



# USER'S MANUAL



# TACTICAL PERSONNEL SYSTEM

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## Chapter 1: Overview

### ***Purpose:***

This manual describes the functions within the Tactical Personnel System (TPS) and provides the user valuable information to effectively execute TPS software.

### **What is the Tactical Personnel System (TPS)?**

TPS fills the current void within the Personnel Automation Architecture and provides the essential personnel functionality to support a commander's tactical decision-making process. TPS builds a deployed personnel database. This capability is critical for immediate and future operations. TPS also facilitates the requirement for a smaller personnel footprint on the battlefield while maximizing human resource strength accountability to the tactical commander during "split-base" or other operations.

TPS also:

- Bridges the gap between hasty strength reporting and deliberate Title X personnel accounting
- Assists S1/G1 in personnel accounting, strength reporting, and replacement operations management through reports generated by system
- Eliminates unnecessary data entry to create manifests, personnel databases, and reports through the use of the Total Army Personnel Database (TAPDB)
- Extracts hasty personnel loss data from the C<sup>2</sup> system (via CSSCS Personnel module)
- Provides automated casualty data feeds and duty status changes to the Casualty Reporting System
- Updates personnel strength when duty status changes are received from units, medical facilities, mortuary affairs, and MP straggler control
- Allows human resource managers to initiate verification of duty status changes
- Produces and edits task force structures by UIC, SSN, and/or crew

### **What Can TPS Do Right Now?**

- Creates personnel deployment/redeployment manifests
- Generates "jump" manifests
- Automatically builds a deployed personnel database
- Provides reports and queries on deployed personnel
- Constructs task force organizations
- Creates crews (combining personnel with weapons systems)

### ***Interfacing Systems:***

#### **• Real Time Automated Personnel Identification System (RAPIDS)**

RAPIDS is the current DOD identification card that contains a compressed bar-code. TPS interfaces with RAPIDS by reading a soldier's SSN from a barcode. TPS takes the SSN into the Windows buffer and pulls the soldier's record from a resident database (CD-ROM or hard drive).

- **DoD Smart Card/Common Access Card (CAC):** TPS will be able to read the barcode located on the back of the CAC. We are looking at the possibility of accessing the Integrated Circuit Chip via an Integrated Circuit Chip Reader (ICCR).
- **Air Mobility Command (AMC)/Global Transportation Network (GTN)**  
GTN provides in-transit visibility (ITV) for all deploying personnel. TPS provides a file output called the AMC file (see Appendix B, AMC Format) that can be uploaded into the Global Transportation Network (GTN) after appropriate file conversion by Air Force and TRANSCOM personnel.
- **WINDOWS Personnel Accounting System (WINPAS)**  
WINPAS is a 1PERSCOM unique personnel accounting system used in the European Theater. WINPAS provides soldier movement and transaction updates to the 1PERSCOM Centralized Personnel Accounting System (CPAS). TPS can save a personnel deployment manifest in ARCIS file format. WINPAS is able to upload the ARCIS file, thus creating personnel records on WINPAS from the TPS deployment manifest.

### *System Functions Overview:*

TPS includes sixteen main functional areas. The following icons are seen on the initial screen once the software is executed. This manual will cover the following areas:



#### **Manifest Operations** (File Menu: Manifest)

- Create New Deployment/Redeployment Manifest.
- Open and modify existing Manifest
- Add personnel, UIC's or merge existing personnel to a TPS manifest.
- Save Manifests in "WINPAS", "AMC", TCA2, CSSCS and "TRN" file formats.



#### **Add or Update Personnel** (File Menu: Personnel)

- Create New Personnel Records on TPS.
- Open and modify existing TPS Personnel Records.
- Ability to track "The Army", DOD Civilians, Other Services, Foreign Nationals, and Non Government Employees (contractors, etc..)



#### **Task Force Operations** (File Menu: Task Force)

- Create New Task Force "shells".
- Open and modify existing task force "shells"
- Add personnel, UIC's or merge existing Task Force to a TPS Task Force "shell".
- Save Task Force data in various file formats: EXCEL, ACCESS, SQL, Text, etc..
- Provides Visibility of Crews.



#### **Query and Reports** (File Menu: Query/Reports)

The Query and Reports icon provides the ability to execute predefined reports. Predefined reports may be accessed by All Deployed, UIC (or multiple UICs) or Task Force. Reports included are:

- Personnel Summary: shows data by MPC, AOC/MOS, Rank- Authorized, Deployed, PDY, Required and Percentage.

- *Personnel Requirements Report*: shows required AOC/MOS by MPC, AOC/MOS, Rank- Required.
- *Unit Status Report*: Shows data by UIC, MPC, Authorized, PDY, Percentage, KIA, WIA, MIA, NBL and Other.
- *All Deployed Roster*: Shows data by Name, SSN, Grade, Battle Roster Number, Duty AOC/MOS, Sex and UIC.
- *Duty Status Report*: Shows each duty status and the number of personnel inside the category.
- *Casualty Report*: Allows the input of casualty data to generate an initial casualty report.
- *Deployed Foreign Nationals*: name, Sex, Mil/Civ, Title, DOB, Type ID, Country of Citizenship.
- *Deployed Civilians*: SSN, Name, Organization, Pay Plan, OCC Code, Pay Level, Sex, DOB



### **System Administration** (File Menu: System Admin)

The System Admin icon manages data. Subsets of System Admin icon provide the ability to manipulate data globally with global access. The System Admin include:

- *Personnel Data Upload*: Allows the upload of personnel
- *Unit Identification Code Upload*: Allows the upload of different UICs to the unit table.
- *Equipment Upload*: Allows the upload of Weapons System Data.
- *Duty Status Upload*: Allows the upload of duty status changes.
- *TESS Upload*: Allows the upload of new edited data to the system.
- *Reset Status*: Allows global reset of Exercise Duty Status, Mission Cap. Status or Deployment Date.
- *Hospital Upload*: Allows upload of personnel data on Deployed Personnel to a manifest by SSN.
- *Update Data*: Adds new data to existing tables.
- *Overlay Data*: Erases current data and writes new data to a table.
- *SIDPERS-3 Transaction(s) Administration*: Allows the saving or deleting of SIDPERS-3 Transactions.
- *Insert/Update Unit Identification Code*: Allows the creation or manipulation of UIC information.
- *Zip/Unzip*: Allows users to compress or decompress the database to 3.5 disks.
- *Delete Records*: Allows deletion of records by Task Force, UIC, or Individual.



### **Casualty Estimate and Stratification** (File Menu: Estimation) [*UNDER CONSTRUCTION*]

The Casualty Estimation and Stratification icon allows the user to query the strength of a Task Force, to execute a loss estimate for the Task Force (using LPX-MED) and to stratify the results showing the likely grade, MOS/AOC and skill level of expected losses. The sub-tool bar provides the following functionality:

- Stratify LPX-Medical gross loss estimate results into grade/MOS based on desired Task Force
- Upload Casualty Estimation Steering Committee MOS Factors



### **Crew Status Reporting** (File Menu: Crew)

The Crew icon allows weapon system registration to include the System, Designation, Maximum Crew and Minimum Crew. It also allows the assignment of personnel to weapons systems. Finally, it allows the assignment of crews to Task Forces. The subsystem contains crew-related reports. The user can access these reports by Military Duty Status (Real World) or Exercise Duty Status. These reports include the following references:

- All deployed by system designation
- All deployed by unit reference number
- Task Force by system designation
- Task Force by Unit Reference Number
- UIC by system designation
- UIC by Unit Reference Number



**UIC Replacement** (File Menu: UIC Replacement) *[UNDER CONSTRUCTION]*

The UIC icon displays all the Unit Identification Codes resident on the computer's hard drive. Highlight the UIC desired or highlight multiple UICs by depressing the control button.



**TRA to PDY** (File Menu: UIC Replacement -> Convert TRA to PDY)

This icon changes a soldier's status from transit to present for duty.



**Quick Query** (File Menu: Quick Query / F2)

The Quick Query icon allows the user to query data fields by table selection. The user can add entry retrieval criteria or perform counts on records.



**Close** (File Menu: Close / CTRL+F4)

The Close icon closes the current display and moves the user back one screen.



**Save** (File Menu: Save / F4)

The Save icon saves displayed data into different formats (Excel, Text, SQL, etc.).



**Print** (File Menu: Print / F5)

The Print icon prints displayed data.



**Search TESS** (Help Menu: TESS Search)

The Search TESS icon allows the user to search field names for definitions or values.



**TESS Definitions** (Help Menu: TESS Definitions)

The TESS Definitions allows the user to search for whole words or portion of words within a Field Name Title.



**Help** (Help- Contents or F1)

The Help icon displays the Help Table of Contents.



**Exit** (File Menu: Exit / ALT+F4)

The Exit icon exits the Application and returns the user to Windows.



**Synchronization** (File Menu: Synchronize) (Under Construction)

The synchronization icon synchronizes the remote database via the message system.

## ***Sub-Toolbar***

Users must understand that this system works exclusively with deployed personnel. The system will display ONLY manifested personnel or personnel with a valid deployment date. All features within the system can be executed by either using the icons and a mouse or by pull down menus. Selected features can be executed through function keys. The system design emphasizes standardization in display and functionality. Within any function, a click of the right mouse button will define a selected data element. A double click of the left mouse button on a SSN will show more detail on a person. Double clicking the left mouse button on the displayed individual personnel data will display information on the persons assigned unit. Double clicking on the left mouse button on the unit information display will show all the personnel assigned to the unit. As with most windows applications, Cntl-F4 will close the current operation and Alt-F4 will exit the program. The above system functions overview describes the functionality of the main toolbar. The selection of any main toolbar selection item brings up a sub-toolbar. Sub-toolbars generally allow the following activities:



-*New*: Begin a New Item (i.e. manifest, person, task force, query etc.).

-*Open*: Edit an Existing Item (i.e. manifest, person, task force, query etc.).

-*First Page*: Display First Page of a record, report or query.

-*Page Up*: Display the previous page of a record, report or query.

-*Page Down*: Display the next page of a report, query or record

-*Last Page*: Display the final page of a report, query or record.

-*Sort*: Sort displayed text by selected field names (use drag and drop method).

-*Horizontal*: Arrange opened windows as horizontally tiled.

-*Vertical*: Arrange opened windows as vertically tiled.

-*Cascade*: Restore minimized windows and arrange all windows as tiled.

-*Layer*: Arrange all windows as Layered.

-*Save/Update Changes*: Save changes to the database.

-*Insert New Record*: Insert a record into the database.

-**Save to File**:

-*Delete Record(s)*: Delete records in the database.

-*Exit*: Cancel current activities without saving data and return to the previous menu.

**Note: While using TPS, the FMS Database Engine application will be running and the user will see this icon on the toolbar. DO NOT select “shutdown” or select th  in the top right corner. Leave the FMS application minimized on the toolbar.**

## Chapter 2: TPS Software Installation

### ***Hardware Requirements***

Tactical Personnel System (TPS) runs on any Pentium (100 MHz or higher computer) with Windows 95/98 operating system. It requires at least 32 Megabytes of Random Access Memory (RAM), 64MB RAM are recommended. A CD-ROM Disc Drive is also required.

*Note:* If using the SCANBAR program to scan soldiers into database using handheld or slot barcode scanners, Windows NT and Windows 2000 will not allow Scanbar to operate in conjunction with TPS. To use Scanbar with TPS, the programs must run on WIN 95/98. WIN NT/2000 will not allow barcode scanning capability with TPS.

\*\*TPS Version 2 will not use Scanbar and a new scanning option will allow TPS to operate on all versions of Windows.

### ***Installing the Tactical Personnel System (TPS)***

#### **Loading computers that have never had a version of the Tactical Personnel System (TPS) loaded:**

1. Insert TPS CD in CD ROM Drive.
2. Follow "Auto Install" instructions.
3. After installation of TPS software, remove TPS Software CD and store in a secure location.
4. After initial installation, DO NOT reinsert TPS software CD (unless reinstallation is needed). The Auto-Install program is very aggressive.

#### **For Loading computers that had a version of Tactical Personnel System (TPS) loaded *previously*:**

1. If user wants to maintain old database from previous TPS version, the *Fms.db* file must be saved under another name and in a different folder (NOT the fms folder!) before uninstall procedure. After the new version is installed completely, the user can reinsert the old Fms.db into the fms folder.
2. Initiate TPS Uninstall function by selecting the Windows "Start" menu→Programs→TPS→Uninstall TPS.
3. Ensure that C:\fms and C:\SQLAny50 directories have been deleted off the computer (use Explorer to search).
4. Insert TPS CD in CD ROM Drive.
5. Follow "Auto Install" instructions.
6. Delete old icon of TPS on the desktop if necessary.

#### **For installing SCANBAR on WIN 95/98 platform:**

1. Insert TPS disk in CD ROM Drive.
2. Click on "START".
3. Click on "RUN".
4. Click on "Browse", and search the directory for the CD-ROM.
5. Select the CD ROM directory, then select "SCANBAR".
6. Then select "setup.exe", then "Open".
7. Select "OK" (Example path: D:\SCANBAR\DISK1\SETUP.EXE)
8. Follow instructions on page 5 (Barcode Scanning using SCANBAR) in order to properly set barcode scanner.

***NOTE: SCANBAR DOES NOT OPERATE ON WINNT or WIN2000***

## Barcode Scanner

Tactical Personnel System (TPS) currently utilizes a PERSCOM application called SCANBAR in order to establish communication between the barcode scanner (handheld or slot reader) and TPS software. SCANBAR provides the capability for scanning an automated SSN entry of compressed (RAPIDS) barcodes or non-compressed barcodes such as found on the prototype DOD Smart Card.

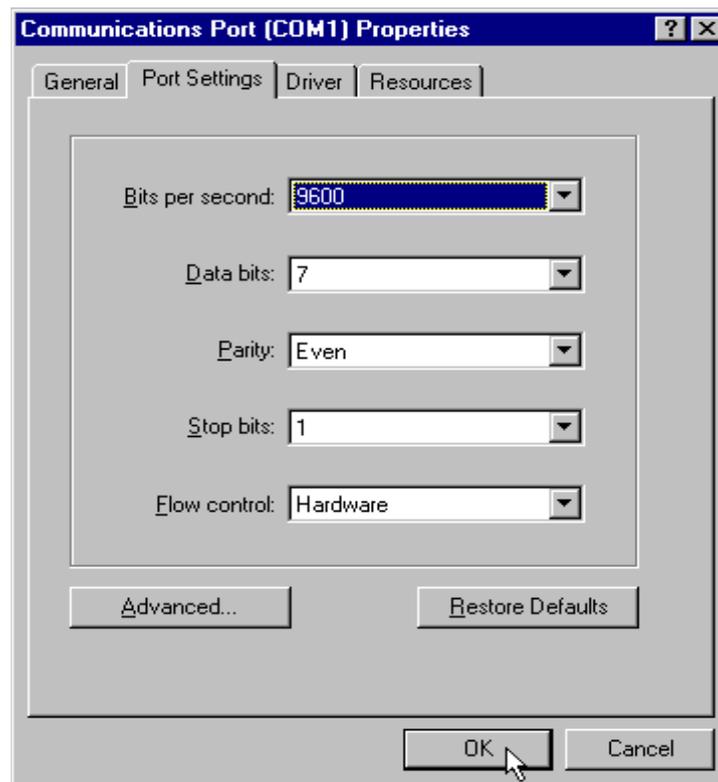
SCANBAR allows scanning of:

1. RAPIDS (Compressed Barcode; i.e.: Military ID Card)
  - Ensure Scanbar Software- OUTPUT- is set to Social Security Number.
2. Standard Barcode (DOD Smart Card, MARC card)
  - Ensure Scanbar Software- OUTPUT- is set to Regular barcode.

### Setup:

1. Install Barcode scanner prior to starting (booting) computer.
2. Once computer is activated, double-click on SCANBAR icon.  **SCANBAR Icon**
3. Left Click on the "COM1" button on the SCANBAR COM Port Setting screen once (and only once).
4. Set SCANBAR respective COM settings to: 9600, 7, Even, 1, Hardware and select OK.
5. Select Start on SCANBAR screen (SCANBAR will minimize and be located on the taskbar).

*Note:* Com Port settings may vary based on scanner hardware. See table of settings on next page.



*fig 1: COM Port Settings for the Barcode Scanner*

***Important Note:*** SCANBAR software will return to original default settings if SCANBAR window is maximized after start has been selected. Unfortunately, the user is unable to set custom default settings. If SCANBAR menu appears on screen, do not attempt to change the settings (application will lock up). Exit existing SCANBAR application and execute SCANBAR again to change the settings and continue.

### **COM Port Settings** (*Settings vary based on barcode scanner type used*)

There are currently two primary barcode scanners in use- the Sabre 1552 handheld scanner and the Model 6480 slot reader. They are excellent tools for manifesting large numbers of soldiers. It is recommended to use barcode scanners for entry of SSN, optional ULN, and location/base camp fields. You can use barcode-making software to make barcodes for your ULNs. Input one of the following settings into the SCANBAR Com Port Properties window for barcode scanning capability.

#### For INTERMEC Barcode Scanners:

- **Sabre 1552 Laser:**
- **Model 6480 “slot reader”:**
- Model 1551-B200:
- Model 1551-0200

#### COM Settings:

- 9600; 7; Even; 1; Hardware**
- 9600; 7; Even; 1; Hardware**
- 9600; 8; Even; 1; Hardware
- 9600; 7; Even; 1; Hardware



### **Printer**

The normal reports and queries within Tactical Personnel System (TPS) may be better understood by reading a printed copy.



### **CD ROM**

Tactical Personnel System (TPS) can read data from a TAPDB CD ROM (Total Army Personnel Database—contains military personnel records) to minimize data input requirements.

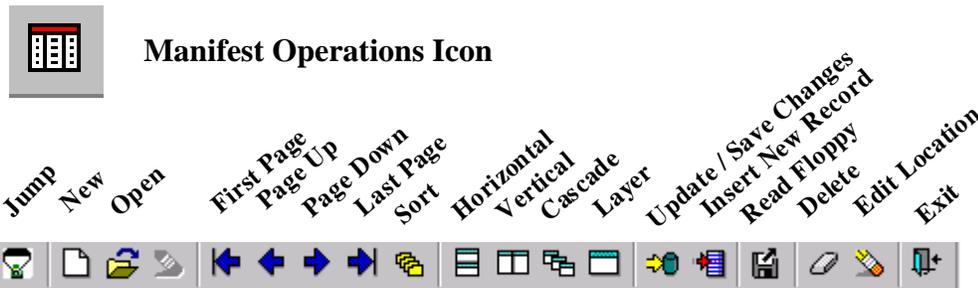
## Chapter 3: Manifesting

### Overview

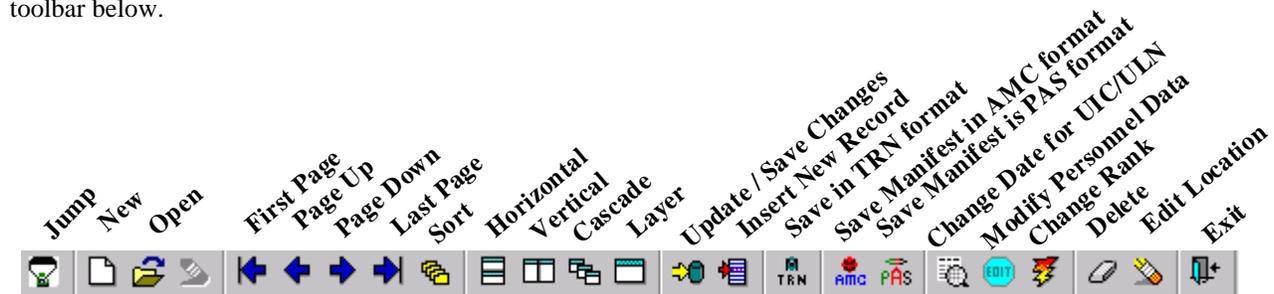
The manifest process is a key function within this system. The user creates a deployed personnel database during the manifest process. The personnel operator manifests deploying personnel on transportation assets by reading the RAPIDS or DOD Smart Card barcode with a scanner or by typing in a soldier's SSN. This creates the personnel strength baseline. Additionally, the Department of the Army requires that deployed military personnel manifest on aircraft and provide that information prior to takeoff.

TPS allows manifest information to be used by the Global Transportation Network (GTN). Transportation Command (TRANSCOM) uses GTN to track in transit DOD passengers on transportation by land, sea or air. TPS produces a report in the correct format for a direct load to GTN. PERSCOM is coordinating interface agreements between TPS, ROAMS and GTN.

### Manifest Selection:



After selecting the Manifest icon from the main tool bar, the user will see the above sub-tool bar beneath the main tool bar. After the "open" icon is selected and the desired manifest from the list is opened, the user will see the toolbar below.





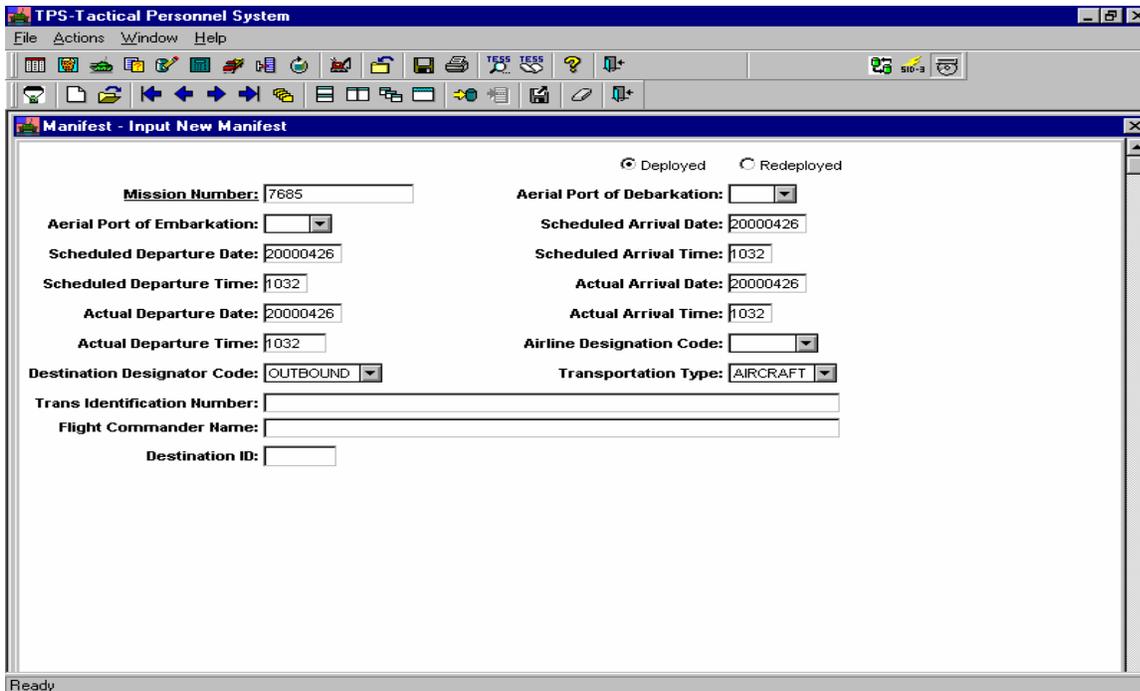
**New** (File Menu: New / F2)

To create a new manifest, select the New icon. This selection allows the construction of a manifest. The initial screen displays data normally obtained from the transportation office (flight controller). The following items are present:

**\*Note:** *A Toggle Switch indicates if the troops are deploying or re-deploying.*

*A Mission Number or Mission Name: (Assign a Flight #, etc.) must be assigned, remaining fields on the Manifest Shell may be left blank or the default can be accepted*

<i>Deployment</i>	Places system date to the Deployment Date Field (Adds soldiers to the deployed database)
<i>Redeployment</i>	Erases system date from the Deployment Date Field (Deletes soldiers from the deployed database)
<i>Mission Number</i>	The Manifest number or name for the Flight (Required Field)
<i>Aerial Port of Embarkation</i>	Port where personnel load into transportation craft
<i>Scheduled Departure Date</i>	Date that flight will leave (The default is the computer systems date)
<i>Scheduled Departure Time</i>	Time that flight will leave (The default is the computer's system time)
<i>Actual Departure Date</i>	Date transportation craft departs
<i>Actual Departure Time</i>	Time transportation craft departs
<i>Destination Designator Code</i>	Transportation craft direction of travel
<i>Aerial Port of Debarcation</i>	Where passengers discharge the transportation craft
<i>Scheduled Arrival Date</i>	Date scheduled for arrival
<i>Scheduled Arrival Time</i>	Time scheduled for arrival
<i>Actual Arrival Date</i>	Date transportation craft arrives
<i>Actual Arrival Time</i>	Time transportation craft arrives
<i>Airline Designation Code</i>	Code assigned to commercial aircraft
<i>Transportation Type</i>	Type of transportation
<i>Transportation ID Number</i>	Vehicle Identification Number
<i>Flight Commander Name</i>	The name of the individual designated as in charge of the flight
<i>Destination ID</i>	When using Database Replication, input to these fields will allow establishment of the required information to transmit.
These fields include:	
<i>PPA</i>	The PPA transmitting data to
<i>CLYU</i>	Country Location for Deployment Transactions
<i>Terminal ID</i>	Number assigned to identify PPAs using multiple terminals



Ready  
Fig. 1: Initialize a Manifest



### Update/Save Changes (File Menu: Save/ F4)

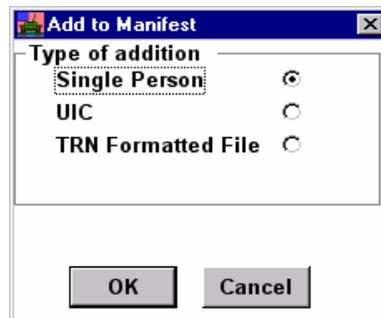
Upon completion of the initial screen, the user must select Update/Save Changes to Database (File-Save) or F4. Save Changes to Database is an icon that has a yellow arrow pointing to a green disk file. After selection, TPS displays the manifest screen. The user can insert personnel into the manifest or exit and enter personnel later. To change the initial data on an existing mission, highlight the desired manifest on the manifest list screen and left click a field to make changes. Note that mission name and deploy/redeploy fields cannot be changed once initially selected.



### Insert New Record (Action Menu: Insert)

To enter personnel to manifest, select the Insert New Record icon. The screen will display the Add to Manifest selection box.

*Note:* If accessing TAPDB CD-ROM (the CD that contains individual military personnel records), ensure CD is in the disk drive and that the CD icon in the upper right hand corner of the main TPS window is depressed.



The user has the following Insert New Record options:

**-Single Person:** selection of this option will display the Type Person screen. The user can add a DOD Person by typing in a SSN and weight or by scanning a barcode and typing in the weight. If the manifest is to be transmitted to the GTN, the user must enter in the **Deployment Line Number**. This is a unique identification for UIC according to the OPLAN. Both the ULN and Location are optional fields (will remain as a default during manifesting) and also can be scanned in by barcode if necessary. If the person is a Foreign National (Person without a SSN), type in the person's last name and press enter. The system will display all the foreign nationals with that name. Select the desired person. If the person is not displayed select cancel. The system will ask if you want to add that person to the database. A selection of Yes will lead to the Personnel Entry Screens. A selection of No will allow you to continue manifesting personnel. Also, if a SSN is entered and a soldier's record is not found on the database or TAPDB, TPS will take the user to the Processing New Person (Adding a Soldier to Database) screen allowing manual entry of a personnel record.

**-UIC:** selection of this option displays all the UICs on the database containing deployed soldiers. Selection of Show All Units will display all UICs resident on the computer's hard drive. If the display exceeds a page length, the user can enter the UIC in the search box (All Army UICs begin with W). If the UIC is on the database, TPS will highlight and display the UIC. To select personnel in a UIC for a manifest, highlight the UIC desired or highlight multiple UICs while depressing the control button (or if you desire a range depress the shift button while clicking on the desired UIC) and then select OK.

**-TRN Formatted File:** we can add people to the manifest from other files saved in TPS. A manifest saved in TRN format will allow other users to view that manifest on different computers and at different locations. Select Insert New Record icon and then select TRN Formatted File. The system will display the windows file selection screen. Select the correct drive and file name. The system will load the file and check to determine if you want to commit the file to the open manifest. A selection of Yes will load the data onto the database. A selection of No will return you back to the manifest screen.



**Open** (File Menu: Open / Ctrl F3)

Selection of the "Open" icon allows the display and editing of an existing manifest. Upon selecting the Open icon, all existing manifests on the database for that computer are viewed. On this screen, the user can edit the Manifest Transportation Information (Arrival times/dates etc.). The user must highlight the desired manifest and then select the data field (select with the mouse or tab over to the desired field) they desire to change. Type over the undesired information and remember to select Save Update icon.

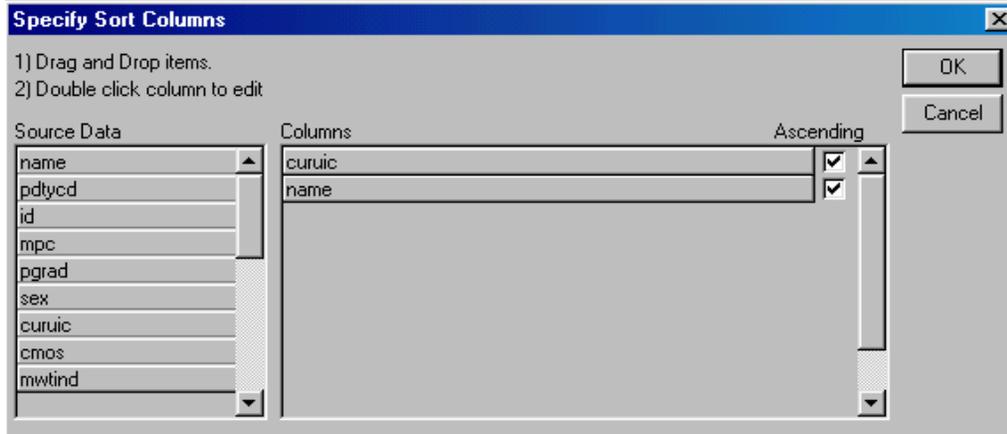
To select a particular manifest, move the cursor to your selection and double click the left mouse button. The system will display the personnel assigned to that manifest. From here, one can add, edit, or delete personnel. Select Insert New Record icon (Action-Insert) from the sub-tool bar to add a record. The system will display the same information in the paragraphs above to add a person. To delete or edit information, see following information in this chapter on Deleting, UIC/ULN/Location Changes, Modifying Personnel Data, Rank Changes, and Adding/Editing Locations.

To display personal information on an individual, move the cursor to your selection and **double click the left mouse button**. Double clicking anywhere on this screen with **the left mouse button** again will bring up information on the UIC of the person selected. A third left double click will bring up all personnel assigned to that UIC. Use the page up icon to return to the manifest. To display TESS lookup, move the cursor to displayed data and right-click the mouse once.

**Sort** (Actions Menu: Sort)



The manifest can be sorted as desired by the user. The most common 'sort' is "alphabetically by UIC" (curic and name put into "Columns"). The sort function is a simple 'drag and drop' process. Select OK when sorting criteria have been put into columns in correct order.



### **TRN (In-Transit) Formatted File** (Actions Menu: Save in TRN)

The TRN File allows a TPS user to save a manifest and share it with another TPS user via diskette or electronically (e-mail). The TRN File can also serve as a backup for each manifest.

#### Saving a Manifest as a TRN File:

1. With desired manifest open, select the TRN icon.
2. Select desired location and determine a filename for file to be saved.
3. Press "Save" and confirm with "Yes, No or Cancel".

#### Importing "TRN" Formatted Files:

1. Select Manifest icon.
2. If importing information into an existing manifest, ensure desired manifest is open. If opening TRN file as a new manifest, you must first create a new blank manifest. In both cases, proceed with next step.
3. Select the "Insert New Record" icon.
4. Select the TRN formatted file option.
5. Select file location- 'Look in' (A: or C: etc..).
6. Highlight correct file for "TRN" upload.
7. Select Open.

Upon completion of SSN/Name upload; select 'Commit changes to database'.

**PLEASE SEE APPENDICES FOR INFORMATION ON  
SAVING FILES AS AMC OR PAS FORMATS.**



## UIC, ULN, and/or Location Changes

1. Left mouse click on the UIC/ULN icon on the second tool bar.
2. Select individual or collective group of personnel to have UIC and/or ULN, Location , Weight, or Country Code to be corrected.
3. Enter correct data.
4. Select Update.

**Enter New UIC and/or ULN**

UIC

ULN

Location

Weight

Country Code

### Country Code:

This is the country of citizenship for a person. Automatic default, if left blank, is US.

### Search for UIC:

This gives list of UIC's manifested. User can also see complete list of all UIC's if "Show All Units" button is selected.

### Location:

Generally, location refers to base camp name. User can search through list of saved location names and numbers. For additional locations, user must use add/edit location function.

**\*Caution: This function can change the UIC/ULN/LOC/WT for multiple records. Pay close attention to records highlighted for change.**



## Modify Personnel Data

1. Select individual to have personnel data modified.
2. Left mouse click on the Modify Personnel Data icon on the second tool bar.
3. User will be taken to the Quick Entry personnel processing screen for the individual which will allow editing of the data fields seen on the Quick Entry screens (Please see Chpt. 4 for more info on quick entry data).
4. Select Update/Save on the Quick Entry personnel screen.
5. To return to current manifest, close Personnel screen by selecting "Exit" icon on the sub-toolbar or left click the "X" on the top right of the personnel screen.
6. After returning to the manifest, select Update/Save on that screen for personnel data to be committed to manifest database.



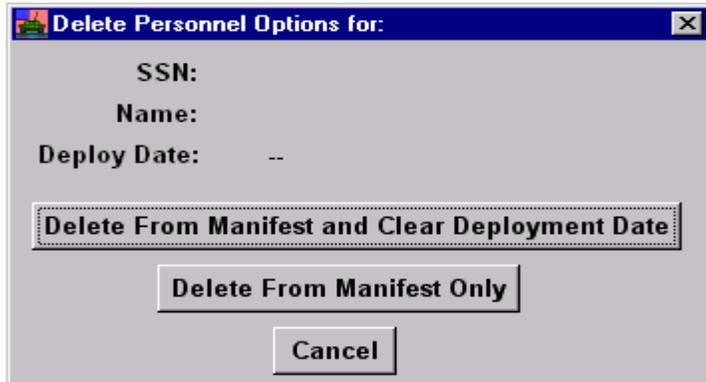
## Rank Change (Actions Menu: Change Rank)

1. Select individual or collective group of personnel to have rank corrected.
2. Left mouse click on the Rank icon on the second tool bar.
3. Enter correct rank.
4. Select "OK".



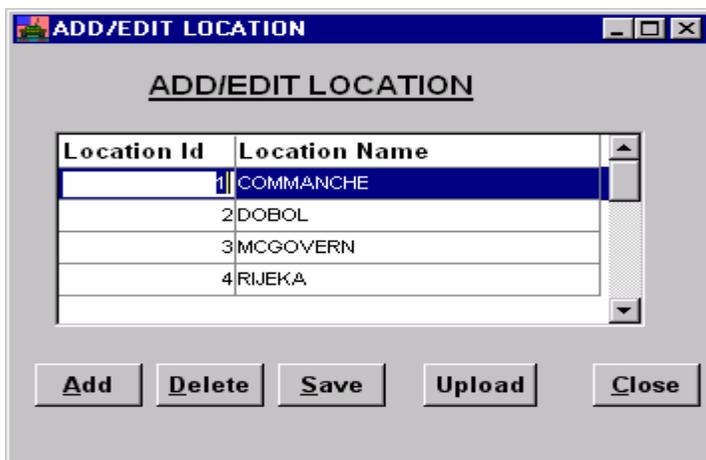
## Delete (Actions Menu: Delete)

To delete a person from a manifest, highlight the person's name and click on the Delete icon. A warning will display- "Delete Row?" The warning will display the Name, SSN and the word delete. A selection of "Delete From Manifest and Clear Deployment Date" will delete the entry. "Delete from Manifest Only" will keep the individual's deployment date. You must select the Save icon on the sub-tool bar to complete the selection.



### **Add/Edit Location** (Actions Menu: Edit Location)

This field is used as the name of the place a person is being deployed to. TPS includes 9 saved location settings (base camp names). By depressing this icon, the user can add or delete locations as needed. When adding a location, a unique name AND number must be assigned to the new location.



## **JUMP MANIFESTS**

### **Creating a Jump Manifest**



### **Jump Manifest Icon** (File Menu: Jump Manifest)

1. Under Manifest Operations, Select the Jump Manifest icon.

2. Select New to create or Open Jump Manifest Detail to view a previously created Jump Manifest.
3. Provide all information requested for New Jump Manifest.
  - a. Mission Number or Name.
  - b. Date.
  - c. Type Jump (You can select up to 5 Jump Codes for each Jump Mission).
  - d. Type Aircraft.
  - e. Location.
  - f. Chalk Number.
4. Save Jump Manifest.

## Manifesting Personnel in a Jump Manifest



Jump Manifest Personnel Toolbar

**Mission Number:** CHAIRBORNE      **Type of Jump:** MN

Door	Line	Name	Rank	Sen	UIC	Type Jumper
L	1	BOND JAMES	LTC	222222222	W1PTAA	J
L	2	MCFLY MARTY	MAJ	999999999	W1PTAA	PJ
<b>Total Weight:</b>						370

Buttons: Insert, Save, Delete, Cancel, Print, Close

1. Select a Jump Manifest by double clicking the desired manifest on the Jump Manifest Operations screen.
2. Select either Insert button at bottom of screen or Insert Personnel icon on the toolbar.
3. Provide all information requested.
  - a. SSN.
  - b. Jumper Type.
  - c. Weight.
  - d. Jump Door.

**Insert Into Jump Manifest**

**Jump Manifest ID:**

Ssn:

Jumper Type:

Weight:

Jump Door:

Manual Mode

Buttons: Add, Return, Load From File, Help

4. Press Add. The selected soldier's name and information will appear on the manifest. Continue adding personnel as necessary.
5. Press Load from File to load from a previous manifest.
6. When finished adding new personnel to the Jump Manifest, press Return or close the box.
7. Before saving, if you would like to delete an individual name from the manifest, highlight the name and press the Delete icon.



*\*Note: If you would like to cancel all inserts prior to saving, press the Cancel All Inserts icon.*

8. Press Save at the bottom of the screen or the Save icon on the toolbar to save manifest. The Insert button will not be available again until you save the manifest.

## Chapter 4: Personnel Database Access

### Overview

Personnel database access allows the creation of new personnel records and the editing of existing records. Tactical Personnel System (TPS) has the capability to control Service Members, DOD Federal Civilians, Non-DOD Federal Civilians, NAF-Employees (AAFES), DOD Contractors, Red Cross Workers, other Civilians, and Foreign Nationals.

### Personnel Subsystem Execution

To execute the Add or Update Personnel software, click on the Add or Update Personnel icon (File-Personnel). After the selection, the system will display a sub-tool bar beneath the main tool bar selection. The submenu will allow the following selections:

### Add and Update Personnel Selection:

Add and Update  
Personnel Icon



**New** (File Menu: New / F2)

To add a new person, the user must click on the “New” icon. This feature allows the addition of all personnel *except* for foreign nationals. If a user desires to enter a Foreign National (Person without a SSN), he must click on the Foreign National icon (File Menu: Foreign National / CTRL+F2). After clicking on this icon, the user will see the initial personnel screen. The subsequent screens will change based on the selection of Individual Employment Classification Code.

### Service Member

Upon selection of a new service member, TPS displays a screen that allows entry of personnel data. The underlined information is the required information to enter. The data elements include the following:

#### Screen One (Underlined Items are mandatory)

<u>SSN</u>	Enter data
<u>Name</u>	Enter data as Last, First and MI
<u>Sex</u>	Click to Select
<u>Date of Birth</u>	Enter data (Format: YYYYMMDD)
Individual Employment Classification Code	Click to Select. This field serves as a pivot for subsequent screens (different screens will show based on the selected data element)
Marital Status	Click to Select
DOD Component	Click to Select
Military Duty Status	Click to Select
Military Duty Status Date	Effective date of status (Format: YYYYMMDD)
Military Duty Status Time	Effective time of status (Format: HHMM)
Mission Capable Indicator	Click to Select
Exercise Duty Status	Click to Select. Exercise duty status
Exercise Duty Date	Effective date of the exercise duty status (Format: YYYYMMDD)
Exercise Duty Time	Effective time of the exercise duty status (Format: HHMM)
Race Population	Click to Select

Religion	Click to Select
Passport Number	Type to Enter
Blood Type	Click to Select
Individual weight	Type to Enter
Deployment Date	Type to Enter (Format: YYYYMMDD)
Deployment Line Number	Mobilized requisition data
Contingency Operation Identifier	Click to Select
Ethnic Group	Click to Select
ID Card Number	Type to Enter
ID Card Type	Click to Select
Personnel Security Status	Click to Select
Civilian Education Level Completed	Click to Select
Date Expiration of Service	Click to Select
Comments	Type to Enter



Upon completion of screen 1, select Page Down icon.

**TPS-Tactical Personnel System**

File Actions Window Help

**Processing New Person**

SSN: 123-45-6789 Marital Status: MARRIED

Last Name First Name Middle Name: DOE JOHN EDWARD DOD Component: A

Sex:  M  F Military Duty Status: PDY

Date of Birth (yyyymmdd): 19650704 Military Duty Date (yyyymmdd): 20000426

Ind. Employment Classification Code: SERVICE MEMBER Military Duty Time (HHMM): 1457

Mission Capable Indicator: SERVICE MEMBER IS MISSION CAPABLE

Exercise Duty Status: PDY Deployment Date (yyyymmdd): 20000426

Exercise Duty Date (yyyymmdd): 20000426 Deployment Line Number:

Exercise Duty Time (HHMM): 1457 Contingency Operation Identifier:

Race/Population Group: Ethnic Group:

Religion:

Passport Number: ID Card Number:

Blood Type: ID Card Type: NEW

Individual Weight: 178 Personnel Security Status:

Civilian Education level Completed:

Date Expiration Term of Service(yyyymmdd):

Comments:

Ready

Fig. 2: Adding a Person to the Database – Page One

**Screen Two** (Underlined items are mandatory)

<u>Military Personnel Class</u>	Click to Select
<u>Service Component</u>	Click to Select
<u>Military Education Level</u>	Click to Select
Battle Roster Number	Type to Enter
<u>Rank</u>	Click to Select
Date of Rank	Type to Enter
Basic Active Service Date	Type to Enter
Pay Entry Basic Date	Type to Enter
UIC	Double click left mouse button to display all UICs **Select insert a record to enter additional UICs
UIC Type	Click to Select **If soldier has multiple UICs, select "insert new record" from sub-menu
Language	Click to Select
Language Reading Level	Click to Select
Language Listening Level	Click to Select
Military Skill Designator Code	Click to Select

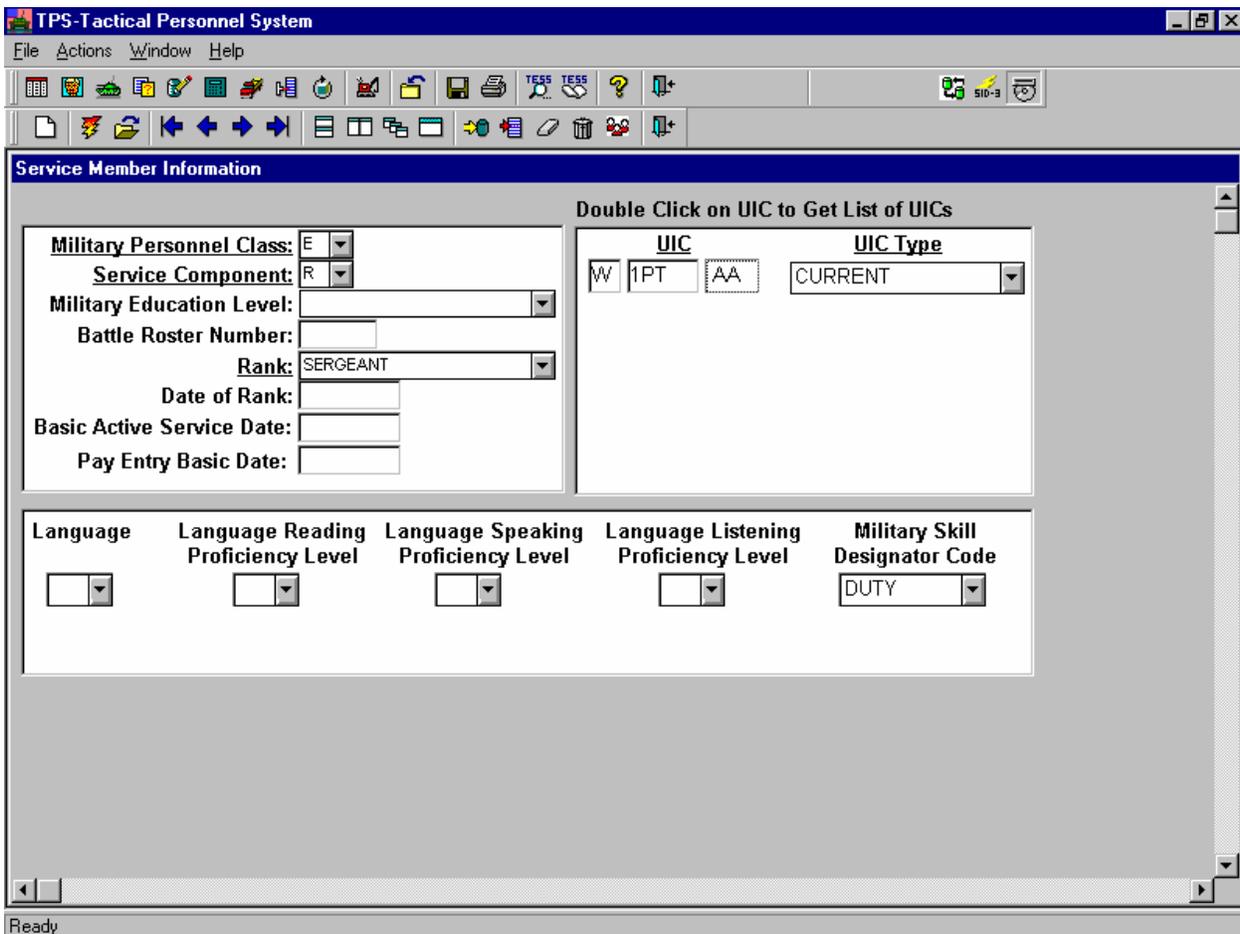


Fig. 3: Adding a Person to the Database – Page Two

Upon completion of screen 2, select Page Down icon

**Screen Three – Officer** (Underlined items are mandatory)

<u>Area of Concentration (Branch)</u>	Click to Select – insert a record for additional AOC
Designator	Click to Select – Insert a record for additional designators
<u>Additional Skill ID – Functional Area</u>	Click to Select – insert a record for additional ASIs
Military Skill Identification Code	Click to Select – Insert a record for additional designators

**Screen Three – Enlisted** (All items are mandatory)

Military Occupational Specialty	Click to Select – insert a record for additional MOSs
Occupational Specialty Designator	Click to Select – insert a record for additional designators
Additional Skill Identifier	Click to Select – insert a record for additional ASIs
Military Skill Designator Code	Click to Select – insert a record for additional designators
Special Qualifications Identifier	Click to Select – insert a record for additional designators
Military Skill Designator Code	Click to Select – insert a record for additional designators

**Screen Three – Warrant** (Underlined items are mandatory)

<u>Military Occupational Specialty</u>	Click to Select – insert a record for additional MOSs
Occupational Specialty Designator	Click to Select – insert a record for additional designators
<u>Additional Skill Identifier</u>	Click to Select – insert a record for additional ASIs
Military Skill Designator Code	Click to Select – insert a record for additional designators
<u>Special Qualifications Identifier</u>	Click to Select – insert a record for additional designators
Military Skill Designator Code	Click to Select – insert a record for additional designators

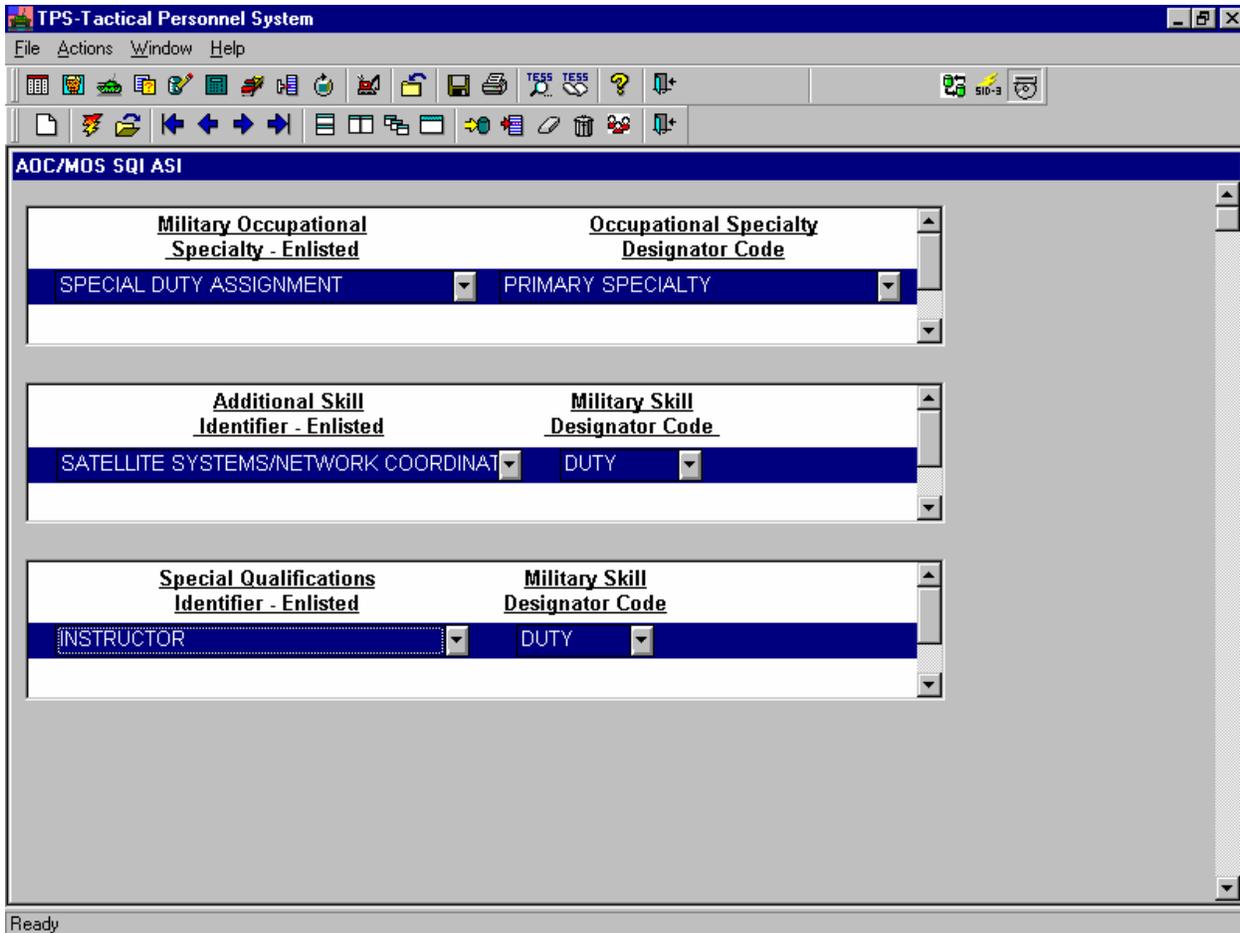


Fig. 4: Adding a Person to the Database – Page Three

\*Note: After completion of screen 3 you may select update/save. SCREEN 4 AND 5 ARE OPTIONAL.

### Screen Four

Citizenship	Click to Select
Individual Equipment Serial Number	Type to Enter
Individual Equipment Type	Type to Enter
Individual Deployment Status	Click to Select
Deployment Country	Click to Select
Arrival Date	Type to Enter (Format: YYYYMMDD)
Departure Date	Click to Select (Format: YYYYMMDD)
Deployment Type	Click to Select **update and save after entering information on this screen

\*Note: If data was entered on Screen 4, select the Update/Save icon.

### Screen Five

International Disease Classification Code	Click to Select
International Disease Classification Comment	Type to Enter
Exercise Indicator	Type to Enter

## DOD Federal Civilian, Non-DOD Federal Civilian, NAF Employee (AAFES), DOD Contractor, Red Cross Workers, or Other Civilian

### Screen One (Underlined items are mandatory)

<u>SSN</u>	Type to Enter
<u>Name</u>	Type to Enter (Last, First and MI)
<u>Sex</u>	Click to Select
<u>Date of Birth</u>	Type to Enter (Format: YYYYMMDD)
Individual Employment Classification Code	Click to Select *This field serves as a pivot to subsequent screens
DOD Component	Click to Select
Military Duty Status	Click to Select
Military Duty Status Date	Click to Select (Effective date of status, Format YYYYMMDD)
Military Duty Time	Type to Enter (Effective time of status, Format HHMM)
Mission Capable Indicator	Click to Select
Exercise Duty Status	Click to Select
Exercise Duty Date	Type to Enter (Format: YYYYMMDD)
Exercise Duty Time	Type to Enter (Format: HHMM)
Religion	Click to Select
Passport Number	Type to Enter
Blood Type	Click to Select
Individual Weight	Type to Enter
Deployment Date	Type to Enter (Format: YYYYMMDD)
Deployment Line number	Type to Enter (Mobilized requisition data)
Contingency Operation Identifier	Click to Select
ID Card Number	Type to Enter
ID Card Type	Click to Select
Comments	Type to Enter

### Screen Two

UIC	Double left mouse click to display a selection of UICs
Civilian Occupational Type Code	Click to Select
Pay Plan Code	Click to Select
Pay Grade Level	Click to Select
Point of Contact Name	Type to Enter (Person to notify in case of emergency)
Organization Name	Type to Enter (Company the civilian is from)
Skills	Type to Enter
Civilian Occupational Type Code	Click to Select
Point of Contact Phone Number	Type to Enter



### Foreign Nationals

Click on the Foreign National icon and then the New icon. TPS will display the following fields:

(Underlined items are mandatory)

<u>Name</u>	Type to Enter
<u>Date of Birth</u>	Type to Enter

Identification	Type to Enter (Documents used for Identification)
Country of Citizenship	Click to Select
Date Deployed	Type to Enter
Passport Number	Type to Enter
Sex	Click to Select
Religion	Click to Select
Foreign Military Identifier	Click to Select
Military Equivalent	Type to Enter
Exercise Duty Status	Type to Enter
Exercise Duty Time	Type to Enter
Mission Capable Indicator	Type to Enter
Title	Type to Enter

*\*Note: Foreign Nationals have only one screen to fill out.*



### Quick Entry Icon

Select the **Quick Entry** icon.

Page 1: Processing New Person Screen: You must complete all of the information that is present on page one: **SSN**, **Name**, **Sex**, and **Ind. Employment Classification Code**.

*\*Note: When entering a soldier's name, enter Last Name\_First Name\_Middle Name with one space between each. Page 2 will automatically appear when page one's information is complete.*

Fig. 5: Page One of Quick Entry

Page 2: Quick Entry/Processing a Soldier/Civilian Screen: Enter the data elements below, **UIC**, **UIC Type**, **Pay Plan Code**, **Pay Grade Level**, and **Civilian Occupational Type Code**. Then select the Update/Save icon.

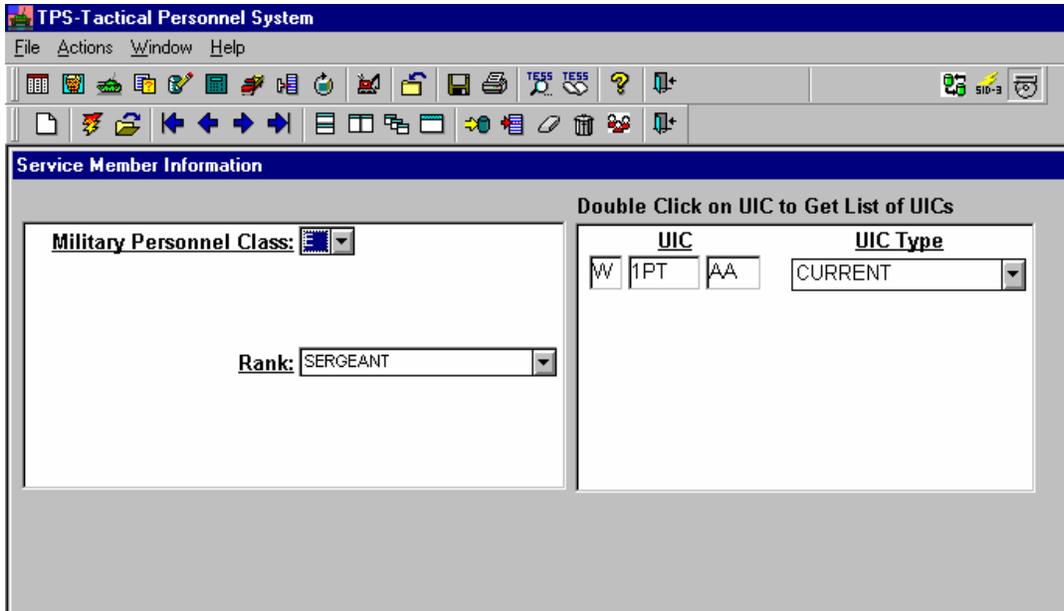


Fig. 6: Page Two of Quick Entry Screen



Fig. 7: Page Three of Quick Entry Screen

## Chapter 5: Task Force Operations

### *Overview:*

This subsystem allows for creation and editing of task force information. Once a user creates a task force they can use it as selection criteria for loss estimates, queries and reports. The user can create a task force by Unit Identification Code (UIC) or by individual soldier level (SSN). The Crew subsystem provides further Task Force capability.

### *Task Force Operations Execution*

After selecting the Task Force icon (File- Task Force) from the main tool bar, the user will see a sub-tool bar beneath the main tool bar selection. The submenu will allow the following selections:

### *Task Force Operations Selection:*

Task Force  
Operations Icon



**New** (File Menu: New / F2)

After clicking on this icon (File-New or F2), the user will see a screen that allows the creation of a new task force. The data elements include the following:

- Task Number: Enter data. \* **Do not enter a space in the name.** \*
- Responsible Service: normally enter AR (for Army)
- Description: Enter data

**Update** (Actions Menu: Update)



After entering the data, select Update/Save Changes icon to continue. The user will see the Task Force Screen.



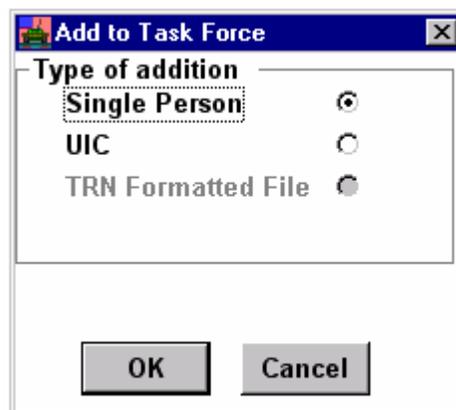
**Close** (File Menu: Close / CTRL+F4)

The user has the option to save the task force shell by selecting the Close icon from the main tool bar. This option will save the task force shell without any personnel assigned.



**Insert New Record** (Action Menu: Insert)

The other option is to insert personnel into the task force. Select the Insert New Record icon.



The system will display Add to Task Force Selection Box. The user has the following add options:

**Single Person:** Selection of this option will display the Type of Person Screen. The user can add a DOD Person by typing in a SSN or by scanning a bar code. If the person is a Foreign National (Person without a SSN), type in the person's last name and press enter. The system will display all the foreign nationals with that SSN. Select the desired person. If the person is not displayed, select cancel. The system will ask if you want to add that person to the database. A selection of Yes will lead to the Personnel Entry Screens. A selection of No will allow you to continue adding personnel to the task force.

**UIC:** Selection of this option displays all the UICs resident on the computer's hard drive. Highlight the UIC desired or highlight multiple UICs by depressing the control button. If you desire a range depress the shift button while clicking on the desired UIC.

*Note:* TRN Formatted File is not an option for Task Force additions.



### **Open** (File Menu: Open / F3)

Selection of the Open icon allows the display and editing of an existing task force. Upon selecting the icon for opening a task force, TPS displays all existing task forces.

To select a particular task force, move the cursor to your selection and double click the left mouse button. The system will display personnel assigned to that task force; additional personnel can then be added or deleted. Select Insert New Record icon (Action-Insert) from the sub-tool bar to add a record. The system will display the same information in the paragraphs above to add personnel to a manifest.

To display personal information on an individual, move the cursor to your selection and double click the left mouse button. To display TESS lookup move the cursor to displayed data; right-click the mouse once.

To delete a person from a task force, highlight the person's name and click on the Delete icon (Actions-Delete). A warning will display- "Delete Row?" The warning will display the Name, SSN and the word delete. A selection of Yes will delete the entry. A selection of No will cancel the deletion. You must select the Save icon on the sub-tool bar to complete the selection.



### **Delete UIC From Task Force**

1. Click on Open a Task Force. TPS will display the existing task forces.
2. Select the desired task force. TPS will display the soldiers assigned to the selected task force.
3. Select Delete a UIC from a task force. TPS will display all the UICs associated with the task force.
4. Select the UIC to delete. Then select OK. TPS will display the soldiers remaining in the task force.



### **Combine Task Forces**

1. While a task force is currently open, click on Combine Task Forces Icon.
2. A list of saved task forces will be given. Select a task force(s) to be combined with the task force currently open.
3. Select "OK".
4. Personnel from Task Force(s) desired will be displayed on the currently open task force
5. Select "Update/Save" icon.

**Note1:** Personnel that were combined will concurrently be listed in their original task force(s).

**Note2:** Version 2 will have "drag and drop" functionality for creating/modifying task force

## Chapter 6: Reports

### *Overview*

This menu allows the execution of pre-formatted and defined queries. Within all selections, a user can decide to query against all deployed personnel, a particular task force or one/many UICs. We restrict the task force query option because within TPS, a Task Force is a data view. If we allow the user to execute the report against multiple task forces, they will double count resources. When using the reports within the Query and Reports Subsystem, it is critical to realize that all reports are based on deployed personnel. The numbers DO NOT reflect all the assigned soldiers within the unit. The authorized columns reflect MTOE or TDA authorizations. The Deployed columns reflect the number of soldiers deployed or manifested through the database. The PDY column reflects the number of soldiers with an Exercise Duty Status of PDY.

### *Run Query/Reports Execution*

After selecting the predefined Queries and Reports icon (File-Query/Reports) from the main tool bar, the user will see a sub-tool bar beneath the main tool bar selection. The user must understand that the pre-formatted queries operate with records that have an entry in the deployment date field. The sub-menu will allow the following selections:

### *Query and Reports Selection:*



### **Deliberate Personnel Report** (Reports Menu: Deliberate Personnel)

After clicking on the Deliberate Reports icon, the user will see a screen that displays an option to select by All, Task Force or UIC (Allowing for selection of multiple UICs). Following the UIC selection, the user can choose to see only commissioned officers, warrant officers, or enlisted soldiers. The output will display a tab indicator on the top of the report. The user can select Commissioned, Warrant, or Enlisted. It will display each MOS/AOC by skill level in the categories of Authorized, Deployed, PDY, Required and Percentage. We define "Authorized" as MTOE or TDA strength. "Deployed" are all personnel with a deployment date. "Assigned" are all personnel with an exercise duty status equal to PDY. "Required" is the difference between the deployed and PDY strength. The "Percentage" is the PDY strength divided by the deployed personnel.

Mos	Mpc	Title	ENLISTED AUTHORIZED					Total
			SI1	SI2	SI3	SI4	SI5	
00D	E	SPECIAL DUTY ASSIGNMENT	0	1	0	0	0	1
71L	E	ADMINISTRATIVE SPECIALIST	2	0	1	3	3	9
73C	E	FINANCE SPECIALIST	0	0	0	4	0	4
73D	E	ACCOUNTING SPECIALIST	0	0	0	2	0	2
75B	E	PERSONNEL ADMINISTRATION SPE	0	1	0	0	0	1
75C	E	PER MGMT SP	0	1	0	0	0	1
75H	E	PERSONNEL SERVICES SPECIALI:	0	0	1	3	2	6

Fig. 8: Report on Authorized and Assigned Personnel



## Requirements Report (Reports: Requirements Report)

After clicking on this icon the user will see a screen that displays an option to select All Deployed Personnel, Deployed by UIC (Allowing for selection of multiple UICs), or Deployed by Task Force. Following the UIC selection, the user can choose to see all personnel, only commissioned officers, only warrant officers, or only enlisted soldiers. The output will display MOS/AOC by grade in the category of required. We define required as the difference between the deployed and PDY.

AOC/MOS	Rank	Required	Replacements
PERSONNEL REQUIREMENTS REPORT			
Task Force BLACK			

Fig.9: Report on Personnel Requirements



## Update Report (Reports Menu: Update Report)

After clicking on this icon (Reports- Update Report), the user will see a screen that displays an option to select by All, Task Force or UIC (Allowing for selection of multiple UICs). Following the UIC selection, the user can choose to see all personnel, only commissioned officers, only warrant officers, or only enlisted soldiers. The output will display each UIC by MPC required and a percentage. Authorized and Operational Strength by each Military Personnel Category (O,W,E). It will also display the personnel in duty status of PDY, KIA, WIA, MIA, NBL and Other.

PERSONNEL UPDATE REPORT											
2000/04/27											
09:07											
Task Force= BLACK											
Curuic	MPC	Authorization Source	Authorized	PDY	Percent	TRA	KIA	WIA	MIA	NBL	Other
WIPTAA		Computed	1	2	200	0	0	0	0	0	0
		Computed	1	2	200	0	0	0	0	0	0
	O	Computed	20	21	105	0	0	0	0	0	0
	O	Computed	20	21	105	0	0	0	0	0	0
	W	Computed	2	2	100	0	0	0	0	0	0
	E	Computed	31	31	100	0	0	0	0	0	0
<b>Totals For</b>	<b>WIPTAA</b>		<b>75</b>	<b>79</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fig. 10: Personnel Update Report



## Personnel Deployed Roster

After clicking on this icon, the user will see a screen that displays an option to select by All, Task Force or UIC (Allowing for selection of multiple UICs). The output will display soldiers with a valid entry in the deployment date field.

Name	SSH	MPC	SVC		Grade	Duty Status		Duty		Sex	UIC
			COMP	Grade		Mil	EXE	AOC/MOS	Sex		
DIXON LYNNE ALLYN		O	V	CPT		PDY	PDY	42B	F	W1PTAA	
MOORE STANLEY ANDREW		E	R	SFC		PDY	PDY	75H	M	W1PTAA	
COX JAMES JOHN		E	R	SFC		PDY	PDY	79R	M	W1PTAA	
DOE JANET EDNA		E	R	SGT		PDY	PDY		F	W1PTAA	
TAYLOR ANDERSON LEROY		W	R	CW4		PDY	PDY	420A	M	W1PTAA	
LAUNILUS ROBERT LEROY JR		E	Z	SFC		PDY	PDY	OOD	M	W1PTAA	
SULLIVAN MARK		E	R	SFC		PDY	PDY	73C	M	W1PTAA	
DOE JOHN EDWARD		E	R	SGT		PDY	PDY		M	W1PTAA	
HARRIS OMEGA ALLEN		E	R	SGM		PDY	PDY	71L	M	W1PTAA	
PRIDGEN DARRYL DELANEY		E	R	SGT		PDY	PDY	75C	M	W1PTAA	
WIGGINSLANIER MARGO		E	R	SFC		PDY	PDY	71L	F	W1PTAA	
BLACKWELL THOMAS LEBRON		E	R	SSG		PDY	PDY	00R	M	W1PTAA	
BALDINO MARY ELIZABETH		E	R	SFC		PDY	PDY	73D	F	W1PTAA	
ECENRODE JOHN ALAN		O	V	CPT		PDY	PDY	42B	M	W1PTAA	
BRIGHTRIVERA MARTHA ANNETTE		E	R	SFC		PDY	PDY	75H	F	W1PTAA	
CALLAWAY KENNETH JOSEPH		E	R	PV2		PDY	PDY	71L	M	W1PTAA	
BEAUCHAMP ALAN JAMES		E	R	SFC		PDY	PDY	75Z	M	W1PTAA	
BOND JAMES		O	R	LTC		TRA	PDY	11A	M	W1PTAA	

Page 1 of 4  
Rows retrieved = 56

Fig. 11: Report of Deployed Personnel

### ***Other Pre-formatted Reports:***

The system provides for additional reports. These reports are not used as frequently as the other pre-formatted reports. To access reports click on the pull down menus- Reports-Additional Reports. These reports are:

***Duty Status:*** Selecting Reports- Additional Reports- Duty Status. This will show a listing of duty statuses within the organization.

***Casualty Report (Future):*** Selecting Reports- Additional Reports- Casualty Report will allow the processing of casualty reports by SSN, Battle Roster Number, Name, Crew, UIC or Task Force. After displaying the selected data, the report will allow an update to a soldier (or multiple soldiers) duty status. The report will then show the essential data elements for a casualty report. These fields are Verify, Type Report, Type Casualty, Casualty Status, Category of Individual, Date/Time Incident, Location of Incident, Circumstances, and Inflicting Force. The verified field provides the flexibility to exclude selected individuals from a selection of multiple people. Currently the report displays Grade, Name, SSN, Duty MOS/AOC, Primary MOS/AOC and Duty Status.

***Deployed Foreign Nationals:*** Selecting Reports- Additional Reports- Deployed Foreign Nationals will list data on deployed Foreign Nationals.

***Deployed Civilians:*** Selecting Reports- Additional Reports- Deployed Civilians will list data on deployed Civilians.

## Chapter 7: System Administration

### Overview

This menu allows the user to perform selected global tasks within the database.

### Run System Administration (File Menu: System Admin)

System Administration  
Icon



After selecting the System Administration icon from the main tool bar, the user will see a sub-tool bar. The submenu will allow the following selections:



### Personnel Upload (File Menu: Personnel Upload)

Clicking on the Personnel Upload icon allows for uploading information to the personnel database. The user will use this option for uploading data from SIDPERS-x or for uploading information for non-Army personnel (civilians, contractors, joint etc.). After clicking on this icon, the user will see a screen that allows them to select a directory and (text) file name to upload. After selecting the file, press OK to upload the file.

Format: The personnel data file must use the following format for a proper upload:

*\*Note: Underlined items are mandatory and a space must appear between each data element. (Refer to App. F)*

<b>Short Name</b>	<b>Characters</b>	<b>Title/Format</b>	<b>Default/Remarks</b>
<u>SSN</u>	9	Social Security Number	
<u>Name</u>	27	Last, First MI	
<u>Sex</u>	1	Male/Female	
<u>DOB</u>	8	Date of Birth	
<u>DODCOM</u>	1	DOD Component Code	"A"
<u>MILDYST</u>	3	Military Duty Status	"PDY"
MILDSDT	8	Military Duty Status Effective Date/Date Marked Deployed	
MLDSTM	4	Military Duty Status Effective Time/Time Marked Deployed	
<u>MPC</u>	1	Military Personnel Class	Service Members Only
LANG	2	Language	
System	"D"		
<u>HOMUIC</u>	6		Home UIC for Person
<u>CURUIC</u>	6		Current UIC for Person
<u>RELDEN</u>	2	Religious Denomination	
<u>PGRAD</u>	2	Permanent Grade, Active Duty	Service Members Only
<u>SCPMPT</u>	1	Service Component	Service Members Only
<u>DMOS/AOC</u>	5	Duty Military Occupational Specialty	
<u>PMOS/AOC</u>	5	Primary Military Occupational Specialty	
<u>ASI</u>	2	Duty ASI	
<u>SQI</u>	2	Duty SQI	
<u>MSCPIN</u>	1	Mission Capable Status	Default "Y"
BROSNR	7	Battle Roster Number	Service Members Only
ORGNAM	50	Organization Name	Civilians Only

<u>INECCD</u>	1	Type Person	Default "M"
Blood	1	Blood Type	
WTIND	3	Weight of Individual	
CNOPID	2	Contingency Operation Identifier	
PIN	7	Personnel Increment Number	

*\* All data input must be within this format. If the data field does not pertain to an individual, it must contain the correct number of spaces to compensate for that field. A record on a military person will include 12 spaces in the organization field.*



**Unit Upload** (File Menu: Unit Upload)

Clicking on this icon allows for uploading unit data. The brigade S1 will use this selection for adding organizations to the database. After clicking on this icon, the user will see a screen that allows them to select a directory and file name to upload. After selecting the file, press OK to upload the file. There are three separate files required for a proper organizational upload.



**Duty Status Upload** (File Menu: Duty Status Upload)

This allows for changes to exercise duty status from a file. After clicking on this icon, the user will see a screen that allows them to select a directory and file name to upload. After selecting the file, press OK to upload the file.

<u>Short Name</u>	<u>Length</u>	<u>Title/Format</u>	<u>Remarks</u>
SSN	Char 9		
Space	Char 1		
XMLDST	Char 3	Exercise Duty Status	

Defaults for Patient Tracking Status:

<u>Short Name</u>	<u>Length</u>	<u>Title/Format</u>	<u>Remarks</u>
XMLDDT	Char 8	Exercise Duty Status Effect Date	System Date when posted
XMLDTM	Char 4	Exercise Duty Status Effect Time	System Time when posted



**Reset Exercise and/or Mission Fields** (File Menu: Reset Duty Status)

This selection resets exercise duty status, mission capability status, and deployment date. Users select these options if they want to execute a global resetting of these fields. **Warning!!! This function removes all deployment dates. Do not reset Exercise Duty Status unless directed to do so.**



*Fig. 12: System Administration Reset Exercise Duty Status*



### ***Hospital Upload File***

This allows the upload of SSNs of deployed personnel into a selected manifest. The intent was to deploy soldiers who are evacuated out of country.



### ***Update Existing Tables***

Clicking on this icon will update the information and save it to the appropriate file. It does not erase existing data- it just makes the desired updates. After clicking on this icon, the user will see a screen that allows them to select a directory and file name to upload. After selecting the file, press OK to upload the file.



### ***Overlay Existing Unit Upload***

Clicking on this icon will add organizations to the database. After clicking on this icon, the user will see a screen that allows them to select a directory and file name to upload. After selecting the file, press OK to upload the file. There are three separate files required for a proper organizational upload (Org.txt, Loc.txt and Unit.txt).



### ***Insert/Update UIC Information***

Clicking this icon will display all the Unit Identification Codes within the Army inventory. The user has the opportunity to add a UIC. To add a UIC, the user needs to do the following :

- Select the Insert icon.
- Input or select data for the fields displayed.
- Select to save the UIC.

The user can also modify UIC data by selecting the desired UIC and updating the fields desired for change. The user clicks on save to update the desired changes.



### ***Zip/Unzip Files*** (File Menu: Database Zip / Unzip)

Clicking on this icon allows the user to compress the TPS current database, (fms.db) and write the database to 3.5 disks. It prompts the user through the procedures. It also allows for the uncompressing of a database from 3.5 disks.



**Delete TF/UIC/Soldier** (File Menu: Delete\_TaskForce\_UIC\_Soldier)

Clicking on this icon allows the user to delete records currently residing on the database. The selections include the following:

- Delete all records within selected task forces.
- Delete all records within selected UICs within a selected task force.
- Delete all records for all soldiers on the database.

## Chapter 8: Estimate Loss and Stratification (Chapter Under Construction)

### Overview

This menu allows the execution of the Casualty Loss Estimation Program (LPXMED or MAT) and the Stratification of those results.

### Casualty Estimation and Stratification Selection

Casualty Estimation  
and Stratification Icon



### Run Loss Casualty Estimation/Stratification

Doubleclick on select Task Force Name to get the total counts of personnel in units before running LPXMED System

Task Force Names :

BLACK
GOLD

MOS Selection  
 Primary  Duty

Total Combat Unit personnel :

Total Support Unit personnel :

Note: the above displayed numbers must be used and entered in the LPXMED system

Name of unit(s) used in LPXMED system must be identical to Name of Task Force(s) in the above window.

Fig. 13: Casualty Estimate/ Stratification Introduction Screen

Clicking on the Loss Estimate/Stratification icon (File-Estimation), Tactical Personnel System (TPS) will display an introduction screen. From this screen, the user has a variety of selections to run the estimate/stratification. These options are:

1. Select MOS for strength query: Click on Primary MOS or Duty MOS.
2. Select Task Force for strength query: Double click on desired task force. Tactical Personnel System (TPS) will query the database and produce the number of combat and other MOSs for that Task Force. Upon completion of the query, record the numbers for future use.
3. Click on the LPXMED 4.1 icon/ or MAT icon (Favorable)

## ***LPXMED (Under Construction)***

Once within the LPXMED/MAT program, we will be creating a loss estimate based on the number of personnel assigned to the task force. LPXMED/MAT will create a gross loss number for Tactical Personnel System (TPS) to access and stratify. (Note: Loss estimates can only be run off of created task forces.)

1. Once inside LPXMED, one may desire to use different loss percentages.
  - a. To change loss percentages for casualty categories:
    - 1) Select New.
    - 2) Select Options from the top menu.
    - 3) Select Casualty Rates from the pull down menu.
    - 4) Chose New.
    - 5) Change the Casualty Percentages by clicking on the appropriate box and changing the numbers.
    - 6) Rename the worksheet.
    - 7) Select Apply and then OK.
2. Click on the X icon (Add- Casualty Source) to create a unit within LPXMED. A pop-up display will list systems of personnel groupings. Select an ARMY unit. Now place the X on the screen by clicking the left mouse button.
3. Click on the Red Cross icon (Add-Medical Facility) to select a medical unit. Select CONUS (This is toward the bottom of the selections) for the selection type. Place the cross on the screen by clicking the left mouse button.
4. Click on the slanted line icon (Add- Link). Attach the units by clicking on one unit and holding the left mouse button to draw a line to the other unit. Upon connection, LPXMED will display a message to link the units. Select OK.
5. Double click on the X. LPXMED will display the casualty source screen.

### ***Casualty Source Screen***

1. Change the name to the Task Force Name (You can Alt-Tab to verify the TF name with Tactical Personnel System (TPS). This is extremely important, the unit name must match the task force name. Press Tab three times. Change the starting PAR (Personnel at Risk) to the numbers FMS displayed after the TF query. You can hit the TAB key while holding the ALT key to see the numbers.
2. Select the level of intensity desired for each day for combat and support. Click on the slide bar underneath the "Days into Simulation" to change the days. Upon completion, select OK. LPXMED will return to the Editor Screen.

### ***LPXMED Editor Screen***

1. Select Run, Simulation.
2. Input the start time and the end time (Default of 0 & 5 is OK) and click on OK.
3. Select and remember the destination for print out. This is normally \LPX\MED\MED1.SCR. If you receive a prompt asking if you want to replace the existing file, select OK.
4. When LPXMED completes the simulation, ALT-TAB to Tactical Personnel System (TPS).

### ***Tactical Personnel System (TPS) Casualty Loss Estimate Screen***

1. Select Return.
2. Select the Automated Personnel Planning Personnel Software icon (File- APPS or first icon on the left).
3. Select Scenario (Click on the desired radio dial).
4. Click on the Check button. APPS will display the time range of the simulation. Enter the stratification day desired and click on OK.
5. Tactical Personnel System (TPS) will display the stratified reports. Select any desired options by clicking on the radio dials.

### ***MOS Factor Upload***

Click on the MOS Factor Upload icon (File- MOS Vulnerability Factor Upload) to update MOS vulnerability factors. Upon receipt of new factors on a disk, insert the disk into the disk drive. Click on the MOS Factor Upload icon. Select the MRC desired for update. Select update file location. Select OK to upload the file.

## Chapter 9: Crew

### Overview

This subsystem allows for creation and editing of crew information. It requires knowledge of the weapon systems available and how they should be crewed (Minimum and Maximum Crew). A weapon system is a thing that groups personnel to fight. It can be a tank or a squad leader. Once a user creates a crew, they can use it to access the combat power of their forces. The user can Add Update Weapon Systems and their max/min crew, Assign Equipment (Bumper Level number to Type System), and assign crews to a Task Force.

If a soldier's duty status changes from PDY, they will drop from that crew. This allows the assignment of a new soldier to that vehicle. The system will not allow the assignment of more soldiers than the maximum crew allowed.

### Crew Operations Execution Selection (File Menu: Crew)

After selecting the Crew icon from the main tool bar, the user will see a sub-tool bar. The submenu will allow the following selections:

Crew Icon



#### **Add/Update Equipment** (File Menu: Add/Update Equipment)

After clicking on this icon the user will see a screen that allows the entry of new weapon systems. The data elements include the following:

*Weapon System:* Enter data or pull down (if data already registered)

*System Designation:* Enter data or click on designation on left

*Maximum Crew:* Enter data

*Minimum Crew:* Enter data



#### **Assign SSN to Equipment** (File Menu: Assign Equipment)

After selecting the Assign SSN to Equipment icon the system displays two data columns. The left side displays Weapon Systems/Designations. The right side displays UICs and SSNs. By double clicking on the left mouse button over System type, the user can see the systems designation and max and min crew requirements. Double clicking on the designation will display all the vehicles within that designation (bumper number level of detail). For consistency, we recommend using the Appliqué User ID or UIC plus bumper number when registering vehicles. The following sub-tool bar icons will become available to the user:



#### **Add a vehicle** (Action Menu: Add Unit Reference Number)

To add a vehicle to a system designation, one must double click on the Weapon System to reveal the Designations. Select the desired designation and click on the Add icon. Type in the Unit Reference number or UIC and bumper number of the vehicle.

\*NOTE: Vehicle bumper numbers/Unit Reference Numbers must be assigned before you can assign personnel to the equipment.

### ***Crew a Vehicle***

To crew a vehicle, select the appropriate vehicle (Unit Reference Number). Double click on the UIC box to reveal available SSNs. Select the desired SSNs from the appropriate UIC. Drag the SSNs across to the appropriate vehicle. Changes are automatically saved.

**\*NOTE:** *Vehicle will not be saved without adding a crew.*

### ***Transfer a Soldier between Vehicles***

A user can drag a SSN from one vehicle (Unit Reference Number) to another.

### ***Removing Soldiers from a Crew***

The system will automatically remove soldiers from vehicles when their duty status changes. If a unit wants to remove a soldier with a PDY duty status, select the appropriate system, designation and vehicle. Double click on the vehicle to reveal the SSNs. Drag the desired FMS back to the UIC (right) part of the screen.



***Assign to Task Force*** (File Menu: Assign Task Force)

### ***Assigning a Vehicle to Task Force***

1. After selecting the Assign to Task Force icon the system will display the registered task forces on the left and the Weapon Systems on the right.
2. On the left side of the box, double clicking on a Task Force will display the UICs within the Task Force (Caution: the UIC means a person or more is assigned from that UIC to the Task Force). Double clicking on the UIC will display the SSNs assigned to the Task Force from that UIC.
3. From the main screen, on the right side of the box, double clicking on a system will display the system designations. Double clicking on the designations will display the vehicles (bumper number level of detail). Clicking on a vehicle will display the personnel assigned to the vehicle.
4. A user can drag a vehicle (Unit Reference Number) from the right side to a task force (or multiple task forces).



***Undo Action*** (Action Menu:- Undo)

Highlight the unwanted assignment and click on the Undo icon.



***Crew Reports*** (File Menu: Open/ F3)

Select the Open a Report icon to run reports. The screen will display a tab selection for reports by Military Duty Status or Exercise Military Duty Status. Click on the desired report filter. View the drop down selection of report types. Select the report desired.

### ***All Deployed by System Designation***

Shows all deployed weapon systems with deployed soldiers assigned by system designation. It shows a total per system designation with Max/Min Crew, Assigned and a Delta of the Assigned to the Minimum Crew.

### ***All Deployed by Unit Reference Number***

Shows all vehicles (unit reference numbers) with their system designation, type, maximum/minimum crew, assigned and the delta between the assigned and minimum crew.

### ***Task Force by System Designation***

Shows all deployed weapon systems within a selected Task Force with deployed soldiers assigned by system designation. It shows a total per system designation with Max/Min Crew, Assigned and a Delta of the Assigned to the Minimum Crew.

### ***Task Force by Unit Reference Number***

Shows all vehicles (unit reference numbers) within a selected Task Force with their system designation, type, maximum/minimum crew, assigned and the delta between the assigned and minimum crew.

### ***UIC by System Designation***

Shows all the deployed weapon systems within a UIC or multiple UICs with deployed soldiers assigned by system designation. It shows a total per system designation with Max/Min Crew, Assigned and a Delta of the Assigned to the Minimum Crew.

### ***UIC by Unit Reference Number***

Shows all vehicles (unit reference numbers) within a selected UIC or multiple UICs with their system designation, type, maximum/minimum crew, assigned and the delta between the assigned and minimum crew.

## Chapter 10: UIC Replacement

### Overview

This menu is currently deactivated.

### UIC Replacement Selection

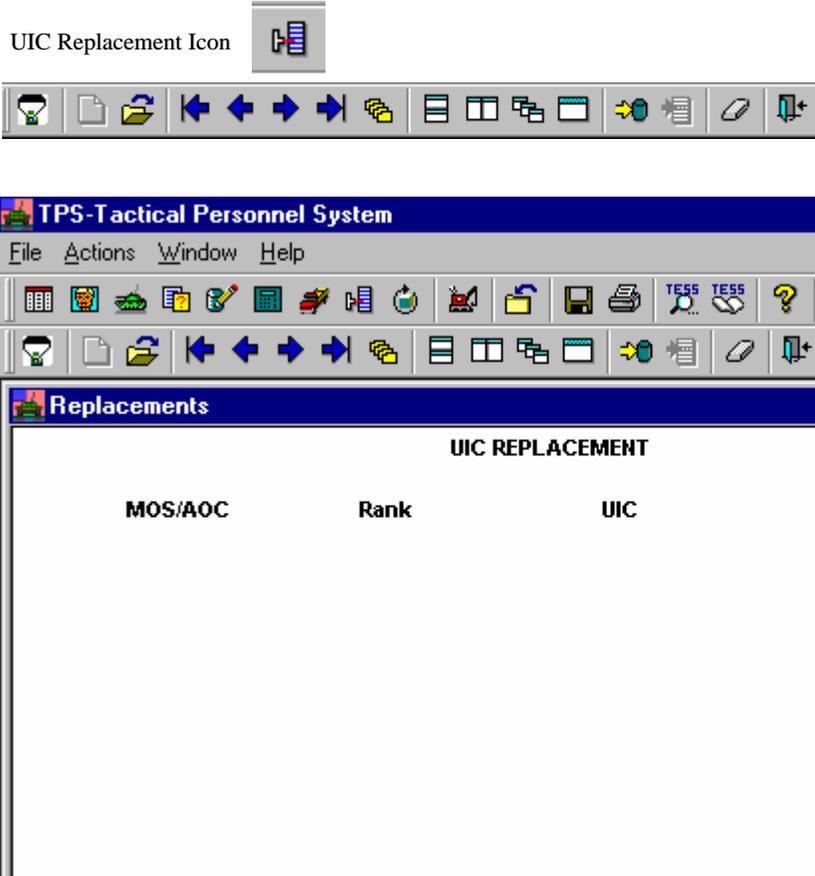


Fig. 14: UIC Replacement Screen

## Chapter 11: TRA to PDY

### Overview

This menu displays military personnel scheduled to join the Task Force.

### TRA to PDY Selection

TRA to PDY Icon



SSN	SOLDIER'S NAME	DUTY STATUS		DEPLOY	UIC		MOS			PAY	
		MIL	EXE	DATE	TYPE	UIC	ENL	OFF	WAR	MPC	GRADE
222222222	BOND JAMES	PDY	PDY	20000427	C	W 1PT AA	11A			O	H5

Fig. 15: List of Replacements Screen

## Chapter 12: Quick Query

## Overview

This menu allows users to build simple adhoc query reports. This selection will allow the user to access screens with tables and field names displayed and select their report/query criteria.

## Quick Query Selection

To enter the Quick Query window, select the Quick Query icon from the application toolbar. The Quick Query window provides the following features:

Quick Query Icon 



## Style

The user can select one of three report formats:

- Grid (Default).
- Form.
- Tabular.

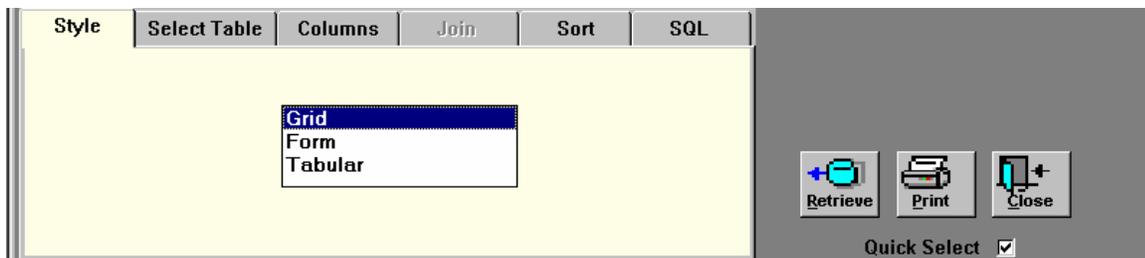


Fig. 16: Style Screen

## Select Table

The user can select up to two tables from the list provided.

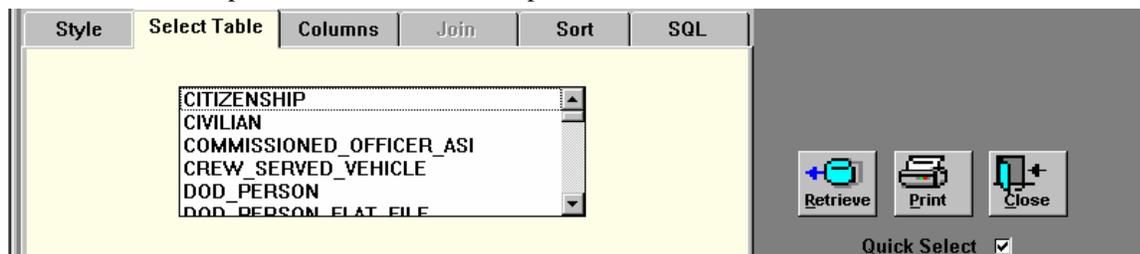


Fig. 17: Select Table Screen

## Columns

TPS provides a table that includes the following fields: SSN; Name; Sex; Religious Denomination (RELDEN); Date of Birth (DOB); Military Duty Status (MILDYST); Exercise Military Duty Status (XMLDST); etc.. The Column Selection allows the user to select only the required table columns to be included on the report. The Column tab also provides the following three functions:

1. **Perform Count** – When the user selects this option the Quick Query will return a record count of the number of records that the query found. The user can then simply double click in the report display area to retrieve these records.

2. **Distinct** – Gives the user the option to force the Quick Query to return only unique values.
3. **Sum Columns** – When this option is selected, the Columns tab will only display numeric columns. When the user selects these columns the Quick Query will return a summed total of these columns.

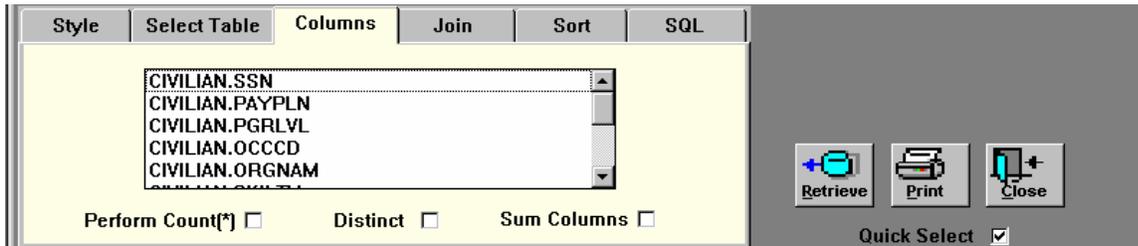


Fig. 18: Columns Screen

### Join

Allows the user to select a single column that the two selected tables have in common. This will cause the Quick Query to return only the rows that are in common between the two selected tables.

*\*Note: Active only when two tables are selected.*

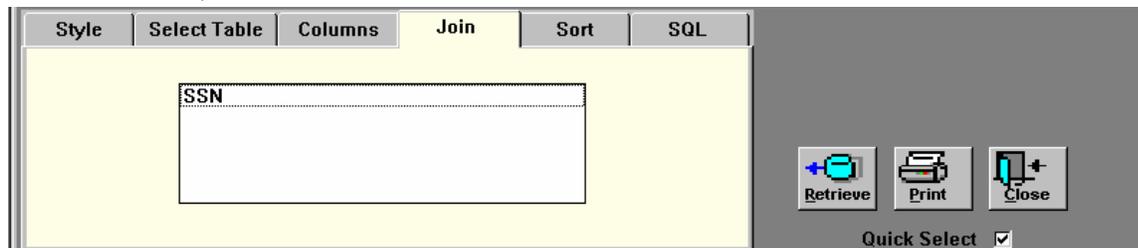


Fig. 19: Join Screen

### Sort

Allows the user to sort the report based on the columns of the selected tables. The user selects or deselects columns by double clicking on the selected column name. The user can then select ascending (default) or descending.

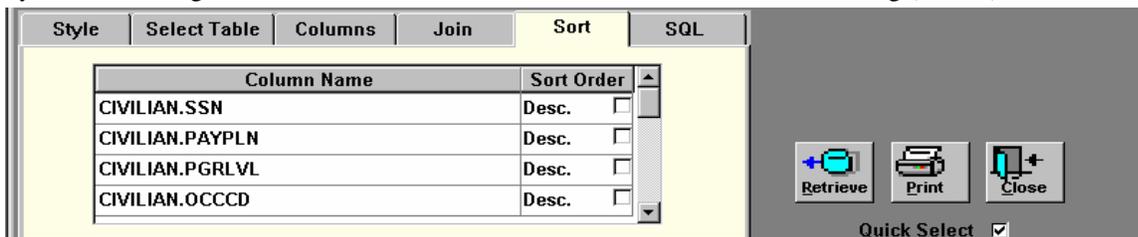


Fig. 20: Sort Screen

### Retrieve

Runs the selected query.

### Optional Entries:

#### SQL

Should the TPS user wish, this function allows the user to view the SQL statement that was built (Note: The SQL tab is not populated until the query is executed).

#### Filter

Allows the user to select only the data that they want. The user can add or delete rows in the filter area by double clicking in the filter area.

## Chapter 13: Miscellaneous Commands



*Close Selection*

This icon closes an open data window to the previous window. When the user selects the Close icon from the main tool bar, TPS will close any opened window.



### ***Save Selection***

This selection saves the displayed data to specific formats. After executing a query or report, the user can select the Save icon, from the main tool bar. The system displays the windows Save As Window. The user can select Save Row As prompt. This prompt will allow the saving of displayed data to different file formats. TPS allows the following selections:

- CVS
- CVS w/headers
- DBASE2
- DBASE3
- DIF
- Excel
- Excel w/headers
- HTML Table
- Powersoft Report
- SQL
- SYLK
- SYLK with headers
- WKS
- WKS with headers
- WK1
- WK1 with headers
- Windows Metafile



### ***Print Selection***

This selection prints displayed data. After executing a query or report, the user can print the displayed data to the default printer. To change the default, the user must be at the main tool bar display (exit from all sub-menus). Select File from the main selection. Then click on Printer Setup. Here the user can select from the loaded printer drivers.



### ***Search TESS Selection***

This selection allows the user to lookup data element names and values from the TAPDB Edit Support System (TESS). TPS contains a database of all the elements it uses. This database can display the full name, definition, and values for any database name. The TAPDB standards committee standardized all the database field names within TPS. This standardization will allow TPS to easily integrate with other DOD systems. After selecting the TESS Search icon from the main tool bar, the user will see a window that allows entry of a name or value. After selecting OK, TPS will display all the entries for the selected name/value. After TPS displays this information, the user can select MORE to see the definition of the data field.



### ***TESS Definition Search Selection***

This selection allows the user to lookup data by parts of the definition within the TESS. By entering a word into the window block, a user can search if that word is in a Title, Short Name, Short Definition or Long Definition Field. Once TESS provides a response, the user can use the TAPDB name discovered to search the values and meaning within TESS search. After selecting the TESS Definitions Search icon from the main tool bar, the user will see a window that allows entry of a word and selection of Title, Short Name, Short Definition or Long Definition. After selecting OK, TESS will display all the entries for the selected definition. After TPS displays this information, the user can select use the TESS Search icon to see the values and definitions of the desired element.



### ***Help Selection***

This selection provides on line help for using the system. The Help icon will display the help topics stored within TPS.



### ***Exit Selection***

This selection closes all open files and closes the application. The Exit icon will close all open files and exit the application.



### ***Synchronization Selection***

Database replication requires additional software to enable the replication. The concept is to allow the Database Management System to send SQL strings to maintain synchronization between databases. The icon on the top toolbar enables this functionality within the database.

## Chapter 14: Updates, Hints, and Troubleshooting

### *TPS Update #7*

TPS Issue: Database corruption due to abrupt termination of TPS application.

*Please note:* This procedure is not intended to fix an already corrupted database.

Follow these procedures to change the location of the **fms.log** file to another directory:

1. Install TPS (NEW USER ONLY)
2. Create new folder on the c: drive C:\FMSBK
4. Cut and Paste "fms.log" (if it exists) from C:\FMS to C:\ FMSBK
5. At bottom left of Windows screen, Click on 'Start', then click on 'Run'
6. A 'Run' dialogue will open and ask for the file name.
7. Type in '**isql**' and press Enter
8. 'Interactive SQL' window will open.
9. Go over to the WINDOW item in the menu and click
10. Select the last option '**Database Tools**'.
11. The 'Database Tools' window will open.
12. Click on the second option, '**Change Transaction Log Name**', in the list box.
13. Type in the 'Database File' as follow: c:\fms\fms.db
14. Click on 'Change' button.
15. The 'Change Transaction Log File' window will open.
16. Click on the second option, 'Maintain Transaction Log'.
17. Type '**c:\fmsbkfms.log**' in the 'Log File' text box
18. Press Enter.
19. Close the 'Change Transaction Log File' window.
20. You will see the following messages on the 'Interactive SQL' window- in the Statistic section:  
.. "c:\fms\fms.db" was using log file "FMS.LOG" .. "c:\fms\fms.db" is using no log mirror file .. "c:\fms\fms.db" is now using log file "c:\fmsbk\FMS.LOG" This indicated the setup is successful.
21. Restart workstation
22. Allow 3 to 4 minutes for recovery.

### ***General Hints for User***

1. Perform **TPS Update # 7** on all TPS platforms.
2. When Manifesting: Perform an '**UPDATE/SAVE**' after every 10 to 15 soldiers.
3. Do NOT use the **TPS Software CD** as your data source (TAPDB file)! Use a separate CD with a TAPDB CD file on it. This is because the TPS software CD has an aggressive auto-install function, thus leading to a corrupted database.
4. **Recommend terminating TPS and restarting your Laptop/CD after every large manifest. (Releases memory held in residence).**
5. **Never** modify/change a record on a TPS manifest until you've conducted an '**UPDATE/SAVE**' first.
6. The TAPDB CD's are "**For Official Use Only**". All old TAPDB CD's should be destroyed by cutting the CD in half, and then thrown away.

***TPS Trouble Shooting: What to do if system is NOT working properly***

### **Unable to access TPS Database:**

1. Should you receive a “database roll-back error” upon accessing TPS, then you will not be able to access you TPS database. This is due to the following problems:
  - a. You failed to perform the operation located in Appendix G of the Smart Book.
  - b. You inserted the TPS Software CD, and started to install the TPS software over your current version of TPS.
  - c. You had a “catastrophic” event occur to your hard drive (power failure, shock, etc..).
2. Should you experience any of the above situations, please perform the following:
  - a. Copy the FMS.DB file from the TPS Software CD to the C:/fms directory
  - b. Then delete the FMS.LOG file (should it exist). This file should be in either the C:\FMS or C:\FMSBK directories. Please check for both locations.
  - c. Perform TPS Update # 7 procedure located in Appendix G.

### **Unable to access TAPDB file:**

1. Ensure that you have inserted the TAPDB CD prior to executing TPS. Please give your system time to access the TAPDB CD before starting TPS.
2. If not #1, check the CD to see if it is scratched, nicked, or otherwise damaged. If so, Please use another CD, and destroy this CD once it is no longer needed.

### **Unable to scan in SSN using barcode scanner and SCANBAR:**

1. Usually the SCANBAR COM settings are incorrect, please check the barcode scanner settings located in the Smart Book and User Manual. Don't ‘double-click’ the COM1 setting for SCANBAR.
  - If you do this, it opens the COM port settings twice. Should you open it twice, recommend that you select “CTRL/ALT/DEL” buttons at one time, then select ‘End Task’ for all SCANBAR entries.
  - If it's not the COM Port or SCANBAR issue, you may need to just re-start your computer, in order to recognize the barcode scanner.

## APPENDIX A

### TPS MANIFEST

#### DOD and Foreign Nationals assigned to Manifest Flight1

Name	SSN/ID	MPC	Rank	Sex	Date of		Deploy		WT	BASE CAMP	
					Duty	Primary	Birth	CURUIC			Line #
DOE JOHN HAROLD	111111111	E	PVI	M	11C	11B	19770101	W1PTAA	CEFCAA	160	TUZLA
BOND, JAMES	007007007	O	LTC	M	11A	11A	19450628	WASFTO	CEFCAA	182	TUZLA
SMITH MARY ELIZABETH	222222222	O	MAJ	F	42A	42A	19700413	W1PTAA	CEFCAA	124	TUZLA

**TOTAL NUMBER OF PEOPLE: 3**

**TOTAL WEIGHT: 466**

Background Information:

The manifest above is a deployment manifest printed directly from TPS.

1. The TPS user can correct the following fields directly on the open manifest: UIC, ULN (Unit Line Number or deployment line number), Base Camp, and Rank.

UIC, ULN and Base Camp can all be corrected at the same time by simply clicking on the UIC/ULN icon, and making the appropriate changes. Rank changes are made with the Rank Change icon.

2. The creation of a TPS manifest accomplishes the following tasks (all at one time):
  - a. Creates a Personnel Deployment Manifest.
  - b. Provides this manifest in a format (AMC/PAS2) for TRANSCOM/Air Force In-Transit Visibility.
  - c. Provides a file for WINPAS upload.
  - d. Provides a format/back-up of this manifest for sharing with other TPS users.
  - e. Establishes a Deployed Personnel Database.

The Deployed Personnel Database can be used for strength reporting in an environment such as the NTC, Bosnia, Kuwait, etc. The TPS user can run pre-formatted reports off of the deployed database for the following levels: UIC, Task Force, and All Deployed Personnel from the database.

3. The manifest is the platform (or vehicle) for establishing the deployed personnel database, but a TPS user does not have to establish a deployed database by scanning soldier's barcodes. An easy/quick method is the Rapid SSN Entry process (see Appendix E). This process allows for loading a column or string of SSNs into the TPS database,

and establishment of a deployment data for all of these personnel. A TPS can load as many personnel at a time with this method as they desire.

4. The manifest can be sorted as desired by the user. The most common sort is Alphabetically by UIC. The sort function is a simple drag and drop process within the TPS Sort function.

## APPENDIX B

### AMC FORMAT

TPS provides a file that can be provided directly to the Air Force or TRANSCOM, thus allowing for In-Transit Visibility of deploying personnel. The TPS user only needs to have the TPS manifest open, then click on the AMC icon, save the AMC file to a diskette, then give the diskette to an Air Force or TRANSCOM representative.

#### The following rules apply to PAS2 input files



AMC Icon

1. Headers and footers should not be used.
2. The input file must only contain NAME, SSAN, GRADE, ULN, MOS, and SERVICE fields.
3. The order of these fields must be NAME, SSAN, GRADE, ULN, MOS, and SERVICE.
4. A comma or tab character must delimit each field.
5. The recommended NAME format is LAST FIRST. Only use letters A-Z. However, if you choose to enclose NAME by quotation marks and use imbedded commas, PAS will handle it.
6. Duplicate SSNs are not allowed or processed. The recommended SSAN format is 111223333. However, PAS will accept 111-22-3333.
7. The GRADE **must** be a valid three-letter grade. Example SGT, MSG, PFC. E1 thru E9 or O1 thru O10 are unacceptable. Any GRADE errors must be corrected in QMAN.
8. The ULN must be alphanumeric.
9. The MOS must be alphanumeric.
10. The SERVICE must be A, F, N, or M. These codes represent the Army, Air Force, Navy, and Marines respectfully.

The creator of the PAS input file should perform cross edits on the GRADE and SERVICE fields. For example, a SERVICE code of **N** and a GRADE of **SGT** should not be allowed because the NAVY doesn't have grade of SGT.

Below is an example of a tab delimited PAS2 (or AMC) input file taken directly from a TPS manifest:

#### PAS 2 Example:

DOE JOHN	11111111	PV1	CEFCAA	11B	A
SMITH MARY	22222222	MAJ	CEFCAA	42A	A
BOND JAMES	007007007	LTC	CEGCAA	11A	A

## APPENDIX C

### PAS (WINPAS) FORMAT

The TPS user can save the open TPS manifest directly to WINPAS (PAS) format for upload in-Theater in Europe, to include Bosnia, and Hungary. Just click on the PAS icon, and save the PAS file to a diskette. Note: PAS file is automatically named: "rcis.txt". We are using the ARCIS backdoor into WINPAS.



PAS Icon

#### **Example of TPS WINPAS ('PAS') file output:**

```
DOE JOHN HAROLD      111111111 PV1  1PTAA
BOND JAMES           007007007 LTC  ASFT0
SMITH MARY ELIZABETH 222222222 MAJ  1PTAA
```

#### WINPAS (PAS) File Upload Requirements:

1. 64 Characters wide, fixed-width format.
2. Records are "wrapped" (no carriage return).
3. File is automatically named "rcis.txt".

#### Format:

Name	SSN	Rank	UIC
27 char    1 space	9 char    1 space	3 char    6 spaces	5 char    12 spaces

## Appendix D

### TRN format



TRN Icon

The TRN (TRANSFER) file format allows for the back up of the manifest. The TRN file can be sent to another TPS laptop for manifest upload. The 1<sup>st</sup> CAV Division is doing this in Bosnia. The 15PSB creates a manifest, and sends the TRN file via e-mail to the 15PSB personnel located at Task Force Eagle. This process allows the personnel on the ground in Bosnia to automatically establish their deployed database.

TEST1	007007007	BOND JAMES	M	A	178				P
	11A O	H5 C W	ASF	T0					
	19990210	1105 19990210	1105	19990210	1105	19990210	1105		1105
	O	A M			62			A	
	19450628	PDY 19990225	1407	PDY	19990225	1407		Y	
	19990225				R			A	
	182								
		cefcaa		W					
TEST1	22222222	SMITH MARY ELIZABETH	F	A	178				
	P 42A	O I5 C W	1PT	AA					
	19990210	1105 19990210	1105	19990210	1105	19990210	1105		1105
	O	A M						A	
	19700413	PDY 19990225	1404	PDY	19990225	1404		Y	
	19990225				R			A	
	124								
	GM 50	50 50 cefcaa		S					
TEST1	11111111	DOE JOHN HAROLD	M	A	000			P	11B
	E	Z5 C W	1PT	AA					
	19990210	1105 19990210	1105	19990210	1105	19990210	1105		1105
	O	A M			OO				
	19770101	PDY 19990129	1227	PDY	19990210	1114		Y	
	19990210				Z			A	
	160								OO
	O YY		CEFCAA						

## Appendix E

### **RAPID SSN UPLOAD**

RAPID SSN Upload – TPS Pre-Manifest Operations

#### ***Purpose:***

For Pre-Manifesting: “To extract SSNs from existing file (Excel, WORD, Text, etc...), thus allowing the G1 or PSB to be able to scrub the data, i.e., verify UICs, rank, etc.

***\*Note: Create “manifest shells” on TPS. You can name them “flight1” etc.. as desired. You will drop your deployed personnel in these shells or bins.***

#### ***Procedures:***

1. Obtain Deployment Excel file from G1 or other appropriate source.
2. Extract SSNs from the Deployment file
  - a. Open your file within Excel.
  - b. Highlight the SSN column, and select copy.
  - c. Copy the SSN column to a new file.
  - d. Ensure that the field width for the SSN column is set to 9 characters, and that you avoid a SSN that begins with a zero (0) from being truncated. To do this, just highlight the column, go to Format, Cell and select Custom, and click on (highlight) the field General and push the Backspace key in order to remove the name. Then type in nine zeros –000000000. Select OK.
  - e. Align the SSN column to the left, use the Align Left icon on second tool bar.
  - f. Save the file as a text file (Text-Tab delimited) to a diskette, or to a desired directory on your hard drive.

Recommend saving on a diskette.

3. Open TPS, and upload the SSN file within System Administration
  - a. Select System Admin, then click on the CD-ROM activated icon.
  - b. Select Personnel Upload
  - c. Locate your saved SSN text file on the diskette or hard drive location.
  - d. Select Open. You will see a “total of records read” on your file.
  - e. Select Update Existing Records icon. \* **Do not select ‘Overlay’!**
  - f. You’ll be prompted with ‘Retrieve from CD-ROM’, select Yes.

***\*Note: If you don’t receive this prompt, it means you forgot to click on the CD-ROM icon or your system is failing to recognize the TAPDB CD.***

4. Now you’re ready to manifest these personnel. To do this stay in System Admin
  - a. Select the Host Data Upload icon.
  - b. Locate your SSN file, and select Open.
  - c. Select the Overlay icon, and you will see total records.
  - d. Highlight the manifest that you want to load these personnel to, and select OK.

## Appendix F

### Personnel Upload



#### Personnel Upload

Clicking on the Personnel Upload icon (File- Personnel Upload) allows for uploading information to the personnel database. The user will use this option for uploading data from SIDPERS-x or for uploading information on non-Army personnel (civilians, contractors, joint etc.). After clicking on this icon, the user will see a screen that allows them to select a directory and file name to upload. After selecting the file, press OK to upload the file.

Format: The personnel data file must use the following format for a proper upload.

*\*Note: Items in bold are mandatory.*

*\*Note: A space must appear between each section of data. Refer to examples on next page.*

<i>Short Name</i>	<i>Characters</i>	<i>Title/Format</i>	<i>Default/Remarks</i>
<b>SSN</b>	9	Social Security Number	
<b>Name</b>	27	Last, First MI	
<b>Sex</b>	1	Male/Female	
<b>DOB</b>	8	Date of Birth	
<b>DODCOM</b>	1	DOD Component Code	"A"
<b>MILDYST</b>	3	Military Duty Status	"PDY"
<b>MILDSDT</b>	8	Military Duty Status Effective Date/Date Marked Deployed	
<b>MLDSTM</b>	4	Military Duty Status Effective Time/Time Marked Deployed	
<b>MPC</b>	1	Military Personnel Class	Service Members Only
<b>LANG</b>	2	Language	
<i>System</i>	"D"		
<b>HOMUIC</b>	6		Home UIC for Person
<b>CURUIC</b>	6		Current UIC for Person
<b>Relden</b>	2	Religious Denomination	
<b>PGRAD</b>	2	Permanent Grade, Active Duty	Service Members Only
<b>SCPMPT</b>	1	Service Component	Service Members Only
<b>DMOS/AOC</b>	5	Duty Military Occupational Specialty	
<b>PMOS/AOC</b>	5	Primary Military Occupational Specialty	
<b>ASI</b>	2	Duty ASI	
<b>SQI</b>	2	Duty SQI	
<b>MSCPIN</b>	1	Mission Capable Status	Default "Y"
<b>BROSNR</b>	7	Battle Roster Number	Service Members Only
<b>ORGNAM</b>	50	Organization Name	Civilians Only
<b>INECCD</b>	1	Type Person	Default "M"
<b>Blood</b>	1	Blood Type	
<b>WTIND</b>	3	Weight of Individual	
<b>CNOPID</b>	2	Contingency Operation Identifier	
<b>PIN</b>	7	Personnel Increment Number	

\*\*\* All data input must be within this format. If the data field does not pertain to an individual, it must contain the correct number of spaces to compensate for that field. A record on a military person will include 12 spaces in the organization field.

*Note: A " " represents a space.*

*Note: For the Name entry, a total of 27 Characters must be used; therefore, one must space over until you have utilized the full 27 spaces. This is a fixed width file format.*

**Personnel Upload - long entry**

123456789\_FERGUSON\_KIMBERLY\_A\_\_\_\_\_F\_19760911\_A\_PDY\_19990529\_0600\_O\_EN\_WAECAA\_WAECAA\_CJ\_D5\_R\_00B00\_00B00\_(ASI  
- 2Char)\_(SQI-2Char)\_Y\_8734567\_(ORGNAM-50Char)\_M\_O\_165\_SH\_(PIN-7Char)

**Personnel Upload - short entry (minimal information required)**

987654321\_HOWALD\_ANGELA\_S\_\_\_\_\_F\_19760911\_A\_PDY\_\_\_\_\_O\_\_\_\_\_WAECAA\_WAECAA\_CJ\_D5\_R\_00B00\_  
00B00\_(ASI - 2Char)\_(SQI-2Char)\_Y\_\_\_\_\_\_(ORGNAM-50Char)\_M\_\_\_\_\_

*\*Note: ORGNAM is not mandatory for a short entry.*

## Appendix G

### **Database “Back-up” and Manifest “Back-up”**

#### **To back-up the entire TPS database:**

1. Open ‘Explore’
2. Open ‘FMS’ directory
3. Locate the ‘fms.db’ file
4. Copy the ‘fms.db’ file to a ‘temp’ directory and copy the ‘fms.db’ file to a storage device capable of storing a file that is as large as 45-60 MB

*Note: A PCMCIA card is a good example of a large storage device.*

#### **To back up individual personnel “Manifests”:**

1. Open Manifest Operations
2. Select the ‘Open’ folder and open the desired ‘manifest’.
3. Insert a 3.5” diskette into the floppy drive.
4. Select the ‘Save in TRN format’ icon.
5. Select ‘Save In’: 3 ½ Floppy (A:)
6. Click on ‘UPDATE/SAVE’

*Note: The saved ‘TRN’ file can be provided to another TPS laptop for upload. In addition to saving on disk, the file can be sent via e-mail attachment. The ‘TRN’ file is in a text format and is a relatively small file.*

## Appendix H

## **Install TAPDB file on Hard drive**

### TAPDB UPLOAD

1. To access TAPDB file from C:\, or to alternate hard drive partitions if available. Follow the steps below:
  - a. Close all applications.
  - b. Go to EXPLORER, **copy** the **TAPDB.CDB** file from the TPS CD to the root directory, C:\
  - c. **Delete** the existing C:\fms\**tapdb.wlg** (if it exists).

## APPENDIX I

### UIC Upload

#### UIC Upload

This selection allows for uploading organizational data. This function is only intended to enable users to load UICs that are not part of the TAPDB. Loading UICs through this function will delete all the UICs that currently reside on FMS. This function requires three files to be present within the C:\FMS directory. The data in these files must be enclosed in double quotes and separated by commas. The files (and required file names) are specified below:

#### Org.txt

SVCDSG	CHAR(1)	
PUD	CHAR(3)	PRIMARY KEY
DD	CHAR(2)	
UNTCA	CHAR(2)	
PPA	CHAR(2)	
USARS	CHAR(2)	
QUNO	CHAR(4)	
UNITBR	CHAR(2)	
UDESC	CHAR(15)	
DESIGT	CHAR(25)	
UDSGME	CHAR(37)	

#### File Format for 'org.txt' file: This file denotes 10 records:

```

"W","AEC","AA","E5","1D"," ","0011","AV","HHC      "
"W","AED","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEE","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEF","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEG","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEH","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEI","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEJ","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEK","AA","E5","1D"," ","0011","AV","HHC      "
"W","AEL","AA","E5","1D"," ","0011","AV","HHC      "

```

#### Locat.txt

ULOCCD	CHAR(1)		
SVCDSG	CHAR(1)	PRIMARY KEY PUD	CHAR(3)
DD	CHAR(2)		
GELOC	CHAR(18)		
ARLOC	CHAR(5)		
STLOCU	CHAR(2)		
CYLU	CHAR(2)		
UADZIP	CHAR(9)		
GTYPOM	CHAR(1)		
GYPOAM	CHAR(2)		

**File Format for 'locat.txt' file: This file denotes 10 records**

"H","W","AEC","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AED","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEE","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEF","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEG","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEH","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEI","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEJ","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEK","AA","LJAC	","GE394"," ","GE","	","A","AE"
"H","W","AEL","AA","LJAC	","GE394"," ","GE","	","A","AE"

**Unit.txt**

EDATE	CHAR(8)	
TDATE	CHAR(8)	
ATNMPC	CHAR(1)	
ATHGRD	CHAR(2)	
ATHOCS	CHAR(4)	PRIMARY KEY
CTLANG	CHAR(2)	
CTASIE	CHAR(2)	
SVCDSG	CHAR(1)	
PUD	CHAR(3)	
DD	CHAR(2)	
REQSTR	INTEGER	
ATHSTR	INTEGER	
NUMASN	INTEGER	

**File Format for 'unit.txt' file: This file denotes 10 records:**

```

"19950401","19951116","E","E9","00Z5"," "," ","W","AEC","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AED","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEE","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEF","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEG","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEH","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEI","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEJ","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEK","AA",00001,00001
"19950401","19951116","E","E9","00Z5"," "," ","W","AEL","AA",00001,00001
  
```

## Appendix J

### Sort Command

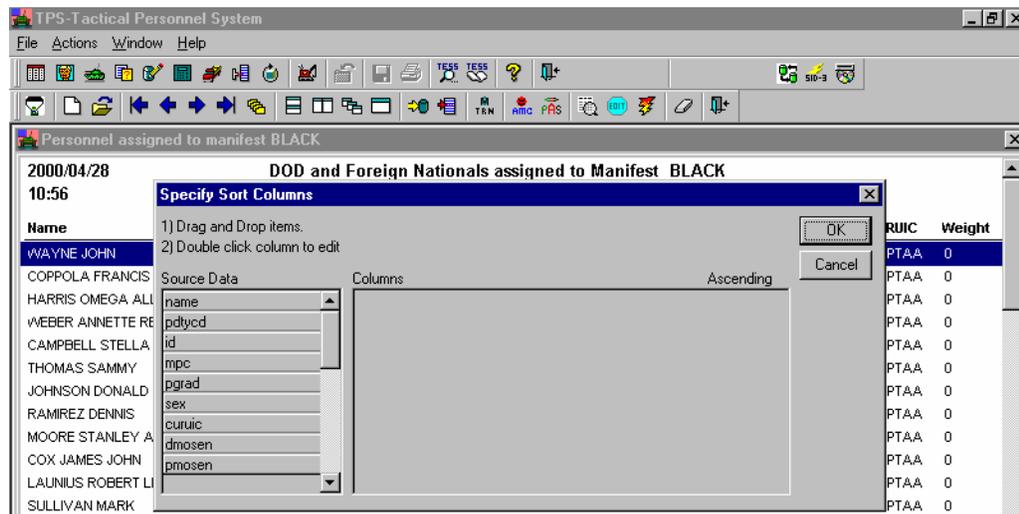
#### Overview

The Sort icon allows the user to select limited criteria to determine the order that the information is provided. The Sort function can be found in the Manifest, Task Force, and Query and Reports screen only.

#### Sort Selection



Sort Icon



1. The sort criteria are determined by a simple click and drag command.
  - a. Left click and hold over the desired criterion in the Source Data field and drag it into the Columns field and release.
  - b. Repeat this process until all criterions are added to your sort sequence.
  - c. Select OK to conduct sort operation on desired report.
2. To remove selected criterion from the Columns field, left click and hold over the desired criterion and drag it back to the Source Data field and release.

## **Appendix K**

### **TPS Data Elements**

The following personnel data elements can be placed in TPS. These data elements can be entered via Add/Update Personnel function on TPS, or via Personnel Record Upload.

NAME  
SSN  
SEX  
DOB  
INDIV EMPLOYMENT CLASSIFICATION CODE  
MARITAL STATUS  
DOD COMPONENT  
MILITARY DUTY STATUS  
MILITARY DUTY DATE  
MILITARY DUTY TIME  
RACE  
RELIGION  
PASSPORT #  
BLOOD TYPE  
INDIVIDUAL WEIGHT  
MISSION CAPABLE INDICATOR  
ETHNIC GROUP  
ID CARD #  
ID CARD TYPE  
PERSONNEL SECURITY STATUS  
CIV EDUCATION LEVEL COMPLETION  
DATE ETS  
MILITARY PERSONNEL CLASS  
SERVICE COMPONENT  
MILITARY EDUCATION LEVEL  
BATTLE ROSTER #  
RANK  
DATE OF RANK  
BASIC ACTIVE SERVICE DATE  
PAY ENTRY BASIC DATE  
UIC  
UIC TYPE  
MOS/ASI  
AREA OF CONCENTRATION  
SQI  
MILITARY SKILL DESIGNATION CODE  
LANGUAGE  
LANGAGUE READING LEVEL PROFICIENCY  
LANGUAGE SPEAKING LEVEL PROFICIENCY  
LANGUAGE LISTENING LEVEL PROFICIENCY

## **Appendix L**

## Glossary

ABCS: Army Battle Command System

AAFES: Army and Air Force Exchange Services

AMC: Air Mobility Command

AOC: Area of Concentration

APOE: Aerial Port of Embarkation

APOD: Aerial Port of Debarkation

ARLOC: Unit Home Army Location

ASI: Additional Skill Identifier

ATHMPC: Authorized Military Personnel Code (O-Officer, W-Warrant Officer, E- Enlisted)

ATHGRD: Authorized Grade

ATHSTR: Unit Authorized Strength

BAS: Battalion Aid Station

BDE: Brigade

BN: Battalion

CASCOM: Combined Arms Support Command

CGSC: Command and General Staff College

CONUS: Continental United States

CPAS: Central Personnel Accounting System (1PERSCOM unique system)

CSSCS: Combat Service Support Control System (one of the 5 ATCCS systems)

CSSTSS: Combat Service Support Training Support System

CTASIE: Control Additional Skill Identifier - Enlisted

CTLANG: Control Language Identity

CYLU: Country Location of Unit

DB: Database

DD: Descriptive Designator

DESIGT: Unit Designation Table of Distribution and Allowances

DMOS: Duty Military Occupational Specialty

DOB: Date of Birth

DOD: Department of Defense

EDATE: Document Effective Date

FBCB2: Force XXI Battle Command and Below System

GLOC: Unit Geographic Location

GTN: Global Transportation Network

GTYPOM: Gateway Post Office, Mailing

GYPOAM: Gateway Post Office Area, Mailing

ID: Identification

LPXMED: Logistics Processor External - Medical Model

LRC: Lesser Regional Contingency

MARC: Multi-Technological Automated Card Reader

MI: Middle Initial

MOS: Military Occupational Specialty

MPC: Military Personnel Code

MRC: Major Regional Contingency

MSF: Mobile Strike Force

NAF: Non Appropriated Funds

NTC: National Training Center

OC: Observer Controller

PAR: Personnel At Risk

PAS: Personnel Accounting System, i.e.. WINPAS

PDY: Present for Duty

PERSCOM: Personnel Command

PMOS: Primary Military Occupational Specialty

POC: Point of Contact

PPA: Personnel Information System Processing Activity

PSS: Personnel Service Support

PUD: Parent Unit Designation

PTC: Patient Tracking Code

RAM: Random Access Memory

RAPIDS: Real-Time Automated Personnel Identification System

REQSTR: Unit Required Strength

SIDPERS: Standard Installation/Division Personnel System

SOP: Standard Operating Procedures

SQI: Special Qualification Identification Code

SSN: Social Security Number

STLOCU: State Location Unit

SVCDSG: Service Designator

TAPDB: Total Army Personnel Database

TDATE: Document Termination Date

TESS: TAPDB Edit Support System

TF: Task Force

TPS: Tactical Personnel System

TRA: In-Transit

TRANSCOM: Transportation Command

TTP: Techniques, Tactics and Procedures

UADZIP: Unit Address, Zip Code

UDESC: Unit Description

UDSGME: Unit Designation

UIC: Unit Identification Code

UNTCA: Unit Command of Assignment

UNITBR: Unit Branch

USARS: United States Army Regimental System Number

ULOCDD: Unit Location Type Category Code

QUNO: Unit Number, US Army

WINPAS: Windows Personnel Accounting System (1PERSCOM unique system)