP were copied to a different drive and/or directory.

16.2.7 THE DOWNLOAD DIRECTORY

The *download* directory is used to store the download data file. The file extension is **XTR**.

16.3 OUTPUT DEVICE

The *output device* specifies which printer port or communications port to use for all printed output. Three parallel printer ports (LPT1, LPT2, LPT3) are supported. Four serial communications ports (COM1, COM2, COM3, COM4) are supported. To select a device, position the cursor over the *output device* field, and press the **SPACEBAR** to step through the options.

If either LPT1, LPT2, or LPT3 is selected, printed output is sent to the selected device. If LPT? is selected, printed output is sent to the first available printer device.

If either COM1, COM2, COM3, or COM4 is selected, a box displays which allows you to configure the communications port (see Figure 16-2). Each communications port has its own configuration. The port to which the settings apply appears in the upper left of the box. Use the up and down arrow keys to move the marker through the parameters, and the left and right arrow keys to change values. When finished, press Enter to save the values.

```
COM1
> Baud rate : 9600
  Parity    : None
  Data bits : 8
  Stop bits : 1

<-, -> changes      ENTER ends
```

Figure 16-2. Communications Port Configuration Box

If your printer is connected to a serial communications port, the printer's configuration must agree with the port's configuration. Printers are normally configured with DIP switches located on or inside the printer. Since each printer is different, you must refer to the printer's manual to check or change the settings. There are no default values.

You can also redirect a printer port to a communications port using DOS. To do so, select a printer device (either LPT1, LPT2, or LPT3), and then use the DOS MODE command to redirect the printer device to the communications port to which the printer is connected. You must still configure the communications port to agree with the printer's configuration; however, the configuration settings must be specified using the DOS MODE command. Refer to the MODE command in a DOS manual for further information.

16.4 BENEFIT FACTOR

The *benefit factor* is used in cost computations. It represents the amount of costs per employee attributable to employee benefits. The value is multiplied by the annual (or estimated annual) salary to better approximate the total annual cost for an employee or position. The default value of 1.2955 is used throughout DLA to compute employee costs. The *benefit factor* is required.

16.5 COST, PLANT, AUTOCHART, AND RENAME TABLES

The default *cost*, *plant*, *autochart*, and *rename* tables are optional.

The *default cost table* is used in cost computations if no other cost tables are specifically requested. Refer to section 12.4.3, Grade Cost Tables, for information on how cost tables are selected for use.

The *default plant table* is used when organization charts are generated and a plant table is not specifically requested. Refer to section 12.4.4, *Plant Code Tables*, for information on how plant tables are selected for use.

The *default autochart table* is reserved for future use. An autochart table must be specifically requested in the **Generate Org Charts** function. Refer to **Section 4, Generate Org Charts**, for further information.

The *default rename table* is the table which is displayed on the selection screen for the **Process Download Data** function. Refer to **Section 8, Process Download Data**, for information on how rename tables are used.

SECTION 17
XTR/ACF FILE UTILITY

17.1 **INTRODUCTION**

The XTR/ACF File Utility function is used to split and recombine activity data files and download files. A file may need to be split for editing, since the entire file is often too large for most word processors and text editors. It is also used to extract selected records from the files and change file dates.

The following keys are active for this function:

F1	Invokes help.
Alt-F1	Enters DOS Shell (type Exit <Enter> to return to OMP).
F5	Selects an action.
F6	Changes file date.
F8	Shows status of split files.
Home	Processes an action.
Esc	Returns to the Main Menu, or erases a selection box.

NOTE: This function only operates on the current version OMP files. Files from the previous version must first be converted to the new format. See Section 9, Convert v1 XTR Files, for further information.

XTR/ACF File Utility	
Source File	
Source filename	: XMTEMP.XTR (supply appropriate file extension)
Directory of source file:	C:\OMP
Recombined/Extract File	
Output filename	: (supply appropriate file extension)
Directory of output file:	C:\OMP
Options	
Number of equal parts	: 3
Extract selected activities	:
Extract selected offices	:
Erase EEO data (Y/N)	: N
Type of action: Split source file into equal parts	
ESC=Exit F5=Select action F6=Change source date F8=Split status Home=Process	

Figure 17-1. XTR/ACF File Utility Criteria Screen

17.2

PERFORMING AN ACTION

All criteria for any action are supplied on the *XTR/ACF File Utility* screen (see Figure 17-1). Five types of actions can be performed. Different entries are required for different actions.

To select an action, press F5. A selection box displays listing four types of actions (see Figure 17-2). Use the up and down arrow keys to highlight your choice, and press Enter to select it (or press Esc to erase the selection box). The Type of action is displayed in the lower portion of the screen. It remains in effect until changed.

After selecting an action, supply the necessary criteria, and press Home to process the action. Detailed information for each action is provided in the following sections. Each action is briefly summarized in the following paragraphs.

<p>Split source file into equal parts Split source file by activity/office Recombine split files Extract records by activity/office</p>

Figure 17-2. Type of Action Selection Box

The action *Split source file into equal parts* splits either an activity data file or a download file into the number of equal parts you specify. The split files may later be recombined into the original file.

The action *Split source file by activity/office* splits either an activity data file or a download file into two parts. One part contains records selected by activity and office, which you specify. The other part contains the records not selected. The split files may later be recombined into the original file.

The action *Recombine split files* recombines the files which were split from either of the two preceding actions.

The action *Extract records by activity/office* creates a single file containing records extracted by activity and office, which you specify. The file may not be recombined into the original file.

NOTE: A split action is different than an extract. When a file is split, the sum of all the split files equals the original file, and the files may be recombined. Also, the names of the split files are assigned by the program. In an extract, the file containing the extracted records is only part of the original file, and the data may not be recombined. Also, you must supply a name for the file of extracted records.

Whenever files are split or recombined, warning messages are issued if target files already exist.

NOTE: If an activity data file (ACF file extension) is split and recombined, the file must be reprocessed as a download file before it can be used by OMP.

17.2.1 SPLIT A SOURCE FILE INTO EQUAL PARTS

This action may be performed on either activity data files (ACF file extension) or download files (XTR file extension).

In the *Source file* field, supply the complete name of the file which is to be split, including the file extension. In the *Directory of source file* field, supply the full path to the directory containing the file. In the *Number of equal parts* field, supply the number of equal parts in which to split the file. The minimum number is 2; the maximum is 9. No other fields are required. Press **Home** to process the action.

After the file is split, an information box is displayed showing the status of the action. The top portion of the box indicates which action was taken, the date and time of the action, the file which was split, and the number of records in the file. The bottom portion shows the filenames of the split files, and the number of records in each file. The sum of records in the split files equals the number of records in the source (original) file. The status box may be displayed at any other time by pressing **F8**.

When a file is split into equal parts, the program assigns names to the split files as **SPLIT.1**, **SPLIT.2**, **SPLIT.3**, etc., up to the number of equal parts requested. The files are stored in the default root directory (e.g., \OMP2). The new split files overwrite split files created from the previous split action, and remain available until overwritten by the next split action. The source (original) file remains unchanged.

Status of Split Files	
Action	: Split file into equal parts
Date/Time	: 04-16-1993 at 13:05:57
Source file:	C:\OMP\XMTEMP.XTR
Source recs:	3165
EEO erased	: N
SPLIT.1	1055 recs
SPLIT.2	1055 recs
SPLIT.3	1055 recs
Press any key to continue.	

Figure 17-3. Status Box for Split Files

NOTE: If an activity data file (ACF file extension) is split and recombined, the file must be reprocessed as a download file before it can be used by OMP.

17.2.1 SPLIT A SOURCE FILE INTO EQUAL PARTS

This action may be performed on either activity data files (ACF file extension) or download files (XTR file extension).

In the *Source file* field, supply the complete name of the file which is to be split, including the file extension. In the *Directory of source file* field, supply the full path to the directory containing the file. In the *Number of equal parts* field, supply the number of equal parts in which to split the file. The minimum number is 2; the maximum is 9. No other fields are required. Press Home to process the action.

After the file is split, an information box is displayed showing the status of the action. The top portion of the box indicates which action was taken, the date and time of the action, the file which was split, and the number of records in the file. The bottom portion shows the filenames of the split files, and the number of records in each file. The sum of records in the split files equals the number of records in the source (original) file. The status box may be displayed at any other time by pressing F8.

When a file is split into equal parts, the program assigns names to the split files as *SPLIT.1*, *SPLIT.2*, *SPLIT.3*, etc., up to the number of equal parts requested. The files are stored in the default root directory (e.g., \OMP2). The new split files overwrite split files created from the previous split action, and remain available until overwritten by the next split action. The source (original) file remains unchanged.

Status of Split Files	
Action	: Split file into equal parts
Date/Time	: 04-16-1993 at 13:05:57
Source file:	C:\OMP\XMTEMP.XTR
Source recs:	3165
EEO erased	: N
SPLIT.1	1055 recs
SPLIT.2	1055 recs
SPLIT.3	1055 recs
Press any key to continue.	

Figure 17-3. Status Box for Split Files

17.2.2

SPLIT A SOURCE FILE BY ACTIVITY/OFFICE

This action may be performed on either activity data files (ACF file extension) or download files (XTR file extension).

In the *Source file* field, supply the complete name of the file which is to be split, including the file extension. In the *Directory of source file* field, supply the full path to the directory containing the file.

In the *Extract selected activities* field, supply the two-character activity codes of the records to extract. In the *Extract selected offices* field, supply the office symbols of the records to extract. Separate multiple entries by commas. No other fields are required. Press **Home** to process the action.

After the file is split, an information box is displayed showing the status of the action. The top portion of the box indicates the action which was taken, the date and time of the action, the file which was split, and the number of records in the file. The bottom portion shows the filenames of the split files, and the number of records in each file. The sum of records in the split files equals the number of records in the source (original) file. The status box may be displayed at any other time by pressing **F8**.

When a file is split by activity and office, two files are created. The program assigns the name **SPLIT.1** to the file containing the selected records, and **SPLIT.2** to the file containing the records which were not selected. The files are stored in the default root directory (see Section 16, Set Default Values, for information on default directories). The new split files overwrite split files created from the previous split action, and remain available until overwritten by the next split action. The source (original) file remains unchanged.

17.2.3

RECOMBINE SPLIT FILES

This action may only be performed on split files. It cannot be performed on an **extracted** file (see Section 17.2.4, Extract Records by Activity/Office, below). The recombine action operates on the files created by the last split action, whether a file was split into equal parts, or by activity and office.

In the *Output file* field, supply the complete name of the file into which the split files are to be recombined, including the file extension. In the *Directory of output file* field, supply the full path to the directory which is to contain the file. No other fields are required. Press **Home** to process the request.

After the split files are recombined, a message is issued indicating the number of records in the recombined file.

17.2.4

EXTRACT RECORDS BY ACTIVITY/OFFICE

This action may be performed on either activity data files (ACF file extension) or download files (XTR file extension).

In the *Source file* field, supply the complete name of the file from which

the records are to be extracted, including the file extension. In the *Directory of source file* field, supply the full path to the directory containing the file.

In the *Output file* field, supply the complete name of the file which is to contain the extracted records, including the file extension. In the *Directory of source file* field, supply the full path to the directory containing the file.

In the *Extract selected activities* field, supply the two-character activity codes of the records to extract. In the *Extract selected offices* field, supply the office symbols of the records to extract. Separate multiple entries by commas. No other fields are required. Press **Home** to process the action.

After the records are extracted, a message is issued indicating the number of records in the extracted file.

17.2.5 ERASING EEO DATA

If the *Erase EEO data* field entry is Y (yes) while processing an action, EEO codes are erased on any output files created by the action. If the source file is split by equal parts or by activity and office, the EEO codes are erased on the split output files. If split files are recombined, the recombined file will not contain any EEO codes. Similarly, if an extract file is created, the EEO codes will be erased on the extract file.

For any action, EEO codes on the source file are never affected. You cannot erase the EEO codes on the source file directly, but you can do so indirectly by using the action *Extract records by activity/office*, and leaving the *Extract selected activities* and *Extract selected offices* fields blank. This creates an extract file containing all records in the source file, which is identical to copying the source file to the extract file. The EEO codes will remain on the source file, but will not be on the extract file.

If the *Erase EEO data* field entry is N, EEO codes are never erased.

17.3 CHANGING THE DATE OF A FILE

It may be useful at times to change the date of a file, particularly the date of a download file which has been split and recombined, or the date of a file with extracted data which is to be sent to another site as a download file. The date of a download file eventually becomes the "as-of" date of the activity's data. If a download file is split and recombined, the date on the recombined file is the date the file was recombined, which may be different than the date of the original file. Similarly, if data is extracted from a file, the date on the file containing the extracted records is the date of the extract, and not the date of the original file. The file's date would then need to be changed to reflect the appropriate "as-of" date.

NOTE: The date of a download file can also be changed during download processing. The method described in this section is an alternate method which can be used on any file.

To change a file's date, supply the name of the file in the *Source file* field, and include the file extension. Also, supply the directory which contains the file in the *Directory of source file* field. No other entries are required.

Next, press **F6**. A box is displayed showing the file's name and date. Supply the new date in MM-DD-YY format, where MM denotes the two-digit month, DD denotes the two-digit day, and YY denotes the last two digits of the year. Precede the month and day with a zero if necessary. When the new date has been supplied, press **Enter** to process the date change. The file's new date is displayed at the top of the box. To erase the box, press **Esc** (or press **Enter** with a blank entry).

SECTION 18
LOCAL APPLICATIONS

18.1 INTRODUCTION

Programs in addition to those provided with OMP may be developed at individual sites and started from the OMP Main Menu. This section describes how to set up the necessary files.

If local programs are available, a Local Applications Menu can be displayed by highlighting the *Local Applications* option on the Main Menu and pressing **Enter** (see Figure 18-1). In the **Local Applications Menu**, use the **up** and **down arrow** keys to highlight an option, and press **Enter** to select it. Press **Esc** to return to the Main Menu. If no local programs are available when the *Local Applications* option is selected, the selection is ignored.

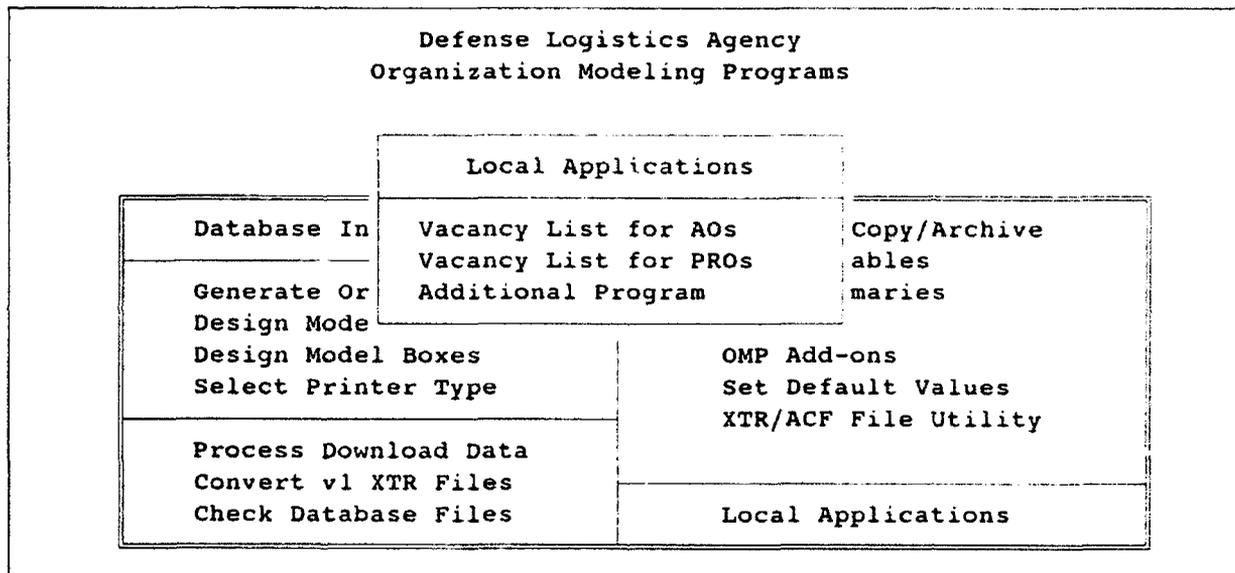


Figure 18-1. OMP Main Menu with Local Applications Menu

18.2 SETTING UP LOCAL PROGRAMS

All information for using local programs is supplied in file LOCALAPP.OMP, which resides in the default root directory (e.g., \OMP2). LOCALAPP.OMP is an ASCII file that can be edited with any suitable text editor or word processor. No LOCALAPP.OMP file is provided with OMP.

Figure 18-2 shows three sample entries in LOCALAPP.OMP, which correspond to the three options in the **Local Applications Menu** in Figure 18-1. Each record (line) in LOCALAPP.OMP consists of two parts - the first specifies a program or batch file, and the second is a descriptive label which appears in the **Local Applications Menu**. The items are separated by a comma (,). Up to nine entries (local programs) are allowed.

```
C:\PROGDIR\RPTV1.BAT, Vacancy List for AOs
C:\PROGDIR\RPTV2.BAT, Vacancy List for PROs
C:\PROGDIR\ADD1.EXE, Additional Program
```

Figure 18-2. Sample LOCALAPP.OMP File Entries

The first part of an entry must contain the full file specification of the program or batch file, including drive and directory. The file's extension must be either EXE (if it is an executable program) or BAT (if it is a DOS batch file). In Figure 18-2, the first two entries specify batch files, and the third specifies an executable program file.

The second part of the entry may be any descriptive label identifying the program, up to a maximum of 25 characters. The label appears in the Local Applications Menu exactly as it appears in LOCALAPP.OMP.

When a batch file completes, control is automatically returned to the OMP menu, i.e., you are returned to the same point from which you started the program. The batch file need only contain the statements necessary to run the local program. It is not necessary to change back to the OMP directory. The following is a sample batch file statements for the first program above. The name of the batch file is RPTV1.BAT, and it resides in directory \PROGDIR on drive C:. The batch file runs program VACREPT1.EXE.

```
echo off
cls
rem Vacancy report program for AOs
vacrept1
```

When an executable program file completes, control is not automatically returned to OMP - you must provide for it in the program. If the program terminates and no provision is made to transfer control back to OMP, you will most likely be returned to DOS. To return to the OMP menu, the last logical program statement must start program MPMM00.EXE. MPMM00.EXE is the main menu program for OMP. The method in which this is done depends on the language in which the program is written, and may not be possible in some languages. You must refer to the program's manual for further information.

NOTE: Using batch files to run local programs is the recommended method.

APPENDIX A
OMP INSTALLATION

APPENDIX A OMP INSTALLATION

OMP may be installed on any IBM compatible microcomputer using DOS 3.1 or later. An EGA or VGA video adapter is required. Most microcomputers used throughout DLA satisfy these requirements. The video display must be set to 25 rows and 80 columns; otherwise, the screen display will be unreadable. Refer to the **MODE CON** command in a DOS manual for information on how to change the display settings if necessary.

OMP requires approximately 2.5 megabytes of disk space. Additional storage is required for download processing (approximately 2 megabytes) and for activity data files (approximately 750,000 bytes for a large activity)

This version of OMP may be installed in any directory on any hard disk drive. The default directory is **\OMP2**. If the previous version of OMP already resides on your computer, it is recommended you do not overwrite the previous version with the new version. This will allow you to continue using the previous version until you are able to convert the necessary files and tables for use in the new version. Afterward, you can delete the previous version.

To start the installation program, insert the disk labelled **Disk 1** into drive **A**, and switch to drive **A** by typing:

```
A:      <Enter>
```

Then type:

```
INSTALL <Enter>
```

If you are installing from a drive other than drive **A**, substitute the appropriate drive letter. The installation program must be started from a floppy drive - it will not work if started from a hard disk drive.

The installation program first requests the drive and directory in which OMP is to be installed. Reply as appropriate, according to the recommendations above. You must specify both the drive and directory. After the response has been verified, each of the remaining installation disks is requested by number. Insert each disk into the drive as requested, and follow screen instructions. It may take a few minutes to process each disk, depending on the speed of your computer. Wait for a prompt before proceeding to the next disk.

NOTE: If you install to a directory which already contains OMP programs, you will be prompted to overwrite existing files. Reply with a **Y** (yes).

If the installation completes normally, the message "OMP Installation is complete" is displayed. Otherwise, an appropriate error message is issued.

OMP may be run with **WINDOWS** as a non-**WINDOWS** application. Refer to your **WINDOWS** manual for information on how to set it up. If you wish to use a mouse device when designing model charts, the mouse driver must be set up before **WINDOWS** is started.

APPENDIX B
SUMMARY OF CHANGES

APPENDIX B SUMMARY OF CHANGES

This appendix describes which files and tables from the previous release of OMP need to be changed for use in this release.

Model charts will need to be modified, since the method which converts the positions of objects in a model to their final positions on the chart has been changed. Specifically, the change effects how data boxes are spaced horizontally along a row. Charts which previously fit within the margins of 14" wide paper may now extend past the margins, or the chart may not be centered properly on the page. Several editing features were added to the **Design Model Charts** function which facilitate shifting objects on a model without the need to add or delete them. Refer to Section 5, *Design Model Charts*, for information.

The format of the *download files* and *activity database files* has changed. In order to use historical activity data, a *download file* from the previous version must first be converted to the new format, and then processed using the **Process Download Data** option to create new *activity database files*. The activity database files from the previous version of OMP cannot be used in this version without being recreated. Refer to Section 9, *Convert v1 XTR Files*, for further information.

Previously, the names of download files were formed by following the string "OMP-" with a two-character activity symbol, and then adding a file extension of XTR. For example, the name of the download file for activity **XM** would have been **OMP-XM.XTR**. During download processing, a download file was referenced by supplying the two-character activity symbol only. In this version, the name of the download file may be any valid DOS filename, but must still have a file extension of XTR. During download processing, a download file is referenced by supplying the filename without the file extension.

Previously, the OMP directories were predefined and fixed. In this version they are flexible. However, it is recommended that alternate directories only be used when necessary. The installation program creates default directories.

Previously, a single *rename table* was maintained. The filename was **RENAME.TBL**, and it was stored in the \OMP directory. In this version, multiple rename tables may be maintained. Any valid DOS filenames may be used, but they must have a file extension of **RNM**. You may continue to use the old rename tables, but they must first be renamed so as to have an **RNM** file extension. Rename tables are stored in the default root directory (normally \OMP).

Previously, a single *autochart table* was maintained. The filename was **AUTOCHRT.TBL**, and it was stored in the \OMP directory. In this version, multiple autochart tables may be maintained. Any valid DOS filenames may be used, but they must have a file extension of **AUC**. Also, autochart tables are now stored in the default charts directory (normally \OMP\CHARTS). The format of the autochart table has changed; consequently, new autochart tables must be created.

APPENDIX C

XTR/ACF FILE STRUCTURE

APPENDIX C
XTR/ACF FILE STRUCTURE

The following describes the record structure of the download files (XTR file extension) and activity data files (ACF file extension). An asterisk (*) indicates the field's values are further explained below.

<u>Description</u>	<u>Length</u>	<u>Positions</u>
Activity code	2	1 - 2
Office symbol	5	3 - 7
* Record type (A,B,C,F)	1	8 - 8
Target pay plan	2	9 - 10
Target grade	2	11 - 12
Series	4	13 - 16
Actual pay plan	2	17 - 18
Actual grade	2	19 - 20
Actual step	2	21 - 22
* Supervisory code (S,N,M)	1	23 - 23
Cost code	9	24 - 32
Geographic location	9	33 - 41
* Ceiling code (C,N)	1	42 - 42
Target military rank	4	43 - 46
Employee name	24	47 - 70
Permanent/temporary code	1	71 - 71
* Drop code	1	72 - 72
Actual military rank	4	73 - 76
Plant code	2	77 - 78
Position title	45	79 - 123
Rotation code	1	124 - 124
Position number	9	125 - 133
* Part-time hours	3	134 - 136
EEO sex code	1	137 - 137
EEO race code	1	138 - 138
Annual salary	6	139 - 144
* Detailed to activity/office	7	145 - 151
Reserved	9	152 - 160

The valid values For Record type are:

- A - military vacancy.
- B - on-board military.
- C - civilian vacancy.
- F - on-board civilian.

The valid values for Supervisory code are:

- S - civilian supervisory position.
- N - civilian non-supervisory position.
- M - military position.

The valid values for Ceiling code are:

- C - ceiling position.
- N - non-ceiling position.

For Drop code, a non-zero value normally indicates a non-pay status.

For Part-time hours, a value of 000 indicates full-time employment; otherwise, the value indicates the number of hours worked in an 80-hour pay period.

For Detailed to activity/office, the value shows the two-character activity code followed by the office symbol of the organization to which the employee is detailed (if any). Remaining characters are zero. A value of 000000 indicates the employee is not detailed.

REPORT DOCUMENTATION PAGE

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