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HOUSING OPERATION MANAGEMENT SYSTEM (HOMES) VOLUME 7
ASSIGNMENTS AND TERM. (U) CONSTRUCTION ENGINEERING
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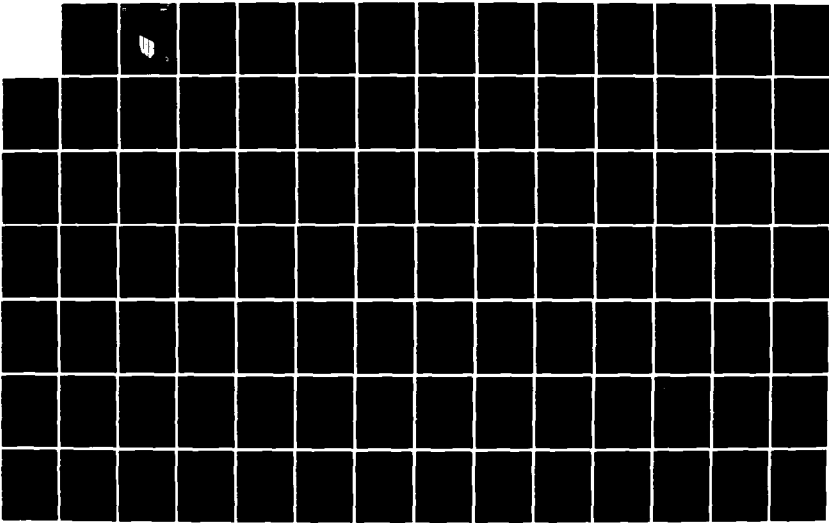
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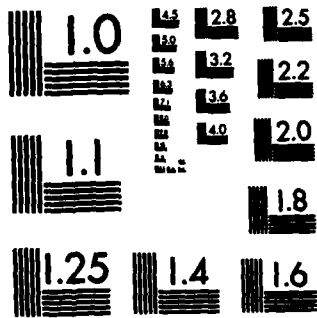
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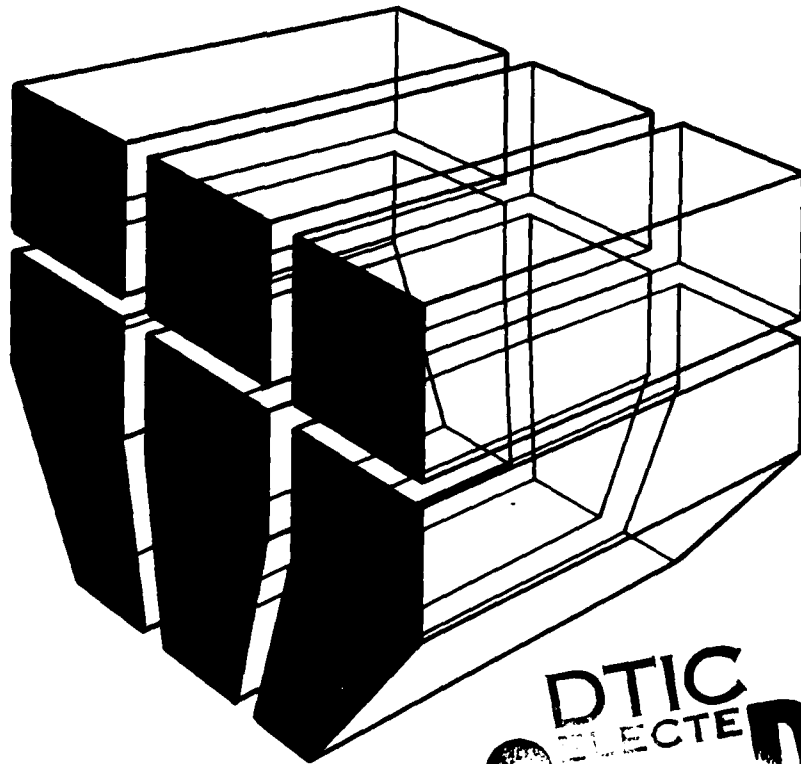
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TECHNICAL REPORT P-141
April 1984

**HOUSING OPERATION MANAGEMENT SYSTEM (HOMES)
VOLUME VII: ASSIGNMENTS AND TERMINATIONS USER MANUAL**

AD-A146 107

by
R. Law



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and updated instantly with online processing, or at a later time with batch processing that generates a number of printed reports. All the housing data in HOMES is protected by security codes and passwords assigned to each user.

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FOREWORD

This report was prepared by Systems and Applied Sciences Corporation (SASC), Arlington Heights, IL, under FAD No. X.2-28-58, for the U.S. Army Construction Engineering Research Laboratory (USA-CERL).

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COL Paul J. Theuer is Commander and Director of USA-CERL, and Dr. L. R. Shaffer is Technical Director.

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SECTION 1
INTRODUCTION

GENERAL DESCRIPTION

The Housing Operation Management System, called HOMES, electronically processes all the information needed to maintain the installation's housing operations. These operations, which encompass government housing, community housing, engineering functions, leasing, furnishings, budgeting, and the family housing survey, will be managed by nine HOMES modules.

Housing information is typed in at a terminal and stored as electronic data in a central file known as the HOMES data base. This data may be accessed and updated instantly with online processing, or at a later time with batch processing that generates a number of printed reports. All the housing data in HOMES is protected by security codes and passwords assigned to each user.

Assignments and Terminations (A&T), the first of the nine HOMES modules to be delivered, enables the housing staff to perform these functions:

- o Application and personnel processing
- o Waiting list updating
- o Assignment to family housing
- o Termination from family housing
- o Inspection scheduling
- o Facility management
- o Waiting list maintenance
- o Batch maintenance and reports
- o Managerial procedures
- o System maintenance and reports

The A&T module documented by the HOMES User Manual includes a general explanation of the system, a flowchart for each assignment and termination procedure, a step-by-step procedure with all the codes and data needed for each function in the system, error messages, system level functions, conversion considerations, and a glossary.

INTRODUCTION

HARDWARE

HOMES operates using a large-scale computer housed and maintained by Boeing Computer Services in Vienna, Virginia. Communication between the central computer and the family housing office is through telephone lines. IBM 3278 terminals are used to enter and receive data to and from the HOMES data base. An IBM 3287 printer is used to receive printed information from HOMES.

PERFORMANCE

The design of the A&T HOMES module provides for quick and accurate processing of housing services for the military family. The specifications of this module that contribute to a smoother, more effective system are:

- o Input: The primary source of input to the HOMES A&T module is data entered at cathode ray tube (CRT) screens.
- o Output: Output is primarily the system and program generated information displayed on the CRT. The remainder of the output consists of printed documents generated during online processing and batch reports which are generated separately.
- o Response Time: Since many users will be processing large volumes of data online, timing is of the utmost importance. The performance standards provided by the HOMES computer system are:
 - Query Response: 5 seconds
 - Routine Update: 5 seconds
 - Mass Update: 10 or more seconds
 - Batch Report: Overnight
 - Batch Update: Overnight
- o Limitations: Input formats are limited to the field sizes defined in the screen displays. Data file access is limited only to those files which are necessary to support a function.
- o Error Rate: HOMES will detect errors in data entered, such as out-of-range values, and will display appropriate error messages at the bottom of the CRT screen where the data was entered. In addition, the system will check for logical errors, such as performing operations out of sequence or attempting to assign a person to an already occupied facility. Appropriate error messages are generated for these types of errors as well.

INTRODUCTION

- o **Flexibility:** The HOMES functions are processed generally by entering data via CRT screen input in predefined sequences; however, any sequence can be stopped and re-started. Menu screens in the system provide the logical direction for processing a function. In addition to retrieving information in a predefined format, there is a free-formatted, operator-defined retrieval capability known as Online Query.
- o **Reliability:** The computer system which supports HOMES will always be available except during an equipment malfunction. Computer system availability can be expected 98 to 99 percent most of the time. In those cases where the computer fails due to power outage or other similar interruption, information is saved up to the point where data was being entered at the time of the malfunction. Backup equipment, including emergency power generators, are available at the central computer site so that the system can be back up and operating with a minimum of delay.

DATA BASE

The information to support the A&T module is maintained in files that are stored in a central location called a data base. Each time information is added, changed, or deleted, the data base is altered. The HOMES data base consists of the following records or areas.

<u>Record</u>	<u>Function</u>
POST	The POST record is the primary path to all other records for a particular installation or subinstallation. The information in the POST record may be accessed only by users assigned to that installation or subinstallation.
PERS	The personnel (PERS) record contains demographic, military, and certain housing information for a service member. It is used extensively throughout HOMES.
DEPN	The family members (DEPN) record contains separate information for the spouse and each family member that is claimed by the service member. A limited

INTRODUCTION

Record

Function

amount of demographic data regarding each dependent is stored.

FACG

The facility (FACG) record contains information regarding the characteristics of a particular housing unit.

REJT

The housing offers rejected (REJT) record contains information regarding the housing offers that have been made to a service member, as well as the reason for rejection.

Rejections are flagged as valid or invalid to aid the Housing Manager in determining if a particular unit that is offered and continually rejected is defective or if the service members are being too selective in their choice of housing. Additionally, it will prevent the Housing Manager from offering a unit which the individual previously rejected.

If it was offered and rejected, the next person on the list can be advised of the availability, thus eliminating wasted time and effort in finding an occupant.

WLST

The waiting list (WLST) record contains information about each master list and sublist maintained by an installation. This allows an installation to specify up to 99 different lists.

SLST

The service member/waiting list (SLST) record is used as a junction record between the waiting list (WLST) and personnel (PERS) record. It indicates the category/subcategory of housing a person is waiting for and his position on the list.

INTRODUCTION

<u>Record</u>	<u>Function</u>
ADCG	The housing area (ADCG) record contains information about a particular housing area. Geographic areas have been drawn by each installation and the housing units within that area identified. This record indicates what areas exist and which building/units comprise that area.
AVLG	The available government housing (AVLG) record is used to indicate which of the units on a particular installation are available for assignment to new personnel. This record increases the efficiency of the system in making assignments by eliminating the need to scan all the facility (FACG) records to locate available units, which are usually only a small percentage of the overall housing inventory. It will indicate availability of both permanent party and eventually transient quarters.
FHIS	The facility history (FHIS) record contains information regarding the status changes that are made to facilities.
FACA	The facility history audit (FACA) record contains information regarding corrections which are made to facility history records. FACA records are used in producing the Audit Report for Facility History Corrections.
ADDR	The address (ADDR) record provides an additional way to retrieve facility records by street address. Retrieval of a facility record can also be accomplished by facility number.

INTRODUCTION

SUPPORT ORGANIZATIONS

Support organizations are responsible for three areas of HOMES care and maintenance.

<u>Area</u>	<u>Support Organization</u>
Central Computer and Data Communications	Boeing Computer Services 7980-90 Gallows Court Vienna, VA 22180 In Virginia: (800) 572-2080 (703) 821-6050 Outside Virginia: (800) 336-3336 Alaska & Hawaii: (800) 368-3300
CRT Terminals and Onsite Printer Maintenance	Local IBM Service Organization
HOMES Assignments and Terminations Functions	Construction Engineering Research Laboratory (CERL) Champaign, IL 61820 (217) 352-6511

REFERENCE MATERIALS

The following materials must be available at all installations using the HOMES A&T module.

<u>Publication No.</u>	<u>Title</u>
GA27-2890-3	IBM 3270 Information Display System - 3278 Display Station Operator's Guide
GA27-3151-1	IBM 3287 Printer Models 1 and 2 Problem Determination Guide
GA18-2002-0	IBM 3287 Printer Operator's Guide
GA27-3150-1	IBM 3287 Printer Models 1 and 2 Operator's Guide
GA18-2042-2	IBM 3270 Information Display Station - System Problem Determination for 3276 Control Unit Display Stations

SECURITY AND PRIVACY

The restrictions imposed on HOMES are for information that is "Personal in Nature" (PIN) as defined in Section 515 of Public Law 84-161, as amended (10 U.S.C. 2764 Note) and similar authority in AR-600-5. Security is maintained by limiting access at the following primary levels.

<u>Security Level</u>	<u>Restrictions</u>
Computer System	This will be controlled by a signon userid and a corresponding password. Unless a person has been assigned a current password and userid, as logged by BCS, they will be denied entry access to the system.
System Module	This will be controlled within the IDMS-DC user tables. A userid that corresponds to particular functions within the system will permit personnel to execute only modules necessary to perform their duties. Access to modules is, therefore, limited at logon to those previously approved by the housing manager or by direction of the base commander.
Data Base	Because all data is in a single data base, it is necessary to safeguard the integrity of each installation's records from intentional or inadvertent access by a user at another installation. This has been accomplished within the data base design, as presented in the Data Base Specification Document (DS), by creating a primary path to all data through the appropriate POST record. The user is linked automatically only to one installation at signon by a linked-list between userid and installation codes and, therefore, is allowed to access only that installation's data.
Printed Information	Various computer outputs from the Assignments and Terminations processing contain sensitive data such as the application and the office copy of the waiting list reports. Care should be exercised to prevent access to these and similar sensitive items by unauthorized personnel.

INTRODUCTION

Security Level

Restrictions

Codes

Computer codes, userids, and passwords should be kept confidential and tightly controlled to prevent unauthorized access to the data base.

BATCH PROCESSING

Some A&T functions that access all the information in the data base, require lengthy processing, or do not require an immediate, online response are handled by batch processing. The desired function, or job as it is called, is requested online but is processed by the central computer at a later time on a priority basis.

Batch processing is performed at the system and installation levels. At the installation level, processing is requested by supervisory personnel; at the system level, processing is requested by personnel at the central computer site. The installation level processing includes:

- o Waiting list reports
- o Personnel occupying family housing (2576)
- o Inventory and occupancy (DD-1410)
- o Statement of facility assignment (DD-1411)
- o Sponsor/dependent by grade
- o Vacancy roster
- o Manual insertion of average waiting time
- o Purge of advance applications
- o Facility/personnel retrieval
- o Facility History Audit report

The system level processing includes:

- o Addition of an installation
- o Change information about an installation
- o Deletion of an installation
- o HOMES/SIDPERS interface
- o Calculate on-post waiting time
- o HOMES/JUMPS interface
- o Purge facility history records
- o Convert HIMS WLMF
- o Convert HIMS HIOF

ONLINE PROCESSING

All of the tasks the housing staff performs daily -- application processing, assignments, terminations, waiting list additions and updates -- are done by entering the required information at the terminal, using a HOMES screen for the desired function. As soon as information is entered, it is stored in the data base files. With proper identification, this information is online and may be accessed immediately for display, update, or deletion. If any changes are made, they are reflected automatically in the files that store that type of information. The data created from online processing is used in generating the batch reports required by the FHO management.

Screens

HOMES, a menu based system, consists of a number of screens that are used to perform the daily housing functions. The system provides menus, individual data entry, and HELP screens along with error messages that aid in processing data.

Menus

The major functions are selected from a Master Menu that displays immediately after signing on to the system. When one of these functions is selected - at present, Family Housing and Facility Management - a secondary menu displays from which the specific function may be selected for entering the required data. In some cases, a third menu displays and another selection must be made before data may be entered.

Help Screens

An explanation of each function screen is provided on a HELP screen that may be accessed at any point without interrupting or altering processing. The HELP screen may be viewed by pressing PF11 at the function screen; and then the function screen originally selected may be redisplayed by pressing PF12 at the HELP screen.

Error Messages

Error messages are displayed when an error has been made in data entry or an incorrect action key has been pressed. These messages are displayed at the bottom of the terminal screen along with the associated error fields that are highlighted (made brighter). All the error messages are provided for each screen in the system.

INTRODUCTION

Action Keys

The following action keys are basic in HOMES online processing. For more information about the special purpose keys, refer to the Glossary in this manual and the IBM 3278 Operator's Guide.

<u>Key</u>	<u>Operation</u>
PF	There are 12 program function (PF) keys across the top of the keyboard that are correlated with a HOMES function shown on the screen. To select a desired function, the PF key is pressed at the same time as the ALT key, which is located at the right side of the space bar.
ENTER	The ENTER key, located at the far right of the space bar, is pressed to execute the function indicated on the screen and to enter the information just entered in the HOMES data base.
PRINT	<p>The print key, identified by the symbol ∞ on the lower left side of the keyboard, is pressed to print at the IBM 3287 printer the information displayed on the terminal screen.</p> <p>It should be pressed only after verifying that the printer is available and is not printing an assignment, termination, or application order; otherwise, the order will be interrupted by the present request for a print-out of the screen display.</p>

Sign On

To begin processing data, perform this procedure to initiate communication with the central computer or sign on.

1. At the Boeing Computer Menu, enter the system identification number and press the ENTER key.

VIDMS008

2. When the message "ENTER NEXT TASK CODE" displays, enter the word "signon" and your userid; press the ENTER key. For example, enter:

SIGNON CER010

3. When the message "IDMS 258002 V8 ENTER PASSWORD" displays, enter your password (for security reasons, this does not display) and press the ENTER key. For example, enter:

FRIDAY

4. When the message "ENTER NEXT TASK CODE" displays, enter the task and press the ENTER key.

HOMES

The Master Menu displays and you are signed on to HOMES.

Sign Off

To end processing data, perform this procedure to terminate communication with the central computer or sign off.

1. Press the PF12 key to return to the Master Menu (HOMES001).
2. At the Master Menu, press the PF12 key.
3. When the message "ENTER NEXT TASK CODE" displays, enter the following and press the ENTER key to sign off HOMES temporarily during the day. (To sign on again, perform steps 2 through 4 of the sign on procedure.)

SIGNOFF

4. When the message "ENTER NEXT TASK CODE" displays, enter the following and press the ENTER key to sign off the central computer system at the end of the day. (To sign on again, perform the entire signon procedure.)

BYE

The BCS Menu displays and you are signed off completely from the central computer.

INTRODUCTION

Master Menu (HOMES001)

HOMES001 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
MASTER MENU 10:30:06

INSL SUBINSL

PF1) FAMILY HOUSING	XXX) UNACCOMPANIED HOUSING
PF2) FACILITY MANAGEMENT	XXX) TRANSIENT HOUSING
X) XXX) FAMILY HOUSING SURVEY	X) XXX) LEASING
X) XXX) COMMUNITY HOUSING	PF10) ON-LINE QUERY INFORMATION
XXX) FURNISHINGS.	PF12) SIGNOFF
X) XXX) PROGRAMS & BUDGET	

PRESS THE PF KEY OF THE DESIRED SELECTION
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PURPOSE

The Master Menu, the first screen displayed after sign on, lists the major functions that are used in the Housing Operations Management System (HOMES). At this time, the HOMES functions that may be selected are Family Housing, Facility Management, Online Query Information, and Signoff.

The available functions are selected by pressing the program function (PF) key, shown at the left of the name, and the ALT key at the same time. The functions that will be available in the future are indicated by X's for the PF key.

PROCEDURE

1. For INSTL, enter the 5-digit number of the installation.
2. For SUBINSTL, enter the 5-digit number of the subinstallation.
3. Select a HOMES function by pressing the appropriate PF key. If there are no errors, the selected function displays and processing may begin.

<u>Key</u>	<u>Function</u>
PF1	Pressing PF1 displays the Family Housing Menu (HOMES200) screen. This screen indicates the data entry required to process a housing application, update a waiting list, assign housing, perform inspection for terminating or assigning housing, terminate housing, update a facility's status, maintain the waiting lists, or make supervisory-level changes.
PF2	Pressing PF2 displays the Facility Management Menu (HOMES100) screen. This screen lists the functions that are used to maintain the information for the facilities at an installation. They include adding, changing, displaying, deleting a facility, and entering facility history.
PF10	Pressing PF10 displays the On-Line Query Information (HOMESOLO) screen which lists special functions that may be requested outside the HOMES Master Menu.
PF11	Pressing PF11 displays a HELP screen which provides more information about the Master Menu (HOMES001) screen. Pressing PF12 at the HELP screen redisplay the Master Menu.
PF12	Pressing PF12 terminates processing on the HOMES data base.

INTRODUCTION

4. The following are error messages for the Master Menu screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
THIS INSTALLATION NOT AVAILABLE TO USER - PLEASE ENTER CORRECT INSTALLATION.	1
INSTALLATION AND/OR SUBINSTALLATION NOT ON FILE - REENTER.	1,2
INVALID KEY DEPRESSED - DEPRESS PF1, PF2, PF10, PF11, AND PF12 ONLY.	3

MASTER MENU (HELPO01)

HELPO01 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
MASTER MENU 10:30:07
HELP

- 1) FAMILY HOUSING - SUPPORTS THE APPLICATION, WAITING LIST, MAINTENANCE, HOUSING ASSIGNMENT, HOUSING TERMINATION, AND OCCUPANCY/UTILIZATION FUNCTIONS OF FAMILY HOUSING
- 2) FACILITY MANAGEMENT - THIS FUNCTION INCLUDES ENGINEERING SUPPORT AS IT RELATES TO ASSIGNMENTS AND TERMINATIONS FOR ADDING, DELETING, AND CHANGING QUARTERS, AND CERTAIN INFORMATION ABOUT QUARTERS INCLUDING LAST DATE PAINTED, SANDED, AND COMPONENT REPLACED. ADDITIONAL ENGINEERING FUNCTIONS WILL BE AVAILABLE IN THE NEAR FUTURE WHEN THE HOMES ENGINEERING SUBSYSTEM IS IMPLEMENTED.
- 10) ONLINE QUERY INFORMATION - THIS WILL PROVIDE A MENU OF COMMONLY USED ONLINE QUERY PROCEDURES.

THE FOLLOWING FUNCTIONS ARE NOT AVAILABLE AT THIS TIME:

- 3) FAMILY HOUSING SURVEY
- 4) COMMUNITY HOUSING
- 5) PROGRAMS & BUDGET
- 6) FURNISHINGS
- 7) UNACCOMPANIED HOUSING
- 8) TRANSIENT HOUSING
- 9) LEASING

PRESS PF12 TO RETURN TO FAMILY HOUSING MASTER MENU

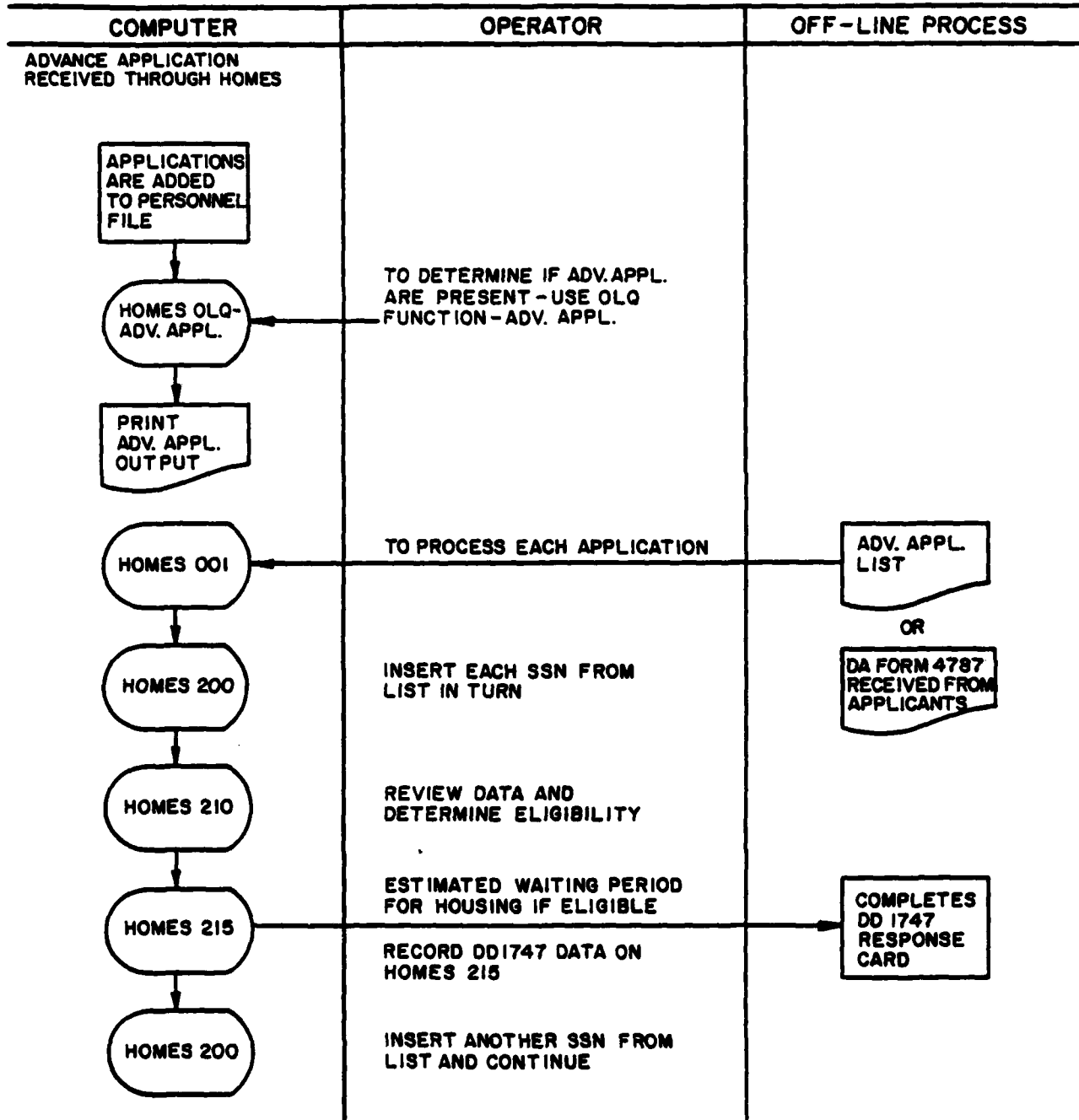
SECTION 2

ASSIGNMENTS AND TERMINATIONS PROCEDURAL GUIDE

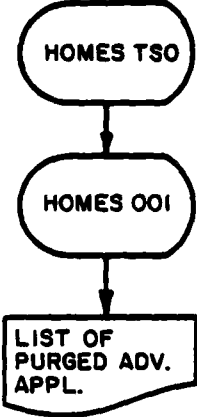
The flow for each of the online procedures available to the Family Housing Office (FHO) clerk in performing the Assignments and Terminations (A&T) functions is shown here.

- o Advance Application
- o Application Process
- o Waiting List Maintenance
- o Add a Person to Waiting List
- o Change a Person's Waiting List Position
- o To Delete an Existing Waiting List
- o To Add a New Waiting List
- o To Change List Parameters
- o Assignment
- o Termination
- o To Add a Facility to the Inventory
- o To Display or Change Facility Description
- o To Delete a Facility
- o SIDPERS/JUMPS Comparisons
- o Periodic Reports
- o OLQ Q-Files
- o Delete an Installation
- o Add an Installation/Change Data About an Installation
- o Conversion
- o Communications
- o MACOM A & T

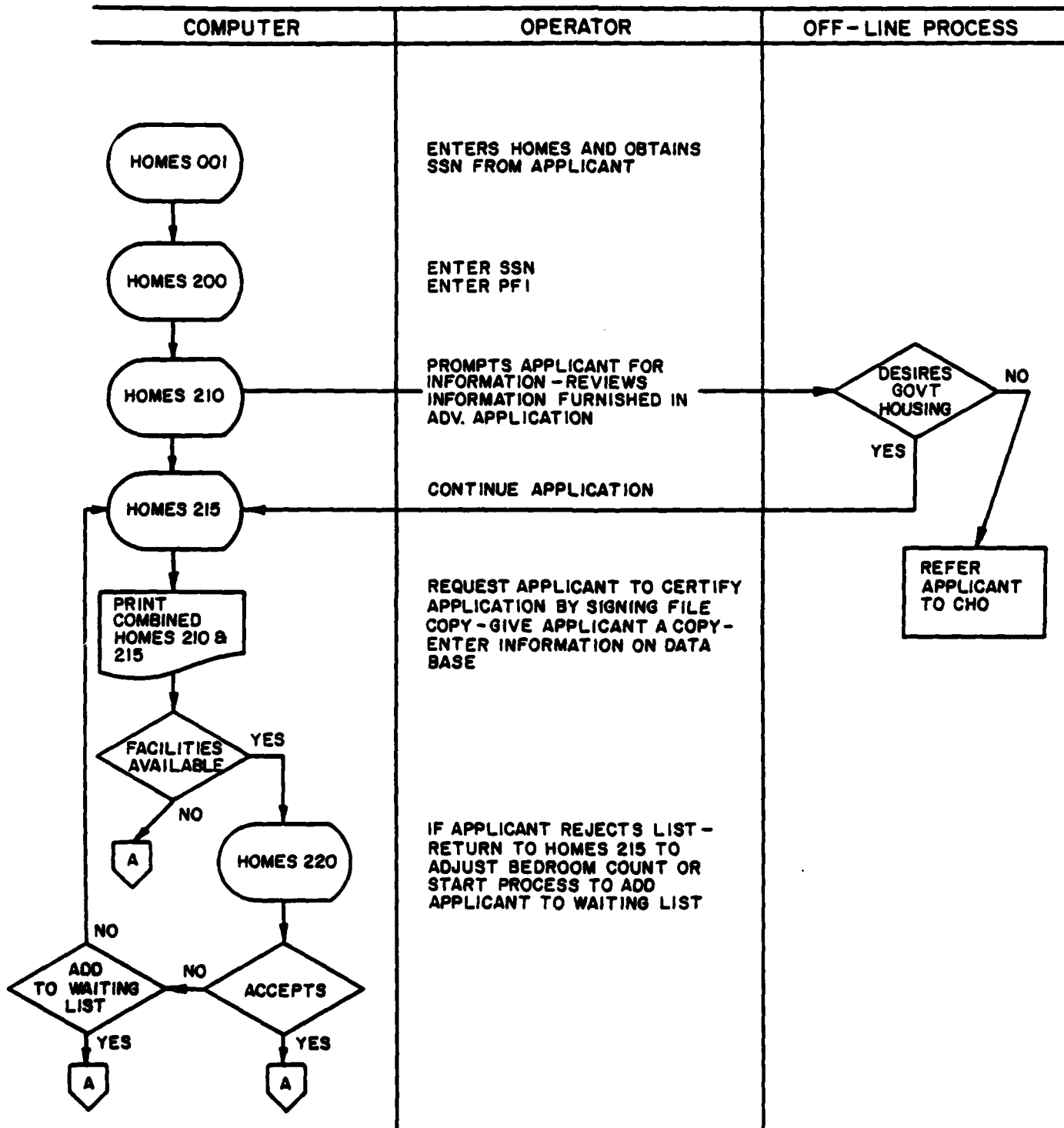
ADVANCE APPLICATION

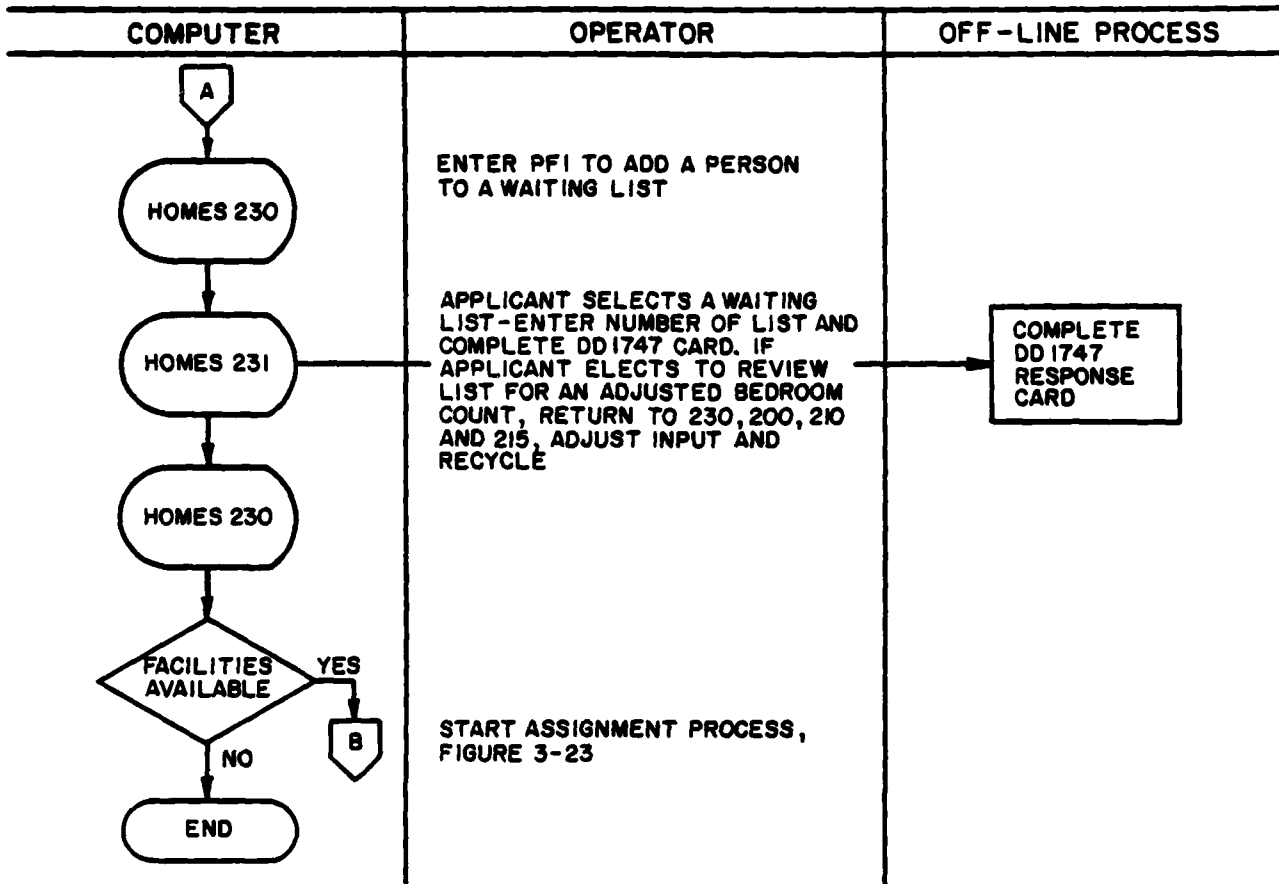


ADVANCE APPLICATION

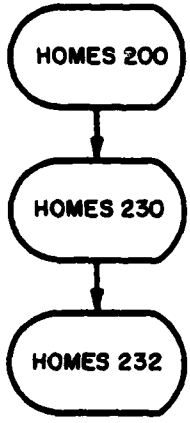
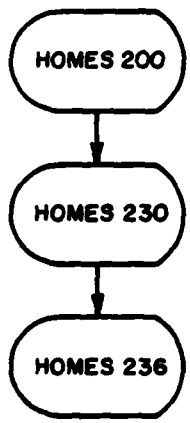
COMPUTER	OPERATOR	OFF-LINE PROCESS
 <pre>graph TD; A([HOMES TSO]) --> B([HOMES OOI]); B --> C[/LIST OF PURGED ADV. APPL./];</pre>	<p>TO PURGE ADVANCE APPLICATIONS FOR NO SHOWS, ENTER TSO ROUTINE, INPUT 927, & LOGOFF</p> <p>RETURN TO HOMES FOR NEXT TASK - STATUS MAY BE CHECKED AT ANY TIME THROUGH HOMES TSO SCREEN</p>	

APPLICATION PROCESS





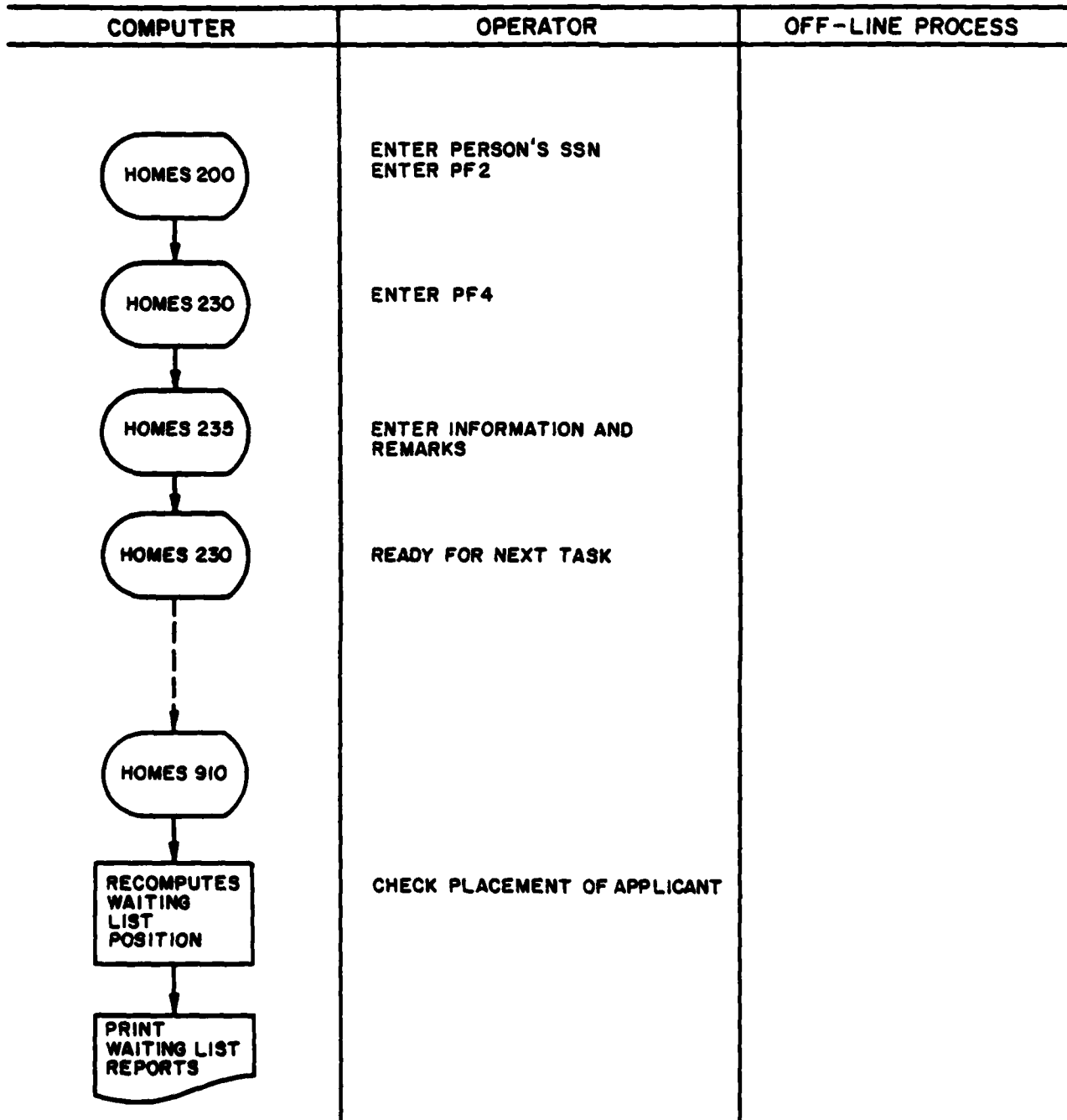
WAITING LIST MAINTENANCE

COMPUTER	OPERATOR	OFF-LINE PROCESS
 <pre> graph TD A([HOMES 200]) --> B([HOMES 230]) B --> C([HOMES 232]) </pre>	<p>TO CHANGE A PERSON FROM ONE LIST TO ANOTHER</p>	
	<p>ENTER APPLICANT'S SSN ENTER PF1</p> <p>ENTER PF2</p> <p>SCREEN DISPLAYS ALL APPLICABLE LISTS - APPLICANT INDICATES WHICH LISTS TO ADD AND DROP. PRESS ENTER TO RETURN TO 230 FOR NEXT TASK</p>	
 <pre> graph TD A([HOMES 200]) --> B([HOMES 230]) B --> C([HOMES 236]) </pre>	<p>TO REMOVE A PERSON FROM A WAITING LIST</p>	
	<p>ENTER APPLICANT'S SSN ENTER PF2</p> <p>ENTER PF3</p> <p>SCREEN DISPLAYS ALL APPLICABLE LISTS - APPLICANT INDICATES WHICH LISTS TO DROP PRESS ENTER TO RETURN TO 230 FOR NEXT TASK</p>	

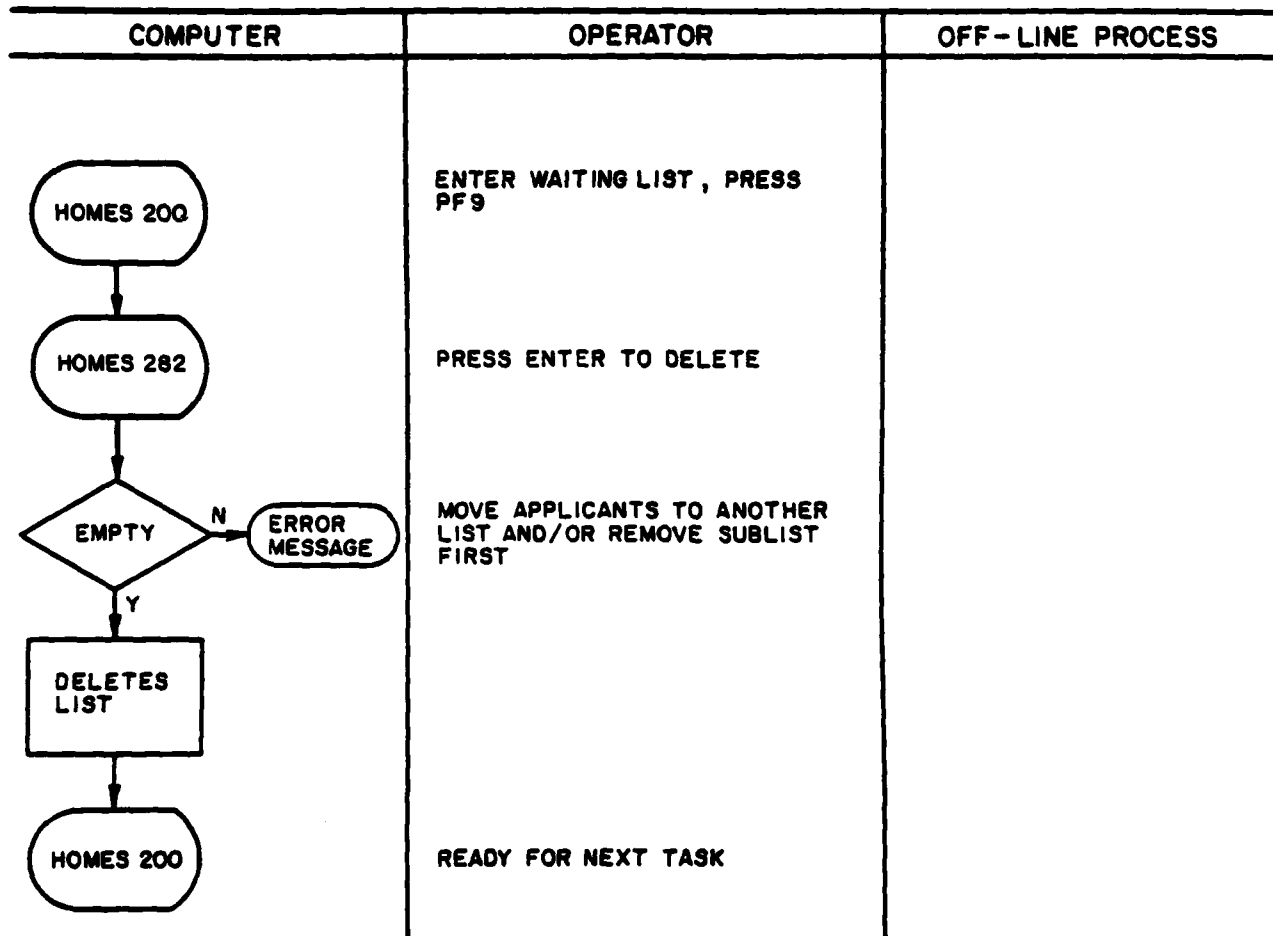
ADD A PERSON TO WAITING LIST

COMPUTER	OPERATOR	OFF-LINE PROCESS
<pre> graph TD A([HOMES 200]) --> B([HOMES 231]) B --> C[ADDS APPLICANT TO WAITING LIST] C --> D([HOMES 230]) </pre>	<p>ENTER PF1 - HOMES 200 IS AUTOMATICALLY DISPLAYED FROM HOMES 215 OR RETRIEVED THROUGH HOMES 220 IN APPLICATION PROCESS</p> <p>ENTER WAITING LIST NUMBER SELECTED, ENTER DD1747 INFORMATION</p>	<p>APPLICANT SELECTS LIST, CLERK COMPLETES DD1747 CARD FOR APPLICANT</p>

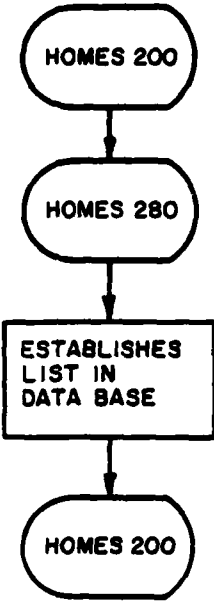
CHANGE A PERSON'S WAITING LIST POSITION



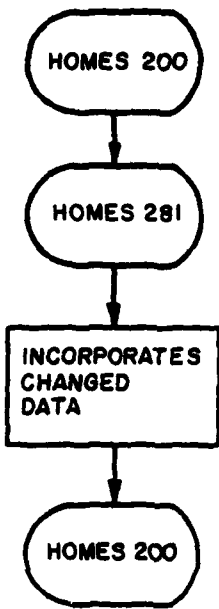
TO DELETE AN EXISTING WAITING LIST



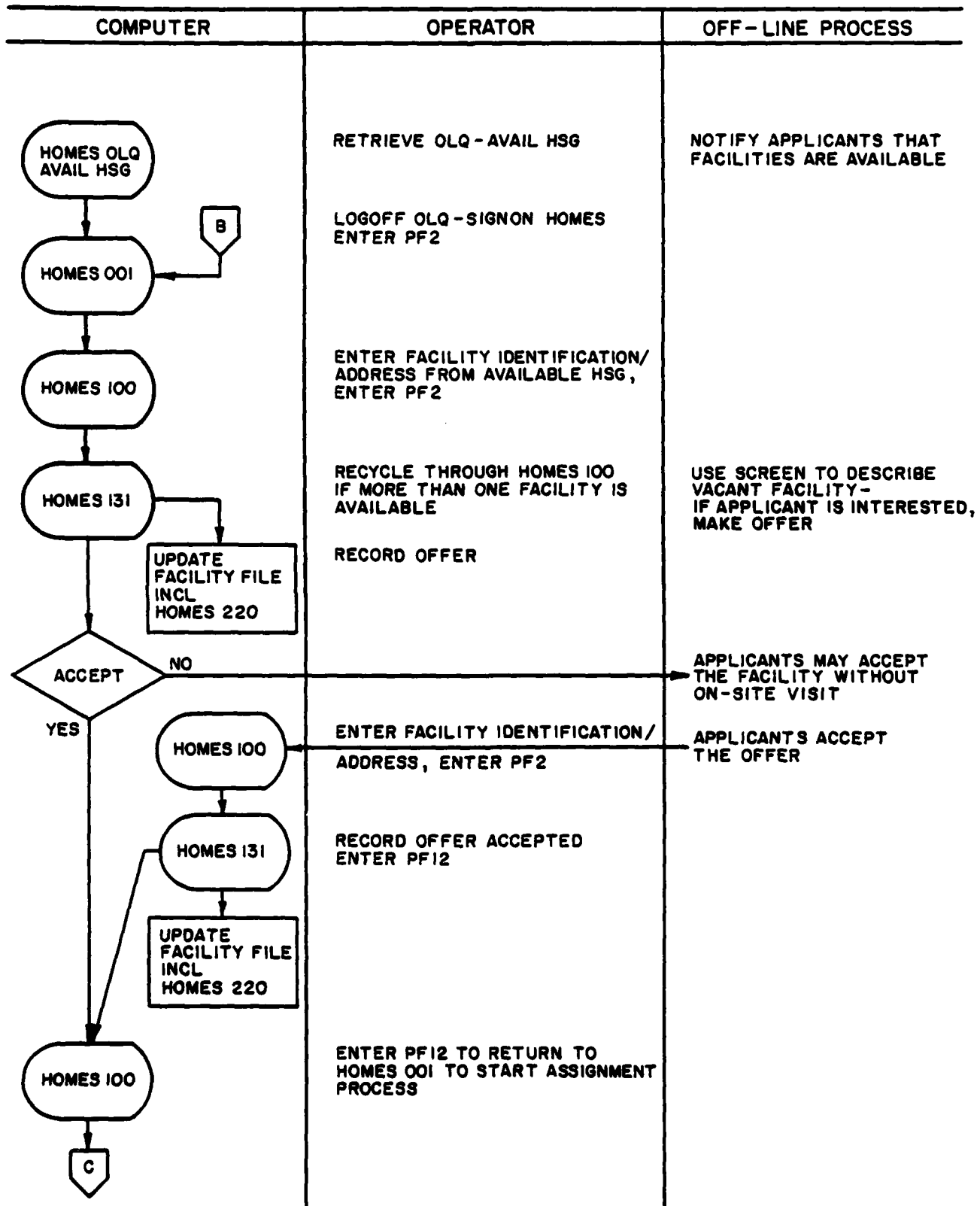
TO ADD A NEW WAITING LIST

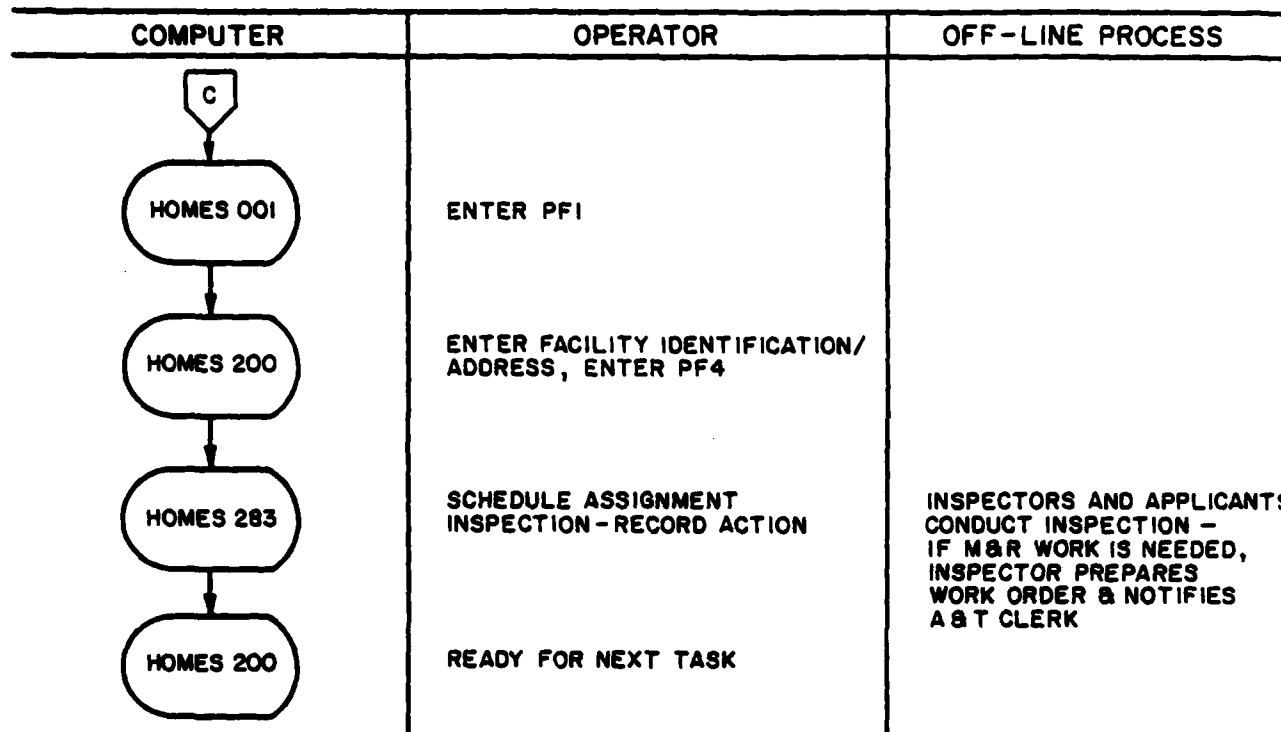
COMPUTER	OPERATOR	OFF-LINE PROCESS
 <pre>graph TD; A([HOMES 200]) --> B([HOMES 280]); B --> C[ESTABLISHES LIST IN DATA BASE]; C --> D([HOMES 200]);</pre>	<p data-bbox="574 447 954 499">ENTER WAITING LIST NUMBER AND ENTER PF7</p> <p data-bbox="574 604 996 682">ENTER LIST NAME, STATUS, (M, S, OR D), BEDROOM COUNT, LOWEST RANK AND HIGHEST RANK</p> <p data-bbox="574 968 880 995">READY FOR NEXT TASK</p>	

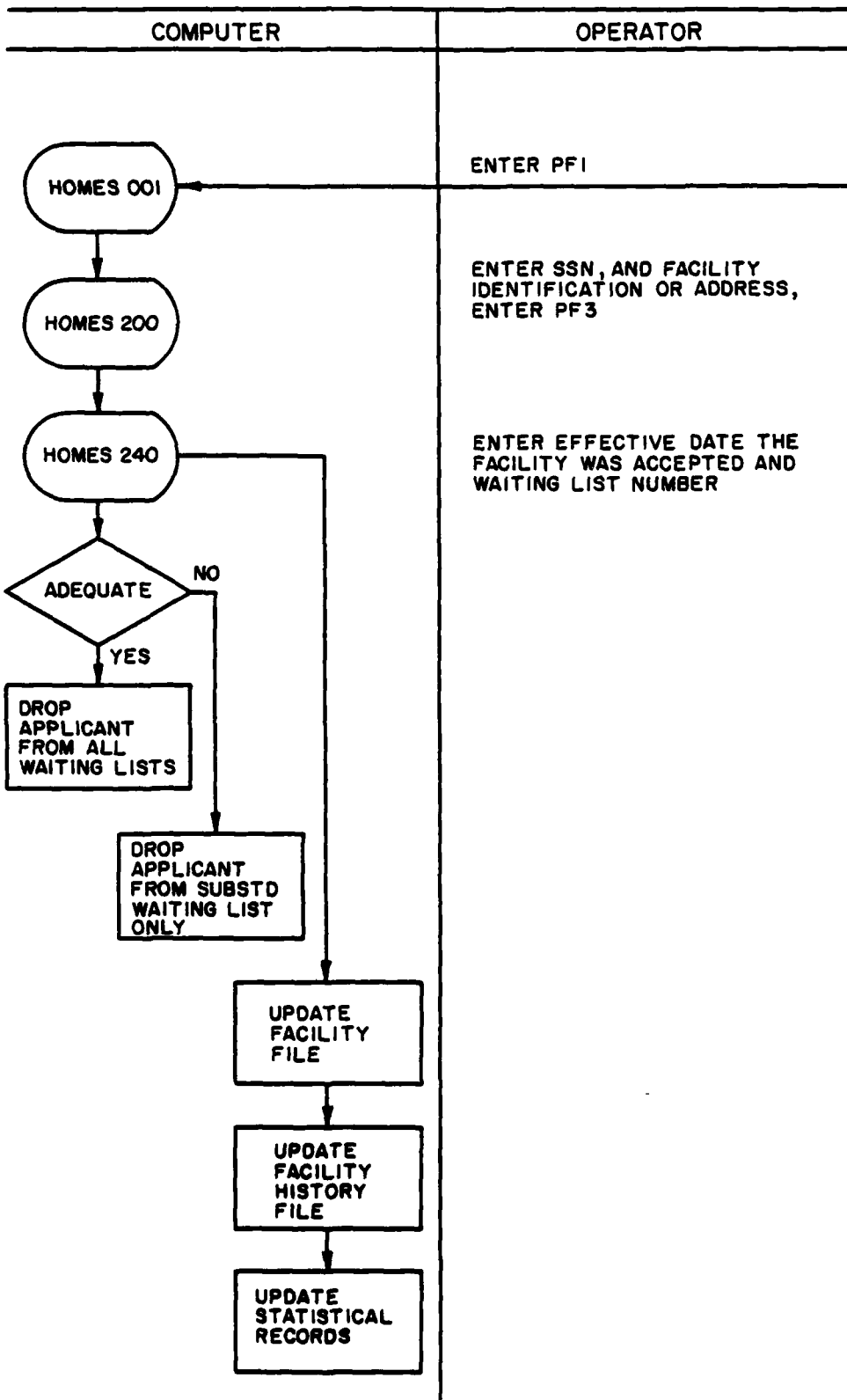
TO CHANGE LIST PARAMETERS

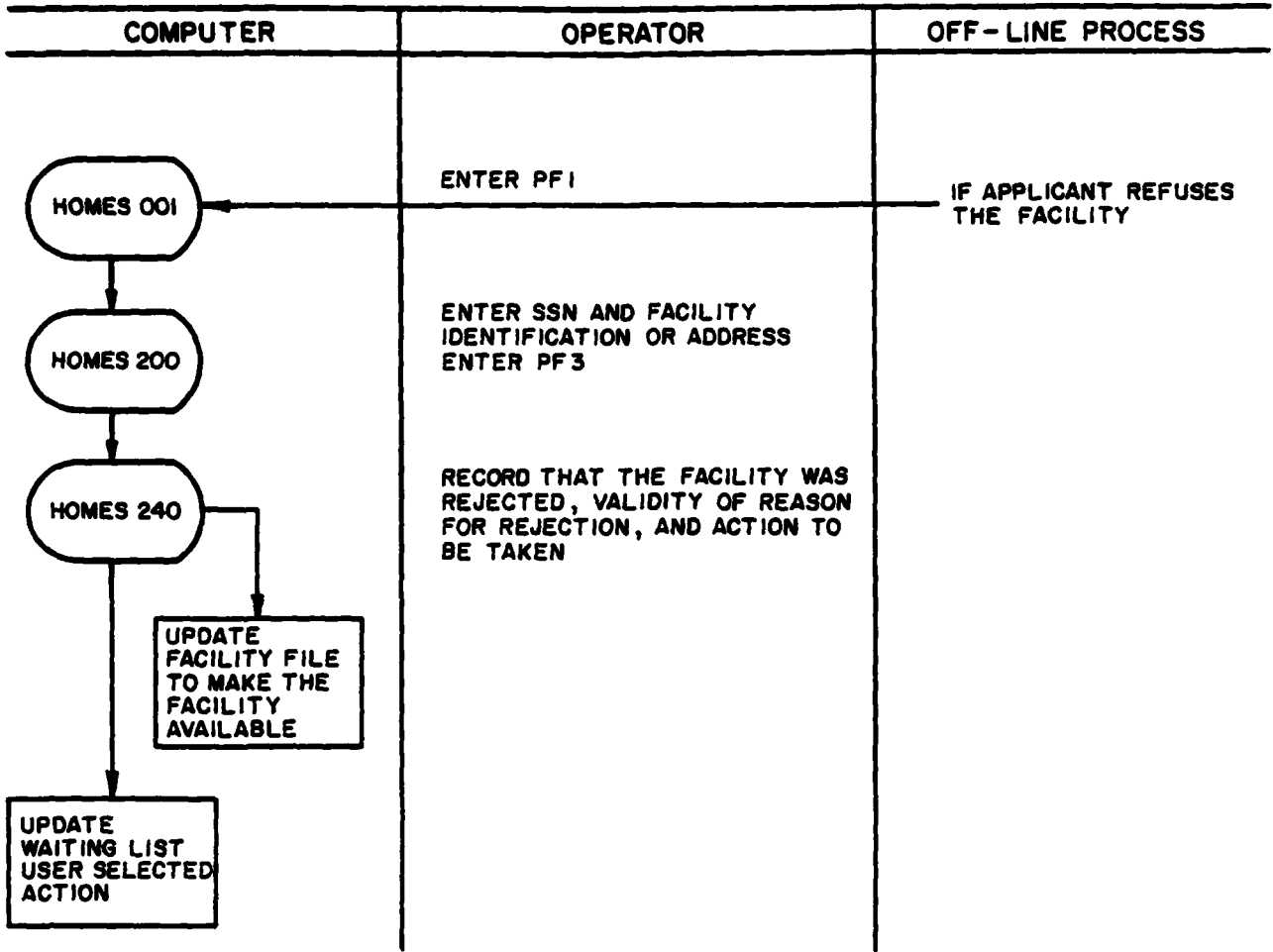
COMPUTER	OPERATOR	OFF-LINE PROCESS
 <pre>graph TD; A([HOMES 200]) --> B([HOMES 281]); B --> C[INCORPORATES CHANGED DATA]; C --> D([HOMES 200]);</pre>	<p data-bbox="554 457 949 510">ENTER WAITING LIST NUMBER, PRESS PF8</p> <p data-bbox="554 606 957 659">OVERLAY REVISED INFORMATION ON EXISTING</p> <p data-bbox="562 968 856 1000">READY FOR NEXT TASK</p>	

ASSIGNMENT

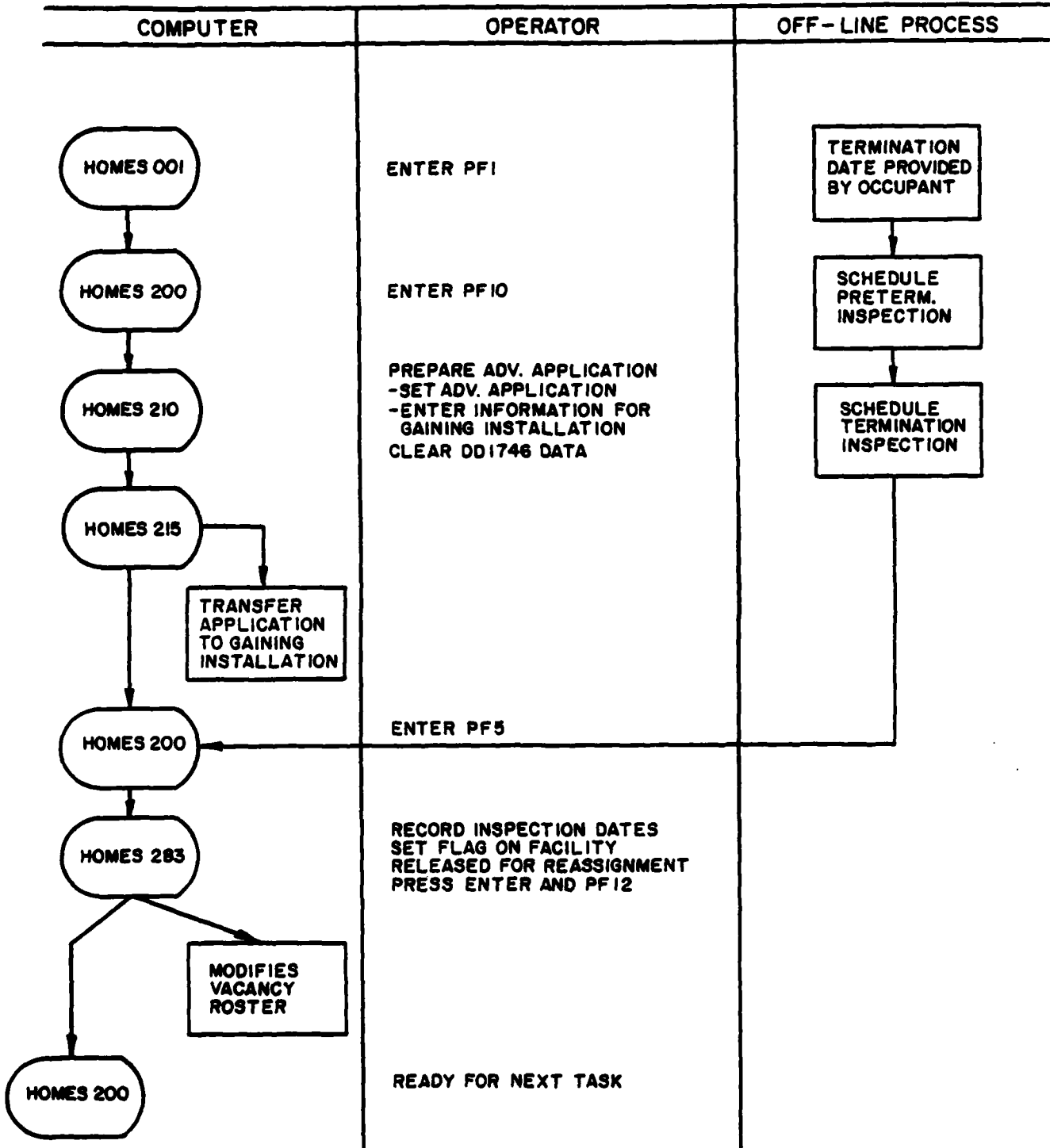




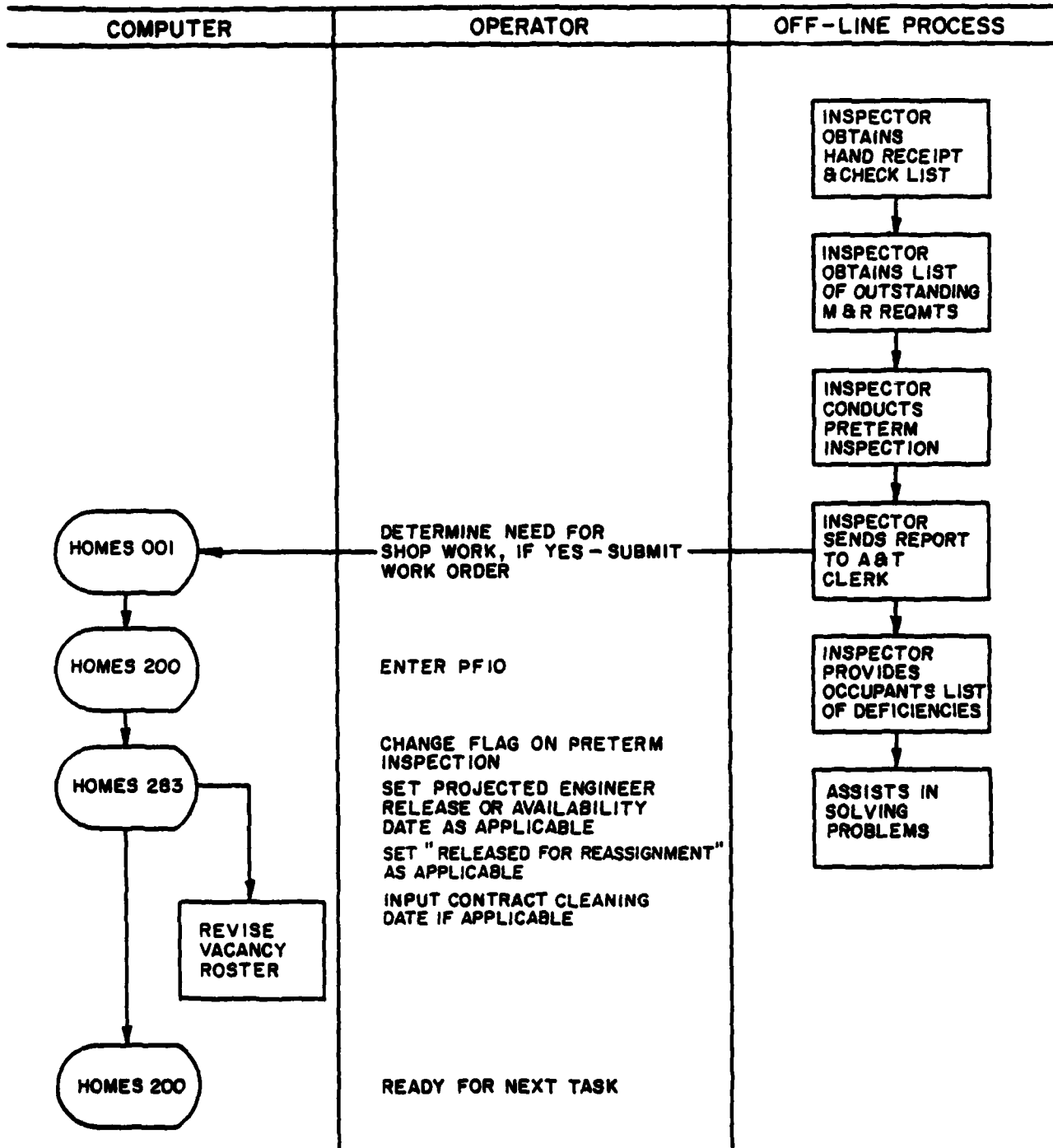




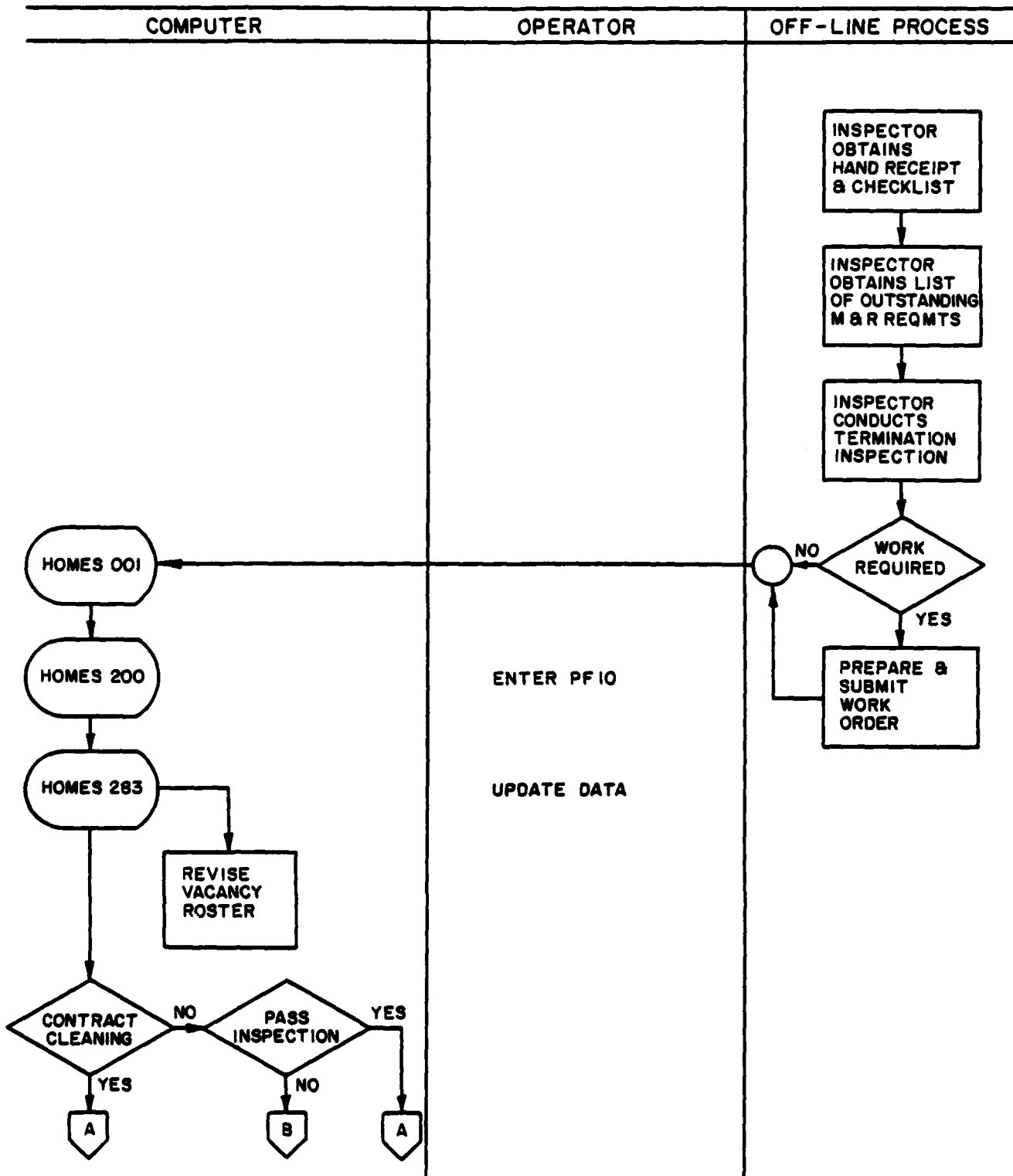
TERMINATION



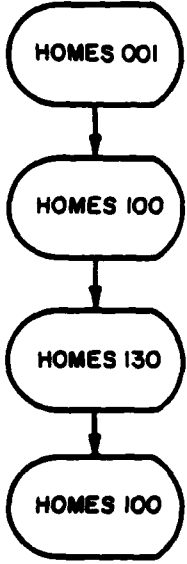
TERMINATION



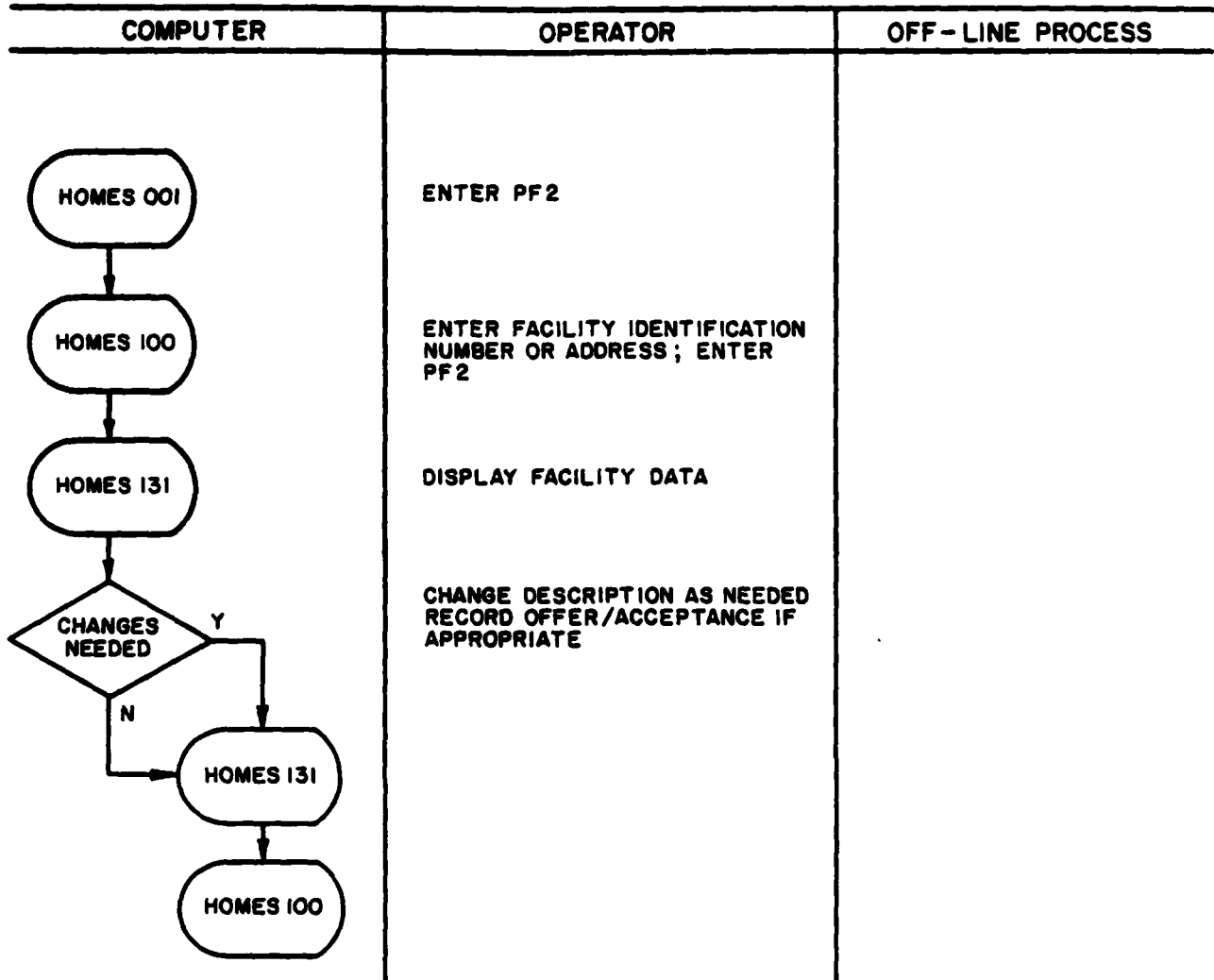
TERMINATION



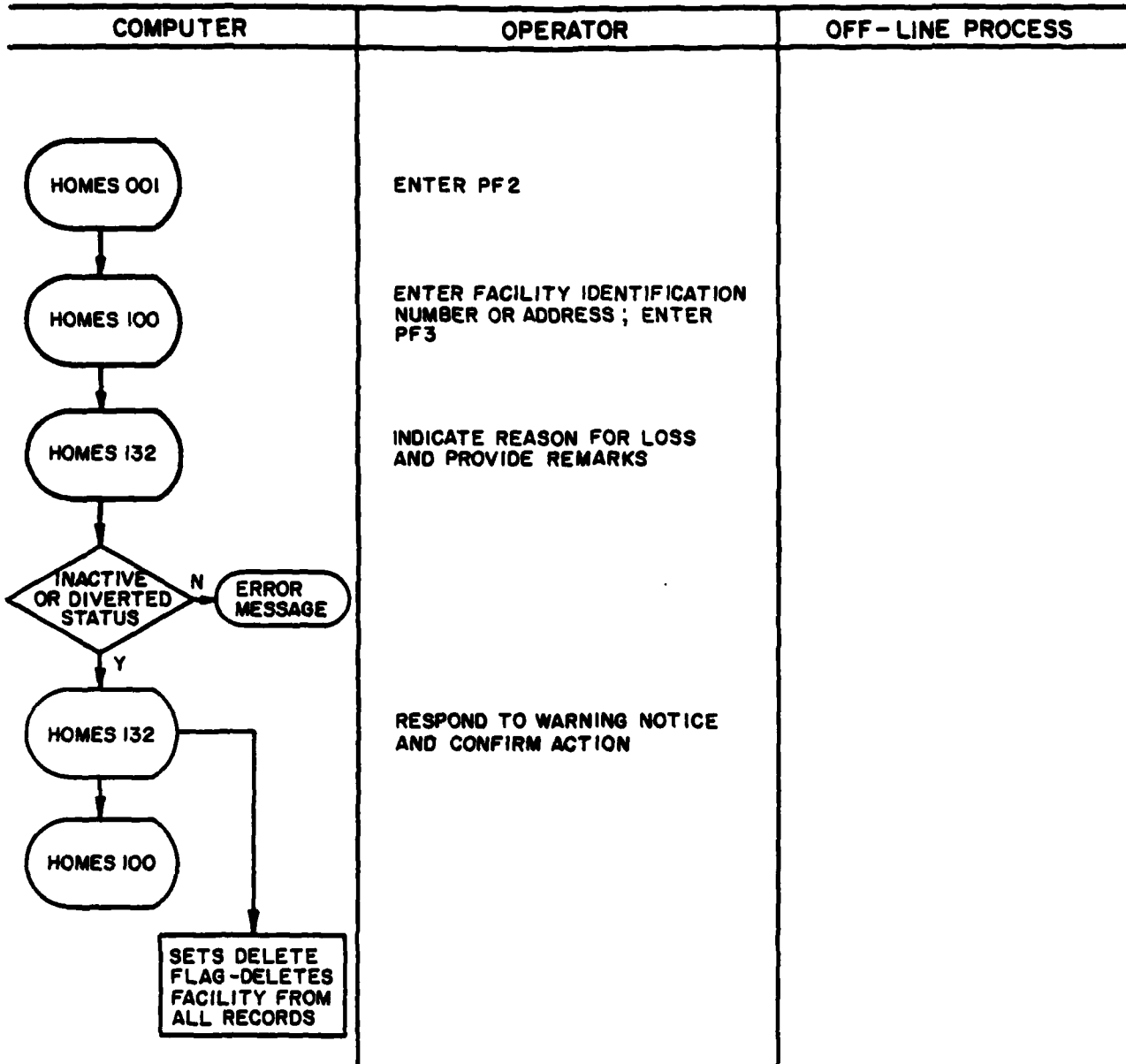
TO ADD A FACILITY TO THE INVENTORY

COMPUTER	OPERATOR	OFF-LINE PROCESS
 <pre>graph TD; A([HOMES 001]) --> B([HOMES 100]); B --> C([HOMES 130]); C --> D([HOMES 100]);</pre>	<p data-bbox="607 478 756 510">ENTER PF2</p> <p data-bbox="607 604 1032 663">ENTER FACILITY IDENTIFICATION NUMBER, ENTER PF1</p> <p data-bbox="607 758 991 810">ENTER FACILITY DESCRIPTIVE DATA</p>	

TO DISPLAY OR CHANGE FACILITY DESCRIPTION



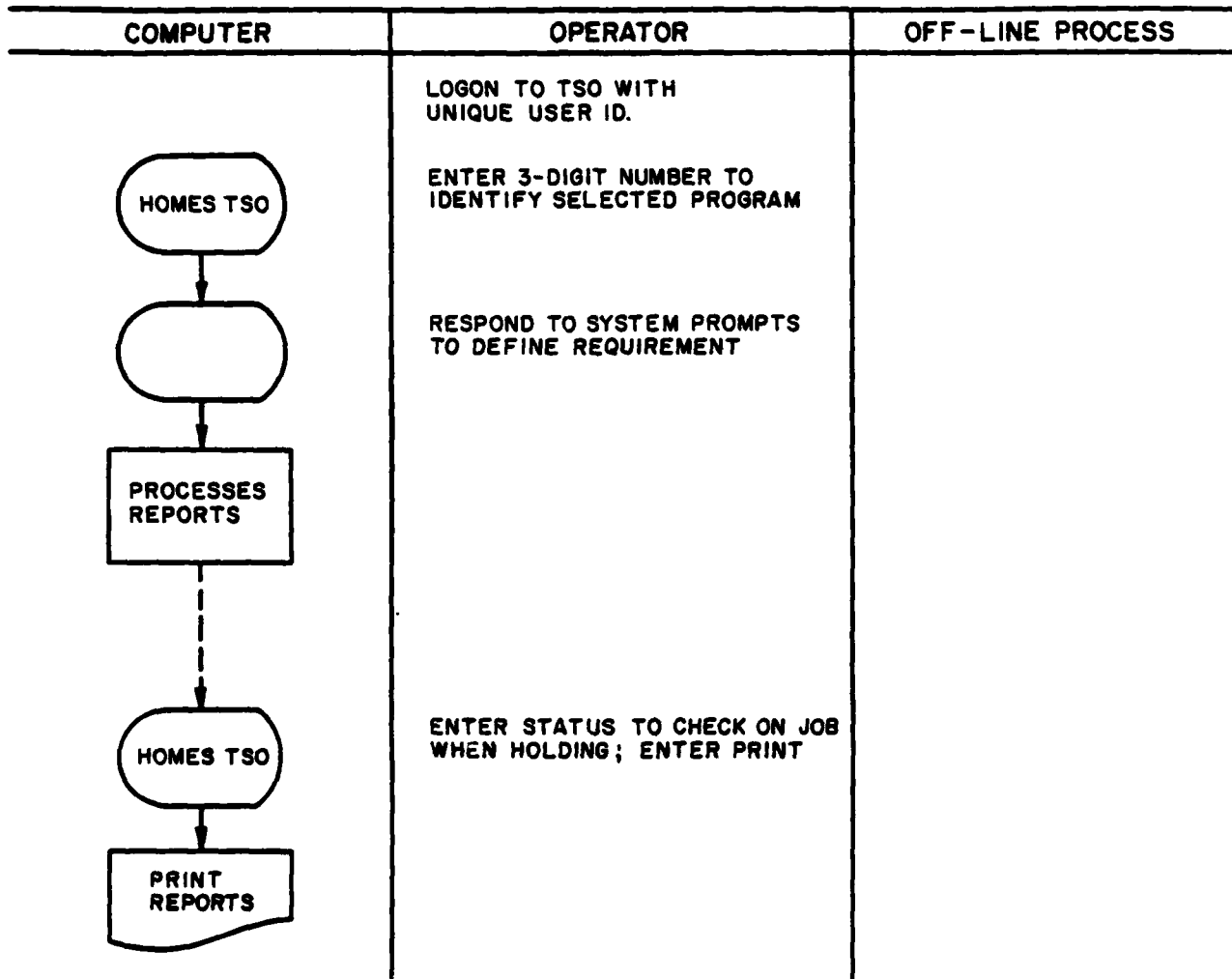
TO DELETE A FACILITY



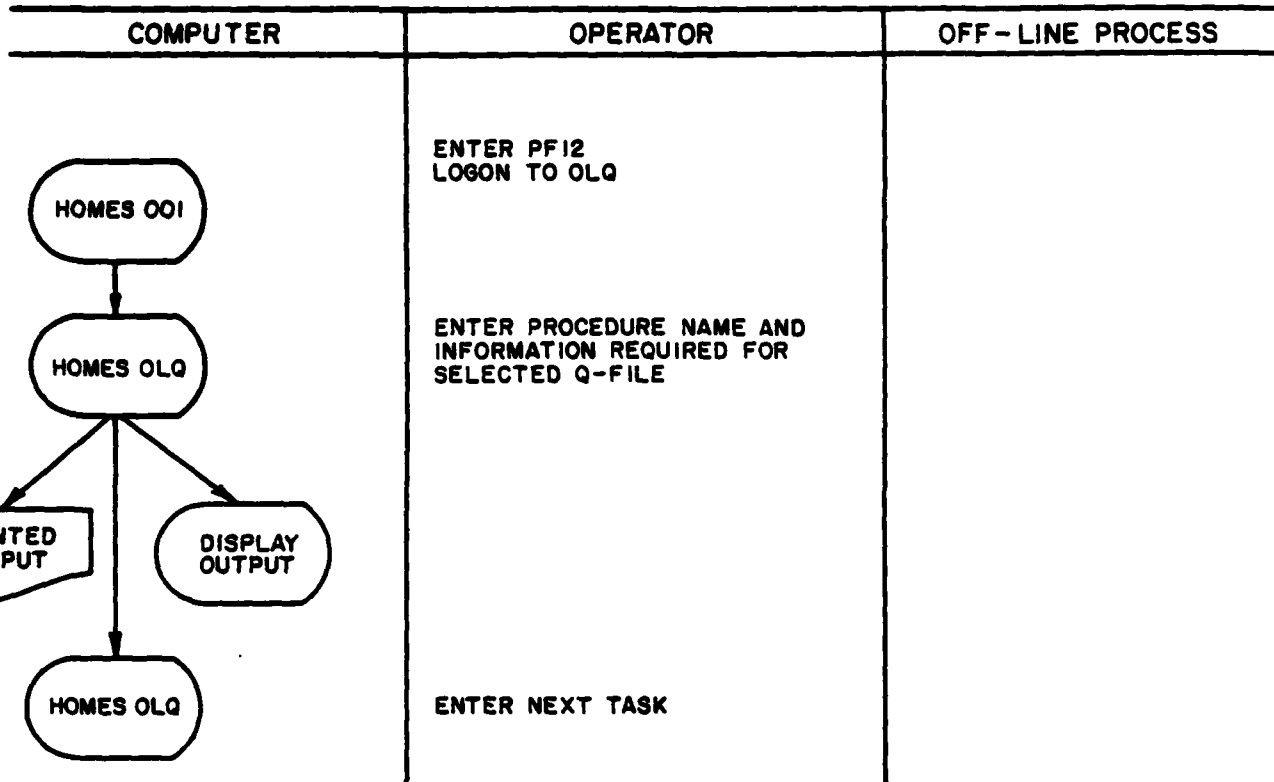
SIDPERS/JUMPS COMPARISONS

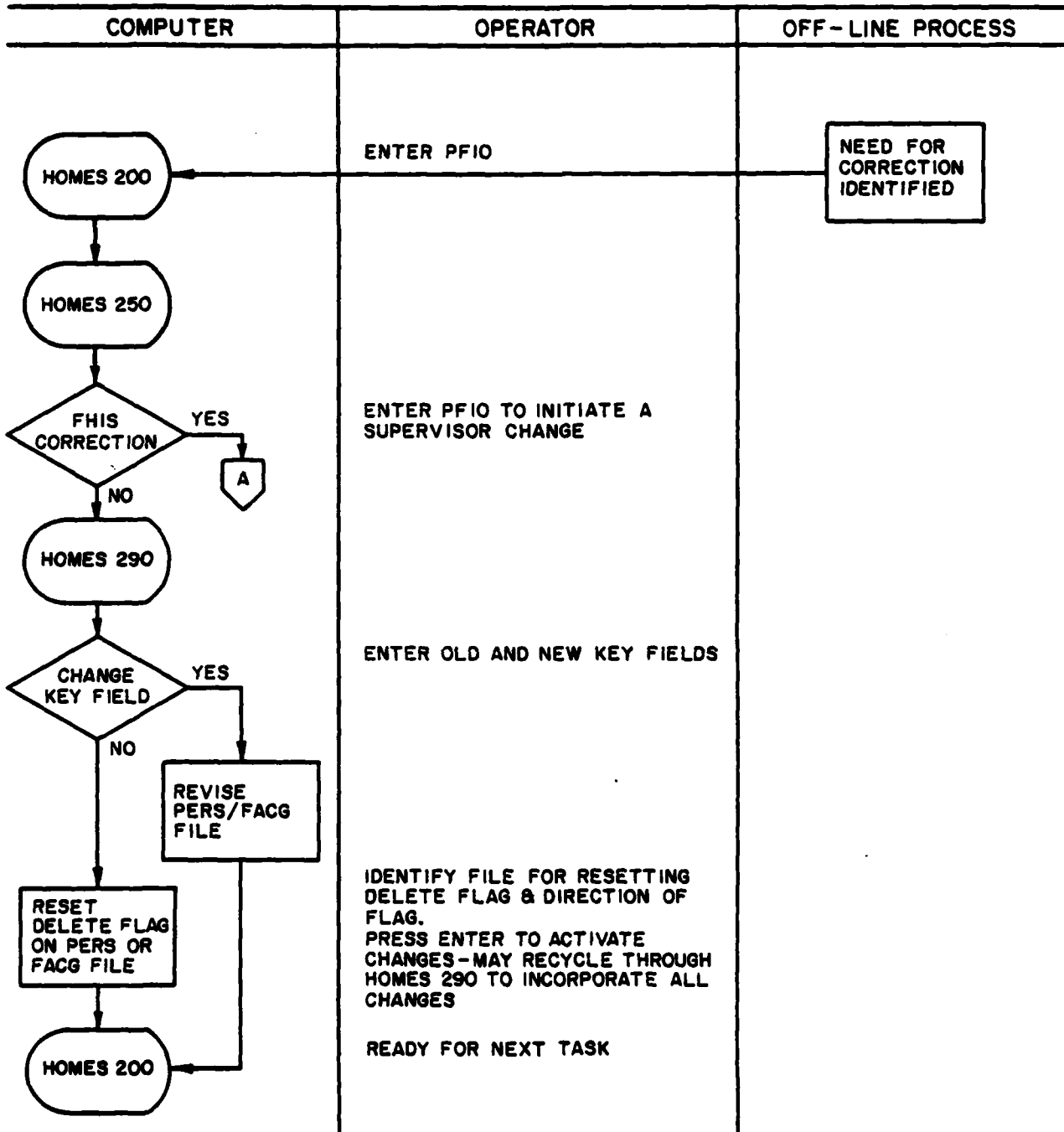
COMPUTER	OPERATOR	OFF-LINE PROCESS
<pre> graph TD A(SIDPERS OR JUMPS TAPE) --> B(HOMES TSO) B --> C[PROCESS COMPARISON] C -.- D(HOMES TSO) D --> E[REPORTS] </pre>	<p>LOGON TO TSO WITH UNIQUE USER-ID</p> <p>ENTER 916 FOR SIDPERS COMPARISON OR 919 FOR JUMPS COMPARISON AND INSTALLATION/ SUBINSTALLATION NUMBERS</p> <p>ENTER STATUS TO CHECK ON JOB ENTER PRINT TO GENERATE OUTPUT</p>	

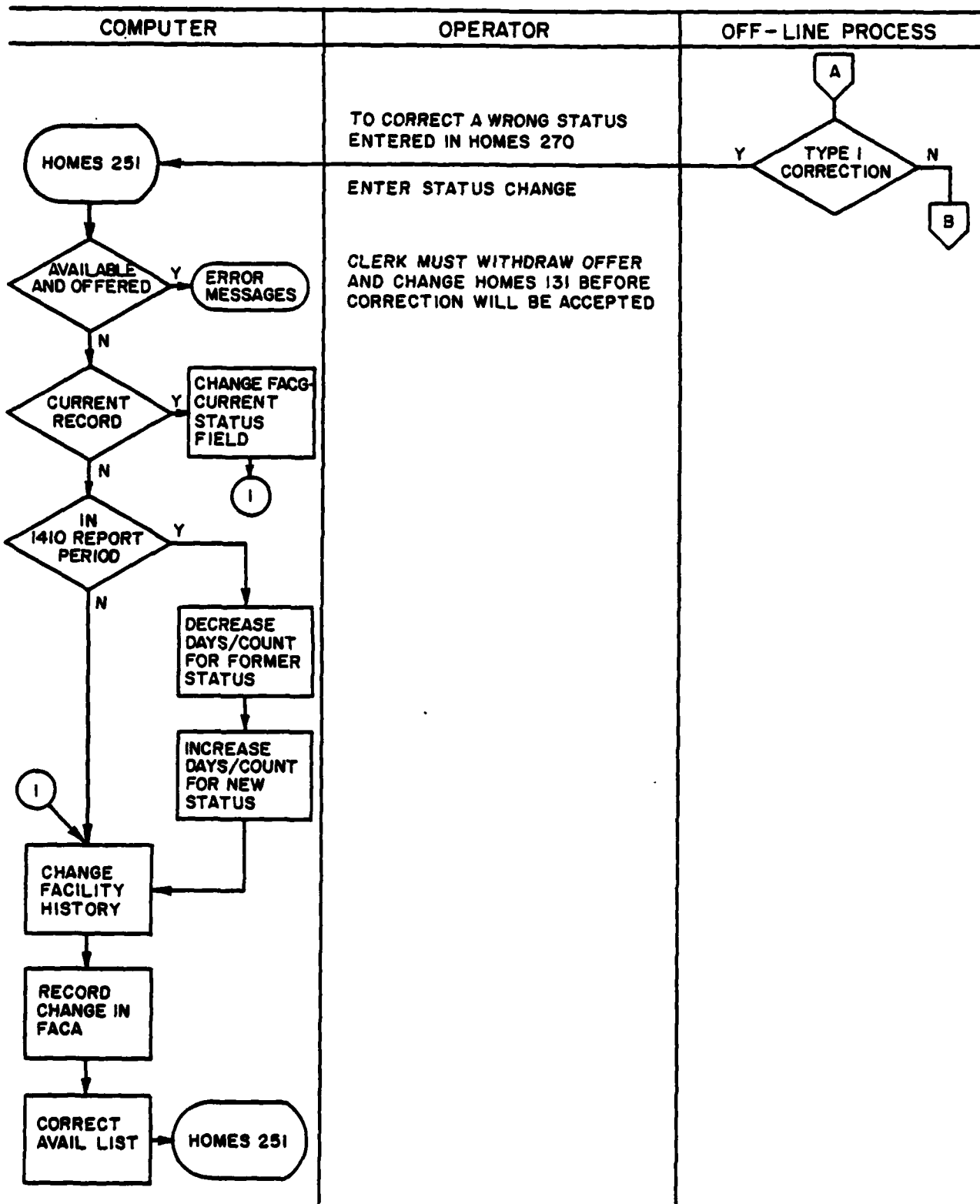
PERIODIC REPORTS

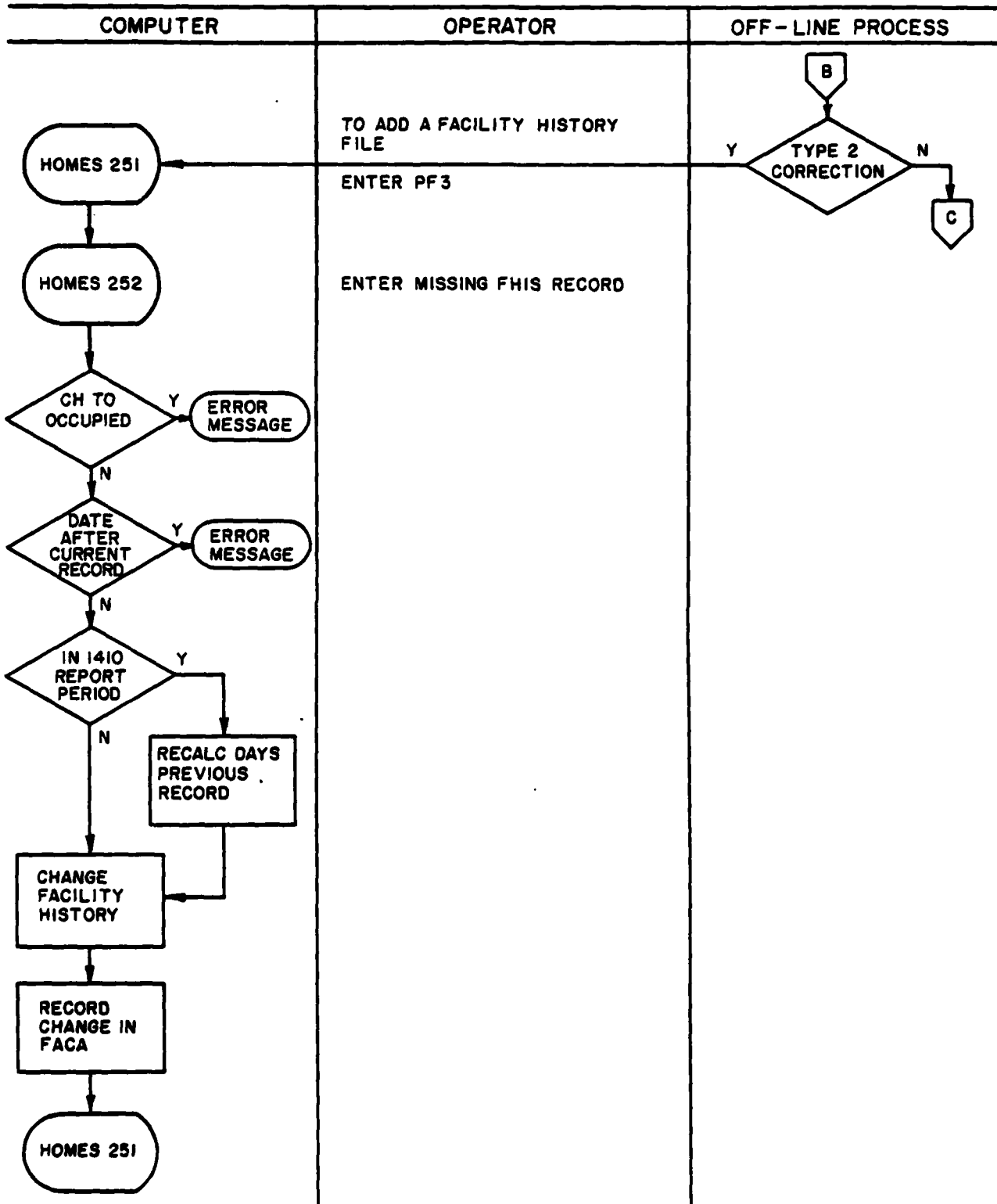


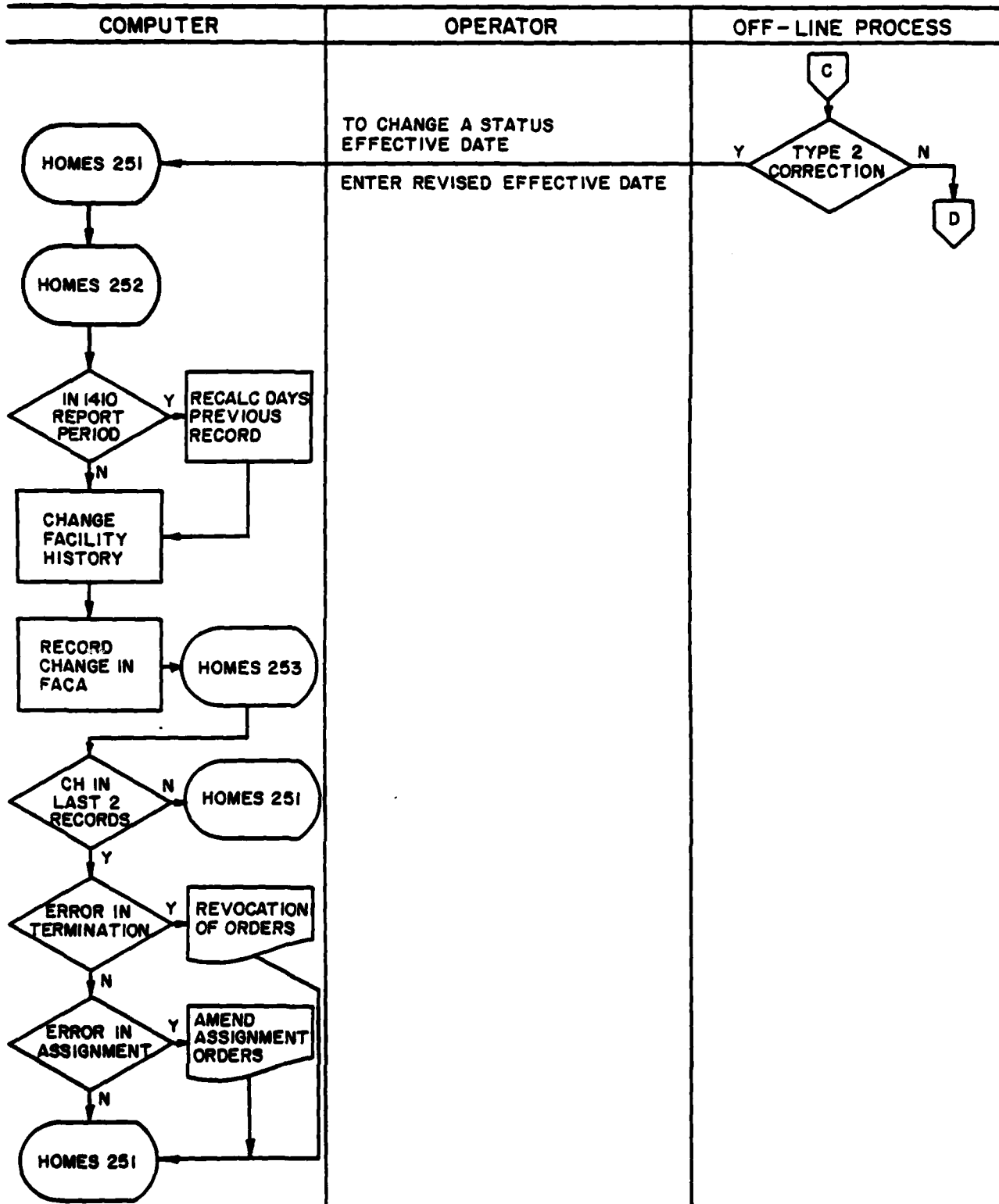
OLQ Q-FILES

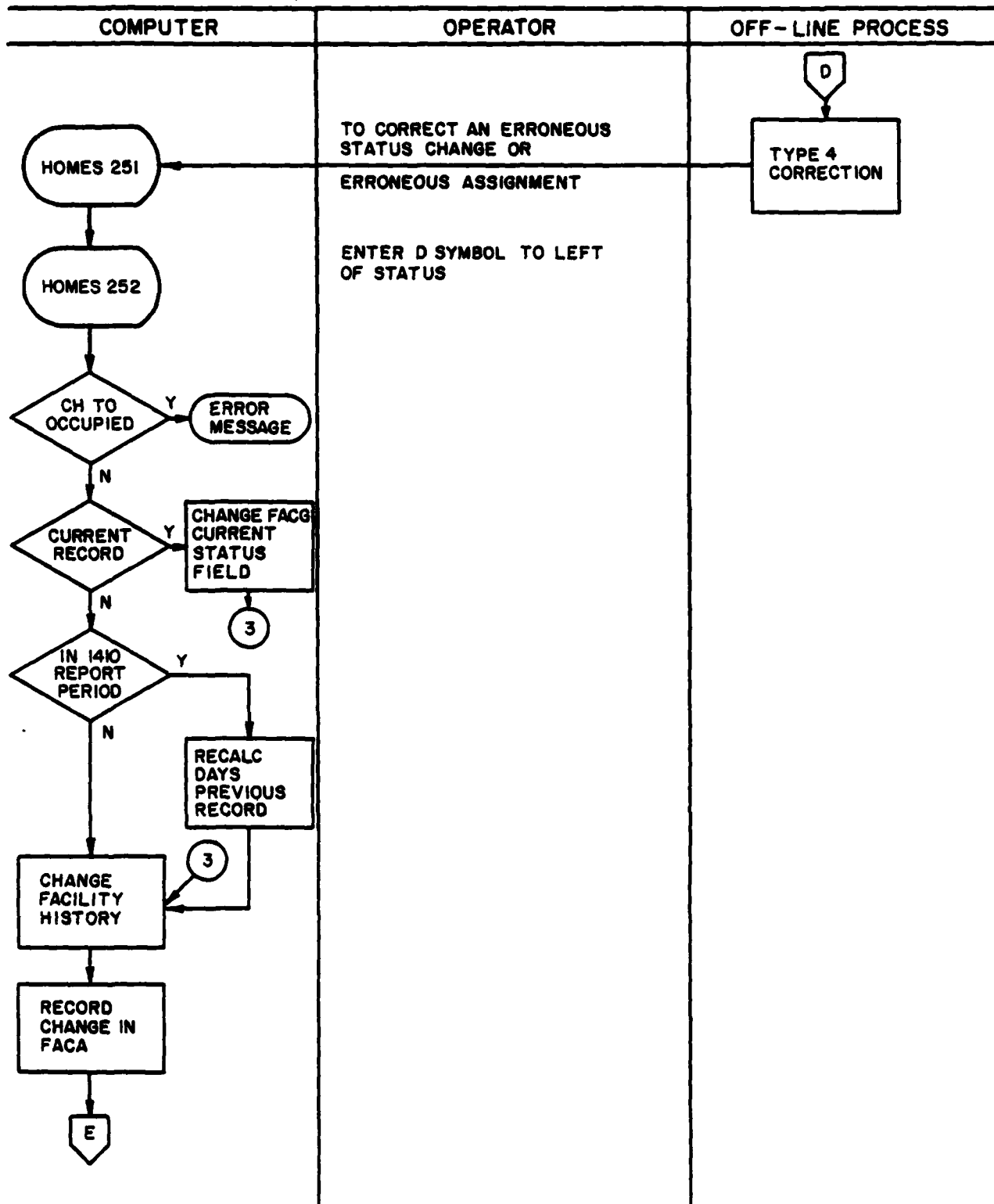




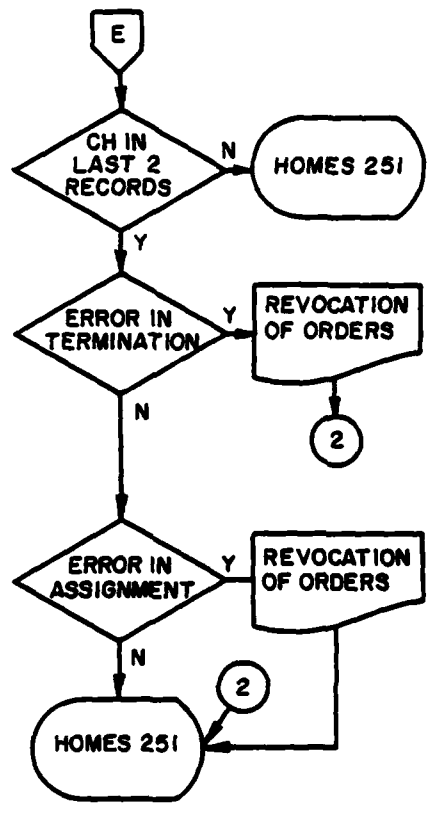






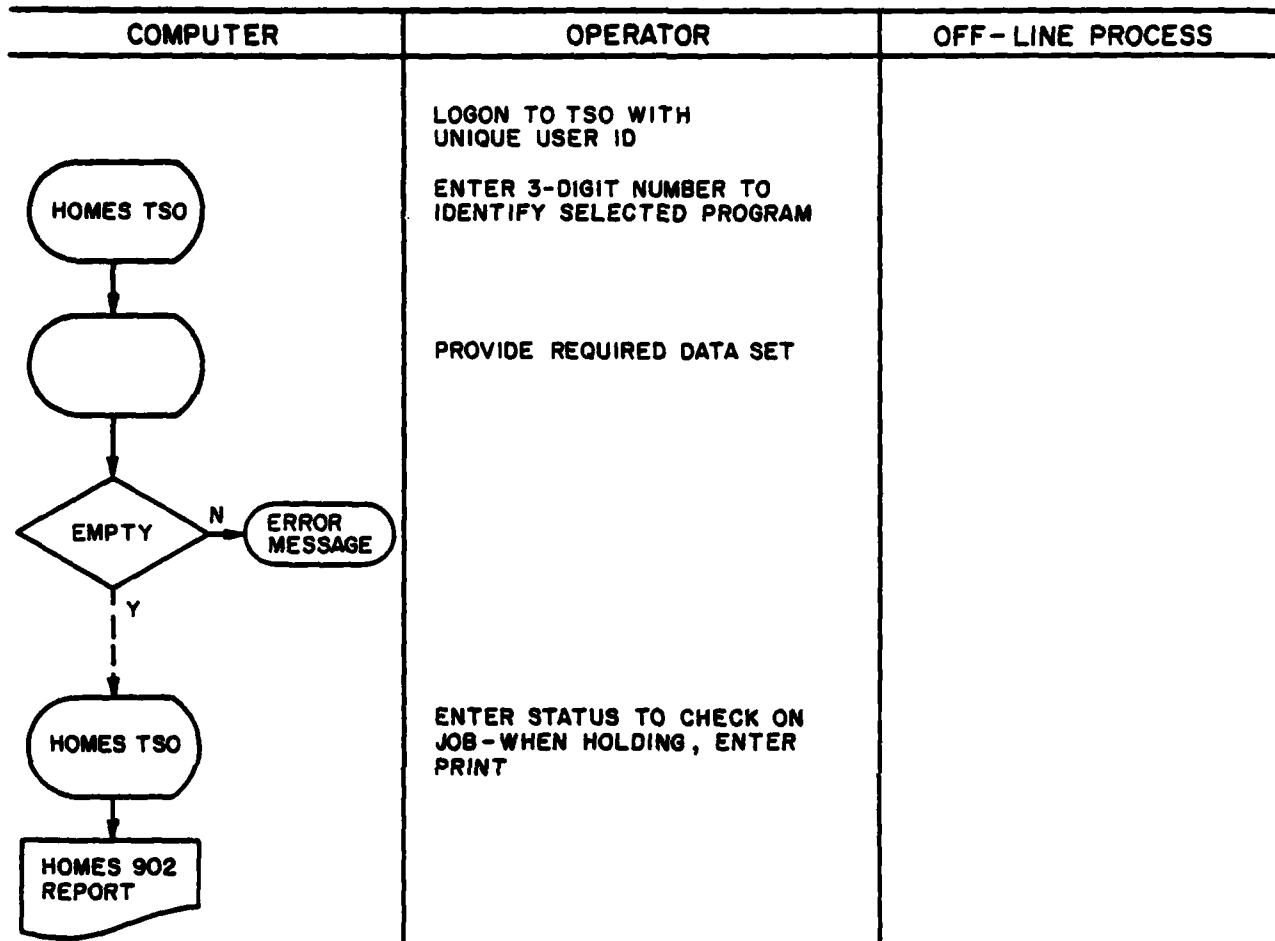


COMPUTER	OPERATOR	OFF-LINE PROCESS
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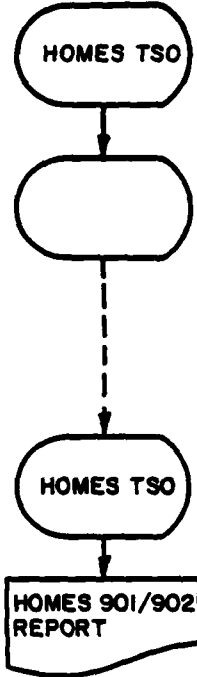


INITIATES ACTION TO ADD PERSON TO WAITING LIST

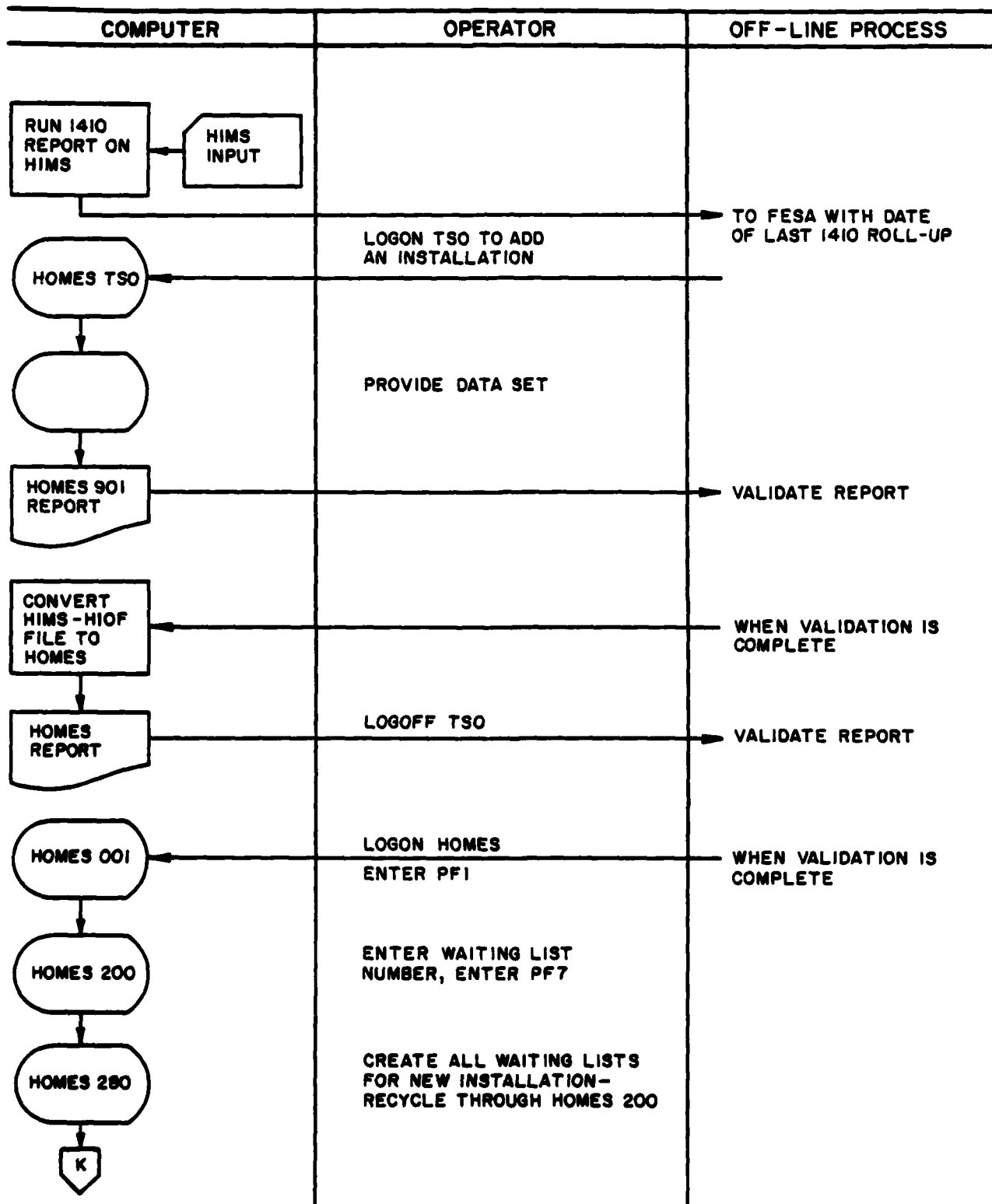
DELETE AN INSTALLATION

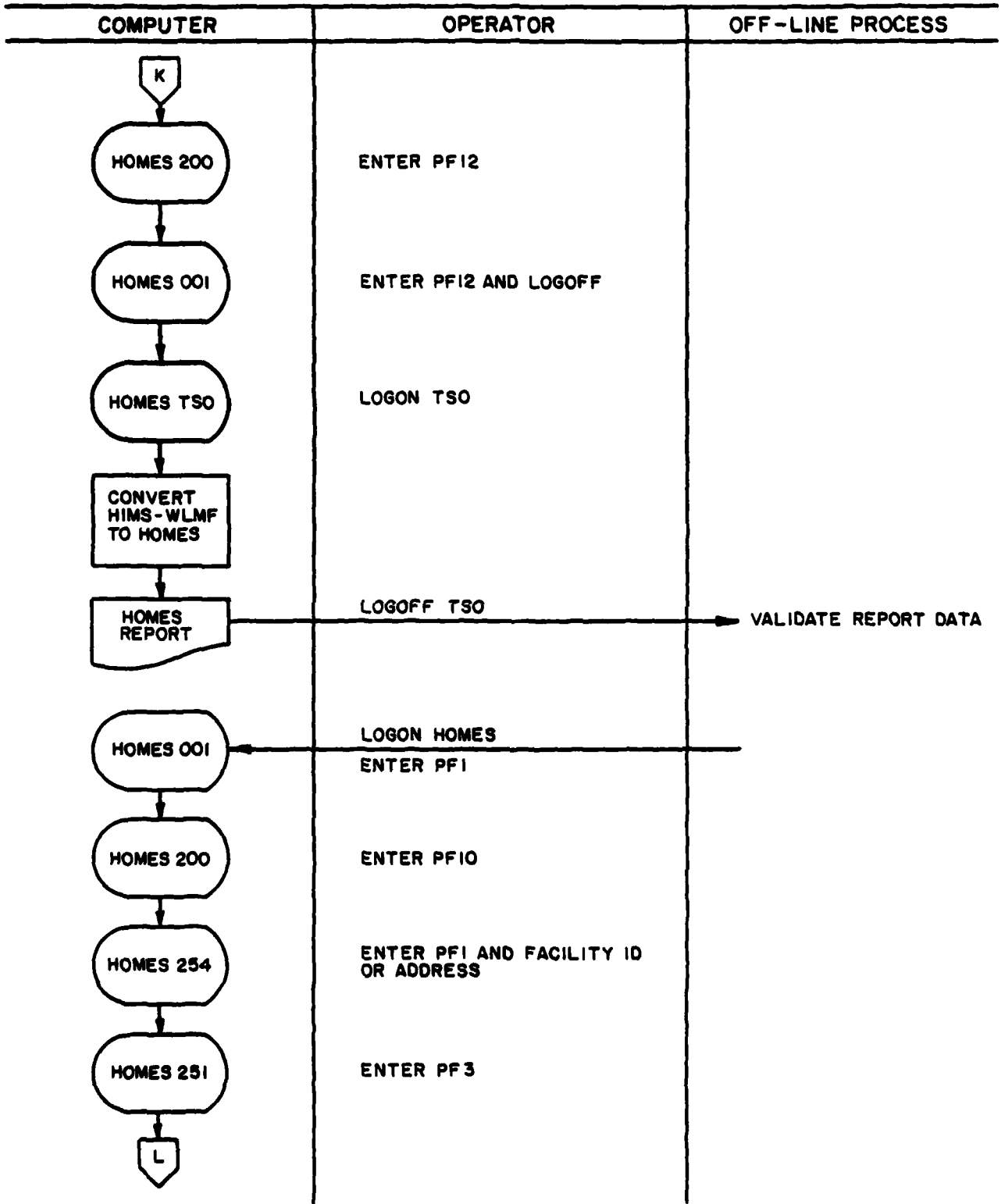


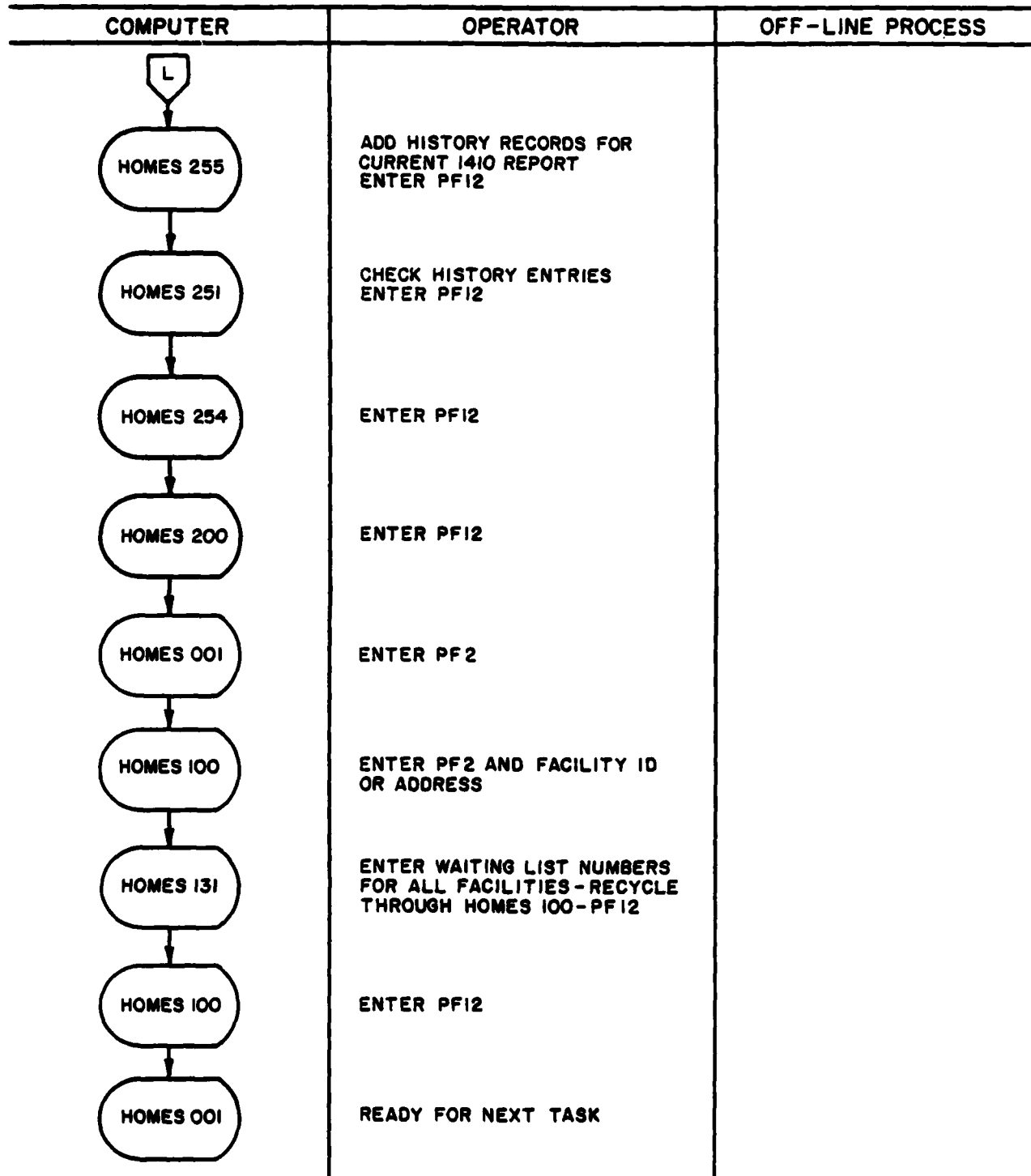
ADD AN INSTALLATION/CHANGE DATA ABOUT AN INSTALLATION

COMPUTER	OPERATOR	OFF-LINE PROCESS
 <pre>graph TD; A([HOMES TSO]) --> B([]); B -.-> C([HOMES TSO]); C --> D[HOMES 901/902 REPORT];</pre>	<p>LOGON TO TSO WITH UNIQUE USER ID.</p> <p>ENTER 3-DIGIT NUMBER TO IDENTIFY SELECTED PROGRAM</p> <p>PROVIDE REQUIRED DATA SET</p> <p>ENTER STATUS TO CHECK ON JOB - WHEN HOLDING, ENTER PRINT</p>	

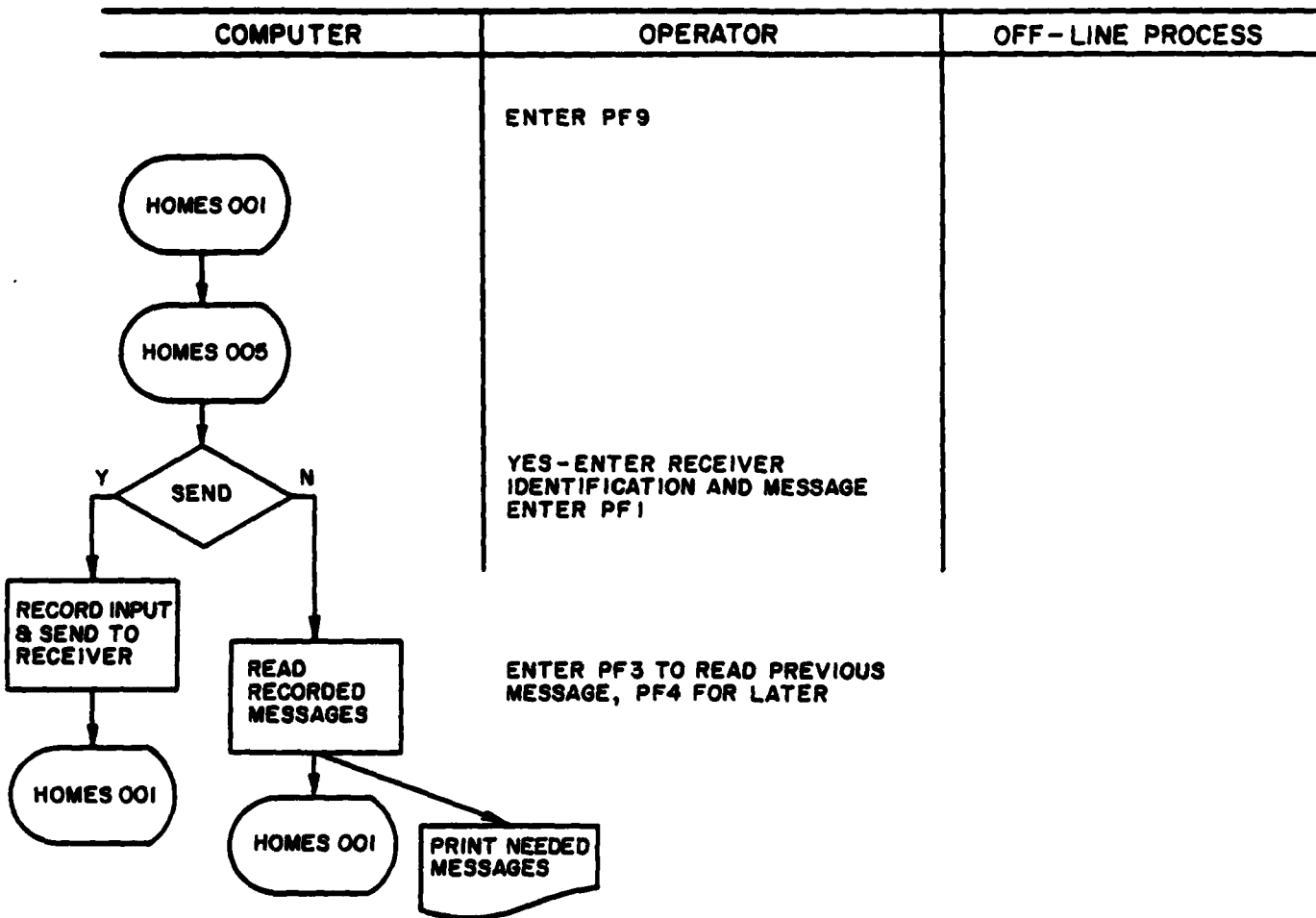
CONVERSION



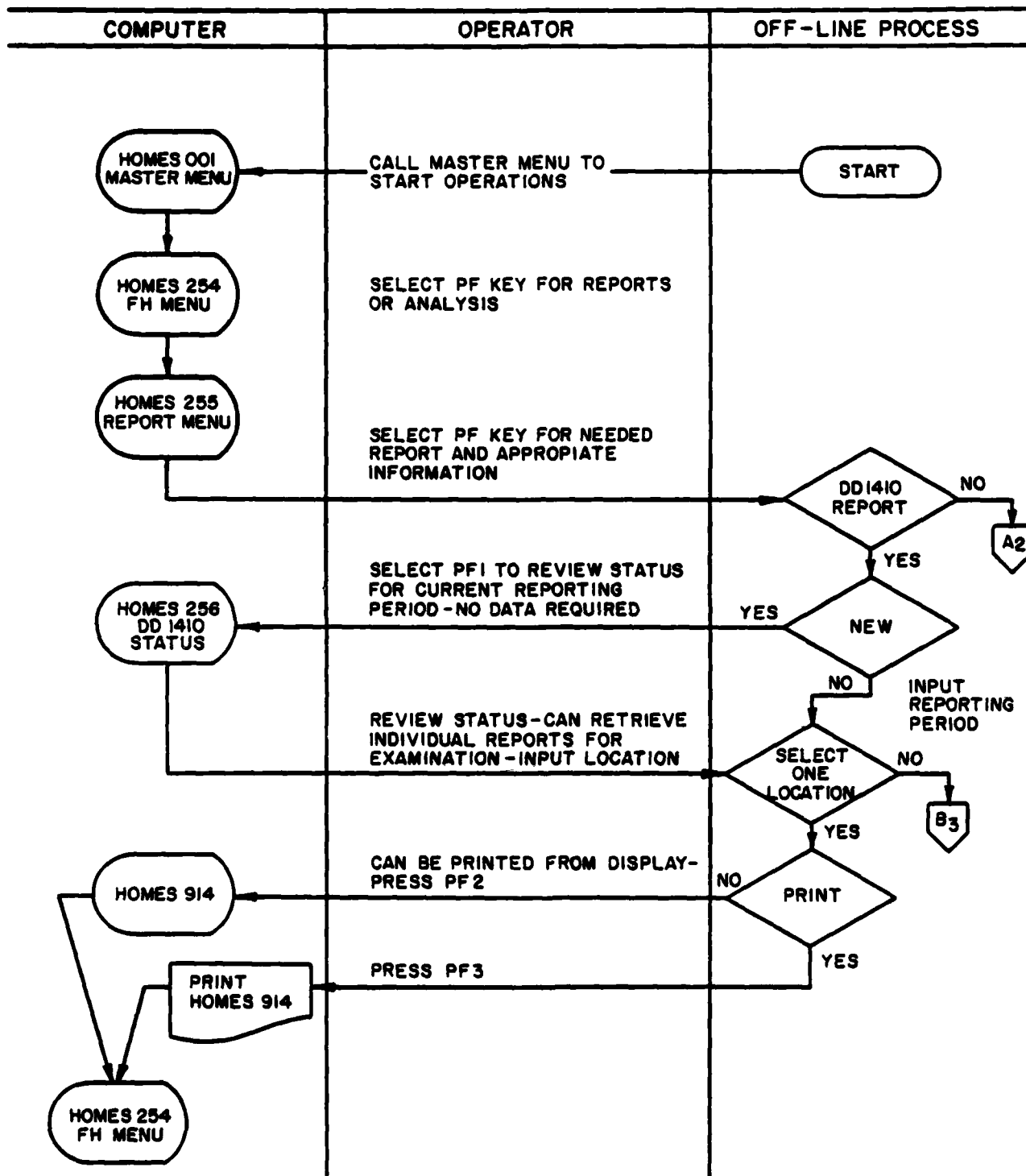


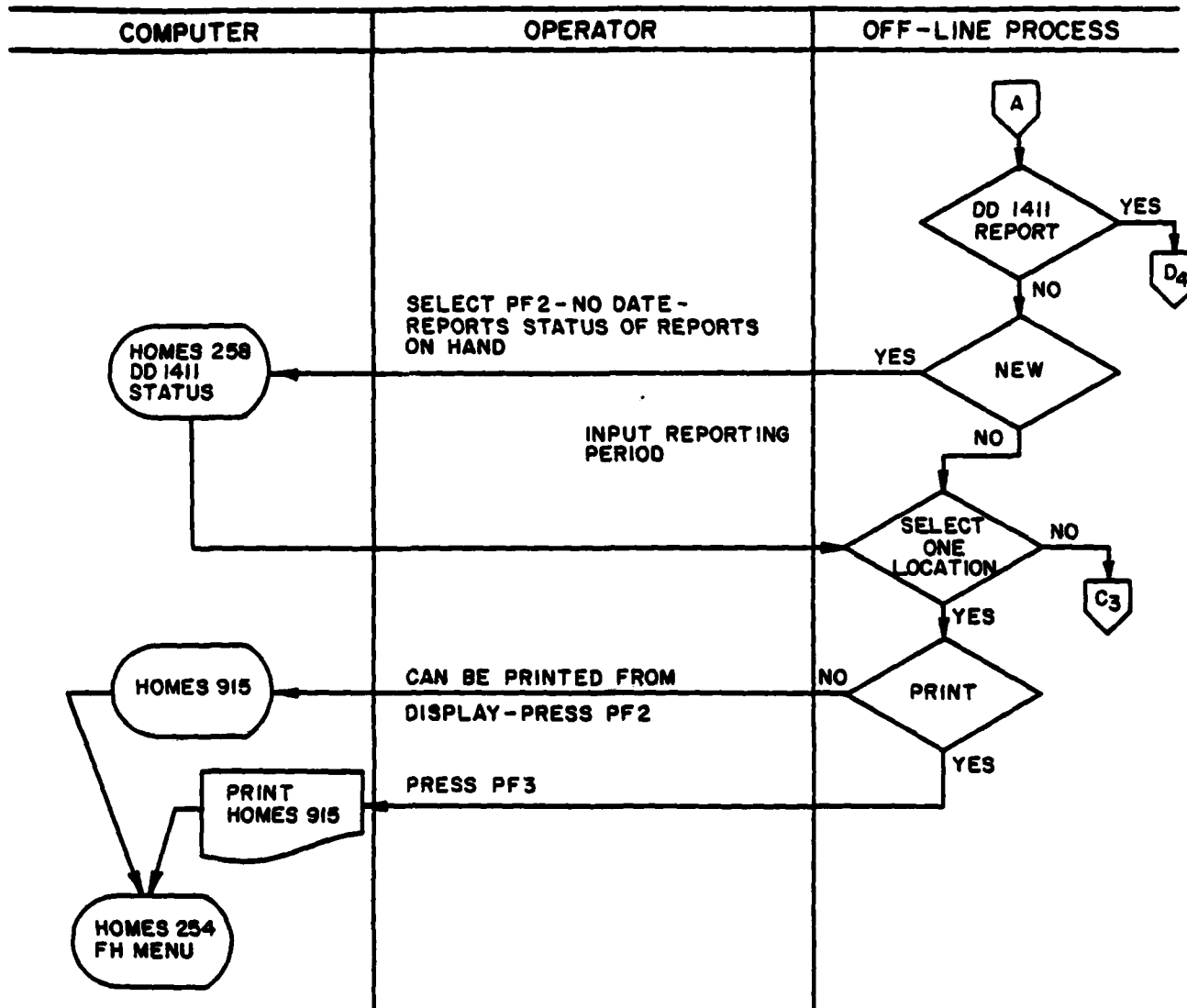


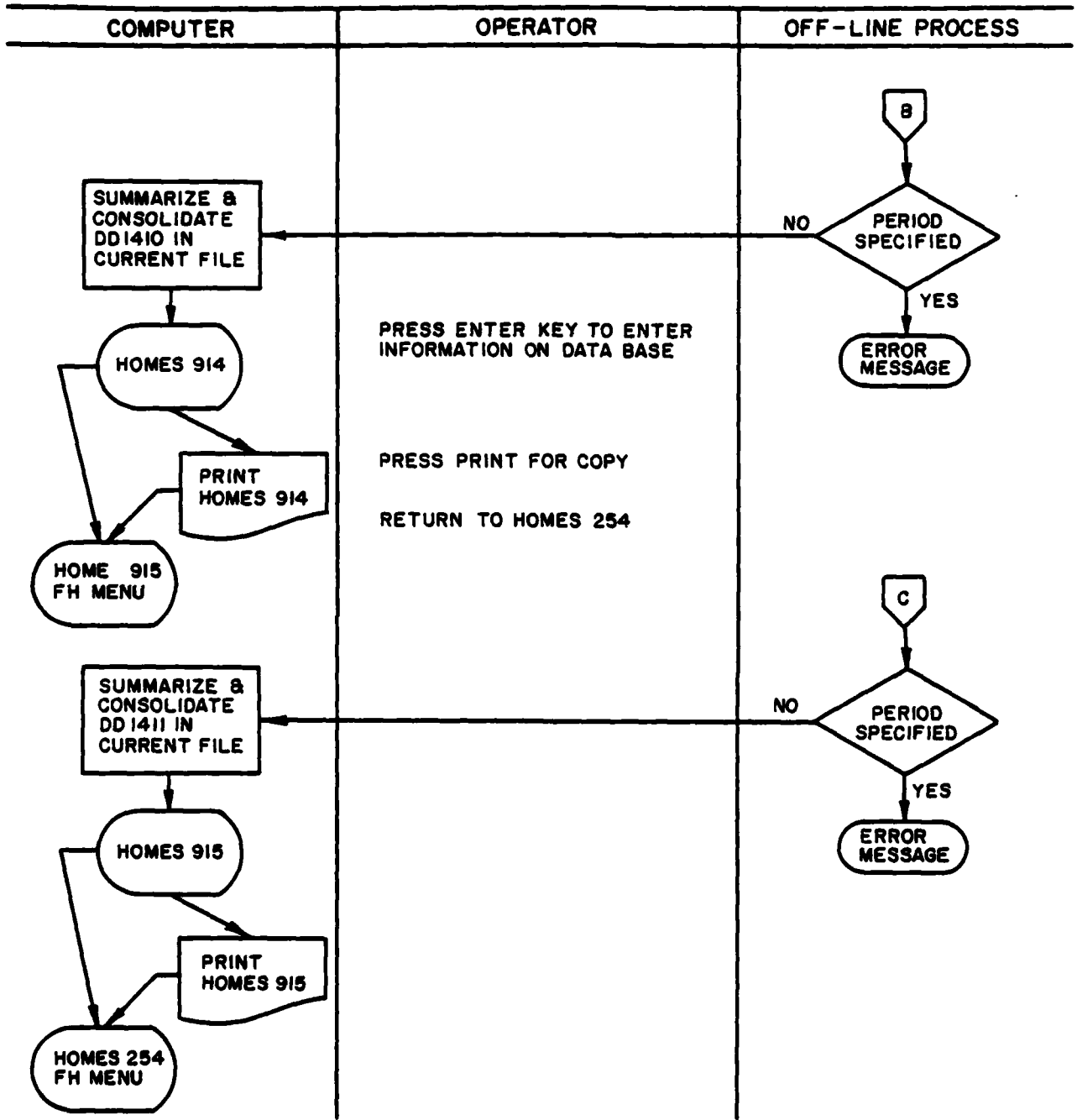
COMMUNICATIONS

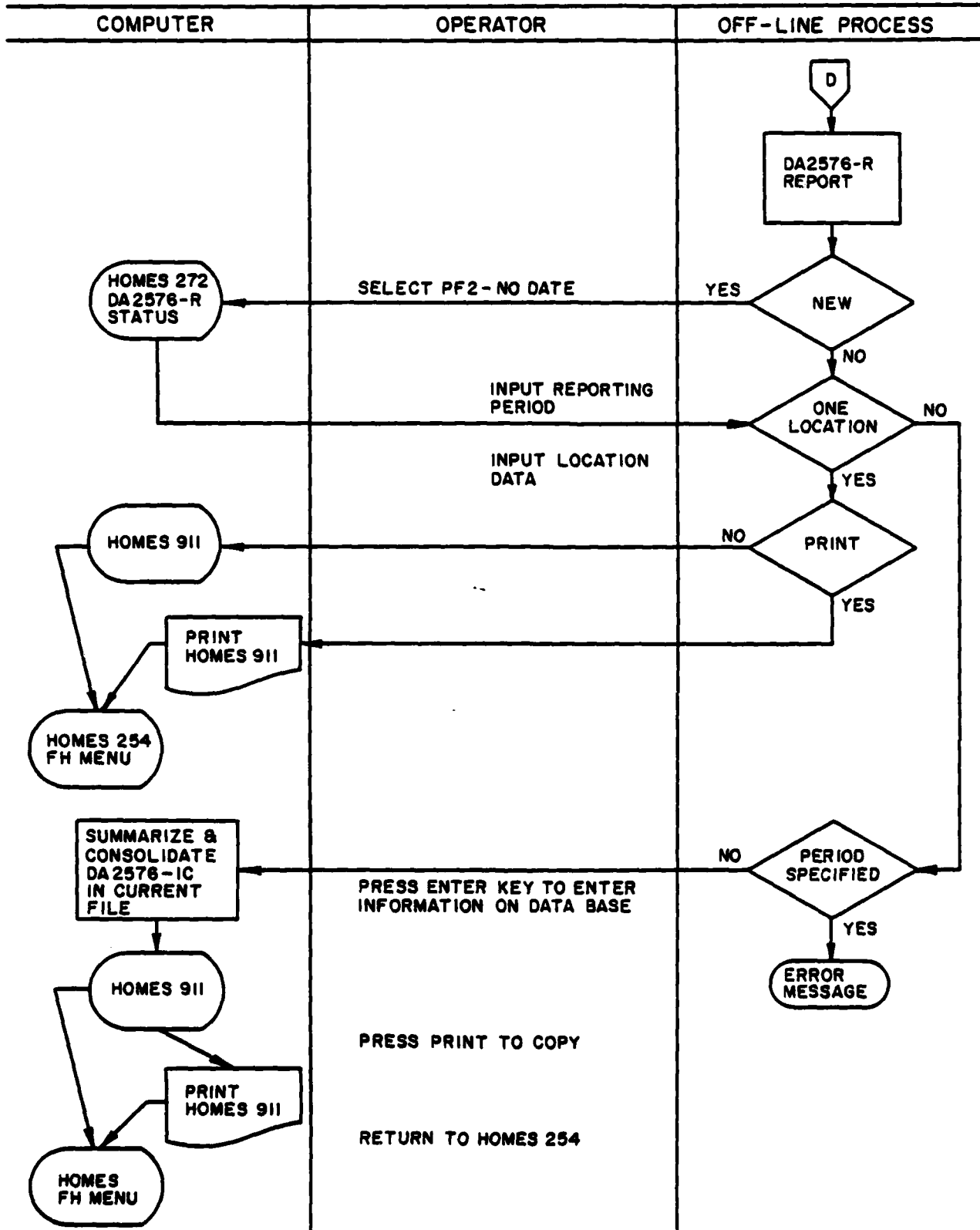


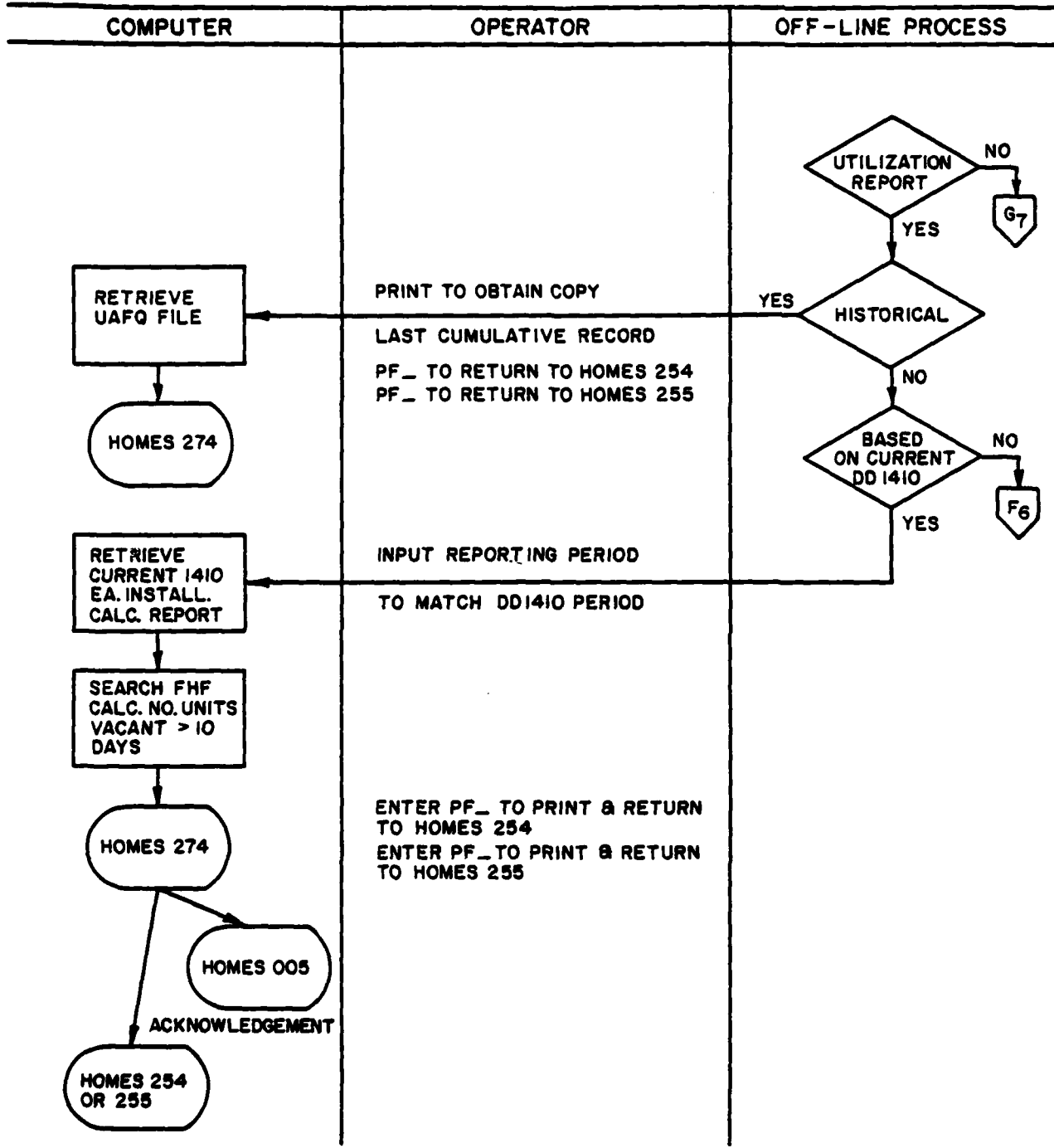
MACOM A & T

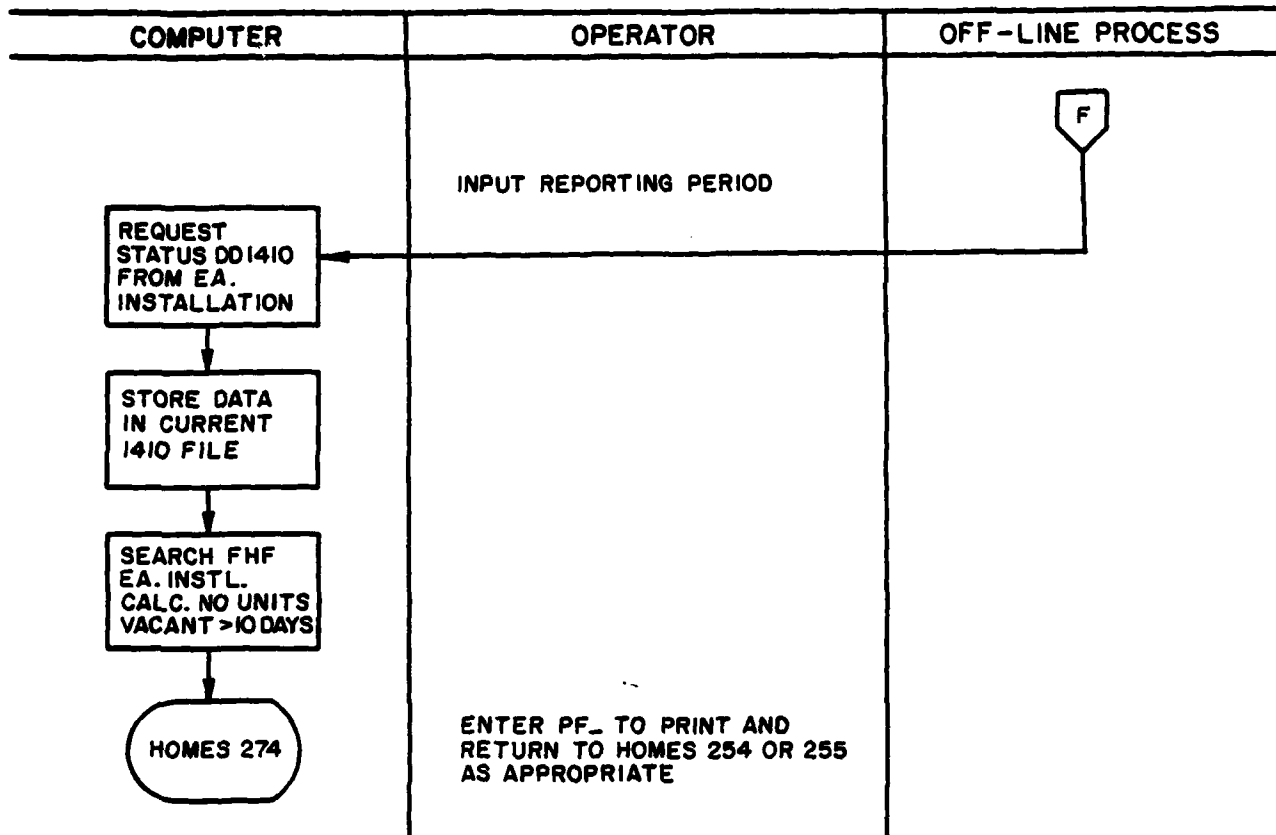


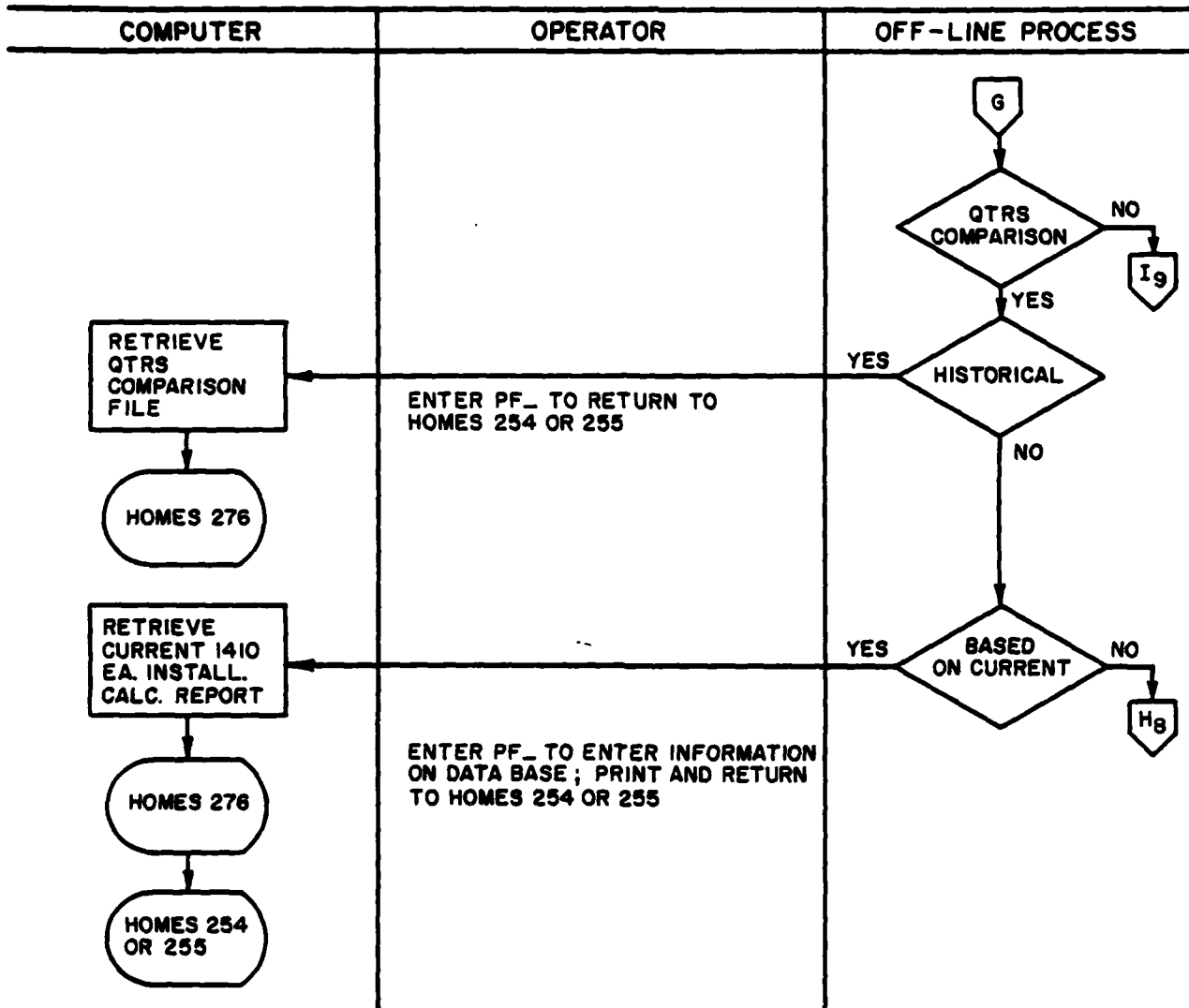


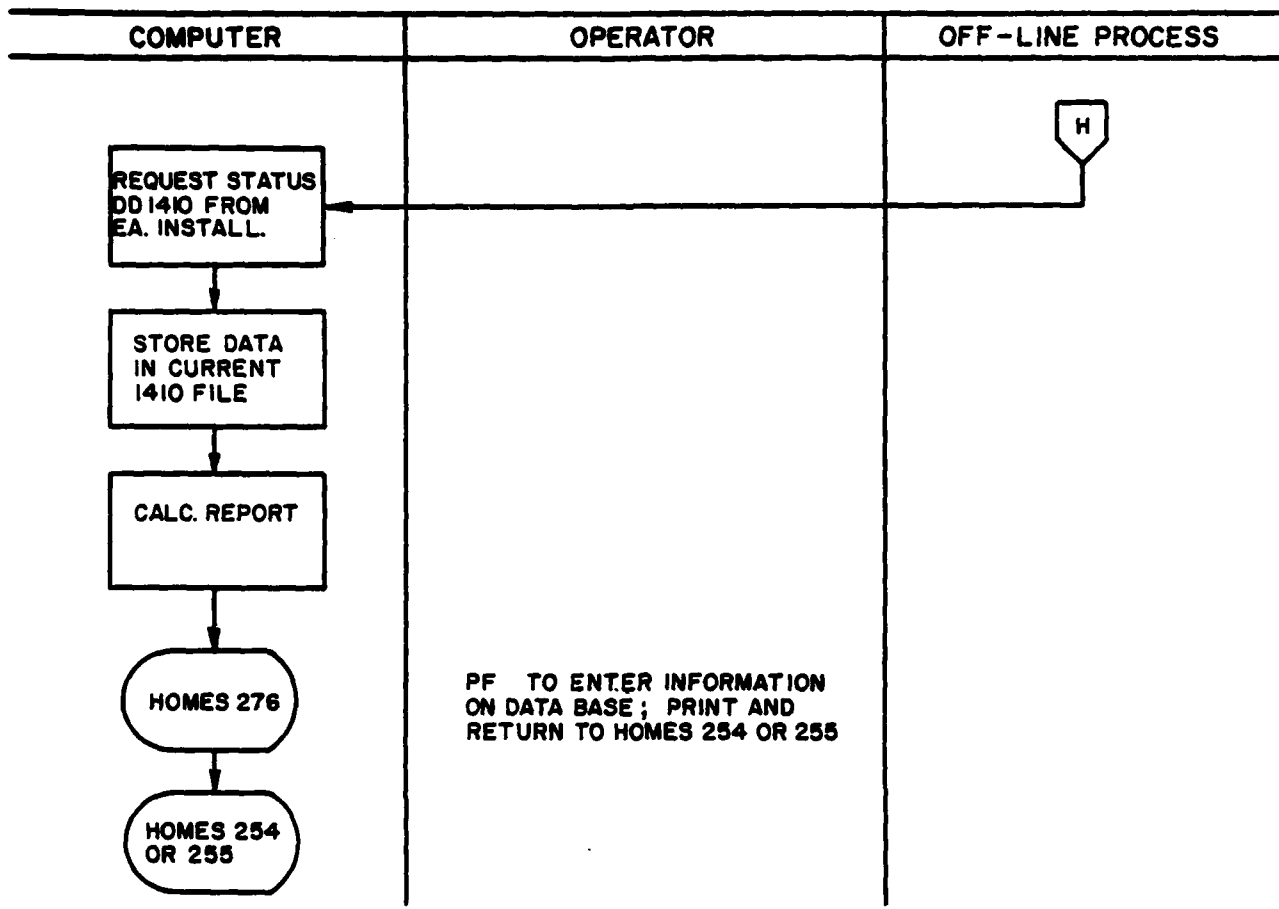


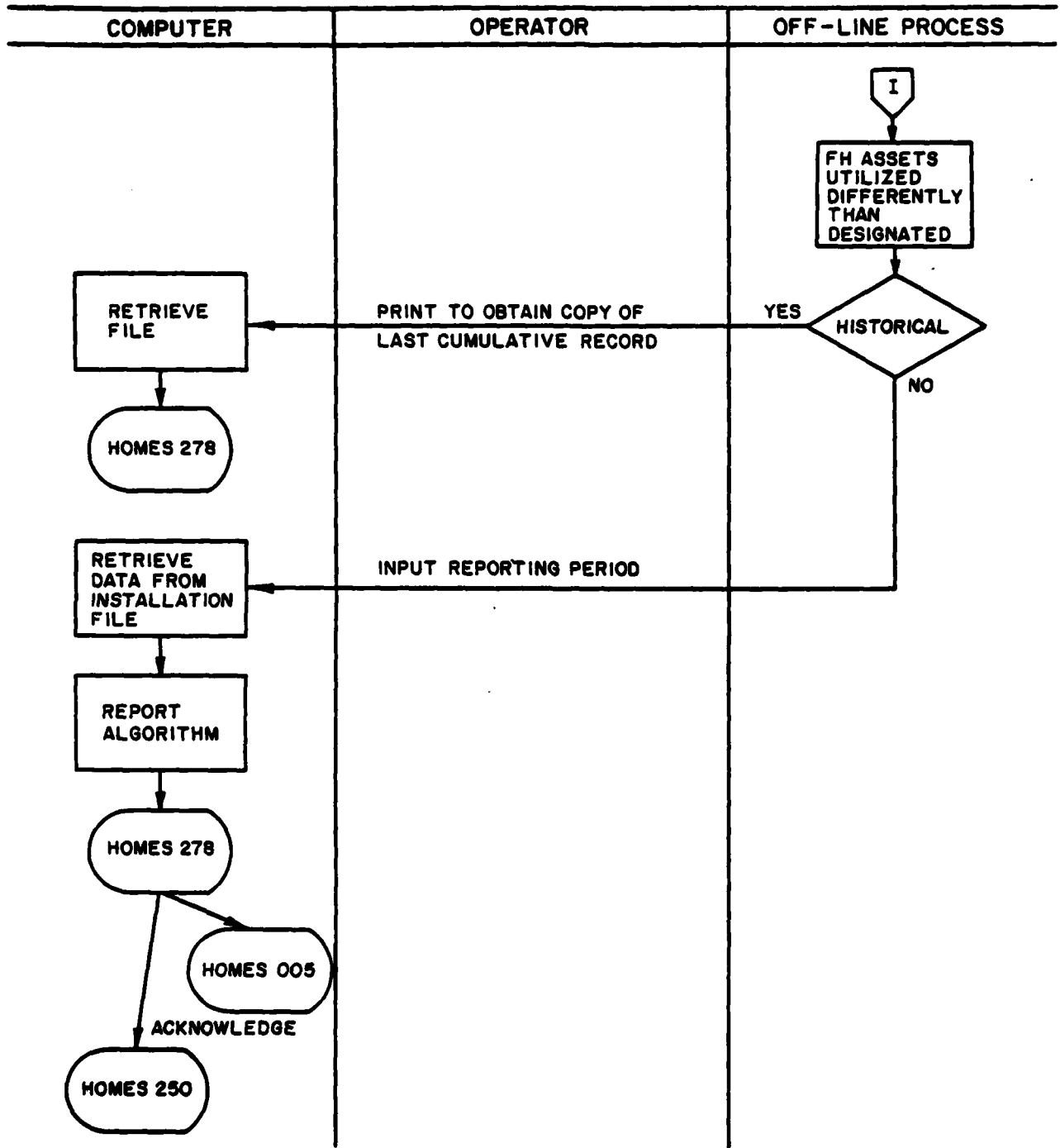












SECTION 3
FAMILY HOUSING FUNCTIONS

FAMILY HOUSING MENU (HOMES200)

```
HOMES200              HOUSING OPERATION MANAGEMENT SYSTEM          20-APR-83
                      FAMILY HOUSING MENU                          14 53 32
ENTER SERVICE MEMBER'S SSN FOR SELECTIONS 1, 2, 3, AND 5.  ENTER FACILITY ID OR ADDRESS
                      FOR OPTIONS 3, 4, AND 6.
PF1) APPLICATION/PERSONNEL PROCESSING  PF4) INSPECTION FOR
                                           ASSIGNMENTS AND
                                           TERMINATIONS
PF2) WAITING LIST UPDATE                PF5) HOUSING TERMINATION
PF3) HOUSING ASSIGNMENT                 PF6) UPDATE FACILITY STATUS
SSN                                     FACILITY ID
                                           FAC SUF
                                           ADDRESS
                                           NUMBER STREET NAME
WAITING LIST MAINTENANCE                ENTER WAITING LIST NUMBER
                                           FOR OPTIONS 7,8, AND 9
                                           WAITING LIST NUMBER IS:
PF7) CREATE A NEW WAITING LIST           * * * * *
PF8) CHANGE AN EXISTING WAITING LIST     PF10) CORRECTIONS
PF9) DELETE AN EXISTING WAITING LIST
                                           PRESS THE PF KEY OF THE DESIRED SELECTION
                                           PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
                                           PRESS PF12 TO RETURN TO THE MASTER MENU HOMES001

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PURPOSE

The Family Housing Menu screen lists the screens used in performing five basic functions.

- o Housing Application
- o Waiting List Update
- o Assignments and Terminations
- o Waiting List Maintenance
- o Corrections

Each Function is selected by first entering the required information and then simultaneously pressing the ALT key and the program function (PF) key that corresponds to the desired function. The function selected by each PF key is described here.

<u>Data Entry</u>	<u>Key</u>	<u>Screen</u>	<u>Function</u>
SSN	PF1	HOMES210	To create or update personnel information for a housing application.
SSN	PF2	HOMES230	To add, change position or remarks, or delete waiting list information.
SSN and Facility-id or Address	PF3	HOMES240	To assign available housing to an applicant.
Facility-id or Address	PF4	HOMES283	To schedule an inspection of a facility for assignment or termination.
SSN	PF5	HOMES260	To terminate a service member from a facility after entering the appropriate data on the HOMES283 screen.
Facility-id or Address	PF6	HOMES270	To change a facility's status.
Waiting List No.	PF7	HOMES280	To create a waiting list for a new category of housing.
Waiting List No.	PF8	HOMES281	To change waiting list parameters.
Waiting List No.	PF9	HOMES282	To delete an existing waiting list for a category of housing.
None	PF10	HOMES250	To branch to either HOMES290 for supervisory changes or HOMES 251 to change facility history records.
None	PF11	HELP200	To obtain an explanation of the functions shown on the HOMES Family Housing Menu.

<u>Data Entry</u>	<u>Key</u>	<u>Screen</u>	<u>Function</u>
None	PF12	HOMES001	To return to the Master Menu in order to sign off HOMES or to select another module.

PROCEDURE

1. Enter the information required for one of the following housing functions.

- a. Enter the service member's SSN to process an application, update a waiting list, assign housing, or terminate housing.

A service member can be assigned to only one facility at a time. For an interpost move, first terminate the service member from a facility and then assign that person to the new facility.

- b. Enter the FACILITY ID (5-character facility number and 3-character facility suffix) or ADDRESS (37 characters maximum) to assign housing, inspect housing, or update a facility's status.
- c. Enter the number of the waiting list to be created, changed, or deleted.

If you want to select another function, press the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF10	Pressing PF10 displays the HOMES250 screen.
PF11	Pressing PF11 displays a HELP screen which provides more information about the Family Housing Menu (HOMES200) screen.

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered. (Refer to the HELP screen at the end of the procedure for HOMES200.)

Key

Function

PF12

Pressing PF12 displays the Master Menu (HOMES001) screen. No processing has occurred.

You may press PF12 at any time during data entry.

2. When you have finished entering the required information, press one of the PF keys (PF1 through PF9) that corresponds to the function you want to select.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

After you have corrected the errors indicated, press the appropriate PF key. If there are no more errors, the system displays a screen for the selected family housing function.

3. The following are error messages for the Family Housing Menu screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
MENU SELECTION INVALID. VALID SELECTIONS ARE PF1 THROUGH PF12.	1,2
SERVICE MEMBER NOT ON FILE - REENTER.	1a
SOCIAL SECURITY NUMBER NOT ENTERED - PLEASE ENTER.	1a
SOCIAL SECURITY NUMBER NOT NUMERIC - REENTER.	1a
SERVICE MEMBER IN FILE BUT MARKED DELETE - PLEASE REENTER.	1a
SERVICE MEMBER HAS ADVANCE APPLICATION ONLY - CANNOT BE ASSIGNED.	1a

<u>Error Message</u>	<u>Step</u>
SERVICE MEMBER HAS ADVANCE APPLICATION ONLY - CANNOT BE ADDED TO WAIT LIST.	1a
SERVICE MEMBER ELIGIBILITY STATUS INVALID - CANNOT BE ASSIGNED.	1a
SERVICE MEMBER SELECTED IS NOT ASSIGNED TO ANY FACILITY - REENTER.	1b
SERVICE MEMBER ALREADY ASSIGNED - CANNOT BE ASSIGNED - REENTER.	1b
FACILITY ID NOT ON FILE - REENTER.	1b
FACILITY SUFFIX OF FACILITY ID MISSING - PLEASE ENTER.	1b
FACILITY NUMBER OF FACILITY ID MISSING - PLEASE ENTER.	1b
EITHER FACILITY ID OR STREET ADDRESS MUST BE SUPPLIED - REENTER.	1b
INVALID FACILITY ADDRESS ENTERED - PLEASE REENTER.	1b
STREET NUMBER REQUIRED - PLEASE ENTER.	1b
STREET NAME REQUIRED - PLEASE ENTER.	1b
FACILITY ON FILE BUT MARKED DELETE - PLEASE REENTER.	1b
FACILITY REQUESTED FOR ASSIGNMENT IS ACTIVE-OCCUPIED - REENTER.	1b
FACILITY REQUESTED FOR STATUS CHANGE IS ACTIVE-OCCUPIED - REENTER.	1b
INSTALLATION DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INSTALLATION RECORD NOT FOUND - SYSTEMS ERROR TRY AGAIN.	N/A

<u>Error Message</u>	<u>Step</u>
WAITING LIST NUMBER NOT ENTERED - PLEASE ENTER.	1c
WAITING LIST NUMBER NOT NUMERIC.	1c
WAITING LIST NUMBER REQUESTED NOW ON FILE - PLEASE REENTER.	1c
WAITING LIST NUMBER REQUESTED NOT ON FILE - PLEASE REENTER.	1c
WAITING LIST SELECTED IS A SUB-LIST	1c

HELP200

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING MENU

10:30:14

HELP

ASSIGNMENTS

- 1) APPLICATION PROCESSING - CREATE OR UPDATE THE PERSONNEL INFORMATION PERTAINING TO A HOUSING APPLICATION.
- 2) WAITING LIST UPDATE - ADD, CHANGE POSITION, OR DELETE A PERSON FROM A PARTICULAR WAITING LIST.
- 3) HOUSING ASSIGNMENT - ASSIGN A PERSON TO A FACILITY.
- 4) INSPECTION - RECORD INFORMATION ABOUT THE INSPECTION OF A FACILITY FOR ASSIGNMENT AND/OR TERMINATION PURPOSES.
- 5) HOUSING TERMINATION - TERMINATE A PERSON FROM A FACILITY.
- 6) UPDATE FACILITY STATUS - USED TO CHANGE A FACILITY'S OCCUPANCY AND/OR MAINTENANCE STATUS.

WAITING LIST MAINTENANCE

- 7) CREATE A NEW LIST - CREATE A WAITING LIST FOR A NEW CATEGORY OF HOUSING.
- 8) CHANGE AN EXISTING LIST - CHANGE INFORMATION SUCH AS LIST NAME FOR AN EXISTING WAITING LIST.
- 9) DELETE AN EXISTING LIST - DELETE AN EXISTING WAITING LIST FOR A CATEGORY OF HOUSING.
- 10) SUPERVISORY CHANGES - CORRECT CERTAIN KEY FIELDS, ACTIVATE A PREVIOUSLY DELETED RECORD, OR REMOVE A SERVICE MEMBER RECORD.

PRESS PF12 TO RETURN TO FAMILY HOUSING MENU

APPLICATION/PERSONNEL PROCESSING (HOMES210)

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HOMES210      HOUSING OPERATION MANAGEMENT SYSTEM      02 FEB 83
                FAMILY HOUSING
                APPLICATION/PERSONNEL PROCESSING        10:30:15

SSN           NAME                                     RANK
                LAST                               FIRST      MI
DATE OF APPLICATION FOR FAMILY HOUSING
TIME OF APPLICATION

ADVANCED APPLICATION (Y OR BLANK)      IF Y, ENTER THE FOLLOWING:
(GAINING INSTL & SUBINSTL, ANTICIPATED DATE DEPARTURE, DATE ARRIVAL SPONSOR,
FAMILY WILL ARRIVE AREAS, LOSING INSTL & SUBINSTL)

GAINING INSTL      SUBINSTL      ANTICIPATED DATE DEPARTURE
LOSING INSTL      SUBINSTL      DATE ARRIVAL SPONSOR
FAMILY WILL ARRIVE      OR WHEN GOVT HOUSING BECOMES AVAILABLE (Y OR N)

RESTRICTED TOUR (Y OR N)      IF YES, ENTER REMARKS BELOW
DESIRE GOVT HOUSING (Y OR N)
BRANCH OF SERVICE      PROMOTION SEQ. NO.      ASSIGNMENT PRIORITY
DATE OF RANK      DATE DEPART LAST PERM DUTY STATION
PBED      ELIGIBILITY DATE      SERVICE EXP DATE
SEX (M OR F)      MEDICAL REQUIREMENT (Y OR N)
ORGANIZATION      DUTY PHONE

SPOUSE (Y OR N)      MILITARY (Y OR N)
IF MILITARY COMPLETE THE FOLLOWING:
SSN      NAME      LAST      FIRST      MI      RANK
SPOUSE ORGANIZATION
HOUSING STATUS      ELIGIBILITY STATUS
ADDRESS FOR REPLY      OTHER ADDRESS

LAST ATTENDED SELF HELP      SCHEDULED FOR SELF HELP
REMARKS:
PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF1 TO PROCESS DEPENDENT INFORMATION
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200
    
```

PURPOSE

The Application/Personnel Processing screen is used to add or display information for a service member who is applying for family housing; to change information for a service member who is already on file; or to make an advance application for a new duty station. The information entered on this screen and the Family Members (HOMES215) screen are printed at the current installation as the regular or advance application form; however, if this is an advance application, this information is stored in the new installation's data base.

If this screen is used to change information, such as rank, date of application, time of application, or date of rank, it may be necessary to remove the applicant from the waiting list(s) and then reenter the person on the same list(s) at the HOMES231 screen in order to reflect these changes.

The HOMES210 screen is displayed with the applicant's social security number (SSN) that was entered at the Family Housing Menu. If the applicant is on file, the information already on the HOMES data base is displayed. The sequence for family housing might be as follows:

- o Enter housing application information for a service member (HOMES210).
- o Enter the family members (HOMES215) and complete the housing application.
- o Print the application form. (HOMES215).
- o Select available facilities (HOMES220) for inspection or display the Waiting List Update Menu (HOMES230) if there are no facilities available.
- o Display facility information (HOMES131).
- o Offer a facility.
- o Inspect the selected facilities (HOMES283)
- o Use the Housing Assignment (HOMES240) screen to assign the facility if it was accepted or to indicate it was rejected.

PROCEDURE

1. For LAST (20 characters), enter the applicant's last name; or if no entry or update of data is required, select a function by pressing the appropriate PF key.

Key

PF1

Function

Pressing PF1 displays the Family Members and Other Household Members (HOMES215) screen so that the dependents may be entered if the applicant is not on file or displayed for update if this applicant is on file.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Application/Personnel Processing (HOMES210) screen.

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered. (Refer to the HELP screen at the end of the procedure for HOMES210.)

PF12

Pressing PF12 displays the Family Housing Menu (HOMES200) screen which allows you to select the next function. No processing has occurred.

You may press PF12 at any time during data entry.

2. For FIRST (10 characters) and MI (1 character), enter the applicant's first name and middle initial.
3. Enter the RANK. (Enter one of the ranks listed in the table on the following page.)
4. For DATE OF APPLICATION FOR FAMILY HOUSING, enter the date in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, and YY = last two digits of year).
5. For TIME OF APPLICATION, enter the time as a four-digit number between 0001 and 2400.
6. For ADVANCED APPLICATION, enter "Y" if the applicant is applying for housing before being transferred; otherwise leave it blank.

If this is an advance application, the following fields must be entered:

- a. Enter the GAINING INSTL (5 characters) and SUBINSTL (5 characters).
- b. For ANTICIPATED DATE DEPARTURE, enter the date in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, and YY = last two digits of year).

Military Rank Table

HOWES Equivalency Code	Pay Grade	Army	Air Force	Marine	Navy/Coast Guard	General/ Flag Officer
Officers 01	0 - 10	General (GEN)	General (GEN)	General (GEN)	Admiral (ADM)	General/ Flag Officer
02	0 - 09	Lieutenant General (LTG)	Lieutenant General (LTGEN)	Lieutenant General (LTGEN)	Vice Admiral (VADM)	General Flag Officer
03	0 - 08	Major General (MG)	Major General (MAJGEN)	Major General (MAJGEN)	Rear Admiral (ADM)* (upper half)	General Flag Officer
04	0 - 07	Brigadier General (BG)	Brigadier General (BGEN)	Brigadier General (BRIGGEN)	Rear Admiral (ADM)* (lower half)	General Flag Officer
15	0 - 06	Colonel (COL)	Colonel (COL)	Colonel (COL)	Captain (CAPT)*	Senior Officer Field Grade
18	0 - 05	Lieutenant Colonel (LTC)	Lieutenant Colonel (LTCOL)	Lieutenant Colonel (LTCOL)	Commander (CDR)	Officer
19	0 - 04	Major (MAJ)	Major (MAJ)	Major (MAJ)	Lieutenant Commander (LCDR)	Field Grade Officer
30	0 - 03	Captain (CPT)	Captain (CAPT)	Captain (CAPT)*	Lieutenant (LT)*	Company Gde or Warrant Officer
31	0 - 02	First Lieutenant (1LT)	First Lieutenant (1STLT)	First Lieutenant (1STLT)	Lieutenant (Junior Grade) (LTJG)	Company Gde or Warrant Officer
32	0 - 01	Second Lieutenant (2LT)	Second Lieutenant (2NDLT)	Second Lieutenant (2DLT)	Ensign (ENS)	Company Gde or Warrant Officer
Warrant Officers						
33	W04	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW04)	Company Gde or Warrant Officer
34	W03	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW03)	Company Gde or Warrant Officer
35	W02	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW02)	Company Gde or Warrant Officer
36	W01	Warrant Officer (W01)	Warrant Officer (W0)	Warrant Officer (W0)	Warrant Officer (W01)	Company Gde or Warrant Officer

ROMES Equivalency Code	Pay Grade	Army	Air Force	Marine	Navy	
Enlisted 62	E-09	Sergeant Major of The Army (SMA) Command Sergeant Major (CSM)	Sergeant Major of the Air Force (SMSAF) Chief Master Sergeant (CMSGT)	Sergeant Major Marine Corps (SCTMAJ) Sergeant Major (SCTMAJ)	Master Chief Petty Officer of Navy (MCPON) Master Chief Petty Officer (MCPPO)	Enlisted Enlisted
62		Sergeant Major (SCM)		Master Gunnery Sergeant (MGSGT)		Enlisted
63	E-08	First Sergeant (1SG)	Senior Master Sergeant (SMSGT)	First Sergeant Master (1STSGT)	Senior Chief Petty Officer (SCPO)	Enlisted
63		Master Sergeant (MSG)		Master Sergeant (MSGT)* Gunnery Sergeant (GYSGT)	Chief Petty Officer (CPO)	Enlisted
64	E-07	Platoon Sergeant (PSG) Sergeant First Class (SFC)	Master Sergeant (MSGT)			Enlisted
65	E-06	Staff Sergeant (SSG)	Technical Sergeant (TSGT)	Staff Sergeant (SSGT)*	Petty Officer First Class (PO1)	Enlisted
65		Specialist six (SP6)				Enlisted
66	E-05	Sergeant (SGT)	Staff Sergeant (SSGT)*	Sergeant (SGT)*	Petty Officer Second Class (PO2)	Enlisted
66		Specialist five (SP5)				Enlisted
67	E-04	Corporal (CPL)	Sergeant (SGT)*	Corporal (CPL)	Petty Officer Third Class (PO3)	Enlisted
67		Specialist four (SP4)				Enlisted
68	E-03	Private First Class (PFC)	Airman First Class (A1C)	Lance Corporal (LCPL)	Seaman (SEAMAN)	Enlisted
69	E-02	Private (PV2)	Airman Basic (AB)	Private First Class (PFC)*	Seaman Apprentice (SA)	Enlisted
70	E-01	Private (PV1)	Airman (AB)	Private (PVT)	Seaman Recruite (SR)	Enlisted

* If one of these rank abbreviations are entered the system currently assigns the higher pay grade. If this is not correct the operator should enter the proper pay grade instead of the rank.

Civilian Rank Table

Home Equiv. Code	Senior Exec. Service	Gen. Sched/ Merit Pay/ Universal Annual	Teachers	Wage Supervisor	Wage Leaders	Wage Grade	Family Housing Grade Category
05	SES6						General/Flag Officer
06	SES5						General/Flag Officer
07	SES4						General/Flag Officer
08	SES3						General/Flag Officer
09	SES2						General/Flag Officer
10	SES1						General/Flag Officer
11		GS/CM/UA18					General/Flag Officer
12		GS/CM/UA17					General/Flag Officer
13		GS/CM/UA16					General/Flag Officer
16		GS/CM/UA15					Senior Officer
20		GS/CM/UA14					Field Grade Officer
21		GS/CM/UA13					Field Grade Officer
22		GS/UA12					Field Grade Officer
23			CLV	WS19			Field Grade Officer
24			CLIV	WS18			Field Grade Officer
25				WS17			Field Grade Officer

Homes Equiv. Code	Senior Exec. Service	Gen. Sched./ Merit Pay/ Universal Annual	Teachers	Wage Supervisor	Wage Leaders	Wage Grade	Family Housing Grade Category
26				WS16			Field Grade Officer
27				WS15			Field Grade Officer
28				WS14			Field Grade Officer
29					WL15		Field Grade Officer
37		GS/UA11					Company Grade Officer or Warrant Officer
38		GS/UA10					Company Grade Officer or Warrant Officer
39		GS/UA09					Company Grade Officer or Warrant Officer
40		GS/UA08					Company Grade Officer or Warrant Officer
41		GS/UA07					Company Grade Officer or Warrant Officer
42			CL111	WS13			Company Grade Officer or Warrant Officer
43			CL11	WS12			Company Grade Officer or Warrant Officer
44			CL1ST15	WS11			Company Grade Officer or Warrant Officer
45			CL1ST14	WS10			Company Grade Officer or Warrant Officer
46			CL1ST13	WS09			Company Grade Officer or Warrant Officer
47			CL1ST12	WS08			Company Grade Officer or Warrant Officer
48			CL1ST11		WL14		Company Grade Officer or Warrant Officer
49			CL1ST10		WL13		Company Grade Officer or Warrant Officer
50			CL1ST09		WL12		Company Grade Officer or Warrant Officer

Hoeses Equivalency Code	Senior Executive Service	Gen. Sched/ Merit Pay/ Universal Annual	Teachers	Wage Supervisor	Wage Leaders	Wage Grade	Family Housing' Grade Category
51			CLIST08		WL11		Company Grade
52			CLIST07		WL10		Company Grade
53			CLIST06		WL09		Company Grade
54			CLIST05		WL08		Company Grade
55			CLIST04		WL07		Company Grade
56			CLIST03		WL06		Company Grade
57			CLIST02			WG15	Company Grade
58			CLIST01			WG14	Company Grade
59						WG13	Company Grade
60						WG12	Company Grade
71		GS/UA06					Enlisted
72		GS/UA05					Enlisted
73		GS/UA04					Enlisted
74		GS/UA03					Enlisted
75		GS/UA02					Enlisted
76		GS/UA01					Enlisted

Homes Equivalency Code	Senior Executive Service	Gen. Sched/ Merit Pay/ Universal Annual	Teachers	Wage Supervisor	Wage Leaders	Wage Grade	Family Housing Grade Category
77				WS07			Enlisted
78				WS06			Enlisted
79				WS05			Enlisted
80				WS04			Enlisted
81				WS03			Enlisted
82				WS02			Enlisted
83				WS01			Enlisted
84					WL05		Enlisted
85					WL04		Enlisted
86					WL03		Enlisted
87					WL02		Enlisted
88					WL01		Enlisted
89						WG11	Enlisted
90						WG10	Enlisted
91						WG09	Enlisted
92						WG08	Enlisted

Homes Equivalency Code	Senior Executive Service	Gen. Sched/ Merit Pay/ Universal Annual	Teachers	Wage Supervisor	Wage Leaders	Wage Grade	Family Housing Grade Category
93						WG07	Enlisted
94						WG06	Enlisted
95						WG05	Enlisted
96						WG04	Enlisted
97						WG03	Enlisted
98						WG02	Enlisted
99						WG01	Enlisted

- c. Enter the LOSING INSTL (5 characters) and SUBINSTL (5 characters).
- d. Enter the DATE ARRIVAL SPONSOR in DD MMM YY format.
- e. Either enter the date, in DD MMM YY format for FAMILY WILL ARRIVE; or enter "Y" or "N" for OR WHEN GOVT HOUSING BECOMES AVAILABLE.

If this is an advance application entered from a DA 4787 at a gaining installation, leave the ADVANCED APPLICATION field blank but enter all the data required for an advance application and enter "A" in the HOUSING STATUS field. (This will be processed as a regular application - the applicant's data will remain at the gaining installation.)

- 7. For RESTRICTED TOUR, enter "Y" or "N".

If you entered "Y", enter a brief explanation in the REMARKS (32 characters) field at the bottom of the screen.

- 8. For DESIRE GOVT HOUSING, enter "Y" if the service member wants to apply for government housing or "N" if the member does not.

- 9. For BRANCH OF SERVICE, enter one of these codes:

<u>Code</u>	<u>Branch</u>
A	Army
C	Coast Guard
F	Air Force
M	Marine
N	Navy
S	Foreign Service
X	Other (Public Service, etc.)

- 10. For PROMOTION SEQ. NO. (4 characters), enter a number or leave it blank.
- 11. For ASSIGNMENT PRIORITY, enter one of these codes. (Refer to Table 3-3 in AR 210-50.)

CodePersonnel

- | | |
|---|---|
| 1 | Key personnel (military and civilian) |
| 2 | Eligible Army personnel (military and civilian) assigned or attached to installation and also other eligible service personnel assigned or attached with logistics support agreements |
| 3 | Eligible military personnel of all services without logistics support agreements |
| 4 | Unaccompanied families of eligible military personnel whose last assignment was in area and currently occupy family housing |
| 5 | Ineligible military personnel of all services assigned to installation |
| 6 | Ineligible military personnel of all services assigned in area of installation |
| 7 | Unaccompanied families of eligible military personnel not currently in family housing |
| 8 | Unaccompanied families of ineligible military personnel not currently in family housing |
| 9 | Ineligible civilian employees, ineligible employees of non-appropriated fund activities (NAF), and government contractor personnel. |
12. For DATE OF RANK, enter the effective date, in DD MMM YY format, of the present rank.
13. For DATE DEPART LAST PERM DUTY STATION, enter the date, in DD MMM YY format, that the applicant left the last station.
14. For PBED, enter the date in DD MMM YY format, on which the applicant entered the service.
15. For ELIGIBILITY DATE and SERVICE EXP DATE, enter the dates in DD MMM YY format.

16. For SEX, enter:
- M - Male
- F - Female
- Blank - Valid for advance applications only
17. For MEDICAL REQUIREMENT, enter "Y" or "N".
18. For ORGANIZATION (32 characters), enter the name of the unit.
19. For DUTY PHONE, enter the area code and the duty telephone number.
20. For SPOUSE, enter "Y" or "N". "SYSTEM WILL ENTER "N" if spouse is not military but this has no impact on HOMES 215 or remainder of system."
21. For MILITARY, enter "Y" if the spouse is or "N" if the spouse is not in the service.

If you entered "Y", the following fields that pertain to a military spouse must be entered. (Information for a military spouse only needs to be entered on this screen - it does not have to be entered on the Family Member screen.)

- a. For SSN, enter the spouse's social security number.
 - b. For spouse's NAME, enter the LAST (20 characters), FIRST (10 characters), and MI (1 character).
 - c. For spouse's RANK, enter a valid rank. (Refer to the table of ranks provided for step 3.)
 - d. For SPOUSE ORGANIZATION (32 characters), enter the name of the unit.
22. For HOUSING STATUS, enter the code that corresponds to the type of application.

<u>Code</u>	<u>Status</u>
A	Advance Application
F	Family Housing
O	Off-Post Housing
U	Unaccompanied
T	Transient
X	Other

23. For ELIGIBILITY STATUS, enter one of these codes. (Only eligibility codes C, E, I, N, U are reflected on the 1411 report.)

<u>Code</u>	<u>Status</u>
C	Civilian
D	Deferred Family - Eligible Sponsor
E	Eligible Military
I	Ineligible Military
K	Deferred Family - Ineligible Sponsor
N	Unaccompanied Family - Ineligible Sponsor
S	Short-Term Delayed Family - Eligible Sponsor
T	Short-Term Delayed Family - Ineligible Sponsor
U	Unaccompanied Family - Eligible Sponsor

24. Enter ADDRESS FOR REPLY or OTHER ADDRESS (5 characters for street number and 32 characters for street name on the first line; 21 characters for state code, and 9 characters for zip code in the second line.
25. For LAST ATTENDED SELF HELP or SCHEDULED FOR SELF HELP, enter the date in DD MMM YY format.
26. For REMARKS (32 characters), enter a reason if the applicant's tour is restricted or other appropriate remarks.
27. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to add this applicant to the data base or change any information, press PF12 to return to the Family Housing Menu. A personnel record has not been added and no processing has occurred.
ENTER	When you have finished entering the required information for an update or do not need to access the Family Members screen (HOMES215), press the ENTER key.

Key

Function

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays one of the following acknowledgment messages on the Application/Personnel screen:

SERVICE MEMBER INFORMATION SUCCESSFULLY ADDED - APPLICATION FOR SPONSOR ADDED AT INSTL XXXXX SUB XXXXX

SERVICE MEMBER INFORMATION SUCCESSFULLY UPDATED - APPLICATION FOR SPONSOR UPDATED AT INSTL XXXXX SUB XXXXX

SERVICE MEMBER INFORMATION SUCCESSFULLY ADDED - ADVANCE APPLICATION FOR SPONSOR ADDED FOR INSTL XXXXX SUB XXXXX

SERVICE MEMBER INFORMATION SUCCESSFULLY UPDATED - ADVANCE APPLICATION SPONSOR UPDATED AT INSTL XXXXX SUB XXXXX

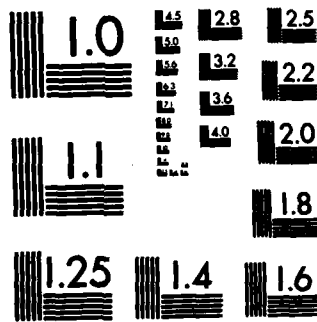
PF1

When processing has been completed on this screen, pressing PF1 enters the information in the data base and displays the Family Members and Other Household Members (HOMES215) screen with one of the acknowledgment messages listed under the ENTER key.

28. The following are error messages for the Application/ Personnel Processing screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
INVALID SELECTION. PRESS PF1, PF11, PF12, OR ENTER ONLY.	1,27
INSTALLATION DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY PRESSED. (Displays on Master Menu.)	N/A
SPONSOR HAS NO PERSONNEL RECORD AT LOSING INSTALLATION - POSSIBLE ERROR IN ENTRY.	
LAST NAME MUST NOT BE BLANK - ENTER.	1
FIRST NAME MUST NOT BE BLANK - ENTER.	2
RANK MUST NOT BE BLANK - ENTER.	3
RANK INVALID - REENTER.	3
DATE OF APPLICATION MUST NOT BE BLANK - ENTER.	4
DATE OF APPLICATION INVALID - REENTER.	4
TIME OF APPLICATION MUST NOT BE BLANK - ENTER.	5
TIME OF APPLICATION INVALID - REENTER.	5
ADVANCE APPLICATION INVALID - ENTER Y OR BLANK.	6
ADVANCE APPLICATION REQUIRES ENTRY OF GAINING INSTALLATION.	6a
GAINING INSTALLATION/SUB-INSTALLATION DOES NOT EXIST. REENTER.	6a
ADVANCE APPLICATION REQUIRES ENTRY OF GAINING SUB-INSTALLATION.	6a
GAINING AND LOSING INSTALLATIONS MUST NOT BE EQUAL.	6a, 6c
ADVANCE APPLICATION REQUIRES ENTRY OF DATE OF DEPARTURE.	6b

<u>Error Message</u>	<u>Step</u>
DATE OF DEPARTURE INVALID - REENTER.	6b
ADVANCE APPLICATION REQUIRES ENTRY OF LOSING INSTALLATION.	6c
LOSING INSTALLATION/SUB-INSTALLATION DOES NOT EXIST. REENTER.	6c
ADVANCE APPLICATION REQUIRES ENTRY OF LOSING SUBINSTALLATION.	6c
ADVANCE APPLICATION REQUIRES ENTRY OF DATE OF SPONSOR'S ARRIVAL.	6d
DATE OF ARRIVAL OF SPONSOR INVALID - REENTER.	6d
DATE FAMILY ARRIVAL INVALID - REENTER.	6e
ADVANCE APPLICATION REQUIRES ENTRY OF DATE OF ARRIVAL OF FAMILY.	6e
GOVT HOUSING AVAILABLE INVALID - REENTER Y OR N.	6e
RESTRICTED TOUR INVALID - ENTER Y OR N.	7
DESIRE GOVT HOUSING INVALID - ENTER Y OR N.	8
BRANCH OF SERVICE INVALID - ENTER A, C, F, M, N, S, OR X ONLY.	9
PROMOTION SEQ. NO. MUST BE NUMERIC - REENTER.	10
PROMOTION SEQ. NO. INVALID - REENTER.	10
ASSIGNMENT PRIORITY NOT NUMERIC - REENTER.	11
ASSIGNMENT PRIORITY MUST BE IN RANGE FROM 1 - 9.	11
DATE OF RANK MUST NOT BE BLANK. ENTER.	12
DATE OF RANK INVALID - REENTER.	12



MICROCOPY RESOLUTION TEST CHART

<u>Error Message</u>	<u>Step</u>
DATE OF LAST PERMANENT DUTY STATION MUST NOT BE BLANK - ENTER.	13
DATE OF LAST PERMANENT DUTY STATION INVALID - REENTER.	13
PAY BASIC ENTRY DATE INVALID - REENTER.	14
PAY BASIC ENTRY DATE MUST NOT BE BLANK - ENTER.	14
ELIGIBILITY DATE INVALID. REENTER.	15
ELIGIBILITY DATE MUST NOT BE BLANK. ENTER.	15
SERVICE EXPIRATION DATE INVALID. REENTER.	15
SERVICE EXPIRATION DATE MUST NOT BE BLANK. ENTER.	15
INVALID ENTRY FOR SEX - ENTER M, F, OR BLANK ONLY.	16
MEDICAL REQUIREMENT ENTRY INVALID - ENTER Y OR N.	17
ORGANIZATION MUST NOT BE BLANK - ENTER.	18
DUTY PHONE MUST BE NUMERIC - REENTER.	19
SPOUSE ENTRY INVALID - ENTER Y OR N.	20
SPOUSE MILITARY ENTRY INVALID. ENTER Y OR N.	21
MILITARY SPOUSE'S SSN MUST NOT BE BLANK. ENTER.	21a
MILITARY SPOUSE'S SSN MUST BE NUMERIC. REENTER.	21a
MILITARY SPOUSE'S LAST NAME MUST NOT BE BLANK- ENTER.	21b
MILITARY SPOUSE'S FIRST NAME MUST NOT BE BLANK. REENTER.	21b

<u>Error Message</u>	<u>Step</u>
MILITARY SPOUSE'S RANK MUST NOT BE BLANK. ENTER.	21c
MILITARY SPOUSE'S RANK INVALID. REENTER.	21c
MILITARY SPOUSE'S ORGANIZATION MUST BE NON- BLANK. REENTER.	21d
HOUSING STATUS MUST NOT BE BLANK - ENTER.	22
HOUSING STATUS INVALID - ENTER X, F, O, U, T, OR A ONLY.	22
ELIGIBILITY STATUS MUST NOT BE BLANK - ENTER.	23
ELIGIBILITY STATUS INVALID - ENTER I, E, U, N, C, D, K, S, OR T ONLY.	23
MAILING ADDRESS MUST NOT BE BLANK - ENTER.	24
DATE LAST ATTENDED SELF HELP INVALID - REENTER.	25
DATE SCHEDULED FOR SELF HELP INVALID - REENTER.	25
REMARKS MUST BE NON-BLANK. REENTER.	26

HELP210

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
APPLICATION/PERSONNEL PROCESSING

10:30:16

HELP

THE HOMES210 SCREEN IS USED TO ADD OR UPDATE PERSONNEL INFORMATION FOR AN APPLICANT FOR FAMILY HOUSING. THIS SCREEN ALSO ALLOWS THE TERMINAL OPERATOR TO DISPLAY OR CHANGE THE APPLICANTS INFORMATION IN THE HOMES SYSTEM. THIS SCREEN IS ALSO USED FOR ADVANCE APPLICATION PROCESSING.

REFER TO THE USER MANUAL FOR INFORMATION ABOUT ENTERING DATA IN SPECIFIC FIELDS OF THE HOMES210 SCREEN.

PRESS PF12 TO RETURN TO SCREEN HOMES210

FAMILY MEMBERS AND OTHER HOUSEHOLD MEMBERS (HOMES215)

HOMES215 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING
APPLICATION/PERSONNEL PROCESSING 10:30:17
FAMILY MEMBERS AND OTHER HOUSEHOLD MEMBERS

SSN	LAST	FIRST	MI	BEDRM			
FIRST	MI	LAST	SEX	DOB	CHILD'S MEMBR (Y/N)	RELAT. CODE (Y/N)	LOC. COUNT
				DD MM YY			(Y/N)

AUTHORIZED BEDROOM COUNT ADJUSTED BEDROOM COUNT
DD1747 REPLY CODE
FROM TO (DA/WK/MO)

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE

PRESS PF1 TO PRINT SCREENS 210 AND 215

PRESS PF2 TO DISPLAY FACILITIES AVAILABLE HOMES220 OR WAITING LIST MENU
HOMES230 IF NO FACILITIES ARE AVAILABLE

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

PURPOSE

The Family Members and Other Household Members screen is used to enter, change, or display information about the applicant's dependents. This screen is displayed with the applicant's SSN and name that were entered at the Family Housing Menu along with any current dependent information on file.

The information entered here and at the Application/Personnel Processing screen is printed on the application which must be signed before the applicant is put on a waiting list or offered housing.

PROCEDURE

1. For FIRST (10 characters) enter the first name of the family member. (A military spouse does not have to be entered again on this screen if the person was entered on the Application/Personnel Processing screen.)

If no entry or update of data is required, select a function by pressing the appropriate key.

To delete a dependant record from the data base, use the space bar to blank out the entire line for this family member.

<u>Key</u>	<u>Function</u>
PF1	Pressing PF1 prints the information that is displayed on this screen and the Application/Personnel Processing (HOMES210) screen. This form is the application for Family Housing which the applicant must sign.
PF2	Pressing PF2 displays the Facilities Available screen (HOMES220) or if no facilities are available, it displays the Waiting List Update Menu (HOMES230) screen.
PF11	Pressing PF11 displays a HELP screen which provides more information about the Family Members (HOMES215) screen. (Refer to the HELP screen at the end of the procedure for HOMES215.) You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.
PF12	Pressing PF12 displays the Family Housing Menu (HOMES200) screen. No processing of dependant information has occurred. You may press PF12 at any time during data entry.

2. For MI (1 character), enter the middle name of the family member.
3. For LAST (20 characters), enter the last name of the family member only if it is different from the applicant's name.
4. For SEX, enter "M" or "F". If this is an advance application, this field may be left blank.
5. For DOB, enter the dependent's date of birth in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, YY = last two digits of year) if the dependent will be used in bedroom count; otherwise, you may leave this field blank.
6. For FAM. MEMBR, enter "Y" if this is a dependent; otherwise enter "N".
7. For RELAT. (7 characters), enter the person's relationship to the applicant.
8. For LOC. CODE, enter one of the following codes:

<u>Code</u>	<u>Location</u>
1	Off-Post
2	On-Post
3	In-Transit
4	Elsewhere

9. For BEDRM COUNT, enter "Y" if the family member should be included in the authorized bedroom count; otherwise, enter "N".
10. For ADJUSTED BEDROOM COUNT, enter a number in the range 1 to 9.
11. For DD1747 REPLY CODE, enter one of these codes:

<u>Code</u>	<u>Availability of Family Housing</u>
AG	Immediately on arrival on a voluntary basis.
AH	Immediately on arrival on a mandatory basis.

<u>Code</u>	<u>Availability of Family Housing</u>
BG	Within approximately 30 days of arrival on a voluntary basis; in the interim, temporary housing should be arranged.
BH	Within approximately 30 days of arrival on a mandatory basis; in the interim, temporary housing should be arranged.
CG	Within approximately 90 days of arrival on a voluntary basis; in the interim, temporary housing should be arranged.
CH	Within approximately 90 days of arrival on a mandatory basis; in the interim, temporary housing should be arranged.
DG	Within the first 12 months of arrival on a voluntary basis; in the interim, temporary or semi-permanent housing should be arranged.
DH	Within the first 12 months of arrival on a mandatory basis; in the interim, temporary or semi-permanent housing should be arranged.
E	Not for a year at least or not at all during your tour; permanent housing should be arranged.
F	Military housing will not be assigned on a mandatory basis; permanent private housing is authorized.

12. For FROM TO, enter a two-digit number for the minimum and maximum number of days, weeks, or months that the applicant will have to wait for housing.
13. For (DA/WK/MO), enter DA if the waiting period is days, WK if weeks, or MO if months.

14. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to change any information on the data base, press PF12 to return to the Family Housing Menu. A dependent record has not been added or changed and no other processing has occurred.
ENTER	<p>When you have finished entering the required information, press the ENTER key.</p> <p>The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.</p> <p>After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays one of the following acknowledgment messages on the Family Members screen:</p> <p style="text-align: center;">FAMILY MEMBER INFORMATION ADDED FOR INSTL XXXXX SUBINSTL XXXXX</p> <p style="text-align: center;">FAMILY MEMBER INFORMATION UPDATED FOR INSTL XXXXX SUBINSTL XXXXX</p> <p style="text-align: center;">ADVANCE APPLICANT - NO FURTHER PROCESSING POSSIBLE</p>
PF1	Pressing PF1 prints the information that was entered on this screen and the Application/Personnel Processing (HOMES210) screen. This form is the application for Family Housing which the applicant signs. (Refer to the sample application at the end of this section.)

Key

Function

PF2

Pressing PF2 displays the Facilities Available screen (HOMES220) or if no facilities are available, it displays the Waiting List Update Menu (HOMES230) screen.

The system displays one of the acknowledgment messages listed for the ENTER key (step 14) either on the HOMES220 or HOMES230 screen.

If there is no housing available, it displays:

NO AVAILABLE HOUSING FACILITIES

If this is an advance application, the system displays the following message:

ADVANCE APPLICANT - YOU HAVE
PRESSED PF2 - NO FURTHER
PROCESSING POSSIBLE

15. The following are error messages for the Family Members and Other Household Members screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
INSTALLATION DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID SELECTION. PRESS PF1, PF2, PF11, PF12, OR ENTER ONLY.	1, 4
NAME FOR THIS FAMILY MEMBER MUST BE SUPPLIED.	1, 2, 3
FOR OTHER THAN ADVANCE APPLICATION, SEX CODE MUST BE M OR F.	4

<u>Error Message</u>	<u>Step</u>
INCLUSION IN BEDROOM COUNT REQUIRES ENTRY OF FAMILY MEMBER'S DATE OF BIRTH.	5
INVALID ENTRY FOR FAMILY MEMBER DATE OF BIRTH. REENTER.	5
FAMILY MEMBER ENTRY INVALID. ENTER Y OR N ONLY.	6
RELATIONSHIP OF FAMILY MEMBER MUST BE SUPPLIED.	7
INVALID ENTRY FOR LOCATION CODE. ENTER 1,2,3 OR 4 ONLY.	8
INVALID ENTRY FOR BEDROOM COUNT. ENTER Y OR N.	9
ADJUSTED BEDROOM COUNT MUST BE NUMERIC.	10
INVALID ENTRY FOR DD 1747 REPLY. ENTER AG, AH, BG, BH, CG, CH, DG, DH, E, OR F.	11
MINIMUM WAITING TIME FOR HOUSING MUST BE NUMERIC.	12
MAXIMUM WAITING TIME FOR HOUSING MUST BE NUMERIC.	12
MAXIMUM WAITING TIME FOR HOUSING INVALID. REENTER.	12
MINIMUM WAITING TIME FOR HOUSING MUST NOT BE BLANK.	12
MAXIMUM WAITING TIME FOR HOUSING MUST NOT BE BLANK.	12
INVALID ENTRY FROM WAITING TIME FRAME. ENTER DA, WK, OR MO ONLY.	13
SPONSOR DATA LOST. RETURN FROM HOMES215 TO REENTER SPONSOR SOCIAL SECURITY NUMBER. (Caused by system error.)	

HELP215 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING 10:30:18
FAMILY MEMBERS AND OTHER HOUSEHOLD MEMBERS
HELP

THE HOMES215 SCREEN IS USED TO RECORD DEPENDENT INFORMATION FOR A PARTICULAR SERVICE MEMBER AS PART OF THE APPLICATION FOR FAMILY HOUSING.

LOCATION CODES
1 = OFF-POST
2 = ON-POST
3 = IN-TRANSIT

BEDROOM COUNT (Y/N) IS USED TO INDICATE IF THE FAMILY OR OTHER HOUSEHOLD MEMBER IS TO BE INCLUDED IN DETERMINATION OF AUTHORIZED BEDROOM COUNT.

REFER TO THE USER MANUAL FOR FURTHER INFORMATION ABOUT THE OTHER FIELDS IN SCREEN HOMES215.

PRESS PF12 TO RETURN TO SCREEN HOMES215

"NOTE: The HELP screen will be revised to indicate a fourth location as '4-Elsewhere'."

HOUSING APPLICATION

HOUSING OPERATIONS MANAGEMENT SYSTEM
APPLICATION FOR FAMILY HOUSING

19 JAN 83

SSN 143 66 9999 NAME LITTLE LARRY V RANK E06

DATE OF APPLICATION 22 NOV 82 TIME OF APPLICATION 1640
ADVANCE APPLICATION
GAINING INSTL SUBINSTL ANTICIPATED DEPARTURE
LOSING INSTL SUBINSTL ARRIVAL OF SPONSOR
FAMILY ARRIVAL OR WHEN GOVT HOUSING BECOMES AVAILABLE

RESTRICTED TOUR N

DESIRE GOVT HOUSING Y

BRANCH OF SERVICE A PROMOTION SEQ. NO. ASSIGNMENT PRIORITY 2

DATE OF RANK 14 JUL 49 DEPART LAST PERM DUTY STATION 15 NOV 82

PBED 07 MAY 38 ELIGIBILITY DATE 18 NOV 82 SERVICE EXP DATE 16 DEC 89

SEX M MEDICAL REQUIREMENT N

ORGANIZATION 15TH ENGR BDE

DUTY PHONE (333) 999-6666

SPOUSE Y MILITARY

SSN NAME

RANK

SPOUSE ORGANIZATION

HOUSING STATUS F ELIGIBILITY STATUS E

ADDRESS FOR REPLY

1234 MERRY
FT BRAGG NC

OTHER ADDRESS

LAST ATTENDED SELF HELP
REMARKS

SCHEDULED FOR SELF HELP

NAME	FAMILY AND OTHER HOUSEHOLD MEMBERS					
	SEX	DOB	FAM MBR.	RELAT.	LOCN	BEDRM CNT
MARY	F	16 MAR 45	Y	SPOUSE	1	N
JOHN	M	24 APR 75	Y	SON	1	Y
JULLIE	F	23 OCT 76	Y	DAUGHT	1	Y

AUTHORIZED BEDROOM COUNT 3 ADJUSTED BEDROOM COUNT

DD1747 REPLY CODE AG

FROM 02 TO 03 (DA/WK/MO) MO

SIGNATURE _____

FACILITIES AVAILABLE (HOMES220)

HOMES220 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING
FACILITIES AVAILABLE 10:30:19

FACILITY ID.	STATUS	PROJECTED AVAILABILITY DATE	O/A CODE	APPLICANT SSN	#OF REJECTS
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PRESS THE ENTER KEY TO CONTINUE DISPLAY OF AVAILABLE FACILITIES
OR TO RETURN TO SCREEN HOMES215

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

PURPOSE

The Facilities Available screen displays after completing an application for housing if there are any available facilities; it displays up to ten projected available facilities for which the applicant is eligible. This screen displays the facility-id, current status, availability date, a code of O (offered) or A (accepted), the applicant's SSN, and the number of times the facility has been rejected.

PROCEDURE

1. To print a list of the facilities displayed on the screen, press the print key after verifying the printer is available. If the print key is pressed while an application, termination, or assignment order is being printed, this will interrupt the order and begin printing your request.
2. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
ENTER	<p>Press the ENTER key to continue displaying a list of available facilities. The system displays this message: MORE FACILITIES ARE AVAILABLE.</p> <p>The Family Members (HOMES215) screen displays after all the available facilities have been displayed.</p>
PF11	<p>Pressing PF11 displays a HELP screen which provides more information about the Facilities Available (HOMES220) screen. (Refer to the HELP screen at the end of the procedure for HOMES220.)</p> <p>You may select the HELP screen and return to the previous screen.</p>
PF12	<p>Pressing PF12 displays the Family Housing Menu (HOMES200) screen which allows you to select the next function.</p> <p>You may press PF12 at any time during data entry.</p>

3. The following are error messages for the Facilities Available screen.

<u>Error Messages</u>	<u>Step</u>
INSTALLATION DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID KEY SELECTION - DEPRESS PF11, PF12, OR ENTER KEY ONLY.	2,3

HELP220

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
FACILITIES AVAILABLE

10:30:20

HELP

THE HOMES220 SCREEN DISPLAYS CURRENTLY AVAILABLE AND PROJECTED
AVAILABLE HOUSING FOR WHICH THE APPLICANT IS ELIGIBLE. ALSO DISPLAYED
IS THE CURRENT STATUS OF EACH FACILITY AND WHETHER THE FACILITY HAS
BEEN OFFERED OR ACCEPTED, AND TO WHOM AS WELL AS THE NUMBER OF TIMES THE
FACILITY HAS BEEN REJECTED.

PRESS PF12 TO RETURN TO SCREEN HOMES220

WAITING LIST UPDATE MENU (HOMES230)

HOMES230

HOUSING OPERATION MANAGEMENT SYSTEM
WAITING LIST UPDATE
MENU

02 FEB 83

10:31:01

PF1) ADD A PERSON TO A WAITING LIST
PF2) CHANGE FROM ONE WAITING LIST TO ANOTHER
PF3) REMOVE A PERSON FROM A WAITING LIST
PF4) CHANGE WAITING LIST POSITION/REMARKS
WAITING LIST NO.

SSN

NAME

LAST

FIRST

MI

PRESS THE PF KEY OF THE DESIRED SELECTION
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

PURPOSE

The Waiting List Update Menu screen is used to maintain a waiting list record for a service member who has applied for housing, but is waiting for available housing. This screen is displayed automatically by the system after entering dependent information at the HOMES215 screen if no facilities are available or by selecting it at the Family Housing Menu (HOMES200) screen.

If this is a new applicant, it is necessary to enter the number of each waiting list on which that person should be included (HOMES231). Once an applicant is on a waiting list, that person may be put on other waiting lists (HOMES231), changed from one list to another (HOMES232), removed from a list (HOMES236), or repositioned on a list and/or the remarks updated (HOMES235).

PROCEDURE

1. Select the desired waiting list function by pressing the appropriate program function (PF) key.

<u>Key</u>	<u>Function</u>
PF1	Pressing PF1 displays the Add a Person to a Waiting List screen in order to put an applicant on a waiting list.
PF2	Pressing PF2 displays the Change From One Waiting List to Another screen in order to replace a waiting list number with another one.
PF3	Pressing PF3 displays the Remove a Person From a Waiting List in order to delete an applicant's name from a waiting list.
PF4	Pressing PF4 displays the Change Waiting List Position/Remark screen with the information in the data base for the specified waiting list.
PF11	Pressing PF11 displays a HELP screen which provides more information about the Waiting List Update Menu (HOMES230) screen. (Refer to the HELP screen at the end of the procedure for HOMES230.) You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.
PF12	Pressing PF12 displays the Family Housing Menu (HOMES200) screen. No processing has occurred. You may press PF12 at any time during data entry.

2. The following are error messages for the Waiting List Update Menu (HOMES230) screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu).	N/A
INVALID SELECTION. ENTER PF1, PF2, PF3, PF4, PF11, or PF12.	1
SERVICE MEMBER MARKED DELETE. CANNOT PROCESS - REENTER.	1
SERVICE MEMBER NOT ON FILE - REENTER.	1
NO WAITING LISTS FOUND FOR PERSON'S RANK AND BEDROOM COUNT.	1
WAITING LIST RECORD NOT FOUND.	1
POST RECORD NOT FOUND.	1
PERSON IS NOT ON ANY WAITING LIST.	1

HELP230

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

WAITING LIST UPDATE
MENU SCREEN

10:31:02

HELP

THE HOMES230 SCREEN IS USED TO SELECT VARIOUS ACTIVITIES WHICH AFFECT WAITING LIST ACTIVITIES.

THE TERMINAL OPERATOR MUST FIRST ENTER THE SOCIAL SECURITY NUMBER OF THE SERVICE MEMBER, THEN SELECT ONE OF THE OPTIONS AS FOLLOWS:

- PF1 - ADD A SERVICE MEMBER TO A WAITING LIST. THIS WILL CAUSE SCREEN HOMES231 TO BE DISPLAYED.
- PF2 - CHANGE A SERVICE MEMBER FROM ONE WAITING LIST TO ANOTHER. SCREEN HOMES232 WILL BE DISPLAYED.
- PF3 - REMOVE A SERVICE MEMBER FROM A WAITING LIST. SCREEN HOMES234 WILL BE DISPLAYED.
- PF4 - CHANGE WAITING LIST POSITION/REMARKS. SCREEN HOMES 235 WILL BE DISPLAYED ENABLING A SERVICE MEMBERS POSITION TO BE CHANGED AND ALSO ALLOWS ENTRY OF REMARKS WHICH WILL APPEAR ON OFFICE AND POSTED COPIES OF WAITING LIST REPORTS.

PRESS PF12 TO RETURN TO SCREEN HOMES230

ADD A PERSON TO A WAITING LIST (HOMES231)

HOMES231 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
WAITING LIST UPDATE
ADD A PERSON TO A WAITING LIST 10:31:03

SSN

NAME

AUTHORIZED BEDROOM COUNT
ADJUSTED BEDROOM COUNT

THESE ARE THE WAITING
LISTS FOR WHICH THE
APPLICANT IS ELIGIBLE

ENTER DESIRED WAITING LIST NUMBER

DD1747 REPLY CODES
FROM TO (DA/WK/MO)

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO WAITING LIST UPDATE MENU HOMES230

PURPOSE

The Add a Person to a Waiting List screen is used to put an applicant on a waiting list. This screen is displayed with the applicant's SSN and name, authorized/adjusted bedroom count, waiting list number(s), the average waiting time, and the DD 1747 Reply Code.

PROCEDURE

1. For DESIRED WAITING LIST NUMBER, enter the number of one of the waiting lists displayed on the screen; or or if no entry or update is required, select a function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	<p>Pressing PF11 displays a HELP screen which provides more information about the Add a Person to a Waiting List (HOMES231) screen. (Refer to the HELP screen at the end of the procedure for HOMES231.)</p> <p>You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.</p>
PF12	<p>Pressing PF12 displays the Update Waiting List Menu (HOMES230) screen. The applicant has not been added to a waiting list.</p> <p>You may press PF12 at any time during data entry.</p>

2. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	<p>If you do not want to add this applicant to the waiting list selected, press PF12 to return to the Waiting List Update Menu. The applicant has not been added to a waiting list and no processing has occurred.</p>
ENTER	<p>When you have finished entering the required information, press the ENTER key.</p> <p>The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.</p>

Key

Function

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Waiting List Update Menu:

SERVICE MEMBER ADDED TO WAIT LIST XX

3. The following are error messages for the Add a Person to a Waiting List screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID KEY SELECTION - DEPRESS PF11, PF12, OR ENTER ONLY.	1,2
DESIRED WAITING LIST NUMBER INVALID.	1
APPLICANT ON LIST SELECTED.	1

HELP231

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

WAITING LIST UPDATE
ADD A PERSON TO A WAITING LIST

10:31:04

HELP

THE HOMES231 SCREEN WILL DISPLAY THE APPLICANTS NAME AND
THE WAITING LISTS FOR WHICH HE/SHE IS ELIGIBLE AS WELL AS
THE AVERAGE WAITING TIME FOR HOUSING FOR EACH WAITING LIST
DISPLAYED.

TO ADD THE APPLICANT TO A WAITING LIST, ENTER THE DESIRED
WAITING LIST NUMBER AND PRESS THE ENTER KEY.

PRESS PF12 TO RETURN TO SCREEN HOMES231

CHANGE FROM ONE WAITING LIST TO ANOTHER (HOMES232)

HOMES232 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
WAITING LIST UPDATE
CHANGE FROM ONE WAITING LIST TO ANOTHER 10:31:05

SSN
NAME LAST FIRST MI
OLD WAITING LIST NO
NEW WAITING LIST NO

REMARKS:
OFFICE COPY
POSTED COPY

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO WAITING LIST UPDATE MENU HOMES230

PURPOSE

The Change From One Waiting List to Another screen is used to remove an applicant's name from one waiting list and add it to a different list for which that person is eligible. It is also used to override eligibility requirements for a waiting list if there are special circumstances that qualify an applicant for the new list. This screen is displayed with the applicant's name, SSN, and the number of the waiting lists on which the applicant is listed currently.

PROCEDURE

1. For NEW WAITING LIST NO, position the cursor under the number of the old waiting list and enter the number that should replace the applicant's current list; or if no entry or update of data is required, select a function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Change From One Waiting List to Another (HOMES232) screen. (Refer to the HELP screen at the end of the procedure for HOMES232.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12	Pressing PF12 displays the Update Waiting List Menu (HOMES230) screen which allows you to select the next function.
------	---

You may press PF12 at any time during data entry.

2. For REMARKS, you must enter an explanation for the OFFICE COPY (32-position field) and POSTED COPY (32-position field); these remarks may be different.
3. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to change the waiting list number for this applicant on the data base, press PF12 to return to the Waiting List Menu (HOMES230). The Waiting List record has not been changed and no processing has occurred.
ENTER	When you have finished entering the required information, press the ENTER key.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

Key

Function

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Family Housing Menu:

APPLICANT HAS BEEN CHANGED
TO A NEW WAITING LIST

4. The following are error messages for the Change From One Waiting List to Another screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID SELECTION. DEPRESS PF11, PF12, OR ENTER KEY ONLY.	1,3
THE WAITING LIST NUMBER ENTERED DOES NOT EXIST. APPLICANT CANNOT BE MOVED TO A NEW LIST.	1
REASON BLANK. PLEASE ENTER.	2
CAN ONLY CHANGE ONE WAITING LIST AT A TIME.	1
CANNOT FIND OLD WAITING LIST.	1
CHANGE INVALID - APPLICANT IS ALREADY ON THAT WAITING LIST.	1
OFFICE COPY CANNOT BE BLANK.	2
POSTED COPY CANNOT BE BLANK.	2
NO CHANGE MADE.	3

HELP232

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

WAITING LIST UPDATE
CHANGE FROM ONE WAITING LIST TO ANOTHER

10:31:06

HELP

THE HOMES232 SCREEN WILL DISPLAY AN APPLICANTS NAME AND THE
WAITING LISTS ON WHICH HE/SHE IS CURRENTLY LISTED.

ENTER THE NEW WAITING LIST NUMBER(S) TO WHICH THE APPLICANT IS TO BE
ADDED, THEN ENTER REMARKS AND PRESS THE ENTER KEY TO EFFECT THE CHANGE.

THE REMARKS WILL APPEAR IN THE WAITING LIST REPORTS.

PRESS PF12 TO RETURN TO SCREEN HOMES232

REMOVE A PERSON FROM A WAITING LIST (HOMES236)

HOMES236 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
WAITING LIST UPDATE
REMOVE A PERSON FROM A WAITING LIST 10:31:09

SSN.

NAME	LAST	FIRST	MI

WAITING LIST NO.
DELETE

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO WAITING LIST UPDATE MENU HOMES236

PURPOSE

The Remove a Person From a Waiting List screen is used to delete an application from one or more selected waiting lists at a time. This screen is displayed with the applicant's SSN, name, and a maximum of 10 waiting list numbers on which the service member is listed.

PROCEDURE

1. For DELETE, advance to the number of the waiting list from which the applicant's record should be removed and enter an "X" under it or select another function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Remove a Person From a Waiting List (HOMES236) screen. (Refer to the HELP screen at the end of the procedure for HOMES236.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12	Pressing PF12 displays the Update Waiting List Menu (HOMES230) screen which allows you to select the next function.
------	---

You may press PF12 at any time during data entry.

2. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to delete the applicant from the selected waiting list, press PF12 to return to the Update Waiting List Menu. The applicant has not been removed and no processing has occurred.

ENTER	When you have finished entering the required information, press the ENTER key.
-------	--

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

Key

Function

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays one of the following acknowledgment messages on the Update Waiting List Menu (HOMES230):

THE FOLLOWING ACTION(S) HAVE TAKEN PLACE FOR SSN:

DELETED FROM THE FOLLOWING WAITING LIST(S):

NOT FOUND ON THE FOLLOWING WAITING LIST(S).

3. The following are error messages for the Remove a Person From a Waiting List screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
INSTALLATION DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
KEY SELECTION INVALID. DEPRESS PF11, PF12, OR ENTER ONLY.	1,2
SERVICE MEMBER NOT ON FILE.	
NOT FOUND ON THE FOLLOWING WAITING LIST(S).	
NO LIST SELECTED. PLEASE INDICATE WHICH LIST(S) TO BE DELETED FROM.	1

HELP236

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

WAITING LIST UPDATE
REMOVE A PERSON FROM A WAITING LIST

10:31:10

HELP

THE HOMES236 SCREEN DISPLAYS THE APPLICANTS NAME AND ALL WAITING
LISTS ON WHICH HE/SHE IS LISTED.

TO DELETE AN APPLICANT FROM A WAITING LIST, PLACE AN "X" UNDER THE
APPROPRIATE WAITING LIST NUMBER.

AN APPLICANT CAN ONLY BE REMOVED FROM ONE WAITING LIST AT A TIME.

PRESS PF12 TO RETURN TO SCREEN HOMES236

"NOTE: An applicant can be removed from one or more waiting
lists at a time."

CHANGE WAITING LIST POSITION/REMARKS (HOMES235)

HOMES235 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
WAITING LIST UPDATE
CHANGE WAITING LIST POSITION/REMARKS 10:31:07

SSN
WAITING LIST NO
FREEZE ZONE

WAITING LIST ASSIGNMENT PRIORITY
NAME LAST FIRST MI
ELIGIBILITY DATE DD MM YY
ADJUSTED ELIGIBILITY DATE
REMARKS:
OFFICE COPY

POSTED COPY

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO WAITING LIST UPDATE MENU HOMES230

PURPOSE

The Change Waiting List Position/Remarks screen is used to change the applicant's position on a waiting list; to add, change, or remove the freeze zone for an applicant (this may change the waiting list position); and to add or change remarks. It also may be used to add additional applicants to the freeze zone if it is necessary to expand the zone. For example, if an installation does not count bypassed applicants in the freeze zone calculation, it is necessary to add applicants to compensate for the bypassed applicants. This screen is displayed with all the information that is in the HOMES data base for the applicant along with the SSN and waiting list number entered at the Update Waiting List Menu (HOMES230).

There are three methods to put a service member in the freeze zone.

- o Run JOB 910 (Refer to Section 6) with or without waiting list reports in order to include service members in the top 10 percent.
- o Manually put service members in the top 10 percent by adjusting one of the criteria on the Change Waiting List screen (HOMES235).
- o First, assign priority 1 to the service member on the Application/Personnel Processing screen (HOMES210); and then add the person to eligible waiting lists on the Add a Person to a Waiting List (HOMES231) screen. This automatically puts the person in the freeze zone on the new lists and any subsequent lists; it does not do this on any lists to which the person was added previously.

PROCEDURE

1. For the FREEZE ZONE, enter a 3-digit number between 001 and 999 to add the applicant to the freeze zone or to change that person's position in the freeze zone. Leave this field blank to remove the applicant from the freeze zone if this data is not required.

If no entry or update is required, select a function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Change Waiting List Position/Remarks (HOMES235) screen. (Refer to the HELP screen at the end of the procedure for HOMES235.) You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.
PF12	Pressing PF12 displays the Update Waiting List Menu (HOMES230) screen. You may press PF12 at any time during data entry.

2. For WAITING LIST ASSIGNMENT PRIORITY, enter a number between 1 and 9 if a change is desired. (Refer to step 11 for the Application/Personnel Processing screen [HOMES210] on page 3-13.)
3. For ADJUSTED ELIGIBILITY DATE, enter a date in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, and YY = last two digits of year) if it needs to be adjusted.
4. If any data has been changed on this screen, the REMARKS for OFFICE COPY (32 characters) must be entered to complete processing on this screen. The REMARKS for POSTED COPY (32 characters) is optional.
5. Select one of the following functions by pressing the appropriate key.

Key

Function

PF12

If you do not want to change the applicant's position on the data base for this waiting list or update remarks, press PF12 to return to the Update Waiting List Menu. The applicant's position on the waiting list has not been changed and no processing has occurred.

ENTER

When you have finished entering the required information, press the ENTER key.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Update Waiting List Menu:

WAITING LIST NUMBER XX FOR
XXXXXXXXXXXXX WAS UPDATED.

6. The following are error messages for the Change Waiting List Position/Remarks screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID KEY SELECTION - PRESS PF11, PF12, OR ENTER KEY ONLY.	1,5
FREEZE ZONE MUST BE SPACES OR ALL NUMERIC FROM 001 TO 999.	1
ASSIGNMENT PRIORITY MUST BE A NUMBER FROM 1 TO 9.	2
ADJUSTED ELIGIBILITY DATE INVALID. REENTER.	3
OFFICE COPY REMARKS MUST BE ENTERED.	4

HELP235

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

WAITING LIST UPDATE
CHANGE WAITING LIST POSITION/REMARKS

10:31:08

HELP

THE HOMES235 SCREEN ALLOWS FOR CHANGING AN APPLICANTS
POSITION ON A WAITING LIST BY CHANGING THE INFORMATION
WHICH IS USED BY THE HOMES SYSTEM TO SORT WAITING LIST MEMBERS.
THE CURRENT INFORMATION IN THESE SORT FIELDS IS DISPLAYED WHEN
THE SCREEN IS SELECTED. THE TERMINAL OPERATOR CAN CHANGE THE
DISPLAYED SORT FIELD INFORMATION TO EFFECT A CHANGE IN
WAITING LIST POSITION.

REMARKS ENTERED ON THIS SCREEN WILL APPEAR ON WAITING
LIST REPORTS.

PRESS PF12 TO RETURN TO SCREEN HOMES235

INSPECTION FOR ASSIGNMENTS AND TERMINATIONS (HOMES283)

HOMES283 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING
INSPECTION FOR ASSIGNMENTS & TERMINATIONS 10:32:03

FACILITY ID: FAC SUF ADC

STREET ADDRESS

SCHEDULED TERMINATION INSPECTION DATE
DD MMM YY

NUMBER OF INSPECTION FAILURES
CONTRACT CLEANING INSPECTION DATE DD MMM YY

PRE-TERMINATION INSPECTION CONDUCTED (Y OR N)

PROJECTED ENGINEER RELEASE DATE
DD MMM YY

PROJECTED AVAILABILITY DATE
DD MMM YY

FACILITY RELEASED FOR REASSIGNMENT (BLANK OR N)
IF N, REMARKS

FACILITY SCHEDULED FOR ASSIGNMENT INSPECTION (Y OR N)
SCHEDULED ASSIGNMENT INSPECTION DATE
DD MMM YY

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PFI TO DISPLAY HOMES260 TO CONTINUE TERMINATION
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HCMES200

PURPOSE

The Inspection for Assignments and Terminations screen is used to update information concerning inspection schedules. Inspections are scheduled when:

- o A facility is ready for assignment.
- o An occupant has given a pretermination notice.
- o The facility has passed the pretermination inspection, has been released for reassignment, and there is an actual termination date.
- o Scheduled repair and maintenance have been completed.

To ensure a projected availability date has been entered, the Inspection screen displays if the Housing Termination screen (HOMES260) was selected at the Family Housing Menu. Then, if the required data has been entered, the Termination screen may be accessed from the Inspection screen..

If the required data has been entered but the Termination screen was not selected initially at the Family Housing Menu, the Termination screen cannot be accessed from the Inspection screen. It is necessary to return to the Family Housing Menu and select the Termination screen.

PROCEDURE

1. For SCHEDULED TERMINATION INSPECTION DATE, enter the termination date in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, and YY = last two digits of year); or if no entry or update of data is required, select a function by pressing the appropriate PF key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Inspection for Assignments and Terminations (HOMES283) screen. (Refer to the HELP screen at the end of the procedure for HOMES283.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12

Pressing PF12 displays a Family Housing Menu (HOMES200) screen which allows you to select the next function.

You may press PF12 at any time during data entry.

2. For NUMBER OF INSPECTION FAILURES, enter a number between 0 and 9.
3. For CONTRACT CLEANING INSPECTION DATE, enter the date in DD MMM YY format.

If cleaning will be done after termination, the date entered here will be used for the termination date on the Housing Termination screen (HOMES260).

4. For PRE-TERMINATION INSPECTION CONDUCTED, enter "Y" for yes or "N" for no.
5. For PROJECTED ENGINEER RELEASE DATE, enter the date in DD MMM YY format.
6. For PROJECTED AVAILABILITY DATE, enter the date in DD MMM YY format. This date is required to complete the housing termination process at the Housing Termination (HOMES260) screen and also if the facility's status is not active occupied.
7. For FACILITY RELEASED FOR REASSIGNMENT, leave this field blank if it has been released or enter "N" if it has not been released and after REMARKS (32-position field), the reason.
8. For FACILITY SCHEDULED FOR ASSIGNMENT INSPECTION, enter "Y" for yes or "N" for no.
9. For SCHEDULED ASSIGNMENT INSPECTION DATE, if the facility is scheduled for assignment, enter the date in DD MMM YY format.
10. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to add any inspection data to the facility, press PF12 to return to the Family Housing Menu. Inspection data has not been added and no processing has occurred.
ENTER	When you have finished entering the required information, press the ENTER key to return to the Family Housing Menu or press PF1 to display the Housing Termination (HOMES260) screen. The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

Key

Function

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Family Housing Menu:

INSPECTION INFORMATION UPDATED

PF1

Pressing the PF1 key displays the Housing Termination screen (HOMES-260) if the required data is correct and PF5 was pressed initially to select the HOMES260 screen at the the Family Housing Menu.

11. The following are error messages for the Inspection for Assignments and Terminations screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
INSTALLATION DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID KEY SELECTION - PRESS PF1, PF11, PF12, OR ENTER KEY ONLY.	1,10
DATE OF SCHEDULED TERMINATION INSPECTION INVALID. REENTER.	1
NUMBER OF INSPECTION FAILURES NOT NUMERIC. REENTER.	2
DATE OF CONTRACT CLEANING INSPECTION INVALID. REENTER.	3
PRE-TERMINATION INSPECTION CONDUCTED INVALID. REENTER.	4
DATE OF PROJECTED ENGINEER RELEASE INVALID. REENTER.	5
DATE OF PROJECTED AVAILABILITY INVALID. REENTER.	6
PROJECTED AVAILABILITY DATE MISSING. REENTER.	6

<u>Error Message</u>	<u>Step</u>
RELEASED REASSIGN INDICATOR INVALID. REENTER.	7
FACILITY SCHEDULED FOR ASSIGNMENT INVALID. REENTER.	8
DATE OF SCHEDULED ASSIGNMENT INSPECTION INVALID. REENTER.	9

HOUSING ASSIGNMENT (HOMES240)

```
HOMES240      HOUSING OPERATION MANAGEMENT SYSTEM    02 FEB-83
                FAMILY HOUSING
                HOUSING ASSIGNMENT                    10:31:11

SSN:
NAME: LAST          FIRST          MI          FAC  SUF
ADDRESS: NUMBER STREET NAME
                CITY              ST ZIP CODE

FACILITY ACCEPTED OR REJECTED (A OR R)
WAIT LIST THAT CAUSED ACCEPTANCE
DATE OCCUPANT ASSIGNED FACILITY

IF REJECTED:
  WAS IT FOR VALID REASON (Y OR N)
  REASON:

INDICATE APPROPRIATE ACTION

  1 DO NOT CHANGE WAITING LIST STATUS
  2 PUT AT BOTTOM OF WAITING LIST THAT CAUSED REJECTION
  3 REMOVE FROM WAITING LIST THAT CAUSED REJECTION
  4 REMOVE FROM ALL WAITING LISTS
  5 DO NOT REMOVE FROM MASTER; ADD TO SUB

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200
```

PURPOSE

The Housing Assignment screen is used to record the assignment of a service member to a facility or the applicant's decision to reject a facility after inspecting it. This screen is displayed with the applicant's SSN and name, the ADC, and the facility-id and address.

If the facility has been accepted, the OFFERED OR ACCEPTED field on the Display/Change (HOMES131) screen should be checked to avoid assigning a facility that may have been offered or accepted. For an interpost move, the service member must be terminated from a facility before being assigned to the new facility as a service member may be assigned to only one facility at a time.

When "A" is entered on the Housing Assignment screen, the system performs the following:

- o Removes the applicant from all waiting lists.
- o Deletes all applicant reject records.
- o Attaches the applicant's personnel record to the appropriate facility record.

When "R" (rejected) is entered on the Housing Assignment screen, based on the action selected, the system performs one of the following:

- o Does not change the applicant's position on the waiting list.
- o Moves the applicant to the bottom of the waiting list with the rejected facility.
- o Removes the applicant from the waiting list with the rejected facility.
- o Removes the applicant from all waiting lists.
- o Adds the applicant to a different sub-list of the same master list.
- o Increases the reject count by one and creates a reject (REJT) record on the data base.

PROCEDURE

1. For FACILITY ACCEPTED OR REJECTED, enter "A" or "R"; or if no entry or update of data is required, select a function by pressing the appropriate PF key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Housing Assignment (HOMES240) screen. (Refer to the HELP screen at the end of the procedure for HOMES240.)

Key

Function

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12

Pressing PF12 displays the Family Housing Menu (HOMES 200) screen without updating the data base.

You may press PF12 at any time during data entry.

2. If the facility was accepted, enter the number of the WAIT LIST THAT CAUSED ACCEPTANCE.
3. For DATE OCCUPANT ASSIGNED FACILITY, enter the date in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, YY = last two digits of year).

The date must be greater than or equal to the termination date and greater than or equal to the last change in status.

4. If the facility was rejected, for WAS IT FOR VALID REASON, enter "Y" for yes or "N" for no.
5. For REASON (32 characters), enter a brief explanation if the facility was or was not rejected for a valid reason.
6. For INDICATE APPROPRIATE ACTION, enter a number 1 through 5 for only one of the actions displayed. Enter a waiting list number for actions 2, 3, and 5.
7. Select one of the following functions by pressing the appropriate key.

Key

Function

PF12

If you do not want to assign or reject this facility, press PF12 to return to the Family Housing Menu. A service member has not been assigned to a facility and no processing has occurred.

Key

Function

ENTER

When you have finished entering the required information, press the ENTER key.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Family Housing Menu and automatically prints the Assignment Order (refer to the sample on page 3-72):

SERVICE MEMBER ASSIGNED TO
FACILITY NO. XXXXX-XXX

If the facility was rejected, the system displays the following message along with one of the following five messages that is appropriate.

SERVICE MEMBER REJECTED
FACILITY NO. XXXXX-XXX

NO CHANGE IN WAITING
LIST STATUS

PUT AT BOTTOM OF WAIT-
ING LIST NO. XX

REMOVED FROM ALL WAIT-
ING LISTS

ADDED TO SUB-LIST NO. XX

REMOVED FROM WAITING
LIST NO. XX

8. The following are error messages for the Housing Assignment screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	
KEY SELECTION INVALID. DEPRESS PF11, PF12, OR ENTER KEY ONLY.	N/A
REJECTION/ACCEPTANCE INVALID SELECTION. REENTER.	1,7
WAIT LIST REQUIRED ENTRY FOR ACCEPTANCE PROCESSING.	2
WAIT LIST THAT CAUSED ACCEPTANCE NOT ON FILE. REENTER.	2
DATE OCCUPANT ASSIGNED INVALID. REENTER.	3
DATE OCCUPANT ASSIGNED NOT IN RANGE. REENTER.	3
REJECTED FOR VALID REASON MUST BE Y OR N. REENTER.	4
REASON DESCRIPTION REQUIRED ENTRY FOR REJECTION PROCESSING.	5
ACTION SELECTION REQUIRED FOR REJECTION PROCESSING.	6
APPROPRIATE ACTION INVALID SELECTION. REENTER.	6
INCONSISTENT ACCEPT PARAMETERS. REENTER.	1,6
WAITING LIST NUMBERS MUST BE BLANK FOR ACTION NO. 1.	6
WAITING LIST NUMBER MUST BE ENTERED FOR ACTION NO. 2.	6
MULTIPLE WAITING LIST NUMBERS ENTERED FOR ACTION NO. 2.	6
WAITING LIST FOR OPTION NO. 2 NOT FOUND. REENTER.	6

<u>Error Message</u>	<u>Step</u>
WAITING LIST NUMBER MUST BE ENTERED FOR ACTION NO. 3.	6
MULTIPLE WAITING LIST NUMBERS ENTERED FOR ACTION NO. 3.	6
WAITING LIST FOR OPTION NO. 3 NOT FOUND. REENTER.	6
WAITING LIST NUMBERS MUST BE BLANK FOR ACTION NO. 4.	6
WAITING LIST NUMBER MUST BE ENTERED FOR ACTION NO. 5.	6
MULTIPLE WAITING LIST NUMBERS ENTERED FOR ACTION NO. 5.	6
APPLICANT NOT ON ANY MASTER WAITING LIST.	6
SUBLIST ENTERED IS A MASTER LIST. INVALID. REENTER.	6
SUBLIST DOES NOT EXIST. REENTER.	6
SUBLIST XX IS PART OF MASTER LIST NO. XX. APPLICANT NOT ON MASTER LIST NO. XX.	6
APPLICANT ALREADY ON LIST ENTERED. REENTER.	
PERSONNEL RECORD NOT FOUND. (Caused by system error.)	
FACILITY RECORD NOT FOUND. (Caused by system error.)	
NO FACILITY HISTORY FOUND. (Caused by system error.)	
POST RECORD NOT FOUND. (Caused by system error.)	

HELP240

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
HOUSING ASSIGNMENT

10:31:12

HELP

THE HOMES240 SCREEN IS USED TO RECORD INFORMATION REGARDING THE ASSIGNMENT PROCESS IN THE HOMES DATA BASE. ONCE AN APPLICANT IS OFFERED A FACILITY, THE ACCEPTANCE OR REJECTION (A OR R) IS RECORDED. IF THE APPLICANT ACCEPTS, ENTER THE WAITING LIST NUMBER WHICH THE FACILITY WAS ASSOCIATED WITH IN THE "WAIT LIST THAT CAUSED ACCEPTANCE" FIELD. RECORD THE DATE ASSIGNED AND PRESS THE ENTER KEY TO COMPLETE THE ASSIGNMENT. IF THE APPLICANT REJECTS A FACILITY, THE HOUSING CLERK INDICATES REJECTED (R) AND WHETHER REJECTED FOR A VALID REASON. IF NOT A VALID REASON, ENTER THE REASON IN THE SPACE PROVIDED AND INDICATE APPROPRIATE ACTION FOR THE SYSTEM TO TAKE (1-5).

FOR MORE INFORMATION REFER TO THE USER MANUAL.

PRESS PF12 TO RETURN TO SCREEN HOMES240

HOUSING TERMINATION (HOMES260)

HOMES260 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING
HOUSING TERMINATION 10:31:13

SSN: FACILITY ID:
NAME: LAST FIRST MI ADC: FAC SUF
ADDRESS: NUMBER STREET NAME
CITY ST ZIP CODE

EFFECTIVE TERMINATION DATE

DD MM YY

ARE CHARGES TO BE ASSESSED (Y OR N)

CONTRACT CLEANING (Y OR N)

LEAVING SERVICE (Y OR N)

TRANSFERRING TO ANOTHER INSTALLATION (Y OR N)

NEW INSTALLATION:

NEW SUBINSTALLATION:

REMARKS:

NEW STATUS REMARKS:
1-AVAIL 2-HOLD 3-MAINT 4-INACT 5-DIVERT

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE AND RETURN
TO HOMES200 OR HOMES210 FOR AN ADVANCE APPLICATION

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

PURPOSE

The Housing Termination screen is used to terminate a service member from family housing; it is not used, however, to terminate a member who is transferring or leaving the service but never occupied family housing. Their personnel records are deleted by using the Supervisory Changes screen (HOMES290). For interpost moves, the Termination screen must be used to terminate a service member before assigning a new facility.

To ensure the projected availability date has been entered, this screen is always accessed indirectly through the Inspection screen (HOMES283) if it was selected initially on the Family Housing Menu. It displays with the service member's SSN, name, address, facility-id, ADC, and if an advance application is on file, the new installation and subinstallation.

It should be noted that in case a personnel record is marked for deletion by entering "Y" to assess charges and "Y" for the service member is leaving the service or transferring to another installation, this record may be restored by using the Supervisory Changes screen (HOMES290).

PROCEDURE

1. Enter the EFFECTIVE TERMINATION DATE in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, YY = last two digits of year); or if no entry or update of data is required, select another function by pressing the appropriate PF key.

The effective date must satisfy three conditions:

- a) Be less than or equal to current date
- b) Be greater than or equal to last 1410 run date
- c) Be greater than or equal to date facility was assigned

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Housing Termination (HOMES260) screen. (Refer to the HELP screen at the end of the procedure for HOMES260.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12

Pressing PF12 displays the Family Housing Menu (HOMES200) screen which allows you to select the next function.

You may press PF12 at any time during data entry.

2. For ARE CHARGES TO BE ASSESSED, enter "Y" for yes or "N" for no.
3. For CONTRACT CLEANING, enter "Y" for yes or "N" for no.

4. For LEAVING SERVICE, enter "Y" for yes or "N" for no.
5. For TRANSFERRING TO ANOTHER INSTALLATION, enter "Y" for yes or "N" for no.
6. For REMARKS (32 characters), enter the reason the service member is terminating the family housing.
7. For NEW STATUS, enter a number 1 through 5 that identifies the status to be assigned to the facility.
8. For REMARKS (32 characters), enter the reason for the new status.
9. Select one of the following functions by pressing the appropriate key.

Key

Function

PF12

If you do not want to terminate housing for the service member, press PF12 to return to the Family Housing Menu. The housing termination process has not been performed and no processing has occurred.

ENTER

When you have finished entering the required information, press the ENTER key.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the appropriate screen and automatically prints the Termination Order (refer to the sample on page 3-79).

SERVICE MEMBER TERMINATED
FROM FACILITY NO. XXXXX-XXX

Key

Function

The Family Housing Menu screen (HOMES200) displays if one of the following conditions exists:

- o The service member is leaving the service.
- o The service member is not leaving the service, but has made an advance application.

The Application/Personnel Processing screen (HOMES210) displays if the following condition exists:

- o The service member is not leaving the service but has not made an advance application.

10. The following are error messages for the Housing Termination screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
KEY SELECTION INVALID. DEPRESS PF11, PF12, OR ENTER KEY ONLY.	1,9
EFFECTIVE TERMINATION DATE INVALID. REENTER.	1
EFFECTIVE TERMINATION DATE NOT IN RANGE. REENTER.	1
CHARGES TO BE ASSESSED. INVALID SELECTION. REENTER.	2
CONTRACT CLEANING. INVALID SELECTION. REENTER.	3
LEAVING SERVICE. INVALID SELECTION. REENTER.	4

<u>Error Message</u>	<u>Step</u>
TRANSFERRING TO ANOTHER INSTALLATION. INVALID SELECTION. REENTER.	5
REMARKS MUST NOT BE BLANK.	6,8
NEW STATUS. INVALID SELECTION. REENTER.	7
FACILITY RECORD NOT FOUND. (Caused by system error.)	N/A
NO FACILITY HISTORY FOUND. (Caused by system error.)	N/A
POST RECORD NOT FOUND. (Caused by system error.)	N/A
PERSONNEL RECORD NOT FOUND. (Caused by system error.)	N/A

HELP260

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
HOUSING TERMINATION

10:31:14

HELP

THE HOMES260 SCREEN IS USED TO RECORD INFORMATION IN THE HOMES DATA BASE CONCERNING THE TERMINATION PROCESS. THIS SCREEN WILL DISPLAY THE SERVICE MEMBERS NAME AND THE FACILITY NUMBER AND ADDRESS OF THE FACILITY FROM WHICH HE/SHE IS TERMINATING.

THE SCREEN WILL REQUIRE THE CLERK TO CHANGE THE FACILITY STATUS FROM ACTIVE OCCUPIED TO ONE OF FIVE VALID HOUSING STATUS CODES.

FOR MORE INFORMATION ON SCREEN HOMES260, REFER TO THE HOMES USER MANUAL.

PRESS PF12 TO RETURN TO SCREEN HOMES260

TERMINATION ORDER

* REFERENCE OR OFFICE SYMBOL *
* AFZA-EH-FH * TERMINATION FROM GOVERNMENT FAMILY
* HOUSING *
* *
* TERMINATION *

* TO: SEE DISTRIBUTION FROM: AFZA-EH-FH DATE: 19-JAN-83 CMT: *
* *
* 1. THE FOLLOWING INDIVIDUAL HAS BEEN TERMINATED FROM *
* GOVERNMENT FAMILY HOUSING. *
* NAME: LARRY V LITTLE *
* RANK: E06 *
* SSN: 143 66 9999 *
* MILITARY ORG.: L5TH ENGR BDE *
* TYPE HOUSING: SUBSTANDARD FAMILY HOUSING *
* ADDRESS: 433 MOSSBACK LANE *
* 2. AUTHORITY: AR210-50 *
* 3. EFFECTIVE DATE: 19 JAN 83 *
* 4. MOVE IS MADE FOR THE CONVENIENCE OF: () GOVERNMENT *
* () INDIVIDUAL *
* 5. ACTION IS/IS NOT TAKEN AS PART OF INTRAPOST MOVE. *
* FOR THE COMMANDER: ----- *
* *
* DISTRIBUTION: *
* FAO-3 *
* TRANS DIV-4 *
* CDR(INDV)-1 *
* INDV-1 *
* CHAP-1 *
* DEPT SCH-8 *
* FIRE CH-1 *
* CLP-1 *
* FILE-3 *

UPDATE FACILITY STATUS (HOMES270)

HOMES270 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING
UPDATE FACILITY STATUS 10:31:15

FACILITY ID:
ADC FAC SUP
ADDRESS:

NUMBER STREET NAME

CITY ST ZIP CODE

CURRENT FACILITY STATUS

NEW STATUS

EFFECTIVE DATE

DD MMM YY

1 AVAILABLE FOR ASSIGNMENT = AVAIL

2 ADMINISTRATIVE HOLD = HOLD

3 FACILITY IN MAINTENANCE = MAINT

4 INACTIVE FACILITY = INACT

5 DIVERTED FACILITY = DIVERT

PROJECTED AVAILABILITY DATE

DD MMM YY

REMARKS

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

PURPOSE

The Update Facility Status screen is used to change the status of a facility that is available, on administrative hold, in maintenance, inactive, or diverted. It cannot be used for a facility that is active occupied.

This screen is displayed with the facility-id and address, the current status, effective date, and if present, the projected availability date.

PROCEDURE

1. For NEW STATUS, enter the number that indicates the status; or if no entry or update of data is required, select a function by pressing the appropriate PF key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Update Facility Status (HOMES270) screen. (Refer to the HELP screen at the end of the procedure for HOMES270.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12

Pressing PF12 displays the Family Housing Menu (HOMES200) screen which allows you to select the next function.

You may press PF12 at any time during data entry.

2. Enter the EFFECTIVE DATE of the new status in DD MMM YY format (DD = two-digit number of day [01-31], MMM = first three letters of month, YY = last two digits of year).

The effective date must be greater than or equal to the last date the status changed and greater than or equal to the date the facility was terminated.

3. Enter the PROJECTED AVAILABILITY DATE in DD MMN YY format.
4. For REMARKS (32 characters), enter the reason for the change in status.
5. Select one of the following functions by pressing the appropriate key.

Key

Function

PF12

If you do not want to change the status or projected availability date of this facility, press PF12 to return to the Family Housing Menu. The facility status or projected availability date has not been changed and no processing has occurred.

<u>Key</u>	<u>Function</u>
ENTER	<p>When you have finished entering the required information, press the ENTER key.</p> <p>The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.</p> <p>After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Family Housing Menu:</p>

FACILITY NO. XXXXX-XXX STATUS
CHANGED FROM XXXXXX TO XXXXXX

6. The following are error messages for the Update Facility Status screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
KEY SELECTION INVALID. DEPRESS PF11, PF12, OR ENTER KEY ONLY.	1, 5
NEW STATUS INVALID SELECTION. REENTER.	1
EFFECTIVE DATE INVALID. REENTER.	2
EFFECTIVE DATE NOT IN RANGE. REENTER.	2
PROJECTED AVAILABILITY DATE INVALID. REENTER.	3
REMARKS MUST NOT BE BLANK.	4

Error Messages

Step

FACILITY RECORD NOT FOUND (Caused by system error.)

NO FACILITY HISTORY FOUND. (Caused by system error.)

POST RECORD NOT FOUND. (Caused by system error.)

NO AVLG RECORD FOUND. (Caused by system error.)

HELP270

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
UPDATE FACILITY STATUS

10:31:16

HELP

THE HOMES270 SCREEN IS USED TO CHANGE THE STATUS OF A FAMILY HOUSING FACILITY. THE SCREEN WILL DISPLAY THE ID AND ADDRESS AND THE CURRENT STATUS OF THE FACILITY.

TO CHANGE THE STATUS, ENTER THE APPROPRIATE CODE (1-5) IN THE "NEW STATUS" FIELD, AND ENTER THE EFFECTIVE DATE, PROJECTED AVAILABILITY DATE, AND REMARKS. THE COMPUTER SYSTEM WILL STORE THIS INFORMATION IN THE FACILITY HISTORY RECORD.

PRESS PF12 TO RETURN TO SCREEN HOMES270

CREATE A NEW WAITING LIST (HOMES280)

HOMES280 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING
CREATE A NEW WAITING LIST 10:31:17

WAITING LIST NO.
NAME OF NEW LIST

IS THIS A MASTER LIST, SUB-LIST OR SUBSTANDARD LIST(M, S, OR D)
IF SUB-LIST, ENTER MASTER LIST NO.
BEDROOM COUNT
LOWEST RANK
HIGHEST RANK

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

PURPOSE

The Create a Waiting List screen is used during the conversion process or anytime it is necessary to enter the parameters for a waiting list. This screen is displayed with the number of the waiting list entered on the Family Housing Menu screen (HOMES200).

PROCEDURE

1. For NAME OF NEW LIST (30 characters), enter a title that will identify this waiting list on the batch reports, or if no entry or update of data is required, select another function by pressing the appropriate PF key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Create a New Waiting List (HOMES280) screen.

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered. (Refer to the HELP screen at the end of the procedure for HOMES280.)

PF12

Pressing PF12 displays the Family Housing Menu (HOMES200) screen. No processing has occurred.

You may press PF12 at any time during data entry.

2. For the type of list, enter one of the following:

M - Master

S - Sublist

D - Substandard

3. If this is sublist, enter the 2-digit number of the master list.

4. For BEDROOM COUNT, enter a 1-digit number between 1 and 9 that is authorized for this waiting list.

5. For LOWEST RANK and HIGHEST RANK, enter the lowest and highest grade values that will qualify an applicant for housing on this waiting list. (Refer to the table of ranks provided with discussion of HOMES 210.)

6. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to create a new waiting list on the data base, press PF12 to return to the Family Housing Menu. A waiting list record has not been added and no processing has occurred.
ENTER	When you have finished entering the required information, press the ENTER key. The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time. After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Family Housing Menu:

WAITING LIST CREATED

7. The following are error messages for the Create a New Waiting List screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID KEY SELECTION - DEPRESS PF11, PF12, OR ENTER KEY ONLY.	1,6
TITLE CANNOT BE BLANK.	1
MUST ENTER D, S, OR M FOR TYPE OF LIST.	2

<u>Error Message</u>	<u>Step</u>
NO MASTER FOUND FOR SUBLIST.	3
BEDROOM COUNT MUST BE A VALUE OF 1 THRU 9.	4
LOW RANK RANGE INVALID.	5
HIGH RANK RANGE INVALID.	5
RANK ERROR.	5

HELP280

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
CREATE A NEW WAITING LIST

10:31:18

HELP

THE HOMES280 SCREEN IS USED TO CREATE A NEW WAITING LIST. THE WAITING LIST NUMBER IS DISPLAYED WHEN THE SCREEN IS SELECTED. THE TERMINAL OPERATOR MUST ENTER THE FOLLOWING INFORMATION: TITLE OF WAITING LIST, TYPE OF WAITING LIST, MASTERLIST NUMBER (IF A SUBLIST), BEDROOM COUNT, AND LOW AND HIGH RANK RANGE LIMITS.

FOR FURTHER INFORMATION ON SPECIFIC FIELDS, SEE THE HOMES USER MANUAL.

PRESS PF12 TO RETURN TO SCREEN HOMES280

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Change an Existing Waiting List (HOMES281) screen.

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12

Pressing PF12 displays the Family Housing Menu (HOMES200) screen. No processing has occurred.

You may press PF12 at any time during data entry.

2. For TITLE (30 characters), enter a more appropriate title if required.
3. For the type of list, enter one of the following only if a change is necessary.
 - M - Master
 - S - Sublist
 - D - Substandard
4. If you entered S, enter the 2-digit MASTER LIST NUMBER.
5. Select the next function by pressing the appropriate key.

Key

Function

PF12

If you do not want to change the waiting list record, press PF12 to return to the Family Housing Menu (HOMES200) screen. No processing has occurred

ENTER

When you have finished entering the information, press the ENTER key.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

Key

Function

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Family Housing Menu:

WAITING LIST CHANGED

6. The following are error messages for the Change an Existing Waiting List screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
INVALID KEY SELECTION - DEPRESS PF11, PF12, OR ENTER KEY ONLY.	1,6
INVALID LOW RANK.	1
INVALID HIGH RANK.	1
RANK RANGES INVALID.	1
WAITING LIST TITLE MUST NOT BE BLANK - INVALID.	2
MUST ENTER M, S, OR D ONLY - REENTER.	3
NO MASTER LIST NUMBER FOUND FOR SUB-LIST.	4

HBLP281

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
CHANGE AN EXISTING WAITING LIST

10:31:20

HELP

THE HOMES281 SCREEN IS USED TO CHANGE THE TITLE OR TYPE OF A WAITING LIST AND/OR THE RANGE OF RANKS ASSOCIATED WITH A WAITING LIST. THE TITLE OF THE LIST APPEARS ON THE WAITING LIST REPORTS.

THE VALID TYPES ARE:

M - MASTER
S - SUBLIST
D - SUBSTANDARD

PRESS PF12 TO RETURN TO SCREEN HOMES281

DELETE AN EXISTING WAITING LIST (HOMES282)

HOMES282 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FAMILY HOUSING
DELETE AN EXISTING WAITING LIST 10:32:01

WAITING LIST NO.
MASTER LIST NO.(IF SUB-LIST)
TITLE
MASTER OR SUB-LIST OR SUBSTANDARD (M, S, OR D)

YOU HAVE SELECTED THE OPTION TO DELETE AN EXISTING
WAITING LIST. ONCE THE WAITING LIST IS DELETED, YOU
WILL NO LONGER BE ABLE TO ACCESS IT IN THE HOMES SYSTEM.
IF YOU ARE CERTAIN YOU WANT TO DELETE A WAITING LIST FROM
THE HOMES DATA BASE. PRESS THE ENTER KEY.

PRESS THE ENTER KEY TO DELETE DATA FROM THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FAMILY HOUSING MENU HOMES200

PURPOSE

The Delete an Existing Waiting List screen is used by supervisory personnel to delete a waiting list that is empty and does not contain any sublists. This screen is displayed with the title and number of the waiting list requested at the Family Housing Menu; it also displays a message that warns of the severity of this action.

Facilities associated with a deleted waiting list should be reassigned to another waiting list number.

PROCEDURE

1. To DELETE THE WAITING LIST, press the ENTER key; or if no entry or update of data is requested, select a function by pressing the appropriate key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Delete an Existing Waiting List (HOMES282) screen. (Refer to the HELP screen at the end of the procedure for HOMES282.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12

If you do not want to delete this waiting list on the data base, press PF12 to return to the Family Housing Menu. The waiting list has not been deleted and no processing has occurred.

ENTER

When the ENTER key is pressed, the program ensures that this is the type of list that can be deleted.

If the list can be deleted from the HOMES data base, the system displays an acknowledgment message on the Family Housing Menu:

WAITING LIST DELETED

2. The following are error messages for the Delete an Existing Waiting List screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
INVALID KEY SELECTION - DEPRESS PF11, PF12, OR ENTER KEY ONLY. (Displays on Family Housing Menu.)	N/A
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on the Master Menu.)	1
SELECTED WAITING LIST CANNOT BE DELETED - MEMBER(S) PRESENT.	1

SECTION 4

FACILITY MANAGEMENT FUNCTIONS

FACILITY MANAGEMENT MENU (HOMES100)

HOMES100 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FACILITY MANAGEMENT MENU 10:30:08

- PF1) ADD FACILITY
- PF2) DISPLAY/CHANGE FACILITY INFORMATION
- PF3) DELETE FACILITY

FACILITY ID: FACILITY NO. SUFFIX
ADDRESS NUMBER STREET NAME

FOR PF1 ENTER THE FACILITY ID
FOR PF2 OR PF3 ENTER THE FACILITY ID OR ADDRESS
PRESS THE PF KEY OF THE DESIRED SELECTION
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO MASTER MENU HOMES001

PURPOSE

The Facility Management Menu screen is used to maintain records for the facilities at an installation. It is used extensively during the conversion from manual to automatic record keeping to create a record for each facility's present status and its history and as needed during daily operation to change or display a facility's record. A copy of the information displayed on the terminal screen may be printed and given to the applicant, if desired.

PROCEDURE

1. If this is a new facility, enter the facility-id, which consists of the 5-digit FACILITY NO. and 3-digit SUFFIX.

If this is an existing facility, enter either the FACILITY ID (facility number and suffix) or ADDRESS (5 characters for street number and 32 characters for street name) to access the facility record.

If you do not want to add a facility or perform one of the functions that are available for an existing facility, press the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Facility Management Menu (HOMES100) screen. (Refer to the HELP screen at the end of the procedure for HOMES100).

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12	Pressing PF12 displays the Master Menu (HOMES001) screen. No processing has occurred. You may press PF12 at any time during data entry.
------	--

2. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF1	Pressing this key displays the Add Facility (HOMES130) screen so that a record can be created for this facility on the HOMES data base. It is displayed with the facility-id.
PF2	Pressing this key displays the information that is on the HOMES data base for the requested facility.

Key

Function

PF3

Pressing this key displays only a facility that has an inactive or diverted status. If a requested facility does not have an inactive or diverted status, this error message displays:

REQUESTED FACILITY NOT IN
INACTIVE OR DIVERTED STATUS-
CANNOT BE DELETED.

3. The following are error messages for the Facility Management Menu screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu)	N/A
MENU SELECTION INVALID. DEPRESS PF1, PF2, PF3, PF11, OR PF12 ONLY.	1
A VALUE MUST BE ENTERED FOR THE FACILITY ID. THE FIELD MAY NOT BE BLANK.	1
FACILITY ON FILE BUT MARKED DELETE - PLEASE REENTER NEW FACILITY ID.	1
A VALUE MUST BE ENTERED FOR THE FACILITY ID OR THE FACILITY ADDRESS MUST BE SUPPLIED.	1
THE FACILITY ID ENTERED ALREADY EXISTS AND CANNOT BE ASSIGNED TO A NEW FACILITY.	2
FACILITY ID OR ADDRESS ENTERED NOT ON FILE. THE REQUESTED DISPLAY/UPDATE CANNOT BE MADE.	2
REQUESTED FACILITY IS MARKED DELETE. IT CANNOT BE DISPLAYED OR UPDATED.	2

<u>Error Message</u>	<u>Step</u>
FACILITY ID OR ADDRESS ENTERED NOT ON FILE. THE REQUESTED DISPLAY/UPDATE CANNOT BE MADE.	2
FACILITY ID OR ADDRESS ENTERED NOT ON FILE. THE REQUESTED DELETION CANNOT BE MADE.	2
REQUESTED FACILITY IS MARKED FOR DELETION. IT CANNOT BE DELETED AGAIN.	2
REQUESTED FACILITY NOT IN INACTIVE OR DIVERTED STATUS - CANNOT BE DELETED.	2
FACILITY ID OR ADDRESS ENTERED NOT ON FILE. THE REQUESTED DELETION CANNOT BE MADE.	2

HELP100

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FACILITY MANAGEMENT MENU

10:30:05

HELP

1) ADD FACILITY

THIS SELECTION IS USED TO ENTER A NEW FACILITY RECORD TO THE DATA BASE WHEN ADDITIONAL HOUSING HAS BEEN ADDED TO AN INSTALLATION.

2) DISPLAY/CHANGE FACILITY INFORMATION

THIS SELECTION IS USED TO CHANGE INFORMATION ASSOCIATED WITH A HOUSING FACILITY CURRENTLY ON THE DATA BASE.

3) DELETE FACILITY

THIS SELECTION IS USED TO REMOVE A FACILITY RECORD FROM THE DATA BASE WHEN THE FACILITY IS NO LONGER AVAILABLE FOR HOUSING.

PRESS PF12 TO RETURN TO FACILITY MANAGEMENT MASTER MENU

ADD FACILITY (HOMES130)

HOMES130 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FACILITY MANAGEMENT
ADD FACILITY 10:30:04

FACILITY ID:	FAC	SUF	STREET ADDRESS:		
			NUMBER STREET NAME		
	ADC		CITY	ST	ZIP CODE
INSTALLATION	SUBINSTALLATION CODE		CITY		
GRADE DESIGNATION CODE			STYLE		
GRADE ALLOCATION CODE			YR CONSTRUCTED/ACQUIRED		
FACILITY CATEGORY CODE			EFFECTIVE DATE		
FACILITY STATUS			SUBLIST NUMBER		
WAITING LIST NUMBER			NUMBER BEDROOMS		
DATE INTERIOR PAINTED			NUMBER OF FLOORS IN FAMILY UNIT		
DATE FLOORS REFINISHED			WHICH FLOOR IS UNIT ON		
DATE FLOORS SANDED			MODIFIED FOR HANDICAPPED (Y OR N)		
BATHROOMS			HEATING/AIR CONDITIONING		
WASHER/DRYER (Y OR N)			TYPE RANGE/OVEN		
CAR HOUSING CODE			NET SQUARE FOOTAGE		
BASEMENT (Y OR N)			DISHWASHER (Y OR N)		
NUMBER UNITS IN BLDG			GARBAGE DISPOSAL (Y OR N)		
GAINED BY ADDITION OR CONVERSION (A OR G)			FIREPLACE (Y OR N)		

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FACILITY MANAGEMENT MENU HOMES100

PURPOSE

The Add Facility Screen is used to create a record on the data base for a new housing facility. This screen is displayed with the facility number and suffix that were entered at the Facility Management Menu.

PROCEDURE

1. For NUMBER (5 characters), enter the number of the street of if no entry of data is required; select another function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	<p>Pressing PF11 displays a HELP screen which provides more information about the Add Facility (HOMES130) screen. (Refer to the HELP screen at the end of the procedure for HOMES130.)</p> <p>You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.</p>
PF12	<p>Pressing PF12 displays the Facility Management Menu (HOMES100) screen. No processing has occurred.</p> <p>You may press PF12 at any time during data entry.</p>

2. Enter the STREET NAME (32 characters).
3. For ADC (2 characters), enter the area designation code (refer to the Housing Area List).

If the area designation code does not exist in the HOMES data base, a new ADCG record will be created.

If an incorrect ADC is entered, use the Display/Change Facility screen (HOMES131) to correct the error.

4. Enter the CITY (21 characters) where the facility is located.
5. Enter the two-letter abbreviation for ST.
6. Enter the ZIP CODE or enter zeros if it is not known.
7. Enter a GRADE DESIGNATION CODE. (This code identifies the grade category for which the facility was originally designed.)

<u>Code</u>	<u>Grade</u>	<u>Rank</u>
A	General and Flag Officers	0-10, 0-9, 0-8, 0-7
B	Senior Officers	0-6
C	Field Grade Officers	0-5, 0-4

<u>Code</u>	<u>Grade</u>	<u>Rank</u>
D	Company Grade Officers	0-3, 0-2, 0-1, W-4*, W-3, W-2, W-1
F	Senior NCO	E-9, E-8, E-7
G	Junior NCO	E-6, E-5, E-4 over 2 years

8. Enter a description (20 characters maximum) of the STYLE of the facility.
9. Enter a GRADE ALLOCATION CODE. (This code identifies the grade category for which the facility is allocated.)

<u>Code</u>	<u>Grade</u>	<u>Rank</u>
A	General and Flag Officers	0-10, 0-9, 0-8, 0-7
B	Senior Officers	0-6
C	Field Grade Officers	0-5, 0-4
D	Company Grade Officers	0-3, 0-2, 0-1, W-4* W-3, W-2, W-1
F	Senior NCO	E-9, E-8, E-7
G	Junior NCO	E-6, E-5, E-4 over 2 years

10. For the YR CONSTRUCTED/ACQUIRED, enter the date in YYYY format (YYYY = year).
11. For the FACILITY CATEGORY CODE, enter one of these codes:

<u>Code</u>	<u>Category</u>
01	Appropriated Fund (FY 1970 and after)
02	Appropriated Fund (FY 1950 to 1969)
03	Appropriated Fund (Before FY 1950)
04	Appropriated Fund (Relocatable)
05	Capehart
06	Wherry (Acquired)
07	Leased
08	Foreign Source (Adequate)
09	Surplus Commodity
10	Permit

* May be housed in company or field grade quarters, depending on installation's policy.

<u>Code</u>	<u>Category</u>
11	Other Standard Housing
12	Foreign Source (Inadequate)
13	Other Inadequate Public Quarters
14	Trailers
15	Other Substandard Housing
16	Wherry (Privately Owned)
17	Section 810
18	Rental Guaranty
19	Trailer Space (Without Trailer)

12. For the FACILITY STATUS, enter one of these codes:

<u>Code</u>	<u>Standard</u>
1A	Active Occupied
1B	Available Assignment
1C	Administrative Hold
1M	In Maintenance
2A	Inactive Quarters
2C	Diverted Quarters

13. Enter the EFFECTIVE DATE in DDMMYY format (DD = two-digit number of day [01-31], MMM = first three letters of month, and YY = last two digits of year).
14. Enter the WAITING LIST NUMBER and SUBLIST NUMBER. Both numbers are in the range 01 to 99.
15. For DATE INTERIOR PAINTED, enter the date in MMYYY format.
16. For NUMBER BEDROOMS, enter a number in the range 1 to 9.
17. For NUMBER OF FLOORS IN FAMILY UNIT, enter a number in the range 1 to 9.
18. For DATE FLOORS REFINISHED, enter the date in MMYYY format.
19. For WHICH FLOOR IS UNIT ON, enter a number in the range 01 to 99.

20. For DATE FLOORS SANDED, enter the date in MMYYY format.
21. For MODIFIED FOR HANDICAPPED, enter "Y" if the facility is suitable for the handicapped; otherwise, enter "N".
22. For HEATING/AIR CONDITIONING, enter one of these codes:

<u>Code</u>	<u>Meaning</u>
HC	Hot water heat, central air conditioner
HE	Hot water heat, evaporative cooling
HN	Hot water heat, no air conditioner
HW	Hot water heat, window air conditioner
OO	Other
RC	Room heaters, central air conditioner
RE	Room heaters, evaporative cooling
RN	Room heaters, no air conditioner
RW	Room heaters, window air conditioner
SC	Steam heat, central air conditioner
SE	Steam heat, evaporative cooling
SN	Steam heat, no air conditioner
SW	Steam heat, window air conditioner
WC	Central heat, central air conditioner
WE	Central heat, evaporative cooling
WN	Central heat, no air conditioner
WW	Central heat, window air conditioner

23. For TYPE RANGE/OVEN, enter "GAS" or "ELE".
24. For BATHROOMS, enter a number in the range 0.5 to 5.0, at intervals of 0.5.
25. For NET SQUARE FOOTAGE, enter a number with leading zeros that is not greater than 9999.
26. Enter "Y" if the facility has the following; otherwise enter "N".

- o WASHER/DRYER
- o DISHWASHER

27. Enter the CAR HOUSING CODE:

<u>Code</u>	<u>Car Housing</u>
A	Attached Garage
G	Separate Garage
C	Attached Carport

Code Car Housing

R Remote Carport
P Adjacent Parking Space
S Street Parking

28. Enter "Y" if the facility has the following; otherwise enter "N".

- o GARBAGE DISPOSAL
- o BASEMENT
- o FIREPLACE

29. For NUMBER UNITS in BLDG, enter a number in the range 01 to 99.

30. For GAINED BY ADDITION OR CONVERSION, enter the code that indicates how this facility was acquired:

A = Addition
G = Gained by Conversion

31. Select one of the following functions by pressing the appropriate key.

Key Function

PF12 If you do not want to add this facility to the data base, press PF12 to return to the Facility Management Menu. A facility record has not been added and no processing has occurred.

ENTER When you have finished entering the required information, press the ENTER key.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

Key

Function

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Facility Management Menu:

FACILITY NUMBER XXXXX-XXX
ADDED TO HOMES DATA BASE

32. The following are error messages for the Add Facility screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
KEY SELECTION INVALID. DEPRESS PF11, PF12, OR ENTER ONLY.	1,31
STREET ADDRESS, CITY, STATE, OR ZIP CODE BLANK. MUST BE ENTERED.	1,2 4,5,6
AREA DESIGNATION CODE MUST BE ENTERED.	3
GRADE DESIGNATION CODE INVALID. REENTER.	7
STYLE MUST NOT BE BLANK.	8
GRADE ALLOCATION CODE INVALID. REENTER.	9
YEAR CONSTRUCTED/ACQUIRED INVALID. REENTER.	10
FACILITY CATEGORY INVALID. REENTER.	11
FACILITY STATUS INVALID. REENTER.	12
EFFECTIVE DATE INVALID. REENTER.	13
EFFECTIVE DATE NOT IN RANGE. REENTER.	13
WAITING LIST NUMBER INVALID. REENTER.	14
SUBLIST NUMBER INVALID. REENTER.	14
DATE INTERIOR PAINTED INVALID. REENTER.	15

<u>Error Messages</u>	<u>Step</u>
NUMBER OF BEDROOMS NOT NUMERIC. REENTER.	16
NUMBER OF FLOORS NOT NUMERIC. REENTER.	17
DATE FLOORS REFINISHED INVALID. REENTER.	18
FLOOR NOT NUMERIC OR NOT IN RANGE. REENTER.	19
DATE FLOORS SANDED INVALID. REENTER.	20
HANDICAPPED SELECTION MUST BE Y OR N. REENTER.	21
HEATING/AC CODE INVALID. REENTER.	22
OVEN/RANGE CODE INVALID. REENTER.	23
NUMBER OF BATHROOMS INVALID. REENTER.	24
NET SQUARE FOOTAGE NOT NUMERIC. REENTER.	25
WASHER/DRYER MUST BE Y OR N. REENTER.	26
DISHWASHER CODE MUST BE Y OR N. REENTER.	26
CAR HOUSING CODE INVALID. ENTER.	27
GARBAGE DISPOSAL MUST BE Y OR N. REENTER.	28
BASEMENT MUST BE Y OR N. REENTER.	28
FIREPLACE MUST BE Y OR N. REENTER.	28
UNITS IN BUILDING INVALID. REENTER.	29
ADDITION/CONVERSION CODE INVALID. REENTER.	30
RECORD ADDED WITHOUT CORRESPONDING ADDRESS RECORD.	
POST RECORD NOT FOUND. (Caused by system error.)	

HELP130

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FACILITY MANAGEMENT
ADD FACILITY

10:30:03

HELP

THE HOMES130 SCREEN IS USED TO ENTER INFORMATION ABOUT A NEW
FACILITY ON THE HOMES DATA BASE.

SPECIFIC INFORMATION ABOUT EACH FIELD ON THE SCREEN CAN BE OBTAINED
FROM THE USER MANUAL.

PRESS PF12 TO RETURN TO SCREEN HOMES130

DISPLAY/CHANGE FACILITY (HOMES131)

HOMES131 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FACILITY MANAGEMENT
DISPLAY/CHANGE FACILITY INFORMATION 10:30:02

FACILITY ID:	FAC	SUF	STREET ADDRESS:
	ADC		NUMBER STREET NAME
INSTALLATION		SUBINSTALLATION CODE	CITY ST ZIP CODE
GRADE DESIGNATION CODE			STYLE
GRADE ALLOCATION CODE			YR CONSTRUCTED/ACQUIRED
FACILITY CATEGORY CODE			EFFECTIVE DATE
FACILITY STATUS			SUBLIST NUMBER
WAITING LIST NUMBER			NUMBER BEDROOMS
DATE INTERIOR PAINTED			NUMBER OF FLOORS IN FAMILY UNIT
DATE FLOORS REFINISHED			WHICH FLOOR IS UNIT ON
DATE FLOORS SANDED			MODIFIED FOR HANDICAPPED (Y OR N)
BATHROOMS			HEATING/AIR CONDITIONING
WASHER/DRYER (Y OR N)			TYPE RANGE/OVEN
CAR HOUSING CODE			NET SQUARE FOOTAGE
BASEMENT (Y OR N)			DISHWASHER (Y OR N)
NUMBER UNITS IN BLDG			GARBAGE DISPOSAL (Y OR N)
OFFERED OR ACCEPTED (A OR O OR BLANK)		SSN	FIREPLACE (Y OR N)
DATE OFFER MADE			

PRESS THE ENTER KEY TO ENTER DATA ON THE HOMES DATA BASE
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO FACILITY MANAGEMENT MENU HOMES100

PURPOSE

The Display/Change Facility screen is used to view, change, or print the current information about a facility. This screen displays with the information that was entered on the Add Facility screen (HOMES130). Information may be changed as required.

PROCEDURE

1. For NUMBER (5 characters), enter the number of the street; or position the cursor at the field to be changed. If no entry or update of data is required, select a function by pressing the appropriate PF key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Display/Change Facility (HOMES131) screen. (Refer to the HELP screen at the end of the procedure for HOMES131.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12

Pressing PF12 displays the Facility Management Menu (HOMES100) screen. No processing has occurred.

You may press PF12 at any time during data entry.

Pressing the print key on the left side of the terminal keyboard prints the information for the facility displayed on the screen. It should be pressed only if the printer is not in use; otherwise, the information being printed will be interrupted by your print request.

2. Enter the STREET NAME (32 characters).
3. For ADC (2 characters), enter the area code designation (refer to the Housing Area List).
4. Enter the CITY (21 characters) where the facility is located.
5. Enter the two-letter abbreviation for ST.
6. Enter the ZIP CODE or zeros if it is not known.
7. Enter a GRADE DESIGNATION CODE. (This code identifies the grade category for which the facility was originally designed.)

<u>Code</u>	<u>Grade</u>	<u>Rank</u>
A	General and Flag Officers	0-10, 0-9, 0-8, 0-7
B	Senior Officers	0-6
C	Field Grade Officers	0-5, 0-4
D	Company Grade Officers	0-3, 0-2, 0-1, W-4* W-3, W-2, W-1
F	Senior NCO	E-9, E-8, E-7
G	Junior NCO	E-6, E-5, E-4 over 2 years

8. Enter a description (20 characters maximum) of the STYLE of the facility.
9. Enter a GRADE ALLOCATION CODE. (This code identifies the grade category for which the facility is allocated.)

<u>Code</u>	<u>Grade</u>	<u>Rank</u>
A	General and Flag Officers	0-10, 0-9, 0-8, 0-7
B	Senior Officers	0-6
C	Field Grade Officers	0-5, 0-4
D	Company Grade Officers	0-3, 0-2, 0-1, W-4* W-3, W-2, W-1
F	Senior NCO	E-9, E-8, E-7
G	Junior NCO	E-6, E-5, E-4 over 2 years

10. For the YR CONSTRUCTED/ACQUIRED, enter the date in YYYY format (YYYY = year).
11. For the FACILITY CATEGORY CODE, enter a code from the following list. A code should be changed only at the beginning of a 1410 report period to avoid an inaccurate previous total for old and new categories.

To correctly change a code, perform the following steps in the order listed.

- a. On the Delete Facility screen (HOMES132), select "CONVERSION" as the loss code.
- b. On the Supervisory Changes screen (HOMES290), change the facility-id to a new facility-id.

* May be housed in company or field grade quarters, depending on installation's policy.

- c. On the Add Facility screen (HOMES130), use the new facility-id and enter "G" for gained by conversion.

<u>Code</u>	<u>Category</u>
01	Appropriated Fund (FY 1970 and after)
02	Appropriated Fund (FY 1950 to 1969)
03	Appropriated Fund (Before FY 1950)
04	Appropriated Fund (Relocatable)
05	Capehart
06	Wherry (Acquired)
07	Leased
08	Foreign Source (Standard)
09	Surplus Commodity
10	Permit
11	Other Standard Housing
12	Foreign Source (Substandard)
13	Other Inadequate Public Quarters
14	Trailers
15	Other Substandard Housing
16	Wherry (Privately Owned)
17	Section 810
18	Rental Guaranty
19	Trailer Spaces (Without Trailer)

12. The FACILITY STATUS is displayed only; it cannot be changed.
13. The EFFECTIVE DATE is displayed only; it cannot be changed.
14. Enter the WAITING LIST NUMBER and SUBLIST NUMBER. Both numbers are in the range 01 to 99.
15. For DATE INTERIOR PAINTED, enter the date in MMYYY format.
16. For NUMBER BEDROOMS, enter a number in the range 1 to 9.
17. For NUMBER OF FLOORS IN FAMILY UNIT, enter a number in the range 1 to 9.

18. For DATE FLOORS REFINISHED, enter the date in MMYYY format.
19. For WHICH FLOOR IS UNIT ON, enter a number in the range 01 to 99.
20. For DATE FLOORS SANDED, enter the date in MMYYY format.
21. For MODIFIED FOR HANDICAPPED, enter "Y" if the facility is suitable for the handicapped; otherwise, enter "N".
22. For HEATING/AIR CONDITIONING, enter one of these codes:

<u>Code</u>	<u>Meaning</u>
HC	Hot water heat, central air conditioner
HE	Hot water heat, evaporative cooling
HN	Hot water heat, no air conditioner
HW	Hot water heat, window air conditioner
OO	Other
RC	Room heaters, central air conditioner
RE	Room heaters, evaporative cooling
RN	Room heaters, no air conditioner
RW	Room heaters, window air conditioner
SC	Steam heat, central air conditioner
SE	Steam heat, evaporative cooling
SN	Steam heat, no air conditioner
SW	Steam heat, window air conditioner
WC	Central heat, central air conditioner
WE	Central heat, evaporative cooling
WN	Central heat, no air conditioner
WN	Central heat, window air conditioner

23. For TYPE RANGE/OVEN, enter "GAS" or "ELE".
24. For BATHROOMS, enter a number in the range 0.5 to 5.0, at intervals of 0.5.
25. For NET SQUARE FOOTAGE, enter a number with leading zeros that is not greater than 9999.
26. Enter "Y" if the facility has the following; otherwise enter "N".
 - WASHER/DRYER
 - DISHWASHER

27. Enter the CAR HOUSING CODE:

<u>Code</u>	<u>Car Housing</u>
A	Attached Garage
G	Separate Garage
C	Attached Carport
R	Remote Carport
P	Adjacent Parking Space
S	Street Parking

28. Enter "Y" if the facility has the following; otherwise enter "N".

- o GARBAGE DISPOSAL
- o BASEMENT
- o FIREPLACE

29. For NUMBER UNITS IN BLDG, enter a number in the range 01 to 99.

30. The OFFERED OR ACCEPTED field must be entered on this screen. Enter "O" if the facility has been offered, "A" if it has been accepted, or blank if it has not been offered or accepted.

31. The SSN field must be entered on this screen if the facility has been offered or accepted. Enter the applicant's social security number.

32. The DATE OFFER MADE field must be entered on this screen if the facility has been offered or accepted. Enter the date in DD MMM YY format.

33. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to change the facility record on the data base, press PF12 to return to the Facility Management Menu. The facility record has not been changed and no processing has occurred.
ENTER	When you have finished entering the required information, press the ENTER key.

Key

Function

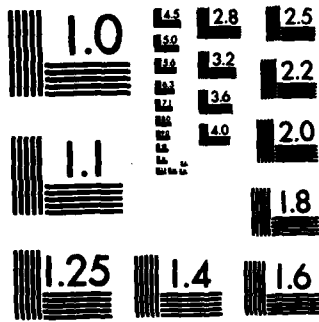
The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Facility Management Menu:

FACILITY NUMBER XXXXX-XXX
UPDATED

34. The following are error messages for the Display/Change Facility screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED. (Displays on Master Menu.)	N/A
KEY SELECTION INVALID. DEPRESS PF11, PF12, OR ENTER KEY ONLY.	1, 31
STREET ADDRESS, CITY, STATE, OR ZIP CODE BLANK. MUST BE ENTERED.	1, 2 4, 5, 6
NEW ADDRESS ASSIGNED TO ANOTHER FACILITY.	1, 2 4, 5, 6
AREA DESIGNATION CODE MUST BE ENTERED.	3
GRADE DESIGNATION CODE INVALID. REENTER.	7
STYLE MUST NOT BE BLANK.	8
GRADE ALLOCATION CODE INVALID. REENTER.	9
YEAR CONSTRUCTED/ACQUIRED NOT NUMERIC. REENTER.	10
FACILITY CATEGORY INVALID. REENTER.	11
WAITING LIST NUMBER INVALID. REENTER.	14



MICROCOPY RESOLUTION TEST CHART

<u>Error Messages</u>	<u>Step</u>
SUBLIST NUMBER INVALID. REENTER.	14
DATE INTERIOR PAINTED INVALID. REENTER.	15
NUMBER OF BEDROOMS NOT NUMERIC. REENTER.	16
NUMBER OF FLOORS NOT NUMERIC. REENTER.	17
DATE FLOORS REFINISHED INVALID. REENTER.	18
FLOOR NOT NUMERIC OR NOT IN RANGE. REENTER.	19
DATE FLOORS SANDED INVALID. REENTER.	20
HANDICAPPED SELECTION MUST BE Y OR N. REENTER.	21
HEATING/AC CODE INVALID. REENTER.	22
OVEN/RANGE CODE INVALID. REENTER.	23
NUMBER OF BATHROOMS INVALID. REENTER.	24
NET SQUARE FOOTAGE NOT NUMERIC. REENTER.	25
WASHER/DRYER MUST BE Y OR N. REENTER.	26
DISHWASHER CODE MUST BE Y OR N. REENTER.	26
CAR HOUSING CODE INVALID. REENTER.	27
GARBAGE DISPOSAL MUST BE Y OR N. REENTER.	28
BASEMENT MUST BE Y OR N. REENTER.	28
FIREPLACE MUST BE Y OR N. REENTER.	28
UNITS IN BUILDING INVALID. REENTER.	29
OFFERED OR ACCEPTED MUST BE O, A, OR BLANK. REENTER.	30
SOCIAL SECURITY NUMBER BLANK. REQUIRED IF FACILITY OFFERED OR ACCEPTED.	31
SOCIAL SECURITY NUMBER INVALID. REENTER.	31
SOCIAL SECURITY MUST BE BLANK IF FACILITY NOT OFFERED OR ACCEPTED.	31
DATE OFFER MADE MUST NOT BE ENTERED IF FACILITY NOT OFFERED.	32

HELP131

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FACILITY MANAGEMENT
DISPLAY/CHANGE FACILITY

10:30:01

HELP

THE HOMES131 SCREEN IS USED TO DISPLAY INFORMATION ABOUT A PARTICULAR FACILITY OR TO CHANGE INFORMATION ABOUT A FACILITY, AND ALSO TO RECORD OFFER AND ACCEPTANCE INFORMATION IN ASSIGNMENT PROCESSING.

REFER TO THE USER MANUAL FOR INFORMATION ABOUT SPECIFIC FIELDS

PRESS PF12 TO RETURN TO SCREEN HOMES131

DELETE FACILITY (HOMES132)

HOMES132 HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
FACILITY MANAGEMENT
DELETE FACILITY 10:30:09

FACILITY ID: FAC SUP STREET ADDRESS:
ADC NUMBER STREET NAME
INSTALLATION SUBINSTALLATION CODE CITY ST ZIP CODE
GRADE DESIGNATION CODE STYLE
GRADE ALLOCATION CODE YR CONSTRUCTED/ACQUIRED
FACILITY CATEGORY CODE
FACILITY STATUS EFFECTIVE DATE

DELETION CODE (ENTER Y FOR ONLY ONE OF THE FOLLOWING):

LOSS BY:
CONVERSION (Y OR BLANK)

DISPOSAL (Y OR BLANK)

OTHER LOSS (Y OR BLANK) REMARKS:

YOU HAVE SELECTED THE OPTION TO "DELETE FACILITY".
ONCE THE FACILITY IS DELETED IT WILL NO LONGER BE
AVAILABLE ON THE HOMES DATA BASE.

IF YOU ARE CERTAIN YOU WANT TO DELETE A FACILITY FROM
THE HOMES DATA BASE, PRESS THE ENTER KEY TO CONTINUE.

PRESS THE ENTER KEY TO DELETE THE FACILITY RECORD FROM THE HOMES DATA BASE

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN

PRESS PF12 TO RETURN TO FACILITY MANAGEMENT MENU HOMES100

PURPOSE

The Delete Facility screen is used to delete from the HOMES data base all the current and historical information about a facility that is no longer available for occupancy. It must have an inactive or diverted status (this may be changed at the HOMES270 screen). A highlighted message warns of the severity of selecting this option. (Refer to AR 210-50, 1 February 1982, paragraphs 4-7 and 4-8.)

PROCEDURE

1. For the DELETION CODE, you must enter "Y" once to indicate the reason the facility is being deleted. If the reason does not apply, leave it blank. If the reason is OTHER, you must enter the reason after REMARKS (32 characters).

If you do not want to delete the facility at this time, select another function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Delete Facility (HOMES132) screen. (Refer to the HELP screen at the end of the procedure for HOMES132.)

You may select the HELP screen at any time during data entry and return to the previous screen without losing the data that has been entered.

PF12	Pressing PF12 displays the Facility Management Menu (HOMES100) screen. The facility has not been deleted.
------	---

You may press PF12 at any time during data entry.

2. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to delete this facility from the data base, press PF12 to return to the Facility Management Menu. The facility record has not been deleted and no processing has occurred.

ENTER	When you have finished entering the required information, press the ENTER key.
-------	--

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time.

Key

Function

After you have corrected the errors indicated, press the ENTER key. If there are no more errors, the system displays an acknowledgment message on the Facility Management Menu:

FACILITY NUMBER XXXXX-XXX DELETED

3. The following are error messages for the Delete Facility screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Messages</u>	<u>Step</u>
FACILITY RECORD NOT FOUND. (Displays on Master Menu.)	N/A
DATA LOST BECAUSE PA1, PA2, OR CLEAR KEY DEPRESSED, (Displays on Master Menu.)	N/A
KEY SELECTION INVALID. DEPRESS PF11, PF12, OR ENTER KEY ONLY.	1,2
INVALID CONVERSION CODE. REENTER.	1
INVALID DISPOSAL CODE. REENTER.	1
INVALID OTHER LOSS CODE. REENTER.	1
FACILITY DELETE REMARKS MUST BE ENTERED.	1
INCONSISTENT DELETE REASONS.	1
INDICATE LOSS BY: CONVERSION, DISPOSAL, OR OTHER LOSS.	1

HELP132

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FACILITY MANAGEMENT
DELETE FACILITY

10:30:10

HELP

THE HOMES132 SCREEN IS USED TO DELETE A RECORD OF INFORMATION ABOUT
A FACILITY FROM THE HOMES DATA BASE.

TO DELETE A FACILITY RECORD, PRESS THE ENTER KEY AND THE SYSTEM
WILL DELETE IT. IF YOU DO NOT WANT TO DELETE THE FACILITY RECORD,
PRESS PF12 TO RETURN TO THE FACILITY MANAGEMENT MENU SCREEN (HOMES100).

PRESS PF12 TO RETURN TO SCREEN HOMES132

SECTION 5

ONLINE QUERY PROCEDURES

ONLINE QUERY PROCEDURES (HOMESOLQ)

HOMESOLQ HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
ON-LINE QUERY PROCEDURES 10:32:07

PROCEDURE NAME

- 1) AVAILHSG - DISPLAYS AVAILABLE HOUSING LIST
- 2) FACHIST - DISPLAYS FACILITY HISTORY FILE
- 3) FACHISTP - PRINTS FACILITY HISTORY FILE
- 4) ADVAPPL - DISPLAYS ADVANCED APPLICATIONS
- 5) BRGMLMF - DISPLAYS WAITING LIST INFORMATION

PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO SCREEN HOMES001

PURPOSE

The Online Query (OLQ)* Procedures screen lists five of the nine types of information that the family housing personnel will most frequently need to retrieve from the HOMES data base. It also

* In addition to the nine OLQ procedures available, other OLQ statements can be used to extract information from the HOMES data base. The record relationships shown on the diagram at the end of this section will be helpful in writing statements to extract the desired information. More information about Online Query, a software product created by Cullinane, Inc., may be obtained from two publications: Cullinane Database Systems Online Query User's Guide, Release 3.0, Order Number: TDOQ-320-30; and OLQ Quick-Reference Card, Release 3.0, Order Number: TDOQ-236-30.

identifies the name of each Online Query File, or Q-File. The commands for accessing the information in the following files that have been set up for Fort Bragg are provided in this section along with sample printouts.

- o ADVAPPL - Advance applications
- o AVAILHSG - Available housing
- o BRGADR - Service member by facility address
- o BRGFAC - Service member by facility-id
- o BRGNAME - Service member by last name
- o BRGSSN - Service member by SSN
- o BRGWLMF - Applicants on waiting list
- o FACHIST - Facility history
- o FACHISTP - Facility history

Although only the information in the facility history file (FACHISTP) is printed automatically, the other eight may be printed a screen at a time. (The print key should be pressed only after ensuring that no one is using the printer.) A sample of each of the nine Q-Files is provided at the end of this list.

Procedure

Function

ADVAPPL

This procedure displays a list of the personnel (PERS) records with a housing status code of "A" (advance application) for the installation and subinstallation provided. The records are sorted by anticipated arrival date.

Because the system must access every personnel record in the PERS file, the ADVAPPL procedure takes considerably more time to retrieve and display the information than the others.

Procedure

Function

AVAILHSG

The fields displayed are the applicant's SSN, the anticipated arrival date, the installation of last assignment, and DD1747 Reply Code.

This procedure displays a list of all the members of the available government housing (AVLG) for the installation and sub-installation provided. The records are sorted by projected availability date.

The fields displayed are the facility identification number, the projected availability date, and the waiting list number for each facility displayed.

BRGADR

This procedure displays facility information for the address provided. It also displays service member information if the facility is assigned to a service member and any waiting list(s) to which the service member is assigned.

The fields displayed are the SSN, last name, first name, middle initial, and rank for the service member selected; the street number, street name, date assigned, facility number and facility suffix for the facility selected; and the waiting list number, priority, freeze zone, eligibility date, and position on each waiting list displayed.

BRGFAC

This procedure displays information for the facility-id provided. It also displays service member information, if the facility is assigned to a service member, and any waiting list to which the service member is assigned.

Procedure

Function

The fields displayed are the SSN, last name, first name, middle initial, and rank for the service member selected; the street number, street name, and date assigned for the facility selected; and the waiting list number, priority, freeze zone, eligibility date, and position on each waiting list displayed.

BRGNAME

This procedure displays a list of all service members with the last name provided. The records are sorted by last name, first name, and middle initial.

The fields displayed are the SSN, rank, last name, first name, and middle initial for each service member displayed.

BRGSSN

This procedure displays information for the SSN provided. It also displays facility information if the service member is assigned to a facility and any waiting list to which the service member is assigned.

The fields displayed are the SSN, last name, first name, middle initial, rank and organization for the service member selected; the street number, street name, and date assigned for the facility selected; and the waiting list number, priority, freeze zone, eligibility date, and position on each waiting list displayed.

BRGWLMF

This procedure shows the housing clerk the applicants on the waiting list provided and their position on the list.

Procedure

Function

The fields displayed are the position, applicants' SSN, freeze zone, priority to post, eligibility date, rank, date of rank, PBED, application date, and application time.

FACHIST

This procedure displays a list of the facility history (FHIS) records for the facility identification number provided. The records are sorted by effective date of the status change.

The fields displayed are the facility identification number, the effective date of status change, and the status change code, SSN, last name, rank, and days.

FACHISTP

This procedure prints on the terminal printer a list of the facility history (FHIS) records for the facility identification number provided. The records are sorted by effective date of the status change.

The fields printed are the facility identification number, the status change code, the effective date of the status change, the number of days in that status and the SSN, rank, and last name of the service member if present.

ADVAPPL Q-FILE

ADVAPPL 2 RECORDS IN REPORT,
1 PRIMARY RECORDS SELECTED,
0 DATA ERRORS. PROCESSING ENDED.
ADVANCE APPLICATIONS PAGE 1.1
LINE 1
PERS-SSN ARRIVAL LAST POST REPLY
999999999901 82314 61825 AG
END OF REPORT - PAGE 1

AVAILHSG Q-FILE

AVAILHSG AVAILABLE HOUSING PAGE 1.1
LINE 1
FACG-FACILITY-NUMBER FACG-SUFFIX AVAILABLE W-LIST

81935	02A	82317	22
83559	072	82317	10
16208	013	82317	03
66538	104	82317	12
66713	314	82317	24
73115	544	82317	24
12425	005	82340	26
67010	305	82357	18
71411	108	82363	18
68217	221	83010	24
85140	356	83011	22
72737	256	83013	18
85518	11B	83014	22
66225	303	83017	18
82434	24A	83017	22
85660	071	83017	10
82436	26A	83017	22
71822	371	83017	18
64529	302	83018	12
14405	010	83018	01
76033	207	83019	18
65403	128	83019	18
93047	032	83019	23
85518	11E	83019	22
81326	10C	83020	22
71444	243	83020	18
72006	162	83021	18
85215	04D	83021	22
62742	100	83021	13
85827	25C	83021	22
62922	106	83024	09
84515	38A	83024	22
66640	405	83024	18
83920	02F	83024	22
71411	104	83024	18
93939	007	83024	18

BRGADR Q-FILE

BRGADR '544CASTLE
1 PRIMARY RECORDS SELECTED, 3 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED. PAGE 1.1
INFORMATION FOR 544CASTLE LINE 1

PERS-SSN	LAST NAME	FIRST NAME	MI	PERS-RANK
08787689	EPHER	J	T	E04

END OF REPORT - PAGE 1
INFORMATION FOR 544CASTLE PAGE 1.1
LINE 1

FACG-STREET-NUMBER	FACG-STREET-NAME	FACG-ASSIGN-DATE
544	CASTLE	82356

END OF REPORT - PAGE 1
INFORMATION FOR 544CASTLE PAGE 1.1
LINE 1

FACG-FACILITY-NUMBER	FACG-SUFFIX
73115	544

END OF REPORT - PAGE 1
2 PRIMARY RECORDS SELECTED, 4 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED. PAGE 1.1
INFORMATION FOR 544CASTLE LINE 1

WLST-NUMBER	PRTY	FREZ	ELIG	POS
25	2	---	82028	10
24	2	---	82028	57

END OF REPORT - PAGE 1

BRGFAC Q-FILE

BRGFAC 73115544
1 PRIMARY RECORDS SELECTED, 2 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED. PAGE 1.1
INFORMATION FOR 73115544 LINE 1

PERS-SSN	LAST NAME	FIRST NAME	MI	PERS-RANK
08787689	EPHER	J	T	E04

END OF REPORT - PAGE 1
INFORMATION FOR 73115544 PAGE 1.1
LINE 1

FACG-STREET-NUMBER	FACG-STREET-NAME	FACG-ASSIGN-DATE
544	CASTLE	82356

END OF REPORT - PAGE 1
2 PRIMARY RECORDS SELECTED, 4 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED. PAGE 1.1
INFORMATION FOR 73115544 LINE 1

WLST-NUMBER	PRTY	FREZ	ELIG	POS
25	2	---	82028	10
24	2	---	82028	57

END OF REPORT - PAGE 1

BRGNAME Q-FILE

BRGNAME ARRIS
1 PRIMARY RECORDS SELECTED, 23 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED.
LAST NAME: HARRIS

PAGE 1.1
LINE 1

PERS-SSN	PERS-RANK	LAST NAME	FIRST NAME	MI
35840019	E05	ARRIS	ANDERSON	L
55605739	004	ARRIS	BUBERT	L
40744232	E07	ARRIS	C	G
81442394	E05	ARRIS	CECIL	
85488230	E04	ARRIS	CHARLES	E
61800509	E06	ARRIS	CLINTON	F
31114279	002	ARRIS	D	J
46027462	001	ARRIS	DYFIERD	A
48945543	E05	ARRIS	ELLIOTT	L
57192607	E04	ARRIS	EUGENE	
72683412	E04	ARRIS	JAMES	H
88501003	E05	ARRIS	JEFFREY	B
24840051	E05	ARRIS	JEFFREY	C
65707909	E06	ARRIS	JOHN	F
46041369	E04	ARRIS	PATRICIA	A
31822866	E05	ARRIS	PERCY	R
40886420	E04	ARRIS	R	J
00863821	E04	ARRIS	RUSSELL	R
39781346	E04	ARRIS	TOM	
20564405	W01	ARRIS	WALTON	H
66663752	E05	ARRIS	WILLIAM	
38887376	E05	ARRIS	WILLIAM	E
21708180	E06	ARRIS	WILLIE	J

END OF REPORT - PAGE 1

BRGSSN Q-FILE

BRGSSN 08787689
1 PRIMARY RECORDS SELECTED, 2 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED.
INFORMATION FOR 08787689

PAGE 1.1
LINE 1

LAST NAME	FIRST NAME	MI	PERS-RANK	PERS-ORGANIZATION
EPHER	J	T	E04	HQ 8 PO

END OF REPORT - PAGE 1
INFORMATION FOR 08787689

PAGE 1.1
LINE 1

FACG-STREET-NUMBER	FACG-STREET-NAME	FACG-ASSIGN-DATE
544	CASTLE	82356

END OF REPORT - PAGE 1
2 PRIMARY RECORDS SELECTED, 4 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED.
INFORMATION FOR 08787689

PAGE 1.1
LINE 1

WLST-NUMBER PRY FREZ ELIG POS

25	2	---	82028	10
24	2	---	82028	57

END OF REPORT - PAGE 1

BRGWLMF Q-FILE

BRGWLMF 05
1 PRIMARY RECORDS SELECTED, 35 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED.
WAITING LIST 05 PAGE 1.1
LINE 1

POS	PERS-SSN	FREZ	PRTY	ELIG	RANK	DATERANK	PBED	APPLDATE	APPLTIME
1	78345809	001	2	82148	005	80193	0	82317	1745
2	70486467	002	2	82156	003	77182	0	82317	1745
3	25527646	----	2	82157	005	80248	0	82317	1745
4	69506562	----	2	82161	005	78044	0	82317	1745
5	59589875	----	2	82166	005	80316	0	82317	1745
6	42720090	----	2	82167	004	79286	0	82317	1745
7	30743645	----	2	82170	004	76336	0	82317	1745
8	11862416	----	2	82178	004	80274	0	82317	1745
9	05385894	----	2	82189	004	82121	0	82317	1745
10	47663512	----	2	82190	004	79276	0	82317	1745
11	66648202	----	2	82201	005	80070	0	82317	1745
12	29706057	----	2	82201	005	80196	0	82317	1745
13	02288023	----	2	82216	004	76313	0	82317	1745
14	16281716	----	2	82250	005	80221	0	82317	1745
15	67709623	----	2	82323	005	77100	65239	82327	1553
16	20426705	----	2	82324	MAJ	80009	61032	83003	1456
17	78383084	----	2	82353	LTC	82032	66159	82354	1548

END OF REPORT - PAGE 1

FACHIST Q-FILE

FACHIST B514035G
1 PRIMARY RECORDS SELECTED, 3 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED.
FACILITY B514035G HISTORY PAGE 1.1
LINE 1

EFFECT DATE	STATUS CHANGE	SSN	LAST NAME	RANK	DAYS
82124	1A	27865121	AUNDERS	E04	252
83011	1B				0

END OF REPORT - PAGE 1

FACHISTP Q-FILE

FACHISTP B514035G
1 PRIMARY RECORDS SELECTED, 3 RECORDS IN REPORT,
0 DATA ERRORS. PROCESSING ENDED.
FACILITY B514035G HISTORY PAGE 1.1
LINE 1

STATUS CHANGE	EFFECT DATE	DAYS	SSN	RANK	LAST NAME
1A	82124	252	27865121	E04	AUNDERS
1B	83011	0			

END OF REPORT - PAGE 1

PROCEDURE

1. At the HOMESOLQ screen, press the appropriate PF key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Online Query Procedures (HOMESOLQ) screen. (Refer to the HELP screen at the end of the procedure for HOMESOLQ.)

You may return to this screen by pressing PF12 at the HELP screen.

PF12

Pressing PF12 displays the Master Menu (HOMES001) screen. No processing has occurred.

2. If you want to use the Online Query procedure, at the Master Menu (HOMES001), sign off HOMES by pressing the PF12 key.
3. Enter the following and press the ENTER key.

OLQ3 SIGNON SUB=CERTSUB

The system acknowledges acceptance of your signon.

4. Enter the required information for one of the Q-Files and press the ENTER key to receive the desired output.

Entry

Output

AVAILHSG

Display of available housing

ADVAPPL

Display of advance applications

BRGADR IIIIINNNN

Display of information for a given address

I = Street number

N = Street name

Entry

Output

Note: Quotation marks must be used to suppress imbedded blanks; there are 37 characters in this field. For example, enter 123 Bryn Mawr as '123BrynMawr' and leave 26 spaces between the last letter and the quotation mark.

BRGFAC IIIIINNN

Display of information for a given facility-id

I = Facility number

N = Facility suffix

BRGNAME XXXX

Display of service members with last name

XXXX = Last name

Note: Use quotation marks if a last name contains a blank; for example, enter 'Van Ryan'.

BRGSSN XXXXXXXXX

Display of information for a given SSN

X = SSN

BRGWLMF XX

Display of Ft. Bragg waiting list

X = Waiting List number

FACHIST IIIIINNN

Display of facility history

I = Facility number

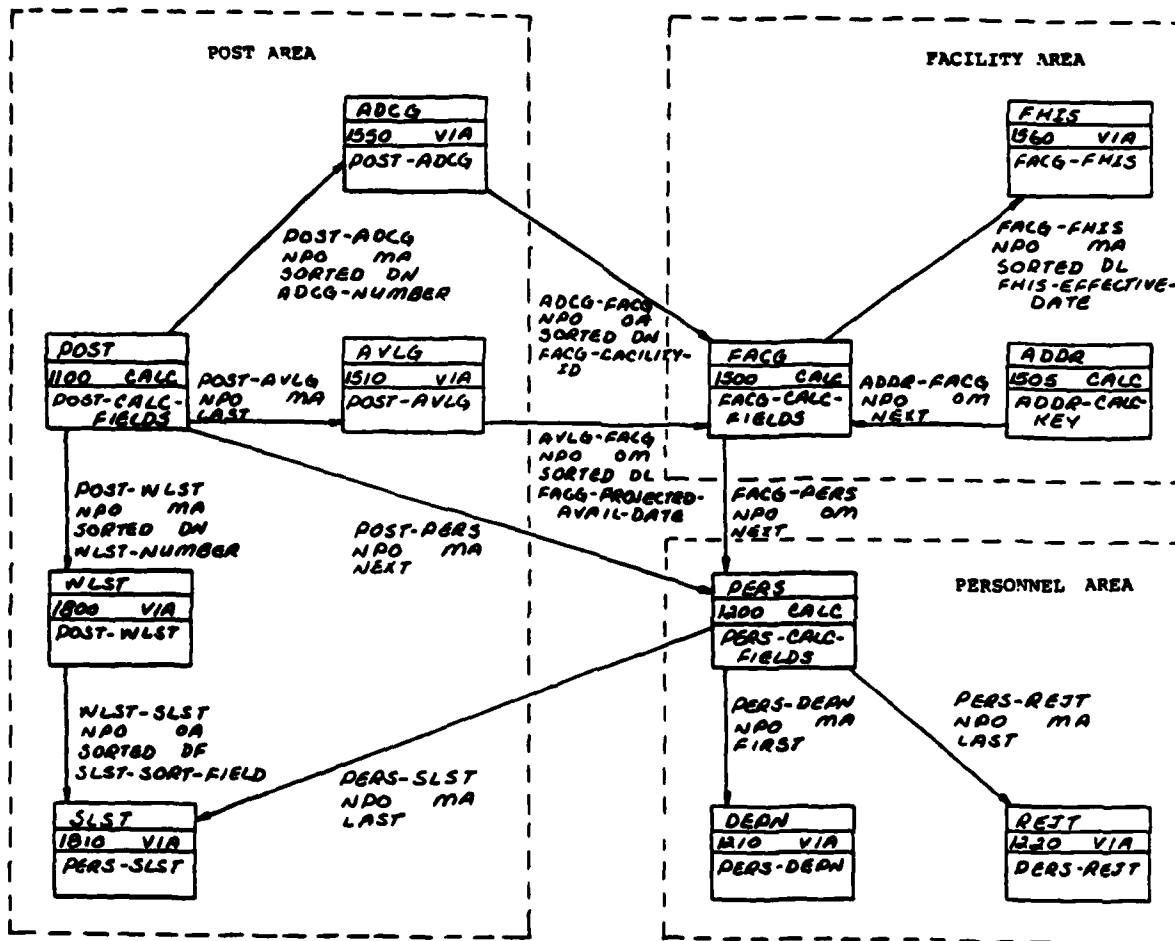
N = Facility suffix

FACHISTP

Printout of facility history

5. To print the information displayed on the terminal screen, press the print key after ensuring that the printer is not being used. If the print key is pressed while an assignment, application, or termination order is printing, this will interrupt the order and begin printing the information just requested.
6. To end online query processing, enter BYE and press the ENTER key. When you return to the online system, either enter the next task code or sign off the system completely by entering BYE again.

HOMES ASSIGNMENTS AND TERMINATIONS
DATA BASE RECORD RELATIONSHIPS



NOTES:

1. This diagram shows the relationships between the owners and members in the HOMES data base. The owner-member relationship is indicated by an arrow that points from the owner record to the member record. This diagram is useful in setting up Online Query statements to retrieve the desired information from the data base. (Refer to the OLQ manuals to set up the necessary statements.)
2. Online Query should be used with caution. OLQ utilizes extensive computer resources and can be very expensive if not used properly.

HELPOLO HOUSING OPERATION MANAGEMENT SYSTEM 02 FEB 83
ON-LINE QUERY PROCEDURES 10:32:08
HELP

THE HOMESOLQ SCREEN LISTS THE NAMES OF THE ON-LINE QUERY PROCEDURES WHICH ARE USED MOST FREQUENTLY. THEY ARE SET UP AS Q-FILES.

1. AVAILMSG - DISPLAYS A LIST OF AVAILABLE HOUSING
2. FACHIST - DISPLAYS THE FACILITY HISTORY FILE FOR A PARTICULAR FACILITY
3. FACHISTP - PRINTS THE FACILITY HISTORY FILE FOR A PARTICULAR FACILITY
4. ADVAPPL - DISPLAYS THE ADVANCE APPLICATIONS FOR THE INSTALLATION
5. BRGWLMF - DISPLAYS WAITING LIST INFORMATION FOR A PARTICULAR WAITING LIST

TO USE THESE PROCEDURES, THE TERMINAL OPERATOR MUST PRESS PF12 IN SCREEN HOMES001, AND ENTER QLQ3 IN THE NEXT TASK CODE FIELD. THE OPERATOR THEN SIGNS ON TO ON-LINE QUERY AND ENTERS THE NAME OF THE ON-LINE QUERY PROCEDURE (Q-FILE) TO RECEIVE THE REQUESTED DISPLAY.

PRESS PF12 TO RETURN TO SCREEN HOMES001

SECTION 6

BATCH PROCEDURES

FAMILY HOUSING BATCH JOB SUBMISSION PROCEDURES (HOMETSO)

```
HOMESTSO          HOUSING OPERATION MANAGEMENT SYSTEM          05/16/83
USER CER034       FAMILY HOUSING BATCH JOB SUBMISSION PROCEDURES  09:49:52

HOMES COMMAND: JOB XXX
THIS WILL CAUSE JOB XXX TO BE SUBMITTED.
'XXX' MUST BE THREE DIGIT NUMERIC.

CHOOSE THE THREE DIGITS FROM THE FOLLOWING LIST:

*   910 WAITING LIST REPORTS
    911 PERSONNEL OCCUPANCY FAMILY HOUSING 257A
**  913 FACILITY HISTORY CORRECTIONS AUDIT REPORT
    914 INVENTORY AND OCCUPANCY DD-1410
    915 STATEMENT OF FACILITY ASSIGNMENT DD-1411
    917 SPONSOR/DEPENDENT BY GRADE
    921 VACANCY ROSTER
*   926 MANUAL INSERTION OF AVERAGE WAIT TIME
*   927 PURGE ADVANCE APPLICATIONS
    929 FACILITY/PERSONNEL RETRIEVAL

* - BEST TO RUN AFTER HOURS OR DURING LIGHT HOMES USAGE
** - IF THIS IS THE LAST DD-1410 REPORT OF THE REPORT PERIOD,
THIS JOB MUST BE RUN AFTER HOURS AS IT WILL HAVE
EXCLUSIVE CONTROL OF THE DATA BASE.
OTHERWISE IT CAN BE RUN ANYTIME

HOMES COMMAND: PRINT - THIS WILL CAUSE THE OUTPUT OF YOUR HELD JOBS TO
BE PRINTED ON YOUR 3287 PRINTER

HOMES COMMAND: STATUS - THIS WILL CAUSE THE DISPLAY OF JOBS YOU HAVE SUBMITTED

HOMES COMMAND: RESET - THIS WILL CHANGE YOUR PRIORITY FOR JOB EXECUTION

HOMES COMMAND: CANCEL - THIS WILL PURGE JOB FROM THE SYSTEM

HOMES COMMAND: LOGOFF - THIS WILL CAUSE YOUR SESSION TO BE TERMINATED

HOMES COMMAND:
```

PURPOSE

Certain functions that do not need an immediate response or require lengthy processing are held and performed at a later time on a priority basis. They are performed in a group or batch by the central operating system which queues them according to the system assigned number and the priority number.

When the Family Housing Batch Job Submission Procedures (HOMETSO) screen displays, one of the following commands is entered after HOMES COMMAND, which is displayed at the bottom of the screen, and then the ENTER key is pressed.

- o JOB (followed by a space) and its 3-digit number:
910, 911, 913, 914, 915, 917, 921, 926, 927, or 929
- o PRINT
- o STATUS

- o RESET
- o CANCEL
- o LOGOFF

The commands may be entered in any sequence; for example, the job number could be entered first and then a request for a printed report, or status could be entered to display a list of all your jobs and then a reset command could be entered.

REPORTS

The reports produced for each job are described here briefly and a sample of each report is also included; a more complete description of the four required DA reports printed for Jobs 910, 911, 914, and 915 are described in AR 210-50.

<u>Job</u>	Description
910	<p>When the Waiting List Reports are run, the freeze zone is adjusted (the person's position on the waiting list is not changed) and a Freeze Zone report is printed automatically. In addition, there is an option to select an office list sorted alphabetically and a posted list sorted by position; as many as 9 copies may be printed and mailed to your installation by Boeing Computer Services.</p> <p>Waiting list reports can be run as required; however, in order to maintain an accurate waiting list, the freeze zone should be adjusted daily. This is done by submitting JOB 910 and indicating that the waiting list should not be printed.</p> <p>The freeze zone includes at least one person and anyone within the top 10 percent after the calculated number has been rounded to the nearest tenth. For example, if there were 96 or 104 applicants on a list, after rounding those numbers, 10 applicants would be in the freeze zone for either number.</p>

Job

Description

- Once an applicant is in the freeze zone, that person remains there even if the list increases or decreases. Applicants may be added manually to a freeze zone (AR 210-50, paragraph 3-15, subparagraph m) if it can be shown that there will be firm vacancies supported by PCS within 60 days. Applicants with priority 1 are automatically put in a freeze zone.
- 911 The Personnel Occupying Family Housing 2576 Report provides data for all grades of all military or civilian personnel in family housing, data about personnel with other service and government agencies, and the number of diverted, inactive, or vacant units.
- 913 The Facility History Corrections Audit Report lists the error corrections that have been applied to the facility history records. The HLB913 program will allow the supervisor to specify a time period within which the audit records can be printed. The printed report is sorted by facility-id, and then by the new-effective-date or date-of-change, as specified by the user. Facility history records older than one year will be automatically purged.
- 914 The Inventory and Occupancy DD-1410 Report lists the number of units available for use, the occupancy in each housing category, and the addition and deletion of housing units.
- 915 The Statement of Facility Assignment DD-1411 Report lists the number and bedroom count of adequate housing units by grade category and their occupancy as of the date the program was executed.

<u>Job</u>	<u>Description</u>
917	The Sponsor/Dependent by Grade Report computes the distribution of sponsors and their dependents by grade.
921	The Vacancy Roster Report lists all vacant houses and active occupied houses with a projected availability date. The data is sorted first by the waiting lists to which the vacant houses apply and secondly by projected availability date.
926	<p>Manual Insertion of Average Wait Time Report shows the average waiting time for family housing that was entered for a waiting list.</p> <p>Until the system has accumulated enough statistics to be stable and accurate in automatically estimating the average waiting time, each week it will be necessary to insert average waiting time using this job. Eventually it will not be necessary to run this job unless there is a major shift in gaining or losing installations, which may cause an imbalance.</p> <p>By keeping a list of waiting times and checking the Add a Person to a Waiting List screen (HOMES231), it will be possible to note if there is a discrepancy between the time established for that list and the time shown on the screen.</p>
927	The Purge Advance Applications Report lists service members with advance applications that are overdue by 90 days or more after the projected arrival due.
929	The Facility/Personnel Retrieval Report lists facility/personnel data according to one of eleven sorts.

JOB 910 - POSTED COPY BY POSITION

PERSONAL DATA

19 JAN 83

MLN 71 FIELD GRADE-38R STUCCO GUNG
 POS NAME 1 MALFRACH, LUCIUS A
 RANK 008
 DOR 14-JUL-49
 UNIT ASSIGNED 15TH GRENADEZMES
 WAITING LIST BY POSITION
 ELIG DATE 18-NOV-82
 FREEZE ZONE 001
 REMARKS

JOB 910 -- OFFICE COPY BY POSITION

PERSONAL DATA

19 JAN 83

PRIVACY ACT OF 1974 (PL 93-579)
 MLMF MASTER WAITING LIST BY POSITION
 NAME SSN
 MANK DOR
 UNIT ASSIGNED DUTY PM
 HOME PH
 TEMPORARY ADDRESS
 B/R ELIG REU DATE
 MLN NO FREEZE ASSGN DEP ZONE PTY
 COOKY, COUN C 5535553
 25-DEC-69
 33RD CHEMICAL GROUP
 2308 HIGHPOINT
 LABEAUX LA
 4 18-NOV-82 25 3 001 2
 DILLER, MILLER 7747774
 14-OCT-78
 16TH PANZERS
 43 DANGER ST
 WINBLON LA 30628
 4 18-NOV-82 25 4 2 2

JOB 910 - POSTED COPY BY NAME

19 JAN 83

PERSONAL DATA

PAGE 1

WAITING LIST BY ALPHABETICAL NAME

ML NO	PUS NAME	RANK	DOB	UNIT ASSIGNED	ELIG DATE	FREEZE ZONE	REMARKS
40	1 BAILEY, BEETLE X	E02	04-OCT-67	15THMOBFS	18-NOV-82	001	KOREA RETURNEE
41	1 BARRY, COOK C	E07	25-DEC-69	33RD CHEMICAL GROUP	18-NOV-82	001	
23	1 BARRY, COOK C	E07	25-DEC-69	33RD CHEMICAL GROUP	18-NOV-82	001	
23	2 BARRY, COOK C	E07	25-DEC-69	33RD CHEMICAL GROUP	18-NOV-82	001	
25	1 BARRY, COOK C	E07	25-DEC-69	33RD CHEMICAL GROUP	18-NOV-82	001	PREFERS LARGER KITCHEN
25	2 BARRY, KILLER	E04	14-OCT-78	16TH PANZERS	18-NOV-82	001	
03	1 BARRY, FARLEY F	002	08-MAR-77	1732ND OMOVERS	18-NOV-82	001	
03	2 BARRY, FARLEY F	002	08-MAR-77	1732ND OMOVERS	18-NOV-82	001	
00	1 BARRY, FARLEY F	002	08-MAR-77	1732ND OMOVERS	18-NOV-82	001	
00	2 BARRY, FARLEY F	002	08-MAR-77	1732ND OMOVERS	18-NOV-82	001	
70	1 BARRY, LUCIUS A	008	14-JUL-49	15TH GRENADEIERS	18-NOV-82	001	
71	1 BARRY, LUCIUS A	008	14-JUL-49	15TH GRENADEIERS	18-NOV-82	001	
09	1 BARRY, ALPHONSE X	001	03-FEB-78	22ND AIRBORNE DIVISION	09-JAN-82	001	ONLY 2 MORE DAYS TO GO
22	1 BARRY, ZIGHEM 4	E06	03-MAY-39	22ND AIRBORNE DIVISION	01-JAN-82	001	
13	1 BARRY, ORVILLE O	E09	11-AUG-79	4TH METAPHORICAL LANCERS	11-NOV-82	001	
13	2 BARRY, ORVILLE O	E09	11-AUG-79	4TH METAPHORICAL LANCERS	11-NOV-82	001	
14	1 BARRY, ORVILLE O	E09	11-AUG-79	4TH METAPHORICAL LANCERS	11-NOV-82	001	
15	1 BARRY, ORVILLE O	E09	11-AUG-79	4TH METAPHORICAL LANCERS	11-NOV-82	001	
16	1 BARRY, ORVILLE O	E09	11-AUG-79	4TH METAPHORICAL LANCERS	11-NOV-82	001	
37	1 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	10-OCT-81	001	SPECIAL DUTY
37	2 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	
37	3 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	
41	1 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	
41	2 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	
50	1 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	
63	1 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	
60	2 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	SPECIAL DUTY
60	3 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	
73	1 BARRY, CHAPLAIN G	005	14-OCT-76	163RD CHAPLAIN'S BRIGADE	18-NOV-82	001	

JOB 910 - OFFICE COPY BY NAME

19 JAN 83

PERSONAL DATA

PRIVACY ACT OF 1974 (PL 93-579)

NAME MASTER WAITING LIST BY ALPHABETICAL NAME

NAME SSN	RANK DOB	UNIT ASSIGNED DUTY PH	HOME PH	TEMPORARY ADDRESS	W/R ELIG REG DATE	ALN	NU DEP	FREEZE ZONE	ASSGN PRIV
HAILEY, BEETLE X 866640004	E02 08-OCT-67	15THMPEUS 9990001234		144 MELLOW RD METAIRE LA 30624	3 18-NOV-82	40	2	001	2
COOKY, COOK C 55454554	E07 25-DEC-69	33RD CHEMICAL GROUP 6666666666		235 SWAMPY LANE CAMP SWAMPY LA	3 18-NOV-82	01	4	001	2
COOKY, COOK C 55353553	E07 25-DEC-69	33RD CHEMICAL GROUP 6666666666		2364 HIGHPOINT LABEAUX LA	4 18-NOV-82	23	3	001	2
COOKY, COOK C 55654554	E07 25-DEC-69	33RD CHEMICAL GROUP 6666666666		235 SWAMPY LANE CAMP SWAMPY LA	4 18-NOV-82	23	4		2
COOKY, COOK C 55353553	E07 25-DEC-69	33RD CHEMICAL GROUP 6666666666		2364 HIGHPOINT LABEAUX LA	4 18-NOV-82	25	3	001	2
DILLEN, MILLER 77674774	E04 18-OCT-78	16TH PARZERS		43 DANGER ST WINSLOW LA 30620	4 18-NOV-82	25	4		2
FLAP, FARLEY F 44444444	U02 08-MAR-77	1732ND DROVER8 5555555555		999 WILLOW RD FORTUNA, WA 90680	3 18-NOV-82	03	1	001	2
FLAP, FARLEY F 44344443	U02 08-MAR-77	1732ND DROVER8 5555555555		999 WILLOW RD FORTUNA WA	3 18-NOV-82	03	2		2
FLAP, FARLEY F 44444444	U02 08-MAR-77	1732ND DROVER8 5555555555		999 WILLOW RD FORTUNA, WA 90680	3 18-NOV-82	06	1	001	2
FLAP, FARLEY F 44344443	U02 08-MAR-77	1732ND DROVER8 5555555555		999 WILLOW RD FORTUNA WA	3 18-NOV-82	06	2		2
MALTRACK, LUCIUS A 22222222	U08 14-JUL-49	15TH GRENADEIERS 8005551234		22 TWAIN PLACE	3 18-NOV-82	70	3	001	1
MALTRACK, LUCIUS A 22222222	U08 14-JUL-49	15TH GRENADEIERS 8005551234		22 TWAIN PLACE	3 18-NOV-82	71	3	001	1
HARTLEY, ALPHONSE X 789789789	U01 03-FEB-78	22ND AIRBURNE DIVISION 6003222223		2222 WILLIAMS FORECASTLE ME	4 09-JAN-82	09	001		2
SCZCZNY, ZWIGNIEM W 345345345	E06 03-MAY-39	22ND AIRBURNE DIVISION 6003222223		2222 UPBAND MILLHILLS ME	3 01-JAN-82	22	5	001	1
SMORREL, ORVILLE O 11414114	E09 11-AUG-79	4TH METAPHORICAL LANCERS		114 SWAMPY LANE SWAMPVILLE LA	3 11-NOV-82	13	5	001	2
SMORREL, ORVILLE O 11212112	E09 11-AUG-79	4TH METAPHORICAL LANCERS		232 SWAMPY LANE CAMP SWAMPY LA	3 11-NOV-82	13	4		2
SMORREL, ORVILLE O 11414114	E09 11-AUG-79	4TH METAPHORICAL LANCERS		114 SWAMPY LANE SWAMPVILLE LA	3 11-NOV-82	14	5	001	2

JOB 920 - FREEZE ZONE ADJUSTMENT

POST IS 372'S
SUN POST IS 372'S
POST TITLE FIFTY PAGE

WAITING LIST: 00
NUMBER OF PERSONS ON WAITING LIST: 000000
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 00

WAITING LIST: 01
NUMBER OF PERSONS ON WAITING LIST: 000001
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 001

WAITING LIST: 02
NUMBER OF PERSONS ON WAITING LIST: 000002
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 002

WAITING LIST: 03
NUMBER OF PERSONS ON WAITING LIST: 000003
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 003

WAITING LIST: 04
NUMBER OF PERSONS ON WAITING LIST: 000004
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 004

WAITING LIST: 05
NUMBER OF PERSONS ON WAITING LIST: 000005
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 005

WAITING LIST: 06
NUMBER OF PERSONS ON WAITING LIST: 000006
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 006

WAITING LIST: 07
NUMBER OF PERSONS ON WAITING LIST: 000007
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 007

WAITING LIST: 08
NUMBER OF PERSONS ON WAITING LIST: 000008
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 008

WAITING LIST: 09
NUMBER OF PERSONS ON WAITING LIST: 000009
TOP 10 PERCENT IS: 000000
NUMBER OF PERSONS IN FREEZE ZONE: 009

JOB 911

PERSONNEL OCCUPYING ARMY FAMILY HOUSING (DA FORM 2576 R)

RCS ENG-233

(AR 210-5J) PART I - OFFICERS AND WARRANT OFFICERS

AS OF 20-JAN-83

NAME OF INSTALLATION: CAMP SWAMPY

SECTION I - OCCUPIED BY ARMY OFFICERS AND WARRANT OFFICERS

- A. TOTAL (LINES B PLUS C)
- B. TOTAL (LINES (1) THRU (11))
- (1) FUNDED - FY 1970 AND AFTER
- (2) FUNDED - FY 1950 - FY 1969
- (3) FUNDED - PRIOR FY 1950
- (4) FUNDED - RELOCATABLE
- (5) CAPEMANT
- (6) MERRY - ACQUIRED
- (7) LEASED
- (8) FOREIGN SOURCE
- (9) SURPLUS COMMODITY
- (10) PERMIT
- (11) OTHER ADEQUATE HOUSING
- C. SUBSTANDARD TOTAL (LINES (12) - (15))
- (12) FOREIGN SOURCE
- (13) OTHER INADEQUATE PUBLIC QUARTERS
- (14) TRAILERS
- (15) OTHER SUBSTANDARD HOUSING

PERSONNEL OCCUPYING ARMY FAMILY HOUSING (DA FORM 2576 1-4)

RCS ENG-233

(AR 210-5J) PART II - ENLISTED MEN

AS OF 20-JAN-83

NAME OF INSTALLATION: CAMP SWAMPY

SECTION I - OCCUPIED BY ARMY ENLISTED MEN

- A. TOTAL (LINES B PLUS C)
- B. TOTAL (LINES (1) THRU (11))
- (1) FUNDED - FY 1970 AND AFTER
- (2) FUNDED - FY 1950 - FY 1969
- (3) FUNDED - PRIOR FY 1950
- (4) FUNDED - RELOCATABLE
- (5) CAPEMANT
- (6) MERRY - ACQUIRED
- (7) LEASED
- (8) FOREIGN SOURCE
- (9) SURPLUS COMMODITY
- (10) PERMIT
- (11) OTHER ADEQUATE HOUSING
- C. SUBSTANDARD TOTAL (LINES (12) - (15))
- (12) FOREIGN SOURCE
- (13) OTHER INADEQUATE PUBLIC QUARTERS
- (14) TRAILERS
- (15) OTHER SUBSTANDARD HOUSING

ELIGIBLES		INELIGIBLES					E01 TOTAL
E09	E08	E07	E06	E05	E04	E03	
1							1
1							1
1							1

08APR83

AUDIT REPORT FOR FACILITY HISTORY CORRECTIONS
FOR PERIOD 07 APR 83 THRU 08 APR 83

PAGE 1

FACILITY ID	OCCUPANT SSM	---CHANGE--- DATE OF TYPE	CLERK USERID	-----OLD----- STATUS EFF	-----NEW----- STATUS EFF	REMARKS
82421 10F		08APR83 A	DCA1		MAINT 09SEP78	STEARNS
82421 10F		08APR83 C	DCA1	MAINT 03JAN80	MAINT 02JAN80	GO
82421 10F		08APR83 C	DCA1	MAINT 10JAN80	MAINT 02JAN80	LEAP11
82421 10F		08APR83 C	DCA1	MAINT 02JAN80	MAINT 03JAN80	365
82421 10F		08APR83 A	DCA1		MAINT 10JAN80	LEAP YEA, INC11
82421 10F	498745775	08APR83 D	DCA1	ACTIVE 07JUL80		YGUIUY
82421 10F	498745775	08APR83 C	DCA1	ACTIVE 07JUL80	ACTIVE 07JUL80	VICK
82421 10F	1223456543	08APR83 A	DCA1		ACTIVE 07JUL80	REMARKS
82421 10F		08APR83 C	DCA1	MAINT 02JAN80	MAINT 01JAN81	MK
82421 10F		08APR83 C	DCA1	HOLD 01SEP81	HOLD 01JAN81	CHANGE
82421 10F		08APR83 C	DCA1	HOLD 01JAN81	HOLD 02JAN81	LEAP
82421 10F	261049443	08APR83 D	DCA1	ACTIVE 26JAN81		
82421 10F		08APR83 A	DCA1		HOLD 01SEP81	FVU
82421 10F		08APR83 D	DCA1	MAINT 09SEP81		
82421 10F		08APR83 C	DCA1	MAINT 09SEP78	MAINT 09SEP81	BANKS
83142 001		07APR83 D	BRGFSPV1	MAINT 28MAR83		DEL CAT 2 TERM REVOKE
83920 020		08APR83 D	BRGF005	MAINT 15MAR83		CHECK OLDEST
83920 020		08APR83 D	BRGF005	AVAIL 24MAR83		CHECK OLDEST
84420 09F		08APR83 A	BRGF005		MAINT 01DEC77	CHECK DELETE
84420 09F	439684498	08APR83 D	BRGF005	ACTIVE 01DEC78		CHECK DELETE
86173 017	239763732	07APR83 C	BRGFSPV1	ACTIVE 22DEC82	ACTIVE 25DEC82	22-25 DEC CAT 5
G1808 160		07APR83 A	BRGFSPV1		MAINT 01JUL78	ADD IN THIS REC
G1808 160	560664217	07APR83 D	BRGFSPV1	ACTIVE 10SEP79		DEL CAT 1
14405 010		07APR83 C	BRGFSPV1	MAINT 13JAN83	MAINT 03JAN83	13-03JAN EFF DATE AMEND TERM
20000 200		07APR83 C	BRGFSPV1	HOLD 31MAR83	MAINT 31MAR83	RAY LIVES HERE NOW
30000 000		07APR83 D	BRGFSPV1	DIVERT 05APR83		VICKI'S TEST
69204 138		07APR83 C	BRGFSPV1	MAINT 17NOV82	MAINT 07NOV82	17-07NOV CAT6
72446 213	074522273	07APR83 D	BRGFSPV1	ACTIVE 17DEC81		CAT 15 LOSE OCCUPD DAYS
75152 217	341501222	08APR83 C	BRGF005	ACTIVE 15FEB77	ACTIVE 25FEB77	15-25

JOB 914

INVENTORY AND OCCUPANCY OF MILITARY OWNED AND CONTROLLED FAMILY HOUSING UNITS
 1. REPORT PERIOD FROM TO
 2. DEPT PGM MUMES914 A/UF 19-JAN-83
 3. STATUS OF INSTALLATION 11-APR-82/19-JAN-83 FY ARMY MPT CONTROL SYMBOL
 A ACTIVE INACTIVE 'EXCESS' MILES/DIRECTION FROM TOWN OR CITY AND STATE 'LA CAMP S-AMPI
 4. LOCATION OF INSTALLATION 83 03 UU-1RL (SA) 1081
 5. NAME OF INSTALLATION

***** INVENTORY ***** UCLUPANCY *****
 ***** UNIT DAYS *****

FAMILY HOUSING CATEGORY	PREVIOUS TOTAL (INACTIVE IN PARENTHESES)	NEW GAIN BY LOSS BY										PRESENT TOTAL (INACTIVE IN PARENTHESES)				AVAILABLE (NET)				PERCENT			
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
A. TOTAL (LINES B PLUS C) 1985 (10722)	20	23	50	(6)	10	5187	4752	1051	35.0%													
B. TOTAL (LINES 1-11) (ELIG. FAM. AWAITING ASSIGN TO PUM-3IMS)	921 (10418)	26	17	44	(6)	15	3584	3154	20.2%													
1 FUNDED FY 1970-AFTER	21 (51)	8		23	(4)	13	1604	1237	13.0%													
2 FUNDED FY 1950-FY 1969	31 (61)	9		10	(1)		912	912	30.8%													
3 FUNDED PRIOR FY 1950	41 (71)	1	9	10	(1)	2	1005	1005	22.0%													
4 FUNDED-RELOCATABLE	51 (81)				()																	
5 CAPERANT	61 (391)	1		1	()		63															
6 WENNY-ACQUIRED (LOST)	71 (400)				()																	
7 LEASED	81 (11)				()																	
8 FOREIGN SOURCE	91 (521)				()																	
9 SURPLUS COMMODITY	131 (631)				()																	
10 PERMIT	121 (81)				()																	
11 OTHER ADEQUATE MSG	221 (58)				()																	
C. SUBSTANDARD TOTAL (LINES 12-15) (INADEQUATE AND RENTAL)	1044 (304)	6		6	()	1	1598	1598	70.4%													
12 FOREIGN SOURCE	521 (81)				()																	
13 INADEQUATE PUB UTMS	251 (71)				()																	
14 TRAILERS	271 (81)				()																	
15 OTHER SUBSTANDARD	21 (91)	6		6	()	1	1598	1598	70.4%													
D. PRIVATELY OWNED UNDER GOV SPONSORSHIP TOTAL (LINES 16-18)	3914 (111)				()																	
16 WENNY-PRIVATE OWNED	261 (31)				()																	
17 SECTION 810	322 (34)				()																	
18 RENTAL GUARANTY	331 (46)				()																	
19 TRAILER SPACES	341 (55)				()																	

JOB 915

AS OF 20-JAN-83

STATEMENT OF FACILITIES AND ASSIGNMENT (DD FORM 1411 FORMAT)
RCS DD - IBL (A) 1082

1. REPORT PERIOD: 2. SERVICE OR AGENCY: TOWN OR CITY AND STATE: METAINE LA

3. MILEST W20 DIRECTIONS FROM: SOUTH

4. NAME OF INSTALLATION: CAMP SWAMPY	FLAG AND GENERAL	SENIOR OFFICERS	FIELD GRADE	COMPANY GRADE	TOTAL OFFICERS	SENIOR NCOS	JUNIOR NCOS	TOTAL ENLISTED	TOTAL TOTALS ACTIVE
ADQUATE HOUSING									
0 BEDROOMS									
1 BEDROOM									
2 BEDROOMS	9	0	7	2	26	13	2	19	45
3 BEDROOMS									
4 BEDROOMS									
5 BEDROOMS OR MORE									
TOTAL	9	0	7	2	26	14	16	30	56

1 OCCUPIED BY FLAG & GEN
1 OCCUPIED BY SENIOR OFFICERS
1 OCCUPIED BY FIELD GRADE
1 OCCUPIED BY COMPANY GRADE
1 OCCUPIED BY SENIOR NCOS
1 OCCUPIED BY JUNIOR NCOS
1 OCCUPIED BY IMELTIBLES
1 OCCUPIED BY UNACOM. FAMILY
1 OCCUPIED BY CIVILIANS

TOTAL OCCUPIED 2
TOTAL VACANT 6
TOTAL ADEQUATE UNITS 8

GRADE OCCUPANCY FACTOR 0.00 0.00 0.00 0.00 0.00 100.00

SECTION 6

SUBSTANDARD HOUSING

OCCUPIED BY ELIGIBLES
OCCUPIED BY CIVILIANS
OCCUPIED BY IMELTIBLES
VACANT UNITS
TOTAL

JOB 915

AS OF 20-JAN-63

SUMMARY DATA
STATEMENT OF FACILITIES AND ASSIGNMENT (DD FORM 1411 FORMAT)
MCS 00 - 16L (A) 1962

4. NAME OF INSTALLATION: CAMP SWAMPY	HOUSING UNITS		HOUSING ASSIGNMENTS		COMMUNITY HOUSING	
1. ACTIVE:	63		10. ELIGIBLE:	4	16. ELIGIBLES:	
2. ADEQUATE:	57		11. INELIGIBLE:		17. INELIGIBLES:	
3. SUBSTANDARD:	6		12. CIVILIANS:		18. TOTAL:	
4. INACTIVE:	0		13. TOTAL:	4		
5. ADEQUATE:	6		14. (VACANT UNITS):	59		
6. SUBSTANDARD:			15. (ABSENTEE SPONSORS):			
7. TOTAL:	69					
8. ADEQUATE:	63					
9. SUBSTANDARD:	6					

JOB 917

12-OCT-62

MUSING OPERATIONS MANAGEMENT SYSTEM
FURT BRAGC 1200
SPONSOR-DEPENDENT RETRIEVAL

SPONSOR GRADE	TOTAL SPONSORS	TOTAL DEPENDENTS
U10	0	0
U09	1	0
U08	1	0
U07	4	0
U06	62	0
U05	66	0
U04	147	0
U03	172	0
U02	56	0
U01	236	0
M09	11	0
M03	27	0
M02	46	0
M01	147	0
L09	6	0
L08	91	0
E07	395	0
L06	678	0
E05	1275	0
E04	1256	0
E03	65	0
E02	34	0
E01	13	0
CIV	0	0
UTH	0	0
FCN SVC	1	0
SUBINSTALLATION TOTAL	4766	0

END OF REPORT

JOB 921

07-JAN-83

HOUSING OPERATIONS MANAGEMENT SYSTEM

19833

PROJECTED VACANCY ROSTER

PAGE 1

INC CODE	FACILITY ID	ADDRESS	NO. HR	-LM	DFSG CODE	CAT CODE	CURRENT STATUS	NO. REJECTS	PROJECTED AVAILABILITY DATE
01	12224007	DYER	3	01	B	03	ACTIVE	000	31-JAN-83
02	16208013	BASSETT	3	03	C	05	DIVERT	000	13-NOV-82
01	13617007	HUNT	3	03	C	03	AVAIL	000	16-DEC-82
25	G2016108	MAZAK	4	09	C	01	AVAIL	001	17-DEC-82
25	G2922106	WATTS	4	09	C	01	ACTIVE	000	24-JAN-83
07	A1959072	MAAS	3	10	D	05	DIVERT	000	13-NOV-82
04	W5056011	ELME	3	10	D	05	AVAIL	000	05-JAN-83
07	W2330028	W LUZON	3	10	D	02	ACTIVE	000	12-JAN-83
06	H3065019	VOLTURNO	3	10	D	05	ACTIVE	000	13-JAN-83
05	W673010	HURTIGEN	3	10	D	05	ACTIVE	000	14-JAN-83
05	W5366146	E LUZON	3	10	D	05	MAINT	000	19-JAN-83
05	W5670030	NIJMEGEN	3	10	D	05	ACTIVE	000	02-FEB-83
24	G2120136	MAGEN	4	11	D	01	ACTIVE	000	17-JAN-83
24	G2303106	SILVER	4	11	D	01	ACTIVE	000	17-JAN-83
19	W6334104	SNOW	3	12	F	06	MAINT	000	13-NOV-82
16	W6321303	SNOW	3	12	F	06	MAINT	000	13-JAN-83
21	W2742100	SEARIGHT	3	13	F	06	AVAIL	001	22-DEC-82
16	W4201102	LEHLANC	3	13	F	06	MAINT	000	13-JAN-83
16	W621231	SHAW	3	13	F	06	MAINT	000	20-JAN-83
21	W3010300	RAY	3	13	F	06	MAINT	000	21-JAN-83
16	W4934502	HONDAGON	3	13	F	06	ACTIVE	000	02-FEB-83
20	W7010305	S DOUGHERT	2	18	G	06	MAINT	000	23-DEC-82
20	W7010303	S DOUGHERT	2	18	G	06	MAINT	000	29-DEC-82
17	W1411100	S DOUGHERT	2	18	G	06	ACTIVE	000	30-DEC-82
20	W6206365	S DOUGHERT	2	18	G	06	AVAIL	000	03-JAN-83
16	W4955212	SLAGLE	2	18	G	06	AVAIL	000	03-JAN-83
17	W4008384	IMWIN	2	18	G	06	AVAIL	000	03-JAN-83
21	W4641224	IMWIN	2	18	G	06	AVAIL	003	03-JAN-83
22	W3130616	HOLLAND	2	18	G	01	AVAIL	000	04-JAN-83
18	W1316101	N DOUGHERT	2	18	G	06	AVAIL	000	04-JAN-83
19	W4411521	IRWIN	2	18	G	06	AVAIL	000	05-JAN-83
19	W6127151	SHARP	2	18	G	06	AVAIL	001	05-JAN-83
16	W4538103	SHAW	2	18	G	06	AVAIL	000	06-JAN-83
20	W4704162	LAWSON	2	18	G	06	ACTIVE	000	07-JAN-83
17	W1009156	N DOUGHERT	2	18	G	06	ACTIVE	000	10-JAN-83
18	W2337247	CASTLE	2	18	G	06	ACTIVE	000	10-JAN-83
19	W5016120	YCCABE	2	18	G	06	ACTIVE	000	10-JAN-83
20	W3047111	RAY	2	18	G	06	ACTIVE	000	12-JAN-83
19	W6225303	ATKINSON	2	18	G	06	ACTIVE	000	17-JAN-83
16	W4251202	SLAGLE	2	18	G	06	ACTIVE	000	17-JAN-83
21	W4024317	RAY	2	18	G	06	MAINT	000	17-JAN-83
16	W1816133	GRIMES	2	18	G	06	MAINT	000	17-JAN-83
16	W4734106	N DOUGHERT	2	18	G	06	MAINT	000	19-JAN-83
17	W2737256	CASTLE	2	18	G	06	MAINT	000	19-JAN-83
17	W4512355	N DOUGHERT	2	18	G	06	MAINT	000	20-JAN-83
16	W6160215	LEBLANC	2	18	G	06	MAINT	000	28-JAN-83
14	W581301A	HONEYCUTT	3	22	G	05	ACTIVE	000	05-JAN-82
08	W193502A	MAAS	3	22	G	02	INACT	000	13-NOV-82

JOB 921

PROJECTED VACANCY ROSTER

ADC CODE	FACILITY ID	ADDRESS	NO. RA	ALN	DESG CODE	CAT CODE	CURRENT STATUS	MU. REJECTS	PROJECTED AVAILABILITY DATE
12	0441047D	SICILY	3	22	G	05	AVAIL	001	13-DEC-82
13	0492211C	RMINE	3	22	G	05	AVAIL	001	13-DEC-82
16	0503300D	ALTA VILLA	3	22	G	05	MAINT	000	05-JAN-83
15	0601576H	SICILY	3	22	G	09	AVAIL	000	05-JAN-83
15	0601603E	SUNCHON	3	22	G	09	AVAIL	000	06-JAN-83
09	0203100D	SICILY	3	22	G	05	AVAIL	000	07-JAN-83
13	0491538A	SICILY	3	22	G	05	ACTIVE	000	10-JAN-83
08	0242308A	H LUZON	3	22	G	02	ACTIVE	000	10-JAN-83
09	0373910H	DOUVE	3	22	G	05	MAINT	000	11-JAN-83
15	0721602A	SICILY	3	22	G	05	MAINT	000	13-JAN-83
09	0333007C	SASTOGNE	3	22	G	05	ACTIVE	000	14-JAN-83
14	0591411H	HONEYCUTT	3	22	G	05	ACTIVE	000	14-JAN-83
09	0203100G	SICILY	3	22	G	05	ACTIVE	000	14-JAN-83
08	0203020A	H LUZON	3	22	G	05	ACTIVE	000	17-JAN-83
13	0521500D	HONEYCUTT	3	22	G	05	ACTIVE	000	19-JAN-83
08	0132610C	SALEMNO	3	22	G	02	MAINT	000	20-JAN-83
12	0531107C	SICILY	3	22	G	05	ACTIVE	000	10-FEB-83
19	0671331A	S DOUGHERT	3	22	G	05	ACTIVE	000	13-NOV-82
17	7311554A	CABLE	3	24	G	15	INACT	000	13-NOV-82
19	04125167	SMARP	3	24	G	15	MAINT	000	27-DEC-82
16	7325029B	H LUCAS	3	24	G	15	MAINT	000	05-JAN-83
01	12425005	OYER	3	24	A	03	AVAIL	000	06-DEC-82
27	790070E2	WARDEN 2	3	28	G	15	AVAIL	000	03-JAN-83

72 FACILITIES IN THIS REPORT

END OF REPORT

JOB 926

24-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORTY INVICIBLE
MANUAL INSERTION OF WAITING TIME REPORT

12106

PAGE 1

MLN	TITLE	OLD WAIT TIME	NEW WAIT TIME
01	FOR 06 AND 07 3 BEDROOMS	123	111
02	FOR 06 AND 07 3 BEDROOMS BRICK	666	111
03	FOR 08 AND 010 3 BEDROOMS	305	111

END OF REPORT

JOB 927

21-DEC-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
CAMP SWAMPY
DELETION OF OVERDUE ADVANCED APPLICATIONS

16:52
PAGE 1

SSN	NAME	PROJECTED ARRIVAL	RANK	UNIT
443442441	HARTLEY, ALPHONSE F	14-SEP-82	E04	F 82 AV

1 RECORD DELETED.
END OF REPORT

JOB 929

19-JAN-83

HOUSING OPERATIONS MANAGEMENT SYSTEM
 CAMP SHADY
 FACILITY/PERSONNEL RETRIEVAL
 SORT CODE = 5

19121

PAGE 1

FACILITY ID	STREET NAME	OCCUPANTS	U/S	AREA NO	FAC CAT	FAC DESIGN	MU BR	YEAR ADDED	PAINTED INSIDE	FACILITY INV CODE	DATE ASSIGNED	FAC STATUS	LAST MOVES	REPORT PERIOD
OCCUPANTS NAME		SSN	SVC CODE	NO DEP	RANK		HANK EQUIV	ELIG CODE	INACT DAYS	INVENTORY	DATE	ASSIGNED	STATUS	EST TRMS DATE
07050321	SLOPPY HILL		01	01	G	G	2	8123	0779 18	03	001	024 81003	04	123 123
09012345	SLIPPERY SLOPE		01	01	G	G	4	9123	0779 18	03	001	024 81003	04	123 123
90123450	LUSH MEADOW		01	01	O	O	3	1123	0782 18	03	001	024 81003	04	123 123
23494705	PIG PEN	FRANCIS X	01	01	G	G	4	1954 E	1179 1A	03	001	024 82210	04	123 123 63111
07054123	TRAIN PLACE	ALPHONSE X	01	01	G	G	3	1954 E	1179 1A	03	001	024 82210	04	123 123 63131
22233445	HILL	LAWRENCE L	01	01	B	B	3	1955 E	1179 1A	03	001	024 82256	04	123 123 63131
11114114	SWAMPY LANE	ORVILLE O	01	01	B	B	3	1972 E	0179 1A	00	000	003 82323	00	000 000

69 RECORDS IN THIS REPORT

END OF REPORT

JOB XXX

Each time one of the nine job numbers is entered, the system assigns a 5-digit number to identify your job and all other jobs submitted. Because the system does not correlate the requested job number with the 5-digit number, the system assigned job number should be written down so that this information will be available when resetting the priority of a job or when displaying the status of a job.

Some jobs, such as the last Inventory and Occupancy DD-1410 Report for the period and the others indicated by an asterisk on the screen should be run after hours as they may take a long time to process and might cause degradation in response time in the HOMES online system.

When JOB 910, 914, 926, or 929 is requested, the system requires data to be entered for each question, or prompt, displayed; the other jobs do not require the entry of data. When the job number and required data have been entered, the system displays "ACCEPTED".

PRINT

Some job reports are printed almost immediately, others require more time to collect the data and print. If a print command has been entered for a job that has not been processed yet by the computer and indicates a HOLD(OUT) status*, the system displays the message "SEARCHING FOR A JOB TO OUTPUT ... NOT FOUND."

In this case, the status should be checked first, which should be "AWAITING XEQ", and then the priority. If the priority is low, it may be changed by using the reset command in order to cause the computer to select the job for execution.

If there is a job which has been processed already by the computer system, the system displays the message "SEARCHING FOR A JOB TO OUTPUT ... FOUND".

STATUS

The status messages displayed for three jobs are explained here. The first line is a job waiting for output, the second is the userid, and the third is a job waiting for execution.

JOB CER042CV(JOB03012) AWAITING OUTPUT DEST(LOCAL) HOLD(OUT)

JOB CER042(TSU02996) XEQ(*) PRTY(15) DEST(LOCAL) NOHOLD

JOB CER042CV(JOB03061) AWAITING XEQ(B) PRTY(12) DEST(LOCAL) POS(001) HOLD(OUT)

* A job with a NOHOLD status cannot be printed with the PRINT command.

<u>Term</u>	<u>Explanation</u>
CER042	This is the account number that you entered during signon to TSO.
TSU04330	This is the job number assigned by the system to the user.
XEQ	The job is being executed by the system; it cannot be printed until it has finished processing.
AWAITING XEQ	The job is waiting to be executed or processed.
A, B, or S	A, B, or S indicates the class of the job to be executed.
AWAITING OUTPUT	The job has been executed and is waiting to be printed.
PRTY	This is the priority assigned by the system; initially 01 is assigned, which is the lowest priority. Job priority can be changed by entering the reset command; however, the system may adjust the priority entered.
DEST (LOCAL)	<p>If the job status includes NOHOLD, the printed output will be directed to the central computer site.</p> <p>If the job status includes HOLD(OUT), the output will be printed by the installation's IBM 3287 printer.</p>
POS	This is the position of the job in relation to all other jobs; it cannot be changed manually.
NOHOLD	The job will be printed automatically at the central computer site. When the job was submitted, BCS was requested to mail the printout to your installation. The PRINT command cannot be used for this job.

<u>Term</u>	<u>Explanation</u>
HOLD (OUT)	When the job status is AWAITING OUTPUT, it will be printed at your IBM 3287 printer when the PRINT command is used while logged on to the Batch Procedures screens.

RESET

The system automatically assigns priority 01 to each job submitted and periodically increases the priority to ensure that it is processed within the time established for that priority. The system's priority may be changed by using the reset command and entering the last four digits of the system assigned job number and a priority that will force the job to execute ahead of the others.

The prompts for the reset command are:

<u>Prompt</u>	<u>Entry</u>
Job to be reset	JOB, space, and last 4 digits
New priority for JOB XX	2-digit number (1-12)

CANCEL

The cancel command is used to delete a request for a job that is waiting to be executed, executing, or awaiting output. The prompt for this command is:

<u>Prompt</u>	<u>Entry</u>
Job to be canceled	Last 4 digits of job number

After the ENTER key has been pressed, the system displays a purge message such as the following: "JOB CER042CV(JOB01356) PURGED." This indicates that the job has been canceled from the computer system.

LOGOFF

To end batch processing and return to the central system, the logoff command is entered.

PROCEDURE

1. At the Master Menu (HOMES001), press the PF12 key.
2. Enter the following and press the ENTER key after each entry.

SIGNOFF

BYE

3. When ==> displays on the screen, enter the system command and press the ENTER key.

TSO

4. Enter your own TSO userid and press the ENTER key; for example:

CER042

5. Enter your own password (for security reasons, this will not display) and press the ENTER key; for example:

FRIDAY

6. Enter your own account number and press the ENTER key:

100

7. Enter the procedure name and press the ENTER key.

FILEDIT

8. Enter the 3-digit job number and the data required for the following jobs.

<u>Job</u>	<u>Prompt</u>	<u>Entry</u>
910	Do you want waiting list(s) printed?	Y or N

Note: "N" adjusts the freeze zone only; entering "Y" is followed by the next four prompts.

Do you want an office list by waiting list position number?	Y or N
---	--------

Do you want an installation list sorted by last name?	Y or N
---	--------

<u>Job</u>	<u>Prompt</u>	<u>Entry</u>												
910	Do you want this listing mailed to you?	Y or N												
	How many copies do you want?	1 digit (1-9)												
913	Enter Five-Digit Post Number Enter Five-Digit Sub-Post Number Enter Beginning Date DDMMYY Format Enter Ending Date DDMMYY Format Enter Sort Sequence 1 for Effective Date, 2 for Date of Change													
914	Is this the last 1410 report for a reporting period?	Y or N												
	Do you want the current period's data rolled over?	Y or N												
926	What is the waiting list number that you wish to override?	2 digits												
	What waiting list time, in days, do you wish to provide?	3 digits*												
	Do you wish to amend another wait time?	Y or N												
929	Please enter the 1-character sort code for this sort run from the following list.	1 digit												
	<table border="1"> <thead> <tr> <th><u>Sort</u></th> <th><u>Data</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Facility-id</td> </tr> <tr> <td>2</td> <td>Facility category code Facility-id</td> </tr> <tr> <td>3</td> <td>Facility designation code Facility-id</td> </tr> <tr> <td>4</td> <td>Occupant's rank equivalent Facility-id</td> </tr> <tr> <td>5</td> <td>Occupant's last name Occupant's first name Occupant's middle initial</td> </tr> </tbody> </table>	<u>Sort</u>	<u>Data</u>	1	Facility-id	2	Facility category code Facility-id	3	Facility designation code Facility-id	4	Occupant's rank equivalent Facility-id	5	Occupant's last name Occupant's first name Occupant's middle initial	
<u>Sort</u>	<u>Data</u>													
1	Facility-id													
2	Facility category code Facility-id													
3	Facility designation code Facility-id													
4	Occupant's rank equivalent Facility-id													
5	Occupant's last name Occupant's first name Occupant's middle initial													

* Leading zeros are required; for example, enter 50 days as 050.

<u>Sort</u>	<u>Data</u>
6	Occupant's rank equivalent Occupant's last name Occupant's first name Occupant's middle initial
7	Current facility status Facility-id
8	Number of bedrooms Facility-id
9	Occupant's branch of service Occupant's rank equivalent
0	Facility category code Last paint date (month and year)
A	Facility street name Street number

Do you want this listing mailed
to you?

Y or N

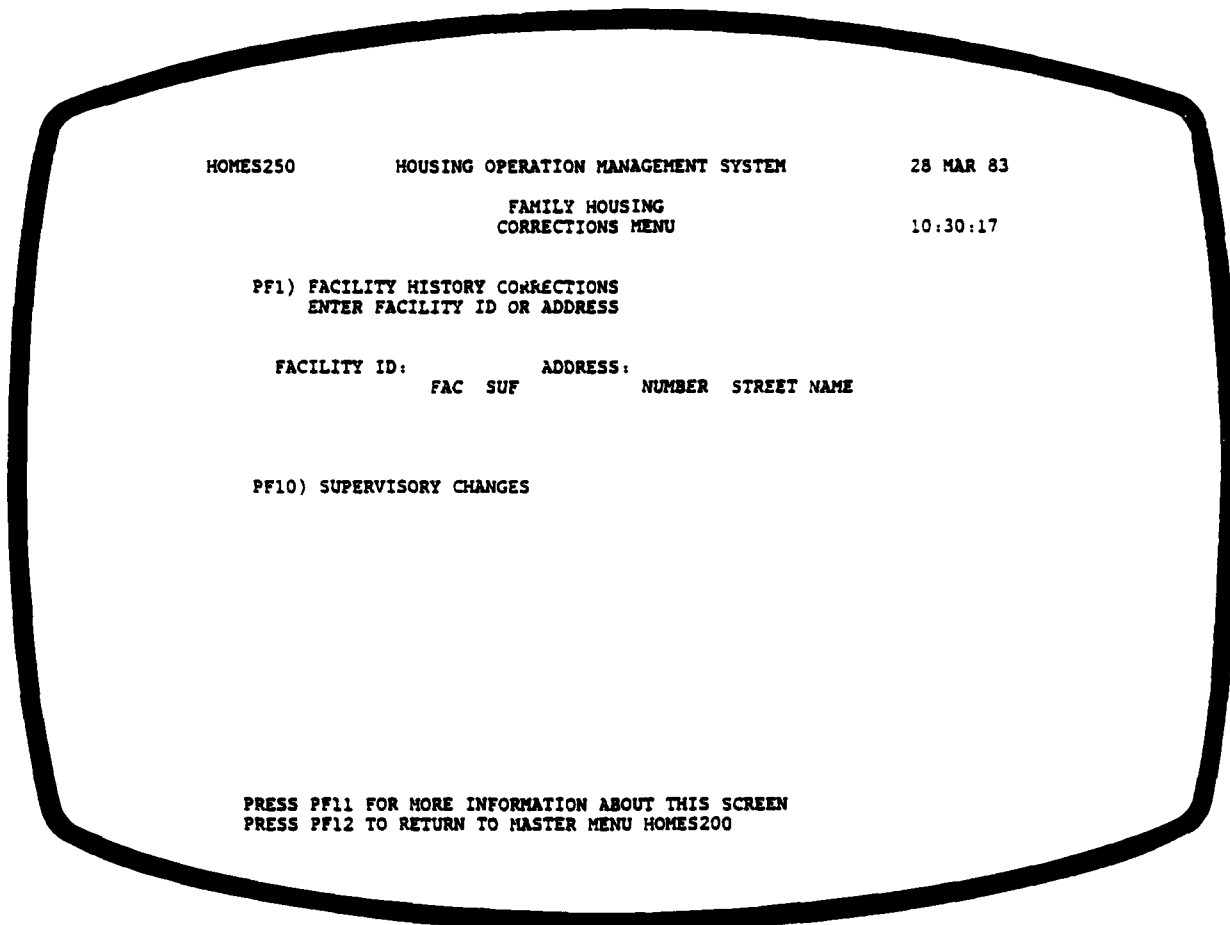
9. Enter the following and press the ENTER key to terminate
batch Processing.

LOGOFF

SECTION 7

CORRECITONS FUNCTIONS

FAMILY HOUSING CORRECTIONS MENU (HOMES250)



PURPOSE

The Corrections Menu screen lists the functions used in performing two major functions:

- o Facility History Correction Processing
- o Supervisory Changes

Each function is selected by entering the required information and then simultaneously pressing the ALT key and the program function (PF) key that corresponds to the desired function. A supervisory user-id is required to use HOMES 290. Access to the Corrections program will be controlled by the supervisor.

The corrections process provides a method to correct errors made in the Facility History Records as a result of:

- o A wrong status entered in the HOMES 260 or HOMES 270 process.
- o Failure to change a status through HOMES 270 when warranted.
- o A wrong effective date entered through HOMES 270.
- o A status changed through HOMES 270 that should not have been.
- o An assignment completed with the wrong effective date.
- o A termination completed with the wrong effective date.
- o An assignment completed that should not have been done.
- o A termination completed that should not have been done.

PROCEDURE

1. Enter the information required for the type of corrections to be made.
 - a. Enter the FACILITY ID or ADDRESS and press PF1 to access HOMES 251 to perform facility history changes. Facility identification takes precedence over the facility address if both are listed and are not correctly related.
 - b. Press PF10 to proceed to the Supervisory Change Menu (HOMES 290).

If you do not want to make a change or correction at this time, select another function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Corrections Menu (HOMES 250) screen. (Refer to the HELP screen at the end of the procedure for HOMES 250.)
PF12	Pressing PF12 displays the Family Housing Menu (HOMES 200) screen. No action has been taken.

2. The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three error messages are displayed at a time. After you have corrected the errors indicated, press the appropriate PF key.

3. The following are error messages for the Family Housing Corrections Menu. Check the values and format required for each field under the number of the procedural step listed.

ERROR MESSAGES HOMES 250

Step

- | | |
|---|-------|
| 1 - MENU SELECTION INVALID, VALID SELECTIONS ARE PF1, PF10, PF11, PF12 | 1 a&b |
| 2 - FACILITY ID. NOT ON FILE - REENTER. | 1a |
| 3 - FACILITY ADDRESS NOT FOUND - REENTER | 1a |
| 4 - FACILITY ON FILE BUT MARKED DELETE - REENTER | 1a |
| 5 - INSTALLATION DATA LOST BECAUSE PA1, PA2, ATTN, OR CLEAR KEY DEPRESSED | 1 a&b |
| 6 - EITHER FACILITY ID OR STREET ADDRESS MUST BE FULLY SUPPLIED - REENTER | 1a |
| 7 - FACILITY RECORD NOT FOUND FOR THIS ADDRESS | 1a |
| 8 - NO HISTORY (PHIS) RECORDS FOR FACILITY ENTERED - ENTER ANOTHER FACILITY | 1a |

HELP250

HOUSING OPERATION MANAGEMENT SYSTEM

28 MAR 83

FAMILY HOUSING
CORRECTIONS MENU

10:30:20

HELP

FACILITY HISTORY CORRECTIONS (HOMES250)

ENTER THE FACILITY ID OR ADDRESS OF THE FACILITY WHICH IS TO HAVE CORRECTIONS TO
ITS HISTORY MADE - THEN PRESS PF1. THIS DOES NOT REQUIRE A SUPERVISORY ID.

SUPERVISORY CHANGES

PRESS PF10 TO GET TO THE HOMES290 SCREEN THIS REQUIRES A SUPERVISORY ID.

PRESS PF12 TO RETURN TO THE CORRECTIONS MENU

DISPLAY/CORRECT FACILITY HISTORY (HOMES251)

```
HOMES251          HOUSING OPERATION MANAGEMENT SYSTEM          28 MAR 83
                   FAMILY HOUSING
                   DISPLAY/CORRECT FACILITY HISTORY              10:30:25

FACILITY ID:      ADDRESS:
                   FAC  SUF

- STATUS          EFF          DAYS          REMARKS
  SSN:            NAME:
  RANK:           REMARKS:

- STATUS          EFF          DAYS          REMARKS
  SSN:            NAME:
  RANK:           REMARKS:

- STATUS          EFF          DAYS          REMARKS
  SSN:            NAME:
  RANK:           REMARKS:

- STATUS          EFF          DAYS          REMARKS
  SSN:            NAME:
  RANK:           REMARKS:

- STATUS          EFF          DAYS          REMARKS
  SSN:            NAME:
  RANK:           REMARKS:

- STATUS          EFF          DAYS          REMARKS
  SSN:            NAME:
  RANK:           REMARKS:

PRESS "ENTER" TO UPDATE HOMES DATABASE
PRESS PF1 TO SHOW MORE RECENT EFFECTIVE DATES
PRESS PF2 TO SHOW OLDER EFFECTIVE DATES
PRESS PF3 TO ADD A MISSING FACILITY HISTORY RECORD
PRESS PF11 FOR MORE INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO CORRECTIONS MENU HOMES250
```

PURPOSE

The Display/Correct Facility History screen is used to enter changes to a facility's history and to delete history records for a particular facility. The screen will initially display the six most current history records with the current record at the top of the screen. The current and oldest history records for a facility are marked "Current" and "Oldest". When an error is found, corrections or deletions can be made on the displayed record.

PROCEDURE

1. Operators may view the facility history file using PF1 to display more recent records and PF2 to display older records. Records may be deleted

or corrections can be made in the effective date, status, and SSN fields with the following limitations:

- a. Status cannot be changed from or to ACTIVE.
 - b. Generally, the system will not accept consecutive records with the same status. In making certain corrections, it is necessary for the system to allow this condition. When this occurs, the system displays a message indicating what has happened and the operator should make additional modifications to the records to correct the condition.
 - c. Changes to the SSN recorded in the history file are not reflected in the personnel file. If the SSN needs to be corrected in the personnel file, HOMES 290 must be used.
 - d. If a Termination Order was erroneously issued, the change in status cannot be deleted if the facility has been offered to another Service Member. The offer must be revoked and the record cleared before the facility history file can be corrected and revocation order issued to the current occupant.
 - e. If a Termination Order was erroneously issued and the facility assigned to another Service Member, the Termination orders cannot be revoked nor the facility history changed until the second assignment has been revoked.
 - f. For current Active records, the Service Member must be assigned to the facility before the record changes will be accepted.
 - g. The system will not accept effective dates that would result in an overlap of another record.
 - h. The REMARKS field must be completed for each change or deletion.
 - i. Only one history record for a facility can be changed/deleted at a time.
 - j. When using HOMES 251 for correcting facility history records during the 1410 reporting period following a conversion from HIMS to HOMES, the user must add all the facility's history records (HOMES 252) which occurred during the reporting period but prior to the conversion.
 - k. An error message will be displayed if a change is indicated but the entered data matches the existing data.
2. If you do not want to make a change or deletion at this time, select another function by pressing the appropriate PF key.

Key

Function

PF11

Pressing PF11 displays a HELP screen which provides more information about the Display/Correct Facility History (HOMES 251) screen. (Refer to the HELP screen at the end of the procedure for HOMES 251.)

PF12

Pressing PF12 displays the Family Housing Corrections Menu (HOMES 250) screen.

3. If an error is found:

a. Enter C in the field to the left of STATUS and enter correct data over the appropriate field.

b. For STATUS enter one of the following codes:

AVAIL - Available for assignment
HOLD - Administrative hold
MAINT - Facility in maintenance
INACT - Inactive facility
DIVERT- Diverted facility

The status cannot be changed from or to "ACTIVE".

c. For Effective date, enter the new effective date in DDMMYY format. Date cannot be a future date nor can it overlap with the effective dates of the preceding or subsequent record.

d. For SSN, enter a new SSN of nine or twelve numeric characters. The SSN will only be changed on the FHS record. Use HOMES 290 to change SSN on the personnel record.

e. For REMARKS enter an appropriate remark not exceeding 32 alphanumeric characters. The remarks should justify or explain the reason for the change. Remarks are required for each change.

f. Press ENTER to apply the change to the data base. Only one record can be changed and recorded at a time.

4. Records can be deleted by the following procedure. However, if the Facility History file only contains one record, it cannot be deleted.

a. Enter D in the field left of STATUS.

b. Enter an annotation under REMARKS (1 to 32 alphanumeric characters) to justify or explain the reason for deletion.

c. Press ENTER to apply the change to the data base. Only one record can be deleted and recorded at a time.

5. If the recorded change affects the assignment or termination of a Service Member, HOMES 253 will be automatically displayed.

6. If the identified error is an omission, press PF3 to display the Add Facility History (HOMES 252) screen.

7. When you have finished entering changes or deletions, press ENTER to enter the change or deletion on the data base.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted and up to three error messages are displayed at a time on the screen.

After you have corrected the errors indicated, press ENTER to update the data base. If there are no more errors, the update is made and the system displays one of the following acknowledgement messages:

Acknowledgement Messages - HOMES 251

1. THE CHANGE HAS BEEN ACCEPTED FOR FHS EFFECTIVE (DATE).
2. AN ERASE HAS BEEN DONE FOR FHS RECORD EFFECTIVE (DATE).
3. THE EFFECTIVE DATE IS CHANGED FOR FHS EFFECTIVE (DATE).
4. THE SERVICE MEMBER SSN IS CHANGED FOR FHS EFFECTIVE (DATE).
5. THE HISTORY STATUS IS CHANGED FOR FHS EFFECTIVE (DATE).

If the change required the creation of two like status in a row, the system also displays the following warning message:

"WARNING TWO LIKE STATUS IN A ROW."

8. The following are error messages for the Display/Correct Facility History screen. Check the values and format required for each field under the number of the procedural step listed.

<u>ERROR MESSAGE - HOMES 251</u>	<u>Step</u>
1. INVALID CONTROL KEY HIT	1,2,5
2. FHS ENTRY CANNOT BE CHANGED TO "ACTIVE" STATUS	1a,3b
3. FHS FOR (DATE) IS (STATUS) TWO SAME STATUS IN A ROW IS AN INVALID CONDITION	1b
4. INVALID DELETE SINCE TWO EQUAL STATUS IN A ROW	1b
5. SSN IS REQUIRED FOR CURRENT ACTIVE ENTRIES	1c,3b
6. THE FACILITY IS OFFERED TO ANOTHER SERVICE MEMBER - CANNOT PROCESS REVOCATION	1d
7. SSN IS ASSIGNED TO ANOTHER FACILITY - CANNOT PROCESS REVOCATION	1d,1e,1f
8. THE FACILITY IS ASSIGNED TO ANOTHER SERVICE MEMBER - CANNOT PROCESS REVOCATION	1e
9. (SSN) IS INVALID; SSN FOR THIS FACILITY IS (SSN)	1f

- | | |
|---|----------|
| 10. PERS RECORD NOT ON FILE - CANNOT REASSIGN THE FACILITY TO THIS SERVICE MEMBER | 1f |
| 11. EFFECTIVE DATE OF (DATE) OVERLAPS WITH (DATE) OR (DATE) | 1g,3c |
| 12. REMARKS IS A REQUIRED ENTRY | 1h,3e,4b |
| 13. YOU ARE AUTHORIZED TO CHANGE/DELTE ONLY ONE FHS ENTRY PER SCREEN | 1i,3f,4c |
| 14. NO CHANGES HAVE BEEN MADE TO THE DATA BASE | 1k |
| 15. NO CHANGES WERE ENTERED THEREFORE NO CHANGES MADE | 2 |
| 16. IS NOT A VALID ACTION REQUEST CODE; ONLY "C" AND "D" ARE ACCEPTABLE | 3a,4a |
| 17. IS NOT A VALID STATUS | 3b |
| 18. IS NOT A VALID DATE | 3c |
| 19. EFFECTIVE DATE CANNOT BE IN THE FUTURE | 3c |
| 20. IS NOT A VALID SOCIAL SECURITY NUMBER | 3d |
| 21. CHANGES MADE HAVE NOT BEEN EFFECTED; ENTER KEY MUST BE USED | 3f,4c |
| 22. THE ONLY FHS FOR THIS FACILITY CANNOT BE DELETED | 4 |
| 23. FHS AFFECTED BY THIS CHANGE HAS BEEN UPDATED - TRY AGAIN | * |
| 24. RECORD DELETED BY SOMEONE ELSE - START OVER | * |
| 25. AN AVLG RECORD FOR CONNECTION OF FACILITY CANNOT BE FOUND | * |
| 26. NAME, SSN, RANK INCONSISTENT FOR FHS EFFECTIVE (DATE) | * |
| 27. SSN ENTERED DOES NOT MATCH SSN ASSIGNED TO THE FACILITY | * |

*These messages are received as the result of system errors.

HELP251

HOUSING OPERATION MANAGEMENT SYSTEM
FAMILY HOUSING
CORRECT FACILITY HISTORY
HELP

22APR83
15:00:36

THE HOMES251 SCREEN IS USED TO CORRECT ERRONEOUS FACILITY HISTORY. THE INITIAL DISPLAY WILL SHOW THE SIX MOST RECENT FACILITY HISTORY RECORDS. TO SHOW THE NEXT OLDER FIVE HISTORY RECORDS, PRESS PF2. THE OLDEST HISTORY ON THE PRIOR SCREEN WILL BE AT THE TOP OF THE NEXT SCREEN. TO GET MORE RECENT HISTORY, USE PF1, WHICH WORKS SIMILARLY BUT IN THE OPPOSITE DIRECTION. THE OPERATOR CAN BROWSE THRU HISTORY FOR THE FACILITY, CORRECTING ERRONEOUS DATA, ADDING MISSING DATA, OR DELETING ERRONEOUS RECORDS.

TO CORRECT ERRONEOUS DATA ENTER A "C" TO THE LEFT OF THE STATUS FIELD, OVERLAY WHAT IS CURRENTLY IN FIELD, (LIMITED TO SSN, STATUS, AND EFFECTIVE DATE), ENTER APPROPRIATE REMARKS (MANDATORY), AND PRESS THE "ENTER" KEY. THE SYSTEM WILL MAKE APPROPRIATE CHANGES TO THE HOMES DATABASE AND AND RETURN HOMES251 SHOWING CORRECTED RECORDS IN THEIR IN THEIR RESPECTIVE POSITION AND A MESSAGE INDICATING RECORDS ON DATABASE THAT WERE UPDATED AS A RESULT OF THE CHANGE. THE RECORD WILL HAVE A "CHNG" UNDER THE WORD STATUS TO INDICATE A CORRECTED HISTORY RECORD.

TO ADD A MISSING HISTORY RECORD, THE OPERATOR SHOULD PRESS PF3 TO BRING UP THE "ADD FACILITY HISTORY" SCREEN. AFTER KEYING DATA NEEDED BY THE HOMES252 SCREEN, HOMES251 WILL BE DISPLAYED AGAIN SHOWING THE LAST ADDED RECORD AND AN APPROPRIATE MESSAGE.

TO DELETE A HISTORY RECORD, ENTER A "D" TO THE LEFT OF THE STATUS FIELD OF THE RECORD TO BE DELETED, ENTER REMARKS AND PRESS ENTER. THE SYSTEM WILL UPDATE THE DATABASE ACCORDINGLY AND DISPLAY HOMES251 WITH DELETED RECORD REMOVED.

IF THE CHANGES MADE TO HISTORY OF A FACILITY AFFECT AN ASSIGNMENT OR TERMINATION, A THIRD SCREEN, HOMES253, WILL BE DISPLAYED WHICH WILL SHOW DATA TO BE CHANGED FOR OPERATOR VERIFICATION

PRESS PF12 TO RETURN TO HOMES251 SCREEN.

PROCEDURE

1. Add the facility history record in the appropriate fields and press ENTER to apply it to the data base. The Status, Effective Date, and Remarks are required fields for all transactions. If the status is ACTIVE, then the name and rank of the occupant are required fields. Enter the occupant's SSN if available. The status given in the new record cannot be the same as that given in the preceding or subsequent records. The system will not accept consecutive records with the same status. If the added record causes a change in the termination date of the previous occupant, revised Termination Orders must be prepared off-line if needed.

2. If you do not want to add a facility history record at this time, select another function by pressing the appropriate PF key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Add Facility History (HOMES 252) screen. (Refer to the HELP screen at the end of the procedure for HOMES 252.)
PF12	Pressing PF12 displays the Display/Correct Facility History (HOMES 251) screen.

3. For SSN, enter the occupant's SSN, if known, in 9 or 12 numeric characters for ACTIVE status only.

4. For LAST name (20 characters), enter the last name of the Service Member for ACTIVE status only.

5. For FIRST name (10 characters), enter the first name of the Service Member for ACTIVE status only.

6. For MI (1 character), enter the middle initial of the Service Member for ACTIVE status only.

7. For RANK (7 characters), enter an approved rank abbreviation for ACTIVE status only. (Refer to table of ranks provided with discussion of HOMES 210 in Section 3.)

8. For STATUS, enter one of the following as appropriate:

ACTIVE - Active Occupied
AVAIL - Available for Assignment
HOLD - Administrative Hold
MAINT - Facility in Maintenance
INACT - Inactive Facility
DIVERT - Diverted Facility

9. For EFFECTIVE-DATE, enter the effective date in the DDMMYY format. An effective date greater than or equal to the effective date of the current facility history record will not be accepted.

10. For REMARKS (up to 32 characters), enter annotation or justification for adding the new record.

11. When you have finished entering the new facility history record, press ENTER to add the record to the data base.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted and up to three error messages are displayed at a time on the screen.

After you have corrected the errors indicated, press ENTER to update the data base. If there are no more errors the update is made and the operator is returned to HOMES screen 251. The following acknowledgement message is displayed on HOMES 251:

"THIS ENTRY FOR (DATE) HAS BEEN ADDED."

12. The following are error messages for the Add Facility History screen. Check the values and format required for each field under the number of the procedural step listed.

<u>ERROR MESSAGES - HOMES 252</u>	<u>Step</u>
1. INVALID CONTROL KEY HIT	1,2,11
2. SSN MUST BE LEFT BLAKN FOR NON-"ACTIVE" ENTRIES	1,3
3. IS NOT A VALID SOCIAL SECURITY NUMBER	1,3
4. NAME IS REQUIRED IF STATUS IS TO BE "ACTIVE"	1,4
5. NAME MUST BE LEFT BLANK FOR NON-"ACTIVE" ENTRIES	1,4
6. RANK IS REQUIRED IF STATUS IS TO BE "ACTIVE"	1,7
7. RANK MUST BE LEFT BLANK FOR NON-"ACTIVE" ENTRIES	1,7
8. IS NOT A VALID RANK	1,7
9. IS NOT A VALID STATUS	1,8
10. ADD FOR (DATE) INVALID DUE TO CREATION OF CONSECUTIVE ENTRIES WITH THE SAME STATUS	1,9
11. CURRENT STATUS WAS EFFECTIVE (DATE): MORE RECENT THIS ENTRY CANNOT BE ADDED	1,9
12. EFFECTIVE DATE IS REQUIRED	1,9

13. IS NOT A VALID DATE

1,9

14. REMARKS ARE A REQUIRED ENTRY

1,10

HELP252

HOUSING OPERATION MANAGEMENT SYSTEM

28 MAR 83

FAMILY HOUSING
ADD FACILITY HISTORY

10:28:28

HELP

THE HOMES252 SCREEN IS USED TO ADD A MISSING OR OLD FACILITY HISTORY RECORD. ENTER THE APPROPRIATE DATA AND PRESS THE "ENTER" KEY. THE SYSTEM WILL ADD THE NEW RECORD TO THE HOMES DATABASE. IT WILL NOT ALLOW ENTRY OF AN EFFECTIVE DATE GREATER THAN OR EQUAL TO THE EFFECTIVE DATE OF THE CURRENT FACILITY HISTORY RECORD.

PLEASE REFER TO THE USER MANUAL FOR MORE INFORMATION ABOUT ENTERING DATA IN SPECIFIC FIELDS OF THE HOMES251 SCREEN.

PRESS PF12 TO RETURN TO SCREEN HOMES252

FAMILY HOUSING CORRECTION VERIFICATION (HOMES253)

```
HOMES253          HOUSING OPERATION MANAGEMENT SYSTEM          28 MAR 83
                                     FAMILY HOUSING
                                     CORRECTION VERIFICATION          10:28:28
                                     TYPE: ASSIGNMENT REVOCATION  -
                                     TERMINATION REVOCATION     -
                                     AMENDED ASSIGNMENT          -
                                     AMENDED TERMINATION         -

FACILITY ID:          ADDRESS:
                   FAC SUP

SSN:

NAME:   LAST          FIRST          MI          RANK:
EFFECTIVE DATE:          OLD          NEW

PRESS PF1 TO ACCEPT THIS CHANGE AND RETURN TO HOMES 251
PRESS PF11 FOR FURTHER INFORMATION ABOUT THIS SCREEN
PRESS PF12 TO RETURN TO HOMES251
WITHOUT MAKING ANY CHANGES.

*****
*   DISPLAYED ONLY IF AN ASSIGNMENT REVOCATION   *
*   *                                           *
*   THE MEMBER WILL NOT BE PUT BACK ON A WAITING LIST *
*   THIS MUST BE DONE THRU THE WAITING LIST MAINTENANCE *
*   PROCEDURE *
*****
```

PURPOSE

This screen is used to verify that the action to be taken by the system (i.e., Amendment or Revocation orders) is indeed the action desired by the operator. The operator reviews the information displayed on this screen and presses PF1 to accept the change and print the appropriate type of orders.

PROCEDURE

1. No data is entered on this screen. The operator reviews the information displayed on the screen and presses one of the following PF keys as appropriate.

<u>Key</u>	<u>Function</u>
PF1	Used to accept the change as indicated on the screen and return to the Family Housing Display/Correct Facility History Screen. Orders are printed as appropriate for correction made.
PF11	Used to display HELP 253 which contains explanations of the functions shown at the top of HOMES 253. (Refer to HELP at end of procedure for HOMES 253.)
PF12	Used to return to the Family Housing Display/Correct Facility History Screen without making any changes to the history records.

2. When PF1 is selected the following changes occur in the data base:

a. Assignment Revocation. When an assignment is revoked, the service member's personnel record will be disconnected from the facility record. The housing status field in the personnel record will revert to "X", and the Address-for-Reply will be restored to its previous value. The facility record will be given the status of the prior FHIS, and if this status is "AVAIL", the FACG will be connected to the first available Housing group record with an "F" in the AVLG-GROUP field. The "FACG-ASSIGN-DATE" will be blanked. If necessary, the operator must place the service member back on the appropriate waiting list. The system will produce an assignment revocation order.

b. Termination Revocation. When a termination is revoked, the service member's personnel record will be reconnected to the facility record. The housing status field in the personnel record will revert to a status of "F" and the Address-for-Reply will be restored to the facility address. The facility record will be given a status of "ACTIVE" and be disconnected from the vacancy roster. The date of assignment will be set to the new effective date shown on screen 253. A termination revocation order will be printed.

c. Amended Assignment. An amended assignment accepted with a different old and new effective date will produce an amended assignment order. If accepted with the same old and new effective dates, a new assignment order will be printed (with current personnel and facility information).

d. Amended Termination. An amended termination accepted with different old and new effective dates will produce an amended termination order. If accepted with the same old and new effective dates, a new termination order will be printed (with current personnel and facility information).

3. Following are the acknowledgement and error messages for HOMES 253. All messages pertaining to this screen are displayed on screen HOMES 251.

ACKNOWLEDGEMENT MESSAGES HOMES 253

	<u>Step</u>
1. AMENDMENT TO ASSIGNMENT ORDERS WILL BE PRINTED	2c
2. AMENDMENT TO TERMINATION ORDERS WILL BE PRINTED	2d
3. REVOCATION OF ASSIGNMENT ORDERS WILL BE PRINTED	2a
4. REVOCATION OF TERMINATION ORDERS WILL BE PRINTED	2b
5. THIS CHANGE WILL PRODUCE ORDERS ONLY - ANY CHANGES ARE DOCUMENTATION ONLY	2
6. THE EFFECTIVE DATE IS CHANGED FOR THIS EFFECTIVE (DATE)	2
7. PF12 HIT - NO CHANGES MADE	1

ERROR MESSAGE HOMES 253

	<u>Step</u>
1. WRONG PF-KEY - NO CHANGES MADE	1

HELP253

HOUSING OPERATION MANAGEMENT SYSTEM

28 MAR 83

FAMILY HOUSING
CORRECTION VERIFICATION

10:28:28

HELP

THIS SCREEN ALLOWS OPERATOR VERIFICATION OF THE CORRECTION BEING MADE. FOR EACH TYPE OF CORRECTION DIFFERENT ACTIONS ARE TAKEN BY THE HOMES SYSTEM. SEE USERS MANUAL FOR DETAILS.

IF THE DESCRIBED ACTION IS NOT WANTED, THE PF12 KEY WILL RETURN THE HOMES251 SCREEN WITHOUT MAKING THE DESCRIBED CHANGES NOR PRINTING NEW ORDERS. THE HISTORY CHANGE WHICH CAUSED THIS SCREEN TO DISPLAY WILL ALSO BE IGNORED.

PRESS PF12 TO RETURN TO SCREEN HOMES251

Procedure

1. Enter the information required for one of the following supervisory changes.
 - a. Enter the old and new FACILITY ID to change the facility-id.
 - b. Enter the old and new SSN to change the SSN.
 - c. Enter the SSN for the SERVICE MEMBER to override a record marked delete.
 - d. Enter the FACILITY ID to override a record marked delete.
 - e. Enter the SSN of the SERVICE MEMBER whose personnel record is to be deleted.

If you do not want to make a supervisory change, select another function by pressing the appropriate program function (PF) key.

<u>Key</u>	<u>Function</u>
PF11	Pressing PF11 displays a HELP screen which provides more information about the Supervisory Changes (HOMES290) screen. (Refer to the HELP screen at the end of the procedure for HOMES290.) You may return to this screen by pressing PF12 at the HELP screen.
PF12	Pressing PF12 displays the Family Housing Menu (HOMES200) screen. No processing has occurred.

2. Select one of the following functions by pressing the appropriate key.

<u>Key</u>	<u>Function</u>
PF12	If you do not want to make a supervisory change, press PF12 to return to the Family Housing Menu. A change has not been made and no processing has occurred.

Key

PF1, PF2, PF3,
PF4, or PF5

Function

When you have finished entering the required information, press one of the PF keys (PF1 through PF5) that corresponds to the change you want to make.

The program checks the screen data for input errors. If there were any errors, the fields with errors are highlighted on the screen and up to three messages are displayed at a time.

After you have corrected the errors indicated, press the appropriate PF key. If there are no more errors, the system displays one of the following acknowledgment messages:

CHANGE FACILITY ID UPDATED
SUCCESSFULLY

CHANGE SSN UPDATED SUCCESSFULLY

ACTIVATE SERVICE MEMBER UPDATED
SUCCESSFULLY

ACTIVATE FACILITY UPDATED
SUCCESSFULLY

REMOVE SERVICE MEMBER UPDATED
SUCCESSFULLY

3. The following are error messages for the Supervisory Changes screen. Check the values and the format required for each field under the number of the procedural step listed.

<u>Error Message</u>	<u>Step</u>
INVALID KEY SELECTION. DEPRESS PF1 THROUGH PF5, PF11, OR PF12 ONLY.	N/A
SSN NOT NUMERIC. REENTER	1b, 1c, 1e
CANNOT REMOVE SERVICE MEMBER - MEMBER ON WAITING LIST.	1e

<u>Error Message</u>	<u>Step</u>
CANNOT REMOVE SERVICE MEMBER - MEMBER ATTACHED TO A FACILITY.	1e
(FUNCTION) DUPLICATE RECORD FOUND. REENTER	1
(FUNCTION) RECORD NOT FOUND. REENTER.	1
(FUNCTION) FOUND DATA FOR ANOTHER FUNCTION. REENTER.	1
(FUNCTION) MISSING REQUIRED DATA. REENTER	1

HELP290

HOUSING OPERATION MANAGEMENT SYSTEM

02 FEB 83

FAMILY HOUSING
SUPERVISORY CHANGES

10:32:06

HELP

THE SUPERVISORY CHANGE SCREEN HOMES290 IS DESIGNED TO ENABLE SUPERVISORY PERSONNEL TO CORRECT ERRORS MADE DURING THE ASSIGNMENTS AND TERMINATIONS PROCESSES.

THREE FUNCTIONS ARE AVAILABLE THROUGH USE OF THIS SCREEN. THEY ARE AS FOLLOWS:

- A. CHANGE KEY FIELDS IN THE FACILITY AND PERSONNEL RECORDS, THAT IS THE FACILITY ID AND THE SOCIAL SECURITY NUMBER.
- B. TURN OFF THE DELETE FLAG TO ACTIVATE THE FOLLOWING RECORDS:
 - 1) SERVICE MEMBER
 - 2) FACILITY
- C. DELETE A PERSONNEL RECORD - MARK IT DELETED.

FURTHER INFORMATION ON THE USE OF THE HOMES290 SCREEN IS EXPLAINED IN THE SUPERVISORY FUNCTIONS SECTION OF THE USER MANUAL.

PRESS PF12 TO RETURN TO SCREEN HOMES290

SECTION 8

SYSTEM MAINTENANCE AND REPORTS

SYSTEM MAINTENANCE AND REPORTS

```
HOMES COMMAND: JOB XXX
THIS WILL CAUSE JOB XXX TO BE SUBMITTED.
'XXX' MUST BE THREE DIGIT NUMERIC.

CHOOSE THE THREE DIGITS FROM THE FOLLOWING LIST

901 ADD AN INSTALLATION
902 CHANGE DATA ABOUT AN INSTALLATION
903 DELETE AN INSTALLATION
916 HOMES/SIDPERS INTERFACE
918 CALCULATE ON-POST WAIT TIME
919 HOMES/JUMPS INTERFACE
922 PURGE FACILITY HISTORY RECORDS
923 PERSONNEL HISTORY (TAPE)
990 HIMS WLMF CONVERSION
991 HIMS HIOF CONVERSION

HOMES COMMAND: PRINT
THIS WILL CAUSE THE OUTPUT OF YOUR HELD JOBS TO
BE PRINTED ON YOUR 3278 PRINTER

HOMES COMMAND: LOGOFF
THIS WILL CAUSE YOUR SESSION TO BE TERMINATED

HOMES COMMAND:
```

PURPOSE

Only FESA or a control group may perform the batch procedures necessary to produce the reports shown on this screen. Each report requires a two-step procedure that is executed with system level commands (TSO CLIST). First an input dataset is created, and then the report is requested.

There are five types of jobs:

- o Installation Maintenance (901, 902, 903)
- o Interface (916 and 919)
- o Waiting List Adjustment (918)
- o History (922 and 923)
- o Conversion (990 and 991)

The function and dataset for each job are provided here along with a sample report where appropriate.

JOB 901

Function: This job is used to add an installation.
Frequency: During conversion.
Input: Refer to the following dataset for JOB 901.
Output: Refer to the sample report.
Error Messages: The following are error messages for JOB 901.

DELETION RECORDS ENTERED FOR ADDITION
PROCESS.

INSTALLATION NUMBER MUST NOT BE BLANK.

SUB-INSTALLATION NUMBER MUST NOT BE BLANK.

NAME OF INSTALLATION MUST NOT BE BLANK.

INSTALLATION STATUS MUST NOT BE BLANK.

INSTALLATION STATUS INVALID. MUST BE
A OR N ONLY.

MAJOR COMMAND CODE MUST NOT BE BLANK.

MAJOR COMMAND CODE INVALID.

NUMBER OF MILES FROM INSTALLATION TO
NEAREST CITY NOT NUMERIC.

DIRECTION FROM INSTALLATION TO NEAREST
CITY MUST NOT BE BLANK.

NAME OF CITY NEAREST TO INSTALLATION
IS BLANK.

NAME OF STATE OF CITY NEAREST TO
INSTALLATION MUST NOT BE BLANK.

STATE OF CITY NEAREST TO INSTALLATION
INVALID.

1410 RUN DATE IS BLANK-ENTER.

1410 RUN DATE MUST BE NUMERIC. REENTER.

1410 TOTAL XX MUST BE NUMERIC.
(XX = Value 1-19)

1410 TOTAL XX INACTIVE. MUST BE
NUMERIC. (XX = Value 1-19)

JOB 901 DATASET

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
1	Flag	x(9)	1
2	Installation number	9(5)	1-5
	Installation	x(4) Value is "POST"	20-23
3	Subinstallation number	9(5)	1-5
	Subinstallation	x(7) Value is "SUBPOST"	20-26
4	Installation name	x(80)	1-79
5	Post LOGON prefix	x(3)	1-3
	LOGON	x(5) Value is "LOGON"	20-24
6	Installation status	x(1)	1
	Status	x(6) Value is "STATUS"	20-25
7	Installation MACOM code	x(2)	1-2
	MACOM	x(5) Value is "MACOM"	20-24

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
8	Miles from city	9(4)	1-4
	Direction of installation from city	x(9)	5-13
	Name of city	x(15)	14-28
	Name of state	x(2)	29-30
	1410 Run date (Julian)	x(5)	31-35
9	Total 1	x(4) Value is "TOT1"	1-4
	Active counters 1-10 from past 1410 report period (column A)	9(7)	5-74
10	Total 2	x(4) Value is "TOT2"	1-4
	Active counters 11-19 from past 1410 report period (column A)	9(7)	5-67
11	Total 3	x(4) Value is "TOT3"	1-4
	Inactive counters 1-10 from past 1410 report period (column A)	9(7)	5-74
12	Total 4	x(4) Value is "TOT4"	1-4
	Inactive counters 11-19 from past 1410 report period (column A)	9(7)	5-67

JOB 901

PREPARED 18 JAN 63

AS/UF 18 JAN 63

M18901

PAGE 1 OF 1

HOUSING OPERATIONS MANAGEMENT SYSTEM
INSTALLATION ADDITION REPORT

POST-TITLE	POST-NUMBER	SUBPOST-NUMBER	POST-LOGON	POST-STATUS	POST-MACOM		
PORT ETUDE	61000	01000	OCU	A	ML		
MILES NEAREST CITY	DIRECTION OF CITY	NEAREST CITY	NEAREST STATE	1410-RUN-DATE			
0001	09WEST	ARLINGTON	IL	05 JAN 60			
1410-TOT CAT-1	1410-TOT CAT-2	1410-TOT CAT-3	1410-TOT CAT-4	1410-TOT CAT-5	1410-TOT CAT-6	1410-TOT CAT-7	1410-TOT CAT-8
11	22	33	44	55	66	77	88
1410-TOT CAT-9	1410-TOT CAT-10	1410-TOT CAT-11	1410-TOT CAT-12	1410-TOT CAT-13	1410-TOT CAT-14	1410-TOT CAT-15	1410-TOT CAT-16
99	100	222	333	444	555	666	777
1410-TOT CAT-17	1410-TOT CAT-18	1410-TOT CAT-19					
000	999	1,111					
1410-IA CAT-1	1410-IA CAT-2	1410-IA CAT-3	1410-IA CAT-4	1410-IA CAT-5	1410-IA CAT-6	1410-IA CAT-7	1410-IA CAT-8
1	2	3	4	5	6	7	8
1410-IA CAT-9	1410-IA CAT-10	1410-IA CAT-11	1410-IA CAT-12	1410-IA CAT-13	1410-IA CAT-14	1410-IA CAT-15	1410-IA CAT-16
9	100	22	33	44	55	66	77
1410-IA CAT-17	1410-IA CAT-18	1410-IA CAT-19					
00	99	111					

00
1
UN

INSTALLATION SUCCESSFULLY ADDED TO DATA BASE

JOB 902

Function: This job is used to change information about an existing installation.

Frequency: As needed (on weekend - off prime time).

Input: Refer to the dataset for JOB 901.

Output: Refer to the sample report.

Error Messages: The following are error messages for JOB 902.

DELETION RECORDS ENTERED FOR CHANGE
PROCESS.

INSTALLATION NUMBER MUST NOT BE BLANK.

SUB-INSTALLATION NUMBER MUST NOT BE BLANK.

NAME OF INSTALLATION MUST NOT BE BLANK.

INSTALLATION STATUS MUST NOT BE BLANK.

INSTALLATION STATUS INVALID. MUST BE A
OR N ONLY.

MAJOR COMMAND CODE MUST NOT BE BLANK.

MAJOR COMMAND CODE INVALID.

NUMBER OF MILES FROM INSTALLATION TO
NEAREST CITY NOT NUMERIC.

DIRECTION FROM INSTALLATION TO NEAREST
CITY IS BLANK.

NAME OF CITY NEAREST TO INSTALLATION IS
BLANK.

STATE OF CITY NEAREST TO INSTALLATION
IS BLANK - ENTER.

STATE OF CITY NEAREST TO INSTALLATION
INVALID.

1410 RUN DATE IS BLANK - ENTER.

1410 RUN DATE MUST BE NUMERIC. REENTER.

1410 TOTAL XX MUST BE NUMERIC.
(XX = Value 1-19)

1410 TOTAL XX INACTIVE. MUST BE NUMERIC.
(XX = Value 1-19).

JOB 902

PREPARED IN JAN 83

M14902

AS/DP 18 JAN 83

PAGE 1 OF 1

HOUSING OPERATIONS MANAGEMENT SYSTEM
INSTALLATION CHANGE REPORT

POST-TITLE	POST-NUMBER	SUBPOST-NUMBER	POST-LULON	POST-STATUS	POST-MACUM
FORT ETUDE	01069	01000	DCU	A	ML
MILES NEAREST CITY	DIRECTION OF CITY	NEAREST STATE	1410-KUN-DATE		
0001	SSWEST	ANLINGTON	IL	05 JAN 80	
1410-TOT CAT-1	1410-TOT CAT-2	1410-TOT CAT-3	1410-TOT CAT-4	1410-TOT CAT-5	1410-TOT CAT-6
11	22	33	44	55	66
1410-TOT CAT-7	1410-TOT CAT-8				
77	88				
1410-TOT CAT-9	1410-TOT CAT-10	1410-TOT CAT-11	1410-TOT CAT-12	1410-TOT CAT-13	1410-TOT CAT-14
99	100	222	333	444	555
1410-TOT CAT-15	1410-TOT CAT-16	1410-TOT CAT-17	1410-TOT CAT-18	1410-TOT CAT-19	
666	777	888	999	1,111	
1410-IA CAT-1	1410-IA CAT-2	1410-IA CAT-3	1410-IA CAT-4	1410-IA CAT-5	1410-IA CAT-6
1	2	3	4	5	6
1410-IA CAT-7	1410-IA CAT-8	1410-IA CAT-9	1410-IA CAT-10	1410-IA CAT-11	1410-IA CAT-12
7	8	9	10	11	12
1410-IA CAT-13	1410-IA CAT-14	1410-IA CAT-15	1410-IA CAT-16	1410-IA CAT-17	1410-IA CAT-18
13	14	15	16	17	18
1410-IA CAT-19	1410-IA CAT-20	1410-IA CAT-21	1410-IA CAT-22	1410-IA CAT-23	1410-IA CAT-24
19	20	21	22	23	24
1410-IA CAT-25	1410-IA CAT-26	1410-IA CAT-27	1410-IA CAT-28	1410-IA CAT-29	1410-IA CAT-30
25	26	27	28	29	30

∞
1
∞

INSTALLATION SUCCESSFULLY CHANGED UN DATA BASE

JOB 903

Function: This job is used to delete an entire installation that does not have any personnel records in the data base.

Frequency: As needed (on weekend - off prime time).

Input: Refer to the following dataset for JOB 903.

Output: Refer to the sample reports.

Error Messages: The following are error messages for JOB 903.

IMPROPER SUB-INSTALLATION --
BLANK FIELD.

IMPROPER SUB-INSTALLATION --
BASE DOES NOT EXIST.

JOB 903 DATASET

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
1	Installation number	x(5)	1-5
	Subinstallation number	x(5)	6-10

JOB 903

13-OCT-62

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT ETUDE
INSTALLATION DELETION

10193

THE SPECIFIED INSTALLATION CAN NOT BE DELETED DUE TO ONE OR MORE ATTACHED SERVICE MEMBERS.
THE SSN OF THE FIRST SERVICE MEMBER STILL ATTACHED IS 333224464

13-OCT-62

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT DEARBORN
INSTALLATION DELETION

10140

THE SPECIFIED SUBINSTALLATION (INSTALLATION NUMBER = 11111 SUBINSTALLATION NUMBER = 11111) HAS BEEN DELETED.

JOB 916

Function: This job compares the SSN and rank in the SIDPERS data base with that in the HOMES data base for a specified installation.

Frequency: Annually (on weekend - off prime time).

Input: SIDPERS tape and the following dataset for JOB 916 (input when the CLIST is entered).

Output: JOB 916 produces three reports:

- o SSN's that have matching grades and ranks in the SIDPERS and HOMES data bases.
- o SSN's that did not have matching equivalent ranks in the SIDPERS and HOMES data bases.
- o SSN's that are in the HOMES data base but not in SIDPERS.

Error Messages: The following are error messages for JOB 916.

IMPROPER SUB-INSTALLATION --
BLANK FIELD.

IMPROPER SUB-INSTALLATION --
BASE DOES NOT EXIST.

JOB 916 DATASET

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
1	Installation number	x(5)	1-5
	Subinstallation number	X(5)	6-10

JOB 916

03-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT FORTÉ
SIDPERS / HOMES INTERFACE
MATCHED SSN AND GRADE REPORT

11153

PAGE 1

SSN	NAME	SIDPERS GRADE	HOMES GRADE	SIDPERS UNIT	HOMES UNIT
219344006	EDDINS GARY L	13G	13G	AASAO	HOGANS MEMOES

1 RECORDS IN THIS REPORT

END OF REPORT

03-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT FORTÉ
SIDPERS / HOMES INTERFACE
MATCHED SSN AND UNMATCHED GRADE REPORT

11153

PAGE 1

SSN	NAME	SIDPERS GRADE	HOMES GRADE	SIDPERS UNIT	HOMES UNIT
042509006	HECKER PATRICK J	CPT	GEN	AASAO	HUNNU
574221101	COULES KENNETH M	CN3	MAJ	AASAO	1ST TOLEAVE

2 RECORDS IN THIS REPORT

END OF REPORT

03-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT FORTÉ
SIDPERS / HOMES INTERFACE
UNMATCHED SSN REPORT - HOMES

11153

PAGE 1

SSN	NAME	GRADE	UNIT
225400002	DILLON MARK ALAN	SGT	AASAO
248212980	WARMEN DEAN SCOTT	SP4	AASAO
815720349	BRYANT WILLIAM KENNETH	MAJ	AASAO

3 RECORDS IN THIS REPORT

END OF REPORT

JOB 918

Function: This job updates the waiting list data in order to calculate the estimated waiting time for each list for each installation in the HOMES data base.

Frequency: Weekly (on weekend - off prime time).

Input: None.

Output: Refer to the sample report. (Note: If there is insufficient data to compute the waiting time, this field is blank. On the other hand, if the calculated wait time exceeds 999, 999 appears on the output.)

Error Messages: There are no error messages because there is no input.

JOB 918

02-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT ETUDE
ESTIMATED WAITING LIST TIME REPORT

19143

NUMBER	MASTER NUMBER	TITLE	SIZE	WAIT TIME (DAYS)
01	00	FOR 06 AND 07 3 BEDROOMS	00345	041
02	01	FOR 06 AND 07 3 BEDROOMS BRICK	00111	032
03	00	FOR 08 AND 010 3 BEDROOMS	00111	043
04	03	FOR 010 9 BEDROOM MANSIONS	00111	043
05	00	FOR 06 AND 07 3 BEDROOMS	00111	043
06	05	FOR 06 AND 07 3 BEDROOMS BRICK	00000	
07	00	FOR 08 AND 010 3 BEDROOMS	00000	
08	07	FOR 010 9 BEDROOM MANSIONS	00000	
09	00	FOR 06 AND 07 3 BEDROOMS	00000	
10	00	FOR 06 AND 07 3 BEDROOMS BRICK	00001	
11	03	FOR 08 AND 010 3 BEDROOMS	00000	
12	00	FOR 010 9 BEDROOM MANSIONS	00000	
13	01	FOR 06 AND 07 3 BEDROOMS	00001	
14	01	FOR 06 AND 07 3 BEDROOMS BRICK	00000	
15	03	FOR 08 AND 010 3 BEDROOMS	00000	
16	00	FOR 010 9 BEDROOM MANSIONS	00000	
17	00	FOR 010 9 BEDROOM MANSIONS	00000	
18	01	FOR 06 AND 07 3 BEDROOMS	00004	
19	01	FOR 06 AND 07 3 BEDROOMS BRICK	00002	
20	03	FOR 08 AND 010 3 BEDROOMS	00001	
21	00	FOR 010 9 BEDROOM MANSIONS	00000	
22	01	FOR 06 AND 07 3 BEDROOMS	00000	
23	01	FOR 06 AND 07 3 BEDROOMS BRICK	00000	
24	03	FOR 08 AND 010 3 BEDROOMS	00000	
25	00	FOR 010 9 BEDROOM MANSIONS	00000	

END OF REPORT

02-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT DEARBORN
ESTIMATED WAITING LIST TIME REPORT

19143

NUMBER	MASTER NUMBER	TITLE	SIZE	WAIT TIME (DAYS)
NO WAITING LISTS				
END OF REPORT				

JOB 919

Function: This job compares the record for each service member in the HOMES and JUMPS data bases to ensure no one is receiving the Basic Allowance for Quarters (BAQ) and living in Family Housing.

Frequency: Annually (on weekend - off prime time).

Input: JUMPS file and the following dataset for JOB 919.

Output: Refer to the sample report.

Error Messages: The following are error messages for JOB 919.

IMPROPER SUB-INSTALLATION --
BLANK FIELD.

IMPROPER SUB-INSTALLATION --
BASE DOES NOT EXIST.

JOB 919 DATASET

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
1	Installation number	x(5)	1-5
	Subinstallation number	x(5)	6-10

JOB 919

02-564-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT ETUDE
JUMPS / HOMES INTERFACE
PERSONNEL RECEIVING FAMILY HOUSING AND SAU

17124

PAGE 1

SSN	NAME	GRADE	UNIT
004629339	WOOPER	WOY	P
249024045	SHARPER	YAHY	J

2 RECORDS IN THIS REPORT

END OF REPORT

JOB 922

Function: This job purges the facility history records.

Frequency: Annually (on weekend - off prime time).

Input: None.

Output: History tape and output report (see sample)

Error Messages: There are no error messages because there is no input.

JOB 922

HMES922

HMES FACILITY HISTORY PURGE
AUDIT TRAIL

PAGE 1

INSTALLATIONS
PURGE DATE: 16-JAN-83

SSN	RANK	LAST NAME	FIRST NAME I	STATUS	DATE	DAYS	REMARKS	
15914 021 FAC. SUF	02 ADC	021 HUNT ADDRESS			CITY		ST ZIP	
070341772 424760468	003 004	KOSTACHEK BRADY	CHRIS ROMAN	M G	ACTIVE ACTIVE	01 JUN 71 01 JAN 71	3600 1800	MOVED IN MOVED IN
22744 017 FAC. SUF	03 ADC	017 HUMPHREY ADDRESS			CITY		ST ZIP	
212486208 519682443	E07 E08	SOLOMON BASSET	ALAN MARK	J J	ACTIVE ACTIVE	01 JUN 71 01 JAN 71	3600 1800	MOVED IN MOVED IN
65534 214 FAC. SUF	21 ADC	214 ATKINSON ADDRESS			CITY		ST ZIP	
463766913 098501980	E04 E05	QUARTERMAINE D GREIN	ALAN JAMES		ACTIVE ACTIVE	01 JAN 72 01 JUN 71	1800 1800	MOVED IN MOVED IN

6HISTORY RECORDS WERE PURGED.

3FACILITY RECORDS WERE REFLECTED.

JOB 923

Function: This job removes the deleted personnel (PERS) records of service members who have been separated from an installation for 3 years since the date of departure and are not attached to a facility or waiting list.

Frequency: Annually (on weekend - off prime time).

Input: Refer to the following dataset for JOB 923.

Output: Refer to the sample report.

Error Messages: The following are error messages for JOB 923.

IMPROPER SUB-INSTALLATION --
BLANK FIELD.

IMPROPER SUB-INSTALLATION --
BASE DOES NOT EXIST.

JOB 923 DATASET

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
1	Installation number	x(5)	1-5
	Subinstallation number	x(5)	6-10

JOB 923

18-OCT-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT FORTY
REMOVAL OF DELETED PERSONNEL RECORDS

15148

PAGE 1

SSN	NAME	RANK	UNIT
337527309	PIGGOTT	RICHARD G COL	SASC

1 RECORDS DELETED.
END OF REPORT

JOB 990

Function: This job converts the HIMS-WLMF records to HOMES PERS and SLST records. Before this job is executed, the waiting list (WLST) records must be created and they must be empty.

Frequency: During conversion (on weekend - off prime time).

Input: HIMS-WLMF File and the following dataset for JOB 990.

Output: JOB 990 produces three reports:

- o List of personnel records created during conversion.
- o List of waiting list records created during conversion.
- o List of unknown ranks (not in HOMES Rank Equivalent Table) during conversion.

Error Messages: The following are error messages for JOB 990.

IMPROPER SUB-INSTALLATION --
BLANK FIELD.

IMPROPER SUB-INSTALLATION --
BASE DOES NOT EXIST.

JOB 990 DATASET

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
1	Installation Number	x(5)	1-5
	Subinstallation number	x(5)	6-10

JOB 990

2-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT ETUDE
MIMS-ALMF CONVERSION TO HOMES-PERS RECORDS

10117

CONVERSION NO.	SSN	NAME	RANK	DATE OF RANK	HOME PHONE	DUTY PHONE	ELIGIBILITY DATE	WAITING LIST STATUS
000070000001	00238700	HEUSTEN	E	70052	00		02043	5
000000000002	00240022	BRASLEY	R	80003	00		02049	5
000000000003	00200030	SEASLEY	R	80330	00		01304	5
000000000004	00450013	WALLET	C	79330	00		01208	0
000000000005	00540540	ROGERS	J	73103	00		02017	5
000000000000	00952330	SAYAGE	N	80270	00		02047	5

END OF REPORT

9 MIMS-ALMF RECORDS CONVERTED TO HOMES RECORDS

02-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT ETUDE
MIMS-ALMF CONVERSION TO HOMES-SLT RECORDS

CONVERSION NO.	RANK	RANK EQUIVALENT	DATE OF RANK	WAITING LIST DATE
000000000000	E00	03	70052	02043
000000000000	E05	04	80003	02049
000000000000	E05	04	80003	02049
000000000000	E05	04	80330	01304
000000000000	E05	04	80330	01304
000000000000	E03	40	79330	01208
000000000000	E00	03	73103	02017
000000000000	E00	03	73103	02017
000000000000	E07	02	80270	02047

END OF REPORT

9 MIMS-ALMF RECORDS CONVERTED TO HOMES RECORDS

02-SEP-82

HOUSING OPERATIONS MANAGEMENT SYSTEM
FORT ETUDE
ERRORS ENCOUNTERED IN RANK

10117

CONVERSION NO.	SSN	NAME	BAD RANK	RANK ASSIGNED
END OF REPORT				

JOB 991

Function: This job converts the HIMS-HIOF records to HOMES FACG, PERS, and FHIS records.

Frequency: During conversion (on weekend - off prime time).

Input: HIMS-HIOF file and the following dataset for JOB 991.

Output: JOB 991 produces two reports:

- o List of the facility records created during conversion.
- o List of the personnel records created during the conversion.

Error Messages: The following are error messages for JOB 916.

IMPROPER SUB-INSTALLATION --
BLANK FIELD.

IMPROPER SUB-INSTALLATION --
BASE DOES NOT EXIST.

JOB 991 DATASET

<u>Record</u>	<u>Field</u>	<u>Format</u>	<u>Position</u>
1	Installation number	x(5)	1-5
	Subinstallation number	x(5)	6-10

JOB 991

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FACILITY NO	PAGE NO/UNITS	STREET NAME	ADC CODE	CAT CODE	DESB CODE	NO BR	CURR NO MYS	NO OUT	CURR NO RP	NO DAYS	CURR ADM DAYS	DT QTRS ADDED	MO/YR PNTD	SVC CODE	ASSIGN DATE	CURRENT STATUS
81323044	07	SALERNO	08	05	G	3	0		000		000	00000	0000	A	80133	1A
81321048	07	SALERNO	08	05	G	3	0		000		000	00000	0000	A	81100	1A
81320104	07	SALERNO	08	02	G	3	0		000		000	00000	0000	A	80087	1A
81320108	07	SALERNO	08	02	G	3	0		000		000	00000	0000	A	81238	1A

END OF REPORT

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NUMBER OF BEDROOMS	NAME	SSN	RANK	BRANCH OF SERVICE
3	ANGLE MARK F	50002591	E05	A
3	RIGERS ROY L	24480081	E00	A
3	HOOPER ROY P	00462933	E00	A
3	SHARPER MARY J	24902904	E05	A

END OF REPORT

SECTION 9

CONVERSION CONSIDERATIONS

HIMS TO HOMES CONVERSION

To convert from HIMS to HOMES, perform these steps:

1. Run the 1410 report using HIMS.
2. Supply FESA with the 1410 report statistics from column A, which is previous total and previous total inactive.
3. Supply FESA with the last date the 1410 report was rolled.
4. FESA will assign an installation logon prefix that will precede all userids.
5. At this time, FESA will add the installation to the HOMES data base.
6. After FESA has added the installation, they will convert the HIMS HIOF file.
7. At this time, the waiting lists are added using the Create a New Waiting List screen (HOMES280).
8. After the installation and waiting lists (HOMES280) have been added and the HIMS HIOF file has been converted, then FESA will convert the HIMS WLMF file.
9. Add required history records for the current 1410 report period, using HOMES133 for all the facilities that spent part of the current 1410 report period in a status of inactive or diverted.
10. On the Display/Change Facility screen (HOMES131), enter the waiting list number for each facility. (A special userid will permit this field to be updated and validated.)

The dependent count is not converted from HIMS to HOMES; therefore, reports which display dependent counts will not accurately reflect all dependents until all the dependent information has been entered in the data base. The affected reports are:

- H1B910 - Waiting List
- H1B929 - Facility/Personnel Retrieval
- H1B917 - Sponsor/Dependent by Grade

NON-HIMS TO HOMES CONVERSION

To convert from a non-HIMS system, perform these steps:

1. Supply FESA with the 1410 report statistics from column A, which is previous total and previous total inactive.
2. Supply FESA with the last date the 1410 report was rolled.
3. FESA will assign an installation logon prefix that will precede all userids.
4. At this time, FESA will add the installation to the HOMES data base.
5. At this time, add the waiting lists using the Create a New Waiting List screen (HOMES280).
6. Manually add all facilities using the Add Facility screen (HOMES130). Housing area records (ADCG) are added automatically from the ADCG supplied on the HOMES130 screen.
7. Manually add all personnel using the Application/Personnel Processing screen (HOMES210) and the Family Members and Other Household Members screen (HOMES215).
8. Manually add personnel to the waiting lists using the Add a Person to a Waiting List screen (HOMES231).
9. Manually assign personnel to housing using the Housing Assignment screen (HOMES240).
10. Roll the HOMES 1410 report at the same time the report is rolled manually. After that use the HOMES 1410 report. (The HOMES 1410 report will not be accurate until the 1410 report has been rolled and a new report period has started.)

SECTION 10

GLOSSARY

A Alphanumeric - A general term for alphabetic letters (A through Z), numerical digits (0 through 9), and special characters (-, /, *, \$, +, etc.) that can be processed by a computer.

Arrow keys - The four keys will move the cursor to any position on the screen. A fifth arrow key located above the back tab key may be used for backspacing the cursor. Holding any of the keys down repeats the function.

Audit Trail - A means of tracing any data processed to its original source.

B Back Tab - This key moves the cursor backwards to the start of the previous unprotected field.

Band Printer - A high-speed printer that uses a band with embossed characters which are struck by a hammer.

Batch Job - A computer program which runs without operator interaction. Outputs and messages are usually printed on hard copy and are not sent to the CRT screen.

Binary - A numbering system based on two digits instead of the standard numbering base ten system.

Bit - The fundamental unit of binary data, either a 0 or 1. Bit is the contraction of binary digit.

BCS - Boeing Computer Services.

Bytes - A group of binary digits or bits used to encode a single character.

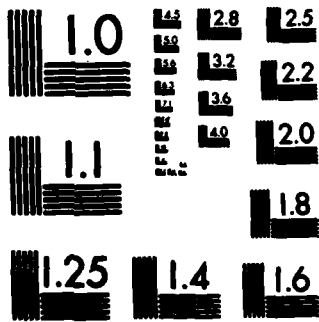
C Central Processing Unit (CPU) - The component in the computer system that controls the interpretation and execution of instructions.

CERL - Construction Engineering Research Laboratory.

Character - Any symbol, digit, letter, or punctuation mark stored or processed by computing equipment.

Computer - A device which performs computations, solves problems, and performs mathematical or logical operations on data.

Computer Security - The computer system and data are protected against unauthorized access.



MICROCOPY RESOLUTION TEST CHART

CRT (see terminal) - Cathode ray tube.

CURSR SEL - This is the upper case of the PA1 key. With this key, the user may select either a blinking block style cursor or an underline style cursor.

D Data - A formalized representation of facts and figures suitable for communication, interpretation, or processing by people or by automatic means.

Data Base - This method of organizing information minimizes the duplication of data stored. In a non-data base environment, separate records may exist for a single account; for example, a wage record, a benefit payment record and an accounts receivable record may all relate to John Smith. Each record may contain data which is common to all types of records. The SSN, name, address, and date of birth may be such common data elements.

In the data base concept, computer systems share a common pool of information or data base rather than maintain separate files of accounts for each computer system. This conserves data storage by eliminating redundancy of the common data elements. Each computer system using the data base retrieves whatever information it needs from the data base.

Data Communications (see telecommunications) - The transmission of encoded information (data) by electrical systems. Data may be transmitted over telephone lines or specially leased lines.

Data Processing (dp) - One or more operations are performed on data to achieve the desired result.

DEL - The DEL key performs the function opposite that of the INS MODE key. By using the DEL key, it is possible to delete characters from a field entry. The arrow keys position the cursor at the character to be deleted. Pressing the DEL key deletes all the characters to the right of the cursor and the remaining characters automatically move one position to the left.

DUP - This key prints an asterisk on the screen. This function is not used in our system.

Dump - To copy all or part of the contents of a computer's memory into an auxiliary storage unit or onto a line printer.

E **Edit** - To check the correction of data or to change the data.

Electronic Data Processing (edp) - Data is processed by electronic equipment.

ENTER - This key is pressed after a data entry is typed. The ENTER key passes the data to the computer program which in turn generates a response. In some cases, PF keys are used instead of the enter key.

ERASE EOF - EOF means end of field. When pressed, this key deletes any characters that exist in a particular unprotected field from the point of and beyond the current position of the cursor. For instance, in an unprotected field containing ANDERSON, W A, if the cursor were positioned at O, pressing the ERASE EOF key would delete O, N, comma, W and A; the field would then read ANDERS.

Error Message - A printed statement or message displayed on the terminal that indicates the computer detected a mistake.

F **Field** - A group of related characters treated as a unit.

File - A group of related records.

Form Feed - The movement of continuous paper in a printer to the beginning of a new line or page.

H **Hard Copy** - Printed reports and documents as opposed to CRT screen images.

Hardware - The physical equipment such as the computer, terminal, and printer.

HOMES - Housing Operations Management System.

I **IDMS** - Integrated Data Base Management System.

IFS - Integrated Facilities System.

Input - Data used for processing on a computer system.

INS Mode - The insert mode is an edit function. Pressing the INS MODE key causes the Edit Mode indicator to light on the operator panel. It is cleared by pressing the RESET

key. The INS mode is used to insert characters in a field entry. The arrow key positions the cursor at the point of insertion and the character(s) to be inserted are typed: all characters to the right of the cursor are moved to the right one position for each character inserted.

Input - Data used for processing on a computer system.

J JCL (Job Control Language) - These are commands needed to execute an operational program. For example, before a program can be executed, JCL is used to assign files. The JCL for all menu programs is part of the system.

JUMPS - Joint Uniform Military Pay System

L Laser Printer - A high-speed printer, printing in excess of 20,000 lines per minute.

M Magnetic Tape - A plastic tape with a magnetic surface for storing data in a code of magnetized spots.

Main Computer Storage - Electronic components electronically retain data processing information.

Memory - The storage facilities of the computer.

Menu - A list of options that display on the terminal.

Modem - A communications device which modulates signals between the terminal and central computer to enable transmission of data to and from the computer and terminal.

O Online - Equipment, devices, and people are in direct communication with the central processing unit of a computer. Any data entered is immediately processed.

OLQ - Online Query - An interactive method of retrieving data from the data base.

Operating System - The software that controls the overall operation of the computer.

Output - Data transferred from the computer's internal storage unit to some storage device or output device, such as a disc, tape, terminal, or printer.

P PA1 - PA means "program attention". The PA keys are not used by our system.

PA2 - This function is not used by our system.

PF Keys - "PF" stands for program function. PF keys 1 through 12 are used by HOMES.

Processor - A device such as the central processing unit (hardware) or compiler (software) that performs operations on data.

Program - A series of instructions which direct the computer to perform a particular task. Programs are written in a language that is understood by the computer.

Purge - Process of deleting old records in a file. Often, however, the term is used to mean the process of removing data from a file and storing it on a history disc.

R **Real Time** - Data is processed so quickly that it can be used to control or direct ongoing activity.

Record Length - The size of a record measured in words, bytes, or characters.

Record Type - Generic group of similar record occurrences. In terms of source code, a record type is analogous to the COBOL level-01 description. A particular occurrence is referred to as a record.

RESET - The RESET key unlocks the keyboard. The RESET key is pressed when the Input Locked light goes on because of some erroneous data entry; pressing the RESET key clears the Input Locked light and allows the correct data to be entered.

RESET Cursor - This key places the cursor at the start of the first unprotected field on the screen.

Return - This key moves the cursor to the start of the first unprotected field on the next line of the screen.

S **SASC** - Systems and Applied Sciences Corporation.

Schema - Defines all record types, set types, areas, and files that make up the data base. One schema exists for each data base.

Screen - The front surface of the terminal on which information is displayed.

Search - The process in which records are examined to locate a specific record in a file.

Security - See computer security.

Set Type - Expresses a relationship between two or more record types, where one record type is the owner and the other(s) is the member(s).

Shift Lock - This key, indicated by a padlock, must be held down along with the uppercase shift key to activate the upper function of any of the control keys. If a green arrow is displayed at the bottom of the screen, the key is locked into a shift position or uppercase. Repeated depressions of the shift lock key alternately lock and unlock the key.

Shift - To generate the upper character or function, the shift key must be held down while the selected key is depressed.

SIDPERS - Standard Installation Division Personnel System.

SNA - System Network Architecture defines a series of protocols in distinct layers that govern data communications.

Software - Programs, procedures, and routines written for computer systems. Software programs cause the computer to carry out particular operations.

Sort - A utility program that sorts records on disc.

Space Bar - This key moves the cursor one space each time it is pressed. If characters are already typed in a field, the space bar deletes those characters.

SPF - The System Productivity Facility (SPF) is a program product that assists in program development.

Subschema - Provides access to all, or a subset, of the data element record types, set types, and areas defined in the schema. Any number of subschemas can exist for a given data base.

T TAB - TAB key moves the cursor to the first position of the next unprotected field.

Telecommunications - The transfer of data over communication lines.

Terminal (see CRT) - A device that displays data on a television-like screen. This device is called also a tube, CRT, or video terminal.

Test REQ - This key is not used by our system.

Timesharing - A computer facility that is shared by several users. Although the computer services each user in sequence, the high speed of the computer makes it appear that all are serviced simultaneously.

TP - Teleprocessing.

TSO - Time Sharing Option - An interactive computer program which allows the operator to communicate with the computer to edit data files, run computer jobs, etc.

Transactions - Activities such as assignments, terminations, and waiting list updates which are performed as part of normal operating procedures.

V VDT - Video Display Terminal, also called CRT (Cathode Ray Tube).

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